**Time Input**

**Work Orders**

**IW41**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Charge time attributed to a work order  
(TD-18, 30-Day, or PM)

Not Applicable

**Website Application:**

**Note(s):**

When entering time for a second technician, repeat the process outlined above from the beginning, selecting only those operations that apply to the second technician.

Warning messages will appear on the Create PM Order Conformation: Initial Screen and Create PM Order Confirmation: Operation Overview screens.

Select Yes in each instance.

1. Open Transaction **IW41**
2. *Enter 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 inputting time for a single transaction (Go to Step 5)
      2. Optional if inputting multiple time entries
   3. <*Enter*>
3. *Status management: Confirm order* window opens (If work order Teco’d)
   1. <*Click*> **Yes button**
4. *Enter PM Order Confirmation: Operation Overview* window opens
   1. <*Select*> Transactions
      1. All <*Click*> **Select All icon**
      2. Multiple <*Ctrl*> + <*Click*> **Selection icon** ****
      3. Single <*Click*> **Selection icon **
   2. <*Click*> Actual Data icon 
5. *Enter PM Order Confirmation: Actual Data* window opens
   1. Personnel Number Field – Input seven-digit employee identification number
   2. Actual Work Field - Input time to complete transaction
   3. Reason Field – Input three-digit code  
      (Code can be easily determined using the **Matchcode icon** A close up of a window

      Description automatically generated for the field)
   4. <*Click*> **Next Operation icon**  (If additional operations)
   5. <*Click*> **Save icon** 
6. *Enter PM Order Confirmation: Initial Screen* window opens

Confirmation appears in the status bar.

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

Updated

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