**30 Day Inspection**

**Input**

**ZIW32\_DPI**

A yellow school bus

Description automatically generated 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** A picture containing clipart

      Description automatically generated

Updated

01-15-2020