



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Approve MR)

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DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila
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Revision No	Revision Date	By	Description of Changes
1.0	12/06/2024	Najmi	First Version of User Manual – Approve MR

Scenario

After reviewing the MR raised by the technician, the supervisor wants to approve the related MR, enabling the technician to obtain the necessary item from the storekeeper to proceed with the work order. In this syllabus, we will guide you on how to approve the MR in the CMMS Core.

1. Approving the MR

What it's for

Approving a material request to able the technician to obtain the necessary item from the storekeeper to proceed with the work order.

Approve the Material Request

1.1 On the left panel of the system, click on **Maintenance > MR Approval**

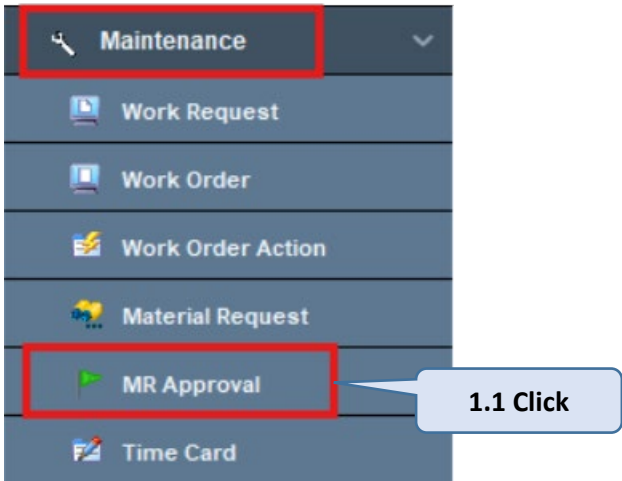


Figure 1.1

1.2 Click on the selected MR record that want to be approve.

1.3 Click on **Approve** button to approve the selected MR.

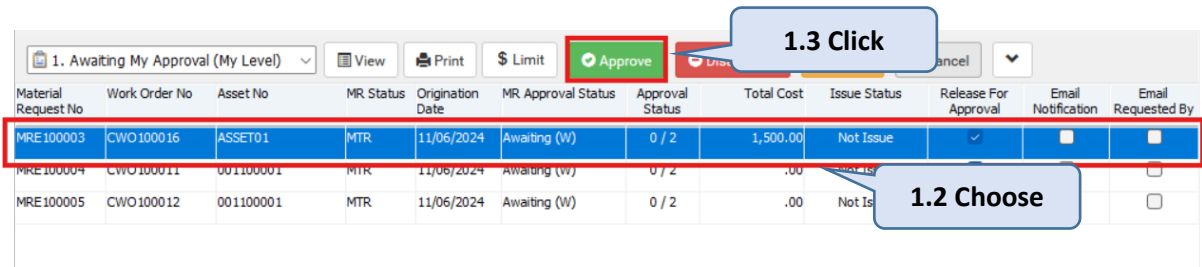


Figure 1.2

- 1.4 A prompt message will show and click on **Yes** button to approve the particular Material Request.

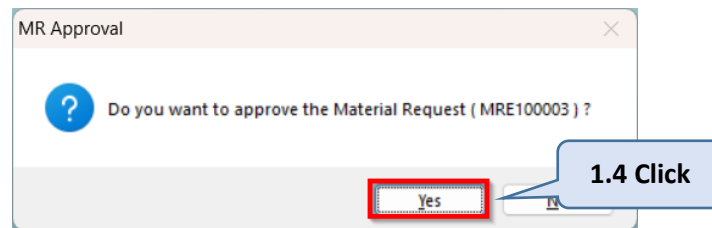


Figure 1.3

- 1.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Remark	: Approve the MR	NO

(Note: Master file are control by System Admin).

- 1.6 Click on **Save** button to complete the MR approval:

Level	Employee ID	Approval Date	Approval Limit	Status	Remark
1	ADMIN1	13/06/2024 10:15	1,000.00	Approved	Approve the MR

Figure 1.4

- 1.7 A prompt message will show stated that the MR has been approve and Click **OK** to proceed.

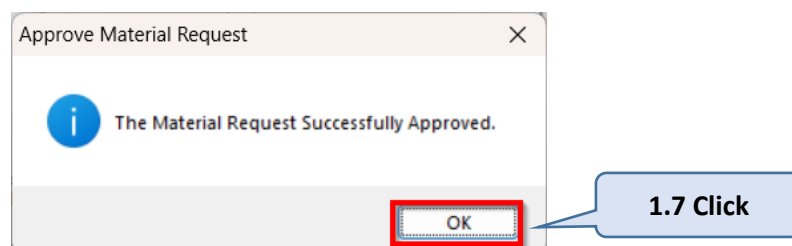


Figure 1.5

- 1.8 To check the status of the MR has been completely approve or still waiting for the higher ups to approve, on the left panel of the system, click on **Maintenance > Material Request**.



Figure 1.6

- 1.8.1 If the Approval is using the My Level Approval approach,
- 1.8.2 Choose the particular MR that has been approve and click on **View** button.

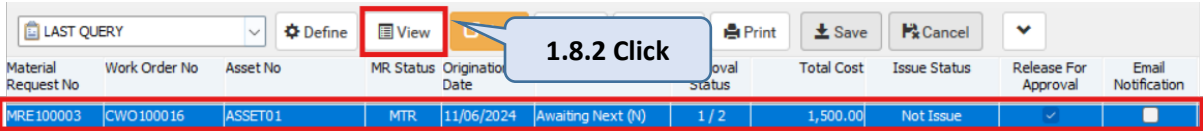


Figure 1.7

- 1.8.3 Click the **MR Approval List** subtab to open the approval listing.
- 1.8.4 Assuming the approve made was from the clerk and need the manager to approve as well, the status will show Approved and Pending on the manager.
- 1.8.5 Click on **Cancel** button to open the Material Request view page.

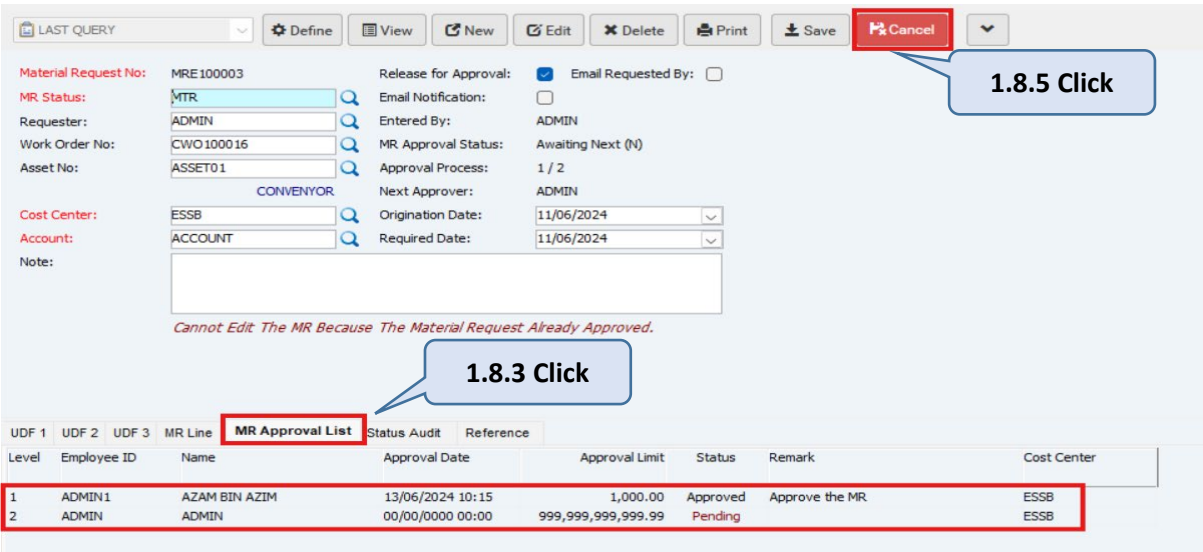


Figure 1.7

- 1.9.3 Click the **MR Approval List** subtab to open the approval listing.
- 1.9.4 Assuming the approve made was from the manager, the status will show Approved for both level and the technician now can proceed taking the item from the storekeeper.
- 1.9.5 The manager also has the authority to overwrite the clerk when approving the MR and it will show the status of the clerk status as ****Approved****.
- 1.9.6 Click on **Cancel** button to open the Material Request view page.

Material Request No: MRE100004
MR Status: MTR
Requester: ADMIN1
Work Order No: CWO100011
Asset No: 001100001
Cost Center: ESSB
Account:
Note:

Release for Approval: ☒ **Email Requested By:** ☐
Email Notification: ☐
Entered By: ADMIN1
MR Approval Status: Approved (A)
Approval Process: 3 / 3
Next Approver:
Origination Date: 11/06/2024
Required Date: 11/06/2024

Cannot Edit The MR Because The Material Request Already Approved.

MR Approval List

Level	Employee ID	Name	Approval Date	Approval Limit	Status	Remark	Cost Center
1	ADMIN1	AZAM BIN AZIM	13/06/2024 11:26	1,000.00	Approved	** Approved ***	ESSB
2	ADMIN	ADMIN	13/06/2024 11:26	999,999,999,999.99	Approved	** Approved ***	ESSB
3	ADMIN	ADMIN	13/06/2024 11:25	.00	Approved	Approve and overwrite the Clerk	***

Figure 1.11