

- Work Order
- Work Order PPM
- Generate Work Order
- Schedule
- Task Category
- Task
- Standard Job
- Work Order Codes
- PPM Service Tracking

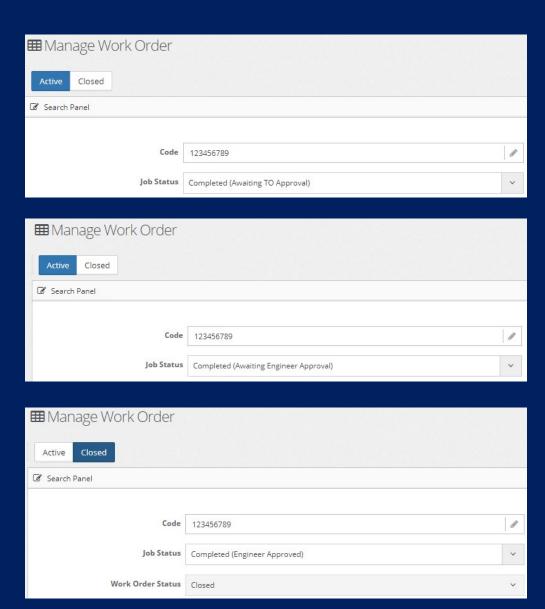


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### Work Order







#### Non PPM:

Create (WSO) > Assigned to technician > TO Approval > Engineer Approval.



#### into:

#### WSO:

WSO must Create Work Order and update WO details.

#### Technician:

- Check and attend breakdown onsite.
- Handover to system if have any job pending.
- Update spare part, task, feedback and click
   Complete button to submit WO for TO approval.

#### **Technical Officer:**

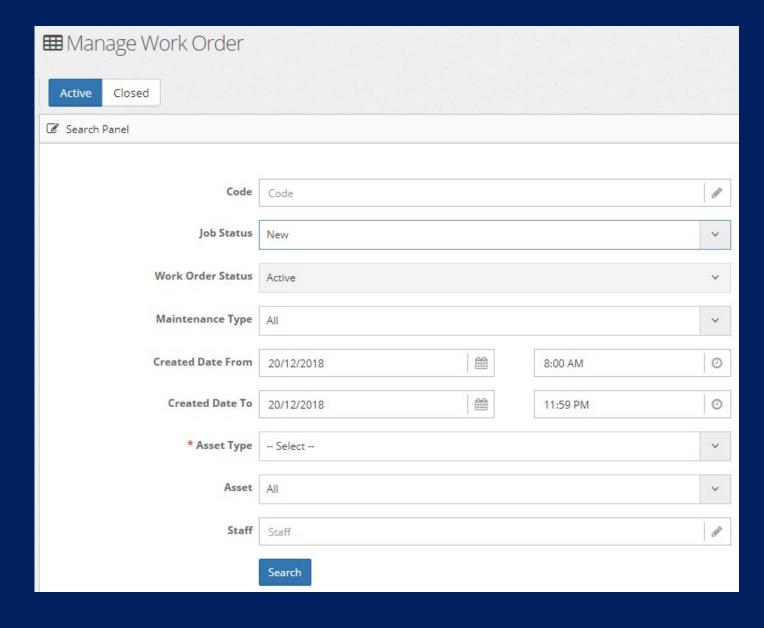
- TO must check breakdown info through job status at manage WO search panel.
- Click Checked button to submit for Engineer approval.

#### **Engineer:**

- Engineer must verify breakdown info to verify the WO.
- Engineer shall click on Verify.
- Once WO is verified, the WO is automatically change status to Closed.

### Work Order





### Steps:

- · Work Order Search Panel.
- User can filter work order records in search panel.

### Info

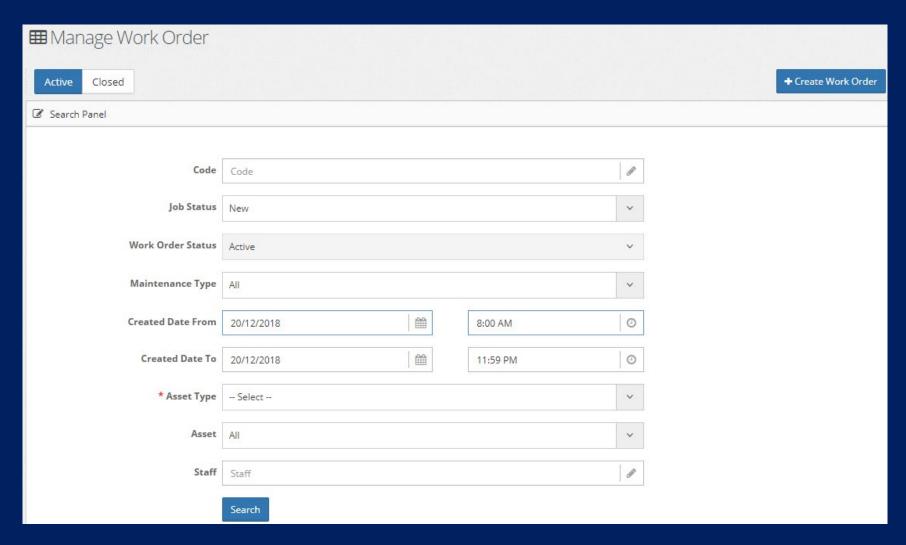
- Allows various functionalities like:
- a. Assign Schedule / Standard Jobs.
- Track cost, labor and spare parts, components and task.
- c. Track Meter Reading.
- d. Track Failure Analysis.
- e. Maintenance Codes.
- f. Create Follow-up Work Order.
- g. Track files and documents related to Work Order.

### Work Order





Maintenance > Work Order > Create Work Order

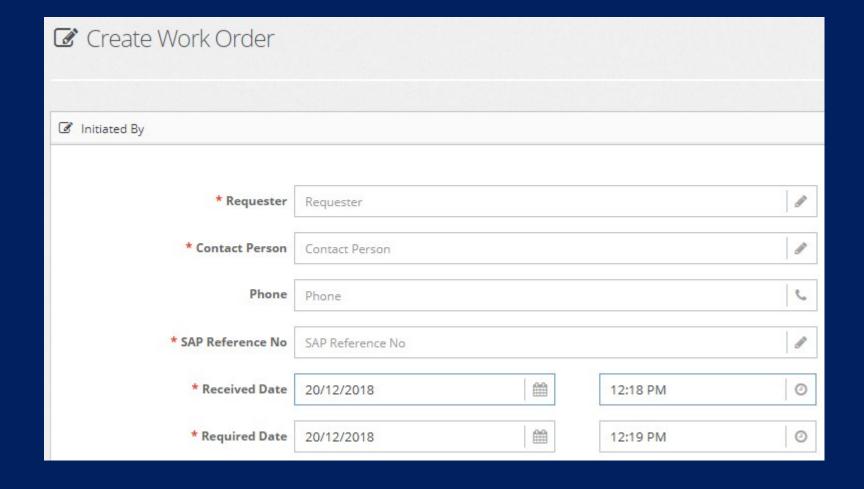


### Work Order





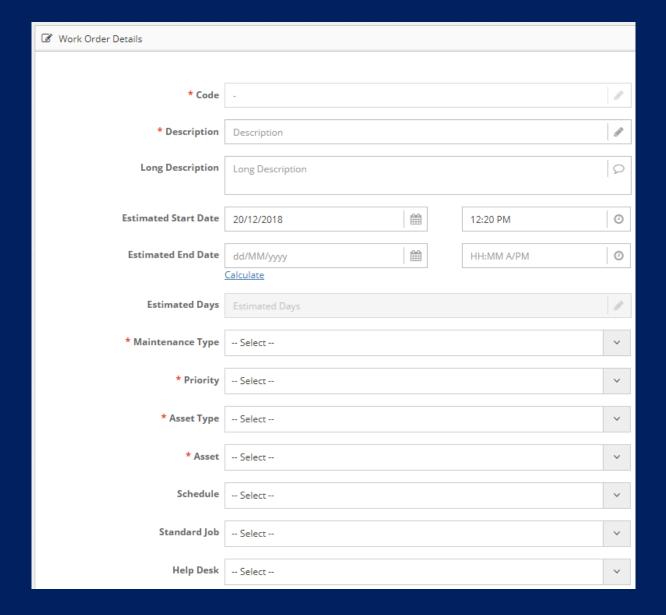
 Fill up all mandatory details of "Initiated By".



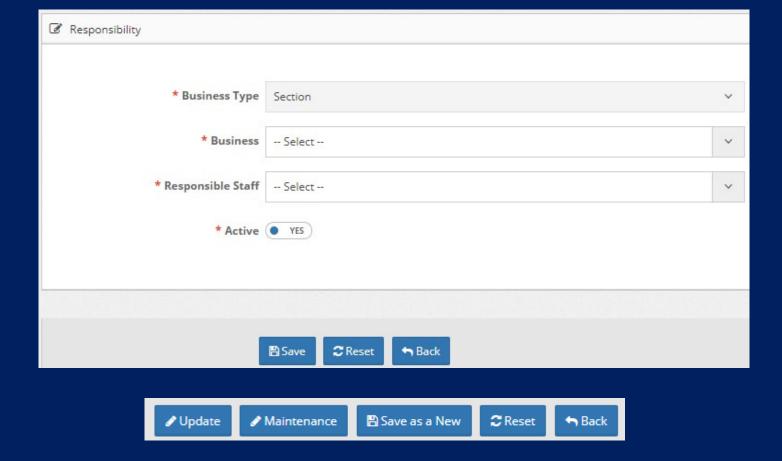
### Work Order



- Fill up all mandatory details of "Work Order Details".
- Fields:
- a) Estimated Start/End Date:
   Estimated/target of work to be completed.
- b) Response Time:
  Start Date Required Date.
- c) Priority:
  Impact of complains to the users. (Ex. Potential to impact life critical)



### Work Order



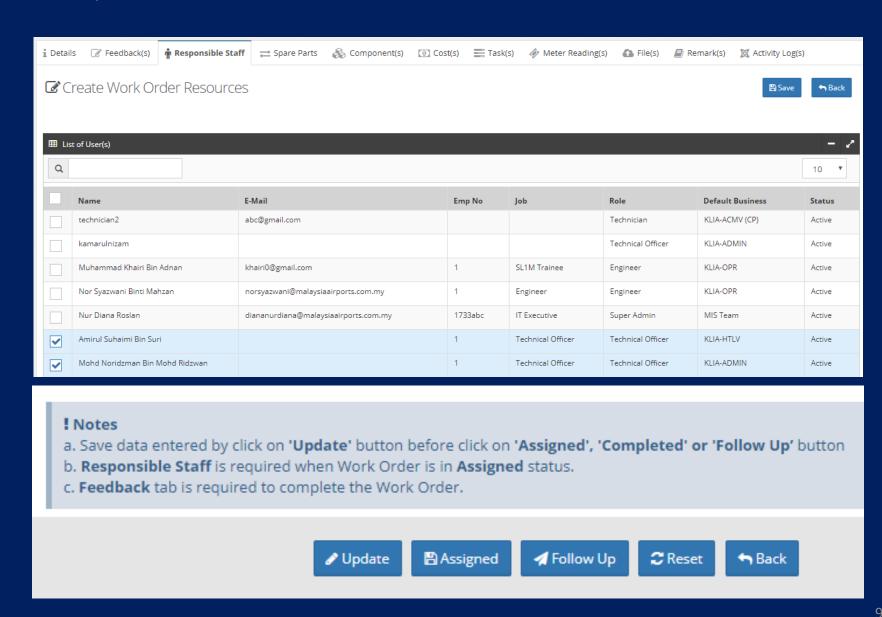


- Fill up all mandatory details of "Responsibility Form".
- Click save > Maintenance

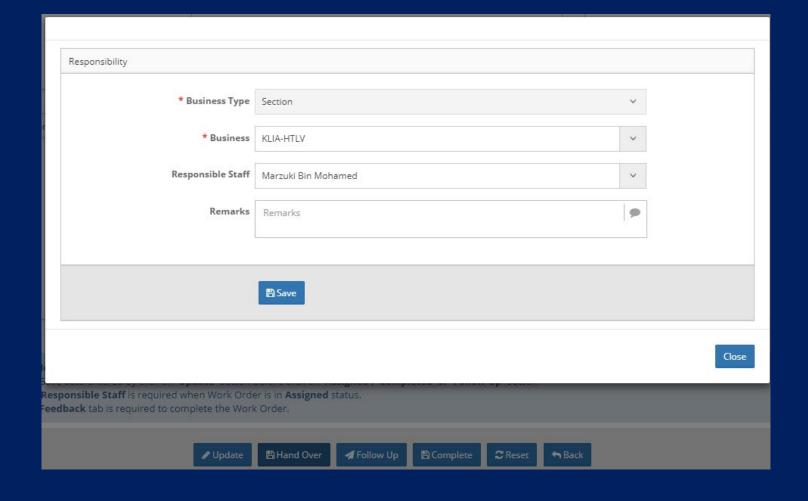
### Work Order



- **Details > Responsible Staff >** Details > Update > Assigned
- **Responsible Staff** 
  - User must select who want to check & attend breakdown onsite.
- Notes.
- To closed work order, user have to complete;
  - a) All mandatory fields.
  - b) Create Feedback.
  - c) Create Responsible Staff.
  - d) Click on Completed button.
- From the list, click Closed Work Order button.



### Work Order





- Hand Over
  - User can hand over to system.
  - Fill all *responsibility* details.
  - All logs can be monitored in Activity Logs tab.

### Work Order

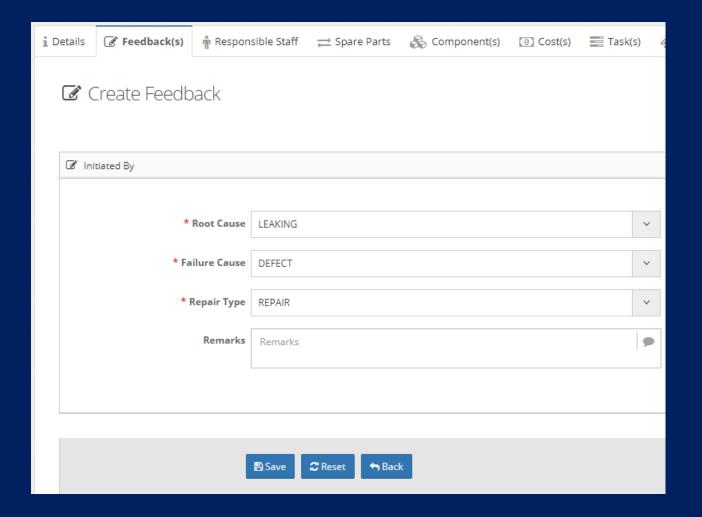




- Details > Feedback (s)
- Feedback(s)
  - User can create feedback from feedback form.

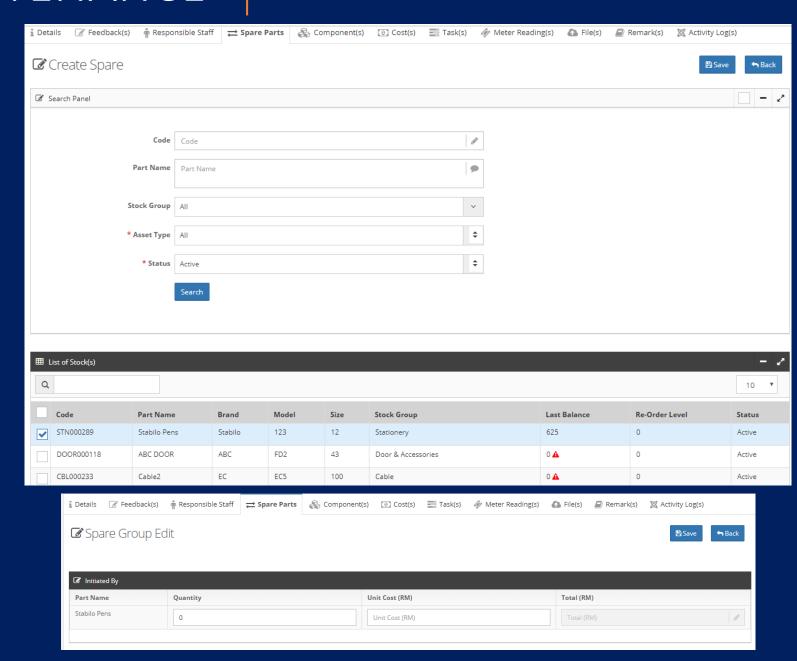


Refer technical element table.



### Work Order





- Details > Spare Parts > Save >
   Group Edit > Save
- Spare Parts
  - User can create Spare
     Parts from spare parts
     form.
  - At spare group edit, user can edit the quantity, unit cost (RM), and also total (RM).

### Work Order



### Steps:

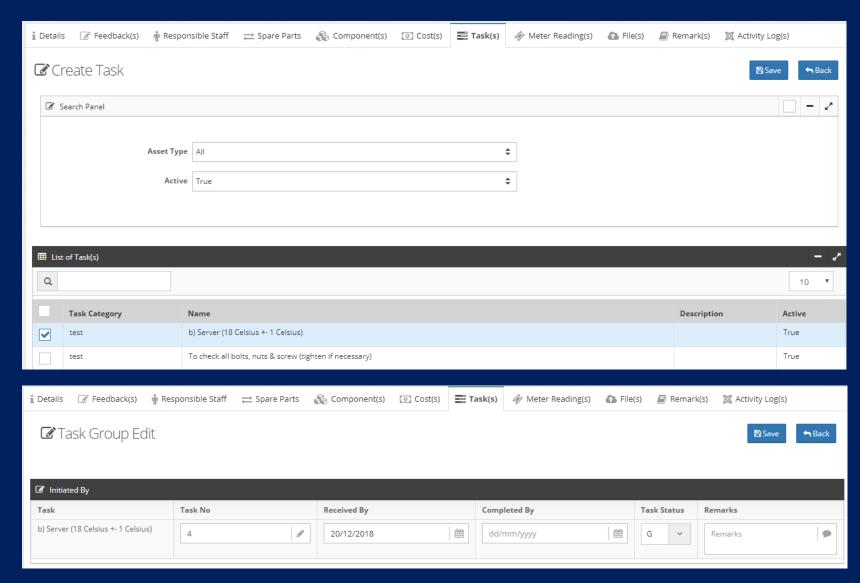
Details > Task(s) > Save > GroupEdit > Save > Click on Item >Complete.

#### Create Task(s)

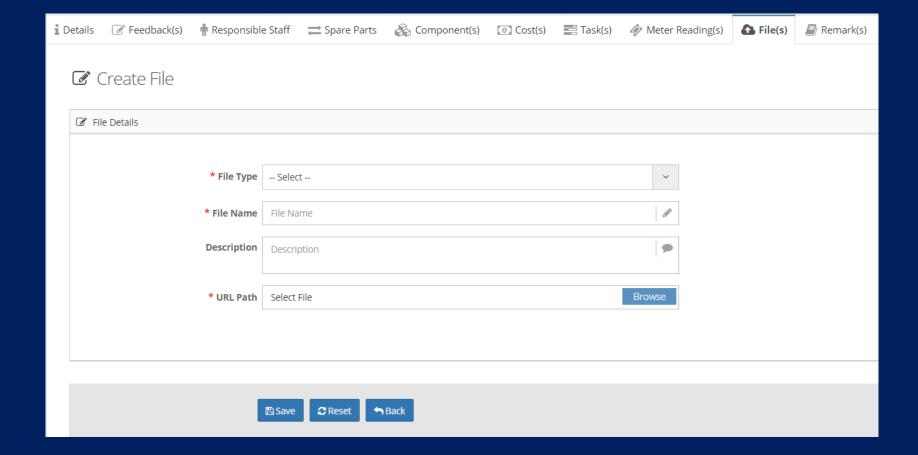
- User can search asset type from search panel and select the item from list task category.
- Assigned related task for the work order.
- All task assigned must be completed to complete the work order.

#### Task Group Edit

- User can edit task no, received date and completed by.
- After save the task, user must tick on the checkbox to edit task status and then click to complete.



### Work Order





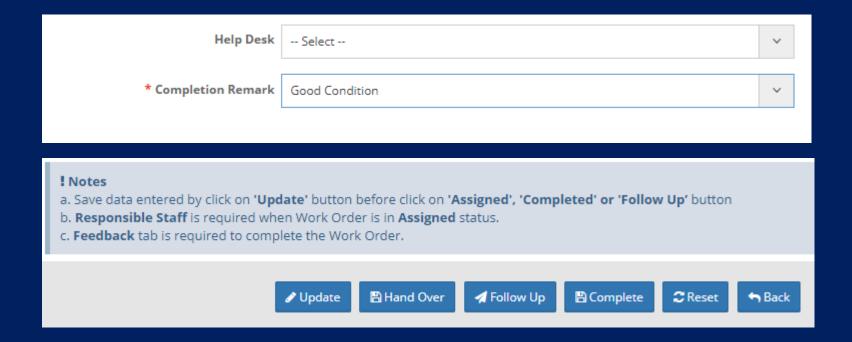
- File.
- Attached any file related to the work order.
- Attachment can be in any format like image and pdf.

### Work Order





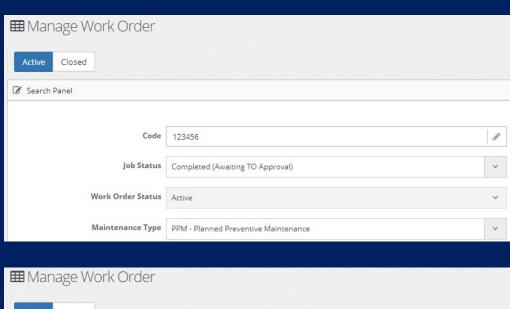
- Details > Complete.
  - Technician must fill the completion remark before click complete.

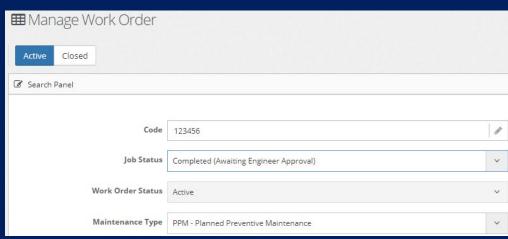




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### Work Order PPM







#### PPM:

Generate > WO PPM > New > Assigned > TO approval > Engineer Approval

#### 1. Technical Officer:

- TO must generate incoming WO PPM.

#### 2. Technician:

- Check and attend PPM onsite.
- Update feedback, task, spare part and labour.
- Click Complete for TO approval.

#### 3. Technical Officer:

- Check PPM info and completed.
- Submit for Engineer approval.

#### 4. Engineer:

- Engineer must verify PPM info and click Verify of each WO.

Work Order PPM

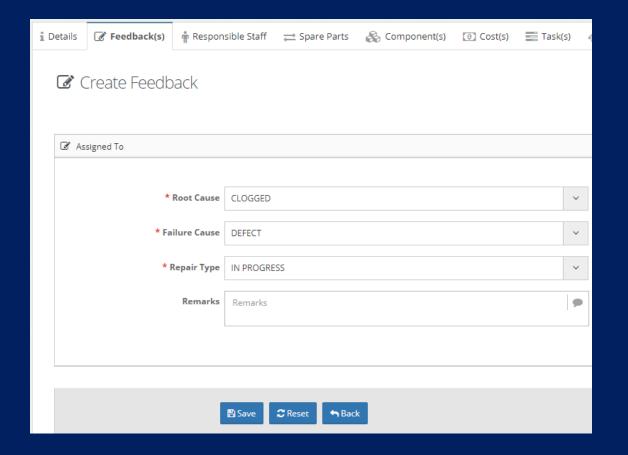




- Maintenance > Work Order PPM
  - Click edit



### Work Order PPM







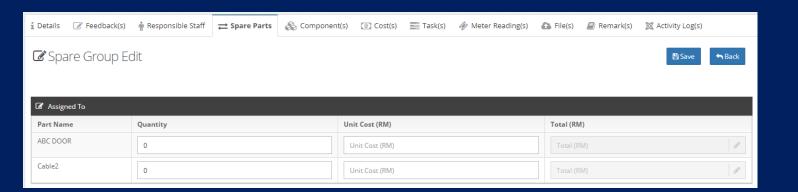
- Maintenance > Work Order PPM > Feedback(s)
- Feedback(s)
  - User can create feedback from *feedback* tab.

### Work Order PPM





- Maintenance > Work Order PPM >Spare Parts > Assign Spare(s)
- Spare Parts
  - User can create Spare
     Parts from spare parts
     tab.
  - At spare group edit, user
     can edit the quantity and unit
     cost (RM).

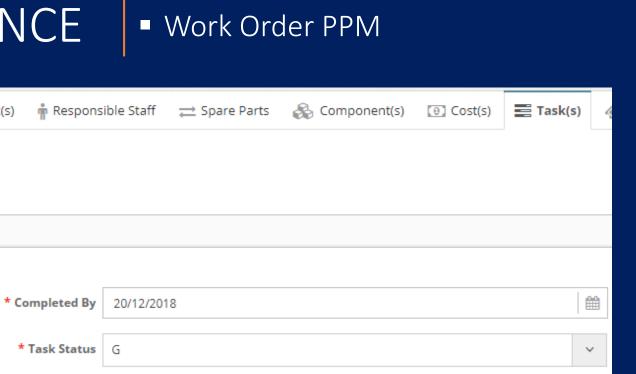


Edit Task

☑ Task Details

Feedback(s)

i Details





2 Reset

Sack Back

**∅** Update



- Maintenance > Work Order PPM >
   Task(s) > Group Edit > Select Item
   > Complete
- Task Group Edit
  - User can edit task no, received date and completed by.
  - After save the task, user
    must tick on the checkbox
    to edit task status and then
    click to complete.

### Work Order PPM

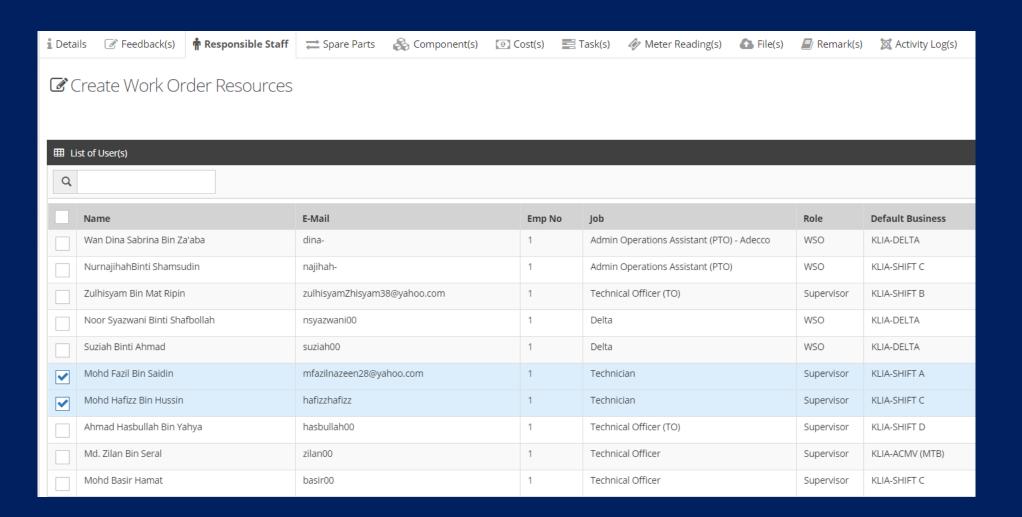




Details > Responsible Staff

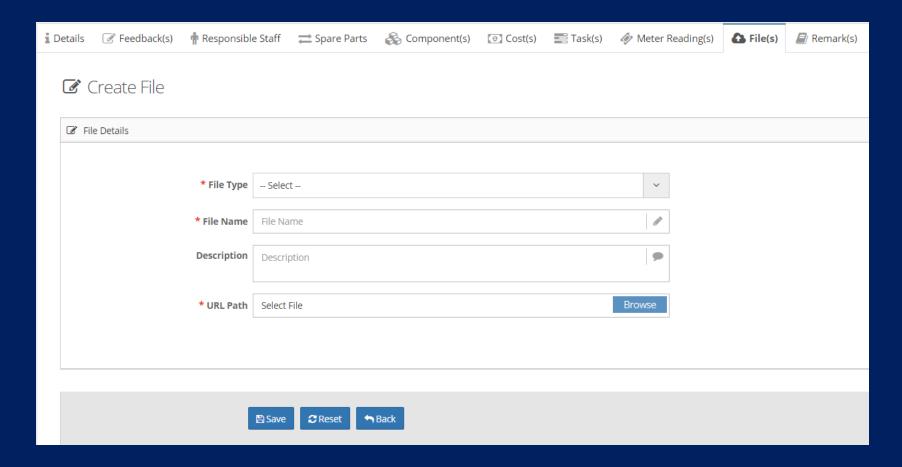
#### **Add Responsible Staff**

 User must select who want to check & attend
 PPM onsite.



### Work Order PPM



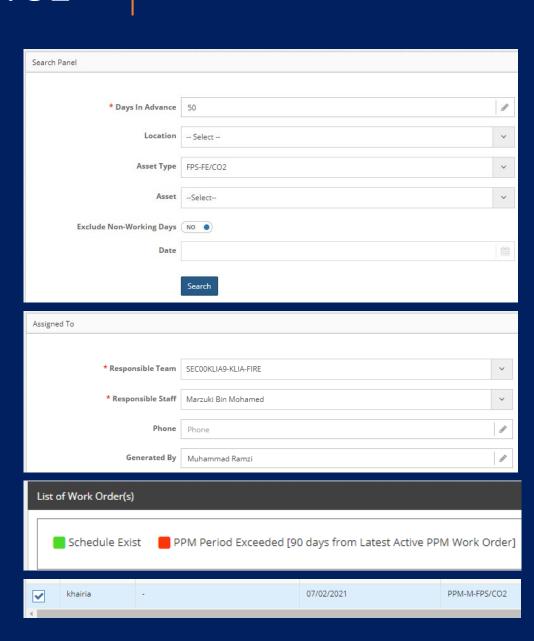


- File.
- Fill up all mandatory details of "File Details".
- Attached any file related to the work order.
- Attachment can be in any format like image and pdf.



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### Generate Work Order





### Steps:

Maintenance > Generate Work
 Order > Create Work Order

#### **Manage Work Order**

- User can search on panel form to get list of work order.
- User can assigned to responsible team and responsible staff.
- Click on list of work order to start create work order.

#### Schedule Exist:

- PPM WO has been created.

  PPM Period Exceeded:
- Not available to create work order since the PPM period exceeded 90 days from latest active PPM Work Order)



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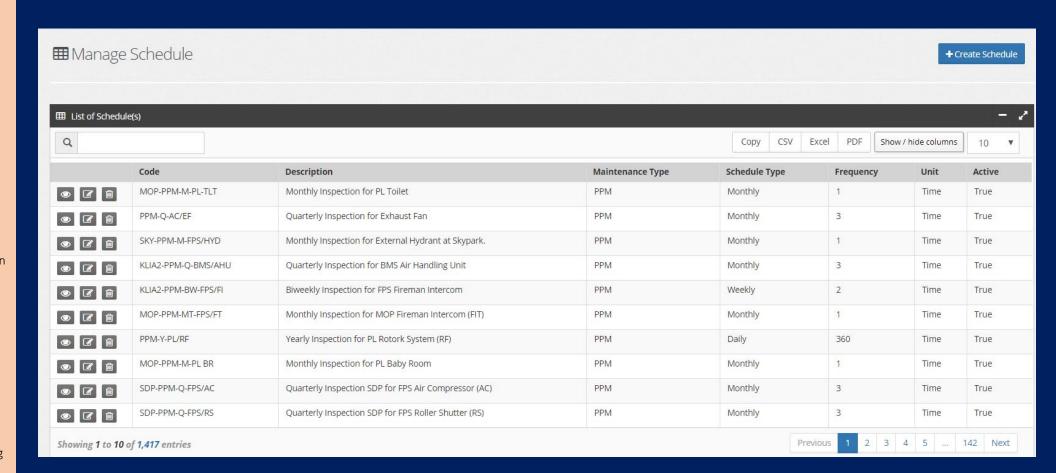
### Schedule



- View Schedule.
- PPM Schedule only can be created by System Admin.



- Schedules are common master data across the organization.
- Schedule can be created based on days, weeks, months or user defined schedules or events.
- Schedules used to generate work orders to perform maintenance jobs – routine/preventive maintenance.
- Schedule will have the collection of standard jobs – to define what task need to be performed during Maintenance Activities.

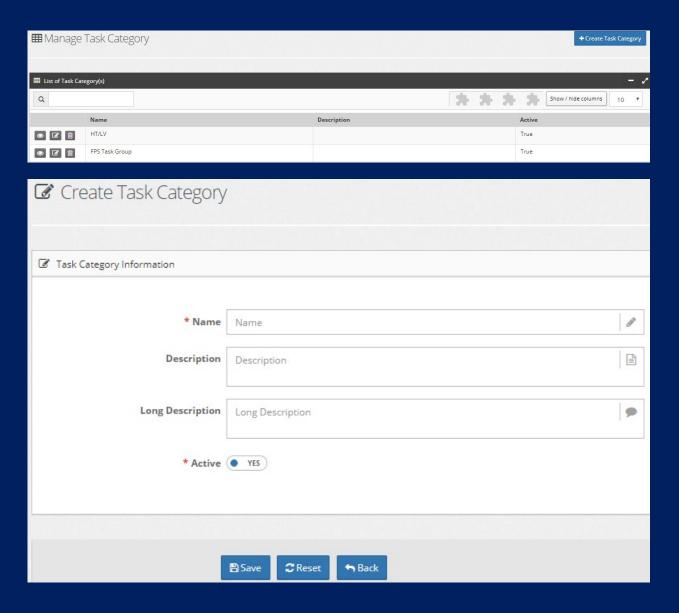




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## Task Category







#### Task Category

- User can search list of task category on search panel.
- User can create task of category

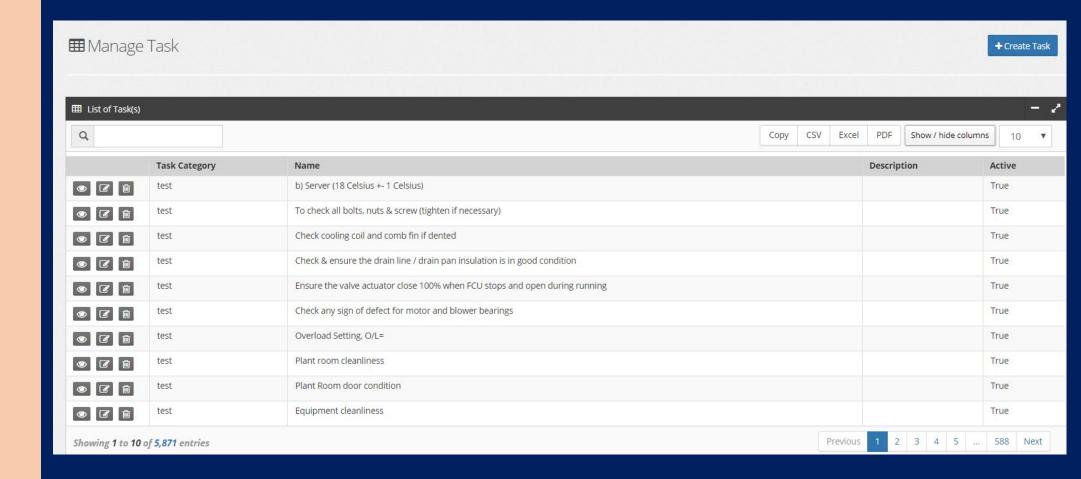


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### Task



- · View Task.
- Task only can be created by System Admin.

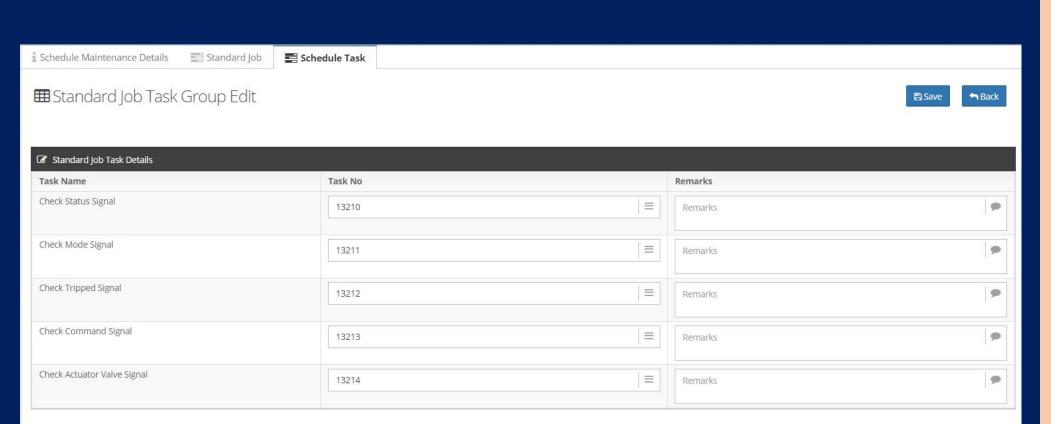




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### Standard Job







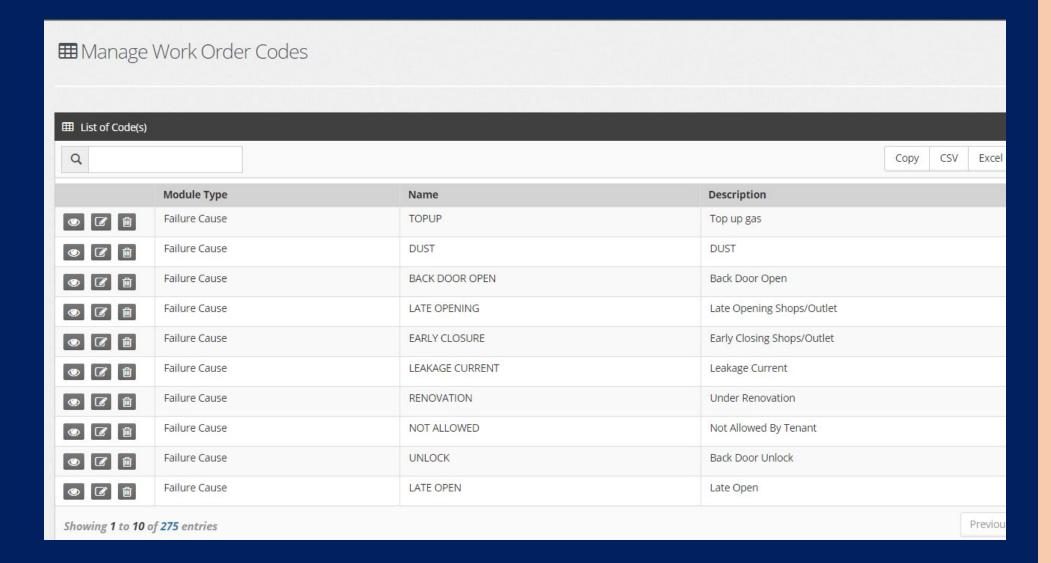
- View Schedule.
- User can rearrange task number and remarks in schedule. (before generate PPM)



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### Work Order Codes







- View Work Order Codes.
- Work Order codes contain
   Failure Cause, Root
   Cause, and Repair Type
   which related to Feedback
   screen in Work Order.



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### PPM Service Tracking





- View PPM Service Tracking.
- User can check history
   of PPM Service by
   search Asset Code in
   search panel.

