



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print 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 – Print Work Request

Scenario

End users review the work request submitted for machine breakdown or maintenance and want to print the work request made for history contents. In this syllabus, we will guide on how to print the Work Request using CMMS Core.

1. Print Work Request

Print 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	Work Center	Work Area	Asset Location	Level	Temporary Asset
WKR.100001	breakdown	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100002	dddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100003	dddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100004	sadasasd	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

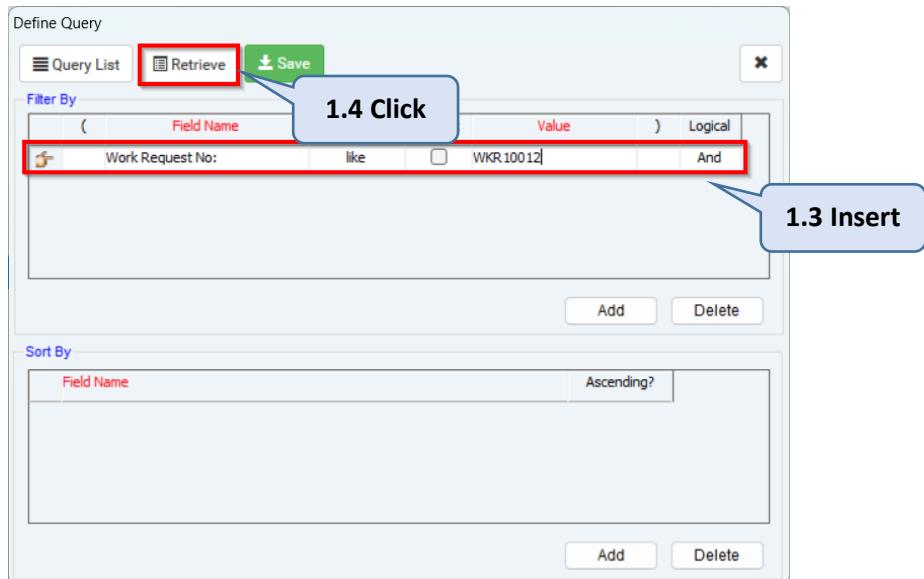
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

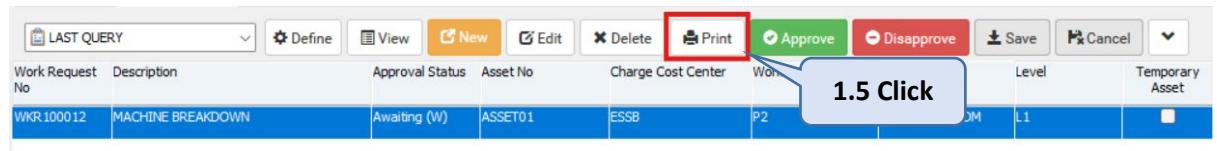
1.5 Click **Print** button to print the Work Request.

Figure 1.4

1.6 Click **Print** button and printer option page will pop out.

Figure 1.5

1.7 Click on **OK** button and it will print to your local printer devices.

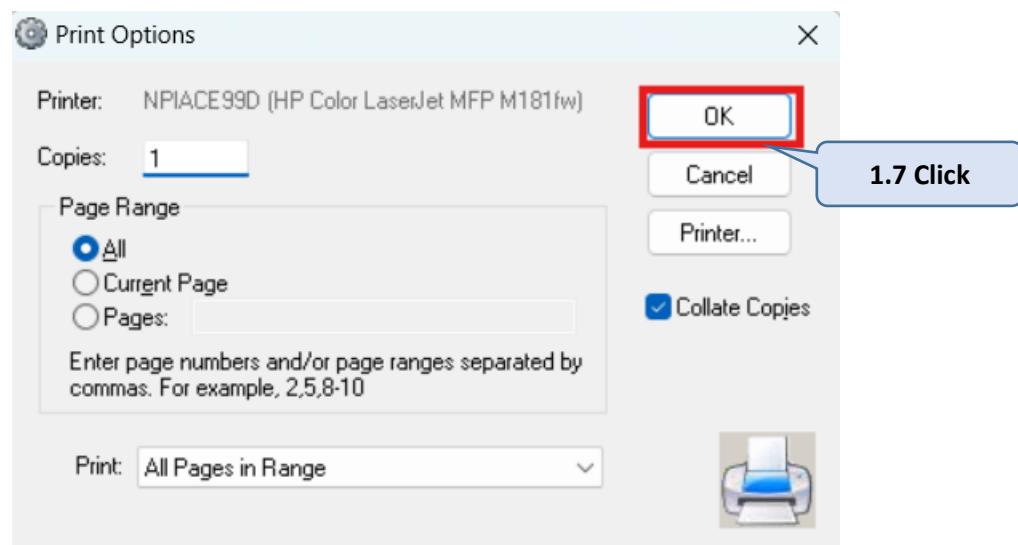


Figure 1.6