



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit WO Time Card)

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DOCUMENT CONTROL

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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 its time stamp of the technician to complete the particular work order. In this syllabus, we will guide on how to add a time card in a 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**.

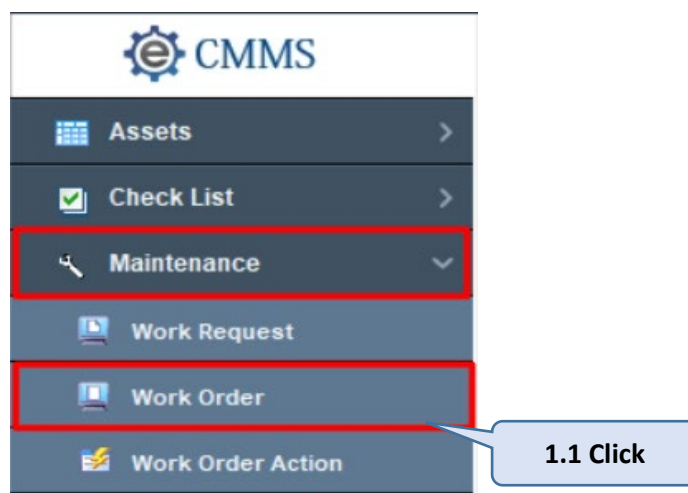


Figure 1.1

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

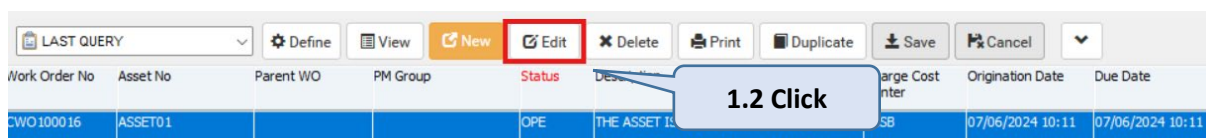


Figure 1.2

- 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.

The screenshot shows the 'Time Card' entry form. The top menu bar includes buttons for Define, View, New, Edit, Delete, Print, Duplicate, Save, and Cancel. The 'Save' button is highlighted with a red box and labeled '1.6 Click'. The form contains several input fields for work order details, including Work Order No., Status, Asset No., Asset Status, Charge Cost Center, Asset Group Code, Fault Code, and Description. Below these fields is a table for entering time card data. The table has columns for Asset No., Employee ID, Employee Name, Craft, Time Card From, Time Card To, Hour Type, Actual Hour, Rate, Multiplier, Adder, Actual Cost, Charge Cost, and Center. The first row of the table is highlighted with a red box and labeled '1.5 Insert'. The 'Add' button at the bottom right of the table is labeled '1.4 Click'. The 'Time Card' tab in the top menu bar is labeled '1.3 Click'.

Figure 1.3