

Calibration Program Management Solution

Job Aid

CPMSJA008 – Create CPMS Work Order

Purpose

Maintenance notifications are used to schedule the calibration of Special Tools and Test Equipment (STTE's) at the calibration centre. When the calibration is ready to be carried out, a work order is created referencing the notification. This job aid covers the creation of the work order and the generation of the shop paper used by the technicians to enter their calibration information.

Transaction Codes

IW22

IW28

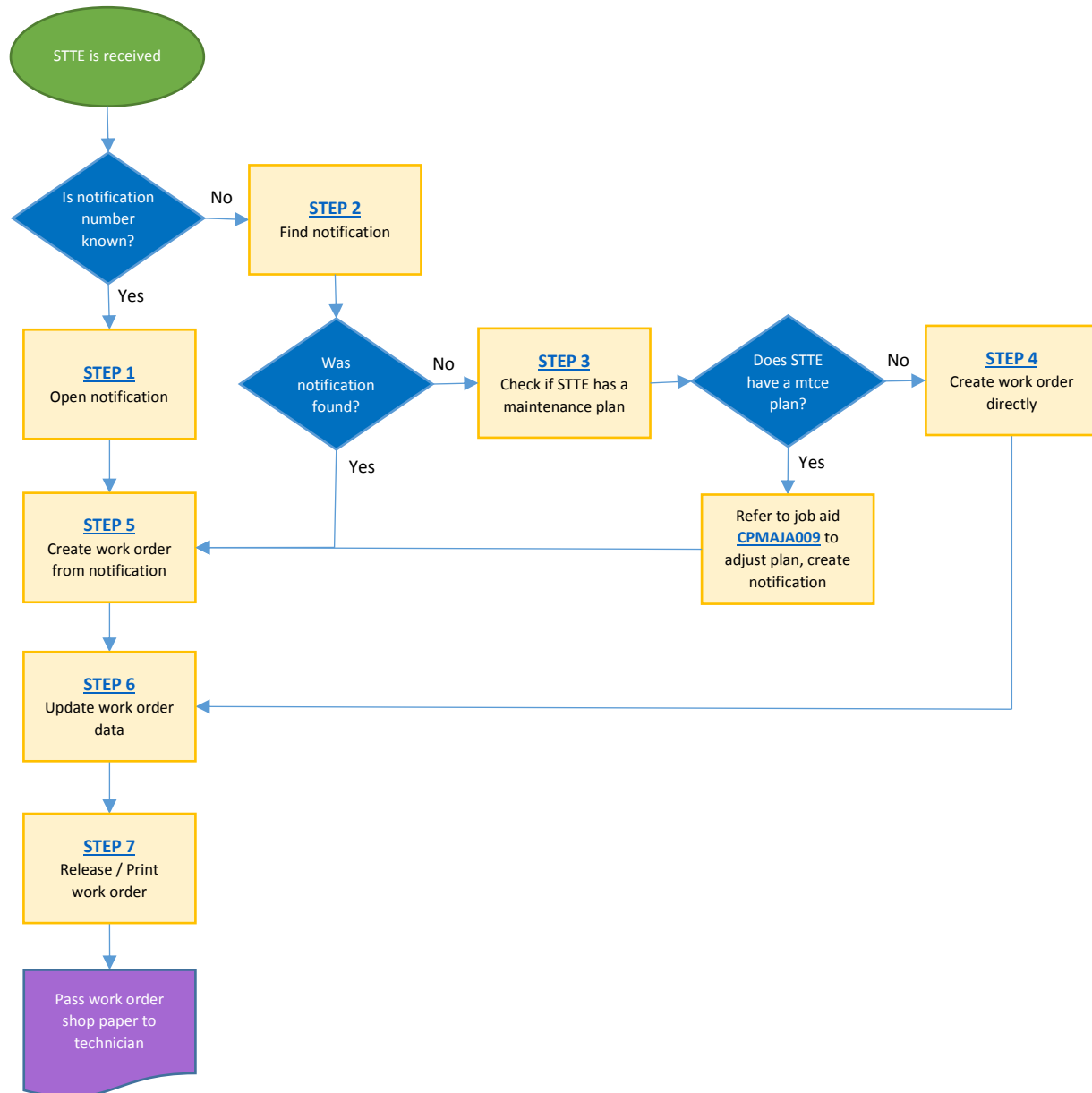
IP18

IW31

IW32

IW3D

Process Flow



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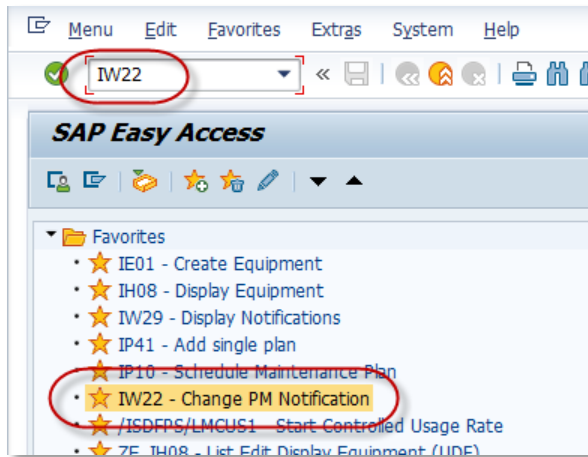
Procedure

The Calibration Centre Calibration Coordinator is responsible for creating the work order, which is used to track the calibration of the STTE. The work order is either created from within a system-generated notification (for an STTE that has a pre-defined recall cycle), or manually.

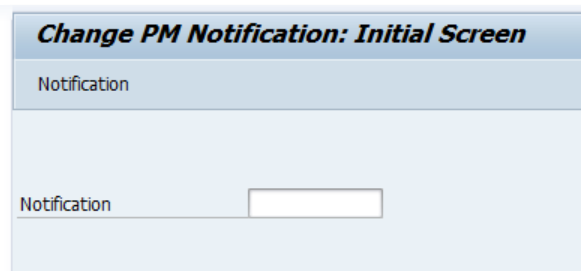
To use this job aid, please refer to the process flow diagram to determine which step to start with. For example, if you know the notification number for your STTE, start with [step 1](#). If you do **not** know the notification number, start with [step 2](#). You also have the option of jumping in to the process at any point by starting at the appropriate step number as shown in the diagram.


1 Open notification

To create a work order from a single known 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.



Enter the notification number. Press .

The *Change PM Notification: Calibration Program* screen will be shown.

Change PM Notification: Calibration Program

Notification: 23000065 C1 EMR 20972125 PIN = 170609549 CP5

Notific. Status: OSNO OPEN

Order:

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

Reference object

Functional loc. :

Equipment: 20972125 CALIPER,DIGITAL DISPLAY

Assembly:

Start/End Dates

Required Start: 2020.08.25 00:00:00 Priority:

Required End: 2020.08.25 00:00:00 ☐ Breakdown

Revision: 2000

Subject

Coding:

Description: EMR 20972125 PIN = 170609549 CP5

Item

Object part:

Damage:

Text:

Cause:

Cause text:

Entry 1 frm 0

Adjust the **Required Start Date** and **Required End Date** if needed.

Note: if the dates are in the past, they should be changed to reflect a realistic date for the calibration.

Start/End Dates

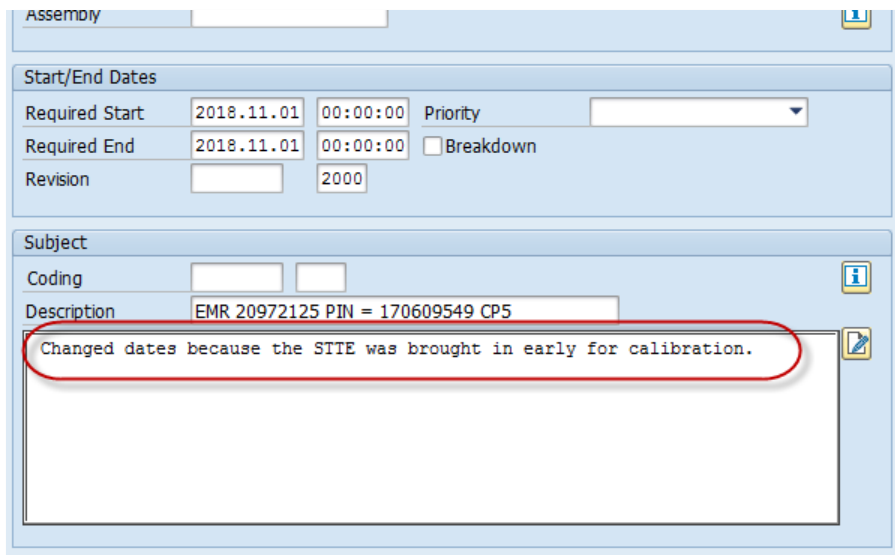
Required Start: 2018.11.01 00:00:00 Priority:

Required End: 2018.11.01 24:00:00 ☐ Breakdown

Revision: 2000

After changing the dates, please enter some explanatory text on the notification to indicate why the date change was done.

The text should be entered in the large text box within the *Subject* area of the *General Info* tab:



The screenshot shows a software interface for creating a CPMS Work Order. The 'Subject' section is highlighted, and the 'Description' field contains the text 'EMR 20972125 PIN = 170609549 CP5'. Below this, a large text box contains the text 'Changed dates because the STTE was brought in early for calibration.', which is circled in red. The 'Start/End Dates' section shows 'Required Start' and 'Required End' both set to '2018.11.01 00:00:00'. The 'Revision' field is set to '2000'. The 'Priority' field is a dropdown menu. The 'Breakdown' checkbox is unchecked.

Start/End Dates	
Required Start	2018.11.01 00:00:00
Required End	2018.11.01 00:00:00
Revision	2000

Subject

Coding


Description

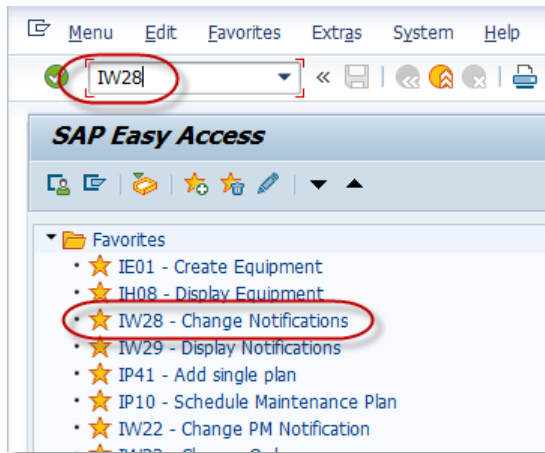
EMR 20972125 PIN = 170609549 CP5

Changed dates because the STTE was brought in early for calibration.

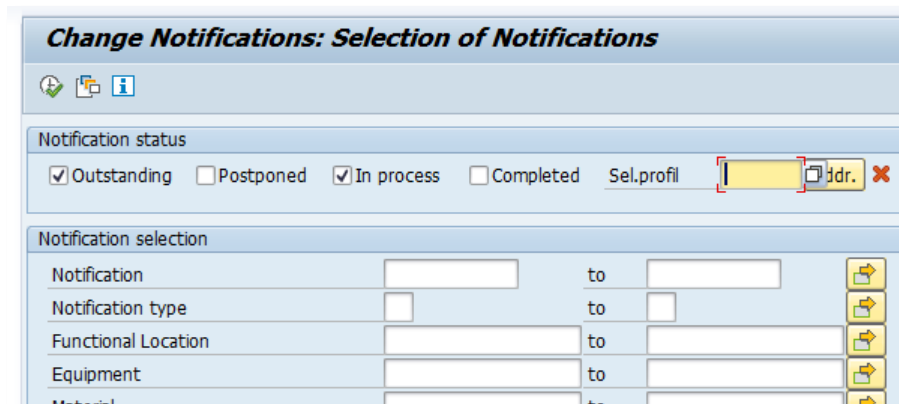
You can now skip ahead to [step 5](#).

2 Find a notification

To find an open calibration notification for a given STTE, use transaction **IW28** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Change Notification: Selection of Notifications* screen is shown.

A screenshot of the "Change Notifications: Selection of Notifications" screen. The screen has a title bar with the text "Change Notifications: Selection of Notifications". Below the title bar, there is a section for "Notification status" with checkboxes for "Outstanding", "Postponed", "In process", and "Completed". The "Outstanding" checkbox is checked. To the right of these checkboxes is a field for "Sel.profil" and a button labeled "Adr." with a red "X" icon. Below this is a section for "Notification selection" with a table of fields. The table has four rows: "Notification", "Notification type", "Functional Location", and "Equipment". Each row has a "to" field and a button with a yellow arrow icon. The "Notification" field is currently empty, and the "to" field is also empty. The "Notification type" field is currently empty, and the "to" field is also empty. The "Functional Location" field is currently empty, and the "to" field is also empty. The "Equipment" field is currently empty, and the "to" field is also empty.

For **Notification status**, select only "Outstanding".

For **Notification type**, enter "C1".

If you know the DRMIS EMR number, enter it in the **Equipment** field.

Change Notifications: Selection of Notifications

Notification status
☒ Outstanding ☐ Postponed ☐ In process ☐ Completed Sel.profil Addr.

Notification selection

Notification	<input type="text"/>	to	<input type="text"/>	<input type="button" value="X"/>
Notification type	C1	to	<input type="text"/>	<input type="button" value="X"/>
Functional Location	<input type="text"/>	to	<input type="text"/>	<input type="button" value="X"/>
Equipment	20971838	to	<input type="text"/>	<input type="button" value="X"/>
Material	<input type="text"/>	to	<input type="text"/>	<input type="button" value="X"/>

If you do not know the DRMIS EMR number but do know the TEMMIS PIN, proceed with [step 2.1](#), otherwise skip to [step 2.2](#).

2.1 Find EMR based on the TEMMIS PIN

1. Click on the **Possible Entries** icon at the end of the Equipment field.

2. If a *Restrict Value Range* window opens like below...

Restrict Value Range

R: Address selection (service) A: Equipment by asset number

Search Term 1

Search Term 2

Company name

Postal Code

City

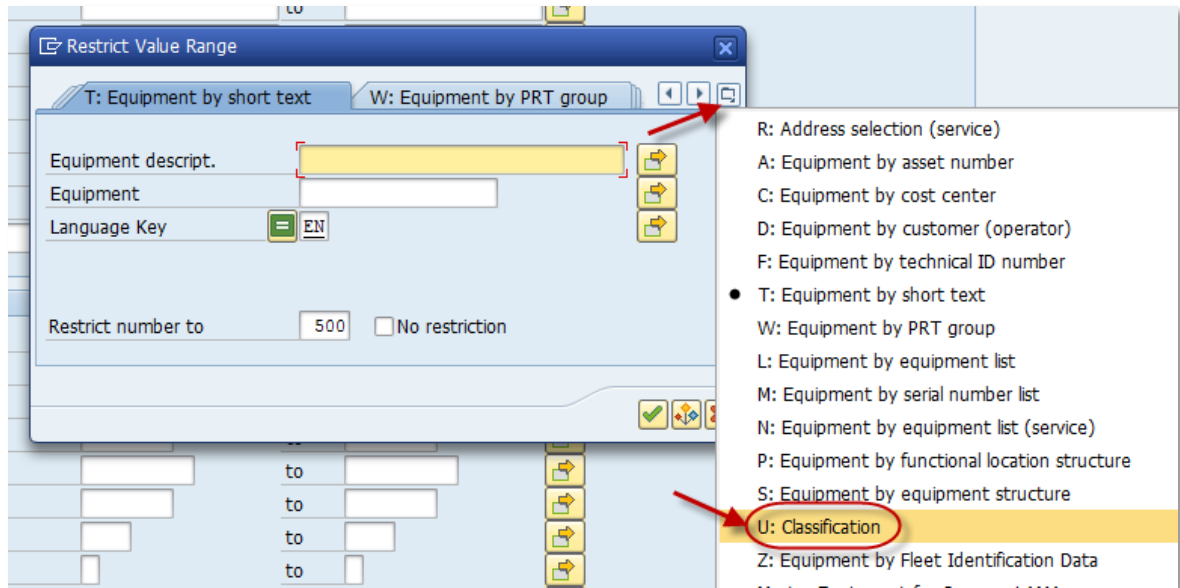
Street


Equipment

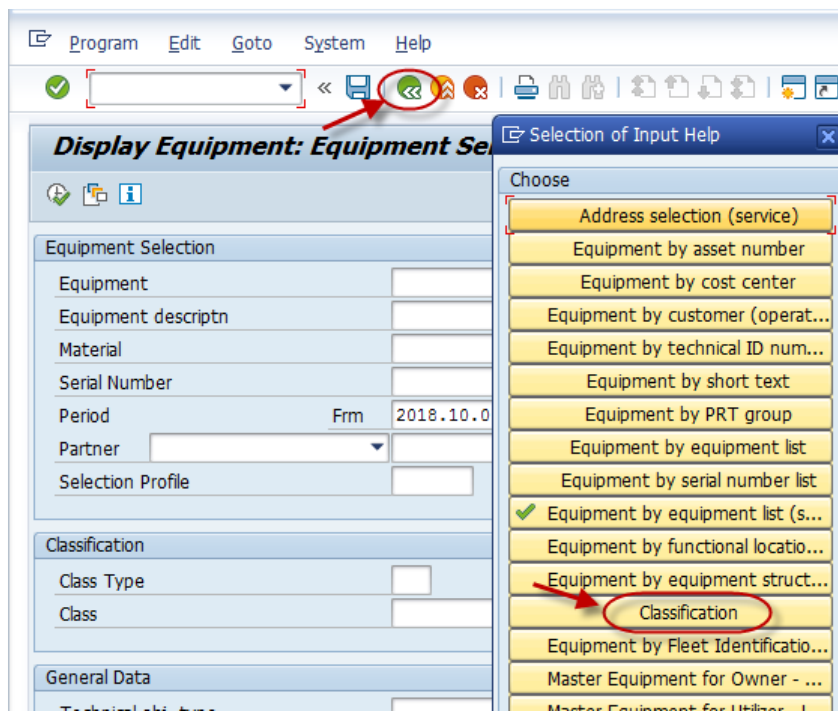
Language Key

Restrict number to ☐ No restriction

...select tab *Classification* by clicking on the small folder icon in the top right-hand corner:



If any other window opens, such as *Display Equipment: Equipment Selection*, click  to select another search and then chose *Classification* from the list:



3. On the *Find Objects in Classes* screen, enter:
 - a. **Class:** "TEMMIS"
 - b. **Class Type:** "002"

Press .

Find Objects in Classes

Find in initial class | Include subordinate

Initial Class

Class	TEMMIS
Class Type	002

4. In the *Char.* window, enter the TEMMIS PIN in the **Value** field:

Find Objects in Classes

Find in initial class | Include subordinate classes | Reselect | [Icons]

Class Hierarchy

- 002 TEMMIS


Initial Class

Class	TEMMIS	TEMMIS PIN
Class Type	002	Equipment class


Char.

General

Characteristic Description	Value	T
TEMMIS Part Identification	220001394	

Press  Find in initial class. The system should find the EMR and display it:

Object	Object Category	TEMMIS Part Identification No
20971838	Equ	220001394

5. Select the record and press  to copy it back to the notification selection screen.

Object	Object Category	TEMMIS Part Identification No
20971838	Equ	220001394

The DRMIS EMR number will be copied back to the **IW28** selection screen:


Change Notifications: Selection of Notifications

Notification status
☒ Outstanding ☐ Postponed ☐ In process ☐ Completed Sel.profil

Notification selection

Notification		to	
Notification type	C1	to	
Functional Location		to	
Equipment	20971838	to	
Material		to	
Serial Number		to	

2.2 Open notification in Change mode

Press the **Execute** button () to continue.

A given EMR should only have a single C1 notification open at any given time. The system should find this notification and bring it up in Change mode:

Change PM Notification: Calibration Program

Notification 23000066 C1 EMR 20972125 PIN = 170609549 CP5

Notific. Status OSNO OPEN

Order

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

If the notification is found and opened as shown above, adjust the **Required Start Date** and **Required End Date** if needed.

Note: if the dates are in the past, they should be changed to reflect a realistic date for the calibration.

Start/End Dates			
Required Start	2018.11.01	00:00:00	Priority
Required End	2018.11.01	24:00:00	<input type="checkbox"/> Breakdown
Revision		2000	

After changing the dates, please enter some explanatory text on the notification to indicator why the date change was done.

The text should be entered in the large text box within the *Subject* area of the *General Info* tab:

Start/End Dates			
Required Start	2018.11.01	00:00:00	Priority
Required End	2018.11.01	00:00:00	<input type="checkbox"/> Breakdown
Revision		2000	

Subject	
Coding	
Description	EMR 20972125 PIN = 170609549 CP5
Changed dates because the STTE was brought in early for calibration.	


You can now skip ahead to [step 5](#).

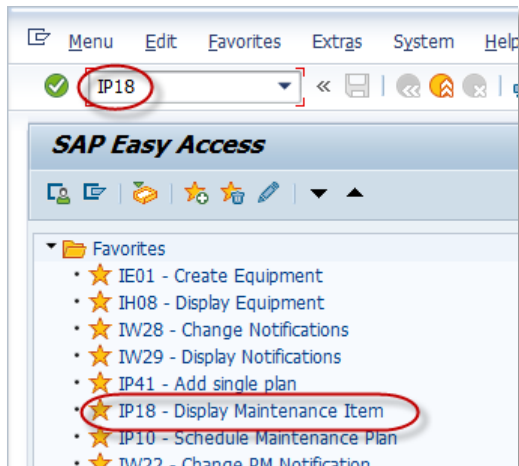
If a notification *cannot* be found for the EMR, the following message will be displayed at the bottom of the screen:

☒ No objects were selected

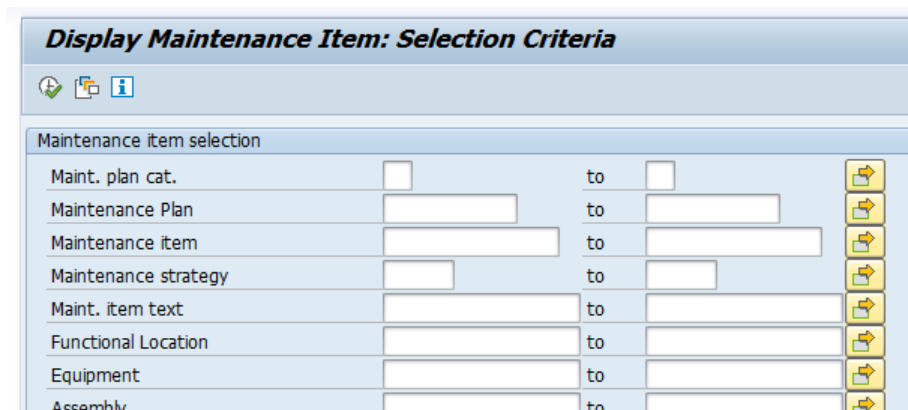
If you receive this message, continue to [step 3](#).









3 Find maintenance plan for an EMR

If no notification can be found for the STTE, you should first determine whether a maintenance plan exists for the EMR. To do this, use transaction **IP18**. Enter it in the *Command Box* and hit  or select it from your Favorites menu.



The *Display Maintenance Item: Selection Criteria* screen is shown.


 A screenshot of the "Display Maintenance Item: Selection Criteria" screen. The screen has a title bar and a toolbar. Below the toolbar is a section titled "Maintenance item selection" containing a table with selection criteria. The table has two columns for the criteria and two columns for the values, separated by "to". Each row has a search icon (magnifying glass) to the right of the value field.

Maintenance item selection		to		
Maint. plan cat.	<input type="text"/>	to	<input type="text"/>	
Maintenance Plan	<input type="text"/>	to	<input type="text"/>	
Maintenance item	<input type="text"/>	to	<input type="text"/>	
Maintenance strategy	<input type="text"/>	to	<input type="text"/>	
Maint. item text	<input type="text"/>	to	<input type="text"/>	
Functional Location	<input type="text"/>	to	<input type="text"/>	
Equipment	<input type="text"/>	to	<input type="text"/>	
Assembly	<input type="text"/>	to	<input type="text"/>	

Enter **Maintenance Plan Category** "C1".

Enter the EMR number in the **Equipment** field.

Display Maintenance Item: Selection Criteria

Maintenance item selection

Maint. plan cat.	C1	to		
Maintenance Plan		to		
Maintenance item		to		
Maintenance strategy		to		
Maint. item text		to		
Functional Location		to		
Equipment	20971838	to		
Assembly		to		
Material		to		

Again, if you do not know the EMR number, refer to [step 2](#) for instructions on finding the EMR by the TEMMIS PIN.

Press  to execute the report.

If the EMR has a maintenance plan, the report will display the plan number:

Display Maintenance Item: Maintenance Item List

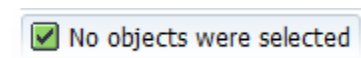
Maintenance item Maintenance plans Cost estimate

MntPlan	Maintenance item description	Notif.type	Type	Strat.	Equipment	Functional Location	MntPlan	MPlan
2000	EMR 20971838 PIN = 220001394 CP2	C1			20971838		6063598	C1

In this case, the maintenance plan can be adjusted to either create a notification earlier than its normal recall date or create an additional notification outside of its regular cycle (see job aid [CPMSJA006](#) for details).

Once the notification has been created, you can return to [step 1](#).

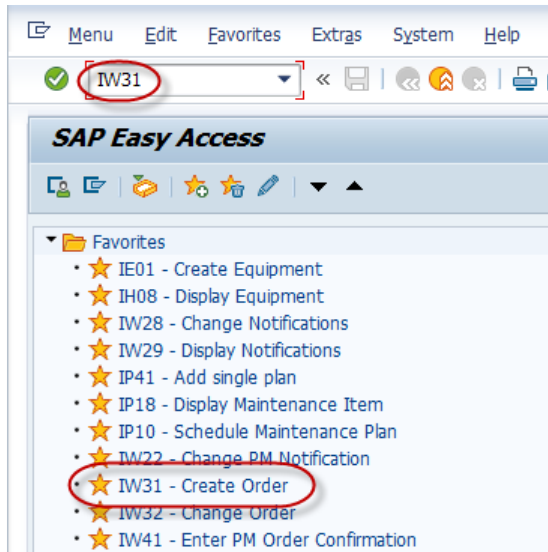
If no plan is found for the EMR, the system will display the following message at the bottom of the screen:



In this case, proceed to [step 4](#) to create a work order manually.

4 Create work order directly

If the EMR has no existing notification and no maintenance plan, the work order can be created manually. Use transaction **IW31**.



The *Create Order: Initial Screen* will be shown.

A screenshot of the 'Create Order: Initial Screen' form. The form has a header section labeled 'Header data' with a refresh icon. Below this, there are several input fields: 'Order Type' with a dropdown menu and a checkmark icon, 'Priority' with a dropdown menu, 'Func. Loc.' with a text field, 'Equipment' with a text field, 'Assembly' with a text field, and 'Plng plant' with a text field. To the right of these fields is a vertical toolbar with icons for saving, deleting, and other actions. Below the input fields is a 'Reference' section with a text field labeled 'Order' and a checkbox labeled 'Relationships'.

Enter or select **Order Type** "C001".


Enter the EMR number in the **Equipment** field.

Enter the correct **Planning Plant** from the following list:

- 1000 – ADM (Mat)

- 1001 – FMF Cape Breton
- 1002 – FMF Cape Scott
- 2000 – Air Force

Create Calibration Program Work Order: Initial Screen

Header data 

Order Type	C001	
Priority		
Func. Loc.		
Equipment	20971873	TORQUE WRENCH
Assembly		
Plng plant	2000	






Press  to continue.


If the EMR has an active warranty, the *Warranty Check* screen will be shown:

Warranty Check:

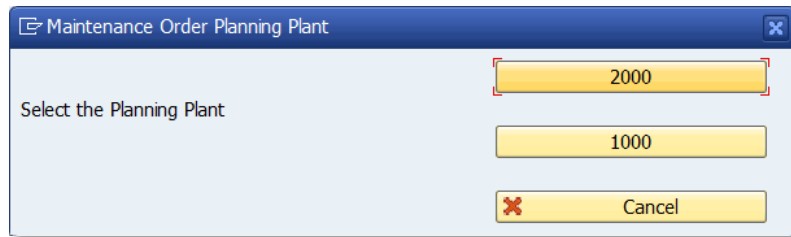
Checked Technical Object	
20971873	TORQUE WRENCH
Vendor Warranty	Start 2008.08.11 End 2019.08.11

...

Press  to continue.

If the planning plant value differs from the one assigned to the equipment, the following message will be shown:



Maintenance Order Planning Plant

Select the Planning Plant

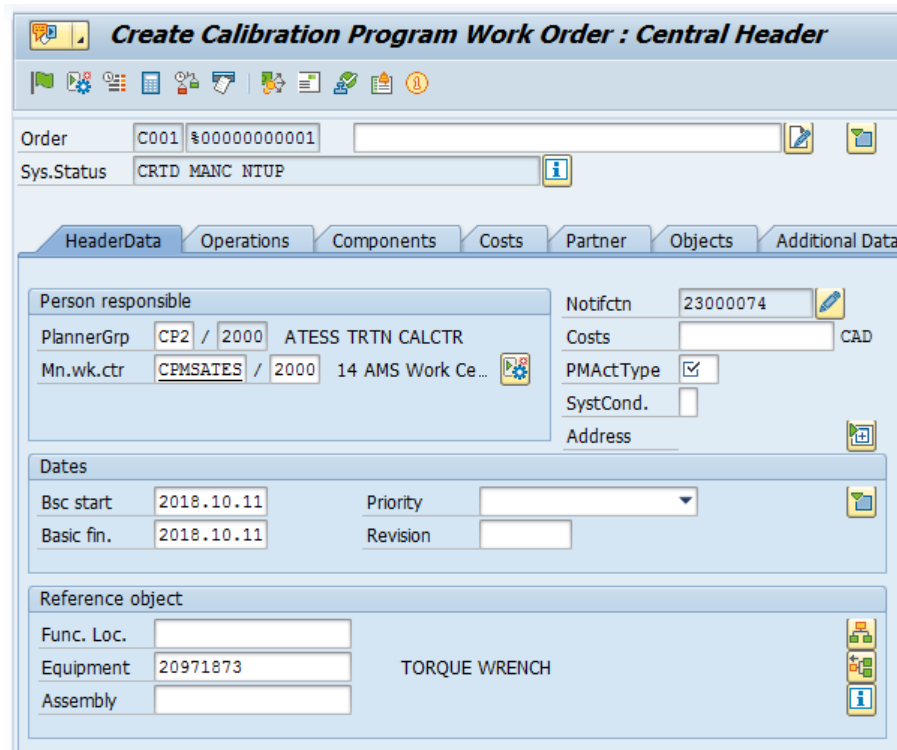
2000

1000

Cancel

Select the correct planning plant to continue (this should be the same as the value you entered on the *Initial Screen*).

The *Create Calibration Program Work Order: Central Header* screen will be shown.



Create Calibration Program Work Order : Central Header

Order: C001 \$000000000001

Sys.Status: CRTD MANC NTUP

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

Person responsible

PlannerGrp: CP2 / 2000 ATESS TRTN CALCTR

Mn.wk.ctr: CPMSAIES / 2000 14 AMS Work Ce...

Notifctn: 23000074

Costs: CAD

PMActType: ☒

SystCond.: ☐

Address:

Dates

Bsc start: 2018.10.11

Basic fin.: 2018.10.11

Priority:

Revision:

Reference object

Func. Loc.:

Equipment: 20971873

Assembly:

TORQUE WRENCH

On the top line, enter a description for the work order using the following naming convention:

If the STTE is part of a family:

"FAMILY" + family number + "EMR =" + equipment number + planner group

If the STTE is *not* part of family:

"EMR =" + equipment number + planner group

If the STTE is calibrated in-situ:

"In-Situ EMR =" + equipment number + planner group

Examples:

FAMILY 19 EMR = 20972024 CP3

EMR = 20981143 CP1

In-Situ EMR = 20972025 CP4

Create Calibration Program Work Order : Central Header

Order: C001 %00000000001 **EMR = 20971873 CP2**

Sys.Status: CRTD MANC NTUP

Use the dropdown on the **PMActType** field to select the appropriate maintenance activity type.

Maintenance activity type (1) 8 Entries f...

Restrictions

MAT MAT Description

- C01 DND Cal Center
- C02 Prime Cal Center
- C03 In-Situ by DND Cal Center
- C04 In-Situ by Prime
- C05 In-Situ by OEM
- C06 Sub-Con to OEM by DND CalCtr
- C07 Sub-Con to OEM by Prime CalCtr
- C08 OEM Calibration

8 Entries found

Check the **Main Work Center** value and change it if necessary. If it does not represent the calibration center actually doing the calibration, it must be changed. Valid work center names for calibration centers begin with "CMPS" (e.g. CPMSPHYX, CPMSQETE, CPMSFMCB, etc.).

HeaderData Operations Components Costs

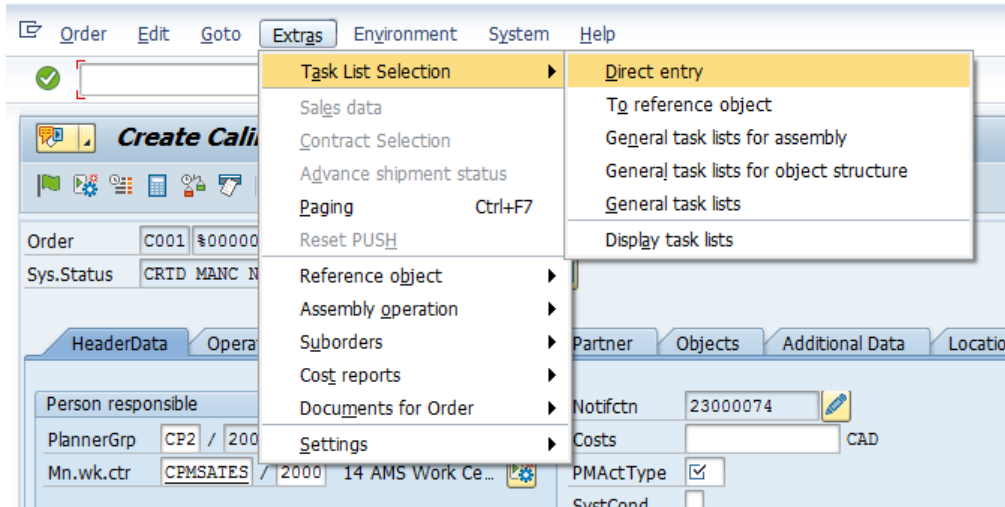
Person responsible

PlannerGrp: CP2 / 2000 ATESS TRTN CALCTR

Mn.wk.ctr: CPMSATES / 2000 14 AMS Work Ce...

Adjust the **Basic Start Date** and **Basic Finish Date** if needed, or accept the default of the current system date.

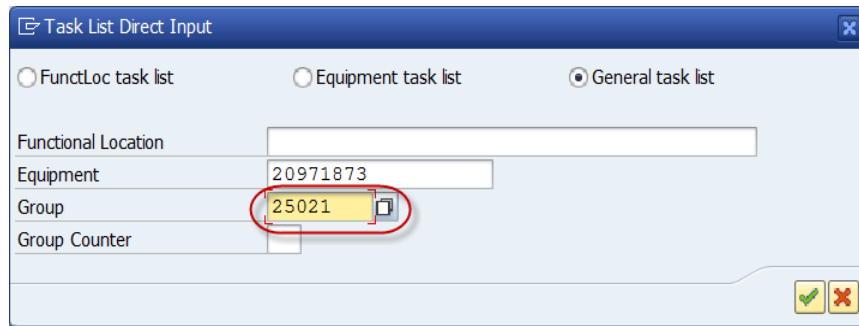
Select a task list using the menu path **Extras → Task List Selection → Direct entry**.




The **Task List Direct Input** window will open.

Enter one of the following task list group numbers in the **Group** field:

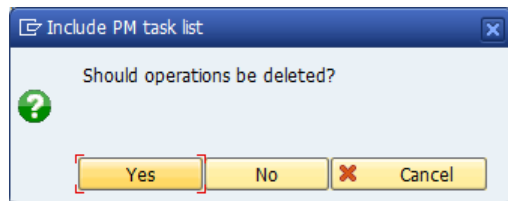
Task List Group	Description
25017	Task list for CPMSQETE
25018	Task list for CPMSPYOT
25019	Task list for CPMSPYHX
25020	Task list for CPMS1AMS
25021	Task list for CPMSATES
25022	Task list for CPMSFMCS
25023	Task list for CPMSFMCB



The 'Task List Direct Input' dialog box has three radio buttons at the top: 'FuncLoc task list', 'Equipment task list', and 'General task list'. The 'General task list' option is selected. Below the radio buttons are four input fields: 'Functional Location', 'Equipment', 'Group', and 'Group Counter'. The 'Equipment' field contains the value '20971873'. The 'Group' field contains the value '25021', which is highlighted with a red circle. The 'Group Counter' field is empty. At the bottom right, there are two buttons: a green checkmark and a red 'X'.

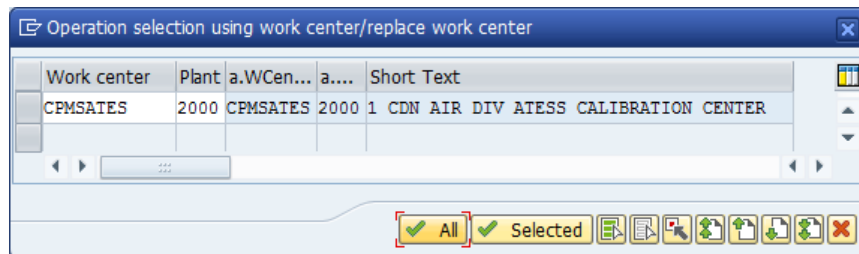
After entering the group number, press  to continue.

Several pop-up windows will open in succession:



The 'Include PM task list' dialog box contains a question mark icon and the text 'Should operations be deleted?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a red rectangle.

Answer  to continue.

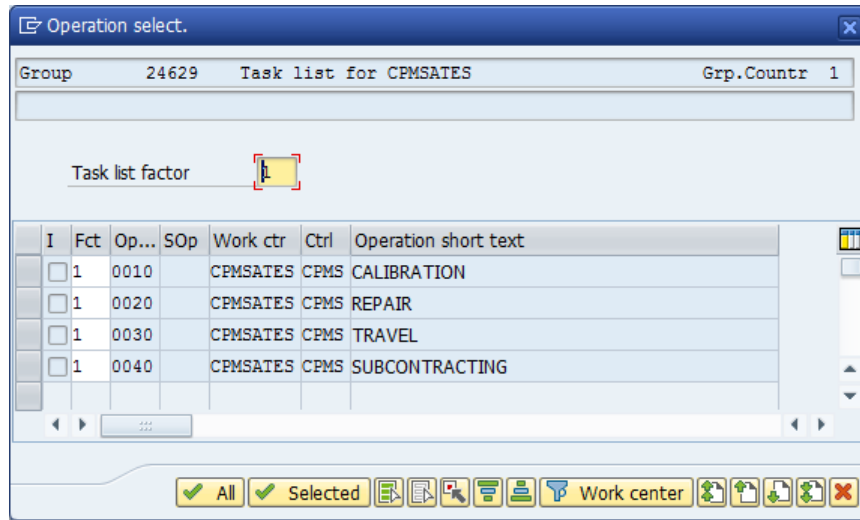


The 'Operation selection using work center/replace work center' dialog box displays a table with the following data:

Work center	Plant	a.WCen...	a....	Short Text
CPMSATES	2000	CPMSATES	2000	1 CDN AIR DIV ATCESS CALIBRATION CENTER


At the bottom, there are several buttons: a green checkmark, 'All', a green checkmark, 'Selected', and several icons. The 'All' button is highlighted with a red rectangle.

Select  All to continue.



Select  All to continue.

The system will report that the task list was successfully added:

 General maint.task list 24629 1 included

Skip to [step 6](#) to continue.

5 Create work order from notification

5.1 Verify calibration center

Before proceeding with the work order creation, check the equipment master record (EMR) to ensure that your calibration center is the correct one for this STTE.

If you are in the notification, double-click on the equipment number to view the EMR.

The screenshot displays a software interface for creating a work order from a notification. At the top, the 'Notification' field shows '20001468' and 'C1 Calibration MP for EMR 10048803'. Below this, the 'Notific. Status' is 'OSNO' and there is an 'OPEN' button. The 'Order' field is empty. The interface has tabs for 'General Info', 'Contact info', 'Location Data', 'Date Information', and 'Maintenance Plan / Task List'. Under 'General Info', the 'Reference object' section includes 'Functional loc.', 'Equipment' (10048803), 'Assembly', and 'UII'. A red callout bubble with the text 'Double-click' points to the 'Equipment' field. To the right of the equipment number, the text 'WRENCH, TORQUE' is visible. At the bottom, there is a 'Start/End Dates' section.

If you are not in the notification, please refer to job aid [CPMSJA002](#) for additional ways of finding and displaying the EMR.

Once in the EMR, check the description of the equipment and/or the Calibration Procedure characteristic value to determine if the STTE should be calibrated elsewhere.

Display Equipment : General Data

Class overview Measuring points/counters

Equipment 21070491 Category Q Test/measurement equipment

Description H2018 GAGE, COMPOUND PRESSURE-VACUUM, DI...

Status AVLB OPER CALA FCAL

Valid From 2019.04.03 Valid To 9999.12.31

General Location Organization Structure User/Partner Data PRT...

General data

Class CPMS Calibration Program Management Solution

Object type EQ0001 Test/Measure Default

AuthorizGroup

Weight 0.000 Size/dimension

Start-up date

Reference data

AcquistnValue 0.00 Acquisition date

Manufacturer data

Manufacturer 38508 ManufCountry

Model number H2018 Constr.yr/mth /

ManufPartNo. H2018

ManufSerialNo. 53

Display Equipment : Classification

Class overview Measuring points/counters

Equipment 21070491 Category Q Test/measurement equipment

Description H2018 GAGE, COMPOUND PRESSURE-VACUUM, DI...

Status AVLB OPER CALA FCAL

Valid From 2019.04.03 Valid To 9999.12.31

PRT data SerData Classification Configuration data Warranty O..

Classification

Maintenance Manual MFG MANUAL

Calibration Procedure 33K6-4-428-1

Cal Procedure Revision

Rate Category 4

Family

TEMMIS Part Identification No 111279063

Icons: [Up] [Down] [Refresh] [Print]

If you find that the STTE should be sent to another calibration center, the notification will need to be changed (see below). If the STTE does not to be transferred to another calibration center, proceed to [step 5.2](#).

From within the notification in Change mode, select the **Contact info** tab. Change the planning plant value to correspond to the correct calibration center.

Change PM Notification: Calibration Program

Notification: 30003567 C1 CPMS ESQ EMR 21124616

Notific. Status: OSNO OPEN

Order: [Icon]

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

Responsibilities

Planner group: CP3 / 1001 FMFCB CAL CTR

Main WorkCtr: CPMSFMCB / 1001 FMF CAPE BRETON CALIBRATION CENTER

UIC - STTE UTIL: 3555 FMF CAPE BRETON

Utilizer Sub FE: [Empty]

Reported by: IP1020190618 Notif.date: 2019.06.18 07:19:10

Enter the correct planning plant based on the following list:

1000	QETE, Outside Contractor
1001	FMF Cape Breton
1002	FMF Cape Scott
2000	Cold Lake, ATESS

5.2 Create work order

From the *Change PM Notification: Calibration Program* screen, click  to create a work order.

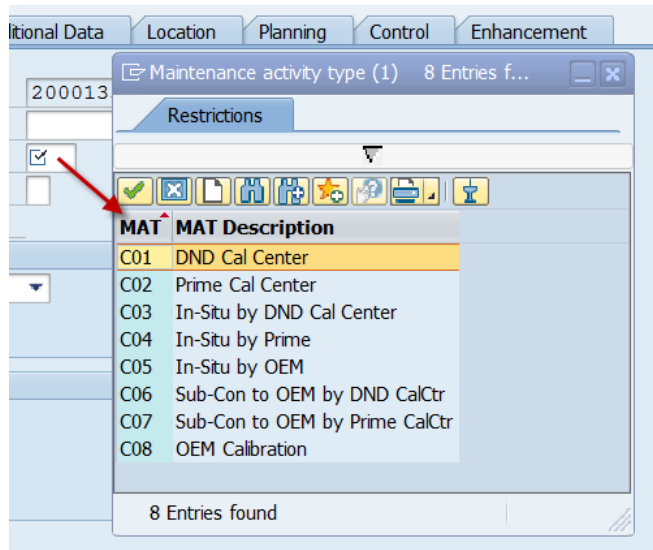
The *Create Order* pop-up will be shown.

Check the **Main Work Center** value and change it if necessary. If it does not represent the calibration center actually doing the calibration, it must be changed. Valid work center names for calibration centers begin with “CMPS” (e.g. CPMSPHYX, CPMSQETE, CPMSFMCS, etc.).

After insuring that the work center is correct, press to continue.

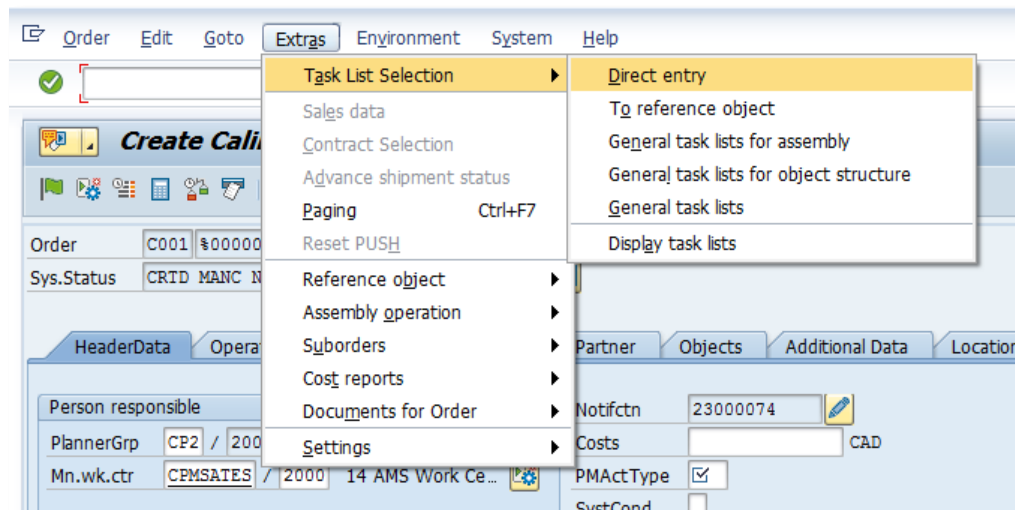
The *Create Calibration Program Work Order* screen is shown.

Use the dropdown on the **PMActType** field to select the appropriate maintenance activity type.

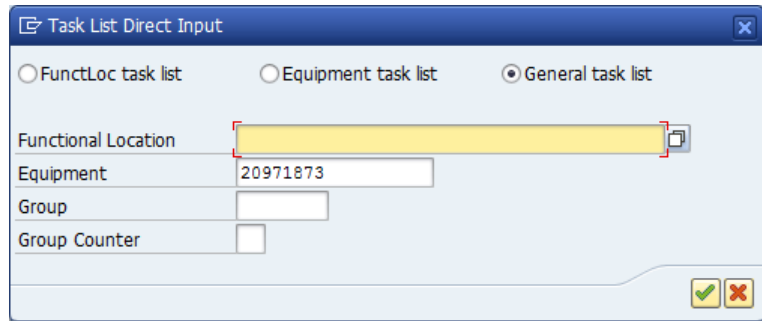


If the work center value was changed above, you will need to re-select the proper task list, which will insure the work order operations are correct. Please proceed with the instructions below. If you did not need to change the work center, you can skip to [step 6](#).

Select a task list using the menu path **Extras → Task List Selection → Direct entry**.



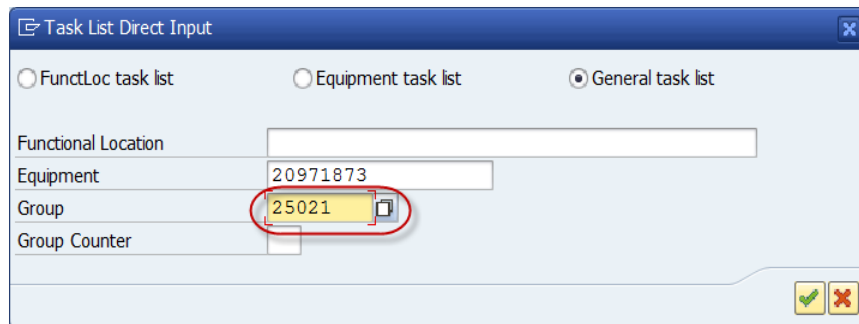
The *Task List Direct Input* window will open.




The dialog box titled "Task List Direct Input" has three radio buttons at the top: "FuncLoc task list", "Equipment task list", and "General task list". The "General task list" option is selected. Below the radio buttons are four text input fields: "Functional Location" (highlighted in yellow), "Equipment" (containing the value "20971873"), "Group" (empty), and "Group Counter" (empty). At the bottom right are two buttons: a green checkmark and a red X.

Enter one of the following task list group numbers in the **Group** field:

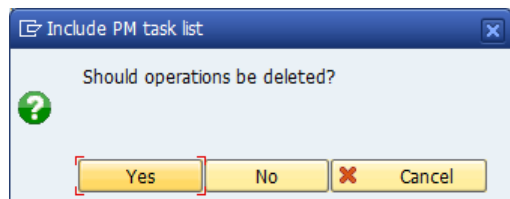
Task List Group	Description
25017	Task list for CPMSQETE
25018	Task list for CPMSPYOT
25019	Task list for CPMSPYHX
25020	Task list for CPMS1AMS
25021	Task list for CPMSATES
25022	Task list for CPMSFMCS
25023	Task list for CPMSFMCB



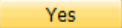
The dialog box is the same as the previous one, but now the "Group" field contains the value "25021" and is circled in red. The "Equipment" field still contains "20971873". The "Functional Location" field is empty. The "General task list" option remains selected.

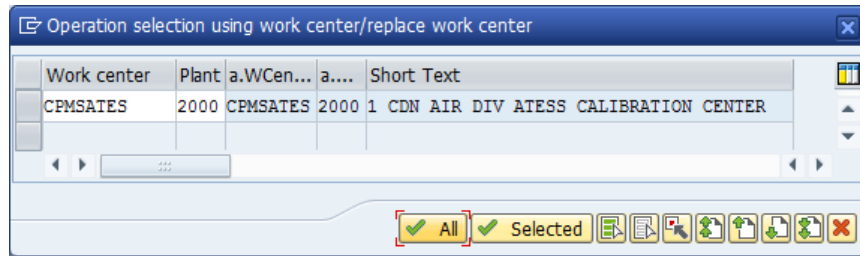
After entering the group number, press  to continue.

Several pop-up windows will open in succession:

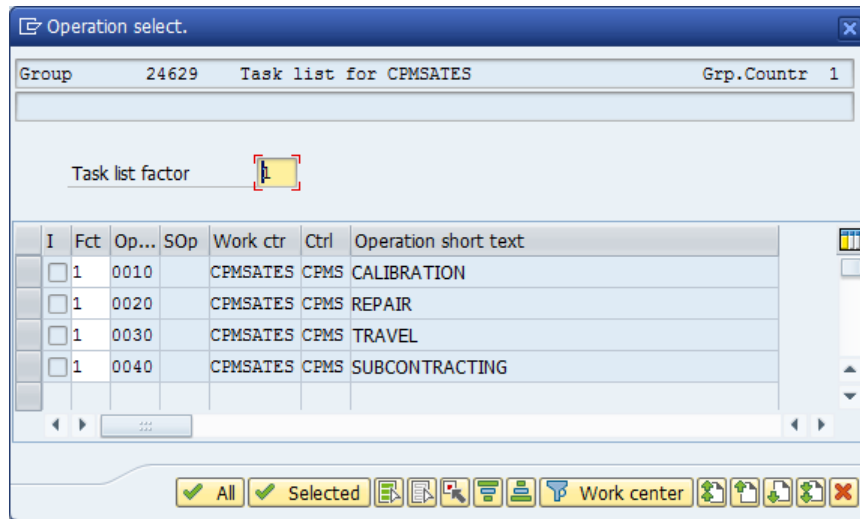


The dialog box titled "Include PM task list" contains a question mark icon and the text "Should operations be deleted?". At the bottom are three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a red border.

Answer  to continue.

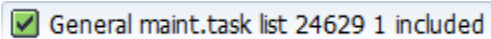


Select  to continue.



Select  to continue.

The system will report that the task list was successfully added:



To continue with editing the work order before saving it, proceed to [step 6](#) below.

6 Update work order data

This step details several items that can be updated on the work order before it is saved. These are all optional; if the operations from the standard task list are fine, and you do not wish to assign a personnel number to any operation, you can skip this step and proceed with [step 7](#).

Note that these updates can also be done for an existing order by using transaction **IW32** (Change Order).

The instructions below assume that the order is being updated before it is saved.

The order will be created with standard operations based on the task list either assigned to the maintenance plan that created the notification (see [CPMSJA004 - Create CPMS Maintenance Plan](#)) or selected by the user for a manually created order.

To edit the operations, select the *Operations* tab.

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recd
0010		CPMSPYOT	1000	CPMS			CALIBRATION		0.0		HR			HR	2 Calculate ..	CALIBR	
0020		CPMSPYOT	1000	CPMS			REPAIR		0.0		HR			HR	2 Calculate ..	REPAIR	
0030		CPMSPYOT	1000	CPMS			TRAVEL		0.0		HR			HR	2 Calculate ..	TRAVEL	
0040		CPMSPYOT	1000	CPMS			SUBCONTRACTING		0.0		HR			HR	2 Calculate ..	SUBCON	
0050		CPMSPYOT	1000	CPMS					0.0		HR			HR			
0060		CPMSPYOT	1000	CPMS					0.0		HR			HR			

To delete an operation, select it from the list and click  at the bottom of the screen.

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recd
0250		CPMSPYOT	1000	CPMS					0.0		HR			HR			
0260		CPMSPYOT	1000	CPMS					0.0		HR			HR			
0270		CPMSPYOT	1000	CPMS					0.0		HR			HR			

Confirmatn Prompt




Do you really want to delete?

Yes

No


Click  to confirm the deletion.





To add an operation, move to the first available line and enter a description in the **Operation short text** field.

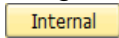
HeaderData Operations Components Costs Partner Objects Additional									
Op...	SOp	Work ctr	Plant	Co...	StTextK	S..	Operation short text	LT	Actua
0010		CPMSPYOT	1000	CPMS			CALIBRATION		
0020		CPMSPYOT	1000	CPMS			REPAIR		
0030		CPMSPYOT	1000	CPMS			TRAVEL		
0040		CPMSPYOT	1000	CPMS			CLEANUP		
0050		CPMSPYOT	1000	CPMS					

On the same line, use the dropdown on the field **ActTyp** to select an appropriate activity type.

Control Enhancemnt									
Dur.	Un	C.Key	ActTyp	Recipient	Unloading Point	E...	Co		
HR	2	Calculate ...	▼ CALIBR			1			
HR	2	Calculate ...	▼ REPAIR			1			
HR	2	Calculate ...	▼ TRAVEL			1			
HR			▼			1			
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						
HR			▼						

Press  to confirm the entry.

HeaderData																		Operations		Components		Costs		Partner		Objects		Additional Data		Location		Planning		Control		Enhancemnt	
	Op...	SOp	Work ctr	Plant	Co...	StTextK	S..	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recip																			
	0010		CPMSPYOT	1000	CPMS			CALIBRATION		0.0		HR			HR	2 Calculate ...	▼ CALIBR																				
	0020		CPMSPYOT	1000	CPMS			REPAIR		0.0		HR			HR	2 Calculate ...	▼ REPAIR																				
	0030		CPMSPYOT	1000	CPMS			TRAVEL		0.0		HR			HR	2 Calculate ...	▼ TRAVEL																				
	0040		CPMSPYOT	1000	CPMS			CLEANUP		0.0		HR			HR	2 Calculate ...	▼ CALIBR																				
	0050		CPMSPYOT	1000	CPMS					0.0		HR			HR		▼																				


To assign a personnel number, select the first operation on the *Operations* tab and click the  button at the bottom of the screen.

This screenshot shows the top portion of the CPMSJA008 form. It includes a list of work orders with columns for order number, description, and quantity. Below the list are four tabs: 'General', 'Internal', 'External', and 'Dates'. The 'Internal' tab is highlighted with a red circle, indicating it is the active tab.

Enter the desired personnel number in the **Person. no** field.

This screenshot shows the full CPMSJA008 form. The 'Internal' tab is selected. The form contains various fields for work order details, including 'Order', 'Oper./Act.', 'Ctrl key', 'StdTextKey/ShrtText', 'Work ctr', 'Work', 'Person. no', 'Qualifications', and 'Wage data'. The 'Person. no' field is highlighted with a red circle, showing the value '6514'. The 'Qualifications' section has radio buttons for 'Requirements profile (LO)', 'Job', and 'Position'. The 'Wage data' section has fields for 'Wage group', 'Wage Type', and 'Suitability'.

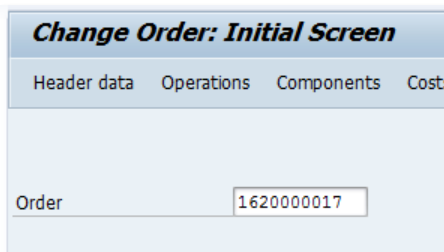
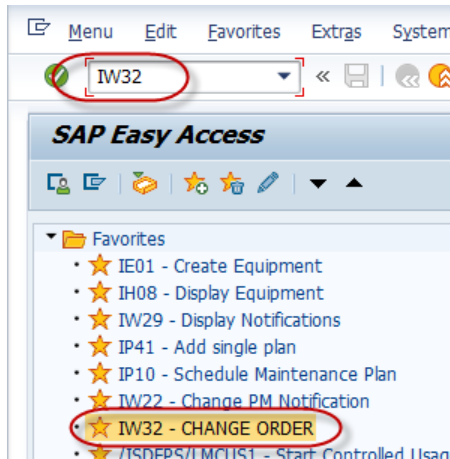
Note: the number must be entered directly; the dropdown cannot be used for this field.


The order can now be saved using , at which time the system will assign it the next available number. However, the order must be released before it can be processed.

Proceed to [step 7](#) for details on releasing and printing the work order.

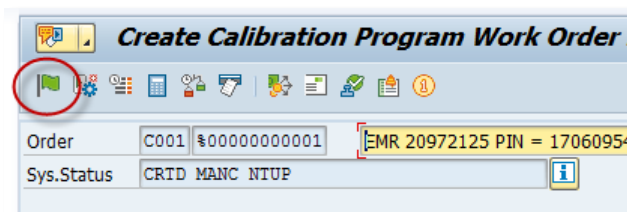
7 Release and print a work order

If you are not already in an unreleased work order, use transaction **IW32** to enter the order in Change mode.




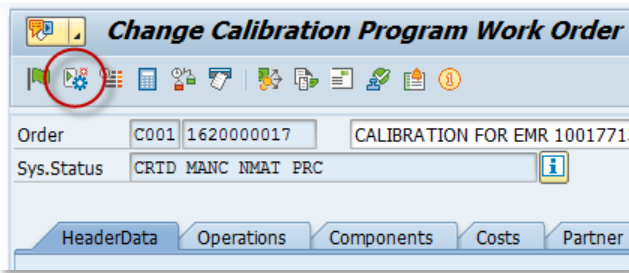
Enter the work order number and press .

To release the order without printing the shop paper, press .

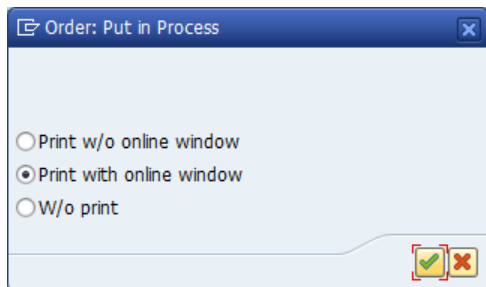


Save the order with  to complete the release.

As an alternative, the order can be released and printed at the same time. To start, click the **Put in process...** icon: .

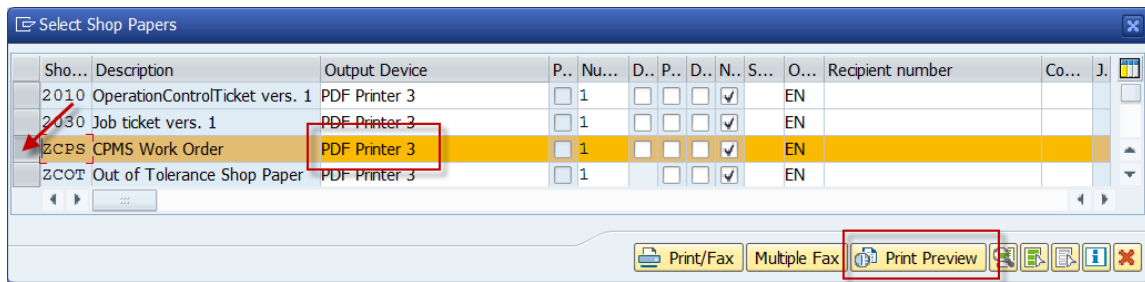



The *Order: Put in Process* window is shown.



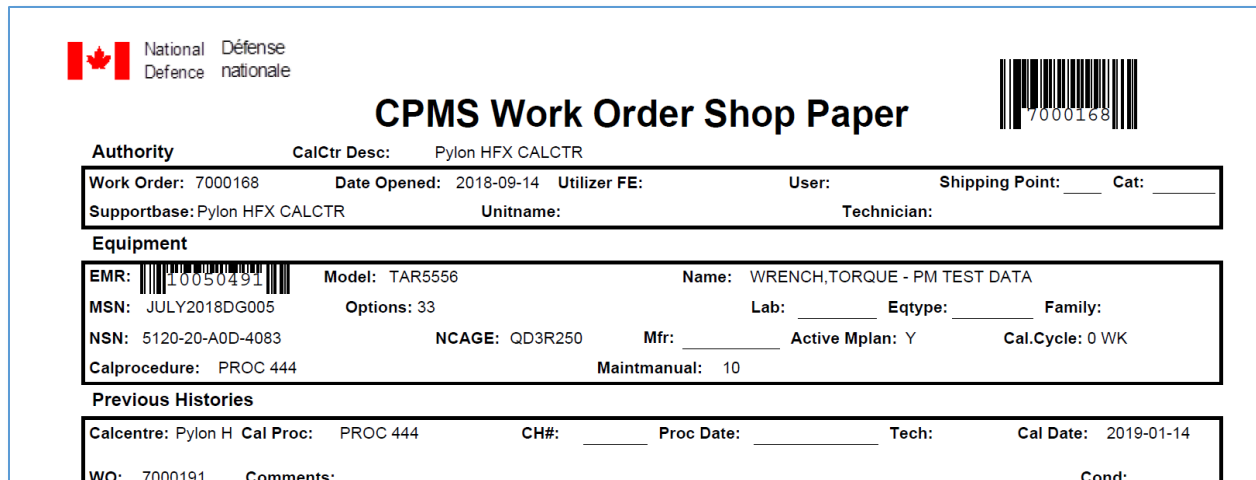
Select “Print with online window” and press  to continue.

The system shows the *Select Shop Papers* window.



- Ensure that only shop paper ZCPS (CPMS Work Order) is selected; you will have to un-select shop paper ZCOT.
- Ensure the **OutputDevice** is set to “PDF Printer 3”.
- To see a preview of the print-out, press  **Print Preview**.

The system will show the preview in a new window:



CPMS Work Order Shop Paper

Authority: _____ CalCtr Desc: Pylon HFX CALCTR

Work Order: 7000168 Date Opened: 2018-09-14 Utilizer FE: _____ User: _____ Shipping Point: _____ Cat: _____

Supportbase: Pylon HFX CALCTR Unitname: _____ Technician: _____

Equipment

EMR: 10050491 Model: TAR5556 Name: WRENCH,TORQUE - PM TEST DATA

MSN: JULY2018DG005 Options: 33 Lab: _____ Eqtype: _____ Family: _____

NSN: 5120-20-A0D-4083 NCAGE: QD3R250 Mfr: _____ Active Mplan: Y Cal.Cycle: 0 WK

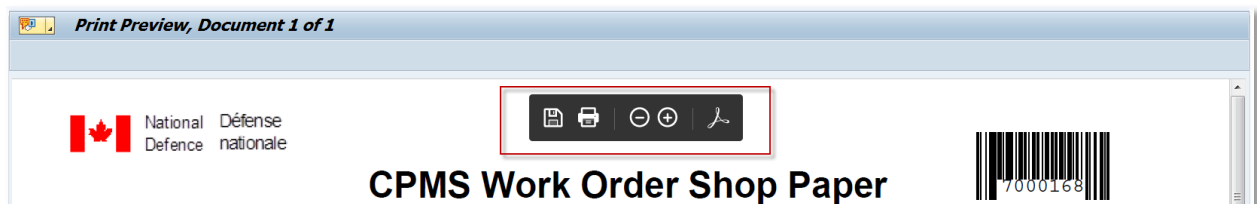
Calprocedure: PROC 444 Maintmanual: 10




Previous Histories

Calcentre: Pylon H Cal Proc: PROC 444 CH#: _____ Proc Date: _____ Tech: _____ Cal Date: 2019-01-14

WO: 7000191 Comments: _____ Cond: _____

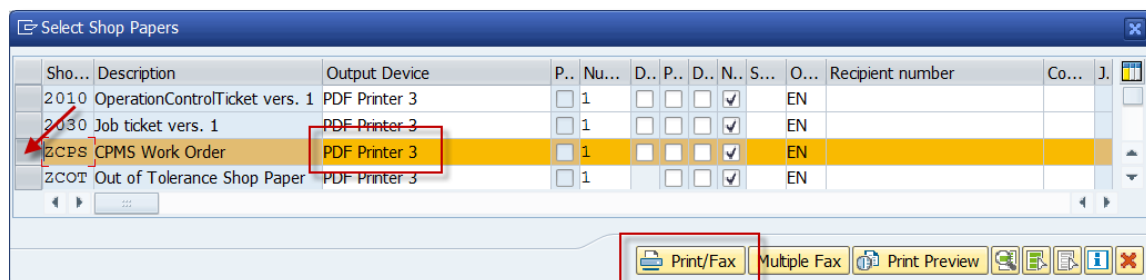
By hovering the cursor near the top of the screen, the following icons are displayed:



-  will save the report.
-  will produce a hard copy.
-  will adjust the zoom percentage of the preview.

Click  to exit the preview.

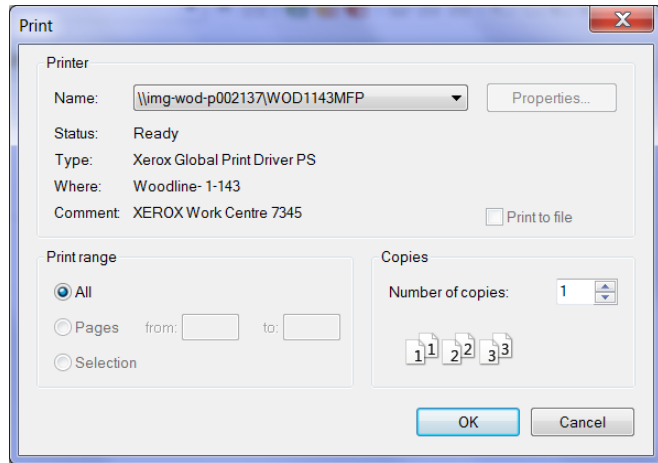
To print a hard copy of the report directly without the Print Preview, proceed as follows:

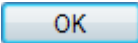


- Ensure that only shop paper ZCPS (CPMS Work Order) is selected; you will have to un-select shop paper ZCOT.
- Ensure the **OutputDevice** is set to “PDF Printer 3”.

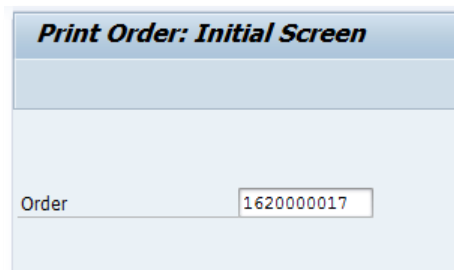
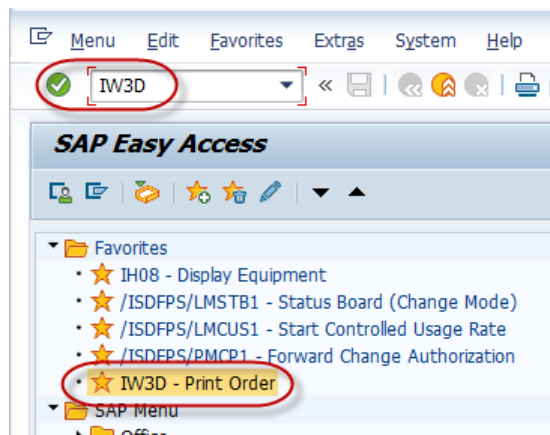
- Press  to produce the print-out.


The system will release the order, save the order and show the standard Windows *Print* window.



Select the appropriate printer for your area and press  to print.

To print an existing released order, use transaction **IW3D**.



Enter the work order number and press .

Note: the order must be released before it can be printed.

The system shows the *Select Shop Papers* window. Proceed as outlined above to produce the ZCPS shop paper.

If you wish to print multiple work orders from a list, refer to job aid [CPMSJA011 - List and Find CPMS Work Orders](#).

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

Record of Changes

PDF Saved Date	Changes
August 28, 2018	New
August 29, 2018	Added instructions for adding a PRT to an operation
August 30, 2018	Added instructions for assigning a personnel number to an operation
October 9, 2018	Added logic for using IW28 to find the open notification
October 11, 2018	Added flow chart; added instructions for creating work order directly; updated all steps to match flow chart
November 1, 2018	Added steps for adjusted the start and end dates on the notification and work order
November 1, 2018	Removed the steps for adding a PRT to the operation (moved to job aid CPMSJA012)
November 16, 2018	Reformatting; added table of contents; added instructions to add text when changing notification dates
November 23, 2018	Added/changed wording re: main work center when creating order from a notification
January 7, 2019	Added steps to enter the correct planning plant when creating a work order directly
February 8, 2019	Re-created the process flow chart to include hot spots
March 29, 2019	Changed order of transactions in "Transaction Codes" area; added hyperlinks to other job aids; changed printing instructions
July 8, 2019	Re-structured table of contents; added instructions for changing the planning plant on the notification before creating a work order
September 20, 2019	Changed link in Process Flow from CPMSJA006 to CPMSJA009; images scrubbed where required