

## 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

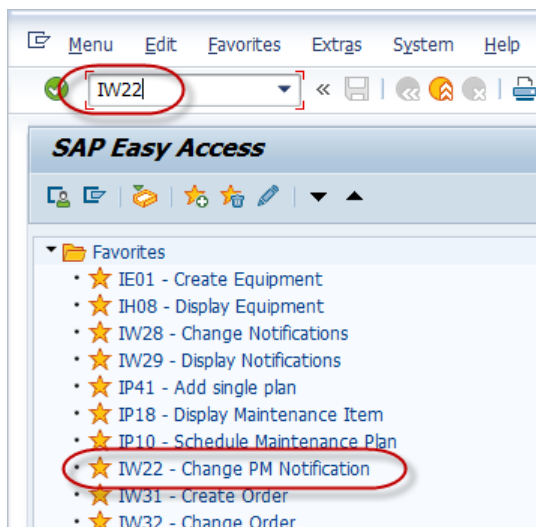
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## Procedures

### 1. Open the notification

Execute transaction **IW22** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.




The *Change PM Notification: Initial Screen* is shown.

**Change PM Notification: Initial Screen**


Notification



Notification


Enter the desired notification number and press .

The notification will open in Change mode.

**Change PM Notification: Calibration Program**

Notification  C1 CALIBRATION FOR EMR 10050492 


Notific. Status   OPEN 

Order  

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

Reference object

Functional loc.

Equipment  WRENCH, TORQUE 

Assembly

UII

Start/End Dates


Required Start   Priority

Required End   ☐ Breakdown

Revision


Subject



Coding


Description  

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:

Notification  C1 CALIBRATION FOR EMR 10050492 

Notific. Status   OPEN 

Order  


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

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.

|                 |           |   |               |
|-----------------|-----------|---|---------------|
| Notification    | 20001240  | C1  | CALIBRATION F |
| Notific. Status | NOPR ORAS |   |               |
| Order           | 7000187   |  |               |

The work order will open in Change mode.

**Change Calibration Program Work Order 7000187: Central Header**

Complete (business)

Order: C001 7000187 CALIBRATION FOR EMR 10050492

Sys. Status: REL NMAT PRC SETC

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning

Person responsible

PlannerGrp: CP3 / 1002 FMFCB CAL CTR

Mn.wk.ctr: CPMSATES / 2000 1 CDN AIR DIV ATEs...

Notifctn: 20001240

Costs: 0.00 CAD

PMActType: C01 DND Cal Center

SystCond.:

Address:

Dates

Bsc start: 2019.01.08 Priority:

Basic fin.: 2019.01.08 Revision:

Reference object

Func. Loc.:

Equipment: 10050492 WRENCH, TORQUE

Assembly:

The start and end dates can now be changed.

HeaderData | Operations | Components | Costs | Partner | Objects

Person responsible

PlannerGrp: CP3 / 1002 FMFCB CAL CTR

Mn.wk.ctr: CPMSATES / 2000 1 CDN AIR DIV ATEs...

Dates

Bsc start: 2019.03.08 Priority:

Basic fin.: 2019.03.08 Revision:

Reference object

Func. Loc.:

Equipment: 10050492 WRENCH, TORQUE

Assembly:

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.

The screenshot shows the 'CPMSJA011 – Change CPMS Notification' form. The 'Dates' section has two fields: 'Bsc start' and 'Basic fin.', both with the value '2019.03.08'. A red circle highlights the dropdown arrow next to '2019.03.08'. A 'Calendar' dialog box is open, showing a calendar for 2019. The date '19' is selected in the calendar. The form also includes sections for 'Reference object', 'Malfnctn data', 'Damage', 'Notif', and 'First operation'.

| WN | MO | TU | WE | TH | FR | SA | SU |
|----|----|----|----|----|----|----|----|
| 5  | 28 | 29 | 30 | 31 | 1  | 2  | 3  |
| 6  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 7  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 8  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 9  | 25 | 26 | 27 | 28 | 1  | 2  | 3  |
| 10 | 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 12 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 13 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 14 | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 15 | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

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.

General Info | Contact info | Location Data | Date Information | Maintenance P

Reference object

Functional loc.

Equipment  TQ352B MM01 ANALYST

Assembly

UII

Start/End Dates

Required Start   Priority

Required End   ☐ Breakdown

Revision

Subject

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.

Start/End Dates

Required Start   Priority

Required End   ☐ Breakdown

Revision

Subject

Coding

Description

Item

Object part

Damage

Text

Cause

Calendar

2015.07.10

|        | WN | MO | TU | WE | TH | FR | SA | SU |
|--------|----|----|----|----|----|----|----|----|
| 2015/6 | 23 | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
|        | 24 | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
|        | 25 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|        | 26 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 2015/7 | 27 | 29 | 30 | 1  | 2  | 3  | 4  | 5  |
|        | 28 | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
|        | 29 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|        | 30 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|        | 31 | 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 2015/8 | 32 | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
|        | 33 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|        | 34 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |


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

| Start/End Dates |                      |          |                                    |
|-----------------|----------------------|----------|------------------------------------|
| Required Start  | 2019.06.17           | 00:00:00 | Priority <input type="text"/>      |
| Required End    | 2019.07.10           | 00:00:00 | <input type="checkbox"/> Breakdown |
| Revision        | <input type="text"/> | 1001     |                                    |

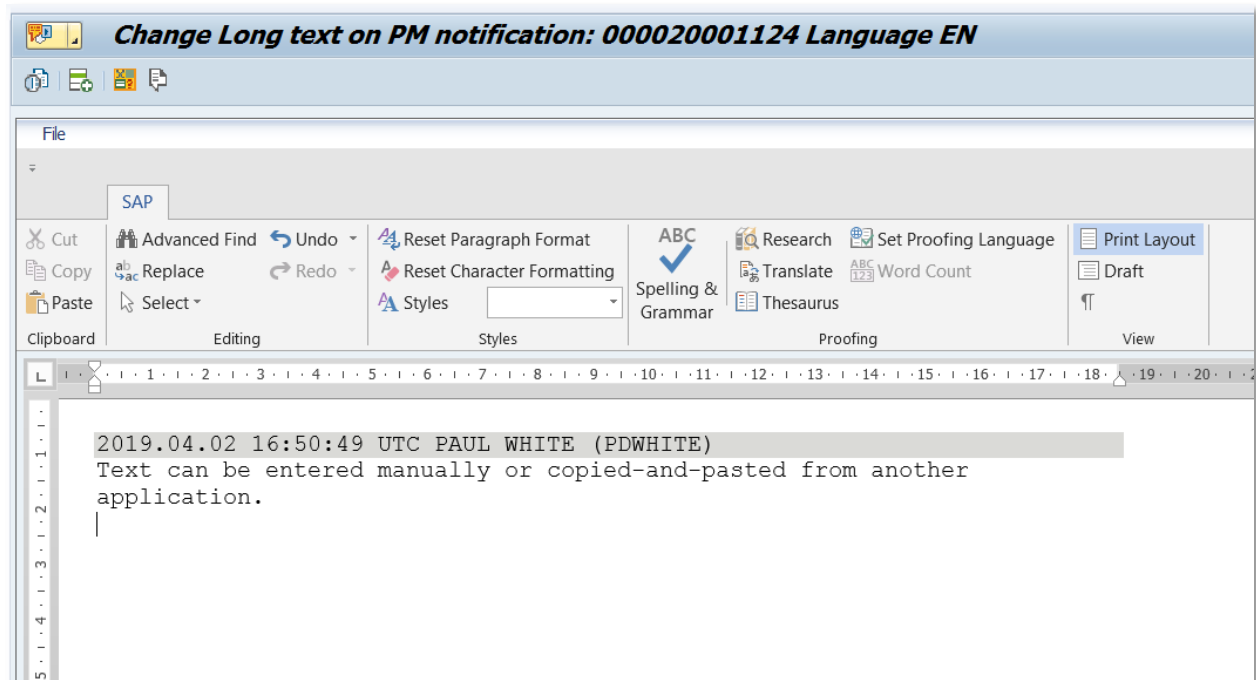
| Subject   |                                  |
|---|----------------------------------|
| Coding  | <input type="text"/>             |
| Description                                     | EMR 10054205 PIN = FEB700031 CP3 |
| <div>STTE not available until June, 2019.</div> |                                  |


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 .







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:

|                        |   |
|------------------------|---|
| Subject                |   |
| Coding                 | <input type="text"/> <input type="text"/> |
| Description            | CALIBRATION FOR EMR 10050159              |
| TEMMIS PIN = 870001955 |   |

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. |