



VISION USER GUIDE

A quickstart guide to using the Vision Apartments website for the residents.

Version: 1.0

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INTRODUCTION

This user guide has been created to assist with accessing the Vision website.



WHAT DO THE CHANGES MEAN FOR YOU?

We are pleased to announce a new website and platform for the Vision residents.

This new portal will allow residents to:

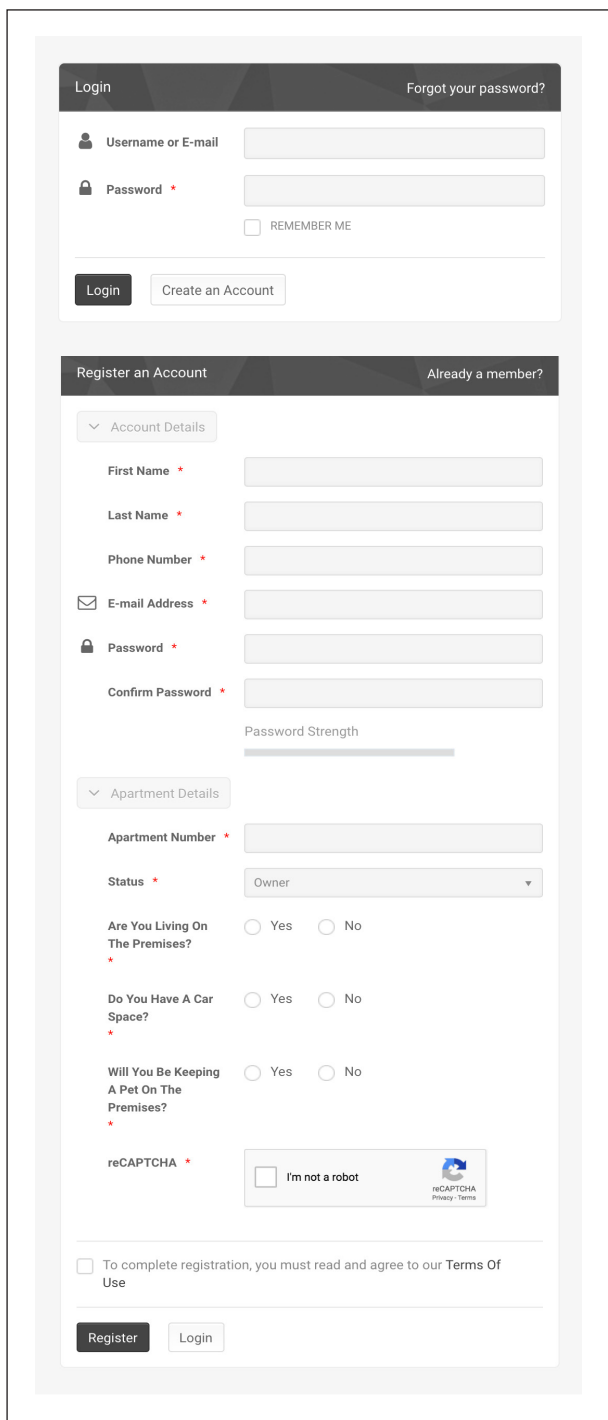
- Create and manage bookings for move-in / move-outs, the entertaining rooms including the new barbecue facilities, and the cinema.
- Access the Vision Apartments user manual, owners corporation rules, supplier details, and manuals / warranty information for apartments.
- Order replacement keys, security access devices and car park remotes. (Only Owners and Property Managers can order. Tenants must contact their Property Manager / Landlord to order on their behalf)
- Access useful information including contact details, concierge / security hours, frequently asked questions, and rules / terms and conditions for the facilities.

It will be necessary to register a new account on the portal to provide current and updated information and to access the new system. Details for registration are provided in this guide.

We hope that you find the new website user friendly and accessible across all of your devices.

REGISTER AN ACCOUNT

To access the portal visit vision.bradygroup.com.au in your browser.



The screenshot shows a two-part registration form. The top part is the 'Login' section, which includes fields for 'Username or E-mail' and 'Password', a 'REMEMBER ME' checkbox, and buttons for 'Login' and 'Create an Account'. The bottom part is the 'Register an Account' section, which is divided into 'Account Details' and 'Apartment Details'. The 'Account Details' section includes fields for 'First Name', 'Last Name', 'Phone Number', 'E-mail Address', 'Password', and 'Confirm Password', along with a 'Password Strength' indicator. The 'Apartment Details' section includes fields for 'Apartment Number', 'Status' (with a dropdown menu set to 'Owner'), and three questions with radio button options: 'Are You Living On The Premises?', 'Do You Have A Car Space?', and 'Will You Be Keeping A Pet On The Premises?'. There is also a reCAPTCHA widget and a checkbox for 'To complete registration, you must read and agree to our Terms Of Use'. At the bottom of the form are buttons for 'Register' and 'Login'.

At the login screen click "Create an Account".

Please fill out all of the necessary information and click "Register".

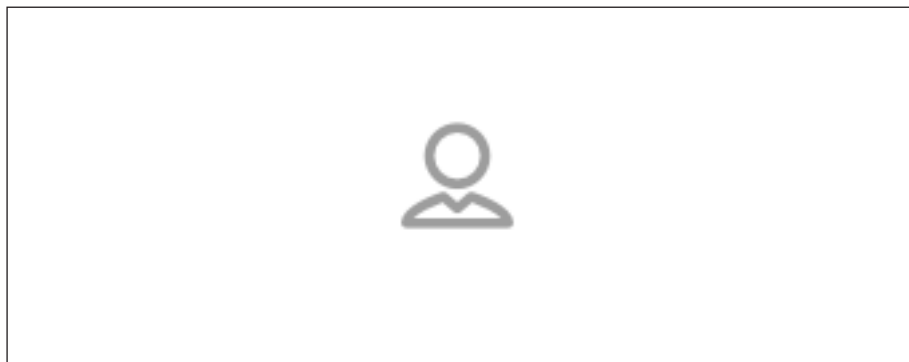
Your account will need to be manually verified and approved by management before you are able to access the Vision Apartment website. You will received notification of approval via email.



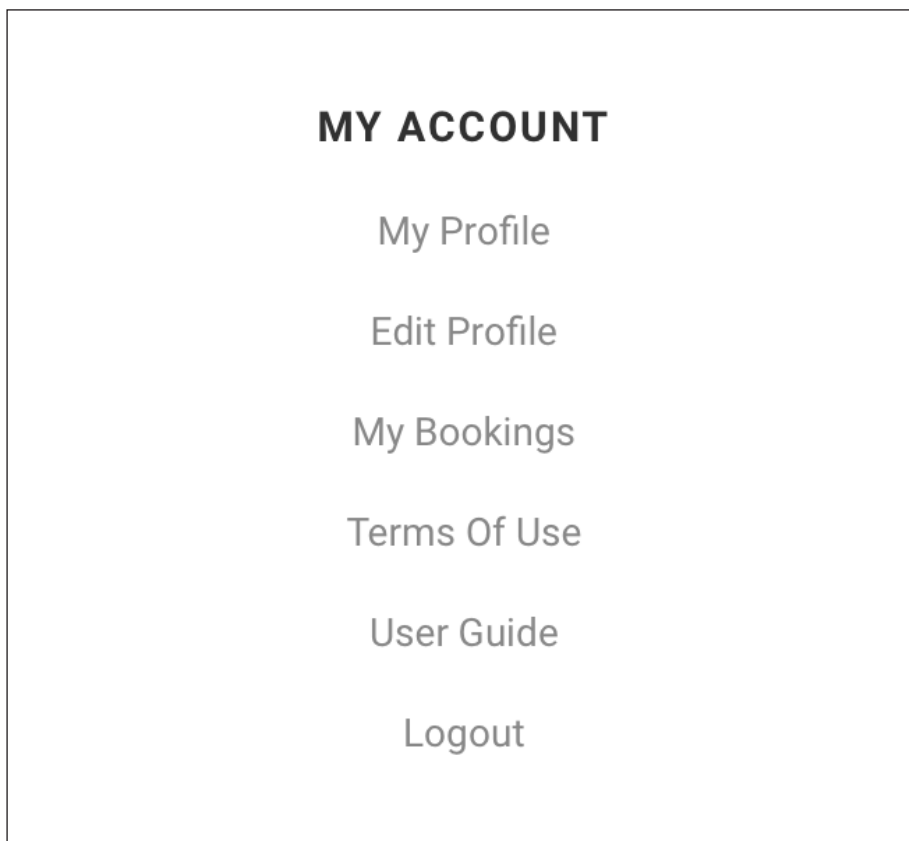
Once you have created an account, you will be able to edit your profile if any information changes. We encourage you to keep this information updated so that management has the most recent and relevant details on record.

MANAGE YOUR ACCOUNT

Once logged in you can access and manage your account including viewing and editing your profile, manage your bookings, terms of use and logging out.



To access your account click on the user icon.



To view your profile click on "My Profile".

To edit your profile click on "Edit Profile" in the menu or in your profile view.

To manage your bookings click on "My Bookings".

You can also view the website "Terms Of Use".

This guide can be accessed in "User Guide".

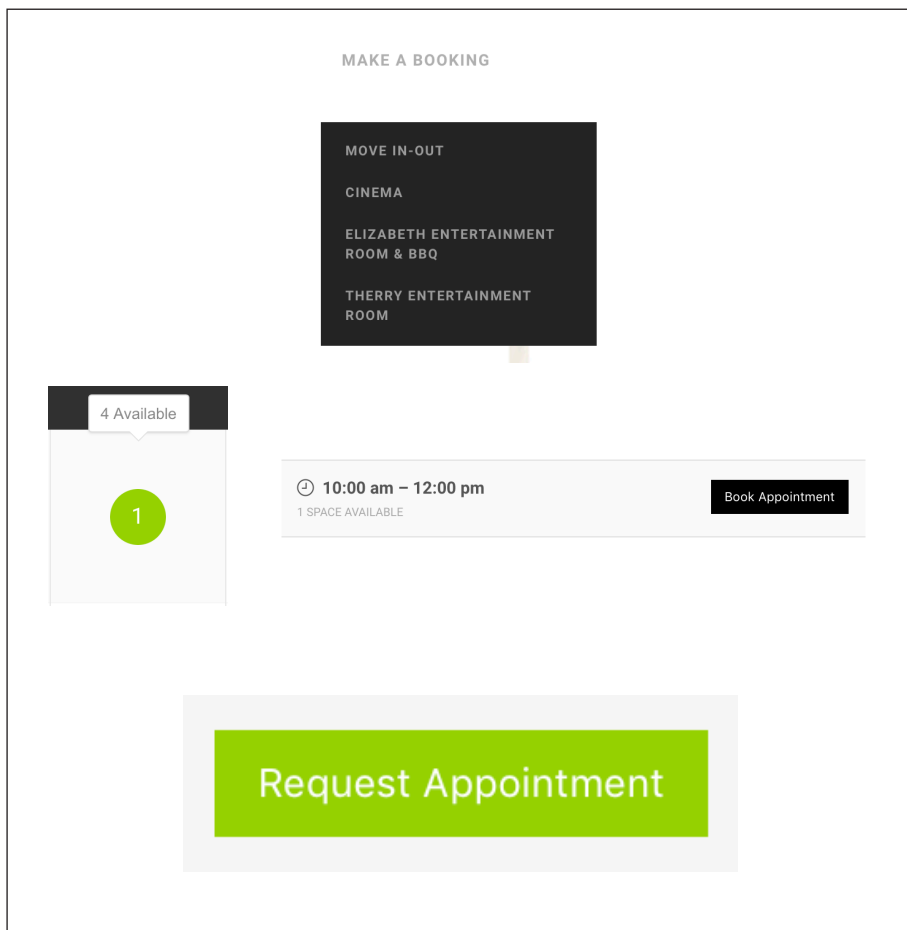
To logout click on "Logout".



Please take care when editing your profile to ensure your details are accurate. Management will review any changes made to a profile.

MAKE A BOOKING

You can make a booking using the online portal for Move In-Out's, Cinema, Elizabeth Entertainment Room & BBQ, and Therry Entertainment Room.



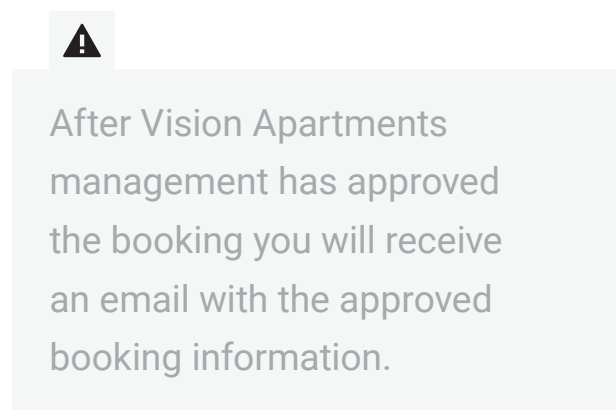
Click "Make A Booking" and select the type of booking you would like to make.

Select a date from the calendar to view the available appointments and click "Book Appointment".

Fill in the required information, read and tick the terms and conditions and "Request Appointment".

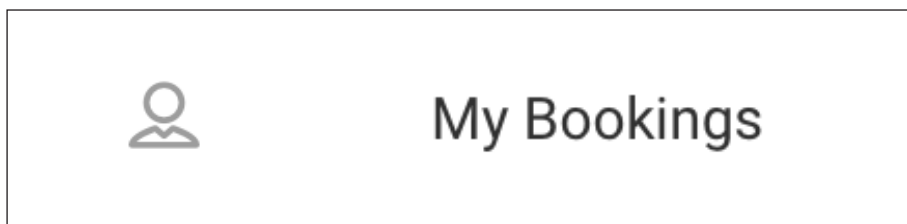


You will receive an email to confirm your booking request has been sent.

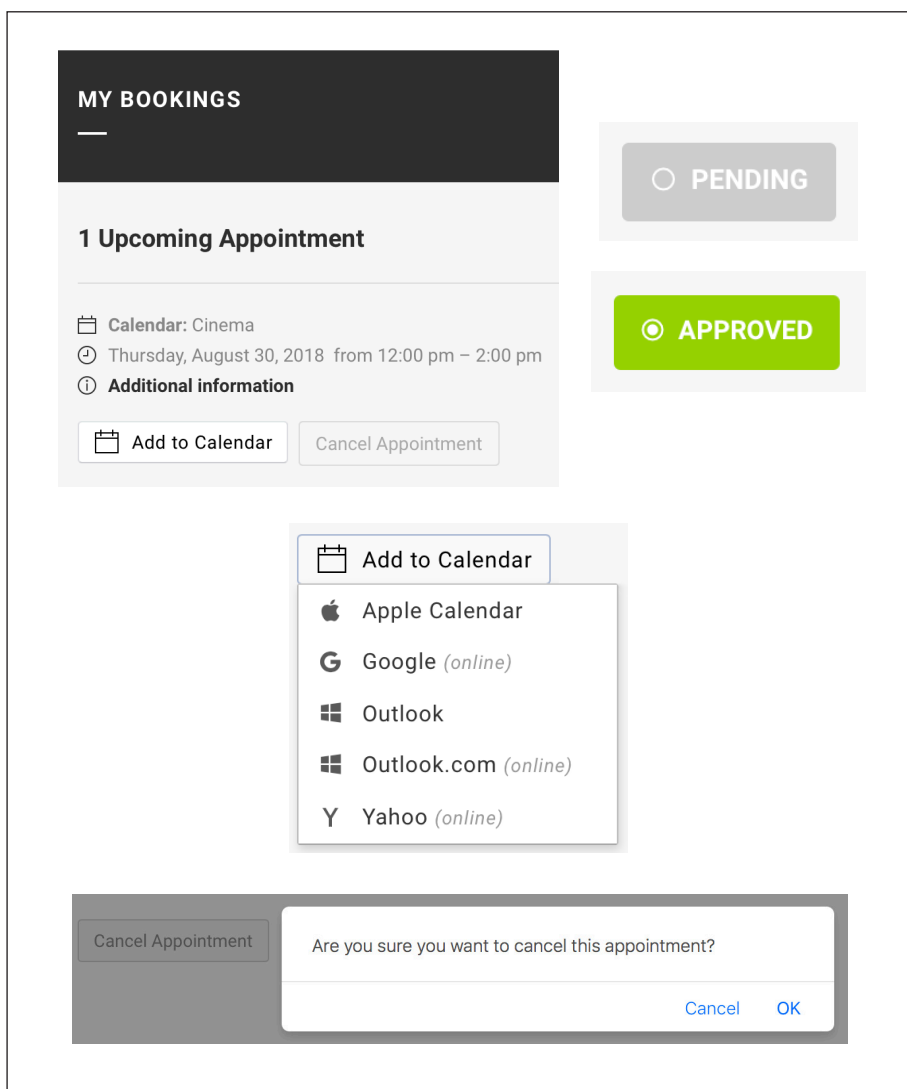


MANAGE BOOKINGS

You can manage your bookings including viewing information, status, adding to a calendar and cancelling the booking.



To view a booking click on the user icon and “My Bookings”.



The booking appointments will be displayed along with their status, including pending and approved.

To add the booking to your calendar click “Add to Calendar” and select the calendar of your choice.

To cancel a booking click “Cancel Appointment” and click “Ok”.



If you need to cancel a booking please aim to cancel with at least 24 hours notice to release the availability of the booking to another resident.

VISION APARTMENTS

WEBSITE USER GUIDE - VERISON 1.0

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