**New Bus Prep**

**Technically complete**

**IW32**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Technically complete DP07 New Bus Preparation work orders

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW32**
2. *Change Order: Initial Screen* window opens
   1. Order Field – Input 11-digiti New Bus Prep work order number   
      (i.e., 67000021301)
   2. <*Enter*>
3. *Change DPI New Vehicle Prep {Work Order}: Central Header* window opens
   1. <*Click*> **Order** (Top Menu)
   2. <*Click*> **Functions**
   3. <*Click*> **Complete**
   4. <*Click*> **Complete (technically)**
4. *Change DPI New Vehicle Prep {Work Order}: Central Header – Complete* window opens
   1. Reference date – Input date of completion
   2. <*Click*> **Continue icon** 
   3. <*Click*> **Save icon** 

Updated

01-10-2020