



# Vision User Guide

## Getting Started - Using The Vision Report Generator

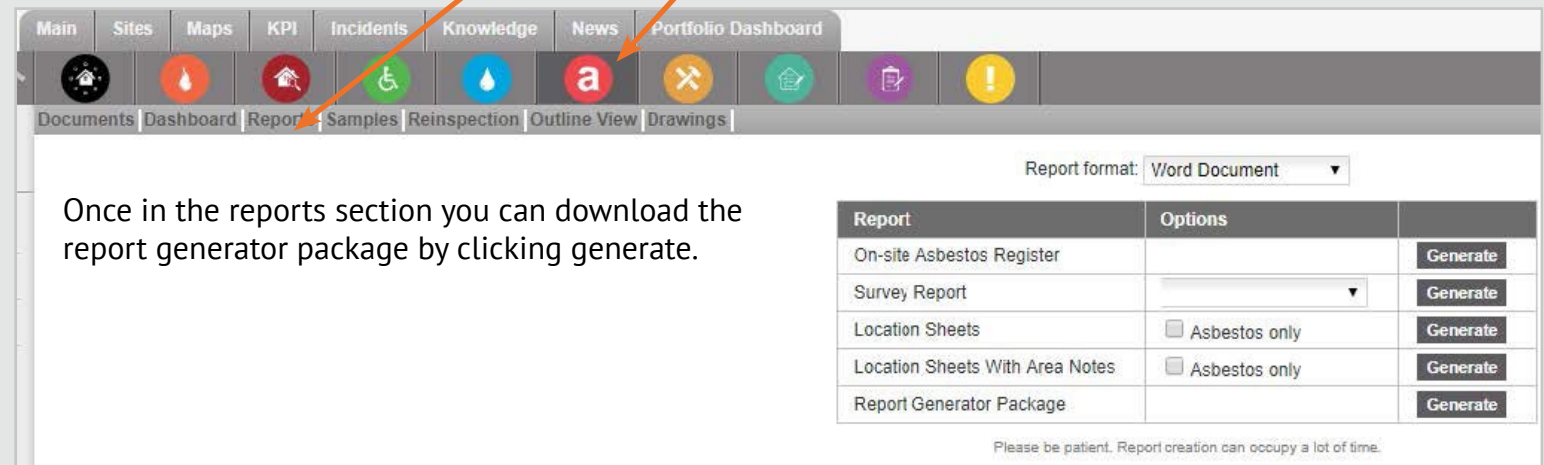
[www.visionriskonline.com](http://www.visionriskonline.com)

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The first step towards using vision report generator is to download a report generator package from vision. To do this you need to first login to vision.

Once you are logged into vision please go the asbestos module.

Once in the asbestos module go to the reports tab.

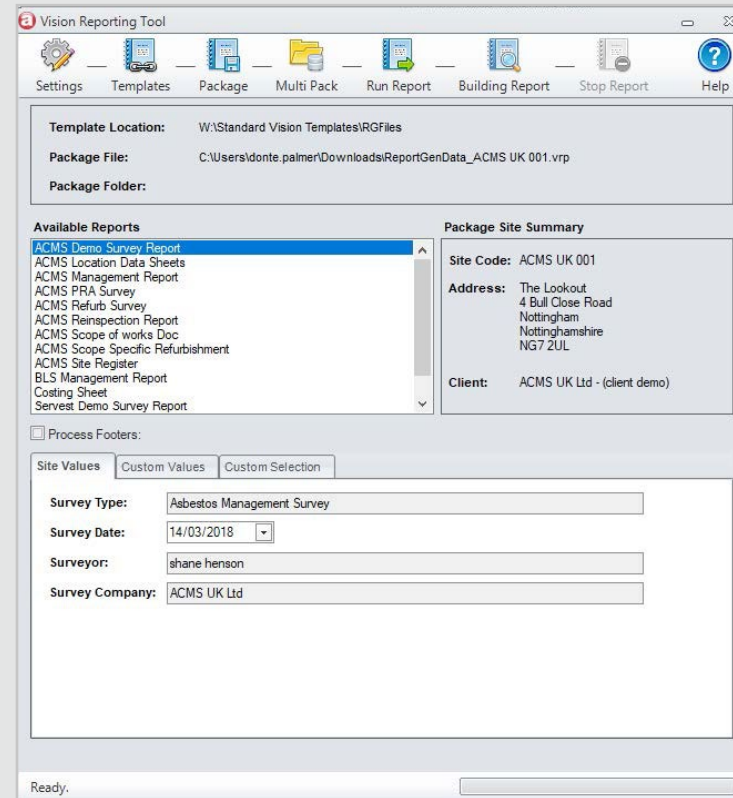


Once in the reports section you can download the report generator package by clicking generate.

Report	Options	
On-site Asbestos Register		<b>Generate</b>
Survey Report		<b>Generate</b>
Location Sheets	<input type="checkbox"/> Asbestos only	<b>Generate</b>
Location Sheets With Area Notes	<input type="checkbox"/> Asbestos only	<b>Generate</b>
Report Generator Package		<b>Generate</b>

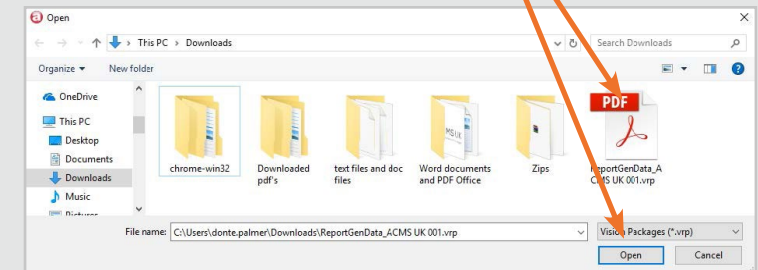
Please be patient. Report creation can occupy a lot of time.

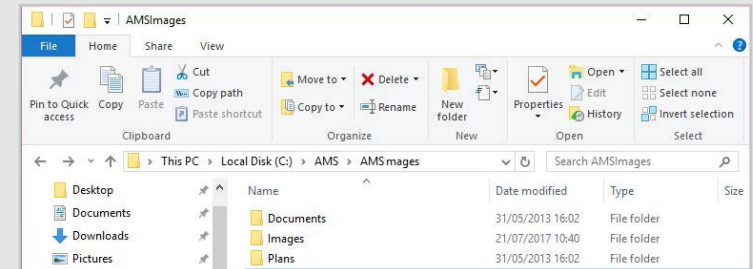
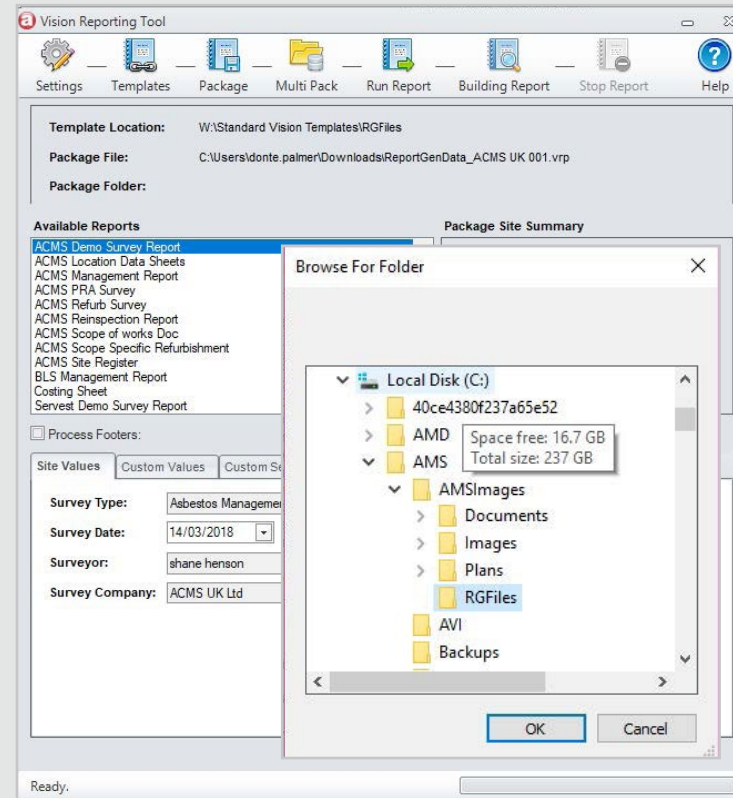
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Once you have downloaded the report generator package you will need to import it into vision report generator. To do this please click on the package icon at the top of the application. This will bring up your file explorer. Next go to wherever the report generator package was downloaded.

Once you find the report generator package click on it and click open. Now the report generator package is within vision report generator.

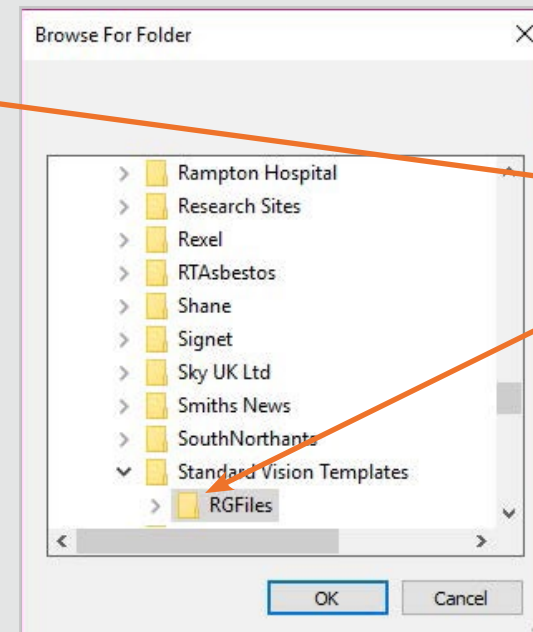
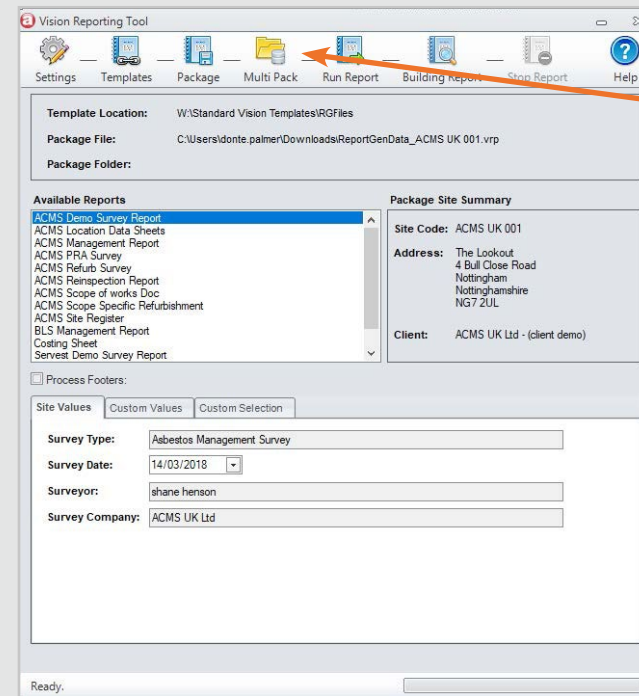




Next you need tell vision report generator where your templates are located. Most of the time your templates will be stored in C: AMS, AMS Images, and then RG files. I have left an example of the file path above.

Once you have found the RG file click on the folder and then click ok. Now report generator has templates.

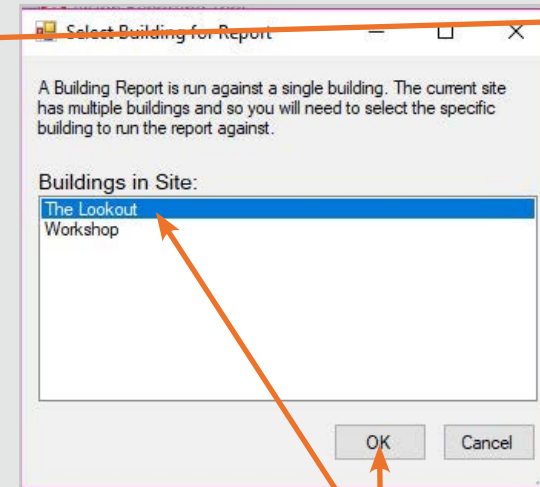
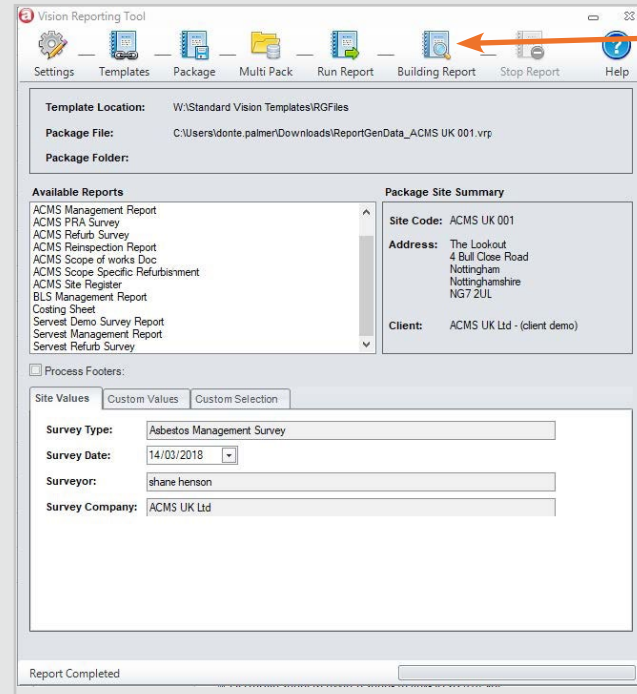
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If you need to use multiple report generator packages please select the multi pack option located at the top of the application.

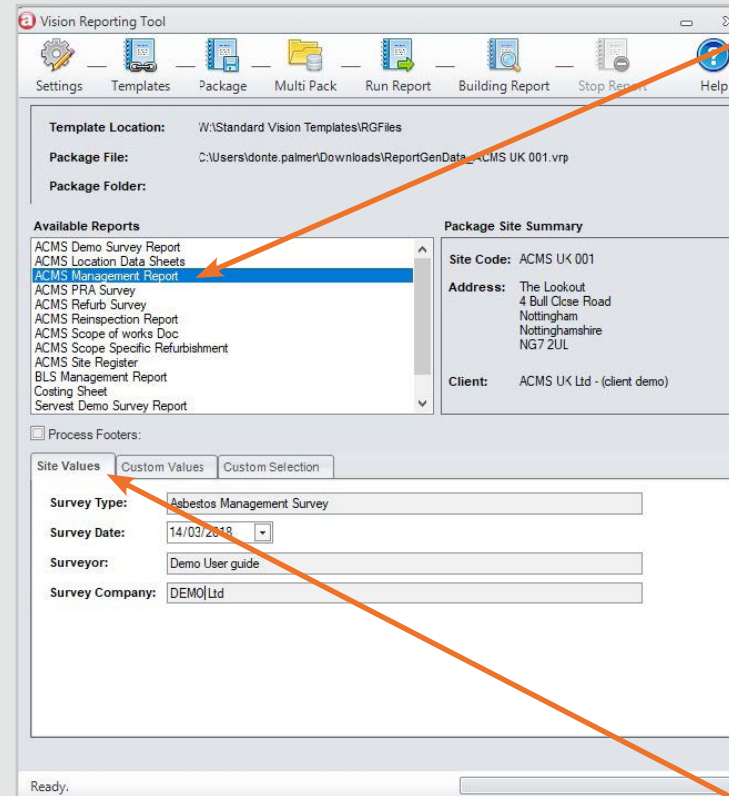
Once you click on multipack a window will appear asking you to choose the folder containing all of your report generator packages.

For example if you did not move your report generator packages from your downloads folder simply select the downloads folder and report generator will use all of the report gen packages it finds within the folder you selected.



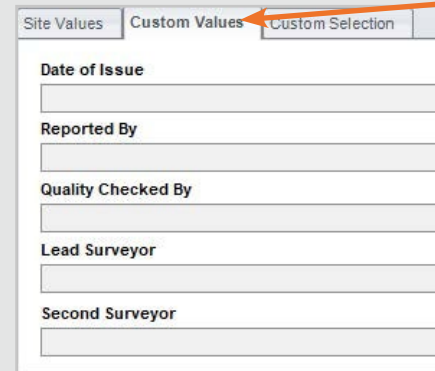
If you only want to include a certain building in your report please click the building report button at the top of vision report generator.

A window will appear asking you which building you want to include within your report. Click on the desired building and then press ok. Once you press ok the report will start generating.



To run a report the first step is to choose which report you want to create. Choose a report from the list of available reports.

The next step is to set site values, such as date of survey, surveyor and the survey company.



By clicking custom values you are able to choose extra options such as choosing 2 surveyors or having the name of the person who performed the quality check. Custom values change depending on which type of report you want to produce.



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Process Footers:

Site Values Custom Values **Custom Selection**

Select Locations Remove Selected

Building	Floor	Room	Location ID	Survey Date
The Lookout	00 Ground Floor	Boiler Room	33 2F 36 85	14 Mar 2018
The Lookout	00 Ground Floor	Gents WC	00 86 6F F7	04 Jul 2014
The Lookout	01 First Floor	Loft Space	97 41 AA 2A	08 Jan 2014

Ready.

If you only want to include specific locations within your report please click the custom selection tab.

Here you can choose specific locations which you want to include in your report. To add a location click select locations. Now a window will appear asking you to choose a location.

Select Locations

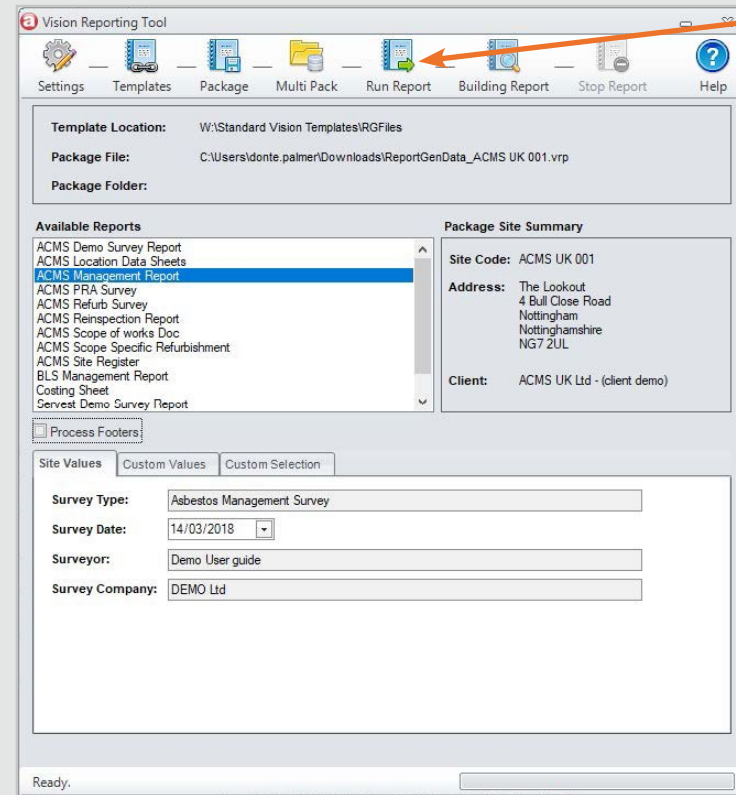
Building	Floor	Room	Location ID	Survey Date
The Lookout	00 Ground Floor	Boiler Room	40 3D 3F 2A	08 Jun 2011
The Lookout	00 Ground Floor	Boiler Room	80 69 43 5E	20 Jan 2016
The Lookout	00 Ground Floor	Boiler Room	E3 7D C5 12	14 Mar 2018
The Lookout	00 Ground Floor	Disabled WC	Area	
The Lookout	00 Ground Floor	Disabled WC	00 69 92 CD	04 Jul 2014
The Lookout	00 Ground Floor	Disabled WC	30 0A E2 D1	08 Jun 2011
The Lookout	00 Ground Floor	Disabled WC	9D 2F 35 8B	29 Apr 2016
The Lookout	00 Ground Floor	Gents WC	0C 82 5F 17	08 Jan 2015
The Lookout	00 Ground Floor	Ladies WC	No Locations	
The Lookout	00 Ground Floor	Office 1	5F 88 02 2B	20 Jan 2016
The Lookout	00 Ground Floor	Office 1	9B 84 49 16	08 Jun 2011
The Lookout	00 Ground Floor	Office 1	A9 79 56 16	08 Jan 2015
The Lookout	00 Ground Floor	Office 1	C6 ED E8 D3	20 Jan 2016

Add to List Cancel

Click on the one you want and click add to list. The location should then appear within the custom selection screen on vision report generator.



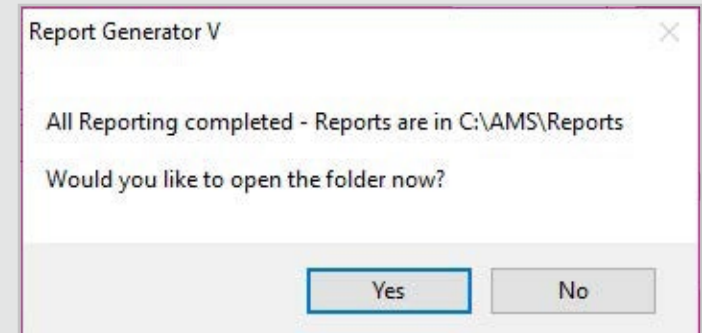
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If you have selected all of the options for your report you can generate it by clicking the run report button.

Once the report has been generated report generator will ask you if you wish to view the report now. If you click yes a folder will appear containing all of your reports. The newest one should be at the top.

Select no if you don't want to view the report now.





## **Obtaining Assistance**

Contact the support team at [support@acmsuk.com](mailto: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](http://www.visionriskonline.com)