



**EVANTAGE SOLUTIONS SDN BHD**

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

## ***USER MANUAL*** **(Asset Description Hierarchy)**

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# DOCUMENT CONTROL

**Document No** : CMMS/ASSET/HIERARCHY/ADH01  
**Document Name** : Asset Description Hierarchy  
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**Creation Date** : 30/05/2024  
**Revision** : 1.0

## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	14/02/2023	Zuhair	First Version of User Manual – Asset Description Hierarchy

## Scenario

The scenario involves implementing an asset description hierarchy system in a large-scale infrastructure project to categorize assets based on their characteristics and functions, facilitating standardized documentation, efficient asset management, and regulatory compliance. In this syllabus, we will guide on how to create an asset description hierarchy for an organization.

## 1. Asset Description Hierarchy.

### What it's for

The asset description hierarchy system serves the purpose of categorizing assets based on their characteristics and functions in a large-scale infrastructure project, enabling standardized documentation, efficient asset management, and adherence to regulatory requirements.

### Create Asset Description Hierarchy

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

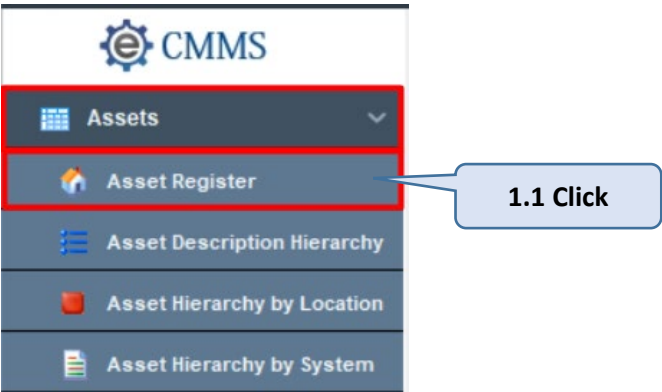


Figure 1.1

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

The image shows the Asset Register table view. The table has columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, Cost Center, Work Group, and Short Description. The table contains five rows of data. The 'Define' button is highlighted with a red box and a blue callout bubble with the text '1.2 Click'.

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description
ACB\100001	ACB	PM	ELE	ACT	C	8008140	UTILITY	Air circuit breaker 1600 Amp
AC100001	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100001	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder
AC\100002	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100002	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder

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	ASSET02

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

Define Query

Query List Retrieve 1.4 Click

Filter By

(	Field Name	Operator	Prompt	Value	)	Logical
	Asset No:	like	<input type="checkbox"/>	ASSET02		And 1.3 Type

Add Delete

Sort By

Field Name	Ascending?
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Add Delete

Figure 1.3

- 1.5 Select the record and click **Edit** button. Asset information viewers will open.

LAST QUERY Define View New Edit 1.5 Click Cancel

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost C	Short Description
ASSET02	001	001	MECH	ACT	C	ESSB	MECH MACHINERY ITEM

Figure 1.4

1.6 Click on **Parent Flag/ID** field to choose the parent asset for this particular asset.

The screenshot shows the 'Asset Form' interface. At the top, there is a toolbar with buttons: 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save', 'Cancel', and a dropdown arrow. Below the toolbar, the form is divided into several sections. The 'Asset No:' field is set to 'ASSET02'. The 'Parent Flag/ID:' field is highlighted with a red rectangular box, and a blue callout bubble with the text '1.6 Click' points to it. Other fields include 'Asset Type:' (001), 'Asset Code:' (MECH), 'Asset Group Code:' (001), 'Status:' (ACT), 'Critical Factor:' (C), 'Short Description:' (MACHINERY ITEM), 'Long Description:', and 'Safety Requirement:'. To the right of these fields, there are fields for 'Cost Center:' (ESSB), 'Work Area:' (P1), 'Level:' (L1), 'Asset Location:' (COMMON AREA), 'Permanent ID:', 'Work Group:' (MECH), and 'Barcode Print Count:' (0). Below the main form, there is a tabbed interface with tabs: 'UDF 1', 'UDF 2', 'Asset UDF 3', 'Financial', 'Spares', 'Usage', 'Reference', 'PM Setup', 'Check List', 'Specification', 'Status Audit', 'WO History', and 'Relocation History'. The 'UDF 1' tab is active, showing a grid of UDF fields (UDF Text1-10, UDF Numeric1-5, UDF Date1-5) with their respective values.

Figure 1.5

1.7 Click on **Save** button and user will redirect to Asset Table view.

The screenshot shows the 'Asset Form' interface, similar to Figure 1.5. The 'Parent Flag/ID:' field now contains the value 'ASSET01'. The 'Save' button in the top toolbar is highlighted with a red rectangular box, and a blue callout bubble with the text '1.7 Click' points to it. The rest of the form fields and the UDF 1 tab are the same as in Figure 1.5.

Figure 1.6

- 1.8 On the left panel of the system, click on **Assets > Asset Description Hierarchy**



Figure 1.7

- 1.9 It can be seen the Asset Hierarchy for an organization whereby Convenyor is the parent to the Convenyor Belt 1 and Convenyor Belt 2.

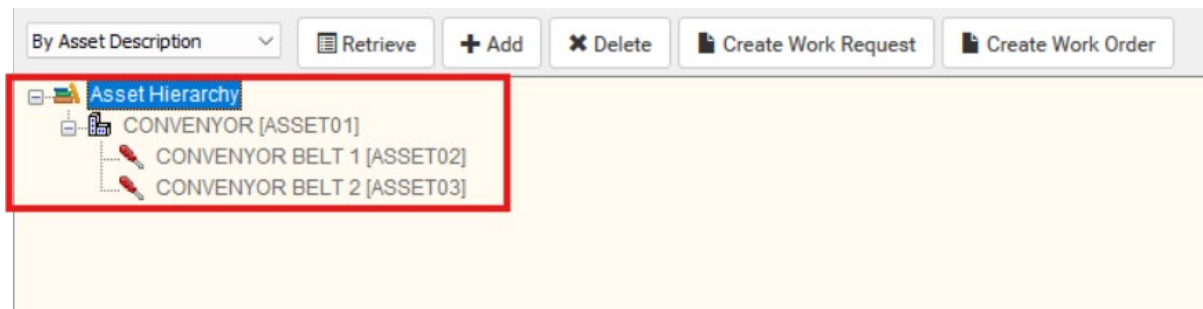


Figure 1.8