



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

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Creation Date : 10/06/2024

Revision : 1.0

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.

			Define	View	Delete	Print	Save	Cancel	
Material Request No	Work Order No	Asset No	MR Status	Originator Date	Approver 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>

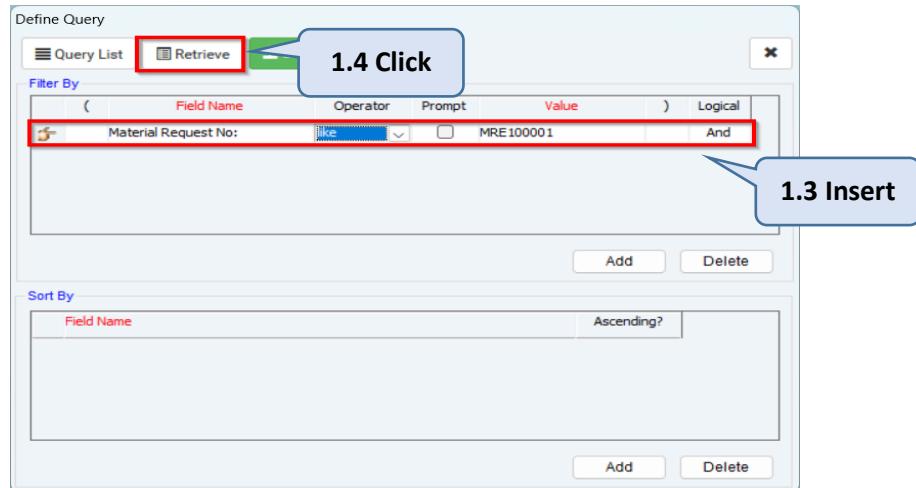
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

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

LAST QUERY		Define	View	New	Edit	Delete	Print	Release For Approval			Email Notification
Material Request No	Work Order No	Asset No	MR Status	Origination Date	MR Approval Status	Approval Status	Total Co				
MRE100002	CWO100016	ASSET01	MTR	10/06/2024	Awaiting (W)	0 / 0	.00	Not Issue			

Figure 1.4

1.6 The Material Request form will be generated.

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

Figure 1.5

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

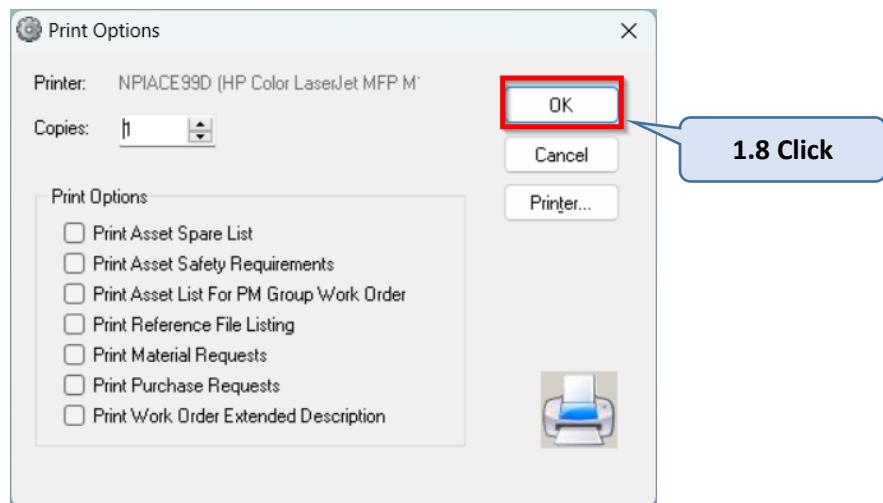


Figure 1.6