

# Signed In Report

## Features of the Signed In Report

- [What is the Signed In Report?](#)
- [How do I access the Signed In Report?](#)
- [What does Visit Induction mean?](#)
- [What does ID mean?](#)
- [What do the buttons in the Action column do?](#)
- [How do I find a specific entry in the Signed In Report?](#)
- [What is the Broadcast SMS feature?](#)
- [How do I send a Broadcast SMS?](#)
- [How does a user borrow and return equipment?](#)

# What is the Signed In Report?

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



A screenshot of the TIKS dashboard. The top left corner shows the "TIKS" logo. The top right corner displays "Latest Sync: 03/03/2021 11:42" and several action buttons: "Procore Sync", "Broadcast SMS", "TIKS Admin", "TIKS Office", and "Log out". On the left side, there is a vertical navigation menu with icons for home, reports, users, and other functions. The main content area features a legend for user types: Visitor (orange), Contractor (yellow), VIP (white), and Staff (blue). A central circular widget shows "0 On site". Below this is a search bar with "1 of 3 locations selected" and a "View" button. A large empty chart area is positioned above a grid of eight orange buttons: "Signed In Report", "Pre-Register", "Site Locations", "System Settings", "Profile", "Policies", "Records", and "Integration".

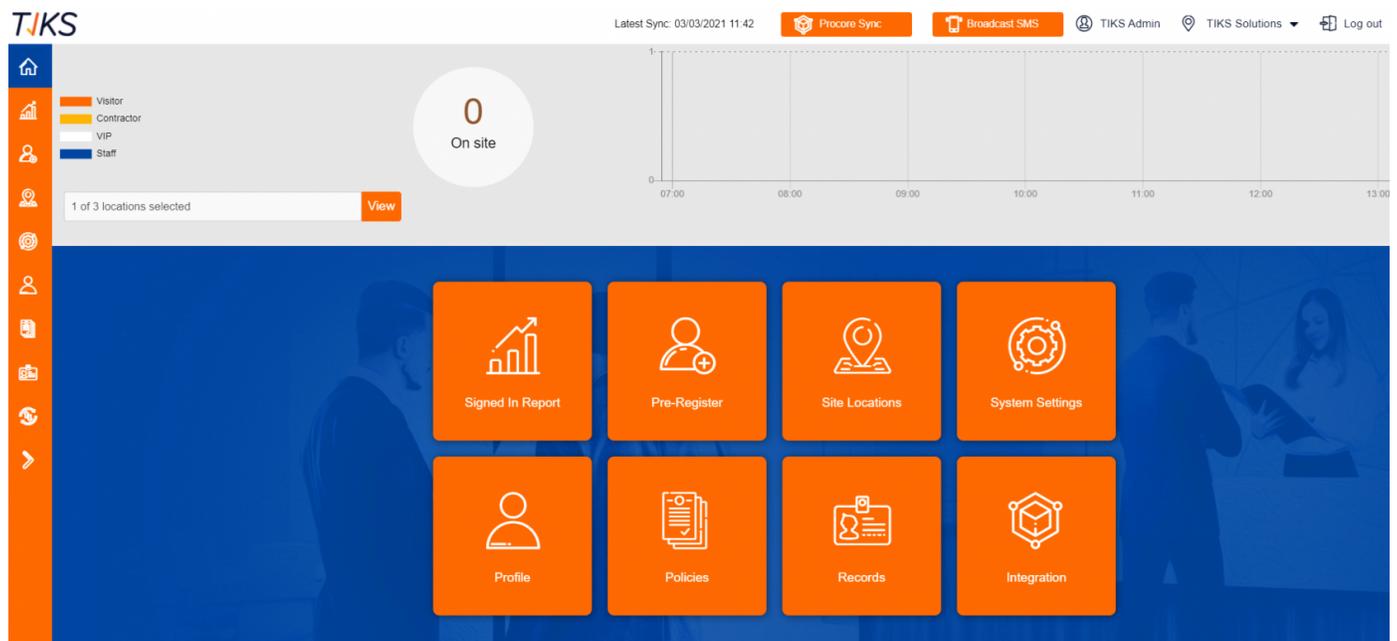
The **Signed In Report** displays in real time who is on a particular site. You can toggle between sites by selecting the site in the top right hand site selection drop-down menu.

The screenshot shows the TIKS Signed In Report interface. At the top, there is a navigation bar with the TIKS logo, a 'Latest Sync' timestamp of 14/07/2020 15:42, and several utility buttons: 'Procore Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office' (with a dropdown arrow), and 'Log out'. Below the navigation bar, the main header area contains the title 'Signed In Report', a 'Download Report' button, a 'Filter Results' button, and a search icon. A 'Show entries' dropdown menu is set to '10'. The main content area displays a table with the following columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. A single entry is shown for Phoebe O'Reilly, with a photo, contact information (sales@tiks.com.au, +61404040404), host information (TIKS Admin, TIKS Office, 18/08/2020), and time information (From: 18/08/2020, 17:08 AEST, Currently On Site, Time on site: 00h 00m). The Visit Induction column shows 'Site (004 days left)' and '12A0'. The Action column contains 'Signed' and 'Print Badge' buttons. A pagination bar at the bottom shows '1' of 1 entries, and a 'Total: 1 entry' label is visible in the bottom right corner.

Photo	Details	Host	Time	Visit Induction	ID	Action
	<b>Phoebe O'Reilly</b> 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 (004 days left)	12A0	<a href="#">Signed</a> <a href="#">Print Badge</a>

# 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).



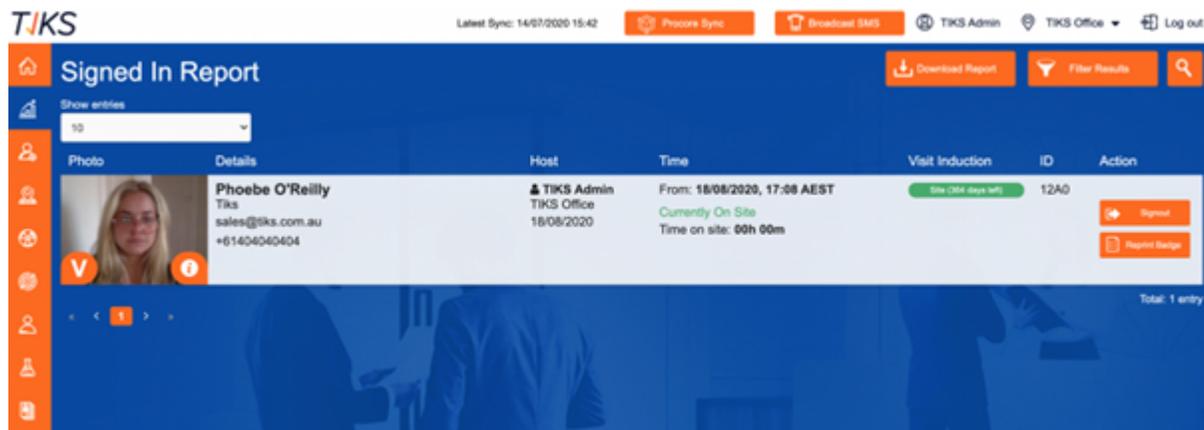
The screenshot shows the TIKS dashboard interface. At the top left is the TIKS logo. The top right shows the latest sync time (03/03/2021 11:42) and several action buttons: Procure Sync, Broadcast SMS, TIKS Admin, TIKS Solutions, and Log out. On the left is a vertical navigation menu with icons for home, reports, users, locations, settings, and integration. A legend identifies user types: Visitor (orange), Contractor (yellow), VIP (grey), and Staff (blue). A central circular widget displays '0 On site'. Below this is a location selection dropdown showing '1 of 3 locations selected' and a 'View' button. A line graph shows a flat line at zero across a time range from 07:00 to 13:00. The main dashboard area features eight orange tiles: Signed In Report (highlighted), Pre-Register, Site Locations, System Settings, Profile, Policies, Records, and Integration.

# 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 "Signed In Report" interface. At the top, there are navigation links for "Procure Sync", "Broadcast SMS", "TIKS Admin", "TIKS Office", and "Log out". The main header includes "Signed In Report", "Download Report", "Filter Results", and a search icon. Below the header is a table with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. A single entry is shown for Phoebe O'Reilly, with a green "Site 204 days left" indicator in the Visit Induction column. The table also includes a "Total: 1 entry" summary at the bottom right.

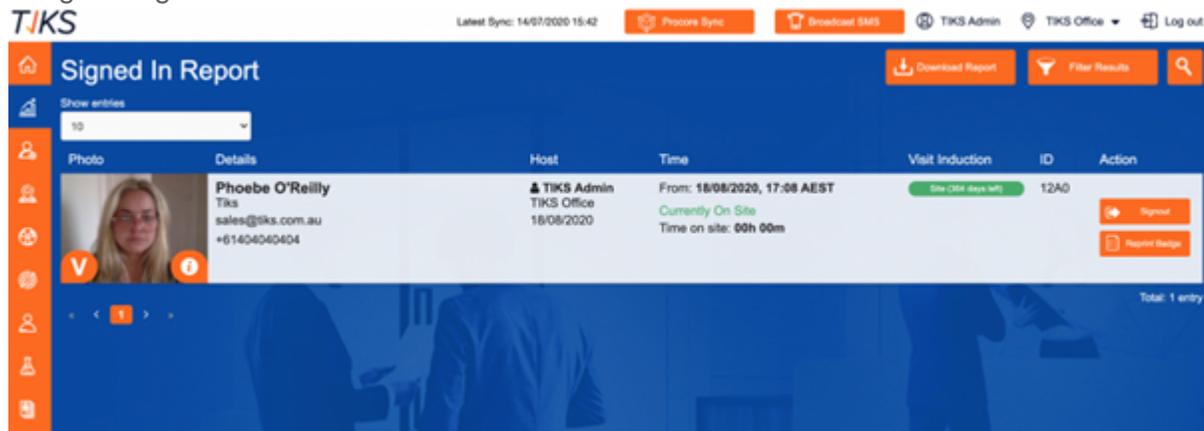
Photo	Details	Host	Time	Visit Induction	ID	Action
	<b>Phoebe O'Reilly</b> Tiks sales@tik.com.au +61404040404	TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:00 AEST Currently On Site Time on site: 00h 00m	Site 204 days left	1240	<a href="#">Signout</a> <a href="#">Report Badge</a>

# 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.

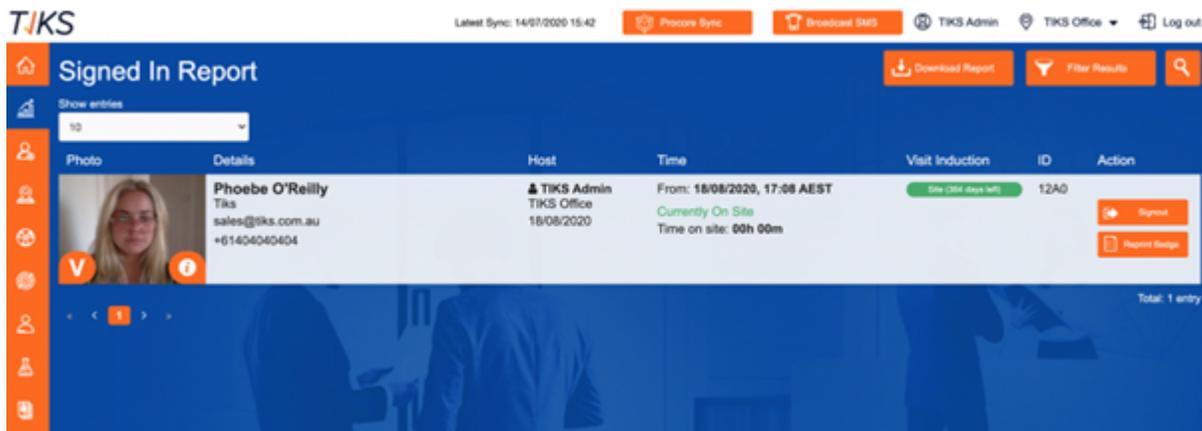
If you have a QR code scanner integrated into your system, the visitor can scan the QR code on their badge to sign out.



The screenshot displays the TIKS 'Signed In Report' interface. At the top, there are navigation links for 'Process Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. The main header includes 'Signed In Report', 'Download Report', and 'Filter Results' buttons. Below the header, there is a search bar and a table of visitor entries. The table has columns for Photo, Details, Host, Time, Visit Induction, ID, and Action. A single entry is shown for Phoebe O'Reilly, who is currently on site at the TIKS Office. The table also includes a 'Total: 1 entry' indicator at the bottom right.

Photo	Details	Host	Time	Visit Induction	ID	Action
	<b>Phoebe O'Reilly</b> 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 204 days left	12A0	<a href="#">Signout</a> <a href="#">Reprint Badge</a>

# What do the buttons in the Action column do?



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?

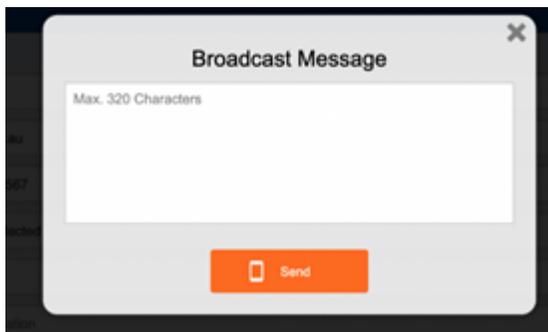
This function allows you to send a broadcast (SMS) to anyone on site. It is often used for evacuations, alerting users of a hazard or general safety information.

# How do I send a Broadcast SMS?

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



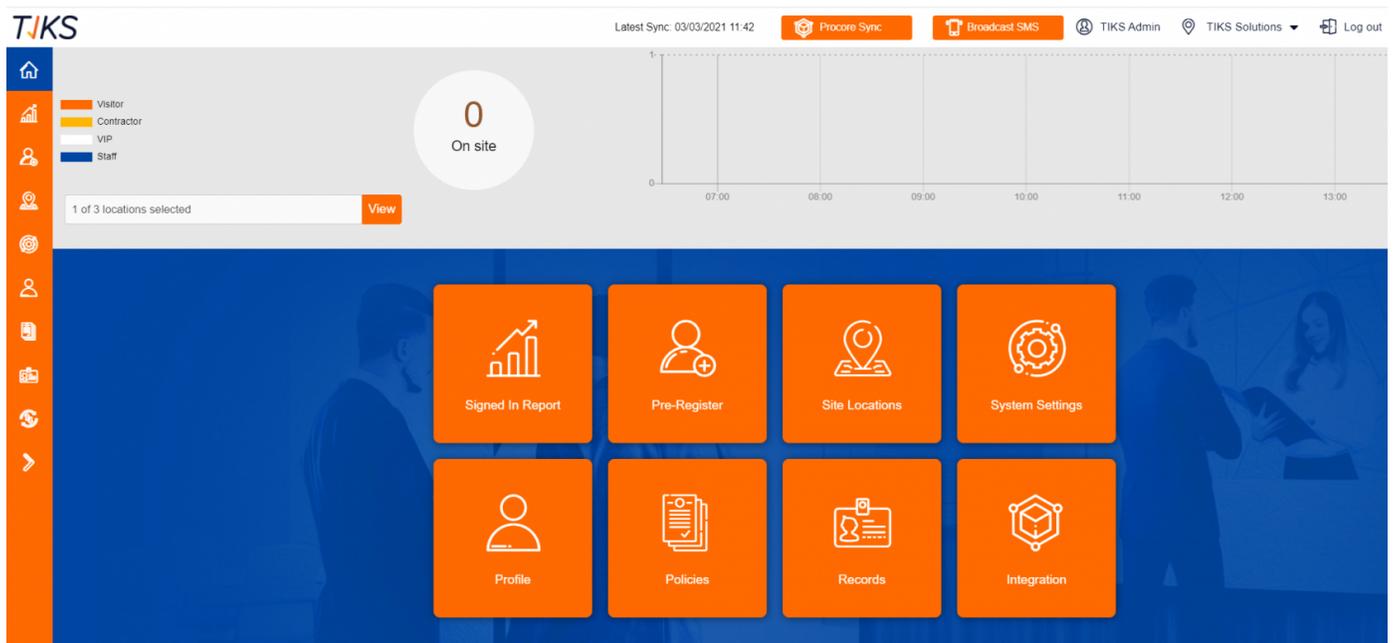
A text box will be displayed where you can type your message. Click the “Send” button to broadcast the message to all on site.



# 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".



The screenshot shows the TIKS Admin Dashboard. At the top, there's a header with the TIKS logo, a sync status 'Latest Sync: 03/03/2021 11:42', and several utility buttons: 'Procure Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Solutions', and 'Log out'. On the left is a vertical navigation menu with icons for home, reports, users, locations, settings, and other functions. The main content area features a '0 On site' counter, a legend for user roles (Visitor, Contractor, VIP, Staff), and a location selection dropdown showing '1 of 3 locations selected'. Below this is a grid of eight orange buttons: 'Signed In Report', 'Pre-Register', 'Site Locations', 'System Settings', 'Profile', 'Policies', 'Records', and 'Integration'. A line graph is visible in the top right corner of the dashboard area.



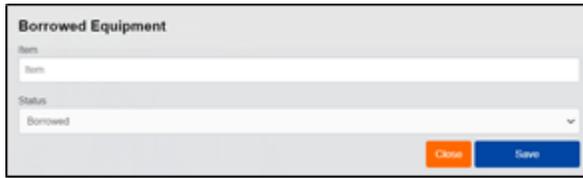
The screenshot shows the 'Signed In Report' page. It has a title 'Signed In Report' and buttons for 'Download Report', 'Filter Results', and a search icon. A 'Show entries' dropdown is set to '10'. Below is a table with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. The table contains one entry for a user named 'Test User'.

Photo	Details	Host	Time	Visit Induction	ID	Action
	<b>Test User</b> TIKS SOLUTIONS PTY LTD Email: Hest@tiks.com.au +61 0000000009	<b>TIKS Admin</b> TIKS Office 27/04/2021	From: 27-04-2021 14:32 AEST Currently On Site Time on site: 00h 00m	Site (54 days left) Policies (Accepted)	104	<a href="#">Equipment</a> <a href="#">Signout</a> <a href="#">Reprint Badge</a>

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

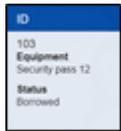


The system will ask you to confirm their ID. Then put in the details of the equipment they have borrowed (apply the “Borrowed” status) and click “Save”.



The screenshot shows a form titled "Borrowed Equipment". It contains two input fields: "Item" and "Status". The "Status" field is a dropdown menu with "Borrowed" selected. At the bottom right of the form, there are two buttons: "Close" (orange) and "Save" (blue).

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”.