



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Delay All Transaction)***

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# DOCUMENT CONTROL

**Document No** : CMMS/UT/UNRESERVE/UT04  
**Document Name** : Delay All 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 – Delay All 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 All Transaction

### What it's for

To postponing the procurement or replenishment of inventory items.

### Delay All Inventory

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

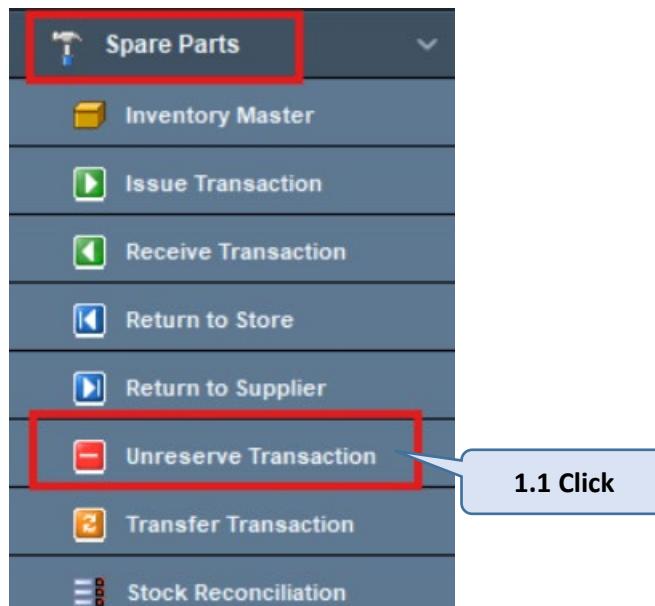


Figure 1.1

- 1.2 Search the Stock No that want to be delay.
- 1.3 Based on the current total OH, you realise that all the item need to be on hold first due to any substance and need all the MR been raised for the item to be on hold.
- 1.4 Click the **Delay All** button to delay all the MR.

1.4 Click

1.2 Choose

Stock No:	YO1	Total On Hand:	20.00
Part No:		Hard Reserve:	10.00
Issue UOM:	EACH	Short:	3.00
Issue Price:	0.00	PR Outstanding:	0.00
Master Location:	WH-1-NA	PO Outstanding:	0.00
Description:	TEST 1	Sub Total:	7.00

Material Request No	MR Line Work Order No	Asset No	Requester	Stock Location	Status	Reserve Date	Reserve Quantity	Short Quantity	
MRE100043	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	5.00	0.00
MRE100043	2	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	0.00	3.00
MRE100044	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	5.00	0.00

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.

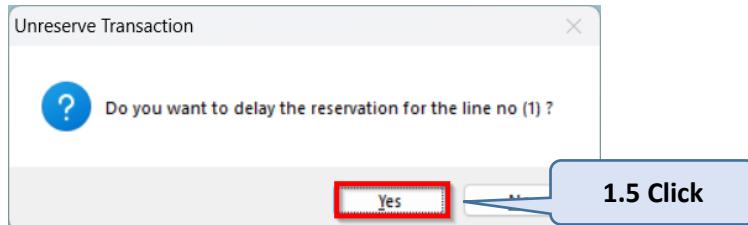


Figure 1.3

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

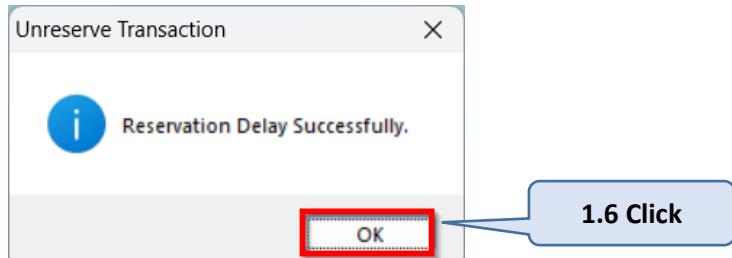
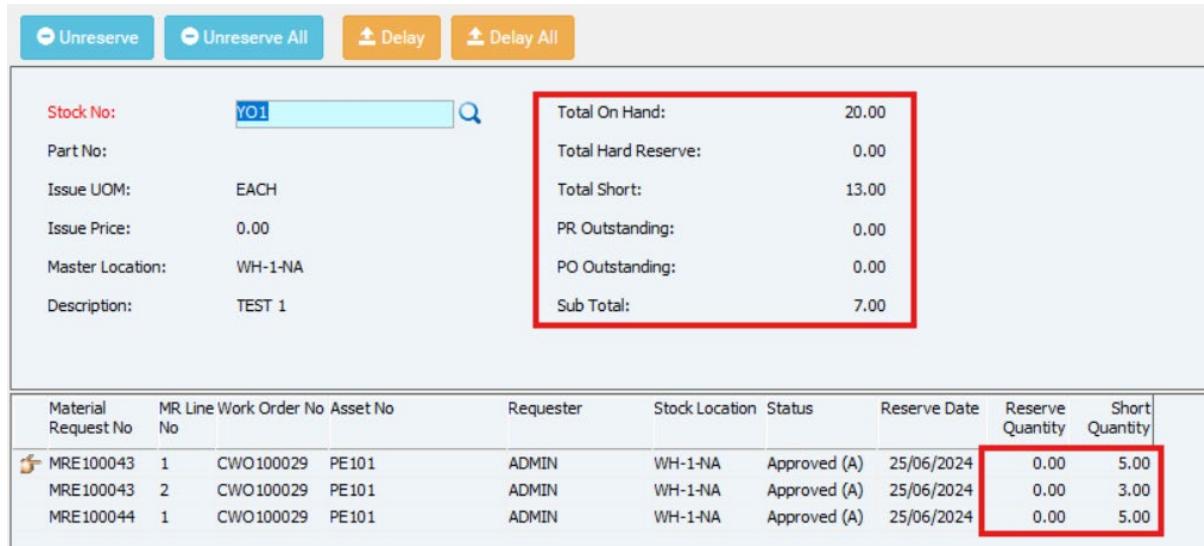


Figure 1.4

1.7 The result can be seen whereby the Reserve Quantity has become 0 and it will reflect at the Short Quantity. It also can be seen whereby the total short now has increase to 13.



The screenshot shows a software interface for managing stock and requests. At the top, there are four buttons: 'Unreserve' (blue), 'Unreserve All' (blue), 'Delay' (orange), and 'Delay All' (orange). Below these are two sections of information:

**Stock Details:**

Stock No:	Y01	Q
Part No:		
Issue UOM:	EACH	
Issue Price:	0.00	
Master Location:	WH-1-NA	
Description:	TEST 1	

**Inventory Summary:**

Total On Hand:	20.00
Total Hard Reserve:	0.00
Total Short:	13.00
PR Outstanding:	0.00
PO Outstanding:	0.00
Sub Total:	7.00

**Request Table:**

Material Request No	MR Line Work Order No	Asset No	Requester	Stock Location	Status	Reserve Date	Reserve Quantity	Short Quantity	
MRE100043	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	0.00	5.00
MRE100043	2	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	0.00	3.00
MRE100044	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	0.00	5.00

Figure 1.5