



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL ***(Delete Work Request)***

TABLE OF CONTENT

Scenario..... 4

1. Delete Work Request..... 4

DOCUMENT CONTROL

Document No : CMMS/WR/REQUEST/WR03
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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**

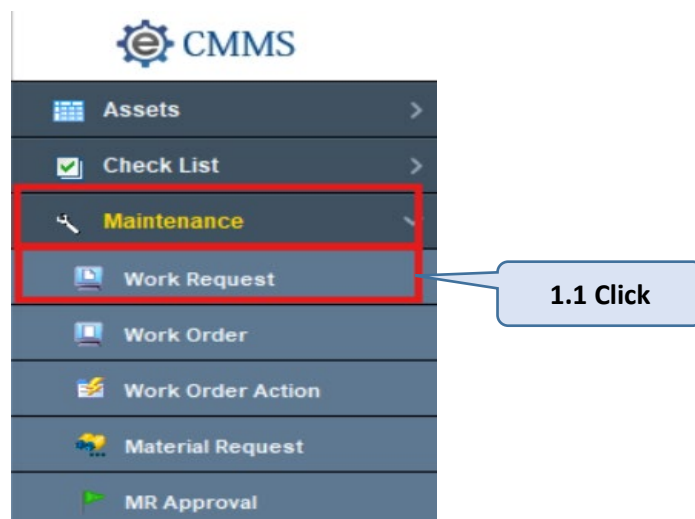


Figure 1.1

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

Work Request No	Description	Approval Status	Asset Center	Work Area	Asset Location	Level	Temporary Asset
WKR100001	breakdown	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR100002	dddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR100003	dddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR100004	sadasdasd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR100005	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.

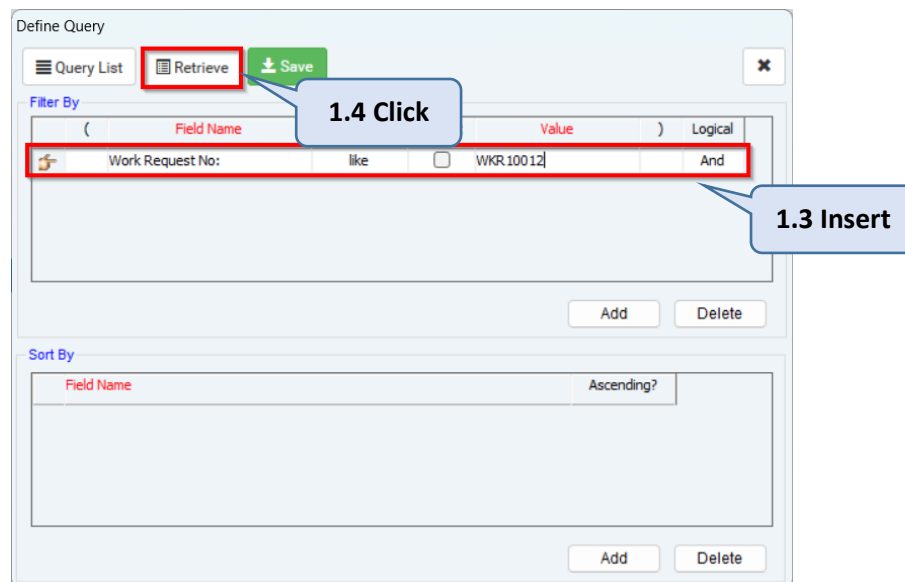


Figure 1.3

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

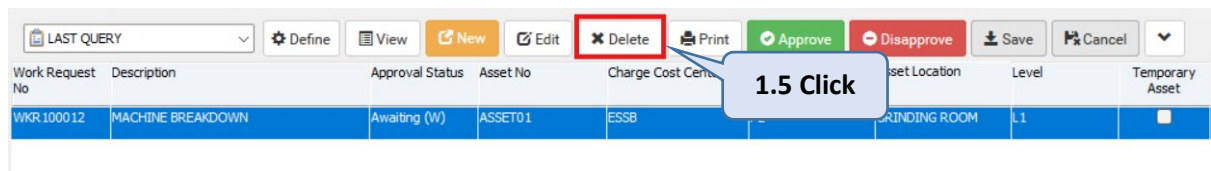


Figure 1.4

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

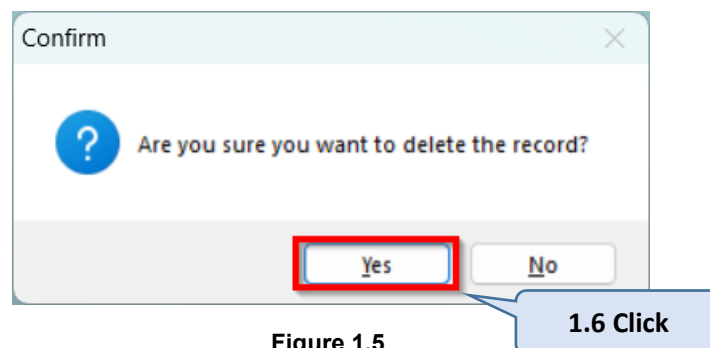


Figure 1.5