EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Approval Level Box)

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DOCUMENT CONTROL

Document No : CMMS/PRA/APPROVAL/PRA01

Document Name : Approval Level Box

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Creation Date : 29/07/2024

Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
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

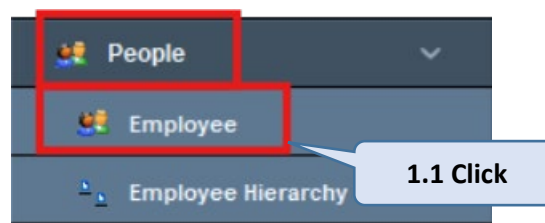1.1   On the left of the system, click on **People > Employee**.

Figure 1.1

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

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.

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.

Figure 1.4

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

Figure 1.5

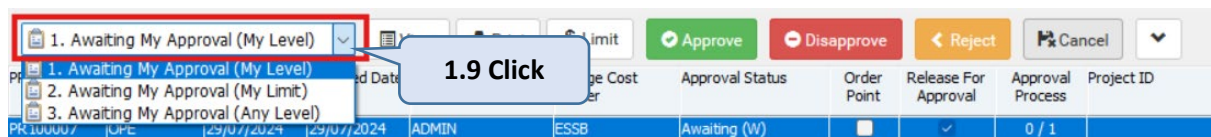1.9   Click on the dropdown button to see the approval level box.

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

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

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.