Notifications – Reports
The University of Mississippi
11/2011

SAP Menu Path:	Logistics > Plant Maintenance > Maintenance Processing > Notification > List Editing > Display [double-click]
Transaction Code:	IW29
Notification Status	Minimum of one notification status must be selected.

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.

Dates	What dates do you wish the report to cover? Beginning & Ending
Functional location	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.
Reported by	Remember to be consistent when filling in the reported by - it will make reporting much easier.
Description	Run a report for all the *leaks * in your building.

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.

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	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.

Notifications – Reports

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 >
Notifications > List Editing > Display [double-click].

> Logistics
  >Plant Maintenance
    >Maintenance Processing
     >Notifications
      >List Editing
        >Display [double-click]
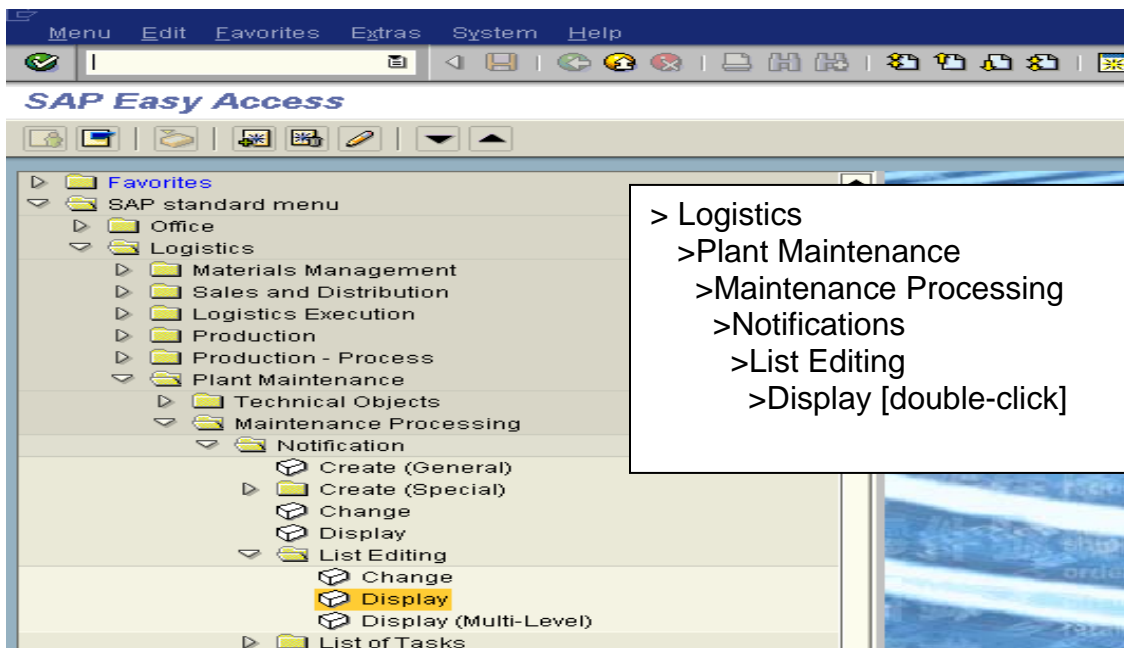
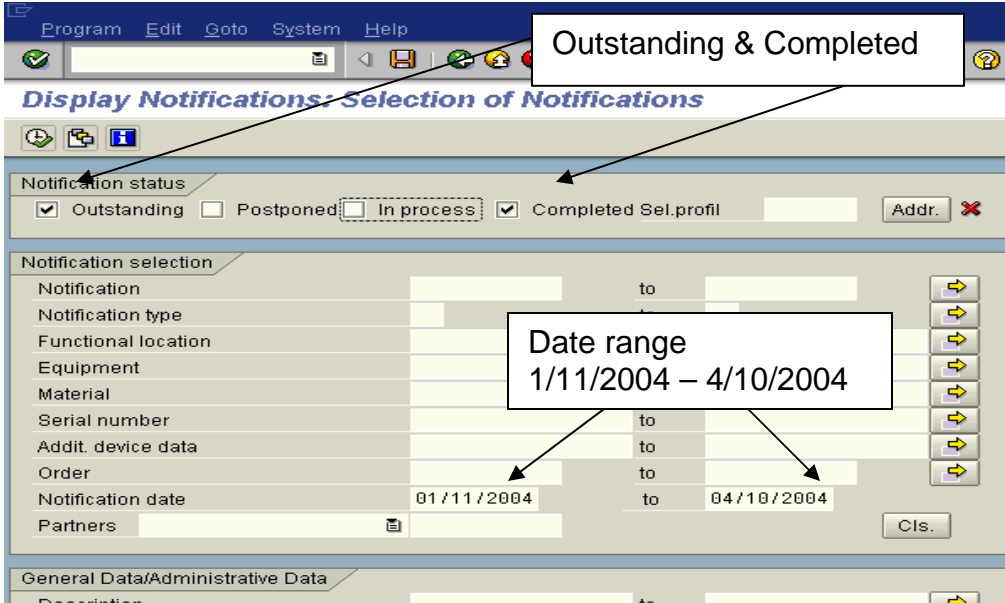OR use Transaction Code: IW29
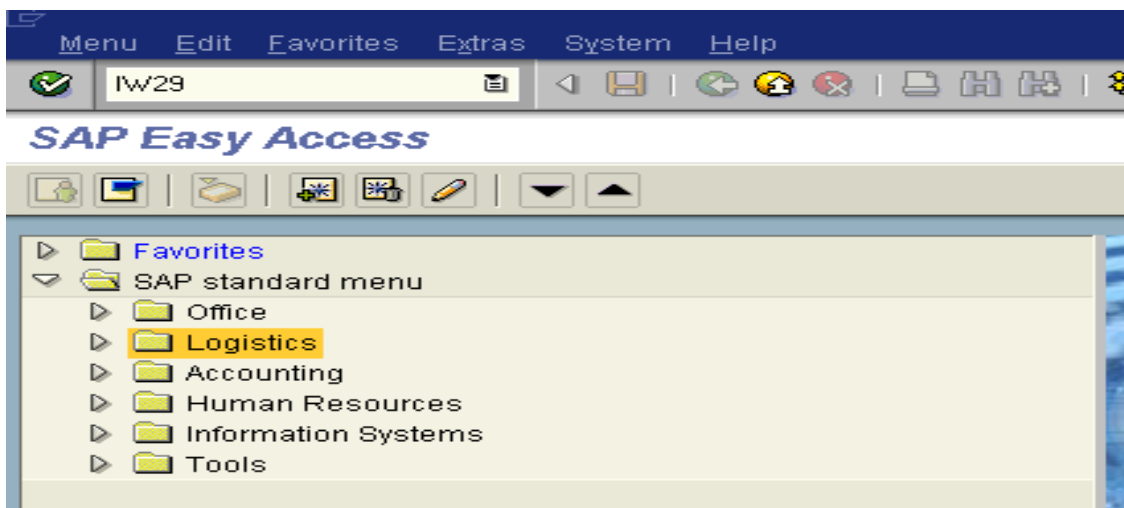
Display notifications: Selection of Notifications is the screen where you make your selection criteria to create your report.

Minimum of one Notification status must be selected.

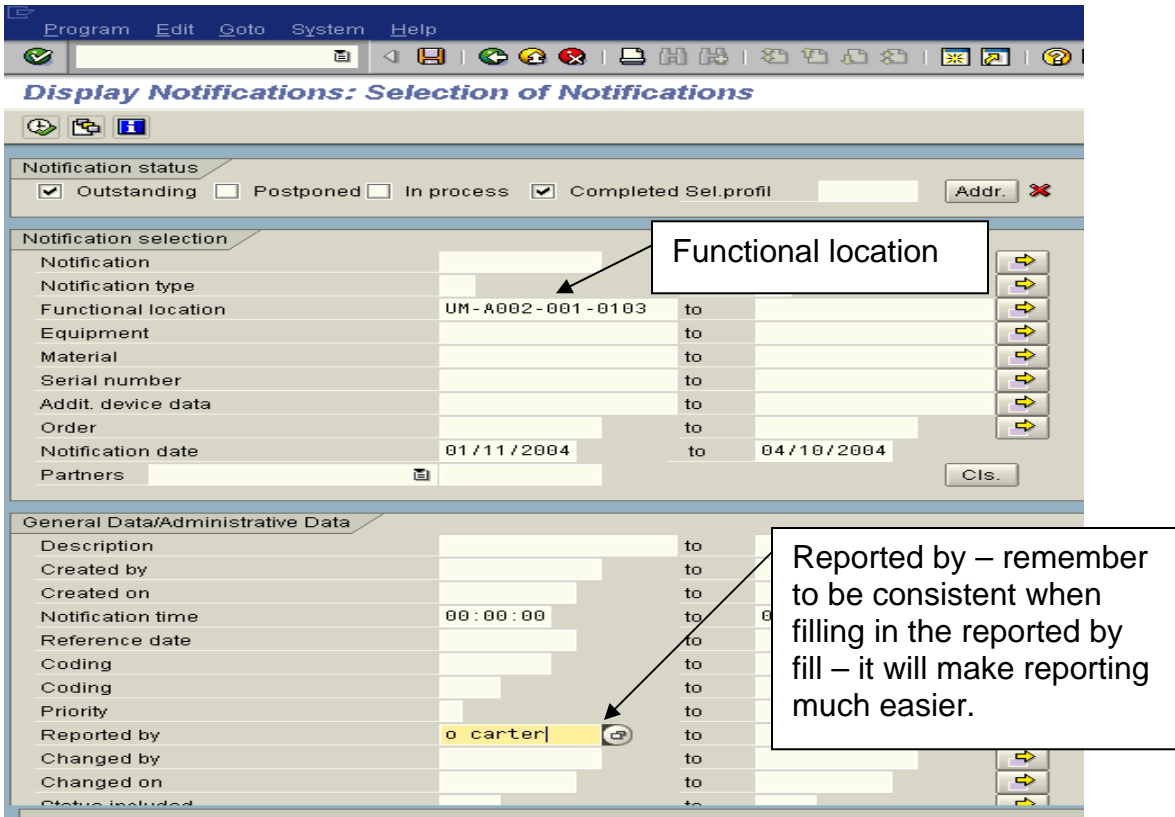What dates do you wish the report to cover?
Beginning - Ending

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

Outstanding & Completed

Display Notifications: Selection of Notifications

Notification status

☑ Outstanding ☐ Postponed ☐ In process ☑ Completed Sel.profil [   ] [Addr.] ✖

Notification selection

Notification		to		➡
Notification type				➡
Functional location				➡
Equipment				➡
Material				➡
Serial number		to		➡
Addit. device data		to		➡
Order		to		➡
Notification date	01/11/2004	to	04/10/2004	
Partners				Cls.

**Date range
1/11/2004 – 4/10/2004**

General Data/Administrative Data

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

Display Notifications: Selection of Notifications

Notification status

☑ Outstanding ☐ Postponed ☐ In process ☑ Completed Sel.profil [   ] [Addr.] ✖

Notification selection

Notification			➡
Notification type			➡
Functional location	UM-A002-001-0103	to	➡
Equipment		to	➡
Material		to	➡
Serial number		to	➡
Addit. device data		to	➡
Order		to	➡
Notification date	01/11/2004	to 04/10/2004	
Partners			Cls.

Functional location

General Data/Administrative Data

Description		to
Created by		to
Created on		to
Notification time	00:00:00	to
Reference date		to
Coding		to
Coding		to
Priority		to
Reported by	o carter	to
Changed by		to
Changed on		to
Status included		to

Reported by – remember to be consistent when filling in the reported by fill – it will make reporting much easier.

Hint: Remember to use the * wild card to help insure you include everything in your report.

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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.
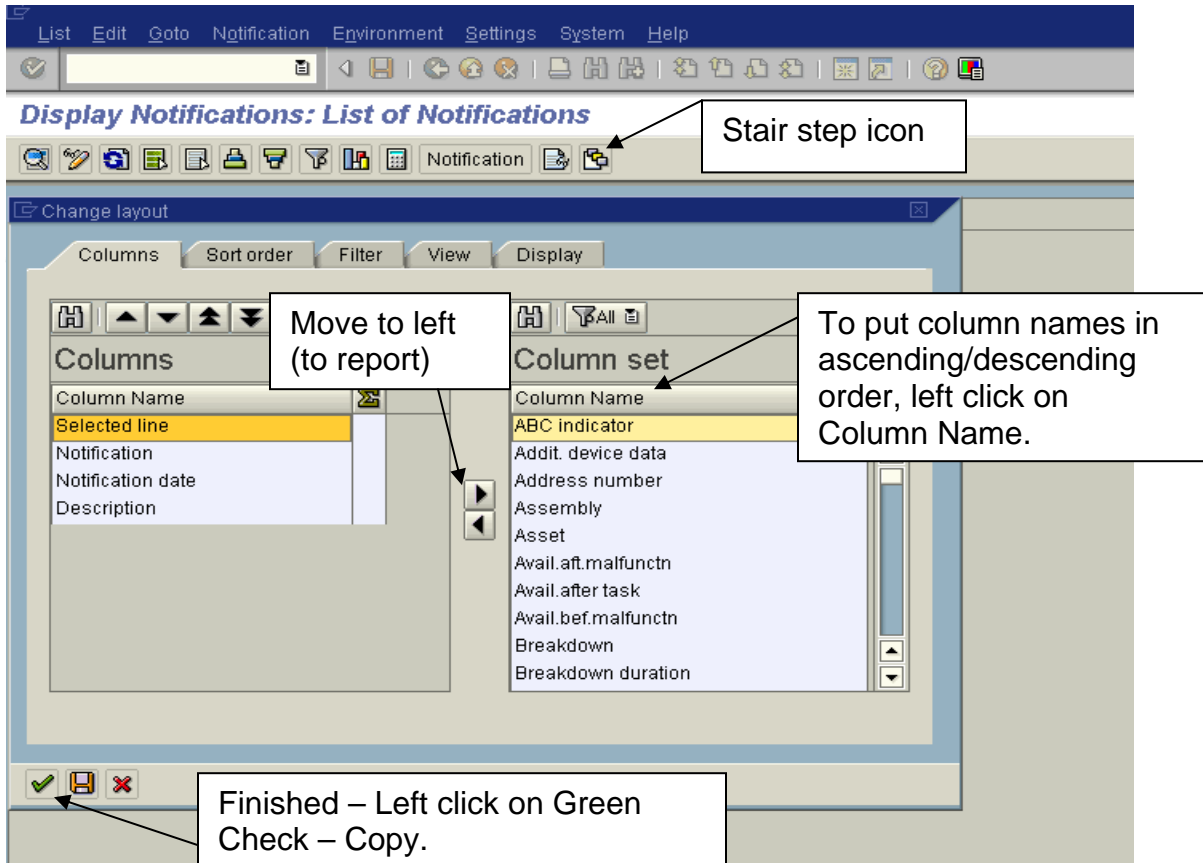
The report should look something like this.