



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Asset Information)

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DOCUMENT CONTROL

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1.0	28/05/2024	Najmi	First Version of User Manual – Edit Asset Information

Scenario

New information of the asset is updated from manufacturer. Users need to update the asset information in CMMS System. In this syllabus, we will guide on how to update/edit asset information.

1. Edit Asset Information.

What it's for

It is important to maintain latest asset information as it is used as reference to technician when doing maintenance.

Update Asset Information

- 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.

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
AC100001	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100001	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder
AC100002	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100002	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder

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.

The screenshot shows the 'Define Query' dialog box. At the top, there are buttons for 'Query List', 'Retrieve', and 'Save'. The 'Retrieve' button is highlighted with a red box and a callout '1.4 Click'. Below this is the 'Filter By' section, which contains a table with columns: Field Name, Operator, Prompt, Value, and Logical. The table has one row: 'Asset No:', 'like', a checkbox, 'ASSET01', and 'And'. This row is highlighted with a red box and a callout '1.3 Type'. Below the 'Filter By' section are 'Add' and 'Delete' buttons. At the bottom is the 'Sort By' section, which has a table with columns: Field Name and Ascending?. It also has 'Add' and 'Delete' buttons.

Figure 1.3

- 1.5 Select the record and click **Edit** button. Asset information viewers will open.

The screenshot shows the application interface. At the top, there is a toolbar with buttons: 'LAST QUERY' (dropdown), 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save', 'Cancel', and a dropdown arrow. The 'Edit' button is highlighted with a red box and a callout '1.5 Click'. Below the toolbar is a table with columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, Cost, and Short Description. The table has one row: 'ASSET01', '001', '001', 'MECH', 'ACT', 'C', 'ESSB', and 'CONVENYOR'.

Figure 1.4

1.6 Click on tab UDF1 (User Defined Query 1), and the tab will open.

1.6 Click

Figure 1.5

1.7 Edit/Update Asset information:

Field	Value	Have Master File?
Serial No	: AZ123	NO
Supplier Name	: DUMMY SDN BHD	NO
Supplier Address 1	: SHAH ALAM	NO
Supplier Address 2	: SELANGOR	NO

(Note: Field names are controlled by System Admin).

1.8 Click on **Save** button and user will redirect to Asset Table view.

1.8 Click

1.7 Type

Figure 1.6