



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Close Work Order)***

## TABLE OF CONTENT

<b>Scenario.....</b>	4
<b>1. Close Work Order.....</b>	4

# DOCUMENT CONTROL

**Document No** : CMMS/WOA/ACTION/WOA02  
**Document Name** : Close Work Order  
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## DOCUMENT REVISION HISTORY

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

## Scenario

A scenario where technician already complete the work order and the Supervisor need to close the Work Order and check either the work order can be close. In this syllabus, we will guide on how to close Work Order in CMMS Web Core.

## 1. Close Work Order (Work Order Module)

### What it's for

Describing the flow of closing the work order by Supervisor and recheck on what the technician did to complete these particular work order.

### Closing the Work Order

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

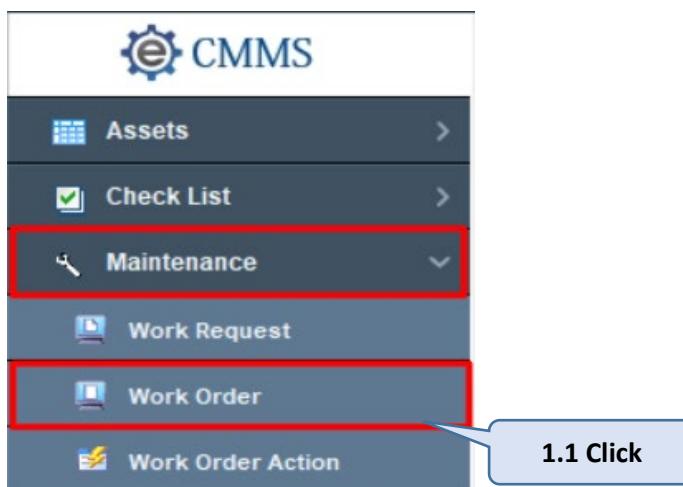


Figure 1.1

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

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.

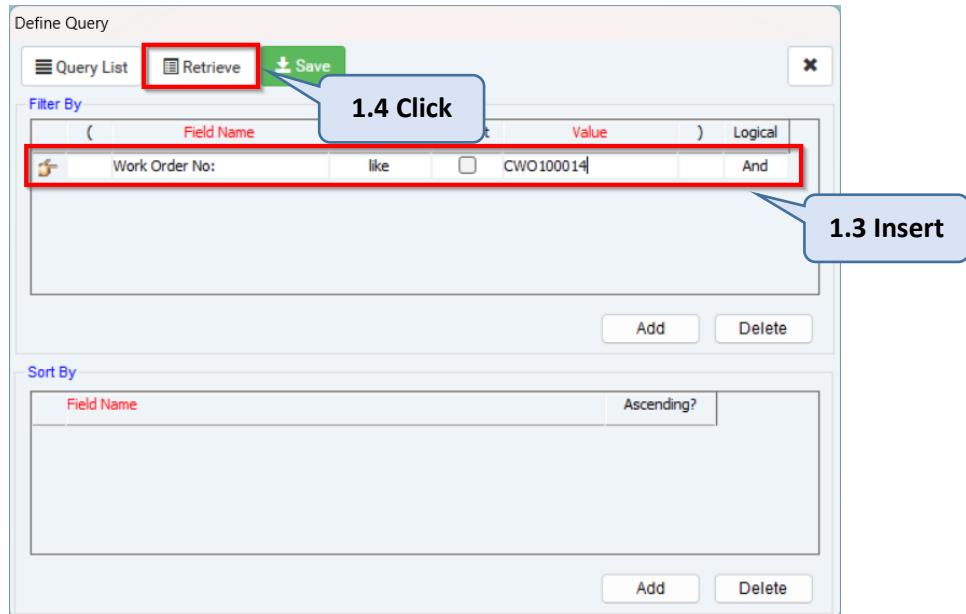


Figure 1.3

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

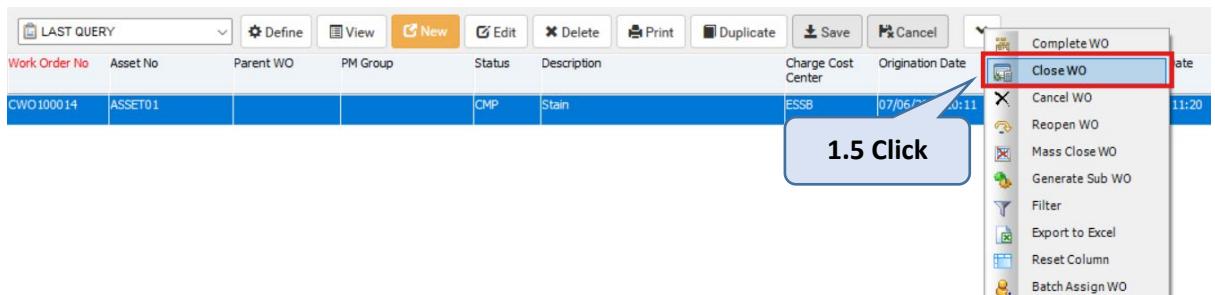
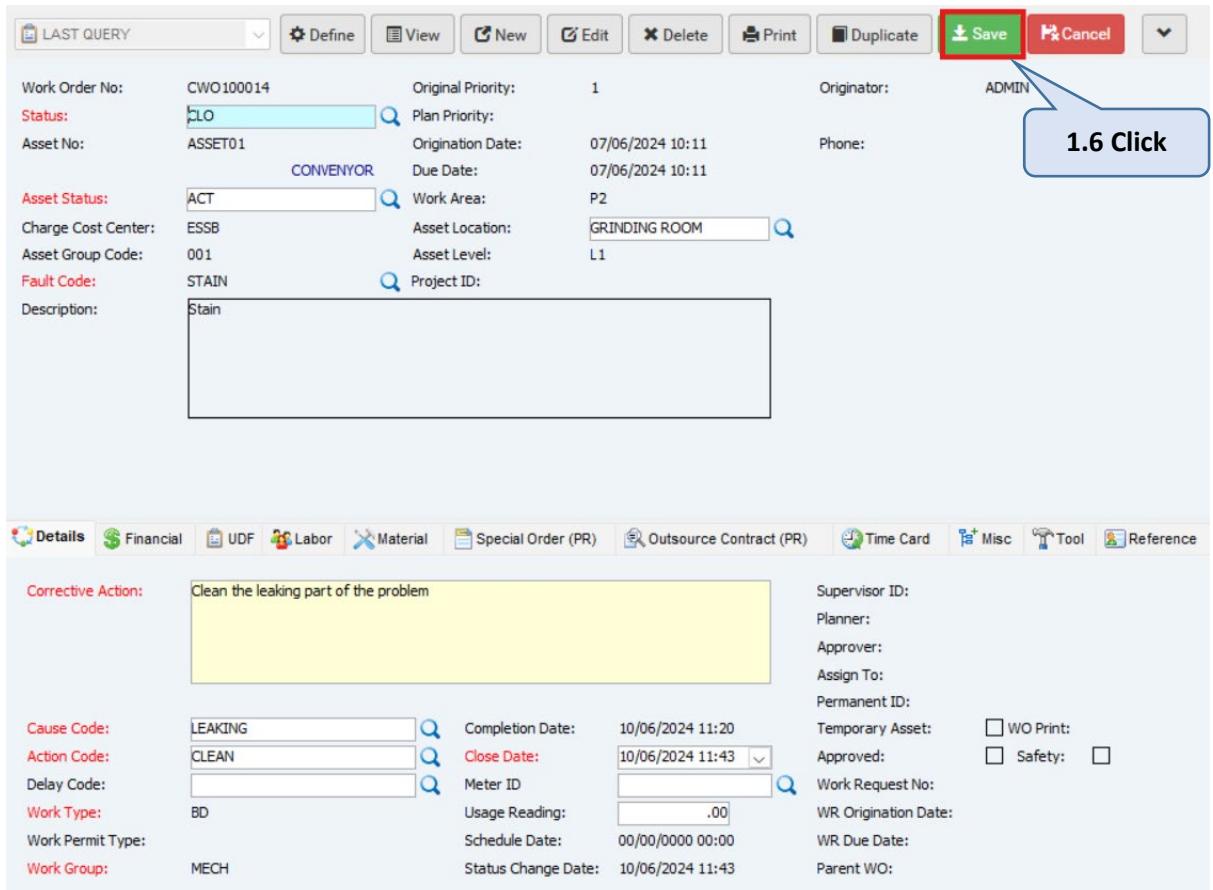


Figure 1.4

1.6 Check on the detail of the work order. Click on **Save** button after confirming every detail and the records has been close.



The screenshot shows a work order creation form with the following details:

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

Below the form, a callout box with the text '1.6 Click' points to the red-highlighted 'Save' button.

Below the form, a navigation bar includes: Details, Financial, UDF, Labor, Material, Special Order (PR), Outsource Contract (PR), Time Card, Misc, Tool, Reference.

Corrective Action: Clean the leaking part of the problem

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:

Cause Code: LEAKING

Action Code: CLEAN

Delay Code:

Work Type: BD

Work Permit Type:

Work Group: MECH

Completion Date: 10/06/2024 11:20

Close Date: 10/06/2024 11:43

Meter ID:

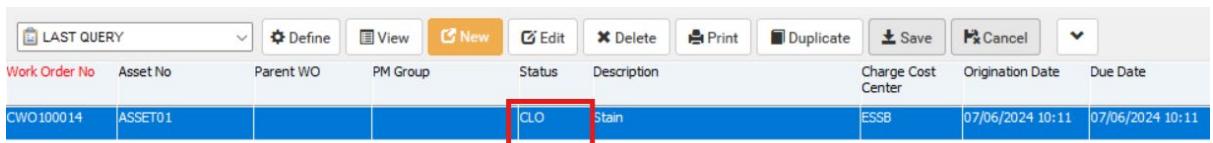
Usage Reading: .00

Schedule Date: 00/00/0000 00:00

Status Change Date: 10/06/2024 11:43

Figure 1.5

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



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

Figure 1.6

## 2. Close Work Order (Work Order Action Module)

### Closing the Work Order

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

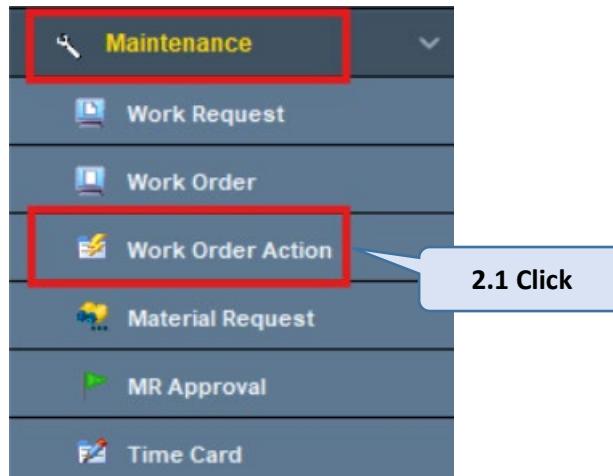


Figure 2.1

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

Work Order No	Asset No	Parent WO	PM Group	Category	Stain	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
PWO100004	001100001			OPE	1 MONTH	ESSB	04/04/2023 00:00	11/04/2023 00:00
PWO100005	001100001			OPE	1 MONTH	ESSB	02/05/2023 00:00	09/05/2023 00:00

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.

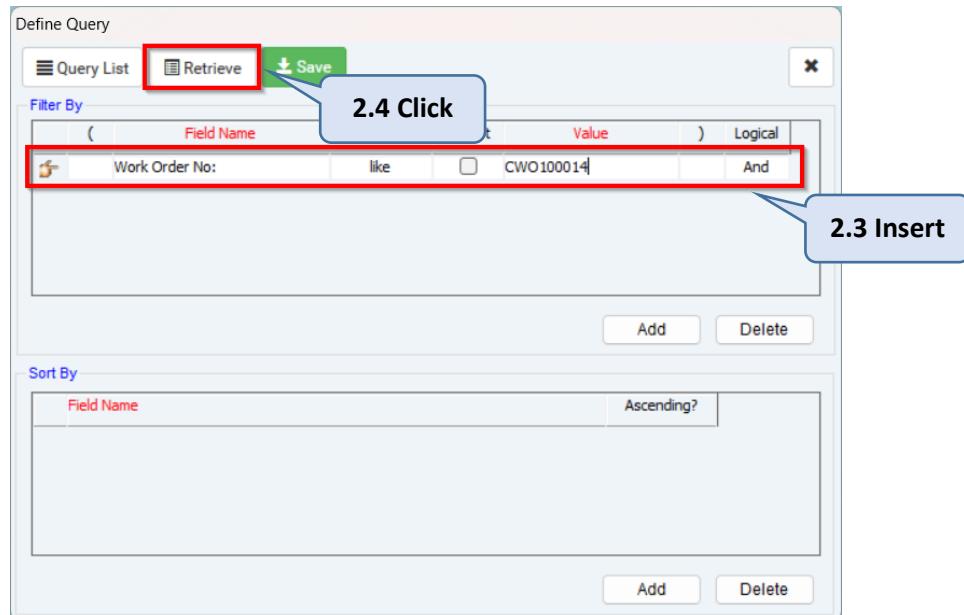


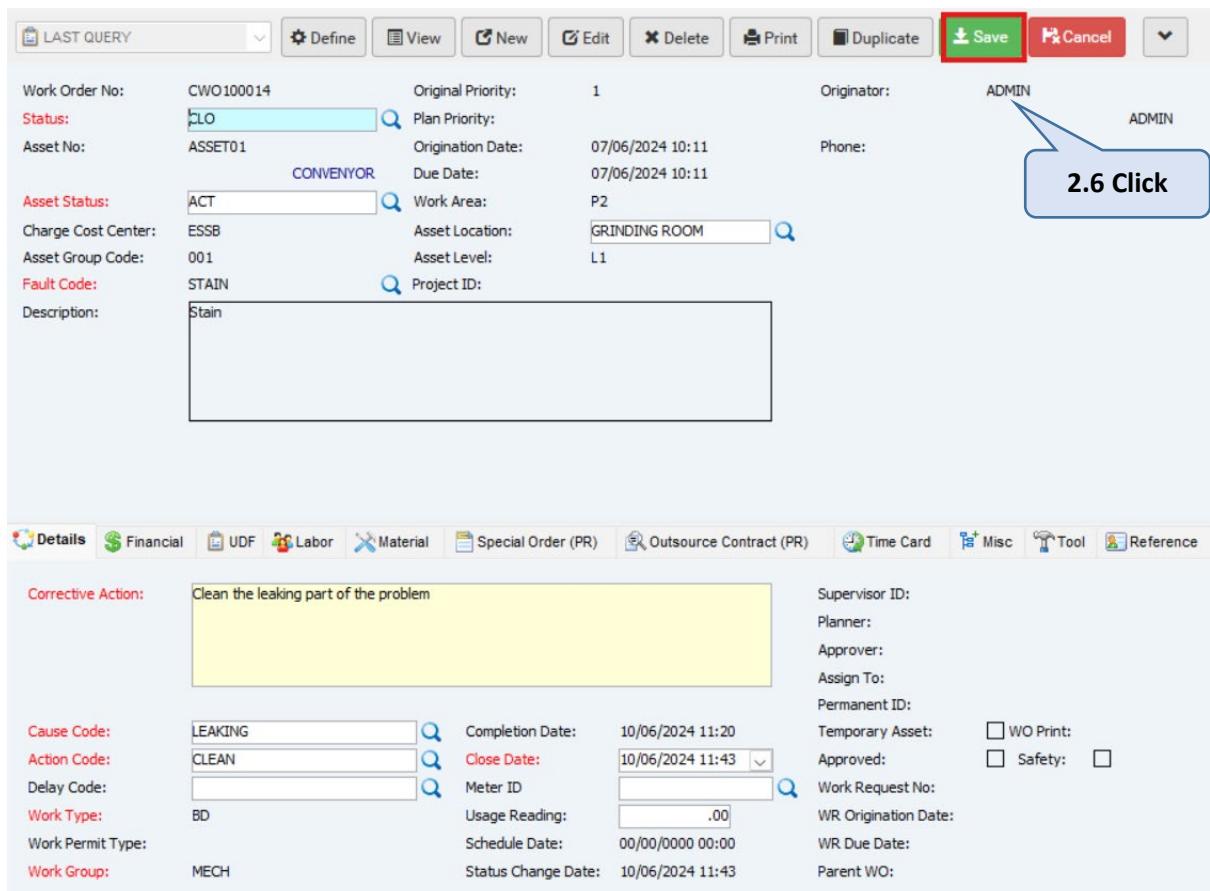
Figure 2.3

2.5 Click the **Close WO** button to close the particular work order.



Figure 2.4

2.6 Check on the detail of the work order. Click on **Save** button after confirming every detail and the records has been close.



LAST QUERY

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

Details

Corrective Action: Clean the leaking part of the problem

Supervisor ID:

Planner:

Approver:

Assign To:

Permanent ID:

Temporary Asset:  WO Print:

Approved:  Safety:

Work Request No:

WR Origination Date:

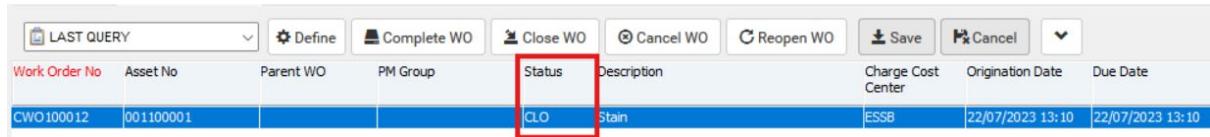
WR Due Date:

Parent WO:

Cause Code:	LEAKING	Completion Date:	10/06/2024 11:20
Action Code:	CLEAN	Close Date:	10/06/2024 11:43
Delay Code:		Meter ID:	<input type="text"/>
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 11:43

Figure 2.5

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



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

Figure 2.6