



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Material Request)

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DOCUMENT CONTROL

Document No : CMMS/MR/REQUEST/MR02
Document Name : Edit Material Request
Prepared By : Muhamad Najmi bin Badrila
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Revision No	Revision Date	By	Description of Changes
1.0	10/06/2024	Najmi	First Version of User Manual – Edit Material Request

Scenario

A scenario for editing a material request could involve a supervisor revising the resource of the material request before approving the MR and technician asked from the storekeeper. In this syllabus, we will guide on how to edit Material Request using CMMS Core.

1. Edit Material Request

What it's for

Editing a material request allows for adjustments to be made towards the material that has been requested to complete a work order.

Edit Material Request

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



Figure 1.1

- 1.2 Material Request table view will pop up and 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
Material Request No	like	<Material Request No>

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

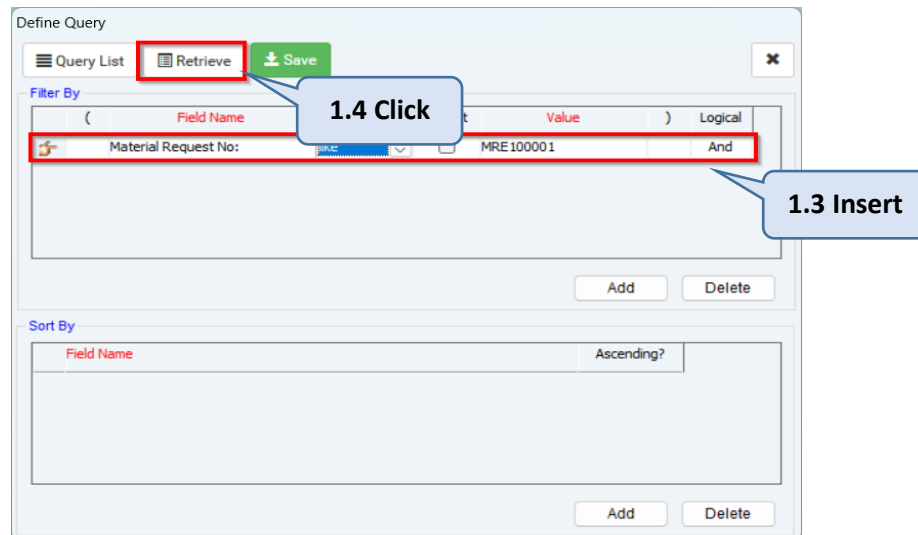


Figure 1.3

- 1.5 Click **Edit** button to edit the following MR.

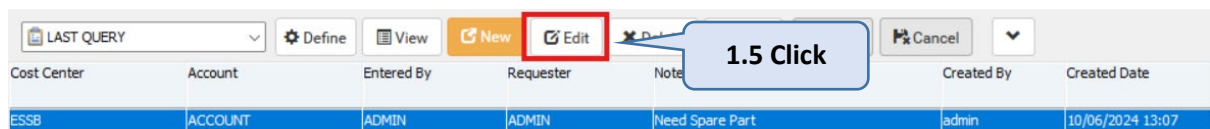


Figure 1.4

- 1.6 Edit/Update MR information:

Field	Value	Have Master File?
Required Quantity	: 5 > 3	NO

- 1.7 Click on **Save** button and user will redirect to Material Request view.

LAST QUERY

DefineViewNewEditDeletePrintSaveCancel

Material Request No: MRE100001

MR Status: MTR

Requester: ADMIN

Work Order No: CWO100014

Asset No: ASSET01

Cost Center: ESSB

Account: ACCOUNT

Note: Need Spare Part

Release for Approval: ☒ Email Requested By: ☐

Email Notification: ☐

Entered By: ADMIN

MR Approval Status: Awaiting (W)


Approval Process: 0 / 0

Next Approver:

Origination Date: 10/06/2024

Required Date: 10/06/2024

CONVENIOR



1/1

«»

UDF 1UDF 2UDF 3MR LineMR Approval ListStatus AuditReference

Line No	Stock No	Stock Location	Serial No	Description	Required Quantity	Item Cost	UOM	Stock Status	Issue Status	Actual Quantity	Cleared Qty
1	STOCK01	WH-1-NA		SCREW	3,0000	.0000	PIECES	Ready to Issue	Not Issue	0.0000	0.0000

Add

Delete

Description

1.7 Click

1.6 Insert

Figure 1.5