



VIVID

# Quick Start Guide

**Vivid** streamlines the reporting, tracking, and management of incidents, inspections, and issues within your organization.

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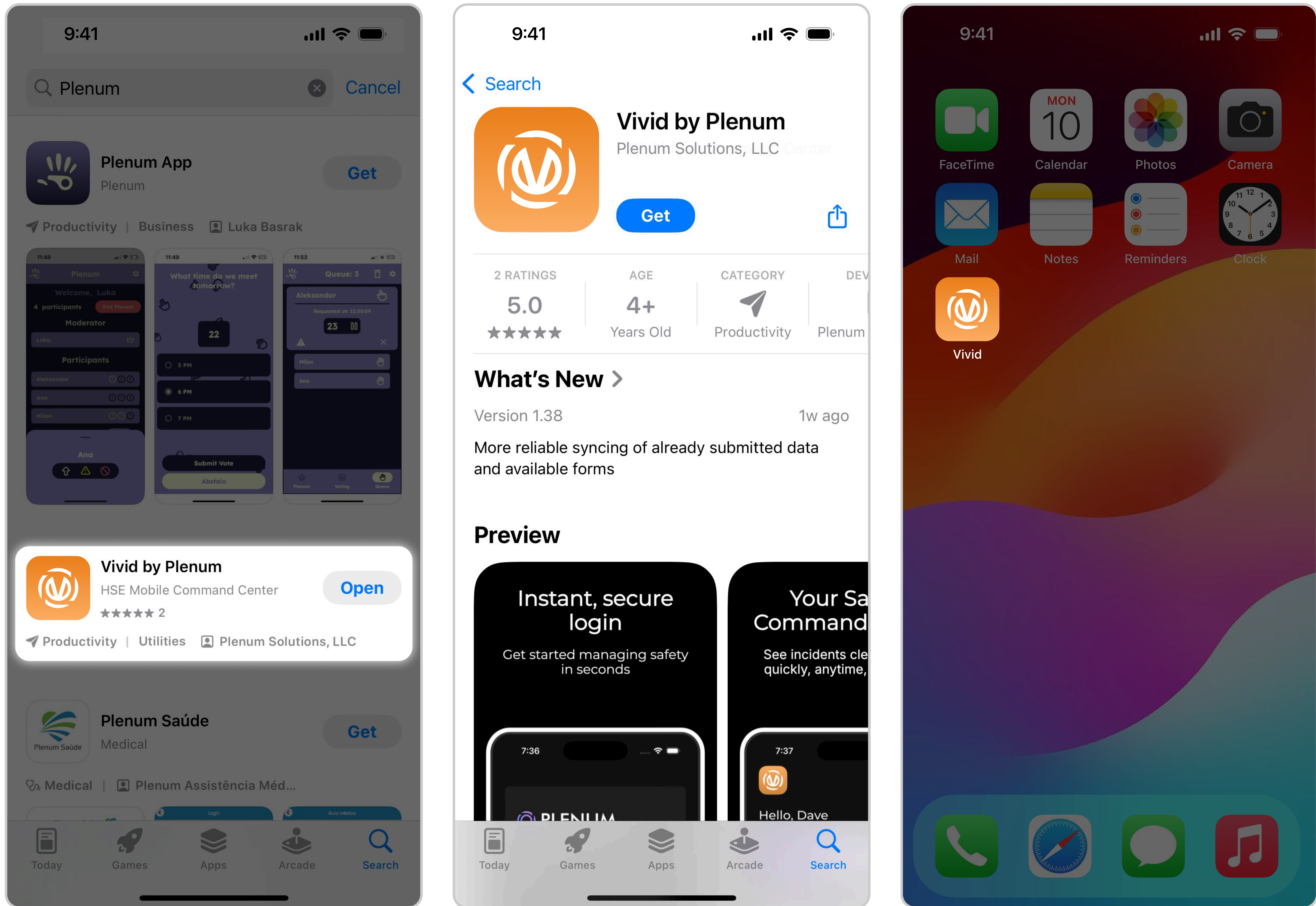
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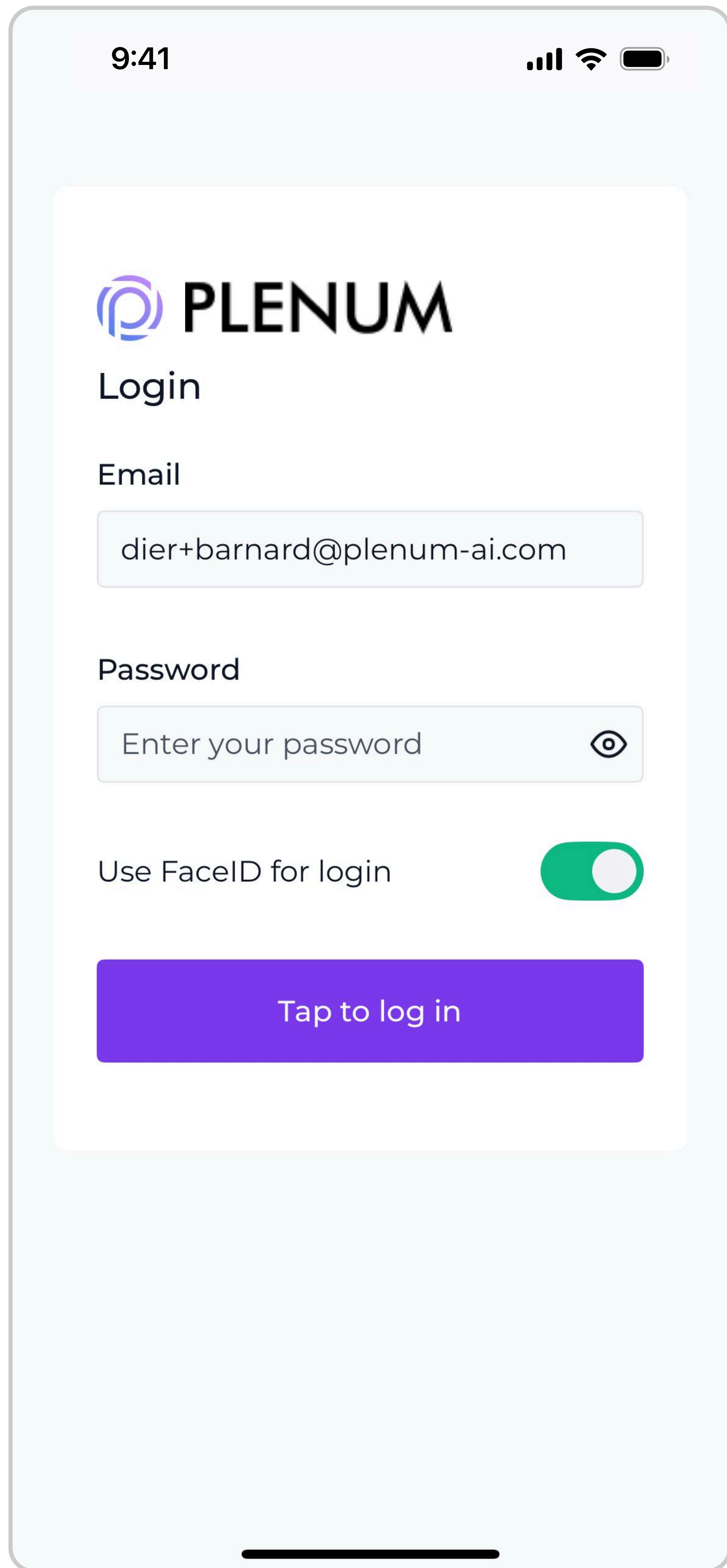
## DOWNLOAD VIVID FROM THE APP STORE OR PLAY STORE

1. Open the App Store app on your mobile device
2. Search “Plenum” and select “Vivid by Plenum”
3. Tap “Get” to download Vivid by Plenum

### HOW CAN I DOWNLOAD VIVID BY PLENUM ON THE GOOGLE PLAY STORE?

The process is the same. Search for “Plenum” and select “Vivid by Plenum”.





## LOG IN

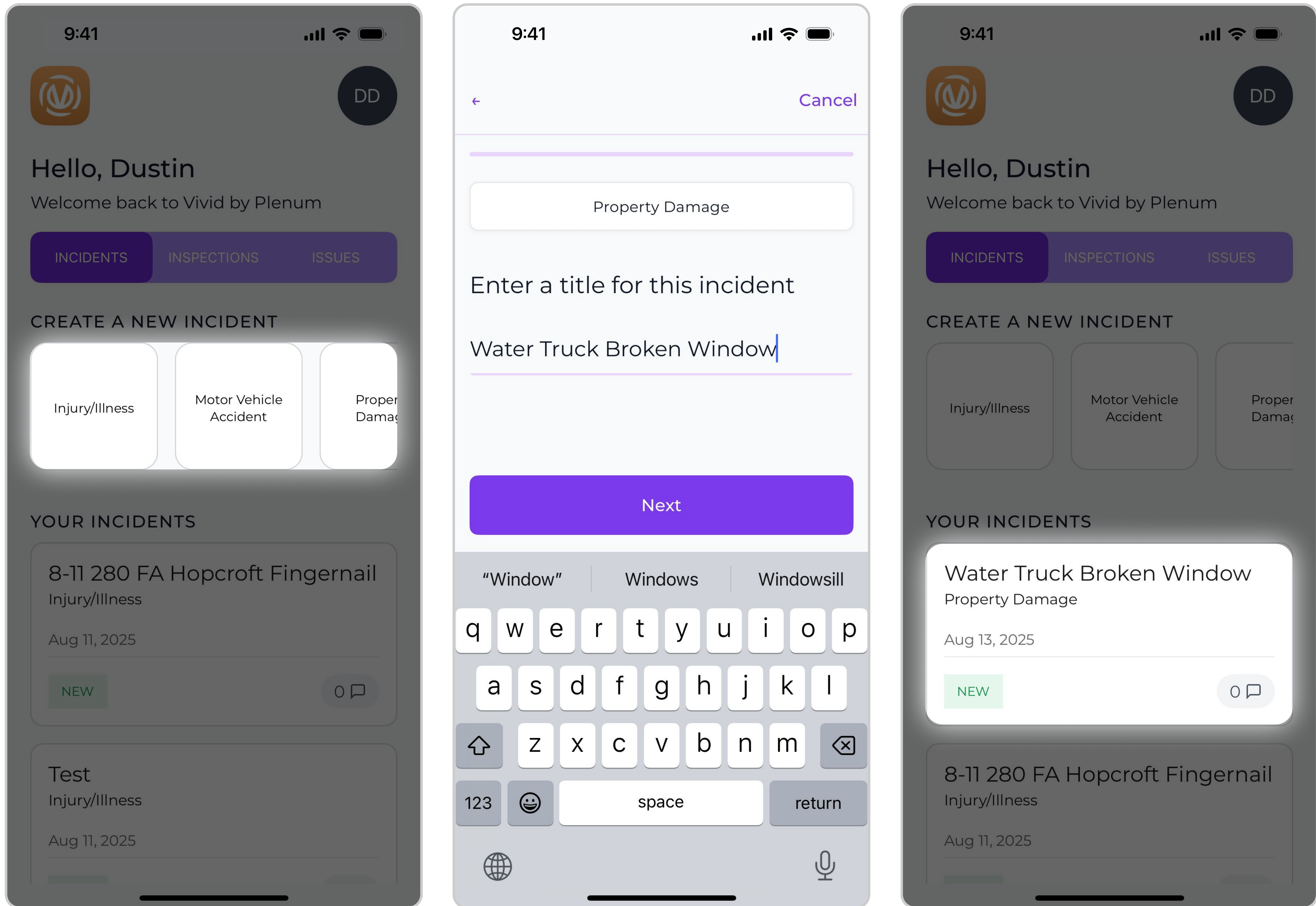
1. Open the Vivid app on your mobile device
2. Enter your credentials and tap Log In

### **WHAT'S MY USERNAME AND PASSWORD FOR THE VIVID MOBILE APP?**

The same username and password given to you for the desktop version will work for the app.



# VIVID | Log a New Incident

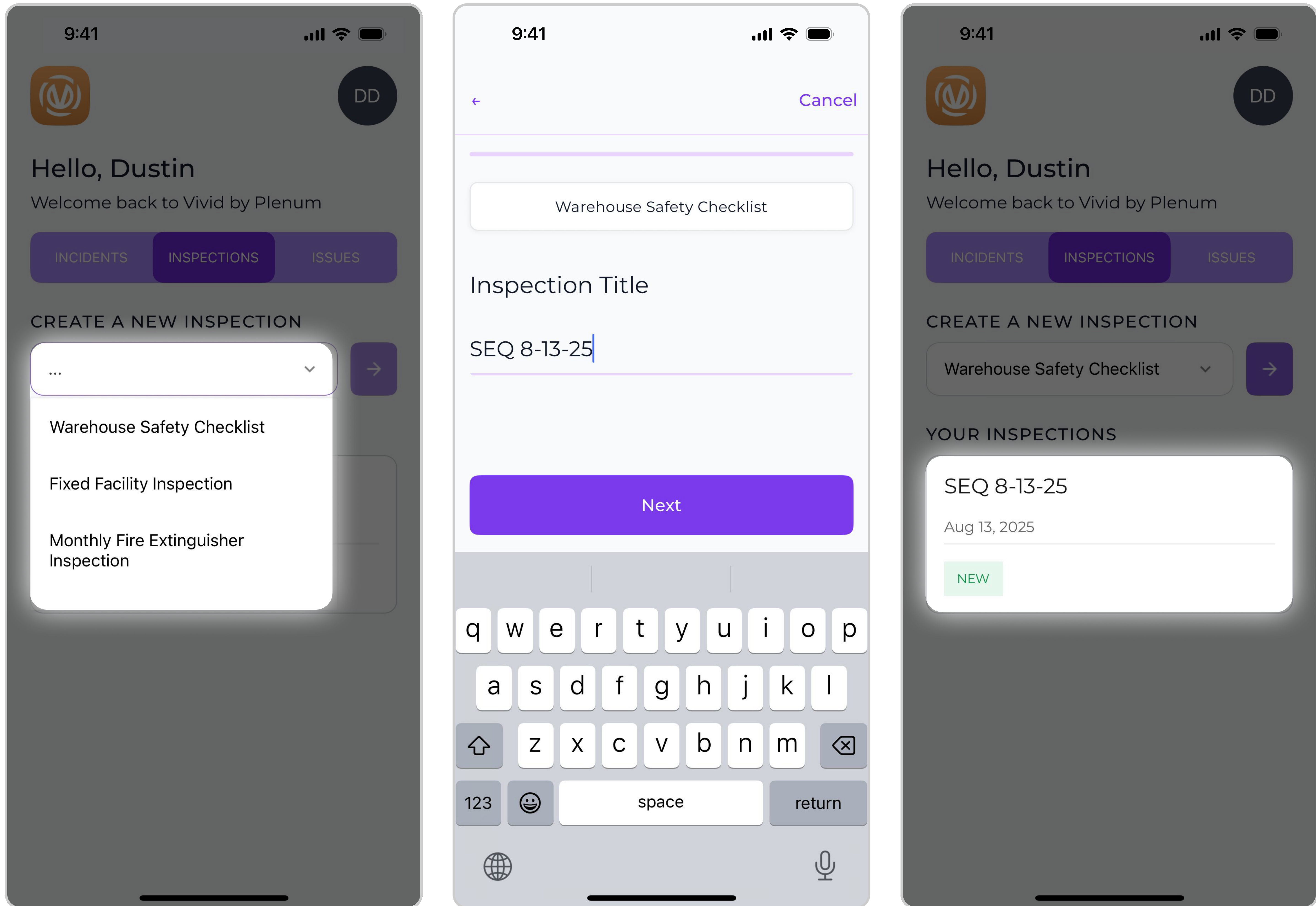


## LOG A NEW INCIDENT

1. Tap the **Incidents** tab.
2. Select the incident type (e.g., Injury/Illness)
3. Fill in fields as prompted, including things like:
  - Text
  - Location (drag map pin if needed)
  - Photos or documents
  - Sign-off (digital signature)
4. Tap **Submit** to save, and exit to see it reflected below



# VIVID | Start a New Inspection

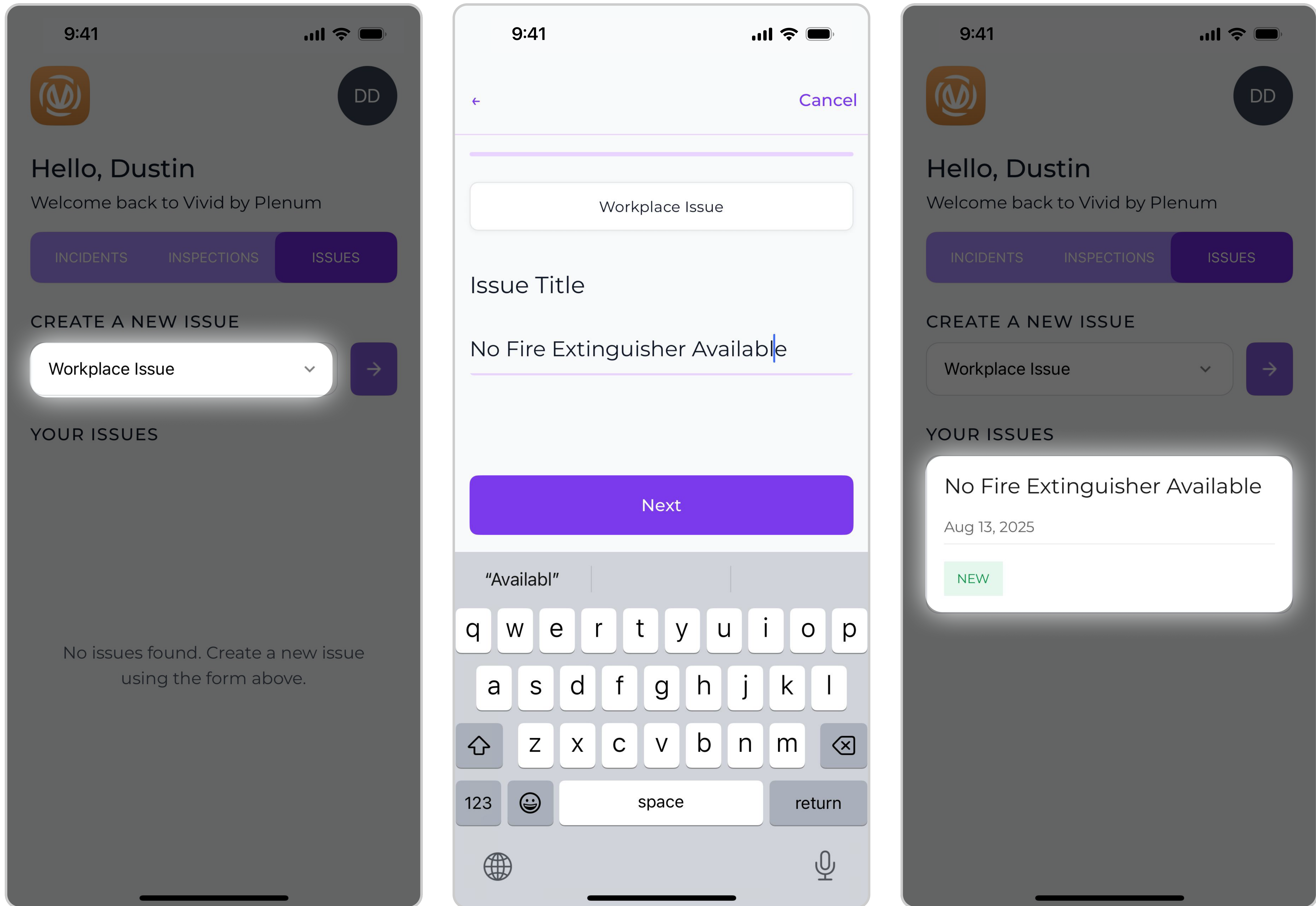


## START A NEW INSPECTION

1. Tap **the Inspections** tab.
2. From the drop-down menu, select an inspection form (e.g., Warehouse Safety Checklist).
3. Fill in fields as prompted, including things like:
  - Text
  - Photo or documents
4. Add location and signature when prompted.
5. Tap **Submit** to save, and exit to see it reflected below



# VIVID | Logging an Issue



## LOG A NEW ISSUE

1. Tap the Issues tab.
2. Choose the appropriate issue form from the drop-down list.
3. Fill in details, attach any photos, and submit.
4. Tap **Submit** to save, and exit to see it reflected below

