



NOTIFICATIONS

Create General Notification to PPD or Telecommunications
The University of Mississippi

11/2011

SAP Support 662.915.5222

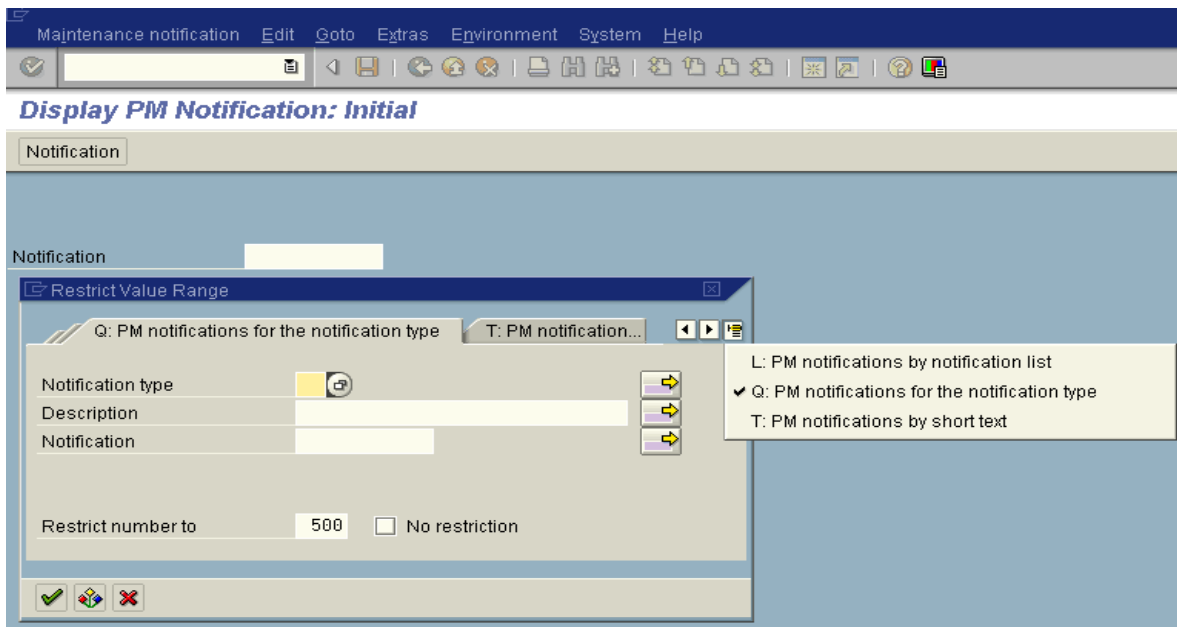
Email : sap@olemiss.edu

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
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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

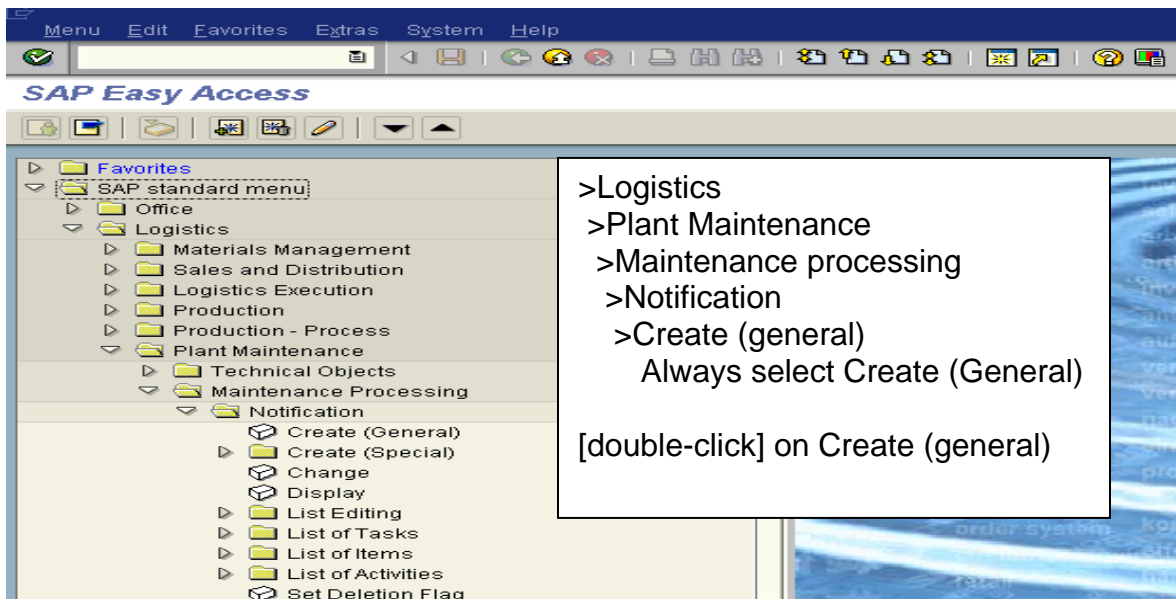
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3/2006

SAP Support 662.915.5556
E-Mail : sap@olemiss.edu

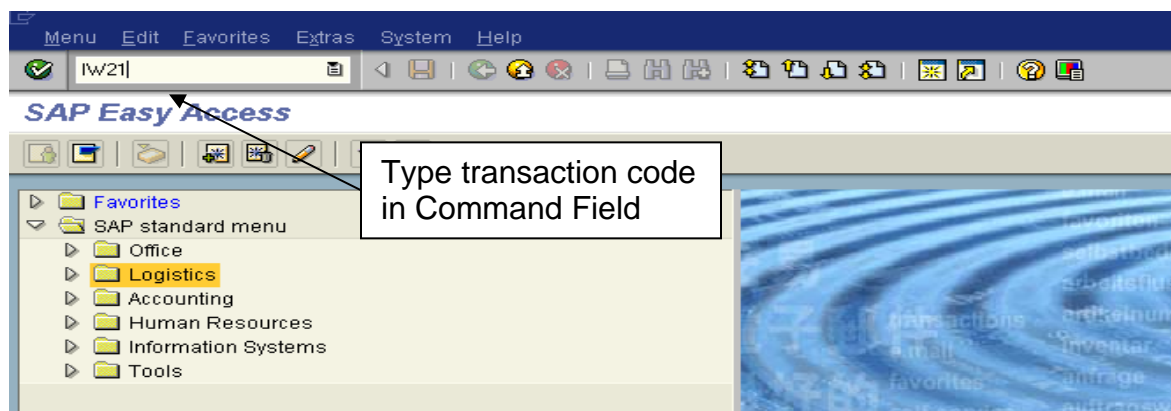
SAP Web Site
www.olemiss.edu/projects/sap

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

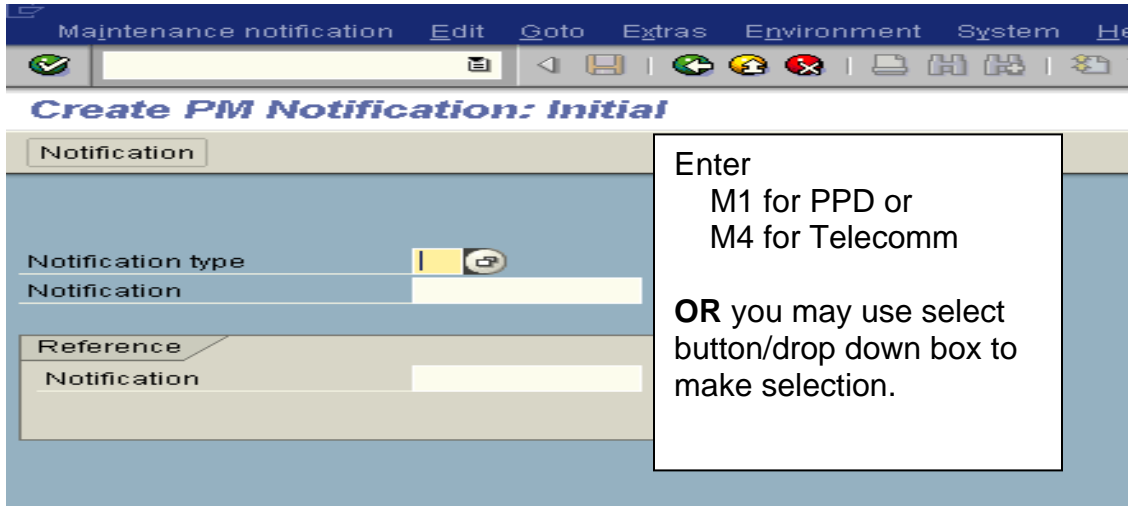


OR

Transaction Code: IW21

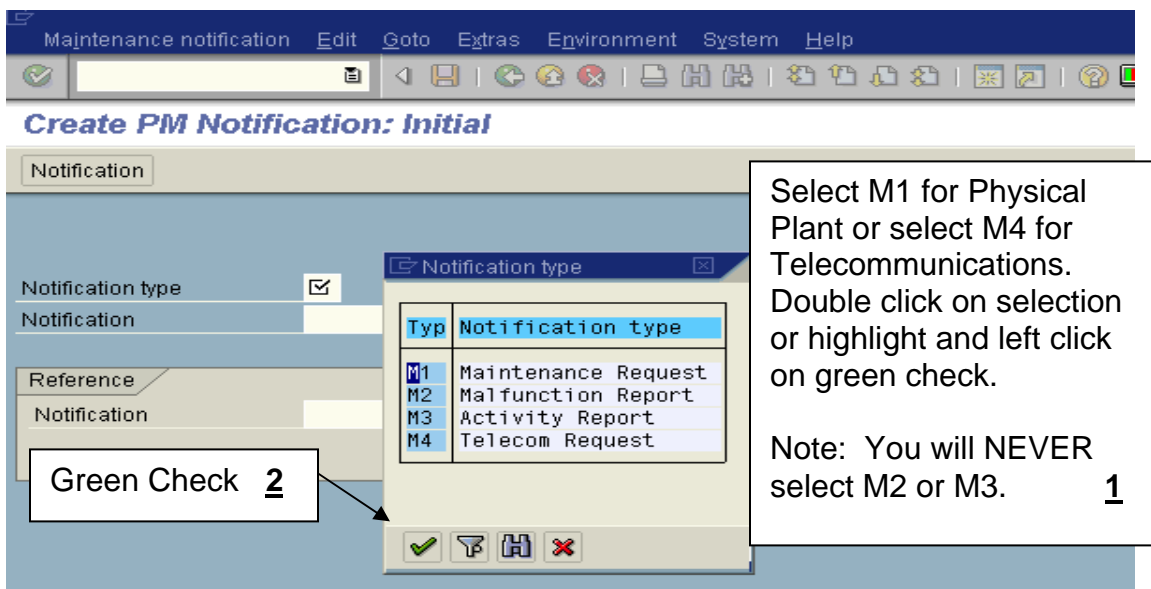


Notification type - Enter M1 for Physical Plant or M4 for Telecommunications



The screenshot shows the 'Create PM Notification: Initial' form. The 'Notification type' field is highlighted with a yellow background and a green checkmark icon. A text box on the right provides instructions: '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.



The screenshot shows the 'Create PM Notification: Initial' form with the 'Notification type' dropdown menu open. The dropdown menu contains a table with the following data:

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

A green checkmark icon is visible next to the 'Notification type' field. A text box on the right provides instructions: 'Select M1 for Physical Plant or select M4 for Telecommunications. Double click on selection or highlight and left click on green check.' A note below states: 'Note: You will NEVER select M2 or M3.' A callout box labeled 'Green Check 2' points to the green checkmark icon, and a callout box labeled '1' points to the green checkmark icon in the dropdown menu.

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

The screenshot shows the 'Create PM Notification: Initial' form. At the top, there is a menu bar with 'PM notification', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area has a 'Notification' tab. A callout box with the text 'Left click on Enter Icon.' has an arrow pointing to the Enter icon in the toolbar. The form contains the following fields:

- Notification type: M1
- Notification number: [Empty text box]
- Reference: [Empty text box]
- Notification: [Empty text box]

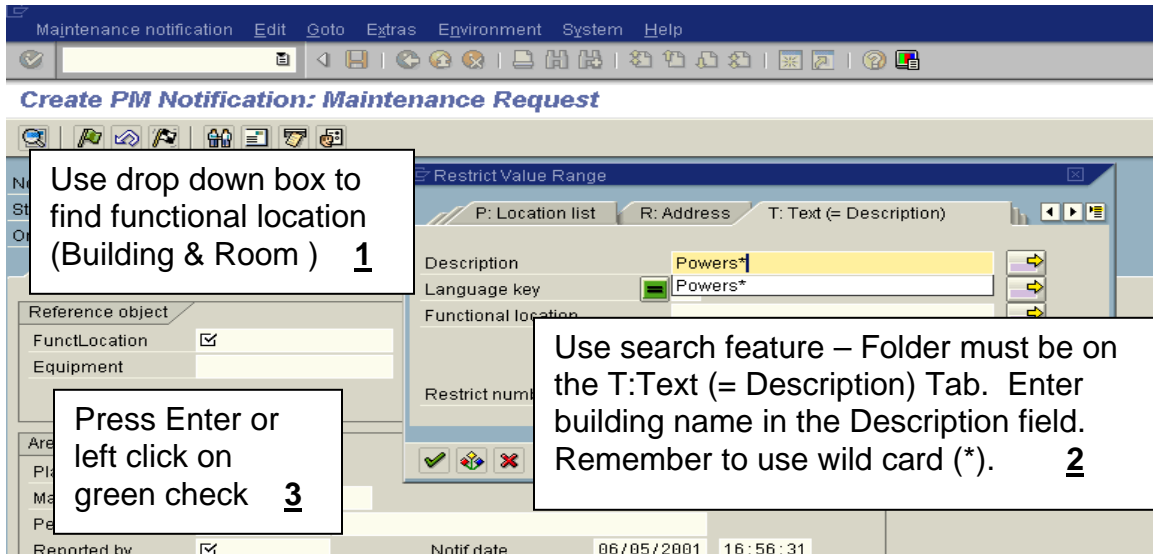
Short Text - Enter 4-digit extension and short description of problem or request.

The screenshot shows the 'Create PM Notification: Maintenance Request' form. At the top, there is a menu bar with 'PM notification', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area has a 'Partners' tab and a 'Complete...' button. The notification entry is highlighted in yellow and contains the text: '%000000000001 M1 7447 - Lights Out'. A callout box with the text 'Enter 4-digit extension and a short description of problem.' has an arrow pointing to this entry. Below the notification entry, there are several tabs: 'Notification', 'Malfunction, breakdown', 'Location data', 'Scheduling overview', 'Items', and 'Tasks'. The form contains the following fields:

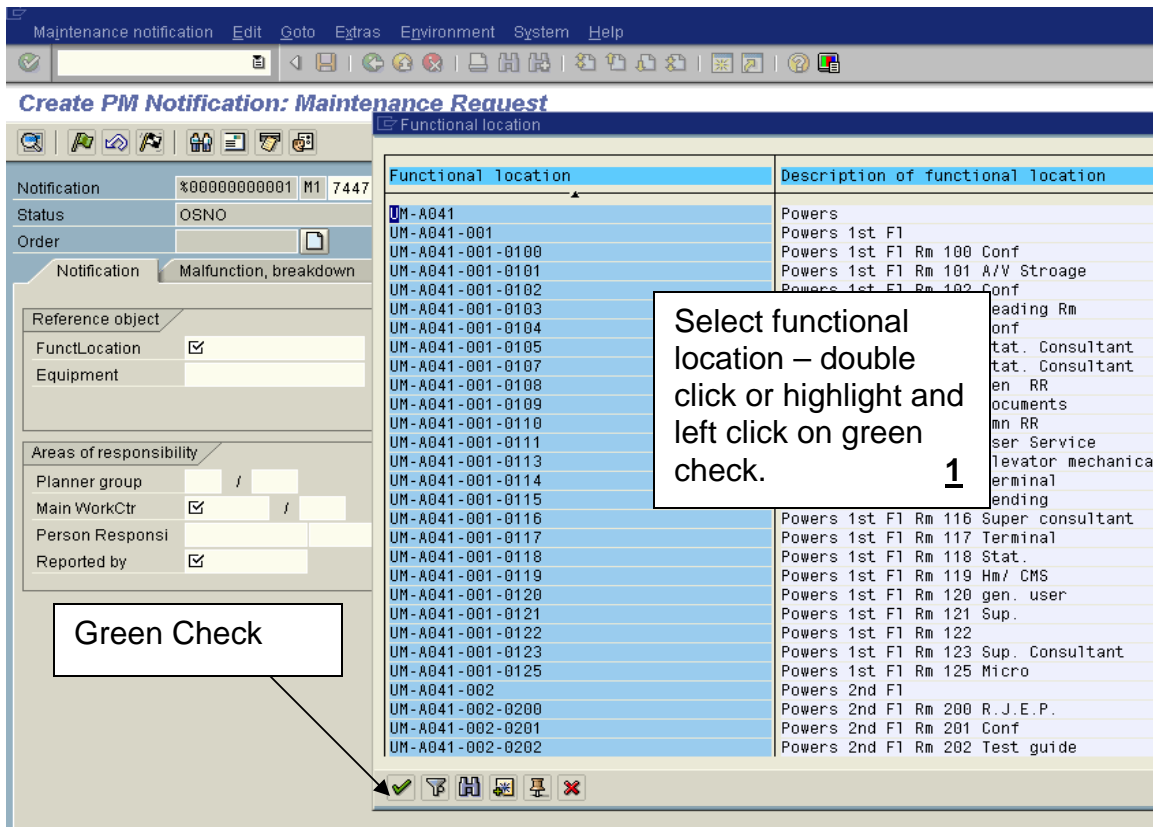
- Notification: %000000000001 M1 7447 - Lights Out
- Status: OSNO
- Order: [Empty text box]
- Reference object: [Empty text box]
- Equipment: [Empty text box]
- Areas of responsibility: [Empty text box]
- Reported by: [Empty text box]
- Notif.date: 04/03/2000 18:34:01

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

FuncLocation - 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).



Functional location - Select functional location by double clicking or highlight and left click on Green Check at the bottom of the Functional location box.



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.

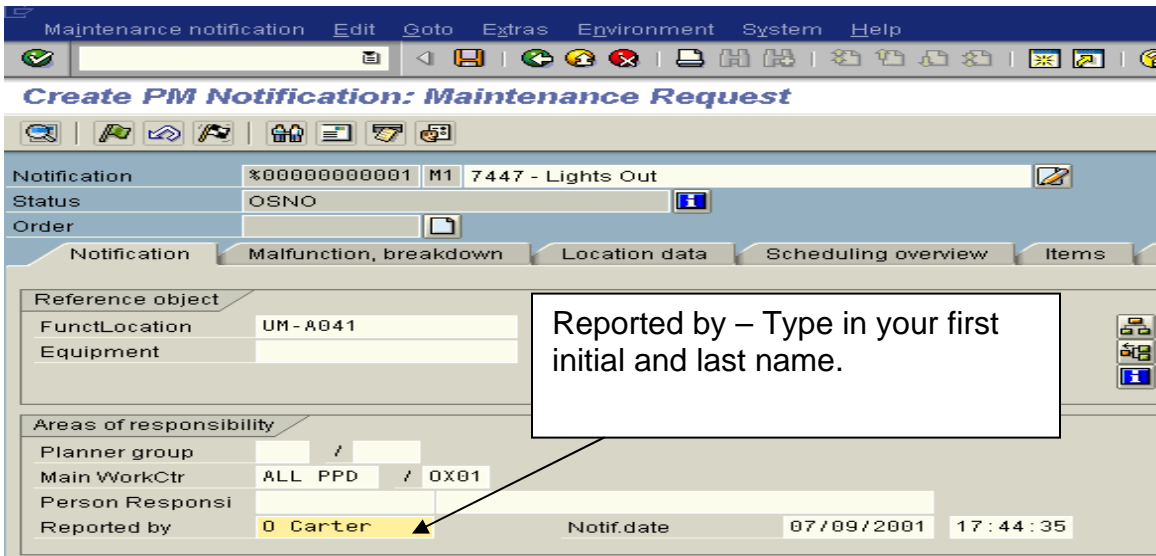
Physical Plant – Always select ALL PPD.

Telecommunications – see page 10 for assistance.

1

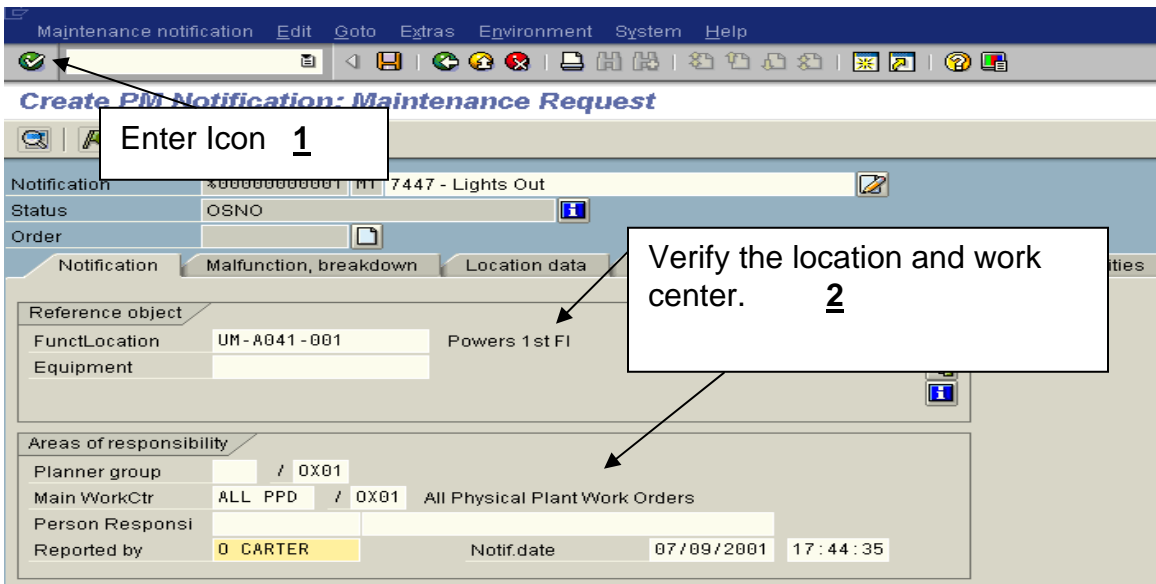
Green Check **2**

Work ctr	Description	Language key
AD		
ALL PPD		
BOILER		
CI		
CRPNTRY		
CUST A		
CUST B		
CUST C		
DISPATCH		
ELECTRIC		
ENGRCTLS		
FIRE PRO		
FURNITUR		
GROUND		
GT		
HVAC		
INSTRU		
LOCKSMIT		
N MAINT	Night Maintenance Crew	EN
OFFICE	Office	EN
OP	Outside Plant	EN
OVERHEAD	Overhead	EN
PAINT	Paint Shop	EN
PLUMBING	Plumbing	EN
POWER LN	Power Line	EN
PROFSERV	Professional	EN
RECV	Receiving	EN
SERV STA	Service Station	EN
SIGNS	Sign Shop	EN



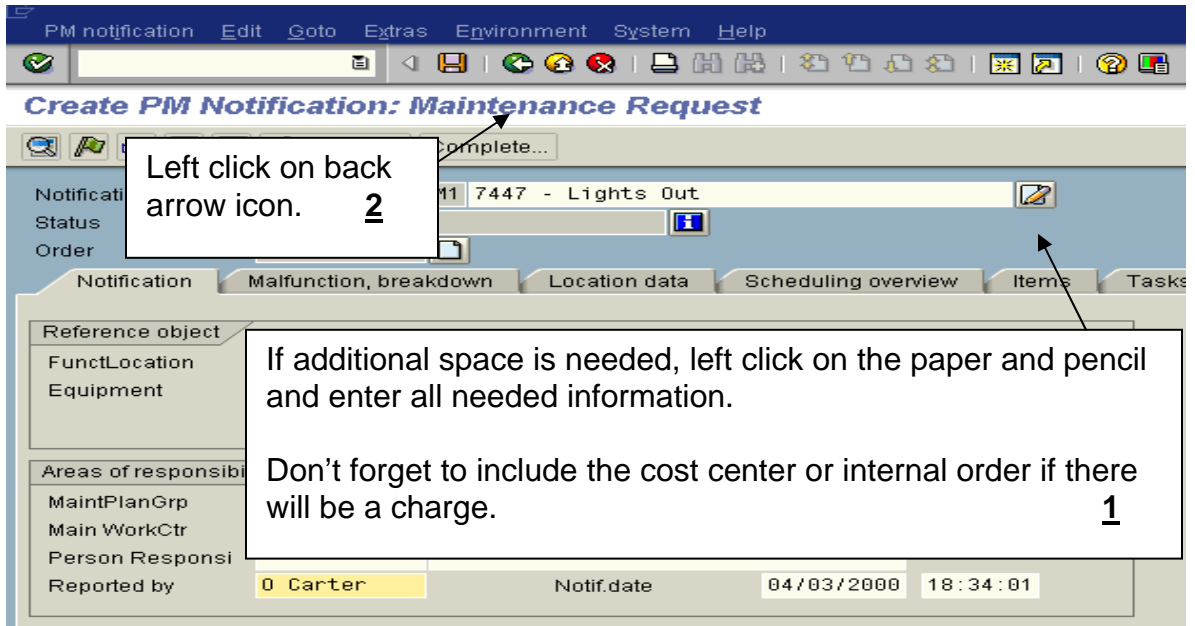
Enter - After all data is entered press the Enter key on the keyboard or left click on the Enter icon.

Verify Data – Verify the location and work center.



Long Text – Left click on the paper and pencil.

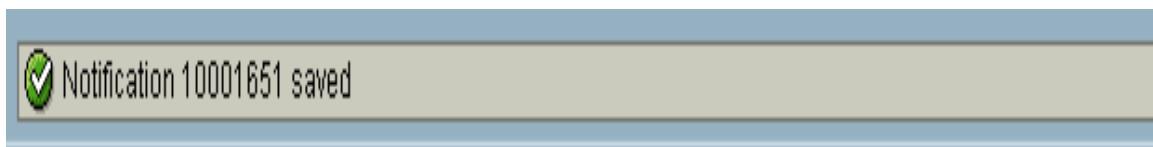
Back arrow - When you are finished with long text, left click on the back arrow icon.



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

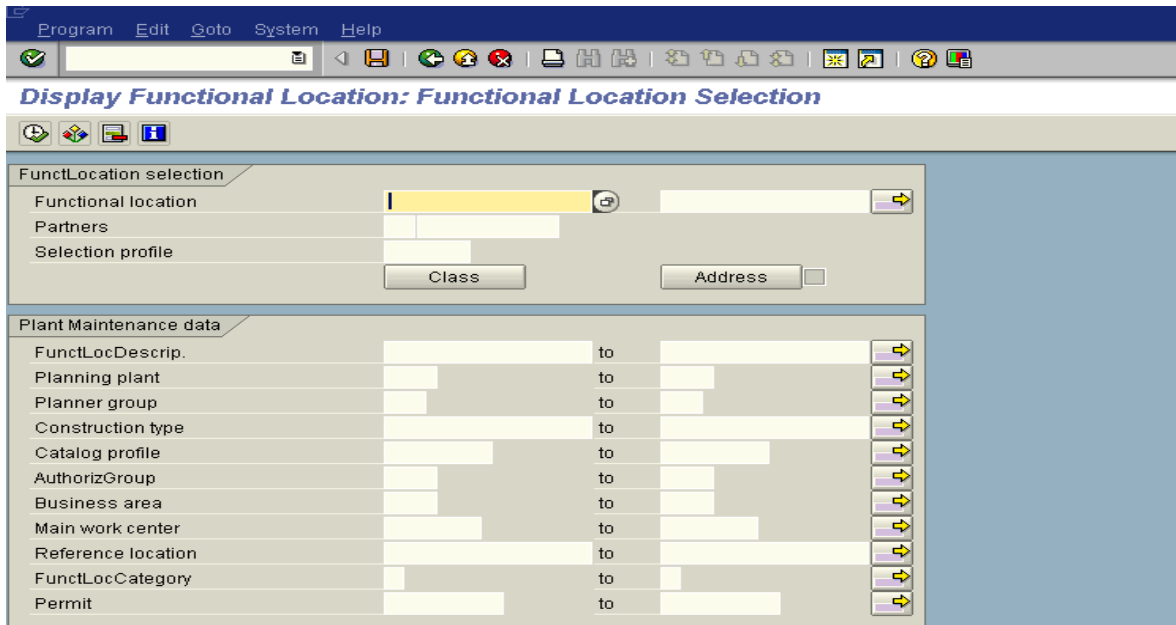
8/2001

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.

Notifications – Trouble Shooting

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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)

