



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit WO Asset Downtime)

TABLE OF CONTENT

Scenario.....	4
1. Add Asset Downtime in Work Order.....	4

DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO10
Document Name : Edit WO Asset Downtime
Prepared By : Muhamad Najmi bin Badrila
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 WO Asset Downtime

Scenario

A scenario where a MRI machine cannot be used while the technician is doing the repairing or inspection on the machine. In this syllabus, we will guide on how to add the asset downtime in CMMS Core.

1. Add Asset Downtime in Work Order

What it's for

To capture how long the asset will be not in used during the repair process is being done and able to do analysis.

Asset Downtime

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

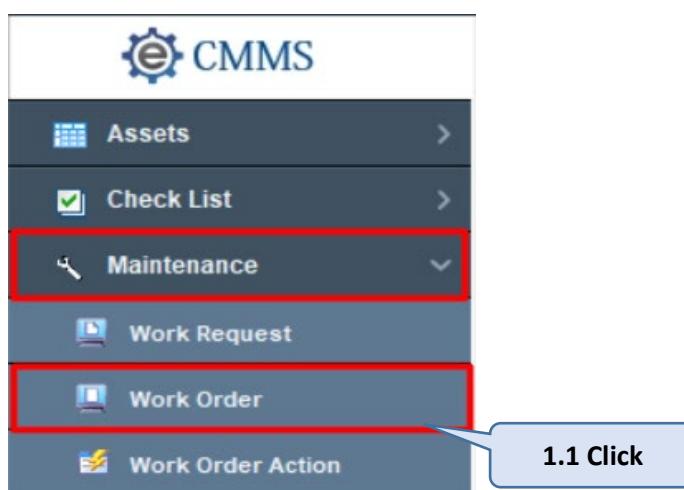


Figure 1.1

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

Work Order No	Asset No	Parent WO	PM Group	Status	Details	Large Cost Center	Origination Date	Due Date
W0100016	ASSET01			OPEN	THE ASSET IS OPEN	SB	07/06/2024 10:11	07/06/2024 10:11

Figure 1.2

- 1.3 Click on **Downtime** button to open the downtime subtab view.
- 1.4 Click on **Add** button to add a new line for asset downtime.

1.5 Fill in the necessary information:

Field	Value	Have Master File?
Out Service Date	: <Enter the out of service date>	NO
Return to Service Date	: <Enter the return to service date>	NO
Repair From	: <Enter the repair time start>	NO
Repair To	: <Enter the repair time end>	NO

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

1.6 Tick the unplanned downtime if the work order does require the asset unplanned downtime.

1.7 Click on **Save** button to save the asset downtime information.

Work Order No: CWO100030 Original Priority: 1

Status: OPE Plan Priority: 1

Asset No: ACE01100001 Origination Date: 19/06/2024 14:25

Asset Status: ACT Due Date: 19/06/2024 14:25

Charge Cost Center: ACECAM Work Area: P1

Asset Group Code: ACE01 Asset Location: COMMON AREA

Fault Code: OVERHAUL Asset Level: L1

Description: OVERHAUL MACHINE

Buttons: Save, Cancel

Toolbar: WO OPEN, Define, View, New, Edit, Delete, Print, Duplicate

Right Panel: Originator: ADMIN1, Phone: [redacted], Blue Paperclip icon, Navigation buttons (K, L, 17/19, R, D), Date: 17/19

Bottom Tab Bar: Special Order (PR), Outsource Contract (PR), Time Card, Misc, Tool, Reference, Check List, Status Audit, PM Asset, Assign To, Scheduling (selected), Unplanned Downtime? (checked), Add, Delete

Form Fields: Asset No, Out Service Date (28/08/2024 08:00), Return to Service Date (28/08/2024 14:00), Down Time (6h:0m), Repair From (28/08/2024 09:00), Repair To (28/08/2024 13:00), Repair Time (4h:0m), Remark, Downtime (checked), Unplanned Downtime? (checked)

Figure 1.3