



## PROCEDURE MANUAL

# **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) - NETMAIN**

## **USER MANUAL DOCUMENT**

By,

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Advanced Maintenance Precision Management Sdn. Bhd.

**22nd JUNE 2009**

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## **1.0 INTRODUCTION**

### **1.1 CMMS Definition**

Computerized Maintenance Management System (CMMS) is a maintenance management and information system that gives us all the tools that we need to resolves issues that confront maintenance and facilities managers every day.

### **1.2 Why CMMS?**

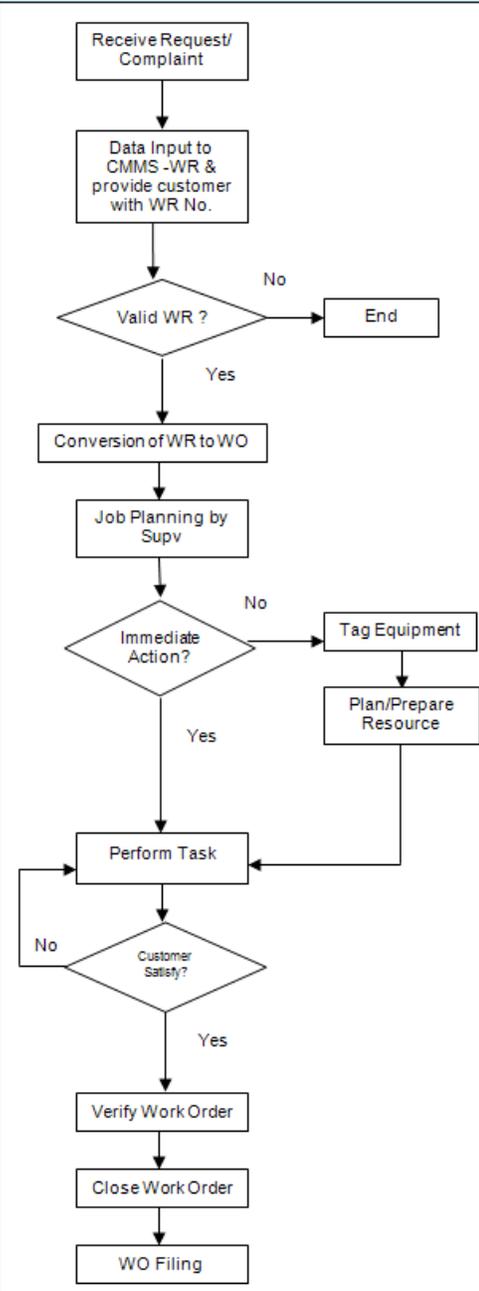
- To help maintenance group / employee perform their jobs more effectively and delivery of information to maintenance engineers, technical supervisors, technicians and managers.
- The data in CMMS can serve as evidence that proper safety maintenance has been performed.

### **1.3 How to access AMPM CMMS?**

The CMMS can be accessed via this address:

<http://cmms.ampmsb.com.my>

## 1.4 AMPM CMMS – Flow Chart

		<b>STANDARD OPERATING PROCEDURE</b> <b>HANDLING CUSTOMER SERVICE REQUEST / COMPLAINT / INCIDENTS / ENQUIRIES</b>	
Process Flow	Description of Task / Process Owner	Remark	
 <pre> graph TD     A[Receive Request/ Complaint] --&gt; B[Data Input to CMMS -WR &amp; provide customer with WR No.]     B --&gt; C{Valid WR?}     C -- No --&gt; D[End]     C -- Yes --&gt; E[Conversion of WR to WO]     E --&gt; F[Job Planning by Supv]     F --&gt; G{Immediate Action?}     G -- No --&gt; H[Tag Equipment]     G -- Yes --&gt; I[Perform Task]     H --&gt; I     I --&gt; J{Customer Satisfy?}     J -- No --&gt; I     J -- Yes --&gt; K[Verify Work Order]     K --&gt; L[Close Work Order]     L --&gt; M[WO Filing]                     </pre>	<ol style="list-style-type: none"> <li>CCR received service request/ complaints from customers/ users.</li> <li>CCR to log in the request/ complaint details into the Work Request (WR) Screen with the following information                      - Date &amp; Time                      - Received By,                      - Customer Name, Department, Location, Contact No.                      - Description of request/ complaint</li> <li>Zone Supv. (ICT, BMM, SSHE) to dispatch nearest technician to site for WR verification. Technician has to comply with Standard Response Time. Upon confirmation by technician, proceed to Step 4, otherwise, action ends here and the WR is cancelled with remarks.</li> <li>After verification at site with valid complaint, Zone Supv. must convert the valid WR to WO in CMMS and inform CMMS Operators on the Response Time.</li> <li>Zone Supv. to log in the Asset Information into the Work Order (WO)</li> <li>Zone Supv/ Tech to plan and assess the situation (labor &amp; material planning)</li> <li>Zone Supv to decide whether job can be completed immediately or to be planned/ scheduled properly.                      IF job can be performed immediately, proceed to Step 7.                      IF job requires detail plan/ schedule, tag the equipment as "Broken" or "Under Repair". Prepare the necessary resources (Tools, equipment, manpower, spares etc.) before proceeding to Step 7.</li> <li>Technician to perform the task according to the requirements.</li> <li>Technician to obtain customer/ user acknowledgement upon completing the task.                      IF customer not satisfied, repeat Step 7.                      IF customer satisfied, Tech to submit Work Order to Zone Supv for verification.</li> <li>Supv to verify the work order form and submit to CMMS Operator to close the WO.</li> <li>CMMS Operator to update (key in) the Work Order information into the WO Screen and close the WO.</li> <li>CMMS Operator to file closed WO hardcopy according to the filing requirements.</li> </ol>	<p>Refer Work Request System (CMMS)</p> <p>Supervisor to issue WR at their forward base for customer acknowledgement upon response by technician</p> <p>CMMS generate Work Order form.</p> <p>CMMS Operators to key in the response time informed by Zone Supv in the system.</p> <p>Respond to be treated according to Corrective Maintenance Work procedure Refer "Broken/ Under Repair" Tag.</p> <p>Work details in Work Order</p> <p>Customer verification on Work Order</p> <p>Supervisor verify WO</p> <p>WO details keyed into CMMS</p> <p>Refer filing procedure.</p>	

## 2.0 How to Login to AMPM CMMS?



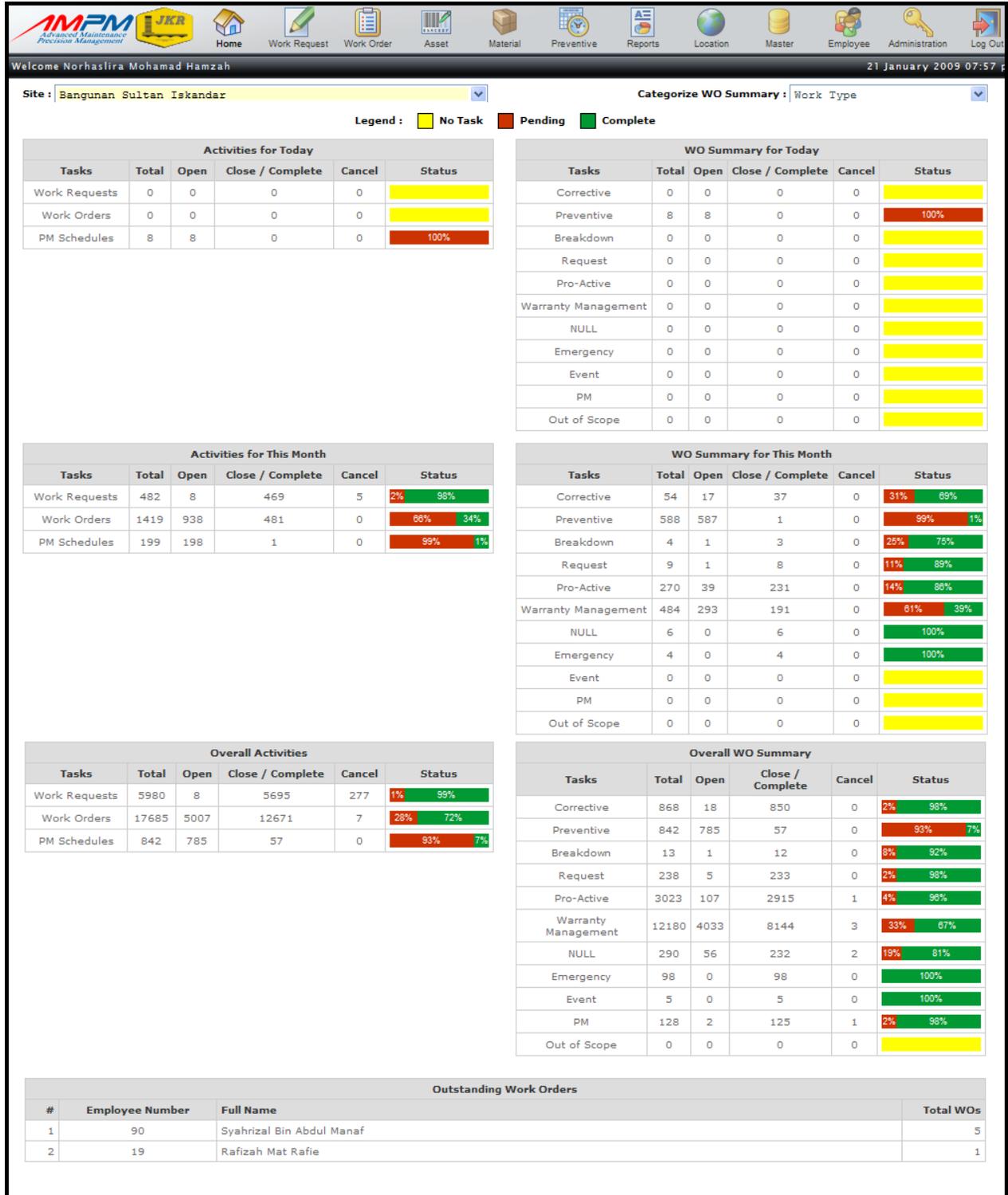
The screenshot shows the login interface for the AMPM Computerized Maintenance Management System. It features the AMPM logo in the top left and the JKR logo in the top right. The title "Computerized Maintenance Management System" is centered. Below the title, there are two input fields: "Username :" and "Password :". To the right of the password field is a dark grey "Login" button. At the bottom of the page, there is a small footer: "Version 2.0 Copyright © 2002-2007 CWorks Systems Berhad Requires IE8/7".

- Users are required to key-in their username and password to login the system.
- If users insert the wrong username or password, a login failure message appears **'Invalid Username and/or Password. Please Login'**



This screenshot shows the same login interface as the previous one, but with an error message displayed below the input fields: "Invalid Username and/or Password. Please login." The "Login" button is still visible to the right of the password field. The footer at the bottom remains the same: "Version 2.0 Copyright © 2002-2007 CWorks Systems Berhad Requires IE8/7".

### 3.0 CMMS – EXECUTIVE DASHBOARD:



Welcome Norhaslira Mohamad Hamzah 21 January 2009 07:57

Site:  Categorize WO Summary:

Legend: ■ No Task ■ Pending ■ Complete

Tasks	Total	Open	Close / Complete	Cancel	Status
Work Requests	0	0	0	0	No Task
Work Orders	0	0	0	0	No Task
PM Schedules	8	8	0	0	100% Pending

Tasks	Total	Open	Close / Complete	Cancel	Status
Corrective	0	0	0	0	No Task
Preventive	8	8	0	0	100% Pending
Breakdown	0	0	0	0	No Task
Request	0	0	0	0	No Task
Pro-Active	0	0	0	0	No Task
Warranty Management	0	0	0	0	No Task
NULL	0	0	0	0	No Task
Emergency	0	0	0	0	No Task
Event	0	0	0	0	No Task
PM	0	0	0	0	No Task
Out of Scope	0	0	0	0	No Task

Tasks	Total	Open	Close / Complete	Cancel	Status
Work Requests	482	8	469	5	2% Pending, 98% Complete
Work Orders	1419	938	481	0	68% Pending, 34% Complete
PM Schedules	199	198	1	0	99% Pending, 1% Complete

Tasks	Total	Open	Close / Complete	Cancel	Status
Corrective	54	17	37	0	31% Pending, 69% Complete
Preventive	588	587	1	0	99% Pending, 1% Complete
Breakdown	4	1	3	0	25% Pending, 75% Complete
Request	9	1	8	0	11% Pending, 89% Complete
Pro-Active	270	39	231	0	14% Pending, 86% Complete
Warranty Management	484	293	191	0	61% Pending, 39% Complete
NULL	6	0	6	0	100% Complete
Emergency	4	0	4	0	100% Complete
Event	0	0	0	0	No Task
PM	0	0	0	0	No Task
Out of Scope	0	0	0	0	No Task

Tasks	Total	Open	Close / Complete	Cancel	Status
Work Requests	5980	8	5695	277	1% Pending, 99% Complete
Work Orders	17685	5007	12671	7	28% Pending, 72% Complete
PM Schedules	842	785	57	0	93% Pending, 7% Complete

Tasks	Total	Open	Close / Complete	Cancel	Status
Corrective	868	18	850	0	2% Pending, 98% Complete
Preventive	842	785	57	0	93% Pending, 7% Complete
Breakdown	13	1	12	0	8% Pending, 92% Complete
Request	238	5	233	0	2% Pending, 98% Complete
Pro-Active	3023	107	2915	1	4% Pending, 96% Complete
Warranty Management	12180	4033	8144	3	33% Pending, 67% Complete
NULL	290	56	232	2	19% Pending, 81% Complete
Emergency	98	0	98	0	100% Complete
Event	5	0	5	0	100% Complete
PM	128	2	125	1	2% Pending, 98% Complete
Out of Scope	0	0	0	0	No Task

#	Employee Number	Full Name	Total WOs
1	90	Syahrizal Bin Abdul Manaf	5
2	19	Rafizah Mat Rafie	1



Executive Dashboard will give you an idea about all the maintenance activities including:

- Activities for today
- Activities for this month
- Overall activities
- WO Summary for Today
- WO Summary for this Month
- Overall WO Summary
- Outstanding Work Order

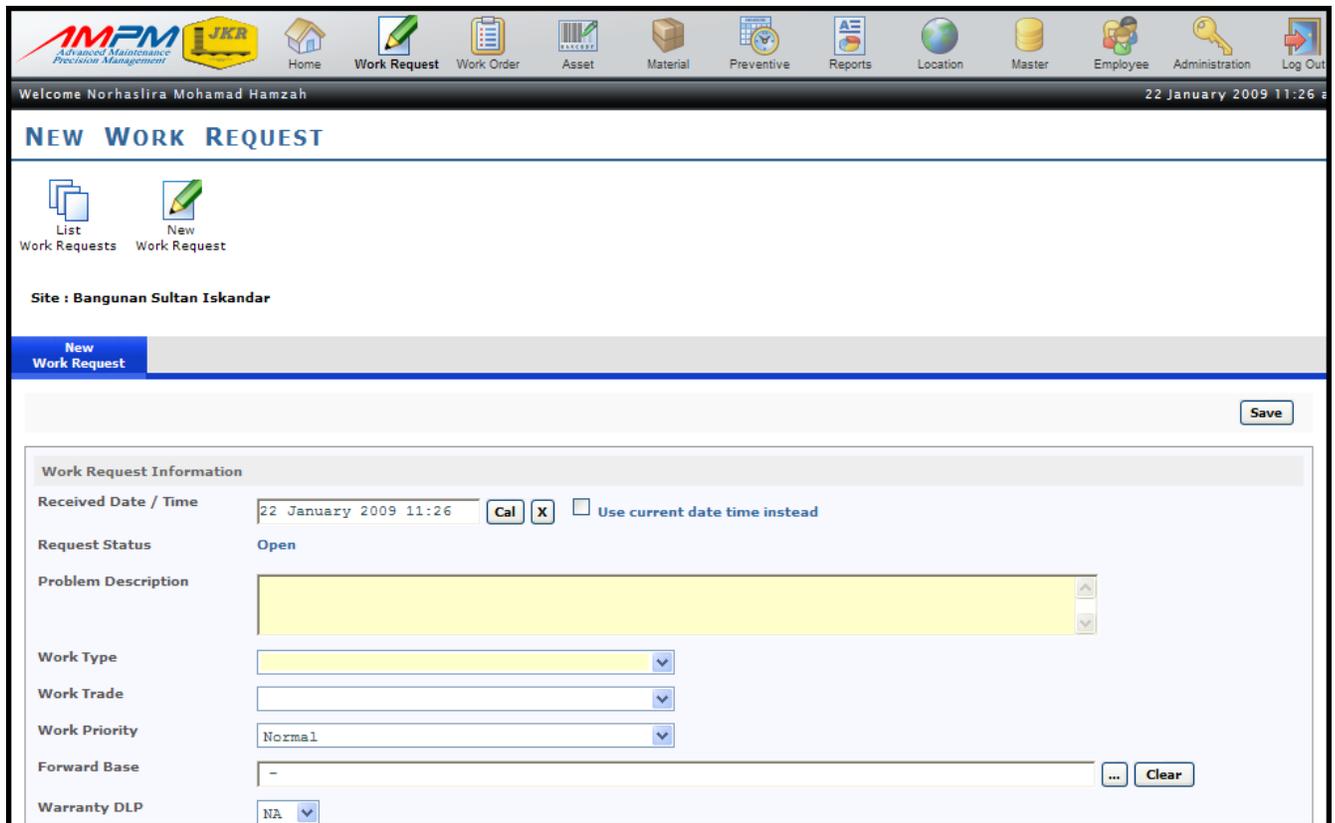
## 4.0 CMMS – WORK REQUEST MODULE

- A method for Resident Users to raise or highlight problems in regards to the building or facilities for the Customer Care Representative records.
- Generate request to Work Orders

### 4.1 Work Request Icon



### 4.2 Add A New Work Request



Welcome Norhaslira Mohamad Hamzah 22 January 2009 11:26 a

### NEW WORK REQUEST

 List Work Requests    
  New Work Request

Site : Bangunan Sultan Iskandar

**New Work Request** Save

**Work Request Information**

Received Date / Time: 22 January 2009 11:26    Use current date time instead

Request Status: **Open**

Problem Description:

Work Type:

Work Trade:

Work Priority: Normal

Forward Base: -

Warranty DLP: NA

**Requester Information**

Public
  Employee
  Resident

Requester Name:

Agency: **ADVANCED MAINTENANCE PRECISION MANAGEMENT SDN BHD [AMPMM]**  
 Unit: **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) UNIT**  
 Contact: **012-7580857**

---

**Location / Asset Information**

Select:

Agency:    
 Department:    
 Building:     
 Level:     
 Operation Zone:     
 Construction Zone:     
 Room:     
 Compartment:

---

**Location / Asset Information**

Select:

Asset:

Asset Location:
 Agency : Building :  
 Department : Level :  
 Op. Zone : Room :  
 Const. Zone : Compartment :

- **Received Date/Time** :  
Set default to system date and time
- **Request Status** :  
System default status to 'OPEN'
- **Problem Description** :  
Describe details of problem from requestor
- **Work Type** :  
Choose 1 out of 9 work types from the list given (set by administrator)
  - i. Corrective =  
Work Order generated for any request or complaint by Resident User
  - ii. Preventive =  
Work Order generated by Preventive Module
  - iii. Breakdown =  
Work Order generated for any request which involves major problem on system or equipment or machinery
  - iv. Request =  
Work Order generated for any request which does not involve with maintenance work

- v. Pro-active =  
Work Order generated for any request by employee which involves defect item (Self Finding)
- vi. Null =  
Work Order is NOT generated and Work request will be closed
- vii. Emergency =  
Work Order generated for any request / incident which involves life threatening situation
- viii. Event =  
Work Order generated for any request which involves any event
- ix. Warranty Management =  
Work Order generated for any request which involves an asset under the 2 years Defect Liability Period (DLP)
- x. Out of Scope =  
Work Order generated for any requested task those are not in our scope of work

- **Work Priority :**

Choose 1 out of 3 work priorities from the list given (set by administrator)

- i. Normal
- ii. Urgent
- iii. Emergency

- **Warranty DLP :**

Choose 'YES'/'NO'/'NA' pursue the request, which ever under Warranty DLP or not

- **Requester Information :**

There are 3 types of requester

- i. PUBLIC
- ii. EMPLOYEE
- iii. RESIDENT

- Requester ID/Name : Select from the list
- Agency : This field will automatically populate if a requestor is selected
- Department/Unit : This field will automatically populate if a requestor is selected
- Contact : This field will automatically populate if a requestor is selected

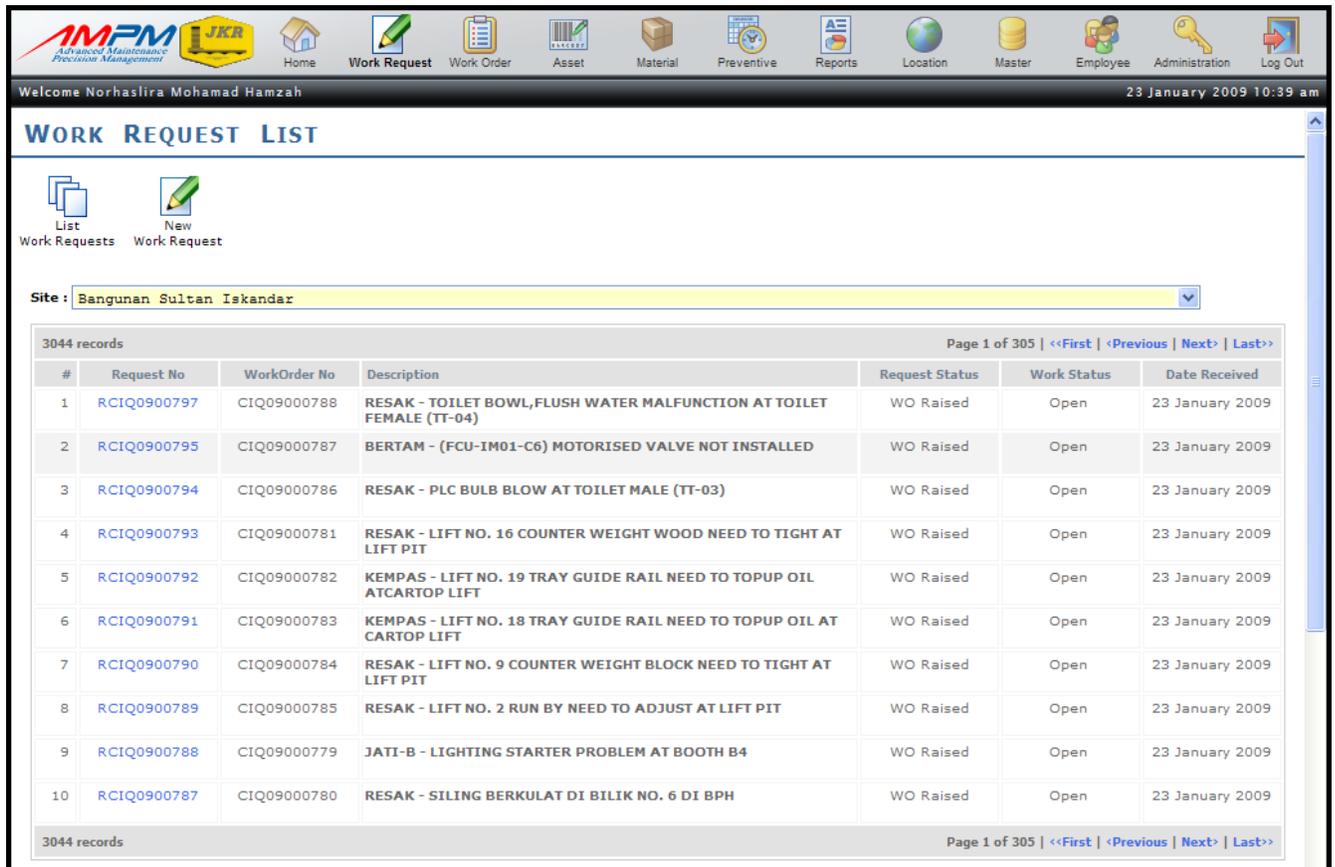
- **Location / Asset Information:**

There are 3 types of Location / Asset Information

- i) Location and Asset Unavailable
- ii) Location : Choose all the data from the list
- iii) Asset : Select an Asset from list to specify where an actual problem is arising from. This field will automatically populate if an asset is selected.

- **Work Request No.** :  
Automatically generated upon saving the Work Request

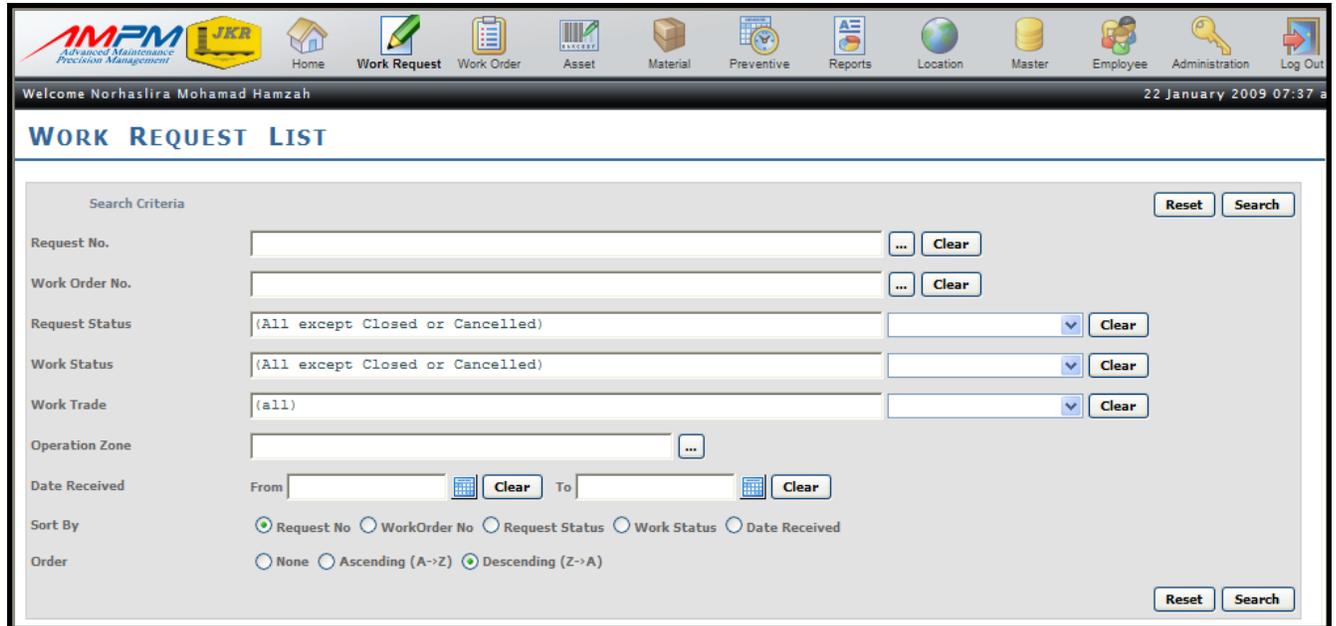
### 4.3 Work Request Listing



The screenshot shows the 'WORK REQUEST LIST' page in the CMMS NETMAIN application. The interface includes a navigation menu at the top with icons for Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. The user is logged in as 'Norhaslira Mohamad Hamzah' on '23 January 2009 10:39 am'. The page title is 'WORK REQUEST LIST'. Below the title, there are icons for 'List Work Requests' and 'New Work Request'. A dropdown menu shows the selected site: 'Bangunan Sultan Iskandar'. The main content is a table with 3044 records, displaying the first 10 records. The table columns are: #, Request No, WorkOrder No, Description, Request Status, Work Status, and Date Received. The records show various maintenance issues such as toilet bowl flush malfunctions, motorised valve installation, PLC bulb blow, lift counter weight adjustments, and lighting problems.

#	Request No	WorkOrder No	Description	Request Status	Work Status	Date Received
1	RCIQ0900797	CIQ09000788	RESAK - TOILET BOWL, FLUSH WATER MALFUNCTION AT TOILET FEMALE (TT-04)	WO Raised	Open	23 January 2009
2	RCIQ0900795	CIQ09000787	BERTAM - (FCU-IM01-C6) MOTORISED VALVE NOT INSTALLED	WO Raised	Open	23 January 2009
3	RCIQ0900794	CIQ09000786	RESAK - PLC BULB BLOW AT TOILET MALE (TT-03)	WO Raised	Open	23 January 2009
4	RCIQ0900793	CIQ09000781	RESAK - LIFT NO. 16 COUNTER WEIGHT WOOD NEED TO TIGHT AT LIFT PIT	WO Raised	Open	23 January 2009
5	RCIQ0900792	CIQ09000782	KEMPAS - LIFT NO. 19 TRAY GUIDE RAIL NEED TO TOPUP OIL AT CARTOP LIFT	WO Raised	Open	23 January 2009
6	RCIQ0900791	CIQ09000783	KEMPAS - LIFT NO. 18 TRAY GUIDE RAIL NEED TO TOPUP OIL AT CARTOP LIFT	WO Raised	Open	23 January 2009
7	RCIQ0900790	CIQ09000784	RESAK - LIFT NO. 9 COUNTER WEIGHT BLOCK NEED TO TIGHT AT LIFT PIT	WO Raised	Open	23 January 2009
8	RCIQ0900789	CIQ09000785	RESAK - LIFT NO. 2 RUN BY NEED TO ADJUST AT LIFT PIT	WO Raised	Open	23 January 2009
9	RCIQ0900788	CIQ09000779	JATI-B - LIGHTING STARTER PROBLEM AT BOOTH B4	WO Raised	Open	23 January 2009
10	RCIQ0900787	CIQ09000780	RESAK - SILING BERKULAT DI BILIK NO. 6 DI BPH	WO Raised	Open	23 January 2009

## 4.4 Work Request Search Criteria



The screenshot shows the 'WORK REQUEST LIST' search interface. It includes a navigation bar with icons for Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. The search criteria section contains the following fields and options:

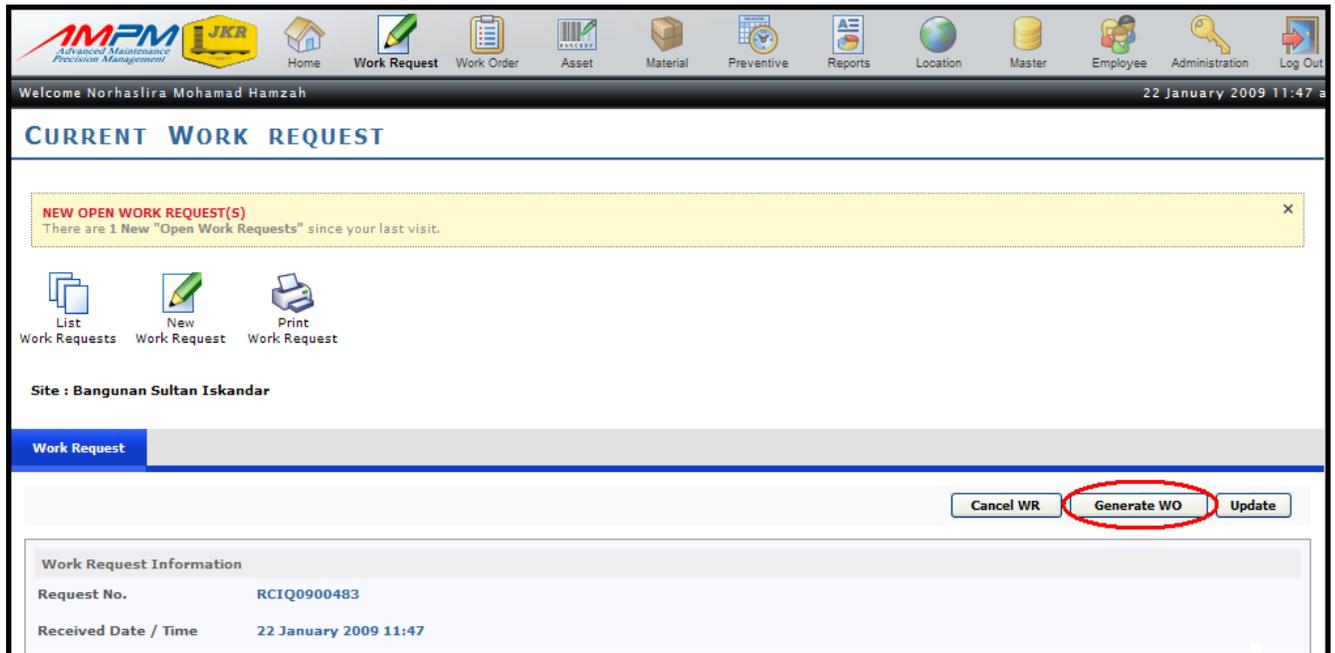
- Request No.:** Text input field with a 'Clear' button.
- Work Order No.:** Text input field with a 'Clear' button.
- Request Status:** Dropdown menu with '(All except Closed or Cancelled)' selected and a 'Clear' button.
- Work Status:** Dropdown menu with '(All except Closed or Cancelled)' selected and a 'Clear' button.
- Work Trade:** Dropdown menu with '(all)' selected and a 'Clear' button.
- Operation Zone:** Text input field with a dropdown arrow.
- Date Received:** 'From' and 'To' date pickers with 'Clear' buttons.
- Sort By:** Radio buttons for Request No., WorkOrder No., Request Status, Work Status, and Date Received.
- Order:** Radio buttons for None, Ascending (A->Z), and Descending (Z->A).

'Reset' and 'Search' buttons are located at the top right and bottom right of the search criteria section.

Work Request can be search by:

- i. Request No.
- ii. Work Order No. (if the Work Request has been generated)
- iii. Request Status
- iv. Work Status
- v. Work Trade
- vi. Operation Zone
- vii. Received Date from (dd/mm/yyyy) to (dd/mm/yyyy)

## 4.4 Work Request Generated To Work Order



Welcome Norhaslira Mohamad Hamzah 22 January 2009 11:47 a

### CURRENT WORK REQUEST

**NEW OPEN WORK REQUEST(S)**  
There are 1 New "Open Work Requests" since your last visit.

 List Work Requests  
  New Work Request  
  Print Work Request

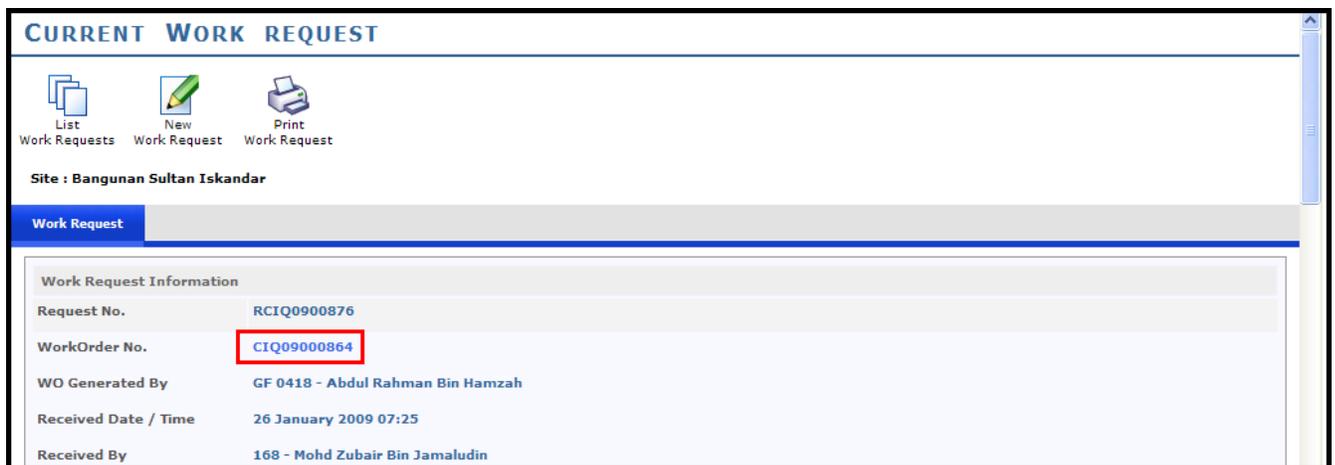
Site : Bangunan Sultan Iskandar

Work Request

Work Request Information

Request No.	RCIQ0900483
Received Date / Time	22 January 2009 11:47

Work Request will be generate by respective personal after whole data checking and verification by technician to supervisor



### CURRENT WORK REQUEST

 List Work Requests  
  New Work Request  
  Print Work Request

Site : Bangunan Sultan Iskandar

Work Request

Work Request Information

Request No.	RCIQ0900876
WorkOrder No.	CIQ09000864
WO Generated By	GF 0418 - Abdul Rahman Bin Hamzah
Received Date / Time	26 January 2009 07:25
Received By	168 - Mohd Zubair Bin Jamaludin

After the WO has been generated, respective personal just have to click at the WO no and WO General will appear.

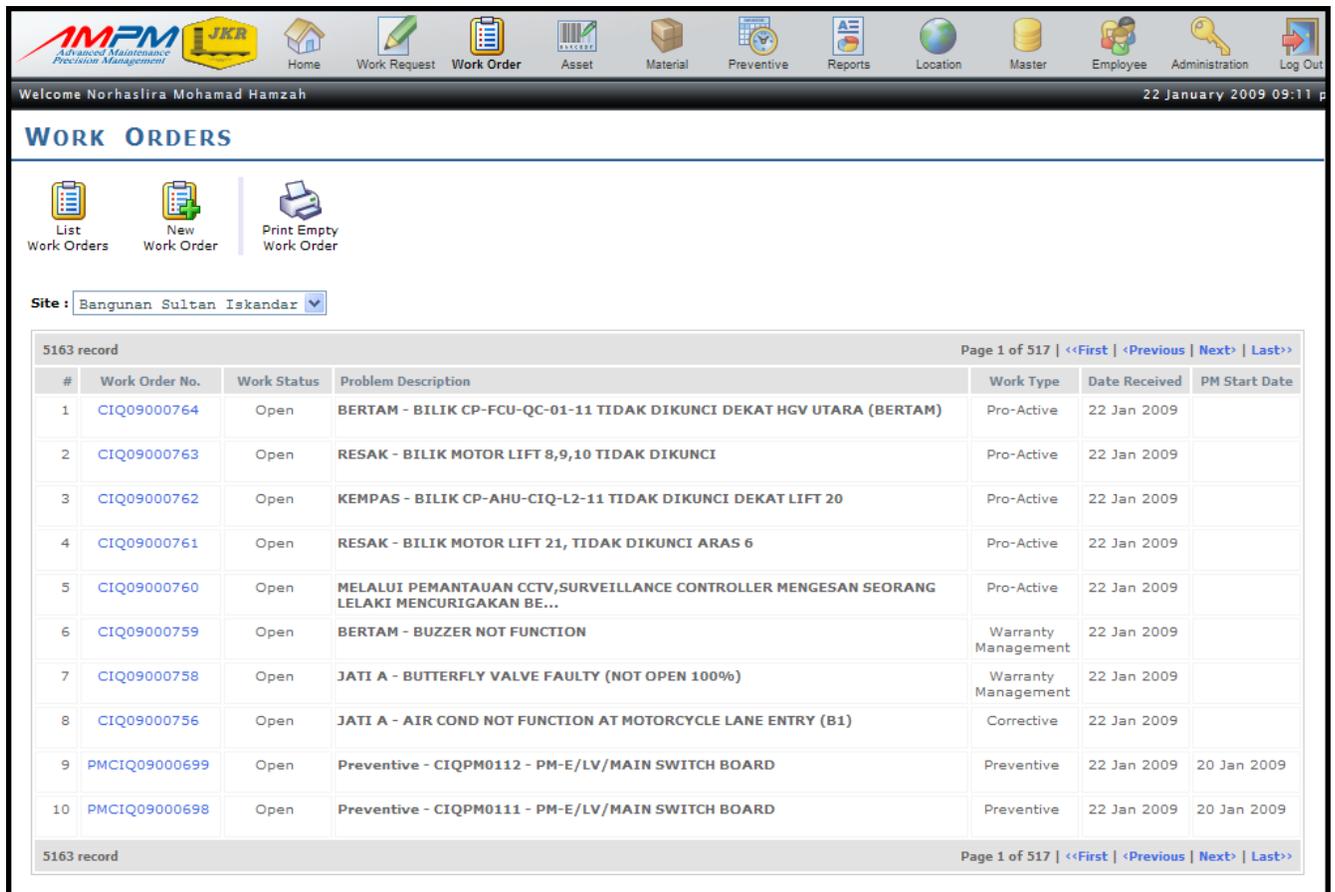
## 5.0 CMMS – WORK ORDER MODULE

- Management of all maintenance activities
- View and close maintenance Work Orders
- Detailed tracking of actual maintenance costs per work order occurs automatically

### 5.1 Work Oder Icon



### 5.2 Work Order Listing



Welcome Norhaslira Mohamad Hamzah 22 January 2009 09:11 p

#### WORK ORDERS

 List Work Orders  
  New Work Order  
  Print Empty Work Order

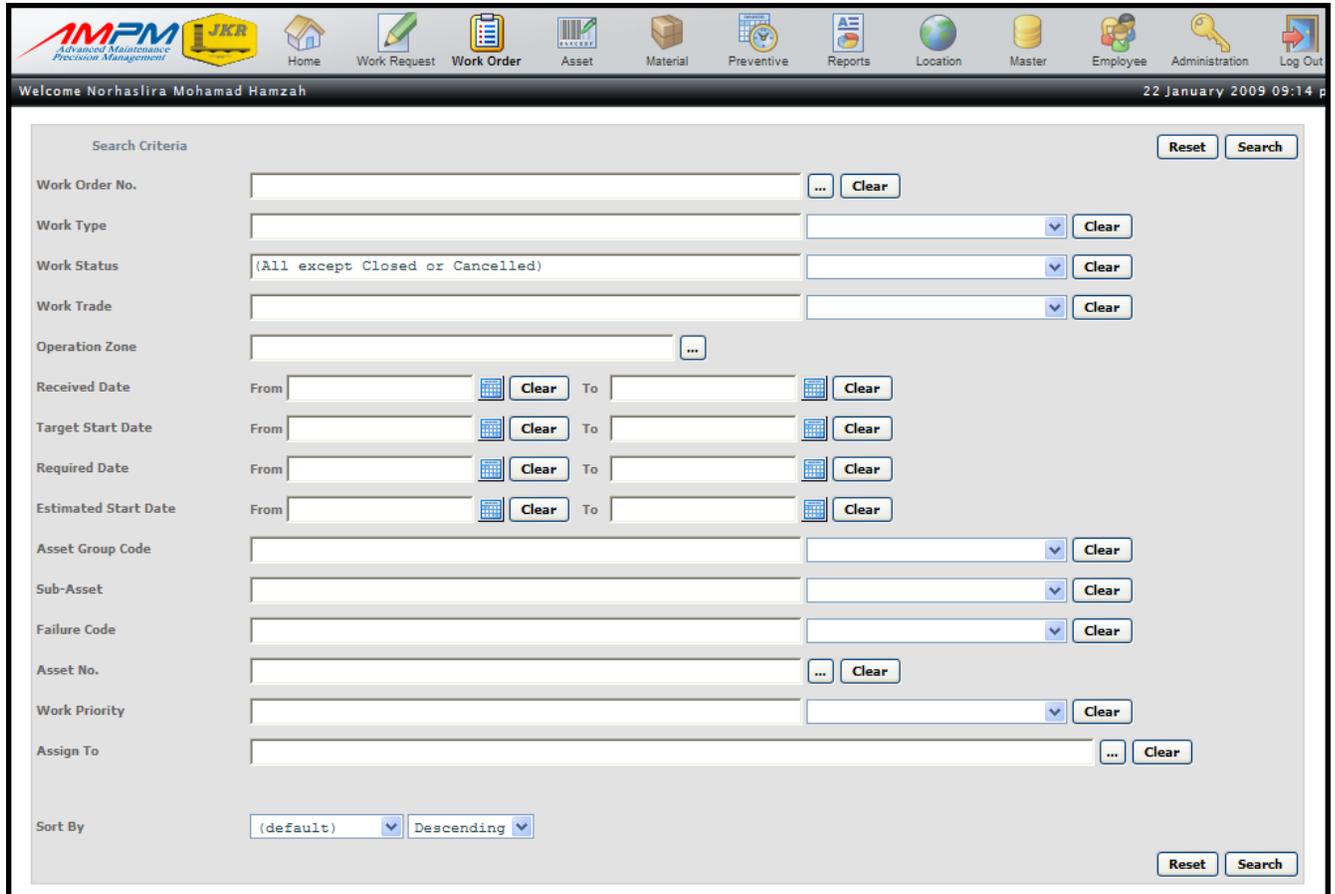
Site:

#	Work Order No.	Work Status	Problem Description	Work Type	Date Received	PM Start Date
1	CIQ09000764	Open	BERTAM - BILIK CP-FCU-QC-01-11 TIDAK DIKUNCI DEKAT HGV UTARA (BERTAM)	Pro-Active	22 Jan 2009	
2	CIQ09000763	Open	RESAK - BILIK MOTOR LIFT 8,9,10 TIDAK DIKUNCI	Pro-Active	22 Jan 2009	
3	CIQ09000762	Open	KEMPAS - BILIK CP-AHU-CIQ-L2-11 TIDAK DIKUNCI DEKAT LIFT 20	Pro-Active	22 Jan 2009	
4	CIQ09000761	Open	RESAK - BILIK MOTOR LIFT 21, TIDAK DIKUNCI ARAS 6	Pro-Active	22 Jan 2009	
5	CIQ09000760	Open	MELALUI PEMANTAUAN CCTV,SURVEILLANCE CONTROLLER MENGESAN SEORANG LELAKI MENCURIGAKAN BE...	Pro-Active	22 Jan 2009	
6	CIQ09000759	Open	BERTAM - BUZZER NOT FUNCTION	Warranty Management	22 Jan 2009	
7	CIQ09000758	Open	JATI A - BUTTERFLY VALVE FAULTY (NOT OPEN 100%)	Warranty Management	22 Jan 2009	
8	CIQ09000756	Open	JATI A - AIR COND NOT FUNCTION AT MOTORCYCLE LANE ENTRY (B1)	Corrective	22 Jan 2009	
9	PMCIQ09000699	Open	Preventive - CIQPM0112 - PM-E/LV/MAIN SWITCH BOARD	Preventive	22 Jan 2009	20 Jan 2009
10	PMCIQ09000698	Open	Preventive - CIQPM0111 - PM-E/LV/MAIN SWITCH BOARD	Preventive	22 Jan 2009	20 Jan 2009

5163 record Page 1 of 517 | <<First | <Previous | Next> | Last>>

Choose from the list Work Order no that had been generated from Work Request or search by using the Search Criteria field

## 5.3 Work Order Search Criteria



Search Criteria

Work Order No.  ...

Work Type

Work Status

Work Trade

Operation Zone  ...

Received Date From   To

Target Start Date From   To

Required Date From   To

Estimated Start Date From   To

Asset Group Code

Sub-Asset

Failure Code

Asset No.  ...

Work Priority

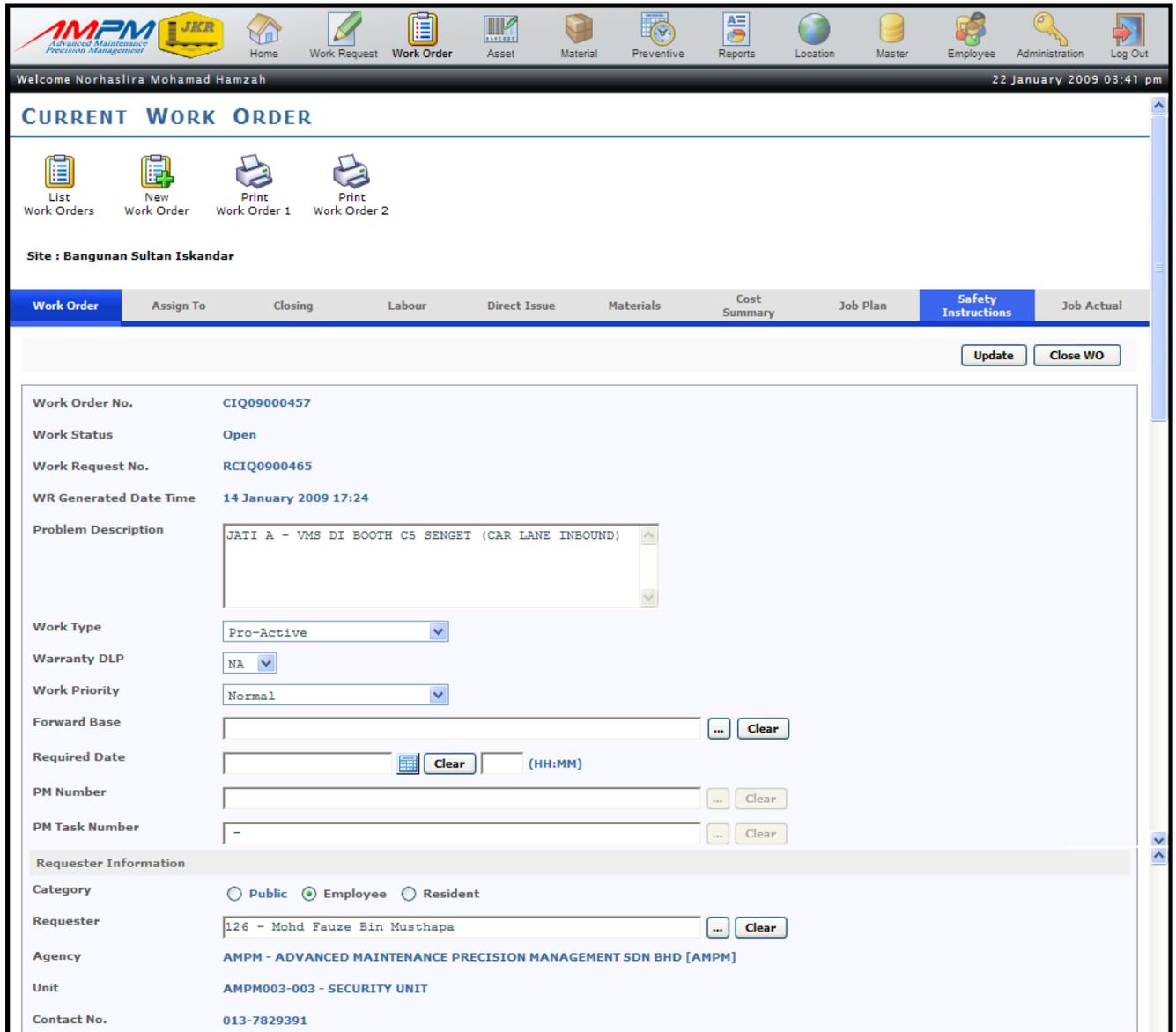
Assign To  ...

Sort By

Work Order can be search by:

- i. Work Order no.
- ii. Work Type
- iii. Work Status
- iv. Work Trade
- v. Operation Zone
- vi. Received Date from (dd/mm/yyyy) to (dd/mm/yyyy)
- vii. Target Start Date from (dd/mm/yyyy) to (dd/mm/yyyy)
- viii. Required Date from (dd/mm/yyyy) to (dd/mm/yyyy)
- ix. Estimated Start Date from (dd/mm/yyyy) to (dd/mm/yyyy)
- x. Asset Group Code
- xi. Sub-Asset
- xii. Failure Code
- xiii. Asset No.
- xiv. Assign to

## 5.4 Work Order Generated From Work Request



Welcome Norhaslira Mohamad Hamzah 22 January 2009 03:41 pm

**CURRENT WORK ORDER**

 List Work Orders  
  New Work Order  
  Print Work Order 1  
  Print Work Order 2

Site : Bangunan Sultan Iskandar

Work Order   Assign To   Closing   Labour   Direct Issue   Materials   Cost Summary   Job Plan   **Safety Instructions**   Job Actual

Update   Close WO

Work Order No.   CIQ09000457  
 Work Status   Open  
 Work Request No.   RCIQ0900465  
 WR Generated Date Time   14 January 2009 17:24  
 Problem Description   JATI A - VMS DI BOOTH C5 SENGET (CAR LANE INBOUND)  
 Work Type   Pro-Active  
 Warranty DLP   NA  
 Work Priority   Normal  
 Forward Base   ... Clear  
 Required Date   ... Clear (HH:MM)  
 PM Number   ... Clear  
 PM Task Number   - ... Clear

Requester Information

Category    Public    Employee    Resident  
 Requester   126 - Mohd Fauze Bin Musthapa ... Clear  
 Agency   AMPM - ADVANCED MAINTENANCE PRECISION MANAGEMENT SDN BHD [AMPMM]  
 Unit   AMPM003-003 - SECURITY UNIT  
 Contact No.   013-7829391

**Location / Asset Information**

Location / Asset information unavailable

Location

Agency

Department

Building  ...

Level  ...

Operation Zone  ...

Construction Zone  ...

Room  ...

Compartment  ...

Asset  ...

**Asset Status**

Warranty / Contract

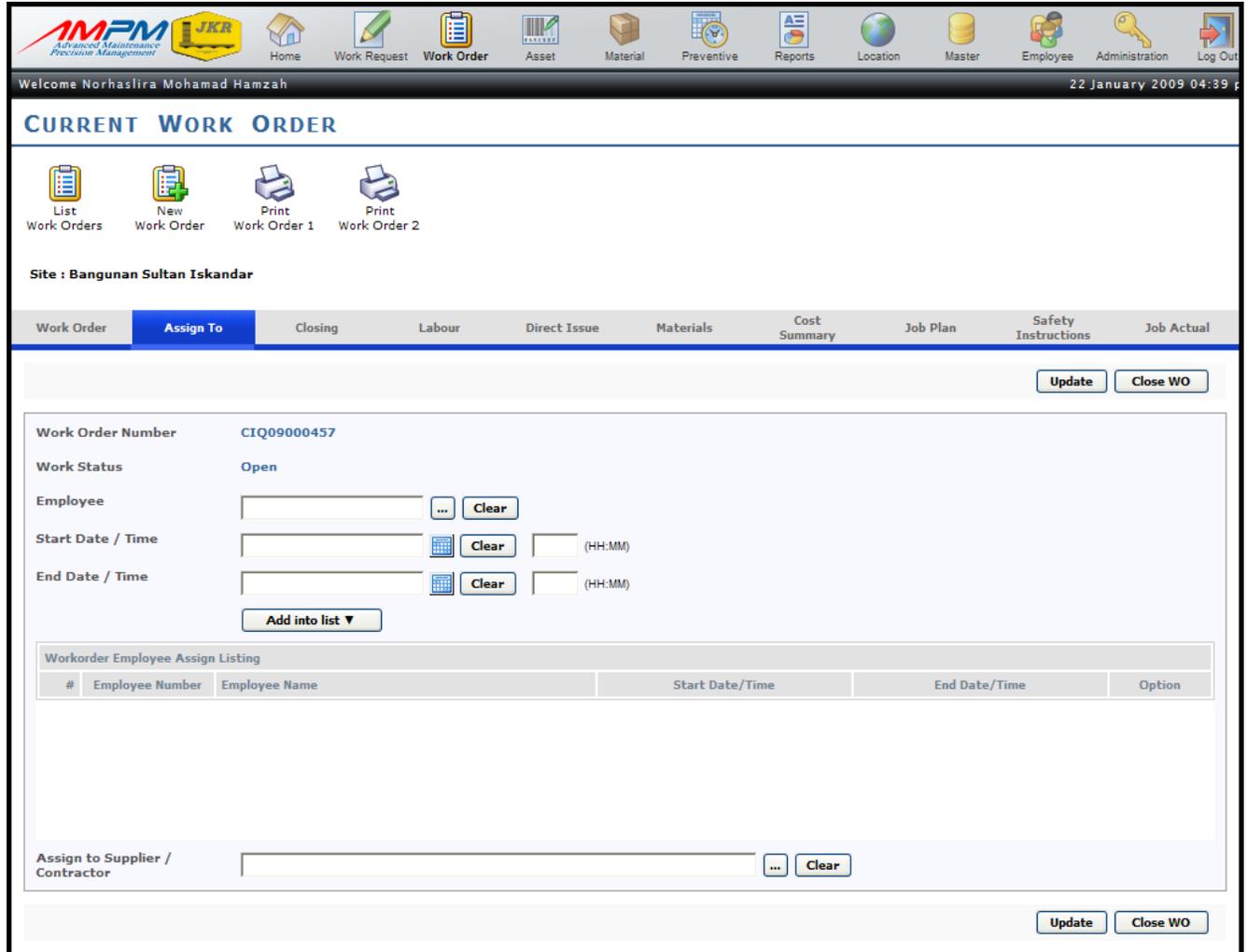
Warranty End Date

Work Order Trade

Generated By  ...

All the data from Work Request will automatically generated to Work Order once the respective person generates the Work Request.

## 5.5 Add New 'Assign To' Data



Welcome Norhaslira Mohamad Hamzah 22 January 2009 04:39

**CURRENT WORK ORDER**

Site : Bangunan Sultan Iskandar

Work Order **Assign To** Closing Labour Direct Issue Materials Cost Summary Job Plan Safety Instructions Job Actual

Work Order Number: **CIQ09000457**

Work Status: Open

Employee:  ...

Start Date / Time:   (HH:MM)

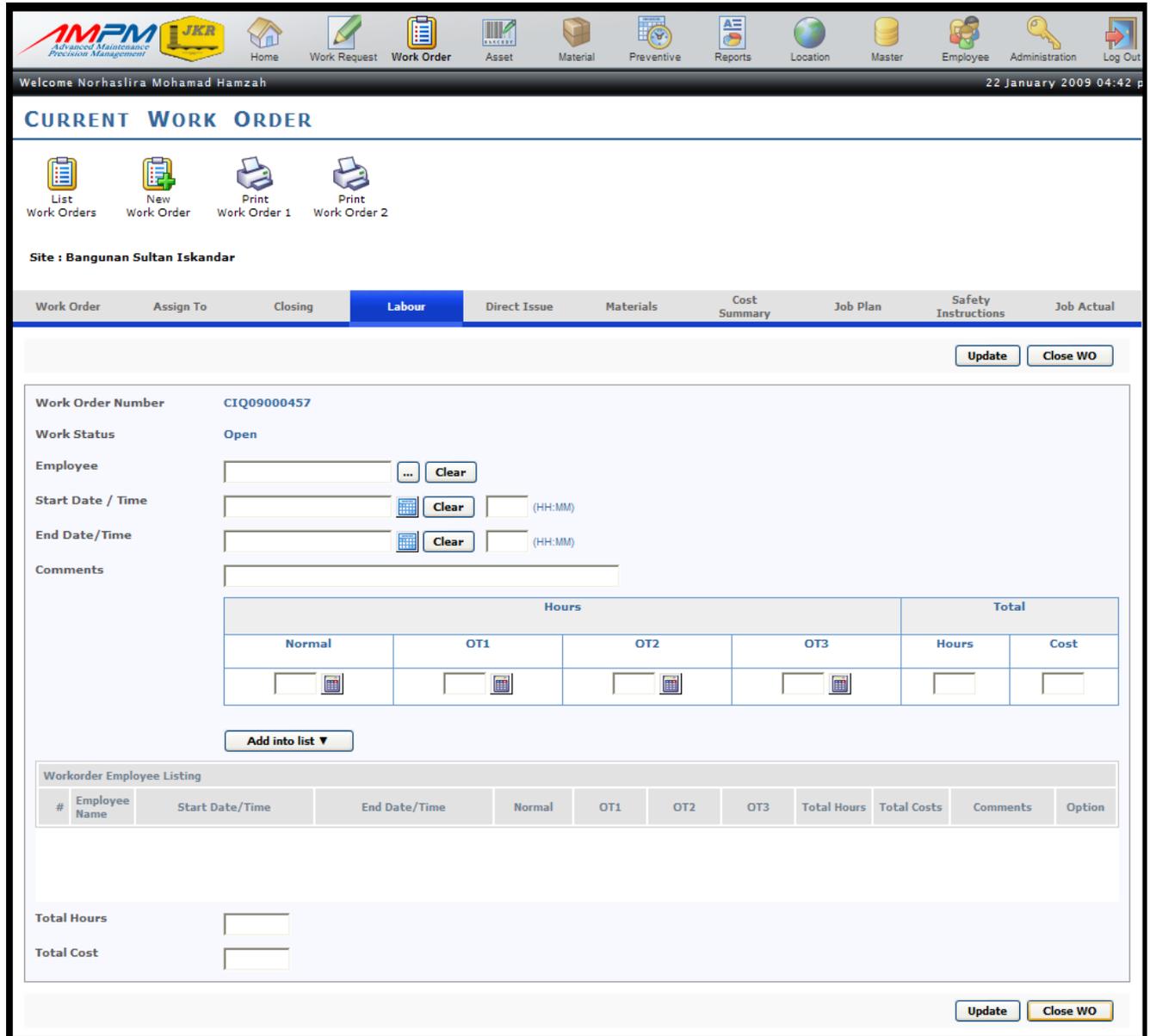
End Date / Time:   (HH:MM)

Workorder Employee Assign Listing					
#	Employee Number	Employee Name	Start Date/Time	End Date/Time	Option

Assign to Supplier / Contractor:  ...

- **Employee** : Employee that generate the Work Request to Work Order
- **Start Date/Time** : Estimated Date and time the employee started on the work order
- **End date/Time** : Estimated Date and time the employee finished on the work order

## 5.6 Add Labor to Work Order



Welcome Norhaslira Mohamad Hamzah 22 January 2009 04:42 p

**CURRENT WORK ORDER**

Site : Bangunan Sultan Iskandar

Work Order    Assign To    Closing    **Labour**    Direct Issue    Materials    Cost Summary    Job Plan    Safety Instructions    Job Actual

Work Order Number: **CIQ09000457**

Work Status: **Open**

Employee:

Start Date / Time:   (HH:MM)

End Date/Time:   (HH:MM)

Comments:

Hours				Total	
Normal	OT1	OT2	OT3	Hours	Cost
<input type="text"/>					

Workorder Employee Listing											
#	Employee Name	Start Date/Time	End Date/Time	Normal	OT1	OT2	OT3	Total Hours	Total Costs	Comments	Option

Total Hours:

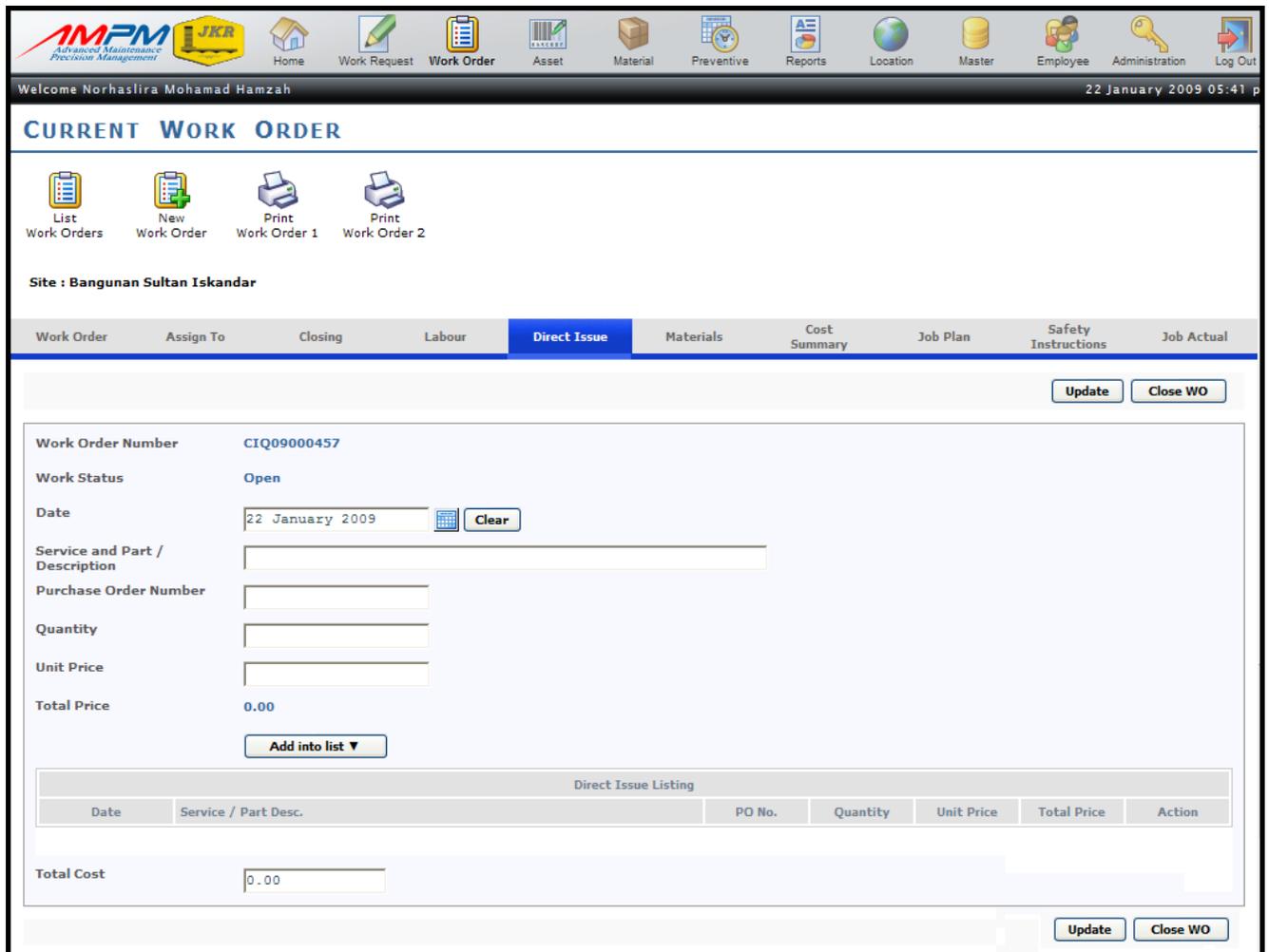
Total Cost:

- **Employee** : Employee that executed the job
- **Start Date/Time** : Date and time the employee started on the work order

- **End Date/Time** :  
Date and time the employee finished on the work order
- **Comments** :  
Any comment written by the employee
- **Hours** :  
Normal - Normal Working hours  
OT1,OT2,OT3 - Over time hours
- **Total** :  
Hours - Total hours for each employee  
Cost - Total cost for each employee depending on the rates set in the Employee Master

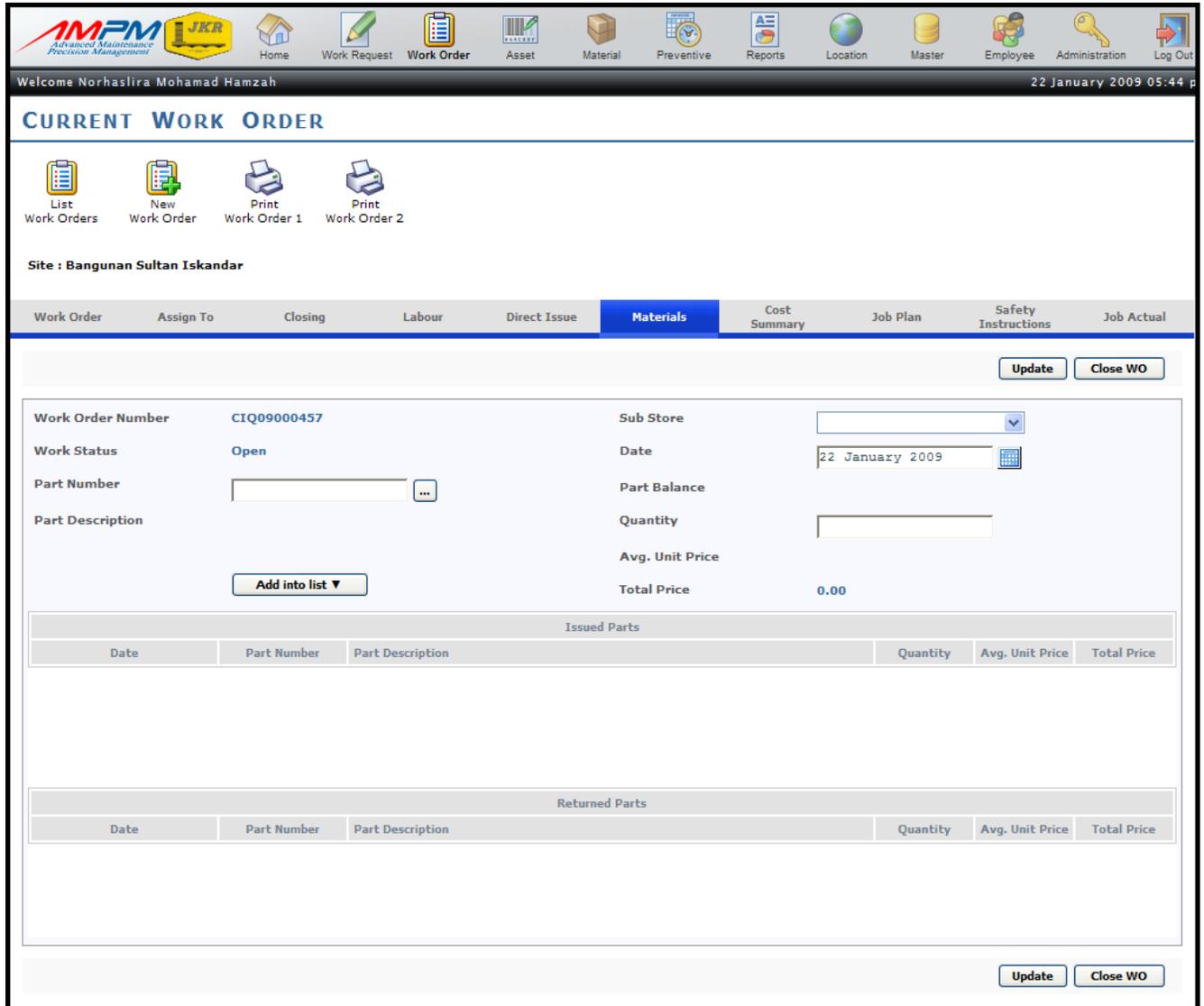
## 5.7 Direct Issue





- **Date** :  
Date when the transaction took place
- **Service / Part Description:**  
Part used on the work order not from the Material module
- **PO No.** :  
Purchase order number
- **Quantity** :  
Quantity part used
- **Unit Price** :  
Price for one part that had been used
- **Total Price** :  
Automatically calculated by the system  
\*Formula = Qty \* Unit Price

## 5.8 Material



Welcome Norhaslira Mohamad Hamzah 22 January 2009 05:44 p

### CURRENT WORK ORDER

 List Work Orders  
  New Work Order  
  Print Work Order 1  
  Print Work Order 2

Site : Bangunan Sultan Iskandar

Work Order   Assign To   Closing   Labour   Direct Issue   **Materials**   Cost Summary   Job Plan   Safety Instructions   Job Actual

Work Order Number: CIQ09000457   Sub Store:   
 Work Status: Open   Date: 22 January 2009  
 Part Number:    Part Balance:  
 Part Description:    Quantity:   
 Avg. Unit Price:   Total Price: 0.00

Add into list ▼

Issued Parts					
Date	Part Number	Part Description	Quantity	Avg. Unit Price	Total Price

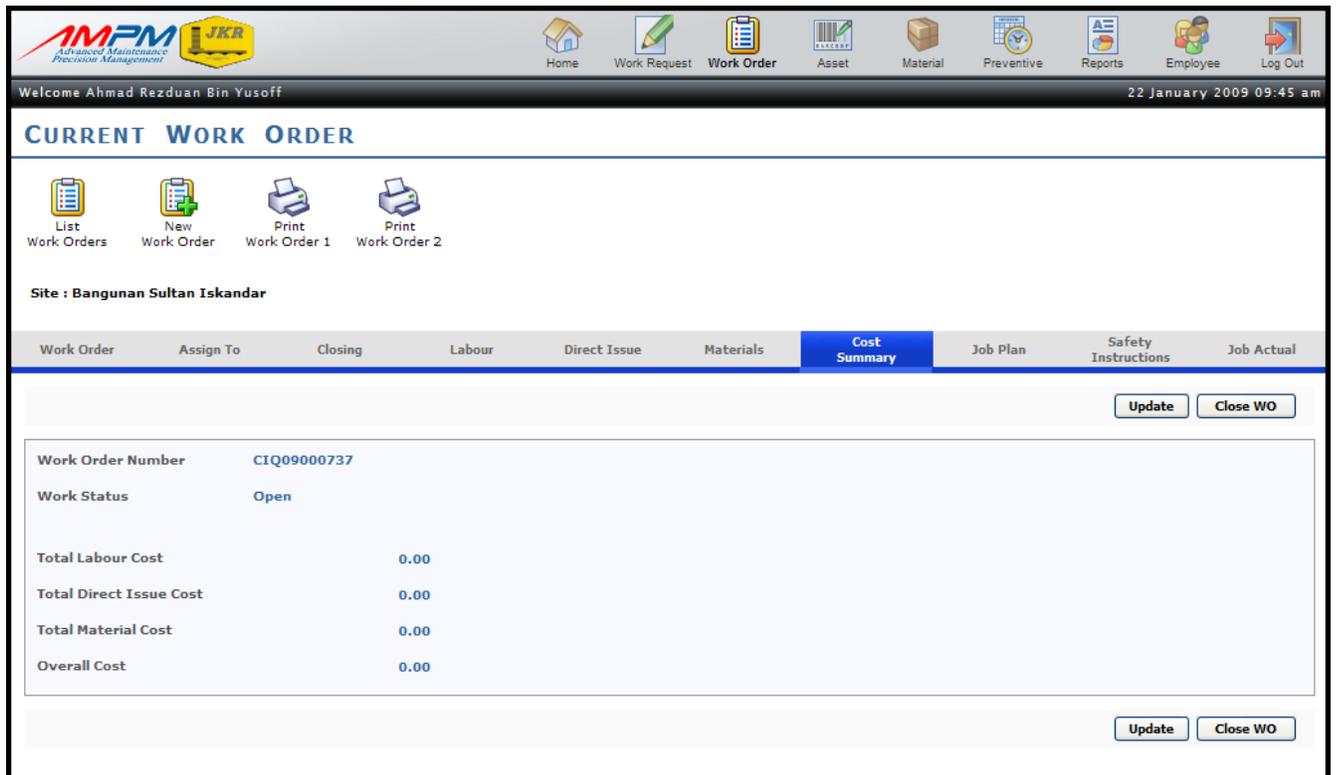
Returned Parts					
Date	Part Number	Part Description	Quantity	Avg. Unit Price	Total Price

- **Date** :  
Date when the transaction took place
- **Part No.** :  
Choose from the list. Part used on the work order from the Material Module
- **Part Description:**  
Will automatically generated once the part no had been choose

- **Quantity** :  
Quantity part used
- **Avg. Unit Price:**  
System calculates the price (from Material Module)
- **Total** :  
Automatically calculated by the system

## 5.9 Cost Summary





 Home
  Work Request
  Work Order
  Asset
  Material
  Preventive
  Reports
  Employee
  Log Out

Welcome Ahmad Rezduan Bin Yusoff 22 January 2009 09:45 am

### CURRENT WORK ORDER

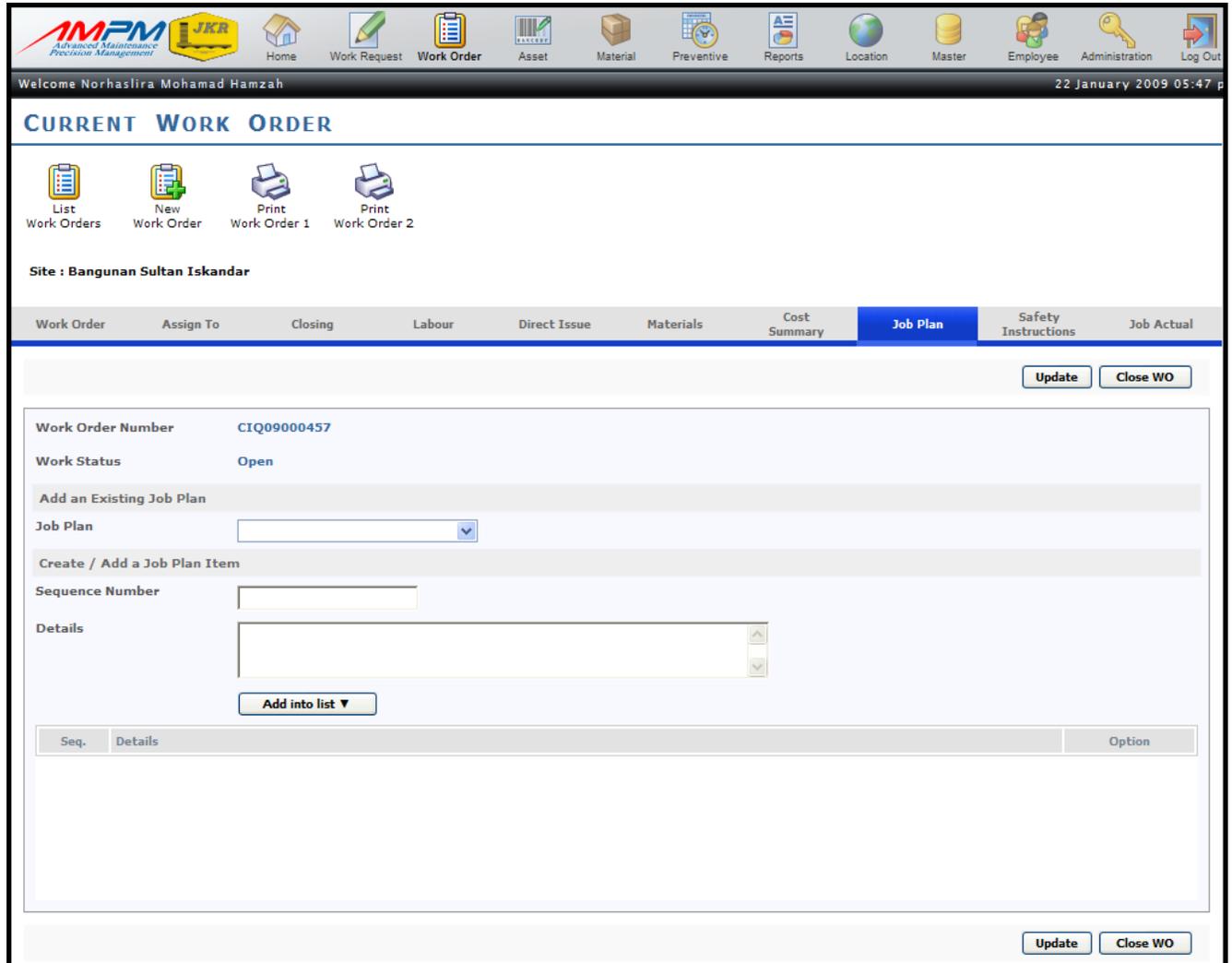
 List Work Orders
  New Work Order
  Print Work Order 1
  Print Work Order 2

Site : Bangunan Sultan Iskandar

Work Order	Assign To	Closing	Labour	Direct Issue	Materials	<b>Cost Summary</b>	Job Plan	Safety Instructions	Job Actual
<input type="button" value="Update"/> <input type="button" value="Close WO"/>									
Work Order Number	CIQ09000737								
Work Status	Open								
Total Labour Cost	0.00								
Total Direct Issue Cost	0.00								
Total Material Cost	0.00								
Overall Cost	0.00								
<input type="button" value="Update"/> <input type="button" value="Close WO"/>									

All the total cost will automatically be calculated and display.

## 5.10 Job Plan



Welcome Norhaslira Mohamad Hamzah 22 January 2009 05:47 p

**CURRENT WORK ORDER**

List Work Orders   New Work Order   Print Work Order 1   Print Work Order 2

Site : Bangunan Sultan Iskandar

Work Order   Assign To   Closing   Labour   Direct Issue   Materials   Cost Summary   **Job Plan**   Safety Instructions   Job Actual

Update   Close WO

Work Order Number: CIQ09000457  
Work Status: Open

Add an Existing Job Plan  
Job Plan:

Create / Add a Job Plan Item  
Sequence Number:

Details:

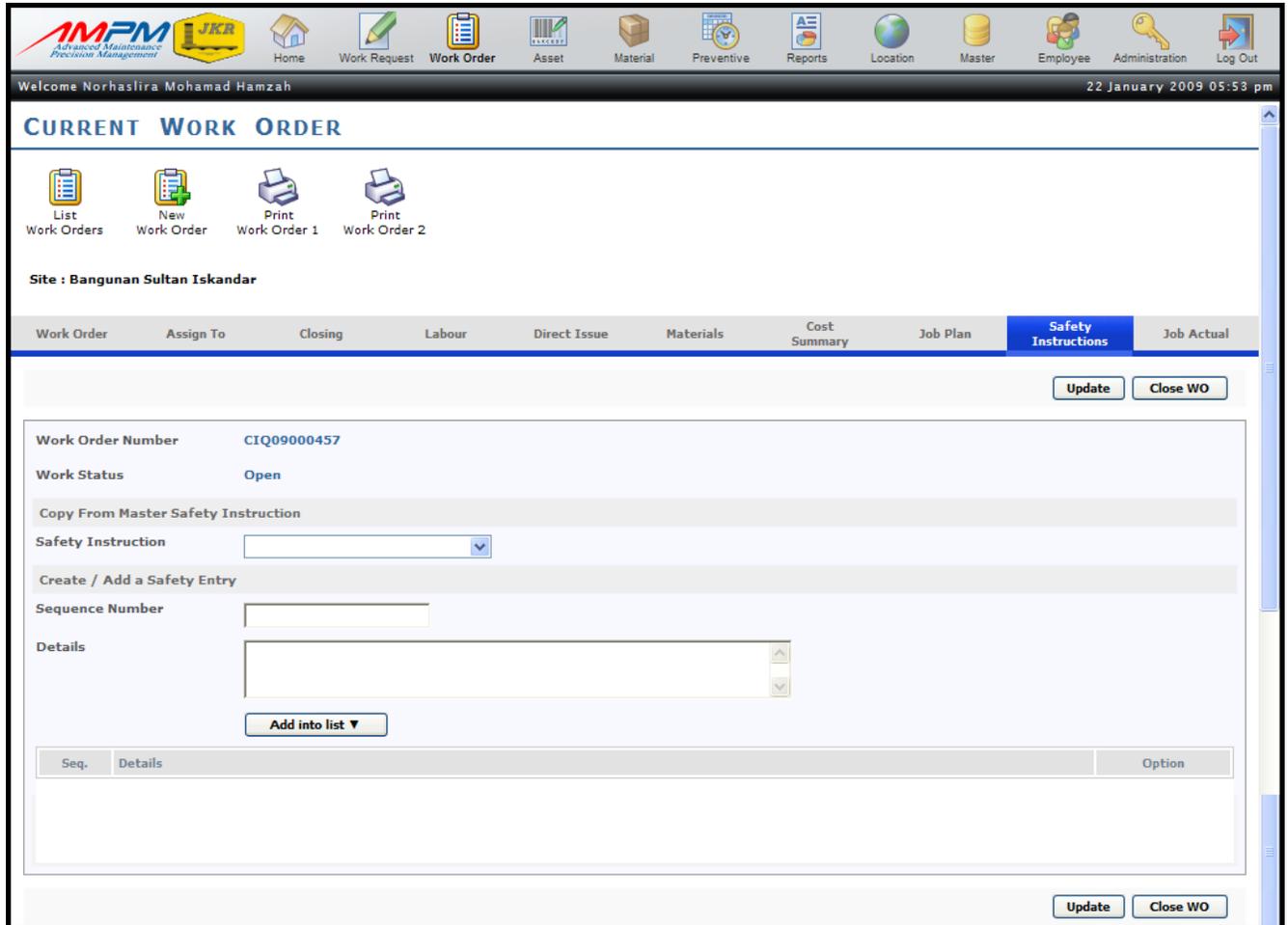
Add into list ▼

Seq.	Details	Option

Update   Close WO

- **Add and Existing Job Plan** :  
Job Plan, choose from the list. The data is set in the job plan at Master module
- **Create / Add a job plan Item** :  
Sequence number. Enter the sequence number. Start with last sequence number for job plan that already set in the job plan
- **Details** :  
Enter the details of job plan

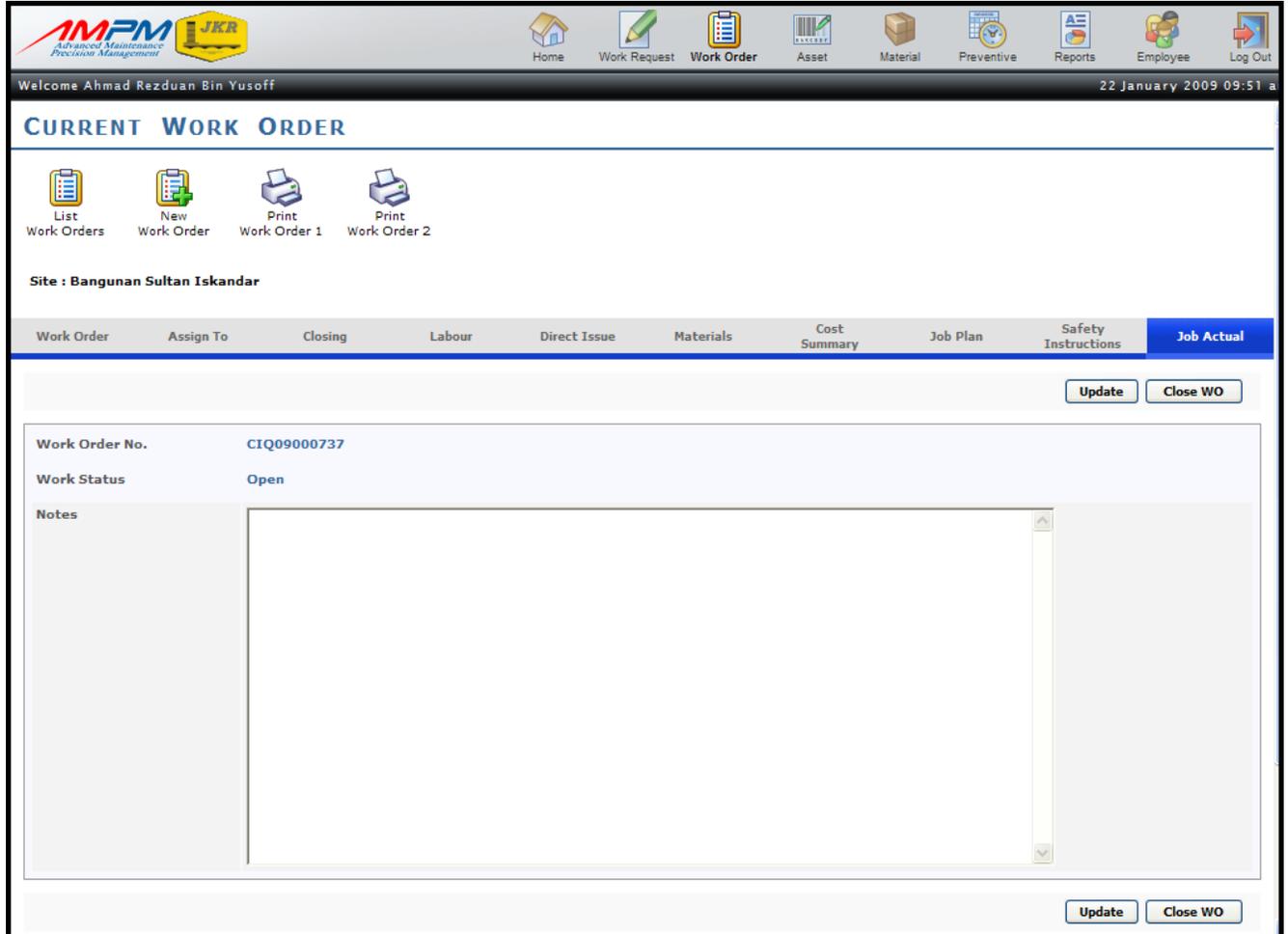
## 5.11 Safety Instruction



The screenshot shows the 'CURRENT WORK ORDER' interface. At the top, there is a navigation bar with icons for Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. Below this, the user is identified as 'Welcome Norhaslira Mohamad Hamzah' and the date is '22 January 2009 05:53 pm'. The main section is titled 'CURRENT WORK ORDER' and contains icons for 'List Work Orders', 'New Work Order', 'Print Work Order 1', and 'Print Work Order 2'. The site is identified as 'Bangunan Sultan Iskandar'. A horizontal menu bar includes 'Work Order', 'Assign To', 'Closing', 'Labour', 'Direct Issue', 'Materials', 'Cost Summary', 'Job Plan', 'Safety Instructions' (which is highlighted), and 'Job Actual'. Below the menu, there are 'Update' and 'Close WO' buttons. The main content area shows 'Work Order Number: CIQ09000457' and 'Work Status: Open'. There is a section for 'Copy From Master Safety Instruction' with a dropdown menu for 'Safety Instruction'. Below that is a 'Create / Add a Safety Entry' section with a 'Sequence Number' input field and a 'Details' text area. An 'Add into list' button is located below the details area. At the bottom of the main content area, there is a table with columns 'Seq.', 'Details', and 'Option'. Finally, 'Update' and 'Close WO' buttons are at the bottom right of the interface.

- **Safety Instruction** :  
Choose safety instruction from the list. The data are set in the Master Module
- **Create /Add a job plan item** :  
Sequence Number. Enter the sequence number; start with last sequence number for safety instruction that already set in the Master Module
- **Details** :  
Enter the details of safety instruction

## 5.12 Job Actual



Notes: Enter the notes for the actual job had been done

## 5.13 Closing



 Home
  Work Request
  Work Order
  Asset
  Material
  Preventive
  Reports
  Employee
  Log Out

Welcome Ahmad Rezduan Bin Yusoff 22 January 2009 09:52 a

### CURRENT WORK ORDER

  
List  
Work Orders

  
New  
Work Order

  
Print  
Work Order 1

  
Print  
Work Order 2

Site : **Bangunan Sultan Iskandar**

Work Order
Assign To
Closing
Labour
Direct Issue
Materials
Cost Summary
Job Plan
Safety Instructions
Job Actual

Work Order Number: **CIQ09000737**

Work Status: Closed

PM Target Start Date:

PM Target Complete Date:

**Date / Time Details**

WR Receive Date / Time: **22 January 2009 08:59**

Assessment Date / Time:   (HH:MM)

Actual Start Date / Time:   (HH:MM)

Actual End Date / Time:   (HH:MM)

HandOver Date / Time:   (HH:MM)

Turnaround Time: **0h 0m**

**Additional Information**

Asset Category Code: (None or Default to Asset)

Failure Code: ▼

Failure Sub Item: ▼

Accepted By:

Cause Description:

Action Taken:

Prevention Taken:

Customer Feedback: ▼

Recurring Request: NA

- **Work Status** :  
Upon completion of work order, set status to 'CLOSED'
- **Date / Time Details** :  
 Assessment Date / Time -> Actual date and time work was response to  
 Start Date / Time -> Actual date and time of start work order (mandatory field)  
 End Date / Time -> Actual date and time work order completed (mandatory field)  
 Handover Date / Time -> Specify a handover date for the work  
 Turnaround Time -> Automatically calculated
- **Failure Code** :  
Chose from the list (Set by the administrator)
- **Failure Sub Item** :  
Chose from the list (Set by the administrator)
- **Accepted By** :  
Requestor who acknowledged the closed Work Order
- **Cause Description** :  
Enter the cause description that had been written by the technician
- **Action Taken** :  
Enter the summary of work that had been done by the technician
- **Prevention Taken** :  
Enter the prevention taken that had been done by the technician
- **Customer Feedback** :  
Choose the customer feedback from the list follow by the Work Order
- **Recurring Request** :  
Choose from the list

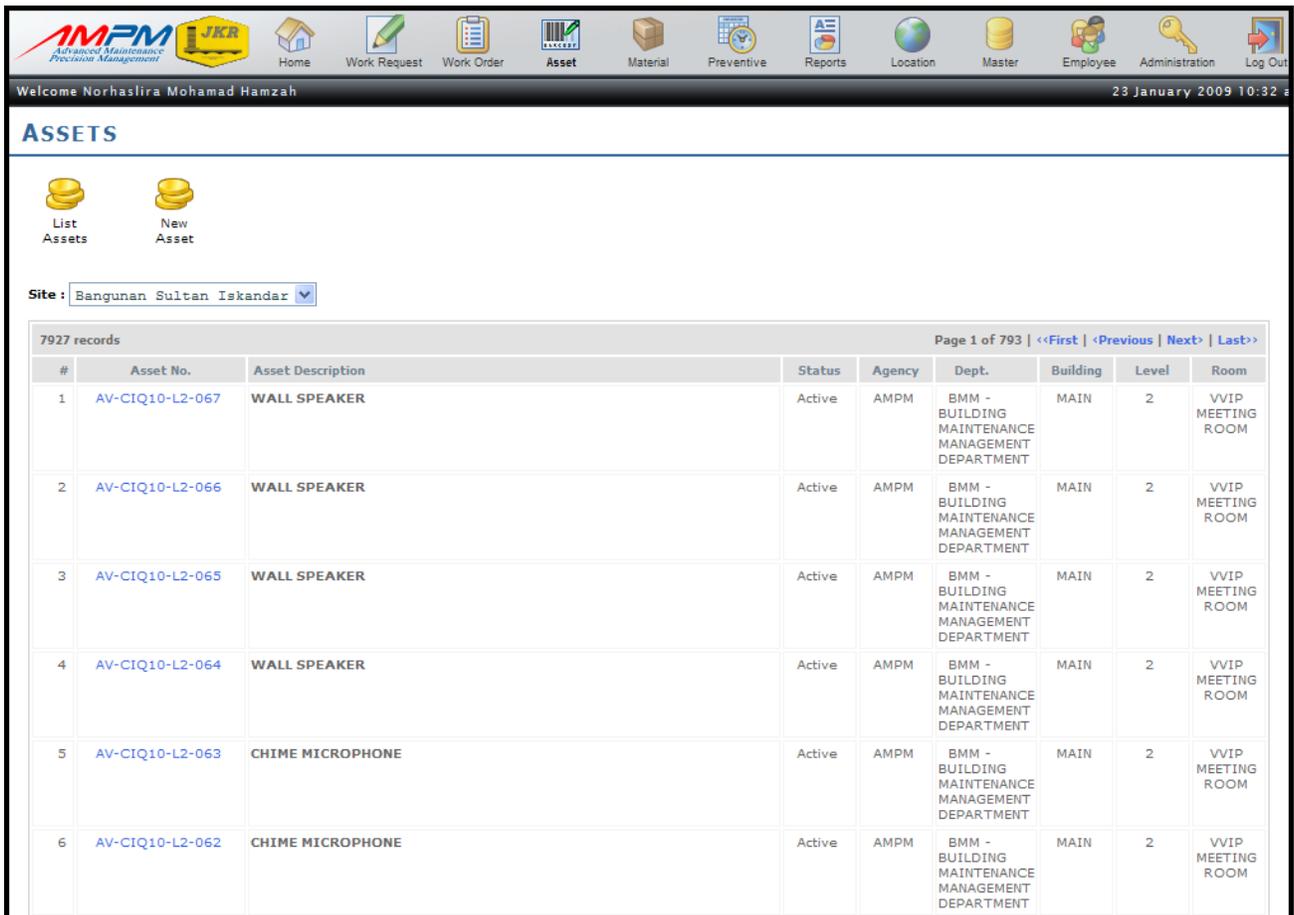
## 6.0 CMMS – ASSET

- Register all the details of an Asset
- Record asset within the organisation
- Tracks the historical maintenance data by asset
- Tracks warranty/contract status
- View work order history which is involve assets

### 6.1 Asset Icon



### 6.2 Asset Listing



Welcome Norhaslira Mohamad Hamzah 23 January 2009 10:32 a

**ASSETS**

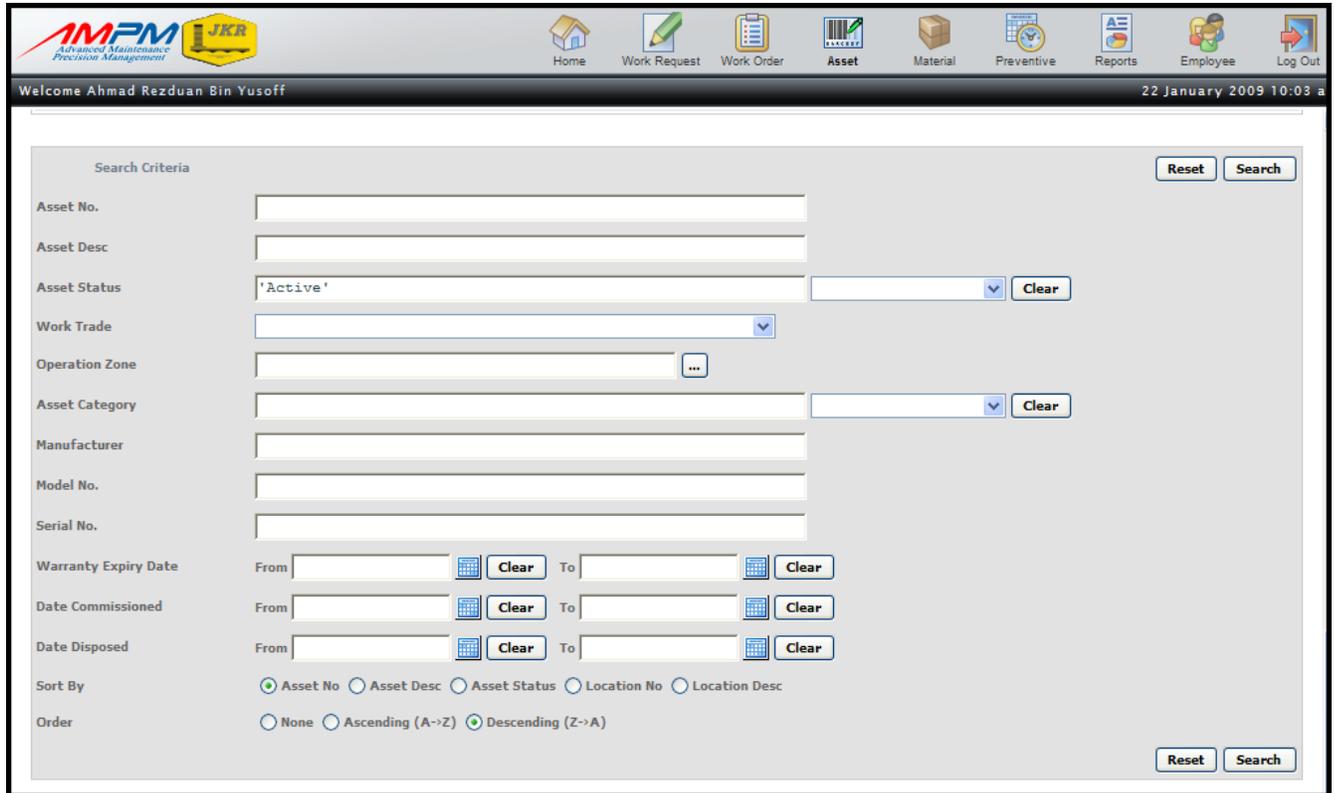
List Assets    New Asset

Site :

7927 records Page 1 of 793 | <<First | <Previous | Next | Last>>

#	Asset No.	Asset Description	Status	Agency	Dept.	Building	Level	Room
1	AV-CIQ10-L2-067	WALL SPEAKER	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM
2	AV-CIQ10-L2-066	WALL SPEAKER	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM
3	AV-CIQ10-L2-065	WALL SPEAKER	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM
4	AV-CIQ10-L2-064	WALL SPEAKER	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM
5	AV-CIQ10-L2-063	CHIME MICROPHONE	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM
6	AV-CIQ10-L2-062	CHIME MICROPHONE	Active	AMPAM	BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT	MAIN	2	VVIP MEETING ROOM

## 6.3 Asset Search Criteria



Welcome Ahmad Rezduan Bin Yusoff 22 January 2009 10:03 a

Search Criteria Reset Search

Asset No.

Asset Desc

Asset Status

Work Trade

Operation Zone

Asset Category

Manufacturer

Model No.

Serial No.

Warranty Expiry Date From   To

Date Commissioned From   To

Date Disposed From   To

Sort By  Asset No  Asset Desc  Asset Status  Location No  Location Desc

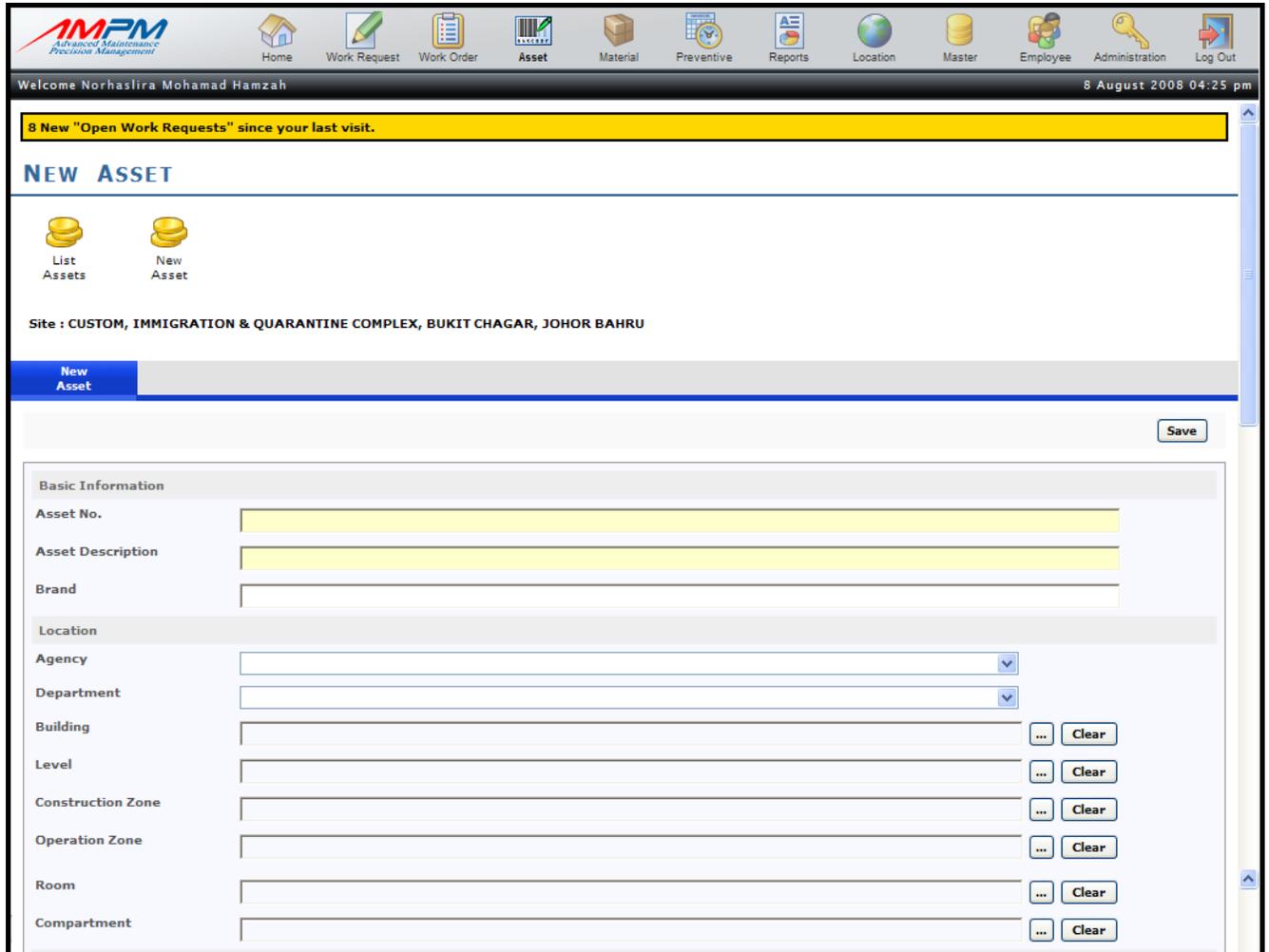
Order  None  Ascending (A->Z)  Descending (Z->A)

Reset Search

Asset can be search by:

- i. Asset No.
- ii. Asset Description
- iii. Asset Status
- iv. Work Trade
- v. Operation Zone
- vi. Asset Category
- vii. Manufacturer
- viii. Model No.
- ix. Serial No.
- x. Warranty Expiry Date from (dd/mm/yyyy) to (dd/mm/yyyy)
- xi. Date Commissioned from (dd/mm/yyyy) to (dd/mm/yyyy)
- xii. Date Disposed from (dd/mm/yyyy) to (dd/mm/yyyy)

## 6.4 Add New Asset



Welcome Norhaslira Mohamad Hamzah 8 August 2008 04:25 pm

**8 New "Open Work Requests" since your last visit.**

### NEW ASSET

 List Assets    
  New Asset

Site : CUSTOM, IMMIGRATION & QUARANTINE COMPLEX, BUKIT CHAGAR, JOHOR BAHRU

**New Asset** Save

**Basic Information**

Asset No.

Asset Description

Brand

**Location**

Agency

Department

Building  ...

Level  ...

Construction Zone  ...

Operation Zone  ...

Room  ...

Compartment  ...

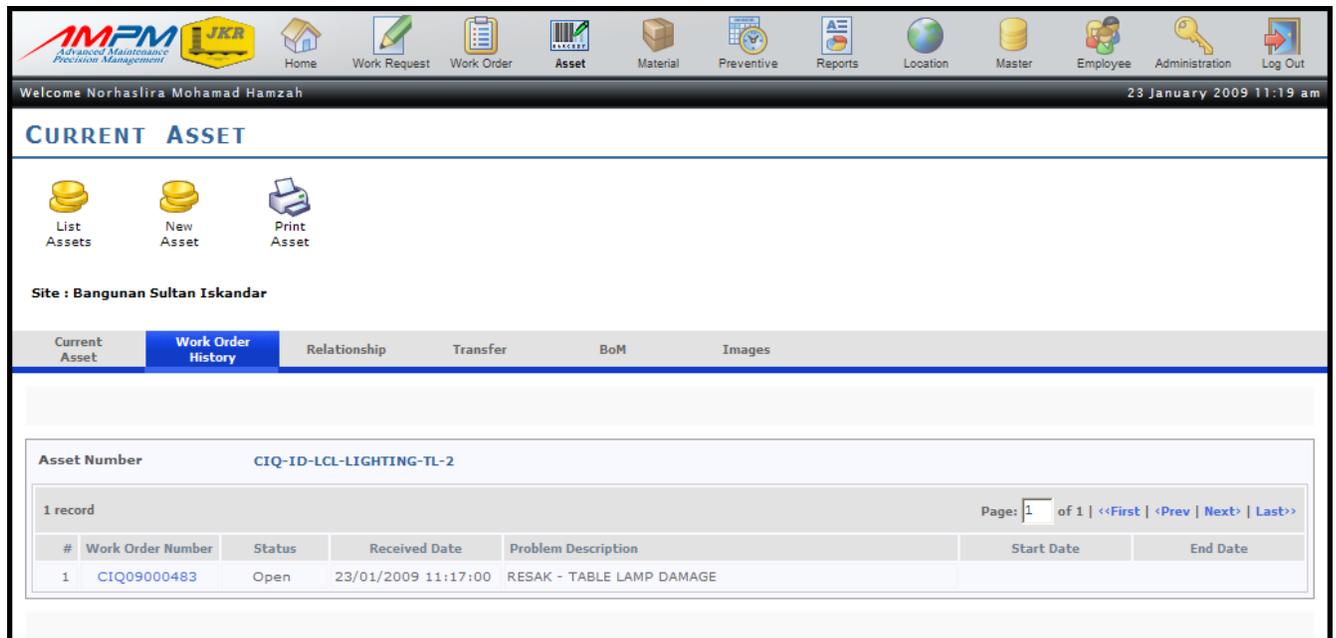
Misc. Information	
Work Trade	<input type="text"/>
Asset Group Code	<input type="text"/>
Auth. Employee	<input type="text"/> ... <input type="button" value="Clear"/>
Contractor	<input type="text"/> ... <input type="button" value="Clear"/>
Asset Status	Active <input type="button" value="v"/>
Criticality	Normal <input type="button" value="v"/>
Warranty/Contract	<input type="text"/> <input type="button" value="v"/>
Warranty Expiry Date	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>
Notes To Technician	<input type="text"/>
Warranty/Contract Notes	<input type="text"/>
Asset Notes	<input type="text"/>
Product Information	
Manufacturer	<input type="text"/>
Model Number	<input type="text"/>
Serial Number	<input type="text"/>
Supplier	<input type="text"/> ... <input type="button" value="Clear"/>
Purchase Price	<input type="text"/>
Date Commissioned	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>
Estimated Life	<input type="text"/>
Current Value	<input type="text"/>
Date Disposed	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>

- **A unique 'Asset No. must be defined and 'Asset Description' (Mandatory Field)**
- **Brand** : Brand of the assets
- **Location** : Choose from the list
- **Department** : Choose from the list
- **Asset Category** :  
Different types of assets are grouped together under an asset category. This enables easy management of asset data and retrieval

- **Authorized Employee** :  
Authorized Employee is an employee which has been given the rights and accountabilities for that particular asset
- **Contractor** :  
Choose from the list. This data is set in the supplier (Master Module)
- **There are 5 asset status** :
  1. Active
  2. In-active
  3. Disposed
  4. In-Storage(The current asset status describes which operational state the asset is in)
- **There are 2 type of Criticality** :
  1. Normal
  2. Critical(Defines the criticality depending on the usage of the equipment)
- **Warranty / Contract** :
  1. Contract
  2. None
  3. Warranty (Warranty Asset)
- **Warranty Expiry Date** :  
Choose from the date table
- **Notes To Technician** :  
This field is used to describe additional important information pertaining to the asset. User is allowed to update this field from the work order
- **Warranty / Contract Notes** :  
This field is used to describe warranty/contract notes information to the asset
- **Asset Notes** :  
This field is used to describe additional information pertaining to the asset

- **Manufacturer** :  
Enter the manufacturer of the asset in this field
- **Model Number** :  
Enter the model number of the asset which can be obtained from the warranty card or on the asset nameplate
- **Serial Number** :  
Enter the serial number of the asset which can be obtained from the warranty card or on the asset nameplate
- Supplier, Purchase Price, Date Commissioned, Estimated Life, Current Value and Date Disposed are the additional information required during definition Assets details

## 6.5 Work Order Historical



Welcome Norhaslira Mohamad Hamzah 23 January 2009 11:19 am

**CURRENT ASSET**

List Assets New Asset Print Asset

Site : Bangunan Sultan Iskandar

Current Asset **Work Order History** Relationship Transfer BoM Images

Asset Number **CIQ-ID-LCL-LIGHTING-TL-2**

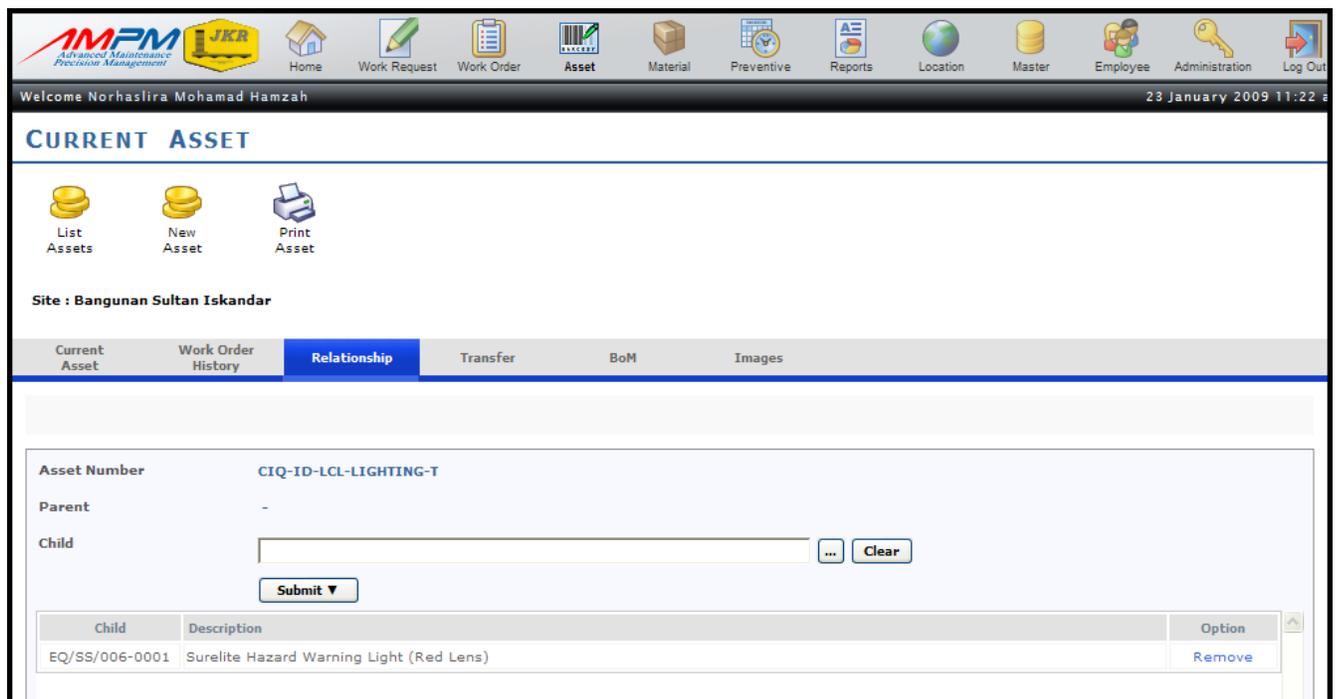
1 record Page: 1 of 1 | <<First | <Prev | Next | >>Last>>

#	Work Order Number	Status	Received Date	Problem Description	Start Date	End Date
1	CIQ09000483	Open	23/01/2009 11:17:00	RESAK - TABLE LAMP DAMAGE		

- When a work order is raised on a specific asset, the system will automatically display all work orders related to the asset. This is very useful when trying to generate a history of all work done on an asset. Click on any registered asset and select the Work Order History tab.
- A list of all work order raised on the asset will be displayed.

- Other information displayed are work order status, received date , start date , end date , Total Part Cost ,Total Direct Issue Cost , Total Labor Cost, Grand Total and Total Man Hrs.
- Asset Work Order history can also be obtained from Asset List from by click the '**Asset Main History**' button. This data can be exported to Excel by clicking the "Export to Export" button.

## 6.6 Add Relationship



Welcome Norhaslira Mohamad Hamzah 23 January 2009 11:22

**CURRENT ASSET**

 List Assets   
  New Asset   
  Print Asset

Site : Bangunan Sultan Iskandar

Current Asset    Work Order History    **Relationship**    Transfer    BoM    Images

Asset Number: CIQ-ID-LCL-LIGHTING-T

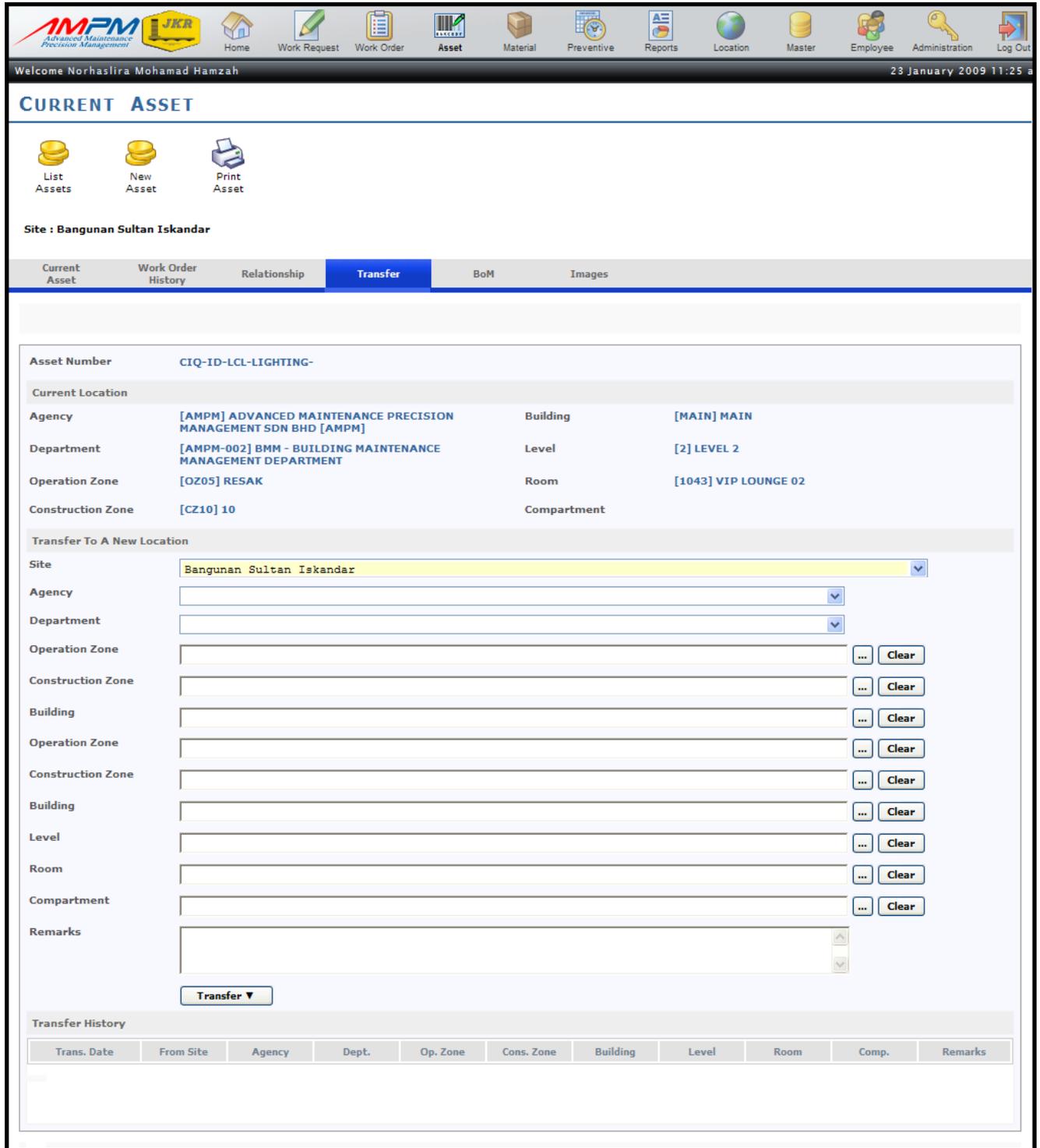
Parent: -

Child:

Child	Description	Option
EQ/SS/006-0001	Surelite Hazard Warning Light (Red Lens)	<a href="#">Remove</a>

- Some assets may be part of a hierarchy, in that it is the child of one asset and a sibling of another.
- This information is particularly important when equipment breaks down, it can be replaced by a similar asset in the hierarchy.
  - I. Parent : Automatically
  - II. Sibling : Choose from the list. A code assigned to an asset and its description.
  - III. Click Button '**Submit**'

## 6.7 Transferring an Asset



Welcome Norhaslira Mohamad Hamzah 23 January 2009 11:25 a

### CURRENT ASSET

 List Assets   
  New Asset   
  Print Asset

Site : **Bangunan Sultan Iskandar**

Current Asset    Work Order History    Relationship    **Transfer**    BoM    Images

---

**Asset Number**    CIQ-ID-LCL-LIGHTING-  
**Current Location**  
**Agency**    [AMPMM] ADVANCED MAINTENANCE PRECISION MANAGEMENT SDN BHD [AMPMM]    **Building**    [MAIN] MAIN  
**Department**    [AMPMM-002] BMM - BUILDING MAINTENANCE MANAGEMENT DEPARTMENT    **Level**    [2] LEVEL 2  
**Operation Zone**    [OZ05] RESAK    **Room**    [1043] VIP LOUNGE 02  
**Construction Zone**    [CZ10] 10    **Compartment**

**Transfer To A New Location**

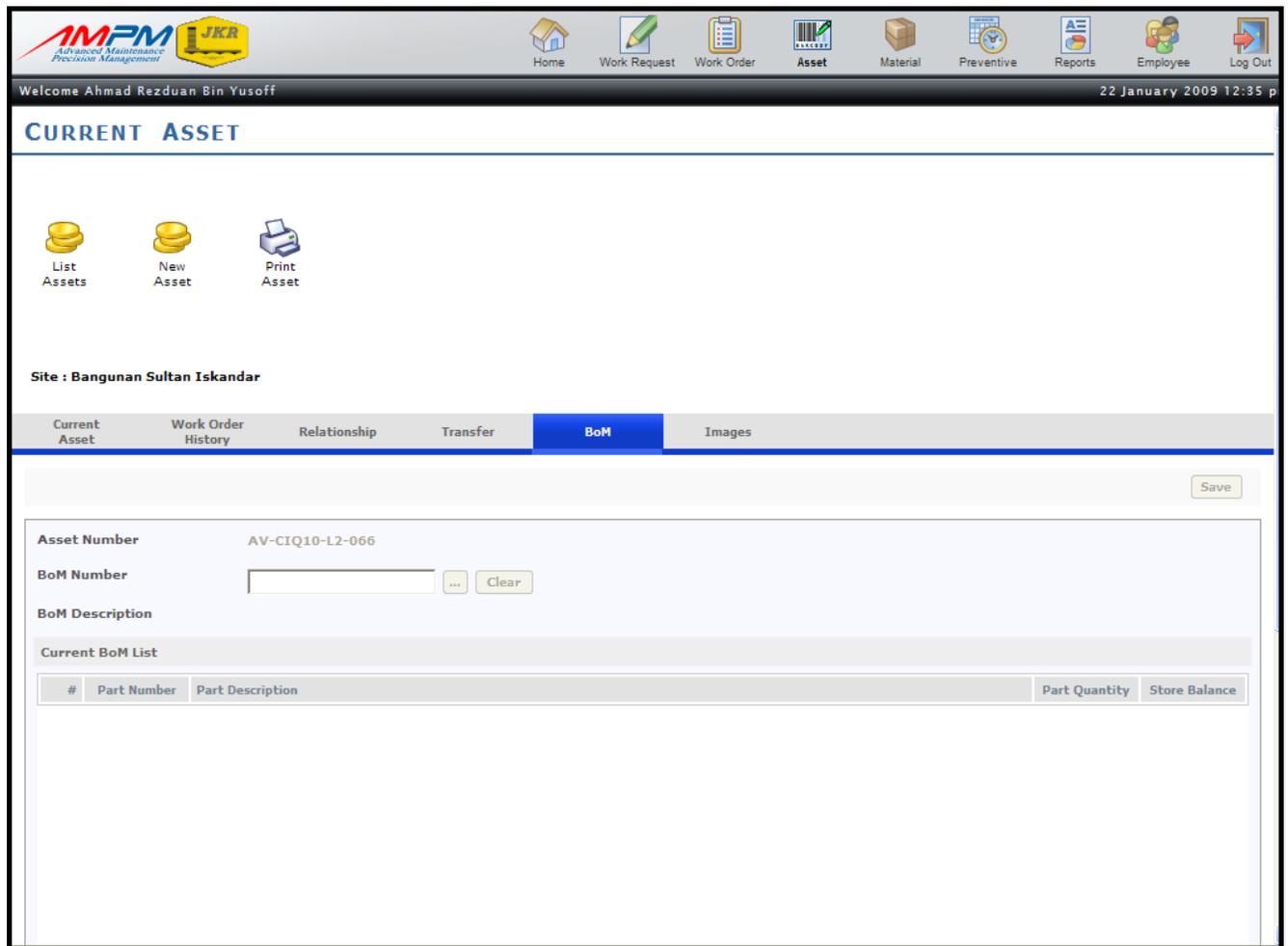
**Site**       
**Agency**       
**Department**       
**Operation Zone**        
**Construction Zone**        
**Building**        
**Operation Zone**        
**Construction Zone**        
**Building**        
**Level**        
**Room**        
**Compartment**        
**Remarks**   

**Transfer History**

Trans. Date	From Site	Agency	Dept.	Op. Zone	Cons. Zone	Building	Level	Room	Comp.	Remarks

- When moving an asset, the Asset Transfer form is used.
- Assets can be transferred to either a Location.
- Transfer history is maintained in this screen.

## 6.8 Add BOM (Bill Of material)



Welcome Ahmad Rezduan Bin Yusoff 22 January 2009 12:35 p

**CURRENT ASSET**

List Assets    New Asset    Print Asset

Site : Bangunan Sultan Iskandar

Current Asset    Work Order History    Relationship    Transfer    **BoM**    Images

Save

Asset Number: AV-CIQ10-L2-066  
 BoM Number:  ... Clear  
 BoM Description:

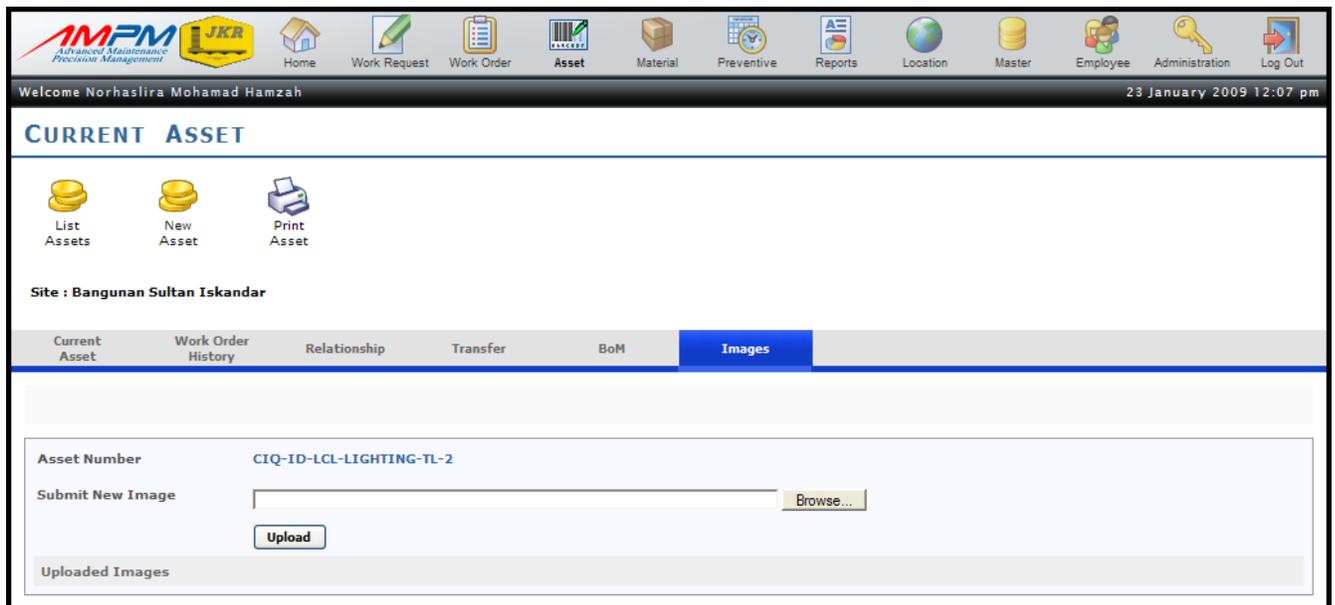
Current BoM List

#	Part Number	Part Description	Part Quantity	Store Balance

- A bill of Material compiles a list of parts or items associated with the particular asset.
  - I. Bill of Material No – Choose from the list. A unique code assigned to a bill of Material no and its description.
  - II. Parts No – Choose from the list. A code assigned to a part no and its description.

- III. Parts Description – Data will be displayed as per parts numbers.
- IV. Quantity – Displays the quality of the particular part within the asset as defined in the BOM Masters.
- V. Store Balance – Stock balance in the Warehouse.

## 6.9 Add an Asset Images



The screenshot shows the 'CURRENT ASSET' interface. At the top, there is a navigation bar with icons for Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. Below the navigation bar, the user is logged in as 'Norhaslira Mohamad Hamzah' on '23 January 2009 12:07 pm'. The main content area is titled 'CURRENT ASSET' and includes three buttons: 'List Assets', 'New Asset', and 'Print Asset'. Below these buttons, the site is identified as 'Bangunan Sultan Iskandar'. A horizontal menu contains 'Current Asset', 'Work Order History', 'Relationship', 'Transfer', 'BoM', and 'Images' (which is highlighted). The 'Images' section shows the 'Asset Number' as 'CIQ-ID-LCL-LIGHTING-TL-2'. There is a 'Submit New Image' section with a text input field, a 'Browse...' button, and an 'Upload' button. Below this is an 'Uploaded Images' section.

- Images: Choose Browse button from the screen that the image was save files.
- Click button '**Upload**'

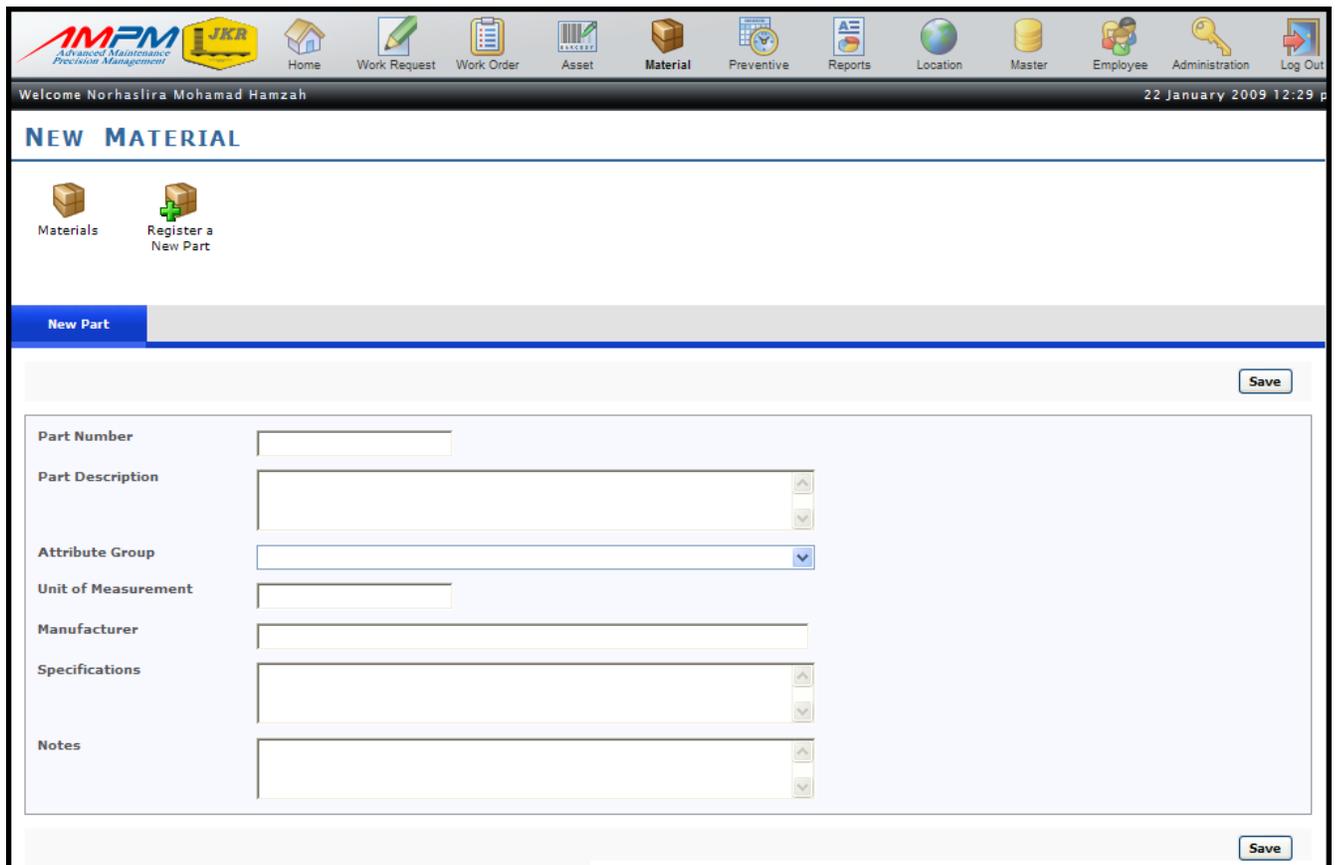
## 7.0 MATERIAL

- Store management module.
- Documents transaction. Received, issue, Return, Adjustment and Sub Store Transfer.
- Integrated with Work Order Module for capturing work order material cost.
- Issue can be done either at the Material Module or in Work Order.
- Report reminder when to purchase parts using Min, Max & Reorder Lever.

### 7.1 Material Icon



### 7.2 Registering a New Part



Welcome Norhaslira Mohamad Hamzah 22 January 2009 12:29 p

#### NEW MATERIAL

Materials Register a New Part

**New Part** Save

Part Number

Part Description

Attribute Group

Unit of Measurement

Manufacturer

Specifications

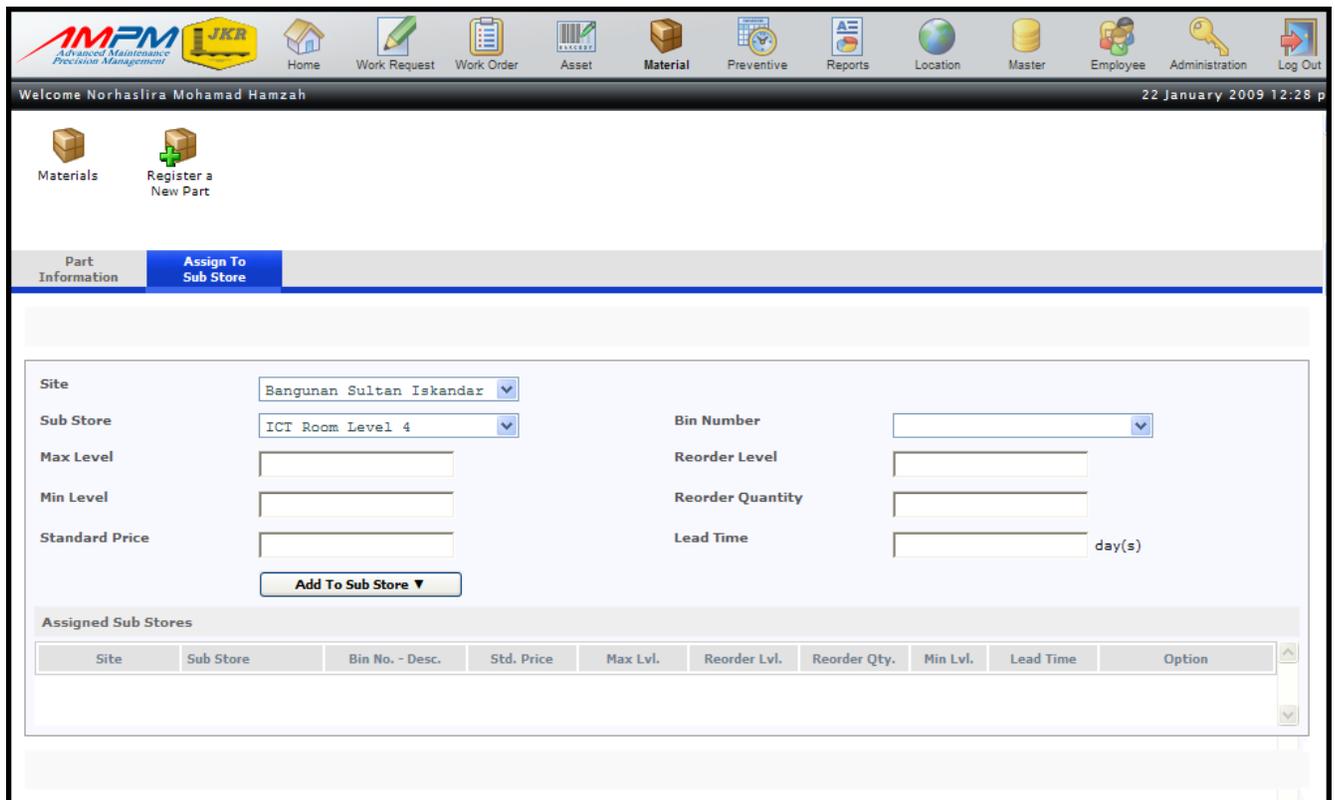
Notes

Save

- **Part Number** :  
Must be defined and Part Description captures the name of the part.
- **Attribute Group** :  
A category assigned to a part.
- **UOM** :  
Unit of Measurement
- **Manufacturer** :  
The part Manufacturer
- **Specification** :  
Part Specification
- **Notes** :  
Any extra remarks

Click button 'Save'

### 7.3 Assign to Sub Store

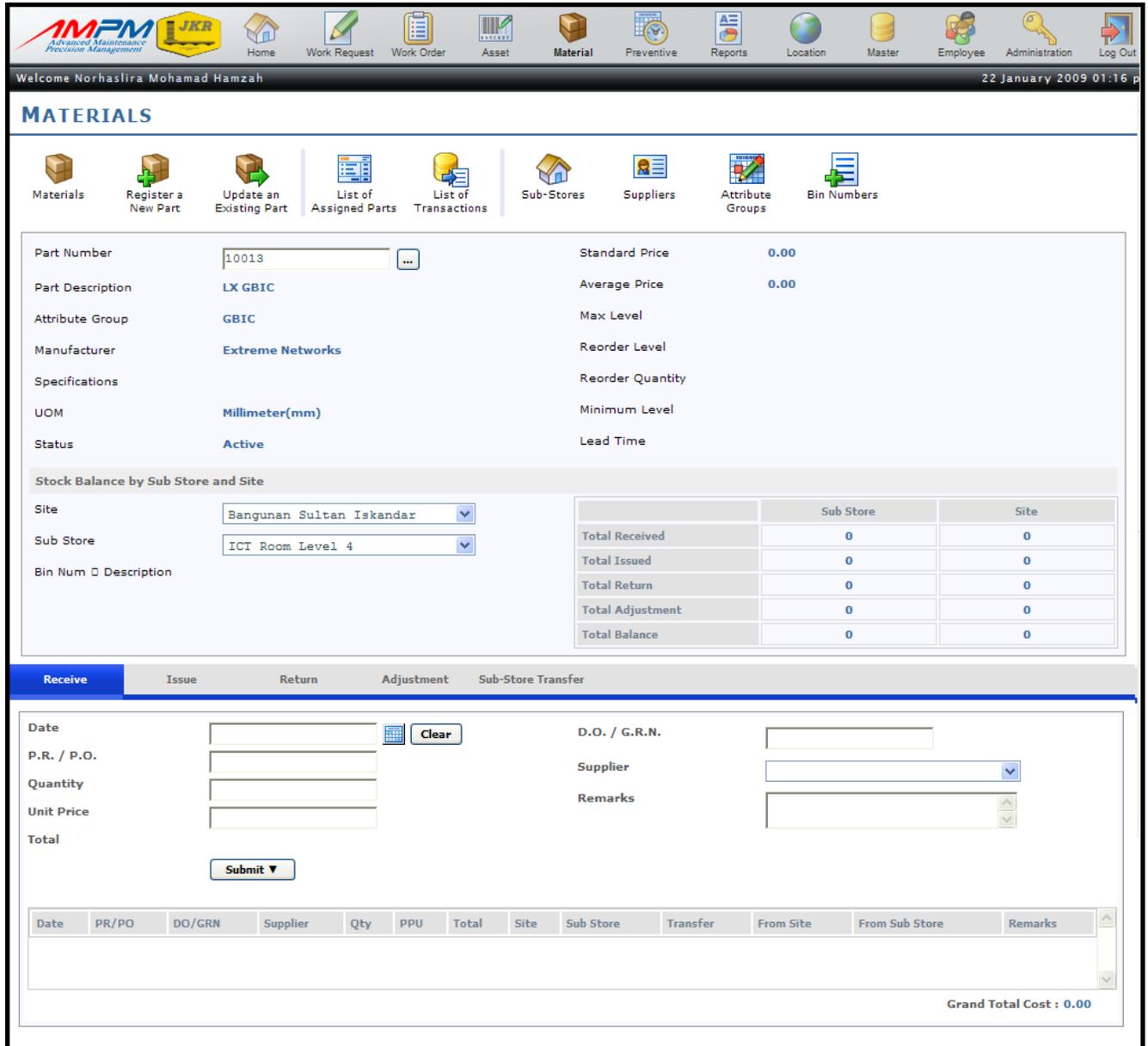


- **Site** :  
Choose from the list.
- **Sub Store** :  
Choose from the list.



- **Max Level** :  
Maximum level to keep in the store/warehouse
- **Reorder level** :  
Stock level when the user should reorder.
- **Min Level** :  
Minimum level to have in the store/warehouse
- **Reorder Quantity** :  
Stock level when the users order with supplier / vendor.
- **Standard Price** :  
Price of the item
- **Lead time (Days)** :  
Time frame for the new stock to be supplied by supplier.

## 7.4 Receiving Parts



Welcome Norhaslira Mohamad Hamzah 22 January 2009 01:16 p

**MATERIALS**

Part Number: 10013      Standard Price: 0.00  
 Part Description: LX GBIC      Average Price: 0.00  
 Attribute Group: GBIC      Max Level:  
 Manufacturer: Extreme Networks      Reorder Level:  
 Specifications:      Reorder Quantity:  
 UOM: Millimeter(mm)      Minimum Level:  
 Status: Active      Lead Time:

Stock Balance by Sub Store and Site

Site: Bangunan Sultan Iskandar  
 Sub Store: ICT Room Level 4

	Sub Store	Site
Total Received	0	0
Total Issued	0	0
Total Return	0	0
Total Adjustment	0	0
Total Balance	0	0

Receive    Issue    Return    Adjustment    Sub-Store Transfer

Date:        D.O. / G.R.N.:   
 P.R. / P.O.:       Supplier:   
 Quantity:       Remarks:   
 Unit Price:   
 Total:      

Date	PR/PO	DO/GRN	Supplier	Qty	PPU	Total	Site	Sub Store	Transfer	From Site	From Sub Store	Remarks
Grand Total Cost : 0.00												

- Upon purchase of goods, these items are receiving into the warehouse. During this time, this transaction is performed to record incoming goods and quantity.
  - I. Date : Date parts were received
  - II. PO No : Purchase order no.
  - III. Supplier : Vendor's / Supplier name on the

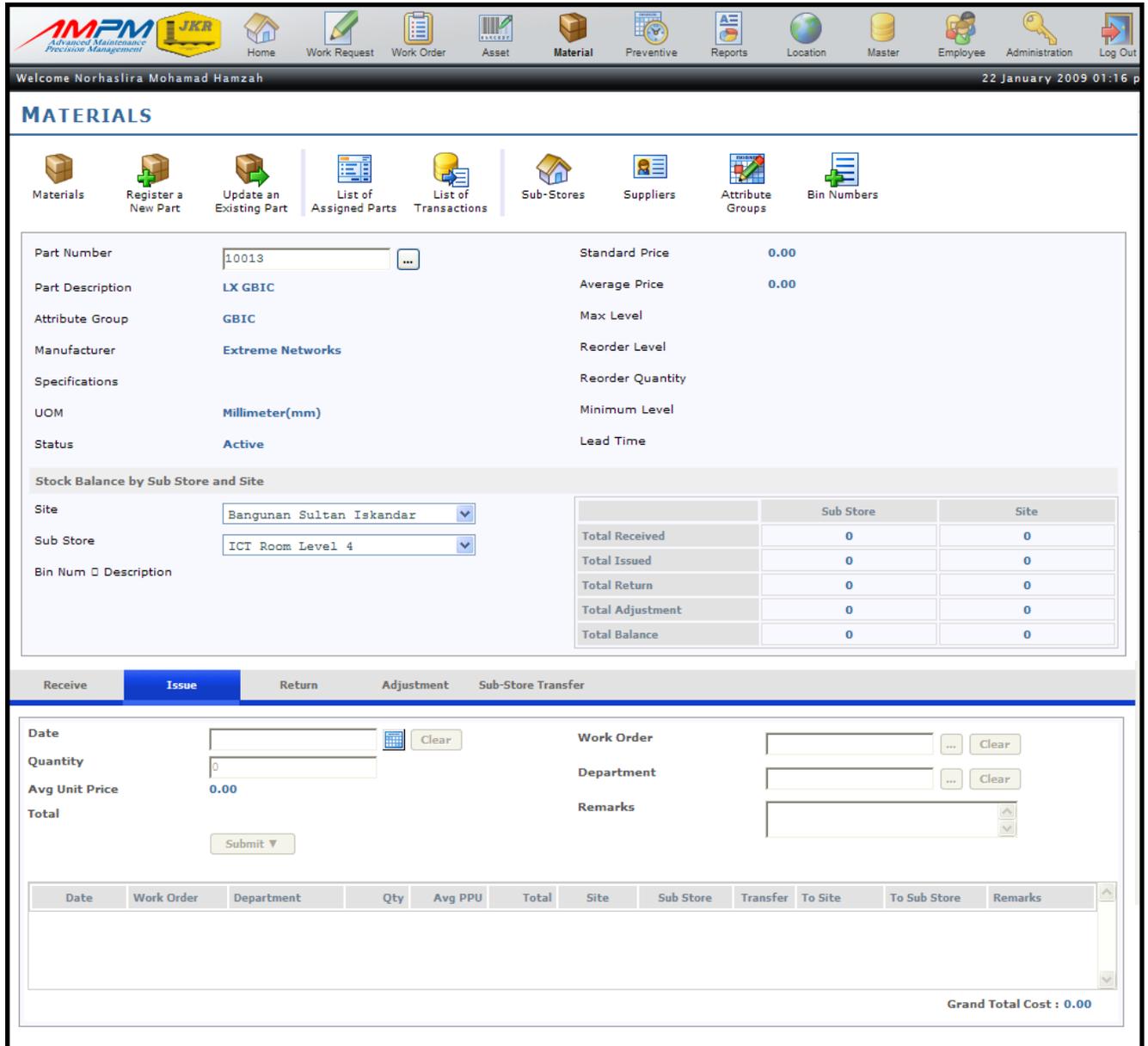


## CMMS NETMAIN

### USER MANUAL DOCUMENT

- purchase order.
- IV. Quantity : Amount receiving by the store.
  - V. Unit Price : Current price the parts were bought
  - VI. Total : Automatically calculated. Formula (QTY\*Unit Price)
  - VII. Remarks : Any remark on part received.
  - VIII. Total Price : Automatically calculated. The grand total (Currency) for all the received done.

## 7.5 Issue



IMPMM Advanced Maintenance Precision Management

Home Work Request Work Order Asset Material Preventive Reports Location Master Employee Administration Log Out

Welcome Norhaslira Mohamad Hamzah 22 January 2009 01:16 p

### MATERIALS

Materials Register a New Part Update an Existing Part List of Assigned Parts List of Transactions Sub-Stores Suppliers Attribute Groups Bin Numbers

Part Number: 10013 Standard Price: 0.00  
 Part Description: LX GBIC Average Price: 0.00  
 Attribute Group: GBIC Max Level:  
 Manufacturer: Extreme Networks Reorder Level:  
 Specifications: Reorder Quantity:  
 UOM: Millimeter(mm) Minimum Level:  
 Status: Active Lead Time:

Stock Balance by Sub Store and Site

Site: Bangunan Sultan Iskandar  
 Sub Store: ICT Room Level 4

	Sub Store	Site
Total Received	0	0
Total Issued	0	0
Total Return	0	0
Total Adjustment	0	0
Total Balance	0	0

Receive **Issue** Return Adjustment Sub-Store Transfer

Date: [ ] [Clear]  
 Quantity: 0  
 Avg Unit Price: 0.00  
 Total: [ ]  
 Submit

Work Order: [ ] [Clear]  
 Department: [ ] [Clear]  
 Remarks: [ ]

Date	Work Order	Department	Qty	Avg PPU	Total	Site	Sub Store	Transfer	To Site	To Sub Store	Remarks
Grand Total Cost : 0.00											

- Whenever an item is needed for work, it is issued from the store through this module, Part number and quality issued is recorded.
  - I. Date : Date issued parts.
  - II. Work Order : Work order no. related to this issue.
  - III. Department : Department name where the parts issued to.

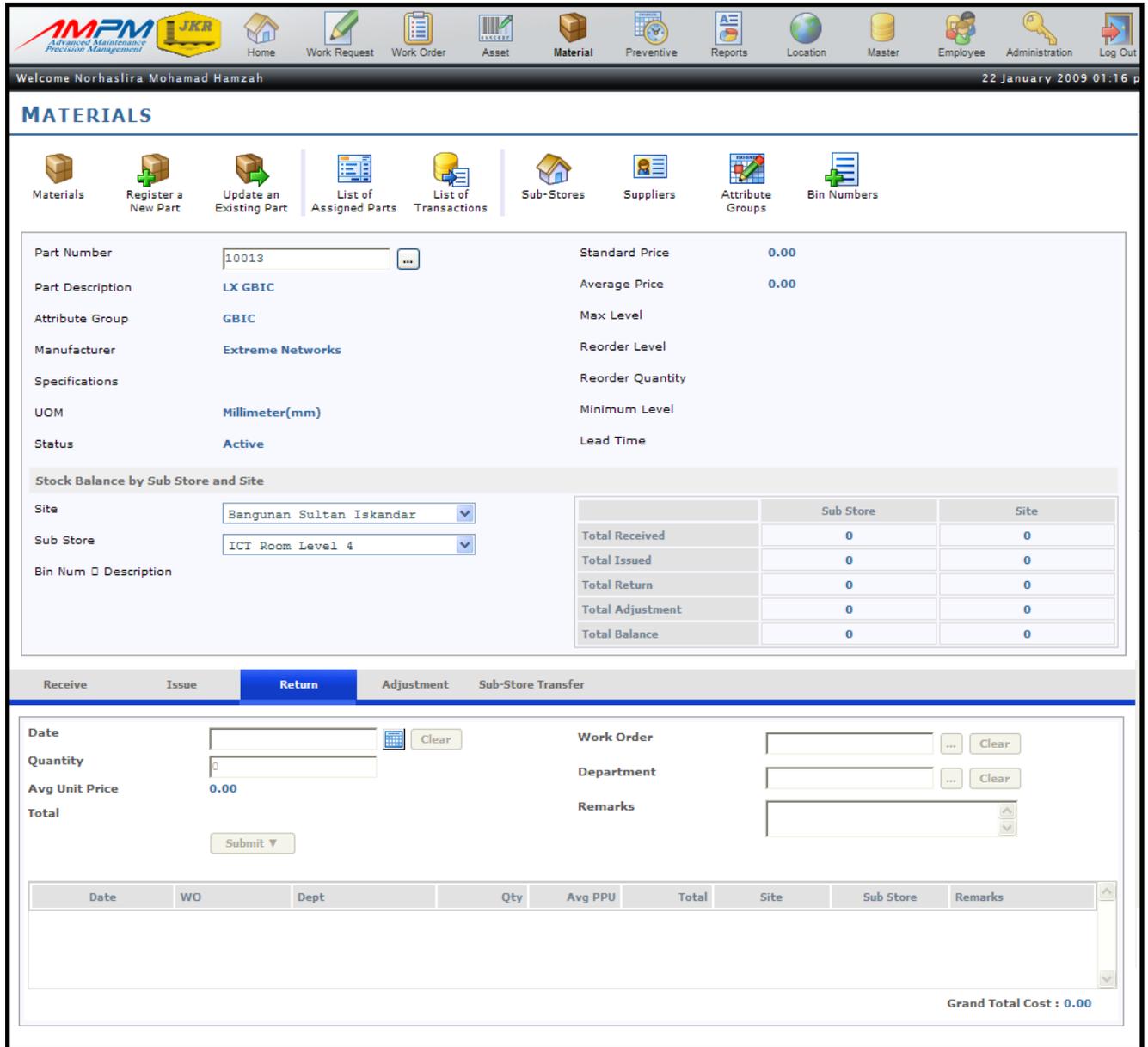


## CMMS NETMAIN

### USER MANUAL DOCUMENT

- IV. Quantity : Amount issued.
- V. Avg Unit Price : Automatically calculate.
- VI. Total : Automatically calculate  
base on Qty\*Avg Price
- VII. Remarks : Any remarks on part time.
- VIII. Total Price : Automatically calculated.  
The grand total (Currency)  
for all the issued done.
  
- IX. Click '**Submit**'

## 7.6 Return Parts



Part Number: 10013  
Part Description: LX GBIC  
Attribute Group: GBIC  
Manufacturer: Extreme Networks  
UOM: Millimeter(mm)  
Status: Active

	Sub Store	Site
Total Received	0	0
Total Issued	0	0
Total Return	0	0
Total Adjustment	0	0
Total Balance	0	0

Receive Issue **Return** Adjustment Sub-Store Transfer

Date:  Clear  
Quantity:   
Avg Unit Price: 0.00  
Total:  Submit

Work Order:  Clear  
Department:  Clear  
Remarks:

Date	WO	Dept	Qty	Avg PPU	Total	Site	Sub Store	Remarks

Grand Total Cost : 0.00

- Unused issued parts, which are returned to the store, can be captured through this module.
  - I. Date : Date parts were returned
  - II. Work Order : Work order no. related to this transaction.
  - III. Department : Amount return
  - IV. Avg Unit Price : Automatically calculate

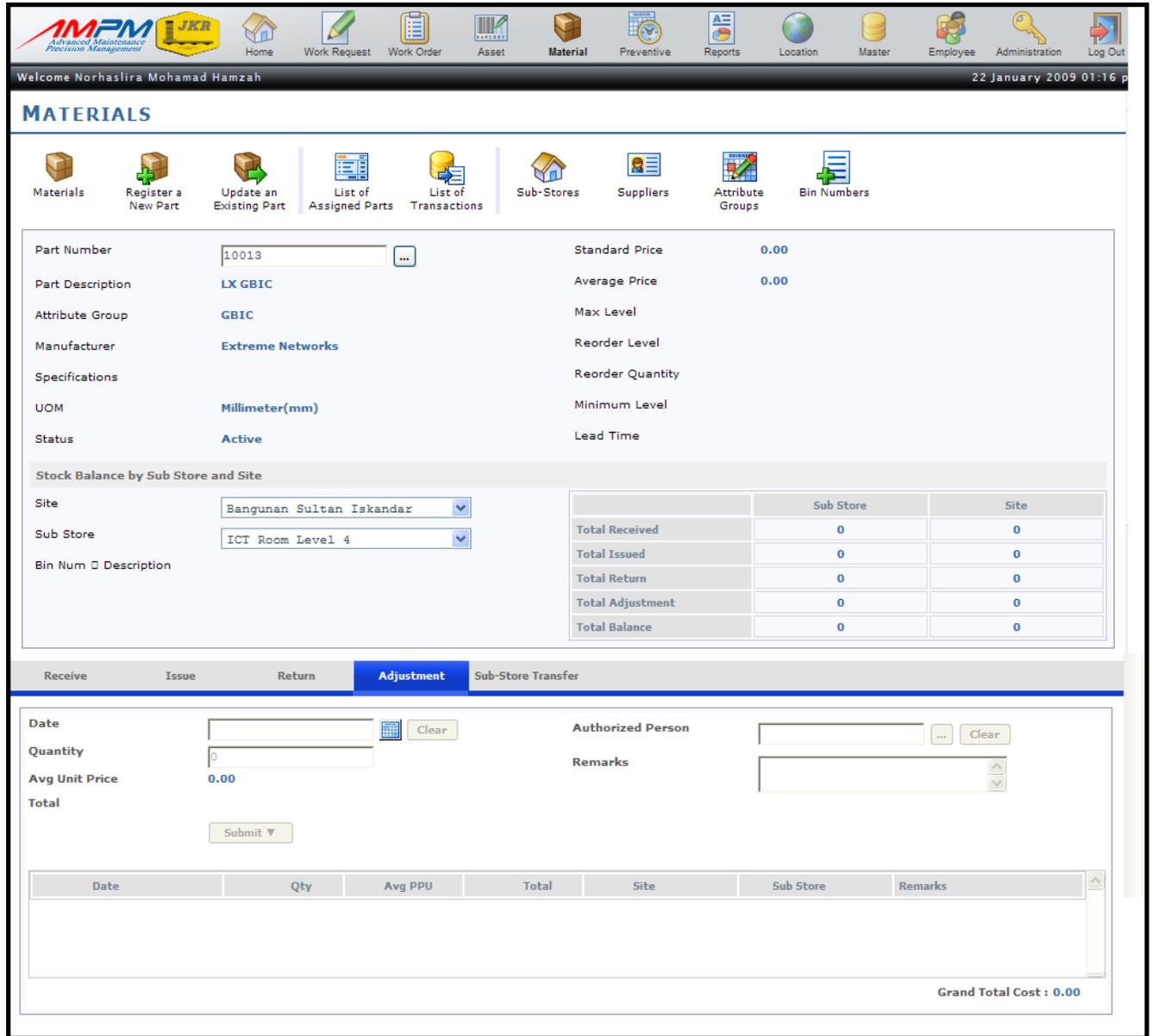


## CMMS NETMAIN

### USER MANUAL DOCUMENT

- V. Total Qty\* Avg Price : Automatically calculate base on
- VI. Comments : Any remarks need to be mention for this transaction.
- VII. Total Price : Automatically calculated. The grand total (Currency) for all the issued done.
- VIII. Click '**Submit**'

## 7.5 Adjustment



Welcome Norhaslira Mohamad Hamzah 22 January 2009 01:16 p

**MATERIALS**

Part Number: 10013  
 Part Description: LX GBIC  
 Attribute Group: GBIC  
 Manufacturer: Extreme Networks  
 Specifications:  
 UOM: Millimeter(mm)  
 Status: Active

Standard Price: 0.00  
 Average Price: 0.00  
 Max Level:  
 Reorder Level:  
 Reorder Quantity:  
 Minimum Level:  
 Lead Time:

Stock Balance by Sub Store and Site

	Sub Store	Site
Total Received	0	0
Total Issued	0	0
Total Return	0	0
Total Adjustment	0	0
Total Balance	0	0

Receive Issue Return **Adjustment** Sub-Store Transfer

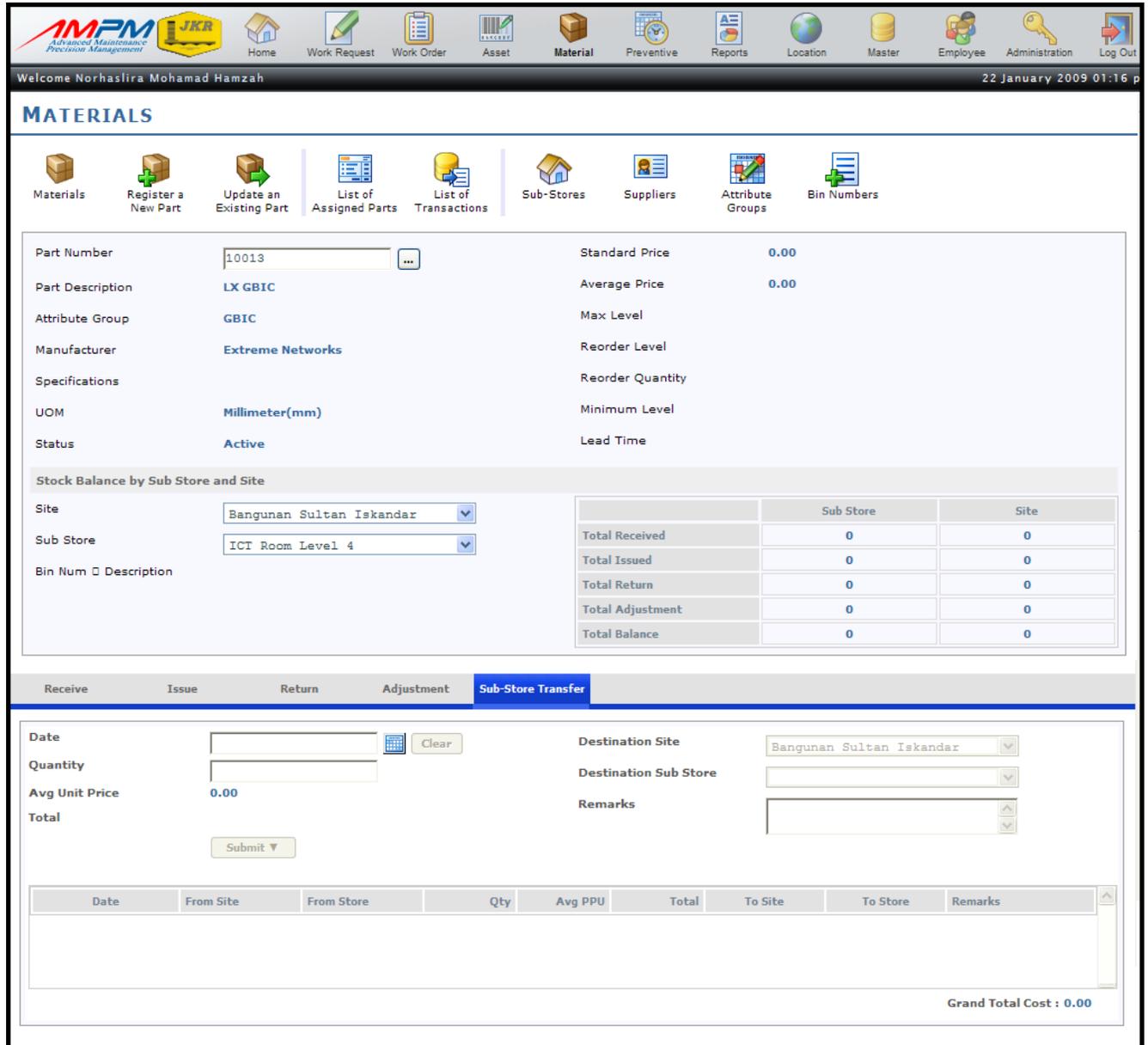
Date:    
 Quantity:   
 Avg Unit Price: 0.00  
 Total:   
 Authorized Person:    
 Remarks:

Date	Qty	Avg PPU	Total	Site	Sub Store	Remarks
Grand Total Cost : 0.00						

- Whenever there is a mistake in any of the above transaction, data entry errors, or losses in the store, an Adjustment can be done to correct the balance quality. Adjustment can only be done by an authorize person. To set the authorize, go to Administration module, select the employee and tick on "Allow Adjustment"
  - Date : Date when the adjustment

- was done.
- II. Authorized Person : Name of a person who did or authorized the adjustment.
  - III. Remarks : Any remarks related to the transaction.
  - IV. Quantity : Amount can be adjusted. Use negative (-) to minus the value and vice versa.
  - V. Avg U Price : Automatically calculated base on Qty\*Avg Unit Price.
  - VI. Total Price : Automatically calculated. The grand total (Currency) for all the adjustment done.
  - VII. Click '**Submit**'

## 7.6 Sub Store Transfer



Part Number: 10013  
 Part Description: LX GBIC  
 Attribute Group: GBIC  
 Manufacturer: Extreme Networks  
 UOM: Millimeter(mm)  
 Status: Active

	Sub Store	Site
Total Received	0	0
Total Issued	0	0
Total Return	0	0
Total Adjustment	0	0
Total Balance	0	0

Receive Issue Return Adjustment **Sub-Store Transfer**

Date: [ ] [Clear]  
 Quantity: [ ]  
 Avg Unit Price: 0.00  
 Total: [ ]  
 Destination Site: Bangunan Sultan Iskandar  
 Destination Sub Store: [ ]  
 Remarks: [ ]

Date	From Site	From Store	Qty	Avg PPU	Total	To Site	To Store	Remarks
Grand Total Cost : 0.00								

- All transaction of the transfer the material between sub store in same site and also sub store different site can be captured through this module.
  - I. Date : Date when the transfer was done.
  - II. Destination site : Destination of the site.
  - III. Destination sub store : Which sub store that



## CMMS NETMAIN

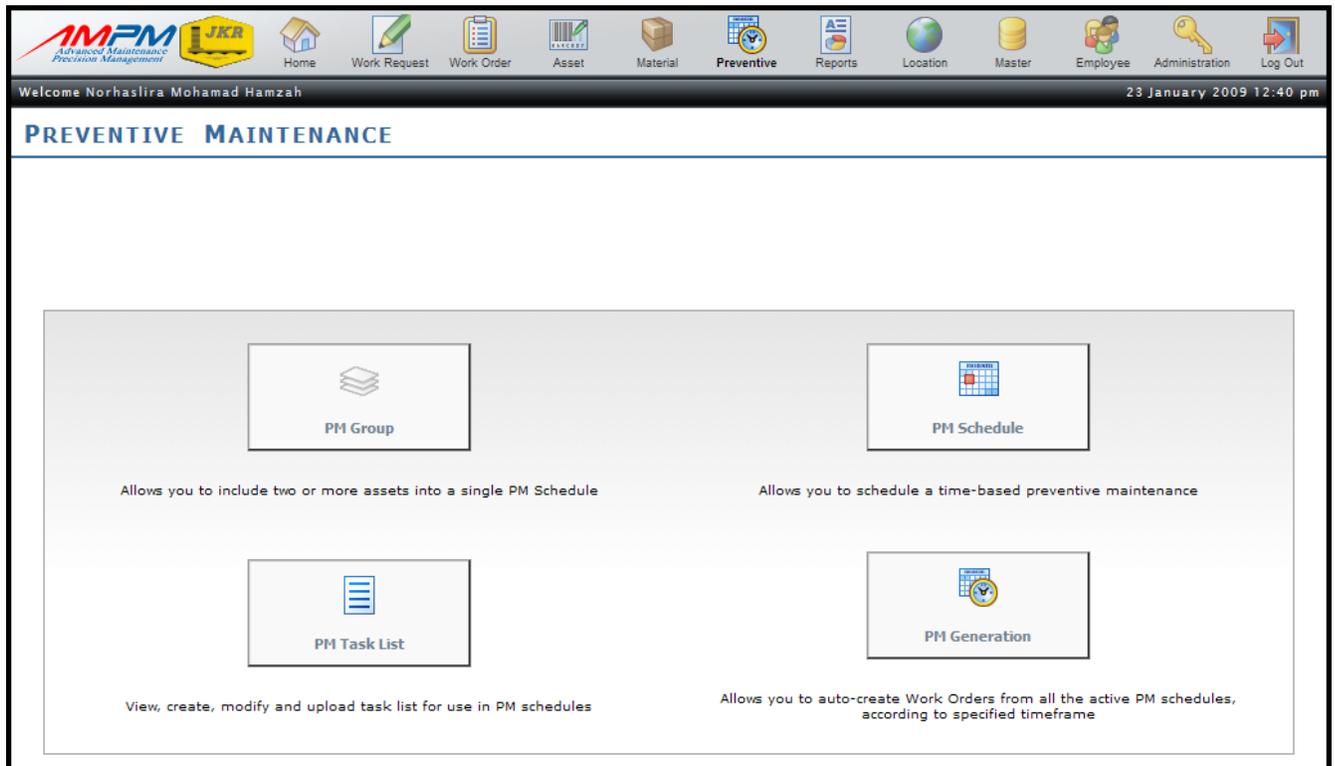
### USER MANUAL DOCUMENT

- IV. Quantity : will receive the material.
- V. Avg U Price : Amount transferred.
- VI. Total : Average price of the spare part. Will display automatically.
- VII. Remarks : Automatically calculated base on Qty\*Avg U Price.
- VIII. Click '**Submit**' : Can enter any remarks of the sub store transfer transaction.

## 8.0 PREVENTIVE MAINTENANCE

- Preventive Maintenance (PM) is regular work with a primary focus, which is to prevent something from going wrong.
- PM is a template in which you use to generate work orders.
- PM specifies the task that defines the work to be performed and the frequency to which it is performed.

### 8.1 Preventive Icon



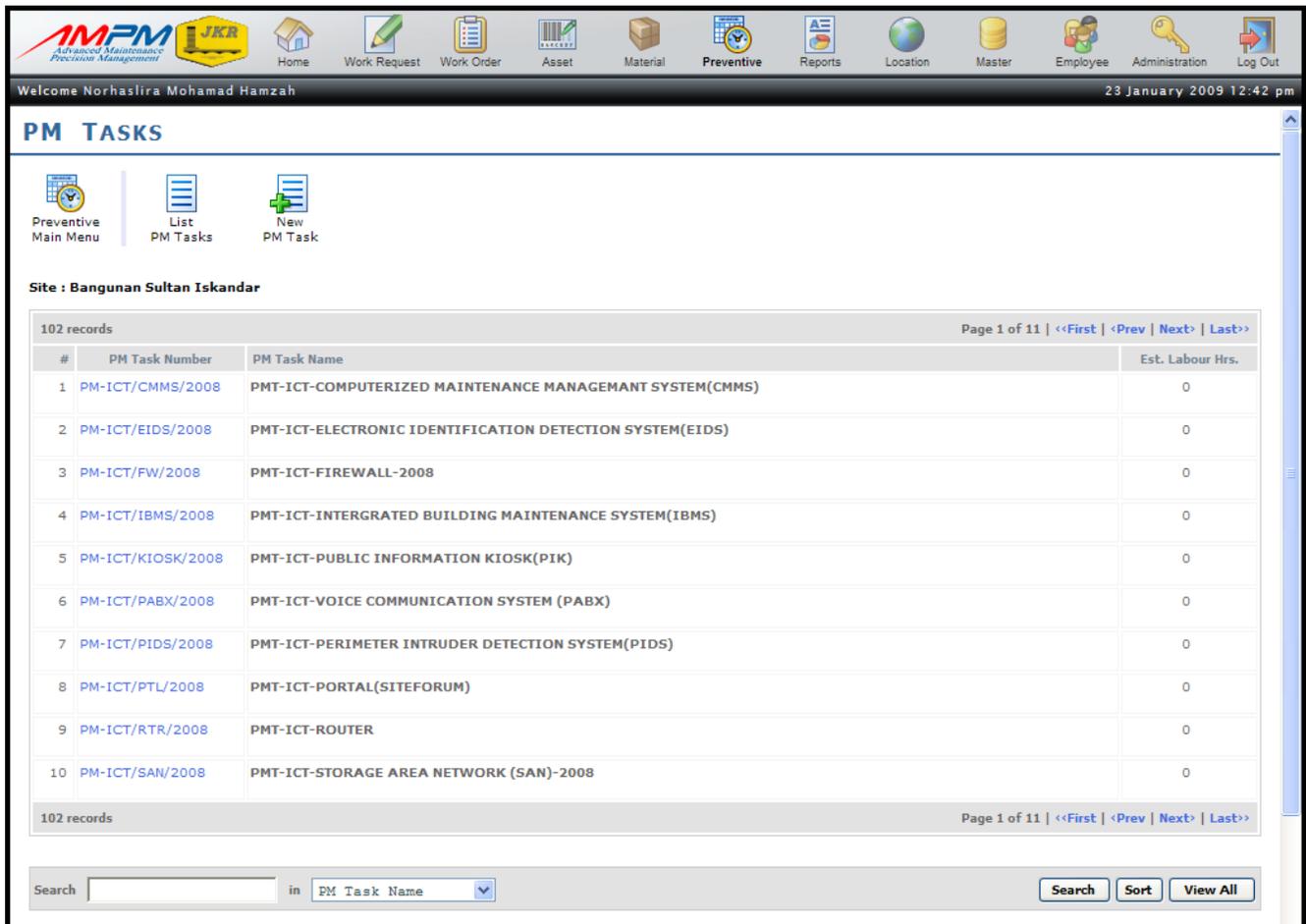
#### Basic Steps for Starting PM's

- Generate the PM Tasks for Individual assets/equipment.
- Click button PM Group - Registered the PM Group for allows you to include two or more assets into a single PM Schedule.
- Finalize frequencies of each task

**Note :** Tasks and frequencies should be based on manufacturer recommendations or know " best practice"

- Click button PM Schedule - Schedule the PM activities manually first using a spreadsheet. Confirm that the tasks are spread equally.
- Click button PM Generate - Generate PM Work Orders for the activities.

## 8.2 PM Task List

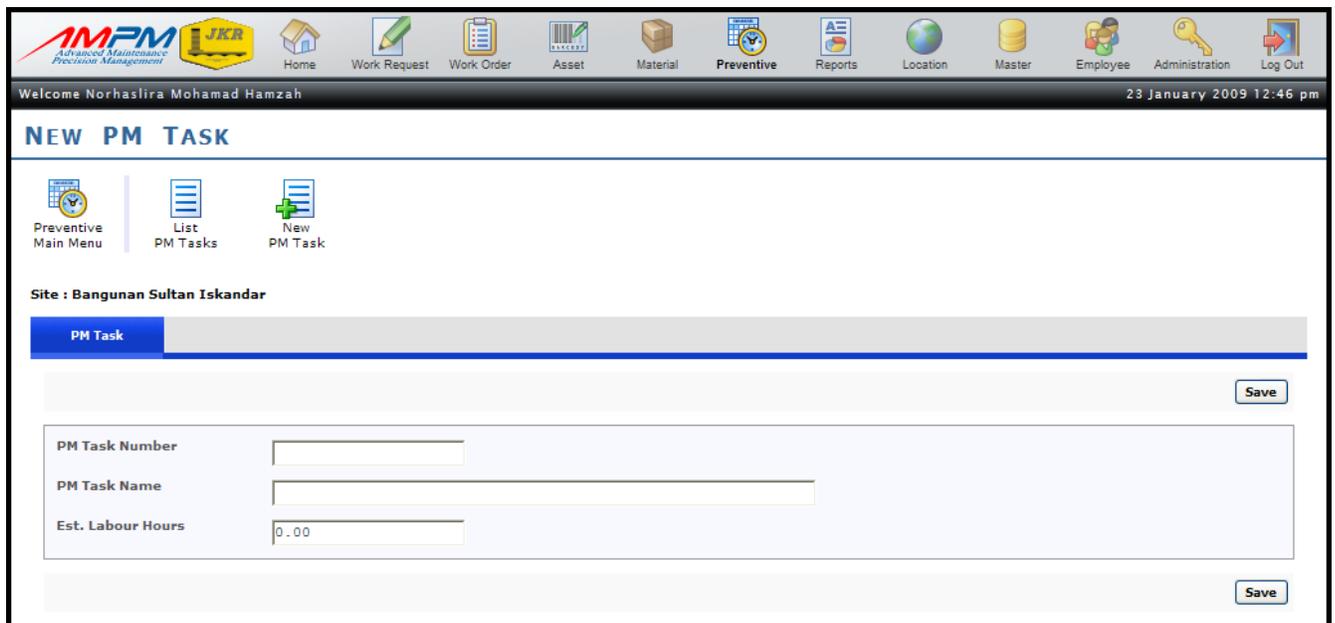
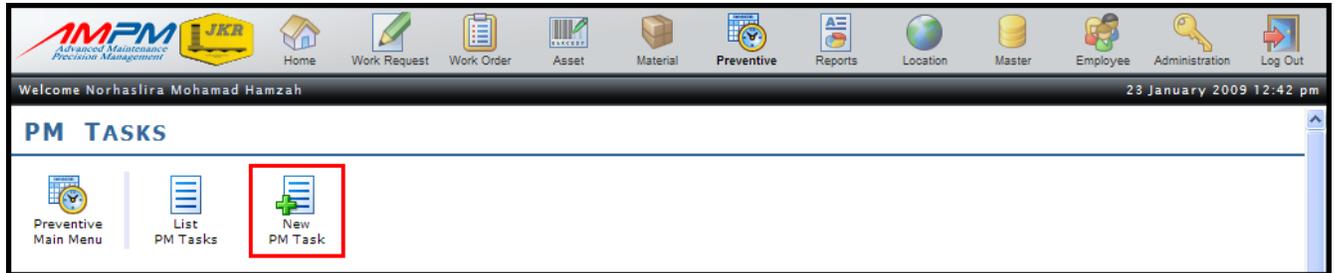


The screenshot shows the 'PM TASKS' section of the CMMS NETMAIN application. The interface includes a navigation bar with icons for Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. Below the navigation bar, there are three main menu options: Preventive Main Menu, List PM Tasks, and New PM Task. The current site is identified as 'Bangunan Sultan Iskandar'. A table displays 102 records of PM tasks, with the first 10 records shown. The table has columns for #, PM Task Number, PM Task Name, and Est. Labour Hrs. The records list various ICT systems and their associated PM tasks.

#	PM Task Number	PM Task Name	Est. Labour Hrs.
1	PM-ICT/CMMS/2008	PMT-ICT-COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM(CMMS)	0
2	PM-ICT/EIDS/2008	PMT-ICT-ELECTRONIC IDENTIFICATION DETECTION SYSTEM(EIDS)	0
3	PM-ICT/FW/2008	PMT-ICT-FIREWALL-2008	0
4	PM-ICT/IBMS/2008	PMT-ICT-INTERGRATED BUILDING MAINTENANCE SYSTEM(IBMS)	0
5	PM-ICT/KIOSK/2008	PMT-ICT-PUBLIC INFORMATION KIOSK(PIK)	0
6	PM-ICT/PABX/2008	PMT-ICT-VOICE COMMUNICATION SYSTEM (PABX)	0
7	PM-ICT/PIDS/2008	PMT-ICT-PERIMETER INTRUDER DETECTION SYSTEM(PIDS)	0
8	PM-ICT/PTL/2008	PMT-ICT-PORTAL(SITEFORUM)	0
9	PM-ICT/RTR/2008	PMT-ICT-ROUTER	0
10	PM-ICT/SAN/2008	PMT-ICT-STORAGE AREA NETWORK (SAN)-2008	0

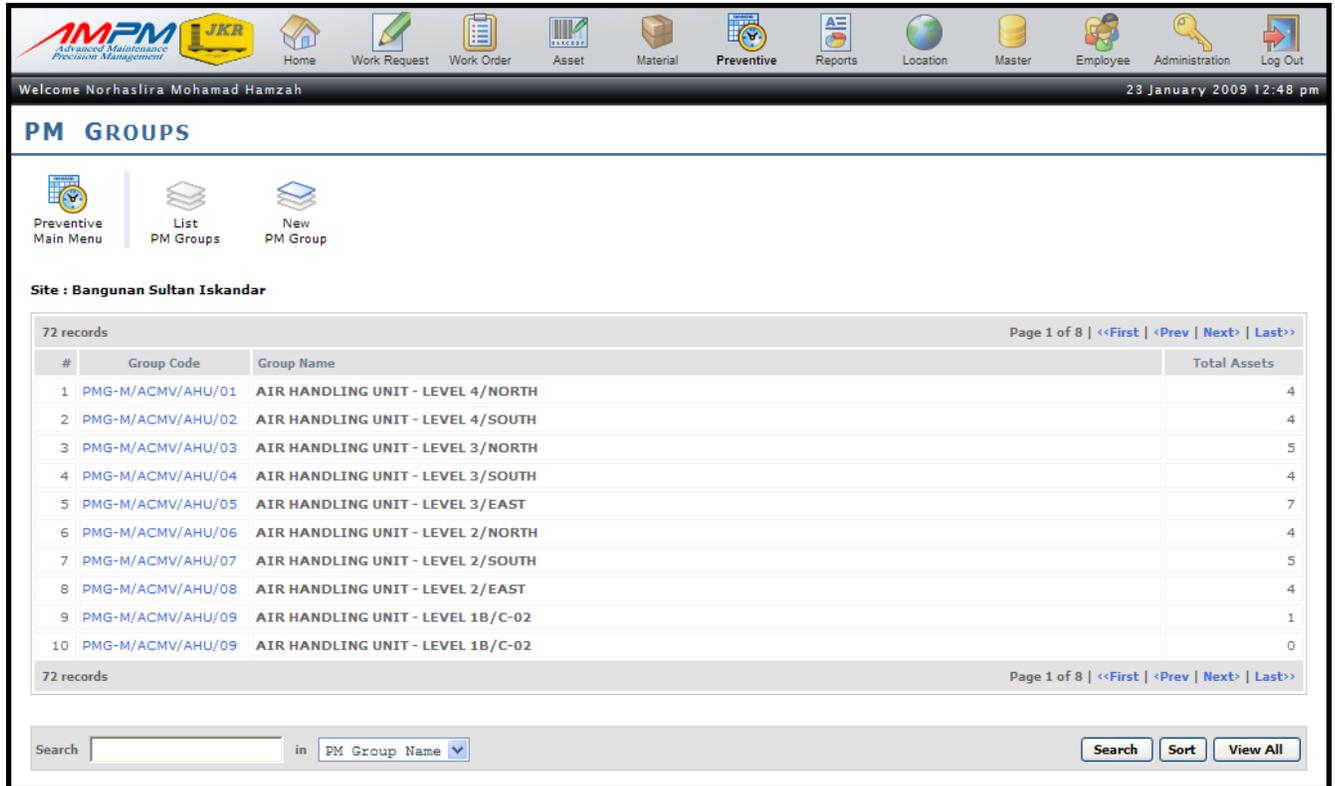
Search  in

## 8.3 Register New PM Task



- PM Task Number : Enter the PM Task Number.
- PM Task Name : Enter the PM Task Name.
- Estimated Labour Hour: Enter the Estimated labour hour for doing the PM Work.
- Click button '**Save**'

## 8.4 PM Group List



Welcome Norhaslira Mohamad Hamzah 23 January 2009 12:48 pm

### PM GROUPS

Preventive Main Menu | List PM Groups | **New PM Group**

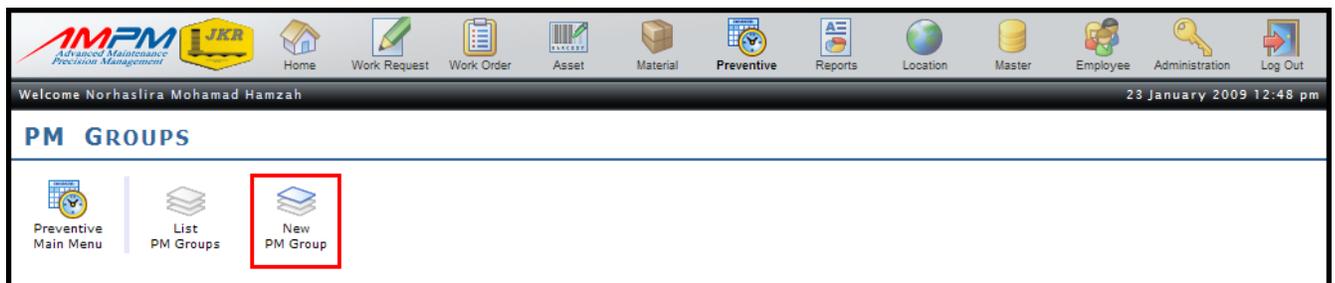
Site : Bangunan Sultan Iskandar

#	Group Code	Group Name	Total Assets
1	PMG-M/ACMV/AHU/01	AIR HANDLING UNIT - LEVEL 4/NORTH	4
2	PMG-M/ACMV/AHU/02	AIR HANDLING UNIT - LEVEL 4/SOUTH	4
3	PMG-M/ACMV/AHU/03	AIR HANDLING UNIT - LEVEL 3/NORTH	5
4	PMG-M/ACMV/AHU/04	AIR HANDLING UNIT - LEVEL 3/SOUTH	4
5	PMG-M/ACMV/AHU/05	AIR HANDLING UNIT - LEVEL 3/EAST	7
6	PMG-M/ACMV/AHU/06	AIR HANDLING UNIT - LEVEL 2/NORTH	4
7	PMG-M/ACMV/AHU/07	AIR HANDLING UNIT - LEVEL 2/SOUTH	5
8	PMG-M/ACMV/AHU/08	AIR HANDLING UNIT - LEVEL 2/EAST	4
9	PMG-M/ACMV/AHU/09	AIR HANDLING UNIT - LEVEL 1B/C-02	1
10	PMG-M/ACMV/AHU/09	AIR HANDLING UNIT - LEVEL 1B/C-02	0

72 records Page 1 of 8 | <<First | <Prev | Next> | Last>>

Search  in PM Group Name Search Sort View All

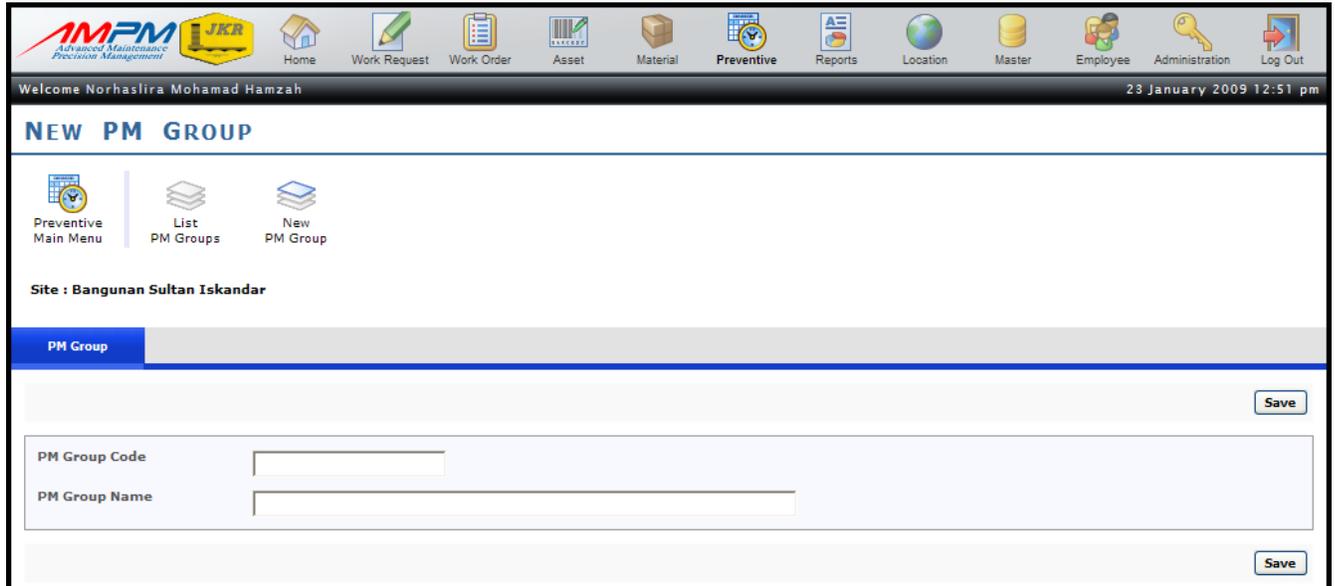
## 8.5 Register New PM Group



Welcome Norhaslira Mohamad Hamzah 23 January 2009 12:48 pm

### PM GROUPS

Preventive Main Menu | List PM Groups | **New PM Group**



Welcome Norhaslira Mohamad Hamzah 23 January 2009 12:51 pm

### NEW PM GROUP

Preventive Main Menu | List PM Groups | New PM Group

Site : **Bangunan Sultan Iskandar**

**PM Group**

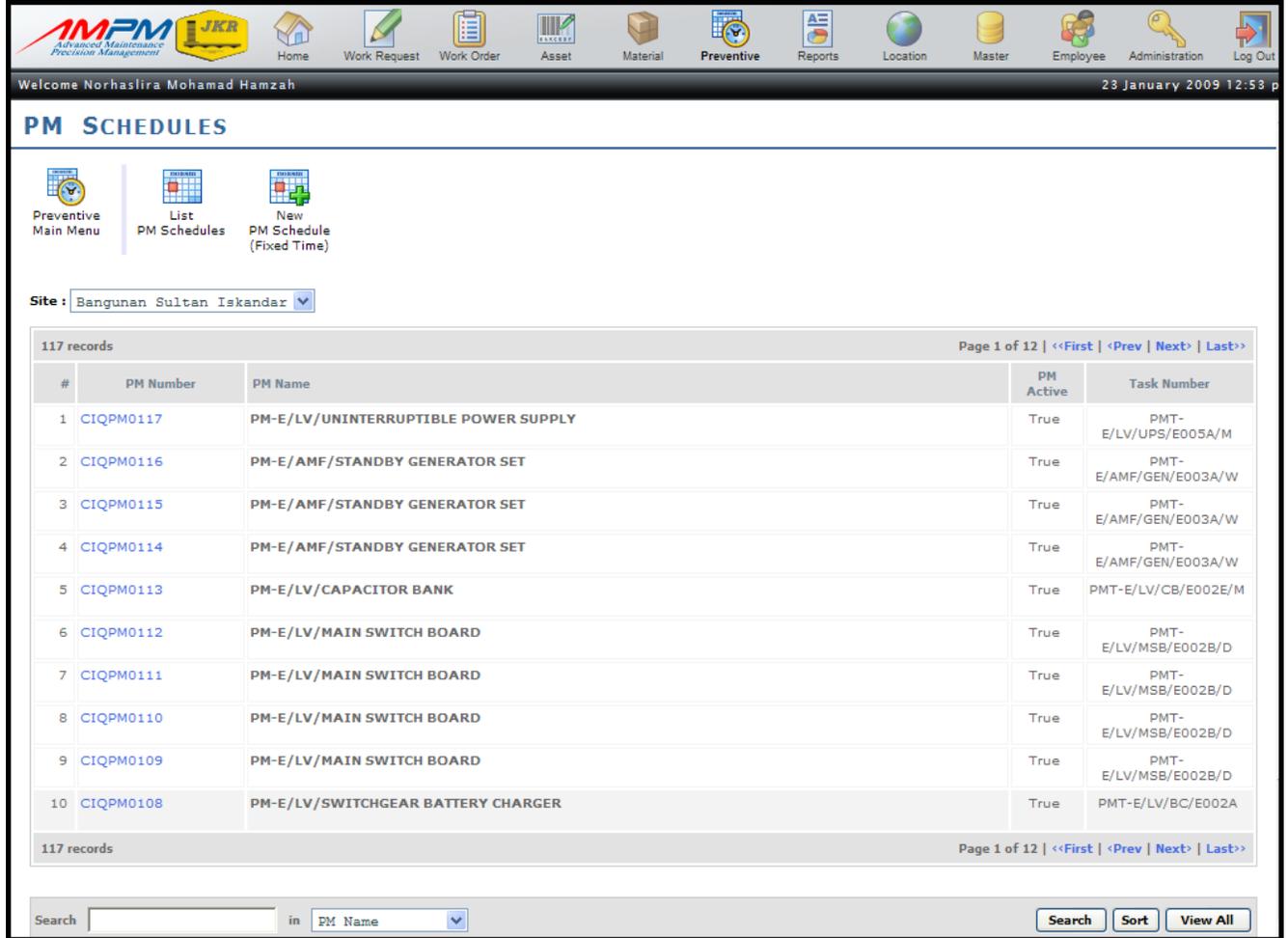
PM Group Code

PM Group Name

- Registered the PM Group for allows you to include two or more assets into a single PM Schedule.
- PM Group Code : Enter the PM Group
- PM Group Name : Enter the PM Group description.
- Linked Assets : Choose from the list add an asset. The data is set in the asset list - assets

Click button '**Add into list**'

## 8.6 PM Schedule List



Welcome Norhaslira Mohamad Hamzah 23 January 2009 12:53 p

### PM SCHEDULES

Preventive Main Menu | List PM Schedules | New PM Schedule (Fixed Time)

Site:

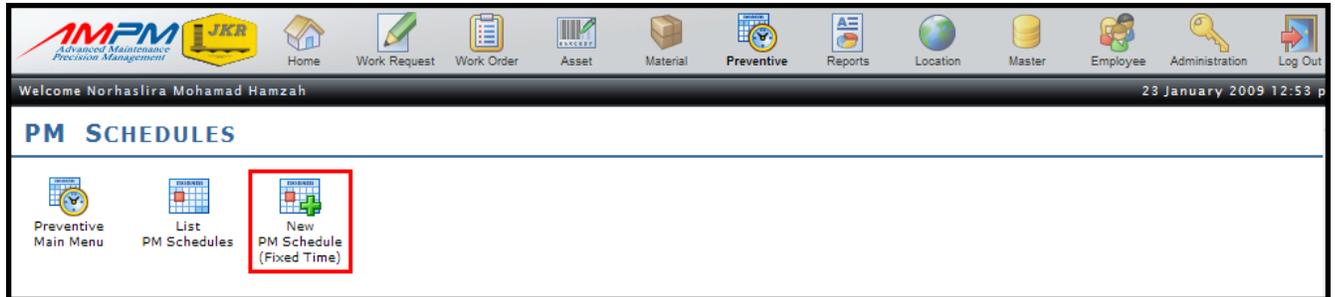
117 records Page 1 of 12 | <<First | <Prev | Next> | Last>>

#	PM Number	PM Name	PM Active	Task Number
1	CIQPM0117	PM-E/LV/UNINTERRUPTIBLE POWER SUPPLY	True	PMT-E/LV/UPS/E005A/M
2	CIQPM0116	PM-E/AMF/STANDBY GENERATOR SET	True	PMT-E/AMF/GEN/E003A/W
3	CIQPM0115	PM-E/AMF/STANDBY GENERATOR SET	True	PMT-E/AMF/GEN/E003A/W
4	CIQPM0114	PM-E/AMF/STANDBY GENERATOR SET	True	PMT-E/AMF/GEN/E003A/W
5	CIQPM0113	PM-E/LV/CAPACITOR BANK	True	PMT-E/LV/CB/E002E/M
6	CIQPM0112	PM-E/LV/MAIN SWITCH BOARD	True	PMT-E/LV/MSB/E002B/D
7	CIQPM0111	PM-E/LV/MAIN SWITCH BOARD	True	PMT-E/LV/MSB/E002B/D
8	CIQPM0110	PM-E/LV/MAIN SWITCH BOARD	True	PMT-E/LV/MSB/E002B/D
9	CIQPM0109	PM-E/LV/MAIN SWITCH BOARD	True	PMT-E/LV/MSB/E002B/D
10	CIQPM0108	PM-E/LV/SWITCHGEAR BATTERY CHARGER	True	PMT-E/LV/BC/E002A

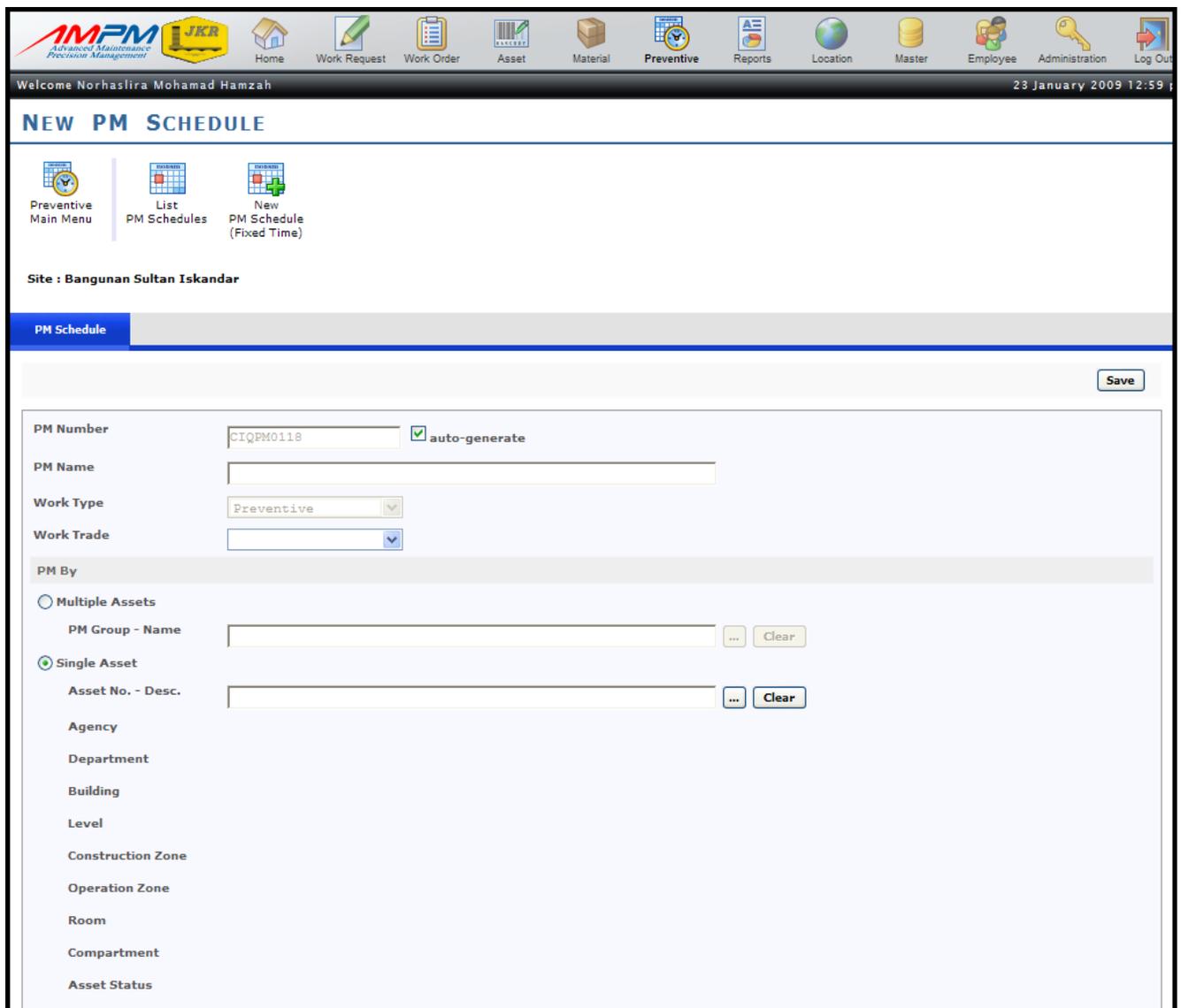
117 records Page 1 of 12 | <<First | <Prev | Next> | Last>>

Search  in

## 8.7 Register New PM Schedule



The screenshot shows the main navigation menu of the CMMS NETMAIN application. The menu items include Home, Work Request, Work Order, Asset, Material, Preventive, Reports, Location, Master, Employee, Administration, and Log Out. The user is logged in as Norhaslira Mohamad Hamzah on 23 January 2009 at 12:53 p.m. The main content area is titled "PM SCHEDULES" and contains three icons: "Preventive Main Menu", "List PM Schedules", and "New PM Schedule (Fixed Time)". The "New PM Schedule (Fixed Time)" icon is highlighted with a red box.



The screenshot shows the "NEW PM SCHEDULE" form. The user is logged in as Norhaslira Mohamad Hamzah on 23 January 2009 at 12:59 p.m. The site is identified as "Bangunan Sultan Iskandar". The form is titled "PM Schedule" and has a "Save" button in the top right corner. The form fields are as follows:

- PM Number:** CIQPM0118 (with a checked "auto-generate" checkbox)
- PM Name:** (empty text field)
- Work Type:** Preventive (dropdown menu)
- Work Trade:** (dropdown menu)
- PM By:**
  - Multiple Assets
    - PM Group - Name: (empty text field) with "..." and "Clear" buttons
  - Single Asset
    - Asset No. - Desc.: (empty text field) with "..." and "Clear" buttons
    - Agency: (empty text field)
    - Department: (empty text field)
    - Building: (empty text field)
    - Level: (empty text field)
    - Construction Zone: (empty text field)
    - Operation Zone: (empty text field)
    - Room: (empty text field)
    - Compartment: (empty text field)
    - Asset Status: (empty text field)

Location

Agency

Department

Building  ...

Level  ...

Operation Zone  ...

Construction Zone  ...

Room  ...

Compartment  ...

---

**Scheduling**

Task Number

Frequency Unit

Frequency  Target Start Date

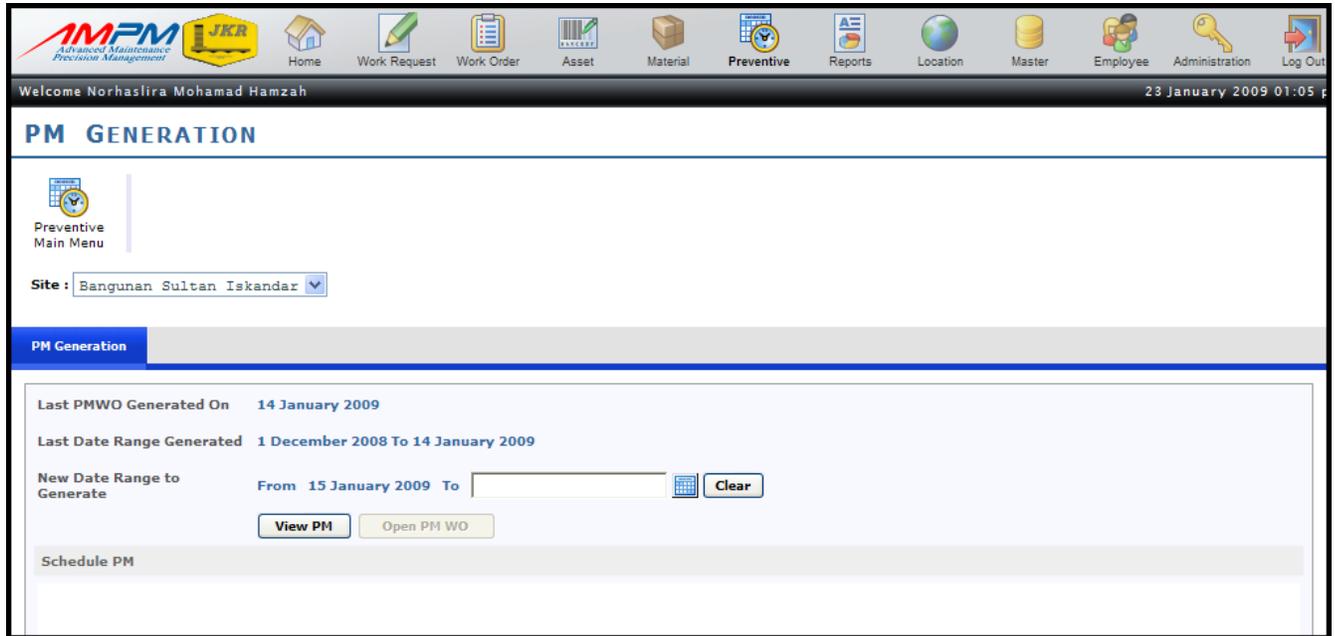
Day(s)  Target Complete Date

Work Period Day(s)  Next Start Date

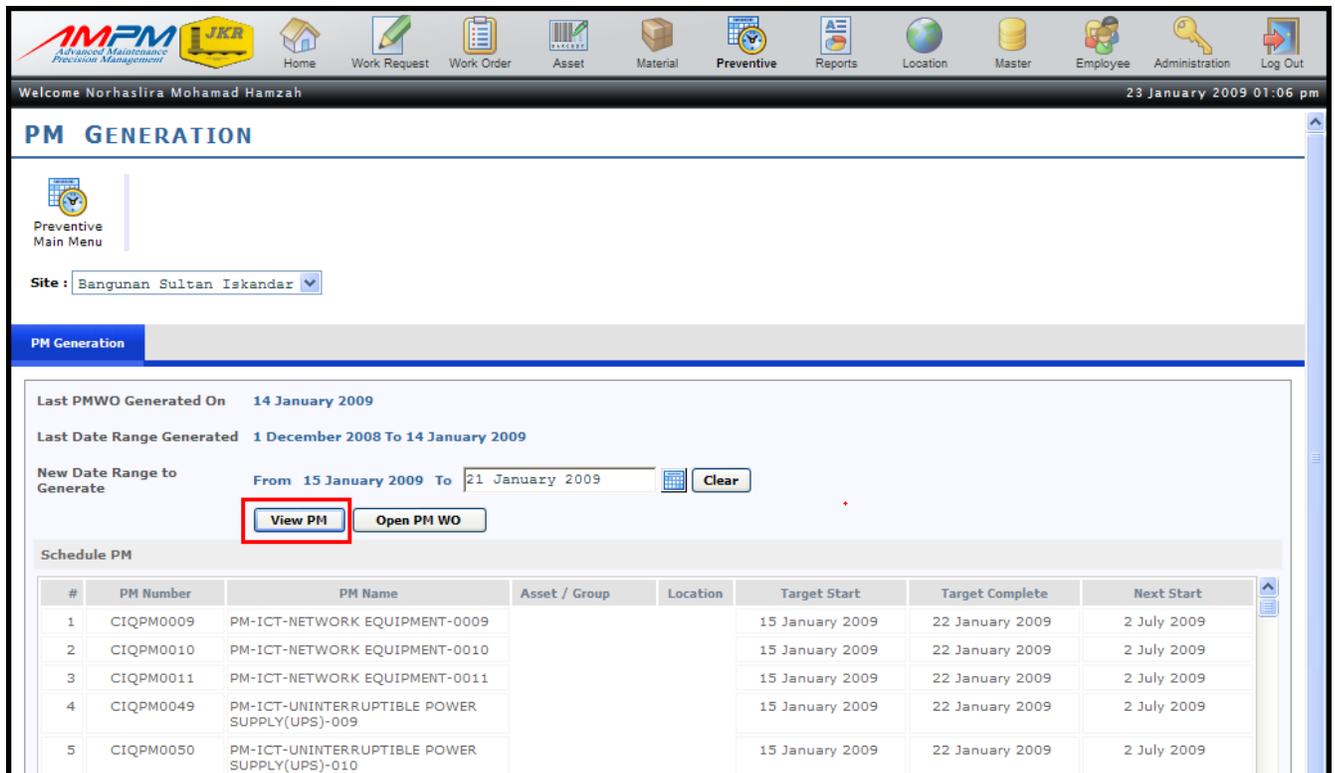
- PM Number will automatically generated by system
- PM Name : Enter PM Name (Generated by each Trade)
- Work Type : Automatically choose by system
- Work Trade : Choose work trade on the list
- PM By : Check button by choosing the related group
- Scheduling :
  - i) Task Number: Choose from the list
  - ii) Frequency Unit: Choose from the list (follow the relevant frequency)
  - iii) Day(s): Automatically calculate by system
  - iv) Work Period Day(s): Enter related work day
  - v) Target Start Date: Choose from the calendar
  - vi) Target Completed Date: Automatically generated by system
  - vii) Next Start Date: Automatically generated by system

Click button '**Save**' button

## 8.8 PM Generation



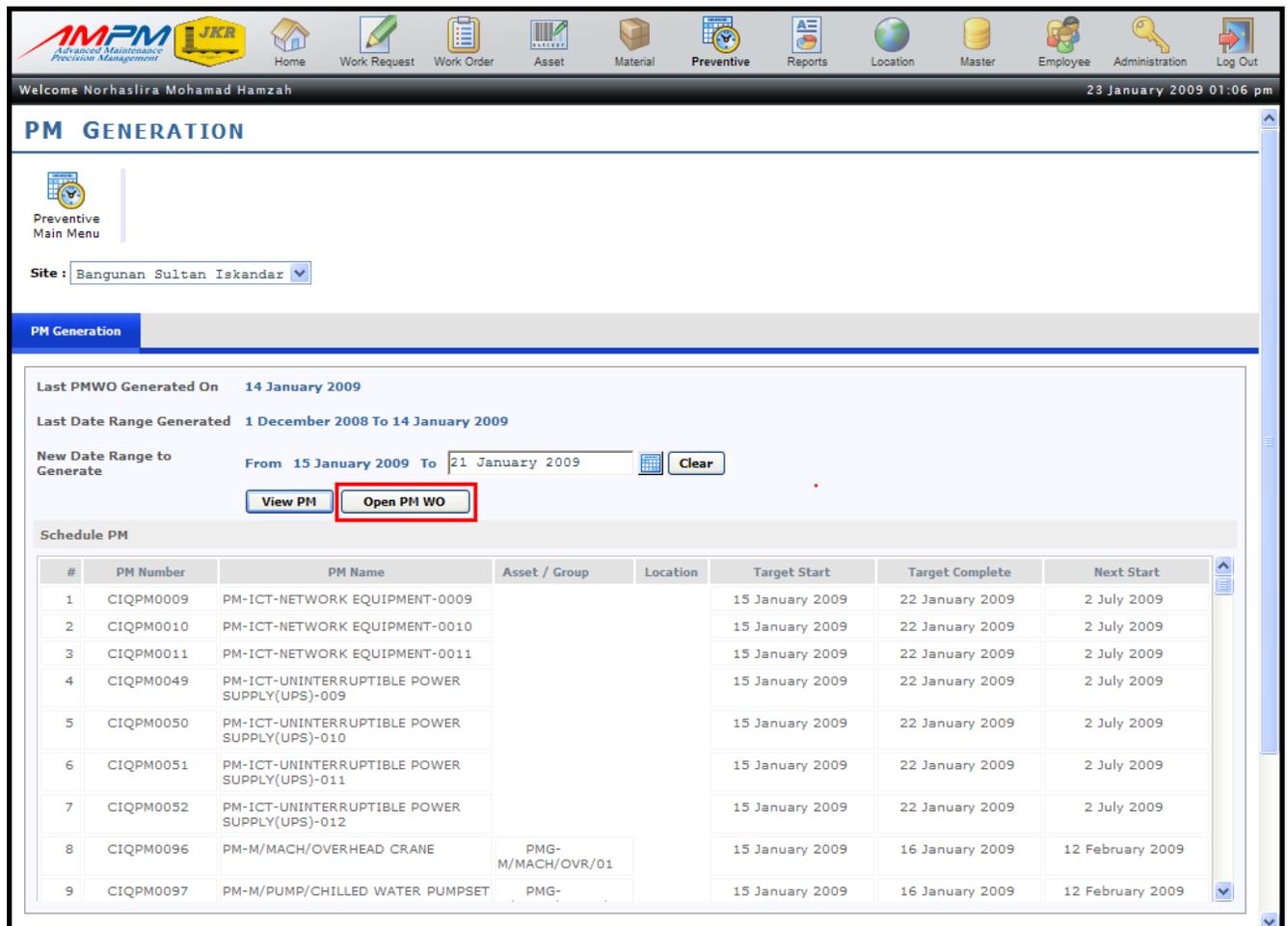
## 8.9 View PM Work Order



#	PM Number	PM Name	Asset / Group	Location	Target Start	Target Complete	Next Start
1	CIQPM0009	PM-ICT-NETWORK EQUIPMENT-0009			15 January 2009	22 January 2009	2 July 2009
2	CIQPM0010	PM-ICT-NETWORK EQUIPMENT-0010			15 January 2009	22 January 2009	2 July 2009
3	CIQPM0011	PM-ICT-NETWORK EQUIPMENT-0011			15 January 2009	22 January 2009	2 July 2009
4	CIQPM0049	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-009			15 January 2009	22 January 2009	2 July 2009
5	CIQPM0050	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-010			15 January 2009	22 January 2009	2 July 2009

- To view PM Work Order, select date from the calendar given
- Click “View PM” to view PM Work Order, the list will appear

## 8.10 Generate PM Schedule to PM Work Order



PM GENERATION

Preventive Main Menu

Site :

PM Generation

Last PMWO Generated On 14 January 2009

Last Date Range Generated 1 December 2008 To 14 January 2009

New Date Range to Generate From 15 January 2009 To 21 January 2009

Schedule PM

#	PM Number	PM Name	Asset / Group	Location	Target Start	Target Complete	Next Start
1	CIQPM0009	PM-ICT-NETWORK EQUIPMENT-0009			15 January 2009	22 January 2009	2 July 2009
2	CIQPM0010	PM-ICT-NETWORK EQUIPMENT-0010			15 January 2009	22 January 2009	2 July 2009
3	CIQPM0011	PM-ICT-NETWORK EQUIPMENT-0011			15 January 2009	22 January 2009	2 July 2009
4	CIQPM0049	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-009			15 January 2009	22 January 2009	2 July 2009
5	CIQPM0050	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-010			15 January 2009	22 January 2009	2 July 2009
6	CIQPM0051	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-011			15 January 2009	22 January 2009	2 July 2009
7	CIQPM0052	PM-ICT-UNINTERRUPTIBLE POWER SUPPLY(UPS)-012			15 January 2009	22 January 2009	2 July 2009
8	CIQPM0096	PM-M/MACH/OVERHEAD CRANE	PMG-M/MACH/OVR/01		15 January 2009	16 January 2009	12 February 2009
9	CIQPM0097	PM-M/PUMP/CHILLED WATER PUMPSET	PMG-		15 January 2009	16 January 2009	12 February 2009

- Click “Open PM WO” to generate the PM Schedule to PM Work Order



**NOTE:**