



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit WO Special Order)

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DOCUMENT CONTROL

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Document Name : Edit WO Special Order
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Revision No	Revision Date	By	Description of Changes
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**.

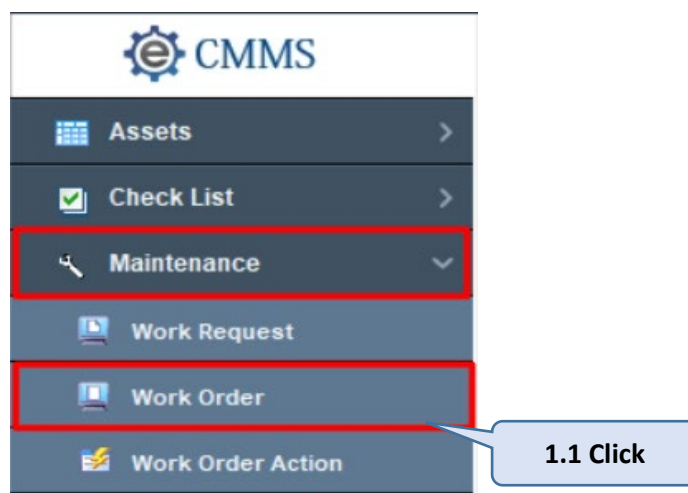


Figure 1.1

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

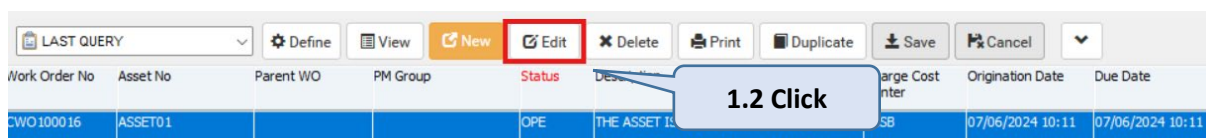


Figure 1.2

- 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.



Figure 1.3

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

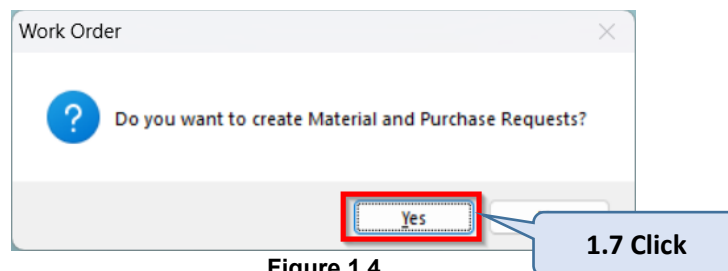


Figure 1.4

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

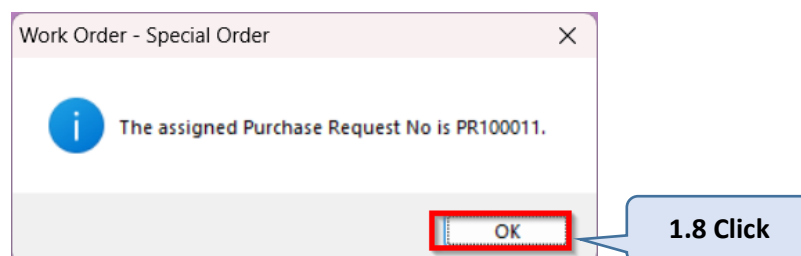


Figure 1.5