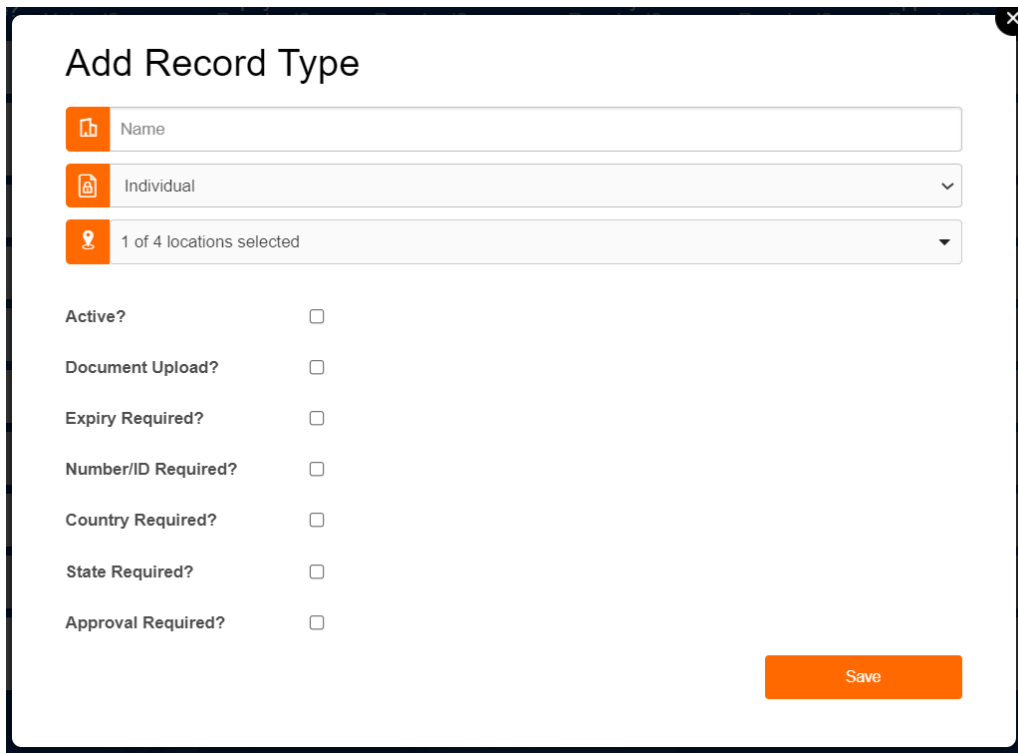





# What do the options for Individual Worker Records mean?



**Add Record Type**

 Name

 Individual

 1 of 4 locations selected

Active? ☐

Document Upload? ☐

Expiry Required? ☐

Number/ID Required? ☐

Country Required? ☐

State Required? ☐

Approval Required? ☐

Save

**Active:** You must select this to have the record displayed in the users Records List - it activates the record requiring it to be completed in order to be compliant

**Document Upload:** Select this if you require the company to upload a file to support this record type

**Expire Required:** Select this if you want to capture the expiry date of this record

**Number/ID Required:** Select this if you require to capture the record number, an example may be the Policy Number or Licence number

**Country Required:** Select this if you want to capture the Country this record is recognised for

**State Required:** Select this if you want to capture the State this record is recognised for

**Approval Required:** Select this if you wish to review and approve the record captured. If you do not need to review/verify this record, please leave this option un-checked

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Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)