EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Delay Transaction)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/UT/UNRESERVE/UT03

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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 – Delay Transaction

Scenario

The maintenance department decides to delay the stock of non-essential spare parts until the next quarter due to budget constraints or for any stock take to be happen. In this syllabus, we will guide on how to delay transaction in CMMS Web Core.

1. Delay Transaction

What it's for

To postponing the procurement or replenishment of inventory items.

Delay Inventory

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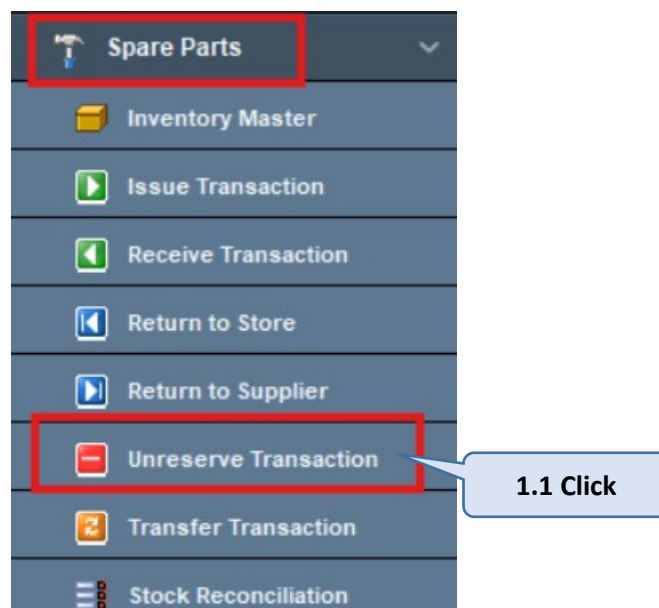

Figure 1.1

1.2   Search the Stock No that want to be delay.

1.3   Choose the MR line to delay inventory before issuing the transaction.

1.4   Click the **Delay** button to delay the selected MR.
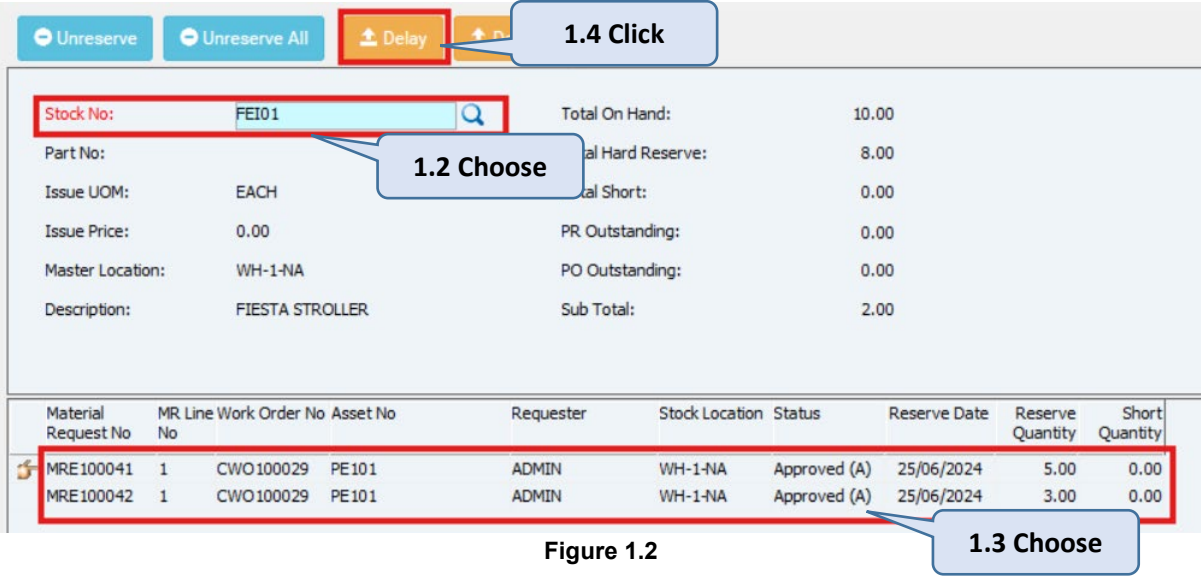
Figure 1.2

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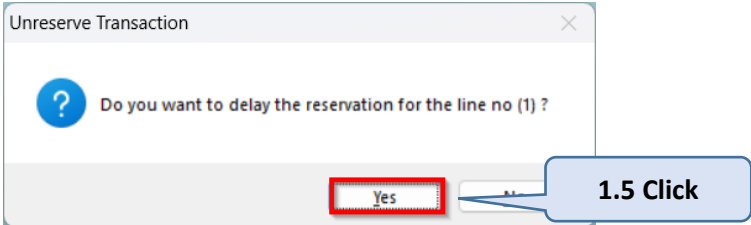

Figure 1.3

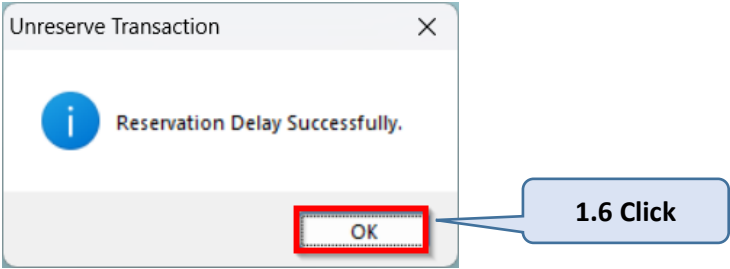1.6   The reservation delay has been successful. Click **OK** to continue.

Figure 1.4

1.7 The result can be seen whereby the Reserve Quantity has become 0 and it will reflect at the Short Quantity which are 5.

Figure 1.5

1.8 To proceed with the delay step:

    1.8.1 Please proceed to SOP document for:

        i. To delay all line of transaction: UT04 – Delay All Transaction