

Display a List of Work Orders (IW39)

From the SAP Easy Menu Screen

Click the **Expand Icon** to the left of: **SAP Menu > PCSB Menu > Plant Maintenance**
Double Click **Display a List of Work Orders**

The screenshot shows the SAP 'Display PM orders: Selection of Orders' interface. At the top, there are menu options: Program, Edit, Goto, System, Help. Below that, the title bar reads 'Display PM orders: Selection of Orders'. The 'Order status' section includes checkboxes for 'Outstanding', 'In process', 'Completed', and 'Historical', with 'Outstanding', 'In process', and 'Completed' checked. There is also a 'Sel.profil' field and an 'Addr.' button with a red 'X'. The 'Order selection' section lists various criteria: Order, Order Type, Functional location, Equipment, Material, Serial number, Addit. device data, Notification, Main work center, Plant for WorkCenter, Period, Partners, and Currency. Each criterion has input fields and arrows for selection. The 'Period' is set from 01/13/2004 to 04/12/2004. The 'Currency' is set to USD.

Order Status: Click at least one **Order status** box. Clicking all of the **Order status** boxes will allow you to view work orders regardless of their status.

This screenshot shows the 'Order status' section of the SAP 'Display PM orders: Selection of Orders' interface. The checkboxes for 'Outstanding', 'In process', and 'Completed' are checked, while 'Historical' is unchecked. The 'Sel.profil' field is empty, and the 'Addr.' button has a red 'X'.

Outstanding - Orders that have been submitted, but not yet processed

In Process - Orders that are being processed

Completed - Orders that have been completed in the system

Regardless of the **Order Selection** criteria you choose, in the following steps, you will want to set the Date Range to narrow down the work order search, **From Period > To Period** Type the **date**

This screenshot shows the 'Order selection' section of the SAP 'Display PM orders: Selection of Orders' interface. The 'Period' is set from 01/14/2004 to 04/13/2004. The 'Currency' is set to USD.

Order Selection: There are four commonly used combinations of Order selections to choose from depending on whether you are displaying a MAIN or EERS Work Order (with or without an Asset number)

Order: Type the Work Order Number

Order selection			
Order	10051501	to	
Order Type		to	
Functional location		to	
Equipment		to	

OR

Order Type: Type Main for Maintenance Work Orders

Functional Location: Important: Type M, four-digit location number, with an Asterisk. (Example: M0031*) to display work orders for your location. The asterisk denotes a wildcard so you can view all -G (General), -P (Pre-K) -T (Title-1) work orders for your location, if applicable

Order selection			
Order		to	
Order Type	main	to	
Functional location	m0001 *	to	
Equipment		to	

OR

Order Type: Type EERS for Electronic Equipment Repairs Service for Work Orders (Without an Equipment number)

Functional Location: Important: Type E, four-digit location number, with an Asterisk. (Example: E0031*) to display work orders for your location. The asterisk denotes a wildcard so you can view all -G (General), -P (Pre-K) -T (Title-1) work orders for your location, if applicable

Order selection			
Order		to	
Order Type	EERS	to	
Functional location	e0031 *	to	
Equipment		to	

OR

Order Type: Type EERS for Electronic Equipment Repairs Service Work Orders for (Without an Equipment number)

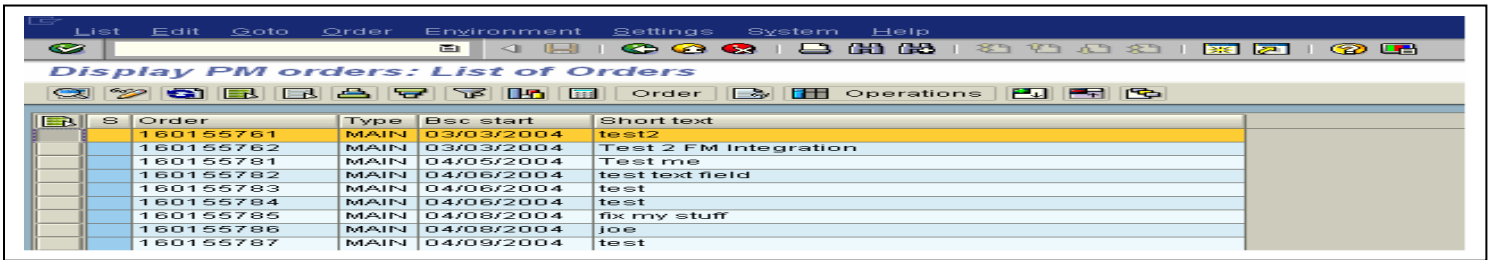
Equipment: Type the Equipment number (located on the Equipment)

Order selection			
Order		to	
Order Type	EERS	to	
Functional location		to	
Equipment	40029570	to	

After Typing the correct Order selection criteria, Click the Execute icon



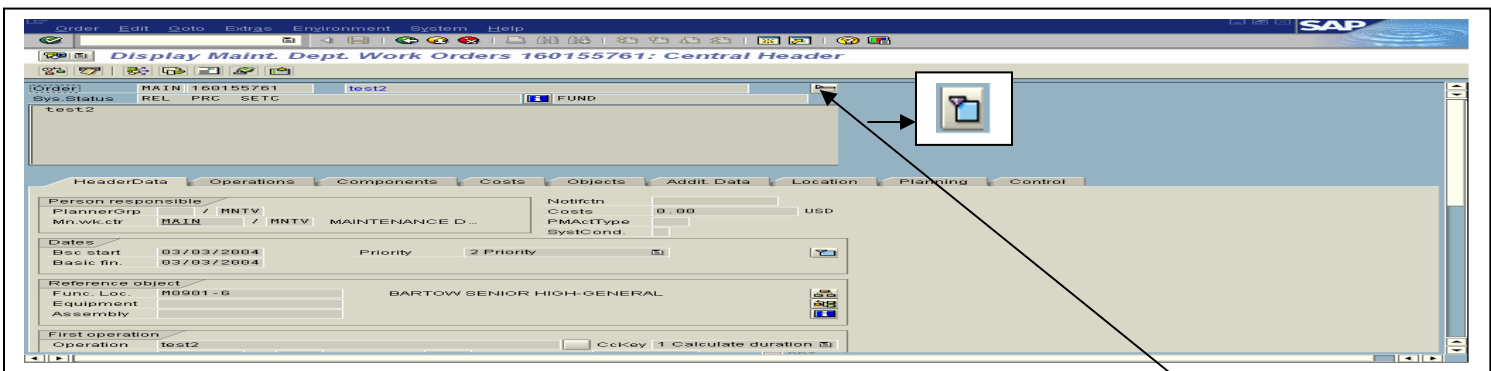
A List of all the work orders submitted for the School / Department within the criteria selected will be displayed.



Display PM orders: List of Orders

S	Order	Type	Bsc start	Short text
	160155761	MAIN	03/03/2004	test2
	160155762	MAIN	03/03/2004	Test 2 FM Integration
	160155781	MAIN	04/05/2004	Test me
	160155782	MAIN	04/05/2004	test text field
	160155783	MAIN	04/06/2004	test
	160155784	MAIN	04/06/2004	test
	160155785	MAIN	04/08/2004	fix my stuff
	160155786	MAIN	04/08/2004	joe
	160155787	MAIN	04/09/2004	test

To display a specific Work Order: Click the **button to the left** of the Work Order number > Click the **details**

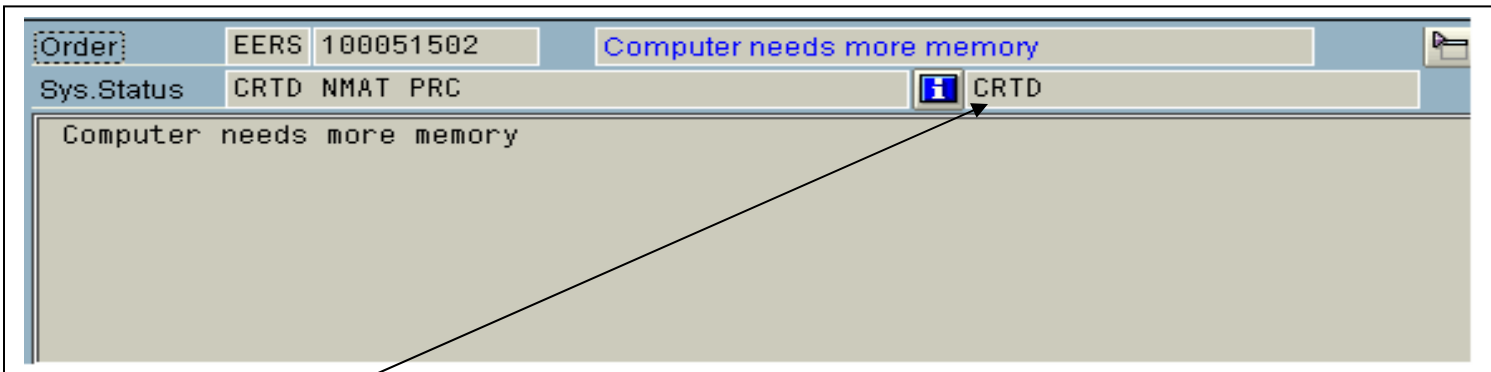
Display Maint. Dept. Work Orders 160155761: Central Header

Order: 160155761 test2
 Sys. Status: REL PRC SETC
 FUND: FUND

HeaderData | Operations | Components | Costs | Objects | Addit. Data | Location | Planning | Control

Person responsible: Planner: RNTV / RNTV
 Mnt. Dept: MAINTENANCE D...
 Dates: Bsc start: 03/03/2004, Basic fin.: 03/03/2004, Priority: 2
 Reference object: Func. Loc.: B0901-0, Equipment: BARTOW SENIOR HIGH-GENERAL
 First operation: Operation: test2

If you did not close the Long text window the long text is displayed. If the window is closed, Click the **show long text** icon



Order: EERS 100051502 Computer needs more memory
 Sys. Status: CRTD NMAT PRC
 CRTD

Computer needs more memory

To verify the Status of a Work Order

Status Box: Listed below are the codes that may appear in the status box.

- CRTD** – Order Created (**Outstanding**)
- APPR** – Approved (**In Process**)
- FUND** – Account Assignment (**In Process**)
- COMP** – Work Completed (**In Process**)

Click the **green back arrow** to leave the screen