V2.7.2

QUICK GUIDE

V5

DESKTOP VERSION SOFTWARE

CONTENTS

01 Login Software

02 Register Device Type

03 Basic Settings (Company & Checkpoints & Plan)

04 Optional Settings (Guard)

05 Audit Trail

Setup File

Software Icon

This short guide will help us configure all basic settings needed to setup guard tour system for first time and learn about all the necessary steps in order to quickly manage patrols.

Working Process

A

Install software

B

Make basic settings

C

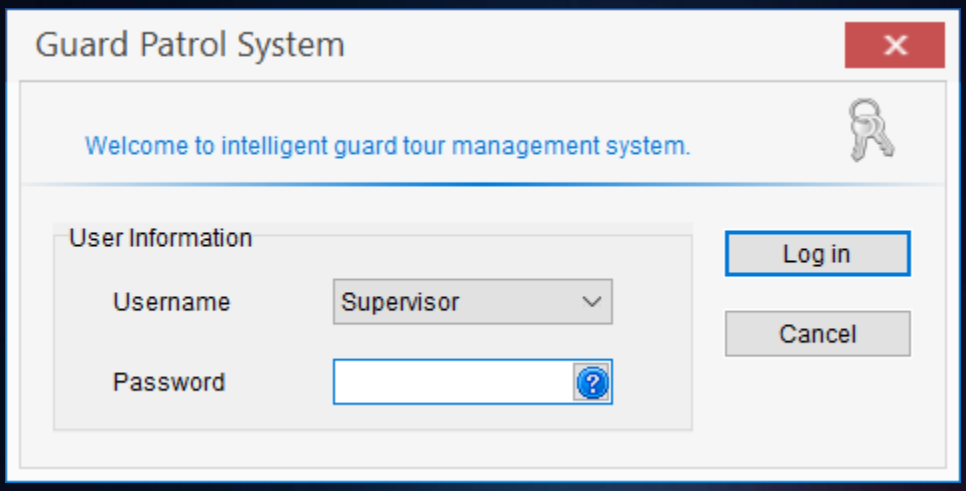
Go to patrol and upload data

D

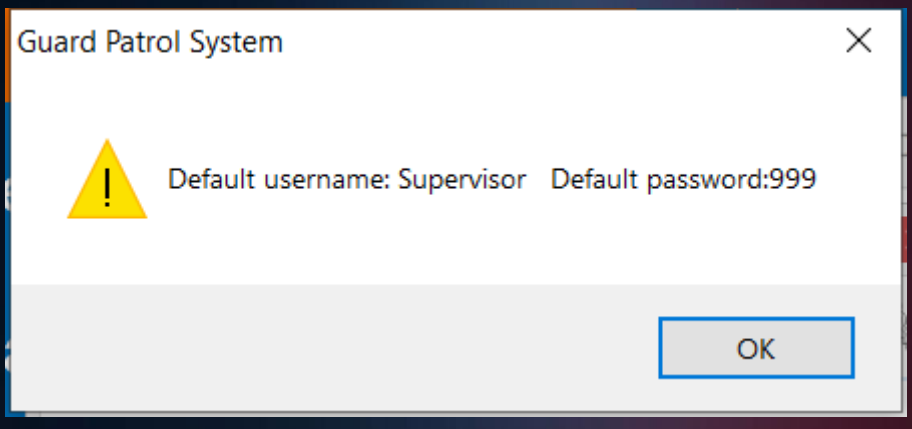
Check report

Login

1· Login



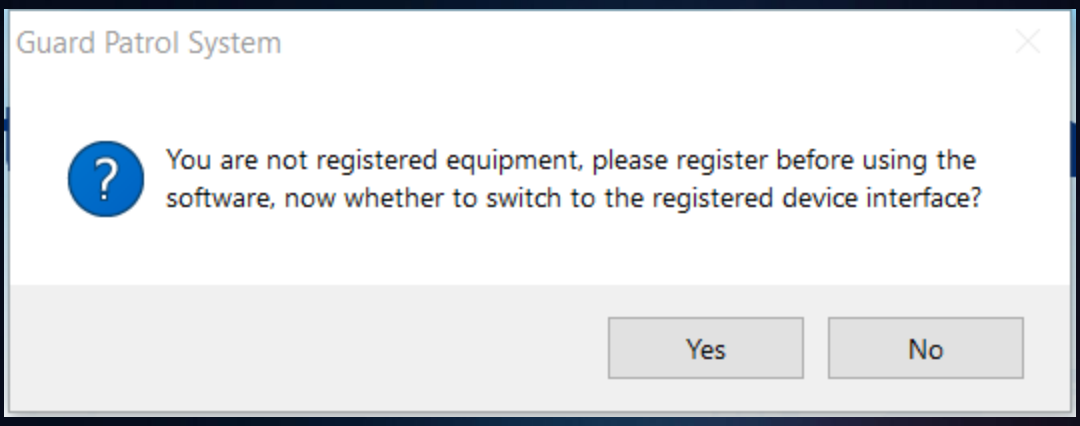
Run the software, then we see the login page. Default account is supervisor, and password is 999.



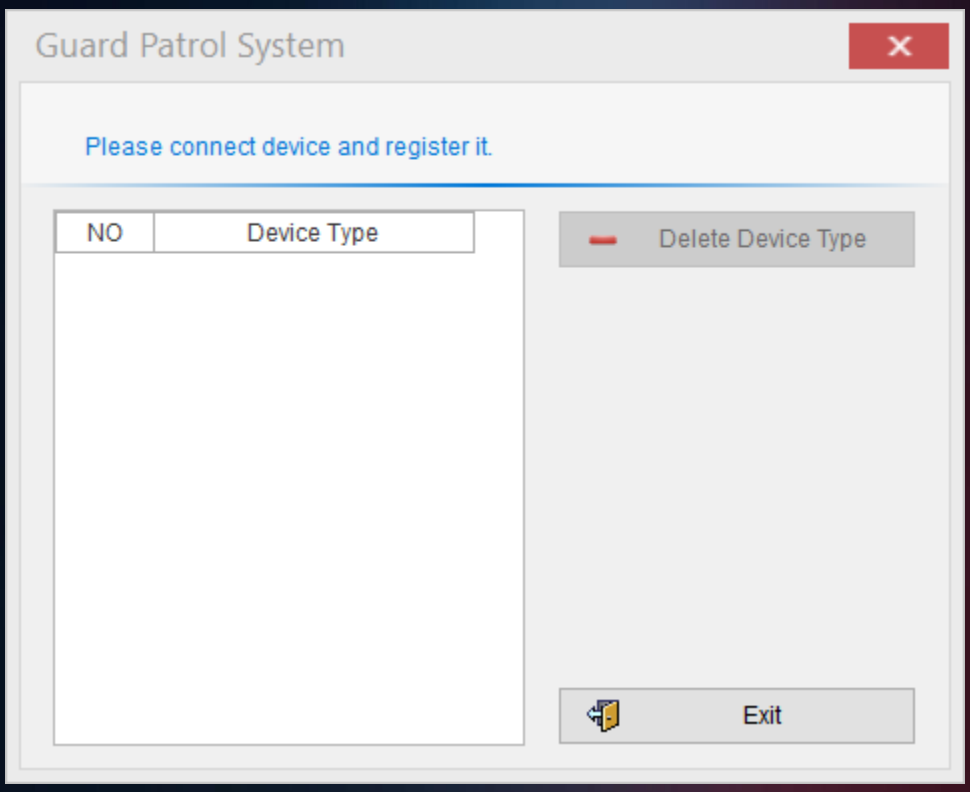
02

Register Device Type

2· Register Device Type

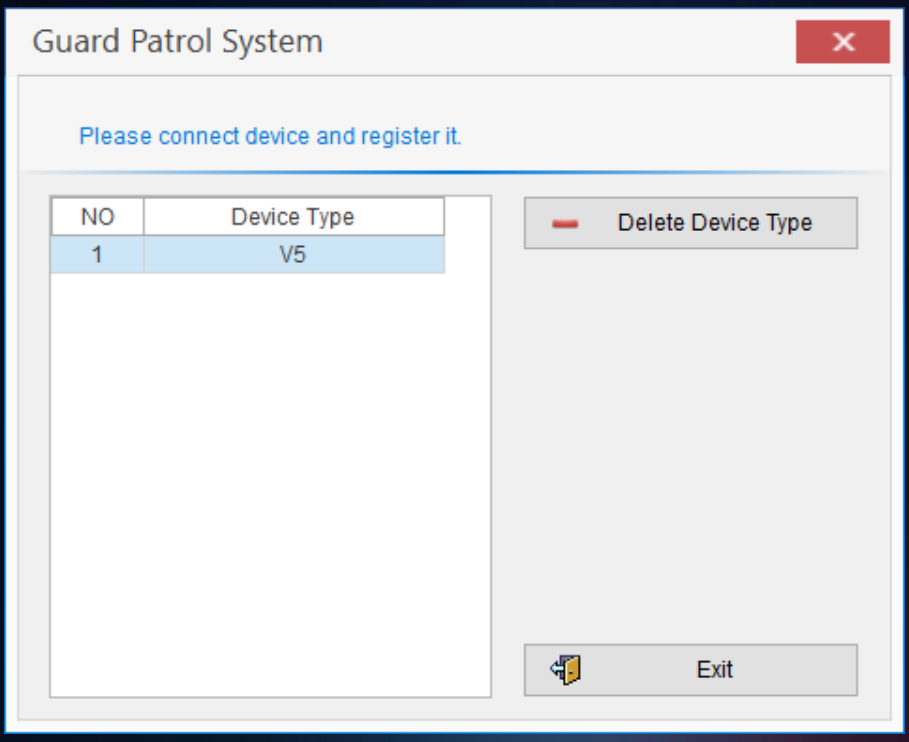


Software pop-up that register device type at beginning. Click <yes>.



Connect the device with PC via cable.

2· Register Device Type



Software detect device automatically.
Device type will be seen in the list, then we click <Exit>.

Please **attention**:

- Each device type is asked to be registered once only.

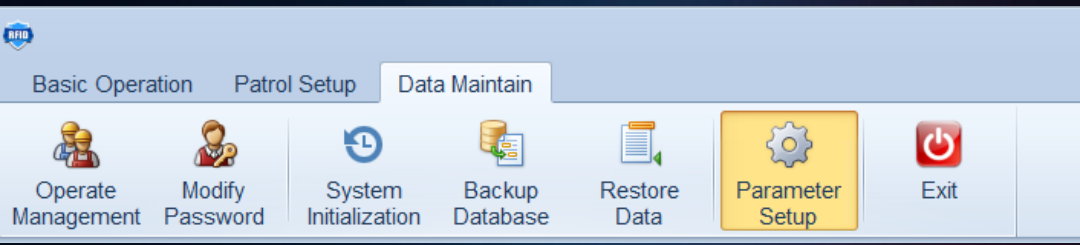
03

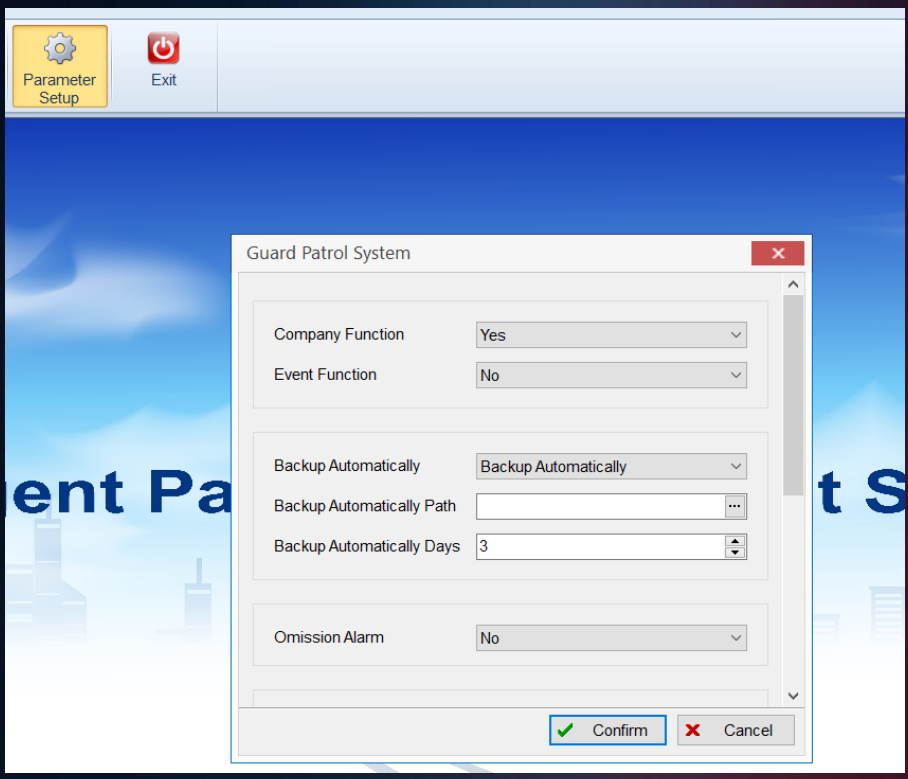
Basic Settings

(Company & Checkpoints & Plan)

3· Basic Settings: Company

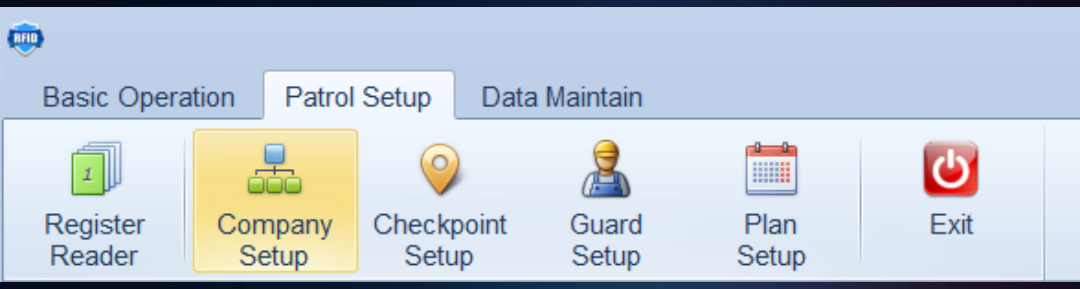
Company is used for binding different checkpoints. It is a necessary step if your working site is big and have different levels. We need to open the function at <Data Maintenance>--<Parameter Setup>.



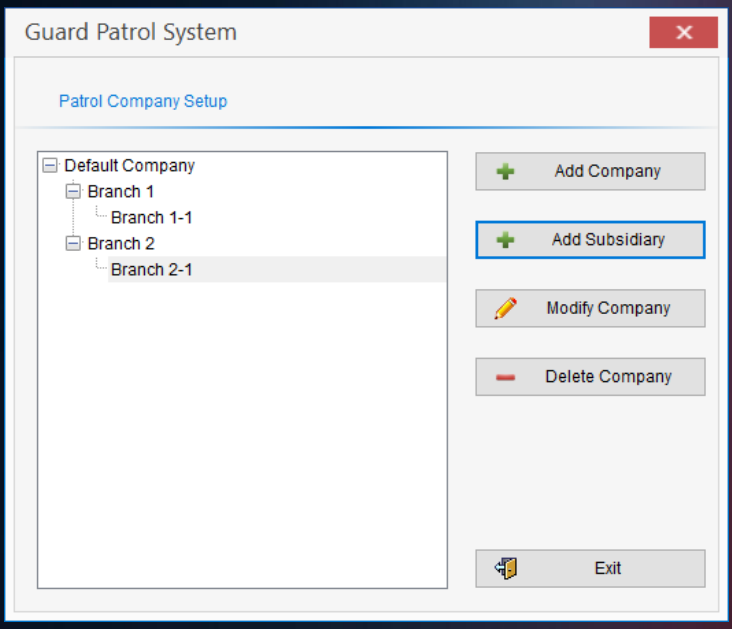


3· Basic Settings: Company

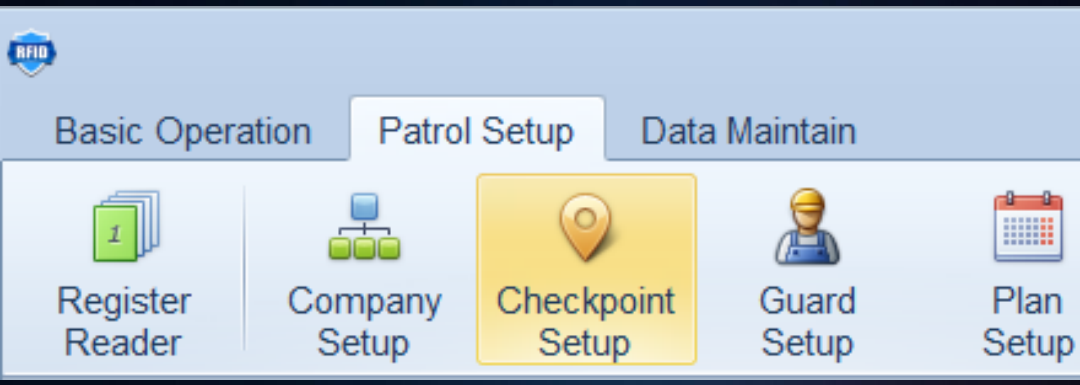
We have enabled the <Company> function, and we can begin the configuration.



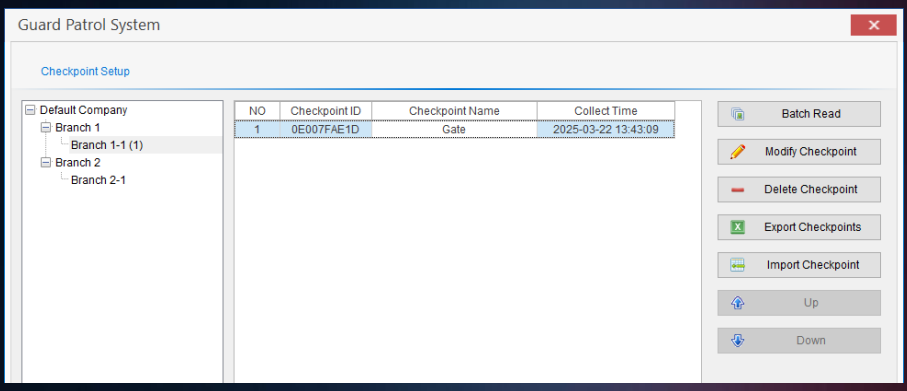
1. We can add, edit, delete companies.
2. We can set different levels for company.
3. There is no limit for creating the branches.



3· Basic Settings: Checkpoint



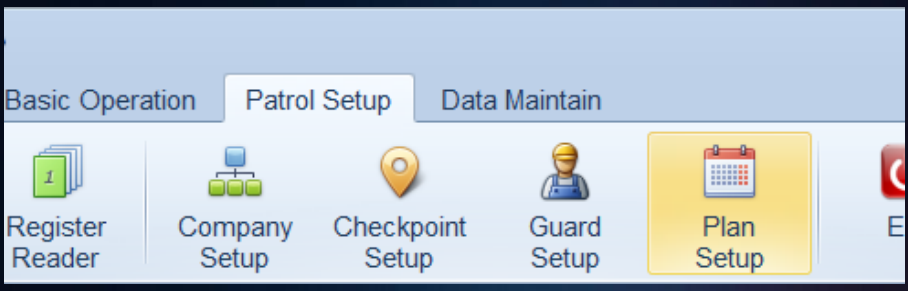
Checkpoints are tags that must be scanned by guards using the device. They are typically installed at locations where daily inspections are required.



1. Connect device with PC and click <Clear Device Data>.
2. Remove cable and use device to scan the checkpoints.
3. Connect device with the software, select a company, click <Batch read>.
4. Edit the checkpoint name.

3· Basic Settings: Plan

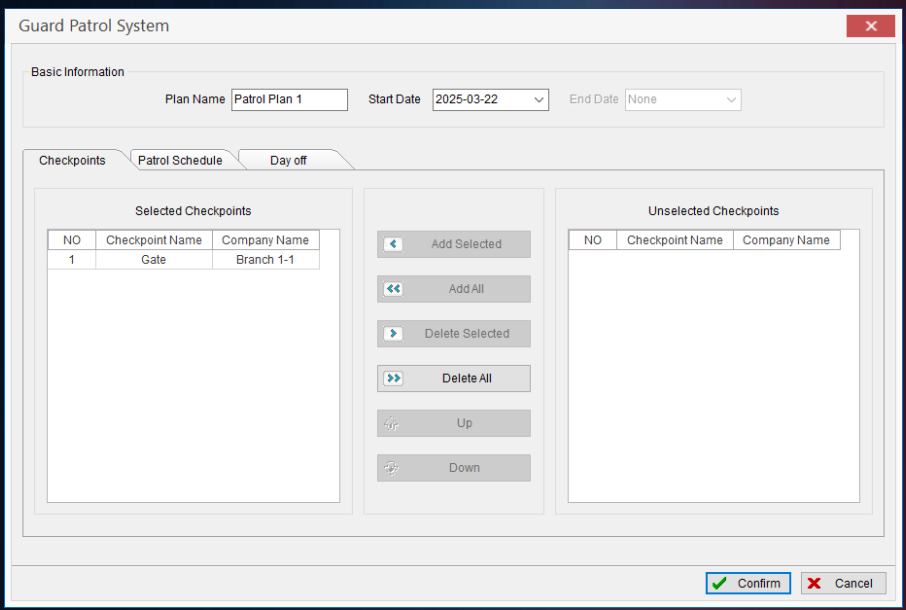
The plan should be generated on base of the guards' job shifts.



· Select a company to make plan.

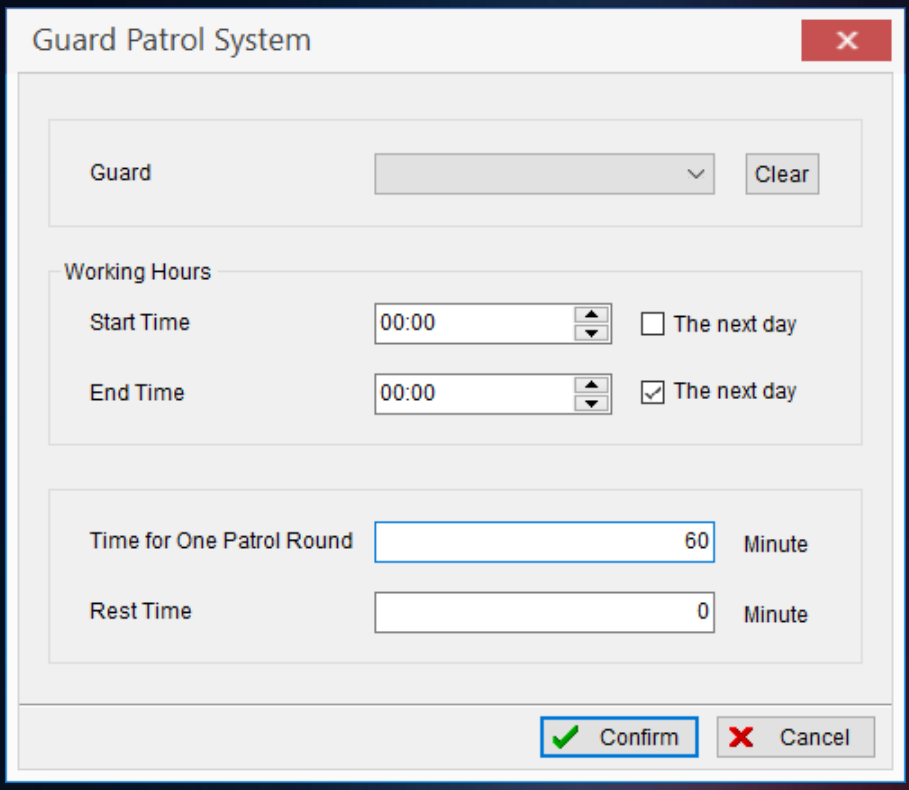
· Edit name and choose a start date. (Today by default)

·Select checkpoints, click <Patrol Schedule>.



3· Basic Settings: Plan

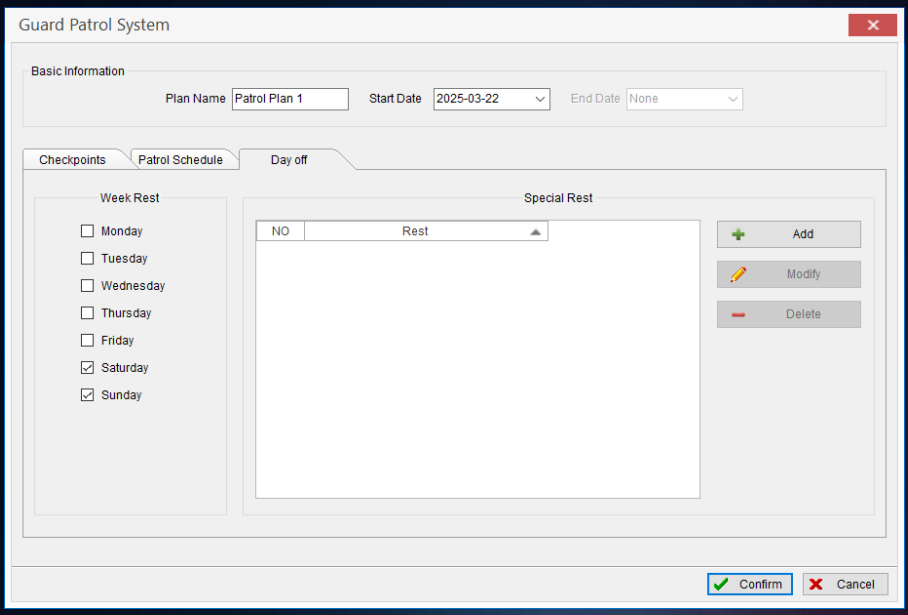
If we have a regular and repeated plan, we could set a batch schedule. Here the plan we set as an example is :



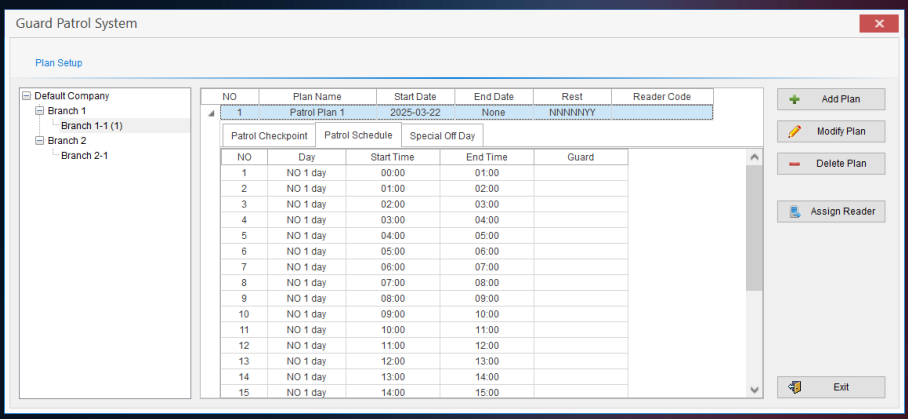
The plan is from 0:00-24:00, each round is 60 minutes. The guard should finish each round within 1 hour. Between each round no rest.

3· Basic Settings: Plan

We can set week day off. Then click <Confirm>



Follows are the plan we set. Click <Exit> to finish the plan settings.



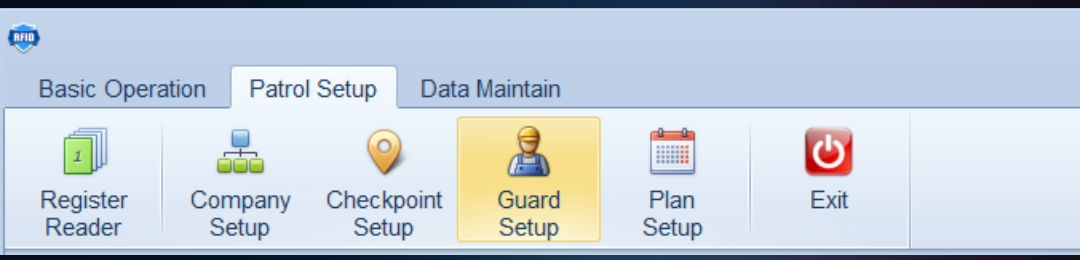
04

Optional Settings

(Guard)

4· Optional Settings: Guard

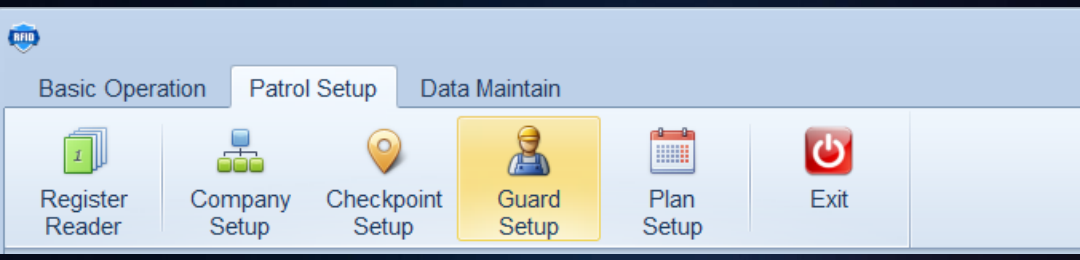
Guard settings are optional for basic configuration. However, enabling them enhances patrol management by ensuring accountability and tracking staff performance.



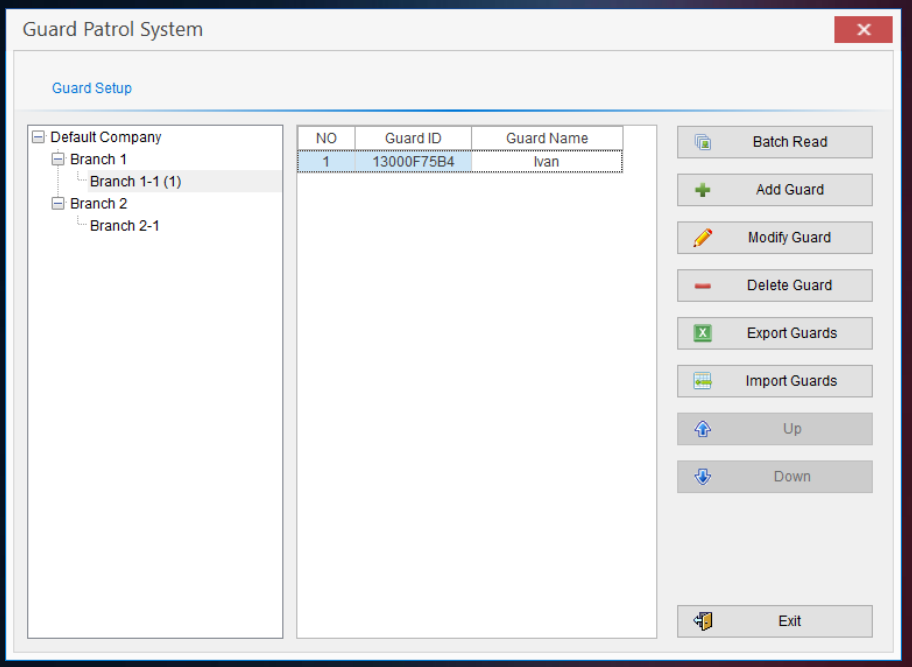
Please make sure you have purchased our Guard ID tag. It will be used before the guard scanning a checkpoint.

Name	Guard ID Tag
Model	WM-226
Frequency	125Khz

4· Optional Settings: Guard



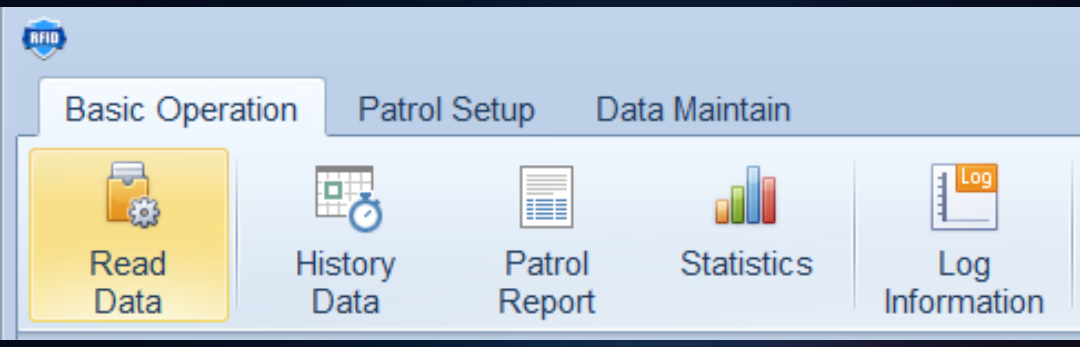
1. Connect device with PC and click <Clear Device Data>.
2. Remove cable and use device to scan the guard ID tags.
3. Connect device with the software, select a company, click <Batch read>.
4. Edit the guard name.



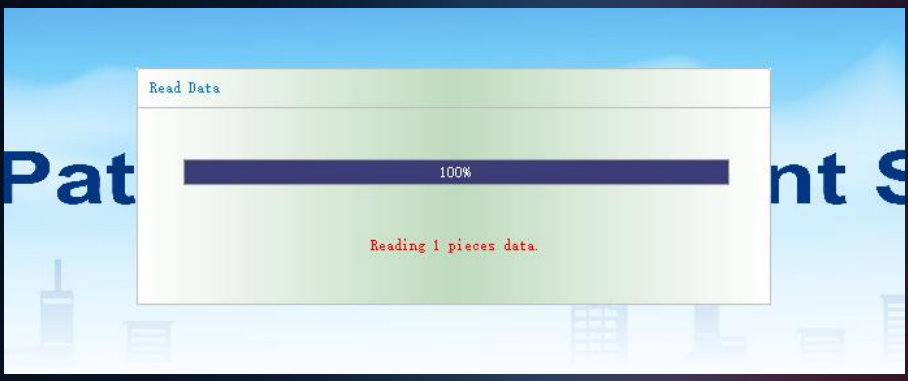
05

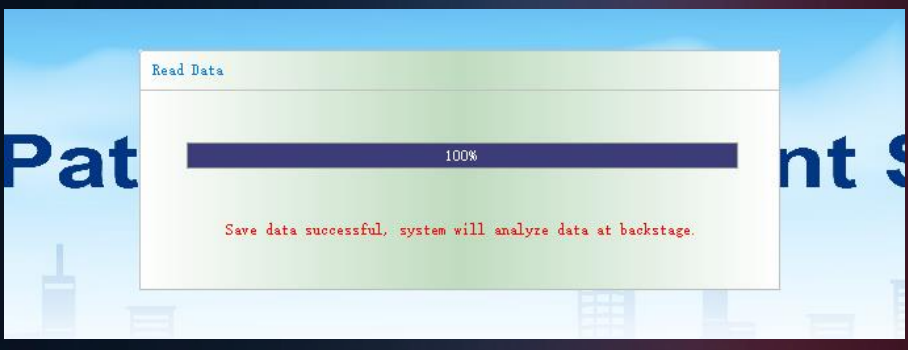
Audit Trail

5· Audit Trail



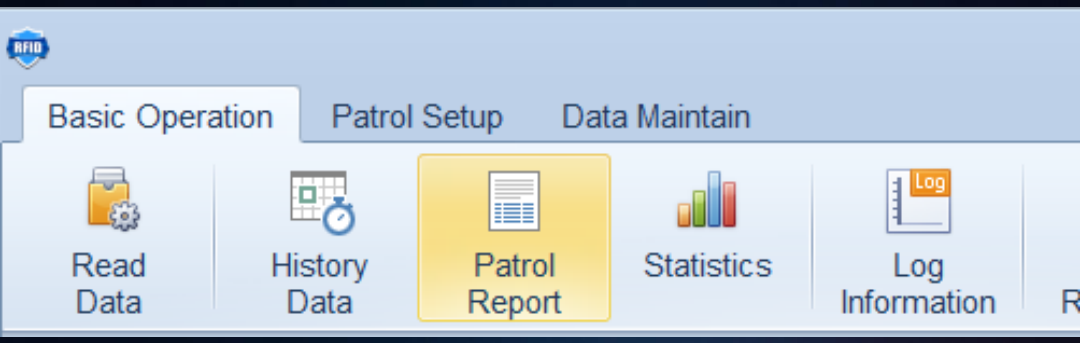
After patrolling, we need to use USB cable to connect device with the software to upload data. Click <Read Data>.



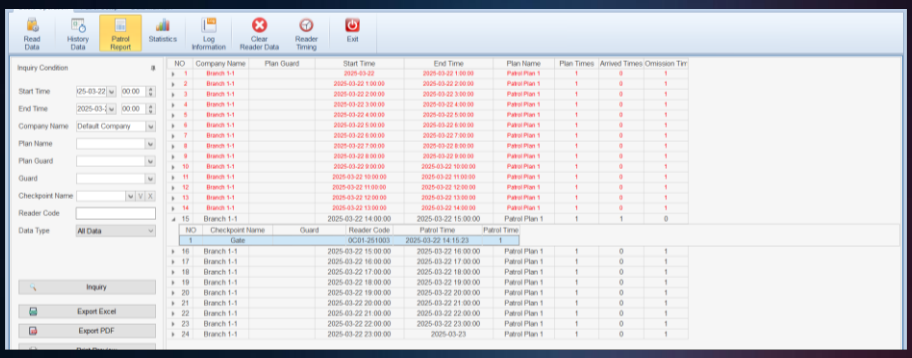


Data in the device will be removed automatically after uploading data successfully in the software.

5· Audit Trail



We can check the guard working status in the patrol report.

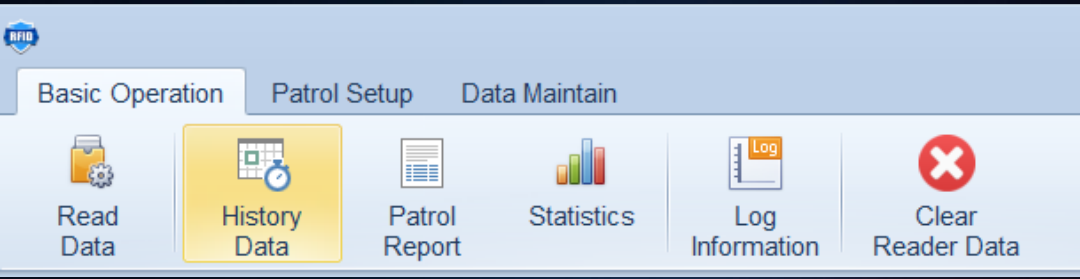


- Red means omission.
- Patrol times means how many times this checkpoint be scanned in the current shifts.

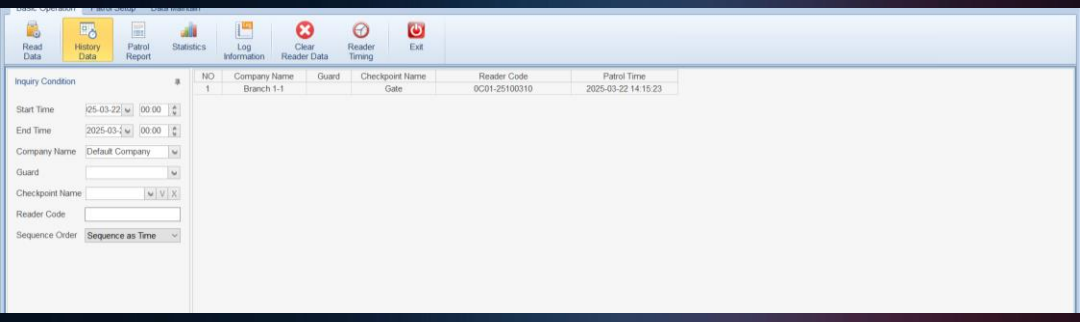
Attention:

- If find the tagging information did not list in the report, please check if it was in the history report.

5· Audit Trail



History data is the tag scanning log information. All the scanning checkpoints information (time, name, guard) will be listed in the history data.



Please attention: only registered checkpoints will be seen in the history data or patrol report.

Thanks!