**EVANTAGE SOLUTIONS SDN BHD**

# Computerized Maintenance Management System

# (CMMS)

# *USER MANUAL*

# *(Approve Request)*

# TABLE OF CONTENT

# DOCUMENT CONTROL

**Document No** : CMMS/PRA/APPROVAL/PRA05

**Document Name** : Approve Request

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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 – Approve Request |

# Scenario

After reviewing the PR, the procurement wants to approve the PR to purchase the item. In this syllabus, we will guide on how to approve PR request in CMMS Web Core.

# 1. Approve Request

## What it's for

To approve on the PR that were being raised after reviewing the PR information.

## Approving the PR

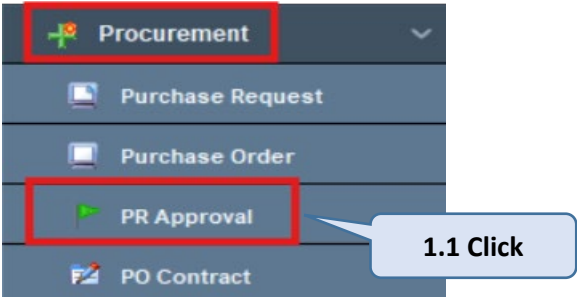1.1    On the left of the system, click on **Procurement > PR Approval**.



**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.
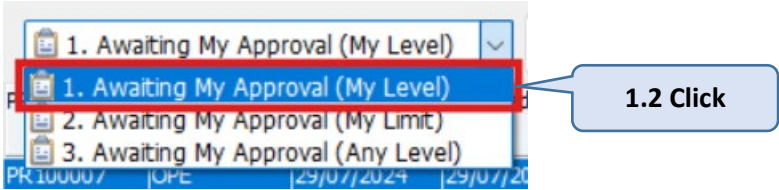


**Figure 1.2**

1.3    Click on the PR that want to be approve.
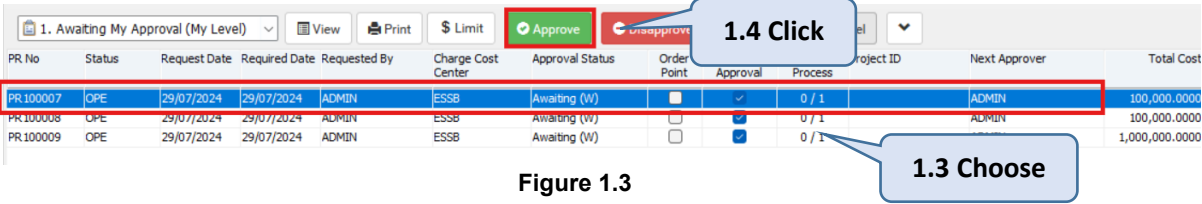
1.4    Click on **Approve** button to approve the PR.



**Figure 1.3**

1.5    A prompt message will popup indicate if you want to approve the PR. Click **Yes** to continue approving the PR.



**Figure 1.5**

1.6    Fill in the information:

| Field | Value | Have Master File? |
|---|---|---|
| Remark | : <Any remark> | NO |

*(Note: Master file are control by System Admin).*

1.7    Click on **Save** button to continue with approving the PR.



**Figure 1.6**

1.8    A prompt message will popup indicate if you want to auto generate the PO from the PR that being approve. Click **Yes** to continue generate the PO. Click **No** to not generate the PO based on the PR approved.
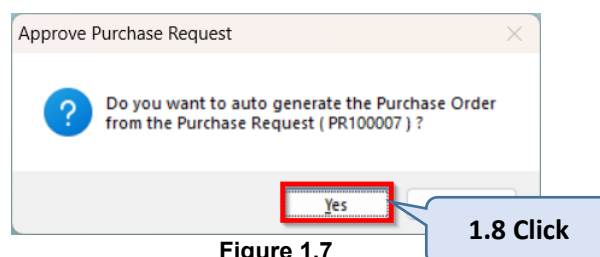


**Figure 1.7**

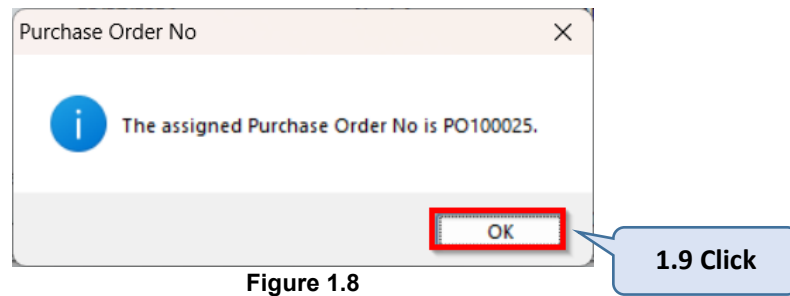1.9    The PO No has successfully generated. Click **Yes** to continue.



**Figure 1.8**

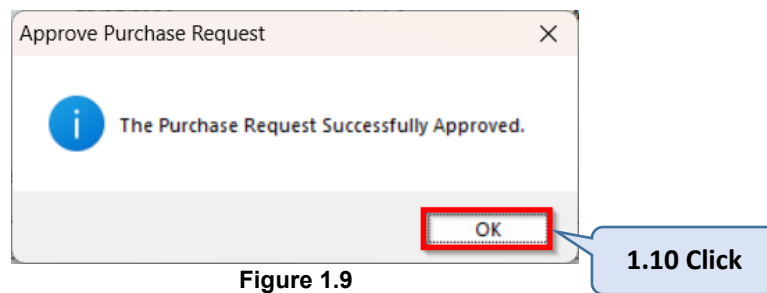1.10    The PR has successfully approved. Click **Yes** to continue.



**Figure 1.9**