



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Work Request)

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	06/06/2024	Najmi	First Version of User Manual – Delete Work Request

Scenario

End users review the work request submitted for machine breakdown or maintenance and realise that it is a duplicate work request. In this syllabus, we will guide on how to delete Work Request using CMMS Core.

1. Delete Work Request

What it's for

To delete the Work Request that has been raised by the end user and ensure the technician team get the correct and detailed work request.

Delete the Work Request

- 1.1 On the left panel of the system, click on **Maintenance > Work Request**

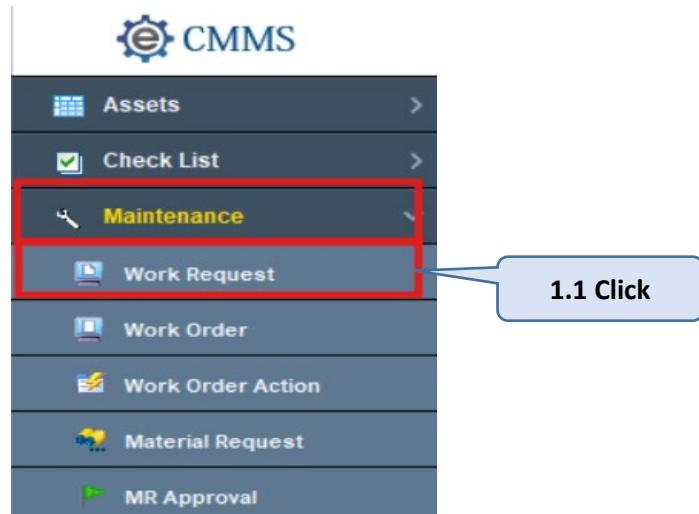


Figure 1.1

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

Work Request No	Description	Approval Status	Print	Approve	Disapprove	Save	Cancel
WKR.100001	breakdown	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100002	ddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100003	ddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100004	sadasdasd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100005	Problem	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1

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 Request No	like	WKR100012

1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

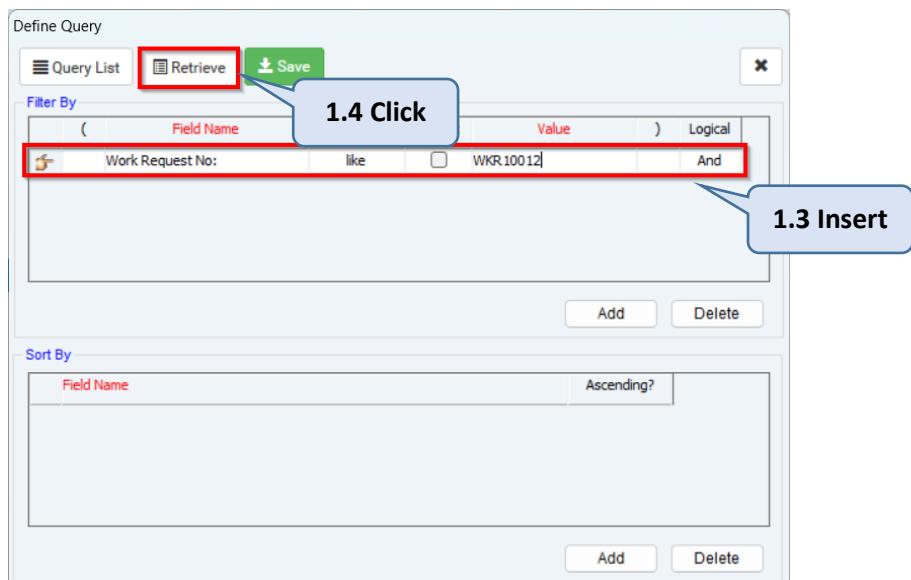


Figure 1.3

1.5 Click **Delete** button to delete the Work Request.

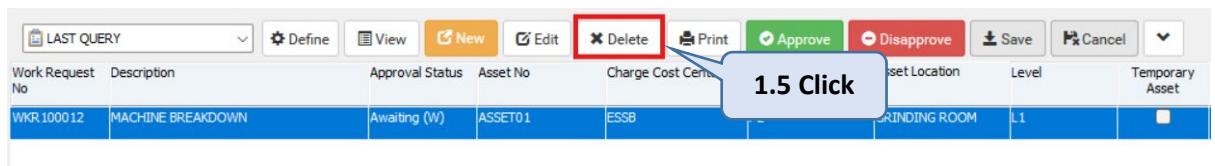


Figure 1.4

1.6 Click **Yes** and the work request will be deleted and back to the Work Request view table.

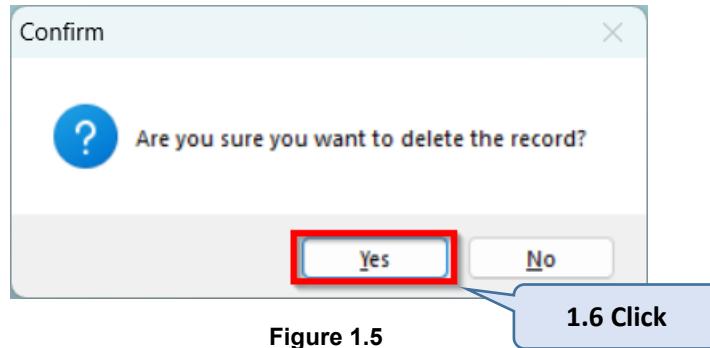


Figure 1.5