TMSD Work Management System Confirmation/TECO Quick Card

All non-standing orders are closed <u>only</u> 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 <u>prior</u> 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.

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	Display Operations: List of Order Operations										
4											
_											
	S Order OpAc Work ctr Operation short text Actual start Act.finish Erl. start Earl. fin. System Status										
		41000000428	0010 323110	Crash Analysis			08/26/2009	09/09/2009	REL		
		41000000428	0020 323110	Documentation	08/26/2009	08/27/2009	09/10/2009	09/16/2009	CNF REL		
		41000000428	0030 323110	Constructibility Review			09/17/2009	09/21/2009	REL		

- 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.

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		41000000428	0030 323110	Constructibility Review				09/17/2009	09/21/2009	REL

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.

🖙 Status management: Confirm order	
	No
Do you want to carry out	
transaction despite warning?	Yes
	Status information
•	

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 F	REL							
Confirmation Data	/							
Confirmation	17801193							
Work Center	323110 1595 Safety Ev	aluation						
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	Actual Duration	0.0 D					
Work Ends on	08/28/2009	Forecast End						
Confirm. text			🔲 Long text exists 🛛 🛛 🛛					

- 6. Save the confirmation (\square).
- 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 <u>all</u> operations in an order <u>must be</u> 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 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 (

Using transaction IW39, search for your orders then click on the "Change <-> Display" button (¹/₂) to put the transaction into change mode. Highlight the order to be placed in TECO status and click on the "Complete (technically)" button (¹/₂). Click on the "include notifications" button.

Change PM Orders: List of Orders											
C 7 2 E A V V L . Order B A A Derations C											
_											
B	S	Order Type Bsc start Description					System status				
		41000000003	TS01	06/11/2009	SR 1010 @ SR 2081		REL PON	F NMAT PRC SETC			
		41000000004	TS01	06/12/2009	US 1 from Calvary to SR 2030		REL PON	F NMAT PRC SETC			
		4100000008	008 TS01 06/24/2009 Memorial Day Crashes 2008				REL CNF	PRT MANC NMAT PRC SETC			
		41000000009	TS01	06/12/2009	Memorial Day Crashes 2008		REL NMAT	FPRC SETC			
		41000000010	TS01	07/01/2009	Memorial Day Crashes 2008	REL P		CNF PRT_MANC NMAT PRC_SETC			
		41000000014	TS01	06/15/2009	SEG Email Management - 3000	Series	REL PON	F NMAT PRC SETC			
		41000000015	TS01	06/15/2009	SEG Administration - 3000 Serie	BS	REL PON	F PRT NMAT PRC SETC			
		4100000016 TS01 Completion					\times	FINMATIPRC SETC			
		41000000017 TS01					FINMATERC SETC				
		41000000018 TS01				Complete Ord	ers	F PPT NMAT PRC SETC			
		41000000019 TS01 Do you want to					NMAT PRC SETC				
		41000000020	TS01	Complete the	orders?	Incl. Notificatio	ns	CINMATIPRC SETC			
		41000000021	TS01					F NMAT PRC SETC			
		4100000022 TS01			X Cancel		F NMAT PRC SETC				
	44,000,000,000 TOOM							ENMAT DEC. OFTO			

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