EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Disapprove MR)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/MR/APPROVAL/MA04

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

Scenario

After reviewing the MR raised by the technician, the supervisor realise the Work Order can be fixed without taking any items from the store. In this syllabus, we will guide you on how to disapprove the MR in the CMMS Core.

1. Disapproving the MR

What it's for

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

Disapprove the Material Request

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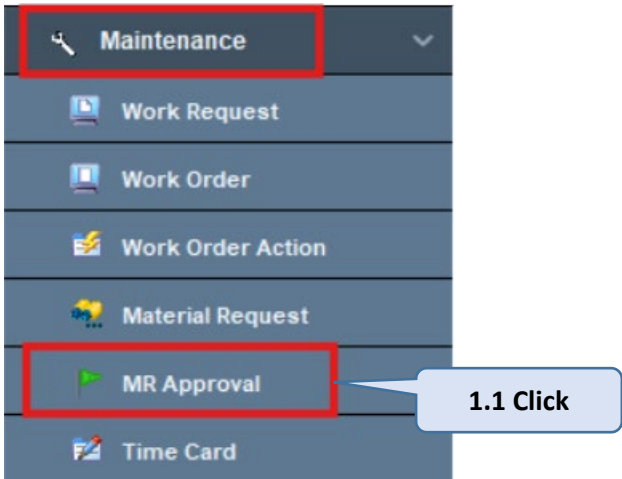

Figure 1.1

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

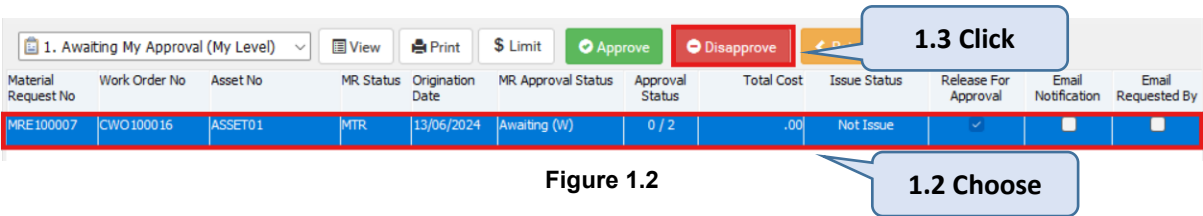1.3   Click on **Disapprove** button to disapprove the selected MR.

Figure 1.2

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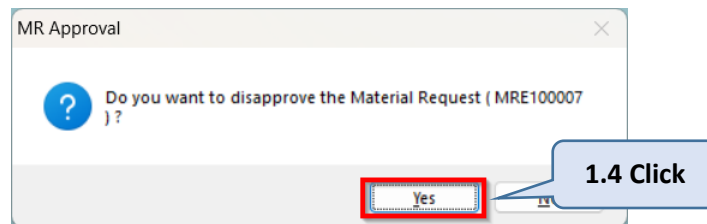

Figure 1.3

1.5   Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Remark	: Work order does not require any item	NO

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

1.6   Click on **Save** button to complete the MR disapproval:

Figure 1.4

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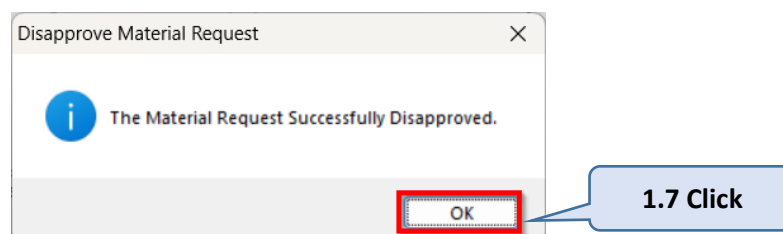

Figure 1.5

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, assuming the disapprove made was from the clerk.

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. The status will show on the level 1 which is the clerk to be Disapproved.

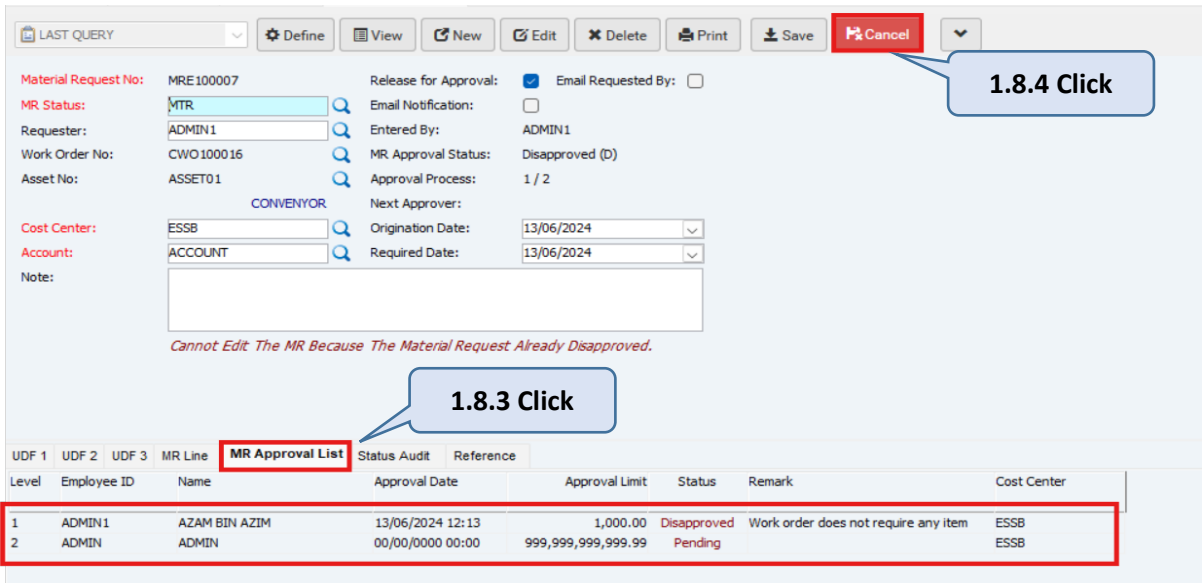1.8.4 Click on **Cancel** button to open the Material Request view page.

Figure 1.7

1.8.5   If the approval was made by the clerk and the manager decides to disapprove the MR for any reason, the MR will be disapproved, and the status can be seen where the clerk's level is approved and the manager's level is disapproved.

Figure 1.8