



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Duplicate Inventory)***

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# DOCUMENT CONTROL

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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 – Duplicate Inventory

## Scenario

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

### 1. Duplicate 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.

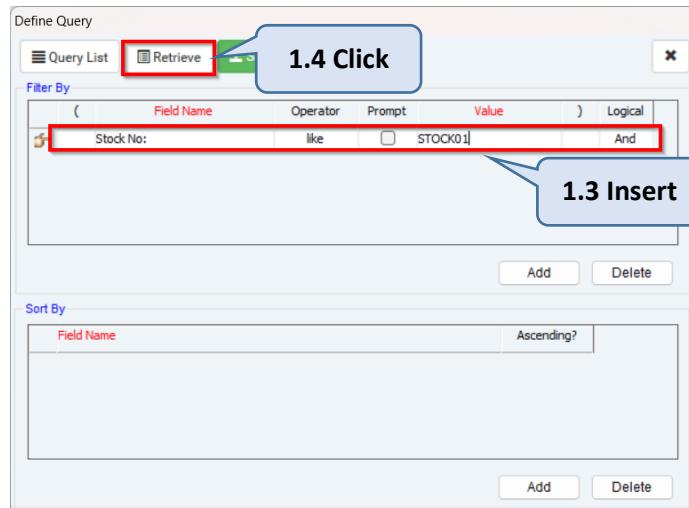


Figure 1.3

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

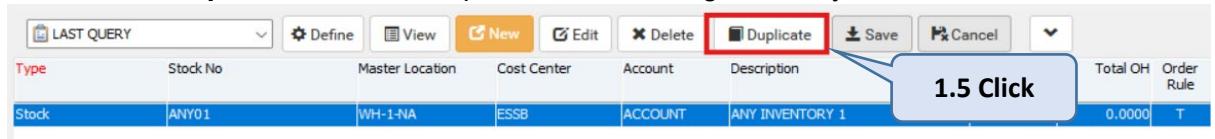


Figure 1.4

1.6 Fill in the field:

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

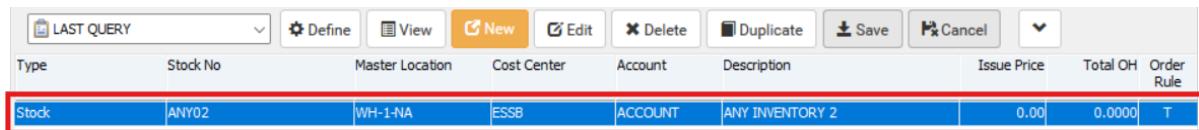
(Note: Master file are control by System Admin).

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

Part Deac Status:	ACT	Auto Spare:	<input type="checkbox"/>
Issue UOM:	EACH	Critical Spare:	<input type="checkbox"/>
Receive UOM:	EACH	Hazardous Material:	<input type="checkbox"/>
Conversion Factor:	1.0000	ABC Class:	<input type="text"/>
Storage Type:	<input type="text"/>	Order Point:	15.0000
Cube:	.0000	Maximum:	30.0000
Shelf Life:	<input type="text"/>	Last Activity Date:	00/00/0000
EOQ:	0	Last Count Date:	00/00/0000
Count Frequency:	<input type="text"/>	Next Count Date:	00/00/0000
Average Lead Time:	<input type="text"/>	Reorder Calculation	
		Total On-Hand:	.0000
		Reserved:	.0000 (-)
		Shortage:	.0000 (-)
		Quantity Available:	.0000
		PR Outstanding:	.0000 (+)
		PO Outstanding:	.0000 (+)
		Reorder SubTotal:	.0000
		At Order Point	

Figure 1.5

1.8 The new inventory has been successfully created.



Type	Stock No	Master Location	Cost Center	Account	Description	Issue Price	Total OH	Order Rule
Stock	ANY02	WH-1-NA	ESSB	ACCOUNT	ANY INVENTORY 2	0.00	0.0000	T

Figure 1.6