



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Cancel Work Order)***

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# DOCUMENT CONTROL

**Document No** : CMMS/WOA/ACTION/WOA03  
**Document Name** : Cancel Work Order  
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**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.

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.

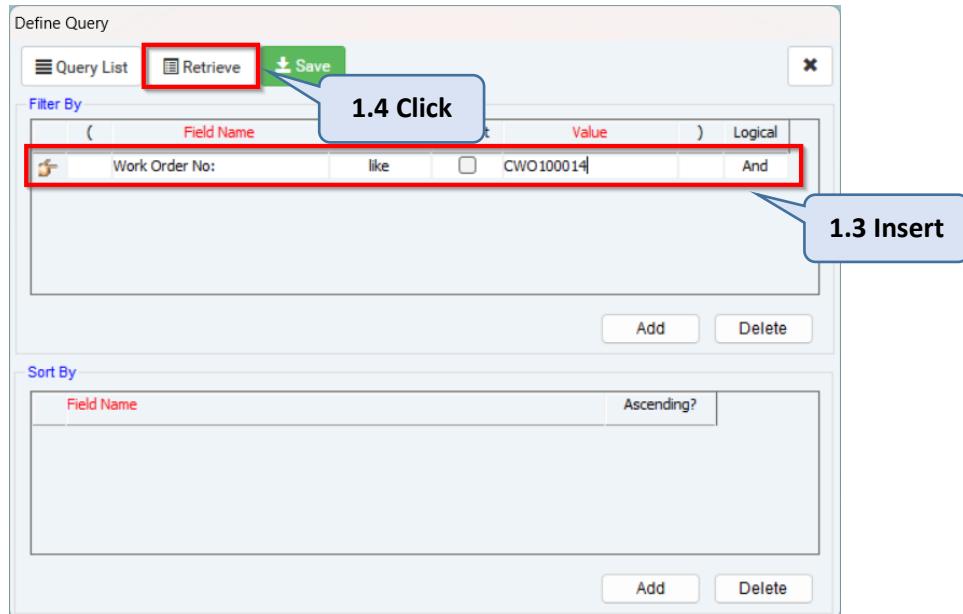


Figure 1.3

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

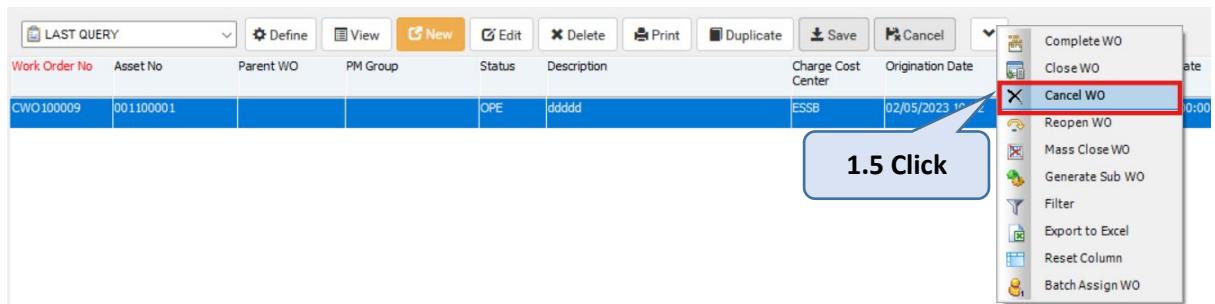


Figure 1.4

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 <i>(Note: Master file are control by System Admin).</i>	NO

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.

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date
CWO100009	001100001			CNX	dddd	ESSB	02/05/2023 10:32	03/05/2023 10:32

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**.

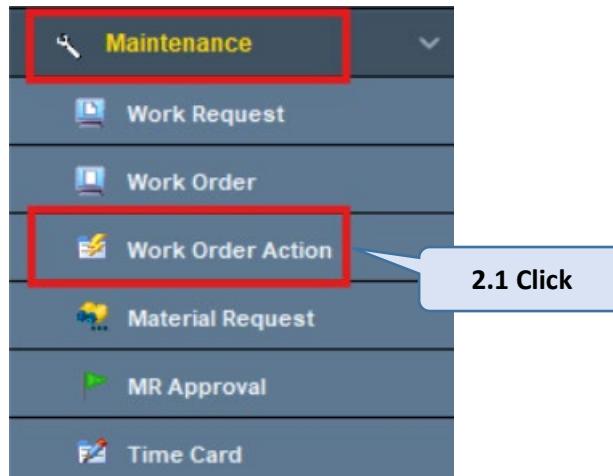


Figure 2.1

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

Work Order No	Asset No	Parent WO	PM Group	CMP	Stain	Charge Cost Center	Origination Date	Due Date
CWO100001	001100001			OPE	1 MONTH	ESSB	09/01/2023 15:46	09/01/2023 15:46
PWO100001	001100001			OPE	1 YEAR	ESSB	07/02/2023 00:00	14/02/2023 00:00
PWO100002	001100001			OPE	1 MONTH	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.

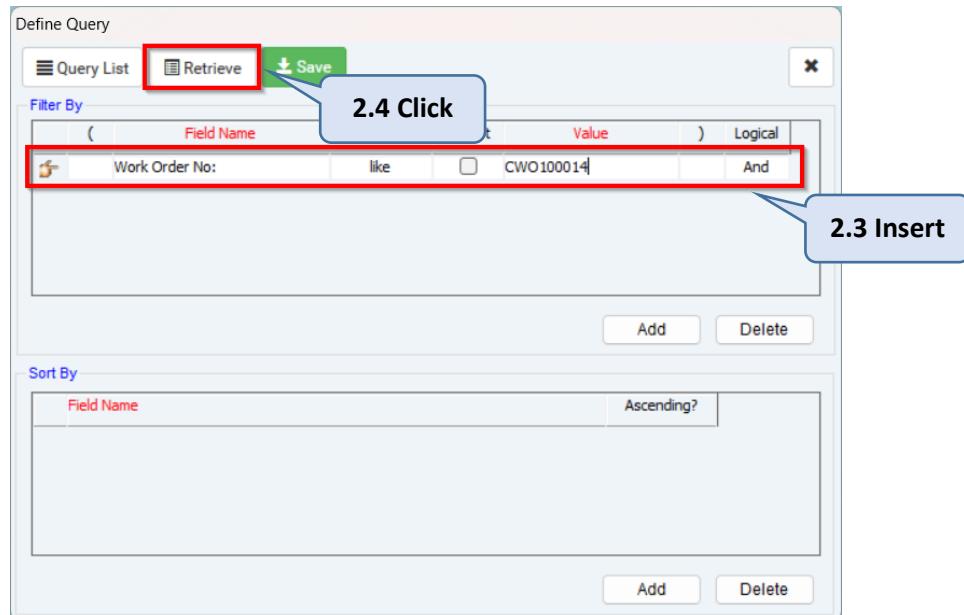


Figure 2.3

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

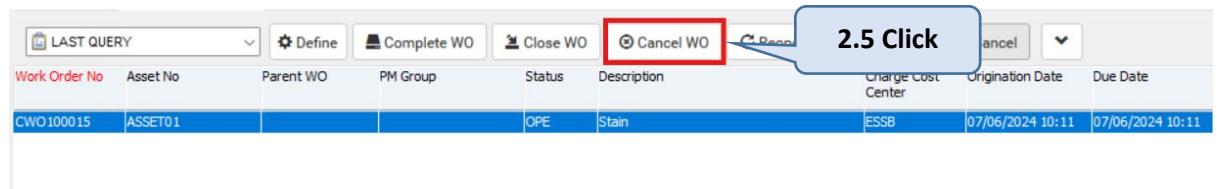


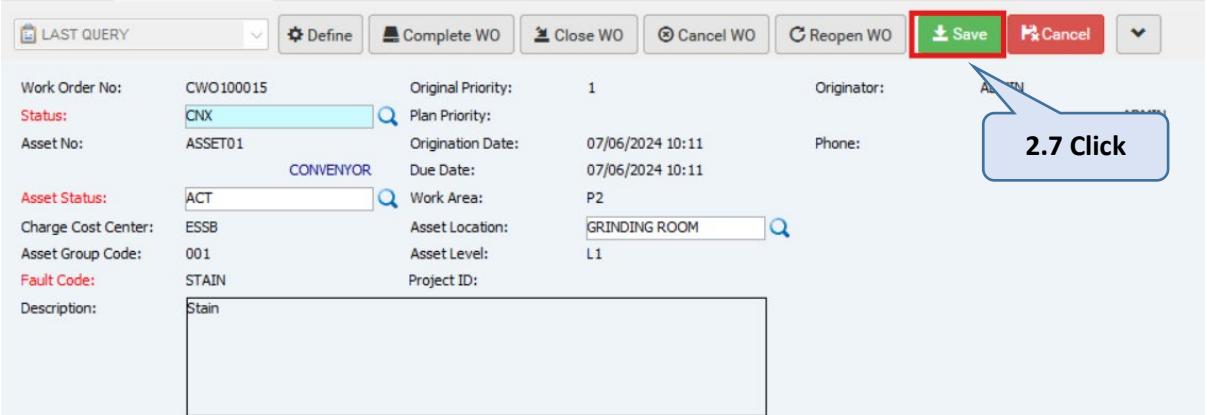
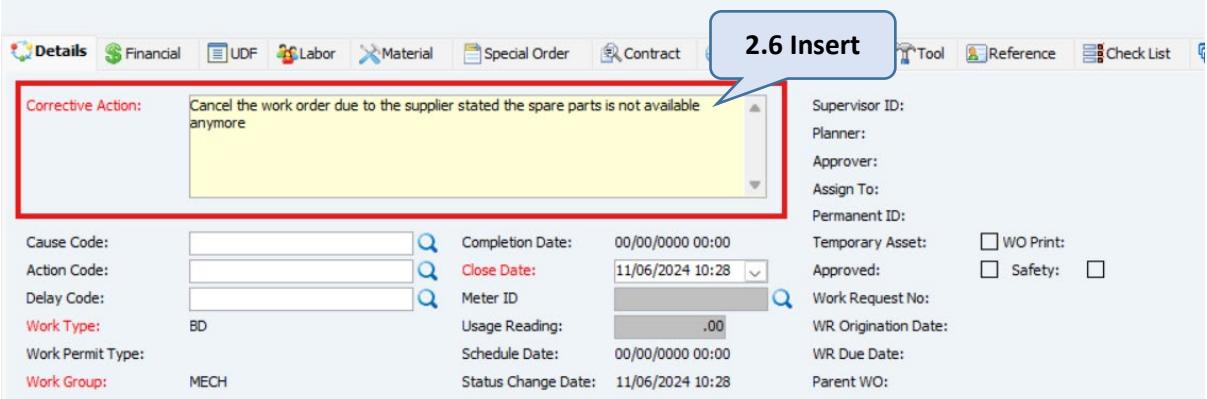
Figure 2.4

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.

2.7 Click

2.6 Insert

Work Order No:	CWO100015	Original Priority:	1	Originator:	ACT
Status:	CNX	Plan Priority:		Phone:	
Asset No:	ASSET01	Origination Date:	07/06/2024 10:11		
	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: Cancel the work order due to the supplier stated the spare parts is not available anymore

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:

Action Code:

Delay Code:

Work Type: BD

Work Permit Type:

Work Group: MECH

Completion Date: 00/00/0000 00:00

Close Date: 11/06/2024 10:28

Meter ID:

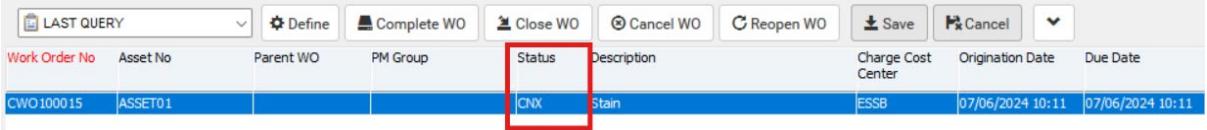
Usage Reading: .00

Schedule Date: 00/00/0000 00:00

Status Change Date: 11/06/2024 10:28

Figure 2.5

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



Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date
CWO100015	ASSET01			CNX	Stain	ESSB	07/06/2024 10:11	07/06/2024 10:11

Figure 2.6