EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Print Asset QR Code)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/ASSET/REGISTER/AS01
Document Name	:	Print Asset QR Code
Prepared By	:	Muhamad Najmi bin Badrila
Creation Date	:	28/05/2024
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	28/05/2024	Najmi	First Version of User Manual – Print Asset QR Code

Scenario

Create QR code asset labels by encoding asset information, designing label templates, printing them on durable material, affixing them to corresponding assets, testing for accuracy, integrating with asset management systems, providing staff training, and ensuring regular maintenance. In this syllabus, we will guide on how to register new asset.

1. Print Asset QR Code.

What it's for

The process described is for implementing QR code asset labels to facilitate efficient asset tracking and management within an organization.

Print QR Code

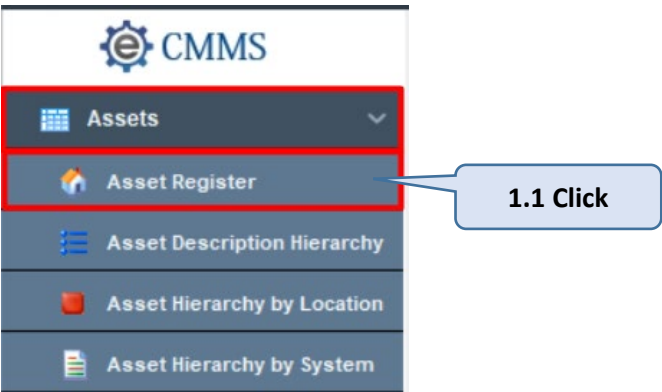1.1   On the left panel of the system, click on **Assets > Asset Register**

Figure 1.1

1.2   Asset table view will pop up and data will retrieve. Click on **Define** button.
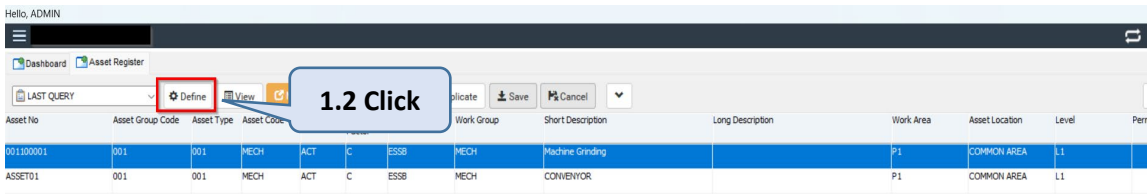

Figure 1.2

1.3 Fill in define query criteria:
(Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Asset No	like	ASSET01

1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

1.5 Select the record and click on the **Dropdown** button. A list will be shown and click on the **Print Tagging - QR Code**.

Figure 1.4

1.6   Choose on the 'Print 1 selected Asset QR Code' to print only for the selected asset. Click on **Print** button, and QR Code page will be open.
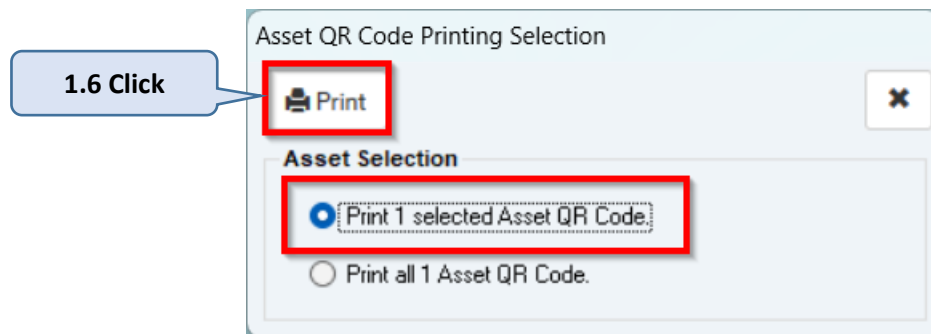

Figure 1.5

1.7   Click on **Print** button, and the printer option page will pop out.

Figure 1.6
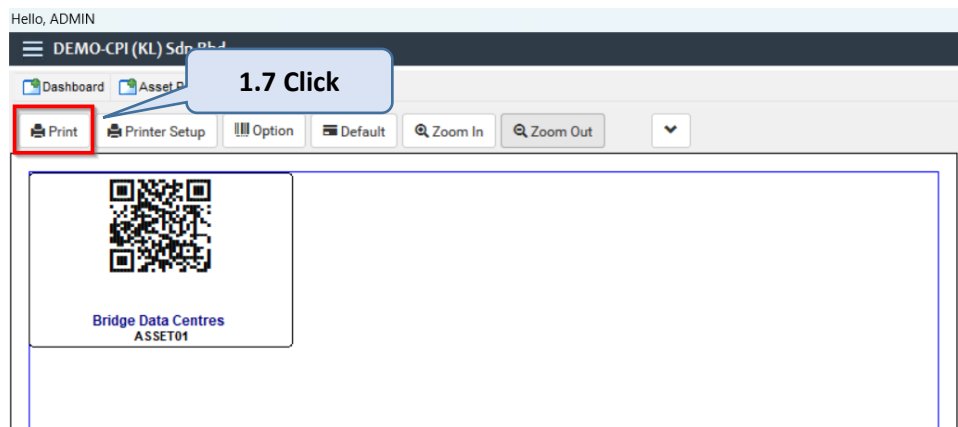
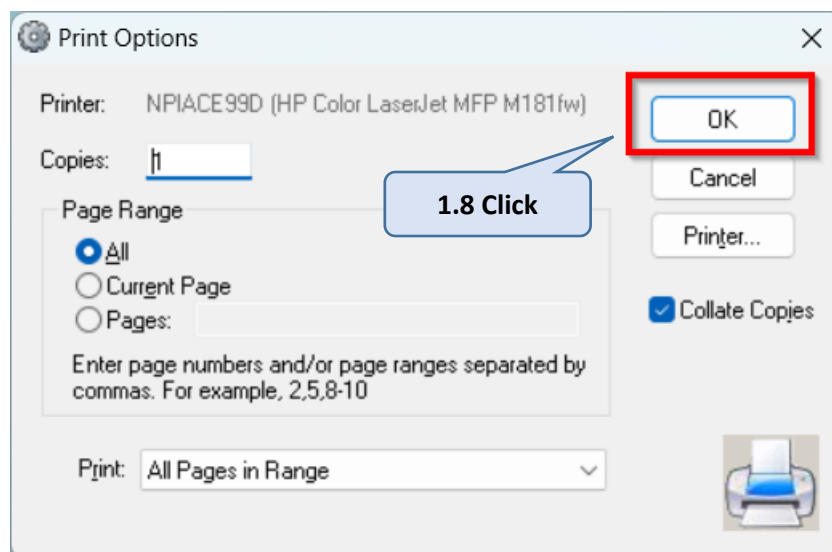1.8   Click on **OK** button and it will print to your local printer devices.

Figure 1.7