



MYC[®]

Compliance
Management

EXTERNAL USERS
INTRODUCTION



WHAT'S INCLUDED?



ASSET MANAGEMENT

View your Asset details from a link or QR code and even log an NCR against the Asset



INCIDENT REPORTING

Capture Accident and Incident reports from anywhere with a link or using the MY Incidents app



NON-CONFORMANCE REPORTING

Report NCR's and observations on the go using MY NCR app or a direct link



REQUIREMENTS

View a policy, procedure, or any requirement register via a link.



TRAINING

Provide instant access to your team training records with a handy QR code for each trainee

ASSET MANAGEMENT

External access for Asset Management will allow your organisation to improve monitoring and efficiency whilst saving time and money.

- Download QR codes to print out on any media you choose
- Attach to any Asset across your organisation
- Scan from any mobile device
- Display all Asset details with their requirements, sub- assets and notes.
- Show/hide attached documents for your assets
- Raise a Non-Conformance directly against an asset.

BENEFITS

- *Speed up and improve Asset monitoring*
- *Quickly check the compliance of an Asset*
- *Easily access documents and certificates*
- *Log Non-Conformance, damage, repair, movement requests without being a full system user*
- *Show/hide attached documents for your assets*

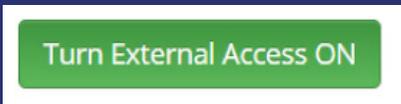


ASSET MANAGEMENT

HOW TO:

01/ In your asset module > view all registers

02/ Click the grey button  against the register you want external users on, then the green 'Turn External Access ON' button.



03/ Here you can take this link and share it with individuals or place on an intranet.

External access is on

Turn External Access OFF

To view this register via a web page:
Go to <https://my-compliance.co.uk/external/assetsmanager/3b0abda22fd3e60f7e397d2c696d9c782b617fa6>

Note - by turning External Access off, it will remove the QR codes and the link from being used.

Here you can see how you can use the QR code for an Asset. By clicking the QR code this will also enable you to download this as an image.

Please feel free to scan the QR code and view this example.

External User Asset Example

Exit Edit PDF Alerts Archive Delete

Details

Register: Property Maintenance
Asset Manager/Owner: Alistair Mckenna
Name: External User Asset Example
Location: South West Office, Cornwall
Type: Office location
Reference Number: AliKane847604
Colleague Assigned to?: Bob
Notes: Any associated notes can be inputted here and viewed by an External User



QR Code for 'External User Asset Example'
Click image to download.

Compliance Requirements

Show 10 entries Search:

Requirement	Details	Awarded	Expires	Status	
Annual Health and Safety Audit/Inspection	To ensure inspection is carried out once a year at each site.	17/11/2020	17/11/2021	Valid	
Asbestos Survey	Details of asbestos survey...	No	N/A	Not Valid	 In Progress

INCIDENT REPORTING

External access for Incident, Accident & Near Miss reporting is a cost-effective solution to allow all employees to report incidents without needing to be a full system user of MY Compliance Management.

- Allow external users to report Incidents, Accidents & Near Misses directly into your MY Compliance Management account.
- Fully supported in the MY Incidents mobile app for both Android and iOS
- Specify exactly which register Incidents are recorded in, allowing email alerts to relevant senior personnel
- Access your Incident form directly from your Intranet via a dedicated URL link



BENEFITS

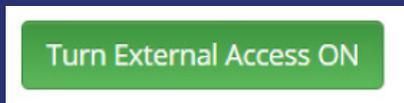
- *Improve incident reporting across your whole organisation*
- *Capture more data quickly and easily*
- *Enables information to be recorded in real time*
- *Improve the quality of your data*
- *Improve trend analysis - leading to improved safety for all*
- *Switch external access on/off as you require*
- *A fraction of the cost of adding more full system users*

INCIDENT REPORTING

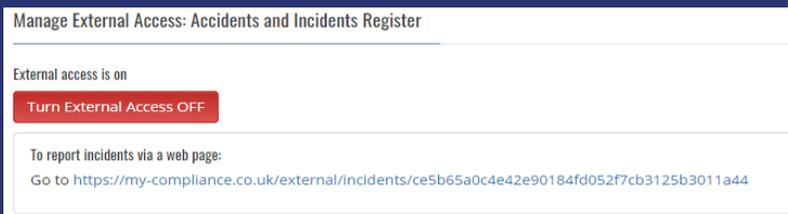
HOW TO:

01/ In your Incidents module > view all registers

02/ Click the grey button  against the register you want external users on, then the green 'Turn External Access ON' button.

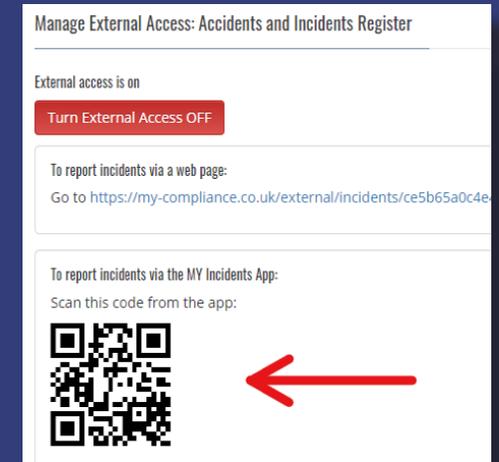
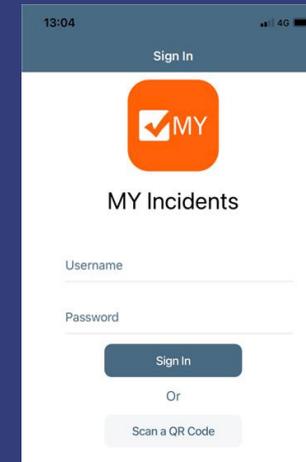


03/ Here you can take this link and share it with individuals or on your intranet.



Note - by turning External Access off, it will remove the QR codes and the link from being used.

An external user can use our MY Incidents mobile app to scan the QR code for a register.



Once logged into the mobile app they won't need to keep scanning the QR code. It will just take them straight to the incident form each time they open the app.



NON-CONFORMANCE REPORTING

External access for Non-Conformance Reporting is a low cost and more secure way for all employees, contractors or customers to report in without needing to be a full system user of MY Compliance Management.

- Allow external users to report any type of Non-Conformance Report
- Fully supported in the MY NCR mobile app for both Android and iOS
- Specify exactly which 'Types' of Non-Conformances can be reported and direct email alerts to relevant senior personnel
- Link your Non-Conformance forms directly from your Intranet via a dedicated URL link



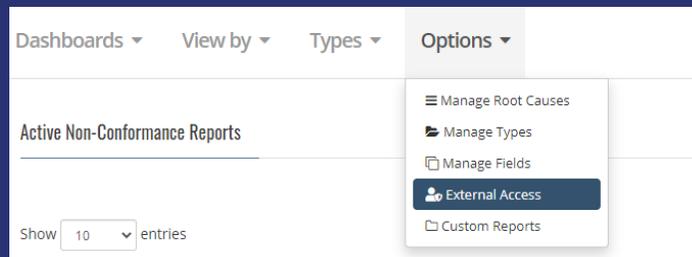
BENEFITS

- *Improve Non-Conformance reporting across your whole organisation*
- *Use Non-Conformance reporting for Positive Feedback and Outcome investigations in addition to the usual reports.*
- *Capture more data quickly and easily*
- *Ensure information is recorded in real time to improve the quality of your data*
- *Improve trend analysis*
- *Switch external access on/off as you require*

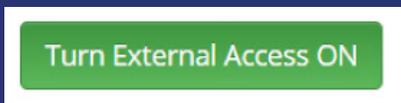
NON-CONFORMANCE REPORTING

HOW TO:

01/ In your Non-Conformance module > Options > External Access



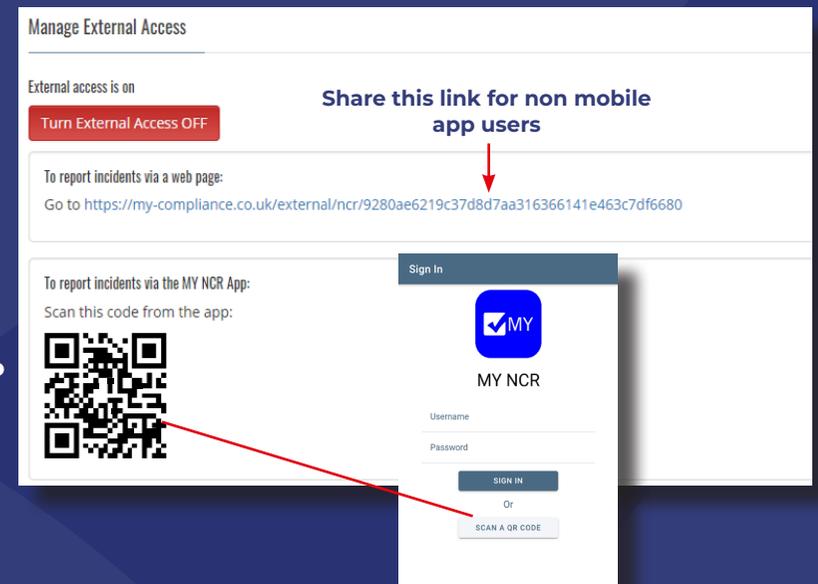
02/ Click the green 'Turn External Access ON' button



03/ Select which Types are visible to External Users and you can copy the link and share it.



An external user can use our MY NCR mobile app to scan the QR code and report any available Types of Non-Conformances made available.



Select Types available to External Users

Note - by turning External Access off, it will remove the QR codes and the link from being used.

REQUIREMENTS

External access to the Requirements module provides a 'Read-only' view to any register without the need to log in to MY Compliance Management.

- Requirements can be Documents, Policies and Procedures, Safe Systems of Work, Toolbox Talks the options are endless
- Allow external users to view a Requirements register via a dedicated URL link
- Display all Requirements, documents and compliance reviews
- Documents and Registers can be locked providing extra security
- Access your Requirements register(s) directly from your Intranet



BENEFITS

- *Improve document transparency across your whole organisation*
- *Share policies, procedures and more without the need to log in*
- *Improves communication of important policies*
- *A fraction of the cost of adding more full system users*
- *Allow external auditors access to reduce days on site*
- *Switch external access on/off as you require*

REQUIREMENTS

HOW TO:

01/ In your Requirements module > view all registers

02/ Click the grey button  against the register you want external users on, then the green 'Turn External Access ON' button.

Turn External Access ON

03/ Here you can copy this link and share it with anyone or place on an intranet.

External access is on

Turn External Access OFF

To view this register via a web page:
Go to <https://my-compliance.co.uk/external/assetsmanager/3b0abda22fd3e60f7e397d2c696d9c782b617fa6>

Note - by turning External Access off, it will remove the QR codes and the link from being used.

An external user has read only rights to all requirements within the shared register.

MY Policies

Show 10 entries Search:

Chapter	Title	Status	Updated	Next review
Health & Safety Management	Medical policy for festivals	Fully Compliant	16/10/18	14/11/19
Health & Safety Management	Food safety policy	Fully Compliant	11/02/19	12/02/20
Policies	H&S policy	Fully Compliant	11/09/19	12/03/20
Policies	QMS policy	Fully Compliant	06/11/19	11/08/20
Policies	Fire Evacuation procedure	Fully Compliant	13/07/18	13/07/19
Policies	Environmental policy	Fully Compliant	14/12/20	16/12/21
Policies	Major incident policy	Fully Compliant	01/06/18	01/06/19



They will be able to view the compliance reviews, documents and links for each requirement. You can choose to turn off documents for External Users where required.

TRAINING RECORDS



External access for the Training Records module provides a QR code for each trainee which will display all their Training Records.

- Download QR codes to print out on the media of your choice (i.e. Site Pass, Training Passport)
- Scan QR code from any mobile device *(no app required)*
- Displays all valid Training records with expiry dates.
- Download certificates
- Choose to show/hide Additional Trainee documents

BENEFITS

- *Employees can keep their Training Records with them no matter where they go*
- *Share Training Records with third parties within your supply chain, or industry bodies, inspectors etc*
- *Employees can view their Training without the cost of adding them as a full system user*
- *Allow external auditors access to reduce days on site*
- *Create your own Training Passports for your team*

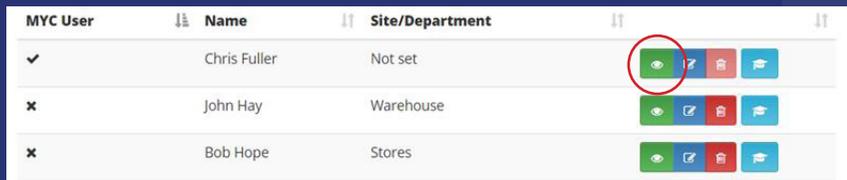
TRAINING RECORDS

HOW TO:

01/ In your training management module >view



02/ Click the green view button



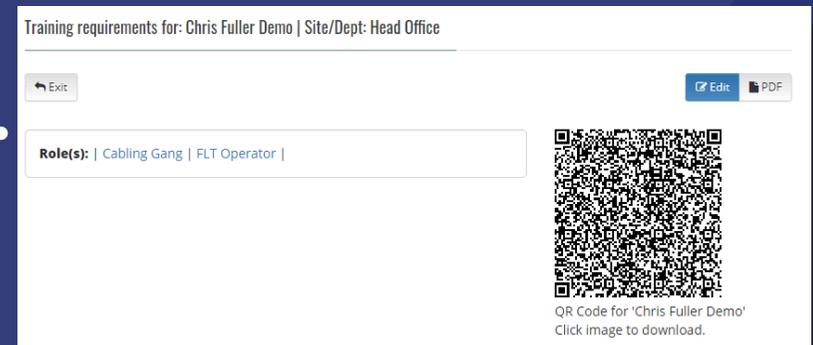
MYC User	Name	Site/Department	
✓	Chris Fuller	Not set	   
✗	John Hay	Warehouse	   
✗	Bob Hope	Stores	   

03/ Click the QR code to download it

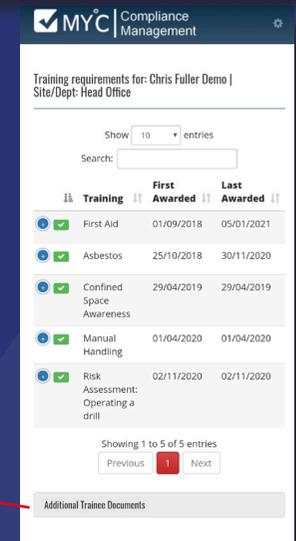
Note - by turning External Access off, it will remove the QR codes and the link from being used.



Click on the QR code to download and print as required.



When anyone scans the QR code they will be able to see all training records for that trainee, download their certificates and view 'Additional Trainee Documents'. The additional documents can be turned off for External Access.



SUMMARY OF EXTERNAL ACCESS

External Access is an effective way to provide access to your SHEQ management system for your entire organisation, more securely, and without the normal associated costs.

External Access even allows people outside of your organisation to report in, view your individual training records, asset documentation or even your internal policies and procedures, all in read only format and access can be withdrawn when no longer required at the touch of a button.

- *More cost effective than full system users*
- *Improve data capture and accuracy*
- *Greater trend analysis with more data*
- *Reduce risk and improve data privacy with less users*
- *Users only record what you allow them too and you can restrict access at any time.*
- *Use the MY Incidents and MY NCR mobile apps like a full system user*
- *Flexible access to more modules*
- *Provide auditors with all the information before they attend site (ideal for remote auditing).*
- *Take training records onto any site securely*
- *Rest assured that external access will only allow access to the areas you want to allow*
- *View Asset requirements during a walkaround for easy auditing, and document access*



HOW MUCH COULD YOU SAVE?

Savings over adding full users to your system

£4,500 +

Reduced audit days

£ /day

Reduced lost time injury from better near miss reporting

£?

Reduced lost incident reports

£?

Improved quality control

£?

Quicker reaction times to incidents

£?

Time saved across your whole organisation

£ /day per person

TOTAL

£0000's

*Based on up to 500 employees as users.

PRICING

500 EXTERNAL USER PACKAGE - £500 +VAT

Access for up to 500 External Users to be able log an incident, accident, NCR, view an Asset or Requirement.

1000 EXTERNAL USER PACKAGE - £1000 +VAT

Access for up to 1000 External Users to be able log an incident, accident, NCR, view an Asset or Requirement.

