

CREATING AN EDIS CERTIFICATE A TRAINING GUIDE

After reading this document you should be able to:

- Create an EDIS certificate
- Understand the statuses through which a certificate must go in order to be completed

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1. PRE-CONDITIONS BEFORE CREATING A CERTIFICATE

Before a certificate can be created for a building there must be:

- A building, with an address and responsible persons, if the building address and details are not available contact support@electricalcertificates.co.uk
- At least one supply recorded; if the supply is not available-login with a supervisor login, and create the supply via the Installation menu option, click Supply, Earthing and Origin details. The from the dropdown box select the New Supply option.

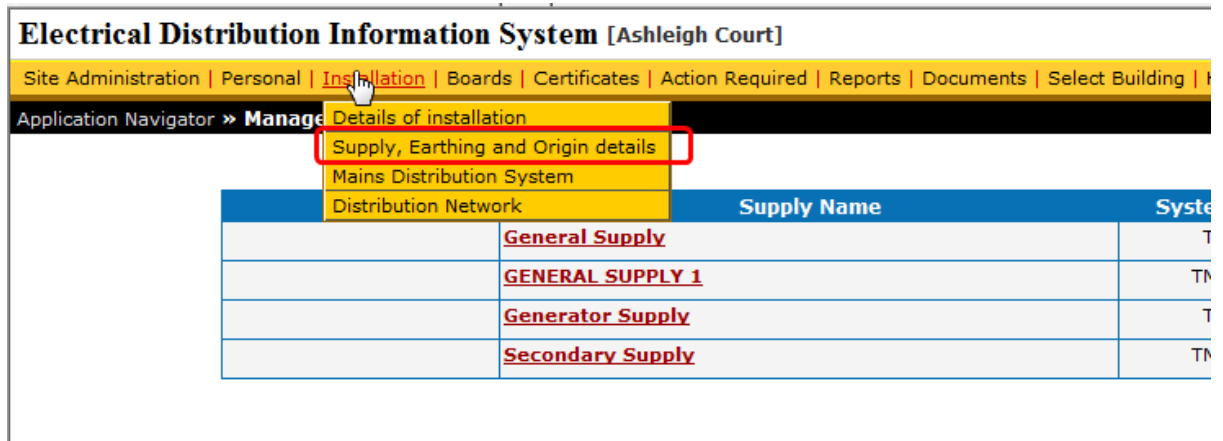


Figure 1 - Adding a Supply for a building

If the above are in place you can then create a certificate following the steps below:

2. CREATING CERTIFICATES FLOW CHART

The flow chart on the next page describes the certificate creation process in detail:

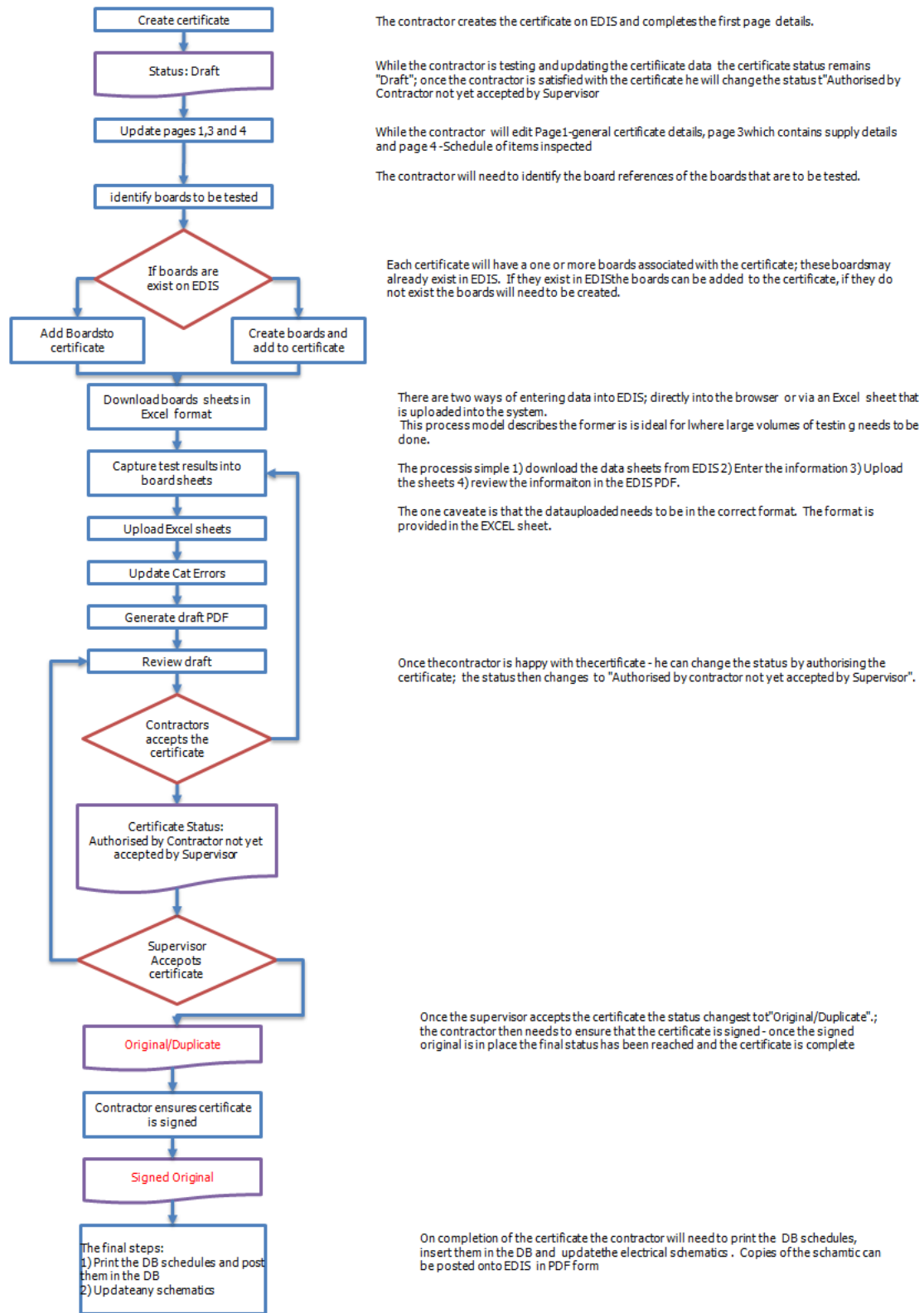


Figure 2- Process flow for creating and completing certificates in EDIS

3. CREATING A CERTIFICATE

1. Go to the certificates option on the main menu.
2. From the drop down box next to the Create New button select the certificate type
3. Click Create New

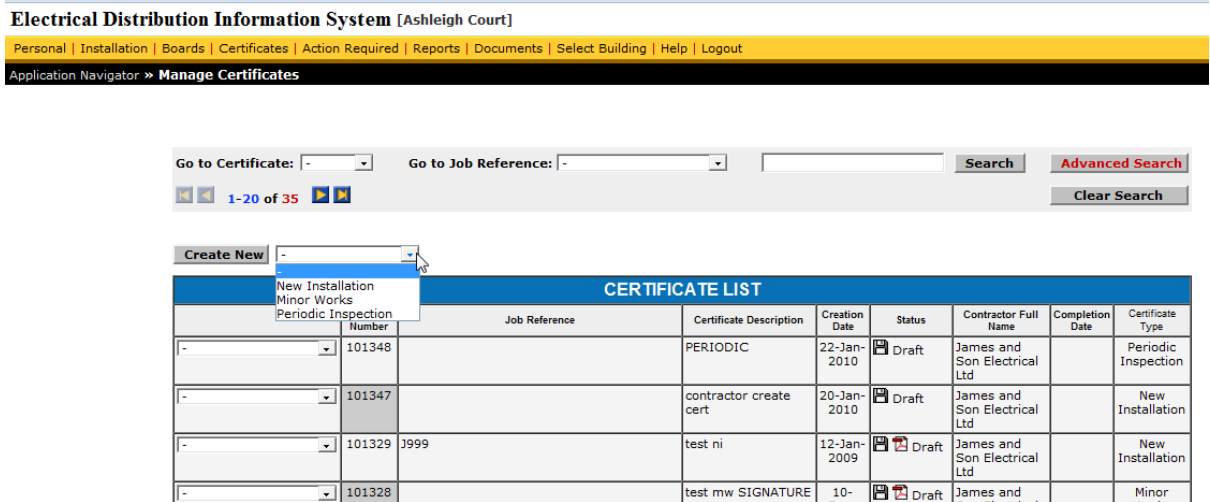


Figure 3 - Create a certificate action

4. This will open the first page of the certificate; make a mental note of the certificate number
5. Enter the required values, where no value is required state N/A
6. If the building already has boards click the Add Board button; and select the boards

4. CREATING NEW BOARDS

1. If there are no boards in the building they can be created; select the Page 5 option from the drop down box at the bottom of the page.
2. You can now create a new board

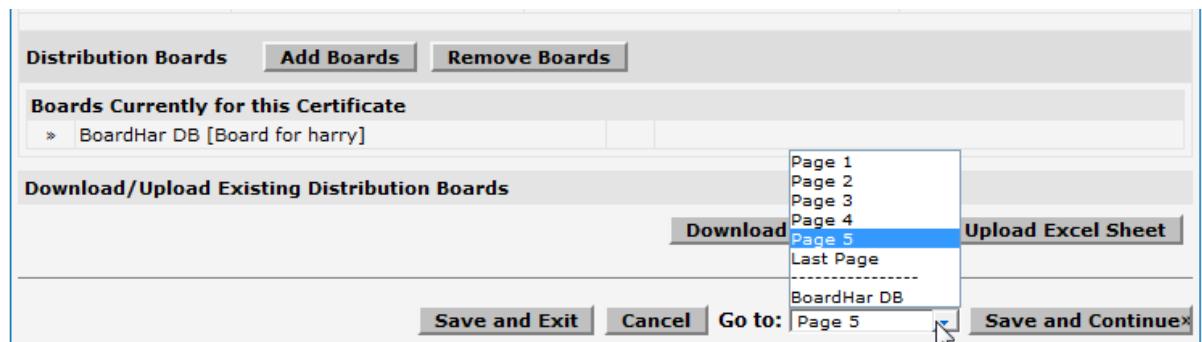


Figure 4 - Creating a board in the certificate process if no boards exist in a building