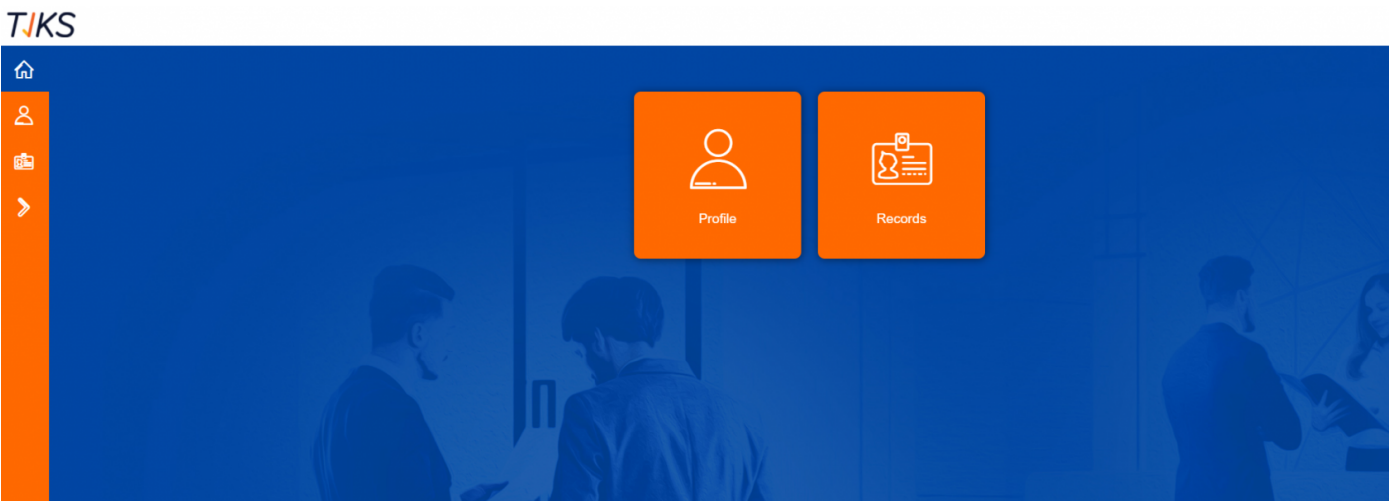


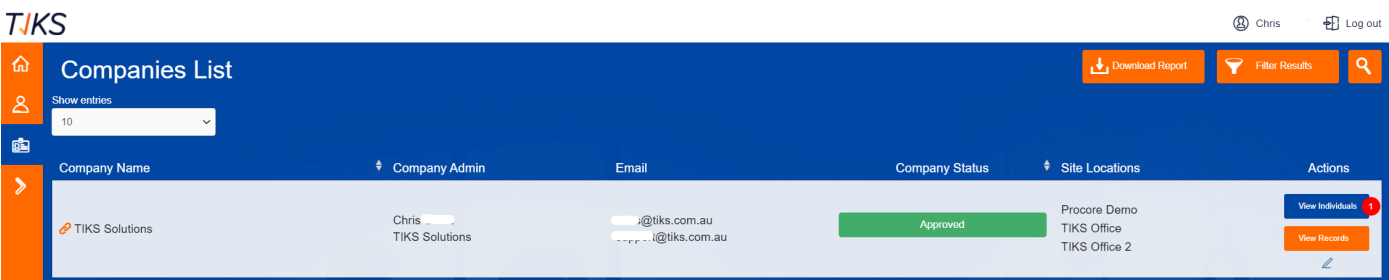
How do I invite Individual Workers as Company Admin?

Log into the system portal using the company admin credentials.

Select Records from the home screen (see below).



Then select "View Individuals" button from the "Actions" column in the far right hand side of the screen.



The Records screen for Individuals will then display (below).

TIKS Solutions > Individual List

Show entries: 10

TIKS Solutions Full Name Email +61

Please select locations Invite Individual

Full Name	Email	Mobile	Site Location Status	Actions
	@tiks.com.au Log In Sent 08/01/2021 14:22	+61438507326	TIKS Office 2 Not Approved Site Access Since: 16/02/2021 15:45	Print ID Card My Records

Use the top bar to invite workers to the system.

For each individual in your Company who will be attending sites, enter :

- Full Name
- Email address
- Contact Telephone number
- Client Location(s) where the individual will be conducting works

Once complete, select “Invite Individual”.

An invitation email will be sent to each individual requesting they download and register on the application.

Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)