



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit WO Time Card)

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DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO07
Document Name : Edit WO Time Card
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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 Time Card

Scenario

A scenario to add a time card for the particular work order and register it time stamp of the technician to complete the particular work order. In this syllabus, we will guide on how to add time card in work order using CMMS Core.

1. Add Work Order Time Card

What it's for

Time card is mostly used to capture the time stamp of a technician to complete the particular work order and the total of technician needed to complete the work order.

Add time card

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

1.2 Click

Figure 1.2

- 1.3 Click on **Time Card** button to open the time card subtab view.
- 1.4 Click on **Add** button to add a new line for time card.

1.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Employee ID	: <Employee ID>	YES
Craft	: <Employee Craft>	YES
Time Card From	: Auto Capture	YES
Time Card To	: <Enter end time>	YES
Hour Type	: N	YES

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

1.6 Click on **Save** button to save the time card information.

1.3 Click

1.4 Click

1.5 Insert

1.6 Click

Figure 1.3