



EDIS USER GUIDE

REQUESTING A NEW ESTATE AND CREATING BUILDINGS

(EDIS - Electrical Distribution Information System)

www.electricalcertificates.co.uk

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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.

The screenshot shows two panels from the EDIS Dashboard. The left panel, titled 'Please choose one of the following options:', contains three links: 'Select an estate (if you have estate visibility)' with a left-pointing arrow, 'Request estate visibility' with a right-pointing arrow, and 'Register a new estate' with a right-pointing arrow. The 'Register a new estate' link is highlighted in yellow. The right panel, titled 'Current building roles:', contains a list of roles with blue checkmarks: 'Request Estate Visibility', 'Register New Estate' (highlighted in yellow), 'List certificates', and 'List action required'.

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:

Current building roles: EA BA

Estate Admin

- Request Estate Visibility
- Register New Estate

- List certificates
- List action required

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.

EDIS Estate 204 Not Selected

Site Administration Manage Compliance

- User Roles Report
- Manage Users Rights
- Manage Registered Estates
- Manage Users Rights
- Approve Estate Access Request
- Manage Buildings**
- Approve Building Access Request
- Manage Emails for Monthly Report
- Monthly Report for Current Estate
- Manage Board Risk Types
- Manage Observation Groups
- Manage Observation From Lookup

Search Clear Search

Build204/1	ES	CN	DA	DE
Build204/2	ES	CN	DA	DE
Maglajska	ES	CN	DA	DE