IRIS OpenSpace

Client Guide

Version 1.1a

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Introduction

You have had an account created on IRIS OpenSpace so that we can exchange documents instantly and securely.

With IRIS OpenSpace you can access your files from any location - just fire up an internet browser and login.

Improve business resilience; protect your company from disaster or weather-related disruption, all your files are stored securely off site so you can get access to them quickly and effectively.

This guide is to help you get started with using IRIS OpenSpace. If you require any further help please contact:

Philip Redhead FCCA
Tel: **01708 333308**
e-mail: **Philip.redhead@chc.uk.com**

First Steps

Activating your account

We have sent you an email (pictured below) asking you to activate your account and allowing you to create your own password.

Click on the link in the email, check the details and create a password. You will need to confirm the password. Once this is complete please click **Set Password.** You can change this password at any time. Your password is encrypted and securely stored on the IRIS OpenSpace website, no one has access to this password other than yourself.

> Your password must contain at least one letter and one number

You will see a conformation screen once the password has been set.

Logging in
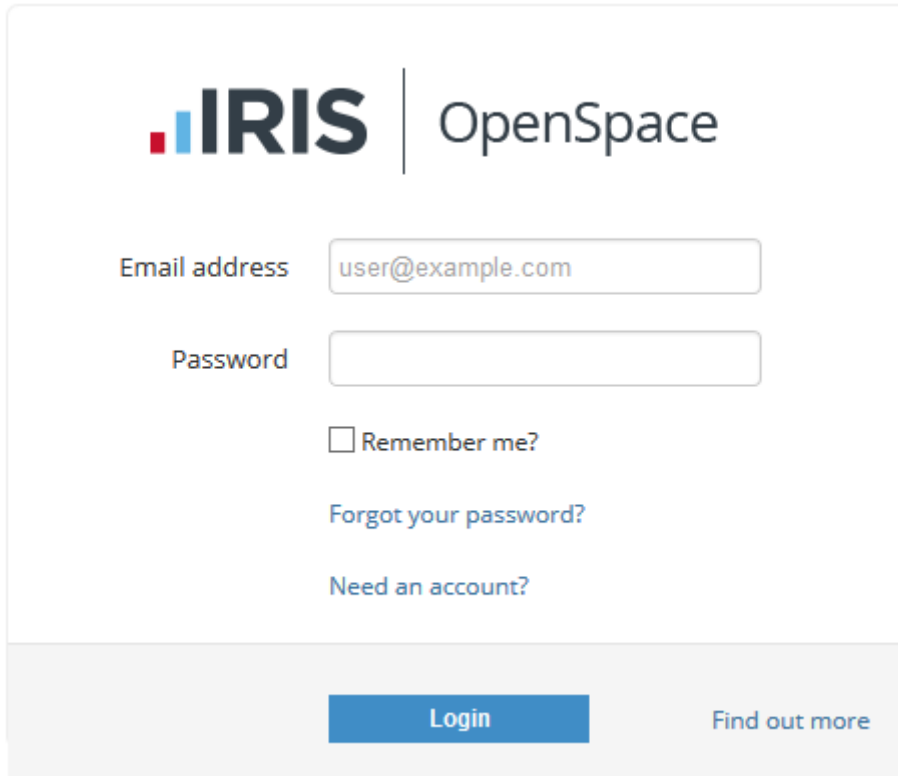
Once you have created your account you can log in from any computer with a web browser. Just visit https://chc.uk.com/iris-openspace/, enter your email address and password.

Once you log in for the first time you will be prompted to agree to the terms and conditions.

Forgotten Password

If you have forgotten your password please click the link **forgot your password** or visit https://www.irisopenspace.co.uk/Account/PasswordReset where you will be asked to enter the email address used when the account was created.

You will then receive an email with a unique link where you can create a new password.

> Your password must contain at least one letter and one number

Notifications

When a file is sent to IRIS OpenSpace you will receive an email (pictured below)

.ıIRIS

New file(s) added by IRIS Software SME

Dear Test Data,

The following files have been added or changed in IRIS OpenSpace by IRIS Software SME. Click on the link below to log on to IRIS OpenSpace to view the file.
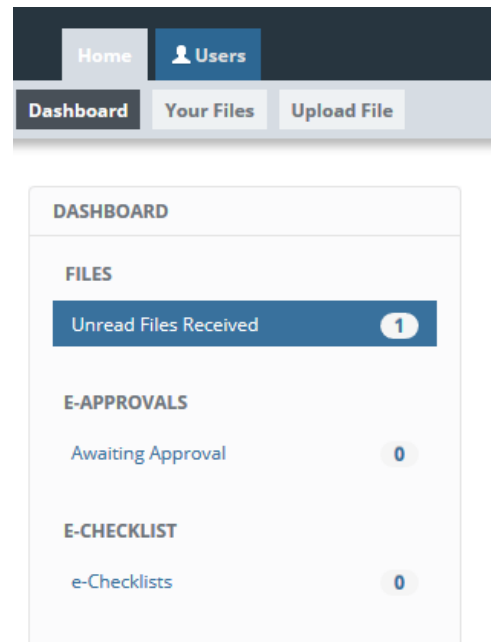
Notes.jpg

practicesales@iris.co.uk   iris.co.uk   0844 815 5555

You can access the file in a number of ways.
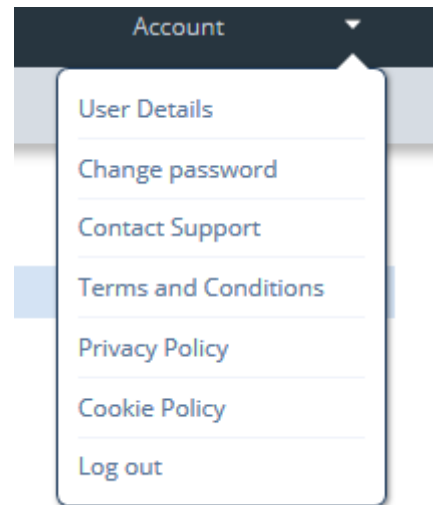
1. Click the link contained within the email
2. Visit the website and enter your log in details

Navigation

Changing your user details

You can change your email address, password at any time. These options are available at the top of each page. Click the word **account** or the arrow at the top of the screen to access the menu.

To change your email address

Click on **User Details** item from the menu

Enter your new email address and click **update.**

If you choose to change your e-mail address, you will be logged out and will have to log in using the new address you enter here.

To change your password

Click on the **Change password** item from the menu

Enter your current password, new password and confirm the password then click **update.**

> Your password must contain at least one letter and one number

Where to find help

If you have any questions or need help please contact:

Philip Redhead

Tel: **01708 333308**

e-mail: **Philip.Redhead@chc.uk.com**

Please note that your use of IRIS OpenSpace is governed by the terms and conditions, details are available here: https://www.irisopenspace.co.uk/Home/TermsAndConditions

Powered by **IRIS**

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