



## User Guide

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## Register

1. Click Register.



01724 712342  
Log In **Register**

Log In

Email:

Password:

[Forgotten Password?](#)

2. Complete the registration form.



01724 712342  
[Login](#) [Register](#)

### Your Details

Email Address:

First Name:

Last Name:

### Create a Password

Password:

Confirm Password:

### Your Company

Company Name:

Company Address:

Company Phone:

### Initial Location

Please provide an initial location for your safety testing purposes:

### Subscription Package

[Read about our subscriptions here](#)

[Register](#)

## Login

1. Enter your email address and password.



Log In

Email:

Password:

[Forgotten Password?](#) [Log In](#)

## Add Locations

1. Click Locations from the top menu.



2. Click the +Add Location button.



### Locations

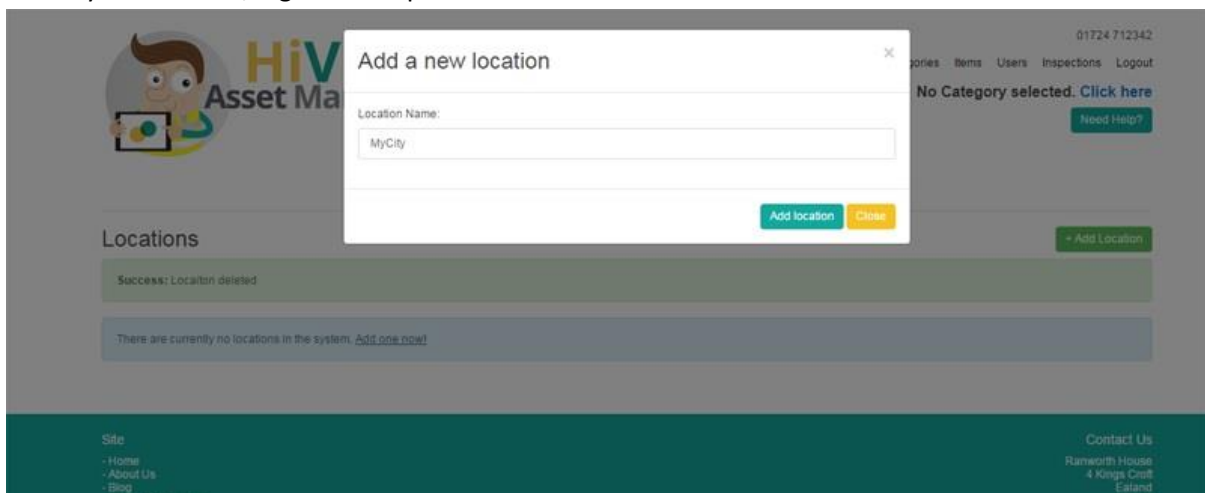
There are currently no locations in the system. [Add one now!](#)

+ Add Location

Site  
- Home  
- About Us

Contact Us  
Ranworth House  
4 Kings Croft

3. Add your location, e.g Scunthorpe.

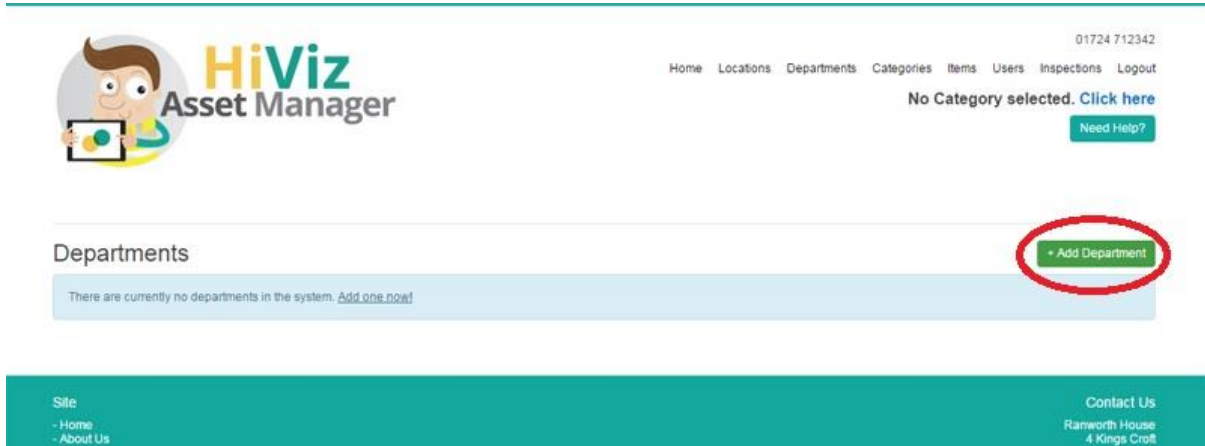


## Add Departments

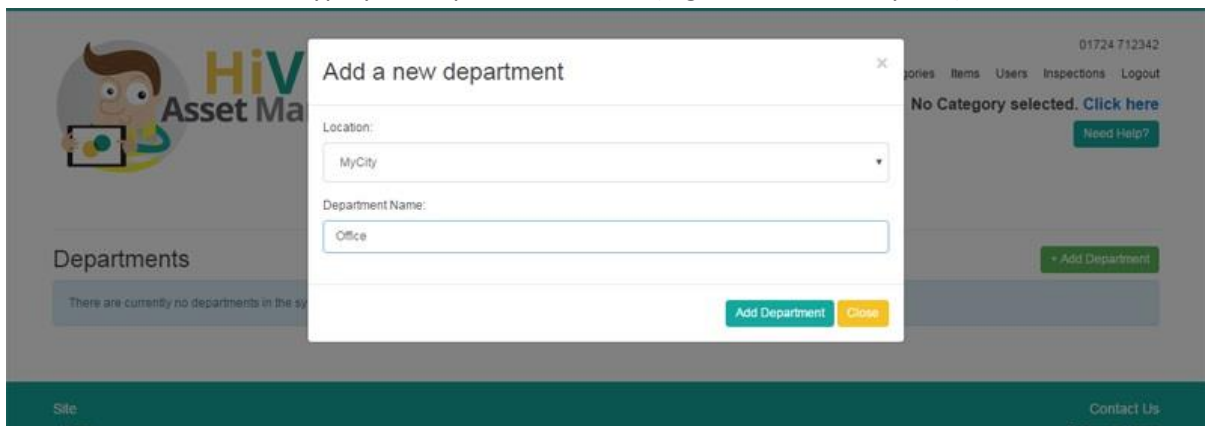
1. Click departments from the top menu.



2. Click the +Add Department button.



3. Select a location, then type your department name. (e.g Office or Factory, etc).

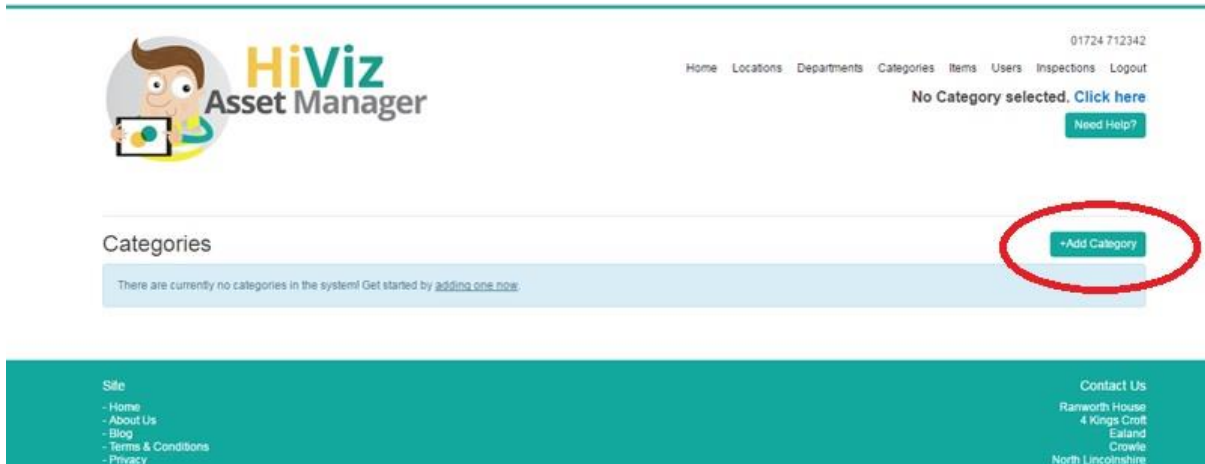


## Add Categories

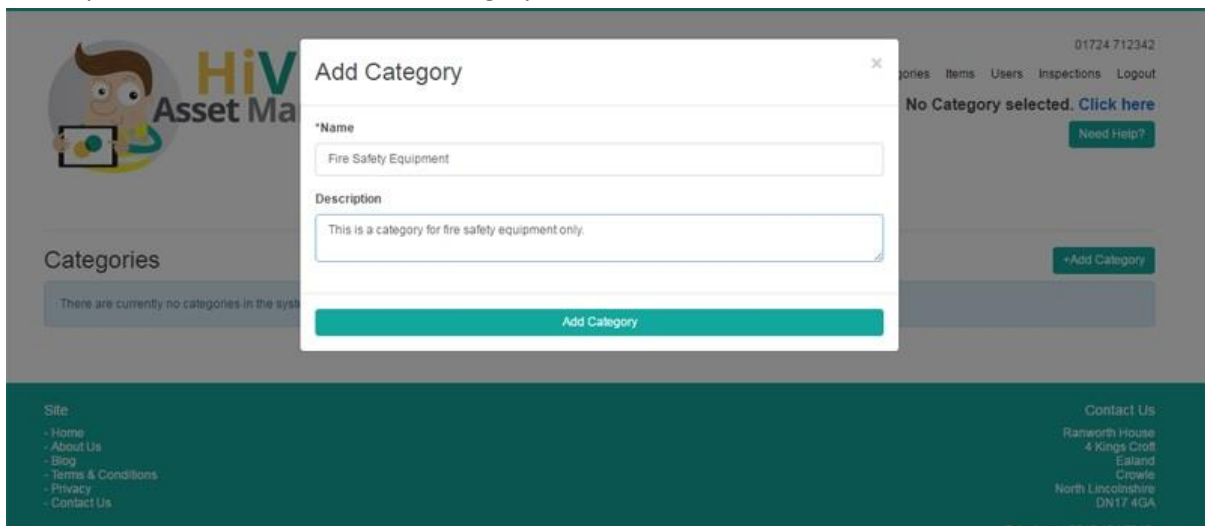
1. Click Categories from the top menu.



2. Click the +Add Category button.



3. Complete the form and click Add Category.



## Add Items

**Important: This step can only be taken once the above steps have been completed. Please ensure you have created at least 1 category, 1 location and 1 department.**

1. Click Items from the top menu.



## 2. Click the +Add Item button.

The screenshot shows the HiViz Asset Manager interface. At the top left is the logo with a cartoon character holding a tablet. The text 'HiViz Asset Manager' is displayed. On the top right, there is a phone number '01724 712342' and a navigation menu: 'Home Locations Departments Categories Items Users Inspections Logout'. Below the navigation, it says 'You are viewing: Fire Safety Equipment' with a 'Need Help?' button. The main content area is titled 'Items' and shows a table with columns: Name, Location, Reference, Category, and Actions. The table is currently empty, with the message 'No data available in table'. Above the table, there are buttons for 'Print all from Fire Safety Equipment', 'Print All Items', and '+ Add Item' (which is circled in red). A search bar is also present. At the bottom, there is a footer with site information and contact details.

## 3. Complete the form- ensure you complete it fully

- Add a name for the item
- Choose a location.
- Give a precise location.
- Choose a department (a list will be generated once the location is selected).
- Click generate item.

The screenshot shows the 'Add a new item' form in the HiViz Asset Manager interface. The form is a modal window with the following fields and values:

- Item Name: Fire Extinguisher
- Item Description: Red fire extinguisher for office 10a.
- Location: MyCity
- Category: Fire Safety Equipment
- Item Precise Location: Left of the entrance door.
- Department: Office

At the bottom of the form, there are 'Create Item' and 'Cancel' buttons. The background shows the same interface as the previous screenshot, but with the form overlaid.

Once items have been added to the system, their QR code will be generated, and accessible via the 'View Item' button, located on the items page.

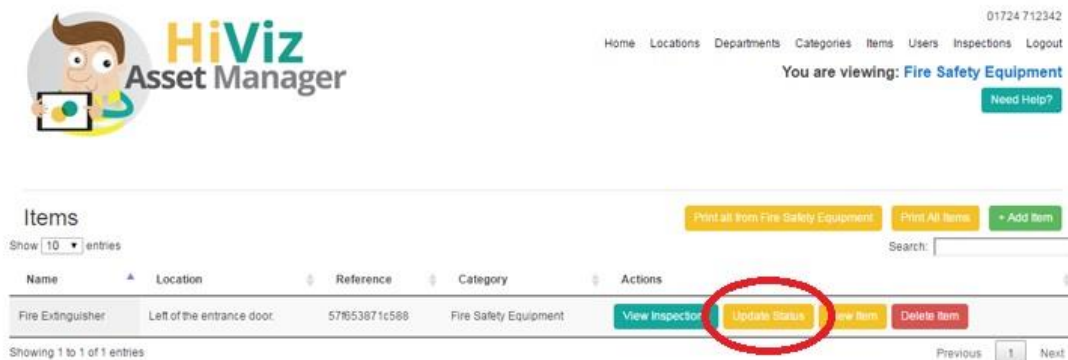
## Inspections

Inspections are a way of keeping track of the status of your item, and when it may need testing again.

1. Click Inspections from the top menu. (This will list all previous inspections, and current status of items).



2. Click Update Status. (This button is also accessible by clicking on 'Items' from the top menu).



3. Complete the form with relevant information and click Save Inspection to submit the form.

### Inspect Item: Fire Extinguisher

**Item Information**

**Name:** Fire Extinguisher  
**Description:** Red fire extinguisher for office 10a  
**Precise Location:** Left of the entrance door.  
**Frequency:** monthly

**New Inspection**

Inspection Date: 06-10-2016

**Inspection Results:**

Accessible	<input checked="" type="checkbox"/>
Visible and Working	<input checked="" type="checkbox"/>
Good Condition	<input checked="" type="checkbox"/>

**Pass / Fail:**

Pass	<input type="radio"/>
Fail	<input type="radio"/>

**Inspection Notes**

This item is almost like brand new. No problems.

**Save Inspection**



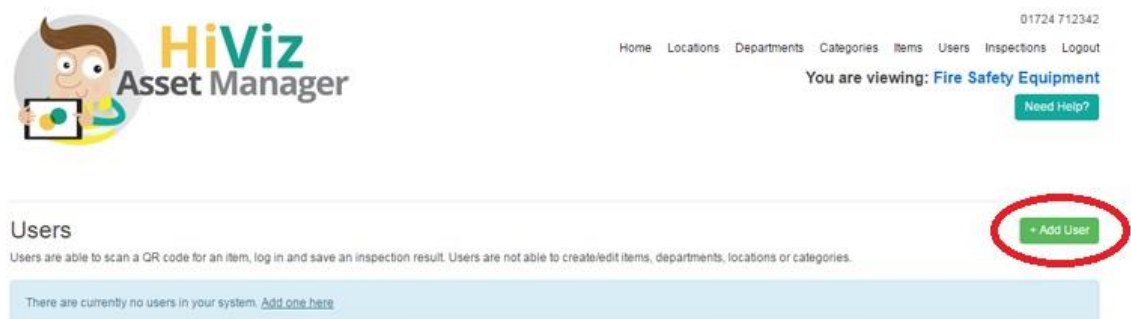
## Users

Users are people who can Scan a QR code, log in to the system and inspect an item. They cannot create, edit or delete any items, categories, departments or locations. This section of the system is made for employees who will simply update the information of an item's inspection. To add an employee:

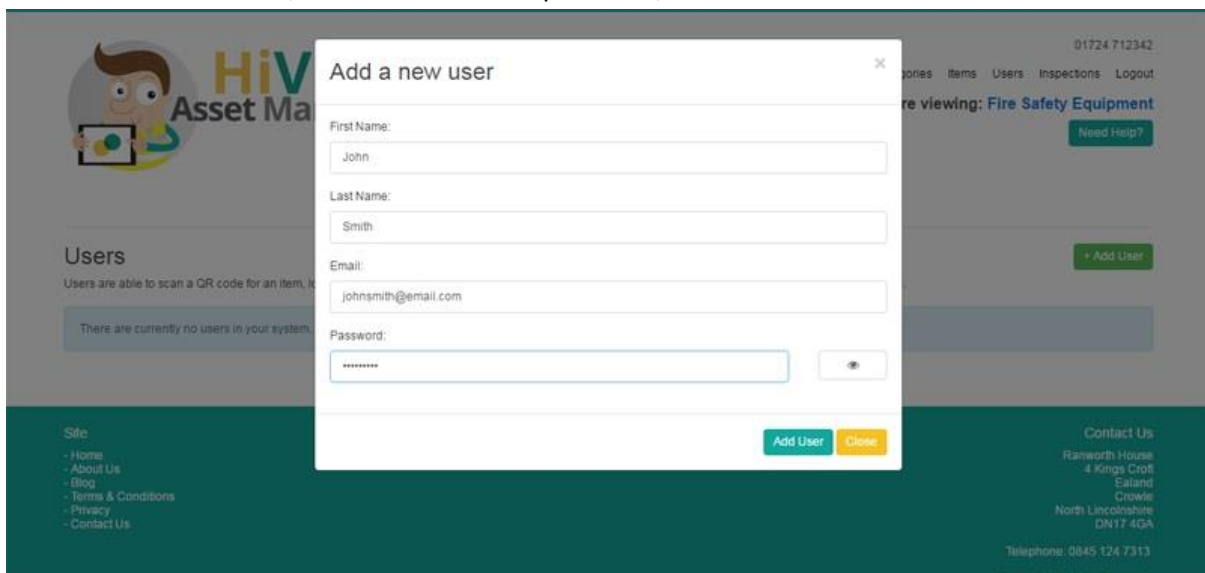
1. Click Users from the top menu.



2. Click the +Add User button.



3. Enter the Users name, email and a desired password, then click add user.



## Mobile

One feature of the Asset Manager is its QR code system. Update your asset information through your hand held device, using simply a QR code scanner. To do this, you will need a smart device with a 'QR/Barcode scanner'. Use your own QR code scanner, or download one of the apps from below:

Android: [https://play.google.com/store/apps/details?id=la.droid.qr&hl=en\\_GB](https://play.google.com/store/apps/details?id=la.droid.qr&hl=en_GB)

Apple: <https://itunes.apple.com/gb/app/qr-reader-for-iphone/id368494609?mt=8>

Windows: <https://www.microsoft.com/en-us/store/apps/qr-code-scanner/9wzdnrcfj2st>

1. Start the app and scan the QR code attached to the item.
2. Login using your email address, and password.
3. Fill out the form and click Save inspection

### Inspect Item: Fire Extinguisher

**Item Information**

**Name:**  
Fire Extinguisher  
**Description:**  
Red fire extinguisher for office 10a.  
**Precise Location:**  
Left of the entrance door.  
**Frequency:**  
monthly

**New Inspection**

Inspection Date: 06-10-2016

**Inspection Results:**

Accessible

Visible and Working

Good Condition

**Pass / Fail:**

Pass

Fail

**Inspection Notes**

Please enter any inspection notes

**Save Inspection**