NOTIFICATIONS

Create General Notification to PPD or Telecommunications
The University of Mississippi

11/2011

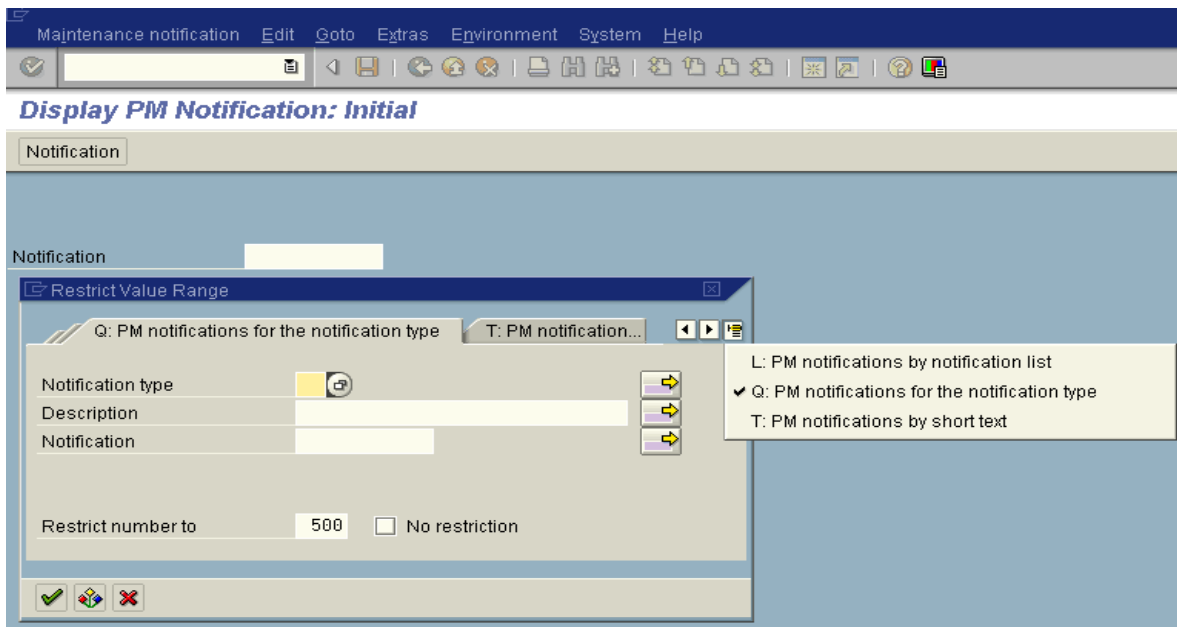| SAP Menu Path	Logistics > Plant Maintenance > Maintenance Processing > Notification > Create (general) [double-click]
Transaction Code	IW21
Notification Type	Enter M1 for Physical Plant Department Enter M4 for Telecommunications
NOTE:	You will never select M2 or M3.
	Press enter or left click on Enter Icon.
Short Description	Enter 4-digit extension and a short description of problem.
NOTE:	Long text – You will have a chance later to add additional text.
Functional Location	Use search box to find functional location. Note: Folder Tab should be on Text (=Description). In Description field enter building name – Remember to use wild card (*) and then press enter or left click on green check at the bottom of Functional location box. Select functional location – double click or highlight and left click on green check.
NOTE:	Folder Tab must be on Text (= Description). See page 12 for trouble shooting.
Main Work Center	Use search box to find work center. Note: Folder Tab should be N: Name of work center, left click on green check at the bottom of Restrict value range box. Select Main Work Center by double clicking or highlight and left click on green check. Physical Plant – Always select ALL PPD. Telecommunications – see page 10 for assistance.
NOTE:	Folder Tab should be on N: Name of work center. To view all work centers, left click on green check at the bottom of Restrict value range box. If you want to narrow search, you will need to enter shop name in description field. Remember to use wild card (*) and then press enter or left click on green check at the bottom of restrict value range.
Reported by	Enter your first initial and last name.
	Press enter or left click on Enter Icon.

Verify Data	Check to see if the location and work center are correct.
Long Text	If you need additional space to type your notification, you may select the paper and pencil – Also, remember to include a cost center or internal order number if there will be a charge.
Back Arrow Icon	Left click on the back arrow icon .
Information message	You should receive an information message at the bottom of the screen "Text changes were transferred".
SAVE	Left click on the SAVE icon.
Notification Number	Information message – You should receive a notification number at the bottom of the screen "Notification # saved"

Notifications – Display The University of Mississippi End User Documentation – 4.6C 8/2001	
SAP Menu Path	Logistics > Plant Maintenance > Maintenance Processing > Notification > Display (general) [double-click]
Transaction Code	IW23
Notification #	Enter Notification number or use search button (see below)
NOTE:	It will display the last notification number created or displayed.
NOTE:	If you are consistent by always using your 4-digit extension in short text, this is a great way to look things up.

NOTIFICATIONS

Create General Notification to PPD or Telecommunications
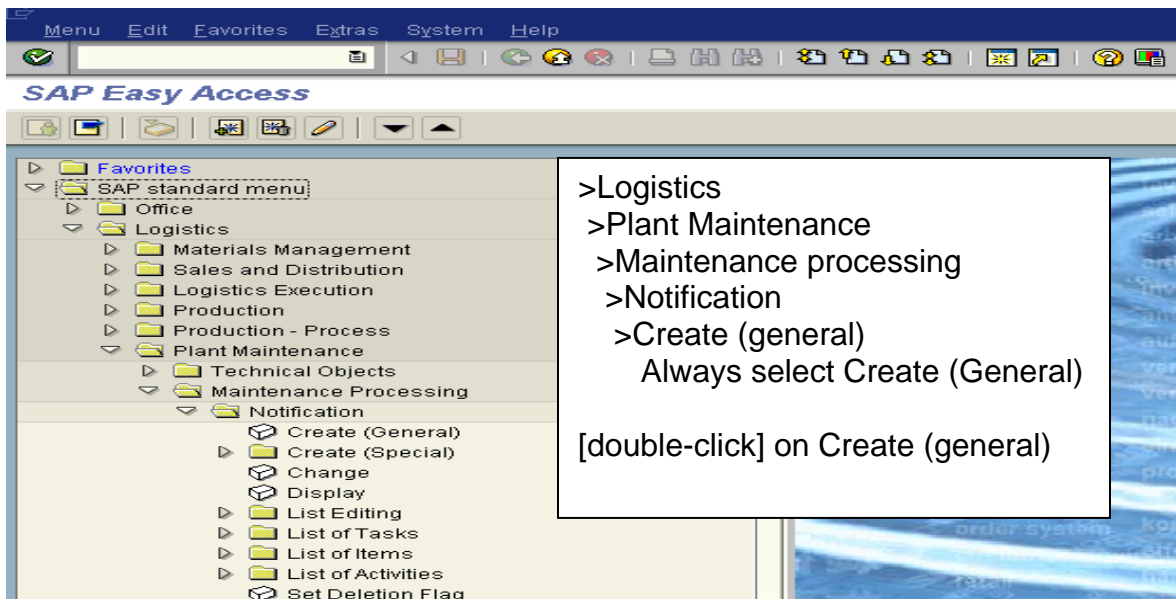SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005

3/2006

SAP Support 662.915.5556   SAP Web Site
E-Mail : sap@olemiss.edu   www.olemiss.edu/projects/sap

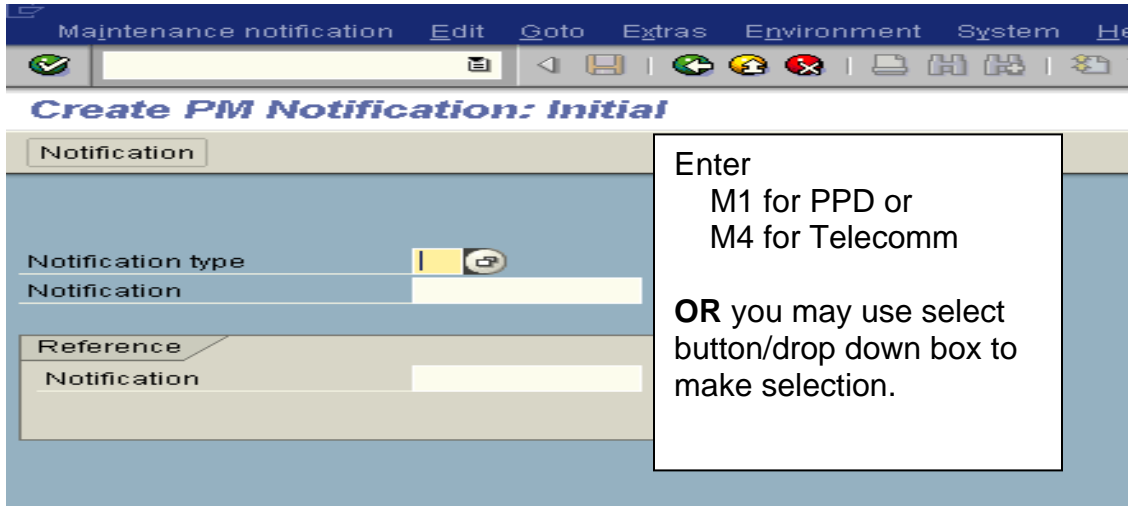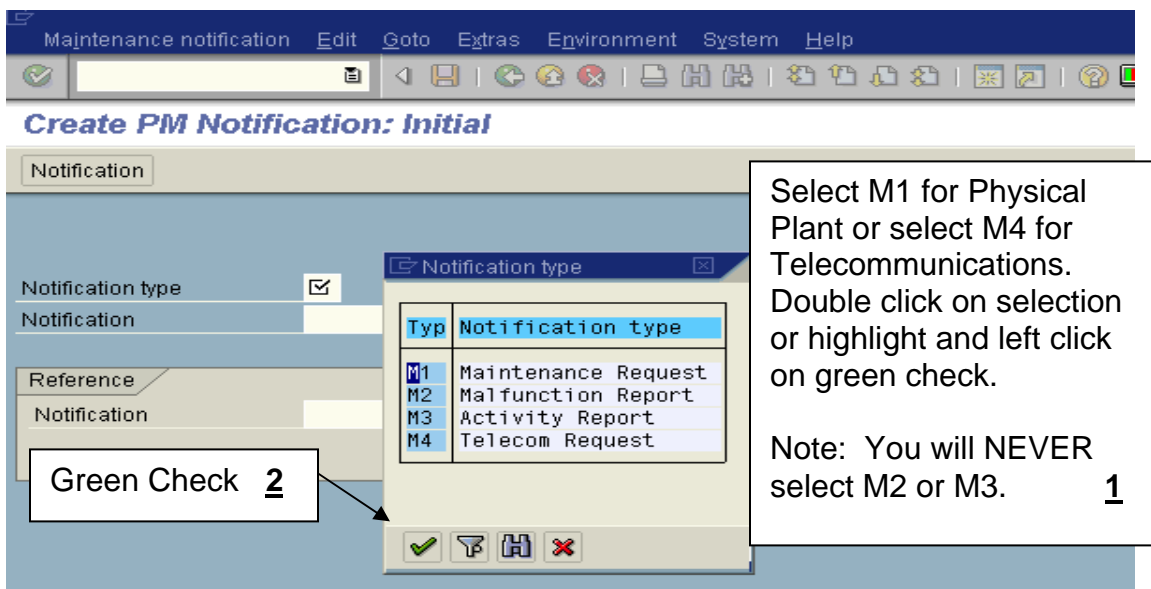**SAP Menu Path** – Logistics > Plant maintenance > Maintenance processing > Notification > Create (general) [double-click]

>Logistics
 >Plant Maintenance
  >Maintenance processing
   >Notification
    >Create (general)
       Always select Create (General)

[double-click] on Create (general)

OR

Transaction Code: IW21

Type transaction code in Command Field
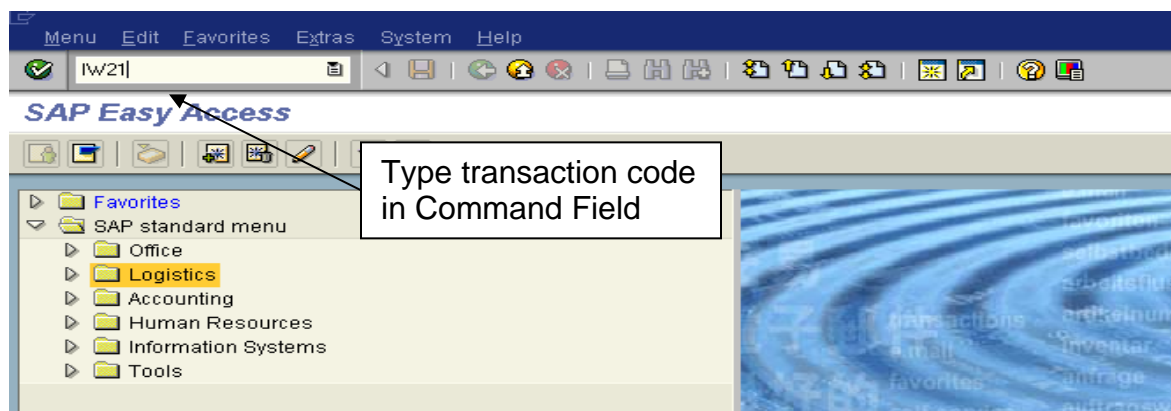
Notification type - Enter M1 for Physical Plant or M4 for Telecommunications

Enter
   M1 for PPD or
   M4 for Telecomm

OR you may use select button/drop down box to make selection.

OR you may use the drop down box to select.

Select M1 for Physical Plant or select M4 for Telecommunications. Double click on selection or highlight and left click on green check.

Note: You will NEVER select M2 or M3.   **1**

Green Check **2**

Typ	Notification type
M1	Maintenance Request
M2	Malfunction Report
M3	Activity Report
M4	Telecom Request

Enter - After you make your selection, left click on Enter Icon.

Left click on Enter Icon.

Short Text - Enter 4-digit extension and short description of problem or request.

Enter 4-digit extension and a short description of problem.

NOTE: You will have a chance later for long text.

FunctLocation - The location of where the works needs to be done. The system is looking for a code, so you must use drop down box to find the appropriate code. Make sure the Folder tab is on T: Text (= Description).

Use drop down box to find functional location (Building & Room)   **1**

Press Enter or left click on green check   **3**

Use search feature – Folder must be on the T:Text (= Description) Tab. Enter building name in the Description field. Remember to use wild card (*).   **2**
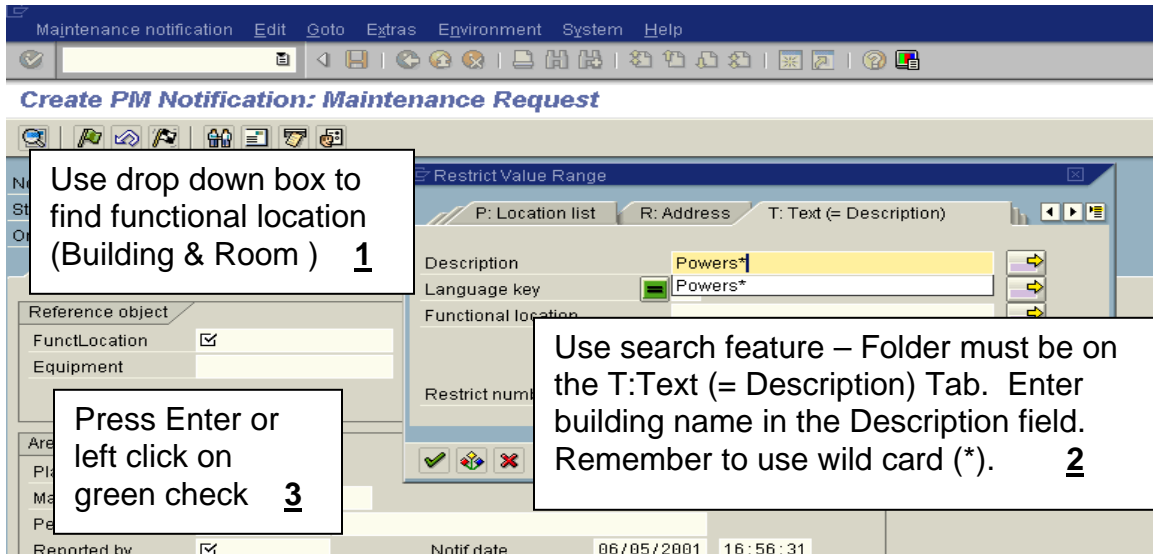
Functional location - Select functional location by double clicking or highlight and left click on Green Check at the bottom of the Functional location box.

Select functional location – double click or highlight and left click on green check.   **1**
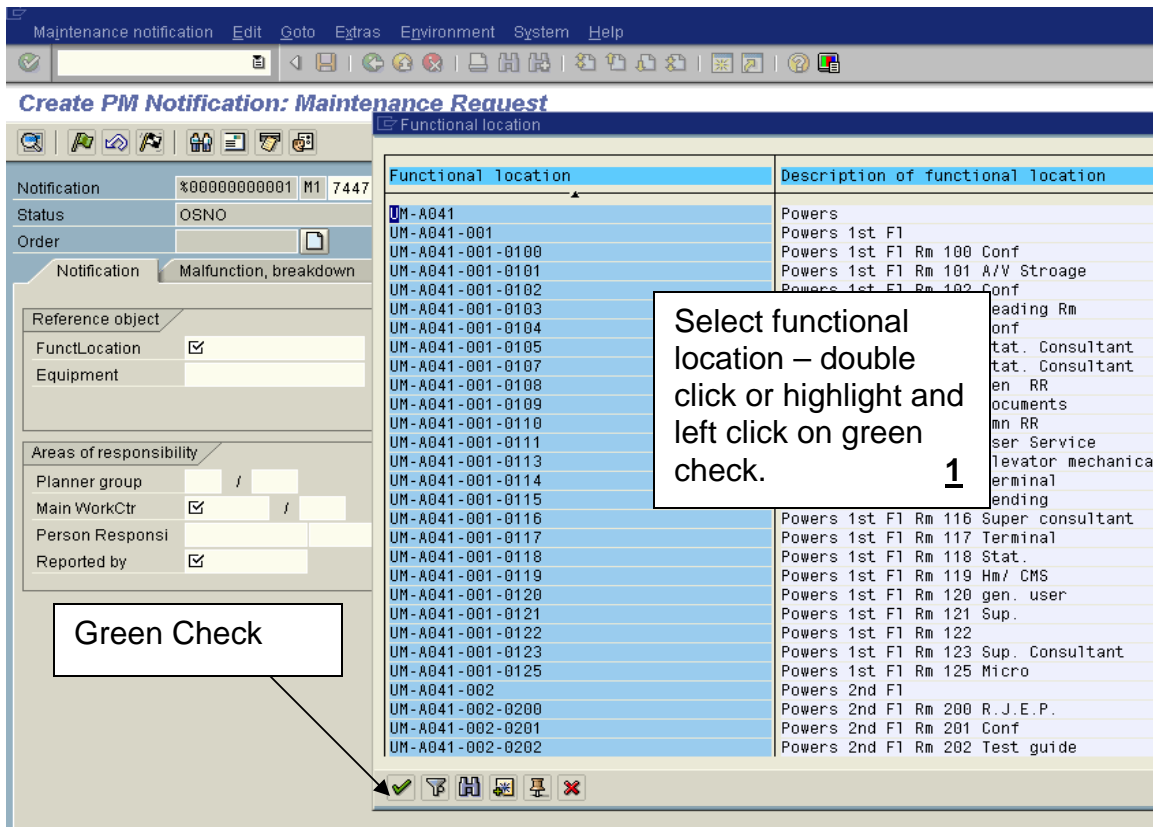
Green Check

Main WorkCtr - Select the Main Work Center -
Physical Plant – Always select ALL PPD.

Telecommunications – see page 10 for assistance.

To see a complete list, just click on green check and see all work centers.

Use drop down box to find Name of work center **1**

Use the N: Name of work center folder. To see all available work center, left click on green check. **2**

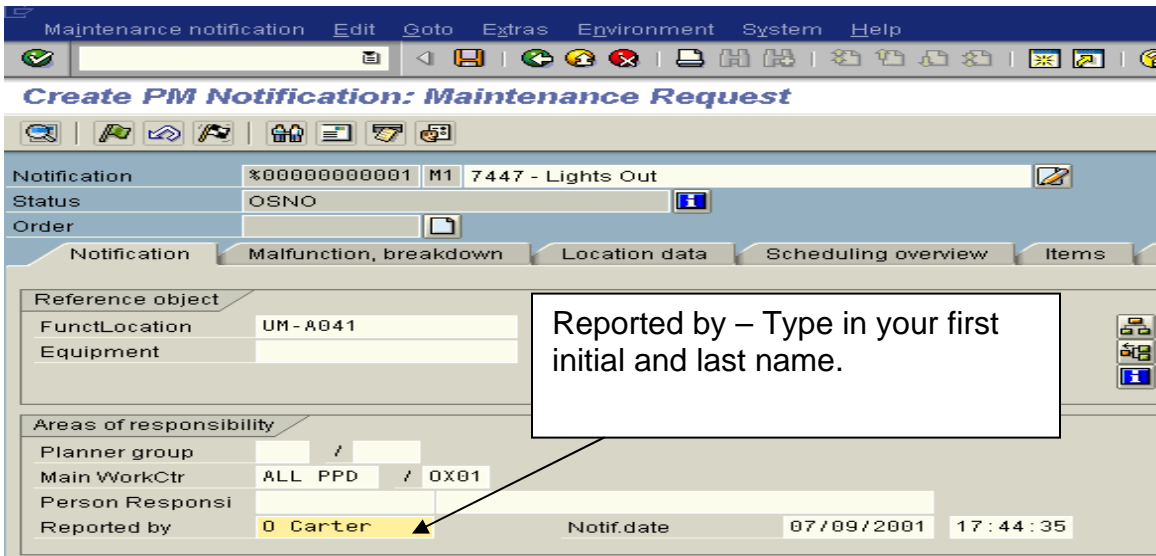Select Main Work Center by double clicking or highlight and left click on green check.

Physical Plant – Always select ALL PPD.
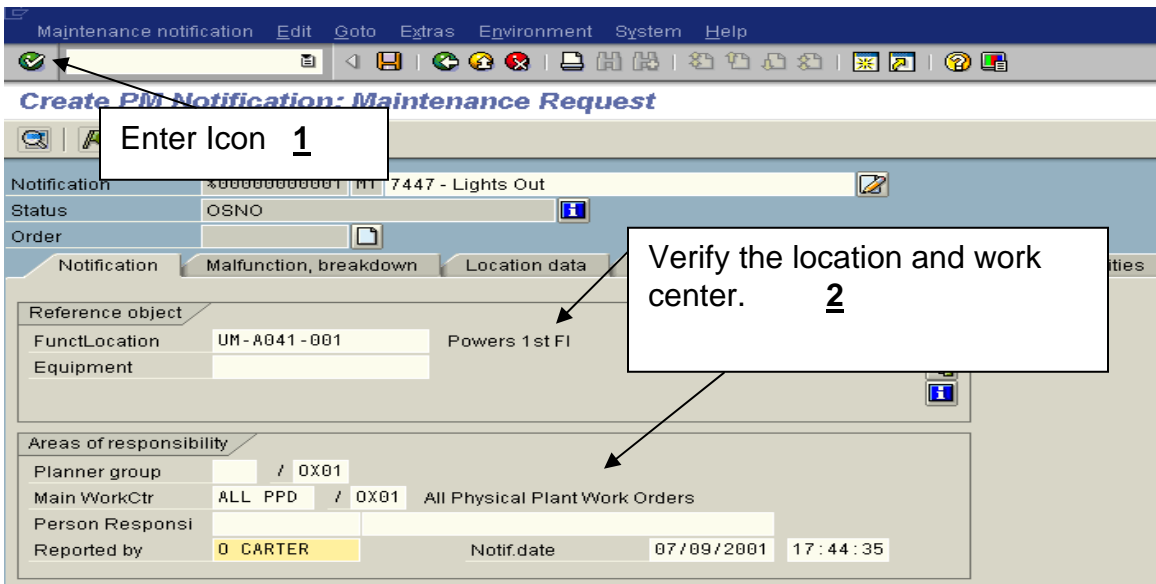
Telecommunications – see page 10 for assistance.

1

Green Check **2**

Reported by – Type in your first initial and last name.

Enter - After all data is entered press the Enter key on the keyboard or left click on the Enter Icon.

Verify Data – Verify the location and work center.

Enter Icon **1**

Verify the location and work center. **2**

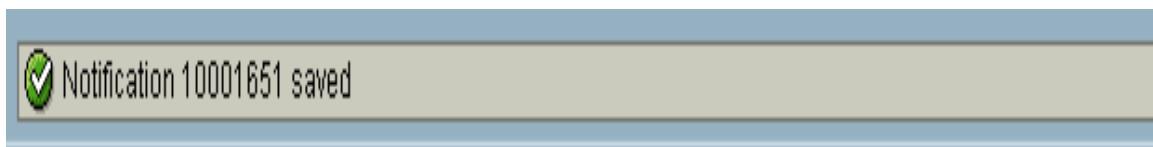**Long Text** – Left click on the paper and pencil.

Back arrow - When you are finished with long text, left click on the back arrow icon.
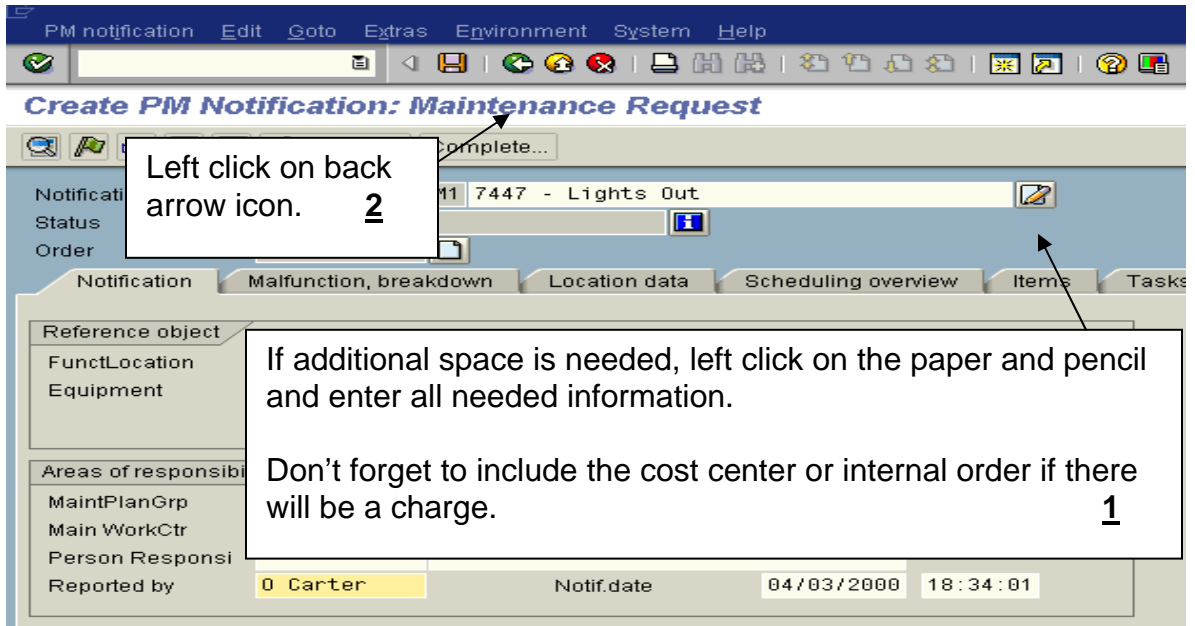
Information message - You should receive an information message at the bottom of the screen stating text changes were transferred.

SAVE – Left click on the SAVE icon. The system should provide you with a notification number.

Main Work Center
8/2001

Work ctr	Short description	Examples:
ALL PPD	All Physical Plant Work Orders	Send ALL Physical Plant Work Orders.
CI	Communication Installations	Network installs, wire & equipment, network troubles.
GT	General Telephone	Add, move change telephone service
OP	Outside Plant	Fiber optics, cable installs, large twisted pair installs.
TV	Cable Television	Troubles, installs, etc.

Functional Location: If you receive this screen, left click on back arrow icon.
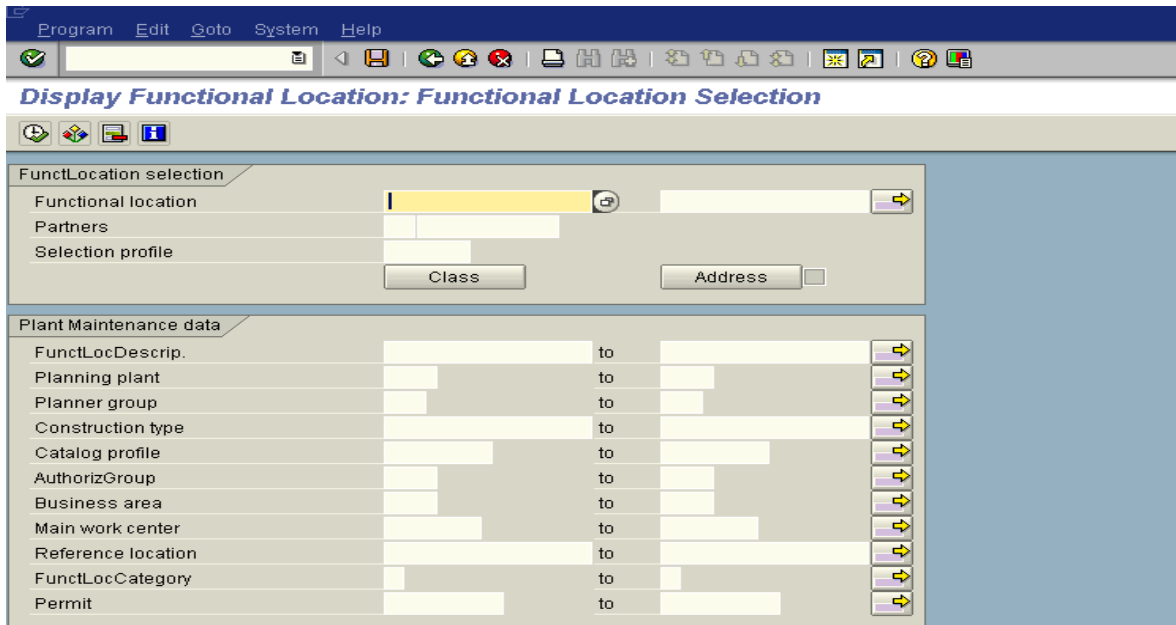
You should get a screen that this one, left click on Text (= Description)