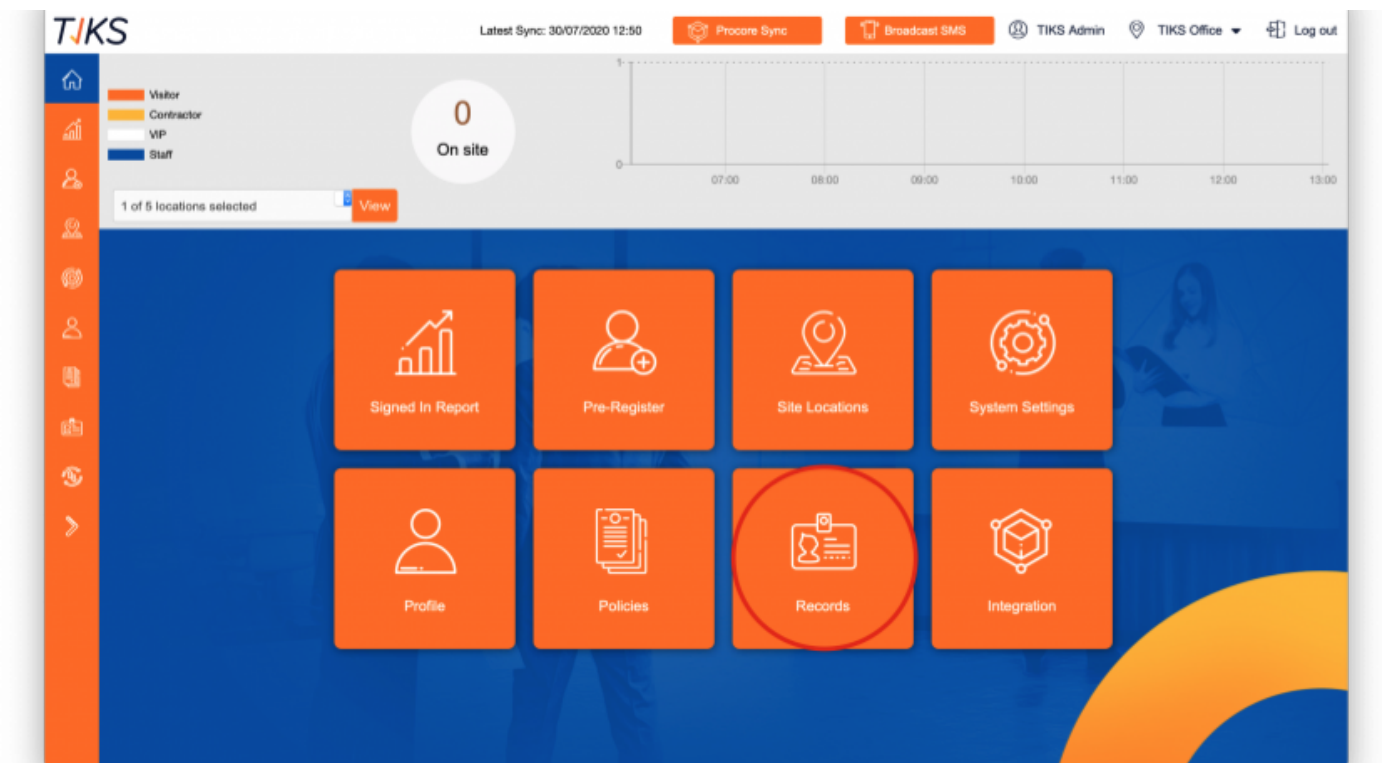


# How to Approve or Reject Records

## Review Records

1. Log into the admin portal
2. Tap on the "Records" button



Step 1: Tap on the search icon and type in the Company you wish to review. Alternatively, you can scroll down the page until you find that Company.

TIKS

Latest Sync: 30/07/2020 12:50

Procure Sync

Broadcast SMS

TIKS Admin

TIKS Office

Log out

Home

Analytics

Users

Groups

Settings

Profile

Reports

Help

Logout

Companies List

Download Report

Filter Results

1

Show entries

10

Company Name

Company Admin

Email

+61

Please select locations

Record Type Settings

Invite Company

Company Name	Company Admin	Email	Company Status	Site Locations	Actions
Client STAFF Company	Client STAFF Member	client@staffmember.com	Pending Approval	TIKS Office	<div>View Individuals</div> <div>View Records</div> <div></div>
Company All Valid	admin one	admin@one.com	Pending Approval	TIKS Office	<div>View Individuals</div> <div>View Records</div> <div></div>
Company Expired Insurance	No data to display	No data to display	Pending Approval	TIKS Office	<div>View Individuals</div> <div>View Records</div> <div></div>

Step 2: To view the records for this Company, tap on the "View Records" against the company listing

Home

Analytics

Users

Groups

Settings

Reports

Help

Logout

## Companies List

Show entries

10

Company Name

Company Admin

Email

+61

Please select locations

Record Type Settings

Invite Company

Company Name	Company Admin	Email	Company Status	Site Locations	Actions
Client STAFF Company	Client STAFF Member	client@staffmember.com	Pending Approval	TIKS Office	<div><div>View Individuals</div><div>2 View Records</div><div> </div></div>
Company All Valid	admin one	admin@one.com	Pending Approval	TIKS Office	<div><div>View Individuals</div><div>1 View Records</div><div> </div></div>
Company Expired Insurance	No data to display	No data to display	Pending Approval	TIKS Office	<div><div>View Individuals</div><div>View Records</div><div> </div></div>

Step 3: You will now see a list of records submitted by this company, to view documents that may have been uploaded, tap on the download document icon





## < Milagre Construction... > Records List



Show entries

10

Record Type	Record Number	Locations	Record Expiry	Record Status	Actioned By	Actions
Milagre Company and Worker Ack... Australia NSW	SWMS		24/07/2020	Expired Since: 23/07/2020 23:30	TIKS Admin	<div>4</div> <div> Approve</div> <div> Reject</div> <div> </div>
###NEW SWMS				Pending Approval		<div> Approve</div> <div> Reject</div> <div> </div>
Mandatory Company Record				Pending Approval		<div> Approve</div> <div> Reject</div> <div> </div>
Please upload your Public Liab...				Pending Approval		<div> Approve</div> <div> Reject</div> <div> </div>

Revision #2  
Created 4 years ago  
Updated 4 years ago