



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Request)

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DOCUMENT CONTROL

Document No : CMMS/PUR/REQUEST/PUR04
Document Name : Delete Request
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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Delete Request

Scenario

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

1. Delete Purchase Request

What it's for

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

Delete the Purchase Request 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 delete.

- 1.3 Click on **Delete** button to delete the PR information.

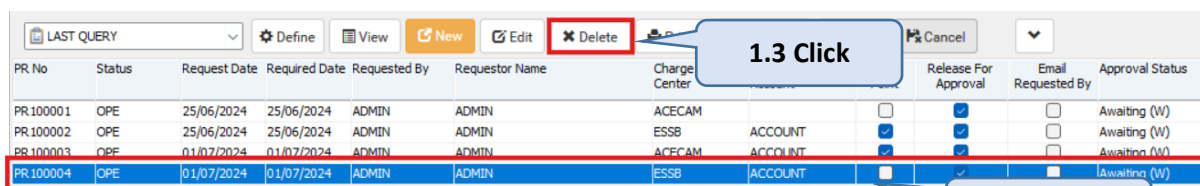


Figure 1.2

- 1.4 A prompt message will popup indicate if you to continue delete the PR. Click **Yes** to continue

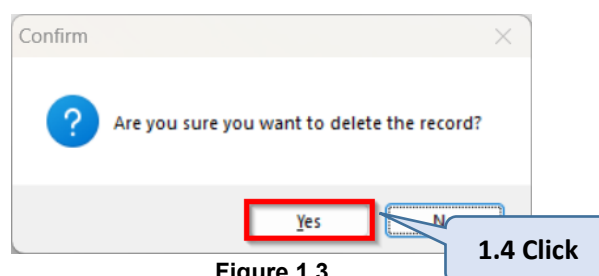


Figure 1.3

1.5 The PR now has been successfully deleted.

<div>LAST QUERY</div> <div>DefineViewNew>EditDeletePrintDuplicateSaveCancel</div>											
PR No	Status	Request Date	Required Date	Requested By	Requestor Name	Charge Cost Center	Charge Cost Account	Order Point	Release For Approval	Email Requested By	Approval Status
PR100001	OPE	25/06/2024	25/06/2024	ADMIN	ADMIN	ACECAM	ACCOUNT	<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)

Figure 1.4