



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Mapping to Samba Drive

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>

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.

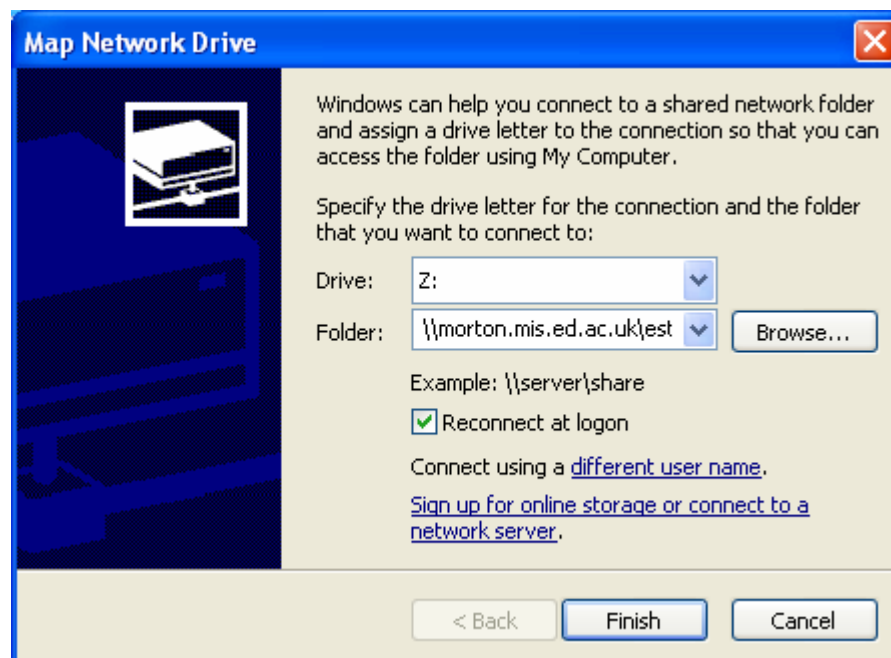
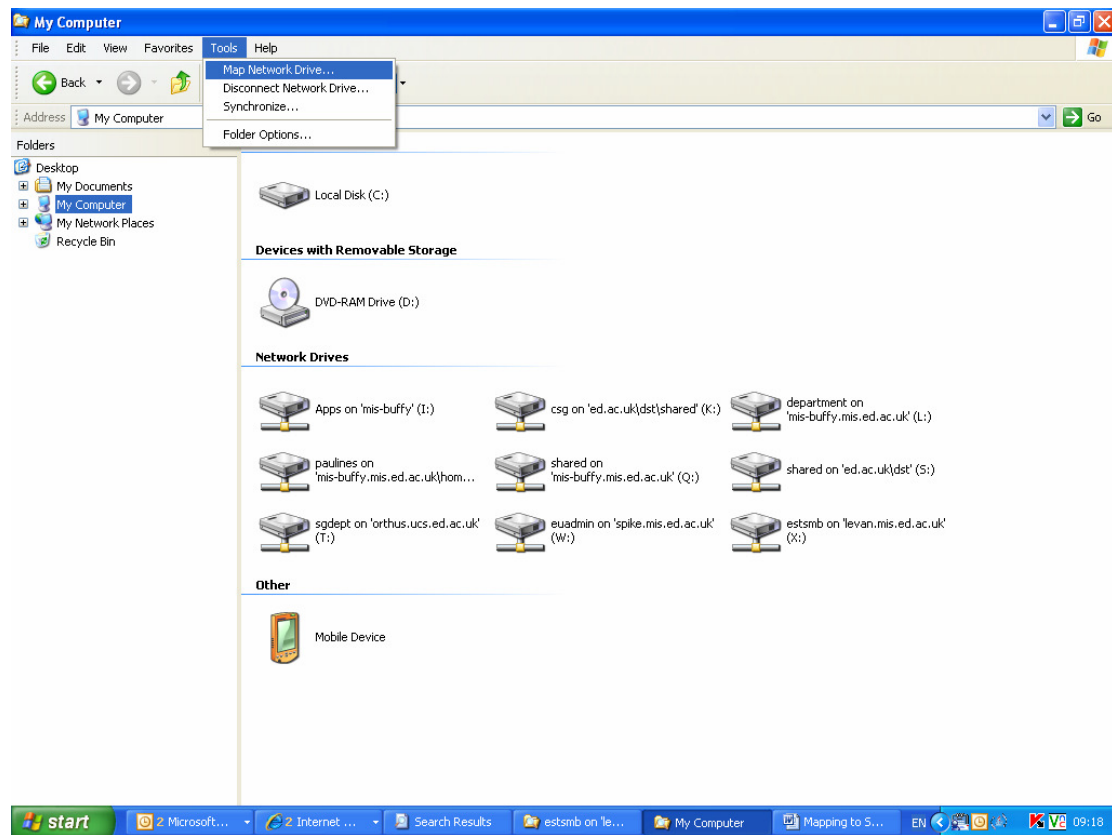
In Project double click on  to open up Project

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.

Map A Drive to UNIX Server

Open up Windows Explorer. Click on Tools and Map Network Drive



Select Drive you wish to map to and enter Folder details as follows:-

[\\morton.mis.ed.ac.uk\asbestos](https://morton.mis.ed.ac.uk/asbestos) - Live Asbestos - this drive must be mapped to U

[\\vevan.mis.ed.ac.uk/asbestos](https://vevan.mis.ed.ac.uk/asbestos) - Test Asbestos

[\\morton.mis.ed.ac.uk\stuspace](https://morton.mis.ed.ac.uk/stuspace) - Live Student Study Space

[\\vevan.mis.ed.ac.uk/stuspace](https://vevan.mis.ed.ac.uk/stuspace) - Test Student Study Space

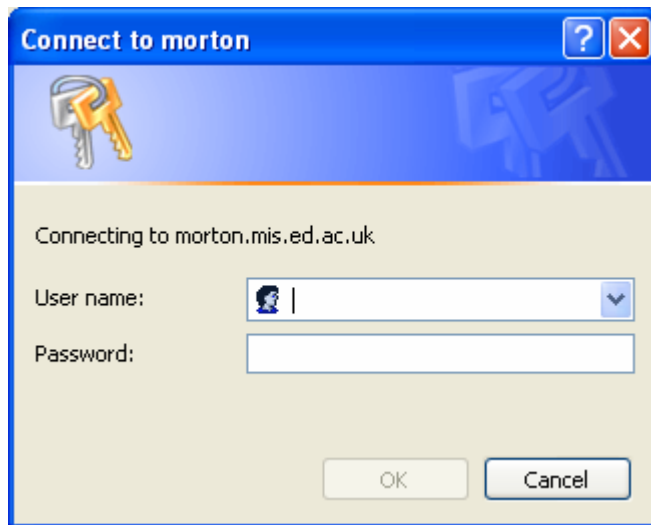
[\\morton.mis.ed.ac.uk\estsmb](https://morton.mis.ed.ac.uk/estsmb) - Live Drawings - this drive must be mapped to Z

[\\vevan.mis.ed.ac.uk/estsmb](https://vevan.mis.ed.ac.uk/estsmb) - Test Drawings - this drive must be mapped to X

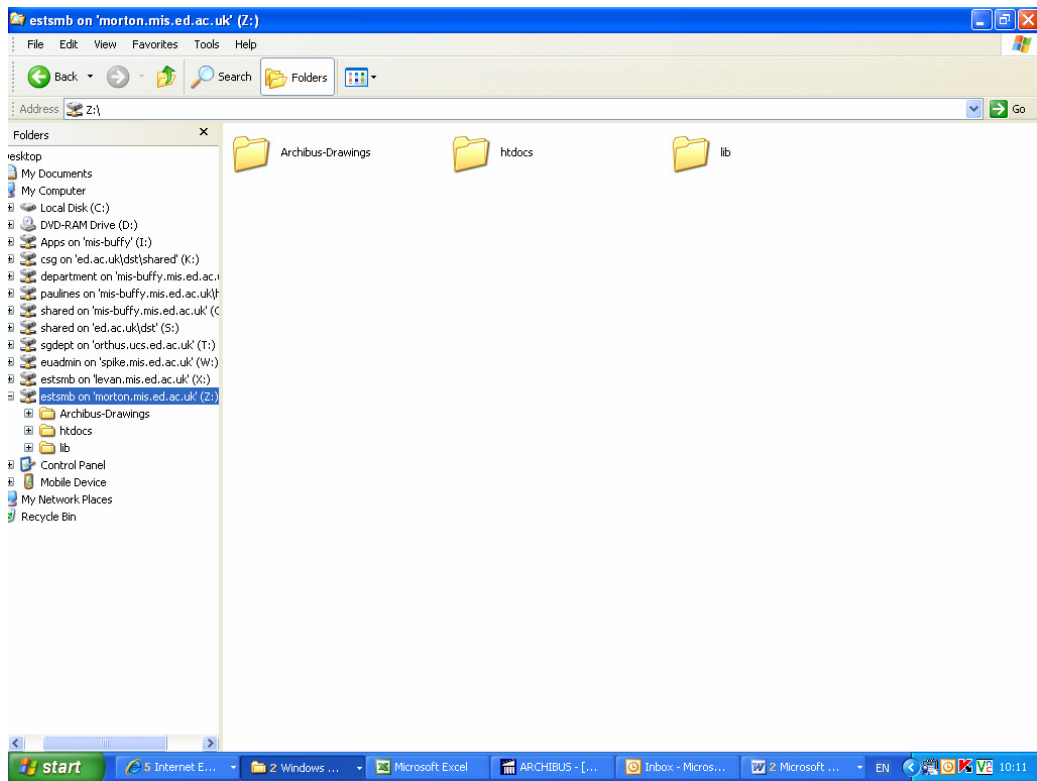
[\\morton.mis.ed.ac.uk\fireact](https://morton.mis.ed.ac.uk/fireact) - Read Only for Live Drawings

[\\vevan.mis.ed.ac.uk\fireact](https://vevan.mis.ed.ac.uk/fireact) - Read Only for Test Drawings

Ensure Reconnect at logon is ticked and click Finish. You will then be asked for User Name and Password.



Enter User Name and Password and click OK. This will then map you to required Samba drive.



Your connection to Samba Drive will be lost every time you shut down your PC. If you wish to reconnect after you are mapped double click on drive from Windows Explorer. This will bring up login screen where you should enter your User Name and Password to connect.