1. Login Information (CMMS)

1.1 Open the Internet browser and enter the URL "aduan.uthm.edu.my". A login panel will pop up.



1.2 Select icon "KATEGORI".



1.3 Select icon "PAGOH".



1.4 Select icon to lodge complaint.

ADUAN UTHM RATEGORI PENERANGAN	#
	×
PAGOH	
★	
Sekiranya menghadapi masalah dan ingin membuat aduan, sila klik pada link di bawah : Klik sini	
Untuk semakan aduan, sila klik pada link di bawah : Klik sini	
× Tutup	

1.5 A log in panel will pop up.

() () () () () () () () () ()	- 日 × 公公総 🥹
😪 🦉 TCIS UTHM Total Campu G Google E- Web: Request	
TOMMS WEB WORK REQUEST	
Login Information User Name: Uthm Password: Cmms@1234567	
Site Code: UTHM Notes: * * Please Select your Service Location. * * CMMS Portal working hours 8:30 – 5:30. After working please call HOTLINE Number. Torms	En
© 2014. Copyright TOMMS SYSTEMS SDN E	HD
	■ 「売」MSA 8:39 pg 23/01/2018 □

1.6 Please insert all details

- 1.6.1
- Enter Username : uthm Enter Password : Cmms Site Code : UTHM 1.6.2 Enter Password : Cmms@1234567
- 1.6.3 Site Code : UTHM
- 1.6.4 Click on Log on button to enter into the system
- 1.6.5 Click on Cancel button to exit the system

(-) (-) (-) (-) (-) (-) (-) (-) (-) (-)	hptp.edu.my.8080/software/webwork.P. Q + C	- ⊡ × ୷☆©©
S G ICISUITIM local can		
	TOMMS WEB WORK REQUEST	
	Login Information User Name: uthm Password: Site Code: UTHM Site Code Site Code	
	Polteknik Tun Syred Nair Polteknik Tun Syred Nair Polteknik Tun Syred Nair Polteknik Tun Syred Nair Polteknik Tun Syred Nair Polty Shared Facilities SF = Universities SF = Universities United Universities United	En
🚛 🔎 🏉 🍯	5 💿 🚺 😑 🖬 🤿 🔨 🚺	MSA 8:45 pg

2. **Create New Work Request (Webwork)**

2.1 Log in to the Web Work and select/insert Work Request Information.

(-) () (http://eaduan.hptp.edu.my:8080	software/webwork.F P + C SHTML5 ×	- 日 × 合☆隠 <mark>ಅ</mark>
👍 🦁 TCIS UTHM Total Campu G Google		- 0 ×
Submit New Work Request Greek W	rk Request Status 🖸 Change Password 🖡 Logout	
Work Request Information		
Request Date:	23/01/2018 08:53 Tuesday	
Requester Name:	UTHM - User	
Office /Ext /Mobile Number:	069742112	
Email:	nazrii@uthm.edu.my	
Work Group:	Information and communication technology	
Block:	BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE)	
Level:	ARAS 2	
Room No/Location Description:	2.A1.2.082	
Work Requested:	PC Hang	En
No File Name	** Please attach JPG & PDF Only Submit X Cancel	
🔳 🔎 🧭 🛃 🌖 🌘		く (小)) 転 MSA 8:52 pg 23/01/2018

- 2.1.1 Work Group
- : Information and Communication Technology

- 2.1.2 Block
- 2.1.3 Level

- : Block A1 BLOK PENTADBIRAN (LEFT SIDE) : Aras 2
- 2.1.4 Room No/Location Description : 2.A1.2.082
- 2.1.5 Work Requested
- : PC Hang

2.2 Attachment

(Note i : Only supports 2 types of file namely, .jpg & .pdf) (Note ii : To add attachment, 1st user needs to upload the files into temporary server's folder, and only then user will be able to upload it into CMMS/Web Work)

1		st. 50	-
	<u>ٽ ا ٽ ج</u>	₫ 36	en_us
	SERVICE request		
Come UTHM - User	ork krequest storus 🐲 Change Password 🙌 Logout		
Work Request Information	02/04/0040.00.72 T		
Request Date:	23/01/2018 06:53 Tuesday		
Requester Name:	UTHM - User		
		Ella teoradas	
Office /Ext /Mobile Number:	069742112	r lie u ditsiel	
Office /Ext /Mobile Number: Email:	069742112 nazrii@uthm.edu.my	Click or	r drop files to upload
Office /Ext /Mobile Number: Email: Work Group:	069742112 nazrii@uthm edu.my Information and communication technology	File Name	r drop files to upload Size
Office /Ext /Mobile Number: Email: Work Group: Block:	069742112 Information and communication technology v BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) v	File Name cmms3.jpg	r drop files to upload Size # 203.71KB
Office /Ext /Mobile Number: Email: Work Group: Block: Level:	069742112 nazri@uthm.edu.my Information and communication technology v BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) v ARAS 2 v	File Name cmms3.jpg	r drop files to upload Size # 203.71KB
Office /Ext /Mobile Number: Email: Work Group: Block: Level: Room No/Location Description:	069742112 nazri@uthm.edu.my Information and communication technology v BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) v ARAS 2 v 2.A1 2.082	File Name cmms3.jpg	r drop files to upload Size A 203.71KB
Office /Ext /Mobile Number: Email: Work Group: Block: Level: Room No/Location Description: Work Requested:	069742112 Information and communication technology v BLOCKA1 - BLOK PENTADBIRAN (LEFT SIDE) v ARAS 2 v 2 A12 082 PC Hang	File Name cmms3.jpg	r drop files to upload Size & 203.71KB

- 2.2.1 Click on HTML Top Menu to expand pop up 'File Transfer Window'.
- 2.2.2 Click on File Manager menu, and File Transfer window will be pop up on the bottom right of the browser.
- 2.2.3 Drag the file to be attached, and drop it in the File Transfer Window.
- 2.2.4 Click on Add Attach.button, and TOMMS Attachment window will pop up.
- 2.2.5 Click on Look in.
- 2.2.6 Select WebFile on:xxx and TOMMS attachment window will redirect the selected Look in.

V VEEWORK, PROD Veework TOMMS Webwork Prod User ToMMS Webwork Prod User ToMMS Webwork Prod User ToMMS Webwork Prod User West Concept Veework Prod User West Concept Veework Prod User Produces Veework Prod Veework Prod User Produces Veework Prod Veework Prod User Produces Veework Prod Veework Prod User Produces Produces Prod Prod Produces Produces Produces Prod Prod Prod Prod Prod Prod Prod Prod	TOMMS Attachme	nt 💌 🚍	1 ê 1 ê X	1		en	_us
Duture (D) Duture (D) DATA ITHM - User IDEXTAGE IDEXTAGE	Ceedaa Ceedaa Ceedaa Ceedaa Ceedaa Ceedaa Ceedaa Ceedaa Counter Counter		est				
WEBWORK, PROD New Idder (2) 069742112 File transfer New Idder (2) nazri@uthm.edu my Click or drop files to upload Work Group: Information and communication technology v Block: BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) v Level: ARAS 2 v Room Nol.Location Description: 2A1 2.082 Work Requested: PC Hang	DATA (E:)	UTHM - User					
New Solder (2) nazri@uthm.edu my Click or drop files to upload Work Group: Information and communication technology Image: Click or drop files to upload Block: BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) Image: Click or drop files to upload Level: ARAS 2 Image: Click or drop files to upload Room No/Location Description: ZA12.082 Work Requested: PC Hang				File transfer			
Work Group: Information and communication technology Image: Common Common Common technology Image: Common Common technology Image: Common Common technology Image: Common technology	WEBWORK_PROD	069742112					
Block: BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) v cmms3.jpg 203.71KB x Level: ARAS 2 v <t< td=""><td>WEBWORK_PROD New folder New folder (2)</td><td>069742112 nazrii@uthm.edu.my</td><td></td><td></td><td>Click or drop files to upload</td><td></td><td></td></t<>	WEBWORK_PROD New folder New folder (2)	069742112 nazrii@uthm.edu.my			Click or drop files to upload		
Level: ARAS 2 Room NofLocation Description: 2 A12.082 Work Requested: PC Hang	WEBWORK_PROD New folder New folder (2) Work Group:	069742112 nazni@uthm.edu.my Information and communication technology		File Name	Click or drop files to upload	Size	Actie
Room No/Location Description: 2 V Work Requested: PC Hang	WEBWORK_PROD New folder New folder (2) Work Group: Block:	069742112 nazrii@uthm.edu.my Information and communication technology BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE)		File Name cmms3.jpg	Click or drop files to upload	Size 203.71KB	Actie
Work Requested: PC Hang	WEEWORK_PROD New folder New folder (2) Work Group: Block:	065742112 Information and communication technology BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE)		File Name cmms3.jpg	Click or drop files to upload	Size 203.71KB	Acti X
Work Requested: PC Hang	WEBWORK PROD New folder (2) Work Group: Block: Level:	069742112 nazri@uthm.edu.my Information and communication technology BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) ARAS 2	v v v	File Name cmms3.jpg	Click or drop files to upload	Size 203.71KB	Acti X
	WERWORK PROD New folder (2) Work Group: Block: Level: Room No/Location Description:	069742112 nazri@uthm.edu.my Information and communication technology BLOCK A1 - BLOK PENTADBIRAN (LEFT SIDE) ARAS 2 2 A12 082		File Name cmms3 jpg	Click or drop files to upload	Size 203.71KB	Acti X

2.2.7 Make sure the Type of File is correct based on the type of file that has been uploaded into the temporary folder's server.



- 2.2.7 Select attachment.
- 2.2.8 Click on Open button, and the attachment file will be uploaded into the Work Request.

(Note : To add more attachment, repeat the similar steps)

		- 0
1) (=) (@ http://eaduan.hptp.edu.my:8080/s	iftware/webwork.F P + C IIIIIIIII x	6 5
TCIS UTHM Total Campu G Google		
• • • •		_ 0
TOMMS Attachment	×	en_us
kin: 🚽 WebHie on XAN3Y63FG14P8C 🗸 🗸		
me 📍		
_cmmsi		
Ш	Password NoLogout	
name: cmms1	Open .	
of type: ALL Files (".")	V Cancel	
	aday aday	
Requester Name:	UTHM - User	
Office /Ext /Mobile Number:		
Emails		
cman:		
Work Group:	×	
Block:	v	
Lovely		
Level.	▼	
Room No/Location Description:		
Work Requested:		
		En
No File Name	** Please attach JPG & PDF Only Submt X Cancel	_
1	Add Attach. Delete Attach.	

2.3 Click on Submit button, **"Work Request Received"** with the Work Request Number's message box will pop up, Click on OK button to close.



3. Check Status Work Request (Webwork)

3.1 Click Check Work Request to see the details.

())) Http://eaduan.hptp.edu.my:8080/software/webwork/F P = C	- 日 × 公 公 颂 🥹
	- 0 ×
🔁 Submit New Work Request 🗧 🔓 Check Work Request Status 🛛 🐉 Change Password 🛛 📭 Logout	
Work Baruest Lookun	
Date From Date To WR Number Status	
23/1/2018 v 23/1/2018 v ALL v Search × Cancel	
Work Request Search Results	
Work Orgination Requestor Name Work Order Work Order Completion W0 W0	
Request Date Date No Date Status Status Description	
	En
Total Records: 0	
🖷 A 🙆 🖏 🍥 🌰 🚯 📠 👰	へ (13) 駅 MSA 12:03 ptg 23/01/2018 🖓

3.2 Insert the Date From, Date To and insert Work Request Number (if remind) to determine Report Status.

Computerized Maintenance Management System UTHM Pagoh - User Manual

