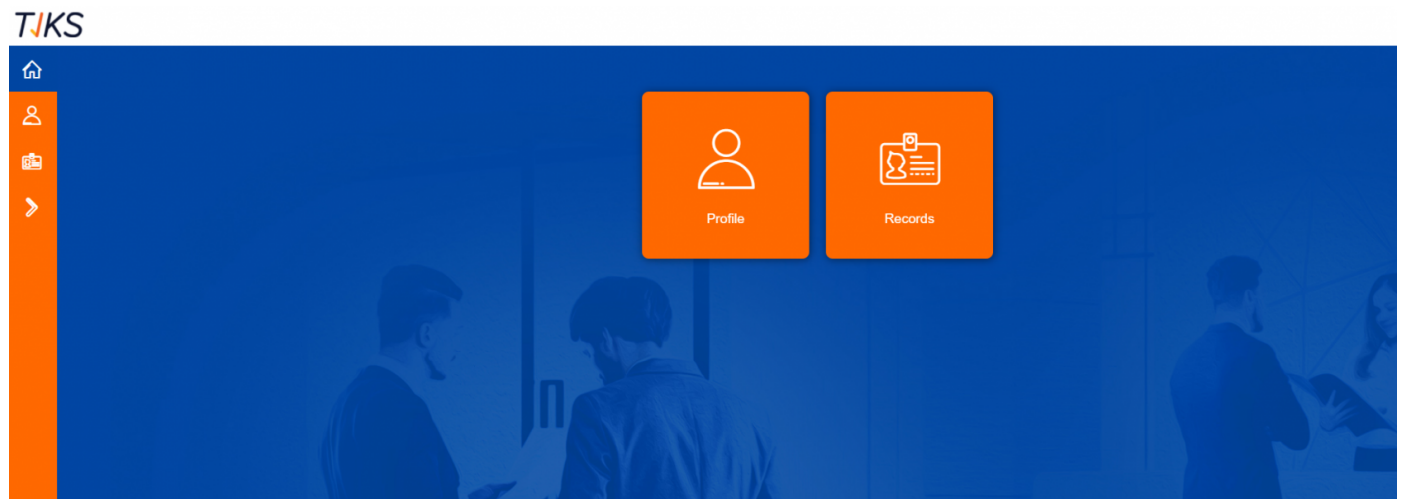


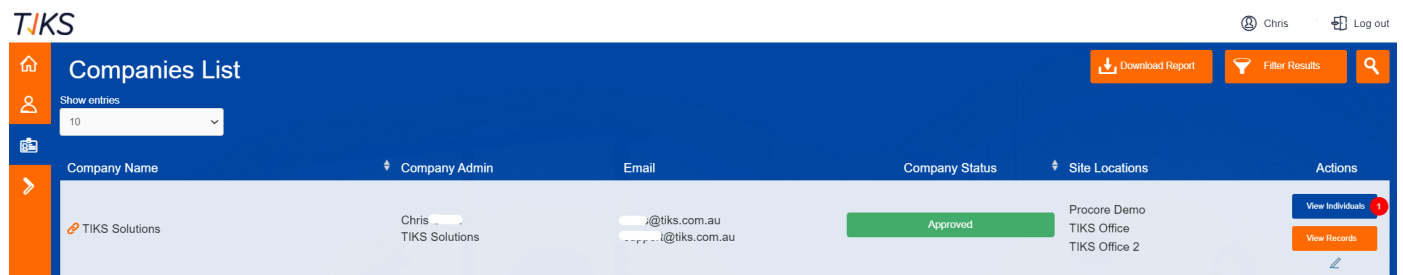
How do I manage Company Records as a Company Admin?

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 |  |

« < 1 > »

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

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