



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Asset QR Code)

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DOCUMENT CONTROL

Document No : CMMS/ASSET/REGISTER/AS01
Document Name : Print Asset QR Code
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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**

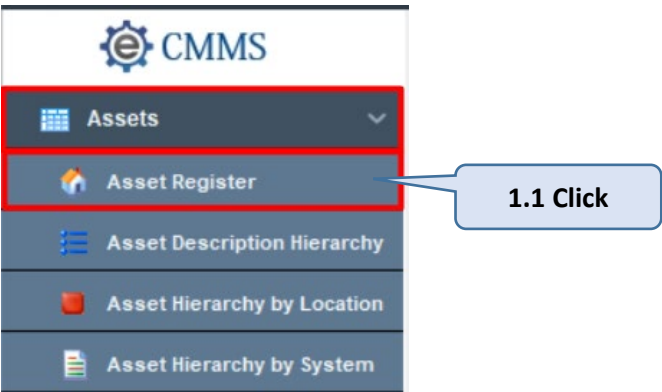


Figure 1.1

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

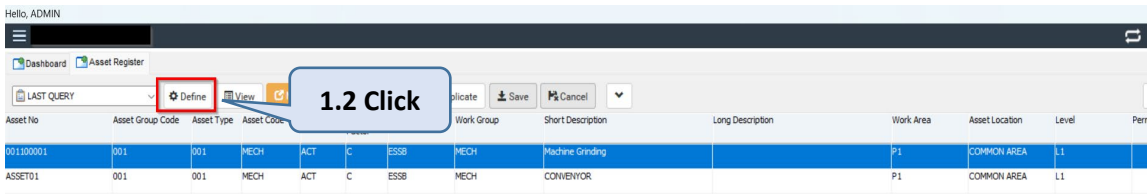


Figure 1.2

- 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.

Define Query

Query List **Retrieve**

1.4 Click

Filter By

	(Field Name	Operator	Prompt	Value)	Logical
		Asset No:	like	<input type="checkbox"/>	ASSET01		And

1.3 Type

Add Delete

Sort By

Field Name Ascending?

Add Delete

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**.

Hello, ADMIN

DEMO-CPI (KL) Sdn Bhd

Dashboard Asset Register

LAST QUERY Define View New Edit Delete Duplicate Save Cancel Filter

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description	Permanent
ASSET01	001	001	MECH	ACT	C	ESSB	MECH	CONVEYOR	

1.5 Click

Filter

- Print Tagging - QR Code
- Print Tagging - Barcode
- Export to Excel
- Reset Column

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.

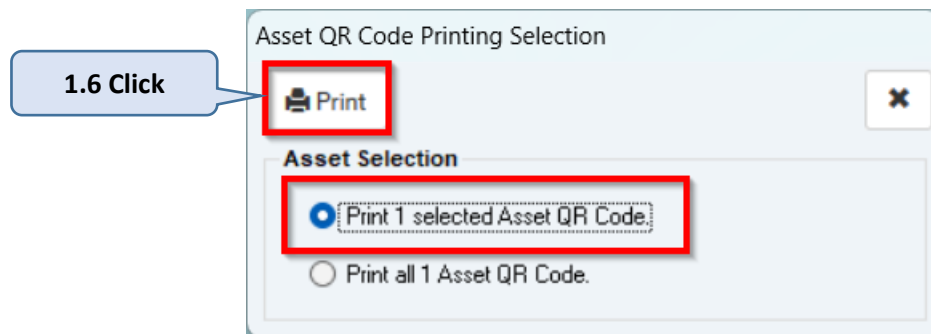


Figure 1.5

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

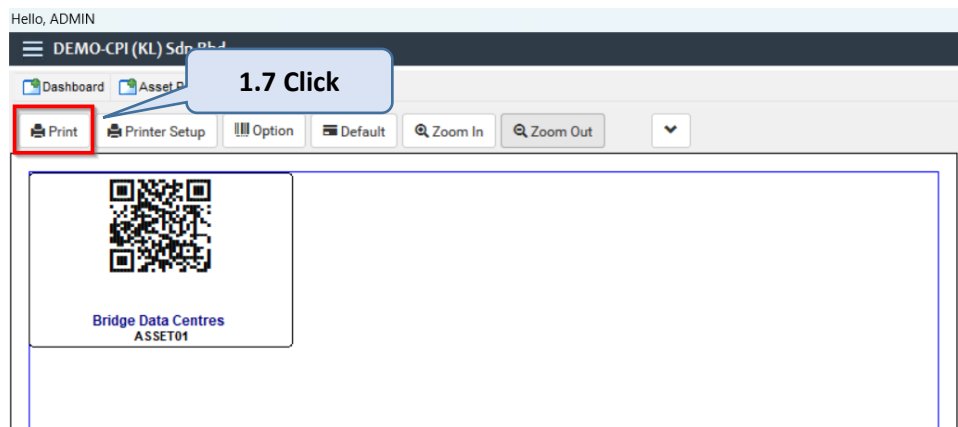


Figure 1.6

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

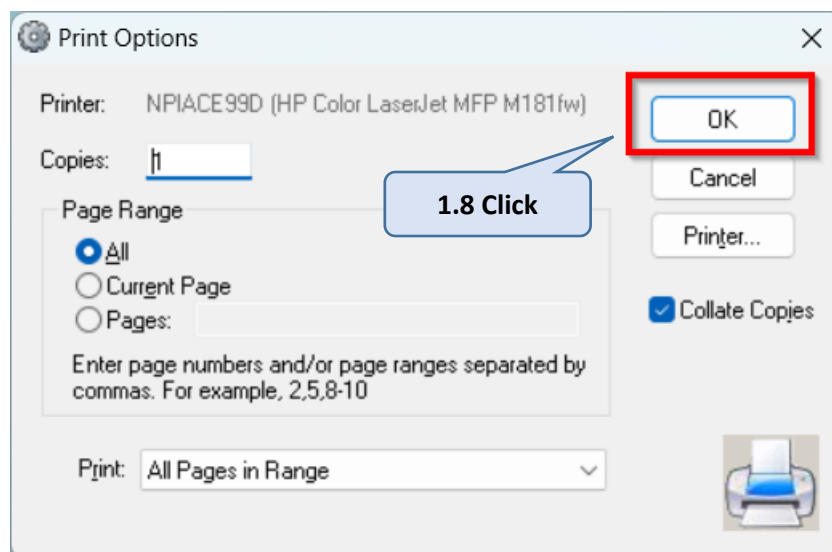


Figure 1.7