EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System
(CMMS)

USER MANUAL

(Clear All)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/MCR/CLEARING/MCR02

Document Name : Clear All

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Creation Date : 20/06/2024

Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Clear All

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. All 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 All MR

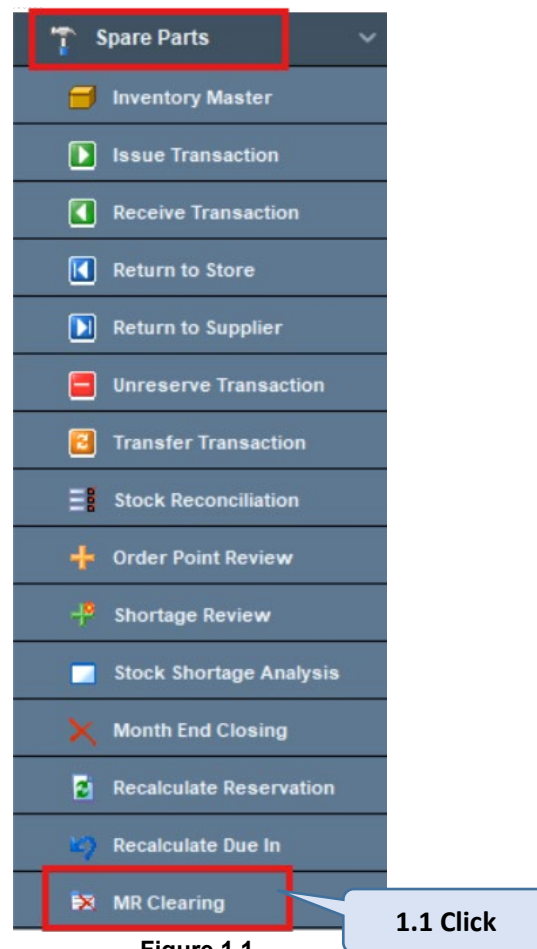1.1   On the left of the system, click on **Spare Parts > MR Clearing**.

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.

Figure 1.2

1.4   A prompt message will popup indicate if you clear all the item(s). Click **Yes** to continue.
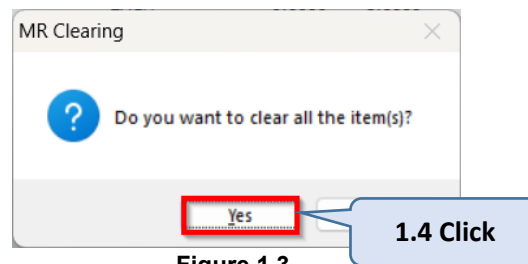

Figure 1.3

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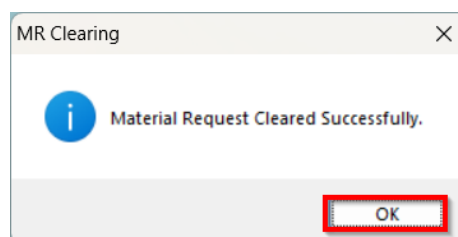

Figure 1.4