



TEKControl VISITOR MANAGEMENT

RESIDENT SYSTEM

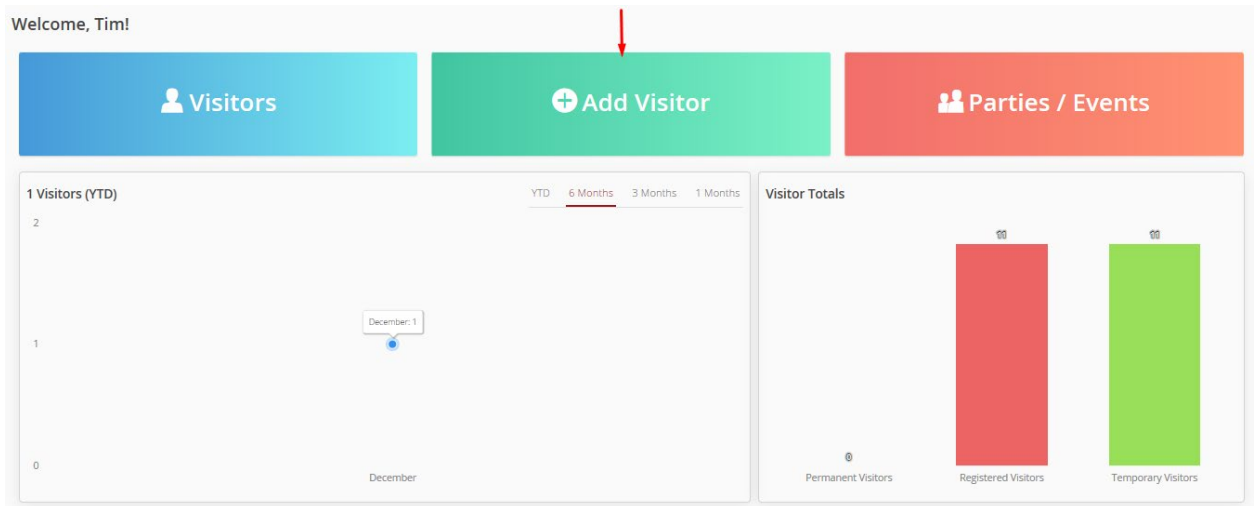
DESKTOP GUIDE FOR RESIDENTS

(POWERED BY TEKWAVE SOLUTIONS)

VERSION 1.0

FEBRUARY 14, 2020

1. Need to add a visitor to your registration list? Just click on the “Add Visitor” Button:

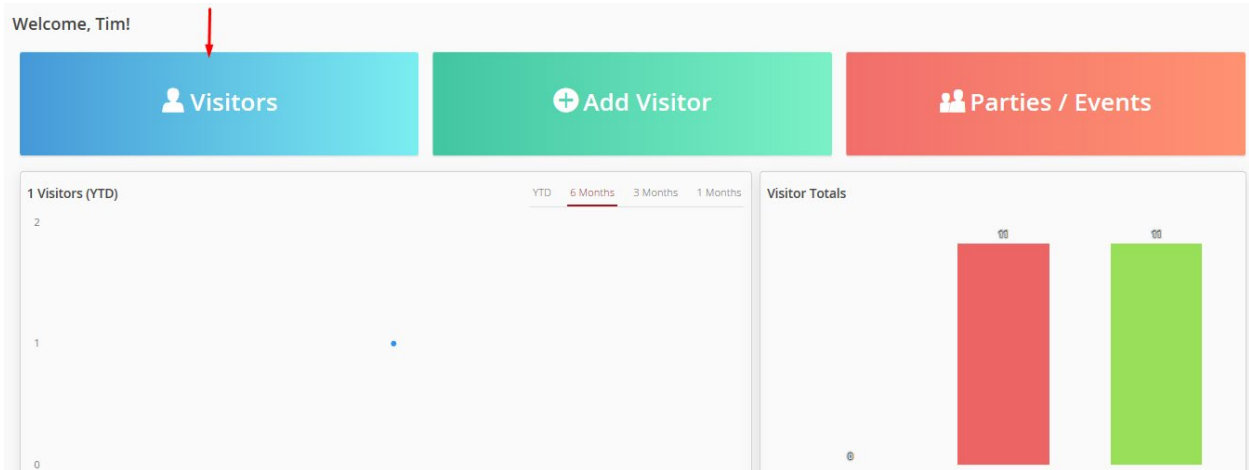


Next you will be presented with the Visitor Information form, just fill out the Name, where they are going and the dates! Lastly, don't forget you can send them an “E-Pass” directly to their phone!

Not all communities allow the ePass feature. If you do not see this, it is not activated in your community

The screenshot shows a form for adding a visitor. The form is divided into two columns. The left column contains fields for: "First Name *", "Company", "Additional Destination", "Host Property" (a dropdown menu with "--Select Property"), "Expiration Date" (a date picker showing "12/11/18 03:22 PM"), and "Contact Phone". The right column contains fields for: "Last Name *", "Destination *" (a dropdown menu with "Host Address"), "Type *" (a dropdown menu with "One-Day Visitor"), "Schedule Date *" (a date picker showing "12/10/18 03:22 PM"), "Contact Email", and "Notes". At the bottom of the form are three buttons: "Save" (red), "Save and Send E-Pass" (grey), and "Cancel" (white). A red arrow points to the "Save and Send E-Pass" button.

2. Want to view your currently registered Visitor list? Click on the “Visitors”

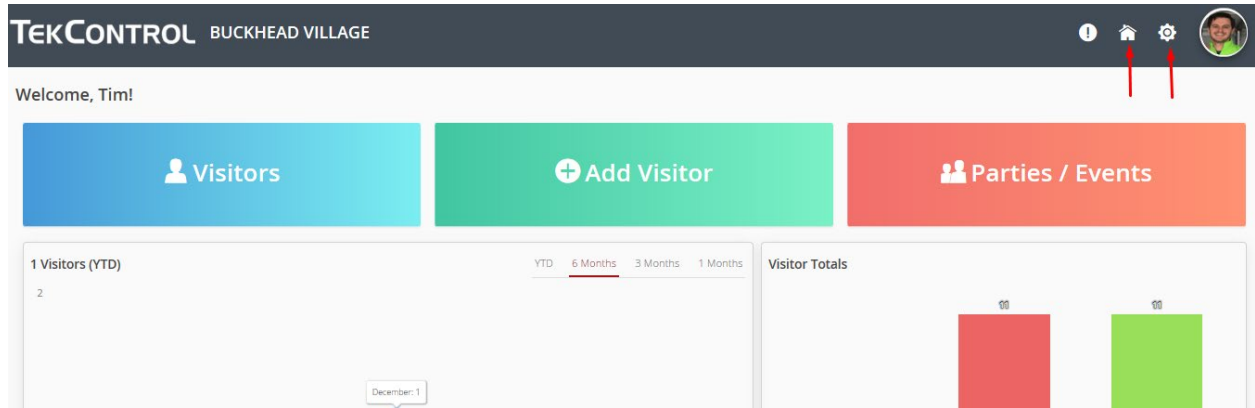


Once clicked, this will present your Visitor list in which you can search for any specific visitor. You can easily see their expiration date, or you can go back in to edit/delete anything related to that visitor.

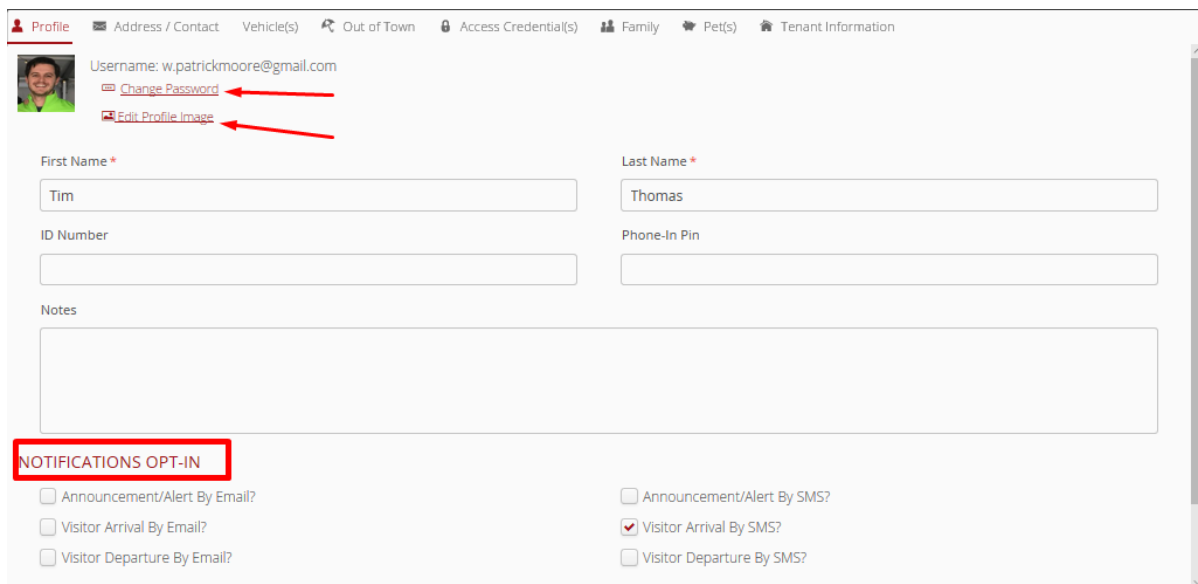
The screenshot shows a table of visitors with a search bar at the top. A red box highlights the search bar, and a red arrow points to the 'Expiration' date of the first visitor. A dropdown menu is open on the right side of the table, showing options: Edit, Delete, Deny Visitor, and History.

Search		+ Add New				
Thu 13 15:14	Smith, Jake	One-Day Visitor	Admitted	Expiration: 12/15/2018 15:14	...	
Today 09:27	Jones, Julio	One-Day Visitor	Scheduled	Expiration: 12/11/2018 09:27	...	
7 Dec 15:55	Control, Pest [Pest Control]	One-Day Visitor	Admitted	Admitted: 12/09/2018 15:16	Expiration: 12/08/2018 15:55	...
7 Dec 15:55	Moore, Roger	One-Day Visitor	Admitted	Expiration: 12/08/2018 15:55	...	
23 Nov 13:44	Woods, Tiger	One-Day Visitor	Scheduled	Expiration: 11/30/2018 00:00	...	
20 Nov 14:10	Johnson, Tim	One-Day Visitor	Scheduled	Expiration: 11/21/2018 14:10	...	
20 Nov 13:45	Jones, Oscar [Pest Control]	One-Day Visitor	Scheduled	Expiration: 11/21/2018 13:45	...	
20 Nov 13:45	Jones, Jim	One-Day Visitor	Admitted	Expiration: 11/20/2018 13:45	...	
20 Nov 13:45	Jones, Martha	One-Day Visitor	Admitted	Expiration: 11/20/2018 13:45	...	

3. Want to just go back to your home page? Or update your profile settings? Click on the *House icon to go home or the Gear icon to go to your profile!*



Once we click the Gear icon, this will allow us to update our **profile settings** which may be changing password, updating our email, adding out of town dates, adding pet information, adding vehicle information and much more! The below screenshot will take me to my first step in the profile. I can change my password or even upload my image under “Edit Profile Image.” If I have any specific notes/requirements I want the guard to see when allowing people through the gate for my house, I can add them under the “Notes” field. Lastly, if you haven’t already, feel free to “Opt-in” to receive Visitor Arrival notifications by SMS/Text and/or by email so you can be alerted when someone is at the gate for you.



4. More Profile Update: Add out of Town Entries. Just select “Out of town” and click your start and end date, and feel free to add a description so the Officer can look if need be! Once done, click save.

The screenshot shows a profile update interface with a navigation bar at the top containing: Profile, Address / Contact, Vehicle(s), **Out of Town** (highlighted with a red arrow), Access Credential(s), Family, Pet(s), and Tenant Information. Below the navigation bar is a 'Current Items' section with a dropdown menu showing '12/07/2018 - 01/05/2019'. Underneath are 'Start' and 'End' date fields with calendar icons; 'Start' is set to '12/7/18' and 'End' is set to '1/5/19'. A 'Description' text area contains the text: 'I'm out of town for the Holidays, please do not allow any visitors!'. At the bottom are two buttons: 'Save Vacation' (red) and 'Cancel' (white).

Add household Vehicle information to your profile. Just click on “Vehicle” and it will default you to add a new vehicle. Type as much information as you have for the vehicle. Once done, click save!

Not all communities allow the vehicle edit. If you do not see this, it is not activated in your community

The screenshot shows a profile update interface with a navigation bar at the top containing: Profile, Address / Contact, **Vehicle(s)** (highlighted with a red arrow), Out of Town, Access Credential(s), Family, Pet(s), and Tenant Information. Below the navigation bar is a 'Current Vehicles' section with a dropdown menu showing '--Add New Vehicle--' (highlighted with a red arrow). Underneath are several input fields: 'Make *' (Nissan), 'Model' (Pathfinder), 'Color' (Black), 'Year' (2004), 'Decal' (empty), and 'Registration' (empty). At the bottom are two buttons: 'Save Vehicle' (red) and 'Cancel' (white).

Add family members to your profile: Go ahead and add your wife/husband or children to your profile! Just click on “Family” and it will default you to Add a New Family. You can now enter their name & relationship along with any other important information to know. Once done, click save!

Profile Address / Contact Vehicle(s) Out of Town Access Credential(s) **Family** Pet(s) Tenant Information

Current Family Members
--Add New Family--

Enable user login?
[Edit Profile Image](#)

First Name *
Debbie

Last Name *
Moore

Relationship *
Family Member

Gender
Female

Email
debbiemore@gmail.com

Date of Birth
10/5/16

Primary Phone
4044511050 Notify? ?

Secondary Phone
 Notify? ?

Notes
My sister

Add Pet information to your profile: Make sure to get your pet information added in case there is ever a lost dog/cat! To do so, click on the “Pet(s)” icon. You can now add their picture by clicking on Edit Profile Image. Add their name, specie and any other relevant information. Once done, click save!

Profile Address / Contact Vehicle(s) Out of Town Access Credential(s) Family **Pet(s)** Tenant Information

Current Pets
--Add New Pet--

[Edit Profile Image](#)

Name *

Specie *

Age

Breed

Color

Vet Name

Vet Number

Tag