



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

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DOCUMENT CONTROL

Document No : CMMS/PUO/ORDER/PUO03
Document Name : Add Reference
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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 PO that has been raised. In this syllabus, we will guide on how to add PO attachment in CMMS Web Core.

1. Add Reference

What it's for

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

Add attachment to the Purchase Order

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

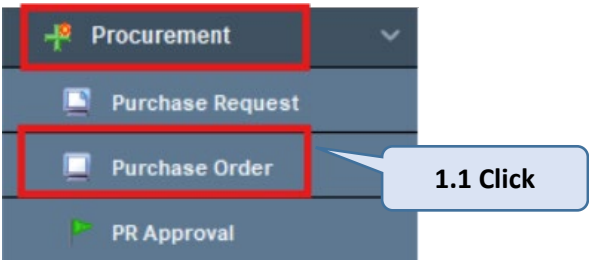


Figure 1.1

1.2 Choose the PO that wants to be edit.

1.3 Click on **Edit** button to edit the PO information.

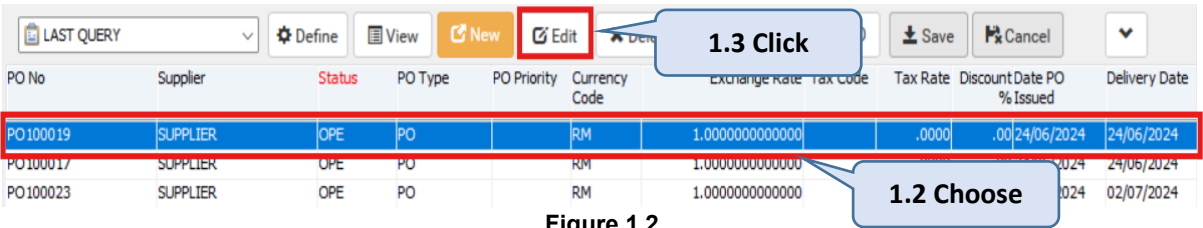


Figure 1.2

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

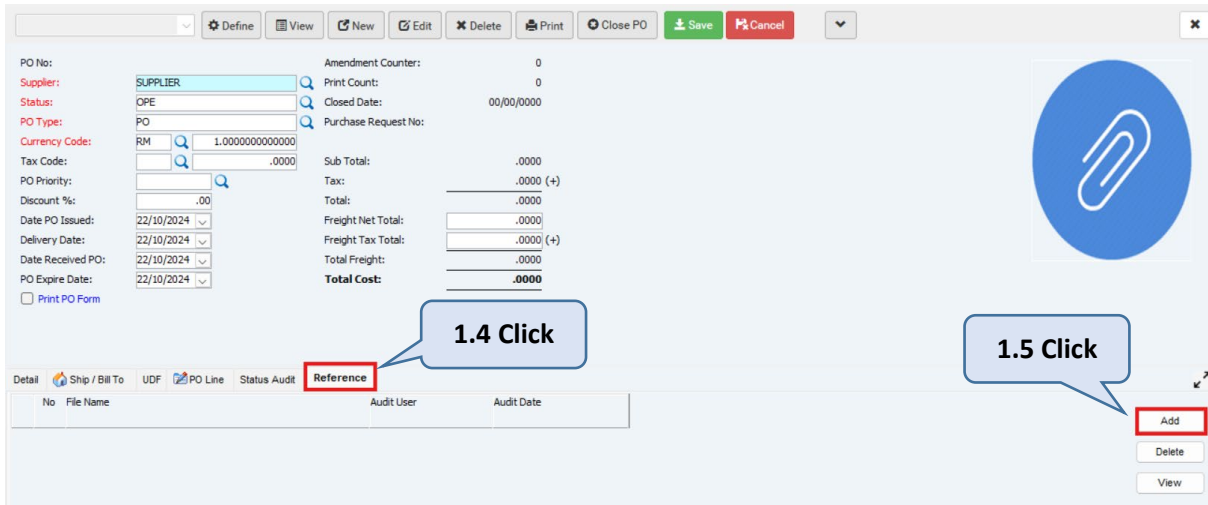


Figure 1.3

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

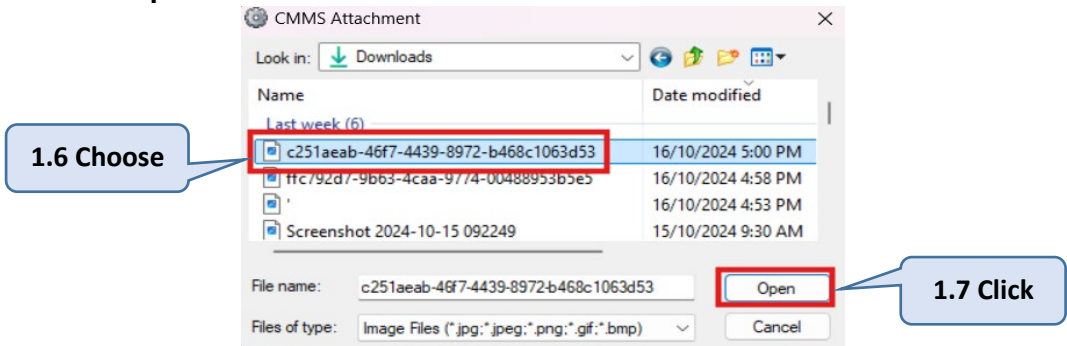


Figure 1.4

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

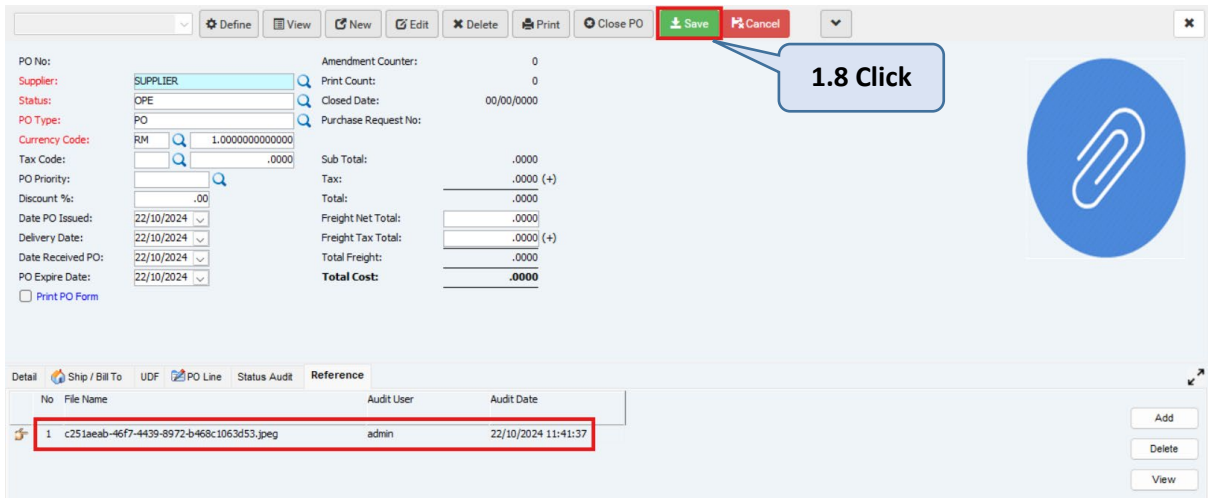


Figure 1.5