



VIVID

Quick Start Guide



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

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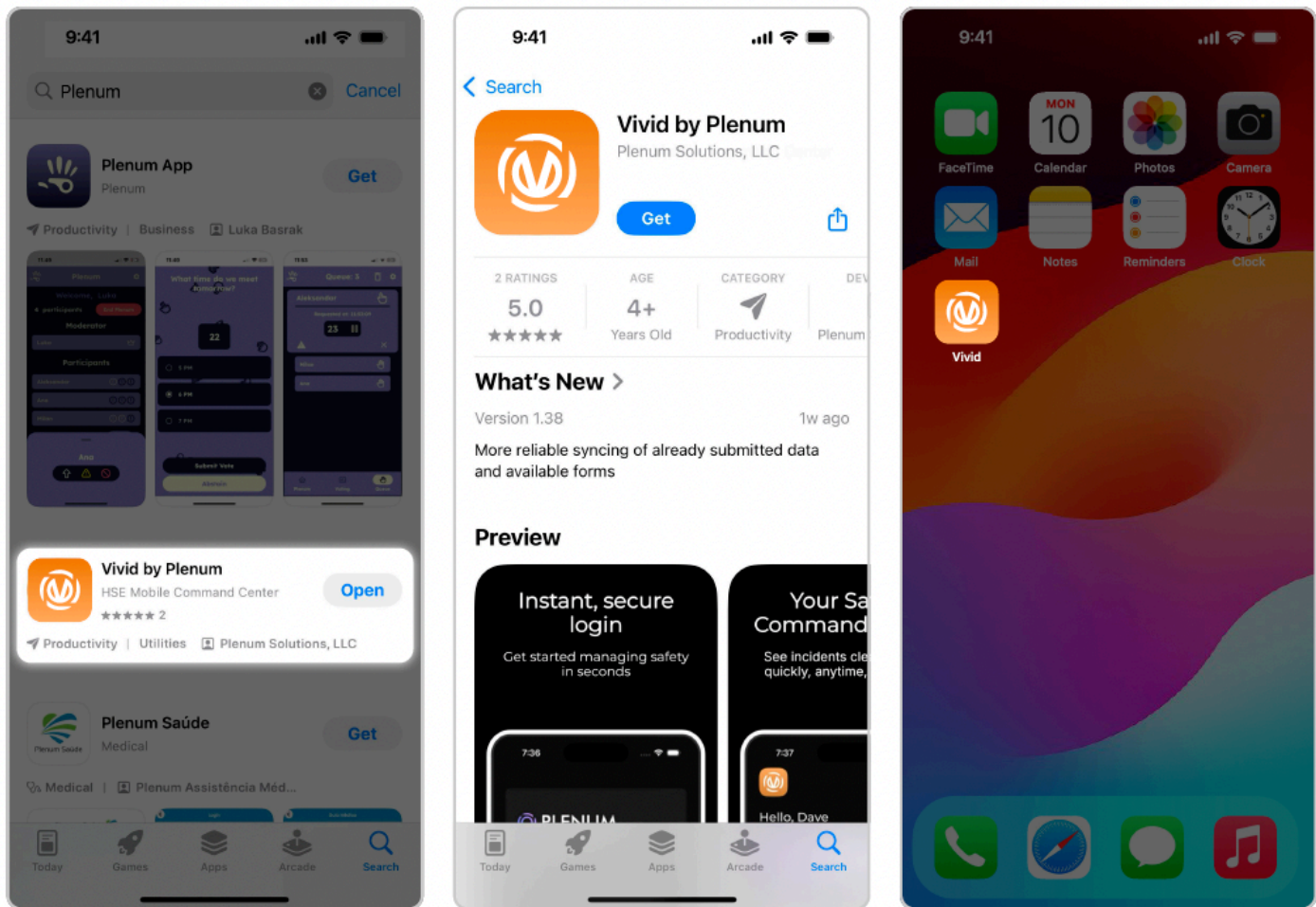
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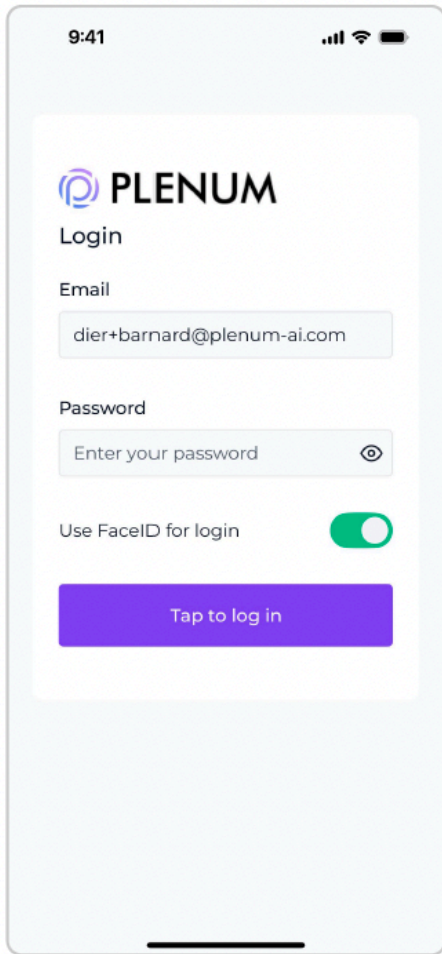


DOWNLOAD VIVID FROM THE APP STORE OR PLAY STORE

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".

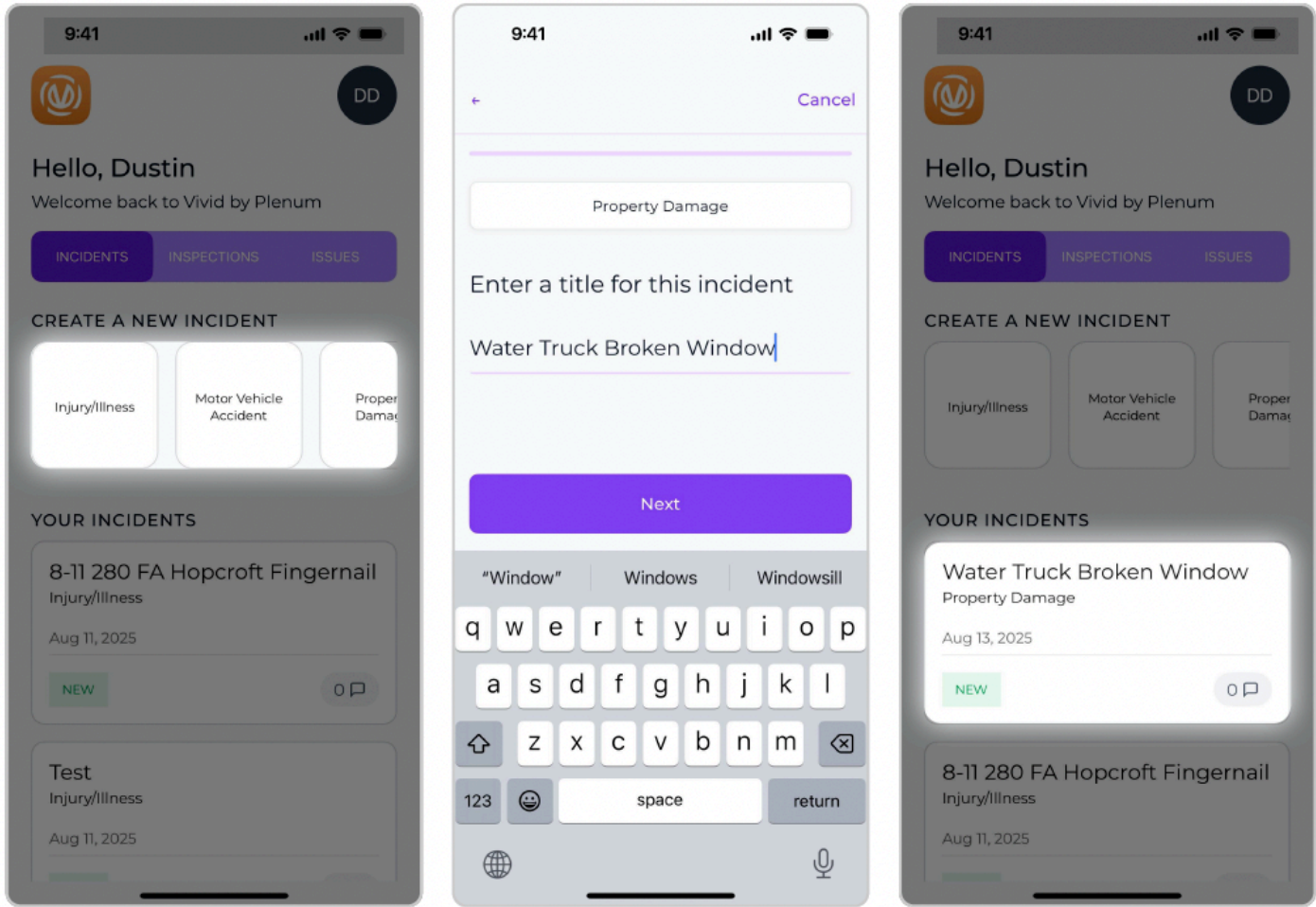


LOG IN

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

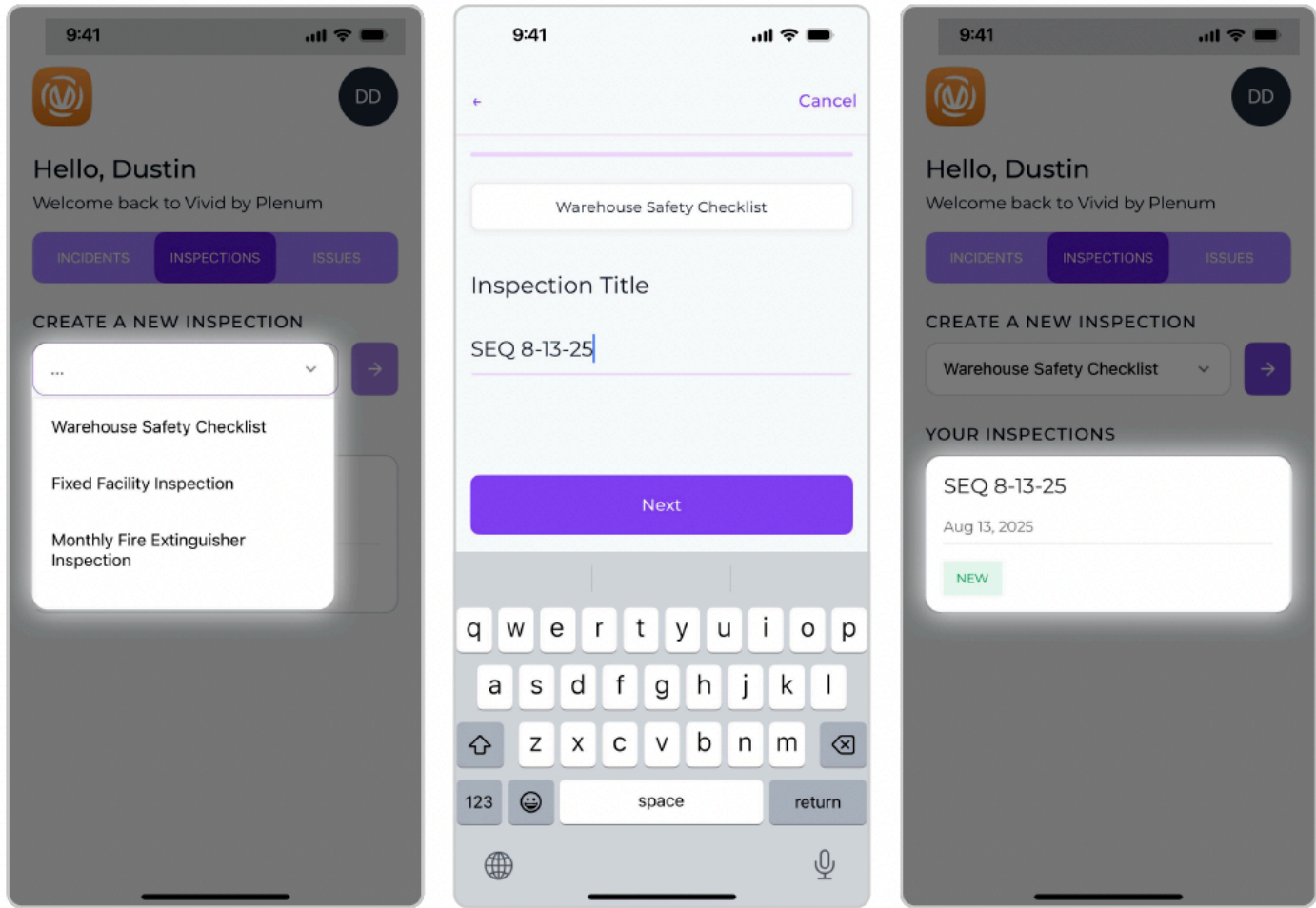
WHAT'S MY USERNAME AND PASSWORD FOR THE VIVID MOBILE APP?

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



LOG A NEW INCIDENT

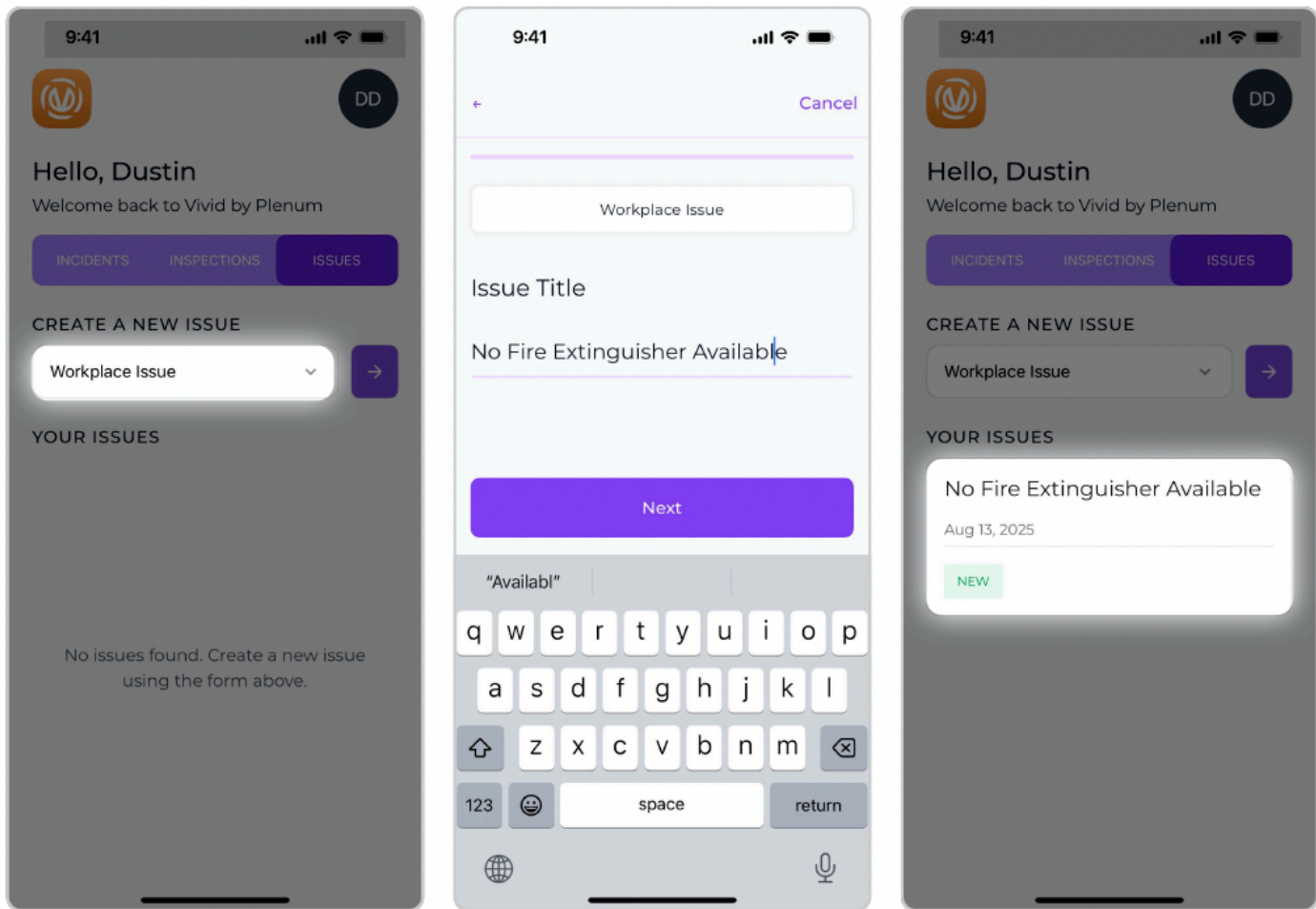
1. Tap the **Incidents** tab.
2. Select the incident type (e.g., Injury/Illness)
3. Fill in fields as prompted, including things like:
 - Text
 - Location (drag map pin if needed)
 - Photos or documents
 - Sign-off (digital signature)
4. Tap **Submit** to save, and exit to see it reflected below



START A NEW INSPECTION

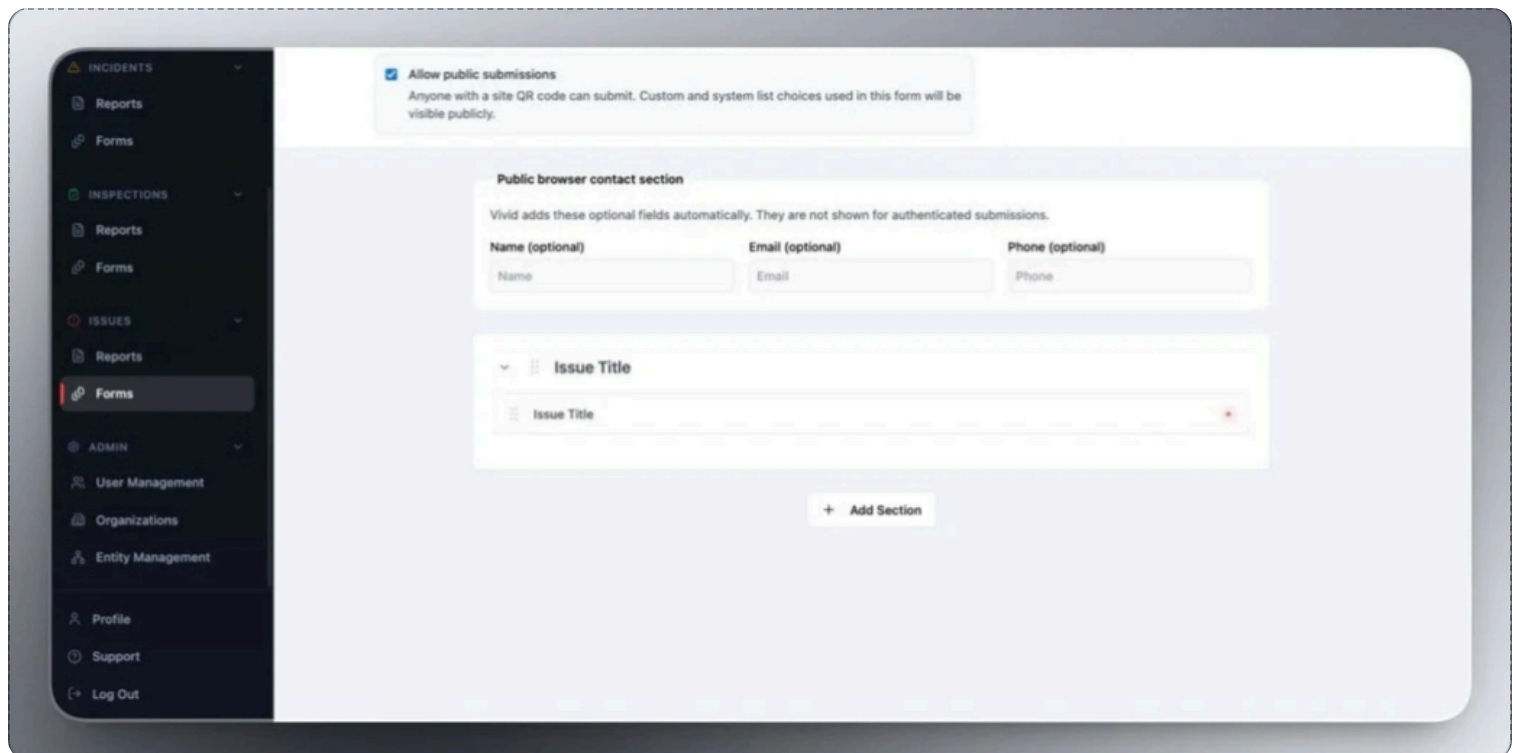
1. Tap **the Inspections** tab.
2. From the drop-down menu, select an inspection form (e.g., Warehouse Safety Checklist).
3. Fill in fields as prompted, including things like:
 - Text
 - Photo or documents
4. Add location and signature when prompted.
5. Tap **Submit** to save, and exit to see it reflected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



The screenshot shows the Vivid Forms editor interface. On the left is a dark sidebar with a menu containing: INCIDENTS (Reports, Forms), INSPECTIONS (Reports, Forms), ISSUES (Reports, Forms - highlighted), ADMIN (User Management, Organizations, Entity Management, Profile, Support, Log Out). The main area is light gray and contains a form configuration panel. At the top, a toggle 'Allow public submissions' is checked, with a note: 'Anyone with a site QR code can submit. Custom and system list choices used in this form will be visible publicly.' Below this is a 'Public browser contact section' with optional fields for Name, Email, and Phone. A note states: 'Vivid adds these optional fields automatically. They are not shown for authenticated submissions.' The main form area shows a dropdown for 'Issue Title' and a text input field. At the bottom right is a '+ Add Section' button.

LET ANYONE REPORT AN ISSUE (ADMINS, ON DESKTOP)

1. Go to **Issues › Forms** and open an Issue form.
2. Check **Allow public submissions**. New Issue forms have it on by default; existing forms stay off until you turn it on.
3. Remove any **organization** or **employee** selector questions. Vivid won't save a public form that has them.
4. Publish the form, create a **site QR code** for each location, print it and post it. Scan it once to test.
5. Check **Issues › Reports** regularly. Public reports arrive marked Anonymous and unassigned. No notification email is sent.

WHAT WILL THE PUBLIC SEE?

Only your form. Choice lists the form uses are visible to the public, and Vivid adds optional Name, Email and Phone fields. Reporters can't see your other records. To stop, uncheck Allow public submissions.

REPORT AN ISSUE WITHOUT LOGGING IN

1. Open your phone camera and scan the **site QR code**.
2. The Issue form opens in your browser. No account or app needed.
3. Answer the questions and add photos or a signature if asked.
Leave your name, email or phone if you'd like follow-up.
4. Tap **Submit**. You'll see a confirmation receipt.

 I HAVE A VIVID LOGIN. SHOULD I USE THIS?

Use the Vivid app instead (see Log a New Issue). The QR form is for people without an account.