



TEKCONTROL VISITOR MANAGEMENT

RESIDENT SYSTEM

MOBILE GUIDE FOR RESIDENTS

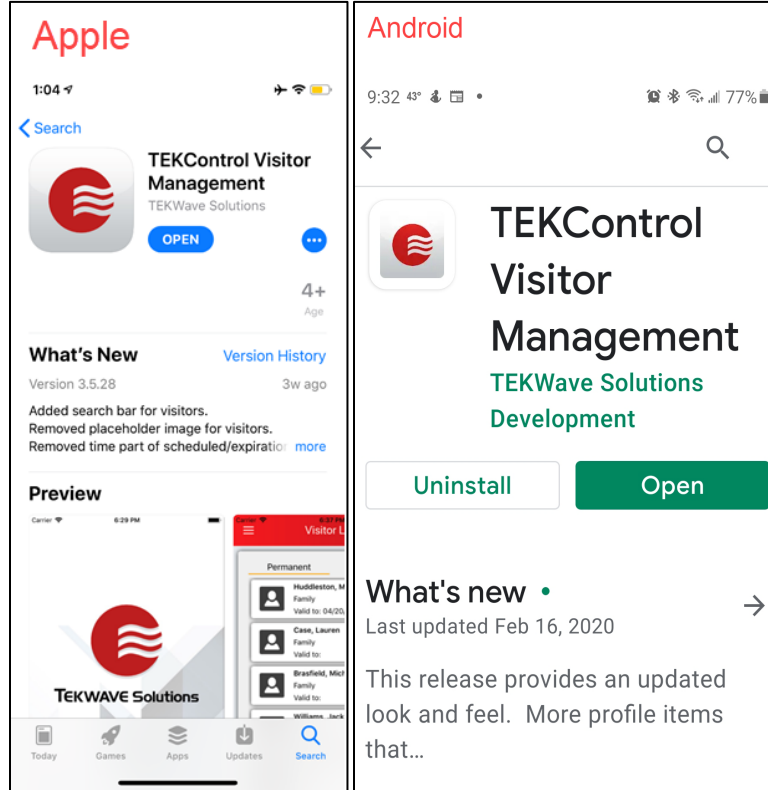
(POWERED BY TEKWAVE SOLUTIONS)

VERSION 4.2.4

FEBRUARY 16, 2020

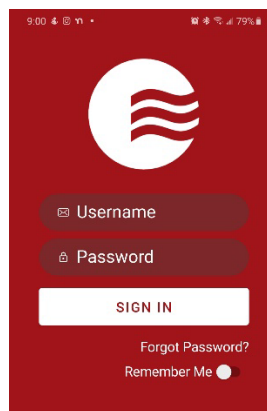
Download Application

1. Open Apple App store or Google Play
2. Search “TEKControl Visitor Management”
3. Tap Install

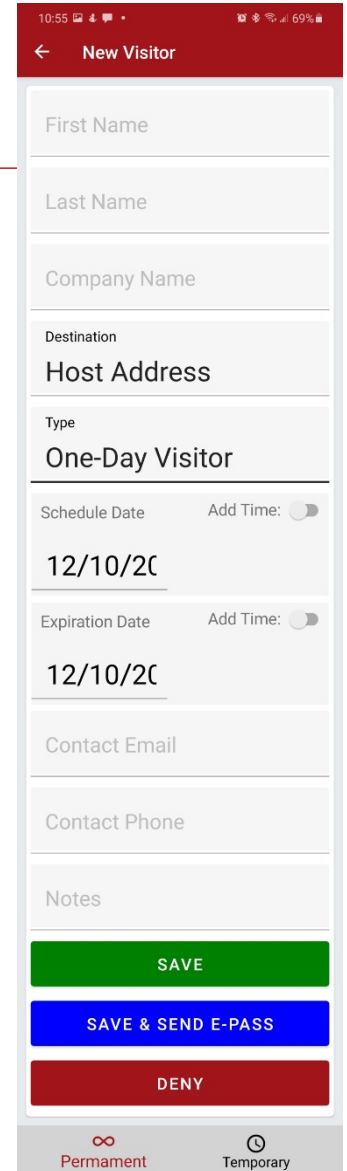
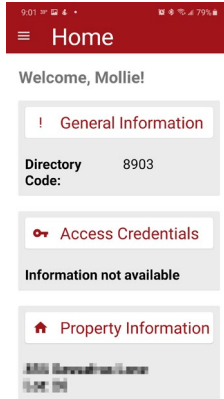


Login Screen

1. Open the application
2. Enter in your username and password
3. Tap 'Remember Me' so you don't have to reenter your credentials every time
4. Tap Sign In



5. The default landing page is your profile overview

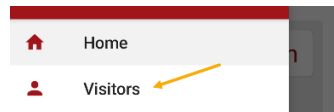


Add Visitor

1. Tap Hamburger Bar at top left



2. Tap Visitors



3. Tap + at bottom right



4. Enter Visitor Information

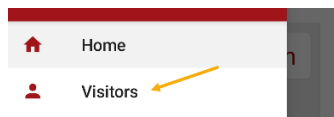
- a. First Name
- b. Last Name
- c. Company Name (if applicable)
- d. Select Destination from drop-down
- e. Select Type from drop-down
- f. Enter Date
- g. Enter Contact Email
- h. Enter Contact Phone
- i. Enter any notes
- j. Click Save or Save & Send E-Pass
 - i. If you send E-Pass the visitor will receive a text QR code to their cell number
 - ii. **Not all communities allow the ePass feature. If you do not see this, it is not activated in your community***

Edit Visitor

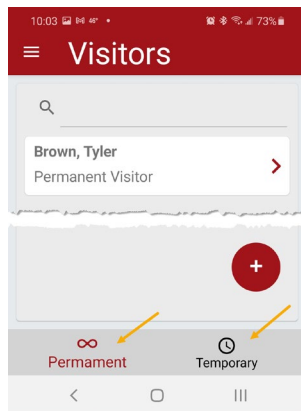
1. Tap Hamburger Bar at top left



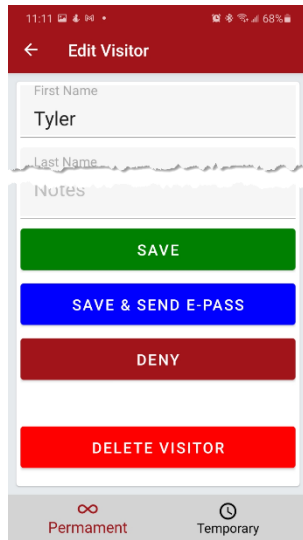
2. Tap Visitors



3. Tap Permanent or Temporary based on Visitor you need to Edit



4. Tap Visitor Name
5. Edit as needed
6. Tap Save

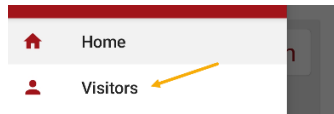


Delete Visitor

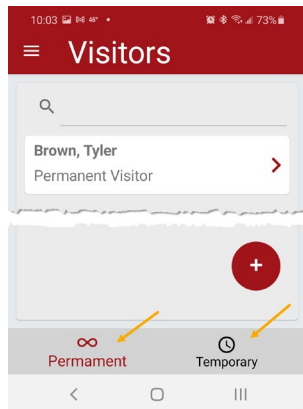
1. Tap Hamburger Bar at top left



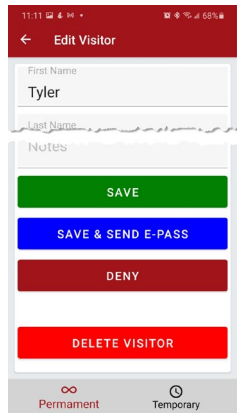
2. Tap Visitors



3. Tap Permanent or Temporary based on Visitor you need to Delete



4. Tap Visitor Name you need to Delete
5. Tap Delete at bottom

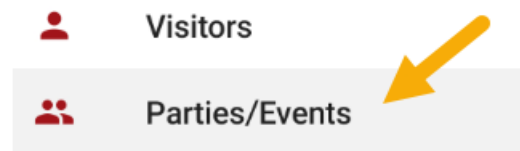


Create a Party

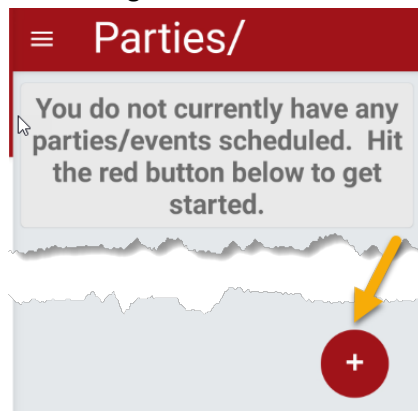
1. Tap Hamburger Bar at top left



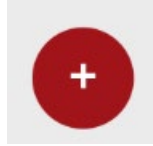
2. Tap Parties/Events



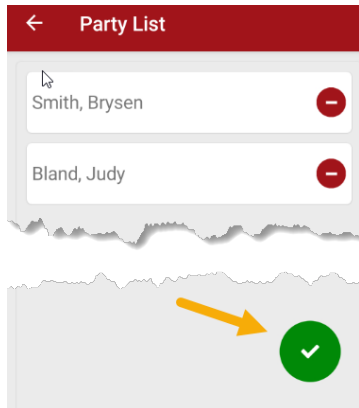
3. Tap + at bottom right



4. Enter Party Name
5. Enter Description
6. Set Start and End Date and Time
7. Tap Green + Sign
8. Click Red + Sign

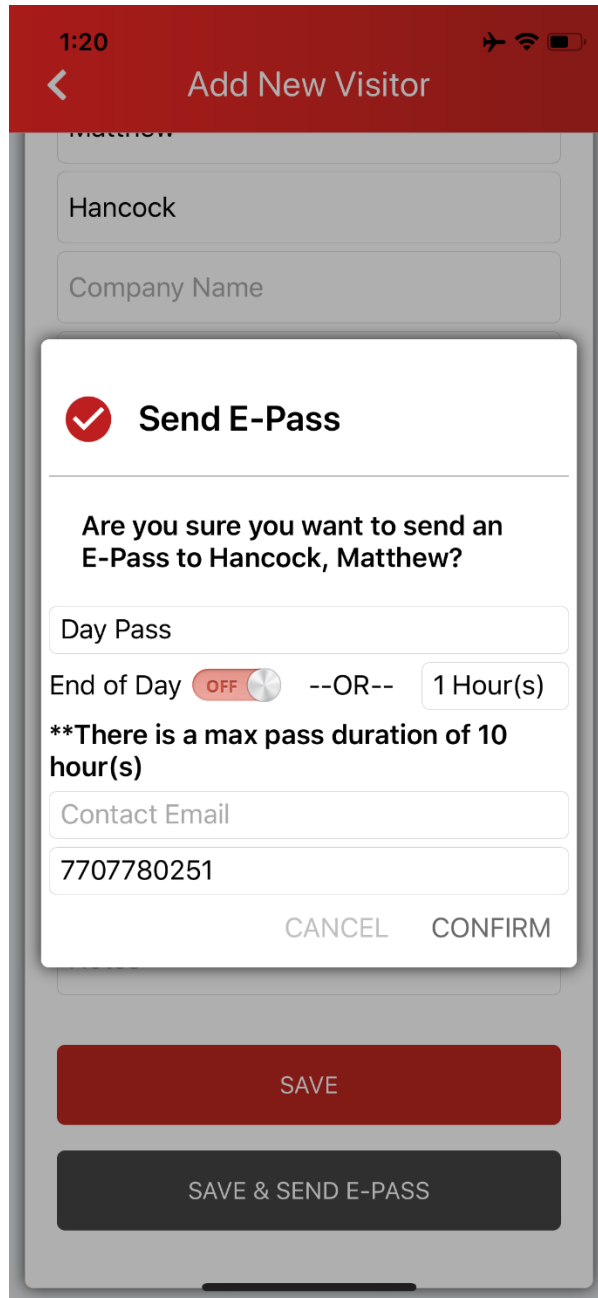


9. Select Existing Visitor from drop-down or
 - a. Enter New Visitor Information
 - i. First Name
 - ii. Last Name
 - iii. Contact Phone
 - iv. Contact Email
10. Tap Add
11. Continue Adding All Visitors
12. Tap Green Check when all visitors added
13. Tap Save or Save & Send E-Pass
 - a. If you send E-Pass the visitor will receive an e-pass to their cell number



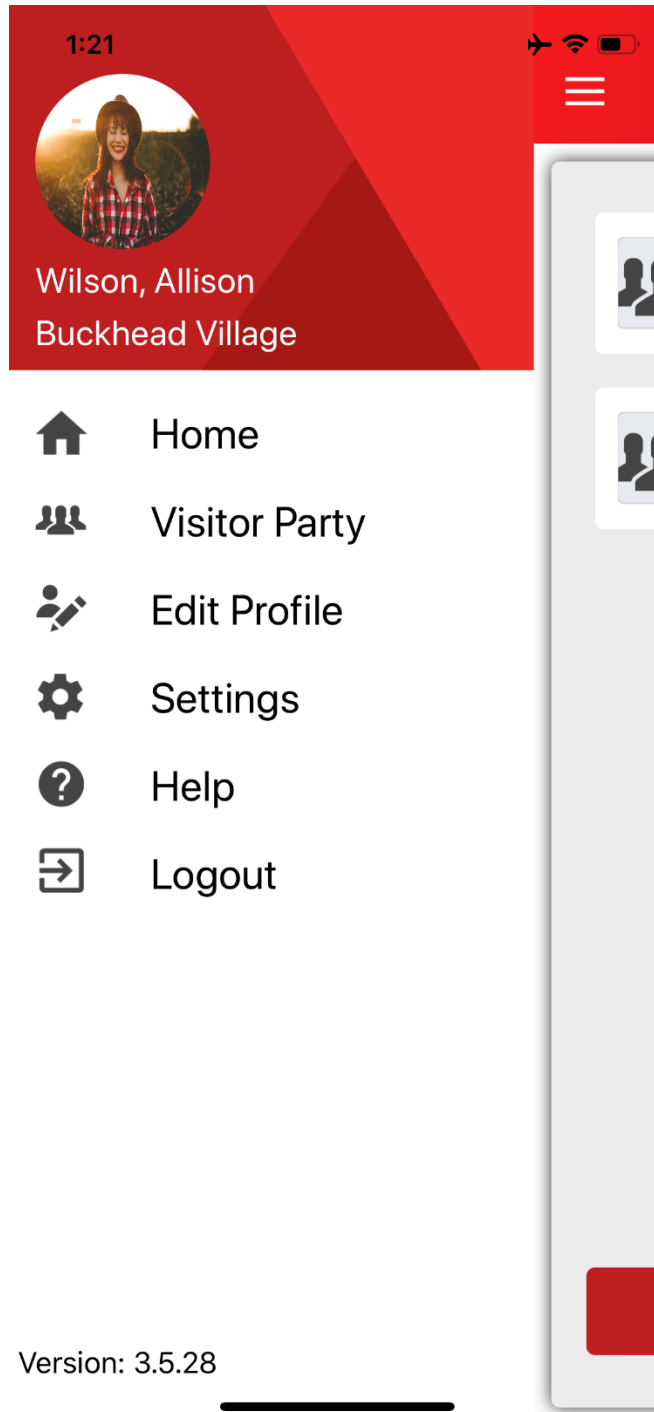
- 14.
- 15.
- 16.

17. To finish a visitor record for pre-registration or editing a current visitor, simply select 'Save'. If sending e-passes is set up, you will also see a selection that says, 'Save & Send E-Pass'. When you select 'Save & Send E-Pass', you will be prompted to choose an expiration and enter an email or phone number that the pass will be sent to.



Navigation Tray

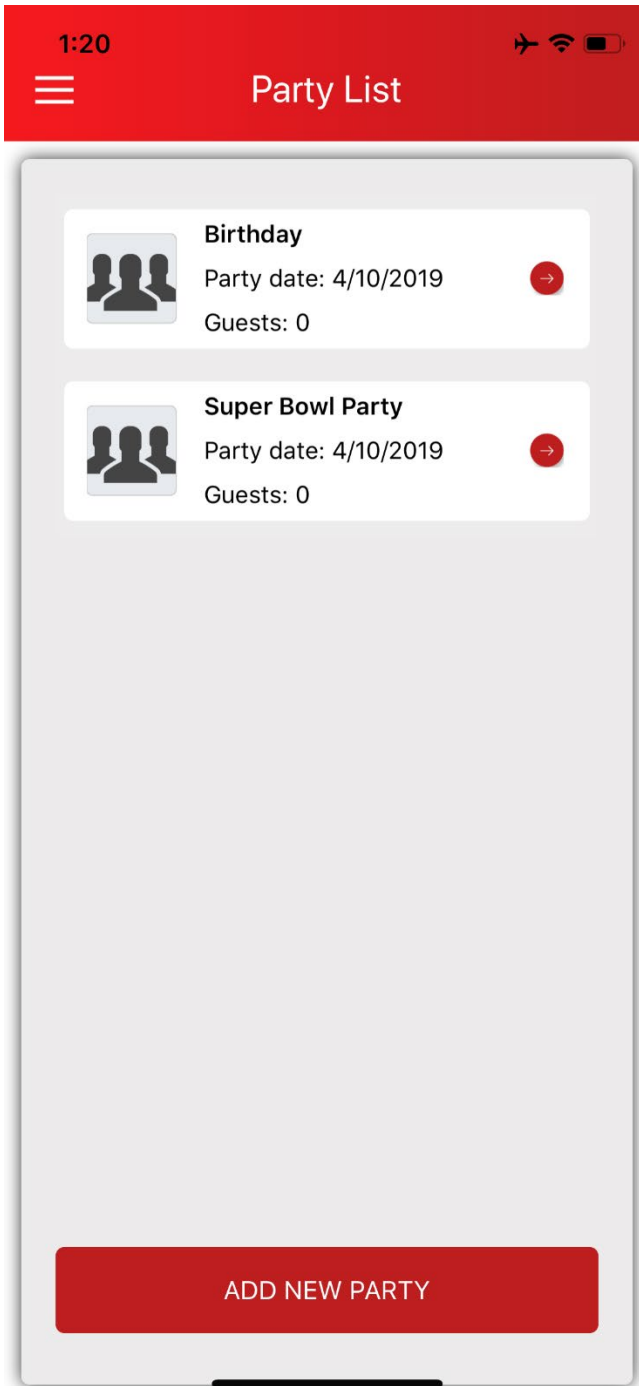
18. Select the button in the top left to pop out the navigation tray from the left side. Here you can navigate to several other areas that will be discussed below.



Version: 3.5.28

Visitor Parties

19. When you select Visitor Parties from the Navigation Tray, it takes you to your current Parties list.



Similar to the Visitors screen, you can either edit an existing party by selecting the red arrow at the right side of the Party entry or you can add a new party by selecting 'Add New Party' at the bottom. Once selected, you will have the ability to enter a party name, general description, start

date/time (which will be the visitor schedule date), end date/time (which will be the visitor expiration date) and add attendees (which will turn into visitors).

1:21

Party Details

Party Name

Description

Start Date Add Time: ON

4/10/2019 1:21 PM

End Date Add Time: ON

4/10/2019 1:21 PM

Add/Edit Attendees +

SAVE

Edit Profile

20. Back in the Navigation Tray, you can also select Edit Profile. Here you can edit or add basic profile information including email, phone number, etc.

1:21

☰ Edit Profile

1234 [Lot: 8009] Lyons, Pueblo,
CO 10001

awilson@snapchat.comx

Directory Code: 43007

[Change Password](#)

Allison

Wilson

awilson@snapchat.comx

6782000136 Notify: ON

7705556325 Notify: OFF

1875 East Glen Street

Atlanta

GA

30303

Settings

21. Finally, you can change your notification settings by selecting Settings from the Navigation Tray. Here you can toggle Announcement/Alert notifications (which are general blasts from community management), Visitor Arrival notifications, and Visitor Departure Notifications.

