



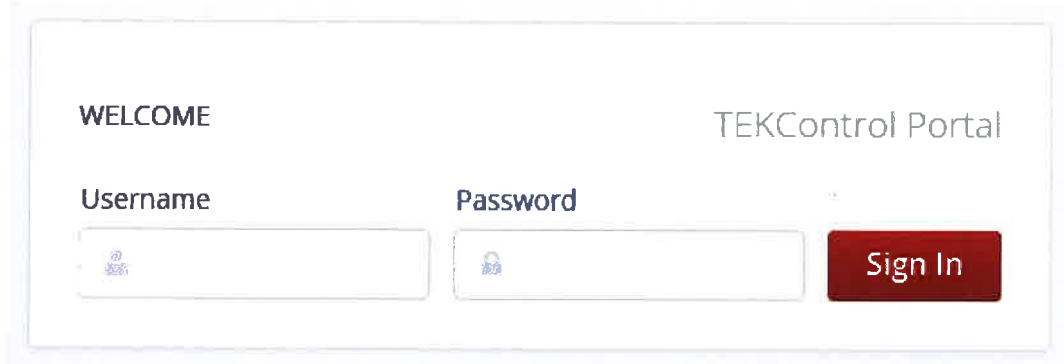
# **SECURITAS VISITOR MANAGEMENT COMMUNITY SYSTEM – RESIDENT GUIDE**

*(POWERED BY TEKWAVE SOLUTIONS)*

VERSION 1.0  
APRIL 10, 2017

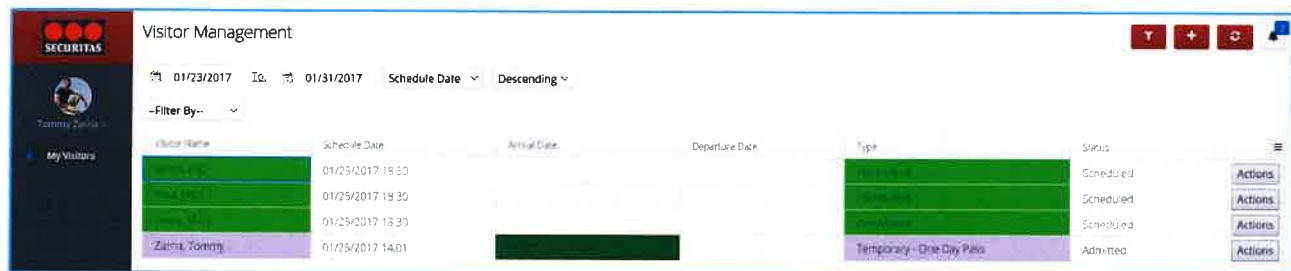
## Portal Login

- To login, go to the designated URL given to you by your Community Administrator.
- Enter your username and password in the designated fields.
- Select 'Sign In'.



## Visitor Management – Guest List

- Once logged in, you will be taken your guest list.
- Here you can view, edit, or add guests to your guest list. Additionally, you may view the history for each guest contained in your guest list.
- The 'Add New', 'Refresh', and 'Notifications' options are available in the top right of the screen.
- You may also access the Navigation Pane on the left-hand side of the screen.



Visitor Name	Schedule Date	Arrival Date	Departure Date	Type	Status
[Redacted]	01/25/2017 18:30			Temporary - One Day Pets	Scheduled
[Redacted]	01/25/2017 18:30			Temporary - One Day Pets	Scheduled
[Redacted]	01/25/2017 16:30			Temporary - One Day Pets	Scheduled
Zaina, Tommy	01/25/2017 14:01			Temporary - One Day Pets	Admitted

## Navigation Pane

- The Navigation Pane is how you will move throughout the site to access other 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.



## My Visitors

- When 'My Visitors' (default view) is selected, you are taken to the Guest List 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 the filters is the grid view of records, which displays each row as a visitor record.
- The 'Add New', 'Refresh', and 'Notifications' options are available in the top right of the screen.

The screenshot displays the 'Visitor Management' interface. At the top, there are navigation buttons (T, +, C) and a date range filter set to 01/23/2017 to 01/31/2017. Below the filters, a table lists visitor records. The table has columns for Visitor Name, Schedule Date, Arrival Date, Departure Date, Type, and Status. The 'Zarna, Tommy' record is highlighted in purple, indicating it is selected. The status for this record is 'Authorized'.

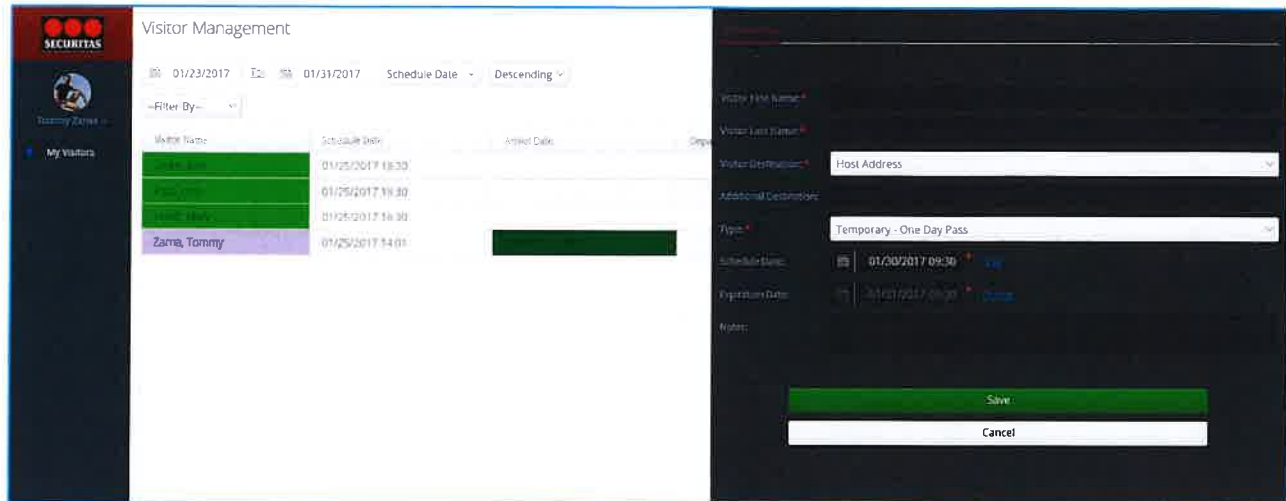
Visitor Name	Schedule Date	Arrival Date	Departure Date	Type	Status
[Redacted]	01/25/2017 18:30			[Redacted]	Scheduled
[Redacted]	01/25/2017 18:30			[Redacted]	Scheduled
[Redacted]	01/26/2017 18:30			[Redacted]	Scheduled
Zarna, Tommy	01/25/2017 14:01			Temporary - One Day Pass	Authorized

## Visitor Management – Add New

- When the 'Add new' button is selected, the form will open in the right side of the screen.



- From here, you may enter in information in the following manners: scan driver's license, manually type, or select drop downs and check boxes.
- When finished entering the visitor's information, scroll to the bottom and select 'Save'.



## Edit Profile

- To edit your profile or log out, select the avatar with your name under it.
- From this window, you will may upload an image, change your password, change your PIN, adjust notification settings, update contact information/ settings, add/update medical records, manage out of town entries, update family member information, and manage pet and tenant details.

