



**GUARD TOUR QUICK START
GUIDE**

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Please refer to the Guard Tour “PC Install” guide to get your system downloaded.

After installing, start by double-clicking on the Package Tracking System icon located on the desktop. If you are using a network location, only the first person to enter the system will need to follow these steps.

1. First, login with the Administrator credentials that was provided to you in your Order Acknowledgement Email
2. After logging in, select “About” on the upper right hand side of the screen
3. Click on “Change Registration/Database” and enter your custom Ident and License Key provided in your Order Acknowledgement email
4. Choose the type of database you will be using with the drop down menu. 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

CREATE USERS

Click on “Admin”, “Employees”. Here, we can add, edit or delete employee records. Press “Add” to add in a new employee and fill in the required fields under the Employee Details. You will need to enter in the user’s barcode, first name, last name, and login information. Employees that need the ability to edit, add facilities and checkpoints, edit inspections etc., must be given Admin rights by checking the Admin box.

The screenshot shows the 'Employees' section of the software. On the left is a table with columns: Barcode, Last Name, First Name, Admin, and Status. The row for 'E001' is highlighted. On the right is the 'Employee Details' form with fields for Barcode, Last Name, First Name, Admin (checkbox), Login, Password, and Status (dropdown menu).

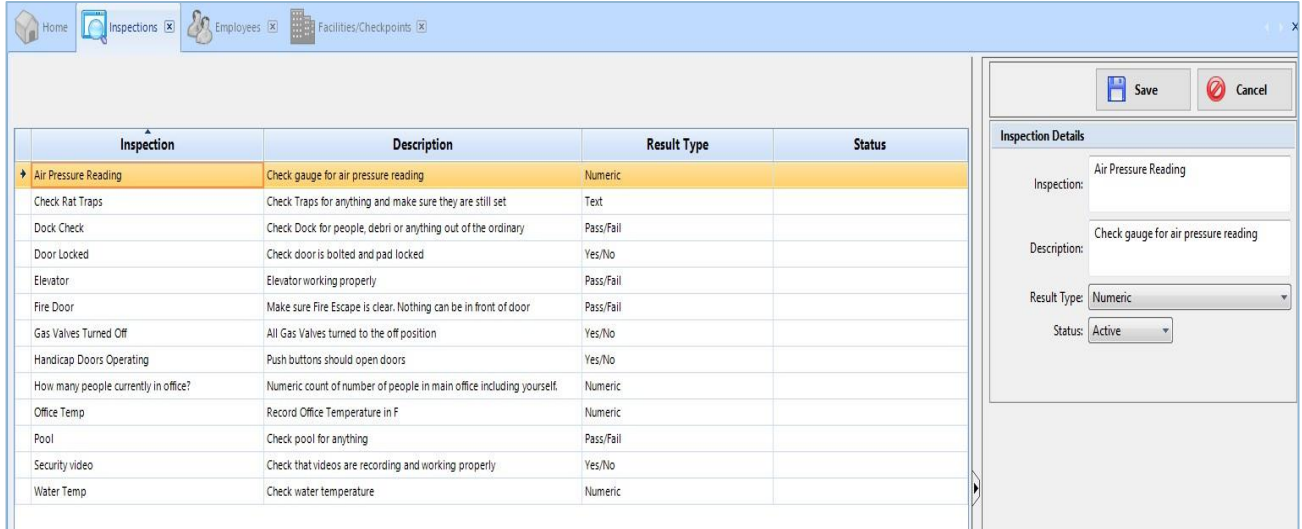
Barcode	Last Name	First Name	Admin	Status
ADMIN	USER	ADMIN	Yes	
E001	Smith	John	No	
E002	Davis	Kevin	No	
E003	Anderson	Julie	No	
E004	Frank	Amanda	Yes	
E005	Packer	Aaron	No	
E006	Young	Jason	No	
E007	Bronson	Hannah	No	
E008	Hagerman	Bob	No	
E009	Trecker	Brayden	No	

Employee Details form fields:
Barcode: E001
Last Name: Smith
First Name: John
Admin:
Login: JSMITH
Password: *****
Status: Active

INSPECTIONS

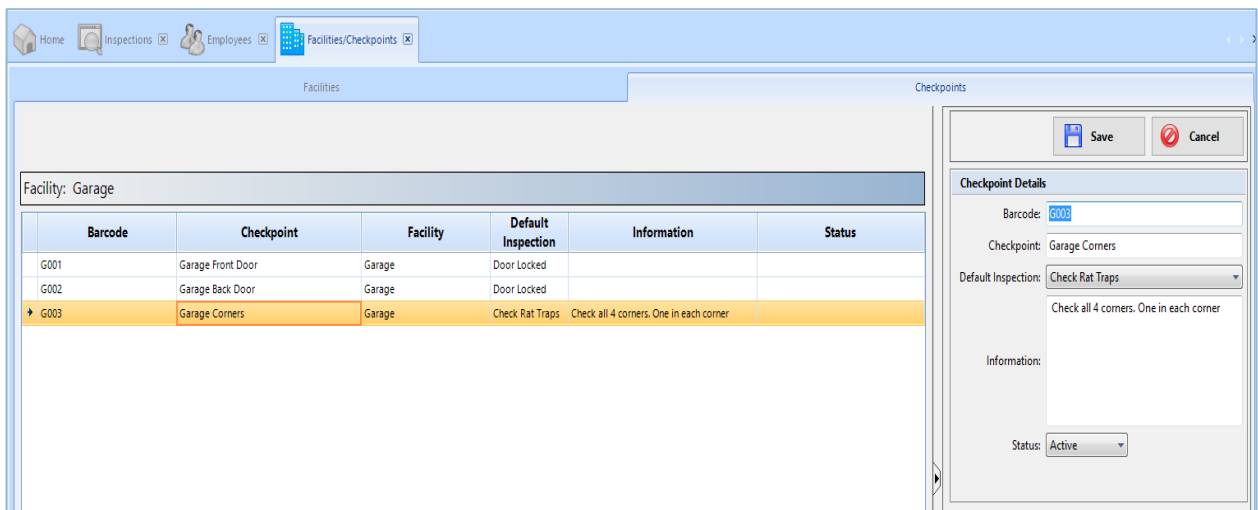
Click on “Admin”, “Inspections” to add in all inspections to the system. Here you will create a list of ALL inspections that will be used in any given tour. All inspections must have a unique Inspection name and a result type. The Result Type corresponds to the wanted results during a tour that is performed with the handheld. Press “Add” to add in a new Inspection. Under Inspection Details, enter the name of the Inspection, any details and the Result Type you would like. 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. Continue to enter all of your wanted inspections.



FACILITIES/CHECKPOINTS

Next, click on the “Admin”, “Facilities/Locations”. Here you will create Facilities for each building. Each facility will have several checkpoints underneath them (or however many you need). You can add or Edit these checkpoints and facilities as needed. To add a Facility, press “Add” and enter the Facility Name under the Facility Details box and press Save. Once you have a Facility highlighted, you can then click on the second tab labeled “Checkpoints”. Here you will add in specific Checkpoints for that Facility. Press “Add” to add in a Checkpoint and fill out the information in the Checkpoint Details. Each Checkpoint will have a Barcode, Checkpoint name, the default inspection, and any notes/extra information.



TOURS

Click on the “Tours” icon. Here, you will create a Tour with a preset frequency and a Reminder. The Admin user can assign specific Checkpoints to a Tour and sequence them accordingly. Press “Add” to add in a new Tour. Enter the Tour barcode, Tour name, Frequency, Reminder Interval, and Default Inspection under the Tour Details. You can also choose if you wish to Force the Order of the Tour, Allow Skips, Allow Duplicate Scans and to inactivate the tour. After creating a Tour, you can go into the second tab labeled “Inspections” and assign Checkpoints to the Tour. Press “Add” to add in an Inspection and choose your Checkpoint from the Inspections Details box and press SAVE. Continue to do this for all stops you would like to make on this Tour. Clicking on any line item will allow you to move items Up or Down in the Tour order.

The screenshot shows the 'Tours' management interface. The main window displays a list of tours with columns for Barcode, Tour, Frequency, Last Inspection, and Status. The first tour, 'TOUR1', is selected and its details are shown in a side panel. The details include Barcode (TOUR1), Tour (Grounds), Frequency (Days: 0, Hours: 8), Last Inspection (05/13/2016 11:00 AM), and Status (Active). Below the details, a table lists the checkpoints for TOUR1 in order.

Order	Barcode	Checkpoint	Inspection
1	D001	Dock A	Dock Check
2	D002	Dock B	Dock Check
3	D003	Dock C	Dock Check
4	P001	Pool Check	Pool
5	P002	Pool Valves	Gas Valves Turned Off
6	G001	Garage Front Door	Door Locked
7	G002	Garage Back Door	Door Locked
8	G003	Garage Corners	Check Rat Traps

The screenshot shows the 'Inspections' management interface for 'TOUR1'. The main window displays a table of inspections with columns for Checkpoint, Inspection, Barcode, Order, and Status. The first inspection, 'Dock A', is selected and its details are shown in a side panel. The details include Facility (Dock), Checkpoint (Dock A), Inspection (Dock Check), and Status (Active). Below the details, a table lists the checkpoints for TOUR1 in order, with 'Move Up' and 'Move Down' buttons next to each row.

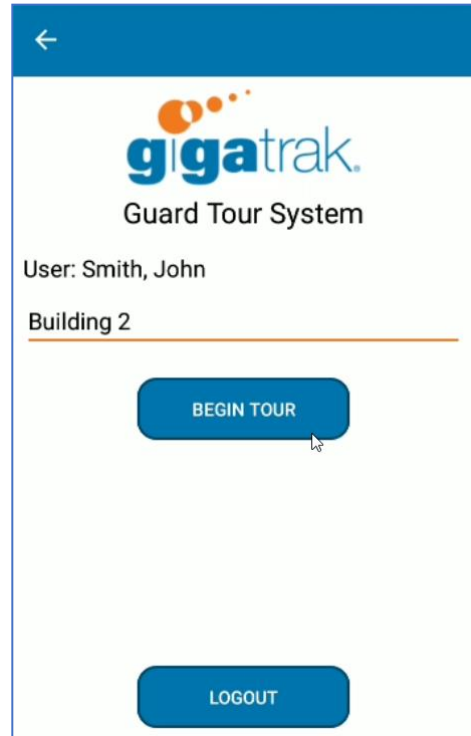
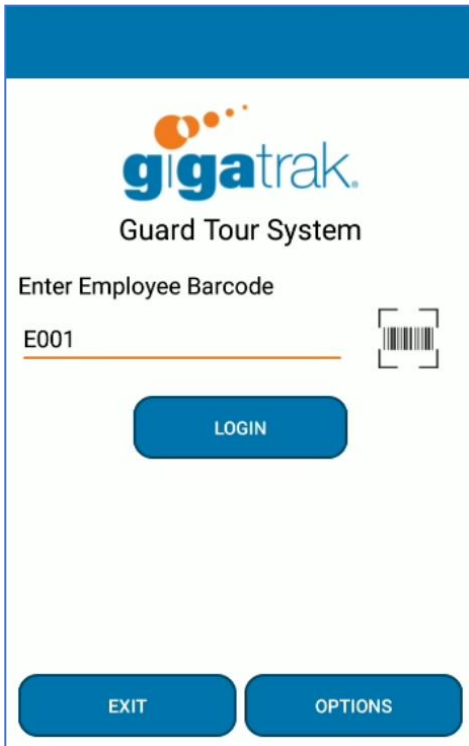
Checkpoint	Inspection	Barcode	Order	Status
Dock A	Dock Check	D001	1	
Dock B	Dock Check	D002	2	
Dock C	Dock Check	D003	3	
Pool Check	Pool	P001	4	
Pool Valves	Gas Valves Turned Off	P002	5	
Garage Front Door	Door Locked	G001	6	
Garage Back Door	Door Locked	G002	7	
Garage Corners	Check Rat Traps	G003	8	

You can create as many tours as you would like.

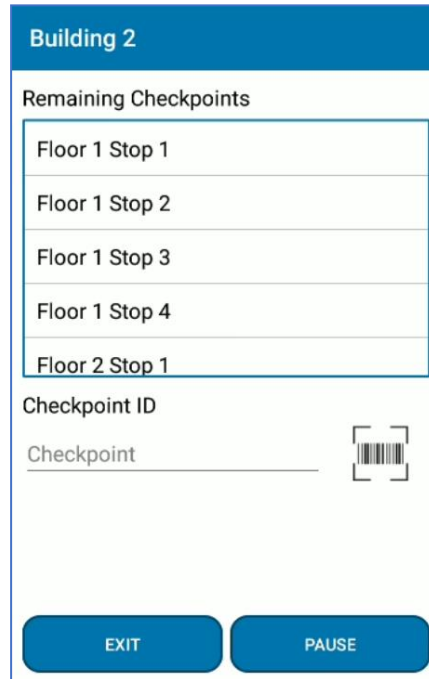
HANDHELD

All tours must be performed with a handheld device. Handhelds run on Batch mode only and must be synced with the computer. First, connect your handheld with the computer via Windows Mobile Device Center. Once connected go to “Admin”, “Handheld Configuration”. Choose the handheld you are using from the list and press “Install Handheld Application”. Once installed, you can go to the Handheld icon and sync the PC and scanner by pressing the “Download” link.

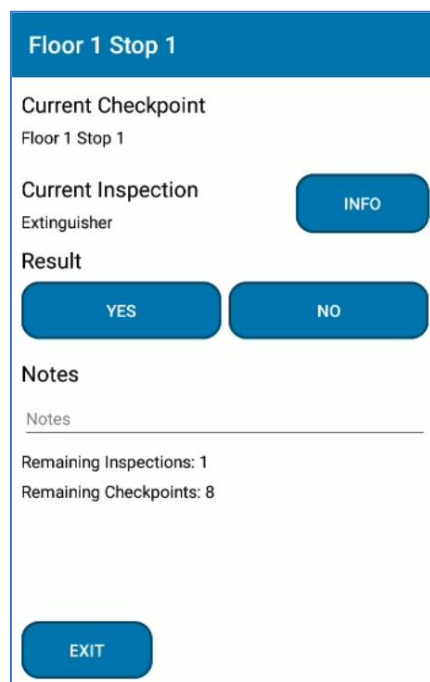
When a user is ready to do a tour, they will login (login credentials created on PC interface) with the handheld and select their tour from the drop down menu. Press “Begin Tour”.



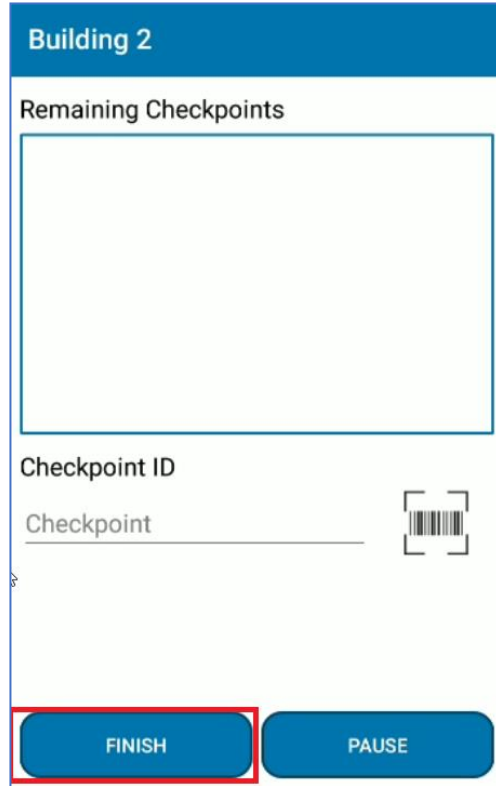
All Checkpoints will then be listed for that particular Tour. As you reach each Checkpoint, start by scanning the barcode of the Checkpoint ID (or manually enter the checkpoint barcode). The result for that particular Checkpoint will prompt you for a response.



The result for that particular Checkpoint will prompt you for a response.



Any Notes for the transaction should be entered before choosing the result of the inspection. Once a result has been chosen or entered, the app will return back to the previous screen to list the remaining checkpoints. Continue to scan each checkpoint and perform the inspection of each stop and record the results. When finished, press the “Finish” button.



Finally, log out of the app, and do a batch sync with the PC database to download all transactions. Please note, the Android device must be in “File Transfer Mode” in order to sync with the PC. Once in File Transfer Mode, click on the “Handheld” icon on the PC interface and press “Download”.

REPORTS

Finally, reports can be run from the PC application based on any amount of filters (employees, tours, checkpoints, dates).

The screenshot shows the PC application's Reports interface. At the top, there are navigation tabs: Home, Tours, Handheld, Employees, and Reports. Below the tabs is a 'Report Filters' section with several dropdown menus: Employee (All), Tour (All), Checkpoint (All), Only with Notes (checkbox), Scan Filter (All), and Date Range (05/02/2017 to 05/09/2017). There are also buttons for Find, Print, View Last Download, and Reset. Below the filters is a table with the following columns: Employee, Checkpoint, Inspection, Result, Notes, and Date/Time. The table contains 20 rows of data.

Employee	Checkpoint	Inspection	Result	Notes	Date/Time
Hagerman, Bob	Dock A	Dock Check	Pass		04/24/2017 1:12:42 PM
Hagerman, Bob	Dock B	Dock Check	Pass		04/24/2017 1:12:47 PM
Hagerman, Bob	Dock C	Dock Check	Pass		04/24/2017 1:12:51 PM
Smith, John	Fire Door 1	Fire Door	Pass		03/10/2017 10:21:13 AM
Smith, John	Fire Door 2	Fire Door	Pass		03/10/2017 10:21:17 AM
Hagerman, Bob	Garage Back Door	Door Locked	No		04/24/2017 1:13:20 PM
Hagerman, Bob	Garage Back Door	Door Locked	Yes		04/24/2017 1:13:53 PM
Hagerman, Bob	Garage Corners	Check Rat Traps	All active		04/24/2017 1:13:58 PM
Hagerman, Bob	Garage Front Door	Door Locked	No		04/24/2017 1:13:08 PM
Hagerman, Bob	Garage Front Door	Door Locked	Yes		04/24/2017 1:13:49 PM
Smith, John	Main Door	Handicap Doors Operating	Yes		03/10/2017 10:20:22 AM
Hagerman, Bob	Pool Check	Pool	Pass		04/24/2017 1:12:56 PM
Hagerman, Bob	Pool Valves	Gas Valves Turned Off	Yes		04/24/2017 1:13:01 PM
Smith, John	Reception	Office Temp	72		03/10/2017 10:20:52 AM
Smith, John	Reception	How many people currently in office?	12		03/10/2017 10:20:57 AM
Smith, John	Security	Security video	Yes		03/10/2017 10:20:29 AM
Smith, John	Security	Security video	Yes		03/10/2017 10:21:06 AM

SUPPORT

This quick-start guide is meant only for quick system setup and usage. Please refer to the User Manual for a more detailed explanation of the system. If you have specific questions, please contact support@gigatrak.com