

# 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.

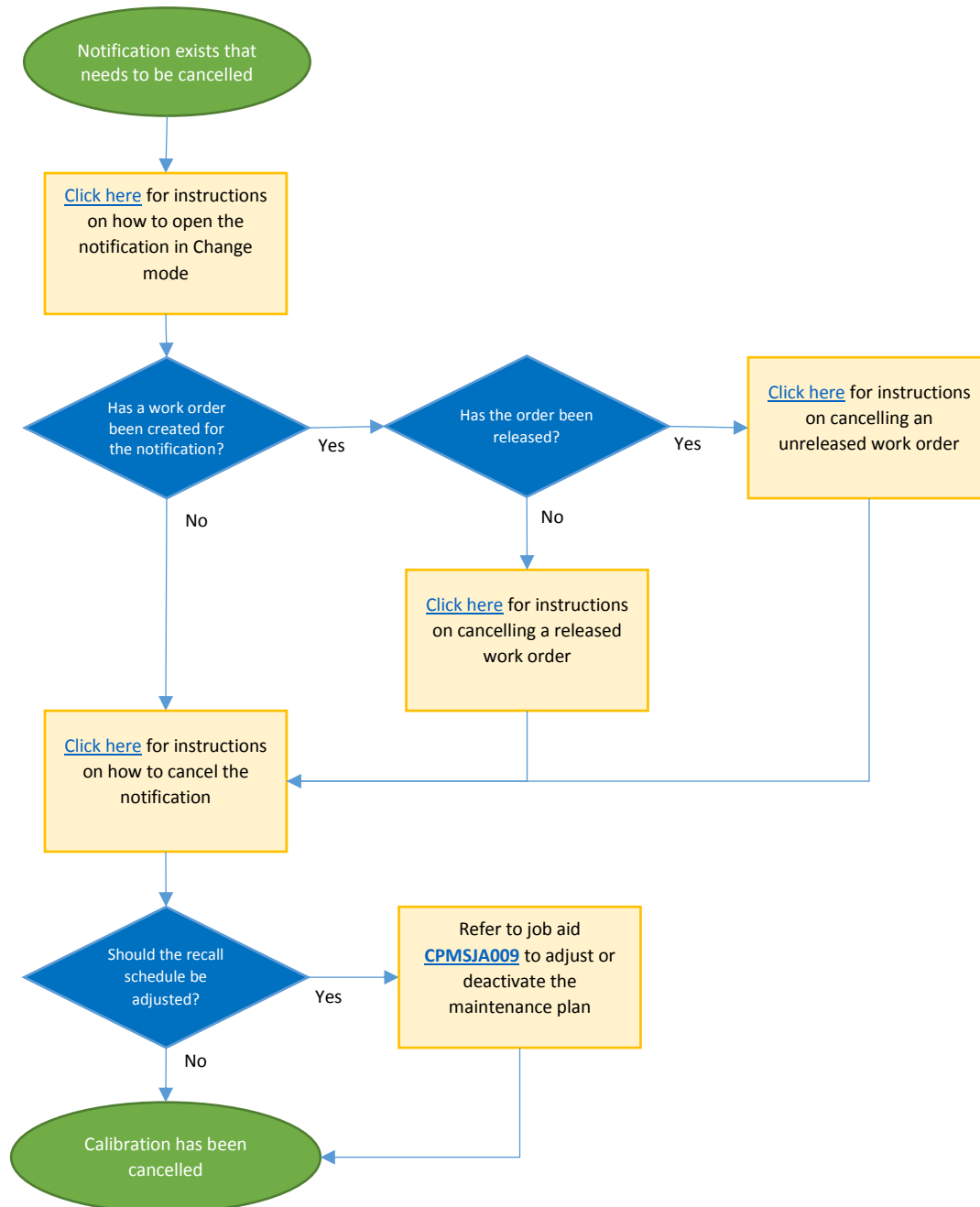
One example of this is when a notification is auto-created for an STTE because it is a member of a family but has a Recall Type of “N” – in this case, the notification will always be cancelled whenever it is called.

Note that cancelling the notification effectively marks it is “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



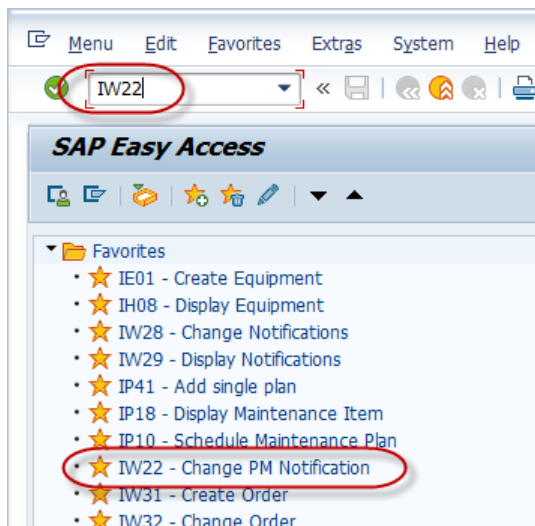
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## Procedure

### 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  C1  


Notific. Status    

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  

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

Notification  C1  

Notific. Status    


Order  

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.


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

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:

Order	C001 7000187	CALIBRATION FOR EMR 10050492
Sys.Status	REL	NMAT PRC SETC

Order	C001 7000137	CALIBRATION FOR EMR 10050487
Sys.Status	CTRD	MANC NMAT PRC

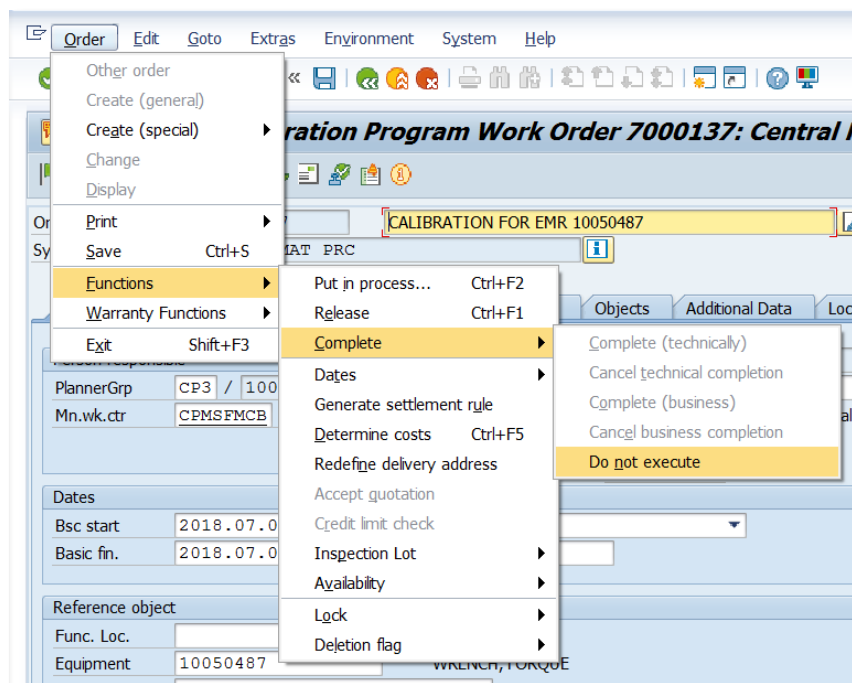
If the order is released (REL), click  to technically complete the order.

The *Complete* pop-up will open.

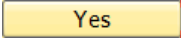
Leave all fields with their default values. Press  to continue.

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.

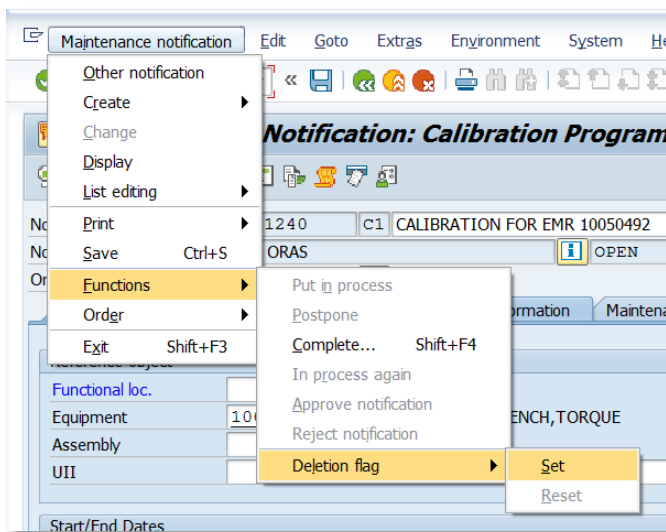
Press  to return the notification in Change mode.

### 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

<b>PDF Saved Date</b>	<b>Changes</b>
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.