



www.clearquality.co.uk



MEMBER LOG IN

To begin, Please visit
YMS.CLEARQUALITY.CO.UK

When you first visit yms.clearquality.co.uk you'll see the following screen.

Please log in to your account by using the username and password you were provided with.

If you've forgotten your password, please click the Forgotten Password button and follow the instructions to re-set your password.



USER DASHBOARD

Once logged in you'll see the user dashboard area.

The dashboard is split into two areas, the main content area in white, and the dark blue side navigation menu.

From the side navigation menu you can:

• View, edit & add ISO categories

From the main content area you can:

- View/edit users
- View/edit files
- View/edit upcoming audits
- View notifications
- Search
- Give feedback



Main Dashboard View

ADD USERS

To add a new user, please click the "Active Users" button.



This will open the user's page.

To add a new user, click the 🔒 Add button.

To edit or remove an existing user click the •••• button and select "edit" or "remove" from the dropdown options.

The Edit/Add user page allows you to input or change the users:

- Name
- Email
- Roles
- Active status
- Date & time range

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Puli Name	Entell			Active	ALLESS	~
Prototype Creative	studio@prototypecreative.co.uk			~	Always	
Prototype Creative Josh Abbotts	studio@prototypecreative.co.uk josh@prototypecreative.co.uk			~ ~	Always Always	
Prototype Creative Josh Abbotts Gav Winder	studio@prototypecreative.co.uk josh@prototypecreative.co.uk gav@prototypecreative.co.uk			× × ×	Always Always Always	

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Users overview

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				Q	4	Prototype Creative	*	Need Help?
Osers / Add Oser								
Name			Email					
Auditer			auditer@sample.com					
Role(s)								
Admin			Auditer					
Super Admin								
Active?								
Date	Time Range							
24th March	09:00 16:00	#						
2401100001	05.00 - 10.00							
Save Cancel								Delete

Edit / Add user

FILES

To view, add or edit your files, please click the "Files" button.



This will open the files page.

To edit or remove a file click the •••• button and select "edit" or "delete" from the dropdown options.

The edit page allows you to input or change the: Title, version number, uploaded file & Add comments.

You can save your changes by clicking the save button

To save the file as a draft click the Save as Draft button.





Adding a file



NOTIFICATIONS

To view your notifications please click the "Notifications" button. C Notifications 10

This will open the notifications page. From here you can view and reply to notifications.

To view a notification thread, simply click on the notification you want to view.

This will open the view thread page. Here you can view all previous messages and reply by using the Add Reply section.

	Q	4	Prototype Creative	Need Help?
Active Archive				
Notifications				
Notification 1				
This is sample notification text.	(→			
Notification 2				
This is sample notification text.	€			
Notification 3				
This is sample notification text.	(→			
Notification 4				
This is sample notification text.	(→			

Notification overview

Subject	Percipients	Last Updated
Test 12345	IQMS Consultant IQMS Client Admin	7 Sep 2021, 14:58
IQMS Consultant Notification test		
7 Sep 2021, 14:55		
IQMS Consultant Another message test		
7 Sep 2021, 14:58		
Add Reply		
Message		

Notification thread

SIDE NAVIGATION MENU

The side navigation allows users to organise their files into individual categories and folders.

Cateogies

A category is a main folder which can contain sub folders and files. This allows a user to create individual categories for different ISO standards.

Folders

A folder is a container for individual files. They allow the user to group relevant files together to improve usability. Each category can contain multiple folders, as the example to the right shows.



CATEGORIES

To create a new Category click the + Add Category button.

This will open a new page where you can add the following details:

• Title

- Qualification
- Visibility
- Active status

The Categories page allows you to view, edit, add or delete all created categories.



Category	Qualification	Active	Actions
Appendix	ISO 9001:2015	~	2 🕯
Internal Audits	ISO 9001:2015	~	2 🕯
Management Reviews	ISO 9001:2015	~	2 🕯
Non-Conformance	ISO 9001:2015	~	2 🕯
QMS	ISO 9001:2015	~	2 🕯
SOP	ISO 9001:2015		2 🕯
Training Records	ISO 9001:2015	~	2 🕯
Employee Review	ISO 9001:2015	~	2 🕯

FOLDERS

To add a new folder click the + Add Folder button

Enter the new folder name and click the Save button.

To add a new file to this folder click the + New File button.



Add folder

HELP/FEEDBACK

If you require help or wish to provide feeback, please click the Need Help? button.

You can then enter your message and send it or contact Clear Quality directly via the listed phone or email details.





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