



CIAL_EUM_PM_CLASS & CHARACTERISTICS

PREPARED BY


TATA
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ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date

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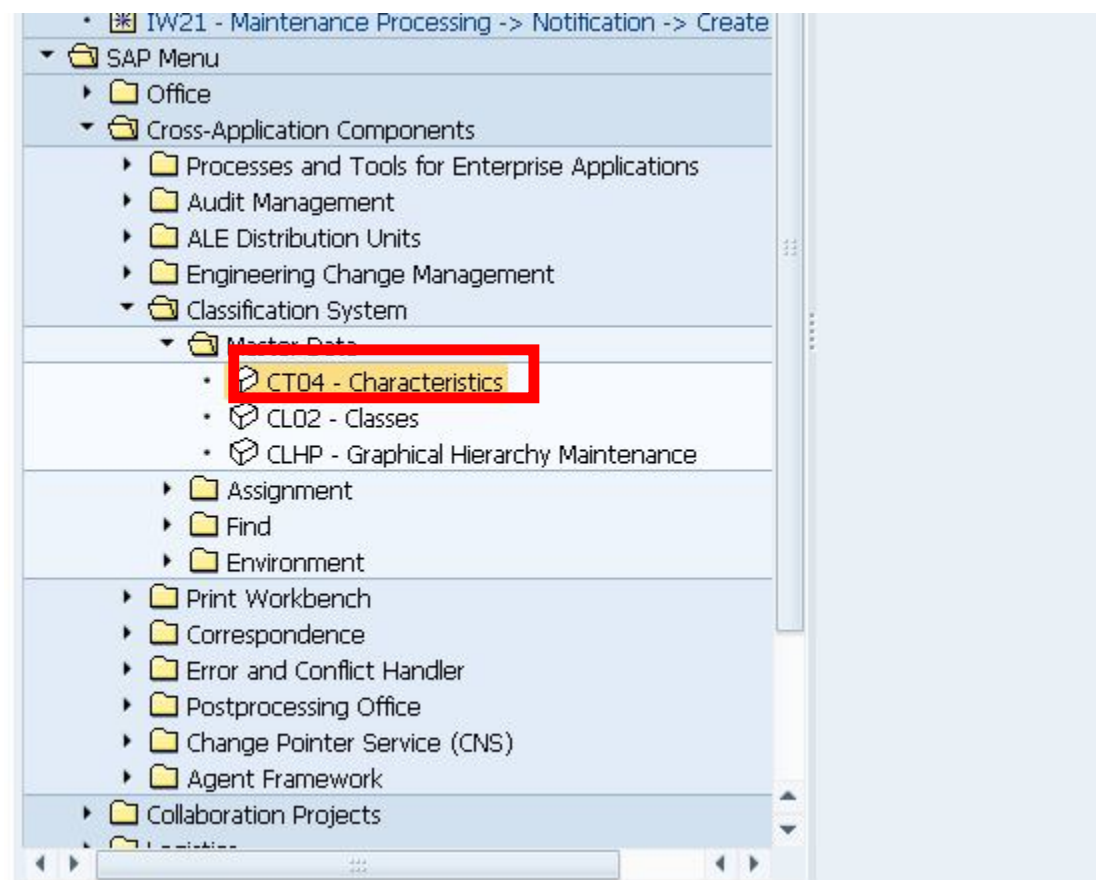
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1. Create Characteristics

Procedural Steps

1.1. Access the transaction by:

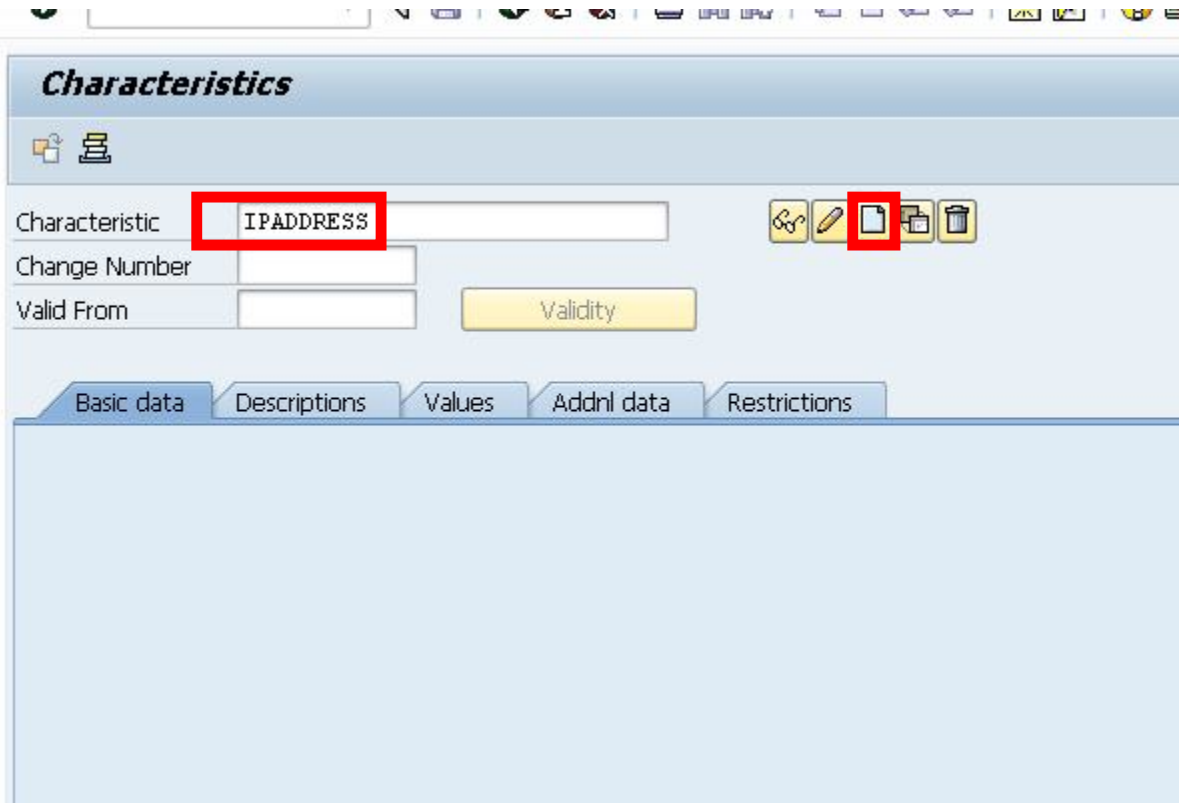
Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Characteristics
Via Transaction Code	CT04



1) Enter following details in the below screen

Characteristics Name: IPADDRESS

Click Create Button



The screenshot shows the SAP 'Characteristics' configuration interface. The 'Characteristic' field contains the text 'IPADDRESS' and is highlighted with a red rectangle. To the right of this field, a toolbar contains several icons; the 'Create' icon (a document with a plus sign) is highlighted with a red rectangle. Below the 'Characteristic' field are input fields for 'Change Number' and 'Valid From', followed by a yellow 'Validity' button. At the bottom, there are five tabs: 'Basic data', 'Descriptions', 'Values', 'Addnl data', and 'Restrictions'.

Characteristic description: PC IP ADDRESS

Characteristic Group: PM_CHR_GRP Maintenance Characteristics

Status:1 (**Released**)

Data Type – **Character Format**

No. Of Characters (Mandatory) – **30**

Unit of measurement – (if Numeric Format, Data Type is selected) –

Value assignment: Select **Single Value**

Restriction tab: Class type as 002 (if characteristics to be restricted only to be used for equipment class).Otherwise Keep it blank. Then it can be used for all class types. (Recommended)

The screenshot shows the 'Change Characteristic' form in SAP. The 'Basic data' tab is selected. The following fields are visible and highlighted with red boxes:

- Characteristic:** IPADDRESS
- Change Number:** (empty)
- Valid From:** 30.10.2013
- Description:** IP ADDRESS
- Chars Group:** PM_CHR_GRP Maintenance Char...
- Status:** 1 Released
- Data Type:** CHAR Character Format
- Number of Chars:** 30
- Value Assignment:**
 - ☒ Single Value
 - ☐ Multiple Values
 - ☐ Restrictable
 - ☐ Entry Required

Click Save button on the top to save the characteristics.

2. Change/Display Characteristics

Procedural Steps

2.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Characteristics
Via Transaction Code	CT04

- 1) Enter Characteristics name and click change button. Then make required changes.
- 2) Enter Characteristics name and click display button to see characteristics details.

The screenshot shows the SAP Characteristics transaction (CT04) interface. The 'Characteristic' field is populated with 'IPADDRESS'. The 'Change' button (pencil icon) and 'Display' button (binoculars icon) are highlighted with red boxes. The 'Validity' button is also visible. The interface includes tabs for 'Basic data', 'Descriptions', 'Values', 'Addnl data', and 'Restrictions'.

3. Delete Characterestics

Procedural Steps

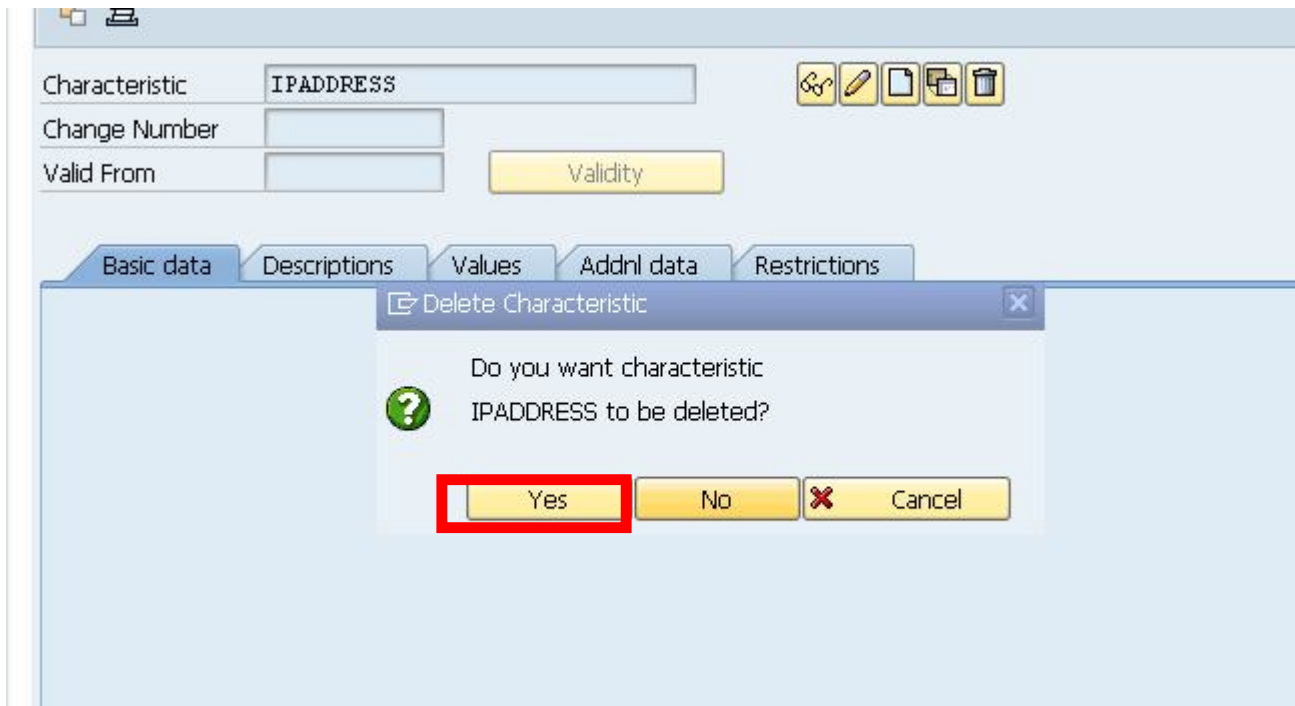
3.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Characteristics
Via Transaction Code	CT04

- 1) Enter Characteristics name and click delete button.

The screenshot shows the SAP 'Characteristics' maintenance interface. At the top, the title 'Characteristics' is displayed. Below it, there are input fields for 'Characteristic' (containing 'IPADDRESS'), 'Change Number', and 'Valid From'. To the right of these fields is a toolbar with five icons: a magnifying glass (search), a pencil (edit), a document (print), a copy icon, and a trash can (delete). The trash can icon is highlighted with a red box. Below the input fields, there are five tabs: 'Basic data', 'Descriptions', 'Values', 'Addnl data', and 'Restrictions'. The 'Basic data' tab is currently selected.

- 2) System to ask whether to delete the characteristics .Click YES to continue



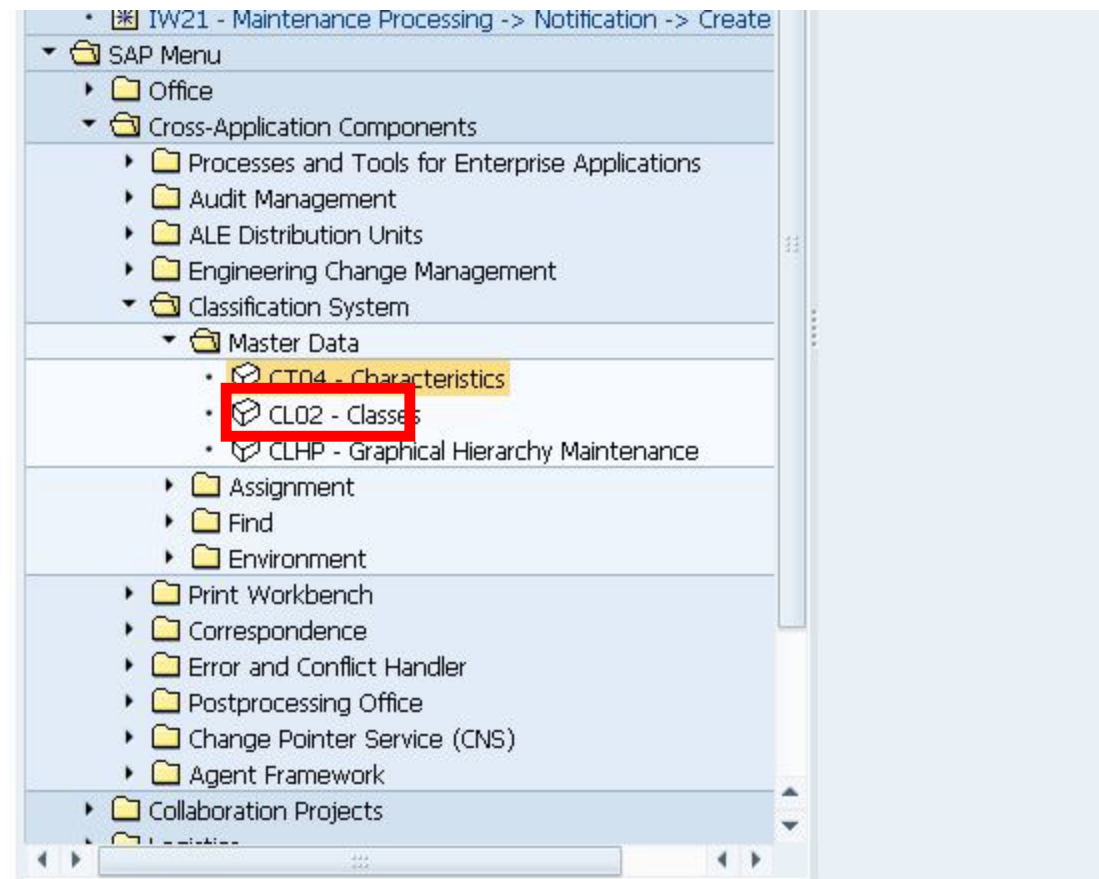
System to give a message Characteristics is deleted in the bottom.

4. Create Class

Procedural Steps

4.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Class
Via Transaction Code	CL02



2) Enter following details in the below screen

Class Name: DESKTOP

Class Type :002 (for Equipment)

Class Type will vary if it's for other objects.

003 for functional location

Click create Button

Class

Change Language

Class:

Class type:

Change Number:

Valid from:

Basic data

3) Enter following details in the opened screen

Description : Desktop Details

Status: 1 Released

Class Group: PM_CLS_GRP

Under Char Tab

Change Language

Class: DESKTOP

Class type: 002 Equipment Class

Change Number:

Valid from: 31.10.2013

Validity:

Basic data | Keywords | Char. | Texts

Basic data

Description: Desktop Details

Status: 1 Released

Class group: PM_CLS_GRP Mainten...

Organizational area:

Valid From: 21.05.2013

Valid to: 31.12.9999

Local class: ☐

Same classification

☒ Do not check

☐ Warning message

☐ Check with error

Authorizations

Class maintenance: ☐

Classification: ☐

Find object: ☐

Administrative data

4) Add required characteristics under characteristics tab

IPADDRESS

MEMORY

RAM

Change Language

Class: DESKTOP

Class type: 002 Equipment Class

Change Number:

Valid from: 30.07.2013

Validity

Basic data Keywords Char. Texts

Char.	Description	Dat...	N...	D...	Unit	R...	Org.	Areas	Std ...	O. I...	Origin	P..	S...
IPADDRESS	ADDRESS	CHAR	30	0									
MEMORY	Memory	NUM	3	0									
RAM	RAM	NUM	2	0									

5) Click save button on the top to save the class

5. Change/Display Class

Procedural Steps

5.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Class
Via Transaction Code	CL02

1) Enter Class Name and click change button as shown.

Then Make necessary changes through the opened screen

2) Enter Class Name and DISPLAY button to see class details.

6. Delete Class

Procedural Steps


6.1. Access the transaction by:

Via Menus	SAP Easy Access → SAP Menu→Cross Application Components→Classification System→Master Data→Class
Via Transaction Code	CL02

- 1) Enter Class Name and press delete button

Class

Change Language

Class 

Class type Equipment Class


Change Number

Valid from

Basic data Keywords Char. Texts

2) System to ask whether to delete the mentioned class

Change Language

Class 

Class type Equipment Class

Change Number

Valid from

Basic data Keywords **Delete Object**

Are You Sure You Want Class to Delete?

3) System to give message mentioned class is deleted in the bottom left corner.

7. Mass Upload of Characteristics

Procedural Steps

7.1. Access the transaction by:

Via Menus	NA
Via Transaction Code	ZPM006

Mass upload of characteristics can be done through T Code ZPM006.

Do not delete any columns from the excel attached.

All fields mentioned are mandatory.

Template is attached herewith.



Characterestics.xls

Select the excel from the system and click execute button to upload as shown below.

