**Cancel**

**Time Confirmations**

**IW45**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Cancel time confirm-ations applied to a work order.   
(TD-18, 30-Day, or PM)

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW45**
2. *Cancel PM Order Confirmation: Initial Screen* window opens
   1. Order Field – Input 11-digit work order number (i.e., 62004721347)
   2. Activity Field (Required/Optional)
      1. Required if canceling time for a single transaction (Go to Step 5)
      2. Optional if canceling multiple time entries
   3. <*Enter*>
3. *Status management: Confirm order* window opens (If work order Teco’d)
   1. <*Click*> **Yes button**
4. *Cancel PM Order Confirmation: Operation Overview* window opens
   1. <*Click*> **Selection icon ** directly below operation code to cancel  
      (This will highlight the line)
   2. <*Click*> Actual Data icon 
5. *Cancel PM Order Confirmation: Actual Data* window opens
   1. <*Click*> **Save icon** 
6. *Change Order Confirmation Text: Language EN* window opens
   1. Text Field – Input the reason for cancellation  
      (i.e., Incorrect employee ID input)
   2. <*Click*> **Back icon** 
7. *Cancel PM Order Confirmation: Initial Screen* window opens

Confirmation appears in the status bar.

* 1. <*Click*> **Continue icon ** (More confirmations to be cancelled); or
  2. <*Click*> **Exit icon** 

Updated

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