EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System
(CMMS)

USER MANUAL
(Edit Inventory)

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DOCUMENT CONTROL

Document No   :   CMMS/IM/MASTER/IM03

Document Name   :   Edit Inventory

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Edit Inventory

Scenario

A storekeeper wants to edit the stock that has been created. In this syllabus, we will guide on how to edit inventory in CMMS Web Core.

1. Edit the Inventory

What it's for

To ensure that the inventory has been correctly updated and the technician able to raise the correct item for work order.

Editing the Inventory

1.1   On the left of the system, click on **Spare Parts > Inventory Master**
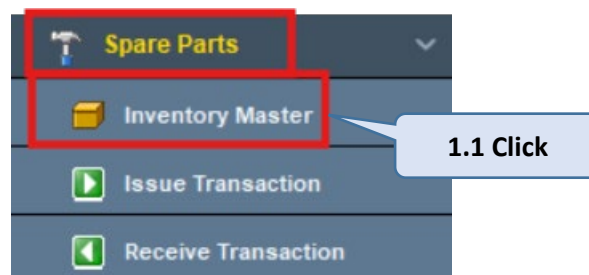

Figure 1.1

1.2   Inventory table view will pop up and click on **Define** button.

Figure 1.2

1.3   Fill in define query criteria.
        (Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Stock No	like	<Stock No>

1.4   Click on **Retrieve** button to retrieve the following inventory.
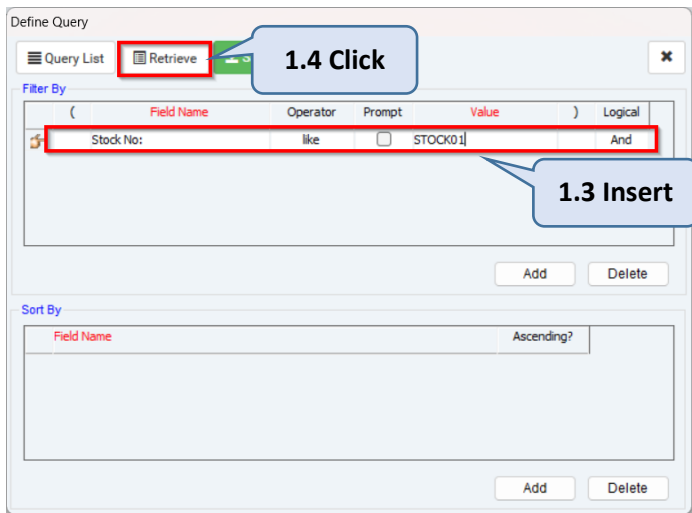
Figure 1.3

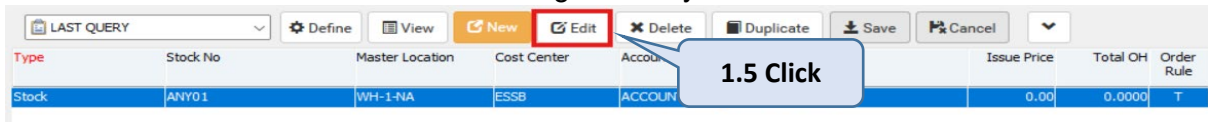1.5   Click on **Edit** button to edit the following inventory.

Figure 1.4

1.6   Fill in the field:

Field	Value	Have Master File?
Order Point	: 15	NO
Maximum	: 30	NO

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

1.7   Click on **Save** button to save the following inventory information.

Figure 1.5