



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Work Order)

TABLE OF CONTENT

Scenario.....	4
1. Print Work Order	4

DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO12
Document Name : Print Work Order
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 – 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.

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.

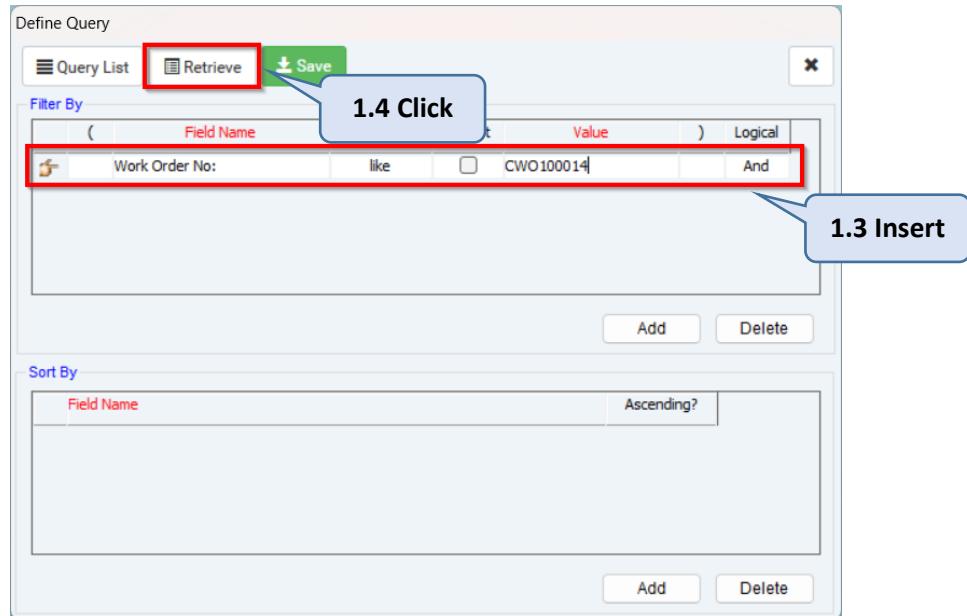


Figure 1.3

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

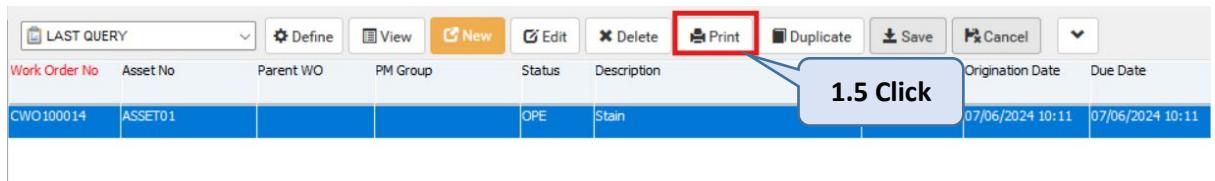


Figure 1.4

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

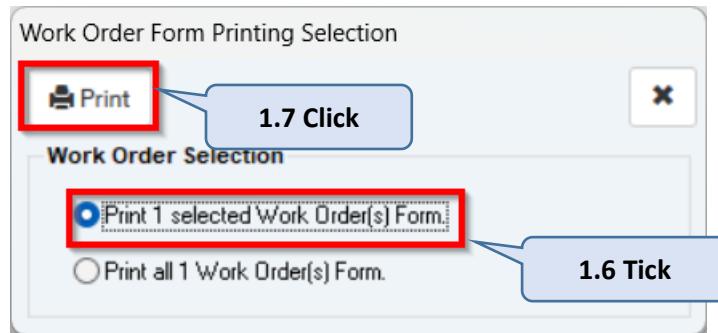


Figure 1.5

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

INFORMATION		ACTION	
Work Request No	CWO100014	Fault Code	STAIN
Origination Date	07/06/2024 10:11	Work Group	MECH
Originator	ADMIN	Cause Code	
Phone		Corrective Action	
Status	WO OPEN	Action Code	
Work Permit Type			
Work Type	BD		
Asset No	ASSET01		
Short Description	CONVEYOR		
Description	Stain		

Figure 1.6

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

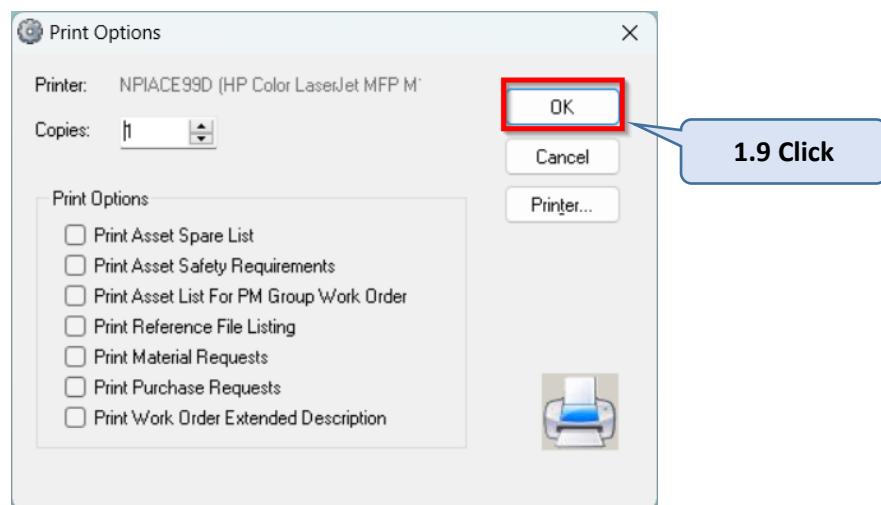


Figure 1.7