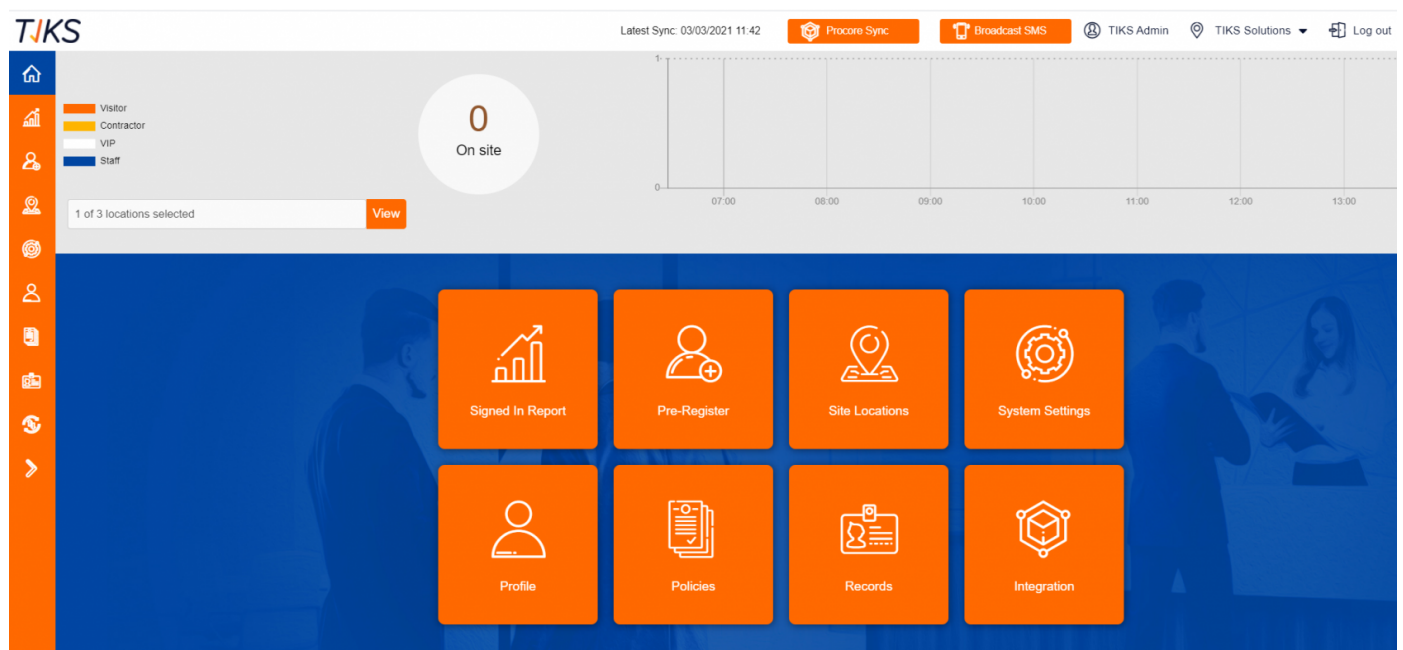


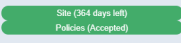





# How does a user borrow and return equipment?

Once a person has signed into the system an admin user can record any keys or equipment that have been assigned to them for their visit.

From the admin dashboard, select "Signed In Report".

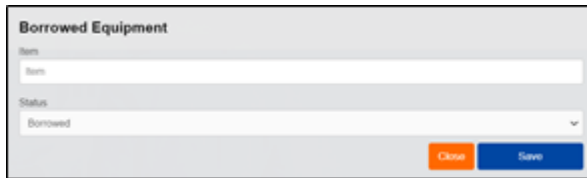


Signed In Report							Download Report	Filter Results	
Show entries									
10									
Photo	Details	Host	Time	Visit Induction	ID	Action			
	<b>Test User</b> TIKS SOLUTIONS PTY LTD Test@tik.com.au +61 999999999	 TIKS Admin TIKS Office 27/04/2021	From: 27-04-2021 14:32 AEST Currently On Site Time on site: 00h 00m	 Site (364 days left) Policies (Accepted)	104	 Equipment  Signout  Reprint Badge			

Locate the user that has signed in and click the "Equipment" button.



The system will ask you to confirm their ID. Then put in the details of the equipment they have borrowed (apply the "Borrowed" status) and click "Save".



**Borrowed Equipment**

Item  
Item

Status  
Borrowed

Close Save

The system will now show those items against the visit “ID” of the person in the Signed In report (example below)



**ID**

103

**Equipment**  
Security pass 12

**Status**  
Borrowed

When the person leaves the site, the system will remind them to return the borrowed items and will not allow them to sign out until the system records the items as returned.

To record the return of equipment, locate the person in the Signed-In report and use the drop-down in the Status field to show the items as “Returned” and click “Save”.

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Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)