



EDIS USER GUIDE

**DOWNLOADING TEST DATA TO EXCEL
FOR CHECKING, COUNTING AND
REVIEW TESTS COMPLETED**

(EDIS is the Electrical Distribution Information System)

www.electricalcertificates.co.uk



After reading this document you should be able to:

- Download Electrical Inspection Condition Report test data to Excel

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BACKGROUND

EDIS allows users to download circuit test data to an Excel sheet. This allows electricians, managers and clients to establish what tests have been carried out on each circuit in a Condition Report :

PERMISSIONS REQUIRED

Electricians, electrical supervisors and building administrators can download the report

STEPS TO DOWNLOAD THE CONDITION REPORT CIRCUIT DATA

1. You need to be a registered user with access to the estate and building
2. Login and select the Estate and Building
3. Select the Certificates menu option from the main menu
4. In the drop down menu in the Action column, select the option **Export as Flat File**
5. The Excel file will be downloaded

EDIS Demo Estate 100 Acre Wood Contact System A

Site Administration | Supply Details | Distribution Network | Boards | **Certificates** | Action Required | Documents and Drawings | Manage Compliance | Michael J.

List of Certificates

Showing 11 to 20 of 96 entries (filtered from 217 total entries)

Previous 1 2 3 4 5 ... 10 Next

Action	Certificate Number	Job Reference	Certificate Type	Certificate Description	Creation Date	Status	Contractor	Supervisor	Completion Date
Create	search	search	Condi	search	search		search	search	search
	106751	IHEEM	Condition Report	IHEEM	20/09/2016	Signed Original	Michael Joubert	Michael Joubert	01/10/2016
	106398		Condition Report	testing something	25/05/2016	Draft	Michael Joubert	Michael Joubert	
	6385		Condition Report	ST Georges	23/05/2016	Draft	Michael Joubert	Michael Joubert	
	6383		Condition Report	testing edis local	22/05/2016	Draft	Sergey Churkin	Sergey Churkin	
	6381		Condition Report	22May	22/05/2016	Draft	Sergey Churkin	Sergey Churkin	
	106380		Condition Report	cr report for 21may	22/05/2016	Draft	Sergey Churkin	Sergey Churkin	

6. Once the Excel file has downloaded, click Ctrl+J to see the most recent downloads

7. The data can then be filtered using the Excel Data/Filter function.