**Quick Reference Card - Basic**

**IW32 Change Stock Components**

**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

1. Click on the **Change Work Order** button

---

### CHANGE ORDER: INITIAL SCREEN

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

   ![Order field](image)

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

---

### CHANGE CORRECTIVE: COMPONENT OVERVIEW

#### To change Quantity of a Component:

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

   ![Delete key](image)

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

   ![Reqmnt Qty field](image)

---

### CHANGE CORRECTIVE: COMPONENT OVERVIEW

#### To change the Component:

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

   ![Select icon](image)

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

2. 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030</td>
<td>303091</td>
<td>LOC</td>
</tr>
<tr>
<td>0020</td>
<td>303091</td>
<td>LOC</td>
</tr>
</tbody>
</table>