



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Legionella PDA User Guide

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

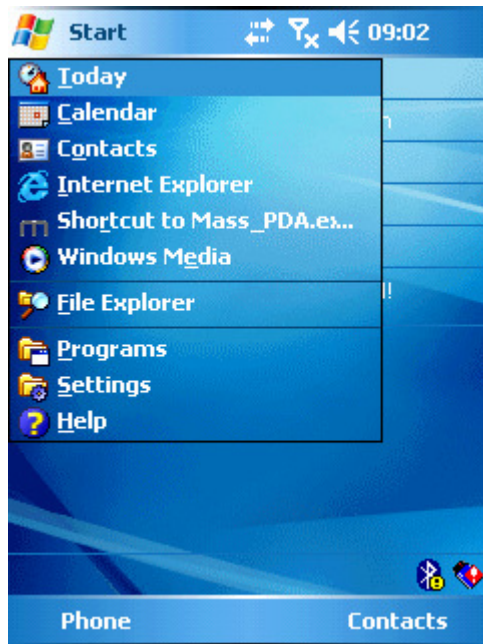
Double click on the Archibus-FM 17 icon  on desktop to open Core Archibus Program.

In Project double click on  to open up Project

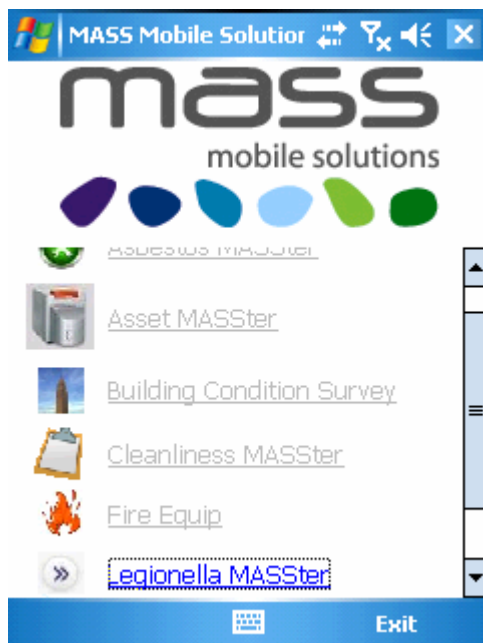
Enter User Name and Password – which are supplied by Ebisusers – then click OK

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

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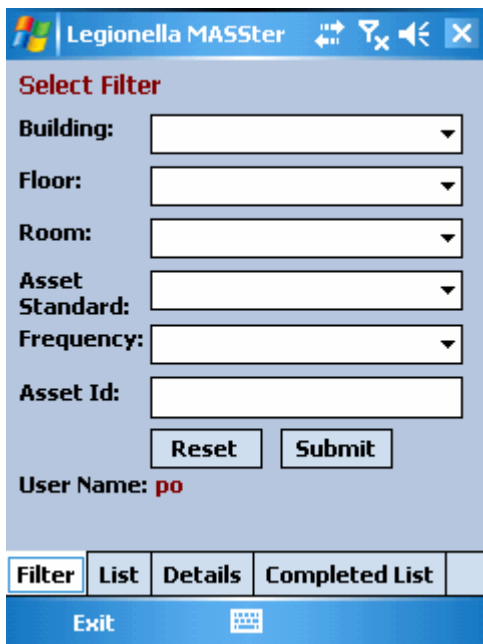
To Access Legionella on PDA – Click on Start | Shortcut to Mass_PDA.exe



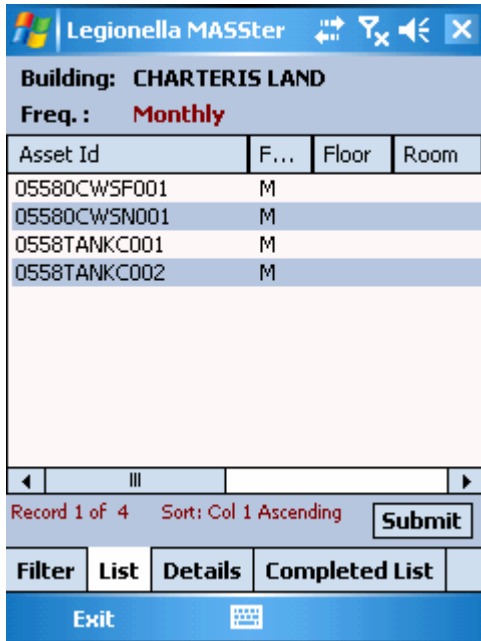
This will open up Mass mobile solutions screen where you should select Legionella MASter



Enter User Name and Password and click on Login. This will take you in to Legionella MASster program

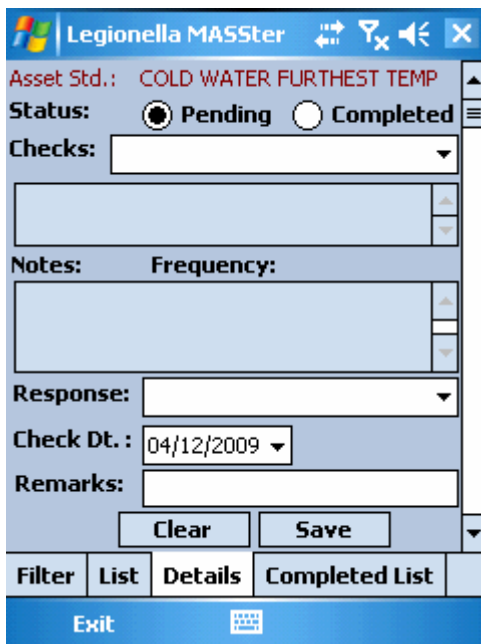


If you know the Equipment Code this can either be typed in to Asset Id field or scanned in to field from bar code on piece of equipment otherwise select Building to bring back all Asset IDs for that building. Click on Submit once filter details entered

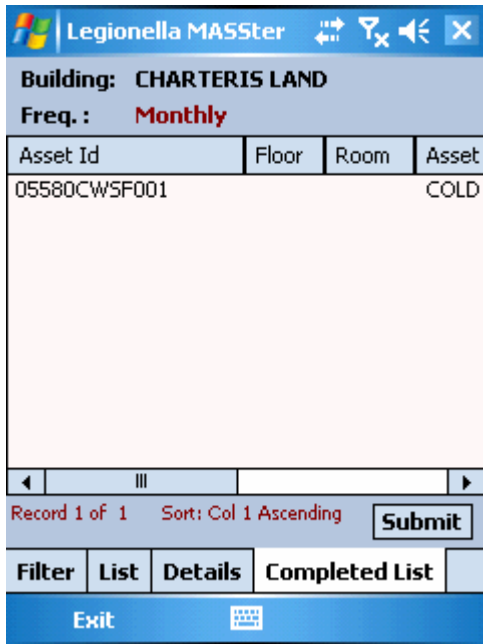
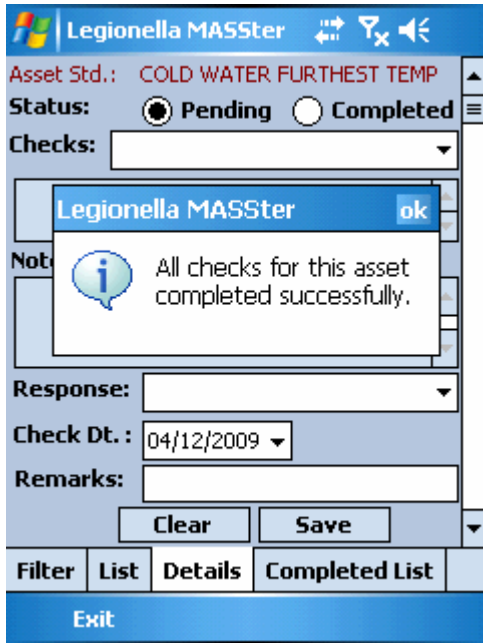


If no Asset Id entered on filter screen List will be brought back of all Assets for filter selection. Click on Asset Id required and Submit to bring back Details of Asset.

If only Asset Id which is entered on Filter screen Details no list will be shown as will automatically open up Details screen for chosen Asset.



The Status will automatically open on Pending and any checks still to be carried out on selected piece of equipment will show in Checks Drop Down list. Temperature readings etc should be entered in the Response field. The Check Dt will automatically default to todays date. Any Remarks/Comments should be entered in the Remarks field. Click on Save to save changes.



All Completed checks on Assets will now appear in the Completed List on PDA. Once all checks are completed the PDA is ready to Export into Archibus.