

Calibration Program Management Solution

Job Aid

CPMSJA026 – Cancel CPMS Notification

Purpose

CPMS notifications for calibration recalls (type C1) are created automatically from maintenance plans. If it is decided that the recall is not valid and should not be processed any further, the notification can be cancelled by flagging it as deleted.

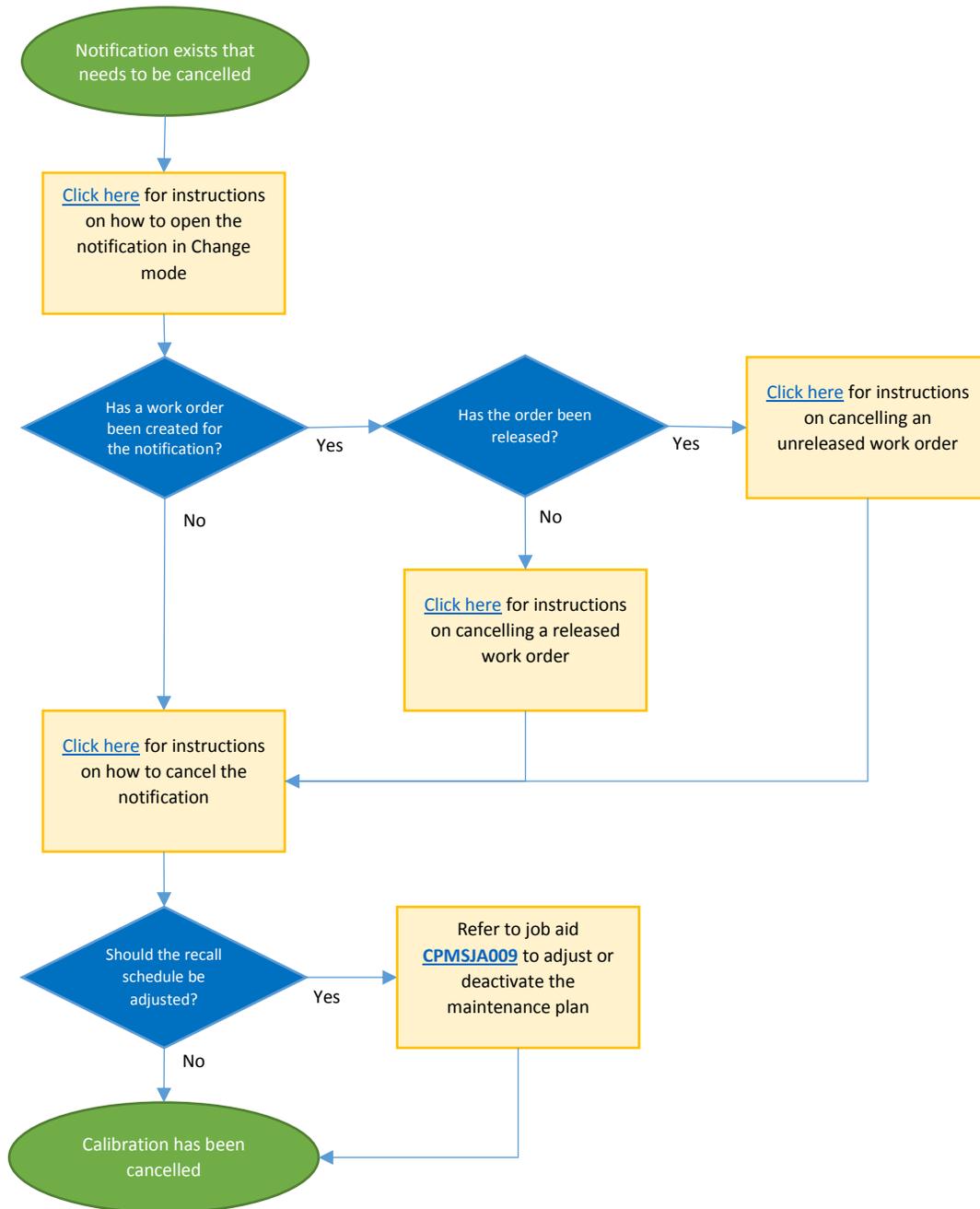
One example of this is when a notification is auto-created for an STTE because it is a member of a family but has a Recall Type of “N” – in this case, the notification will always be cancelled whenever it is called.

Note that cancelling the notification effectively marks it as “complete” but does not change anything about the maintenance plan that schedules the recalls; future recalls will continue to be generated. To adjust or deactivate the plan, please refer to job aid [CPMSJA009](#).

Transaction Code

IW22

Process Flow



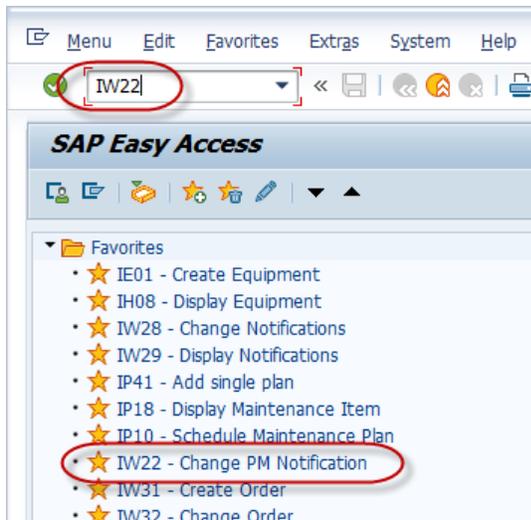
Contents

1. Open the notification..... 3
2. Cancel the work order..... 5
3. Cancel the notification..... 8

Procedure

1. Open the notification

To cancel a notification, enter transaction **IW22** in the *Command Box* and hit  or select 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: 20001240 C1 CALIBRATION FOR EMR 10050492

Notific. Status: NOPR ORAS OPEN

Order: 7000187

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

Reference object

Functional loc.

Equipment: 10050492 WRENCH, TORQUE

Assembly

UII

Start/End Dates

Required Start: 2018.12.23 00:00:00 Priority:

Required End: 2018.12.23 00:00:00 Breakdown

Revision: 1002

Subject

Coding

Description: CALIBRATION FOR EMR 10050492

If the notification has a work order created for it, the number will be displayed near the top of the screen:

Notification: 20001240 C1 CALIBRATION FOR EMR 10050492

Notific. Status: NOPR ORAS OPEN

Order: **7000187**

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

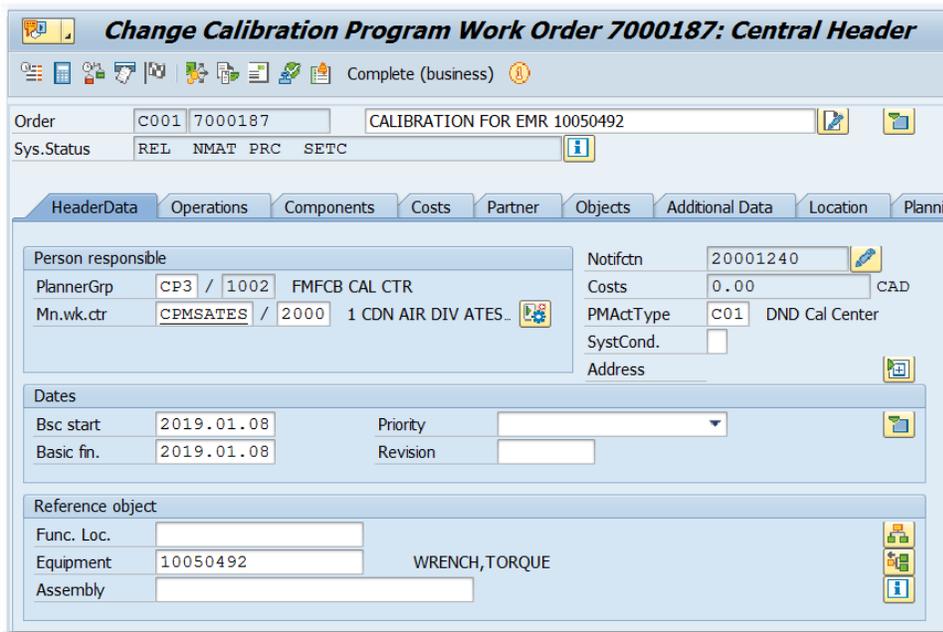
If an order exists, proceed to [step 2](#). If not, skip to [step 3](#).

2. Cancel the work order

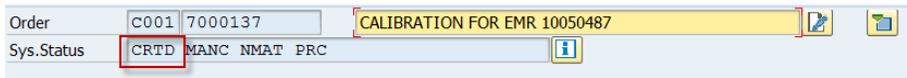
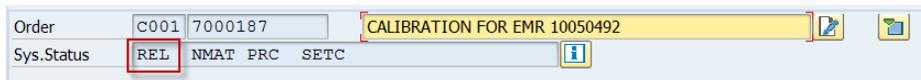
From within the notification, click  next to the work order number to edit it.



The work order will open in Change mode.

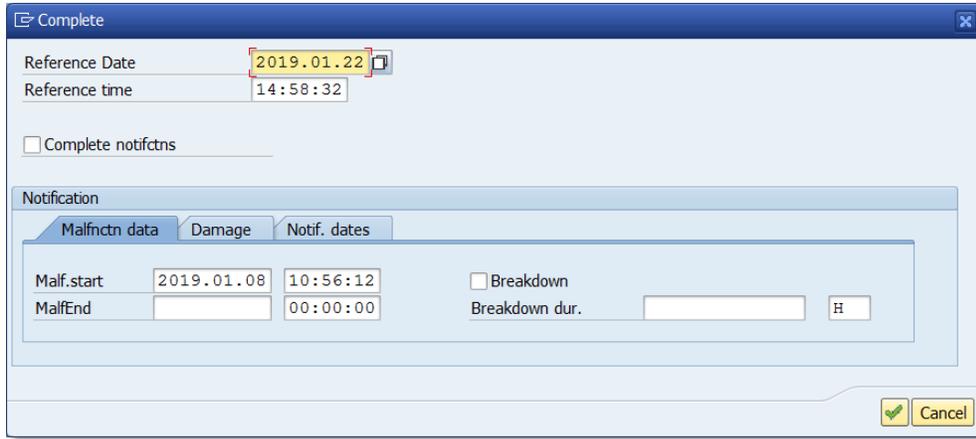


Check the system status near the top of the screen. This will tell you if the order has been released (REL) or is still in Created (CTRD) status:



If the order is released (REL), click  to technically complete the order.

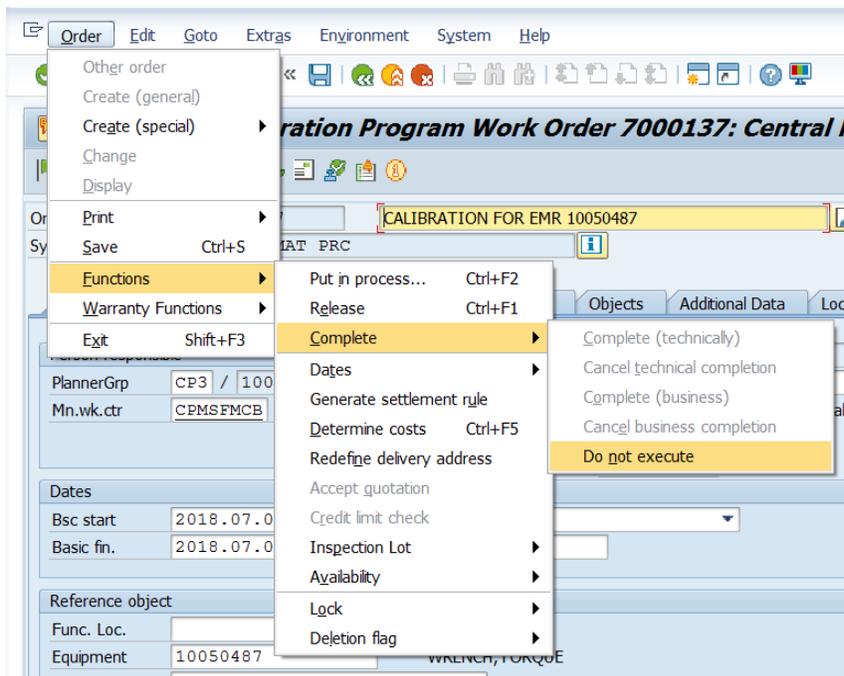
The *Complete* pop-up will open.



Leave all fields with their default values. Press  to continue.

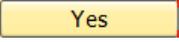
If the order is created (CRTD), follow this menu path:

Order → Functions → Complete → Do not execute



A pop-up window will ask you to confirm the action.



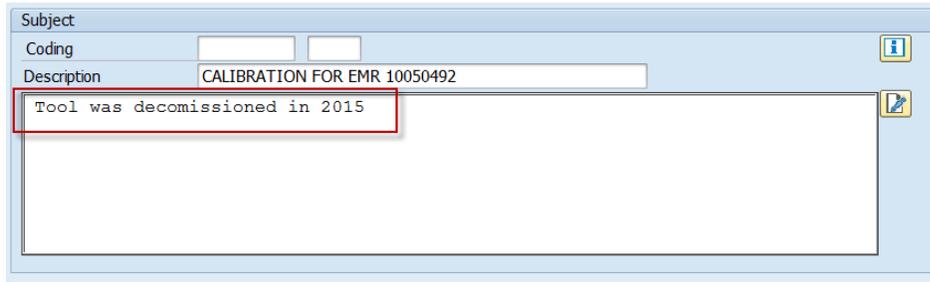
Click  at the confirmation prompt.

The order and notification will be closed.

Press  to return the notification in Change mode.

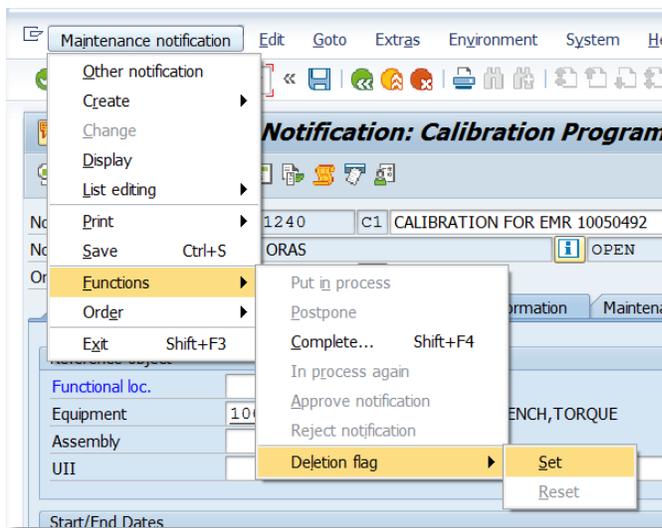
3. Cancel the notification

In the large text box in the *Subject* area on the *General Info* tab, enter some explanatory text about the cancellation.



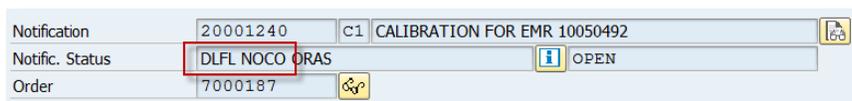
Follow this menu path:

Maintenance notification → Functions → Deletion flag → Set



The notification will be switched to Display mode (all fields will be greyed out) and the following system statuses will be activated for the notification:

- **DLFL** – Deletion Flag
- **NOCO** – Notification Completed



To confirm the deletion of the notification, save it with .

The notification is now cancelled.

Note: If the notification was created from a maintenance plan (i.e. for an STTE that is a Base Recall), you may want to reschedule the plan based on the reasoning behind canceling the notification. Please refer to job [CPMSJA009](#) for details on how to reschedule a plan.

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

Record of Changes

PDF Saved Date	Changes
October 22, 2018	New.
January 22, 2019	Added flowcharts and instructions for completing the work order.
March 27, 2019	Added hyperlinks to other job aids.
June 27, 2019	Re-formatted the table of contents.
July 3, 2019	Added a note about rescheduling the maintenance plan.