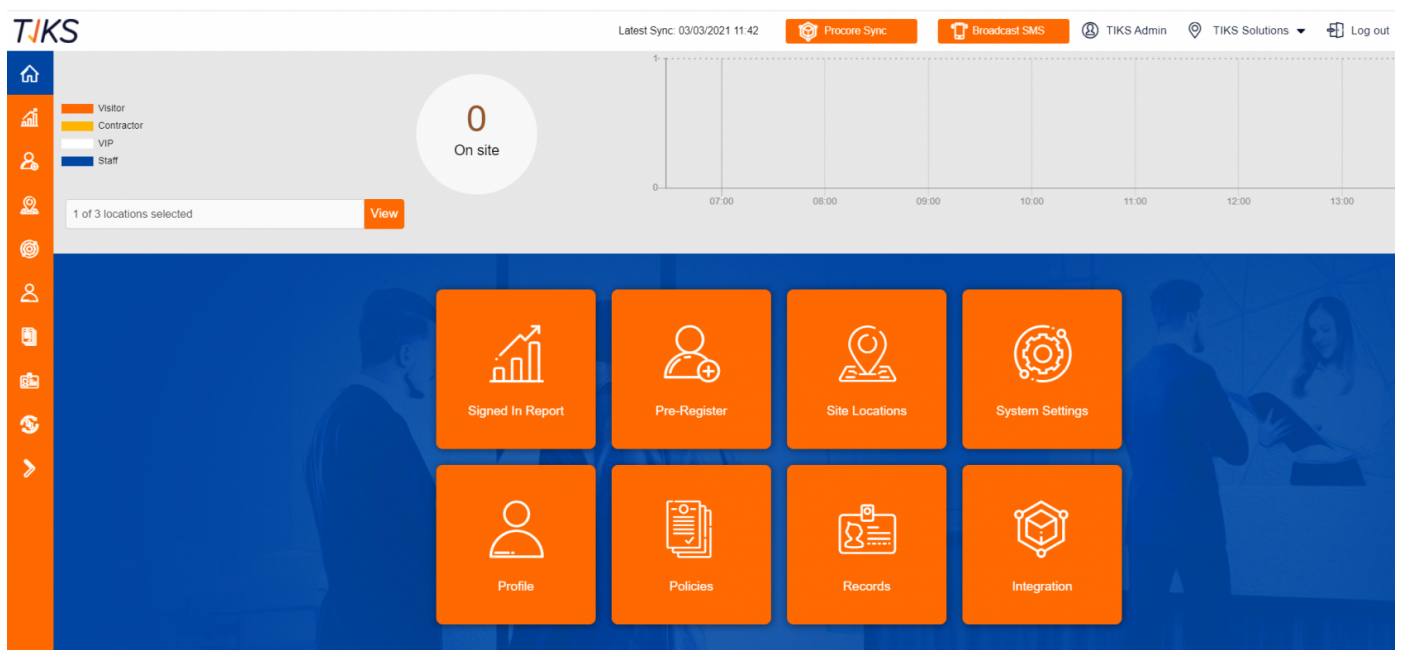


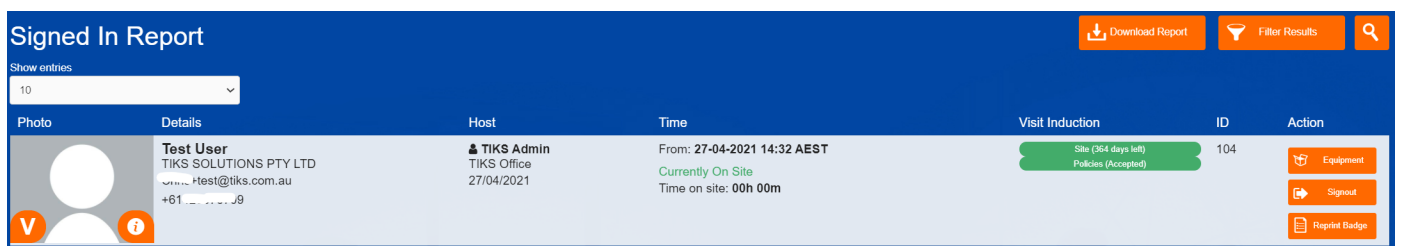
How does a user borrow and return equipment?

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".



The screenshot shows the TIKS Admin Dashboard. At the top, there's a header with the TIKS logo, a sync status 'Latest Sync: 03/03/2021 11:42', and several utility buttons: 'Procure Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Solutions', and 'Log out'. A left sidebar contains navigation icons for home, reports, users, locations, settings, profile, policies, records, and integration. The main content area features a '0 On site' counter, a location selection dropdown ('1 of 3 locations selected'), and a grid of eight orange buttons: 'Signed In Report', 'Pre-Register', 'Site Locations', 'System Settings', 'Profile', 'Policies', 'Records', and 'Integration'. A line graph is visible in the top right corner of the dashboard area.



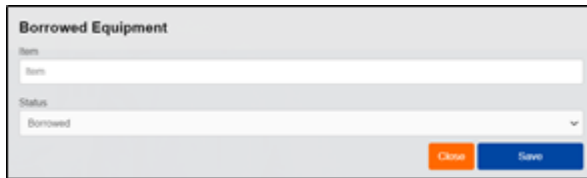
The screenshot shows the 'Signed In Report' page. It has a blue header with 'Signed In Report' on the left and 'Download Report', 'Filter Results', and a search icon on the right. Below the header is a 'Show entries' dropdown set to '10'. The main content is a table with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. The first row shows a user named 'Test User' from 'TIKS SOLUTIONS PTY LTD' who signed in at 'TIKS Office' on '27/04/2021' at '27-04-2021 14:32 AEST'. The 'Visit Induction' column shows 'Site (364 days left)' and 'Policies (Accepted)'. The 'ID' is '104'. The 'Action' column contains three buttons: 'Equipment', 'Signout', and 'Reprint Badge'.

Photo	Details	Host	Time	Visit Induction	ID	Action
	Test User TIKS SOLUTIONS PTY LTD test@tik.com.au +61 9 999 9999	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”.

Revision #1

Created 4 years ago by [Admin](#)

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