



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Complete Work Order)

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DOCUMENT CONTROL

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Scenario

A scenario where technician already finish the job by either repairing or any sort of action to complete the work order. In this syllabus, we will guide on how to complete Work Order in CMMS Web Core.

1. Completing the Work Order (Work Order Module)

What it's for

Describing the flow of completing the work order and notify the end user that the issue raised has been done before the closing the particular work order by Supervisor.

Complete Work Order

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

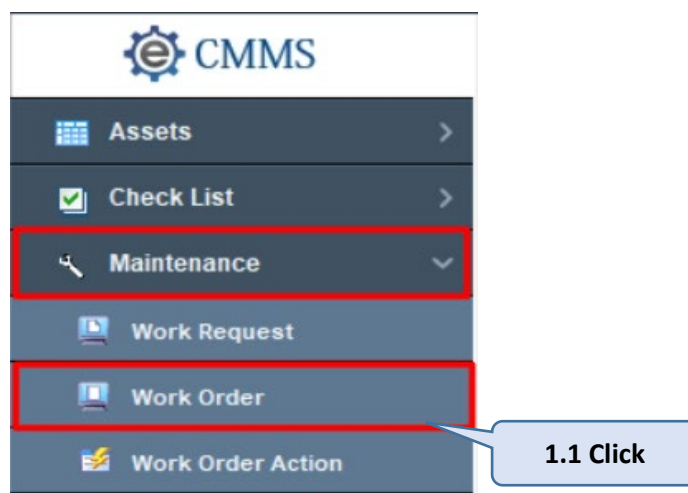


Figure 1.1

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

| LAST QUERY | | Define | Print | Duplicate | Save | Cancel | | |
|---------------|-----------|-----------|----------|-----------|--------------------|------------------|------------------|------------------|
| Work Order No | Asset No | Parent WO | PM Group | Condition | 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.

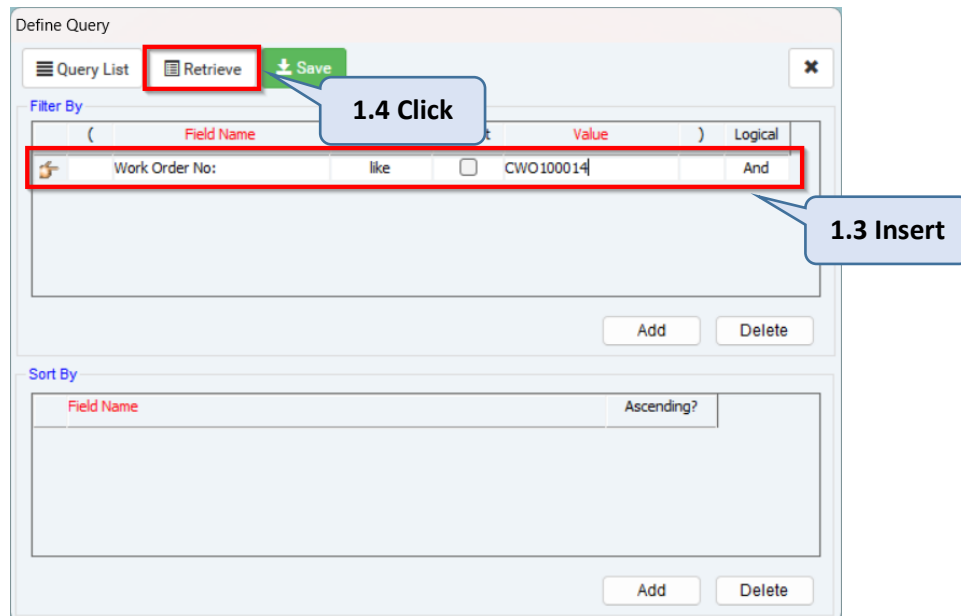


Figure 1.3

- 1.5 Click the **Dropdown** button on the right side and click on **Complete WO** to complete the work order.

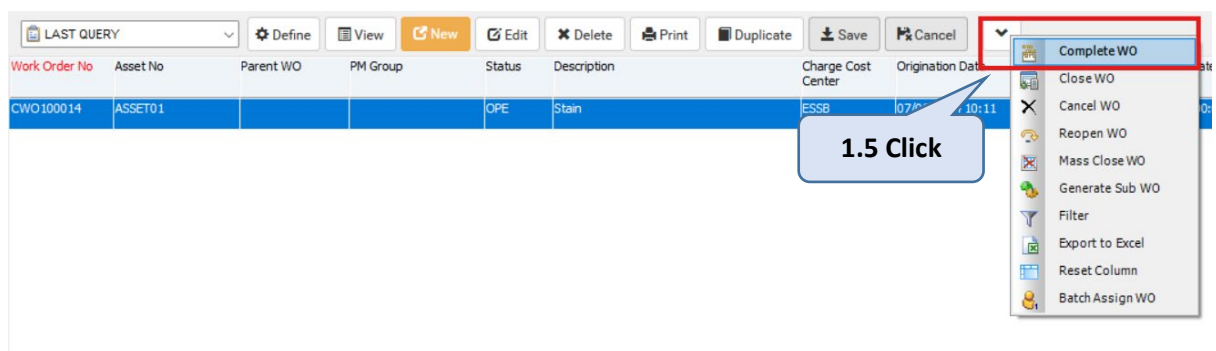


Figure 1.4

1.6 Fill in the mandatory field coloured in red:

| Field | Value | Have Master File? |
|-------------------|---|-------------------|
| Corrective Action | : Clean the leaking part of the problem | NO |
| Cause Code | : LEAKING | YES |
| Action Code | : CLEAN | YES |

(Note: Master file are control by System Admin).

1.7 Click on **Save** button and the records has been complete.

The screenshot shows a work order form with various fields. The 'Save' button in the top right is highlighted in red. A callout bubble labeled '1.7 Click' points to the 'Save' button. Another callout bubble labeled '1.6 Insert' points to the 'Corrective Action' field, which is highlighted in yellow. The 'Corrective Action' field contains the text 'Clean the leaking part of the problem'. Other fields include 'Status' (CMP), 'Cause Code' (LEAKING), 'Action Code' (CLEAN), 'Completion Date' (10/06/2024 11:20), and 'Close Date' (00/00/0000 00:00).

Figure 1.5

1.8 The result can be seen whereby the status of the work order has changed from OP to CMP.

| Work Order No | Asset No | Parent WO | PM Group | Status | Description | Charge Cost Center | Origination Date | Due Date |
|---------------|----------|-----------|----------|--------|-------------|--------------------|------------------|------------------|
| CWO100014 | ASSET01 | | | CMP | Stain | ESSB | 07/06/2024 10:11 | 07/06/2024 10:11 |

Figure 1.6

2. Completing the Work Order (Work Order Action Module)

Complete Work Order

2.1 On the left of the system, click on **Maintenance > Work Order Action**.

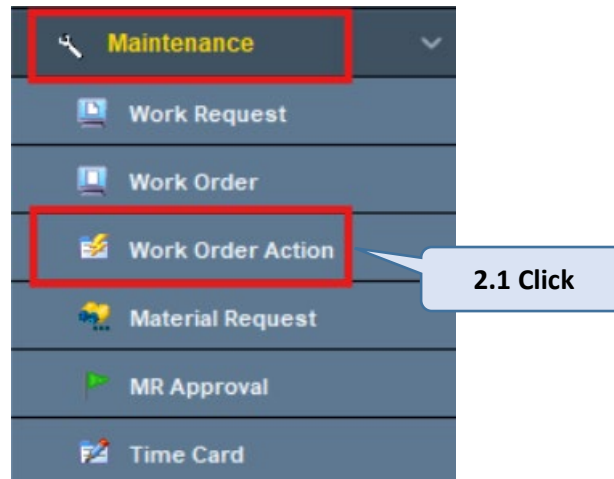


Figure 2.1

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

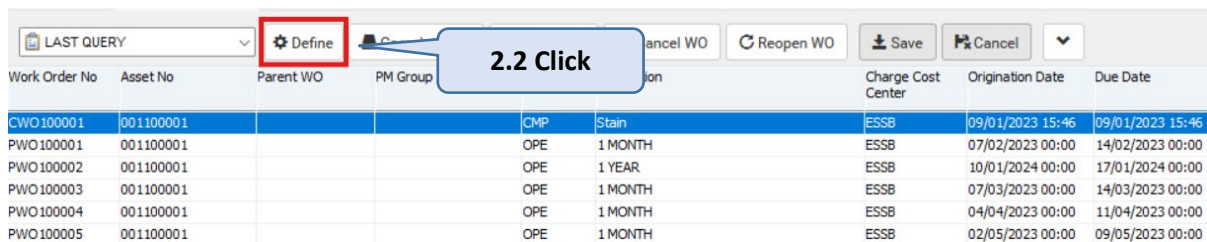


Figure 2.2

2.3 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> |

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

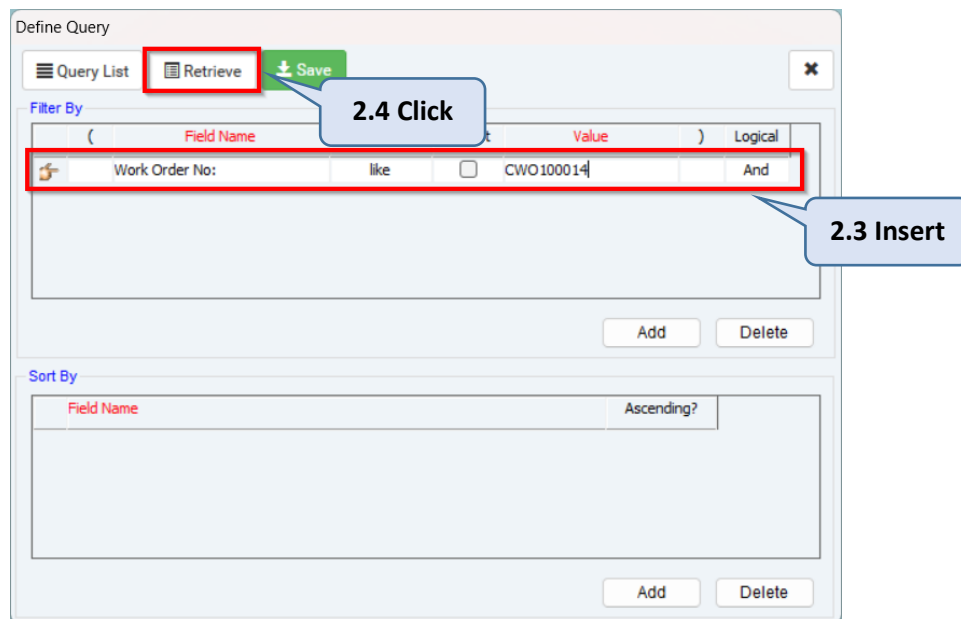


Figure 2.3

2.5 Click the **Complete WO** button to complete the particular work order.

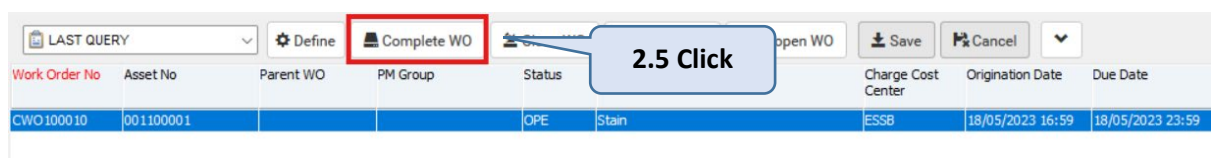


Figure 2.4

2.6 Fill in the mandatory field coloured in red:

| Field | Value | Have Master File? |
|-------------------|---|-------------------|
| Corrective Action | : Clean the leaking part of the problem | NO |
| Cause Code | : LEAKING | YES |
| Action Code | : CLEAN | YES |

(Note: Master file are control by System Admin).

2.7 Click on **Save** button and the records has been complete.

LAST QUERY [v] [Define] [View] [New] [Edit] [Delete] [Print] [Duplicate] [Save] [Cancel]

Work Order No: CWO100014 Original Priority: 1 Originator: ADMIN
Status: CMP Plan Priority: Origination Date: 07/06/2024 10:11 Phone: ADMIN
Asset No: ASSET01 CONVENYOR Due Date: 07/06/2024 10:11
Asset Status: ACT Work Area: P2
Charge Cost Center: ESSB Asset Location: GRINDING ROOM
Asset Group Code: 001 Asset Level: L1
Fault Code: STAIN Project ID:
Description: Stain

2.7 Click

2.6 Insert

Corrective Action: Clean the leaking part of the problem

Cause Code: LEAKING Completion Date: 10/06/2024 11:20
Action Code: CLEAN Close Date: 00/00/0000 00:00
Delay Code: Meter ID:
Work Type: BD Usage Reading: .00
Work Permit Type: Schedule Date: 00/00/0000 00:00
Work Group: MECH Status Change Date: 10/06/2024 11:20

Supervisor ID:
Planner:
Approver:
Assign To:
Permanent ID:
Temporary Asset: ☐ WO Print:
Approved: ☐ Safety: ☐
Work Request No:
WR Origination Date:
WR Due Date:
Parent WO:

Figure 2.5

2.8 The result can be seen whereby the status of the work order has changed from OP to CMP.

LAST QUERY [v] [Define] [Complete WO] [Close WO] [Cancel WO] [Reopen WO] [Save] [Cancel]

| Work Order No | Asset No | Parent WO | PM Group | Status | Description | Charge Cost Center | Origination Date | Due Date |
|---------------|-----------|-----------|----------|--------|-------------|--------------------|------------------|------------------|
| CWO100012 | 001100001 | | | CMP | Stain | ESSB | 22/07/2023 13:10 | 22/07/2023 13:10 |

Figure 2.6