



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit WO Misc)

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DOCUMENT CONTROL

Document No : CMMS/VO/CREATION/VO08
Document Name : Edit VO Misc
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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 VO 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**.

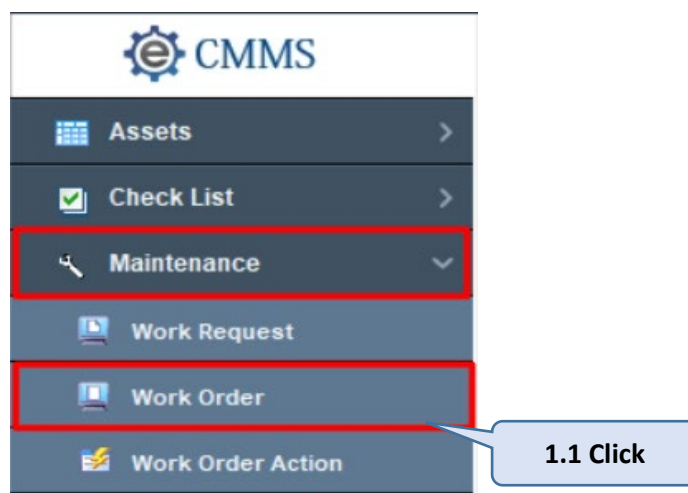


Figure 1.1

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

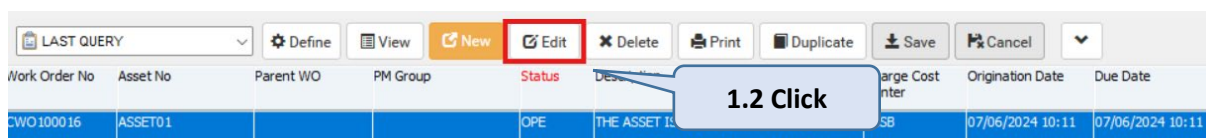


Figure 1.2

- 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.

The screenshot shows a software interface with a top menu bar containing buttons: Define, View, New, Edit, Delete, Print, Duplicate, Save, and Cancel. The 'Save' button is highlighted with a red box and a callout '1.6 Click'. Below the menu bar, there are several input fields for 'Work Order No.', 'Status', 'Asset No.', 'Asset Status', 'Charge Cost Center', 'Asset Group Code', 'Fault Code', and 'Description'. To the right, there are fields for 'Original Priority', 'Plan Priority', 'Origination Date', 'Due Date', 'Work Area', 'Asset Location', 'Asset Level', and 'Project ID'. A large blue paperclip icon is on the right side. At the bottom, there is a table with columns: Asset Number, Description, Date, UOM, Quantity, Item Cost, Estimate Cost Cost Center, and Account. The first row of the table is highlighted with a red box and a callout '1.5 Insert'. The 'Misc' tab is selected in the bottom navigation bar, indicated by a red box and a callout '1.3 Click'. In the bottom right corner, there is an 'Add' button highlighted with a red box and a callout '1.4 Click', and a 'Delete' button below it.

Figure 1.3