



PREMIER FM PORTAL

STREAMLINE COMPLIANCE EFFORTLESSLY



Manage Everything in One Place

my.premier.fm

01302 712015

hello@premier.fm



WHAT IS MY.PREMIER.FM

While many portals, like Premier FM's Premier Portal, provide essential tools for managing compliance and maintenance, Premier FM goes further to ensure a seamless and stress-free experience.

- **Unified Platform:** "Premier FM offers a single, intuitive platform that centralises all your facilities management tasks, beyond just pre-planned maintenance."
- **Enhanced Calendar:** "Our calendar isn't just for tracking maintenance –filter by job status or service type for a comprehensive view of all your facilities management needs."
- **Advanced Document Management:** "Premier FM's document finder is more than a storage space; it's a fully organised, easy-to-navigate system for all your certificates and documents."
- **Comprehensive Services:** "Beyond just tracking, Premier FM offers insights into all the services we provide, with easy access to request additional services as needed."
- **Real-Time Communication:** "Our platform not only keeps you informed but also makes it easier to communicate with our team whenever you need assistance or adjustments."



LOGGING INTO MY.PREMIER.FM

Simple Access: Logging into my.premier.fm is quick and easy. Just use your unique credentials to access your dedicated portal.

First-Time Setup: If this is your first time logging in, follow the steps in the welcome email to set up your account securely.

Security Focus: Your data is protected with industry-standard encryption and secure login processes.





premier.fm
facilities
management

Email

hello@premier.fm

Password

••••••••

☐ Remember me

[Forgot your password?](#)

LOGIN

Hey, Carole!

Welcome to your Premier FM client dashboard!

Premier FM is a simple, client portal that helps you organise all the facilities management and compliance for your company. With Premier FM, certificates and documents strewn across Google Drive, Dropbox and John's laptop are a thing of the past. Concentrate on running your business and let Premier FM ensure you're compliant.



Calendar

Premier FM has a wonderful calendar that let's you quickly see an overview of all your scheduled and completed facilities management jobs. Filter by job status or service type, the calendar is the heart of your Premier FM client portal.



Documents

Everyone love's a certificate...right? The document finder is the Google Drive of your Premier FM portal. Organised for you, quickly find the document or certificate that you're looking for.



Services

Conveniently see all the facilities management and compliance services that Premier FM currently provide you, along with a full list of ALL the services that Premier FM provide. Don't hesitate to reach out if we can help you further!



Communicate

It's good to talk! Premier FM provides an easy way to get in touch with the Premier FM team so, if you need to request a meeting or reschedule a job, just holla!



EXPLORING THE DASHBOARD

CALENDAR
VIEW

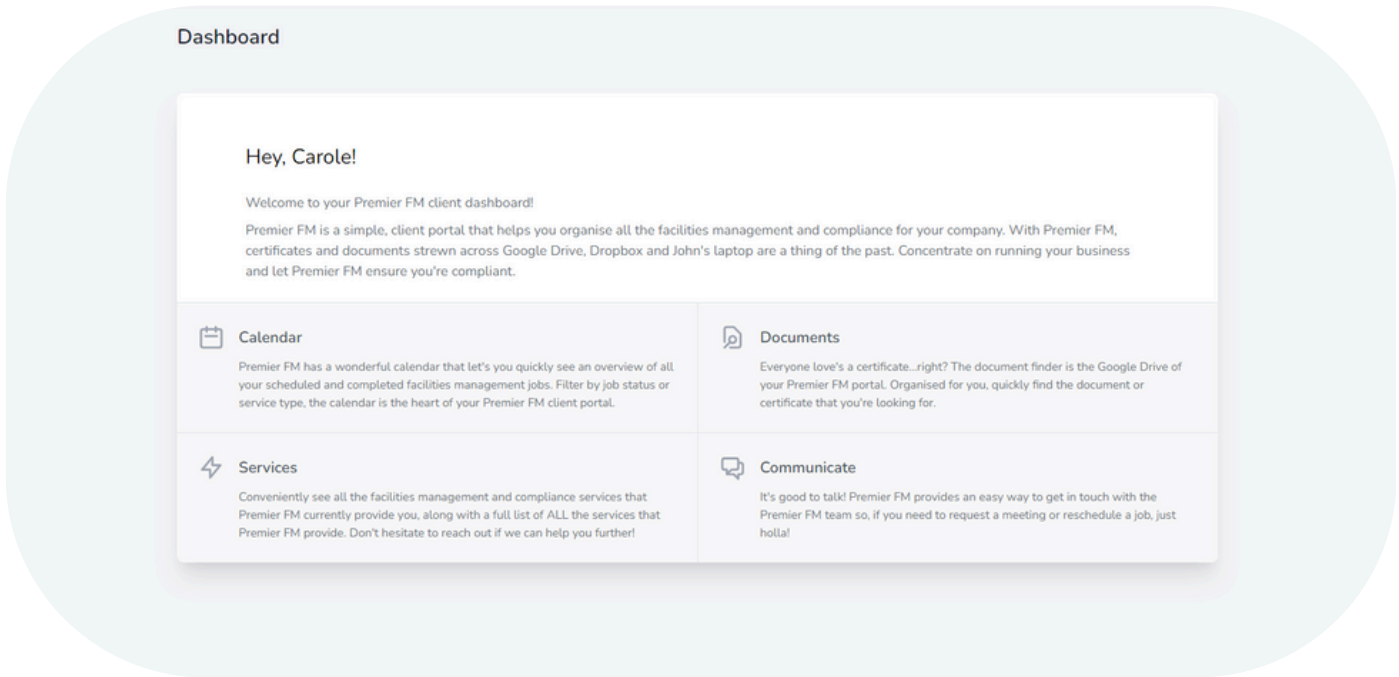
Calendar View: Get a quick overview of all your scheduled and completed Projects/jobs

DOCUMENT
ACCESS

Document Access: Access all your certificates and documents right from the dashboard.

SERVICE
OVERVIEW

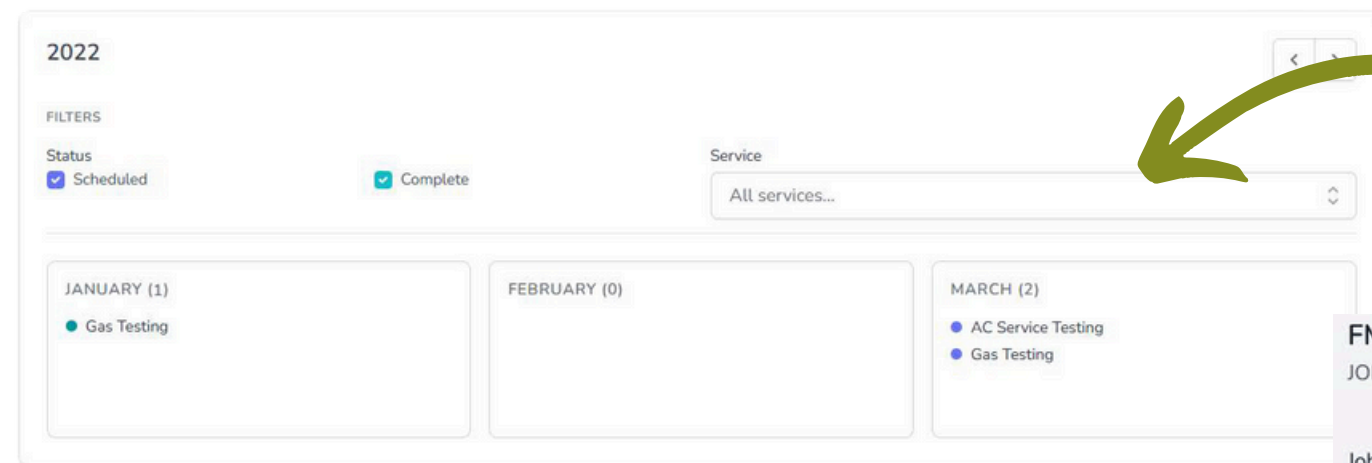
Document Access: Access all your certificates and documents right from the dashboard.





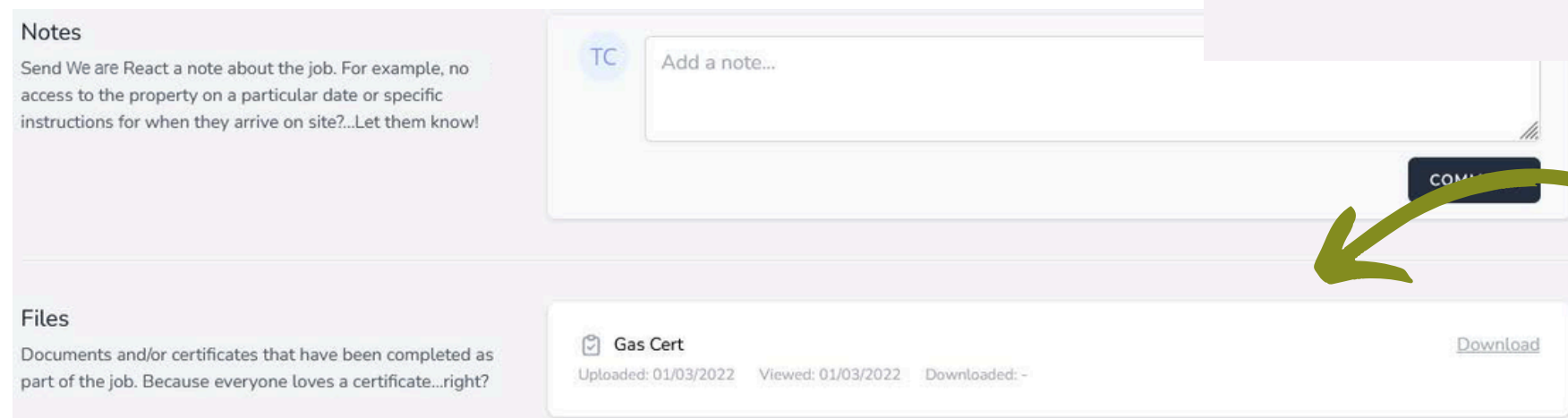
MANAGING YOUR SCHEDULE WITH THE CALENDAR

See exactly when and what you have planned, ongoing, or completed—all in one sleek, simple calendar.



View a full year's breakdown of all your scheduled works and services.

Click entries for full job details, including status, due dates, and more.



Click entries for full job details, including status, due dates, and more.

Ref: JOB1008	
Service	Gas Testing Annual gas testing.
Due	Mar 2024
Completed	01/03/2022
Status	Complete



ORGANISING YOUR DOCUMENTS

Organised Storage: All your documents are categorised by service and year, making it effortless to find what you need.

Fast Retrieval: Simply click on the year, then refine your search by selecting the appropriate folder.

Easy Navigation: Locate specific documents with just a few quick clicks.



Gas Testing

All your Gas Testing documents organised by year.



2022

[← Back to Finder](#)

Gas Testing - 2022

All your Gas Testing documents for 2022.



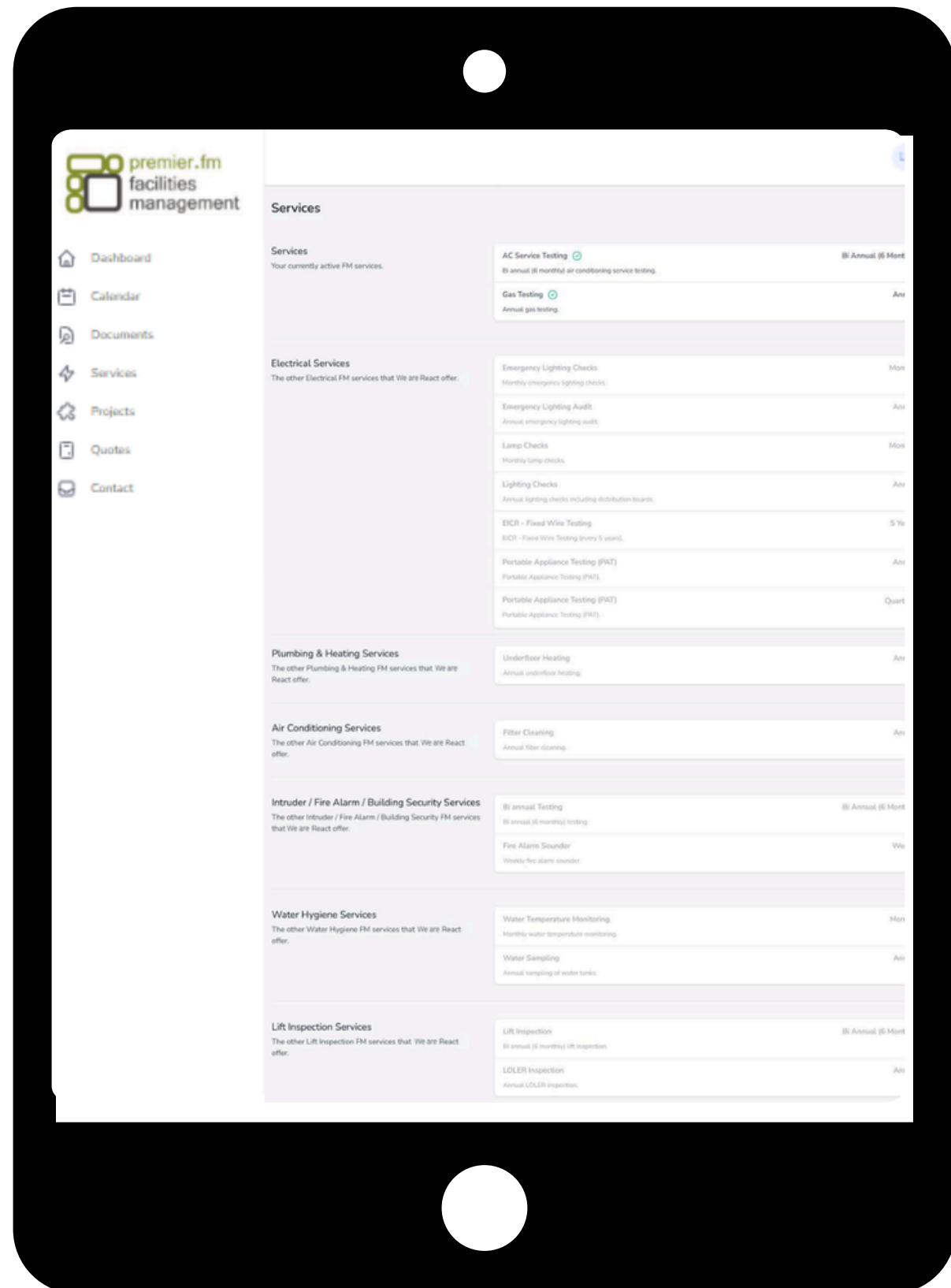
JOB1006
Certificate 1



Gas Cert



EXPLORE OUR SERVICES



At the top, you'll find all the repeat services we're currently providing, from light checks to fixed wire testing, all delivered in accordance with required guidelines.

Below, explore the services we offer that you're not yet subscribed to. Separated clearly, so you know exactly what's covered and what you might be missing.

Interested in adding a service? Just let us know, and we'll get the process started.



MANAGING YOUR PROJECTS

Complete Project Visibility: Track your project from quote to completion, all from the comfort of your office. Our custom portal gives you detailed breakdowns, milestones, and updates every step of the way.

Milestone Tracking: See each phase of your project unfold, whether it's minor work or a major overhaul. Milestones are tailored to your specifications, giving you a detailed or simplified view, as you prefer.

Stay Updated: Get real-time updates on important developments and see project photos in the 'Notes and Files' section, keeping you fully informed as your project progresses.



PRO1007

Office Refurbishment

Started on 5
September, 2024

Active



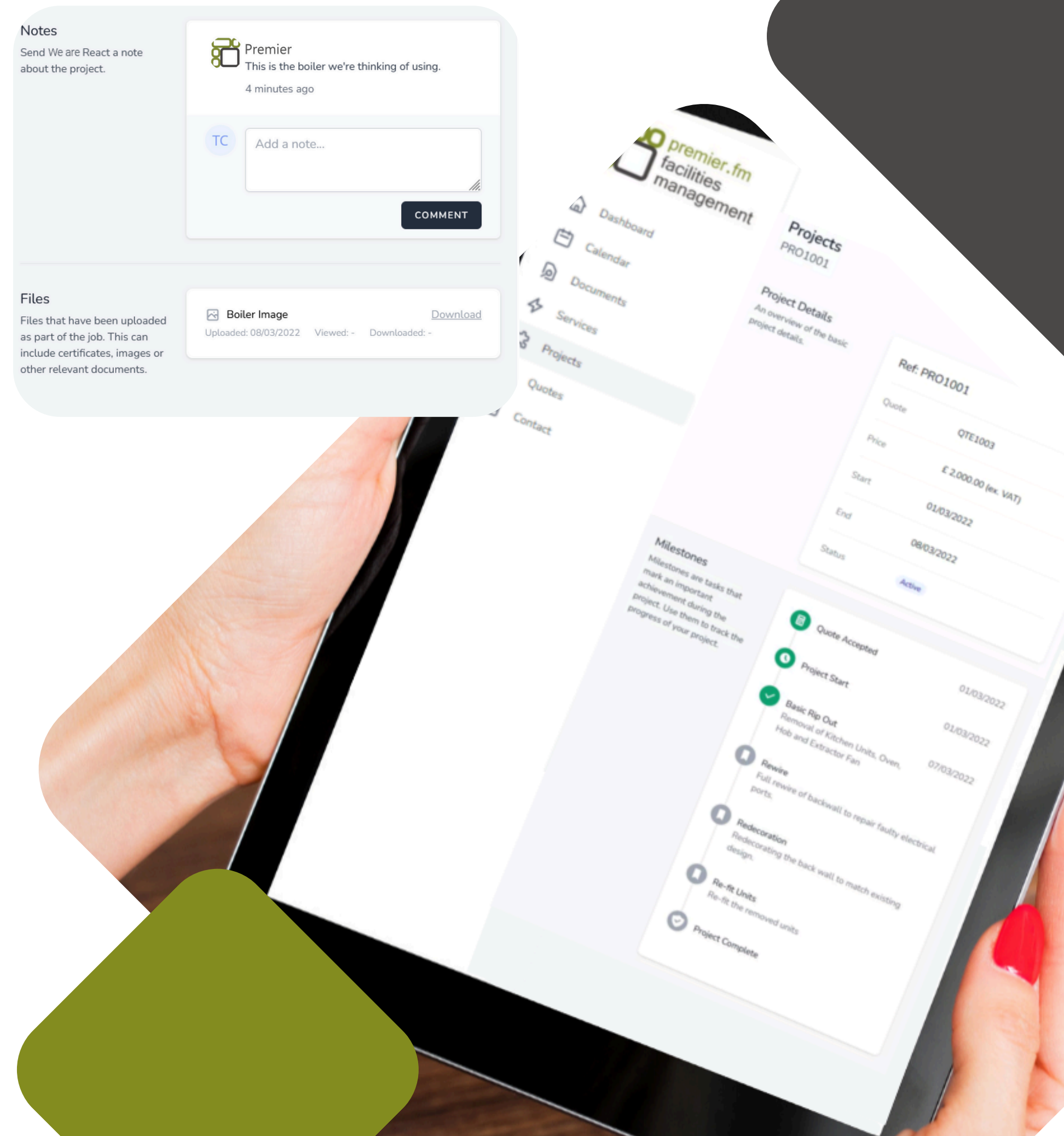
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MANAGING YOUR PROJECTS – CONTINUED

Project Overview: Once you click on a project, you'll see all the essential details—reference, price, start date, end date, and current status—giving you a quick snapshot of your project.

Milestones: The milestone section displays each key stage of your project. When a milestone is completed, you'll receive an email notification, and the milestone will turn green, providing a clear timeline of progress.

Notes and Files: Use the 'Notes and Files' section to track images, certifications, and documents. It's also your go-to place for any communication related to the project.





MANAGING YOUR QUOTES

Quote Overview: Access your full library of quotes, tracking every quote for each project. Review, accept, or decline quotes based on your requirements.

New vs. History: New quotes are highlighted at the top for easy access, while accepted or declined quotes move to the history section for future reference.

After Acceptance: Once a quote is accepted, it will automatically appear in the projects or services section, depending on the type of work involved.

QTE1005 - Electrical Remedial Work

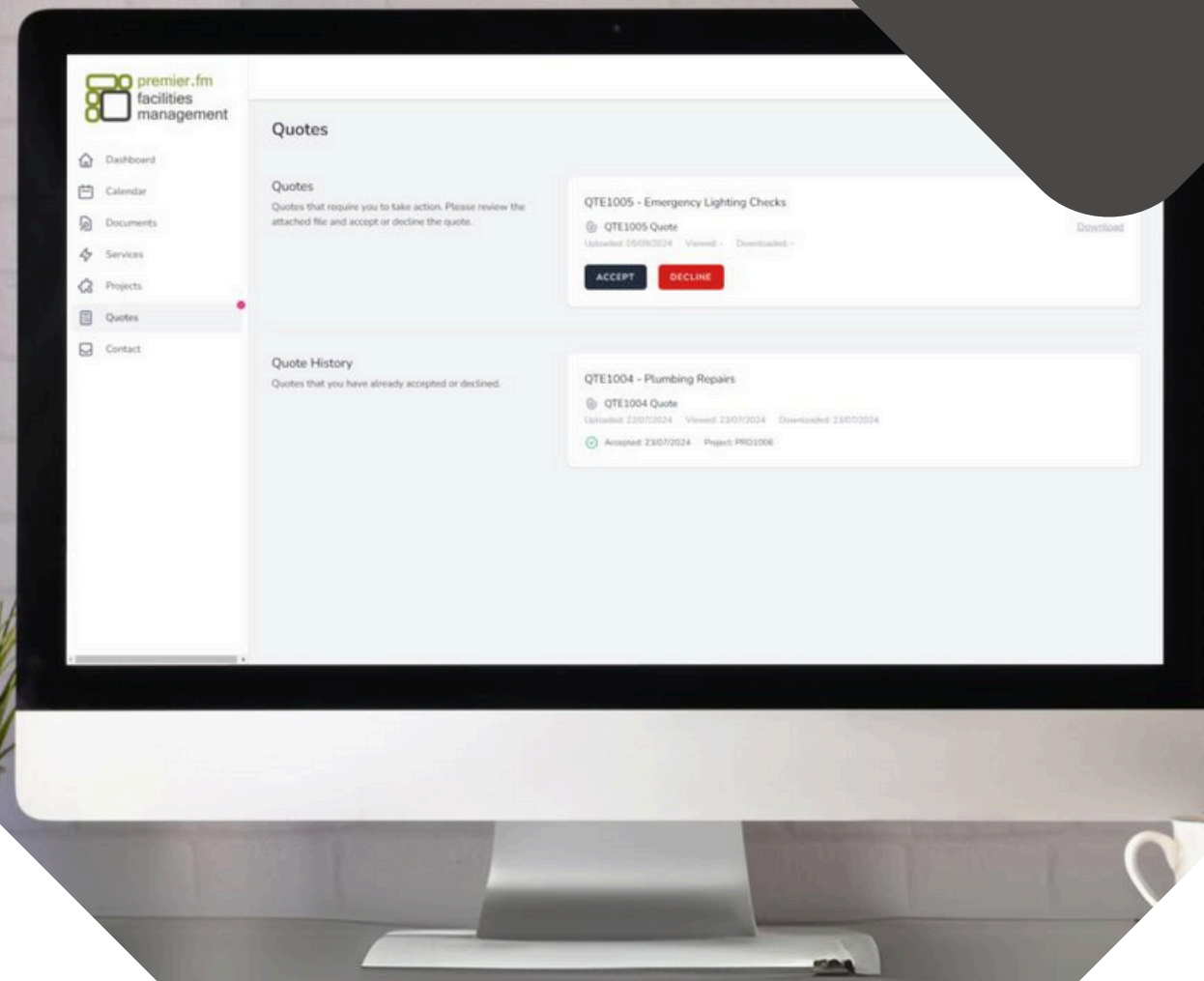
 QTE1005 Quote

[Download](#)

Uploaded: 05/09/2024 Viewed: - Downloaded: -

ACCEPT

DECLINE



ACCESS MY.PREMIER.FM ANYWHERE

Add the App on Android:

1. Open www.premier.fm in your preferred browser.
2. Log in using your credentials.
3. Open your browser's settings.
4. Scroll down and tap Add to Home Screen.
5. Confirm by tapping Add.

Add the App on iOS:

1. Open www.premier.fm in Safari.
 2. Log in using your credentials.
 3. Tap the Share button.
 4. Scroll down and tap Add to Home Screen.
 5. Confirm by tapping Add.
- Note: PWAs are only supported through Safari on iOS.

