



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Print Request)***

**TABLE OF CONTENT**

**Scenario..... 4**

**1. Print Purchase Request ..... 4**

# DOCUMENT CONTROL

**Document No** : CMMS/PUR/REQUEST/PUR05  
**Document Name** : Print Request  
**Prepared By** : Muhamad Najmi bin Badrila  
**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 – Print Request

## Scenario

The storekeeper wants to print the PR that has been raised. In this syllabus, we will guide on how to print the request in CMMS Web Core.

## 1. Print Purchase Request

### What it's for

To print a PR that has been raised and sent to the team leader for approval before the procurement team review and purchase a new item.

### Print the Purchase Request

- 1.1 On the left of the system, click on **Procurement > Purchase Request**.



Figure 1.1

- 1.2 Choose the PR that wants to be print.

- 1.3 Click on **Print** button to print the PR information.

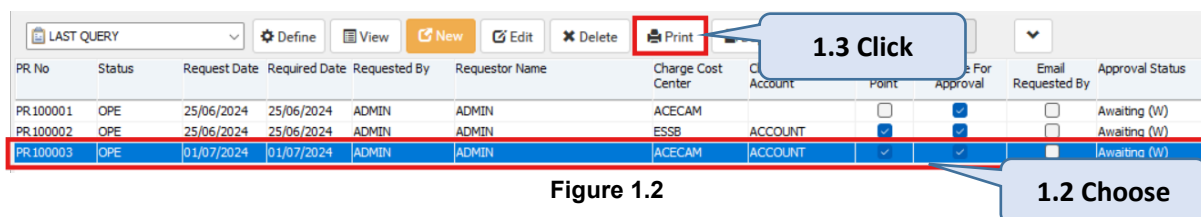


Figure 1.2

- 1.4 Tick on the “Print 1 selected Purchase Request(s) form.”

- 1.5 Click the **Print** button to print the PR.

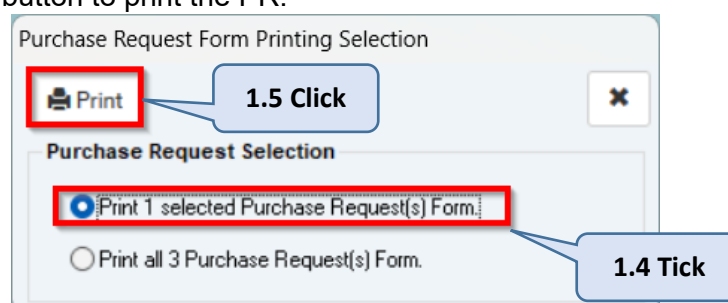
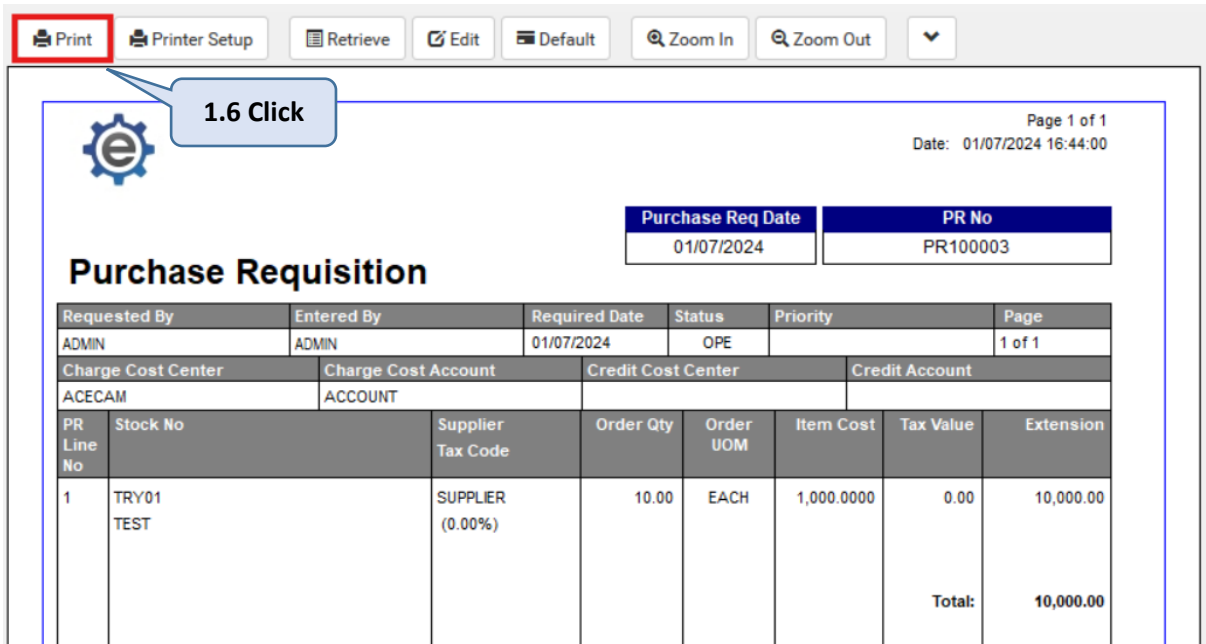


Figure 1.3

- 1.6 The PR now is ready to be print with all the information has been displayed. Click on **Print** button to continue.



The screenshot shows a software interface for a Purchase Requisition. At the top, there is a toolbar with buttons: Print (highlighted with a red box), Printer Setup, Retrieve, Edit, Default, Zoom In, Zoom Out, and a dropdown arrow. A blue callout bubble labeled "1.6 Click" points to the Print button. Below the toolbar, the form displays the following information:

Page 1 of 1  
Date: 01/07/2024 16:44:00

Purchase Req Date		PR No	
01/07/2024		PR100003	

### Purchase Requisition

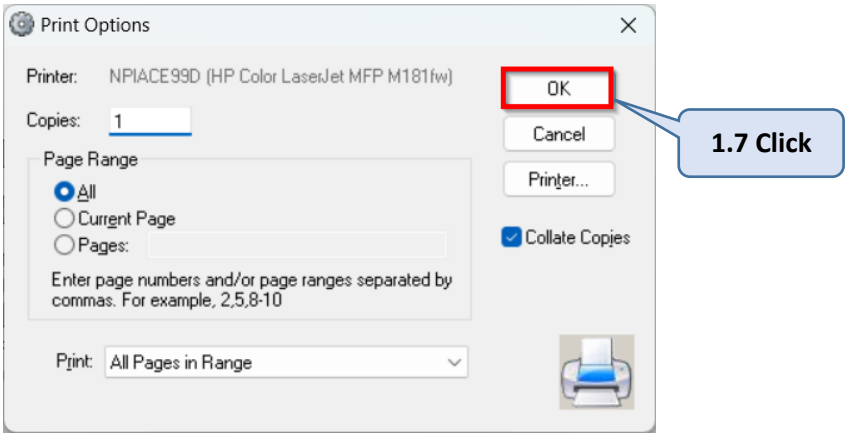
Requested By	Entered By	Required Date	Status	Priority	Page
ADMIN	ADMIN	01/07/2024	OPF		1 of 1

Charge Cost Center	Charge Cost Account	Credit Cost Center	Credit Account
ACECAM	ACCOUNT		

PR Line No	Stock No	Supplier Tax Code	Order Qty	Order UOM	Item Cost	Tax Value	Extension
1	TRY01 TEST	SUPPLIER (0.00%)	10.00	EACH	1,000.0000	0.00	10,000.00
Total:							10,000.00

Figure 1.4

- 1.7 Click on **OK** button to continue and it will print on the local printer.



The screenshot shows a "Print Options" dialog box. The "Printer" field is set to "NPIACE99D (HP Color LaserJet MFP M181fw)". The "Copies" field is set to "1". The "Page Range" section has three radio buttons: "All" (selected), "Current Page", and "Pages:". Below this, there is a text field for entering page numbers and ranges, with the instruction "Enter page numbers and/or page ranges separated by commas. For example, 2,5,8-10". The "Print" dropdown is set to "All Pages in Range". The "Collate Copies" checkbox is checked. The "OK" button is highlighted with a red box, and a blue callout bubble labeled "1.7 Click" points to it. Other buttons include "Cancel", "Printer...", and a printer icon.

Figure 1.5