

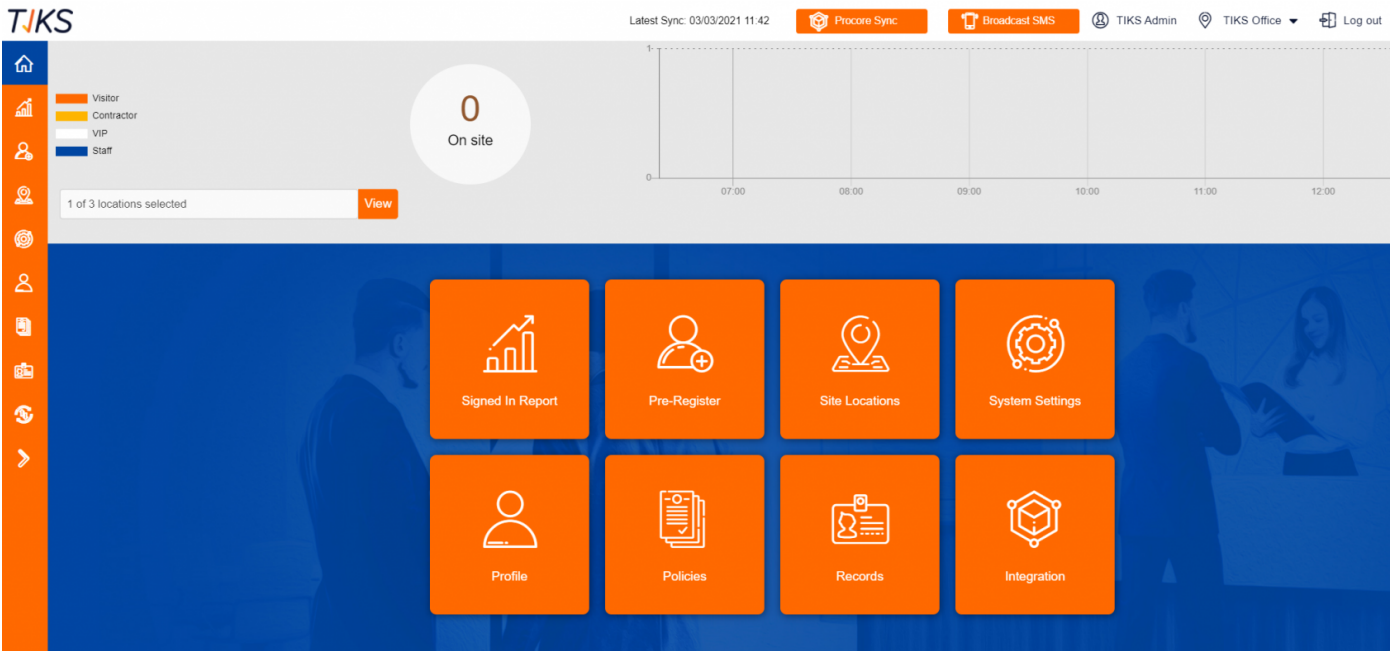
Signed In Report

Features of the Signed In Report

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What is the Signed In Report?

To access select "Signed In Report" from the home screen (dashboard). See below.



The **Signed In Report** displays in real time who is on a particular site. You can toggle between sites by selecting the site in the top right hand site selection drop-down menu.

TIKS

Latest Sync: 14/07/2020 15:42

Procore Sync

Broadcast SMS

TIKS Admin

TIKS Office

Log out



Signed In Report

Download Report

Filter Results

Show entries

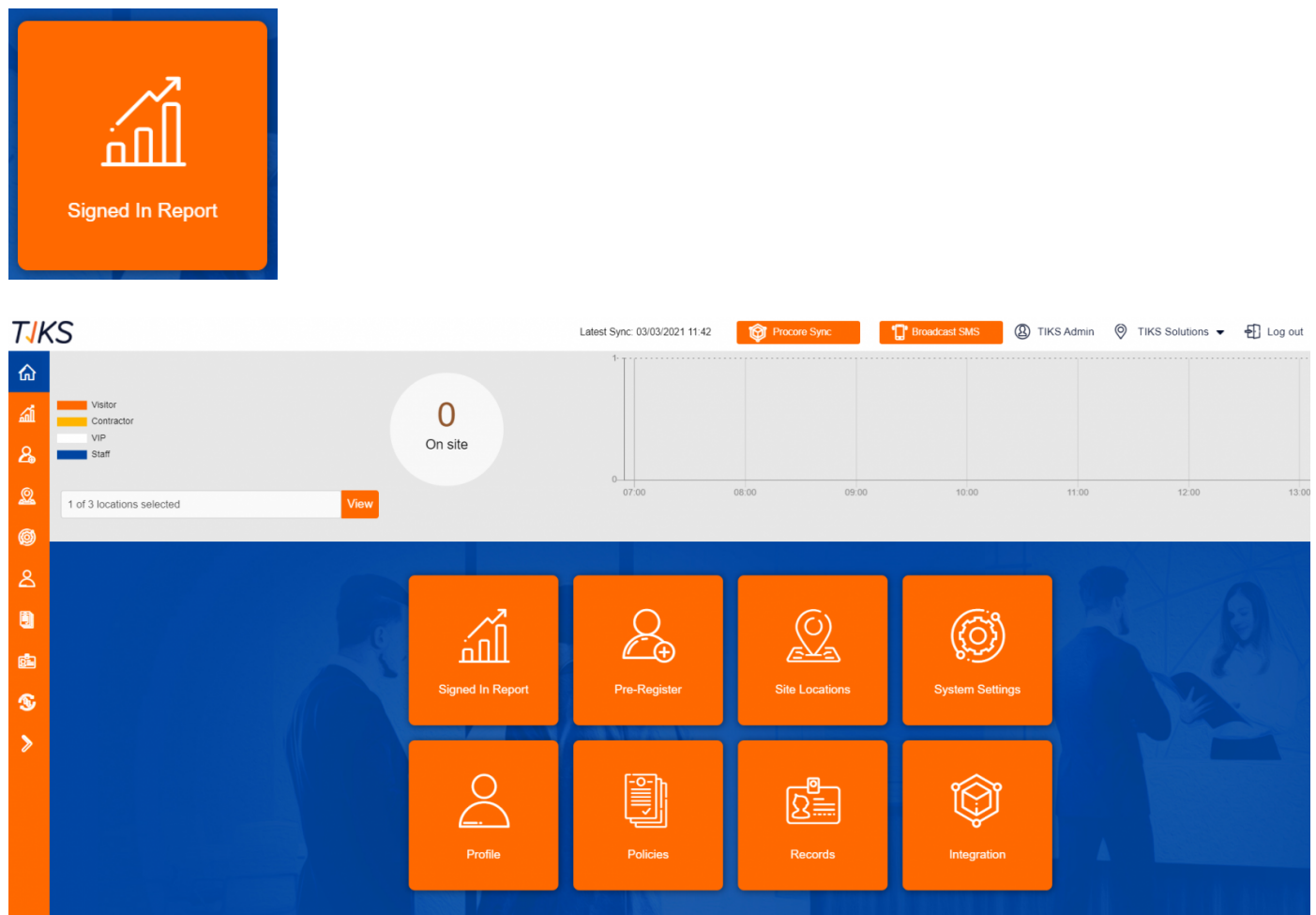
10

Photo	Details	Host	Time	Visit Induction	ID	Action
	Phoebe O'Reilly Tiks sales@tiks.com.au +61404040404	 TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:08 AEST Currently On Site Time on site: 00h 00m	Site (304 days left)	12A0	<div>Signed</div> <div>Reprint Badge</div>

Total: 1 entry

How do I access the Signed In Report?

To view the Signed In Report for your site/s select the "Signed In Report" tile from the home page (dashboard).



What does Visit Induction mean?

The "**Visit Induction**" column shows whether that visitor has a valid induction. If it's valid, it will highlight in green with the number of days left until the induction expires in brackets.

Induction validity periods are determined in the Site Location settings.

If the induction has expired it will say "Expired" in red text and the user will be shown the induction slides when they next sign in at any kiosk/tablet. If the user has been pre-registered and they have not yet completed a site induction, it will say "Incomplete".

The screenshot displays the TIKS web interface. At the top, the TIKS logo is on the left, and navigation links for 'Process Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out' are on the right. The main heading is 'Signed In Report'. Below this, there's a 'Show entries' dropdown set to '10'. A table lists user entries with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. The first entry is for Phoebe O'Reilly, a TIKS Admin, with a valid induction status highlighted in green. Action buttons for 'Signout' and 'Reprint Badge' are visible. A pagination bar at the bottom shows '1' of 1 entries.

Photo	Details	Host	Time	Visit Induction	ID	Action
	Phoebe O'Reilly Tiks sales@tiks.com.au +61404040404	TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:08 AEST Currently On Site Time on site: 00h 00m	Site (365 days left)	12A0	Signout Reprint Badge


What does ID mean?

This column shows the unique visit ID specific to that visit for that visitor. This is what is used to generate the QR code on the badge that the visitor receives.

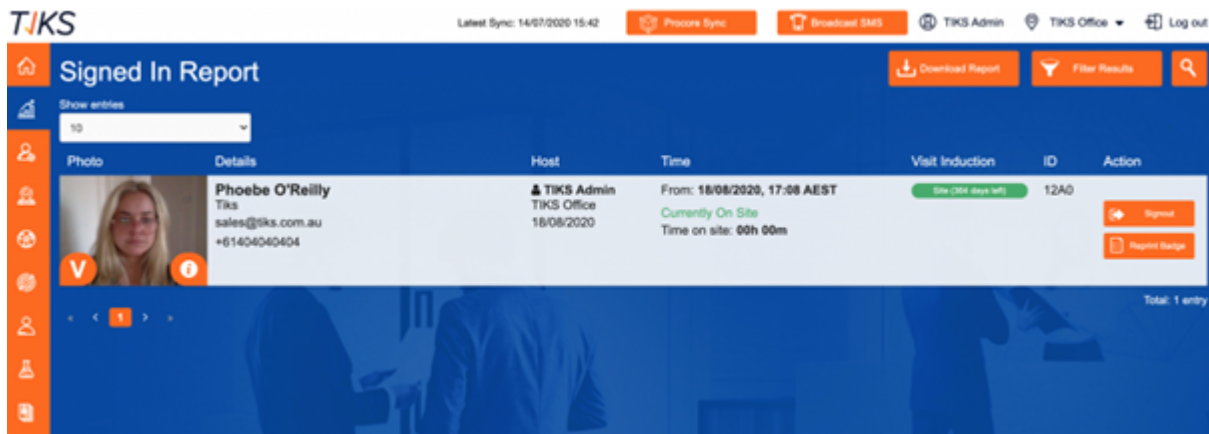
The visitor can use this ID to sign out quickly from one of the kiosks/tablets.

If you have a QR code scanner integrated into your system, the visitor can scan the QR code on their badge to sign out.


The screenshot displays the TIKS 'Signed In Report' interface. At the top, there's a navigation bar with the TIKS logo, a sync status 'Latest Sync: 14/07/2020 15:42', and buttons for 'Procore Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. Below the navigation bar, the 'Signed In Report' title is followed by 'Download Report', 'Filter Results', and a search icon. A 'Show entries' dropdown is set to '10'. The main content area features a table with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. A single entry for Phoebe O'Reilly is shown, with details including her photo, name, email (sales@tiks.com.au), and phone number (+61404040404). The host is 'TIKS Admin' at 'TIKS Office' on '18/08/2020'. The time is 'From: 18/08/2020, 17:08 AEST', with a status 'Currently On Site' and 'Time on site: 00h 00m'. The visit induction is 'Site (304 days left)' and the ID is '12A0'. Action buttons for 'Signout' and 'Reprint Badge' are present. A pagination bar at the bottom shows 'Total: 1 entry'.

Photo	Details	Host	Time	Visit Induction	ID	Action
	Phoebe O'Reilly Tiks sales@tiks.com.au +61404040404	TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:08 AEST Currently On Site Time on site: 00h 00m	Site (304 days left)	12A0	Signout Reprint Badge

What do the buttons in the Action column do?



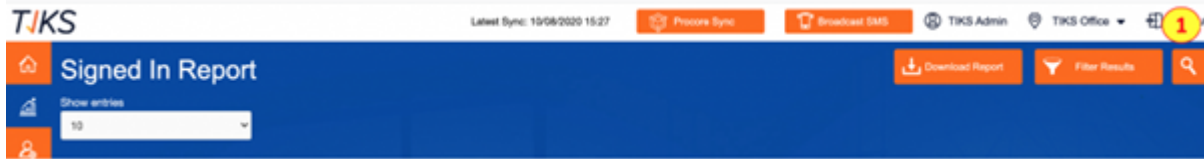
The screenshot shows the TIKS 'Signed In Report' interface. At the top, there's a header with the TIKS logo, a sync status 'Latest Sync: 14/07/2020 15:42', and buttons for 'Process Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. Below the header, the main content area has a 'Signed In Report' title, a 'Download Report' button, a 'Filter Results' button, and a search icon. A sidebar on the left contains navigation icons. The main table has columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. One entry is visible for Phoebe O'Reilly, a TIKS Admin, with a 'Signout' and 'Reprint Badge' button in the Action column. A pagination bar at the bottom shows 'Total: 1 entry'.


Photo	Details	Host	Time	Visit Induction	ID	Action
	Phoebe O'Reilly Tiks sales@tik.com.au +61404040404	TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:08 AEST Currently On Site Time on site: 00h 00m	Site 364 days left	12A0	Signout Reprint Badge

The ‘**Signout**’ button allows an Admin user to sign that particular visitor out. If that person has already signed out, the button will be greyed out, and you will not be able to select it.

The “**Reprint Badge**” button allows you to reprint a visitor's badge if you have a printer attached to your system.

How do I find a specific entry in the Signed In Report?



In the top right-hand corner of the Signed In Report page, after the coloured “Download Report” and the coloured “Filter Results” button, there is a magnifying glass search icon .

If you would like to find a specific entry in the Signed In Report page you can use this function.

Select the magnifying glass search icon, then slightly translucent blue search bar will appear (see below).



Start typing the desired search text and hit enter to complete your search.

What is the Broadcast SMS feature?

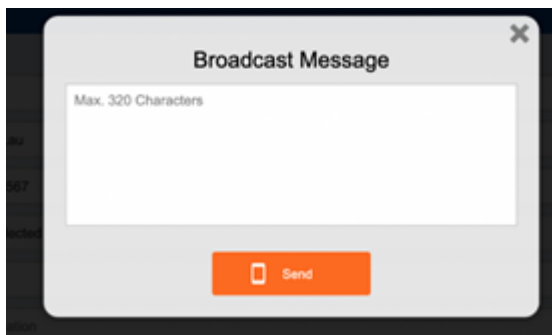
This function allows you to send a broadcast (SMS) to anyone on site. It is often used for evacuations, alerting users of a hazard or general safety information.

How do I send a Broadcast SMS?

Click on the “Broadcast SMS” button in the top bar of the system.



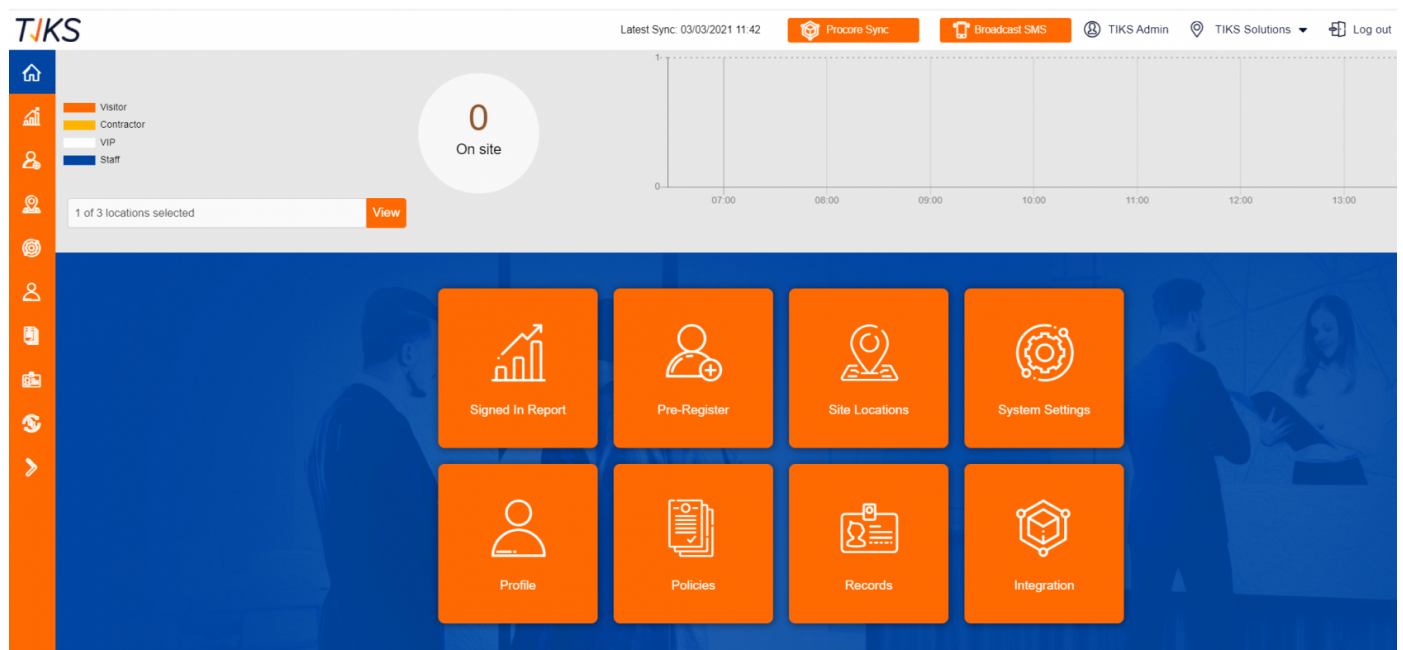
A text box will be displayed where you can type your message. Click the “Send” button to broadcast the message to all on site.



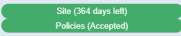





How does a user borrow and return equipment?

Once a person has signed into the system an admin user can record any keys or equipment that have been assigned to them for their visit.

From the admin dashboard, select "Signed In Report".

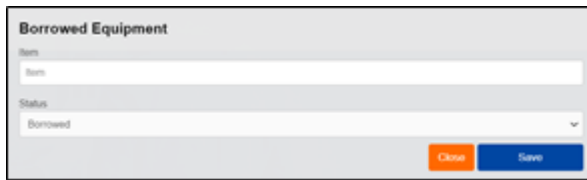


Signed In Report							Download Report	Filter Results	
Show entries									
10									
Photo	Details	Host	Time	Visit Induction	ID	Action			
	Test User TIKS SOLUTIONS PTY LTD Email: Htest@tik.com.au +61 1234 56789	 TIKS Admin TIKS Office 27/04/2021	From: 27-04-2021 14:32 AEST Currently On Site Time on site: 00h 00m	 Site (364 days left) Policies (Accepted)	104	 Equipment  Signout  Reprint Badge			

Locate the user that has signed in and click the "Equipment" button.



The system will ask you to confirm their ID. Then put in the details of the equipment they have borrowed (apply the “Borrowed” status) and click “Save”.



A screenshot of a web form titled "Borrowed Equipment". The form has a light gray background. At the top, the title "Borrowed Equipment" is in bold. Below the title, there is a label "Item" followed by a text input field containing the word "Item". Below that, there is a label "Status" followed by a dropdown menu showing "Borrowed" with a small downward arrow. At the bottom right of the form, there are two buttons: an orange "Close" button and a blue "Save" button.

The system will now show those items against the visit “ID” of the person in the Signed In report (example below)



ID
103
Equipment
Security pass 12
Status
Borrowed

When the person leaves the site, the system will remind them to return the borrowed items and will not allow them to sign out until the system records the items as returned.

To record the return of equipment, locate the person in the Signed-In report and use the drop-down in the Status field to show the items as “Returned” and click “Save”.