EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Issue All MR)

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DOCUMENT CONTROL

Document No : CMMS/IS/ISSUE/IS02

Document Name : Issue All MR

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Creation Date : 20/06/2024

Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Issue All 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 All Transaction (Material Request)

Issue all 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 All** button to issue all material request.

Figure 1.2

1.5   A prompt message will popup if you want to issue all the item(s). Click **Yes** to continue.
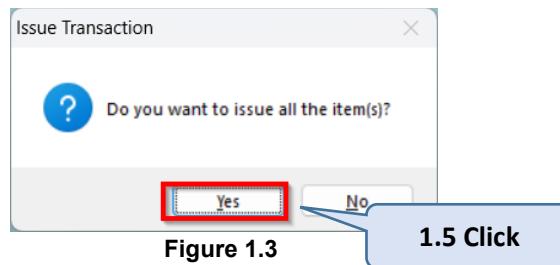
Figure 1.3

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

Figure 1.4
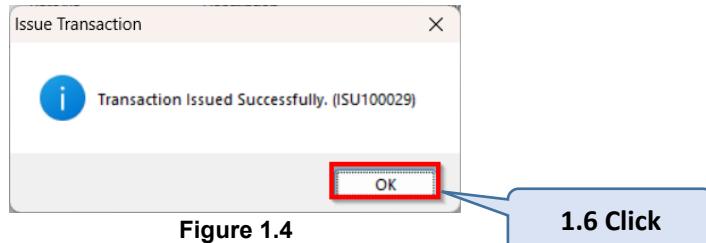
1.7   The Material Issue Notes will be generated.

Figure 1.5