



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Create New PM)***

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# DOCUMENT CONTROL

**Document No** : CMMS/PM/PREVENTIVE/PM01  
**Document Name** : Create New PM  
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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 PM

## Scenario

A company just receive a brand new asset and want to register the asset PM schedule to maintain and keep track on the next PM schedule. In this syllabus, we will guide on how to create new PM in CMMS Web Core.

## 1. Create New PM

### What it's for

To keep track on the next PM schedule maintenance to be generate as a work order.

### New PM Creation

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

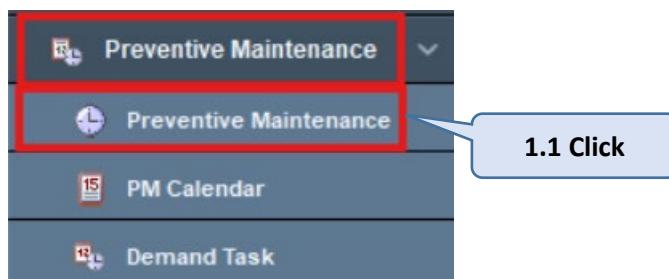


Figure 1.1

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

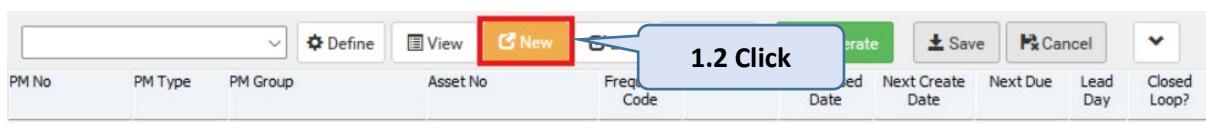


Figure 1.2

- 1.3 Fill in the field:

Field	Value	Have Master File?
PM Type	: Asset	YES
Asset No	: <Asset No>	YES
Frequency Code	: 1M	YES
Plan Priority	: 3	YES
LPM Date	: ANY DATE	YES
Next Due	: AUTO CALCULATE	YES
Description	: 1 MONTH	NO
Charge Cost Center	: ESSB	YES

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

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

PM No: Asset No: ASSET03

Current Work Order:

Asset Location: COMMON AREA  
LPM Usage: .00

Default WO Status: CONVEYOR BELT 2  
Frequency Code: OPE  
Plan Priority: 3  
Meter ID: 1M  
LPM UOM: 3  
Fault Code: Description: 1 MONTH

Disable Flag:  Autogen:   
Closed Loop?:  Lead Day: 3  
LPM Date: 20/06/2024  
LPM Closed Date: 20/06/2024  
Next Due: 18/07/2024  
Next Create Date: 15/07/2024

Originator: Approver: Safety:   
Planner: Charge Cost Center: ESSB Contract Number:   
Credit Cost Center: Labor Account: Cause Code:   
Material Account: Work Area: P1  
Contract Account: Asset Level: L1  
Project ID: Work Location:   
Customer Code: Work Group: MECH  
Work Type:   
Work Class:

Figure 1.3

1.5 The Preventive Order no would be generated. Click **OK** button to continue.

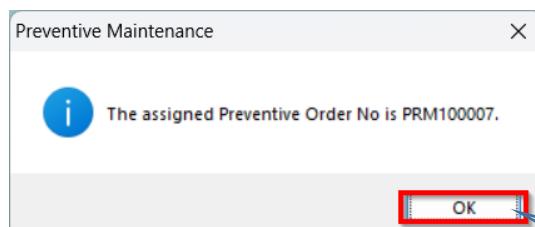


Figure 1.4

1.6 The new PM has been successfully created.

PM No	PM Type	PM Group	Asset No	Frequency Code	LPM Date	LPM Closed Date	Next Create Date	Next Due	Lead Day	Closed Loop?
PRM100006	Asset		ASSET03	1M	18/06/2024	20/06/2024	13/07/2024	16/07/2024	3	<input type="checkbox"/>

Figure 1.5

1.6 Result