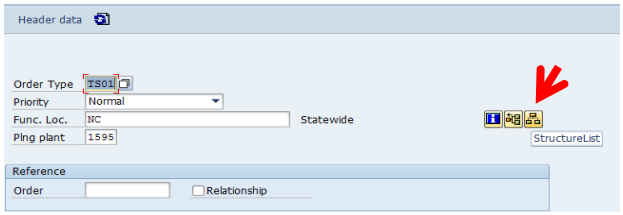
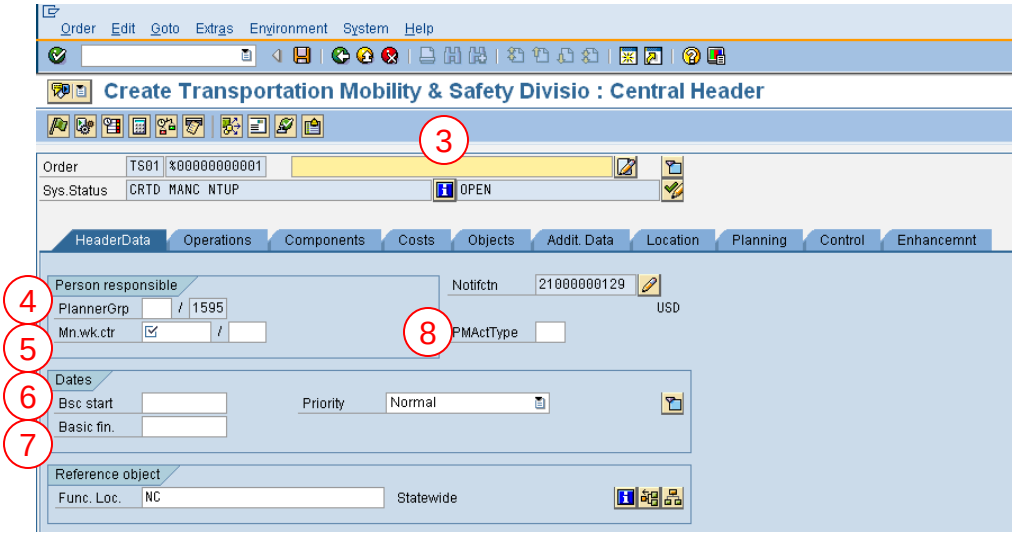
TMSD Work Management System
Order Creation Quick Card

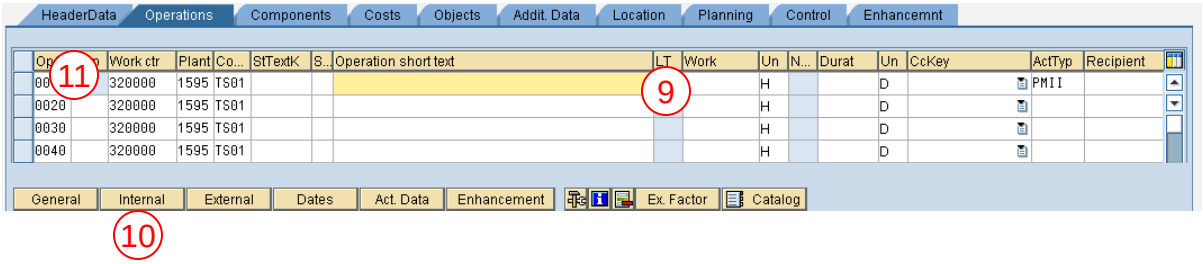
1. If the order is being created through a notification, skip to step 8
2. To create an order by itself, use transaction IW31 (order type = “TS01”) and enter the priority (normal or expedite). To enter the functional location, enter “NC” in the box then click the “Structure List” button to select “Statewide” or a specific Division or County. Ignore the “Plng plant” box and press “Enter” or select the “Header Data” button



3. Enter the description (remember to start with “2000” or “3000” unless the order is for a TIP project; also remember high order and low order routes)
4. Select a planner group (Unit, Section, or Group responsible for the order)
5. Enter the main work center (actual business unit responsible for the order)
6. Enter a basic start date
7. Enter a basic finish date
8. Select an activity type (order “type” or “categorization”)

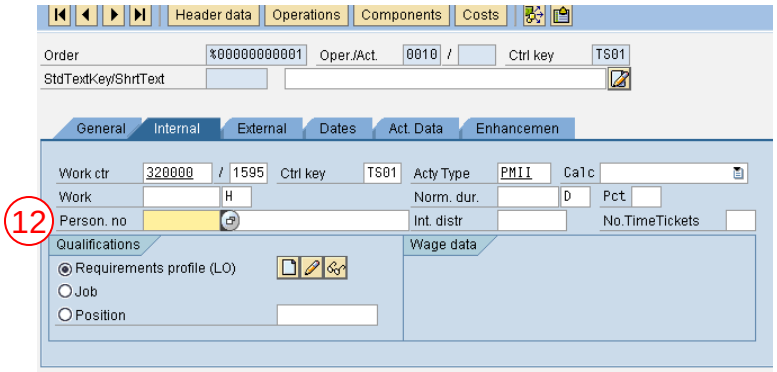


9. Edit/add operations, and any work hours or durations (if applicable)
10. Edit the work center assignment (if different from the default)
11. Click the “Internal” button to assign the operation to an individual employee (if applicable – otherwise, skip to step 13)

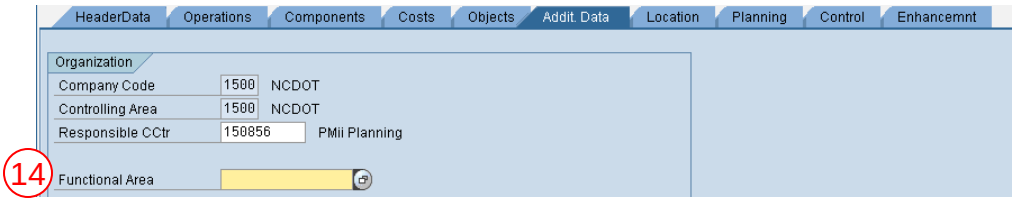


TMSD Work Management System
Order Creation Quick Card (continued)

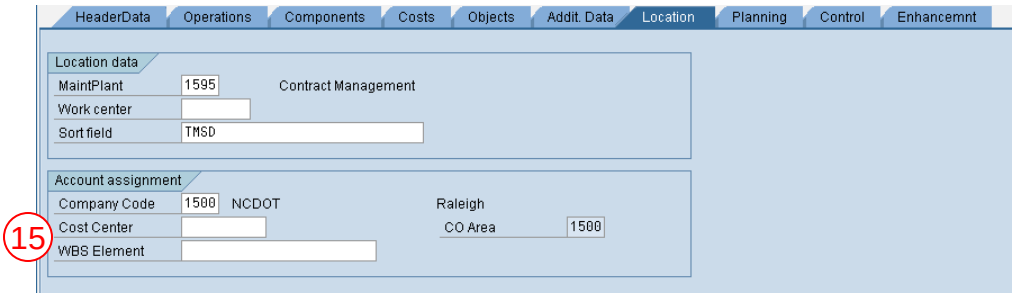
12. Enter the personnel number of the employee responsible for the operation and click the "Back" button ( )



13. Calculate the schedule (if applicable) using the "Schedule" button ( )
14. Enter a function area code (if this order is for 3000 series employees)



15. Enter a WBS element (if this order is for 3000 series employees) **OR** a cost center (if this order is for 2000 series employees)



16. Perform the settlement rule ( ) with "default" at 100% full settlement and click the "Back" button ( )

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Sett...	No.
WBS	12345.1.1	Gates, US 158, 01-03-21...	100.00		FUL	1
WBS	12345.1.1	Gates, US 158, 01-03-21...	100.00		PER	2

– OR –

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Sett...	No.
CTR	150149	TRA Traffic Engnring	100.00		FUL	1

17. Release the order for time charges ( )
18. Save the order ( )