



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Frequently Used Query)

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Frequently Used Define Query

What it's for

Define data query is useful when user need to search for specific data. Instead of repeating define query steps, it is advisable to save certain data query as it will saves much time and simplify works. In this syllabus, we will guide on frequently used define query used to retrieve data based on their requirement.

1. Scenario 1: Search Data Within Date Range

User wants to retrieve DO status (Open status) Work Order with certain date range. In this scenario, date range is between 01/01/2021 and 31/12/2021 (1 year).

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

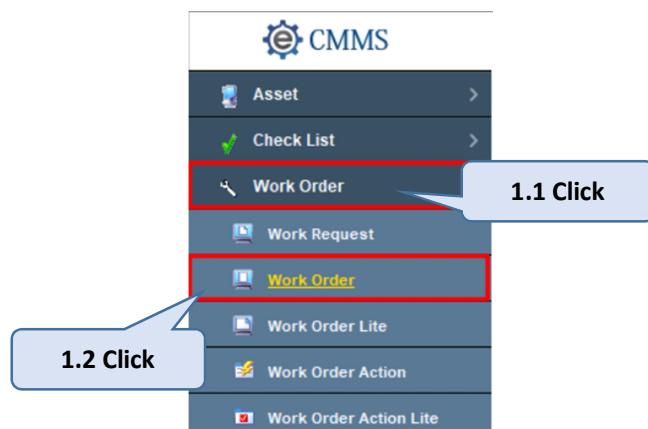


Figure 1.1

- 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 S/N: 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.
- 1.4 Select Origination Date.

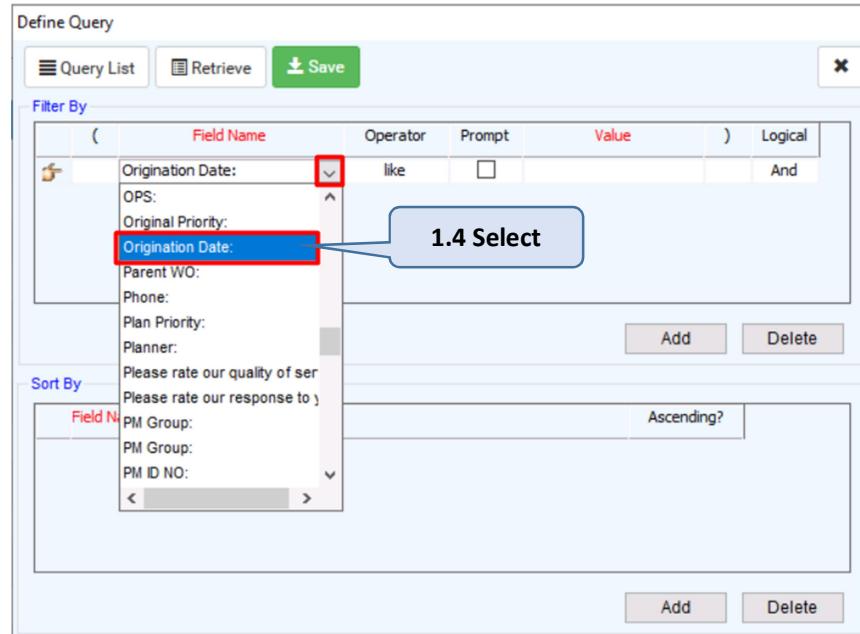


Figure 1.3

- 1.5 Select Operator column. Drop down icon and select “>=” operator.

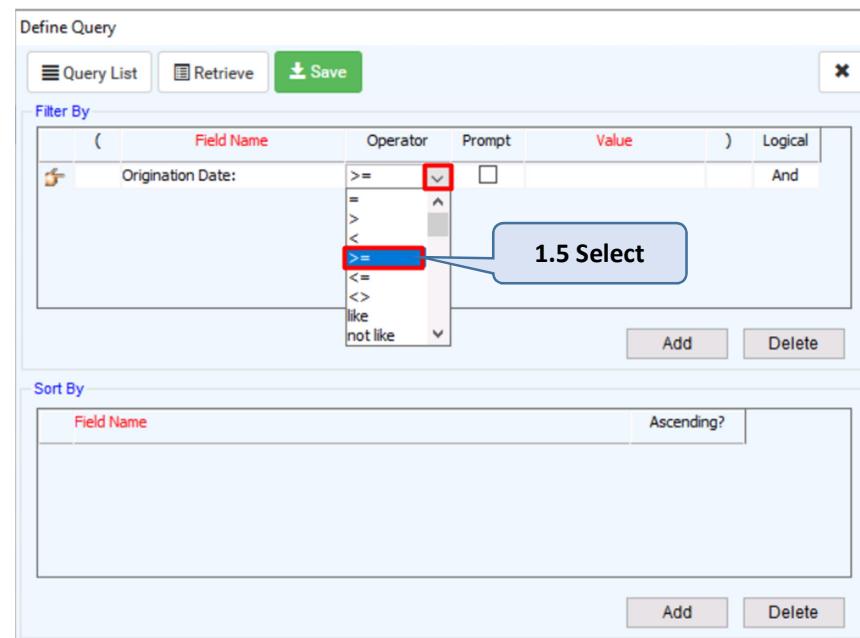


Figure 1.4

- 1.6 In Prompt column, tick the prompt checkbox.
- 1.7 Click add button to add more query lines

Define Query

Query List Retrieve **Save**

Filter By

(Field Name	Operator	Prompt	Value)	Logical
Origination Date:	>=	<input checked="" type="checkbox"/>	???		And	

1.6 Tick

Add Delete

Sort By

Field Name	Ascending?
------------	------------

1.7 Click

Add Delete

Figure 1.5

- 1.8 Fill up the information as below.
- 1.9 Click save button to save the query defined.

Define Query

Query List Retrieve **Save**

Filter By

(Field Name	Operator	Prompt	Value)	Logical
Origination Date:	>=	<input checked="" type="checkbox"/>	???		And	
Origination Date:	<=	<input checked="" type="checkbox"/>	???		And	
Status:	=	<input type="checkbox"/>	DO		And	

1.9 Click

1.8 Type

Add Delete

Sort By

Field Name	Ascending?
------------	------------

Add Delete

Figure 1.6

- 1.10 Insert the name in Query Name data field.
- 1.11 You may set the query availability to Global, which is available for everyone to use or Personal, query available only for the user.
- 1.12 Click save button. User will be redirected to Work Order table view.

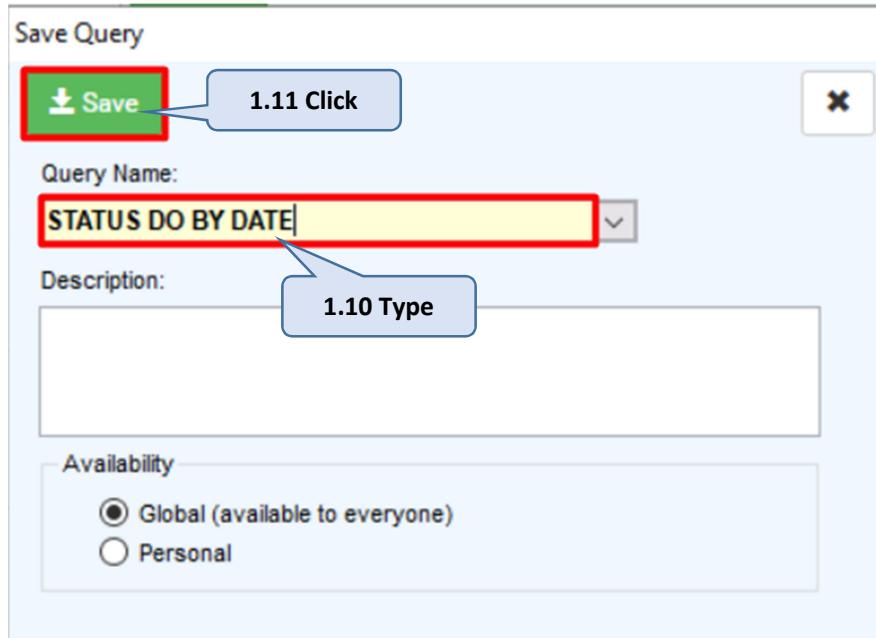


Figure 1.7

- 1.13 Click on query list icon.
- 1.14 Select the query previously saved. Query Prompter data window will popup.

Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO100255		DO	Model:DELL SN: 1RBJS1S	GSLA	06/02/2014 14:49
CWO100254		DO	Can't ON Switch	GHPU	10/02/2014 09:05
001.OPEN CM WO		DO	ISSUE - HARD DISK FAULTY	GHKJ	11/02/2014 16:38
2. SEARCH BY WR NO		DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:31
3. COMPLETED WO		DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:31
4. PENDING WO		DO	UPS for POS counter 07 (japanese shop) spo	GSCH	18/02/2014 12:51
5. PENDING WO > 7 DAYS		DO	model : OPTI UPS ES1000C		
6. PENDING WO BY DATE RANG		DO	GHST : Hardware Problem :METtler Toledo	GHST	19/02/2014 13:31
7. TODAY WO					
8. PENDING WO BY STORE					
LAST QUERY					
PENDING WO					
RM - S01					
STATUS DO BY DATE					

Figure 1.8

1.15 Fill in the date value
 1.16 Click OK to retrieve the data

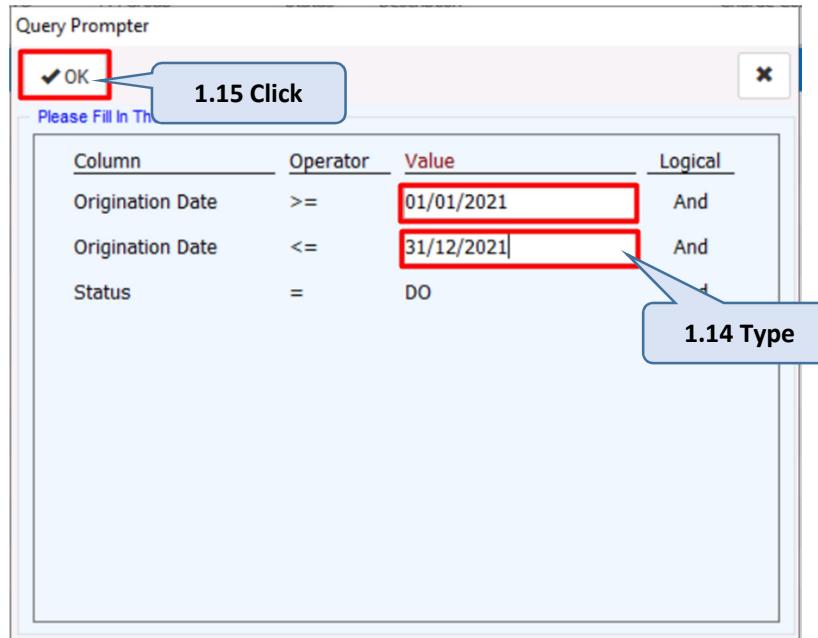


Figure 1.9

1.17 Total of 34 DO status Work Order date range between 01/01/2021 and 31/12/2021

Work Order											
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date	Close Date	Assign To
PWO10007	POS500627			DO	1 MONTH PM Update windows	GXPS	11/03/2021 00:00	18/03/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100022	AHJ100001			DO	3 MONTH PM	GXPS	30/03/2021 00:00	06/04/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100051	ACP100012			DO	1 MONTH PM	GSBK	09/01/2021 00:00	16/01/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100052	HHT500833			DO	1 MONTH PM	GXPS	20/01/2021 00:00	27/01/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100053	POS500627			DO	1 MONTH PM	GXPS	21/01/2021 00:00	28/01/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100054	BCP500822			DO	1 MONTH PM	GXPS	24/01/2021 00:00	31/01/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100055	ACP100012			DO	1 MONTH PM	GSBK	08/02/2021 00:00	15/02/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100056	HHT500833			DO	1 MONTH PM	GXPS	19/02/2021 00:00	26/02/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100057	POS500627			DO	1 MONTH PM	GXPS	20/02/2021 00:00	27/02/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100058	BCP500822			DO	1 MONTH PM	GXPS	23/02/2021 00:00	02/03/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100059	ACP100012			DO	1 MONTH PM	GSBK	10/03/2021 00:00	17/03/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100060	HHT500833			DO	1 MONTH PM	GXPS	21/03/2021 00:00	28/03/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100061	POS500627			DO	1 MONTH PM	GXPS	22/03/2021 00:00	29/03/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	
PWO100062	BCP500822			DO	1 MONTH PM	GXPS	25/03/2021 00:00	01/04/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	DEMO
CWO103994	BCP501322			DO	breakdown	GHBC	12/08/2021 18:57	12/08/2021 19:57	00/00/0000 00:00	00/00/0000 00:00	
CWO103995	BCP500823			DO	breakdown	GXPS	13/08/2021 10:37	13/08/2021 11:37	00/00/0000 00:00	00/00/0000 00:00	
CWO103996	BCP500823			DO	not working	GXPS	13/08/2021 11:24	14/08/2021 11:24	00/00/0000 00:00	00/00/0000 00:00	DEMO

Figure 1.10

2. Scenario 2: Search Data by Running Number

User wants to retrieve Work Orders by running number generated by CMMS system.

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

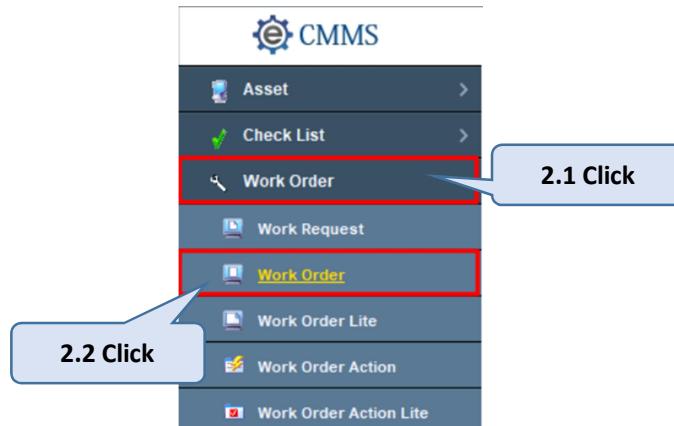


Figure 2.1

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

Work Order No	Asset No	Parent	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO100136	PCC102179			DO	Model:DELL SN: 1RBJ515	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	GHNB	18/02/2014 09:32
CWO100232	UPS100260			DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:38

Figure 2.2

2.3 Define query data window will popup. Select Field Name column by click icon.
 2.4 Select Work Order No

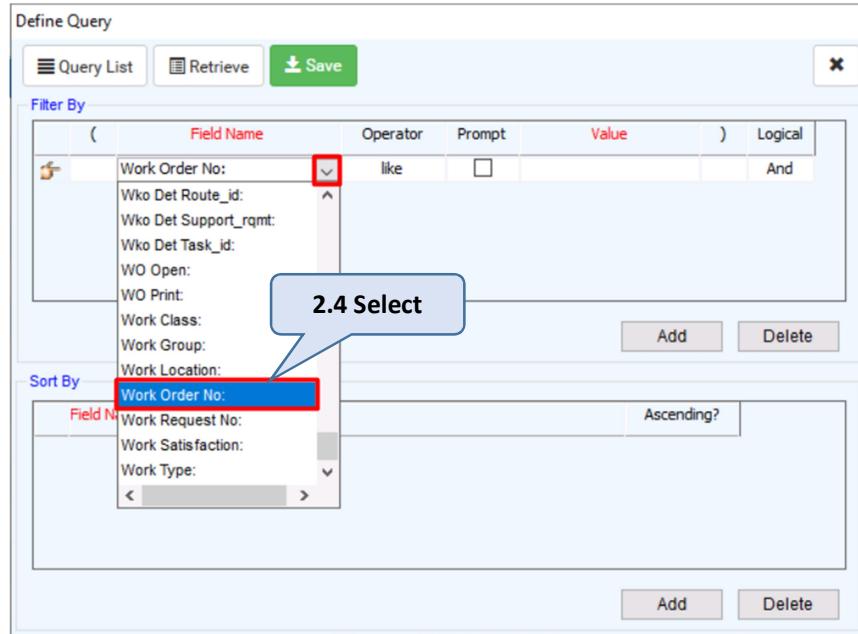


Figure 2.3

2.5 Select Operator column. Drop down icon and select “like” operator.

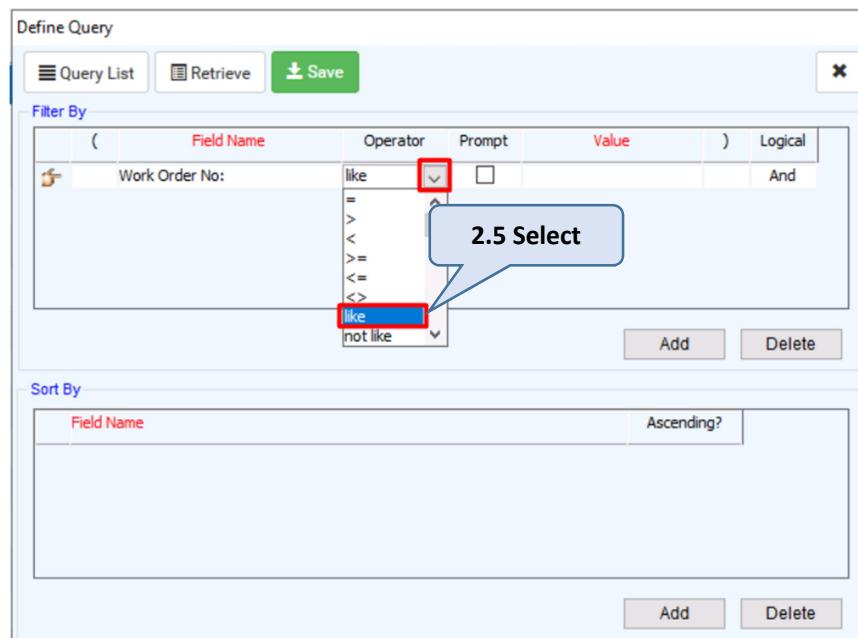


Figure 2.4

2.6 In Prompt column, tick the prompt checkbox.
 2.7 Click save button.

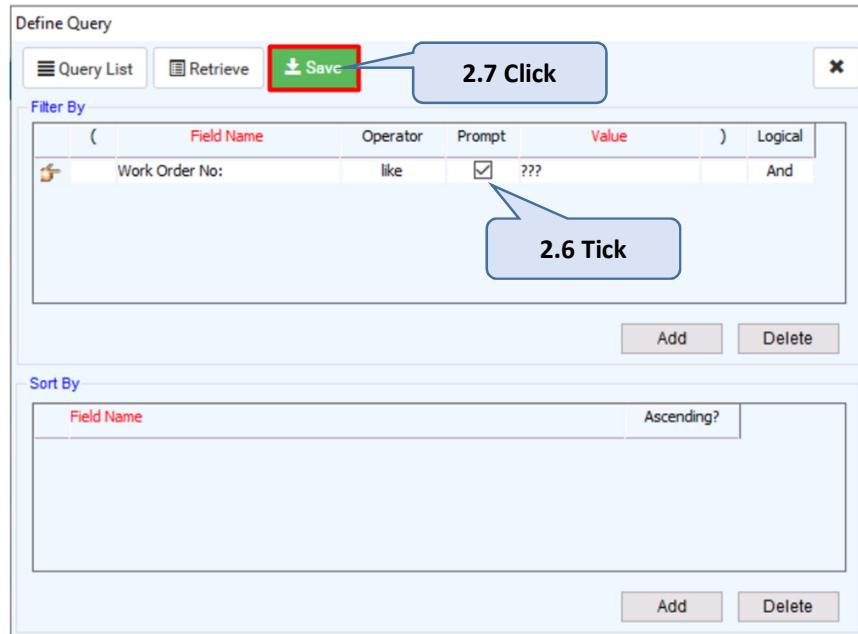


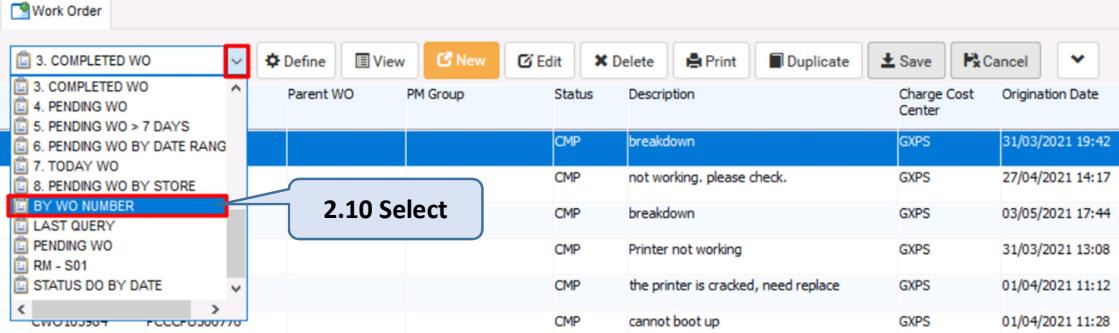
Figure 2.5

2.8 Insert the name in Query Name data field.
 2.9 You may set the query availability to Global, which is available for everyone to use or Personal, query available only for the user.
 2.10 Click save button. User will be redirected to Work Order table view.



Figure 2.6

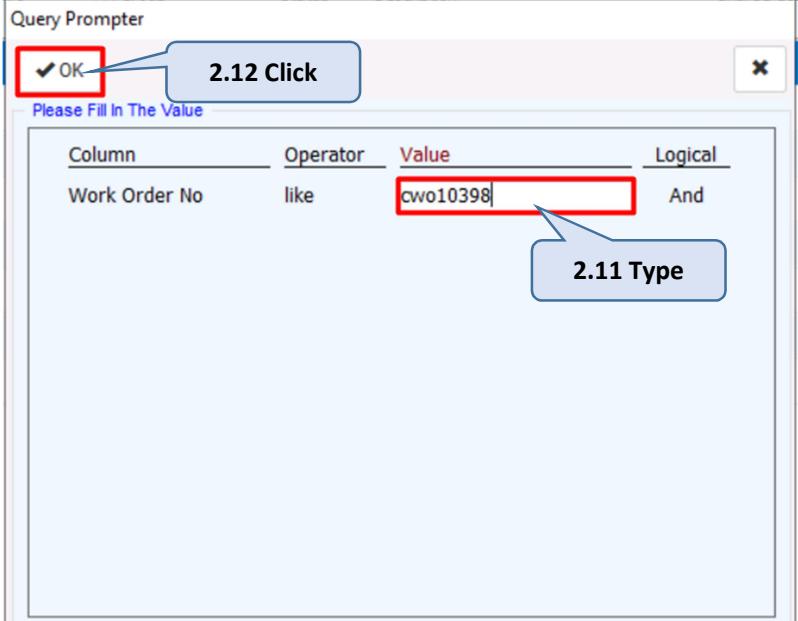
2.11 Click on saved query dropdown icon.
 2.12 Select the query previously saved. Query Prompter data window will popup.



Work Order		Define	View	New	Edit	Delete	Print	Duplicate	Save	Cancel	▼
		Parent WO	PM Group	Status	Description		Charge Cost Center		Origination Date		
	3. COMPLETED WO			CMP	breakdown		GXPS	31/03/2021 19:42			
	4. PENDING WO			CMP	not working, please check.		GXPS	27/04/2021 14:17			
	5. PENDING WO > 7 DAYS			CMP	breakdown		GXPS	03/05/2021 17:44			
	6. PENDING WO BY DATE RANG			CMP	Printer not working		GXPS	31/03/2021 13:08			
	7. TODAY WO			CMP	the printer is cracked, need replace		GXPS	01/04/2021 11:12			
	8. PENDING WO BY STORE			CMP	cannot boot up		GXPS	01/04/2021 11:28			
	BY WO NUMBER										
	LAST QUERY										
	PENDING WO										
	RM - S01										
	STATUS DO BY DATE										

Figure 2.7

2.13 Fill in the value required.
 2.14 Click OK button to retrieve data



Please Fill In The Value

Column	Operator	Value	Logical
Work Order No	like	cwo10398	And

Figure 2.8

2.15 Total of 10 Work Order with running number like 'cwo10398 '

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date	Close Date	Assign To
CWO103980	ACP100191			CLO	DAMAGE	HQ	31/03/2021 16:46	07/04/2021 16:46	00/00/0000 00:00	31/03/2021 18:19	R&M
CWO103981	AHU100001			CMP	breakdown	GXPS	31/03/2021 19:42	07/04/2021 19:42	31/03/2021 19:47	00/00/0000 00:00	
CWO103982	BCP500822			CLO	printer not working	GXPS	01/04/2021 11:05	02/04/2021 11:05	00/00/0000 00:00	01/04/2021 11:07	
CWO103983	DMP500820			CMP	the printer is cracked, need replace	GXPS	01/04/2021 11:12	02/04/2021 11:12	01/04/2021 11:21	00/00/0000 00:00	R&M
CWO103984	PCCCPUS00776			CMP	cannot boot up	GXPS	01/04/2021 11:28	02/04/2021 11:28	01/04/2021 11:38	00/00/0000 00:00	
CWO103985	DVD100001			CMP	not working, please check.	GXPS	27/04/2021 14:17	27/04/2021 15:17	27/04/2021 14:28	00/00/0000 00:00	
CWO103986	DVD100001			CLO	not working.	GXPS	27/04/2021 14:33	28/04/2021 14:33	27/04/2021 15:12	27/04/2021 15:12	
CWO103987	POSMON104254			CMP	breakdown	GXPS	03/05/2021 17:44	10/05/2021 17:44	05/05/2021 15:23	00/00/0000 00:00	DEMO
CWO103988	BCP500822			C01	breakdown, not working.	GXPS	30/05/2021 13:50	06/06/2021 13:50	00/00/0000 00:00	00/00/0000 00:00	
CWO103989	PCCCPUS22180			C01	Testing by dicky	GHPJ	01/06/2021 10:04	01/06/2021 11:04	00/00/0000 00:00	00/00/0000 00:00	

Figure 2.9

3. Scenario 3: Search Work Order by Current Date

User wants to search Work Order by current date (today).

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

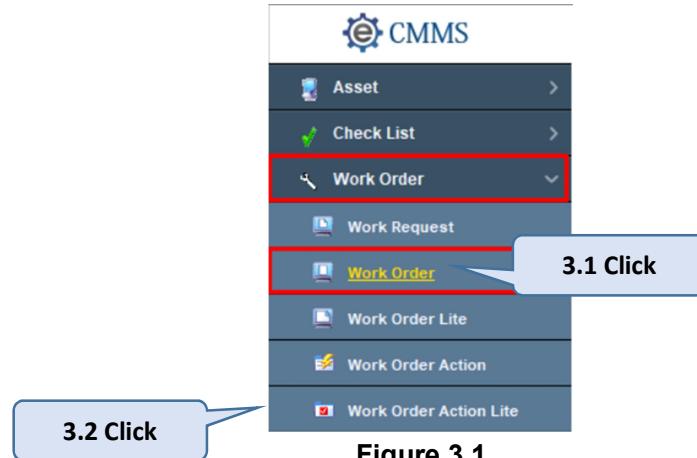


Figure 3.1

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

Work Order No	Asset No	Parent WO	Priority	Status	Description	Charge Cost Center	Origination Date
CWO100136	PCC102179		DO	DO	Model:DELL SN: 1RBJS15	GSLA	06/02/2014 14:49
CWO100171	WGS101243		DO	DO	Can't ON Switch	GHPU	10/02/2014 09:09
CWO100179	PCC100390		DO	DO	ISSUE - HARD DISK FAULTY	GHKJ	11/02/2014 16:38
CWO100231	UPS100259		DO	DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:32
CWO100232	UPS100260		DO	DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:38

Figure 3.2

3.3 Define query data window will popup. Select Field Name column by click icon.
 3.4 Select Created Date

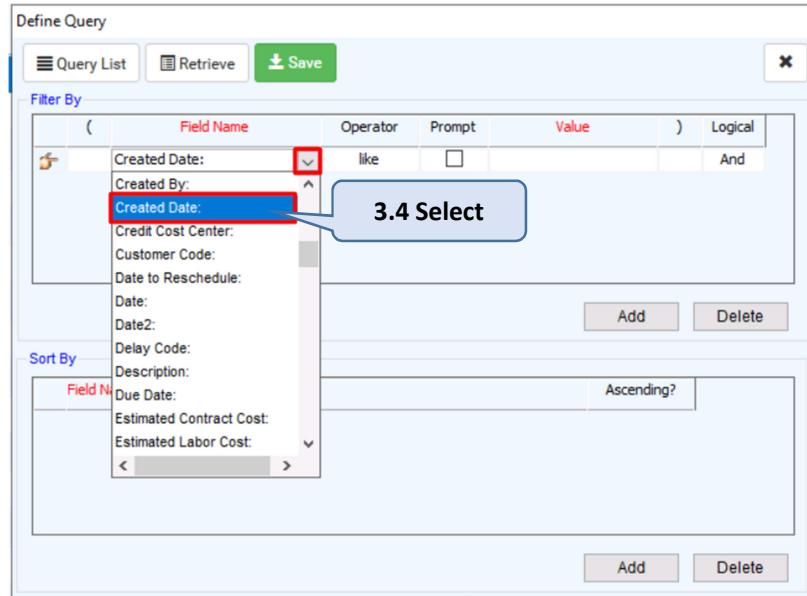


Figure 3.3

3.5 Select Operator column. Drop down icon and select “like” operator.

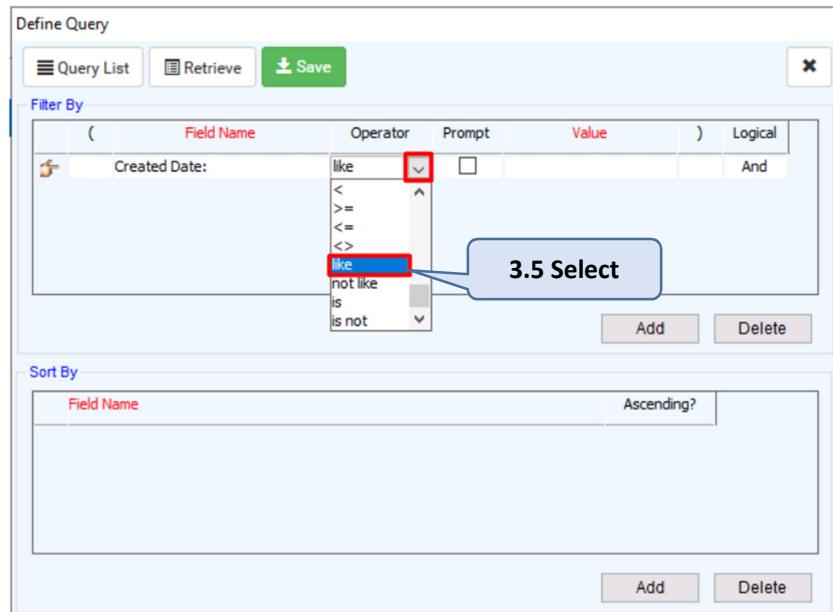


Figure 3.4

- 3.6 In value column, type today()
- 3.7 Click save button to save the query

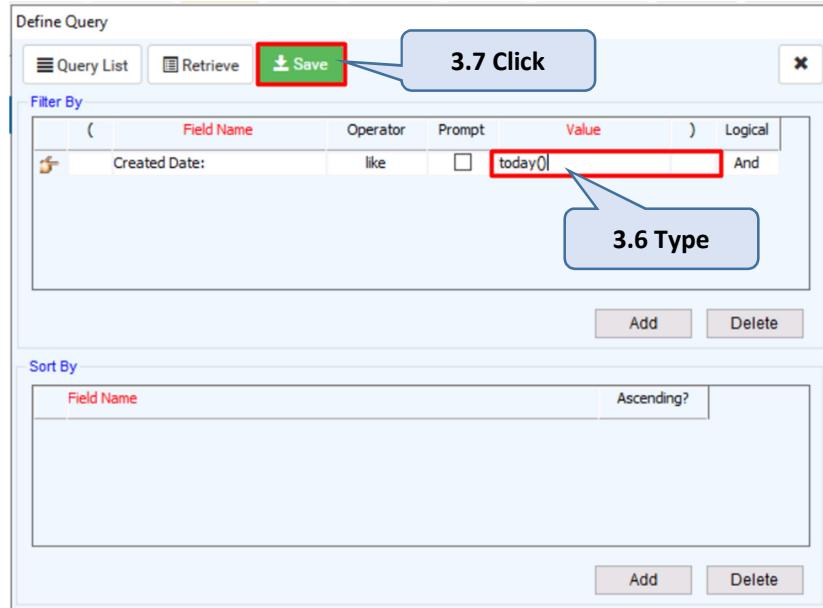


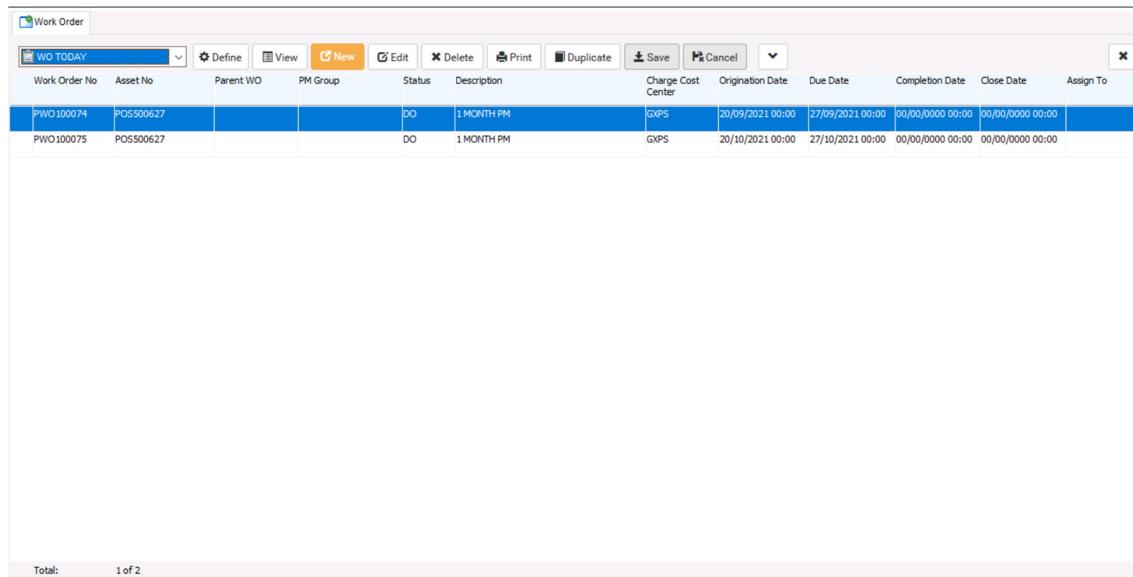
Figure 3.5

- 3.8 Insert the name in Query Name data field.
- 3.9 You may set the query availability to Global, which is available for everyone to use or Personal, query available only for the user.
- 3.10 Click save button.



Figure 3.6

3.11 User will be redirected to Work Order table view with shortlisted data based on query defined. The query is saved as WO TODAY in define query list



Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date	Close Date	Assign To
PWO100074	PO5500627			DO	1 MONTH PM	G995	20/09/2021 00:00	27/09/2021 00:00	20/09/0000 00:00	20/09/0000 00:00	
PWO100075	PO5500627			DO	1 MONTH PM	G995	20/10/2021 00:00	27/10/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	

Figure 3.7

4. Scenario 4: Search Work Order Assigned to User

User wants to search Work Order with DO(Open) status assigned to him/her

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

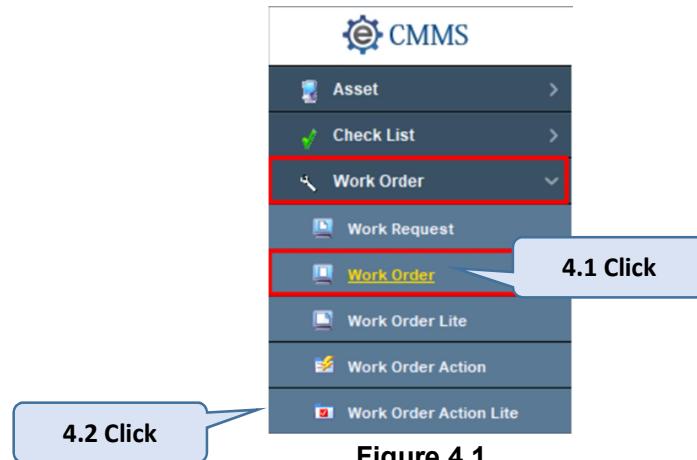


Figure 4.1

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

Work Order No	Asset No	Parent WO	Status	Description	Charge Cost Center	Origination Date
CWO100136	PCC102179		DO	Model:DELL SN: 1RBJS15	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	GHNB	18/02/2014 09:32
CWO100232	UPS100260		DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:38

Figure 4.2

4.3 Define query data window will popup. Select Field Name column by click  icon.
 4.4 Select Assign To

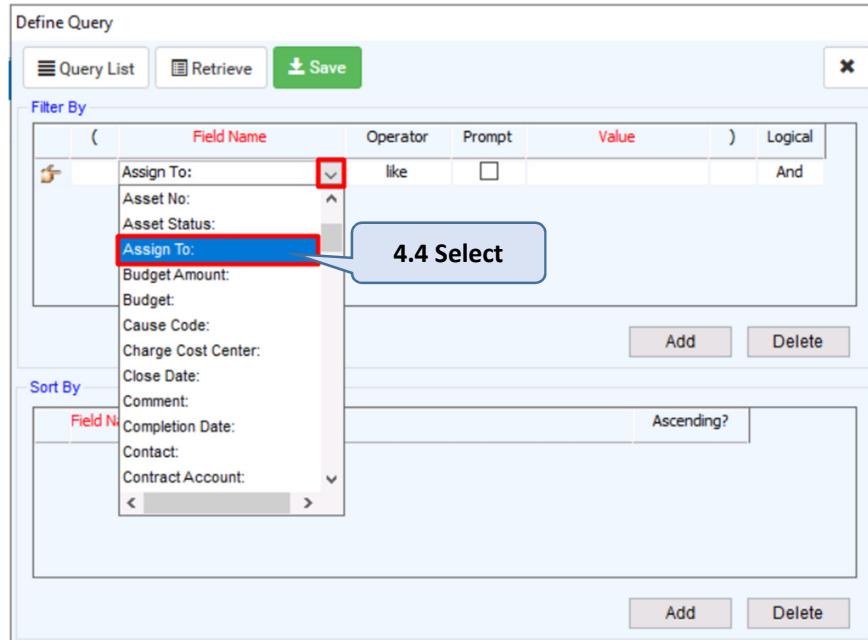


Figure 4.3

4.5 Select Operator column. Drop down  icon and select “like” operator.

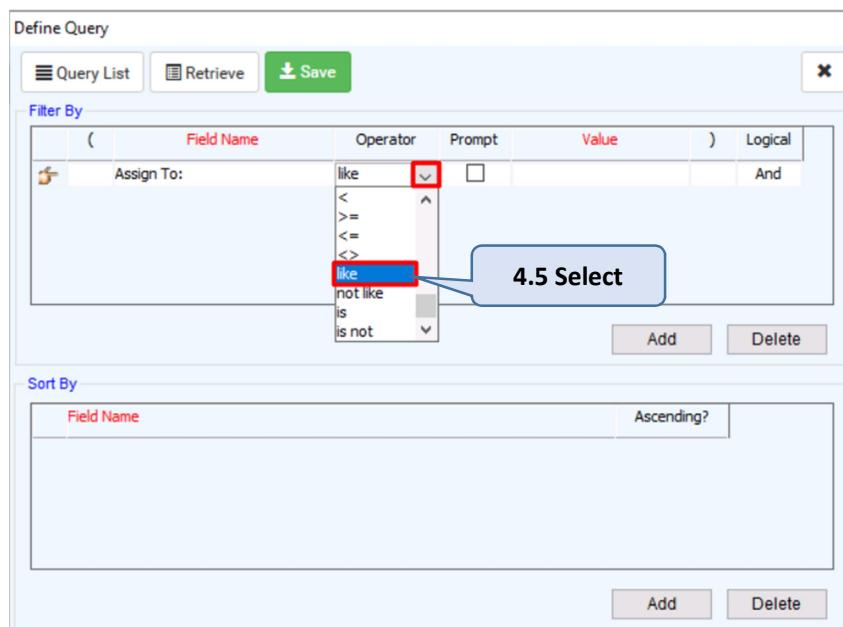


Figure 4.4

4.6 In value column, type gs_empl_id
 4.7 Click add button to add new query lines.

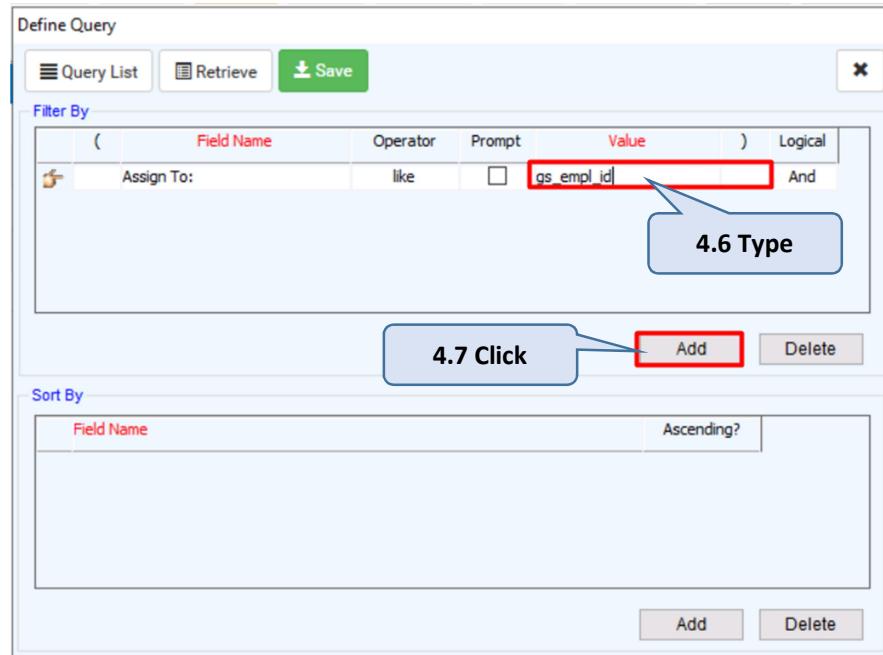


Figure 4.5

4.8 Fill up the information as Figure
 4.9 Click save button to save the query defined.

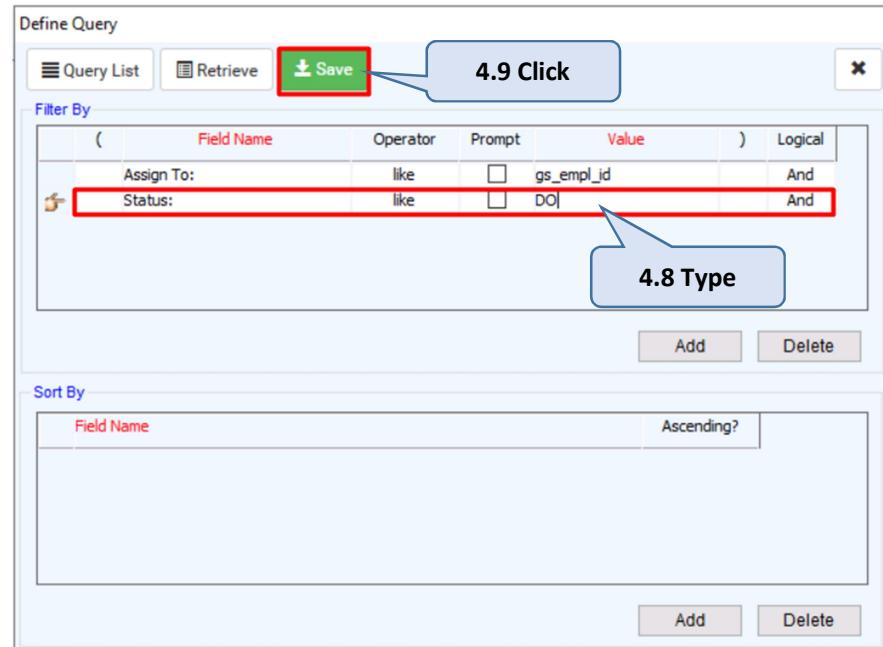


Figure 4.6

- 4.10 Insert the name in Query Name data field.
- 4.11 You may set the query availability to Global, which is available for everyone to use or Personal, query available only for the user.
- 4.12 Click save button.

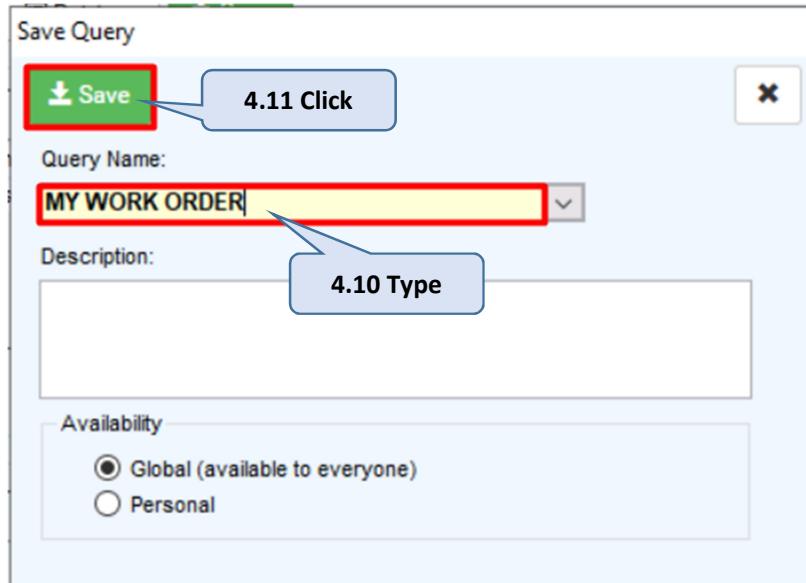


Figure 4.7

- 4.13 User will be redirected to Work Order table view with shortlisted data based on query defined. The query is saved as MY WORK ORDER in define query list

Work Order												
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date	Close Date	Assign To	
CWO103999	ACP100191			DO	LEAKING	HQ	27/08/2021 15:23	03/09/2021 15:23	00/00/0000 00:00	00/00/0000 00:00	DEMO	
CWO103989	PCCCPUS22180			DO	Testing by dicky	GHPJ	01/06/2021 10:04	01/06/2021 11:04	00/00/0000 00:00	00/00/0000 00:00	DEMO	
CWO103996	BCP500823			DO	not working	GXPS	13/08/2021 11:24	14/08/2021 11:24	00/00/0000 00:00	00/00/0000 00:00	DEMO	
CWO102878	POSMON102866			DO	GHSG : POS COUNTER MONITOR ISSUE	GHSG	01/10/2014 08:45	08/10/2014 08:45	00/00/0000 00:00	00/00/0000 00:00	DEMO	
CWO102883	AHU100001			DO	GHSG : POS CUSTOMER DISPLAY ISSUE	GXPS	01/10/2014 08:54	02/10/2014 08:54	00/00/0000 00:00	00/00/0000 00:00	DEMO	
PWO100062	BCP500822			DO	1 MONTH PM	GXPS	25/03/2021 00:00	01/04/2021 00:00	00/00/0000 00:00	00/00/0000 00:00	DEMO	

Figure 4.8

5. Scenario 5: Search Overdue Work Order

User wants to search Overdue Work Order Assigned to him/her

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

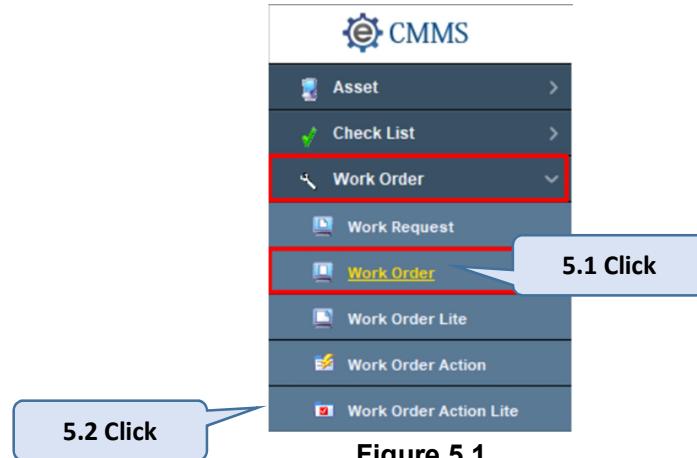


Figure 5.1

5.2 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: 1RBJS15	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	GHNB	18/02/2014 09:32
CWO100232	UPS100260			DO	Problem Batery/ main board (cannot load pow	GHNB	18/02/2014 09:38

Figure 5.2

5.3 Define query data window will popup. Select Field Name column by click icon.
 5.4 Select Due Date

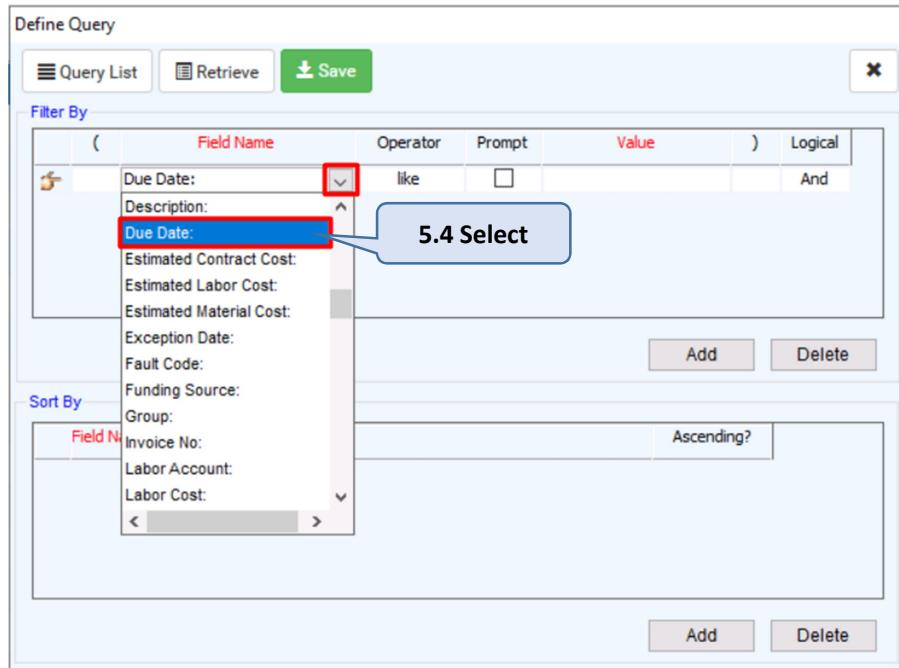


Figure 5.3

5.5 Select Operator column. Drop down icon and select "like" operator.

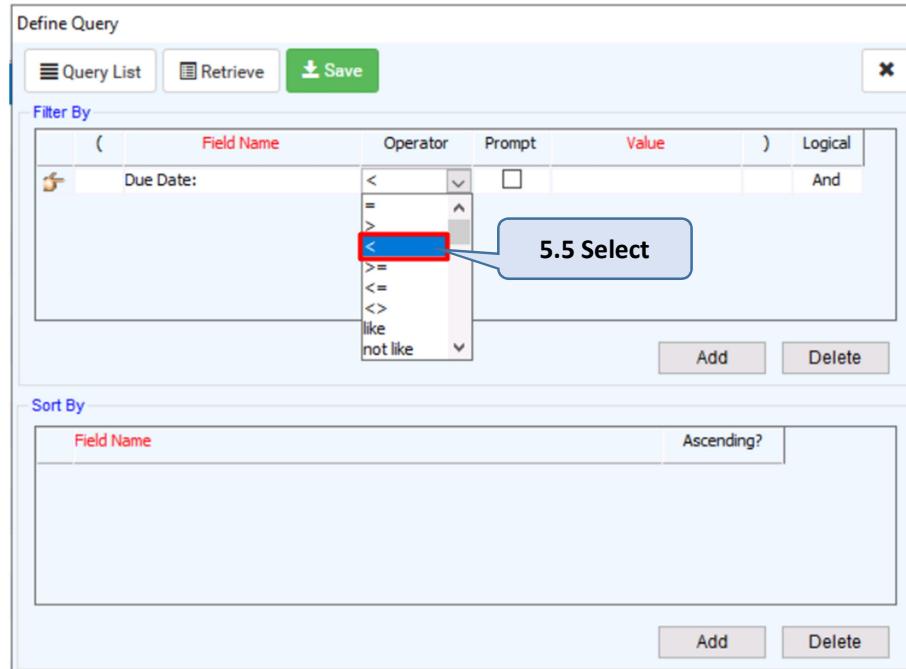


Figure 5.4

5.6 In value column, type today()
 5.7 Click add button to add new query lines.

Define Query

Query List Retrieve Save

Filter By

	Field Name	Operator	Prompt	Value)	Logical
1	Due Date:	<	<input type="checkbox"/>	today())	And

Sort By

Field Name	Ascending?

Add Delete

Figure 5.5

5.8 Fill up the information as Figure
 5.9 Click save button to save the query defined.

Define Query

Query List Retrieve Save

Filter By

	Field Name	Operator	Prompt	Value)	Logical
1	Due Date:	<	<input type="checkbox"/>	today())	And
2	WO Open:	=	<input type="checkbox"/>	Y)	And

Sort By

Field Name	Ascending?

Add Delete

Figure 5.6

5.10 Insert the name in Query Name data field.

5.11 You may set the query availability to Global, which is available for everyone to use or Personal, query available only for the user.

5.12 Click save button.



Figure 5.7

5.13 User will be redirected to Work Order table view with shortlisted data based on query defined. The query is saved as OVERDUE WO in define query list

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date	Close Date	Assign To
CWO100136	PCC102179			DO	Model:DELL S/N: 1RJ515	GSLA	06/02/2014 14:49	06/02/2014 14:49	00/00/0000 00:00	00/00/0000 00:00	
CWO100171	WGS101243			DO	Can't On Switch	GPHU	10/02/2014 09:09	10/02/2014 09:09	00/00/0000 00:00	00/00/0000 00:00	
CWO100179	PCC100390			DO	ISSUE - HARD DISK FAULTY	GHKJ	11/02/2014 16:38	11/02/2014 16:38	00/00/0000 00:00	00/00/0000 00:00	
CWO100231	UPS100259			DO	Problem Batery/ main board (cannot load pow	GHN8	18/02/2014 09:32	18/02/2014 09:32	00/00/0000 00:00	00/00/0000 00:00	
CWO100232	UPS100260			DO	Problem Batery/ main board (cannot load pow	GHN8	18/02/2014 09:38	18/02/2014 09:38	00/00/0000 00:00	00/00/0000 00:00	
CWO100233	UPS100261			DO	UPS for POS counter 07 (japanese shop) spo	GSHC	18/02/2014 12:53	18/02/2014 12:53	00/00/0000 00:00	00/00/0000 00:00	
CWO100246	WGS101254			DO	GHOST : HARDware Problem :Metller Toledo	GHOST	19/02/2014 13:39	19/02/2014 13:39	00/00/0000 00:00	00/00/0000 00:00	RAGU A, RAVICHANDRU
CWO100248	POSMON102166			DO	Gxmm - 9" Monitor Faulty	GXMM	19/02/2014 13:57	19/02/2014 13:57	00/00/0000 00:00	00/00/0000 00:00	RAGU A, RAVICHANDRU
CWO100249	POSMON102167			DO	Gxmm - 9" monitor no display	GXMM	19/02/2014 14:03	19/02/2014 14:03	00/00/0000 00:00	00/00/0000 00:00	RAGU A, RAVICHANDRU
CWO100305	POSMON102223			DO	ghsh : monitor pos counter no power	GHSW	27/03/2014 11:13	27/03/2014 11:13	00/00/0000 00:00	00/00/0000 00:00	RAGU A, RAVICHANDRU
CWO100316	POSMON102253			DO	GXIJ - Cashier Monitor no Power	GXIJ	09/04/2014 10:21	09/04/2014 10:21	00/00/0000 00:00	00/00/0000 00:00	RAGU A, RAVICHANDRU
CWO100325	PCH100374			DO	GHBK: psc scanner problem	GHBK	27/04/2014 11:42	27/04/2014 11:42	00/00/0000 00:00	00/00/0000 00:00	
CWO100326	POSMON102390			DO	GXSA - Cashier Counter Faulty _Counter 6	GXSA	27/04/2014 16:00	27/04/2014 16:00	00/00/0000 00:00	00/00/0000 00:00	
CWO100327	POSMON102391			DO	GXSA - Cashier Monitor Faulty - Counter 5	GXSA	27/04/2014 16:04	27/04/2014 16:04	00/00/0000 00:00	00/00/0000 00:00	
CWO100328	POSRCP102303			DO	GXSA - Printer Faulty	GXSA	27/04/2014 16:06	27/04/2014 16:06	00/00/0000 00:00	00/00/0000 00:00	
CWO100329	POSRCP102304			DO	GXSA - Printer Faulty	GXSA	27/04/2014 16:09	27/04/2014 16:09	00/00/0000 00:00	00/00/0000 00:00	
CWO100330	POSRCP102305			DO	GXSA - Printer Faulty	GXSA	27/04/2014 16:11	27/04/2014 16:11	00/00/0000 00:00	00/00/0000 00:00	

Figure 5.8