

VERSION 1.4.5



GUARD TOUR USER MANUAL

GUARD TOUR USER MANUAL

TABLE OF CONTENTS

- Guard Tour User Manual 2
 - Table of Contents 2
- Quick Start..... 4
 - Introduction 4
 - GTS Overview 4
 - Employees 4
 - Inspections 4
 - Facilities & Checkpoints 4
 - Tours 4
 - Label Designer..... 5
 - Printer Assignment..... 5
 - Reports..... 5
- Getting Started..... 6
 - About..... 6
 - Change Registration 6
 - Change Database 6
 - Check for Update 7
- Admin..... 7
 - Employees 7
 - Inspections 8
 - Facilities/Checkpoints 8
 - Handheld Configuration..... 9
 - Label Designer..... 10
 - Label Designs..... 10
 - Label Elements 10
 - Printer Assignment 11
- Tours 12

Tours	12
Inspections	13
Reports	13
GTS Mobile Handheld Application	14
Syncing	14
Communication With Host PC	15
Microsoft Active Sync Installation (For Windows XP)	15
Windows Mobile Device Center Installation (For Windows Vista or Newer)	15
Handheld Application Functions	15
Handheld Application Login	15
Performing a Tour	16
Pausing a Tour	16
Completion of Tour	17
Support	17

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 an "Inspection" point. 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 user 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 more information. 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 Facilities & Checkpoints in this Manual for more information

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. See Tours in this Manual for more information

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 more information

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.

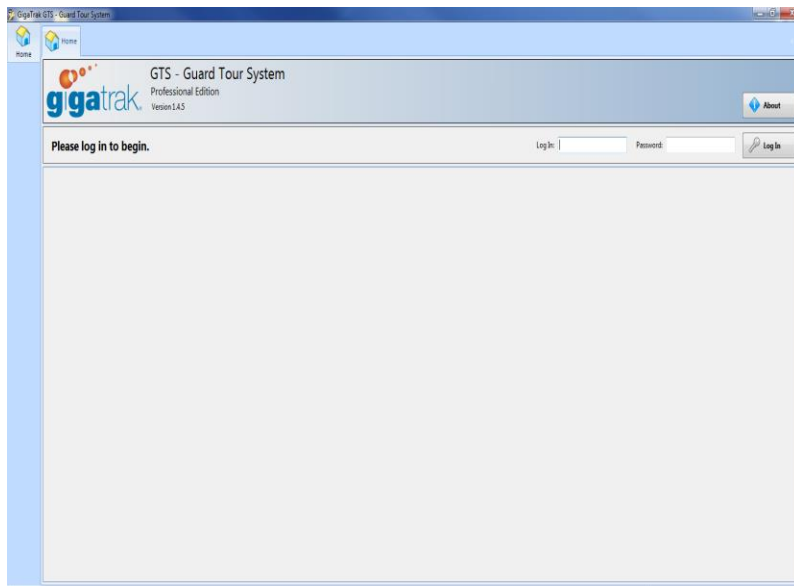
REPORTS

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. See Reports in this Manual for more information

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.

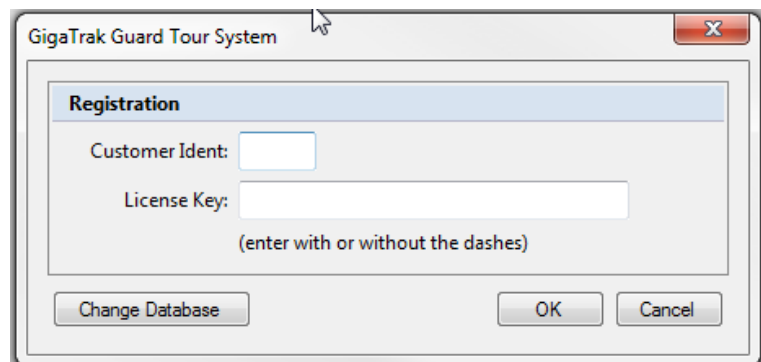
ABOUT

After opening the PC application, select "About" button on the upper right side of the screen.

CHANGE REGISTRATION

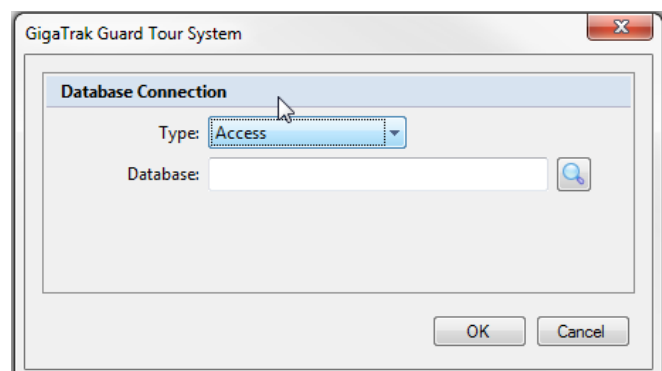
To change the registration on the ATS application, select About → Change Registration/Database.

This step is important because it assigns licensing rights for you. Entering the information 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.



CHANGE DATABASE

To change the database being used, select About → Change Registration/Database → Change Database. Choose the type of database you will be using with the drop down menu at the top. You will then be prompted to list the server name and



database name if using an SQL Database or the location if using an Access Database. When entering the SQL Server Name or IP Address, if you are using a named instance, add it with a backslash (example: myserver2\SQLExpress).

CHECK FOR UPDATE

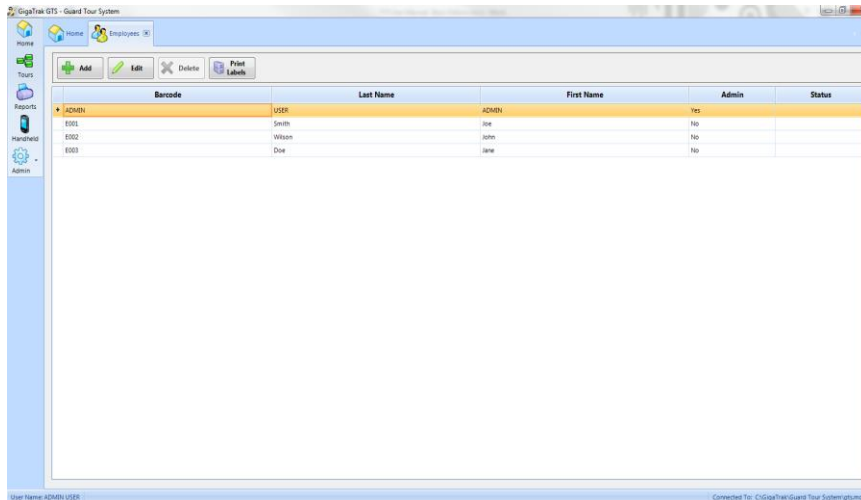
To check for updates on the GTS application, select About→Check for Update. The system will connect to a GigaTrak server to search for an update to the system. If an update is available, the system will begin the download process. Major updates may require you to contact GigaTrak and receive a special download. **You must have a current Support Agreement in place in order to download updates.**



ADMIN

EMPLOYEES

The Employees screen allows functions of adding, editing, or deleting employee records. 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 and fill in all required fields. You will need to enter in the user's Barcode, First Name, Last Name, Login, and Password. Employees that need the ability to edit add facilities and checkpoints, edit inspections etc. must be given Admin rights by checking the Admin box. Should an employee no longer be a part of the GTS, you can set their status to inactive to prevent them from using the system but still keep historical data.

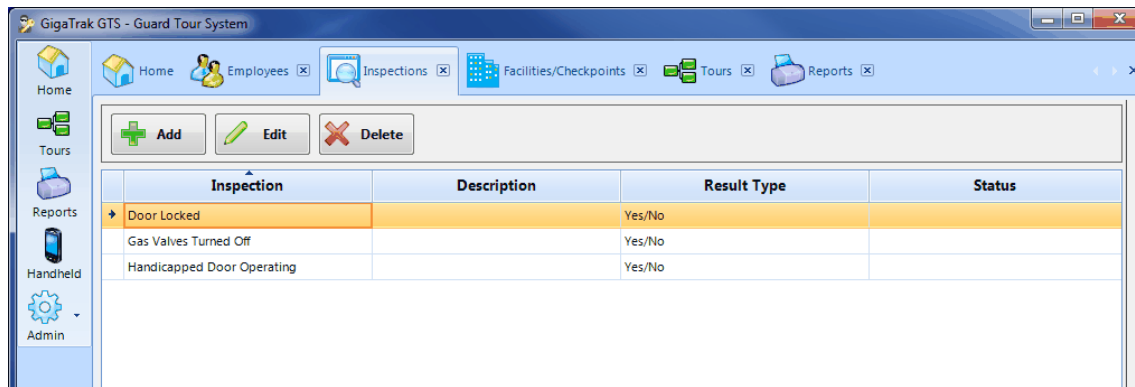
The system will not allow editing of the last name, first name, middle initial, or user name for the Admin User.

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

The inspections tab is one of the more crucial administrative functions. The user will need to create a list of all Inspections that will be used in Tours (example: Door Locked, Room Clear, Check Emergency Light Panel, etc.). When adding or editing an Inspection, a unique inspection name and a result type are required fields.



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, the facilities and checkpoints 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. It is suggested that you inactivate a facility to keep the historical data but still prevent it from further use.

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

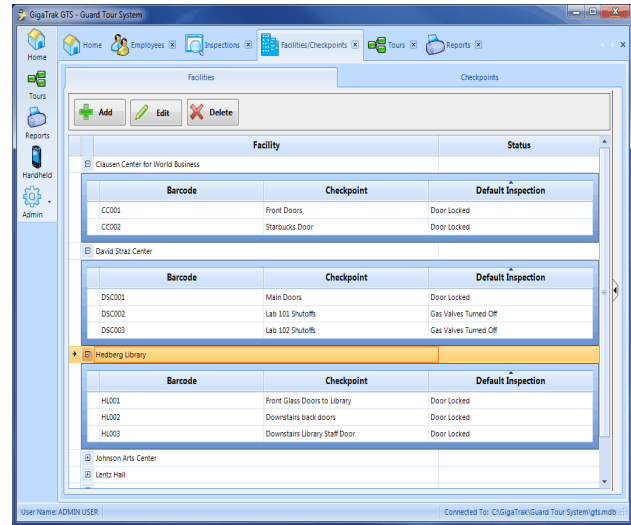
By clicking the small +/- button, which is left of the name on the listing, it will expand and show a sub-listing of all the Checkpoints associated to that Facility. If sub-listing is blank, Checkpoints have not been assigned to that Facility.

To assign checkpoints to a specific facility, select

the Facility you wish to

add the checkpoint to and 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, unique barcode, description of the checkpoint and default inspection are required fields.

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 to a handheld, follow the steps below:

1. Connect Handheld to the PC via Active Sync or Windows Mobile Device Center
 - a. If handheld is not connecting through Active Sync or Windows Mobile Device Center or Active Sync or Windows Mobile Device Center is not installed, please see Communication With Host PC.
2. Select Handheld Device
3. Select Install Handheld Application
4. Sync the handheld with the computer See Syncing under GTS Mobile Handheld Application

See GTS Mobile Handheld Application in this Manual for more information about handheld devices and features.

LABEL DESIGNER

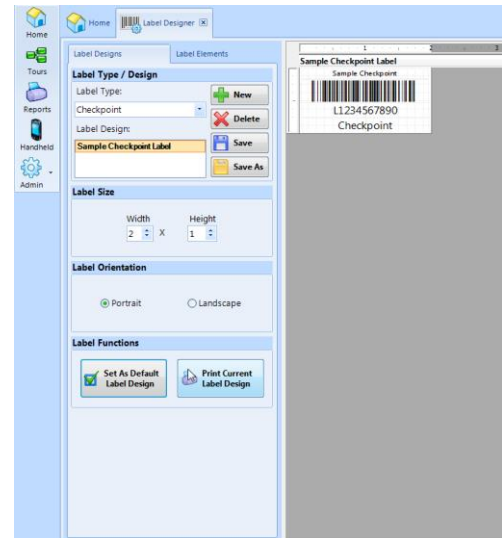
The Label Designer allows you to format a label for Employees, Containers, Locations, and Packages. Any number of designs can be created, but only one can be the “Default Label Design” for each type. To access the label designer, click Admin → Label Designer.

LABEL DESIGNS

The Label Designs tab of the Label Designer is made for viewing, adding, deleting and saving label designs for different label types.

Label Type/Design

Select the Type of label you wish to view by using the drop down menu. Select which of those designs you would like to view select the design below or click new to add a new design of that type. Select Save to save changes to that design. Use save as to save a copy of the current design under a different name. To delete the current design, click the delete button. The current default label will be bolded. If no label design is bolded for that label type, please select a default label for that type. Please see Label Functions for instructions on setting a default label design.



Label/Page Options

Use this to set the size and orientation of the label. If printing multiple labels on one page select the Print Multiple Labels per Page and the Page Options tab will be unlocked. In Page option you can change the spacing between labels as well as how many columns of rows you would like to print.

Label Functions

The Label Functions hold two key buttons: Set As Default Label Design and Print Current Label Design. Set As Default Label Design will set the current selected design as the default for that type of label. So if a label is printed for that type it will be printing based on that design. Print Current Label Design will print a sample label so that you can see what the label will look like.

LABEL ELEMENTS

The Label Elements tab of the Label Designer is made for add, editing and removing elements of a label.

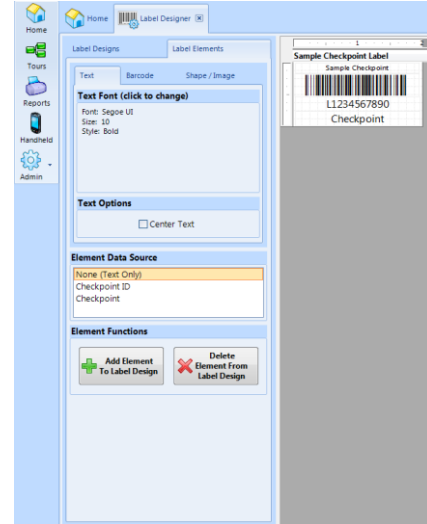
Text

Select the Text tab in the Label Elements panel. Select the type of text you would like to use in the Data Source box, press Add Element To Label design and type a label caption in the Value Required textbox if using a data source marked (Not Data-Bound).

Right clicking on a text element will give you some extra options to apply to that element. You can change the size, center the text in its bounding box, edit the text if using a data source marked (Not Data-Bound), add a border around the bounding box or change the color.

Barcode

Select the Barcode tab in the Label Elements panel. Select the type of barcode you would like using the drop down menu called Type. Select the type of text you would like to see as a barcode in the Data Source box, press Add Element To Label design and type a label caption in the Value Required textbox if using a data source marked (Not Data-Bound).



Right clicking on a barcode element will give you some extra options to apply to that element. You can change the size, center the barcode in its bounding box, edit the text of the barcode if using a data source marked (Not Data-Bound), add a border around the bounding box or change the color.

Shape/Image

Select the Shape/Image tab in the Label Elements panel. Select the type of Shape/Image you would like and press Add Element To Label design.

Right clicking on a Shape/Image element will give you some extra options to apply to that element. You can change the size, center the element in its bounding box, add a border around the bounding box/ change the thickness of the line or change the color.

For images, when you click the Add Element To Label Button and have the (Not Data-Bound) selected. You will be prompted to select the photo file from your computer. File formats accepted are .bmp, .gif, .jpg, .png and .tif.

Delete Element From Label Design

Select the element of the barcode you wish to remove and click the Delete Element From Label Design button and it will be removed from the current label design.

PRINTER ASSIGNMENT

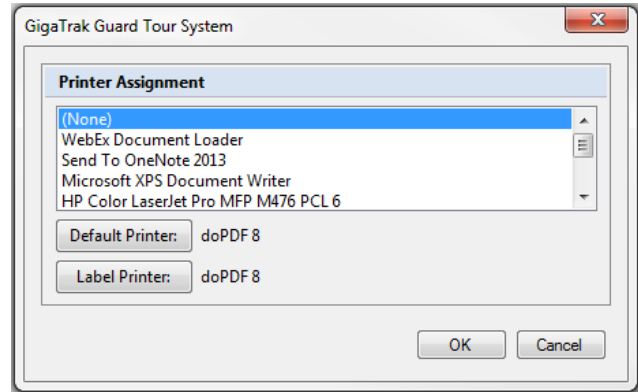
The printer assignment process is used to set the printer the system will use for printing reports and barcode labels. Select Printer Assignment from the Admin menu and the screen below will be displayed.

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 select “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.

To select the label printer, select the printer of choice and then select the “Assign Label Printer” button. The label printer 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 label printer to the same printer as the default printer.

This does not affect the Windows default printer selection.



TOURS

TOURS

The Tours screen allows you to create a Tour with a preset 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.

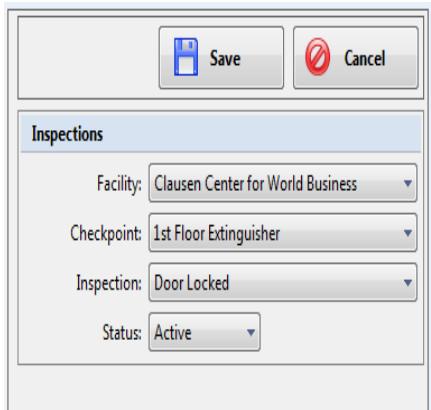
Barcode	Tour	Frequency	Last Inspection	Status
70001	North Campus	Days: 0 hours: 0	3/3/2013 4:00 PM	
1	CC001	Front Doors	Door Locked	
2	CC001	Front Doors	Handicapped Door Operating	
3	CC002	Starbucks Door	Door Locked	
4	DSC001	Main Doors	Door Locked	
5	DSC001	Main Doors	Handicapped Door Operating	
6	DSC002	Lab 101 Shutters	Gas Valves Turned Off	
7	DSC002	Lab 101 Shutters	Gas Valves Turned Off	
8	LH001	Front Doors	Door Locked	
9	LH001	Front Doors	Handicapped Door Operating	
70002	South Campus	Days: 0 hours: 0	3/3/2013 4:00 PM	
1	TWC001	Front Entrance	Door Locked	
2	STU002	Downstairs Back Entrance doors	Door Locked	
3	STU002	Theater Doors	Door Locked	
4	TWC001	Front Doors	Door Locked	
5	TWC001	North Side Doors	Door Locked	
6	TWC002	South Side Doors	Door Locked	

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.

To delete a tour, select the tour you want to delete and select the delete button at the top. If a tour has history attached to it, the system will not allow you to delete it. Instead, set the status to inactive to prevent further use but still retain historical data.

INSPECTIONS



Save Cancel

Inspections

Facility: Clausen Center for World Business

Checkpoint: 1st Floor Extinguisher

Inspection: Door Locked

Status: Active

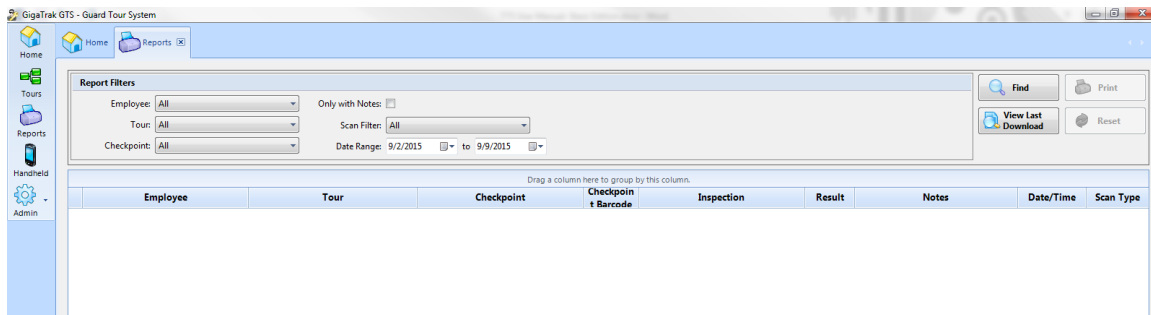
Each tour should have at least one inspection assigned to it. To do so, select the Tour you are working on then click the Inspection tab. This tab will display a listing of all current Inspections for the noted tour. To add or edit a Checkpoint, Facility, Checkpoint, Inspection and Status are all required fields.

To change the order of the inspections, select the inspection you would like to move and click edit. Then, click the move up and move down buttons until the selected inspection is in the correct position. To save this change, click the save button on the right.

To delete an inspection, single click on the inspection you want to delete and it should become highlighted. At that point, select the Delete button at the top. If an inspection has history attached to it, the system will not allow you to delete it. Instead, set the status to inactive to prevent further use but still retain historical data.

REPORTS

To access reports, select “Reports” on the main menu bar. Users can generate reports based off of employees, tours, checkpoints, scans, and dates. The data can be sorted by any of the columns in the table below by clicking on the header of the column.



GigaTrak GTS - Guard Tour System

Home Home Reports X

Home Tours Reports Handheld Admin

Report Filters

Employee: All Only with Notes:

Tour: All Scan Filter: All

Checkpoint: All Date Range: 9/2/2015 to 9/9/2015

Find Print View Last Download Reset

Drag a column here to group by this column.

Employee	Tour	Checkpoint	Checkpoint Barcode	Inspection	Result	Notes	Date/Time	Scan Type
----------	------	------------	--------------------	------------	--------	-------	-----------	-----------

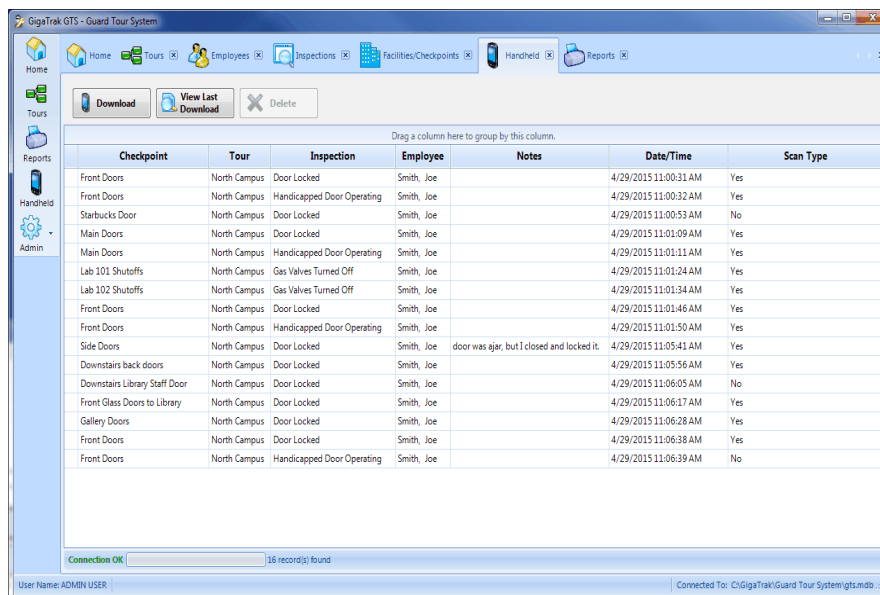
When the filters are set as desired, the user can then select the Print button on the upper right-hand side of the screen. A print preview screen will be generated. All reports can then be printed, e-mailed, or saved to a file location.

GTS MOBILE HANDHELD APPLICATION

SYNCING

To Sync:

1. Connect Handheld to the PC via Active Sync or Windows Mobile Device Center
 - a. If handheld is not connecting through Active Sync or Windows Mobile Device Center or Active Sync or Windows Mobile Device Center is not installed, please see Communication With Host PC.
2. Select Handheld from the side menu.
3. Select Download
 - a. The first time Download is selected for a handheld it will prompt with “No Database was found on the device would you like to upload a clean database?” Please select Yes.
4. Click OK on the Sync Complete prompt and the pc and handheld will now be up to date. If you have any other handhelds, it is best to sync them all around the same time to make sure they are all up to date.
 - a. If there was information to be uploaded, the download function will import all handheld data and list each inspection Checkpoint with the results of the inspection in the table below.



The screenshot shows the GigaTrak GTS - Guard Tour System software interface. The main window displays a table of inspection data. The table has the following columns: Checkpoint, Tour, Inspection, Employee, Notes, Date/Time, and Scan Type. The data is as follows:

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 to Library	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

At the bottom of the window, a status bar indicates "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".

COMMUNICATION WITH HOST PC

Communication software must be installed on the host computer. Choose the correct software based on the operating system of the host computer.

MICROSOFT ACTIVE SYNC INSTALLATION (FOR WINDOWS XP)

- 1) Locate a copy of the latest version of Active Sync for your computer system. The correct version is available from Microsoft's WEB site. Version 4.5 is the latest from Microsoft as of this printing.
- 2) Look for the installation file (i.e. activesync_setup.msi) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.
- 3) Leave Active Sync running to install and connect your handheld computer.

NOTE: Some users may use a single PC to connect multiple handheld computers. If this is the case, it is best to setup your PC to recognize each handheld as a "Guest". This avoids having Active Sync loading shared data from your Outlook and other PC applications. To set all connected handhelds as a Guest, please double-click and run the provided "GuestOnly.reg" file. It will instantly update your system for future connections.

WINDOWS MOBILE DEVICE CENTER INSTALLATION (FOR WINDOWS VISTA OR NEWER)

- 1) Locate a copy of the latest version of Windows Mobile Device Center for your computer system. The correct version is available from Microsoft's WEB site.
- 2) Look for the installation file (i.e. drvupdate-x86.exe) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.

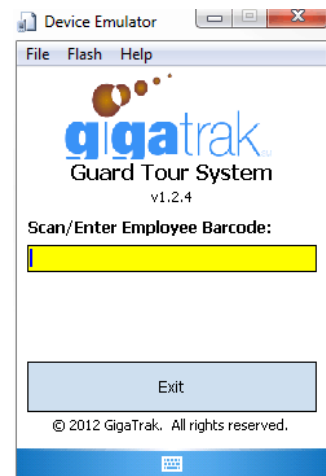
HANDHELD APPLICATION FUNCTIONS

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

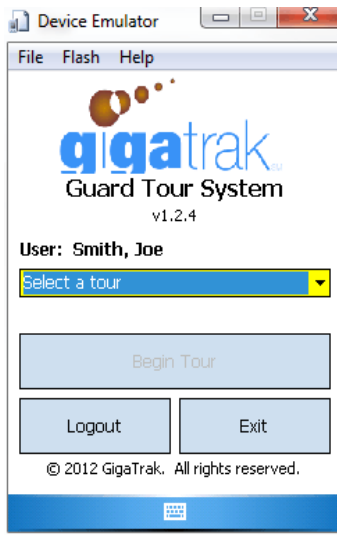
HANDHELD APPLICATION LOGIN

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



PERFORMING A TOUR



Once successfully logged in, the employee should see the screen at left. This will allow them to select tours from a dropdown menu. If there are no tours in the drop down menu, please check on the pc to make sure each tour has at least one inspection associated with it and resync the handheld to the pc. After selecting a tour from the drop-down menu, users will be able to click “Begin Tour”.

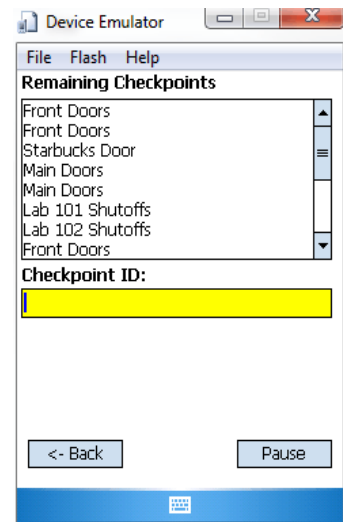
After beginning a tour, a list of remaining checkpoints for the tour will appear on the screen. When arriving at first checkpoint, scan or enter the Checkpoint ID for that specific checkpoint.

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

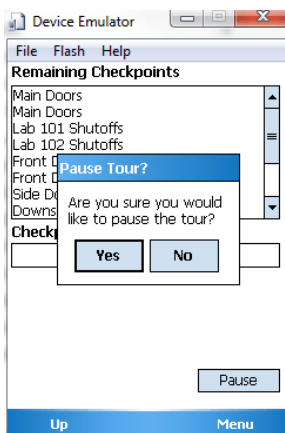
at the checkpoint.

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 you will be brought back to the main screen. A pop up will appear notifying you that the Tour has been completed.

SUPPORT

GigaTrak provides 90-days of telephone support for ATS from the date of purchase. GigaTrak will advise on installation issues but the customer is responsible for network and SQL Server installation. Our hours are 9am to 5pm central time Monday through Friday. During this time you are entitled to any updates or new releases issued by GigaTrak. By purchasing an extended support one, two or three year agreement, these services are extended. Onsite support is available at additional cost. Please call 262-657-5500 extension 2 with any questions.