



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Define Data Query)

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DOCUMENT CONTROL

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Prepared By : Muhammad Zuhair bin Sazali
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	05/01/2022	Zuhair	First Version of User Manual – Define Data Query

1. Retrieve Define Data Query

What it's for

Define data query is useful when user need to search for specific data. It will filter up data based on user query defined. In this syllabus, we will guide on how to create and retrieve define data query in Work Order module. The step can be applied to any of CMMS Module

Define Data Query step

- 1.1 On the left panel of the system, click on **Work Order > Work Order**.

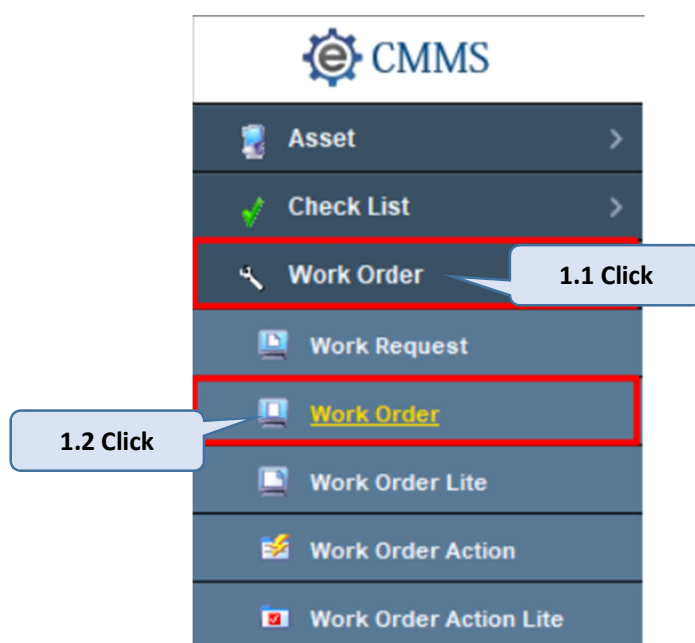


Figure 1.1

- 1.2 Work Order table view will pop up and data will retrieve. Click on Define button.

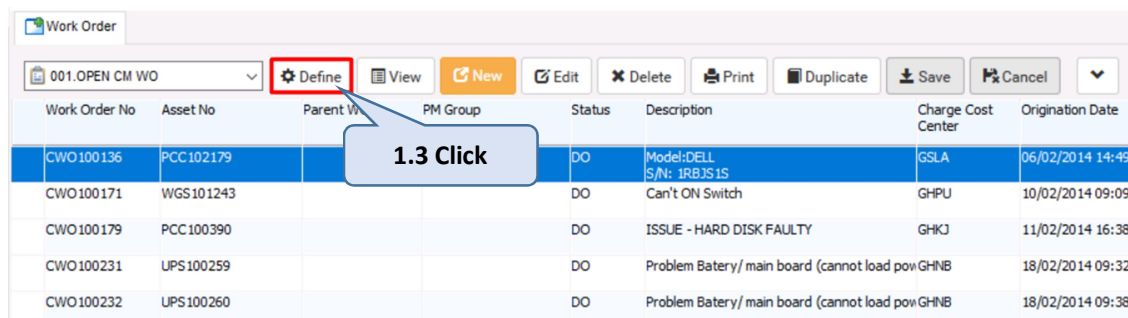

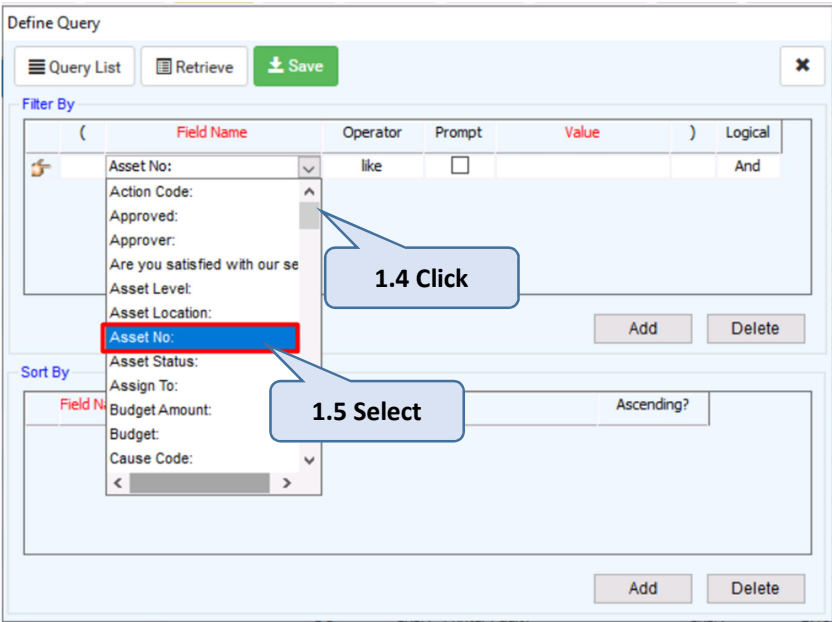


Figure 1.2

- 1.3 Define query data window will popup. Select Field Name column by click  icon. For example, select Asset No.



Define Query

Query List Retrieve Save

Filter By

(Field Name	Operator	Prompt	Value)	Logical
	Asset No:	like	<input type="checkbox"/>			And

Asset No. (selected)

Sort By

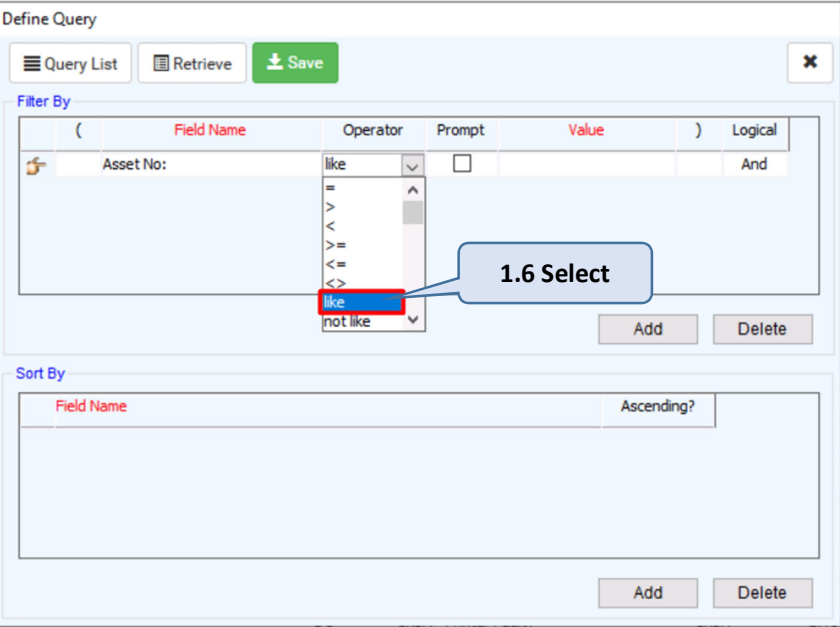
Field Name

Ascending?

Add Delete

Figure 1.3

- 1.4 Select Operator column. For example, select “like” operator. In table 1.1 shows every operator’s function in detail.



Define Query

Query List Retrieve Save

Filter By

(Field Name	Operator	Prompt	Value)	Logical
	Asset No:	like	<input type="checkbox"/>			And

like (selected)

Sort By

Field Name

Ascending?

Add Delete

Figure 1.4

NO	OPERATOR	SYMBOL DESCRIPTION
1	=	To get records that exactly equal with input
2	>	To get records that is more than
3	<	To get records that is less than
4	>=	To get records that is more or equal than
5	<=	To get records that is less or equal than
6	<>	To get records that is other than input
7	Like	To get records that does match
8	Not like	To get records that doesn't match
9	Is	To get records that is in NULL
10	Is not	To get records that is not in NULL

Table 1.1

1.5 For Prompt column, there are 2 conditions, please refer Table 1.2.

Figure 1.5

NO	PROMPT	REMARKS
1	Tick	Data window will prompt for user to fill in value column information. Preferable to be used in Save Data Query .
2	Untick	The data will retrieves based on query defined.

Table 1.2

1.6 Select Value column. Type value that is needed to be filter.

The 'Define Query' dialog box is shown with the 'Filter By' section. The 'Value' column is highlighted with a red box, and a callout bubble labeled '1.8 Type' points to it. The 'Field Name' column contains 'Asset No:', the 'Operator' is 'like', and the 'Logical' column is 'And'.

	Field Name	Operator	Prompt	Value	Logical
	Asset No:	like	<input type="checkbox"/>	UPS	And

Buttons: Add, Delete

Figure 1.6

1.7 Click Retrieve button to filter the Work Order based on query defined.

The 'Define Query' dialog box is shown with the 'Filter By' section. The 'Retrieve' button is highlighted with a red box, and a callout bubble labeled '1.9 Click' points to it. The 'Value' column now contains 'UPS'.

	Field Name	Operator	Prompt	Value	Logical
	Asset No:	like	<input type="checkbox"/>	UPS	And

Buttons: Add, Delete

Figure 1.7

1.8 Asset no UPS will be shortlisted in Work Order table view

Work Order							
<div> <div>LAST QUERY</div> <div> <div>Define</div> <div>View</div> <div>New</div> <div>Edit</div> <div>Delete</div> <div>Print</div> <div>Duplicate</div> <div>Save</div> <div>Cancel</div> </div> </div>							
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO100006	UPS100245			CLO	GHPL - UPS 1000C no power	GHPL	04/12/2013 10:06
CWO100007	UPS100246			CLO	GHPL - UPS no power	GHPL	04/12/2013 13:59
CWO100008	UPS100247			CLO	GHPL - UPS no power	GHPL	04/12/2013 14:09
CWO100009	UPS100248			CLO	GHPL - UPS no power	GHPL	04/12/2013 14:11
CWO100108	POSUPS102128			CLO	GHSK - UPS problem	GHSK	03/02/2014 11:23
CWO100139	UPS100249			CLO	GHTG_OPTI UPS PROBLEM	GHTG	06/02/2014 18:20
CWO100140	UPS100250			CLO	GHTG_OPTI UPS PROBLEM	GHTG	06/02/2014 18:23
CWO100150	UPS100257			CLO	GXKT - New UPS faulty	GXKT	07/02/2014 18:19
CWO100177	POSUPS102132			CLO	cannot power on	GHSP	11/02/2014 14:20

Figure 1.8

2. Save Define Data Query

What it's for

The purpose is to make user task easier as it saves the query defined to be use any time to search for specific data. User will not have to repeat the same define query steps every time wants to retrieve specific data. In this syllabus, we will guide on how to save define data query based on **Step (1.5)** above in Work Order module.


Save Define Data Query step

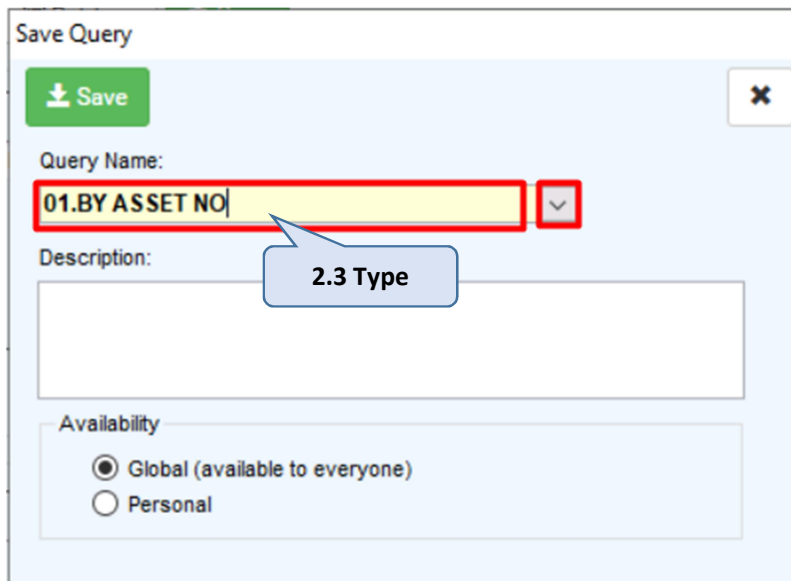
- 2.1 **From step (1.5)**, tick Prompt checkbox. This is used to prompt data window when clicked for user to fill in value needed. The value column will either show “???” value or blank value.
- 2.2 Click Save button to save the query defined

The screenshot shows the 'Define Query' dialog box. At the top, there are three buttons: 'Query List', 'Retrieve', and 'Save'. The 'Save' button is highlighted with a red box and labeled '2.1 Click'. Below these buttons is the 'Filter By' section, which contains a table with columns: 'Field Name', 'Operator', 'Prompt', 'Value', and 'Logical'. The first row of the table has the following values: 'Asset No:', 'like', a checked checkbox (labeled '2.2 Tick'), '???' in the Value column, and 'And' in the Logical column. Below the table are 'Add' and 'Delete' buttons. At the bottom of the dialog box is the 'Sort By' section, which has a 'Field Name' column and an 'Ascending?' column, with 'Add' and 'Delete' buttons below it.

Field Name	Operator	Prompt	Value	Logical
Asset No:	like	<input checked="" type="checkbox"/>	???	And

Figure 2.1

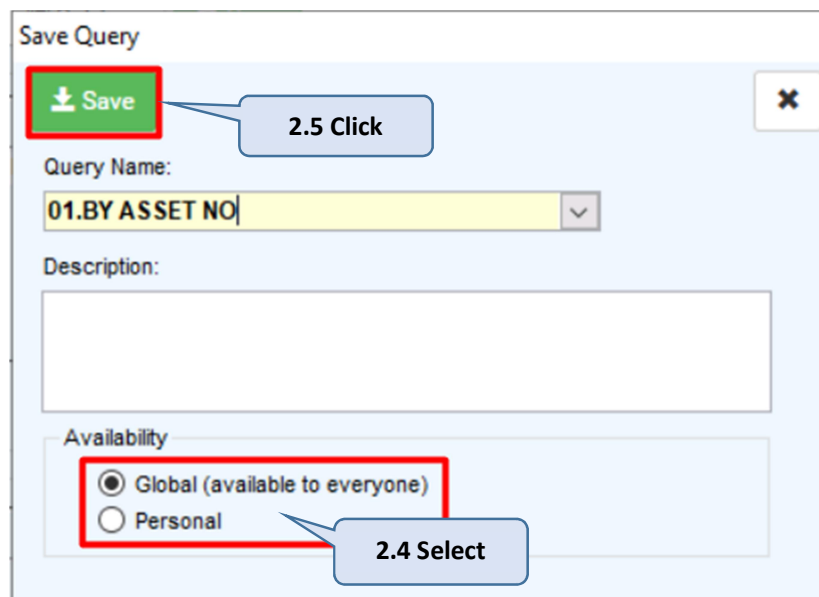
- 2.3 Save Query data window will popup. Fill in the query name or select  icon to replace the existing query created.



The image shows a 'Save Query' dialog box. At the top left is a green 'Save' button with a download icon. At the top right is a close button with an 'X'. Below the buttons is the 'Query Name:' label, followed by a text input field containing '01.BY ASSET NO' and a dropdown arrow icon. A red rectangle highlights the text input field, and a blue callout bubble labeled '2.3 Type' points to it. Below the query name is the 'Description:' label and a large empty text area. At the bottom is the 'Availability' section with two radio buttons: 'Global (available to everyone)' (which is selected) and 'Personal'.


Figure 2.2

- 2.4 Select Global to keep it available for everyone use. Select Personal to keep it only for own use.
- 2.5 Click Save button to save the query defined earlier. User will redirect to Work Order table view.



This image is similar to Figure 2.2 but with different annotations. The 'Save' button is highlighted with a red rectangle, and a blue callout bubble labeled '2.5 Click' points to it. The 'Global (available to everyone)' radio button in the 'Availability' section is highlighted with a red rectangle, and a blue callout bubble labeled '2.4 Select' points to it. The 'Query Name' field still contains '01.BY ASSET NO'.

Figure 2.3

- 2.6 Select  icon to dropdown the query saved.
- 2.7 Select the query that newly created

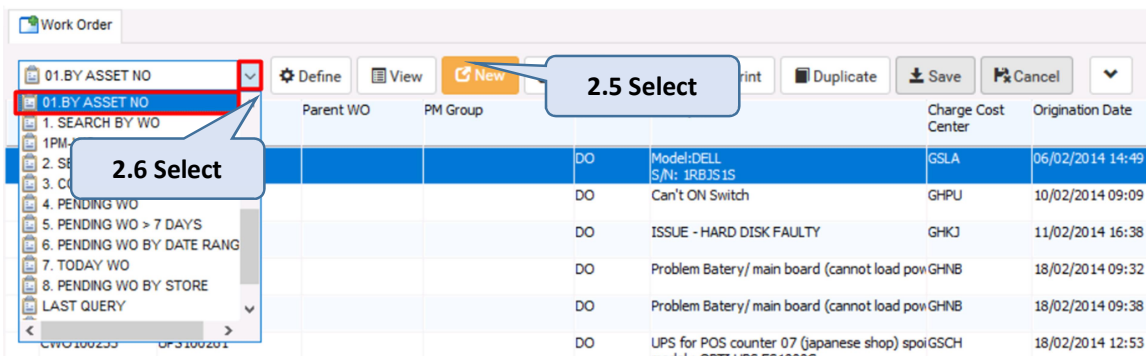


Figure 2.4

- 2.8 Data window will popup. Fill in the asset no value.
- 2.9 Click OK button to retrieve the data

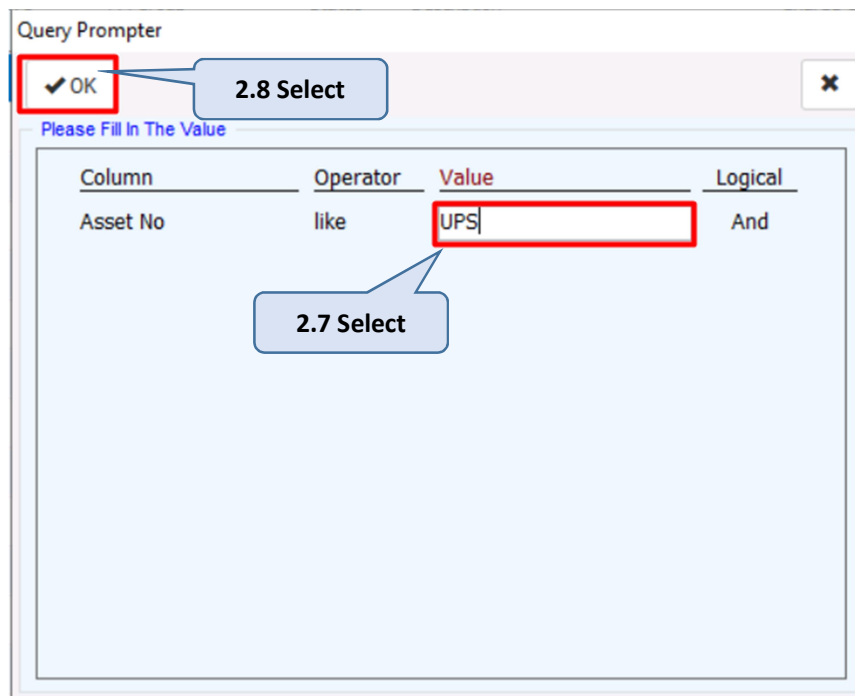


Figure 2.5

2.10 Asset no UPS will be shortlisted in Work Order table view

Work Order							
LAST QUERY		Define	View	New	Edit	Delete	Print
						Duplicate	Save
							Cancel
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO100006	UPS100245			CLO	GHPL - UPS 1000C no power	GHPL	04/12/2013 10:06
CWO100007	UPS100246			CLO	GHPL - UPS no power	GHPL	04/12/2013 13:59
CWO100008	UPS100247			CLO	GHPL - UPS no power	GHPL	04/12/2013 14:09
CWO100009	UPS100248			CLO	GHPL - UPS no power	GHPL	04/12/2013 14:11
CWO100108	POSUPS102128			CLO	GHSK - UPS problem	GHSK	03/02/2014 11:23
CWO100139	UPS100249			CLO	GHTG_OPTI UPS PROBLEM	GHTG	06/02/2014 18:20
CWO100140	UPS100250			CLO	GHTG_OPTI UPS PROBLEM	GHTG	06/02/2014 18:23
CWO100150	UPS100257			CLO	GXKT - New UPS faulty	GXKT	07/02/2014 18:19
CWO100177	POSUPS102132			CLO	cannot power on	GHSP	11/02/2014 14:20

Figure 2.6