
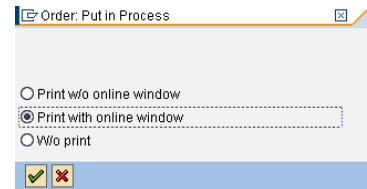



TMSD Work Management System Reports – Basic

A. Shop Papers

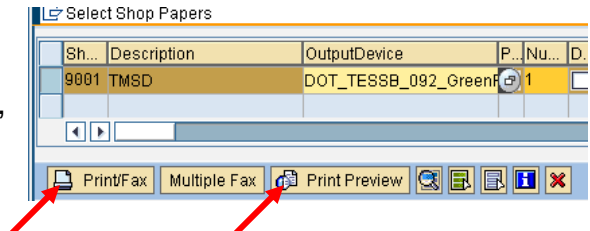
1. Shop papers are summary sheets for notifications and orders. They can only be printed after an order has been released, and only from orders. They can not be printed from notifications.
2. Shop papers can be printed several ways as follows...

IW31 – put order in process () and select “Print with online window”




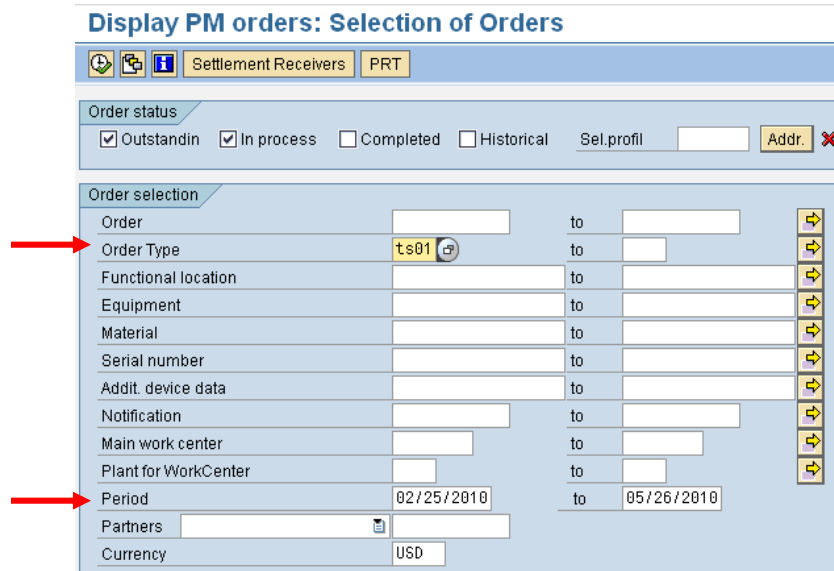
IW32 – Enter the order number and select “Header Data”, then print using the print () button

IW3D – Enter the order number and press “Enter”, then select either “Print/Fax” or “Print Preview”






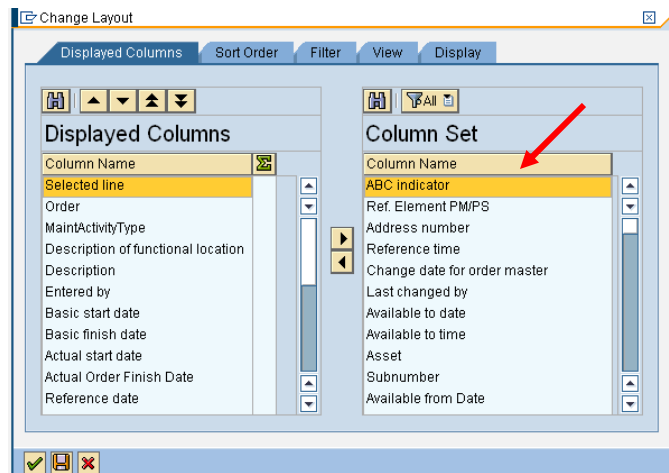
B. Order (Project) Reports

1. For generating reports at the order (project) level, use transaction IW39.
2. Enter “TS01” in the “Order Type” field, select the appropriate date range, enter any other desired search criteria, and click on “Execute” ().




TMSD Work Management System Reports Quick Card (continued)

3. The layout for the report can be changed using the “Current...” button ()
4. Columns can be added or deleted from the report by selecting the appropriate field from either the “Displayed Columns” or “Column Set” boxes, and either double-clicking on the item or using the add/remove buttons ( ). Note that the field names can be placed in alphabetical order by clicking on the “Column Name” header.







5. Standard columns for this report are as follows...

- Order
- Description
- Entered by
- Basic start date
- Basic finish date
- Actual start date
- Actual Order Finish Date
- Reference date
- System status
- Functional location
- Description of functional location
- MaintActivityType
- Special Number
- Spot Safety Number
- Study Name
- Signal Inventory Number
- Case Number


However, depending on what information is being reported on, several other fields may also be important such as Cost Center, WBS element, Main work center, User Status, etc. Also, the report layout can be saved using the “Save Layout” button ().

TMSD Work Management System Reports Quick Card (continued)

C. Operation (Task) Reports

1. For generating reports at the operation (task) level, use transaction IW49.
2. Enter "TS01" in the "Order Type" field, select/enter any other desired search criteria, and click on "Execute" ().
3. The layout for the report can be changed using the "Current..." button ().
4. Columns can be added or deleted from the report by selecting the appropriate field from either the "Displayed Columns" or "Column Set" boxes, and either double-clicking on the item or using the add/remove buttons ( ). Note that the field names can be placed in alphabetical order by clicking on the "Column Name" header.
5. Standard columns for this report are as follows...
 - Order
 - Operation/Activity
 - Operation short text
 - Earliest start date
 - Earliest finish date
 - Actual start (date)
 - Actual finish (date)
 - System Status
 - Actual work
 - Unit for work
 - Personnel Number





However, depending on what information is being reported on, several other fields may also be important such as Functional location, Location, User Status, etc.

Also, the report layout can be saved using the "Save Layout" button ().


TMSD Work Management System Reports Quick Card (continued)

D. Time (Work) Reports

1. For generating reports at the time (work) level, use transaction CADO.
2. Remove the personnel number, adjust the reporting period, and click on “All parameters”

3. Select/enter any other desired search criteria, and click on “Execute” ().
4. The layout for the report can be changed using the “Current Layout” button ().
5. Columns can be added or deleted from the report by selecting the appropriate field from either the “Displayed Columns” or “Column Set” boxes, and either double-clicking on the item or using the add/remove buttons ( ). Note that the field names can be placed in alphabetical order by clicking on the “Column Name” header.
6. Standard columns for this report are as follows...

- Personnel Number
- Name of employee or applicant
- Date
- Hours
- Sender Cost Center
- Att/Absence type
- Created by
- Receiver Order
- Description (the first “Description” field listed)
- Operation/Activity
- Operation short text (the first “Operation short text” field listed)
- Network
- Description (the second “Description” field listed)
- Suboperation
- Operation short text (the second “Operation short text” field listed)
- WBS Element
- Description (the third “Description” field listed)
- Name (the fourth “Name” field listed)

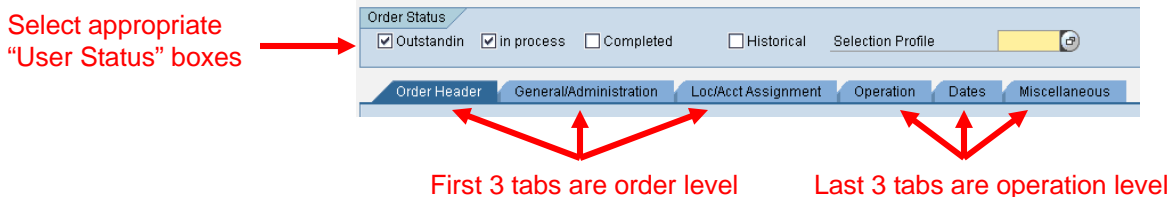
However, depending on what information is being reported on, several other fields may also be important such as Functional location, Location, User Status, etc.
Also, the report layout can be saved using the “Save Layout” button ().

TMSD Work Management System Reports Quick Card (continued)

E. Work Assignments




1. Work assignments can be made at either the order level (using work centers) or at the operation level within orders (using work centers or personnel numbers).
2. To identify orders that have been assigned to work center/s, a report can be generated from IW39 searching for the appropriate work center/s.
3. To identify operations that have been assigned to work center/s or individual personnel, a report can be generated from IW49 searching for the appropriate work center/s or personnel numbers.
4. Transaction IW49N combines transactions IW39 and IW49 and can be used to generate a report for orders and/or operations that have been assigned to work center/s or individual personnel numbers. The IW49N layout can be set up using the layout instructions and column selection previously displayed for the IW39 and/or IW49 transactions.

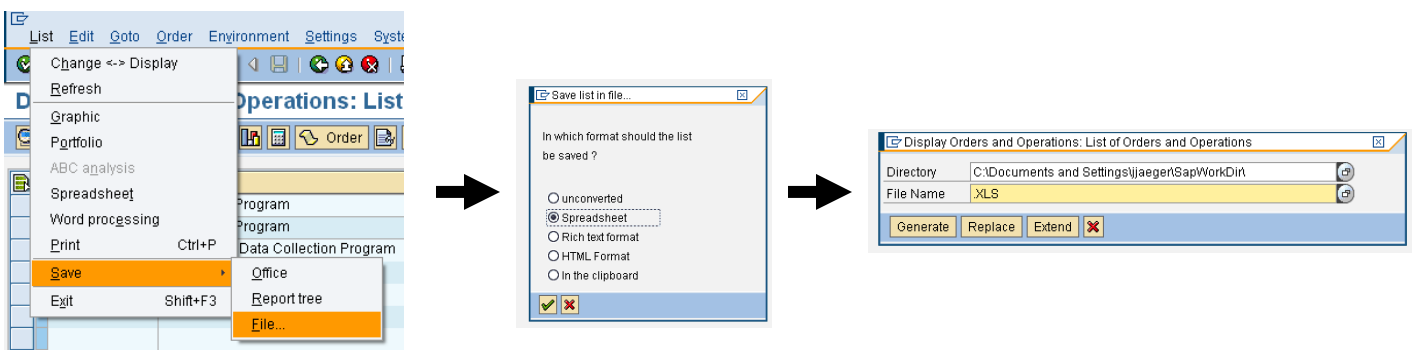
IW49 combines reporting of orders and/or operations:



NOTE – Regardless of which transaction is being used, always enter "TS01" in the "Order Type" field!

F. Printing and Exporting


1. All reports in SAP can be printed or exported.
2. To print a report, click on the "Print" button () then click the "Continue" button ()
3. To export a report, click on "List" -> "Save" -> "File", then click "Spreadsheet" and the "Continue" button (), then select where you want to place it and the file name, then select either "Generate" (for a new file) or "Replace" (if overwriting a file) – note that the "Generate" selection will NOT overwrite an existing file.

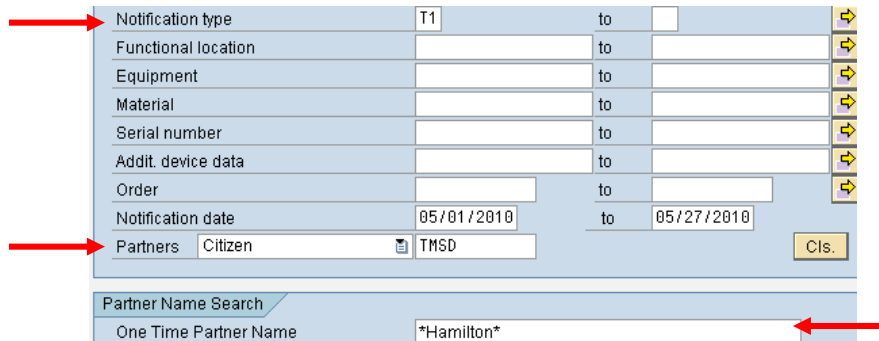



4. SAP does not actually export the data as an Excel spreadsheet but rather as a text file. Once the data has been exported, the file will have to re-saved as an Excel spreadsheet.

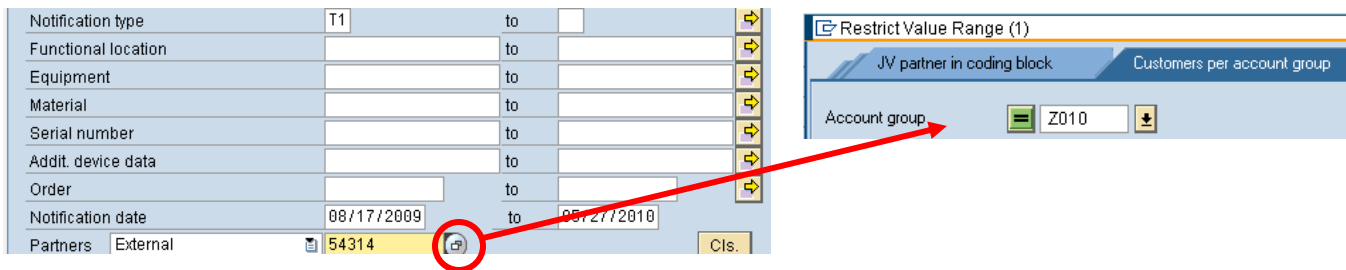
TMSD Work Management System Reports Quick Card (continued)


G. Reporting on Partners (Customers)

1. For generating reports on partners (customers), use transaction IW29.
2. To search for one-time customers, enter "T1" as the "Notification type", select "Citizen" from the "Partners" drop down list, enter "TMSD" in the "Partner" field, select/enter any other desired search criteria, and click on "Execute" (). If needed, a name can also be entered, surrounded by wildcards (asterisks), in the "One Time Partner Name" field.



3. To search for internal or external customers, enter "T1" as the "Notification type", select "Internal" or "External" from the "Partners" drop down list, enter the 5-digit partner number in the "Partner" field, enter any other desired search criteria, and click on "Execute" (). If needed, the 5-digit partner number can be found by clicking on the white "search" circle and entering "Z010" in the "Account Group" field.



4. The layout for the report can be changed using the "Current..." button ().
5. Standard columns for this report are as follows...

- Notification
- Name
- Coding code text
- Priority text
- Functional location
- Description of functional location
- Description
- Main Work Center
- Order