



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(New Check List)

TABLE OF CONTENT

Scenario..... 4

1. New Check List..... 4

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 – New Check List

Scenario

A new asset and the PM Master have been created, and the checklist for the particular work order job needs to be created to ensure the correct way of performing maintenance. In this syllabus, we will guide on how to create new checklist in CMMS Web Core.

1. New Check List

What it's for

Check List is required as reference for Technician to do Corrective/Preventive Maintenance for the Assets.

Create new check list

1.1 On the left of the system, click on **Check List > Check List Master**

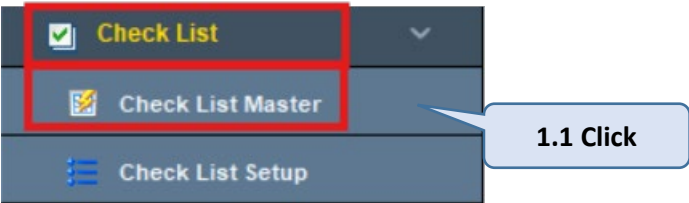


Figure 1.1

1.2 Click on **New** button, and New Check List Master information viewer will open.

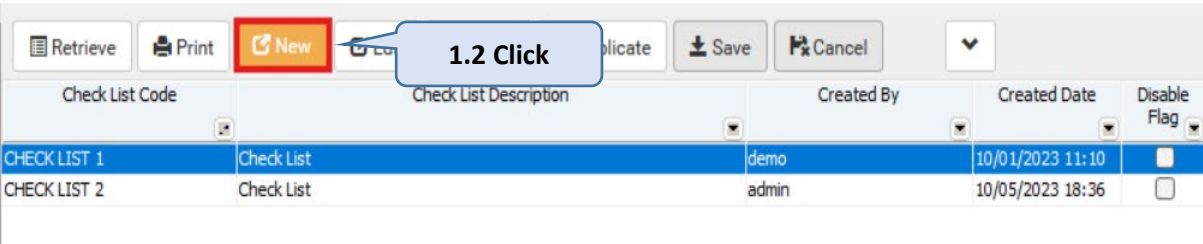


Figure 1.2

1.3 Fill in the field:

Field	Value	Have Master File?
Check List Code	: <Check list code>	NO
Check List Description	: Any Check List 1	NO

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

1.4 Click on **Save** button to confirm the creation of the Check List Master.

The screenshot shows a web application interface for creating a Check List Master. At the top, there is a toolbar with buttons: Retrieve, Print, New, Edit, Delete, Duplicate, Save (highlighted with a red box), and Cancel. Below the toolbar, the form contains the following fields:

- Check List Code: ANY01
- Check List Description: ANY CHECKLIST 1
- Job Varchar1: [empty]
- Job Varchar2: [empty]
- Job Varchar3: [empty]
- Job Varchar4: [empty]
- Job Varchar5: [empty]
- Created By: admin
- Created Date: 20/06/2024 14:41
- Disable Flag: ☐

Two callout boxes are present: "1.3 Insert" pointing to the Job Varchar2 field, and "1.4 Click" pointing to the Save button.

Figure 1.3

1.5 The result of the new checklist creation has been successfully added.

The screenshot shows a table displaying the list of Check List Masters. The table has the following columns: Check List Code, Check List Description, Created By, Created Date, and Disable Flag. The first row, representing the newly added entry, is highlighted with a blue background and a red border. A callout box labeled "1.5 Result" points to the Created Date column of this row.

Check List Code	Check List Description	Created By	Created Date	Disable Flag
ANY01	ANY CHECKLIST 1	admin	20/06/2024 14:41	☐
CHECK LIST 1	Check List	demo		
CHECK LIST 2	Check List	admin		

Figure 1.4

Create new check list section

- 1.6 Select the checklist code created.
- 1.7 Click on the **Section** subtab.
- 1.8 Click on the **Add** button to add new line of section.
- 1.9 Insert section information:

Field	Value	Have Master File?
Section Description	: ANY 1	NO

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

- 1.10 Click the **Update** button to save the section information.
- 1.11 Repeat step 1.6 – 1.10 to add more section for the checklist.

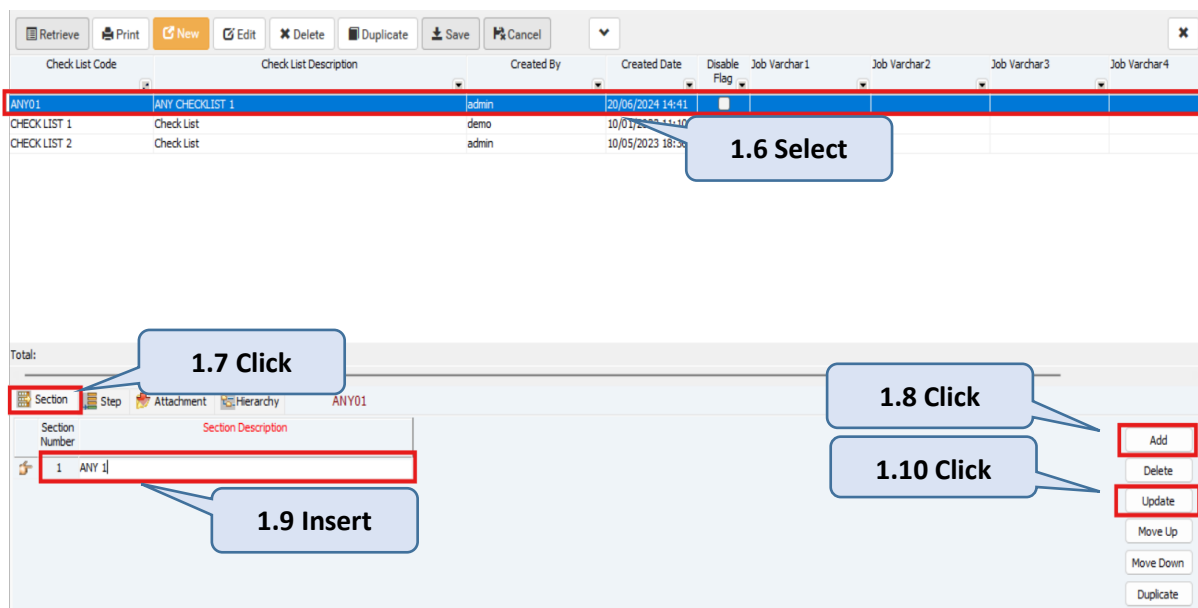


Figure 1.5

Create new check list step

- 1.12 Click on the **Step** subtab.
- 1.13 Click on the **Add** button to add new line of section.
- 1.14 Insert section information:

Field	Value	Data Type
Step Description	: IS THERE ANY CHECKIST?	Zoom List

(Note: Master file are control by System Admin).
- 1.15 Click the **Update** button to save the step information.
- 1.16 Repeat step 1.12 – 1.15 to add more step for the checklist.

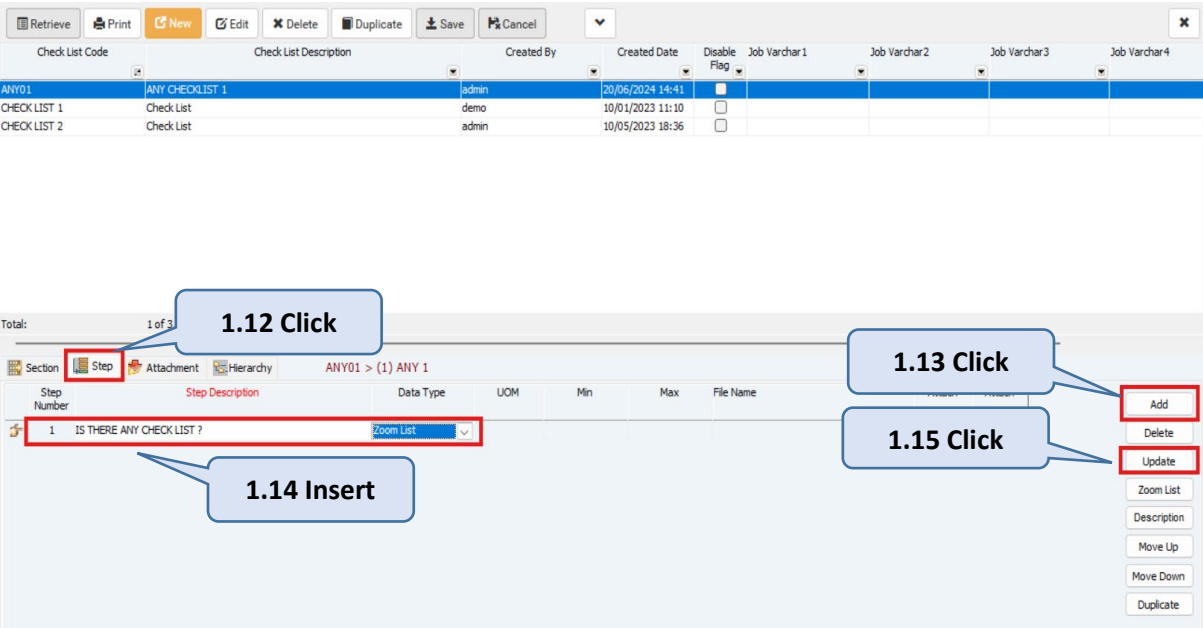


Figure 1.6

Register New Zoom List Answer

- 1.17 Click on the **Zoom List** button to add new answer for Zoom List data type.
 - 1.18 Insert Zoom List answer:
- | Field | Value |
|------------|-------|
| Zoom Value | : YES |
- (Note: Master file are control by System Admin).
- 1.19 Click on the **New** button to add new line of answer for Zoom List data type.
 - 1.20 Click the **Save** button to save the Zoom List answer.
 - 1.21 Click the **Update** button to save the step information.

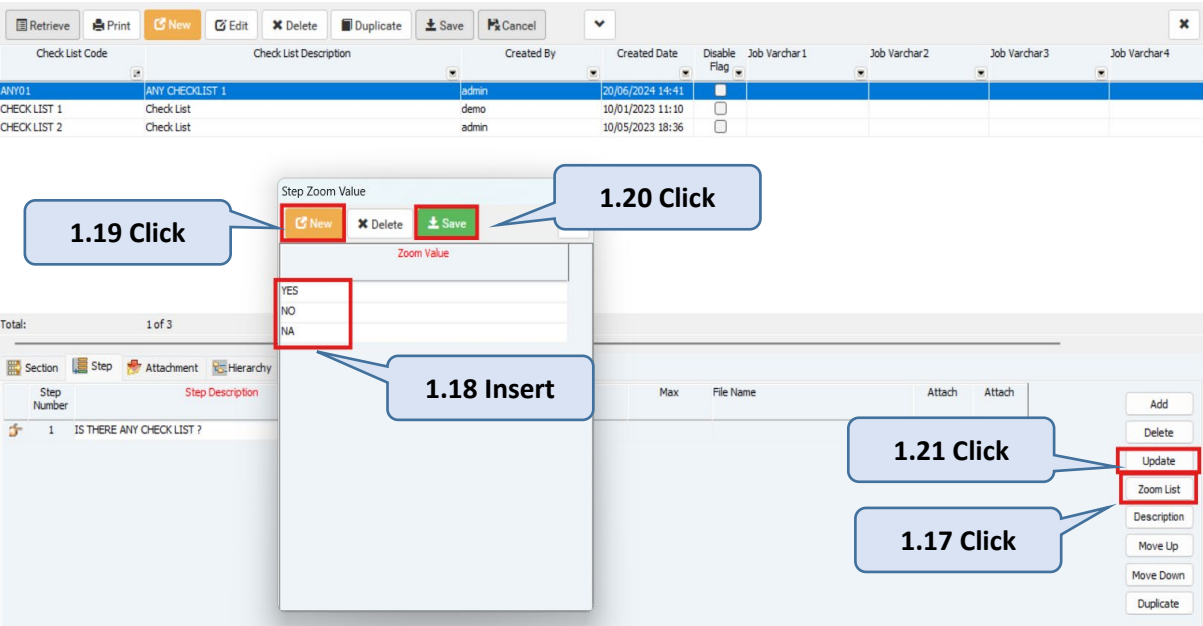


Figure 1.7

Check List Hierarchy

- 1.22 Click on the **Hierarchy** subtab to view the checklist question subtab.



Figure 1.8