

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

Header data

Order Type: TS01
 Priority: Normal
 Func. Loc.: NC Statewide
 Plng plant: 1595

Reference
 Order: Relationship:

StructureList

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")

Order: TS01 %0000000001
 Sys.Status: CRTD MANC NTUP

HeaderData Operations Components Costs Objects Addit. Data Location Planning Control Enhancemnt

Person responsible
 PlannerGrp: / 1595
 Mn.wk.ctr: /
 PMActType:

Dates
 Bsc start:
 Basic fin.:


Reference object
 Func. Loc.: NC Statewide

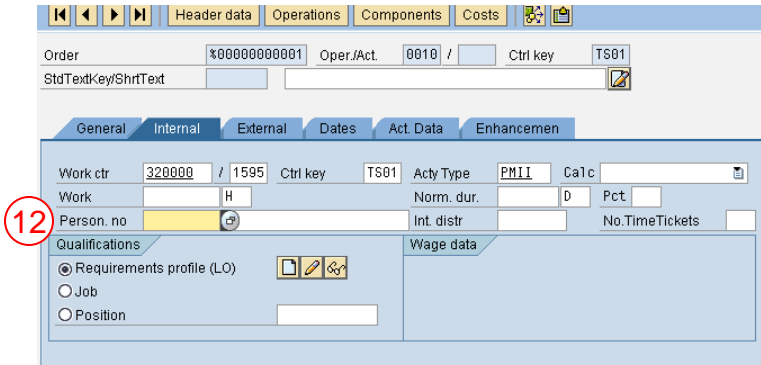
9. Edit/add operations, and any work hours or durations (if applicable)
10. Edit the work center assignment (if different from the default)
11. Click the "Internal" button to assign the operation to an individual employee (if applicable – otherwise, skip to step 13)

Op	Work ctr	Plant	Co...	SITextK	S...	Operation short text	LT	Work	Un	N...	Durat	Un	Cckey	ActTyp	Recipient
00	320000	1595	TS01						H			D		PH I I	
0020	320000	1595	TS01						H			D			
0030	320000	1595	TS01						H			D			
0040	320000	1595	TS01						H			D			


General Internal External Dates Act. Data Enhancement Ex. Factor Catalog

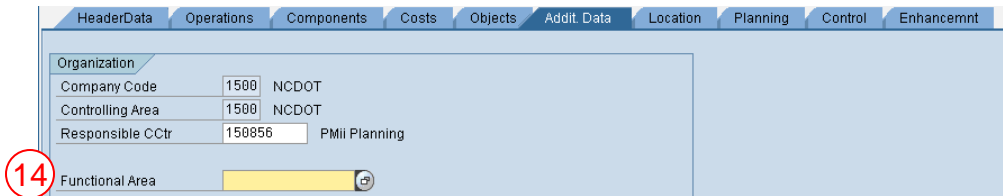
TMSD Work Management System Order Creation Quick Card (continued)

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



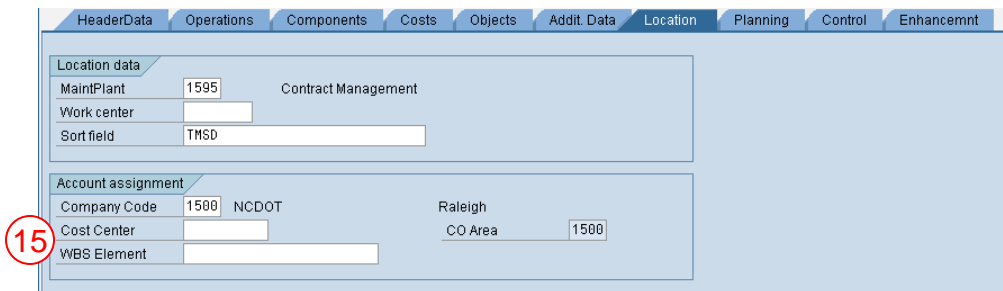
The screenshot shows the 'Operations' tab in the TMSD Work Management System. The 'Person.no' field is highlighted in yellow, and a red circle with the number 12 is next to it. Other fields include 'Work ctr' (320000 / 1595), 'Ctrl key' (TS01), 'Acty Type' (PMI), and 'Ca1c'.

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





The screenshot shows the 'Addit. Data' tab in the TMSD Work Management System. The 'Functional Area' field is highlighted in yellow, and a red circle with the number 14 is next to it. Other fields include 'Company Code' (1500), 'Controlling Area' (1500), and 'Responsible Cctr' (150856).

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)





The screenshot shows the 'Location data' and 'Account assignment' tabs in the TMSD Work Management System. The 'WBS Element' field is highlighted in yellow, and a red circle with the number 15 is next to it. Other fields include 'MaintPlant' (1595), 'Work center', 'Sortfield' (TMSD), 'Company Code' (1500), 'Cost Center', and 'WBS Element'.

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 Engrng	100.00		FUL	1

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