



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**.

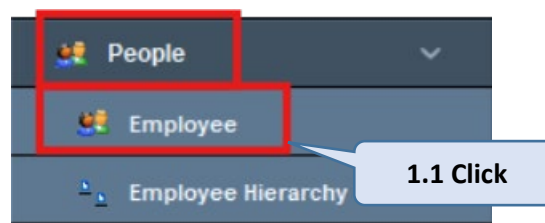


Figure 1.1

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

| LAST QUERY | | Define | View | New | Edit | Apply Template | Save | Cancel |
|-------------|----------|------------|--------------------|---------------|-------------|----------------|-----------------|--------|
| Employee ID | Login ID | User Group | Privilege Template | Name | Status | Supervisor ID | Supervisor Name | |
| DEMO | DEMO | SYSAD | ADMIN | ESSB | Manager | ACT | | |
| ADMIN | ADMIN | SYSAD | STOREKEEPER | ADMIN | ACT | | | |
| TEST1 | TEST12 | SYSAD | STOREKEEPER | TEST1 | 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 Name: ADMIN
 Status: ACT Title:
 User Group: SYSAD SYSTEM ADMIN Login ID: ADMIN
 Contact No: Privilege Template: STOREKEEPER
 Emergency Name: Dashboard Access: GAUGE NUMBER
 Emergency Phone: Sex: Female
 Remarks: 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: Schedule Work Group:
 Planner: PO User:
 Request Parts & Services: Super Device ID:
 PM Generator: Techni Supervisor ID:
 Enter Time Card: Asset Tagging Posting: Supervisor Name:
 Void Time Card: Add/Delete Check List: Webwork Access:
 Core Access: Mobile Access:

1.3 Tick & Insert

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.

LAST QUERY Define View New Edit Delete Dashboard Access Apply Template Save Cancel

Employee ID: ADMIN Name: ADMIN
 Status: ACT Title:
 User Group: SYSAD SYSTEM ADMIN Login ID: ADMIN
 Contact No: Privilege Template: STOREKEEPER
 Emergency Name: Dashboard Access: GAUGE NUMBER
 Emergency Phone: Sex: Female
 Remarks: 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

1.7 Click

1.4 Click

1.4 Click

1.6 Insert

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.

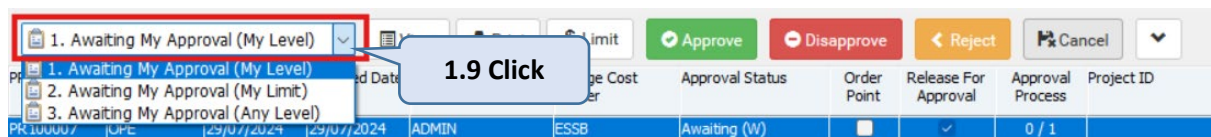


Figure 1.6

- 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

| Cost Center | Description | Approver | Level |
|-------------|---------------|------------------------|-------|
| ACECAM | - ACECAM | | |
| ADMIN | ADMIN | Limit = 1,000,000.00 | 1 |
| ADMIN1 | AZAM BIN AZIM | Limit = 999,999,999.99 | 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

| Cost Center | Description | Approver | Level |
|-------------|---------------|------------------------|-------|
| ACECAM | - ACECAM | | |
| ADMIN | ADMIN | Limit = 1,000,000.00 | 1 |
| ADMIN1 | AZAM BIN AZIM | Limit = 999,999,999.99 | 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.