



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Unreserve All Transaction)

TABLE OF CONTENT

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

DOCUMENT CONTROL

Document No : CMMS/UT/UNRESERVE/UT02
Document Name : Unreserve All Transaction
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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 – Unreserve All 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 All Transaction

What it's for

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

Unreserve All Inventory

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

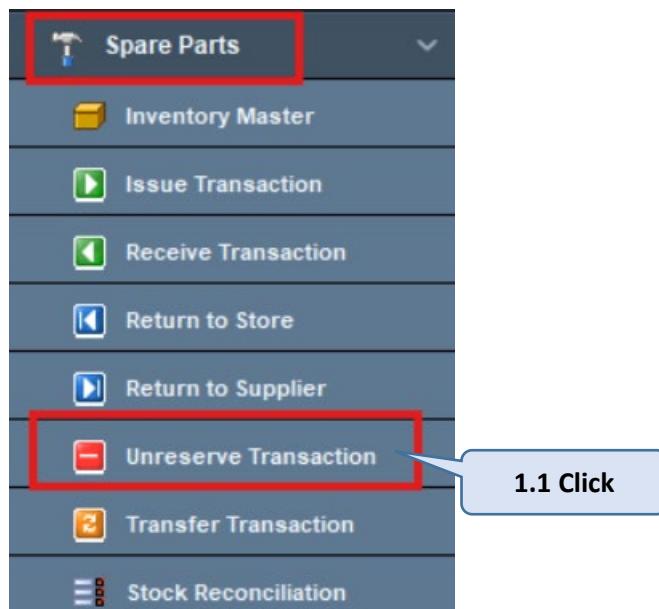
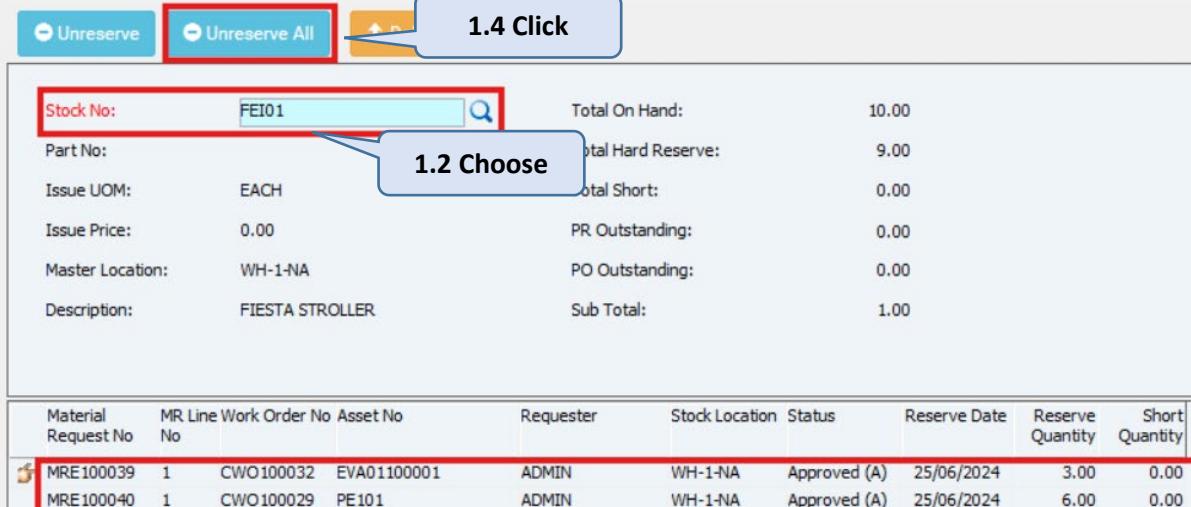


Figure 1.1

- 1.2 Search the Stock No that want to be unreserve.
- 1.3 Based on the MR stated, you realise you need to consume all of the total OH for the particular Work Order.
- 1.4 Click the **Unreserve All** button to unreserve all the MR.



The screenshot shows the 'Unreserve Transaction' screen. At the top, there are buttons for 'Unreserve' and 'Unreserve All'. A blue callout box labeled '1.4 Click' points to the 'Unreserve All' button. Below these are item details: Stock No: FEI01, Total On Hand: 10.00, Total Hard Reserve: 9.00, Total Short: 0.00. A blue callout box labeled '1.2 Choose' points to the 'Stock No' field. Below the details is a table of reservations:

Material Request No	MR Line No	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
MRE100040	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	6.00	0.00

Figure 1.2

1.5 A prompt message indicates if you want to unreserve all the item(s). Click **OK** to continue.

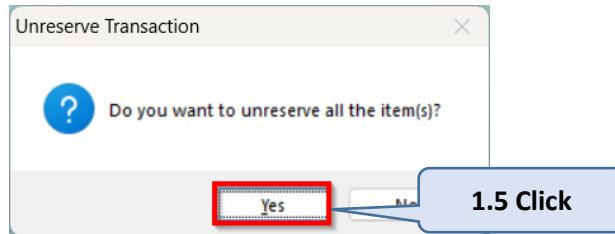


Figure 1.3

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

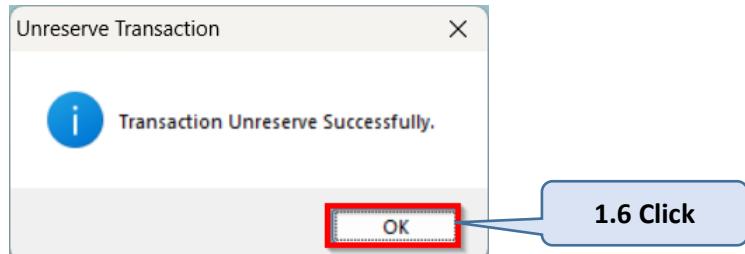


Figure 1.4

1.7 The result can be seen whereby there is no reservation line found for the stock. Click OK button to continue.

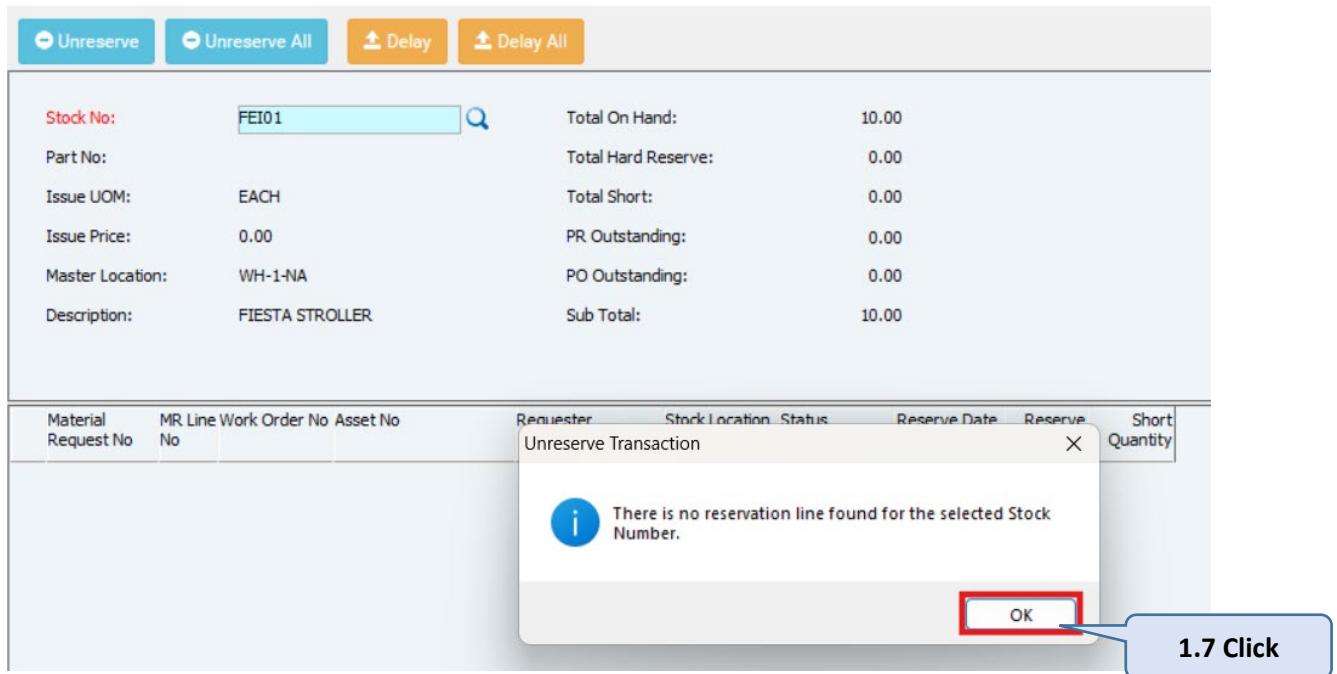


Figure 1.5

1.8 To proceed with the unreserve step:

1.8.1 Please proceed to SOP document for:

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