



Estates and Buildings Information System

# *User Guide*

*ARCHIBUS/FM V17*

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## *Entering Staff Timesheet*

## 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](mailto: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.

## Entering Staff Timesheet

Login to <https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm> and select Timesheets | Staff Timesheet from menu bar. This will bring back the following:

### Staff Select Timesheet

Week Ending



Select the Week Ending Date for week you wish to enter Timesheet for from the look up box. This will take you into screen for entering your Timesheet details..

### Staff Time Sheet

Week Ending: 11-Jan-2004 Staff Person: PAULINE SMITH

#### Time Sheet Details

Project	<input type="text"/>		
Task	Annual Leave	Hours	0.00
Day Name	Monday	Comments	<input type="text"/>
Reset		Submit for Approval	Update

You can either select your Project from the look up box or if you know the Project ID you can enter this and then click on the look up box to bring back details of that particular Project. You can also do a partial search for your Project ID. If you know that your Project begins with 0001 then you can type this into the Project field and then click on the look up. This will bring back all Projects which begin with 0001. From this list you should select the correct Project by clicking on the Project ID. This will then fill out in the Project Field. If you have picked the wrong Project ID then you will require to highlight any details which are in this field, delete and reselect.

Next select Task from drop down list, enter Hours and pick Day Name from drop down list and then Update. This will then enter these details on your Timesheets and allow you to put through another entry. Project, Task and Day Name are held for your next entry. To set this back to the default click on Reset. Once all your hours have been entered for the week you should Submit for Approval.

Until you Submit your Timesheet for Approval you can Edit any entries which you have made. Details of your Timesheet entries show at the bottom of the screen and can be changed by clicking on the Edit selection to the right of each entry.

**NOTE:- You will not be able to Submit for Approval until your Timesheet has been filled out for the correct number of hours you are contracted to work.**