



**EVANTAGE SOLUTIONS SDN BHD**

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

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

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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 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**.

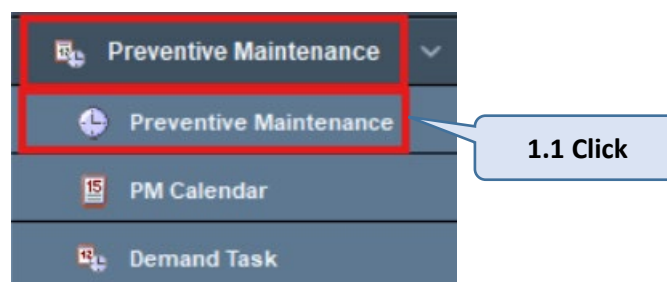


Figure 1.1

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

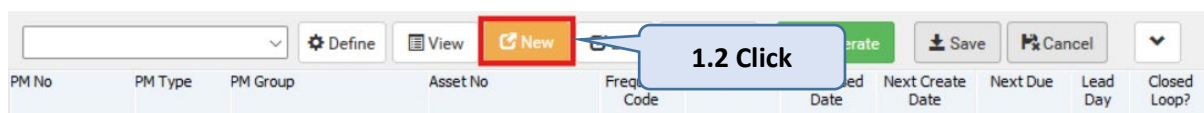


Figure 1.2

- 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.

The screenshot shows a software interface for creating a Preventive Maintenance (PM) record. A red box highlights the main form area, and a blue callout bubble labeled '1.4 Click' points to the 'Save' button in the top toolbar. Another blue callout bubble labeled '1.3 Insert' points to the 'Next Due' date field.

**Form Fields:**

- PM No:** (Empty)
- PM Type:** Asset
- Asset No:** ASSET03
- Current Work Order:** CONVENYOR BELT 2
- Asset Location:** COMMON AREA
- LPM Usage:** .00
- Disable Flag:** ☐ Autogen: ☐
- Closed Loop?** ☐ Lead Day: 3
- PM Schedule Date:** ☐
- LPM Date:** 20/06/2024
- LPM Closed Date:** 20/06/2024
- Next Due:** 18/07/2024
- Next Create Date:** 15/07/2024
- Default WO Status:** OPE
- Frequency Code:** 1M
- Plan Priority:** 3
- Meter ID:** (Empty)
- LPM UOM:** (Empty)
- Fault Code:** (Empty)
- Description:** 1 MONTH

**Bottom Section Fields:**

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

Figure 1.3

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

The dialog box titled 'Preventive Maintenance' displays an information icon and the message: 'The assigned Preventive Order No is PRM100007.' The 'OK' button is highlighted with a red box.

Figure 1.4

1.6 The new PM has been successfully created.

The screenshot shows a table listing PM records. The new record, PRM100006, is highlighted with a red border. A blue callout bubble labeled '1.6 Result' points to the highlighted row.

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