EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Add Inventory Location)

TABLE OF CONTENT

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**
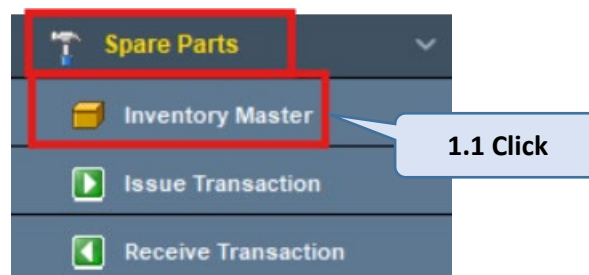

Figure 1.1

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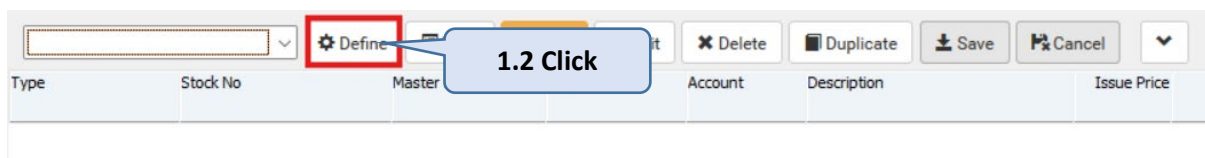

Figure 1.2

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>

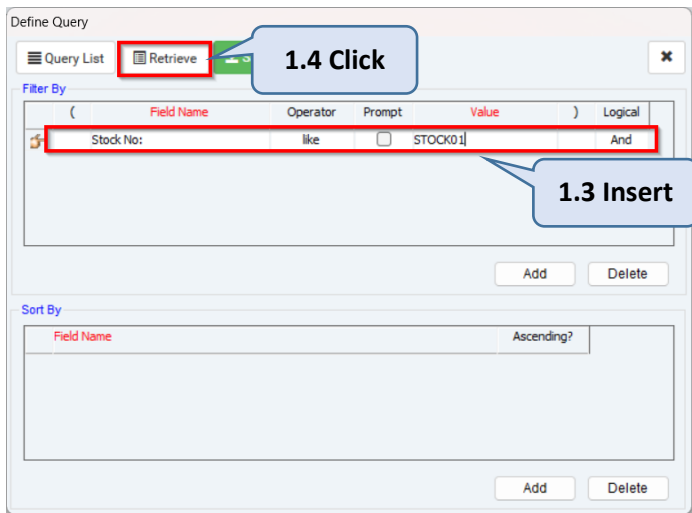1.4   Click on **Retrieve** button to retrieve the following inventory.

Figure 1.3

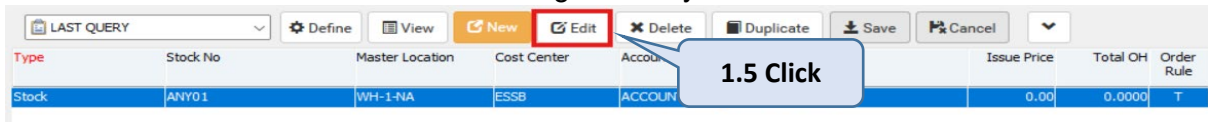1.5 Click on **Edit** button to edit the following inventory.

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:

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

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

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

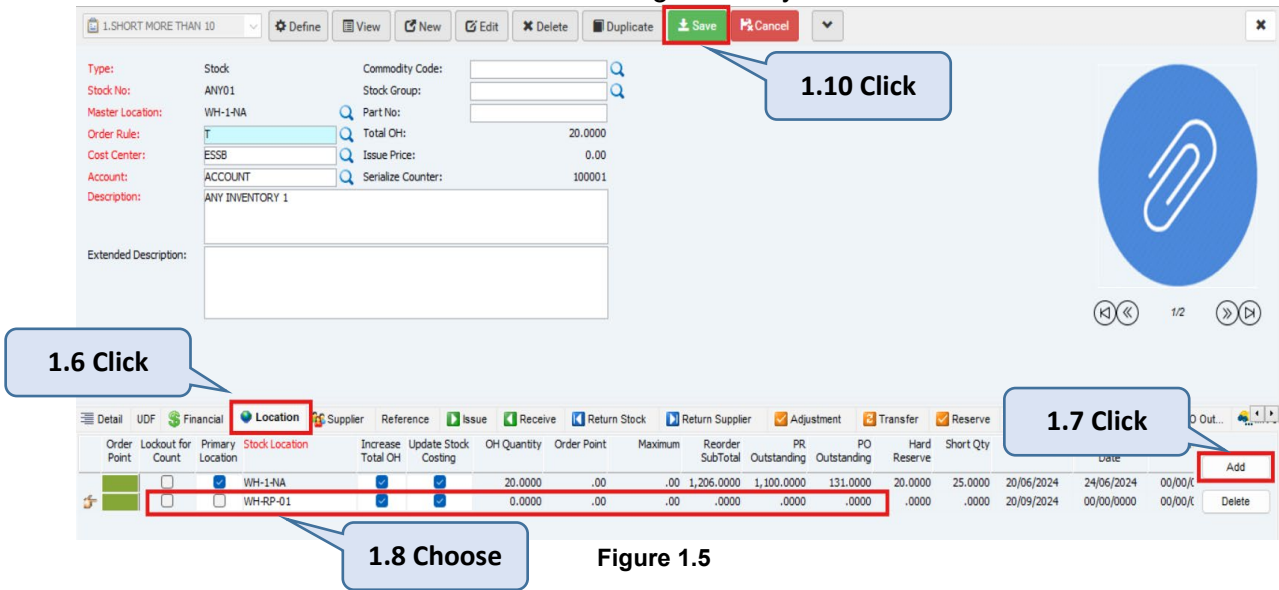1.10 Click on **Save** button to save the following inventory information.

Figure 1.5