



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Asbestos Survey on PDA

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.

Asbestos Survey on PDA User Guide

Once relevant building has been imported from Archibus to PDA this is ready to be used to carry out surveying.

To access Asbestos on PDA, open the Mass Mobile Solutions program from within Symbol App Center then select Asbestos MASSter:



Click on Log In to enter Asbestos program



Enter User Name and Password and then click on Login

Asbestos MASter 10:03a

Asbestos MASter

User Name:

Password:

Login

Exit

This will bring back the filter screen where the building(s) that were loaded onto the PDA will be displayed in the drop-down menu.

Asbestos MASter 10:07a

Select Survey Location

Site:* UNIVERSITY OF EDINBURGH

Building:*

Floor:*

Room:* INFIRMARY ST,09-11

Surveyor:*

Survey No.:

Survey Date: 28/09/2009

Clear

Survey	Priority	Material	Comm
--------	----------	----------	------

File Save Exit

The floor, room, surveyors, survey number and survey date must also be chosen from the drop down menu.

Always select survey no. 1 unless it is a resurvey.

From the Priority tab items are populated from the drop down menus, select as appropriate for the area you are surveying.

The screenshot shows the 'Asbestos MASter' application interface. At the top, it displays the title 'Asbestos MASter' and the time '10:16a'. Below this, the 'Priority Assessment' tab is active. The location is set to 'UNIVERSITY OF EDINBURGH - INFIRMARY ST,09-11 - 00 - G.02-G.02-'. The form includes several dropdown menus: 'Occupant Activity:', 'No of Occupants:', 'Location:', 'Use Frequency:', and 'Av time in use:'. At the bottom, there are navigation tabs for 'Survey', 'Priority', 'Material', and 'Comm', with 'Priority' being the selected tab. A 'File Save Exit' button is visible at the very bottom.

From the Material tab:

Sample Ref is automatically completed by system.

If No Asbestos or No Access are selected all the following drop down menus will automatically complete.

If neither of these are selected surveyor will have to complete drop down menus.

The screenshot shows the 'Asbestos MASter' application interface. At the top, it displays the title 'Asbestos MASter' and the time '10:27a'. Below this, the 'Material Assessment' tab is active. The location is set to 'UNIVERSITY OF EDINBURGH - INFIRMARY ST,09-11 - 00 - G.02-G.02-'. The form includes a 'Sample Ref.' field, two checkboxes for 'No Asbestos' and 'No Access', and several dropdown menus: 'Position in Room:', 'Position in Room Level1:', 'Product Group:', and 'Condition:'. At the bottom, there are navigation tabs for 'Survey', 'Priority', 'Material', and 'Comm', with 'Material' being the selected tab. A 'File Save Exit' button is visible at the very bottom.

Once completed accordingly you will have to Save at the bottom of this page.

The screenshot shows the 'Asbestos MASter' mobile application interface. At the top, there is a status bar with the text 'Asbestos MASter', a home icon, a search icon, a signal strength icon, and the time '10:36a'. Below this is a form with several sections: 'Condition:' with a dropdown menu set to 'Medium Damage'; 'Surface Finish:' with a dropdown menu set to 'Cement, Textured Coating'; 'Accessibility:' with a dropdown menu set to 'Occasionally disturbed'; 'Asbestos Type:' with a dropdown menu set to 'Chrysotile (White)'; 'Extent:' with a 'Qty:' field containing '0' and a 'Qty Type:' dropdown menu set to 'Item'; and 'Photo Ref.:' with an empty text field and a 'View Photo' button. At the bottom of the form, there are buttons for 'Clear' and 'Save'. Below the form is a navigation bar with buttons for 'Survey', 'Priority', 'Material', and 'Comm'. At the very bottom, there is a 'File Save Exit' bar with a keyboard icon and an upward arrow.

The comments page is used to record sample number or any other relevant information.

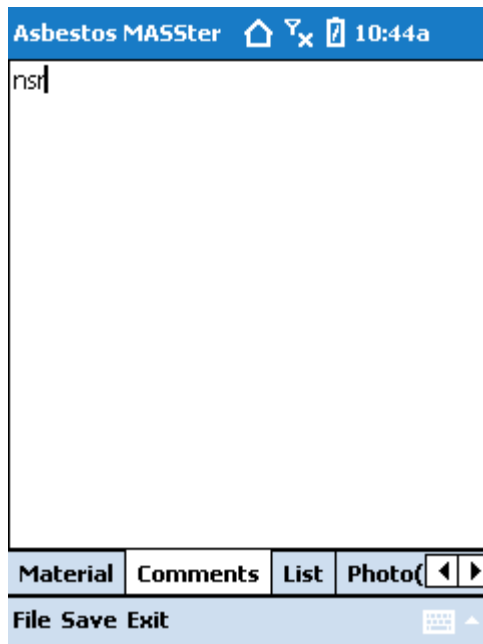
To keep comments consistent throughout all should start with one of the following:

- 1) nsr
- 2) no access (followed by the reason if applicable)
- 3) sample no. ?? (then description of item, sample location and other comments).
- 4) aws no. ?? (then as above)
- 5) sp ?? (then item description)
- 6) presumed (then item description)

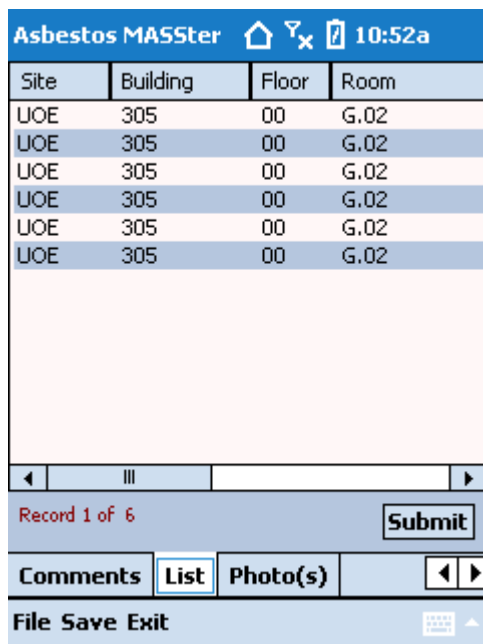
If a temp number is used, start comments box with it, once temp number is sorted, remove temp number from comments box and put in additional information on core Achibus, move temp number to additional comments for future reference.

External are entered under the RF Floor Code, Then Services. Start comment with External followed by the comment.

Do not mention asbestos in comments including acm, ac, aib etc.



The List tab shows all entries that have been done. These can be amended or deleted by opening them and selecting submit.



Additional guidance

Do not put no access in Asbestos type or tick no access box when item is sp or presumed.

In comments, 'sp' or 'presumed' should start with that and not 'no access'.

Lifts should read, 'no access' if the shaft is not accessed, if lift car is 'nsr' then it should read no access to lift sharf (lift car nsr)

Room numbers should be in capitals.