

TMSD Work Management System Advanced Order Options Quick Card

A. Templates

Note – A template is used to insert operation information into new orders. Templates are generally only established for order types that have complicated operation structures such as work hours, durations, and relationships. Templates do not need cost centers, WBS elements, function codes, settlement rules, or to be released. Time can not be charged to templates.

1. To create a template, set up an order and enter information in the “Operations” tab as necessary. Save the order and request that an Administrator convert it to a template.

OpAc	SOp	Work ctr	Plant	Co...	STextK	S...	Operation short text	LT	Work	Un	N...	Durat	Un	Cckey	ActTyp	Recipient
0010		327000	1595	TS01			Prepare Scoping Cost Estimate		4.0	H		6.0	H		PMII	
0020		327000	1595	TS01			Project Scoping Meeting		8.0	H		12.0	H		PMII	
0030		327000	1595	TS01			Prepare Preliminary Signing Location		120.0	H		23.0	D		PMII	
0040		327000	1595	TS01			SDU Coordination with Division		24.0	H		36.0	H		PMII	
0050		327000	1595	TS01			Detour Signing		80.0	H		15.0	D		PMII	
0060		327000	1595	TS01			Constructibility Review		8.0	H		12.0	H		PMII	
0070		327000	1595	TS01			Conduct Field Inspection Meeting		8.0	H		12.0	H		PMII	
0080		327000	1595	TS01			Coordinate Barrier Control		16.0	H		3.0	D		PMII	
0090		327000	1595	TS01			Coordinate Overhead Sign Structures		56.0	H		84.0	H		PMII	
0100		327000	1595	TS01			Detour, Temporary Signs and Lane Control		16.0	H		3.0	D		PMII	
0110		327000	1595	TS01			Develop Signing and Delineation Plans		400.0	H		76.0	D		PMII	
0120		327000	1595	TS01			Finalize Quantities and Estimate		40.0	H		60.0	H		PMII	
0130		327000	1595	TS01			Check List of Standards and Provisions		8.0	H		12.0	H		PMII	

2. To use a template, open transaction IW31. Enter the order type, priority, and functional location (as usual). Enter the template’s order number in the “Order” field of the “Reference” box and press “Enter” (or click the “Header” button). This will copy all of the information from the “Operations” tab in the template to the “Operations” tab in the new order.

Header data

Order Type: TS01
 Priority: Normal
 Func. Loc.: NC-DIV05-034 Franklin
 Ping plant: 1595

Reference
 Order: 41000000135

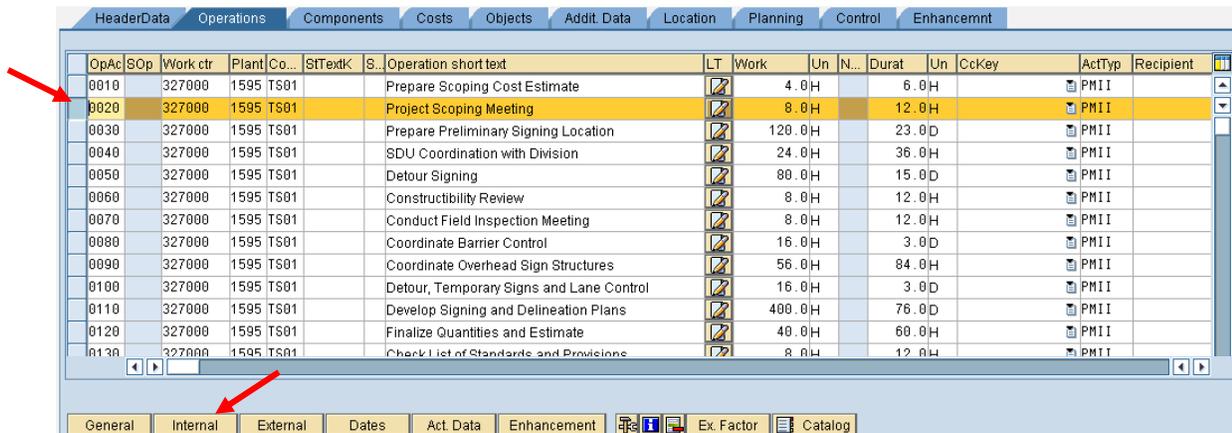
3. Complete, settle, release, and save the rest of the order as normal.

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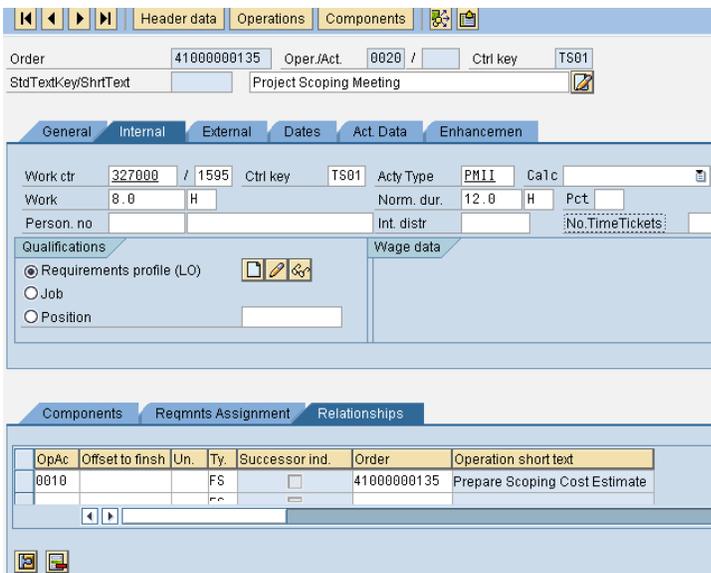
B. Relationships

Note – Relationships are only used on operations where durations are present. A relationship compares two or more operations (not necessarily within the same order) and provides required sequencing for them such as having the operations start at the same time (SS), finish at the same time (FF), start when one finishes (SF), or finish when one starts (FS). Relationships can be established when creating an order (IW31), when changing an order (IW32, IW37, or IW38), or can be imported when using a template.

1. To create a relationship, highlight an operation and click the “Internal” button



2. Click on the “Relationships” tab (in the bottom half of the screen) and enter the operation number, order number, and relationship that should be associated with the operation you selected in step one (above).



This example reads as follows...

“Operation 0010 of order 4100000135 must finish before operation 0020 of order 4100000135 can start.”

(i.e. this is a “FS” relationship)

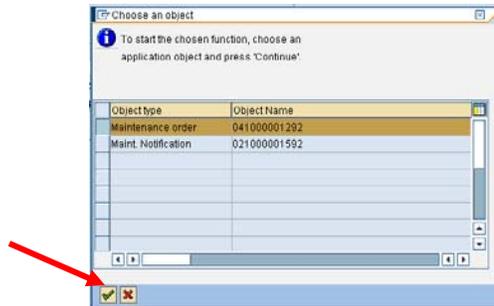
3. When the order is saved, or when the scheduling button (📅) is clicked, forecast completion dates (Earliest End Date) of the operations will be recalculated based on the basic start date, and the relationships and the durations of the associated operations.

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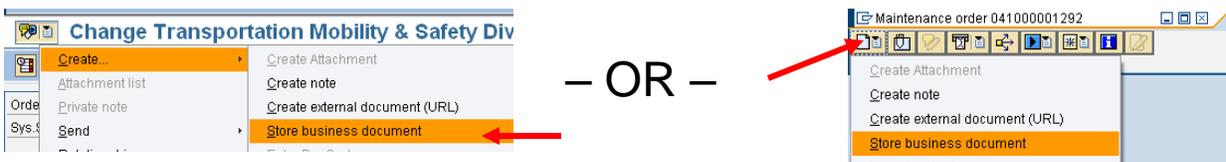
C. Attaching Documents

Note – The only documents that can be attached to orders are Adobe files (PDF), Word files (DOC), and Excel spreadsheets (XLS).

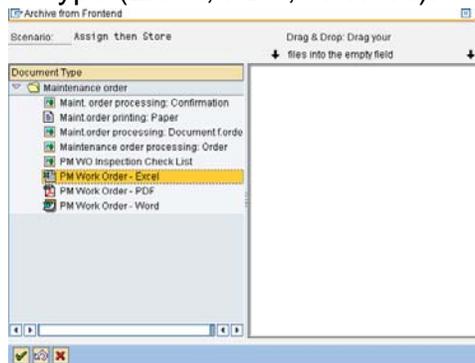
1. Open transaction IW32.
2. Click the “Services for Object” button ().
3. Select the “Maintenance order” line and press “Enter” or click on “Continue” (green check).



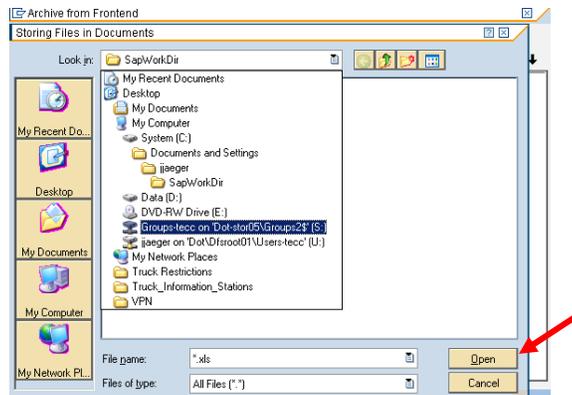
4. Select “Create...” -> “Store business document”



5. Double-click on the document type (Excel, PDF, or Word).

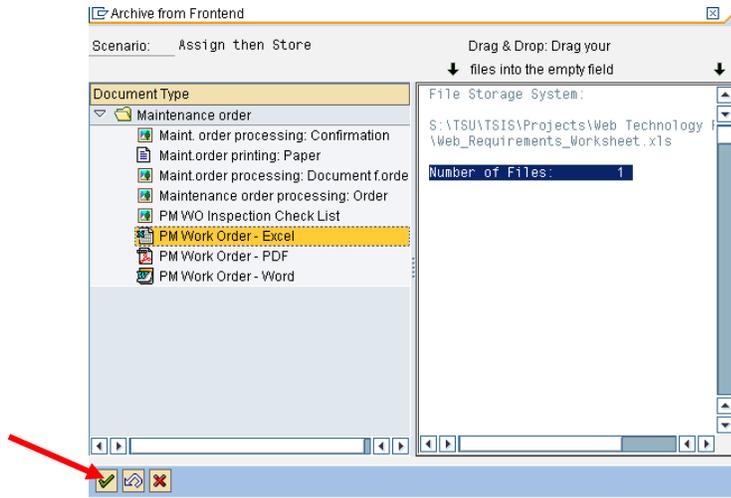


6. Find the file to be attached and double-click on it (or select the file and click “Open”).



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- Click the “Continue” button (green check).



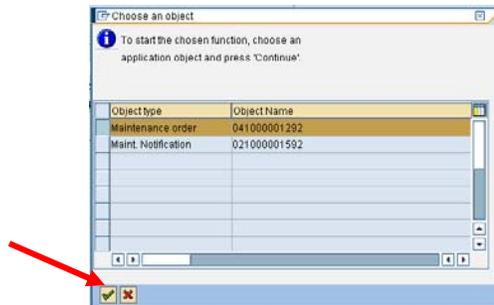
- If open, close the “Maintenance Order” window.



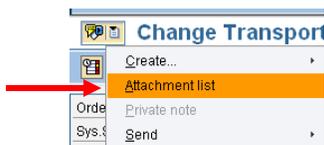
- Click the “Save” button (floppy disk icon).

D. Open Attached Documents

- Open transaction IW32.
- Click the “Services for Object” button ().
- Select the “Maintenance order” line and press “Enter” or click on “Continue” (green check).



- Select “Attachment list”



– OR –



- Double-click on the document to be opened.