

Calibration Program Management Solution

Job Aid

CPMSJA010 – List CPMS Notifications

Purpose

The Notification List Edit transaction lets a user view a list of notifications and branch to individual records to view the data.

This job aid will use transaction **IW28**, which allows the user to *change* the notification from the list. **IW29** works in a similar fashion but only allows for the *display* of the notification.

Transaction Code

IW28

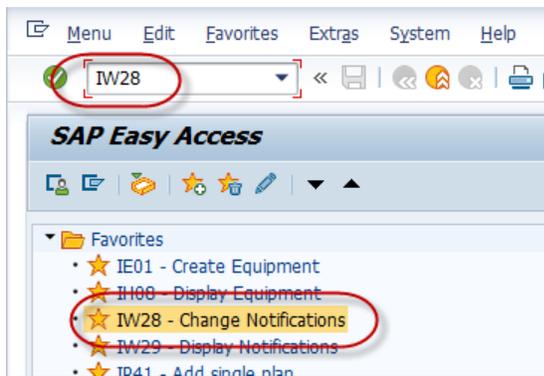
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Procedures

1. List Edit Basics

To view the list of notifications and be able to change them, execute transaction **IW28** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



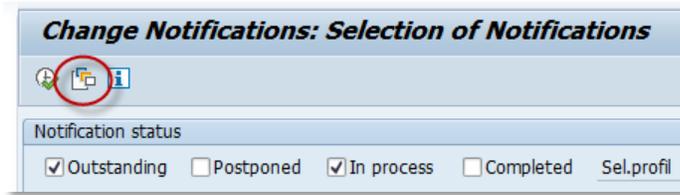
The *Selection of Notifications* screen is shown.

Change Notifications: Selection of Notifications			
Notification status			
<input checked="" type="checkbox"/> Outstanding	<input type="checkbox"/> Postponed	<input checked="" type="checkbox"/> In process	<input type="checkbox"/> Completed
Sel.profil	<input type="text"/>	Addr.	<input type="button" value="X"/>
Notification selection			
Notification	<input type="text"/>	to	<input type="text"/>
Notification type	<input type="text"/>	to	<input type="text"/>
Functional Location	<input type="text"/>	to	<input type="text"/>
Equipment	<input type="text"/>	to	<input type="text"/>
Material	<input type="text"/>	to	<input type="text"/>
Serial Number	<input type="text"/>	to	<input type="text"/>

By populating some of the fields on this screen, it is possible to control which notifications will be included on the list. Once the fields are populated, the entries can be saved as a *selection variant*.

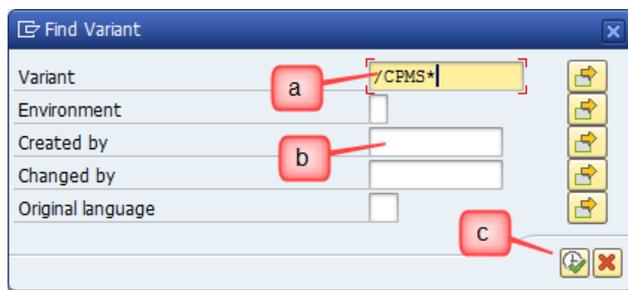
Several CPMS-related selection variants have been created and are ready to be used.

To select one, click on the **Get Variant...** icon: .



The *Find Variant* window will open. To select from a list of the available CPMS variants, follow these steps:

- Enter “/CPMS*” in the **Variant** field.
- Clear the **Created by** field by removing your login ID.
- Press the **Execute** button () or press F8.



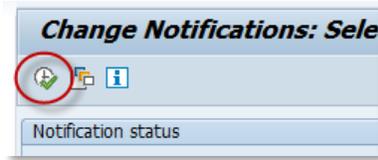
A list of the variants will be shown. These filter the notifications by *notification type* (which is **C1** for all CPMS notifications) and *planner group*, which represents the calibration centre assigned to each notification. Double-click on the desired variant from the list.

Variant name	Short Description	Environment	Protect
/CPMS NOTIF	CPMS INCOMPLETE NOTIF	A	
/CPMS PG CP1	PG CP1 Incomplete Notif	A	
/CPMS PG CP2	PG CP2 Incomplete Notif	A	
/CPMS PG CP3	PG CP3 Incomplete Notif	A	
/CPMS PG CP4	PG CP4 Incomplete Notif	A	
/CPMS PG CP5	PG CP5 Incomplete Notif	A	
/CPMS PG CP6	PG CP6 Incomplete Notif	A	
/CPMS PG CPQ	PG CPQ Incomplete Notif	A	

For example, to see a list of all open notifications for Cold Lake, select variant **/CPMS PG CP1**.

After selecting a variant, the *Selection of Notifications* screen is shown again, this time with several fields populated with data.

Press  to execute the report.



If the selection screen entries result in a single notification being found, this will be shown immediately.

Otherwise, a list of notifications will be generated.

Change Notifications: List of Notifications

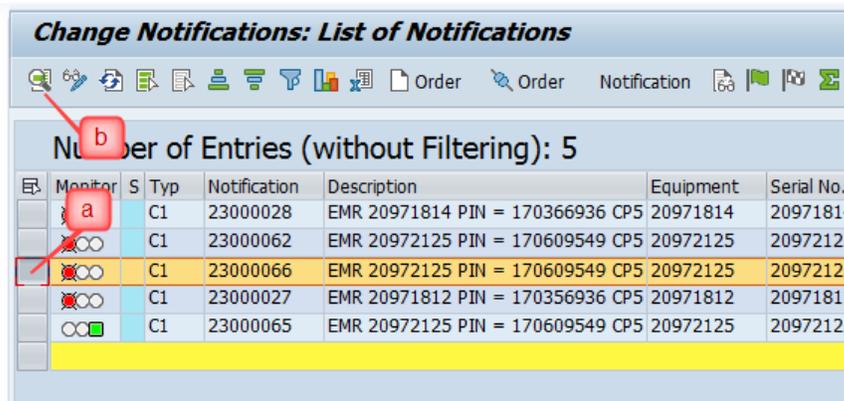
Number of Entries (without Filtering): 5

Monitor	S	Type	Notification	Description	Equipment	Serial No.	Material	Required Start	Notif.date	Mntf
☒	☐	C1	23000028	EMR 20971814 PIN = 170366936 CP5	20971814	20971814	123:57163	2017.09.25	2018.07.31	6063
☒	☐	C1	23000062	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-196-20:S3257	2014.04.28	2018.08.15	6063
☒	☐	C1	23000066	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-196-20:S3257	2018.08.28	2018.08.28	6063
☒	☐	C1	23000027	EMR 20971812 PIN = 170356936 CP5	20971812	20971812	123:57163	2017.09.25	2018.07.31	6063
☐	☐	C1	23000065	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-196-20:S3257	2020.08.25	2018.08.28	6063

The fields included in the report are defined in a default *layout* that was assigned automatically based on the *selection variant* selected. To change the layout, refer to job aid [CPMSJA002 - List and Find CPMS EMRs](#).

To view an individual notification from the list,

- a) Select the desired line by clicking in the far-left column;
- b) Click  to view the notification.



Change PM Notification: Calibration Program

Notification: 23000066 C1 EMR 20972125 PIN = 170609549 CP5

Notific. Status: NOPR ORAS OPEN

Order: 7000008

General Info | Contact info | Location Data | Date Information | Maintenance Plan / Task List

Reference object

Functional loc. []

Equipment: 20972125 CALIPER,DIGITAL DISPLAY

Assembly []

Start/End Dates

Required Start: 2018.08.28 00:00:00 Priority []

Required End: 2018.08.28 00:00:00 Breakdown

Revision: [] 1000

Use  to return to the list.

To save the report in spreadsheet format, click  in the toolbar.

Change Notifications: List of Notifications

Number of Entries (without Filtering): 5

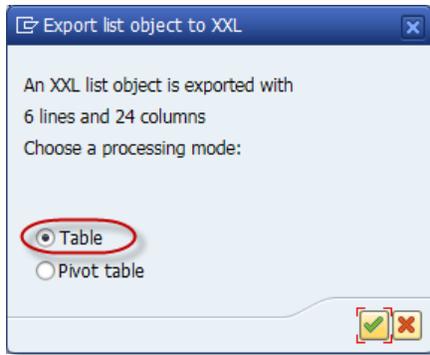
Monitor	S	Typ	Notification	Description
	C1		23000028	EMR 20971814 PIN = 170366936
	C1		23000062	EMR 20972125 PIN = 170609549

The system will ask for the number of key columns. Accept the default value of “1”. Click  to continue.

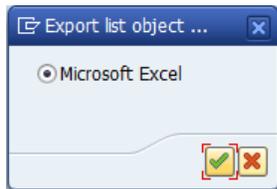
Excel: Number of Key ...

No. of key columns: 1

The system will ask for a processing mode. Select “Table”. Click  to continue.



Click  again to confirm the application (Excel).

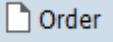


A spreadsheet will be created and opened with Excel.

	A	B	C	D	E	
1	Notifictn type	Notification	Description	Equipment	Serial Number	Mater
2	C1	23000028	EMR 20971814 PIN = 170366936 CP5	20971814	20971814	123:57
3	C1	23000062	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-19
4	C1	23000066	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-19
5	C1	23000027	EMR 20971812 PIN = 170356936 CP5	20971812	20971812	123:57
6	C1	23000065	EMR 20972125 PIN = 170609549 CP5	20972125	20972125	500-19
7						
8						

Ensure that you have saved the spreadsheet to your drive before returning to DRMIS.

To create a work order for a notification in the list,

- Select the desired line by clicking in the far-left column;
- Click  in the upper toolbar.

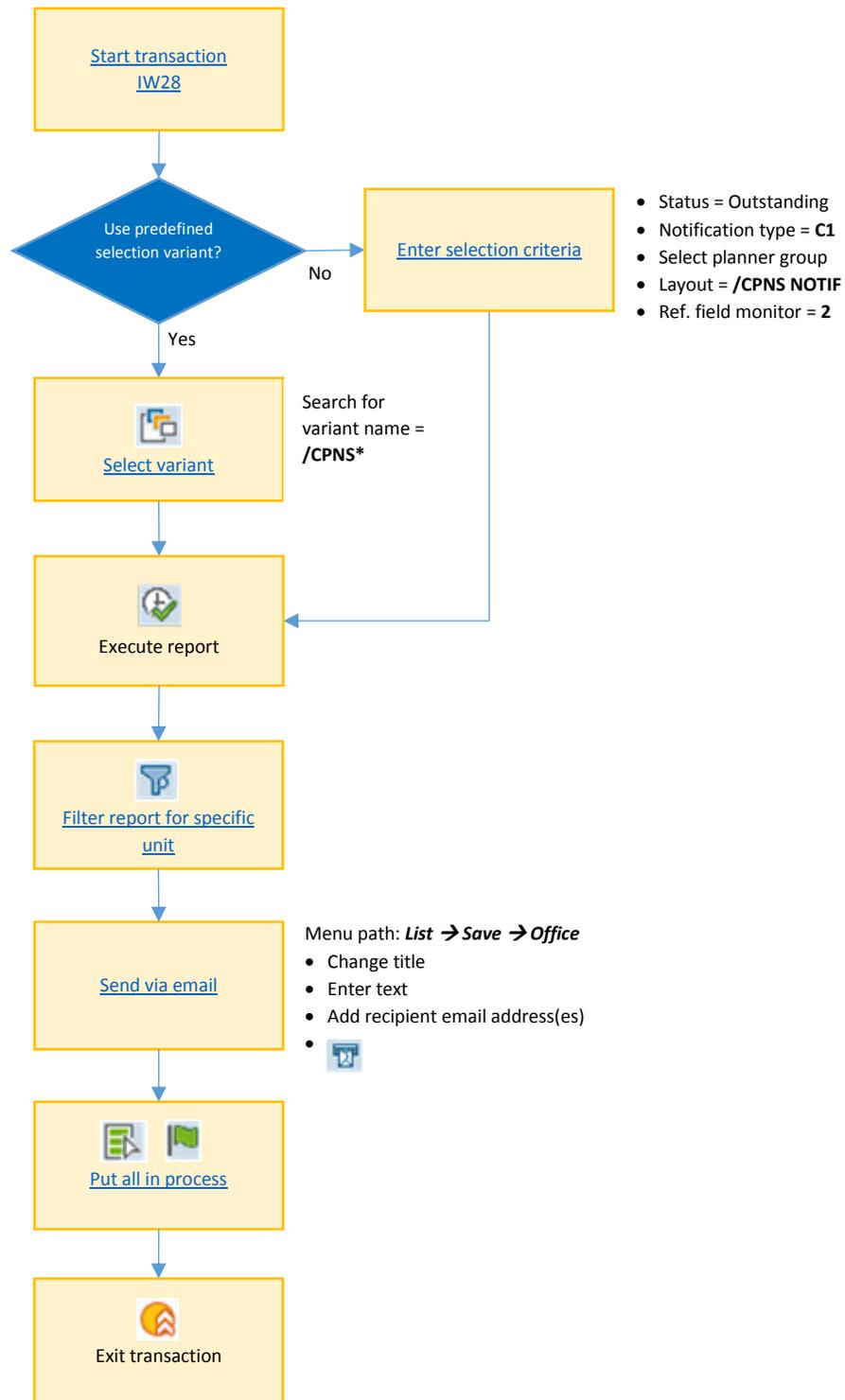
Change Notifications: List of Notifications

Number of Entries (without Filtering): 5

Monitor	S	Typ	Notification	Description	Equipment	Serial I
		C1	23000028	EMR 20971814 PIN = 170366936 CP5	20971814	20971
		C1	23000062	EMR 20972125 PIN = 170609549 CP5	20972125	20972
		C1	23000066	EMR 20972125 PIN = 170609549 CP5	20972125	20972
		C1	23000027	EMR 20971812 PIN = 170356936 CP5	20971812	20971
		C1	23000065	EMR 20972125 PIN = 170609549 CP5	20972125	20972

Refer to job aid [CPMSJA008 – Create CPMS Work Order](#) for details on creating and printing the work order.

2. Running and Sending the Recall Report



If the Unit Calibration Coordinator has access to DRMIS, they can follow the steps above to generate the recall report themselves.

However, if the Unit Calibration Coordinator is not a DRMIS user, the Calibration Centre Calibration Coordinator must create a recall report and send it via email.

Follow these steps to generate a recall report using transaction **IW28**:

1. Select only notification status Outstanding.

2. Enter notification type C1.

3. To filter the notifications for a particular calibration centre, enter the appropriate planner group; otherwise leave this field blank.

4. Select the standard CPMS notification layout by entering "/CPMS NOTIF" as the layout.

5. Select option "2" for the monitor function reference field.

6. Press  to execute the report.

Note: The above selection options can be saved as a variant and retrieved using , as described earlier in this document. This circumvents the need to maintain these fields individually whenever a recall report is required.

After executing the report, the result will be shown on-screen similar to the example below:

Monitor	S	Notification	Description	Equipment	TechID	Model number	Plant	SLoc	Descr. of Storage Loc.	ManufSerialNo.	Manufacturer	Manufacturer Name	Desc
		20001386	EMR 10054328 PIN = FEB150505 CPQ	10054328		635HV				FEB150505	35104	BACH-SIMPSON LTD	
		20001387	EMR 10054329 PIN = FEB150506 CPQ	10054329		635HV				FEB150506	35104	BACH-SIMPSON LTD	
		20000217	Family 10 QETE PIN 123456555	10050131		1202-6					57163	THE L S STARRETT COMPANY	
		20000219	Family 10 QETE PIN 123456722	10050131		1202-6					57163	THE L S STARRETT COMPANY	
		20000225	Family 10 QETE PIN 123456789	10048799	TEST123		0002	A010	AA0118	91111	QD3R250		
		20000295	fdghgh	10048799	TEST123		0002	A010	AA0118	91111	QD3R250		
		20001118	IN-SITU FAMILY 10 PIN 555999113	10048721	A877614	Model number	0002	A010	AA0118	12345	89536	FLUKE CORPORATION	
		20001521	Mandatory	10054317		635HV				FEB130002	35104	BACH-SIMPSON LTD	
		20001050	Mike Testing please don't use this one	10048877		model number	0002	000N	2 RCR SPS Fd	10048877 000...	89536	FLUKE CORPORATION	
		20001038	Mike Testing please don't use this one	10048877		model number	0002	000N	2 RCR SPS Fd	10048877 000...	89536	FLUKE CORPORATION	
		20001512	OOT error expected NO Status error	10054299		635HV				FEB120202	35104	BACH-SIMPSON LTD	
		20001513	OOT error expected NO Status error	10054317		635HV				FEB130002	35104	BACH-SIMPSON LTD	
		20001253	Order for NC 7000014609	10050560		MFR250HD					37523	GRAY HAND TOOL SALES LTD	
		20000270	out of tolerance										
		20001511	Status ERROR no OOT error	10048851						1784445	89536	FLUKE CORPORATION	
		20001221	test	10048799	TEST123		0002	A010	AA0118	91111	QD3R250		
		20000349	test	10048799	TEST123		0002	A010	AA0118	91111	QD3R250		
		20000130	test	10048851						1784445	89536	FLUKE CORPORATION	

The recall report can be filtered for individual units by using the value maintained in the **Employee Responsible for Job** partner field of the notification. This represents the unit that is currently holding the STTE.

The set up a filter, proceed as follows:

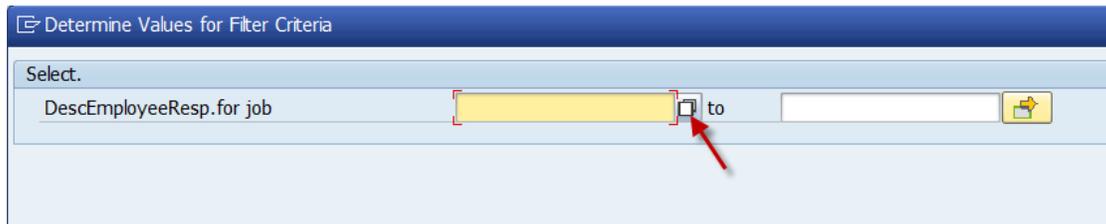
1. Select the column **DescEmployeeResp.for job** by clicking on the heading from the list of notifications:

PartnerResp.	DescEmployeeResp.for job	Empl.Pers./U
	QETE	163197
2689	QETE	163197
2689	QETE	163205
	QETE	182617
2689	QETE	163196
2689	QETE	163205
2689	QETE	163196
2689	QETE	163205

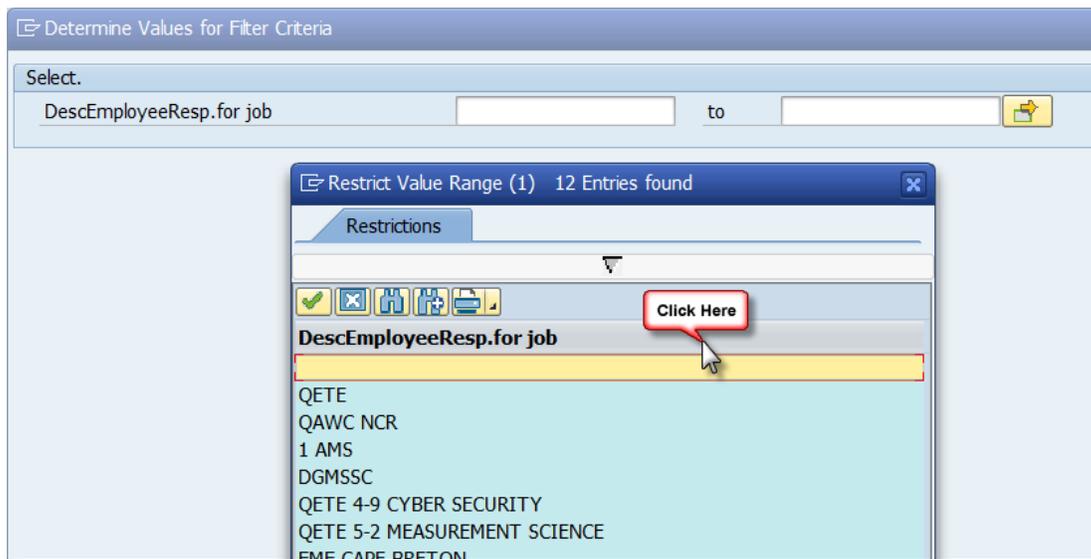
2. Click the *Set filter* icon () at the top of the screen:



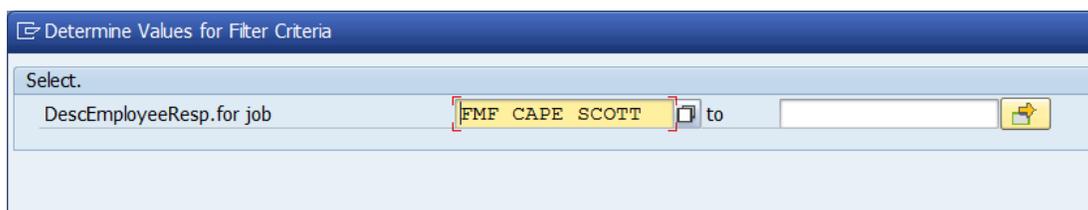
3. In the pop-up window, click on the dropdown icon for the field:



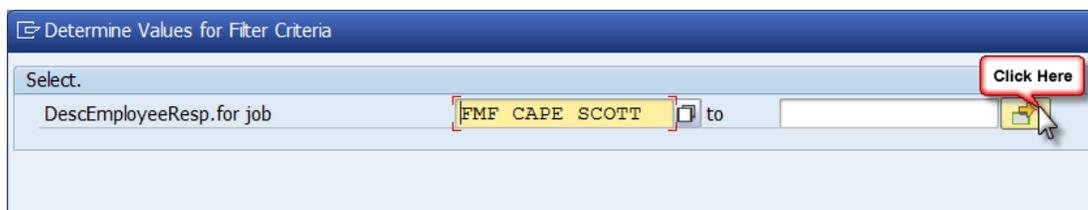
The resulting list can be sorted by clicking on the heading:



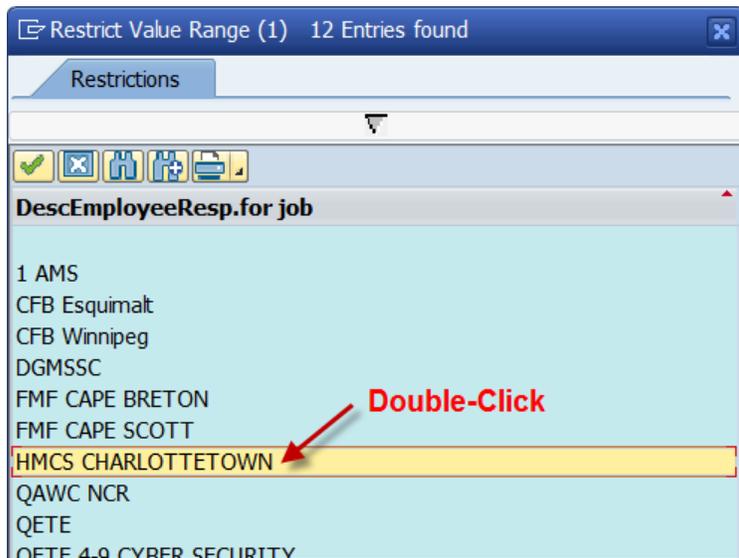
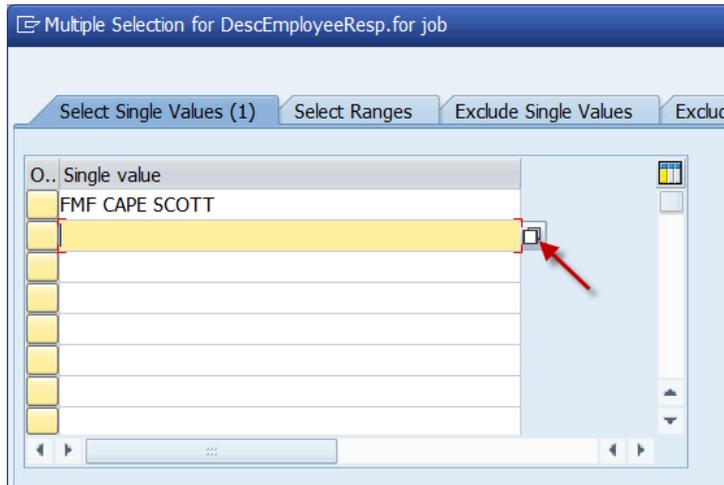
Double-click on an entry in the list to select it. The selected value will populate your filter:

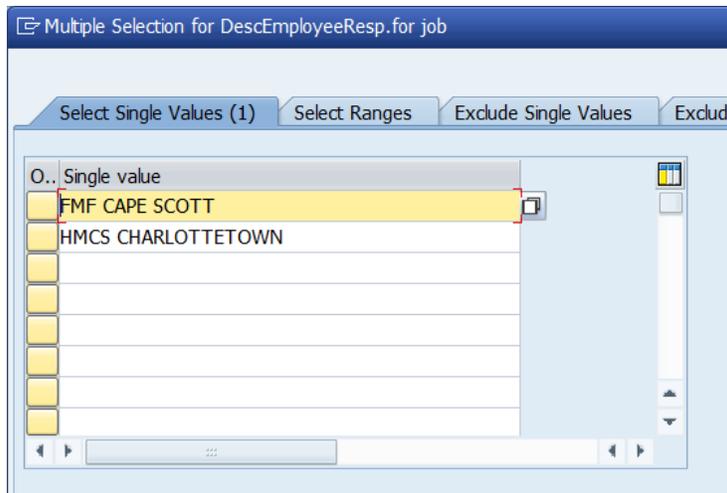


4. To add multiple values, click the *Multiple selection* icon (📄):



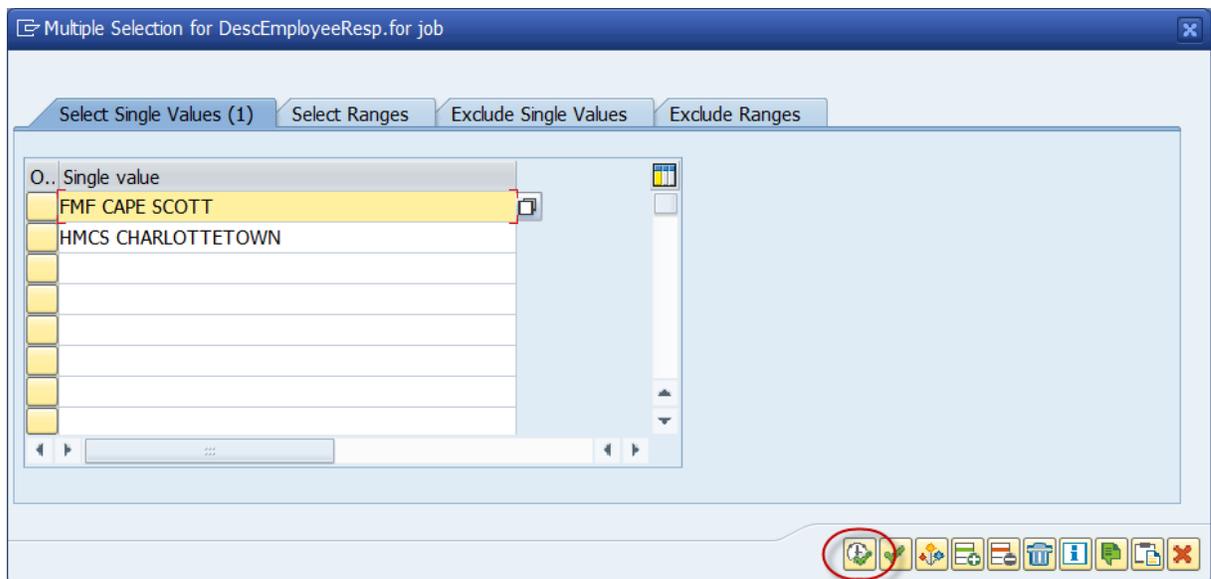
In the resulting pop-up window, select the next available line and use the dropdown icon to choose another value:



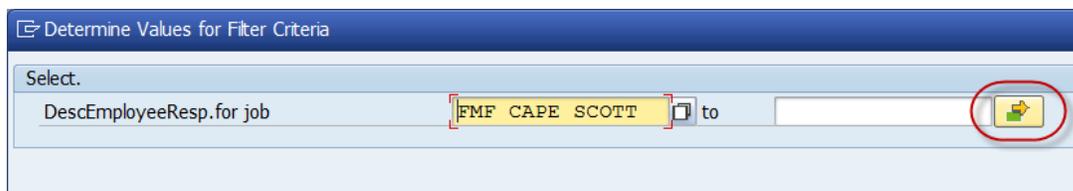


Repeat this until all of the desired values have been populated in the list.

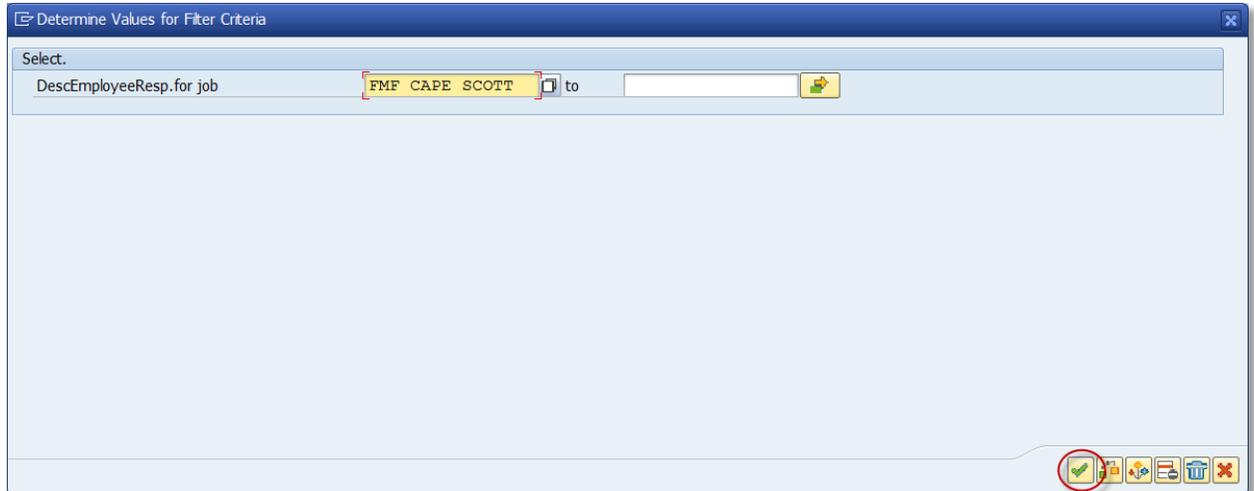
Press  to return to the filter.



The *Multiple selection* icon will be highlighted in green, indicating that more than one entry has been selected:



5. Click  to execute the filter settings.



The resulting report will reflect the filter settings:

Display Notifications: List of Notifications

Notification Subtotal

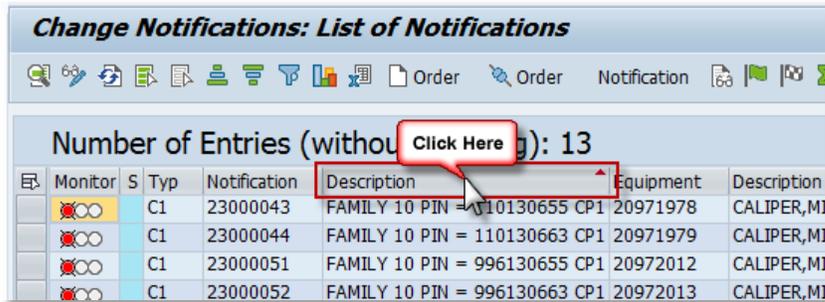
Number of Entries (without Filtering): 364

Monitor	S	DescEmployeeResp.for job	Typ	Notification	Description	System s
	☹☹	FMF CAPE SCOTT	C1	30000014	EMR 20535111 PIN = 120285010 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000019	EMR 21038356 PIN = 100002351 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000027	EMR 21038408 PIN = 111338901 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000031	EMR 21038424 PIN = 120245741 CPQ	NOPR NO
	☹☹	FMF CAPE SCOTT	C1	30000033	EMR 21038434 PIN = 140091505 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000083	EMR 21038724 PIN = 230013518 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000113	EMR 21038864 PIN = 230027146 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000116	EMR 21038869 PIN = 230027989 CPQ	NOPR
	☹☹	FMF CAPE SCOTT	C1	30000117	EMR 21038871 PIN = 230028003 CPQ	NOPR
	☹☹	HMCS CHARLOTTETOWN	C1	30000571	EMR 21039012 PIN = 230037509 CPQ	OSNO
	☹☹	HMCS CHARLOTTETOWN	C1	30000572	EMR 21039013 PIN = 230037517 CPQ	OSNO
	☹☹	HMCS CHARLOTTETOWN	C1	30000484	EMR 21039128 PIN = 230041170 CPQ	OSNO

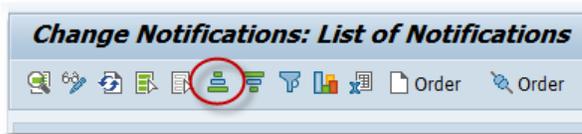
Before sending the recall report, it is advisable to sort the entries based on notification description. This will assist the Unit Calibration Coordinator by grouping the family recalls together.

The sort by notification description, proceed as follows:

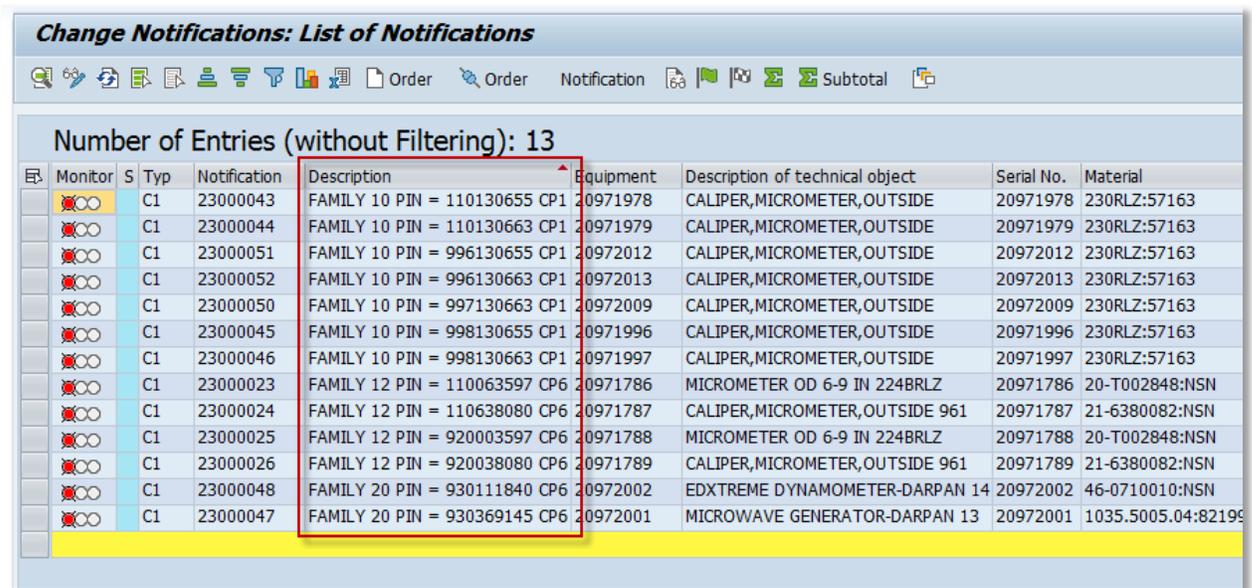
1. Select the column **Description** by clicking on the heading from the list of notifications;



2. Click the *Sort in ascending order* icon (☹) at the top of the screen:

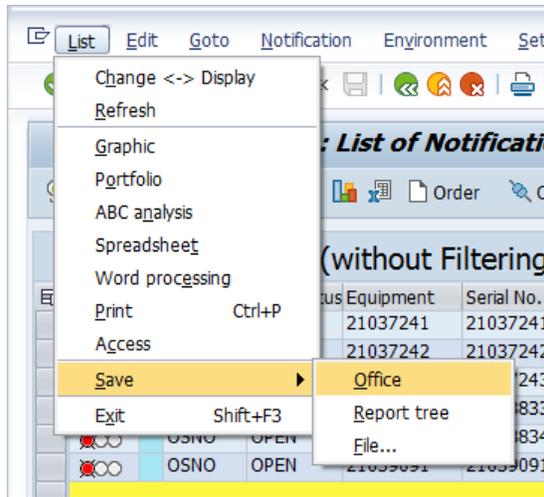


The resulting report will reflect the sort order:



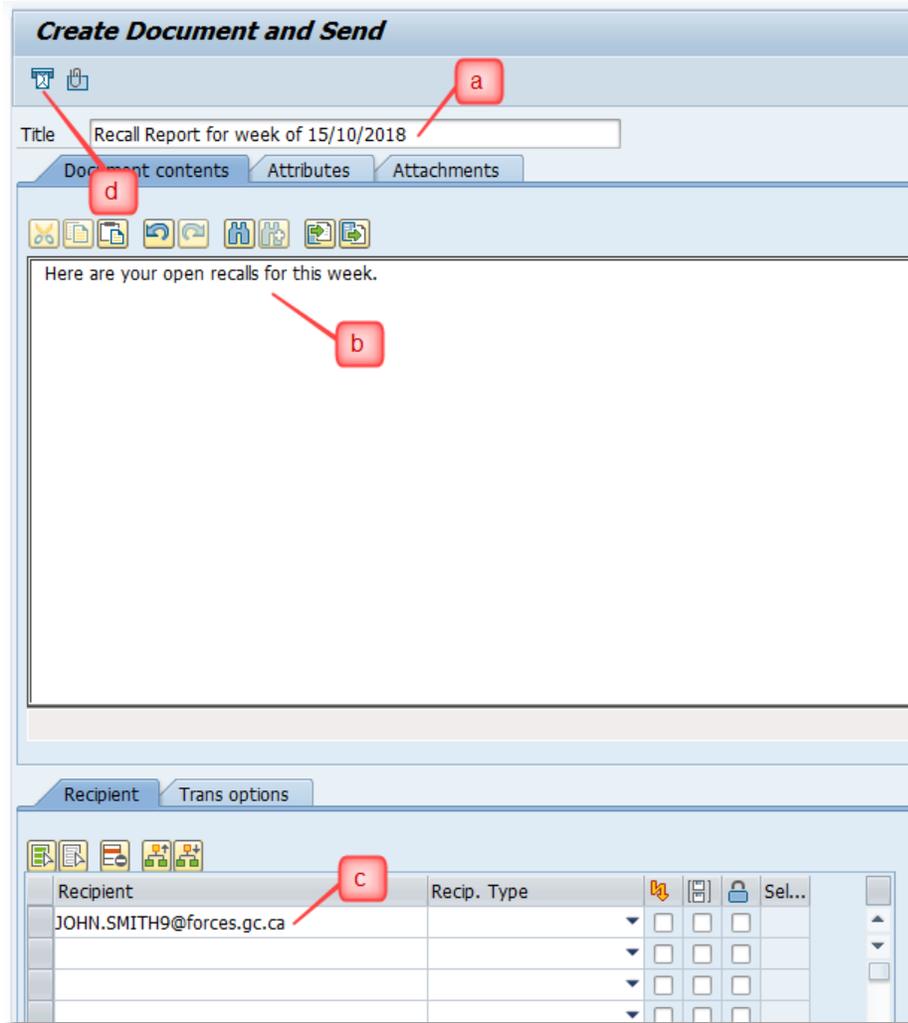
To send the report to a Unit Calibration Coordinator without DRMIS access, it will need to be emailed. Follow the steps below:

1. With the report showing on your screen, follow menu path **List** → **Save** → **Office**.

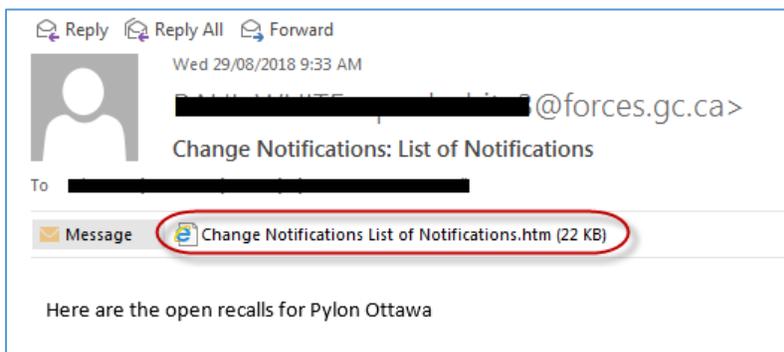


The *Create Document and Send* screen will be shown.

2. Proceed as follows:
 - a) If desired, change the title of the report. This will become the email subject.
 - b) If desired, enter some explanatory text in the *Document contents* tab. This will appear in the body of the email.
 - c) On the *Recipient* tab, enter the email address(es) you wish to send the list to.
 - d) Press  to send the message.



The user will receive an email with the list of notifications as an attachment.



Once the email has been sent, you will be returned to the report.

All of the displayed notifications can now be changed to “In Process” by updating the status. Proceed as follows:

1. Click  to select all of the notifications.

Change Notifications: List of Notifications

Number of Entries (without Filtering): 302

Monitor	S	SysStatus	User status	Equipment	Serial No.	Material	Required Start	Notif.date
		OSNO	OPEN	21037241	21037241	01-6667533:NSN	2018.09.07	2018.09.12
		OSNO	OPEN	21037242	21037242	01-6666844:NSN	2018.09.07	2018.09.12
		OSNO	OPEN	21037243	21037243	01-6669551:NSN	2018.09.07	2018.09.12

2. Click  to put the notifications in process.

Change Notifications: List of Notifications

Number of Entries (without Filtering): 302

Monitor	S	SysStatus	User status	Equipment	Serial No.	Material	Required Start	Notif.date
		OSNO	OPEN	21037241	21037241	01-6667533:NSN	2018.09.07	2018.09.12
		OSNO	OPEN	21037242	21037242	01-6666844:NSN	2018.09.07	2018.09.12
		OSNO	OPEN	21037243	21037243	01-6669551:NSN	2018.09.07	2018.09.12

The system will put each notification in process (system status “NOPR”). The report will be updated to show the change in the System status column:

tr	SysStatus
NOPR	

The report can now be exited using .

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

Record of Changes

PDF Saved Date	Changes
August 29, 2018	New.
October 15, 2018	Added section for running and sending the recall report.
November 6, 2018	Added instructions for sorting the recall report by notification description.
November 16, 2018	Reformatted; added table of contents.
February 8, 2019	Replaced chart; added hyperlinks.
March 12, 2019	Changed filtering option to Partner, rather than Sort Field.
July 4, 2019	Updated the screen shots to include the new EMR fields added with RFC 7000014850.
September 24, 2019	Scrubbed images, where necessary.