



PROTEUS MMX – STATUS FIELD IN
REQUISITION/ PURCHASE ORDER

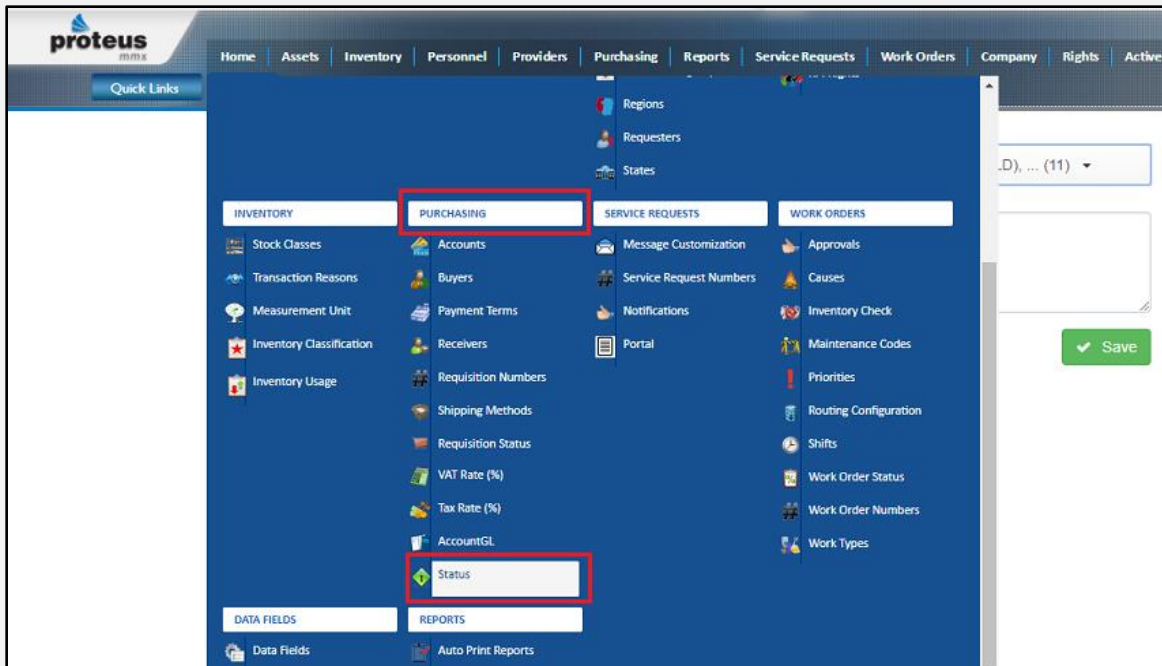
EAGLE TECHNOLOGY, INC.



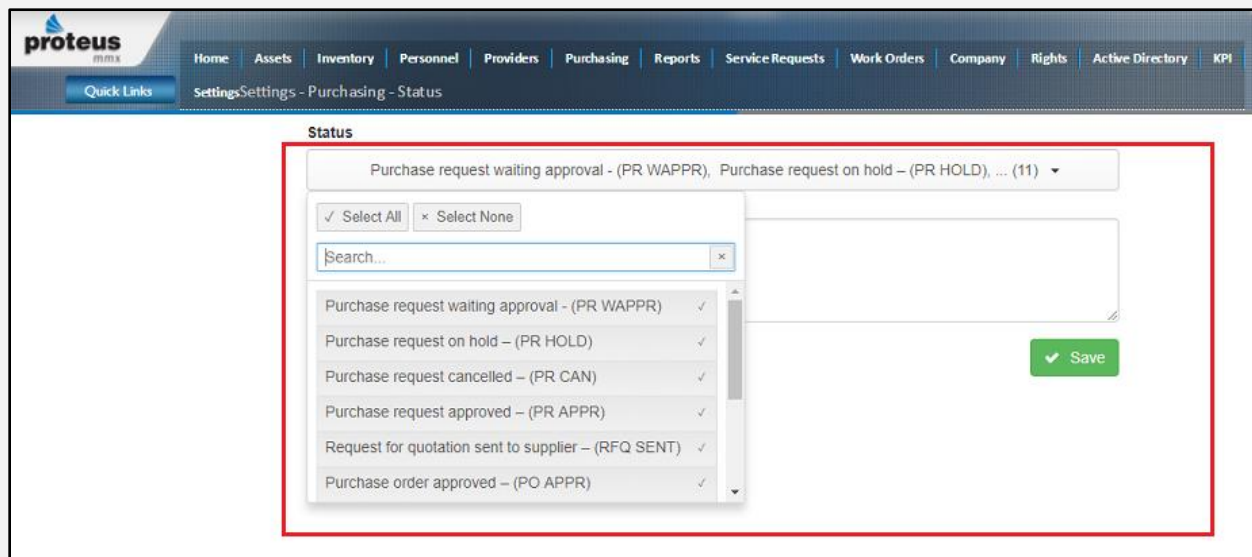
STATUS FIELD IN REQUISITION/ PURCHASE ORDER

OVERVIEW

1. Go to **Settings >> Purchasing >> Status**



2. Select values from the drop-down.



3. After selecting the values, enter email addresses into the **Notification Recipient** field
NOTE: The user can enter multiple email addresses by separating them with semicolons.

The screenshot shows the Proteus MMS web application interface. The top navigation bar includes links for Home, Assets, Inventory, Personnel, Providers, Purchasing, Reports, Service Requests, Work Orders, Company, Rights, Active Directory, and KPI. The current page is 'Settings - Purchasing - Status'. The 'Status' dropdown menu is set to 'Purchase request waiting approval - (PR WAPPR), Purchase request on hold - (PR HOLD), ... (11)'. The 'Notification Recipients' text area contains the email address 'parveenf@inzerotech.com'. A tooltip below the text area indicates that email addresses should be separated by semicolons. A green 'Save' button is visible to the right of the text area.

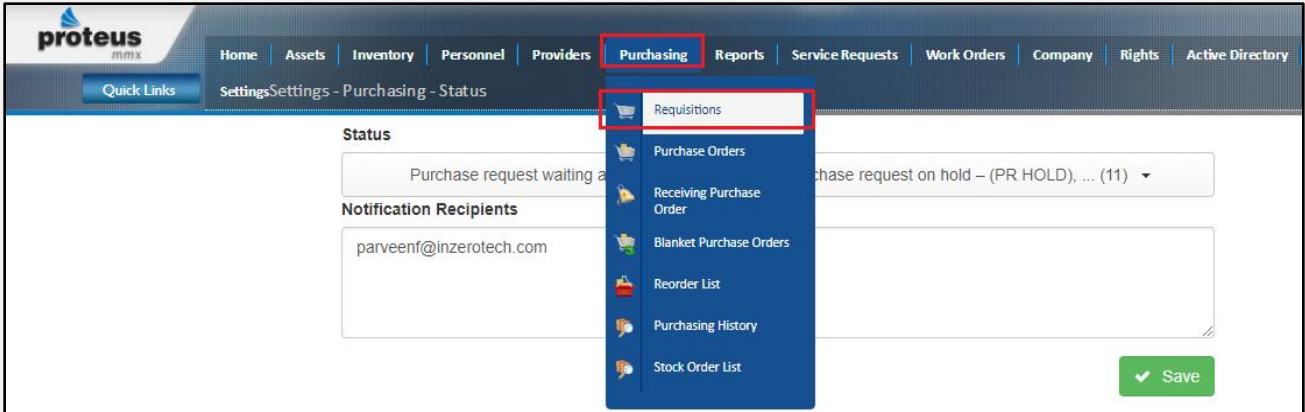
4. After entering the email addresses, click the **Save** button.
5. Go to **Settings >> General >> Global Options**. Select the **Yes** radio button to enable the 'Purchasing status notification.'

The screenshot shows the 'Global Options' settings page. It includes the following options:

- Service request facilities filter**: Yes No
- Escalation Purchasing
- Purchasing status notification**: Yes No

The 'Purchasing status notification' section is highlighted with a red box.

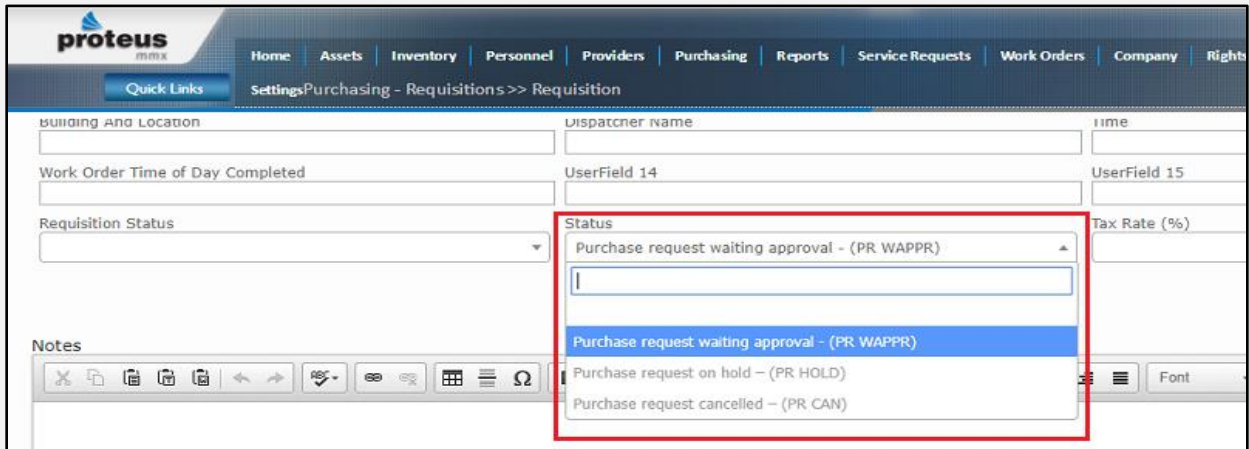
6. Go to **Purchasing >> Requisitions**



7. Click the **New** icon to create a requisition.

WHEN CREATING A NEW REQUISITION, THERE ARE THREE (3) VALUES IN THE STATUS FIELD:

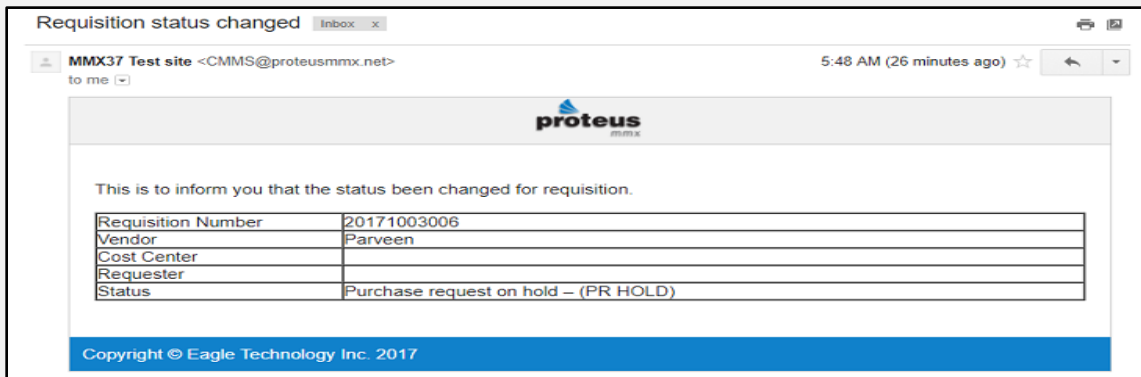
1. When the requisition is created, the value will be ***“Purchase request waiting approval – (PR WAPPR)”***



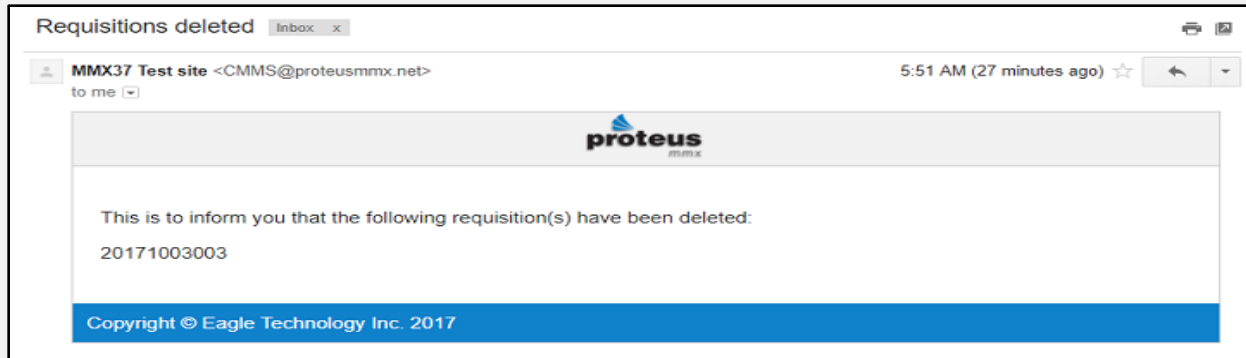
NOTE: As the user clicks **Save**, an email will be triggered to the notification recipients.



2. If the user changes the status to **“Purchase request on hold – (PR HOLD)”**, an email will be triggered to the notification recipients.



3. If the user deletes the requisition, an email will be triggered to the notification recipients.



The status will be changed to **“Purchase Request Cancelled – (PR CAN)”**

NOTE: When the **No** radio button is selected for the **‘Purchasing Status Notification’** in **Global Options**, then the process will work as demonstrated above, with the exception being that the email functionality will not be available.

