



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Material Request)

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DOCUMENT CONTROL

Document No : CMMS/MR/REQUEST/MR04
Document Name : Print Material Request
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 10/06/2024
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	10/06/2024	Najmi	First Version of User Manual – Print Material Request

Scenario

A scenario for print a material request could involve a technician print the Material Request as a document to send to the Storekeeper to take the items. In this syllabus, we will guide on how to print Material Request using CMMS Core.

1. Printing the Material Request

Print Material Request

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

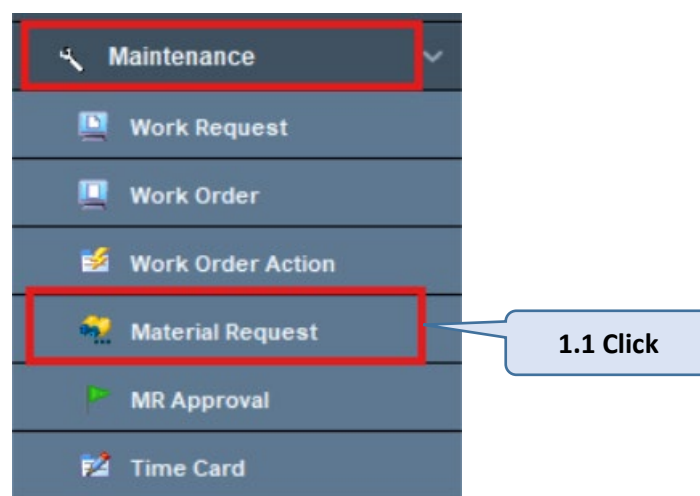


Figure 1.1

- 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.

Define Query

Query List [Retrieve] 1.4 Click

Filter By

(Field Name	Operator	Prompt	Value)	Logical
(Material Request No:	like		MRE10001)	And

1.3 Insert

Add Delete

Sort By

Field Name	Ascending?

Add Delete

Figure 1.3

- 1.5 Click **Print** button to print the following MR.

LAST QUERY [Define] [View] [New] [Edit] [Delete] [Print] 1.5 Click

Material Request No	Work Order No	Asset No	MR Status	Origination Date	MR Approval Status	Approval Status	Total Cost	Issue For Approval	Email Notification
MRE100002	CWO100016	ASSET01	MTR	10/06/2024	Awaiting (W)	0 / 0	.00	Not Issue	<input checked="" type="checkbox"/>

Figure 1.4

- 1.6 The Material Request form will be generated.

- 1.7 Click **Print** button and printer option page will pop out.

1.7 Click

Material Request Form

Page 1 of 1
Date: 10/06/2024 17:07:53

Material Rqn No:	MRE100002	Origination Date:	10/06/2024
Work Order:	CWO100016	Required Date:	10/06/2024
Asset Number:	ASSET01	Completion Date:	00/00/0000
Cost Center:	ESSB	Requester:	ADMIN
Account:		Entered By:	ADMIN

Line No	Stock Number	Description	Required Qty	Issued Qty	Balance Qty	UOM	Item Cost
1	STOCK02	LAMP	1.0000	.0000	1.0000	EACH	.00

1 record(s) listed

Figure 1.5

1.8 Click on **OK** button and it will print to your local printer devices.

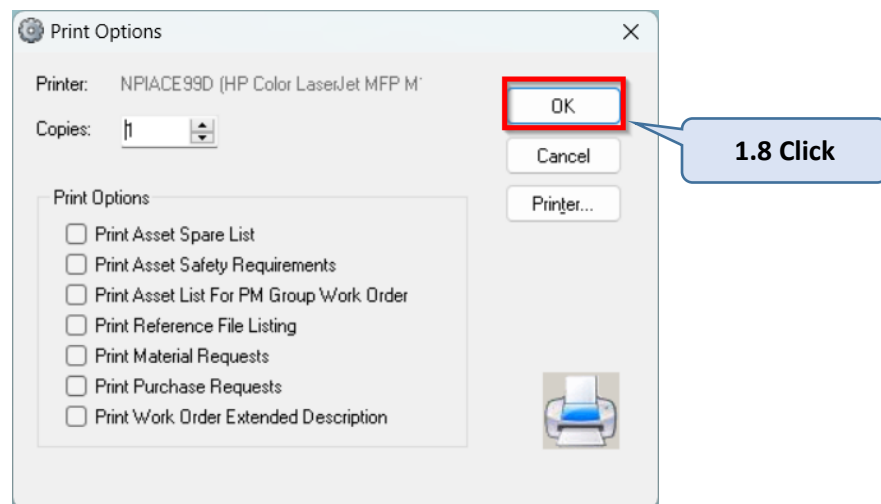


Figure 1.6