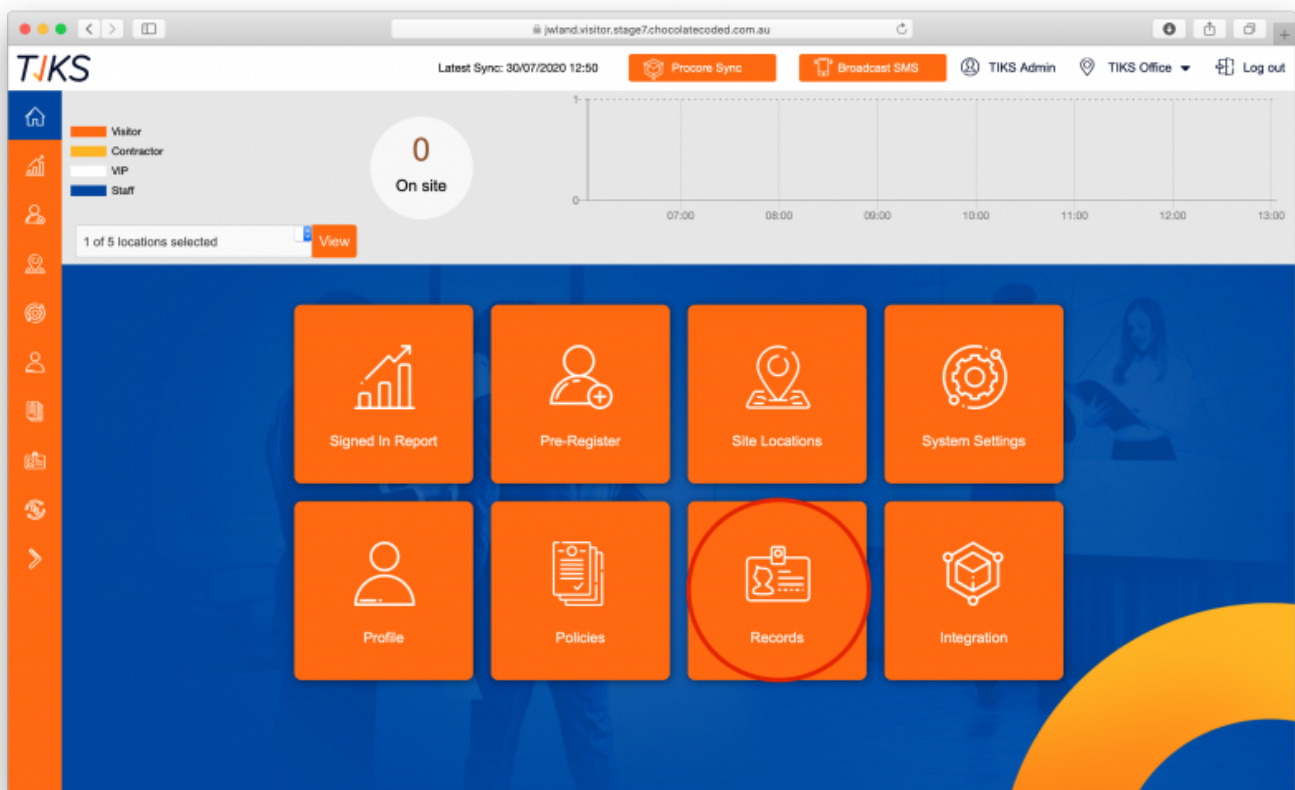


How to Approve or Reject Records

Review Records

1. Log into the admin portal: <https://jwland.visitor.tiks.com.au/dashboard>
2. Tap on the "Records" button



Step 1: Tap on the search icon and type in the Company you wish to review. Alternatively, you can scroll down the page until you find that Company.

The screenshot displays the 'Companies List' page in a web browser. The browser's address bar shows the URL 'jwland.visitor.stage7.chocolatecoded.com.au'. The page header includes the TIKS logo, a sync status 'Latest Sync: 30/07/2020 12:50', and buttons for 'Procure Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. The main content area features a search and filter section with fields for 'Company Name', 'Company Admin', 'Email', and a location selector. Below this is a table with the following data:

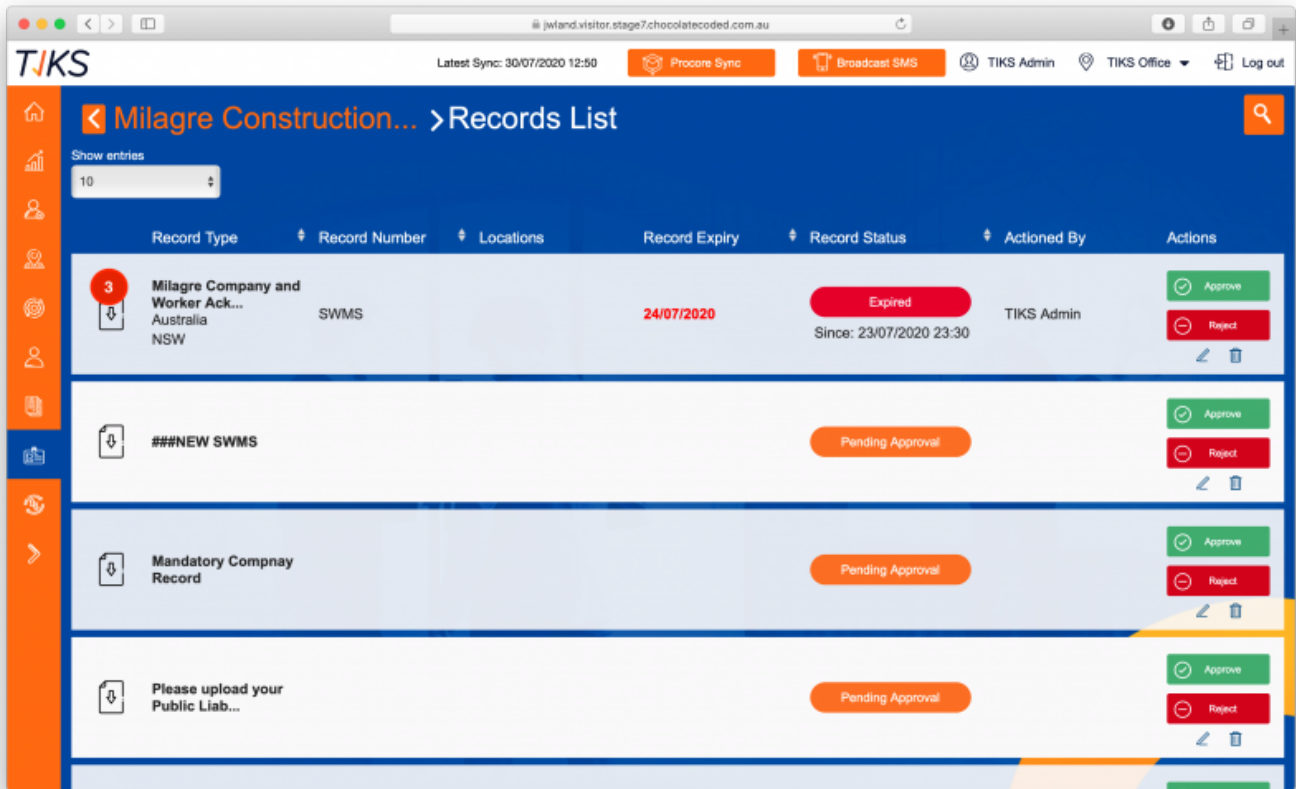
Company Name	Company Admin	Email	Company Status	Site Locations	Actions
Client STAFF Company	Client STAFF Member	client@staffmember.com	Pending Approval	TIKS Office	View Individuals View Records
Company All Valid	admin one	admin@one.com	Pending Approval	TIKS Office	View Individuals View Records
Company Expired Insurance	No data to display	No data to display	Pending Approval	TIKS Office	View Individuals View Records

Step 2: To view the records for this Company, tap on the "View Records" against the company listing

The screenshot displays the 'Companies List' page in the TIKS system. The page features a top navigation bar with the TIKS logo, a sync status of 'Latest Sync: 30/07/2020 12:50', and buttons for 'Procure Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. The main content area includes a sidebar with navigation icons, a search bar, and a table of companies. The table has the following data:

Company Name	Company Admin	Email	Company Status	Site Locations	Actions
Client STAFF Company	Client STAFF Member	client@staffmember.com	Pending Approval	TIKS Office	View Individuals (2), View Records, Refresh, Delete
Company All Valid	admin one	admin@one.com	Pending Approval	TIKS Office	View Individuals (1), View Records, Refresh, Delete
Company Expired Insurance	No data to display	No data to display	Pending Approval	TIKS Office	View Individuals, View Records, Refresh, Delete

Step 3: You will now see a list of records submitted by this company, to view documents that may have been uploaded, tap on the download document icon



Step 4: To approve this record, tap on the "Approve" button. This will also allow you to add any comments you wish the Contractor Company Admin to see. Once approved, this record tile will go green.

To **Reject** this record, simply tap on the "Reject" button and add notes to help your Contractor understand what is needed for this record.

TIKS Latest Sync: 30/07/2020 12:50 Procure Sync Broadcast SMS TIKS Admin TIKS Office Log out

Milagre Construction... > Records List

Show entries 10

Record Type	Record Number	Locations	Record Expiry	Record Status	Actioned By	Actions
Milagre Company and Worker Ack... Australia NSW	SWMS		24/07/2020	Expired Since: 23/07/2020 23:30	TIKS Admin	4 Approve Reject
###NEW SWMS				Pending Approval		Approve Reject
Mandatory Company Record				Pending Approval		Approve Reject
Please upload your Public Liab...				Pending Approval		Approve Reject

Revision #3

Created 5 years ago by [Sam Marciano](#)

Updated 5 years ago by [Sam Marciano](#)