

VERSION 1.4.5



GUARD TOUR USER MANUAL

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QUICK START

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.

EMPLOYEES

This function allows you to create users in Guard Tour. A user may be an individual that will be using the system, or a person using the handheld scanner to complete inspections. You can also set Guard Tour Admin rights for each user. On the menu bar select Admin→Employees. See Employee Administration in this Manual for a detailed explanation. **NOTE: The user must be logged in as "Admin" to access this option.**

INSPECTIONS

This allows you to add any number of inspections that you run throughout your facilities. (Doors Locked, Extinguishers, Alarms Set, etc.) Inspections also include a description and a choice of results for the handheld operator. On the menu bar, select Admin→Inspections. See the section on Inspections for more information.

FACILITIES & CHECKPOINTS

Facilities and Checkpoints enables users to create various facilities and checkpoints within each facility for the inspections. Tours will be based upon these facilities and checkpoints. On the menu bar, select Admin→Facilities/Checkpoints. See more information in the Facilities & Checkpoints section of this user manual.

TOURS

Tours are made up of different inspections at each facility and checkpoint. Tours can be forced to run in a specific order, or can be completed in any given order. On the menu bar, select Tours.

LABEL DESIGNER

This function allows users to create labels for employees and checkpoints within the system. These labels typically have barcodes and can be used to run the inspections. Sample label designs are included and can be modified. You must select a DEFAULT label design before printing is allowed. On the menu bar, select Admin→Label Design. See Label Designer in this Manual for a detailed explanation.

PRINTER ASSIGNMENT

This function allows the user to specify which windows printer will be used for report printing, and which one will be used for label printing. This function must be set on each workstation before printing. On the menu bar, choose Admin→Printer Assignment. See Printer Assignment in this Manual for a detailed explanation.

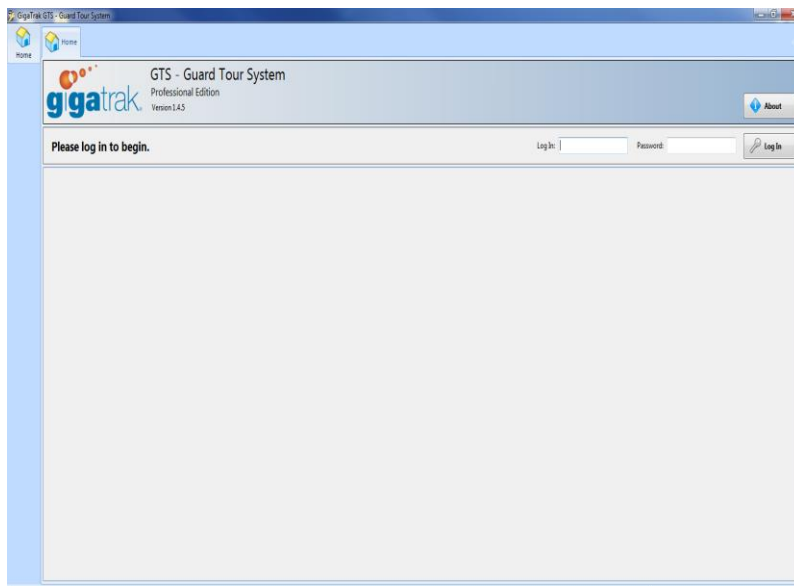
REPORTS

This function allows you to run various reports in Guard Tour. Reports can be filtered by employee, checkpoint, tour, status, and date range. Reports can be printed to the printer defined by printer assignment. On the menu bar, select Reports.

Once you have setup your initial data, you are ready to start using Guard Tour. Record inspections on checkpoints throughout several tours of your facility. Be diligent on how you use the system, and it will provide years of reliable inspection information on all of your assets.

Backup your database daily!

GETTING STARTED



Upon opening the program, the screen at left will appear. You will be prompted to enter a User Name and Password. If it is the first time logging in, you will use the Admin User's data:

Username: ADMIN

Password: ADMINUSER

Other users may be added to the system after setup. After users are entered into the system, they should each log in under their own User Name and Password.

REGISTRATION

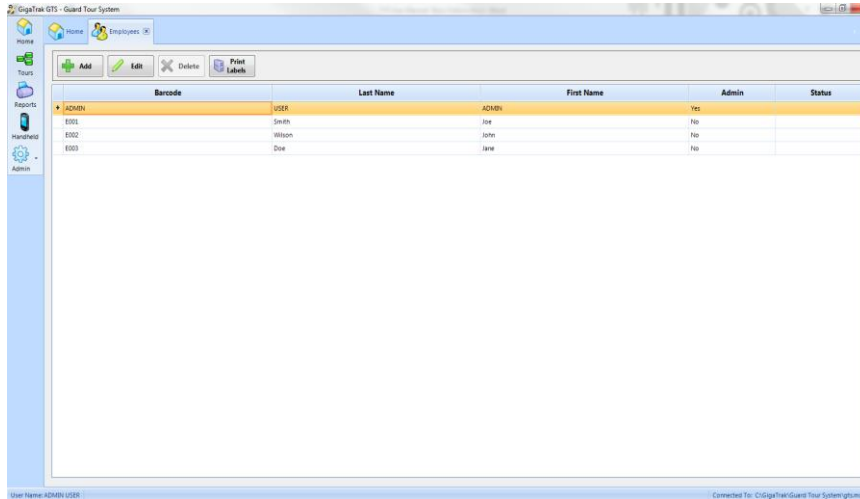


After logging in as Admin, click the "About" button on the upper right side of the screen. Then select the "Change Registration/Database" option. This step is important because it assigns licensing rights to you. Entering the Customer Identifier and License Key will unlock the program for your licensed use. The Four Digit Customer Identifier and the 16 digit License Key will be provided by GigaTrak when the product is purchased.

ADMIN FUNCTIONS

After registering your product, click “Admin” on the menu bar.

EMPLOYEES



The screenshot shows the 'Admin' interface of the GigaTek GTS - Guard Tour System. A table titled 'EMPLOYEES' is displayed with the following columns: Barcode, Last Name, First Name, Admin, and Status. The table contains four rows of data:

Barcode	Last Name	First Name	Admin	Status
ADMIN	USER	ADMIN	Yes	
ES01	Smith	Joe	No	
ES02	Wilson	John	No	
ES03	Dee	Jane	No	

Employees are either people that have access to the GTS system or people using the handheld to run inspections. To manage employees, select Employees under the Admin button on the menu bar.

Upon initial setup, the only employee will be the Admin user. You may Add, Edit, or Delete additional employee information.

To Add a new employee, select the Add button. 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.

The system will not allow editing of the last name, first name, middle initial, or user name for Admin User.

To delete an employee, select the employee and then select the delete button. If an employee has historical information tied to them, they will not be deleted. Instead, set their status to inactive to prevent further use.

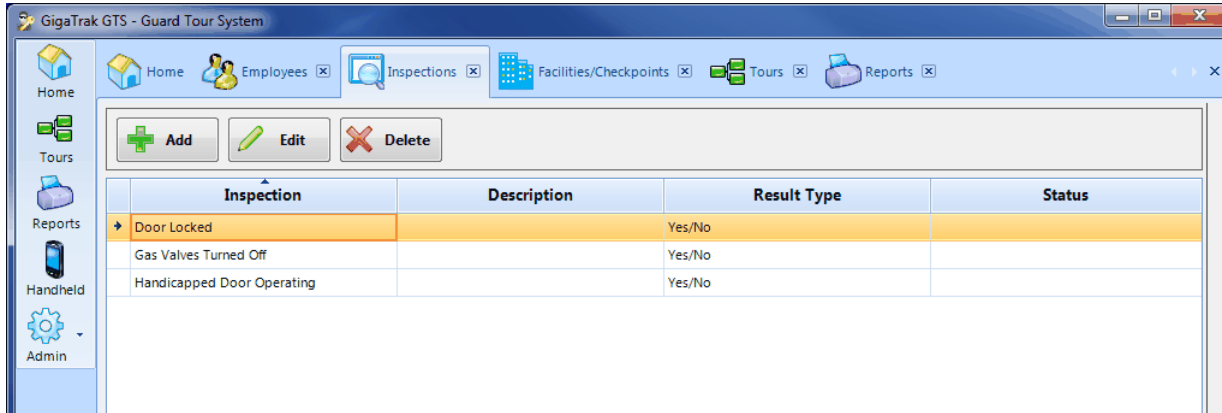
To print employee labels, select the “print labels” button. You will have the option to print all employees, or only selected employees. If a label printer has been selected and if a default employee label has been designated (see Label Designer in this manual), the label(s) will be printed.

INSPECTIONS

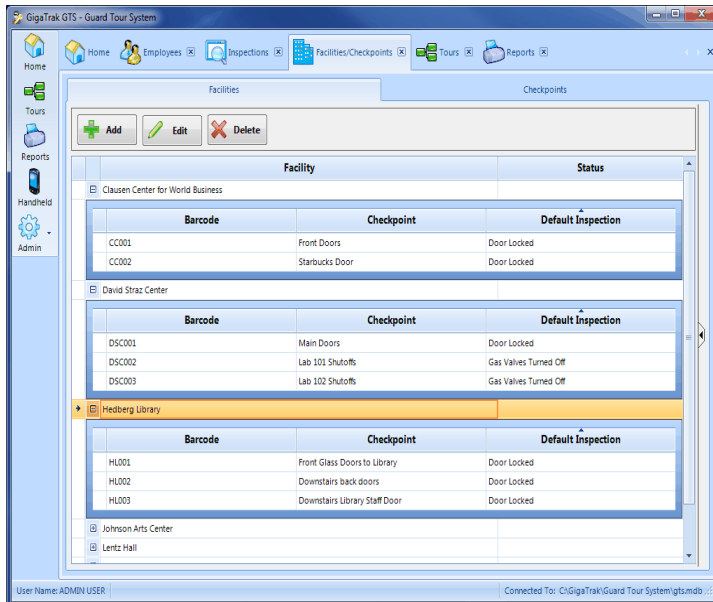
This is one of the more crucial administrative functions. The user will create a list of all Inspections that will be used in Tours (example: Door Locked, Room Clear, Check Emergency Light Panel, etc.). To ADD or EDIT an Inspection, the following information is required.

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)

The Result Type corresponds with the inspections done on the handheld. When the text result type is chosen, inspectors will need to enter in a text response for the inspection. If numerical result type is selected, inspectors will only be allowed to enter in numerical values for the inspection. If Pass/Fail is chosen, inspectors will indicate whether the inspection failed or passed. Similarly, if Yes/No is selected, users will be prompted to choose yes or no after scanning the checkpoint barcode.



FACILITIES/CHECKPOINTS



Along with Inspection Admin, this is another crucial administrative function. The user must first create Facilities for each building, center of operation, etc. Each facility will have several checkpoints. You can ADD or EDIT these checkpoints and facilities as necessary. 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.

Facilities require no more than a Facility Name. To Add a New Facility, select Add, enter in the facility name, and click save.

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.

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)

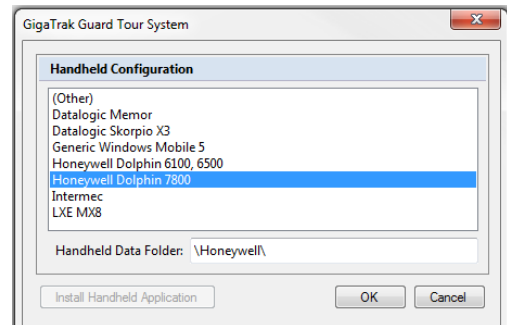
Checkpoint Barcode Labels can be printed by selecting “Print Labels” towards the top of the screen. You will have the option to print all checkpoint barcode labels for the particular facility, or only the selected checkpoint barcodes for the facility.

HANDHELD CONFIGURATION

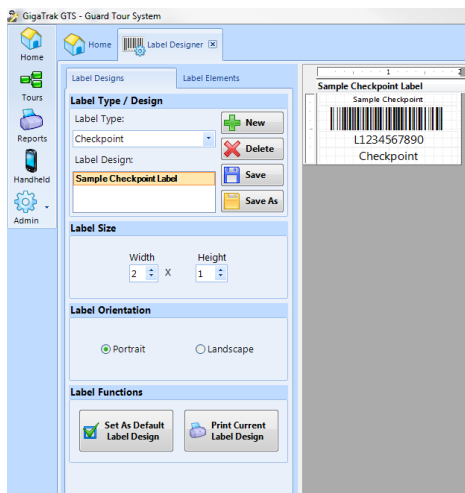
The Handheld Configuration screen is where GTS installs the handheld setup for the appropriate handheld device. To Install GTS setup for a handheld, follow steps below.

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.



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

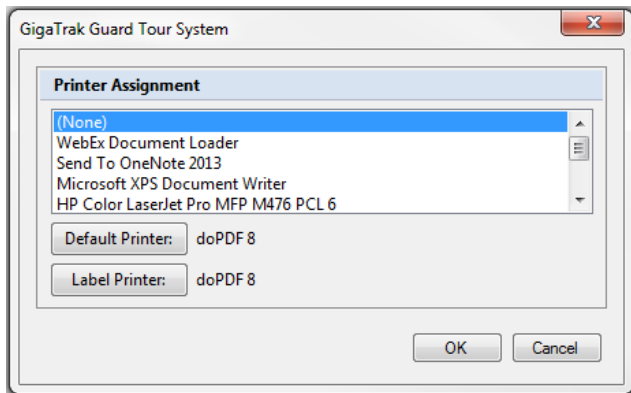
- Create a New design or edit an existing by selecting the Label Design desired.
- Set the Label Size (Note: should a label element go past the right edge of the label layout, it will auto-resize. You may need to manually reset the size to that preferred before saving.)
- Select Portrait for the typical 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.

PRINTER ASSIGNMENT



The printer assignment process is used to set the printer the system will use for printing reports and barcode labels. Select Printer Assignment from the File menu and the screen below will be displayed.

The Available Printers list will display all the printers that are on the Windows printer list.

To select the report printer, select the printer of choice and then click the Assign Default Printer

button. The Default Printer label will indicate the printer you selected. Any reports printed by the system will be directed to this printer. This does not affect the windows default printer selection.

To select the label printer, select the printer of choice and then click the Assign Label Printer button. The Label Printer label will indicate the printer you selected. Any labels printed by the system will be

directed to this printer. If you do not have a label printer, assign the default printer to act as the label printer.

TOURS

TOURS

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 +/-

Order	Barcode	Checkpoint	Inspection
1	CC001	Front Doors	Door Locked
2	CC001	Front Doors	Handicapped Door Operating
3	CC002	Starbucks Door	Door Locked
4	DS001	Main Doors	Door Locked
5	DS001	Main Doors	Handicapped Door Operating
6	DS002	Lab 102 Shutters	Gas Valves Turned Off
7	DS003	Lab 102 Shutters	Gas Valves Turned Off
8	LH001	Front Doors	Door Locked
9	LH001	Front Doors	Handicapped Door Operating

Order	Barcode	Checkpoint	Inspection
1	TARC001	Front Entrance	Door Locked
2	STW002	Downstairs Back Entrance doors	Door Locked
3	STW001	Theater Doors	Door Locked
4	TWC001	Front Doors	Door Locked
5	TWC003	North Side Doors	Door Locked
6	TWC002	South Side Doors	Door Locked

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.

You can also select specific 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.

INSPECTIONS

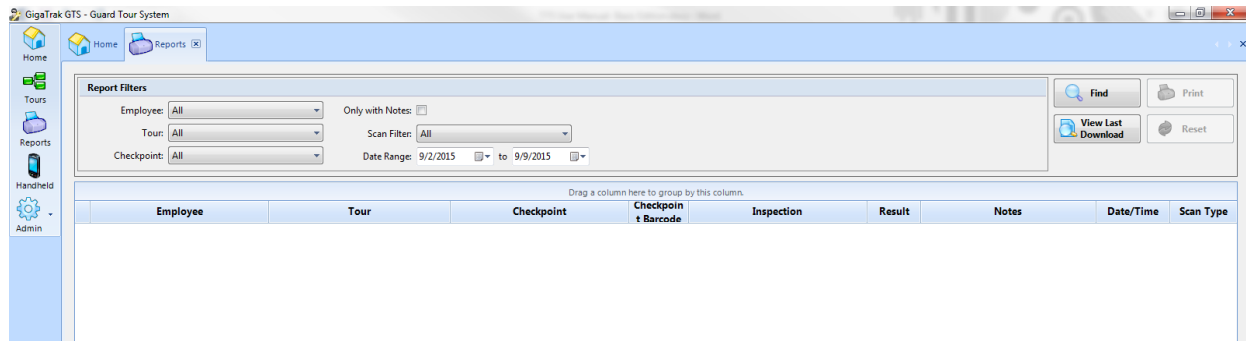
The next step is to assign Inspection to a specific Tour. First, select the Tour you are working on then click the Inspection tab. This tab will display a listing of all current Inspections for the noted tour.

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)
4. Select a Status (Active or Inactive)

REPORTS

The reports can be generated by selecting various filters. Users can generate reports based off of employees, tours, checkpoints, scans, and dates.

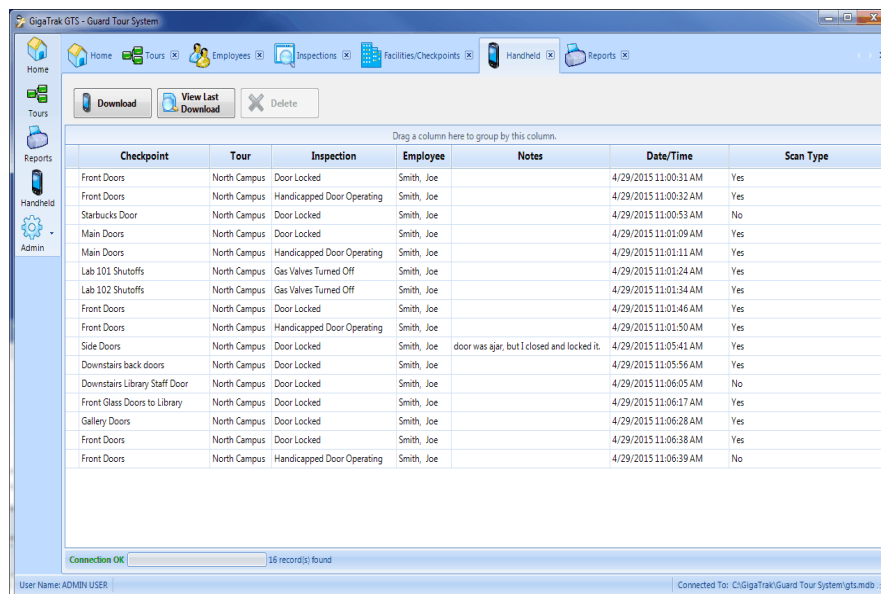


PRINT REPORTS

When the filters are set as desired, the user then selects the Print button on the upper right-hand side of the screen. A print preview screen will be generated. All reports can then be printed, e-mailed, or saved to a file location.

GTS MOBILE HANDHELD APPLICATION

HANDHELD SCREEN



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.

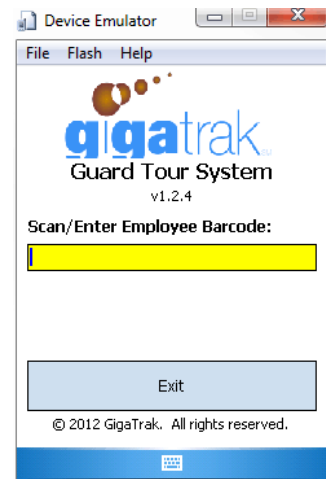
HANDHELD UNIT

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

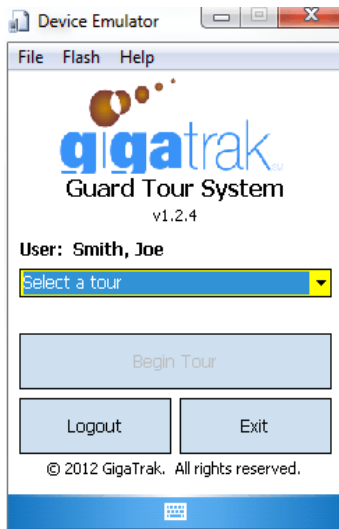
HANDHELD APPLICATION LOGIN

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. To switch users, select logout and then enter in another employee barcode to log back in with that identity.



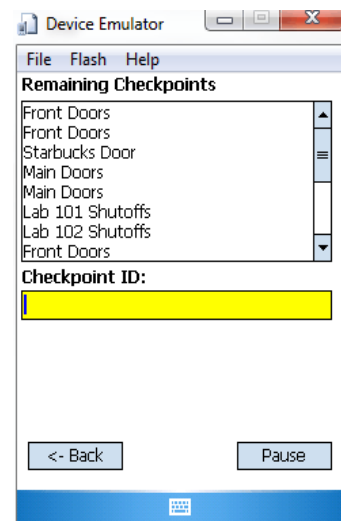
PERFORMING A TOUR



When successfully logged in, the employee should see the screen at left, which will allow them to select the proper tour from a dropdown menu. After selecting the tour from the drop-down menu, users will be able to click “Begin Tour”.

After beginning a tour, a list of remaining checkpoints will appear on the screen. When arriving at first checkpoint, scan or enter the Checkpoint ID for that specific checkpoint.

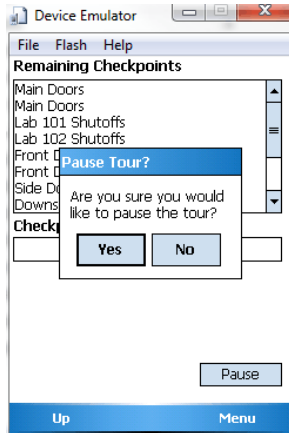
After entering the Checkpoint ID, a screen will appear with the Current Checkpoint and the Inspection that must be completed at the checkpoint.



The Result area will display the type of result associated with the specific inspection. This screen will also include 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.

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.



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.