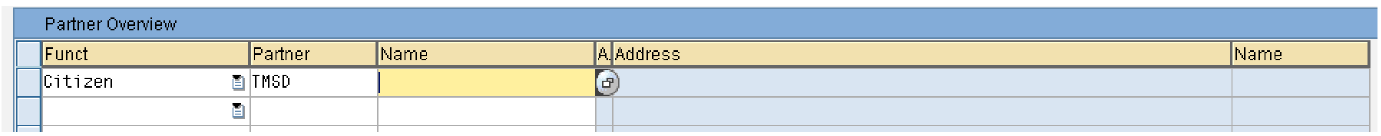
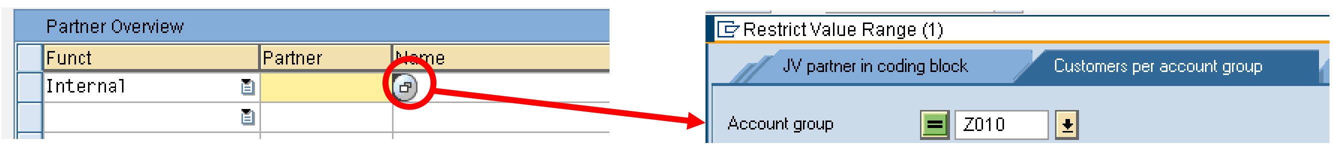
TMSD Work Management System
Notifications – Adding Partners

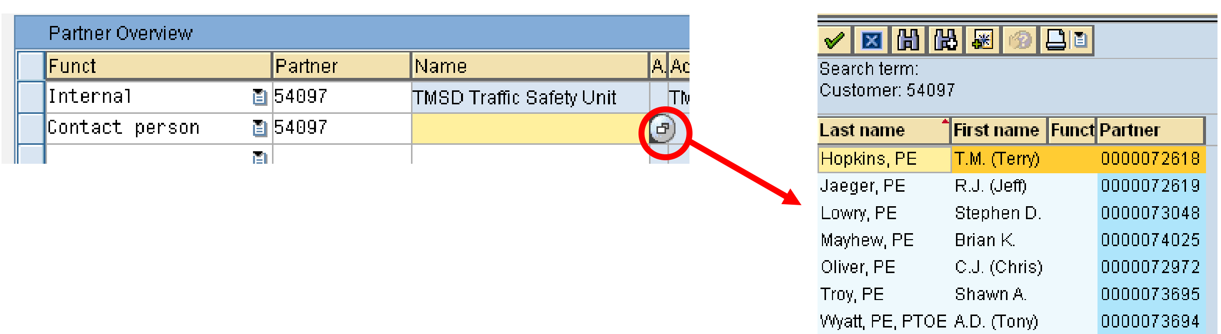
1. Open transaction IW21 and begin the notification creation process (see Quick Card #1 – “Notification Creation”).
2. When adding a requestor/s (customer/s) to the notification, click on “Partners” ().
3. For one-time customers, select “Citizen” from the drop-down list in the “Funct” field, enter “TMSD” in the “Partner” field, then double-click (or tab over and press “Enter”) in the “Name” field.



4. Enter the requestor’s (customer’s) information and click “Copy” ().
5. For regular customers, select “Internal” or “External” from the drop-down list in the “Funct” field, tab over to the “Partner” field, and search for the customer by clicking on the white “search” circle and entering “Z010” in the “Account Group” field.



6. Select the appropriate customer (double-click, or highlight and select “Copy”). Note that this step will usually be for the organization and not an individual person.
7. Press “Enter” to populate the organization information fields.
8. Go to the next line and select “Contact person” from the drop-down list in the “Funct” field, tab over to the “Partner” field and enter the same 5-digit customer number from the previous line, tab over to the “Name” field, and bring up a list of contact persons for the customer by clicking on the white “search” circle.



9. Select the appropriate contact person (double-click on the name, or highlight the name and select “Copy”).
10. Press “Enter” to populate the person’s information fields.
11. Repeat steps 1 through 10 as needed.

Contact your Unit’s WMS administrator if a specific internal/external customer or contact person is not listed.