



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Approval Level Box)***

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# DOCUMENT CONTROL

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1.0	29/07/2024	Najmi	First Version of User Manual – Approval Level Box

## Scenario

Procurement teams want to approve the PR that has been raised from the storekeeper. We will guide on how to configure approval level box in CMMS Web Core.

## 1. Approval Level Box

### What it's for

To approve the PR that has been raised from the storekeeper and set the level of approval based on the organization compliance.

### Set the Approval Level Box

- 1.1 On the left of the system, click on **People > Employee**.



Figure 1.1

- 1.2 Search the user to be edit and click on **Edit** button to edit the user information.

Employee ID	Login ID	User Group	Privilege Template	Name	Manager	Status	Supervisor ID	Supervisor Name
DEMO	DEMO	SYSAD	ADMIN	ESSB		ACT		
ADMIN	ADMIN	SYSAD	STOREKEEPER	ADMIN		ACT		
TEST	TEST2	SYSAD	STOREKEEPER	TEST		ACT		
ADMIN1	ADMIN1	SYSAD		AZAM BIN AZIM	Team Leader	ACT		

Figure 1.2

- 1.3 On the Detail subtab, tick on **PR Approver / Global Limit** to allowed the user to approve for any PR raised. Set the limit for the user based on organization structured.

Employee ID: ADMIN  
Status: ACT  
User Group: SYSAD  
Contact No:  
Emergency Name:  
Emergency Phone:  
Remarks:

Name: ADMIN  
Title: Create New User Login  
Login ID: ADMIN  
Privilege Template: STOREKEEPER  
Dashboard Access: GAUGE NUMBER  
Sex: Female  
Date of Birth: 00/00/0000  
Date of Hire: 00/00/0000  
Pay Rate: .00  
Pay Period: BDCM STAFF  
Marital Status: Single

**Detail** UDF1 UDF2 Maintenance PR Approval MR Approval Stock Location Reference Employee Work Group

MR Approver / Limit:  999,999,999.99 Email ID:   
 WO Budget Approver / Limit:  999,999,999.99 Primary Craft: SO   
**PR Approver / Global Limit:**  999,999,999.99 Work Area:   
 WR Approver:  Schedul   
 Planner:  PO   
 Request Parts & Services:  Super   
 PM Generator:  Techn   
 Enter Time Card:  Asset Tagging Postu   
 Void Time Card:  Add/Delete Check List:  Supervisor Name:   
 Core Access:  Mobile Access:  Webwork Access:

Figure 1.3

- 1.4 Click on the **PR Approval** subtab.
  - 1.5 Click on **Add** button to register the PR approval line.
  - 1.6 Fill in the information:
- | Field          | Value            | Have Master File? |
|----------------|------------------|-------------------|
| Cost Center    | : ESSB           | YES               |
| Approval Limit | : 999,999,999.99 | NO                |
- (Note: Master file are control by System Admin).*
- 1.7 Click on the **Save** button to save the information.

Employee ID: ADMIN  
Status: ACT  
User Group: SYSAD  
Contact No:  
Emergency Name:  
Emergency Phone:  
Remarks:

Name: ADMIN  
Title: Create New User Login  
Login ID: ADMIN  
Privilege Template: STOREKEEPER  
Dashboard Access: GAUGE NUMBER  
Sex: Female  
Date of Birth: 00/00/0000  
Date of Hire: 00/00/0000  
Pay Rate: .00  
Pay Period: BDCM STAFF  
Marital Status: Single

**Detail** UDF1 UDF2 Maintenance PR Approval MR Approval Stock Location Reference Employee Work Group

Cost Center: ESSB Approval Limit: 999,999,999.99

**Save** **Cancel**

**1.7 Click**

**1.4 Click**

**1.6 Insert**

**1.4 Click**

**Add**

Figure 1.4

- 1.8 On the left of the system, click on **Procurement > PR Approval**.



Figure 1.5

- 1.9 Click on the dropdown button to see the approval level box.



Figure 1.6

- 1.9.1 For the “1. Awaiting My Approval (My Level)”, the level will be define from the limit that has been set previously.

Example scenario: Admin limit is only 1,000,000 which mean this user can only see and approve PR that below 1,000,000 and still need another approval from Mr. Azam to complete the PR Approval

PR Approval List by Cost Center					
Cost Center	Description	Approver	Level		
ACECAM	- ACECAM				
ADMIN	ADMIN		1		
ADMIN1	AZAM BIN AZIM		2		

Figure 1.7

- 1.9.2 For the “2. Awaiting My Approval (My Limit)”, the limit will be define from the limit that has been set previously.

Example scenario: Admin limit is only 1,000,000 which mean this user can only see and approve PR that below 1,000,000 and still need another approval from Mr. Azam to complete the PR Approval

PR Approval List by Cost Center					
Cost Center	Description	Approver	Level		
ACECAM	- ACECAM				
ADMIN	ADMIN	1			
ADMIN1	AZAM BIN AZIM	2			

Figure 1.8

- 1.9.3 For the “3. Awaiting My Approval (Any Limit)”, the user can view any PR that are still waiting for approval or need to be approve.