



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Export Data to Excel)

TABLE OF CONTENT

1. Export Data to Excel..... 4

DOCUMENT CONTROL

Document No : CMMS/EXPORTDATA/001
Document Name : Export Data to Excel
Prepared By : Muhammad Zuhair bin Sazali
Creation Date : 03/01/2022
Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	03/01/2022	Zuhair	First Version of User Manual – Export Data to Excel

1. Export Data to Excel

What it's for

In some case, user need to export data out to Excel file for multiple purpose. In this syllabus, we will guide on how to export data in Work Order module.

Export Data to Excel step

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

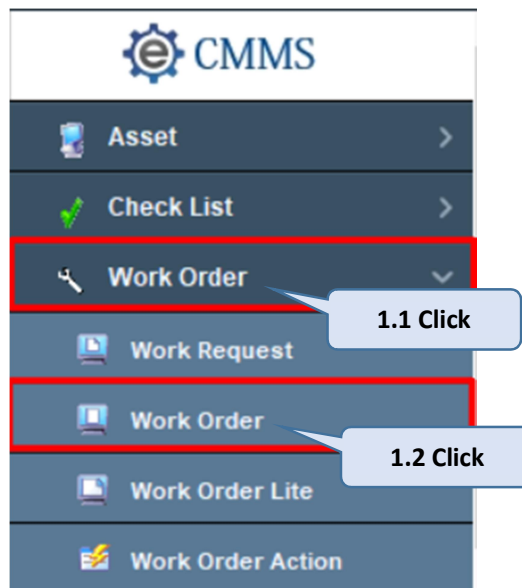



Figure 1.1

1.2 Click  icon and information will dropdown. Select Export to Excel.

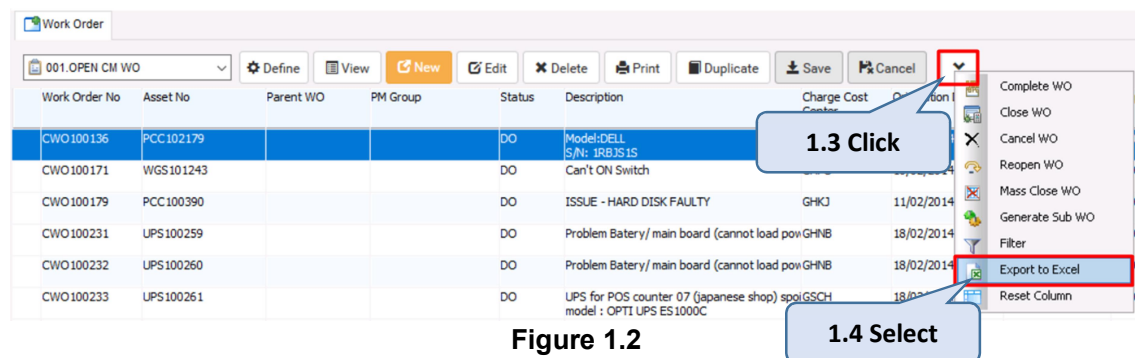


Figure 1.2

1.3 Please wait the file to be export and save. Click cancel to cancel the process



Figure 1.3

1.4 After saving is done, data window will appear stated file has been exported and saved successfully. Click OK.



Figure 1.4