EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Duplicate Asset)

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DOCUMENT CONTROL

Document No	:	CMMS/ASSET/REGISTER/AS09
Document Name	:	Duplicate Asset
Prepared By	:	Muhamad Najmi bin Badrila
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
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.

Figure 1.2

1.3   Fill in define query criteria:
       (Note: Please refer "User Manual – Define Data Query" for detail information).

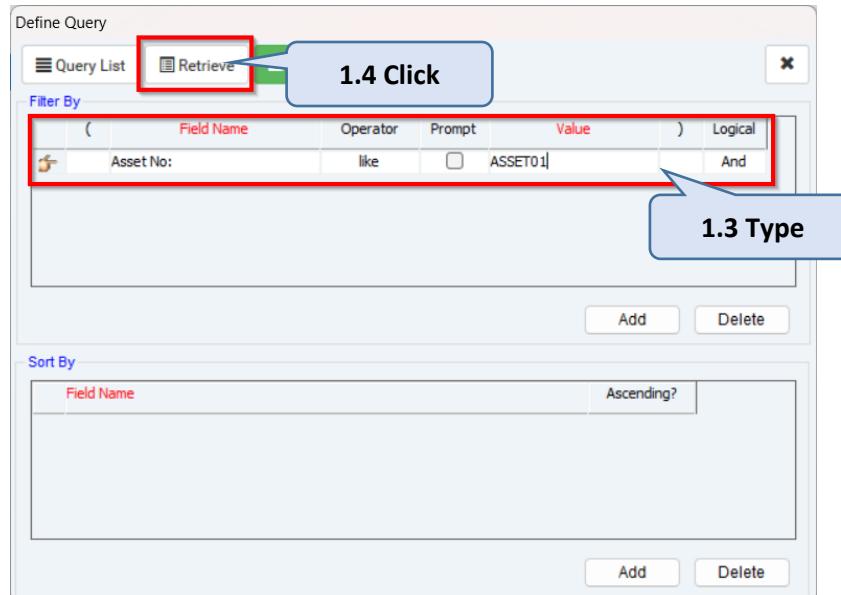| Column	Operator	Value
Asset No	like	ASSET01

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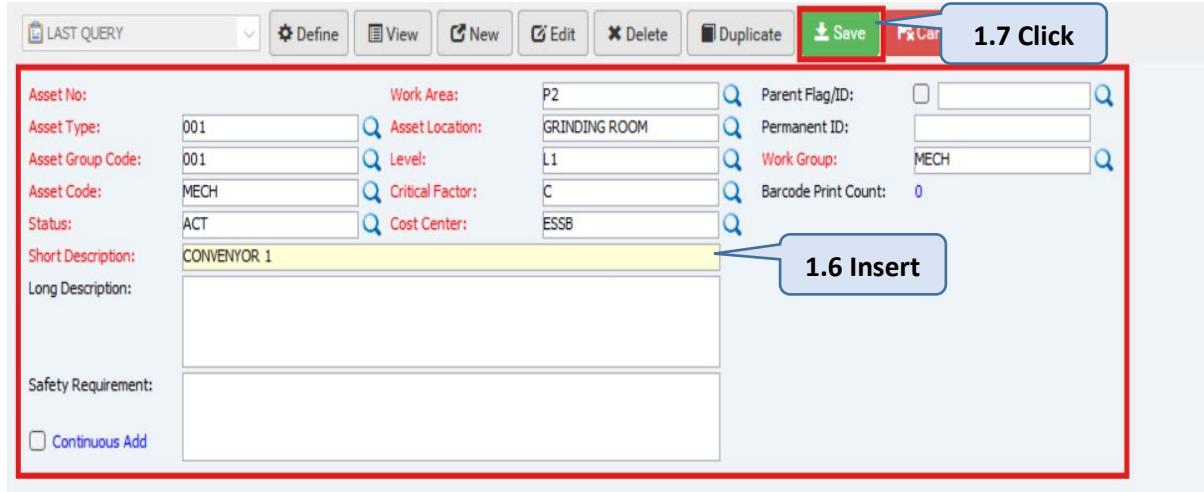

Figure 1.3

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.

Figure 1.5