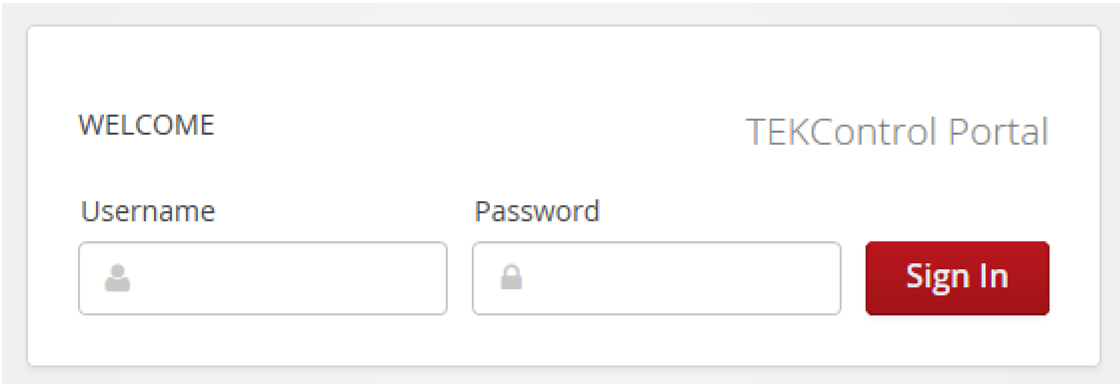
TEKCONTROL POST PORTAL GUIDE FOR OFFICERS

VERSION 1.0

AUGUST 7, 2020

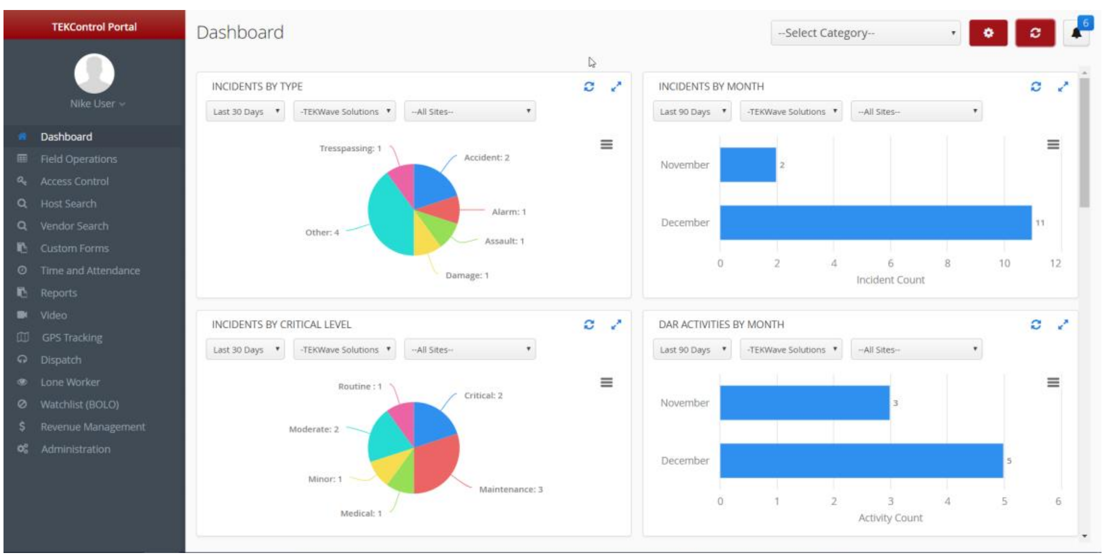
Portal Login

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



Portal Dashboard

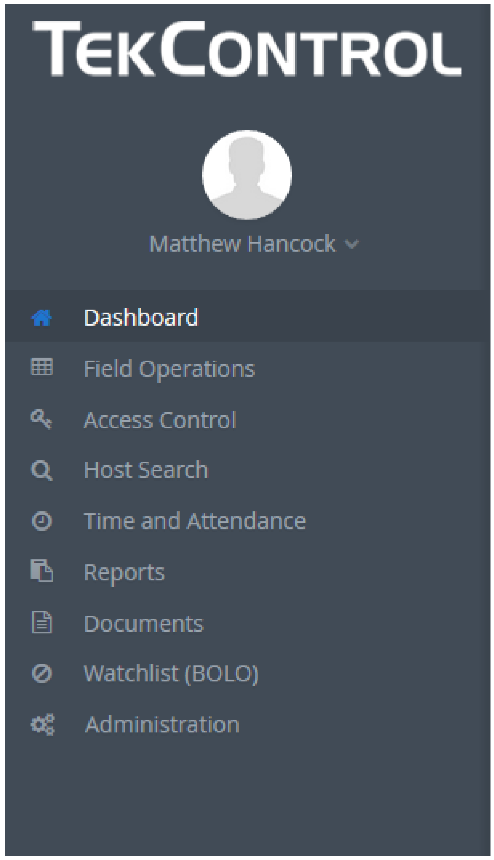
- Once logged in, you will be taken to the portal dashboard
- Here you can view certain statistics pertaining to the sites you are assigned to
- You will also see the navigation pane on the left-hand side



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.

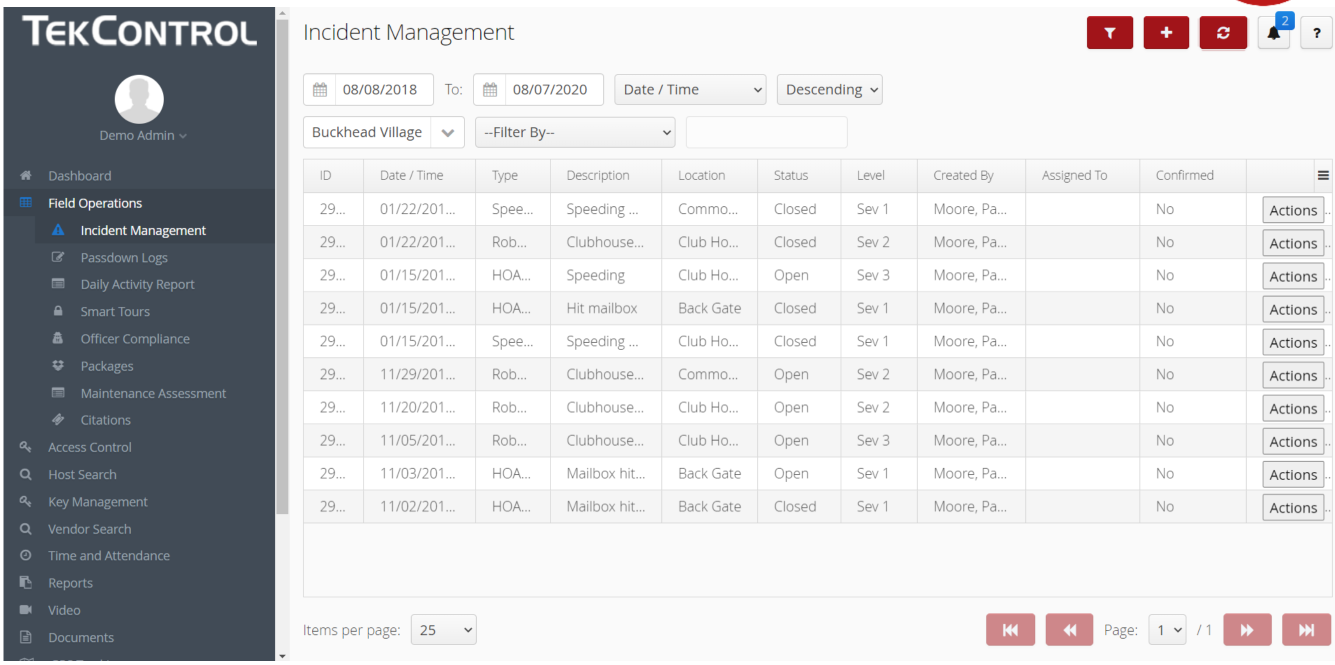
- When you select Field Operations it is possible to see multiple options, depending on your permissions and the site.



Incident Management

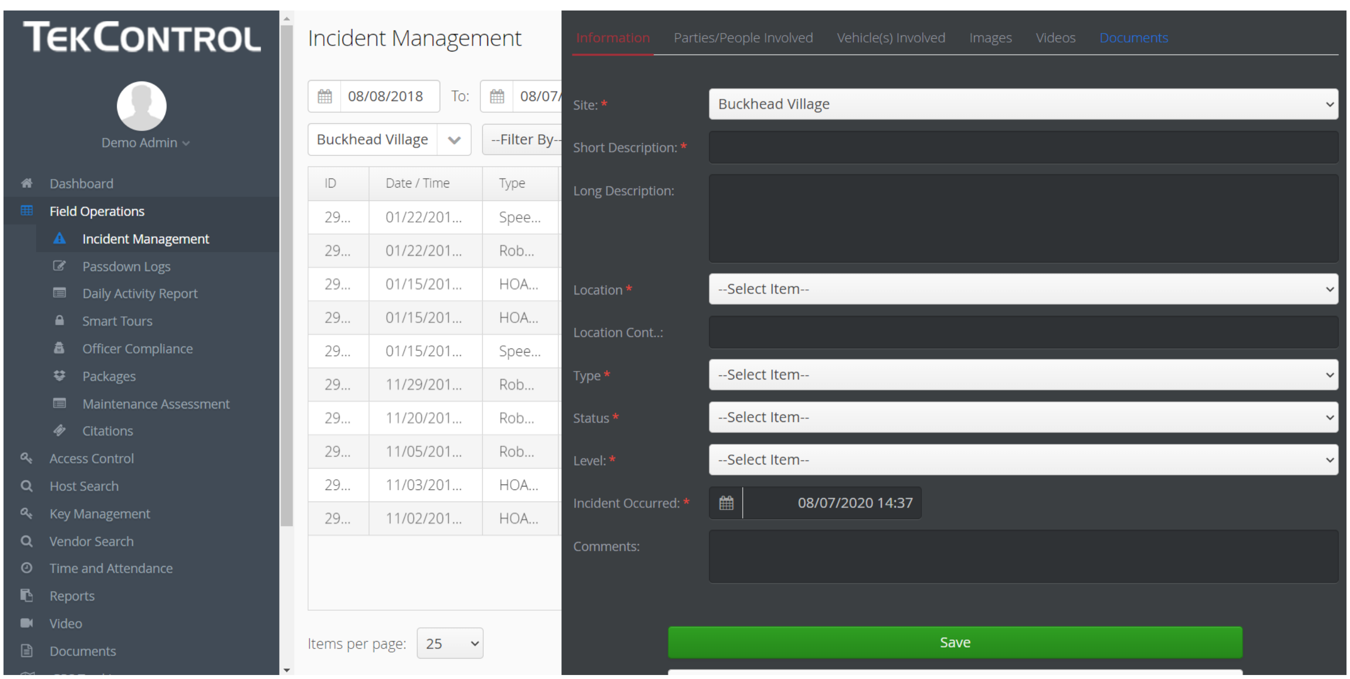
Incident Management is a module for capturing exception-based situations as noted in your post orders.

- When Incident Management is selected, you are 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.



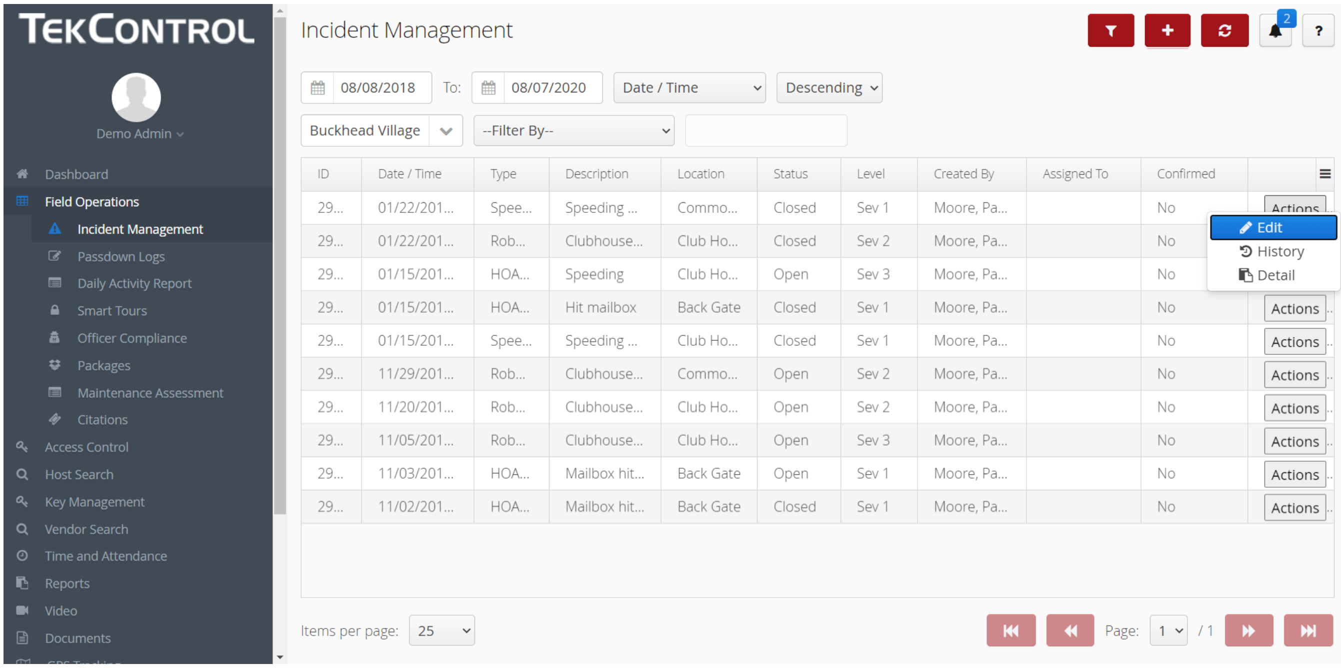
Incident Management – Add New

- 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: manually type or select drop downs and check boxes.
- When finished entering information, scroll to the bottom and select save.
- Make sure to fill in all required information as noted by *.



Incident Management – Actions

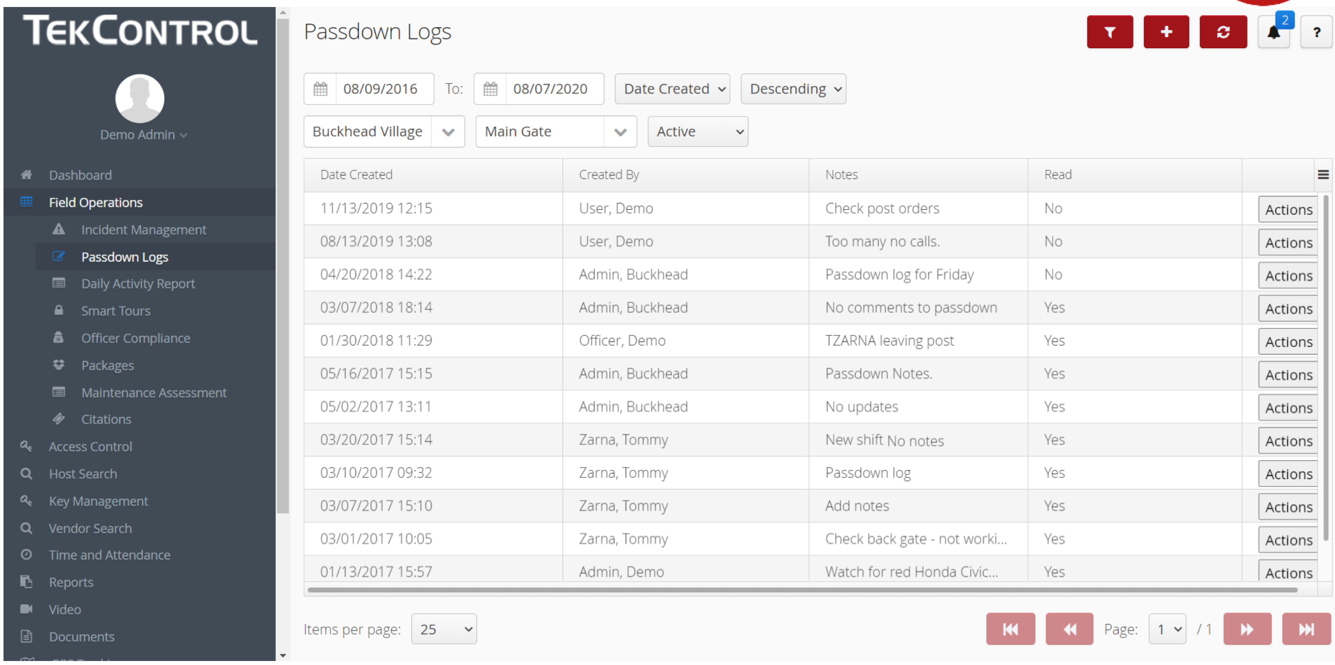
- On the right side of the grid view, there is an actions button which gives you several options.
- Edit allows you to reopen the record to edit it.
- History shows you all of the changes done to the record.
- Detail gives you a PDF export of the record.



Passdown Logs

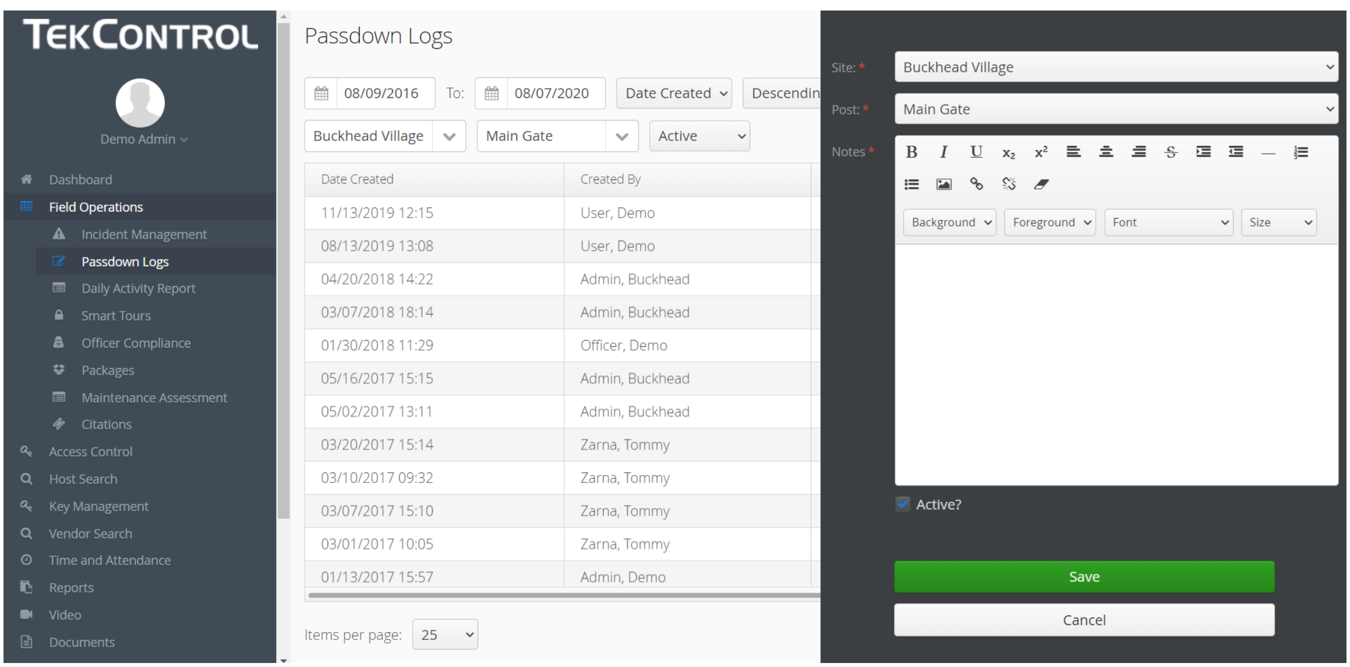
Passdown Logs is a module that allows you to create posted messages about a specific post for others to see and for you to view of others – usually from a supervisor.

- When Passdown Logs is selected, you are 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.



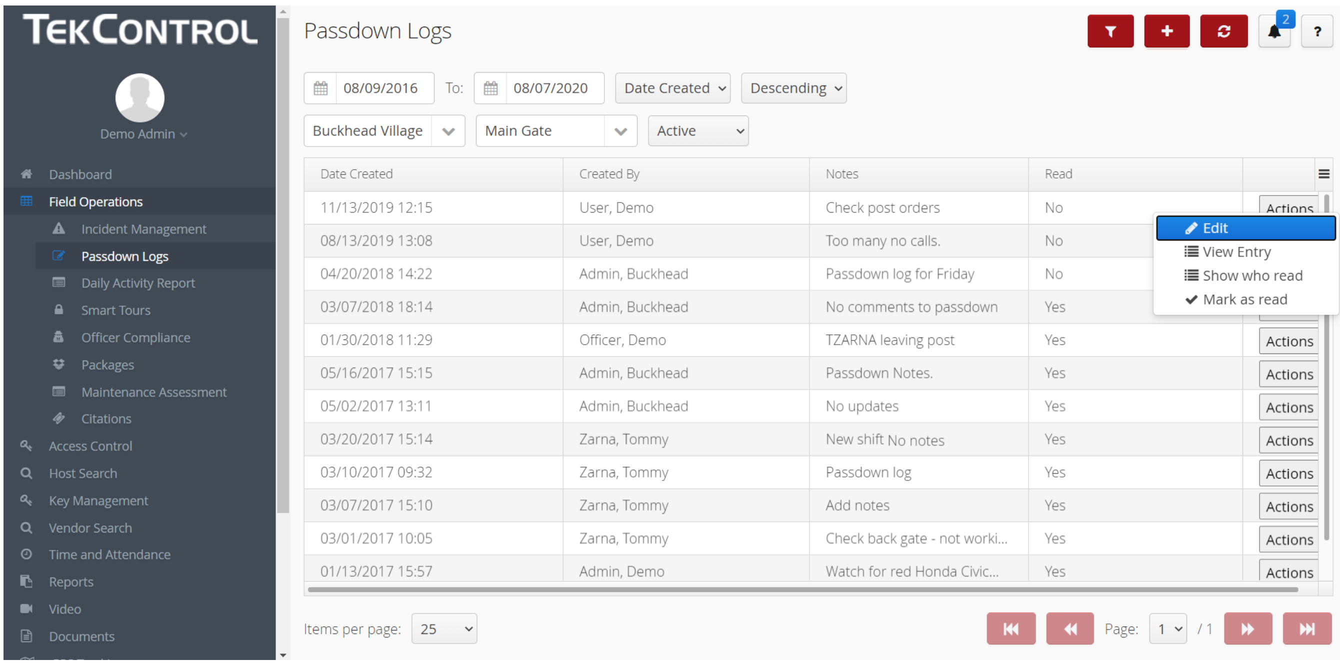
Passdown Logs – Add New

- 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: manually type or select drop downs and check boxes.
- When finished entering information, scroll to the bottom and select save.
- Make sure to fill in all required information as noted by *.



Passdown Logs – Actions

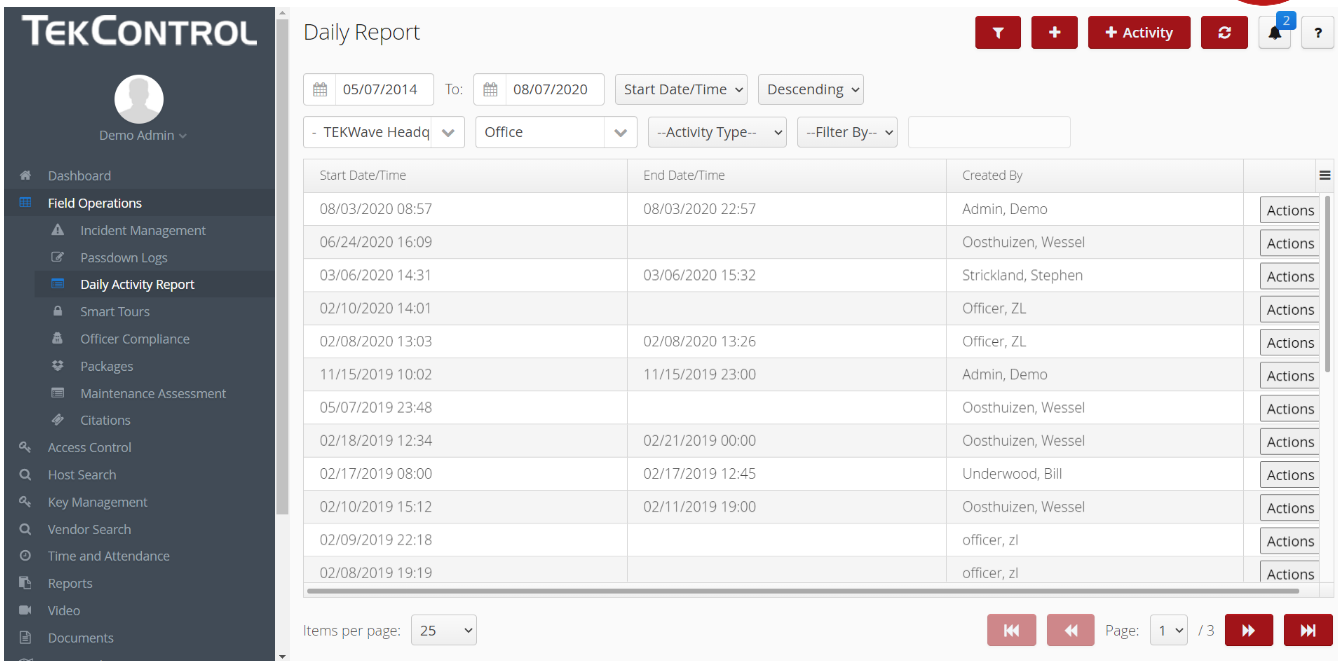
- On the right side of the grid view, there is an actions button which gives you several options.
- Edit allows you to reopen the record to edit it.
- View Entry allows you to quickly view the text of the Passdown Log message.
- Show who read allows you to see everyone who has marked the Passdown Log message as read.
- Mark as Read makes it so you have marked the message as read so your supervisor can see you have seen the message.



Daily Activity Report

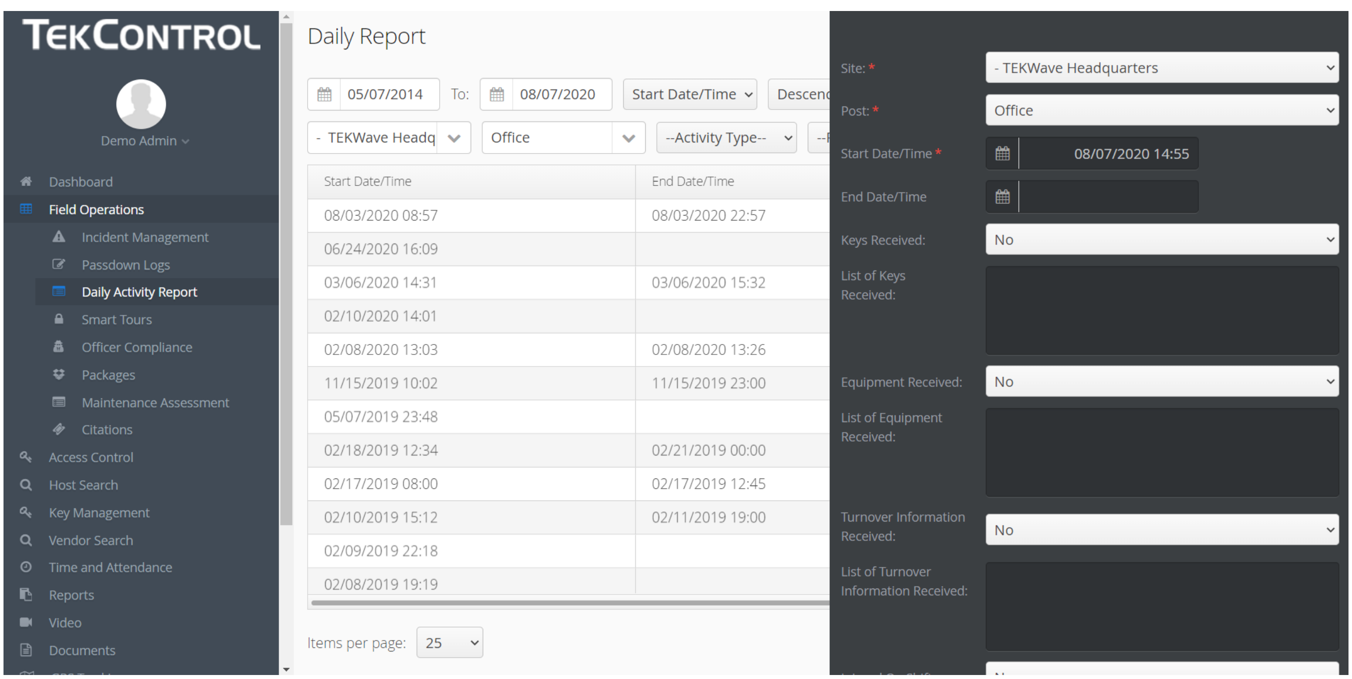
The Daily Activity Report module captures the shift information by the officer by creating a Daily Report record, then adding many activities to the record.

- When Daily Activity Report 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, add new activity, refresh, and notifications pane are on the top right.



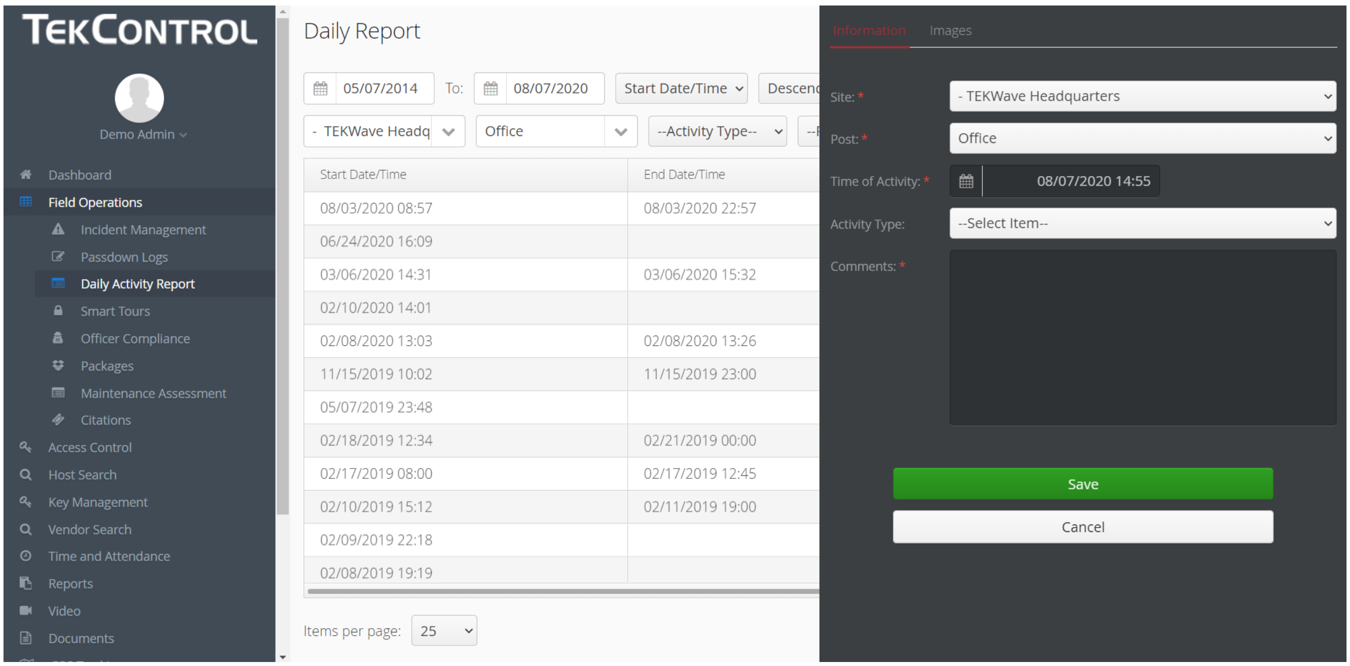
Daily Activity Report – Add New

- For the Daily Activity Report module, the main shift record is added first to create a general shift time – by selecting the add new button '+'.
- When the add new button is selected, the main record will open in the right side of the screen.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- When finished entering information, scroll to the bottom and select save.
- Make sure to fill in all required information as noted by *.



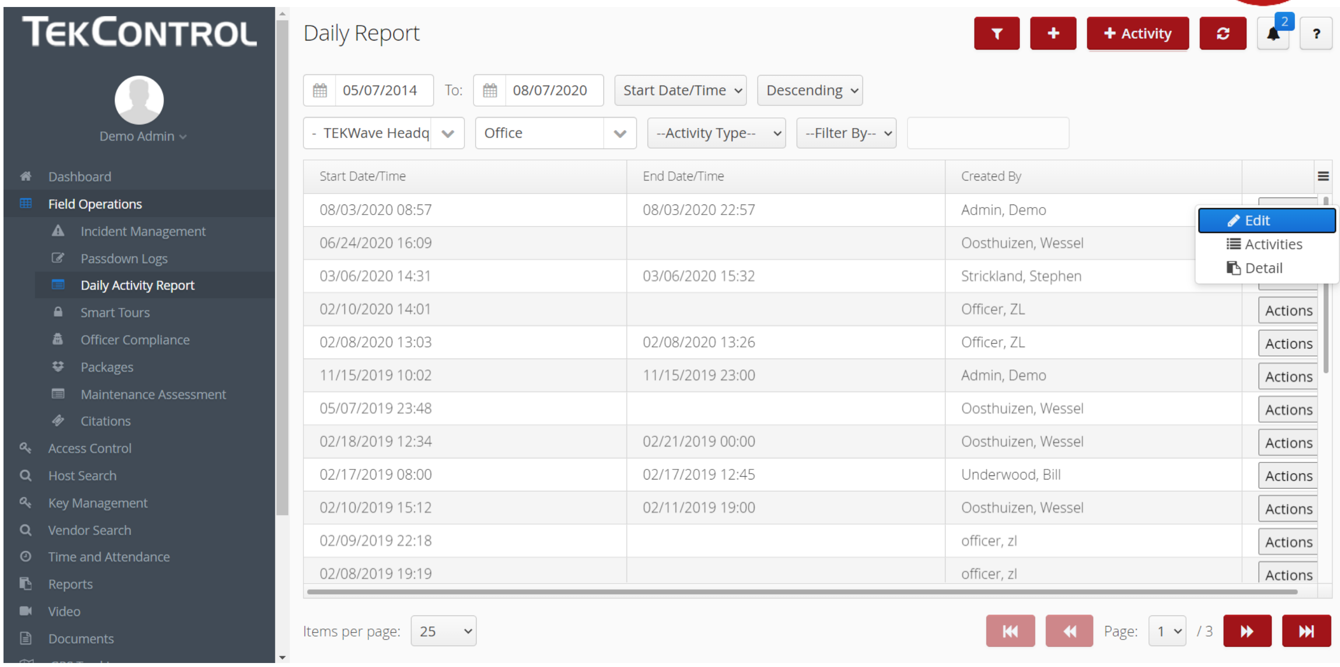
Daily Activity Report – Add New Activity

- 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 – '+ 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 add new activity button is selected, the main record will open in the right side of the screen.
- From here, you can begin to enter in information: manually type or select drop downs and check boxes.
- When finished entering information, scroll to the bottom and select save.
- Make sure to fill in all required information as noted by *.



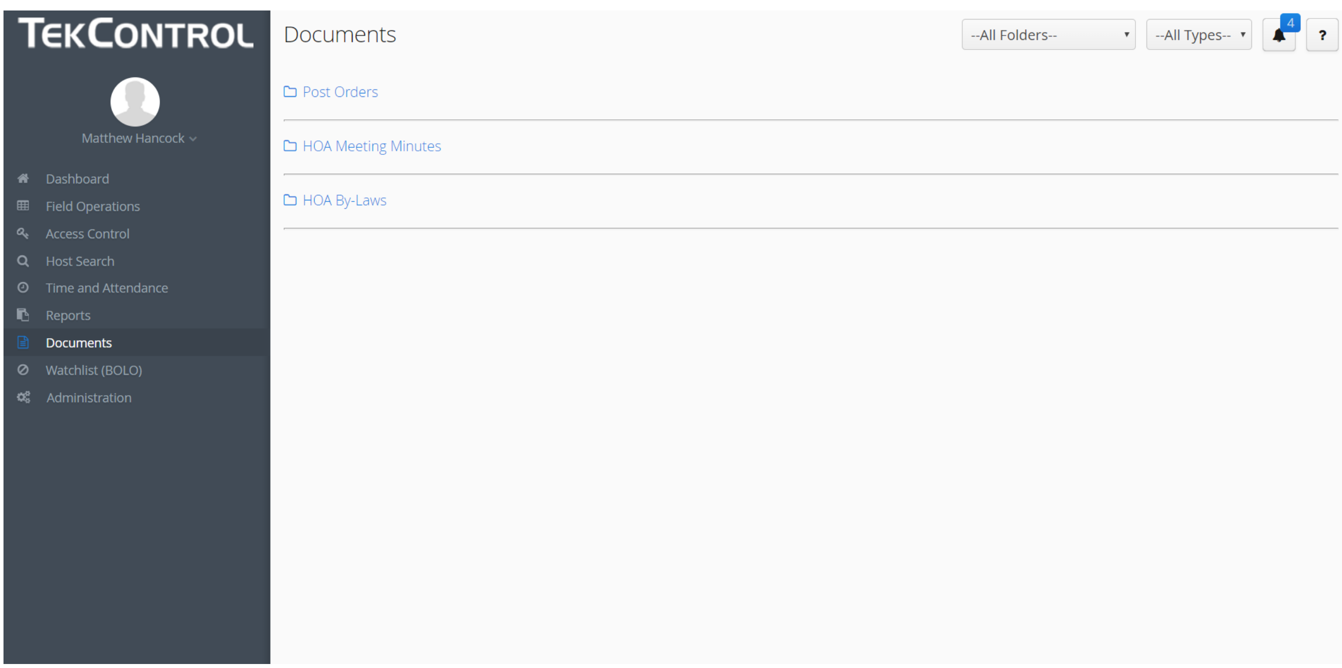
Daily Activity Report – Actions

- 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.
- Activities shows you all of the Activities that have been added to the main daily report record.
- Detail gives you a PDF export of the record.



Documents

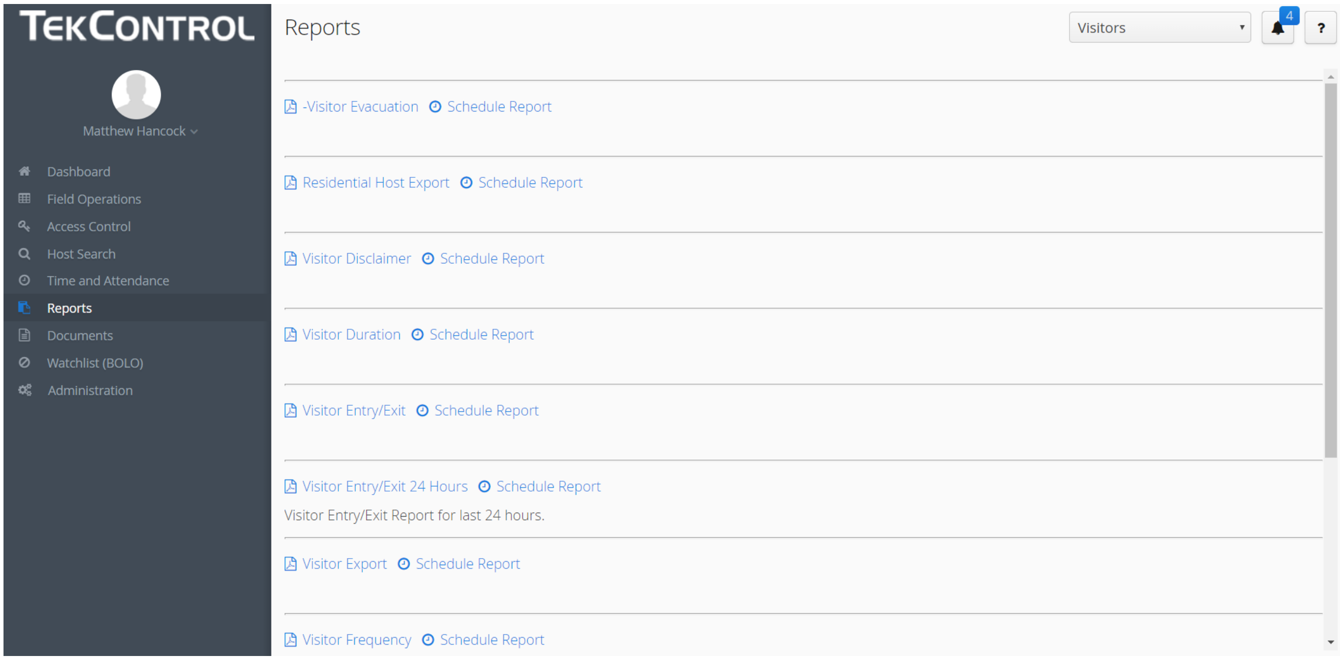
- The document sections allow you to download documents pertaining to your job: post orders, schedules, client documents, etc.



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.