

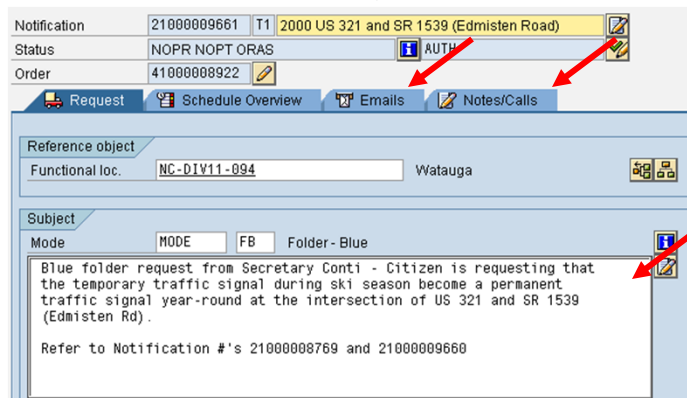
TMSD Work Management System Division Requests (File Tracking) – Completion


Note:

All the instructions contained in this quick card apply only to “3000” orders (unless no “3000” order was created).

A. Receipt of Request





1. Open SAP transaction IW22.
2. Open the notification and read the “Subject” box. Also check the “Emails” and “Notes/Calls” tabs to see if there have been any scope changes or additional communication.



3. Click on the pencil to open the order: 

4. Click on the “Operations” tab and add operations (actions) as necessary (who it is being assigned/reassigned to, actions taken, etc.). Also add “Durations” and “Units” (of time) as appropriate if expected time frames are known, and adjust work centers as needed.

HeaderData		Operations	Components	Costs	Objects	Additional Data	Location	Planning	Control	Enhancemnt				
OpAc	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Work	Un	N...	Dur.	Un	CcKey
0010		323410	1595	TS01			Old Stagecoach Road & Barbee Chapel Road			H			D	Maintain me
0020		323410	1595	TS01			Assignment by T. Hopkins to K. Becker wi			H		27.0	D	Maintain me
0030		323210	1595	TS01			J. Hart to prepare interim acknowledge			H		3.0	D	Maintain me
0040		323210	1595	TS01			It was determined that this request shou			H			D	Maintain me
0050		323000	1595	TS01						H			D	
0060		323000	1595	TS01						H			D	
0070		323000	1595	TS01						H			D	

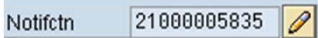







5. If necessary, assign one or more operations (activities) to a specific individual – see steps 11 and 12 of Quick Card 7 (“Order Creation”) for more information.



6. Be sure to save any changes: 

TMSD Work Management System Division Requests Quick Card – Completion (continued)

B. Processing of Request

1. Open SAP transaction IW32.
2. Add operations, durations, and duration units as necessary, and adjust work centers and assign to individuals as needed (see steps 4 and 5 in the previous section for more information).
3. Attach all documentation to the order – see Part C (“Attaching Documents”) of Quick Card 8 (“Advanced Orders”) for more information on how to do this.
4. Record all emails, comments, notes, etc. in the notification:  The screenshot shows a notification field with the text 'Notifctn' on the left, the number '21000005835' in the center, and a yellow pencil icon on the right. A red arrow points to the pencil icon.
5. Follow up with the State Traffic Engineer (STE) on any items sent to the STE for his/her review, approval, and/or signature (and be sure to copy the Division’s Business Officer on all such follow-ups).
6. Be sure to save all changes: A yellow floppy disk icon representing a save function.

C. Completion of Request

1. Open SAP transaction IW32.
2. Add final recommendation as an operation in the “Operations” tab.
3. Add the date the final letter was sent, and under whose signature it went out under, as an operation in the “Operations” tab.
4. Attach the final letter and remaining documentation to the order – see Part C (“Attaching Documents”) of Quick Card 8 (“Advanced Orders”) for more information on how to do this.
5. Be sure to save all changes: A yellow floppy disk icon representing a save function.
6. Set the status of the order/s to “Technically Complete” (TECO):  Note that it is the responsibility of the recipient to technically complete all orders assigned to him or her. The icon shows a hand holding a pen, representing a signature or completion action.
7. Send a hard copy of the completed file and work products to Garner.