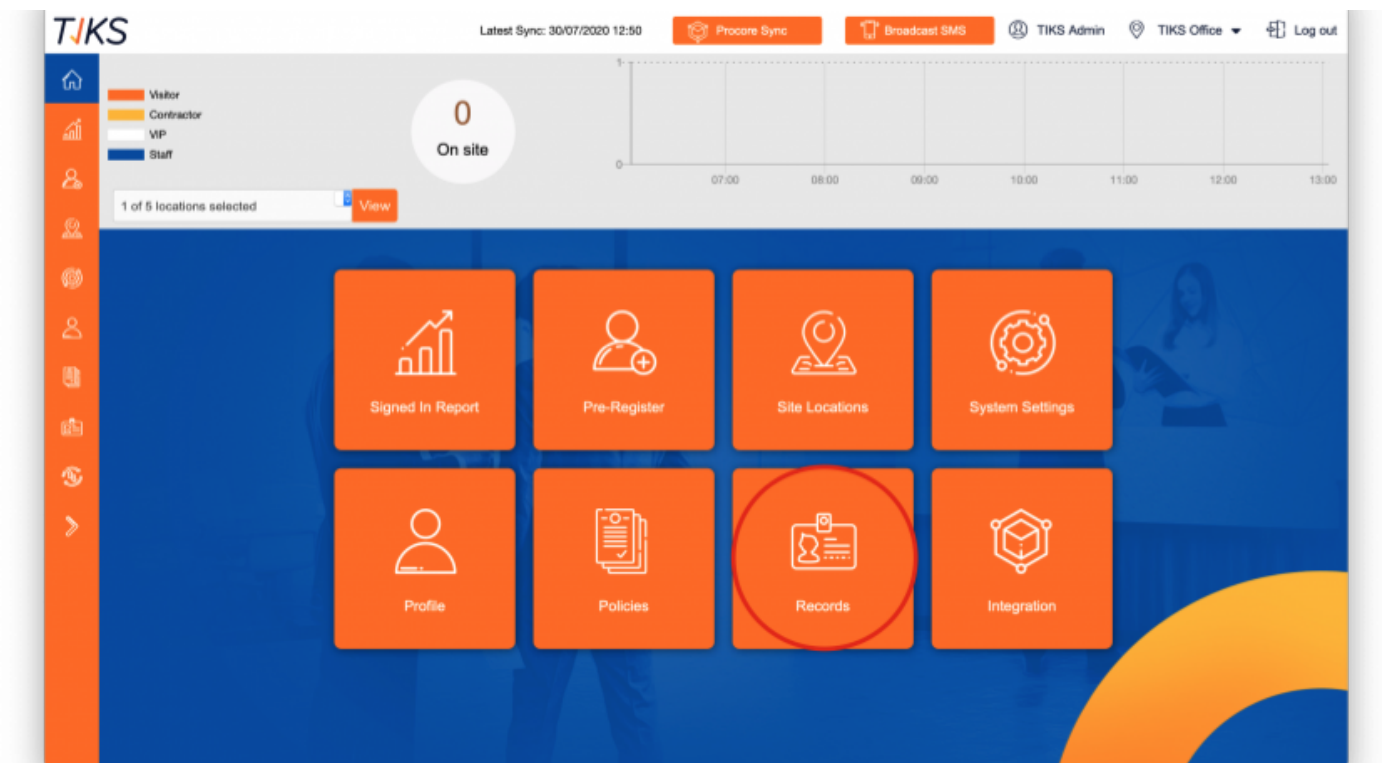


How to Approve or Reject Records

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

Companies

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

Download Report

Filter Results

Search

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>2 View Records</div>
Company All Valid	admin one	admin@one.com	Pending Approval	TIKS Office	<div>View Individuals</div> <div>1 View Records</div>
Company Expired Insurance	No data to display	No data to display	Pending Approval	TIKS Office	<div>View Individuals</div> <div>View Records</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	4 Approve Reject
###NEW SWMS				Pending Approval		Approve Reject
Mandatory Company Record				Pending Approval		Approve Reject
Please upload your Public Liab...				Pending Approval		Approve Reject

Revision #2
Created 4 years ago
Updated 4 years ago