



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

How to Add Channels to MyEd

Foreword

This User Guide document has been designed for the purpose of training relevant members of staff within Estates and Buildings.

System Support

If you require assistance please contact Ebisusers@ed.ac.uk in the first instance. All urgent requests should be directed to the Ebisusers Support Desk on ☎ 50 9683.

More information on the EBIS Project is available at:-

<http://www.ebis.estates.ed.ac.uk>

How to add Channel on Myed

If you have not already done so first of all you will require to register on live-ease through the following url:

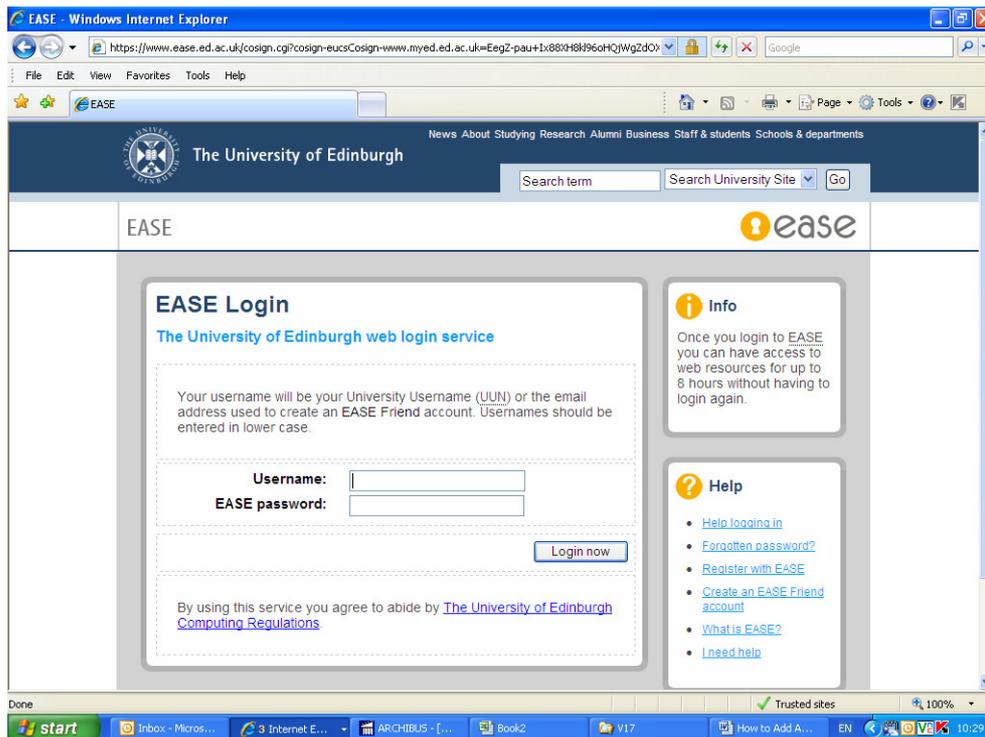
<https://www.ease.ed.ac.uk/register>

Access to Live Ease is through the following url:

<https://www.myed.ed.ac.uk>



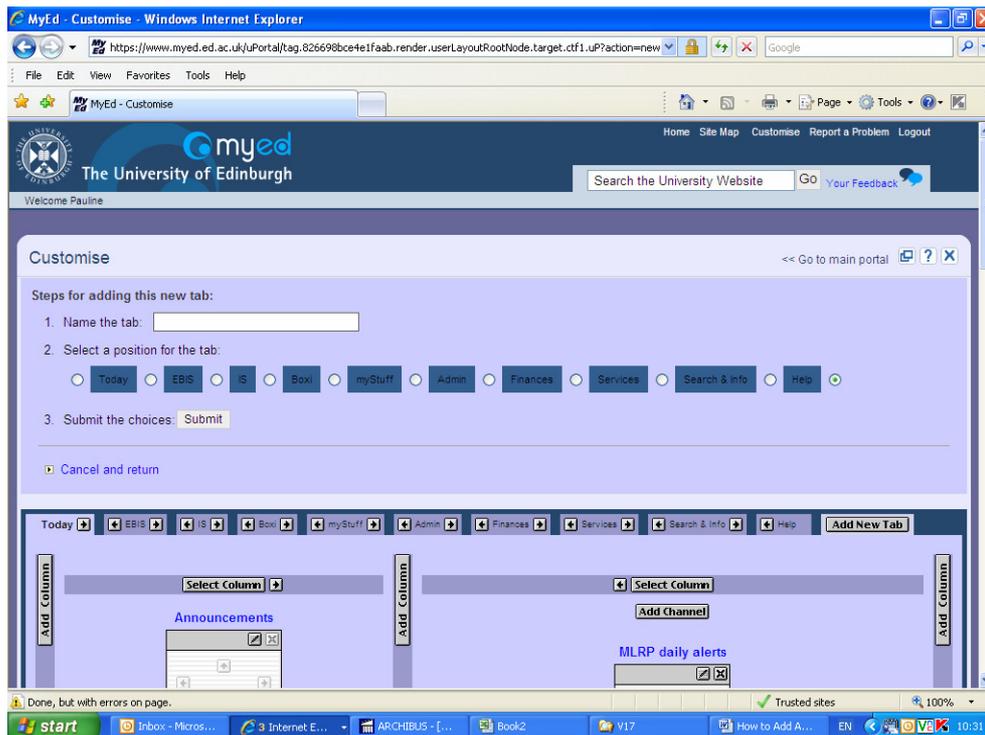
Click on login with Ease



Once logged in click on Customise

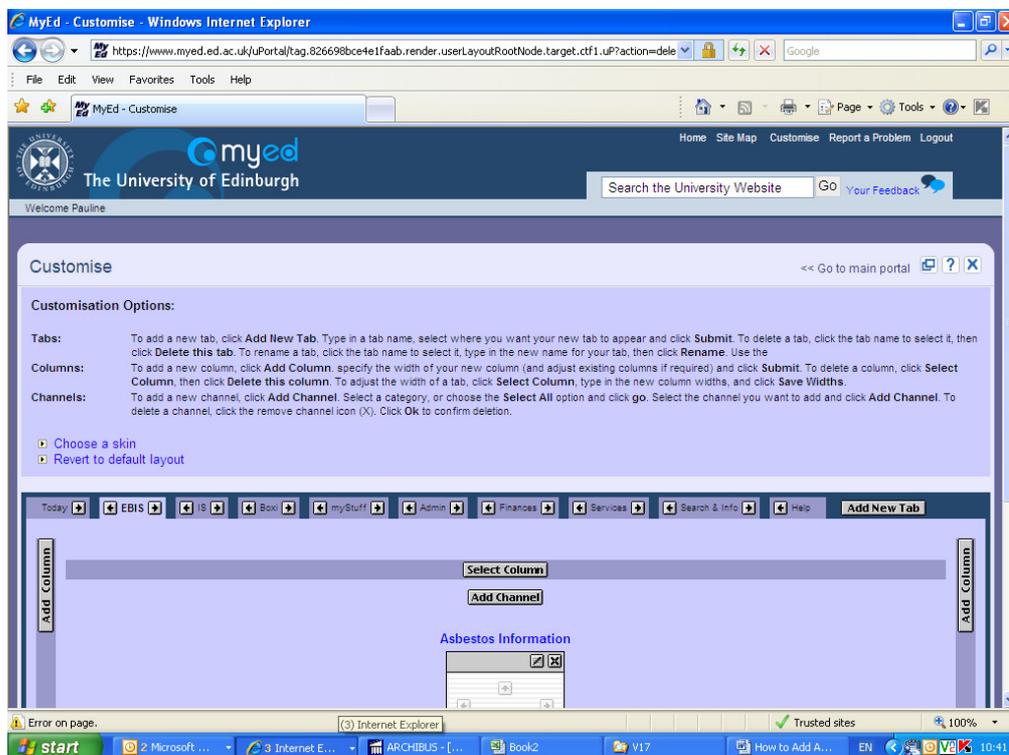


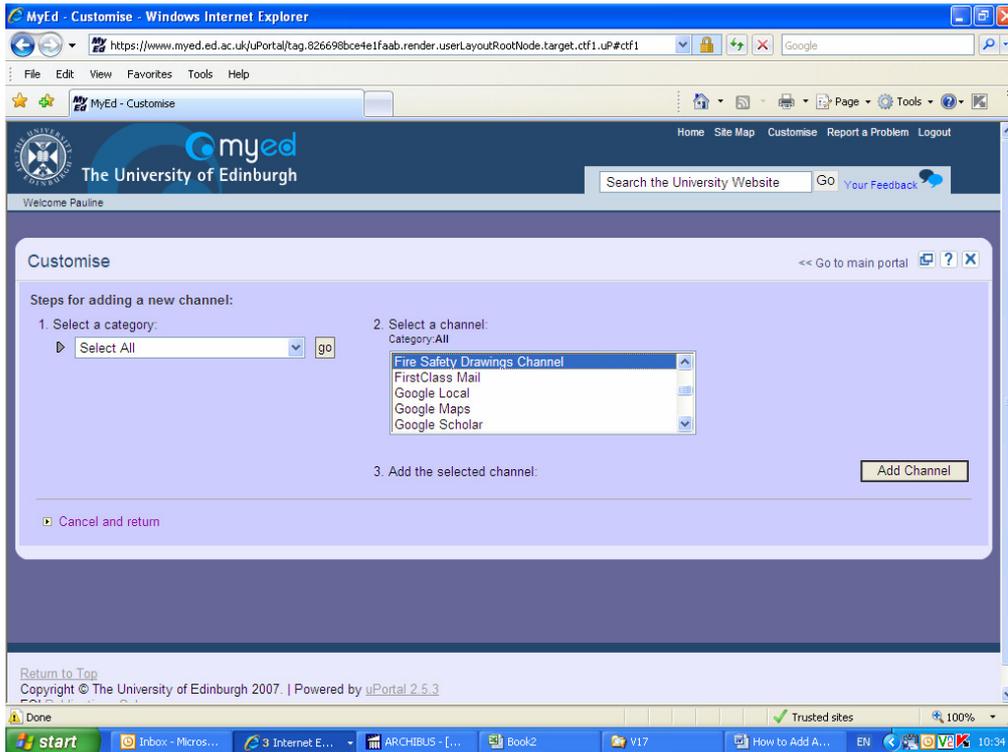
To add a new Tab click on Add New Tab



Enter name of new tab and select position where you want new tab to be located then Submit.

To add Channel click on Tab where you want to add Channel to and then select Add Channel where you want Channel to show. If you wish to see Channel on new Column click on add Column to add new Column





Select Category from drop down list then go. This will bring back all Channels relating to this Category. Select Channel you require and then Add Channel.



This will add Channel to Selected Location

