



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Request)

TABLE OF CONTENT

Scenario..... 4

1. Delete Contract Release..... 4

DOCUMENT CONTROL

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Scenario

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

1. Delete Contract Release

What it's for

To delete a contract that has been raised before the it being review and purchase.

Delete the Contract Release Information

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

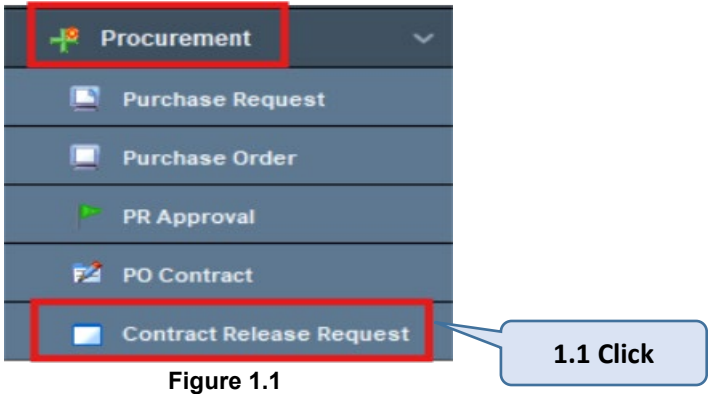


Figure 1.1

1.2 Choose the contract that wants to be delete.

1.3 Click on **Delete** button to delete the contract information.

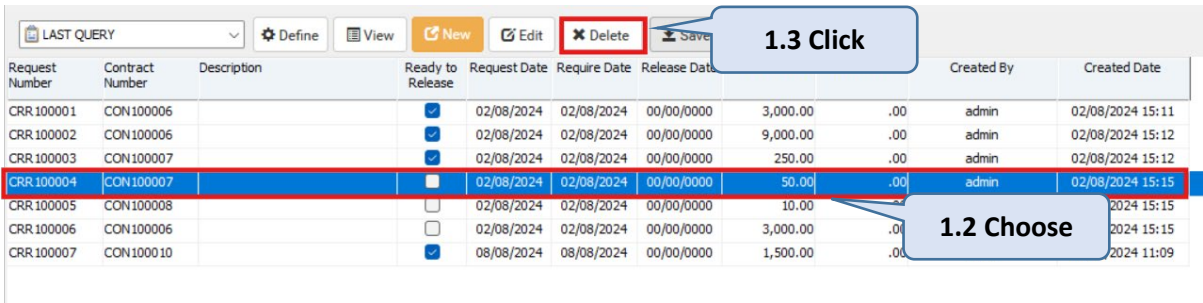


Figure 1.2

- 1.4 A prompt message will popup indicate if you to continue delete the contract. Click **Yes** to continue

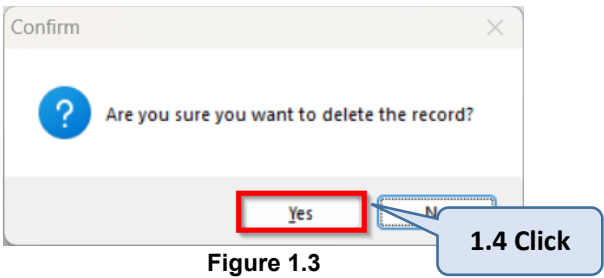


Figure 1.3

- 1.5 The contract now has been successfully deleted.

| LAST QUERY | | | | | | | | | | | |
|---|-----------------|-------------|-------------------------------------|--------------|--------------|--------------|--------------|---------------|------------|------------------|--|
| Define View New Edit Delete Save Cancel | | | | | | | | | | | |
| Request Number | Contract Number | Description | Ready to Release | Request Date | Require Date | Release Date | Total Amount | Total Release | Created By | Created Date | |
| CRR100001 | CON100006 | | <input checked="" type="checkbox"/> | 02/08/2024 | 02/08/2024 | 00/00/0000 | 6,000.00 | .00 | admin | 02/08/2024 15:11 | |
| CRR100002 | CON100006 | | <input checked="" type="checkbox"/> | 02/08/2024 | 02/08/2024 | 00/00/0000 | 9,000.00 | .00 | admin | 02/08/2024 15:12 | |
| CRR100003 | CON100007 | | <input checked="" type="checkbox"/> | 02/08/2024 | 02/08/2024 | 00/00/0000 | 250.00 | .00 | admin | 02/08/2024 15:12 | |
| CRR100005 | CON100008 | | <input type="checkbox"/> | 02/08/2024 | 02/08/2024 | 00/00/0000 | 10.00 | .00 | admin | 02/08/2024 15:15 | |
| CRR100006 | CON100006 | | <input type="checkbox"/> | 02/08/2024 | 02/08/2024 | 00/00/0000 | 3,000.00 | .00 | admin | 02/08/2024 15:15 | |
| CRR100007 | CON100010 | | <input checked="" type="checkbox"/> | 08/08/2024 | 08/08/2024 | 00/00/0000 | 1,500.00 | .00 | admin | 08/08/2024 11:09 | |

Figure 1.4