**Preventative Maintenance**

**Review & Print**

**ZIP24**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Review and print  
DP02 Preventative Maintenance work orders

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **ZIP24**
2. *Maintenance Scheduling: Selection Criteria* window opens
   1. <*Click*> **Get Variant icon** 
3. *Maintenance Scheduling: Selection Criteria – Find Variant* window opens
   1. Variant Field – Input DPI\*
   2. Created By Field – Remove {username}
   3. <*Click*> **Execute icon** ![A picture containing clipart

      Description automatically generated]()
4. *Maintenance Scheduling: Selection Criteria* ABAP: Variant Directory of Program ZEV\_RIMHI000 window opens
   1. <*Double-Click*> DPI\_PM (Variant Name Column)
5. *Maintenance Scheduling: Selection Criteria* window opens
   1. Maintenance Plant Field – Input four-digit code   
      (i.e., Alamance = 6001)
   2. <*Click*> **Execute icon** ![A picture containing clipart

      Description automatically generated]()
6. *Maintenance Scheduling: Maintenance Scheduling* Overview List window opens

Column Descriptions

**Maintenance item description Field** – SAP inventory number & maintenance schedule

**Order** **Field** – Work order

**Due Packages Field** – Inspection type

**Sort Field** (Optional) – Mechanics name, School, etc.

**Counter Reading Field** – Mileage at time of refueling

**Next Plan Count Reading Field** –Counter reading before the PM is late

**Total Count Reading Field** – Total miles (includes vehicles with odometer replacements and odometers which have rolled over)

**Difference Field** – Difference between the last mileage entered (Counter Reading) and the mileage when the vehicle will be due a PM (NxtPlan CountReading field).

(*Continued on next page*)

Updated

01-14-2020

**Procedure:**

Review and print  
DP02 Monthly Inspection work orders

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**30 Day Inspection**

**Review & Print**

**ZIP24**

Updated

01-13-2020

Column Descriptions (Continued)

**Work Order Status** – (Important)

* + - CRTD = Created
    - REL = Released
    - TECO = Technically Completed
    - CNF = Confirmed
    - PRT = Printed
    - NMAT = No material components
    - MANC = Material availability not checked
    - PRC = Pre-costed

**Maintenance Plan** – SAP maintenance plan number for each vehicle   
(The schedule for when PM’s are due)

**Equipment** – SAP generated equipment number of vehicles

1. *Maintenance Scheduling: Maintenance Scheduling* Overview List window opens

Make Selection

**Select Individually**

* + <*Click*> **Select icon**  to the left of the row. Select multiple rows by holding <*Ctrl*> key and clicking; or

**Select Group**

* + <*Click*> Select icon  of the top-left of the group
  + Hold <*Shift*> key
  + <*Click*> Select icon  of the bottom-left of the group; or

**Select All**

* <*Click*> **Select All icon** 

1. <*Click*> **Environment** (Top menu)
2. <*Click*> **Orders**
3. *Change PM Orders: List of Orders* window opens
4. <*Click*> **Select All icon** 
5. <*Click*> **Change Display icon** 
6. <*Click*> **Release order icon** 
7. <*Click*> **Update icon**  (See Note(s))
8. <*Click*> **Select All icon** 
9. <*Click*> **Order** (Third Menu)

**Note(s):**

* **Step 8d** - “REL” will automatically display in the System Status column for each work order released

**Website Application:**

Not Applicable

**Procedure:**

Review and print  
DP02 Monthly Inspection work orders

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**30 Day Inspection**

**Review & Print**

**ZIP24**

Updated

01-13-2020

1. *Display DPI Preventative Maintenance Order {Work Order}: Central Header* List window opens
2. <*Click*> **Order** (Top Menu)
3. <*Click*> **Print**
4. <*Click*> **Order**
5. *Display DPI Preventative Maintenance Order {Work Order}: Central Header Select Shop Papers* window opens
6. <*Click*> Select icon  (Left of Maintenance Order – To select)
7. <*Click*> Select icon  (Left of DPI 30 Day Inspection – To unselect)
8. <*Click*>  (See Note(s))
9. *Change PM Orders: List of Orders* window opens
10. <*Click*> **Update icon**  (See Note(s))
11. <*Click*> **Back icon** 
12. <*Click*> **Exit icon** A picture containing clipart

    Description automatically generated (Twice)

**Note(s):**

* Repeat as necessary
* **Step 11a** - “PRT” will automatically display in the System Status column for each work order printed

**Website Application:**

Not Applicable