



Estates and Buildings Information System

# *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](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

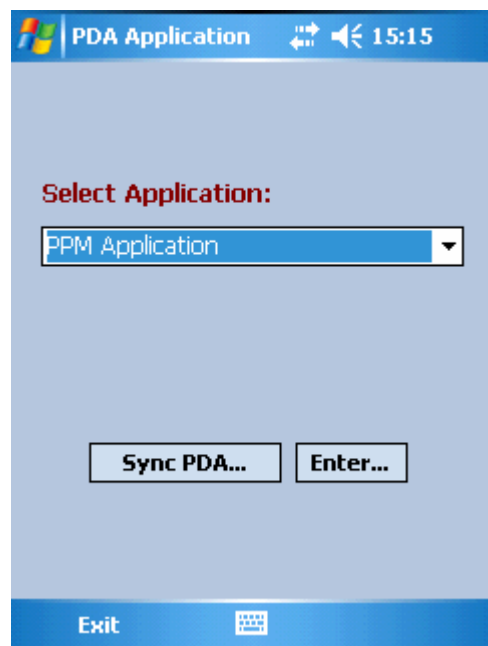
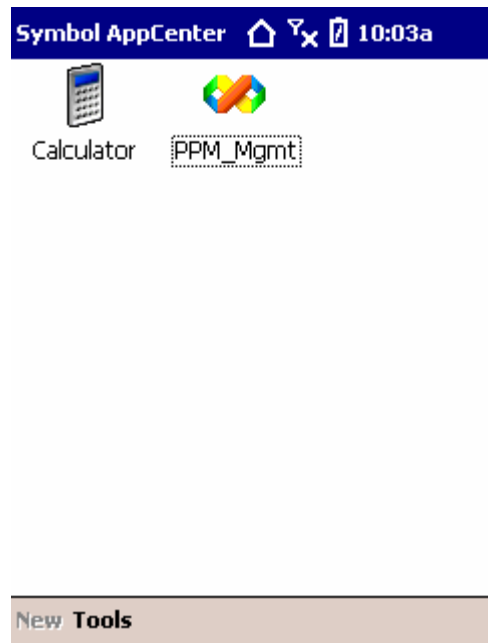
Enter User Name and Password – which are supplied by Ebisusers – then click OK

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

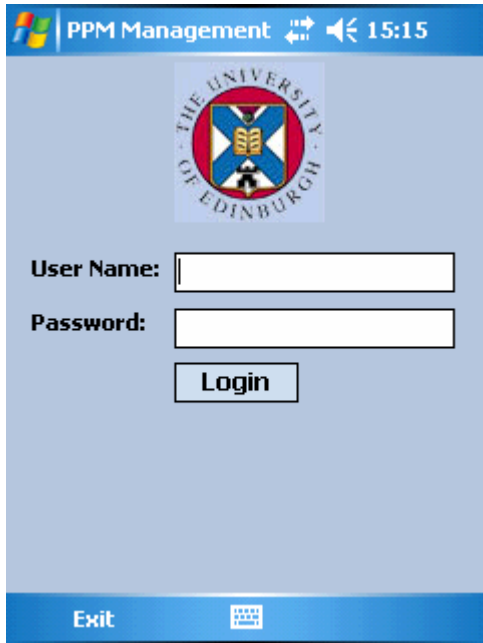
# PPM Management User Guide

To Access PPM Jobs on PDA:

From AppCenter screen on PDA select PPM\_Mgmt as shown below.



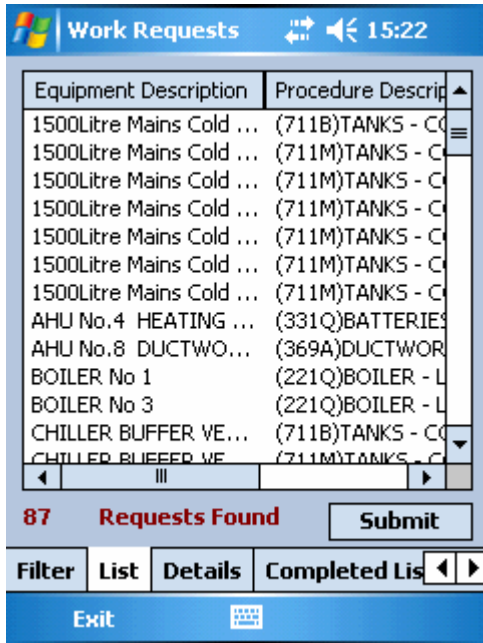
Click on Enter



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



Work Requests 15:25

Eq. Standard: COLD WATER STORAGE

Procedure: (711B)TANKS - COLD ...

Job Done: 30/08/2006 15 23

Manufacturer:

Model No.:

Serial No.:

Yr. Purchased: 2001

Risk Assess. No.:

Comments:

Filter List Details Completed Lis

Exit

Work Requests 12:02p

Yr. Purchased:

Risk Assess. No.:

Comments:

Complete Create WR Enter Log

Last 3 Log Comments: Cancel

Date	Time	Comments

Filter List Details Completed Lis

Exit

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.

Windows taskbar: Create Work Requ [icons] 15:29

**Create New Work Request:**

Building: 564-ST LEONARDS LAND

Equipment: 056400CWS001

Eq. Std.: COLD WATER STORAGE TANK

Trade: [dropdown arrow]

Priority: [dropdown arrow]

**Work Description:**

[Empty text area with scrollbars]

Buttons: Create, Close [keyboard icon]

To see completed work order – click on Completed List

Windows taskbar: Work Requests [icons] 15:31

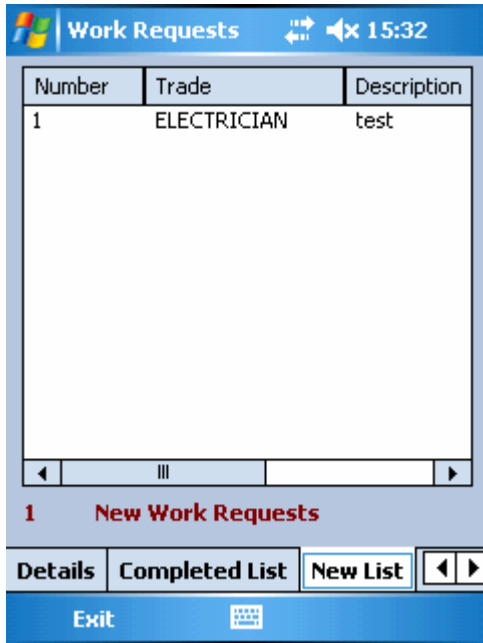
Equipment Description	Procedure Descriptio
1500Litre Mains Cold ...	(711B)TANKS - COLD

1 Requests Found [Submit]

Buttons: List, Details, Completed List, New [left arrow] [right arrow]

Exit [keyboard icon]

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



When finished click Exit.



# Statutory Logs

## None

Work Requests 15:30

**Work Order Details:**

Work Order: 374536

Equipment: 000100PDA008

Eq. Desc: equip desc

Building: 1-OLD COLLEGE

Floor: -

Room: -

Comments: add cooments

Eq. Category: NEWPDA

Eq. Standard: NEWPDA1

Filter List Details Completed Lis

Exit

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

## Mandatory

Mandatory Inspect 15:33

**Mandatory Inspection Log:**

Equipment: 000100PDA009

Description: equip desc

Date of Inspection: 31/08/2006

Certificate Ref.:

Create WR Update

Certificate Reference	Date of Inspection
-----------------------	--------------------

Close

Statutory Log Type = Mandatory

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

## Fume Cupboard

**Fume Cupboard Log:**

Equipment: 000100PDA010

Description: equip desc

Date of Inspection: 31/08/2006

Airflow Velocity (m/s):

Duct Integrity Test:

Motor Insulation (Megohm):

Electrical Continuity (Ohm):

Running Current (Amps):

Overload Setting (Amps):

Ex. Fan Inverter Freq. (Hertz):

Buttons: Create WR, Update, Close

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 inverter frequency	Hertz	10 – 50
Air Flow velocity	M/s	0 - 2

**Boiler Efficiency**

The screenshot shows a software window titled 'Boiler Efficiency' with a clock showing 15:41. The form contains the following fields and controls:

- Equipment:** 000100PDA012
- Description:** equip desc
- Date of Inspection:** 31/08/2006 (dropdown menu)
- Fuel Gas temp. (Deg C):** [Empty text box]
- Oxygen (%):** [Empty text box]
- Carbon Monoxide (ppm):** [Empty text box]
- Efficiency (%):** [Empty text box]
- Buttons:** 'Create WR' and 'Update'
- Table:** A table with three columns: 'Date of Inspection', 'Fuel Gas temp.', and 'Oxyg'. The table body is currently empty.
- Footer:** 'Close' button.

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

**Local Exhaust Ventilation Log:**

Equipment: 000100PDA013

Description: equip desc

Date of Inspection: 31/08/2006

Airflow Velocity (m/s):

Smoke Test:

Motor Insulation (Megohm):

Electrical Continuity (Ohm):

Running Current (Amps):

Overload Setting (Amps):

Ex. Fan Inverter Freq. (Hertz):

Create WR Update

Close

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 inverter 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.