



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Entering Trade 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 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 Trade Timesheet

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

Trades Select Timesheet

Week Ending ... Trades Person ...



Select the Week Ending Date from the look up and the Trades Person from the look up. You can also enter part of the Trades Persons name and then click on look up box to bring back member of staff. This will open up Timesheet for selected Trades Person ready for entering time into.

Trades Time Sheet

Week Ending: 04-Jan-2004 Trades Person: IAN CUNNINGHAM ... Position: JOINER

Time Sheet Details

Task	<input type="text" value="Work Order"/>	Work Ord.	<input type="text"/>	Trade	<input type="text"/>
Day Name	<input type="text" value="Monday"/>	Comments	<input type="text"/>		

Hours

Normal	Time & Half	Double Time	Unpaid Overtime	Time & Half	Double
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Select correct Task from drop down list. Select Task, Day Name and then enter hours and update.

Occasionally Trades have to assist other Trades with jobs. If this happens the hours cannot be entered through the Timesheet system on EBIS Online as does not allow time to be entered for a Trade other than the Craftspersons Trade for whom you are entering the timesheet. If this happens you will require to enter the timesheet details through Core Archibus.

Select Timesheets | Timesheet Data against Craftspersons

Select Week Ending and then Craft Person you were entering timesheet for. This will bring back details of what has been entered on EBIS Online. You should then enter the Work Order, Day Name and Number of Hours and Add. Once you have entered all time go back to Timesheets on EBIS Online to Commit Timesheet.

Once all the hours for the Timesheet have been entered select Commit Timesheet. Timesheet will only Commit when correct number of hours have been entered for the Trades Persons position. If hours are incorrect this will require to be rectified before the Timesheet can be Committed. Hours should be as follows:

	Building Trades	Electricians	Plumbers	Heat Eng	Landscape	Furniture
Monday	8.5	8.5	8.5	8.5	8	7
Tuesday	8.5	8.5	8.5	8.5	8	7
Wednesday	8.5	8.5	8.5	8.5	8	7
Thursday	8.5	8.5	8.5	8.5	8	7
Friday	8.5	8.5	8	8.5	7	7
Total	42.5	42.5	42.5	42.5	39	35

If there are any discrepancies with any Trades Timesheets these should be given back to the Assistant Team Leader for rectification.

Call Outs

Call Outs should be recorded against Work Order as Call Out Time & Half with minimum number of hours logged as 2

Overtime

If Tradesman works Overtime during the week the actual hours should be keyed in the Overtime – Time and Half box but if they work Overtime on a Saturday afternoon or Sunday actual hours should be key in Overtime – Double Time box.