



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Edit PM Assign To)***

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# DOCUMENT CONTROL

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**Prepared By** : Muhamad Najmi bin Badrila  
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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 Assign To

## Scenario

A supervisor wants to set the technician in charge for the particular PM so that whenever the PM were generate, it will auto assign to the particular technician. In this syllabus, we will guide on how to edit PM Master in CMMS Web Core.

## 1. Edit the PM Assign To

### What it's for

To save time for the planner whenever the PM Master were generate since it will auto assign to the particular person.

### Set the technician in charge

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

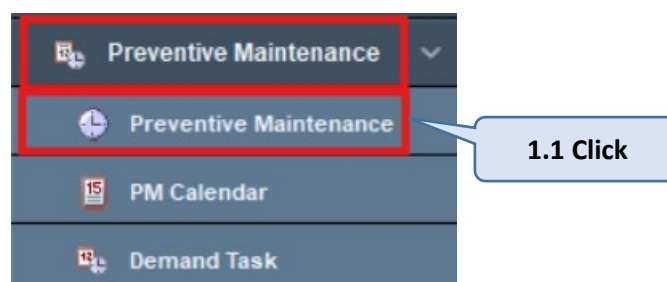


Figure 1.1

- 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.

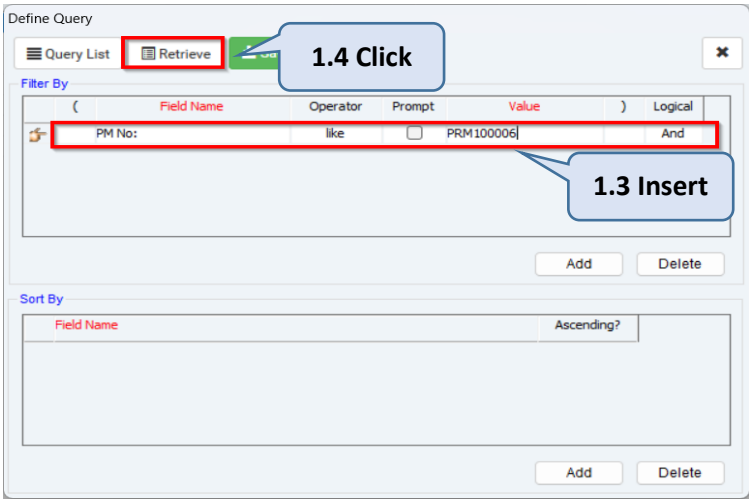


Figure 1.3

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

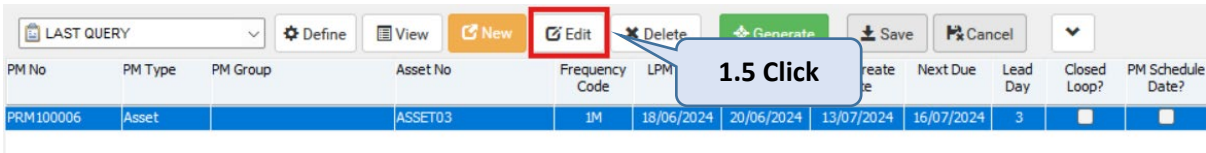


Figure 1.4

1.6 Click on **Assign To** subtab to open the assign to view.

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

1.8 Fill in the field:

Field	Value	Have Master File?
Employee	: <Employee ID>	YES

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

1.9 Click on **Save** button to save the information

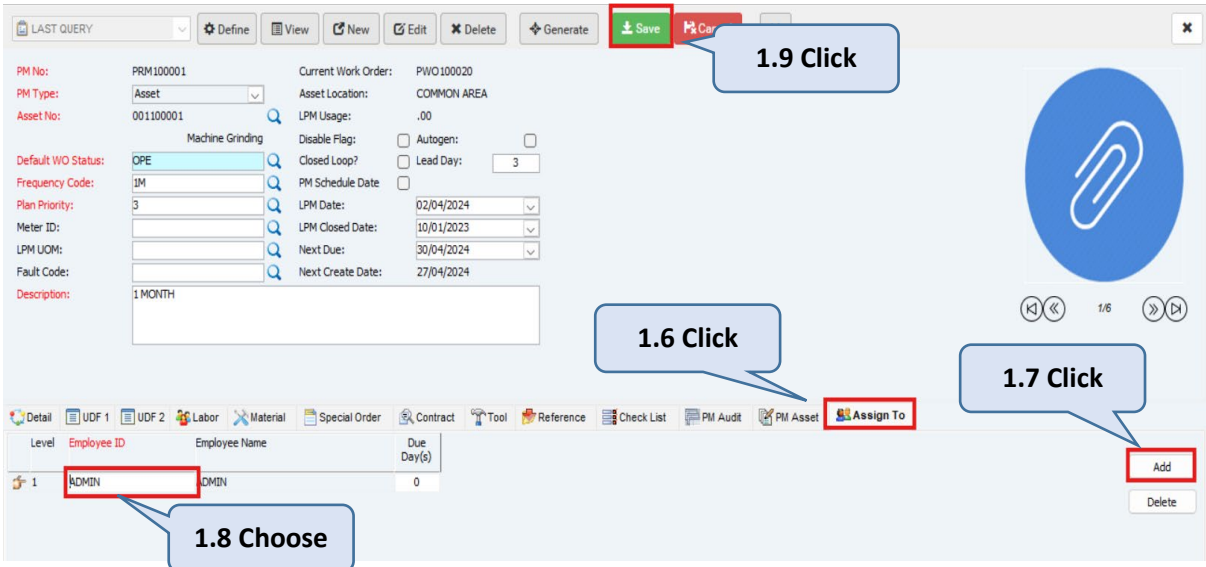


Figure 1.5