

TEKCONTROL VMS (POWERED BY TEKWAVE SOLUTIONS) GUIDE FOR OFFICERS

VERSION 1.0

MAY 8, 2019



Portal Login

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

WELCOME		TEKControl Portal
Username	Password	
A		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

TEKControl Portal	Dashboard		Select Category 🔹 🔹 🗸
		De	
	INCIDENTS BY TYPE	0 2	INCIDENTS BY MONTH
Nike User 🗟	Last 30 Days • -TEKWave Solutions •All Sites •		Last 90 Days -TEKWave Solutions -All Sites-
Dashboard		=	
Field Operations	Accident: 2		November 2
4 Access Control			
Q Host Search	Alarm: 1		
Q Vendor Search	Other:4		December
Custom Forms			0 2 4 6 8 10 12
O Time and Attendance	Damage: 1		Incident Count
Reports			
Video	INCIDENTS BY CRITICAL LEVEL	0 /	DAR ACTIVITIES BY MONTH
Director	Last 30 Days		Last 90 Days * -TEKWave Solutions *All Sites *
Dispatch Anno Worker		-	
Watchlist (BOLO)	Routine : 1 Critical: 2	-	November
S Revenue Management	Medanater 2		
S Administration	MODELALE. 2		
			December
	Minor: 1 Maintenance: 3		
	Medical: 1		Activity Count
	h		

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.

Т	
	Dashboard
⊞	Field Operations
a,	Access Control
Q	Host Search
0	Time and Attendance
ß	Reports
Ê	Documents
Ø	Watchlist (BOLO)
¢,	Administration

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.

Τεκζοντροι	Visitor Mar	agement			馨 Host Look L	lo 🖉 Visitor Pa	sses T +		
Matthew Hancock ~	05/18/201	6 <u>Io:</u> (Host	05/09/2019 Scher Name/Add ~	dule Date v Des	cending v	Scan Pass			
希 Dashboard		Host Name	Host Departme	Visitor Name	Schedule Date	Arrival Date	Departure Date	Туре	5
Field Operations	Actions	Batie, Miguel		Hancock, Matthew	05/07/2019 15:03	05/07/2019 15:03	05/07/2019 15:04	Gue	Dep
Access Control	Actions	Lapan Adrian		Hancock, Matthew	05/03/2019 17:21	05/03/2019 17:21		Gue	Adr
🛉 Visitor Management	Actions	Endrick Arminda		Hancock, Matthow	04/22/2019 14:42	04/22/2019 14:42	04/22/2019 14-42	Guo	Dor
Visitor Parties/Events	Actions	Peurick, Arminua		Haricock, Matthew	04/22/2019 14.42	04/22/2019 14.42	04/22/2015 14.42	Gue	Det
 Access Transactions 	Actions	Gadsden, Anglea		Hancock, Matthew	04/18/2019 17:12	04/18/2019 17:12		Gue	Adr
Q Host Search	Actions	Lightford, Delil		Hancock, Matthew	06/05/2018 11:47	06/05/2018 11:47	06/05/2018 11:47	Gue	Dep
O Time and Attendance									
Reports									
Documents									
Administration									
Additionation									
	<								>
									NNI.
	items per page:	25				144	Page: 1 1 / 1	*	191

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.

Т	έκ C οntrol	Visitor Management				Information Reve	nue Profile Picture Visitor Signature Host Signature Images	
	(m) 05/18/2016 To: (m) 05/09/2019 Schedule Date			🖌 Scan ID				
	Matthew Hancock ~	All Posts	V Host N	ame/Add ~		Admit Post:	Lobby	~
*			Host Name	Host Departme	Visitor 1			
⊞		Actions	Batie, Miquel		Hanco	Visitor First Name: *		
٩,	Access Control	Actions	Lapan, Adrian		Hanco	Visitor Last Name: *		
	Visitor Management	Actions	Fedrick, Arminda		Hanco	Company:		
	Visitor Parties/Events	Actions	Codedee Apples		Uses	Company.		
		Actions	Gadsden, Anglea		Hanco	Type *	Guest	~
Q		Actions	Lightford, Delil		Hanco			
0						Status *	Admitted	Ľ
R.						Host:	Select Host V Contact Info	
0						Schedule Date:		
¢\$						Visitor Contact Email:		
						Depart Po		
		<				Lobby	~	
						LOBBY		
	Items per page: 25 Y					Save and Print		



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.

TEKCONTROL	Visitor Manager	ment	Company:		
			Type*	Guest	
Wat	chlist Items			+	×
Matthew Hancock				Allow Do Not Allow	
A Dathbard					✓ Contact Info
Field Operations			Construction of Construction		
Access Control	First Name:	David			
👘 Visitor Management					
Visitor Parties/Events	Last Name:	Borges	and the second s		
Access Transactions	ID Card Number:	134123234			
Q. Host Search	DOR	00/15/1081			N.
Time and Attendance	DOB.	03/13/1381	100		
	Alias 1:	Dave	1 million		
Watchlist (BOLO)	Alias 2:	Borgy			
🕸 Administration			4		
		Deny			
		immediately!!			
		initia conducty.			
				Cancel	
		•			

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 of the changes done to the record.
- Detail gives you a PDF export of the record.

	Visitor	Manage 23/2014 ts	ement To: 🗎 05/0	9/2019 Schedul me/Adc •	e Date • Desci	Host Look Up	Visitor Passes ican Pass	T	+ 2	A 7
		Host	Name	Visitor Name	Schedule Date	Arrival Date	Departure Date	Туре	Status	≡
	Action	ns Batie	e, Miquel	Hancock, Matthew	05/07/2019 15:03	05/07/2019 15:03	05/07/2019 15:04	Guest	Departed	Actions
Access Control	Act	🖋 Edit		cock, Matthew	05/03/2019 17:21	05/03/2019 17:21		Guest	Admitted	Actions
Visitor Management	Act	 Admit Admit : 	and Print	cock, Matthew	04/22/2019 14:42	04/22/2019 14:42	04/22/2019 14:42	Guest	Departed	Actions
Access Transactions	Act	 History 	/	cock, Matthew	04/18/2019 17:12	04/18/2019 17:12		Guest	Admitted	Actions
	Act	🖪 Detail		cock. Matthew	06/05/2018 11:47	06/05/2018 11:47	06/05/2018 11:47	Guest	Departed	Actions
	7101	Visitor	Passes							, iccions
		Create	Visitor For Host							
		× Delete	Visitor							
	_									
	ltems per	page: 25	T				•	Page: 1	1 ▼ /1 →	► •

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.

٦	EKCONTROL	Reports Visitors •	4 ?
	Matthew Hancock ~		A
₩		Residential Host Export O Schedule Report	
3 0 0		Visitor Disclaimer O Schedule Report	
	Reports Documents Watchlist (BOLO)	Visitor Duration O Schedule Report	
¢8		Visitor Entry/Exit O Schedule Report	
		Visitor Entry/Exit 24 Hours O Schedule Report Visitor Entry/Exit Report for last 24 hours.	
		☑ Visitor Export ◎ Schedule Report	
		Visitor Frequency O Schedule Report	Ŧ

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.

TEKCONTROL	Reports	Report Schedule							
Matthew Hancock ~	I -Visitor Evacuation O Schedule Report	Scheduled Items:	Add New Item						
Dashboard Field Operations Access Control	Residential Host Export O Schedule Report	Schedule Specification:	* Select Schedule						
Access control Access control Access control Time and Attendance Description	Visitor Disclaimer O Schedule Report	Time Zone: *	America/New_York 🗸 🗸						
Keports Documents Watchlist (BOLO)	Visitor Duration 🧿 Schedule Report	Recipient Email(s). "							
ଷ୍ଟି Administration	Visitor Entry/Exit O Schedule Report	Format:	PDF v						
	Visitor Entry/Exit 24 Hours O Schedule Report Visitor Entry/Exit Report for last 24 hours.	- Report Parameters							
	Visitor Export O Schedule Report	From Date : *							
	Visitor Frequency O Schedule Report	To Date : *							



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 (E	BOLO)					C	4?
	Filter							
Matthew Hancock 🗸	First Name	Last Name	ID Card Number	Date of birth	Description	Alias 1	Alias 2	=
 Dashboard Field Operations Access Control Host Search Time and Attendance Reports Documents Watchlist (BOLO) Administration 	David	Borges	134123234	09/15/1981	Denv immediatelv!	Dave	Borgy	Actions
	ltems per page:	25 •			н	Page:	1 • /1	₩ ₩