

## TMSD Work Management System STAA – Reasonable Access

- Open transaction IW31. Enter the order type (TS01), priority (Expedite), functional location (NC-DIVXX-XX for a specific county, NC-DIVXX if the route crosses county lines but is within the same division, or NC if the route crosses division lines), and the template's order number (41000000131) in the "Order" field of the "Reference" box and press "Enter" (or click the "Header" button). This will copy all of the information from the "Operations" tab in the template to the "Operations" tab in the new order.

Header data

Order Type TS01  
 Priority Expedite  
 Func. Loc. NC Statewide  
 Plng plant 1595

Reference  
 Order 41000000131

- Enter the description: "3000 Routes (STAA #####)" or "2000 Routes (STAA #####)" – start with the "3000" series order, planner group (TS1), main work center (323000), and PM activity type (094).

Order TS01 %00000000001 3000 Route between XX and XX  
 Sys.Status CRTD MANC OPEN

HeaderData Operations Components Costs Objects Additional Data Loc...

Person responsible  
 PlannerGrp TS1 / 1595 Traffic Safety  
 Mn.wk.ctr 323000 / 1595 Traffic Safety  
 Notifctn 21000008485  
 PMActType 094 STAA (Reasonable Access)

- Go to the "Operations" tab and change the work centers for operations 20 and 50 to the work center (region) being assigned the work.

OpAc	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text
0010		323210	1595	TS01			Application Processing
0020		323000	1595	TS01			Verification of Route
0025		323210	1595	TS01			Public Notice
0026		323210	1595	TS01			Invoice Processing
0030		323210	1595	TS01			Response Initiation
0035		323210	1595	TS01			Notification of Completed Application
0040		323130	1595	TS01			Crash and Rate Analysis
0050		323000	1595	TS01			Field Investigation and Recommendations

- Go to the "Additional Data" tab and enter the functional area (2080). **Skip this step for "2000" series orders.**

HeaderData Operations Components Costs Objects Additional Data Loc...


Organization  
 Company Code 1500 NCDOT  
 Controlling Area 1500 NCDOT  
 Responsible Cctr 150856 PMii Planning  
 Functional Area 2080 CONSTR PLAN PREPARATION


## TMSD Work Management System STAA – Reasonable Access (continued)

5. Go to the “Location” tab and enter the WBS element (36283.15.10). **If this is a “2000” series order then enter the cost center (150149) instead of the WBS element.**

– OR –

6. Go to the “Enhancement” tab and enter the special number (reasonable access number).

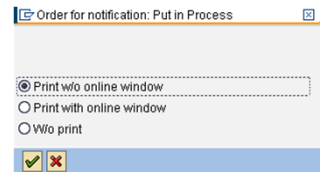
7. Go to the “HeaderData” tab and click on the “Notification” button (  ).

8. Enter the mode received, a description of the designation, and add any partners (requestors) – see Quick Card 11 (“Notifications – Adding Partners”) for more information on adding partners (requestors). Once complete, click on the “Order” button (  ).

## TMSD Work Management System STAA – Reasonable Access (continued)

9. Perform the settlement rule (  ) – see Step 16 of Quick Card 7 (“Order Creation”) for more information.

10. Put the order in process (  ) and print the shop paper:





11. Repeat steps 1-10 for the same request, but this time set it up as a “2000” series order.

12. Scan the request documentation, including the shop papers, and save as a PDF file.

13. Attach the scanned request documentation (PDF file) to each order – see Part C (“Attaching Documents”) of Quick Card 8 (“Advanced Order Options”) for more information.

14. Open the “3000” series order using transaction IW32.


15. Click on the “Services for object” button (  ), select the “Maintenance order” line, and click on “Continue” (  ).

16. Click on “Attachment list” (  ).

17. Double-click on the internal file (“Title”) to be sent – this will open the file in “Livelink Archives Window Viewer”.

18. Click “Send Documents” (  ).

19. Click the “OK” button.

20. Enter the recipients (To, Cc, etc.), enter a subject, type the text of the email, then click on the “Send” button (  ).

21. Open the “3000” series order using transaction IW32.

22. Go to the “Operations” tab and highlight operations 20, 25, 30, 35, 40, 50, 60, and 70.

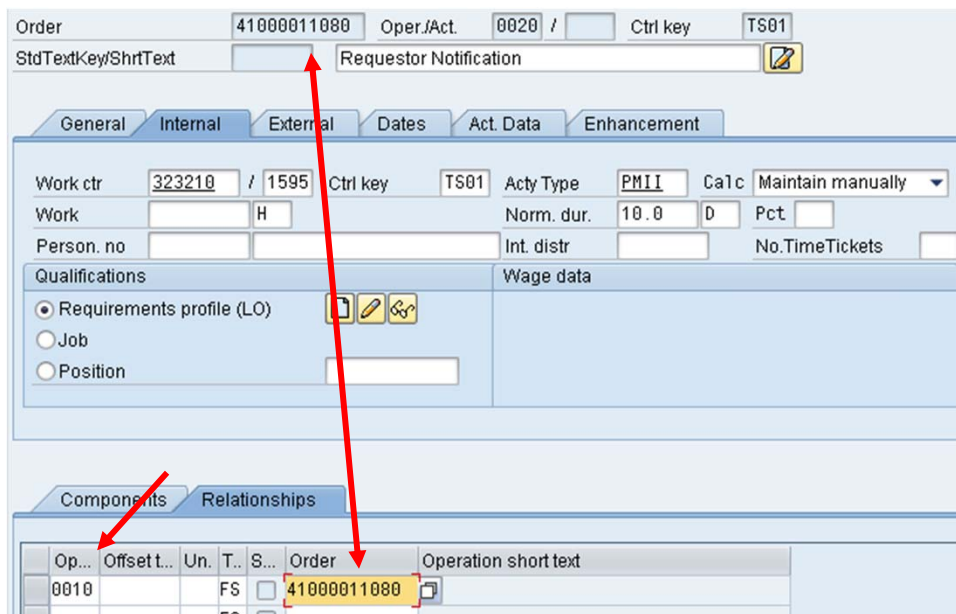
Op...	SOp	Work ctr	Plant	Co...	StTextK	S.	Operation short text	LT	Work	Un	N...	Dur.	Un
0010		323210	1595	TS01			Application Processing			H		5.0D	
0020		323500	1595	TS01			Verification of Route			H		10.0D	
0025		323210	1595	TS01			Public Notice			H		60.0D	
0030		323210	1595	TS01			Public Notice Verification (Database)			H		2.0D	
0035		323210	1595	TS01			Correspondence			H		10.0D	
0040		323130	1595	TS01			Crash and Rate Analysis			H		35.0D	
0050		323500	1595	TS01			Field Investigation and Recommendations			H		50.0D	
0060		323000	1595	TS01			State Traffic Safety Engineer Response			H		5.0D	
0070		320000	1595	TS01			Final Response - State Traffic Engineer			H		5.0D	
0080		323000	1595	TS01			Administrative (miscellaneous)			H			D

## TMSD Work Management System STAA – Reasonable Access (continued)

23. Click on the “Internal” button at the bottom of the screen.



24. Select the “Relationship” tab at the bottom of the screen and enter “0010” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.



25. If you get the following warning, just click the green check.



26. Advance to operation 25 using the arrows at the top.





27. Enter “0020” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
28. Advance to operation 30 using the arrows at the top.
29. Enter “0025” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
30. Advance to operation 35 using the arrows at the top.

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31. Enter “0030” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
32. Advance to operation 40 using the arrows at the top.
33. Enter “0030” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
34. Advance to operation 50 using the arrows at the top.
35. Enter “0030” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
36. Advance to operation 60 using the arrows at the top.
37. Enter “0050” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
38. Advance to operation 70 using the arrows at the top.
39. Enter “0060” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.
40. Click on the “Header data” button at the top to return to the main order.



41. Click on the “Schedule” button (  ).
42. Save the order (  ).
43. Repeat steps 21 through 42 for the “2000” series order.