



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(View PR)

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DOCUMENT CONTROL

Document No : CMMS/PRA/APPROVAL/PRA02
Document Name : View PR
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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 – 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**.

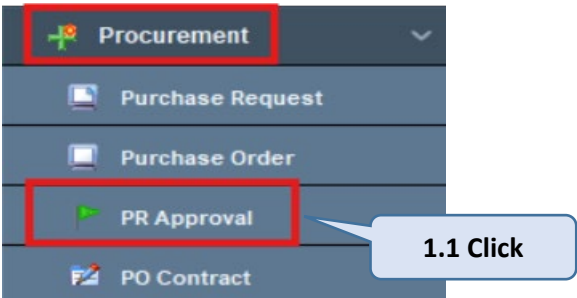


Figure 1.1

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

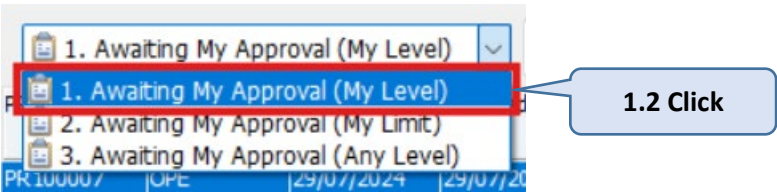


Figure 1.2

- 1.3 Click on the PR that want to be view.
- 1.4 Click on **View** button to view the PR information.

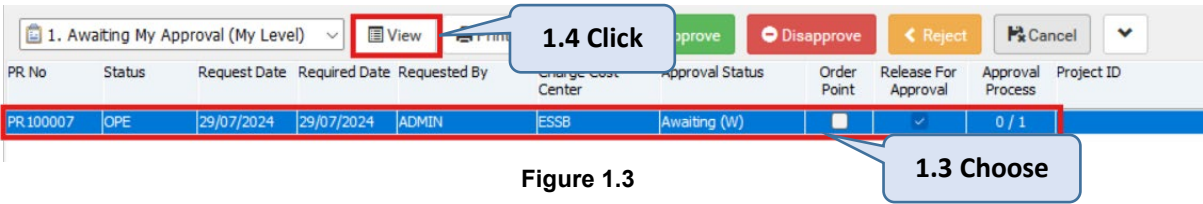


Figure 1.3

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. Awaiting My Approval (My Level)

ViewPrint\$ LimitApproveDisapproveRejectCancel

PR No: PR.100007

Status: JPE

Request Date: 29/07/2024

Required Date: 29/07/2024

Requested By: ADMIN

Entered By: ADMIN

Charge Cost Center: ESSB

Charge Cost Account: ACCOUNT

Credit Cost Center:

Credit Account:

Order Point:

Release For Approval: ☒ Email Requested By: ☐

Approval Status: Awaiting (W) [0 / 1]

Next Approver: ADMIN

Buyer:

Project ID:

Priority:

Notes:

Sub Total: 100,000.0000

Tax: 0.0000

Total Cost: 100,000.0000

1.5 Click

*** View Only ***

UDF1UDF2UDF3PR LinePR Approval ListReference

PR Line No	Item Category	Stock No	Supplier	Supplier Name	Rec Supplier	Last Item Cost	Description	Order UOM	Order Qty	Retail Price	Item Cost	C
1	Stock	ANY01	SUPPLIER	Supplier Name		.0000	ANY INVENTORY 1	EACH	100.0000	1,000.0000	1,000.0000	

Add

Delete

RFQ

Quotation

Summary

Figure 1.5