Admin Portal (Dashboard)

- What are the features of the Top Bar?
- What do the charts display on the dashboard home page?
- What do the different tiles on the dashboard do?
- What is the admin dashboard?

What are the features of the Top Bar?

- In the top left hand corner of the top bar you will see the TIKS logo **or** your company's logo if you have chosen to brand your system.
- If you have a Procore integration it will show the date and time of the latest automated "sync" with Procore.
- There is a "Procore Sync" button which can be selected to manually sync with Procore. This will **only** be visible to Level 1 Admin users.
- The **"Broadcast SMS"** button allows you to create an SMS message that can be sent to all users on site.
- Your user name (where it says *TIKS Admin* above) will be displayed next. If you click your user name it will go to your Profile page.
- The current site you are logged into is displayed. You can use the drop down menu here to toggle between sites.
- The final icon is the **'Log out'** icon. If you select this, you will be logged out of the TIKS admin portal.

What do the charts display on the dashboard home page?

At the top of the dashboard, you can see two graphics, these allow you to see important information at a glance.
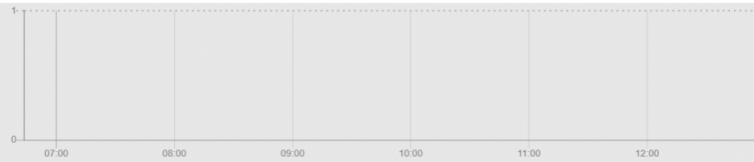
1. **Circular Graph:** This circular graphic allows you to see, dynamically, the total number of visitors currently on site.
2. **Line Graph:** This provides a little more detail, showing you the number of visitors on site at different time milestones throughout the day

Locations selected: You can use this to choose which locations to view in the charts to see the total number of persons on one or more sites. To select a specific location or many locations select the check boxes and click "View". See below.

TIKS
Latest Sync: 03/03/2021 11:42
Procore Sync
Broadcast SMS
TIKS Admin
TIKS Office
Log out

Visitor
Contractor
VIP
Staff

0
On site

07:00 08:00 09:00 10:00 11:00 12:00

1 of 3 locations selected   View

- [Select all]
- ☑ TIKS Office
- TIKS Solutions
- TIKS Solutions

Signed In Report

Pre-Register

Site Locations

System Settings

Profile
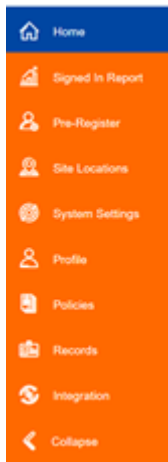
Policies

Records

Integration

What do the different tiles on the dashboard do?

On the dashboard, you will see a number of coloured tiles (depending on your permissions level) these represent the different sections of the TIKS VMS admin portal.

These are also detailed in miniature down the left-hand side of the screen.

Here's a brief description of each tile.

1. **Signed In Report:** This section allows you to view a report on who has signed into your site
2. **Pre Register:** This section allows you to pre-register visitors.
3. **Site Locations**: This section allows you to manage site locations, it also allows you to switch between different sites (depending on your permission level).
4. **System Settings**: This section allows you to view, add and edit admin users, manage permission levels, and manage systems settings.
5. **Profile**: This section allows you to view and edit your account details.
6. **Policies:** This is where you can manage the company's policies to display to those attending site.
7. **Records:** Records of the companies and workers who access your sites and the compliance requirements for those sites.
8. **Integration:** this section allows you to view the system integration status

What is the admin dashboard?

The administrator dashboard or admin portal will look appear similar to the below depending on the features you have ordered for your system. The dashboard will show the various feature tiles which you can select to view information or edit to configure your system. Level 1 Admin users will have greater access to features and configuration options than users with less permissions.