



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Add Reference)***

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# DOCUMENT CONTROL

**Document No** : CMMS/PUR/REQUEST/PUR03  
**Document Name** : Add Reference  
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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 – Add Reference

## Scenario

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

### 1. Add Reference

#### What it's for

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

#### Add attachment to the Purchase Request

- 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	Charge Cost Center	Charge Cost Account	Order Point	Release For Approval	Email	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awaiting (W)

Figure 1.2

1.2 Choose

- 1.4 Click on the Reference subtab.
- 1.5 Click on **Add** button to add the reference.



Figure 1.3

- 1.6 Choose the attachment that want to be add.
- 1.7 Click on **Open** button to save the attachment.

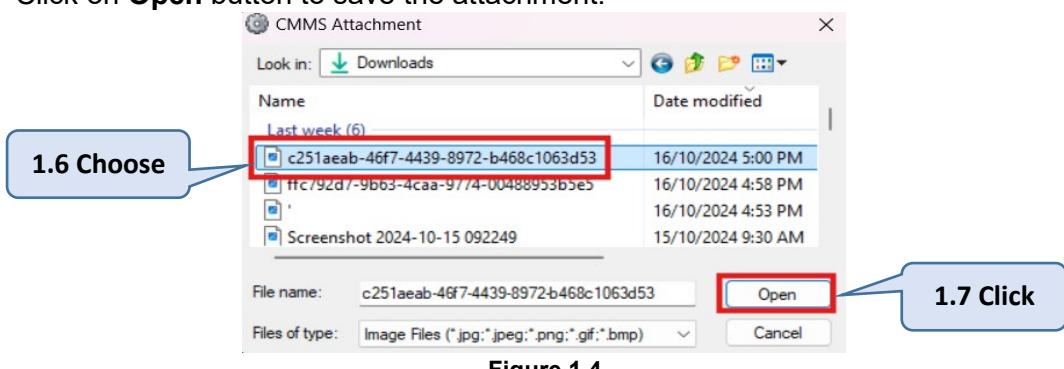


Figure 1.4

- 1.8 Click on **Save** button to save the attachment.

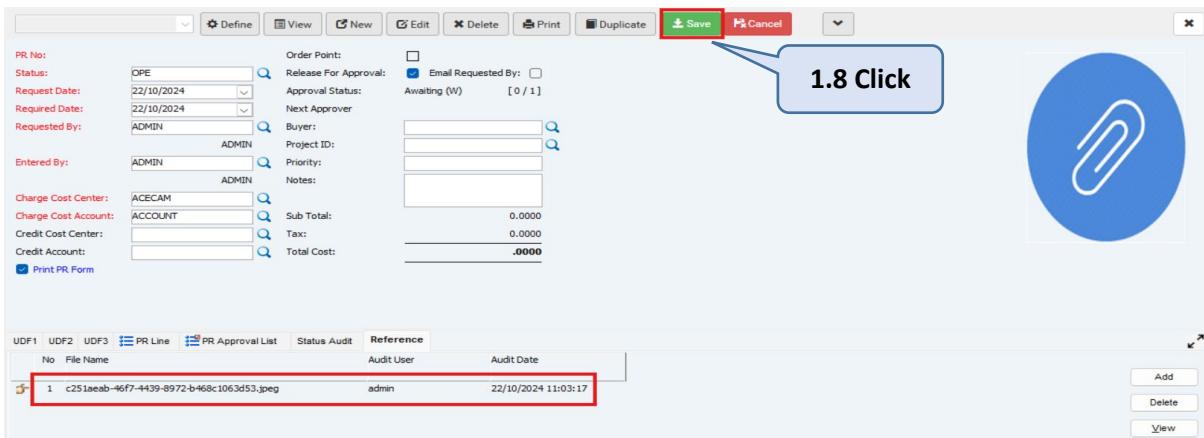


Figure 1.5