



**EVANTAGE SOLUTIONS SDN BHD**

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

## ***USER MANUAL*** ***(Relocate Work Area)***

**TABLE OF CONTENT**

**Scenario..... 4**

**1. Relocation of the Work Area ..... 4**

# DOCUMENT CONTROL

**Document No** : CMMS/ASSET/RELOCATION/AA01  
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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 – Relocate Work Area

# Scenario

The scenario involves relocating work areas within a company's facility to optimize workflow, accommodate expansion, or enhance collaboration, necessitating logistical planning, coordination, and seamless transition to minimize disruption. In this syllabus, we will guide you on how to relocate work area of the asset in the CMMS system.

## 1. Relocation of the Work Area

### What it's for

Asset work area relocation serves the purpose of optimizing workflow, accommodating expansion, or enhancing collaboration within a company's facility, aiming to improve efficiency, productivity, and employee satisfaction while adapting to changing organizational needs.

### Change the asset work area

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

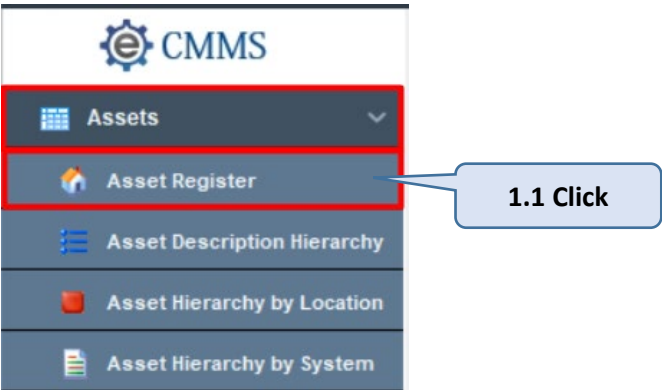


Figure 1.1

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

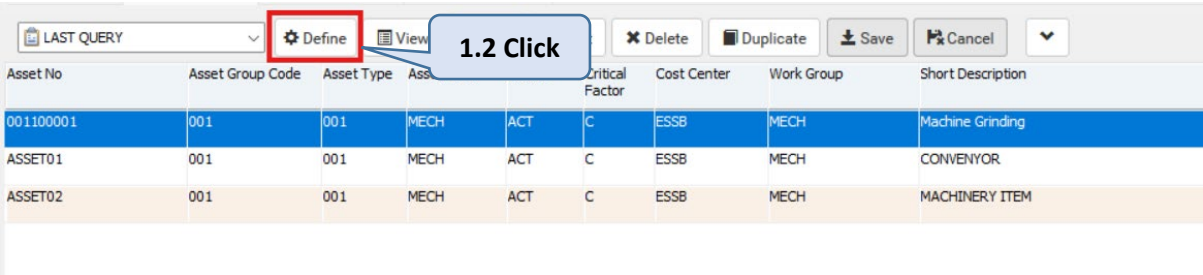


Figure 1.2

- 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?
Work Area	: P2	YES

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

LAST QUERY [v] Define View New Edit Delete Duplicate Save Cancel [v]

Asset No: ASSET01

Asset Type: 001 Cost Center: ESSB Parent Flag/ID: [ ]

Asset Code: MECH Work Area: P2 Permanent ID: [ ]

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

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.

LAST QUERY [v] Define View New Edit Delete Duplicate Save Cancel [v]

Asset No: ASSET01

Asset Type: 001 Cost Center: ESSB Parent Flag/ID: [ ]

Asset Code: MECH Work Area: P1 Permanent ID: [ ]

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

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.

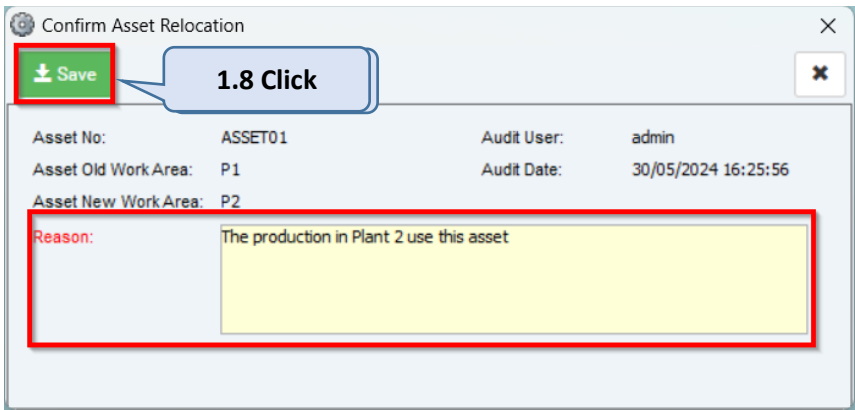


Figure 1.7

1.9 To check the asset relocation history, on the left panel of the system, click on **Assets > Work Area Relocation**

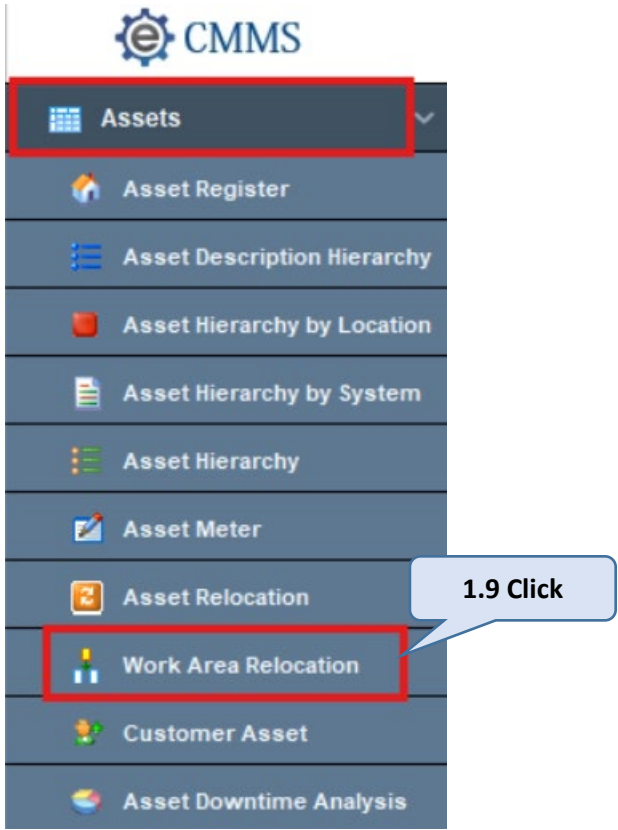


Figure 1.8

- 1.10 Click on the P2 or the new work area that has been relocate and the asset will be shown.

Retrieve

P1

P2

001100001

ASSET01

1.10 Click

ASSET01

001

001

ACT

P2

C

ESSB

GRINDING ROOM

Asset Cost:

Residual Value:

Expected Life (Year):

Warranty Date:

Labor Account:

Material Account:

Contract Account:

001

.00

.00

28/05/2024

Short Description:

Permanent ID:

Parent ID:

Asset Code:

Assigned To:

CONVENYOR

MECH

	Month-To-Date	Year-To-Date	Life-To-Date
Labor Cost:	0.00	0.00	0.00
Material Cost:	0.00	0.00	0.00
Contractor Cost:	0.00	0.00	0.00
Sub Total:	0.00	0.00	0.00
Other Material:	0.00	0.00	0.00
Total:	0.00	0.00	0.00

Figure 1.9