



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Stock Take)

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DOCUMENT CONTROL

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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 – Edit Stock Take

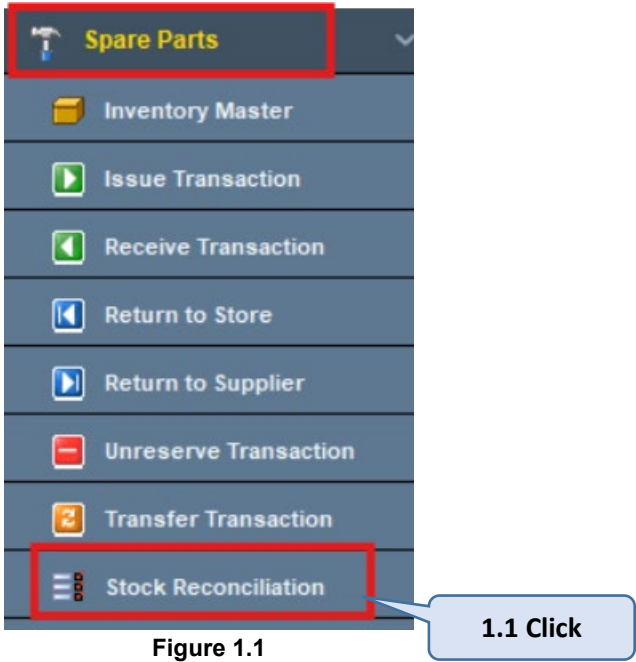
Scenario

Storekeeper want to edit the current setting for the stock book. In this syllabus, we will guide on how to edit the stock book count in CMMS Web Core.

1. Edit Stock Book

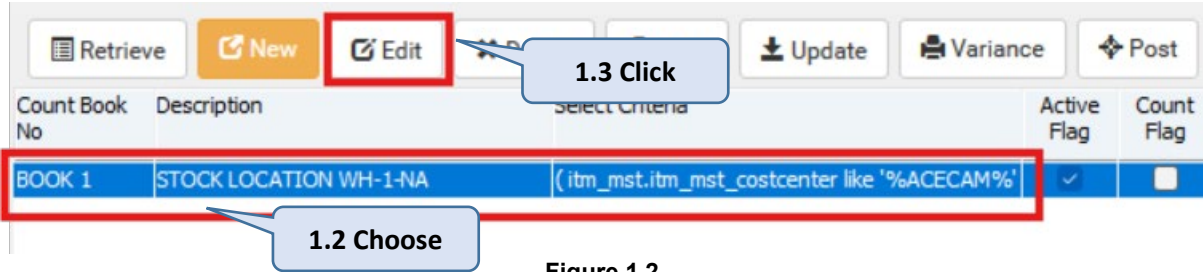
Edit stock book for Stock Reconciliation

1.1 On the left of the system, click on **Spare Parts > Stock Reconciliation**.



1.2 Choose the Count Book that want to edit.

1.3 Click the **Edit** button to edit the count book.



1.4 Untick the Active Flag button to allow transactions with the stock to resume.

1.5 Click the **Save** button to save the information.

The screenshot shows a software interface for stock management. At the top, there is a toolbar with buttons: Retrieve, New, Edit, Delete, Print, Update, Variance, Post, Print History, Save (highlighted with a red box and a callout bubble labeled '1.5 Click'), Cancel, and a dropdown arrow. Below the toolbar, the form contains the following fields and values:

- Count Book No: BOOK 1
- Description: STOCK LOCATION WH-1-NA
- Select Criteria: Define Query (button)
- (itm_mst.itm_mst_costcenter like '%ACECAM%')
- Active Flag: ☐ (highlighted with a red box and a callout bubble labeled '1.4 Tick')
- Active Date: 20/09/2024 14:25
- Count Date: 00/00/0000 00:00
- Reconciliation Date: 00/00/0000 00:00
- Total Item: 0
- Item Count: 0
- Count Flag: ☐
- Completed: ☐
- Completed By:
- Created By: admin
- Created Date: 20/09/2024 14:36

Figure 1.3