



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'

WELCOME

TEKControl Portal

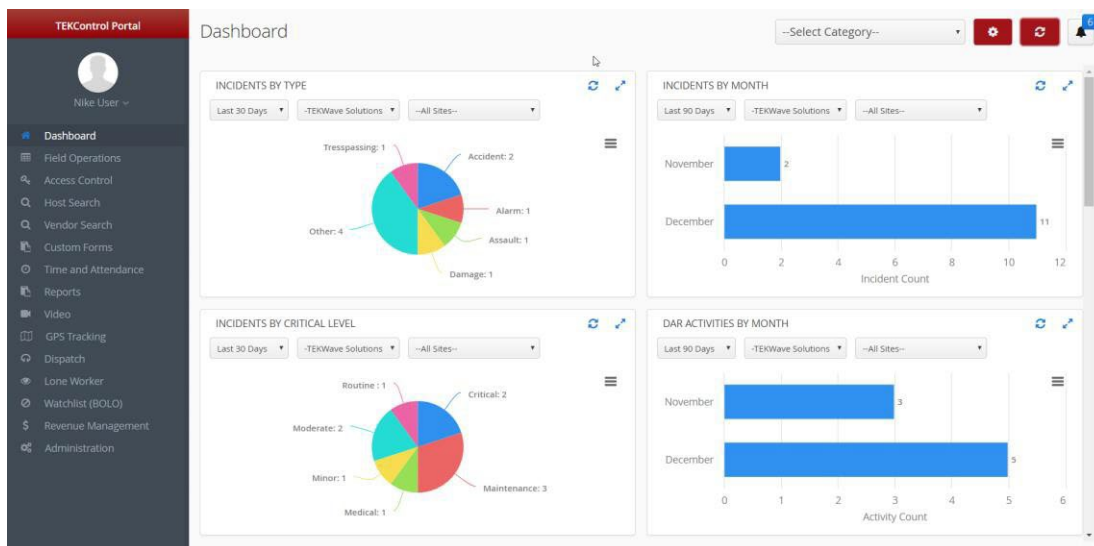
Username

Password

Sign In

Portal Dashboard

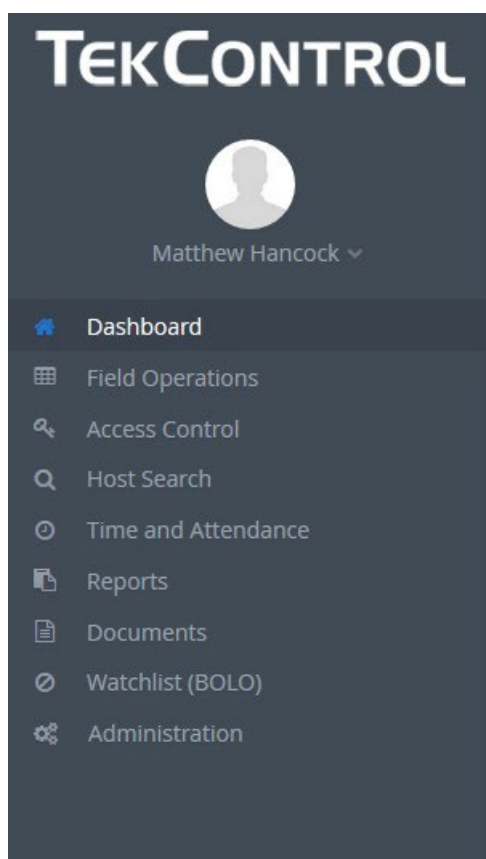
- Once logged in, you will be taken to the portal dashboard
- Here you can view certain statistics pertaining to the sites you are assigned to
- You will also see the navigation pane on the left-hand side





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.

The screenshot displays the TEKCONTROL Visitor Management interface. On the left is a dark sidebar with navigation options: Dashboard, Field Operations, Access Control (selected), Visitor Management (active), Visitor Parties/Events, Access Transactions, Host Search, Time and Attendance, Reports, Documents, Watchlist (BOLO), and Administration. The main area shows a grid of visitor records with the following columns: Actions, Host Name, Host Department, Visitor Name, Schedule Date, Arrival Date, Departure Date, Type, and a menu icon. The records are filtered by date range (05/18/2016 to 05/09/2019) and sorted by Schedule Date in descending order. The records shown are:

Actions	Host Name	Host Department	Visitor Name	Schedule Date	Arrival Date	Departure Date	Type	
Actions	Batie, Miquel		Hancock, Matthew	05/07/2019 15:03	05/07/2019 15:03	05/07/2019 15:04	Gue...	Dep
Actions	Lapan, Adrian		Hancock, Matthew	05/03/2019 17:21	05/03/2019 17:21		Gue...	Adr
Actions	Fedrick, Arminda		Hancock, Matthew	04/22/2019 14:42	04/22/2019 14:42	04/22/2019 14:42	Gue...	Dep
Actions	Gadsden, Anglea		Hancock, Matthew	04/18/2019 17:12	04/18/2019 17:12		Gue...	Adr
Actions	Lightford, Delil...		Hancock, Matthew	06/05/2018 11:47	06/05/2018 11:47	06/05/2018 11:47	Gue...	Dep

At the bottom of the grid, there are pagination controls: 'Items per page: 25', 'Page: 1 / 1', and navigation arrows.



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.

The screenshot displays the TEKCONTROL Visitor Management interface. On the left is a navigation sidebar with the following menu items: Dashboard, Field Operations, Access Control (highlighted), Visitor Management (selected), Visitor Parties/Events, Access Transactions, Host Search, Time and Attendance, Reports, Documents, Watchlist (BOLO), and Administration. The main content area is titled "Visitor Management" and includes a date range filter (05/18/2016 to 05/09/2019), a "Schedule Date" field, and a search bar for "Host Name/Add". Below this is a table of visitor records:

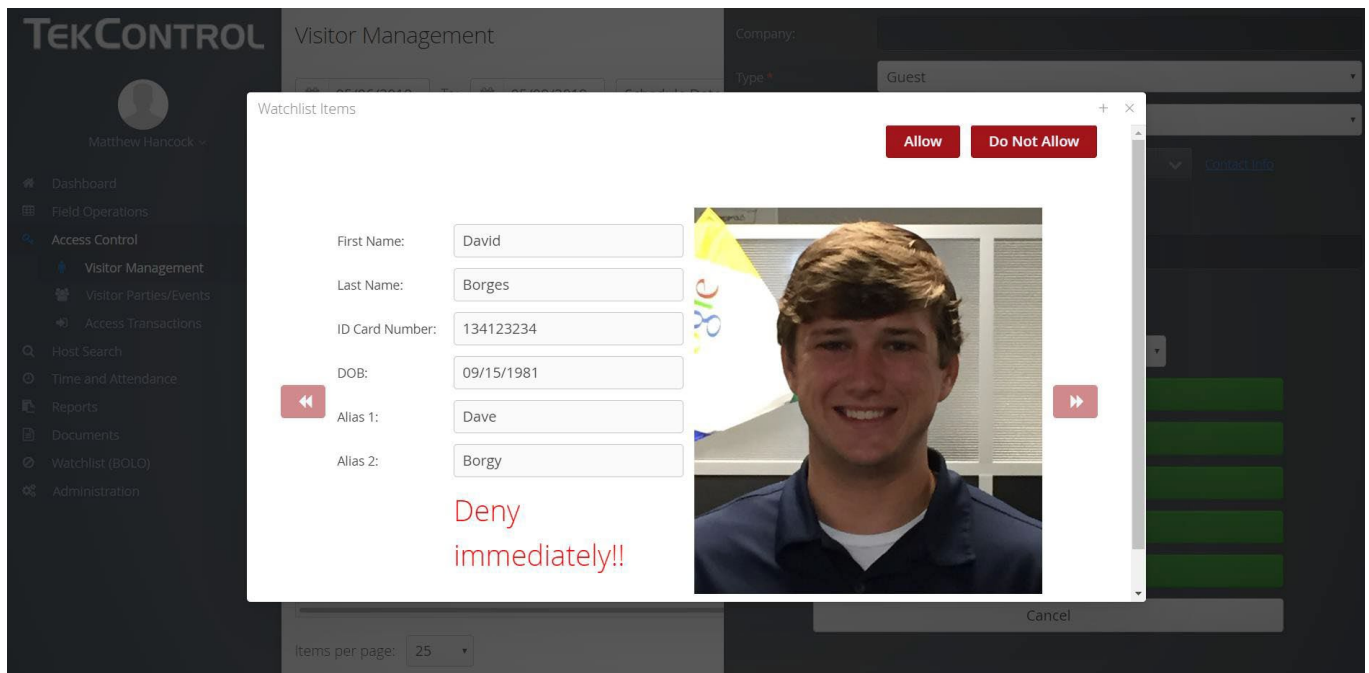
Actions	Host Name	Host Departme...	Visitor
Actions	Batie, Miquel		Hanco
Actions	Lapan, Adrian		Hanco
Actions	Fedrick, Arminda		Hanco
Actions	Gadsden, Anglea		Hanco
Actions	Lightford, Dell...		Hanco

At the bottom of the table, there is a filter for "Items per page" set to 25. On the right side of the interface, a detailed form for adding a new visitor is visible. The form includes tabs for "Information", "Revenue", "Profile Picture", "Visitor Signature", "Host Signature", and "Images". A green bar at the top of the form indicates "Scan ID" is checked. The form fields include: "Admit Post:" (Lobby), "Visitor First Name:" (required), "Visitor Last Name:" (required), "Company:", "Type:" (Guest), "Status:" (Admitted), "Host:" (--Select Host--), "Schedule Date:" (05/08/2019 12:46, with a "Now" button), "Visitor Contact Email:", and "Depart Post:" (Lobby). A green "Save and Print" button is located at the bottom of the form.



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.

The screenshot displays the TEKCONTROL Visitor Management interface. On the left is a dark sidebar with navigation options: Dashboard, Field Operations, Access Control (selected), Visitor Management (selected), Visitor Parties/Events, Access Transactions, Host Search, Time and Attendance, Reports, Documents, Watchlist (BOLO), and Administration. The main area shows a table of visitor records with columns for Host Name, Visitor Name, Schedule Date, Arrival Date, Departure Date, Type, and Status. A context menu is open over the first row, listing actions: Edit, Admit, Admit and Print, History, Detail, Visitor Passes, Host Information, Create Visitor For Host, and Delete Visitor. The table data is as follows:

Actions	Host Name	Visitor Name	Schedule Date	Arrival Date	Departure Date	Type	Status	Actions
Act	Batie, Miquel	Hancock, Matthew	05/07/2019 15:03	05/07/2019 15:03	05/07/2019 15:04	Guest	Departed	Actions
Act		cock, Matthew	05/03/2019 17:21	05/03/2019 17:21		Guest	Admitted	Actions
Act		cock, Matthew	04/22/2019 14:42	04/22/2019 14:42	04/22/2019 14:42	Guest	Departed	Actions
Act		cock, Matthew	04/18/2019 17:12	04/18/2019 17:12		Guest	Admitted	Actions
Act		cock, Matthew	06/05/2018 11:47	06/05/2018 11:47	06/05/2018 11:47	Guest	Departed	Actions

At the bottom of the interface, there is a pagination control showing 'Items per page: 25' and '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 TEKCONTROL web application interface. On the left is a dark sidebar with the 'TEKCONTROL' logo at the top. Below the logo is a user profile for 'Matthew Hancock'. The sidebar contains a list of navigation items: Dashboard, Field Operations, Access Control, Host Search, Time and Attendance, Reports, Documents (highlighted in blue), Watchlist (BOLO), and Administration. The main content area is titled 'Documents' and features two dropdown filters: '--All Folders--' and '--All Types--'. To the right of these filters are a notification bell icon with a '4' badge and a help icon. Below the filters, there is a list of document folders: 'Post Orders', 'HOA Meeting Minutes', and 'HOA By-Laws'. Each folder is preceded by a folder icon and is separated from the others by a horizontal line.



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.

TEKCONTROL Watchlist (BOLO)

Filter

First Name	Last Name	ID Card Number	Date of birth	Description	Alias 1	Alias 2	
David	Borges	134123234	09/15/1981	Denv immediatelv!!	Dave	Borgy	Actions

Items per page: 25

Page: 1 / 1



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.

TEKCONTROL Site Administration ACME 4 ?

Matthew Hancock

- Dashboard
- Field Operations
- Access Control
- Host Search
- Time and Attendance
- Reports
- Documents
- Watchlist (BOLLO)
- Administration**
 - General Administration**
 - User Administration
 - Devices

General Site Settings

[Add / Edit Site Settings](#) [Site Post Settings](#) [Site Location Settings](#)

Create a new site or edit an existing site.

Manage Announcements/Alerts

Manage announcements and alerts.

Manage Documents | Manage Document Types | Manage Document Folders

Manage documents, document types, and document folders.

Host Settings | Site Host Settings

Manage hosts and all host settings.

Visitor Management Settings

Manage visitor types, visitor status and visitor destinations.

Access Control Settings

[System / Controller\(s\)](#) [Interface\(s\)](#) [Schedule\(s\)](#) [Reader\(s\)](#) [Reader Group\(s\)](#) [Access Group\(s\)](#) [Access Credential\(s\)](#) [Configuration Status](#)

Manage physical access control settings, including door controllers, readers, schedules and credentials.



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' page. On the left is a dark sidebar with the 'TEKCONTROL' logo and a user profile for 'Matthew Hancock'. The main area has a header with the title 'User Administration' and several control buttons: a red '+' button, a red refresh button, a notification bell with '4' alerts, and a help '?' button. Below the header are filters for 'ACME' (site), 'Lobby' (post), '--Roles--' (role), and '--Filter By--' (criteria). A table lists five users with columns for First Name, Last Name, User Name, Email, and Last Login Date/Time. Each row has an 'Actions' button. At the bottom, there is a pagination control showing 'Items per page: 25' and 'Page: 1 / 1'.

First Name	Last Name	User Name	Email	Last Login Date/Time	Actions
TEKWave	Admin	admin	admin@dummyemail123.com	05/08/2019 16:40	Actions
Kiosk	Demo	kiosk		06/05/2018 15:45	Actions
Matthew	Hancock	acme		05/08/2019 19:28	Actions
Shawn	Jolley	shawndemo		04/16/2019 18:03	Actions
Tommy	Zarna	tommyzarna	tommy@tekwavesolutions.com	12/20/2018 13:21	Actions



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 in the TEKCONTROL system. On the left is a navigation sidebar with the user profile of Matthew Hancock. The main area is divided into two panes. The left pane shows a table of existing users with columns for First Name, Last Name, and User Name. The right pane is a form for adding a new user, with tabs for 'General', 'Roles', 'Sites / Posts', and 'Modules'. The 'General' tab is active, showing fields for First Name, Last Name, User Name, Password, Confirm Password, Email, Phone, ID Number, and Call-In Pin Code. A green 'Save' button and a white 'Cancel' button are at the bottom of the form.

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

Items per page: 25

Form fields (General tab):

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

Buttons: Save, Cancel



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 in the TEKCONTROL system. On the left is a navigation sidebar with 'User Administration' selected. The main content area shows a table of users with columns for First Name, Last Name, and User Name. Below the table is a 'Roles' selection panel with various roles and their corresponding checkboxes. The 'Save' button is highlighted in green.

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

Roles:

- Client Sales Representative
- End User
- Monitoring User
- Tracking User
- Field Service
- Janitorial User
- Rover
- Dispatch User
- Custom Forms Administrator
- Site Supervisor
- Users Administrator
- Limited Site Administrator
- Site Administrator



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 in the TEKCONTROL system. On the left is a dark sidebar with navigation options: Dashboard, Field Operations, Access Control, Host Search, Time and Attendance, Reports, Documents, Watchlist (BOLO), and Administration (General Administration, User Administration, Devices). The main content area is titled 'User Administration' and includes filters for 'ACME' and 'Lobby', and a '--Roles--' dropdown. Below these is a table of users:

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

At the bottom left of the main area is an 'Items per page: 25' dropdown. 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 'Filter Sites' section with a search bar and a list of sites: 'ACME (- TEKWave Headquarters)'. Below this is a 'Filter Posts' section with a search bar and a list of posts. Navigation arrows are visible between the site and post lists.



Adding a new Host (Employee)

- Go to Host Settings

TEKControl Portal Site Administration - TEKWave Headq Buckhead Village

Debbie Goss

- Dashboard
- Field Operations
- Access Control
- Host Search
- Key Management
- Vendor Search
- Custom Forms
- Time and Attendance
- Reports
- Documents
- Dispatch
- Lone Worker
- Watchlist (BOLO)
- Revenue Management
- Administration**
 - General Administration**
 - User Administration
 - Devices

General Site Settings
[Add / Edit Site Settings](#) [Site Post Settings](#) [Site Location Settings](#) [TES Settings](#) [Activity Log](#) [Integrated Devices](#)
Create a new site or edit an existing site.

[Manage Announcements/Alerts](#)
Manage announcements and alerts.

[Manage Documents](#) | [Manage Document Types](#) | [Manage Document Folders](#)
Manage documents, document types, and document folders.

[Host Settings](#) [Site Host Settings](#) [Host Post Access](#)
Manage hosts and all host settings.

[Visitor Management Settings](#)
Manage visitor types, visitor status and visitor destinations.

[Smart Tour Settings](#)
Manage smart tour settings and checkpoints.

[Video Camera Settings](#) [Associated Speakers](#)
Manage video cameras and their settings, as well as associated speakers





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

Host:

--Add New Host--


General Post Access Properties Host Vehicles Host Family Host Vacation/Out of Town


First Name: * 

Last Name: * 

Type --Select Item--

Status --Select Item--

Email: * 

Phone Numbers: 

Primary	Order	<input type="checkbox"/> Notify?	<input type="checkbox"/> Directory?
<input type="text"/>	<input type="text"/>		
Secondary	Order	<input type="checkbox"/> Notify?	<input type="checkbox"/> Directory?
<input type="text"/>	<input type="text"/>		