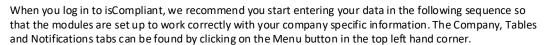
Recommended Data Entry Sequence





Module / Area	Tabs
Company	• Company Information • Customisation • Coding Rules (these rules establish whether you would like to set your own unique identifying code for each record in a module, or if you would like the system to assign one for you.)
Tables	• Departments • Sites • Rooms • Processes • Storage locations • Device types • Sub types • Supplier categories
People	• Main details • Status • Contact details • Health & safety • Roles (login details / permissions)
Customers	All tabs (as required)
Suppliers	All tabs (as required)
Notifications	• RACI Roles • RACI Role Occupants (if required)
Company	• RACI Rules (if required)
Projects 2	All tabs (as required)
Assets	All tabs (as required)
Tables	• Competency Categories • Competencies • Roles • Role Competencies
People	• Employment (select job description) • Training
Audit Templates 🗘	All tabs (as required - alternatively, open Downloads and download any pre-made Audit Templates. These can then be amended to suit your requirements.)
Meeting Templates	All tabs (as required - alternatively, open Downloads and download any pre-made Meeting Templates. These can then be amended to suit your requirements.)
Company	• Risk Matrix
Risk and Opportunities	All tabs (as required)
Environmental Controls	All tabs (as required)
Hazardous Substances 🙏	All tabs (as required)
Emergency Planning	All tabs (as required)
Tables	Feedback Categories
Feedback	All tabs (as required)
Obligations	All tabs (as required)
Meetings 🐫	Schedule Meetings
Audits $\overline{\Delta}$	Schedule Audits
Company Objectives 2	All tabs (as required)