EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Approve MR)

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DOCUMENT CONTROL

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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**

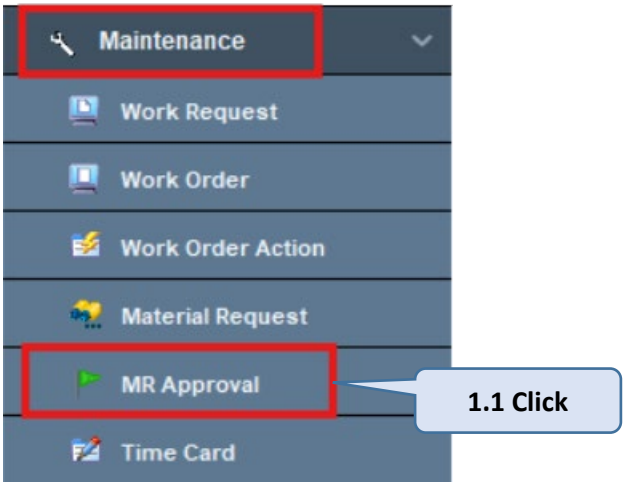

Figure 1.1

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

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

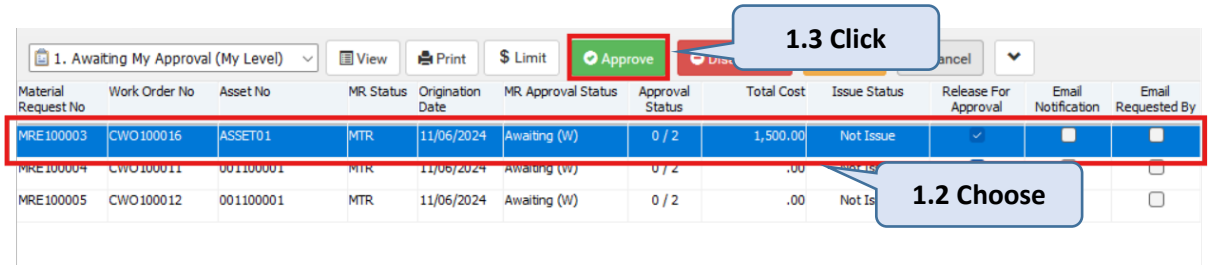

Figure 1.2

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

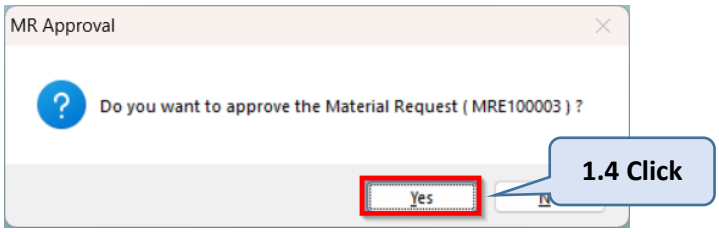

Figure 1.3

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:

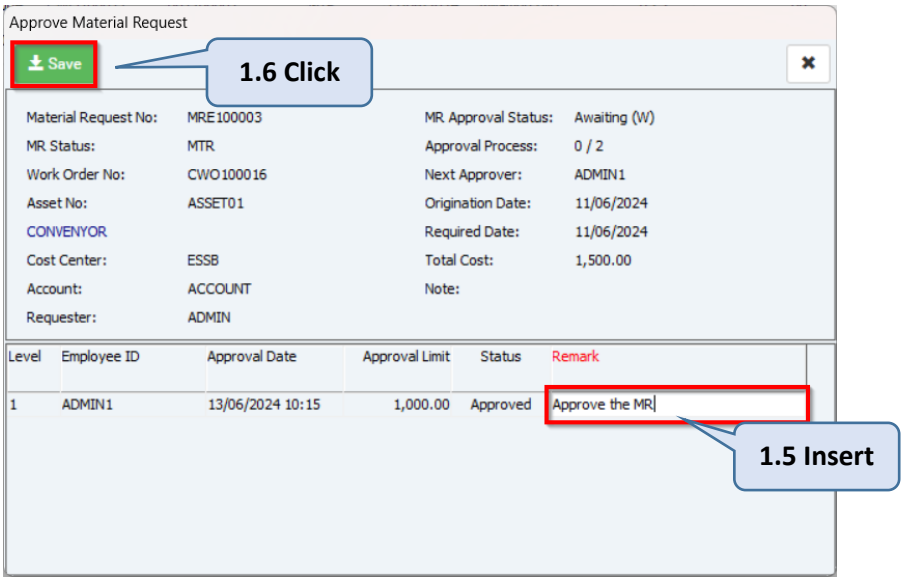

Figure 1.4

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

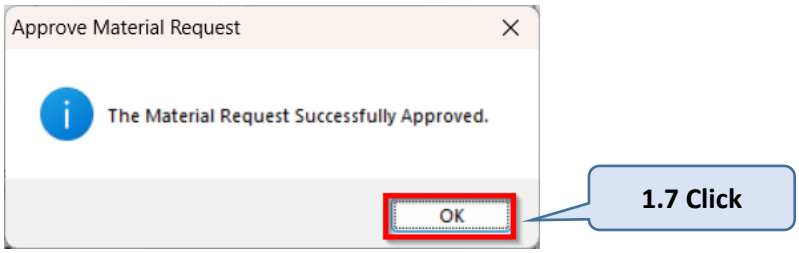

Figure 1.5

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.**

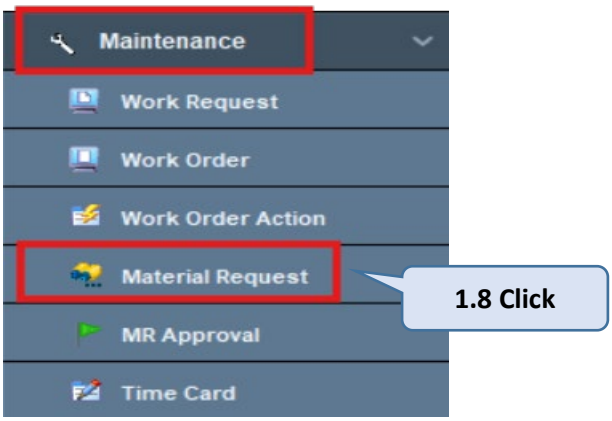

Figure 1.6

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.

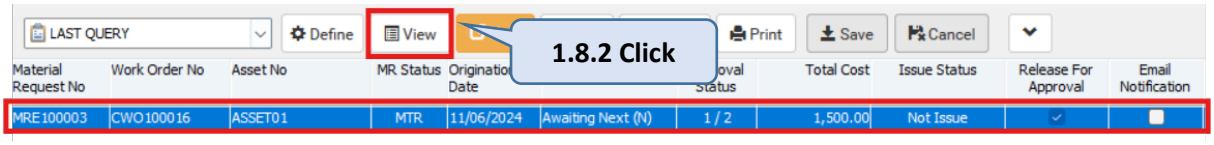

Figure 1.7

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.

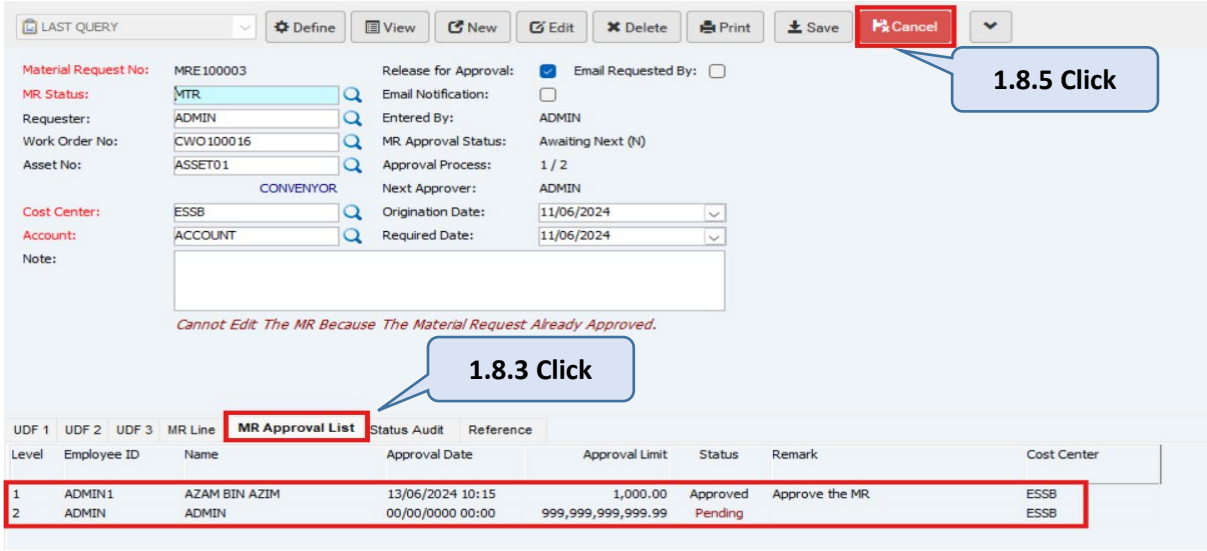

Figure 1.7

1.8.6 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.

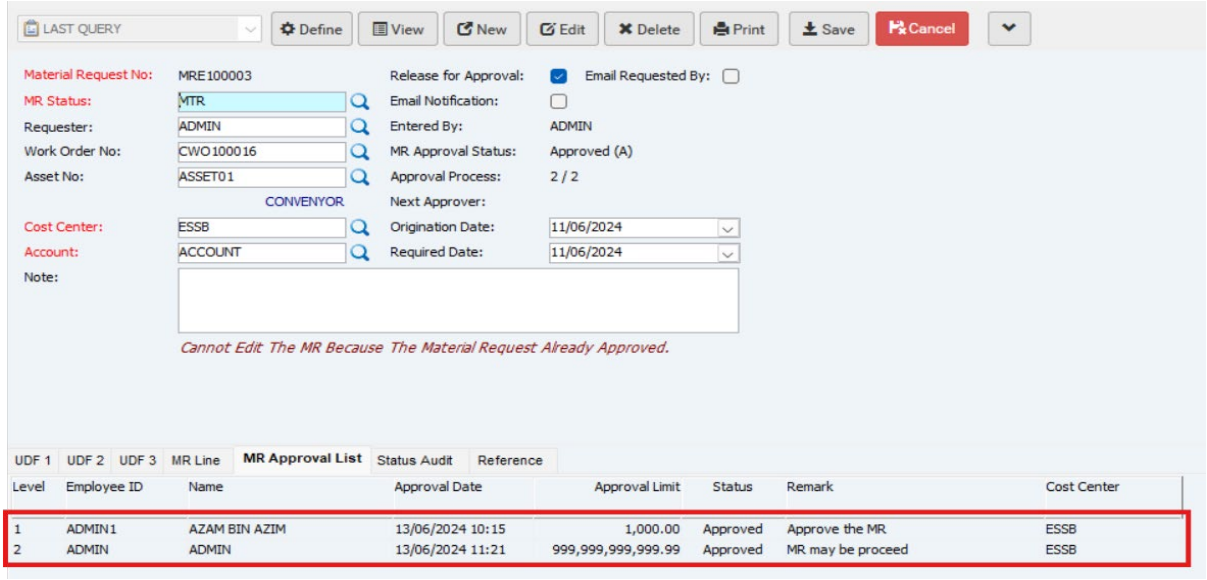

Figure 1.8

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.

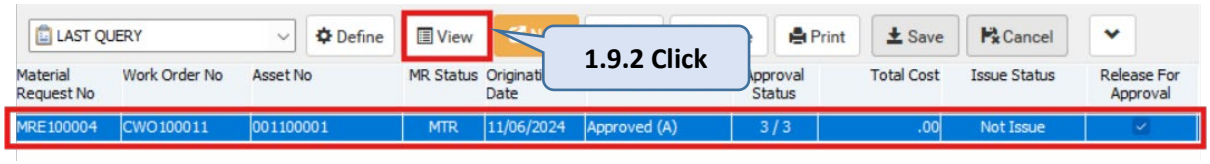

Figure 1.10

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.

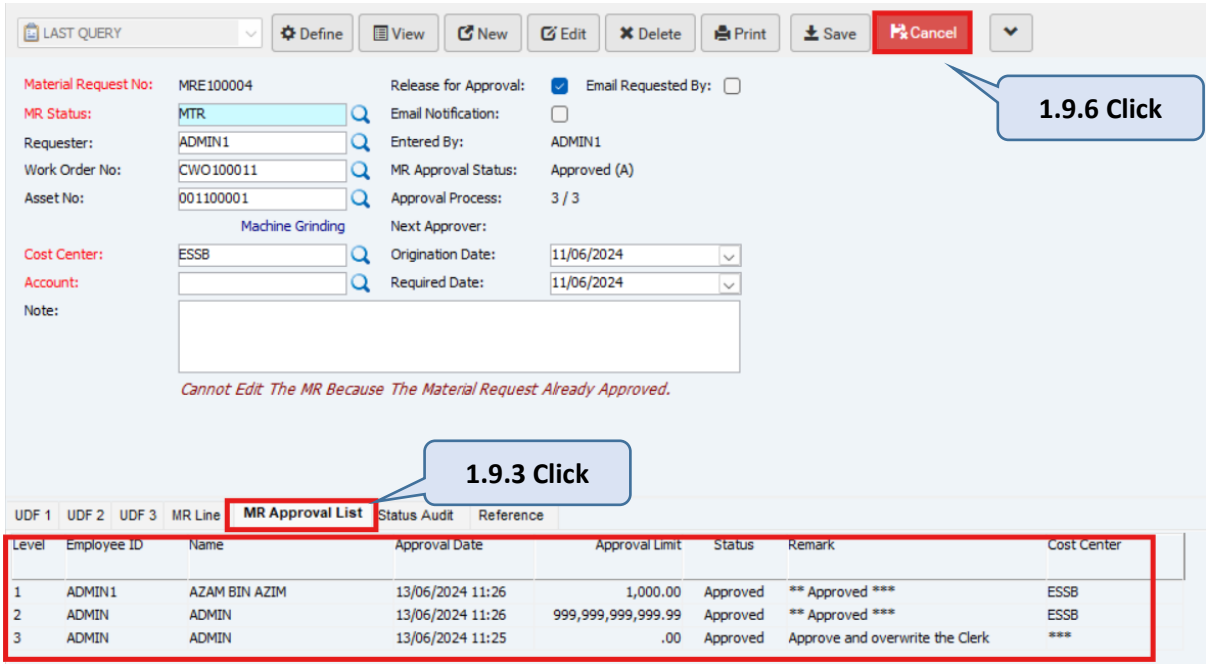

Figure 1.11