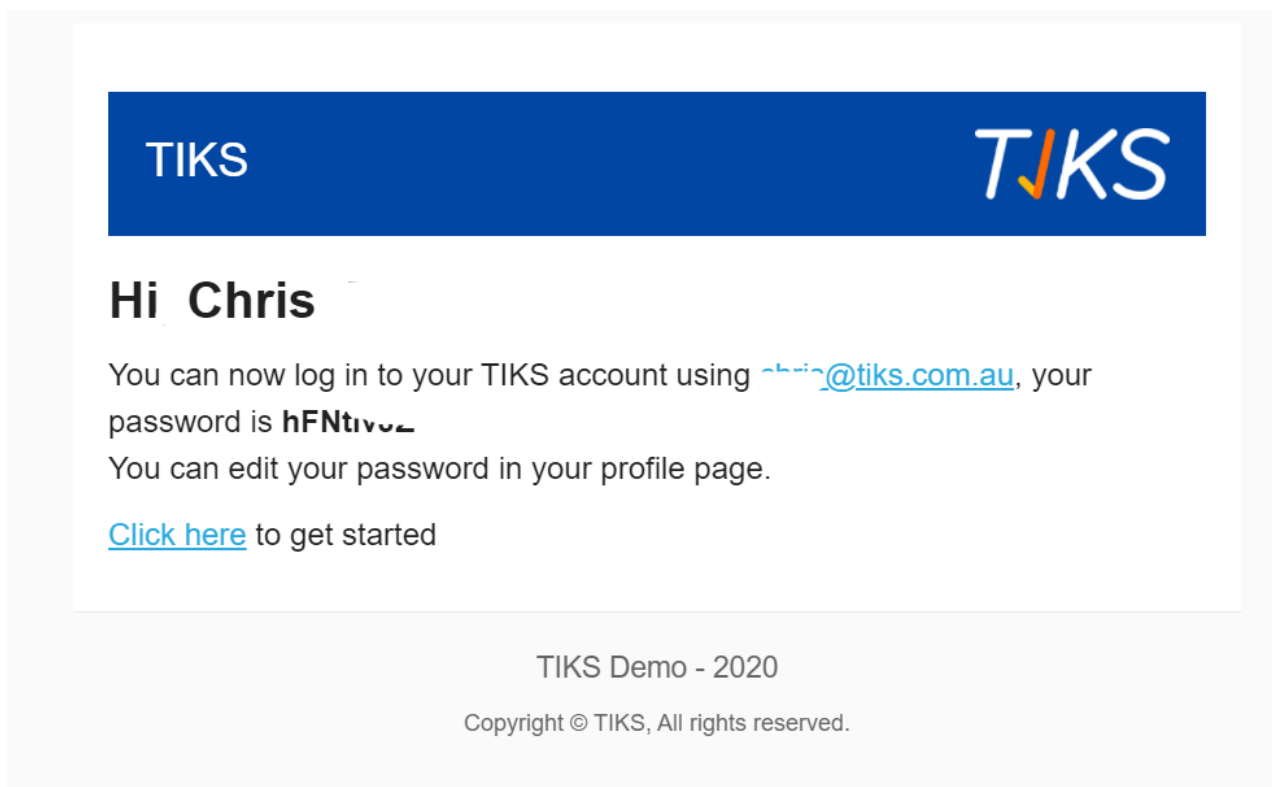


How do I register and upload my records as an Individual Worker?

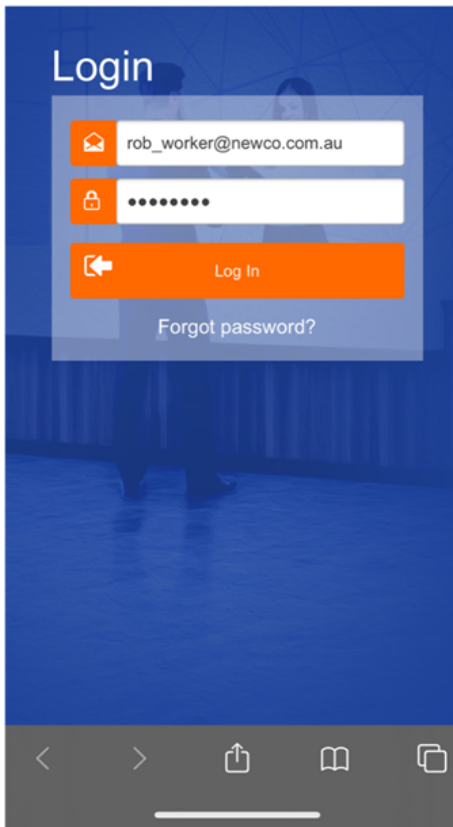
Individual Workers (when invited to register by an administrator), will receive a welcome email (see below) advising you of your username and temporary password. The email sender is no-reply@tiks.com.au.

If you cannot find the email in your Inbox, please check your Junk Mail folders, as your email provider may not recognise the sender.



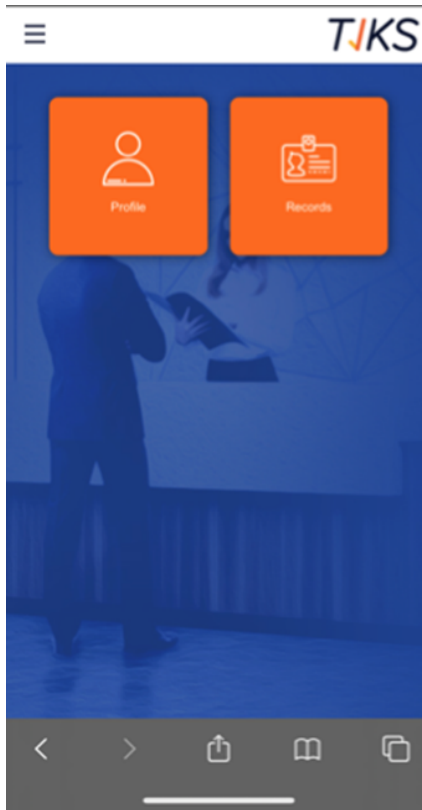
Use the link from the email that takes you to the online Portal.

This is the login page for the online Portal. Use the **username and password** from the welcome email to login to the online Portal.



Once you have logged in, you will see the screen below with 2 tiles. Profile and Records (see below).

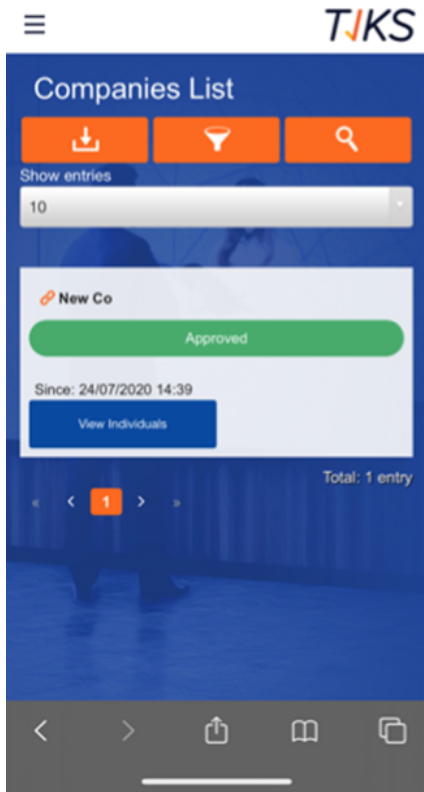
- To complete your requirements and **submit your records for approval**, tap on **Records**
- Tap on **Profile** if you would like to **change your password** from the one provided in the email.



You will be shown your company's status, in this example below New Co is Approved.

Tap on **View Individuals** to see your status.

Note: If you are a **Company Administrator**, you will have a View Records button next to View Individuals; tap in View Records and follow the instructions in **View Records** below to **complete your company's records**.

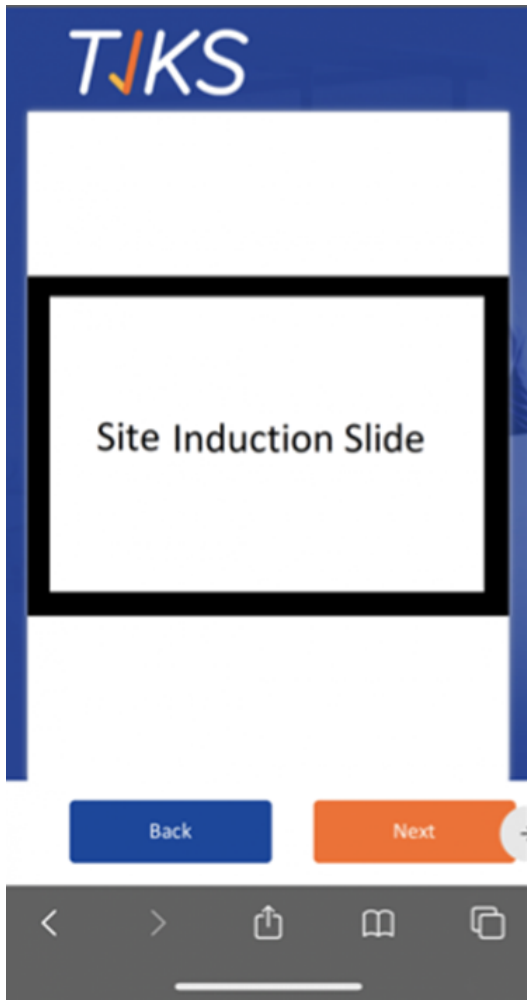


You will be shown your individual status, in this example below Rob Worker is Pending Approval and **may have** to complete an online induction, depending on the site requirements.



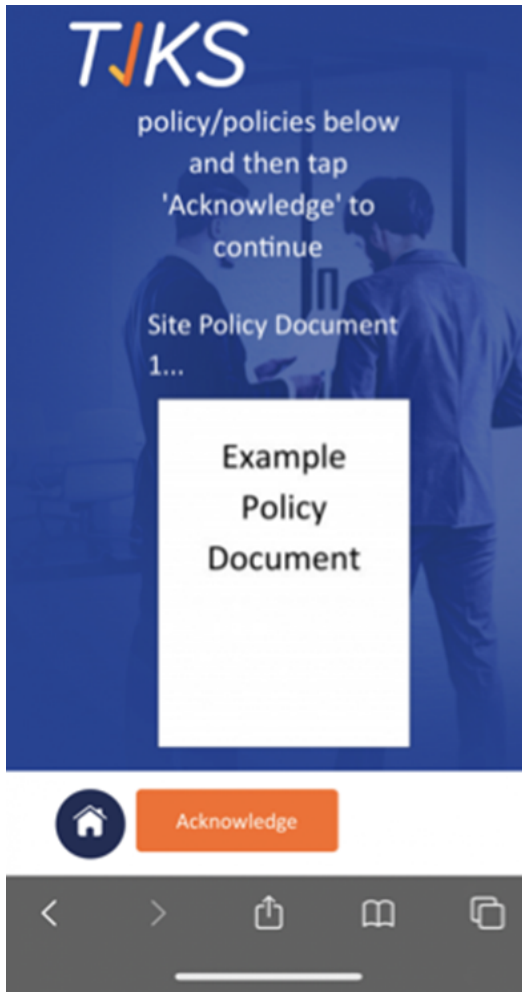
- Tap on **Site Locations Induction** to see your inductions.
- Tap on the **little arrow** on the right-hand side of the blue **rectangle to play the induction** (in this example, TIKS Office).

Once you tap on the Induction tile, the induction will play. You will need to watch the induction to the end of the presentation, by **tapping on Next** until you get to the end where you will be shown an **Accept** button.



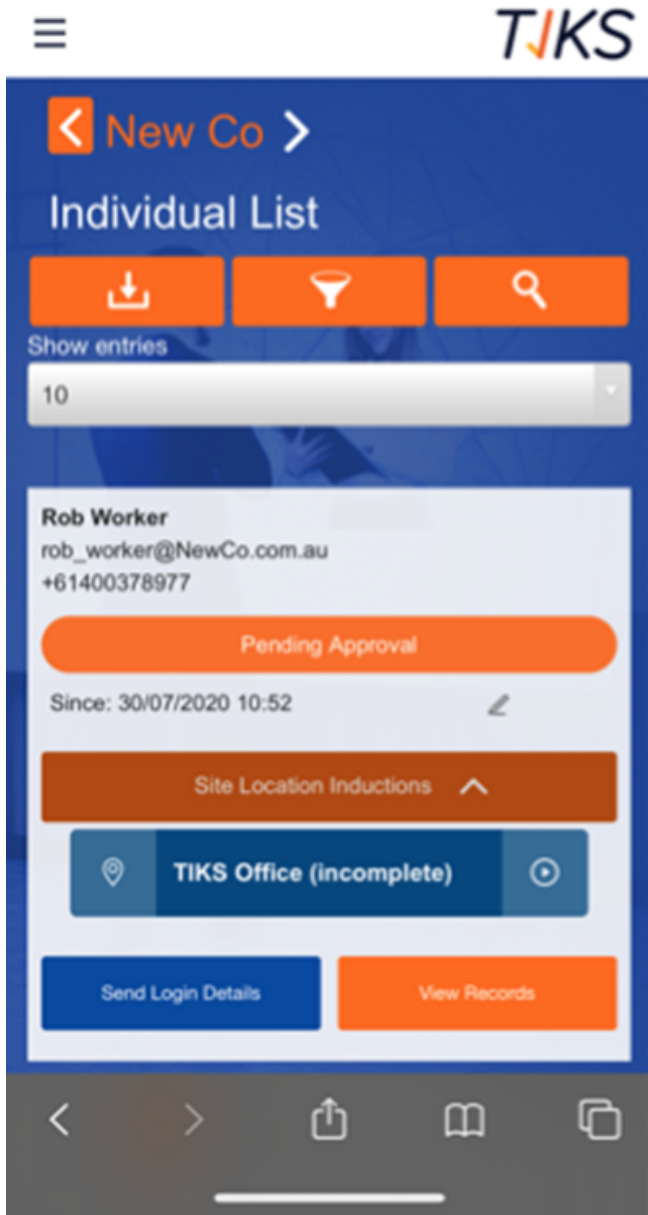
You **may** also be asked to review and acknowledge a **policy**. If this is required, the screen below will be shown immediately after you complete your induction.

Tap on **Acknowledge** once completed.



You will be taken back to the screen below, once you complete your induction and policies.

Tap on **View Records** button to complete your records. See below.

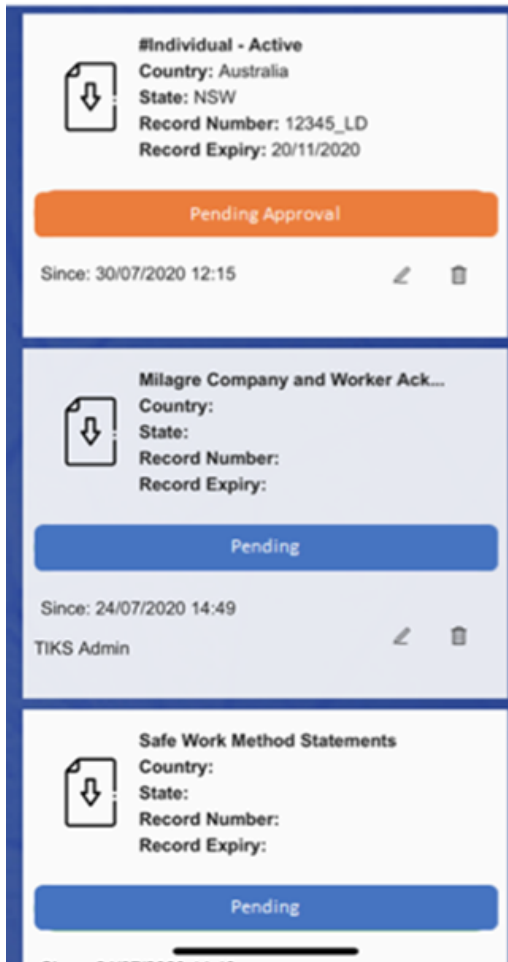


Once you tap on View Records on the previous screen, you will be shown the records you need to **complete and submit for approval**.

The example below shows 3 records:

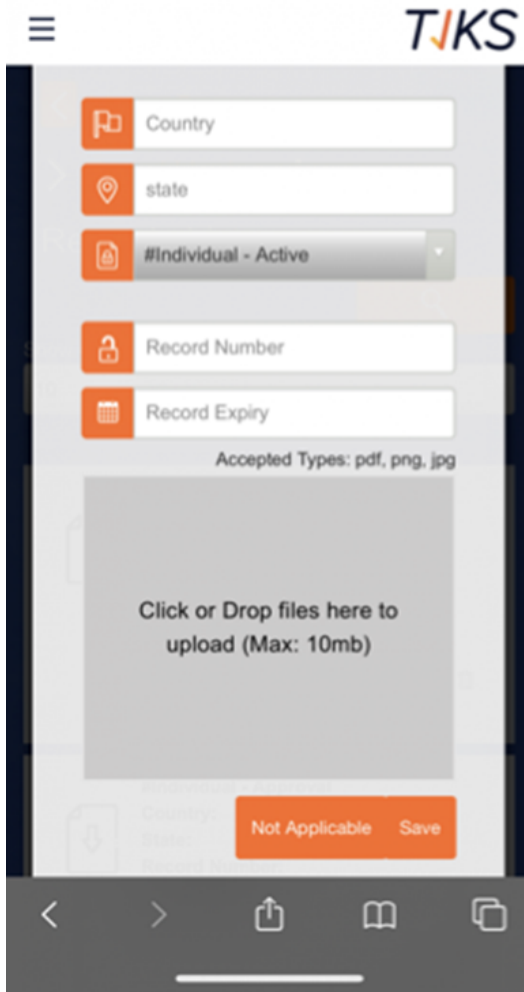
- one record is Pending Approval (it has been completed and submitted for approval, but not yet approved) and
- two records are **Pending** (they have not been completed yet).

Once records are completed and approved by Admin, they will turn **Approved** (green).

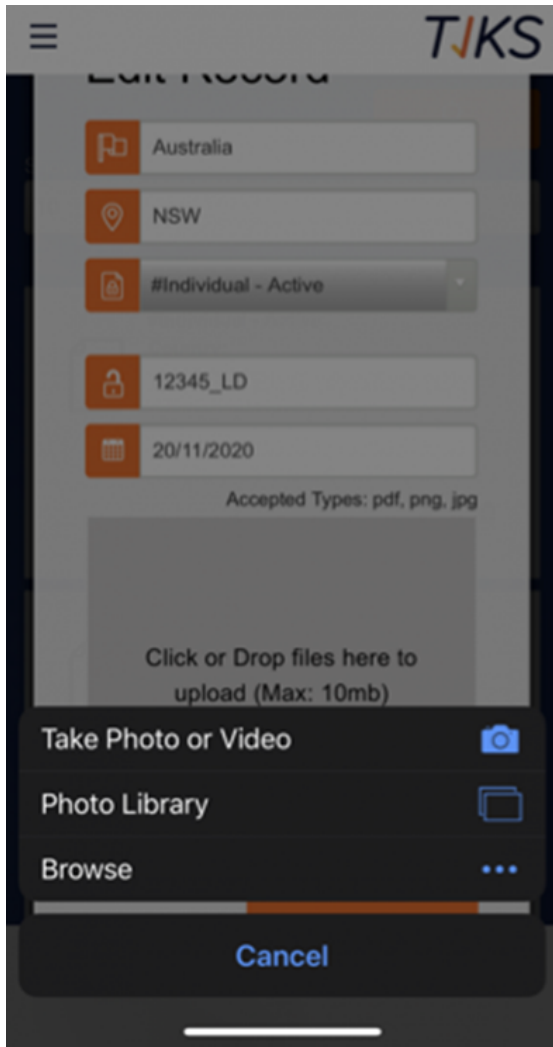


To complete a record, tap on the Pencil Icon, which will open the form below for you to fill out.

You will need to **fill out all fields shown in the form**, and sometimes you will need to provide evidence in the form of an attachment.

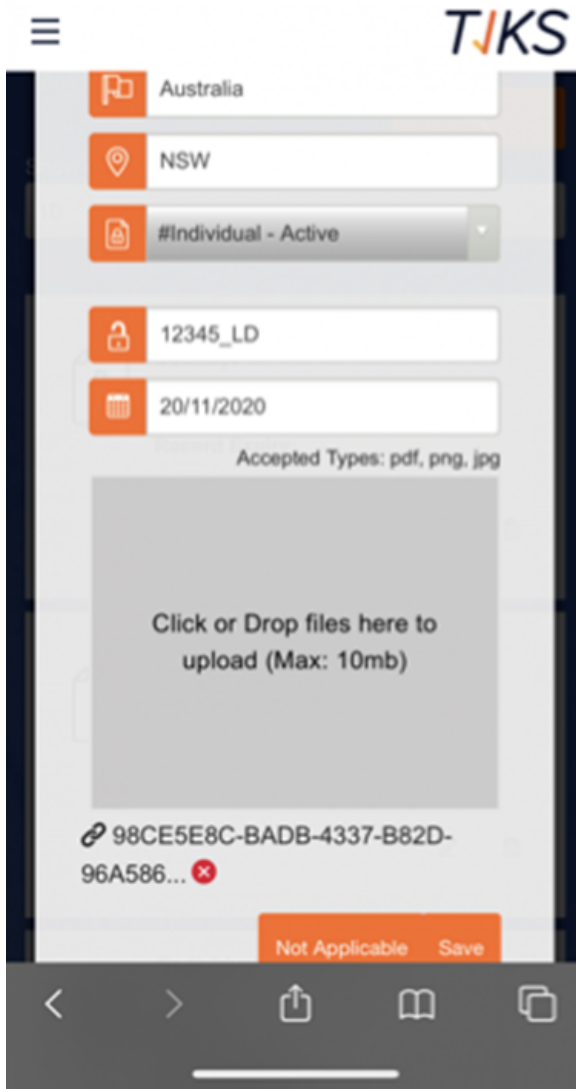


If you are completing your records from a mobile device, you will be able to add **evidence from your photo library**, take a **new photo** directly or **browse your files** to find the correct **attachment** as shown below.

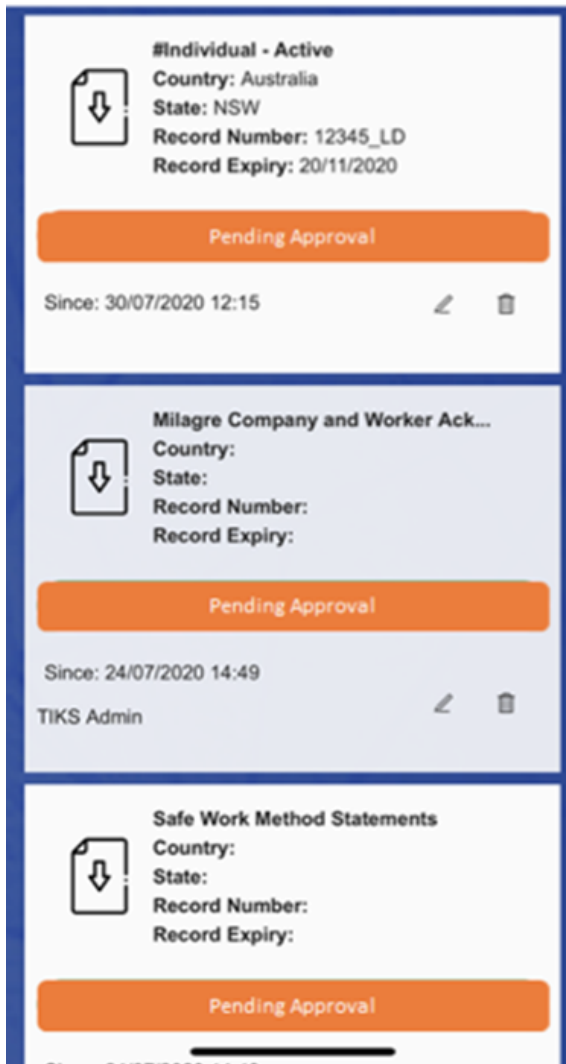


Once you have completed the form and attached your evidence, you will need to hit **Save to submit** the record for approval.

If you believe **this requirement does not apply to you** (for example, you don't need a licence to perform your trade), you may select **Not Applicable** without filling out the form.

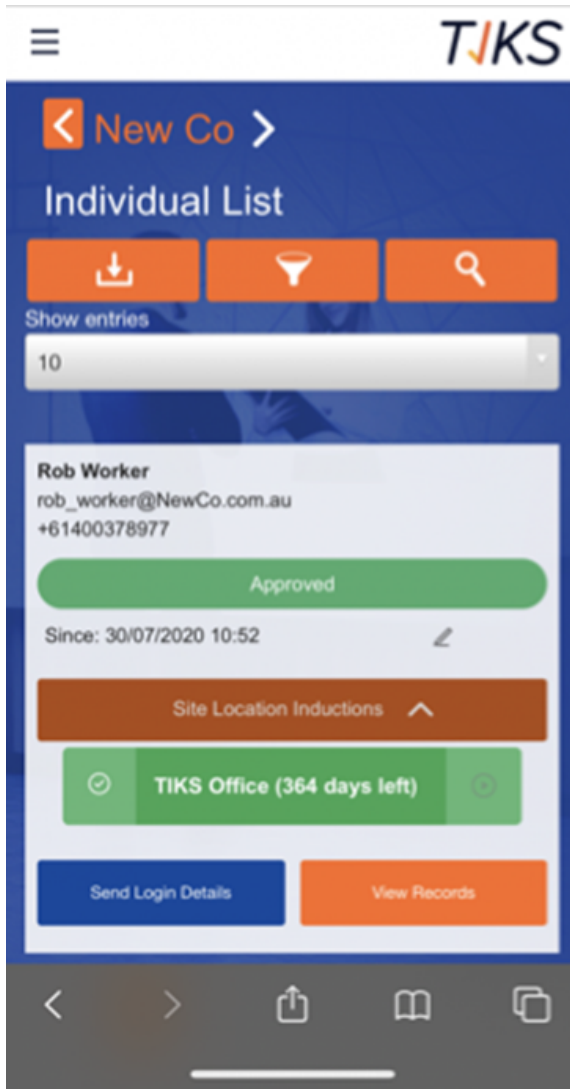


Once you have completed each record on your list, all your records will be in Pending Approval status until approved by Admin.



Once all of your records have been approved, your overall status to access your company site will be **Approved (green)** as shown below.

If you are required to complete an online induction, you **must also compete your induction** before you come to site.



In addition, you are now able to use the **Visitor app to gain access to site**, by scanning your QR code from your app Profile via the entry scanner/turnstile scanner. Or using the app to scan the site location QR code to sign in. Use of the app will depend on how the Client has set up the access arrangements.

Revision #1

Created 4 years ago by [Admin](#)

Updated 4 years ago by [Admin](#)