**Equipment Data**

**Update/Change**

**ZIE02D**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Update or Change the fields of:

* Sort
* Room
* Address
* License Plate #

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2** – If the vehicle equipment is unknown:
* <*Click*> within the equipment field
* <*Click*> **Match code icon** A close up of a window

  Description automatically generated
* *Display Equipment: Equipment Selection* window opens
* Inventory number Field – Input inventory number
* <*Click*> Execute icon ![A picture containing clipart

  Description automatically generated]()

1. Open Transaction **ZIE02D**
2. *Change Equipment: Initial Screen* window opens
   1. Equipment Field – Input vehicle’s SAP assigned number.
   2. <*Enter*>
3. *Change Equipment: General* window opens
4. <*Click* > Location Tab

**Items that may be changed**

* + 1. Room Field - Account Billing Designator for Local Vehicles or separating City Schools buses from County.   
         
       Limit use of this field on yellow buses to City School System names or numbers only.
    2. Sort Field – Used to record Mechanic name/ID #, Division, or Location.

1. <*Click* > Fleet Info Tab

**Items that may be changed**

1. License Plate Field – Input the license plate of vehicle. Do not enter spaces or dashes. (i.e., 19266S or 93833R)
2. <*Click*> **Save icon** 

Updated

12-06-2019