



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Material Request)

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DOCUMENT CONTROL

Document No : CMMS/MR/REQUEST/MR03

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Revision No	Revision Date	By	Description of Changes
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.

Material Request No	Work Order No	Asset No	MR Status	Originator	Approval Status	Approval Date	Total Cost	Issue Status	Release For Approval	Define	View	Delete	Print	Save	Cancel

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.

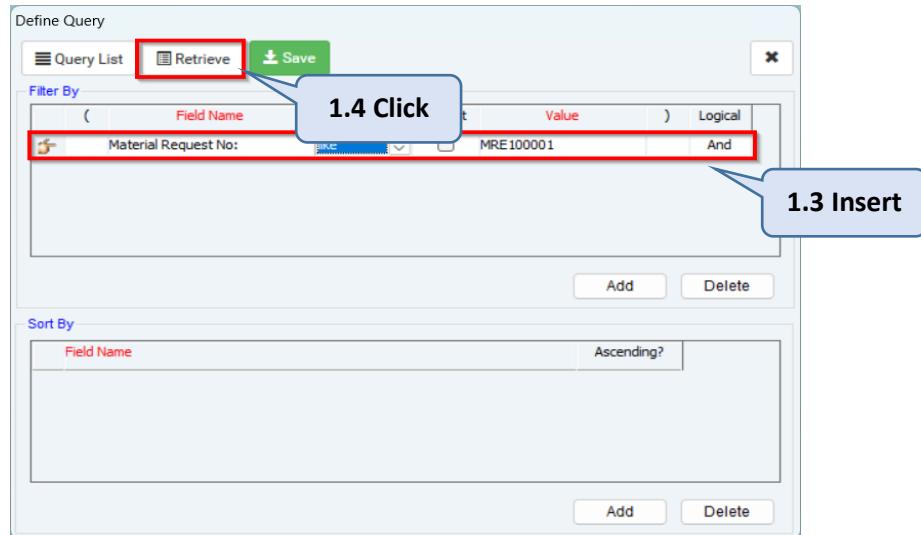


Figure 1.3

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

LAST QUERY	Define	View	New	Edit	Delete						
Material Request No	Work Order No	Asset No	MR Status	Origination Date	MR Approval Status	Approval Status	Release For Approval	Email Notification	Email Requested By		
MRE100001	CWO100014	ASSET01	MTR	10/06/2024	Awaiting (W)	0 / 0	.00	Not Issue			

Figure 1.4

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

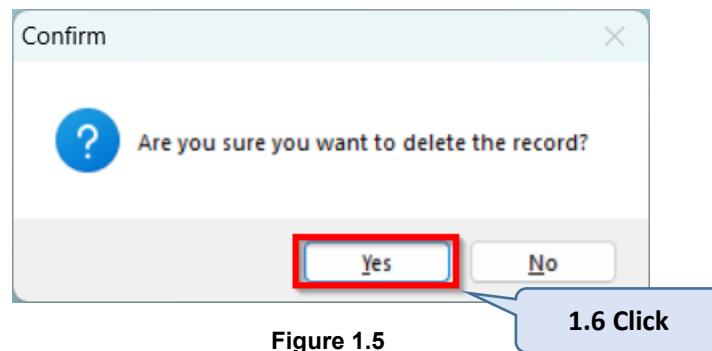


Figure 1.5