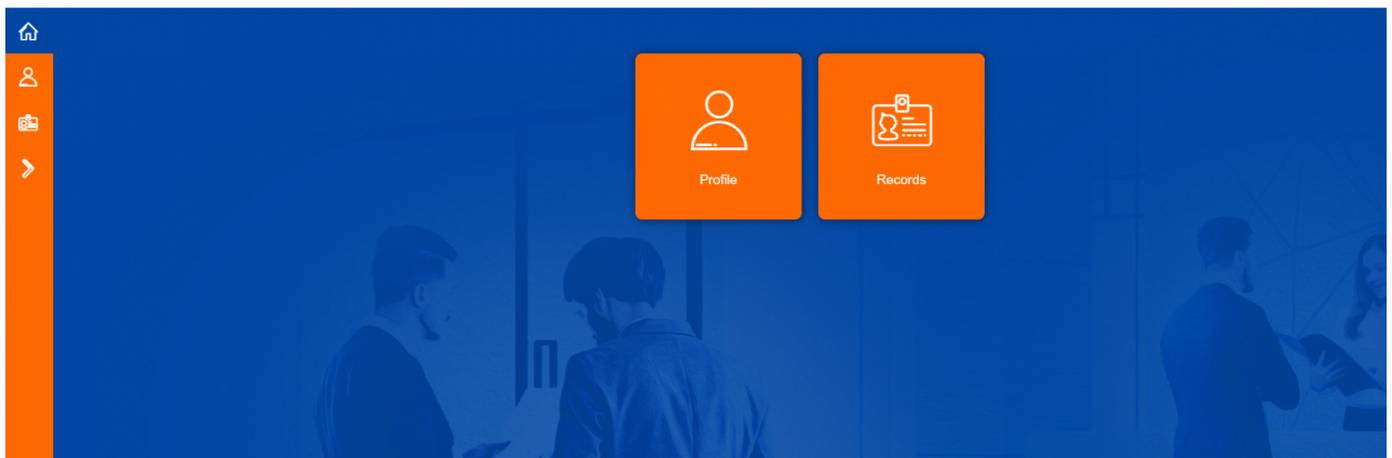


# How do I manage Company Records as a Company Admin?

Log into the system portal using the company admin credentials.

Select Records from the home screen (see below).

TIKS



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

TIKS



The Records screen will then display (below).

Record Type	Record Number	Locations	Record Expiry	Record Status	Actioned By	Actions
Professional Indemnity Insuran... Australia NSW	12345L243234		31/01/2022	Approved Since: 19/02/2021 08:12	TIKS Admin	
SWMS _ Confined Entry (Roof)	CE345t	Procure Demo TIKS Office 2	16/04/2021	Approved Since: 03/03/2021 11:29	TIKS Admin	
SWMS _ Work At Heights New Zealand Not Applicable	1234567ok	TIKS Office	10/09/2021	Approved Since: 25/03/2021 11:36	TIKS Admin	

Select the pencil icon to edit the record

Complete the details in "Edit Record". Upload the necessary documents.

Once completed click "Save".

Continue with editing each Record until complete.

If this record it not required for the work you perform, click "Not Applicable".

# Edit Record

 Australia

 NSW

 Professional Indemnity Insurance ▼

 12345L243234

 31/01/2022

 Locations

Accepted Types: pdf, png, jpg

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

 1594609674.7551\_Test\_Site\_Slid... 

Not Applicable

Save

Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)