



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***

***(Reject MR)***

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# DOCUMENT CONTROL

**Document No** : CMMS/MR/APPROVAL/MA05  
**Document Name** : Reject 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 – 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**

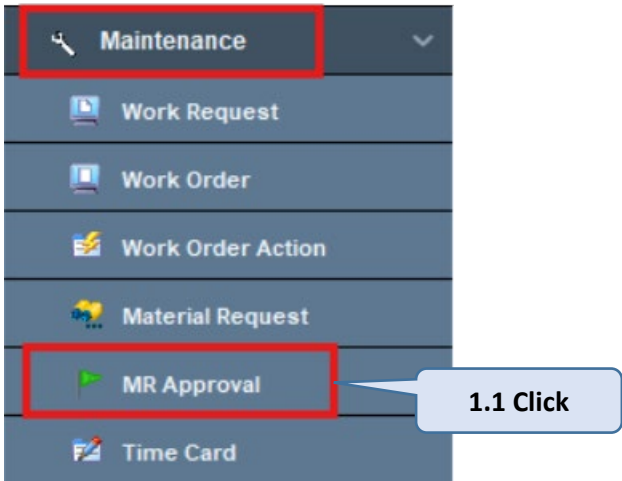


Figure 1.1

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

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

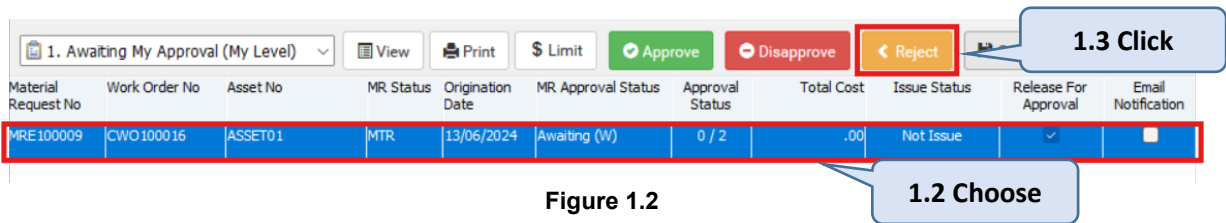


Figure 1.2

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

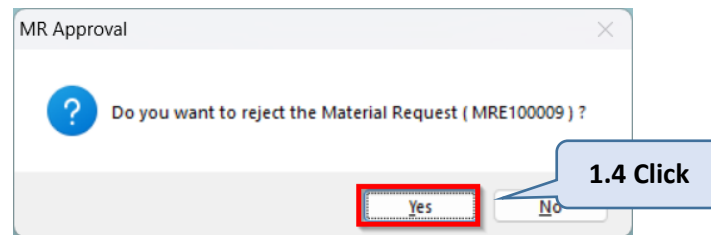


Figure 1.3

- 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.

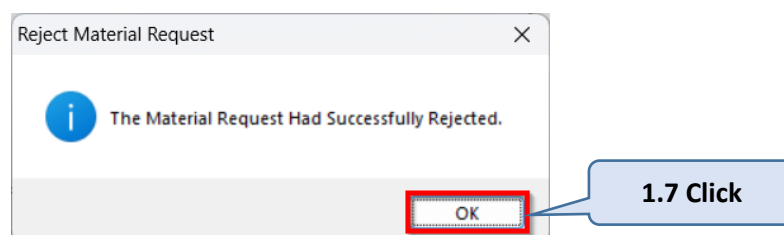


Figure 1.5

- 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.

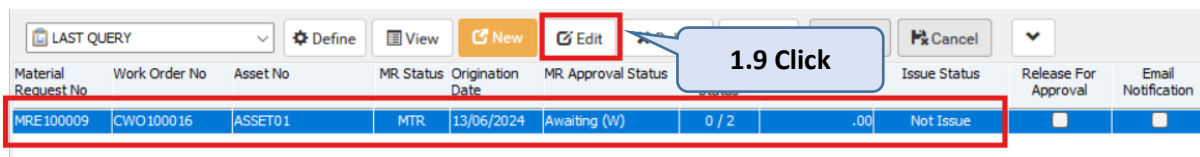


Figure 1.7

- 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.

The screenshot shows the Material Request (MR) form. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Save, and Cancel. The 'Save' button is highlighted with a red box and labeled '1.13 Click'. Below the toolbar, the form contains various fields for MR details. A red box highlights the 'Release for Approval' checkbox, which is checked, and labeled '1.12 Tick'. Another red box highlights the 'MR Line' tab in the 'MR Approval List' section, labeled '1.10 Click'. Below this, a table shows the MR line details. A red box highlights the 'Required Quantity' field, which contains the value '1.0000', and is labeled '1.11 Insert'.

Line No	Stock No	Stock Location	Serial No	Description	Required Quantity	Item Cost	UOM	Stock Status	Issue Status	Actual Quantity	Cleared Qty
1	STOCK01	WH-14A		SCREW	1.0000	.0000	PIECES	Ready to Issue	Not Issue	0.0000	0.0000

Figure 1.8

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

The screenshot shows the 'Maintenance' menu. The 'MR Approval' option is highlighted with a red box and labeled '1.14 Click'.

Figure 1.9

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

The screenshot shows the 'MR Approval List' table. The first row is highlighted with a red box, indicating the MR is ready for approval.

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
MRE100009	CWO100016	ASSET01	MTR	13/06/2024	Awaiting (W)	0 / 2	.00	Not Issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 1.10