5005 GUARD TOUR SYSTEM

How to setup patrol plan?

Plan Setup Guide

A guard tour system

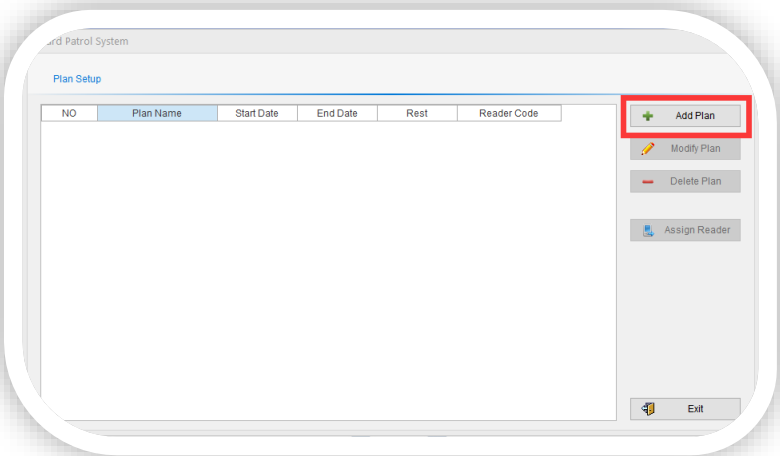
Welcome to 5005-Patrol!

This short guide will help you configure all basic settings needed to setup your 5005-Patrol plan for first time and learn about all the necessary steps in order to quickly manage patrols.

1 Schedule Plan Setup

A schedule is a predefined guard tour, which includes specific checkpoints that should be scanned between a specific time interval.

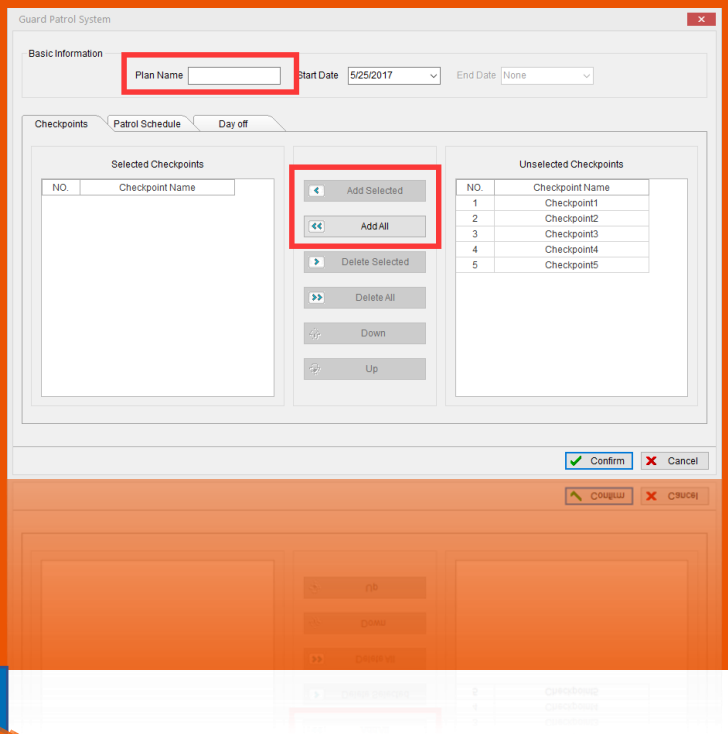
2 Add a New Plan



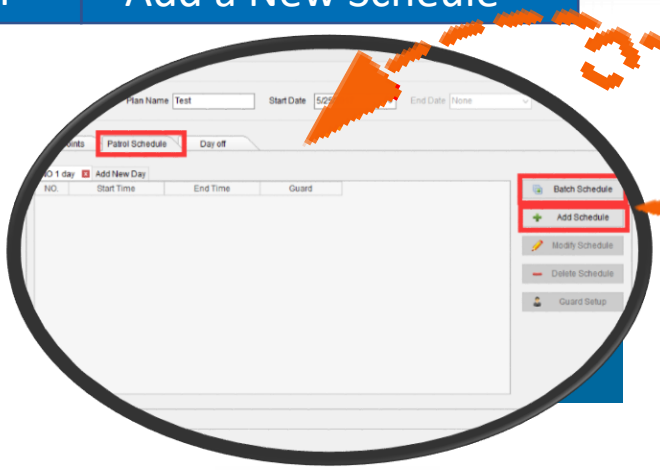
You can access the plan panel by clicking on the top Navigation Bar on “Patrol Setup” tab, and select “Add Plan (New)” as shown on the left image.

3 Add Checkpoint

You can now define a description (name) for this Schedule Plan and add the necessary checkpoints for the plan.

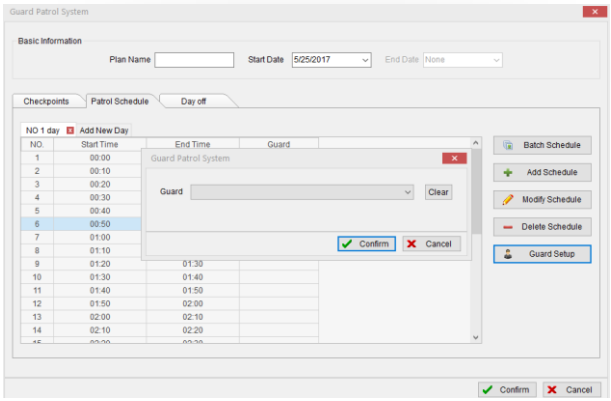


4 Add a New Scheule



Select “Patrol Schedule ” to add a new schedule.

Click on “Batch Schedule” or “Add Schedule” to setup schedule

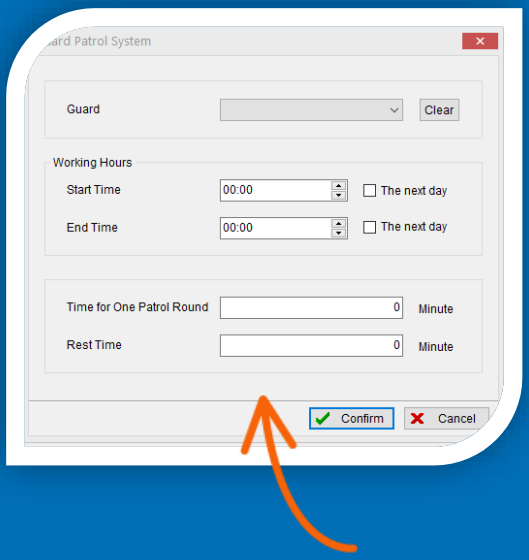


Notes:

You can assigned the guard to the the one schedule.Just like picture showed.

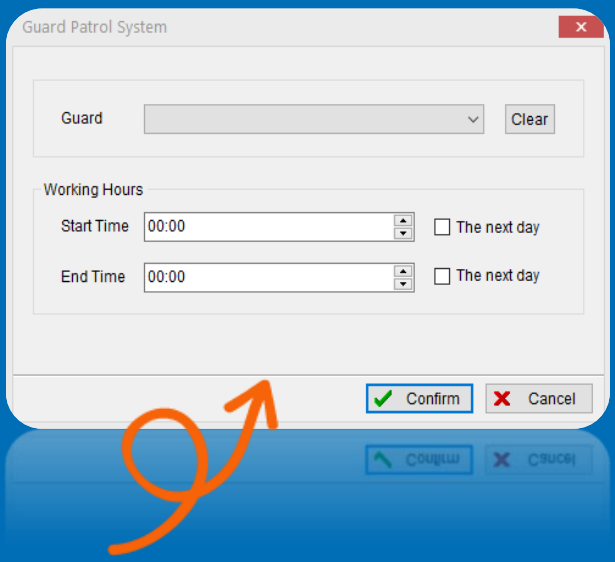
5 How to add patrol schedule?

Many rounds patrol plan
“Batch Schedule”



1. Select guards that you wish to patrol, by clicking on the list box.
2. Select working hours from start time to end time.
3. Input the time for one patrol round.
4. Setup security guards’ rest time for one round.

One round patrol plan
“Add Schedule”



1. Select guards that you wish to patrol, by clicking on the list box.
2. Select working hours from start time to end time.

Notes:

If you want security guards patrol many times daily, please choose “Batch Schedule”.

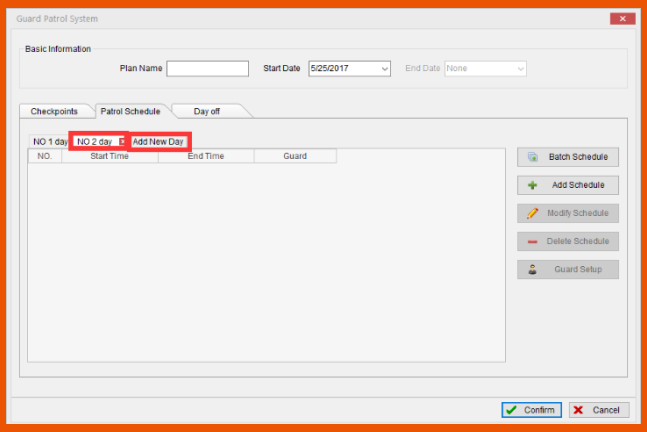
If you want security guards only patrol once daily , please choose “Add Schedule”

.

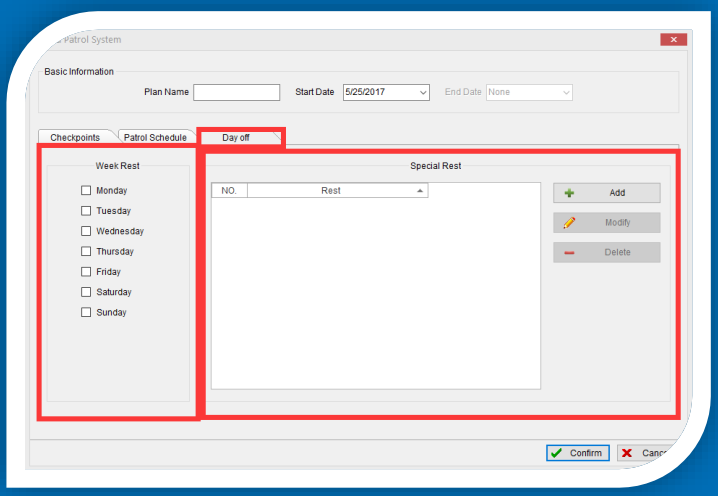
6 Add a new day

If the second day is not same as the first day schedule , please click “Add New Day”

And then, you can add schedule as you want. (Detailed steps refer to last page)



7 Rest Setup



Day Off(Optional):

Week Rest:
You can choose rest day from the whole week.

Special Rest:
You can select special rest for security guards resting.

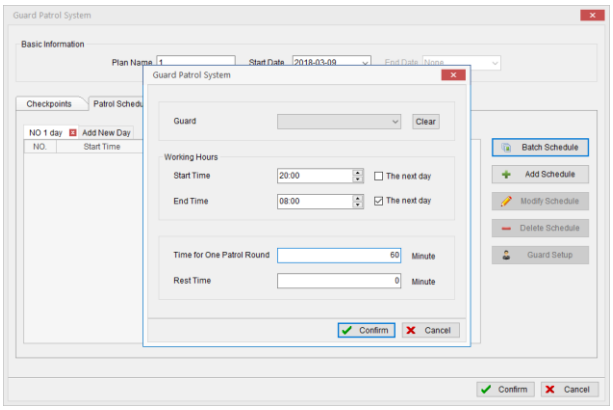
8 FAQ

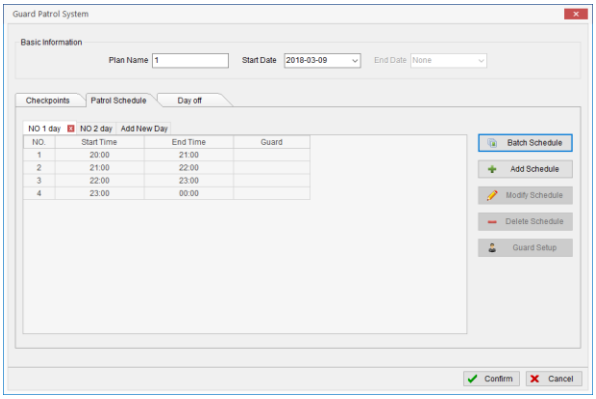
Q:How to setup across a normal day's schedule?

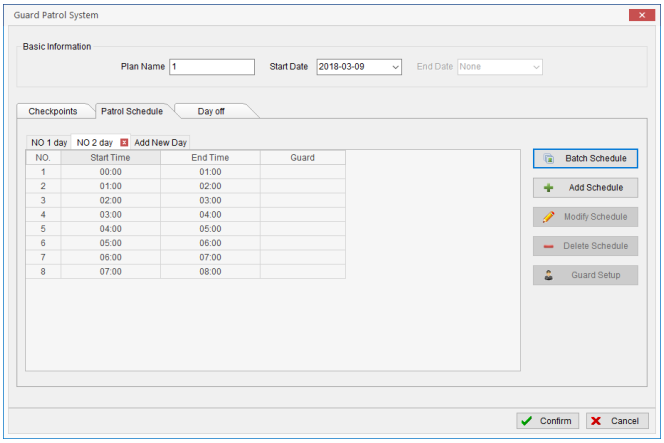
A:

Example1:

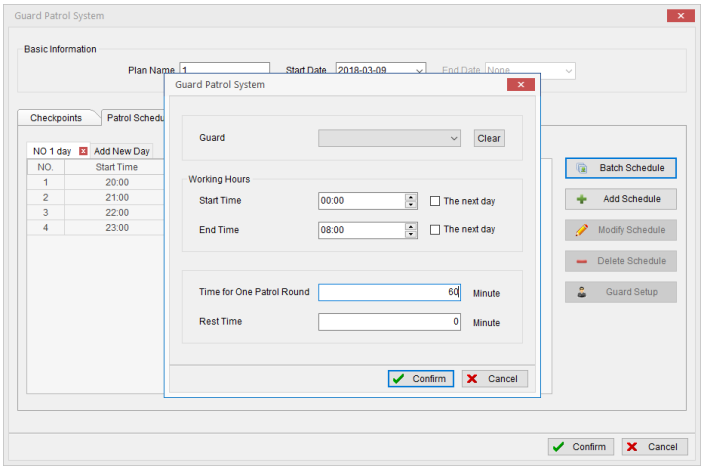
You want setup the patrol schedule from 8 pm to 8am next day .







Please copy the second day start time and end time. And click batch schedule for first day. And delete the NO 2 Day.

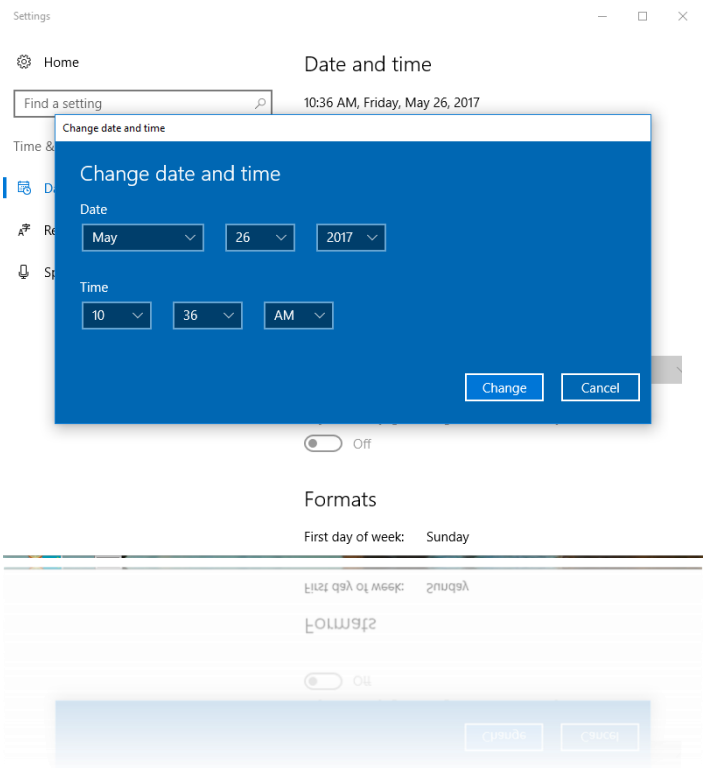


8 FAQ

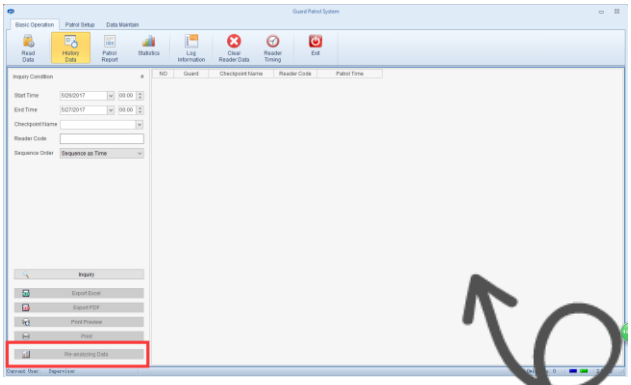
Q:Why the old data cannot ordered by new plan?
A:The new plan start time is date from the day which you have setup or modified the plan. So the old data still exist and display according to old plan.

How to solve this problem?

Step 1: Change the computer system time to the old plan 's start time.



Step 2: Add a new plan.And the new plan is date from the old plan's start time.



Step3: Reanalying the “History data”. Then the old data can be ordered by new plan.
And then change to the computer system time back.