**Reopen a Teco’d**

**Work Order**

**IW32**

 Dept. of Public Instr.

Transportation

**Procedure:**

Reopen a work order that was accidently or pre-maturely Teco’d

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW32**
2. *Change Order: Initial Screen* window opens
	1. Order Field – Input work order number
	2. <*Click*> **Continue icon** 
3. *Change DPI Corrective Maintenance {Work Order}: Central Header* window opens
	1. <*Click*> **Order** (Top Menu)
	2. <*Click*> **Functions**
	3. <*Click*> **Complete**
	4. <*Click*> **Cancel technical Completion**
	5. <*Click*> **Goto** (Top Menu)
	6. <*Click*> **Notification**
4. *Display PM Notification: DPI Maint Request* window opens
	1. <*Click*> **In process again button**
	2. <*Click*> **Back icon** 
5. *Change DPI Corrective Maintenance {Work Order}: Central Header* window opens
	1. <*Click*> **Save icon** 

Tip: Use transaction ZIW32\_DPI to make necessary changes.

 Return to transaction IW32 to Teco workorder.

* **Order** (Top Menu)
* **Functions**
* **Complete**
* **Complete (Technically))**

Updated

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