



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***

***(Upload File Attachment)***

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# DOCUMENT CONTROL

**Document No** : CMMS/UPLOADFILES/001

**Document Name** : Upload File Attachment

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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 – Upload File Attachment.

## 1. Upload File Attachment

### What it's for

Additional documents or picture may be needed to be attach with data as supporting documents or as reference purposes. In this syllabus, we will guide on how to upload files attachment in Work Order module. The step can be applied to any of CMMS Module

### Upload Attachment step

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



Figure 1.1

- 1.2 User will be directed to Work Order table view with default data retrieval.
- 1.3 Select the desired Work Order. Click edit button.

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date
CWO104001	PCCCPU500758			DO	LEAKING	GPS	03/11/2021 15:36
CWO103999	ACP100191			DO	BROKEN	HQ	27/08/2021 15:23
CWO103998	ACP100076			DO	BROKEN	HQ	18/08/2021 15:34
CWO103997	BCP501322			DO	MST request	GHBC	13/08/2021 11:33

Figure 1.2

1.4 In the Work Order details, select Reference tab.

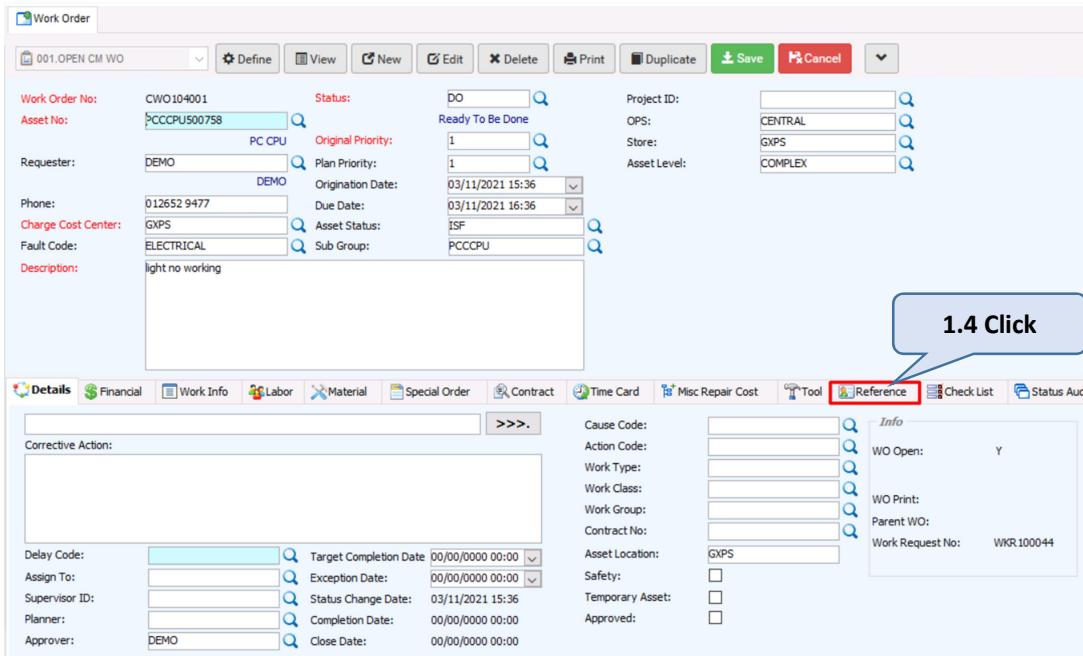


Figure 1.3

1.5 At the top of the window, user will see icon, click on it and it will show 3 more icons  
 1.6 Click on the 1<sup>st</sup> icon (From PC to CMMS Web)

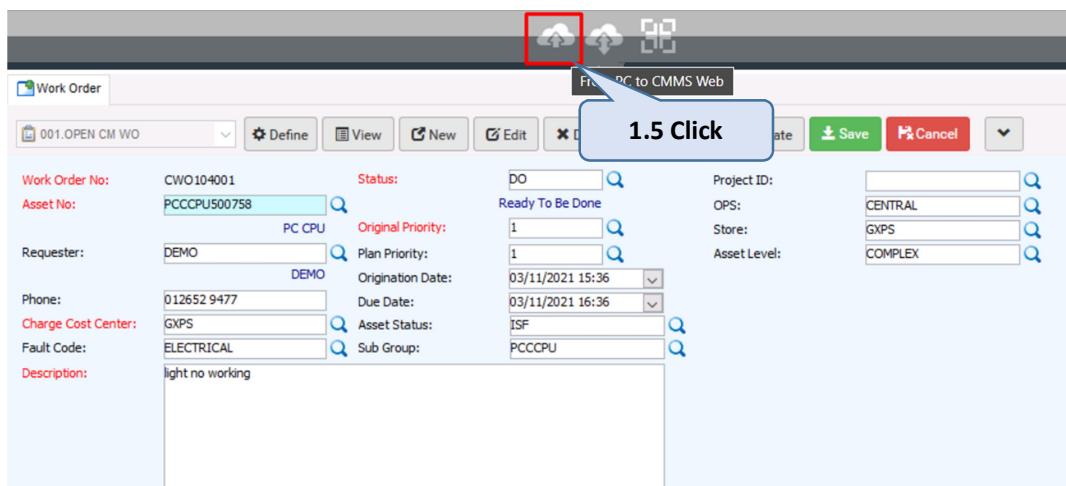


Figure 1.4

- 1.7 User PC drives will pop up. Find the desired files or pictures to be upload.
- 1.8 Click Open button to upload the file

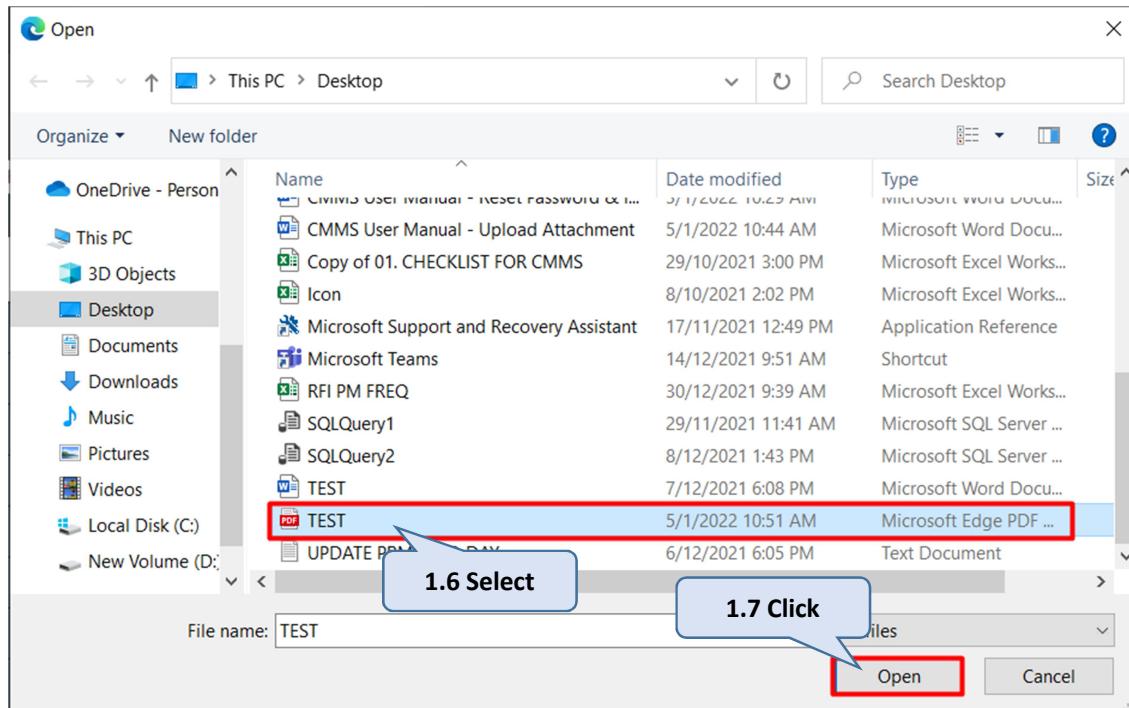


Figure 1.5

- 1.9 The file is uploaded into CMMS Web server. Click X button

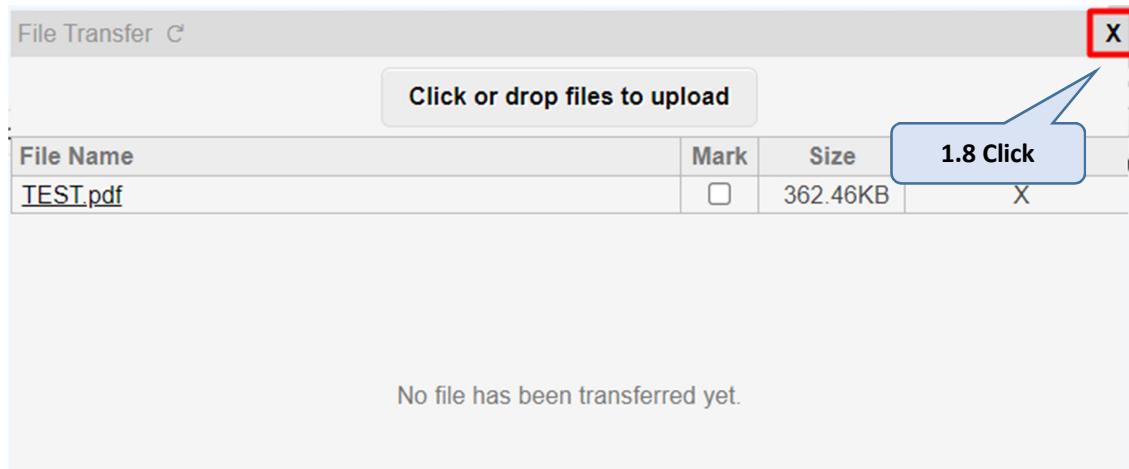


Figure 1.6

1.10 In CMMS Work Order Reference tab, click Add button to add the attachment uploaded into the Work Order.

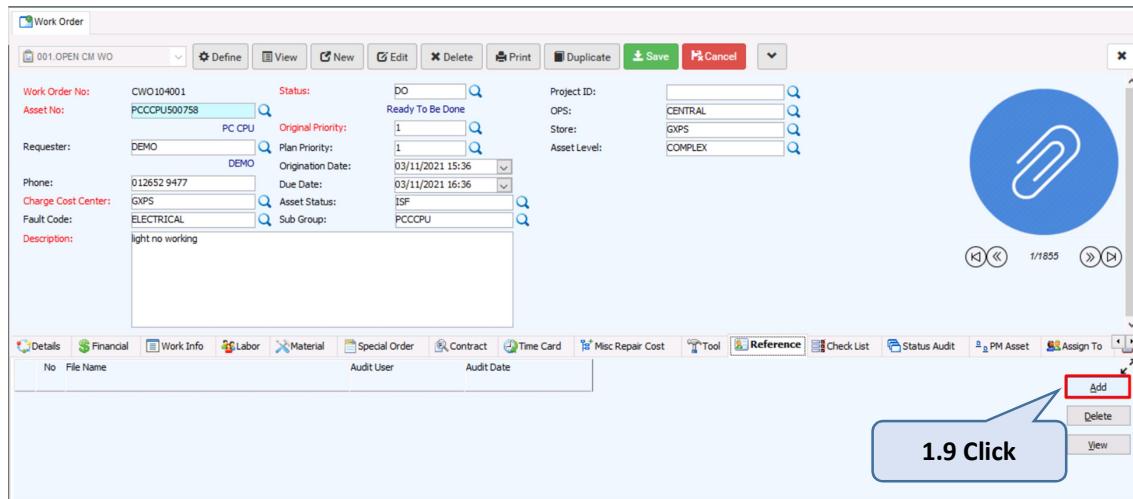


Figure 1.7

1.11 Data window will popup, select the files uploaded and click Select button

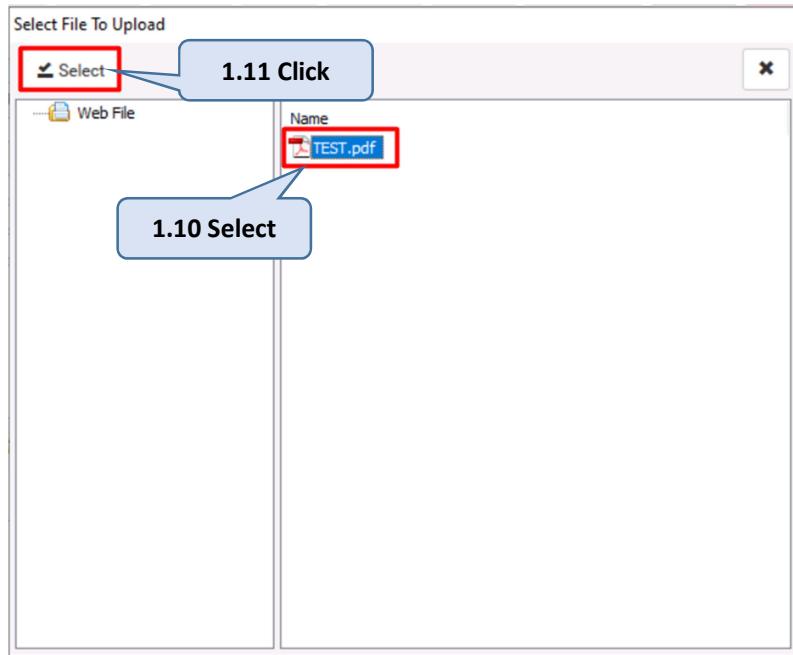


Figure 1.8

- 1.12 the file is attached to the Work Order as reference. User may click on View button to view the file.
- 1.13 Click save button to save the changes.

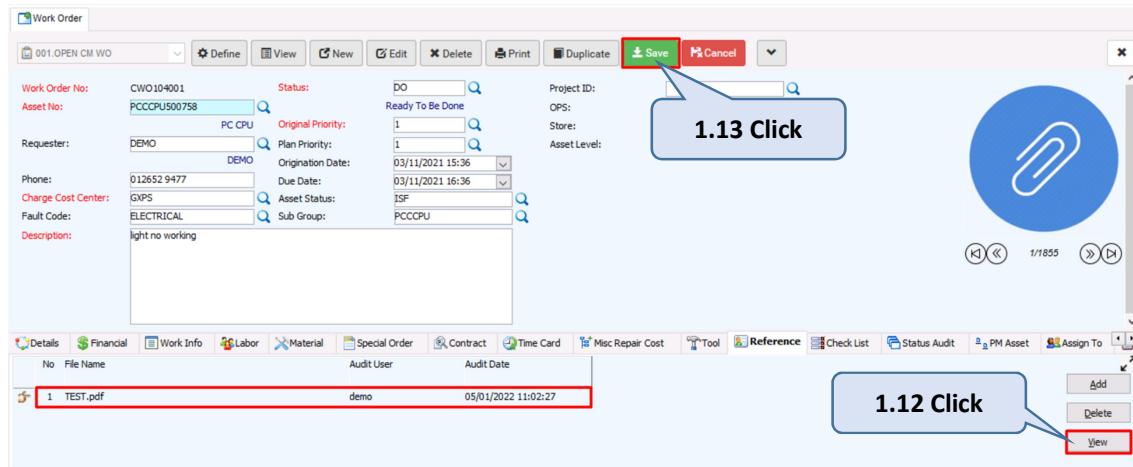


Figure 1.9