

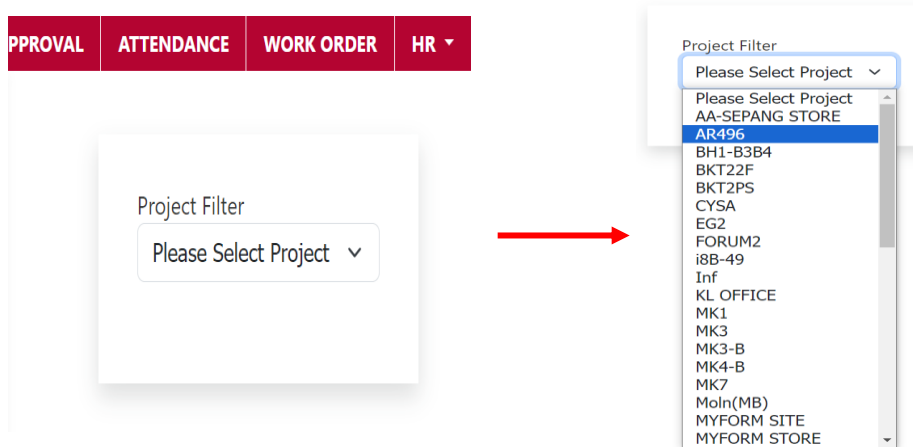
Work Order User Manual

STEP 1: Create new Work Order

1. Click at the Work Order menu



2. Please select project inside the Project Filter

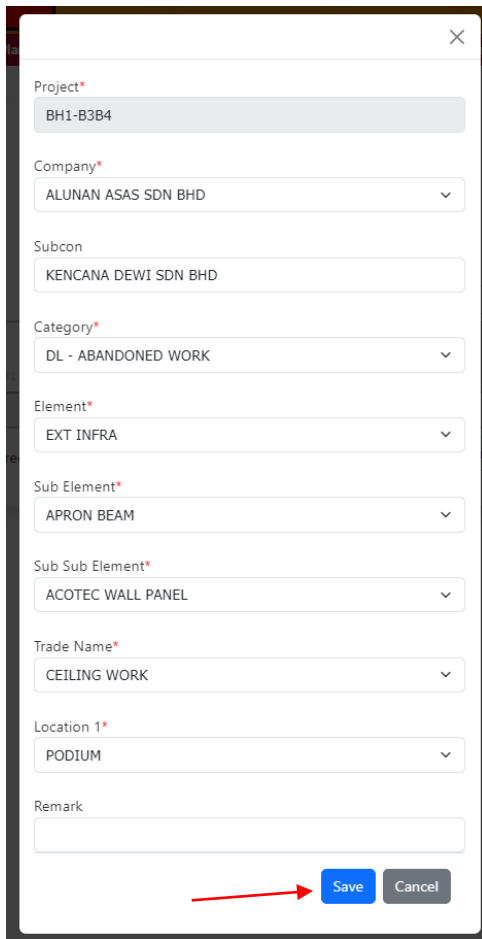


3. The table will show empty data for beginning, user need to create a new one

The screenshot shows the 'Add New Work Order' form. At the top, there is a 'Project Filter' dropdown menu with 'BKT2PS' selected. Below the dropdown menu is a green button labeled 'Add New Work Order', which is highlighted by a red arrow. Below the button, there is a 'Show' dropdown menu with '10' selected and a 'Search' input field. Below these is a table with the following columns: WO No, Subcon, Category, Element, Sub Element, Sub Sub Element, Trade Name, Loc 1, Remark, and Action. The table is currently empty, and a message 'No matching records found' is displayed below it. At the bottom, there is a status bar showing 'Showing 0 to 0 of 0 entries (filtered from 2 total entries)' and two buttons: 'Previous' and 'Next'.

Click 'Add New Work Order' button to create a new work order.

4. Please key in all information and the section with (*) symbol is mandatory to fill in and click **Save** button



Project*
BH1-B3B4

Company*
ALUNAN ASAS SDN BHD

Subcon
KENCANA DEWI SDN BHD

Category*
DL - ABANDONED WORK

Element*
EXT INFRA

Sub Element*
APRON BEAM

Sub Sub Element*
ACOTEC WALL PANEL

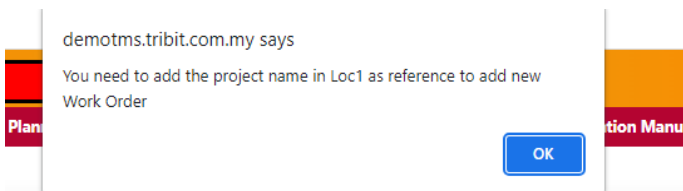
Trade Name*
CEILING WORK

Location 1*
PODIUM

Remark

Save Cancel

5. If the selected project do not have Loc1 reference, it will pop up below message and user cannot save the new work order while there is no save button also.



×

Project*
AA-SEPANG STORE

Company*
ALUNAN ASAS SDN BHD

Subcon
KENCANA DEWI SDN BHD

Category*
DL - ABANDONED WORK

Element*
EXT INFRA

Sub Element*
APRON BEAM

Sub Sub Element*
ACOTEC WALL PANEL

Trade Name*
CEILING WORK

Location 1*

Remark

Cancel

6. The new information will show as below inside the table. User can also select to show how many entries and do the filter inside the Search box

Project Filter
BH1-B3B4

Add New Work Order

Show 10 entries

Search:

WO No	Subcon	Category	Element	Sub Element	Sub Sub Element	Trade Name	Loc 1	Remark	Action
KSK/BH1-B3B4/001	KENCANA DEWI SDN BHD	DL - ABANDONED WORK	EXT INFRA	APRON BEAM	ACOTEC WALL PANEL	CEILING WORK	PODIUM	New Order	View Delete

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

7. Selected user will get email notification every time a new work order has been create with subject **Work Order Created**.

Work Order Created with WO No: KSK/BH1-B3B4/001

fitritest47@gmail.com

to me

9:05 AM (12 minutes ago)

New work order has been created.

Project: BH1-B3B4

Created By:

Created Date: 2023-09-13 01:05:48

Work Order Details:

Company	WO No	Subcon	Category	Element	Sub Element	Sub Sub Element	Trade Name	Loc 1	Remark
ALUNAN ASAS SDN BHD	KSK/BH1-B3B4/001	KENCANA DEWI SDN BHD	DL - ABANDONED WORK	EXT INFRA	APRON BEAM	ACOTEC WALL PANEL	CEILING WORK	PODIUM	New Order

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Reply

Forward

8. User can view all the data from the selected row.

Search:

Action

View

Delete

View Details

Project: AR496

Company: ALUNAN ASAS SDN BHD

Wo No: KSK/AR496/001

Subcon: -

Category: DL - ABANDONED WORK

Element: EXT ARCHI

Sub Element: -

Sub Sub Element: ACCESS ROAD

Trade Name: ACCESS ROAD

Loc 1: CAR PARK

Remark: -

Created By: liwin

Created Date: 2023-09-12 08:04:04

STEP 2: Delete Work Order

9. User can delete the work order by click Delete button and it will show up a box for confirmation and click Delete button.

Project Filter
BH1-B3B4

Add New Work Order

Show 10 entries Search:

WO No	Subcon	Category	Element	Sub Element	Sub Sub Element	Trade Name	Loc 1	Remark	Action
KSK/BH1-B3B4/001	KENCANA DEWI SDN BHD	DL - ABANDONED WORK	EXT INFRA	APRON BEAM	ACOTEC WALL PANEL	CEILING WORK	PODIUM	New Order	View Delete

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

Confirm Delete

Are you sure you want to delete this record?

[Delete](#) [Cancel](#)

10. This is the result after user delete the data.

Project Filter
BH1-B3B4

Add New Work Order

Show 10 entries Search:

WO No	Subcon	Category	Element	Sub Element	Sub Sub Element	Trade Name	Loc 1	Remark	Action
No matching records found									

Showing 0 to 0 of 0 entries (filtered from 2 total entries)

Previous Next

11. Selected user will get email notification for every new deleted work order with subject **Work Order Deleted**.

1 of 223

<

>

Work Order Deleted with WO No: KSK/BH1-B3B4/001 Inbox x

fitritest47@gmail.com

to me

9:18 AM (3 minutes ago)

☆

↶

⋮

Work order has been deleted.

Project: BH1-B3B4

Created By:

Created Date: 2023-09-13 01:05:48

Work Order Details:

Company	WO No	Subcon	Category	Element	Sub Element	Sub Sub Element	Trade Name	Loc 1	Remark
ALUNAN ASAS SDN BHD	KSK/BH1-B3B4/001	KENCANA DEWI SDN BHD	DL - ABANDONED WORK	EXT INFRA	APRON BEAM	ACOTEC WALL PANEL	CEILING WORK	PODIUM	New Order

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↶ Reply

↷ Forward

STEP 3: Add New Library

12. In this section user can create a new data in the Library which is Company, Category, Element, Sub Element, Sub Sub Element, and Trade Name. Below is the step to create a new library for example create new library named Company.

WORK ORDER

Work Order List

Library

Company

Category

Element

Sub Element

Sub Sub Element

Trade Name

13. Below is the image of company library list. User can select to show how many entries and filter the list at the Search box. To add a new one, user need to click Add New button

Company

[Add New](#)

Show 10 entries

Search:

	Value	Action
1	ALUNAN ASAS SDN BHD	View Delete
2	ASAS MASYHUR SDN BHD	View Delete
3	BRIGHTLEAF SDN BHD	View Delete
4	DAMANSARA BAKTI SDN BHD	View Delete
5	DESANOVA DEVELOPMENT SDN BHD	View Delete
6	EG CHEMICALS & ENGINEERING SDN BHD	View Delete
7	GREEN SQUARE DEVELOPMENT SDN BHD	View Delete
8	INSALAND SDN BHD	View Delete
9	JUNACRES SDN BHD	View Delete
10	LOYANG EKUITI SDN BHD	View Delete

Showing 1 to 10 of 23 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

14. Then user need to key in inside the Value box and click **Save**.

Add New Item ×

Value

[Cancel](#) [Save](#)

15. Below is the new created company in the list.

Company

Add New

Show 10 entries

Search:

	Value	Action
11	Megah Holding SDN BHD	<div>ViewDelete</div>
12	METRIO CONSTRUCTION SDN BHD	<div>ViewDelete</div>
13	METRIO DEVELOPMENT SDN BHD	<div>ViewDelete</div>
14	METRIO HILL SDN BHD	<div>ViewDelete</div>

16. You can view all the data from **View** button.

Search:

Action
<div>ViewDelete</div>

View Details

Attribute: Company

Value: Megah Holding SDN BHD

Created By: fitri

Created Date: 2023-09-13 01:45:43

Close

STEP 4: Delete Library

17. To delete the selected data, user need to click **Delete** button

Show entries Search:

	Value	Action
11	Megah Holding SDN BHD	View Delete

18. A pop box will ask confirmation to delete the data, then click **Delete** button again to delete

