EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Void Time Card)

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DOCUMENT CONTROL

Document No : CMMS/TC/TIMECARD/TMC02

Document Name : Void Time Card

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Revision   : 1.0

DOCUMENT REVISION HISTORY

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

Scenario

A supervisor realizes a mistake made by the technician during the registration of the work order and asks the technician to fill it out again. In this syllabus, we will guide on how to void Time Card in CMMS Web Core.

1. Void Time Card (Time Card Module)

What it's for

To delete the unnecessary time card of the technician.

Voiding the Time Card

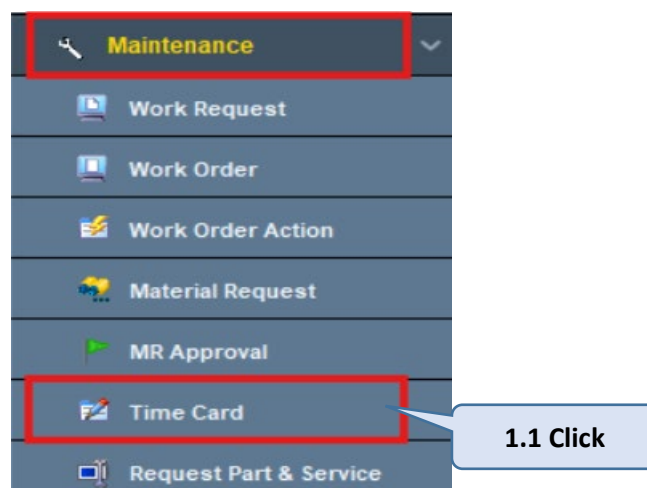1.1   On the left of the system, click on **Maintenance > Time Card**.

Figure 1.1

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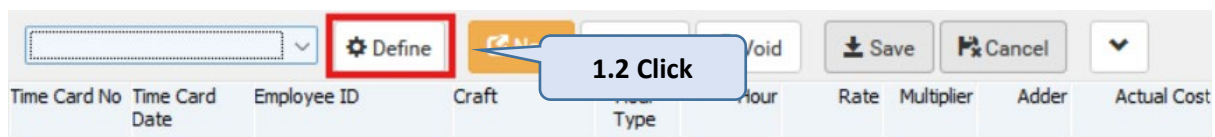

Figure 1.2

1.3   Fill in define query criteria.
(Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Employee ID	like	<Employee ID>

1.4   Click on **Save** button to register the following time card.
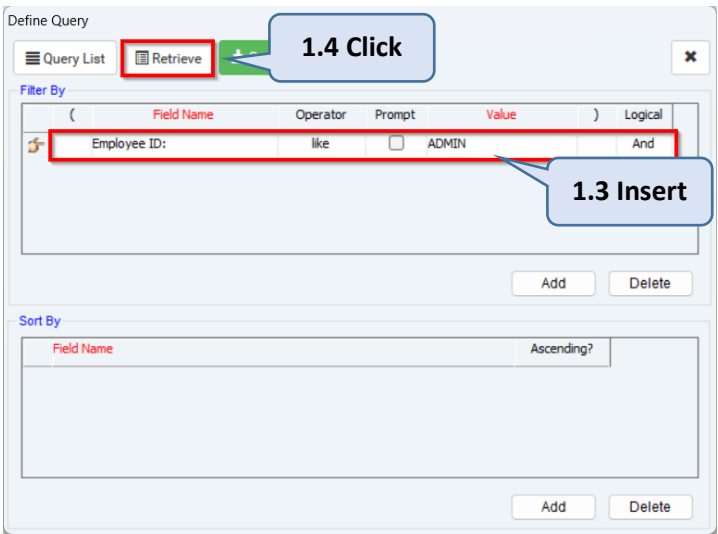
Figure 1.3

1.5   Choose the desire time card and click on **Void** button to void the time card.

Figure 1.4

1.6   A prompt message will popup indicate if you want to void the time card record. Click on **Yes** to continue voiding the time card.
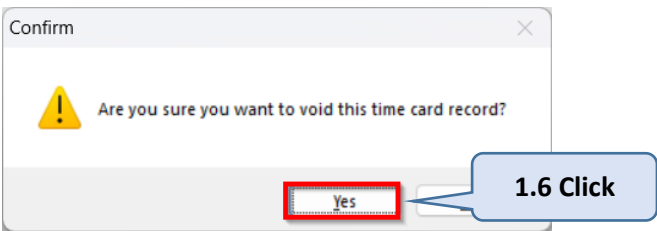

Figure 1.5

1.7   The status of the time card now has been changed from Posted to Void.

Figure 1.6

2. Void Time Card (Work Order Module)

Voiding the Time Card

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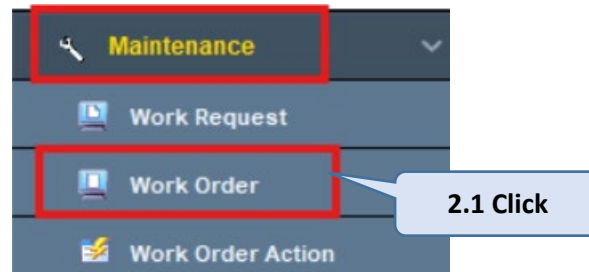

Figure 2.1

2.2   Work Order table view will pop up and click on **Define** button.
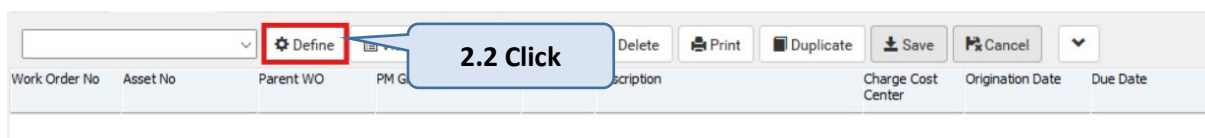

Figure 2.2

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.
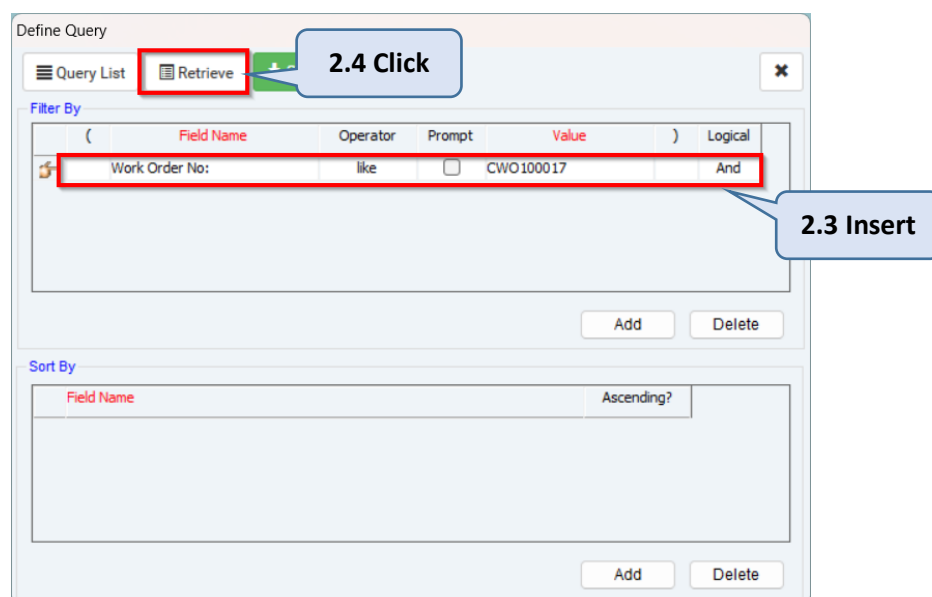
Figure 2.3

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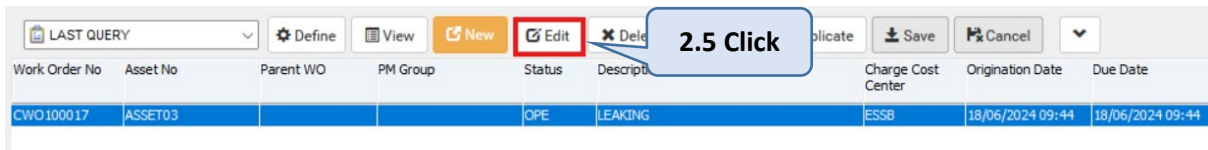

Figure 2.4

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

2.7   The result will show the registered time card by the technician. Click on Void button to void the particular time card.
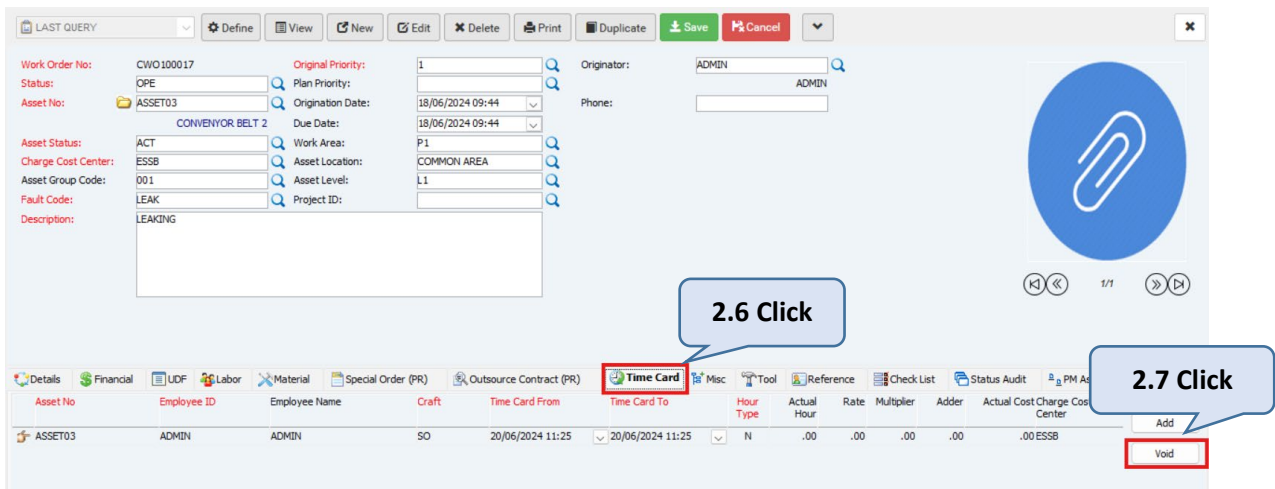

Figure 2.5

2.8   A prompt message will popup indicate if you want to void the time card record. Click on **Yes** to continue voiding the time card.
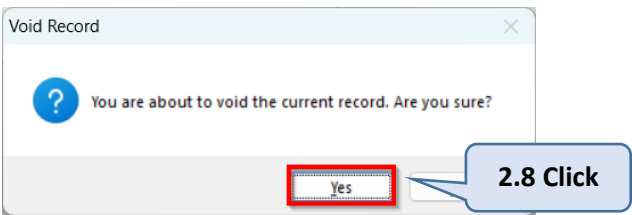

Figure 2.6

2.9   The time card now has been removed from the work order. Click **Save** button to open the work order view.

Figure 2.7