



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Work Order)

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DOCUMENT CONTROL

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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.

The image shows a table view of Work Orders. The columns include Work Order No, Asset No, Parent WO, PM Group, Description, Charge Cost Center, Origination Date, and Due Date. The 'Define' button in the header is highlighted with a red box and a callout bubble containing the text '1.2 Click'.

Work Order No	Asset No	Parent WO	PM Group	Description	Charge Cost Center	Origination Date	Due Date
CWO100001	001100001			CMP Stain	ESSB	09/01/2023 15:46	09/01/2023 15:46
PWO100001	001100001			OPE 1 MONTH	ESSB	07/02/2023 00:00	14/02/2023 00:00
PWO100002	001100001			OPE 1 YEAR	ESSB	10/01/2024 00:00	17/01/2024 00:00
PWO100003	001100001			OPE 1 MONTH	ESSB	07/03/2023 00:00	14/03/2023 00:00

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>

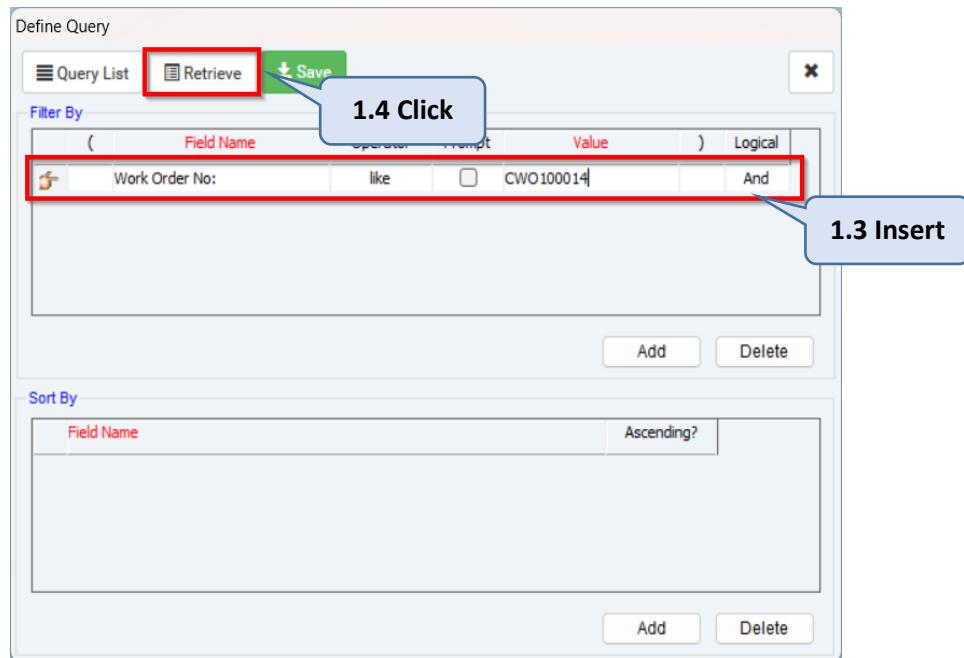
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

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

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.

Figure 1.5