



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Approve Work Request)

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	06/06/2024	Najmi	First Version of User Manual – Approve Work Request

Scenario

The technician receives the work request, reviews it to ensure everything is correct, and approves the work request to become a work order. In this syllabus, we will guide on how to approve the Work Request using CMMS Core.

1. Approve Work Request

What it's for

Approving a work request to become a work order establishes an official directive for executing a specific task for the problem and alert the technician of a job needed to be assign.

Approve the Work Request

- 1.1 On the left panel of the system, click on **Maintenance > Work Request**

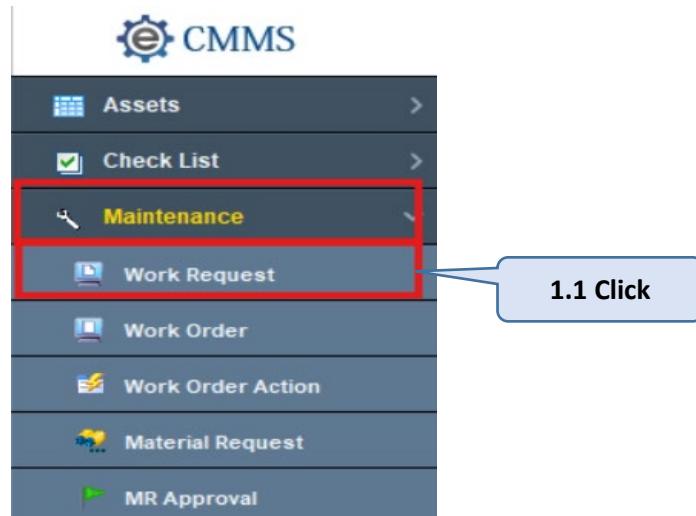


Figure 1.1

- 1.2 Work Request table view will pop up and data will retrieve. Click on **Define** button.

Work Request No	Description	Approval Status	Print	Approve	Disapprove	Save	Cancel
WKR.100001	breakdown	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100002	ddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100003	ddd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100004	sadasdasd	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1
WKR.100005	Problem	Approved (A)	001100001	ESSB	P1	COMMON AREA	L1

Figure 1.2

1.3 Fill in define query criteria:

(Note: Please refer “User Manual – Define Data Query” for detail information).

Column	Operator	Value
Work Request No	like	WKR100012

1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

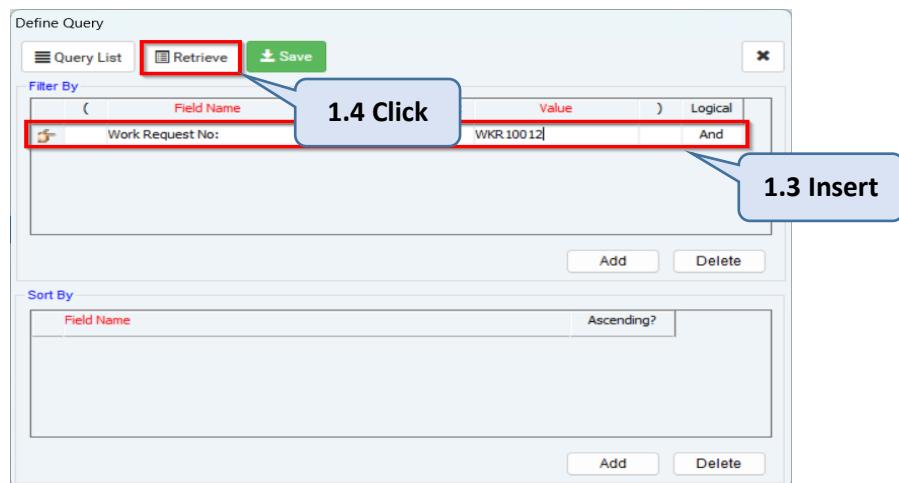


Figure 1.3

1.5 Click **Approve** button to approve the Work Request and generate the Work Order no.

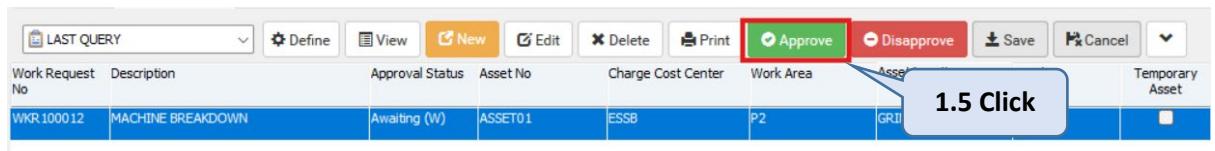


Figure 1.4

1.6 Click **Yes** to proceed approving the Work Request.

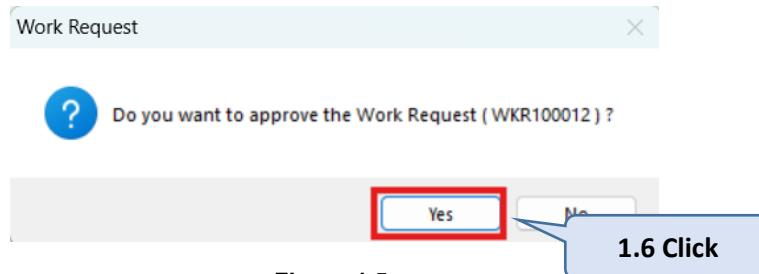


Figure 1.5

- 1.7 Assign the following work request to any technician available.
- 1.8 Choose the Work Order status.
- 1.9 Click **Save** button to generate the Work Order no.

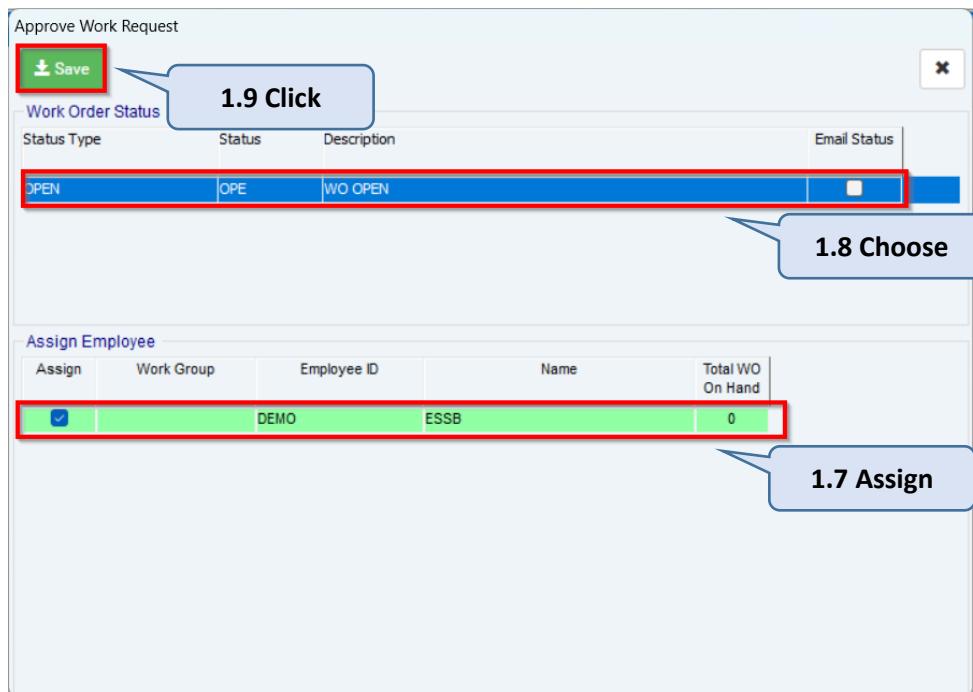


Figure 1.6

- 1.10 The Work Order No is generated and click **OK** button.

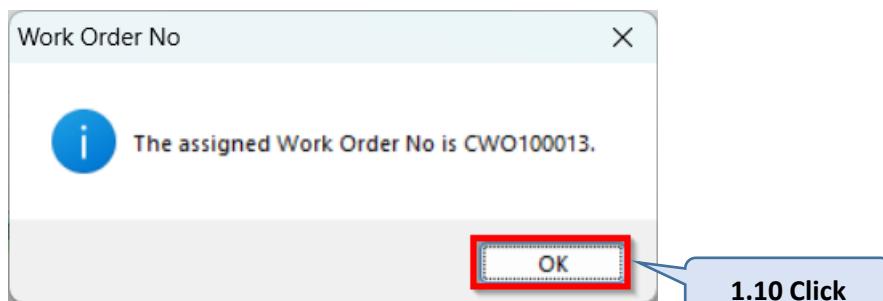


Figure 1.7