

ASSET MANAGEMENT INFORMATION SYSTEM (AMIS)

FOR

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) GAMBANG, PAHANG

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ABBREVIATION

MTSB	Microcorp Technology Sdn Bhd
OR	Observation Report
РС	Personal Computer
QA	Quality Assurance
AMIS	Asset Management Information System
KPAG	Konsesi Pusat Asasi Gambang Sdn Bhd
SMMSB	Service Master Malaysia Sdn Bhd
IIUM	International Islamic University Malaysia

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1.0 INTRODUCTION

This document serves as the guide for the user of Asset Management Information System (AMIS) which contains step-by-step instruction on how to operate the system and to give clear understanding of the system.

2.0 OVERVIEW

The main processes of AMIS consist of the following modules of ARCHIBUS; Corrective Maintenance and Preventive Maintenance.

The processes in each module are represented in the following scenarios:

- Corrective Maintenance
 - Scenario 1 Create Service Request
 - Scenario 2 Create Self-Finding
- Preventive Maintenance
 - Scenario 1 Generate Planned Preventive Manager (PPM)

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3.0 CORRECTIVE MAINTENANCE ACTIVITIES BY SCENARIOS

3.1 Scenario 1 - Create Service Request

3.1.1 Requestor Create Service Request



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Create S	ervice Reque	st				
الدينا المحكمة	الدامية السامية العال مترجعين المسامية معينة			REQUESTOR -	\mathcal{O} Find a form or report	() [→
 Building Op On Deman 	perations d Work	Report Problem				
 Complaint 		Requestor				
→ Report Problem Report Problem Problem Report	em rations console	Requ	ested By* REQUESTOR			
		Reques	tor Phone			
		Location				
			Use your assigned workspace	e location		
		Location	* 1136406MYS.060441060107C Enter in as much of the location info	01 prmation as you kn	011-0	Drawing Map
		Site Nam	e UIA GAMBANG	Jiniadon do you ki	on. The blebang a nool, you may one	a die Draming batton to obleot
		Building Owne	RESIDENTIAL COLLEGE AND H	OSTEL		
		Floor Nam	e GROUND FLOOR			
		Room Nam	e STUDENT ROOM 1			
		Describe the locatio	n Enter the location specifically enoug	gh that maintenanc	ce can find it, such as "Problem is on ba	ck wall, below window.".
		Equipment				
		Equipr	nent Code			
			You can enter the Equipm	ent Code if you kno	ow it.	
No.			Steps			
3.	In the proc Complaint >	cess navigator, c • Report Problem	lick on Building task.	g Opera	tions > On Dei	mand Work >
4.	Report Pro information	blem form will I in the necessary	pe displayed. In fields:	Report	Problem form,	, fill necessary
	• Build	ding Code				
	• Floo	r Code				
	Roor	m Code				
	Desc	ribe the location				
	• Equi	pment Code _{(Note:}	if problem includes Equip	oment)		

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Create S	ervice Reque	st						
مية ماليريا المحمد اليريكي	الجامعة السلامية العال وتحقيق المعالية العالم				REQUESTOR -	D Find a form or repo	rt	? [→
 Building Op On Demand Complaint Report Problem Building Ope 	erations d Work em rations Console	Report Problem	Equipment Code	You can enter the Equ List Request for	uipment Code if you kno	ow it.		
		Problem s	Gervice Category Work Trade Problem Type*	FM ELECTRICAL Lighting Lighting not workin Response required wi Workflow Response required wi Workflow Steps: On status of Requeste Request will be dispat Submit Add Da	ig thin 24 Hours within 2 Days cd: Edit and Approve is r ched to SUPERVISOR T ocuments Cancel	required by OPS DISPATCH TEAM	ER (ACP)	
No.				Step)S			
	 Serv Wor Prob Click on Sub 	ice Category k Trade Ilem Type <i>mit</i> button to s	submit S	ervice Wo	ork Reque	st.		
Building O On Deman Complaint	berations d Work	Building Operations C	console Site	Building	REQUESTOR +	Find a form or reported by Find a form or reported by Find a form or reported by Find a form of the final sector of the fin	ort More Clear Filter	 ? [→
■ Report Prob	em	Group By Status O selected Work Request Code Request Code Cancel 1150001381 Cancel 1150001321 Cancel 1150001309 Cancel 1150001309 Cancel 1150001309 Cancel 1150001309 Cancel 1150001300 Cancel 1150001300 Cancel 1150001300 Total records: 92	Problem Type FMIELECTRICALIB FMICIVILICIV16 FMIHOUSEKEEPII CUSTODIALIHOUS SECURITYISECUR CUSTODIALIHOUS CUSTODIALIHOUS CUSTODIALIHOUS	ELECO1 NG[CLEAN01 SEKEEPING[CLEAN01 SEKEEPING[CLEAN02 ITY SERVICES]SEC01 SEKEEPING[CLEAN01 SEKEEPING[CLEAN01 SEKEEPING[CLEAN01	Problem Type Descript Lighting Water Supply Cleaning Services Cleaning Services Security Patrolling typp Cleaning Services Cleaning Services Cleaning Services Cleaning Services	tion Location RESIDENTIA RESIDENTIA GUARD HOL MASJID CEI e-1 RESIDENTIA GUARD HOL GUARD HOL GUARD HOL	AL COLLEGE AND HOSTEL AL COLLEGE AND HOSTEL AL COLLEGE AND HOSTEL ISE ISE ISE ISE ISE ISE ISE ISE	DIES (CFS)
5.	Click on Bui Console	lding Operatio	ns > On	Demand	Work > Co	omplaint >	Building Op	erations

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Create S	ervice Request
6.	Building Operations Console screen will be displayed. The lists of submitted Work Request are displayed in this screen.

3.1.2 Dispatcher Approve Service Request

Sign In A	As Dispatcher
	Image: State of the
No.	Steps
1.	Open your web browser and go to the following URL:
	http://amis-cfsiium.com/archibus
2.	Sign in using the username and password as assigned to user. e.g.:
	Role: OPS DISPATCHER (ACP)
	Username: DISPATCHER_SV
	Password: dispatcher_sv

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Dispatch	er Approve S	Service Request			
 Building Op On Demand 	perations d Work	Building Operations Console		v.	
▲ Dispatcher → Building Ope	rations Console	Show All Show Site Group By Status Gelected	Building Floor	Problem Type	i v v v v v v v v v v v v v v v v v v v
		Requested (61/61)	rk ist de Problem Type	Problem Type Description	Location
		Approve* 115000132 Approve* 115000133 Approve* 115000133 Approve* 115000133 Approve* 115000133 Cancel Approve* Cancel Approve* Approve* 115000133 Cancel Approve* Approve* 115000133 Cancel Approve* Approve* 115000133 Cancel Approve* Approve* 115000133 Approve* 115000133 Cancel Approve* Approve* 115000133 Approve* 115000130 Approve* 115000130 Approve* 115000130	FMJELECTRICALJELEC01 FMJELECTRICALJELEC01 FMJELECTRICALJELEC01 FMJCIVILJCIV18 FMJCIVILJCIV18 CUSTODIALJHOUSEKEEPINGJCLEAN01 CUSTODIALJHOUSEKEEPINGJCLEAN01 CUSTODIALJHOUSEKEEPINGJCLEAN01 CUSTODIALJPOSTJPEST04 CUSTODIALJHOUSEKEEPINGJCLEAN02 SECURITYJSECURITY SERVICESJSEC01	Lighting Fire Fighting System & Accessories Walls & Accessories Water Supply Cleaning Services Cleaning Services Cleaning Services Wildlife & Pest Control Services Hygiene Services Security Patrolling type-1	RESIDENTIAL COLLEGE AND HOSTEL GUARD HOUSE GUARD HOUSE RESIDENTIAL COLLEGE AND HOSTEL GUARD HOUSE MASJID CENTER OF FOUNDATION STU DINING HALL GUARD HOUSE MASJID CENTER OF FOUNDATION STU RESIDENTIAL COLLEGE AND HOSTEL
No.			Steps		
3.	In the proce > Building C	ess navigator, click E Operations Console	Building Operations	s > On Demand	Work > Dispatcher
4.	Building Op	erations Console so	reen will be display	/ed.	
5.	Under Requ	ested, click on App	<i>rove</i> button to appr	ove Service Rec	quest.
▲ Building Op	perations			x	
🔺 On Demano	d Work	Building Operations Console			
 Dispatcher Building Oper 	rations Console	Approve work Request 115 Sh Gr Building Code Floor Code Room Code	0001358 1136406MYS.060441.BE0001 060107C 01 011-0	Equipment Code Division Code Department Code Document 1 Upl Document 2 Upl	oad a document
		Comments	FMIELECTRICALIELEC01	Document 3 Up) Document 4 Up)	oad a document 🔮
		Priority*	2 - Urgent	Forward Approve	Reject Cancel Work Request
		-			
6.	In Approve	Work Request pop	pane, click on Appr	ove button.	
	1				

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3.1.3 Dispatcher Assign Craftsperson to Work Request

Dispatch	er Assign Cra	ftsperso	on to Woi	rk Req	uest		
Building OOn Deman	perations d Work	Building Op	perations Conso	ole			
▲ Supervisor → Building Ope	ration Console	Show All Group By Status 0 selected	▼ Site	Work	Building Floor	Problem Type	Or Clear Filter Recent
		 Approved (1: Issued and in 	3/13) The second secon	Request Code		Problem Type Description	Location
		Close	Update Complete Update Complete Update Complete Update Complete Update Complete Update Complete 65/65)	1150001338 1150001340 1150001325 1150001323 1150001322 1150001147	FMIELECTRICAL[ELEC03 CUSTODIAL HOUSEKEEPING[CLEAN01 SECURITY[SECURITY SERVICES]SEC03 FEMS]ELECTRICAL[ELEC01 FEMS]CIVIL[CIV19 FMICIVIL[CIV16	Eighting Dever Failure Cleaning Services Security Patrolling type-3 Lighting Ceilings & Accessories Water Supply	RESIDENTIAL COLLEGE AND HO: RESIDENTIAL COLLEGE AND HO: DEPARTMENT OF ISLAMIC REVE SPORT FACILITIES DEPARTMENT OF LANGUAGE GUARD HOUSE
		Total records: 91	1	1150001346	FM CIVIL CIV18	Walls & Accessories	RESIDENTIAL COLLEGE AND HO
No.					Steps		
1.	In the proces > Building O	ss navig peration	ator, click ns Consol	c Build e	ing Operations >	On Demand	Work > Supervisor
2.	In Building button.	Operati	ions Con	sole,	under Issued an d	d In Process	s, click on <i>Update</i>
 Building O On Deman Superviso Building Option 	perations d Work r ration Console	Building Op Update Wo Problem	Derations Conso Ork Request 11 Work Request Cr Descript	ble 50001358 ode 11500013	158 ot working	Problem Type FN	
		Update Work	Problem Locat	ion			*
			Equipment Down (Hou Cause Cr Equipment Condit Date Work Respond Time Work Respond Craftspersons No	rrs) 0.00 ode ed* 26/12/201 ed* 11:17 tes	▼] 19 11:17	Is EOT? Nu irrent Equip. meter reading 0.0 Date Completion Manual Time Completion Manual	
						Update R	equest Forward Request Close
3.	Update Wor	k Reque	est pane v	will be	displayed.		
4.	In Update W necessary fie	Vork Re	equest pa	ine, ur	nder Update Wo i	k Request, 1	fill information the
	• Date	Work R	esponded	ł			
	• Time	Work R	esponde	t			

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• Building Operations • On Demand Work • Update Work Request 1150001358 • Building Operation Control • Work Responded* • More Information • Work Request History • Trades • Parts • Trades • Parts • Trades • Parts • Trades	2 (m)
Supervisor Update Work Request 1150001358 Building Operation Console Equipment Down (Hours) 0.00 Equipment Condition Iwer • Date Work Responded* Date Completion Manual Date Work Responded* Date Completion Manual Time Completion Manual Time Completion Manual Work Request History Time Completion Manual Work Request History Trades Parts Request History Trades Request Request Parts Request Request No. Steps 5. In Update Work Request pane, toggle Technician tab and click on Add buttor assign Craftsperson to Work Request.	 ∞ × <li< th=""></li<>
Building Operation Controle Equipment Down (Hours) 0.00 Equipment Controle Introl Control Controle Inter Completion Manual Inter Controle Inter Control Inter C	<i>H</i> P
No. Steps 5. In Update Work Request pane, toggle Technician tab and click on Add buttor assign Craftsperson to Work Request.	<i>A</i>
• More Information • Work Request History • Vork Request History • Trades • Parts • Technician • Technician • Action No. Steps 5. In Update Work Request pane, toggle Technician tab and click on Add buttor assign Craftsperson to Work Request.	2 2
No. Steps 5. In Update Work Request pane, toggle Technician tab and click on Add buttor assign Craftsperson to Work Request.	ld Id
No. Steps 5. In Update Work Request pane, toggle Technician tab and click on Add buttor assign Craftsperson to Work Request.	
5. In Update Work Request pane, toggle Technician tab and click on <i>Add</i> buttor assign Craftsperson to Work Request.	
	on to
Building Operations Update Work Request 1150001358	
Supervisor Update Work Request Add Craftsperson	3
Building Operation Console Equipment Down (Hours) 0.00 Cause Code Equipment Condition Date Work Responded* 26/12/2019 Time Work Responded* Tit.17 Tit.17 Doubletime Hours 0.00 Overtime Hours 0.00 Overtime Hours 0.00 Date Started Time Started Ti	
More Information Date Finished Work Request History Time Finished Trades Work Type Parts Assignment Status Active Additional Comments	
No records to display.	1
Opuate Kequest Porward Kequest Ci	030
6. Add Craftsperson pop up pane will be displayed. Fill information in the neces	ssary
Craftsperson Code	
Then, click on <i>Save</i> button to save the information.	

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Dispatch	ner Assign Craftsperson to Work Request
 Building Of On Demand Supervisor Building Ope 	perations Update Work Request 1150001358 remain Console Equipment Down (Hours) 0.00 Is EOT? No • Cause Code Current Equip. meter reading 0.00 Equipment Condition New • Date Work Responded* 26/12/2019 Date Completion Manual Time Work Responded* 11:17 11:17 Time Completion Manual • More Information Ink Work Request History • Work Request History Accord • Trades Cord • Cord on 0.00 0.00 0.00 • Trades Cord • Cordo Cord Cord
No.	Steps
7.	Saved Craftsperson is displayed in Technician tab. Click on <i>Update Request</i> button to update the Work Request information.
8.	Then click on <i>Update Request</i> button to update information.

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3.1.4 Craftsperson to Complete Assigned Work Request



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Complet	e Assigned V	Vork Request							
العية ماليرما محكم الفيرينية	الجامع العامية العامية العامية العامية العام محمد المحمد المحمد المحمد المحمد المحمد المحمد العام المحمد العام				TA + 🔎)Find a form or	report		? [→
 Building Op On Demand 	erations I Work	Building Operations	s Console						
 ▲ Craftsperso ■ Update Labor → Building Oper 	on Hours rations Console	Show All Group By Status	▼ Site Bu	ilding	oor Pr	oblem Type	More	eport Problem Clear Filter	Recent
		O selected Work Request Code Requested (1/1) 1150001118	Problem Type	Location 060107B-01-001-0	Work Description	on Cancel		Due Date 9/25/2019	Supervisor
		 Issued and in Process (1150001358 1150001147 	2/2) FMJELECTRICALJELEC01 FEMSJCIVILJCIV19	060107C-01-011-0 060112A-01-C13-0	Lighting not working Ceiling damaged) Update Update	Complete Complete	12/30/2019	SUPERVISOR
		Total records: 3							
No.				Steps					
3.	In the pro Craftsperso	ocess navigat n > Building (or, click B Dperations (ouilding (Console	Operation	is > 0	n De	mand	Work >
4.	Building Op click on Upc	erations Con late button.	sole screen	will be di	isplayed.	Under I	ssued	and Ir	n Process,
اليد اليريا متعادية	الجامعة الساسية العا معمد مستعمد مستعمد العام وتحميني كالكرام ال				TA •)Find a form or	report		? [→
 Building Op On Demand Craftspersd Update Labo Building Oper 	erations	Building Operations Update Work Requires Prob More Information Reference Material Work Request Histor Trades Parts Craftsperson Schedules TA Tool Types Tools Other Costs Estimated Costs	est 1150001358 est 1150001358 lem Location ry Time Scheduled Hour 0.	d Actual Doubletti s Hours Ho 00 0.00	me Overtime Dati urs Hours Star 0.00 0.00 Acti	a Time ted Started	Date Ti Finished Fi	me Assign hished Status Active	Rew Map Add Add Add Add Add Add Add
5.	In Update V code to upd	Work Reques late Work pro	t pane, tog gress.	gle Crafts	persons t	ab and	click	on Cra	ftsperson

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Complet	e Assigned \	Nork Request	
المريدة	الجا محال السامية العا متعاد معالمات المراجع	τΑ +	
 Building Op 	oerations		
▲ On Demano	d Work	Update Work Request 1150001358	
 Craftsperse 	n		Edit Craftsperson
 Update Labo Building Operation 		Reference Material	Craftsperson Code* TA
		Work Request History	Scheduled In UnScheduled
		Final Trades	Actual Hours 1.00
		Parts	Doubletime Hours 0.00
		▼ Craftspersons	Overtime Hours 0.00
		Craftsperson Scheduled Scheduled Hours Hours Hours Hours	Date Started 12/26/2019
		TA 0.00 0.00 0.00 0.00	Date Finished 12/26/2019
		Tool Types	Time Finished 12:28 12:28 PM
		> Tools	Work Type Work
		Other Costs	Assignment Status Active
		Estimated Costs	Additional Comments FIX lighting.
		Estimated Cost of Labor 0.00 Estimated Cost of Parts 0.00	
		Estimated Cost of Tools 0.00	Save
			Update Request Close
No.		Steps	
6.	Edit Craftsp	person pop up pane will be displayed.	
7.	In Edit Craf	tsperson pane, fill information in the neces	ssary fields:
	 Actu 	ual Hours	
	• Date	e Started	
	• Tim	e Started	
	• Date	e Finished	
	• Tim	e Finished	
	• Wo	rk Type	
	 Assi 	gnment Status (Note: Changing this field to 'Complete' v	will mark your work progress as Completed and
	you ca	an no longer update the information)	
	• Add	itional Comments	
	Click on Sa	ve button to save the Craftsperson work in	formation.

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Complet	e Assigned V	Vork Request
الية ماليرما محك بالإرساع	الجامعة السلامية العا منابعة منابعة السلامية وتحريق المرابع	TA - ○ Find a form or report
 Building Op On Demand Craftspersd Update Labo Building Ope 	berations d Work on r Hours rations Console	Update Work Request 1150001358 Flore Flore Image: Second S
No.		Steps
8.	Saved Craft Update Req	sperson work information are displayed in Craftspersons tab. Click on <i>quest</i> button to update Work Request information.
9.	Click on Up	date Request button to update the Work Request information.
	الجامعة السالمية العا مستخدمة مستخدمة المسالمية العام مستخدمة مستخدمة المسالمية العام	TA - ○ Find a form or report ② [→
 Building Op On Demand Craftspersd Update Laboi Building Oped 	erations d Work on r Hours rations Console	Building Operations Console Report Problem * * * Report Problem * * * * * Show All * Site Building Floor Problem Type More Clear Filter Recent Group By Status * * Work Request Code Problem Type Location Work Description Due Date Supervisor Requested (1/1) EMS]CIVIL[CIV17 0601078-01-001-0 Water tap not function Cancel 9/25/2019 Issued and In Process (2/2) • I 150001135 FMIELECTRICALIELEC01 060107C-01-011-0 Lighting not working Update Complete 12/30/2019 I 150001147 FEMS]CIVIL[CIV19 060112A-01-C13-0 Ceiling damaged Update Complete 10/22/2019 SUPERVISOR
10.	Under Issue	ed and In Process, click on <i>Complete</i> button.

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omplet	e Assigned \	Work Request						
المية ماليديا إنفيار بليريكا	الجامعة السلامية ال مستحد مستحد المسلامية الح وتحريكي الخالا الخا				TA - 🔎 Fir	nd a form or re	port	? [→
 Building Ope On Demand 	erations Work	Building Operations	s Console				Report Problem	
Update Labor Building Opera	Hours tions Console	Show All Group By Status • • Uselected • Work Request Code • Requested (1/1) • 115000118 • Issued and In Process (• 1150001358 • 1150001147	Site Problem Type FEMSICIVILICIV17 2/2) FMELECTRICALIELECC FEMSICIVILICIV19	Building Fi Location 060107B-01-001-0 01 060107C-01-011-0 060112A-01-C13-0	Work Description Water tap not function Lighting not working Complete Work This action marks yo labor, parts, comment	Cancel Update Request Its, and other w	More Clear Filt Due Date 9/25/2019 Complete 12/30/2019 1150001358 as Completed. Supervisor york details until the request	Supervisor
		Total records: 3						Yes No
No.				Steps				
11.	In Complet Request.	e Work Requ	est pop up	pane, clic	k on <i>Yes</i> bu	tton to	o complete	the Wo

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3.1.4.1 Complete Work Request in Mobile Application (Optional)

Login to	ARCHIBUS Mobile Client As Craftsperson
	RCHIBUS ×
Username *	User name (upper case)
	Register Device
	Sign in as Guest
No	Stone
NO.	Siehs
1.	Log into ARCHIBUS Mobile Client Application 3.0 as Craftsperson assigned to Work Request. E.g.:
	Role: TA
	Username: TA
	Password: afm12345

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Complet	e Assigned Work Request
	ARCHIBUS *
*	Maintenance
	Assessment
No.	Steps
2.	In the main menu, click Maintenance
Apps	
Issued and	In Process IT FEMSICIVII ICIVIA 17(appa)
Ceiling dama	58 FM[ELECTRICAL]ELEC01 26/12/2019 Issued and In Process
Lighting not	No More Records
	My Work
3.	Maintenance screen will be displayed. List of Work Request assigned to Craftsperson are displayed in Issued and In Process pane.

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	e Assigned Work Request	
< 0		À Y
		Update —
Request: 1150001358		Date Requested: 28/12/2019
Requestor		REQUESTOR
Site		1136406MYS.060441.BE0001
Building		RESIDENTIAL COLLEGE AND HOSTEL
Floor		GROUND FLOOR
Room		SSB
Problem Location		
Problem Type		Lighting
Status		Issued and In Process
Equipment Code		
Description		Lighting not working
Action Taken *		
Related Requests		
	Craftenere 0	Coste Documente Reference
	Clauspers	USIS DOCUMENTS REFERENCES
No.		Steps
5.	Details of selected Mainten	ance Work Request are shown in Update pane.
6.	In Update pane, click on Cr a	aftsperson Notes.
Cancel		Apply
		Action Taken
Repair lighting	In Craftsperson Notes inpu remarks.	Action Taken

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No. Steps 0000 Update 0000 000000000000000000000000000000000000		equest	
Induit Induit Sandari Affantation Affantation Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari Sandari <	< D	Â	*
No. Steps Saved remarks are displayed in Craftsperson Notes field. 9. Click on Craftsperson tab at the bottom menu. 000 001 002 003 004 005 005 005 006 007 008 009 009 000 000 000 000 000 000 000 000 000 000 000 000 <		Update	
a in the status is a status is a status in the status in the status is a status in the status is a status in the status is a status in the status in the status in the status is a status in the status in th	equest: 1150001358	Date Reput	ested: 26/12
Instant about tabout tabou			
with the second seco		1136406MYS.060441.BE0001	
u u <td>inding</td> <td>RESIDENTIAL COLLEGE AND HOSTEL</td> <td></td>	inding	RESIDENTIAL COLLEGE AND HOSTEL	
men in custom in	lor	GROUND FLOOR	
and Labor Jose The set of the s	om	SSB	
take Lighting mercenting take and the line line line line line line line lin	oblem Location		
Me Musical and Process exception Lighting wetworking ask laker * Report Fighting task laker * Steps 8. Saved remarks are displayed in Craftsperson Notes field. 9. Click on Craftspersons task at the bottom menu. * Cathorous aspontational * aspontational * as	bblem Type	Lighting	
ligener tools under an and a set of the set	itus	Issued and In Process	
Lighting red waiting Lighting red waiting text later * Input lighting No. Steps 8. Saved remarks are displayed in Craftsperson Notes field. 9. Click on Craftspersons tab at the bottom menu. ** Craftsperson ** Craftsperson assigned to the Work Request are shown in Craftspersons praftsperson	uipment Code		
ter state *	scription	Lighting not working	
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Asset Management Information System (AMIS)

Complet	e Assigned Work Reque	st		
< 🕈		Â		✓
		Craftspersons		
Assign Craftsperso	on			
Scheduled	ue "	ТА		
Unscheduled				
Actual Hours		1.37		0
Overtime Hours		0.00		0
Doubletime Hours	S	0.00		😔 🖨
Date Started *		26/12/2019		8 31
Time Started *		11:28		© ()
Date Finished		26/12/2019		◎
Work Type		12:50		⊗ 🔳
Status				
Comments		Fix lighting.		
				⊗
				11
Craftspersons Craftsperson Coo	de Total Hours	Date Finished Time Finish	ed Work Type	Status
TA	1.00 Hours	6/12/2019 12:28	Work	Active
No.		Ste	ps	
11.	In Assign Craftsperson	input pane, fill infor	mation in the neces	ssary fields:
	Actual Hours			
	Date Started			
	 Time Started (N 	ote: You can click on Start icon	, 🕑 to get current Date and	Time from your device)
	Date Finished			
	• Time Finished (Note: You can click on Stop ico	n, 🔍 to get current Date and	d Time from your device)
	Work Type			
	 Status (Note: Sett information of this Wo 	ing this field 'Complete' imp rk Request)	lies that your job is done.	You can no longer update the
	Comments			
	Click on Save icon, 🗹,	to save craftspersor	n information.	

Asset Management Information System (AMIS)

< 🔒	Å		
Assign Craftonerson	Craftspers	sons	
Assign Cransperson	ТА		
Scheduled			
Unscheduled			
Actual Hours			
	1.37		
Develutine Hours	0.00		
	0.00		U U U U U U U U U U U U U U U U U U U
Jale Statled	26/12/2019		© [
Parte Stanted	11:28		0
	26/12/2019		0
nine Finished	12:50		⊗ (
ичогк туре	Work		
Status	Active		
Comments	Fix lighting.		
			li li
Craftspersons Craftsperson Code Total Hours	Date Einished Tim	ne Einished Work Type	Status
TA 1.37 Hours	26/12/2019 12:	50 Work	Active
No. 12. Saved Crafts	person information will be	Steps displayed in Craftsper	r sons pane.
No. 12. Saved Crafts	person information will be	Steps displayed in Craftsper	rsons pane.
No. 12. Saved Crafts	person information will be	Steps displayed in Craftsper	r sons pane.
No. 12. Saved Crafts	person information will be	Steps displayed in Craftsper	rsons pane.
No. 12. Saved Crafts (a equest: 1150001386 equestor	person information will be Update	Steps displayed in Craftsper	rsons pane.
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No. 12. Saved Crafts auestristication sequest: 1150001398 sequestor te aikling coor coom coblem Location coblem Type atus puipment Code sscription ation Taken *	person information will be	Steps displayed in Craftsper	rsons pane.
No. 12. Saved Crafts aquest: 110001356 aquestor te aliding cor com coblem Location coblem Type atus scription color Taken*	Person information will be	Steps displayed in Craftsper	rsons pane.
No. 12. Saved Crafts according	Person information will be	Steps displayed in Craftsper	rsons pane.

Asset Management Information System (AMIS)

Complet	e Assigned Work Request			
< 🕇		Å		+ 🗸
		Costs		
Add Other Cost Other Resource Ty	pe*	General Costs		
Other Resource D	scription	40cm Philips Fluorescent Lamp 36W		
				\otimes
Quantity Used		2.00		
Units		2.00		
Estimated Cost		0.00		
Actual Cost		7.00	6	8 🗢 🔂
Other Costs	ne Quantity Used	Linits	Actual Cost	
Caler Resource 1	po quantity (seu	Tan + to add new costs	Addir Cost	
Summary of Actual	osts			
Cost of Labor		0.00		
Other Costs		0.00		
Total Cost		0.00		8
No.		Steps		
14.	Costs pane will be displa any, in the necessary fiel Other Resource T Other Resource D Quantity Used Units	yed. In Add Other Cost in ds: ype Description	put pane, fill information of	cost, if
	• Actual Cost Click on Save icon, , b	utton to save Cost inform	ation.	

Asset Management Information System (AMIS)

	e Assigned Work Request		
< fi		Å	+ 🗸
Add Other Cost		Costs	
Other Resource Typ	e*	Administration Costs	
Other Resource Des	scription		
Quantity Used		0.00	8 🖨 🖨
Units		0.00	
Estimated Cost		0.00	
Actual Cost		0.00	8 C
Other Costs			
Other Resource Typ	Quantity Used	Units	Actual Cost
40cm Philips Fluor	ascent Lamp 36W 2.00		\$7.00
Summary of Actual Ci	osts		
Cost of Labor		0.00	
Cost of Parts		0.00	
Other Costs		7.00	
Total Cost		7.00	8
No.		Steps	
16.	Details of Costs are shown	in Summary of Actual Costs par	ne.
< 0		(A) Update	~ Ø
Request: 1150001358			Date Requested: 20/12/2019
Requestor		REQUESTOR	
Site		1136406MYS.060441.BE0001	
Building		RESIDENTIAL COLLEGE AND HOSTEL	
Floor		GROUND FLOOR	
Floor Room		GROUND FLOOR SSB	
Floor Room Problem Location		GROUND FLOOR SSB	
Floor Room Problem Location Problem Type Status		GROUND FLOOR SSB Lighting Issued and In Process	
Floor Room Problem Location Problem Type Status Equipment Code		GROUND FLOOR SSB Lighting Issued and In Process	
Floor Room Problem Location Problem Type Status Equipment Code Description		GROUND FLOOR SSB Lighting Issued and In Process Lighting not working	
Floor Room Problem Location Problem Type Status Equipment Code Description		GROUND FLOOR SSB Ughting Issued and In Process Ughting not working	
Floor Room Problem Location Problem Type Status Equipment Code Description		GROUND FLOOR SSB Lighting Lighting not working Lighting not working	
Floor Room Problem Location Problem Type Status Equipment Code Description		GROUND FLOOR SSB Ughting Ughting Ughting not working Repair lighting	
Floor Room Problem Location Problem Type Status Equipment Code Description		GROUND FLOOR SSB Lighting Lighting not working Repair lighting	
Floor Room Problem Location Problem Type Status Equipment Code Description Action Taken * Related Requests		GROUND FLOOR SSB Lighting Issued and In Process Lighting not working Repair lighting	
Floor Room Problem Location Problem Type Status Equipment Code Description Action Taken * Related Requests	Crattspers	GROUND FLOOR SSB Uphting Uphting Ughting not working Ughting not working Costs Operating Repair lighting References References References	, , , ,
Floor Room Problem Location Problem Type Status Equipment Code Description Action Taken * Related Requests 177.	Crottspers New Cost are indicated at (GROUND FLOOR SSB Lighting Lighting not working Repair lighting Costs tab.	

Asset Management Information System (AMIS)

Complete Assigned Work Request						
	Documents No documents available					
No.	Steps					
19.	Documents pane will be displayed.					
20.	Click on Camera icon, ¹ , to attach Work photo to the Work Request.					
Close	Photo Attach					
21.	Use your device's camera function to take the work photo. Click on <i>Attach</i> button to attach the photo to Work Request.					

Asset Management Information System (AMIS)

Complet	e Assigned Work Request
< ♠	Documents
dd	Display
No.	Steps
22.	Attached photo are displayed in Documents pane.
23.	Click on <i>Display</i> button to view the photo.
< 0	
Request: 1150001358	Opuale Date Requested: 26/12/2019
Requestor	REQUESTOR
Site	1136406MYS.060441.BE0001
Building	RESIDENTIAL COLLEGE AND HOSTEL
Floor	GROUND FLOOR
Room	SSB
Problem Tupo	
Status	Ligning
Equipment Code	
Description	Lighting not working
	A
Action Taken *	Repair lighting
Related Requests	
	Craftspers Costs Costs Costs Costs
24.	In Undate nane, click on menu icon 💙

Asset Management Information System (AMIS)

TRAINING MANUAL BY SCENARIOS

(0	Å.	¥
	Update	
equest: 1150001358		Hold for Labor
equestor	REQUESTOR	Hold for Access
e Julies	1136406MYS.060441.BE0001	Resume To Issued
nong	RESIDENTIAL COLLEGE AND HOSTEL	Complete
om	SCR	Link New
oblem Location		
oblem Type	Lighting	
itus	Issued and In Process	
uipment Code		
scription	Lighting not working	
tion Taken *	Repair lighting	
lated Requests		^
	Craftspers O Costs O Documents O References	
No.	Steps	t Complete
No. 25. Drop down m	Steps	t Complete.
No. 25. Drop down m	nenu will be displayed. From the menu, select	t Complete.
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No. 25. Drop down m	nenu will be displayed. From the menu, select	t Complete.
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No. 25. Drop down m c a equest 1150001358 equestor te uilding oor	Steps nenu will be displayed. From the menu, select Update REQUESTOR 1136406MYS.060441.BE0001 Complete This action marks the request as Completed A Supervisor can update Labor.narks the request as Completed A Supervisor can update Completed A Super	t Complete.
No. 25. Drop down m control of the sequest 1150001358 equest 1150001358 equestor te uilding oor oom	Steps	t Complete.
No. 25. Drop down m 25. Drop down m acquest 1150001358 equestor te uilding toor toblem Location	Steps nenu will be displayed. From the menu, select Update REQUESTOR I136406MYS.060441.BE0001 Complete This action marks the request as Complete Intervork details until the request as Complete Intervork Complete	t Complete.
No. 25. Drop down m aguest 1150001358 equestor te uilding oor com coblem Location coblem Type	Steps nenu will be displayed. From the menu, select Update REQUESTOR 1136406MYS.060441.BE0001 Complete This action marks the request as Complete A Supervisor can update labor, parts, comments, and other work details until the request to Closed. Complete the work request? No Yes	t Complete.
No. 25. Drop down m 25. Drop d	Steps nenu will be displayed. From the menu, select Update REQUESTOR 1136406MYS 060441.BE0001	t Complete.
No. 25. Drop down m 25. Drop d	Steps nenu will be displayed. From the menu, select Update REQUESTOR 1136406MYS 060441.BE0001 Complete This action marks the request as Completed, A Supervisor can update Iabor, parts, comments, and other work Iabor, parts, comments, and ther work Iabor, parts, comments, and other work Iabor, parts, comments, and ther work Iabor, parts,	t Complete.
No. 25. Drop down m 25. Drop d	Steps nenu will be displayed. From the menu, select Update REQUESTOR 1136406MYS.060441.BE0001 Complete This action marks the request as Completed A Supervisor can update Lighting not working	t Complete.
No. 25. Drop down m 25. Drop d	Steps enenu will be displayed. From the menu, select Update REQUESTOR I136406MYS.060441 BE0001 Complete This action marks the request as Completed A Supervisor can update Lighting not working	t Complete.
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No. 25. Drop down m 25. Drop d	Steps Penu will be displayed. From the menu, select Update REQUESTOR 1136406MYS.060441.BE0001 Complete This action marks the request as Completed A Supervisor can update Labor parts, comments, and other work details until the request is Closed. Complete the work request? No Yes Issued and In Process Lighting not working	t Complete.

Asset Management Information System (AMIS)

Complete Assigned Work Request					
🗸 Apps					
115000114 Ceiling dama	III Process IF FEMS/CIVIL/CIV19 17/10/2019 Issued and In Process ged				
11500013 Lighting not	58 FM[ELECTRICAL]ELEC01 26/12/2019 Completed				
	No More Records				
	(Mar Mode)				
No.	Steps				
27.	In Issued and In Process pane, Completed Work Request are marked with red dot.				
	Click on Sync icon, 2, to sync the data from mobile application to web application.				

Asset Management Information System (AMIS)

3.1.5 Requestor Answer Satisfaction Rating Survey



Asset Management Information System (AMIS)

IIUM/15101/AMIS.11.02.04

Request	Answer Sati	sfaction Rating Surve	Эу			
	الجامعة السامية العالم يستعمر مستعمل العالم مستعمل المستعمل المستعم) Find a form or report	? [→
 Building C On Deman 	Operations nd Work	Building Operations Console				
 Complaint Report Prot Building Op 	t olem console	Show All Show All Group By Status Oselected	Building	Floor	oblem Type More Clear Filter	Recent
		Work Request Code Problem Tyj Approved (12/12)	ICALJELECO1 V18 V16 IOTHERSO1 KEEPINGICLEAN01 TRICALJELECO1 4ANICALJMEC12	Problem Type Description Lighting Walls & Accessories Water Supply Others Cleaning Services Lighting Fan & Ventilation System	Location RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL MULTI-PURPOSE HALL RESIDENTIAL COLLEGE AND HOSTEL DINING HALL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL	
No.			Step	DS		
3.	In the pro Complaint	cess navigator, click > Building Operation	on Buildi s Console ta	ng Operatio ask.	ons > On Demand	Work >
4.	In Building	Operations Console,	under Com	pleted , click	on <i>Survey</i> button.	
المراجع	الحامية الحالمية منطقة مستعملة منطقة مستعملة منطقة			REQUESTOR -)Find a form or report	? [→
Building O On Deman Complaint	alicit and adjusted at a second se	Building Operations Console		REQUESTOR - 🔎	9 Find a form or report	? (→
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Asset Management Information System (AMIS)

3.1.6 Dispatcher Close Completed Service Request

Sign In A	As Dispatcher
	Image: Constraint of the state of
No.	Steps
1.	Open your web browser and go to the following URL:
	http://amis-cfsiium.com/archibus
2.	Sign in using the username and password as assigned to user. e.g.:
	Role: OPS DISPATCHER (ACP)
	Username: DISPATCHER_SV
	Password: dispatcher_sv

Asset Management Information System (AMIS)

Close Service Request								
 Building Operations On Demand Work Supervisor 		Building Operations Co	전					
→ Building Ope	ration Console	Show All Group By Status O selected Approved (13/13)	te Work Request Code	Building Problem Type	Floor	Problem Type Problem Type Description	More Clear Filter	Recent
		Issued and In Process (5/5) Completed (66/66) Close	1150001358 1150001357 1150001345 1150001345 1150001344 1150001343 1150001342 1150001342	FMIELECTRICALIEL FMICIVIL[CIV16 FMICIVIL[CIV16 FMIELECTRICALIEL FMICIVIL[CIV16 FMICIVIL[CIV16 FMICIVIL[CIV16 FMIELECTRICALIEL	EC01 EC03 RS01 EC04	Lighting Water Supply Walls & Accessories Building Power Failure Water Supply Others Campus Power Failure	RESIDENTIAL COLLEG GUARD HOUSE RESIDENTIAL COLLEG DINING HALL MASJID CENTER OF F MULTI-PURPOSE HAL RESIDENTIAL COLLEG DEPARTMENT OF ISLA	E AND HOST SE AND HOST OUNDATION L SE AND HOST AMIC REVEAL
No.				Step	os			
1.	In the pro- Supervisor	cess navigator, > Building Opera	click c ations (on Buildi C onsole ta	ng Ope ask.	erations > O	n Demand \	Nork >
2.	In Building	Operations Con	sole , ur	nder Com	pleted,	click on <i>Close</i>	button.	
 Building Op On Demand 	erations I Work	Building Operations Co	nsole				14 -	
 Supervisor Building Oper 	ration Console	Show All Group By Status Show All Show All	e Work Request Code	Building Problem Type	Floor	Problem Type Problem Type Description	More Clear Filter	Recent
		Issued and In Process (5/5) Completed (66/66) Close Work Request This action archives the req Close this work request? Tot	1150001358 115000135 uest and prevents	EMELECTRICALIEU 8 any further updates t	o ft.	Lighting Water Supply Walls & Accessories Building Power Failure Water Supply Water Supply Others Campus Power Failure	RESIDENTIAL COLLEG GUARD HOUSE RESIDENTIAL COLLEG DINING HALL MASJID CENTER OF F MULTI-PURPOSE HALI RESIDENTIAL COLLEG DEPARTMENT OF ISLA	E AND HOST E AND HOST OUNDATION L E AND HOST AMIC REVEAL
3.	In Close W o Request.	ork Request pop	p up pa	ane, click	on Yes	button to clo	ose complete	d Work

Asset Management Information System (AMIS)

3.2 Scenario 2 - Create Self-Finding

3.2.1 Dispatcher Create Self-Finding Work Request



Asset Management Information System (AMIS)

C	Create Self-Finding Work Request							
Building Operations On Demand Work Self Finding			Report Problem for Self Finding					
	→ Report Probl	em	Requested By* DISPATCHER					
			Requestor Phone					
			Use your assigned workspace location					
			Location* 1136406MYS.060441060101A 01 A01-0 Drawing Map					
			Site Name UIA GAMBANG					
			Building Owner GUARD HOUSE					
			Floor Name GROUND FLOOR					
			Describe the location Wall					
			Enter the location specifically enough that maintenance can find it, such as Problem is on back wall, below window.".					
			Equipment Code					
	No.		Steps					
	3.	In the proce Finding > Re	ess navigator, click Building Operations > On Demand Work > Self- port Problem					
	4.	Report Problem for Self-Finding screen will be displayed. Fill information in the necessary fields:						
		 Locat 	ion					
		• Desc	ribe the location					
		• Equip	oment Code					

Asset Management Information System (AMIS)

(Create Self-Finding Work Request							
	 Building Op On Demand Self Finding Report Probl 	perations d Work g em		Report Problem for	Self Finding	List Request for Equipment	∏ ∲ ⊠	
					Type of Problem Work Trade Problem Type*	FM • CIVIL • Water Supply • View All Problem Types • The more precisely you specify your problem, the better we can route it to people who can help.		
					Description*	No water supply Workflow Response required within 24 Hours Completion required within 2 Days Workflow Steps: On status of Requested: Edit and Approve is required by OPS DISPATCHER (ACP) Request will be dispatched to SUPERVISOR TEAM Submit Add Documents Cancel		
	No.					Steps		
		•	Туре	of Problem				
		•	Worl	< Trade				
		•	Prob	lem Type				
		•	Desc	ription				
		Click o	n Sub	<i>mit</i> button to	submit S	Self-Finding problem.		
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3.2.2 Dispatcher Approve Self-Finding Work Request

Dispatch	er Approve S	Self-Finding Work R	equest		
A Building Op	perations				
 On Deman 	d Work	Building Operations Console			
 Dispatcher 					B+ 9 6+
→ Building Ope	rations Console	Show All Site Group By Status	Building Floor	Problem Type	More Clear Filter Recent
		0 selected			
		Requi	ork est		
		Co	de Problem Type	Problem Type Description	Location
		Cancel Approve 11500013	57 FM CIVIL CIV16	Water Supply	GUARD HOUSE
		Approve + 11500013	48 FEMS MECHANICAL MEC13	Fire Fighting System & Accessories	GUARD HOUSE
		Approve 11500013	47 FEMS CIVIL CIV18	Walls & Accessories	
		Approve 11500013	21 EUSTODIALIHOUSEKEEPINGICI FANO1	Cleaning Services	GUARD HOUSE
		Cancel Approve 11500013	12 CUSTODIALIHOUSEKEEPINGICLEAN01	Cleaning Services	MASJID CENTER OF FOUNDATION STU
		Cancel Approve + 11500013	11 CUSTODIAL HOUSEKEEPING CLEAN01	Cleaning Services	DINING HALL
		Cancel Approve 11500013	10 CUSTODIAL PEST PEST04	Wildlife & Pest Control Services	GUARD HOUSE
		Approve 11500013	09 CUSTODIAL/HOUSEKEEPING/CLEAN02	Hygiene Services	MASJID CENTER OF FOUNDATION STU
			J6 SECURITY/SECURITY SERVICES/SECUT	Security Patroning type-1	RESIDENTIAL COLLEGE AND HUSTEL
		Total records: 93			
No.			Steps		
1.	In the proce > Building C	ess navigator, click Dperations Console	Building Operations	s > On Demand	Work > Dispatcher
2.	Building Op	erations Console so	creen will be display	yed.	
3.	In Building	Operations Console	, under Requested,	, click on <i>Appro</i> v	<i>ve</i> button.
A Building Op	perations				
🔺 On Demano	d Work	Building Operations Console			
🔺 Dispatcher		Approve Work Request 115	0001357		
→ Building Ope	rations Console	Sh Site Code	1136406MYS.060441.BE0001	Equipment Code	
		Building Code	060101A	Division Code	
		Floor Code	01	Department Code	
		Room Code	A01-0	Document 1 Up	load a document
				Document 2 Up	load a document
		Problem Type	FMICIVILICIV16	Document 4 Up	load a document
		Work Description*	No water supply		
		Comments			
		Gonineito			2
					1
		Priority*	2 - Urgent		
		То			
				Forward Approve	Reject Cancel Work Request
	1				
4	In Approve	Work Request non	up pane, click on A	nnrove hutton	
т.					

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3.2.3 Dispatcher Assign Craftsperson to Work Order

Dispatch	er Assign Cra	aftsperso	on to Wor	rk Req	uest		
 Building Op On Demand 	perations d Work	Building Op	erations Conso	ole	*********		
 Supervisor Building Ope 	ration Console	Show All Group By Status 0 selected	▼ Site	Work Request	Building	Problem Type More	Clear Filter Recent
		Approved (1: Issued and It Completed (Cose Cose Cose Total records: 9(3/13) n Process (6/6) Update Complete Update Complete Update Complete Update Complete Update Complete S4/64) O	1150001357 1150001340 1150001325 1150001323 1150001323 1150001346 1150001345	Problem Type FMICIVILICIV16 FMIELECTRICALIELEC03 CUSTODIALIHOUSEKEEPINGICLEAN01 SECURITYISECURITY SERVICESISEC03 FEMSIELECTRICALIELEC01 FEMSICIVILICIV19 FMICIVILICIV18 FMIELECTRICALIELEC03	Problem Type Description Water Supply Building Power Failure Cleaning Services Security Patrolling type-3 Lighting Ceilings & Accessories Walls & Accessories Building Power Failure	Location GUARD HOUSE RESIDENTIAL COLLEGE AND HO: RESIDENTIAL COLLEGE AND HO: DEPARTMENT OF ISLAMIC REVE SPORT FACILITIES DEPARTMENT OF LANGUAGE RESIDENTIAL COLLEGE AND HO: DINING HALL
No.					Steps		
1.	In the proce > Building C	ess navig Operatio	ator, click ns Consol	c Build e.	ing Operations >	On Demand W	ork > Supervisoi
2.	In Building button.	Operat	ions Con	sole,	under Issued an	d In Process,	click on <i>Update</i>
 On Demand 	l Work	Building Op	erations Conso	le			
Supervisor Building Oper	ation Console	Update Work	Work Request Co Descripti Problem Locatik Request Equipment Down (Hour Cause Co Equipment Conditi Date Work Responde Time Work Responde Craftspersons Not	de 115000133 on No water s on Wall (s) 0.00 de on New 1 26/12/201 de 10:17 es	57 upply 7 9 10:17	Problem Type FM CIVI Is EOT? No • urrent Equip. meter reading 0.00 Date Completion Manual	LICIV16
						Update Reques	t Forward Request Close
3.	In Update necessary fi	Work Re elds:	equest pa	ane, to	oggle Update W o	ork Request ta	b and till in the
	• Date	Work R	espondec	ł			
	• Time	e Work R	esponded	d			

Asset Management Information System (AMIS)

TRAINING MANUAL BY SCENARIOS

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Dispatch	ner Assign Cra	aftsperson to Work Request	
 Building Op On Demand 	perations d Work	Building Operations Console	N 🖶 🖂
 Supervisor 		Update Work Request 1150001357	
→ Building Ope		Equipment Down (Hours) 0.00 Cause Code Equipment Condition New Date Work Responded* 26/12/2019 Time Work Responded* 10:17 10:17 Craftspersons Notes	Is EOT? No Current Equip. meter reading 0.00 Date Completion Manual Time Completion Manual
		More Information Work Request History Trades Parts Technician No records to display.	Link New Riap Add Add Add Update Request Forward Request Close
No.		Steps	
4. ▲ Building Ope	In Update assign Craft	Work Request pane, toggle Technici sperson to Work Request.	i an tab and click on <i>Add</i> button to
 On Demand 	Work	Update Work Request 1150001357	□ ×)
 Supervisor 		Update Work Request	Add Craftsperson
→ Building Opera		Equipment Down (Hours) 0.00 Cause Code Equipment Condition New • Date Work Responded* 26/12/2019 Time Work Responded* 10:17 10:17 Craftspersons Notes	Cur Cur Cur Cur Craftsperson Code* TA Scheduled @ UnScheduled Scheduled Hours 0.00 Actual Hours 0.00 Doubletime Hours 0.00 Overtime Hours 0.00 Date Started Time Started
		More Information Work Request History Trades Parte	Date Finished Time Finished Work Type UnSpecified • Assignment Status Active •
		Technician	Additional Comments
		No records to display.	Save
			Update Request Forward Request Close
5.	Add Crafts fields:	person pop up pane will be displaye	d. Fill information in the necessary
	Craf	tsperson Code	
	Craf	tsperson Code	'n

Asset Management Information System (AMIS)

TRAINING MANUAL BY SCENARIOS

Dispatch	ner Assign Crat	ftsperson to Work	Request			
 Building Q On Deman Supervisor Building Ope 	perations d Work rration Console	Update Work Request 11500 Equipment Down (Hours) Cause Code Equipment Condition Date Work Responded* Craftspersons Notes More Information Work Request History Trades Parts Craftsperson Scheduled Scheduled TA	01357 0.00 New • 26/12/2019 10:17 10:17 10:17 d Scheduled Actual Dou Hours Hours 0.00 0.00	bletime Overtime Date Time Hours Hours Started Start	Is EOT? No reading 0.00 Manual Manual Date Time ed Finished Finished Update Request Forv	Link New Map: Add: Add Assignment Status Active
No.			Step	S		
6.	Saved Crafts to update the	person are display e Work Request in	ed in Technic formation.	ian tab. Click on	Update Re	<i>quest</i> button

3.2.4 Craftsperson to Complete Assigned Work Request



Asset Management Information System (AMIS)

C	omplet	e Assigned W	/ork Request								
	من البريا المن المن المن المن المن المن المن الم	الجامعة العلامية الما محمد المحمد المحمد المحمد المحمد				TA •	\mathcal{O} Find a form	or report		? [→	
Building Operations On Demand Work Craftsperson Update Labor Hours Building Operations Console		Building Operations	Console					Doport Broblem			
		Show All	Site	Building	Floor	Problem Type	More	Clear Filter	Recent		
			Work Request Code ▼ Requested (1/1) 1150001118	Problem Type FEMS CIVIL CIV17	Location 060107B-01-001-0	Work Description Water tap not functio	n Cancel		Due Date S 9/25/2019	upervisor	
			Issued and in Process (2 1150001357 1150001147	FMICIVILICIV16 FEMSICIVILICIV19	060101A-01-A01-0 060112A-01-C13-0	No water supply Ceiling damaged	Update Update	Complete Complete	12/30/2019 10/22/2019 S	UPERVISOR	
			Total records: 3								
	No.				Step	S					
	3.	In the proc Craftsperso	ess navigato n > Building C	r, click o Dperation	n Buildin s Console	g Operat task	ions >	On D	emand	Work >	
	4.	Console , un	der Issued an	d In Proce	ess, click c	on <i>Update</i>	button	next t	o Work I	Request.	
	من الليونية المناطقة ا	الدامعة الساليية العال معمد مستورستين مسير وغير في الكر الحال				TA -	○ Find a form	or report		?[→	
	 Building Op On Deman 	perations d Work	Building Operations	Console	,						
	 Craftspers Update Labo Building Ope 	on ir Hours irations Console	Update work Requi	em Location							
			 More Information Reference Material 	Wall					Link	lew Map	
			Work Request Histor Trades Parts	у						Add	
			Craftspersons Date Craftsperson Scheduled	Time Sche Scheduled I	duled Actual Dou Hours Hours	bletime Overtime I Hours Hours S	Date Time Started Started	Date Finished	Time Assign Finished Status	Add	
			Tool Types Tools Other Conto		0.00 0.00	0.00 0.00			Active	Add Add proment e Add Add Add	
			. Estimated Costs			ļ	Actual Costs		Update Requ	lest Close	
	5.	Update Wo toggle Craft	rk Request p spersons tab	op pane v and click o	will be dis on Craftsp	played. In erson cod	Updat e to up	e Wor date w	'k Reque vork prog	est pane, gress.	

Asset Management Information System (AMIS)

Complet	e Assigned V	Vork Request		
العد ماليديا محك واليدية	الدامعة الساسة العا منابعة المسلسة المسلسة العالم	TA	Ø Find a form or report	
 Building Op On Demand Craftsperso Update Laboi Building Opei 	erations I Work m Hours ations Console	Update Work Request 1150001357 Problem Location Wall More Information Reference Material Work Request History Trades Parts Craftspersons Date Time Scheduled Actual Doubletime Overtime Craftsperson Scheduled Scheduled Hours Hours Hours TA 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Edit Craftsperson X Craftsperson Code* TA Scheduled Hours 0.00 Actual Hours 0.00 Doubletime Hours 0.00 Doubletime Hours 0.00 Doubletime Hours 0.00 Date Started 10/25/2019 Time Started 10/25 Date Finished 11/25/2019 Time Finished 11/25 Work Type Work Additional Comments Pipe leaking. Replaced pipe. Image: Cancel Image: Cancel	
No.		Steps		
6.	Edit Craftsp fields:	person pop up pane will be displayed. Fill	in information in the necessary	
	• Actu	ial Hours		
	• Date	e Started		
	• Time	e Started		
	Date Finished			
	• Time	e Finished		
	• Wor	к Туре		
	Assi	gnment Status (Note: Changing Assignment Status to st Status to 'Complete' and will be removed Craftsperson view	' Complete ' will automatically change the Work	
	• Add	itional Comments		
	Click on Sav	e button to save Craftsperson work infor	mation.	

Asset Management Information System (AMIS)

Complet	e Assigned \	Work Request
	الجا معة السلامية العال منتخذ والاسلامية وتجريح الحال الحال	TA - ○ Find a form or report ? →
 Building Op On Demand Craftsperse 	berations d Work on	Update Work Request 1150001357
■ Update Labo		More Information Inik New Map Reference Material Work Request History Trades Trades Craftspersons Traftserson Date Time Scheduled Actual Doubletime Overtime Date Time Date Time Assignment Traftserson Scheduled Scheduled Hours Hours Hours Started Started Finished Status Ta 0.00 0.00 0.00 0.00 12/26/2019 10:25 AM 12/26/2019 11:25 AM Active
		Tools Add Other Costs Estimated Costs Estimated Cost of Labor 0.00 Cost of Labor 0.00 Update Request Close
No.		Steps
7.	Saved Craf Update Rec	ftsperson work information is displayed in Craftspersons tab. Click on <i>quest</i> button to update Work Request information.
الدرام المحكمة المحكمة محكمة المحكمة ال	الجامعة السالمية العال متعمد مستعمل العال وتخريص الخلال الجال	TA → D Find a form or report ? (>
Building OpOn Demand	oerations d Work	Building Operations Console
 ▲ Craftspers ■ Update Labo → Building Ope 	on r Hours rations Console	Show All Show All Show
		▼ Requested (1/1)
		Tatal recercic: 2
8.	In Building button.	g Operations console, under Issued and In Process, click on Complete

	Assigned V	Nork Request							
العالمية ماليريا مستحدية معدة الإنجاع بلنيديا	الجامعة السلامية مترجمية المسلامية وتترسيني الشالان				TA -	○ Find a form	or report		? [→
 Building Opera On Demand W 	tions ork	Building Operations	Console					2eport Problem	
Craftsperson Update Labor Ho Building Operatio	urs ns Console	Show All Group By Status	Site	Building	Floor	Problem Type	More	Clear Filt	er Recent
		Work Request Code Requested (1/1) 1150001118 Issued and in Process (2)	FEMS CIVIL CIV17	Location 060107B-01-001-0	Work Description Water tap not function	Cancel		Due Date 9/25/2019	Supervisor
		11500013571150001147	FMICIVILICIV16 FEMSICIVILICIV19	060101A-01-A01-0 060112A-01-C13-0	No water supply Ceiling Complete	Update Work Reque	Complete	12/30/2019 1357	
					This action m labor, parts, c	arks your assign omments, and ot	ment as Comple her work details	ted. Supervisor until the reque:	s can update it is Closed.
		Total records: 3							
No.				Step	s				
	Complete	Work Reques	t non un	nane wi	ll he disnl:	aved (lick or		hutton

3.2.4.1 Complete Work Request in Mobile Application (Optional)

Login to	Login to ARCHIBUS Mobile Client As Craftsperson					
A	RCHIBUS ×					
Username *	User name (upper case)					
	Register Device					
	Sign in as Guest					
No.	Steps					
1.	Log into ARCHIBUS Mobile Client Application 3.0 as Craftsperson assigned to Work					
	Request. E.g.:					
	Role: Craftsperson					
	Username: TA					
	Password: afm12345					

Asset Management Information System (AMIS)

Complet	e Assigned Work Request
Ĩ	ARCHIBUS *
	Maintenance
	Assessment
No.	Steps
2.	In the main menu, click on Maintenance .
Apps	Image: Status Image: Status
Ceiling dam 11500013 No water su	aged IS7 FM[CIVIL]CIV16 26/12/2019 Issued and in Process pply
	No More Records
	My Work
3.	Maintenance screen will be displayed. List of Work Request assigned to Craftsperson are displayed in Issued and In Process pane.
4.	In Issued and In Process pane, select the assigned Work Request.

Asset Management Information System (AMIS)

Complete Assigned Work Request				
< 0		À 🗸 🗸		
		opuate		
Request 1150001357	r	Date Requested: 2012/2019		
Site	1	136/06MVS 060/0/1 BE0001		
Building				
Floor		BOUND FLOOR		
Room	Т	IOILET		
Problem Location	v	Val		
Problem Type		Vater Supply		
Status	Is	ssued and In Process		
Equipment Code				
Description	Ν	No water supply		
Action Taken *				
Related Requests				
	Craftspers	is Documents References		
No.		Steps		
5.	Details of selected Maintena Craftsperson Notes field.	ance Work Order are shown in Update pane. Click on		
Cancel		Apply		
		Action Taken		
Pipe leaking. R	leplaced pipe.			
6.	In Craftsperson Notes input remarks.	field, fill in remarks. Click on Apply button to save the		

Asset Management Information System (AMIS)

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Complete Assigned Work Request					
< 0		À		✓ C	
D		Update		Date Descented: 08/02010	
Request 1150001357				Date Requested: 20/12/2019	
Site		1136406MYS.060441.BE0001			
Building		GUARD HOUSE			
Floor		GROUND FLOOR			
Room		TOILET			
Problem Location		Wall			
Problem Type		Water Supply			
Status		Issued and In Process			
Equipment Code					
Description		No water supply			
Action Taken *		Pipe leaking. Replaced pipe.		0	
Related Requests		Craftspers Costs Documents References			
No.		Steps			
7.	Input remarks are o	displayed in Craftsperson N	lotes field.		
8.	Click on Craftspers	on tab at the bottom menu	I.		
< 🕈		Å			
		Craftspersons			
Assign Crattspers	on				
Cransperson Co	ae *			⊗ >	
Scheduled					
Unscheduled				۲	
Actual Hours		0.00		⊗ 😑 🛟	
Overtime Hours		0.00		∞ 😑 🛟	
Doubletime Hou	'S	0.00		⊗ 🖨 🛟	
Date Started *				31	
Time Started *				(
Date Finished				31	
Time Finished					
Work Type		UnChapter		U	
Status					
Commonia		Active			
Comments					
Craftspersons Craftsperson Co	de Total Hours	Date Finished Time Finished	Work Type	Status	
ТА	0.00 Hours	26/12/2019 11:25	Work	Active	
9.	List of Craftspersor	assigned to the Work Req	uest are shown in	Craftsperson pane.	
	Select a Craftsperse	on from the list.			

Asset Management Information System (AMIS)

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Complete Assigned Work Request								
< n								
	Craftspersons							
Craftsperson Co	on ide * TA							
Scheduled								
Unscheduled								
Actual Hours	0.27 🛛 🗢 🕂							
Overtime Hours								
Doubletime Hour								
Time Started *	26/12/2019							
Date Finished	26/12/2019							
Time Finished	10:41							
Work Type	Work							
Status	Active							
Comments	Pipe leaking. Replaced pipe.							
Craftspersons								
Craftsperson Co	Ide Total Hours Date Finished Time Finished Work Type Status 0.00 Hours 26/2/2019 11:25 Work Active							
No.	Steps							
10.	In Assign Craftsperson input pane, fill information in the necessary fields:							
	Actual Hours							
	Date Started							
	• Time Started (Note: You can click on Start icon, 🕑 to get current Date and Time from your device)							
	Date Finished							
	Time Finished and the state of the stat							
	• Work Type							
	• Work Type							
	• Status (Note: Setting this field 'Complete' implies that your job is done. You can no longer update the information of this Work Request)							
	Comments							
	Click on Save icon, , to save craftsperson information.							

Asset Management Information System (AMIS)

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. ↑	jās	
	Craftspersons	
sign Craftsperson		
aftsperson Code *	ТА	
neduled		
scheduled		
ual Hours	0.27	8 😑
ertime Hours	0.00	8 😑
ubletime Hours	0.00	8 😑
e Started *	26/12/2019	8
e Started *	10:25	8
e Finished	26/12/2019	8
e Finished	10:41	8
гк Туре	Work	
tus	Active	
nments	Pipe leaking. Replaced pipe.	
	Stone	Active
lo.	Steps	ACIVE
lo. 11. Saved Crafts	Steps person information will be displayed in Craftsper	sons pane.
No. 11. Saved Crafts	person information will be displayed in Craftsper	sons pane.
No. 11. Saved Crafts	person information will be displayed in Craftsper	sons pane.
No. 11. Saved Crafts uest: 110001397 uestor	person information will be displayed in Craftspers	sons pane.
No. 11. Saved Crafts Lest 115001387 Lest 115001387	person information will be displayed in Craftsper Update	sons pane.
No. 11. Saved Crafts veet 1190001387 uestor ding	person information will be displayed in Craftsper	sons pane.
lo. 11. Saved Crafts action 150001357 uestor ling r	person information will be displayed in Craftsper	sons pane.
Jo. 11. Saved Crafts uest: 1150001357 uestor ding m m	person information will be displayed in Craftspers	sons pane.
lo. 11. Saved Crafts uest: 1150001357 uestor ding r m slem Location slem Type	person information will be displayed in Craftspers	sons pane.
No. 11. Saved Crafts uest: 1150001357 uest 1150001357 uest r ding x m oblem Location blem Type us	DISPATCHER DISPATCHER 136406MYS 060441 BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process	sons pane.
No. 11. Saved Crafts uest 1150001367 uestor ding or m olem Location blem Type us ipment Code	DISPATCHER DISPATCHER 1136406MYS 060441 BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and in Process	sons pane.
In the second se	DISPATCHER DISPATCHER 1136406MYS 060441 BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and in Process	sons pane.
In the second se	DISPATCHER DISPATCHER 1136406MYS 060441 BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and in Process No water supply Pipe leaking. Replaced pipe.	sons pane.
In Taken *	total total	sons pane.

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Complete Assigned Work Request						
< 🕇	A + -					
Add Other Cost	Costs					
Other Resource Ty	pe* General Costs					
Other Resource De	escription 32 Inch pipe					
Quantity Used						
Units						
Estimated Cost	0.00					
Actual Cost	5.00 💿 🗢 🗣					
Other Costs Other Resource Ty	ype Quantity Used Units Actual Cost					
	Tap + to add new costs					
Cost of Labor	0 00					
Cost of Parts	0.00					
Other Costs	0.00					
Total Cost	0.00					
No.	Steps					
13.	Costs pane will be displayed. In Add Other Cost input pane, fill information of cost, if any, in the necessary fields:					
	Other Resource Type					
	Other Resource Description					
	Quantity Used					
	• Units					
	Estimated Cost					
	Actual Cost					
	Click on Save icon, 🗹, button to save Cost information.					

Asset Management Information System (AMIS)

Complete Assigned Work Request				
< 🔒		為.	+ 🗸	
		Costs		
Add Other Cost Other Resource Tr	pe *	Administration Costs		
Other Resource D	escription	Autimisuation Costs		
Quantity Used		0.00	8 🖨 🔂	
Units				
Estimated Cost		0.00		
Actual Cost		0.00	⊗ 🖨 🔂	
Other Costs				
Other Resource Ty GENERAL	pe Quantity Used	Units Actual C \$5.00	ost	
32 inch pipe				
Summary of Actual	- and -			
Cost of Labor	JUSIS	0.00		
Cost of Parts		0.00		
Other Costs		5.00		
Total Cost		5.00	0	
Iotal Cost		5.00	0	
No.		Steps		
15.	Details of Costs are shown i	n Summary of Actual Costs pane.		
< 0		À.		
		Update	Y 2	
Request: 1150001357		Update	Date Requested: 20/12/2019	
Request: 1150001357		Update	Oute Requested 20/12/2019	
Request: 1150001357 Requestor Site		Update DISPATCHER 1136406MYS.060441.BE0001	Cate Requested 26/12/2019	
Request: 1150001357 Requestor Site Building		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE	Oate Requested 2612/2019	
Request: 1150001357 Requestor Site Building Floor		Update DISPATCHER 1136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR	Date Requested: 201122019	
Request 1150001357 Requestor Site Building Floor Room		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET	Date Requested 20/12/2019	
Request: 11500013377 Requestor Site Building Floor Room Problem Location		Update DISPATCHER 1136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall	Date Requested: 20/12/2019	
Request: 1150001357 Requestor Site Building Floor Room Problem Location Problem Type		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply	Date Requested: 2011/2019	
Request: 1150001357 Requestor Site Building Floor Room Problem Location Problem Type Status		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET VVali Water Supply Issued and In Process	Oate Requested: 201122019	
Request 1150001327 Requestor Site Building Floor Room Problem Location Problem Type Status Equipment Code		Update DISPATCHER 1136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process	Cate Requested: 20122019	
Request: 1150001327 Requestor Site Building Floor Room Problem Location Problem Type Status Equipment Code Description		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process No water supply	Date Requisited: 2012/2019	
Request: 1190001397 Requestor Site Building Floor Room Problem Location Problem Type Status Equipment Code Description		Update DISPATCHER 1136406MYS.060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process No water supply Pipe leaking. Replaced pipe.	Data Requested: 2012/2019	
Request: 1150001327 Requestor Site Building Floor Room Problem Location Problem Type Status Equipment Code Description		Update DISPATCHER I136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process No water supply Pipe leaking. Replaced pipe.		
Request: 1190001327 Requestor Site Building Floor Room Problem Location Problem Type Status Equipment Code Description Action Taken *		Update DISPATCHER 1136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process No water supply Pipe leaking. Replaced pipe.	Date Requested: 2012/2019	
Request: 1150001387 Requestor Site Building Floor Room Problem Location Problem Location Problem Type Status Equipment Code Description Action Taken * Related Requests	Craftspers	Update DISPATCHER I136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET Wall Water Supply Issued and In Process No water supply Pipe leaking. Replaced pipe. Documents References References References	Cate Requested 20/12/2019	
Request: 1150001387 Requestor Site Building Floor Room Problem Location Problem Location Problem Type Status Equipment Code Description Action Taken * Related Requests	Cratspers	Update DISPATCHER 1136406MYS 060441.BE0001 GUARD HOUSE GROUND FLOOR TOILET VVali Water Supply Issued and In Process No water supply Pipe leaking. Replaced pipe. Costs tab. References	Data Requested 2011/2019	

Asset Management Information System (AMIS)

Complete Assigned Work Request				
< 🕇				
	Documents No documents available			
No.	Steps			
18.	Documents pane will be displayed. Click on Camera icon, , to attach Work photo to the Work Request.			
Close	Photo			
19.	Use your device's camera function to take the work photo. Click on <i>Attach</i> button to attach the photo to work request.			

Asset Management Information System (AMIS)

Complete Assigned Work Request				
< 🕈	Documents			
do	c1.jpg Display			
No.	Steps			
20.	Attached photo are displayed in Documents pane. Click on <i>Display</i> button to view			
	the photo.			
(0				
× -	Update			
Request: 1150001357	Date Requested: 28/12/2019			
Site	DISPATCHER 1136406MVS.060441.BE0001			
Building	GUARD HOUSE			
Floor	GROUND FLOOR			
Room	TOILET			
Problem Location	Wall			
Problem Type	Water Supply			
Status	Issued and In Process			
Equipment Code				
Description	No water supply			
Action Taken *	Pine leaking Renlared nine			
Action Taken				
Related Requests	h			
	Craftspers Costs Costs			
21.	New Photos are indicated at Documents tab.			
22.	In Update pane, click on menu icon, 🚩.			

Asset Management Information System (AMIS)

TRAINING MANUAL BY SCENARIOS

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o l	Å.	<u> </u>
	Update	
quest: 1150001357		Hold for Labor
questor	DISPATCHER	Hold for Access
e	1136406MYS.060441.BE0001	Resume To Issued
intering		Complete
om		Link New
oblem Location	Wall	
oblem Type	Water Supply	
itus	Issued and In Process	
uipment Code		
scription	No water supply	
ion Taken *	Pipe leaking. Replaced pipe.	
lated Requests		h
	Craftspers Costs Documents References	
No.	Steps	
No. 23. Drop down m	Steps enu will be displayed. From the menu, select	Complete.
No. 23. Drop down m	Steps enu will be displayed. From the menu, select	Complete.
No. 23. Drop down m	Steps enu will be displayed. From the menu, select Update	Complete.
No. 23. Drop down m eques: 1150001357	Steps enu will be displayed. From the menu, select Update	Complete.
No. 23. Drop down m equest 1150001357 squestor	Steps enu will be displayed. From the menu, select Update	Complete.
No. 23. Drop down m cquest 115001357 aquestor te	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001	Complete.
No. 23. Drop down m call and the second se	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete	Complete.
No. 23. Drop down m Call Call Call Call Call Call Call Call	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as	Complete.
No. 23. Drop down m aguest: 115001357 aquestor te ailding oor oom	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS 060441.BE0001 Complete This patton marks the request as Complete This patton A Supervisor can update tabor, parts, comments, and other work	Complete.
No. 23. Drop down m according acquest: 1150001357 acquestor te ailding cor com columnations	Steps enu will be displayed. From the menu, select Update Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Completed A Supervisor can update Iabor, parts, comments, and other work Iabor, parts, comments, and the work Iabor, parts, comments, and the work I	Complete.
No. 23. Drop down m according acquestor te ailding coor coom coblem Location coblem Type	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Completed. A Supervisor can update Isaberia unit the request is Closed. Complete the work request?	Complete.
No. 23. Drop down m Calcing Coor	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Cooppleted, A. Supervisor can update Cooppleted, Supervisor can update Cooppleted, Supervisor can update Labor Labor	Complete.
No. 23. Drop down m 24. Drop down m 25. Drop d	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Completed. A Supervisor can other work details until the request is Closed. Complete the work request? No Yes Issued and In Process	Complete.
No. 23. Drop down m 23. Drop down m au au au bulk bulk bulk bulk bulk bulk bulk bu	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Completed. A Supervisor can update Completed. A Supervisor can update Loop leted. A Supervisor can update Complete the work request is Complete the work request is DISPATCHER Issued and in Process	Complete.
No. 23. Drop down m Calculate the transmission of transmissio	Steps enu will be displayed. From the menu, select Update DISPATCHER 1136406MYS.060441.BE0001 Complete This action marks the request as Completed. A Supervisor can update is details unit the request is Completed the work request? No Yes Issued and In Process No water supply	Complete.

Asset Management Information System (AMIS)

Complete Assigned Work Request					
Apps Apps Issued and Celing dam It500011 No water su					
	No More Records				
No.	Steps				
25.	In Issued and In Process pane, Completed Work Order is marked with red dot.				
26.	Click on Sync icon, 2, to sync the data from mobile application to web application.				

3.2.5 Requestor Answer Satisfaction Rating Survey

Sign In A	As Requestor
	Image: Sector Secto
No.	Steps
1.	Open your web browser and go to the following URL:
	http://amis-cfsiium.com/archibus
2.	Sign in using the username and password as assigned to user. E.g.:
	Role: REQUESTOR
	Username: REQUESTOR
	Password: afm12345

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	Answer Sati	sfaction Rating	g Survey			
منة ماليريا المراجعة المراجع	الجا معة السلامية العال معتمدين المحالين وتحكي الكران الكران				Find a form or report	? [→
Building Operations On Demand Work Complaint Report Problem		Building Operations (Console			
		Show All Group By Status	Site Building	Floor	em Type More Clear Filter	Recent
	rations console	0 selected Work Request				
		Code Requested (28/28) Approved (12/12)	Problem Type	Problem Type Description	Location	
		Issued and In Process (4/ ▼ Completed (44/44) Survey	4) EMICIVII ICIV16	Water Supply	GUARD HOUSE	
		1150001346	FMICIVILICIV18	Water Supply Walls & Accessories	RESIDENTIAL COLLEGE AND HOSTEL	
		1150001343 1150001342	FM CIVIL CIV16 FM OTHERS OTHERS01	Water Supply Others	MULTI-PURPOSE HALL RESIDENTIAL COLLEGE AND HOSTEL	
		1150001339	FM HOUSEKEEPING CLEAN01	Cleaning Services	DINING HALL	
		1150001318 1150001315	FEMS ELECTRICAL ELEC01 FEMS MECHANICAL MEC12	Lighting Fan & Ventilation System	RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL	
		Total records: 92				
No.			St	eps		
3.	In the pro	cess navigator	, click on Buil	ding Operation	ns > On Demand	Work >
	Complaint	> Building Ope	rations Console	task.		
4.	In Building	Operations Co	nsole , under Co	mpleted, click o	on <i>Survey</i> button.	
	الجامعة السالعية العالم متحديد مستحد من منطقة متحديثي لكالا التاريخ			REQUESTOR - 🔎	Find a form or report	? [→
 Building O On Demar 	perations					
	nd Work	Building Operations	Console			
Complaint	nd Work	Building Operations	Console			
Complaint Report Prob Building Op	nd Work t Ilem erations Console	Building Operations (Show All • Group By Status •	Site Building	Floor Prob	lem Type More Clear Filter	□ ⊕ ⊠ ≪ ♥ ♥ ♥ Recent
Complaint Report Prot Building Op	nd Work t liem erations Console	Building Operations of Show All • Group By Status • Diselected Work	Site Building	Floor Prob	lem Type More Clear Filter	☐ ⊕ ⊠ Recent
▲ Complaint ■ Report Prob → Building Op	nd Work Hem erations Console	Building Operations	Site Building Problem Type	Floor Problem Type Description	lem Type More Clear Filter	Recent
▲ Complaint ■ Report Prot → Building Op	nd Work t liem erations Console	Building Operations (Show All Group By Status Code Request Code Requested (28/28) Approved (12/12)	Console Site Building Problem Type	Floor Problem Type Description	lem Type More Clear Filter	Recent
Complaint Report Prob Building Op	nd Work t liem erations Console	Building Operations (Show All • Group By Status • O selected • Nequested (28/28) • Approved (12/12) • Issued and In Process (4) Completed (44/44) •	Site Building Problem Type 4)	Floor Probl Problem Type Description	lem Type More Clear Filter	Recent
Complaint Report Prob Building Op	nd Work	Building Operations (Show All Group By Status Deelected Request Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Request	Console Site Building Problem Type 4) D Jest 1150001357	Floor Problem Type Description	Iem Type More Clear Filter	Recent
Complaint Report Prot Building Op	nd Work t Hem Frations Console	Building Operations (Show All Group By Status Oselected Nequest Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Requi	Console Site Building Problem Type 4) Exceptional Exceptional Console	Floor Problem Type Description	Iem Type More Clear Filter	Recent
Complaint Report Prob Building Op	nd Work	Building Operations (Show All Group By Status Desected Work Request Code Request Code Issued and in Process (4) Survey Work Requ Satisfaction Satisfaction	Problem Type Problem Type Proble	Floor Problem Type Description	Iem Type More Clear Filter	Recent
Complaint Report Prob Building Op	nd Work	Building Operations (Show All Group By Status Deelected Request Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Request Satisfaction Satisfaction	Console Site Building Problem Type 4) Building Usest 1150001357 Rating Exceptional Water supply is fixed	Floor Problem Type Description	Iem Type More Clear Filter Location Example With Public Residential College AND HOSTEL MULTi-PupPose Hall Residential College AND HOSTEL DiNing Hall Residential College AND HOSTEL	Recent
Complaint Report Prot Building Op	nd Work	Building Operations (Show All Group By Status Deelected Request Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Request Satisfaction Satisfaction	Console Site Building Problem Type 4) Building Exceptional Xet supply is fixed	Floor Problem Type Description	Iem Type More Clear Filter Location Esciential college And Hostel MULT-PURPOSE HALL RESIDENTIAL COLLEGE AND HOSTEL DINING HALL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL DINING HALL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL	Recent
Complaint Report Prot Building Op	nd Work	Building Operations (Show All Group By Status Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Request Satisfaction Satisfaction Tota	Console Site Building Problem Type 4) Usest 1150001357 Rating Exceptional Vater supply is fixed	Floor Problem Type Description	Iem Type More Clear Filter Location Location Image: State of the st	Recent
Complaint Report Prot Building Op	nd Work	Building Operations (Show All Group By Status Deselected Work Request Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Satisfaction Satisfaction Tota	Console Site Building Problem Type 4) Building Exceptional Kating Exceptional Water supply is fixed	Floor Problem Problem Type Description	Iem Type More Clear Filter Location Education RESIDENTIAL COLLEGE AND HOSTEL MULTI-PURPOSE HALL RESIDENTIAL COLLEGE AND HOSTEL DINING HALL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL RESIDENTIAL COLLEGE AND HOSTEL	Recent
Complaint Report Prot Building Op	nd Work	Building Operations (Show All Group By Status Code Requested (28/28) Survey Work Request Survey Work Request Satisfaction Satisfaction Tot	Console Site Building Problem Type 4) Building Exceptional Exceptional Water supply is fixed	Floor Problem Problem Type Description (San	Image: Second	Recent
Complaint Report Prot Building Op	Id Work Iem erations Console Survey Wo up pane, fil	Building Operations (Show All Group By Status Deselected Request Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Satisfaction Satisfaction Satisfaction Tota Tota The Request pool	Console Site Building Problem Type 4) Uest 1150001357 Rating Exceptional Water supply is fixed p up pane will h the necessary	Floor Problem Problem Type Description	em Type More Clear Filter Location ULocation ULOCATION ULTP-URPOSE HALL RESIDENTIAL COLLEGE AND HOSTEL DINING HALL RESIDENTIAL COLLEGE AND HOSTEL	Recent
Complaint Report Prot Building Op	Id Work Ierritions Console Survey Wo up pane, fil • Sati	Building Operations (Show All Group By Status Code Requested (28/28) Approved (12/12) Issued and In Process (4) Completed (44/44) Survey Work Request Satisfaction Satisfaction Toti Toti Toti Information irr sfaction Rating	Console Site Building Problem Type 4) Best 1150001357 Rating Exceptional 1 Notes' Water supply is fixed p up pane will k n the necessary fixed	Floor Problem Problem Type Description	Image: Survey Work Require Image: Survey Work Require	Recent
Complaint Report Prot Building Op	Id Work Iem erations Console Survey Wo up pane, fil • Sati • Sati	Building Operations (Show All Croup By Status Code Requested (28/28) Approved (12/12) Issued and in Process (4) Completed (44/44) Survey Work Request Survey Work Request Survey Work Request Satisfaction Satisfaction Satisfaction in sfaction Rating sfaction Notes	Console Site Building Problem Type Problem Type	Floor Problem Problem Type Description	Image: Survey Work Req Survey Work Req	Recent
Complaint Report Prot Building Op	d Work Fernitions Console Survey Wo up pane, fil Sati Sati Click on Sav	Building Operations (Show All Group By Status Code Requested (28/28) Approved (12/12) Issued and In Process (4) Survey Work Request Survey Work Request Survey Work Request Survey Work Request Satisfaction Satisfaction I information in sfaction Rating sfaction Notes we button to save	Console Site Building Problem Type 4) Uest 1150001357 Rating Exceptional Notes Water supply is fixed p up pane will h n the necessary ve the rating sur	Problem Type Description	Image: Type More Clear Filter Location Exclosed of the second of the seco	Recent

3.2.6 Dispatcher Close Completed Self-Finding Work Request



Asset Management Information System (AMIS)

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Close Se	If-Finding W	ork Request						
 Building Op On Demand 	perations I Work	Building Operations Cons	ole					
Supervisor Building Ope	ration Console	Show All Site Group By Status Belected Approved (13/13) Lesund and in Process (5/5)	Work Request Code	Building Problem Type	Floor	Problem Type Problem Type Description	More Clear Filter	Recent
		Close Close Close Close Close Close Close Close Close Close Close Close Close Close	1150001357 1150001346 1150001345 1150001343 1150001343 1150001341 1150001339	FMICIVILICIV16 FMICIVILICIV18 FMIELECTRICALIELE FMICIVILICIV16 FMICIVILICIV16 FMIOTHERSIOTHER FMIELECTRICALIELE FMIHOUSEKEEPING	2003 801 2004 2014 2014	Water Supply Walls & Accessories Building Power Failure Water Supply Water Supply Others Campus Power Failure Cleaning Services	GUARD HOUSE RESIDENTIAL COLL DINING HALL MASJID CENTER OF MULTI-PURPOSE H/ RESIDENTIAL COLL DEPARTMENT OF IS DINING HALL	EGE AND HOST FOUNDATION ILL EGE AND HOST ILAMIC REVEAU
No.				Step	S			
3.	In the pro Supervisor	cess navigator, > Building Opera	click c tions (on Buildi i C onsole ta	n g Ope ask.	erations > O	n Demand	Work >
4.	In Building	Operations Cons	ole , ur	nder Com	pleted,	click on <i>Close</i>	e button.	
 Building Op On Demand Supervisor 	perations d Work	Building Operations Cons	sole		······			
Supervisor Building Ope	ration Console	Show All Group By Status Group By Status Deelected Cosecuted Close Work Request 1 This action archives the reque Close this work request? Tota	Work Request Code	Building Problem Type EMICIVILICIVI 6 57 53 any further updates to	Floor	Problem Type Problem Type Description Water Supply Wates & Accessories Building Power Failure Water Supply Water Supply Others Campus Power Failure Cleaning Services	More Clear Filter	EGE AND HOST FOUNDATION ALL EGE AND HOST ILAMIC REVEAL
5.	In Close W Request.	ork Request pop	up pa	ane, click	on Yes	button to clo	ose complet	ed Work

4.0 PREVENTIVE MAINTENANCE ACTIVITIES BY SCENARIOS

4.1 Scenario 1 - Generate Planned Preventive Maintenance (PPM) Work Order



4.1.1 Define Procedures

Define P	rocedures				
الدينا من الدينا من الدينان ال	الجامعة السلامية الما منتخب المسلحة المسلحة المالية		РРММАН	IAGER •	? [→
 Building Op Preventive 	perations Maintenance	Define PM Procedures, Steps, and	I Resources		
Maintenance Manager Define Procedures, Steps and Resources Define Procedures Use Procedures of Primary Trace View Procedures of Primary Trace		Filter PM Procedure Primary Trade	PM Procedure Description	Procedure Type	Show Clear
Assign Procedur Assign Procedur Define Schedule Define PM St Define PM St View PM Sch View PM Sch Generate Work C Generate PM View Active 1		Procedures, Steps, and Resources CIV - COLD WATER TANK (Y/M) Cold Water T CV - COMMON AREAS BUILT IN FURNITURE Common Areas Built In Furniture V - VOORS (QY) Doors CIV - FLOOR & CARPET (Q) Floor & Carpet CV - HANDRAIL & GRILLE (Y) Handrail & Grill CV - RINFORCE CONCRETE STRUCTURE (2Y, Reinforce Concrete Structure CIV - ROAD MAINTENANCE (M) Road Furniture Signage CIV - ROAD MAINTENANCE (Y) Roads, Hard-St & Footpath CIV - ROAD MAINTENANCE - (M) Fencing & Ga CIV - ROAD MAINTENANCE - (M) Fencing & Ga CIV - ROAD MAINTENANCE - (M) Fencing & Ga CIV - ROAD MAINTENANCE - (M) Fencing & Ga CIV - ROAD MAINTENANCE - (M) Fencing & Ga CIV - SIGNAGE (M) Signage CIV - SIGNAGE (M) Signage CIV - STEEL STRUCTURE & SPACE FRAME (Q)	Add New Procedure Procedure Trade Part Tool Type ELE Std. Units per Hour / Account Code Cost Category Procedure Document Upload a document	dure Steps Trades Parts Tool Types PM Procedure Descrip LIGHTINC Luminaries and Lightin Std. Units (sq. ft., etc.) Procedure Type Equipment • Equipment Standard PM Procedures to Sup	Save Delete
No.			Steps		
1.	In the proc Maintenan	cess navigator, click E ce Manager > Define F	Building Operation	ions > Preventive M	aintenance >
2.	Define PM Procedures Procedure.	I Procedures, Steps, , Steps, and Resour	and Resource ces pane, click	es screen will be on <i>Add New</i> butto	displayed. In on and select
3.	Procedures	input screen will be d	isplayed. Input ii	nformation in the nec	essary fields:
	• PM	Procedure			
	• PM	Procedure Description			
	• Prim	nary Trade			
	• Std.	Units (sq. ft., etc.)			
	• Std.	Units per Hour			
	• Proc	edure Type			
	 Acco 	ount Code			
	• Equi	pment Standard			
	• Cost	Category			
	• PM	Procedure to Suppress			

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Define P	rocedures					
	 Proc 	cedure Document				
	Click on Sav	e button to save the F	PM Procedure.			
	الجامعة العامية العالمية الجامعة (المحاصة المحاصة) وتحريم الحاد الجارة		PPMMANAGER +	\mathcal{O} Find a form or report	? [→	
 Building Op Preventive 	perations Maintenance	Define PM Procedures, Steps, an	d Resources			
▲ Maintenan	ce Manager	Filter			Show Clear	
Define Procedur	es,Steps and Resources	PM Procedure	PM Procedure Description	Procedure Type		
 Define Proce View Proced 		Primary Trade	Instructions			
Assign Procedu		Procedures, Steps, and Resources	Add New Drocoduros Drocoduro Star	ne Tradas Darts Taal Tumas		
Assign Proce Location		ELE - HT PANEL 11KV VCB (W) Ht Panel 11kv ELE - UT PANEL 11KV VCB (W) Ht Panel 11kv	Procedure		Save Delete	
Define Schedule		11kv Vcb Shutdown	Trade M Procedure Code ELE - LUMIN	NARIES AND PM Step Code* 1		
Define PM SDefine PM S		Transformer 11kv Resin ELE - LIGHTNING SURGE PROTECTION (6M) L	Part Instructions* Qualitative	Tasks		
 View PM Sch View PM Sch 		Surge Protection ELE - LIGHTNING SURGE PROTECTION (WN) L	ightning 1. Ensure lig	ght fittings functional.		
Generate Work		 ELE - LUMINARIES AND LIGHTING (D) Lumina Lighting 	ries and Quantitative	Took		
Generate PM		ELE - LUMINARIES AND LIGHTING (M) Lumina Lighting	ries and			
		ELE - LUMINARIES AND LIGHTING (W) Lumina Lighting	iries and			
		ELE - LUMINARIES AND LIGHTING (WN) LUMIN and Lighting ELE - LUMINARIES AND LIGHTING (Y) LUMINARIES AND L	naries			
		Lighting				
No.			Steps			
4.	Select PM P	rocedure from the list	. Click on Add New b	outton and select Ste	p.	
5.	Procedure Steps input screen will be displayed. Input information in the necessary					
	fields:					
	• PM	Step Code				
	• Insti	ructions				
	Click on Sav	e button to save the F	Procedure Steps for s	elected PM Procedu	ire.	

4.1.2 Assign Procedures to Equipment or Location

Assign P	rocedures to	e Equipment or Location	
الي من الي من التي من ا التي من التي من التي من التي من	الجامعة السامية العا متحدثة متعارضات معدة وتكريني لكن أكرا	PPMMANAGER + 💭 Find a form or report	? [→
 Building Op Preventive 	perations Maintenance	Assign Procedures to Asset or Location	N ÷ M
 Maintenand 	ce Manager	Filter Clear	
Define Procedur Define Proce View Procedur Assign Procedur Assign Procedur Assign Procedur Define Schedule Define PM Sch Define PM Sch View PM Sch Generate Work O Generate PM View Active F	es, Steps and Resources dures ures by Primary Trade es edures to Equipment or s chedules bhedule Dates edules(AII) edules inders Work Orders "M Work Orders	Building Code Floor Code Floor Code Equipment Standard No Procedure Asset Location Image: Code: 0100000000000000000000000000000000000	
No.		Steps	
1.	In the proo Maintenai	cess navigator, click on Building Operations & Preventive nce Manager > Assign Procedures to Equipment or Location	Maintenance on
2.	Assign Pro	cedures to Asset or Location screen will be displayed.	

4.1.2.1 Assign Procedures to Equipment

Assign P	rocedures to Equipment		
		PPMMANAGER ~	○ Find a form or report
Assign P	rocedures to Asset or Location		
Filter	Show Clear	Assigned Procedures for:060101A.01.001-0.171115.003	× Delete Selected
Equipment Cod	Ploor Code Roon		
Equipment S			
Asset Lo	ation		
Equipment O	@Refresh XLS		
Equipment of	pment Code		
	014 01 001 0 171115 001 SINCLE DOOP (DIVWOOD C	Available Procedures	Add Selected
■ ③ 060	101A.01.001-0.171115.002 SINGLE DOOR (PLYWOOD C,	PM Procedure	PM Procedure Description
	101A.01.001-0.171115.003 SINGLE DOOR (PLYWOOD) 101A.01.001-0.333921.001 SPLIT UNIT (WALL MOUNTE	CIV - COMMON AREAS BUILT IN FURNITURE (0)	Common Areas Built In Furniture Details
🗐 🕕 060	01A.01.001-0.353700.001 1 GANG 13A SWITCH SOCK	CIV - DUORS (0/Y)	Floor & Carpet Details
Page 1 of 95	4 Next >>	CIV - HANDRAIL & GRILLE (Y)	Handrail & Grille Details Reinforce Concrete Structure Details
Total records	. 20,007	CIV - ROAD MAINTENANCE (M)	Road Furniture / Signage Details
No.		Steps	
3.	Tick on an Asset from the List of Procedures assign screen. List of unassigned procedu	list of Assets in Asset tab. ned to the Asset are shown ures are shown in Available I	n in Assigned Procedures for Procedures screen.
4.	In Available Procedures s Click on <i>Add Selected</i> butt	screen, tick on Procedure(s) con to add assign Procedure(s	to be assigned to equipment. s).
المترة عليما المراجع ا		PPMMANAGER -	
Assign Pr	ocedures to Asset or Location		
Filter Building Code	Floor Code Room	Assigned Procedures for:060101A.01.001-0.171115.003 PM Schedule Code PM Procedure PM Procedure	× Delete Selected PM Procedure Description
Equipment Sta	ndard No Procedure	CIV - DOORS (Q/Y)	Doors Details
Asset Loca	tion		
Equipment Cod	e: 0[95357] All[95357] Page 1 of 954 Next >>		
Equip	nent Code 🔹 Equipment Description		
06010	1A.01.001-0.171115.001 SINGLE DOOR (PLYWOOD C,	Available Procedures	Add Selected PM Procedure Description
□ ① 06010	1A.01.001-0.171115.002 SINGLE DOOR (PLYWOOD C, 1A.01.001-0.171115.003 SINGLE DOOR (PLYWOOD)		Ourse Auto Duille la Suraite a
06010	1A.01.001-0.333921.001 SPLIT UNIT (WALL MOUNTE	CIV - COMMUN AREAS BUILT IN FURNITURE (Q) CIV - FLOOR & CARPET (Q)	Floor & Carpet Details
L 🔰 06010	1A.01.001-0.353700.001 1 GANG 13A SWITCH SOCK	CIV - HANDRAIL & GRILLE (Y)	Handrail & Grille Details Reinforce Concrete Structure Details
Page 1 of 954 Total records:	Next >> 95,357	CIV - ROAD MAINTENANCE (M)	Road Furniture / Signage Details
		CIV - ROAD MAINTENANCE (Y)	Roads, Hard-Shoulders & Footpaths Details
5.	Procedures assigned to th	e equipment are shown in A	ssign Procedures for: screen.

4.1.2.2 Assign Procedures to Location

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Building Code:	• 0 [5832] ∆ [583:	Page 1 of !	59 Next>>	⊉ Refresh XLS				
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✓ 060101A	01	A01-0	TOILET PRAVING AREA		M-001-HOSE REEL (M)	Y/M)	Cold Water Lank Hose Reel Monthly (By Equipment)	Details
060101A	01	B01-1	ABLUTION					
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Page 1 of 59	Next >>							
۱o.					Steps			
6. 7.	Click Click From selec	on Lo on <i>XL</i> the ted Lo	cation ta S button list of Lc	b. List of Loo to download ocations, ticl re shown in	cation will be di d the list of Loc k on a Locatio Assigned Proce	isplayed ations. n. List edures f	l in Location tab of Procedures a for screen if any.	ssigned to
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4.1.3 Define PM Schedules

Define P	M Schedule	5				
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▲ Maintenan	ce Manager	Filter		Show Clear	Edit PM Schedule	Copy Save
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		□ (1) 060101A.01.B01-	1.311919.001 WATER TAP			
		060101A.01.001-	0.171115.001 SINGLE DOOR (P	LYWOOD C/W FACT		
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		060101A.01.001	0.371100.002 DATA POINT			
No.				Steps		
1.	In the process navigator, click on Building Operations & Preventive Maintenance >					
	Maintenan	ce Manager	> Define PM S	chedules		
2.	Define PM	Schedules so	creen will be di	splayed.		

Asset Management Information System (AMIS)

Define PM Schedules – Asset - Proced	ure			
		PPMMANAGER - 🔎 Find a form or i	report	? [→
Define PM Schedules				
Filter Show Clear Building Code Floor Code Room Cc	Edit PM Schedule			Copy Save
Equipment Code Equipment Standard PM Proc	Basic Information PM Schedule Code 256 Equipment Code	PM Procedure ELE - LV PANEL MSB/ACB (M) Asset Description	PM Procedure Description LV PANEL MSB/ACB	
Asset -Procedure	060101A.01.A01- 0.21431513.001	TISSUE HOLDER		
PM Procedure: C (A) E (A) M (1) All (12)	Schedule Information Date of Last PM O(6/2010	Calc. Date for Next PM	Calc. Hours to Complete	
Equipment Code Asset Description	9/6/2019 Date for First PM 9/6/2019	Manual Date for Next PM	0.00 Est. Hours to Complete 0.00	
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Details of selected PM Proce	dure are show	n in Edit PM Schedu	le screen.	? [→
Define PM Schedules				
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Asset Management Information System (AMIS)

IIUM/15101/AMIS.11.02.04

Define I	PM Schedules – Loca	tion - Procedure			
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Asset -Pro	cedure Location-Procedure	2Refresh XLS ▲ GUARD HOUS	01 Floor Name CROUND ELOOR	001-0 Room Name	
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No.			Steps		
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5.	Click on Location –	Procedure tab.	List of Location and	their assigned procedu	ires are
	shown in Location	– Procedure ta	ab. Click on XLS bu	tton to download the	list of
	Locations procedur	es in Excel forma	ət.		
		5			
6.	Details of selected	Location – Proce	dure are snown in E	dit Pivi Schedule scree	n.
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4.1.4 Define PM Schedule Dates

Define P	M Schedule	Date	S			
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🔺 Building Op	perations	Defe	- DM Oshadula Datas			
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		Sc	PM hedule Code ▲ PM Procedure	Equipment Code	Equipment Description	Build Cod
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			249 M-001-HOSE REEL (M)		,	060
Define PM Sc			250 ELE - ACCESS CARD (M)	060101A.01.001-0.333921.001	SPLIT UNIT (WALL MOUNTED)	060
Define PM So	chedule Dates		251 MEC - CHILLER (M)	060101A.01.001-0.371100.002	DATA POINT	060
			252 CIV HANDDAIL & CDILLE (V)	060101A 01 D01 1 211010 001	WATED TAD	060
NO.			3	steps		
1.	In the process navigator, click on Building Operations & Preventive Maintenance > Maintenance Manager > Define PM Schedule Dates					
2.	Define PM Schedule Dates screen will be displayed. In Select PM Schedule scree click on <i>Show All</i> button to view the list of PM Schedules.					
		~ .				

Asset Management Information System (AMIS)

Define P	M Schedule I	Dates				
اليريا معادلين	الجامعة السلامية الما منعد من من السلامية معنان			PPMMANAGER -	Ø Find a form or report	? [→
 Building Op Preventive 	perations Maintenance	Define Pl	N Schedule Dates			
▲ Maintenan	ce Manager	Select PM S	chedule		Generate Schedule Dates for Selected Sche	dules Show All
Define Procedure Define Proce	Maintenance Manager Define Procedures, Steps and Resources Define Procedures View Procedures by Primary Trade		PM Procedure	Equipment Code	Equipment Description	Buildin Code
Assign Procedur		2	46 CIV - COMMON AREAS BUILT IN EURNITUR	PE (0) 0601014 01 001-0 171115 001	SINGLE DOOR (PLYWOOD C/W FACTORY PRES	SGLUN 060
Location		2	47 CIV - DOORS (Q/Y)	060101A.01.001-0.171115.001	SINGLE DOOR (PLYWOOD C/W FACTORY PRES	S G.I. LIN 060
Define Schedule		✓ 2	49 M-001-HOSE REEL (M)			060
Define PM Sc		✓ 2	50 ELE - ACCESS CARD (M)	060101A.01.001-0.333921.001	SPLIT UNIT (WALL MOUNTED)	060
Define PM Sc		✓ 2	51 MEC - CHILLER (M)	060101A.01.001-0.371100.002	DATA POINT	060
 View PM Sch View PM Sch 		ą.				
Generate Work O						
👩 Generate PM				Data Range		
View Active F				From 10/31/2019	To 11/30/2019	
						Submit
No.				Steps		
3	In Select Pl	M Sche	dule screen tick t	ne PM Procedure	e(s) to generate PM	Schedule
5.	dates.					Schedule
	After selec	ting Pl	Ⅵ Schedule(s), clic	k on <i>Generate</i>	Schedule Dates for	Selected
	Cabadulash	-			-	
	Schedules b	outton.				
4.	Data Range following in	e pop iput fiel	up screen will be ds:	displayed. In D	ata Range screen, f	ill in the
	 Fror 	n				
	• To					
Asset Management Information System (AMIS)

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Define P	M Schedule	Dates						
منه مالیریا کارلیک	الجامعة السلامية العا مستعدد مستعدمة المسلومية العالم وغير على الخيال			РРММ	IANAGER -) Find a form or report	? [→	
🔺 Building Op	perations							
 Preventive 	Maintenance	Define PM	Schedule Dates					
🔺 Maintenan	ce Manager	Select PM Sche	edule			Generate Schedule Dates for Selected	Schedules Show All	
Define Procedure Define Procedure View Procedure Assign Procedure	Define Procedures, Steps and Resources Define Procedures View Procedures by Primary Trade		PM Procedure	Equipment Code		Equipment Description	Buildin Code	
Assign Proce		246	CIV - COMMON AREAS BUILT IN FU	RNITURE (Q) 060101A.01.001-	-0.171115.001	SINGLE DOOR (PLYWOOD C/W FACTORY	PRESS G.I. LIN 060	
Location		247	CIV - DOORS (Q/Y)	060101A.01.001-	-0.171115.001	SINGLE DOOR (PLYWOOD C/W FACTORY	PRESS G.I. LIN 060"	
Define Schedule ■ Define PM So → Define PM So ■ View PM Sch	Define Schedules ■ Define PM Schedules → Define PM Schedule Dates ■ View PM Schedules(All)		M-001-HOSE REEL (M) ELE - ACCESS CARD (M) MEC - CHILLER (M)	060101A.01.001- 060101A.01.001-	-0.333921.001 -0.371100.002	SPLIT UNIT (WALL MOUNTED) DATA POINT	060 [°] 060 [°]	
View PM Sch		PM Schedule D	ates	Add New Delete Selected	Edit PM Sche	dule Date	Save	
Generate Work C			PM Schedule Code PM Date	•		PM Schedule Code 249		
 Generate PM View Active F 				8		PM Date 10/31/2019		
			249 10/22/2019	Edit				
			249 10/31/2019	Edit				
			249 12/22/2019	Edit				
			249 1/22/2020	Edit				
		-						
No.				Steps				
5.	Generated PM Schedule Dates are shown in PM Schedule Dates screen. Click on <i>Add New</i> button to manually add PM Schedule Date.							
6.	 In Edit PM Schedule Date screen, fill in the following input fields: PM Date 							
	Then, click on Save button to save new PM Schedule Date.							

4.1.5 Generate Planned Preventive Maintenance (PPM) Work Order

Generate Planned Preventive Maintenance (PPM) Work Order									
منة باليربا المراجع المراجع	الجا معة السلامية العال معتقد مستخدمة العال العالية موجوعة العال العالية	PPMMANAGER + D Find a form or report	? [→						
Building OPreventive	perations Maintenance	Generate PM Work Orders							
▲ Maintenar	ice Manager res,Steps and Resources	Generate Asset PM Work Orders Generate Location PM Work Orders Filter Work Orders Group and Generate Work Orders Generating Work Orders							
 Define Proce View Proced Assign Procedu 		Generate Work Orders only for These Criteria Site Code 1136406MYS.060441.BE0001 Ruilding Code 1000000000000000000000000000000000000	Next>>						
Assign Proc Location		Floor Code PM Schedule Group							
Define PM S Define PM S		Generate Work Orders for PM Schedules Coming Due							
 View PM Sc Generate Work 	hedules Orders	Generate Work Orders for PM Schedules Past Due	XLS						
Generate PM Generate PM View Active	A Work Orders	No records to display.							
No.		Steps							
1.	In the process navigator, click Building Operations > Preventive Maintenance > Maintenance Manager > Generate PM Work Orders								
2.	Generate P	PM Work Orders screen will be displayed.							
	In Generate	In Generate PM Work Orders screen, click on Generate Asset PM Work Orders tab.							
3.	Generate PM Work Orders screen will be displayed. Under Generate Work Orders								
	only for The	only for These Criteria pane, input information in the necessary fields:							
	Site Code								
	Building Code								
	Floor Code								
	PM Schedule Group								
	• Prim	nary Trade							
4.	In Generate	e Work Orders for PM Schedules Coming Due pane, input information	ation in						
	the necessa	ary fields:							
	• Fron	m							
	• То								
	Click on <i>Next</i> button to generate Preventive Maintenance (PM) Work Orders for selected criteria.								

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Generat	e Planned Pro	eventive Maintenance (PPM) Work Order						
	الجامعة السلامية العالم منابع مستعمل الجالية	PPMMANAGER - ○ Find a form or report ③ [→						
Building Operations Preventive Maintenance		Generate PM Work Orders						
▲ Maintenar	nce Manager	Generate Asset PM Work Orders Generate Location PM Work Orders						
Define Procedu	res,Steps and Resources edures	Fritter Work Orders Group and Generate Work Orders Generating Work Orders Review Generated Work Orders Group PM Schedules By Generate Case Case Case Case Case Case Case Cas						
Assign Procedu		One PM Schedule per Work Order Asset Code						
Assign Proc Location		 Asset Sub-Components Asset Standard 						
Define Schedule		Site Building						
Define PM S		Primary Trade						
View PM Sc Generate Work								
→ Generate PN View Active		Other Options						
		Generate New PM Schedule Dates Use Grouping Codes						
No.		Steps						
5.	 Group and Generate Work Orders tab will be displayed. Under Other Options pane, untick the selection: Generate New PM Schedule Dates Use Grouping Codes Click on <i>Generate</i> button to generate PM Work Orders. 							
	مالدا مع المالية منطقة معرفة المالية منطقة المالية	PPMMANAGER - ○ Find a form or report						
A Building O	perations	Generate PM Work Orders						
 Preventive Maintenar 	e Maintenance nce Manager	Generate Asset PM Work Orders Generate Location PM Work Orders						
Define Procedu	res,Steps and Resources	Filter Work Orders Group and Generate Work Orders Generating Work Orders Review Generated Work Orders						
View Proce		Result View or File Estimated						
Assign Procedu Assign Proc		Job Name Link will be enabled when job finishes. Complete Time Remaining View Generated Work Orders and Work Requests ab-pm-rpt-pm-wo.axvw 100% 00:00.06 00:00.00 Stop Job						
Define Schedule		Job Complete - 100% - 3 work orders generated.						
Define PM S								
View PM Sc								
Generate Work → Generate PM								
View Active								
6.	Wait for the	process to complete. Then click on the link generated.						

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Generat	e Planned Pr	eventive Ma	aintenance (PPM) V	Vork Ord	er				
اليريا المريك	الجا محة الساليية العال منتخب منتخب المسالية وفكر فكي فكالا الكرار	PPMMANAGER - ○ Find a form or report							
 Building Op Preventive Maintenan 	perations Maintenance ce Manager	Generate PM Work Orders							
Define Procedur Define Proced View Proced Assign Procedu	es,Steps and Resources dures ures by Primary Trade res	Filter Work Orders Group and Generate Work Orders View Active PM Work Orders View Active PM Work Orders							
Assign Proc Location Define Schedule Define PM S Define PM Sch View PM Sch View PM Sch		View Active PM Work C Work Request Code: 1 [21] PM Schedule Procedure Code Type	Building Orders All[21] PM Procedure	Work Request Dat Code Per	E te to Date Work rform - Completed	Status Assigned	Refresh XLS Asset Descriptic		
Generate Work (→ Generate PN ■ View Active:		246 Equipment 250 Equipment 251 Equipment 253 Equipment 253 Equipment 253 Equipment Total records: 21	CIV - COMMON AREAS BUILT IN FURNITURE ELE - ACCESS CARD (M) MEC - CHILLER (M) CIV - ROAD MAINTENANCE (M) CIV - ROAD MAINTENANCE (M) CIV - ROAD MAINTENANCE (M)	 (Q) 1150001170 11, 1150001171 11, 1150001172 11, 1150001143 11, 1150001142 11, 1150001141 11, 	/28/2019 /28/2019 /28/2019 /26/2019 /12/2019 /12/2019	060101A.01.001-0.171115.001 060101A.01.001-0.333921.001 060101A.01.001-0.371100.002 060101A.01.001-0.333921.001 060101A.01.001-0.333921.001 060101A.01.001-0.333921.001	SINGLE DOOF SPLIT UNIT () DATA POINT SPLIT UNIT () SPLIT UNIT ()		
No.	Steps								
7.	View Active PM Work Orders tab will be displayed. List of Active PM Work Orders are displayed in View Active PM Work Orders screen. Click on <i>XLS</i> button to download the list of active PM Work Orders in Excel file format.								

Asset Management Information System (AMIS)

4.1.6 Assign Craftsperson to Preventive Maintenance (PM) Work Order

Assign (Craftsperson t	o Prever	ntive Mainto	enance (PM) Wo	rk Order	
المراجعة ال مراجعة المراجعة المراج	الجامعة السلامية العالمي مترسمين والاستفادة والعالمين وكرين الكار الكار الكار				РРММ	ANAGER - 💭 Find a form or report	?[→
 Building (Preventiv 	Dperations e Maintenance	Building Op	erations Console				
Supervise Building Op	or Departions Console	Show All Clear Show	Site Recent Group E	Building ▼	lding	Floor Problem Type	More
		0 selected ■ • 060101A	Work Request Code (14)	Primary Trade Required	Location	PM Procedure	Procedure Description
		Update Update	Complete 1150001172 Complete 1150001171 Complete 1150001170	MEC ELE CIV	GUARD HOUSE GUARD HOUSE	MEC - CHILLER (M) ELE - ACCESS CARD (M) CIV - COMMON AREAS BUILT IN FURNITURE (O)	Chiller Access Card Common Areas Built In I
		Update Update	Complete 1150001167	ELE	GUARD HOUSE GUARD HOUSE	ELE - LV PANEL MSB/ACB (M) ELE - PA SYSTEM (M)	LV PANEL MSB/ACB PA System
		Update Update Update Update	Complete 1150001143 Complete 1150001142 Complete 1150001141 Complete 1150001141 Complete 1150001140		GUARD HOUSE GUARD HOUSE GUARD HOUSE GUARD HOUSE	CIV - ROAD MAINTENANCE (M) CIV - ROAD MAINTENANCE (M) CIV - ROAD MAINTENANCE (M) CIV - ROAD MAINTENANCE (M)	Road Furniture / Signag Road Furniture / Signag Road Furniture / Signag Road Furniture / Signag
		Total records: 14					
No.				:	Steps		
1.	In the process navigator, click Building Operations > Preventive Maintenance > Supervisor > Building Operations Console						
2.	Building Operations Console screen will be displayed. Click on <i>Show</i> button to view the list of PM Work Orders.						
3.	List of PM Work Orders will be displayed. Next to Work Request Code, click or <i>Update</i> button.						

TRAINING MANUAL BY SCENARIOS

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Asset Management Information System (AMIS)

Assign Craftsperson to Preventive Maintenance (PM) Work Order الجامعة السلسية العالمية ماليريا وتشريح الكرز الكرارية والمحدة المحدة PPMMANAGER - 🔎 Find a form or report ? [→ **Building Operations Console** Update Work Request 1150001172 Update Work Requ Equipment Down (Hours) 0.00 Time Work Responded Current Equip. meter reading 0.00 Date Completion Manual Craftspersons Notes More Information Reference Material History Trades Parts Craftspersons Add No records to display Tool Types Close No. **Steps** 4. Details of selected PM Work Order are displayed in **Update Work Request** pane. 5. In Update Work Request pane, toggle Craftspersons tab. In Craftspersons tab, click on Add button to assign Craftsperson. الدامعة السلامية العالمية ماليريا PPMMANAGER - 🔎 Find a form or report ? [→ **Building Operations Console** \ominus Update Work Request 1150001172 Update Work Request Equipment Down (Hours) 0.00 Time Work Responded Current Equip. meter reading 0.00 Add Craftsperson Craftspersons Notes Craftsperson Code* TA Date Scheduled* 11/4/2019 Time Scheduled* 11:23 11:23 AM More Information Scheduled Hours 0.00 Reference Material Actual Hours 0.00 History Doubletime Hours 0.00 Frades Overtime Hours 0.00 Parts Date Started Craftspersons Time Started Date Finished No records to display. Time Finished Tool Types Save Cancel Update Request Close 6. Add Craftsperson pop up input screen will be displayed. In Add Craftsperson pop up input screen, fill in the necessary input fields: **Craftsperson Code** • Date Scheduled

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Assign Craftsperson to Preventive Maintenance (PM) Work Order									
	Time Scheduled								
	Then, click	n <i>Save</i> button to assign Craftsperson to PM Work Request.							
من ماليريا كا القياميا	الدامة السلمة العالم منطقة مسلمة المسلمة منطقة منطقة المسلمة المسلمة	PPMMANAGER - 🔎 Find a form or report							
Building O	perations	Building Operations Console	\sim						
 Preventive Supervisor 	r Maintenance	Update Work Request 1150001172							
→ Building Opt	rations Console	Current Equip. meter reading 0.00 Date Completion Manual Craftspersons Notes More Information Reference Material History Trades Add Parts Add Craftspersons Craftspersons Craftspersons Craftspersons Craftspersons Craftspersons Craftspersons Craftsperson Craftsperso							
No		Steps							
7.	Click on Up	ate Request button to update information.							