TMSD Work Management System User Options Quick Card

A. Display Transaction Codes

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

l⊆r <u>M</u> enu <u>E</u> dit <u>F</u> avorites I	Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp		
Ø	Display documentation	Shift+F6	80 fD 🗘 82 🛒 🖉 🖗 📑
SAP Easy Acces	Technical <u>d</u> etails	Shift+F11	
	S <u>e</u> ttings	Shift+F9	
	<u>S</u> et start transaction	Shift+F7	

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

🕞 Settings	\times
This is used to specify settings	
Display favorites at end of list	
🗌 Do not display menu, only display favorites	
🗖 Do not display picture	
Display technical names	

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.

' 🔁 Favorites
D C E Open folder
▷ 🛄 ⊑ Delete all favorites
F Insert folder
F Insert transaction
▷ □ s Add other objects
D

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).

' 🔁 Favorites	
D Budget and Fin	Owen felder
D Expense Vouch	Open folder
🛛 👂 🛄 Firm Prequalifi	<u>C</u> hange favorite
👂 📫 Payroll	Delete favorite
D C Projects	Insert folder
 Safety Time Sheets 	Insert transaction
D 🗋 User	<u>A</u> dd other objects
N P Work Flow	,

TMSD Work Management System User Options Quick Card (continued)

C. Personal Information

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

Person /									
Title	Mr.		Ē						Ē
Lastname									
	Jaeger			1					
First name	Robert		1	Initials		J.			
Academic Title						_			
Format	Robert J. Jae	eger							
Function	Mobility and	Bafety Informa	tion E	ngineer					
Department	TRAFFIC SA	FETY							
Room Number	230	Floor		Ground	Bui	ilding	Greenfield	1	
Communication					_				
Language	English	Ē.				Other com	nmunication		
Telephone	919-773-28	88	Exte	nsion	000			-	
Mobile Phone								-	
Fax	919-771-27	45	Exte	nsion	000			4	
E-Mail jjaeger@ncdot.gov 🔷									
Comm. Meth	E-Mail	Ē							
Assign other company address Assign new company address									
Company									

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 D	DT_TESSB_092_GreenField230 🕝
🗹 Output Immediately	
🗹 Delete After Output	
Personal Time Zone	
of the User E	ST
Sys. Time Zone E	ST

4. Click the "Save" button (\square).

TMSD Work Management System User Options Quick Card (continued)

D. Order Defaults

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

Notification type T1 3 Notification Reference Notification	Notification	
Notification Reference		
Reference	Notification type	T1 🕑
	Notification	
Notification	Reference	
	Notification	

2. Select "Extras" -> "Settings" -> "Control/default values" from the main menu

Maintenance notifi	cation <u>E</u> dit <u>G</u> oto E	xtr <u>a</u> s En <u>v</u> ironment	System <u>H</u> elp	L. C.	
©	🗈 🛛 📙	A <u>d</u> dress	Ctrl+F2	🗈 🕄 🛒 🔁 🚱 📑	
🕫 Create	PM Notificati	Measurement docun	nents		
or cuto		Reset <u>P</u> USH			
🔍 🎤 🗠 🎮	😭 😏 Partner 🖃	Notification documer	nts ⊦		
Notification	21000001516 T1	<u>S</u> ettings	•	Reference object view	
Status	OSNO	🖬 At	uth	Control/default values	Ctrl+F10
Order				Catalog p <u>r</u> ofile	•

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.

er Name	JJAEGER	
General Ref.	bject Action box	
Maintenance process	na traes	
Order Type	TS01	
Notifictn type	11	
Organization		
Business Area		
Profit Center		
Planning plant	1595 Contract Management	
Planner group		
Main work center		

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

er Name	JJAEGER	
General Ref. ob	Action box	
/iew		
Scenario		
Objects		
Functional Location	NC	
Equipment		
Assembly		
Serial number		
Material		

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

🕒 User Default Val	es	
User Name	JJAEGER	
Illustration	ef object Action box	
Action box 1	able	

6. Click the "Save" button (📙).