



# EDIS USER GUIDE

## GETTING STARTED WITH THE EDIS MOBILE APP

(EDIS - Electrical Distribution Information System)

[www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk)

Date: 14/10/2018 08:23:00



*After reading this document you should be able to:*

- Download the Mobile app
- Login and download your profile
- Download or Create a certificate
- Upload and complete the certificate

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**1 PRE-REQUISITES FOR USING THE EDIS MOBILE APP**

To use the EDIS Mobile you need the following:

- Registered on the EDIS cloud system
- Estate visibility for your estates
- Permissions and access to the building access

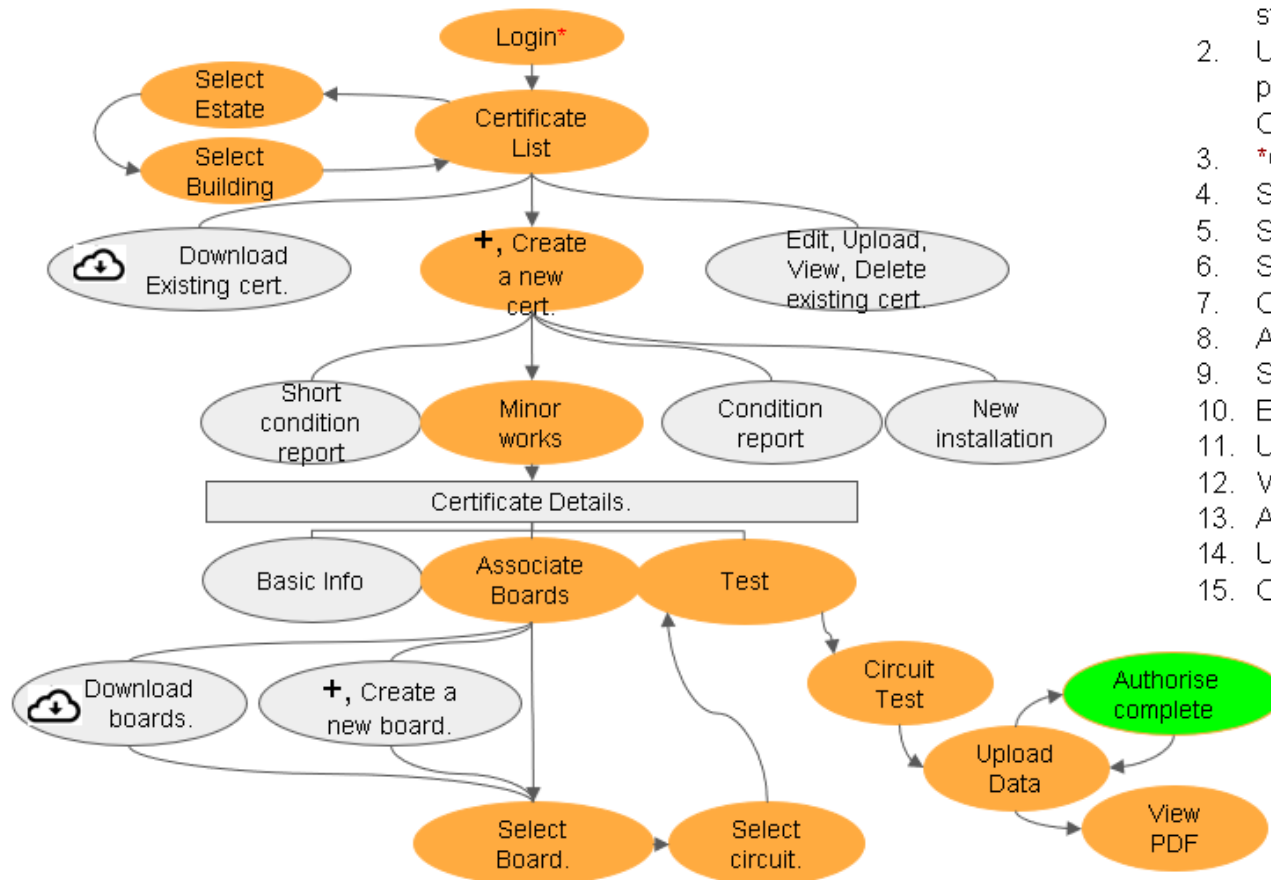
The guide to completing the prerequisites is here: <http://www.electricalcertificates.co.uk/video-registration-and-access>

**2 GETTING STARTED**

1. Download the app:  
**ANDROID:** EDIS Mobile on the Google Play store, *search for "EDIS Electrical"*  
**APPLE:** EDIS Mobile on Apple Store, *search for "EDIS Electrical"*

### 3 HAPPY PATH FLOW

#### EDIS Mobile app: MW screen flow

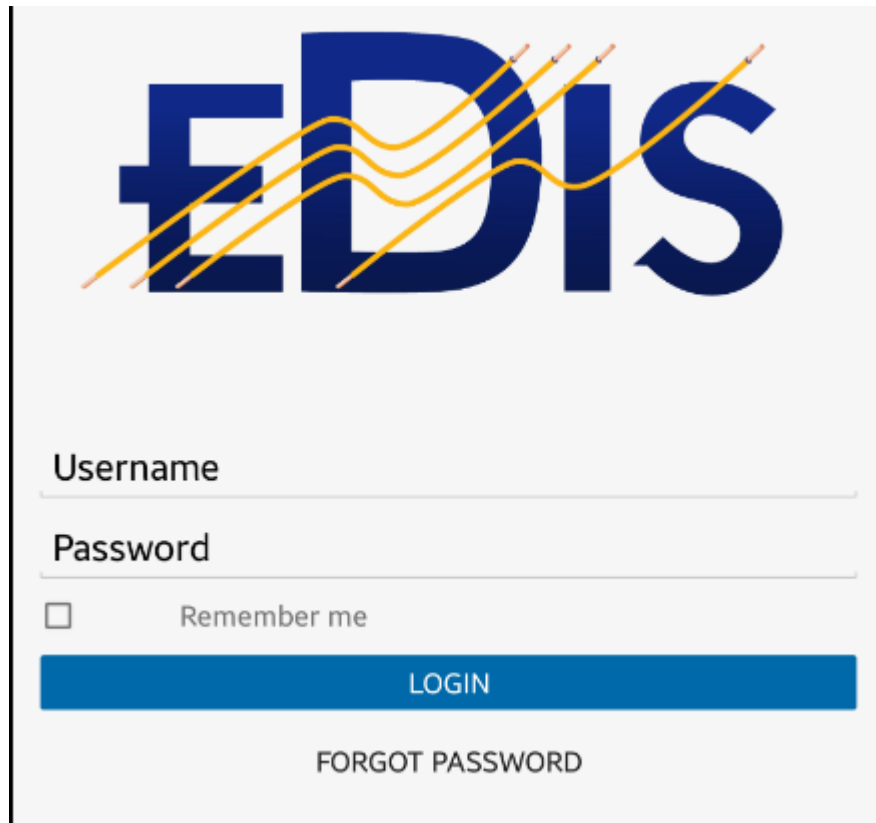


#### HAPPY FLOW

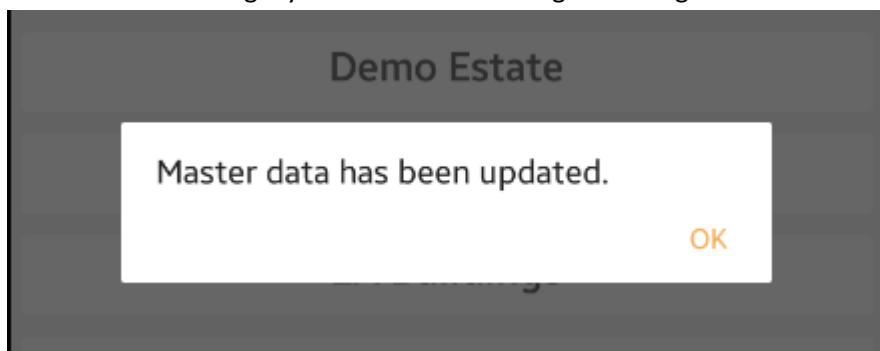
1. Download the app from the app store
2. Use the same username and password you use for the EDIS Cloud
3. \*Click the remember me box
4. Submit
5. Select estate
6. Select building
7. Create MW
8. Associate boards
9. Select a circuit
10. Enter test results
11. Upload data
12. View PDF
13. Authorise complete
14. Upload data
15. Check email for final sign-off

#### 4 CREATING A CERTIFICATE

1. Start the app, the app will take a couple of seconds to load
2. Then enter your EDIS email and Password, **Tick the remember me box**



3. After a successful login you will receive messages relating to the Master Data

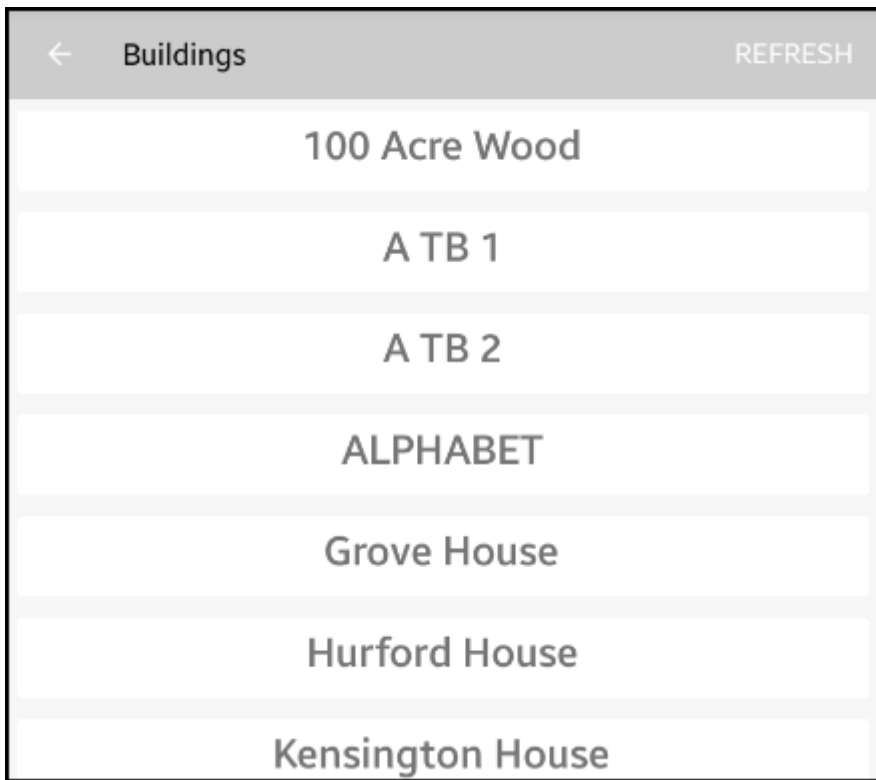


Click OK

4. Select an estate from the Estates list



5. Select a building from the building list



6. You should now see an empty list of certificates

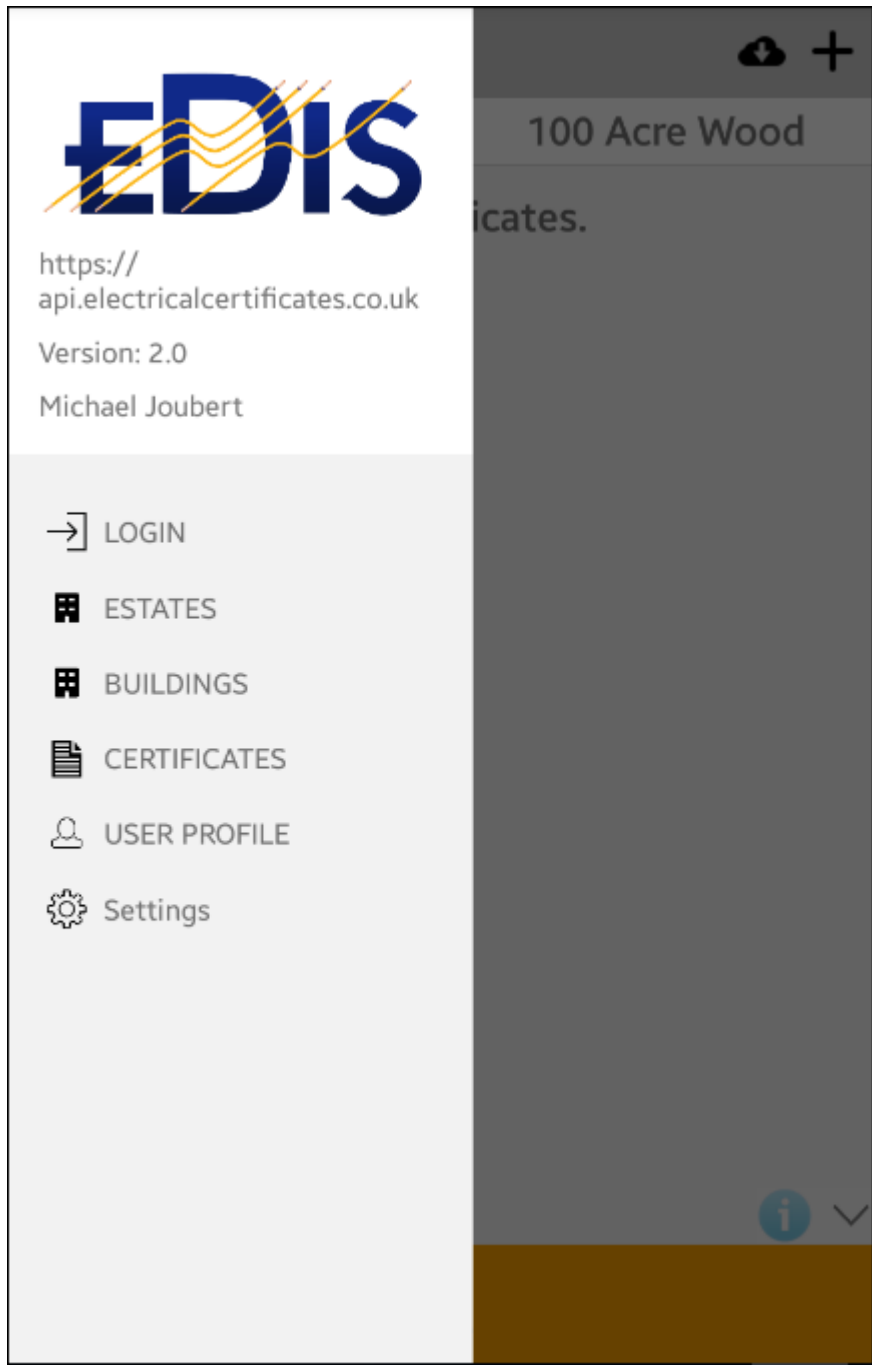


## 5 IMPORT YOUR PROFILE

1. Click the parallel bars on the top left

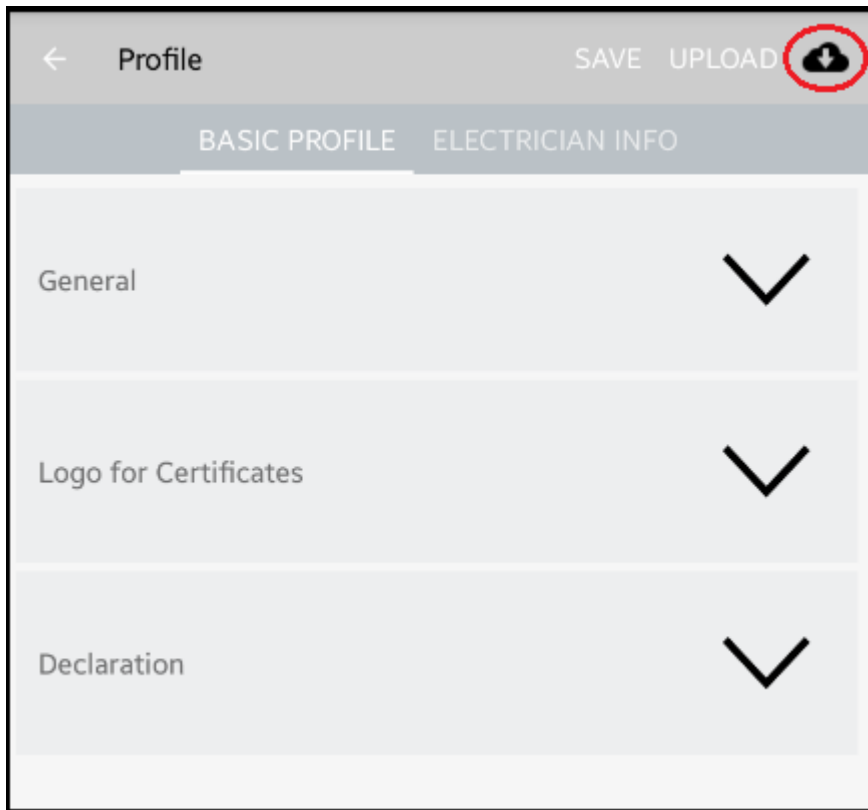


2. The side menu – Click on USER PROFILE



3. Click on Download from cloud to download your user profile -





4. Click save

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*YOU ARE NOW READY TO CREATE A CERTIFICATE.*

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## 6 CREATING AND DOWNLOADING CERTIFICATES

The certificate list will be empty until you download a certificate or create a certificate

### 6.1 Steps to completing a minor works certificate

#### 6.1.1 Create Minor Works certificate





To create a new Minor Works certificate, click the + icon. You can also download an existing MW certificate from the EDIS Cloud.

### 6.1.2 Edit the certificate

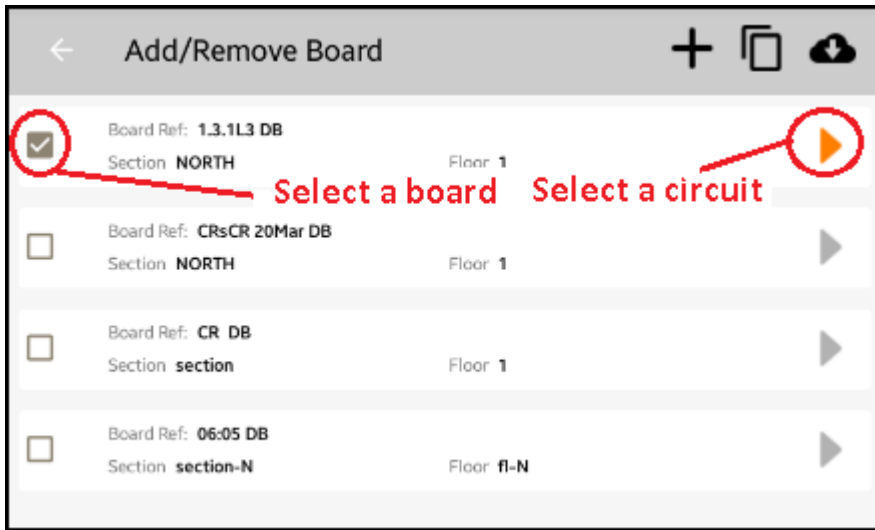
1. After clicking the + button *or* downloading the cert the Certificate is shown with three options in the horizontal menus:

- **BASIC INFO** – The basic info screen allows you to edit the Purpose of the report and other general details,
- **ASSOCIATED BOARDS** – The associated boards option allows you to add boards to the certificate or create boards if they are not on the EDIS Cloud
- **TEST** – The Test menu allows you to select the circuit and enter the test results



### 6.1.3 Associate boards with a certificate

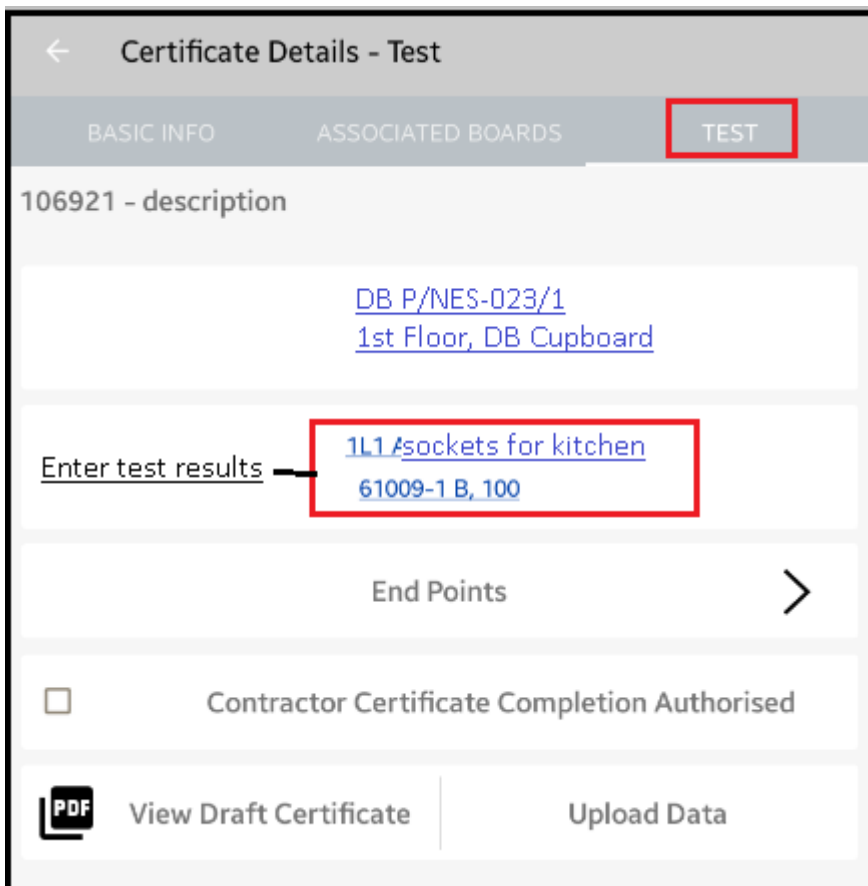
You can create a board, copy a board or download a board. A board must be selected, and a circuit must be associated with the board.



Tap the ← button to return to the “Basic Info, Associated Boards, Test” menu

### 6.1.4 Entering the test data

Tap the TEST menu option, and enter the results



### **6.1.5 Upload the certificate, View the PDF, Click authorise complete**

After entering the test results, you can upload the certificate, then view the PDF. When you are satisfied with the certificate - tick the "Certificate completion authorised" box and then upload the data.

## **6.2 FINAL STEP TO SIGNING THE CERTIFICATE**

Check your email and click the link that the EDIS Cloud has sent to confirm the completion of the MW.

---end---

For further support : [support@electricalcertificates.co.uk](mailto:support@electricalcertificates.co.uk)