



Crimson user guide

Users

November 2014

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Introduction

Crimson is Zurich's powerful online reporting system, which we've developed in response to our customers' feedback. We've years of experience using the internet to help our customers manage their business risks and believe you'll find that Crimson is a major step forward in this vital area.

Through Crimson customers can;

- View the status of all their engineering reports in one place.
- Create exception reports to highlight plant with serious defects.
- Mobilise resources where defect trends present a risk to workplace safety.
- Take data from reports and integrate it into Excel spreadsheets to create powerful management information.
- Identify what follow up actions need to be completed and when.
- Add, delete or amend Crimson users within their business – to control who has access to the system and the amount of information they can view.

Although Crimson is a powerful tool, using it is simple and straightforward. To help you become familiar with the system's various functions and reports you can use this user guide, explaining the functions, features and benefits of each section on the site.

NOTE: Crimson is supported in Internet Explorer (up to version 9) and Google Chrome.

Access to Crimson

Moving to Crimson, getting set up is quick and easy.

All you need to do is complete an on-line authorisation form. Provide the name and contact details of your company, your policy and schedule number along with your nominations of at least one security user at:

<https://www.zurich.co.uk/engineering/onlinereporting/registernow/Authorisationform.htm>

Help and Support

We have a dedicated team to help you with any Crimson related issues.

Contact the team on 0121 697 9259 or email crimson@uk.zurich.com

Complimentary monthly webinars are available should you wish to see the main features of Crimson explained, please contact the Crimson Team above for more details.

Alternatively, if you have a general query, please contact us using the details below:-

Zurich Engineering
126 Hagley Road
Edgbaston
Birmingham
B16 9PF

Tel: 0121 456 1311
Fax: 0121 697 9136

Email: engineering@uk.zurich.com
Web: <http://www.zurich.co.uk/engineering>

Crimson Definitions

To help understand Crimson and this user guide, the following definitions have been provided below:-

Security user

Able to create, delete and amend security users, community owners and community members. They can also create, delete and amend communities and have access to all reports for that customer database.

Read all user

Able to access all reports for that customer database.

Community owner

Can be either an existing security user or a community owner in their own right. They can choose community members and see all reports allocated to their community.

Community member

A person added to a community by the security user or community owner. They can see all reports for their allocated community.

Customer database

This is your site in Crimson. This database contains all reports and other information pertaining to a customer.

Customer community

If you want to set up more than one area where reports can be allocated to and assign various users, you can create various communities, e.g. North, South or Runcorn, Brighton, etc. to reflect the make up of your company.

Users list

When a user is added to the system they are initially added to the list of users. At this point they are not allocated to a community and can not see any reports, until they are allocated by a security user or community owner.

Crimson Login Page

This is the homepage of the Crimson site. It notifies you of Crimson updates and provides links to other areas within the Zurich Engineering website.

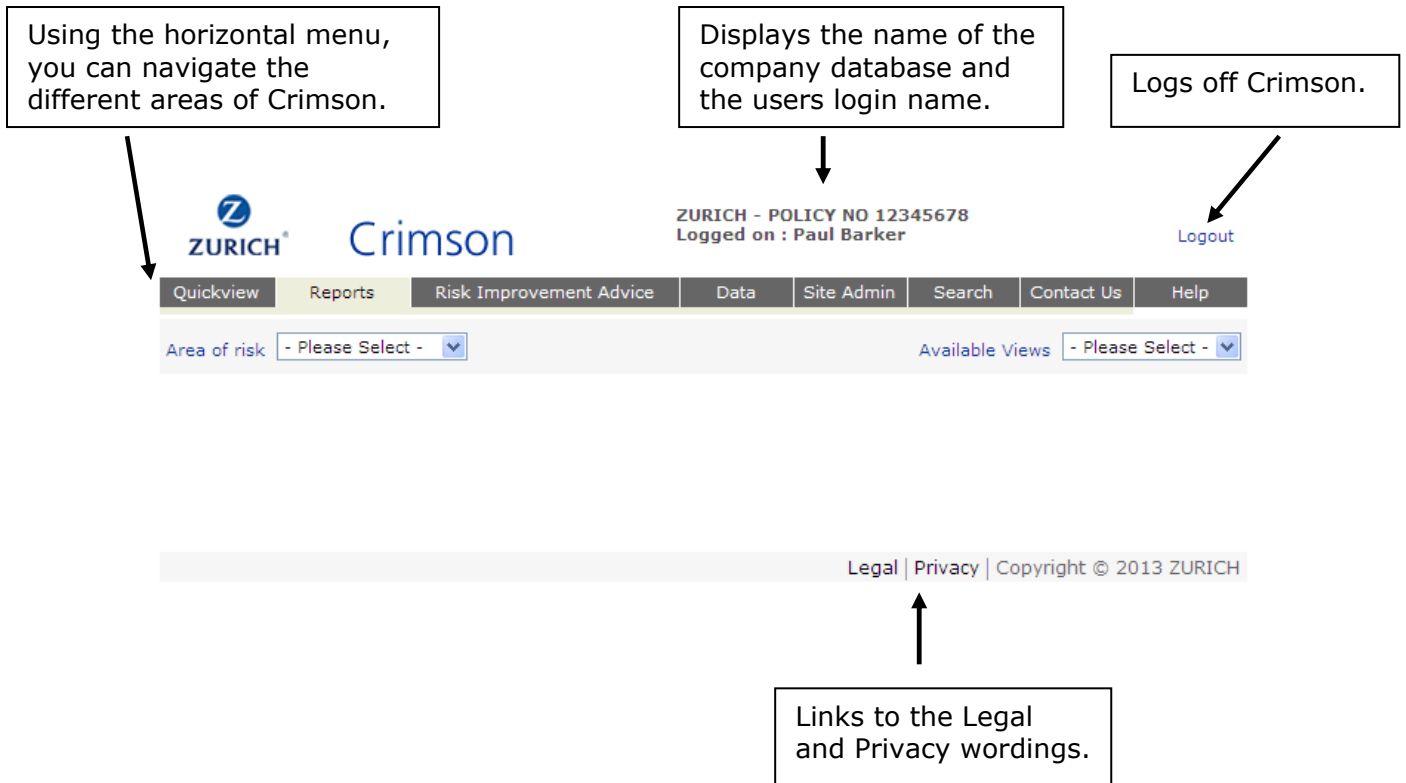
<https://www.zuricheng.co.uk>

To login, simply enter your provided username and password in the relevant boxes and click 'login'

The screenshot shows the Crimson Login page. At the top left is the Zurich logo with the text 'ZURICH' and 'Crimson' next to it. Below the logo is a navigation bar with links: 'Working with you', 'About us', and 'Problems logging in'. The main content area has a light green background with the heading 'Crimson Login'. Below the heading are two input fields: 'Username' and 'Password'. A callout box on the left contains the text 'Enter your username' and 'Enter your password', with an arrow pointing to the Username field. Below the input fields is a 'Login' button. At the bottom of the page, there is a 'Contact Us' section with the following text: 'We have a dedicated team to help you with any Crimson-related issues. Contact the team on 0121 697 9259 or email crimson@uk.zurich.com'. Below this, it says 'Alternatively if you have a general query, please contact us using the details below:-' followed by contact information: 'Address: Zurich Engineering, 126 Hagley Road, Edgbaston, Birmingham B16 9PF', 'Tel: 0121 456 1311', 'Fax: 0121 697 9136', and 'Web: www.zurich.co.uk/engineering'.

Navigation

Crimson is quick and easy to navigate.



Reports

Using the Views

Here you are able to see, in a tabular format, all reports which are assigned to the community / communities that you are a member of.

1. Area of risk = 'Engineering'

2. Available Views = Select a view that displays the required information, in the example below 'Inspection date by Month'.

The screenshot shows the ZURICH Crimson Reports interface. At the top, there is a navigation bar with tabs for Quickview, Reports, Risk Improvement Advice, Data, Site Admin, Search, Contact Us, and Help. The user is logged in as Paul Barker. The main content area has several filters: Area of risk (Engineering), Available Views (Inspection Date by Month), Select by Policy/Schedule (12345678 / LIFTING), Select by Location (126 Hagley Road, Edgbaston, Birmingham), and Select by Insp. Date (All). A 'Go' button is located to the right of these filters. Below the filters is a table of inspection reports with columns for Select, Schedule, Location, Item No, Item Description, Insp Date, Inspection Type, and Report. The table contains several rows of data, including items for Electric Fork Lift Trucks and Gym Equipment. At the bottom of the table, there are buttons for Select All, Clear Selections, and Forward. Below the table is a pagination bar with links for Previous page and Next page, and a dropdown for Items per page (set to 10). The footer contains links for Legal, Privacy, and Copyright © 2013 ZURICH.

Select	Schedule	Location	Item No	Item Description	Insp Date	Inspection Type	Report
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	FTE9659	Electric Fork Lift Truck.	31/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL2	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL3	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	01	Gym Equipment:- Description. - 3 four section swing out wall bars/agility frames.	07/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	02	Gym Equipment:- Description. - 2 gymnastic rings c/w ropes, straps, and karabiners.	07/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	03	Gym Equipment:- Description. - 1 rope ladder (on agility frame).	07/10/2012	T	📄
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	04	Gym Equipment:- Description. - 1 climbing ropes (on agility frame).	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	05	Gym Equipment:- Description. - 6 large balancing benches.	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	06	Gym Equipment:- Description. - 2 small balancing benches.	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	07	Gym Equipment:- Description. - 2 wall mounted basketball hoops and backboards.	07/10/2012	T	✓

3. You can then refine your search further – each of these options appears in sequence.

4. Once your search criteria are set, you simply click 'Go'

5. Navigate between pages of results using 'Next page' or 'Previous page'.

6. Displays present page of available pages.

7. Items per page is user configurable for the results displayed per page.

Of the available views, some of the most useful are included below:-

Inspection Date by Month

Reports displayed per schedule in inspection date order.

Latest Date of Next Examination

Reports displayed per schedule in latest date of next examination order.

All Schedules by Item Status

Reports displayed per location in item status order

Written Schemes

Shows the current written schemes of examination per location.

Previous Reports by

Displays archived reports, the other views only show current reports.

Sorting Columns

In Crimson, selected columns are sortable so the report information displayed can be manipulated by the user.

5. Secondary sort, descending order.

4. Primary sort, ascending order.

1. Column headings in *Italics* are sortable.

<i>Select</i>	<i>Schedule</i>	<i>Location</i>	<i>Item No</i>	<i>Item Description</i>	<i>Insp Date</i>	<i>Inspection Report Type</i>
	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PC001	Universal Plate Clamp.	19/09/2012	T
	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PJ001	Hydraulic Jacking Beam. Pit Jack, office pit.	19/09/2012	T
	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PJ002	Hydraulic Jacking Beam. Pit Jack, far pit from office.	19/09/2012	T
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	JB001	Hydraulic Jacking Beam. Pit Jack	19/09/2012	T
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	JB002	Hydraulic Jacking Beam. Pit	19/09/2012	T
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	BJ003	Hydraulic Jack. Bottle jack	19/09/2012	T

2. Click on the column heading:-
Once for ascending order (upwards arrow)
Twice for descending order (downwards arrow)
Three clicks to remove the sort from that column.

3. Up to two columns can be sorted at once:-
Single headed arrow indicates the primary sort.
Double head arrow indicates the secondary sort.

Reports in More Detail

Each report is assigned a status. This status can be updated by those responsible for reviewing and actioning reports.

The four report status's are:-

- Unread
- Read
- Requires Action
- Completed Action

Select	Schedule	Location	Item No	Item Description	Insp Date	Inspection Report Type	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	FTE9659	Electric Fork Lift Truck.	31/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL2	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL3	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	01	Gym Equipment:- Description. - 3 four section swing out wall bars/agility frames.	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	02	Gym Equipment:- Description. - 2 gymnastic rings c/w ropes, straps, and karabiners.	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	03	Gym Equipment:- Description. - 1 rope ladder (on agility frame).	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	04	Gym Equipment:- Description. - 1 climbing ropes (on agility frame).	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	05	Gym Equipment:- Description. - 6 large balancing benches.	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	06	Gym Equipment:- Description. - 2 small balancing benches.	07/10/2012	T	
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	07	Gym Equipment:- Description. - 2 wall mounted basketball hoops and backboards.	07/10/2012	T	

1. Click on the icon displayed to view the report:

If this icon is an **envelope** this indicates an 'Unread' report. All reports will be marked unread initially.

If this icon is a **red page** then the report has been read.

If this icon a **spanner** this indicates a report which requires actioning.

If the icon is a **green tick** this indicates that the spanner has been actioned.

Once the report is opened the lower section of the report provides functionality to add comments, set the report status and save or print the report.

Client's Additional Comments

1. Type in your comment and click on 'Submit Comment'.

This will update the Comments History box.

Click on 'Save changes' to ensure your entry is then saved.

Comments History

Date/Time	User	Comment
11 March 2013 15:17:40	Paul Barker	Item sent for repair.

[.. more comments](#)

2. Allows the option to view more comments than currently displayed.

3. 'Quit' closes the report without saving any changes.

4. 'Print' enables printing of the report to a local printer.

Report Status Read Needs Actioning Completed Action

5. Set Report Status, as displayed in the views.

6. 'Save Report as' offline as an html file.
NOTE: This feature does not work in Google Chrome.

Forwarding Reports

Crimson provides the functionality to forward one or more reports in PDF format to one or more recipients email addresses.

This enables those without Crimson to view electronic copies of the report.

The maximum number of reports that can be forwarded per request is 100. Each request is queued and processed every 30 minutes.

1. Select the report(s) to forward.



Select	Schedule	Location	Item No	Item Description	Insp Date	Inspection Type	Report
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	FTE9659	Electric Fork Lift Truck.	31/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL2	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	PGL3	Electric Passenger/Goods Lift. Serving 5 Floors.	20/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	01	Gym Equipment:- Description. - 3 four section swing out wall bars/agility frames.	07/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	02	Gym Equipment:- Description. - 2 gymnastic rings c/w ropes, straps, and karabiners.	07/10/2012	T	✓
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	03	Gym Equipment:- Description. - 1 rope ladder (on agility frame).	07/10/2012	T	📄
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	04	Gym Equipment:- Description. - 1 climbing ropes (on agility frame).	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	05	Gym Equipment:- Description. - 6 large balancing benches.	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	06	Gym Equipment:- Description. - 2 small balancing benches.	07/10/2012	T	✉
<input type="checkbox"/>	LIFTING	126 Hagley Road, Edgbaston, Birmingham	07	Gym Equipment:- Description. - 2 wall mounted basketball hoops and backboards.	07/10/2012	T	✓

< Previous page | Next page > Items 1 to 10 of 120 Select All Clear Selections Forward Items per page: 10

2. Click 'Select All' to select all reports on the current page.

3. Click 'Clear Selections' to select selected report(s).

4. Click 'Forward' to forward the report(s).

1. Senders email address populated from user account.

2. Recipients email address populated by the user. Multiple email addresses must be separated by a comma.

3. Select and click Add to add email addresses stored in the users address book.

4. Users free text message to recipients.

5. 'Quit' to cancel.

6. 'Submit' to forward reports to recipients email.

7. Option to send report's as one PDF or individual PDF's.
One PDF can be useful when printing large volumes of reports.

8. Option to include additional client comments on the reports.

A forwarding history is kept on the bottom of individual reports so that an audit trail can be maintained.

Report forwarding History				
Date Requested	Date emailed	Sender	Recipients	Comments
11/03/2013 16:58:32	*Pending	Demo User	crimson@uk.zurich.com	Please see attached for immediate action, update Crimson when complete

Data

Data provides the facility to download report data matching a range of user driven criteria. The data can be downloaded into either Excel or a HTML format.

Simply select the data report you want from the menu of data download reports, complete the required criteria and Crimson will convert the data into the chosen format.

ZURICH - POLICY NO 12345678
Logged on : Karen User

Logout

Quickview | Reports | Risk Improvement Advice | **Data** | Site Admin | Search | Contact Us | Help

You can download data from the following categories. By selecting the download type you can either view the data as HTML or as an excel spreadsheet. To commence the download, select the one data set you require from the list below using the checkbox and click the download button. You will be able to filter the data selection using the drop-down options on the download page.

Area of Risk

1. Select Area of Risk = `Engineering`.

Area of Risk	The following downloads are available
Engineering	Do you want to see arrivals to Crimson for a certain date range ?
Engineering	Do you want to see data on particular policies or occupiers? Latest Inspection Only.
Engineering	Do you want to see data on particular policies or occupiers ?
Engineering	Activity Analysis
Engineering	Do you want to look for items overdue inspection ?
Engineering	Generic Lifting, LEV, Electrical and Powerpress Report Download
Engineering	Do you want to see data on Electricity At Work Reports?

2. Choose one of the available downloads.

1. Select one, multiple or all Policy numbers.

2. Select one, multiple or all Occupiers.

3. If required add a date range.

4. Select to include all, current or archived reports.

5. Select all or multiple disciplines.

7. Click 'Go' to generate the data report.

6. Select the download format.



8. The loading icon will be displayed whilst your data report is being generated.

Please be patient, it may take a few minutes.

The results are presented within Excel and can be saved locally.

Using Excel functionality the data can be manipulated, such as autofilters for selecting AE defects or sort for displaying the results in date order.

	A	B	C	D	E	F	G	H	I	J
1	Location	Situation	Schedule	Client No	Serial No	Report No	Report Version	ES Item No	Description	Extra Description
	Sample Engineering 126 Hagley Road		L16		82-49486	32200436	12	I - J001	Manual Portable Jib Crane	
2	Sample Engineering 126 Hagley Road	On R1	L16		9818/1	32250436	12	E - T001	Manual Trolley	
3	Sample Engineering 126 Hagley Road		L16	5	81M11901	32290436	19	ZH - H01	Eye Hook	Special 'C' Hook.
4	Sample Engineering 126 Hagley Road	Despatch	L16	AD01	AD01	53220461	7	ZC - R002	One Leg Wire Rope Sling	
5										

Site Admin

This is the area of the Crimson where Security Users and the Crimson Support Team have complete control over:-

- Who has access to the site.
- Their required level of access.
 - Security user.
 - Read all.
 - Community owner.
 - Community member.
- Configuration of Communities.
- Allocation of reports to Communities.

A user of Crimson is restricted to the maintenance of their user profile. A user can only amend their email address, change their password or maintain their address book.

The screenshot shows the ZURICH Crimson Site Administration interface. At the top left is the ZURICH logo. To its right is the word "Crimson". Further right, it displays "ZURICH - POLICY NO 12345678" and "Logged on : Paul Barker". On the far right is a "Logout" link. Below this is a navigation bar with tabs: "Quickview", "Reports", "Risk Improvement Advice", "Data", "Site Admin" (which is highlighted), "Search", "Contact Us", and "Help". The main content area is a table with a left-hand menu and a right-hand description. The menu items are: "Site Administration", "Manage Schedules", "Manage Communities", "Manage Users", "Company Details", "Manage another Site", and "Manage Unassigned Schedules". The right-hand side contains detailed descriptions for each menu item, such as "Welcome to the site administration for ZURICH - POLICY NO 12345678. Using this section of the site you can manage all aspects of your sites' configuration. The site management options available to you are:" and "Manage Schedules: Using this option allows you to 'map' schedules to communities and control exactly who sees what reports and risk improvement advices."

Quickview	Reports	Risk Improvement Advice	Data	Site Admin	Search	Contact Us	Help
Site Administration	Site Administration for ZURICH - POLICY NO 12345678						
Manage Schedules	Welcome to the site administration for ZURICH - POLICY NO 12345678. Using this section of the site you can manage all aspects of your sites' configuration. The site management options available to you are:						
Manage Communities	Manage Schedules: Using this option allows you to 'map' schedules to communities and control exactly who sees what reports and risk improvement advices.						
Manage Users	Manage Communities: Communities allow you to create 'groups of users' who can see specific reports and risk improvement advices that are relevant to them rather than seeing everything on the site. Using this option allows you to add, remove and amend communities for your company.						
Company Details	Manage Users: This option allows you to add and remove the users who have access to the ZURICH - POLICY NO 12345678 site. Once a person has access to the site you should add them to the community(ies) you (or the Community Owner) wants them to be in.						
Manage another Site	Manage the Company Details for ZURICH - POLICY NO 12345678: This option allows you to manage the 'global' settings such as what you want your company to be called, etc.						
Manage Unassigned Schedules	Manage another Site: This option allows users responsible for numerous sites to switch between them without logging off.						
	Manage Unassigned Schedules: This option allows ZE Admin to manage unassigned schedules from one central view.						

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Manage Users

Through Manage Users, a user can maintain their personal details.

1. List of current users. Click on their name to amend.

2. User email addresses.

3. Users access level.

ZURICH - POLICY NO 12345678
Logged on : Demo User

Logout

Quickview | Reports | Risk Improvement Advice | Data | Site Admin | Search | Contact Us | Help

Manage Users

Manage Schedules | Manage Communities | Manage Users | Manage Company Profile

Select	User Name	E Mail Address	User Type
<input type="checkbox"/>	Demo User	crimson@uk.zurich.com	Security

User Details

Manage Schedules | Manage Communities | Manage Users | Manage Company Profile

Personal Information

Forename *	Demo	←	1. Users Forename and Surname. Middle Initial is optional.
Middle Initial		←	
Surname: *	User	←	
Company	ZURICH - POLICY NO 12345678		
E Mail Address *	<input type="text" value="crimson@uk.zurich.com"/>	←	2. Users email address.
User Profile *	<input type="radio"/> Basic User <input checked="" type="radio"/> Security User <input type="radio"/> Read All	←	3. User access type.

Security Questions

Security Question 1	<input type="text" value="<Question>"/>	<input type="text" value="<Answer>"/>	4. Security Questions and Answers. Security Users Only'
Security Question 2	<input type="text" value="<Question>"/>	<input type="text" value="<Answer>"/>	

Security Management

User Name	Demo User	←	5. Crimson user name.
Password *	<input type="password" value="....."/> (minimum of 6 characters)	←	6. Password, required to enter and confirm password.
Confirm Password *	<input type="password" value="....."/> (minimum of 6 characters)		
Email Confirmation	<input checked="" type="checkbox"/> If password is new or changed, send user an email confirmation	←	7. If selected and either a new user or password change Crimson sends an email confirmation of username and password.

Address Book

Add New Contact	<input type="text"/>	<input type="button" value="Add Contact"/>
Contact(s)	<input type="text" value=""/> <input type="button" value="Remove Contact"/>	
	<input type="button" value="Save Changes"/> <input type="button" value="Quit"/>	

9. Click 'Submit' to save the changes.

10. Click 'Quit', to cancel the changes.

8. Address book for report forwarding.
Add – Add new email addresses in Add New Contact, click Add Contact. It is added to the Contact(s) list.
Remove – Select email address from the Contact(s) list, click Remove contact
Click save changes to confirm.

Contact Us

Contact us allows users to raise an inspection or policy query with the query being sent to the relevant customer team for resolution.

Search

Crimson offers a useful search facility to find specific reports. The search can be set to search against current, archive or all reports.

In addition, sorting one column will sort the search results as required in the same way as the reports page.

Help

The page provides useful information in relation to Crimson.

PDF Reporting

PDF Reporting provides the facility for customers, whether they have current Crimson access or not to receive emailed PDF's of their inspection reports direct to their inbox.

The delivery frequency can be set to meet the needs of the customer; daily, weekly, fortnightly etc. and can include an optional summary table detailing report key information for quick reference.

The type of email and what PDF's it includes can be selected from a number of options, see examples below below.

- Generic - All reports.
- Spilt by Item Status - 3 emails; For Action; reports with defects. For Investigation; not located and not available. For Information, OK, deletions and customer advice.
- By Exception including BD - only AE, AN and BD defects, not available and not located.
- By Exception excluding BD - only AE and AN defects, not available and not located.
- AE/AN - AE and AN defects only.

Customers may also opt for Electronic Written Scheme delivery, where the current written scheme is sent annually on 1st January.

Reports are sent based on the principles of Crimson communities and their assigned schedules. This enables all or selected locations and users to receive emailed reports effectively controlling access.



Crimson@uk.zurich.com @ WEB
Sent by: Zurich Risk Services@WEB
29/09/2008 14:44

To: paul.1.barke@uk.zurich.com
cc
bcc

Subject: Zurich Report Delivery - Items For Action (Status of AE/AN/BD) Page 1 of 1

The following reports are for immediate action, as they have a status of either AN, AE or BD

The Crimson Support Team

Crimson@uk.zurich.com
0121 698 5958 / 0121 698 5885

Sch No	Location	ES Item No	Client No	Serial No	Description	Inspection Date	Item Status	Situation	Attachment Name
L1	MAGDALA ROAD GLOUCESTER	L3	DO310022	DO310022	Electric Goods Lift Microlift 50c	18/03/2008	Other Defects (BD)	Stock room.	11400850-1.PDF
L2	PAUL STREET GLOUCESTER	J1		23091	Manual Portable Jib Crane	25/03/2008	Other Defects (BD)	Stores.	13640805-23.PDF
L2	PAUL STREET GLOUCESTER	FLT2		JH700037	Electric Fork Lift Truck Model No. ERC030C6EV063 - Reg. No. Q171 PDF	16/04/2008	Other Defects (BD)	Stores.	13680805-24.PDF

As PDF Reporting delivers reports directly to your inbox, why not consider the environment and switch off paper reports?

All requests for Crimson PDF Reporting should be emailed to crimson@uk.zurich.com.

Frequently Asked Questions

What do I do if I can't locate a report on Crimson?

There is a search facility on Crimson where you can put in a common word associated with your report, which will help you to locate what you are looking for.

I can get error message when logging on or when accessing my reports?

Crimson is only compatible with Microsoft Internet Explorer (up to version 9) and Google Chrome. Other web browsers are not supported. If you continue to receive an error message please contact the Crimson Support Team.

How do I know when I have reports to view?

There is an option on Crimson where you can select 'e-mail notification'. This can be found in 'Site Admin' under 'Manage Communities'. When this is selected everyone within the Community receives an e-mail reminding you that there are new inspections reports to view.

Alternatively, talk to the Crimson Support team about PDF Reporting. PDF Reporting enables users to receive emails containing a summary of their new reports with attached reports in PDF format.

Will I still receive paper reports if I'm on Crimson?

Customers will continue to be issued with paper reports unless we receive written confirmation from them, that they no longer require these.

Please consider the environment and switch from paper reports to PDF Reporting and receive them directly to your email inbox.



Crimson Support Team

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