



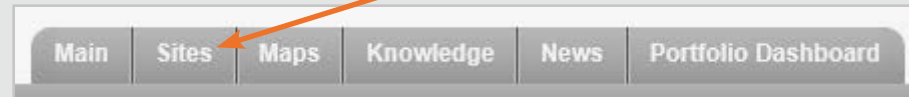
Vision User Guide

Getting Started - Creating a New Site In Vision

www.visionriskonline.com

Vision User Guide

- Log into your vision account, if an admin account go to user mode if not then continue with your regular account.
- Once logged in click the sites tab in the top left. And click add new site.



- Fill in the necessary details and click the save button be sure to select is active.
- Next go to the newly created site by searching for it from the sites tab.

Sitecode or address Business Unit Status

test | x [Business Unit] Active [Status] **Find**

Site Code	Client
test change me	ACMS UK Ltd - Test Use
test test 0101	ACMS UK Ltd - Test Use
Training 001	ACMS UK Ltd - Test Use

Site Code: [] *

Is Active:

Client: ACMS UK Ltd - Test Use [v] *

Property Type:[edit] [v] *

Business Unit:[edit] [v] *

Region/Area:[edit] [v] *

Zone:[edit] [v]

Contact Person:[edit] [v]

Phone: []

Mobile: []

Fax: []

Email: []

Address 1: []

Address 2: []

Address 3: []

City: []

County: []

Country: []

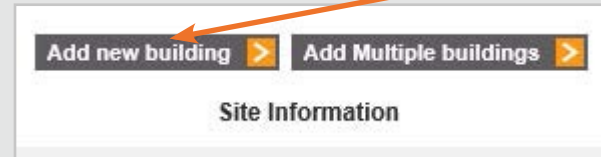
Postcode: []

Training Required:

Next Visit: Mar 2017 [v]

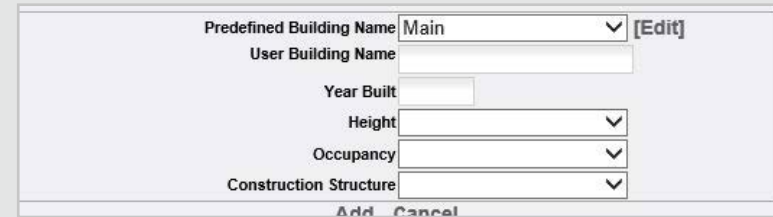
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- Once in the new site click add new building and fill out the appropriate details.



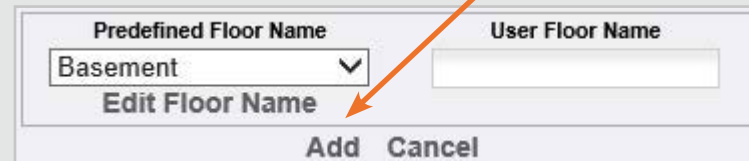
Add new building > **Add Multiple buildings** >

Site Information



Predefined Building Name: Main [v] [Edit]
User Building Name:
Year Built:
Height:
Occupancy:
Construction Structure:
Add Cancel

- Next click the new building and add a new floor in the same way you added a new building.

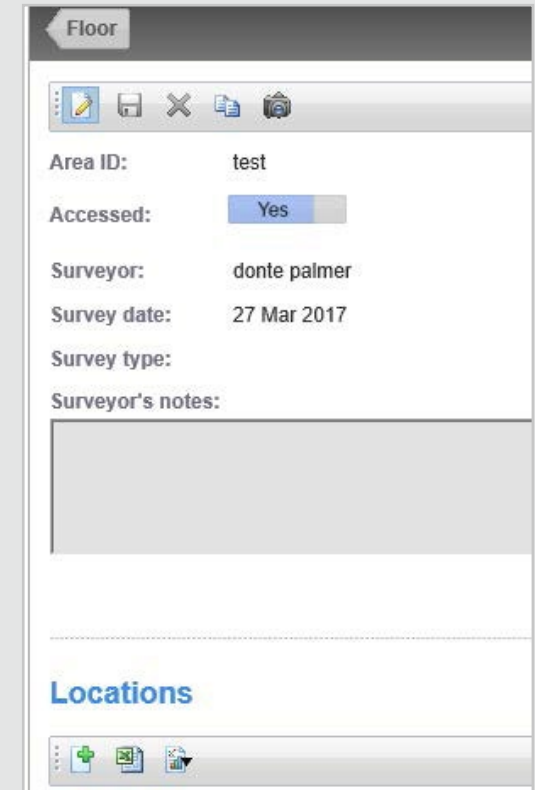
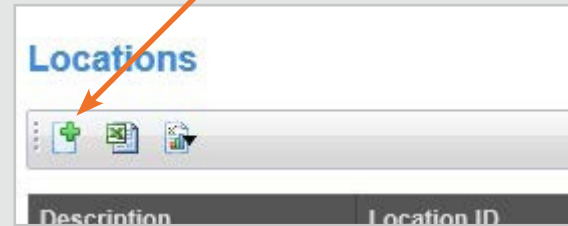


Predefined Floor Name: Basement [v]
User Floor Name:
Edit Floor Name
Add Cancel

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If the site has any asbestos locations you will need to click on the asbestos module tab and agree to the message that appears.

- Next go into a room that you have created and you need to fill out a survey by clicking the edit icon and filling in the required information.
- Once you have done this you should now be able to add a new location to your site by clicking the add location tab on the bottom of the page.



A screenshot of the 'Floor' form. The title 'Floor' is in a grey box at the top. Below it is a toolbar with five icons: a pencil, a floppy disk, a close button, a document with a pencil, and a camera. The form contains the following fields:



- Area ID: test
- Accessed: Yes (with a blue button)
- Surveyor: donte palmer
- Survey date: 27 Mar 2017
- Survey type:
- Surveyor's notes: (with a large text area)

Below the form is a section titled 'Locations' with a toolbar containing three icons: a green plus sign, a document with a pencil, and a document with a trash can.

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- Next fill out the required information and click the save tab at the top of the page.

New Location

Fields marked * are required

Location ID: *

Description:

Compliance mode: Yes No

Asbestos status: *

H & S status:

Survey type: *

Surveyor: *

Survey date: *

Inspected: No Yes

Not inspected reason:



Obtaining Assistance

Contact the support team at support@acmsuk.com
(operating hours 9am – 5pm Monday to Friday GMT)

If you're having trouble viewing the site, please email us with a screen shot of any errors you are getting and we will investigate it for you.
It could be something as simple as enabling a popup blocker or using the right browser for example, Microsoft internet explorer.

www.visionriskonline.com