



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Return Transaction)

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DOCUMENT CONTROL

Document No : CMMS/RT/RETURN/RT02
Document Name : Return Transaction
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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 – Return Transaction

Scenario

The technician wants to return back all the unused item that were taken from the store. In this syllabus, we will guide on how to return in CMMS Web Core.

1. Return Transaction

What it's for

To return the inventory that has been issued out.

Return one line of item

1.1 On the left of the system, click on **Spare Parts > Return to Store**.



Figure 1.1

1.2 Fill in the field:

Field	Value	Have Master File?
Material Request No	: <MR No>	YES
Return Qty	: 1	NO

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

1.3 Click on **Return** button to return the item.

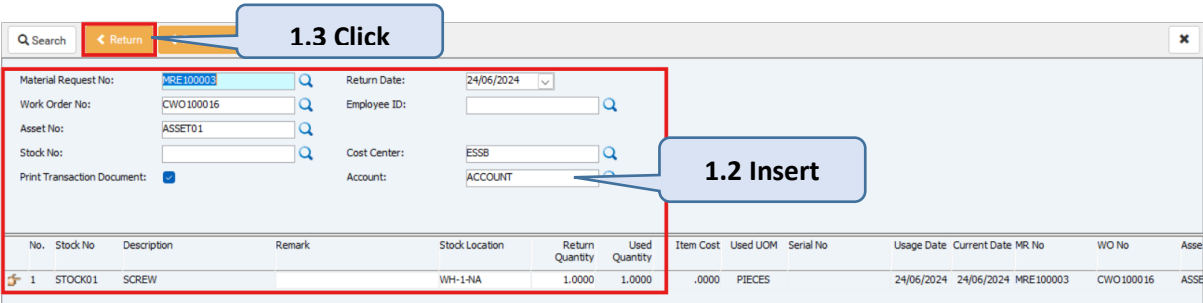


Figure 1.2

- 1.4 A prompt message will popup indicate if you want to return the line no (1). Click **Yes** to continue.

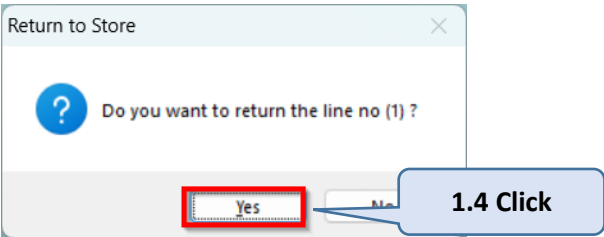


Figure 1.3

- 1.5 The return transaction no will be generated. Click **OK** to continue

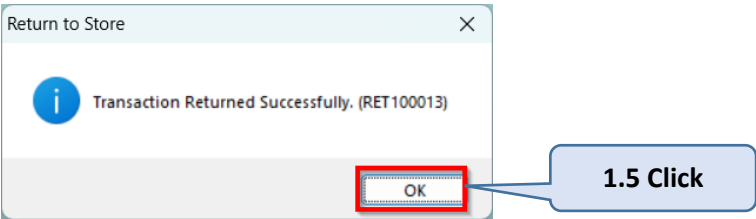


Figure 1.4

- 1.6 A prompt message indicate that no MR line item found for return will appear when there is no more item to be return for the particular MR. Click **OK** to continue.

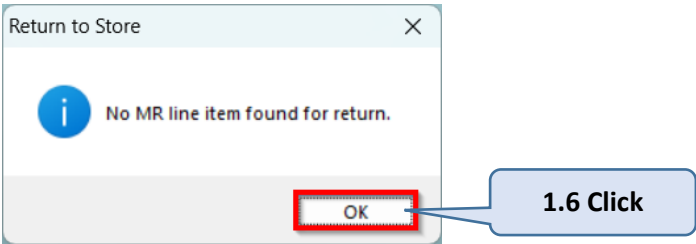


Figure 1.5

- 1.7 The Return to Store note will be generated.

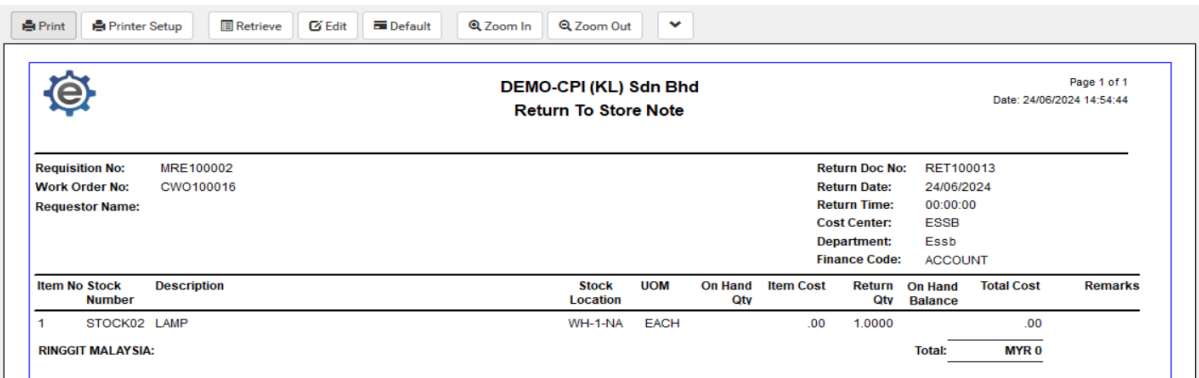


Figure 1.6

- 1.8 If want to return multiple item:
- 1.4.1 Please proceed to SOP document for:
- i. To return all line of transaction: RT03 – Return All Transaction