



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Reopen Work Order)

TABLE OF CONTENT

Scenario.....	4
1. Reopening the Work Order (Work Order Module).....	4
2. Reopening the Work Order (Work Order Action Module).....	7

DOCUMENT CONTROL

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

Scenario

A scenario where the project manager reopens the work order upon discovering the close work order by the supervisor has an error in the inserting the detail or the problem still happening. In this syllabus, we will guide on how to reopen Work Order in CMMS Web Core.

1. Reopening the Work Order (Work Order Module)

What it's for

Describing the flow of reopen the work order by project manager to continue the work order that has been close before.

Reopen Work Order

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

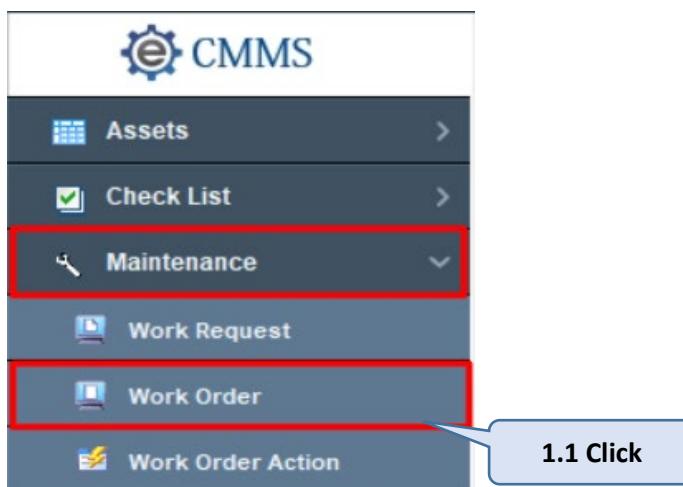


Figure 1.1

- 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	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.

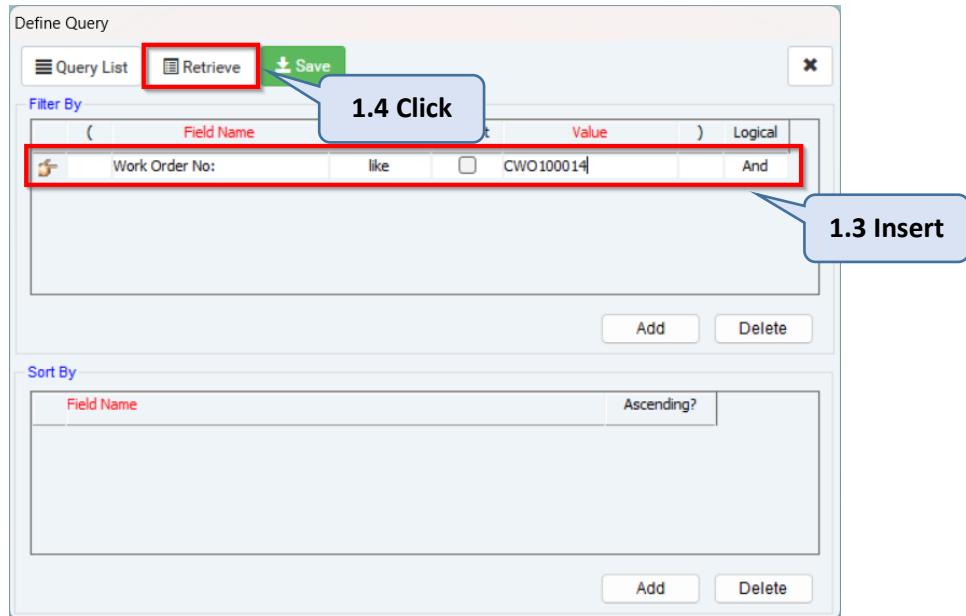


Figure 1.3

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

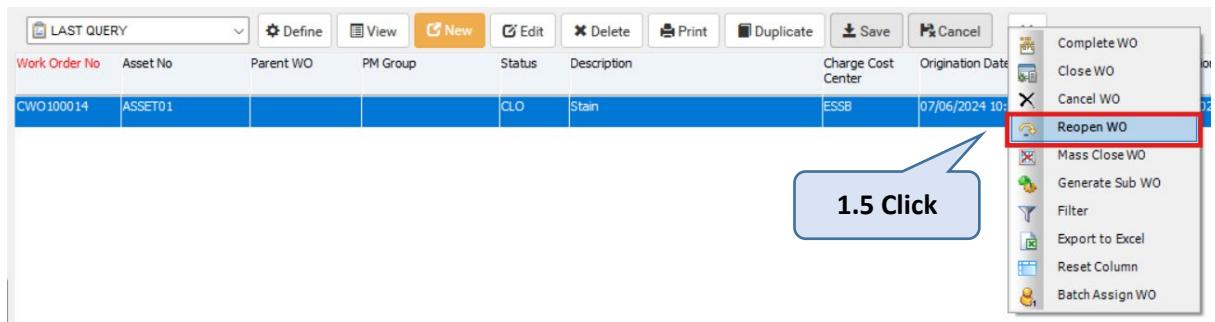
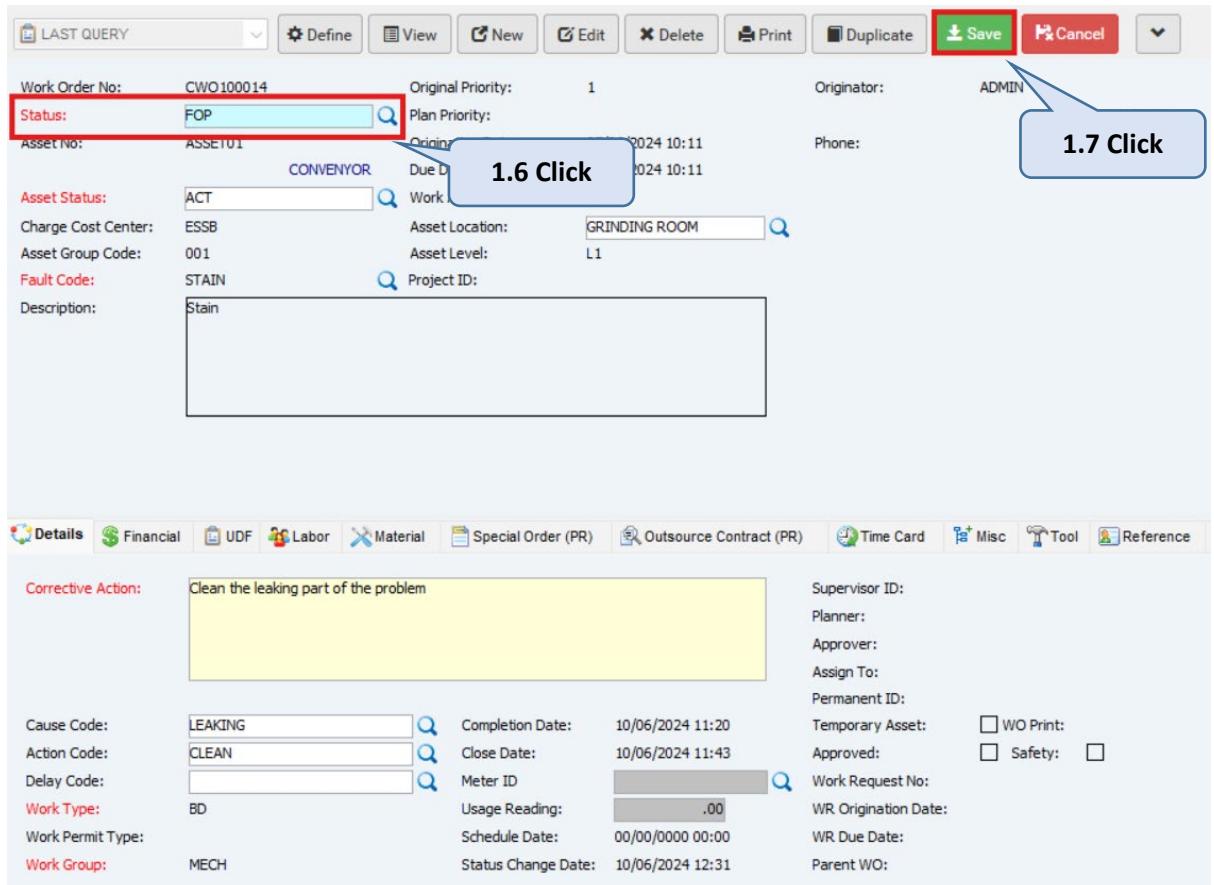


Figure 1.4

1.6 Change the Status:

Field	Value	Have Master File?
Status	: FOP	YES

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

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


Work Order No: CWO100014 Original Priority: 1 Originator: ADMIN

Status: **FOP** Plan Priority: 1

Asset No: ASSET01 Origin: 2024 10:11 Phone:

Asset Status: ACT Due Date: 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

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 12:31

Figure 1.5

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

LAST QUERY	Define	View	New	Edit	Delete	Print	Duplicate	Save	Cancel	▼
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date		
CWO100014	ASSET01			FOP	Stain	ESSB	07/06/2024 10:11	07/06/2024 10:11		

Figure 1.6

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

Reopen Work Order

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

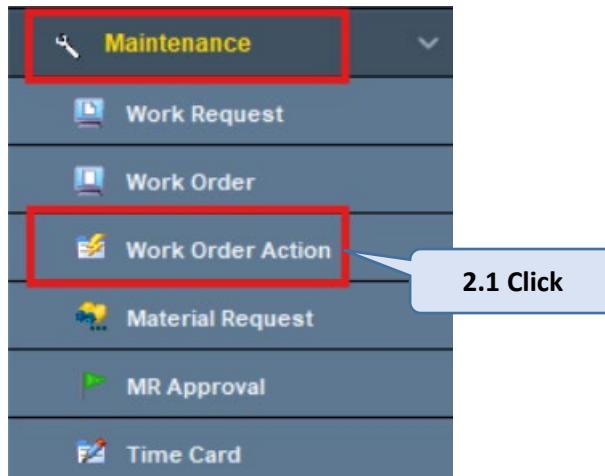


Figure 2.1

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

The image shows a table view of work orders. The columns are: LAST QUERY, Work Order No, Asset No, Parent WO, PM Group, CMP, Stain, Charge Cost Center, Origination Date, and Due Date. The table contains five rows of data. A callout '2.2 Click' points to the 'Define' button in the top right corner of the table header.

LAST QUERY	Work Order No	Asset No	Parent WO	PM Group	CMP	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.

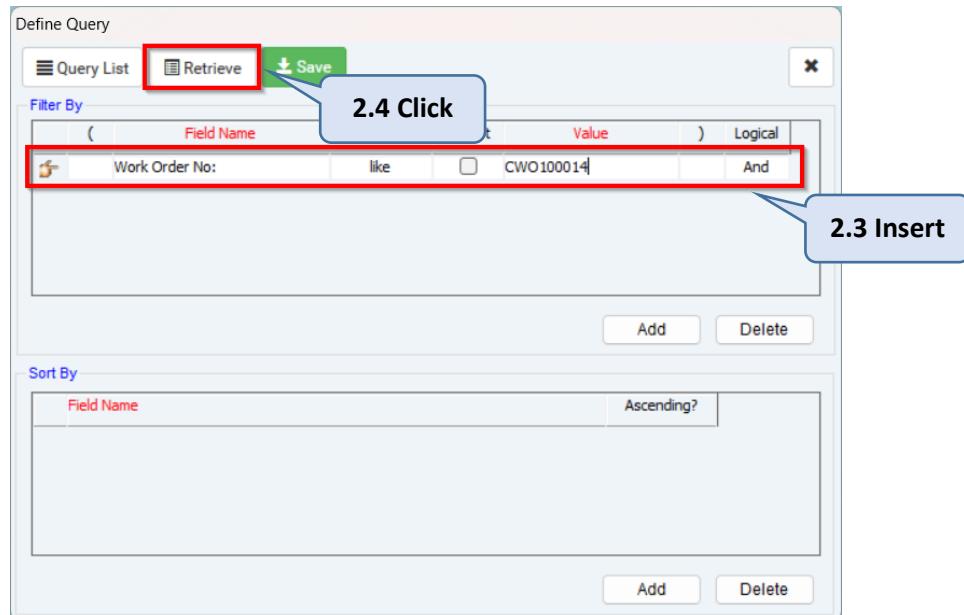


Figure 2.3

2.5 Click the **Reopen WO** button to reopen the particular work order.

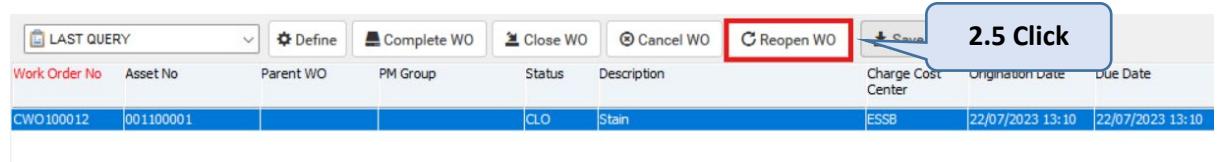


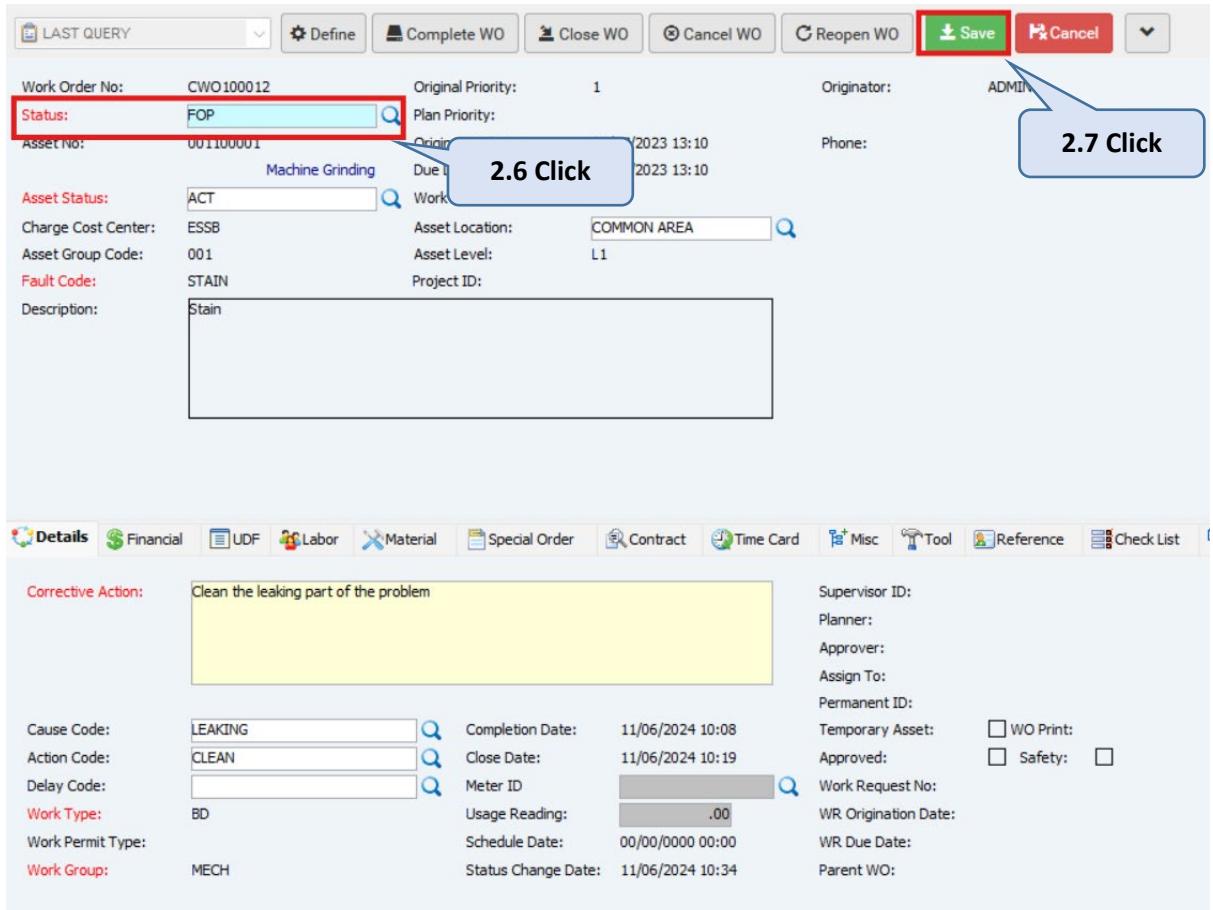
Figure 2.4

2.6 Change the Status:

Field	Value	Have Master File?
Status	: FOP	YES

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

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



2.6 Click

2.7 Click

Work Order No: CWO100012 Original Priority: 1 Originator: ADMIN

Status: **FOP** Plan Priority: 1

Asset No: 001100001 Machine Grinding Origin: 2023 13:10 Due Date: 2023 13:10

Asset Status: ACT Work Order

Charge Cost Center: ESSB Asset Location: COMMON AREA

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:

Figure 2.5

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



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

Figure 2.6