EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Cancel Work Order)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/WOA/ACTION/WOA03

Document Name : Cancel Work Order

Prepared By : Muhamad Najmi bin Badrila

Creation Date : 10/06/2024

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 – Cancel Work Order

Scenario

A scenario where the supervisor swiftly cancels the work order upon discovering a delay in equipment delivery, promptly informing the end user and updating the system to avoid any further complications. In this syllabus, we will guide on how to cancel Work Order in CMMS Web Core.

1. Cancelling the Work Order (Work Order Module)

What it's for

Describing the flow of cancelling the work order by Supervisor to minimize the disruptions on the hanging work order that is going to remain open for a very long time.

Cancel Work Order

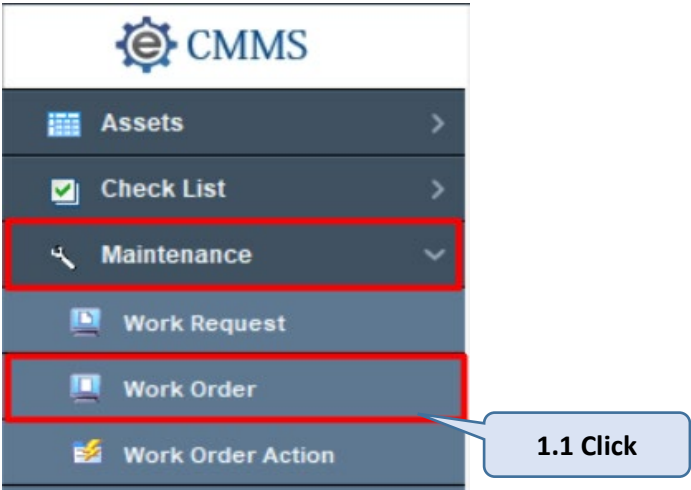1.1   On the left of the system, click on **Maintenance > Work Order**.

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.
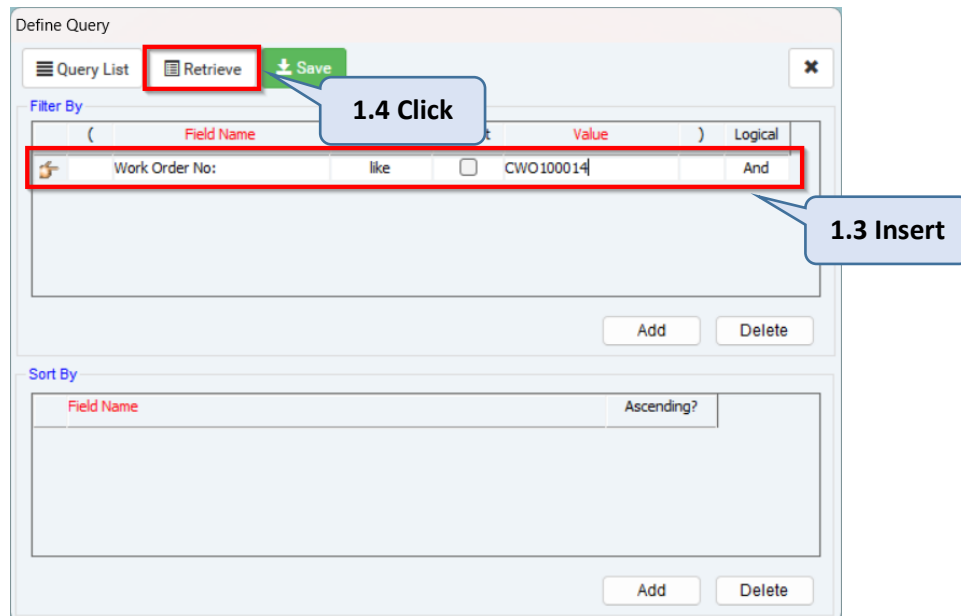

Figure 1.3

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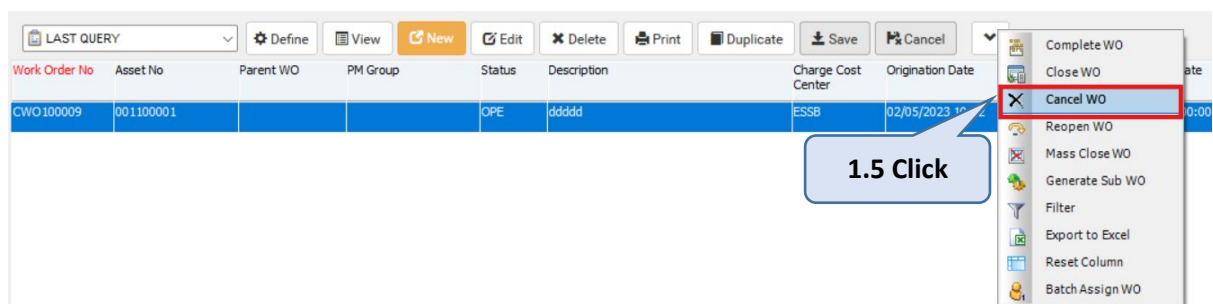

Figure 1.4

1.6   Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Corrective Action	: Cancel the work order due to the supplier stated the spare parts is not available anymore	NO

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

1.7   Click on **Save** button to cancel the work order.

Figure 1.5

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

Figure 1.6

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

Cancel Work Order

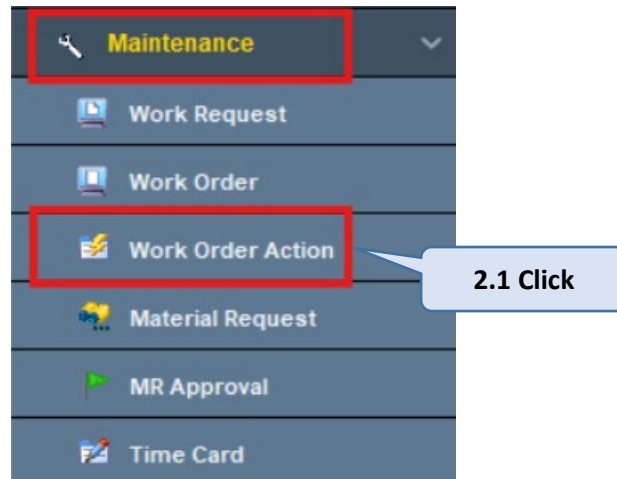2.1   On the left of the system, click on **Maintenance > Work Order Action**.

Figure 2.1

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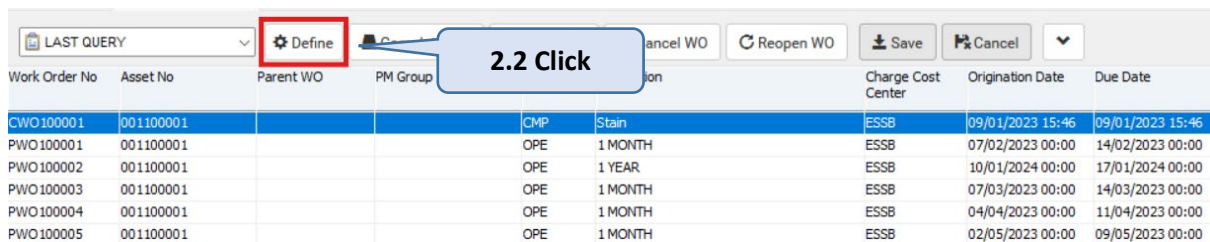

Figure 2.2

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.

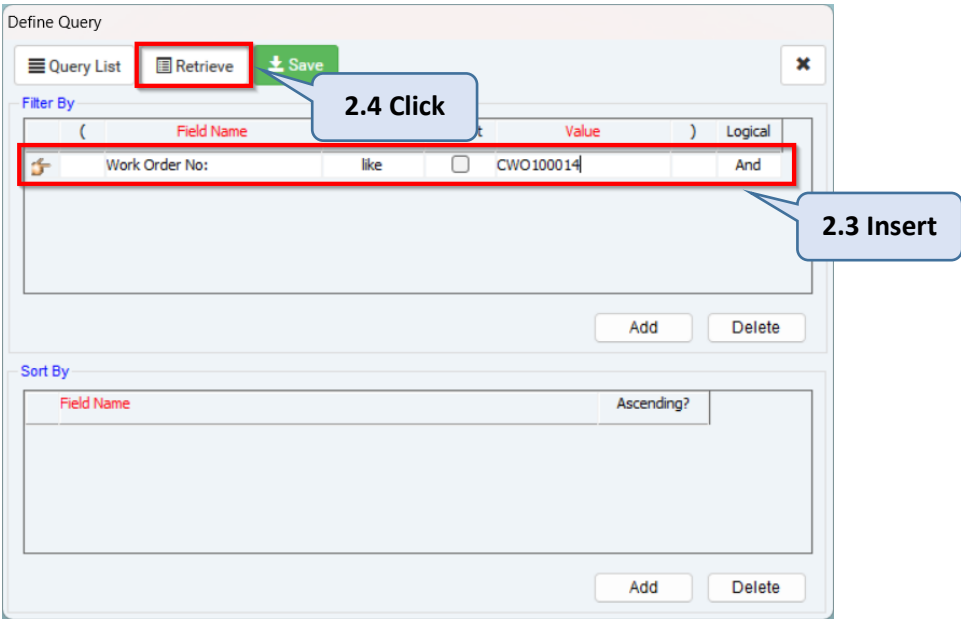**Figure 2.3**

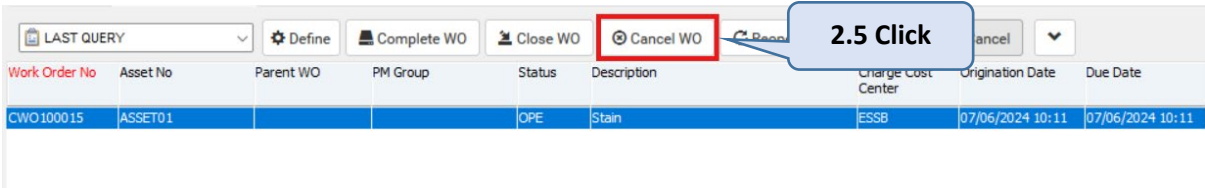2.5   Click the **Cancel WO** button to cancel the particular work order.

Figure 2.4

2.6   Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Corrective Action	: Cancel the work order due to the supplier stated the spare parts is not available anymore	NO

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

2.7   Click on **Save** button to cancel the work order.

Figure 2.5

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

Figure 2.6