

## 8. Resource Requisition

Resource >> Resource Req.

All		ref no or remark	Material	Machinery	Man Power	Other
P1 Project 1	asap <b>APPROVED</b>	asap Requested: Wednesday at 2:51 pm	MATERIAL (fg) Requested Qty: 1			Approved Qty: 1 Approved date: Wednesday at 2:52 pm
HAZEL Grand Marine Roxy Hotel	M005 <b>APPROVED</b>	Requested: June 27 at 2:31 pm	MATERIAL 33 Tiger Glox 1galish Requested Qty: 10			Approved Qty: 5 Approved date: June 27 at 3:32 pm
HAZEL Grand Marine Roxy Hotel	M001 <b>APPROVED</b>	Requested: June 27 at 1:52 pm	MATERIAL 5 Concrete Sand Requested Qty: 50			Approved Qty: 40 Approved date: June 27 at 1:52 pm
HAZEL Grand Marine Roxy Hotel	test <b>SUBMITTED</b>	Requested: June 29 at 11:37 am	MATERIAL (fg) Requested Qty: 1			✓ ✕
HAZEL Grand Marine Roxy Hotel	IM0011 <b>REJECTED</b>	Requested: June 18 at 9:05 am	MATERIAL 15 Safety Goggle Requested Qty: 10			Rejected date: June 18 at 9:05 am

- When a project request a resource, it would be displayed in this module with the tag **SUBMITTED**
- If a request has not been approved or rejected, there would be two button one the left that looks like this: ✓ ✕
- Click ✓ to accept or ✕ to reject the request

If you accept the request requisition a display would appear

### Request Approval ✕

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Ref No

Project

Resource

Requested Qty

Approve Qty

Price

Remark

- State the approved quantity and price. You may add in remarks.
- When you are done, click **Approve** to approve resource or **Cancel** to cancel resource requisition approval
- The tag would change to **APPROVED**

If you reject, a window would display similar to the image below

### Reject Request ✕

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Ref No	<input type="text" value="test"/>
Project	<input type="text" value="Grand Marine Roxy Hotel (HAZEL)"/>
Resource	<input type="text" value="fg (gf)"/>
Requested Qty	<input type="text" value="1"/>
Remark	<input type="text"/>

- You may choose to make a remark
- When you are done, click **Reject** to confirm rejection of resource requisition or **Cancel** to cancel
- The tag would change to **REJECTED**