EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Edit Stock Take)

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DOCUMENT CONTROL

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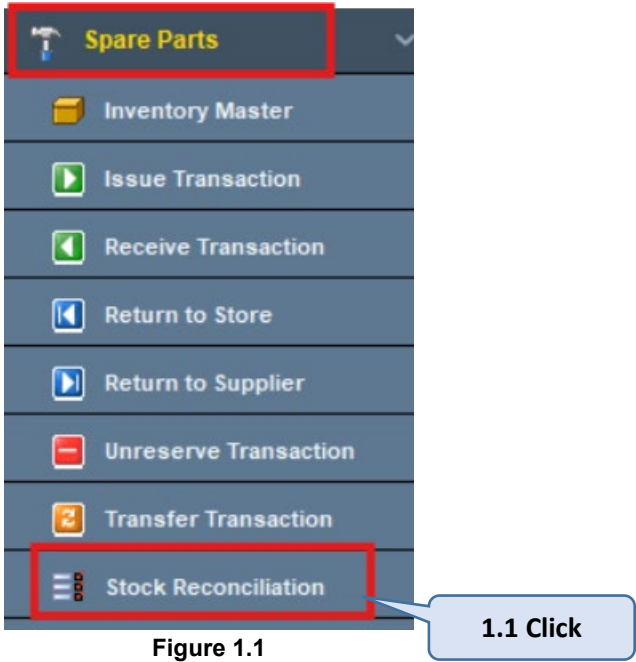| Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Edit Stock Take

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.
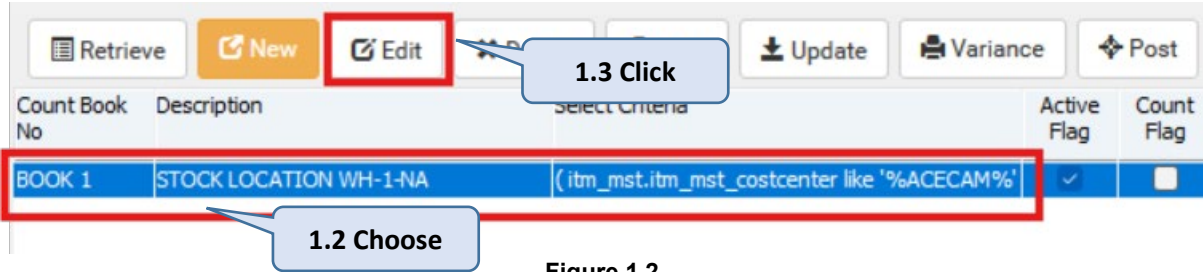
1. Edit Stock Book

Edit stock book for Stock Reconciliation

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

Figure 1.1

1.2   Choose the Count Book that want to edit.

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

Figure 1.2

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.

Figure 1.3