



**EVANTAGE SOLUTIONS SDN BHD**

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

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

TABLE OF CONTENT

Scenario..... 4

1. Add Reference ..... 4

# DOCUMENT CONTROL

**Document No** : CMMS/PUR/REQUEST/PUR03  
**Document Name** : Add Reference  
**Prepared By** : Muhamad Najmi bin Badrila  
**Creation Date** : 20/06/2024  
**Revision** : 1.0

## 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**.

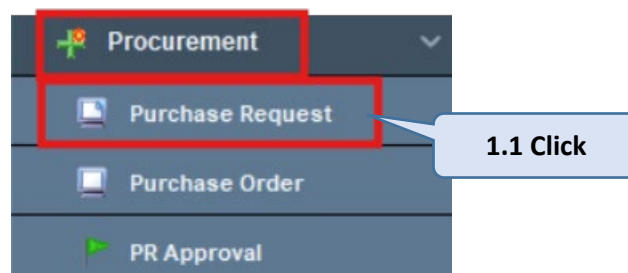


Figure 1.1

- 1.2 Choose the PR that wants to be edit.

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

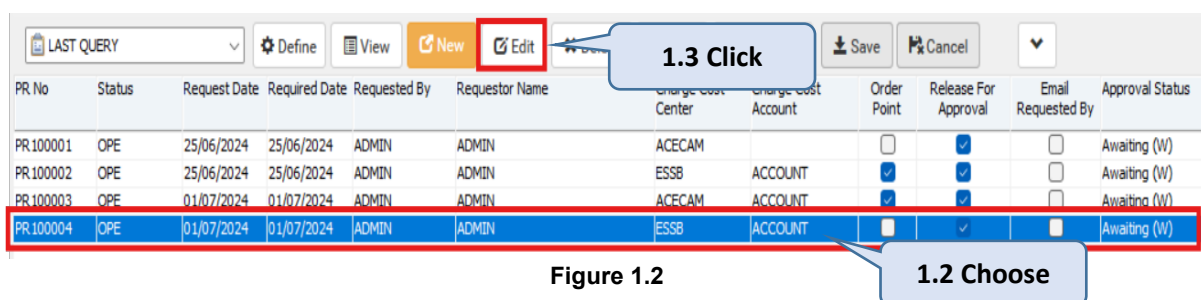


Figure 1.2

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

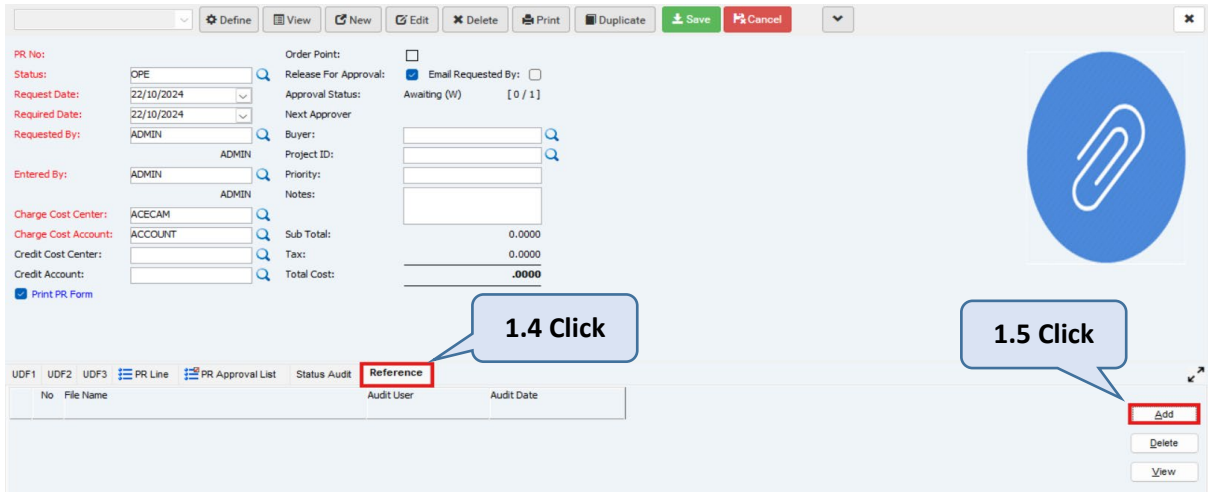


Figure 1.3

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

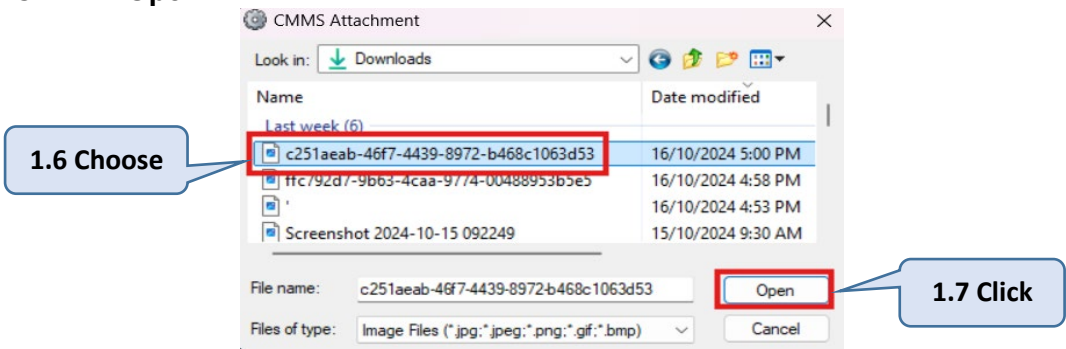


Figure 1.4

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

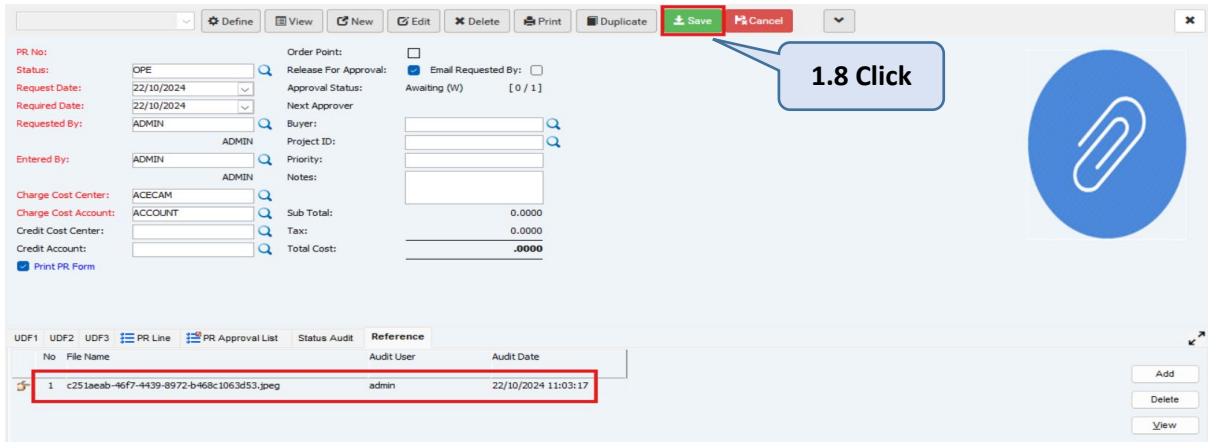


Figure 1.5