



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Asset Registration)***

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# DOCUMENT CONTROL

**Document No** : CMMS/ASSET/REGISTER/AS02  
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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 – Asset Registration

## Scenario

Management bought 1 new asset that need to be maintain. Users need to register new asset into CMMS System. In this syllabus, we will guide on how to register new asset.

## 1. Asset Registration.

### What it's for

Asset Master is used to storing asset information as well as maintenance records scheduled. Asset is mandatory to proceed with the Maintenance Workflow, if not the asset will not be listed in the selection of Asset in the Maintenance Workflow

### Register New Asset

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



Figure 1.1

- 1.2 Click **New** button and new asset information viewer will be open.

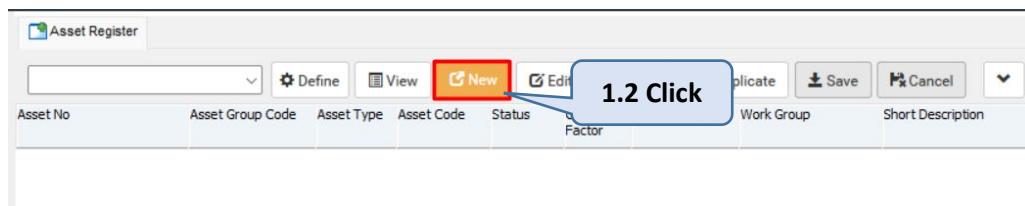


Figure 1.2

1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Asset Type	: PM	YES
Asset Group Code	: ACB	YES
Asset Code	: ELE	YES
Status	: ACT	YES
Short Description	: Air circuit breaker 1600 Amp	NO
Work Area	: Facility	YES
Level	: GF	YES
Asset Location	: SSB 1 LV ROOM	YES
Cost Centre	: 8008140	YES
Work Group	: UTILITY	YES
Critical Factor	: C	YES

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

1.4 Click on **Save** button to confirm the creation of the asset and message box with asset no generated will pop up.

(Note: The Asset No will be based on the combination of Asset Group Code + 6 digits auto running number with separator "\").

1.3 Type

1.4 Click

Figure 1.3

1.5 Click on **OK** button, and message box will be closed.



Figure 1.4

1.6 The registration of new asset is done successfully.

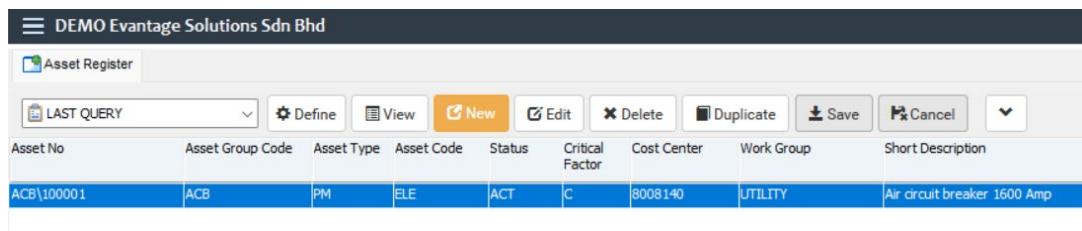


Figure 1.5