

TMSD Work Management System Confirmation/TECO Quick Card

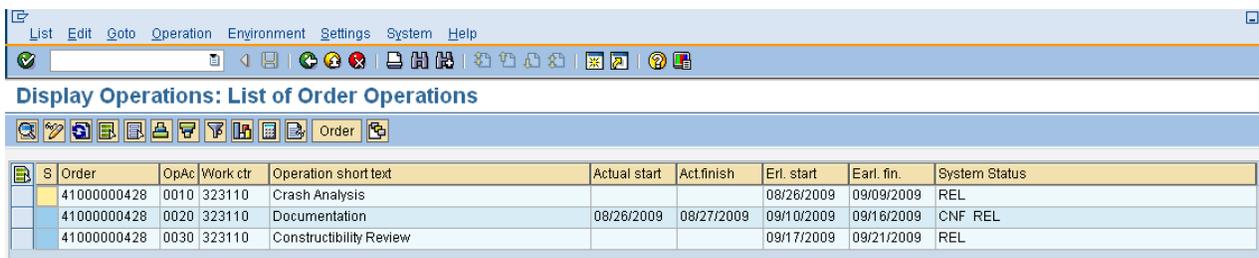
All non-standing orders are closed only when they are placed in technically complete (TECO) status. However, changing an order's status to TECO does not allow a comparison of work completion dates with scheduled due dates. The purpose of confirmations is to date stamp completed operations prior to TECO so work completion dates can be tracked.

Note 1 – If work completion dates are being tracked for a particular order, then all individual operations must be confirmed when they are completed prior to TECO (see part A, below).

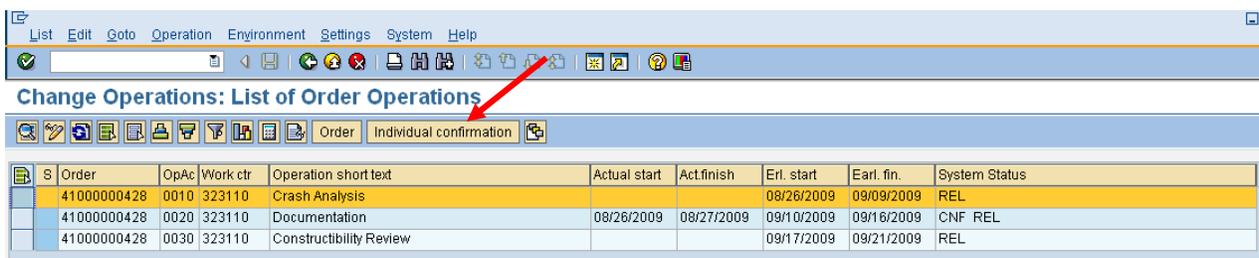
Note 2 – If work completion dates are *not* being tracked, then confirmations are not necessary and the entire order can be placed directly into TECO status when it is complete (see part B, on back).

A. Confirmations

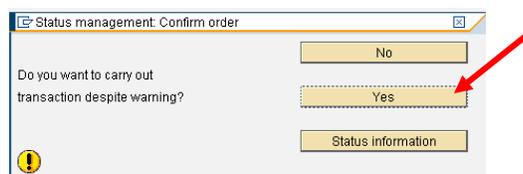
1. Open transaction IW49 and search on your orders.



2. Click on the “Change <-> Display” button () to put the transaction into change mode.
3. Highlight the operation that needs to be confirmed and click on the “Individual Confirmation” button.



4. If a warning screen appears it means that one or more operations have already been confirmed (click “Yes” to continue). If no warning screen appears, continue to step 5.



TMSD Work Management System Confirmation/TECO Quick Card (continued)

5. Enter the “Work Ends On” date (the date work was completed on the operation) and check both the “Final Confirmation” and “No Remaining Work” boxes.

Order: 41000000428 3000 I 40 from US 64 to US 70
 Oper./Act.: 0010 Crash Analysis
 System Status: REL

Confirmation Data

Confirmation: 17801193
 Work Center: 323110 1595 Safety Evaluation
 Personnel no.: 0
 Actual Work: 0.00 H Posting date: 08/26/2009
 Final Confirmtn No Remain. Work
 Remaining Work: [] H
 Work Starts on: 08/26/2009
 Work Ends on: 08/28/2009
 Actual Duration: 0.0 D
 Forecast End: []
 Confirm. text: [] Long text exists

6. Save the confirmation ().

7. If needed, click on the “Refresh” button () to see the updated start date, finish date, and system status.

B. Technically Complete (TECO)

If work completion dates are being tracked, then all operations in an order must be confirmed before placing the order into TECO status. Either transaction IW32 or IW39 can be used to TECO an order. Transaction IW32 can only be used to TECO one order at a time, but IW39 can be used to TECO one order after another, or multiple orders at one time.

Using transaction IW32, open the order and click on the “Complete (technically)” button () and then save.

Using transaction IW39, search for your orders then click on the “Change <-> Display” button () to put the transaction into change mode. Highlight the order to be placed in TECO status and click on the “Complete (technically)” button (). Click on the “include notifications” button.

Change PM Orders: List of Orders

S	Order	Type	Bsc start	Description	System status
	4100000003	TS01	06/11/2009	SR 1010 @ SR 2081	REL PCNF NMAT PRC SETC
	4100000004	TS01	06/12/2009	US 1 from Calvary to SR 2030	REL PCNF NMAT PRC SETC
	4100000008	TS01	06/24/2009	Memorial Day Crashes 2008	REL CNF PRT MANC NMAT PRC SETC
	4100000009	TS01	06/12/2009	Memorial Day Crashes 2008	REL NMAT PRC SETC
	4100000010	TS01	07/01/2009	Memorial Day Crashes 2008	REL PCNF PRT MANC NMAT PRC SETC
	4100000014	TS01	06/15/2009	SEG Email Management- 3000 Series	REL PCNF NMAT PRC SETC
	4100000015	TS01	06/15/2009	SEG Administration - 3000 Series	REL PCNF PRT NMAT PRC SETC
	4100000016	TS01			REL NMAT PRC SETC
	4100000017	TS01			F NMAT PRC SETC
	4100000018	TS01			F PRT NMAT PRC SETC
	4100000019	TS01			F NMAT PRC SETC
	4100000020	TS01			C NMAT PRC SETC
	4100000021	TS01			F NMAT PRC SETC
	4100000022	TS01			F NMAT PRC SETC
	4100000023	TS01			F NMAT PRC SETC

Dialog Box: Order Completion
 Complete Orders
 Incl. Notifications
 Cancel

Note 3 – in IW39, multiple orders can be selected by holding the “Ctrl” key .