



TEKCONTROL LOGISTICS

MOBILE GUIDE FOR OFFICERS

(POWERED BY TEKWAVE SOLUTIONS)



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Mobile Login

- Select the TEKControl Mobile Application in your app tray.
- Enter in your username and password into the designated text boxes.
- Select 'Login'.
- Next you will be taken to the site/post selector if you are assigned to multiple sites. If not, disregard this step. Touch the 'Site' selector and scroll to find your site, and then select 'Ok'.
- Touch the 'Post' selector and perform the same action as above to select the desired post, and then select 'OK'.
- Select 'Continue' to access the home screen.

8:56 PM

Enter UserName

Enter Password

Login

8:57 PM


ABC Co East

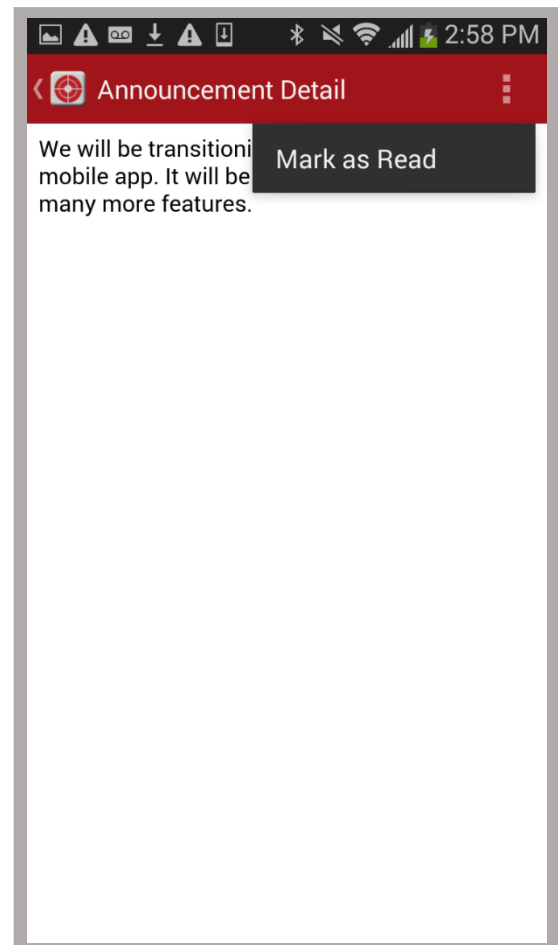
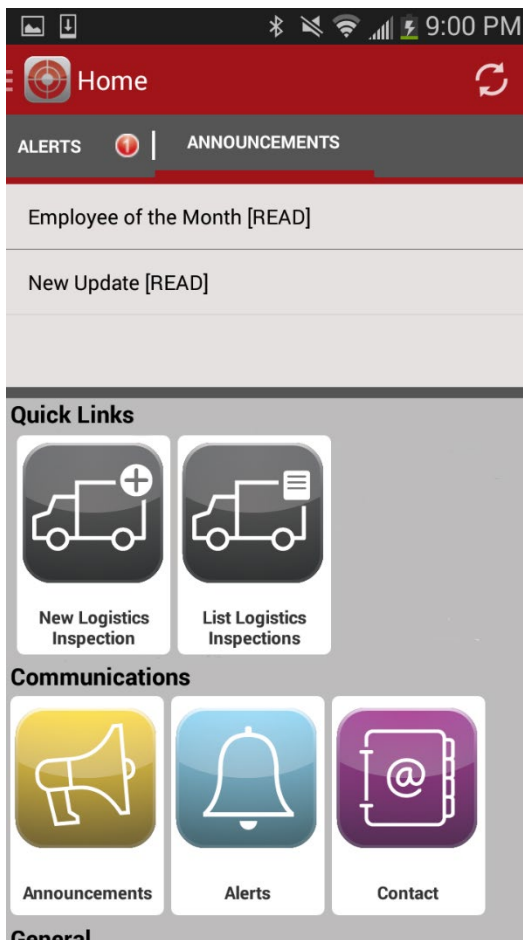
Truck Gate

Continue




Home Screen

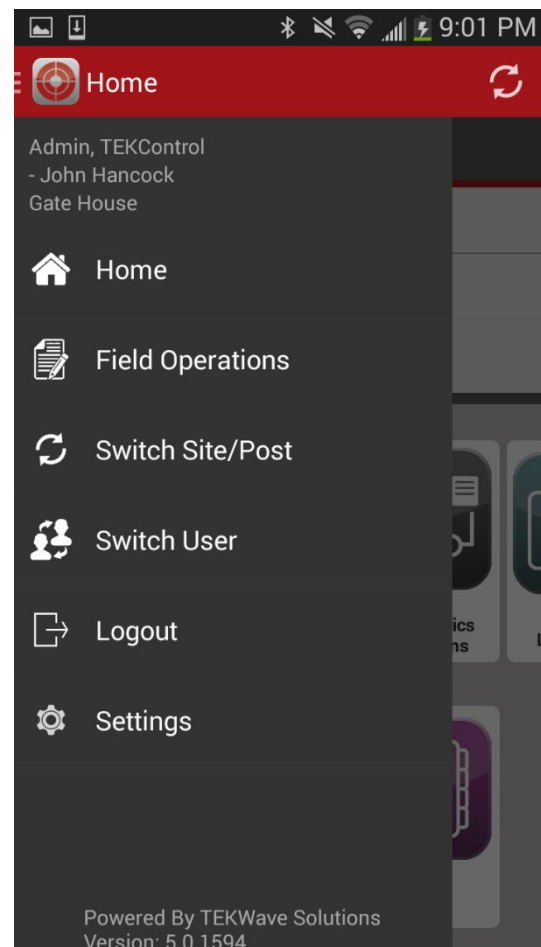
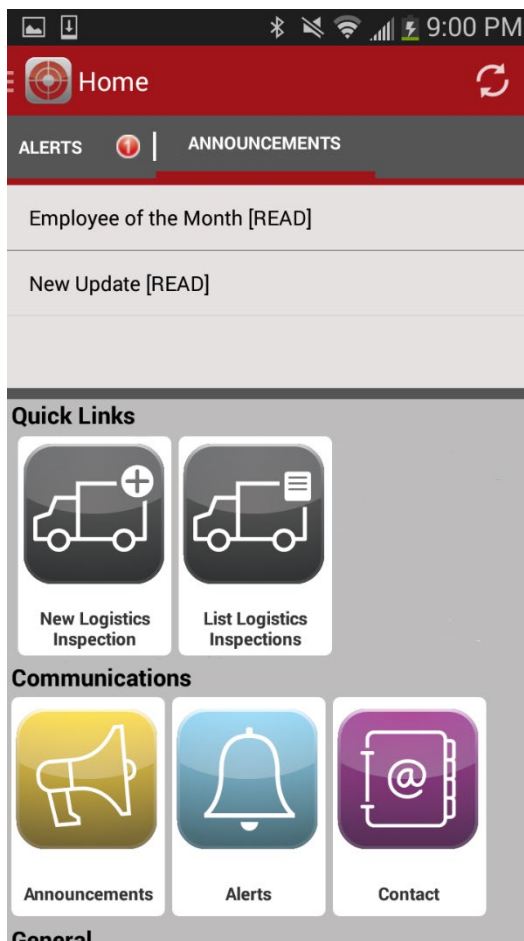
- On the home screen you will see the notifications menu at the top (If there are notifications available. If not, this will not be present) with the Quick Links Icons, Communications Icons, and General Icons in the main body.
- The notifications menu at the top will display the Alerts and Announcements associated with your site and post. The number of unread records will display to the right of the associated category.
- Select any record to see a full view.
- Once you are in full view of the notification, in the top right, you can select the 'Options' button: .
- This will allow you to mark the record as 'read' so your supervisor can verify that you have received the information.
- From the home screen, the record will now show [READ] next to it, so you can may determine what has been read and what has not.





Navigation

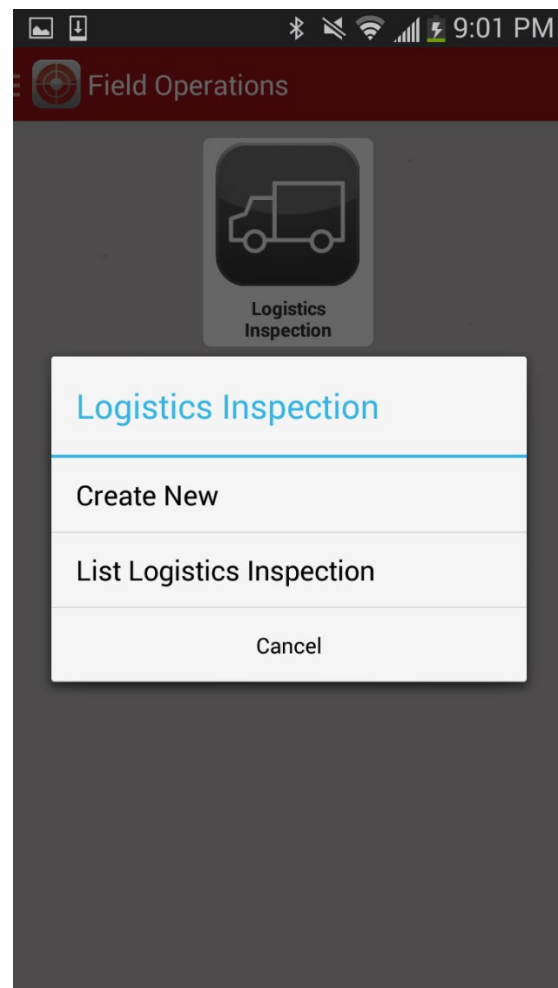
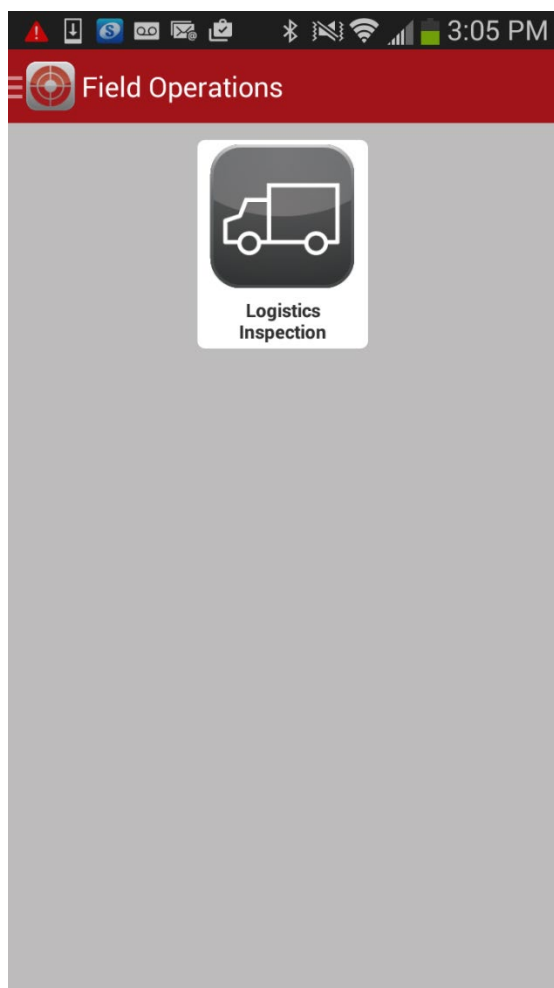
- The home menu has several different icons to choose from.
- Scroll down to see more categories and scroll left and right to see more icons in one category.
- You can immediately open a new/blank visitor record or access a list of records that will be loaded from the server.
- You may view stored contact numbers and emails, including the contact information for the TEKWave support team that can be reached at any time for any questions.
- You may check the weather, create an alarm, or add information into the calendar.
- You may navigate to other areas of the application by selecting the 'Home' button:  in the top left of the screen.






Add, Search, and Update Records – Logistics Module

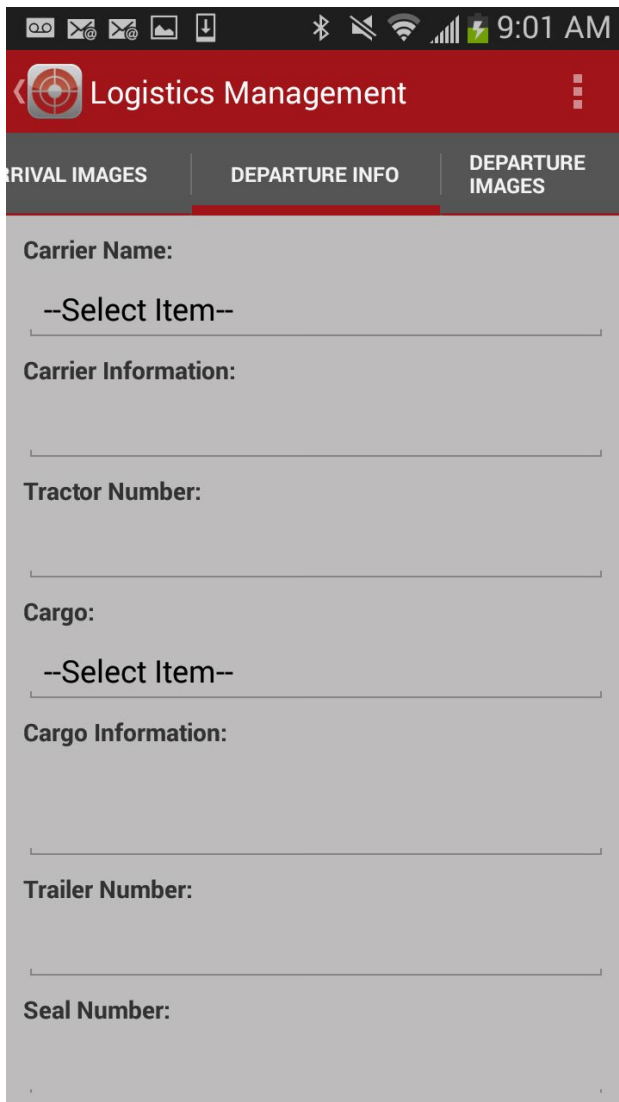
- Select the Field Options area of the navigation tray to be directed to any other modules.
- The modules assigned to your site will be displayed in this location.
- To create a record, select a module.
- After you have selected a module, you will have the option to either create or list records.
- Select 'Create New' to start with a blank record.





Add, Search, and Update Records – Create New

- Once you have a blank record you may begin adding information.
- Scan a driver's license immediately, then select any other appropriate field you wish to complete.
- Tap -Select Item- to open a drop-down menu and select 'Ok' on the proper option.
- For a dates and times, you may utilize the scrolling options to select the appropriate date/time.
- For pictures or parties, you can select 'Add New Image'. This will redirect you to the camera.
- Once the record is complete, you will select the 'Options' button:  to properly finish it: Admit to process a truck as onsite and depart to mark a truck as offsite.



Logistics Management

ARRIVAL IMAGES | DEPARTURE INFO | DEPARTURE IMAGES

Carrier Name:
--Select Item--

Carrier Information:

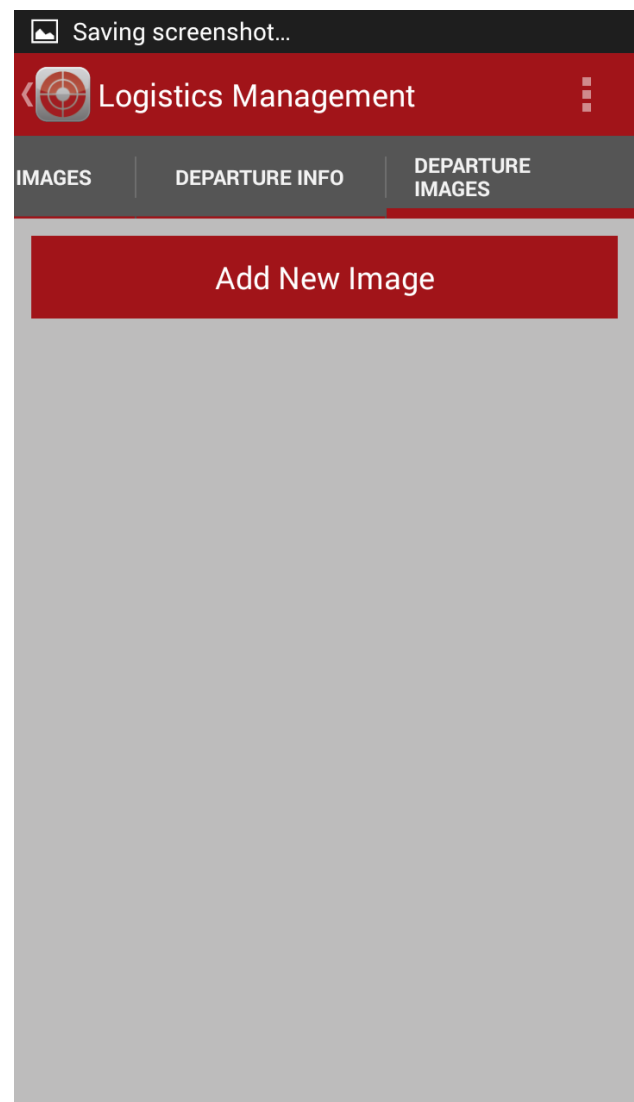
Tractor Number:

Cargo:
--Select Item--

Cargo Information:

Trailer Number:

Seal Number:



Saving screenshot...


Logistics Management

ARRIVAL IMAGES | DEPARTURE INFO | DEPARTURE IMAGES

Add New Image



Add, Search, and Update Records - Departure

- Select Save and Upload to save the record locally and upload it to the server.
- Once it is Saved/Admitted/Departed or Uploaded, the records will show up in the List Records section.
- Select the module in which you want to search for records and select **List Logistics Inspections**.
- Once in the search menu, select Search Text... to expand the search tray. You can then search by specifics or change the date range.
- You can select Search Server to pull down records that are saved to the portal or Search Local to look for records saved only to the phone you are using.
- You can also select a record to update it. It will open up the last version of the record you saved.
- In this action you can also depart a record, filling out any additional information required.
- For **departure**: select a site from the list and select Edit to pull up the record.
- Scroll over to the Departure Info tab at the top and select that tab to fill out departure related information.
- Once all information is filled out on the Departure info tab, you can add Departure Images on the corresponding tab.
- Once all information is completed, select the Options button  in the top right and select Depart.



Logistics Management

INFORMATION

Save

Save and Upload

Admit

Admit and Upload

Depart

Depart and Upload

Schedule Date: 02/13/2017

Driver Name:

Driver Address:

Driver License:

Driver State: --Select State--

Company:

Credential Information:

Insurance Information:

Logistics List

Search Text...

From: 01/11/2017

To: 02/13/2017

Search Options

Driver:George
Scheduled: 02/13/2017 20:48
[Uploaded]

Driver:Emilio Lopez
Scheduled: 02/07/2017 20:09
Arrived: 02/08/2017 11:32
[Uploaded]

Driver:Emily Moore
Scheduled: 02/08/2017 11:09
Arrived: 02/08/2017 11:09
[Uploaded]

Driver:James Case
Scheduled: 02/08/2017 11:09
[Uploaded]


Driver:Fred Thomas
Scheduled: 02/08/2017 11:09

Search Local

Search Server



Logout and Switch Site/Post

- You can log out in three ways: 'Switch Site/Post', 'Switch User', and 'Logout'.
- Open the navigation tray by pressing the 'Home' button: .
- Select 'Switch Site/Post', select 'Yes', then select the new site and post you want to sign into (using the same site/post selector as when you logged in initially).
- Select 'Switch User' to log out and have someone else log into the same site/post.
- Select 'Logout' to simply sign out of the application.
- If you have not uploaded all of your records, it will prompt you to do so. You may then upload them all at once.
- If the device's battery dies or becomes disconnected from the internet, your information will be saved. In order to access this saved information, simply log into the same site/post.

