

TMSD Work Management System STAA – Designation

- Open transaction IW31. Enter the order type (TS01), priority (Normal), functional location (NC-DIVXX-XX for a specific county, NC-DIVXX if the route crosses county lines but is within the same division, or NC if the route crosses division lines), and the template's order number (41000006994) in the "Order" field of the "Reference" box and press "Enter" (or click the "Header" button). This will copy all of the information from the "Operations" tab in the template to the "Operations" tab in the new order.

- Enter the description ("3000 Route between XX and XX" or "2000 Route between XX and XX" – start with the "3000" series order), planner group (TS1), main work center (323000), and PM activity type (093).

- Go to the "Operations" tab and change the work centers for operations 10 and 40 to the work center being assigned the work.

OpAc	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text
0010		323000	1595	TS01			Verification of Route
0020		323210	1595	TS01			Requestor Notification
0030		323130	1595	TS01			Crash and Rate Analysis
0040		323000	1595	TS01			Field Investigation and Recommendations

- Go to the "Additional Data" tab and enter the functional area (2080). **Skip this step for "2000" series orders.**

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- Go to the “Location” tab and enter the appropriate WBS element of the highest level tier associated with the routes (50088.15.10FS1, 50088.15.10FR1, or 50088.15.10FD1). **If this is a “2000” series order then enter the cost center (150149) instead of the WBS element.**

– OR –

- Go to the “Enhancement” tab and enter the special number (designation number).

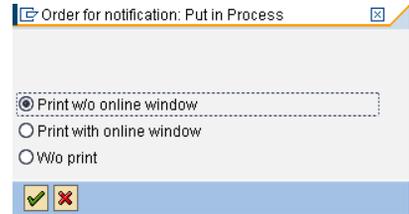
- Go to the “Header” tab and click on the “Notification” button.

- Enter the mode received, a description of the designation, and add any partners (requestors) – see Quick Card 11 (“Notifications – Adding Partners”) for more information on adding partners (requestors). Once complete, click on the “Order” button.

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9. Perform the settlement rule () – see Step 16 of Quick Card 7 (“Order Creation”) for more information.

10. Put the order in process () and print the shop paper:



11. Repeat steps 1-10 for the same request, but this time set it up as a “2000” series order.

12. Scan the request documentation, including the shop papers, and save as a PDF file.

13. Attach the scanned request documentation (PDF file) to each order – see Quick Card 8 (“Advanced Order Options”) for more information.

14. Open the “3000” series order using transaction IW32.

15. Click on the “Services for object” button (), select the “Maintenance order” line, and click on “Continue” ().

16. Click on “Attachment list” ().

17. If you get a security warning box, select “always allow” from the drop down list and click the “OK” button.



18. Double-click on the internal file (“Title”) to be sent – this will open the file in “Livelink Archives Window Viewer”.

19. Click “Send Documents” ().

20. Click the “OK” button.

21. Enter the recipients (To, Cc, etc.), enter a subject, type the text of the email, then click on the “Send” button ().

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27. Enter the same information for operations 30 and 40 using the arrows at the top to move between operations.



28. Click on the “Header data” button at the top to return to the main order.



29. Click on the “Schedule” button ().

30. Save the order ().

31. Repeat steps 22 through 30 for the “2000” series order.