



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Approve MR)

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DOCUMENT CONTROL

Document No : CMMS/MR/APPROVAL/MA03
Document Name : Approve 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 – 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**

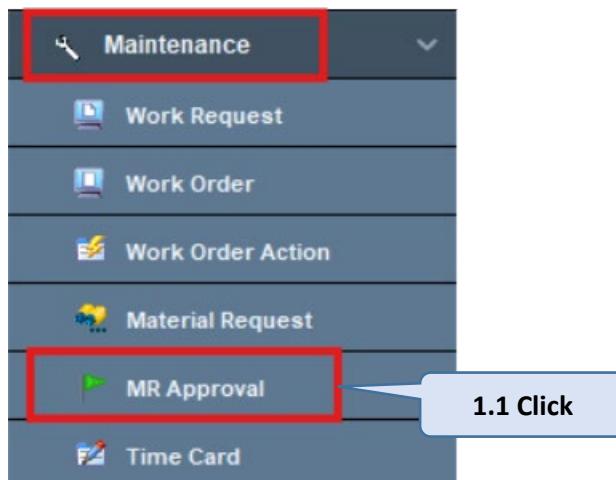


Figure 1.1

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

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

Material Request No	Work Order No	Asset No	MR Status	Origination Date	MR Approval Status	Approval Status	Total Cost	Issue Status	Release For Approval	Email Notification	Email Requested By
MRE100003	CWO100016	ASSET01	MTR	11/06/2024	Awaiting (W)	0 / 2	1,500.00	Not Issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MRE100004	CWO100011	001100001	MTR	11/06/2024	Awaiting (W)	0 / 2	.00	Not Issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MRE100005	CWO100012	001100001	MTR	11/06/2024	Awaiting (W)	0 / 2	.00	Not Issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1.2

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

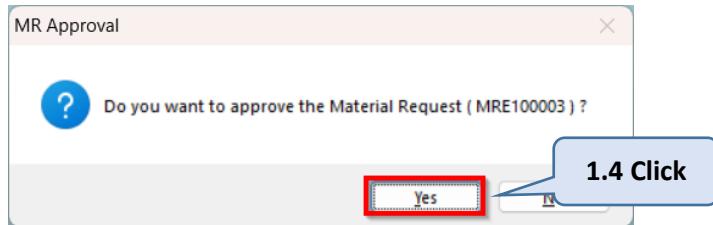


Figure 1.3

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:

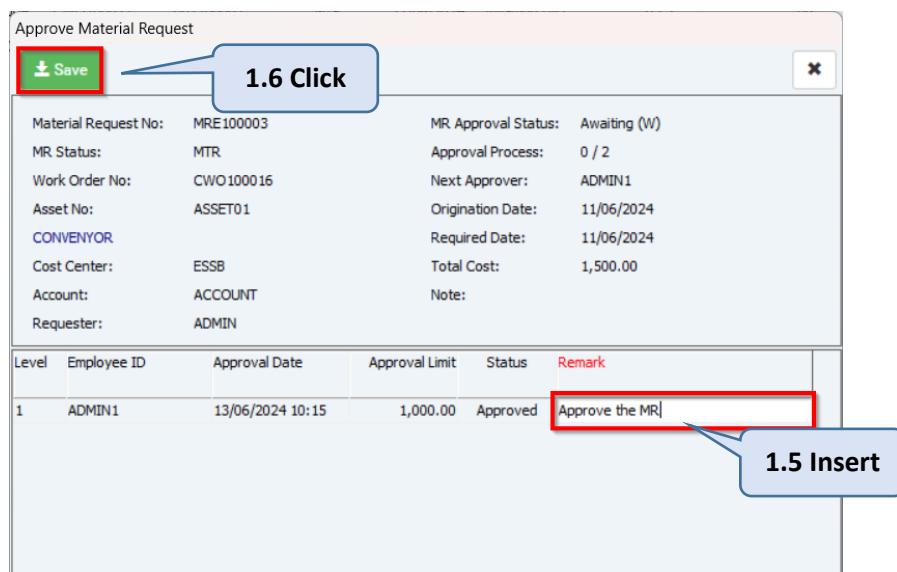


Figure 1.4

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

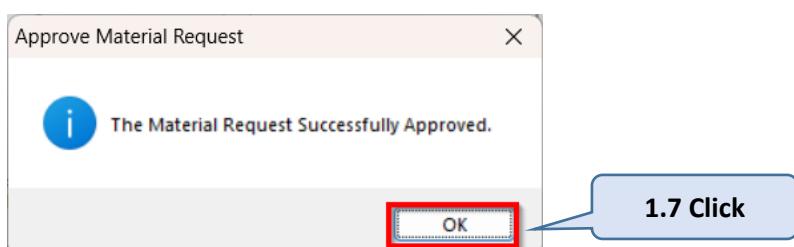


Figure 1.5

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**.

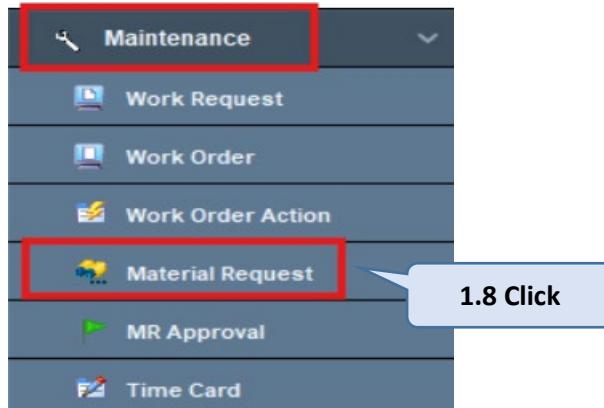


Figure 1.6

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.

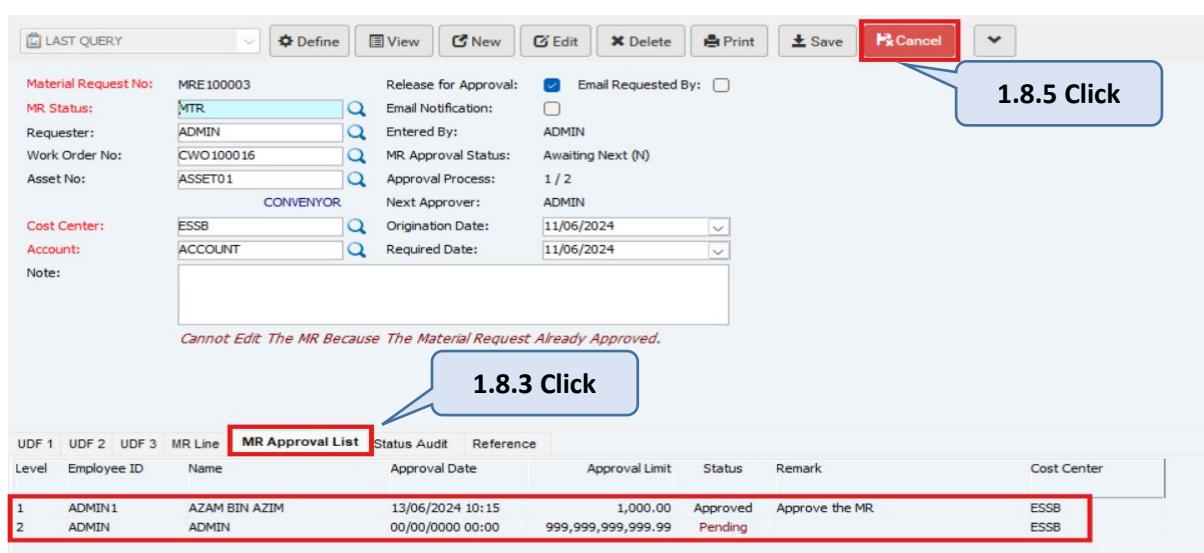
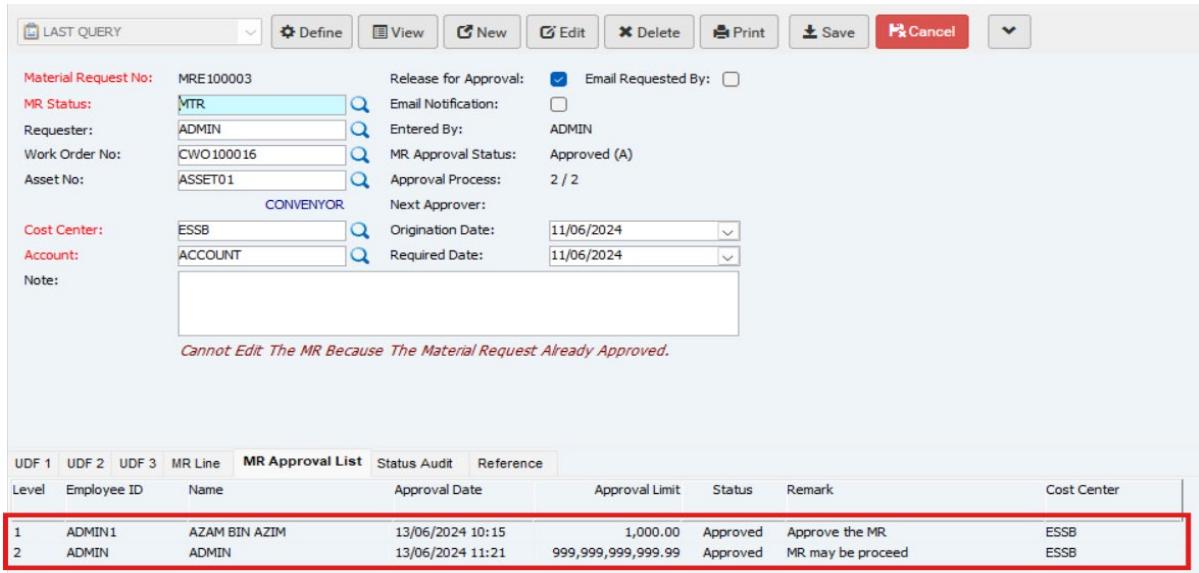


Figure 1.7

1.8.6 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.



The screenshot shows the Material Request Approval screen. The 'MR Status' field is set to 'MTR'. The 'MR Approval Status' field shows 'Approved (A)'. The 'Approval Process' field shows '2 / 2'. The 'Cost Center' field is 'ESSB'. The 'Account' field is 'ACCOUNT'. A note at the bottom states: 'Cannot Edit The MR Because The Material Request Already Approved.'

UDF 1	UDF 2	UDF 3	MR Line	MR Approval List	Status Audit	Reference		
Level	Employee ID	Name		Approval Date	Approval Limit	Status	Remark	Cost Center
1	ADMIN1	AZAM BIN AZIM		13/06/2024 10:15	1,000.00	Approved	Approve the MR.	ESSB
2	ADMIN	ADMIN		13/06/2024 11:21	999,999,999,999.99	Approved	MR may be proceed	ESSB

Figure 1.8

1.9 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**.

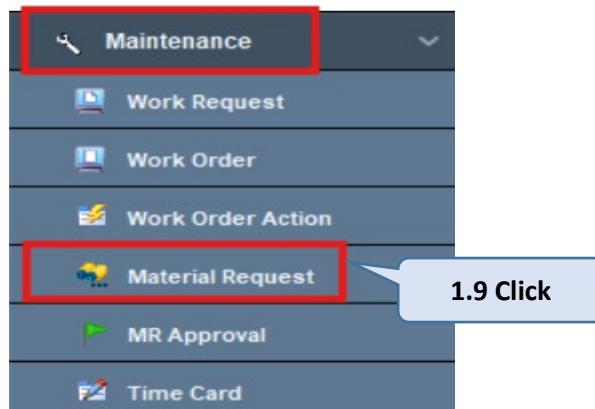


Figure 1.9

1.9.1 If the Approval is using the My Limit Approval approach,

1.9.2 Choose the particular MR that has been approve and click on **View** button.



The screenshot shows the Material Request View screen. The 'MR Status' field is 'MTR'. The 'Originating Date' field is '11/06/2024'. The 'Approval Status' field shows 'Approved (A)'. The 'Total Cost' field is '.00'. The 'Issue Status' field is 'Not Issue'. The 'Release For Approval' field has a checked checkbox.

Figure 1.10

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.

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