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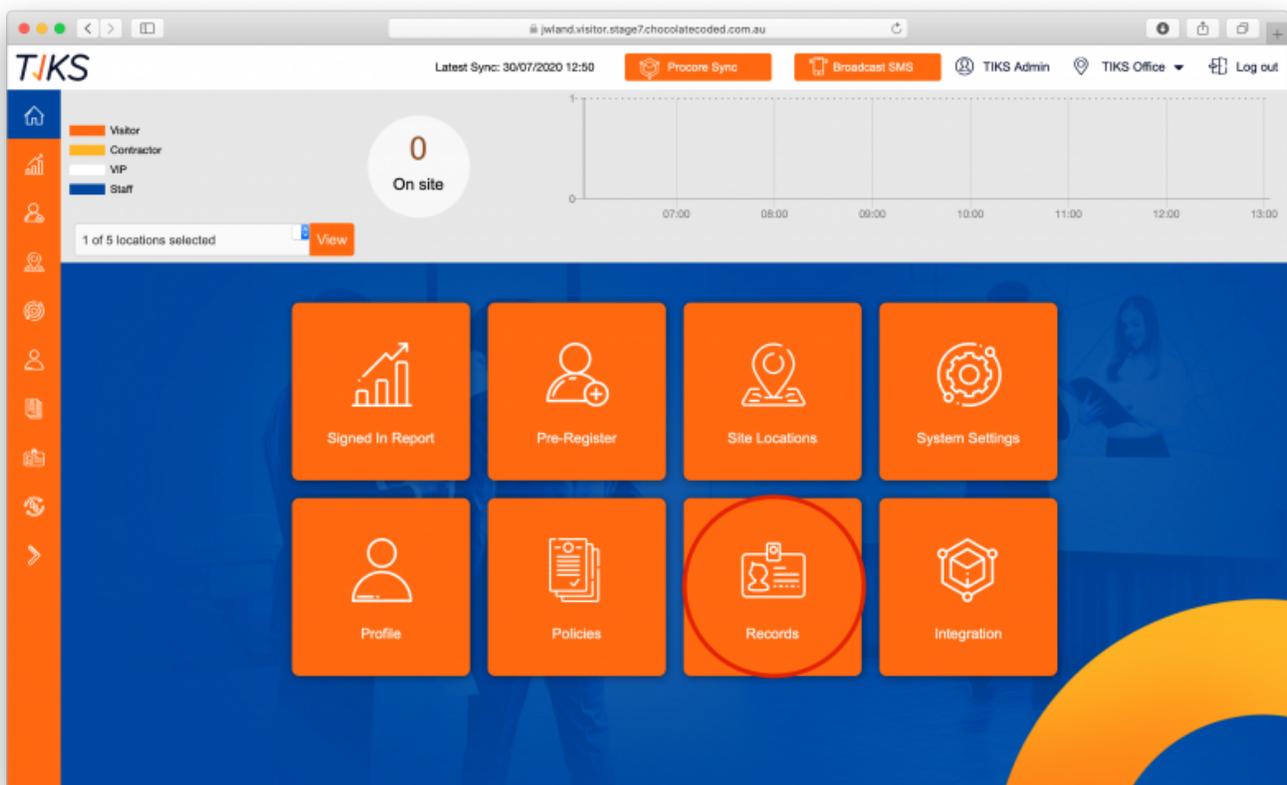
Step 1: Tap on the search icon and type in the Company you wish to review. Alternatively, you can scroll down the page until you find that Company.

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

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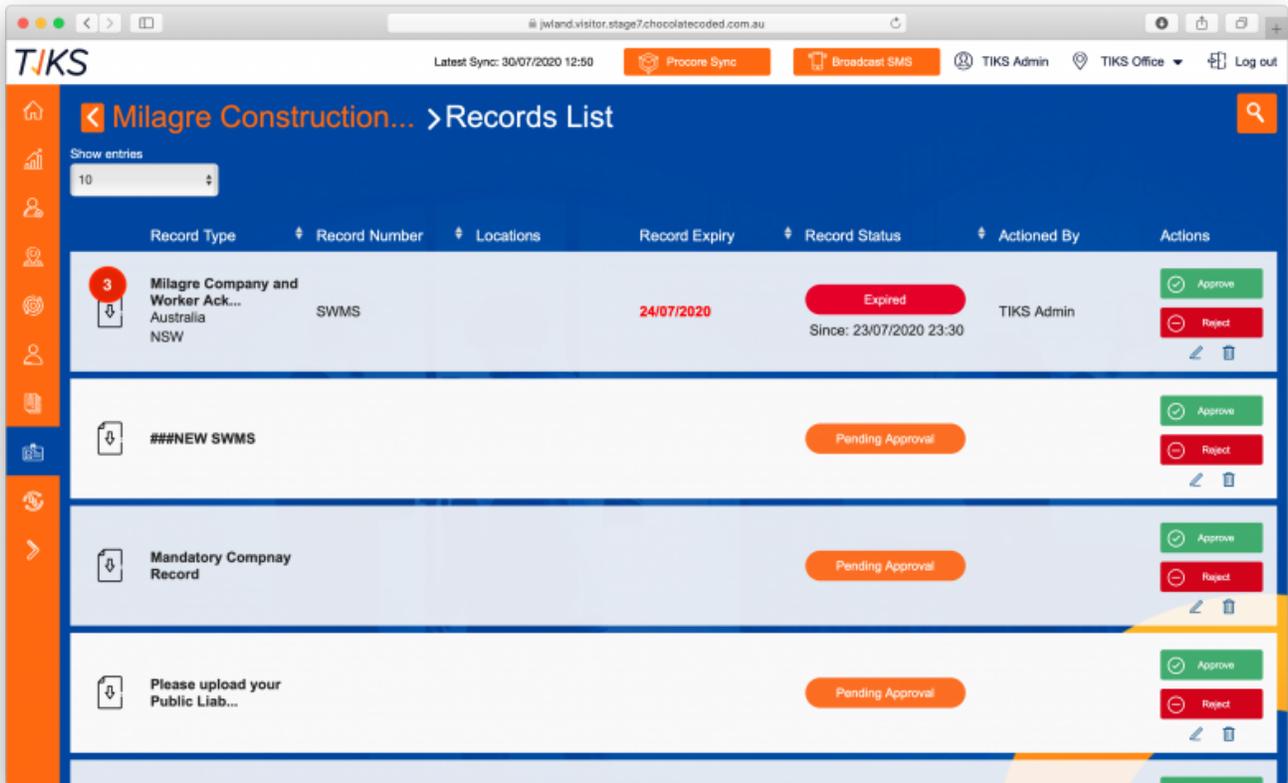
Step 4: To approve this record, tap on the "Approve" button. This will also allow you to add any comments you wish the Contractor Company Admin to see. Once approved, this record tile will go green.

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

Revision #3
Created 4 years ago by Sam Marciano
Updated 4 years ago by Sam Marciano