



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Permit to Work Start/Stop Work

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

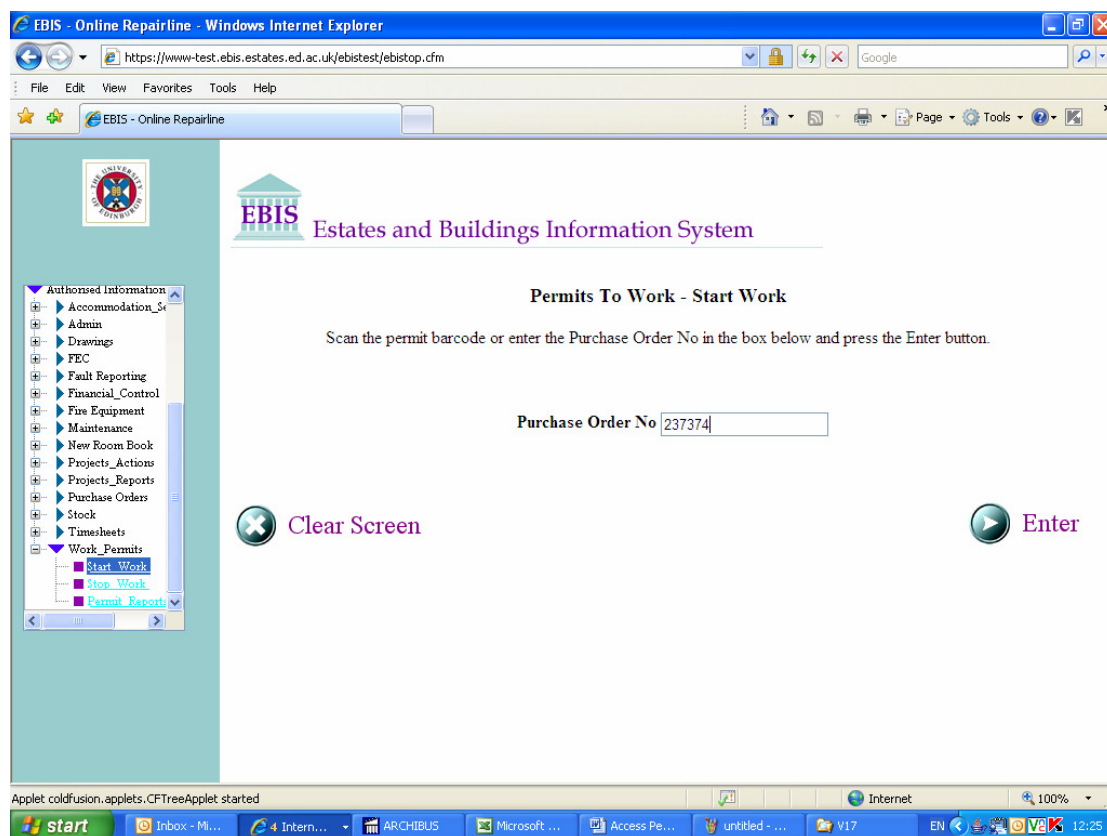
This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

Contractors Logging in with Permit to Work

When a Contractor is starting work onsite within University they should login/logout on a daily basis through one of the Reception Centres either by visiting or telephoning the Reception Centre:

Reception Centre	Opening Hours	Telephone Number
Hugh Robson Building	0900 - 1700	0131 651 1145
Dugald Stewart Building	0900 - 1730	0131 651 3296
Old College	0830 - 1730	0131 650 8003
EBVC	0830 - 1700	0131 650 6407
Roslin	0900 - 1700	0131 527 4200
QMRI	0800 - 1700	0131 242 9100
Holyrood	0830 - 1630	0131 651 6138
JCMB	0800 - 1800	0131 650 8599

Receptionist should log Contractor in through Work Permits | Start Work selection within EBIS Online.



Click on Start Work and then enter Purchase Order No in field. Click Enter

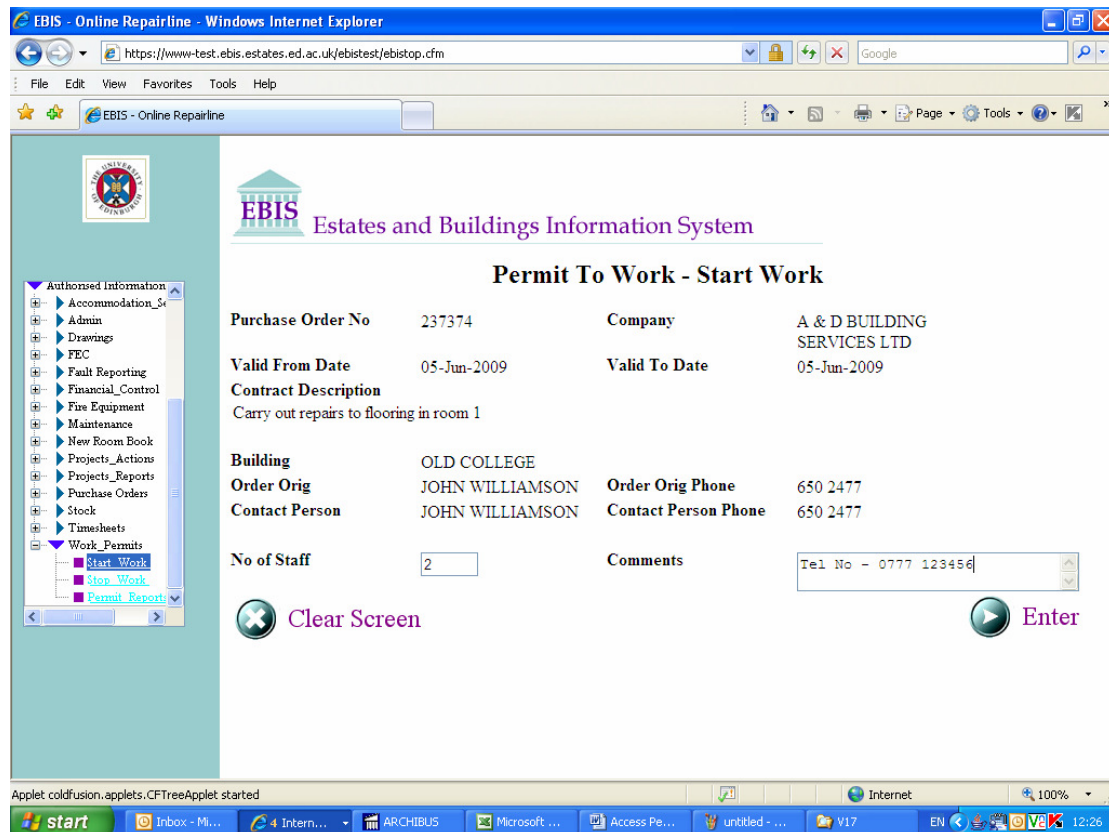
If Permit for Order is Out of Date the following message will appear and Contractor should contact Order Originator

The following errors occurred :

The Permit for Order Number 237372 is out of date. Please contact LESLEY WEAVER on 650 9687

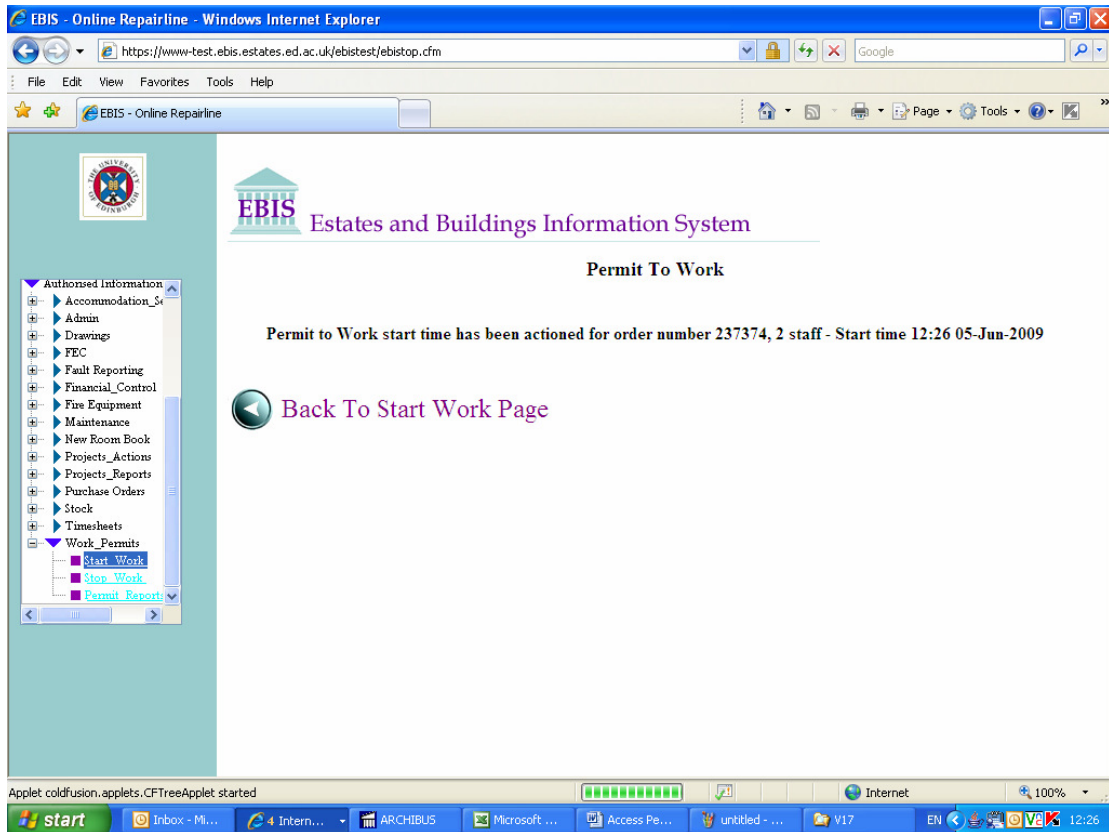
Purchase Order No

If Permit still valid the following screen will come up

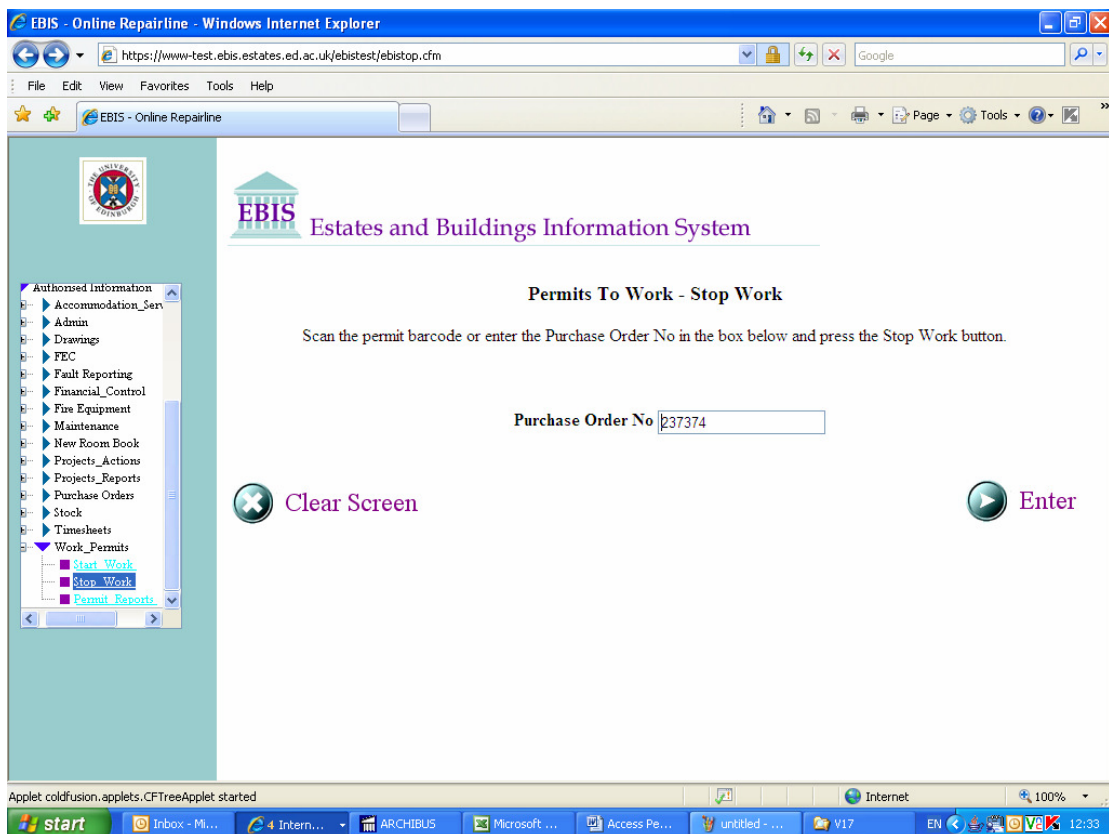


This will bring back details of the Order and allow you to enter No of Staff and Comments. The No of Staff should be the No of Contractors from Company working on that particular job and Comments should be entered as any relevant information for Contractor or works.

Click on Enter. This will log Contractor in to system to allow staff to view who is working where within the University.



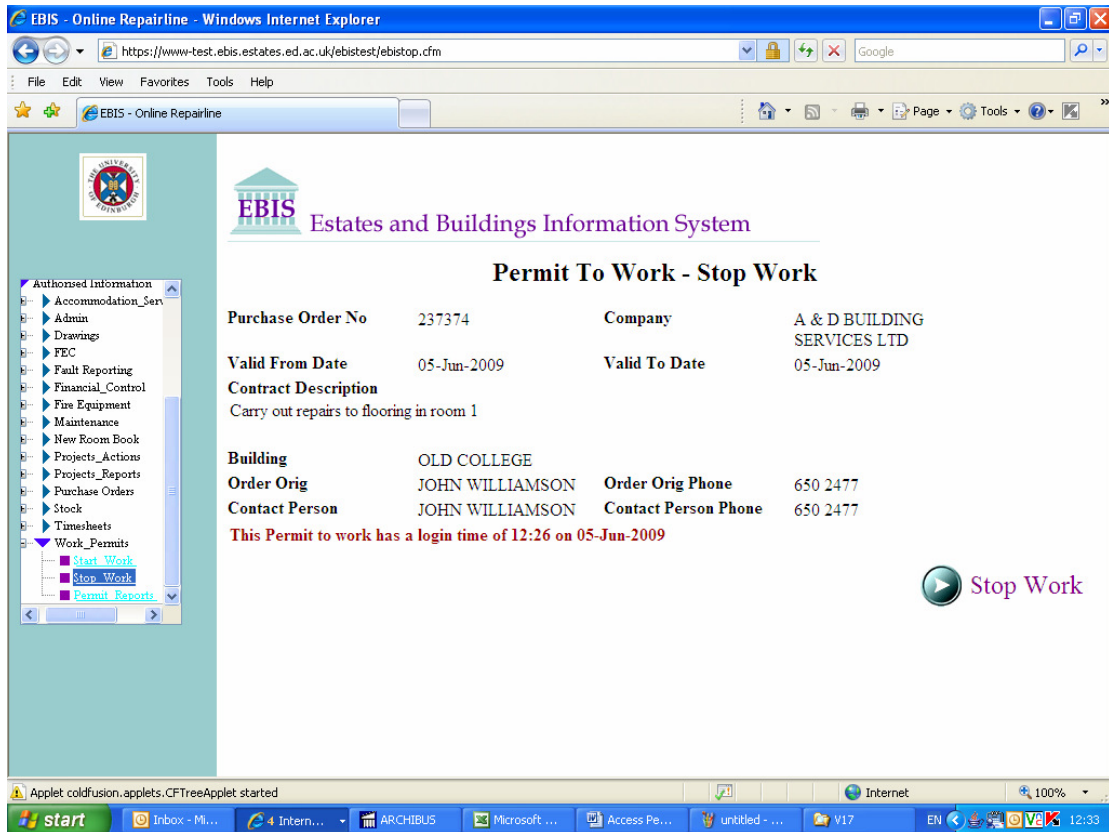
Each day Contractor should return to or telephone Reception quoting Order No to Stop Work. Receptionist should then Log them out.



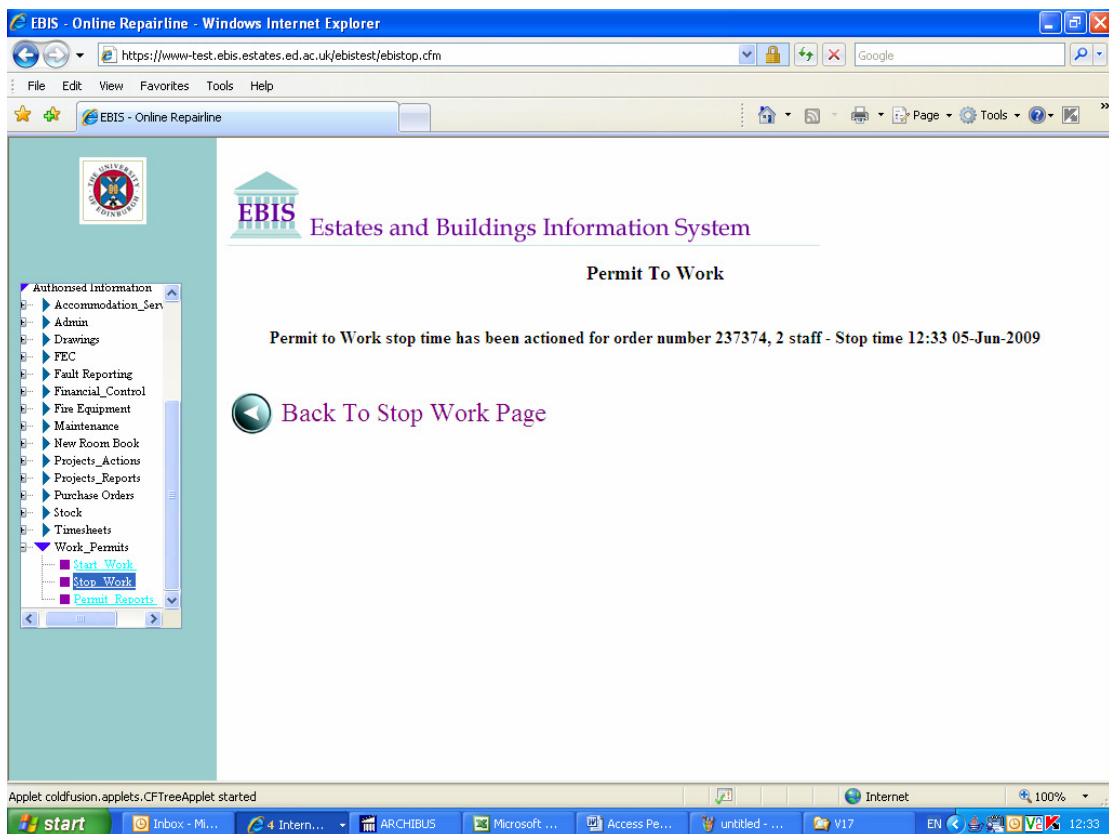
Select Work Permit | Stop Work, enter Purchase Order No and click Enter

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This will bring back details of Works and show time Permit was first Logged in.
Click on Stop Work to log Contractor out.

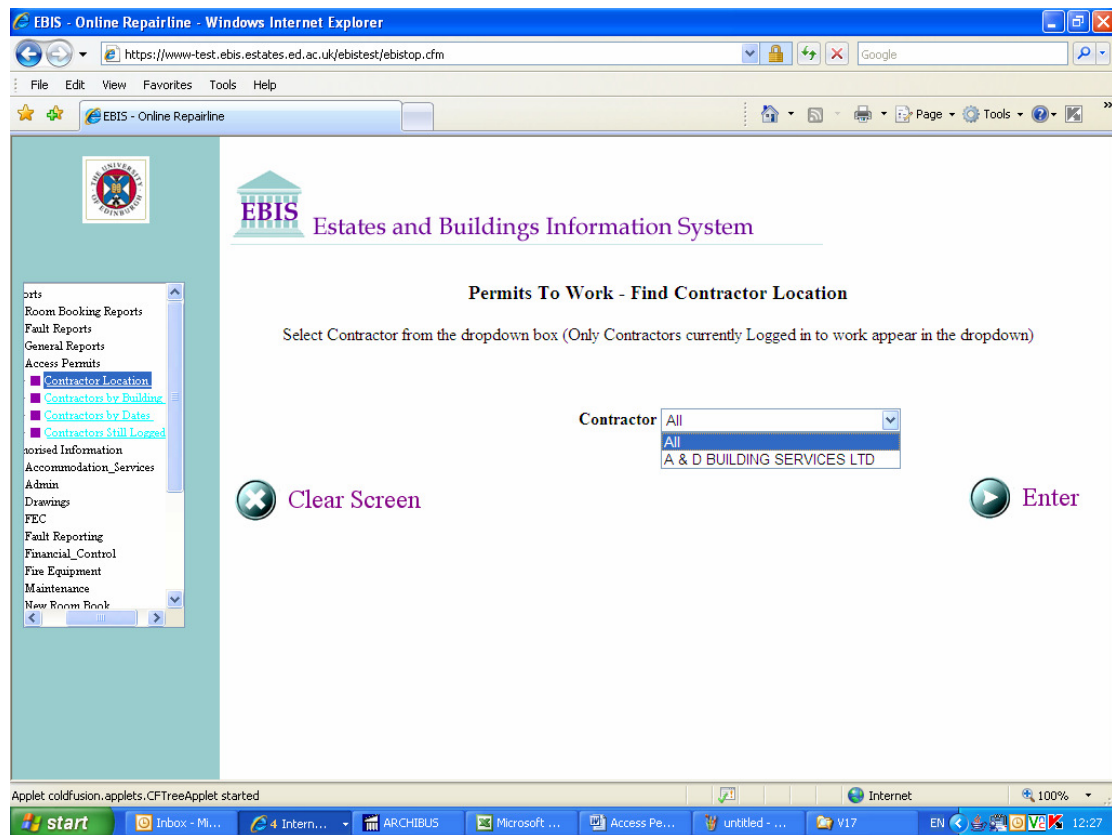


Reports

Reports are available under Reports section within EBIS Online. These are open access reports and are available of all members of University Staff.



Contractor Location allows users to search on specific Contractor to see where they are currently working.



Select Contractor from drop down list and Enter to bring back details.

EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

EBIS - Online Repairline

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Permit To Work

The Contractors Location is as follows

Company	No Of Staff	Date/Time Logged In	Order ID	Order Desc	Location	Comments
A & D BUILDING SERVICES LTD	2	05-Jun-2009 12:26	237374	Carry out repairs to flooring in room 1	OLD COLLEGE, SOUTH BRIDGE, EDINBURGH	Tel No - 0777 123456

[Back To Search Page](#)

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Contractors by Building report allows users to search to see which Contractors are working in a specific building.

EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

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Please enter the required zone and building you wish to report on.

Zone:

Building:

[Clear Screen](#) [Enter](#)

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Select Building from drop down and Enter

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EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

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The Following Contractors are currently working in OLD COLLEGE

Building Code	Building Name	Date/Time Logged In	Order ID	Company	No Of Staff	Contact Person	Contact Person Phone	Order Orig	Order Orig Phone	Comments
0001	OLD COLLEGE	05-Jun-2009 12:26	237374	A & D BUILDING SERVICES LTD	2	JOHN WILLIAMSON	650 2477	JOHN WILLIAMSON	650 2477	Tel No - 0777 123456

[Back To Search Page](#)

Applet: coldfusion.applets.CFtreeApplet started

Contractors by Dates reports allows users to see which Contractors were working between specific dates.

EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

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Permits To Work - Contractors Report By Date

Enter the Start date and end dates for your search below.

Start Date

End Date

[Clear Screen](#) [Enter](#)

Applet: coldfusion.applets.CFtreeApplet started

Enter Start Date and End Date and Enter
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EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

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The Contractors working between 5-Jun-2009 and 5-Jun-2009 are

Company	No Of Staff	Date/Time Logged In	Order ID	Location	Comments
A & D BUILDING SERVICES LTD	2	05-Jun-2009 12:19	237374	OLD COLLEGE,SOUTH BRIDGE,EDINBURGH	Tel No - 0777 123456

[Back To Search Page](#)

Applet: coldfusion.applets.CFtreeApplet started

Contractors still Logged in allows users to see which Contractors have not called or reported back to Reception to be logged out of system.

EBIS - Online Repairline - Windows Internet Explorer

https://www-test.ebis.estates.ed.ac.uk/ebistest/ebistop.cfm

EBIS - Online Repairline

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Permit To Work

The Following Contractors are currently still Logged In

Date/Time Logged In	Order ID	Company	No Of Staff	Contact Person	Contact Person Phone	Order Orig	Order Orig Phone	Comments
05-Jun-2009 12:26	237374	A & D BUILDING SERVICES LTD	2	JOHN WILLIAMSON	650 2477	JOHN WILLIAMSON	650 2477	Tel No - 0777 123456

[Back To Main Page](#)

Applet: coldfusion.applets.CFtreeApplet started