

TEKCONTROL POST PORTAL MOBILE GUIDE FOR OFFICERS

VERSION 1.0

AUGUST 7, 2020



Mobile Login

- To login, launch the TEKControl Mobile Application
- Enter your username and password
- Select 'Login'
- If applicable, on the following screen, enter the Site and Post you are working.







Home Page

- Once logged in, you will be taken to the home page.
- Here you can do certain actions, jump to different areas of the application, or view key information.
- At the top, if there are any to view, you will see a section that displays active or new Passdown Logs, Announcement, or Alerts which are all important information you should view at the start of the shift.
 - \circ \quad You can select each row and mark as read in the top right.
- You will also see the navigation hamburger button in the top left with the TEKControl Icon.





Navigation Button

- The Navigation Pane is how you will move throughout the site to get to various sections.
- To navigate to a certain section, select the navigation hamburger button in the top right next to the TEKControl login.
- The navigation tray will pop out from the right side and you can navigate to certain sections.
- When you select Home, you will be taken back to the Home Page.
- When you select Field Operations, you will be taken to the screen with the module icons.
- When you select Switch Site/Post you will be able to change the site and post you are logged into.
- When you select Switch User, you will be able to log into the same Site and Post with a different user.
- When you select Logout, you will be logged out of the Application.





Field Operations

- Field Operations is the sections that show all the module icons where you can perform the different tasks of the site.
- This guide will focus on Incident Management, Passdown Logs, and DARs (Daily Activity Reports).





Incident Management

Incident Management is a module for capturing exception-based situations as noted in your post orders.

• When Incident Management is selected, you are prompted to create a new record (Create New) or view the existing Incidents for the site (List Incident Management).



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Incident Management – Create New

- When the create new button is selected, the new form will open.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- The tabs at the top will allows you to enter different types of information by selecting them.
- To add pictures, navigate to the Images tab.
 - Select Add New Image and it will take you to the camera.
 - Take a photo.
 - Select Ok to accept or Retry to take a new photo.
- When finished entering information, tap the actions button in the top right to finish the record.
 - Select Save when you do not have internet connection.
 - Select Save and Upload when you do have internet connection.



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Incident Management – Incident List

- When you select List Incident Management, you will be taken to all records previously recorded for this site and post.
- Select Search Text at the top to expand the searching menu to be able to enter in a date range, select a search option, and enter in search text for that search option.
- Tap the record you are looking for to open it for editing.
- Tap the actions button in the top right to be able add a new record, upload any unuploaded changes, or view all incident assigned to you.
- Select Search Server to pull down all uploaded records and Search Local for records just saved to the device.



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By: Oosthuizen, Wessel On: 10/24/2019 23:11 [Uploaded] Assigned To:		
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By: Admin, TEKWave On: 10/24/2019 19:13 [Uploaded] Assigned To:		
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By: Oosthuizen, Wessel On: 10/24/2019 13:45 [Uploaded] Assigned To:		
test from mobile		
By: Oosthuizen, Wessel On: 10/24/2019 13:39 [Uploaded] Assigned To:		
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Passdown Logs

Passdown Logs is a module that allows you to create posted messages about a specific post for others to see and for you to view of others – usually from a supervisor.

• When Passdown Logs is selected, you are prompted to create a new record (Create New) or view the existing Passdown Logs for the site (List Passdown Logs).



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Passdown Logs – Create New

- When the create new button is selected, the new form will open.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- When finished entering information, tap the actions button in the top right to finish the record.
 - Select Save when you do not have internet connection.
 - Select Save and Upload when you do have internet connection.



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Passdown Logs – List Passdown Logs

- When you select List Passdown Logs, you will be taken to all records previously recorded for this site and post.
- Enter search criteria at the top: date range or select Active, Inactive, or All.
- Tap the record you are looking for to open it for editing or viewing.
- Tap the actions button in the top right to be able add a new record or upload any unuploaded changes.
- Select Search Server to pull down all uploaded records and Search Local for records just saved to the device.



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Post: Office By: Admin. TEKWaye		
On: 04/01/2014 18:05 [Uploaded]		
On: 0.4/01/2014 18:05 [Uploaded] The Post Orders have been updated pleas Post: Office: By: Admin. TEKWave 0n: 04/21/2014 11:48 [Uploaded]	e review and acknowle	dge.
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DAR (Daily Activity Report)

The Daily Activity Report module captures the shift information by the officer by creating a Daily Report record, then adding many activities to the record.

• When DAR is selected, you are prompted to create a new main shift record (Create DAR), create a new task (Create DAR Activity) or view the existing DARs and DAR Activities for the site (List DARs and List DAR Activities).



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	Create DAR Activity	
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	Cancel	

DAR – Create DAR

- For the Daily Activity Report module, the main shift record is added first to create a general shift time by selecting the Create DAR button..
- When the create new button is selected, the new form will open.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- The tabs at the top will allows you to enter different types of information by selecting them.
- When finished entering information, tap the actions button in the top right to finish the record.
 - \circ ~ Select Save when you do not have internet connection.
 - Select Save and Upload when you do have internet connection.





DAR- Create DAR Activity

- Once the main shift record is created, many activities are added throughout the day as you perform tasks.
- These activities can be added by selecting the add new activity button 'Create DAR Activity' and will apply to the main record by the date range of Start Date/Time and End Date/Time and the Time of Activity.
- When the create new button is selected, the new form will open.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- The tabs at the top will allows you to enter different types of information by selecting them.
- To add pictures, navigate to the Images tab.
 - Select Add New Image and it will take you to the camera.
 - o Take a photo.
 - Select Ok to accept or Retry to take a new photo.
- When finished entering information, tap the actions button in the top right to finish the record.
 - Select Save when you do not have internet connection.
 - Select Save and Upload when you do have internet connection.



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DAR – List DARs

- When you select List DARs, you will be taken to all records previously recorded for this site and post.
- Select Search Text at the top to expand the searching menu to be able to enter in a date range, select a search option, and enter in search text for that search option.
- Tap the record you are looking for to open it for editing.
- Tap the actions button in the top right to be able add a new record, upload any unuploaded changes, or view all incident assigned to you.
- Select Search Server to pull down all uploaded records and Search Local for records just saved to the device.

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Created By: Oosthuizen, Wessel	
Shift Start: 05/07/2019 23:48 Shift End: [Not Ended] [Uploaded]	
Created By: Oosthuizen, Wessel	
Shift Start: 02/18/2019 12:34 Shift End: 02/21/2019 00:00 [Uploaded]	
Created By: Underwood, Bill	
Shift Start: 02/17/2019 08:00 Shift End: 02/17/2019 12:45 [Uploaded]	
Created By: Oosthuizen, Wessel	
Shift Start: 02/10/2019 15:12 Shift End: 02/11/2019 19:00 [Uploaded]	
Created By: officer, zl	
Shift Start: 02/09/2019 22:18 Shift End: [Not Ended] [Uploaded]	
Created By: officer, zl	
Shift Start: 02/08/2019 19:19 Shift End: [Not Ended] [Uploaded]	
Created By: Admin, TEKWave	
Shift Start: 02/06/2019 11:10 Shift End: 02/06/2019 23:10 [Uploaded]	
Created By: Oosthuizen, Wessel	
Shift Start: 02/02/2019 23:45 Shift End: 02/03/2019 00:00 [Uploaded]	
Created By: Oosthuizen, Wessel	
Shift Start: 01/27/2019 23:22 Shift End: 01/28/2019 23:00	
Search Local	Search Server

DAR – List DAR Activities

- When you select List DAR Activities, you will be taken to all records previously recorded for this site and post.
- Select Search Text at the top to expand the searching menu to be able to enter in a date range, select a search option, and enter in search text for that search option.
- Tap the record you are looking for to open it for editing.
- Tap the actions button in the top right to be able add a new record, upload any unuploaded changes, or view all incident assigned to you.
- Select Search Server to pull down all uploaded records and Search Local for records just saved to the device.



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Smart Tours

The Smart Tour module is the patrol application that enables you to walk around the site, scan NFC checkpoints, perform task lists, and answer checkpoint conditions.

• When Smart Tours is selected, you are prompted to create a new record (Create New) or view the existing Smart Tours for the site or continue a paused tour (List Smart Tours).

Smart Tours – Tour Creation

- When the create new button is selected, you will be able to choose which tour you would like to being.
- Select the tour from the dropdown and select continue.





Smart Tours – Begin Tour

- You will then be taken to a screen that prompts you to scan your first checkpoint.
- Tap the back of the phone to the NFC tag (white button affixed to your checkpoint location).
- This will mark you as at that checkpoint and display the task list of that checkpoint and any checkpoint conditions that are configured for that checkpoint.



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Smart Tours – Checkpoints

- Perform the task list at the checkpoint.
- Perform and answer the checkpoint conditions, if applicable, by selecting the dropdowns to the right of the questions.
- Enter in any comments at the bottom, comments may be mandatory.
- Select Save to move onto the next checkpoint.





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Smart Tours – During the Tour

- You can monitor the progress by the progress bar at the top. The more full it is, the less checkpoints you have to go.
- You can select the hamburger button in the top right to see all the checkpoints in the tour and if/when you scanned them.
- You can also turn on the flashlight of the phone or jump to the contacts section by selecting the appropriate buttons at the bottom.

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Community Drive	
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Support Phone 678-951-0626 Ext: 2	
Support Email support@tekwavesolutions.com	
Cancel	
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Smart Tours – Pause/Finish/Cancel

•

- To end a tour, select the actions button in the top right.
- Cancel will end the tour and delete the scanned information you have so far.
- Pause will temporarily stop the tour and take you back to the field operations section so you can create other records.
 - This can be restarted later in the List Smart Tours section.
 - Finish will upload and complete the tour.
 - If you have scanned all of the checkpoints it will upload.
 - If you have unscanned checkpoints, the app will prompt you with which checkpoints have not been scanned and allow you to override and upload anyway or go back to the tour.



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	Confirm			
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Smart Tours – List Smart Tours

- When you select List Smart Tours, you will be taken to all tours for this site and post that have not been finished.
- This is where you can go to resume a paused tour.
 - \circ \quad To do this, select the tour.



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Switch Site/Post

- Switch Site/Post allows you to change the site and/or post you are working at without having to enter in your username and password again.
- If there is any unuploaded information, you will be prompted to upload it or permanently delete it.



Switch User

- Switch User allows you to change the user logged into the app without having to select the site and post again and download site-related information.
- If there is any unuploaded information, you will be prompted to upload it or permanently delete it.





Logout

- When selecting Logout, you will be taken back to the login screen of the application.
- If there is any unuploaded information, you will be prompted to upload it or permanently delete it.



