User Guide

ARCHIBUS/FM V17

PPM Management 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 clik on 

to open up Project

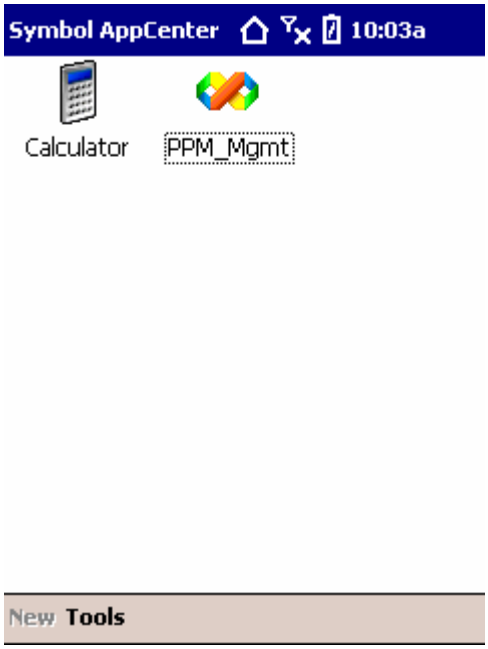
Enter User Name and Password – which are supplied by Ebisusers – then click OK

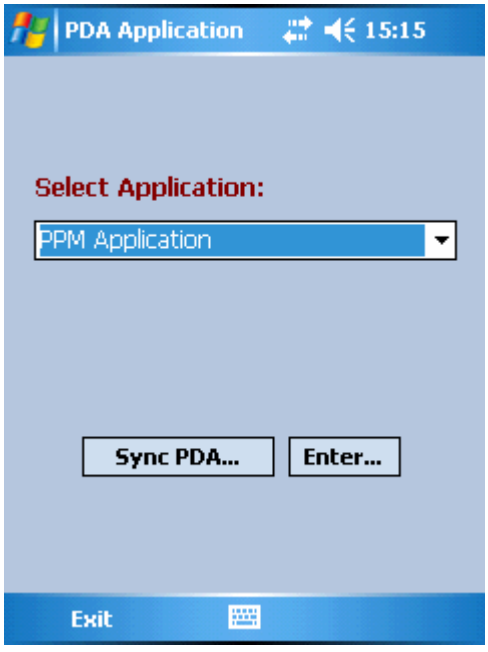
This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

PPM Management User Guide

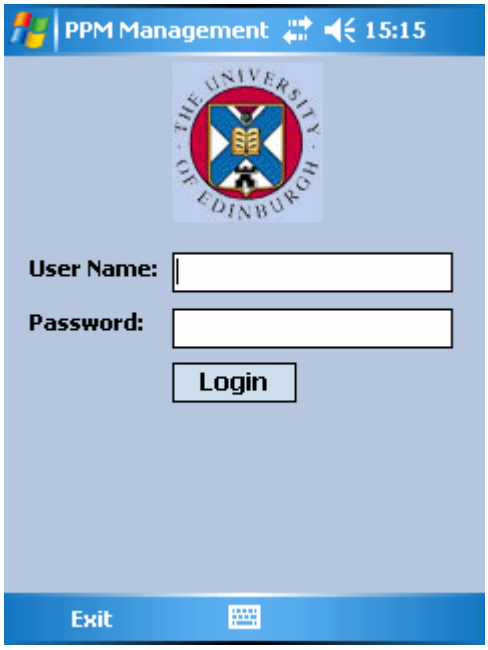
To Access PPM Jobs on PDA:

From AppCenter screen on PDA select PPM_Mgmt as shown below.

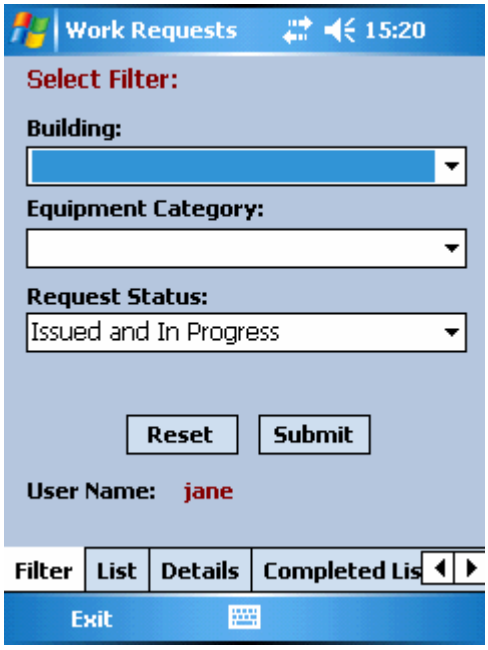




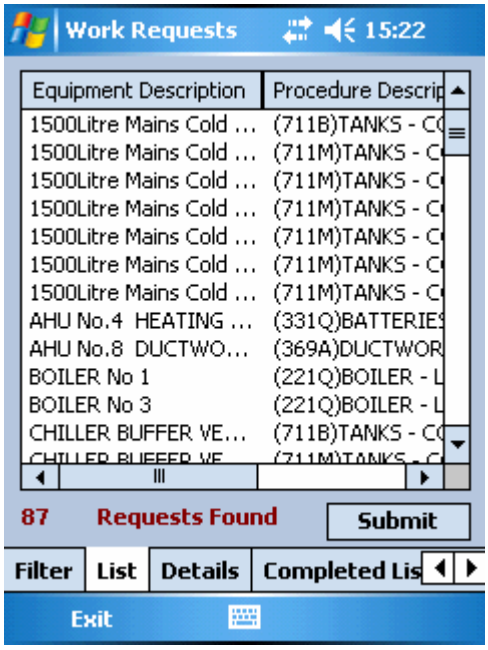
Click on Enter



Enter username and password

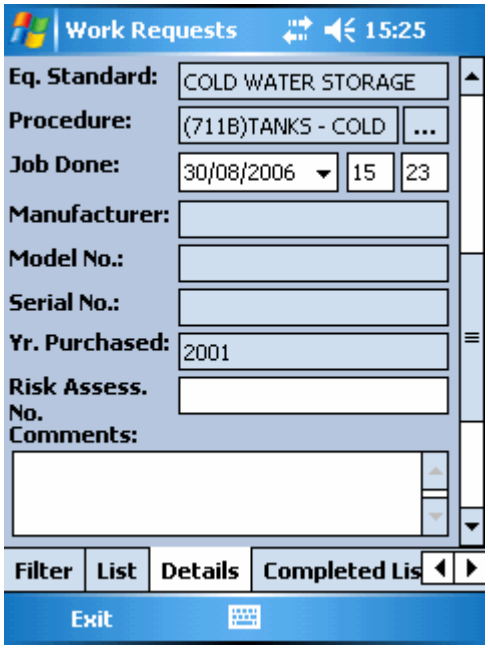


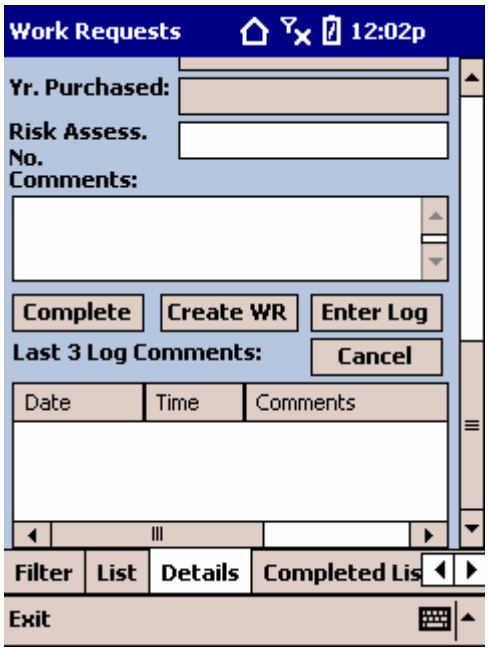
Click on the Building or category you want PPM for (leave blank for all buildings and all categories). Then click Submit.



This will bring back all open PPM jobs. A count is shown at bottom left of screen.

Click on equipment description you want to bring back work order for and click Submit





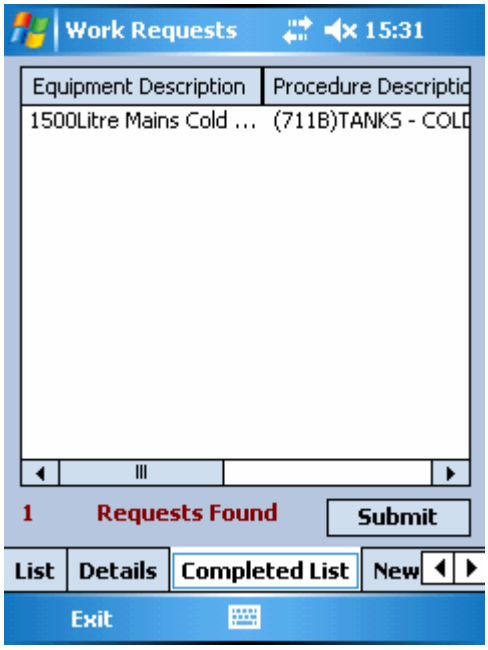
Above 3 screens show the work order details.

Comments can be added here if required, enter the risk assessment number then click Complete.

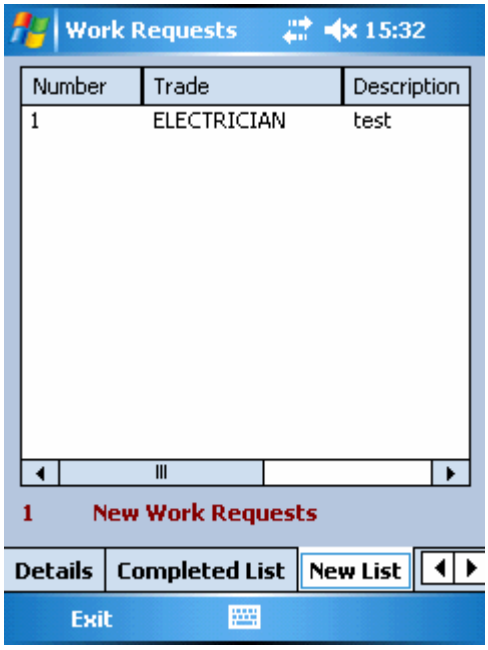
The list is then refreshed with remaining open work orders.

To Create a reactive job – click on create WR. Complete the trade, priority and work description. Click Create. When the data is uploaded back into the system the new reactive work order will be created.

To see completed work order – click on Completed List



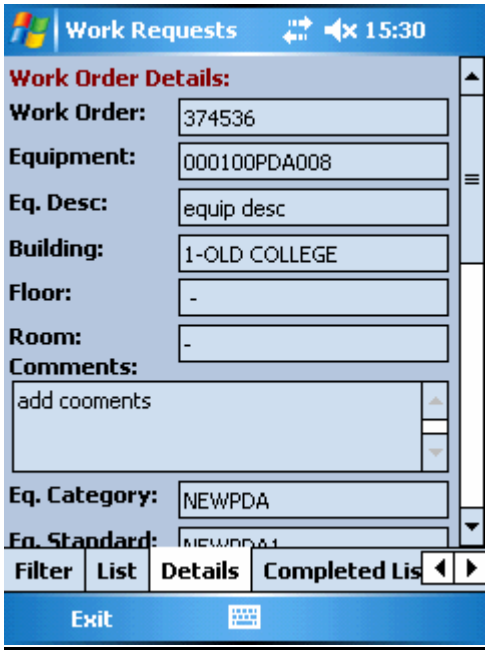
To view new reactive work orders created click on New List button



When finished click Exit.

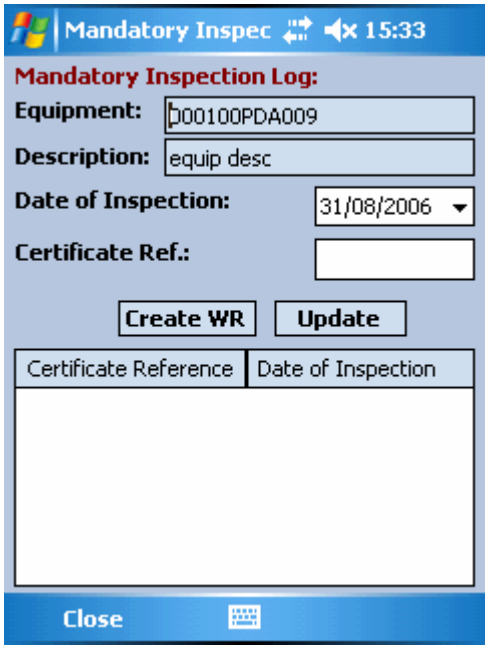
Statutory Logs

None



Statutory Log = None will take you into Work order screen.

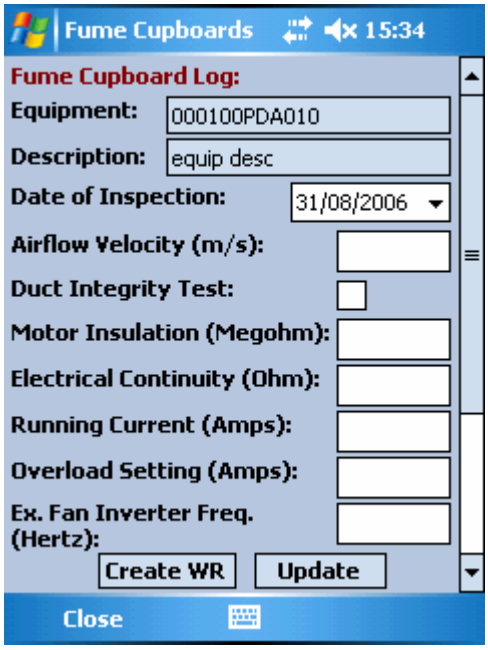
Mandatory



Statutory Log Type = Mandatory

This Log Type requires a Certificate before it can be closed.

Fume Cupboard

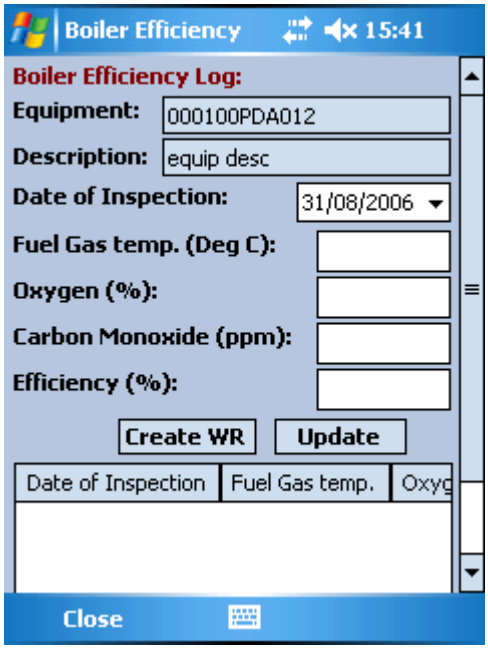


Statutory Log Type = Fume Cupboard

Values for the Fume Cupboard Log should be as follows:-

Record	**Units**	**Range**
Motor Insulation	Megohm	1 – 100
Electrical Continuity	Ohm	0 – 100
Running Current	Amps	0 – 20
Overload Setting	Amps	0 – 20
Exhaust fan invertor frequency	Hertz	10 – 50
Air Flow velocity	M/s	0 - 2

Boiler Efficiency



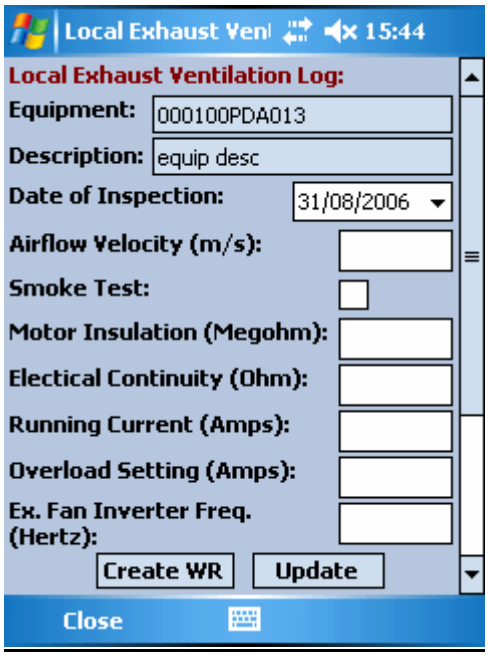
Statutory Log Type= Boiler Efficiency

Values for the Boiler Efficiency Log should be as follows:-

Record	Units	Range
Exhaust gas temperature	Deg C	0 - 500
Oxygen	%age	0 – 20
Carbon Monoxide	%age	0 – 500
Efficiency	%age	0 – 100

Note that the title “Fuel Gas Temperature” is wrong and should be Exhaust Gas Temperature”

Local Exhaust Ventilation



Statutory Log Type = Local Exhaust Ventilation

Values for the Local Exhaust Ventilation Log should be as follows:-

Record	Units	Range
Motor Insulation	Megohm	1 – 100
Electrical Continuity	Ohm	0 – 100
Running Current	Amps	0 – 20
Overload Setting	Amps	0 – 20
Exhaust fan invertor frequency	Hertz	10 – 50
Air Flow velocity	M/s	0 - 2

After you have finished using PDA please click on Exit at bottom left hand side of screen.