EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Close Work Order)

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DOCUMENT CONTROL

Document No	:	CMMS/WOA/ACTION/WOA02
Document Name	:	Close Work Order
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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**.

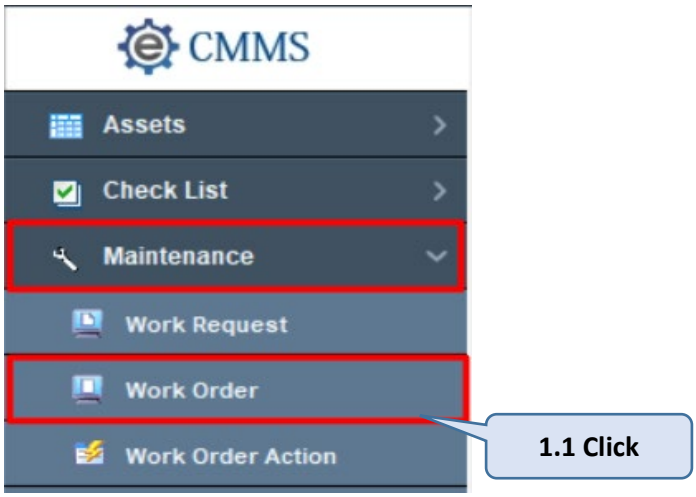

Figure 1.1

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

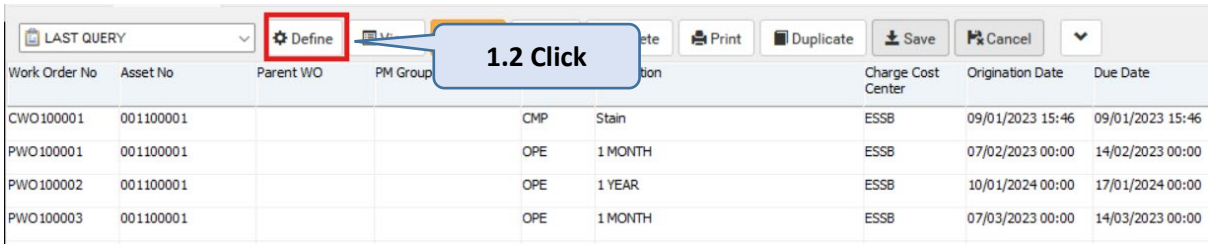

Figure 1.2

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.

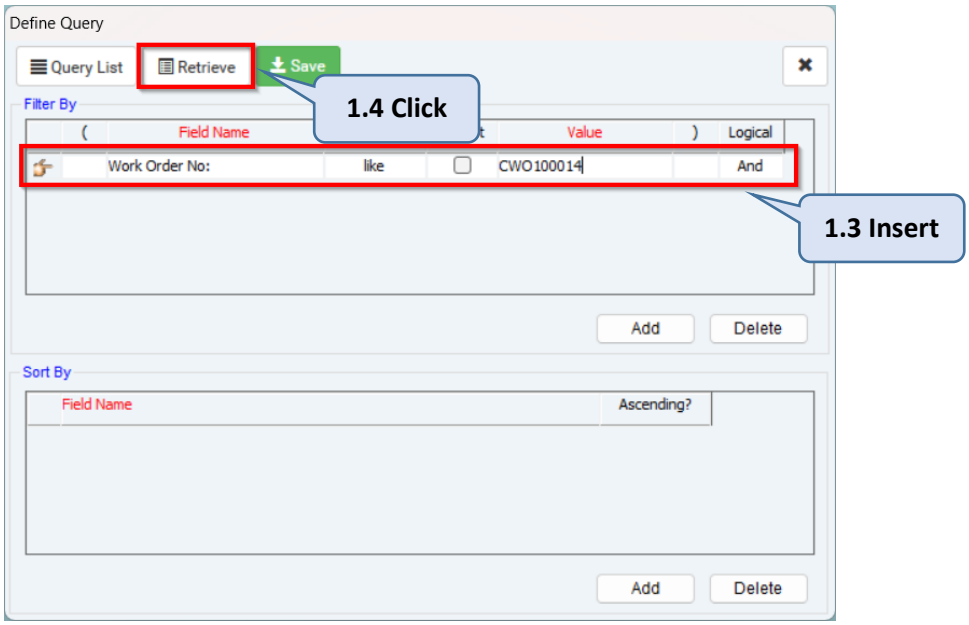

Figure 1.3

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

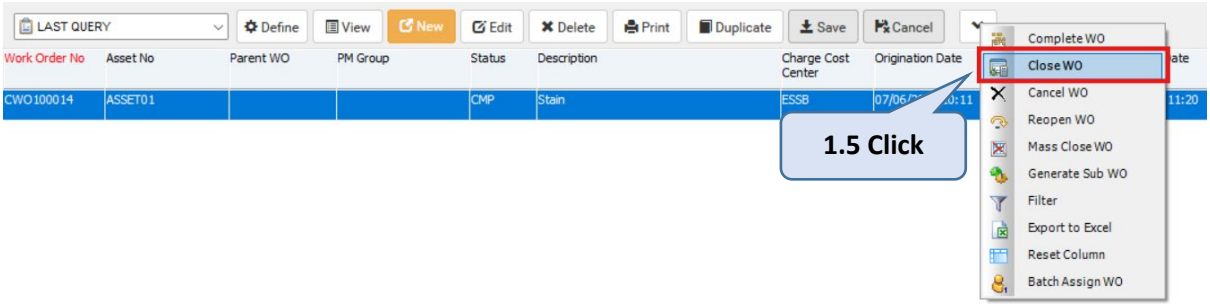

Figure 1.4

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

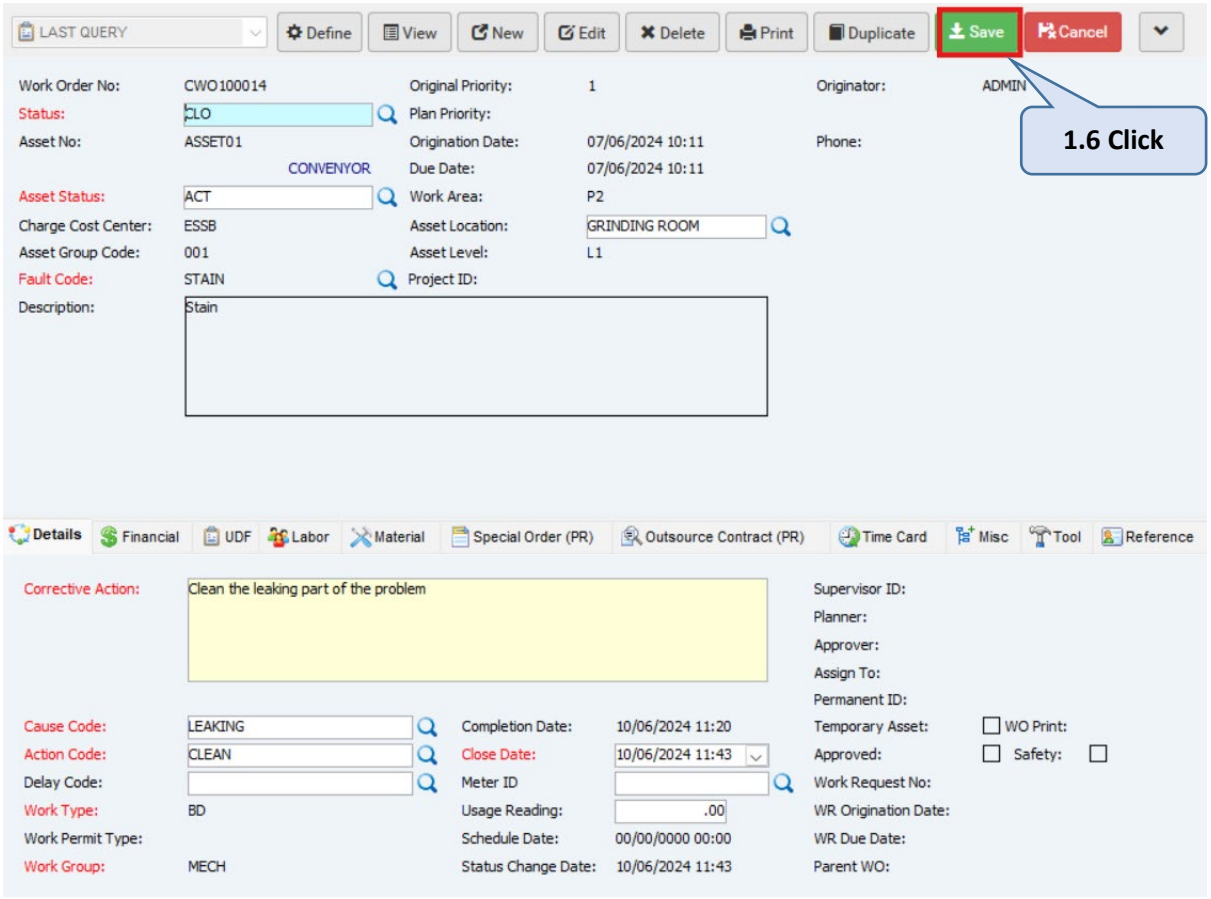

Figure 1.5

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

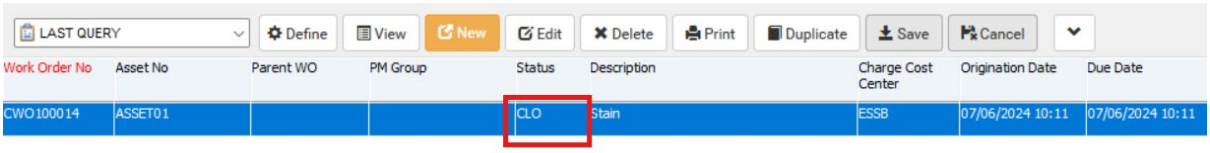

Figure 1.6

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**.

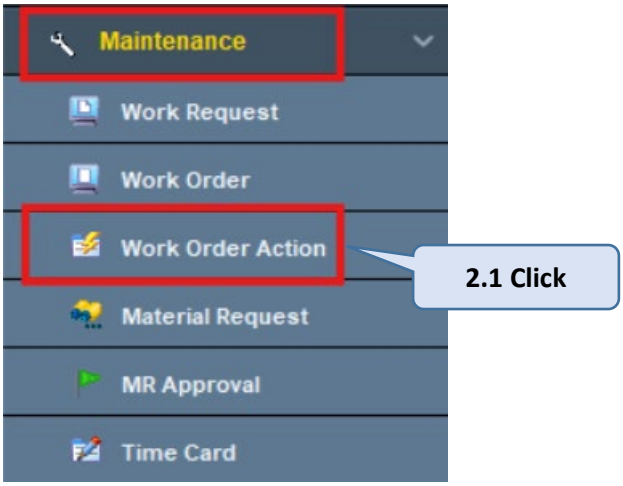

Figure 2.1

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

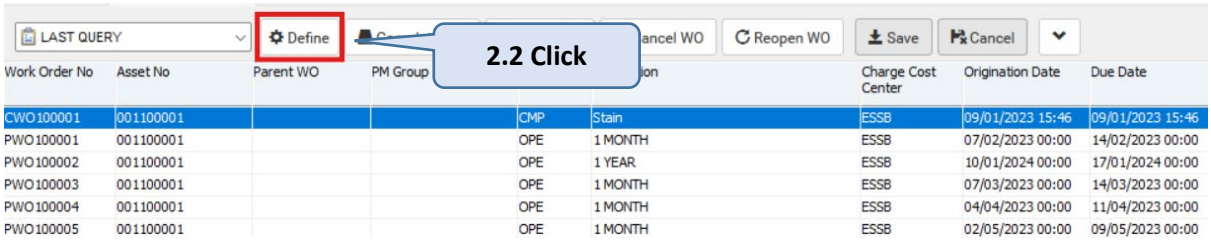

Figure 2.2

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.

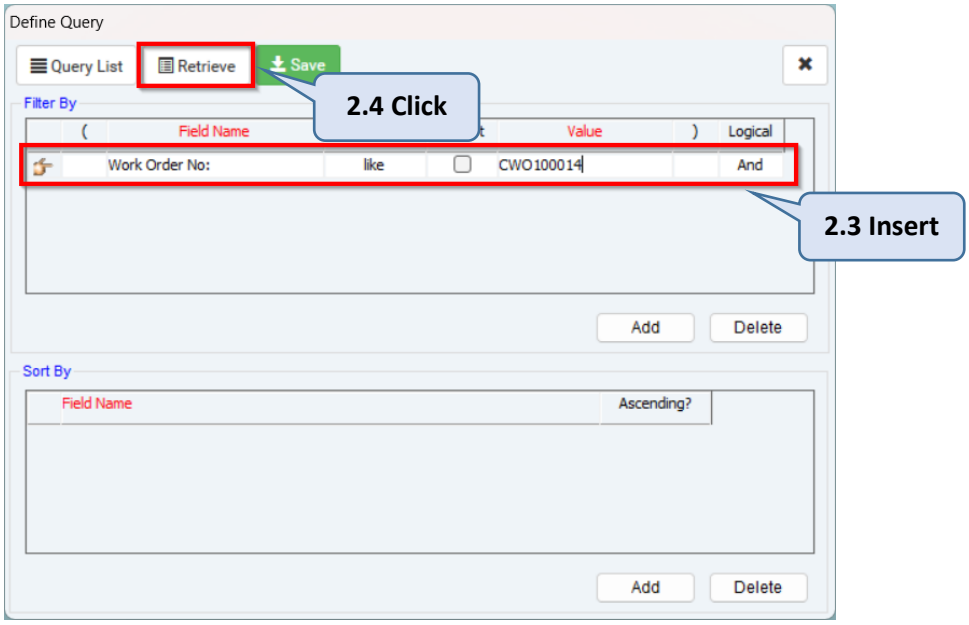

Figure 2.3

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

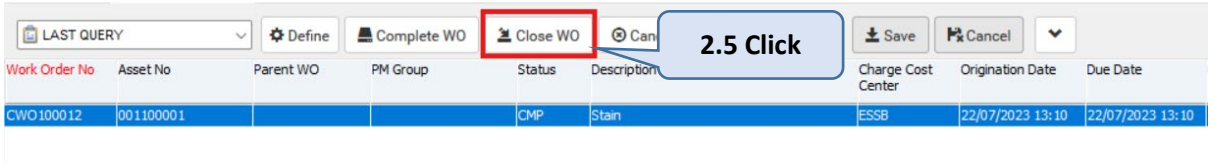

Figure 2.4

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

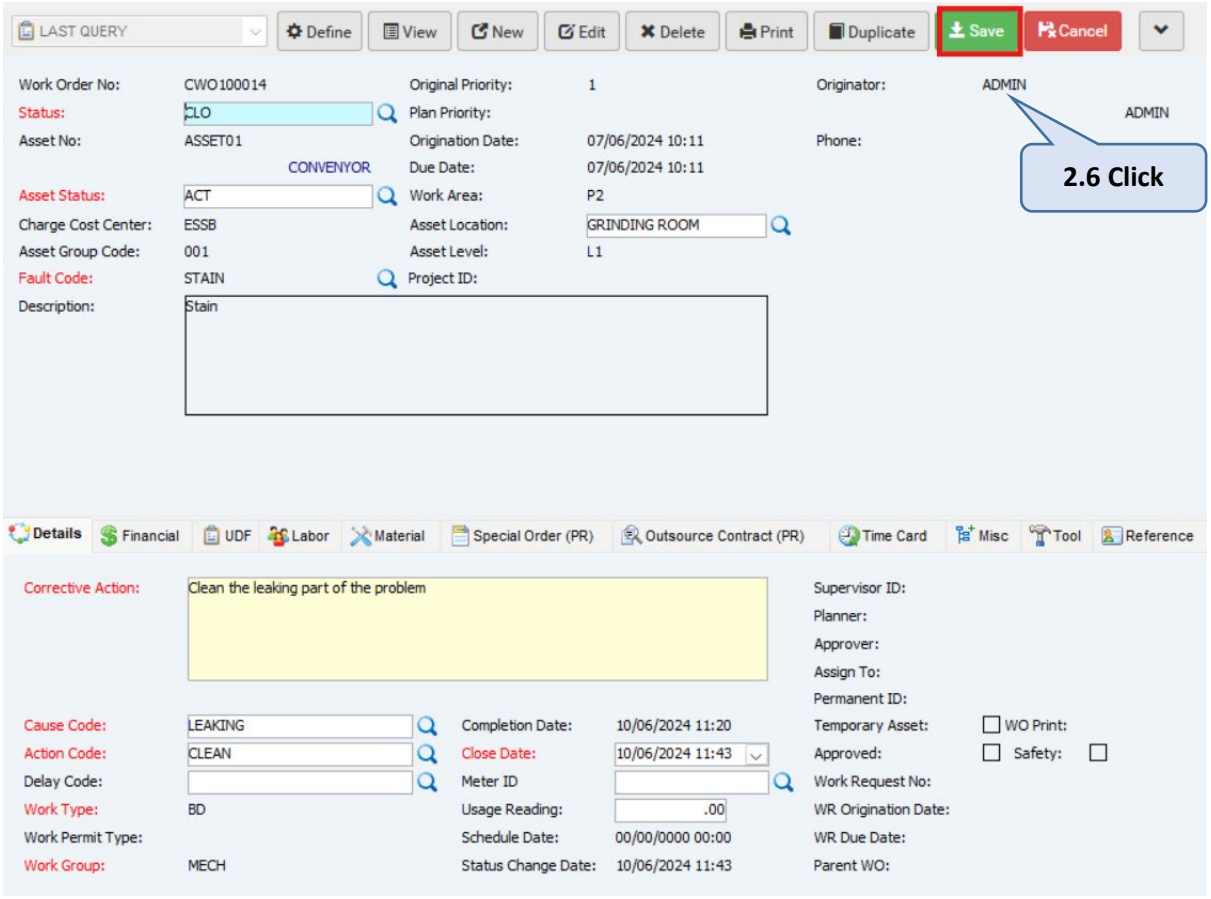

Figure 2.5

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

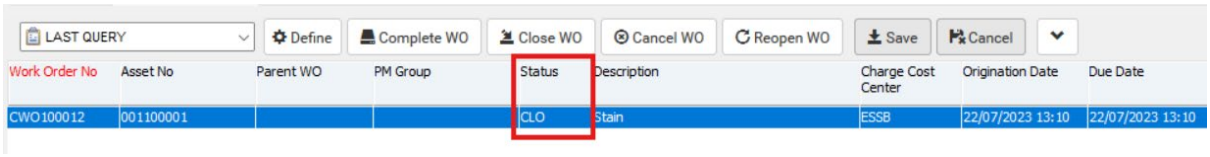

Figure 2.6