



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

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DOCUMENT CONTROL

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

Add attachment to the PO Contract

- 1.1 On the left of the system, click on **Procurement > PO Contract**.

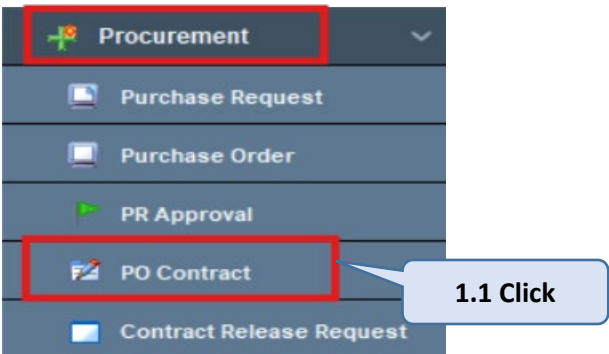


Figure 1.1

- 1.2 Choose the PO Contract that wants to be edit.
- 1.3 Click on **Edit** button to edit the PO Contract information.

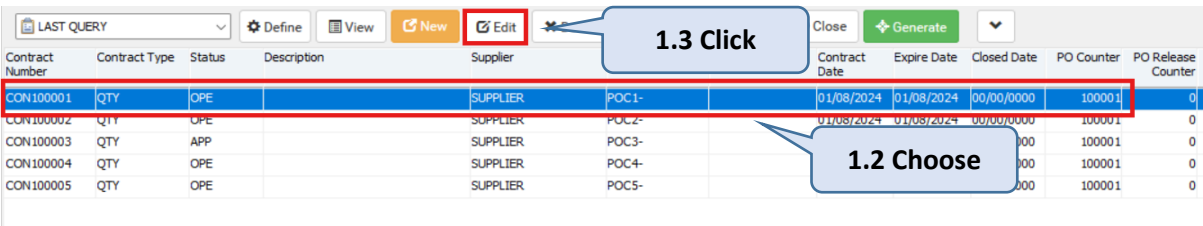


Figure 1.2

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

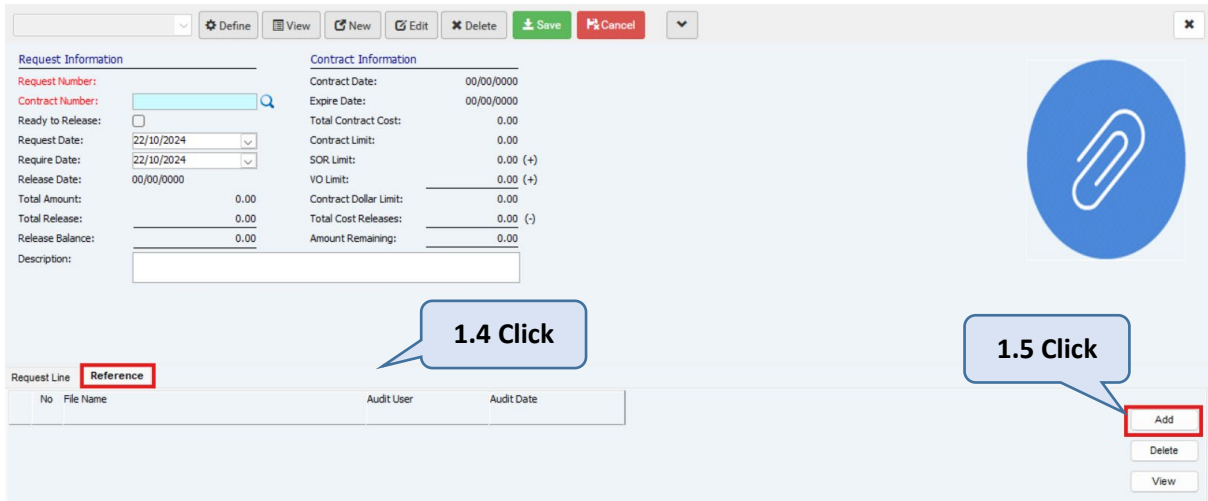


Figure 1.3

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

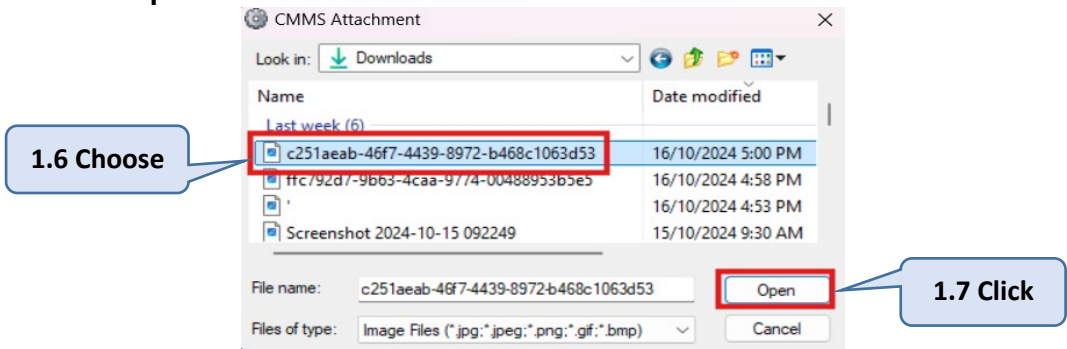


Figure 1.4

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

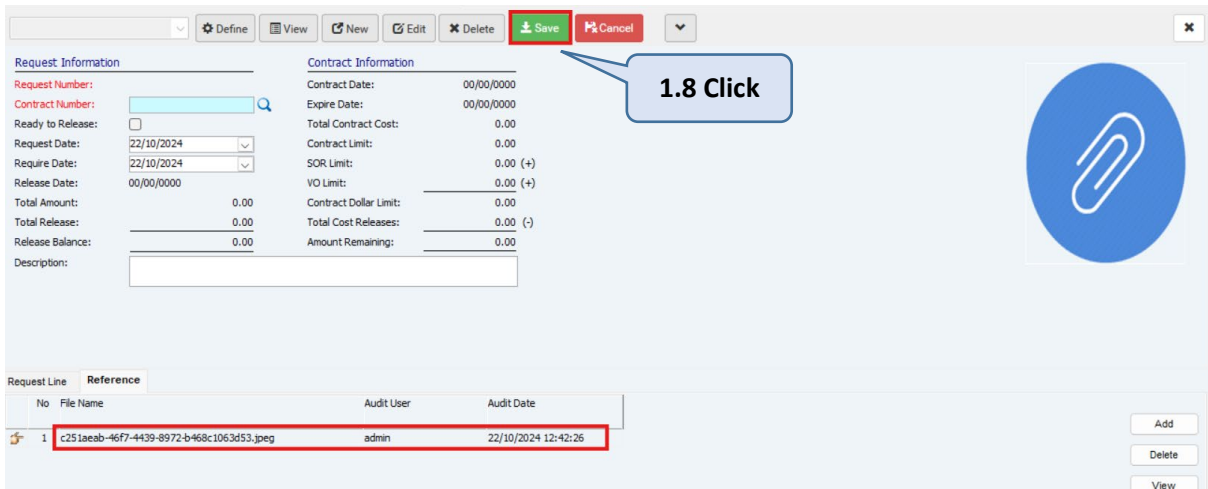


Figure 1.5