



Incidents



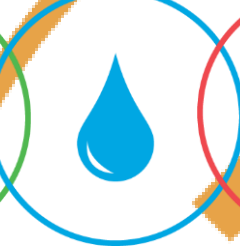
Fire



Condition



Disability



Legionella



Asbestos



Projects



Audits

VISION

— by ACMS UK

USER GUIDE

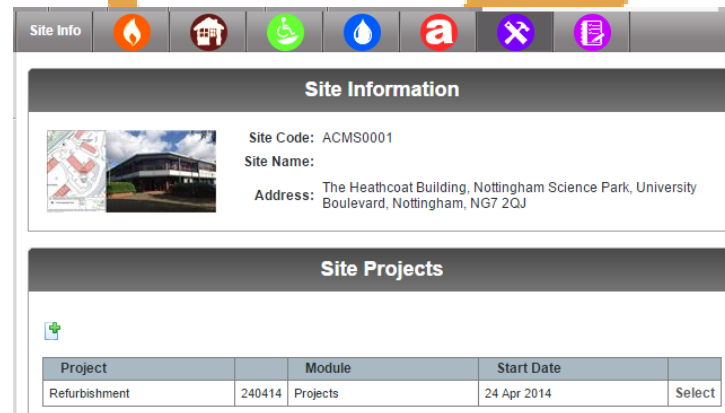
**Getting started – Projects
Module**

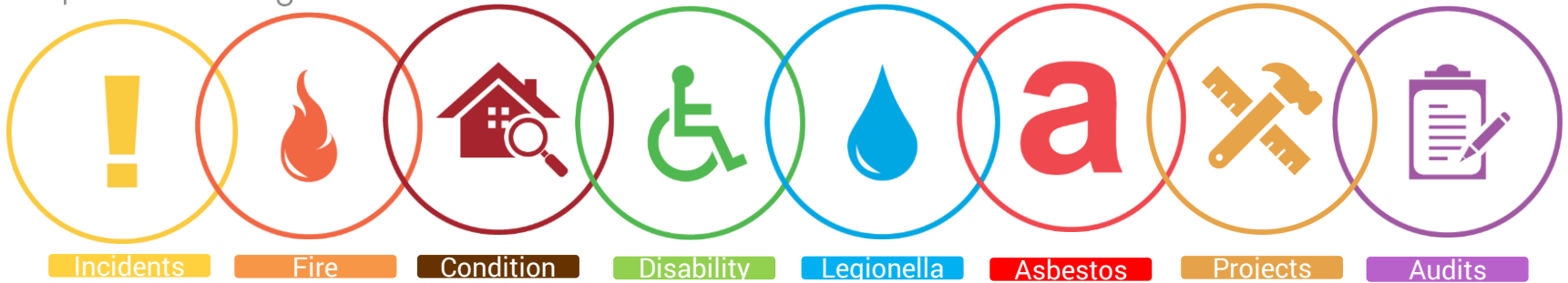


Assessments can be undertaken and the results entered either directly online or into our onsite data collection tool. Assessment worksheets are arranged in an easy to follow layout for maximum efficiency during both data entry and review stages and asks all the relevant questions in an easy and comprehensible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

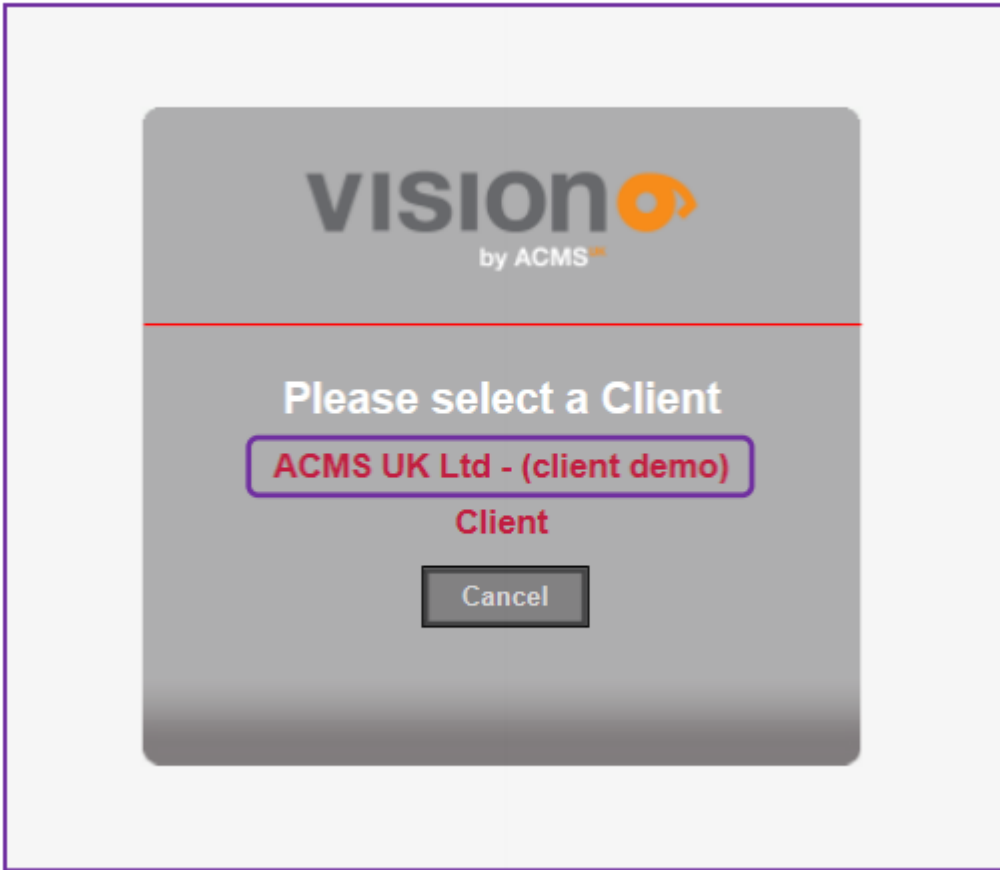
If you see a **No** in the above list you may experience problems logging in and/or using this application. Click on the **No** for further instructions.

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

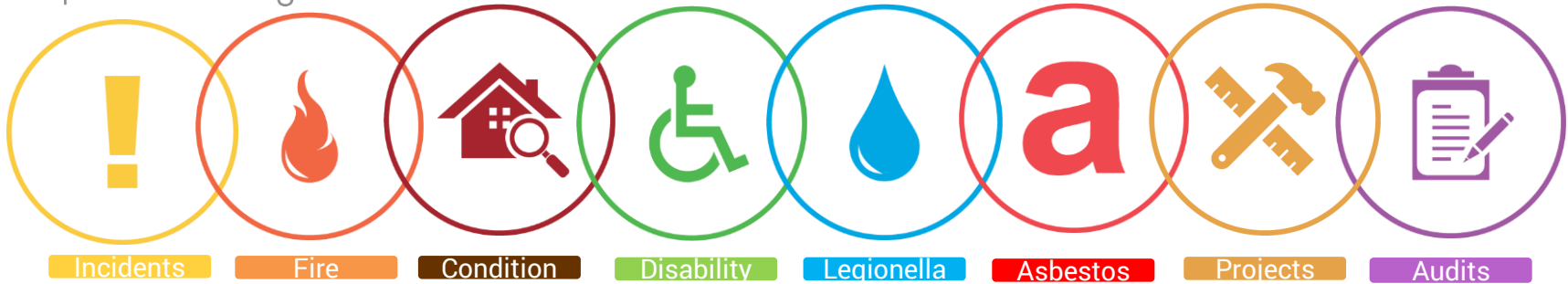
ACMS UK
Nottingham Science Park
University Boulevard
Nottingham
NG7 2QJ
T: +44(0)844 846 0565
F: +44(0)115 922 0303
E: sales@acmsuk.com
W: www.acmsuk.com

Version : 8.12.4

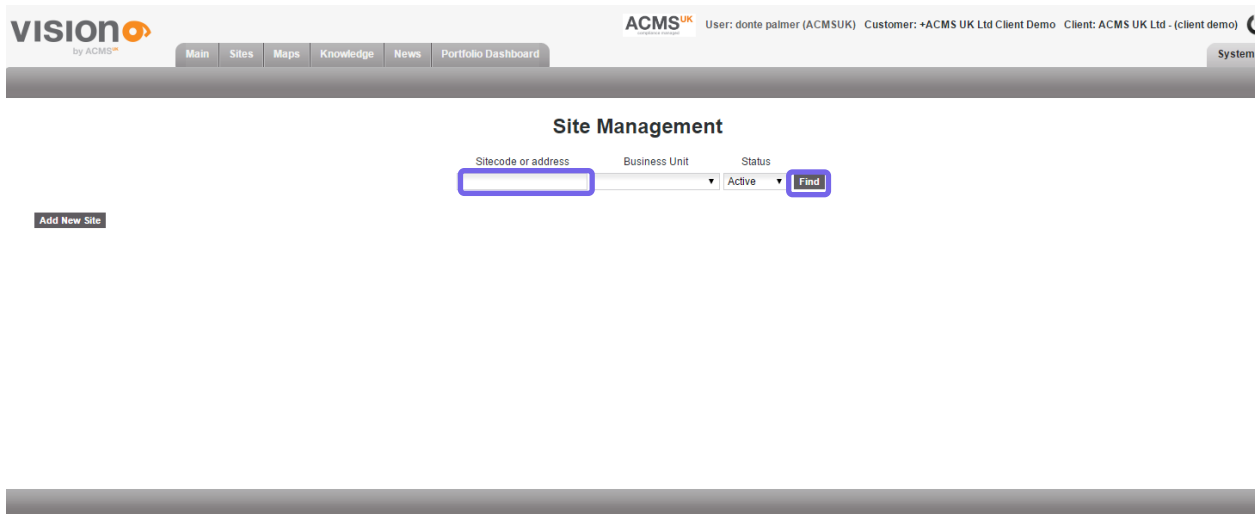
[Download Tablet Application](#)



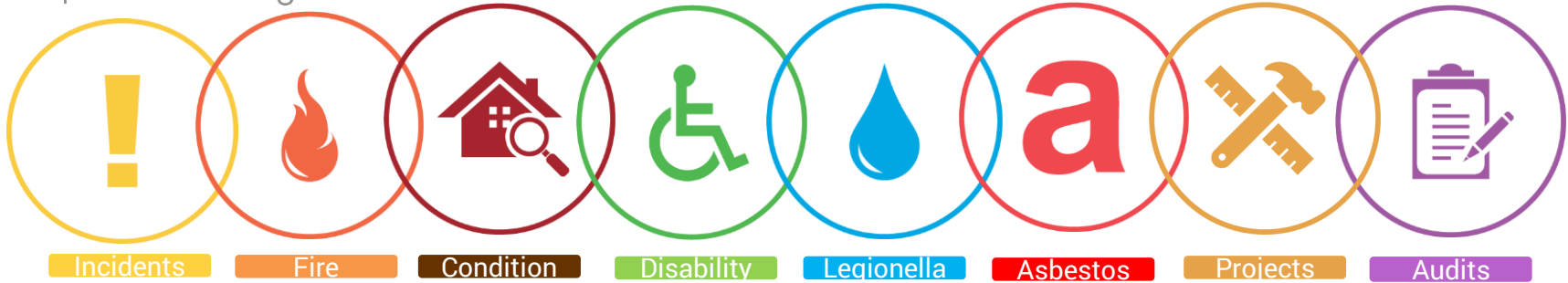
Once you have logged in, you will have the choice to select your customer followed by your client. This is provided you are managing more than one customer and client.



Performing A Site Search.



- 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.



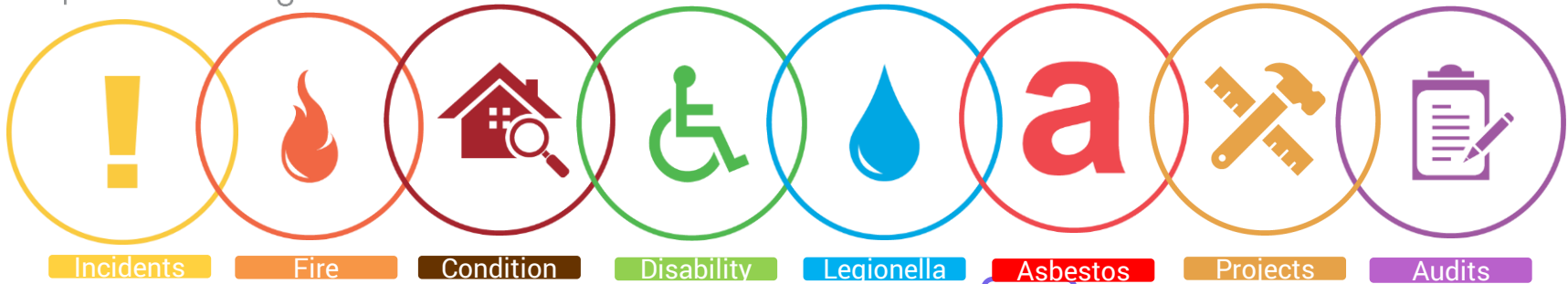
Site Management

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.



Site Info

<< "acms" >>
 Show search results

ACMS0001

External

External

Bike Shed

Car Park Area

Refuse Store

Sub Station Switch Room

Heathcoat Building

Ground Floor

First Floor

Site Information

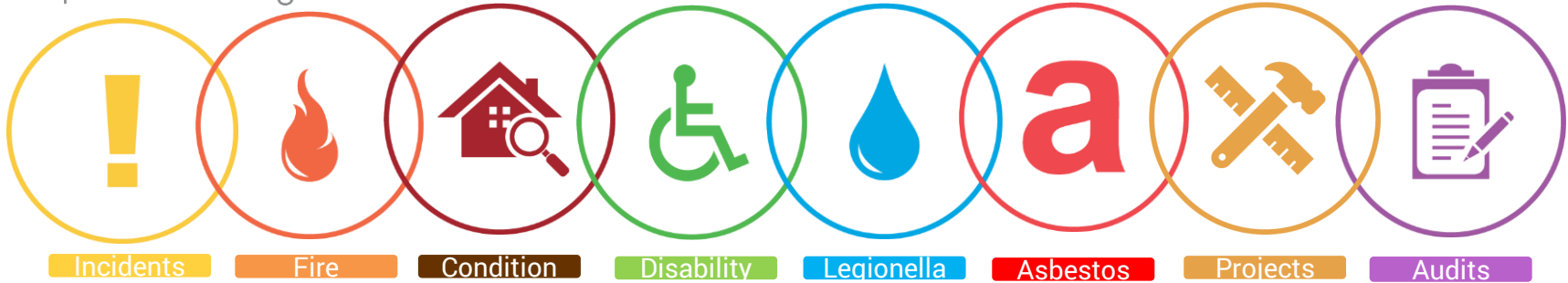
Site Code: ACMS0001
 Site Name:
 Address: The Heathcoat Building, Nottingham Science Park, University Boulevard, Nottingham, NG7 2QJ

Site Projects

Project	Module	Start Date	
Refurbishment	240414	Projects	24 Apr 2014

Select

- The projects module allows you to view projects for each site that will act as document stores with hierarchical folder structures. As a viewer, you will be able to view the projects, as well as open folders and save out the documents within the folders.
- To view a project, 'select' it from the available list.



Back To Projects
Project: Refurbishment [Read Mode]

📄
📁
✕
🗑️

Title	Refurbishment
ProjectCode	240414
Project Type	
Module	Projects
Start Date	24 Apr 2014
End Date	15 Jan 2015
Completion Date	25 Jan 2015
Status	

Documents

folder

- [-] Site documents
 - Authorisation letter
 - Register
 - [-] contractor 1
 - contractor 2

As a Viewer you are only able to view the data that has been input into a project and open documents if there are documents present.

To do this select a folder and then sub folder you wish to look in, and documents present in the folder should be shown to the right. You will be shown the document name and date it was uploaded. Click on the open folder button (folder with arrow; top right). You will then be given the option to open the document (the document will be opened in the format to which it was saved as, in this case Microsoft Power Point) or save the document.

Document Name	Uploaded Date	
User Guide asbestos veiver .pptx	22 Jun 2017	



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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.

USER GUIDE

**Getting started – Using the
Projects Module**

www.visionriskonline.com

For further details please contact

Email: info@acmsuk.com

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