



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Duplicate Asset)

TABLE OF CONTENT

Scenario.....	4
1. Duplicate Asset Information.....	4

DOCUMENT CONTROL

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1.0	29/05/2024	Najmi	First Version of User Manual – Duplicate Asset

Scenario

Duplicate assets can be created due to various reasons such as accidental multiple uploads, system errors, data migration issues, human error during data entry, lack of robust duplicate detection mechanisms, or inconsistent naming conventions, resulting in redundant entries in digital asset management systems or databases. In this syllabus, we will guide on how to update/edit asset status or delete the asset.

1. Duplicate Asset Information

What it's for

To faster the process for filled up the asset information if the asset is almost similar but with a couple different of information such as asset no and more.

Duplicate New Asset

- 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
						MECH
						MACHINERY ITEM

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

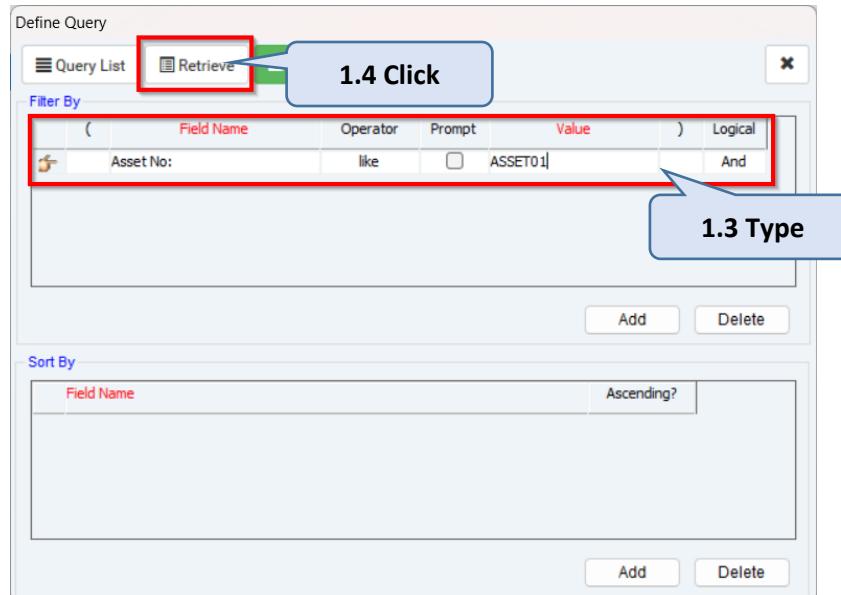
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

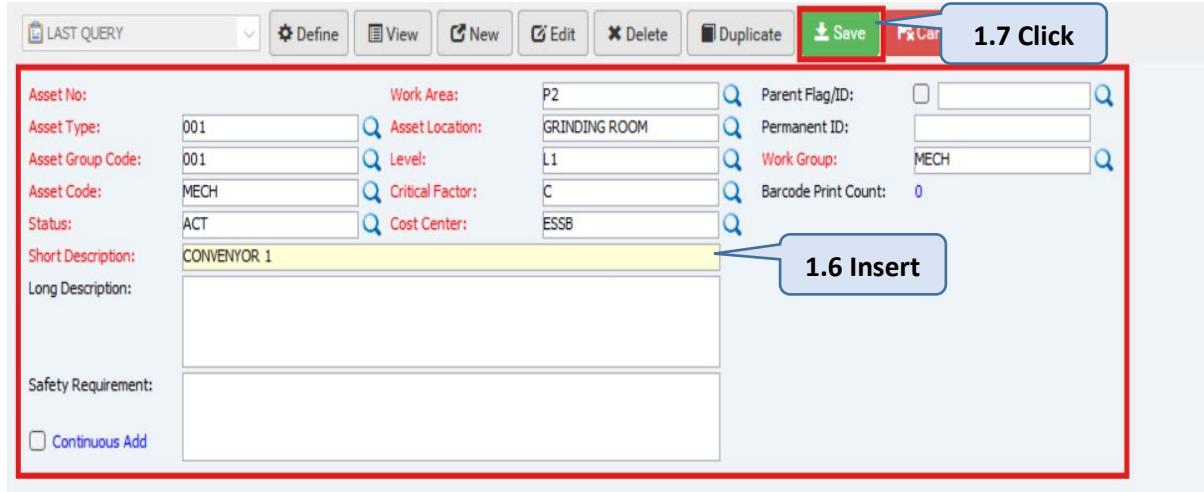
1.5 Select the record and click **Duplicate** button.

Figure 1.4

1.6 Edit/Update Asset information:

Field	Value	Have Master File?
Short Description	: CONVENYOR 1	NO
Additional Information:	: Any Additional Information	

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

1.7 Click on the **Save** button to generate the new asset information.


The screenshot shows a software interface for managing asset information. At the top, there is a toolbar with buttons for 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save' (highlighted with a red box and a '1.7 Click' callout), and 'Print'.

The main area contains a form with the following fields and their values:

- Asset No: (empty)
- Asset Type: 001
- Asset Group Code: 001
- Asset Code: MECH
- Status: ACT
- Short Description: CONVENYOR 1 (highlighted with a blue box and a '1.6 Insert' callout)
- Long Description: (empty)
- Safety Requirement: (empty)
- Continuous Add: (empty)
- Work Area: P2
- Asset Location: GRINDING ROOM
- Level: L1
- Critical Factor: C
- Cost Center: ESSB
- Parent Flag/ID: (empty)
- Permanent ID: (empty)
- Work Group: MECH
- Barcode Print Count: 0

Figure 1.5