



**Rajasthan Rajya Vidyut Prasaran Nigam Ltd**  
**RRVPL**

**USER MANUAL – PM MODULE**

Creation of Inspection Notification and its Reports



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## 1. GSS Inspection process

The process of GSS Inspection by Inspecting officer is available in the Plant Maintenance Module (PM) of SAP-ERP. The Inspection of GSS carried out by RVPN senior officers and its report has been prepared in the prescribed format. Process is used to capture the information related to the GSS inspection and highlighting the major observation during the inspection.

Inspecting report in prescribed format duly signed by inspecting officer is to be uploaded in the Notification itself. GSS user can update the status of the observation whether attended or not and its progress.

## 2. Steps involved in GSS Inspection Process (in SAP ERP)

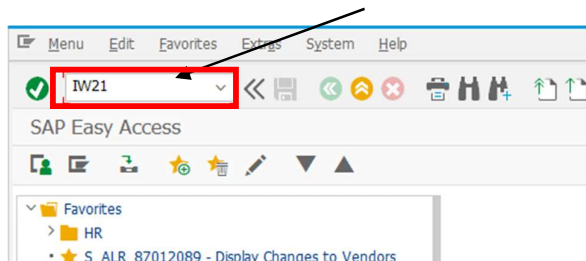
- a) Create Inspection Notification (M8) Page 2-4
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- g) Mark action taken by GSS user for corresponding observation Page 10

### 2.1) Brief of each step in GSS Inspection Process

#### a) Create Inspection Notification

Access transaction by:

<b>SAP menu</b>	Logistics -> Plant maintenance →Maintenance processing →Notification →Create (General)
<b>Transaction code</b>	IW21



Step:1



- Enter Notification Type “M8” and press “Enter”  
Let Notification field left as blank (since there is no external number range for M8)

PM Notification Edit Goto Extras Environment

Create PM Notification: Initial Screen

Notification

Notification type M8

Notification

Step:2

- Enter which GSS inspection is going perform  
Ex: Inspection of 132 KV GSS Kishangarh

Create PM Notification: Inspection Report

Notification %0000000001 M8 Inspection of 132 KV GSS Kishangarh

Notific. Status OSNO

Order

Inspection Details GSS Details Inspection Documents

Step:3

- Enter “Functional location” of GSS (For this use Plant code + 7 + GSS code) and press enter  
Ex: **1100** plant code of 132 KV GSS Kishangarh + “**7**” is common for all + **277** is GSS code of 132 KV GSS Kishangarh  
So Functional location code is **1100-7277**

Inspection Details GSS Details Inspection Documents

Reference object

Functional loc. 1100-7277 132 KV GSS KISHANGARH

Responsibilities

Planner group	277 / 1100	132kv Kishangarh
Main WorkCtr	7277277 / 1100	132 kv GSS Kishangarh

Automatically these fields will get reflect

Step:4

- Enter inspecting officer Emp ID

Inspection Data

Zone of GSS AJMER

Inspecting Officer Emp. ID 2118435

Designation of inspecting officer

Person Responsible Emp ID

Inspection Date

Major Observation 1

Major Observation 2

Major Observation 3

Major Observation 4

Major Observation 5

Remarks by GSS

Wing of insp officer

Location of inspecting officer

Action Taken By GSS

Step:5



- Enter Person Responsible Emp ID & Inspection date then press enter  
**(Note: Person Responsible Emp ID - Select only form list provided in help)**  
 (use "F4" button or drop-down key to select emp ID in help list)

use "F4" button or drop-down key to select person responsible emp ID in help list

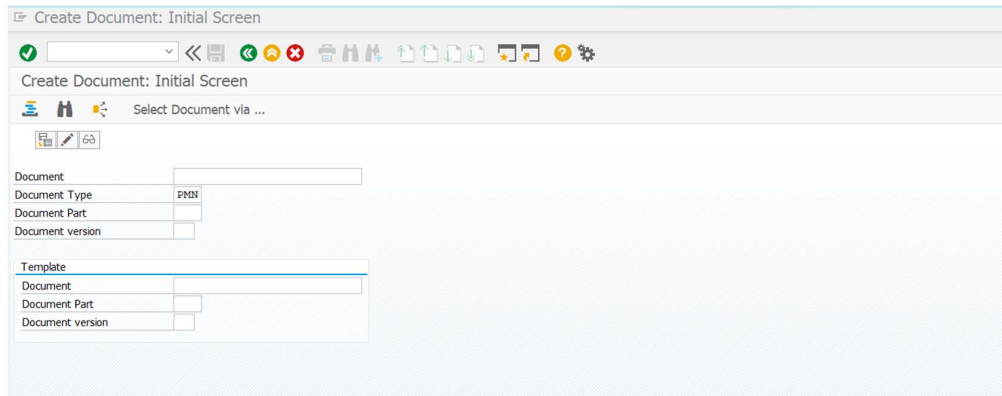
Step:6

PersNo	Name of Employee or Applicant	Org.unit	Designation
02109048	JAGDISH SINGH	10000647	HELPER-I (E&M)
02109038	YUSUF MOHD	10000647	CLASS-IV
02109039	MOINUDDINE	10000647	CLASS-IV
02109040	CHIMAN LAL	10000647	CLASS-IV
02120533	KARTIKEY	10000647	JUNIOR ENGINEER-I
02124479	SHILPA SRIVASTAVA	10000647	JUNIOR ENGINEER-I
02118787	RAHUL TOTLANI	10000647	ASSISTANT ENGINEER
02107177	MAHESH CHAND	10000647	HELPER-I (E&M)
02125884	JITENDRA PAREEK	10000647	HELPER-II (E&M)



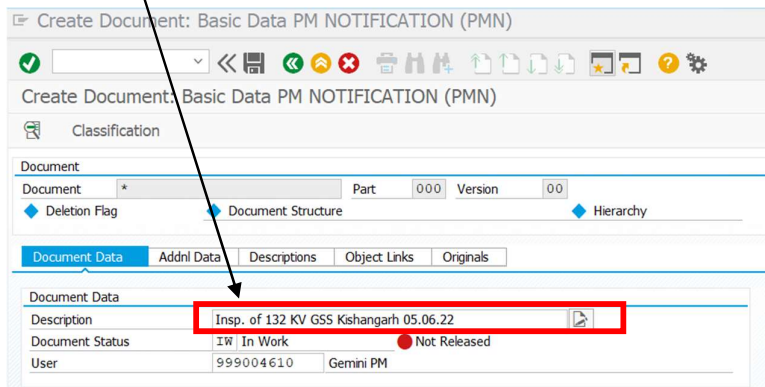


- A new window will appear as like below, just click “Enter”



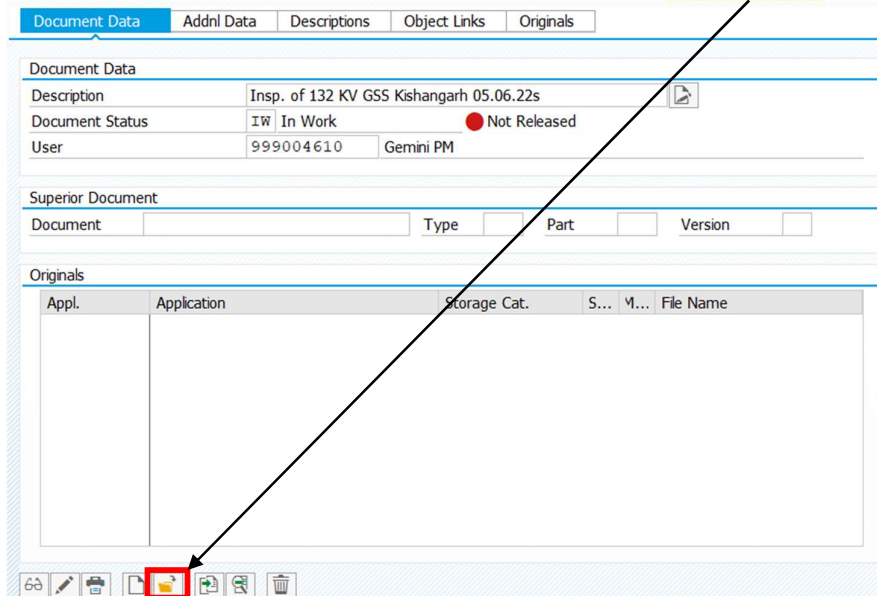
Step:10

- Enter “Description” in “Document Data” tab  
Ex: “inspection of 132kv GSS Kishangarh 05.06.22” <- For easy Identification in report.



Step:11

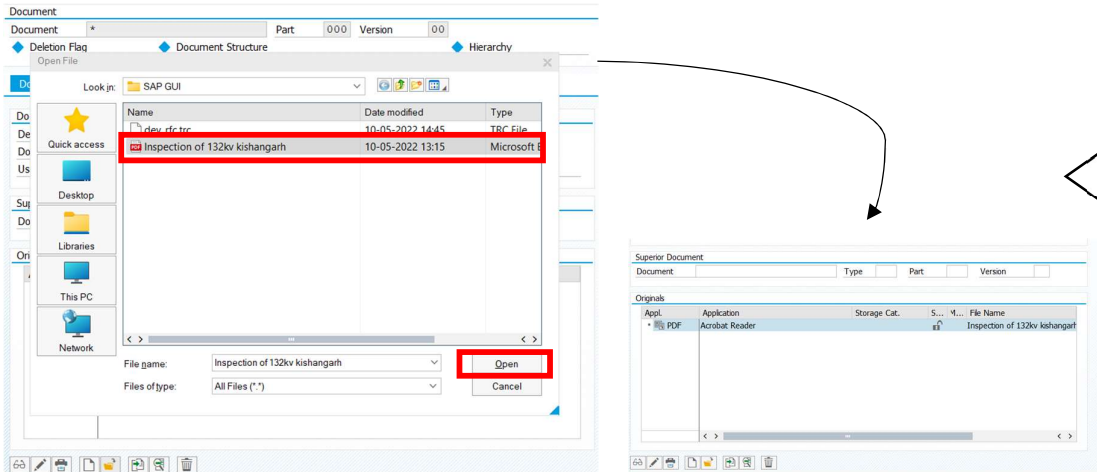
- For uploading scanned copy of inspection document click “Open Original” icon



Step:12

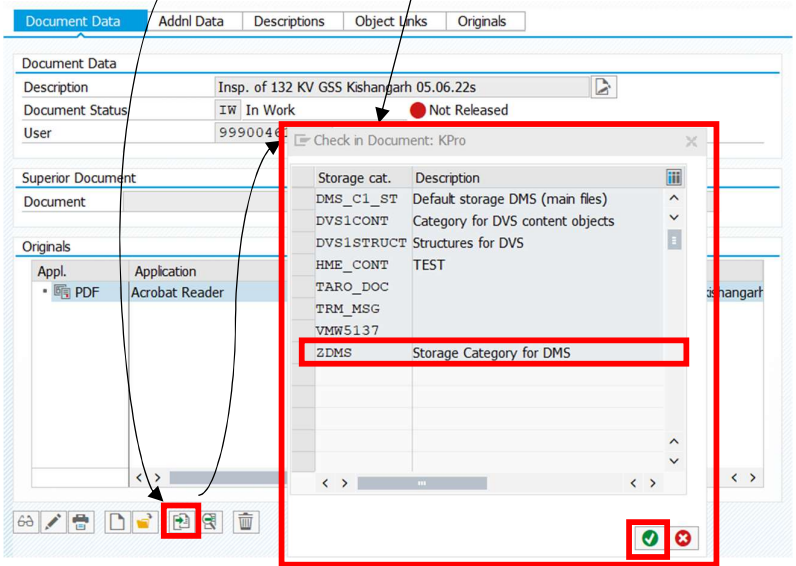


- A new window will pop up for **selecting document**  
Select the document from stored folder



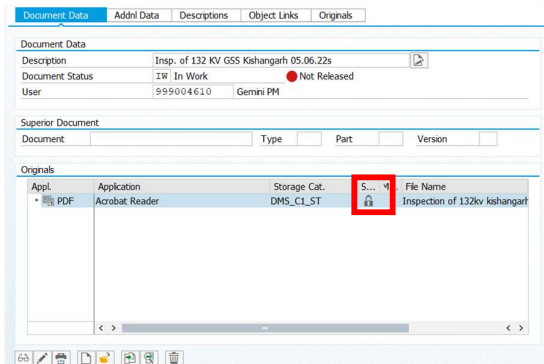
Step:13

- Now to store the file in database for this click on file  
& Click on **“Check in Org”** then a **“check in document”** will pop up and select **“ZDMS”** then click **“Enter”**



Step:14

After above step we can see “Lock icon” which means document is uploaded







d) Saving document and Notification

- Click on SAVE then Saved document number will appear and one row will add in linked documents

Create Document: Basic Data PM NOTIFICATION (PMN)

Document Data

Document	Part	Version
*	000	00

Document Data

Description: Insp. of 132 KV GSS Kishangarh 05.06.22s

Document Status: IW In Work (Not Released)

User: 999004610 Gemini PM

Appl.	Application	Storage Cat.	S...	M...	File Name
PDF	Acrobat Reader	DMS_C1_ST			Inspection of 132kv kishangarh

Create PM Notification: Inspection Report

Notification: %00000000001 M8

Notific. Status: OSNO

Ty.	Document	DPT	Vr
PMN	30000000035	000	00

Document PMN 30000000035 000 00 created

Step:15

- Click on SAVE then Saved Notification number will appear

Create PM Notification: Inspection Report

Notification: %00000000001 M8

Notific. Status: OSNO

Ty.	Document	DPT	Vr	Description
PMN	30000000035	000	00	Insp. of 132 KV GSS Kishangarh 05.06.22s

Create PM Notification: Initial S

Notification type:  Notification

Reference: Notification

Notification 800000078 saved

Step:16

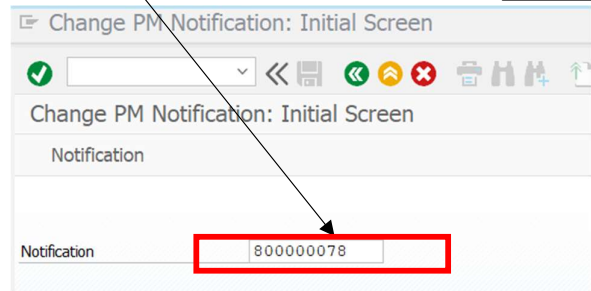
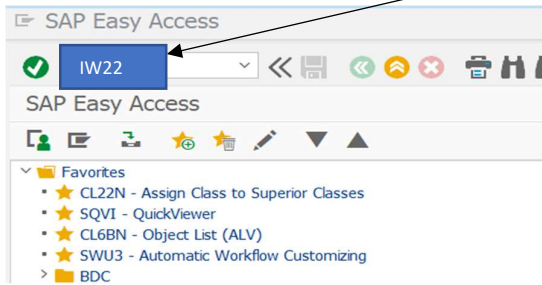




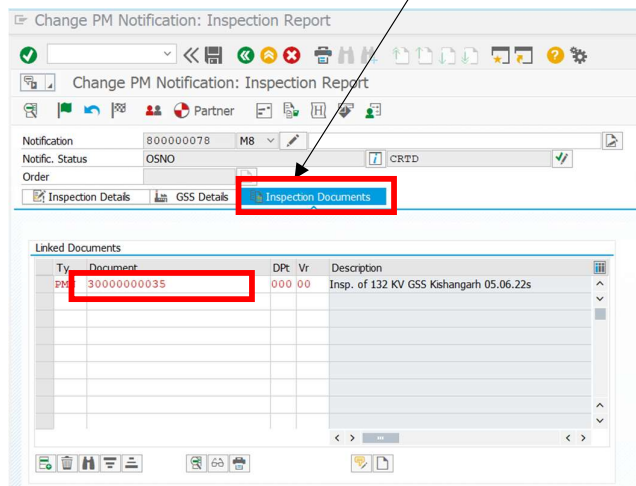
e) Release uploaded document

- Open Transaction Code **"IW22"** and Enter **"Notification Number"** then click **Enter**

Step:17

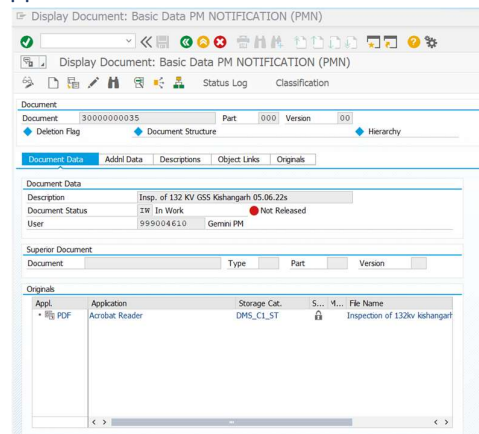


- Click on **"Inspection documents"** tab and **Double Click** on **"document number"**



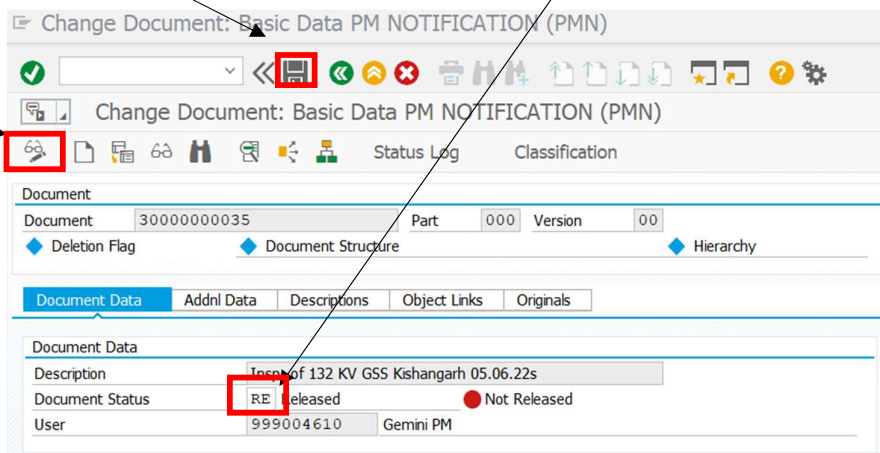
Document window will appear

Step:18



- Click on **"display to change"** icon and type **"RE"** and click **Enter** Then **"SAVE"** the Document

Step:19





f) Put in process - Notification

- After above step click on “put in process” flag and save notification

Step:20

Ty.	Document	DPT	Vr	Description
PMN	30000000035	000	00	Insp. of 132 KV GSS Kishangarh 05.06.22s

g) Mark action taken by GSS user for corresponding observation

To GSS user if any observations are given by inspector – Need to update status and save

Step:21

- Open Transaction Code “IW22” and Enter “Notification Number” then click Enter

- Update the status for each observation and **SAVE** notification

Step:22

Zone of GSS	AJMER	Wing of inspecting officer	T&C
Inspecting Officer Emp. ID	2100615 ANIL KUMAR GUPTA	Location of inspecting officer	AEN (132 KV GSS), CHOPANKI IA.
Designation of inspecting officer	ASSISTANT ENGINEER	ENGINEER SUPERVISOR	XEN (220 KV GSS), JETHANA
Person Responsible Emp ID	2112111 PRAMOD GAURAV SAXENA	Exp date of comp.	
Inspection Date	21.05.2022		
Major Observation 1	OBSERVATION1		
Major Observation 2	OBSERVATION2		
Major Observation 3	OBSERVATION3		
Major Observation 4	OBSERVATION4		
Major Observation 5	OBSERVATION5		
Remarks by GSS	REMARKS12345		

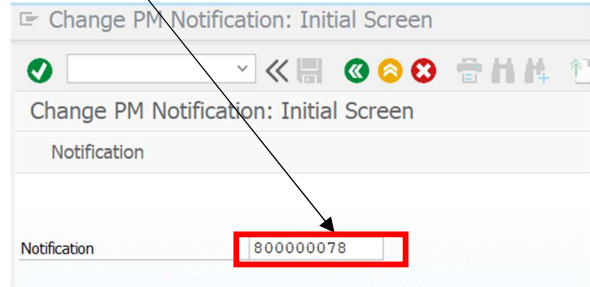
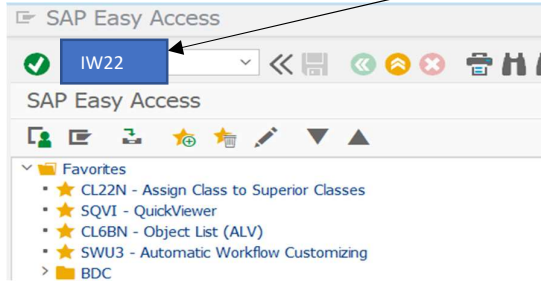


### 3) Notification Complete Flag

If all the work related with closing notification is completed, then complete the notification

- Open Transaction Code "IW22" and Enter "Notification Number" then click Enter

Step:23



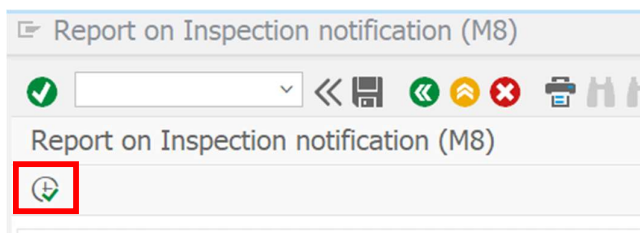
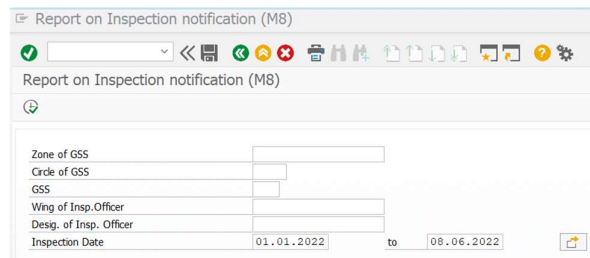
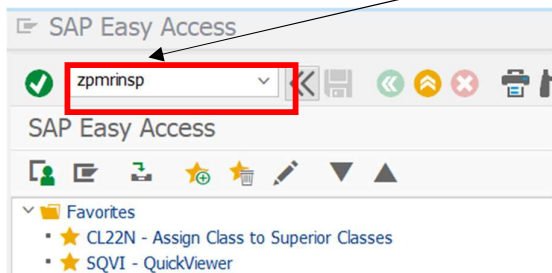
- Click on **Complete flag** and **SAVE**



Step:24

### 4) Report on Inspection report

- Open Transaction Code **ZPMRINSP** and **Enter selection criteria** as you desire and **"Execute"**





## SAP Plant Maintenance Module – Training Material

- Report screen will appear as like below

Report on Inspection notification (M8)

Report on Inspection notification (M8)

Zone	Circle	GSS Notification No.	Notification Status	Notification Desc.	Functional Loc.	FL Desc.	Inspection Date	Insp. Off. Emp ID	Insp. Officer Name	Insp. Off Designatio	Insp.Off wing&Loc.	Person
AJMER	1100 067	000800000071	NOCO	Inspection of 132 KV GSS KEKRI	1100-7067	132 KV GSS KEKRI	26.05.2022	2118435	ASHOK KUMAR GUPTA	ASSISTANT ENGINEER	SE (T&C), BABAI(JHUNHUNU)	KRISI
AJMER	1100 277	000800000070	NOPR	Inspection of 132 KV GSS Kishangarh	1100-7277	132 KV GSS KISHANGARH	01.06.2022	2118435	ASHOK KUMAR GUPTA	ASSISTANT ENGINEER	SE (T&C), BABAI(JHUNHUNU)	YUSU
JODHPUR	2600 216	000800000072	OSNO	Inspection of 132 kv GSS Falna	2600-7216	132 KV GSS FALNA	28.05.2022	2125324	DINESH CHAUDHARY	TECHNICAL HELPER (E&M)	AEN (CLUSTER), BAORI	RIUKA

- For open attached document tick on **checkbox** and click on **Document att.**

Report on Inspection notification (M8)

Report on Inspection notification (M8)

Major Observation2	Expected date of com	Action Taken	Major Observation3	Expected date of com	Action Taken	Major Observation4	Expected date of com	Action Taken	Major Observation5	Expected date of com	Action Taken	Remarks by Gss	Document No.	Document Desc.	DOC_ATT
OBSERVATION2		Pending	OBSERVATION3		Resolved	OBSERVATION4		Resolved	OBSERVATION5		Pending	REMARKS	30000000031	Test_upload1	<input type="checkbox"/>
OBSERVATION2		Pending	OBSERVATION3		In Progress	OBSERVATION4		Resolved	OBSERVATION5		Pending	REMARKS	30000000030	Test_upload	<input checked="" type="checkbox"/>
TEST2		Pending	TEST3		Pending	TEST4		In Progress	TEST5		Resolved	REMARKS	30000000033	Test_upload2	<input type="checkbox"/>

- Click on Remember My Decision & Allow.

Report on Inspection notification (M8)

Report on Inspection notification (M8)

SAP GUI Security

The system is trying to create the file  
C:\temp\132 KV BHAMATSAR.PDF  
in the directory  
C:\temp\  
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

Allow  Deny

f com Action Taken	Major Observation5	Expected date of com	Action Taken	Remarks by Gss	Document No.	Document Desc.	DOC_ATT
Resolved	OBSERVATION5		Pending	REMARKS	30000000031	Test_upload1	<input type="checkbox"/>
Resolved	OBSERVATION5		Pending	REMARKS	30000000030	Test_upload	<input checked="" type="checkbox"/>
In Progress	TEST5		Resolved	REMARKS	30000000032	Test_upload1	<input type="checkbox"/>
	H			DGDFGFD			<input type="checkbox"/>
Resolved	SASASASASA			SFDFDF			<input type="checkbox"/>
Resolved	OBSERVATION5		Resolved	REMARKS12345	30000000034	Test_upload123	<input type="checkbox"/>

Document will appear.