



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Duplicate Asset)***

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# 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.

LAST QUERY

Define

View

New

Edit

Delete

Duplicate

Save

Cancel

Asset No	Asset Group Code	Asset Type	Asset Co	Cost Center	Work Group	Short Description		
001100001	001	001	MECH	ACT	C	ESSB	MECH	Machine Grinding
ASSET01	001	001	MECH	ACT	C	ESSB	MECH	CONVEYOR
ASSET02	001	001	MECH	ACT	C	ESSB	MECH	MACHINERY ITEM

1.2 Click

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

Filter By

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

Add Delete

Sort By

Field Name	Ascending?
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Add Delete

Figure 1.3

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

LAST QUERY Define View New Edit Delete Duplicate Save

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	CONVENYOR
ASSET01	001	001	MECH	ACT	C	ESSB	MECH	CONVENYOR

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.

LAST QUERY

Define View New Edit Delete Duplicate Save Fix Car

1.7 Click

Asset No: Work Area: P2 Parent Flag/ID: ☐

Asset Type: 001 Asset Location: GRINDING ROOM Permanent ID:

Asset Group Code: 001 Level: L1 Work Group: MECH

Asset Code: MECH Critical Factor: C Barcode Print Count: 0

Status: ACT Cost Center: ESSB

Short Description: CONVENYOR 1

Long Description:

Safety Requirement:

☐ Continuous Add

1.6 Insert

Figure 1.5