



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Define Data Query)

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DOCUMENT CONTROL

Document No : CMMS/DEFINEQUERY/001

Document Name : Define Data Query

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Creation Date : 05/01/2022

Revision : 1.0

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**.

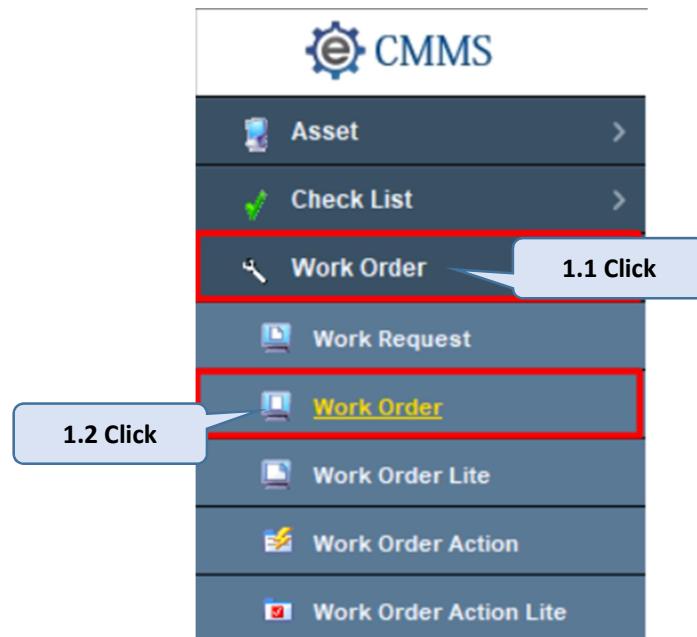


Figure 1.1

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

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO100136	PCC102179			DO	Model:DELL SN: 1RBJS1S	GSLA	06/02/2014 14:49
CWO100171	WGS101243			DO	Can't ON Switch	GHPU	10/02/2014 09:09
CWO100179	PCC100390			DO	ISSUE - HARD DISK FAULTY	GHKJ	11/02/2014 16:38
CWO100231	UPS100259			DO	Problem Batery/ main board (cannot load pow	GHN	18/02/2014 09:32
CWO100232	UPS100260			DO	Problem Batery/ main board (cannot load pow	GHN	18/02/2014 09:38

Figure 1.2

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

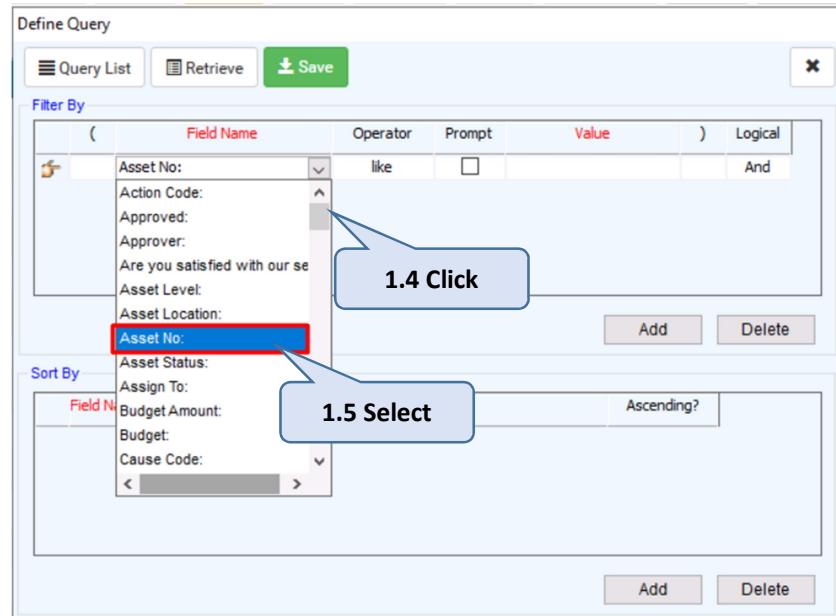


Figure 1.3

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

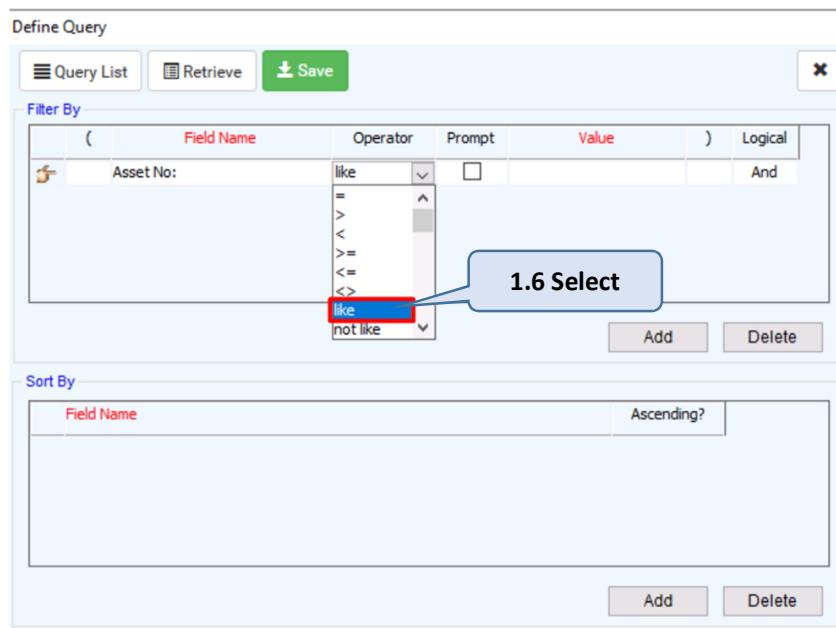


Figure 1.4

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.

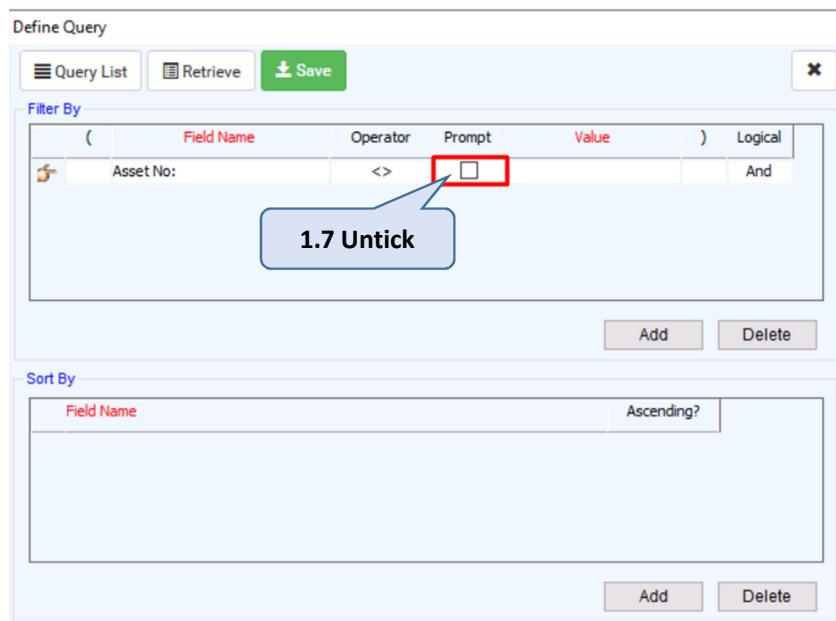
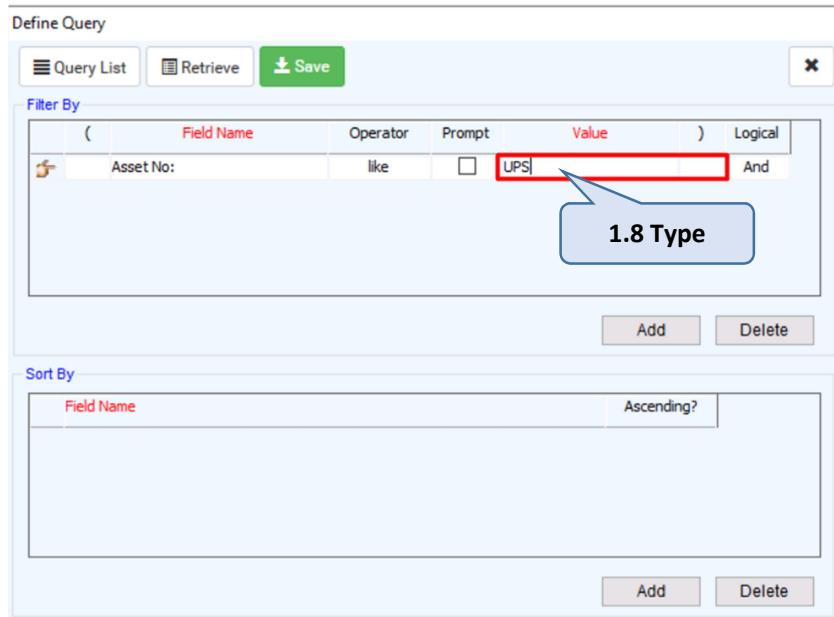


Figure 1.5

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

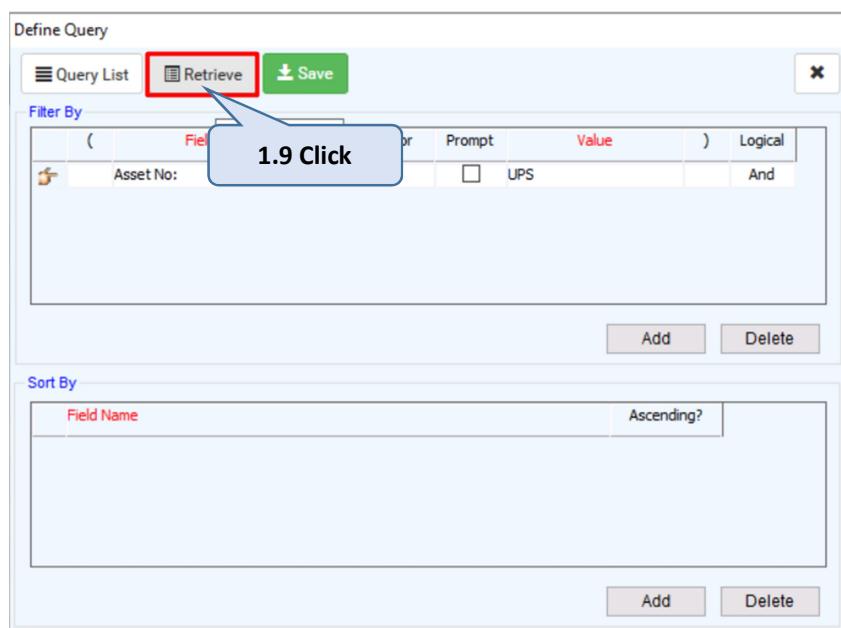
1.6 Select Value column. Type value that is needed to be filter.



The screenshot shows the 'Define Query' dialog box. In the 'Filter By' section, there is a single condition: 'Asset No.' with an 'like' operator and a value of 'UPS'. A red box highlights the 'Value' field, and a blue callout box labeled '1.8 Type' points to it. Below the filter section, there are 'Add' and 'Delete' buttons. The 'Sort By' section is empty, with an 'Add' and 'Delete' button below it.

Figure 1.6

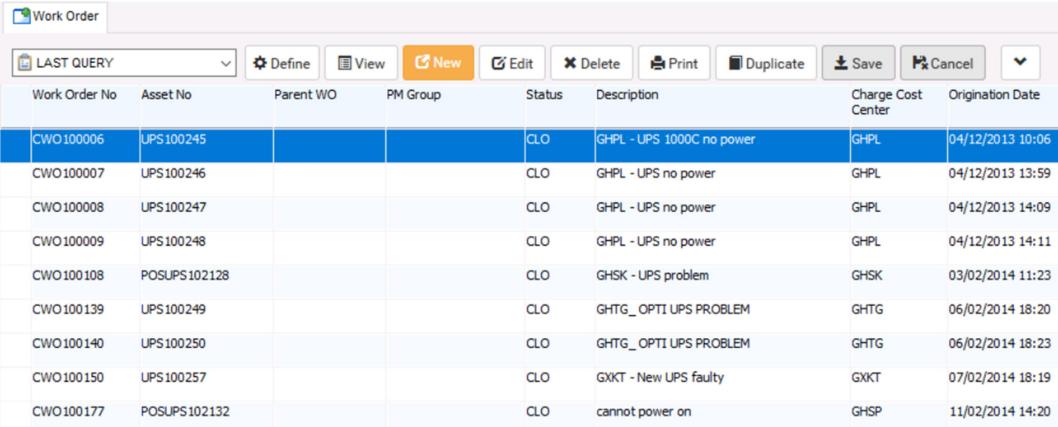
1.7 Click Retrieve button to filter the Work Order based on query defined.



The screenshot shows the 'Define Query' dialog box. The 'Retrieve' button in the top toolbar is highlighted with a red box. A blue callout box labeled '1.9 Click' points to the 'Retrieve' button. The 'Filter By' section contains the same condition as Figure 1.6: 'Asset No.' like 'UPS'. The 'Sort By' section is empty, with an 'Add' and 'Delete' button below it.

Figure 1.7

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



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 makes 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

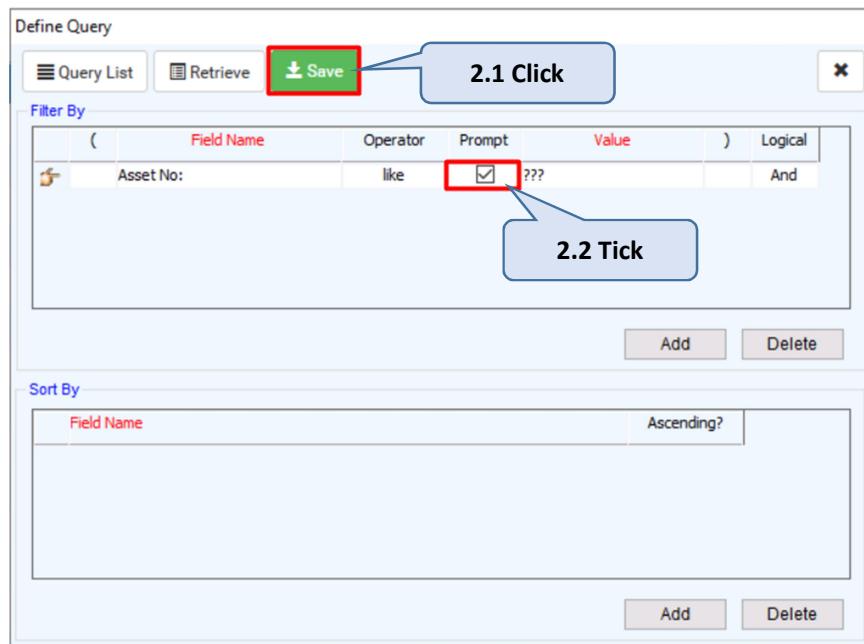


Figure 2.1

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

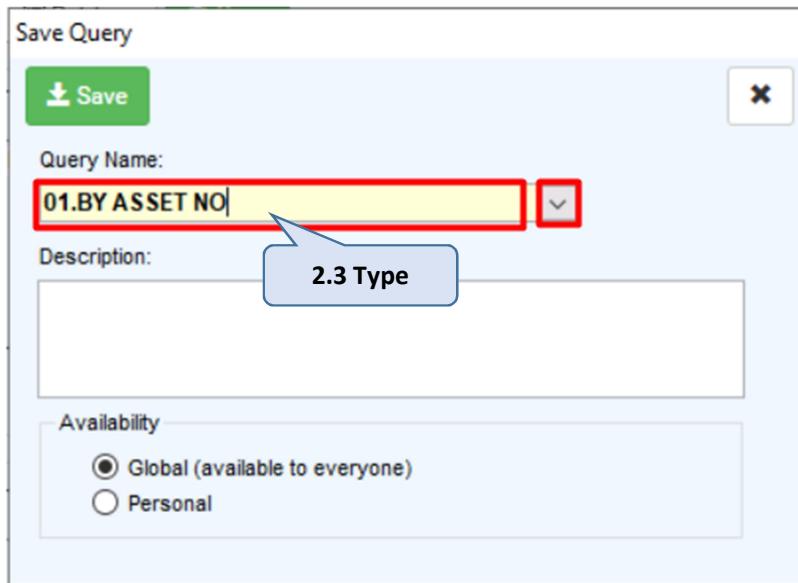


Figure 2.2

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.

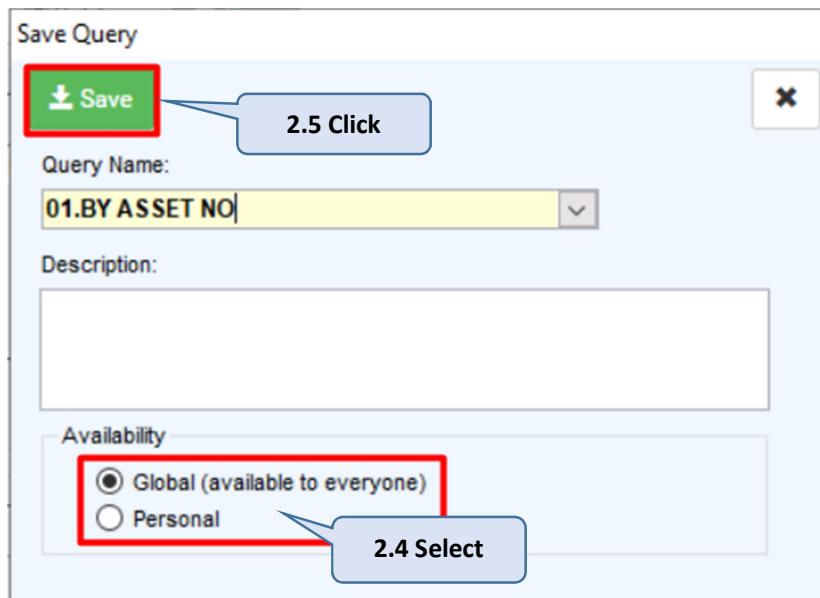


Figure 2.3

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

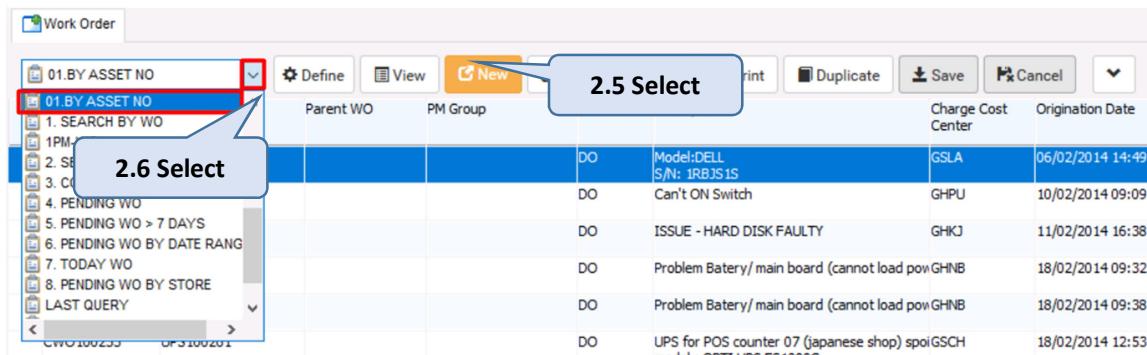


Figure 2.4

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

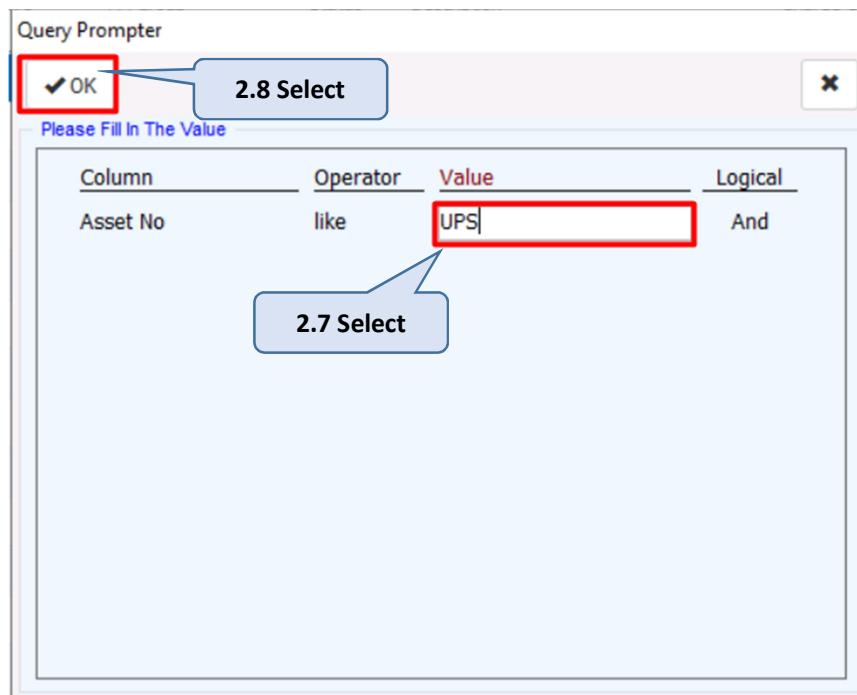
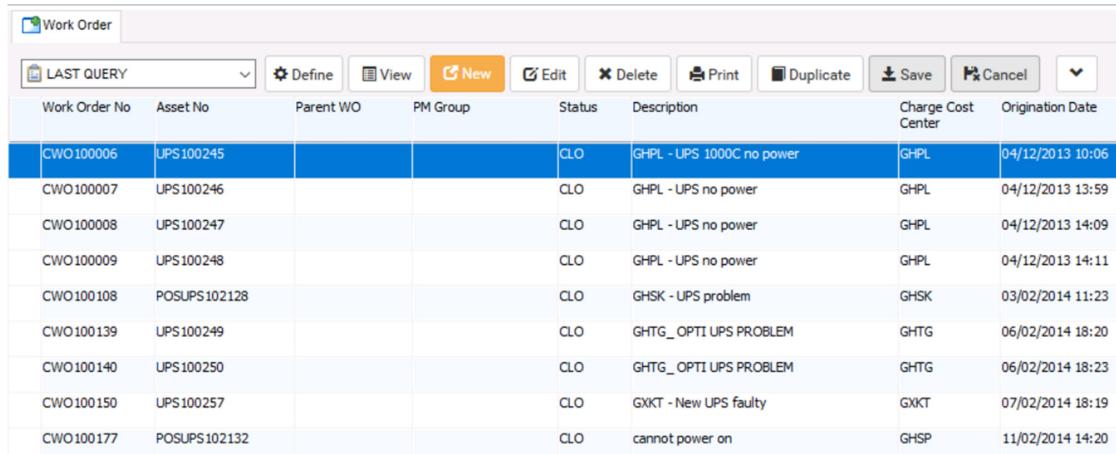


Figure 2.5

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



Work Order 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