

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
КРАĞ	Konsesi Pusat Asasi Gambang Sdn Bhd
SMMSB	Service Master Malaysia Sdn Bhd
IIUM	International Islamic University Malaysia

TABLE OF CONTENT

1.0	INTE	RODUCT	[ION	4
2.0	OVE	RVIEW		4
3.0	COR	RECTIV	E MAINTENANCE ACTIVITIES BY SCENARIOS	5
	3.1	Scena	rio 1 - Create Service Request	5
		3.1.1	Requestor Create Service Request	5
		3.1.2	Requestor Answer Satisfaction Rating Survey	8

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 process of AMIS consists of the following modules of ARCHIBUS; Corrective Maintenance and Preventive Maintenance.

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

- Corrective Maintenance
 - Scenario 1 Create Service Request

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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Report Problem Building Operations Console		Requested By* REQUESTOR				
		Request	or Phone			
		Location				
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		Location*	1136406MYS.060441060107C Enter in as much of the location info	01 prmation as you kn	011-0 ow. After selecting a floor, you may clic	Drawing Map k the Drawing button to select
		Site Name	UIA GAMBANG			
		Building Owner	RESIDENTIAL COLLEGE AND HO	OSTEL		
		Floor Name	GROUND FLOOR			
		Room Name	STUDENT ROOM 1			-
			Enter the location specifically enoug	h that maintenanc	e can find it, such as "Problem is on ba	ck wall, below window.".
		Equipment				
		Equipm	ent Code You can enter the Equipme	ent Code if you kno	ow it.	
)		
No.			Steps			
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	Complaint >	Report Problem	task.			
4.	Report Pro	blem form will b	e displayed. In	Report	: Problem form,	, fill necessary
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	 Floo 	r Code				
	• Rooi	m Code				
	Desc	cribe the location				
	• Equi	pment Code _{(Note: it}	f problem includes Equip	oment)		

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3.1.2 Requestor Answer Satisfaction Rating Survey



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Request	Answer Sati	sfaction Rating	Survey			
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