



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Asset Relocation)

TABLE OF CONTENT

Scenario.....	4
1. Asset Relocation	4

DOCUMENT CONTROL

Document No : CMMS/ASSET/RELOCATION/AR01
Document Name : Asset Relocation
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 29/05/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
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 Name	Critical Factor	Cost Center	Work Group	Short Description
001100001	001	001	MECH	ACT	C	ESSB	MECH
ASSET01	001	001	MECH	ACT	C	ESSB	MECH
ASSET02	001	001	MECH	ACT	C	ESSB	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

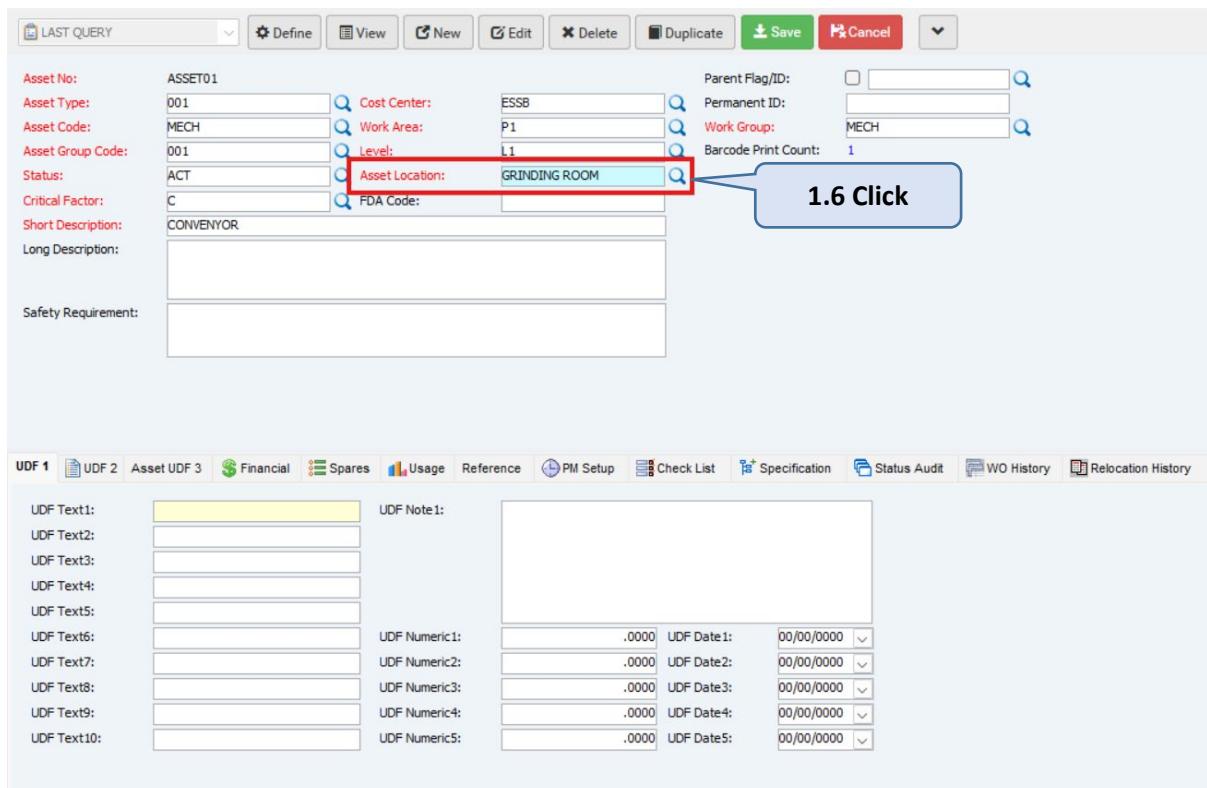
1.5 Select the record and click **Edit** button and the asset information will open.

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).



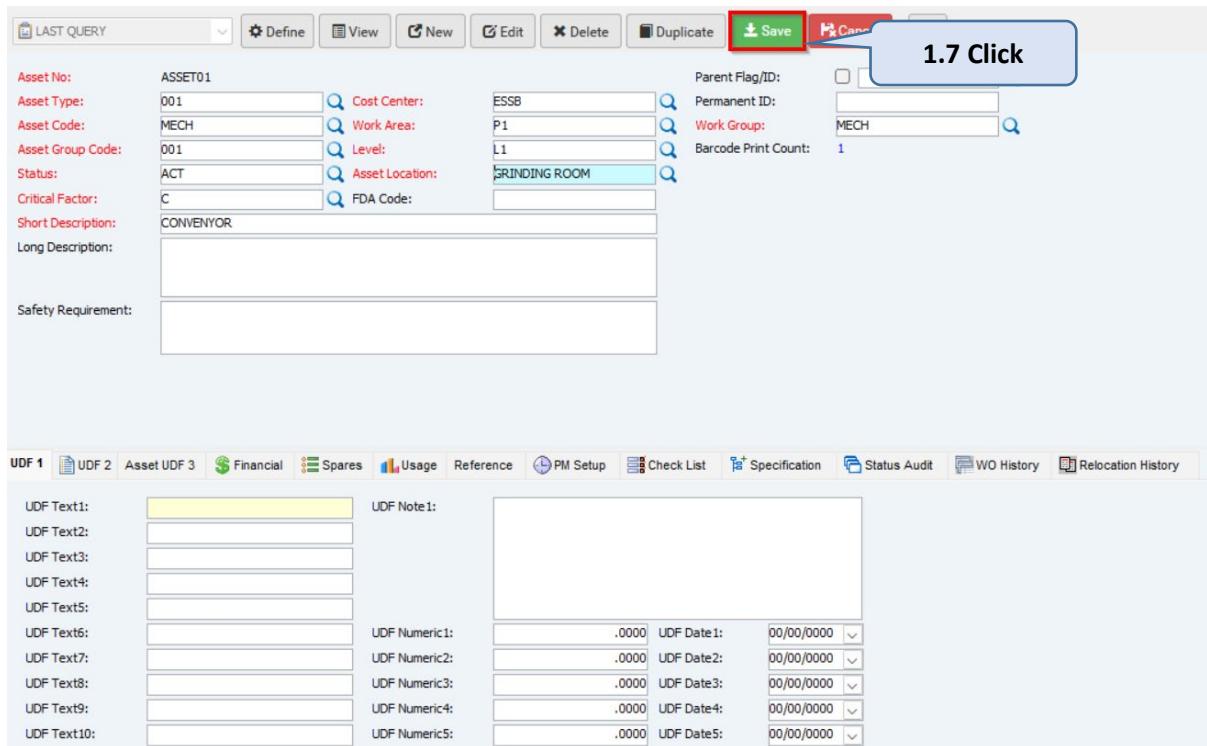
Asset No: ASSET01
 Asset Type: 001 Cost Center: ESSB
 Asset Code: MECH Work Area: P1
 Asset Group Code: 001 Level: L1
 Status: ACT Asset Location: GRINDING ROOM
 Critical Factor: C FDA Code:
 Short Description: CONVENYOR
 Long Description:
 Safety Requirement:

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 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

Figure 1.5

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



Asset No: ASSET01
 Asset Type: 001 Cost Center: ESSB
 Asset Code: MECH Work Area: P1
 Asset Group Code: 001 Level: L1
 Status: ACT Asset Location: GRINDING ROOM
 Critical Factor: C FDA Code:
 Short Description: CONVENYOR
 Long Description:
 Safety Requirement:

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 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

Figure 1.6

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

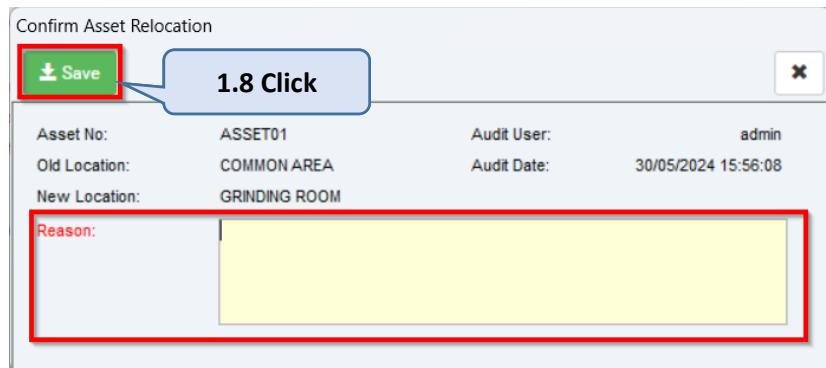


Figure 1.7

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

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

Figure 1.8