TMSD Work Management System
Confirmation/TECO Quick Card

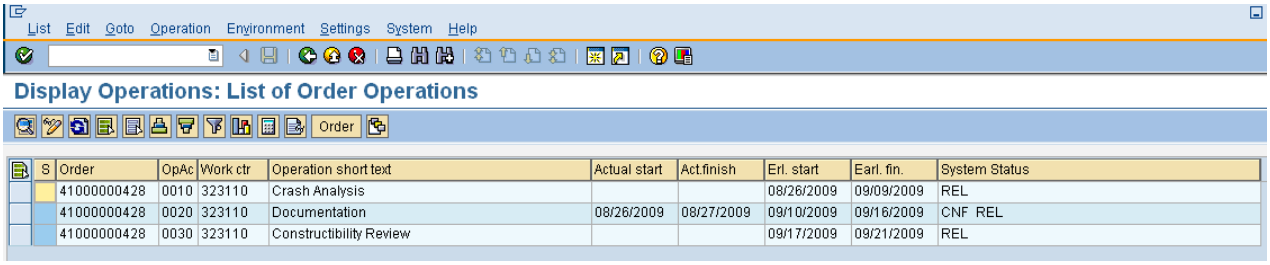
All non-standing orders are closed only when they are placed in technically complete (TECO) status. However, changing an order's status to TECO does not allow a comparison of work completion dates with scheduled due dates. The purpose of confirmations is to date stamp completed operations prior to TECO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

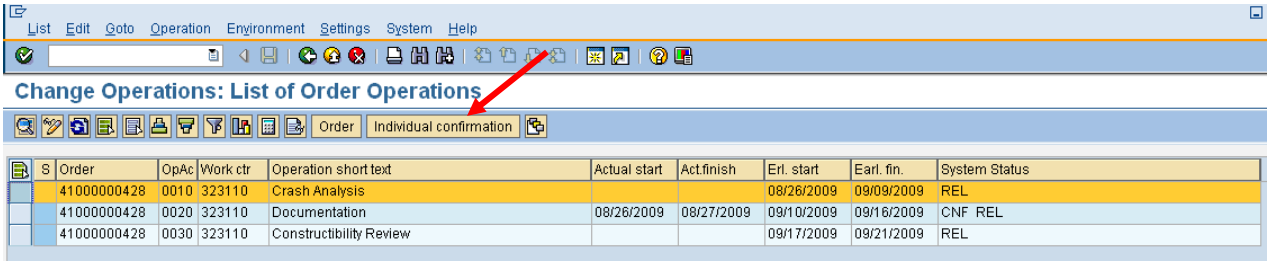
A. Confirmations

1. Open transaction IW49 and search on your orders.

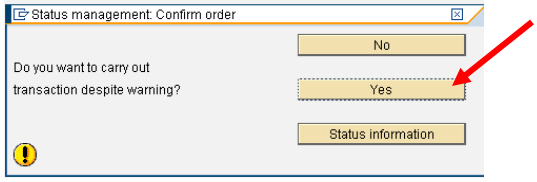


2. Click on the "Change <-> Display" button ( ) to put the transaction into change mode.

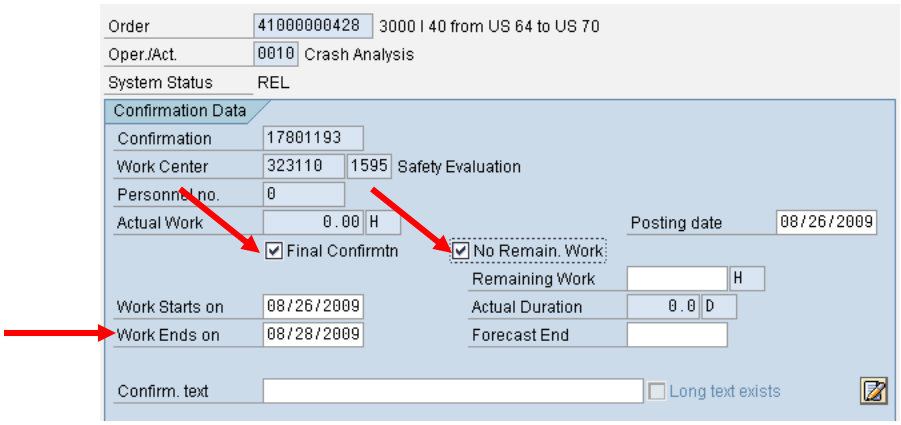
3. Highlight the operation that needs to be confirmed and click on the "Individual Confirmation" button.



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.



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.



6. Save the confirmation ( ).

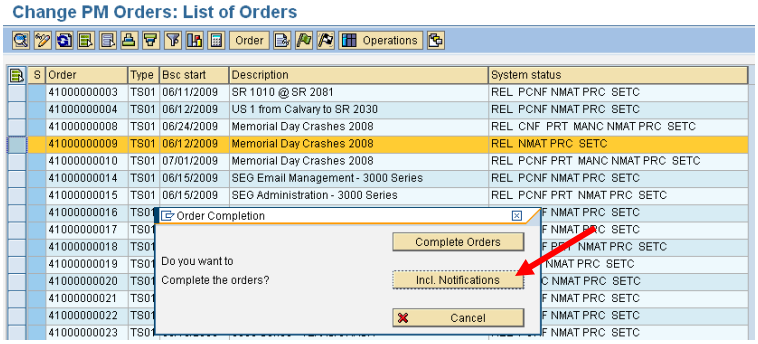
7. If needed, click on the “Refresh” button ( ) to see the updated start date, finish date, and system status.

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.



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