EDIS USER GUIDE

EDIS Dash Board & User Permissions

(EDIS is the Electrical Distribution Information System)

www.electrical certificates.co.uk

After reading this document you should be able to:

- Understand the EDIS Dash Board
- Understand EDIS User roles

Contents

1. Login and select an estate and building

1. Enter the site www.electricalcertificates.co.uk and log in.

2. Choose the required Estate, from a list of available

3. Select a Building from the list below.

After selecting a building the dash board page is displayed

Figure 1- EDIS Dashboard page

USER PERMISSIONS

SA	Systems Admin	Approves estate creation
EA	Estate Admin	Approves requests for BA permissions
BA	Building Admin	Creates and manages the buildings and approves building access requests
EV	Estate Visibility	Estate visibility is requested by a user; this allows the user to see, but not access building in the estate

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ES	Electrical Supervisor	Authorises Condition Reports and New Installation certificates
CN	Contractor	Creates, edits and completes certificates, certifies certificates
DA	Data Administrator	Can capture board and certificate data, cannot complete certificates.
DE	Designer	Can certify New Installation certificates

SECTION 1- Search Buildings

If the estate has many buildings – the building search feature can reduce the number of buildings; this allows you to easily find the building you require.

If the building name is highlighted you have access to the building.

SECTION2 – Request Building permissions

The building selected is shown at the top of the browser page. If the building name is not highlighted then you do not have access to the building.

If you do not have building access you will need to request building access.

 This is done by clicking on the icons next to the building; if you click the icon an email will be sent to the Building Administrator and they will approve your request:

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SECTION 3 – Building details

The Middle section shows the building address and the building administrators; building administrators can be asked to provide building access and permissions.

SECTION 4- Current building permissions

 After selecting a building from the building list - you will see the permissions you have on the top right hand side of the page.

If you do not have access to an estate, you can request estate visibility; an email will be sent to the building administrator and they will approve/deny the request.

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SECTION 4 – Request new estate

If you require a new estate, you can request a new estate; an email will be sent to the System Administrator and they will approve deny the request.

Next steps

Login at www.electricalcertificates.co.uk

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