



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Create New Work Order)

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DOCUMENT CONTROL

Document No : CMMS/VO/CREATION/VO01
Document Name : Create New Work Order
Prepared By : Muhamad Najmi bin Badrila
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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.

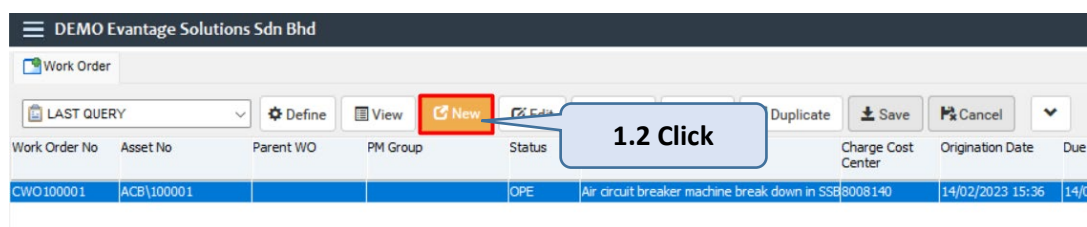


Figure 1.2

1.3 Select/Insert Work Order Information:

<u>Field</u>	<u>Value</u>	<u>Have Master File?</u>
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.

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Work Order

LAST QUERY Define View New Edit Delete Print Duplicate Save Cancel

1.4 Click

Work Order No: Original Priority: 2

Status: OPE Plan Priority: 2

Asset No: GRINDER\100001 Origination Date: 14/02/2023 16:48

Grinder Due Date: 15/02/2023 16:48

Asset Status: ACT Work Area: FACILITY

Charge Cost Centre: 8008140 Asset Location: SSB 1 LV ROOM

Asset Group Code: GRINDER Asset Level: GF

Fault Code: SMOKE Project ID:

Description: Self finding – Grinder produces smokes

1.3 Type

Print Work Order

Continuous Add

Duplicate

Details Financial UDF Labor Material Special Order (PR) Outsource Contract (PR) Time Card Misc Tool Reference

Corrective Action:

Supervisor ID:

Planner:

Approver:

Assign To:

Permanent ID:

Temporary Asset:

Approved:

Work Request No:

WR Origination Date:

WR Due Date:

Parent WO:

Cause Code:

Action Code:

Delay Code:

Work Type: CM

Work Permit Type:

Work Group: UTILITY

Schedule Date: 00/00/0000 00:00

Exception Date: 00/00/0000 00:00

Status Change Date: 00/00/0000 00:00

Completion Date: 00/00/0000 00:00

Close Date: 00/00/0000 00:00

W/O Print:

WO Open: Y

Safety:

Figure 1.3

1.5 Click OK button and message box will be closed.

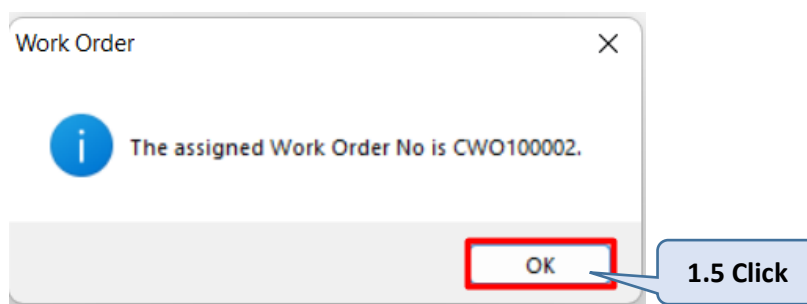


Figure 1.4