



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit WO References)

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DOCUMENT CONTROL

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1.0	07/06/2024	Najmi	First Version of User Manual – Edit WO References

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**.

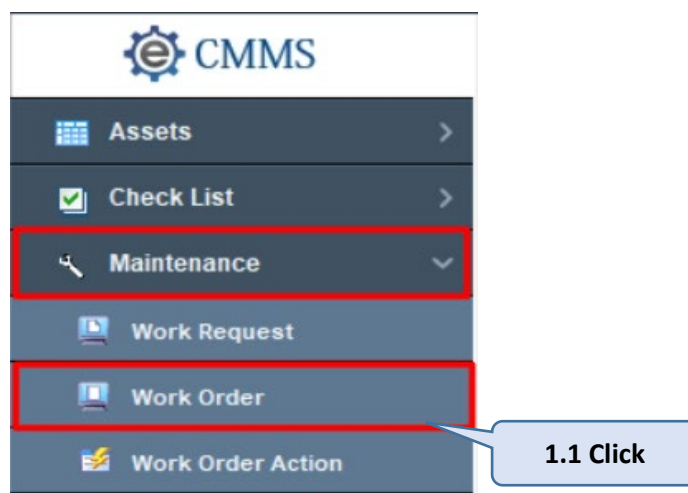


Figure 1.1

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

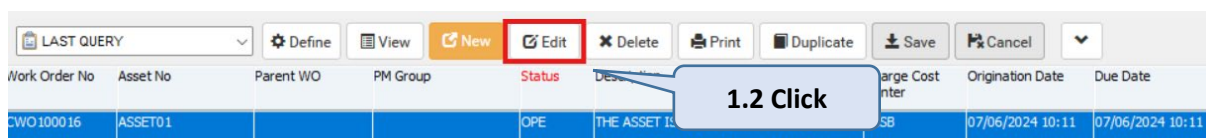


Figure 1.2

- 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.

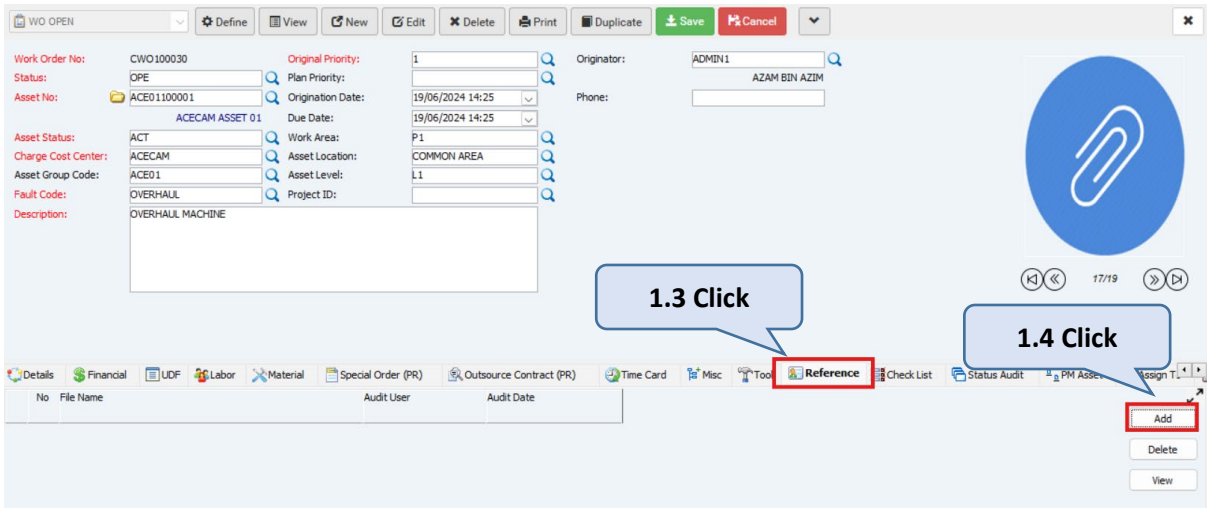


Figure 1.3

1.5 Choose the files that you want to add for the work order.

1.6 Click on Open to choose the files.

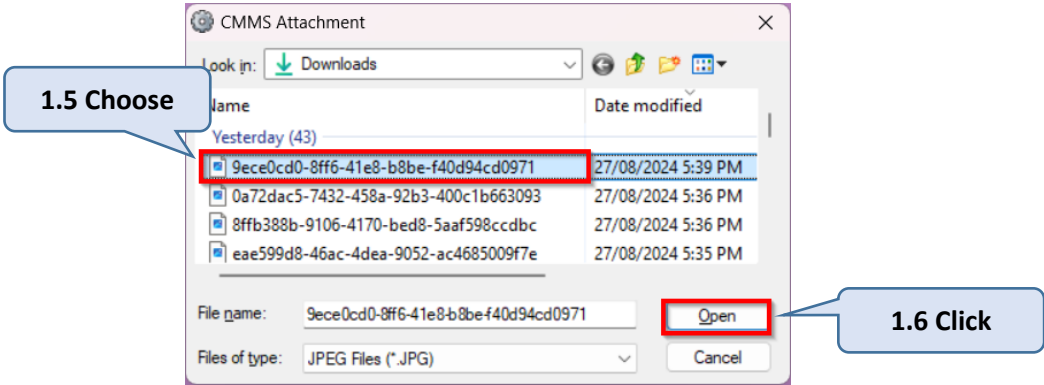


Figure 1.4

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

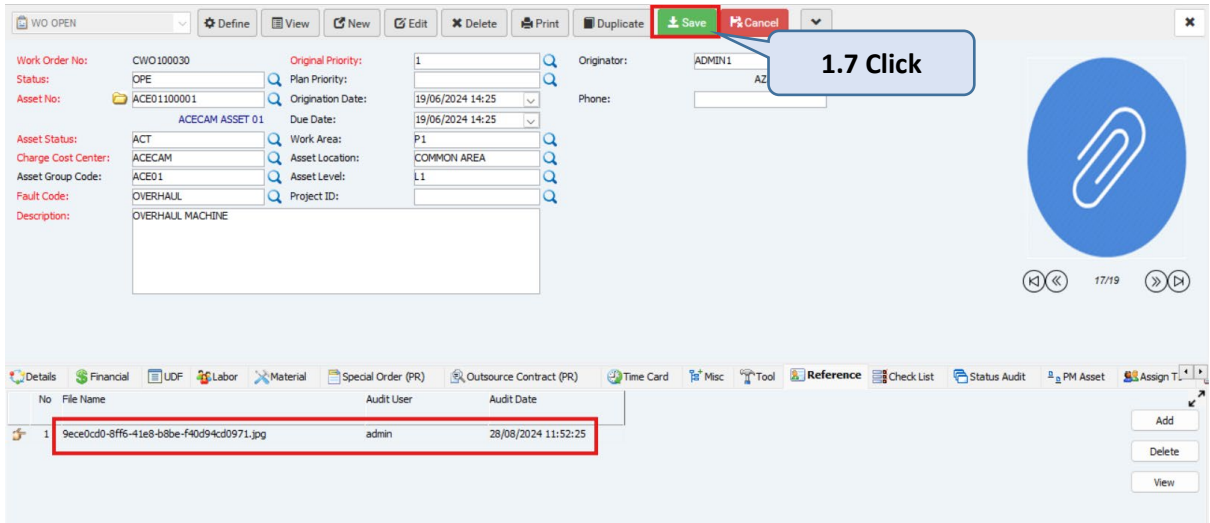


Figure 1.5