



**TEKCONTROL POST PORTAL GUIDE FOR OFFICERS**

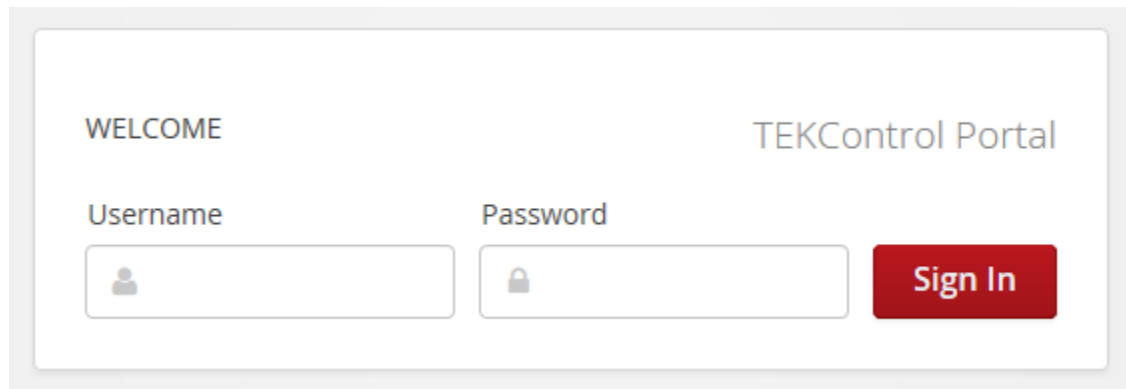
VERSION 1.0

AUGUST 7, 2020



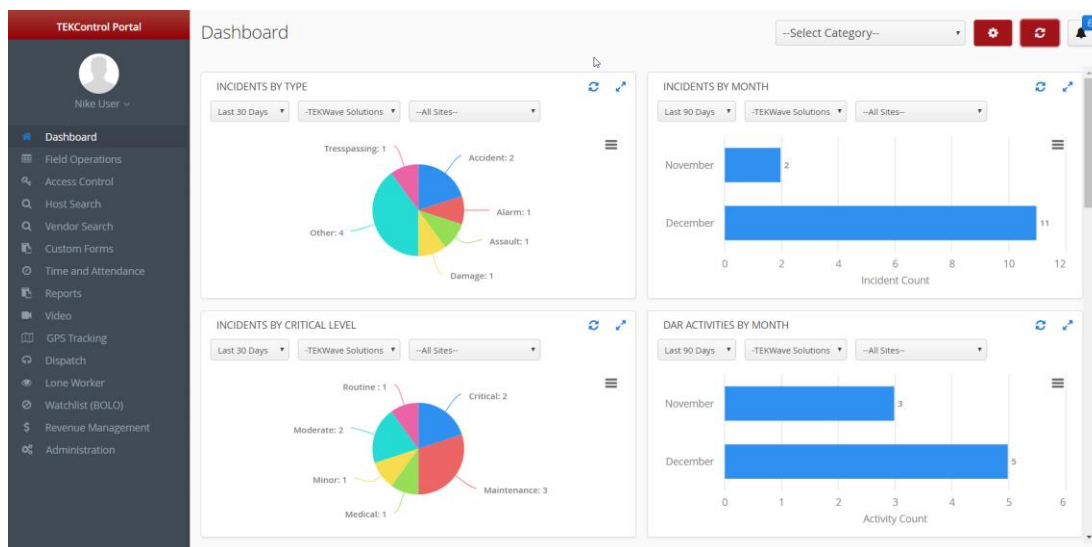
## Portal Login

- 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

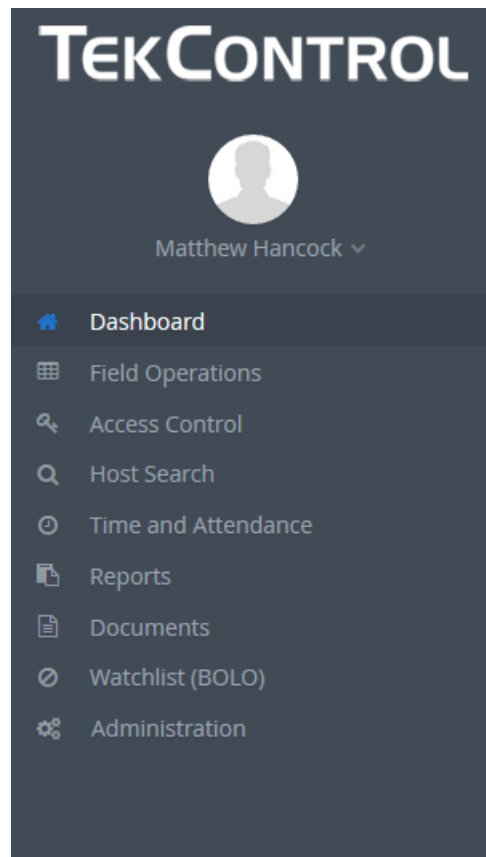


## Navigation Pane

- 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.



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## 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.



**TEKCONTROL**

Demo Admin

Incident Management

08/08/2018 To: 08/07/2020 Date / Time Descending

Buckhead Village --Filter By--

ID	Date / Time	Type	Description	Location	Status	Level	Created By	Assigned To	Confirmed	Actions
29...	01/22/201...	Spee...	Speeding ...	Commo...	Closed	Sev 1	Moore, Pa...		No	Actions
29...	01/22/201...	Rob...	Clubhouse...	Club Ho...	Closed	Sev 2	Moore, Pa...		No	Actions
29...	01/15/201...	HOA...	Speeding	Club Ho...	Open	Sev 3	Moore, Pa...		No	Actions
29...	01/15/201...	HOA...	Hit mailbox	Back Gate	Closed	Sev 1	Moore, Pa...		No	Actions
29...	01/15/201...	Spee...	Speeding ...	Club Ho...	Closed	Sev 1	Moore, Pa...		No	Actions
29...	11/29/201...	Rob...	Clubhouse...	Commo...	Open	Sev 2	Moore, Pa...		No	Actions
29...	11/20/201...	Rob...	Clubhouse...	Club Ho...	Open	Sev 2	Moore, Pa...		No	Actions
29...	11/05/201...	Rob...	Clubhouse...	Club Ho...	Open	Sev 3	Moore, Pa...		No	Actions
29...	11/03/201...	HOA...	Mailbox hit...	Back Gate	Open	Sev 1	Moore, Pa...		No	Actions
29...	11/02/201...	HOA...	Mailbox hit...	Back Gate	Closed	Sev 1	Moore, Pa...		No	Actions

Items per page: 25 Page: 1 / 1

## 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 \*.

**TEKCONTROL**

Demo Admin

Incident Management

08/08/2018 To: 08/07/2020

Buckhead Village --Filter By--

ID	Date / Time	Type
29...	01/22/201...	Spee...
29...	01/22/201...	Rob...
29...	01/15/201...	HOA...
29...	01/15/201...	HOA...
29...	01/15/201...	Spee...
29...	11/29/201...	Rob...
29...	11/20/201...	Rob...
29...	11/05/201...	Rob...
29...	11/03/201...	HOA...
29...	11/02/201...	HOA...

Items per page: 25

Information Parties/People Involved Vehicle(s) Involved Images Videos Documents

Site: \* Buckhead Village

Short Description: \*

Long Description:

Location \* --Select Item--

Location Cont.:

Type \* --Select Item--

Status \* --Select Item--

Level: \* --Select Item--

Incident Occurred: \* 08/07/2020 14:37

Comments:

Save



## 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.

The screenshot displays the Incident Management module in TEKCONTROL. The interface includes a sidebar with navigation options such as Dashboard, Field Operations, Incident Management, Passdown Logs, Daily Activity Report, Smart Tours, Officer Compliance, Packages, Maintenance Assessment, Citations, Access Control, Host Search, Key Management, Vendor Search, Time and Attendance, Reports, Video, and Documents. The main area shows a grid of incident records with columns for ID, Date / Time, Type, Description, Location, Status, Level, Created By, Assigned To, Confirmed, and Actions. A dropdown menu is open over the 'Actions' column of the second record, showing options for Edit, History, and Detail. The grid is filtered by 'Buckhead Village' and sorted by 'Date / Time' in descending order. The page shows 25 items per page and is on page 1 of 1.

ID	Date / Time	Type	Description	Location	Status	Level	Created By	Assigned To	Confirmed	Actions
29...	01/22/201...	Spee...	Speeding ...	Commo...	Closed	Sev 1	Moore, Pa...		No	Actions
29...	01/22/201...	Rob...	Clubhouse...	Club Ho...	Closed	Sev 2	Moore, Pa...		No	Actions
29...	01/15/201...	HOA...	Speeding	Club Ho...	Open	Sev 3	Moore, Pa...		No	Actions
29...	01/15/201...	HOA...	Hit mailbox	Back Gate	Closed	Sev 1	Moore, Pa...		No	Actions
29...	11/29/201...	Rob...	Clubhouse...	Commo...	Open	Sev 2	Moore, Pa...		No	Actions
29...	11/20/201...	Rob...	Clubhouse...	Club Ho...	Open	Sev 2	Moore, Pa...		No	Actions
29...	11/05/201...	Rob...	Clubhouse...	Club Ho...	Open	Sev 3	Moore, Pa...		No	Actions
29...	11/03/201...	HOA...	Mailbox hit...	Back Gate	Open	Sev 1	Moore, Pa...		No	Actions
29...	11/02/201...	HOA...	Mailbox hit...	Back Gate	Closed	Sev 1	Moore, Pa...		No	Actions

## 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.



**TEKCONTROL**

Demo Admin

Dashboard

Field Operations

- Incident Management
- Passdown Logs**
- Daily Activity Report
- Smart Tours
- Officer Compliance
- Packages
- Maintenance Assessment
- Citations
- Access Control
- Host Search
- Key Management
- Vendor Search
- Time and Attendance
- Reports
- Video
- Documents

Passdown Logs

08/09/2016 To: 08/07/2020 Date Created Descending

Buckhead Village Main Gate Active

Date Created	Created By	Notes	Read	
11/13/2019 12:15	User, Demo	Check post orders	No	Actions
08/13/2019 13:08	User, Demo	Too many no calls.	No	Actions
04/20/2018 14:22	Admin, Buckhead	Passdown log for Friday	No	Actions
03/07/2018 18:14	Admin, Buckhead	No comments to passdown	Yes	Actions
01/30/2018 11:29	Officer, Demo	TZARNA leaving post	Yes	Actions
05/16/2017 15:15	Admin, Buckhead	Passdown Notes.	Yes	Actions
05/02/2017 13:11	Admin, Buckhead	No updates	Yes	Actions
03/20/2017 15:14	Zarna, Tommy	New shift No notes	Yes	Actions
03/10/2017 09:32	Zarna, Tommy	Passdown log	Yes	Actions
03/07/2017 15:10	Zarna, Tommy	Add notes	Yes	Actions
03/01/2017 10:05	Zarna, Tommy	Check back gate - not worki...	Yes	Actions
01/13/2017 15:57	Admin, Demo	Watch for red Honda Civic...	Yes	Actions

Items per page: 25 Page: 1 / 1

## 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 \*.

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Passdown Logs

08/09/2016 To: 08/07/2020 Date Created Descending

Buckhead Village Main Gate Active

Date Created	Created By
11/13/2019 12:15	User, Demo
08/13/2019 13:08	User, Demo
04/20/2018 14:22	Admin, Buckhead
03/07/2018 18:14	Admin, Buckhead
01/30/2018 11:29	Officer, Demo
05/16/2017 15:15	Admin, Buckhead
05/02/2017 13:11	Admin, Buckhead
03/20/2017 15:14	Zarna, Tommy
03/10/2017 09:32	Zarna, Tommy
03/07/2017 15:10	Zarna, Tommy
03/01/2017 10:05	Zarna, Tommy
01/13/2017 15:57	Admin, Demo

Items per page: 25

Site: \* Buckhead Village

Post: \* Main Gate

Notes: \* **B I U x<sub>2</sub> x<sup>2</sup>** [List Icons] [Text Area]

Background Foreground Font Size

Active?

Save

Cancel



## Passthrough 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 Passthrough Log message.
- Show who read allows you to see everyone who has marked the Passthrough 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.

Date Created	Created By	Notes	Read	Actions
11/13/2019 12:15	User, Demo	Check post orders	No	Actions
08/13/2019 13:08	User, Demo	Too many no calls.	No	Actions
04/20/2018 14:22	Admin, Buckhead	Passthrough log for Friday	No	Actions
03/07/2018 18:14	Admin, Buckhead	No comments to passthrough	Yes	Actions
01/30/2018 11:29	Officer, Demo	TZARNA leaving post	Yes	Actions
05/16/2017 15:15	Admin, Buckhead	Passthrough Notes.	Yes	Actions
05/02/2017 13:11	Admin, Buckhead	No updates	Yes	Actions
03/20/2017 15:14	Zarna, Tommy	New shift No notes	Yes	Actions
03/10/2017 09:32	Zarna, Tommy	Passthrough log	Yes	Actions
03/07/2017 15:10	Zarna, Tommy	Add notes	Yes	Actions
03/01/2017 10:05	Zarna, Tommy	Check back gate - not worki...	Yes	Actions
01/13/2017 15:57	Admin, Demo	Watch for red Honda Civic...	Yes	Actions

## 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.



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- Documents

Daily Report

05/07/2014 To: 08/07/2020 Start Date/Time Descending

TEKWave Headq Office --Activity Type-- --Filter By--

Start Date/Time	End Date/Time	Created By	Actions
08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	Actions
06/24/2020 16:09		Oosthuizen, Wessel	Actions
03/06/2020 14:31	03/06/2020 15:32	Strickland, Stephen	Actions
02/10/2020 14:01		Officer, ZL	Actions
02/08/2020 13:03	02/08/2020 13:26	Officer, ZL	Actions
11/15/2019 10:02	11/15/2019 23:00	Admin, Demo	Actions
05/07/2019 23:48		Oosthuizen, Wessel	Actions
02/18/2019 12:34	02/21/2019 00:00	Oosthuizen, Wessel	Actions
02/17/2019 08:00	02/17/2019 12:45	Underwood, Bill	Actions
02/10/2019 15:12	02/11/2019 19:00	Oosthuizen, Wessel	Actions
02/09/2019 22:18		officer, zl	Actions
02/08/2019 19:19		officer, zl	Actions

Items per page: 25 Page: 1 / 3

## 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 \*.

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Daily Report

05/07/2014 To: 08/07/2020 Start Date/Time Descending

TEKWave Headq Office --Activity Type-- --Filter By--

Start Date/Time	End Date/Time	Created By	Actions
08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	Actions
06/24/2020 16:09		Oosthuizen, Wessel	Actions
03/06/2020 14:31	03/06/2020 15:32	Strickland, Stephen	Actions
02/10/2020 14:01		Officer, ZL	Actions
02/08/2020 13:03	02/08/2020 13:26	Officer, ZL	Actions
11/15/2019 10:02	11/15/2019 23:00	Admin, Demo	Actions
05/07/2019 23:48		Oosthuizen, Wessel	Actions
02/18/2019 12:34	02/21/2019 00:00	Oosthuizen, Wessel	Actions
02/17/2019 08:00	02/17/2019 12:45	Underwood, Bill	Actions
02/10/2019 15:12	02/11/2019 19:00	Oosthuizen, Wessel	Actions
02/09/2019 22:18		officer, zl	Actions
02/08/2019 19:19		officer, zl	Actions

Items per page: 25

Site: \* - TEKWave Headquarters

Post: \* Office

Start Date/Time \* 08/07/2020 14:55

End Date/Time

Keys Received: No

List of Keys Received:

Equipment Received: No

List of Equipment Received:

Turnover Information Received: No

List of Turnover Information Received:





## 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 \*.

The screenshot displays the TEKCONTROL interface. On the left is a navigation sidebar with 'Daily Activity Report' selected. The main area shows a 'Daily Report' grid with columns for 'Start Date/Time' and 'End Date/Time'. A modal form for adding a new activity is open on the right, with the following fields:

- Site: \* (dropdown: - TEKWave Headquarters)
- Post: \* (dropdown: Office)
- Time of Activity: \* (calendar icon, input: 08/07/2020 14:55)
- Activity Type: (dropdown: --Select Item--)
- Comments: \* (text area)

At the bottom of the form are 'Save' and 'Cancel' buttons. The grid below shows a list of activities with their respective start and end times.

Start Date/Time	End Date/Time
08/03/2020 08:57	08/03/2020 22:57
06/24/2020 16:09	
03/06/2020 14:31	03/06/2020 15:32
02/10/2020 14:01	
02/08/2020 13:03	02/08/2020 13:26
11/15/2019 10:02	11/15/2019 23:00
05/07/2019 23:48	
02/18/2019 12:34	02/21/2019 00:00
02/17/2019 08:00	02/17/2019 12:45
02/10/2019 15:12	02/11/2019 19:00
02/09/2019 22:18	
02/08/2019 19:19	

## 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.



**TEKCONTROL** Daily Report

05/07/2014 To: 08/07/2020 Start Date/Time Descending

TEKWave Headq Office --Activity Type-- --Filter By--

Start Date/Time	End Date/Time	Created By	
08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	<a href="#">Edit</a> <a href="#">Activities</a> <a href="#">Detail</a>
06/24/2020 16:09		Oosthuizen, Wessel	Actions
03/06/2020 14:31	03/06/2020 15:32	Strickland, Stephen	Actions
02/10/2020 14:01		Officer, ZL	Actions
02/08/2020 13:03	02/08/2020 13:26	Officer, ZL	Actions
11/15/2019 10:02	11/15/2019 23:00	Admin, Demo	Actions
05/07/2019 23:48		Oosthuizen, Wessel	Actions
02/18/2019 12:34	02/21/2019 00:00	Oosthuizen, Wessel	Actions
02/17/2019 08:00	02/17/2019 12:45	Underwood, Bill	Actions
02/10/2019 15:12	02/11/2019 19:00	Oosthuizen, Wessel	Actions
02/09/2019 22:18		officer, zl	Actions
02/08/2019 19:19		officer, zl	Actions

Items per page: 25 Page: 1 / 3

## Documents

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

**TEKCONTROL** Documents

--All Folders-- --All Types--

- Post Orders
- HOA Meeting Minutes
- HOA By-Laws

## 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.