



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit WO References)

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DOCUMENT CONTROL

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Scenario

A scenario to add necessary attachment about the work order such as the picture of the asset that contain problem or more. In this syllabus, we will guide on how to add attachment to Work Order using CMMS Core.

1. Add attachment to Work Order

What it's for

As a references for other technician or supervisor to see on the problem of the work order and get a clear vision on what the problem.

Add attachment

- 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="outline: 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	Descripti...	Large Cost	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 **Reference** button to open the reference subtab view.
- 1.4 Click on **Add** button to add a new attachment and a windows popup will appear.

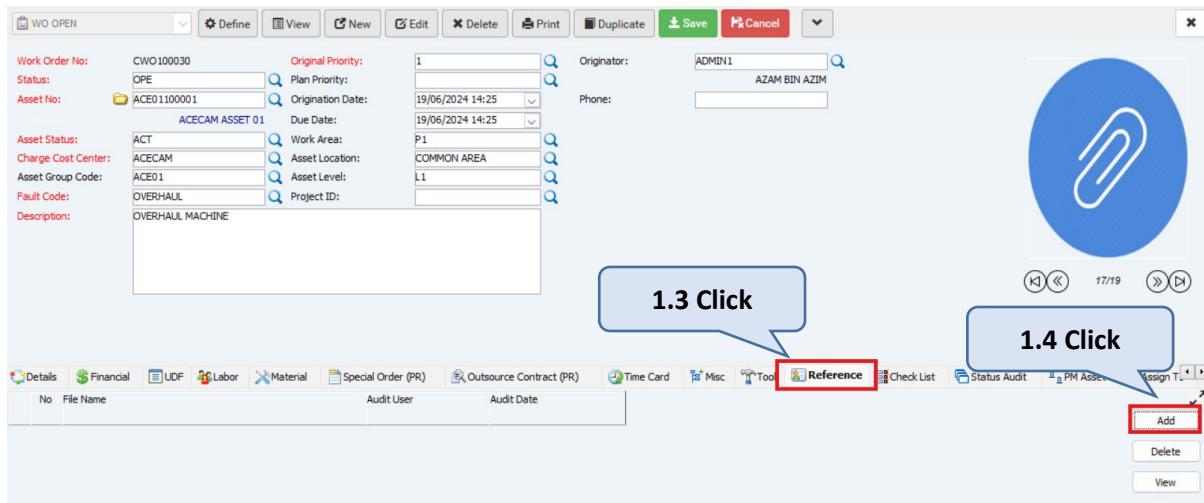


Figure 1.3

- 1.5 Choose the files that you want to add for the work order.
- 1.6 Click on Open to choose the files.

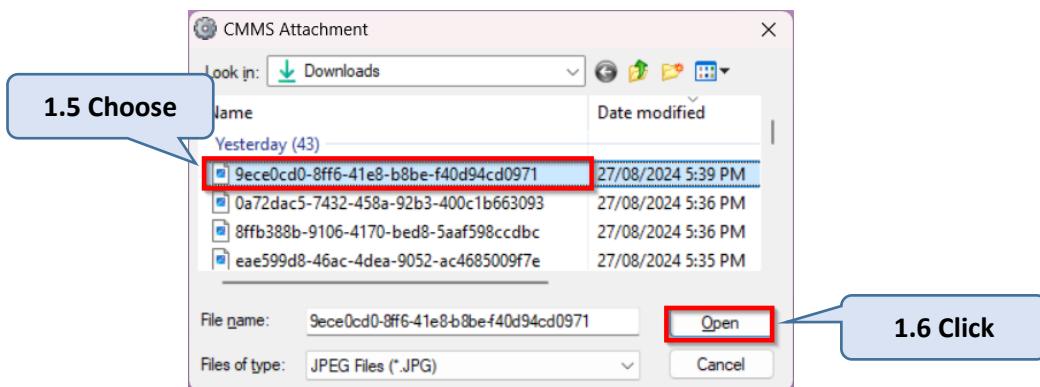


Figure 1.4

- 1.7 The attachment has been added and click on **Save** button to save the attachment.

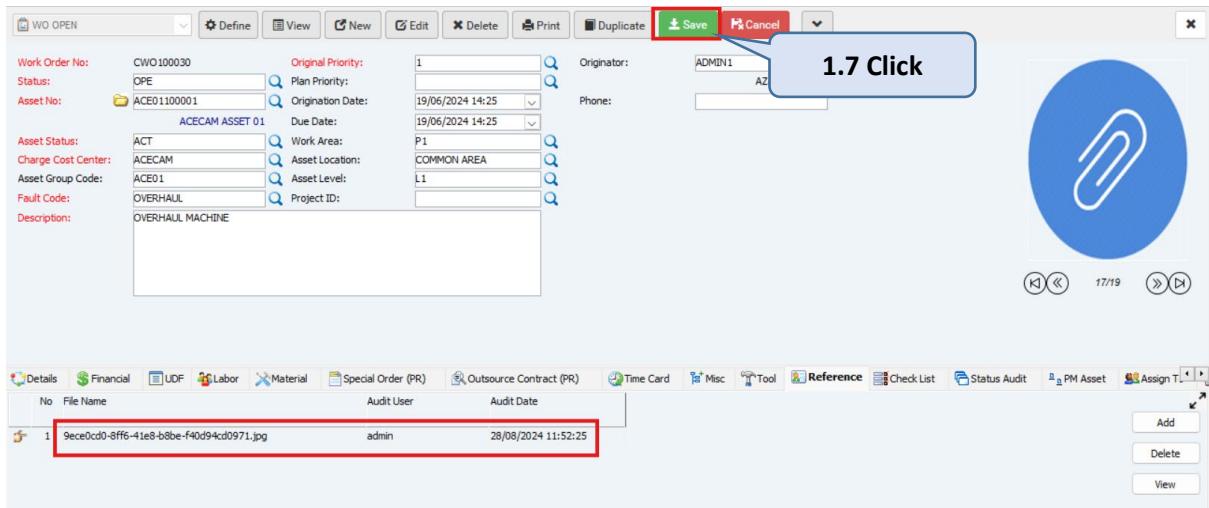


Figure 1.5