

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	
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 🔹 🔹 🗸
		D	
	INCIDENTS BY TYPE	0 2	INCIDENTS BY MONTH
	Last 30 Days		Last 90 Days 🔻 -TEKWave Solutions 🔻All Sites
Dashboard	Tresspassing: 1	=	
	Accident: 2		November 2
	Alarm: 1		
	Other: 4 Assault: 1		December 11
	Assault, 1		0 2 4 6 8 10 12
	Damage: 1		Incident Count
	· · · · · · · · · · · · · · · · · · ·		
	INCIDENTS BY CRITICAL LEVEL	0 /	DAR ACTIVITIES BY MONTH
	Last 30 Days -TEKWave Solutions -All Sites-		Last 90 Days * -TEKWave Solutions *All Sites *
Dispatch Lone Worker		_	
	Routine : 1 Critical: 2	=	November 3
			November 3
	Moderate: 2		
			December 5
	Minor: 1 Maintenance: 3		
	Medical: 1		0 1 2 3 4 5 6 Activity Count
	1		•

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.



✓ Dashboard Dashboard ID Date / Time Type Description Location Status Level Created By Assigned To Confirmed ✓ Packages Morder, Compliance 29 01/22/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/22/201 Rob Club Ho Closed Sev 2 Moore, Pa No 29 01/15/201 HOA Speeding Club Ho Closed Sev 3 Moore, Pa No 29 01/15/201 HOA Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 HOA Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa No 29 11/2			
Field Operations 29 01/22/201 Spee Speeding Commo Closed Sev 1 Moore, Pa No 29 01/22/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/22/201 Rob Club house Club Ho Closed Sev 2 Moore, Pa No 29 01/15/201 HOA Speeding Club Ho Open Sev 3 Moore, Pa No 29 01/15/201 HOA Hit mailbox Back Gate Closed Sev 1 Moore, Pa No 29 01/15/201 HOA Hit mailbox Back Gate Closed Sev 1 Moore, Pa No 29 01/15/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 Rob Clubhouse Commo Open Sev 2 Moore, Pa No 29 11/20/201 Rob Clubhouse Club Ho	Buckhead Village 🛛Filter By		
A incident Management 29 01/22/201 3pec 3pec Club house Club Ho Clubed Sev 1 Modre, Pa No Passdown Logs 29 01/22/201 Rob Club house Club Ho Closed Sev 2 Moore, Pa No 29 01/15/201 HOA Specing Club Ho Open Sev 3 Moore, Pa No 29 01/15/201 HOA Specing Club Ho Open Sev 3 Moore, Pa No 29 01/15/201 HOA Specing Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 HOA Specing Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 Spec Specing Club Ho Closed Sev 1 Moore, Pa No 29 01/15/201 Rob Club house Club Ho Open Sev 2 Moore, Pa No 29 11/20/201 Rob	ID Date / Time Type Description Location Status Level Created By	Assigned To Confirmed	
292901/22/201RobClubhouseClub HoClosedSev 2Moore, PaMoore, PaNo2901/15/201HOASpeedingClub HoOpenSev 3Moore, PaNo2901/15/201HOAHit mailboxBack GateClosedSev 1Moore, PaNo2901/15/201HOASpeedingClub HoClosedSev 1Moore, PaNo2901/15/201SpeeSpeedingClub HoClosedSev 1Moore, PaNo2901/15/201SpeeSpeedingClub HoClosedSev 1Moore, PaNo2901/15/201RobClubhouseCommoOpenSev 2Moore, PaNo2911/29/201RobClubhouseCommoOpenSev 2Moore, PaNo2911/20/201RobClubhouseClub HoOpenSev 2Moore, PaNo2911/05/201RobClubhouseClub HoOpenSev 2Moore, PaNo2011/05/201RobClubhouseClub HoOpenSev 3Moore, PaNo2011/05/201RobClubhouseClub HoOpenSev 3Moore, PaNo2011/05/201RobClubhouseClub HoOpenSev 3Moore, PaNo2011/05/201Rob	29 01/22/201 Spee Speeding Commo Closed Sev 1 Moore, Pa	No	Actio
292901/15/201HOASpeedingClub HoOpenSev 3Moore, PaMoore, PaNoa Smart Tours2901/15/201HOAHit mailboxBack GateClosedSev 1Moore, PaNoNoa Officer Compliance2901/15/201SpeeSpeedingClub HoClosedSev 1Moore, PaMoore, PaNoa Officer Compliance2901/15/201SpeeSpeedingClub HoClosedSev 2Moore, PaNoa Maintenance Assessment2911/29/201RobClub HouseClub HoOpenSev 2Moore, PaNoa Club Club Club Club Club Club Club Club	29 01/22/201 Rob Clubhouse Club Ho Closed Sev 2 Moore, Pa	No	Actio
A Smart Tours2901/15/201HOAHit mailboxBack GateClosedSev 1Moore, PaMoore, PaNoA Officer Compliance2901/15/201SpeedingClub HoClosedSev 1Moore, PaNoV Packages2911/29/201RobClub houseCommoOpenSev 2Moore, PaNo2911/29/201RobClub houseClub HoOpenSev 2Moore, PaNo2911/20/201RobClub houseClub HoOpenSev 2Moore, PaNo2011/05/201RobClub houseClub HoOpenSev 2Moore, PaNo2011/05/201RobClub houseClub HoOpenSev 3Moore, PaNo	29 01/15/201 HOA Speeding Club Ho Open Sev 3 Moore, Pa	No	Actio
Packages 29 11/29/201 Rob Clubhouse Commo Open Sev 2 Moore, Pa No 29 11/29/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No 29 11/20/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No 29 11/20/201 Rob Clubhouse Club Ho Open Sev 3 Moore, Pa No	29 01/15/201 HOA Hit mailbox Back Gate Closed Sev 1 Moore, Pa	No	Actio
29 11/29/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No 29 11/20/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No 29 11/20/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No	29 01/15/201 Spee Speeding Club Ho Closed Sev 1 Moore, Pa	No	Actio
Citations 29 11/20/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa No 29 11/05/201 Rob Clubhouse Club Ho Open Sev 3 Moore, Pa No	29 11/29/201 Rob Clubhouse Commo Open Sev 2 Moore, Pa	No	Actio
Access Control 29 11/05/201 Rob Clubhouse Club Ho Open Sev 3 Moore, Pa No	nt 29 11/20/201 Rob Clubhouse Club Ho Open Sev 2 Moore, Pa	No	Actio
	29 11/05/201 Rob Clubhouse Club Ho Open Sev 3 Moore. Pa	No	Actio
	29 11/03/201 HOA Mailbox hit Back Gate Open Sev 1 Moore, Pa	No	Actio
Key Management 29 11/02/201 HOA Mailbox hit Back Gate Closed Sev 1 Moore, Pa No			Actio
Vendor Search			rictio
Time and Attendance			

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	Incident Managemen	Information Part	ies/People Involved Vehicle(s) Involved Images Videos Documents
	08/08/2018 To:	08/07/	Buckhead Village 🗸
Demo Admin 🗸	Buckhead Village 🖌Fil	er By Short Description: *	
🖨 Dashboard	ID Date / Time Typ	Long Description:	
Field Operations	29 01/22/201 Sp	e	
A Incident Management	29 01/22/201 Ro)	
Passdown LogsDaily Activity Report	29 01/15/201 Ho	A Location *	Select Item v
Smart Tours	29 01/15/201 HC		
a Officer Compliance	29 01/15/201 Sp	Location Cont:	
😻 Packages	29 11/29/201 Ro	Туре *	Select Item V
Maintenance Assessment	29 11/20/201 Ro	Status *	Select Item 🗸
 Citations Access Control 	29 11/05/201 Ro	Level: *	Select Item
Q Host Search	29 11/03/201 HO		
د Key Management	29 11/02/201 HO	A	methyle="background-color: blue;">
Q Vendor Search		Comments:	
O Time and Attendance			
🖪 Reports			
Video	ltems per page: 25 🗸		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.

	08	/08/2018 To:	<u>08/0</u>	7/2020 Date	/ Time	- Descen	ding ~				
Demo Admin ~	Buckhe	ad Village 🖌 🗸	Filter By	/	~						
	ID	Date / Time	Туре	Description	Location	Status	Level	Created By	Assigned To	Confirmed	
Field Operations	29	01/22/201	Spee	Speeding	Commo	Closed	Sev 1	Moore, Pa		No	Action
Incident Management	29	01/22/201	Rob	Clubhouse	Club Ho	Closed	Sev 2	Moore, Pa		No	 Edit History
 Passdown Logs Daily Activity Report 	29	01/15/201	HOA	Speeding	Club Ho	Open	Sev 3	Moore, Pa		No	Detail
Smart Tours	29	01/15/201	HOA	Hit mailbox	Back Gate	Closed	Sev 1	Moore, Pa		No	Actio
	29	01/15/201	Spee	Speeding	Club Ho	Closed	Sev 1	Moore, Pa		No	Actio
	29	11/29/201	Rob	Clubhouse	Commo	Open	Sev 2	Moore, Pa		No	Actio
	29	11/20/201	Rob	Clubhouse	Club Ho	Open	Sev 2	Moore, Pa		No	Actio
	29	11/05/201	Rob	Clubhouse	Club Ho	Open	Sev 3	Moore, Pa		No	Actio
Access Control Host Search	29	11/03/201	HOA	Mailbox hit	Back Gate	Open	Sev 1	Moore, Pa		No	Actio
Key Management	29	11/02/201	HOA	Mailbox hit	Back Gate	Closed	Sev 1	Moore, Pa		No	Actio
	2	11/02/2011	110/1	Mulloox mull	back bace	closed	5000	Moore, ra		110	Action
									e Page		

Passdown Logs

Passdown 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 Passdown 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.

ΤεκControl	Passdown Logs			T +	
			Descending ~		
	Buckhead Village V Mair	Created By	Notes	Read	
Field Operations					
Incident Management	11/13/2019 12:15	User, Demo	Check post orders	No	Action
Passdown Logs	08/13/2019 13:08	User, Demo	Too many no calls.	No	Action
	04/20/2018 14:22	Admin, Buckhead	Passdown log for Friday	No	Action
	03/07/2018 18:14	Admin, Buckhead	No comments to passdown	Yes	Action
	01/30/2018 11:29	Officer, Demo	TZARNA leaving post	Yes	Action
	05/16/2017 15:15	Admin, Buckhead	Passdown Notes.	Yes	Action
	05/02/2017 13:11	Admin, Buckhead	No updates	Yes	Action
	03/20/2017 15:14	Zarna, Tommy	New shift No notes	Yes	Action
Access Control	03/10/2017 09:32	Zarna, Tommy	Passdown log	Yes	Action
Key Management	03/07/2017 15:10	Zarna, Tommy	Add notes	Yes	
					Action
	03/01/2017 10:05	Zarna, Tommy	Check back gate - not worki	Yes	Action
	01/13/2017 15:57	Admin, Demo	Watch for red Honda Civic	Yes	Action

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	Passdown Logs		
	108/09/2016 To: 108/07	/2020 Date Created V Descendir	Site: * Buckhead Village ~
	08/09/2010 10. 08/07		Post:* Main Gate ~
Demo Admin 🗸	Buckhead Village 🐱 Main Gate	✓ Active ✓	Notes * B I U x ₂ x ² 로 호 등 프 프 — 블
🖨 Dashboard	Date Created	Created By	🏣 🖬 🗞 🗯 🖉
Field Operations	11/13/2019 12:15	User, Demo	Background V Foreground V Font V Size V
Incident Management	08/13/2019 13:08	User, Demo	
Passdown Logs	04/20/2018 14:22	Admin, Buckhead	
Daily Activity Report	03/07/2018 18:14		
Smart Tours	03/07/2018 18:14	Admin, Buckhead	
Officer Compliance	01/30/2018 11:29	Officer, Demo	
Packages	05/16/2017 15:15	Admin, Buckhead	
Maintenance Assessment	05/02/2017 13:11	Admin, Buckhead	
4 Citations	00/00/00174544		
🔦 Access Control	03/20/2017 15:14	Zarna, Tommy	
Q Host Search	03/10/2017 09:32	Zarna, Tommy	
🔩 Key Management	03/07/2017 15:10	Zarna, Tommy	Active?
Q Vendor Search	03/01/2017 10:05	Zarna, Tommy	
O Time and Attendance	01/13/2017 15:57	Admin, Demo	Save
🖪 Reports	GTT 5/2017 15.57	Aurini, Derrio	
🛤 Video			Cancel
Documents	Items per page: 25 V		



Passdown 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 Passdown Log message.
- Show who read allows you to see everyone who has marked the Passdown 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.

TEKCONTROL	Passdown Logs			T	+ 🤤 루
	■ 08/09/2016 To: ● 08/07	/2020 Date Created V Descer	nding 🗸		
Demo Admin ~	Buckhead Village 🔹 Main Gate	e 🗸 Active 🗸			
	Date Created	Created By	Notes	Read	
Field Operations	11/13/2019 12:15	User, Demo	Check post orders	No	Actions
	08/13/2019 13:08	User, Demo	Too many no calls.	No	Edit Edit Uiew Entry
 Passdown Logs Daily Activity Report 	04/20/2018 14:22	Admin, Buckhead	Passdown log for Friday	No	Show who read
Smart Tours	03/07/2018 18:14	Admin, Buckhead	No comments to passdown	Yes	✓ Mark as read
	01/30/2018 11:29	Officer, Demo	TZARNA leaving post	Yes	Action
	05/16/2017 15:15	Admin, Buckhead	Passdown Notes.	Yes	Action
	05/02/2017 13:11	Admin, Buckhead	No updates	Yes	Action
 Citations Access Control 	03/20/2017 15:14	Zarna, Tommy	New shift No notes	Yes	Action
A Host Search	03/10/2017 09:32	Zarna, Tommy	Passdown log	Yes	Action
🔧 Key Management	03/07/2017 15:10	Zarna, Tommy	Add notes	Yes	Action
Q Vendor Search	03/01/2017 10:05	Zarna, Tommy	Check back gate - not worki	Yes	Action
	01/13/2017 15:57	Admin, Demo	Watch for red Honda Civic	Yes	
🔁 Reports		Aumili, Dellio		162	Actions
Video	ltems per page: 25 🗸		H	A Page:	1 × /1 >>>>
	*			a a a a a a a a a a a a a a a a a a a	

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.

T EK C ONTROL	Daily Report		T + + Activity	
	105/07/2014 To: 108/07/202	20 Start Date/Time Descending		
Demo Admin ~	- TEKWave Headq 🖌 Office	 ✓Activity Type ✓Filter By ✓ 		
	Start Date/Time	End Date/Time	Created By	
Field Operations	08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	Action
	06/24/2020 16:09		Oosthuizen, Wessel	Action
Passdown Logs	03/06/2020 14:31	03/06/2020 15:32	Strickland, Stephen	Action
 Daily Activity Report Smart Tours 	02/10/2020 14:01		Officer, ZL	Action
	02/08/2020 13:03	02/08/2020 13:26	Officer, ZL	Action
🗢	11/15/2019 10:02	11/15/2019 23:00	Admin, Demo	
	05/07/2019 23:48	11/15/2019 25:00		Action
			Oosthuizen, Wessel	Action
	02/18/2019 12:34	02/21/2019 00:00	Oosthuizen, Wessel	Action
	02/17/2019 08:00	02/17/2019 12:45	Underwood, Bill	Action
	02/10/2019 15:12	02/11/2019 19:00	Oosthuizen, Wessel	Action
Vendor Search Time and Attendance	02/09/2019 22:18		officer, zl	Action
	02/08/2019 19:19		officer, zl	Action

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 *.

TEKCONTROL	Daily Report				
	105/07/2014 To: 108/07/2020	Start Date/Time	Site: *	- TEKWave Headquarters	~
			Post: *	Office	~
Demo Admin 🗸	- TEKWave Headq 🐱 Office	Activity Type 🗸	F Start Date/Time *	₩ 08/07/2020 14:55	
希 Dashboard	Start Date/Time	End Date/Time	End Date/Time		
Field Operations	08/03/2020 08:57	08/03/2020 22:57	End Date/Time		
▲ Incident Management	06/24/2020 16:09		Keys Received:	No	~
Passdown Logs	03/06/2020 14:31	03/06/2020 15:32	List of Keys		
Daily Activity Report		05/00/2020 15:52	Received:		
Smart Tours	02/10/2020 14:01				
Officer Compliance	02/08/2020 13:03	02/08/2020 13:26			
Packages	11/15/2019 10:02	11/15/2019 23:00	Equipment Received:	No	~
Maintenance Assessment	05/07/2019 23:48		List of Equipment		
 Citations Access Control 	02/18/2019 12:34	02/21/2019 00:00	Received:		
Q Host Search	02/17/2019 08:00	02/17/2019 12:45			
🔍 Noscocuren	02/10/2019 15:12	02/11/2019 19:00	Turnover Information		
Q Vendor Search		02/11/2019 19.00	Received:	No	~
 Time and Attendance 	02/09/2019 22:18		List of Turnover		
🗈 Reports	02/08/2019 19:19		Information Received:		
🖻 Video					
🖹 Documents	ltems per page: 25 🗸				
· · · · · · · · · · · · · · · · · · ·					

August 7, 2020



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 *.

Te	KCONTROL	Daily Report		Information In	nages
		105/07/2014 To: 108/07/2020	Start Date/Time 🗸 Descen	Site: *	- TEKWave Headquarters
	Demo Admin ~	- TEKWave Headq 🔹 Office 🔍	Activity Type 🗸	Post: *	Office ~
希 Da	ashboard	Start Date/Time	End Date/Time	Time of Activity: *	∰ 08/07/2020 14:55
🎟 Fie	eld Operations	08/03/2020 08:57	08/03/2020 22:57	-	
	Incident Management	06/24/2020 16:09		Activity Type:	Select Item 🗸
C		03/06/2020 14:31	03/06/2020 15:32	Comments: *	
•	Daily Activity Report Smart Tours	02/10/2020 14:01			
â	Smart rours	02/08/2020 13:03	02/08/2020 13:26		
Ų	₱ Packages	11/15/2019 10:02	11/15/2019 23:00		
	Maintenance Assessment	05/07/2019 23:48	11/15/2019 25:00	-	
4	Citations		02/21/2010 00:00		
a Ac	cess Control	02/18/2019 12:34	02/21/2019 00:00		
Q Ho	ost Search	02/17/2019 08:00	02/17/2019 12:45		Save
≪ Ke	ey Management	02/10/2019 15:12	02/11/2019 19:00		
	ndor Search	02/09/2019 22:18			Cancel
	me and Attendance	02/08/2019 19:19			
Re Re	ports	02/06/2019 19:19			
I Vid	deo				
🖹 Do	ocuments	Items per page: 25 V			

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.

	*			
EKCONTROL	Daily Report		T++ Activity	2
	Image: 05/07/2014 To: Image: 08/07/2020	D Start Date/Time V Descending V		
Demo Admin ~	- TEKWave Headq 🗸 Office	✓Activity Type ✓Filter By ✓		
Dashboard	Start Date/Time	End Date/Time	Created By	
Field Operations	08/03/2020 08:57	08/03/2020 22:57	Admin, Demo	✓ Edit
Incident Management	06/24/2020 16:09		Oosthuizen, Wessel	Activities
Passdown Logs	03/06/2020 14:31	03/06/2020 15:32	Strickland, Stephen	🖪 Detail
Daily Activity Report	02/10/2020 14:01		Officer, ZL	Action
 Smart Tours Officer Compliance 	02/08/2020 13:03	02/08/2020 13:26	Officer, ZL	
 Oncer compliance Packages 				Action
Maintenance Assessment	11/15/2019 10:02	11/15/2019 23:00	Admin, Demo	Action
 Citations 	05/07/2019 23:48		Oosthuizen, Wessel	Action
Access Control	02/18/2019 12:34	02/21/2019 00:00	Oosthuizen, Wessel	Action
Host Search	02/17/2019 08:00	02/17/2019 12:45	Underwood, Bill	Action
Key Management	02/10/2019 15:12	02/11/2019 19:00	Oosthuizen, Wessel	Action
Vendor Search	02/09/2019 22:18		officer, zl	Action
Time and Attendance	OLIOSILOIS LLIIO		oncerter	Action

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 ~	→ -Visitor Evacuation ② Schedule Report		A
⊞		🛆 Residential Host Export 🧿 Schedule Report		
٩		∠ Visitor Disclaimer ⊘ Schedule Report		
	Reports Documents Watchlist (BOLO)	Schedule Report		
¢°		Visitor Entry/Exit O Schedule Report		
		Visitor Entry/Exit 24 Hours O Schedule Report Visitor Entry/Exit Report for last 24 hours.		
		☑ Visitor Export ^O Schedule Report		
		Visitor Frequency O Schedule Report		•

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 ~	-Visitor Evacuation O Schedule Report	Scheduled Items:	Add New Item		
Dashboard Field Operations	Residential Host Export O Schedule Report	Description * Schedule Specification:	* Select Schedule		
 Access Control Host Search Time and Attendance 	Visitor Disclaimer O Schedule Report	Time Zone: *	America/New_York 🗸		
	Visitor Duration O Schedule Report	- Recipient Email(s): *			
Administration	Visitor Entry/Exit O Schedule Report	- Format:	PDF •		
	Visitor Entry/Exit 24 Hours O Schedule Report	-	ALUVE!		
	Visitor Entry/Exit Report for last 24 hours.	Report Parameters			
	Visitor Frequency O Schedule Report	From Date : * 🛗			



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.

ΤεκϹα	DNTROL Site Administration	ACME
Matthe	General Site Settings	
希 Dashboard	Create a new site or edit an existing site.	
 Field Operation Access Control Host Search 	A Manage Announcements/Alerts	
 O Time and Atte 	Manage announcements and alerts.	
Reports	🗅 Manage Documents 🖸 Manage Document Types 🗅 Manage Document Folders	
Documents	Manage documents, document types, and document folders.	
Watchlist (BOAdministratio	the second	
📥 General	Administration Manage hosts and all host settings.	
📽 User Ad	ninistration Visitor Management Settings Manage visitor types, visitor status and visitor destinations.	
	Access Control Settings	
	System / Controller(s) Interface(s) Schedule(s) Reader(s) Reader Group(s) Access Group Access Group Access Control settings, including door controllers, readers, schedules and credentials.	oup(s) 🗣 Access Credential(s) 🤹 Configuration Status

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.

Γεκ C οntrol	User Admir	histrat	tion				+	c
	ACME	~	Lobby	~	Roles •	Filter By		
Matthew Hancock ~	First Name		Last Name	User	Name	Email	Last Login Date/Time	
	TEKWave		Admin	adn	nin	admin@dummyemail123.com	05/08/2019 16:40	Action
	Kiosk		Demo	kios	kiosk		06/05/2018 15:45	Action
	Matthew		Hancock	acm	ie		05/08/2019 19:28	Action
	Shawn		Jolley	sha	wndemo		04/16/2019 18:03	Action
	Tommy		Zarna	tom	imyzarna	tommy@tekwavesolutions.com	12/20/2018 13:21	Action
Administration								
🐸 User Administration								
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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.

T EK C ONTROL	User Administr	ation		General Roles Sites / Posts Modules		
	ACME	Lobby	✓Roles	First Name:*		
Matthew Hancock v	First Name	Last Name	User Name	Last Name: *		
希 Dashboard	TEKWave	Admin	admin	User Name: *		
Field Operations	Kiosk	Demo	kiosk	User Name. *		
🔦 Access Control	Matthew	Hancock	acme	Password:*		
Q Host Search	Shawn	Jolley	shawndemo	Confirm Password: *		
O Time and Attendance	Tommy	Zarna	tommyzarna	- Free-Ib		
Reports				Email:		
Watchlist (BOLO)				Phone:		
4 Administration				ID Number:		
🛔 General Administration						
🐸 User Administration				Call-In Pin Code:		
Devices						
			Save			
				Cancel		
	14 25					
	Items per page: 25	T				



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.

TEKCONTROL	User Admini	stration		General Roles Sites / Posts Modules		
	ACME	► Lobby	✓Roles	Roles: Client Sales Representative		
Matthew Hancock ~	First Name	Last Name	User Name	End User		
😤 Dashboard	TEKWave	Admin	admin	Monitoring User		
Field Operations	Kiosk	Demo	kiosk	Field Service		
🔦 Access Control	Matthew	Hancock	acme	Janitorial User		
Q Host Search	Shawn	Jolley	shawndemo	Rover Dispatch User		
 Time and Attendance 	Tommy	Zarna	tommyzarna	Custom Forms Administrator		
 Reports Documents 				Site Supervisor		
Watchlist (BOLO)				Users Administrator Limited Site Administrator		
dministration				Site Administrator		
General Administration						
🐸 User Administration						
Devices				Save		
				Cancel		
				Cancer		
	Items per page: 2	25 •				

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.

