



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**.

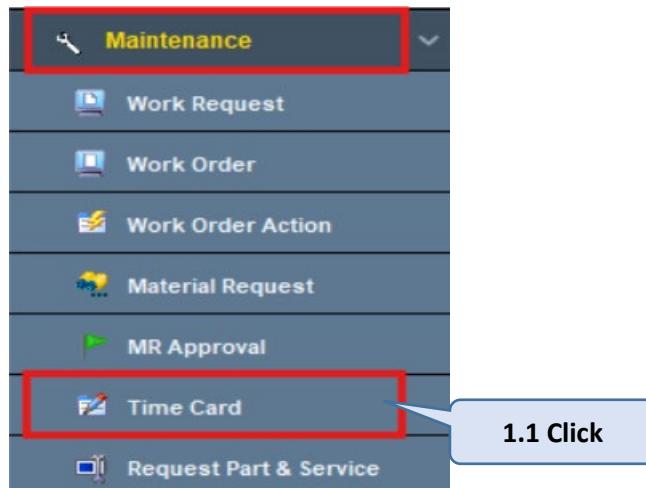


Figure 1.1

- 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.

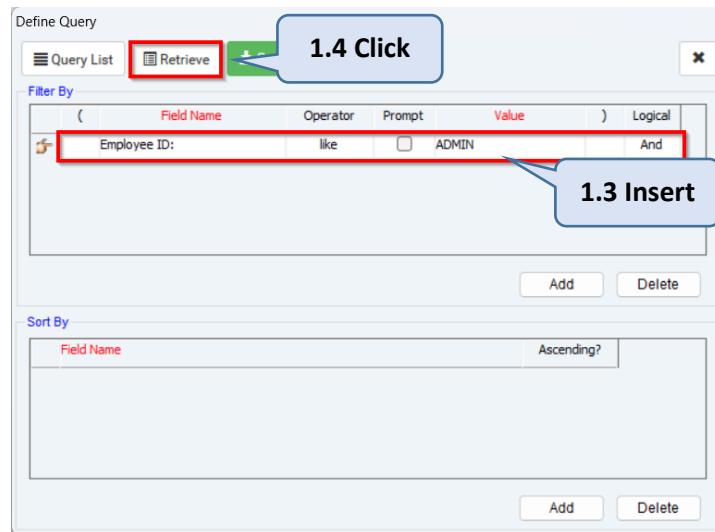


Figure 1.3

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	QO1100001	

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.

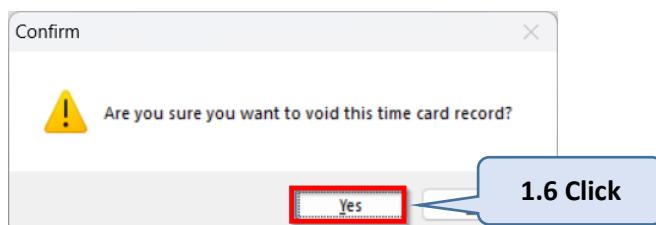


Figure 1.5

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

LAST QUERY		Define	New	View	Void	Save	Cancel	1.7 Result				
Time Card No	Time Card Date	Employee ID	Craft	Hour Type	Hour	Rate	Multiplier	Adder	Actual Cost	Status	WO No	
TM100001	20/06/2024	ADMIN	SO	N	0.00	0.00	0.00	0.00	0.00	Void (V)	CWO100011	001100001

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**.

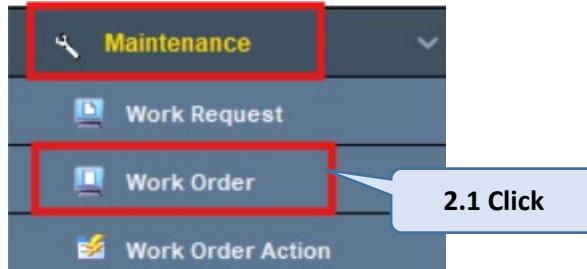


Figure 2.1

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.

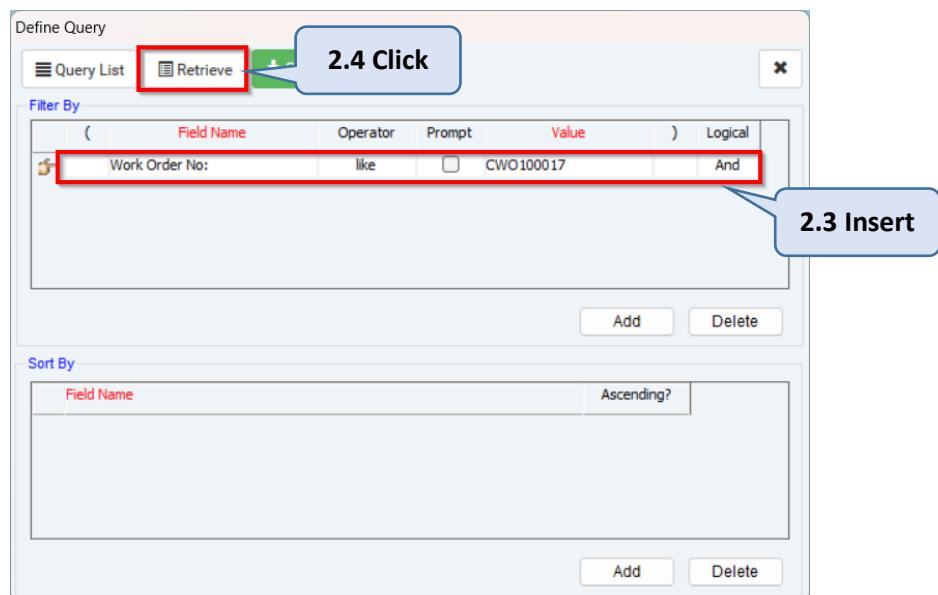
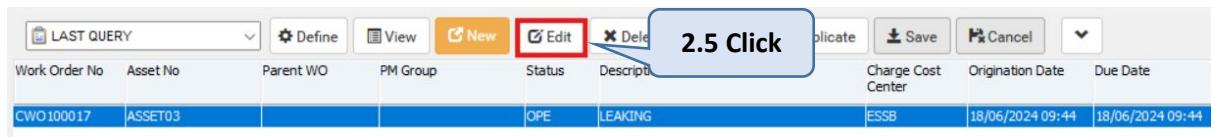


Figure 2.3

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

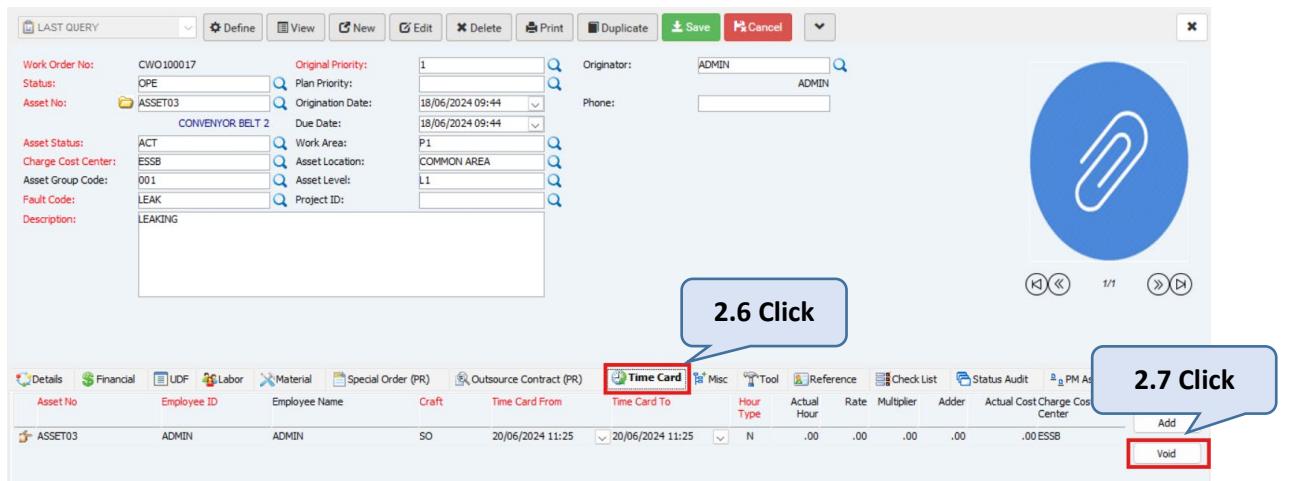


Work Order No	Asset No	Parent WO	PM Group	Status	Description	Charge Cost Center	Origination Date	Due Date
CWO100017	ASSET03			OPE	LEAKING	ESSB	18/06/2024 09:44	18/06/2024 09:44

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.



Work Order No: CWO100017 Original Priority: 1 Originator: ADMIN

Status: OPE Asset No: ASSET03 Asset Status: CONVEYOR BELT 2 Asset Group Code: 001 Fault Code: LEAK

Charge Cost Center: ESSB Asset Group Code: 001 Asset Status: ACT Asset Location: COMMON AREA Asset Level: L1

Description: LEAKING

Time Card Subtab: Time Card

Void Button: Void

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.

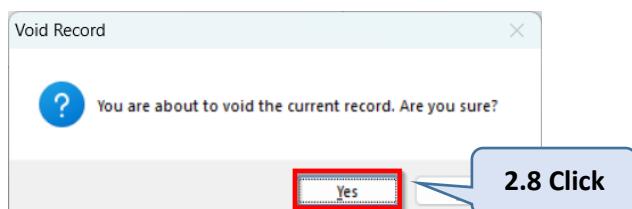


Figure 2.6

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

LAST QUERY

Work Order No: CWO100017 Original Priority: 1
Status: OPE Plan Priority:
Asset No: ASSET03 Origination Date:
Asset Status: CONVEYOR BELT 2 Due Date:
Charge Cost Center: ESSB Work Area: P1
Asset Group Code: 001 Asset Location: COMMON AREA
Fault Code: LEAK Asset Level: L1
Description: LEAKING

Originator: ADMIN
Phone:

2.9 Click

Time Card

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

Add Void

Figure 2.7