**New Bus Prep**

**Select & Print**

**IW38**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Select and print   
DP07 New Bus Preparation work orders

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3:** If there is only one New Bus Prep work order to process this screen will not display. The software will automatically open to the work order.

1. Open Transaction **IW38**
2. *Change PM Orders: Selection of Orders* window opens
   1. Outstanding Field - <*Uncheck*>
   2. In process Field - <*Check*>
   3. Order Type Field – Input DP07
   4. Main work center Field – Input Techwork
   5. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   6. Period Field(s) – Remove dates
   7. <*Click*> **Execute icon** 
3. *Change PM Orders: List of Orders* window opens
   1. <*Click*> Select Block icon  next to the New Bus Prep work order. If multiple lines are required to be selected hold down the <*CTRL*> key while clicking the additional lines. (See Note(s))
   2. <*Click*> **Details icon** 
4. *Change DPI New Vehicle Prep {Work Order}: Central Header* window opens
   1. <*Click*> **Extras** (Top Menu)
   2. <*Click*> **Task List Selection**
   3. <*Double-Click*> **General task lists**
5. *Display Task Lists: Task List Selection* window opens
   1. Group Field – Input DPIPREP
   2. <*Click*> Execute icon 
6. *Change DPI New Vehicle Prep {Work Order}: Operation Overview* window opens
7. <*Click*> Operations Tab
8. <*Click*> **Select Block icon**  (To the left of transaction 0010)
9. <*Click*> **Delete row icon**
10. *Confirmation Prompt* window opens
11. <*Click*> **Yes button**

(Continued on next page)

Updated

01-10-2020

**New Bus Prep**

**Select & Print**

**IW38**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Select and print   
DP07 New Bus Preparation work orders

**New Bus Prep**

**Select & Print**

**IW38**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Select and print   
DP07 New Bus Preparation work orders

Not Applicable

**Website Application:**

**Note(s):**

1. *Change DPI New Vehicle Prep {Work Order}: Operation Overview* window opens
   1. Transaction 0020 Plant Field (And any others) – Replace 6000 with the correct four-digit plant code.
   2. <*Click*> Save icon 
2. *Change DPI New Vehicle Prep {Work Order}: Central Header* window opens
3. <*Click*> **Order** (Top Menu)
4. <*Click*> **Print**
5. <*Click*> **Order**
6. *Change DPI New Vehicle Prep {Work Order}: Central Header* window opens
7. <*Click*> **Print/Fax button** 
8. <*ESC*> Twice

Updated

01-10-2020

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3:** If there is only one New Bus Prep work order to process this screen will not display. The software will automatically open to the work order.

1. Open Transaction **IK38**
2. *Change PM Orders: Selection of Orders* window opens
   1. Outstanding Field - <*Uncheck*>
   2. In process Field - <*Check*>
   3. Order Type Field – Input DP07
   4. Main work center Field – Input Techwork
   5. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   6. Period Field(s) – Remove dates
   7. <*Click*> **Execute icon** 
3. *Change PM Orders: List of Orders* window opens
   1. <*Click*> Select Block icon  next to the New Bus Prep work order. If multiple lines are required to be selected hold down the <*CTRL*> key while clicking the additional lines. (See Note(s))
   2. <*Click*> **Details icon** 
4. *Change DPI New Vehicle Prep {Work Order}: Central Header* window opens
   1. <*Click*> **Extras** (Top Menu)
   2. <*Click*> **Task List Selection**
   3. <*Double-Click*> **General task lists**
5. *Display Task Lists: Task List Selection* window opens
   1. Group Field – Input DPIPREP
   2. <*Click*> Execute icon 
6. *Change DPI New Vehicle Prep {Work Order}: Operation Overview* window opens
   1. <*Click*> Operations Tab
   2. <*Click*> **Select Block icon**  (To the left of transaction 0010)
   3. <*Click*> **Delete row icon**
7. *Confirmation Prompt* window opens
8. <*Click*> **Yes button**

(Continued on next page)

Updated

01-10-2020