



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Duplicate Request)

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DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila
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| 1.0 | 20/06/2024 | Najmi | First Version of User Manual – Duplicate Request |

Scenario

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

1. Duplicate Purchase Request

What it's for

To duplicate a PR that has been raised to create a new PR since it is similar before the procurement team review and purchase a new item.

Duplicate 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 duplicate.

- 1.3 Click on **Duplicate** button to duplicate the PR information.

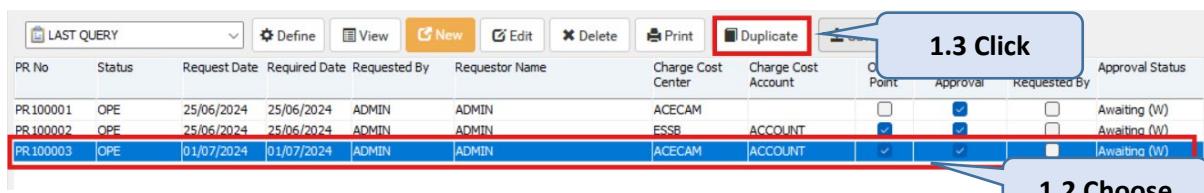


Figure 1.2

- 1.4 In the **PR line** subtab, fill in the Information:

| Field | Value | Have Master File? |
|-----------|-------|-------------------|
| Order Qty | : 10 | NO |

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

- 1.5 Click on **Save** button to create the PR.

1.5 Click

1.4 Insert

1.6 The PR no would be generated and click **OK** to continue.

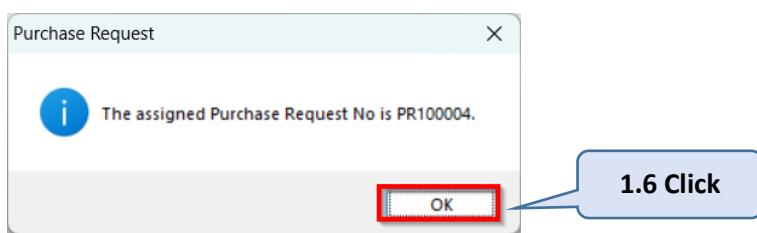


Figure 1.4