



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
Document Name : Asset Registration
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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.

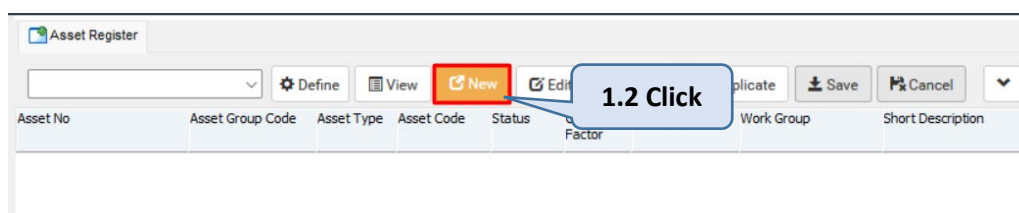


Figure 1.2

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 “\”).

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Asset Register

Define View New Edit Delete Duplicate Save

1.4 Click

Asset No: Work Area: FACILITY Parent Program: Permanent ID: Work Group: UTILITY Barcode Print Count: 0

Asset Type: PM Asset Location: SSB 1 LV ROOM Level: GF Critical Factor: C Cost Center: 8008140

Asset Group Code: ACB

Asset Code: ELE

Status: ACT

Short Description: Air circuit breaker 1600 Amp

Long Description:

Safety Requirement:

Continuous Add

1.3 Type

UDF 1 UDF 2 Asset UDF 3 Financial Spares Usage Reference PM Setup Check List Specification Status Audit WO History Relocation History

UDF Text1: UDF Text2: UDF Text3: UDF Text4: UDF Text5: UDF Text6: UDF Text7: UDF Text8: UDF Text9: UDF Text10:

UDF Note1:

UDF Numeric1: .0000 UDF Date1: 00/00/0000

UDF Numeric2: .0000 UDF Date2: 00/00/0000

UDF Numeric3: .0000 UDF Date3: 00/00/0000

UDF Numeric4: .0000 UDF Date4: 00/00/0000

UDF Numeric5: .0000 UDF Date5: 00/00/0000

Figure 1.3

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

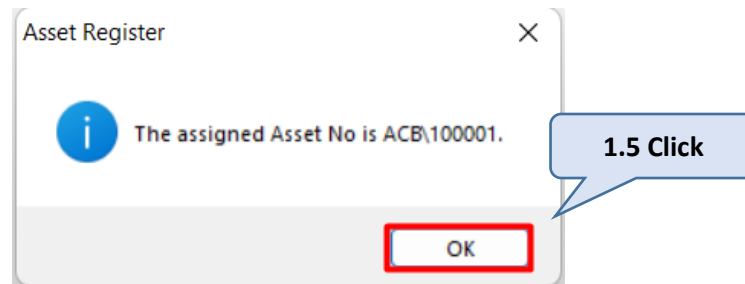


Figure 1.4

1.6 The registration of new asset is done successfully.

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Asset Register								
<div> <div>LAST QUERY</div> <div> <div>Define</div> <div>View</div> <div>New</div> <div>Edit</div> <div>Delete</div> <div>Duplicate</div> <div>Save</div> <div>Cancel</div> </div> </div>								
Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description
ACB\100001	ACB	PM	ELE	ACT	C	8008140	UTILITY	Air circuit breaker 1600 Amp

Figure 1.5