EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Edit WO Misc)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO08

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DOCUMENT REVISION HISTORY

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

Scenario

A scenario for adding an ad-hoc value or any quantity or cost for the work order that does not count in the official receipt such as MR or PR. In this syllabus, we will guide on how to edit work order miscellaneous using CMMS Core.

1. Add Work Order Miscellaneous

What it's for

When there's an ad-hoc or any emergency funds using during the completion of the work order and does not have any MR or PR created.

Edit Work Order Miscellaneous

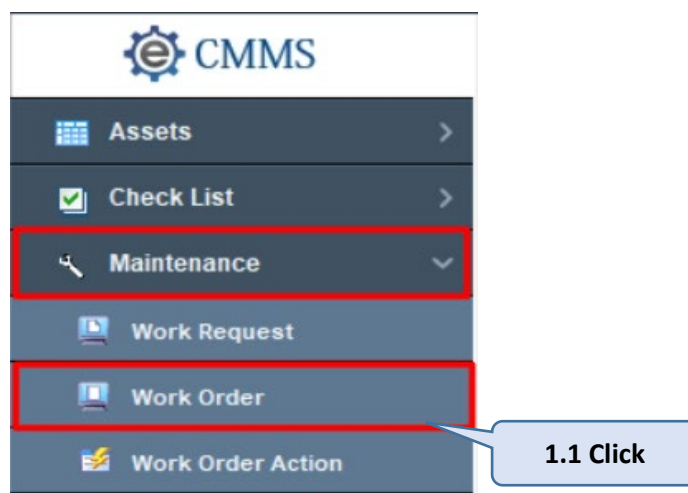1.1   On the left of the system, click on **Maintenance > Work Order**.

Figure 1.1

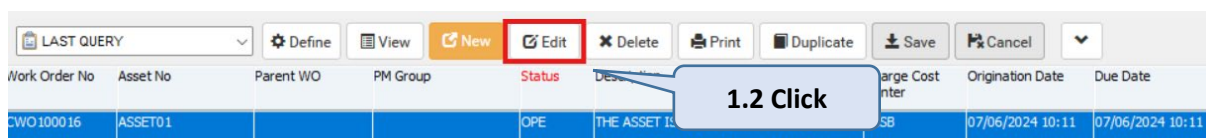1.2   Work Order table view will pop up and data will retrieve. Click on **Edit** button.

Figure 1.2

1.3   Click on **Misc** button to open the miscellaneous subtab view.

1.4   Click on **Add** button to add a new line for miscellaneous.

1.5   Fill in the necessary information:

Field	Value	Have Master File?
Description	: SUPPLIER FIX	NO
Date	: <Enter Date>	YES
UOM	: HOUR	YES
Quantity	: 2	NO
Item Cost	: 100	NO

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

1.6   Click on **Save** button to save the miscellaneous information.

Figure 1.3