



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***

***(Create New Time Card)***

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# DOCUMENT CONTROL

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## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Create New Time Card

## Scenario

A technician wants to record the time spent on a specific work order to calculate and keep track of the hours spent on the assignment. In this syllabus, we will guide on how to create new Time Card in CMMS Web Core.

## 1. Create New Time Card (Time Card Module)

### What it's for

To keep record on the work time for the technician spent on the work order.

### New Time Card Creation

- 1.1 On the left of the system, click on **Maintenance > Time Card**.

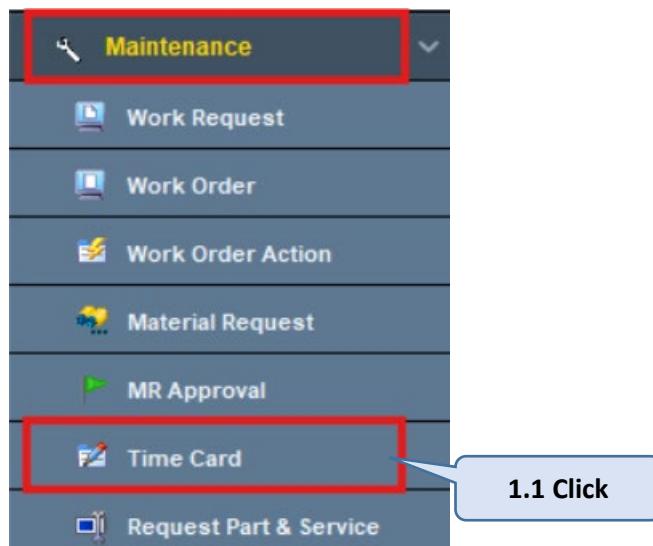


Figure 1.1

- 1.2 Time Card table view will pop up and click on **New** button.



Figure 1.2

## 1.3 Fill in the field:

Field	Value	Have Master File?
Time Card Date	: AUTO FILL	YES
Employee ID	: <Employee ID>	YES
Craft	: AUTO FILL	YES
Hour Type	: N	YES
WO No	: <Work Order No>	YES
Hour	: 2	NO

(Note: Master file are control by System Admin).

1.4 Click on **Save** button to register the following time card.

Time Card No: Status: **Posted (P)**

Time Card Date: 20/06/2024    Employee ID: ADMIN    Craft: SO    Hour Type: N    WO No: CWO100033    Asset No: Q001100001

Charge Cost Center:    Charge Account:    Credit Cost Center:    Credit Account:

Actual Cost = (Hour x (Rate + Adder) x Multiplier)

\* Any time card entered will be considered as posted.

Figure 1.3

## 1.5 The time card now has been registered and will be shown in the time card view page.

Time Card No	Time Card Date	Employee ID	Craft	Hour Type	Hour	Rate	Multiplier	Adder	Actual Cost	Status	WO No	Asset No
TM100005	20/06/2024	ADMIN	SO	N	2.00	0.00	1.00	0.00	0.00	Posted (P)	CWO100033	Q001100001

Figure 1.4

1.5 Result

## 2. Create New Time Card (Work Order Module)

### New Time Card Creation

2.1 On the left of the system, click on **Maintenance > Work Order**.

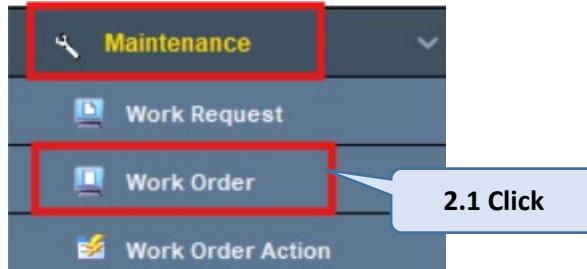


Figure 2.1

2.2 Work Order table view will pop up and 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	like	<Work Order No>

2.4 Click on **Retrieve** button to get the result of the following work order.

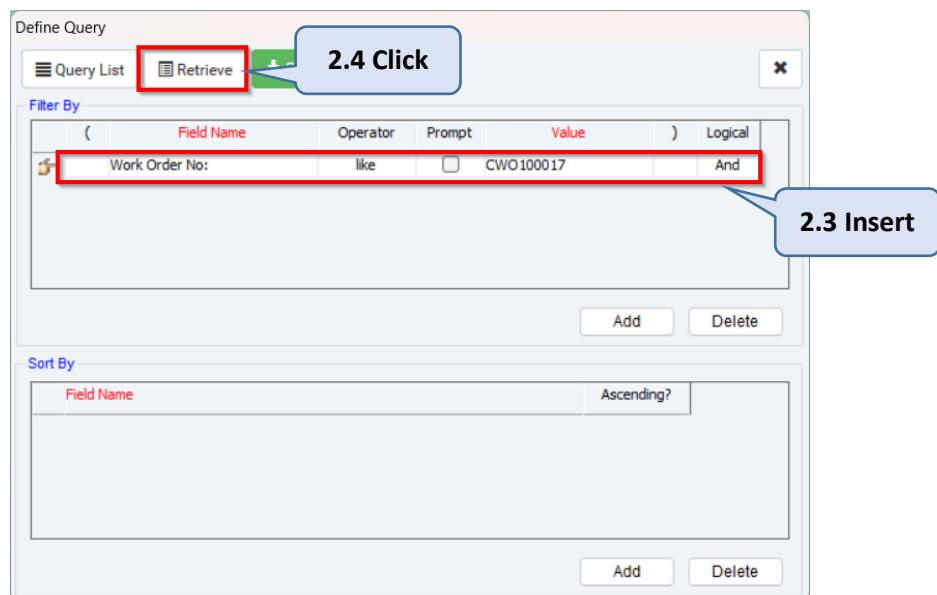


Figure 2.3

2.5 Click on **Edit** button to edit the following work order.

Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date	Completion Date
CWO100017	ASSET03			OPE	LEAKING	ESSB	18/06/2024 09:44	18/06/2024 09:44	00/00/0000 00:00

Figure 2.4

2.6 Click on **Time Card** subtab to open the time card view.

2.7 Click on **Add** button to add a new line of time card

2.8 Fill in the field:

Field	Value	Have Master File?
Employee ID	: <Employee ID>	YES
Craft	: AUTO FILL	YES
Hour Type	: N	YES

(Note: Master file are control by System Admin).

2.9 Click on **Save** button to save the time card and it will back to the work order view page.

Asset No	Employee ID	Employee Name	Craft	Time Card From	Time Card To	Hour Type	Actual Hour	Rate	Multiplier	Adder	Actual Cost	Charge Cost Center
ASSET03	ADMIN	ADMIN	SO	20/06/2024 11:25	✓ 20/06/2024 11:25	N	.00	.00	.00	.00	.00 ESSB	

Figure 2.5