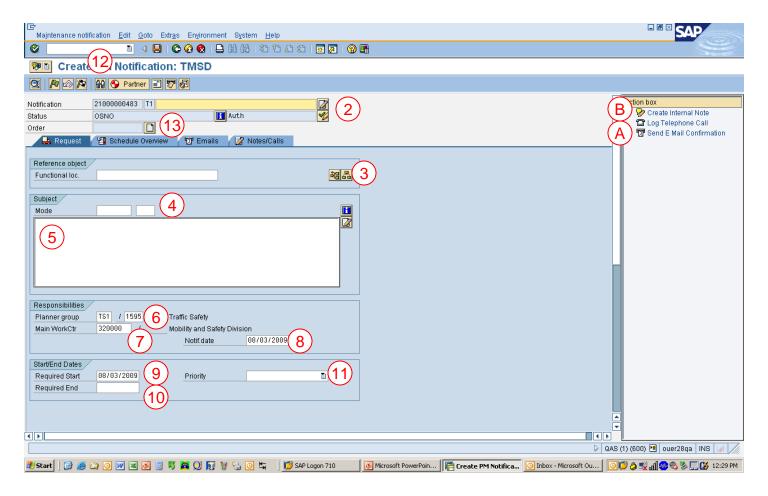
TMSD Work Management System Notification Creation Quick Card

- 1. Use transaction IW21 (notification type = "T1")
- 2. Enter location/project (remember to start with "2000" or "3000", remember HO/LO routes)
- 3. Select functional location (county, division, or statewide)
- 4. Select mode (how request was received)
- 5. Enter comments
- 6. Select planner group (Unit, Section, or Group the project is assigned to)
- 7. Enter main work center (actual business unit performing the work)
- 8. Adjust notification date (if applicable)
- 9. Adjust required start date (if applicable)
- 10. Enter required end date (due date for project)
- 11. Select priority ("normal" or "expedite")
- 12. Select partner/s or enter one-time customer/s
- 13. Create order or save



Options (after saving):

- A. Send email confirmation to requestor (initial reply)
- B. Create internal note