EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Print Request)

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DOCUMENT CONTROL

Document No : CMMS/PUO/ORDER/PUO05

Document Name : Print Request

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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 – Print Request

Scenario

The procurement wants to print the PO that has been created. In this syllabus, we will guide on how to print the request in CMMS Web Core.

1. Print Purchase Order

What it's for

To print a PO that has been created and sent to the team leader for approval before purchase the new item.

Print the Purchase Order

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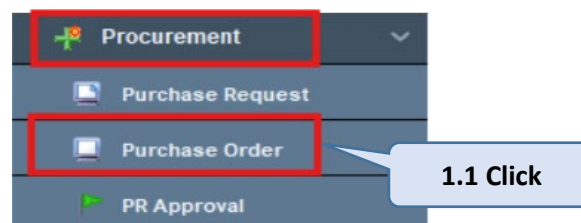

Figure 1.1

1.2   Choose the PO that wants to be print.

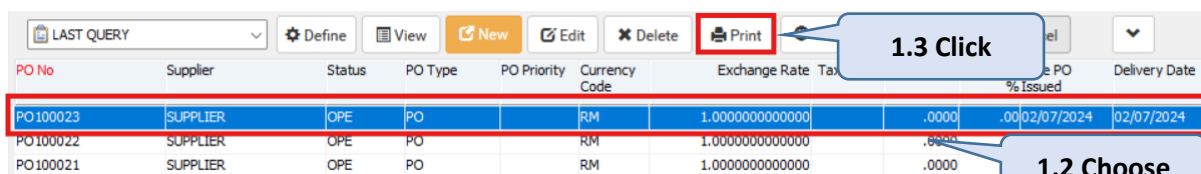1.3   Click on **Print** button to print the PO information.

Figure 1.2

1.4   Tick on the "Print 1 selected Purchase Order(s) form.

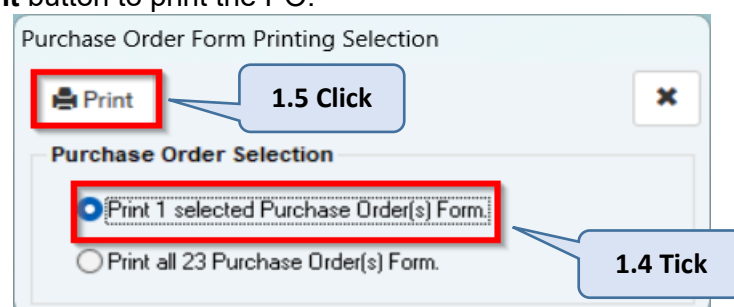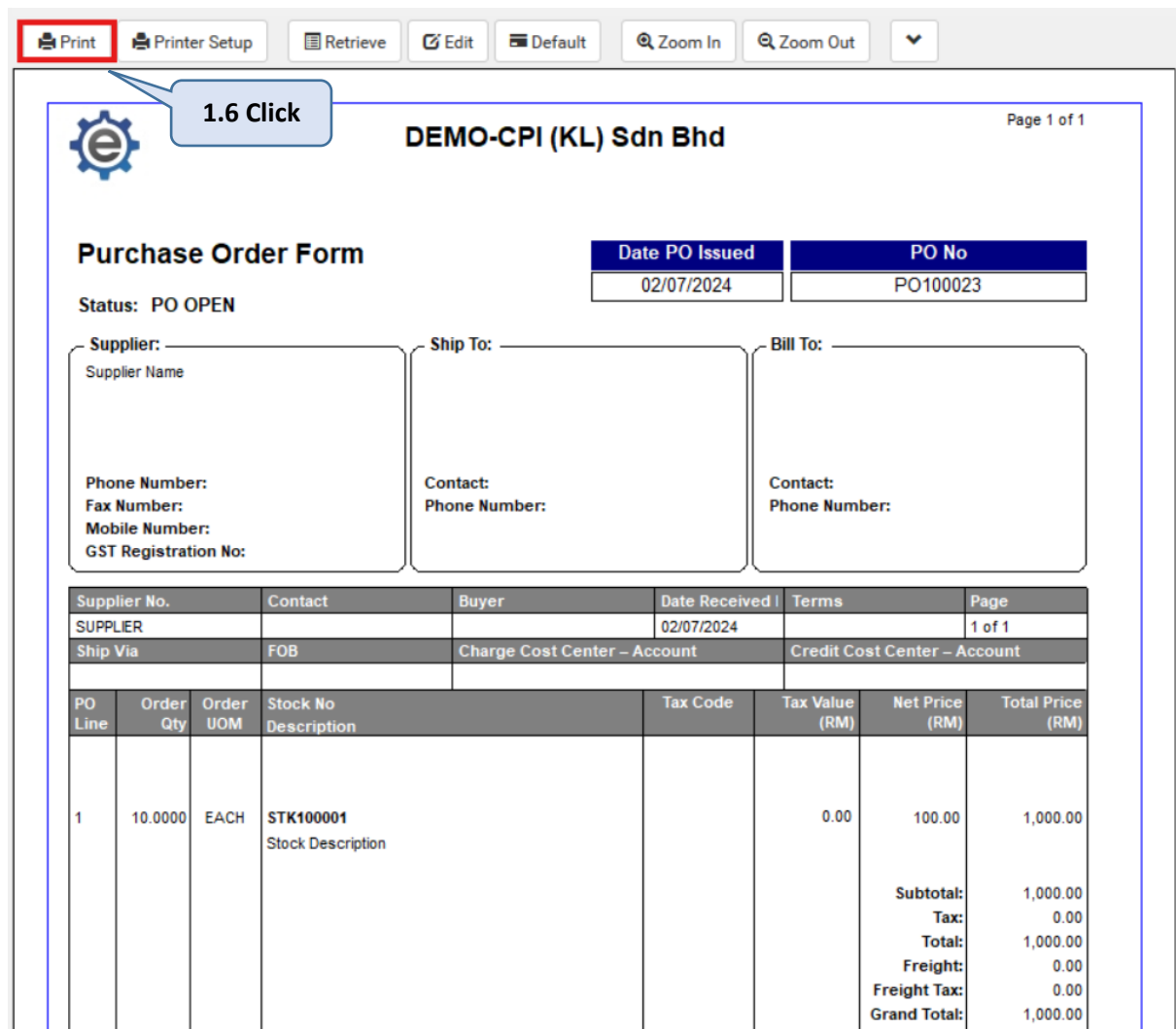1.5   Click the **Print** button to print the PO.

Figure 1.3

1.6   The PO now is ready to be print with all the information has been displayed. Click on **Print** button to continue.

Figure 1.4

1.7   Click on **OK** button to continue and it will print on the local printer.

Figure 1.5