



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Disapprove MR)

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DOCUMENT CONTROL

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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**

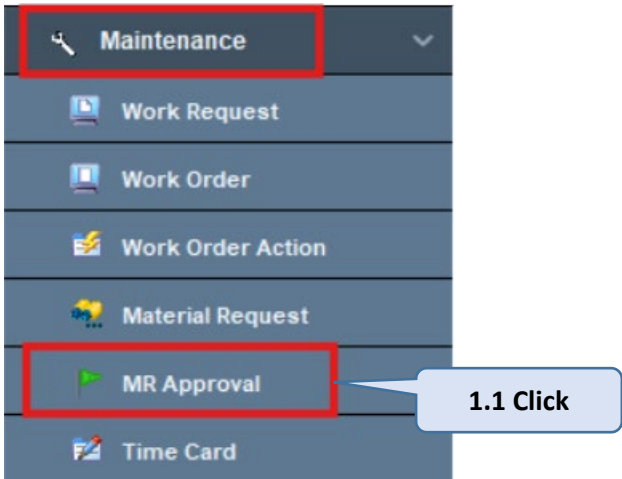


Figure 1.1

- 1.2 Click on the selected MR record that want to be approve.
- 1.3 Click on **Disapprove** button to disapprove the selected MR.

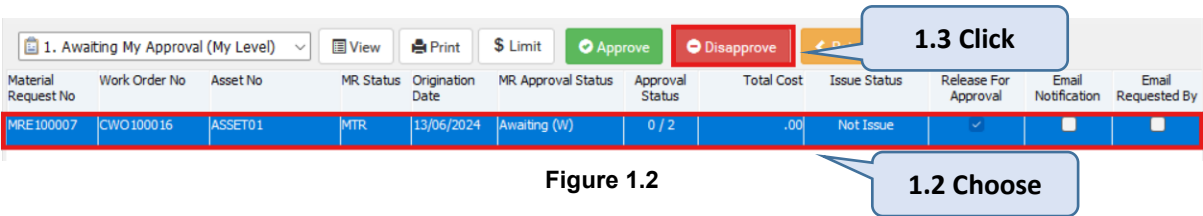


Figure 1.2

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

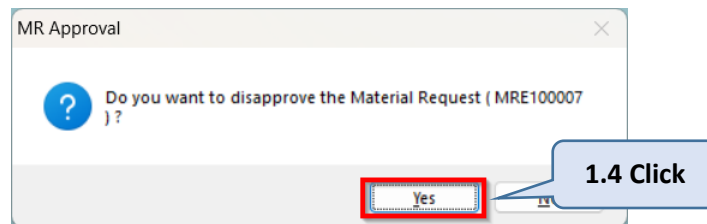


Figure 1.3

- 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:

Level	Employee ID	Approval Date	Approval Limit	Status	Remark
1	ADMIN1	13/06/2024 12:13	1,000.00	Disapproved	Work order does not require any item

Figure 1.4

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

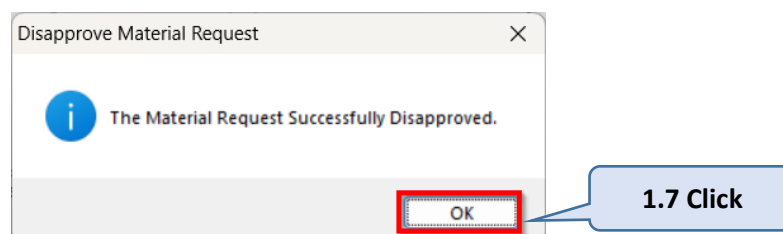


Figure 1.5

- 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.

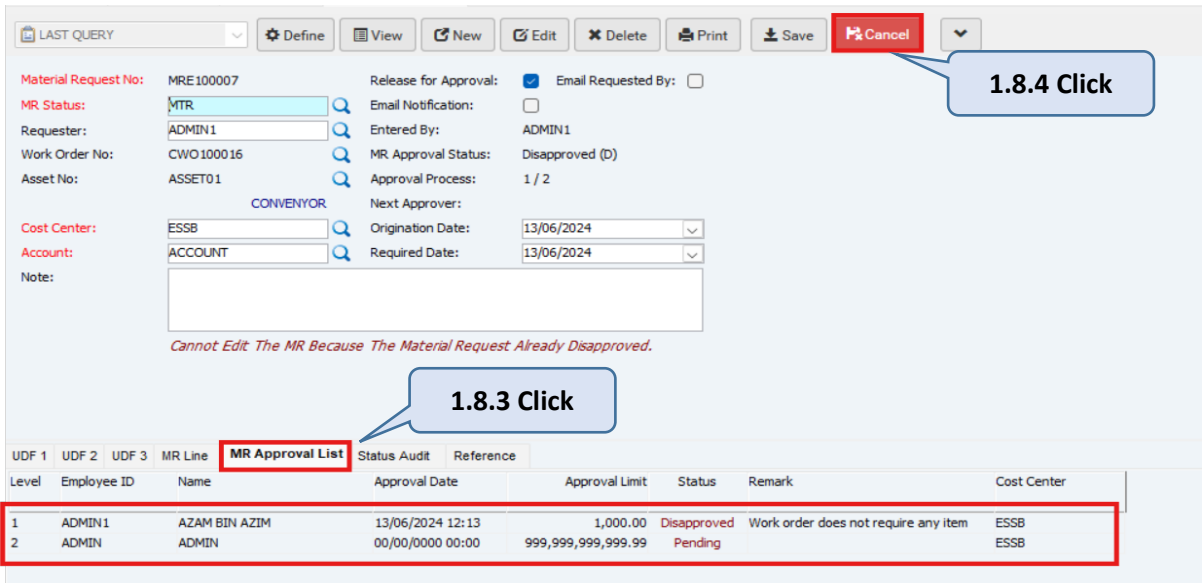


Figure 1.7

- 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.

LAST QUERY

DefineViewNewEditDeletePrintSaveCancel

Material Request No: MRE100008

MR Status: MTR

Requester: ADMIN1

Work Order No: CWO100016

Asset No: ASSET01

Cost Center: ESSB

Account: ACCOUNT

Note:

Release for Approval: ☒ Email Requested By: ☐

Email Notification: ☐

Entered By: ADMIN1

MR Approval Status: Disapproved (D)

Approval Process: 2 / 2

Next Approver:

Origination Date: 13/06/2024

Required Date: 13/06/2024

CONVENYOR

Cannot Edit The MR Because The Material Request Already Disapproved.

UDF 1UDF 2UDF 3MR LineMR Approval ListStatus AuditReference

Level	Employee ID	Name	Approval Date	Approval Limit	Status	Remark	Cost Center
1	ADMIN1	AZAM BIN AZIM	13/06/2024 15:18	1,000.00	Approved	Proceed	ESSB
2	ADMIN	ADMIN	13/06/2024 15:19	999,999,999,999.99	Disapproved	Does not need	ESSB

Figure 1.8