## Notifications – Reports

The University of Mississippi  
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<table>
<thead>
<tr>
<th>SAP Menu Path:</th>
<th>Logistics &gt; Plant Maintenance &gt; Maintenance Processing &gt; Notification &gt; List Editing &gt; Display [double-click]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Code:</td>
<td>IW29</td>
</tr>
<tr>
<td>Notification Status</td>
<td>Minimum of one notification status must be selected.</td>
</tr>
</tbody>
</table>

You must decide your criteria for your report. You may use one or narrow your report by using many. Below are examples of some of your search criteria.

<table>
<thead>
<tr>
<th>Dates</th>
<th>What dates do you wish the report to cover? Beginning &amp; Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional location</td>
<td>Use your search button to find the functional location. Hint remember to use the * wild card to help insure you include everything in your report.</td>
</tr>
<tr>
<td>Reported by</td>
<td>Remember to be consistent when filling in the reported by - it will make reporting much easier.</td>
</tr>
<tr>
<td>Description</td>
<td>Run a report for all the *leaks * in your building.</td>
</tr>
</tbody>
</table>

You have a large number of selection criteria that can be used. Scroll down, look and experiment.

Once you have selected your criteria for your report – run your report by a left click on the Execute Button.

If you would like additional information on your report you can change the output by selecting additional fields to be added.

Left click on the icon that looks like a staircase (Current…). This will provide you with all of the hidden fields. Select the hidden fields and move them over to the left side of the screen – highlighting and then click on the arrow moving it to the left. Keep repeating this task until you have all of the hidden fields that you would like included on your report. Then left click on the green check – Copy. Hint: You can sort the hidden fields by ascending or descending order, use the icons at the bottom of your screen.
SAP Menu Path: Logistics > Plant maintenance > Maintenance Processing > Notifications > List Editing > Display [double-click].

OR use Transaction Code: IW29
Display notifications: Selection of Notifications is the screen where you make your selection criteria to create your report.

Minimum of one Notification status must be selected.

What dates do you wish the report to cover? Beginning - Ending

To generate reports, you must decide your criteria. Example: The below report contains outstanding and completed notifications that are in the date range of Jan 1, 2000 thru April 1, 2000.
To create this report

You have a large number of selection criteria that can be used. Scroll down, look and experiment.

Hint: Remember to use the * wild card to help insure you include everything in your report.
If you would like additional information on your report you can change the output by selecting additional fields to be added. First left click on the icon that looks like a staircase. You can sort the hidden fields by ascending or descending order. Then select the hidden fields and move them over to the left side of the screen - highlighting and then click on the arrow moving it to the left. Keep repeating this task until you have all of the hidden fields that you would like included on your report. Then click on the Green Check – Copy.

The report should look something like this.

Finished – Left click on Green Check – Copy.

The report should look something like this.