



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Clear)

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DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila
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Scenario

In a CMMS, MR clearing involves reviewing and closing out all open material requisitions, ensuring that all requested materials have been properly received, allocated, or returned to inventory, and updating records to reflect accurate inventory levels and usage. This process ensures efficient material management and supports accurate reporting on material usage and costs. In this syllabus, we will guide on how to clear in CMMS Web Core.

1. MR Clearing

What it's for

To able the certain work order to be close if the MR raised were unable to be complete.

Clear MR

- 1.1 On the left of the system, click on **Spare Parts > MR Clearing**.

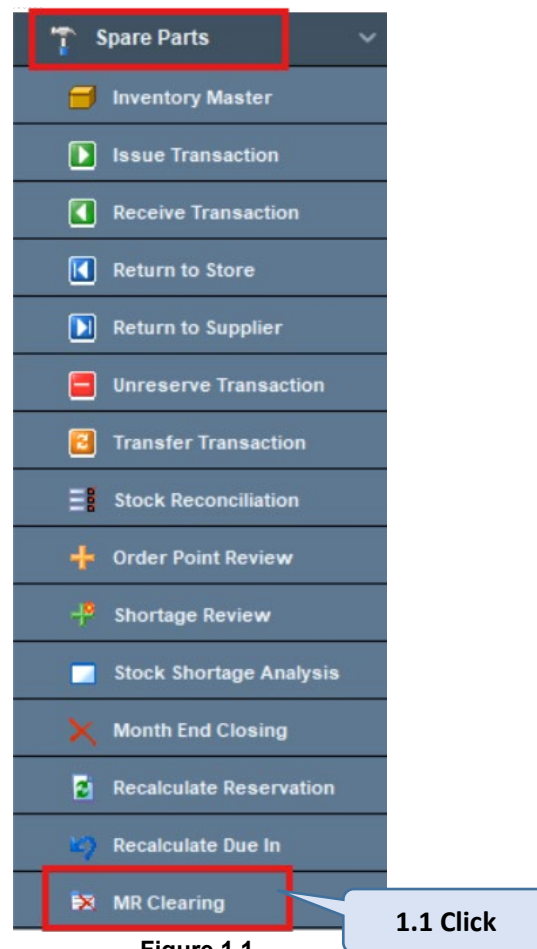


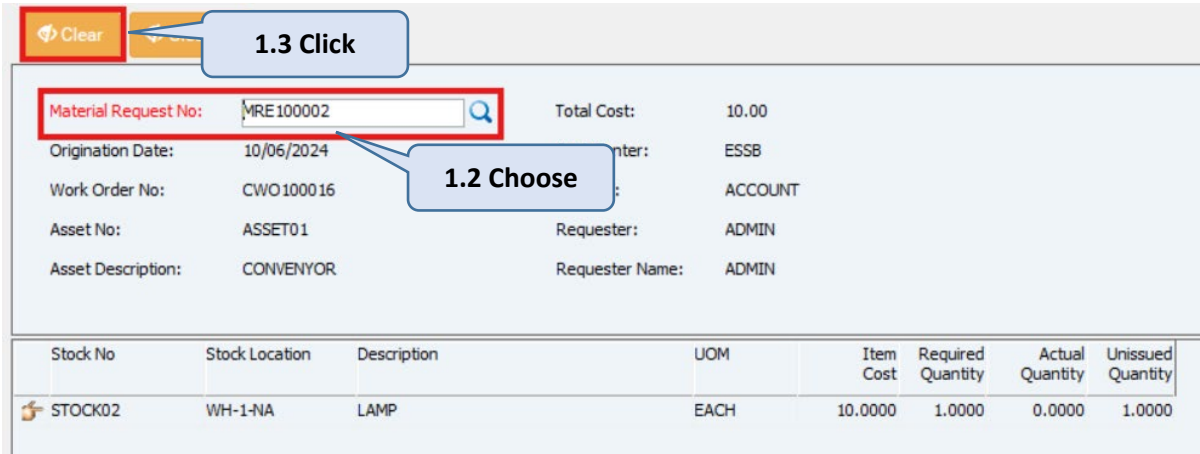
Figure 1.1

1.2 Fill in the inventory Information:

Field	Value	Have Master File?
Material Request No	: <MR No>	YES

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

1.3 Click on **Clear** button to clear the MR line.



The screenshot shows a web form for Material Request. At the top left, there is a 'Clear' button with a trash icon. A callout bubble labeled '1.3 Click' points to this button. Below the button, the 'Material Request No' field is highlighted with a red box and contains the value 'MRE100002'. A callout bubble labeled '1.2 Choose' points to this field. The form also displays other details: Origination Date: 10/06/2024, Work Order No: CWO100016, Asset No: ASSET01, Asset Description: CONVENYOR, Total Cost: 10.00, Enter: ESSB, ACCOUNT, Requester: ADMIN, and Requester Name: ADMIN. At the bottom, there is a table with columns: Stock No, Stock Location, Description, UOM, Item Cost, Required Quantity, Actual Quantity, and Unissued Quantity. The table contains one row: STOCK02, WH-1-NA, LAMP, EACH, 10.0000, 1.0000, 0.0000, 1.0000.

Figure 1.2

1.4 A prompt message will popup indicate if you clear the line no(1). Click **Yes** to continue.

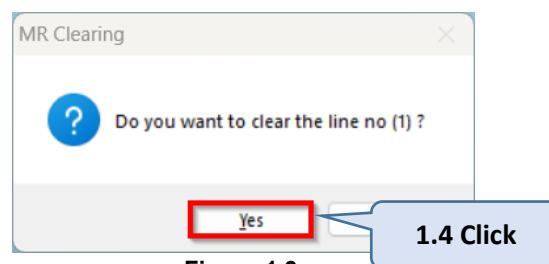


Figure 1.3

1.5 A prompt message will popup that the MR has been cleared successfully. Click **OK** to continue.

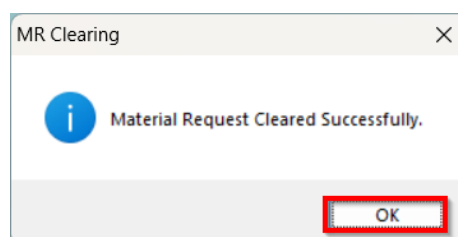


Figure 1.4