



Guard Tour System
User Manual

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1250 Touhy Avenue

Elk Grove Village, IL 60007

877-204-9237 (Sales)

262-657-5500 (Support)



Package Tracking System

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Introduction

The GigaTrak Guard Tour System (GTS) is designed to be an easy to use solution to record inspection checkpoint information during a tour. This User's Manual provides an overview of the functions available in the GTS. Training is also available from GigaTrak.

GTS Overview

The GTS centers on the creation of checkpoints within a specific facility. Each checkpoint is identified by a unique barcode and then flagged as either an "Inspection" point or an "Asset" for tracking. Individual "Tours" are created that includes any number of inspection points along the Tour route. Inspection points can be sequenced for the best inspection flow throughout the course of the Tour. Tour data is then synced to a mobile handheld computer for the "Guard" or other person performing the inspections.

As a tour starts the individual goes to each inspection point and scans the respective barcode. The Checkpoint information will then be displayed along with the description of the Inspection being performed. The user then responds to the Inspection by selecting one of the following Result Types:

- Text (Entry)
- Numeric (Entry)
- Yes/No
- Pass/Fail

Text entry allows the user to record any written content desired. When entering Numeric information, only numbers may be entered (including decimal points). Numeric entries might include voltage readings, temperatures, and more. Yes/No and Pass/Fail are selections.

NOTE: It is important that inspection statements are written in a way to ensure that inspection results are entered consistently. Creating questions that provide a Yes/No response where YES is "everything is normal" or NO is "inspection is not normal" is best.

Example:

- Is the door locked and room secure? YES (a better choice)
versus
- Did you see any problems in the room? NO

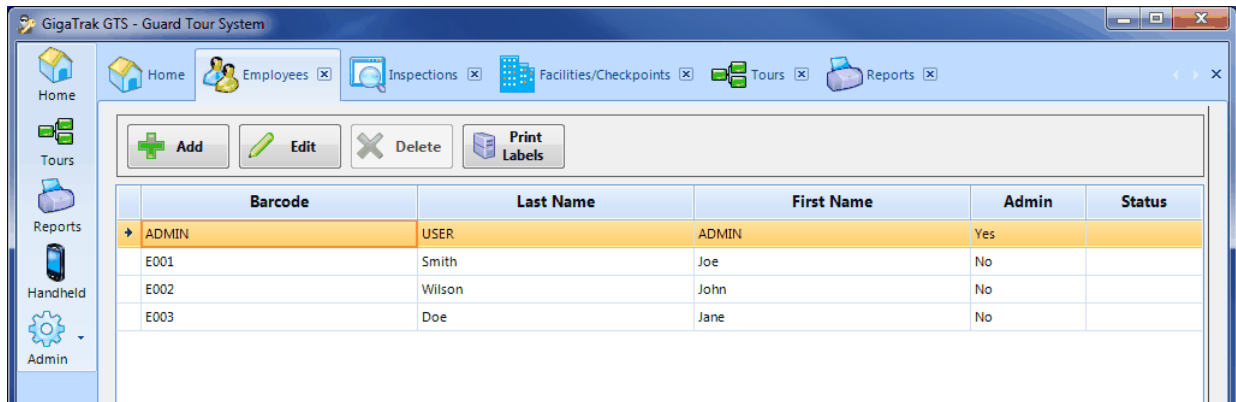
Once a tour is completed on the handheld, the handheld data is "Downloaded" on the "Handheld" screen. Reports on each tour can then be run as needed.

Home Screen

The GTS Home screen displays a listing of Upcoming Tours. This is based on the interval set for each tour in the Tour screen. Each record lists the Tour ID, Tour Description, Last Inspected date and time, and the date and time the Next Inspection is (or was) due.

The User can Log Out of the application on the Home screen allowing the next user to log-in as necessary. You can also close GTS by clicking the Exit (X) in the upper right corner. An option is also available to print the Upcoming Tours listing.

Employees Screen



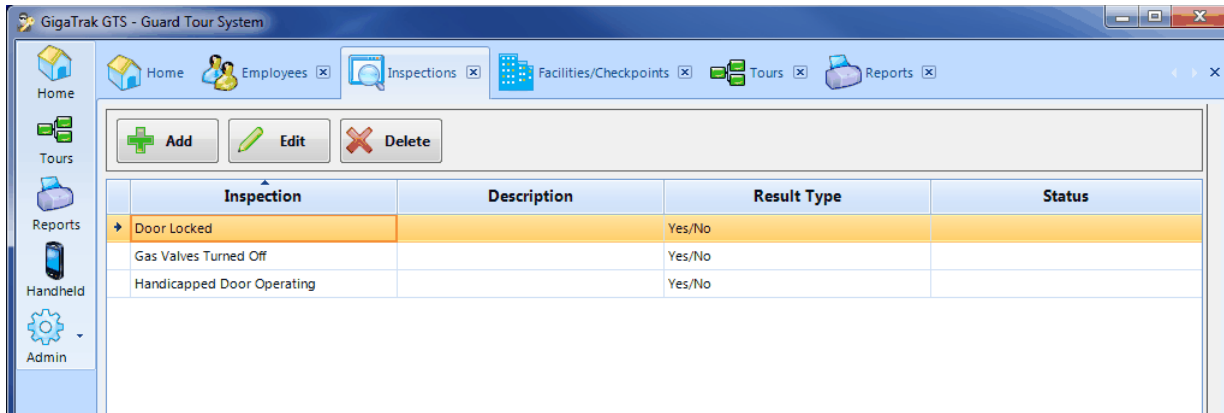
The Employees function allows to ADD or EDIT employee records. As a minimum you will need to enter in the user's Barcode, First Name, Last Name, Login, and Password. Employees that need the ability to edit other Employee records, Add Facilities and Checkpoints, etc. must be given Admin rights by checking the Admin box. Should an employee no longer be a part of the GTS, you should set their Status to Inactive.

A barcode label can also be printed for each employee based on the format setup in the Label Designer discussed later.

Inspection Admin Screen

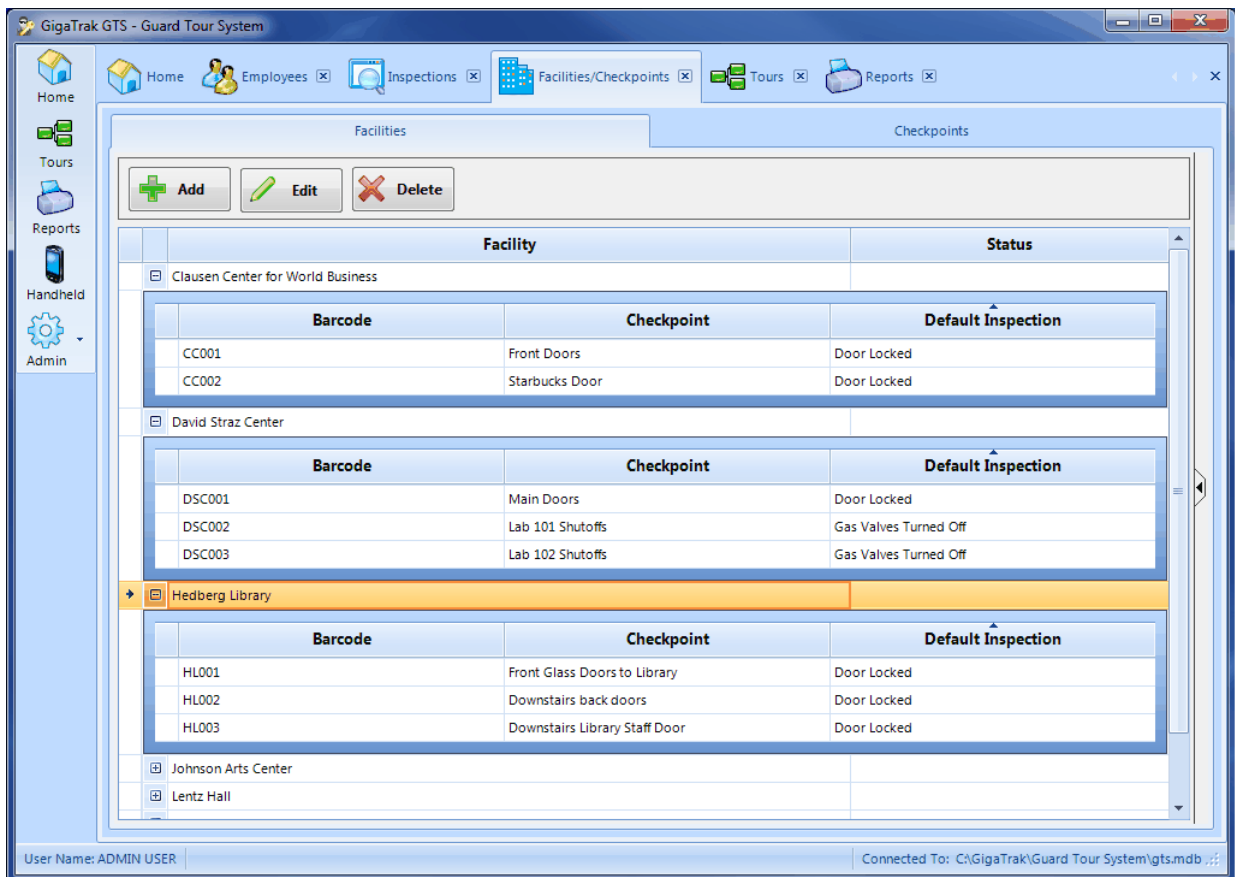
This is one of the more crucial administrative functions. The user will create a list of all Inspections that will be used in Tours (example: Door Locked, Room Clear, Check Emergency Light Panel, etc.). To ADD or EDIT an Inspection, the following information is required.

1. Enter a unique inspection name
2. Enter a description for the Inspection (Optional)
3. Select a Result Type
4. Select a Status for the Inspection (Optional)



Facilities/Checkpoints Screen

Along with Inspection Admin, this is another crucial administrative function. The user must first create Facilities for each building, center of operation, etc. that has Checkpoints located in each. You can ADD or EDIT.



Facilities require no more than a Facility Name. By clicking the small +/- button, which is left of the name on the listing, it will expand and show a sub-listing of all the Checkpoints associated

to that Facility. If sub-listing is blank, Checkpoints have not been assigned to that Facility. Assigning Checkpoints to a Facility will be discussed later.

There is a Delete option available, but it is not possible to delete a Facility assigned to any active Tour or if there are any existing historical records.

The next step is to assign Checkpoints to a specific Facility. First, select the Facility you are working on then click the Checkpoints tab near the top right of the screen. This tab will display a listing of all current Checkpoints for the noted Facility. To ADD or EDIT a Checkpoint, the following information is required.

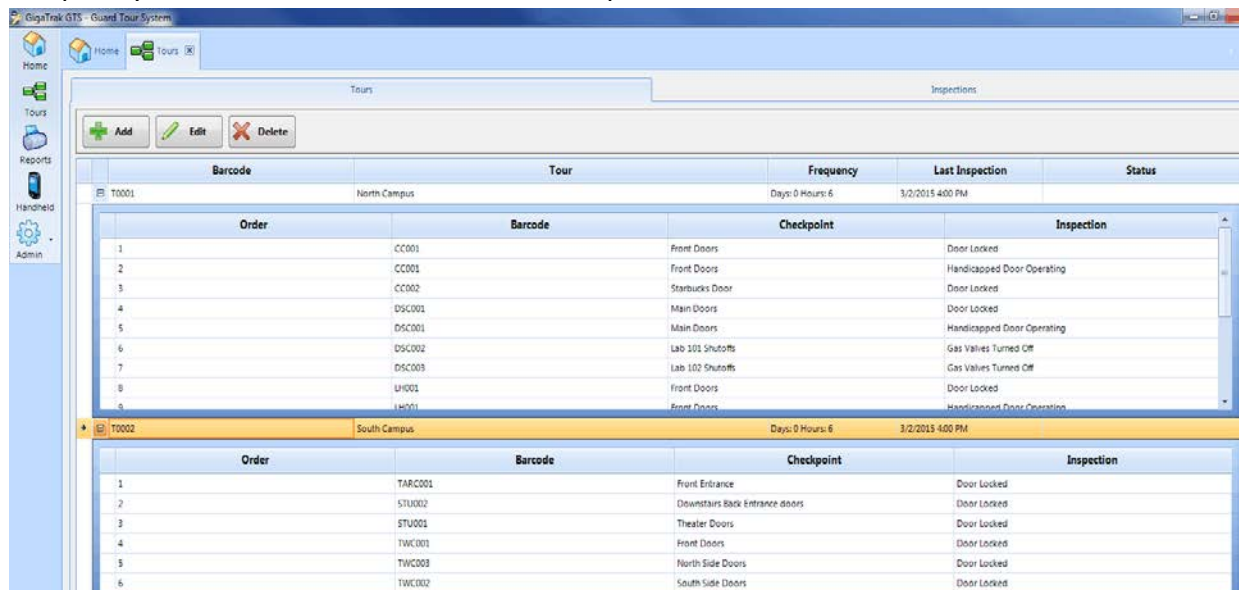
1. Enter a unique Barcode for the Checkpoint.
2. Enter a description for the Checkpoint.
3. Select a Default Inspection. (Added Previously)
4. Enter any additional information preferred. (Optional)
5. Select a Status for the Checkpoint. (Optional)

As stated before, a barcode label can also be printed for each Checkpoint based on the format setup in the Label Designer discussed later.

Tour Screen

The Tours screen allows you to create a Tour with a present Frequency and a Reminder. The Admin user can assign specific Checkpoints to the Tour and sequence them accordingly. By clicking on the small +/- button on the Tour listing, it will present a sub-listing of Checkpoints already assigned and sequenced.

When a Tour is Added or Edited, the user should note the Tour Barcode, Description, Frequency, Reminder interval, and Default Inspection.



The next step is to assign Inspection to a specific Tour. First, select the Tour you are working on then click the Inspection tab. This tab will display a listing of all current Inspections for the noted tour. To ADD or EDIT a Checkpoint, the following information is required.

1. Select a Facility (Added Previously)
2. Select a Checkpoint (Added Previously)
3. Select an Inspection (Added Previously)

The last step is to select preferences for tours. If you select Yes for Force Order, an employee completing the tour will have to complete inspections in the given order, not being able to skip or go to inspections out of order. If Allow Skip is set to Yes, the employee completing the tour can skip over inspections. If Duplicate Scans is set to Yes, an employee can rescan an inspection and change its status.

Label Designer

The Label Designer allows you to format a label for Employees and Checkpoints. Any number of designs can be created, but only one can be the “Set as Default Label Design” for each type.

- Label Designs Tab
 - Create a New design or edit an existing by selecting the Label Design desired.
 - Set the Label Size (Note: should a label element go past the right edge of the label layout, it will auto-resize. You may need to manually reset the size to that preferred before saving.)
 - Select Portrait for the typical Label Orientation. Landscape is used with specific label and printer configurations.
- Label Elements Tab
 - Allows you to add Text, Barcodes, and Shapes/Images to a label design.
 - Text Element
 - Select a font, size and style
 - Select Center Text if desired (will center varying length data)
 - Select the Data Source for the Text. It may be a data field or just a Text Label.
 - Barcode Element
 - Select a 1D or 2D barcode Type.
 - Set the Font Size to be used. (Note: 1D barcodes typically require a 16 point or higher font size. 2D barcodes can perform well at 6/8 point and larger.)
 - Select Center Barcode if desired (will center varying length barcode)
 - Select the Data Source for the Barcode. It may be a data field or just a fixed text if desired.
 - Shape/Image Element

- Select the type of shape desired (Square/Rectangle, Horizontal Line, Vertical Line, or an Image.)
- Set the Border/Line width desired.
- When adding an Image you will be asked to browse to the image file (PNG, JPG, BMP, PNG) first. NOTE. Even though you can scale an image, you might want to make it smaller before importing. A label printer is typically 203 dpi B/W. Not all images may print well.)
- Save new designs on the Label Designs tab. You can also start with an existing label design and Save As to a new filename. You can also Scale the image in the lower right.

Handheld Configuration

The Handheld Configuration screen is where GTS installs the Handheld setup for the appropriate Handheld device. To Install GTS setup for a Handheld, follow steps below.

1. Connect Handheld to PC Application
2. Select Handheld Device
3. Press Install Handheld Application

Sync Handheld with PC Application. Instructions to Sync Handheld will be discussed in the Handheld Screen section.

Handheld Screen

The screenshot shows the GigaTrak GTS - Guard Tour System application window. The interface includes a navigation pane on the left with icons for Home, Tours, Reports, Handheld, and Admin. The main area displays a table of inspection records with columns for Checkpoint, Tour, Inspection, Employee, Notes, Date/Time, and Scan Type. At the bottom, it shows 'Connection OK' and '16 record(s) found'. The user name is 'ADMIN USER' and the connection path is 'C:\GigaTrak\Guard Tour System\gts.mdb'.

Checkpoint	Tour	Inspection	Employee	Notes	Date/Time	Scan Type
Front Doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:00:31 AM	Yes
Front Doors	North Campus	Handicapped Door Operating	Smith, Joe		4/29/2015 11:00:32 AM	Yes
Starbucks Door	North Campus	Door Locked	Smith, Joe		4/29/2015 11:00:53 AM	No
Main Doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:01:09 AM	Yes
Main Doors	North Campus	Handicapped Door Operating	Smith, Joe		4/29/2015 11:01:11 AM	Yes
Lab 101 Shutoffs	North Campus	Gas Valves Turned Off	Smith, Joe		4/29/2015 11:01:24 AM	Yes
Lab 102 Shutoffs	North Campus	Gas Valves Turned Off	Smith, Joe		4/29/2015 11:01:34 AM	Yes
Front Doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:01:46 AM	Yes
Front Doors	North Campus	Handicapped Door Operating	Smith, Joe		4/29/2015 11:01:50 AM	Yes
Side Doors	North Campus	Door Locked	Smith, Joe	door was ajar, but I closed and locked it.	4/29/2015 11:05:41 AM	Yes
Downstairs back doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:05:56 AM	Yes
Downstairs Library Staff Door	North Campus	Door Locked	Smith, Joe		4/29/2015 11:06:05 AM	No
Front Glass Doors to Library	North Campus	Door Locked	Smith, Joe		4/29/2015 11:06:17 AM	Yes
Gallery Doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:06:28 AM	Yes
Front Doors	North Campus	Door Locked	Smith, Joe		4/29/2015 11:06:38 AM	Yes
Front Doors	North Campus	Handicapped Door Operating	Smith, Joe		4/29/2015 11:06:39 AM	No

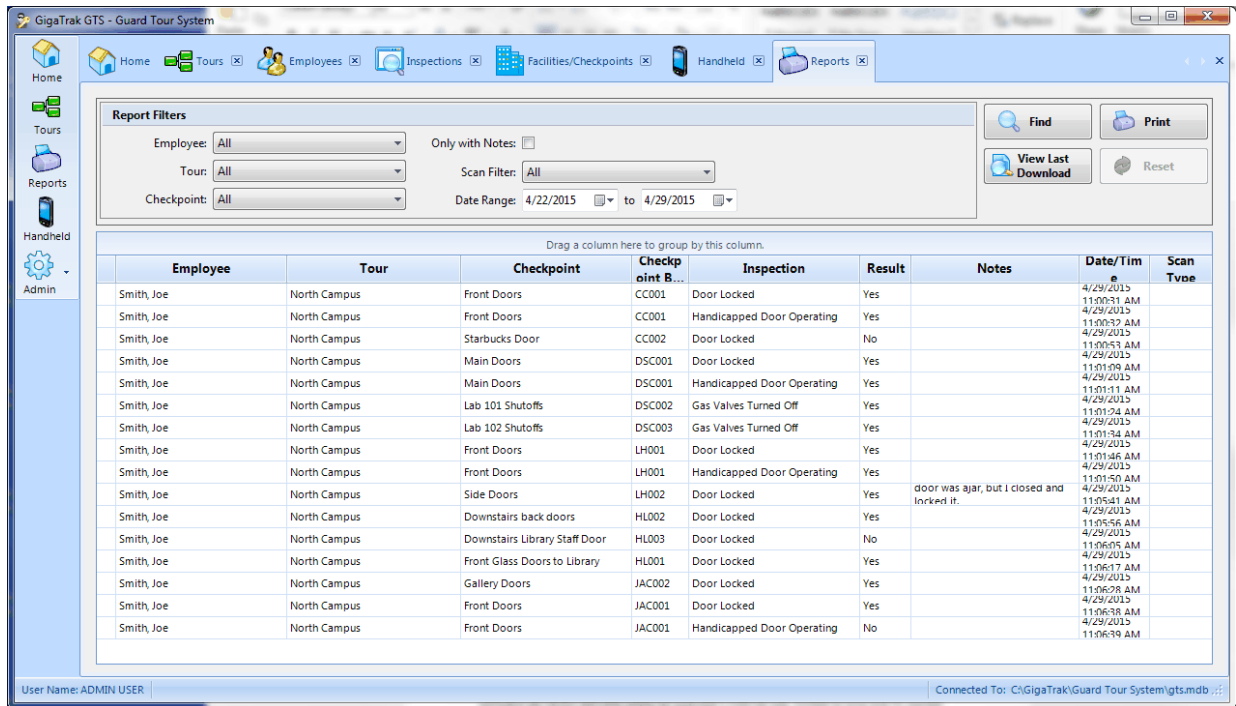
The Handheld screen is where the handheld computer is Synced and Downloaded to the GTS database. You can quickly View Last Download or Download a new handheld. NOTE: A new handheld may not have an existing GTS database on it. Even though there is no data to download, you must first use the Download button to add the mobile database to the handheld computer the very first time.

The Download function will import all handheld data and list each inspection Checkpoint with the results of the inspection.

Reports Screen

The Reports screen allows the user to filter Checkpoint records base on:

- Employee
- Tour
- Checkpoint
- Scan Filter (Skipped, Missing Scan, or Scanned Only)
- Date Range



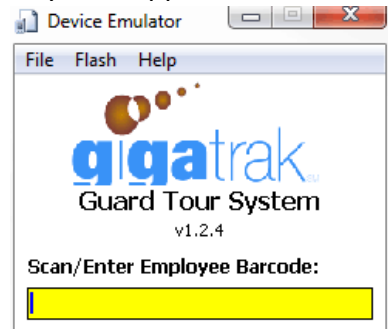
Throughout the system, each Column can be moved, sorted, or hidden. When the report is viewed (Printed), the data will be presented in the same manner as it is sorted and organized. The report can then be Printed to a printer or save to a PDF, Excel, or any number of image formats.

GTS Handheld Application Functions

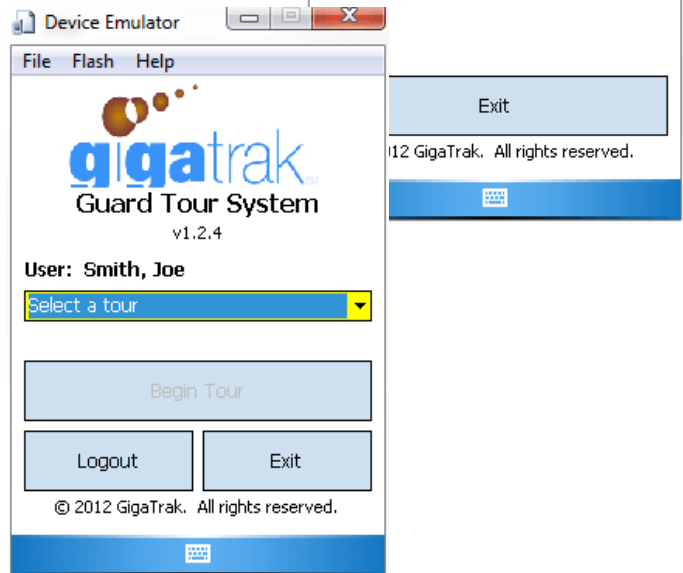
The following describes basic operations of the Mobile Guard Tour System application.

Handheld Application Login

When the handheld application is first started, a user login will be required. Scan an employee barcode, or type in an employee barcode and press the Enter key. If the barcode matches an employee in the data file, the employee name will appear under the scan box, and buttons for the application functions will appear.



The user barcode is tied to the records recorded by the handheld. If a different employee uses the handheld, he/she should enter their barcode before recording records.



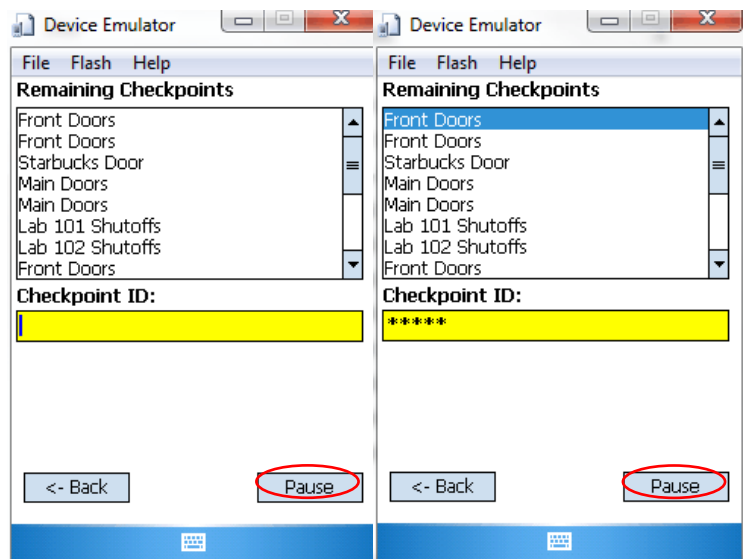
When successfully logged in, the employee should see the screen at right, allowing them to select from a drop-down menu the proper tour they will complete. After selecting the tour from the drop-down menu, click Begin Tour.

Performing a Tour

After beginning a tour, a list of remaining checkpoints will appear on the screen, like that at right.

When arriving at first checkpoint, scan or enter the Checkpoint ID for that specific checkpoint.

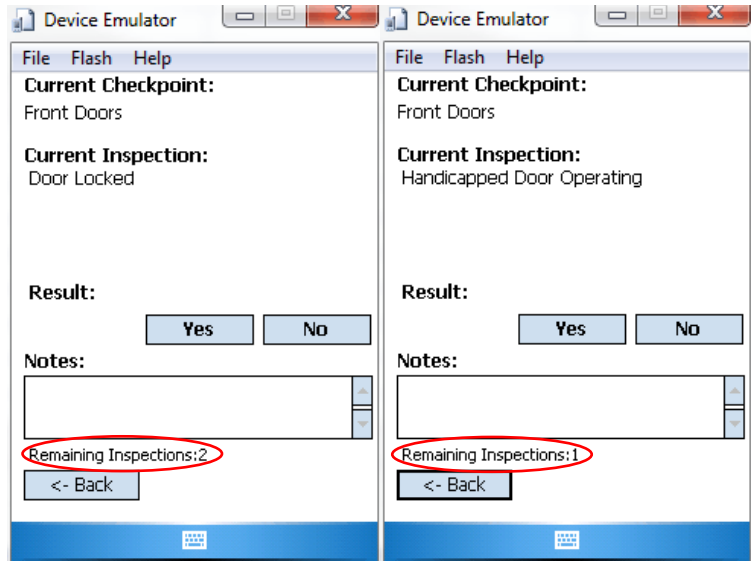
NOTE: The Pause button feature will be discussed later.



After entering the Checkpoint ID, the screen at right will appear, listing the Current Checkpoint and the Current Inspection that must be completed.

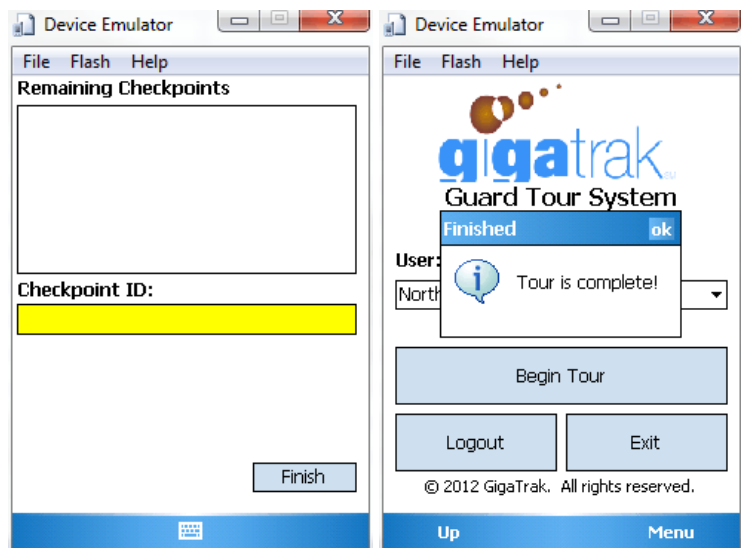
The Result area will display the type of result associated with the specific inspection. There will be a Notes section for additional comments about the completed inspection.

NOTE: If multiple inspections must be completed on the same Checkpoint, the inspection screens will appear one after the other. It will also indicate at the bottom of the screen the number of Remaining Inspections on that Current Checkpoint.



Completion of Tour

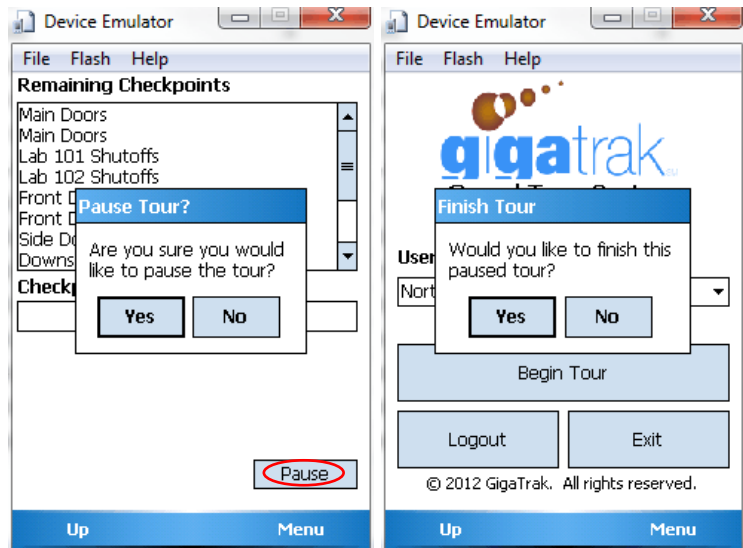
After each checkpoint has been inspected, it will be taken off the Remaining Checkpoints list. Once every checkpoint has been inspected, the list will be cleared and the button in the bottom corner will change to Finish. Click Finish and then you will be brought back to the main screen. A pop up will appear notifying you that the Tour is complete.



Pausing a Tour

While completing a tour, the bottom right corner will display a Pause button. When you click Pause, a pop up will appear asking, "Are you sure you would like to pause the tour?" You can select Yes or No. If you select Yes, you will return to the main screen.

When you would like to return to the tour, select the paused tour and a pop up will appear asking, "Would you like to finish this paused tour?" You can select Yes or No. If you select Yes, you will be returned to the tour where you had left off.



General Admin Information

There are several other Admin functions including Database Connection, Handheld Configuration, and Printer Assignment that the user must setup for proper operation. Make sure to configure each correctly before using the GTS software.

Conclusion

This preliminary User's Manual is provided for general use only. Contact GigaTrak support at 262-657-5500 for any technical related problems.

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