**30 Day Inspection**

**Input**

**ZIW32\_DPI**

 Dept. of Public Instr.

Transportation

**Procedure:**

Input of work order data for 30 Day Inspection(s)

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3e** - DO NOT LIST REPAIR PARTS Form TD-18 is appropriate form for reporting repairs and associated parts.
1. Open Transaction **ZIW32\_DPI**
2. *Change Order (DPI): Initial Screen* window opens
	1. Order Field – Input work order number of 30-Day Inspection
	2. <*Click*> **Continue icon** 
3. *Change Order* window opens
	1. Top Operation Field - Input vehicle mileage at the time of work order completion

Operations/Labor Confirmation

* 1. Personnel Number Field – Input seven-digit employee identification assigned by DOT
	2. Actual Work Field – Input time required to complete operation
	3. Reason Field – Input 006 (Inspection)

Materials Used (Fluids Only!) (See Note(s))

* 1. Material Field – Input nine-digit DOT number (i.e., Oil = 159000049)
	2. Requirement Quantity Field – Input quantity of fluid used
	3. Activity Field – Input transaction code for which fluid is used
	4. Plant Field – Input four-digit code (i.e., Alamance = 6001)
	5. Storage Local Field – Input four-digit code (i.e., Alamance = 8001)
	6. Unit of Measure Field – Select measurement
	7. <*Click*> **Save icon** 
	8. <*Click*> **Technically Complete icon** 
1. *Change Order - Complete* window opens
	1. Reference Date Field – Input date; if other than default
	2. <*Click*> **Continue icon** 
2. *Change Order – Change Order: Display messages* window opens
	1. <*Click*> **Continue icon** 
	2. <*Click*> **Exit icon** 

Updated

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