



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Create New Work Order)***

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# DOCUMENT CONTROL

**Document No** : CMMS/WO/CREATION/WO01  
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## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	07/06/2024	Najmi	First Version of User Manual – Create New Work Order

## Scenario

During daily inspection, Maintenance Supervisor found out that 1 asset is producing black smoke. He/she require to create a Work Order and assign the job to technician to troubleshoot the issue. In this syllabus, we will guide on how to create Work Order in CMMS Web Core.

## 1. Work Order Creation

### What it's for

By self-finding, Maintenance user may create Work Order to fasten the Maintenance process as emergency case thus minimize the asset downtime.

### Create Work Order

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



Figure 1.1

- 1.2 Click on **New** button and New Work Order information viewer will be open.



Figure 1.2

## 1.3 Select/Insert Work Order Information:

Field	Value	Have Master File?
Status	: OPE	YES
Asset No	: GRINDER\100001	NO
Asset Status	: Auto filled in based on asset information selected	YES
Charge Cost Centre	: Auto filled in based on asset information selected	YES
Asset Group Code	: Auto filled in based on asset information selected	YES
Fault Code	: SMOKE	YES
Description	: Self finding – Grinder produces black smoke	NO
Original Priority	: 2	YES
Plan Priority	: 2	YES
Origination Date	: Auto calculated based on plan priority	NO
Due Date	: Auto calculated based on plan priority	NO
Work Area	: Auto filled in based on asset information selected	YES
Asset Location	: Auto filled in based on asset information selected	YES
Level	: Auto filled in based on asset information selected	YES
Originator	: Auto filled in based on User ID	YES
Work Type	: CM	YES
Work Group	: Auto filled in based on asset information selected	YES

(Note: Master file are control by System Admin).

1.4 Click on **Save** button to confirm the creation of the Work Order, and message box with Work Order no generated will pop up.

The screenshot shows the 'Work Order' creation screen. The main area is a grid of input fields for various work order parameters. A red box highlights this entire area. A blue box highlights the 'Save' button in the top right corner. Callouts '1.3 Type' and '1.4 Click' are present: '1.3 Type' points to the data entry area, and '1.4 Click' points to the 'Save' button.

Field	Value
Work Order No:	
Status:	OPE
Asset No:	GRINDER\100001
Asset Status:	Grinder
Charge Cost Center:	8008140
Asset Group Code:	GRINDER
Fault Code:	SMOKE
Description:	Self finding – Grinder produces smokes
<input type="checkbox"/> Print Work Order <input type="checkbox"/> Continuous Add <input type="checkbox"/> Duplicate	
Original Priority:	2
Plan Priority:	2
Origination Date:	14/02/2023 16:48
Due Date:	15/02/2023 16:48
Work Area:	FACILITY
Asset Location:	SSB 1LV ROOM
Asset Level:	GF
Project ID:	
<input type="checkbox"/> Print Work Order <input type="checkbox"/> Continuous Add <input type="checkbox"/> Duplicate	
Originator:	DEMO
Phone:	

Below the main grid, there are tabs for 'Details', 'Financial', 'UDF', 'Labor', 'Material', 'Special Order (PR)', 'Outsource Contract (MR)', 'Time Card', 'Misc', 'Tool', and 'Reference'. A 'Corrective Action' section is also present. On the right side, there are fields for 'Supervisor ID', 'Planner', 'Approver', 'Assign To', 'Permanent ID', 'Temporary Asset', 'Approved', 'Safety', 'Work Request No', 'WR Origination Date', 'WR Due Date', and 'Parent WO'.

Figure 1.3

1.5 Click OK button and message box will be closed.

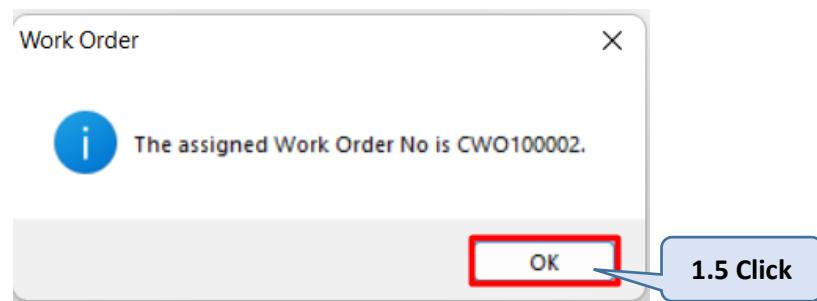


Figure 1.4