



TEKCONTROL POST PORTAL MOBILE GUIDE FOR OFFICERS

VERSION 1.0

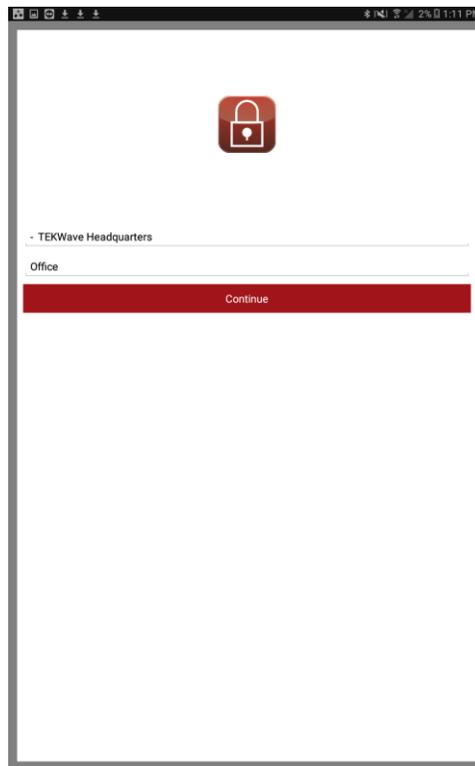
AUGUST 7, 2020



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.

The screenshot displays the login interface of the TEKControl Mobile Application. At the top center, there is a red padlock icon. Below the icon, there are two text input fields: the first is labeled 'Enter UserName' and the second is labeled 'Enter Password'. At the bottom of the screen, there is a prominent red button with the text 'Login' centered on it. The background of the screen is white.



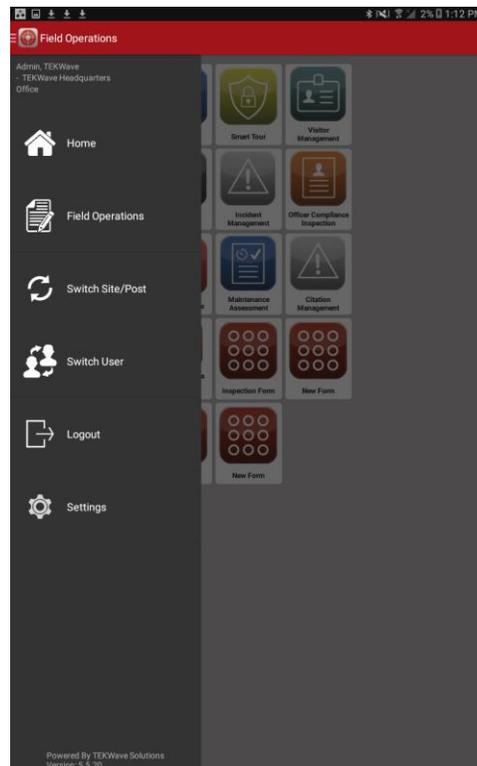
Home Page

- 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.
 - 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

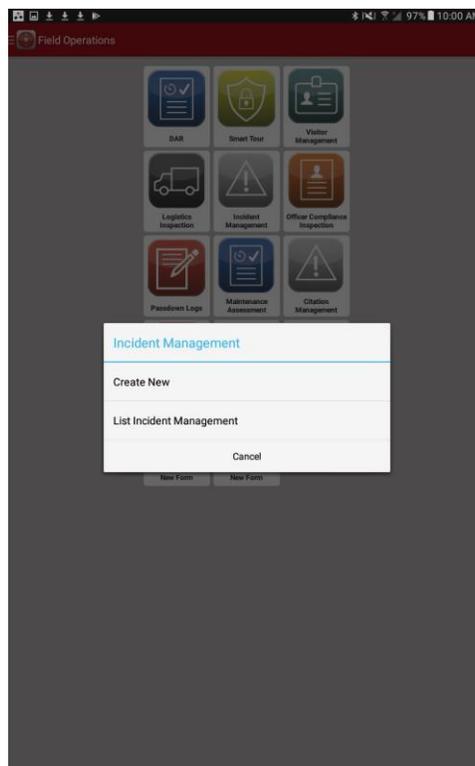
- Field Operations is the sections that show all the module icons where you can perform the different tasks of the site.
- This guide will focus on Incident Management, Passdown Logs, and DARs (Daily Activity Reports).



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).



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 allow 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.



Incident Management

INFORMATION PARTIES EMERGENCY PROPERTY NOTIFI Save

Assigned To: --Select Item-- Save and Upload

Short Description:

Long Description:

Location: --Select Item--

Location Continued:

Type: --Select Item--

Status: --Select Item--

Level: --Select Item--

Incident Occured: 11/15/2019 10:17

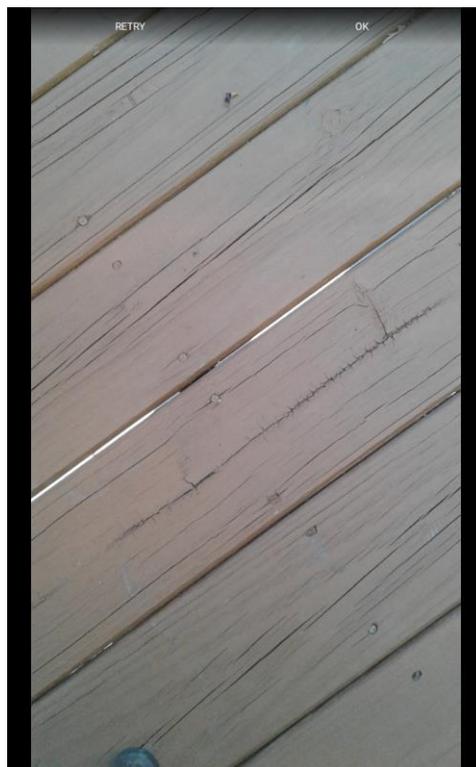
Comments:

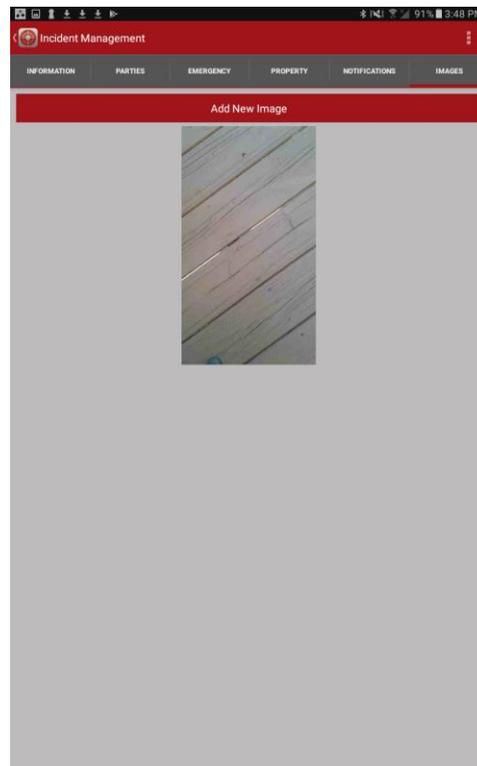
Supervisor Reviewed? No

Incident Management

INFORMATION PARTIES EMERGENCY PROPERTY NOTIFICATIONS IMAGES

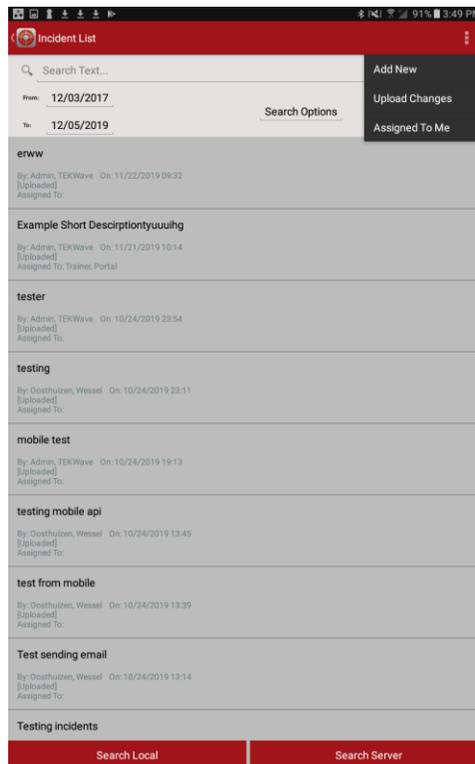
Add New Image





Incident Management – Incident List

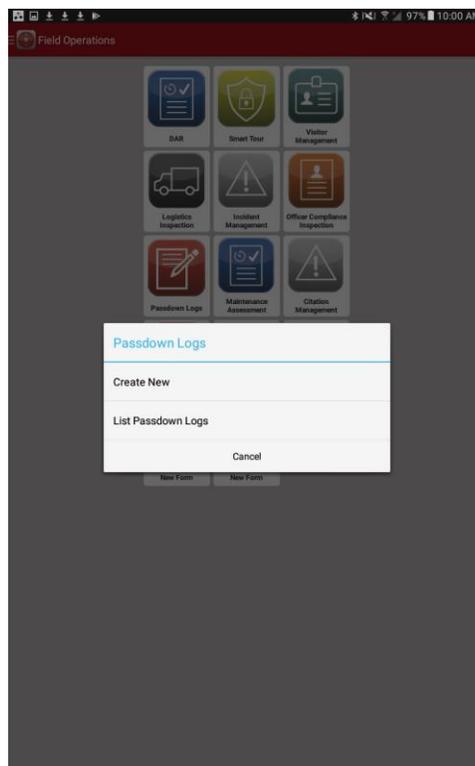
- When you select List Incident Management, you will be taken to all records previously recorded for this site and post.
- Select Search Text at the top to expand the searching menu to be able to enter in a date range, select a search option, and enter in search text for that search option.
- Tap the record you are looking for to open it for editing.
- Tap the actions button in the top right to be able to 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.



Passdown Logs

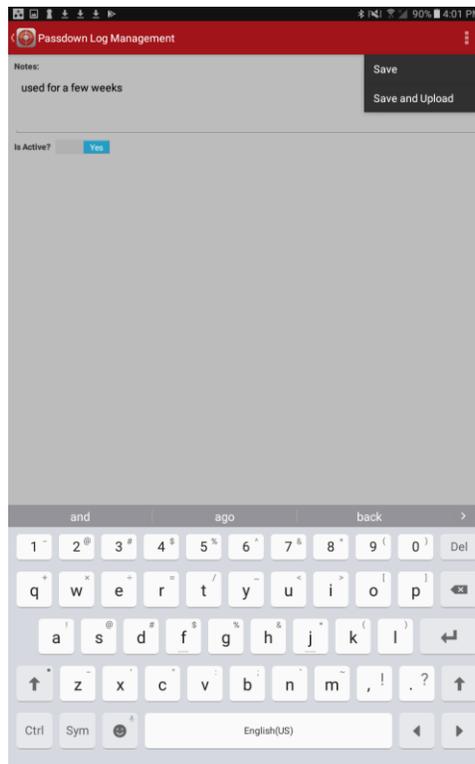
Passdown Logs is a module that allows you to create posted messages about a specific post for others to see and for you to view of others – usually from a supervisor.

- 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).



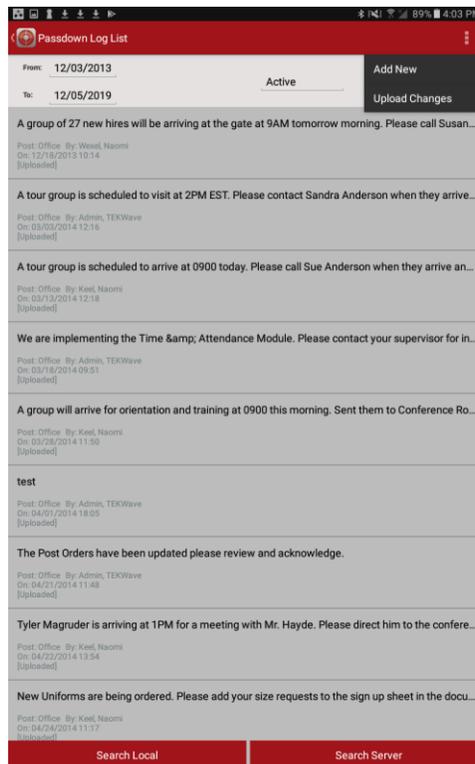
Passthrough Logs – Create New

- 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.



Passdown Logs – List Passdown Logs

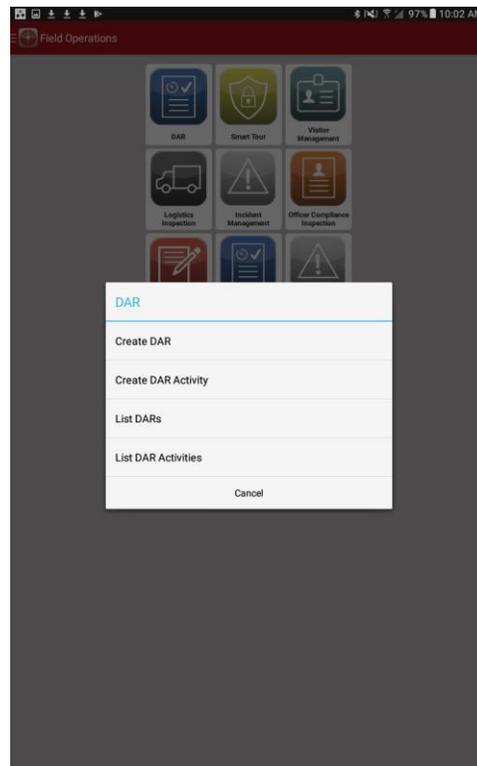
- When you select List Passdown Logs, you will be taken to all records previously recorded for this site and post.
- Enter search criteria at the top: date range or select Active, Inactive, or All.
- Tap the record you are looking for to open it for editing or viewing.
- Tap the actions button in the top right to be able to 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.



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).



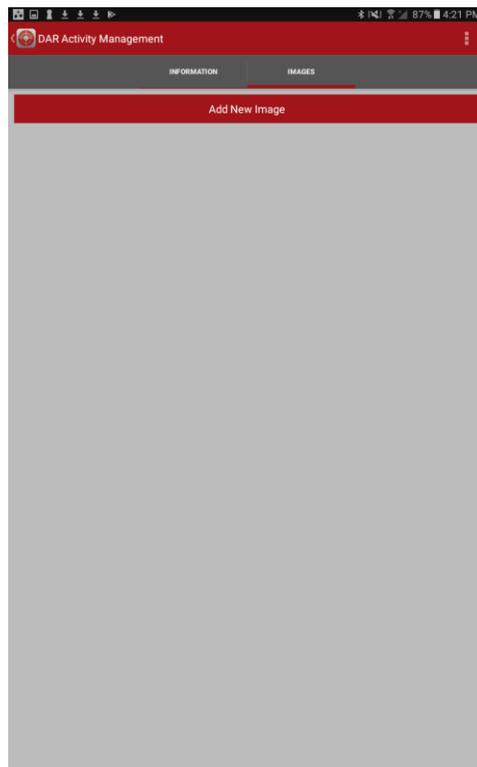
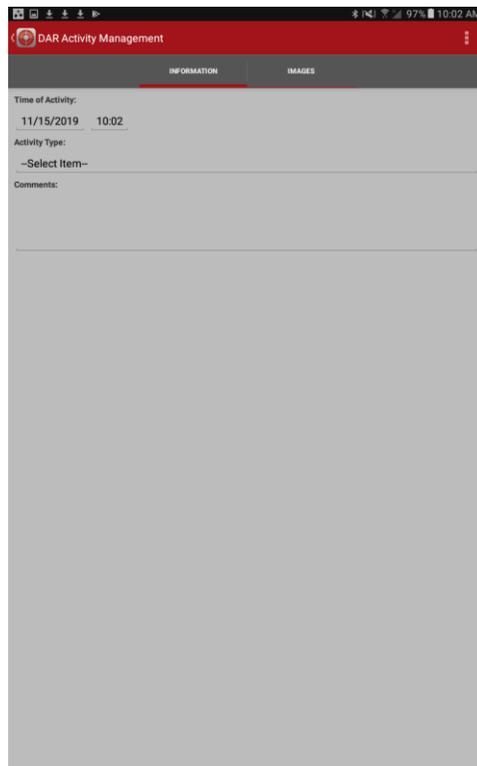
DAR – Create DAR

- 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.
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DAR- Create DAR Activity

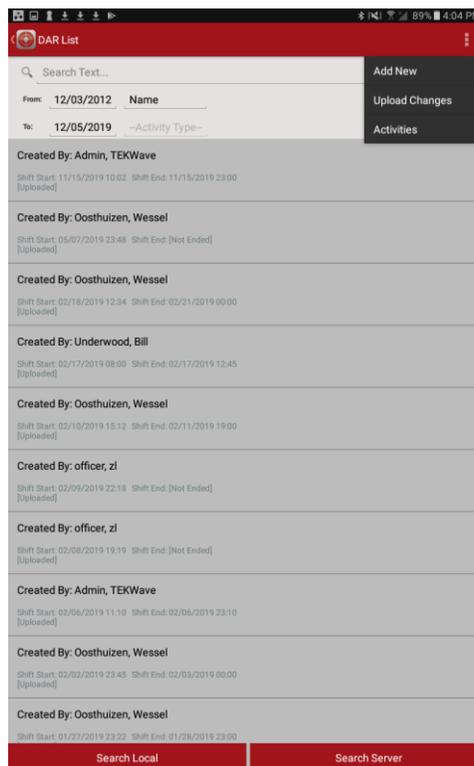
- Once the main shift record is created, many activities are added throughout the day as you perform tasks.
- These activities can be added by selecting the add new activity button – ‘Create DAR Activity’ – and will apply to the main record by the date range of Start Date/Time and End Date/Time and the 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 allow 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.
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- When finished entering information, tap the actions button in the top right to finish the record.
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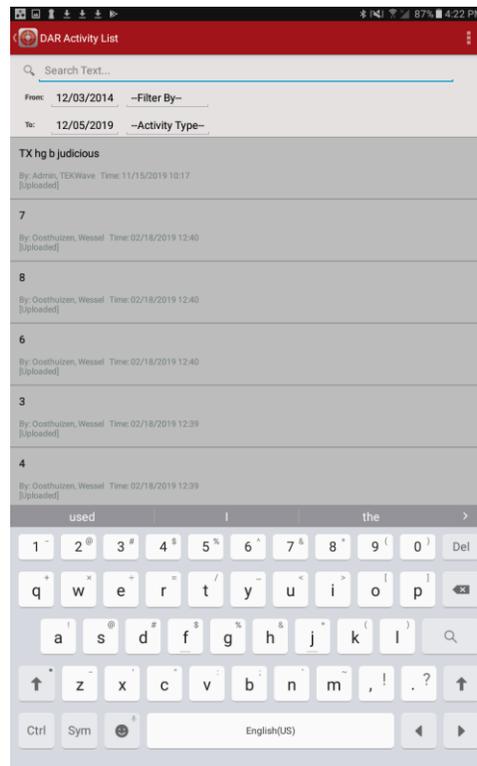
DAR – List DARs

- 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.



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.



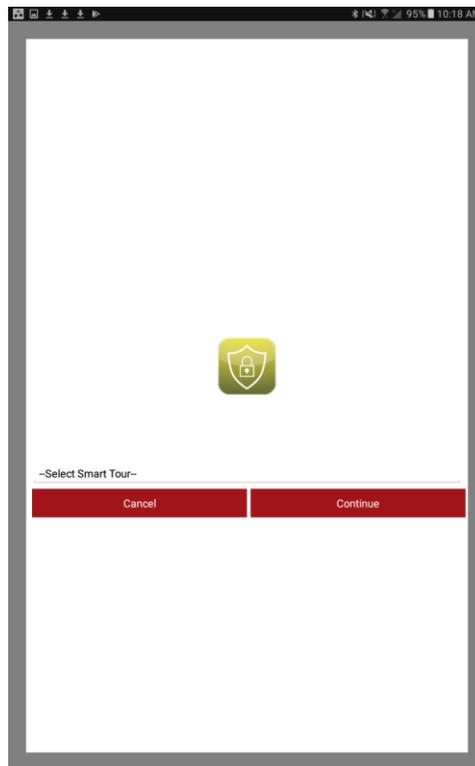
Smart Tours

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).

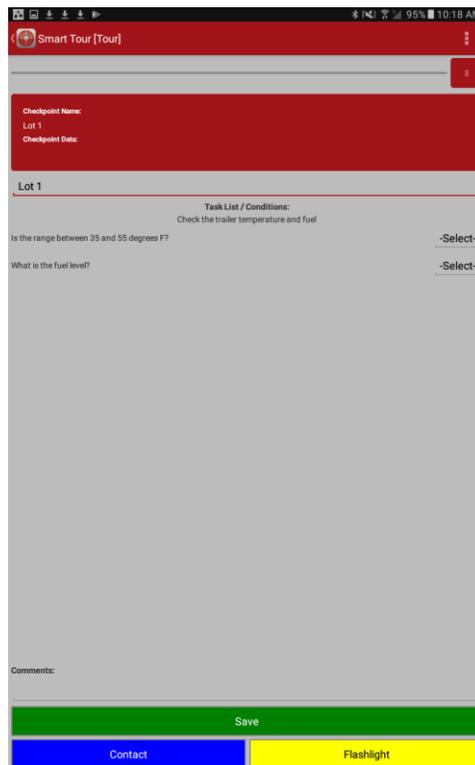
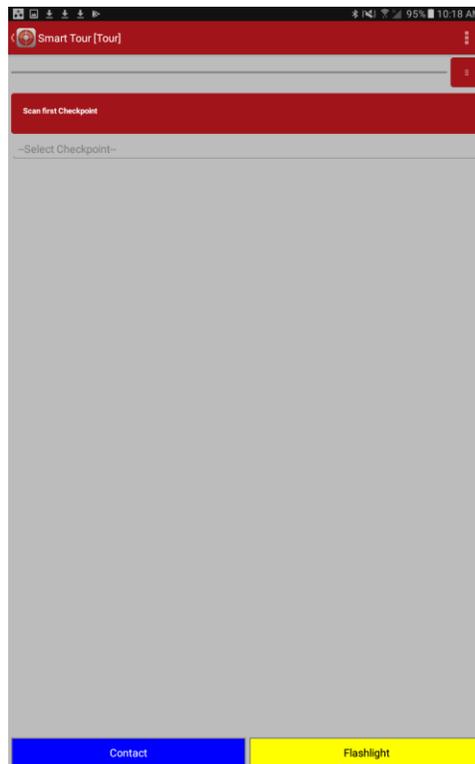
Smart Tours – Tour Creation

- 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.

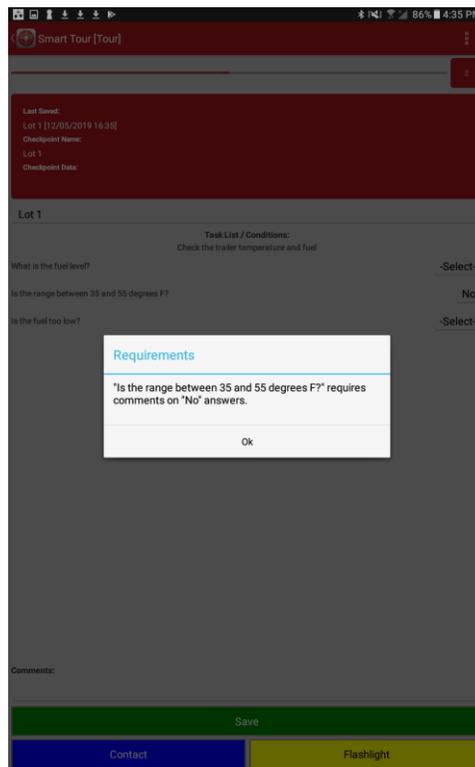
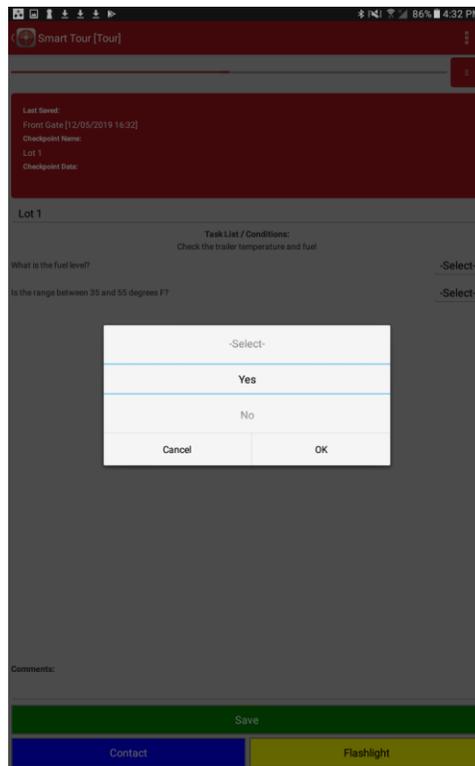




Smart Tours – Checkpoints

- 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.

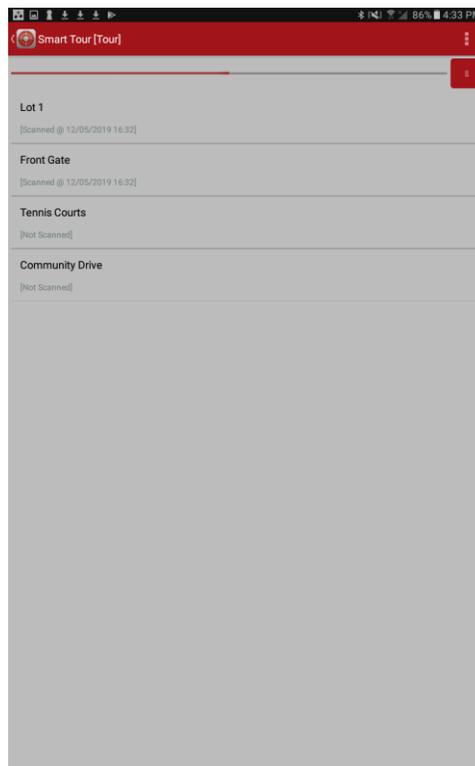
The screenshot displays the 'Smart Tour [Tour]' mobile application interface. At the top, there is a red header bar with the text 'Smart Tour [Tour]' and a back arrow icon. Below the header, the 'Checkpoint Name' is 'Lot 1' and the 'Checkpoint Date' is blank. The main content area is titled 'Lot 1' and contains a 'Task List / Conditions' section. The first condition is 'Is the range between 35 and 55 degrees F?' with a '-Select-' dropdown menu to its right. The second condition is 'What is the fuel level?' with another '-Select-' dropdown menu to its right. Below the task list is a 'Comments:' field. At the bottom of the screen, there are three buttons: a green 'Save' button, a blue 'Contact' button, and a yellow 'Flashlight' button.

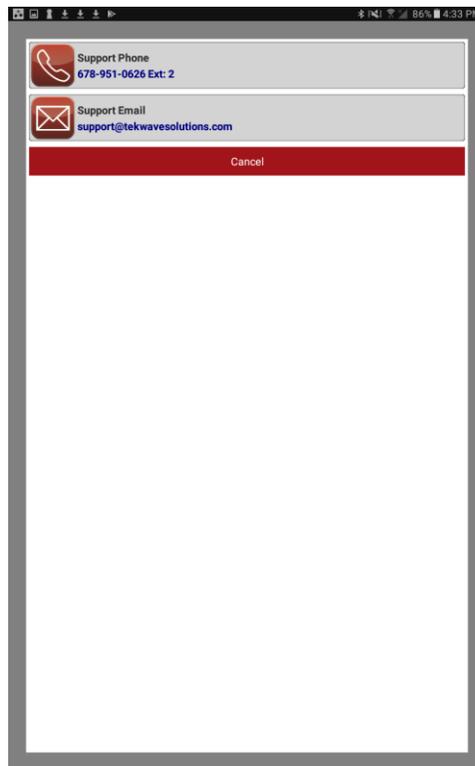




Smart Tours – During the Tour

- 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.





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.



Smart Tour [Tour]

Cancel Tour
Pause Tour
Finish Tour

Checkpoint Name:
Lot 1
Checkpoint Date:

Lot 1

Task List / Conditions:
Check the trailer temperature and fuel

Is the range between 35 and 55 degrees F? -Select-

What is the fuel level? -Select-

Comments:

Save
Contact Flashlight

Smart Tour [Tour]

Checkpoint Name:
Lot 1
Checkpoint Date:

Lot 1

Task List / Conditions:
Check the trailer temperature and fuel

Is the range between 35 and 55 degrees F? -Select-

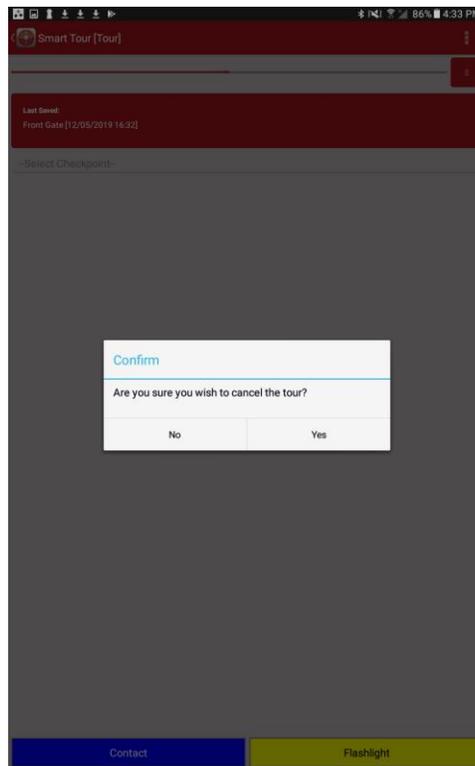
What is the fuel level? -Select-

Confirm
Are you sure you wish to finish the tour?

No Yes

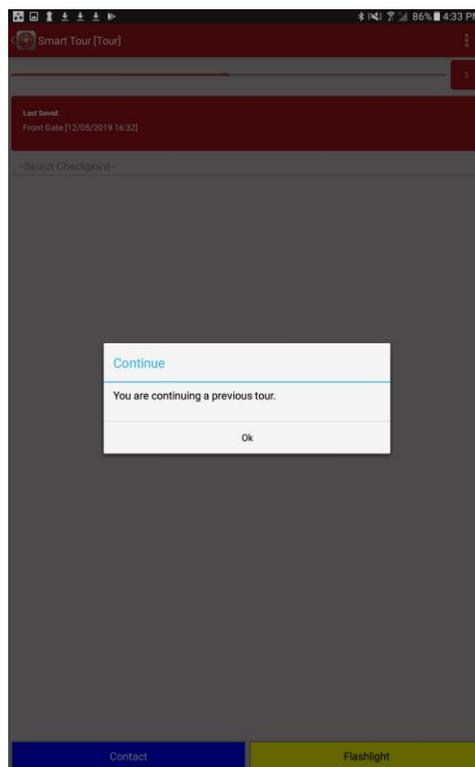
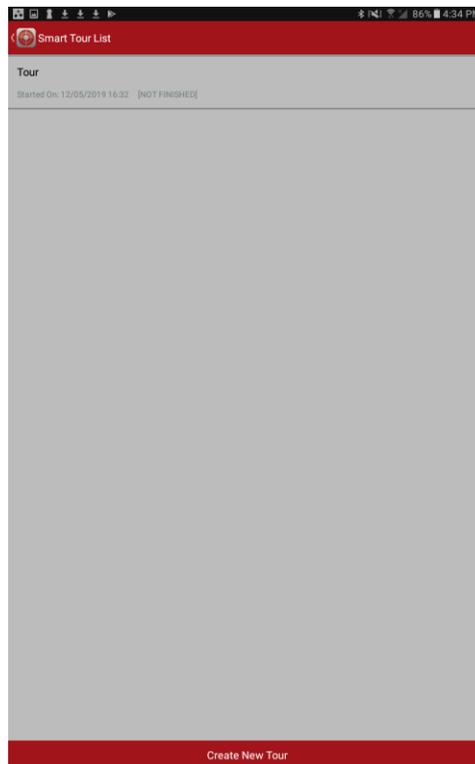
Comments:

Save
Contact Flashlight



Smart Tours – List Smart Tours

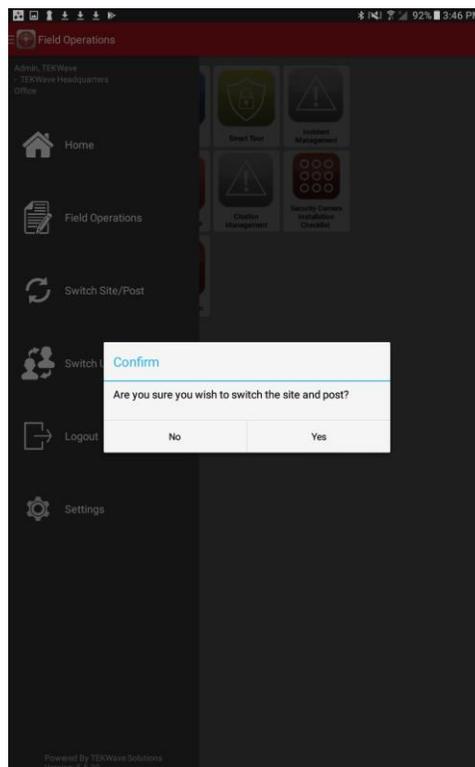
- When you select List Smart Tours, you will be taken to all tours for this site and post that have not been finished.
- This is where you can go to resume a paused tour.
 - To do this, select the tour.





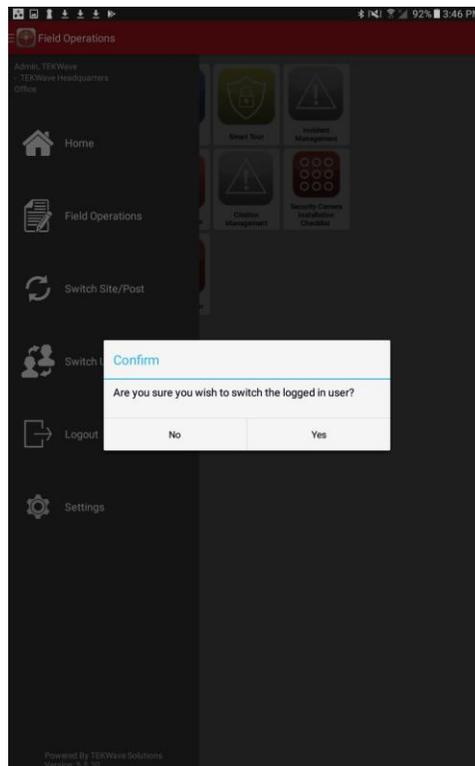
Switch Site/Post

- 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.

