



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Duplicate Work Order)***

TABLE OF CONTENT

Scenario..... 4

1. Duplicate Work Order..... 4

# DOCUMENT CONTROL

**Document No** : CMMS/VO/CREATION/VO13  
**Document Name** : Duplicate 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 – 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.

LAST QUERY		Define	View	Print	Duplicate	Save	Cancel	
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.

Define Query

Query List Retrieve Save

Filter By

( Field Name Value ) Logical

Work Order No: like CWO100014 And

Add Delete

Sort By

Field Name Ascending?

Add Delete

Figure 1.3

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

LAST QUERY Define View New Edit Delete Print Duplicate Save Cancel

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost	Creation Date	Due Date
CWO100014	ASSET01			OPE	Stain	ESSE	11	07/06/2024 10:11

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.

The screenshot shows a software interface for creating a new work order. At the top, there is a toolbar with buttons: LAST QUERY, Define, View, New, Edit, Delete, Print, Duplicate, Save (highlighted with a red box and a callout '1.7 Click'), and Cancel. Below the toolbar, the form is divided into several sections. The top section contains fields for Work Order No, Status, Asset No, Asset Status, Charge Cost Center, Asset Group Code, Original Priority, Plan Priority, Originator, Phone, Origin Date, Due Date, Work Area, Asset Location, and Asset Level. The middle section contains Fault Code, Description (with a text area containing 'THE ASSET IS NOW LEAKING AFTER THE STAIN IS REMOVE'), and checkboxes for Print Work Order, Continuous Add, and Duplicate (this section is highlighted with a red box and a callout '1.6 Insert'). The bottom section contains a Corrective Action text area, Supervisor ID, Planner, Approver, Assign To, Permanent ID, Temporary Asset, Approved, Work Request No, WR Origination Date, WR Due Date, Parent WO, Cause Code, Action Code, Delay Code, Work Type, Work Permit Type, Work Group, Customer Code, Schedule Date, Exception Date, Status Change Date, Completion Date, and Close Date.

Figure 1.5

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

The screenshot shows a confirmation dialog box titled 'Work Order'. It contains an information icon and the text 'The assigned Work Order No is CWO100016.' At the bottom right, there is an OK button (highlighted with a red box and a callout '1.8 Click').

Figure 1.6