



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

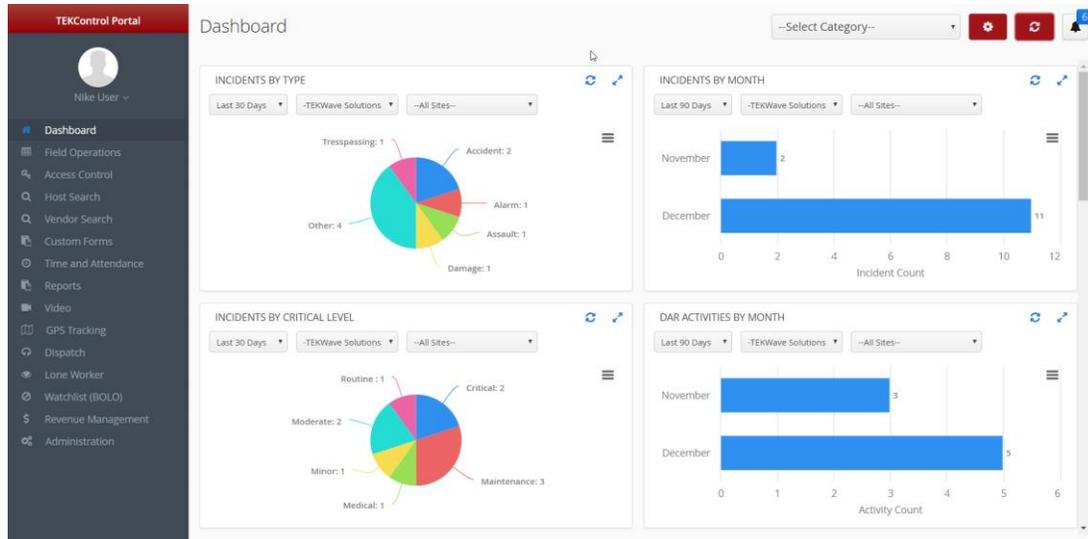
Username

Password

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

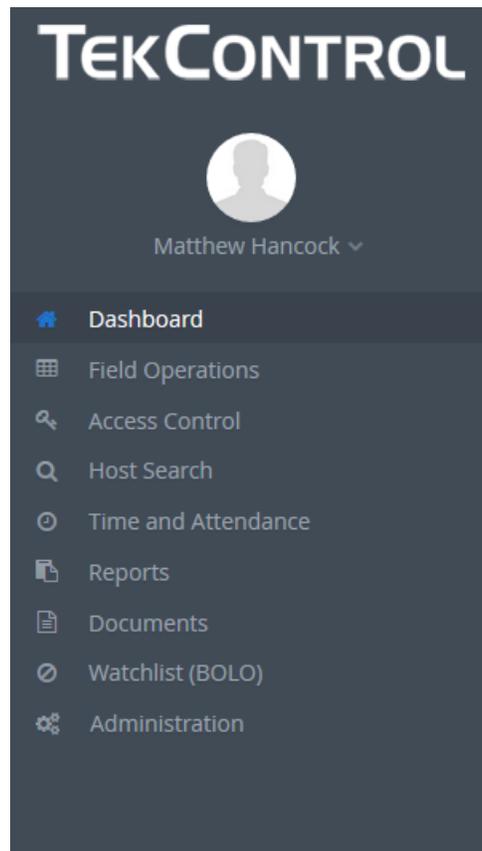


## Navigation Pane

- 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 access control it is possible to see multiple options, depending on your permissions and the site.



---

## 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.



**TEKCONTROL** Visitor Management

Host Look Up Visitor Passes

05/18/2016 To: 05/09/2019 Schedule Date Descending

--All Posts-- Host Name/Add All Visitors Scan Pass

|         | Host Name           | Host Departme... | Visitor Name     | Schedule Date    | Arrival Date     | Departure Date   | Type   |     |
|---------|---------------------|------------------|------------------|------------------|------------------|------------------|--------|-----|
| Actions | Batie, Miquel       |                  | Hancock, Matthew | 05/07/2019 15:03 | 05/07/2019 15:03 | 05/07/2019 15:04 | Gue... | Dep |
| Actions | Lapan, Adrian       |                  | Hancock, Matthew | 05/03/2019 17:21 | 05/03/2019 17:21 |                  | Gue... | Adr |
| Actions | Fedrick, Arminda    |                  | Hancock, Matthew | 04/22/2019 14:42 | 04/22/2019 14:42 | 04/22/2019 14:42 | Gue... | Dep |
| Actions | Gadsden, Anglea     |                  | Hancock, Matthew | 04/18/2019 17:12 | 04/18/2019 17:12 |                  | Gue... | Adr |
| Actions | Lightford, Delil... |                  | Hancock, Matthew | 06/05/2018 11:47 | 06/05/2018 11:47 | 06/05/2018 11:47 | Gue... | Dep |

Items per page: 25 Page: 1 / 1

## 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.

**TEKCONTROL** Visitor Management

Information Revenue Profile Picture Visitor Signature Host Signature Images

05/18/2016 To: 05/09/2019 Schedule Date

--All Posts-- Host Name/Add

|         | Host Name           | Host Departme... | Visitor Name |
|---------|---------------------|------------------|--------------|
| Actions | Batie, Miquel       |                  | Hanco        |
| Actions | Lapan, Adrian       |                  | Hanco        |
| Actions | Fedrick, Arminda    |                  | Hanco        |
| Actions | Gadsden, Anglea     |                  | Hanco        |
| Actions | Lightford, Delil... |                  | Hanco        |

Items per page: 25

Admit Post: Lobby

Visitor First Name: \*

Visitor Last Name: \*

Company:

Type: Guest

Status: Admitted

Host: --Select Host-- Contact Info

Schedule Date: 05/08/2019 12:46 \* Now

Visitor Contact Email:

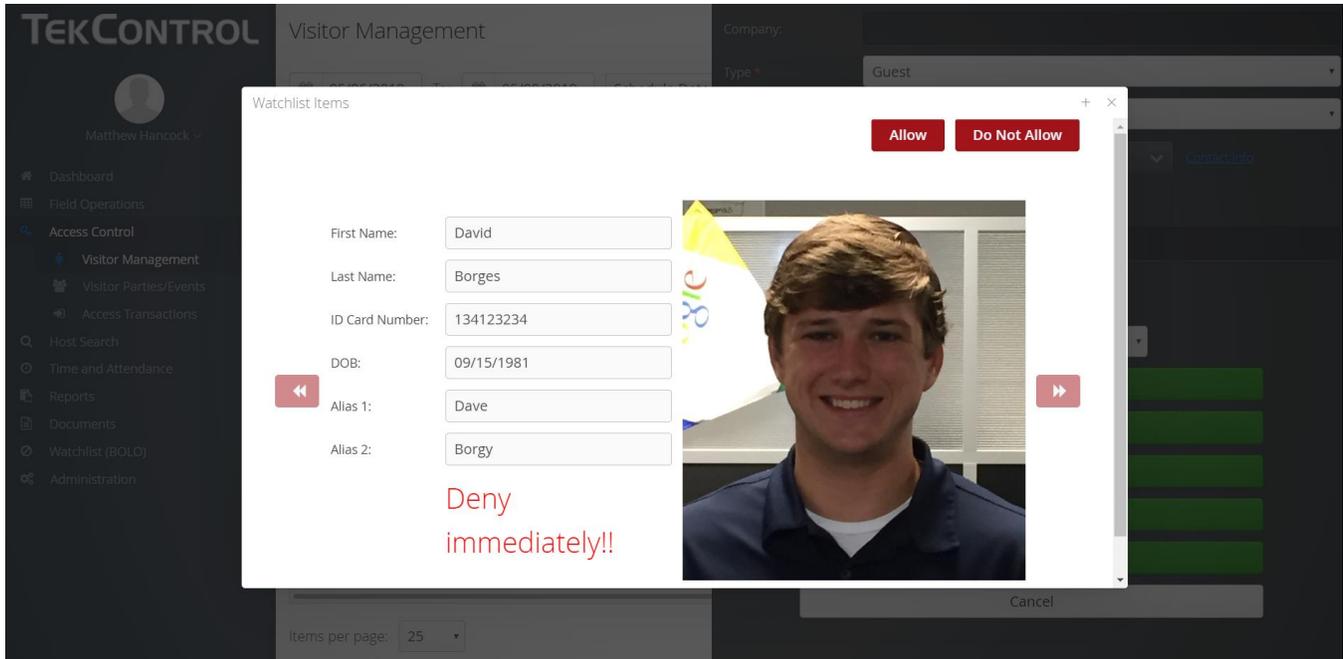
Depart Post: Lobby

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.



## 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.



**TEKCONTROL** Visitor Management

Host Look Up Visitor Passes

05/23/2014 05/09/2019 Schedule Date Descending

--All Posts-- Host Name/Adc All Visitors Scan Pass

| Actions                                 | Host Name     | Visitor Name     | Schedule Date    | Arrival Date     | Departure Date   | Type  | Status   |         |
|---|---------------|------------------|------------------|------------------|------------------|-------|----------|---------|
| <a href="#">Edit</a>                    | Batie, Miquel | Hancock, Matthew | 05/07/2019 15:03 | 05/07/2019 15:03 | 05/07/2019 15:04 | Guest | Departed | Actions |
| <a href="#">Admit</a>                   |               | cock, Matthew    | 05/03/2019 17:21 | 05/03/2019 17:21 |                  | Guest | Admitted | Actions |
| <a href="#">Admit and Print</a>         |               | cock, Matthew    | 04/22/2019 14:42 | 04/22/2019 14:42 | 04/22/2019 14:42 | Guest | Departed | Actions |
| <a href="#">History</a>                 |               | cock, Matthew    | 04/18/2019 17:12 | 04/18/2019 17:12 |                  | Guest | Admitted | Actions |
| <a href="#">Detail</a>                  |               | cock, Matthew    | 06/05/2018 11:47 | 06/05/2018 11:47 | 06/05/2018 11:47 | Guest | Departed | Actions |
| <a href="#">Visitor Passes</a>          |               |                  |                  |                  |                  |       |          |         |
| <a href="#">Host Information</a>        |               |                  |                  |                  |                  |       |          |         |
| <a href="#">Create Visitor For Host</a> |               |                  |                  |                  |                  |       |          |         |
| <a href="#">Delete Visitor</a>          |               |                  |                  |                  |                  |       |          |         |

Items per page: 25 Page: 1 / 1

## 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.



## 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 (BOLO)

Matthew Hancock

- Dashboard
- Field Operations
- Access Control
- Host Search
- Time and Attendance
- Reports
- Documents
- Watchlist (BOLO)**
- Administration

| First Name | Last Name | ID Card Number | Date of birth | Description        | Alias 1 | Alias 2 |         |
|------------|-----------|----------------|---------------|--------------------|---------|---------|---------|
| David      | Borges    | 134123234      | 09/15/1981    | Denv immediatelv!! | Dave    | Borgy   | Actions |

Items per page: 25

Page: 1 / 1