**Reports**

**Work Order(s)**

**Maintenance Plan(s) – Active/Inactive**

**IE03**

 Dept. of Public Instr.

Transportation

**Procedure:**

Verify if maintenance plan(s) exist; if so are they active or inactive

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3:**
1. Open Transaction **IE03**
2. *Display Equipment: Initial Screen* window opens
3. Equipment Field
	1. Input the SAP assigned equipment number (Go to Step 4), or
	2. Use the **Matchcode icon**  to select the appropriate number
4. *Display Equipment: Equipment Selection* window opens (See note(s))

General Data Section

* 1. Inventory number Field – Input the SAP inventory number
	2. < *Click*> **Execute icon** 
1. *Display Equipment:* window opens
	1. <*Click*> **Continue icon** 
2. *Display Equipment: General* window opens
	1. <*Click*> Environment (Top Menu)
	2. <*Click*> Maintenance Items
3. *Display Maintenance Item: Selection Criteria* window opens
4. <*Click*> **Execute icon** 
5. *Display Maintenance Plan: Maintenance Plans Selected* window opens

Tip: This screen will display all Maintenance Plan Descriptions and the status of each Plan.

If the System Status contains INAC; it indicates the Maintenance Plan is inactive.

1. <*Click*> **Exit icon** 

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