



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit WO Asset Downtime)

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DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO10
Document Name : Edit WO Asset Downtime
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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 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**.

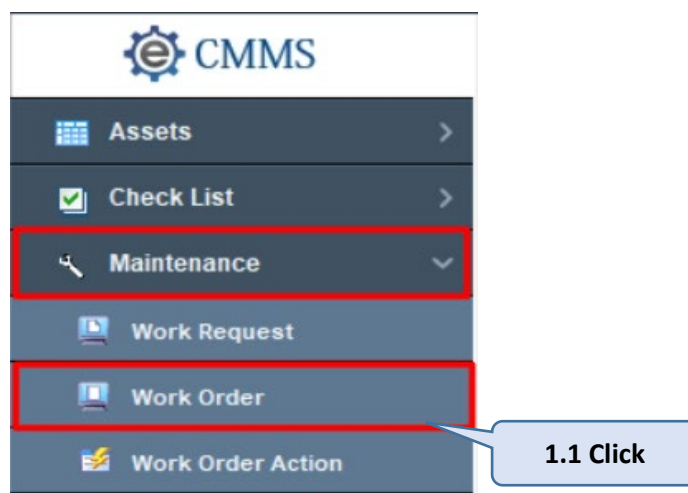


Figure 1.1

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

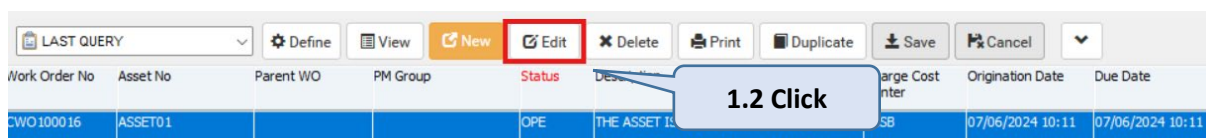


Figure 1.2

- 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.

The screenshot shows the 'WVO OPEN' form with various fields for work order details. Annotations indicate the following steps:

- 1.3 Click:** Points to the 'Save' button in the top toolbar.
- 1.4 Click:** Points to the 'Downtime' button in the bottom toolbar.
- 1.5 Insert:** Points to the 'Asset No' field in the data table, which contains 'ACE01100001'.
- 1.6 Tick:** Points to the 'Unplanned Downtime?' checkbox in the bottom right corner, which is checked.

The data table at the bottom contains the following information:

Asset No	Out Service Date	Return to Service Date	Down Time	Repair From	Repair To	Repair Time	Remark
ACE01100001	28/08/2024 08:00	28/08/2024 14:00	6h:0m	28/08/2024 09:00	28/08/2024 13:00	4h:0m	

Figure 1.3