



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Edit Work Order)***

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# DOCUMENT CONTROL

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

# Scenario

A scenario for editing a work order could involve a project manager revising the schedule and task assignments in response to changing priorities or resource availability. In this syllabus, we will guide on how to edit Work Order using CMMS Core.

## 1. Edit Work Order

### What it's for

Editing a work order allows for adjustments to be made to task details, schedules, priorities, or resource allocations, ensuring that the work is accurately documented and aligned with current project needs.

### Edit Work Order Information

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

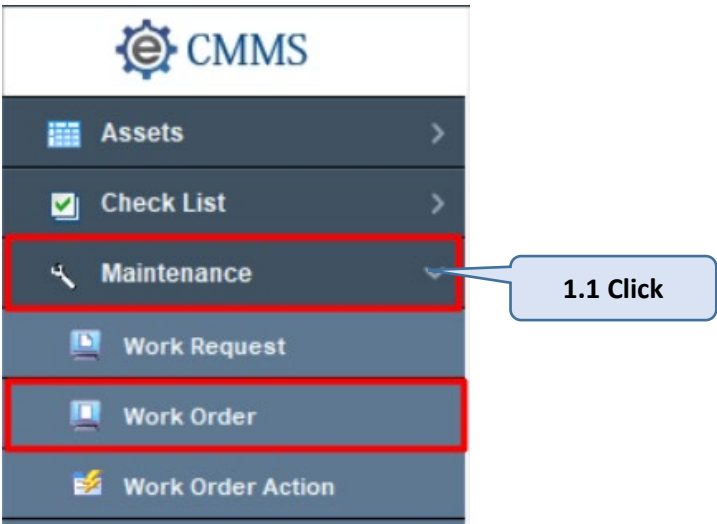


Figure 1.1

1.2 Work Order table view will pop up and data will retrieve. Click on **Define** button.

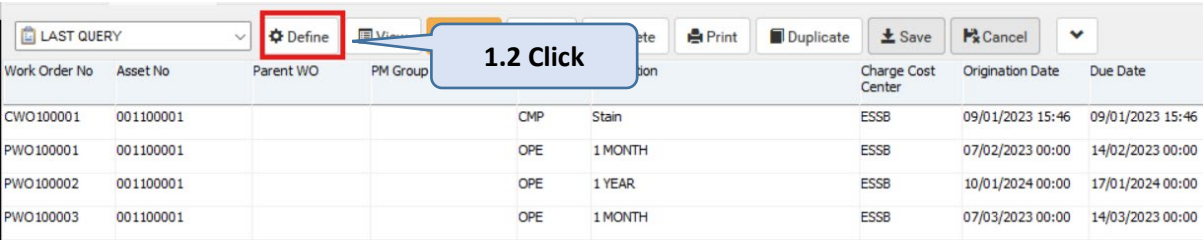


Figure 1.2

- 1.3 Fill in define query criteria.  
*(Note: Please refer "User Manual – Define Data Query" for detail information).*

Column	Operator	Value
Work Order No	like	<Work Order No>

- 1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Define Query

Query List Retrieve Save

Filter By

(	Field Name	Operator	Value	)	Logical
(	Work Order No:	like	CWO100014	)	And

Add Delete

Sort By

Field Name	Ascending?
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Add Delete

Figure 1.3

- 1.5 Click **Edit** button to edit the Work Order.

LAST QUERY 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	Due Date
CWO100014	ASSET01			OPE	Stain	ESSB	07/06/2024 10:11	07/06/2024 10:11

Figure 1.4

1.6 Edit/Update Asset information:

Field	Value	Have Master File?
Plan Priority	: 1	YES
Assign To	: <Employee ID>	YES

(Note: Field names are controlled by System Admin).

1.7 Click on **Save** button and user will redirect to Work Request view.

The screenshot shows a software interface for managing work requests. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Duplicate, Save (highlighted in green), and Cancel. Below the toolbar, the form is divided into several sections. The top section contains fields for Work Order No. (CWO100014), Status (OPE), Asset No. (ASSET01), Asset Status (ACT), Charge Cost Center (ESSB), Asset Group Code (001), Fault Code (STAIN), and Description (Stain). The middle section contains fields for Original Priority (1), Plan Priority (1), Origination Date (07/06/2024 10:11), Due Date (08/06/2024 10:11), Work Area (P2), Asset Location (GRINDING ROOM), Asset Level (L1), and Project ID. The bottom section contains fields for Supervisor ID, Planner, Approver, Assign To (ADMIN), Permanent ID, Temporary Asset, Approved, Work Request No., WR Origination Date, WR Due Date, Parent WO, Cause Code, Action Code, Delay Code, Work Type (BD), Work Permit Type, Work Group (MECH), Customer Code, Schedule Date, Exception Date, Status Change Date, Completion Date, and Close Date. A red box highlights the 'Save' button in the top toolbar. A blue callout bubble points to the 'Save' button with the text '1.7 Click'. Another blue callout bubble points to the 'Assign To' field with the text '1.6 Insert'.

Figure 1.5