



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***

***(Delete Material Request)***



**TABLE OF CONTENT**

**Scenario..... 4**

**1. Deleting the Material Request..... 4**



# DOCUMENT CONTROL

**Document No** : CMMS/MR/REQUEST/MR03  
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1.0	10/06/2024	Najmi	First Version of User Manual – Delete Material Request



## Scenario

A scenario for delete a material request could involve a supervisor revising the resource of the material request and realize that the problem or the work order does not require any spare parts. In this syllabus, we will guide on how to delete Material Request using CMMS Core.

## 1. Deleting the Material Request

### What it's for

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

### Delete 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.

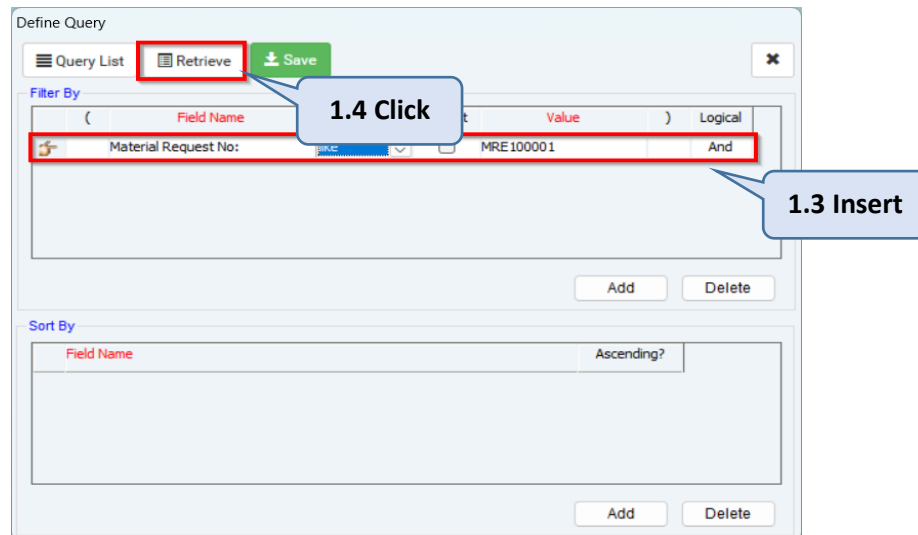


Figure 1.3

- 1.5 Click **Delete** button to delete the following MR.

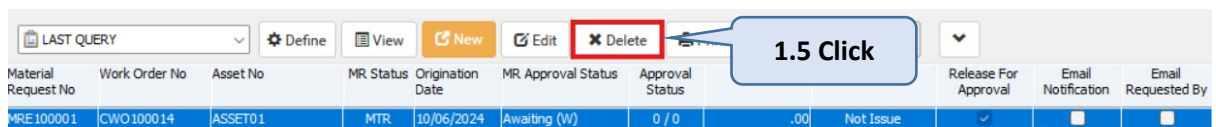


Figure 1.4

- 1.6 Click **Yes** and the material request will be deleted and back to the Material Request view table.

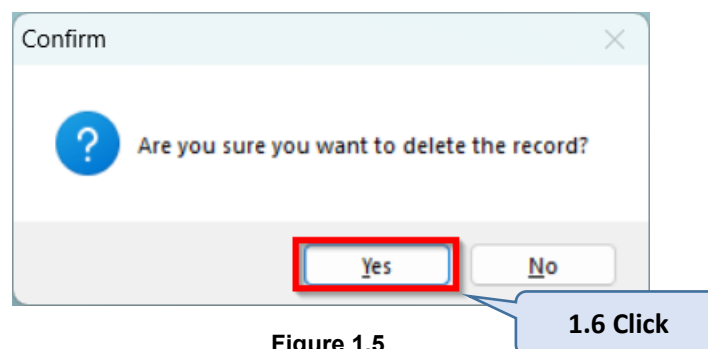


Figure 1.5