



Estates and Buildings Information System

# *User Guide*

*ARCHIBUS/FM V17*

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## *Asbestos – Importing and Exporting PDA*

## 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](mailto: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>

## Logging on to EBIS Online

Login to the following url using user name and password which are supplied by Ebisusers.

<https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm>

This will open menu bar showing what access you have been set up with.

## Logging on to Archibus

Double click on the Archibus-FM 17 icon  on desktop to open Core Archibus Program.

In Project double click on  to open up Project

Enter User Name and Password – which are supplied by Ebisusers – then click OK

This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

## Importing and Exporting to PDA - Asbestos

Before starting the import process you will have to select the required Building(s) to Sync with PDA – to do this, in the ‘bl’ table change the field called ‘Sync with PDA (Asbestos)’ to ‘Yes’ as below. This will have to be changed back after the import process has complete.

ARCHIBUS - [Buildings]			
File Edit View Grid EIS Options Tools Window Help			
Building Code	601	Rateable Value	109,612.00
Building Condition Grade	B	Rates Paid	11,964.00
Building Contact		Rechrg. WDs	
Building Graphic		Recorded Area	4,170.30
Building Listing Category	B	Region Code	
Building Listing Group	N/A	Remaining Area	143.67
Building Name	ENG SANDERSON BLD	Rentable Area	4,273.65
Building Occupancy	0	Room Bldg. Comm. Area	0.00
Building Status	Active	RU Ratio (R/U)	1.00
Building Use	OCCUPIED	Security NP	1,289.00
CAC Spend	5,573.61	Security Pay	8,811.00
Car Sp RES		Service Building Comm. Area	0.00
Car Sp DIS		Service Area	0.00
Car Sp DNR		Servitorial Non Pay	184.00
Car Sp NON R		Servitorial Pay	18,378.00
CBR End Time		Sewerage	
CBR Start Time		Sewerage Cost	
City Code		Sewerage M Cost	
Cleaning NP	3,335.00	Sewerage Mtrd	
Cleaning Pay	29,883.00	Site Code	UOE
Cleaning Zone	CLP	Space Mgt Zone	KB
Coal		Staffed Hours	
Coal Cost		Suite Area	0.00
Comments		Suite Key Number	
Conservation	N/A	Synch with PDA	Yes
Construction Type	N/A	Synch with PDA (Asbestos)	No
Contact Phone		Synch with PDA (Fire Equipment)	Yes
Cost Leg Comp	271,240.00	Synch With PDA (Legionella)	No
Cost per. Area	£0.00	Tenure	FREEHOLD
Cost to Upgrade	912,987.00	Total Emp. Subject Area Area (fld not used)	0.00
Country Code		Total Group Area	0.00
Date Built >1970	31/12/1970	Total Group Comm. Area	0.00
Date of Sale		Total Group Subject Area Area	0.00
Date Opened		Total Lease Negotiated Area	0.00
Deprec Val		Total Non-Occup. Area	1,009.66
Detail Drawing		Total Non-Occup. Comm. Area	0.00
Drawing Name		Total Non-Occup. Subject Area Area	1,009.66
DW Text 08		Total Occup. Area	3,120.32
DW Text 09		Total Occup. Comm. Area	0.00
DW Text 10		Total Occup. Subject Area Area	3,120.32
Efficiency Rate (U/R)	100.00	Total Room Area	4,129.97
Elec Cost	27,122.00	Total Room Comm. Area	0.00

*Always ensure that MASS Mobile SyncServer is open from the desktop before you start*



MASS Mobile SyncServer

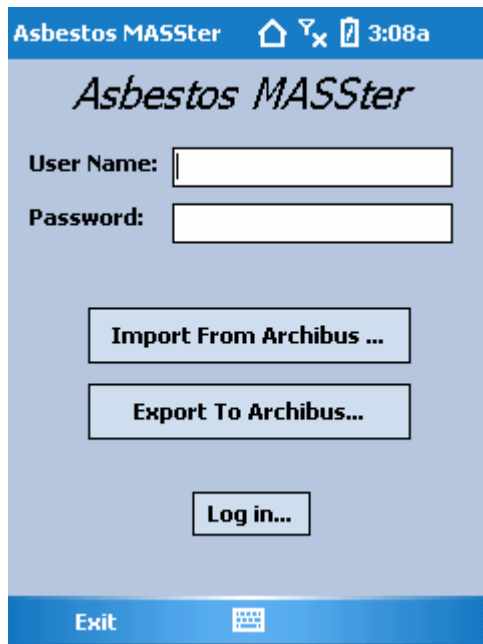
### Import/Export

Make sure PDA is in docking station and open Asbestos MASSTer program by opening Mass Mobile Solutions and selecting Asbestos MASSTer as below

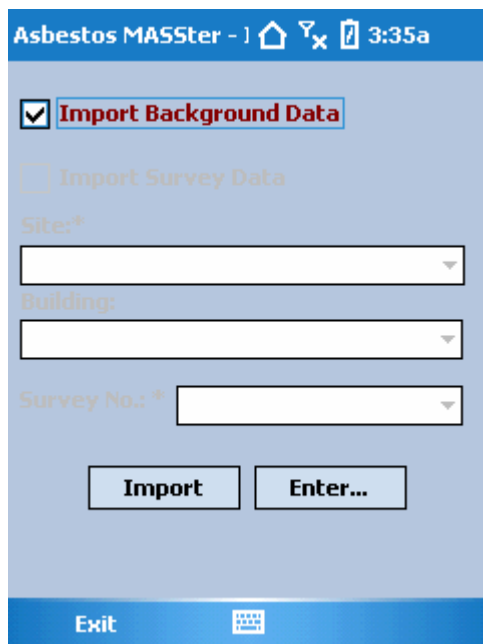


Select Synchronise from next screen and enter User Name and Password

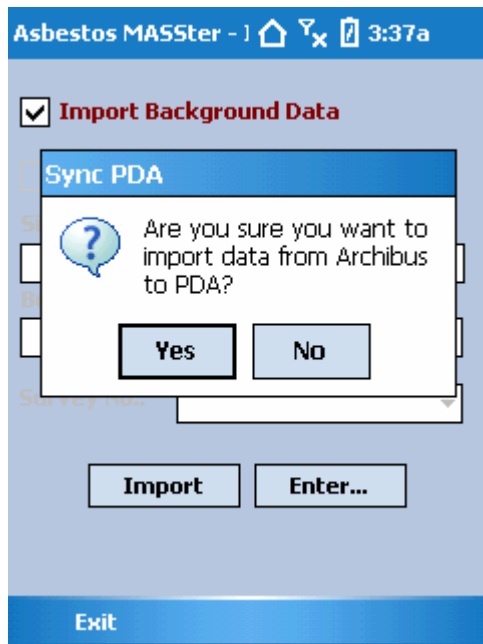




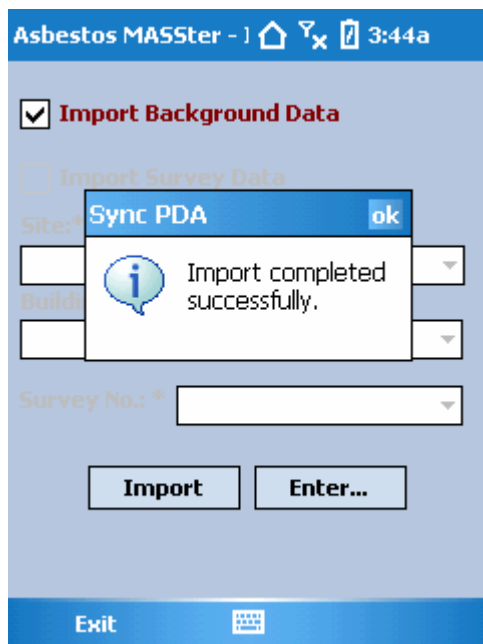
Click on Import From Archibus to Import required Asbestos Tests.



Select the tick box 'Import Background Data' and select 'Import' to proceed.



Select Yes.



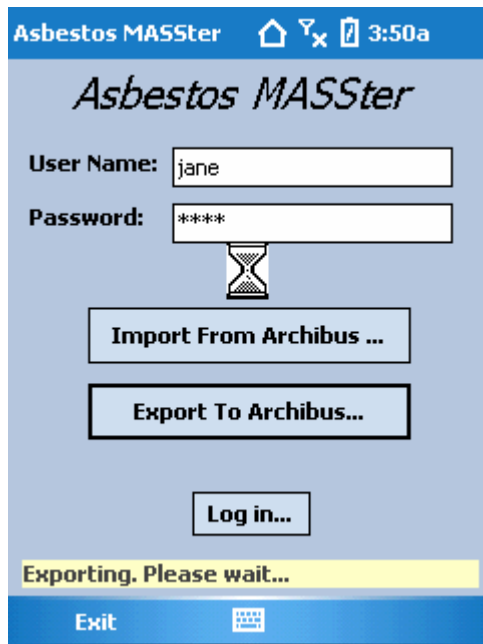
The EBISUSERS section of the spreadsheet at the link below should be updated with PDA number and date issued.

T:\EST\EB09\Division\WD\Asbestos\00 Management System\01 Survey\070126AsbestosSurveyProgrammeDatabase.xls

Once tests have been carried out the data on PDA, data should now be Exported into Archibus and spreadsheet updated again.

*Ensure PDASyncServer is open*

Open login screen and enter User Name and Password



Click on Export to Archibus to export data back into Archibus.