



Estates and Buildings Information System

# *User Guide*

*ARCHIBUS/FM V17*

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## *Fire – Importing & Exporting to 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.

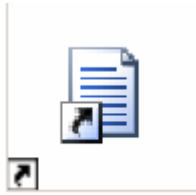
In Project double click on  to open up Project

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

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



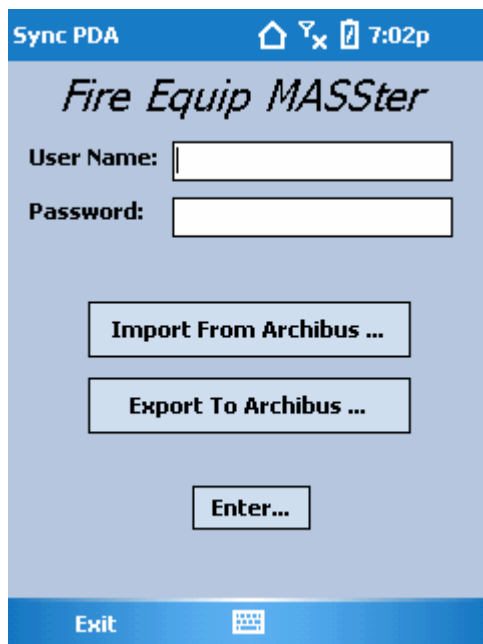
MASS Mobile SyncServer

### *Import/Export*

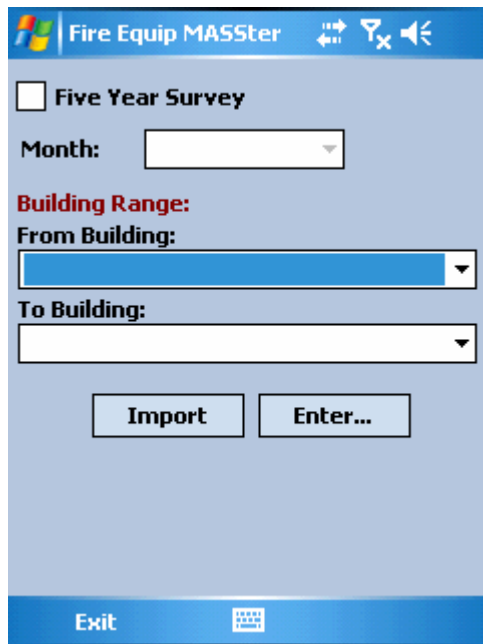
Make sure PDA is in docking station and open Fire Equip MASSter program by opening Mass Mobile Solutions and selecting Fire Equip MASSter as below



Select Synchronise from next screen and enter User Name and Password

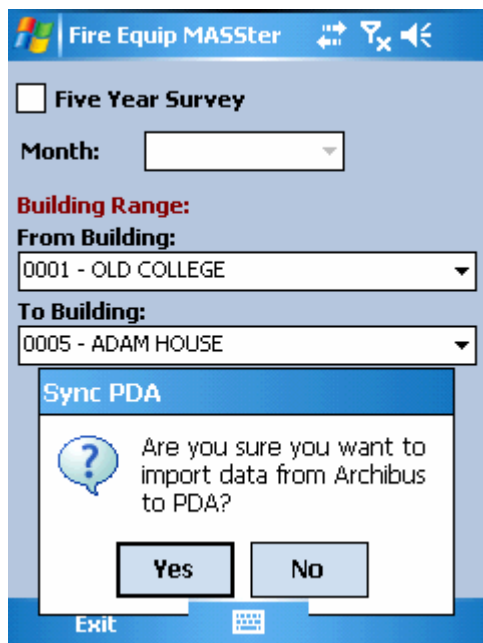


Click on Import From Archibus to Import required Fire Equipment Tests



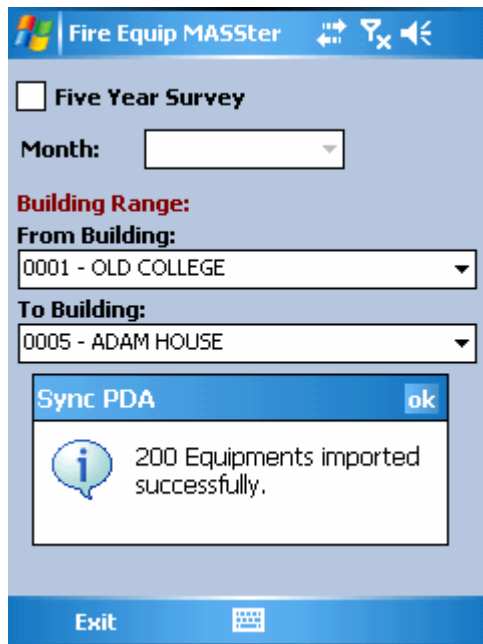
Select Building range (this should be kept to a minimum otherwise will take a while to run) you wish to Import Fire Equipment for, if only one building required enter From Building and To Building as that building.

Click on Import



Say Yes to import data message.

This will then Import all Fire Equipment inspections which are due within your search criteria.



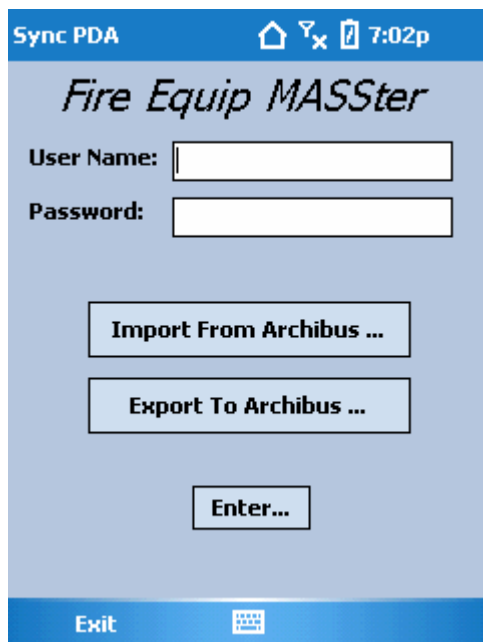
Message will then come up to say how many pieces of fire equipment have been imported onto PDA. Click on OK.

This is now ready to be used for carrying out tests on pieces of equipment.

Once tests have been carried out the data on PDA should now be Exported into Archibus.

***Ensure PDASyncServer is open***

Open login screen and enter User Name and Password



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