

What is the Signed In Report?

To access select "Signed In Report" from the home screen (dashboard). See below.



A screenshot of the TIKS dashboard. The top left shows the TIKS logo and a navigation menu with icons for home, reports, users, locations, and settings. The top right shows the latest sync time (03/03/2021 11:42) and buttons for Procore Sync, Broadcast SMS, TIKS Admin, TIKS Office, and Log out. The main content area features a legend for Visitor (orange), Contractor (yellow), VIP (grey), and Staff (blue). A central circular widget displays "0 On site". Below this is a search bar for locations and a "View" button. A large empty chart area is visible. At the bottom, there is a grid of eight orange buttons: Signed In Report, Pre-Register, Site Locations, System Settings, Profile, Policies, Records, and Integration.

The **Signed In Report** displays in real time who is on a particular site. You can toggle between sites by selecting the site in the top right hand site selection drop-down menu.

The screenshot shows the TIKS Signed In Report interface. At the top, there is a navigation bar with the TIKS logo, a 'Latest Sync: 14/07/2020 15:42' indicator, and buttons for 'Procore Sync', 'Broadcast SMS', 'TIKS Admin', 'TIKS Office', and 'Log out'. Below the navigation bar, the main header is 'Signed In Report' with buttons for 'Download Report', 'Filter Results', and a search icon. A 'Show entries' dropdown menu is set to '10'. The main content area displays a table with columns: Photo, Details, Host, Time, Visit Induction, ID, and Action. The first entry is for Phoebe O'Reilly, a TIKS Admin at TIKS Office, who is currently on site from 18/08/2020, 17:08 AEST. Her visit induction is 'Site (204 days left)' and her ID is 12A0. The action column contains 'Signed In' and 'Report Badge' buttons. A pagination bar at the bottom shows '1' of 1 entries, and a 'Total: 1 entry' label is visible in the bottom right corner.

Photo	Details	Host	Time	Visit Induction	ID	Action
	Phoebe O'Reilly TIKS sales@tiks.com.au +61404040404	TIKS Admin TIKS Office 18/08/2020	From: 18/08/2020, 17:08 AEST Currently On Site Time on site: 00h 00m	Site (204 days left)	12A0	Signed In Report Badge

Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)