



TEKCONTROL POST PORTAL GUIDE FOR ADMINS

VERSION 1.0

AUGUST 7, 2020



Portal Login

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

WELCOME

TEKControl Portal

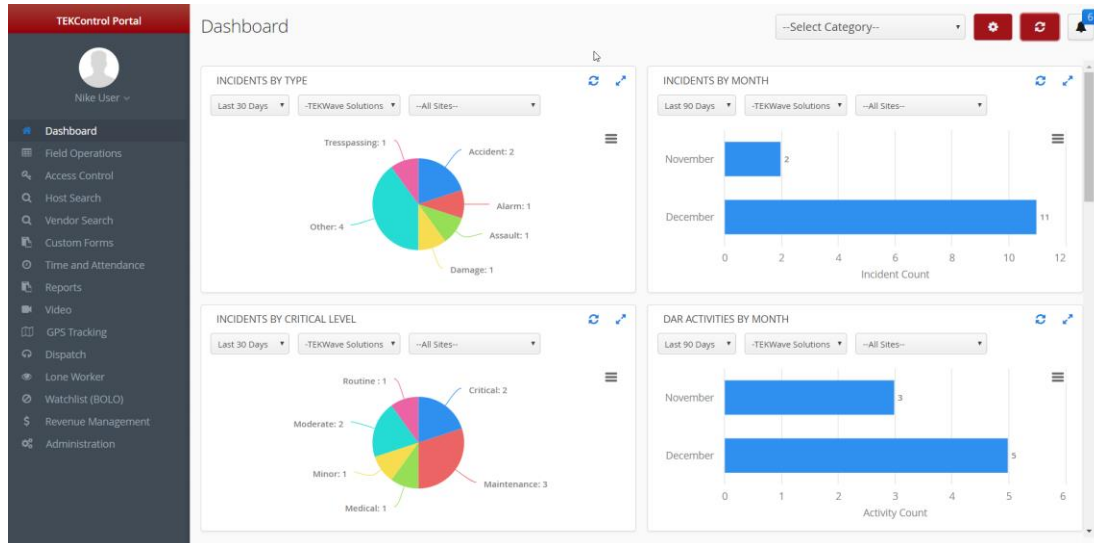
Username

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

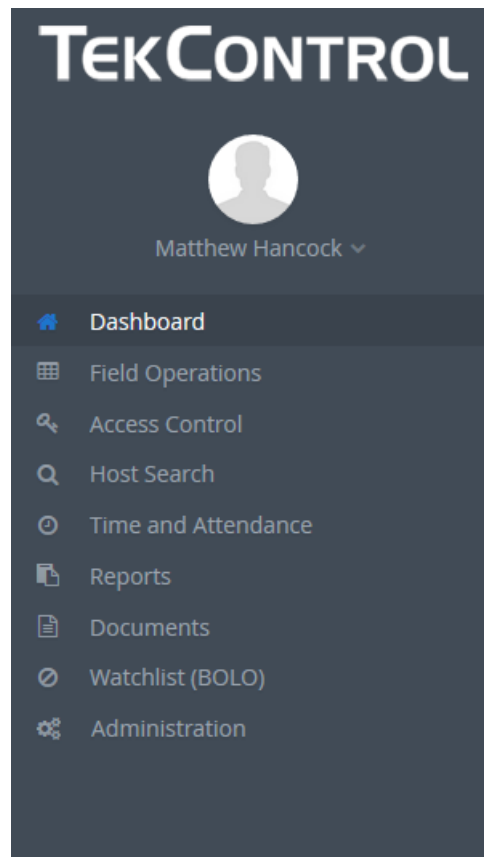


Navigation Pane

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



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 the TEKCONTROL system. The interface includes a sidebar with navigation options such as Dashboard, Field Operations, Incident Management, and Reports. 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 context menu is open over one record, showing options like Edit, History, and Detail. The interface also features filtering options for date range and criteria, and pagination controls at the bottom.

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

Pasdown Logs

Pasdown 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 Pasdown 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 *.

TEKCONTROL

Demo Admin

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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 x₂ x²** [List Icons] [Text Icons] [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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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

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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 fields for Site, Post, Time of Activity, Activity Type, and Comments. The 'Save' button is highlighted in green.

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.



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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	
08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	Edit Activities Detail
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

Matthew Hancock

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

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.



General Administration

- As an administrator, an extra section shows up at the bottom of your navigation pane.
- When you select Administration, two options show up.
- General Administration gives you all the site settings.
- Here, you can change everything from the site contact, add edit posts, change drop down values, notification emails, etc.
- All the settings descriptions are listed below each section.

User Administration

- When you select user administration, you will see the breakdown of all the users associated to the sites that are assigned to you.
- At the top of the grid view, you will see filtering options: the site selector, the post selector, the role selector, and criteria selector.
- Also, the add new, refresh, and notification button in the top right.
- You also have the actions button that will allow you to edit or disable a user.



TEKCONTROL User Administration

Matthew Hancock

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

ACME Lobby --Roles-- --Filter By--

First Name	Last Name	User Name	Email	Last Login Date/Time	Actions
TEKWave	Admin	admin	admin@dummyemail123.com	05/08/2019 16:40	Actions
Kiosk	Demo	kiosk		06/05/2018 15:45	Actions
Matthew	Hancock	acme		05/08/2019 19:28	Actions
Shawn	Jolley	shawndemo		04/16/2019 18:03	Actions
Tommy	Zarna	tommyzarna	tommy@tekwavesolutions.com	12/20/2018 13:21	Actions

Items per page: 25 Page: 1 / 1

New User

- When you select the add new button, the new user pane will appear on the right.
- Fill out the applicable fields under the general tab.
- The password must be 7 characters long, contain one uppercase letter, and contain one number.
- The email is used for password recovery.

TEKCONTROL User Administration

Matthew Hancock

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 - General Administration
 - User Administration**
 - Devices

ACME Lobby --Roles--

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

Items per page: 25

General Roles Sites / Posts Modules

First Name: *

Last Name: *

User Name: *

Password: *

Confirm Password: *

Email:

Phone:

ID Number:

Call-In Pin Code:

Save

Cancel



Role Selection

- Next, you will need to select a role for the user.
- If you are creating a security officer user, use Field Service.
- If you are creating a site lead without admin access use, Site Supervisor.
- If you are creating a site lead with admin access, use Site Administrator.
- If you are creating a role for the client, use End User.

The screenshot displays the 'User Administration' interface in the TEKCONTROL system. On the left is a navigation sidebar with 'Administration' expanded to 'User Administration'. The main content area shows a user profile for 'Matthew Hancock' and a table of users. The 'Roles' tab is active, showing a list of roles with checkboxes for selection. A 'Save' button is highlighted in green, and a 'Cancel' button is visible below it.

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

Items per page: 25

Roles:

- Client Sales Representative
- End User
- Monitoring User
- Tracking User
- Field Service
- Janitorial User
- Rover
- Dispatch User
- Custom Forms Administrator
- Site Supervisor
- Users Administrator
- Limited Site Administrator
- Site Administrator

Site Assignment

- Finally, you must assign the user to a site and post (or multiple sites and posts).
- All you need to do is check the boxes next to the sites you want to assign to the user.
- Once you select the site(s), the post(s) will appear below for the site(s) you have selected.
- Then check the post(s) you which to assign to the user.



TEKCONTROL

Matthew Hancock ▾

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 - General Administration
 - User Administration**
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User Administration

ACME ▾ Lobby ▾ --Roles-- ▾

First Name	Last Name	User Name
TEKWave	Admin	admin
Kiosk	Demo	kiosk
Matthew	Hancock	acme
Shawn	Jolley	shawndemo
Tommy	Zarna	tommyzarna

Items per page: 25 ▾

General Roles **Sites / Posts** Modules

Filter Sites

Sites:

ACME (- TEKWave Headquarters) > <

Filter Posts

Posts: > <