EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Edit PM)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No   :   CMMS/PM/PREVENTIVE/PM02

Document Name   :   Edit 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 – Edit PM

Scenario

A supervisor wants to edit the PM Master that has been created due to the next LPM date has been change. In this syllabus, we will guide on how to edit PM Master in CMMS Web Core.

1. Edit the PM

What it's for

To ensure that all PM Master information has been registered correctly and able to track on the next PM Master schedule maintenance to be generate as a work order.

Editing the PM Master

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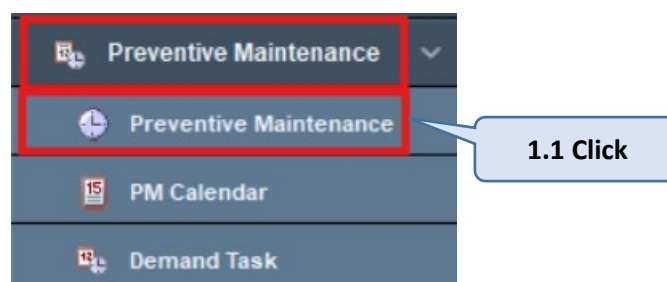

Figure 1.1

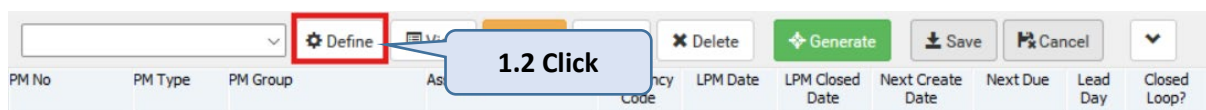1.2   PM table view will pop up and click on **Define** button.

Figure 1.2

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

Column	Operator	Value
PM No	like	<PM No>

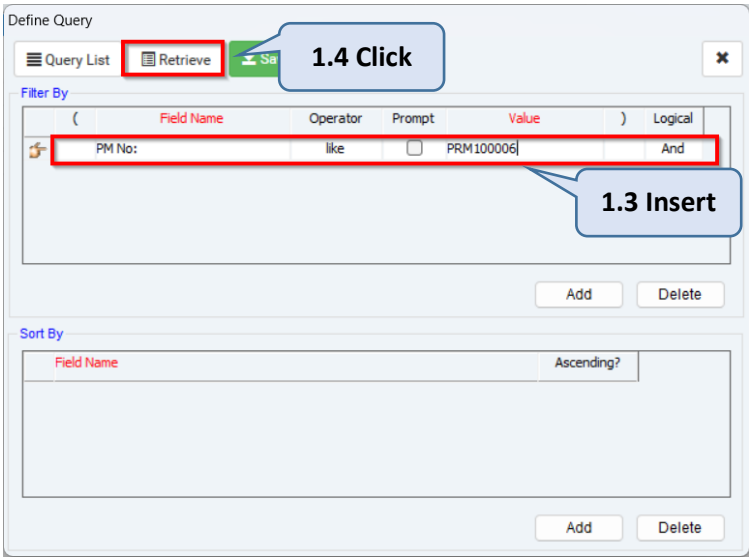1.4   Click on **Retrieve** button to retrieve the following PM Master.

Figure 1.3

1.5   Click on **Edit** button to edit the following PM Master.
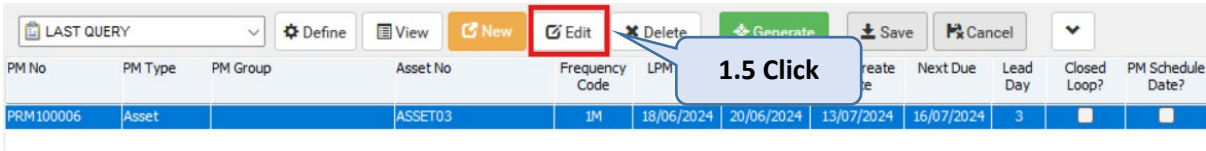

Figure 1.4

1.6   Fill in the field:

Field	Value	Have Master File?
LPM Date	: 01/05/2024	YES
Next Due	: AUTO CALCULATE	YES

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

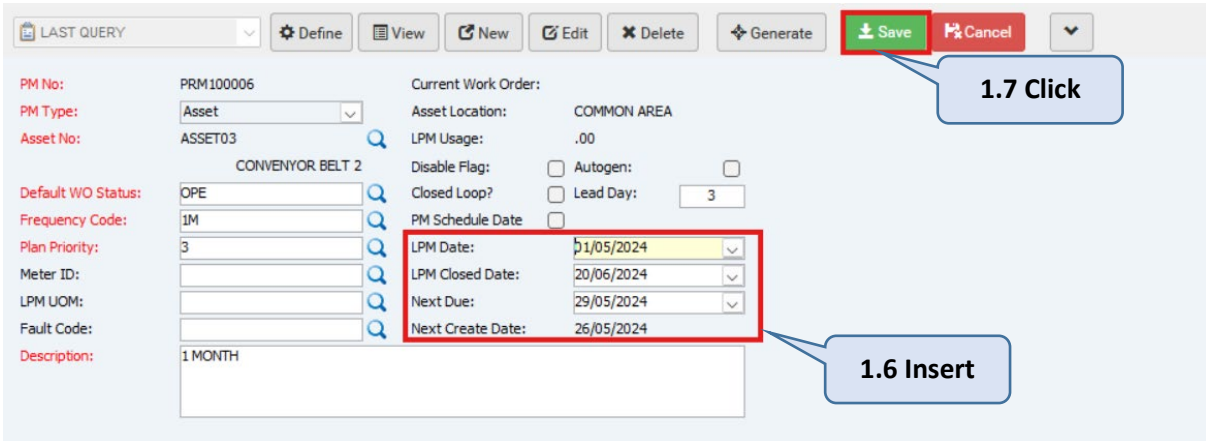1.7   Click on **Save** button to save the following PM Master information.

Figure 1.5