

How to install Asset Vision application in Microsoft 365 Copilot

A practical step-by-step guide for Microsoft 365 Copilot users, with screenshots, setup notes, and a simple first-use example.

What this app does: Asset Vision gives teams natural-language access to reporting data covering assets, jobs, inspections, capital works, and custom modules — right inside Microsoft 365 Copilot. Where enabled, you can also update job assignments, scheduling and priority.

Before you begin: You will need access to Microsoft 365 Copilot, Asset Vision access, your Asset Vision username and password, and a Subscription ID supplied by Asset Vision.

Important: Asset Vision supplies your unique Subscription ID. It is separate from your login details and identifies your organisation for Microsoft 365 Copilot access.

If your organisation restricts which agents are available, an administrator may need to approve or enable Asset Vision before it appears for users.

Quick setup summary

Step	Action
1	Open Microsoft 365 Copilot
2	Find and add the Asset Vision agent
3	Open the agent and sign in (Subscription ID + username + password)
4	Confirm the agent responds
5	Ask your first question

Install the app

Step 1: Open Microsoft 365 Copilot and find and add the Asset Vision agent

Sign in to Microsoft 365 Copilot — in your browser at m365.cloud.microsoft/chat, in the Microsoft 365 Copilot app, or via Copilot in Microsoft Teams.

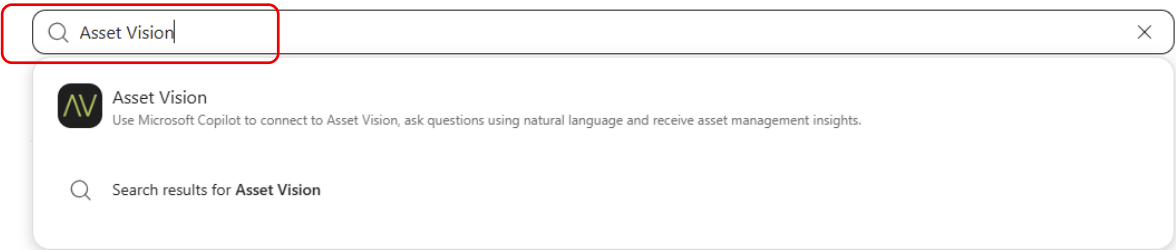
Make sure you are signed in with your work Microsoft 365 account.

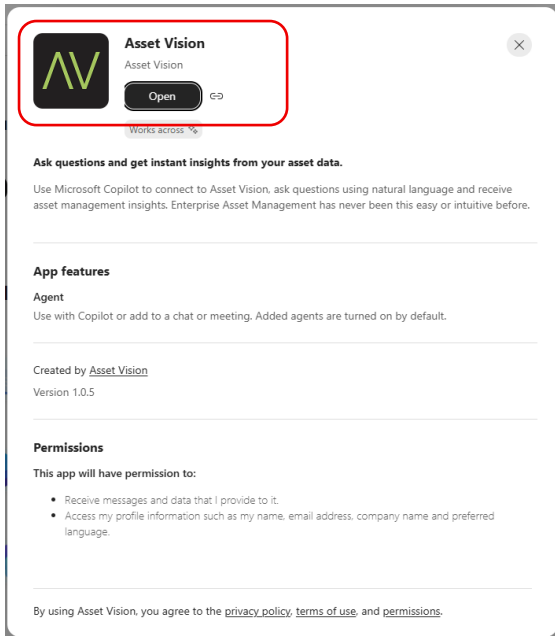
Open the Agents area — look for “Agents” in the side panel, or “Get agents” / the agent store.

Search for Asset Vision.

Select the Asset Vision agent (with the black AV icon), then click Open.

Agent Store





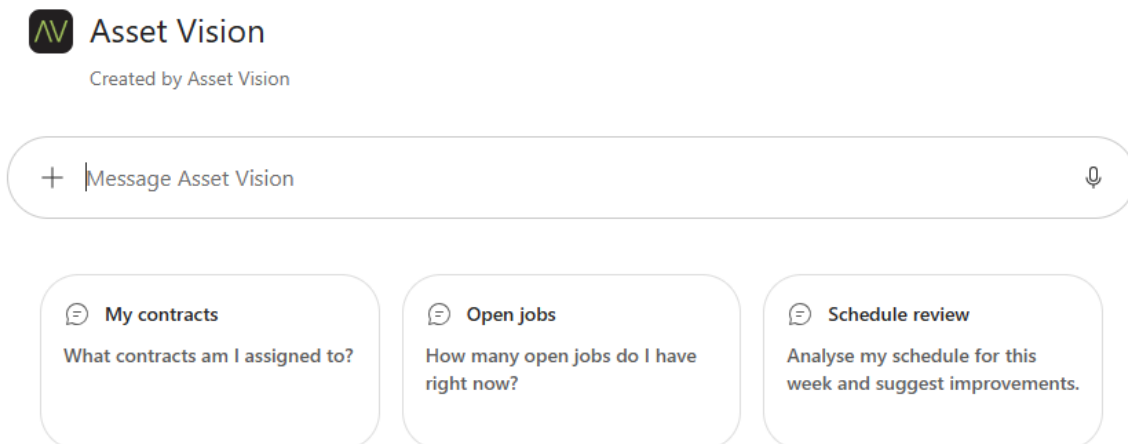
Step 3: Open the agent and sign in

Open the Asset Vision agent and send a message or select one of the suggested prompts.

When prompted, select Sign in to Asset Vision.

On the Asset Vision sign-in page, enter your Subscription ID, username and password, then authorise access.

Once approved, the agent is connected and ready to use.





Asset Vision

Created by Asset Vision

+ How many open jobs do I have right now?



How many open jobs do I have right now?



Asset Vision

Please sign in to Asset Vision to proceed. Upon successful login, we'll promptly start processing your query.



Sign in to Asset Vision

Cancel



Connect to Asset Vision



https://mcp.assetvision.com.au/v2/connect/authorize?response_type=code&client_id=...

Asset Vision

Connect Asset Vision

Enter your credentials to authorise access.

Data Services Subscription ID

e.g. ab264cd3-2f78-49c0-9fc6-be51be0cb51

Username

you@company.com

Password

Connect

Your credentials will be used to link your Asset Vision account.

How many open jobs do I have right now?

 Asset Vision

I'll connect to Asset Vision to help with this and future requests. You can manage access anytime in Settings.

Allow

Cancel

Confirm setup and start using it

Step 4: Confirm the agent is active

After signing in, the agent returns your Asset Vision data.

A dashboard or a data response confirms the agent is connected and ready.

This is the point where setup is effectively complete.

How many open jobs do I have right now?

 Asset Vision

You currently have **204 open jobs** assigned to you (user **DEM - Damian Smith**), based on jobs where you are the assigned user and the job has not been completed.  +1

- Assigned User ID: **68** 
- Open Jobs: **204** 

If you'd like, I can also break those 204 jobs down by priority, status, due date, or contract.

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Step 5: Ask your first question

Start with a simple prompt so you can confirm the agent is returning data correctly. Example first prompts might be:

“What contracts am I assigned to?”

“How many open jobs do I have by status?”

“Show me my dashboard.”

“Analyse my schedule for this week.”

Once you receive a live response, the agent is ready for day-to-day use.

Troubleshooting

If you cannot find the Agents area, refresh Copilot and check that you are signed into the correct Microsoft 365 account.

If Asset Vision does not appear in search, your organisation may need an administrator to enable or approve it first.

If sign-in fails, check that the Subscription ID has been entered exactly as supplied by Asset Vision, then confirm your username and password.

If the agent connects but no data or dashboard appears, start a new chat with the Asset Vision agent and try a simple prompt again.

Interface labels and button wording may change slightly as Microsoft updates the Copilot experience.

Need help?

For setup assistance or to request access, contact Asset Vision.