



SAP User Manual for General Task List

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
General Task List Creation**

Submitted by:

**Tech
Mahindra**

**Plot No. 58 A & B,
Noida Special Economic Zone,
Uttar Pradesh-201305**

www.techmahindra.com



SAP User Manual for General Task List

This document is a desk reference tailored to the Maintenance Specialists. It is intended to provide information that will be helpful to support the Maintenance processes.

Document History:

Authors & Participants	
Role	Name

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Date	Document Version	Document Revision Description	Author
01.11.2019	1.0	Initial Draft	



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Reviewed and Approved By			
Name	Title	Date	Approved



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In this chapter we are going to learn about how Master Data transactions will be handled in SAP system. Equipment BOM Master Data Creation is covered in this business process manual document.

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Step 2: Double click on “IA05” the system will open the below screen

In the next screen Press “Enter”

The screenshot shows the SAP 'Create General Task List: Initial Screen' interface. At the top, there is a menu bar with options: General task list, Edit, Goto, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main content area is titled 'Create General Task List: Initial Screen' and contains a 'Task list' section. Under this section, there is a 'Group' field with a yellow dropdown menu. Below the group field is a 'User defaults' table with the following fields:

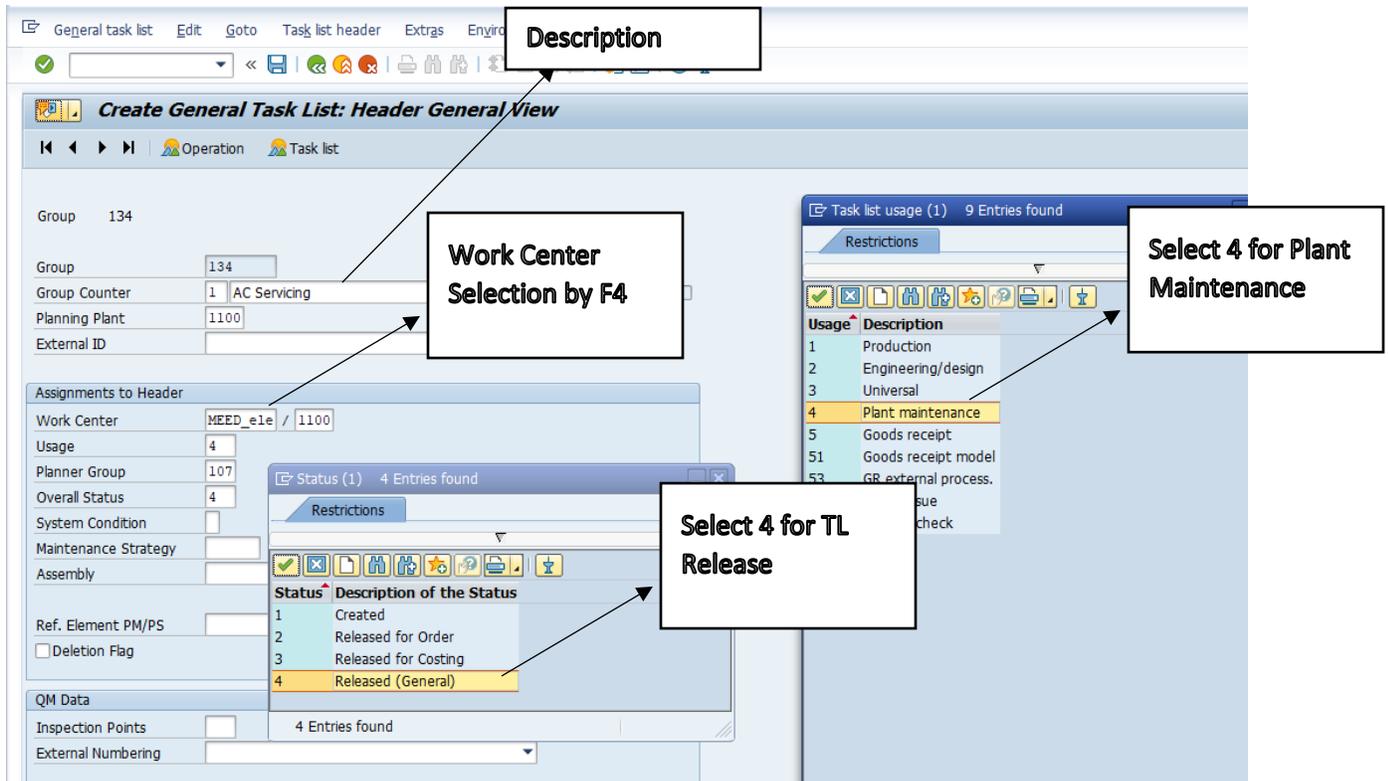
User defaults	
Profile	<input type="text"/>
Change Number	<input type="text"/>
Key Date	28.01.2021

An arrow points to the 'Profile' field in the 'User defaults' table.

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Step3:

Enter Details Description, Planning Plant, Work Center, Usage Planner Group, Overall Status, by Pressing F4 & Press "Enter"



The screenshot shows the SAP 'Create General Task List: Header General View' interface. The main window displays fields for Group (134), Group Counter (1), AC Servicing, Planning Plant (1100), and External ID. Below these are 'Assignments to Header' fields for Work Center (MEED_e1e / 1100), Usage (4), Planner Group (107), and Overall Status (4). Two pop-up windows are visible: 'Status (1) 4 Entries found' and 'Task list usage (1) 9 Entries found'. The 'Status' window shows a table with 'Status' and 'Description of the Status' columns, where '4 Released (General)' is selected. The 'Task list usage' window shows a table with 'Usage' and 'Description' columns, where '4 Plant maintenance' is selected. Callout boxes with arrows point to these specific selections.

Status	Description of the Status
1	Created
2	Released for Order
3	Released for Costing
4	Released (General)

Usage	Description
1	Production
2	Engineering/design
3	Universal
4	Plant maintenance
5	Goods receipt
51	Goods receipt model
53	GR external process.



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Step4:

Select Maintenance Strategy by Pressing F4 and Click Operation Icon

The screenshot displays the SAP 'Create General Task List: Header General View' interface. A callout box labeled 'Operation Icon' points to the 'Operation' icon in the top navigation bar. The main content area shows the 'Operation overview (Shift+F4)' section with the following data:

Group	134	AC Servicing
Group Counter	1	AC Servicing
Planning Plant	1100	
External ID		

Below this, the 'Assignments to Header' section contains the following details:

Work Center	MEED_ELE / 1100	MEED Electrical
Usage	4	Plant maintenance
Planner Group	107	CME
Overall Status	4	Released (General)
System Condition		
Maintenance Strategy	MEED	Scheduling by factory calendar
Assembly		
Ref. Element PM/PS		
<input type="checkbox"/> Deletion Flag		

The 'QM Data' section at the bottom includes:

Inspection Points	
External Numbering	

The SAP status bar at the bottom shows the user 'ipasapqhq' in role 'INS' at 2:08 AM on 1/28/2021.



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Step 5:

Enter below Operation Details in Operation Screen

Op...	SOp	Work Ctr	Plnt	Ctrl	Operation Description	LT	Work	Un. No.	Duration	Un. C
0010		MEED_ELE	1100	PM01	Indication lights-Illumination Check	<input type="checkbox"/>				
0020		MEED_ELE	1100	PM01	Over Load Relay Check	<input type="checkbox"/>				
0030		MEED_ELE	1100	PM01	General Purpose Relay Check	<input type="checkbox"/>				
0040		MEED_ELE	1100	PM01		<input type="checkbox"/>				
0050		MEED_ELE	1100	PM01		<input type="checkbox"/>				
0060		MEED_ELE	1100	PM01		<input type="checkbox"/>				
0070		MEED_ELE	1100	PM01		<input type="checkbox"/>				



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Step 6:

Select Operations entered and click Maintenance Package to select frequency

General task list Edit Goto Operation Extras Environment System Help

Create General Task List: Operation Overview

Group 134 AC Servicing Grp.Countr 1

MntPack Components Rel PRT SPack. Insp.Char

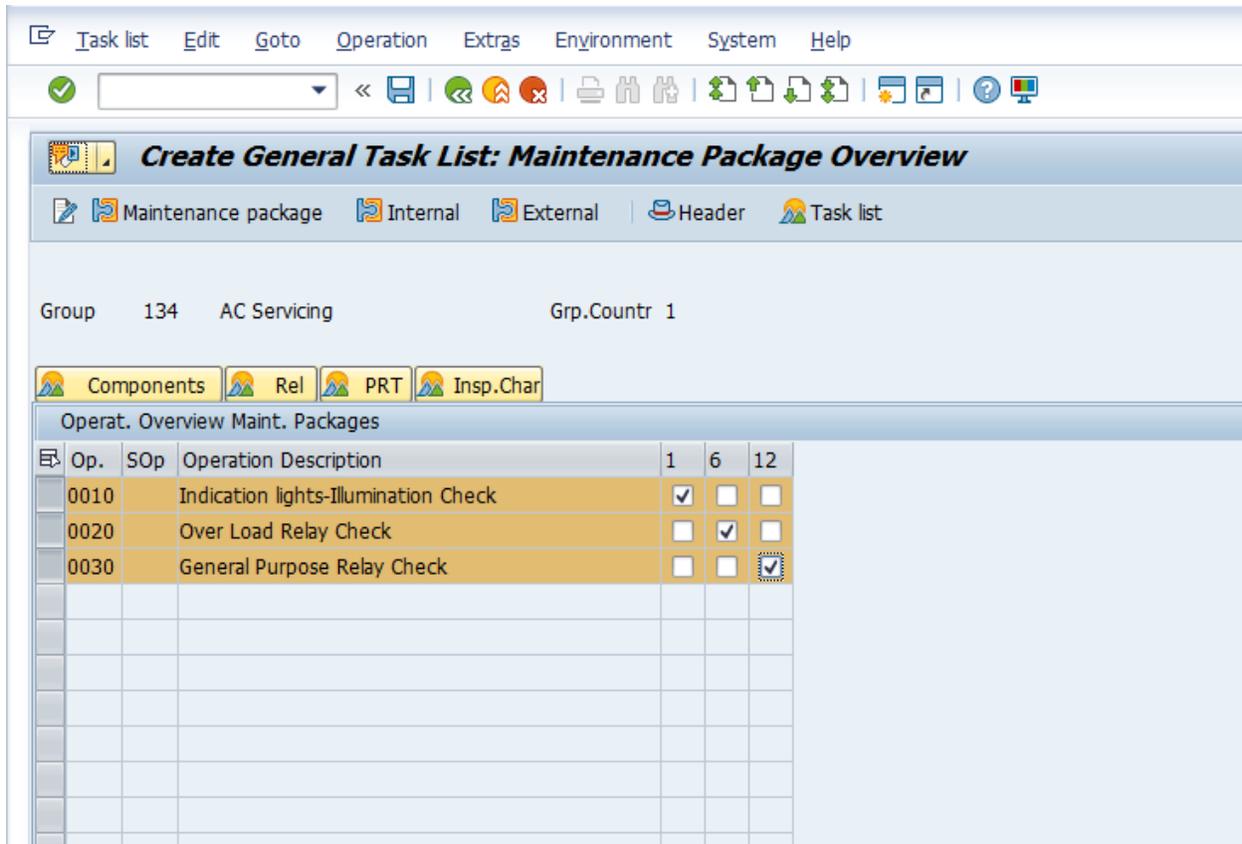
Op...	SOp	Work Ctr	Plnt	Ctrl	Operation Description	LT	Work	Un.	No.	Duration	Un.	C	Pct	Int. distr	Fac	ActTyp	StTex...	Assembly
0010		MEED_ELE	1100	PM01	Indication lights-Illumination Check										1	LOBOR		
0020		MEED_ELE	1100	PM01	Over Load Relay Check										1	LOBOR		
0030		MEED_ELE	1100	PM01	General Purpose Relay Check										1	LOBOR		
0040		MEED_ELE	1100	PM01														
0050		MEED_ELE	1100	PM01														
0060		MEED_ELE	1100	PM01														
0070		MEED_ELE	1100	PM01														



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Step 7:

Select frequency for operations and Press “Save” Icon 



Op.	SOp	Operation Description	1	6	12
0010		Indication lights-Illumination Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0020		Over Load Relay Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0030		General Purpose Relay Check	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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Step 8:

System will show TL is created “ General task list 134 saved ”

The screenshot displays the SAP 'Create General Task List: Initial Screen'. The interface includes a menu bar with 'General task list', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Create General Task List: Initial Screen' and contains a 'Task list' section with a 'Group' field set to '134'. A 'User defaults' section includes fields for 'Profile', 'Change Number', and 'Key Date' (set to '28.01.2021'). At the bottom of the screen, a green checkmark icon and the text 'General task list 134 saved' indicate a successful save operation.