



# Notifications – Reports

The University of Mississippi  
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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.	
	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.

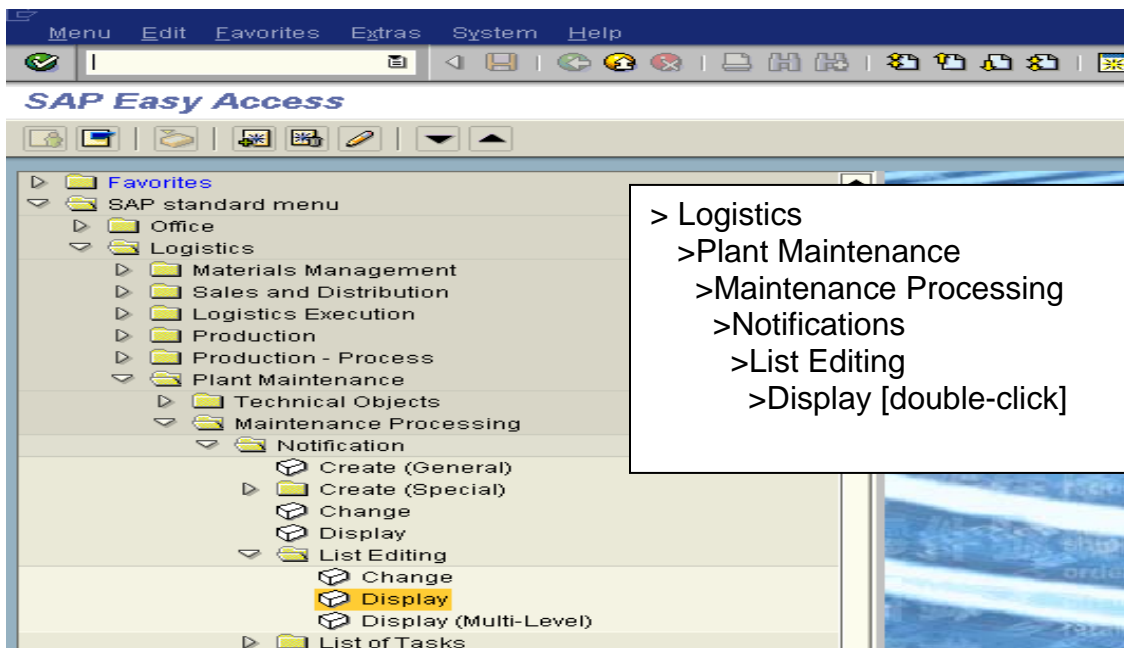
# Notifications – Reports

SAP Screen Shots  
The University of Mississippi  
End User Documentation – ERP 2005  
3/2006

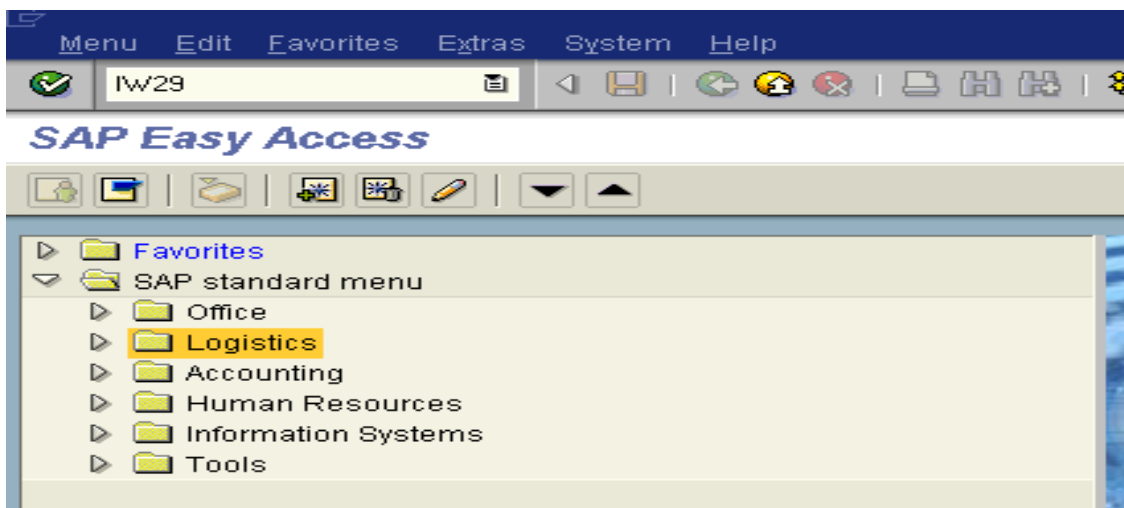
SAP Support 662.915.5556  
E-Mail: sap@olemiss.edu

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

SAP Menu Path: Logistics > Plant maintenance > Maintenance Processing > Notifications > List Editing > Display [double-click].



OR use Transaction Code: IW29

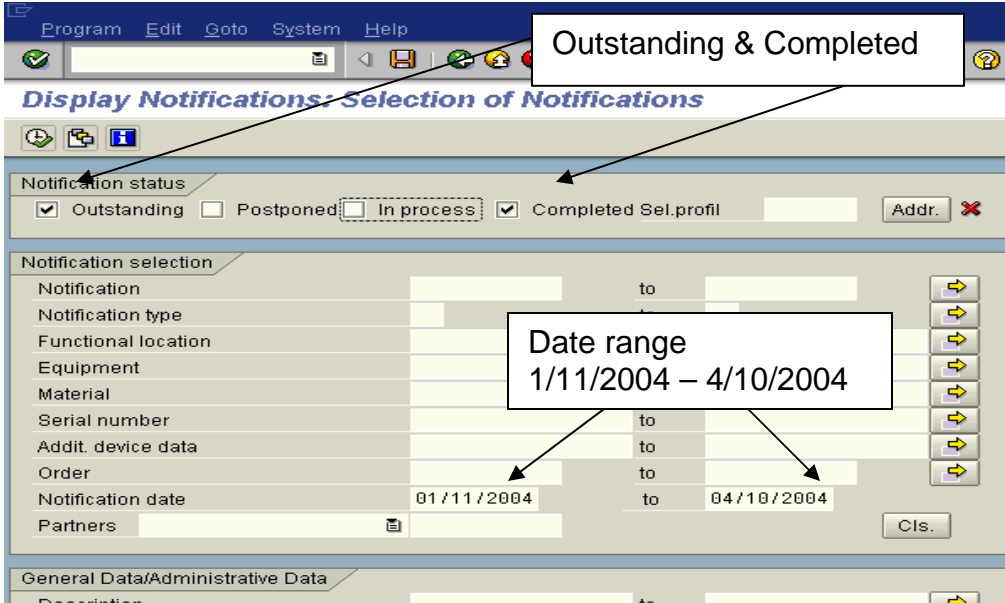


Display notifications: Selection of Notifications is the screen where you make your selection criteria to create your report.

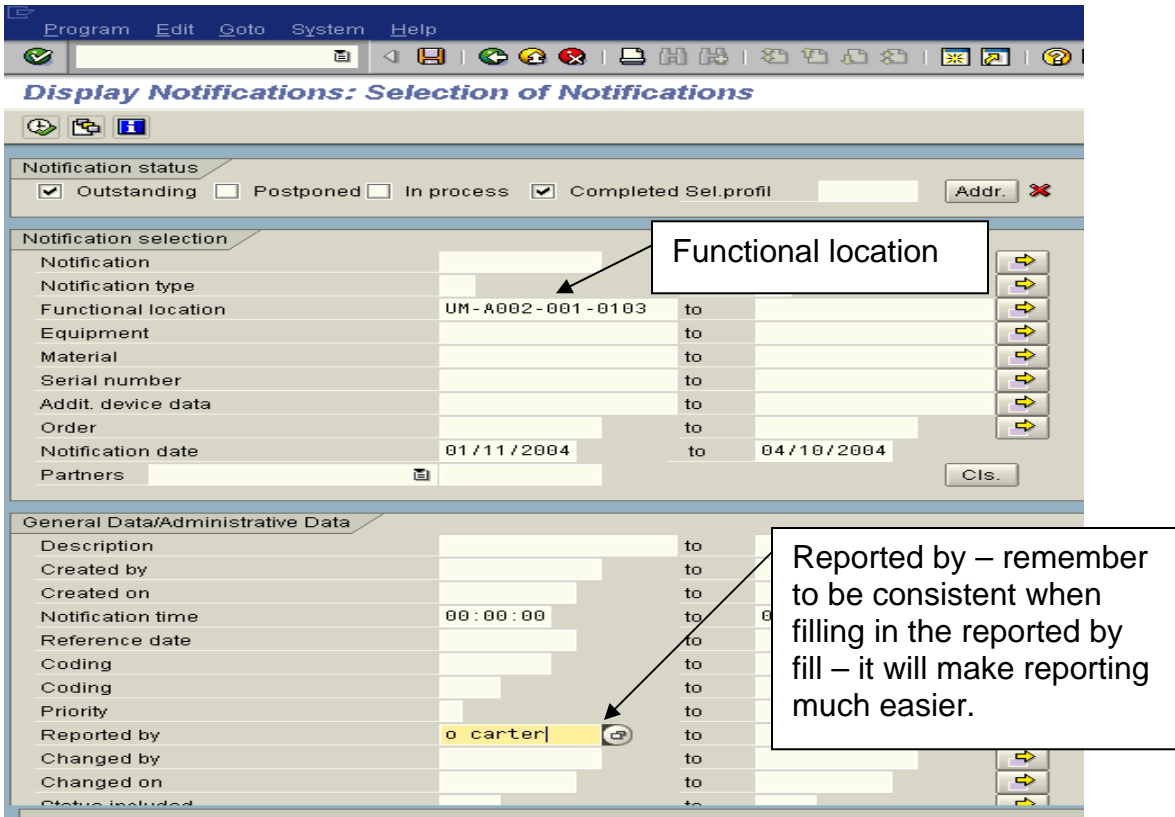
To generate reports, you must decide your criteria. Example: The below report contains outstanding and completed notifications that are in the date range of Jan 1, 2000 thru April 1, 2000.

Notification	Notif. date	Description
10003700	01/02/2000	WELDER NEEDED AT SUPER COMPUTER.
10003701	01/02/2000	STREET LIGHTS ARE OUT.
10003702	01/02/2000	david harvey 513-4652 kitchen sink-leak
10003704	01/03/2000	LOUD NOISE IN BASEMENT AT PEABODY.
10003705	01/03/2000	PUMP MAKING LOUD NOISE AT PEABODY.
10003706	01/03/2000	COMMODOE WILL NOT STOP RUNNING.
10003708	01/03/2000	5759-no power rm 327-(see Erica Marsh
10003709	01/03/2000	3784-no power in outlet in the front of
10003711	01/03/2000	power outage at N.C.P.A.
10003713	01/03/2000	232-5306, the a/c in room 323 is not
10003714	01/03/2000	7241 Pat Wilson the light in the lobby
10003715	01/03/2000	7329-2nd stall leaks when flushed.
10003716	01/03/2000	7329-light switch won't cut off in 519.
10003717	01/03/2000	7329-light switch won't cut off in 613.
10003718	01/03/2000	7329-BIG ROUND HOLE IN FLOOR IN SHOWER
10003719	01/03/2000	232-5916, lock on the door is not
10003720	01/03/2000	232-7371 please pick up model kitchen

To create this report

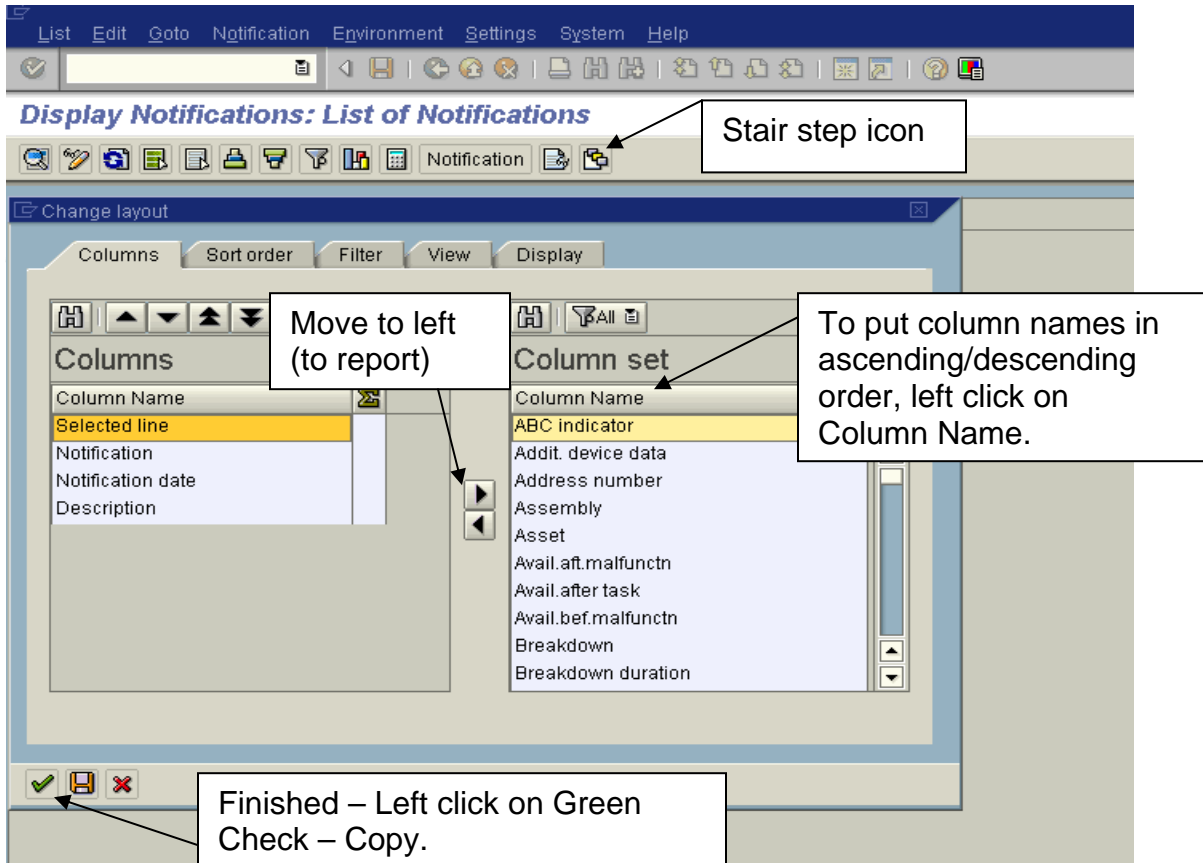


You have a large number of selection criteria that can be used. Scroll down, look and experiment.



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.

The screenshot shows the 'Display notifications: List of Notifications' window displaying a table of notification records. The table has the following columns: Notification, Notif. date, Description, Functional location, and Reported by.

Notification	Notif. date	Description	Functional location	Reported by
10003813	01/04/2000	repair pole lights at powers hall	UM-A041	THWEATT
10003821	01/04/2000	yearly fire alarm inspection	UM-A041	BO EVANS
10004495	01/13/2000	T111 cooling tower	UM-A041	BILL H.
10004724	01/19/2000	7240-Please paint rooms 319, 321, 323	UM-A041-003	S. HARRISON
10004797	01/20/2000	clean boiler room	UM-A041	YARBROUGH
10004881	01/20/2000	drain cooling tower to prevent freezing	UM-A041	YARBROUGH
10005427	01/31/2000	232-5269, please supply some sand or	UM-A041	K. JONES
10005598	02/01/2000	5269-Please remove ice in front of	UM-A041	K. JONES
10005649	02/02/2000	232-5296, the ceiling tiles in the	UM-A041	K. JONES
10005660	02/02/2000	7447 - TESTING Web Notification	UM-A041-003-0311	O CARTER
10005661	02/02/2000	7447 - TESTING Web Notification	UM-A041-003-0311	O CARTER
10005671	02/02/2000	232-5269, the light by room 314 is out	UM-A041	K. JONES
10005672	02/02/2000	232-5269, the following lights need	UM-A041	K. JONES
10005710	02/02/2000	7240 electrical outlets	UM-A041-001-0109	SHARRISON