



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Generate PM)***

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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 – Generate PM

## Scenario

A supervisor wants to generate the PM Master since it is now due to be maintain and turn into a work order for the technician. In this syllabus, we will guide on how to generate PM Master in CMMS Web Core.

## 1. Generate the PM

### What it's for

To generate the PM Master to become a work order for the technician do the maintenance job.

### Generating the PM Master

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

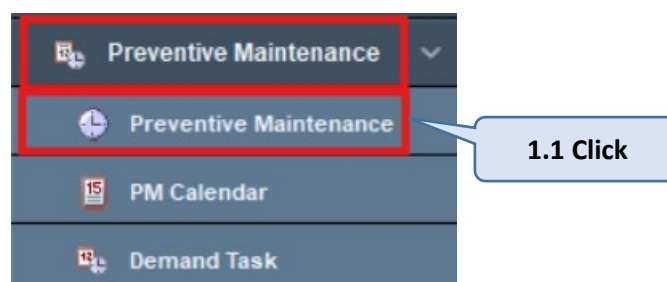


Figure 1.1

- 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.

Define Query

Query List Retrieve Save

1.4 Click

Filter By

(	Field Name	Operator	Prompt	Value	)	Logical
	PM No:	like		PRM100006		And

1.3 Insert

Add Delete

Sort By

Field Name	Ascending?
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Add Delete

Figure 1.3

1.5 Click on **Generate** button to generate the following PM Master.

LAST QUERY Define View New Edit Delete Generate Save Cancel

PM No	PM Type	PM Group	Asset No	Frequency Code	LPM Date	LPM Closed Date	Next Crea Date		Closed Loop?
PRM100006	Asset		ASSET03	1M	01/05/2024	20/06/2024	26/05/2024	29/05/2024	3

1.5 Click

Figure 1.4

1.6 A prompt message for PM Generation would popup. Under the PM Selection, tick the Generate all PM Work Order(s) for 1 selected record(s) in the list.

1.7 Click the **Generate** button to generate the following PM Work Order.

PM Generation Process

Generate

1.7 Click

PM Selection

☐ Generate all PM Work Orders that are currently in the list

☒ Generate all PM Work Order(s) for 1 selected record(s) in the list

1.6 Tick

PM Generation Options

☐ Print Work Order Form ☐ Print Reference File Listing

☐ Print Asset List For PM Group Work Order ☐ Print Material Requests

☐ Print Asset Safety Requirements ☐ Print Purchase Requests

☐ Print Asset Spare List

PM Generation Log

Figure 1.5

- 1.8 The PM Master has now been generated to become a work order and the work order no for PM Work Order usually start with "PWO.....".
- 1.9 Click the **X** button to close the popup and it will refer back to the PM Master view.

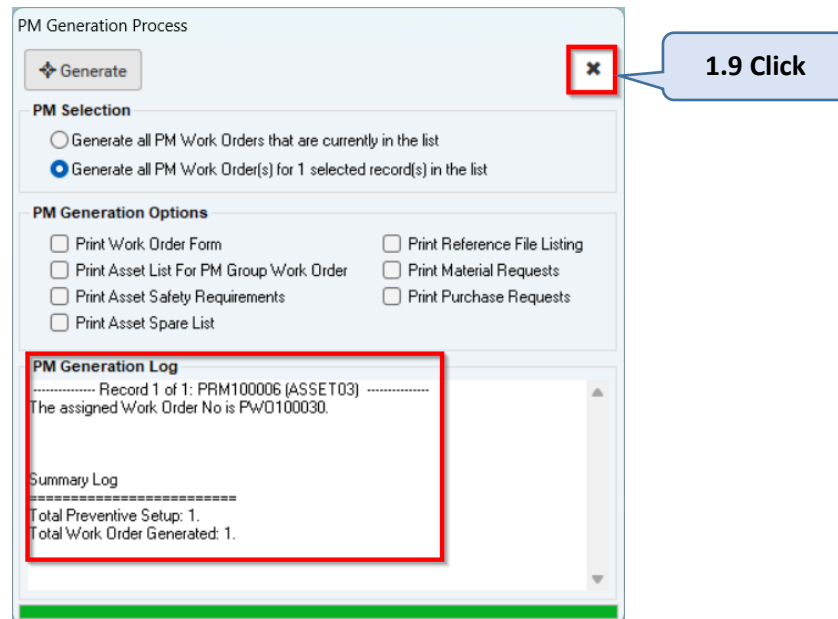


Figure 1.6