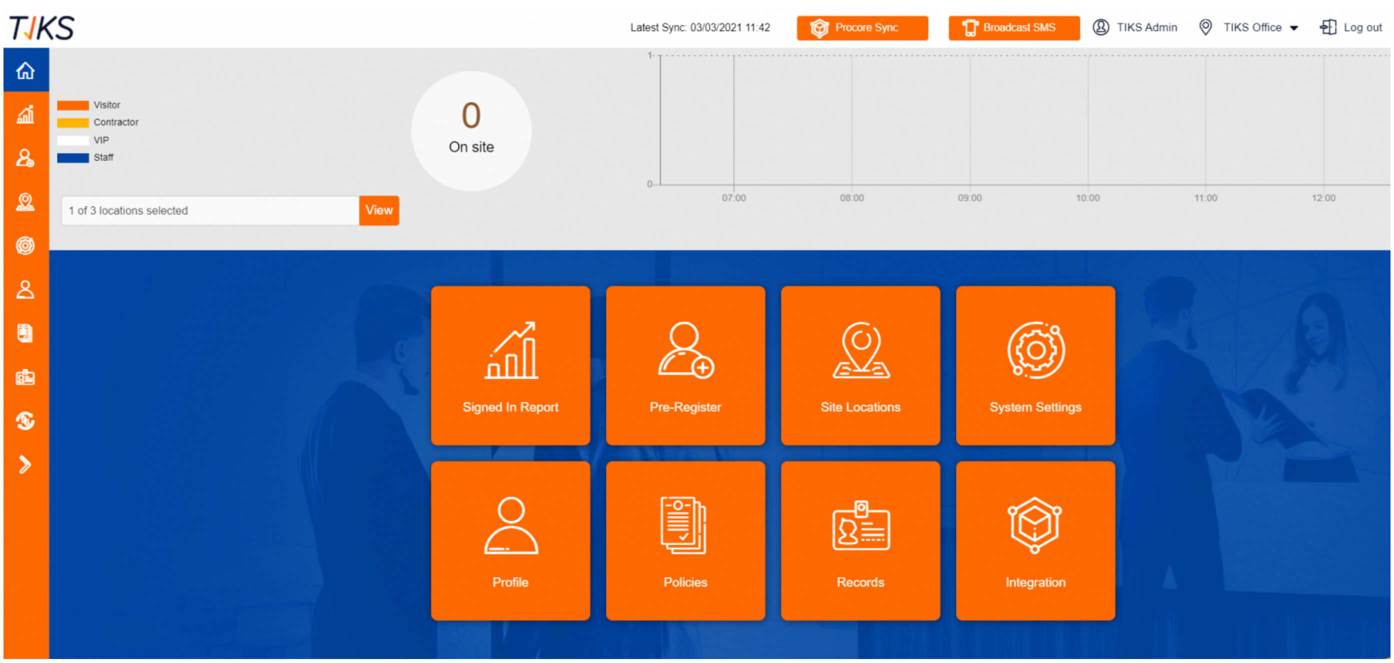
Site Locations

FAQs relating to how to use the various site locations configuration options.

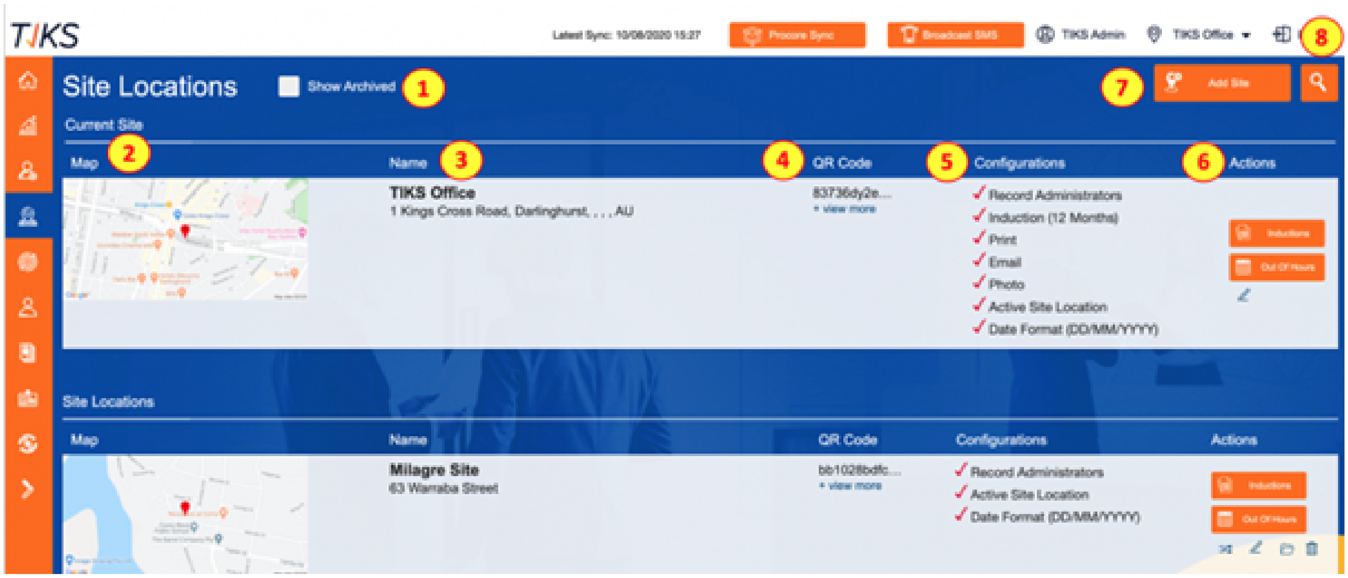
- How do I view Site Location details?
- What are the Site Location configuration options?
- How do I edit a Site Location settings?
- What are the edit site location options?
- How do I add a screensaver to my kiosk?

How do I view Site Location details?

Select the “Site Locations” tile from the admin dashboard home screen (see below).



The currently selected site will be at the top of the list with the remainder below.



1. **Show Archived:** Selecting this will show all site locations that are both active and archived.
2. **Map:** This shows the map that is generated using a Google maps API from the input address.
3. **Name:** This is the naming of the site, generally companies use the naming convention of the site street in order to make searches easier.
4. **QR Code:** This is a unique string that is generated when a site location is created. Click the "+view more" to show the QR code for the site. To save the QR Code, right click and save or copy the image to be used for display purposes. This is the string used to create QR codes that you can display prominently at your site location for people to use if/when you use the mobile integration for TIKS VMS.
5. **Configurations:** This shows at a glance the configurations set for the site, the maximum configurations it will show will be; Induction validity period, Print, Email and Photo. If these are in use, they will be shown with a coloured tick for that site.
6. **Actions:** There are 5 different actions you can select from that will be explained in the next section
7. **Add Site:** If you would like to add a new site to TIKS VMS, on the Site Location select the coloured "Add Site" button in the top right-hand corner, this will open up an Add Location pop-up. This will be explained further in a later section.
8. **Search:** If you'd like to find a specific site in the Site Location page you can use this function. Simply select the coloured magnifying icon and a slightly translucent black bar will appear along the top of the page. You just start typing the desired search text and hit enter to complete your search.

What are the Site Location configuration options?

The far column titled “Actions” has the various site editing options. They are described below.

Inductions: 

If you select this button, you can view and edit the induction slides for that site. Depending on how your site is set up, you will be able to see three tabs on the inductions page; Visitor, Staff and Contractor. You can upload different induction content for each of these different user types and it will be shown to them when signing in.

Out of Hours: 

Clicking this calendar button allows you to leave a message on the tablet/kiosk for times when the desk is unmanned. It allows you to schedule an instruction message on the screen.

Switch: 

This button allows you to switch to the selected site (dependant on your permissions level). Once you have successfully “switched” you’ll see the site you’re logged into in the “Current Site” section and you’ll also see the site name appear in the top right-hand corner of the top bar.

Edit: 

This edit icon allows you to manage the site settings. The “Edit Site Location” options will then be displayed.

Delete: 

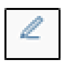
Clicking this icon will delete the site location.

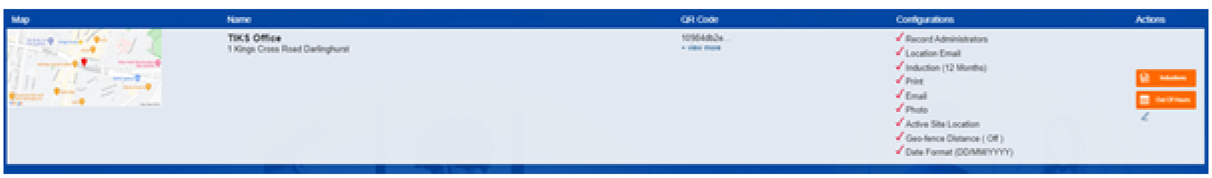
Archive: 

Clicking this folder icon will remove and archive the site and its settings.

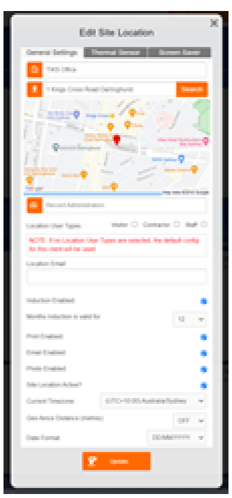
How do I edit a Site Location settings?

Select the “Site Locations” tile from the admin dashboard home screen.

Click on the edit pencil  against the location you wish to edit.



The “Edit Site Location” options will then be displayed. Edit as required and select “Save”.



The options are:

1. **Site name:** Name of your Site Location.
2. **Address:** Typing in the address will automatically locate the address on the map within the image below.
3. **Search:** Click search to find the address.
4. **Record Administrators:** where you can populate one or many email addresses (comma separated). When populated, those people will be the ones who receive emails on behalf of the client from the 'Records' module.
5. **Location User Types:** Indicate if you are a Visitor, Contractor or Staff. If none are selected then all are used.
6. **Induction Enabled -** enable inductions for the site then set the validity period.
7. **Print Enabled** - Allow to print badges from the VMS to an attached printer.
8. **Email Enabled** - Enable emails to be sent to users fromthe system when they sign in.
9. **Photo Enabled** - enable photos to be taken of users when they sign in.
10. **Site Location Active** - make this site active (usually a TIKS only function unless an enterprise licence)
11. **Current Timezone:** Indicate what time zone you are in.
12. **Geofence Distance:** Set the metres from the site the geofence can work from.
13. **Date Format:** Enter the date in DD/MM/YYYY
14. **Save:** Once you have filled out the relevant fields, select the coloured Save button. Once successfully saved, the new Site Location will appear in the list.

What are the edit site location options?

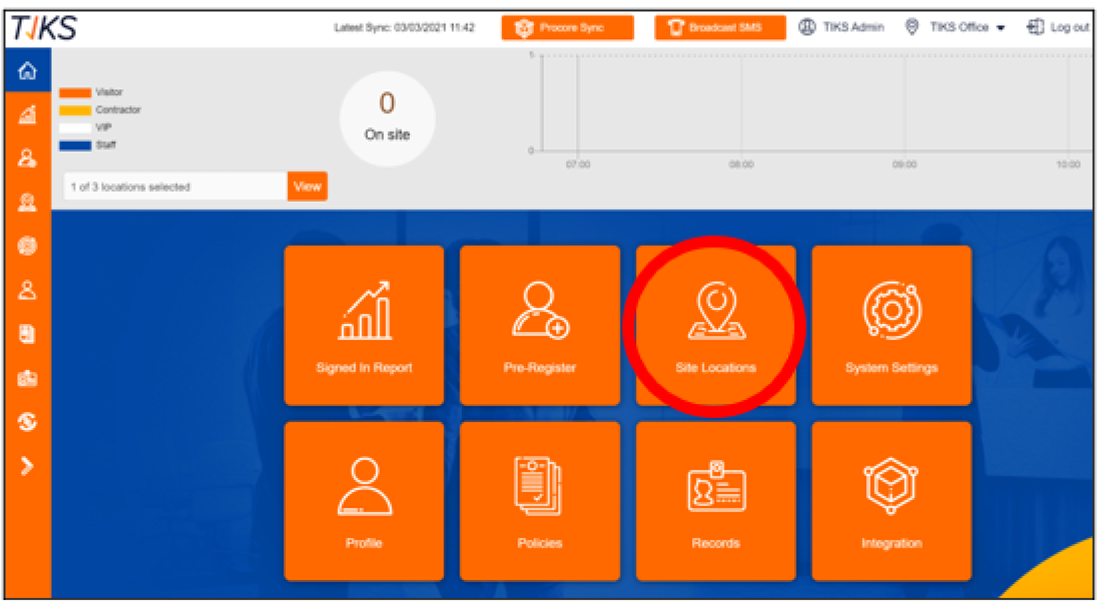
1. **Site name:** Name of your new Site Location.
2. **Address:** Typing in the address will automatically locate the address on the map within the image below.
3. **Search:** Click search to find the address.
4. **Record Administrators:** Where you can populate one or many (comma separated) email addresses. When populated, those addresses will be the ones who receive emails on behalf of the client from the 'Records' module to approve/decline submissions..
5. **Location User Types:** Indicate if you are a Visitor, Contractor or Staff.
6. **Checkboxes:** Select the checkboxes for the configurable settings - Inductions, Print, Email, Photo Site Location Active, Visitor Approval Process enabled. If you select to have inductions on, you will see a drop-down menu appear, this menu allows you to select how long the induction will be valid for.
7. **Current Timezone:** Indicate what time zone you are in.
8. **Date Format:** Enter the date in DD/MM/YYYY
9. **Save:** Once you have filled out the relevant fields, select the coloured Save button. Once successfully saved, the new Site Location will appear in the list.

How do I add a screensaver to my kiosk?

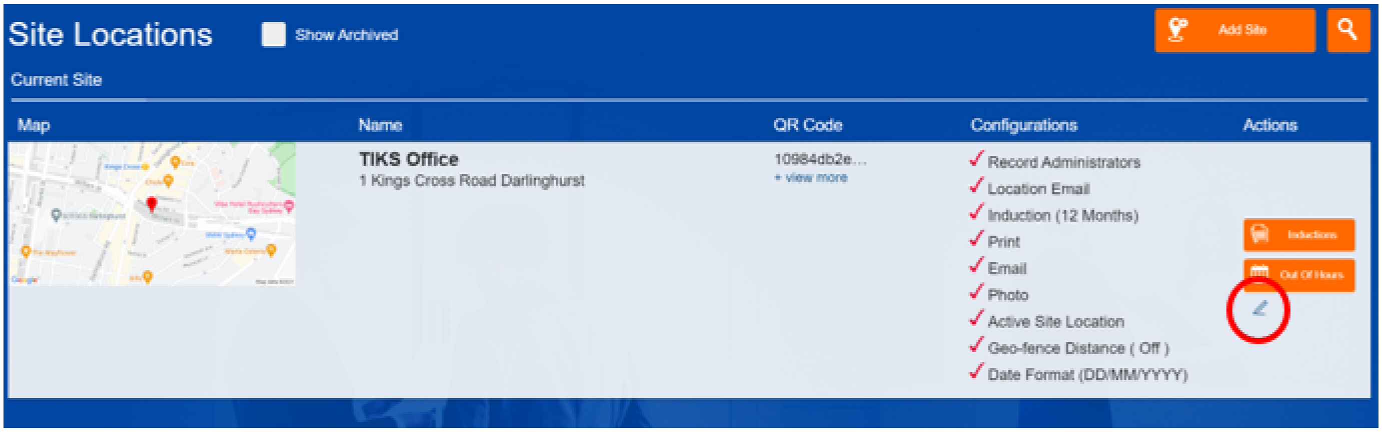
By using the Screensaver function you have the option to display images/information when the kiosk goes idle for that site.

Image restrictions: Max size: 2MB | Max images: 6 | Ratio: 16 : 9 | File Types: jpg, jpeg, png

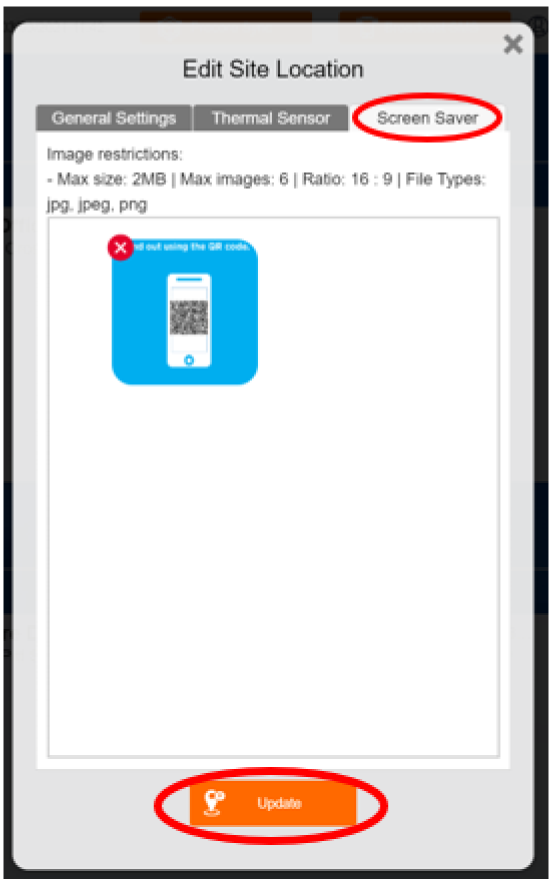
- To action this option, go to “Site Locations” from your admin dashboard.



- Go to the relevant site/s and click the edit pencil.



- Go to the screensaver tab
- Select your image and upload as a screensaver.



- Click “Update” when complete and your image will be saved as a screensaver.

Once the image has been added to the Screensaver, it will be displayed on your kiosk screen when idle.