



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Work Order)

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DOCUMENT CONTROL

Document No : CMMS/VO/CREATION/VO12
Document Name : Print Work Order
Prepared By : Muhamad Najmi bin Badrila
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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 – Print Work Order

Scenario

Technician review the work order submitted for machine breakdown or maintenance and want to print the work order made for documentation. In this syllabus, we will guide on how to print the Work Order using CMMS Core.

1. Print Work Order

Print the Work Order

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

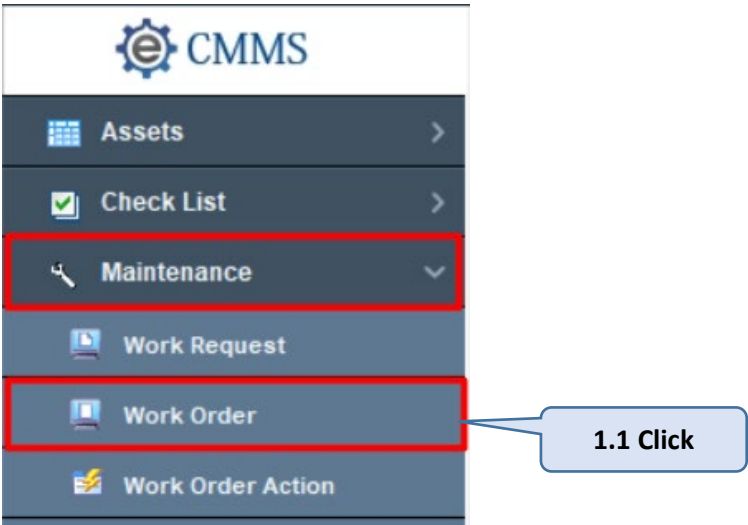


Figure 1.1

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. The table has columns: Work Order No, Asset No, Parent WO, PM Group, Location, Charge Cost Center, Origination Date, and Due Date. The 'Define' button in the top toolbar is highlighted with a red box. A callout bubble points to the 'Define' button with the text '1.2 Click'.

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
PWO100001	001100001			OPE	1 MONTH	ESSB	07/02/2023 00:00
PWO100002	001100001			OPE	1 YEAR	ESSB	10/01/2024 00:00
PWO100003	001100001			OPE	1 MONTH	ESSB	07/03/2023 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.

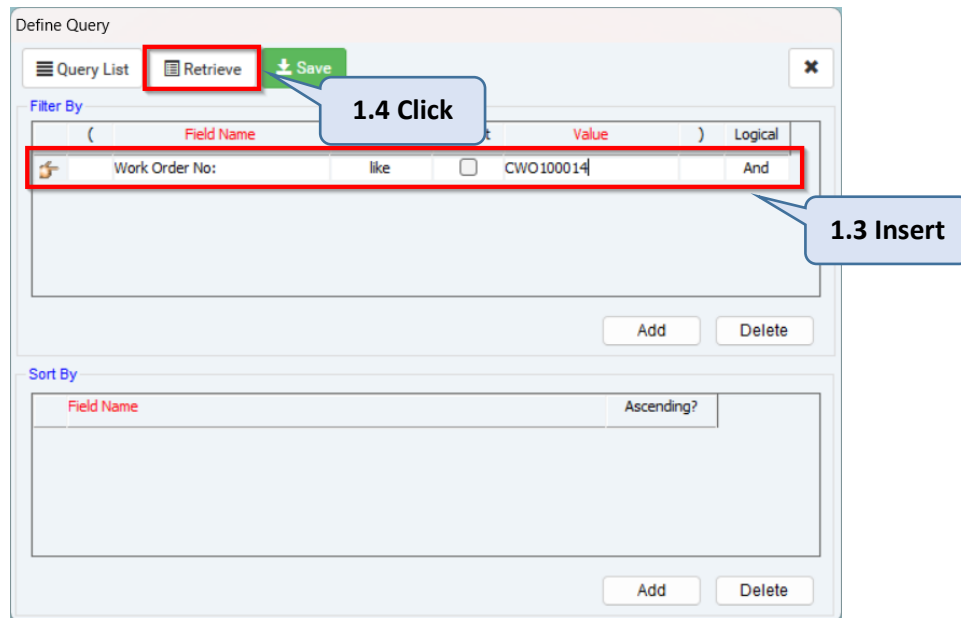


Figure 1.3

- 1.5 Click **Print** button to print the Work Order.

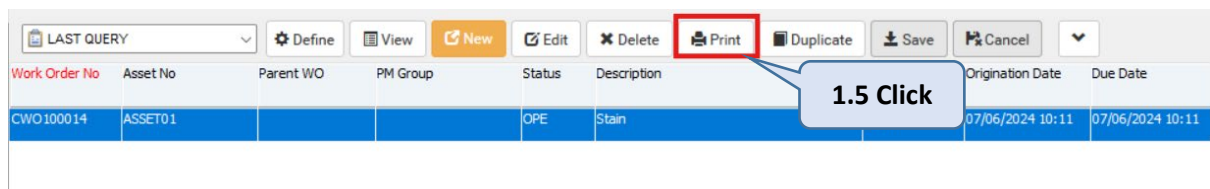


Figure 1.4

- 1.6 Tick on **Print 1 selected Work Order(s) Form**.
- 1.7 Click **Print** button and the Work Order form will be shown.

Work Order Form Printing Selection

☒ Print

1.7 Click

Work Order Selection

☒ Print 1 selected Work Order(s) Form

1.6 Tick

☐ Print all 1 Work Order(s) Form.

Figure 1.5

- 1.8 Click **Print** button and printer option page will pop out.

1.8 Click

DEMO-CPI (KL) Sdn Bhd
Maintenance Work Order

INFORMATION	Work Request No		Work Order No	CWO100014	Material Request No	
	Origination Date		Origination Date	07/06/2024 10:11	Original Priority	1
	Originator	ADMIN	Due Date	07/06/2024 10:11	Frequency Code	
	Phone		Schedule Date		Charge Cost Center	ESSB
	Status	WO OPEN	Completion Date		Work Area	P2
	Work Permit Type		Last WO CMP Date	01/01/1900 00:00	Asset Level	L1
	Work Type	BD	PM Group		Asset Location	GRINDING ROOM
	Asset No	ASSET01			Asset Group Code	001
	Short Description	CONVENYOR			Asset Code	MECH
	Description	Stain			Warranty Date	28/05/2024

ACTION	Fault Code	STAIN	Work Group	MECH
	Cause Code		Corrective Action	
	Action Code			

Figure 1.6

1.9 Click on **OK** button and it will print to your local printer devices.

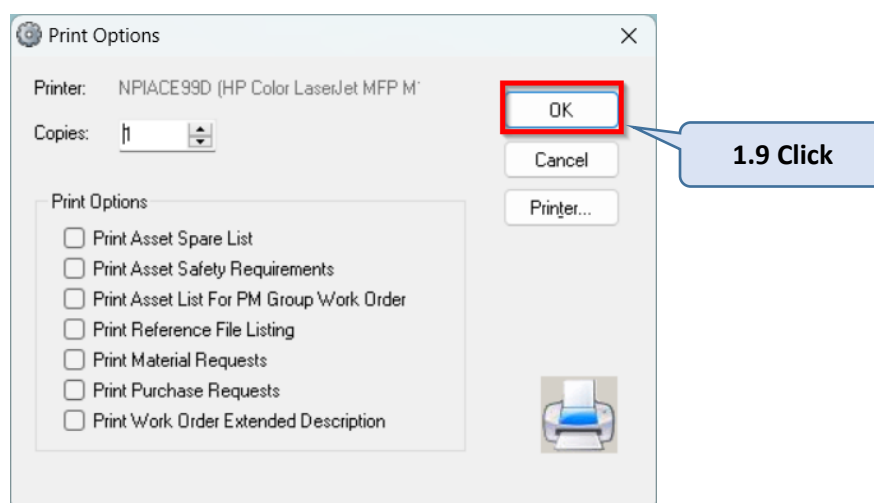


Figure 1.7