

Location

CS-VUE is accessible online 24/7 from any location at <http://app.csvue.com/>



CS-VUE functions best using Chrome or Firefox. **Do not use Internet Explorer 11 (IE11).** It is recommended that you set your default browser to Chrome. You can also use Microsoft Edge or Safari.

Login

No username is required.

Login to CS-VUE will use your email address and password. You will receive an email inviting you to join CS-VUE and you will set your password at this time.

If you forget your password, there is a link on the login screen that you can use to re-set it.

You can stay logged in for up to 48 hours - even if you are inactive.

Home page and navigation

Navigating CS-VUE in Version 4 is straightforward, so you can quickly search or locate the information you require.

On the CS-VUE homepage you will be able to view everything that you have access to, based on your user access rights.

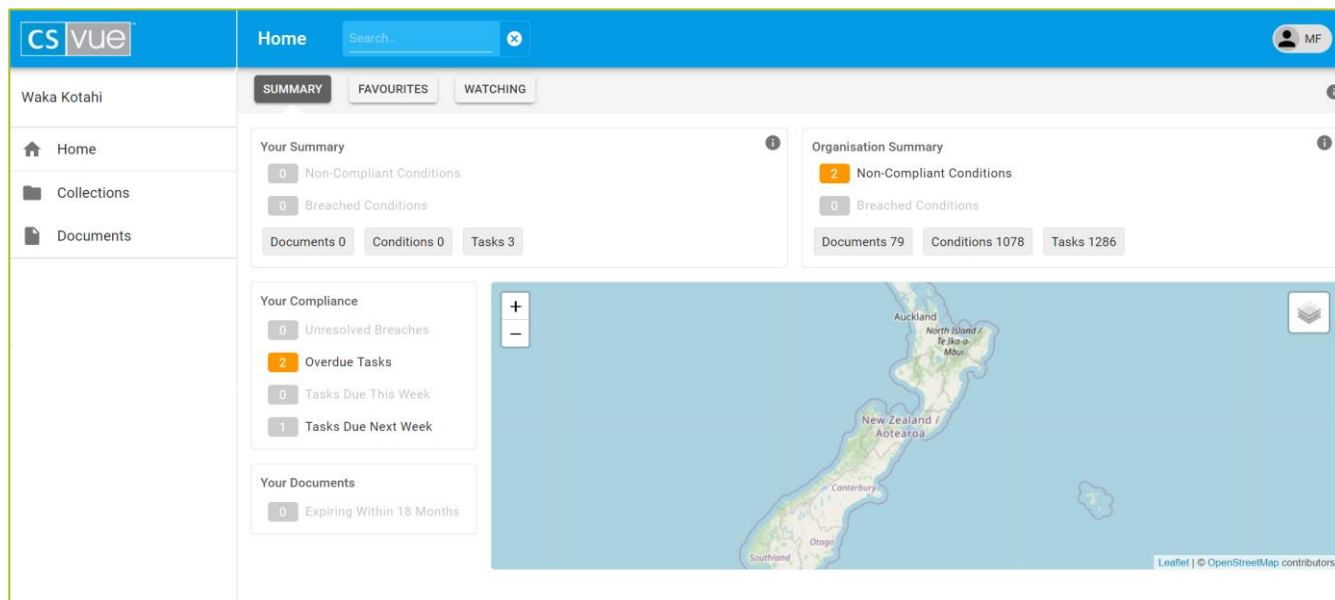


Figure 1: Homepage view on Version 4

The **main menu** is located at the left of the screen and includes some changes in language from Version 3 to Version 4:



Collections replace Projects
Documents replace Permits

A **search** field is located at the top of the screen. When you type your search term in the box, CS-VUE will look across keywords, tags, owners, holders, grantors, locations and across all documents, collections, tasks and titles.

Tasks and activity panel

The tasks and activity panel will display tasks related to whatever you are currently viewing. The panel is accessed by clicking on the “i” information button on the top right of the screen. You can switch this on and off.

Summary emails and preferences

Summary emails will replace email alerts. These emails will notify you of upcoming tasks, signoffs, non-compliance and breaches of what you own and what you are watching at the frequency and time you choose to set. You can also set the type of notifications you receive.

Collections and reporting

You can use collections to organise your documents into groups. Reporting is integrated into any collection.

Existing Projects from Version 3 of CS-VUE will be migrated as Collections to Version 4. Therefore, you will have access to everything you had access to in the previous version.

Colours

CS-VUE uses colours to alert you to things to be done

Conditions	Tasks
White Nothing to be done	Green Completed task or breach task
Grey Something to be done	Not yet due
Orange = NON-COMPLIANT One or more task overdue	Task is overdue Note: Previously this was Red
Red = BREACH One or more unresolved breach(es)	A breach task Note: This is a new feature.

Ownership

If you own an item you can view, edit or delete it. You can watch an item if you are not the owner – this means that you will be notified of signoffs, non-compliance and breaches.

Condition compliance

Conditions are the requirements you must meet to comply with your document. All reporting is based on condition compliance. This means it is more accurate and responsive to activity. You can also view compliance for a specific time period within the document or collection.

Tasks

Conditions can now have multiple tasks assigned to better reflect the requirements of the conditions. Tasks are the key driver for managing and maintaining condition compliance.

Permit expiry date will now no longer shut down tasks unless the task is linked to the expiry date.