



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit Check List)

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DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Edit Check List

Scenario

A checklist has been created and the supervisor realise an error in the checklist information and need to be edit to ensure the technician answer the correct checklist question. In this syllabus, we will guide on how to edit checklist in CMMS Web Core.

1. Edit Check List

What it's for

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

Editing the existing check list

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

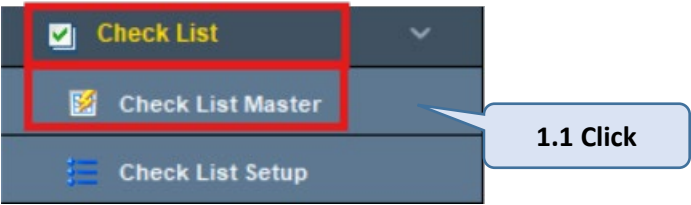


Figure 1.1

- 1.2 Choose the checklist to be edit and click on **Edit** button to edit the checklist information.



Figure 1.2

1.3 Fill in the field:

Field	Value	Have Master File?
Frequency	: ANY CHECKLIST 1	NO
Work Area	: P2	NO
Asset Group Code	: TEST 01	NO

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

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

Check List Code: ANY01

Check List Description: ANY CHECKLIST 1

Frequency: 1 MONTH

Work Area: P2

Asset Group Code: TEST 01

Job Varchar4:

Job Varchar5:

Created By: admin

Created Date: 20/06/2024 14:41

Disable Flag: ☐

Buttons: Retrieve, Print, New, Edit, Delete, Duplicate, Save, Cancel

Figure 1.3

Editing the check list section

1.5 Select the checklist code created.

1.6 Click on the **Section** subtab.

1.7 Add a new checklist or insert section information depend on the edit that want to be done:

Field	Value	Have Master File?
Section Description	: THE CHECKLIST 1	NO

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

1.8 Click the **Update** button to save the section information.

Check List Code: ANY01

Check List Description: ANY CHECKLIST 1

Created By: admin

Created Date: 20/06/2024 14:41

Disable Flag: ☐

Job Varchar1: 1 MONTH

Job Varchar2: P2

Job Varchar3: TEST 01

Job Varchar4:

Buttons: Add, Delete, Update, Move Up, Move Down, Duplicate

Figure 1.4

Editing the check list step

- 1.9 Click on the **Step** subtab.
- 1.10 Click on the **Add** button to add new line of section.
- 1.11 Insert section information:

Field	Value	Data Type
Step Description	: IS THERE ANY NEW CHECKIST CREATED?	Text

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

- 1.12 Click the **Update** button to save the step information.

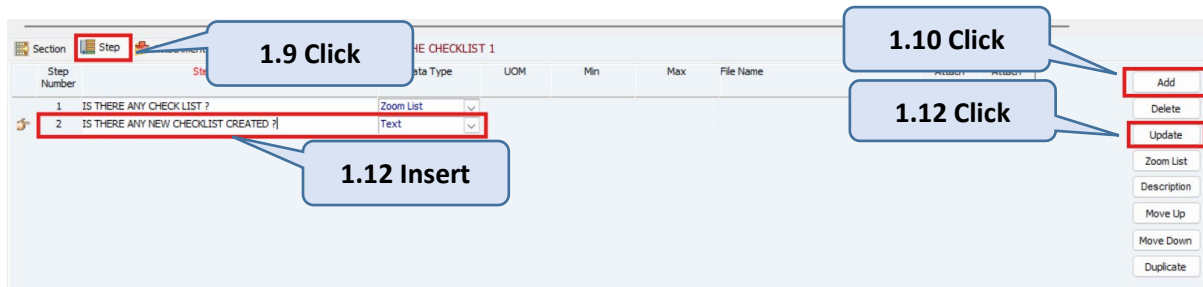


Figure 1.5