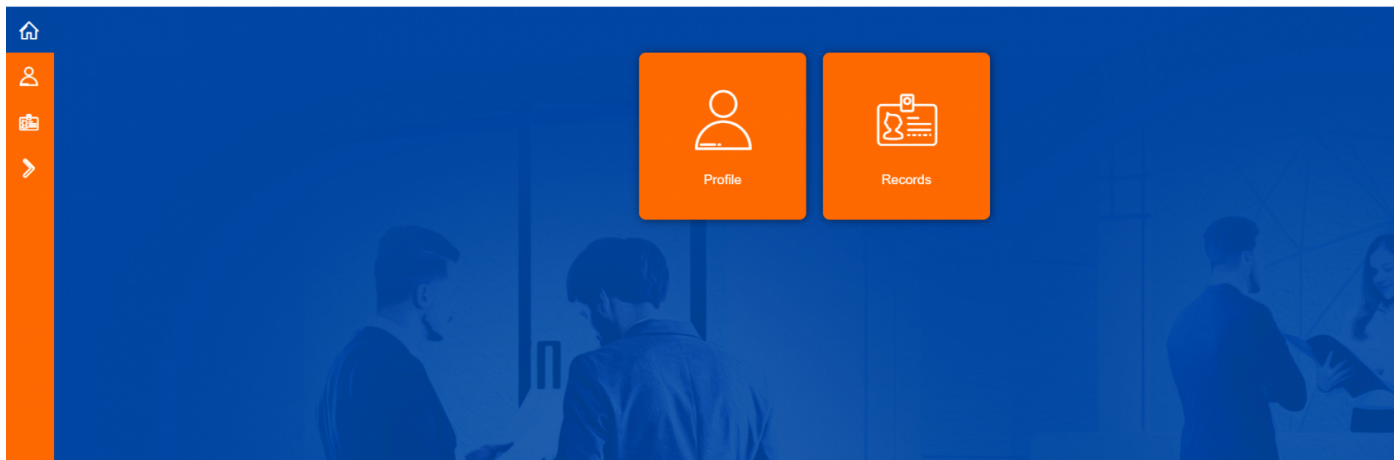


# How do I manage an Individual Workers profile as Company Admin?

Log into the system portal using the company admin credentials.

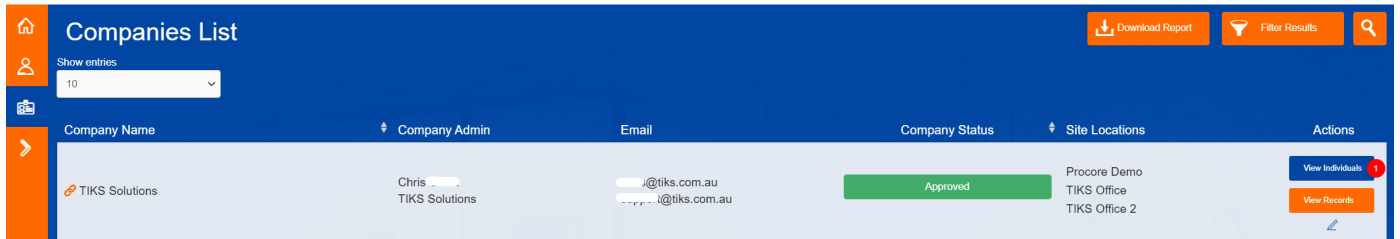
Select Records from the home screen (see below).

TIKS



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

TIKS



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

TIKS Solutions > Individual List

Download Report Filter Results

Show entries 10

TIKS Solutions Full Name Email +61\*

Please select locations Invite Individual

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

To edit their Profile details click on the pencil icon in the "Actions" column on the far right hand side. See below.

### Edit Individual

TIKS Solutions

Email

@tiks.com.au

+61\* 43850...

1 of 3 locations selected

Individual

Occupation

Date of birth

Address

List any medical conditions / Allergies

#### Emergency Contact

Emergency Contact Name

Emergency Contact Relationship

+61\*

To manage their required records, click on the "My Records" button in the "Actions" column on the far right hand side. The below screen for the worker will appear.

Any actions required for the work will be flagged on this page.

TIKS

Chris Log out

TIKS Solutions > Email > Records List

Show entries 10

Record Type	Record Number	Locations	Record Expiry	Record Status	Actioned By	Actions
Canadian ID Card		TIKS Office TIKS Office 2		Pending Submission		
SWMS _ Confined Entry (Roof)	CE345t	Procure Demo TIKS Office 2	16/04/2021	<div>Company: Approved</div> <div>Since: 03/03/2021 11:29</div> <div>Individual: Acknowledged</div> <div>Since: 03/03/2021 11:37</div>	TIKS Admin	Review
Policy or Consultation		TIKS Office 2		Approved		
Site Induction		TIKS Office 2		Approved		

Total: 4 entries

Click on the pencil icon in the far right hand side (in the "Actions" column. This will open an edit screen where you can complete record submissions on behalf of the worker. See below.

×

Edit Record

Country

state

Canadian ID Card

Record Number

Record Expiry

TIKS Office, TIKS Office 2

Accepted Types: pdf, png, jpg

Click or Drop files here to upload (Max: 10mb)

Not Applicable

Save

Revision #1

Created 3 years ago by Admin

Updated 3 years ago by Admin