



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(View PR)***

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# DOCUMENT CONTROL

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1.0	29/07/2024	Najmi	First Version of User Manual – View PR

## Scenario

The procurement team want to see the PR that were being created or raised by the storekeeper before approving it. In this syllabus, we will guide on how to view PR in CMMS Web Core.

### 1. View PR

#### What it's for

To check on the PR that were being raised before any approval were made.

#### View the PR

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



Figure 1.1

- 1.2 Click on the dropdown button and click on “1. Awaiting My Approval (My Level)” to see the PR for my level.

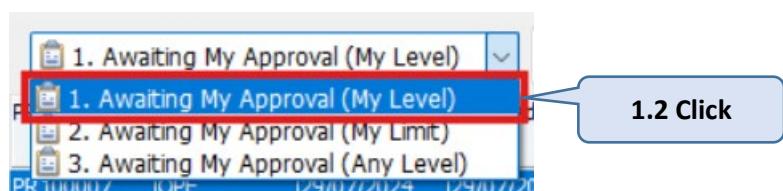


Figure 1.2

- 1.3 Click on the PR that want to be view.

- 1.4 Click on **View** button to view the PR information.

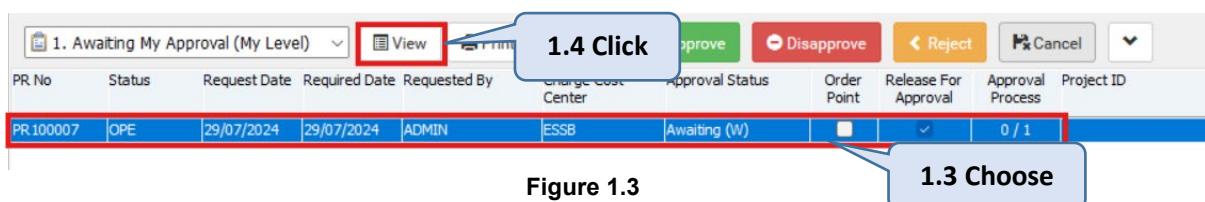


Figure 1.3

1.5 In the view, you can only view the PR and may not be able to edit anything. Click on Cancel button to back to the PR Approval page.

1.5 Click

\*\*\* View Only \*\*\*

Figure 1.5