

Create Maintenance Work Order (IW31)

From the SAP Easy Access Menu Screen:

Click the **Expand Icon** to the left of: **PCSB Menu >Plant Maintenance**
Double Click Create Work Order

Order Type: Type Main

Click the **Refresh** icon



IMPORTANT: Clicking the Refresh icon will display the Priority options for Main Work Orders (it is not necessary to click the Refresh icon if Main already appears in the Order Type field)
DO NOT PRESS ENTER.

Priority: Type the **Priority** number or Click the **list box** icon at the right of the Priority field.
 Click the appropriate **Priority**

- | |
|------------------------|
| 1 Urgent |
| 2 Priority |
| 3 Scheduled |
| 7 Urgent to Priority |
| 8 Urgent to Scheduled |
| 9 Priority to Schedule |

Function Location: Type M (for Maintenance) plus your **Four-digit school/location number**, plus the **Extension**

-L (Local Funds – Replaces G –General Funds)

-P (Pre-K)

-T (Title-1) is for Portables Only

-H (Head Start)

(Examples: M1131-L, M1131-P, M1131-T, and M1131-H)

Click the **Green Check** or **Press Enter**

Type a short description of the problem in the **short description field**, **Examples:** Window needs to be replaced, Air Conditioner not cooling, or Pipe leak.

The first time a Work Order is created in SAP Easy Access:

Click the **Show long text window** icon
 The **Long Text Window** is displayed



IMPORTANT INFORMATION: after opening the Long Text Window, the Short Description Field will be grayed out and data cannot be input into it. The Long Text Window will default to an open display for all future input of Work Order data, data can no longer be entered in the short description field unless the Long Text Window has been manually closed.

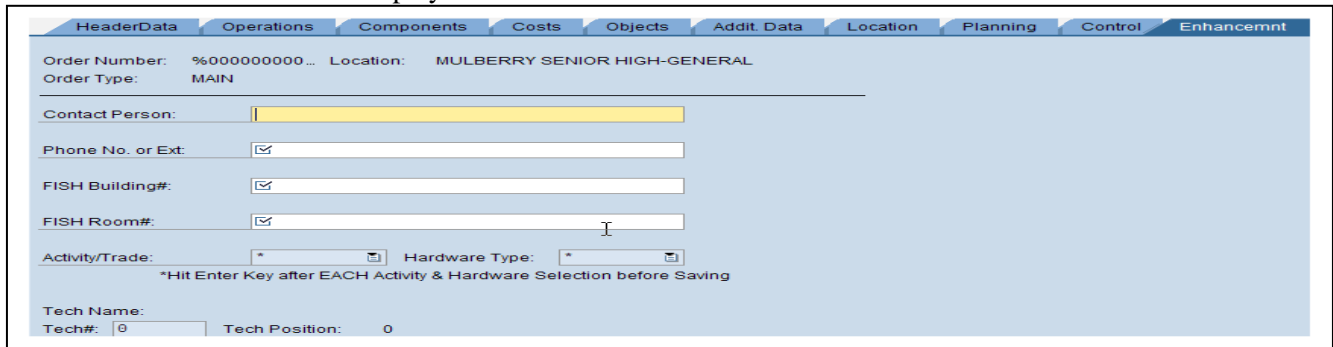
IMPORTANT Changes, Please Read: Click inside the Long Text Window, finish *Typing* the **Description** of the problem, only **5 lines** of text will be printed on the **Work Order**, anything else will be cut off and not printed.

DO NOT put **Contact Information, Phone Numbers** or **Location** of where the problem exist, in the box



Click on the **Enhancement Tab**, Work Orders cannot be saved without completing the Enhancement Section

The **Enhancement** Screen will be displayed



Contact Person: Type the **Name** of the person that Maintenance should contact at the school

Phone No. or Ext: Type the **Phone Number** of the contact person that Maintenance should call

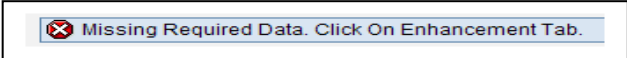
IMPORTANT: The official **FISH** Numbers **have to** be used for the next two (2) fields, if you **cannot** locate them at your school site; you **can** find them by going to **Outlook>Public Folders>All Public Folders>Facilities>Maintenance Services>Fish Maps**, Click on the **Fish Map** for your location.

FISH Building #: Enter the **2- digit Fish Number** of Building where the Equipment is located

FISH Room #: Enter the **3 or 4 digit Fish Number** of the Room where the Equipment is located



Click the **Save** icon, If this **message appears** in the bottom left of the screen; you **have not** completed the **Enhancement Section** and the **Work Order cannot be saved** or an **Order number assigned until** complete.



The **Work Order** number is *displayed* at the bottom left of the screen, *record* the **Work Order** number for your use. **Call Maintenance** with the Work Order number for **all 1 Urgent and 2 Priority Work Orders**.

