



TEKCONTROL VMS
LOGISTICS GUIDE FOR ADMINISTRATORS
(POWERED BY TEKWAVE SOLUTIONS)

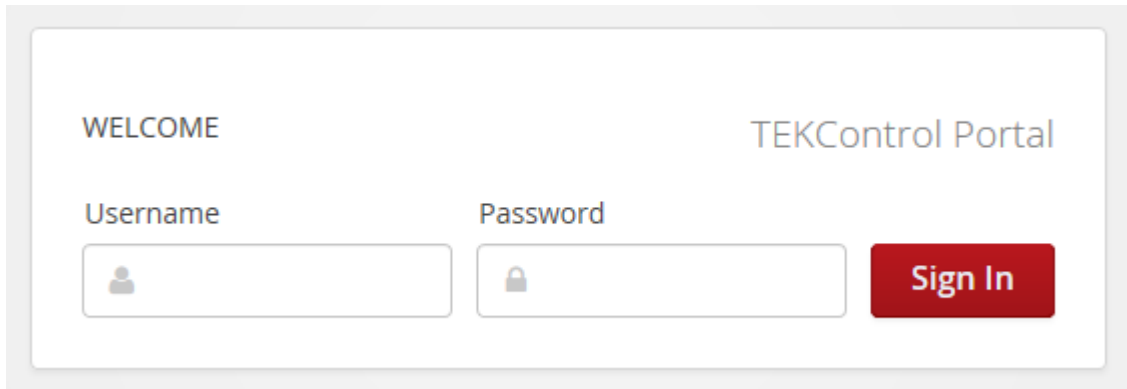
VERSION 2.0

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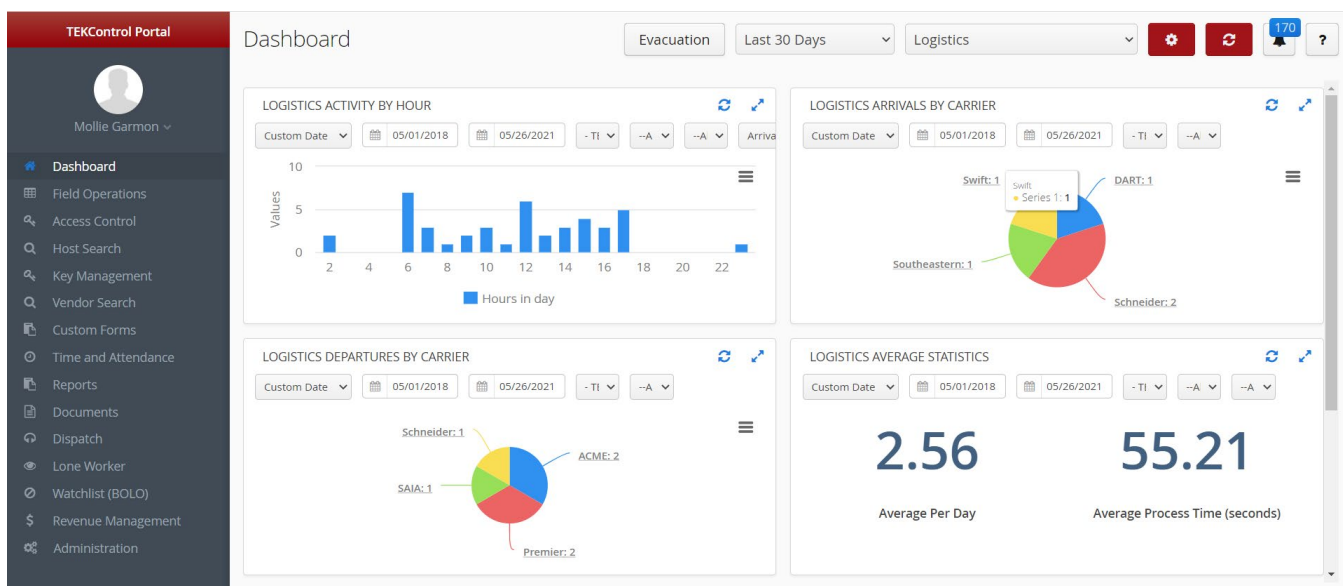
Portal Login

- To login, go to the designated URL
- Enter your username and password
- Select 'Sign In'



Portal Dashboard

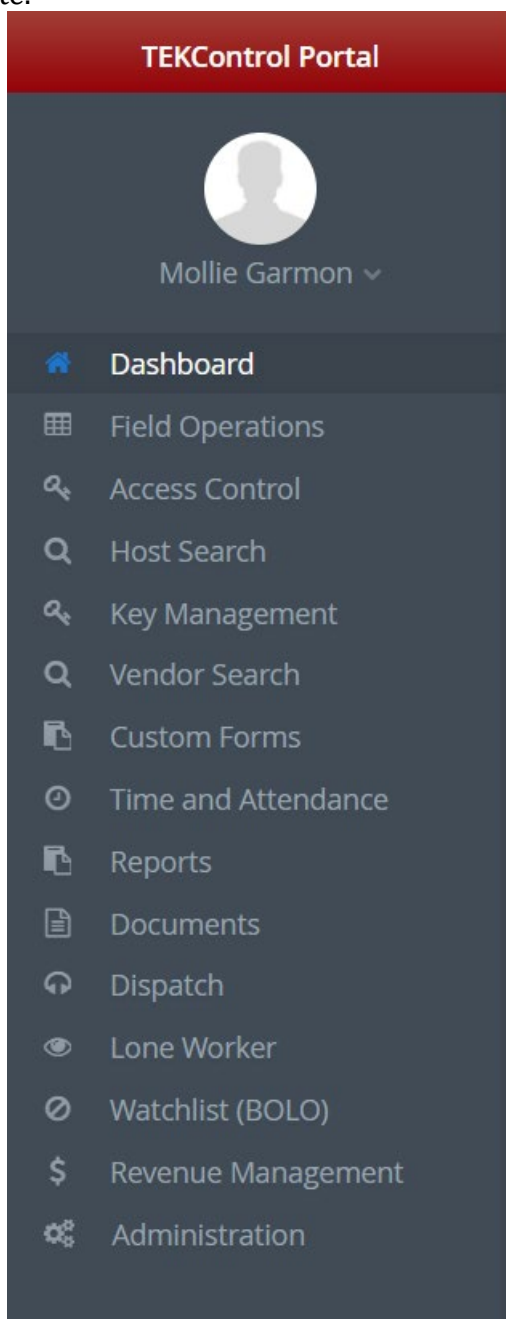
- Once logged in, you will be taken to the portal dashboard
- Here you can view certain statistics pertaining to the sites you are assigned to
- You will also see the navigation pane on the left-hand side





Navigation Pane

- The Navigation Pane is how you will move throughout the site to get to various sections.
- To edit your profile or log out, select the avatar with your name under it.
- To navigate to a certain section, select that section from the list below your avatar.
- Some sections will expand to show you further options.
- When you select access control it is possible to see multiple options, depending on your permissions and the site.





Logistics Inspections

- When Logistics Inspections is selected, you are taken to our grid view screen.
- At the top of our grid view are the filtering options: site selector (if applicable), post selector, date range, and criteria options.
- Below is the grid view of records, which show each row as a record.
- The add new, refresh, and notifications pane are on the top right.

TEKControl Portal

Logistics Inspections

01/10/2017 To: 03/18/2017 Schedule Date Descending

Lobby --Filter By--

Driver Name	Schedule Date	Arrival Date	Departure Date	Created Date	Notes	Actions
Matthew Hancock	03/01/2017 11:51	03/01/2017 11:52	03/01/2017 11:53	03/01/2017 11:52		Actions
Angelo West	02/16/2017 10:18	02/16/2017 10:19		02/16/2017 10:19		Actions
Michael Johnson	02/16/2017 10:18	02/16/2017 10:18		02/16/2017 10:18		Actions
Vanessa Kim	02/16/2017 10:17			02/16/2017 10:18		Actions
Michelle Lopez	02/16/2017 10:17	02/16/2017 10:17	03/07/2017 11:08	02/16/2017 10:17		Actions
Tim Diel	02/16/2017 10:17	02/16/2017 10:17		02/16/2017 10:17		Actions
Eric Matthieson	02/16/2017 10:17	02/16/2017 10:17	02/16/2017 10:17	02/16/2017 10:17		Actions
Stephen Williams	02/16/2017 10:16	02/16/2017 10:17		02/16/2017 10:17		Actions
Jessica Dawes	02/14/2017 14:01	02/14/2017 14:02	03/17/2017 11:08	02/14/2017 14:02		Actions
Reed Patuek	02/14/2017 14:01			02/14/2017 14:01		Actions
Jerome Mattis	02/14/2017 14:00	02/14/2017 14:01		02/14/2017 14:01		Actions
Hanley Hamil	02/14/2017 13:59	02/14/2017 13:59	03/17/2017 11:08	02/14/2017 13:59		Actions

Items per page: 25 Page: 1 / 1



Logistics Inspections – Add New

- When the add new button is selected, the new form will open in the right side of the screen.
- From here, you can begin to enter in information: scan driver's license, manually type, or select drop downs and check boxes.
- When finished entering information, scroll to the bottom and select save if scheduling a truck, admit, or depart.
- You can also select the printing drop down and select Save/Admit and print if applicable.

TEKControl Portal

Logistics Inspections

01/10/2017 To: 03/18/2017 Schedule Date

Lobby --Filter By--

Driver Name	Schedule Date	Arrival Date
Matthew Hancock	03/01/2017 11:51	03/01/20
Angelo West	02/16/2017 10:18	02/16/20
Michael Johnson	02/16/2017 10:18	02/16/20
Vanessa Kim	02/16/2017 10:17	
Michelle Lopez	02/16/2017 10:17	02/16/20
Tim Diel	02/16/2017 10:17	02/16/20
Eric Matthieson	02/16/2017 10:17	02/16/20
Stephen Williams	02/16/2017 10:16	02/16/20
Jessica Dawes	02/14/2017 14:01	02/14/20
Reed Patuek	02/14/2017 14:01	
Jerome Mattis	02/14/2017 14:00	02/14/20
Hanley Hamil	02/14/2017 13:59	02/14/20
Manuel Gomez	02/14/2017 13:50	

Items per page: 25

Information Arrival Truck Information Arrival Images Driver Signature Officer Signature

✓ Scan Drivers License

Site: * - John Hancock

Post: * Lobby

Schedule Date: * 03/17/2017 11:11

Driver Name: *

Driver Address:

Drivers License:

Driver State: --Select State--

Company:

Credential Information:

Insurance Information:

Destination: -- Select Item --

Destination Information:



Logistics Inspections – Watch List

- If you try to add a truck driver that has been placed on the Watchlist, a warning message will show up on the screen asking if you want to allow them or not.

The screenshot shows the 'Logistics Inspections' section of the TEKControl Portal. A 'Watchlist Items' dialog box is open, displaying the following information:

- First Name: Eric
- Last Name: Williams
- DL Number: 7894617
- DOB: 06/25/1973
- Alias 1: (empty field)
- Alias 2: (empty field)

At the top right of the dialog box are two buttons: 'Allow' and 'Do not allow'. At the bottom of the dialog box, it says 'Call police immediately!!'. The background shows the portal interface with a sidebar menu and a main content area.



Logistics Inspections – Actions

- On the right side of the grid view, there is an actions button which gives you several options.
- Edit allows you to reopen the record to edit it.
- Admit/Depart allow you to quickly admit or depart a truck.
- History shows you all of the changes done to the record.
- Detail gives you a PDF export of the record.

TEKControl Portal

Logistics Inspections

01/10/2017 To: 03/18/2017 Schedule Date Descending

Lobby --Filter By--

Driver Name	Schedule Date	Arrival Date	Departure Date	Created Date	Notes	Actions
Matthew Hancock	03/01/2017 11:51	03/01/2017 11:52	03/01/2017 11:53	03/01/2017 11:52		Actions
Angelo West	02/16/2017 10:18	02/16/2017 10:18		02/16/2017 10:19		Actions
Michael Johnson	02/16/2017 10:18	02/16/2017 10:18		02/16/2017 10:18		Actions
Vanessa Kim	02/16/2017 10:17			02/16/2017 10:18		Actions
Michelle Lopez	02/16/2017 10:17	02/16/2017 10:17	03/17/2017 11:08	02/16/2017 10:17		Actions
Tim Diel	02/16/2017 10:17	02/16/2017 10:17		02/16/2017 10:17		Actions
Eric Matthieson	02/16/2017 10:17	02/16/2017 10:17	02/16/2017 10:17	02/16/2017 10:17		Actions
Stephen Williams	02/16/2017 10:16	02/16/2017 10:17		02/16/2017 10:17		Actions
Jessica Dawes	02/14/2017 14:01	02/14/2017 14:02	03/17/2017 11:08	02/14/2017 14:02		Actions
Reed Patuek	02/14/2017 14:01			02/14/2017 14:01		Actions
Jerome Mattis	02/14/2017 14:00	02/14/2017 14:01		02/14/2017 14:01		Actions
Hanley Hamil	02/14/2017 13:59	02/14/2017 13:59	03/17/2017 11:08	02/14/2017 13:59		Actions

Items per page: 25 Page: 1 / 1



Documents

- The document sections allow you to download documents pertaining to your job: post orders, schedules, client documents, etc.

The screenshot displays the 'Documents' section of the TEKControl Portal. On the left is a dark sidebar with a navigation menu including: Dashboard, Field Operations, Access Control, Host Search, Key Management, Vendor Search, Custom Forms, Time and Attendance, Reports, Documents (highlighted), Dispatch, Lone Worker, Watchlist (BOLO), Revenue Management, and Administration. The main content area has a header with 'Documents', two dropdown filters ('--All Folders--' and '--All Types--'), a notification bell with '170', and a help icon. Below the header is a list of folders: Policy and Procedures, MG Corporate Operations, Training, Memphis, Nashville, Louisville, Knoxville, Jackson, and Lexington. A vertical scrollbar is visible on the right side of the folder list.



Reports

- The reporting sections allows you to see the data in various ways.
- Simply select a report you want to see, fill out the parameters, then select generate.
- You can generate reports in PDF, XLS, or CSV file formats.

TEKControl Portal

Reports

--Select Category--

Sujeiri Anders

Dashboard

Field Operations

Access Control

Host Search

Documents

Reports

Watchlist (BOLO)

Administration

Logistics Export Schedule Report

Logistics Entry/Exit Schedule Report

Logistics Export 2 Schedule Report

Alternative logistics export report with additional filter



Report Scheduling

- You can also schedule any reports to be emailed to you periodically.
- Simply fill out the scheduling criteria, then the report parameters at the bottom and select Save Report Schedule.

The screenshot displays the 'Reports' section of the TEKControl Portal. On the left is a navigation sidebar with options like Dashboard, Field Operations, Access Control, Host Search, Documents, Reports (selected), Watchlist (BOLO), and Administration. The main content area shows a list of reports with 'Schedule Report' buttons. A modal window titled 'Report Schedule' is open, containing the following fields:

- Scheduled Items:** A dropdown menu with '--Add New Item--' selected.
- Description:** A text input field.
- Schedule Specification:** A dropdown menu with '*Select Schedule' selected.
- Recipient Email(s):** A text input field.
- Format:** A dropdown menu with 'PDF' selected.
- Active?:** A checkbox.
- Report Parameters:**
 - From Date:** A date picker.
 - To Date:** A date picker.
 - Site:** A dropdown menu.
 - Post:** A dropdown menu.



Watchlist (BOLO)

- View all the banned visitors in the Watchlist (BOLO).
- Select the actions button to view details or images for each banned person.

The screenshot displays the TEKControl Portal interface for the Watchlist (BOLO) section. The sidebar on the left lists various navigation options, with 'Watchlist (BOLO)' currently selected. The main content area features a table with columns for First Name, Last Name, ID Card Number, Date of birth, Description, Alias 1, Alias 2, and Vehicle License Number. A single entry for Frank Williams is visible. The interface includes a search filter, a refresh button, a notification bell with 170 alerts, and a help icon. At the bottom, there are pagination controls showing 'Page: 1 / 1' and 'Items per page: 25'.

First Name	Last Name	ID Card Number	Date of birth	Description	Alias 1	Alias 2	Vehicle License Number	
Frank	Williams	6782394	08/15/1989	Call site sup...	Francis	Richard		Actions ...



General Administration

- As an administrator, an additional section appears at the bottom of your navigation pane.
- When you select Administration, two options show up.
- General Administration gives you all the site settings.
- Here, you can change everything from the site contact, add edit posts, change drop down values, notification emails, etc.
- All the settings descriptions are listed below each section.

The screenshot displays the 'Site Administration' interface in the TEKControl Portal. The left navigation pane is dark grey with a red header 'TEKControl Portal'. The user profile 'Mollie Garmon' is visible. The main content area is white and titled 'Site Administration'. It features several sections:

- General System Admin Settings:** Includes links for Branding, Manage Reports, Maintenance Notification, Quoting/Order Settings, Voicemail Branding, and Central Stations. A note states 'Items manageable only by system administrators.'
- General Site Settings:** Includes links for Add / Edit Site Settings, Site Post Settings, Site Location Settings, TES Settings, Activity Log, and Integrated Devices. A note states 'Create a new site or edit an existing site.'
- Manage Announcements/Alerts:** A link to manage announcements and alerts.
- Manage Documents:** Includes links for Manage Documents, Manage Document Types, and Manage Document Folders. A note states 'Manage documents, document types, and document folders.'
- Host Settings:** Includes links for Host Settings, Site Host Settings, and Host Post Access. A note states 'Manage hosts and all host settings.'
- Logistics Inspection Settings:** A link to manage logistics inspection settings.

At the top right of the main content area, there are dropdown menus for '- TEKWave Headq' and 'TEKWave Distribut', a notification bell with '170', and a help icon.



User Administration

- When you select user administration, you will see the breakdown of all the users associated to the sites that are assigned to you.
- At the top of the grid view, you will see filtering options: the site selector, the post selector, the role selector, and criteria selector.
- Also, the add new, refresh, and notification button in the top right.
- You also have the actions button that will allow you to edit or disable a user.

The screenshot displays the 'User Administration' interface. On the left is a sidebar menu with 'User Administration' selected. The main area shows a table of users with the following data:

First Name	Last Name	User Name	Email	Last Login Date/Time	Status	Actions
Demo	Admin	admin	admin@dummyemail1...	05/17/2021 22:07	Active	Actions
Juan	Cidre	nacho	nacho@whiteprompt.c...	02/12/2020 13:11	Active	Actions
Juan	Cidre - Op	nacho-op	nacho@whiteprompt.c...	07/31/2019 15:45	Active	Actions
Matt	Corp	matthcorp		08/17/2018 15:19	Active	Actions
TEKWave	Corporate	tekwavecorp	tekwavecorp@dummy...	02/03/2021 21:35	Active	Actions
Matthew	Corporate	mattcorp	mattcorp@gmail.com	01/19/2017 14:14	Active	Actions
Test	Corporate	testcorp	testcorp@dummyemal...		Active	Actions
Visitor	Demo	visitordemo	visitordemo@dummye...		Active	Actions
Mollie	Garmon	mollieg	mollie@tekwavesolutio...	05/26/2021 14:09	Active	Actions
Matthew	Hancock	mattadmin	mattadmin@dummye...	02/23/2017 15:21	Active	Actions
Matt	Hancock	matth	matt@tekwavesolution...	05/26/2021 14:23	Active	Actions

At the bottom of the table, there is a pagination control showing 'Items per page: 25' and 'Page: 1 / 2'.



New User

- When you select the add new button, the new user pane will appear on the right.
- Fill out the applicable fields under the general tab.
- The password must be 7 characters long, contain one uppercase letter, and contain one number.
- The email is used for password recovery.

The screenshot displays the 'User Administration' interface. On the left is a navigation menu with 'Administration' expanded to 'User Administration'. The main area shows a table of existing users and a 'General' tab for adding a new user.

First Name	Last Name	User Name
Demo	Admin	admin
Juan	Cidre	nacho
Juan	Cidre - Op	nacho-op
Matt	Corp	matthcorp
TEKWave	Corporate	tekwavecorp
Matthew	Corporate	mattcorp
Test	Corporate	testcorp
Visitor	Demo	visitordemo
Mollie	Garmon	mollieg
Matthew	Hancock	mattadmi
Matt	Hancock	matth

The 'General' tab for adding a new user includes the following fields:

- First Name *
- Last Name *
- User Name *
- Password *
- Confirm Password *
- Title
- Email
- Phone
- Secondary Phone
- Extension
- ID Number
- Call-In Pin Code



Role Selection

- Next, you will need to select a role for the user.
- If you are creating a security officer user, use Field Service.
- If you are creating a site lead without admin access use, Site Supervisor.
- If you are creating a site lead with admin access, use Site Administrator.
- If you are creating a role for the client, use End User.

The screenshot displays the 'User Administration' interface. On the left is a navigation menu with 'Administration' expanded to 'User Administration'. The main area shows a table of users with columns for First Name, Last Name, and User Name. Below the table is an 'Items per page' dropdown set to 25. On the right, a 'Roles' dropdown menu is open, listing various roles such as Vendor Employee User, Host User, Client Sales Representative, End User, Monitoring User, Tracking User, CareValidate Operator, Field Service, Janitorial User, Rover, Dispatch User, Support, Custom Forms Administrator, Access Control Administrator, Site Supervisor, Users Administrator, Limited Site Administrator, Site Administrator, Branch Manager, Corporate/Executive User, and Client Administrator.

First Name	Last Name	User Name
Demo	Admin	admin
Juan	Cidre	nacho
Juan	Cidre - Op	nacho-op
Matt	Corp	matthcorp
TEKWave	Corporate	tekwavecorp
Matthew	Corporate	mattcorp
Test	Corporate	testcorp
Visitor	Demo	visitordemo
Mollie	Garmon	mollieg
Matthew	Hancock	mattadm
Matt	Hancock	matth



Site Assignment

- Finally, you must assign the user to a site and post (or multiple sites and posts).
- All you need to do is check the boxes next to the sites you want to assign to the user.
- Once you select the site(s), the post(s) will appear below for the site(s) you have selected.
- Then check the post(s) you which to assign to the user.

The screenshot displays the 'User Administration' interface. On the left is a navigation menu with 'User Administration' selected. The main area shows a user list table with columns for First Name, Last Name, and User Name. Below the table is a 'Items per page' dropdown set to 25. On the right, a modal window is open with tabs for 'General', 'Roles', 'Sites / Posts', and 'Modules'. The 'Sites / Posts' tab is active, showing a 'Clients' list on the left and a 'Filter Sites' section below it. The 'Clients' list includes items like 'ABM', 'Accent Construction', and 'Admiral Security'. The 'Filter Sites' section shows a list of sites, including 'TEKWave Headquarters' and '2021 CA Day Event'.