**30 Day Inspection**

**Review & Print**

**ZIP24**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Review and print  
DP02 Monthly Inspection work orders

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **ZIP24**
2. *Maintenance Scheduling: Selection Criteria* window opens
   1. <*Click*> **Get Variant icon** 
3. *Maintenance Scheduling: Selection Criteria – Find Variant* window opens
   1. Variant Field – Input DPI\*
   2. Created By Field – Remove {username}
   3. <*Click*> **Execute icon** ![A picture containing clipart

      Description automatically generated]()
4. *Maintenance Scheduling: Selection Criteria* ABAP: Variant Directory of Program ZEV\_RIMHI000 window opens
   1. <*Double-Click*> DPI\_MI (Variant Name Column)
5. *Maintenance Scheduling: Selection Criteria* window opens
   1. Maintenance Plant Field – Input four-digit code   
      (i.e., Alamance = 6001)
   2. <*Click*> **Execute icon** ![A picture containing clipart

      Description automatically generated]()
6. *Maintenance Scheduling: Maintenance Scheduling* Overview List window opens

Column Descriptions

**Planned date** (Important) - Due date for inspection to be completed

**Maintenance item description** – Bus inventory number & maintenance schedule

**Order** – Work order

**Due Packages** – Type of Inspection

**Sort Field** (Optional) – Mechanics name, School, etc.

**Work Order Status** – (Important)

* + - CRTD = Created
    - REL = Released
    - TECO = Technically Completed
    - CNF = Confirmed
    - PRT = Printed
    - NMAT = No material components
    - MANC = Material availability not checked
    - PRC = Pre-costed

**Maintenance Plan** – SAP maintenance plan number for each vehicle   
(The schedule for when PM’s are due)

**Equipment** – SAP generated equipment number of vehicles

Updated

01-13-2020

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Not Applicable

**Website Application:**

**Note(s):**

* **Step 8d** - “REL” will automatically display in the System Status column for each work order released
* **Step 8h** - “PRT” will automatically display in the System Status column for each work order printed

1. *Maintenance Scheduling: Maintenance Scheduling* Overview List window opens

Make Selection

**Select Individually**

* + <*Click*> **Select icon**  to the left of the row. Select multiple rows by holding <*Ctrl*> key and clicking; or

**Select Group**

* + <*Click*> Select icon  of the top-left of the group
  + Hold <*Shift*> key
  + <*Click*> Select icon  of the bottom-left of the group; or

**Select All**

* <*Click*> **Select All icon** 

1. <*Click*> **Environment** (Top menu)
2. <*Click*> **Orders**
3. *Change PM Orders: List of Orders* window opens
4. <*Click*> **Select All icon** 
5. <*Click*> **Change Display icon** 
6. <*Click*> **Release order icon** 
7. <*Click*> **Update icon**  (See Note(s))
8. <*Click*> **Select All icon** 
9. <*Click*> **Order** (Top menu)
10. <*Click*> **Print Order**
11. <*Click*> **Update icon**  (See Note(s))
12. <*Click*> **Back icon** 
13. <*Click*> **Exit icon** A picture containing clipart

    Description automatically generated (Twice)

Updated

01-13-2020