EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Pick Year Box)

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DOCUMENT CONTROL

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Scenario

During month-end closing in a CMMS, the maintenance team finalizes all work orders, the inventory manager reconciles stock records, and finance extracts data for cost analysis and reporting. In this syllabus, we will guide on how to pick year box in CMMS Web Core.

1. Pick Year Box

What it's for

To choose the year for the month end closing to be done.

Choose the Correct Year Box

1.1 On the left of the system, click on **Spare Parts > Month End Closing**.

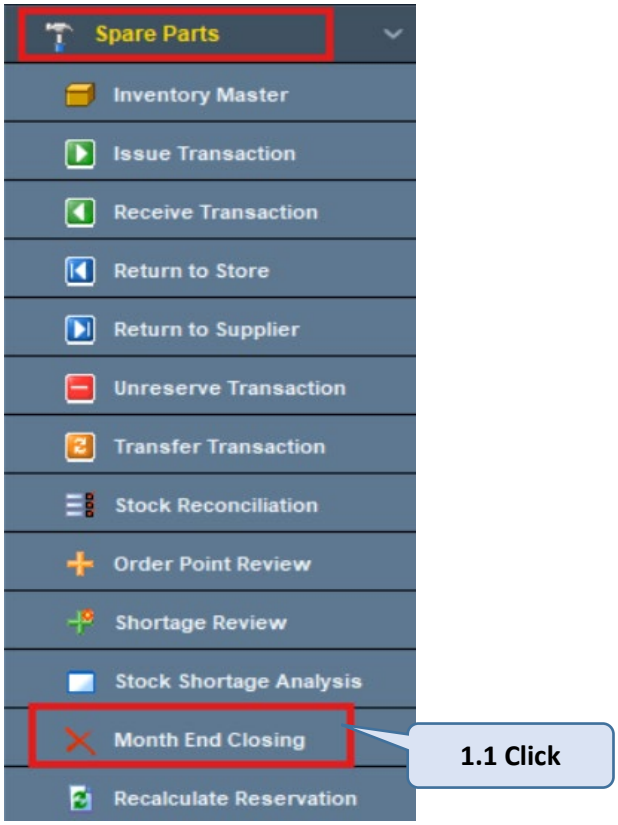

Figure 1.1

1.2 Click on the dropdown button and choose the year that want to do the month end closing.

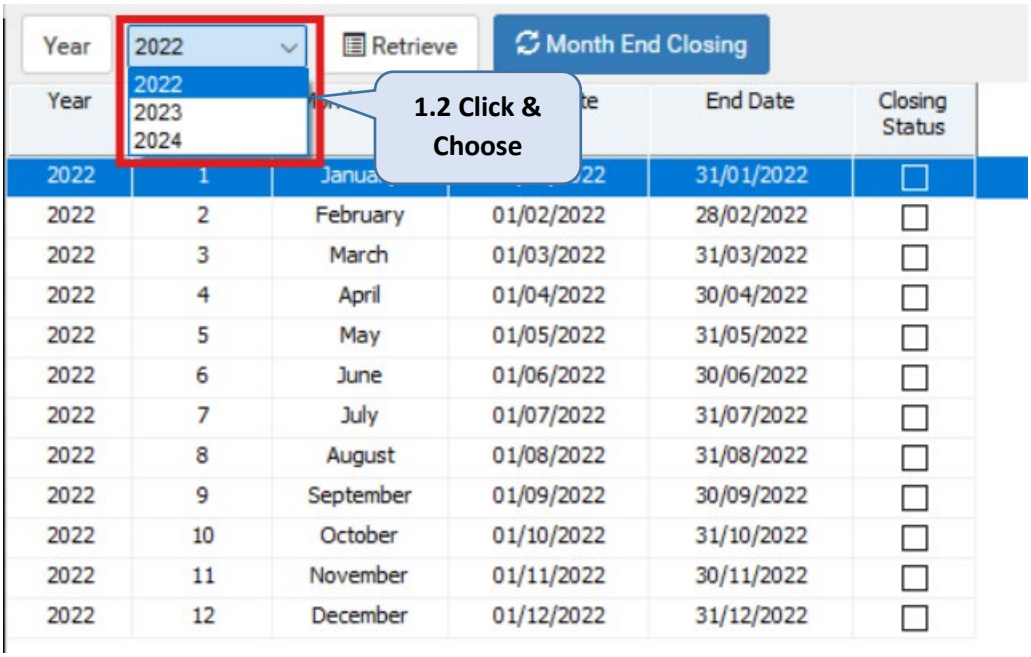

Figure 1.2

1.3 Once choose, the result will show accordingly to the year that has been choosen.

Figure 1.3