



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

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

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DOCUMENT CONTROL

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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.

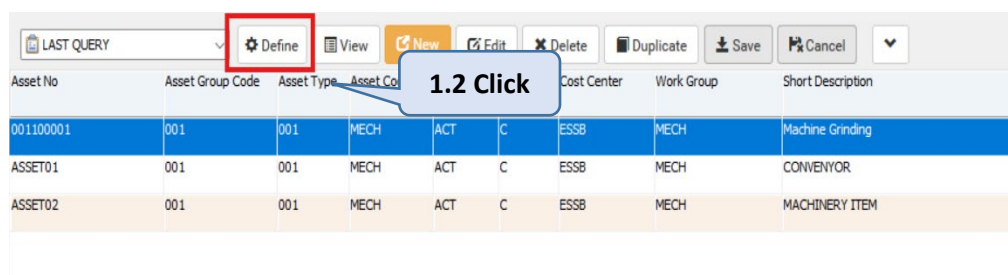


Figure 1.2

- 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.

Define Query

Query List Retrieve

1.4 Click

Filter By

(Field Name	Operator	Prompt	Value)	Logical
(Asset No:	like	<input type="checkbox"/>	ASSET01)	And

1.3 Type

Add Delete

Sort By

Field Name	Ascending?
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Add Delete

Figure 1.3

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

DEMO Evantage Solutions Sdn Bhd

Asset Register

LAST QUERY Define View New Edit Cancel

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Co	Short Description
ACB\100001	ACB	PM	ELE	ACT	C	8008140	UTILITY Air circuit breaker 1600 Amp

1.5 Click

Figure 1.4

1.6 Click on the **Status** field.

Asset No: ASSET02
Asset Type: 001
Asset Code: MECH
Asset Group Code: 001
Status: ACT
Critical Factor: C
Short Description: MACHINERY ITEM
Long Description:
Safety Requirement:

Cost Center: ESSB
Work Area: P1
Level: L1
FDA Co: REA

Parent Flag/ID:
Permanent ID:
Work Group: MECH
Barcode Print Count: 0

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 1.5

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

Status

Select

Status	Status Type	Description
AWA	AWA-DISPOSED	AWAITING DISPOSED
DIS	DISPOSED	DISPOSED
ACT	IN-SERVICE	ACTIVE
DEA	OUT-OF-SERVICE	DEACTIVATE

Figure 1.6

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

The screenshot shows the 'Asset Information' form. At the top, there is a toolbar with buttons: 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save' (highlighted with a red box), and 'Cancel'. Below the toolbar, the form fields are organized into two columns. The left column contains fields for 'Asset No:' (ASSET02), 'Asset Type:' (001), 'Asset Code:' (MECH), 'Asset Group Code:' (001), 'Status:' (DEA), 'Critical Factor:' (C), 'Short Description:' (MACHINERY ITEM), and 'Long Description:'. The right column contains fields for 'Cost Center:' (ESSB), 'Work Area:' (P1), 'Level:' (L1), 'Asset Location:' (COMMON AREA), 'FDA Code:', 'Parent Flag/ID:', 'Permanent ID:', 'Work Group:', and 'Barcode Print Count: 0'. A blue callout box with the text '1.8 Click' points to the 'Save' button. Below the form fields, there is a tabbed interface with tabs for 'UDF 1', 'UDF 2', 'Asset UDF 3', 'Financial', 'Spares', 'Usage', 'Reference', 'PM Setup', 'Check List', 'Specification', 'Status Audit', 'WO History', and 'Relocation History'. The 'UDF 1' tab is active, showing a grid of UDF fields (UDF Text1-10, UDF Numeric1-5, UDF Date1-5) and a 'UDF Note1' text area.

Figure 1.7

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

The screenshot shows the 'Asset Table' view. At the top, there is a toolbar with buttons: 'LAST QUERY', 'Define', 'View', 'New' (highlighted with an orange box), 'Edit', 'Delete', 'Duplicate', 'Save', and 'Cancel'. Below the toolbar, there 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 contains one row of data: 'ASSET02', '001', '001', 'MECH', 'DEA', 'C', 'ESSB', 'MECH', and 'MACHINERY ITEM'. The 'Status' column is highlighted with a red box.

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.

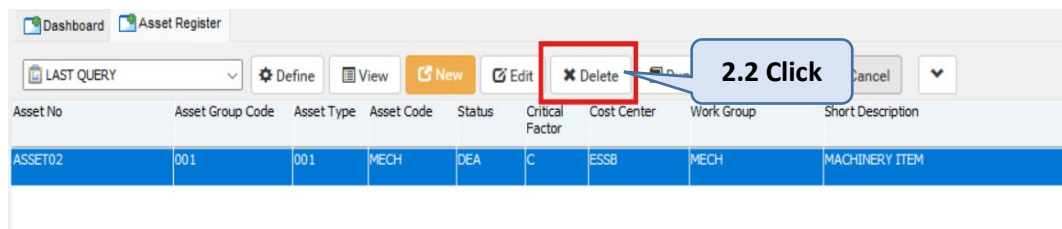


Figure 2.2

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

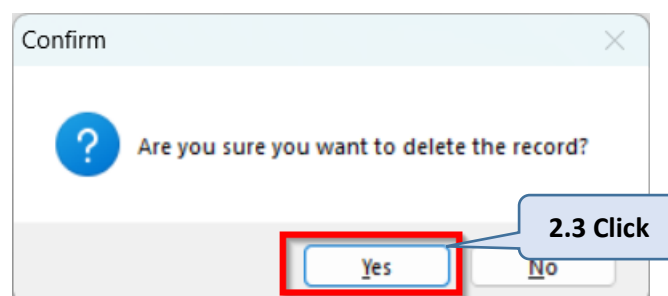


Figure 2.3

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

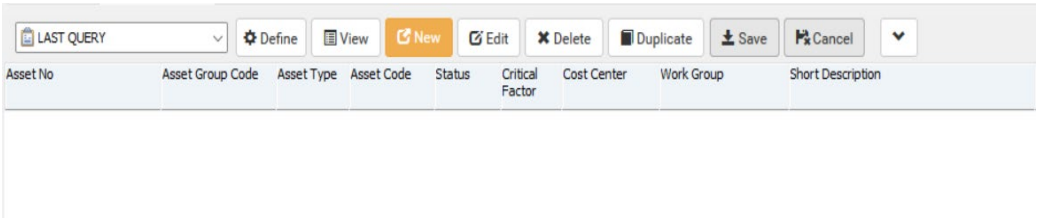


Figure 2.4