



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Edit PM References)***

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# DOCUMENT CONTROL

**Document No** : CMMS/PM/PREVENTIVE/PM04  
**Document Name** : Edit PM References  
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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 Reference

## Scenario

A supervisor wants to attach the guide such as picture guide or document for the particular PM Master. In this syllabus, we will guide on how to add references for PM Master in CMMS Web Core.

## 1. Add the PM References

### Editing the PM References

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

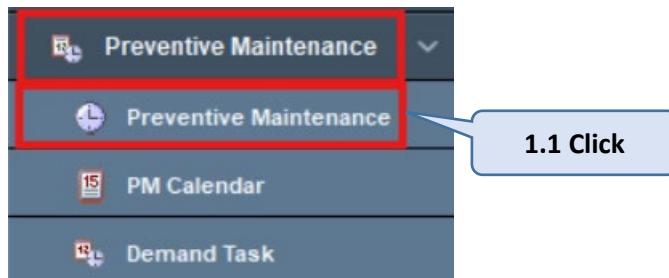


Figure 1.1

- 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.

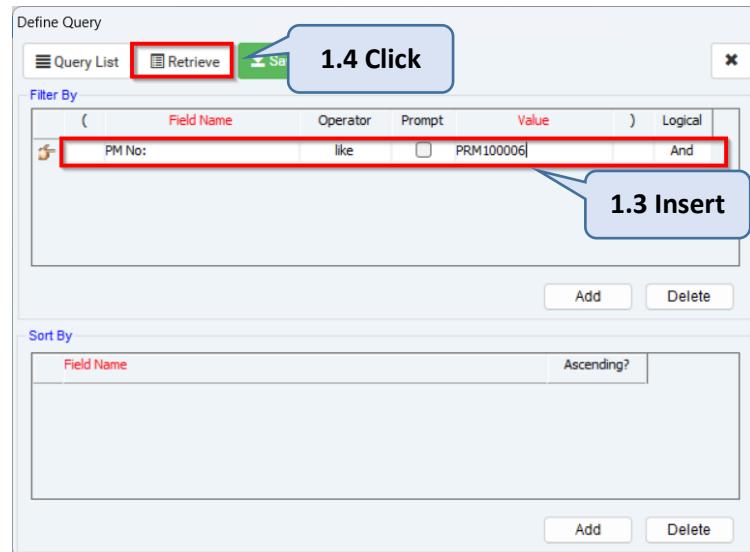


Figure 1.3

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

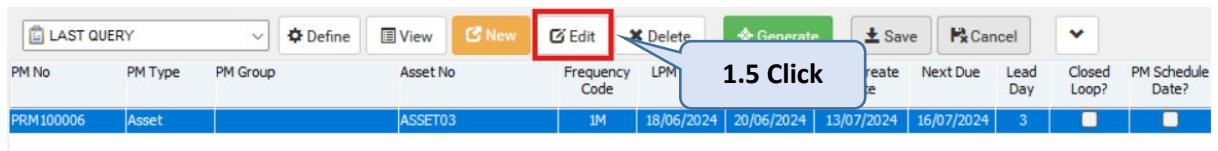


Figure 1.4

1.6 Click on **References** subtab to open the reference view.

1.7 Click on **Add** to add the reference for the PM Master.

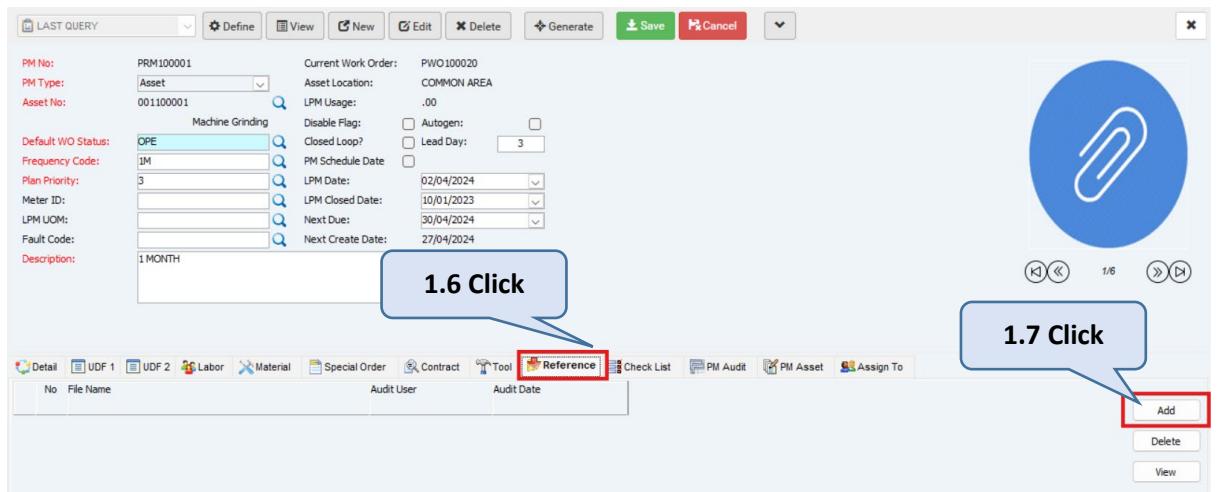


Figure 1.5

1.8 Choose the files that want to be save for this particular PM Master.

1.9 Click on **Open** to choose the particular document.

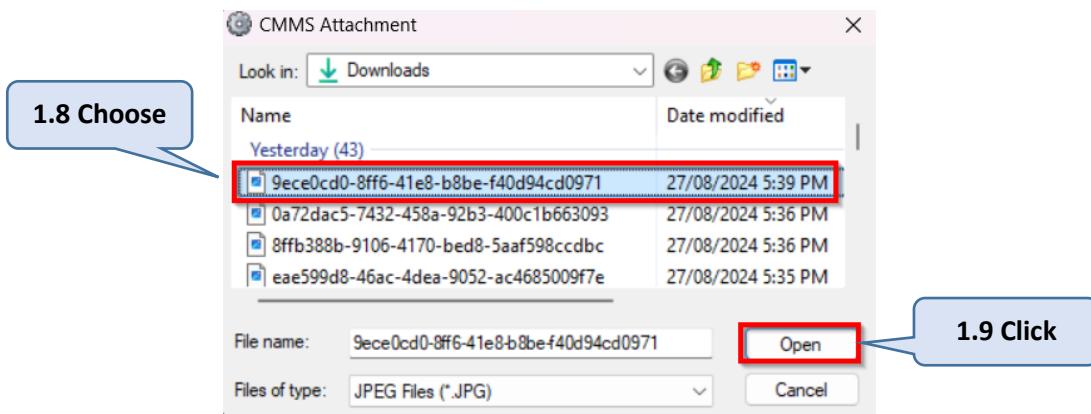


Figure 1.6

1.10 Click **Save** to save the reference for the PM Master.

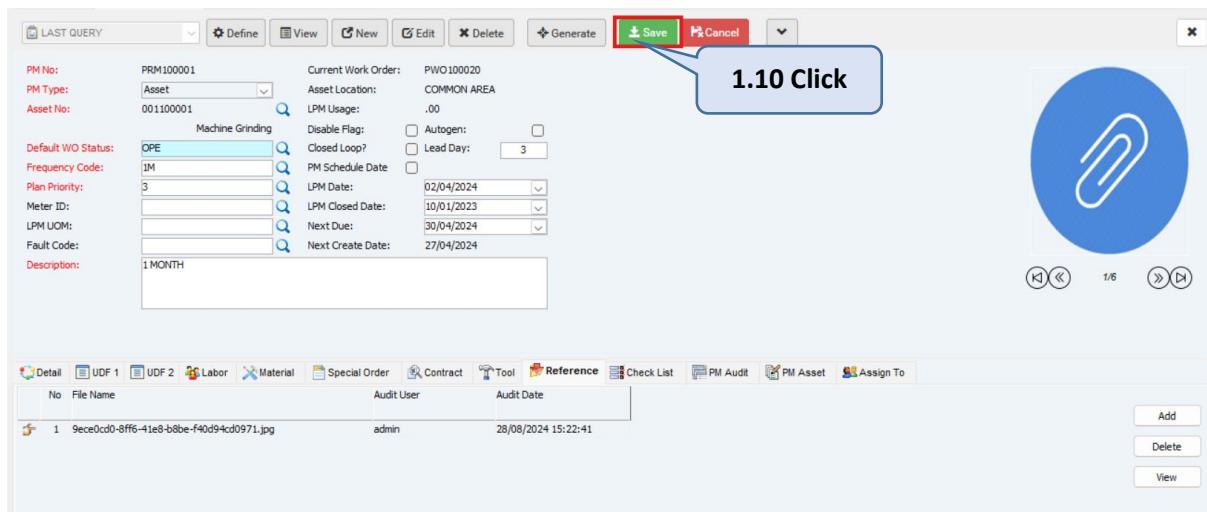


Figure 1.7