



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***

***(Print PR)***

**TABLE OF CONTENT**

**Scenario**..... 4

**1. Print PR**..... 4

# DOCUMENT CONTROL

**Document No** : CMMS/PRA/APPROVAL/PRA03  
**Document Name** : Print PR  
**Prepared By** : Muhamad Najmi bin Badrila  
**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 – Print PR

# Scenario

The storekeeper wants to print the PR that has been raised. In this syllabus, we will guide on how to print the PR in CMMS Web Core.

## 1. Print PR

### What it's for

To print a PR that has been raised and sent to the team leader for approval before the procurement team review and purchase a new item.

### Print the PR

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

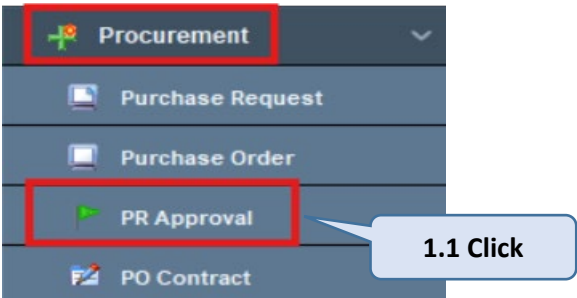


Figure 1.1

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

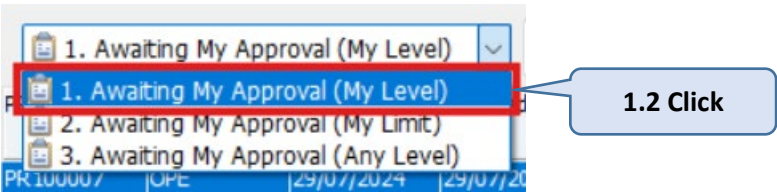


Figure 1.2

1.3 Click on the PR that want to be print.

1.4 Click on **Print** button to print the PR information.

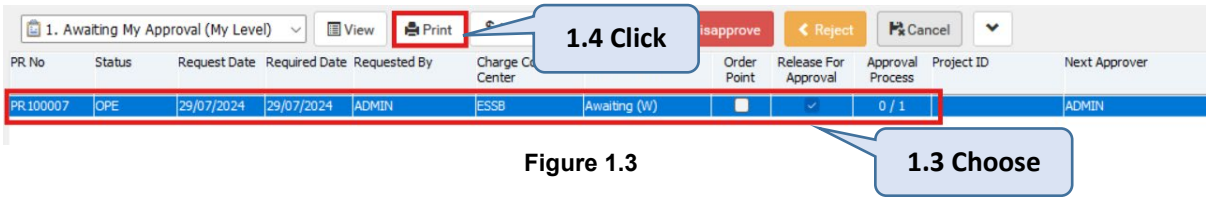


Figure 1.3

- 1.5 The PR now is ready to be print with all the information has been displayed. Click on **Print** button to continue.

Print

Printer Setup

Retrieve

Edit

Default

Zoom In

Zoom Out

1.6 Click

Page 1 of 1

Date: 29/07/2024 13:17:18

Purchase Req Date

29/07/2024

PR No

PR100007

### Purchase Requisition

Requested By	Entered By	Required Date	Status	Priority	Page		
ADMIN	ADMIN	29/07/2024	OPF		1 of 1		
Charge Cost Center	Charge Cost Account	Credit Cost Center	Credit Account				
ESSB	ACCOUNT						
PR Line No	Stock No	Supplier Tax Code	Order Qty	Order UOM	Item Cost	Tax Value	Extension
1	ANY01 ANY INVENTORY 1	SUPPLIER	100.00	EACH	1,000.0000	0.00	100,000.00
						Total:	100,000.00

Figure 1.4

- 1.6 Click on **OK** button to continue and it will print on the local printer.

Print Options

Printer: NPIACE99D (HP Color LaserJet MFP M181fw)

OK

Cancel

Printer...

☒ Collate Copies

Copies: 1

Page Range

☒ All

☐ Current Page

☐ Pages:

Enter page numbers and/or page ranges separated by commas. For example, 2,5,8-10

Print: All Pages in Range

1.7 Click

Figure 1.5