EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Add References)

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DOCUMENT CONTROL

Document No   :   CMMS/IM/MASTER/IM06

Document Name   :   Add References

Prepared By   :   Muhamad Najmi bin Badrila

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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 References

Scenario

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

1. Add References

Editing the Inventory

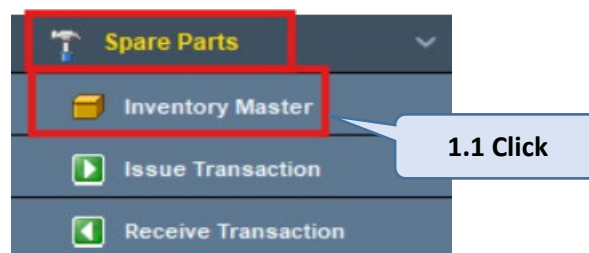1.1   On the left of the system, click on **Spare Parts > Inventory Master**

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.
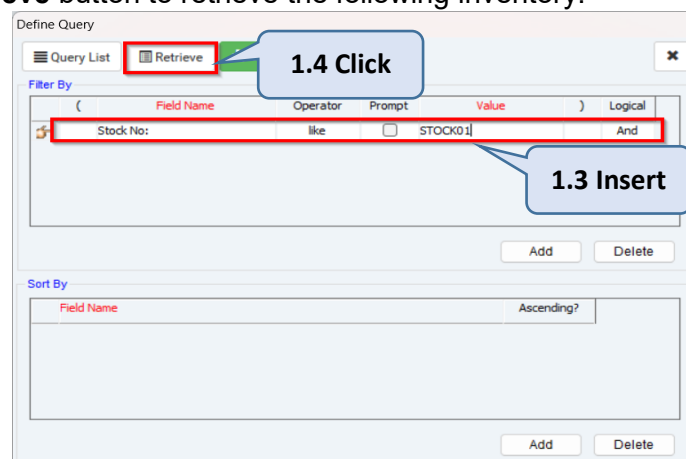

Figure 1.3

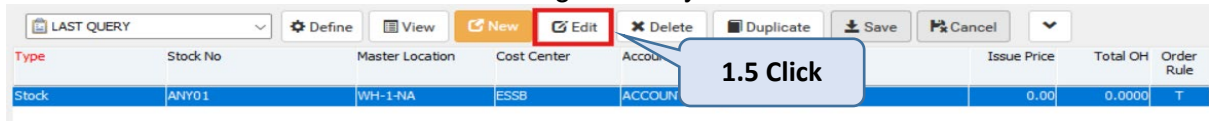1.5   Click on **Edit** button to edit the following inventory.

Figure 1.4

1.6   Click on **Reference** subtab to open the reference view.

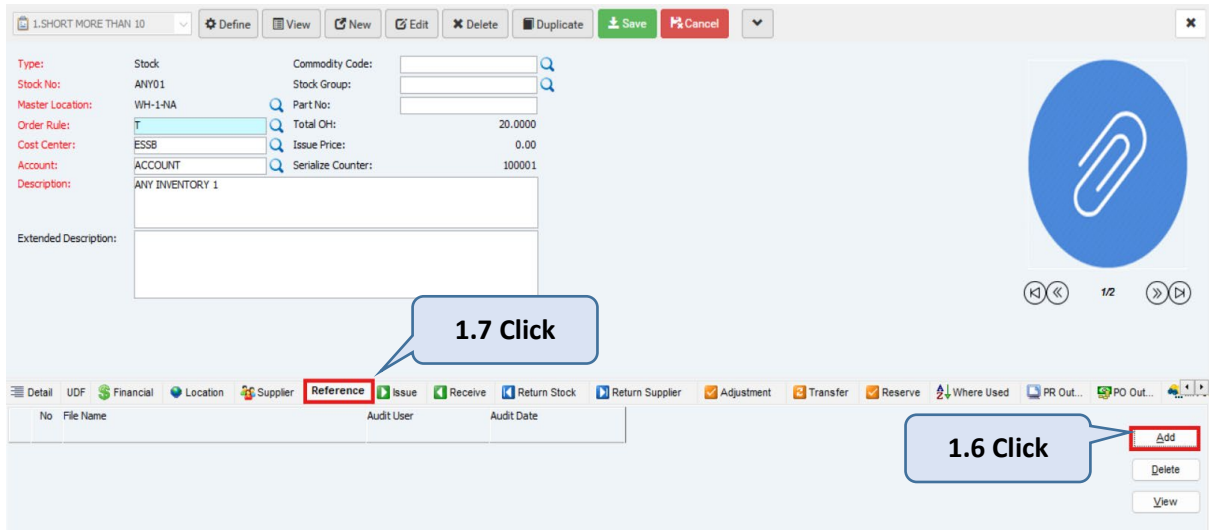1.7   Click on **Add** button to add a document and a popup view will appear.

Figure 1.5

1.8   Choose the files that wants to be attach to the stock.
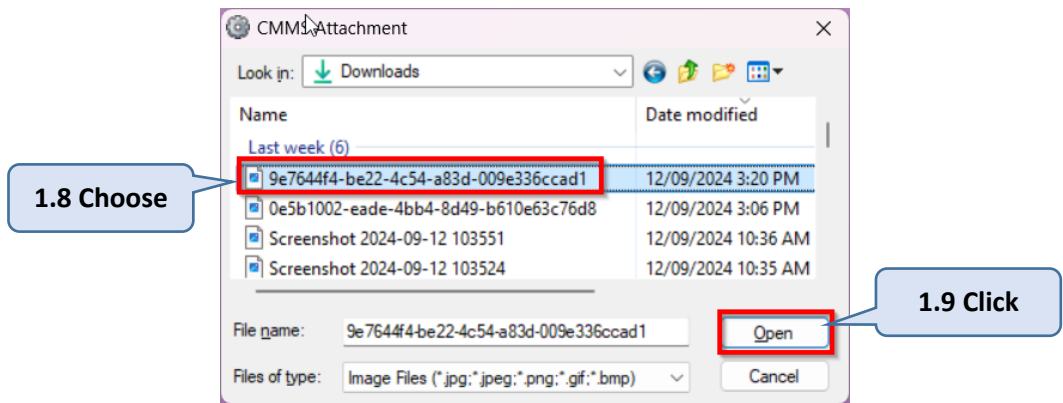
1.9   Click on **Open** button.

Figure 1.6

1.10   Click on View button to view the document.

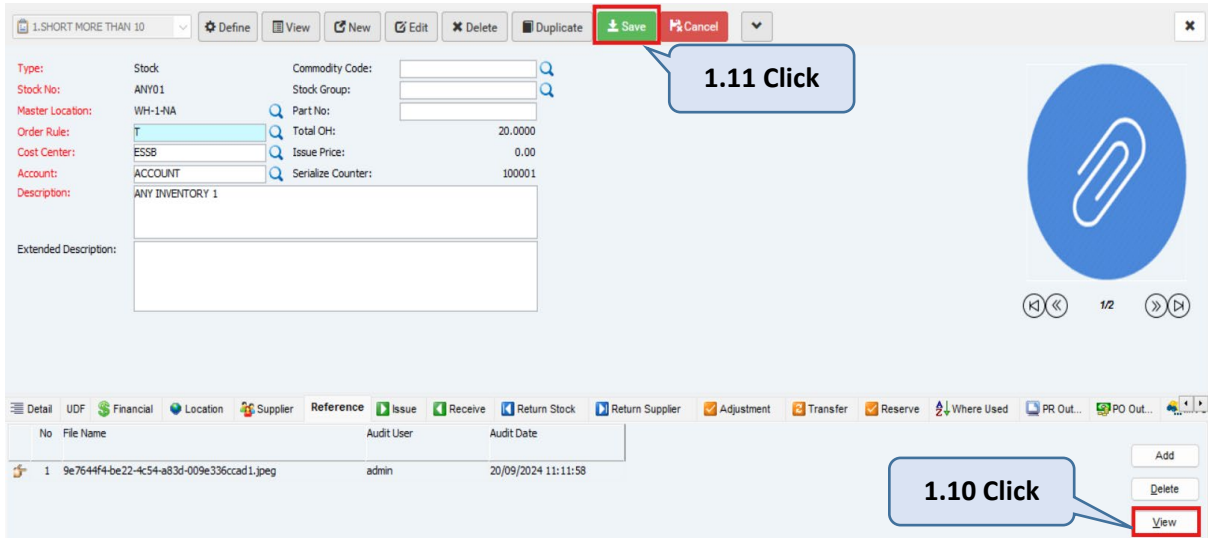1.11   Click on **Save** button to save the following inventory information.

Figure 1.7