Facilities Work Order Attachments
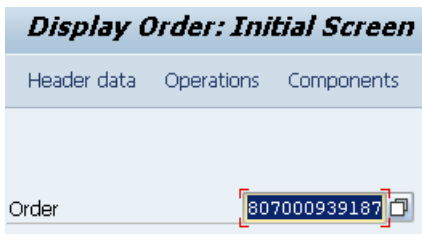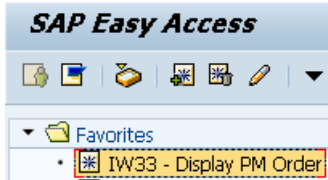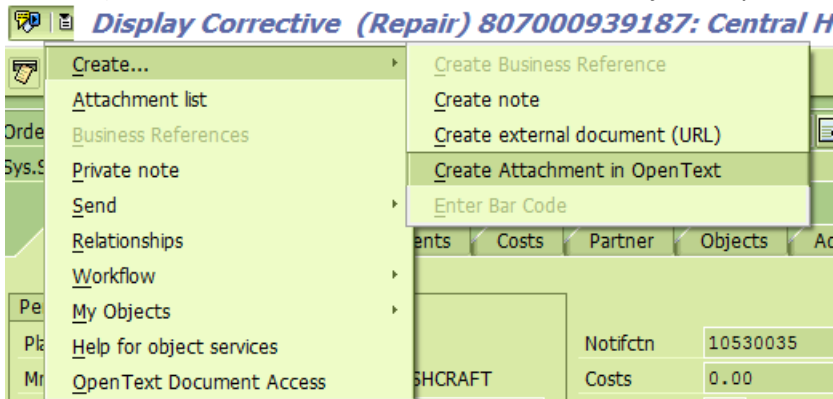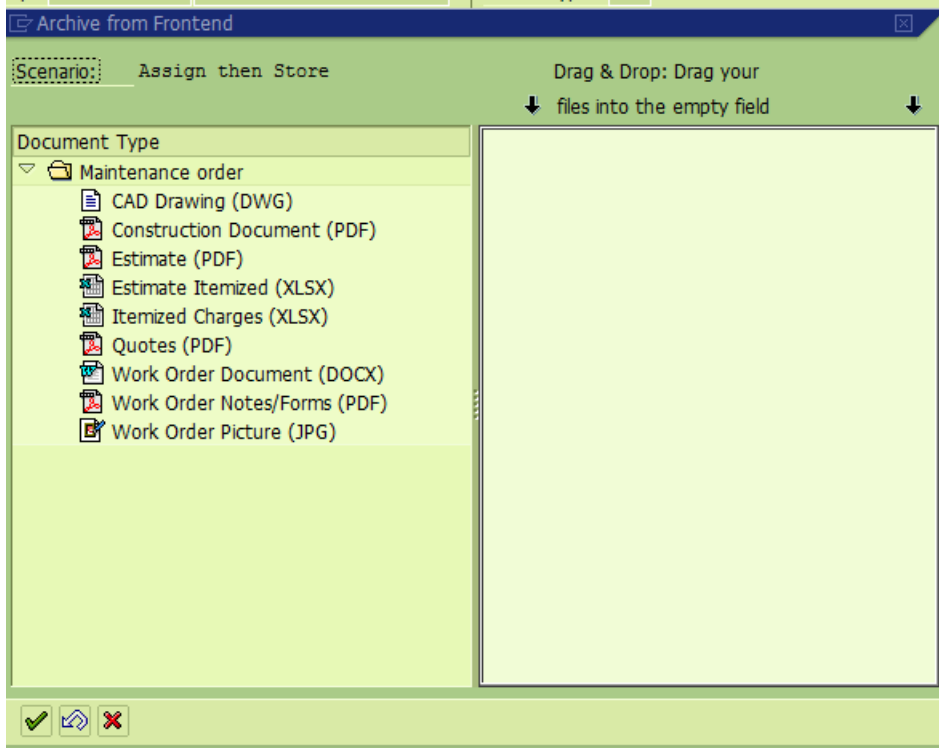**Work Instructions**

1   Work with Attachments in the IW32 or IW33 transaction
1.1   Access Order
        Select or enter the t-code IW32 or IW33
        Enter Order information and press Enter

SAP Easy Access

▾ 🗁 Favorites
    ▪ ✳ IW33 - Display PM Order

Display Order: Initial Screen

Header data   Operations   Components

Order   807000939187

1.2   Display Screen to Add Attachment
        Click the Create->Create Attachment in OpenText menu option from the Services for Object button
   (For certain orders, the Maintenance order object may need to be selected)

Display Corrective (Repair) 807000939187: Central H

Create...	▶	Create Business Reference
Attachment list		Create note
Business References		Create external document (URL)
Private note		Create Attachment in OpenText
Send	▶	Enter Bar Code
Relationships		ents Costs Partner Objects Ad
Workflow	▶	
My Objects	▶	
Help for object services		Notifctn 10530035
OpenText Document Access		Costs 0.00

1.3 Create Attachment

Select the document type to be attached by clicking the icon to the left of the document type description

Drag and drop one or more files of the correct type into the empty field to the right of the document type descriptions

OR
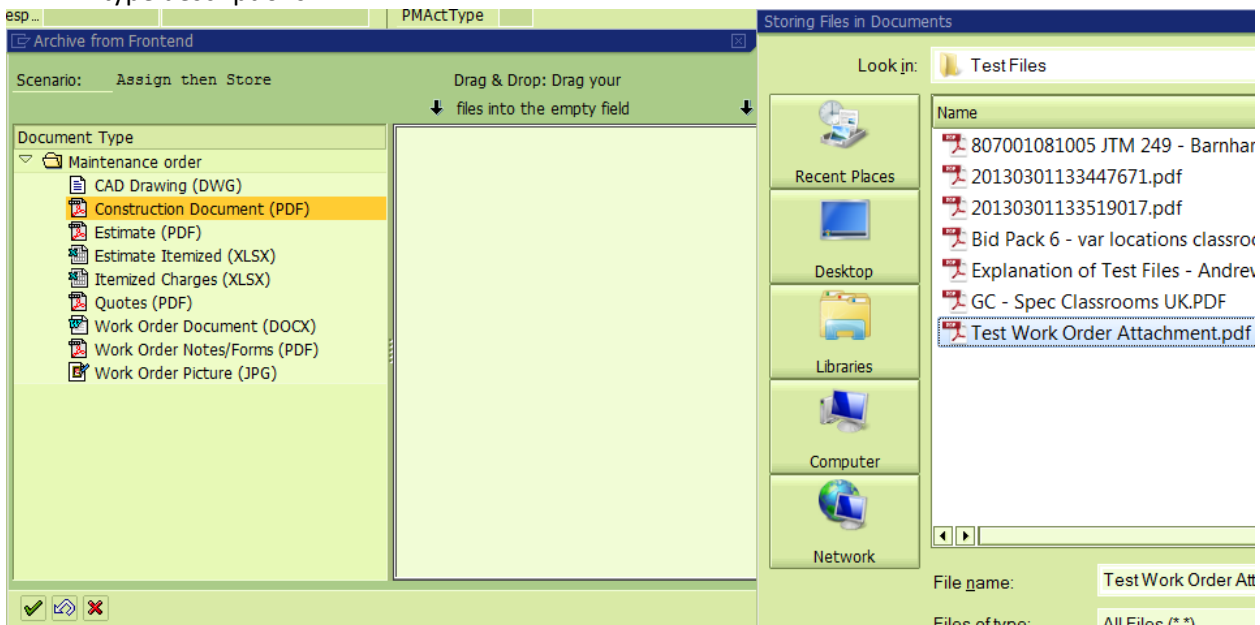
Double-click the icon the left of the document type description to browse for the file

Display Corrective (Repair) 807000939187: Central Header

Order	REPR 807000939187	H836 & 842 needs dry erase boards instal		
Sys.Status	TECO NMAT PRC SETC		DON	

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Con

Person responsible

PlannerGrp	/ UK10	Notifctn	10530035
Mn.wk.ctr	11693 / MPPD TONY ASHCRAFT	Costs	0.00 USD
Person resp...		PMActType	

Dates

Bsc start

Basic fin.

Referenc

Func. Lo

Eq

As

Archive from Frontend

Scenario:	Assign then Store	Drag & Drop: Drag your
		⬇ files into the empty field ⬇

Document Type

▽ 📁 Maintenance order
　　📄 CAD Drawing (DWG)
　　Construction Document (PDF)
　　Estimate (PDF)
　　Estimate Itemized (XLSX)

Storing Files in Documents

Look in: 📁 Test Files

Name	Date modified
📄 807001081005 JTM 249 - Barnhart Building Separate 247 ...	3/1/2013 1:55 PM
📄 20130301133447671.pdf	3/1/2013 1:44 PM
📄 20130301133519017.pdf	3/1/2013 1:44 PM
📄 Bid Pack 6 - var locations classrooms.pdf	3/1/2013 1:30 PM
📄 Explanation of Test Files - Andrew Email.pdf	3/1/2013 3:38 PM
📄 GC - Spec Classrooms UK.PDF	3/1/2013 1:30 PM
📄 Test Work Order Attachment.pdf	3/1/2013 11:32 AM

Recent Places

Desktop

Libraries

Computer

Network

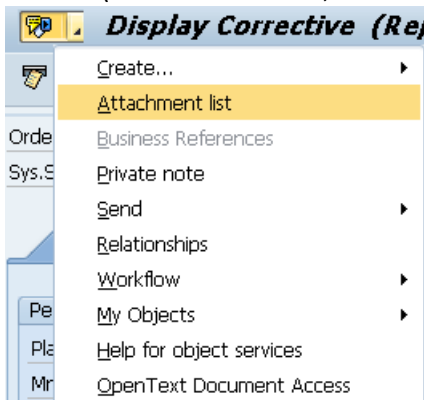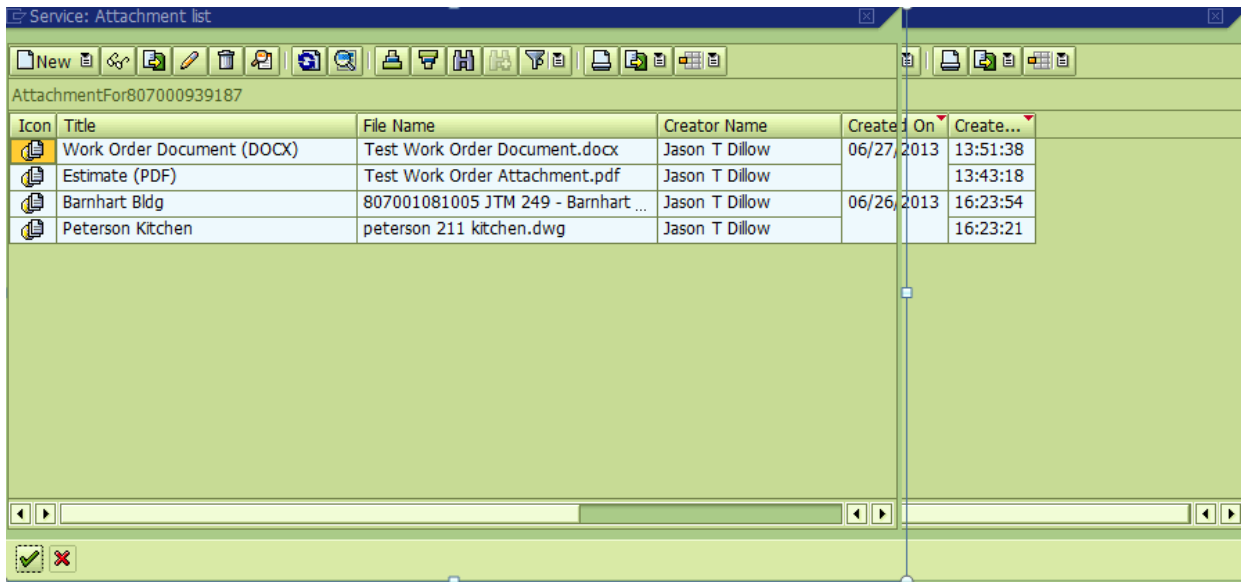| File name:	Test Work Order Attachment.pdf	Open
Files of type:	All Files (*.*)	Cancel
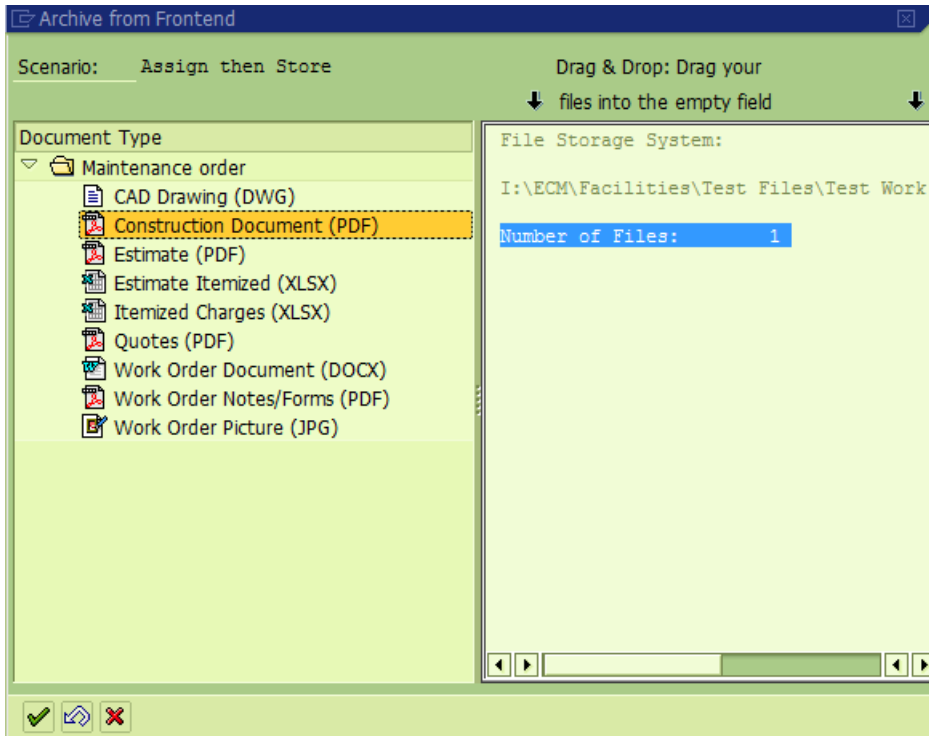
1.4   View Attachment List

Click the green check in the bottom right to close the Archive from Frontend screen
Click the Attachment List menu option from the Services for Object button
(For certain orders, the Maintenance order object may need to be selected)

1.5   Open an Attachment

Double-click anywhere in the row of the attachment to open OR select the attachment and click the
Display button

Icon	Title	File Name	Creator Name	Created On	Create...
	Work Order Document (DOCX)	Test Work Order Document.docx	Jason T Dillow	06/27/2013	13:51:38
	Estimate (PDF)	Test Work Order Attachment.pdf	Jason T Dillow		13:43:18
	Barnhart Bldg	807001081005 JTM 249 - Barnhart ...	Jason T Dillow	06/26/2013	16:23:54
	Peterson Kitchen	peterson 211 kitchen.dwg	Jason T Dillow		16:23:21

1.6   Add Attachment from Attachment List
Select the document type to be attached by clicking the icon to the left of the document type description
Click New->Create Attachment in OpenText
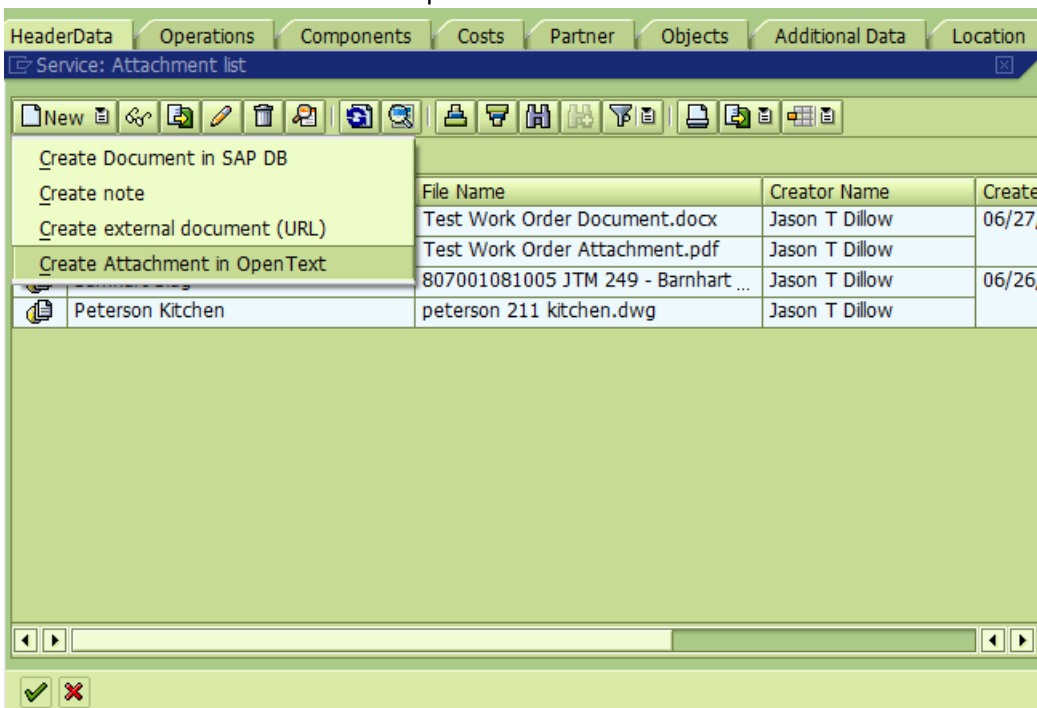
Drag and drop one or more files of the correct type into the empty field to the right of the document type descriptions. Or double-click the icon the left of the document type description to browse for the file
(See step 1.3)

Please Note: When typing an "optional" description of the document, this text field will overwrite the document type description (I.E. Construction Document (PDF)). Leave it blank if you wish to leave the document type category visible on the list of attachments.
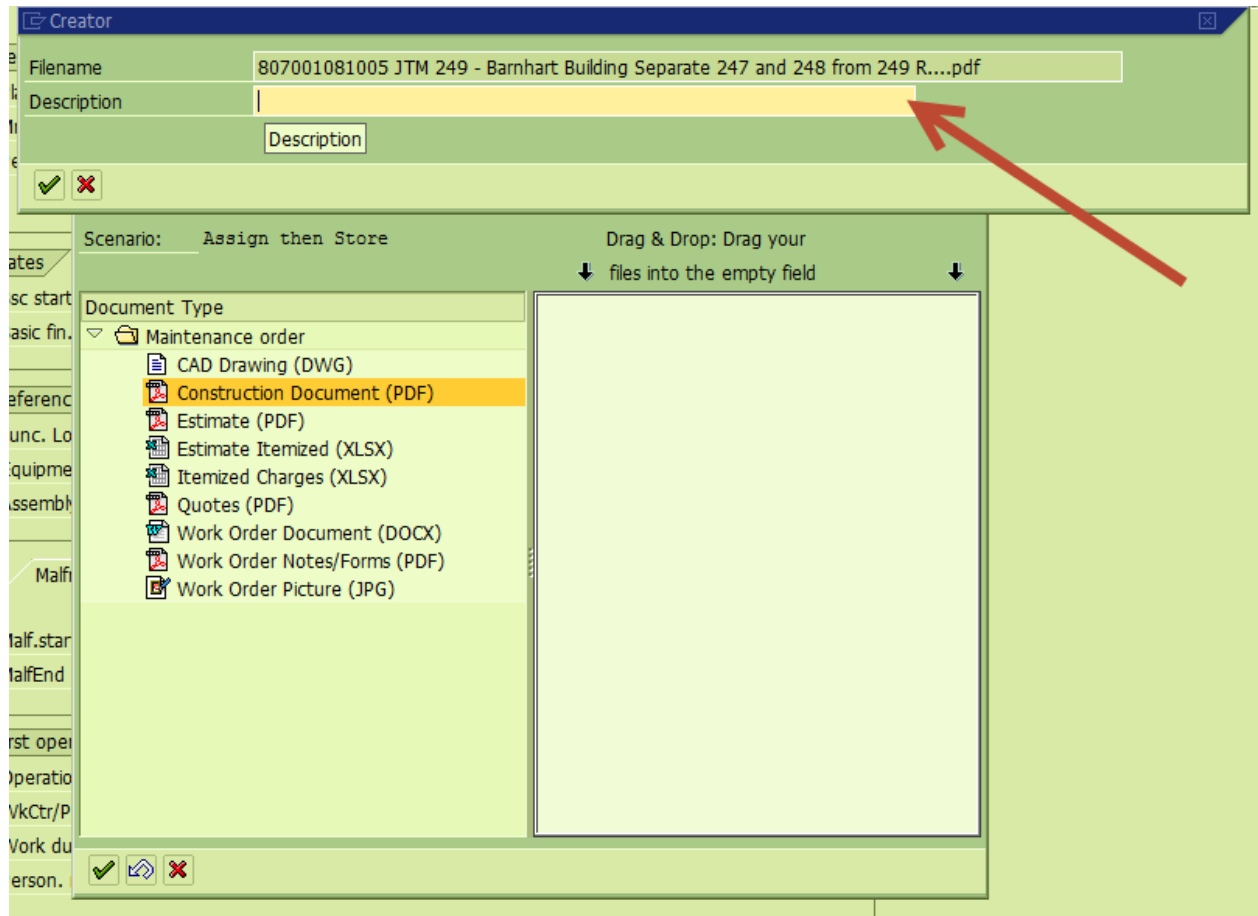
1.7 Delete from Attachment List
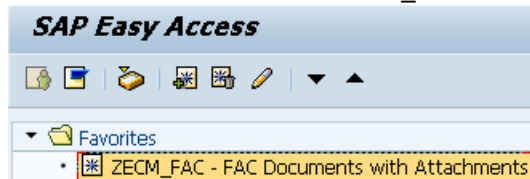Select an attachment and click the Delete icon OR right-click and choose the Delete menu option
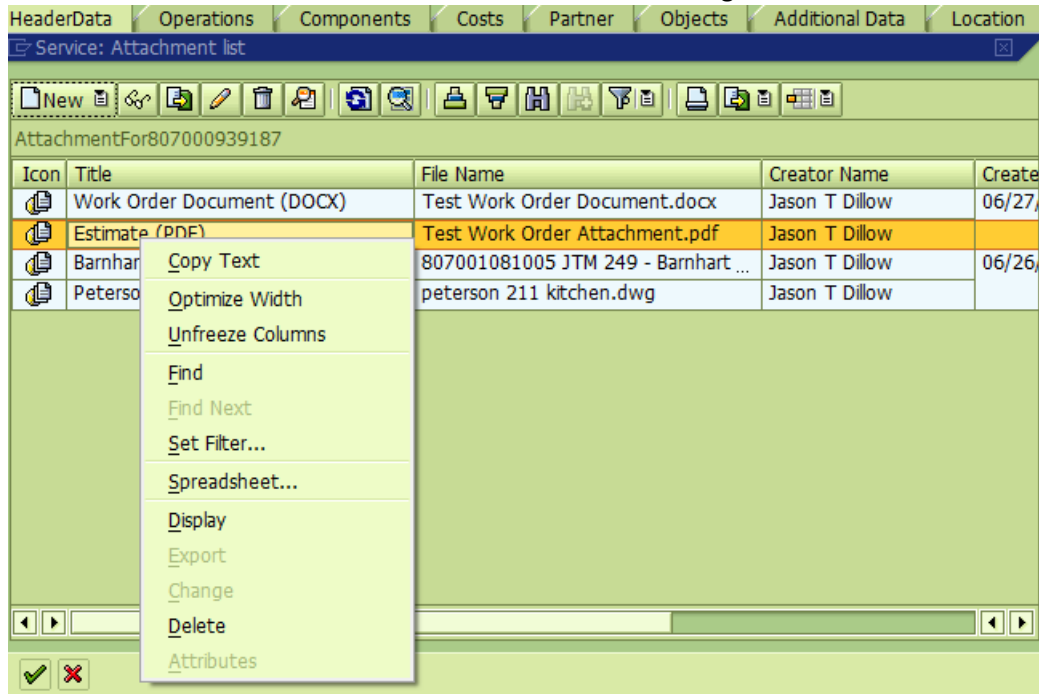
Click Yes when prompted to Delete link
Click Yes when prompted to Delete Archived Document

2 Work with Attachments in the Central Facilities Work Order Attachments View
2.1 Access the Facilities Work Orders Central View
Select or enter the ZECM_FAC t-code

2.2 Enter selection criteria in the available fields (single, multiple, and range)

Selection Facilities Work Orders

Main Work Center	11693	to		
Plant for Work Center	mppd	to		
Order Number	807000939187	to		
Order Type		to		
Functional Location		to		
Created on		to		
Entered by		to		
Basic Start Date		to		
Basic Finish Date		to		
Equipment Number		to		
Maintenance Activity Type		to		
Notification		to		

Execute (F8)

Facilities Work Orders

Facilities Work Orders
▸ 🗀 Company Code: UK00

Expand the view or highlight Company Code and click the Expand All button ▽
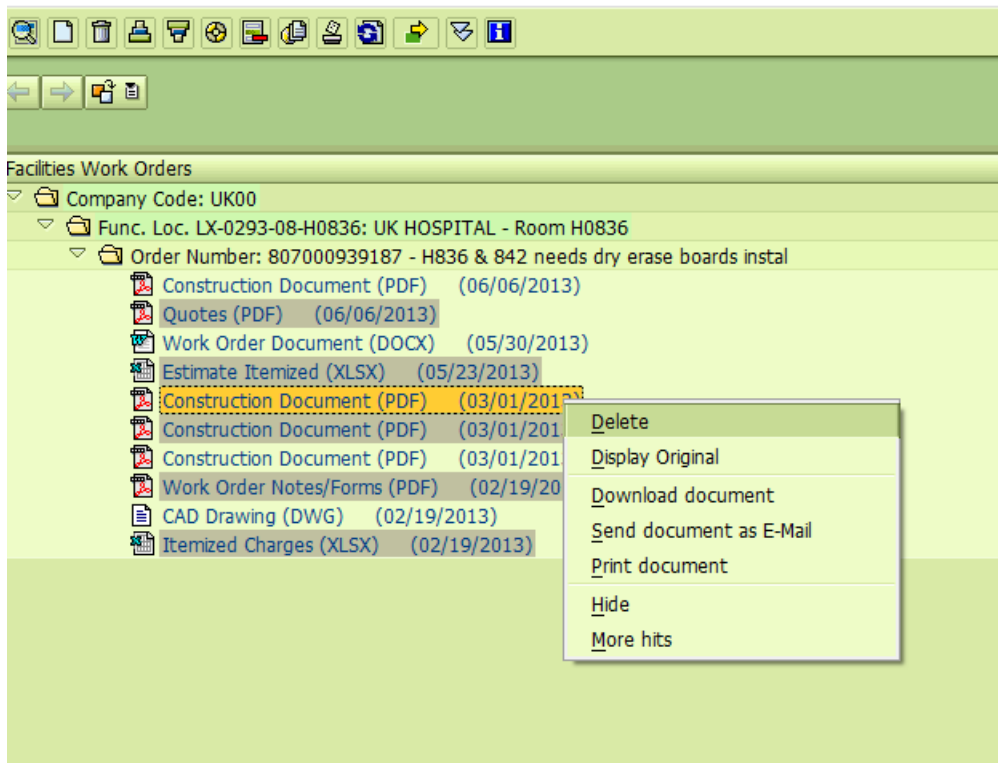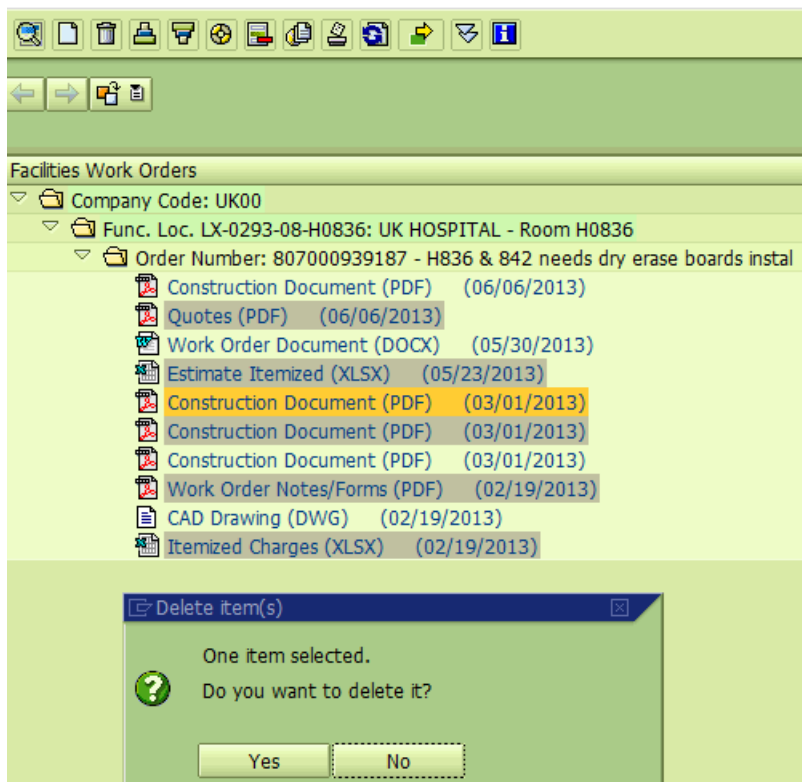
Facilities Work Orders
▽ 🗀 Company Code: UK00
  ▽ 🗀 Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
    ▽ 🗀 Order Number: 807000939187 - H836 & 842 needs dry erase boards instal
      📄 Construction Document (PDF)   (06/06/2013)
      📄 Quotes (PDF)   (06/06/2013)
      📄 Work Order Document (DOCX)   (05/30/2013)
      📄 Estimate Itemized (XLSX)   (05/23/2013)
      📄 Construction Document (PDF)   (03/01/2013)
      📄 Construction Document (PDF)   (03/01/2013)
      📄 Construction Document (PDF)   (03/01/2013)
      📄 Work Order Notes/Forms (PDF)   (02/19/2013)
      📄 CAD Drawing (DWG)   (02/19/2013)
      📄 Itemized Charges (XLSX)   (02/19/2013)

2.3   Open an Attachment
      Double-click an attachment
      Image files will open in WebViewer
      Other files will open in the appropriate local application

2.4   Delete from the Facilities Work Orders Central View
      Select an attachment and click the Delete Data icon (Ctrl-F7) 🗑 OR right-click and choose Delete from the menu options

Facilities Work Orders

Facilities Work Orders

Company Code: UK00
    Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
        Order Number: 807000939187 - H836 & 842 needs dry erase boards instal
          Construction Document (PDF)   (06/06/2013)
          Quotes (PDF)   (06/06/2013)
          Work Order Document (DOCX)   (05/30/2013)
          Estimate Itemized (XLSX)   (05/23/2013)
          Construction Document (PDF)   (03/01/201

| Delete |
| Display Original |
| Download document |
| Send document as E-Mail |
| Print document |
| Hide |
| More hits |

Click Yes when prompted to Delete Item(s)

Facilities Work Orders

Facilities Work Orders

Company Code: UK00
    Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
        Order Number: 807000939187 - H836 & 842 needs dry erase boards instal
          Construction Document (PDF)   (06/06/2013)
          Quotes (PDF)   (06/06/2013)
          Work Order Document (DOCX)   (05/30/2013)
          Estimate Itemized (XLSX)   (05/23/2013)
          Construction Document (PDF)   (03/01/2013)
          Construction Document (PDF)   (03/01/2013)
          Construction Document (PDF)   (03/01/2013)
          Work Order Notes/Forms (PDF)   (02/19/2013)
          CAD Drawing (DWG)   (02/19/2013)
          Itemized Charges (XLSX)   (02/19/2013)

Delete item(s)

One item selected.

Do you want to delete it?

| Yes | No |

3 Integration

3.1 Drill into IW33 from the central view

Double-click an Order Number in the central view

Facilities Work Orders
▼ 🗀 Company Code: UK00
    ▼ 🗀 Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
        ▼ 🗀 Order Number: 807000939187 - H836 & 842 needs dry erase boards instal

Display Corrective (Repair) 807000939187: Central Header

Order	REPR ☐ 7000939187	H836 & 842 needs dry erase boards instal		
Sys.Status	TECO NMAT PRC SETC		DON	

| HeaderData | Operations | Components | Costs | Partner | Objects | Additional Dat |

Person responsible

PlannerGrp	/ UK10		Notifctn	10530035	
Mn.wk.ctr	11693 / MPPD TONY ASHCRAFT		Costs	0.00	USD
Person res...			PMActType		
			SystCond.		
			Address		

Dates

| Bsc start | 06/05/2012 13:20 | Priority | X Elective Improv/EST ▼ | |
| Basic fin. | 06/12/2012 13:20 | Revision | | |

Reference object

Func. Loc.	LX-0293-08-H0836	UK HOSPITAL - Room H0836
Equipment		
Assembly		

| Malfnctn data | Damage | Notif. dates |

| Malf.start | 06/02/2012 | 13:20:32 | ☐Breakdown | | |
| MalfEnd | | 00:00:00 | Breakdown dur. | 0.00 | H |

First operation

Operation	H836 & 842 needs dry erase boards instal		CcKey	1 Calculate duration ▼	
WkCtr/Plnt	UNASSIGN / MPPD	Ctrl key	PM01	Acty Type	MUNSP	☐PRT
Work durtn	0	H	Number	0	Oprtn dur.	0	H	☐Comp.
Person. no	0			

3.2 Drill into the Central View from IW33

Click the drop-down arrow on the Services for Object button
(For certain orders, the Maintenance order object may need to be selected)
Click the OpenText Document Access menu option

Display Corrective (Repair) 807000939187: Central Header

Create...
Attachment list
Business References
Private note
Send
Relationships
Workflow
My Objects
Help for object services
OpenText Document Access

Orde...   & 842 needs dry erase boards install
Sys.S...   DON

Costs   Partner   Objects   Additional Dat

Pe...
Pla...   Notifctn   10530035
Mr...   ...SHCRAFT   Costs   0.00   USD
Person res...   PMActType
                                                    SystCond.
                                                    Address

Dates

Bsc start   06/05/2012 13:20   Priority   X Elective Improv/EST
Basic fin.   06/12/2012 13:20   Revision

Reference object

Func. Loc.   LX-0293-08-H0836   UK HOSPITAL - Room H0836
Equipment
Assembly

Malfnctn data   Damage   Notif. dates

Malf.start   06/02/2012   13:20:32   ☐ Breakdown
MalfEnd   00:00:00   Breakdown dur.   0.00   H

First operation

Operation   H836 & 842 needs dry erase boards install   CcKey 1 Calculate duration
WkCtr/Plnt   UNASSIGN / MPPD   Ctrl key   PM01   Acty Type MUNSP   ☐ PRT
Work durtn   0   H   Number   0   Oprtn dur. 0   H ☐ Comp.
Person. no   0

Facilities Work Orders

▽ 🗁 Company Code: UK00
  ▽ 🗁 Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
    ▽ 🗁 Order Number: 807000939187 - H836 & 842 needs dry erase boards install
         📄 Construction Document (PDF)   (06/06/2013)
         📄 Quotes (PDF)   (06/06/2013)
         📄 Work Order Document (DOCX)   (05/30/2013)
         📄 Estimate Itemized (XLSX)   (05/23/2013)
         📄 Construction Document (PDF)   (03/01/2013)
         📄 Construction Document (PDF)   (03/01/2013)
         📄 Construction Document (PDF)   (03/01/2013)
         📄 Work Order Notes/Forms (PDF)   (02/19/2013)
         📄 CAD Drawing (DWG)   (02/19/2013)
         📄 Itemized Charges (XLSX)   (02/19/2013)

3.3   Drill into the Central View from IW38 - Change PM Orders

SAP Easy Access

▼ 🗀 Favorites
  • ✳ IW38 - Change PM Orders

Select an order using IW38

Change PM Orders: Selection of Orders

🕐 🔁 ℹ Settlement Receivers   PRT

Order status

☑ Outstanding   ☑ In process   ☑ Completed   ☑ Historical   Sel.profile [   ]   [Addr.] ✖

Order selection

Order	807000939187	to		➡
Order Type		to		➡
Functional Location		to		➡
Equipment		to		➡
Material		to		➡
Serial Number		to		➡
Addit. device data		to		➡
Notification		to		➡
Main work center		to		➡
Plant for WorkCenter		to		➡

Click the drop-down arrow on the Services for Object button
(For certain orders, the Maintenance order object may need to be selected)
Click the OpenText Document Access menu option

Display Corrective (Repair) 807000939187: Central Header

Create... ▶
Attachment list
Business References
Private note
Send ▶
Relationships
Workflow ▶
My Objects ▶
Help for object services
OpenText Document Access

Orde... & 842 needs dry erase boards instal

Sys.S... DON

Costs | Partner | Objects | Additional Dat...

Pe...

Pla...

Mr... SHCRAFT

Person res ...

Notifctn	10530035
Costs	0.00 USD
PMActType	
SystCond.	
Address	

Dates

Bsc start	06/05/2012 13:20	Priority X Elective Improv/EST ▼
Basic fin.	06/12/2012 13:20	Revision

Reference object

Func. Loc.	LX-0293-08-H0836	UK HOSPITAL - Room H0836
Equipment		
Assembly		

Malfnctn data | Damage | Notif. dates

Malf.start	06/02/2012 13:20:32	☐Breakdown
MalfEnd	00:00:00	Breakdown dur. 0.00 H

First operation

Operation	H836 & 842 needs dry erase boards instal

WkCtr/Plnt	UNASSIGN / MPPD	Ctrl key PM01	Acty Type MUNSP		☐PRT
Work durtn	0 H	Number 0	Oprtn dur. 0 H		☐Comp.
Person. no	0				

Facilities Work Orders
▽ Company Code: UK00
  ▽ Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
    ▽ Order Number: 807000939187 - H836 & 842 needs dry erase boards instal
      Construction Document (PDF)   (06/06/2013)
      Quotes (PDF)   (06/06/2013)
      Work Order Document (DOCX)   (05/30/2013)
      Estimate Itemized (XLSX)   (05/23/2013)
      Construction Document (PDF)   (03/01/2013)
      Construction Document (PDF)   (03/01/2013)
      Construction Document (PDF)   (03/01/2013)
      Work Order Notes/Forms (PDF)   (02/19/2013)
      CAD Drawing (DWG)   (02/19/2013)
      Itemized Charges (XLSX)   (02/19/2013)

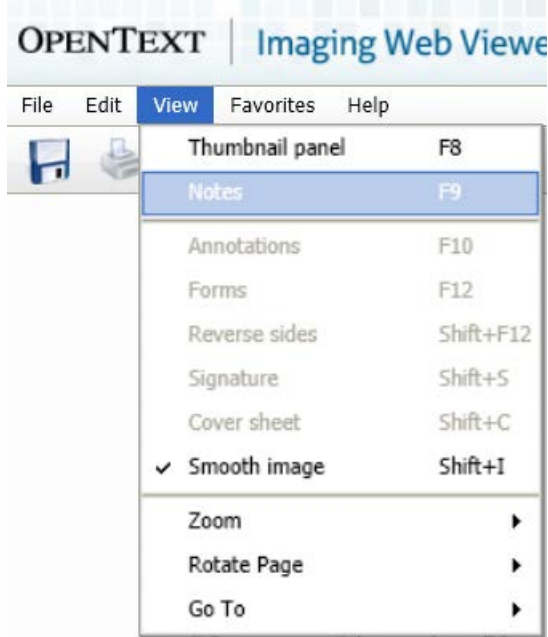**4   WebViewer**
4.1   Open Document from the Central View or Attachment List
4.2   Display the Notes Panel
           Click on Toggle Notes Panel Icon

           OR Select Notes from the View menu

           OR press F9

File   Edit   View   Favorites   Help

100.0%

Retain a copy of this form within the department resp...
Send a copy of form to: RECORDS, 21A Scovell Hall
1/307

Phone Number (includ

City

House street address (i

PREVIOUS NAME
(if name has changed)

PRESENT NAME

LAST 4 DIGITS OF SO

PERSON I.D.

Notes

Print notes   Add note   Codepage

Title	User	Date	Text
Test Note	T-ECM018	Mar 01, 2013 13:47:12	This is a note!

1 / 2

4.3   Display the Thumbnails Panel
         Click on Toggle Thumbnails Panel Icon

OR Select Notes from the View menu
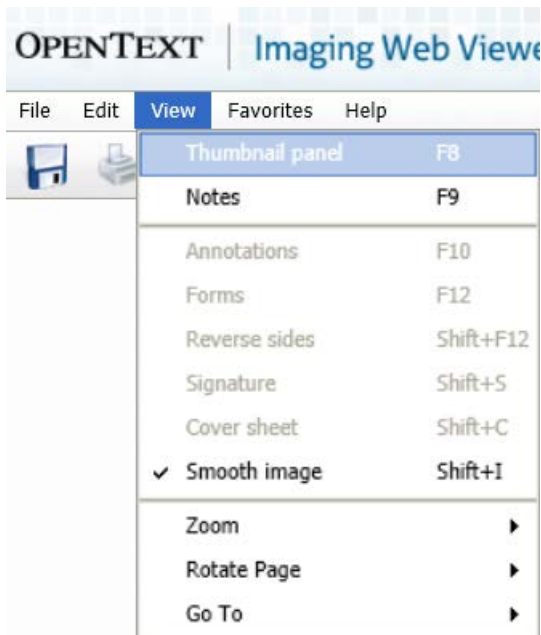
OR press F8
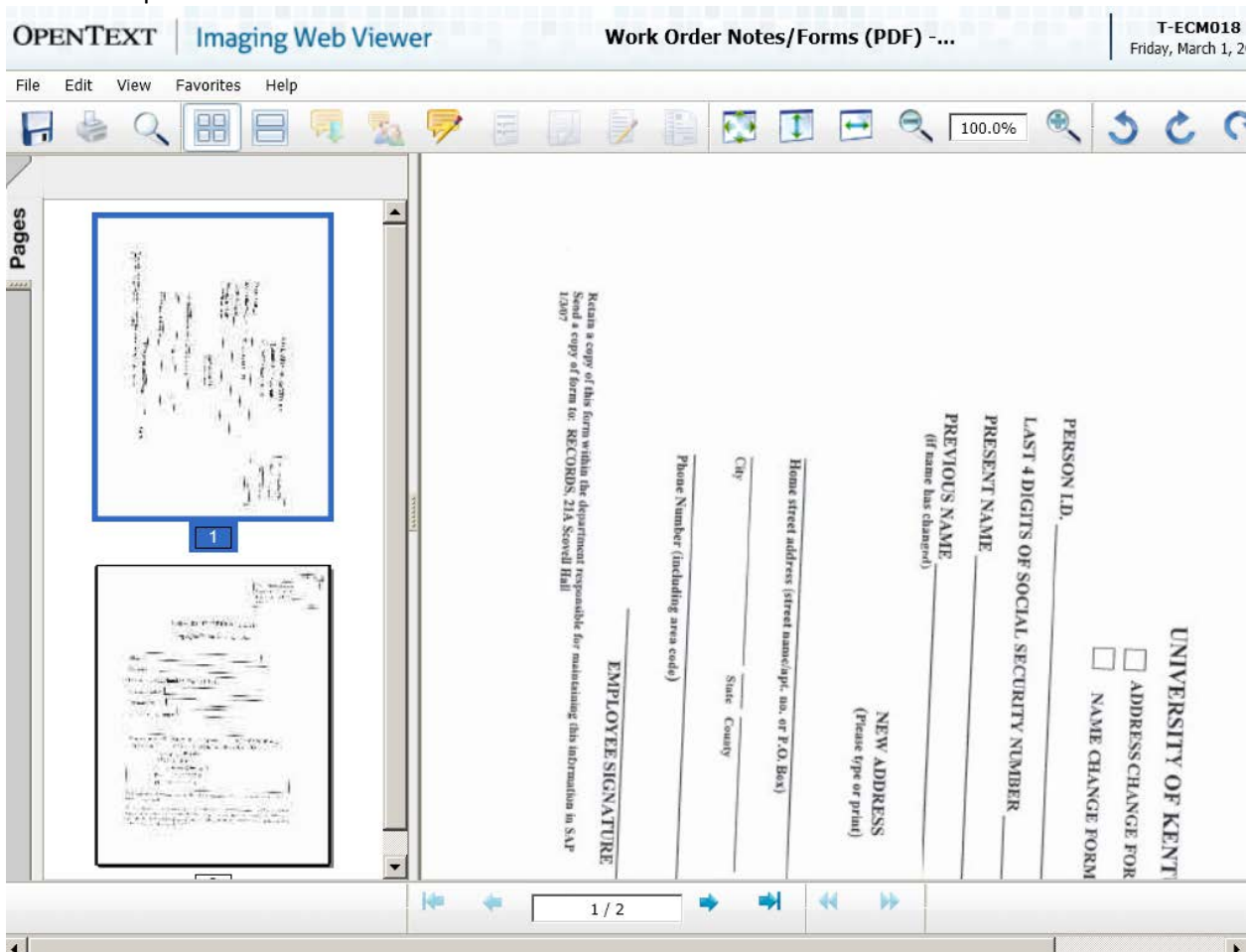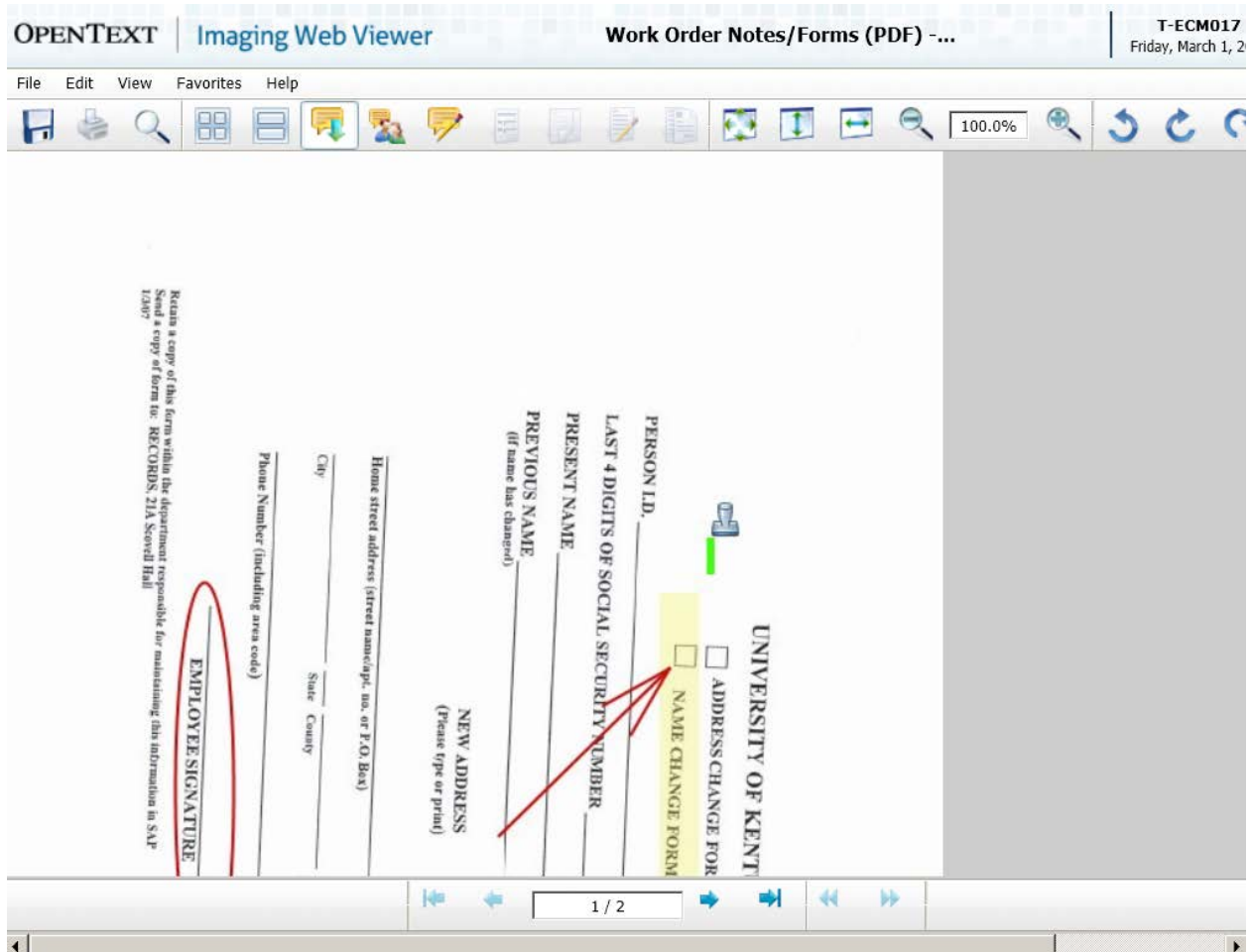
4.3 Display Annotations
The Toggle Annotations button will be enabled if annotations exist for this document

Clicking this button will display or hide annotations

4.4 Select Annotations
Click on Select Annotations Panel Icon to activate Annotations Panel to the right of the document

Users can choose to display or hide annotations created by different users by checking/unchecking the checkboxes and clicking the Submit button
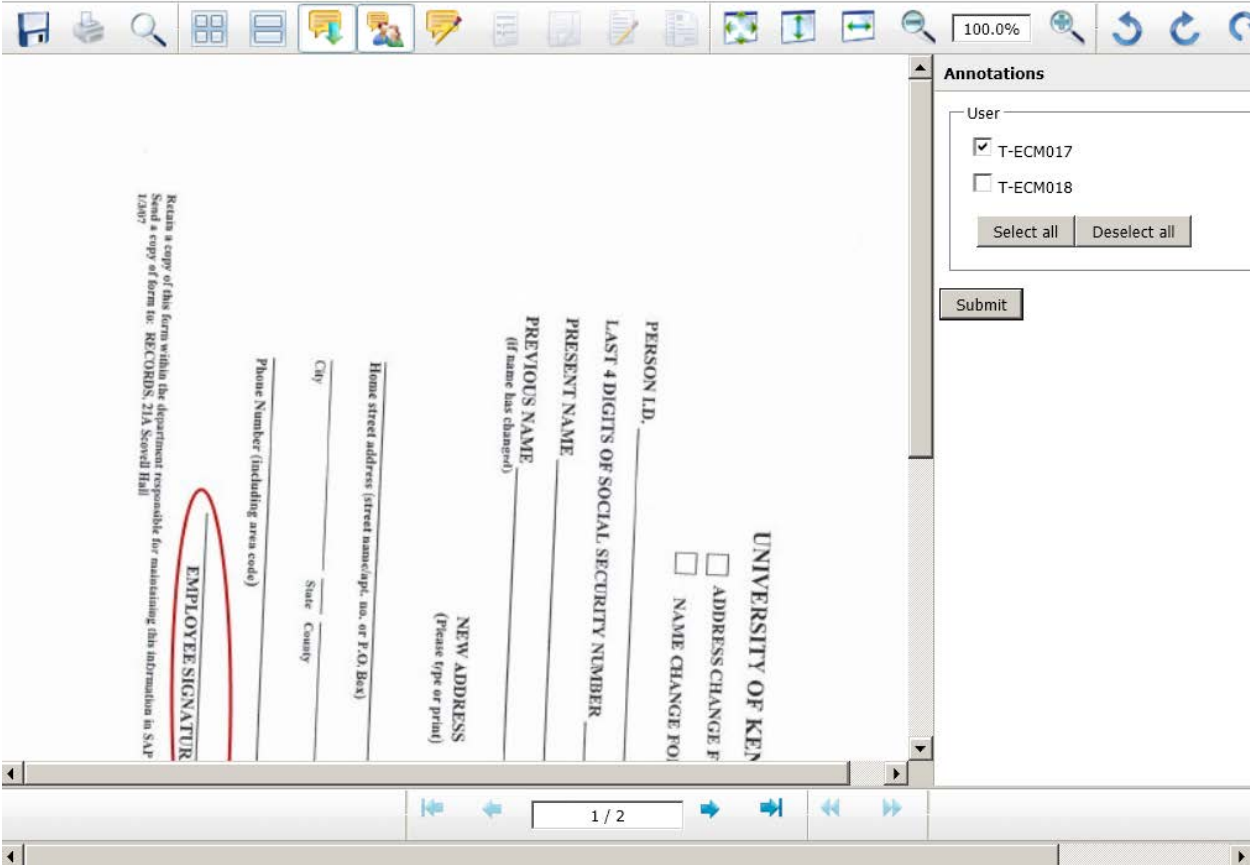
4.5   Rotate Document

Click on Rotate Left, Rotate Right, or Flip buttons as needed for the document

4.6   Document Fit to Screen

Click the Fit to Screen, Fit to Height, or Fit to Width buttons as needed for a document

4.7   Menu options – Save As

Click on File menu in the top left of the window.

A panel is displayed to the right of the document that allows the user to specify options such as color, pager range, whether or not to include any annotations and notes, etc.
Click the Save as button when ready

General

Output format: Tagged Image File Format (TIF) ▾

Color: True Color (24 Bit) ▾

☐ Original size

☑ Original orientation

Page range

⦿ All

○ Current page

○ Pages from 1 to 2

Advanced

Quality: 100 % ▾

☐ Annotations

☐ Form

☐ Reverse sides

☐ Watermark

☐ Notes

Save as

4.7   Menu options – Send by E-mail
Click on File menu in the top left of the window.

A panel is displayed to the right of the document that allows the user to specify options such as color, pager range, whether or not to include any annotations and notes, etc.
Click the Send via Mail Client button when ready

4.7   Menu options – Send by E-mail
        Click on File menu in the top left of the window.

        A panel is displayed to the right of the document that allows the user to specify options such as color,
        pager range, whether or not to include any annotations and notes, etc.
        Click the Print button when ready

General

Color: True Color (24 Bit) ▾

Print format: A4 (210 x 297 mm) margins 10,10,10,10 ▾

Page format

☑ Automatic Orientation

◉ Portrait

○ Landscape

Page range

◉ All

○ Current page

○ Pages from 1 to 2

Advanced

Quality: 100 % ▾

☐ Annotations

☐ Form

☐ Reverse sides

☐ Watermark

☐ Notes

Print