



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Request Line)

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DOCUMENT CONTROL

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Document Name : Edit Request Line

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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – Edit Request Line

Scenario

The procurement wants to edit the contract that has been raised. In this syllabus, we will guide on how to edit the request in CMMS Web Core.

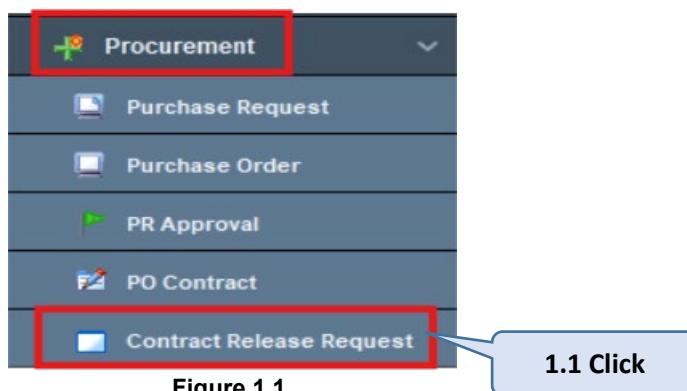
1. Edit Contract Release

What it's for

To edit the contract that has been create by the procurement team review and complete the contract agreement.

Edit the Contract Release Information

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



- 1.2 Choose the contract that wants to be edit.

- 1.3 Click on **Edit** button to edit the contract information.

Request Number	Contract Number	Description	Ready to Release	Request Date	Require Date	Total Release	Created By	Created Date
CRR100001	CON100006		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	3,000.00	.00
CRR100002	CON100005		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	3,000.00	.00
CRR100003	CON100007		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	250.00	02/08/2024 15:12
CRR100007	CON100010		<input checked="" type="checkbox"/>	08/08/2024	08/08/2024	00/00/0000	1,500.00	08/08/2024 11:09

Figure 1.2

- 1.4 Click on the **Reference Line** subtab

- 1.5 Edit the Reference line Information:

Field	Value	Have Master File?
Receive Qty	: 2	NO

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

1.6 Click on **Save** button to save the edited information.

1.4 Click

1.5 Insert

1.6 Click

Figure 1.3