



Incidents



Fire



Condition



Disability



Legionella



Asbestos



Projects



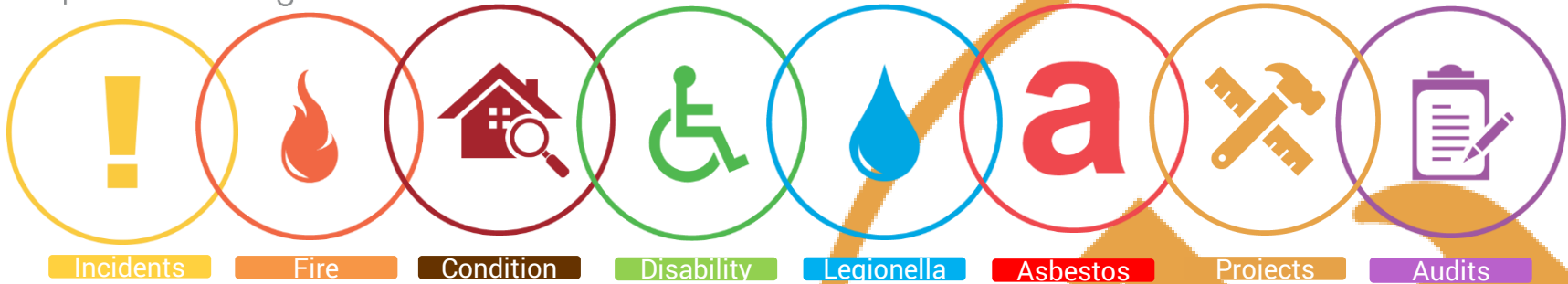
Audits

VISION

— by ACMS UK

USER GUIDE

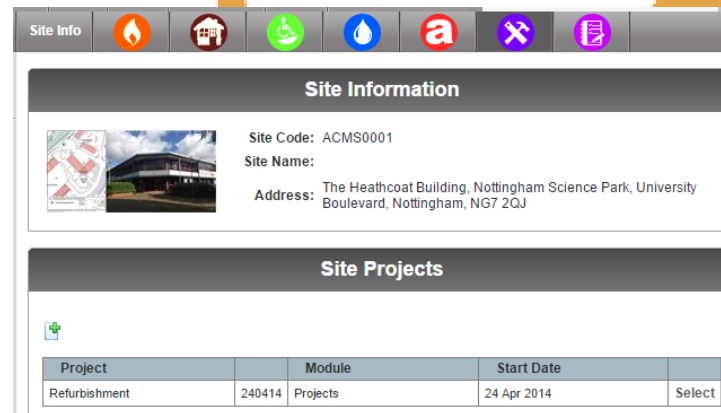
Getting started – Projects
Module

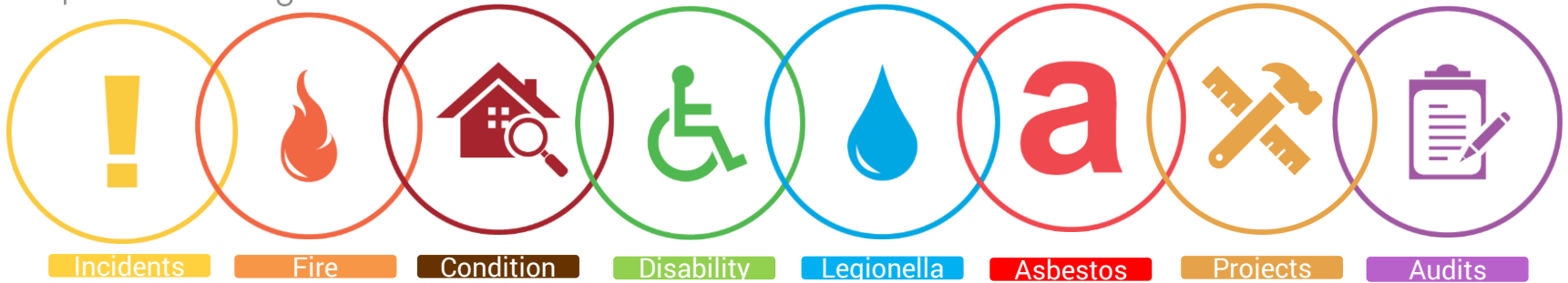


Assessments can be undertaken and the results entered either directly online or into our onsite data collection tool. Assessment worksheets are arranged in an easy to follow layout for maximum efficiency during both data entry and review stages and asks all the relevant questions in an easy and comprehensible way.

More reasons to consider this module:

- Allows for previous survey and re-inspection data to be archived automatically.
- Synchronises with the onsite data collection tool for both online and offline data entry.
- Allows generation of standard reports detailing significant findings, urgency, timescales and photographs.
- Auditing tools allow monitoring of survey progress in real time.





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.

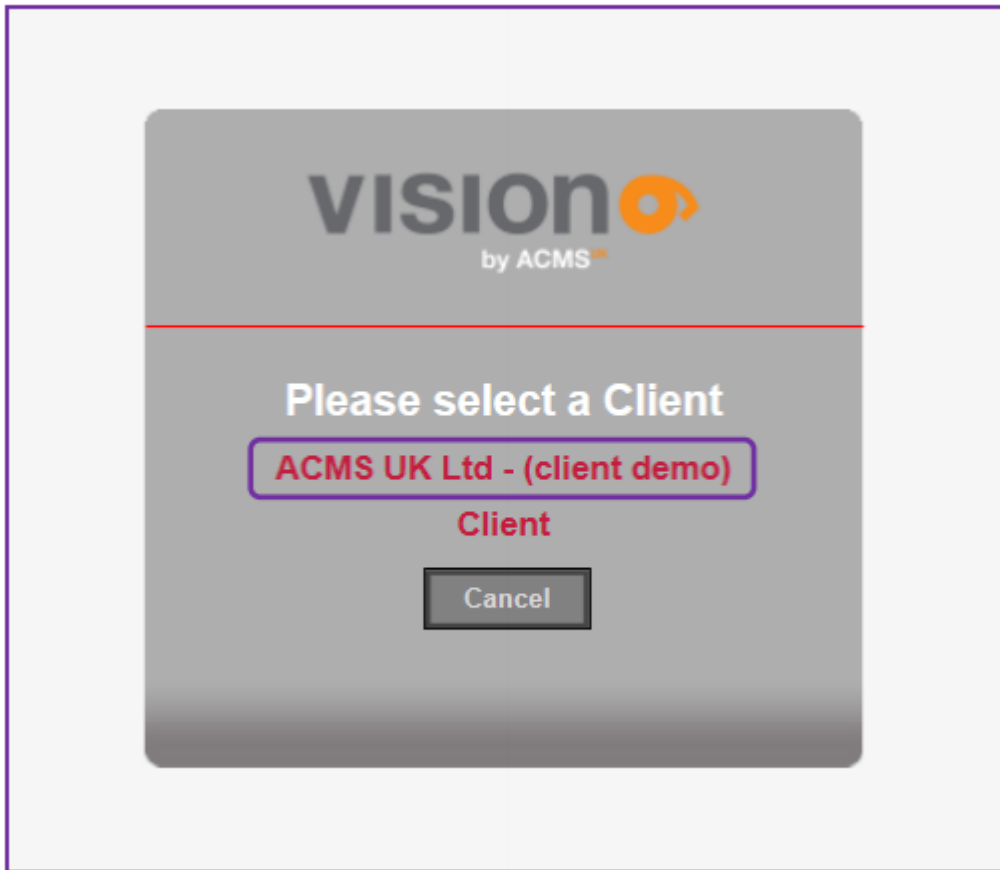
If you see a **No** in the above list you may experience problems logging in and/or using this application. Click on the **No** for further instructions.

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

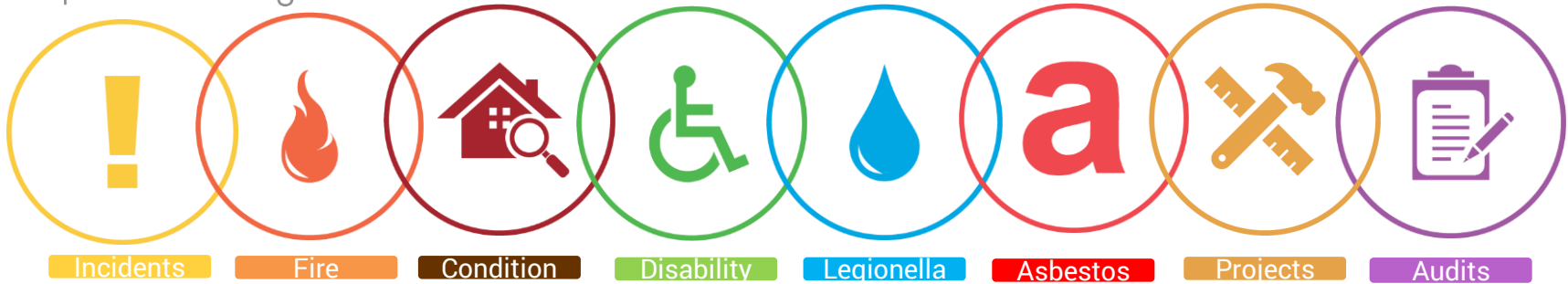
ACMS UK
 Nottingham Science Park
 University Boulevard
 Nottingham
 NG7 2QJ
 T: +44(0)844 846 0565
 F: +44(0)115 922 0303
 E: sales@acmsuk.com
 W: www.acmsuk.com

Version : 8.12.4

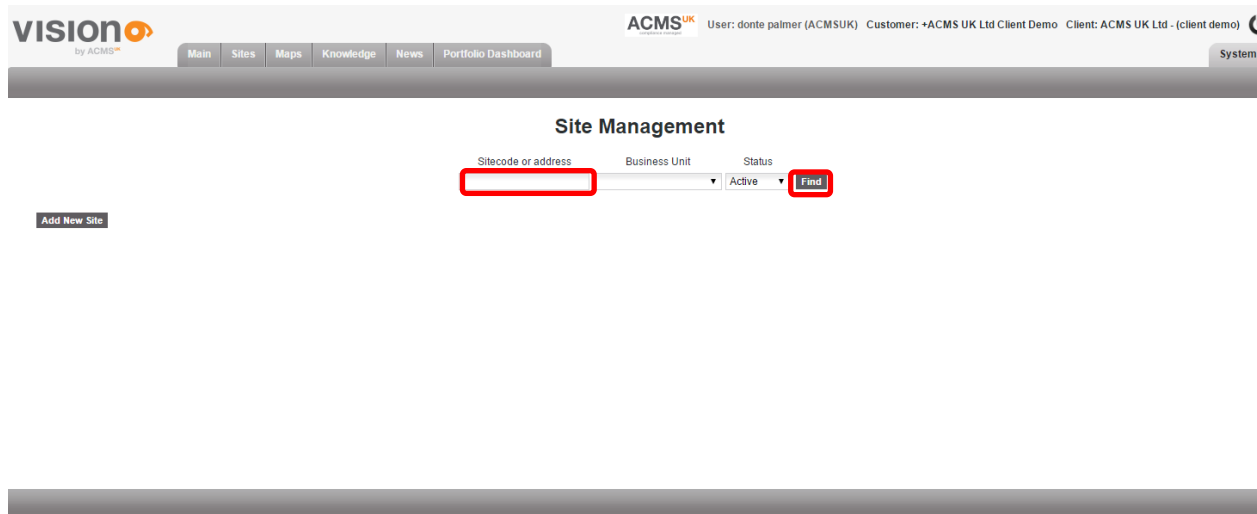
[Download Tablet Application](#)



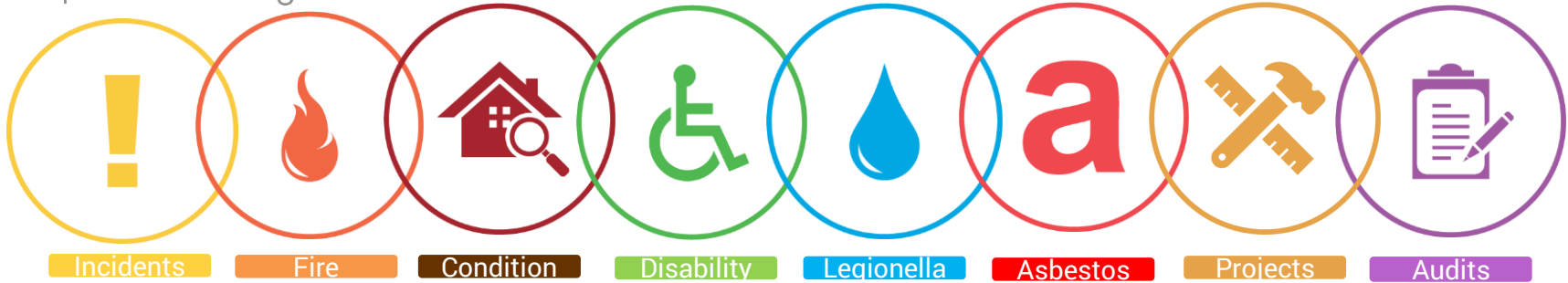
Once you have logged in, you will have the choice to select your customer followed by your client. This is provided you are managing more than one customer and client.



Performing A Site Search.



- As a viewer, 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.



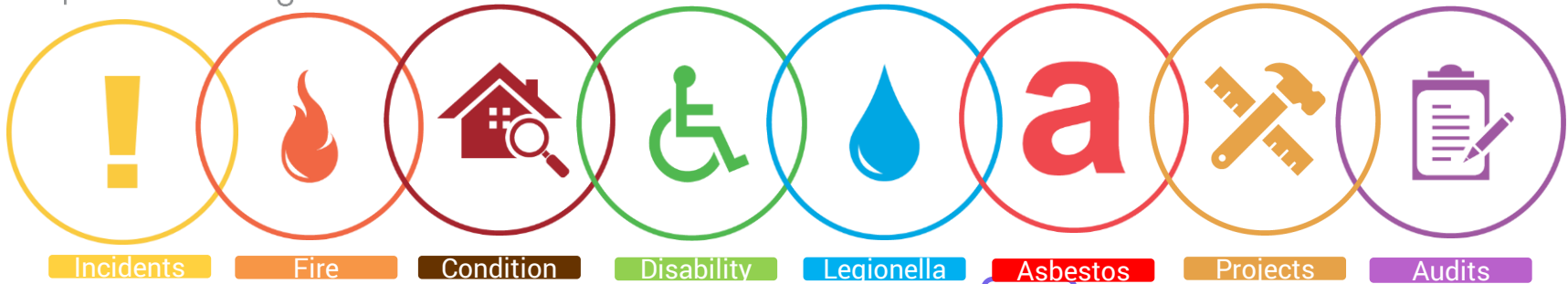
Site Management

Sitecode or address Business Unit Status Active

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.



The screenshot shows the 'Projects' module interface. At the top, there is a navigation bar with icons for Site Info, Fire, Condition, Disability, Legionella, Asbestos, Projects (highlighted), and Audits. Below this is a search bar and a sidebar with a tree view of folders. The main content area is divided into two sections: 'Site Information' and 'Site Projects'.

Site Information

Site Code: ACMS0001
 Site Name:
 Address: The Heathcoat Building, Nottingham Science Park, University Boulevard, Nottingham, NG7 2QJ


Site Projects

Project	Module	Start Date	
Refurbishment	240414	Projects	24 Apr 2014 Select

- The projects module allows you to create projects for each site that will act as document stores with hierarchical folder structures. As an editor, you will be able to add and view the projects, as well as add and open folders and save out the documents within the folders.
- To view and edit a project, 'select' it from the available list. To add a new project, simply click the add button (paper with green cross).



Site Information



Site Code: ACMS0001

Site Name:

Address: The Heathcoat Building, Nottingham Science Park, University Boulevard, Nottingham, NG7 2QJ

Project: New Project [Edit Mode]

📄
📄
✖
🗑

Title

ProjectCode

Project Type

Module

Start Date : 📅

End Date : 📅

Completion Date : 📅

Add Custom Field

+
+

Project Custom Field

Name

Type:

IsActive:

Description

OK
Cancel

Creating a new project

To create a new project, click on the add new button (shown on the previous page).

1. Select the project type template from the dropdown, click ok, should you wish for the standard folders to be automatically populated.

2. Type your comments into the appropriate areas, use the drops downs and the calendar to enter your information.

3. Select the create button (paper and green cross) to add a project custom field. Click ok.

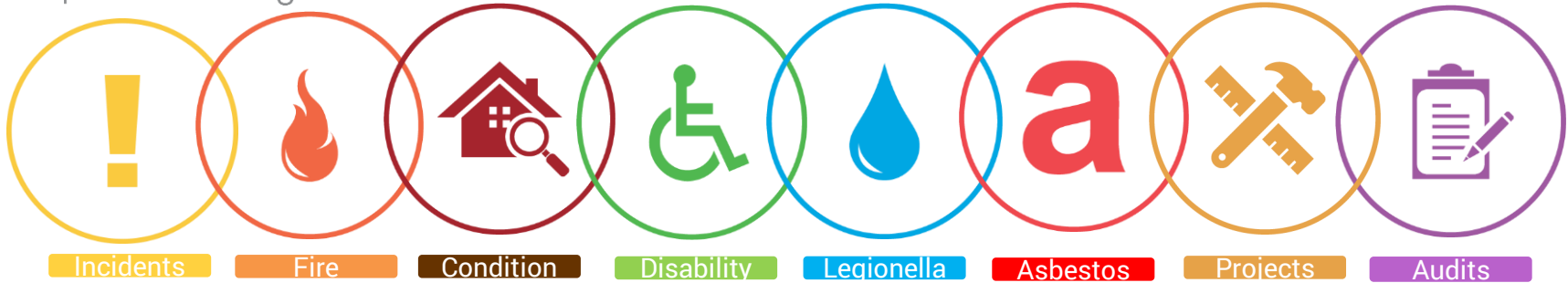
4. Click save once you have completed all of the required fields.

Select project template

Project Template

OK
Cancel

Adding Folders.



Back To Projects **Project: New Project [Read Mode]**

Title	New Project
ProjectCode	1234
Project Type	
Module	General
Start Date	22 Jun 2017
End Date	24 Jun 2017
Completion Date	
Status	
project manager	project manager

Documents

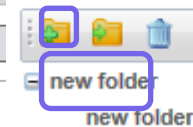
No Documents

Adding Folders

Once you have completed inputting your project details and saved it, click on the add new folder button (folder with green plus).

Type in the folders name and click 'save'

Documents



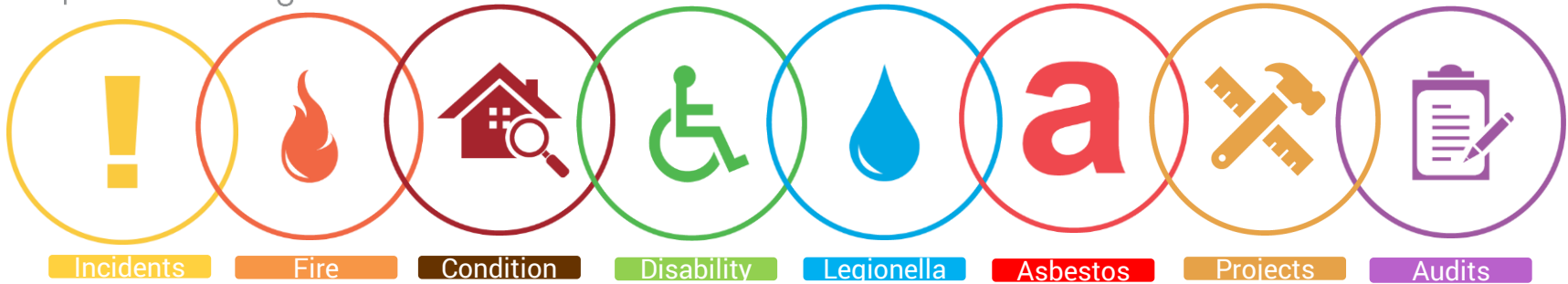
New Document Category

Folder Name :

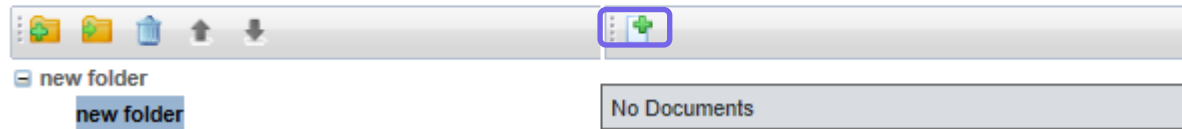
Adding Sub Folders

To add a sub folder select the folder you wish to add one to. In this case adding to 'New Folder' complete the folder name and save. You can add multiple sub folders to help organise documents.

Adding Documents To Folders.



Documents



Upload File

File to upload: Browse...

Upload
Cancel

Document Name	Uploaded Date	
projects module.pptx	22 Jun 2017	

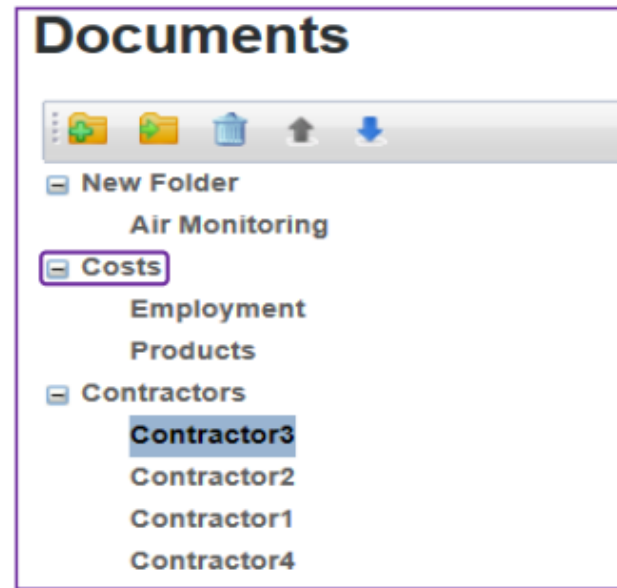
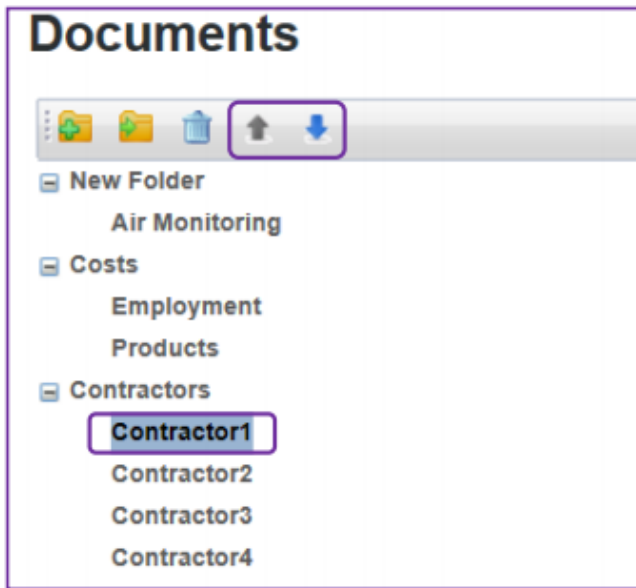
Adding Documents To Folders

Select the folder or sub folder you wish to upload the document too. Click 'browse' to find your document, select it and click 'upload'. The document will then be added to the folder you selected.

An editor will be able to edit and delete the project details, folder names and documents. You are also able to check a document in/out. When the document has been checked out it is still viewable to anyone else with access, but cannot be edited until it is checked back in by the same person who checked it out.

Warning! Documents that are added are visible to all users that have access to the projects module despite their role.

Moving Folders.



Moving Your Folders

- Another useful tool is that you are able to move your folders and sub folders around, this allows you to put things in a more specific order, could be priority, costs and times scale etc.



VISION

— by ACMS UK

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.

USER GUIDE
Getting started – Using the Projects Module

www.visionriskonline.com

Asbestos Consultancy & Management Services Limited

The Lookout, 4 Bull Close Road,
Nottingham, NG7 2UL

For further details please contact

Email: info@acmsuk.com

Tel: : +44 (0) 844 846 0565