



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Check List)

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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 – Delete Check List

Scenario

A checklist has been created, but all the information has been input incorrectly, so the supervisor decided to delete the checklist rather than edit it. In this syllabus, we will guide on how to delete the checklist in CMMS Web Core.

1. Delete Check List

Deleting the existing check list

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

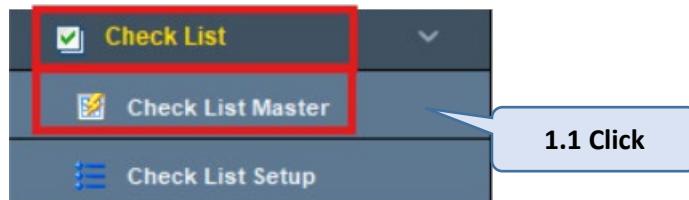


Figure 1.1

1.2 Choose the checklist to be delete and click on **Delete** button to delete the checklist information.



Figure 1.2

1.3 A prompt message would popup indicate if you want to delete the record. Click on **Yes** to continue delete the Check List Master.

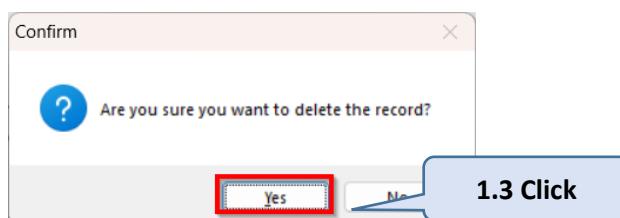


Figure 1.3

1.4 The checklist master now has been successfully deleted from the record.

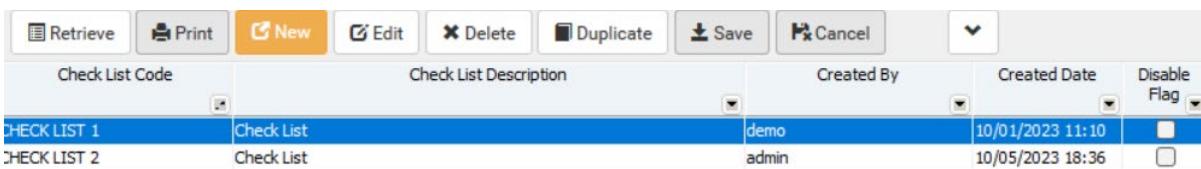


Figure 1.4

Delete the check list section

- 1.5 Select the checklist code created.
- 1.6 Click on the **Section** subtab.
- 1.7 Select the desire section that want to be delete.
- 1.8 Click the **Delete** button to delete the section line.
- 1.9 Click the **Update** button to save the section information.

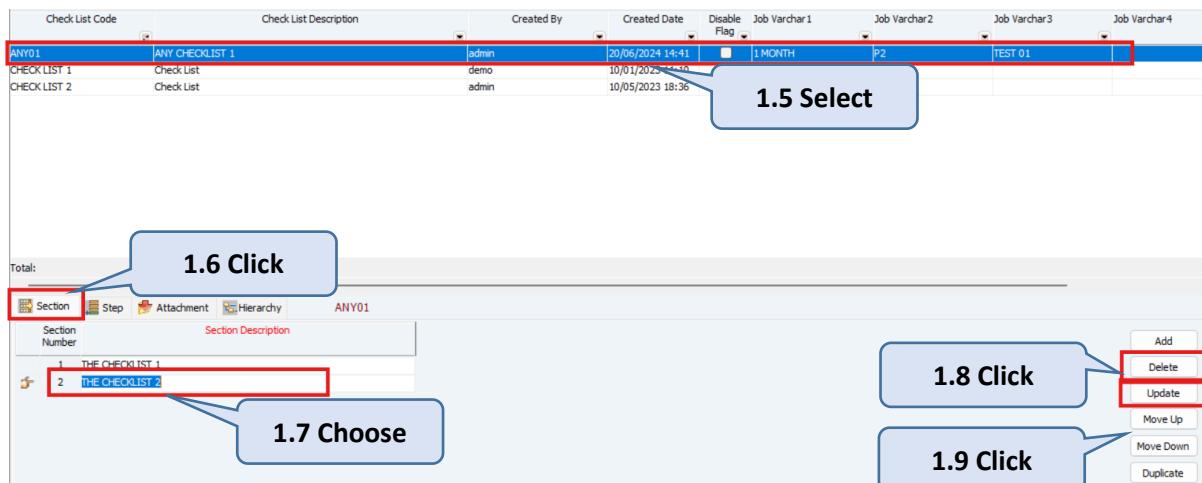


Figure 1.5

- 1.10 A prompt message will popup indicate if you want to continue delete the section. Click on **Yes** to continue.

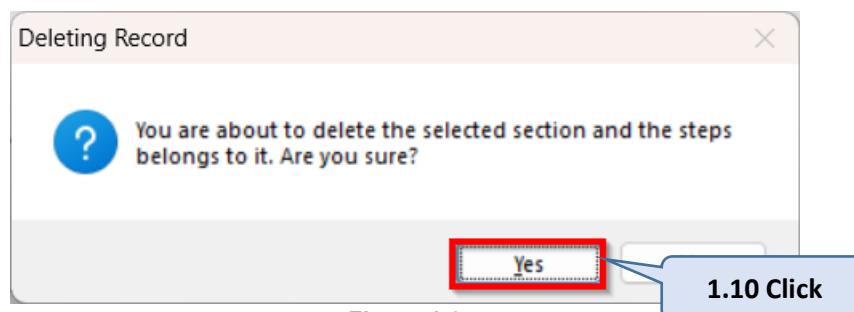


Figure 1.6

- 1.11 The section now has been successfully deleted from the checklist.

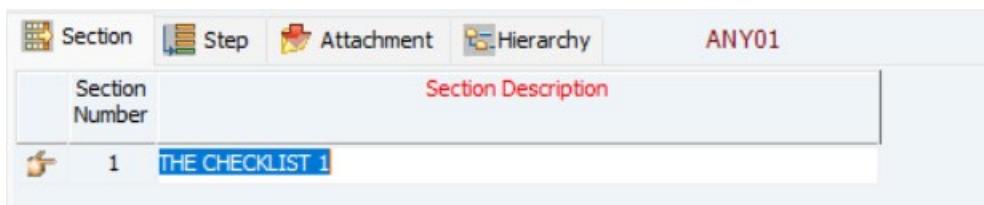


Figure 1.7

Delete the check list step

- 1.12 Select the checklist code created.
- 1.13 Click on the **Step** subtab.
- 1.14 Select the desire step that want to be delete.
- 1.15 Click the **Delete** button to delete the step line.
- 1.16 Click the **Update** button to save the step information.

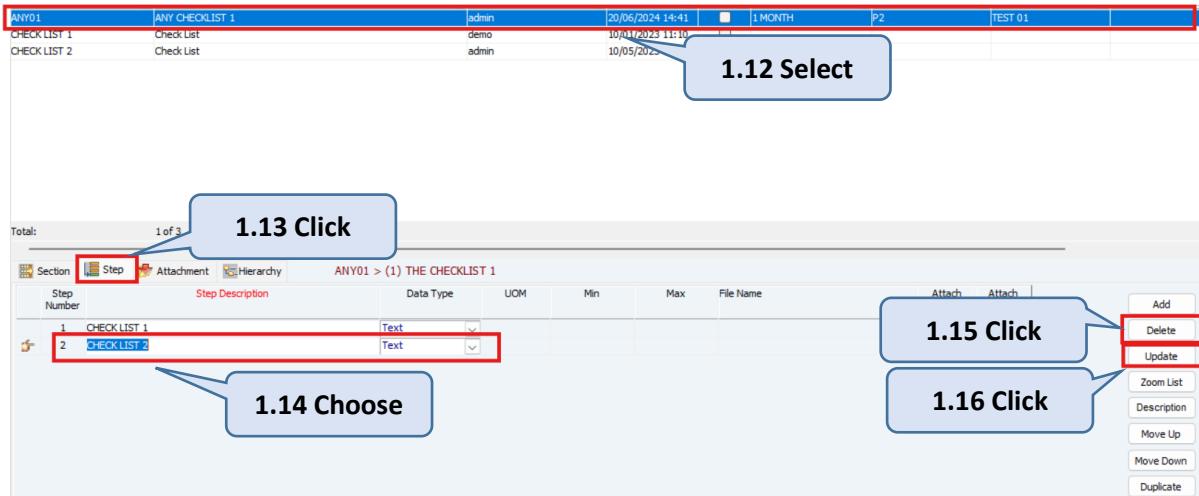


Figure 1.8

- 1.17 A prompt message will popup indicate if you want to continue delete the section. Click on **Yes** to continue.

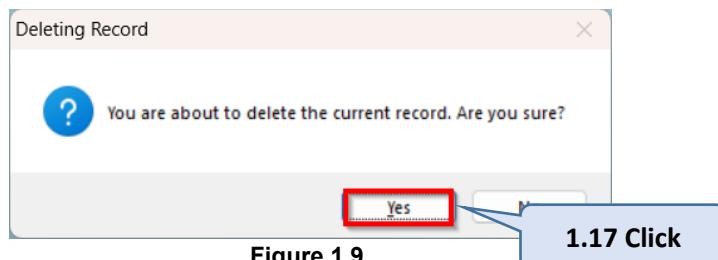


Figure 1.9

- 1.18 The section now has been successfully deleted from the checklist.

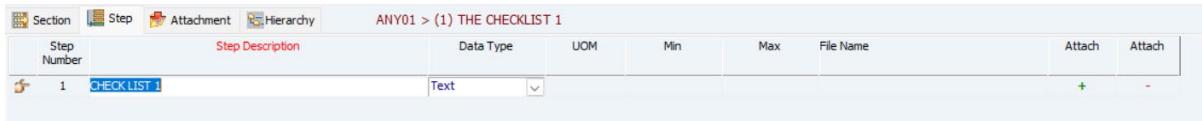


Figure 1.10