Welcome, to your Cloud Customer Portal

Every one of our customers get their very own Customer Portal, their own filing cabinet in which we store all their site documents

In order to view your Customer Portal you must first request an invitation by emailing us at office@platinumsec.co.uk
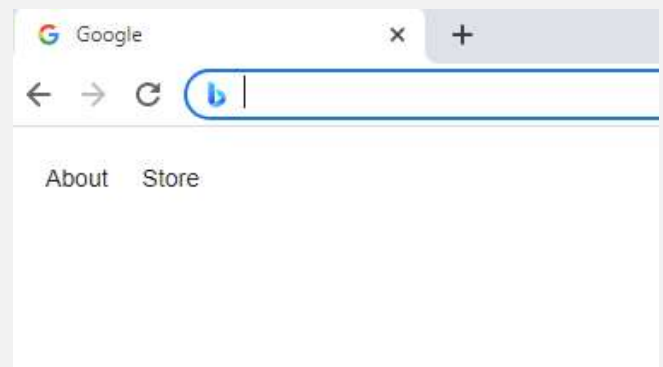
We will then email you an invitation to create a login password.

Just follow these 3 easy steps

Step 1

Click on the following link or open a web browser and go to:

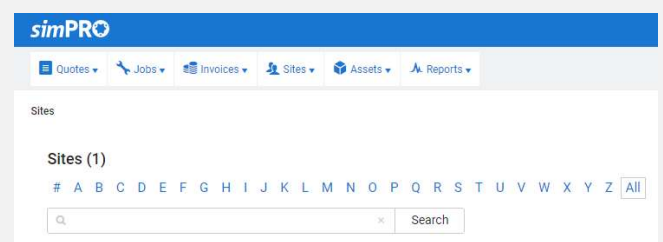https://platinumsecurity.simprosuite.com/customer/

Step 2

Enter your Username (email address) and chosen Password

Click on Login

Step 3
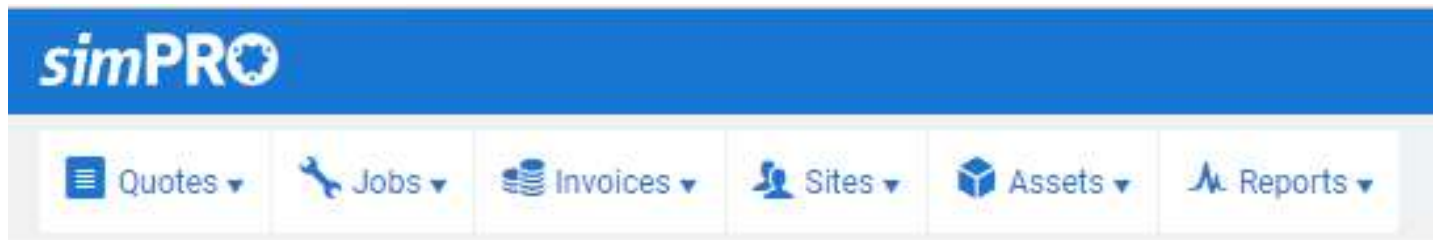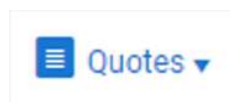
That's it. You're into your Customer Portal

This is your Online Cloud Portal Dashboard

Once logged in you'll see your Main Menu tabs

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| Quotes ▾ | Jobs ▾ | Invoices ▾ | Sites ▾ | Assets ▾ | Reports ▾ |

Tab Contents

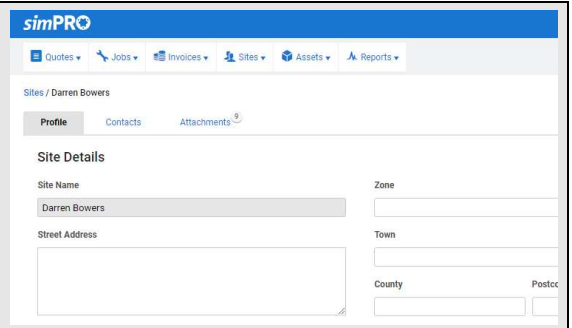| Quotes ▾ | Here you can view any outstanding or actioned quotations |
Jobs ▾	Here you can view any Pending, Progressed, Completed, Invoiced or Archived Jobs
Invoices ▾	Here you can view any Unpaid/Paid Invoices along with a current Statement
Sites ▾	Here you can view your current sites along with any documentation we hold
Assets ▾	Here you can view which Assets you have installed within each of your sites
Reports ▾	Here you can view PPM Reports, Defect Reports and view your Test History

Platinum

View your Site Files

We hold documents within your online Cloud Portal which you can access and download at any time. Imagine, your very own online filing cabinet.
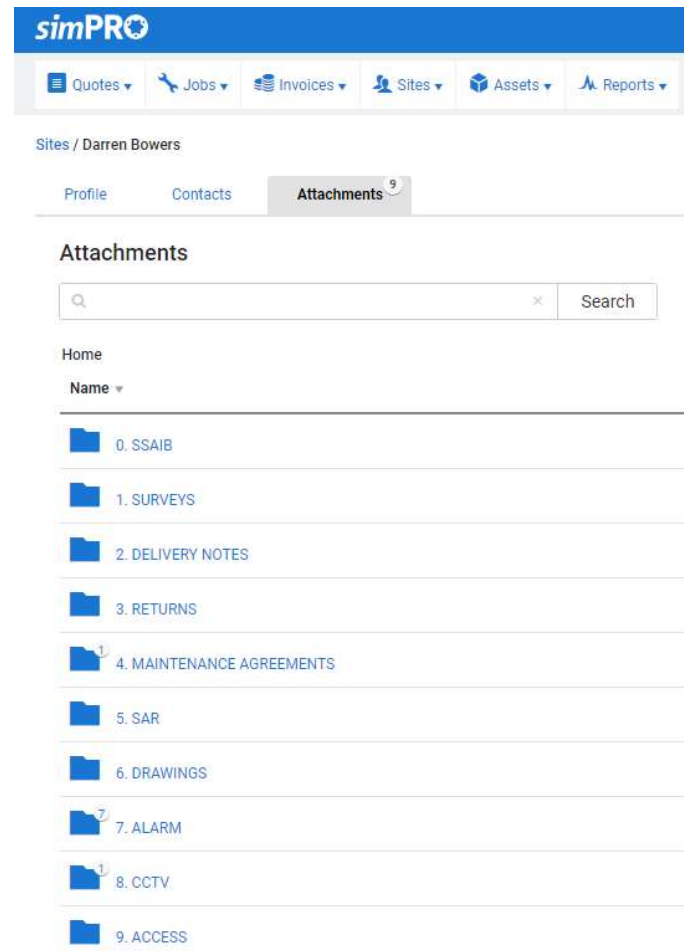
Follow these steps to view your files.

1. Click on **Sites ▾**

2. Choose your site

3. Click on Attachments

File Contents

File Name	File Contents
0.SSAIB	Were your site to be audited by an SSAIB inspector, here you will find their report
1.Surveys	Here you will find all site survey reports completed at this site
2.Delivery Notes	**Restricted** Here we keep delivery notes for equipment installed
3.Returns	**Restricted** Here we keep return documents for equipment returned
4.Maintenance Agreements	Here you can find copies of your Maintenance Agreements
5.SAR	Here you can find all or any CCTV Subject Access Requests made
6.Drawings	Here you can find any site drawings we have prepared or hold
7.Alarm	Here you can find documentation held on your Alarm System
8.CCTV	Here you can find documentation held on your CCTV System
9.Access	Here you can find documentation held on your Access Control System

Don't forget to Log Out when you're done
Simply click on the Stan-by icon at the top of the page

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