



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Legionella Background Data

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>

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.

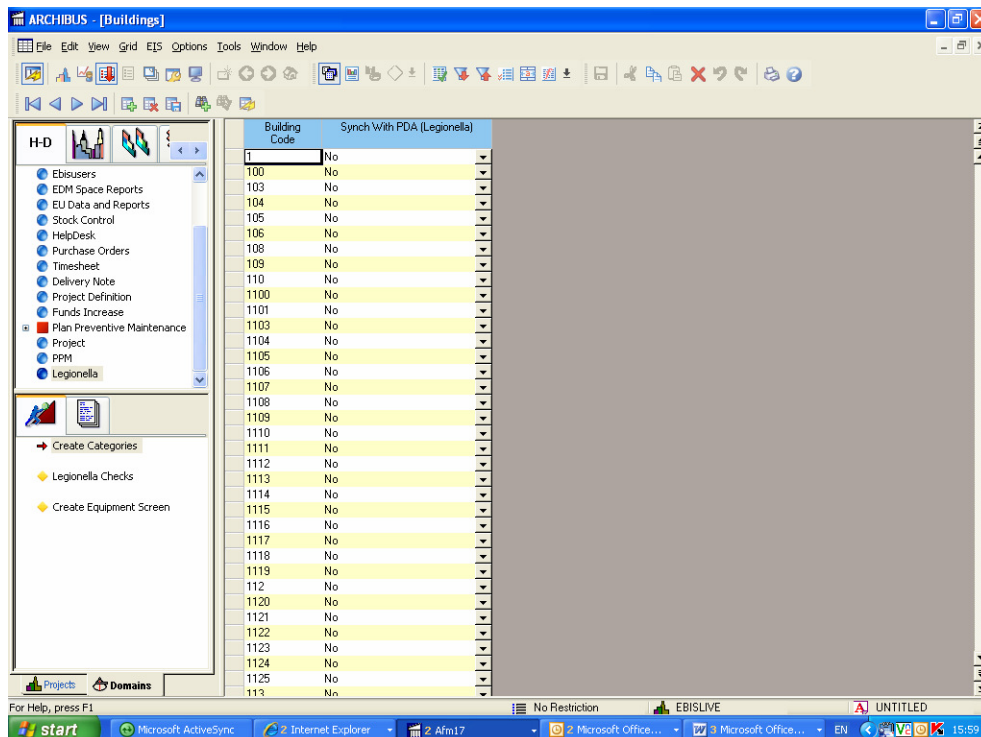
In Project double click on  to open up Project

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

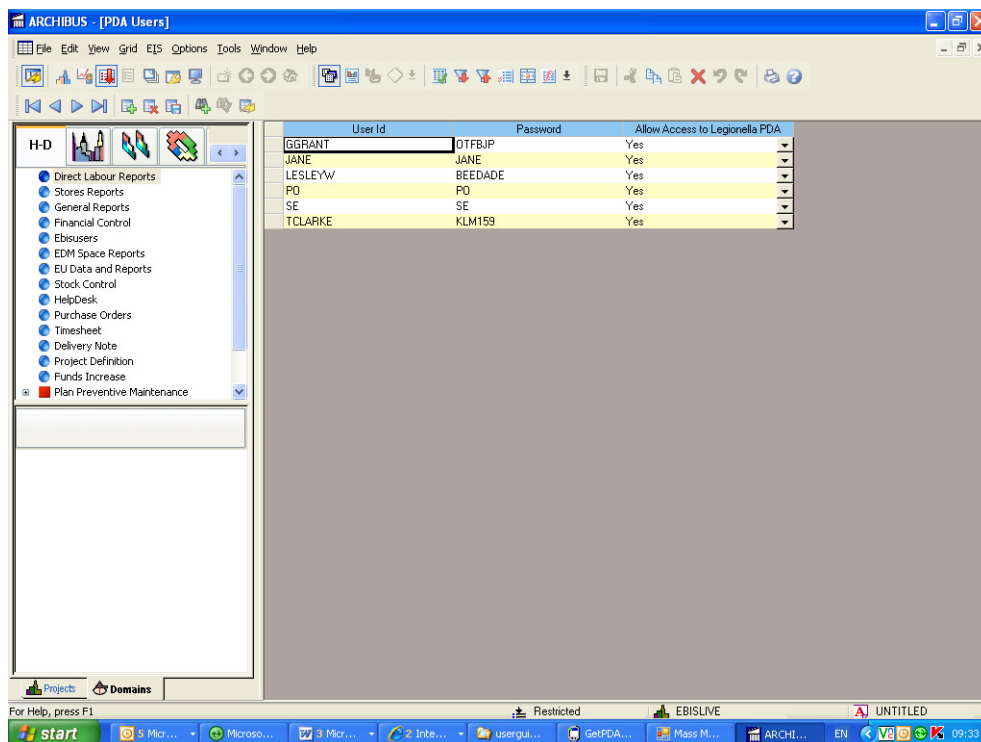
This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

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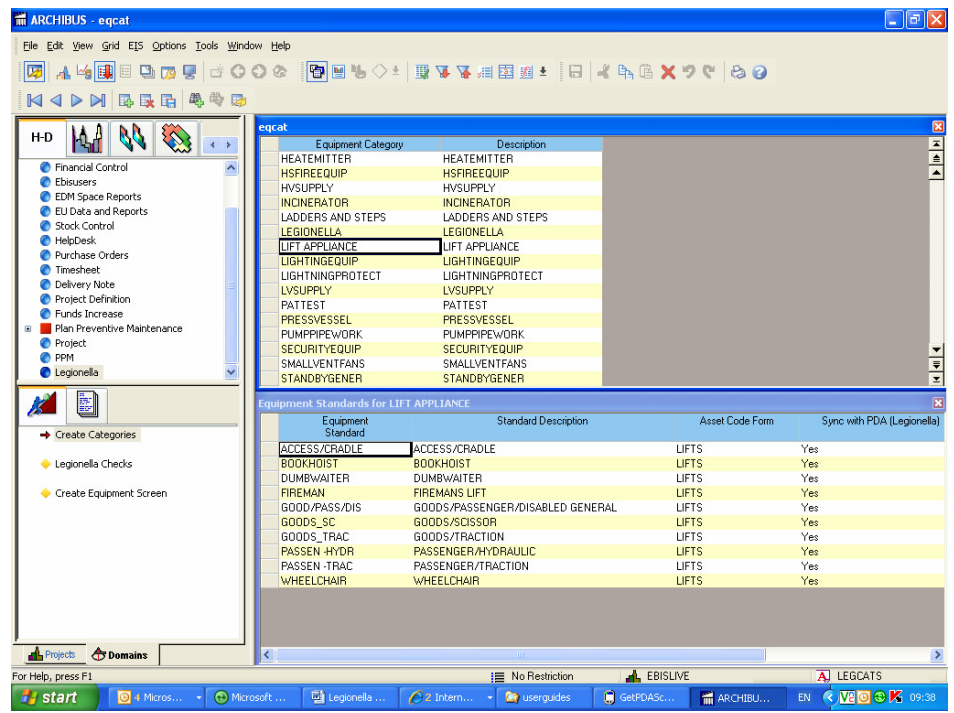
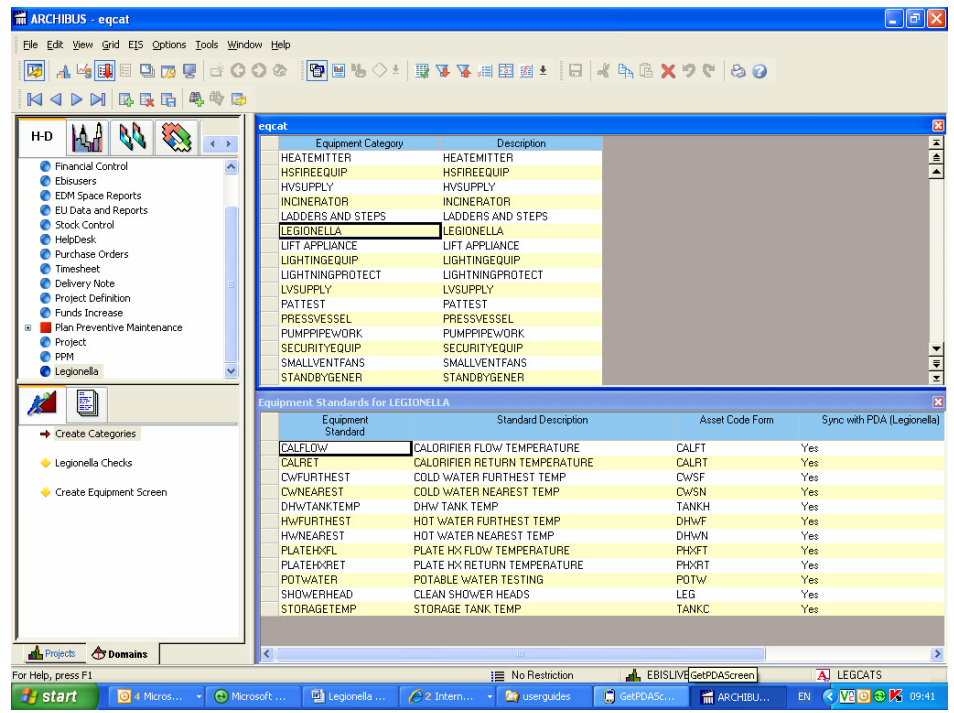
Sync with PDA (Legionella) field requires to be set to Yes within the buildings table if Legionella Equipment for this building has to be downloaded to PDA.



Users who require to use PDA require to be set up within the user_master table. Enter User ID and Password and set Sync with PDA (Legionella) field to Yes for all Users who should have access to Legionella on PDA.



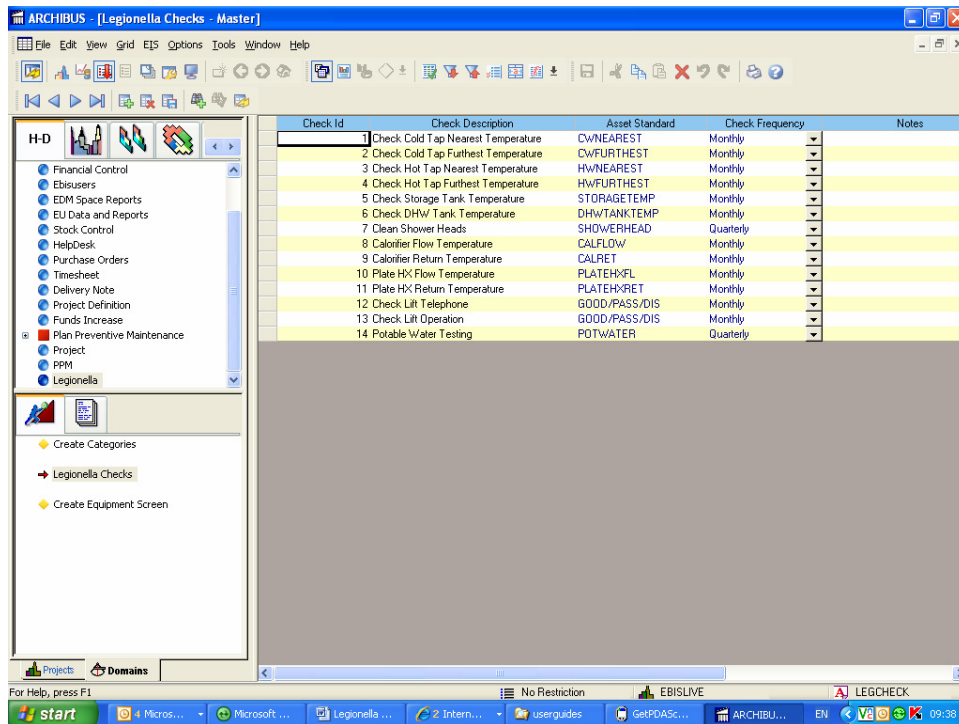
Open Create Categories to set up Equipment Standards required for Legionella – LEGIONELLA or Lifts – LIFT APPLIANCE is set up as Equipment Category



Select Equipment Category relating to Legionella or Lift Appliances and set Sync with PDA (Legionella) field to Yes for Equipment Standards for which checks have to be brought back on PDA. The Equipment Standard is the field which links the piece of equipment to the Legionella/Lift Appliance Checks.

The Asset Code Form is the middle 5 digits of the equipment code so should be set up to be meaningful to the Standard being set up.

Open Legionella Checks from Navigator



Enter all checks which require to be carried out for Legionella. The Asset Standard is the Equipment Standard field from the eqstd table.

Open Create Equipment Screen to enter any new pieces of equipment.

Each piece of equipment requires to be set up in equipment table before this will become available to carry out checks on PDA. Building and Equipment Standard selected require to be set to Sync with PDA (Legionella) Yes within the bl and eqstd tables for this piece of equipment to show on the PDA. See User Guide:

http://www.docs.csg.ed.ac.uk/EstatesBuildings/EBIS/UserGuides/Ppm_equipment_schedules.pdf for setting up Equipment. The location of the piece of equipment should be entered in the Description field on the Equipment Details screen.

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