



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
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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**.

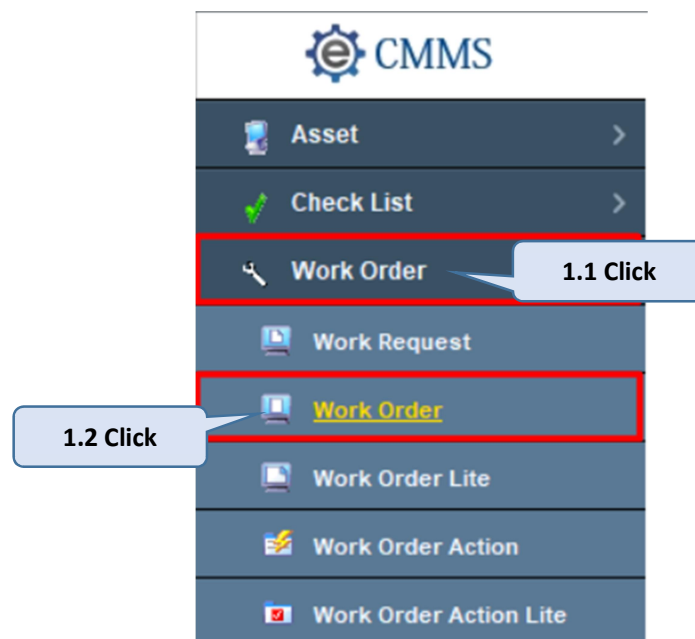


Figure 1.1

- 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							
001.OPEN CM WO		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
CWO104001	PCCCPU500758			DO		GXPS	03/11/2021 15:36
CWO103999	ACP100191			DO	LEAKING	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.

The screenshot shows the 'Work Order' window with the 'Reference' tab selected in the bottom navigation bar. The window displays various fields for work order details, including Work Order No., Asset No., Requester, Phone, Charge Cost Center, Fault Code, Description, Status, Original Priority, Plan Priority, Origination Date, Due Date, Asset Status, Sub Group, Project ID, OPS, Store, Asset Level, Cause Code, Action Code, Work Type, Work Class, Work Group, Contract No., Asset Location, Safety, Temporary Asset, and Approved. A callout box labeled '1.4 Click' points to the 'Reference' tab in the bottom navigation bar.

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 1st icon (From PC to CMMS Web)

The screenshot shows the 'Work Order' window with the top navigation bar. A dropdown icon is highlighted with a red box, and a callout box labeled '1.5 Click' points to it. The dropdown menu shows three icons: a cloud, a server, and a document. The first icon, the cloud, is highlighted with a red box, and a callout box labeled '1.6 Click' points to it. The cloud icon represents the 'From PC to CMMS Web' option.

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

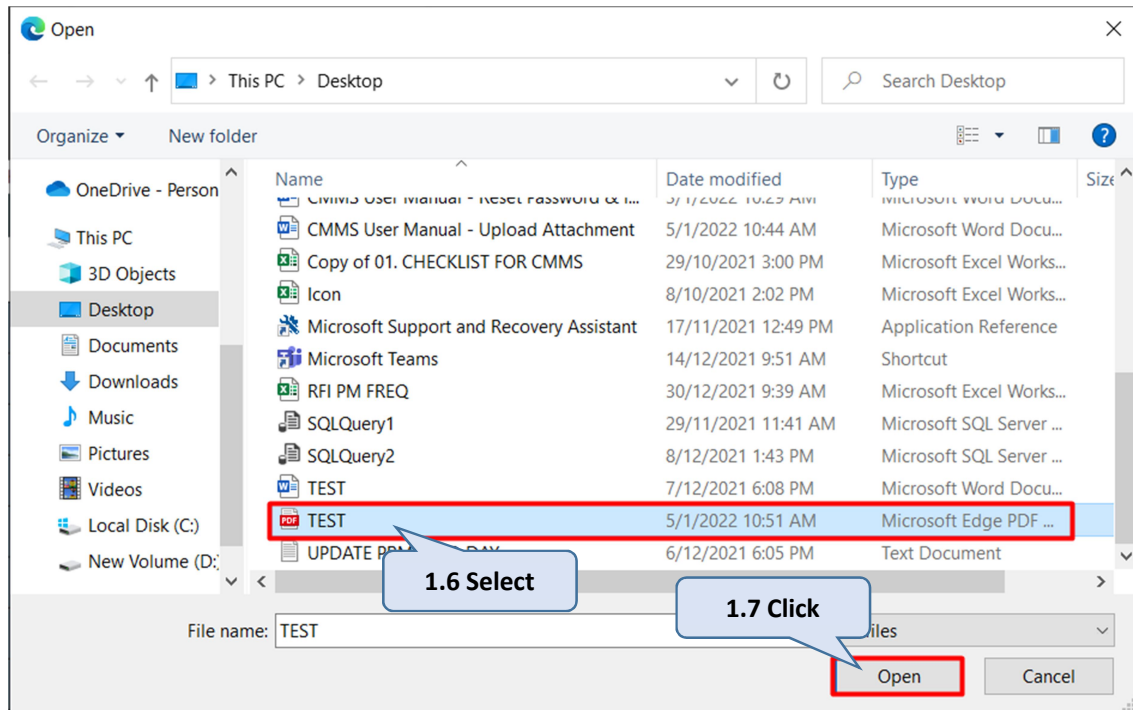


Figure 1.5

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

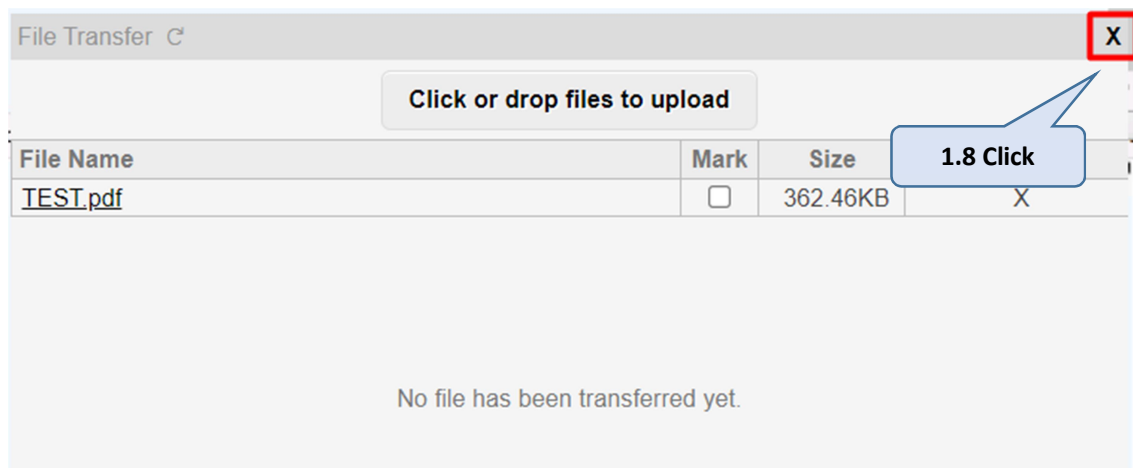


Figure 1.6

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

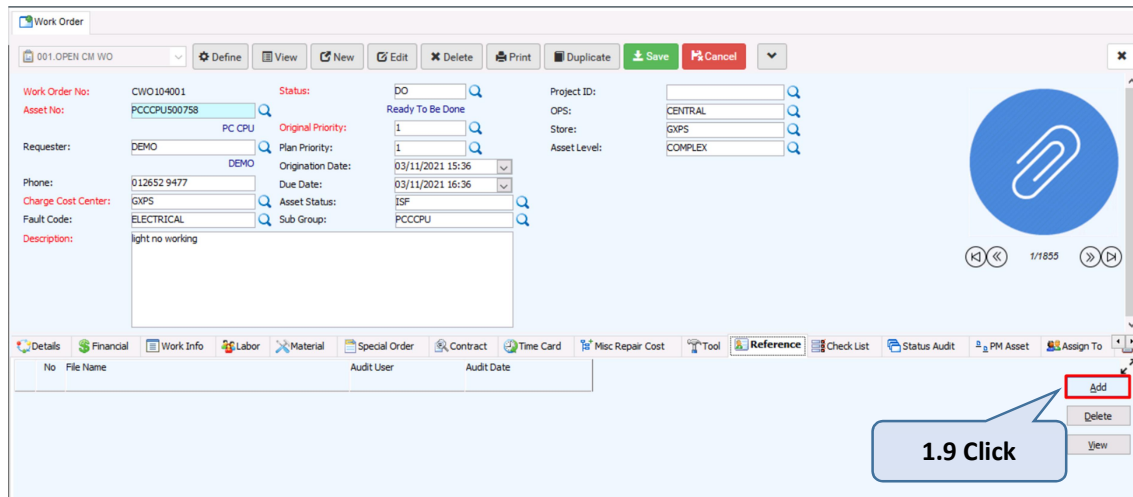


Figure 1.7

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

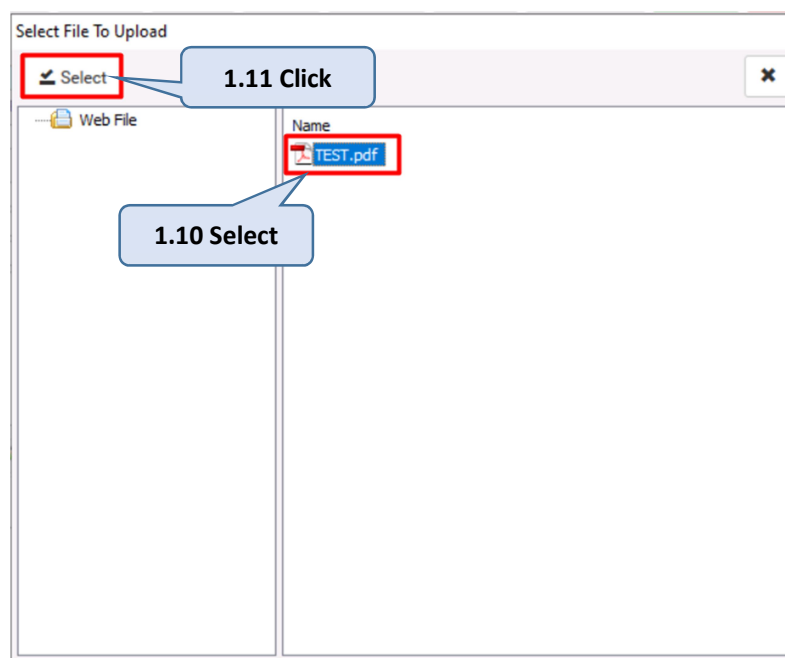


Figure 1.8

- 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.

The screenshot displays a 'Work Order' form with the following fields and values:

- Work Order No:** CWO104001
- Asset No:** PCCCPU500758
- Requester:** DEMO
- Phone:** 013652 9477
- Charge Cost Center:** GXPS
- Fault Code:** ELECTRICAL
- Description:** light no working
- Status:** DO
- Ready To Be Done:** 1
- Original Priority:** 1
- Plan Priority:** 1
- Origination Date:** 03/11/2021 15:36
- Due Date:** 03/11/2021 16:36
- Asset Status:** ISF
- Sub Group:** PCCCPU
- Project ID:** OPS:
- Store:** Asset Level:

A table at the bottom lists attachments:

No	File Name	Audit User	Audit Date
1	TEST.pdf	demo	05/01/2022 11:02:27

Callouts indicate the following actions:

- 1.13 Click:** Points to the 'Save' button in the top toolbar.
- 1.12 Click:** Points to the 'View' button in the bottom right corner of the attachment table.

Figure 1.9