EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Delete Inventory)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/IM/MASTER/IM07

Document Name : Delete Inventory

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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 – Delete Inventory

Scenario

A storekeeper wants to delete the stock that has been created because it is no longer in the store. In this syllabus, we will guide on how to delete inventory in CMMS Web Core.

1. Delete the Inventory

What it's for

To ease the creation of new inventory if the inventory similar but with different stock no.

Duplicate the Inventory

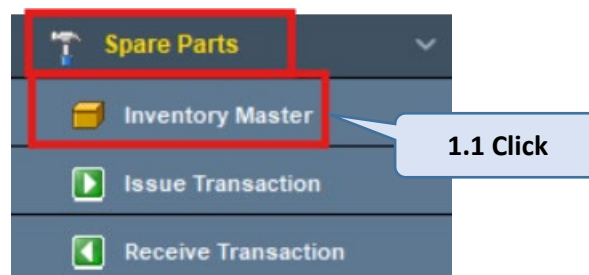1.1   On the left of the system, click on **Spare Parts > Inventory Master**

Figure 1.1

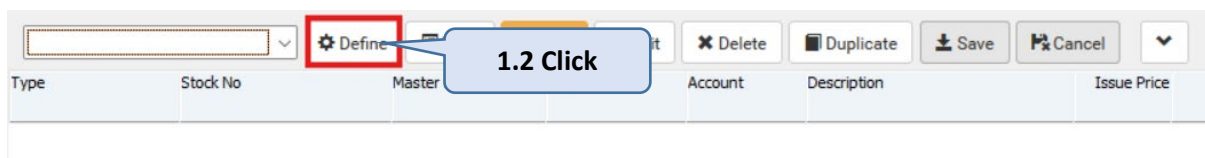1.2   Inventory table view will pop up and click on **Define** button.

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>

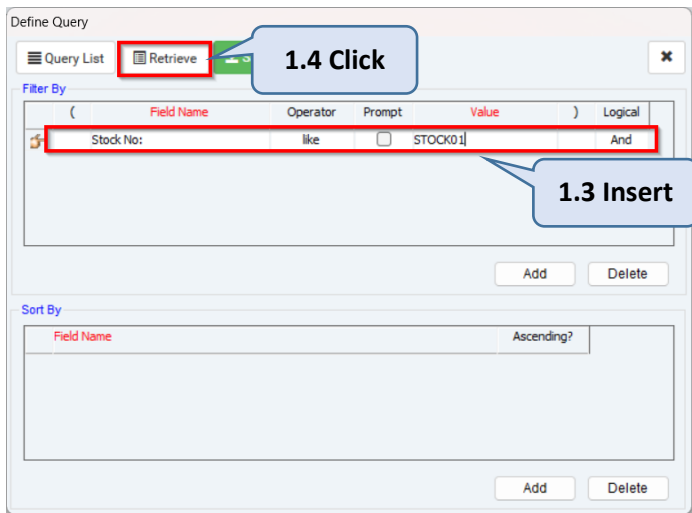1.4   Click on **Retrieve** button to retrieve the following inventory.

Figure 1.3

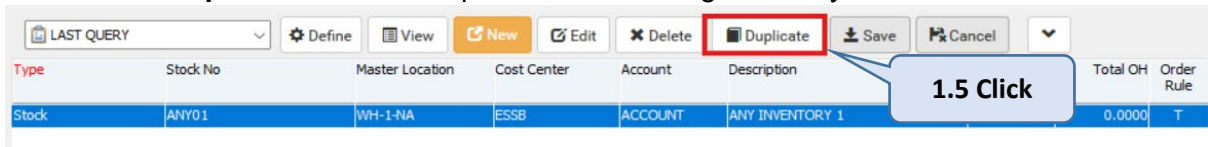1.5   Click on **Duplicate** button to duplicate the following inventory.

Figure 1.4

1.6   Fill in the field:

Field	Value	Have Master File?
Stock No	: <Different Stock No>	NO
Description	: ANY INVENTORY 2	NO

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

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

Figure 1.5