



VISION

V!

— by ACMS UK

User Guide
Editing the
Incidents
Module



Vision: The multi module risk assessment and management system

Vision is a web based, modular software platform. Our Vision software allows you to manage your entire property compliance in one place... online. It has been designed to show where in your portfolio the risks lie for remedial works and gives secure access to your consultants. Distribute and manage your internal and external survey teams to keep your information up to date and

Our exclusive focus is on providing risk management and compliance software that can be easily integrated into our client's organisations.

Vision has been developed with industry leading clients, and includes a large range of modules covering all aspects of Health & Safety, Environment and compliance. These modules are configured to meet our client's precise business needs.

The flexibility of Vision and its functionality has allowed us to deliver measurable benefits for a diverse range of global clients and industries, where managing compliance efficiency is business critical and embedded in the organizational culture.

We recognize that a solution in itself has no inherent value unless it solves problems or delivers results. Therefore the solutions we provide are as a result of extensive consultation to ensure our software products truly meets the needs of our clients.

Vision works in partnership with our clients to review business risk, configure and prioritise appropriate compliance actions to meet individual client requirements. This collaborative approach ensures business compliance risks are appropriately managed in accordance with current statues and guidance.

The Vision software goal is to deliver solutions which can be rapidly introduced into a client's organization; are intuitive and easy to use; integrate seamlessly with the use of internal systems; and scale easily across new functionality, additional users and internal management structures.

In short, we consider Vision to be the most powerful, intuitive and user- friendly risk assessment management software available on the market.

Logging in.



Step 1: you need to go to the vision website, the link to the website is <https://primary.visionriskonline.com/>. A link to vision can be found on our website.



Please enter your login details

Login Name:

Password:

Contractor login?

Login

Temporary Access
Forgotten password?

Please enter your personal username and password here.

Pre-Vision Check List

Browser: Internet Explorer v:11

JavaScript Enabled: Yes

Pop-ups Enabled: Yes

Pre Vision check list has been created to enable full, uninterrupted use of all the Vision functions.

If you see a **No** in the above list you may experience problems logging in and/or using this application. Click on the **No** for further instructions.

Instructions for your relevant browser are available by clicking on the red 'No' option if necessary.

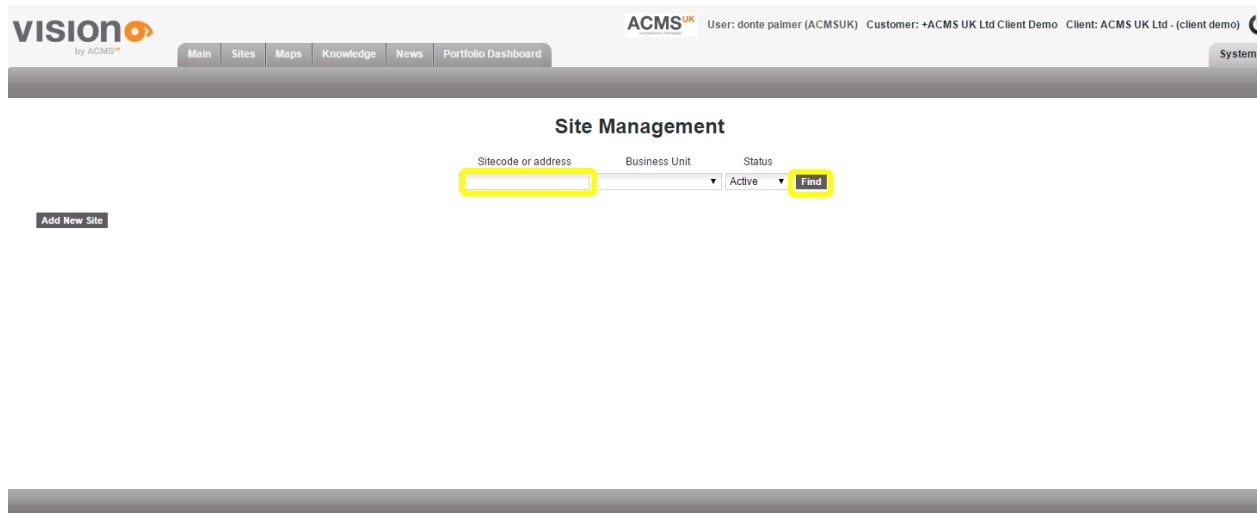
ACMS UK
 Nottingham Science Park
 University Boulevard
 Nottingham
 NG7 2QJ
 T: +44(0)844 846 0565
 F: +44(0)115 922 0303
 E: sales@acmsuk.com
 W: www.acmsuk.com

Version : 8.12.4

[Download Tablet Application](#)



Performing A Site Search.



- you can search for sites by name, site code, and address. You can also click find which will bring a list of all the available sites for this client.



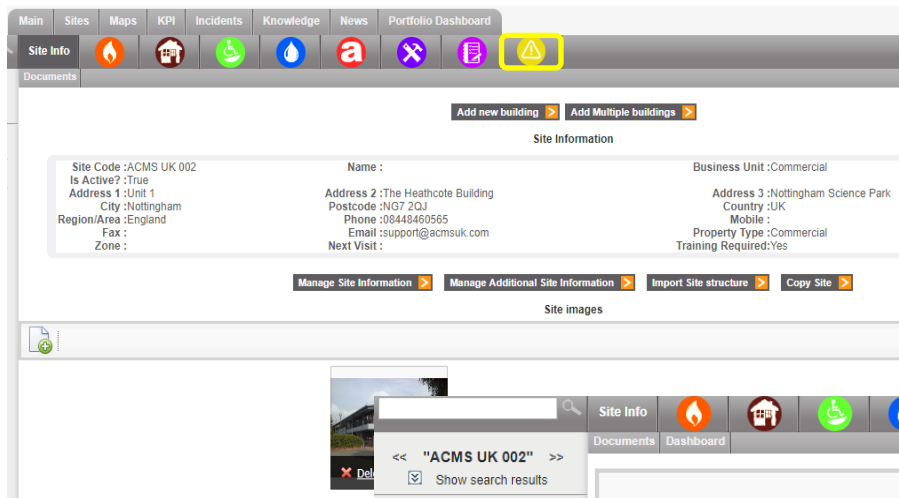
Site Management

Sitecode or address Business Unit Status

Add New Site

Site Code	Client	Business Unit	Address	Active?	Details
ACMS0001	Office Blocks Demo	Office Block	The Heathcoat Building Nottingham Science Park University Boulevard Nottingham NG7 2QJ	<input checked="" type="checkbox"/>	

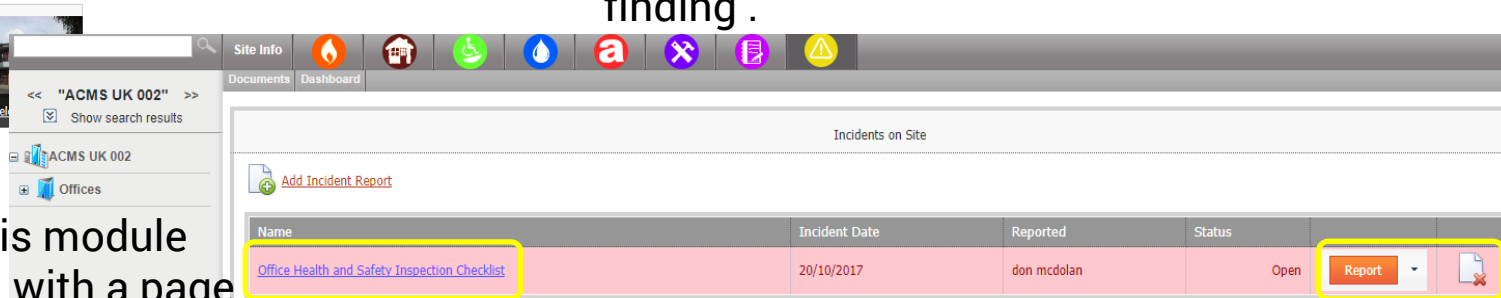
- In the 'Sites' tab clicking on 'Find' will list all of the current live sites for this client. In here you can 'view' any site.
- You can also type in the name of the site that you wish to view into the search box and select your site from the search generated list by clicking on the site code.
- You can now add or edit (permissions upgrade required) any data within the sites modules y clicking the add new site button.



Once you are in a site you will be able to access the incidents module tab.

To the right of the incident name column you can choose to save it as a report in either word or pdf format. If you press the button with a red cross it will delete that significant finding.

When you are in this module you will be greeted with a page displaying all the incidents for the site you are viewing. You can edit an incident by clicking on the incident name. this will take you into the incident.





Office Health and Safety Inspection Checklist

Template: Office Health and Safety Inspection Checklist
Description:
Incident Date: 23/10/2017
First Name: Adam
Last Name: Fox
Auditor: Adam Fox
Contractor:
Comments:
Status: Open

Policy

Nr	Question	Answer	Comments
1	Is there an up to date Local Health and Safety Policy?		

No data to display

Office Health and Safety Inspection Checklist

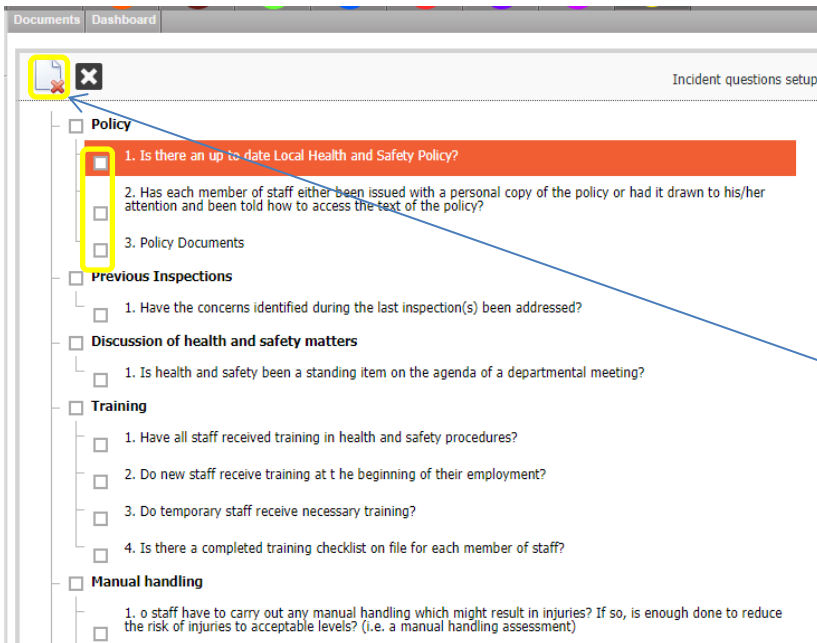
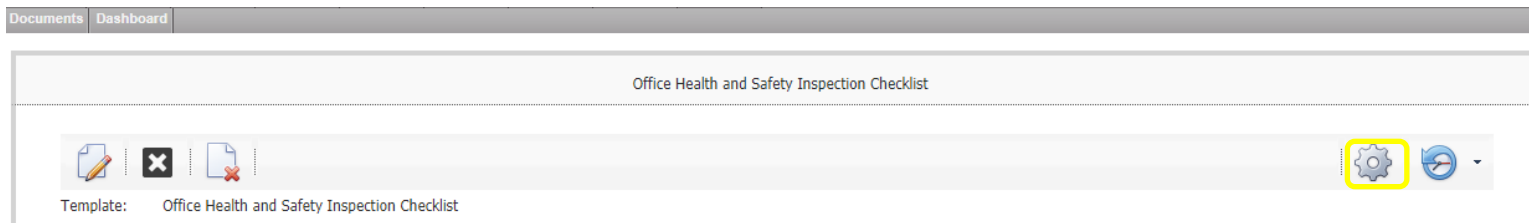
You can view previous versions of an incident by clicking the history button (downward facing arrow). Once you click it a drop down will appear listing all previous versions of that report. So that you can view previous answers.

Description:

Incident Date:* 23/10/2017
First Name:* Adam
Last Name:* Fox
Auditor: Adam Fox
Contractor: Edit
Comments:

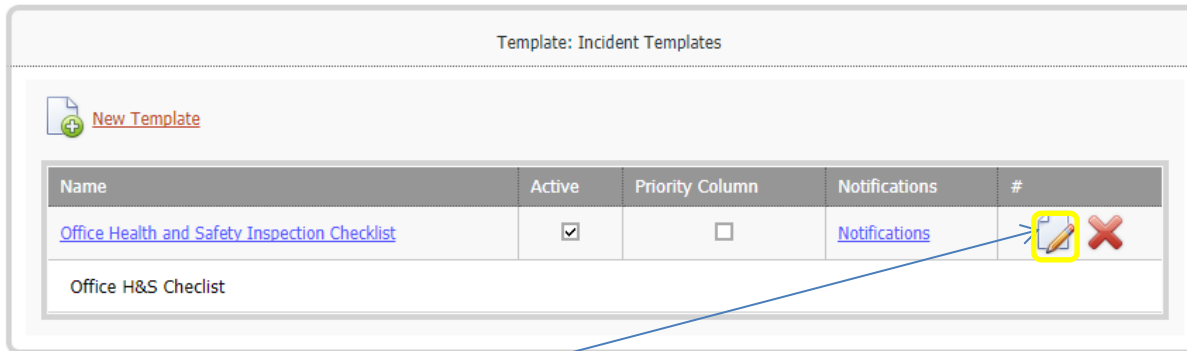
Status: Open

Once you are in an incident you will be able to edit data within that incident. You can do this by clicking the pen and paper icon. Once you have finished editing you can save your progress.



By clicking the gear icon in the top right corner you will be able to select questions which are not required for your report. To do this select the questions you don't require via the tick boxes at the left. Once you have selected all the questions you don't need you can delete them by clicking the delete button marked with a red cross. This change will not affect the overall template, only the current incident report.

Editing a template.



You can edit incident report templates by clicking on system and then selecting incident templates. From this page you can select a template to edit by clicking on the templates name.

You can also make quick edits to a template by clicking the edit button (marked with a pen and paper icon) this will bring up a box which will allow you to change the name of the template, the description of the template and if the template should be active or not. Once your finished click save.

Incident Template

Name:*
Please, enter incident template name

Active:
Activate/Disable template

Priority Column:
Priority Column

Description:
Incident template description



[Back](#) Template: Notifications for template: Office Health and Safety Inspection Checklist

[New Section](#)

Name	Reorder	#
Policy		

Nr	QuestionText	Answer Type	Allow Images	Predefined Comments	Reorder	#
1	Is there an up to date Local Health and Safety Policy?	Yes/No	<input checked="" type="checkbox"/>	Edit Comments		
2	Has each member of staff either been issued with a personal copy of the policy or had it drawn to his/her attention and been told how to access the text of the policy?	Yes/No		Edit Comments		
3	Policy Documents	Certificate		Edit Comments		

[New Question](#)

Edit Form

Question:*

Please, enter incident template name

Answer Type:

Compliant Answer value:

Allow Images:

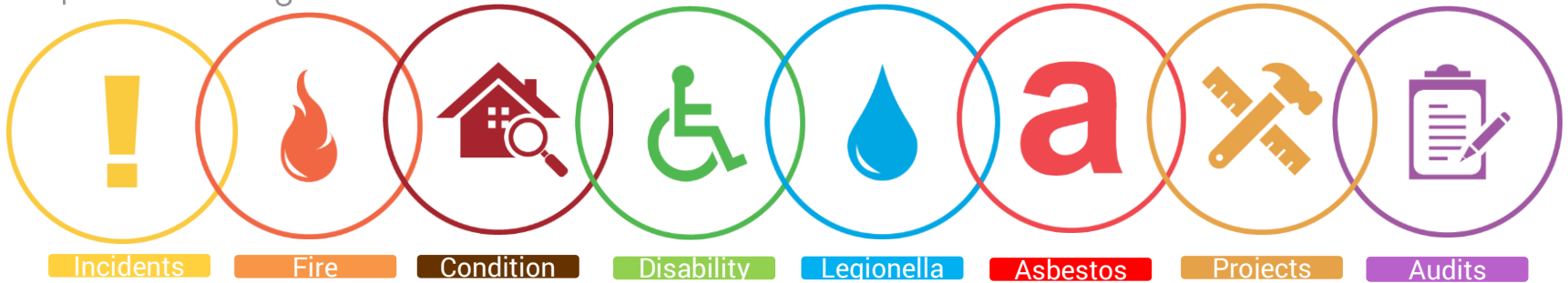
[Save](#) [Cancel](#)

Once you are within the template you can make changes such as adding/deleting questions or sections.

You can edit an existing question by clicking the pen and paper icon next to the question. This will open a form which will allow you to change the question or add the ability to upload pictures/ documents. Once you are finished click the save button.

Once you have finished editing just click the back button to return to the incidents module.

Editing none site incidents



by ACMS™

Main Sites Maps KPI **Incidents** Knowledge News Portfolio Dashboard System

Incidents

[Add Incident Report](#)

Site Code	Incident type	Description	Incident Date	Reported	Status		
ACMS UK 002	Office Health and Safety Inspection Checklist		20/10/2017	don mcdolan	Open	Report	
	Office Health and Safety Inspection Checklist	test	23/10/2017	test test	Open	Report	
ACMS UK 001	Office Health and Safety Inspection Checklist		20/10/2017	shane henson	Open	Report	
ACMS UK 002	Office Health and Safety Inspection Checklist		23/10/2017	Adam Fox	Open	Report	

You can edit non site incidents by going to the incidents tab at the top of vision. Once you click this tab you will see a list of all none site incidents. You can edit them in the same way as normal incident reports. You can also create a new incidents from this page by selecting the new incident button.



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Obtaining Assistance
Ways to obtain 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.

For further details please contact

Email: info@acmsuk.com

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USER GUIDE

User Guide Editing
Incidents Module