



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Edit WO Contract)***

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# DOCUMENT CONTROL

**Document No** : CMMS/WO/CREATION/WO06  
**Document Name** : Edit WO Contract  
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**Creation Date** : 07/06/2024  
**Revision** : 1.0

## DOCUMENT REVISION HISTORY

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

## Scenario

A scenario to request for outsource contract to do the work order since the technician team cannot complete the work order. In this syllabus, we will guide on how to raise the outsource contract in the work order using CMMS Core.

### 1. Raised Outsource Contract

#### What it's for

To raise a outsource contract by calling supplier to come and do the repairing of the work order.

#### Raised Outsource Contract from Work Order

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

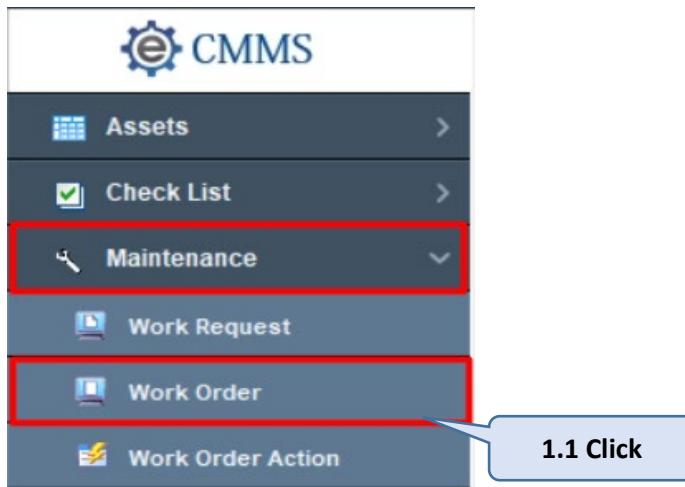


Figure 1.1

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

<input type="button" value="LAST QUERY"/> <input type="button" value="Define"/> <input type="button" value="View"/> <input type="button" value="New"/> <input style="border: 2px solid red;" type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Duplicate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="?"/>											
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Large Cost Center	Origination Date	Due Date			
W0100016	ASSET01			OPEN	THE ASSET IS OPEN	SB	07/06/2024 10:11	07/06/2024 10:11			

1.2 Click

Figure 1.2

- 1.3 Click on **Outsource Contract** button to open the outsource contract subtab view.
- 1.4 Click on **Add** button to add a new line for contract.

1.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Supplier	: <Supplier>	YES
Description	: SUPPLIER REPAIR	NO
UOM	: HOUR	YES
Qty Needed	: 4	NO
Estimate Cost	: 500	NO

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

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

1.3 Click

1.4 Click

1.5 Insert

1.6 Click

Figure 1.3

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

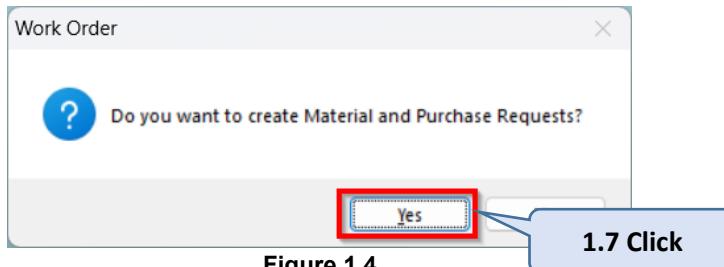


Figure 1.4

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

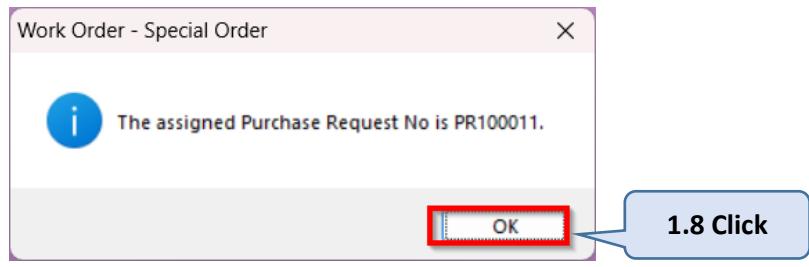


Figure 1.5