



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit WO Special Order)

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DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO05
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1.0	07/06/2024	Najmi	First Version of User Manual – Edit WO Special Order

Scenario

A scenario to raise a special order for the particular work order straight from the work order module due to urgently need of the material. In this syllabus, we will guide on how to raise the special order in the work order using CMMS Core.

1. Raised Special Order

What it's for

To Raise a special order with the storekeeper for the item not listed in stock, and request its purchase to complete the work order.

Raised Special Order from Work Order

- 1.1 On the left 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 **Edit** button.

Work Order										
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Large Cost Center	Origination Date	Due Date		
W0100016	ASSET01			OPEN	THE ASSET IS IN USE	SB	07/06/2024 10:11	07/06/2024 10:11		

1.2 Click

Figure 1.2

- 1.3 Click on **Special Order** button to open the special order subtab view.
- 1.4 Click on **Add** button to add a new line for special order.

1.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Supplier	: <Supplier>	YES
Description	: CLEANING GASKET	NO
UOM	: EACH	YES
Qty Needed	: 10	NO
Item Cost	: 1,000	NO

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

1.6 Click on **Save** button to create the purchase request.

1.5 Insert

1.6 Click

1.3 Click

1.4 Click

Figure 1.3

1.7 Click on **Yes** button to confirm the creation of Material and Purchase Requests.

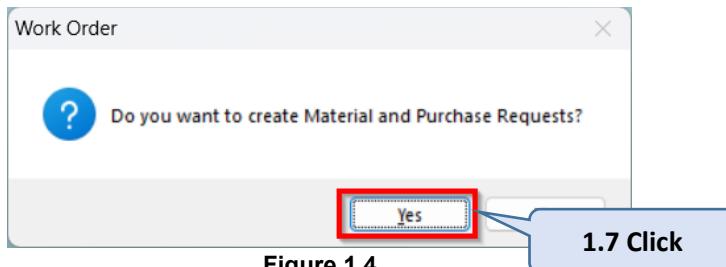


Figure 1.4

1.8 The Purchase Request No has been generated and click on **OK** button.

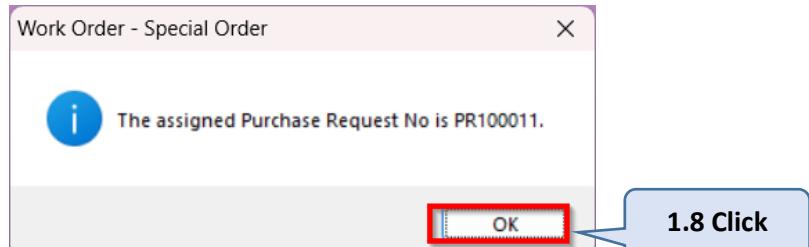


Figure 1.5