EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Disapprove Work Request)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No   :   CMMS/WR/REQUEST/WR06

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Prepared By   :   Muhamad Najmi bin Badrila

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DOCUMENT REVISION HISTORY

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

Scenario

The technician receives the work request, reviews it and saw that the work request is a duplicate work request or invalid work request. In this syllabus, we will guide on how to disapprove the Work Request using CMMS Core.

1. Disapprove Work Request

What it's for

Disapproving a work request to become a work order signifies rejection of the proposed task or service, often due to insufficient information, conflicting priorities, or other reasons deemed unsuitable for execution at the time.

Disapprove the Work Request

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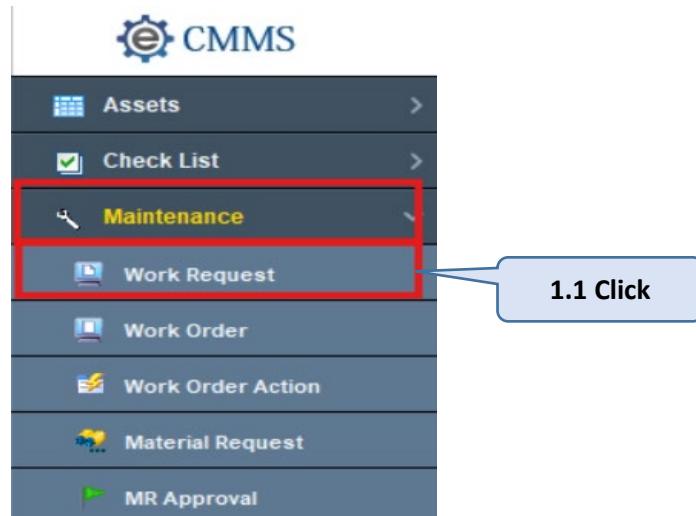

Figure 1.1

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

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	WKR100013

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

Figure 1.3

1.5   Click **Disapprove** button to disapprove the Work Request.
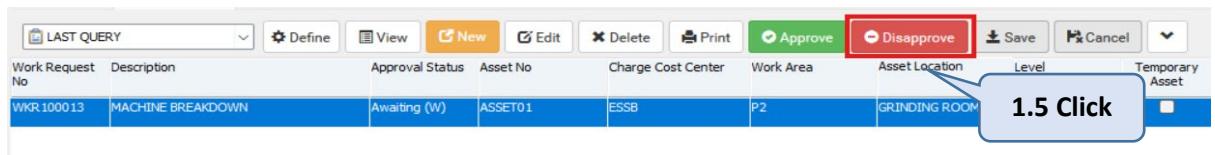
Figure 1.4

1.6   Edit/Update Rejected Work Request:

Field	Value	Have Master File?
Rejected Description	: Duplicate Work Request with WKR 10012	NO

(Note: Field names are controlled by System Admin).

1.7   Click **Save** button to proceed disapproving the Work Request.
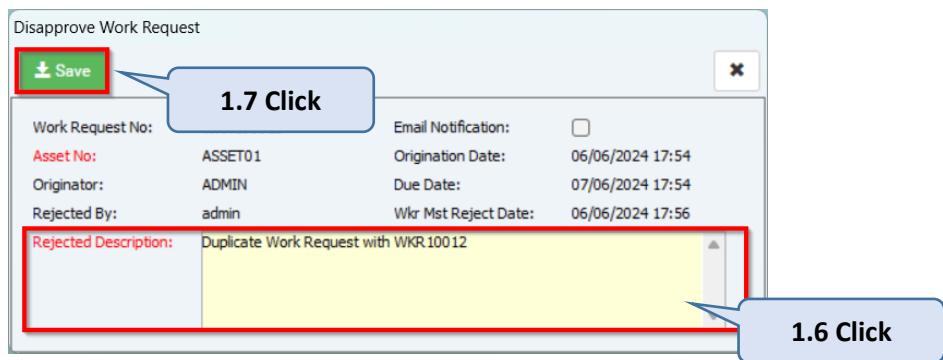
Figure 1.5

1.8   Click **OK** and the work request has been disapprove.
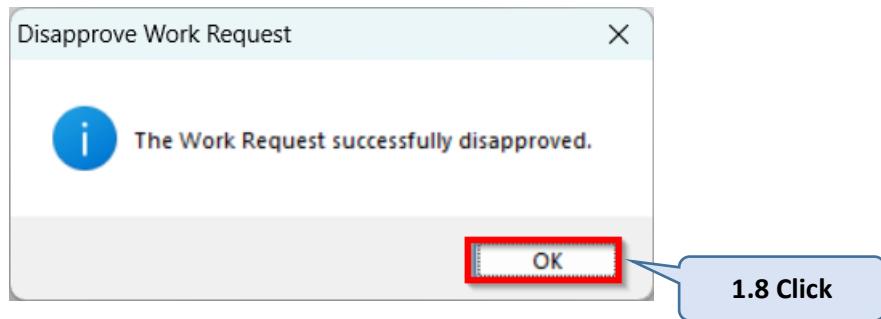
Figure 1.6

1.9   In the Work Request view, it can be seen the Work Request Approval Status has change to Disapproved (D).

Figure 1.7