



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Attach PM Checklist)

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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 – Attach PM Checklist

Scenario

A supervisor wants to attach the checklist for the particular PM Master as a guide for the technician. In this syllabus, we will guide on how to add checklist for PM Master in CMMS Web Core.

1. Attach PM Checklist

What it's for

To ensure that the technician do the PM work order based on the instruction that were given.

Attach PM Checklist and carry to work order

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

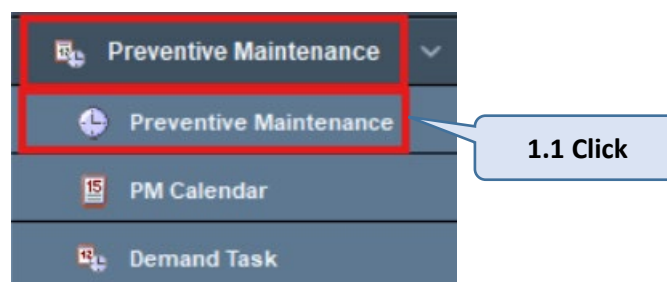


Figure 1.1

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

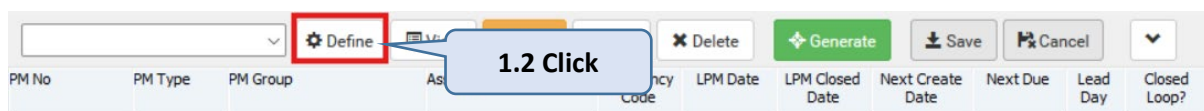


Figure 1.2

- 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.

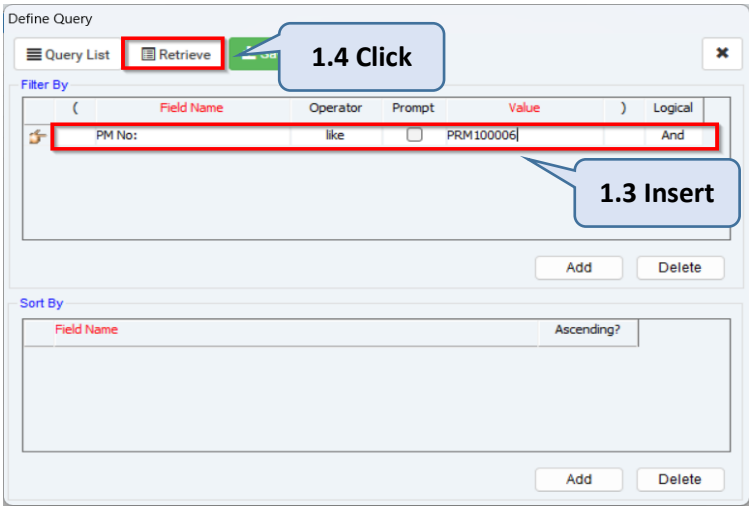


Figure 1.3

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

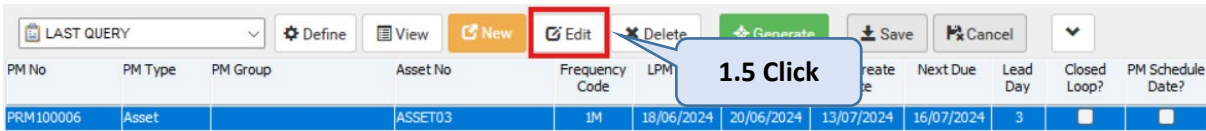


Figure 1.4

- 1.6 Click on **Check List** subtab to open the checklist view.
- 1.7 Click on **Add** to add the checklist for the PM Master.
- 1.8 Choose the checklist that want to be use for this particular PM Master.
- 1.9 Tick the “Carry to Work Order” to ensure that when generate the PM Master, the checklist would be shown in the PM work order.
- 1.10 Click **Save** to save the new checklist.

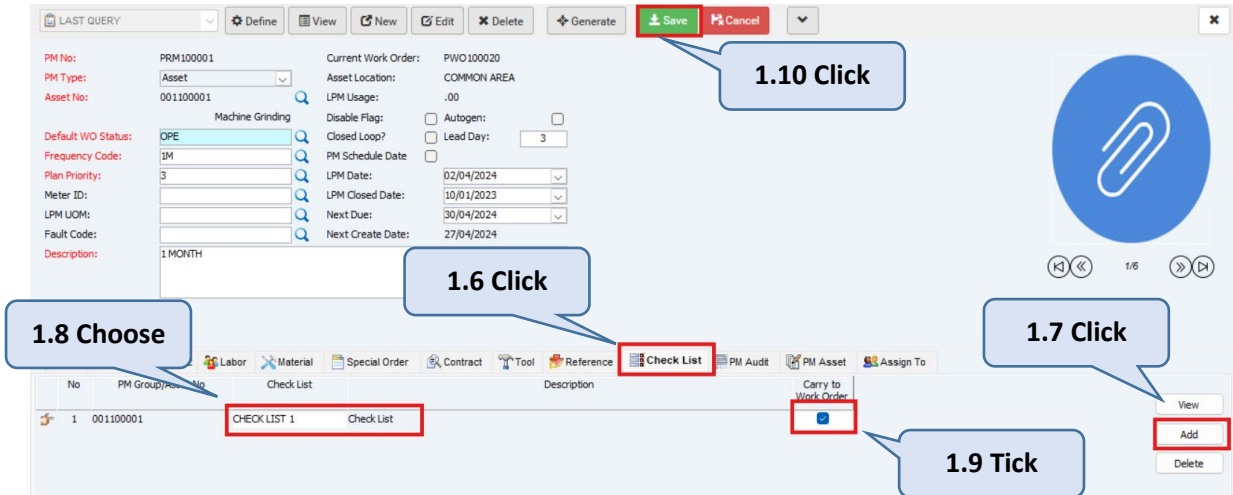


Figure 1.5