



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print MR)

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DOCUMENT CONTROL

Document No : CMMS/MR/APPROVAL/MA02
Document Name : Print MR
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Creation Date : 12/06/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	12/06/2024	Najmi	First Version of User Manual – Print MR

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 > MR Approval**

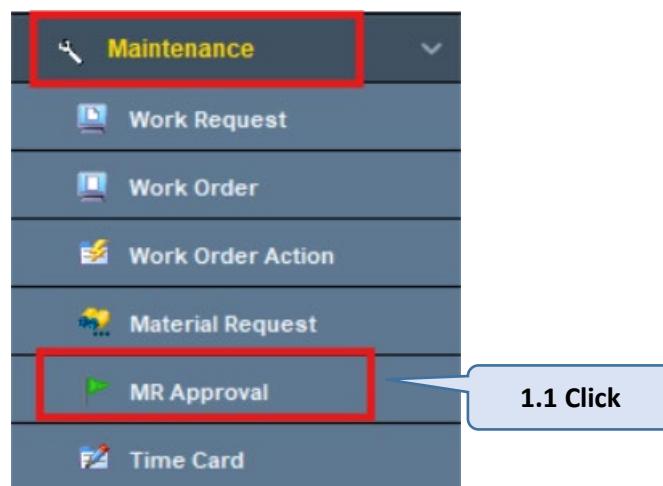


Figure 1.1

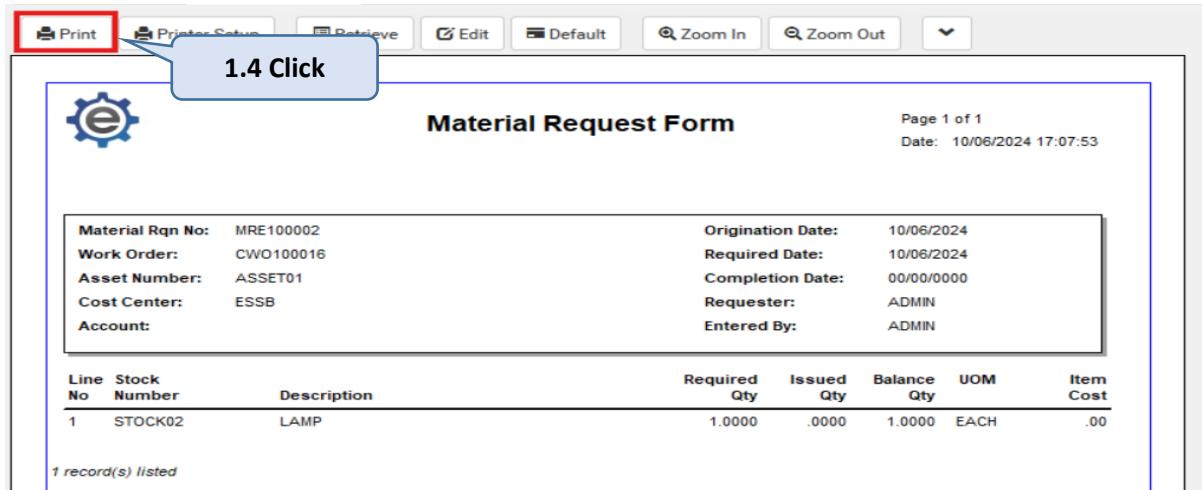
1.2 Choose on the MR that want to print and click **Print** button to print the following MR.

Material Request No	Work Order No	Asset No	MR Status	Origination Date	MR Approval	Cost	Issue Status	Release For Approval	Email Notification	Email Requested By	Next Approver
MRE100004	CWO100011	001100001	MTR	11/06/2024	Awaiting (W)	0 / 2	.00	Not Issue	<input type="checkbox"/>	<input type="checkbox"/>	ADMIN1
MRE100005	CWO100012	001100001	MTR	11/06/2024	Awaiting (W)	0 / 2	.00	Not Issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADMIN1

Figure 1.2

1.3 The Material Request form will be generated.

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



The screenshot shows a 'Material Request Form' window. At the top, there is a toolbar with buttons for Print, Printer Setup, Retrieve, Edit, Default, Zoom In, and Zoom Out. A callout bubble labeled '1.4 Click' points to the Print button, which is highlighted with a red box. The main content area is titled 'Material Request Form' and shows the following details:

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

Below this is a table showing a single item:

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

A message at the bottom left says '1 record(s) listed'.

Figure 1.3

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

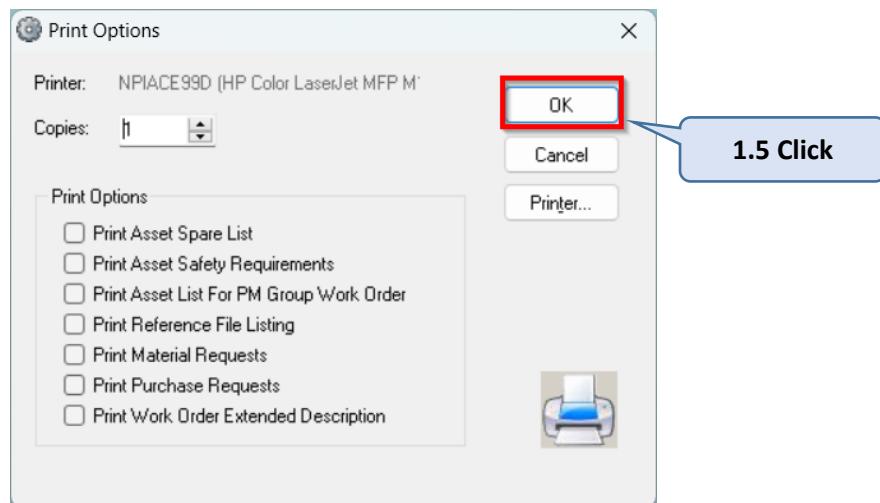


Figure 1.4