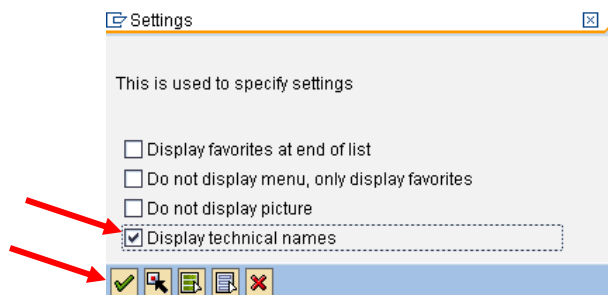**TMSD Work Management System**
User Options Quick Card

A. Display Transaction Codes

1.   Select "Extras" -> "Settings" from the main menu.
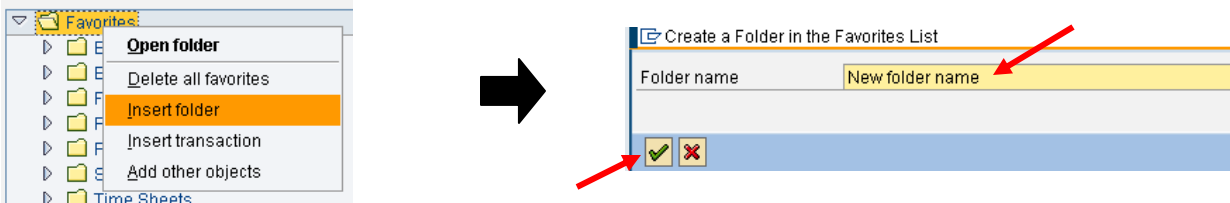

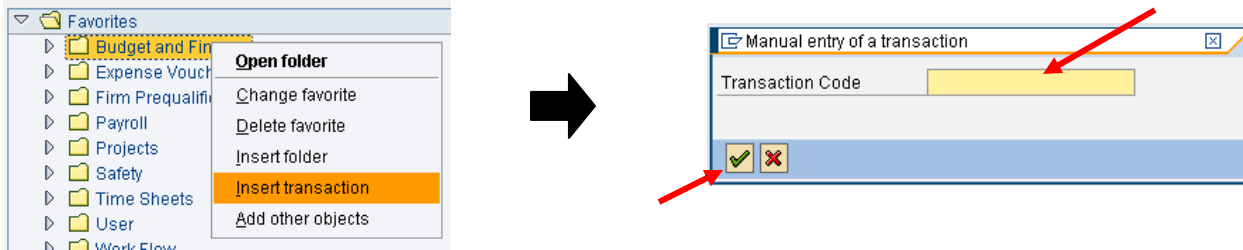2.   Check the "Display Technical Names" box and click "continue" (green check).

B. Add Folders and Transactions

1.   To add a new folder, right click on "Favorites", select "Insert folder", type the folder name, and click "continue" (green check). Note that subfolders can also be created.

2.   To add a new transaction, right click on the folder where the transaction will be placed, select "Insert transaction", enter the transaction code, and click "continue" (green check).

C. Personal Information

1.   Open transaction SU3 ("Maintain Users Own Data").
2.   In the "Address" tab, verify/update contact information, etc.

Address	Defaults	Parameters

Person

Title	Mr.		
Last name	Jaeger		
First name	Robert	Initials	J.
Academic Title			
Format	Robert J. Jaeger		
Function	Mobility and Safety Information Engineer		
Department	TRAFFIC SAFETY		
Room Number	230 Floor	Ground Building	Greenfield

Communication

Language	English		Other communication...
Telephone	919-773-2888	Extension	000
Mobile Phone			
Fax	919-771-2745	Extension	000
E-Mail	jjaeger@ncdot.gov		
Comm. Meth	E-Mail		

Assign other company address...   Assign new company address...

Company

Department of Transportation, NC / /

3.   In the "Defaults" tab, verify/update the printer ("OutputDevice"), etc.

Address	Defaults	Parameters

Start menu	
Logon Language	EN
Decimal Notation	1,234,567.89
Date Format	MM/DD/YYYY
Time Format (12/24h)	24 Hour Format (Example: 12:05:10)

Spool Control

OutputDevice	DOT_TESSB_092_GreenField230
☑ Output Immediately	
☑ Delete After Output	

Personal Time Zone

of the User	EST
Sys. Time Zone	EST

4.   Click the "Save" button (   ).

D. Order Defaults

1. Open transaction IW21 (notification type = "T1") and click on "Notification"

2. Select "Extras" -> "Settings" - > "Control/default values" from the main menu
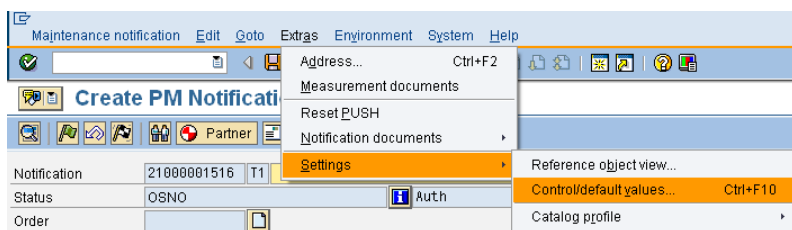
3. In the "General" tab, enter the order type (TS01), the notification type (T1), and the planning plant (1595). If you create a lot of orders for yourself (and not for others), you can even enter your Planner Group and Main Work Center information.

4. In the "Ref. object" tab enter the functional location (NC).

5. In the "Action box" tab check the "Action box: Table" block.

6. Click the "Save" button (   ).