



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Print Work Request)***

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# DOCUMENT CONTROL

**Document No** : CMMS/WR/REQUEST/WR04  
**Document Name** : Print Work Request  
**Prepared By** : Muhamad Najmi bin Badrila  
**Creation Date** : 06/06/2024  
**Revision** : 1.0

## DOCUMENT REVISION HISTORY

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**

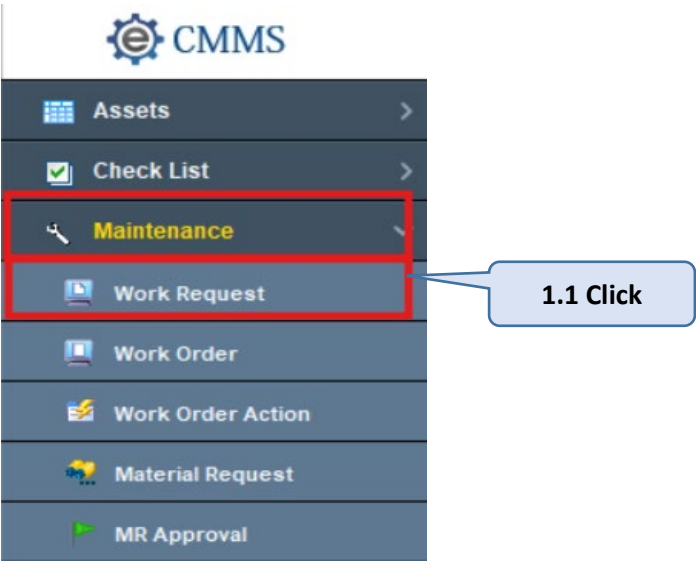


Figure 1.1

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

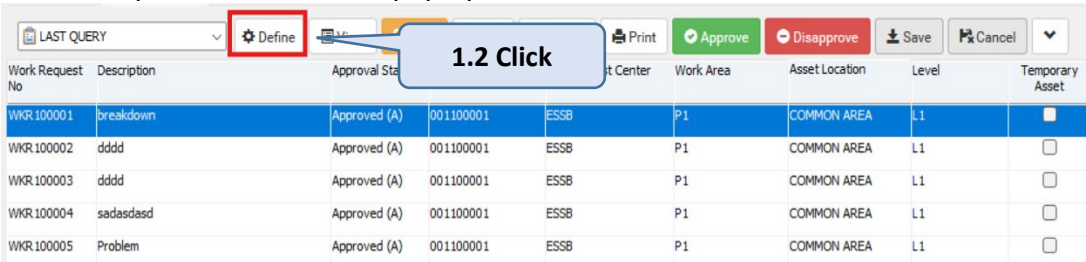


Figure 1.2

- 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.

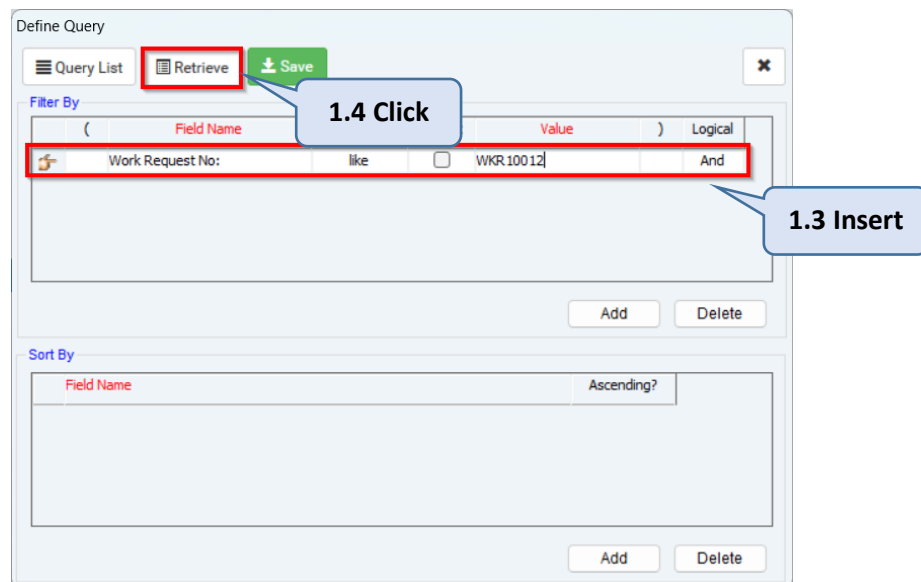


Figure 1.3

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

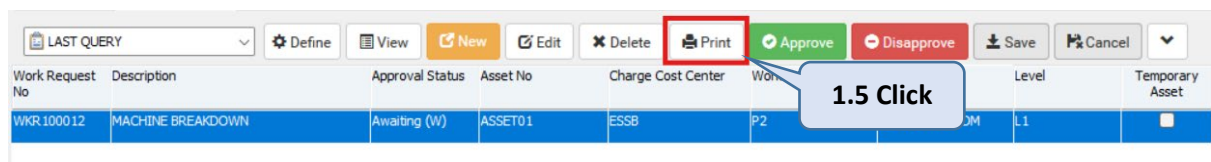


Figure 1.4

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

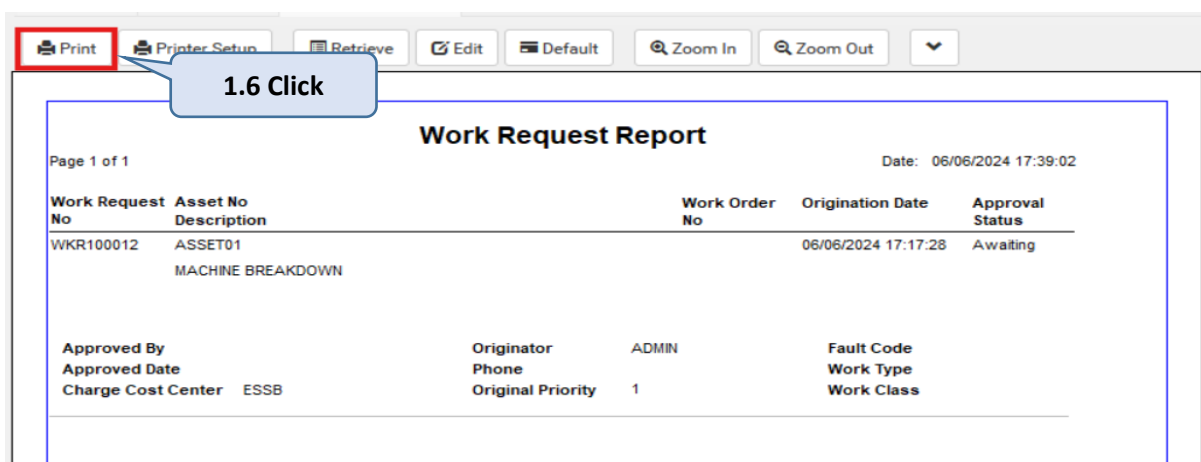


Figure 1.5

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

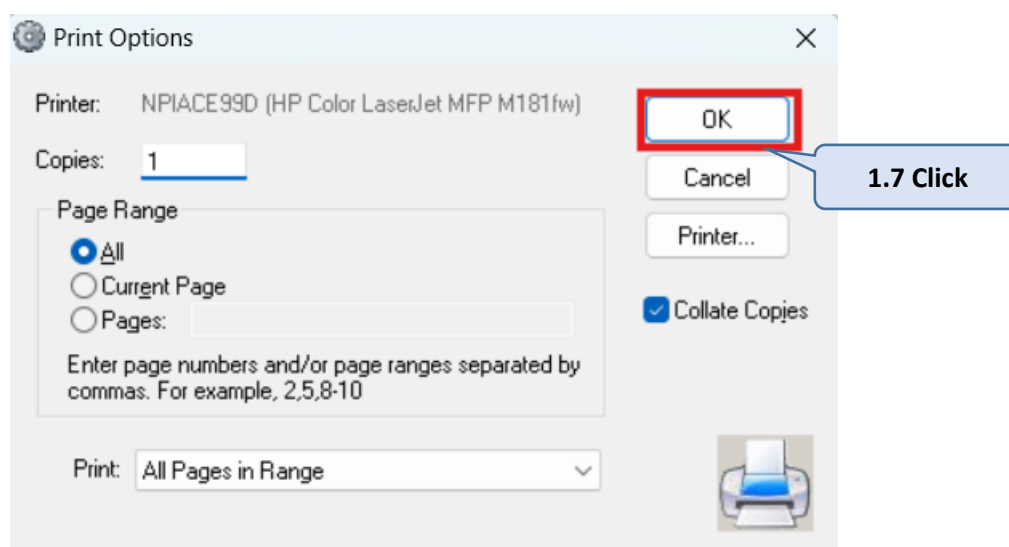


Figure 1.6