



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Print PR)***

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# DOCUMENT CONTROL

**Document No** : CMMS/PRA/APPROVAL/PRA03  
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**Prepared By** : Muhamad Najmi bin Badrila  
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## 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.

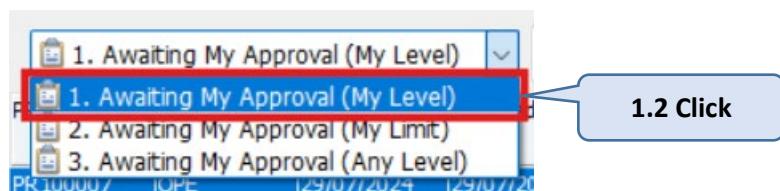


Figure 1.2

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

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

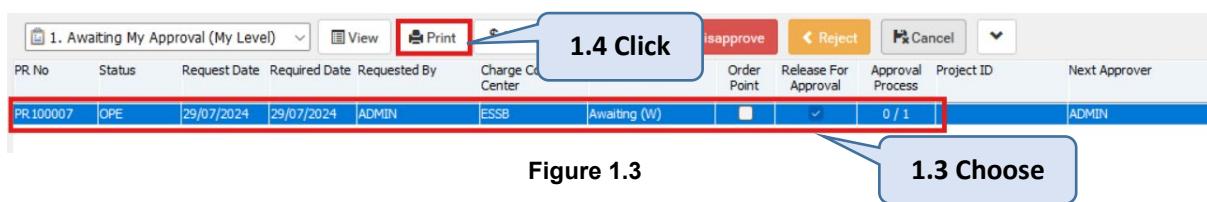
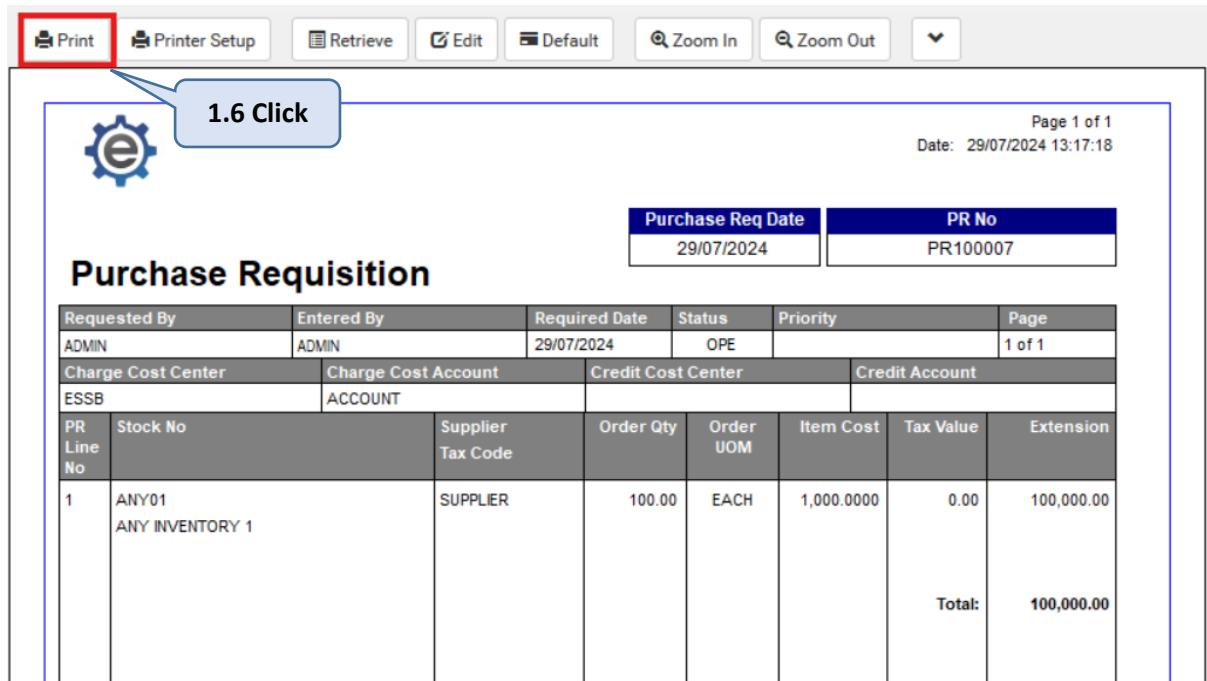


Figure 1.3

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



1.6 Click

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

Purchase Req Date		PR No					
29/07/2024		PR100007					
Requested By	Entered By	Required Date	Status				
ADMIN	ADMIN	29/07/2024	OPE				
Charge Cost Center	Charge Cost Account	Credit Cost Center					
ESSB	ACCOUNT	Credit 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.

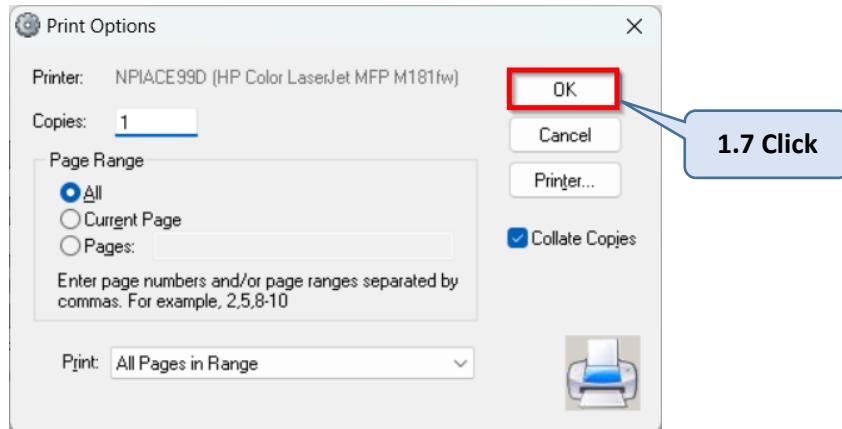


Figure 1.5