



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Void Time Card)

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DOCUMENT CONTROL

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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**.

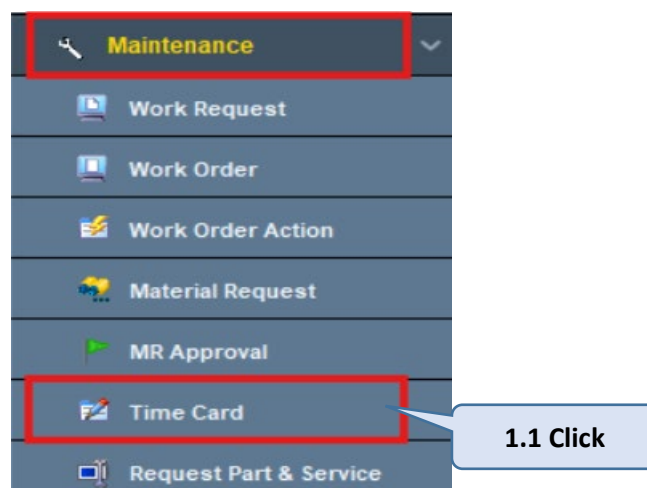


Figure 1.1

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

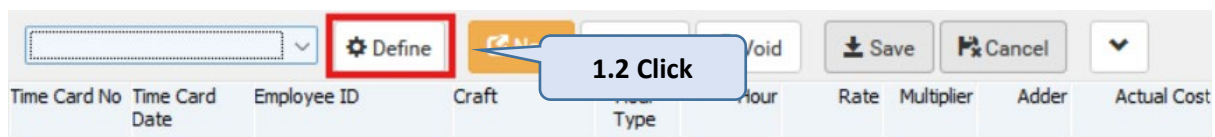


Figure 1.2

- 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.

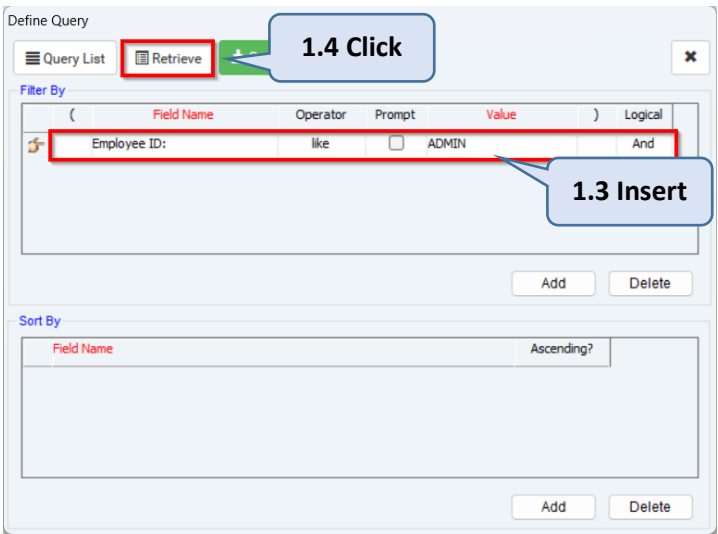


Figure 1.3

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

LAST QUERY

Define New View **Void**

1.5 Click

Time Card No	Time Card Date	Employee ID	Craft	Hour Type	Hour	Rate	Multiplier	Adder	Actual Cost	Status	WO No	Asset No
TM100001	20/06/2024	ADMIN	SO	N	0.00	0.00	0.00	0.00	0.00	Posted (P)	CWO100011	001100001
TM100003	18/06/2024	ADMIN	SO	OT	48.00	0.00	1.50	2.00	144.00	Posted (P)	CWO100011	001100001
TM100005	20/06/2024	ADMIN	SO	N	2.00	0.00	1.00	0.00	0.00	Posted (P)	CWO100033	Q001100001

Figure 1.4

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

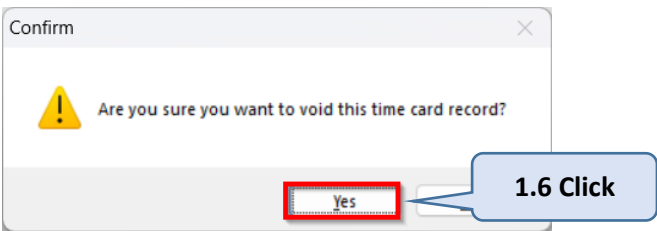


Figure 1.5

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

LAST QUERY

Define New View Void Save Cancel

Time Card No	Time Card Date	Employee ID	Craft	Hour Type	Hour	Rate	Multiplier	Adder	Actual Cost	Status	WO No	Asset No
TM100001	20/06/2024	ADMIN	SO	N	0.00	0.00	0.00	0.00	0.00	Void (V)	CWO100011	001100001

1.7 Result

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**.

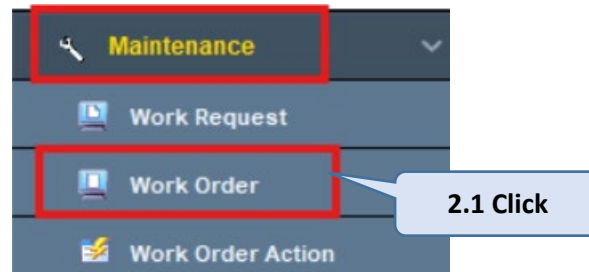


Figure 2.1

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

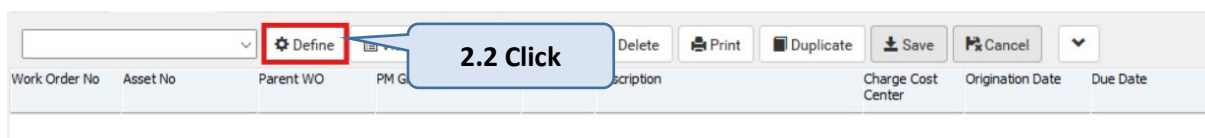


Figure 2.2

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.

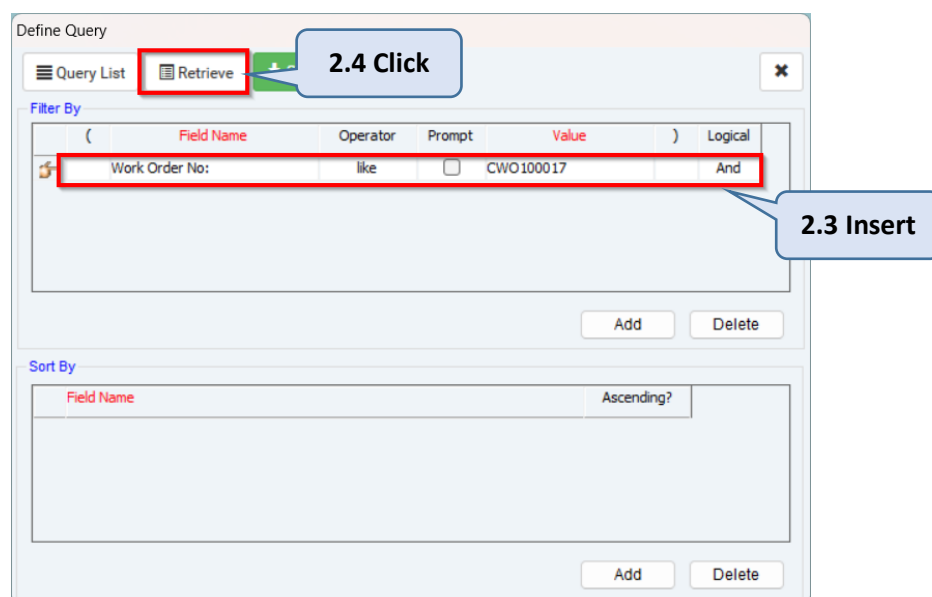


Figure 2.3

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

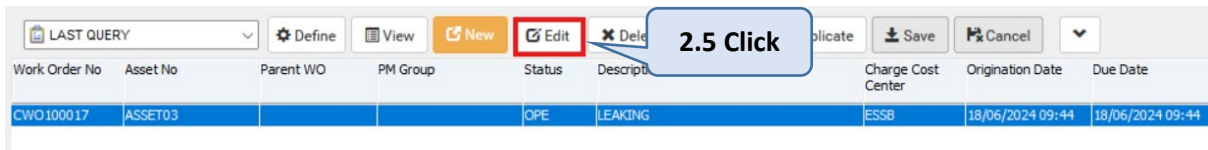


Figure 2.4

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.

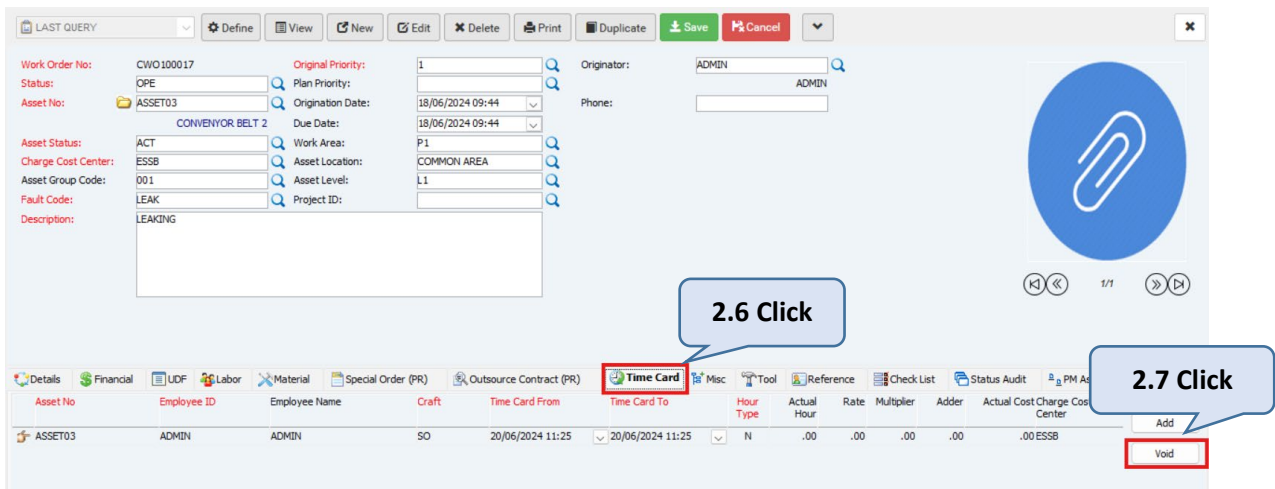


Figure 2.5

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.

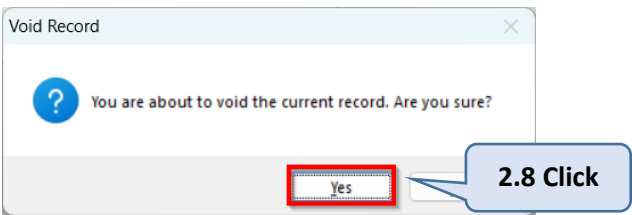


Figure 2.6

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

The screenshot displays a software interface for managing work orders. At the top, there is a toolbar with buttons for 'Define', 'View', 'New', 'Edit', 'Delete', 'Print', 'Duplicate', 'Save' (highlighted in green), and 'Cancel'. A callout bubble labeled '2.9 Click' points to the 'Save' button. Below the toolbar, the form is divided into several sections. On the left, there are labels for 'Work Order No:', 'Status:', 'Asset No:', 'Asset Status:', 'Charge Cost Center:', 'Asset Group Code:', 'Fault Code:', and 'Description:'. The corresponding values are: CWO100017, OPE, ASSET03, ACT, ESSB, 001, LEAK, and LEAKING. In the center, there are labels for 'Original Priority:', 'Plan Priority:', 'Origination Date:', 'Due Date:', 'Work Area:', 'Asset Location:', 'Asset Level:', and 'Project ID:'. The values are: 1, (empty), 18/06/2024 09:44, 18/06/2024 09:44, P1, COMMON AREA, L1, and (empty). On the right, there are labels for 'Originator:' and 'Phone:', with values ADMIN and (empty). At the bottom, there is a tabbed interface with tabs for 'Details', 'Financial', 'UDF', 'Labor', 'Material', 'Special Order (PR)', 'Outsource Contract (PR)', 'Time Card' (selected), 'Misc', 'Tool', 'Reference', 'Check List', 'Status Audit', 'PM Asset', and 'Assign T...'. Below the tabs, there is a table with columns: 'Asset No', 'Employee ID', 'Employee Name', 'Craft', 'Time Card From', 'Time Card To', 'Hour Type', 'Actual Hour', 'Rate', 'Multiplier', 'Adder', 'Actual Cost', 'Charge Cost', and 'Cost Center'. The table is currently empty, and there are 'Add' and 'Void' buttons at the bottom right.

Figure 2.7