



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Unreserve Transaction)

TABLE OF CONTENT

Scenario.....	4
1. Unreserve Transaction	4

DOCUMENT CONTROL

Document No : CMMS/UT/UNRESERVE/UT01
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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Unreserve Transaction

Scenario

An unreserve transaction in a CMMS allows for the release of previously reserved parts back into inventory, optimizing resource allocation and ensuring availability for other maintenance needs. In this syllabus, we will guide on how to unreserve transaction in CMMS Web Core.

1. Unreserve Transaction

What it's for

To release reserved parts or resources back into inventory for other uses or adjustments in maintenance planning.

Unreserve Inventory

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

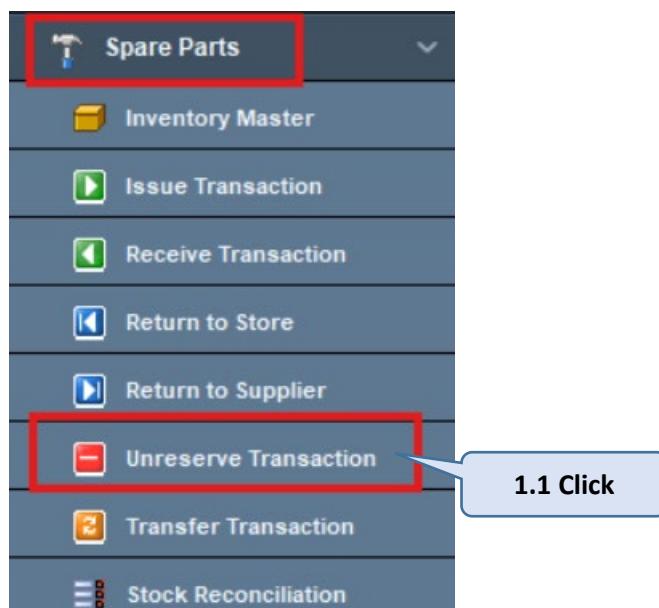


Figure 1.1

- 1.2 Search the Stock No that want to be unreserve.
- 1.3 Choose the MR that want to be unreserve based on the quantity needed for the other uses.
- 1.4 Click the **Unreserve** button to unreserve the selected MR line.

Material Request No	MR Line Work Order No	Asset No	Requester	Stock Location	Status	Reserve Date	Reserve Quantity	Short Quantity	
MRE100038	1	CWO100034	ACE01100001	ADMIN	WH-1-NA	Approved (A)	25/06/2024	2.00	0.00
MRE100039	1	CWO100032	EVA01100001	ADMIN	WH-1-NA	Approved (A)	25/06/2024	3.00	0.00

Figure 1.2

1.5 A prompt message indicates if you want to unreserve the line no (1). Click **OK** to continue.

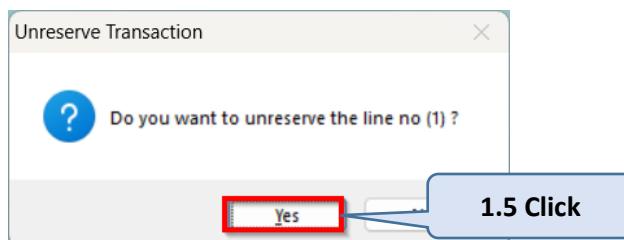


Figure 1.3

1.6 The transaction for unreserve has been successful. Click **OK** to continue.

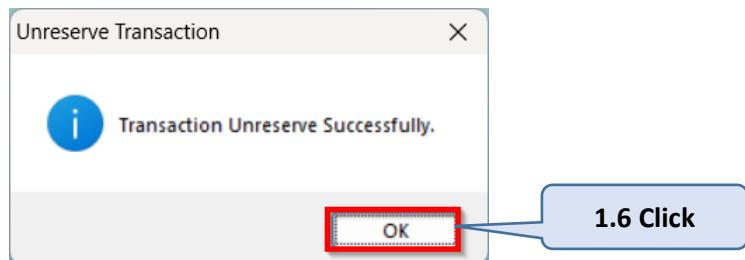


Figure 1.4

1.7 The result can be seen whereby the MR line has been removed.

Stock No: FEI01

Part No:	Total On Hand:	10.00
Issue UOM:	Total Hard Reserve:	3.00
Issue Price:	Total Short:	0.00
Master Location:	PR Outstanding:	0.00
Description:	PO Outstanding:	0.00
	Sub Total:	7.00

Material Request No	MR Line Work Order No	Asset No	Requester	Stock Location	Status	Reserve Date	Reserve Quantity	Short Quantity	
MRE100039	1	CWO100032	EVA01100001	ADMIN	WH-1-NA	Approved (A)	25/06/2024	3.00	0.00

Figure 1.5

1.8 To proceed with the unreserve step:

1.8.1 Please proceed to SOP document for:

- To unreserve all line of transaction: UT02 – Unreserve All Transaction