



# Sychem Eye User Guide

Your comprehensive manual for navigating the Sychem Eye portal. Learn how to efficiently sign, upload, and manage your technical reports within our secure digital ecosystem

 [validations@sychem.co.uk](mailto:validations@sychem.co.uk)

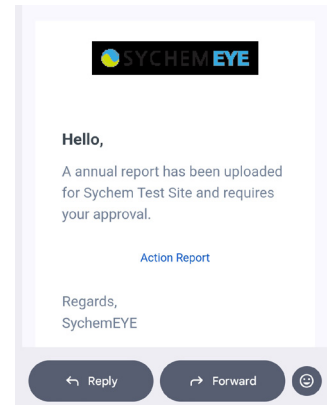
 02380 240729

 [sychem.co.uk](http://sychem.co.uk)

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### Step 1 Email Notification

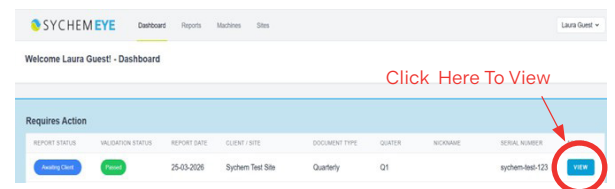
You will receive an email notifying you that the report is ready for action.



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### Step 2 Open & Click View

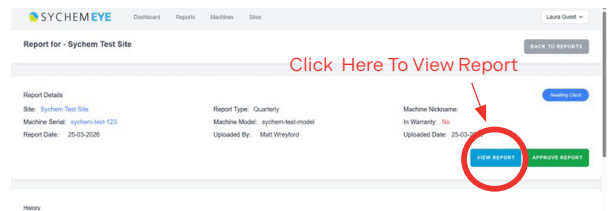
Open your Sychem Eye dashboard. Find the report and click on View (on the right-hand side under Actions).



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### Step 3 View Engineers Validation Report

Once opened click 'View Report' to open up the engineer's validation report.



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### Step 4 Download WHOLE Report

Once opened download the WHOLE report. (It is very important the whole document is downloaded because your signed report overwrites the unsigned one on the system).



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### Step 5

## Check, Sign & Save Report

Check the report is ok and sign the report using adobe. After you have signed remember to save the entire report and not individual pages.

CP(D) Declaration	Name		Signature	
	Date			
	Declaration	I confirm that all checks and tests have been completed successfully. The machine is operating in accordance with required specifications.		
User Declaration	Name		Signature	
	Date			
	Declaration	The report is satisfactory and the machine is fit for use. <input checked="" type="checkbox"/>		
		The report is not satisfactory. <input type="checkbox"/>		
AE(D) Declaration	Name		Signature	
	Date			
	Declaration	The report is satisfactory. <input type="checkbox"/>		
		The report is not satisfactory. <input type="checkbox"/>		

Using Adobe sign the user section and save

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### Step 6

## Approve The Report On Sychem Eye

Once the report is signed please approve this on Sychem Eye.

Report Details

Site: Sychem Test Site	Report Type: Quarterly	Machine Nickname:
Machine Serial: sychem-test-123	Machine Model: sychem-test-model	In Warranty: No
Report Date: 25-03-2026	Uploaded By:	Uploaded Date: 25-03-2026

[View Report](#) [APPROVE REPORT](#)

Click Approve Report a Pop Up Should Appear

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### Step 7

## Upload The Signed Report Onto Sychem Eye.

Please make sure to upload the entire report not individual pages, your upload overwrites the previous unsigned report. Thank you

Approve Report

Upload Signed Report

No file chosen Accepted files: pdf

Note

Add supporting note (Optional)

Attachment

Add supporting attachments (Optional)

No file chosen Accepted files: pdf, doc, docx, xls, xlsx, jpg, jpeg, png, bmp, tiff

## Thank You For Reading

Please let us know if you have any questions.



**Quality you can trust,  
solutions you'll love.**

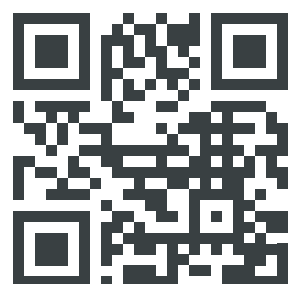
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**LEARN MORE**