**Report**

**Work Orders**

**Outstanding & In Process**

**IW38**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Identify all work orders that are outstanding and/or in process

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2:** Order Selection – a - Common Order Types   
    
  DP01 = Corrective Maintenance  
    
  DP02 = Preventive Maintenance

1. Open Transaction **IW38**
2. *Change PM Orders: Selection of Orders* window opens

Order Status

* 1. <*Check*> one and/or both
     1. Outstanding Field
     2. In Process
  2. <*Uncheck*> both
     1. Completed
     2. Historical

Order Selection

1. Order Type Field – Input four-digit code; leave blank to see all order types. (See note(s))
2. Main work center field – TECHWORK (Always)
3. Plant Field – Input four-digit code (i.e., Alamance = 6001)
4. Date/Range Field – Input a single date or date range  
   (i.e., 01/01/2020, 01/31/2020)
5. <*Click*> **Execute icon** ![A picture containing clipart

   Description automatically generated]()
6. *Change PM Orders: List of Orders* window updates
   1. <*Double-Click*> Work order number to open the Change DPI Corrective/Preventive Maintenance Order {Work order number}: Central Header screen
   2. <*Click*> **Back icon**  (Returns to table)
   3. <*Click*> **Exit icon**  (Returns to main menu)

Updated

02-25-2020