



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

Document No : CMMS/CRR/CONTRACT/CRR03

Document Name : Delete Request

Prepared By : Muhamad Najmi bin Badrila

Creation Date : 01/08/2024

Revision : 1.0

DOCUMENT REVISION HISTORY

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

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.

LAST QUERY	Request Number	Contract Number	Description	Ready to Release	Request Date	Require Date	Release Date	Created By	Created Date
	CRR100001	CON100006		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	3,000.00	.00
	CRR100002	CON100006		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	9,000.00	.00
	CRR100003	CON100007		<input checked="" type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	250.00	.00
	CRR100004	CON100007		<input type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	50.00	.00
	CRR100005	CON100008		<input type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	10.00	2024 15:15
	CRR100006	CON100006		<input type="checkbox"/>	02/08/2024	02/08/2024	00/00/0000	3,000.00	.00
	CRR100007	CON100010		<input checked="" type="checkbox"/>	08/08/2024	08/08/2024	00/00/0000	1,500.00	.00

Figure 1.2

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

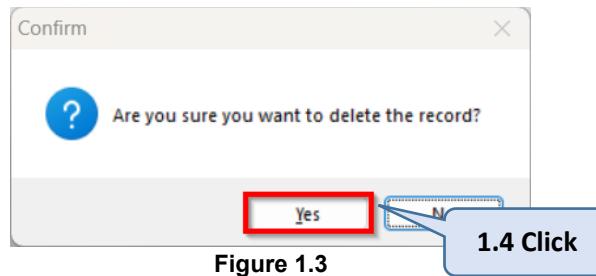
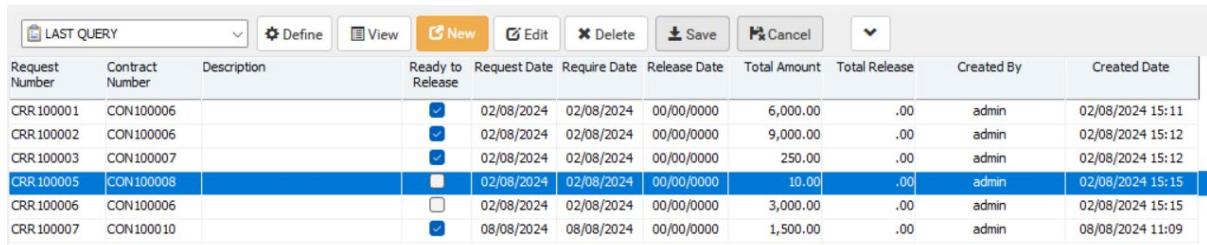


Figure 1.3

1.5 The contract now has been successfully deleted.



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