



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

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

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DOCUMENT CONTROL

Document No : CMMS/VO/CREATION/VO11
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**

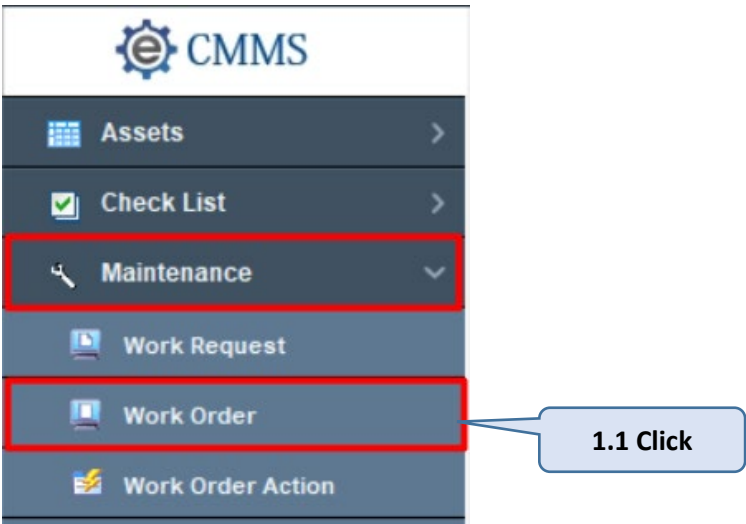


Figure 1.1

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

The image shows the 'Work Order' table view. At the top, there is a toolbar with buttons: 'Define' (highlighted with a red box), 'Print', 'Duplicate', 'Save', and 'Cancel'. Below the toolbar is a table with the following data:

Work Order No	Asset No	Parent WO	PM Group	Location	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.

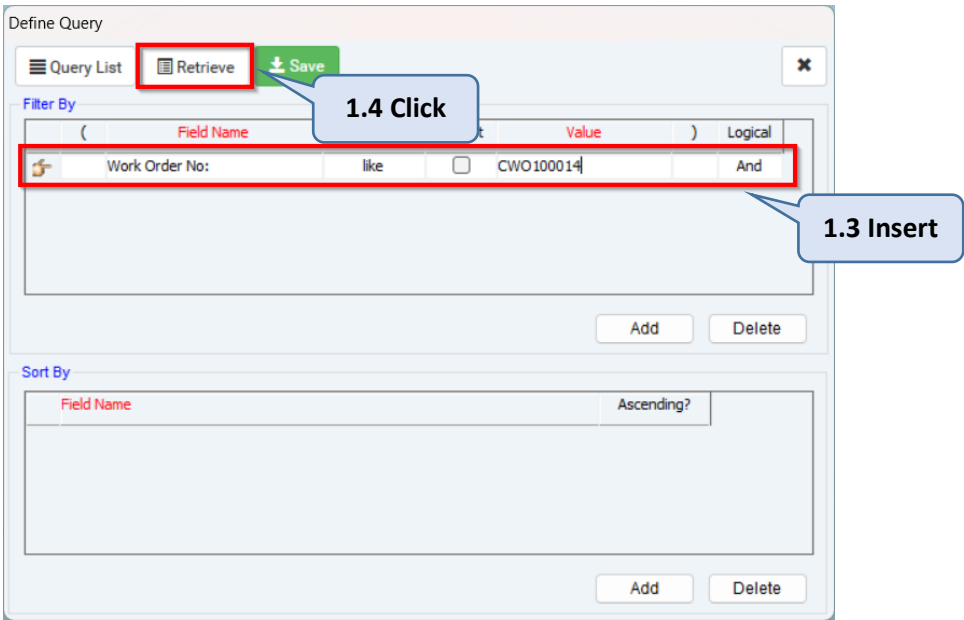


Figure 1.3

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

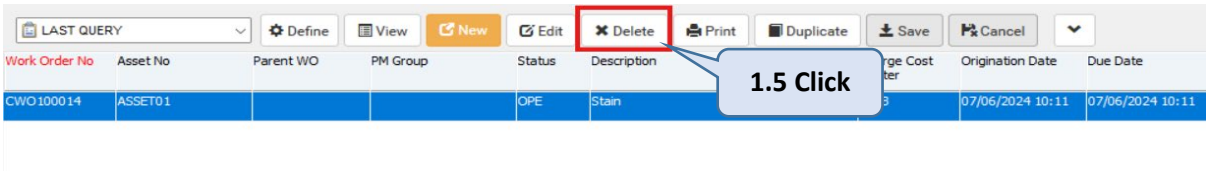


Figure 1.4

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

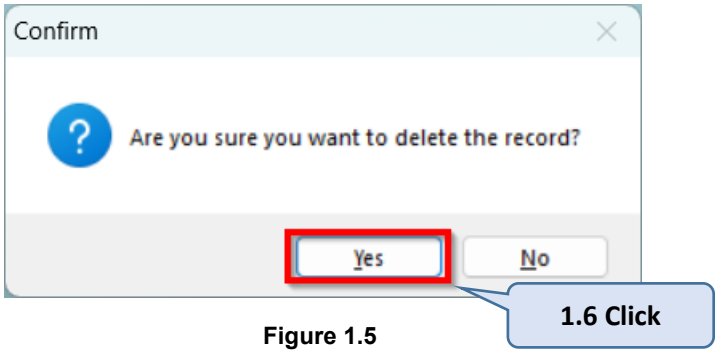


Figure 1.5