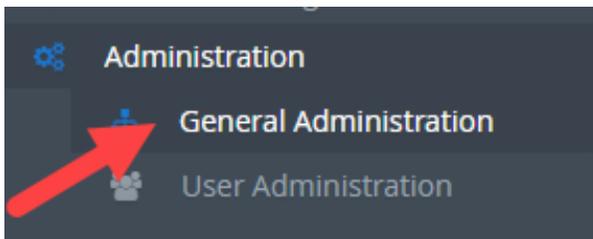


How to Add/Change a PIN from Access Credentials

Add New PIN Code

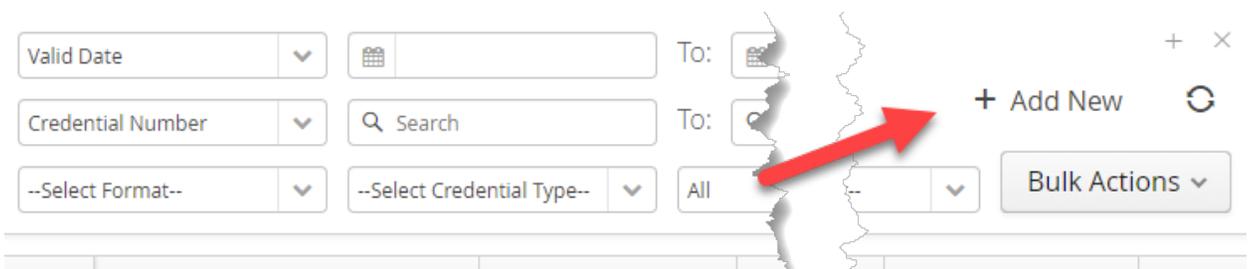
1. Log into the TEKControl portal on your pc
 1. <https://webapp.tekcontrol-site.com/>
2. Click Administration
3. Click General Administration



4. Click Access Credentials under Access Control Settings



5. Click Add New



6. Credential Screen
 1. Choose Facility Code from the drop down list
 2. Check Active
 3. Create PIN number
 4. Choose PIN from the dropdown
 5. Select todays date
 6. Type in Alternative Association name (FedEx, USPS, UPS etc.)
 7. Double Click on PIN Access Group

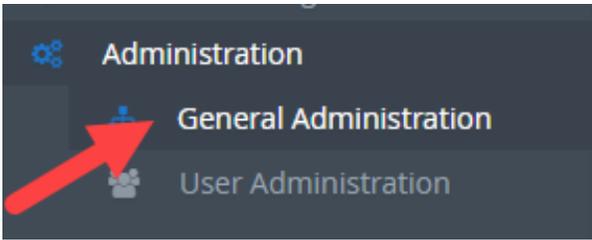
8. Click Save

The screenshot shows a web form for managing PINs. At the top right is a '+' icon. The form contains the following elements:

- 1**: A text input field containing 'FC - 99 [FC - 99]'.
- 2**: A checked checkbox labeled 'Active?'.
- 3**: A text input field containing '2626' with an 'Add Ra' link to its left.
- 4**: A dropdown menu with 'PIN' selected and a '*' icon to its right.
- 5**: A date picker labeled 'Valid Date *'.
- 6**: A text input field containing 'FedEx'.
- Two dropdown menus: '--Select Associated Host--' and '--Select Associated Host Vehicle--'.
- Two more dropdown menus: '--Select Associated Vendor--' and '--Select Associated Vendor Vehicle--'.
- A dropdown menu labeled '--Select Associated Employee--'.
- A large empty text area labeled 'Notes'.
- 7**: A list box on the left with 'PIN Access' selected.
- A list box on the right with a '*' icon to its right.
- 8**: A green 'Save' button and a grey 'Cancel' button.

Change an Existing PIN code

1. Log into the TEKControl portal on your pc
 1. <https://webapp.tekcontrol-site.com/>
2. Click Administration
3. Click General Administration



4. Click Access Credentials under Access Control Settings



5. Search for the Credential Number you want to edit
6. Double Click the Credential in the list

The image shows a search and list interface. At the top, there are search filters: 'Valid Date', 'Credential Number' (with a red circle containing '1' around the search input), and 'To:'. Below the filters is a table with the following data:

<input type="checkbox"/>	Credential Number	Format	Association
<input type="checkbox"/>	2626	FC - 99 [FC - 99]	FedEx
<input checked="" type="checkbox"/>	2828	FC - 99 [FC - 99]	Amazon
<input type="checkbox"/>	2424	FC - 99 [FC - 99]	UPS
<input type="checkbox"/>	3131	FC - 99 [FC - 99]	USPS
<input type="checkbox"/>	3535	FC - 99 [FC - 99]	Contractor 1
<input type="checkbox"/>	3737	FC - 99 [FC - 99]	Contractor 2

To the right of the table is another table with columns 'Access Groups' and 'Active?'. The 'Active?' column for the last row (PIN Access) is highlighted with a blue box. Above this table are buttons for '+ Add New', 'Bulk Actions', and a '--Select Controller--' dropdown.

7. Make any changes needed
8. Click Save