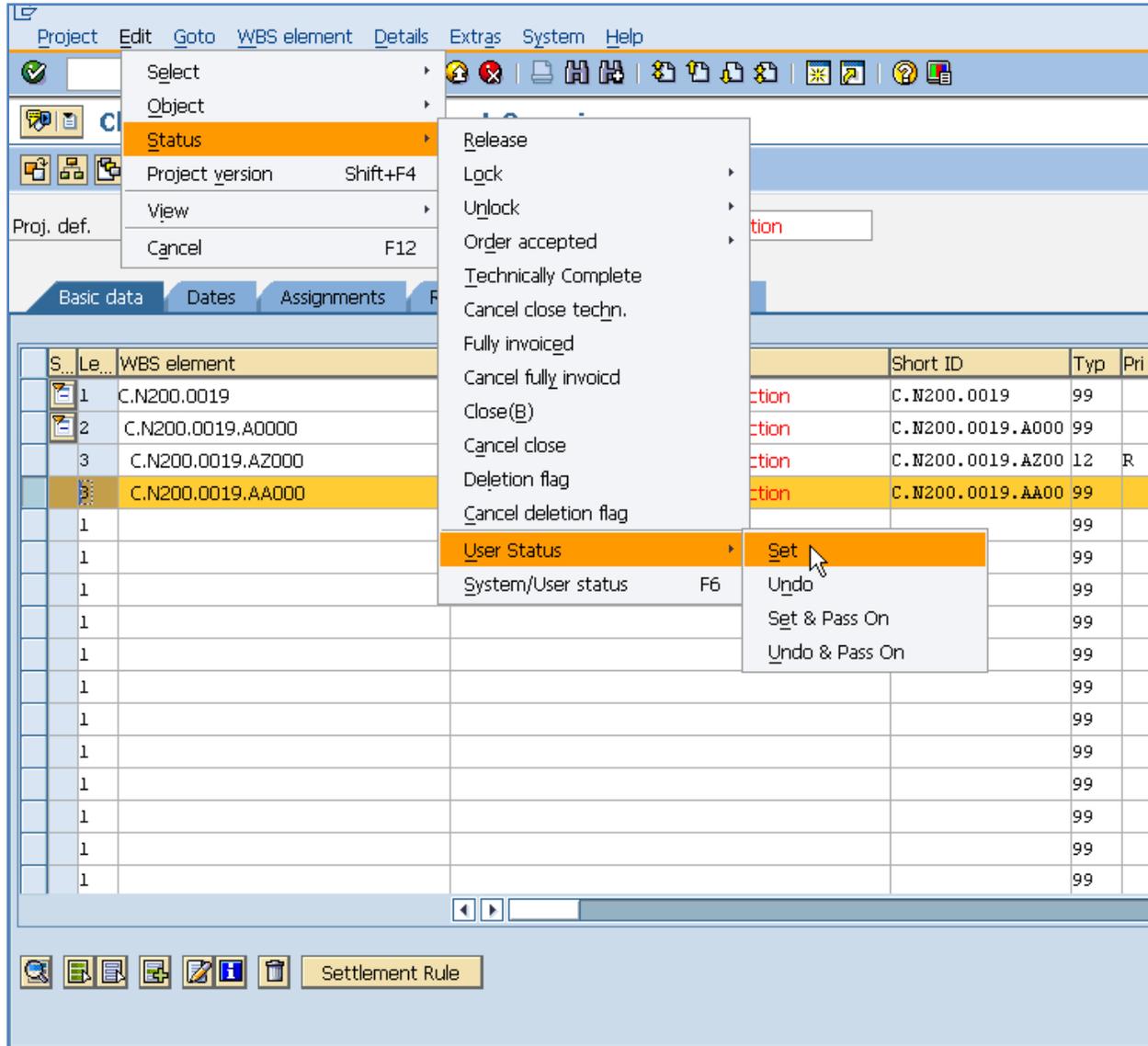


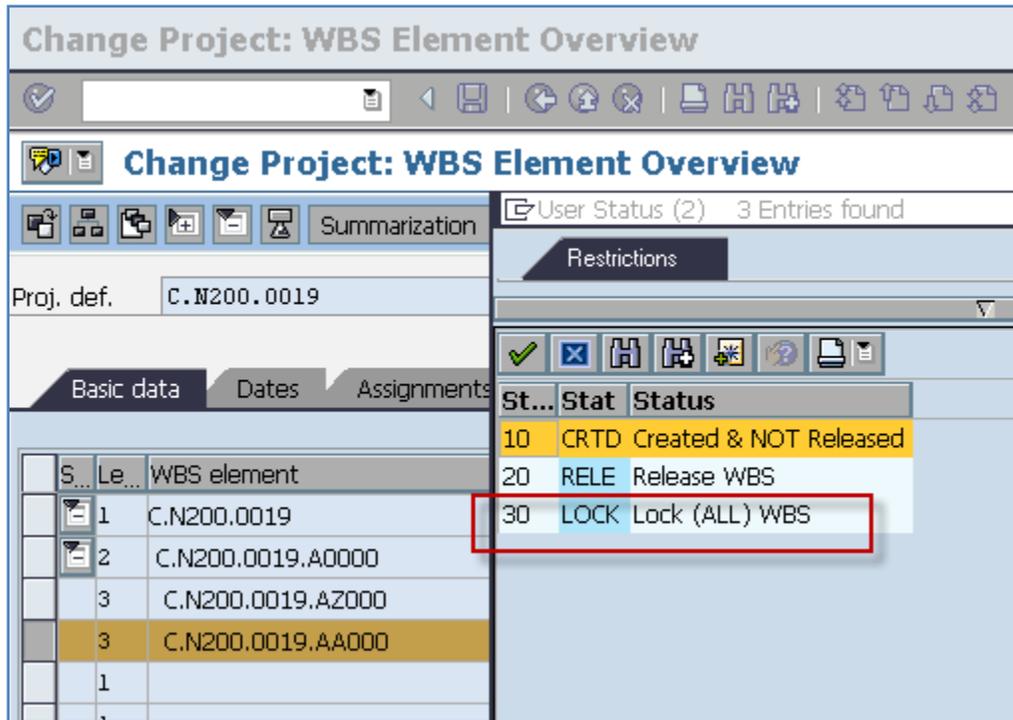
# Instructions for the SCEIS Project Systems “Lock” Project Closing Process

1. Use transaction CJ02, highlight your WBS, and select Edit > Status > User Status > Set, as shown in the screen shot below.

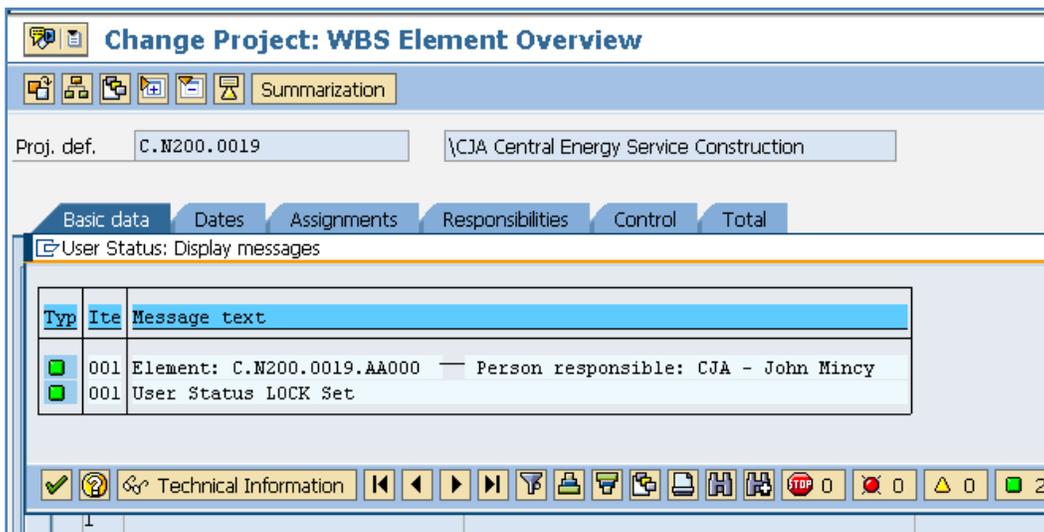


# Instructions for the SCEIS Project Systems “Lock” Project Closing Process

2. Select the status to “LOCK” as shown below.



3. You should get a message as shown below.





# Instructions for the SCEIS Project Systems “Lock” Project Closing Process

4. You should now see this status against the WBS as shown below.

**Change Project: WBS Element Overview**

Proj. def. C.N200.0019 \CJA Central Energy Service Construction

Basic data Dates Assignments Responsibilities Control Total

S...	Le...	WBS element	PE	Acct	Bill	System status	User Status
	1	C.N200.0019		<input type="checkbox"/>	<input type="checkbox"/>	PREL	CRTD
	2	C.N200.0019.A0000		<input type="checkbox"/>	<input type="checkbox"/>	PREL	CRTD
	3	C.N200.0019.AZ000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REL	RELE
		C.N200.0019.AA000		<input checked="" type="checkbox"/>	<input type="checkbox"/>	REL AUC SETC	LOCK
	1			<input type="checkbox"/>	<input type="checkbox"/>		
	1			<input type="checkbox"/>	<input type="checkbox"/>		