



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL ***(Asset Relocation)***

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DOCUMENT CONTROL

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

Scenario

The scenario involves relocating assets within a company's office space to accommodate a departmental reorganization, requiring coordination, logistics planning, and minimal disruption to daily operations. In this syllabus, we will guide you on how to relocate the asset in the CMMS system and able to track from which place it was being relocate.

1. Asset Relocation

What it's for

Asset relocation serves the purpose of adapting to changes in organizational structure, departmental needs, or office layout by efficiently moving equipment and resources within a company's premises while minimizing disruption and ensuring operational continuity.

Change the asset location

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



Figure 1.1

- 1.2 Asset Register table view will pop up and data will retrieve. Click on **Define** button.

Asset No	Asset Group Code	Asset Type	Asset Status	Asset Location	Critical Factor	Cost Center	Work Group	Short Description
001100001	001	001	MECH	ACT	C	ESSB	MECH	Machine Grinding
ASSET01	001	001	MECH	ACT	C	ESSB	MECH	CONVENYOR
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 **Edit** button and the asset information will open.

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

Figure 1.4

- 1.6 Click on the **Asset Location** to change the new location of the asset.

Field	Value	Have Master File?
Asset Location	: GRINDING ROOM	YES

(Note: Master file are control by System Admin).

LAST QUERY

DefineViewNewEditDeleteDuplicateSaveCancel

Asset No:ASSET01

Asset Type:001Cost Center:ESSBParent Flag/ID:☐

Asset Code:MECHWork Area:P1Permanent ID:

Asset Group Code:001Level:L1Work Group:MECHBarcode Print Count:1

Status:ACTAsset Location:GRINDING ROOM

Critical Factor:CFDACode:

Short Description:CONVEYOR

Long Description:

Safety Requirement:

UDF 1UDF 2Asset UDF 3FinancialSparesUsageReferencePM SetupCheck ListSpecificationStatus AuditWO HistoryRelocation History

UDF Text1:UDF Note1:

UDF Text2:

UDF Text3:

UDF Text4:

UDF Text5:

UDF Text6:UDF Numeric1:

.0000

UDF Date1:

00/00/0000

UDF Text7:UDF Numeric2:

.0000

UDF Date2:

00/00/0000

UDF Text8:UDF Numeric3:

.0000

UDF Date3:

00/00/0000

UDF Text9:UDF Numeric4:

.0000

UDF Date4:

00/00/0000

UDF Text10:UDF Numeric5:

.0000

UDF Date5:

00/00/0000

1.6 Click

Figure 1.5

1.7 Click **Save** button and it will the reason for the asset relocation.

LAST QUERY

DefineViewNewEditDeleteDuplicateSaveCancel

Asset No:ASSET01

Asset Type:001Cost Center:ESSBParent Flag/ID:☐

Asset Code:MECHWork Area:P1Permanent ID:

Asset Group Code:001Level:L1Work Group:MECHBarcode Print Count:1

Status:ACTAsset Location:GRINDING ROOM

Critical Factor:CFDACode:

Short Description:CONVEYOR

Long Description:

Safety Requirement:

UDF 1UDF 2Asset UDF 3FinancialSparesUsageReferencePM SetupCheck ListSpecificationStatus AuditWO HistoryRelocation History

UDF Text1:UDF Note1:

UDF Text2:

UDF Text3:

UDF Text4:

UDF Text5:

UDF Text6:UDF Numeric1:

.0000

UDF Date1:

00/00/0000

UDF Text7:UDF Numeric2:

.0000

UDF Date2:

00/00/0000

UDF Text8:UDF Numeric3:

.0000

UDF Date3:

00/00/0000

UDF Text9:UDF Numeric4:

.0000

UDF Date4:

00/00/0000

UDF Text10:UDF Numeric5:

.0000

UDF Date5:

00/00/0000

1.7 Click

Figure 1.6

1.8 Stated the reason for the asset relocation and click **Save** button to confirm.

Confirm Asset Relocation

Save

1.8 Click

Asset No:ASSET01

Audit User:admin

Old Location:COMMON AREA

Audit Date:30/05/2024 15:56:08

New Location:GRINDING ROOM

Reason:

Figure 1.7

1.9 To check the asset relocation history, click on the **Relocation History** subtab.

LAST QUERY

Define

View

New

Edit

Delete

Duplicate

Save

Cancel

Asset No:ASSET01

Asset Type:001

Asset Code:MECH

Asset Group Code:001

Status:ACT

Critical Factor:C

Short Description:CONVEYOR

Long Description:

Safety Requirement:

Cost Center:ESSB

Work Area:P1

Level:L1

Asset Location:GRINDING ROOM

FDA Code:

Parent Flag/ID:

Permanent ID:

Work Group:MECH

Barcode Print Count:1

UDF 1

UDF 2

Asset UDF 3

Financial

Spares

Usage

Reference

PM Setup

Check List

Specification

Status Audit

WO History

Relocation History

Old Location	Old Loc Desc	New Location	New Loc Desc	Reason	Audit User	Audit Date
COMMON AREA	Comon Area	GRINDING ROOM	Grinding Room	Production room has change	admin	30/05/2024 15:56

1.9 Click

Figure 1.8