



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Asset Usage)

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DOCUMENT CONTROL

Document No : CMMS/ASSET/REGISTER/AS06
Document Name : Edit Asset Usage
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Creation Date : 28/05/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	28/05/2024	Najmi	First Version of User Manual – Edit Asset Usage

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 Usage 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 Usage 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
AC\100002	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' (which is highlighted with a red box and a callout '1.4 Click'), 'Save', and 'Cancel'. Below this is a 'Filter By' section with a table. The table has columns: Field Name, Operator, Prompt, Value, and Logical. A row in the table is highlighted with a red box and a callout '1.3 Type', showing 'Asset No:' in the Field Name column, 'like' in the Operator column, and 'ASSET01' in the Value column. The Logical column shows 'And'. At the bottom of the dialog box are 'Add' and 'Delete' buttons.

Figure 1.3

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

The screenshot shows a list of assets. At the top, there are buttons for 'LAST QUERY', 'Define', 'View', 'New', 'Edit' (which is highlighted with a red box and a callout '1.5 Click'), 'Delete', 'Duplicate', 'Save', and 'Cancel'. Below this is a table with columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, and Short Description. A row for 'ASSET01' is selected and highlighted with a blue bar. The table shows '001' in Asset Group Code, '001' in Asset Type, 'MECH' in Asset Code, 'ACT' in Status, 'C' in Critical Factor, and 'CONVENOR' in Short Description.

Figure 1.4

1.6 Click on tab **Usage** and the tab will open.

1.7 Click on **Add** button to add usage line.

1.8 Edit/Update Asset information:

Field	Value	Have Master File?
Meter ID	: M123	NO
Usage UOM	: DAY	YES
Description	: DAYS RUNNING	NO
Old LTD Usage	: 10	NO

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

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

1.6 Click

1.7 Click

1.8 Insert

1.9 Click

Figure 1.5