

EDIS USER GUIDE

REQUESTING A NEW ESTATE AND CREATING BUILDINGS

(EDIS - Electrical Distribution Information System)

www.electricalcertificates.co.uk

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EDIS USER GUIDE

After reading this document you should be able to:

- Request a new Estate
- Create a new Building

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1 ESTATE ADMINISTRATION AND USER PERMISSIONS

The EDIS system provides the facility to group Buildings into Estates. An Estate can be a customer's buildings, e.g. a local councils buildings or NHS Trusts buildings.

Access to Estates and Buildings is controlled by the Estate Administrator and Building Administrators.

If your request for Estate registration is approved, you will become the Estate Administrator. The Estate Administrator can approve access to the Estate and the Buildings in the Estate.

2 PRE-REQUISUTES

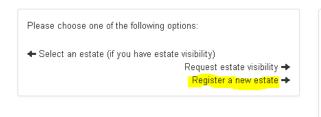
To request a new EDIS you will need the following:

• Register on the EDIS cloud system

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

3 REQUESTING ESTATE CREATION

To request a new Estate - select the option form the EDIS Dashboard page.



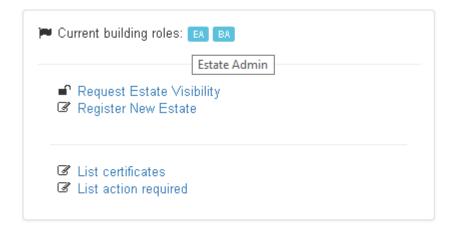


After requesting the creation of a new Estate, the EDIS System administrator will approve the access. You will receive an email confirming the Estate creation request and the Estate creation approval.

After the Estate is created you will be the Estate Administrator. You can validate this by the blue flags next to the Current building roles notice:

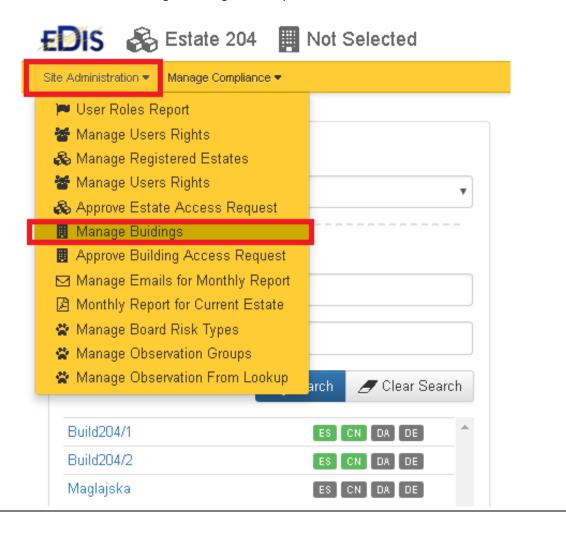
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4 CREATE A BUILDING

After the Estate has been approved you can start creating buildings. The building creation is accessed via the Site Administration / Manage Buildings menu option. See the screen shot below.



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