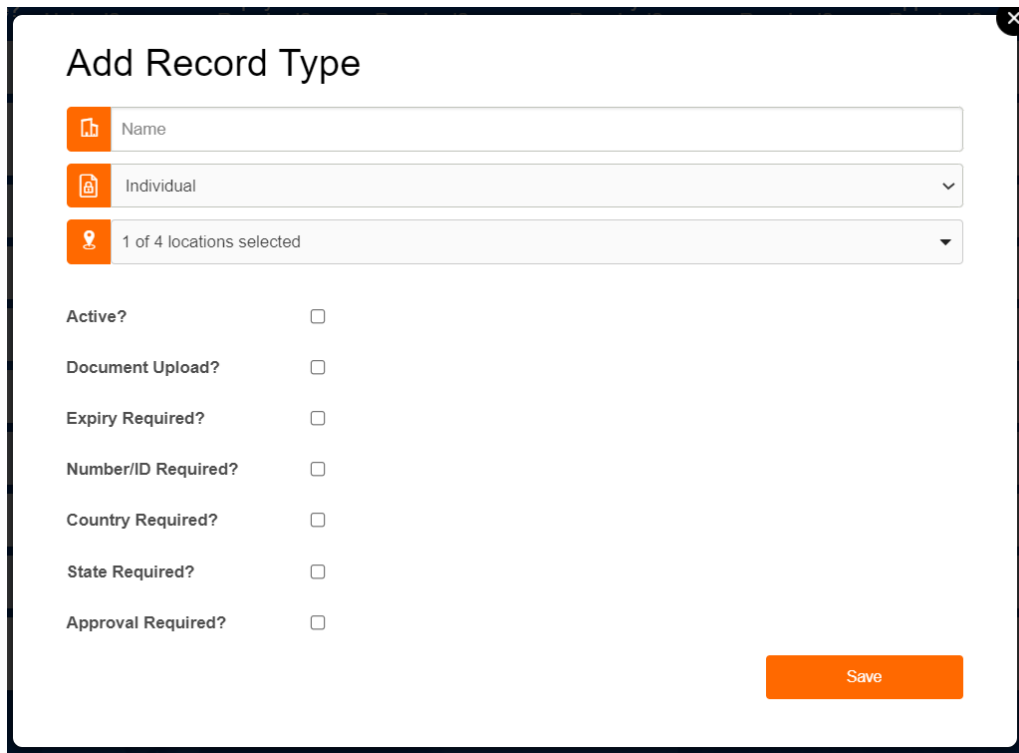


What do the options for Individual Worker Records mean?



The screenshot shows a modal window titled "Add Record Type" with a close button in the top right corner. The form contains three input fields at the top, each with an orange icon on the left: a document icon for "Name", a person icon for "Individual" (which is a dropdown menu), and a location pin icon for "1 of 4 locations selected" (also a dropdown menu). Below these fields is a list of seven options, each with a label and an unchecked checkbox: "Active?", "Document Upload?", "Expiry Required?", "Number/ID Required?", "Country Required?", "State Required?", and "Approval Required?". An orange "Save" button is located at the bottom right of the form.

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

Revision #1

Created 3 years ago by [Admin](#)

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