



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Add Inventory Location)***

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# DOCUMENT CONTROL

**Document No** : CMMS/IM/MASTER/IM04

**Document Name** : Add Inventory Location

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## DOCUMENT REVISION HISTORY

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

## Scenario

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

### 1. Add the Inventory Second Location

#### What it's for

To keep track how many items were in both location and transfer location can be used.

#### 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.

The screenshot shows the 'Define Query' interface with the following elements:

- Top Bar:** 'Define Query' (dropdown), 'Query List' (dropdown), 'Retrieve' (button, highlighted with a red box), 'Save' (button), and 'X' (close button).
- Filter By:** A table with columns: Field Name, Operator, Prompt, Value, and Logical. The first row contains 'Stock No.' with 'like' operator, 'STOCK01' value, and 'And' logical operator.
- Buttons:** 'Add' and 'Delete' (located below the filter table).
- Sort By:** A table with columns: Field Name and Ascending? (checkbox). The first row has 'Field Name' and an empty 'Ascending?' checkbox.
- Annotations:** A blue callout '1.4 Click' points to the 'Retrieve' button. A blue callout '1.3 Insert' points to the 'Stock No.' field in the filter table.

**Figure 1.3**

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

LAST QUERY		Define	View	New	Edit	Delete	Duplicate	Save	Cancel	▼
Type	Stock No	Master Location	Cost Center	Account				Issue Price	Total OH	Order Rule
Stock	ANY01	WH-1-NA	ESSB	ACCOUNT				0.00	0.0000	T

**Figure 1.4**

1.6 Click on **Location** subtab to open the location information.

1.7 Click on **Add** button to add another location.

### 1.8 Fill in the field:

<u>Field</u>	<u>Value</u>	<u>Have Master File?</u>
Stock Location	: <Choose the new location>	YES

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

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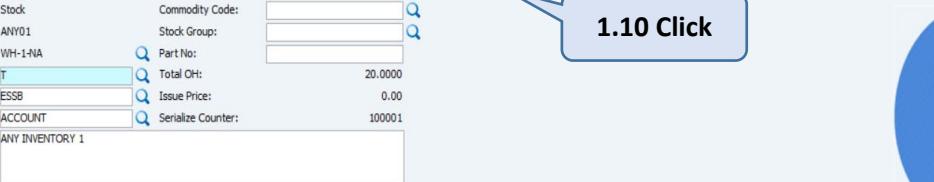
1.9 If the new added location is the primary location, tick the new location.

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

1.10 Click

6 Click

1.7 Click



Order Point	Lockout Count	Primary Location	Stock Location	Increase Total OH	Update Stock Costing	OH Quantity	Order Point	Maximum	Reorder SubTotal	PR Outstanding	PO Outstanding	Hard Reserve	Short Qty			
			WH-1-NA			20.0000	.00	.00	1,206,0000	1,100,0000	131,0000	20,0000	25,0000	20/06/2024	24/06/2024	00/00/0000
			WH-RP-01			0.0000	.00	.00	.0000	.0000	.0000	.0000	.0000	20/09/2024	00/00/0000	00/00/0000

**Figure 1.5**