

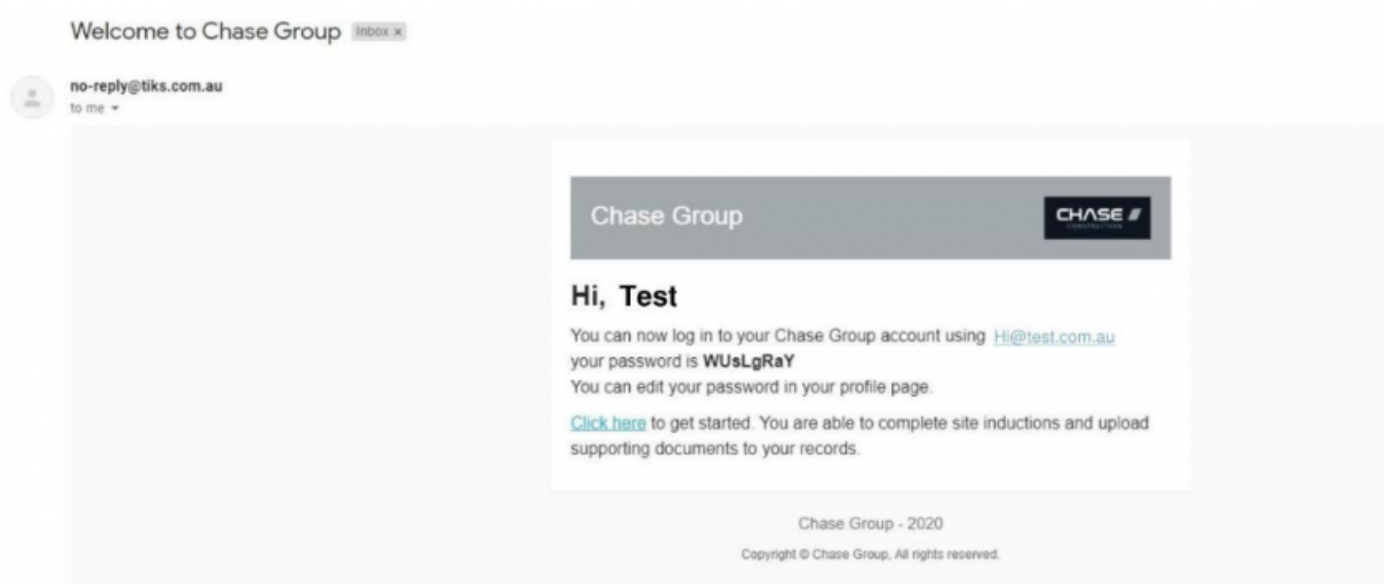
Chase - TIKS Induction Guide

- [Chase - TIKS Induction Guide](#)

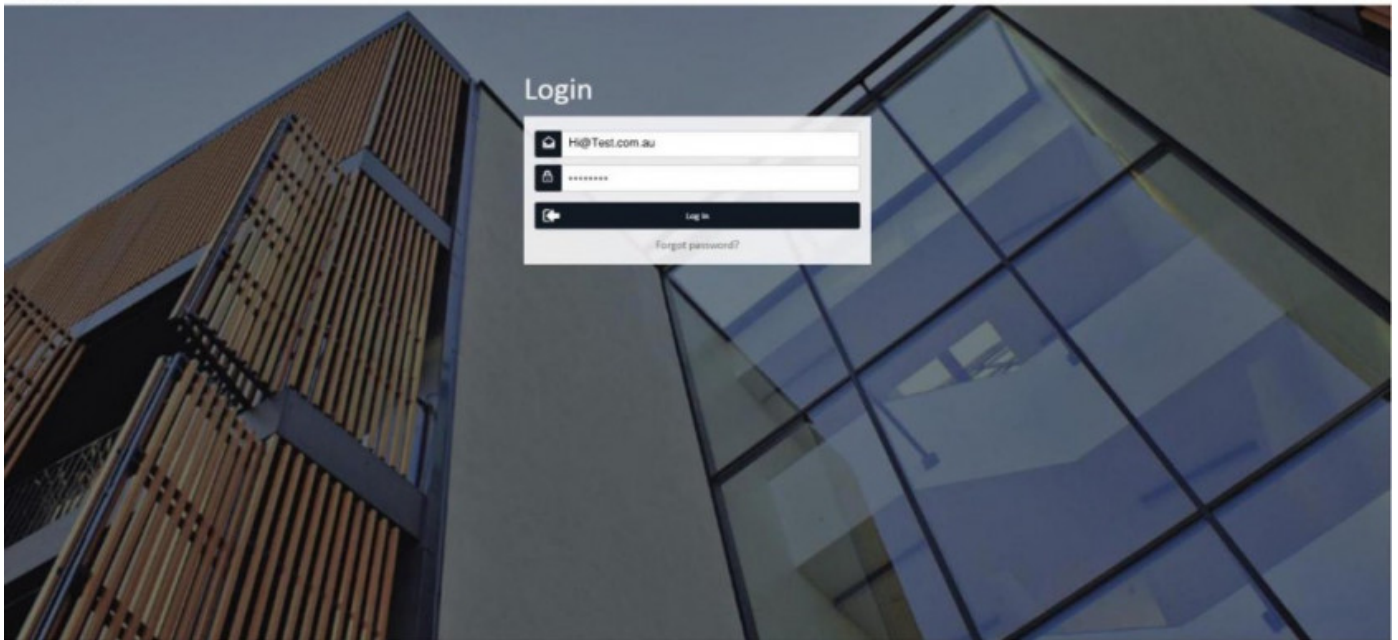
Chase - TIKS Induction Guide

TIKS Induction Guide

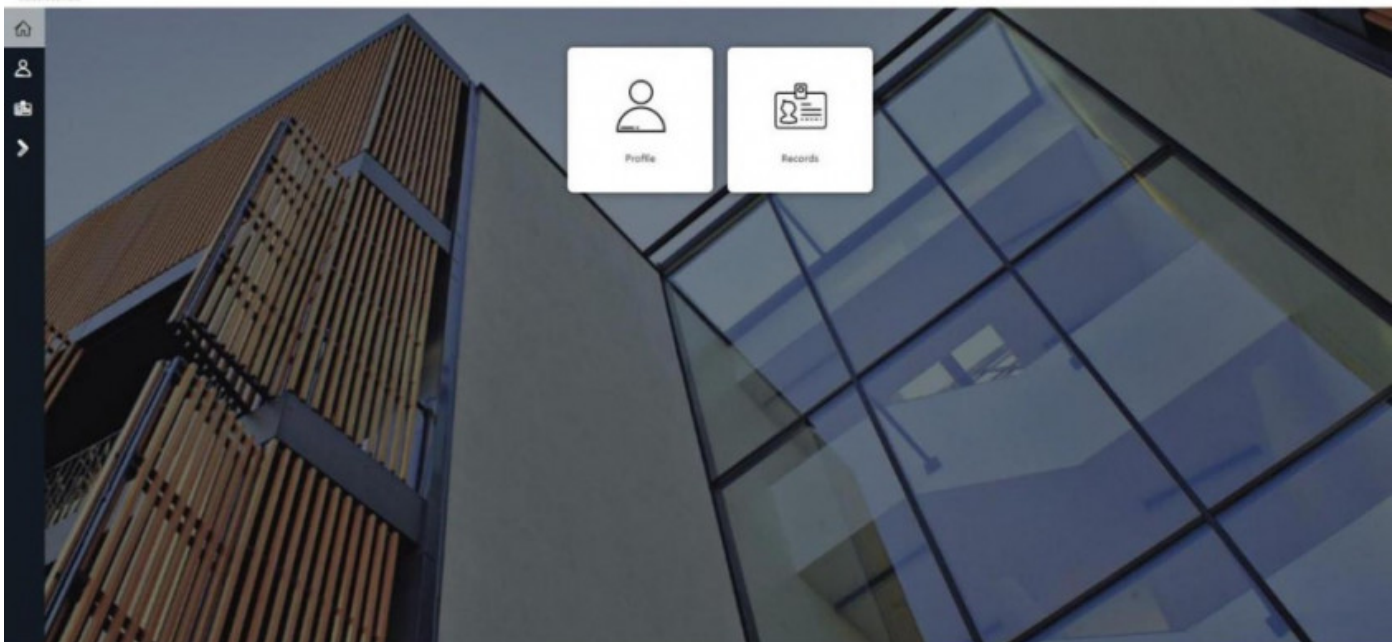
You will receive an email like the below. Hit the link '**Click here**' (Please note this is all best done on a mobile phone rather than a computer)



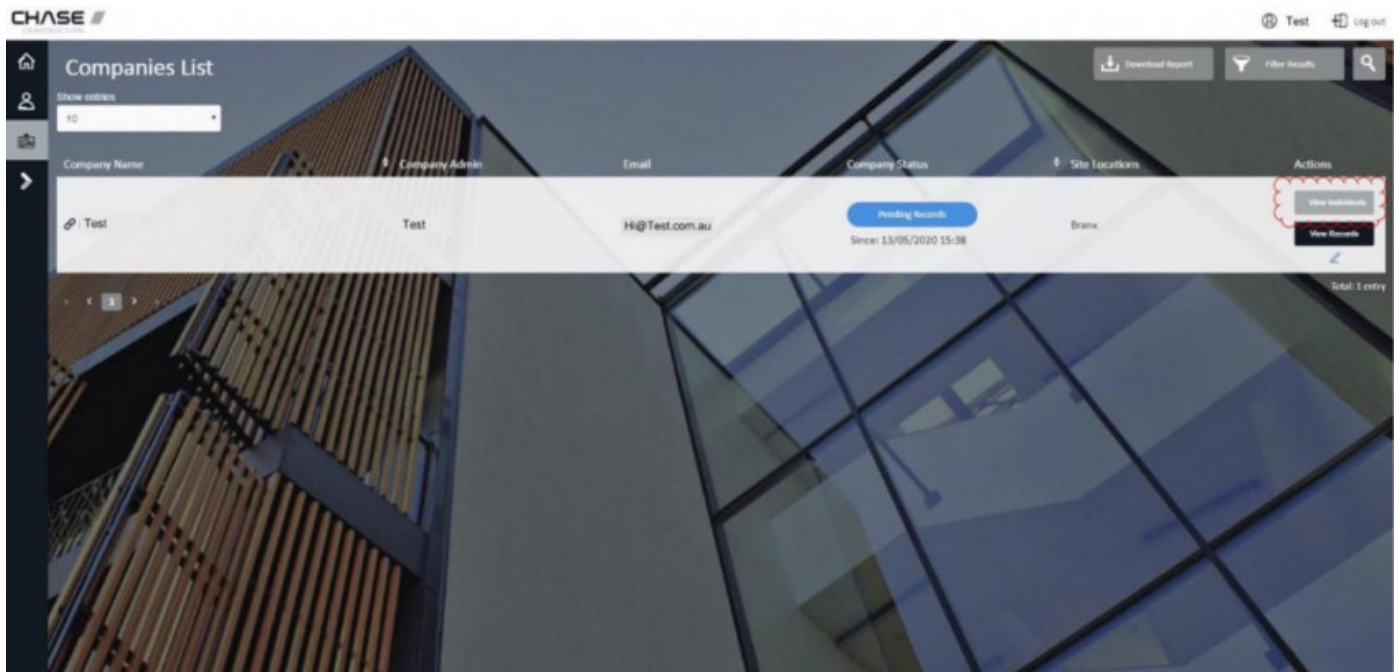
The login screen should now appear as per below. Enter in the same email address noted in the email and either manually enter the password (make sure noting uppercase and lowercase) or copy and paste the password from the email (recommended)



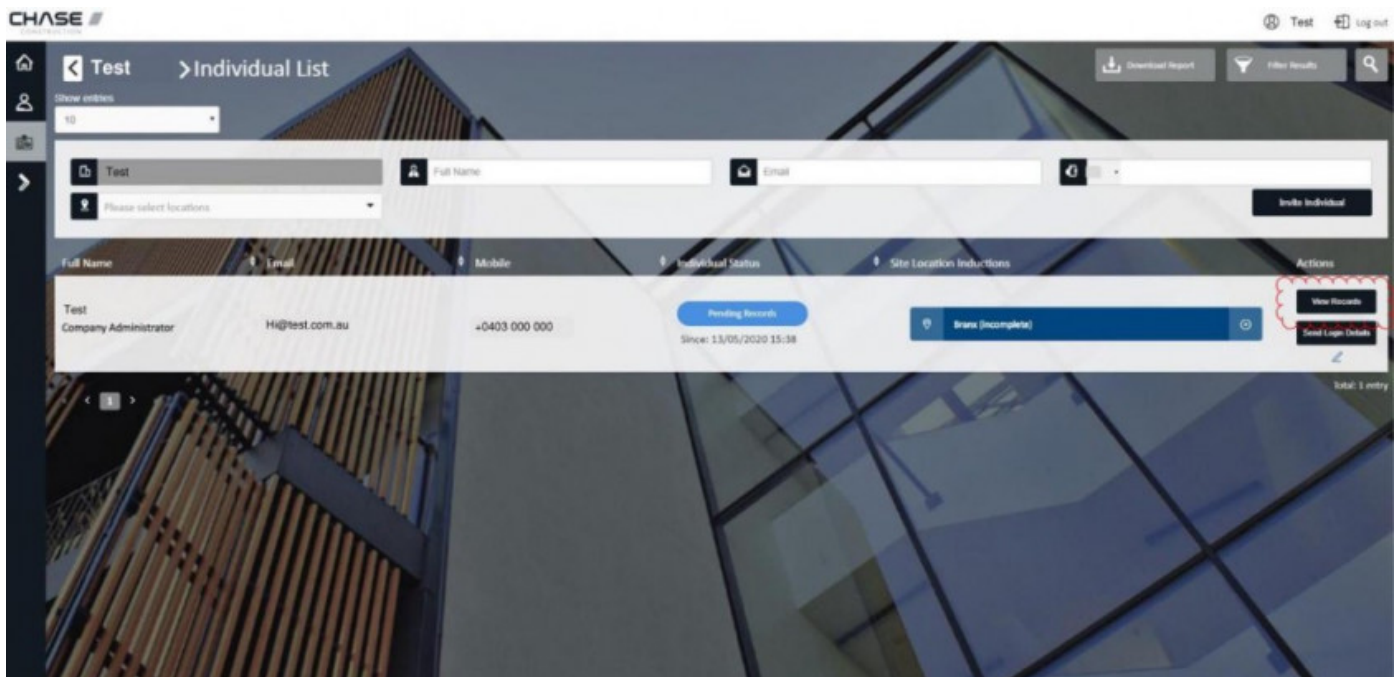
Once logged in the below screen will appear. If you wish to change your password you can by clicking into ***'profile'***. After this you need to click into ***'Records'***



This will take you to the below screen. Click on ***'View Individuals'*** shown clouded below.



This will take you to the below screen. Click on **‘View Records’** shown clouded below.

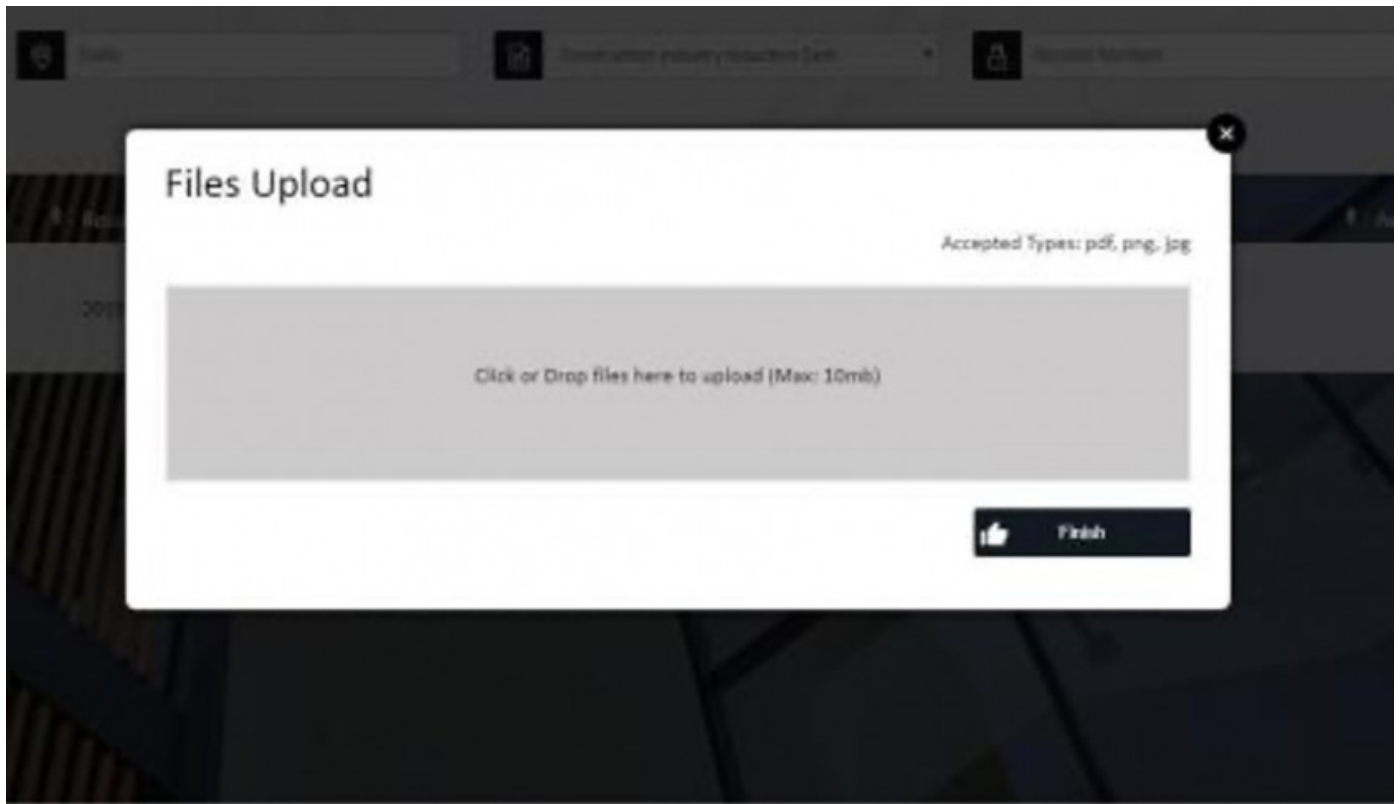


This will take you to the below screen. This is where you need to enter the details of minimum site requirements which are ‘Asbestos Awareness’ & ‘Construction Industry General Induction Card’ you can set the expiry date of these to whatever you like as they do not have one however at this stage the

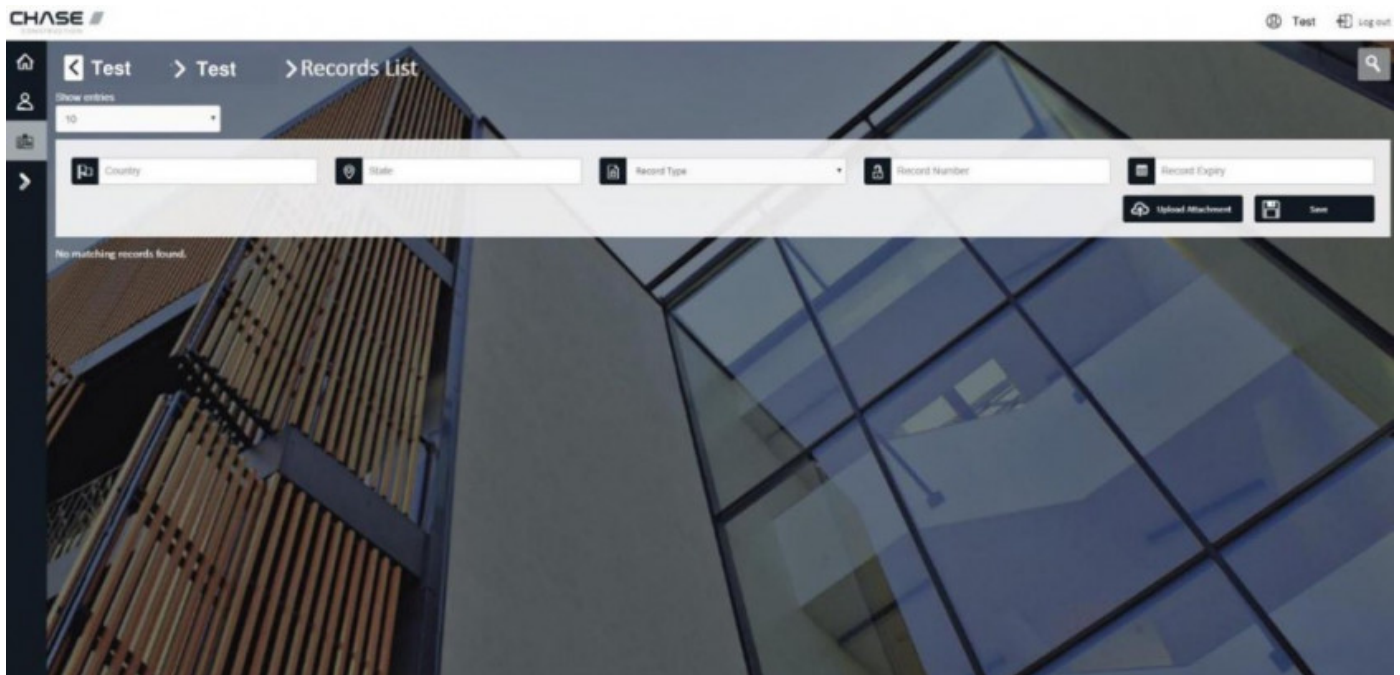
system needs one to go to the next step. Enter the details then hit '**upload attachment**'.

The screenshot displays the CHASE Records List interface. At the top, the CHASE logo is on the left, and 'Test' and 'log out' links are on the right. Below the logo is a navigation bar with 'Test' and 'Records List' links. A search bar is present with the text 'Show entries' and the number '10'. Below the search bar are several filters: 'Country', 'State', 'Record Type', 'Record Number', and 'Record Expiry'. To the right of these filters are two buttons: 'Upload Attachment' and 'Save'. Below the filters, a message states 'No matching records found.' The background of the interface features a low-angle photograph of a modern building with a glass facade and a wooden slatted structure.

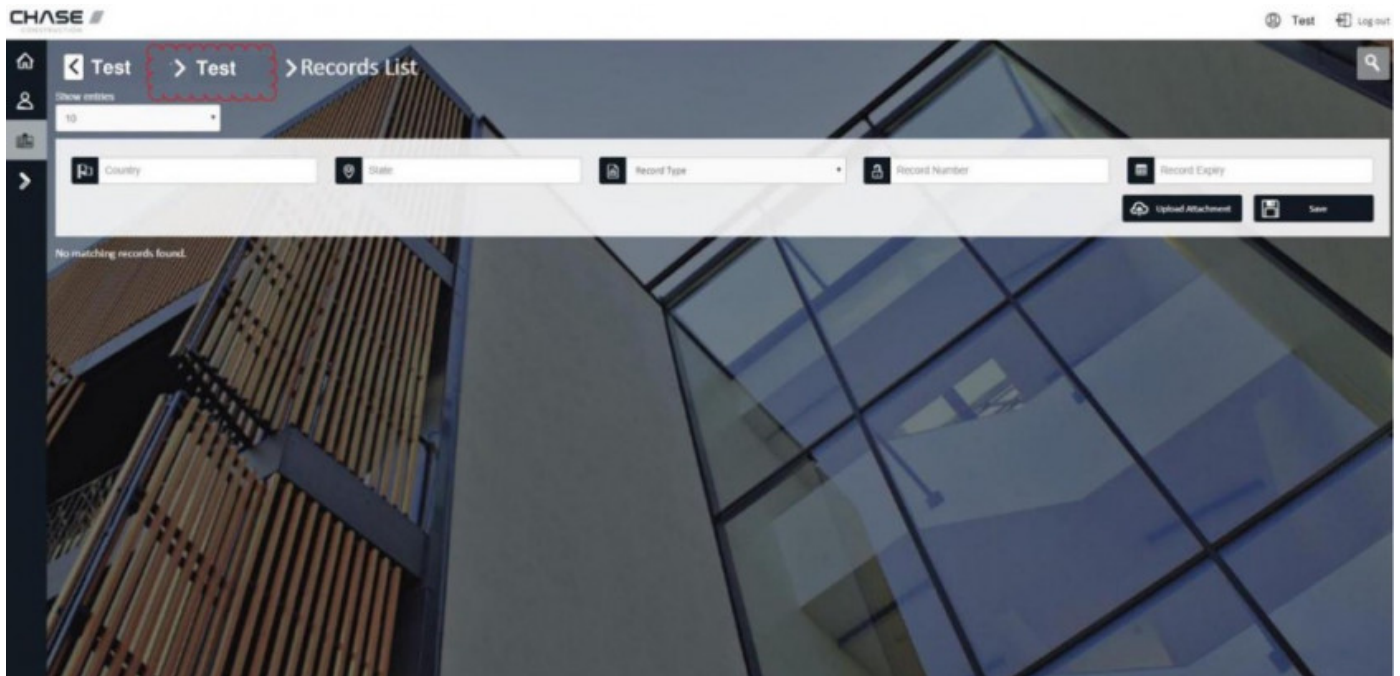
This will take you to the below screen. Where you can either upload if using on a computer or take a photo if using a phone. Either way click in the box upload the document or photo and click '**finish**', it will upload and the box will disappear. NOTE make sure you upload the front and back of your cards. You can do this on the same screen.



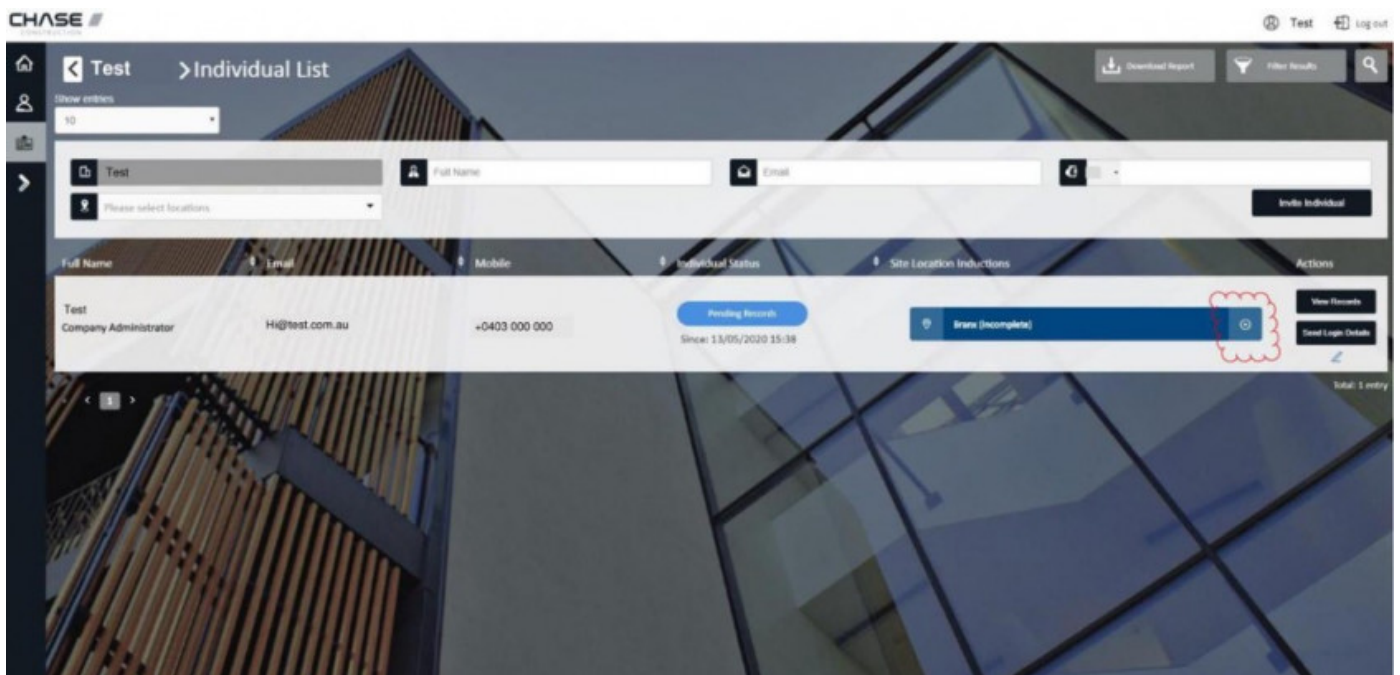
You will then land back at the below page, hit **'Save'** and repeat for any other cards.



Once the above is done you need to hit where the below red cloud is shown.



This will return you back to the area that you need to complete the induction. Click on the play button clouded in red below.



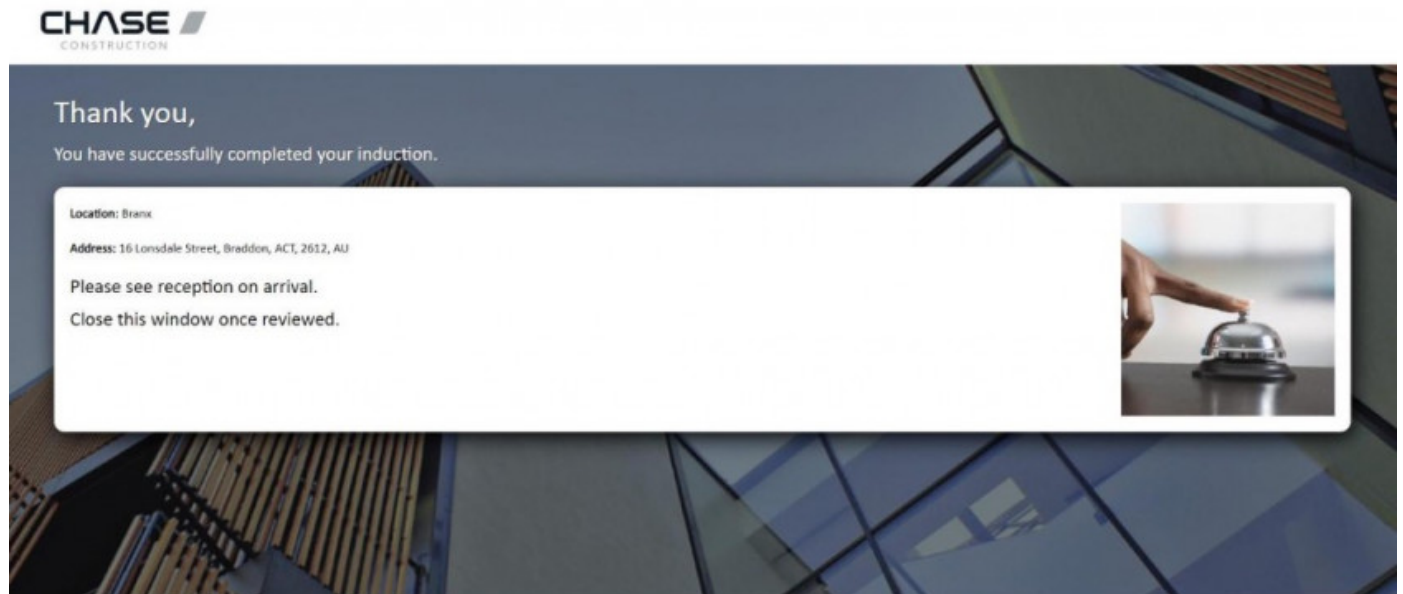
This is the induction page, read each page, then hit '**next**'.



Once complete you will land at the below page where you need read and to tick all of the boxes then finish by hitting '**Next**'

The screenshot displays a digital induction checklist and acknowledgment form for CHASE Construction. The top left shows the CHASE CONSTRUCTION logo. The form is divided into two columns of checkboxes. The left column includes: Site Traffic Management, Plant and Equipment, Chemicals and SDS Requirements, Work on Balconies, Consultation Forums on Site, Tool Box Talks, and Dispute Resolution. The right column includes: Minimum PPE, Permit Systems, Platform Ladders, Employee Assistance Provider, Legislation/Codes of Practice/Standards access, and Involvement in Inspections and Interactions. Below these columns is a text input field labeled 'Notes / Comments'. Underneath this is a section titled 'Acknowledgement (to be signed by Worker after site induction)' which contains three checkboxes: 'I hereby acknowledge that I have understood Site Induction training delivered by Chase and hereby agree to adhere to all site safety rules and instructions.', 'I confirm that I am medically fit to carry out the tasks within my role/position.', and 'I confirm that I will comply with my responsibilities under the WHS Act and Regulations and I have read and understood all relevant SWMS, JSA's, SOP's related to the tasks I will perform on site.' At the bottom of the screen are two buttons: 'Cancel' on the left and 'Next' on the right.

You're finished! Chase will be notified, review your induction & cards.



Once approved you will receive or may have already received the below email, from here there are links to either the Android or Apple stores where you need to download the app. Once downloaded come back to the below email and hit on the **“Click Here”** button, this will launch the app with your sign in details already loaded.

Successful Contractor Registration Inbox x

Chase Group support@chocolatecoded.com.au via tks.com.au
to me ▾

Chase Group



Dear Test

You're now successfully registered as a contractor for Chase Group .

As a registered contractor you now have access to our new Chase Group Onsite mobile app, the app allows you to have your ID on your mobile device and shows you a record of site visits.

Click Here
to launch the app

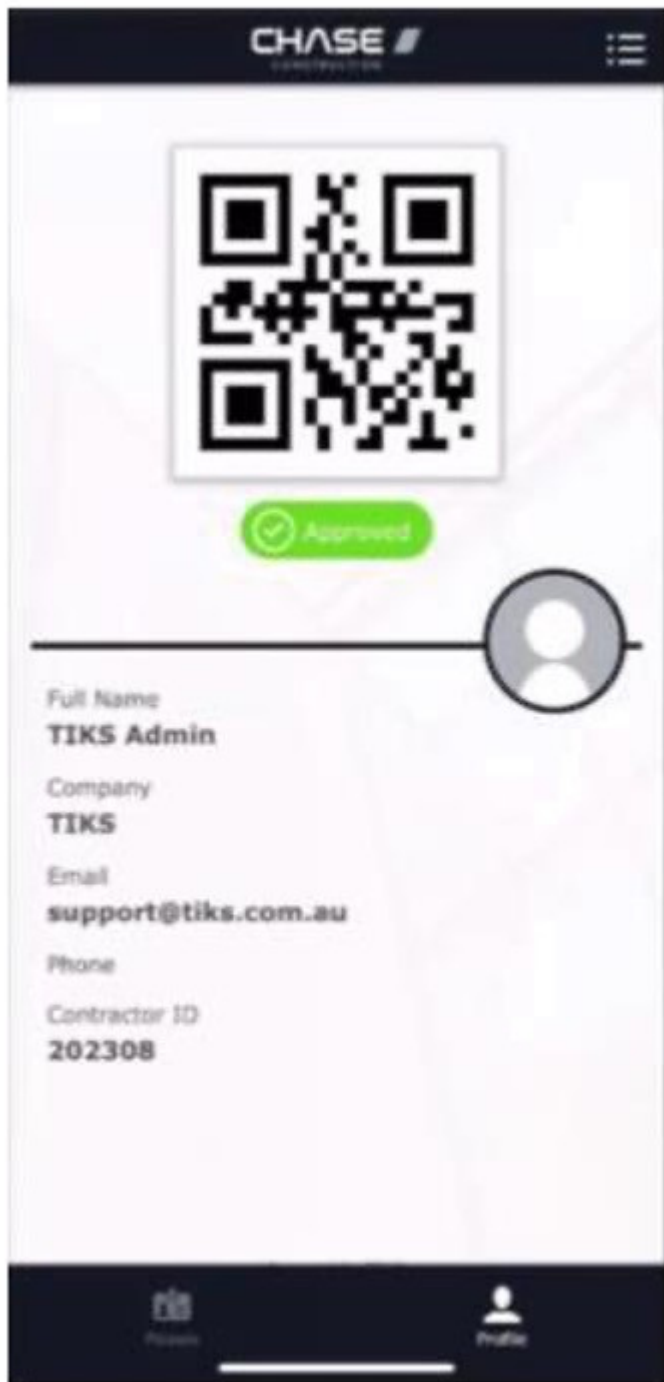


If you do not have the app yet, download the app from the app stores via the button below



If you have any queries, please contact your Site Manager.

Once the app is open you need to click on the 'Profile' section on the bottom right which will have your QR code. If you need to access site and the QR code has a 'Not Approved' in red then you need to contact your Chase site contact.



COMPANY ADMIN

If you're a company admin you will need to invite your employees and sub-contractors to the system. The below clouded area is where you do this.

