



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
**(Delete Asset)**

## TABLE OF CONTENT

<b>Scenario.....</b>	4
<b>1. Update Asset Information .....</b>	4
<b>2. Delete Asset.....</b>	8

# DOCUMENT CONTROL

**Document No** : CMMS/ASSET/REGISTER/AS08  
**Document Name** : Delete Asset  
**Prepared By** : Muhamad Najmi bin Badrila  
**Creation Date** : 29/05/2024  
**Revision** : 1.0

## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	29/05/2024	Najmi	First Version of User Manual – Delete Asset

## Scenario

The asset that needs to be disposed of or deactivated for any reason requires users to update the asset information in the CMMS system either to delete or change the status of the asset, provided they still wish for the asset to exist in the system. In this syllabus, we will guide on how to update/edit asset status or delete the asset.

## 1. Update 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 and able to track on which asset that is still active or deactivate.

### Change Asset Status

- 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 Co	Cost Center	Work Group	Short Description
001100001	001	001	MECH	ACT	C	ESSB
ASSET01	001	001	MECH	ACT	C	ESSB
ASSET02	001	001	MECH	ACT	C	ESSB

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

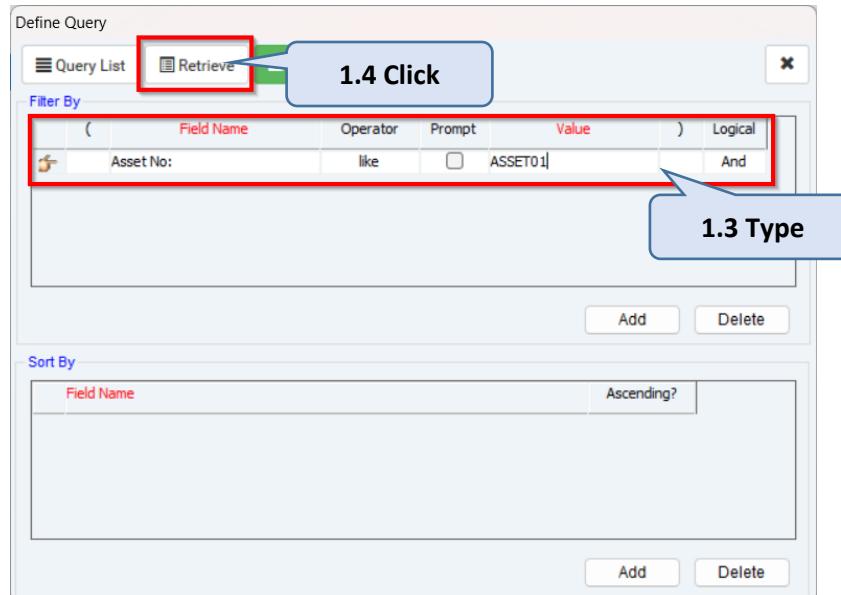
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

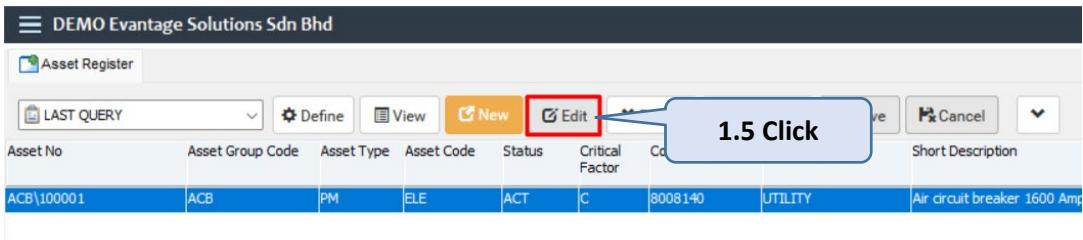
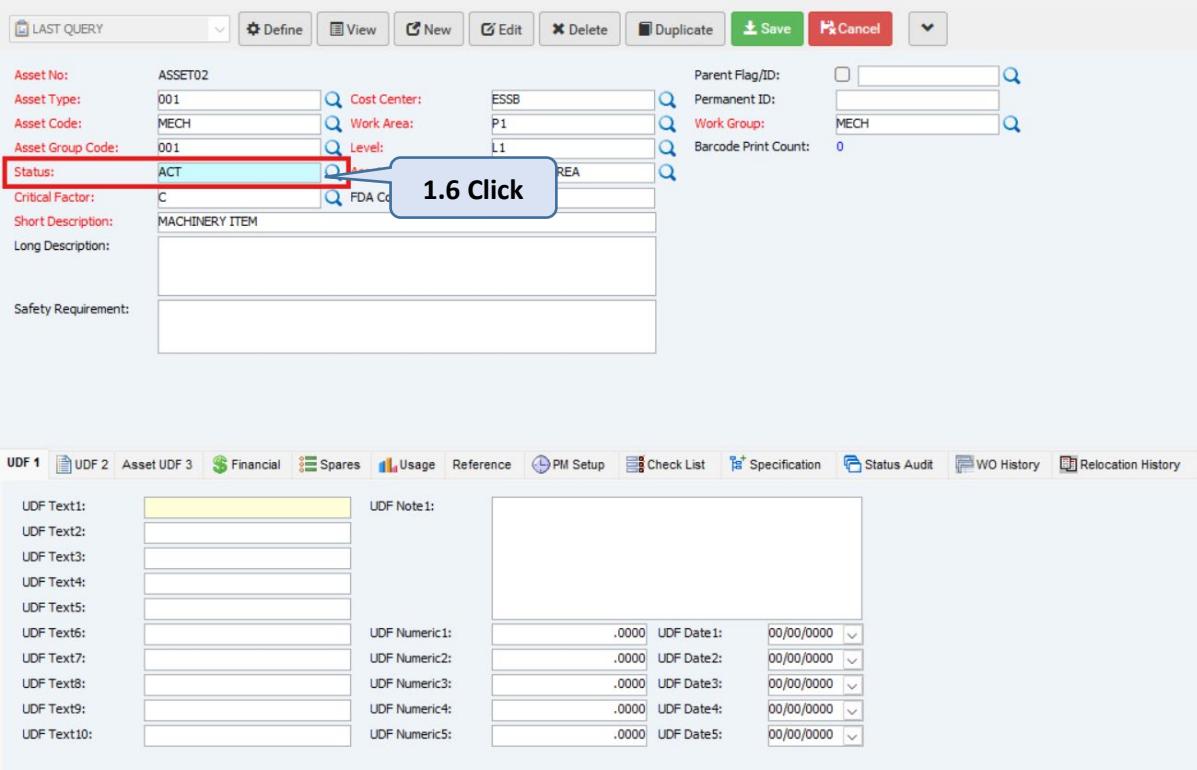
1.5 Select the record and click **Edit** button. Asset information viewers will open.

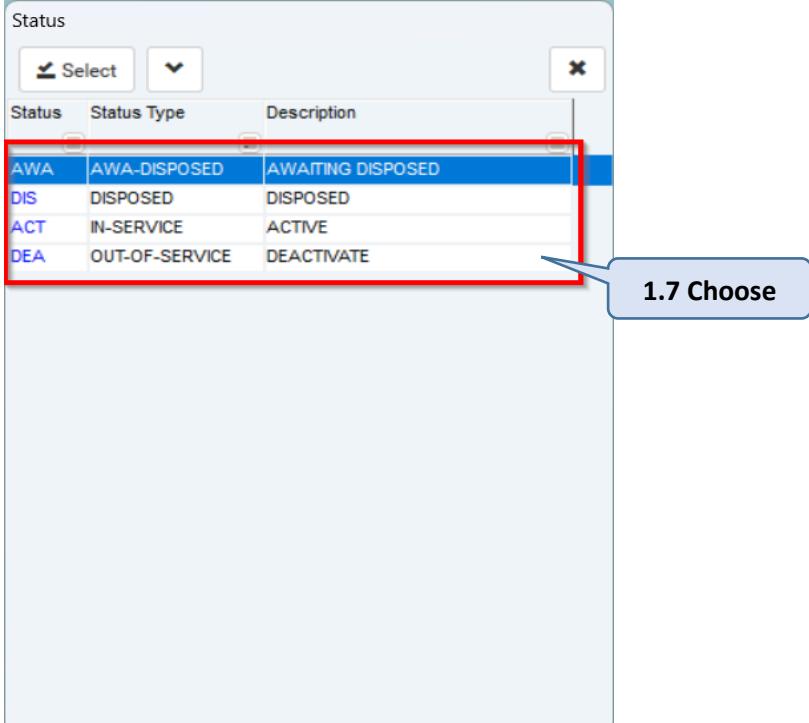
Figure 1.4

1.6 Click on the **Status** field.


The screenshot shows a software interface for managing assets. At the top, there is a toolbar with buttons for 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save', and 'Cancel'. Below the toolbar, there is a form with various fields: 'Asset No.' (ASSET02), 'Asset Type' (001), 'Cost Center' (ESSB), 'Asset Code' (MECH), 'Work Area' (P1), 'Asset Group Code' (001), 'Level' (L1), 'Status' (ACT), 'Parent Flag/ID' (checkbox), 'Permanent ID' (text box), 'Work Group' (MECH), 'Barcode Print Count' (0), 'Critical Factor' (C), 'FDA Co' (checkbox), 'Short Description' (MACHINERY ITEM), 'Long Description' (empty text box), and 'Safety Requirement' (empty text box). A callout box with the text '1.6 Click' points to the 'Status' field. Below the form, there is a navigation bar with tabs: UDF 1, UDF 2, Asset UDF 3, Financial, Spares, Usage, Reference, PM Setup, Check List, Specification, Status Audit, WO History, and Relocation History. Under the 'UDF 1' tab, there are several text and numeric input fields labeled UDF Text1 through UDF Text10 and UDF Note1, UDF Numeric1 through UDF Numeric5, and UDF Date1 through UDF Date5.

Figure 1.5

## 1.7 Choose the required status for this particular asset based on the selection:



The screenshot shows a 'Status' selection dialog box. At the top, there are buttons for 'Select' and 'X'. Below the buttons is a table with three columns: 'Status', 'Status Type', and 'Description'. The table contains four rows: 'AWA AWA-DISPOSED AWAITING DISPOSED', 'DIS DISPOSED DISPOSED', 'ACT IN-SERVICE ACTIVE', and 'DEA OUT-OF-SERVICE DEACTIVATE'. A callout box with the text '1.7 Choose' points to the 'AWA-DISPOSED' row.

Figure 1.6

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

Figure 1.7

1.9 At the asset information view, it can be seen the status has been change to 'DEA' which mean deactivate.

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description
ASSET02	001	001	MECH	DEA	C	ESSB	MECH	MACHINERY ITEM

Figure 1.8

## 2. Delete Asset

### What it's for

The asset that did not want to be exist in the system and does not want to change the status of the asset.

### Delete Asset

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



Figure 2.1

2.2 Asset table view will pop up and data will retrieve. Click on **Delete** button.

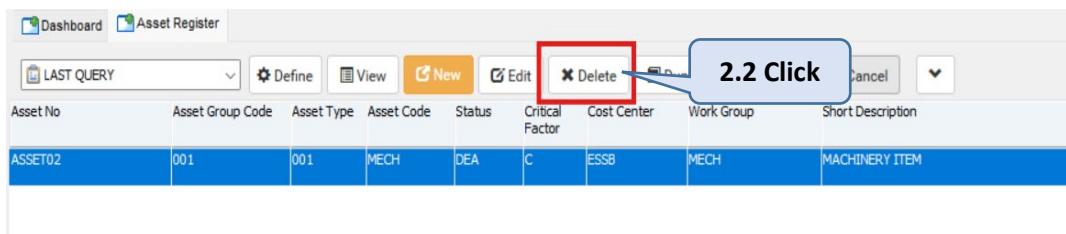


Figure 2.2

2.3 The notification will be shown and click **Yes** to delete the selected asset. User will redirect to Asset Table view.

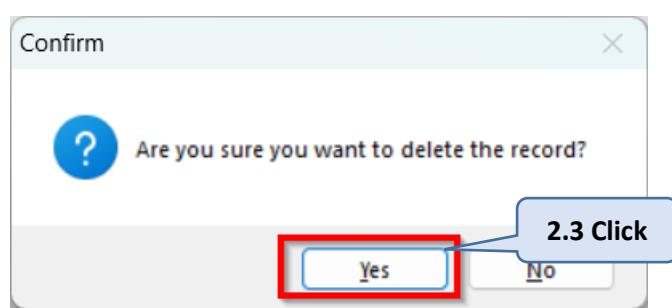


Figure 2.3

2.4 The asset now will not be shown in the Asset Table view.



The screenshot shows a software interface for managing assets. At the top, there is a toolbar with the following buttons: LAST QUERY (with a dropdown arrow), Define, View, New (highlighted in orange), Edit, Delete, Duplicate, Save, Cancel, and a dropdown menu. Below the toolbar is a table with the following columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, Cost Center, Work Group, and Short Description. The table is currently empty, with no data rows visible.

**Figure 2.4**