



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Duplicate Work Order)

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DOCUMENT CONTROL

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1.0	07/06/2024	Najmi	First Version of User Manual – Duplicate Work Order

Scenario

When another problem arises and require the same repair service, duplicate the previous work order, adjust work order details, and reference previous notes for a smooth and efficient process. In this syllabus, we will guide on how to duplicate Work Order using CMMS Core.

1. Duplicate Work Order

What it's for

The process of duplicating a work order is for efficiently addressing similar service requests from multiple end user, ensuring consistency and saving time in the maintenance and repair operations of a company.

Duplicate 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>

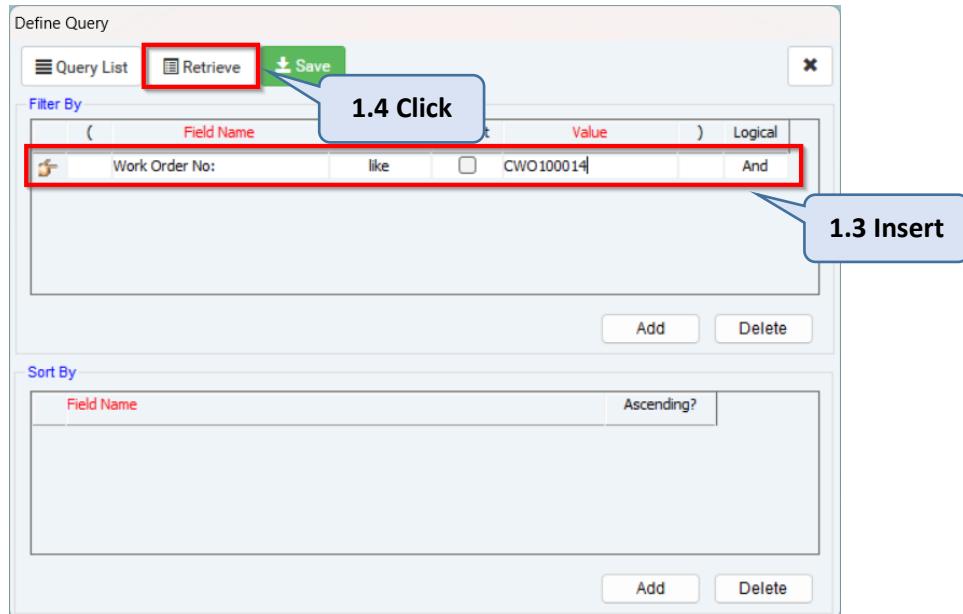
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

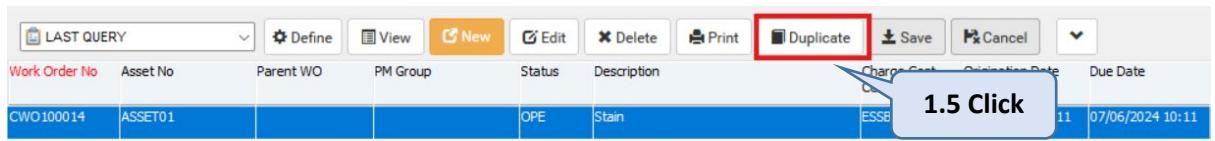
1.5 Click **Duplicate** button to duplicate the Work Order.

Figure 1.4

1.6 Edit/Update Work Order information:

Field	Value	Have Master File?
Asset Status	: ACT	YES
Fault Code	: LEAK	YES
Description	: THE ASSET IS NOW LEAKING AFTER THE STAIN IS REMOVE	NO

(Note: Field names are controlled by System Admin).

1.7 Click on **Save** button and the New Work Order No will be generated.

Work Order No: OPE Asset No: ASSET01 Asset Status: ACT Charge Cost Center: ESSB Asset Group Code: 001 Fault Code: LEAK Description: THE ASSET IS NOW LEAKING AFTER THE STAIN IS REMOVE

Original Priority: 1 Plan Priority: 1 Origination Date: 07/06/2024 10:11 Due Date: 07/06/2024 10:11 Work Area: P2 Asset Location: GRINDING ROOM Asset Level: L1

Originator: ADMIN Phone:

Print Work Order Continuous Add Duplicate

Project ID:

Corrective Action:

Supervisor ID: Planner: Approver: Assign To: Permanent ID:

Cause Code: Customer Code: Action Code: Schedule Date: 00/00/0000 00:00 Delay Code: Exception Date: 00/00/0000 00:00 Work Type: BD Status Change Date: 00/00/0000 00:00 Work Permit Type: Completion Date: 00/00/0000 00:00 Work Group: MECH Close Date: 00/00/0000 00:00

Temporary Asset: WO Open: Y Approved: Safety: Work Request No: WR Origination Date: WR Due Date: Parent WO:

Figure 1.5

1.8 The New Work Order No will be generated and click **OK** button.

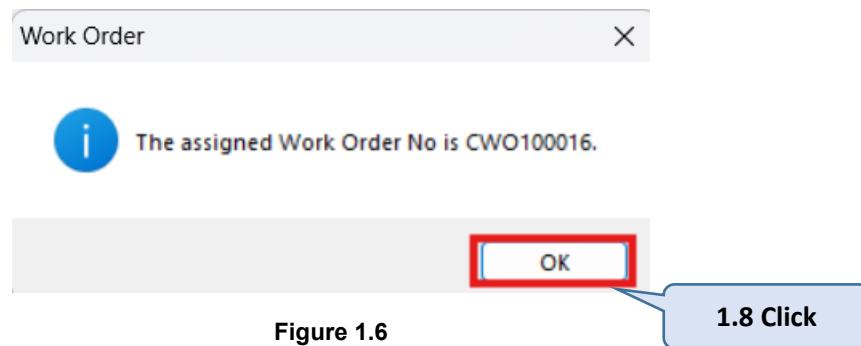


Figure 1.6