# Views Premium – Functionality Overview

Views Premium is the new enhanced version of Views. Upgrading to Premium unlocks a range of powerful features to help you maximise efficiency and impact, including:

- **External Forms and Surveys** – Collect registration and survey data directly from your contacts.
- **Consent Management** – Seamlessly manage and record participant consent.
- **Mapping** – Generate informative geographic reports from your delivery data.
- **Task Management** – Boost productivity with integrated task tracking tools.
- **Postcode Lookup** – Simplify the collection of address data.
- **Additional Media Storage** – Access up to 25GB of secure storage for your media files.
- **SMS Credits** – Enjoy 3000 SMS credits and preferential rates for additional credits.
- **Training** – Benefit from an annual 2-hour consultancy session with a Views expert.
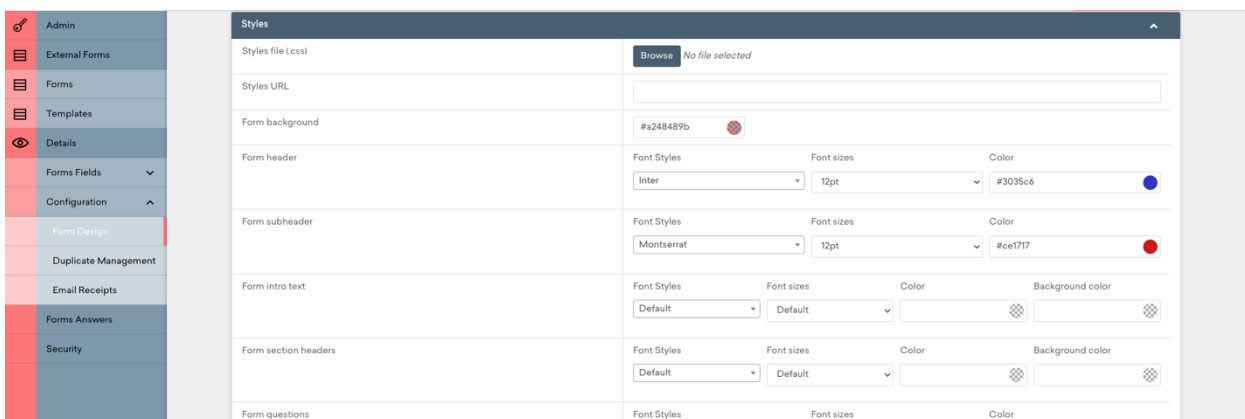
External Forms and Surveys

Create External Forms for Seamless Data Collection

Design contact and questionnaire forms that can be answered directly by your participants, parents or guardians, or referrers. These external forms streamline engagement and make registration effortless.
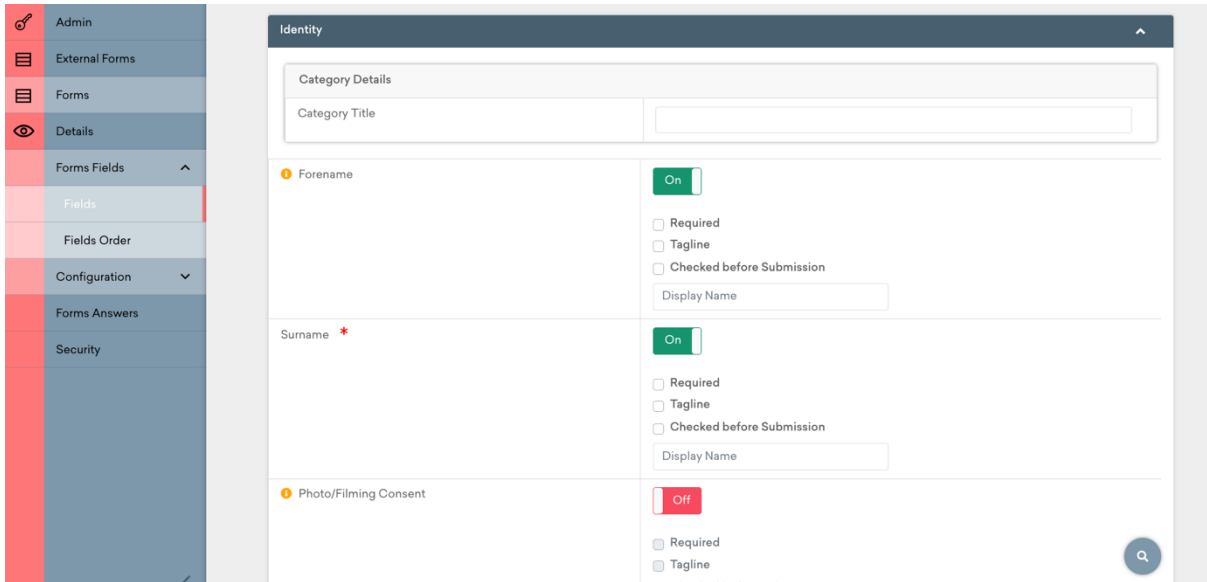
Customise Every Aspect of Your Forms

Take full control over your form's appearance with options to adjust header and footer text, add logos, and customise fonts, colours, and backgrounds. Ensure your forms reflect your brand perfectly.

Easily Share Your Forms

Distribute your forms with ease by generating a web link or QR code.

Alternatively, send them directly to contacts via email or SMS.

Link Multiple Forms for a Cohesive Experience

Simplify processes by associating multiple external forms together. Send registration forms and related surveys to your contacts in a single link, making it convenient for both you and your users.

Approved forms are sent to a Pending area in Views, where you can review and either accept or reject them. Approved submissions automatically generate contact and/or questionnaire records for streamlined data handling.

Collect and Manage Consent Efficiently

Use external forms to gather multiple types of consent directly from participants, including electronic signatures.

Track and manage each contact's consent details, including expiry dates, all in one place.

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views PREMIUM

Generate Professional Mapping Reports

Create visually striking and informative maps using the postcodes you collect for contacts, sessions, and venues.
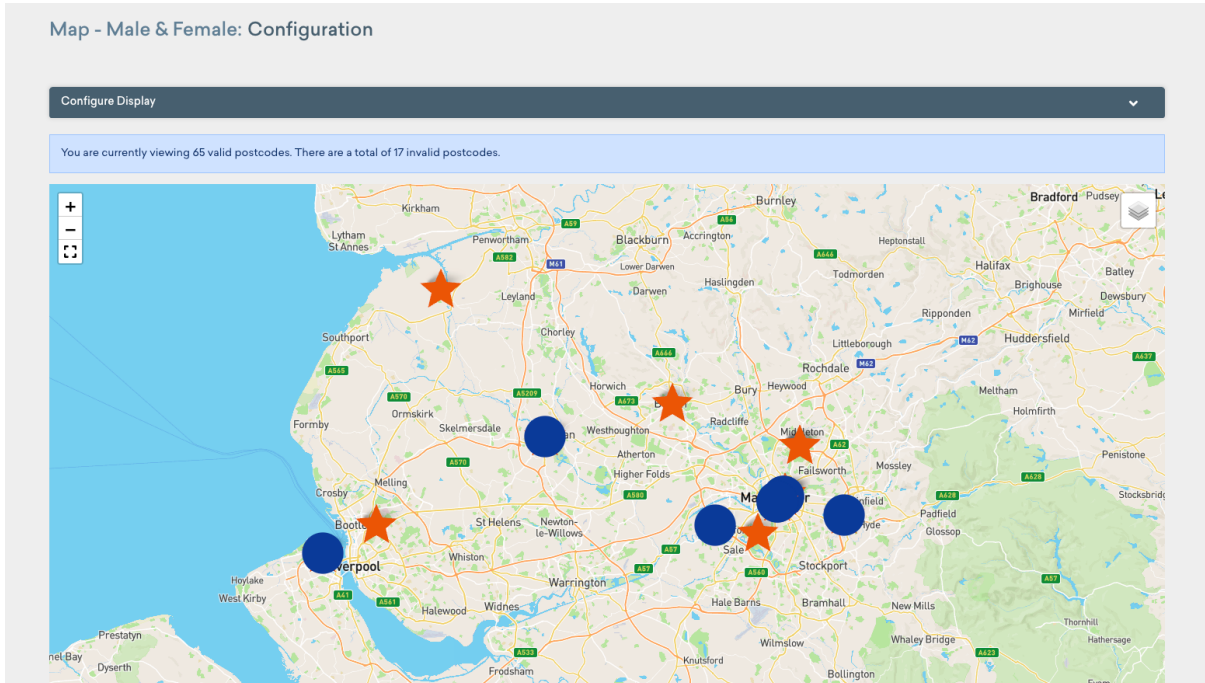
Combine multiple data sets on a single map and enhance reports with additional data layers from our comprehensive library.

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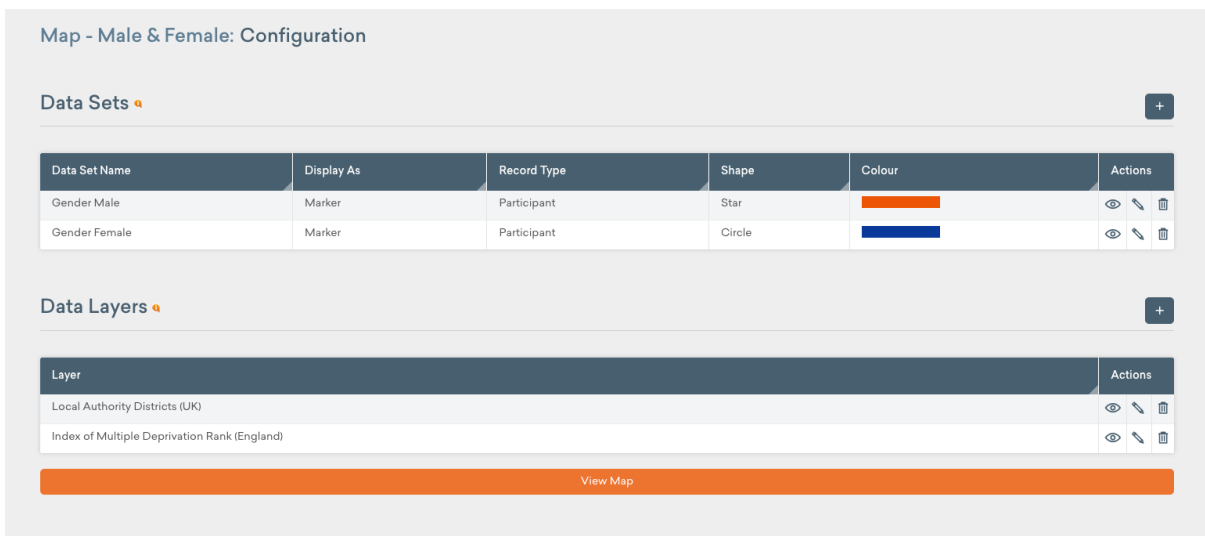
Boost Productivity with Task Tracking

Stay organised with integrated task tracking tools. Assign time-bound tasks to yourself or colleagues.

CONTACTS > PARTICIPANT > JANE TEST BLOGGS > TASKS

Jane Bloggs: Task Details

Actions ▾

Setup	
Task Name	Contact client to arrange phone call.
Description	Please contact Jane to arrange a call to discuss next week's session.
Status	Open
Due Date	15/01/2025
Assigned To	Test User

Monitor progress using intuitive widgets on the Views home page.

Contacts   Work   Evidence   Intelligence   My Account

Welcome (TEST - New Account)

Actions ▾

Participant Ethnicity
Last 2 Years

- Asian/Asian British - Bangladeshi
- Asian/Asian British - Indian
- Example
- Mixed/multiple ethnic groups - White and Black Caribbean
- Not Specified

All Tasks - Open

Task Name	Assigned To	Due Date	Status	Created	Actions
Call Sarah about meeting.	Andy Christian	30 / 09 / 2024	Open	30 / 09 / 2020 @ 12:09:44	👁 ✏
Message John about venue closure.		02 / 09 / 2024	Open	28 / 09 / 2021 @ 08:00:53	👁 ✏
Check risk assessment has been completed.		13 / 01 / 2024	Open	11 / 01 / 2024 @ 15:56:50	👁 ✏
Complete Project Management document.	Test User	03 / 09 / 2024	Open	03 / 09 / 2024 @ 11:00:10	👁 ✏

Simplify Address Collection with Postcode Lookup

Reduce the effort of entering address data with the Postcode Lookup tool. Automatically populate address fields by entering a postcode, saving time and minimising errors.

C) Address	▲

15. Postcode Lookup	M4 6WX 👁
	22 Hood Street, Manchester, Greater Manchester, M4 6WX ⌄
16. Address 1	22 Hood Street
17. Address 2	
18. Town	Manchester
19. County	Greater Manchester
20. Post Code	M4 6WX

Enjoy Additional Media Storage

Access up to 25GB of secure storage for your media files, ensuring you have plenty of space to store important content safely and conveniently.

Media Storage

Media Storage	Media Flatpacks

Media Storage	
Total:	25.00 GB
Used:	260.06 MB (1.02%)
Remaining:	24.75 GB (98.98%)

Benefit from Generous SMS Credits

Take advantage of 3,000 SMS credits per year, with preferential rates for purchasing additional credits. Keep communication clear, effective, and budget-friendly.

SMS Overview

Details	
Number of SMS credits remaining	3000
Number of SMS credits used (All time)	53
Number of SMS credits used (Last 365 days)	17
Number of SMS credits used (Last 90 days)	14
Number of SMS credits used (Last 30 days)	6
Number of SMS credits used (Last 7 days)	1

Receive Expert Training and Support

Make the most of your software with a complimentary annual 2-hour consultancy session with a Views expert. Gain tailored advice and insights to maximise your productivity.

Contact Us

If you're interested in upgrading to our Premium package or would like to see its full functionality in action, please don't hesitate to get in touch. You can email us at info@substance.net or call us on 0161 244 5418.