EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Edit WO Material)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/WO/CREATION/WO04

Document Name : Edit WO Material

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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	07/06/2024	Najmi	First Version of User Manual – Edit WO Material

Scenario

A scenario to raised the material request for the particular work order straight from the work order module rather than need to go material request menu. In this syllabus, we will guide on how to raise the MR in the work order using CMMS Core.

1. Raised Material Request

What it's for

To request for material from the storekeeper to use fixed or complete the work order.

Raised Material Request from Work Order

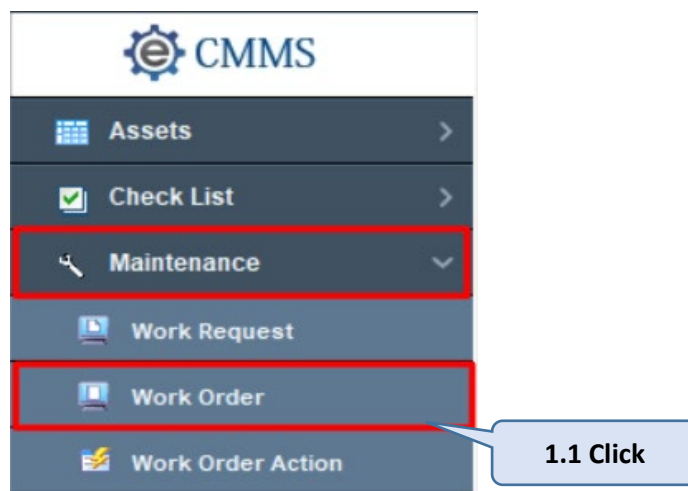1.1   On the left of the system, click on **Maintenance > Work Order**.

Figure 1.1

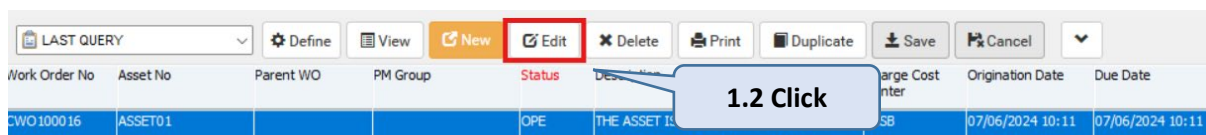1.2   Work Order table view will pop up and data will retrieve. Click on **Edit** button.

Figure 1.2

1.3   Click on **Material** button to open the material subtab view.

1.4   Click on **Add** button to add a new line for material request

1.5   Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Qty Needed	: 2	NO

(Note: Master file are control by System Admin).

1.6   Click on **Save** button to create the material request.
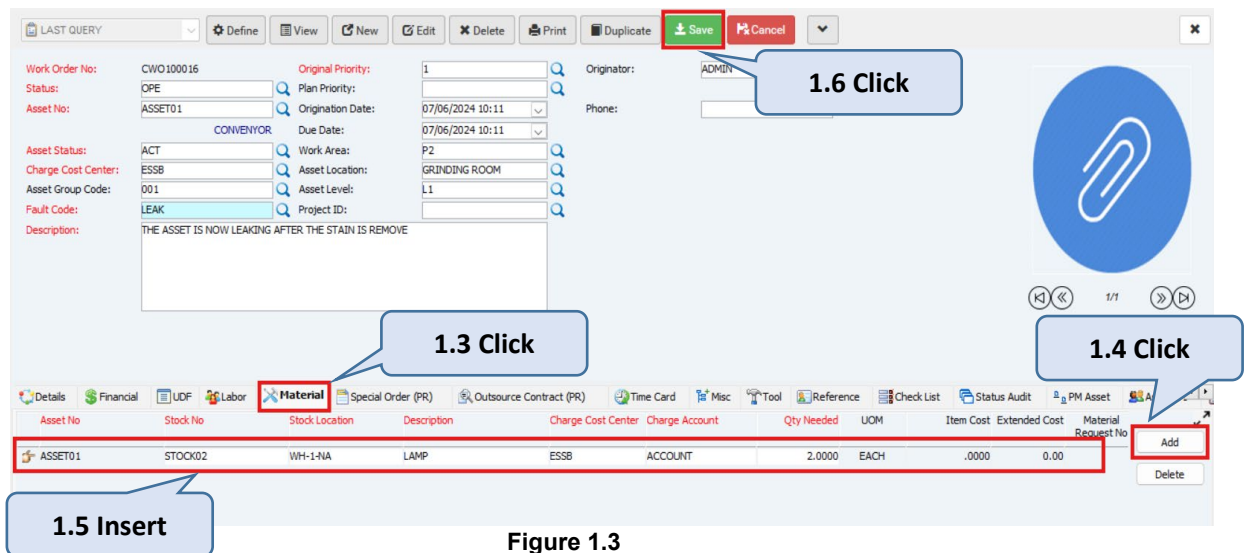

Figure 1.3

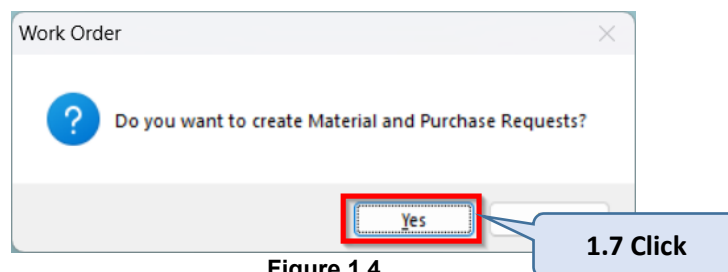1.7   Click on **Yes** button to confirm the creation of Material and Purchase Requests.

Figure 1.4

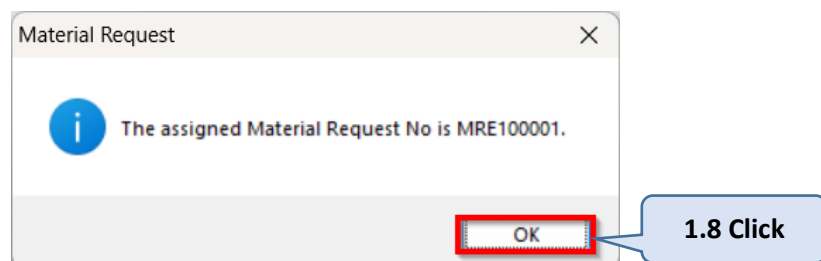1.8   The Material Request No has been generated and click on **OK** button.

Figure 1.5