EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System
(CMMS)

USER MANUAL
(Complete Work Order)

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DOCUMENT CONTROL

Document No : CMMS/WOA/ACTION/WOA01

Document Name : Complete Work Order

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Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	10/06/2024	Najmi	First Version of User Manual – Complete Work Order

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**.
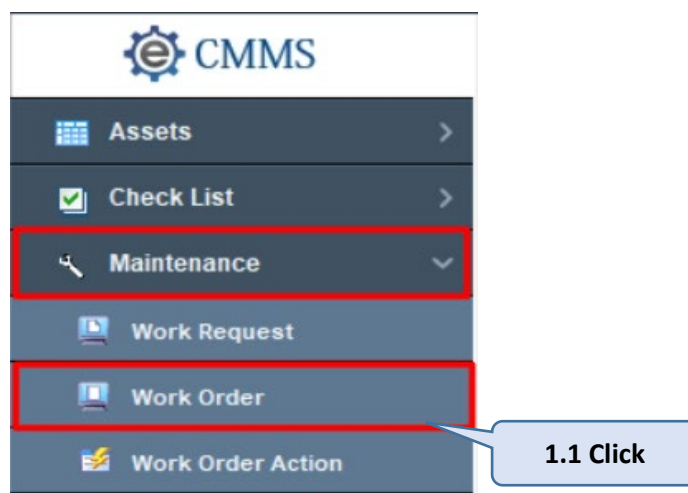
Figure 1.1

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

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.
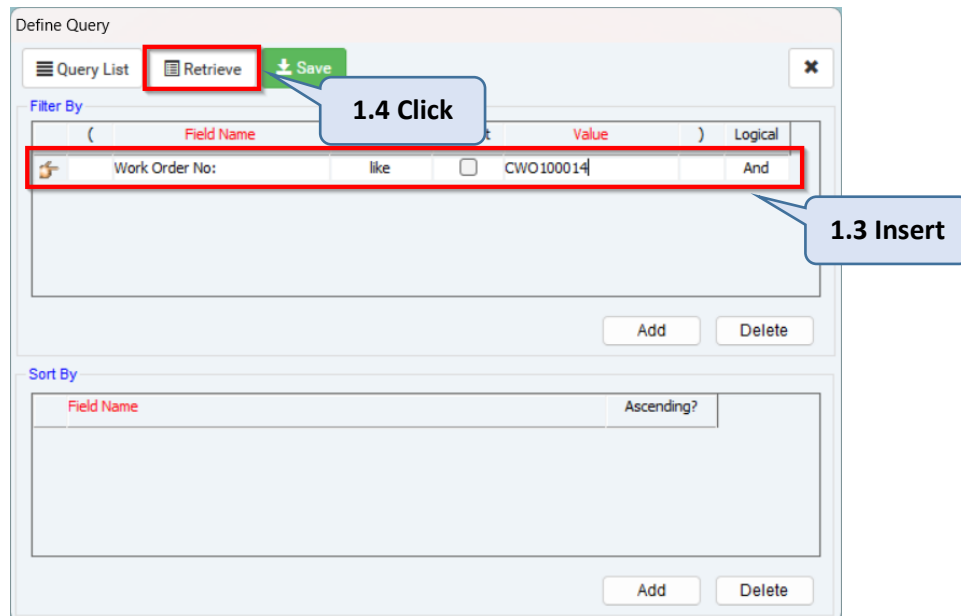

Figure 1.3

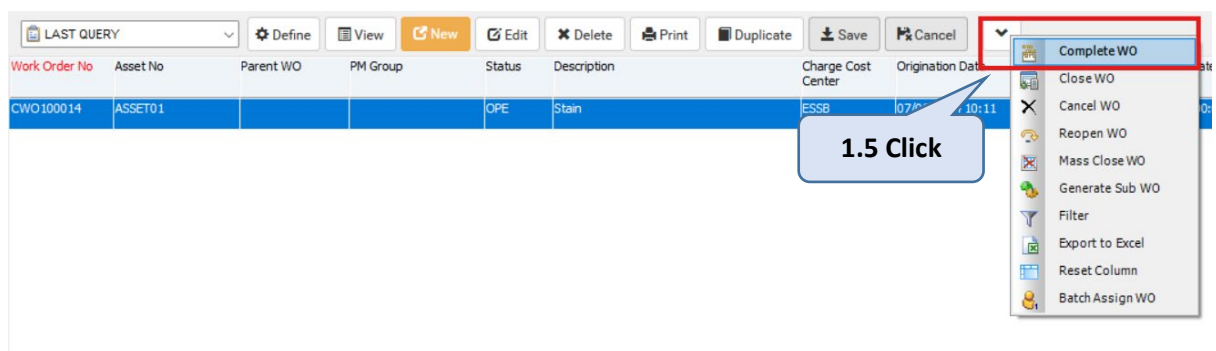1.5   Click the **Dropdown** button on the right side and click on **Complete WO** to complete the work order.

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.

Figure 1.5

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

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**.
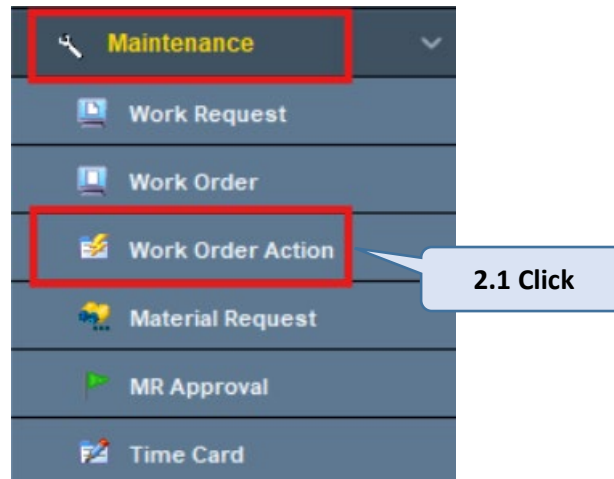

Figure 2.1

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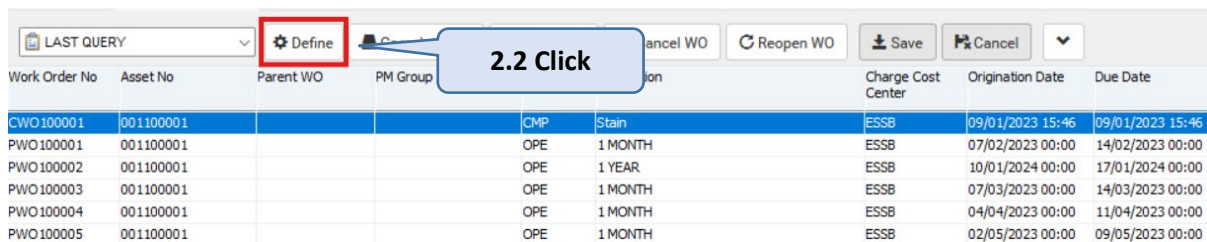

Figure 2.2

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.
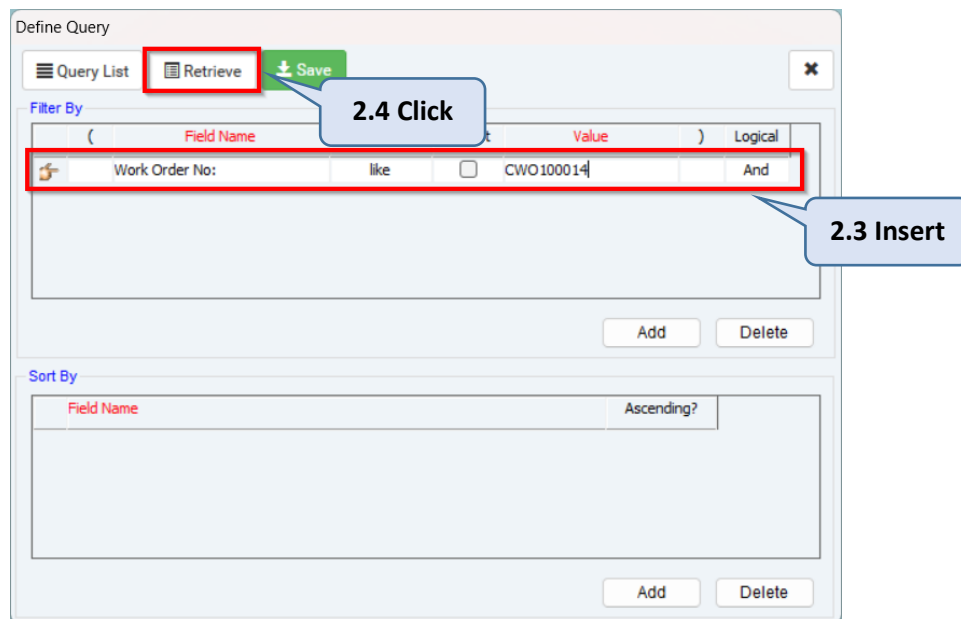
Figure 2.3

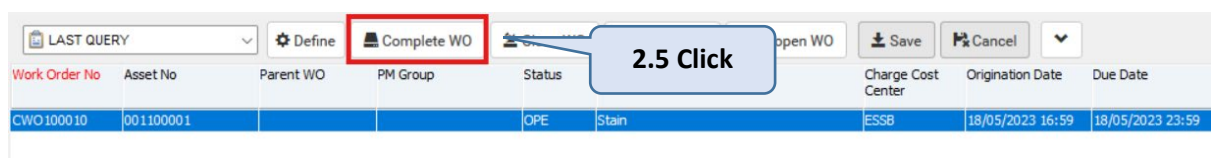2.5   Click the **Complete WO** button to complete the particular work order.

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.

Figure 2.5

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

Figure 2.6