



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Close Work Order)

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DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila
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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**.

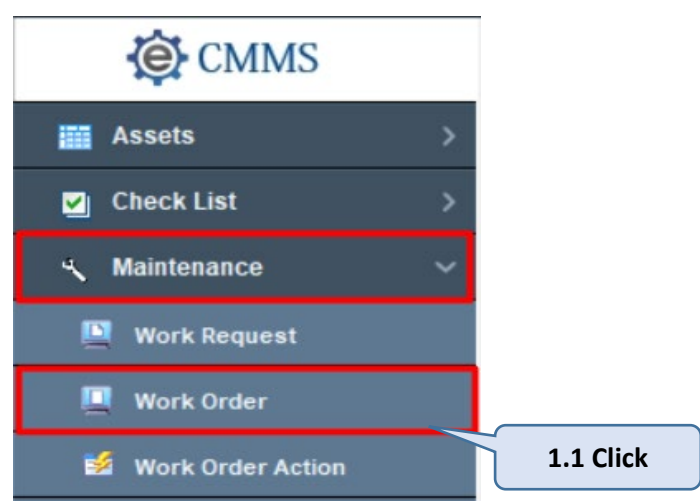


Figure 1.1

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

A screenshot of the Work Order table view in the CMMS application. The table has columns: Work Order No, Asset No, Parent WO, PM Group, Location, Charge Cost Center, Origination Date, and Due Date. The 'Define' button in the top toolbar is highlighted with a red box. A blue callout bubble with the text '1.2 Click' points to the 'Define' button.

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
PWO100001	001100001			OPE	1 MONTH	ESSB	07/02/2023 00:00
PWO100002	001100001			OPE	1 YEAR	ESSB	10/01/2024 00:00
PWO100003	001100001			OPE	1 MONTH	ESSB	07/03/2023 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.

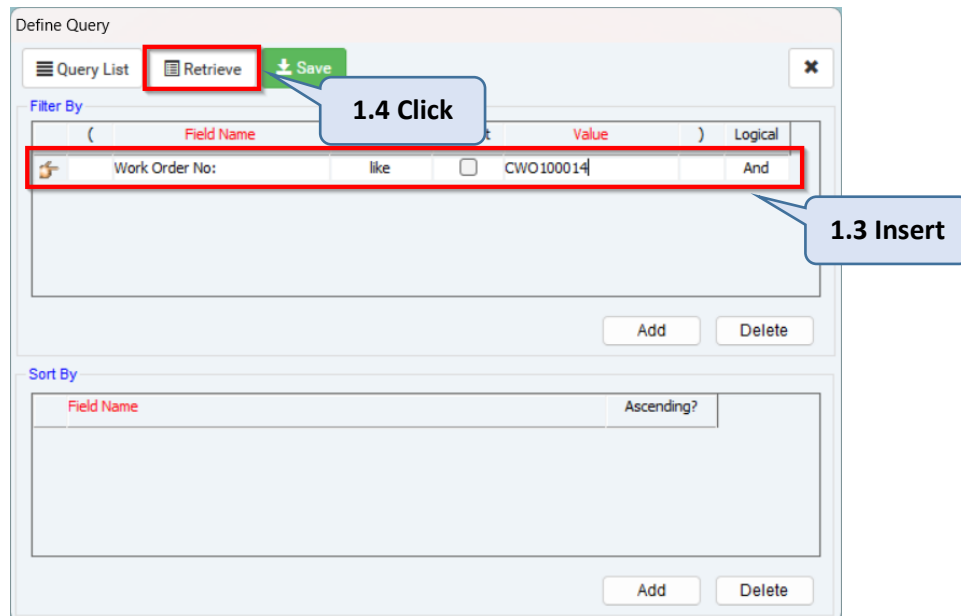


Figure 1.3

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

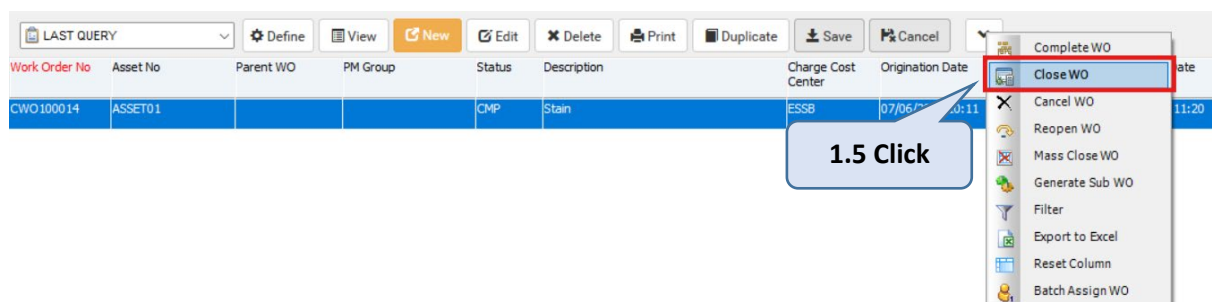


Figure 1.4

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

Work Order No: CWO100014 Original Priority: 1 Originator: ADMIN
Status: CLO Plan Priority: Origination Date: 07/06/2024 10:11 Phone:
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

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:
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 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**.

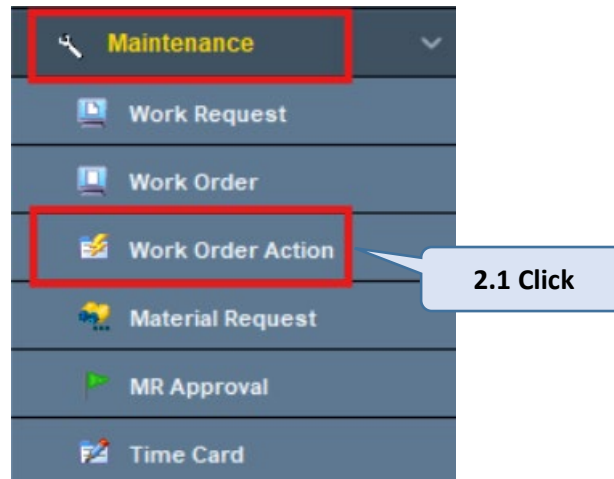


Figure 2.1

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

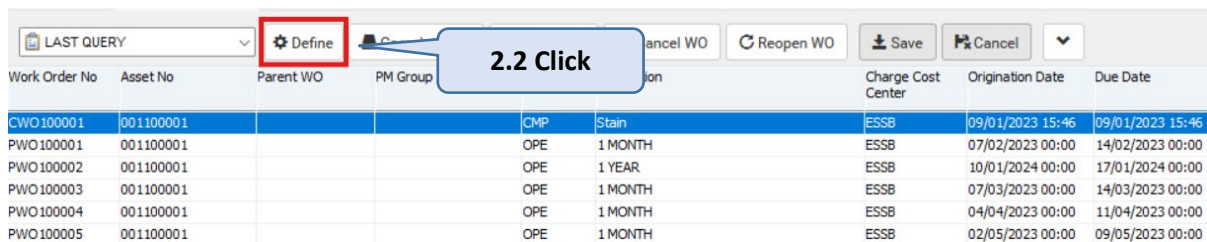


Figure 2.2

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.

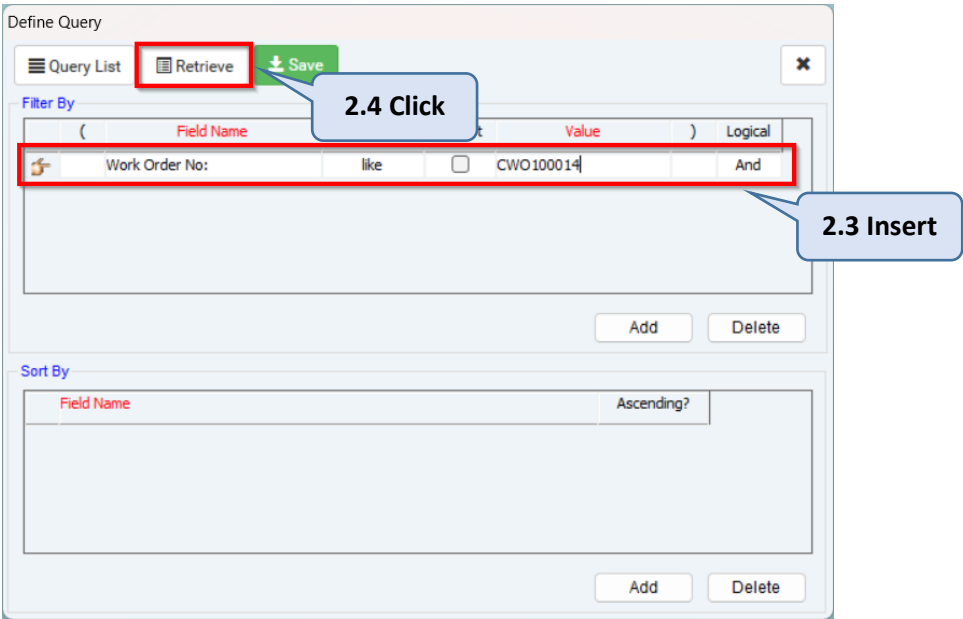


Figure 2.3

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

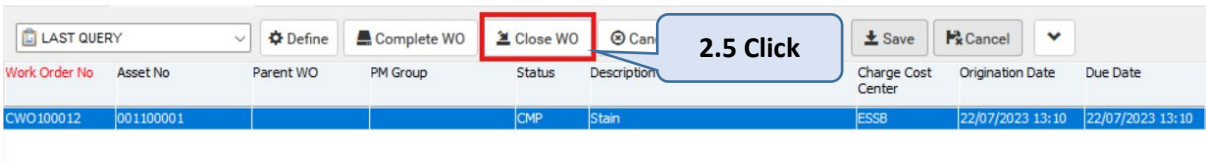


Figure 2.4

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

DefineViewNewEditDeletePrintDuplicateSaveCancel

Work Order No: CWO100014

Original Priority: 1

Originator: ADMIN

Status: CLO

Plan Priority:

ADMIN

Asset No: ASSET01

Origination Date: 07/06/2024 10:11

Phone:

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

DetailsFinancialUDFLaborMaterialSpecial Order (PR)Outsource Contract (PR)Time CardMiscToolReference

Corrective Action: Clean the leaking part of the problem

Supervisor ID:

Cause Code: LEAKING

Completion Date: 10/06/2024 11:20

Planner:

Action Code: CLEAN

Close Date: 10/06/2024 11:43

Approver:

Delay Code:

Meter ID:

Assign To:

Permanent ID:

Temporary Asset: ☐ WO Print:

Approved: ☐ Safety: ☐

Work Type: BD

Usage Reading: .00

Work Request No:

Work Permit Type:

Schedule Date: 00/00/0000 00:00

WR Origination Date:

Work Group: MECH

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

WR Due Date:

Parent WO:

Figure 2.5

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

LAST QUERY

DefineComplete WOClose WOCancel WOREopen WOSaveCancel

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