



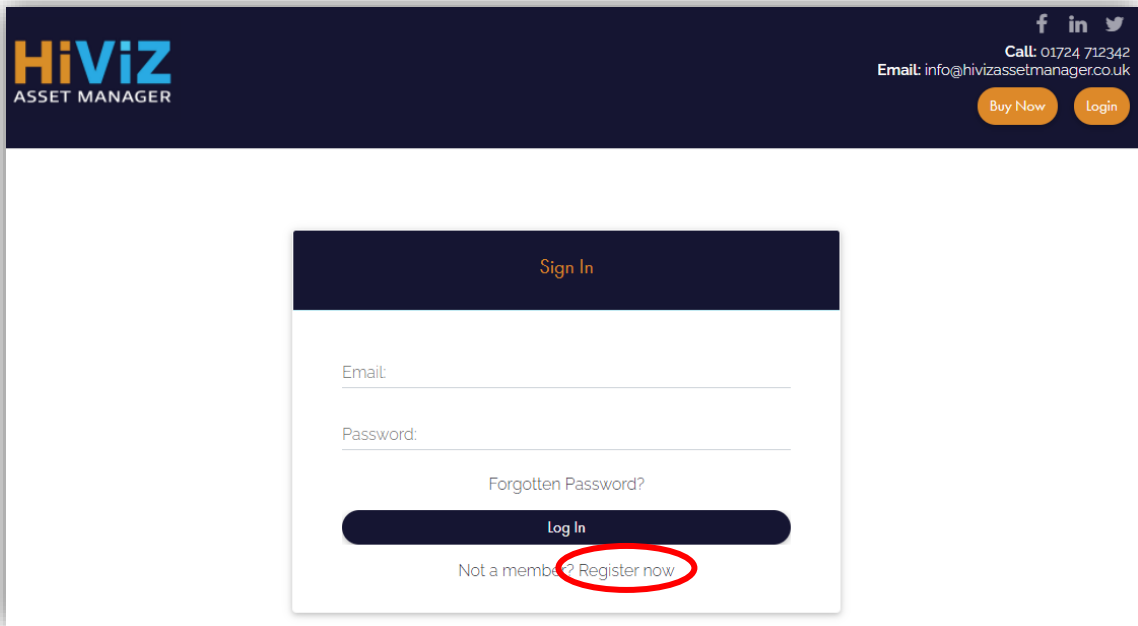
MANUAL

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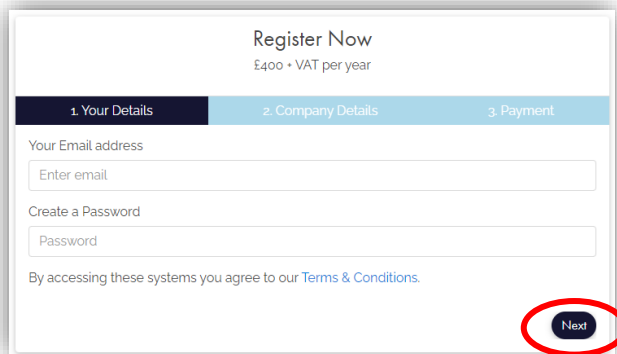
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To Register

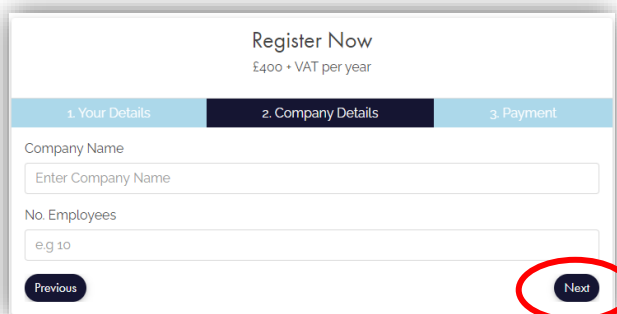
1. Access the following link in your web browser:
<https://portal.hivizassetmanager.co.uk/login.php?subuser=true&url=home.php> and click 'Register now'.



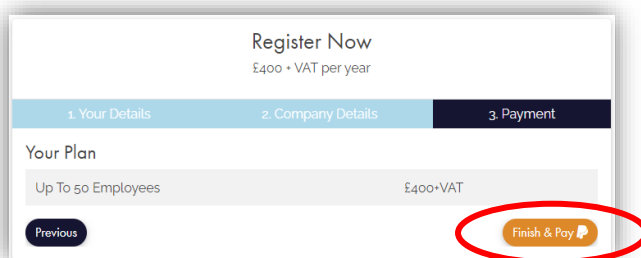
2. Complete the required details and continue the registration by clicking 'Next'.



3. Complete the required company details and click 'Next'.



4. The details on the next screen may differ depending on the number of employees. Complete the required payment details and click 'Finish & Pay'. You will then be required to pay through PayPal either using your existing account or by creating a new one.



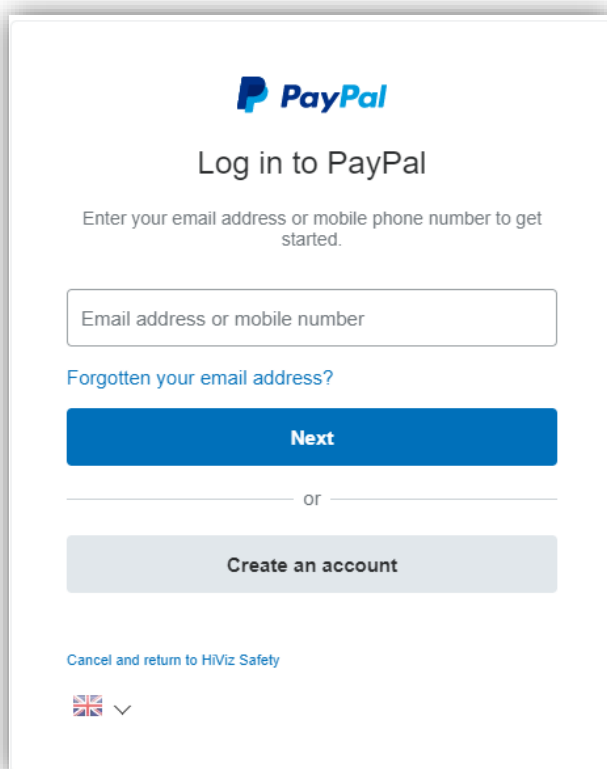
Register Now
£400 + VAT per year

1. Your Details 2. Company Details 3. Payment

Your Plan

Up To 50 Employees £400+VAT

Previous Finish & Pay



 **PayPal**

Log in to PayPal

Enter your email address or mobile phone number to get started.

Email address or mobile number

[Forgotten your email address?](#)

Next

or

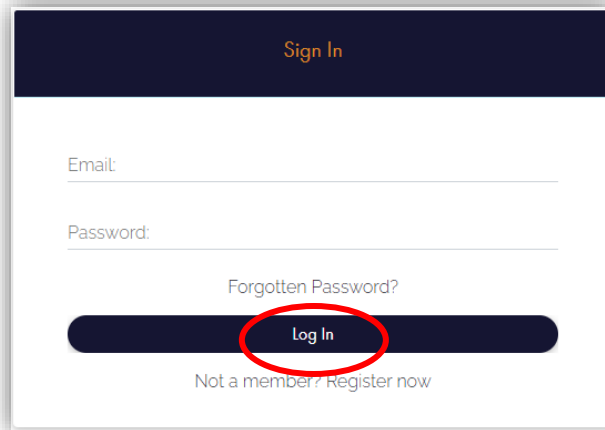
Create an account

[Cancel and return to HiViz Safety](#)

 ▼

Login

1. Enter your email address and password then Click Log In.

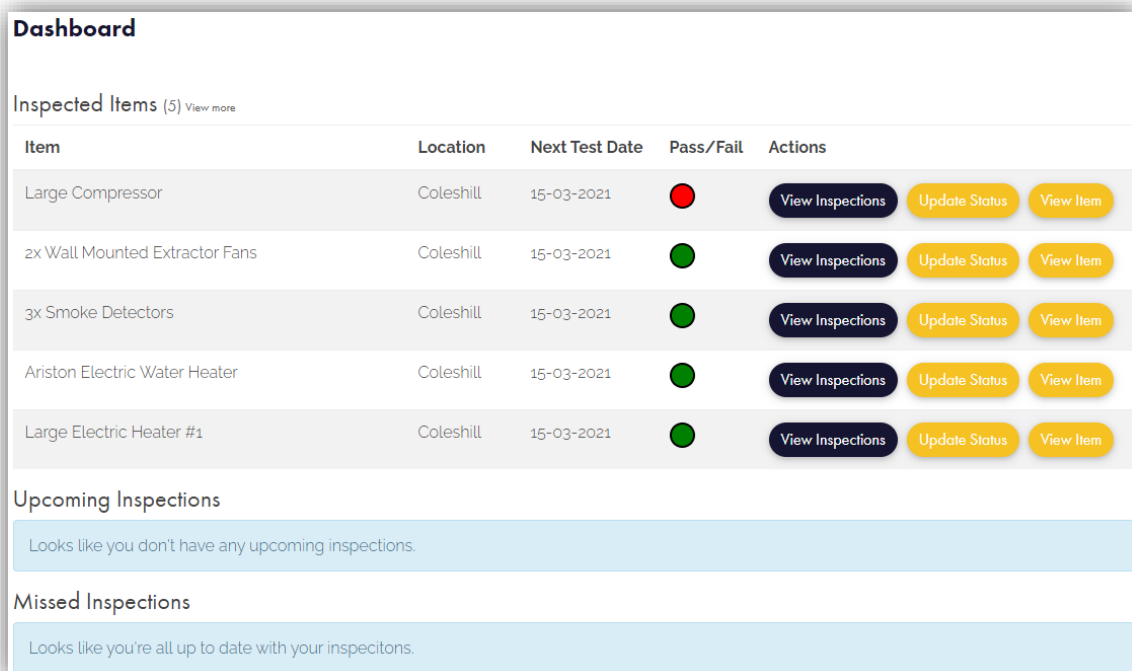


A screenshot of a login form. At the top is a dark blue header with the text 'Sign In' in orange. Below the header are two input fields: 'Email:' and 'Password:'. Under the password field is a link 'Forgotten Password?'. A dark blue 'Log In' button is centered below the links, with a red circle highlighting it. At the bottom is a link 'Not a member? Register now'.

Dashboard

On your first visit, after entering your email address and a password, you will arrive at your dashboard page. The dashboard will be where you can oversee the status of your assets.

This screen is intended to give a snapshot of recently inspected assets, those assets coming up for inspection and assets with missed inspection dates. The red or green circles indicate whether an asset passed its last inspection (green) or not (red) and may be used to identify assets requiring attention. More detailed item or inspection information can be viewed by clicking the View Inspections, Update Status or View Item buttons.



Dashboard

Inspected Items (5) [View more](#)

Item	Location	Next Test Date	Pass/Fail	Actions
Large Compressor	Coleshill	15-03-2021	●	View Inspections Update Status View Item
2x Wall Mounted Extractor Fans	Coleshill	15-03-2021	●	View Inspections Update Status View Item
3x Smoke Detectors	Coleshill	15-03-2021	●	View Inspections Update Status View Item
Ariston Electric Water Heater	Coleshill	15-03-2021	●	View Inspections Update Status View Item
Large Electric Heater #1	Coleshill	15-03-2021	●	View Inspections Update Status View Item

Upcoming Inspections

Looks like you don't have any upcoming inspections.

Missed Inspections

Looks like you're all up to date with your inspections.

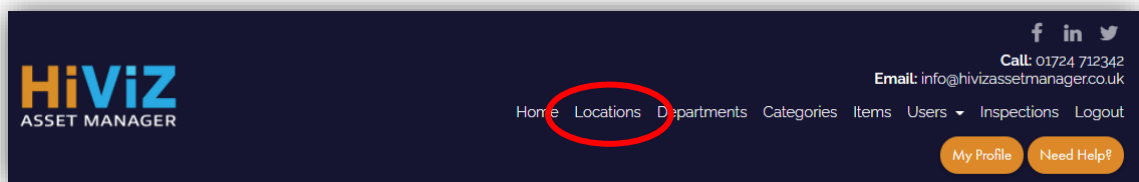
Setting up HiViz Asset Manager

Along the top of the page are tabs for Locations, Departments and Categories and this guide will take you through adding information and setting up each of these sections. You can also set up users to carry out inspections for different locations. Users have limited access but can carry out and log inspections.

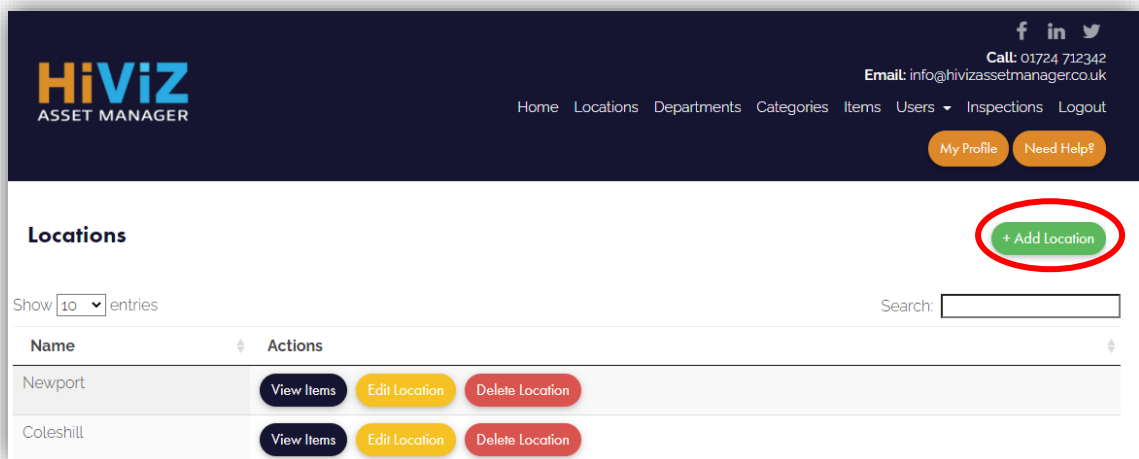
This step-by-step process provides the foundation to the system making a unique record for your business.

Add Locations

1. Click Locations from the top menu.



2. Click the +Add Location button.



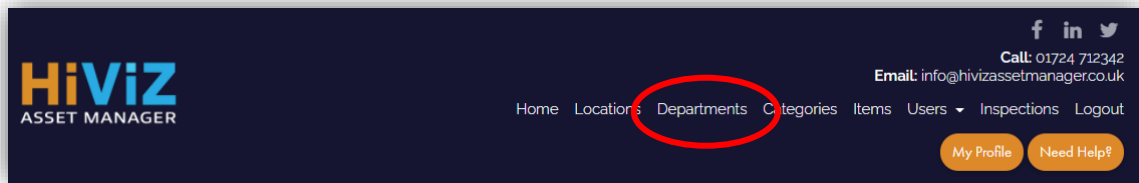
3. Add the location detail and click Add Location.

Note: New locations can be added at any time by repeating the previous steps.

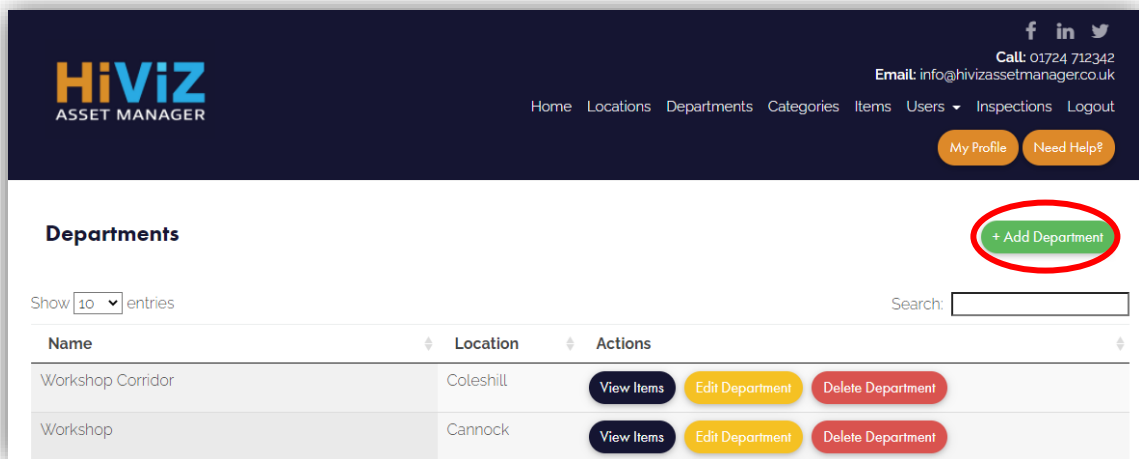
A screenshot of a modal form titled 'Add a new location'. The form has a white background and a dark blue border. It contains a text input field labeled 'Location Name:'. At the bottom right of the form are two buttons: 'Add location' (dark blue) and 'Close' (yellow).

Add Departments

1. Click Departments from the top menu.



2. Click the +Add Department button



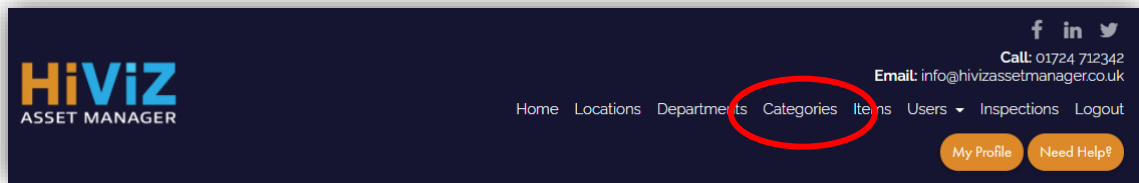
3. Add departments under your chosen location (see the previous section) and click Add Department.

Note: New departments can be added at any time by repeating the previous steps.

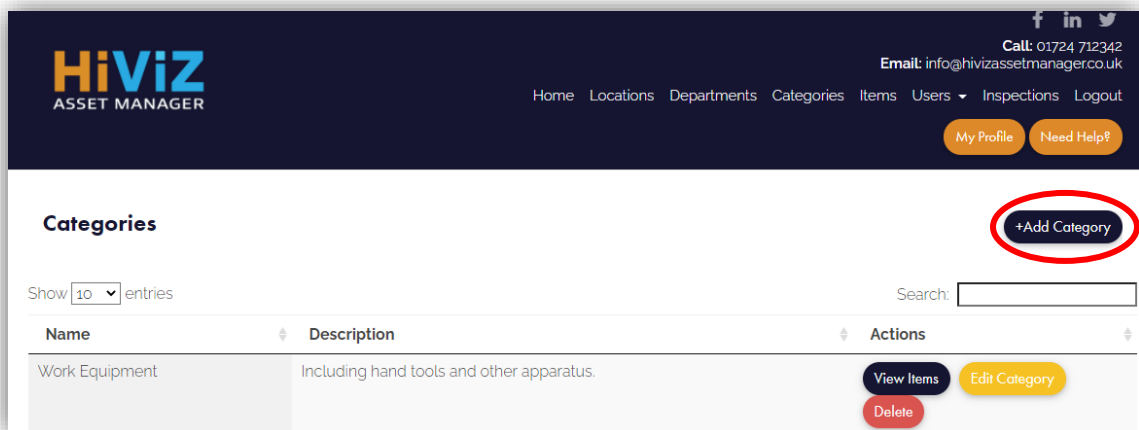
A screenshot of a modal form titled 'Add a new department'. The form has a white background and a dark border. It contains two main input fields: 'Location:' with a dropdown menu showing 'Please select', and 'Department Name:' with a text input field. At the bottom right of the form are two buttons: 'Add Department' (dark blue) and 'Close' (yellow).

Add Category

1. Click Categories from the top menu.



2. Click the +Add Category button



3. Add categories such as Fire Precautions, Lifting Equipment, Hazardous Substances etc. providing a short description and click 'Add Category'

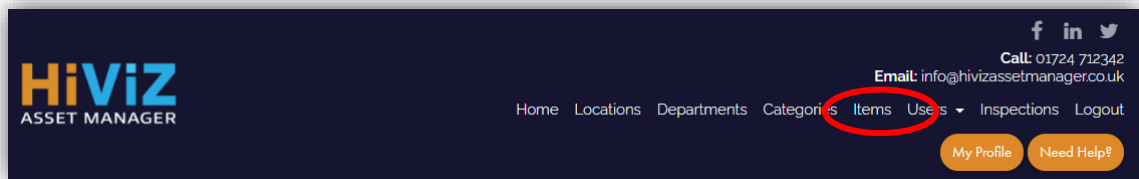
Note: New categories can be added at any time by repeating the previous steps and can be used across all locations listed in your account.

A screenshot of the 'Add Category' modal form. The form has a title bar with the text 'Add Category' and a close button. It contains two input fields: one for 'Name' and one for 'Description'. Below the input fields is a dark blue button with the text 'Add Category'.

Add Items

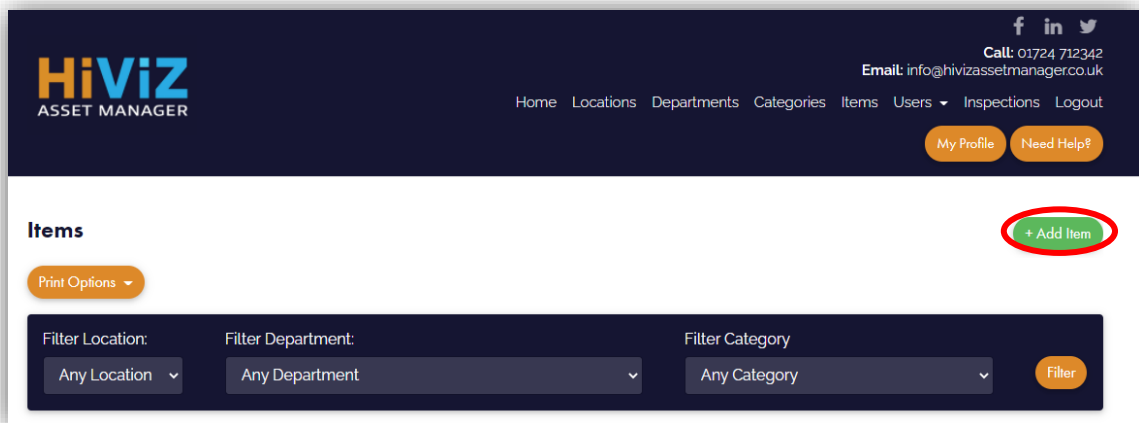
You can now visit your assets and add them as items to the system, putting each one under the correct location, department and category set up earlier. Here you can also make more detailed notes, for example precise location and inspection requirements.

1. Click Items from the top menu.



2. Click the +Add Items button

NB. To add items, the steps in the previous sections to add locations and departments will need to have been completed. Additional items can be added at any time.

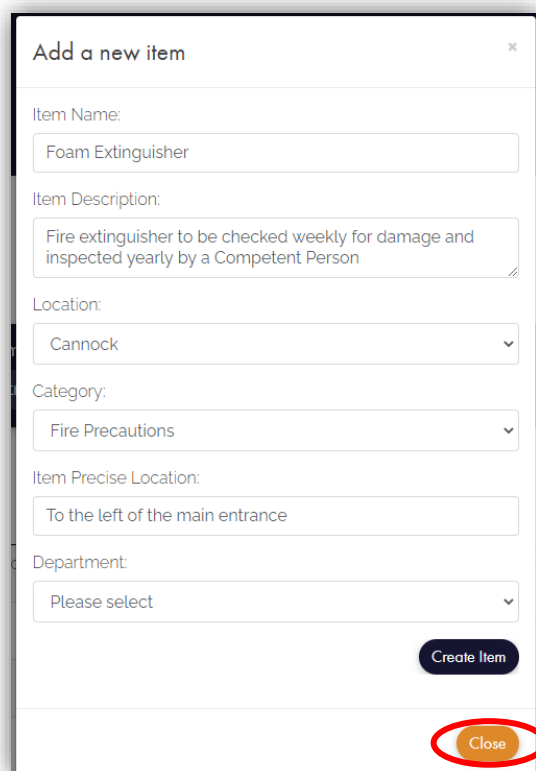


3. Complete the required details for the selected item.

Note: Once a category is assigned, a drop-down box will appear to enter a department.

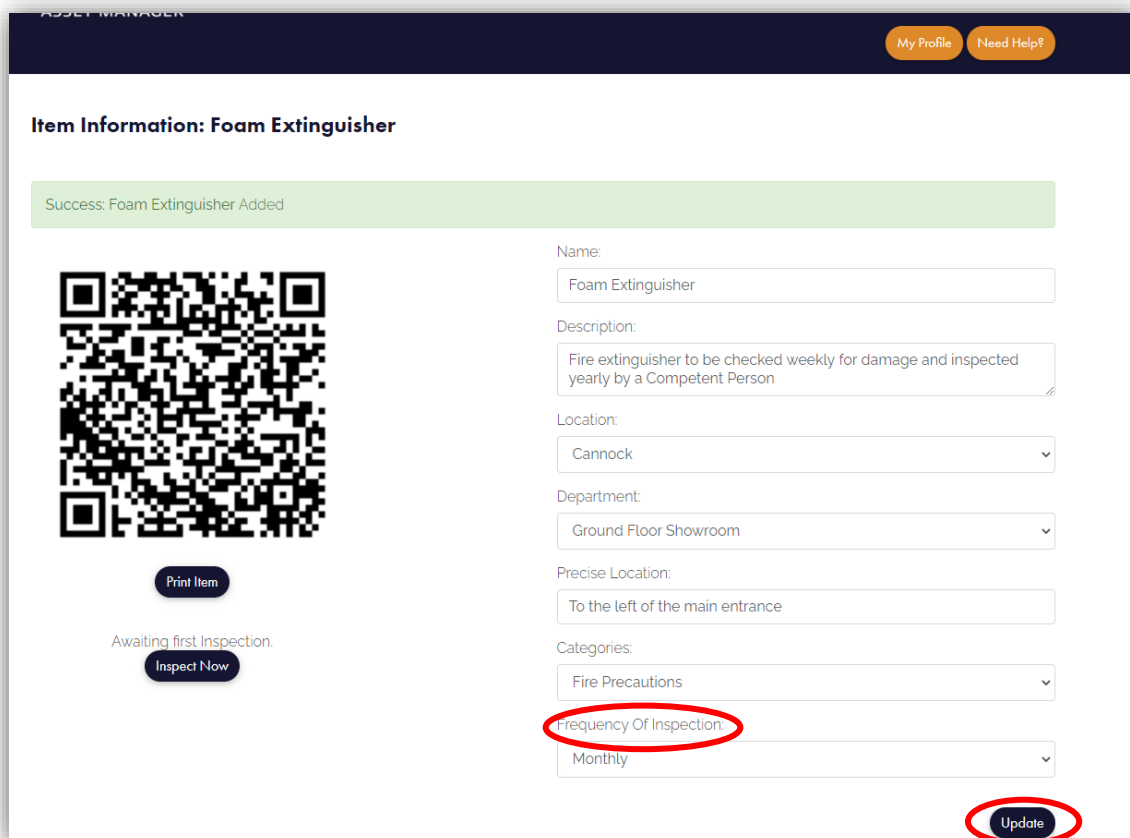
A screenshot of the 'Add a new item' form in the HiViZ Asset Manager. The form is a modal window with a title bar. It contains several input fields: 'Item Name' (text input), 'Item Description' (text area), 'Location' (dropdown menu with 'Please select'), 'Category' (dropdown menu with 'Please select'), and 'Item Precise Location' (text input). There is a 'Close' button at the bottom right.

4. Complete the items' department and click the Create Item button.



The screenshot shows a mobile application form titled "Add a new item". The form contains the following fields: "Item Name" (Foam Extinguisher), "Item Description" (Fire extinguisher to be checked weekly for damage and inspected yearly by a Competent Person), "Location" (Cannock), "Category" (Fire Precautions), "Item Precise Location" (To the left of the main entrance), and "Department" (Please select). At the bottom right, there is a "Create Item" button and a "Close" button, which is circled in red.

5. The Frequency of Inspection defaults to Monthly in the following screen and should be amended as appropriate.
Click Update and the item is saved.



The screenshot shows the "Item Information: Foam Extinguisher" screen. At the top, there is a success message: "Success: Foam Extinguisher Added". Below this is a QR code and a "Print Item" button. To the right of the QR code, there is a section for "Awaiting first Inspection." with an "Inspect Now" button. The main form contains the following fields: "Name" (Foam Extinguisher), "Description" (Fire extinguisher to be checked weekly for damage and inspected yearly by a Competent Person), "Location" (Cannock), "Department" (Ground Floor Showroom), "Precise Location" (To the left of the main entrance), "Categories" (Fire Precautions), "Frequency Of Inspection" (Monthly), and an "Update" button at the bottom right, which is circled in red.

QR Codes

The system generates a unique QR code for each item. A label for the Item can be printed at this point or later when all items have been added to the system. See the section on [Printing](#) for further information.

The system also allows an inspection to be carried out on the item at this point. Users may find it beneficial to carry out the first inspection at the point the item sticker is positioned on or near the asset. This will ensure that all item inspection frequency reminders are triggered in the system and will show on the Dashboard. Please see the section on [Inspections](#) for more information.

QR reader apps are available from your device app store if not installed as standard.

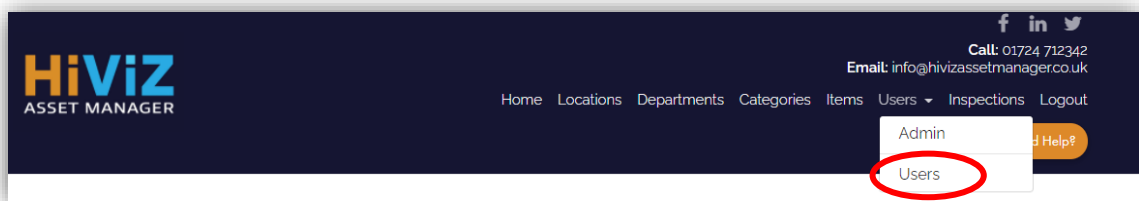
Access Permissions

1. Additional users can be added to the system:

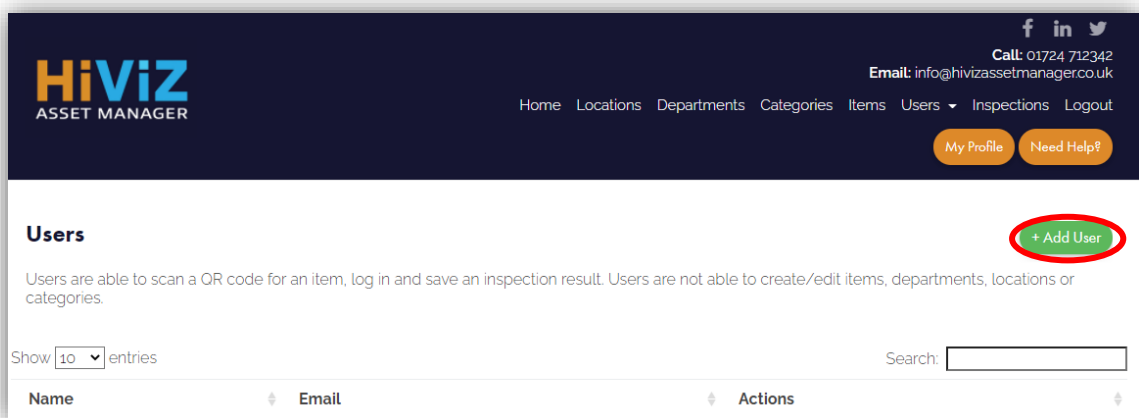
Users: Anyone allocated user permissions will have limited access to the system. These permissions are intended for anyone responsible for completing inspections only and does not allow the editing of items. Visibility of items and inspections from other sites can also be controlled.

Admin: These permissions are intended to give managers or other designated staff the ability to monitor assets across multiple sites remotely. Admin permissions include the ability to edit items, update an items' status, track the progress of failed inspections, and add users to the system.

Users: Click Users from the top menu and choose the Users option.



2. Click +Add User.



3. Complete details of the user in the appropriate fields. Select a location or locations from the drop-down and click Add Location in order to determine the sites at which the user can carry out inspections and view items. Click Add User when complete.

Add a new user

First Name:

Last Name:

Email:

Password:

Limit to location
Users limited to location will only be able to view items and inspections for their selected locations.

Newport

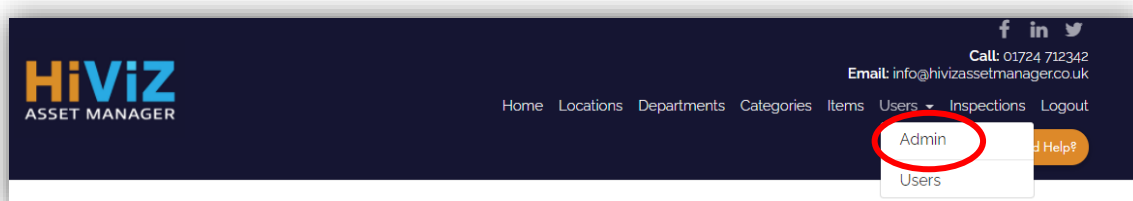
Add To Location+

Chosen Locations:

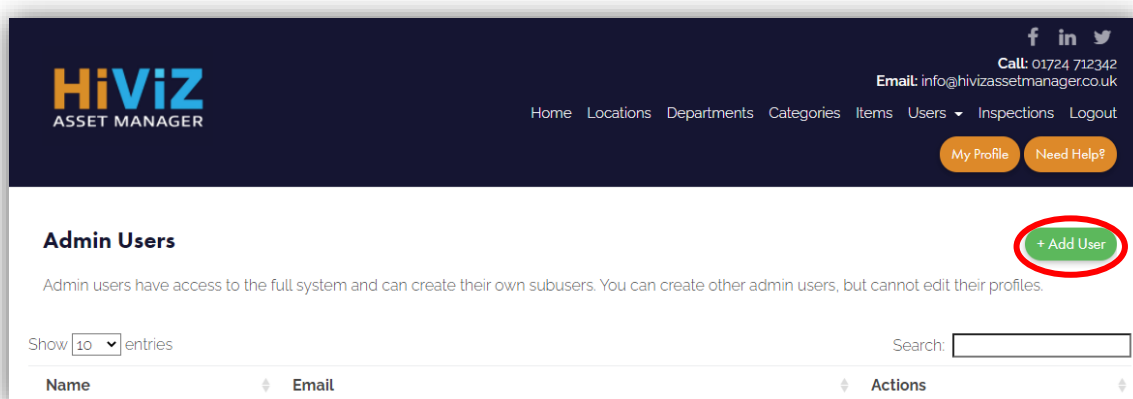
Newport

Add User Close

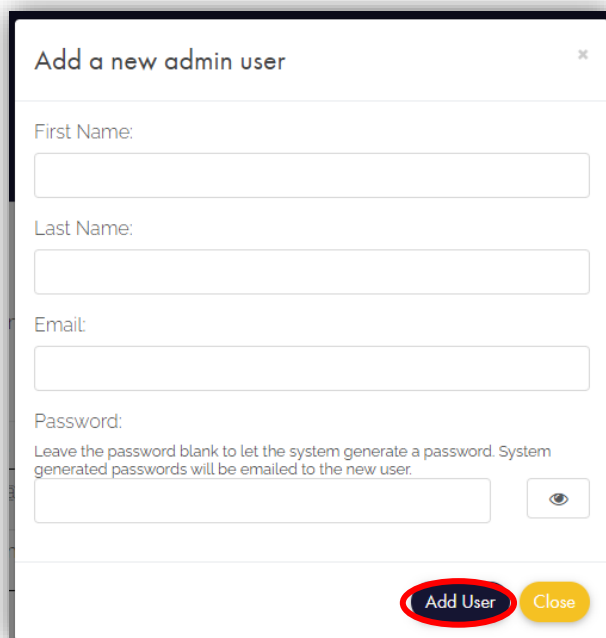
4. **Admin:** Click Users from the top menu and choose the Admin option.



5. Click +Add User.

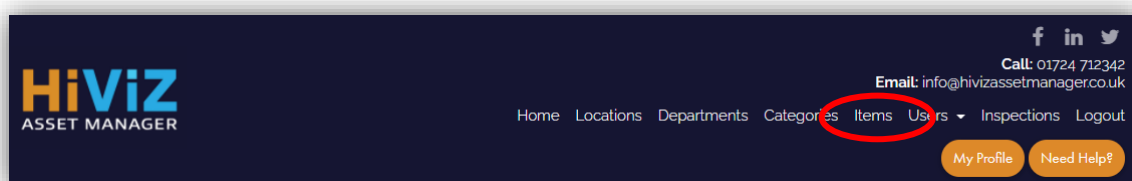


6. Complete the required details and click Add User.

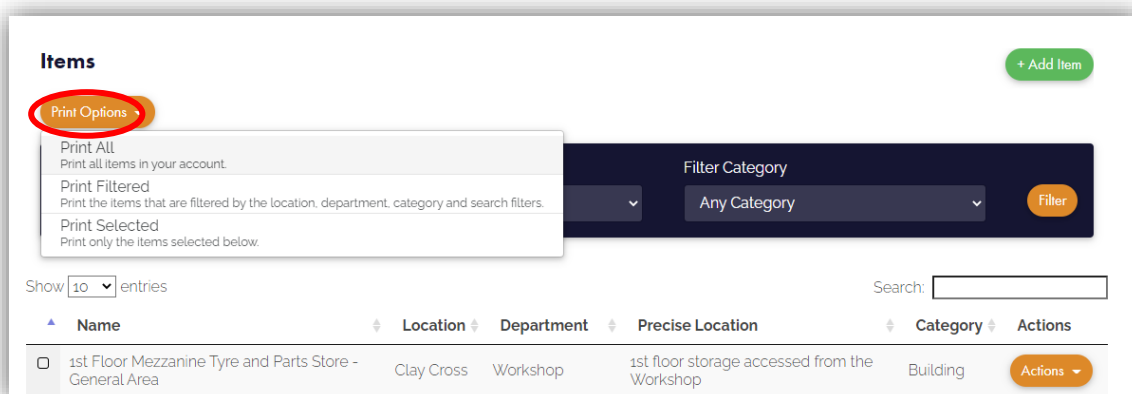


Printing Asset Stickers

1. Click Items from the top menu.



2. There are 3 options when printing Item stickers. Click Print Options.

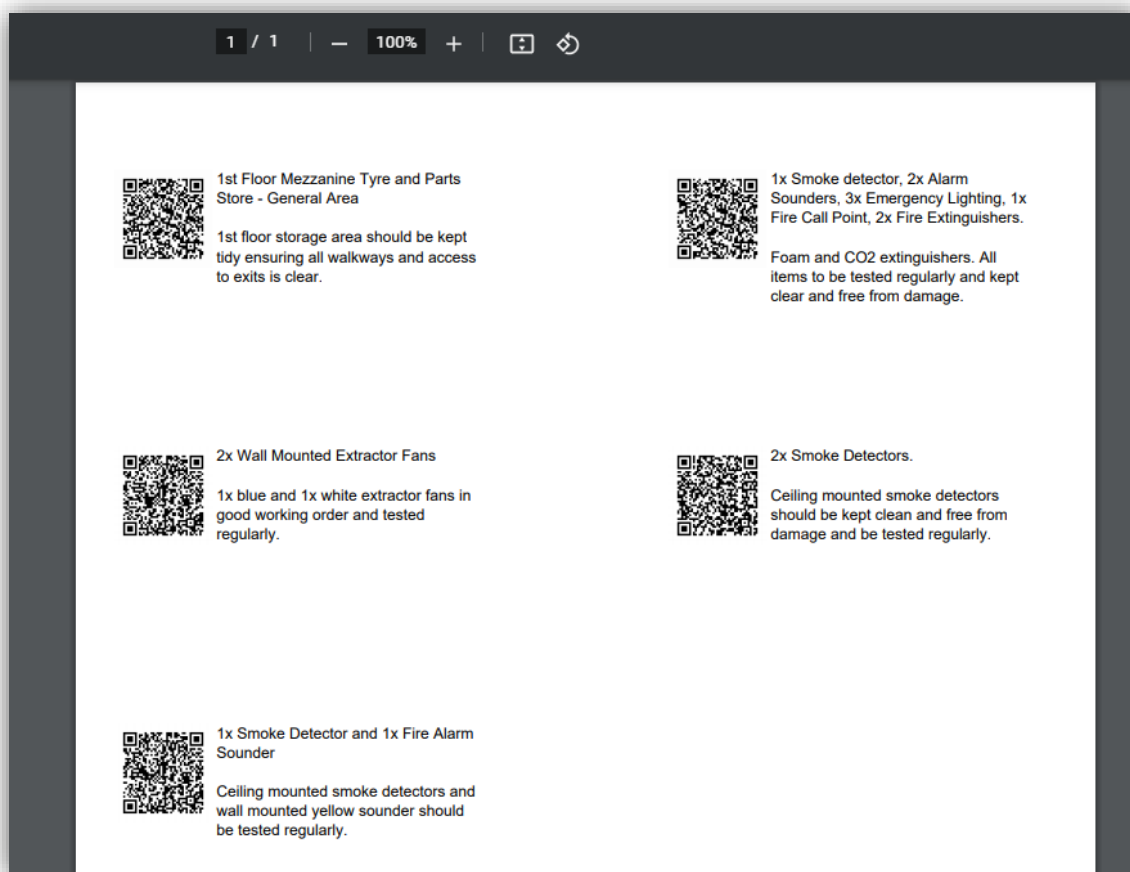


Print All: This option will simply print all the items in the system.

Print Filtered: When searching items for a specific location, department or category this option can be used to print only the search results from the applied filters.

Print Selected: The user may select and print specific items by placing a tick in the box against the appropriate row.

3. Labels print in the standard Avery L7173 format with ten items per sheet.



Stick the label on or near the asset to ensure the scanning of the QR code, and therefore the inspection, is carried out at the correct location and with the asset visible.

Filtering, Searching and View Options

Filter by: The user can view the information by Location, Department or Category in the Items and Inspections tabs. Once the filter options have been selected from the drop-down lists, click Filter and only information meeting the selected criteria will be displayed.

The screenshot shows the 'Items' tab interface. At the top right is a green '+ Add Item' button. Below it is a 'Print Options' dropdown. A dark blue filter bar contains three dropdown menus: 'Filter Location:' (set to 'Any Location'), 'Filter Department:' (set to 'Any Department'), and 'Filter Category:' (set to 'Any Category'). To the right of these is an orange 'Filter' button. Below the filter bar is a 'Show 10 entries' dropdown and a 'Search:' text box. At the bottom is a table header with columns: Name, Location, Department, Precise Location, Category, and Actions. Arrows from the text above point to the filter dropdowns, the 'Filter' button, the 'Show' dropdown, and the 'Search' box.

Column filters: These are available in the Locations, Departments, Categories, Items, Users and Inspections screens. Simply click the arrows next to each column header to display the details in that column in ascending or descending alphabetical order.

Search: Click on the required tab from the top menu begin typing in the free text Search box. The system will find information contained in that particular tab based on the search criteria entered.

Show xx Entries: The system will display 10, 25, 50 or 100 entries per screen. Simply click the down arrow and select the required number.

Inspections

In order to view and monitor inspections, click Inspections from the top menu.

This will show all inspections and their current status.

Note. Items will not be displayed in the Inspections tab until at least one inspection has been carried out.

Each inspection entry has three available options.

The screenshot shows the 'Inspections' tab interface. At the top is the HiViZ ASSET MANAGER logo and navigation links: Home, Locations, Departments, Categories, Items, Users, Inspections (highlighted with a red circle), and Logout. There are also links for 'My Profile' and 'Need Help?'. Below the navigation bar is a filter bar with 'Filter Location:', 'Filter Department:', and 'Filter Category:' dropdowns, all set to 'Any'. An orange 'Filter' button is to the right. Below the filter bar is a 'Show 10 entries' dropdown and a 'Search:' text box. The main content is a table with the following columns: Item, Location, Department, Category, Pass/Fail, Date of Inspection, and Actions. The table contains two rows of inspection data. Arrows from the text above point to the 'Inspections' menu item and the 'View Inspections' button in the Actions column.

Item	Location	Department	Category	Pass/Fail	Date of Inspection	Actions
Fire Extinguisher and Sign	Cannock	Cafe Kitchen	Fire Precautions	●	15/10/2020	View Inspections Update Status View Item
Fire Extinguisher and Sign	Cannock	Cafe Kitchen	Fire Precautions	●	17/12/2020	View Inspections Update Status View Item

View Inspections: Allows the user to view all the inspections previously carried out on an item. The user can see who carried out the inspection, the date it was done, the results of the inspections and who any issues were reported to. The notes field will give further details about the inspection.

Item Inspections: Sapphire portable welding set and gogglesView Item

Next Inspection date: 17-02-2021

Inspection on: 17-12-2020 10:37 | Inspected by: [REDACTED] Reported To: [REDACTED]

Results: Accessible, Visible And Working, Good Condition.
Notes: Oxygen hose is brittle and beginning to crack. Replace the pipe.

Inspection on: 15-10-2020 10:57 | Inspected by: [REDACTED]

Results: Accessible, Visible And Working, Good Condition.
Notes:

Update status: Allows an inspection of the item to be carried out without scanning the QR code. This may be used where further detail needs to be added to the status of an item, regarding the progress of a repair for example.

Note: Users should always carry out a new inspection of an item by scanning the QR code. This will ensure that items are inspected properly.

View Item: Allows the user to look at the item description and location in more detail and, depending on the user's level of access allows them to edit items where necessary.

1. To carry out an inspection, scan the QR code relating to the item you wish to inspect using your device's QR scanner.



2. Access the items' inspection page in the Asset Manager system by clicking the link displayed by the QR scanner. Your system log-in details will be required the first time you scan an item.

Inspect Item: Electric Welding Apparatus

Item Information

Name:
Electric Welding Apparatus

Description:
Cebura red electric welding equipment

Precise Location:
Under the workbench in the main workshop

Frequency:
bi-monthly

New Inspection

Inspection Date: 02-12-2020

Inspection Results:

Accessible	☐
Visible and Working	☐
Good Condition	☐

Pass / Fail:

Pass	☒
Fail	☐

Inspection Notes

Please enter any inspection notes

Save Inspection

3. Complete the inspection by entering the required information including the additional fields where an item fails. An e-mail will be sent to the address entered notifying the recipient that an item has failed an inspection.

Note: The Inspection Notes field can be used whether the item passes or fails the inspection and should be used to outline areas of concern or note-worthy details, particularly in the case of a Fail.

The screenshot shows a web form for recording an inspection. At the top, under the heading 'Pass / Fail:', there are two radio button options: 'Pass' and 'Fail'. The 'Fail' option is selected, indicated by a blue dot. Below this, a light blue informational banner states: 'This item will be failed after you save this inspection. Please enter an email for updates.' Underneath the banner is a text input field labeled 'Enter Email'. Below the email field is a larger text area labeled 'Inspection Notes' with the placeholder text 'Please enter any inspection notes'. In the bottom right corner of the form, there is a dark blue button labeled 'Save Inspection'.

4. Repeat the above steps to scan items as required.