

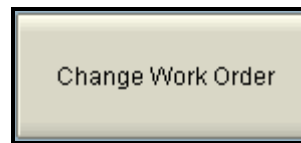
Process: This process is used to change a stock or non-stock component on a Work Order. If the order number is not known, you can use transaction IW38 Order List Change to skip the first steps which will take you to the Selection of Orders screen. From here, you will be able to click the Execute icon to display the List of Orders screen, where you can select the order and continue through the rest of the steps.

Role: Plant Maintenance User

Frequency: When needed

BEGINNING STEPS

Click on the **Change Work Order** button



CHANGE ORDER: INITIAL SCREEN

Enter the work order number into the **Order** field



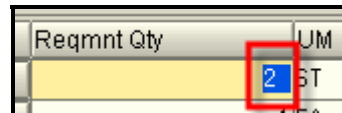
Click on the **Components** button located on the **Application Toolbar**



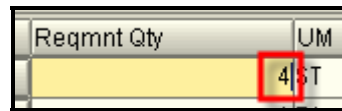
CHANGE CORRECTIVE: COMPONENT OVERVIEW

To change Quantity of a Component:

Delete the amount in the **Reqmnt Qty** (Quantity) field by highlighting it and pressing the **Delete** key



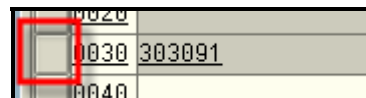
Enter the new quantity in the **Reqmnt Qty** field



CHANGE CORRECTIVE: COMPONENT OVERVIEW

To change the Component:

Click on the **Select** icon located to the left of the stock or non-stock component you want to change



Caution: Make sure no other components you wish to keep are highlighted; if they are highlighted, you will delete them also

Click on the **Delete Row** icon



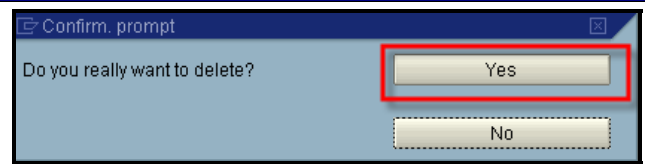
The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

CONFIRM. PROMPT

Click on the **Yes** button



CHANGE CORRECTIVE: COMPONENT OVERVIEW

To add the new Component:

In the **Component** field enter the 6-digit IRIS material number or use the **Possible Entries** icon to search

Item	Component	Des
0020	303091	LOC
0030		

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