



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Delete Work Order)***

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# DOCUMENT CONTROL

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**Document Name** : Delete Work Order  
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## DOCUMENT REVISION HISTORY

| Revision No | Revision Date | By    | Description of Changes                           |
|-------------|---------------|-------|--|
| 1.0         | 07/06/2024    | Najmi | First Version of User Manual – Delete Work Order |

## Scenario

Maintenance supervisor review the work order created by the maintenance for machine breakdown or maintenance and realise that it is a duplicate work order. In this syllabus, we will guide on how to delete Work Order using CMMS Core.

## 1. Delete Work Order

### What it's for

To delete the Work Order that has been created by the maintenance and ensure the technician team get the correct and detailed work order.

### Delete the Work Order

- 1.1 On the left panel 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 **Define** button.

| Work Order No | Asset No  | Parent WO | PM Group | Category | Description | Charge Cost Center | Origination Date | Due Date         |
|---------------|-----------|-----------|----------|----------|-------------|--------------------|------------------|------------------|
| CWO100001     | 001100001 |           |          | CMP      | Stain       | ESSB               | 09/01/2023 15:46 | 09/01/2023 15:46 |
| PWO100001     | 001100001 |           |          | OPE      | 1 MONTH     | ESSB               | 07/02/2023 00:00 | 14/02/2023 00:00 |
| PWO100002     | 001100001 |           |          | OPE      | 1 YEAR      | ESSB               | 10/01/2024 00:00 | 17/01/2024 00:00 |
| PWO100003     | 001100001 |           |          | OPE      | 1 MONTH     | ESSB               | 07/03/2023 00:00 | 14/03/2023 00:00 |

Figure 1.2

1.3 Fill in define query criteria.

(Note: Please refer "User Manual – Define Data Query" for detail information).

| Column        | Operator | Value           |
|---------------|----------|-----------------|
| Work Order No | like     | <Work Order No> |

1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

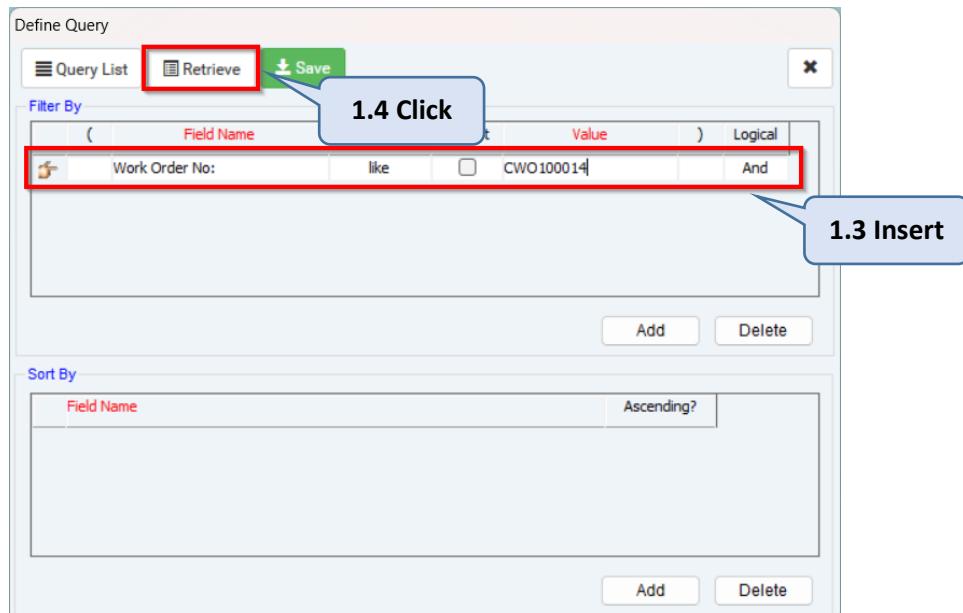


Figure 1.3

1.5 Click **Delete** button to delete the Work Order.

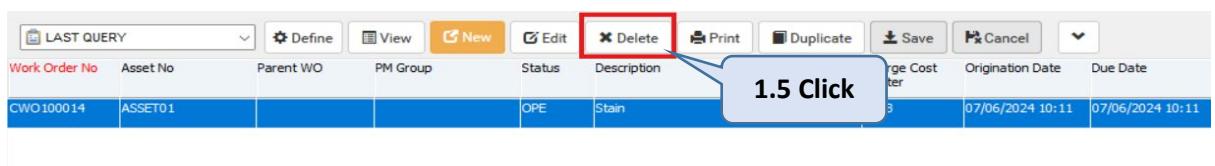


Figure 1.4

1.6 Click **Yes** and the work request will be deleted and back to the Work Order view table.

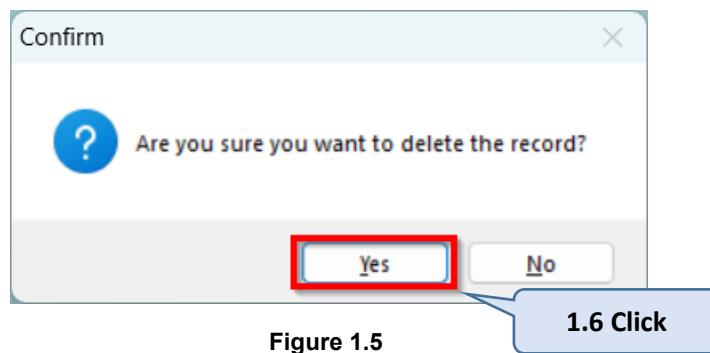


Figure 1.5