EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System
(CMMS)

USER MANUAL
(Reject MR)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/MR/APPROVAL/MA05
Document Name	:	Reject MR
Prepared By	:	Muhamad Najmi bin Badrila
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DOCUMENT REVISION HISTORY

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

Scenario

After reviewing the MR raised by the technician, the supervisor realises the item realise need to be revise again. By rejecting the MR, the technician can revise again the correct item needed without needed to raise another MR. In this syllabus, we will guide you on how to reject the MR in the CMMS Core.

1. Rejecting the MR

What it's for

Reject a material request to edit the number of item requested by technician to obtain the necessary item from the storekeeper before proceed with the work order.

Reject the Material Request

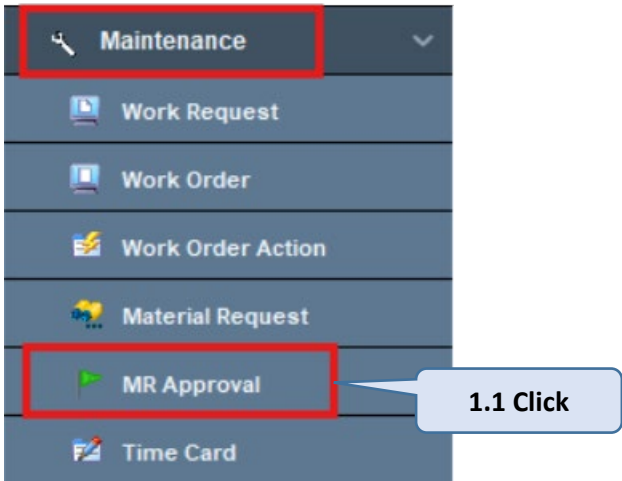1.1   On the left panel of the system, click on **Maintenance > MR Approval**

Figure 1.1

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

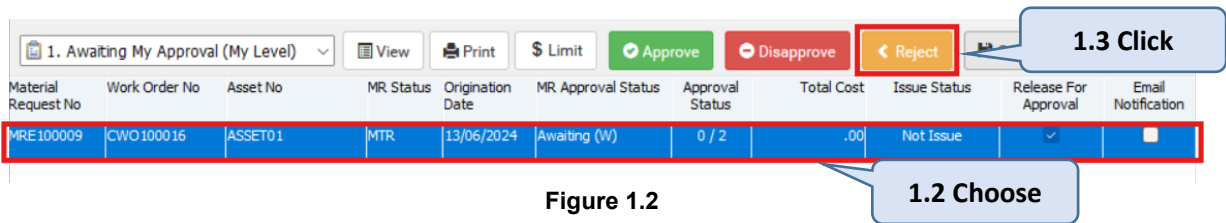1.3   Click on **Reject** button to disapprove the selected MR.

Figure 1.2

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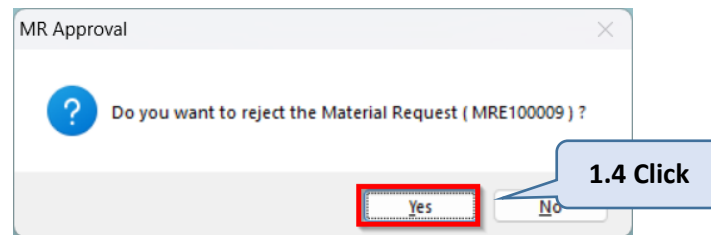

Figure 1.3

1.5 Fill in the rejection reason:

Field	Value	Have Master File?
Notes	: Please revise on the number item request for this particular work order	NO

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

1.6 Click on **Save** button to complete the MR rejection.

Figure 1.4

1.7 A prompt message will show stated that the MR has been reject and Click **OK** to proceed.
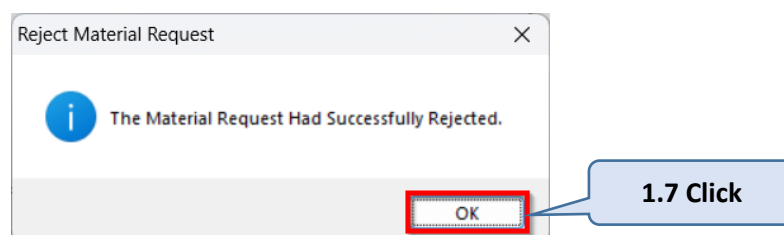
Figure 1.5

1.8   To edit on the item request and enable back the MR approval, click on
       Maintenance > Material Request.

Figure 1.6

1.9   Choose the particular MR that has been reject and click on **Edit** button to edit the
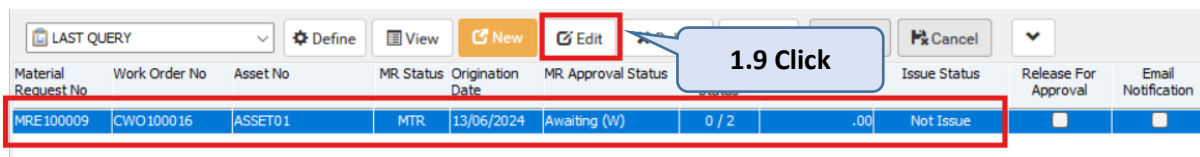   particular MR.

Figure 1.7

1.10   Click the **MR Line** subtab and it show the item that has been request by the
       technician.

1.11   Assuming that the supervisor mentioned the work order does not need 5 item and
       only need 1 item to complete the work order. Edit the following field:

Field	Value	Have Master File?
Required Quantity	: 1	NO

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

1.12   Tick the **Release for Approval** to release the MR for approval again.

1.13   Click on **Save** button to open the Material Request view page.

Figure 1.8

1.14   To check either the MR has been released, click on **Maintenance > MR Approval.**

Figure 1.9

1.15   It can be seen the MR has been release and ready to be approve.

Figure 1.10