



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Material Request)

TABLE OF CONTENT

Scenario.....	4
1. Edit Material Request.....	4

DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila

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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.

Material Request No	Work Order No	Asset No	MR Status	Engagement Date	MR Approval Status	Approval Status	Total Cost	Issue Status	Release For Approval

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.

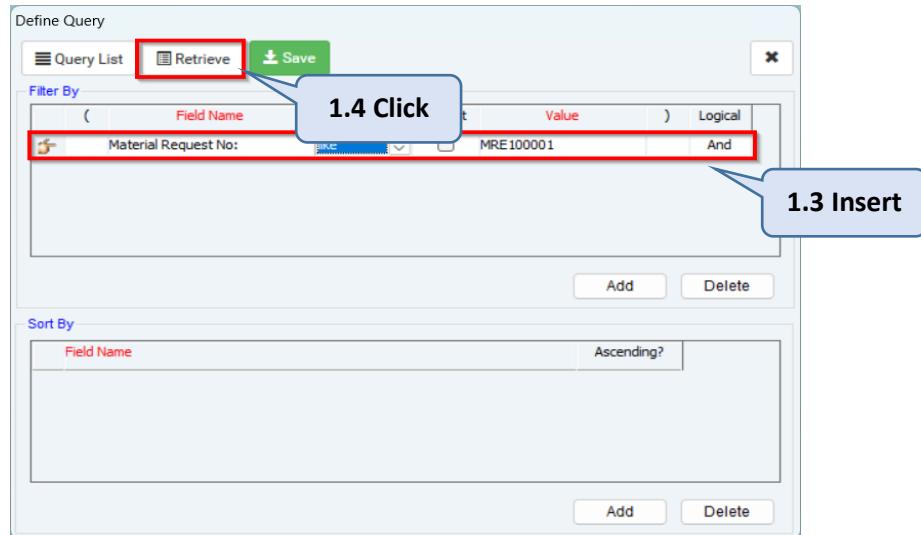


Figure 1.3

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

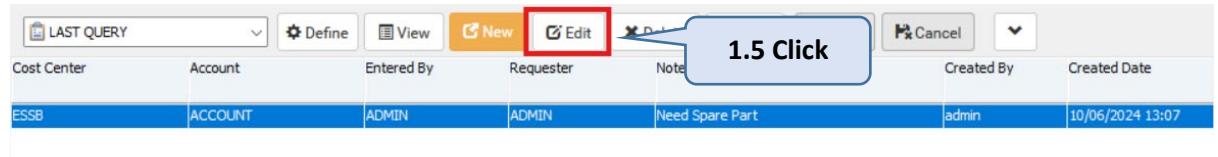


Figure 1.4

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.

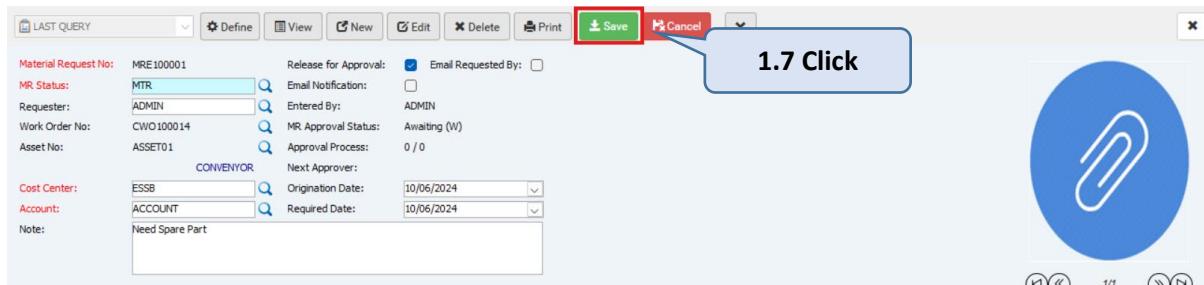



Figure 1.5