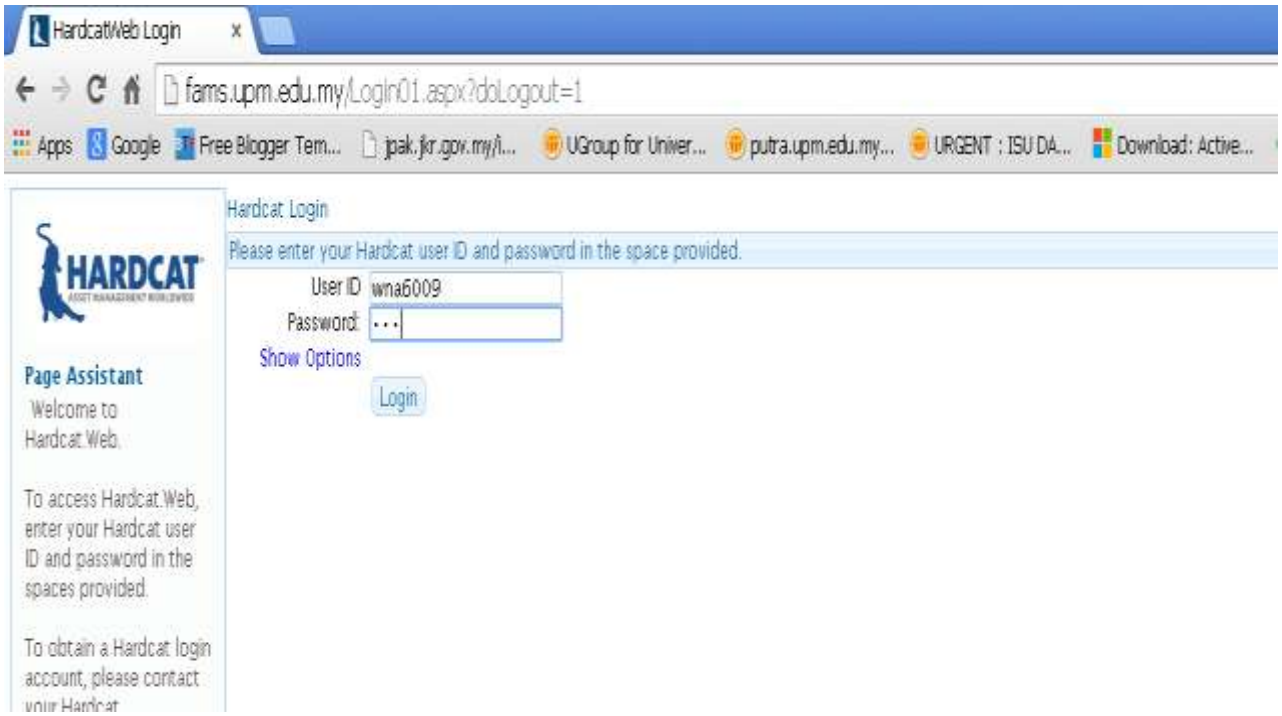
TATACARA PENGGUNAAN WORK ORDER FAMS VERSI 4.3

1. MEREKOD PENYELENGGARAAN

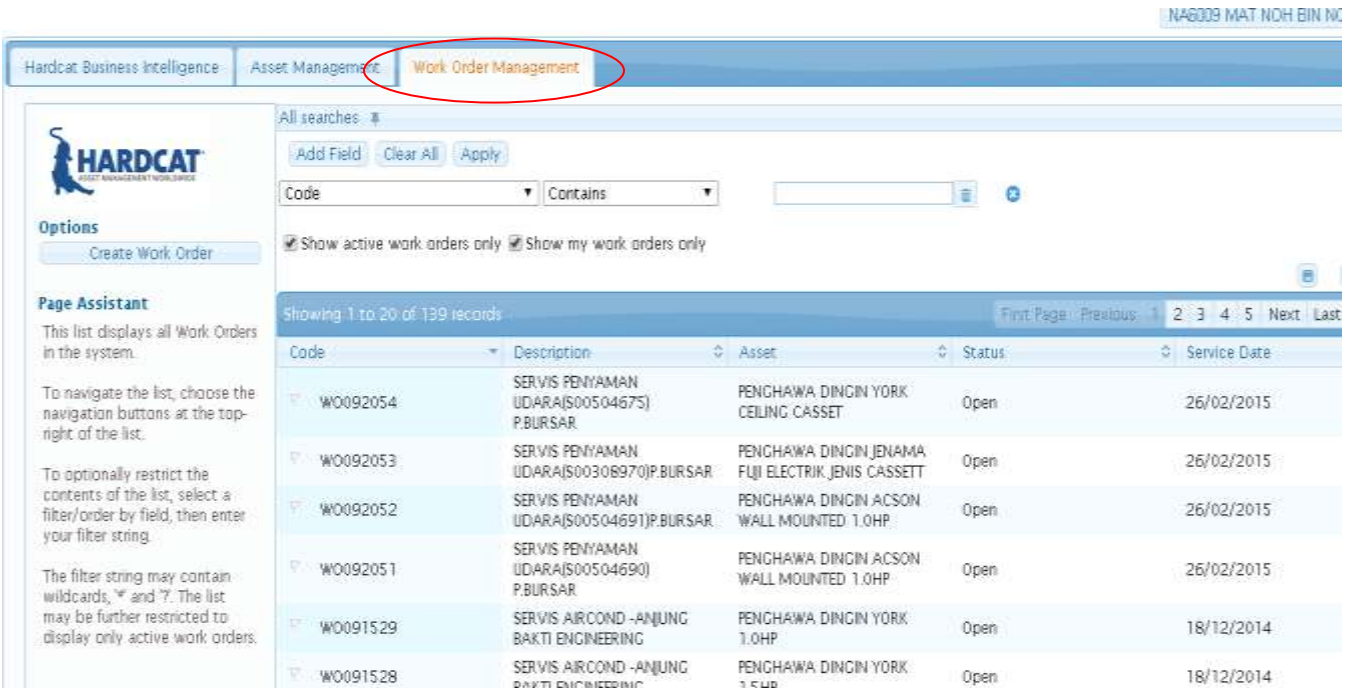
Tujuan arahan kerja ini adalah untuk menerangkan tatacara penyediaan workorder untuk penyelenggaraan aset.

A) Di Pusat Tanggungjawab

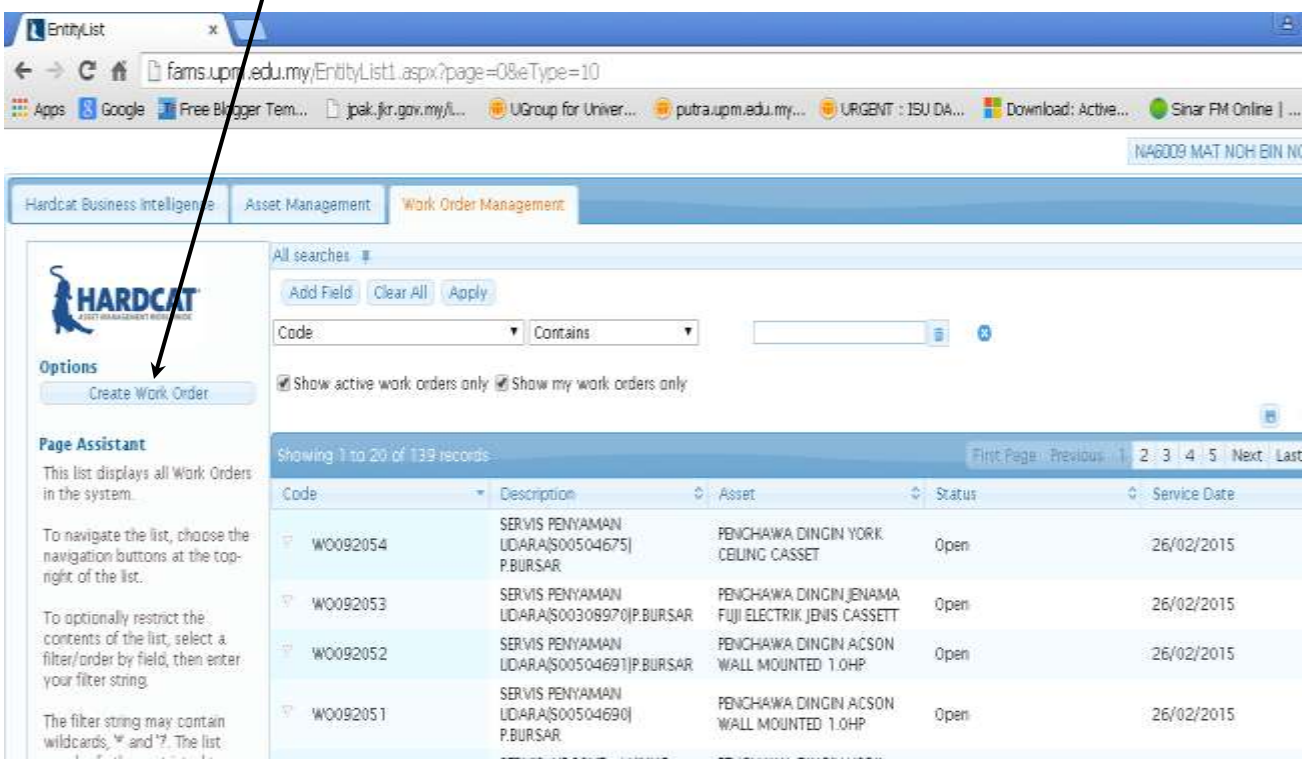
1. **Login id user**



2. Klik Work Order Management

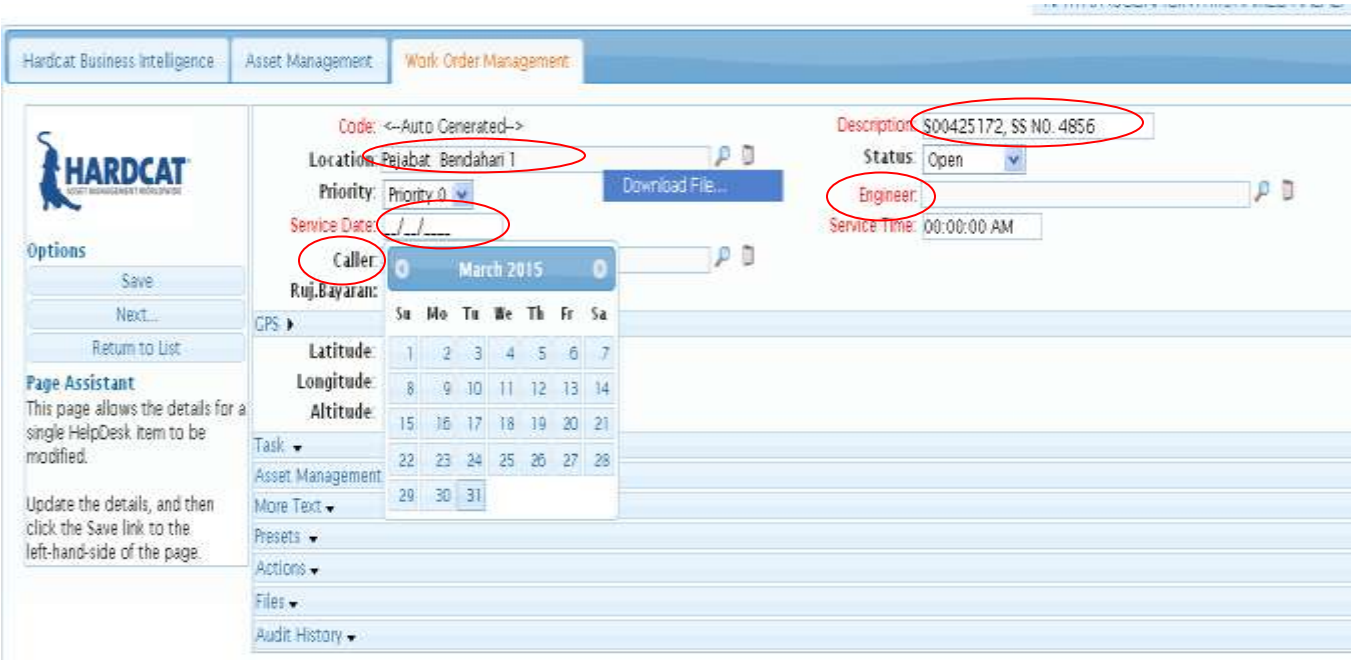


3. Klik Create work order



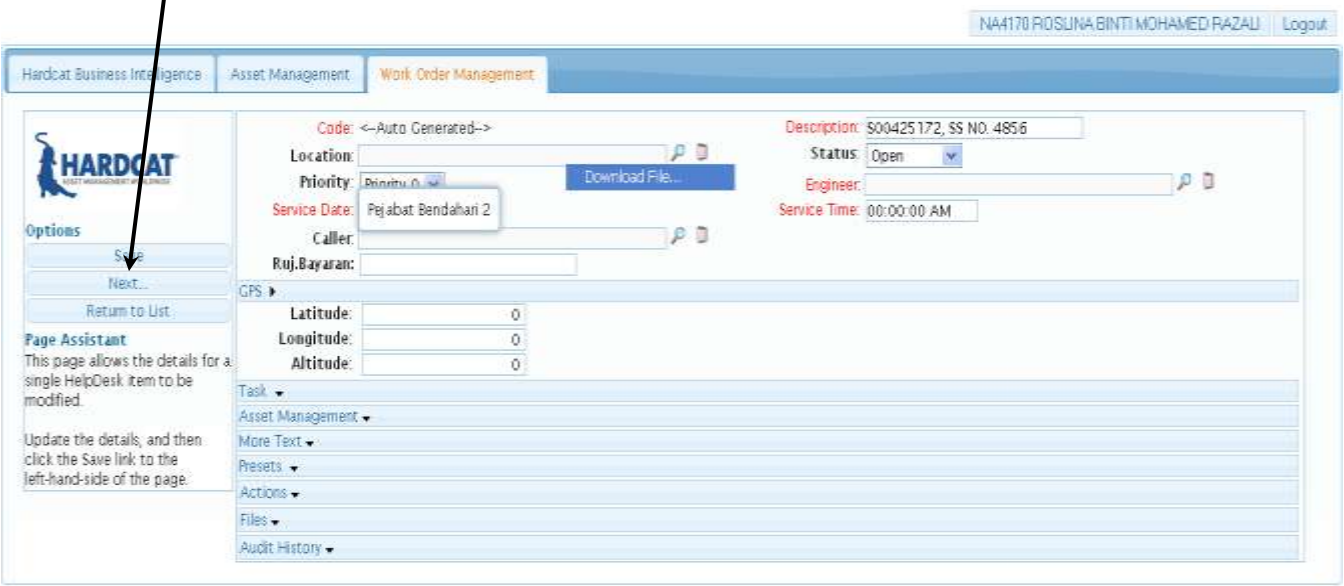
4. Masukkan maklumat :

a) Description : Id Aset, No Kenderaan/No Invois
b) Location : Pilih lokasi PTJ
c) Service Date : Tarikh Invois Pembekal

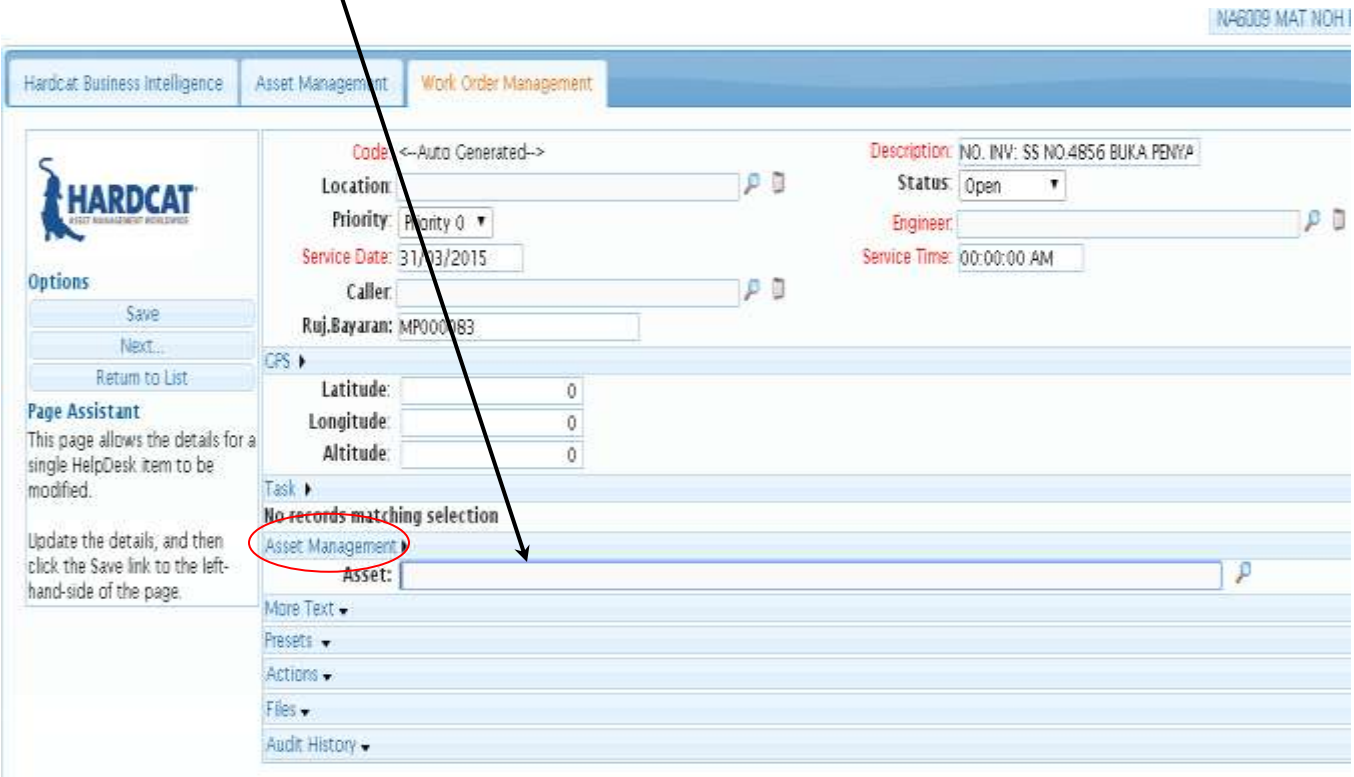


d) Caller : Pilih Staf yang bertanggungjawab
e) Engineer : Pilih Staf yang bertanggungjawab

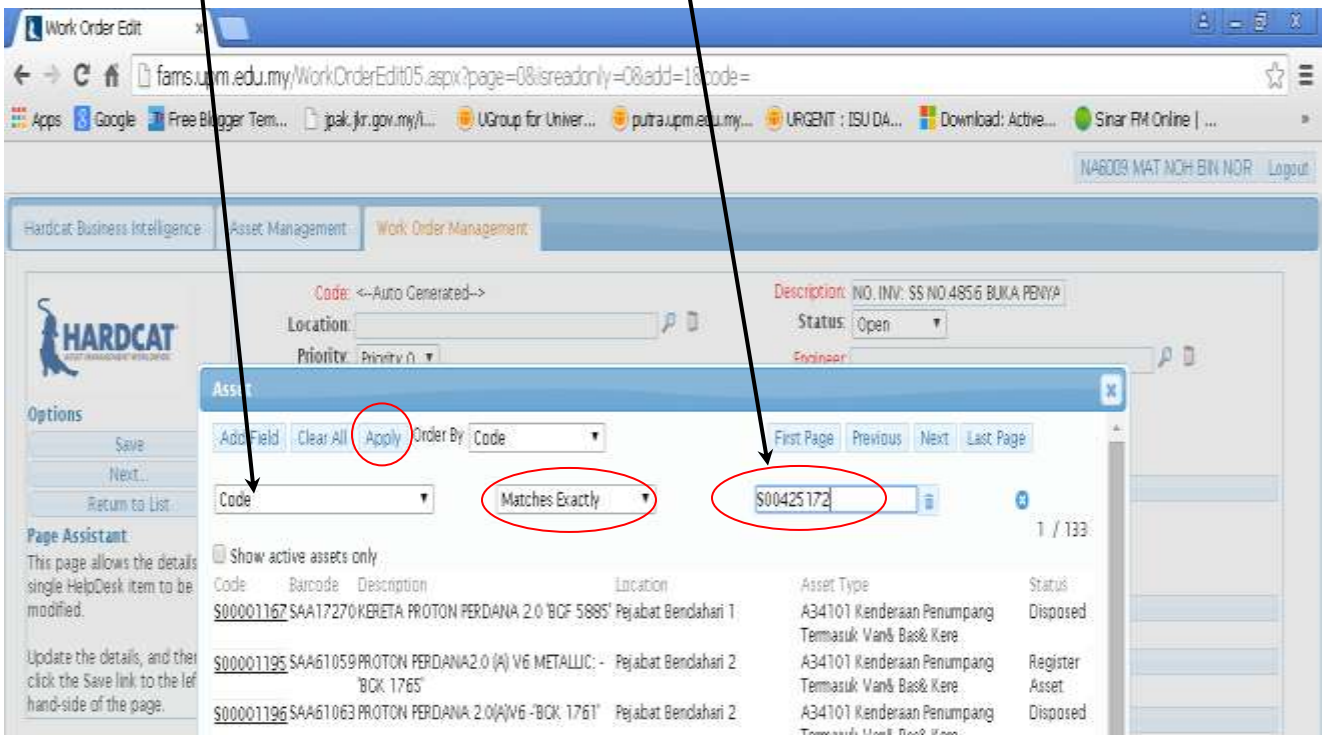
5. Klik Next



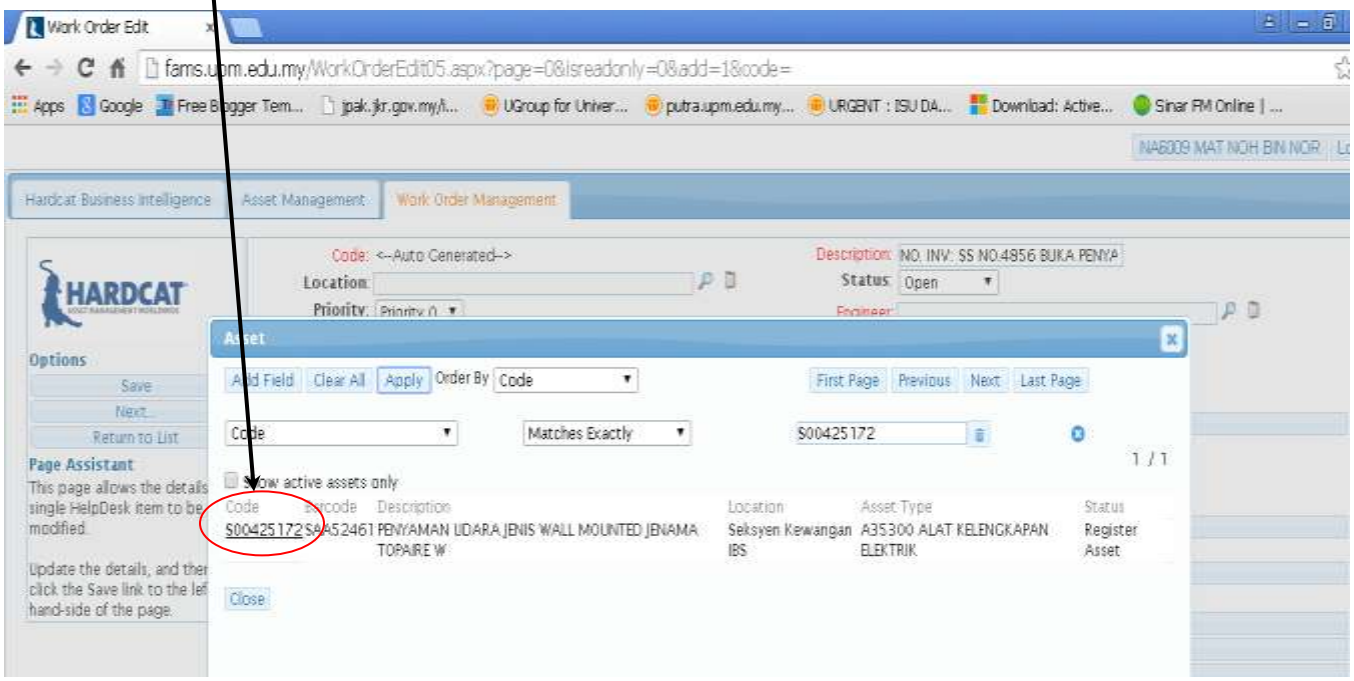
6. Klik Asset Management – klik di ruang kosong untuk search id aset yang diselenggara;



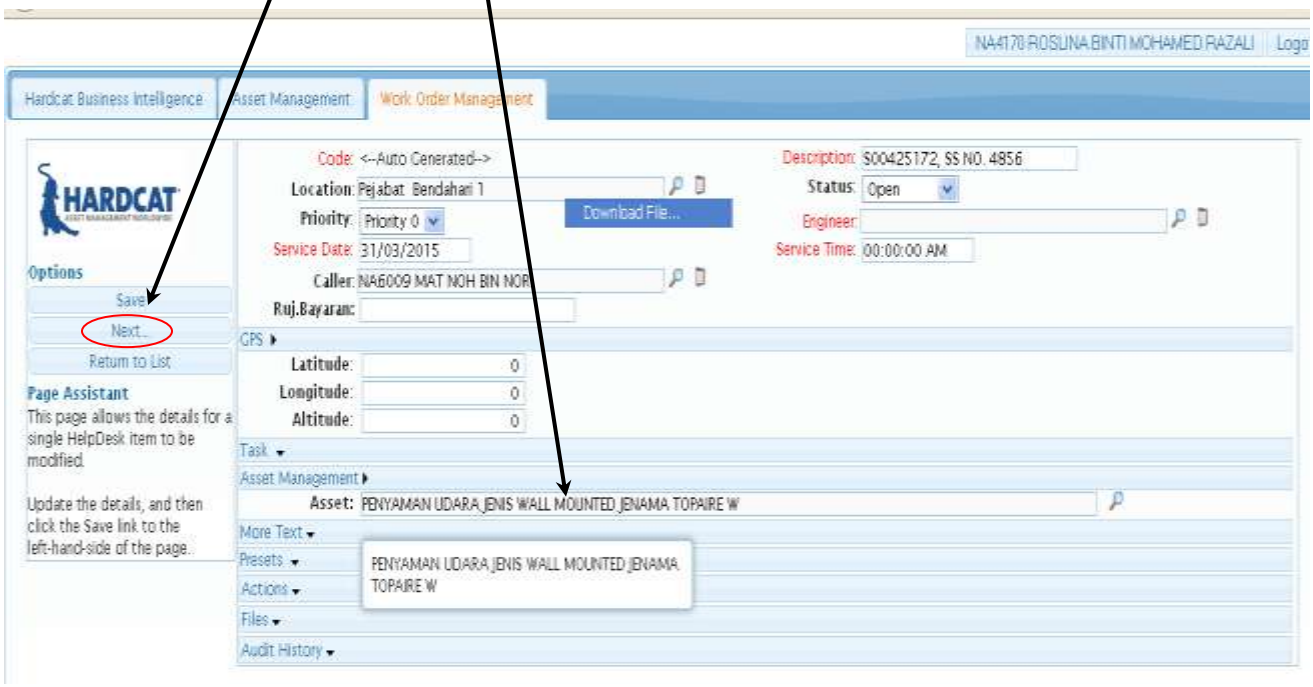
- Pilih code – matches exactly – masukkan id aset – klik Apply.



- Klik pada id aset tersebut; (Pastikan id aset yang dipilih adalah betul)



- Kemudian Keterangan aset akan tertera
- Kemudian klik Next



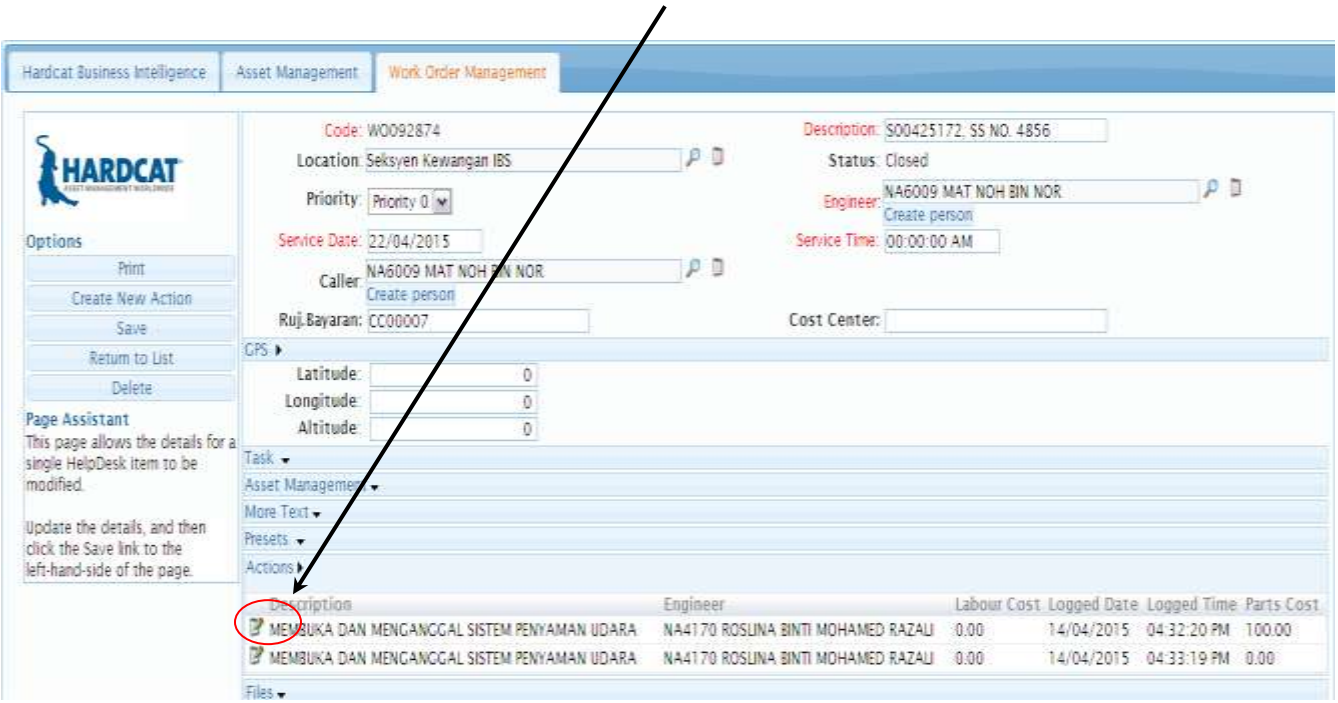
6) Klik Create New Action,

- masukkan maklumat seperti berikut dalam "New Action":

  a) **Description** : Ringkasan keterangan pembaikan / penyelenggaraan (cth: Servis filter)
  b) **Masukkan kos penyelenggaraan**; Labour Cost atau Part Cost (cth: Labour Cost :10.00)
  c) **More text** : Taip keterangan penyelenggaraan selanjutnya jika keterangan panjang.
  d) Klik SAVE

7) Ulang **langkah (6)** yang sama jika terdapat PENAMBAHAN kos penyelenggaraan yang lain.

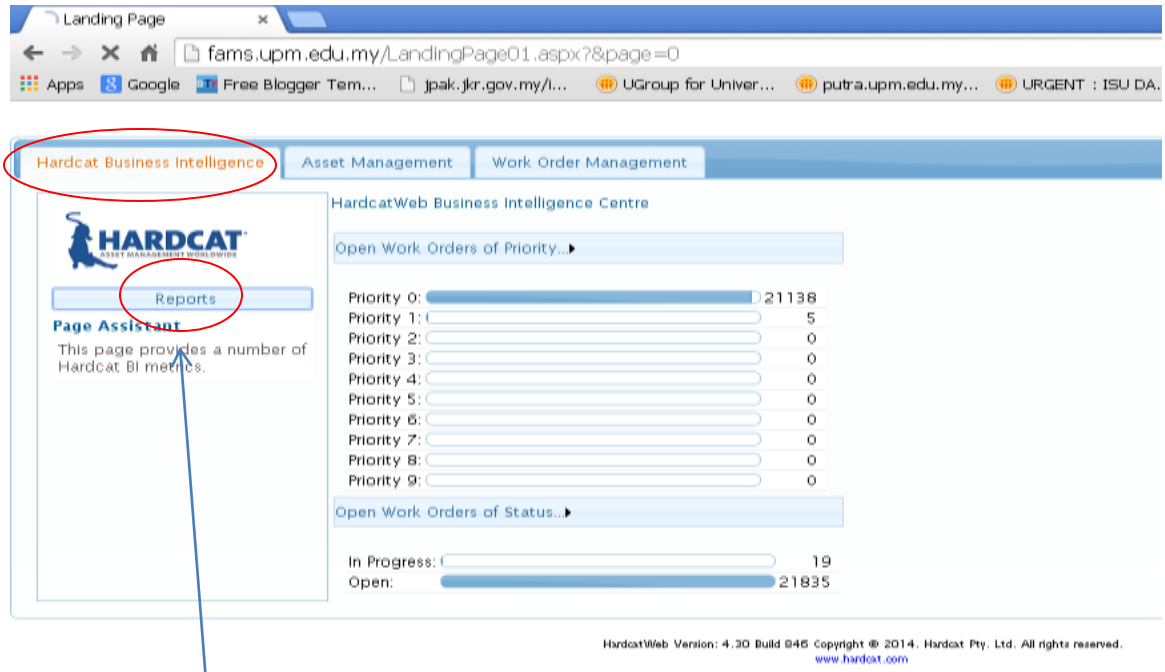
- Untuk EDIT ACTION klik pada tanda



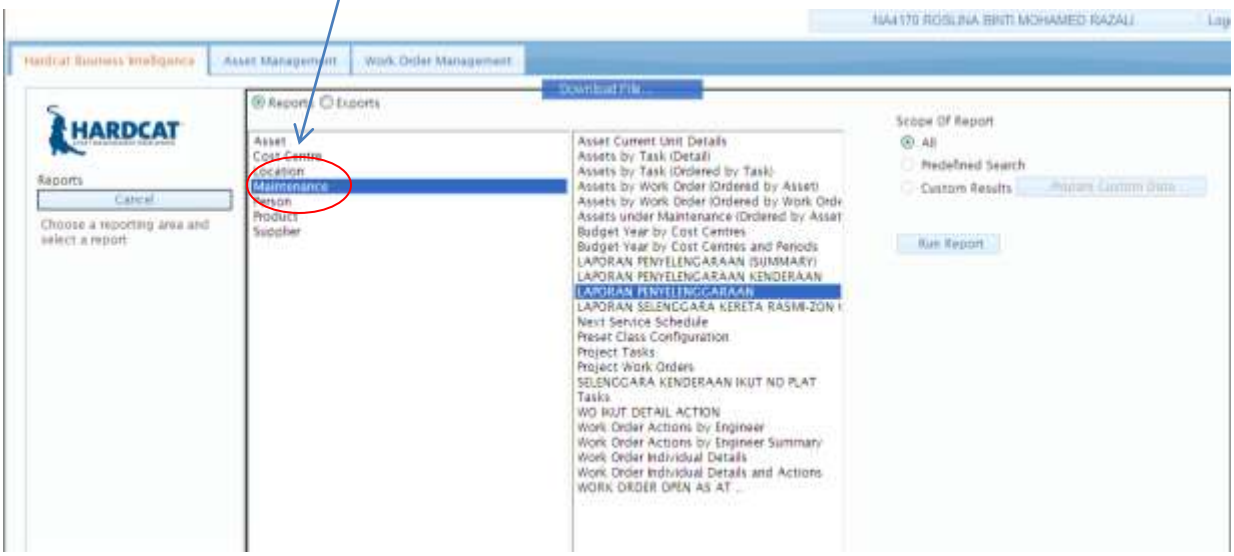
8) **Cetak Laporan**

Laporan Workorder perlu ada keterangan penyelenggaraan, kos servis dan id aset yang selenggara. Laporan perlu dihantar kepada seksyen kewangan bendahari untuk dikemaskini status kepada 'closed' supaya kos penyelenggaraan aset tersebut ditambah ke dalam rekod aset Sistem FAMS.

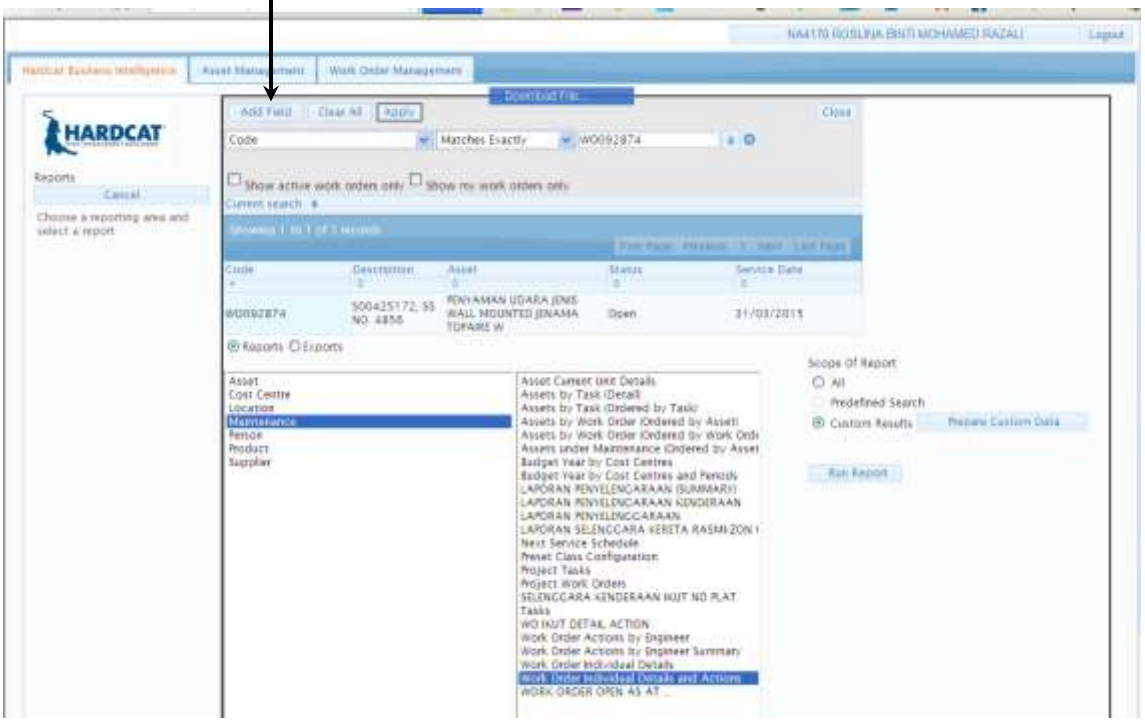
a) Klik tab Hardcat Business Intelligence



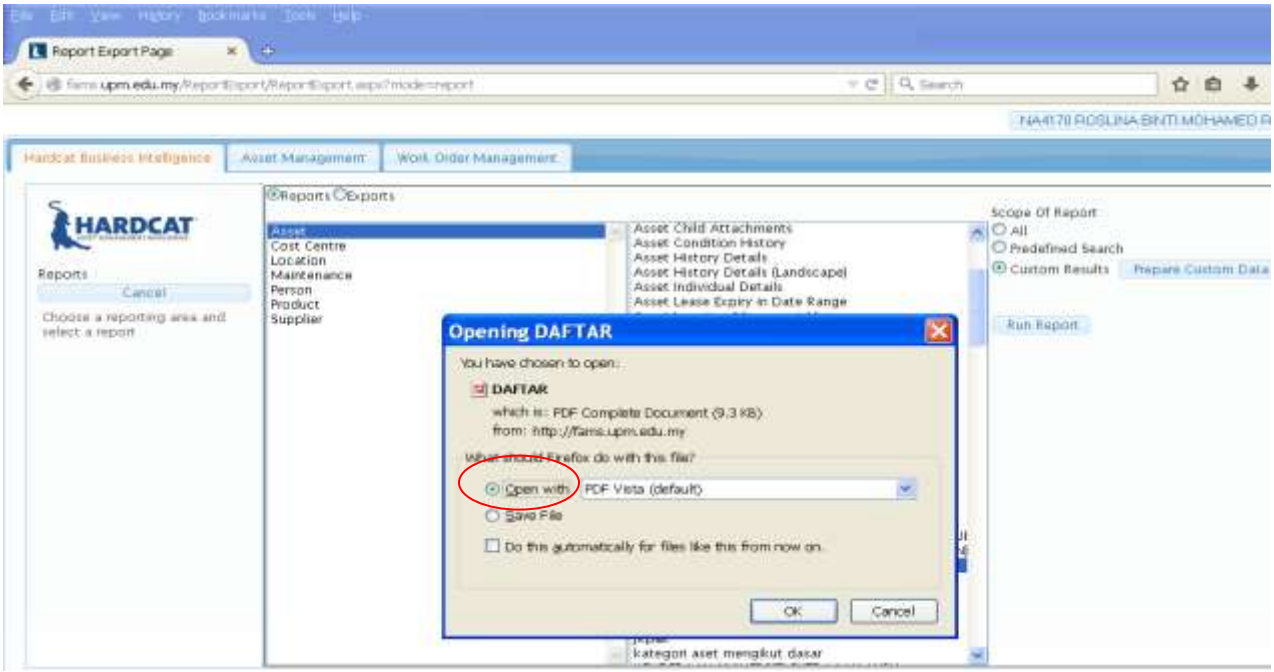
a) Report – Maintenance



b) Pliih jenis report –(cth. LAPORAN PENYELENGGARAAN)
c) Klik Custom Results – Prepare Custom Data
d) Klik Add Field



e) Pilih Code - matches exactly – (taip no. workorder) WO092874
f) Klik Apply
g) Klik Run Report
h) Seterusnya open – view – print report tersebut

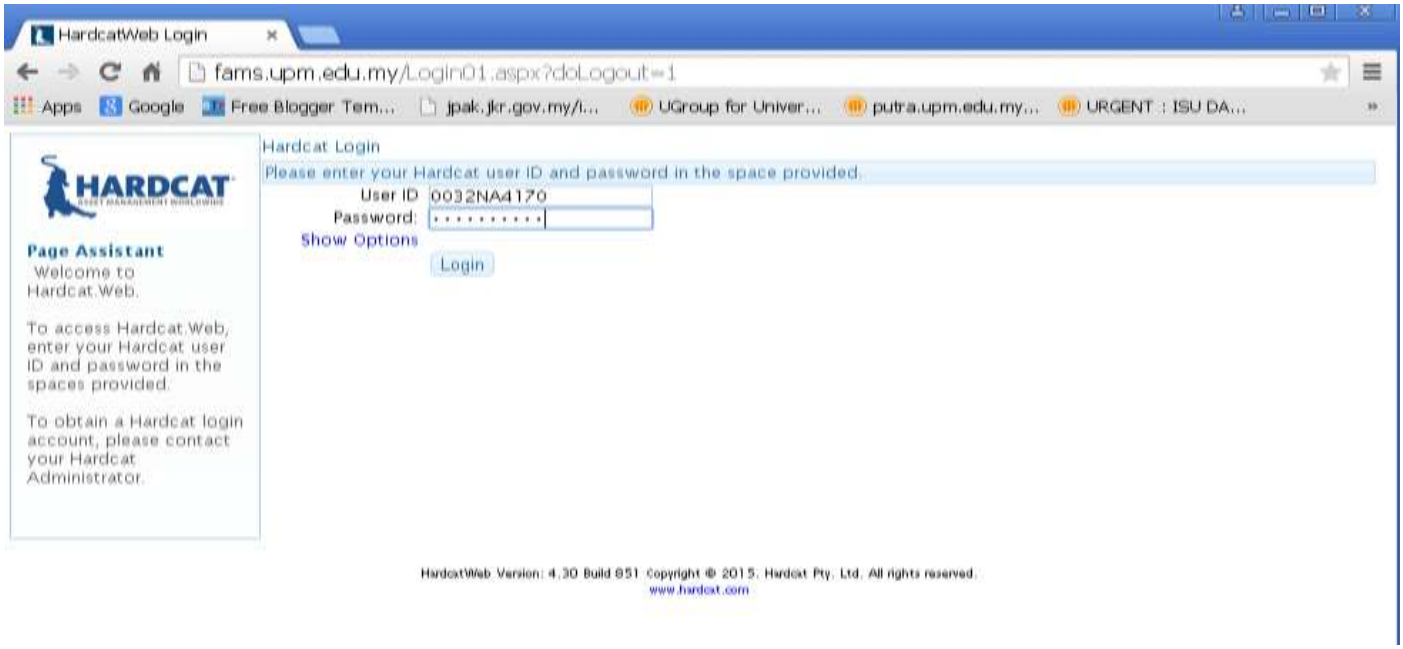


2. MENUKAR STATUS "CLOSED" WORKORDER ASET

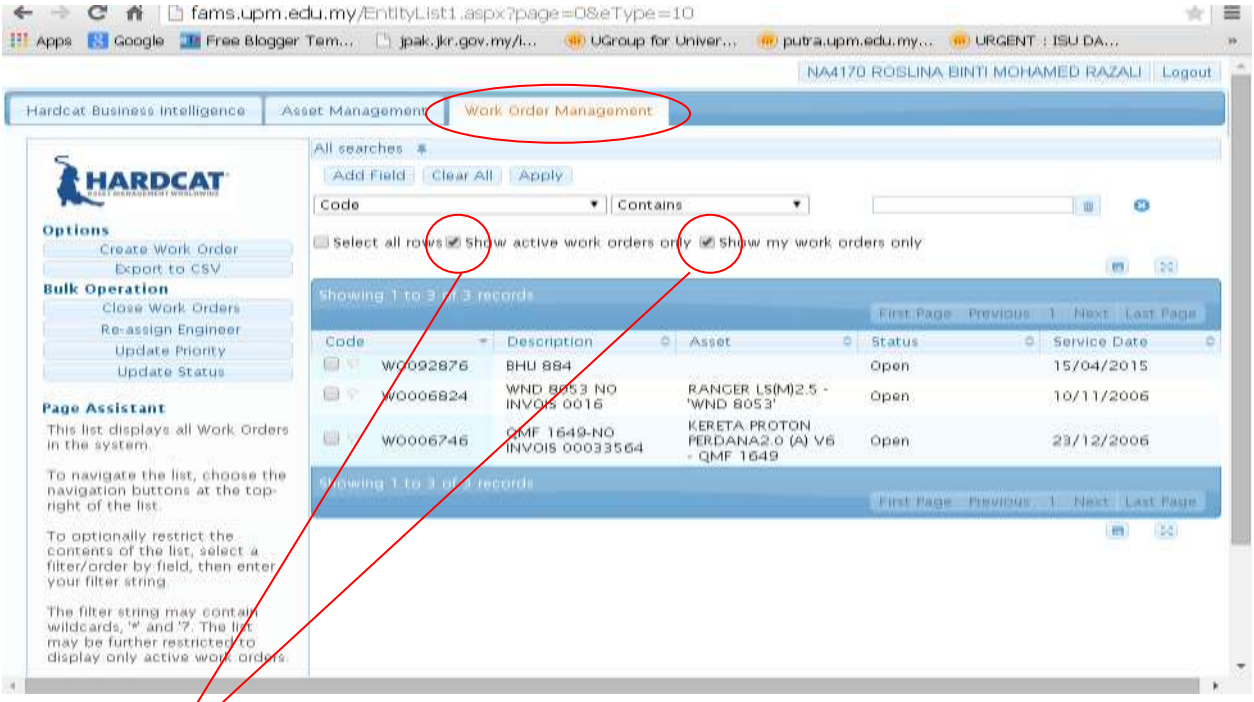
- SEKSYEN / ZON KEWANGAN BENDAHARI

Tujuan arahan kerja ini dikeluarkan adalah untuk menukar status 'closed' pada workorder supaya kos penyelenggaraan aset tersebut ditambah ke dalam rekod aset Sistem FAMS. Seterusnya Nombor Workorder perlu dimasukkan pada ruangan *comments invoice entry* Sistem SAGA.

1. Login id

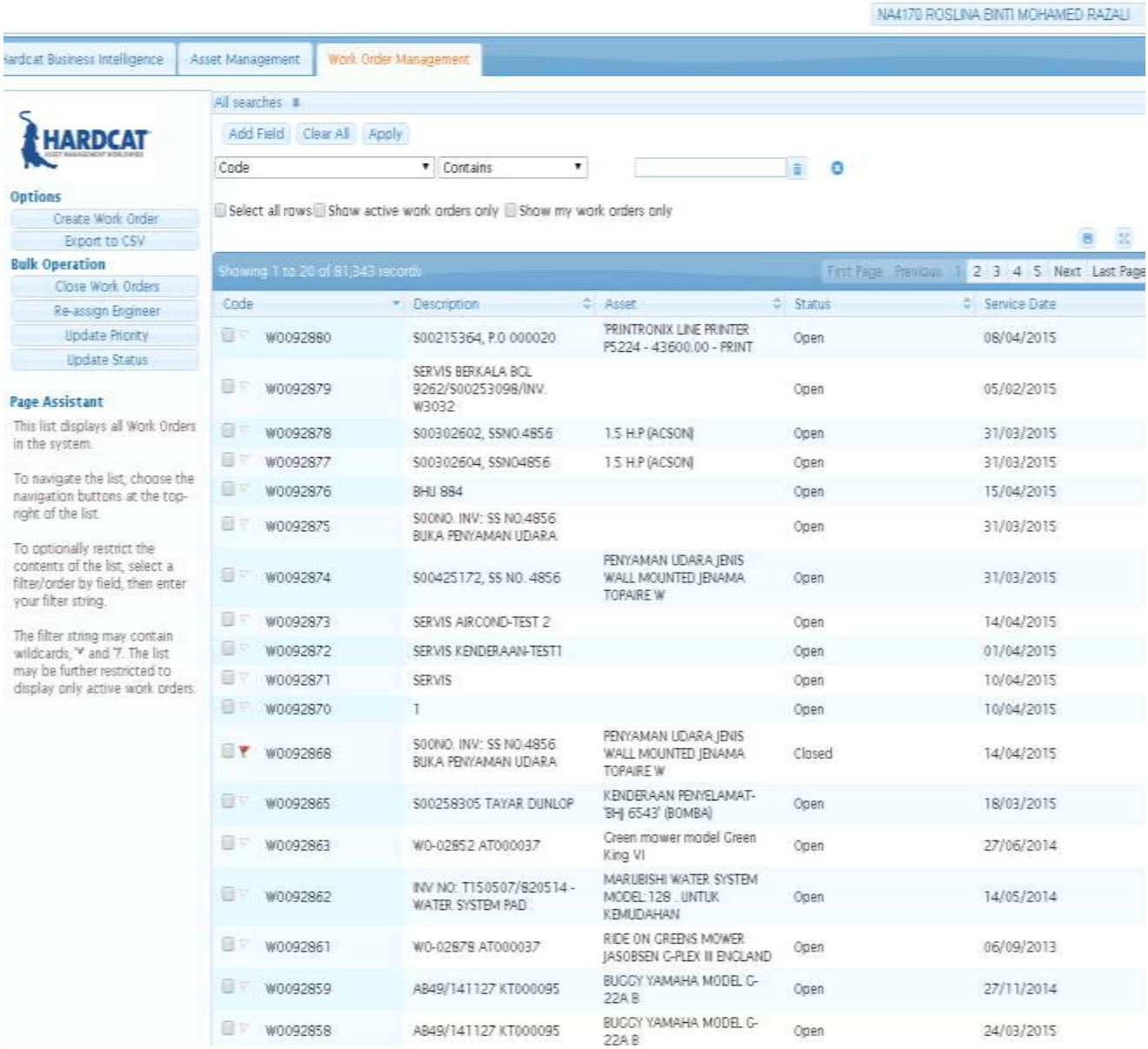


2. Klik workorder management

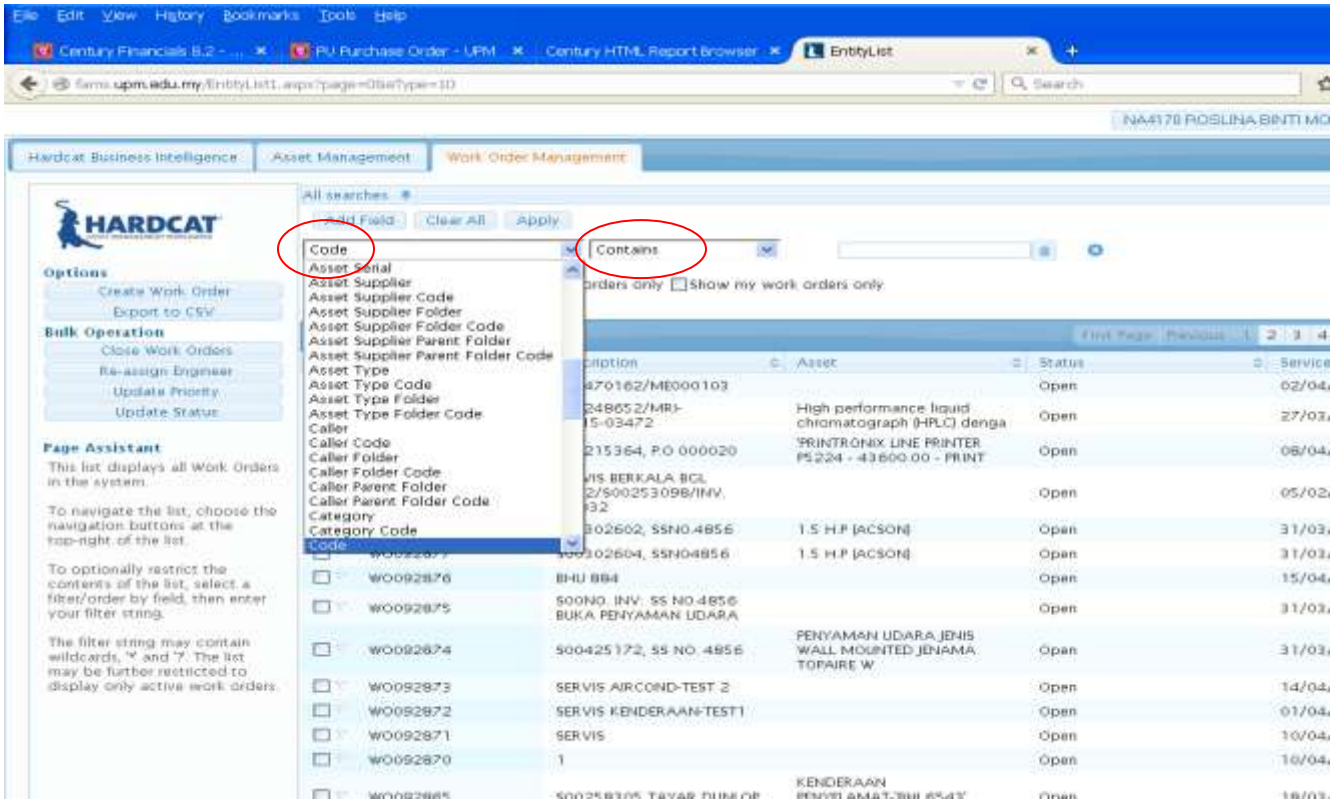


3. 'Untick' – show my work orders only

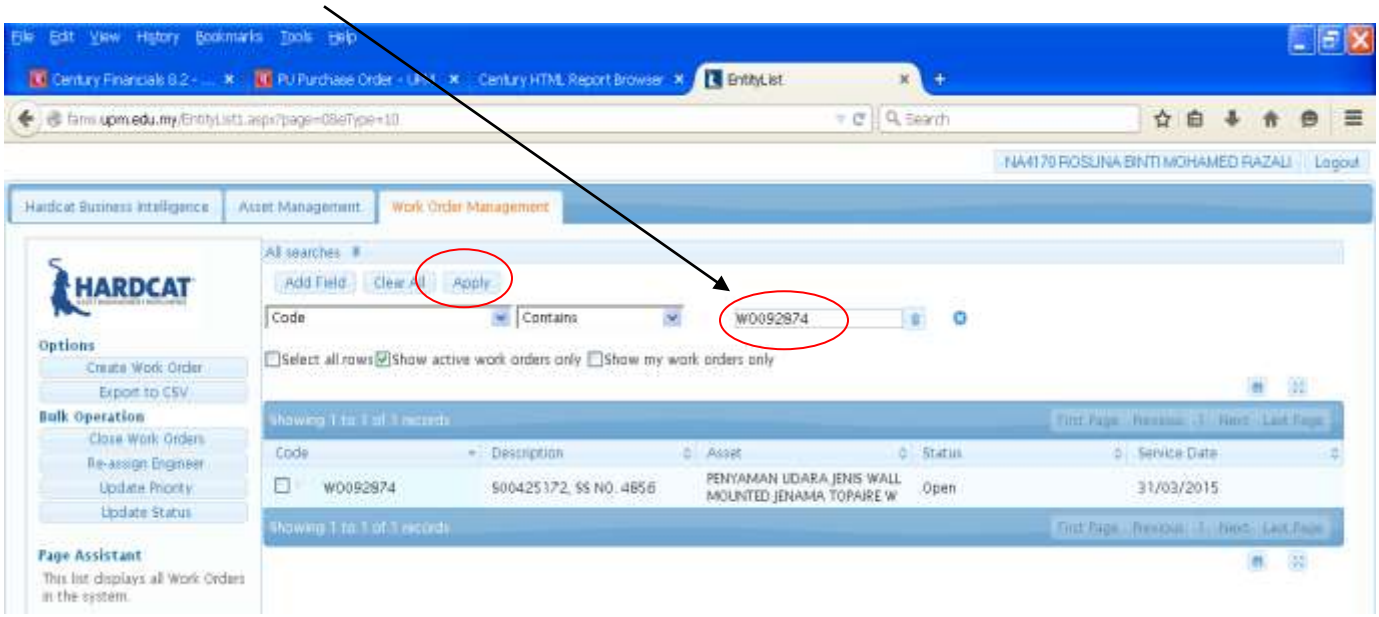
4. Senarai workorder akan tertera



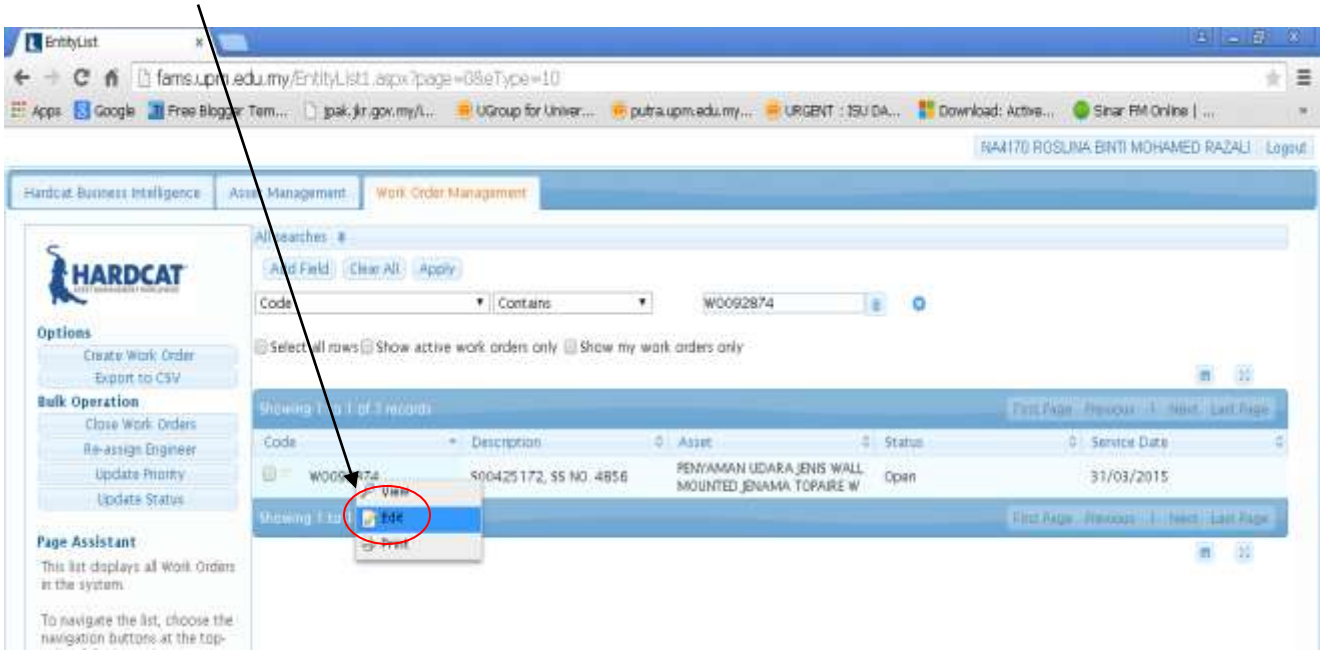
5. Pilih Code – contains



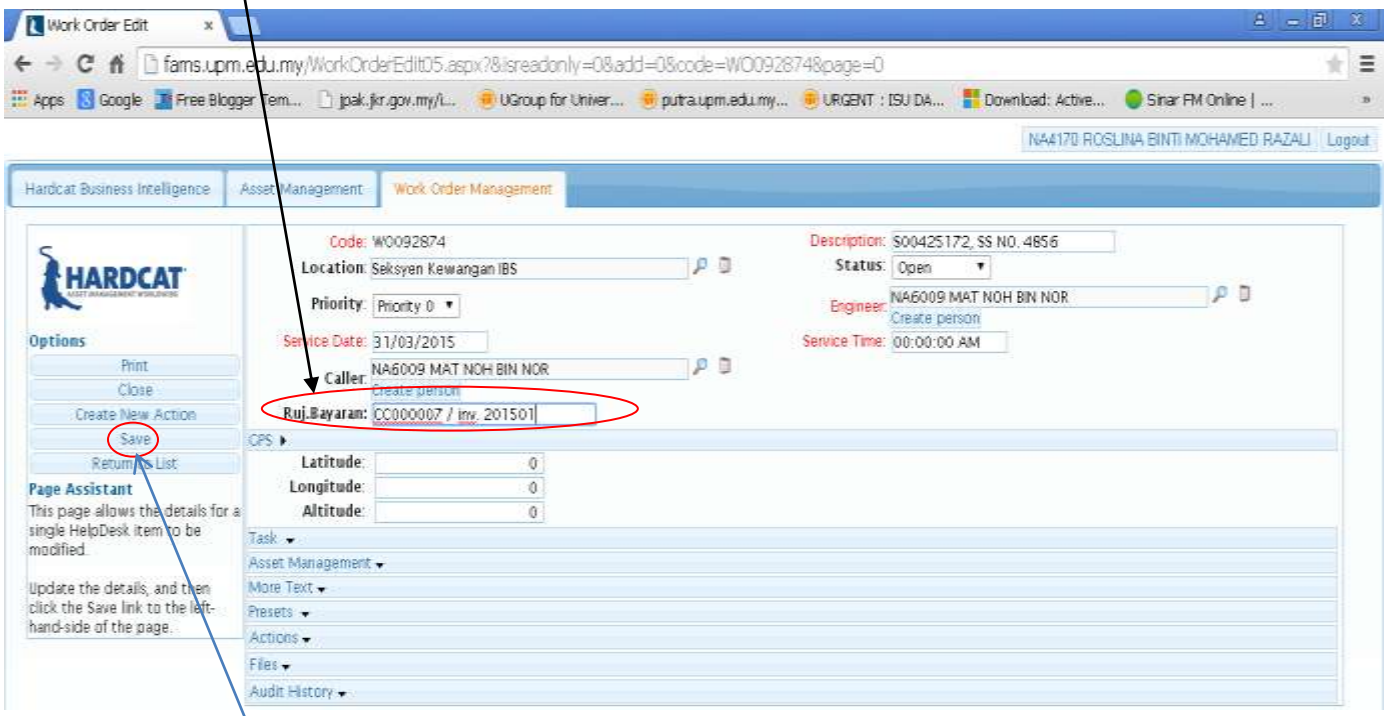
– masukkan no. workorder (cth.WO092874) - Klik apply



6. Klik Edit

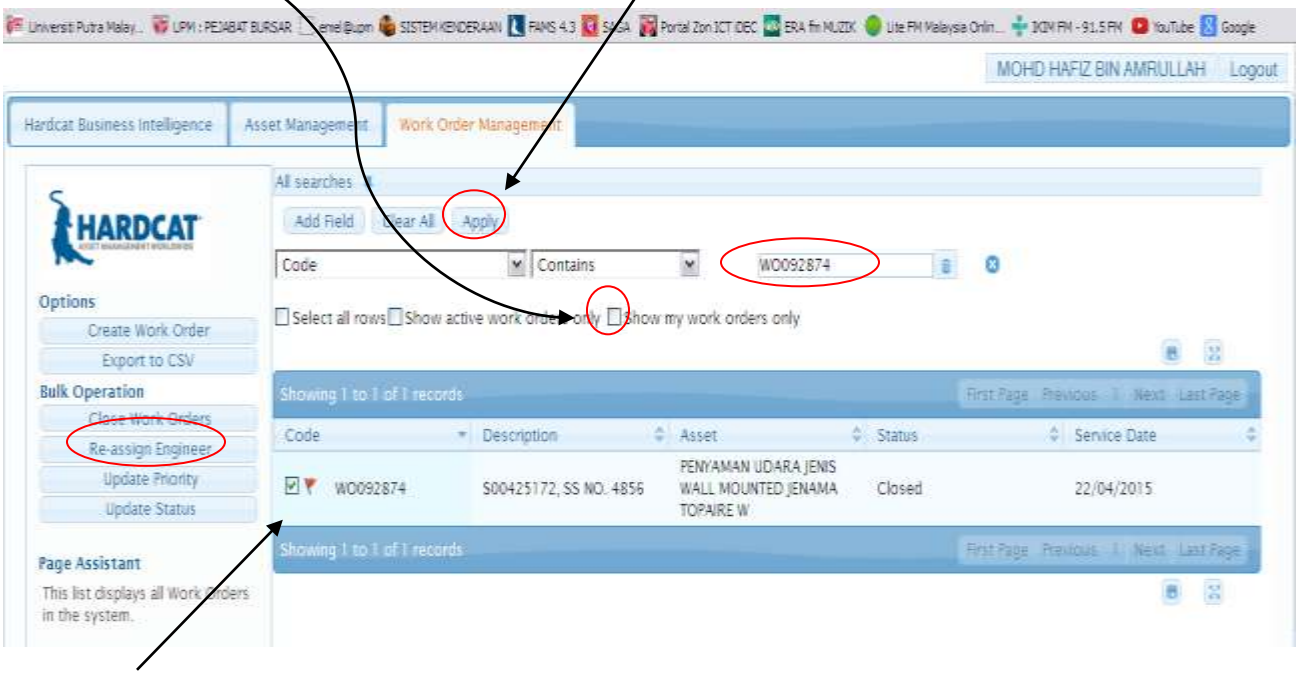


Rujukan Bayaran ; Masukkan ID Pembekal/No. Invoice (CC000007/INV 00096)

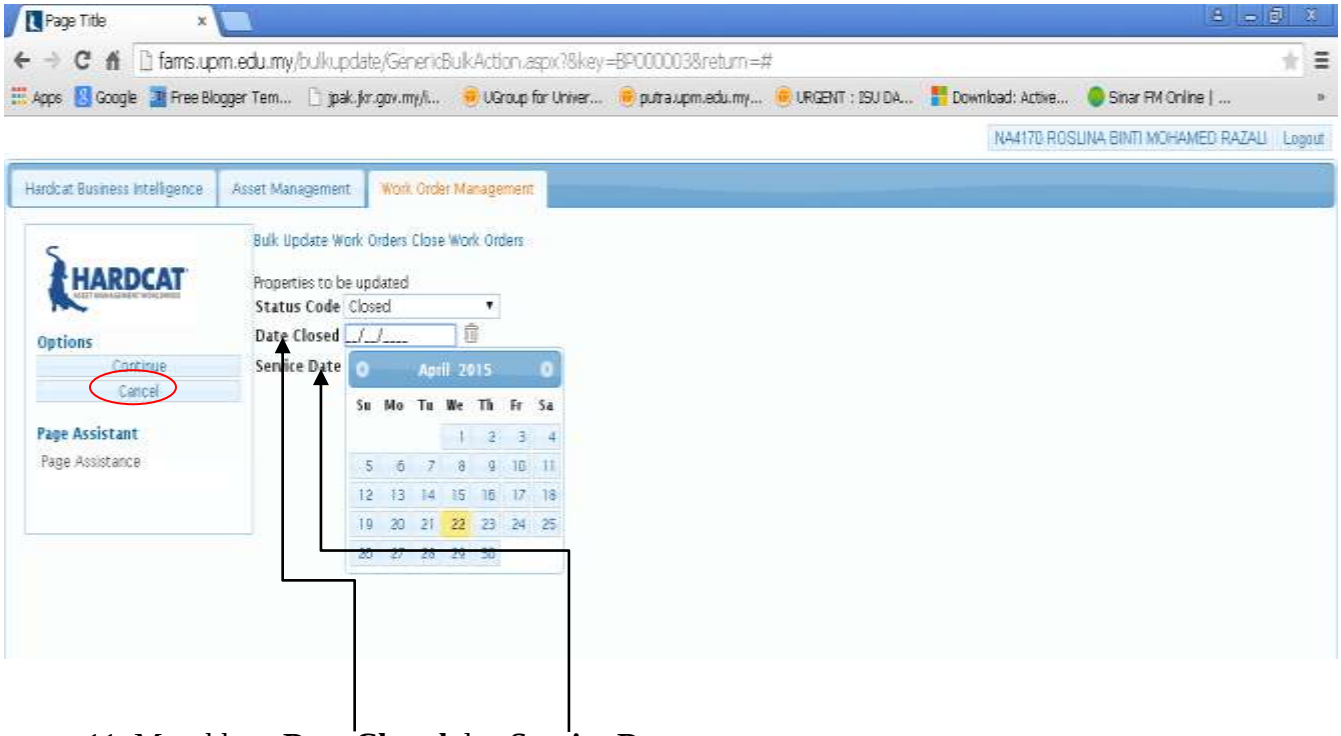


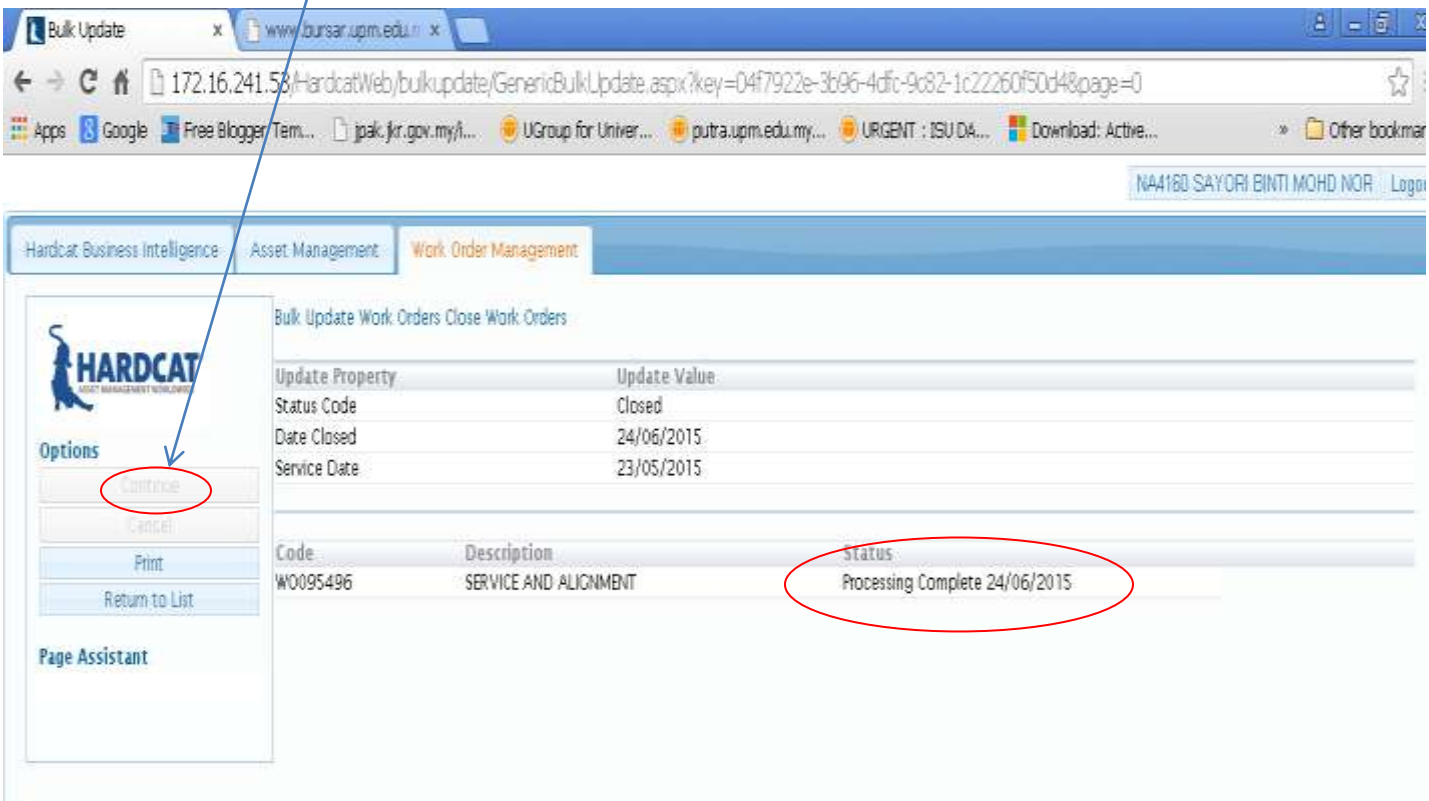
7. Klik Save
8. Masukkan ID Workorder yang hendak di “closed”

9. ‘Untick’ “**show my work orders only**” – klik apply



10. Tick’ pada no. work order yang perlu di close – klik close workorder



11. Masukkan **Date Closed** dan **Service Date**.
12. Klik Continue

13. Seterusnya skrin berikut akan tertera.
14. Klik continue .