



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL ***(Reopen Work Order)***

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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**.

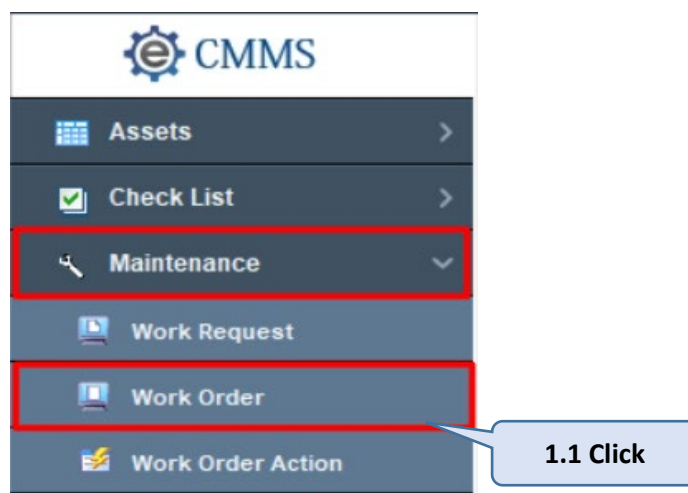


Figure 1.1

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

LAST QUERY		Define	Print	Duplicate	Save	Cancel		
Work Order No	Asset No	Parent WO	PM Group	Condition	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.

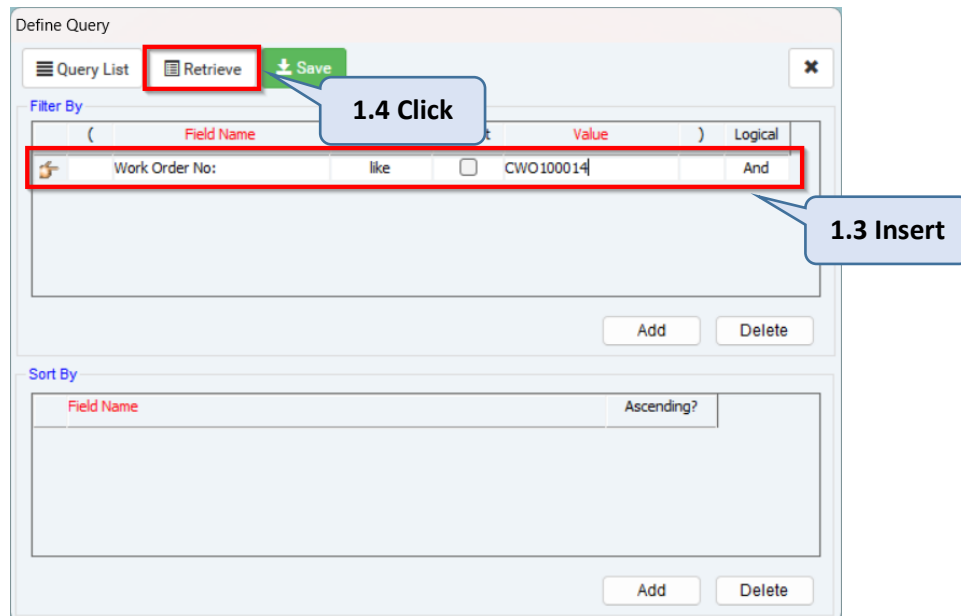


Figure 1.3

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

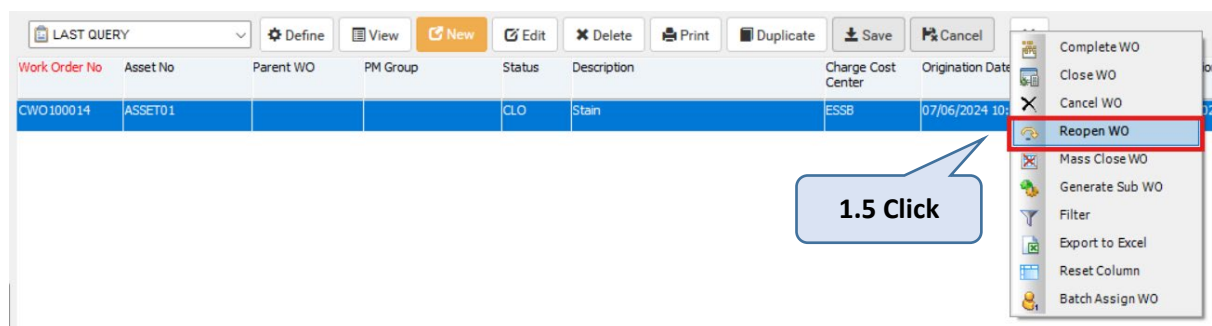


Figure 1.4

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.

The screenshot shows a software interface for managing work orders. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Duplicate, Save (highlighted in green), and Cancel. Below the toolbar, the form contains various fields. The 'Status' field is highlighted with a red box and a callout '1.6 Click'. The 'Save' button is also highlighted with a red box and a callout '1.7 Click'. The form includes fields for Work Order No., Asset No., Original Priority, Plan Priority, Originator, Due Date, Asset Status, Charge Cost Center, Asset Group Code, Fault Code, Description, Asset Location, Asset Level, Project ID, Supervisor ID, Planner, Approver, Assign To, Permanent ID, Temporary Asset, Approved, Work Request No., WR Origination Date, WR Due Date, Parent WO, Cause Code, Action Code, Delay Code, Work Type, Work Permit Type, Work Group, Completion Date, Close Date, Meter ID, Usage Reading, Schedule Date, and Status Change Date. The 'Status' field is currently set to 'FOP'. The 'Save' button is located in the top right corner of the form.

Figure 1.5

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

The screenshot shows a table with the following columns: Work Order No, Asset No, Parent WO, PM Group, Status, Description, Charge Cost Center, Origination Date, and Due Date. The table contains one row with the following data: CWO100014, ASSET01, , , FOP, Stain, ESSB, 07/06/2024 10:11, 07/06/2024 10:11. The 'Status' cell is highlighted with a red box.

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**.

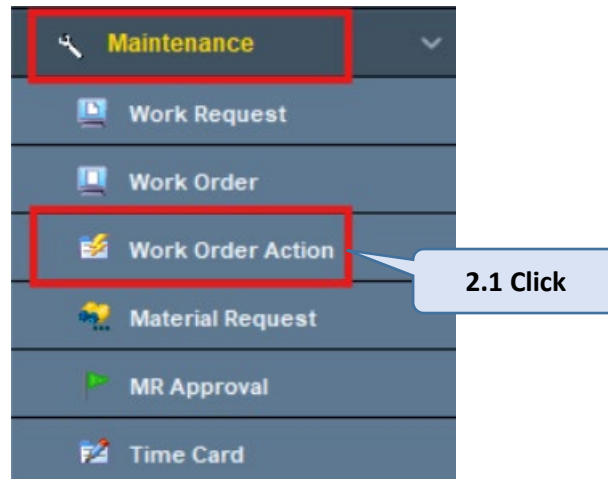


Figure 2.1

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

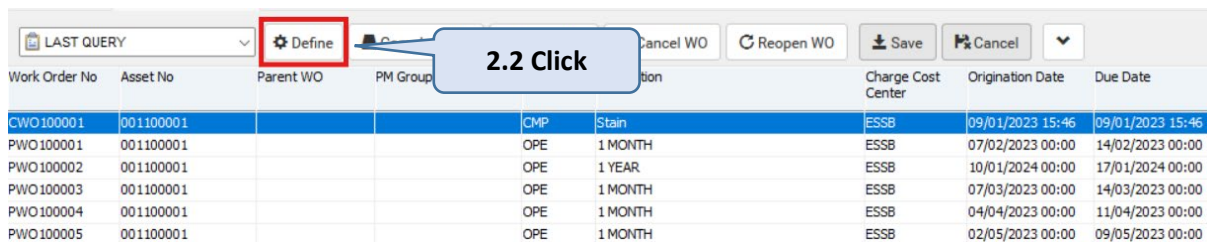


Figure 2.2

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.

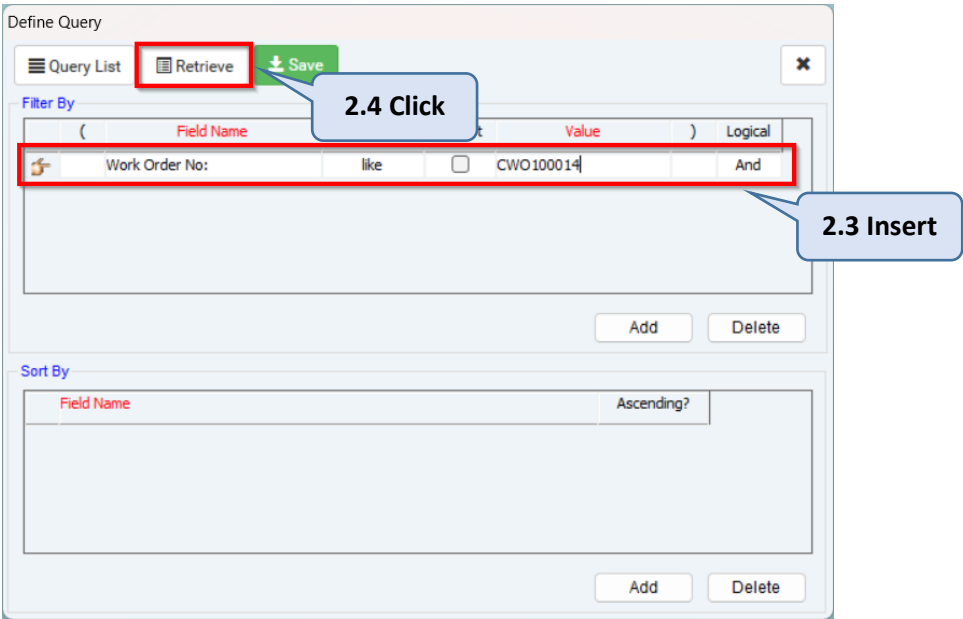


Figure 2.3

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

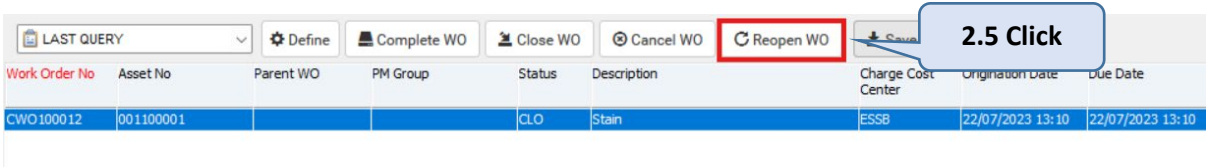


Figure 2.4

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.

LAST QUERY

Define

Complete WO

Close WO

Cancel WO

Reopen WO

Save

Cancel

Work Order No: CWO100012

Original Priority: 1

Originator: ADMIN

Status: FOP

Plan Priority:

Asset No: 001100001

Origin: 2023 13:10

Phone:

Machine Grinding

Due Date: 2023 13:10

Work:

Asset Status: ACT

Charge Cost Center: ESSB

Asset Location: COMMON AREA

Asset Group Code: 001

Asset Level: L1

Fault Code: STAIN

Project ID:

Description: Stain

Details

Financial

UDF

Labor

Material

Special Order

Contract

Time Card

Misc

Tool

Reference

Check List

Corrective Action: Clean the leaking part of the problem

Supervisor ID:

Planner:

Approver:

Assign To:

Permanent ID:

Temporary Asset: ☐ WO Print:

Approved: ☐ Safety: ☐

Cause Code: LEAKING

Completion Date: 11/06/2024 10:08

Work Request No:

Action Code: CLEAN

Close Date: 11/06/2024 10:19

WR Origination Date:

Delay Code:

Meter ID:

WR Due Date:

Work Type: BD

Usage Reading: .00

Parent WO:

Work Permit Type:

Schedule Date: 00/00/0000 00:00

Work Group: MECH

Status Change Date: 11/06/2024 10:34

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