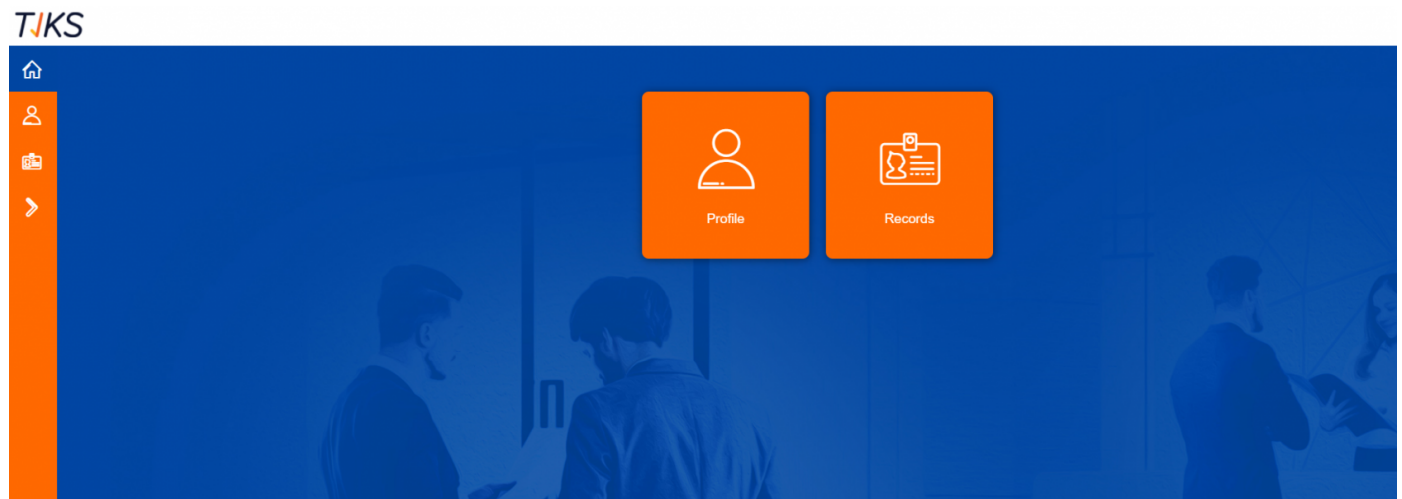


# How do I manage Company Records as a Company Admin?

Log into the system portal using the company admin credentials.







Select Records from the home screen (see below).



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



The Records screen will then display (below).

TIKS Solutions > Records List							
Show entries							
10							
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		
Total: 3 entries							

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](#)

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