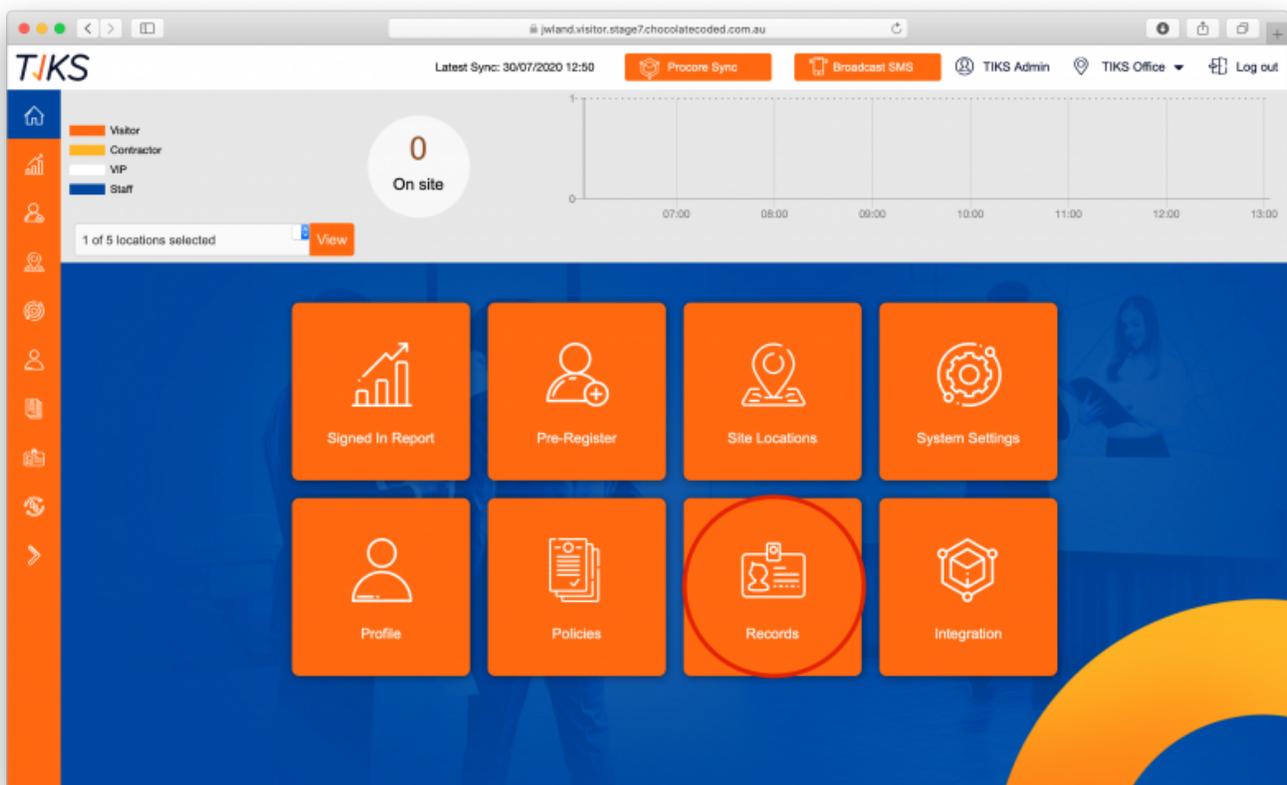


# How to Approve or Reject Records

## 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 shows the TIKS web application interface. At the top, there's a navigation bar with 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 heading is 'Companies List'. Below the heading, there's a 'Show entries' dropdown set to '10'. A search bar contains 'Company Name', 'Company Admin', and 'Email'. There are also buttons for 'Download Report', 'Filter Results' (with a notification badge '1'), 'Record Type Settings', and 'Invite Company'. The main content is a table with the following data:

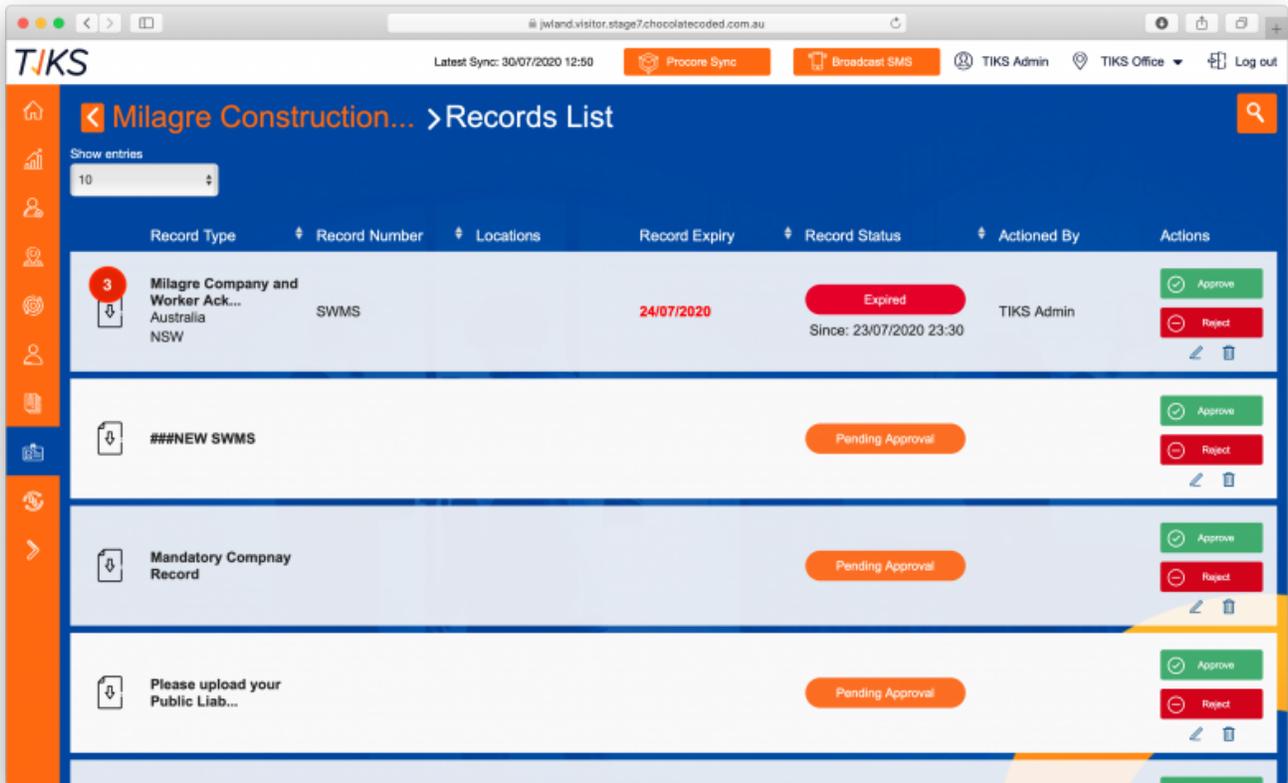
| Company Name              | Company Admin       | Email                  | Company Status   | Site Locations | Actions   |
|---------------------------|---------------------|------------------------|------------------|----------------|---|
| Client STAFF Company      | Client STAFF Member | client@staffmember.com | Pending Approval | TIKS Office    | <a href="#">View Individuals</a><br><a href="#">View Records</a><br>⏪ ⏩ |
| Company All Valid         | admin one           | admin@one.com          | Pending Approval | TIKS Office    | <a href="#">View Individuals</a><br><a href="#">View Records</a><br>⏪ ⏩ |
| Company Expired Insurance | No data to display  | No data to display     | Pending Approval | TIKS Office    | <a href="#">View Individuals</a><br><a href="#">View Records</a><br>⏪ ⏩ |

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'. A sidebar on the left contains various navigation icons. The main content area has a 'Companies List' header with a 'Download Report' button and a search icon. Below the header is a filter section with input fields for 'Company Name', 'Company Admin', 'Email', and a phone number '+61', along with a 'Please select locations' dropdown and buttons for 'Record Type Settings' and 'Invite Company'. The main table lists three companies:

| 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...<br>Australia<br>NSW | SWMS          |           | 24/07/2020    | Expired<br>Since: 23/07/2020 23:30 | TIKS Admin  | 4 Approve<br>Reject |
| ###NEW SWMS   |               |           |               | Pending Approval                   |             | Approve<br>Reject   |
| Mandatory Company Record                              |               |           |               | Pending Approval                   |             | Approve<br>Reject   |
| Please upload your Public Liab...                     |               |           |               | Pending Approval                   |             | Approve<br>Reject   |

Revision #3

Created 4 years ago by [Sam Marciano](#)

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