Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

PPM – Importing and Exporting 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 clik on to open up Project

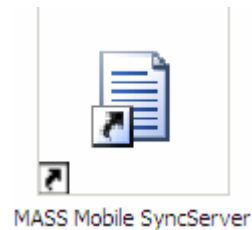Enter User Name and Password – which are supplied by Ebisusers – then click OK

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

PPM Importing and Exporting User Guide
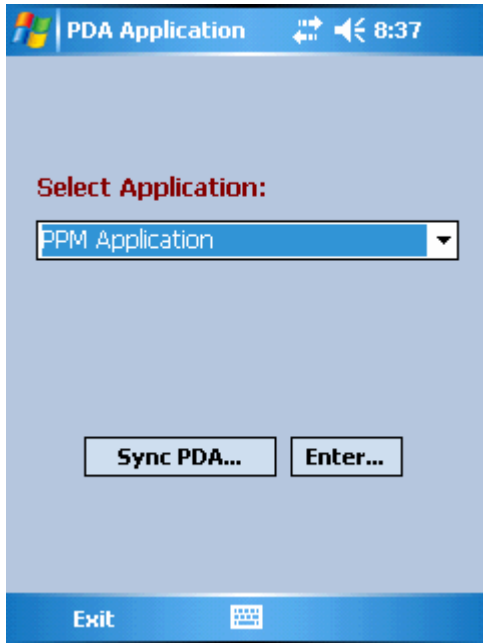
Importing

Make sure PDA is in docking station

Before carrying out Import or Export of PPM jobs double click on PDASyncServer on desktop to connect to pda.
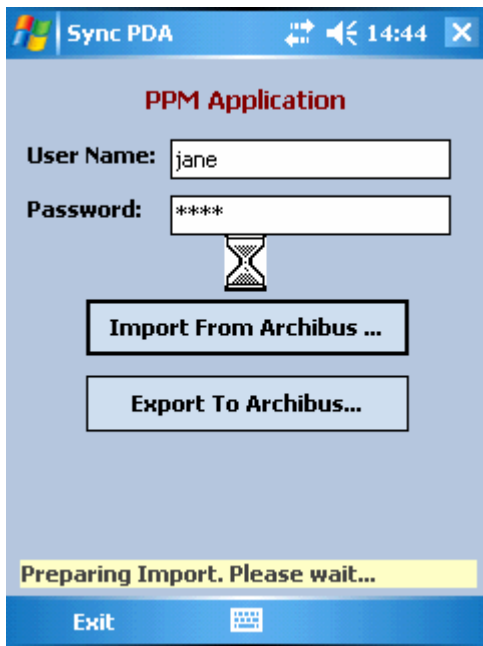

MASS Mobile SyncServer

From PDA Select PPM_Mgmt from App Center Screen.

Click on Sync PDA to Sync with Archibus

This will then bring up login screen where you should enter User Name and Password and select Import From Archibus to start the sync process. This will take a while.

Select supervisor, to date, building from and building to and trade and click on Import. In order to Import all Work Orders for the selected Supervisor you should select full building range.
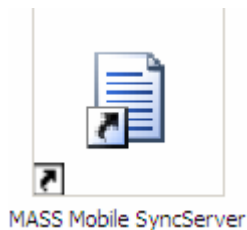

Click Yes

Click ok. PDA is now ready for Supervisor to carry out work on Jobs which have been imported to PDA.

Exporting

Once work has been completed on PDA this should then be Exported back to Archibus. To do this:

Make sure PDA is in docking station

Before carrying out Import or Export of PPM jobs double click on PDASyncServer on desktop to connect to pda.

MASS Mobile SyncServer

Click on PPM_Mgmt from App Center to open Program.
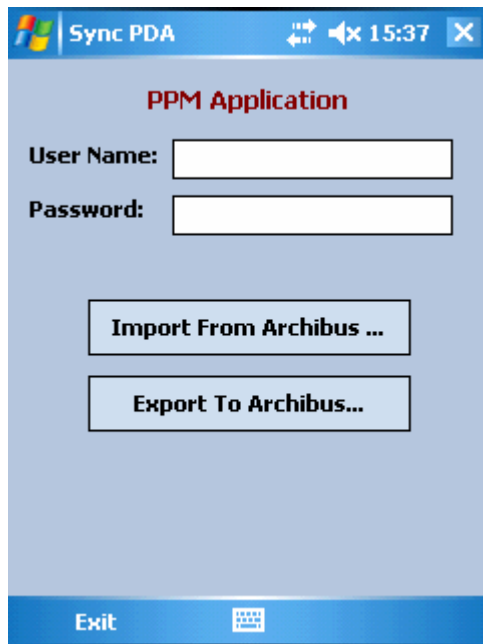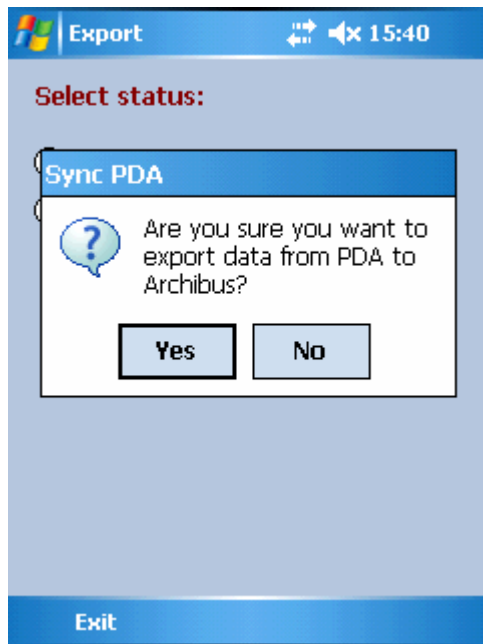
Click on Sync PDA

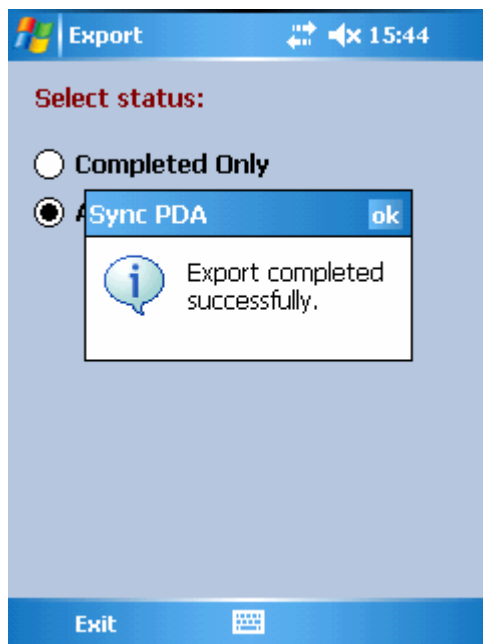Enter Username and Password then click Export to Archibus

Click on All and Export

Click Yes

This could take about 10 minutes depending on amount of work orders.

Click ok then exit. Export is now complete