# TMSD Work Management System STAA – Reasonable Access

 Open transaction IW31. Enter the order type (TS01), priority (Expedite), 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 (4100000131) 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.

Header dat	a 🛐		
Order Type	TS01		
Priority	Expedite 🗈		
Func. Loc.	NC	Statewide	🚹 🏭 🖁
Ping plant	1595		
Reference			
Order	41000000131		

 Enter the description: "3000 Routes (STAA ####)" or "2000 Routes (STAA ####)" – start with the "3000" series order, planner group (TS1), main work center (323000), and PM activity type (094).

Order	TS01 \$00000000001	etween XX	and XX		2		
Sys.Status	CRTD MANC			OPEN 🔢	1		
Headerl	Data Operations	Components	Costs	Objects	Additional Data	Loc	
Person res	ponsible						
PlannerGr	o TS1 / 1595 Traffi	c Safety		Notifctn 21000008485 🖉			
Mn.wk.ctr	323000 / 1595				USD		
				PMActType	094 STAA (Rea	son	

3. Go to the "Operations" tab and change the work centers for operations 20 and 50 to the work center (region) being assigned the work.

	Head	derDat	ta 🖉 Oper	ations		Compone	ents	Costs Objects Additional Data
							_	
	OpAc	SOp	Work ctr	Plant	Co	StTextK	S	Operation short text
	0010		323210	1595	TS01			Application Processing
	0020		323000	1595	TS01			Verification of Route
1	0025		323210	1595	TS01			Public Notice
	0026		323210	1595	TS01			Invoice Processing
	0030		323210	1595	TS01			Response Initiation
	0035		323210	1595	TS01			Notification of Completed Application
	0040		323130	1595	TS01			Crash and Rate Analysis
	0050		323000	1595	TS01			Field Investigation and Recommendations
	-			-	_		-	

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

HeaderData Opera	ations Comp	ponents Costs Objects Additional Data L
Organization		
Company Code	1500 NCDOT	r
Controlling Area	1500 NCDOT	r
Responsible CCtr	150856	PMii Planning
Functional Area	2080	CONSTR PLAN PREPARATION

5. 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.

HeaderData Operations Components Costs Objects Additional D		HeaderData Operations Components Costs Objects Additional I
Location data MaintPlant 1595 Contract Management Work center Sort field TMSD	– OR –	Location data MaintPlant 1595 Contract Management Work center Sort field TMSD
Account assignment           Company Code         1500           NCDOT         Raleigh           Cost Center         CO Area           WBS Element         36283.15.10           Statutory Issues / \$50,000		Account assignment         Raleigh           Company Code         1500         NCDOT         Raleigh           Cost Center         150149         TRA Traffic Engnring         CO Area         1500           WBS Element         CO Area         1500         CO Area         1500

6. Go to the "Enhancement" tab and enter the special number (reasonable access number).

HeaderData Operations C	omponents Costs Objects	Additional Data Location	Planning Control Enhancement
Signal Inventory Number Case Number			
Spot Safety Number			
Special Number	2180		
Study Name			

7. Go to the "HeaderData" tab and click on the "Notification" button ( 🖉 ).

HeaderData Operations Components Costs	s Objects Additional Data Loc			
Person responsible	7			
PlannerGrp TS1 / 1595 Traffic Safety	Notifctn 21000007704 🥖			
Mn.wk.ctr <u>323000</u> / 1595 Traffic Safety	USD			
	riviActiype 033 STAA (Designa			

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 (
 ).

nd 📝

- 9. Perform the settlement rule ( ) see Step 16 of Quick Card 7 ("Order Creation") for more information.
- 10. Put the order in process (1997) ) and print the shop paper:

📴 Order for notification: Put in Process	$\boxtimes$
Print w/o opling window	
O Print with online window	
O W/o print	
<ul> <li>✓ ×</li> </ul>	

- 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 Part C ("Attaching Documents") of Quick Card 8 ("Advanced Order Options") for more information.
- 14. Open the "3000" series order using transaction IW32.
- Click on the "Services for object" button ( 7.5 ), select the "Maintenance order" line, and click on "Continue" ( ).
- 16. Click on "Attachment list" ([]).
- 17. Double-click on the internal file ("Title") to be sent this will open the file in "Livelink Archives Window Viewer".
- 18. Click "Send Documents" ( 🕥 ).
- 19. Click the "OK" button.
- 20. Enter the recipients (To, Cc, etc.), enter a subject, type the text of the email, then click on the "Send" button ( send ).
- 21. Open the "3000" series order using transaction IW32.
- 22. Go to the "Operations" tab and highlight operations 20, 25, 30, 35, 40, 50, 60, and 70.

/	Head	derDa	ta 🗡 Opei	rations		Compone	nts	Costs Objects Additional Data	Lo	cation	Plann	ing	Yo	ontrol	En
	Op	SOp	Work ctr	Plant	Co	StTextK	S.,	Operation short text		LT V	Work	Un	N	Dur.	Un
	0010		323210	1595	TS01			Application Processing				н		5.	0D
	0020		323500	1595	TS01			Verification of Route				н		10.	.0D
	0025		323210	1595	TS01			Public Notice				н		60.	.0D
	0030		323210	1595	TS01			Public Notice Verification (Database)				н		2.	.0D
	0035		323210	1595	TS01			Correspondence				н		10.	.0D
	0040		323130	1595	TS01			Crash and Rate Analysis				н		35.	.0D
	0050		323500	1595	TS01			Field Investigation and Recommendations				н		50.	.0D
	0060		323000	1595	TS01			State Traffic Safety Engineer Response				н		5.	.0D
	0070		320000	1595	TS01			Final Response - State Traffic Engineer				н		5.	.0D
	0080		323000	1595	TS01			Administrative (miscellaneous)				н			D

23. Click on the "Internal" button at the bottom of the screen.

General 📢	Internal	External	Dates	Act. Data	Enhancement	🕞 🚺 🔜 🛛 Ex. Facto	r 📑 Catalog

24. Select the "Relationship" tab at the bottom of the screen and enter "0010" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.

Order	41000011080 Oper./i	Act. 0020 /	Ctrl key	TS01
StdTextKey/ShrtText	Requestor	Notification		
General Internal	External Dates	Act. Data	Enhancement	
Work ctr <u>323210</u> Work	/ 1595 Ctrl key	TS01 Acty Type Norm. d	e <u>PMII</u> Ca ur. 10.0 D	1c Maintain manually 👻
Person. no		Int. distr		No.TimeTickets
Qualifications		Wage da	ata	
<ul> <li>Requirements profile</li> <li>Job</li> </ul>	e (LO)			
OPsition				
Components Rel	lationships			
Op Offsett Un. 1	Γ S Order ▼ C	)peration short te	t	
		<u> </u>		

25. If you get the following warning, just click the green check.



26. Advance to operation 25 using the arrows at the top.

I I I I I I I I I I I I I I I I I I I	Header data Operations Components	影 🖻	
Order	41000011080 Oper./Act. 0020 D	Ctrl key	TS01
StdTextKey/ShrtText	Requestor Notification		

- 27. Enter "0020" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 28. Advance to operation 30 using the arrows at the top.
- 29. Enter "0025" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 30. Advance to operation 35 using the arrows at the top.

- 31. Enter "0030" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 32. Advance to operation 40 using the arrows at the top.
- 33. Enter "0030" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 34. Advance to operation 50 using the arrows at the top.
- 35. Enter "0030" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 36. Advance to operation 60 using the arrows at the top.
- 37. Enter "0050" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 38. Advance to operation 70 using the arrows at the top.
- 39. Enter "0060" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
- 40. Click on the "Header data" button at the top to return to the main order.

H + + H   🍂	Header data Operations	Components 🛛 🔀 🗎	
Order	41000011080 Oper./Act.	0020 / Ctrl key	TS01
StdTextKey/ShrtText	Requestor Notif	ication	

- 41. Click on the "Schedule" button ( 🎦 ).
- 42. Save the order (  $\blacksquare$  ).
- 43. Repeat steps 21 through 42 for the "2000" series order.