EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Issue MR)

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DOCUMENT CONTROL

Document No	:	CMMS/IS/ISSUE/IS01
Document Name	:	Issue MR
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1.0	20/06/2024	Najmi	First Version of User Manual – Issue MR

Scenario

When the technician issued a material request from the work order, the storekeeper need to issue the transaction to able count for the in and out of the stock item. In this syllabus, we will guide on how to issue the transaction in CMMS Web Core.

1. Issue Transaction (Material Request)

Issue one line of material request transaction

1.1 On the left of the system, click on **Spare Parts > Issue Transaction**.

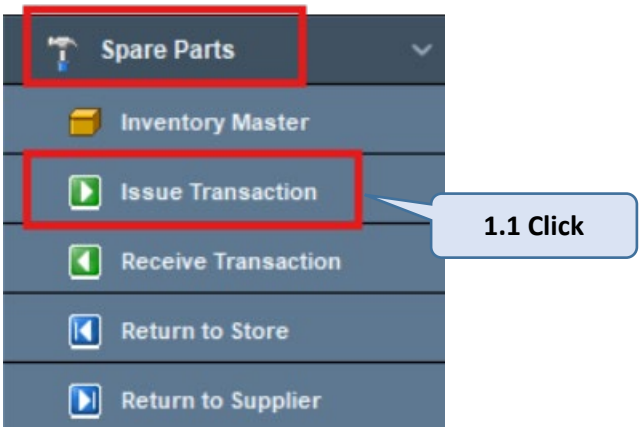

Figure 1.1

1.2 For the Source, tick on the **Material Request**.

1.3 Fill in the mandatory field coloured in red:

Field	**Value**	**Have Master File?**
Material Request No	: <MR No>	YES
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Employee Id	: <Employee ID>	YES
Issue Quantity	: 1	NO

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

1.4 Click the **Issue** button to issue the particular line of transaction.

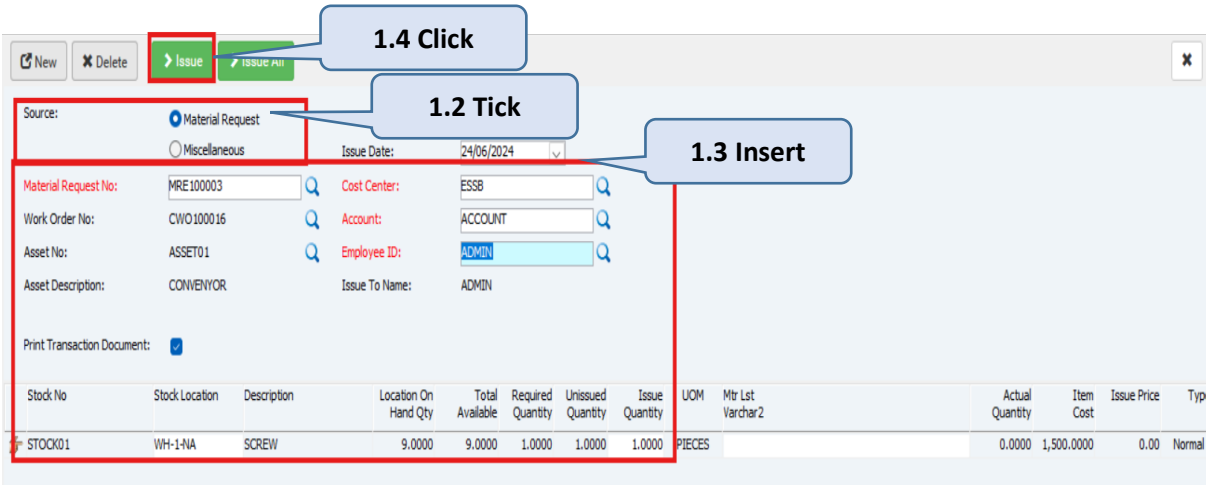

Figure 1.2

1.5 A prompt message will popup if you want to issue the line no (1). Click **Yes** to continue.

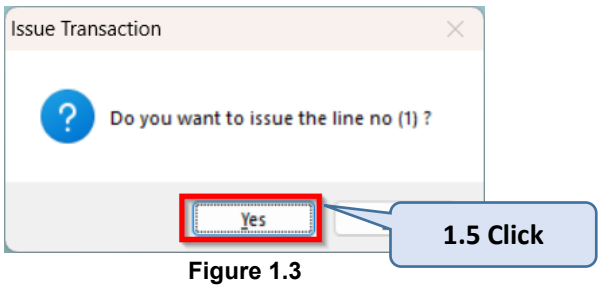

Figure 1.3

1.6 The transaction no would be generated and click on **OK** to continue.

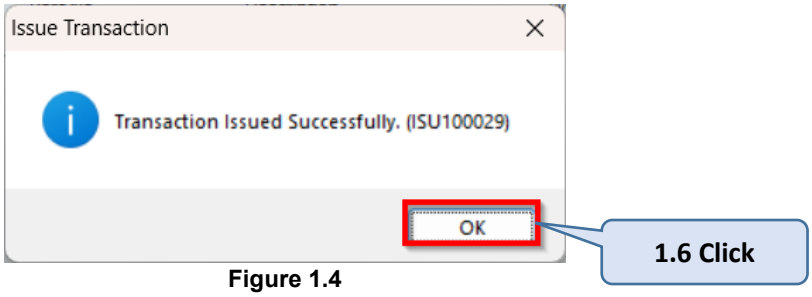

Figure 1.4

1.7 The Material Issue Notes will be generated.

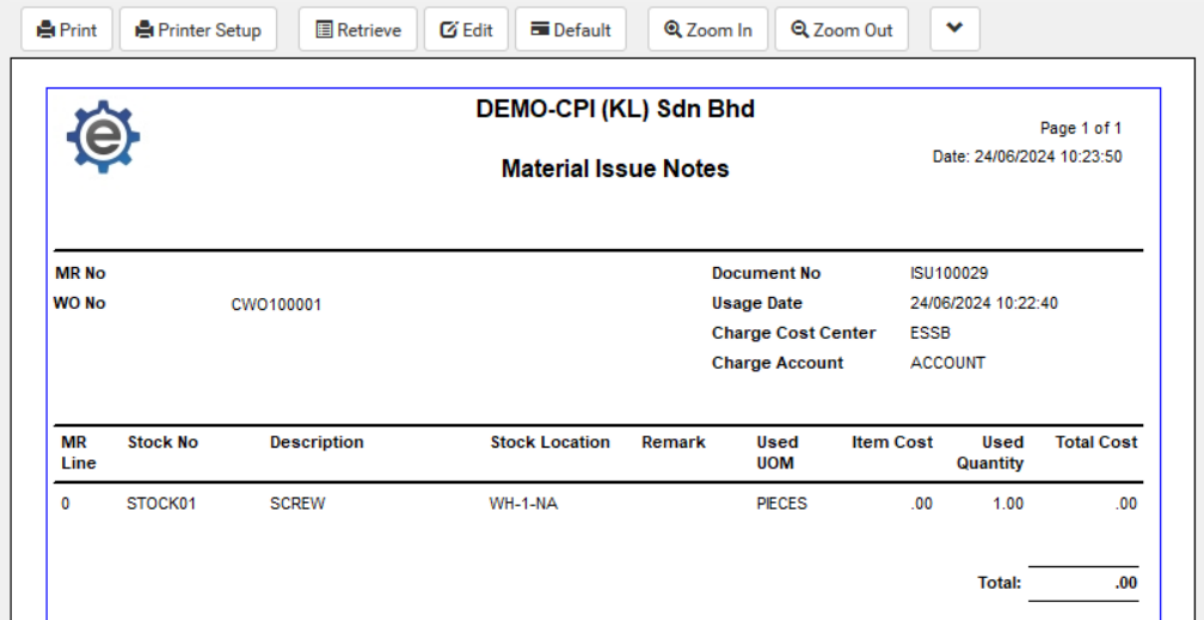

Figure 1.5

1.8 If there is multiple line of stock to be issue:

1.8.1 Please proceed to SOP document for:

i. To issue all line of transaction: IS02 – Issue All MR