

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.

Partner Overview				
Funct	Partner	Name	A. Address	Name
Citizen	TMSD			

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.

Partner Overview		
Funct	Partner	Name
Internal		

Restrict Value Range (1)

JV partner in coding block Customers per account group

Account group



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.

Partner Overview				
Funct	Partner	Name	A. Ac	
Internal	54097	TMSD Traffic Safety Unit	TM	
Contact person	54097			

Search term:
Customer: 54097

Last name	First name	Funct	Partner
Hopkins, PE	T.M. (Terry)		0000072618
Jaeger, PE	R.J. (Jeff)		0000072619
Lowry, PE	Stephen D.		0000073048
Mayhew, PE	Brian K.		0000074025
Oliver, PE	C.J. (Chris)		0000072972
Troy, PE	Shawn A.		0000073695
Wyatt, PE, PTOE	A.D. (Tony)		0000073694



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.