



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Legionella PDA Import/Export

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

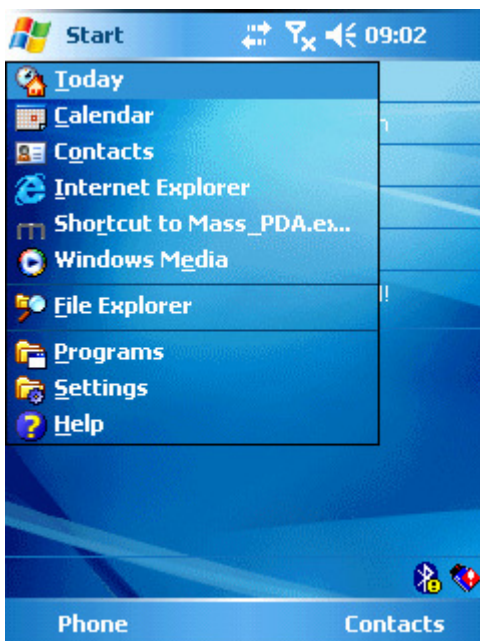
This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

Import from Archibus

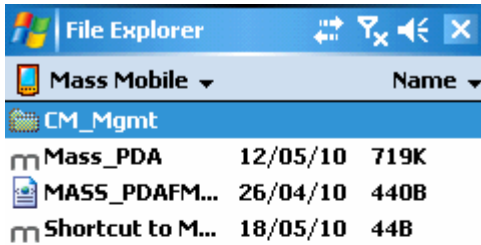
Once all pieces of Legionella Equipment are set up you are now ready to Import to PDA.

NB – Unless there are any changes made to core data for Legionella ie. new pieces of equipment added, changes made to the Equipment Category/Standard Tables or new Buildings set to Sync with PDA Import does not require to be carried out each time PDA being used.

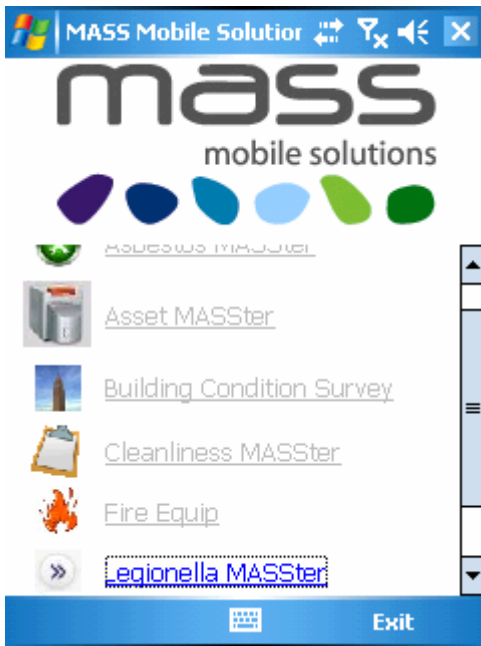
Open SyncServer from desktop – you will not be able to Import without this open.



On PDA click on Shortcut to Mass_PDA.exe or Start and then File Explorer.



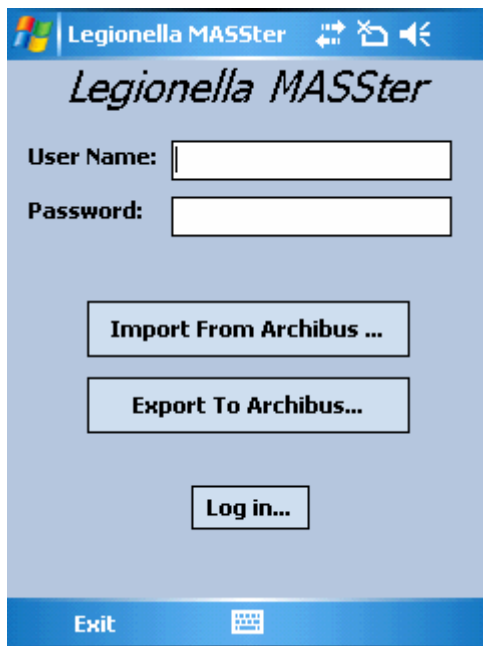
Select My Device | Program Files | MASS Mobile | Mass_PDA



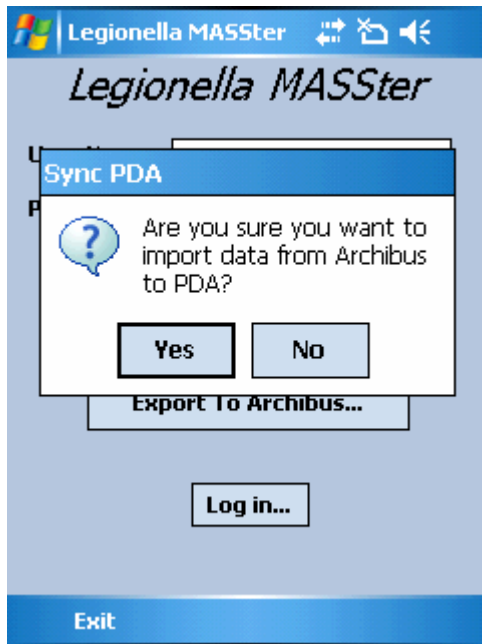
Click on Legionella MASter



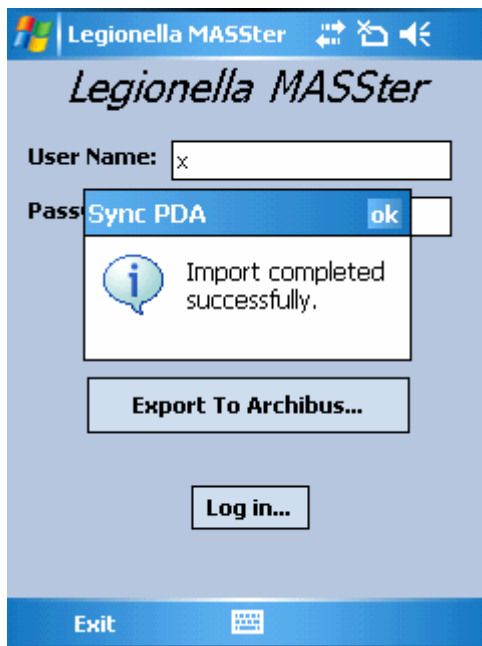
Click on Synchronise to Sync with PDA



Enter User Name and Password and Import from Archibus



Click on Yes – this will import all Legionella checks (may take a while).



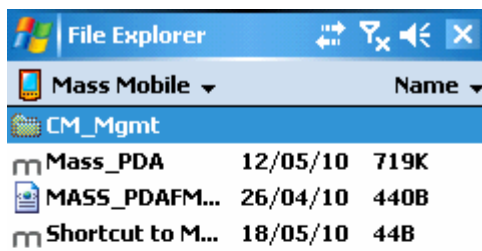
Click on OK

Export to Archibus

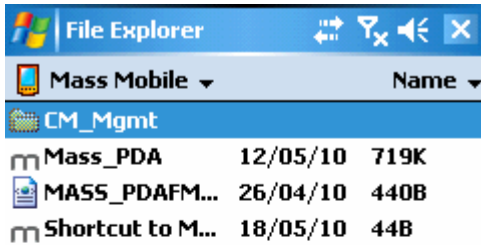
Open SyncServer from desktop – you will not be able to Import without this open.



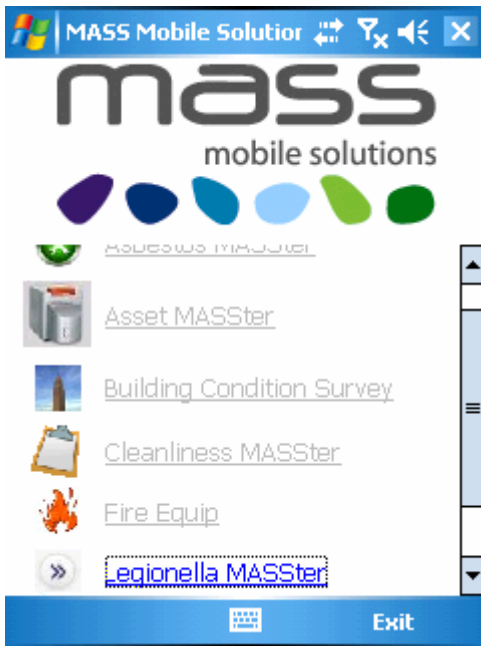
On PDA click on Shortcut to Mass_PDA.exe from Start Menu or Start and then File Explorer.



Select My Device | Program Files | MASS Mobile



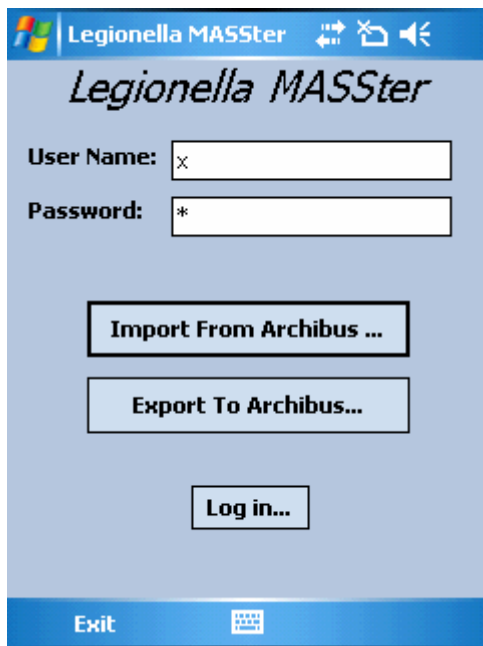
Select Mass_PDA to open up Legionella program



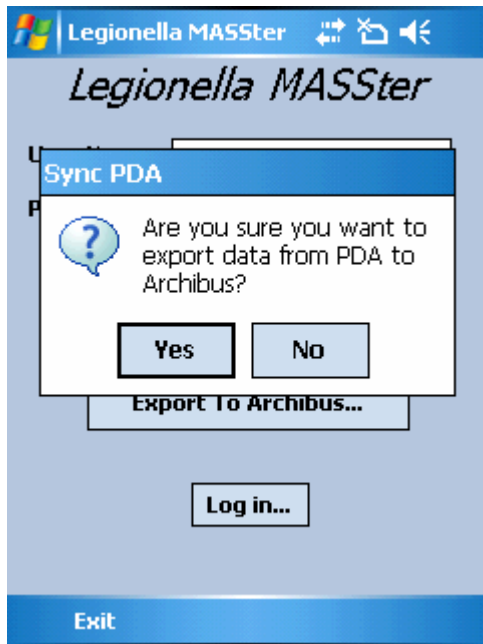
Click on Legionella MASter



Click on Synchronise to Sync with PDA



Enter User Name and Password and Export to Archibus



Click Yes



Click OK – Check details have now been exported back to Archibus. To view these checks open Legionella Checks Completed.


ARCHIBUS/FM - [Legionella Checks]

File View Report EIS Options Tools Window Help

TEST H-D

- Stores Reports
- EU Data and Reports
- HelpDesk
- Stock Control
- Purchase Orders
- Timesheet
- Delivery Note
- Project Definition
- Plan Preventive Maintenance
- PPM History Logs
- Legionella

Legionella Checks Completed

 Legionella Checks
Page 1
29/03/2007

Records for Equipment Standard: LEGIONELLA

Asset Code:	000100LEG001	Check Date:	29/03/2007
Equipment Standard:	LEGIONELLA	Remarks:	
Check Description:	Check Return Temper	Recorded Date:	29/03/2007
Response recorded:	20	PDA User:	x
Response recorded (date):			

Asset Code:	000100LEG001	Check Date:	29/03/2007
Equipment Standard:	LEGIONELLA	Remarks:	
Check Description:	Check Tap Closest Te	Recorded Date:	29/03/2007
Response recorded:	123	PDA User:	x
Response recorded (date):			

Asset Code:	000100LEG001	Check Date:	29/03/2007
Equipment Standard:	LEGIONELLA	Remarks:	
Check Description:	Check Tap Furthest Te	Recorded Date:	29/03/2007
Response recorded:	123	PDA User:	x
Response recorded (date):			

Restricted EBISTEST LEG_CHECKS

start 2 Wi... 2 Af... Micros... Micros... 3 Mic... 3 Int... 3 Mic... GetPD... Mass ... EN 14:27