Calibration Program Management Solution
Job Aid

CPMSJA011 – Change CPMS Notification

Purpose

CPMS notifications for calibration recalls (type "C1") are created automatically from maintenance plans. If any of the data on a notification needs to be changed, this can be done by following this job aid.

For example, each notification contains a Required Start Date and Required End Date, which are set based on the scheduling of the plan. If the notification needs to be rescheduled for any reason (for example, to accommodate the requirements of a mission), the values of these dates can be changed manually.

Note that changing the notification does not change anything about the maintenance plan that schedules the recalls; future recalls will continue to be generated based on the cycle contained in the plan. To adjust or deactivate the plan, please refer to job aid **CPMSJA009**.

Transaction Code

IW22

Contents

Procedures

1. Open the notification

Execute transaction **IW22** by entering it in the *Command Box* and hitting [Enter] or by selecting it from your Favorites menu.
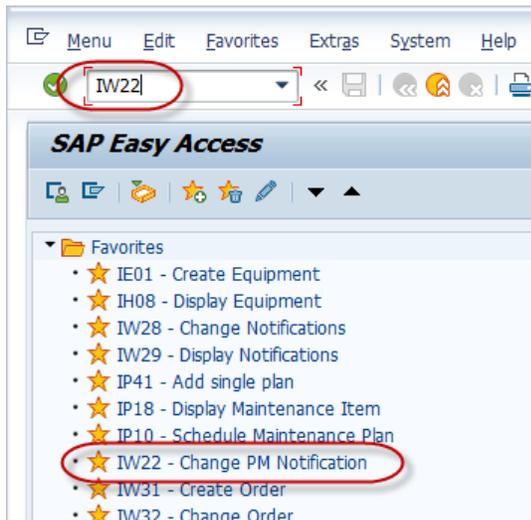
The *Change PM Notification: Initial Screen* is shown.
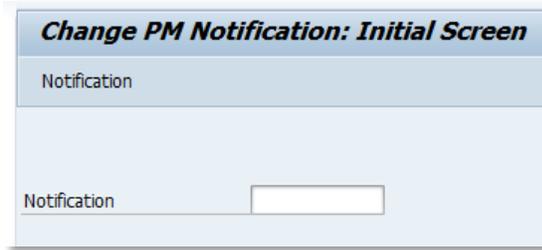
Enter the desired notification number and press .

The notification will open in Change mode.
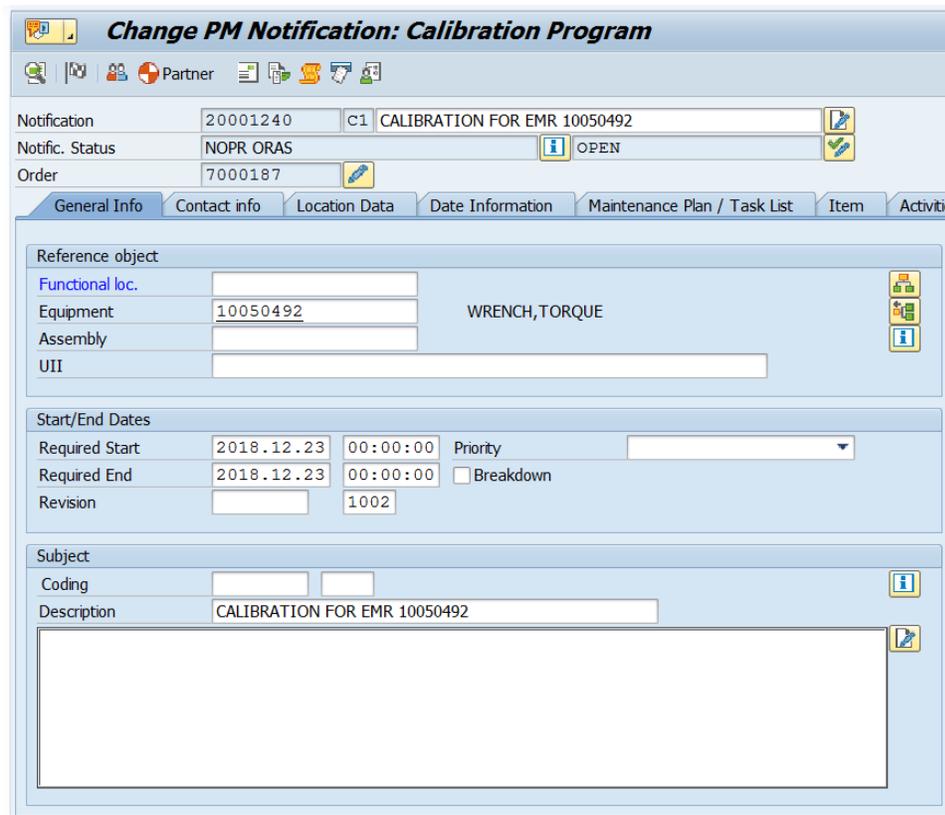
Any required data can now be changed.

If you wish to change the start and end dates on the notification, note that these dates will not automatically change on the accompanying work order, if this exists. To check to see if the notification has a work order created for it, look for the number displayed near the top of the screen:
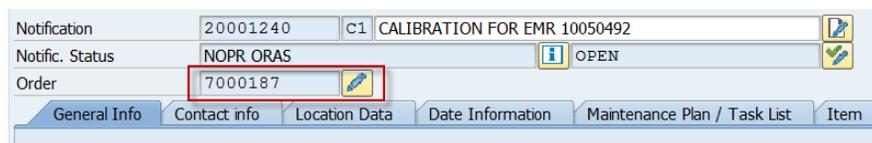
In this case, the dates should be changed first on the work order and then the notification.

If an order exists, proceed to **step 2**. If not, skip to **step 3**.

2. Change the work order

From within the notification, click next to the work order number to edit it.
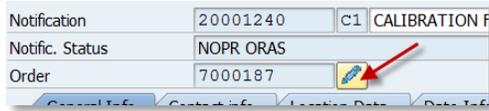
The work order will open in Change mode.
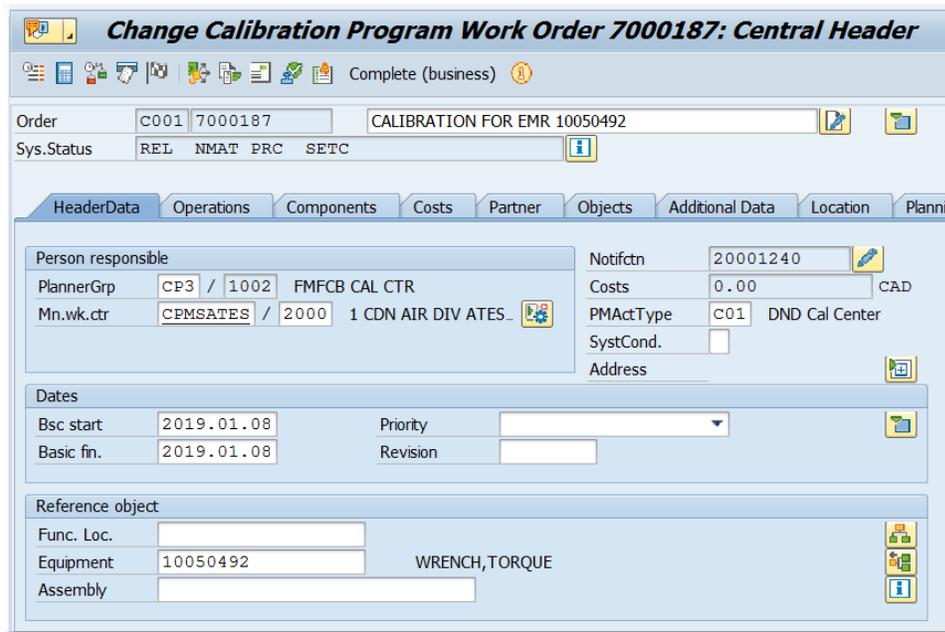
The start and end dates can now be changed.

Note that the dates should never be in the past, and the start date should always be earlier than the end date.

The format of the dates will depend on your user default setting.

You can use the dropdown on each field to select the date from a calendar.

Once you have changed the data, use to return to the notification.

3. Change the notification

The start and end dates can now be changed on the notification.

Note that the dates should never be in the past, and the start date should always be earlier than the end date.

The format of the dates will depend on your user default setting.

You can use the dropdown on each field to select the date from a calendar.

After changing the dates, some explanatory text should be entered in the notification's long text:

Text entered in this area is locked and cannot be changed once the notification is saved. However, new text can always be added. Each entry is date-and-time stamped for reference.

To access the text entry in full-screen mode, click [icon].
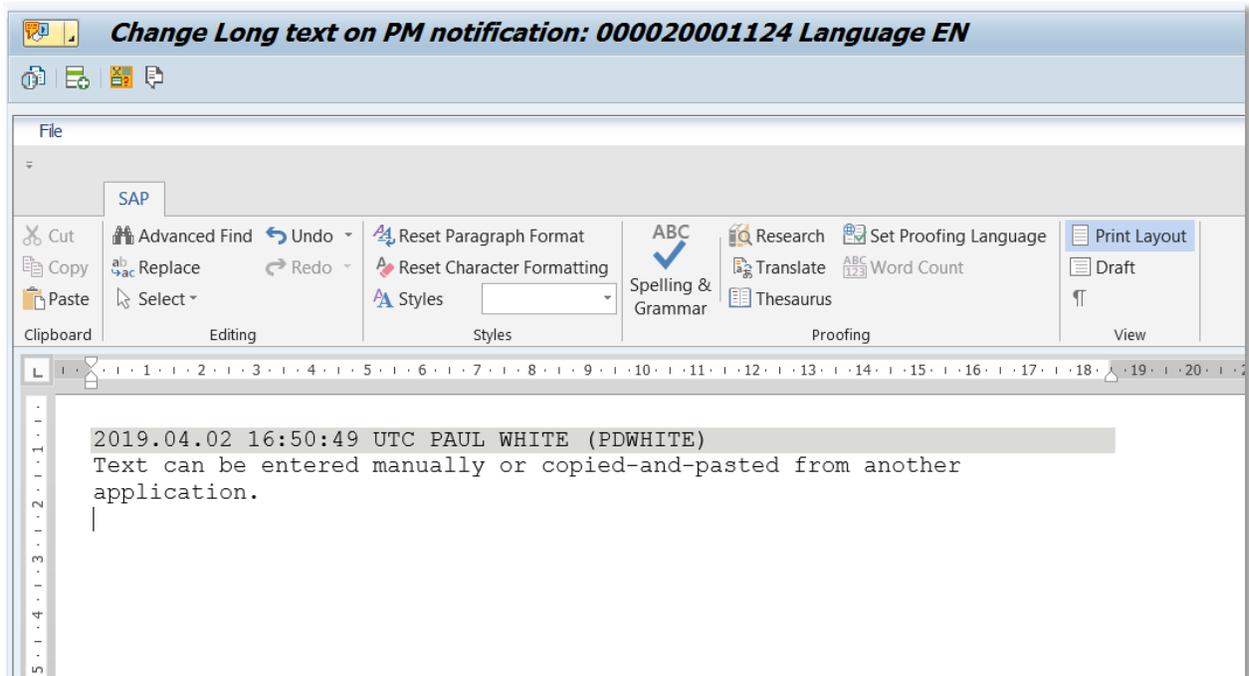
When all text has been entered, use to return to the notification.

Note: Any text entered here is included in the Out-of-Tolerance Report. It may be desirable to enter the EMR's TEMMIS Part Identification Number so this is included in the report. This can be added using the following format:
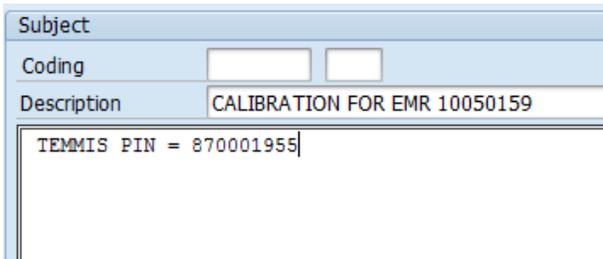
Save the notification by clicking .

Both the notification and the work order (if one exists) are saved together.

For assistance with this or any other CPMS process, please contact your regional calibration center.

Record of Changes

PDF Saved Date	Changes
March 8, 2019	New.
March 27, 2019	Added instructions for entering long text after a date change.
June 26, 2019	Included instructions for adding the TEMMIS PIN to the notification long for inclusion in the Out-of-Tolerance Report.