EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit Request Line)

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1. Edit Contract Release 4

DOCUMENT CONTROL

Document No	:	CMMS/CRR/CONTRACT/CRR02
Document Name	:	Edit Request Line
Prepared By	:	Muhamad Najmi bin Badrila
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DOCUMENT REVISION HISTORY

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**.

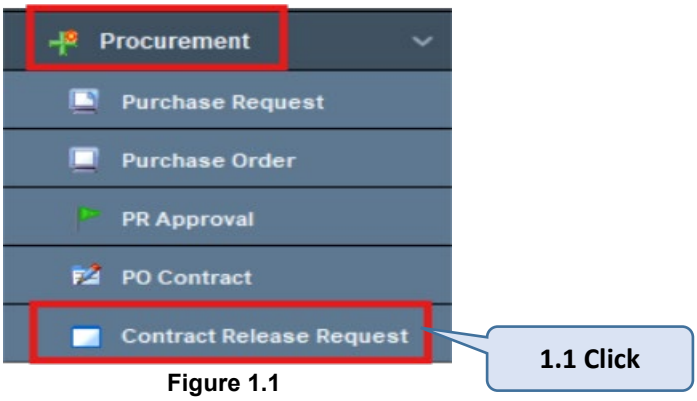

Figure 1.1

1.2 Choose the contract that wants to be edit.

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

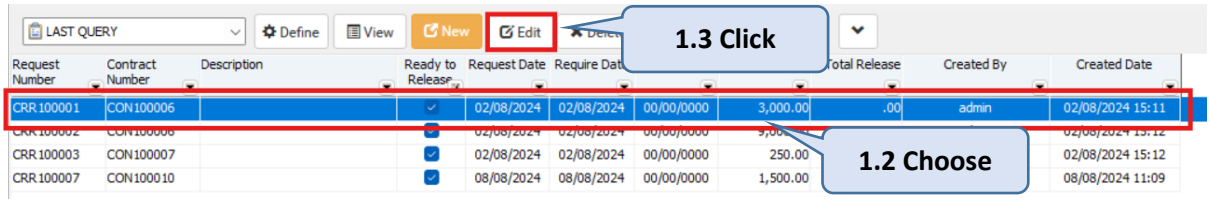

Figure 1.2

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.

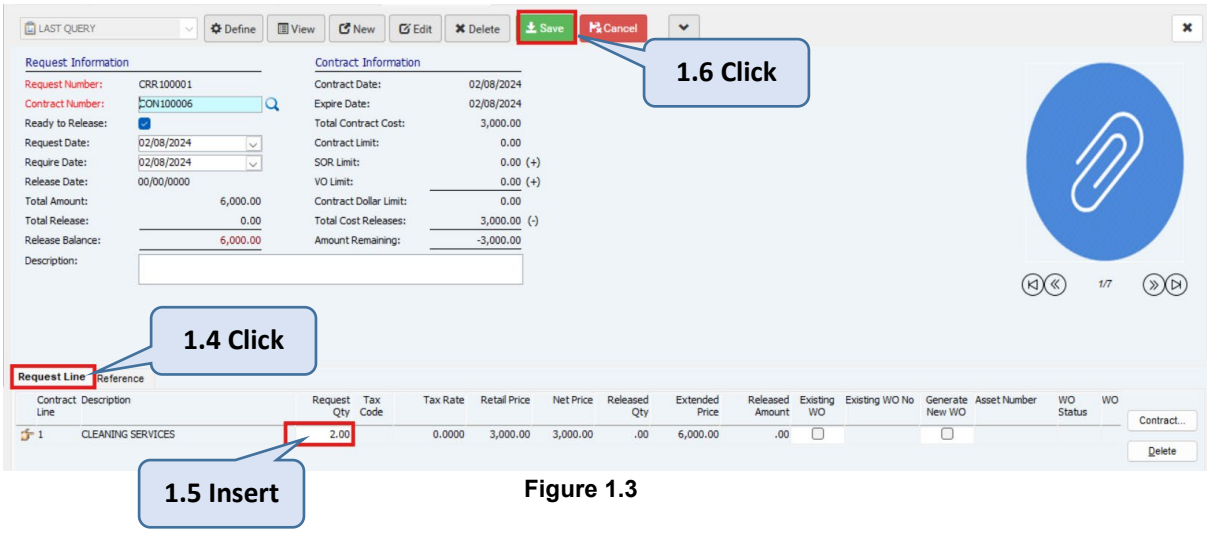

Figure 1.3