

# **GETTING STARTED WITH THE**

# **EDIS MOBILE APP**

(EDIS - Electrical Distribution Information System)

www.electricalcertificates.co.uk

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### 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: <u>http://www.electricalcertificates.co.uk/video-</u> 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"

- 2. Start the app, the app will take a couple of seconds to load
- 3. Then enter your EDIS email and Password

	<b>E</b> SS
User	name
User Pass	name word
User Pass	name word Remember me
User Pass	name word Remember me LOGIN

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



Click OK

5. Select an estate from the Estates list



6. Select a building from the building list

÷	Buildings		REFRESH
	100 Ao	cre Wood	
	А	TB 1	
	А	ТВ 2	
	ALP	HABET	
	Grov	e House	
	Hurfo	rd House	
	Kensing	ton House	

7. You should now see an empty list of certificates

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Certificates	<b>a</b> +
Demo Estate	100 Acre Wood
No Cert	ificates.
Info Click the <b>4</b> to import a certifica	j V

# 3 IMPORT YOUR PROFILE

1. Click the parallel bars on the top left

Certificates	<b>↔</b> +		
Demo Estate	100 Acre Wood		
No Certificates.			

2. The side menu – Click on USER PROFILE



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

< Profile	SAVE UPLOAD
BASIC PROFILE	ELECTRICIAN INFO
General	$\sim$
Logo for Certificates	$\sim$
Declaration	$\sim$

4. Click save

YOU ARE NOW READY TO CREATE A CERTIFICATE.

# 4 CREATING AND DOWNLOADING CERTIFICATES

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

- 4.1 Steps to completing a minor works certificate
- 4.1.1 Create Minor Works certificate

Certificates	<b>4</b>
Demo Estate	100 Acre Wood
No Cert	ificates.

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

### 4.1.2 Edit the certificate

- 1. After clicking the + button *or* downloading the cert the Certificate is shown with three options in the horizonal menus:
  - **BASIC INFO** The basic info screen allows you to edit the Purpose of the report and other general details,
  - <u>ASSOCIATED BOARDS</u> The associated boards option allows you to add boards to the certificate or create boards if they are not on the EDIS Cloud
  - **<u>TEST</u>** The Test menu allows you to select the circuit and enter the test results



### 4.1.3 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.

÷	Add/Remo	ve Board			+ 🗅	4
	Board Ref: 1.3.1L3 I Section NORTH	select a	Floor 1 board	Select a	circuit	lacksquare
	Board Ref: CRsCR 2 Section NORTH	0Mar DB	Floor 1			▶
	Board Ref: CR DB Section section		Floor 1			
	Board Ref: 06:05 DE Section section-N	3	Floor <b>fi-i</b>	N		

Tap the  $\leftarrow$  button to return to the main menu

### 4.1.4 Entering the test data

Tap the TEST menu option, and enter the results

<ul> <li>Certificate Details - Test</li> </ul>					
BA			TEST		
106921	106921 - description				
		<u>DB P/NES-023/1</u> 1st Floor, DB Cupb	oard		
<u>Enter</u>	Enter test results				
	End Points				
	Contractor Certificate Completion Authorised				
PDF	View Draft Co	ertificate U	pload Data		

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### 4.1.5 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.

### 4.2 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.