**Reopen a Teco’d**

**Work Order**

**IW32**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Reopen a work order that was accidently or pre-maturely Teco’d

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW32**
2. *Change Order: Initial Screen* window opens
   1. Order Field – Input work order number
   2. <*Click*> **Continue icon** 
3. *Change DPI Corrective Maintenance {Work Order}: Central Header* window opens
   1. <*Click*> **Order** (Top Menu)
   2. <*Click*> **Functions**
   3. <*Click*> **Complete**
   4. <*Click*> **Cancel technical Completion**
   5. <*Click*> **Goto** (Top Menu)
   6. <*Click*> **Notification**
4. *Display PM Notification: DPI Maint Request* window opens
   1. <*Click*> **In process again button**
   2. <*Click*> **Back icon** 
5. *Change DPI Corrective Maintenance {Work Order}: Central Header* window opens
   1. <*Click*> **Save icon** 

Tip: Use transaction ZIW32\_DPI to make necessary changes.

Return to transaction IW32 to Teco workorder.

* **Order** (Top Menu)
* **Functions**
* **Complete**
* **Complete (Technically))**

Updated

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