



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit PR Line)

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DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Edit PR Line

Scenario

The storekeeper wants to edit the PR that has been raised. In this syllabus, we will guide on how to edit the request in CMMS Web Core.

1. Edit Purchase Request Line

What it's for

To edit a PR that has been raised before the procurement team review and purchase a new item.

Edit the Purchase Request Line Information

- 1.1 On the left of the system, click on **Procurement > Purchase Request**.

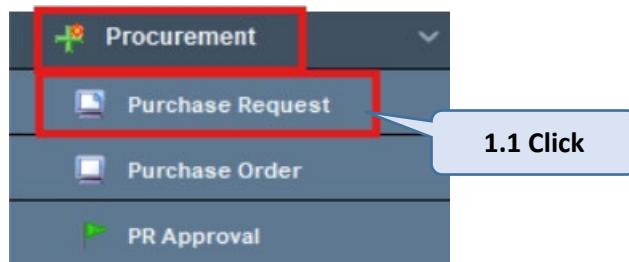


Figure 1.1

- 1.2 Choose the PR that wants to be edit.

- 1.3 Click on **Edit** button to edit the PR information.

PR No	Status	Request Date	Required Date	Requested By	Requestor Name	Center	Account	Order Point	Release For Approval	Email Requested By	Approval Status
PR100001	OPE	25/06/2024	25/06/2024	ADMIN	ADMIN	ACECAM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting (W)
PR100002	OPE	25/06/2024	25/06/2024	ADMIN	ADMIN	ESSB	ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting (W)
PR100003	OPE	01/07/2024	01/07/2024	ADMIN	ADMIN	ACECAM	ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting (W)
PR100004	OPE	01/07/2024	01/07/2024	ADMIN	ADMIN	ESSB	ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting (W)

Figure 1.2

1.4 Click on the PR Line subtab.

1.5 Fill in the PR line Information:

Field	Value	Have Master File?
Order Qty	: 50	NO

(Note: Master file are control by System Admin).

1.6 Click on **Save** button to save the edited information.

The screenshot shows a PR Form window with various fields and tabs. A blue callout labeled '1.4 Click' points to the 'PR Line' subtab in the navigation bar. Another blue callout labeled '1.5 Insert' points to the 'Order Qty' field, which contains the value '50.0000'. A third blue callout labeled '1.6 Click' points to the green 'Save' button in the top right corner. The 'Save' button is highlighted with a red box.

Figure 1.3