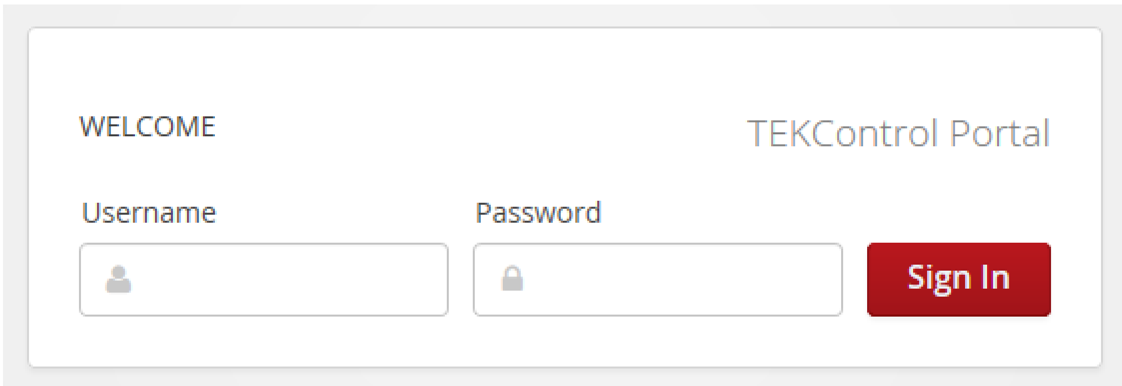
TEKCONTROL VMS-COMMERCIAL
GUIDE FOR ADMINISTRATORS
(POWERED BY TEKWAVE SOLUTIONS)

VERSION 2.0

DEC 23, 2021

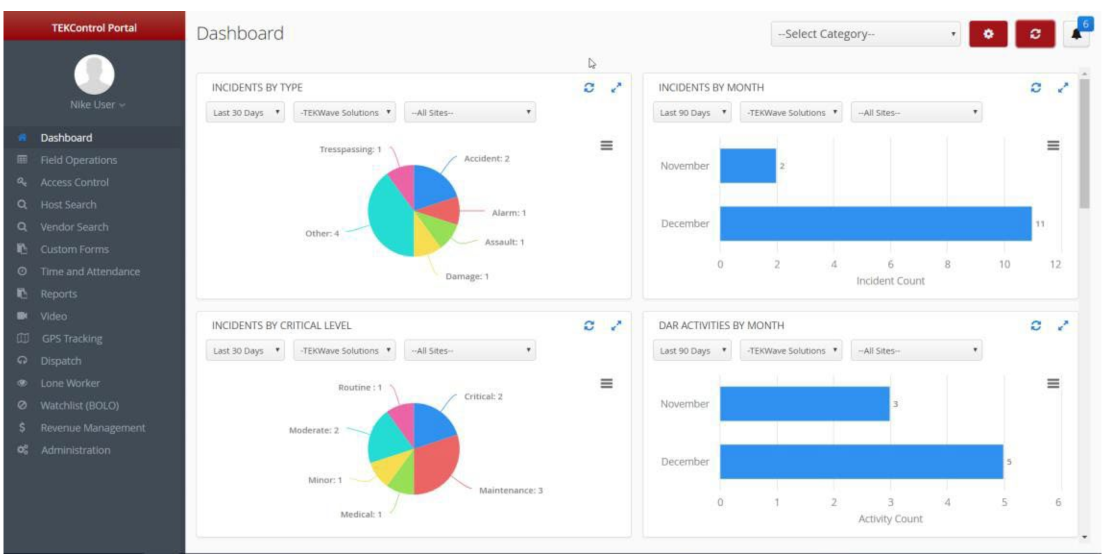
Portal Login

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



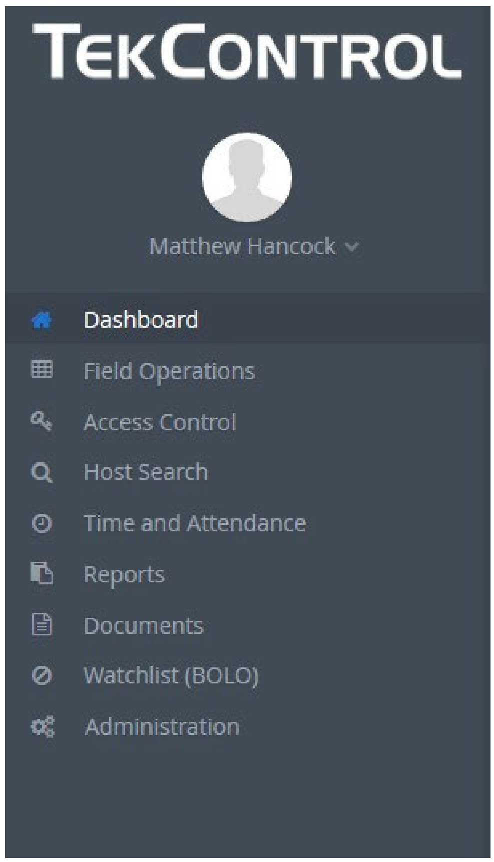
Portal Dashboard

- 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



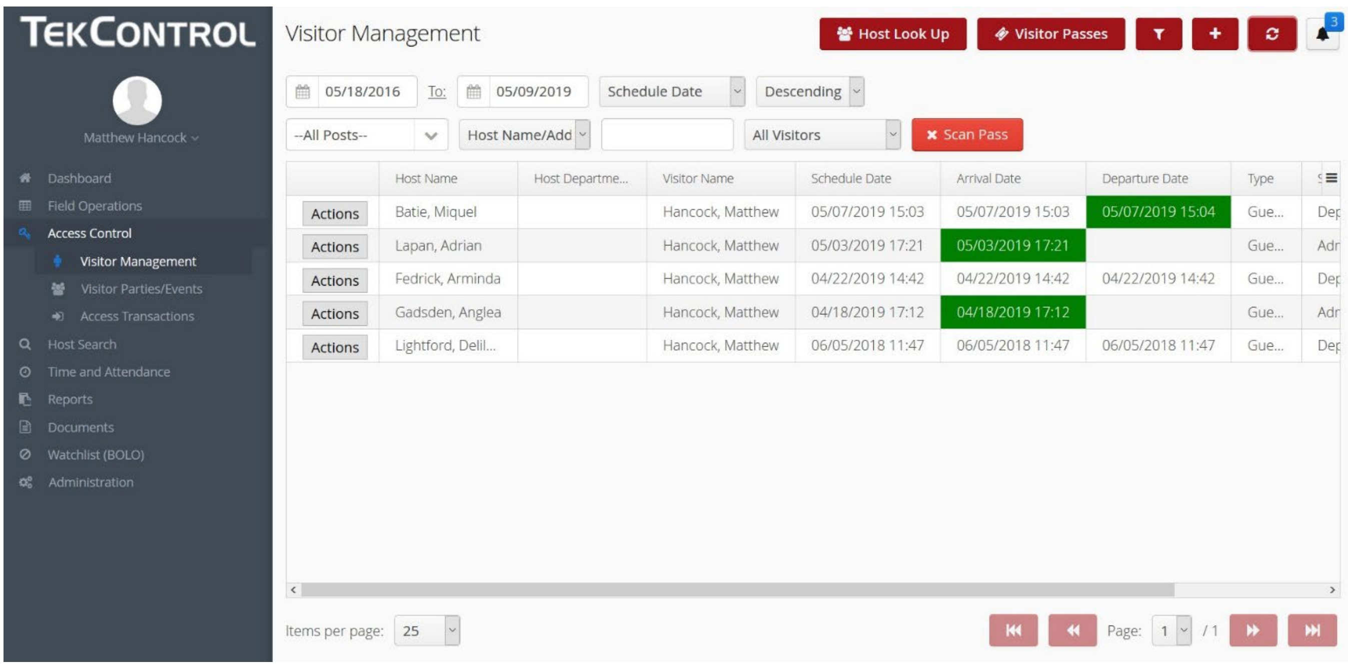
Navigation Pane

- 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.



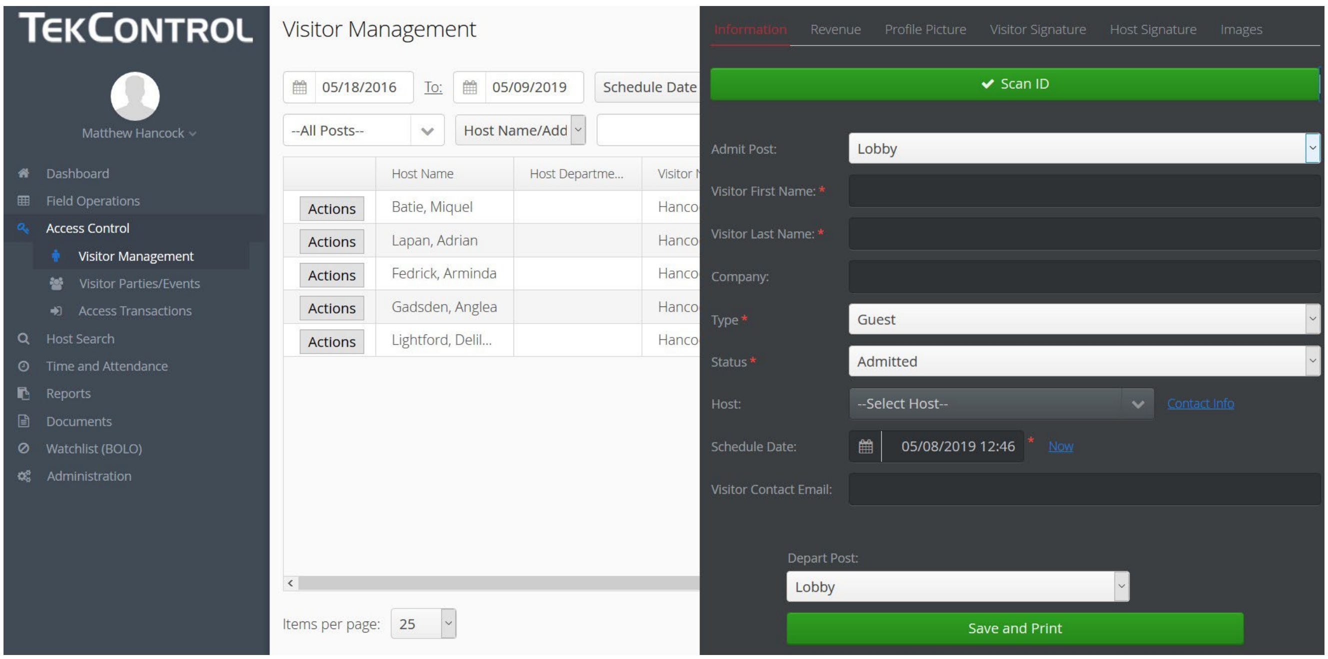
Visitor Management

- When Visitor Management 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.



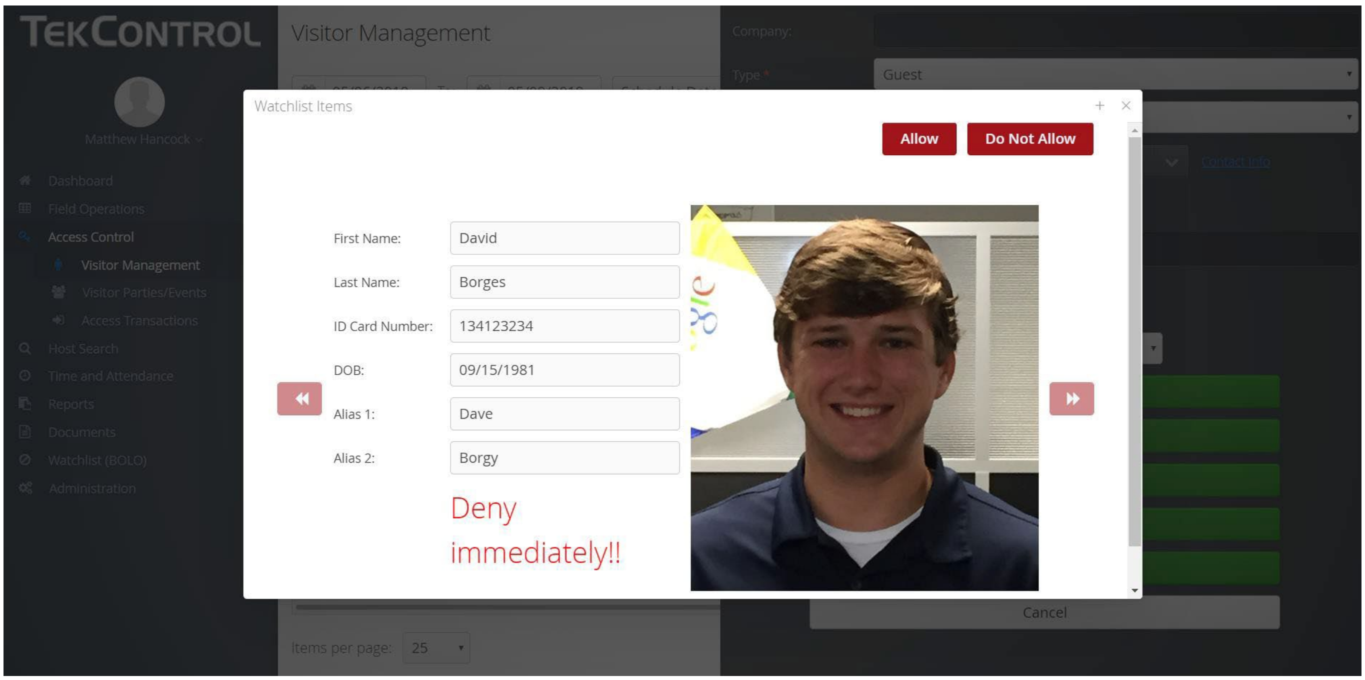
Visitor Management – Add New

- 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 visitor, admit, or depart.
- You can also select the printing drop down and select Save/Admit and print if applicable.



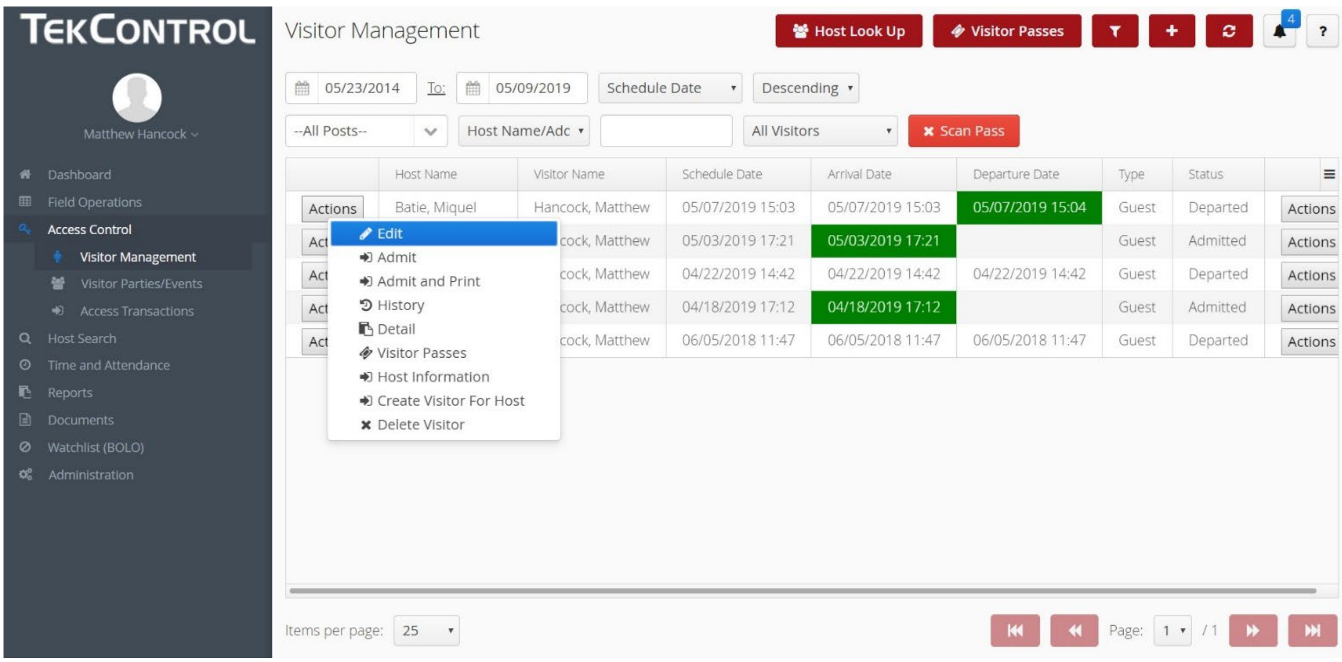
Visitor Management – Watch List

- If you try to add a visitor 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.



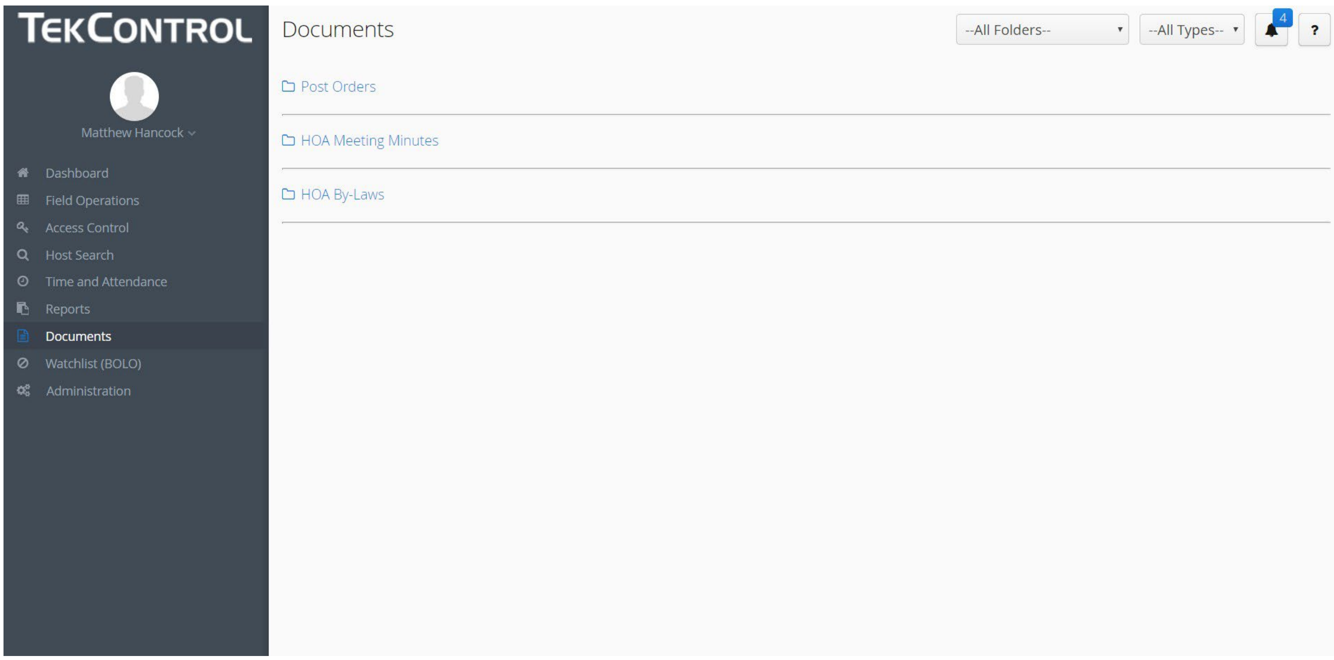
Visitor Management – Actions

- On the left 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 visitor.
- History shows you all the changes done to the record.
- Detail gives you a PDF export of the record.



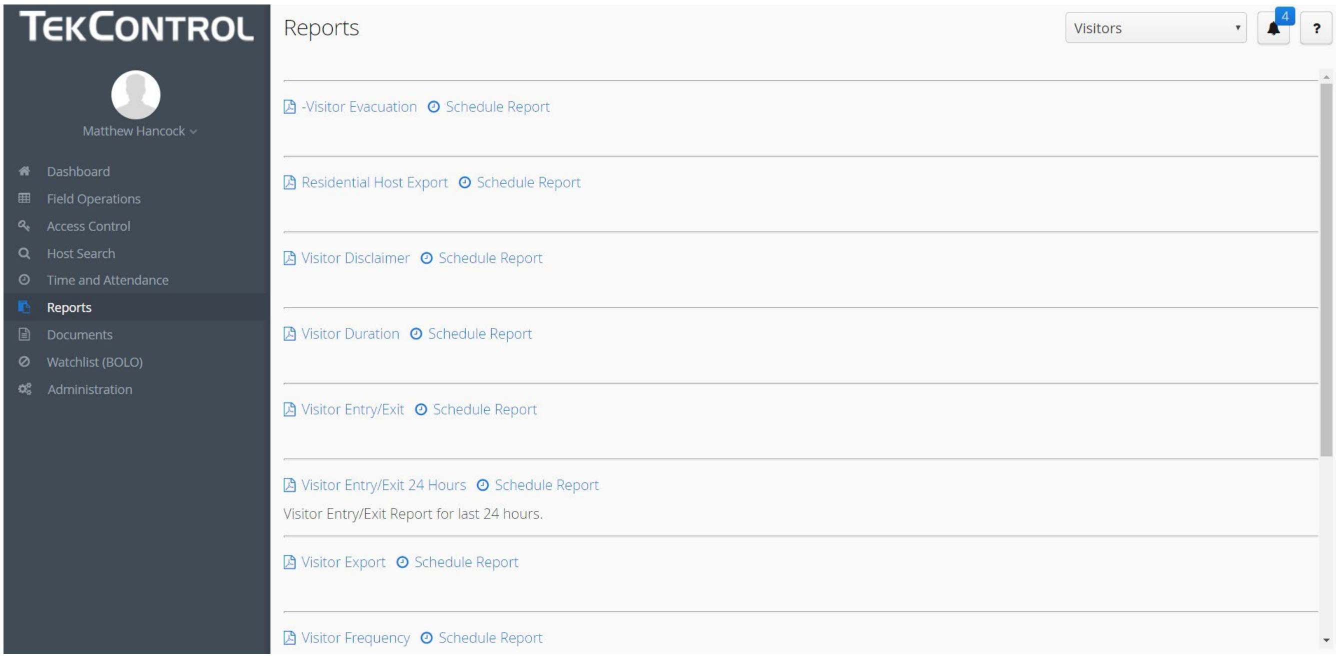
Documents

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



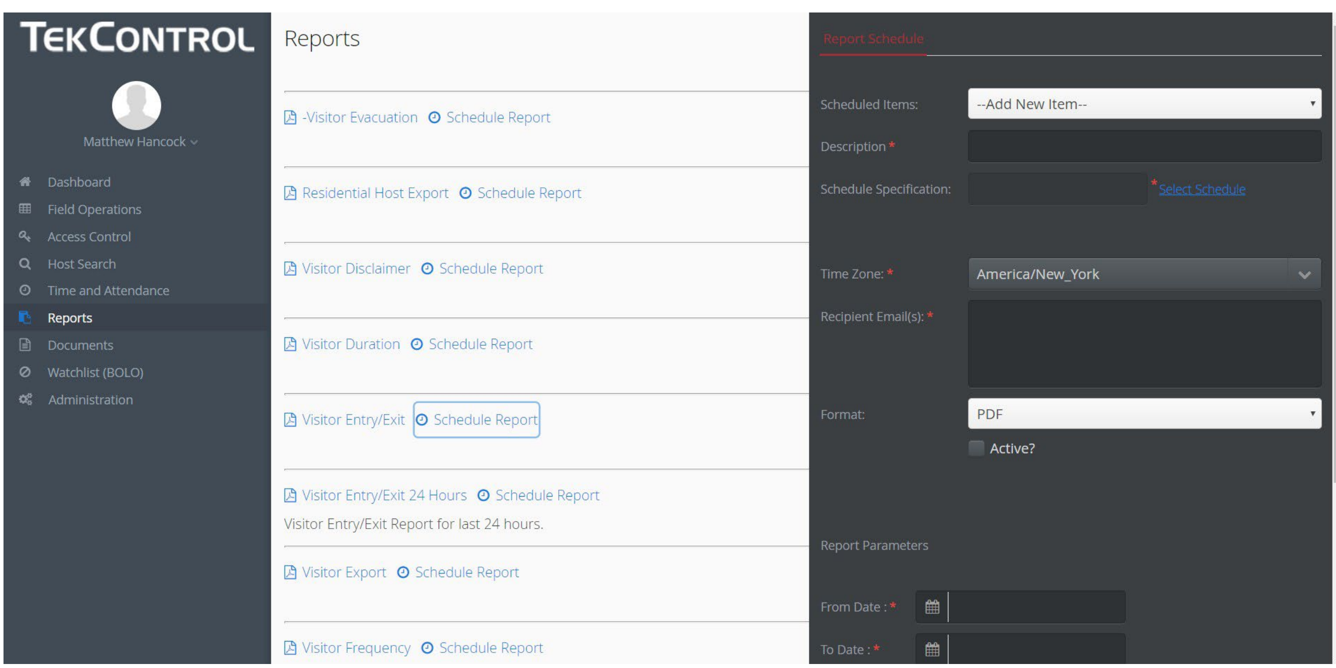
Reports

- 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.



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.

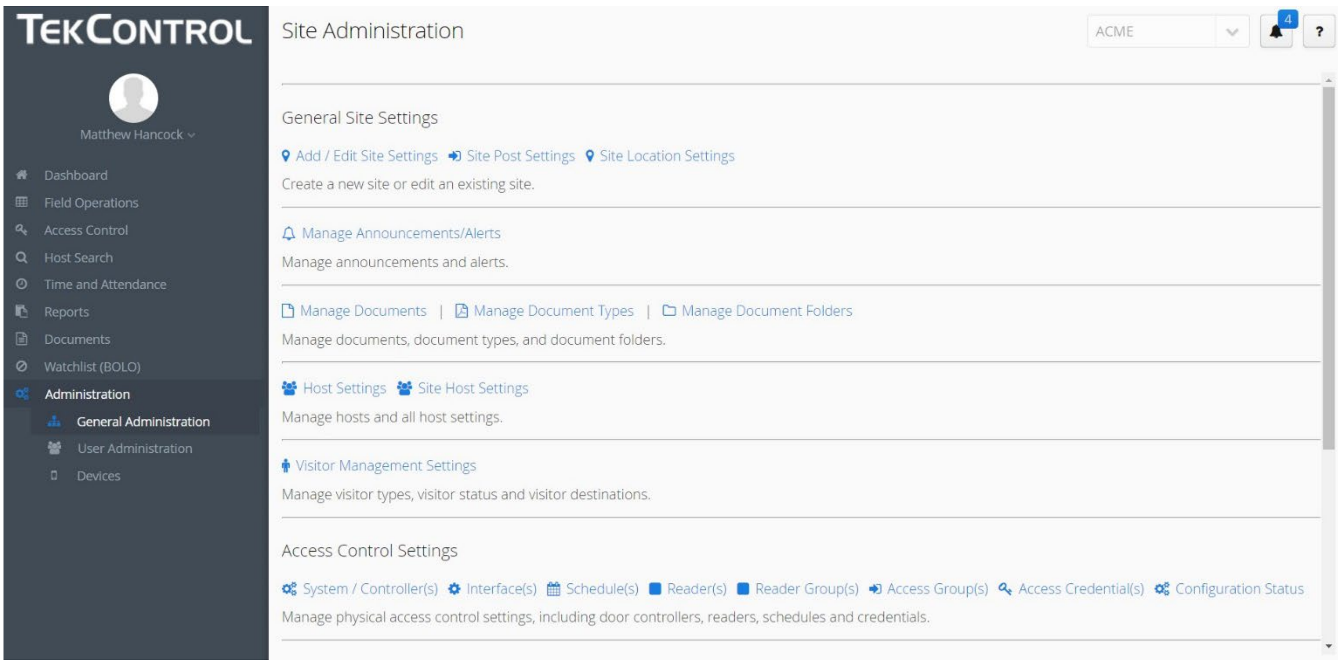


Watchlist (BOLO)

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

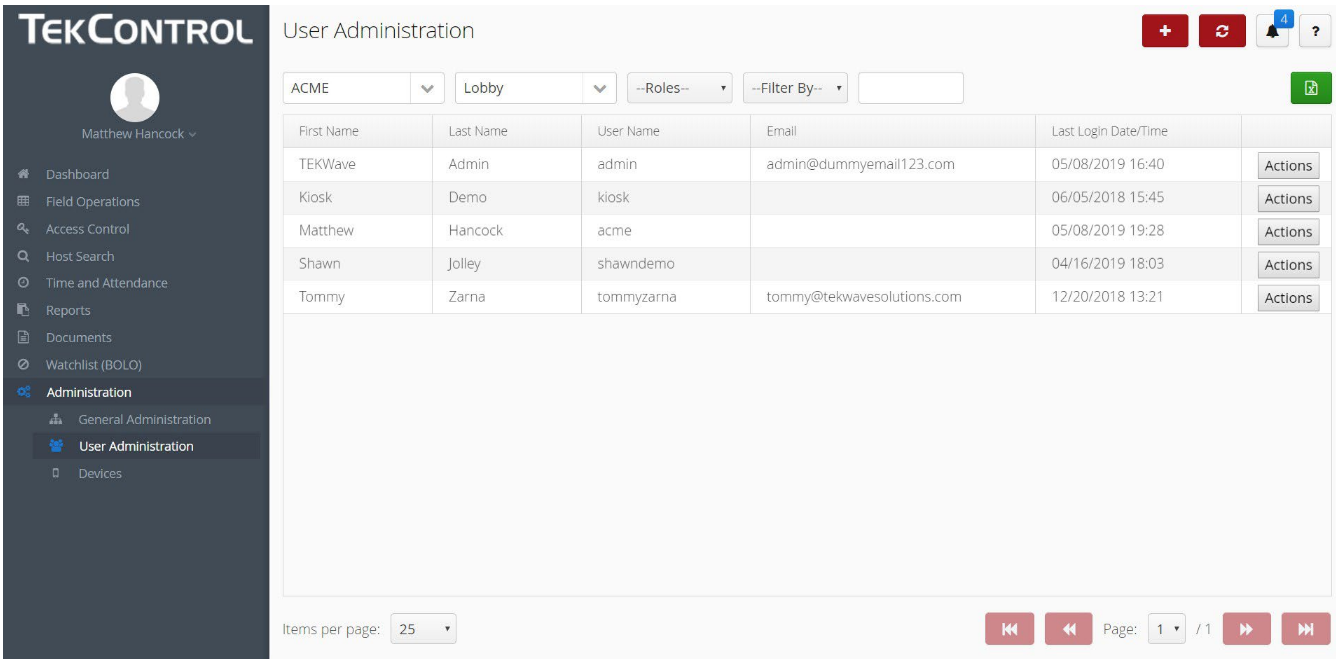
General Administration

- As an administrator, an additional section shows up 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.



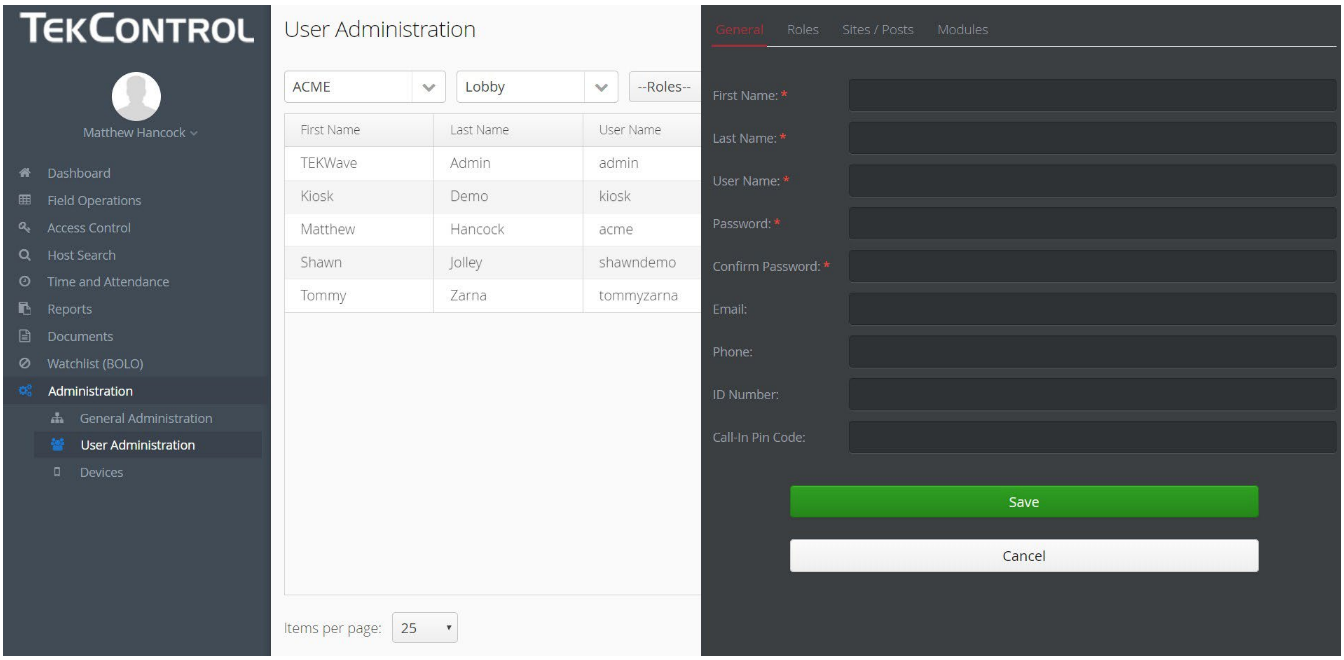
User Administration

- 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.



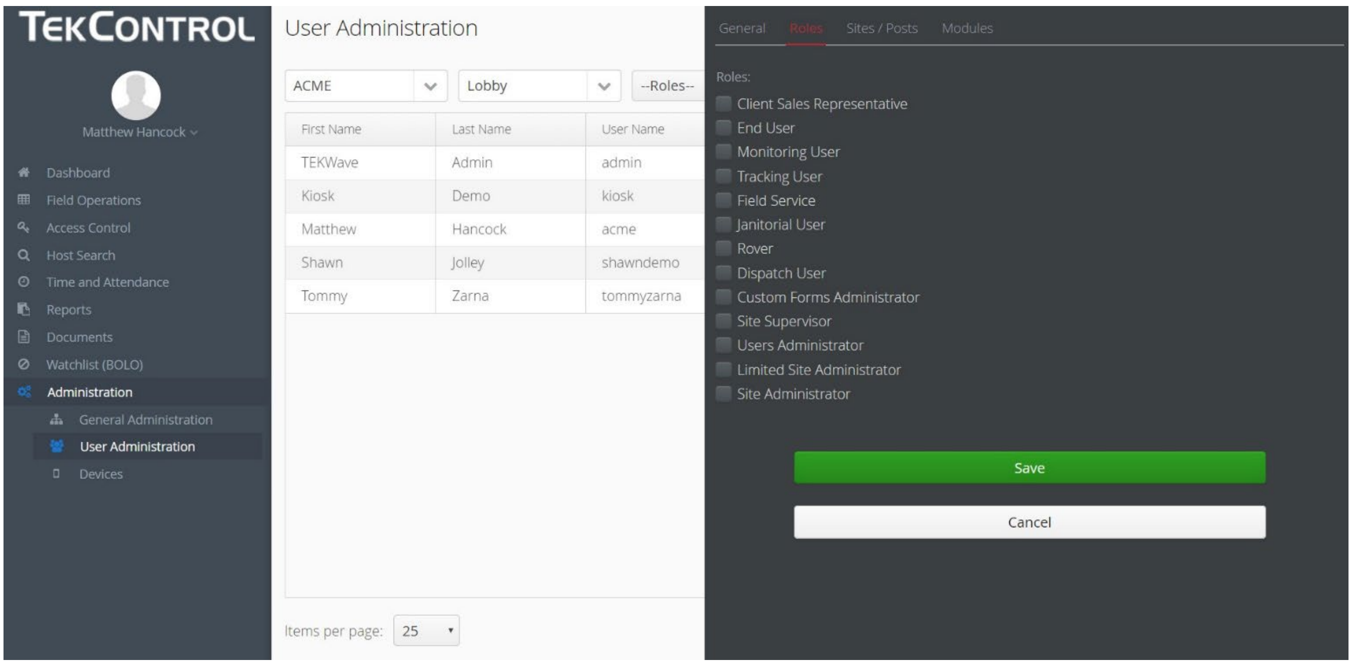
New User

- 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.



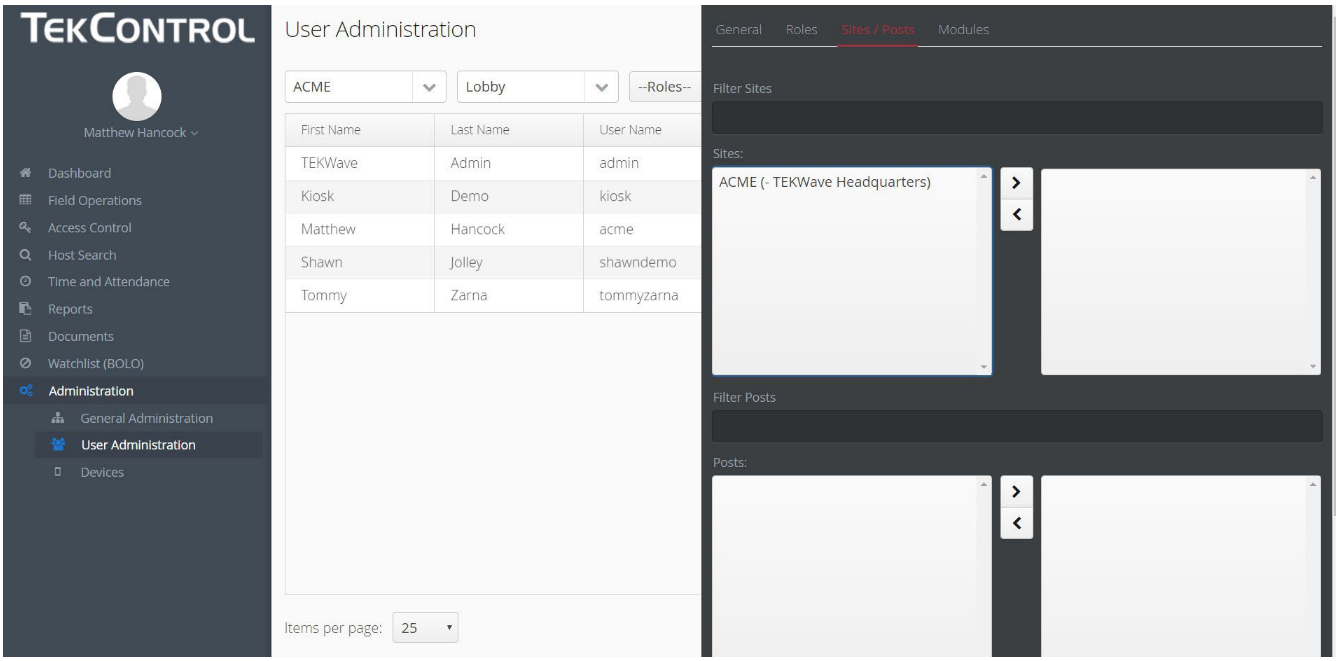
Role Selection

- 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.



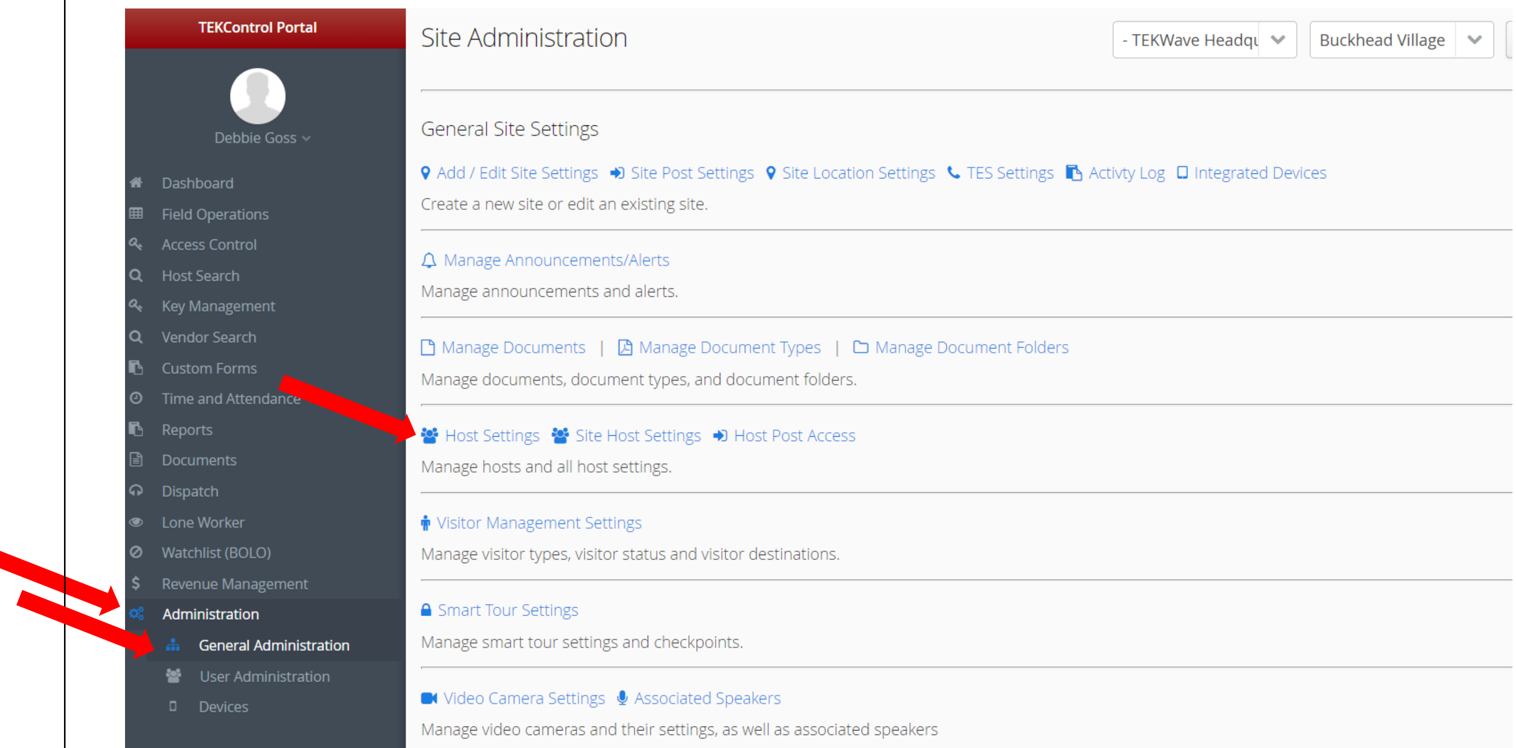
Site Assignment

- 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.



Adding a new Host (Employee)

- Go to Host Settings



* Add a First and Last Name, email address, and a phone number.