



WatchNET Access Integrated Security Management Software

Configuring Guard Tour feature



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Revision History

Revision	Date	Author	Description of Changes
1.0	07 /20 /2015	Peter Punzalan	Manual Created

Chapter 1 Introduction

1.1 Guard Tour Overview

Many Companies hire security officers to provide protection of the company facilities on a twenty-four hour, seven days a week basis. One important duty of these officers is to provide periodic patrols of the facility to detect any suspicious and abnormal activity, such as door left opened, burned out lights, water leaks, and other such conditions in industrial facilities.

To get maximum value from the security officer, it is essential that the officer make patrols according to established procedures, in general, patrols should be made at least several times per shift, and should cover all important areas of the facility. Guard tour feature records the officer's activity in making patrol routes, this determines if the officers are making their tours when they should and to verify if they are covering all portion of their tour.

Guard tour integrates with WatchNET Access control system limiting the office to carry any wand for their patrols by only using watchnet cards and scanning it into to the configured door patrol routes. This Guard tour feature is available in WatchNET Access Integrated Security System Software and no additional module or board is needed.

1.2 Computer Requirements

- The WatchNET Access Integrated Security System software must be installed on the Server.
- License for Guard Tour feature

To Purchase the license call WatchNET at 1-866-843-6865 or email at

accesscontrolsupport@watchnetinc.com

1.3 License Checking

To check license dongle, Click **Help** (Figure 1-1) in the main menu and select **License information** (Figure 1-2)

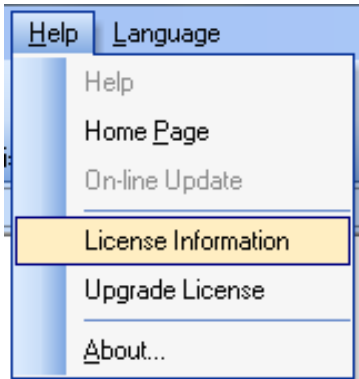
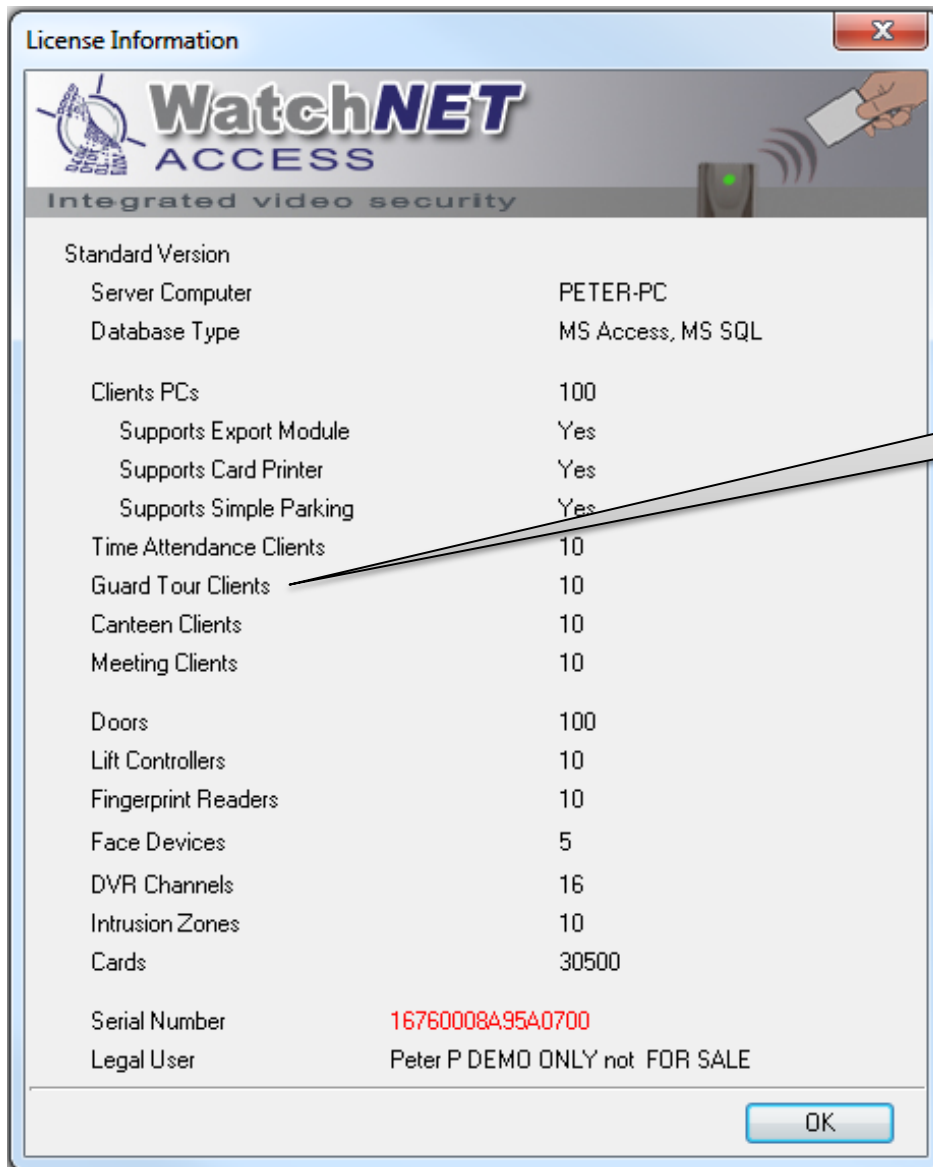


Figure 1-1



Reserved Guard Tour Clients

Figure 1-2

1.4 Features

- Configurable Patrol Routes
- Configurable time in between routes
- Schedule / work time for Patrol Officers
- Live Patrol Records
- Patrol Record Reports

Chapter 2 Main Operating Screen

2.1 Logon

To Log onto the Guard tour configuration, run “GuardTour” (Figure 2-1) icon under WatchNET folder go to C: -> Program Files(x86) -> WatchNET -> WatchNET Access Integrated Security Systems.

Name	Date modified	Type	Size
GuardTour	4/11/15 10:13 PM	Application	11,563 KB

Figure 2-1

Login User: **Administrator** , Password: **watchnet** (Figure 2-2)

WatchNET Access Security Integrated Systems allows multiple users (software operators) simultaneously depending on the license dongle purchased, and give each user different level of access, only Administrator account can add or delete users and modify the permissions of users.



Figure 2-2

Once logged in, the main Guard Tour windows will appear (Figure 2-3). This window has a Menu Bar, Personnel Info’s, Shortcut Menu, Event Records

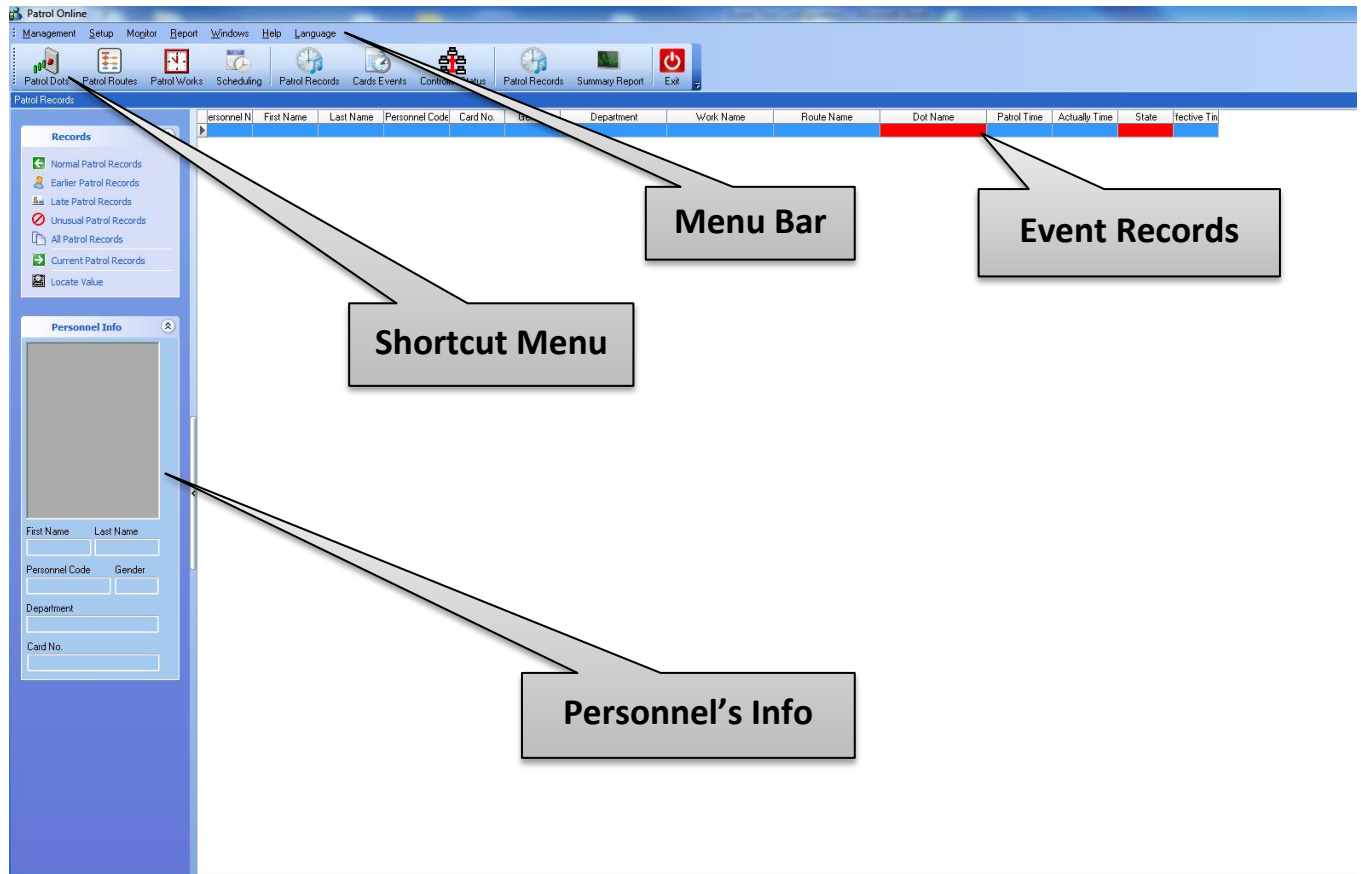


Figure 2-3

2.2 Menu Bar

The Menu Bar allows access to the entire program via a series of Sub-Menus. The Main Menu Consist of the following: (Figure 2-4).

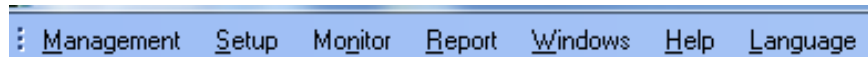


Figure 2-4

2.3 Tool Bar

The tool or icon bar contains the most common icons, as follows: (Figure 2-5)

- ✓ Patrol Dots
- ✓ Patrol Routes
- ✓ Patrol Works
- ✓ Scheduling
- ✓ Patrol Records
- ✓ Card Events
- ✓ Controller Status

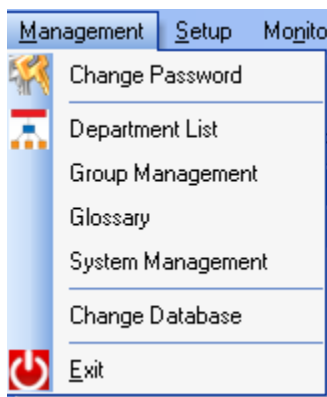
- ✓ Patrol Records
- ✓ Summary Report
- ✓ Exit



Figure 2-5

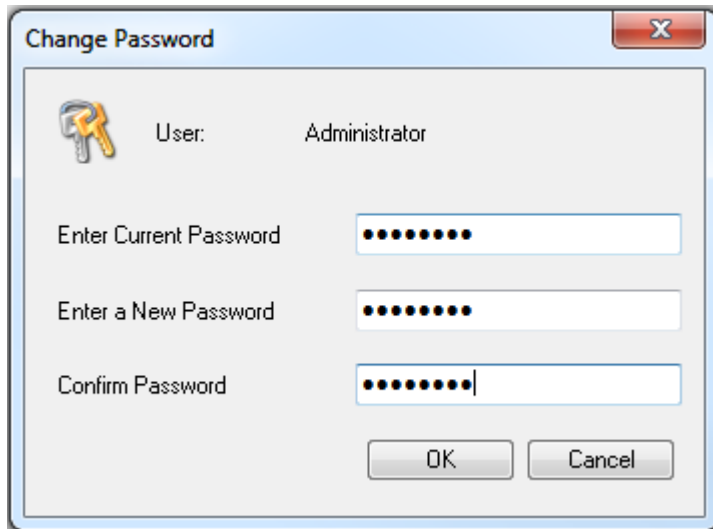
Chapter 3 Manage Sub-Menu

Click “Management” from the menu bar



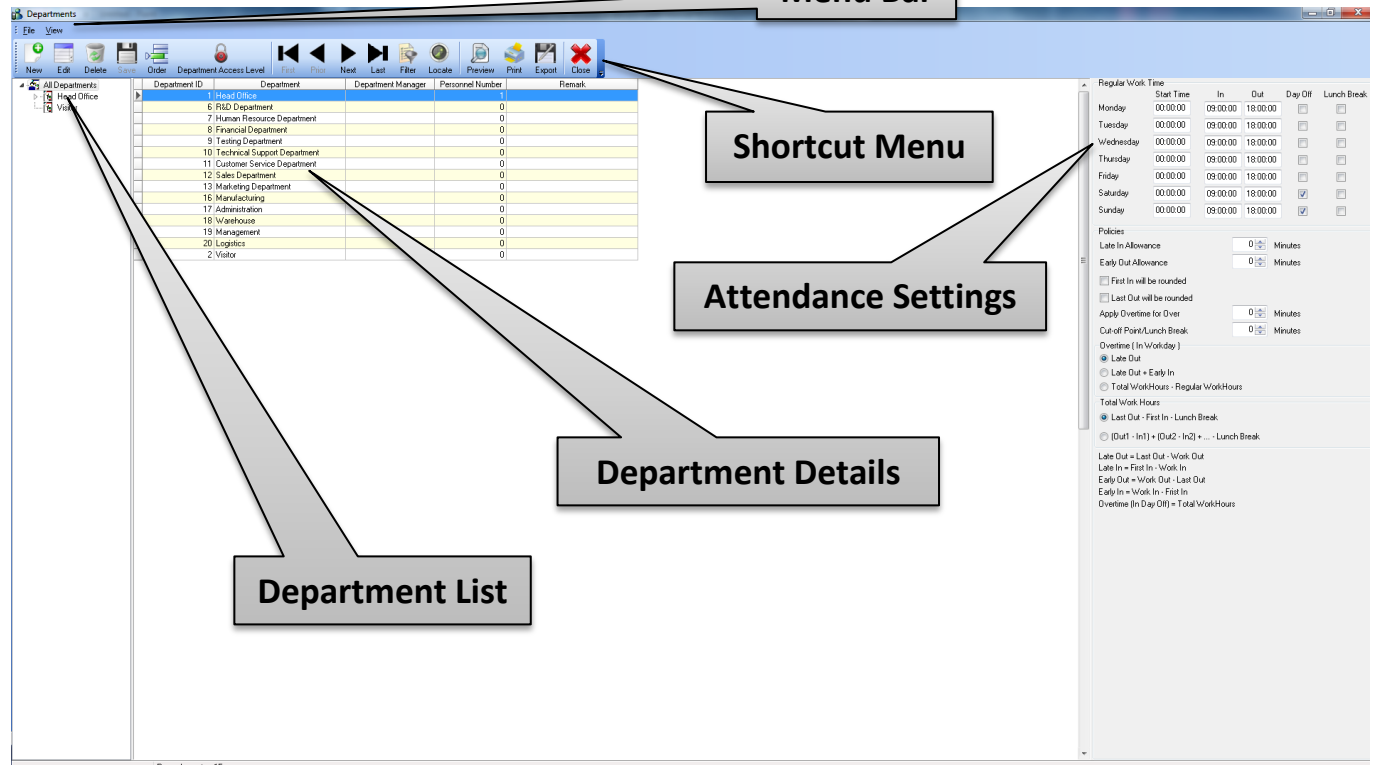
3.1 Change Password

User can change their desire password to login



3.2 Department List

Click Department List to manage Departments



The screenshot shows the 'Departments' window with a menu bar at the top and a table of departments. On the right, there are 'Attendance Settings' for regular work time and policies. Callouts identify the following elements:

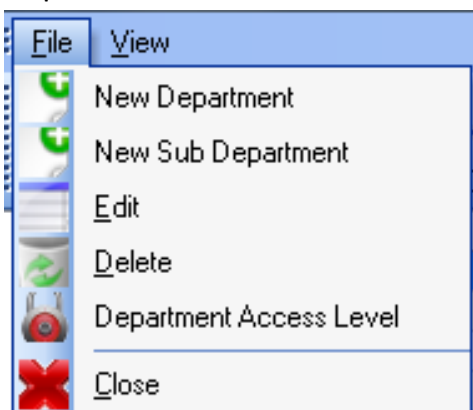
- Menu Bar:** Located at the top of the window, containing options like File, View, New, Edit, Delete, etc.
- Shortcut Menu:** A context menu that appears over the department list table.
- Attendance Settings:** A panel on the right side of the window for configuring work schedules and policies.
- Department Details:** A callout pointing to a specific row in the department list table.
- Department List:** A callout pointing to the entire table of departments.

Department ID	Department	Department Manager	Personnel Number	Remark
1	Head Office		1	
6	R&D Department		0	
7	Human Resource Department		0	
8	Financial Department		0	
9	Testing Department		0	
10	Technical Support Department		0	
11	Customer Service Department		0	
12	Sales Department		0	
13	Marketing Department		0	
16	Manufacturing		0	
17	Administration		0	
18	Warehouse		0	
19	Management		0	
20	Logistics		0	
2	Visitor		0	

3.2.1 Menu Bar

3.2.1.1 File

User Can Create, Edit & Delete New Department, Sub Department and manage Department's Access Level



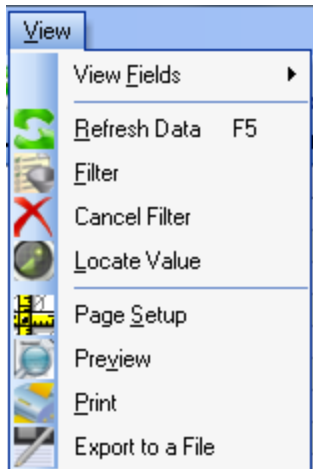
The 'File' menu is open, showing the following options:

- New Department
- New Sub Department
- Edit
- Delete
- Department Access Level
- Close

3.2.1.2 View

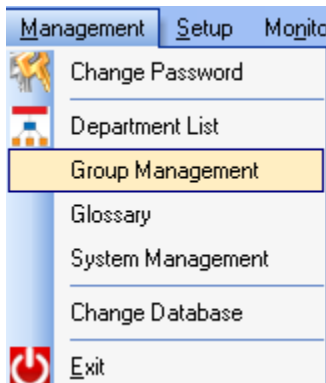
View Menu Consist of the following option.

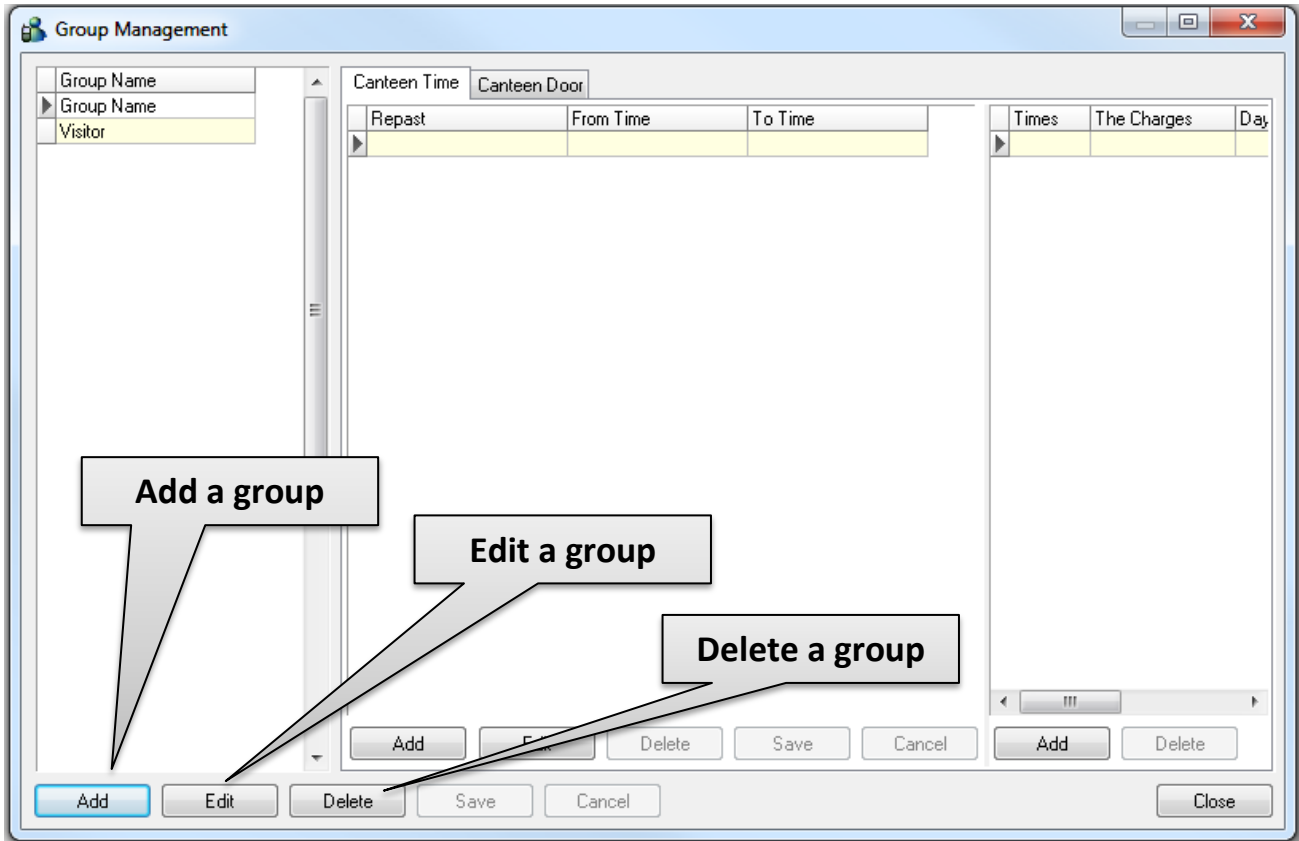
- ✓ View Fields(view fields by
- ✓ Refresh Data
- ✓ Filter
- ✓ Cancel Filter
- ✓ Locate Value
- ✓ Page Setup
- ✓ Preview
- ✓ Print
- ✓ Export to a file



3.3 Group Management

Click Group Management to manage group property

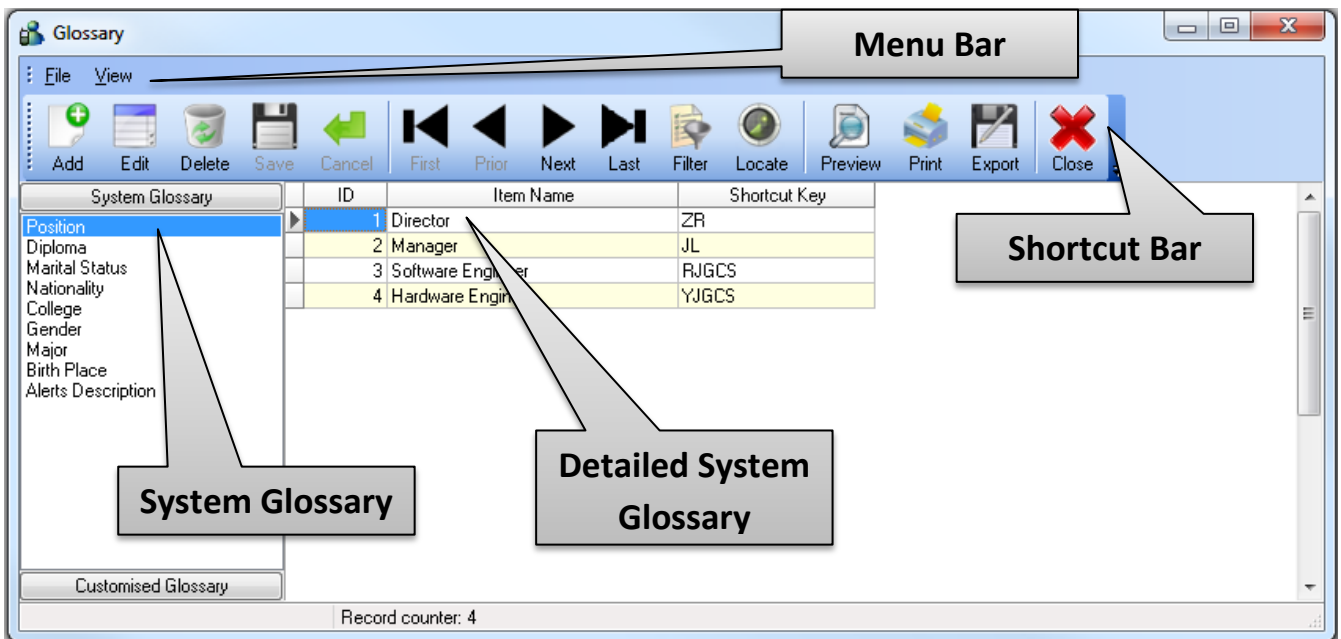




3.4 Glossary

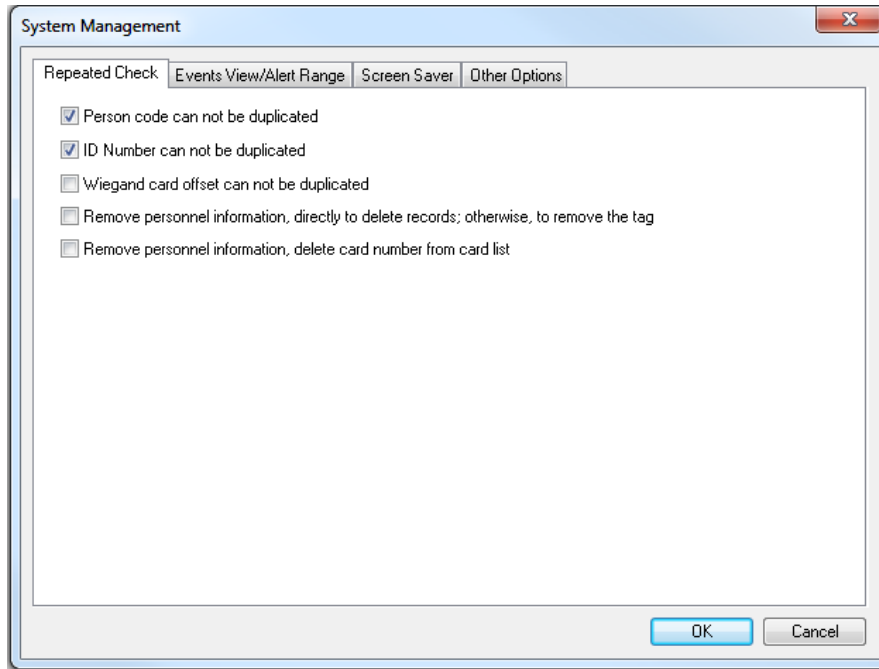
Click Glossary to setup system glossary

In Glossary you can add, edit or delete new fields for basic information of a personnel



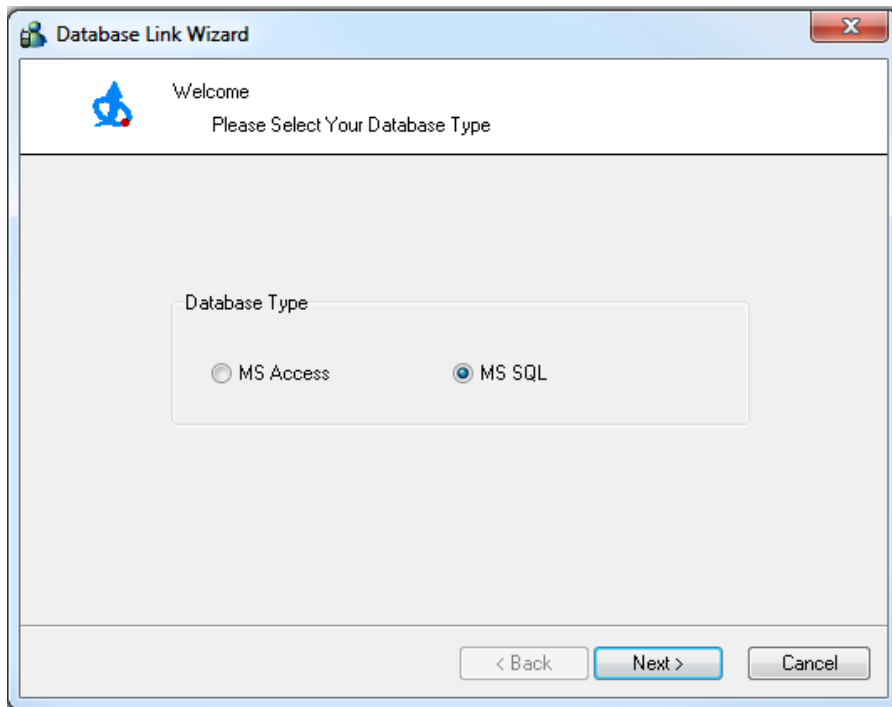
3.5 System Management

Click the System Management for system Management configuration



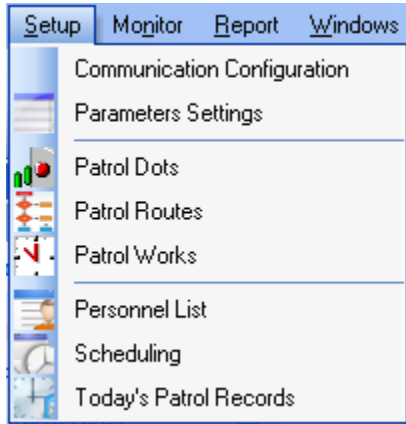
3.6 Change Database

Click Change Database if you want to change the database, but normally it is done on WatchNET Access Integrated Security System



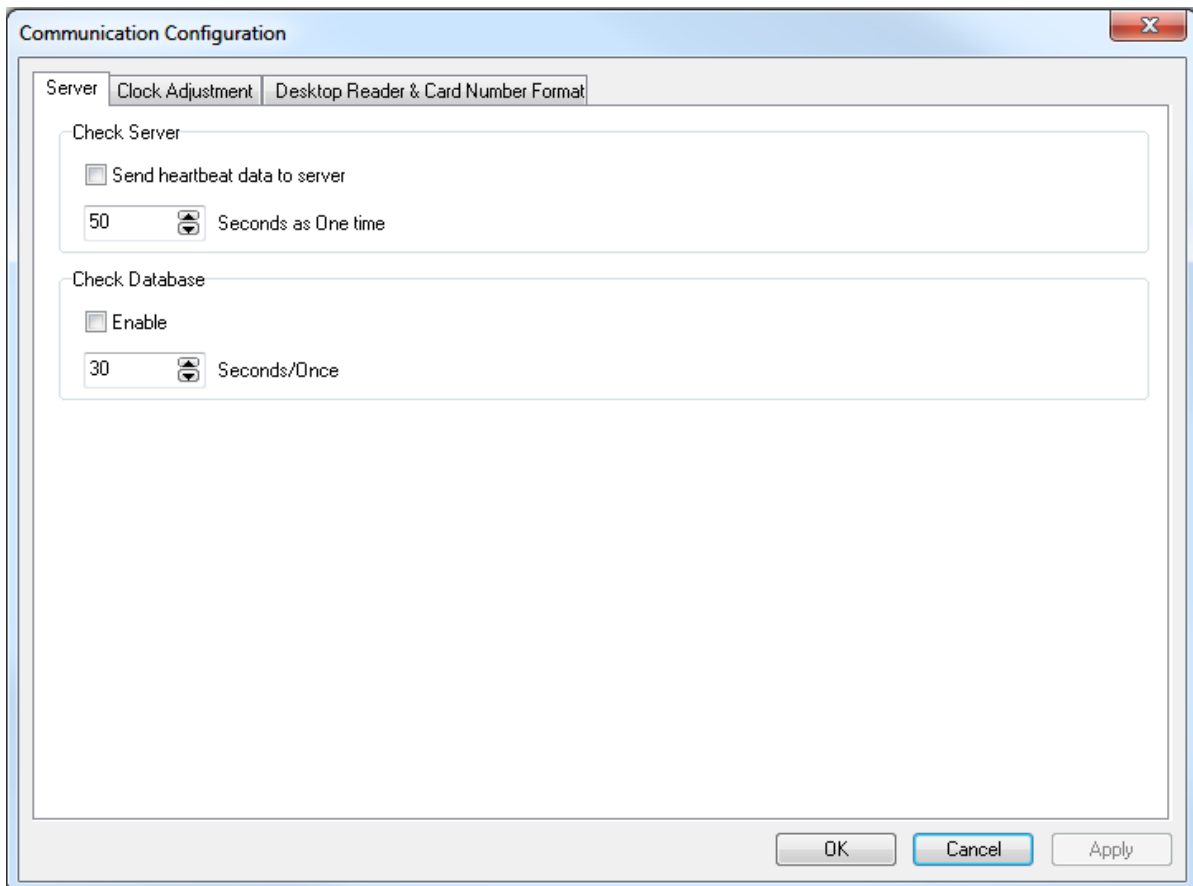
Chapter 4 Setup Sub-Menu

Select ``Setup`` from the main Menu Bar



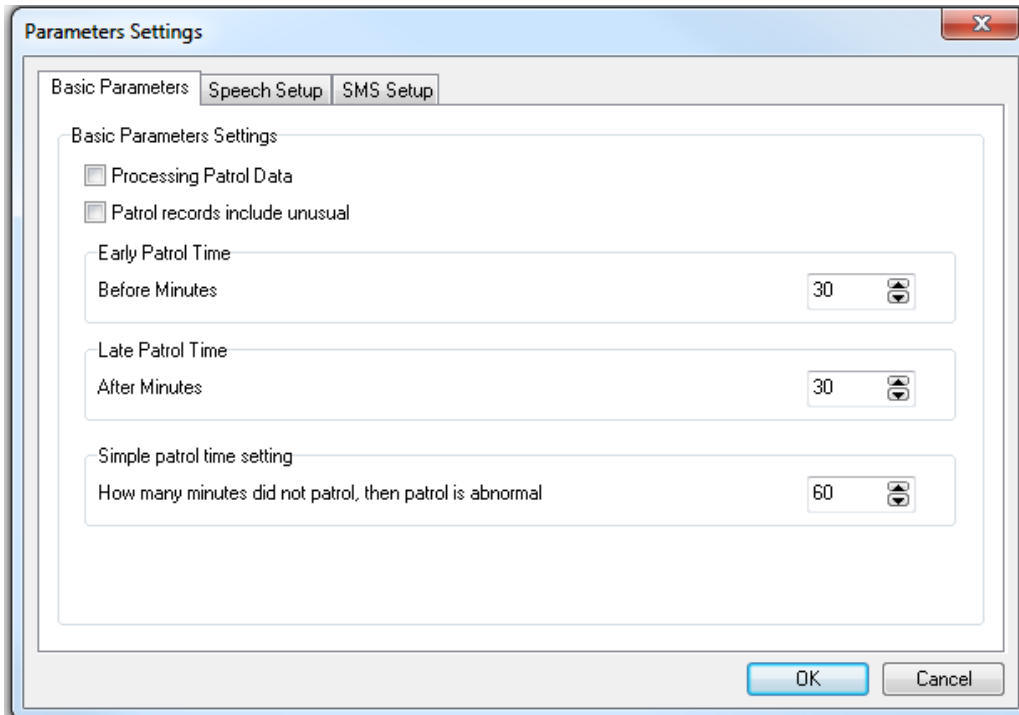
4.1 Communication Configuration

In Communication Configuration you can setup server settings, Clock, Desktop Reader & Card Number Format



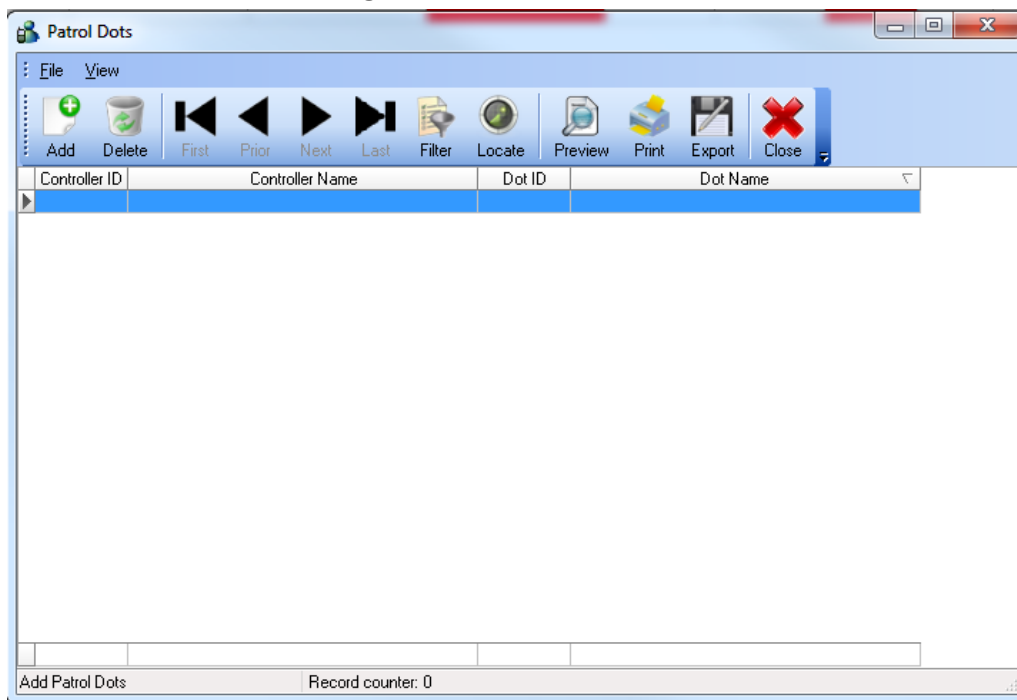
4.2 Parameters Settings

In Parameters Settings you can configure Basic Parameters, Speech Setup and SMS setup for SMS notifications

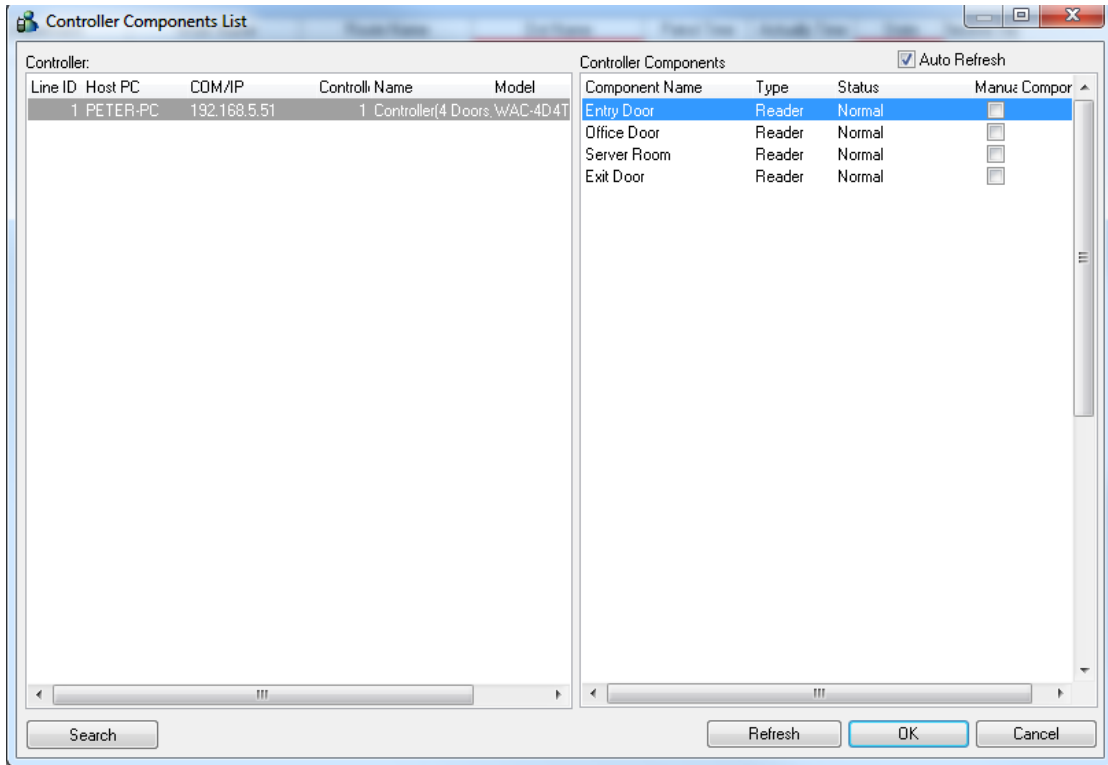


4.3 Patrol Dots

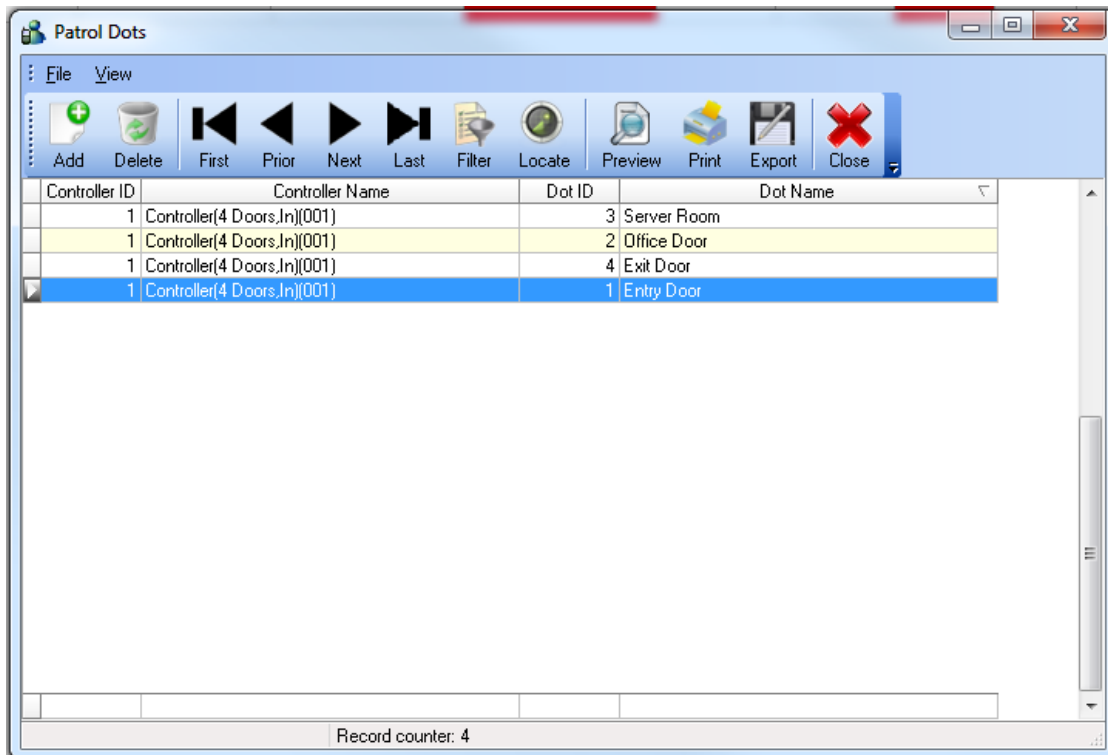
Click Patrol Dots to manage Patrol Dots



To add Patrol Dots click **“Add”** and select the door you wish to add one at a time and click **OK**

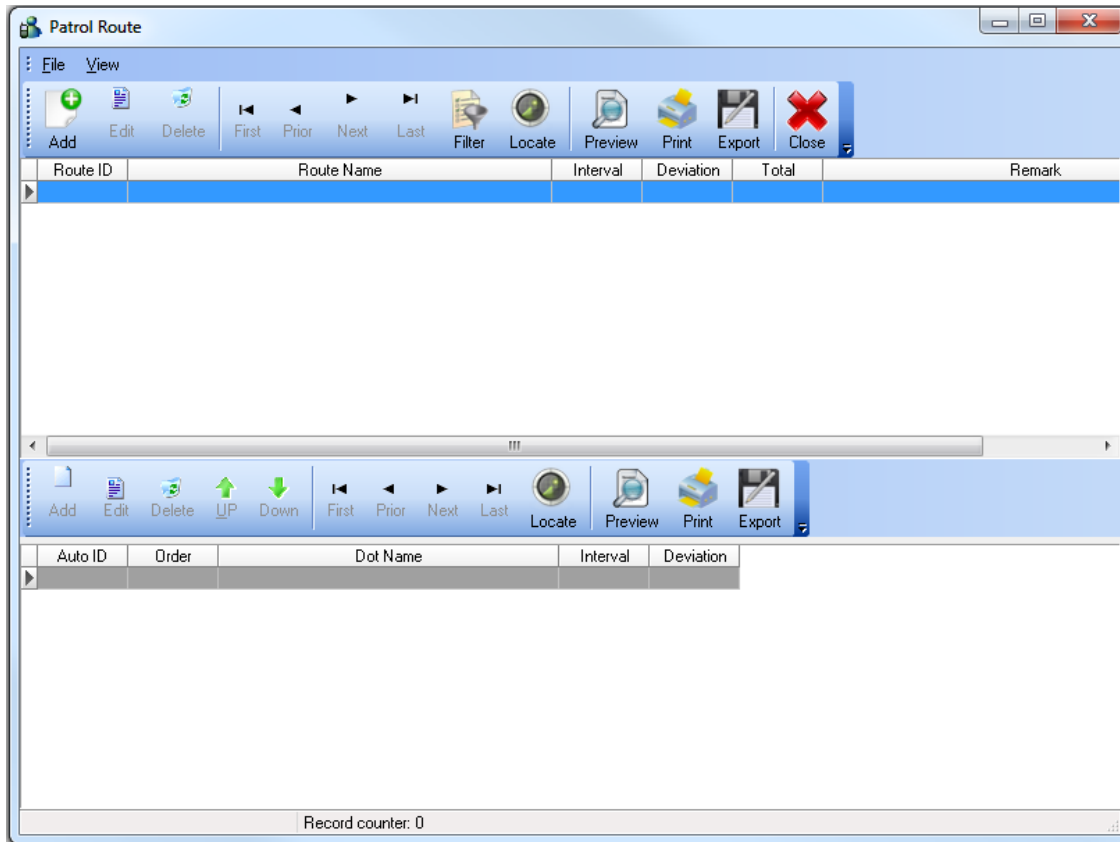


Once all doors is selected you will see the details and Dot ID of each door

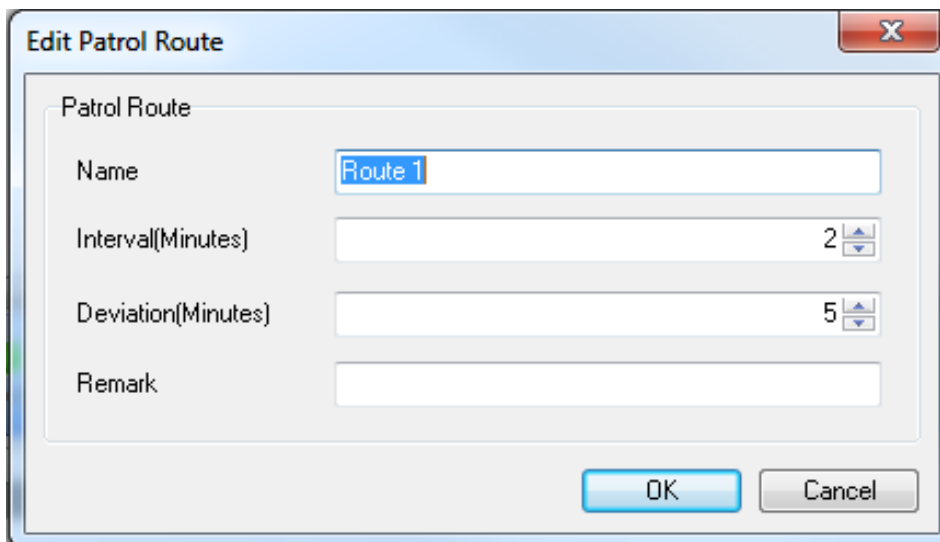


4.4 Patrol Routes

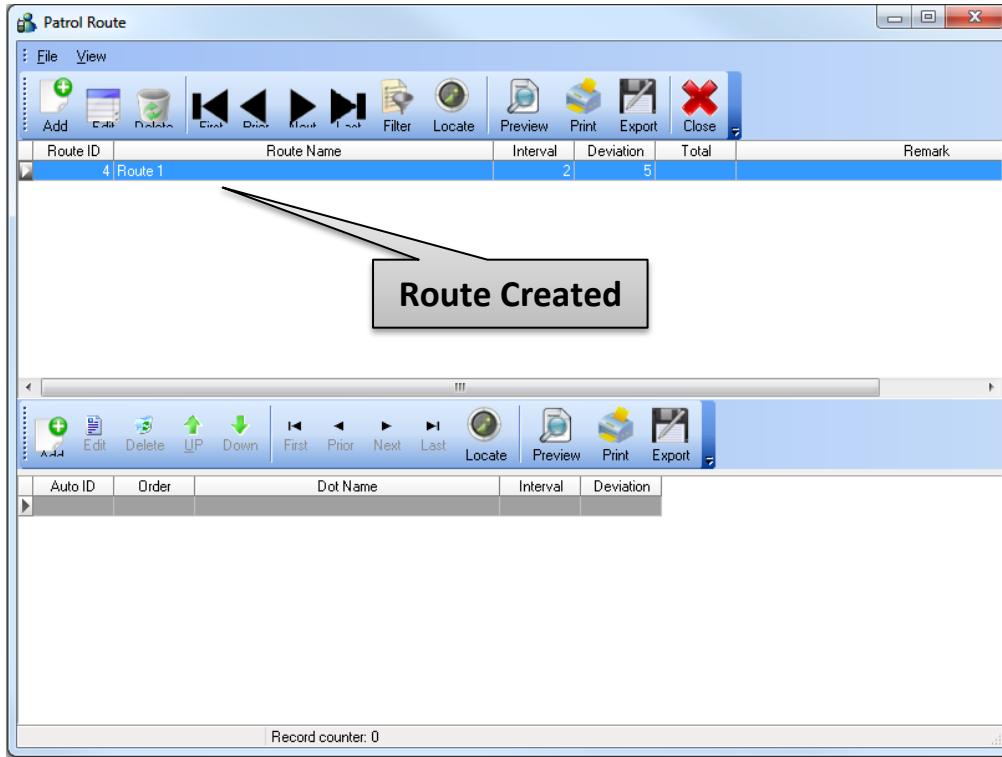
Click Patrol Routes to configure routes, click **Add** to create a patrol route



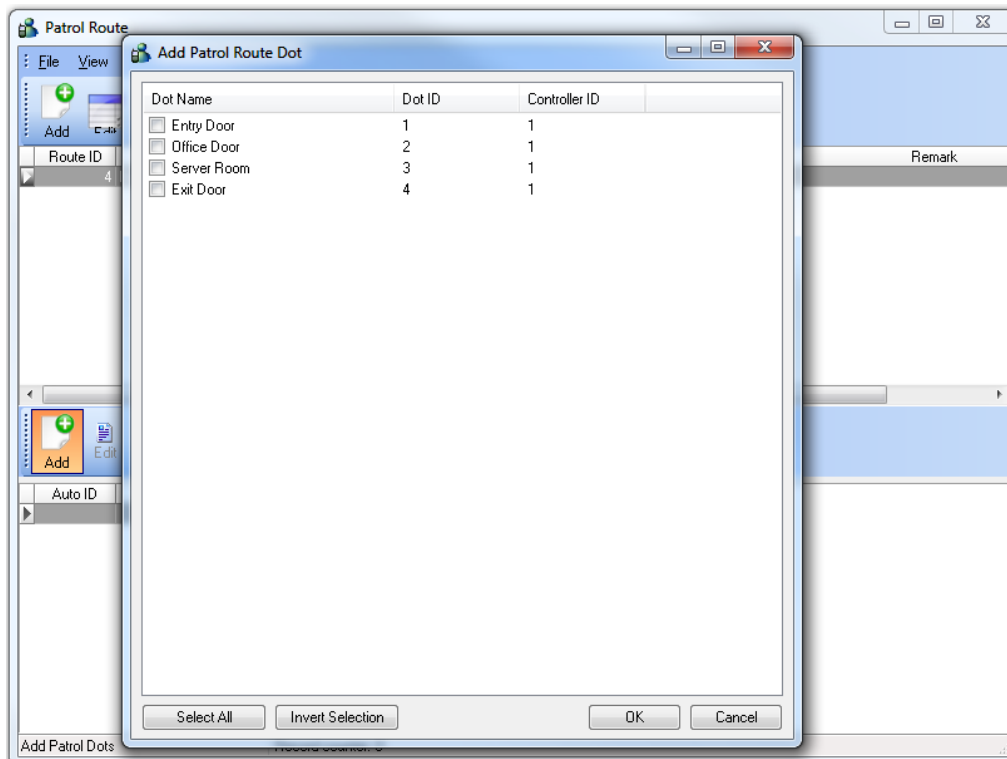
Enter **Name** of the Route, **Interval** between dots, **Deviation** and **Remarks** if any.



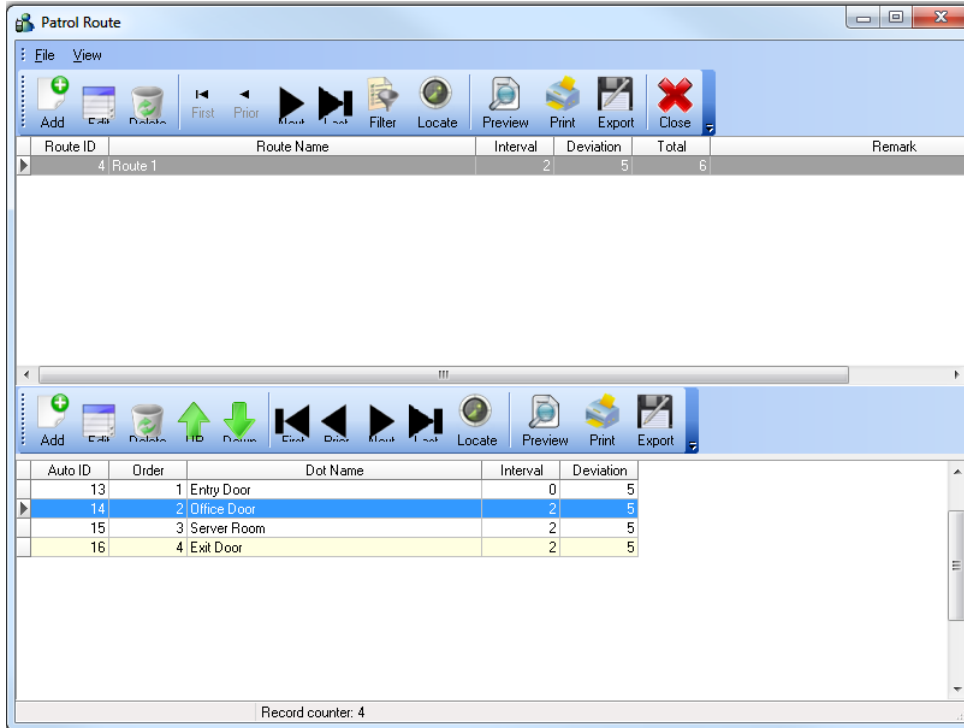
Once added you will see the Route that you created



Next is to add the doors or Dots click **Add** at the bottom part and select the doors you wish to be patrolled

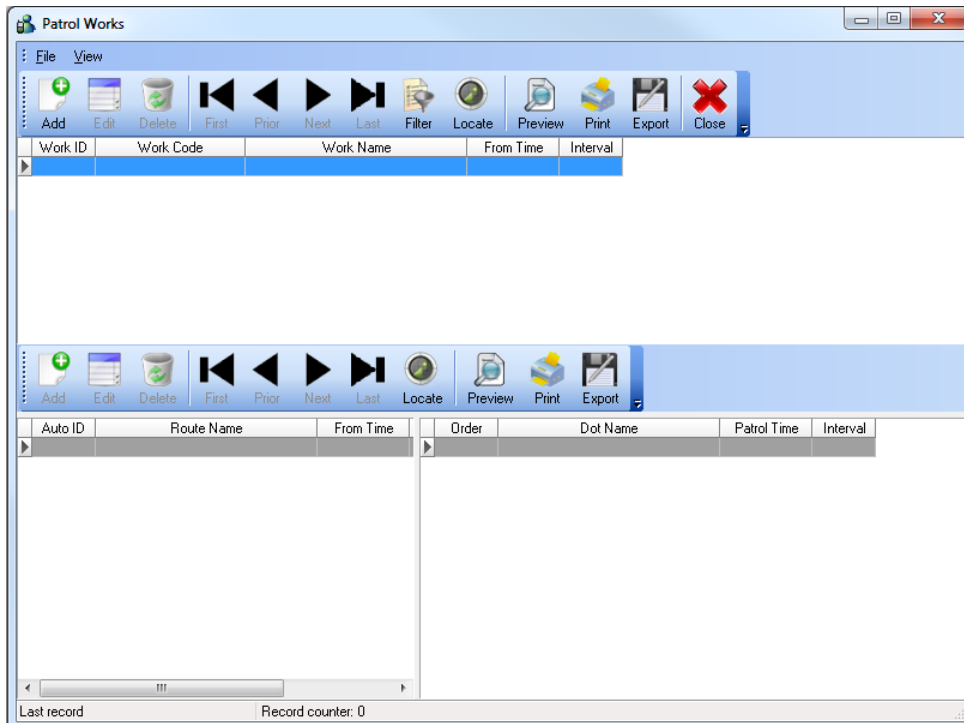


Once Added you will see the list of the doors that needs to be patrolled, you can also arrange the dots by selecting the door and clicking **UP** or **Down** button

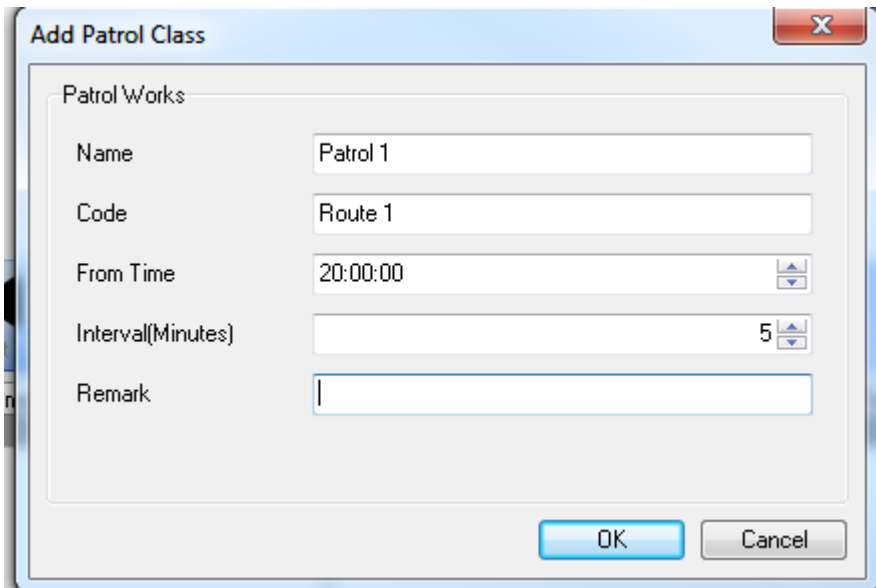


4.5 Patrol Works

Click Patrol Works to configure the time of patrol.

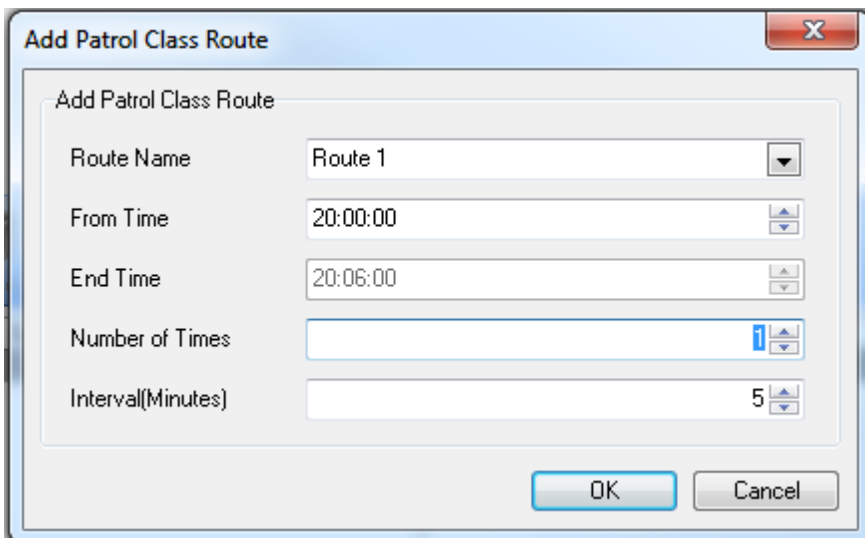


Click **Add** to add the Patrol Class for personnel to patrol the area, enter the **Name, Code, Start Time, Interval & Remarks** if any

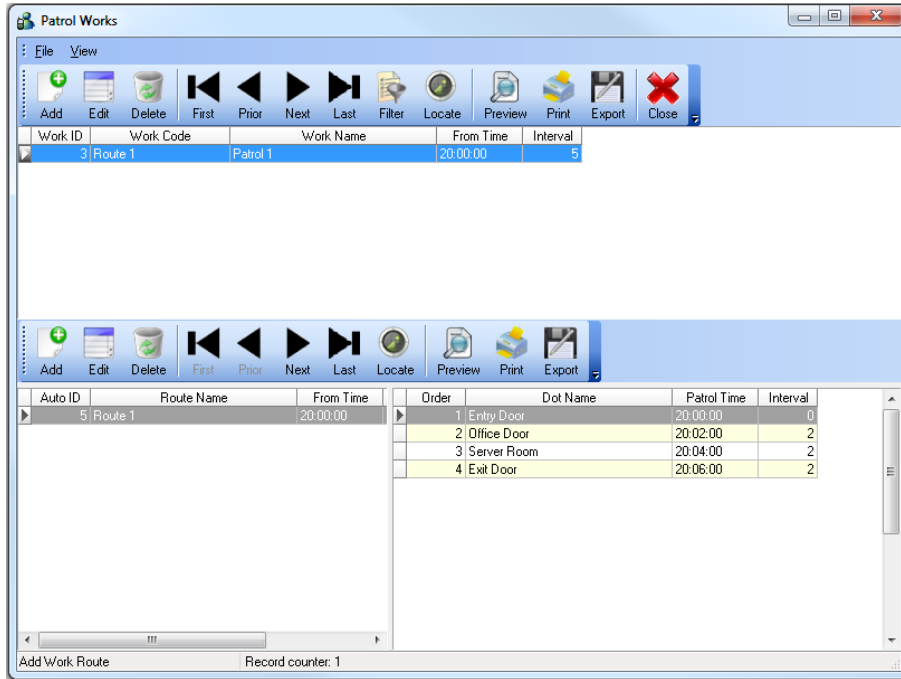


In this case the patrol time starts at 9:00PM

Next is to add the Patrol Class Route, click **Add** at the bottom part, Select the **Route Name**(Route name is the work code of the patrol Class), **From Time**, end time will be automated depending on the **Interval** of each door, select **Number of Times** to patrol and **Interval**, then click **OK**.

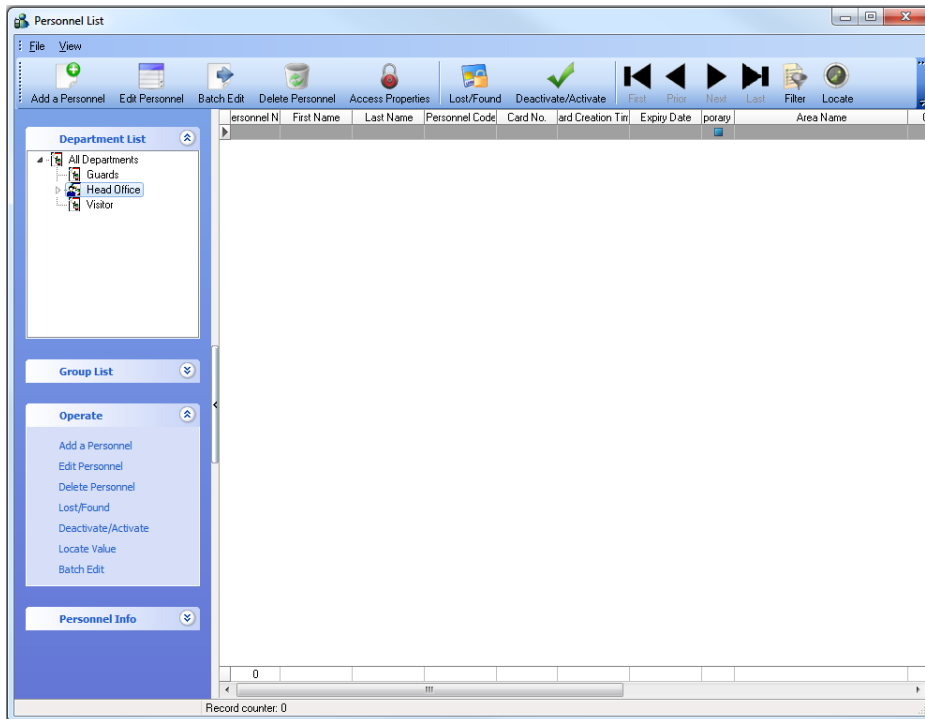


Once the fields are filled up you will see the **Route Name**, **Dot Name**, **Patrol Time** for each Door and **Interval (Time)** of each



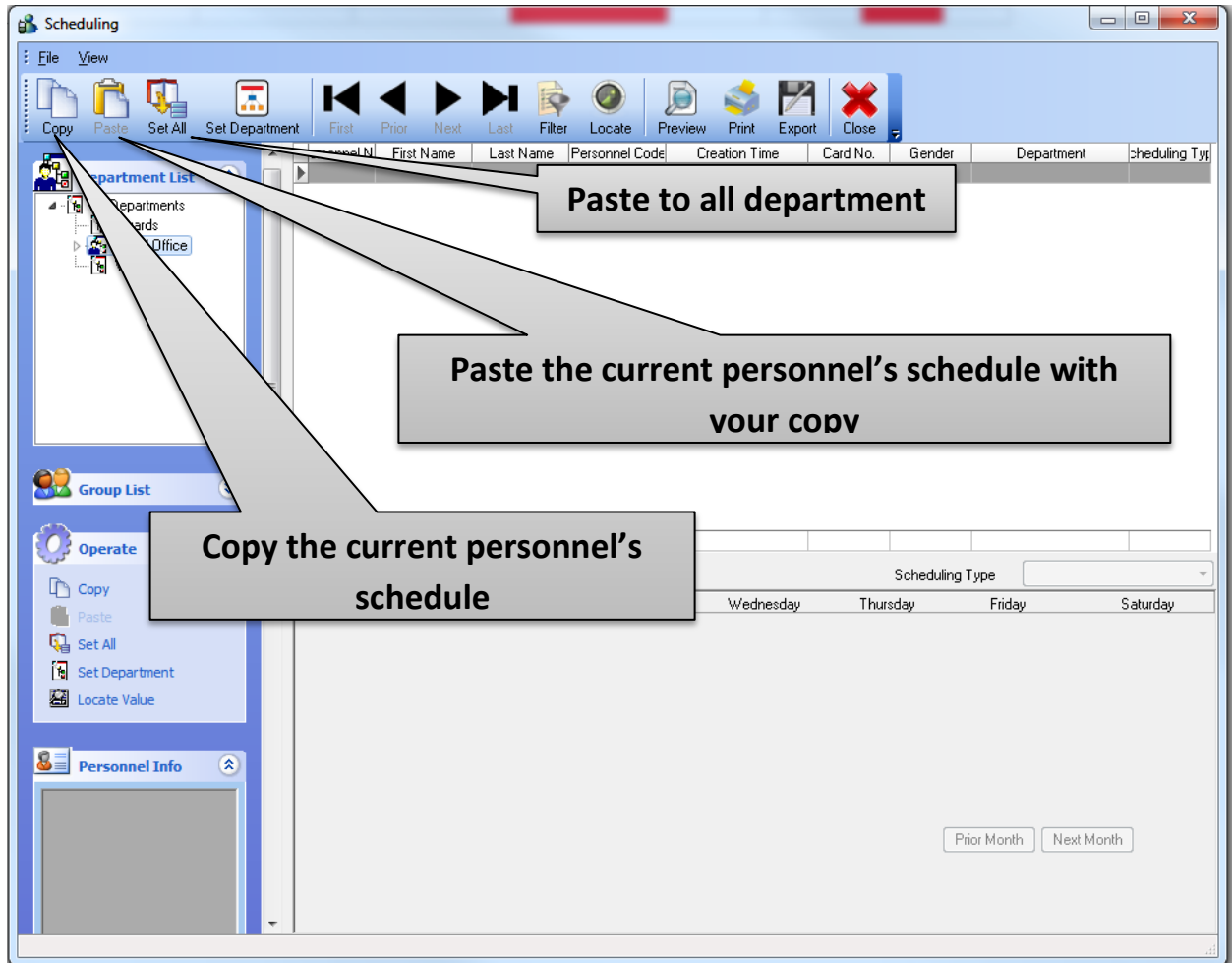
4.6 Personnel List

Click Personnel List to manage patrol personnel, here you can Add, Edit and delete a personnel



4.7 Scheduling

Click Scheduling to manage the schedule of patrol personnel

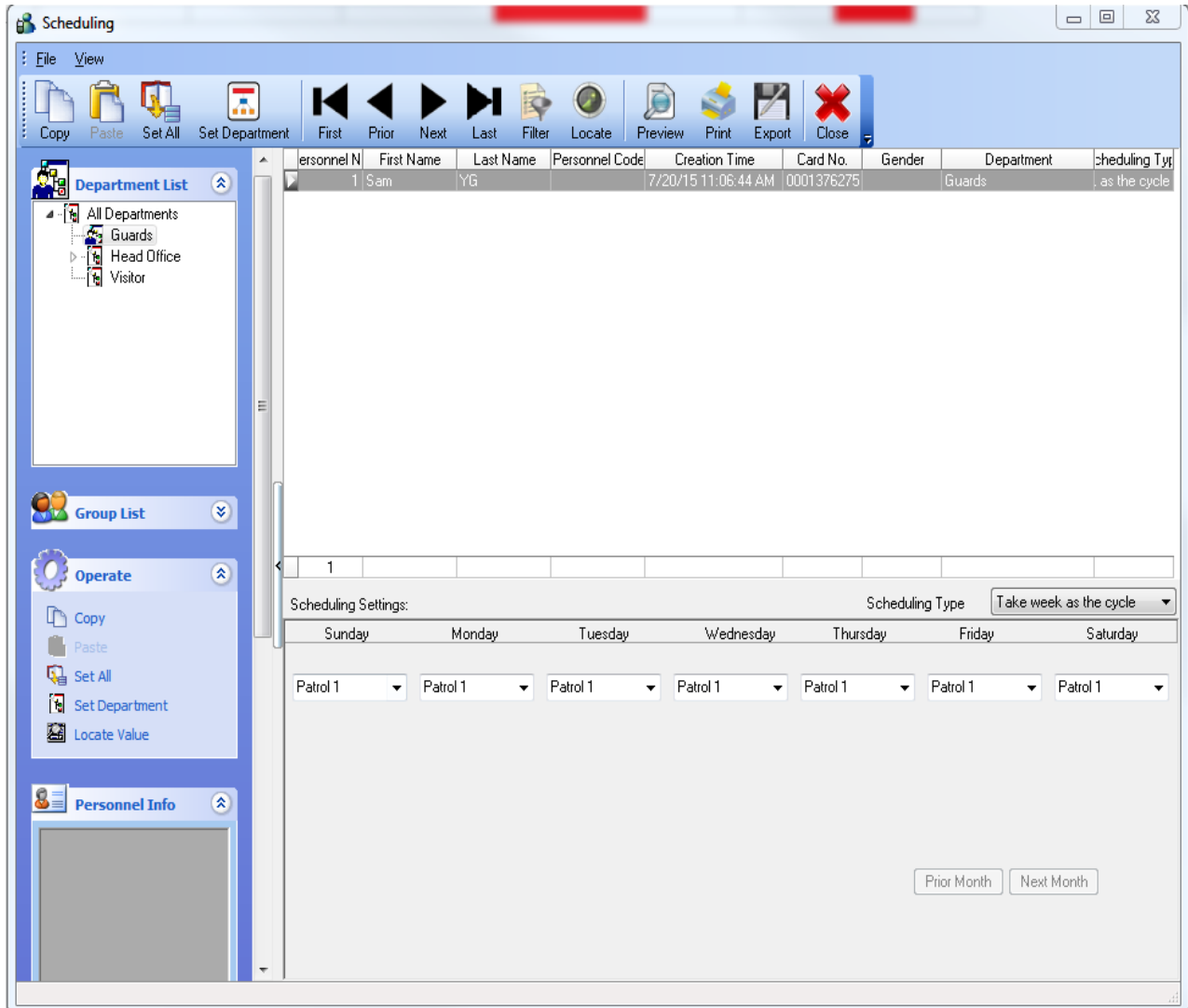


To Set a Patrol Personnel's schedule select the Personnel, Select a scheduling type by:

- ✓ Week as a cycle
- ✓ Month as a cycle
- ✓ Year as a cycle
- ✓ Two weeks as a cycle

Select a Patrol Personnel and set every days schedule.

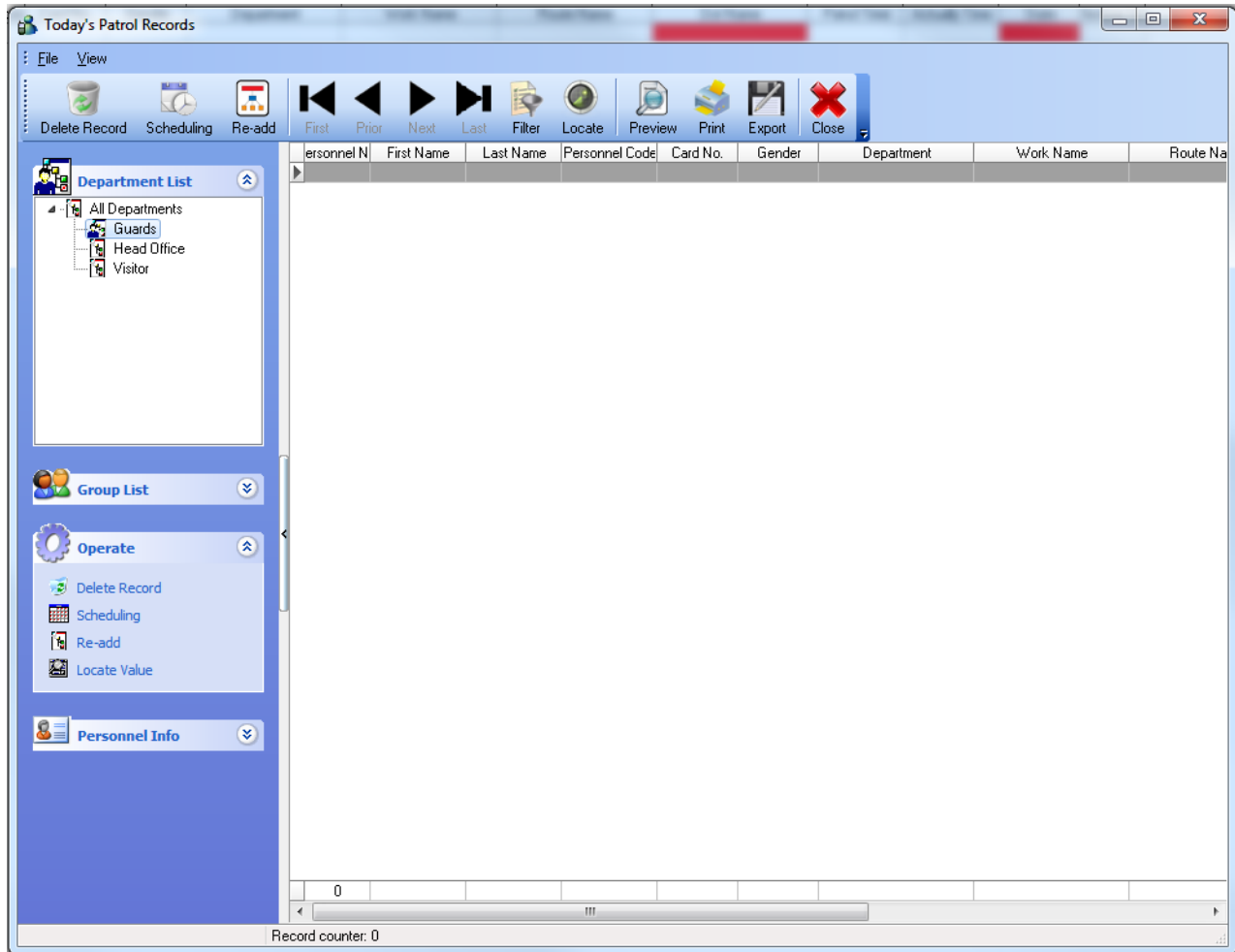
Note: In this case scheduling type is set to week as a cycle



Once Schedule is set click **Set Department**.

4.8 Today's Patrol Records

Click to check patrol records of the day



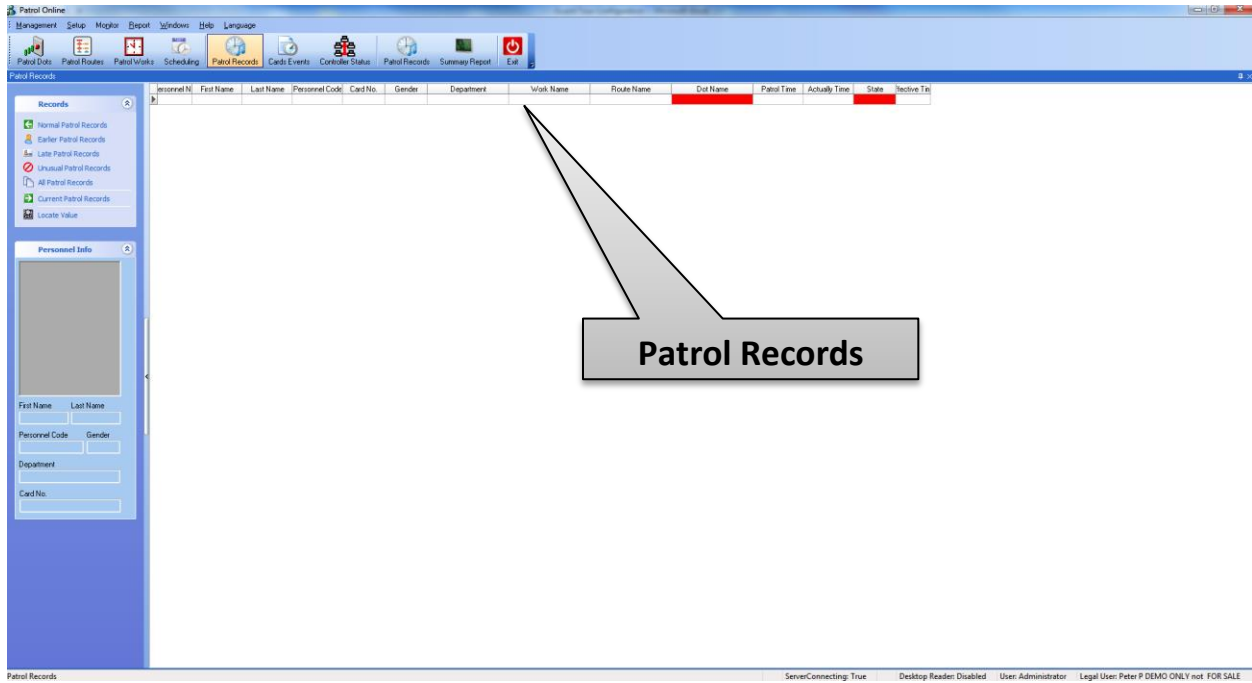
Chapter 5 Monitor Sub-Menu

Select **"Monitor"** from the main Menu Bar.



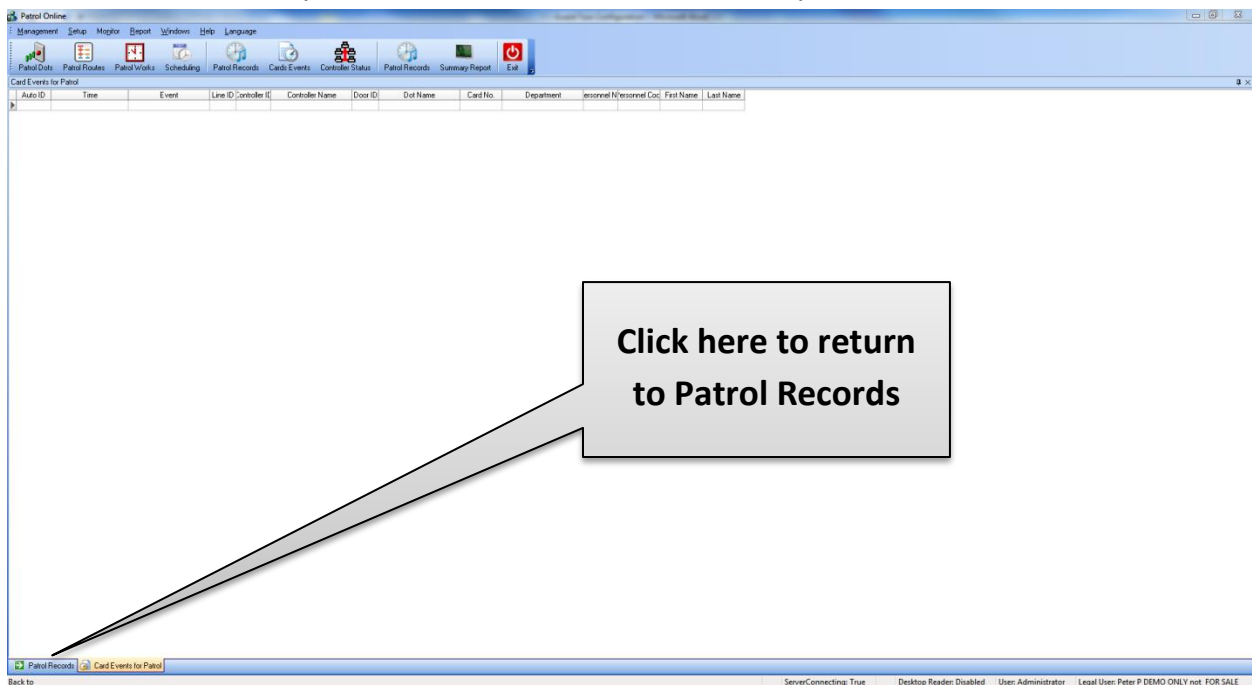
5.1 Patrol Records

Click Patrol Records to display patrol records in the main window.



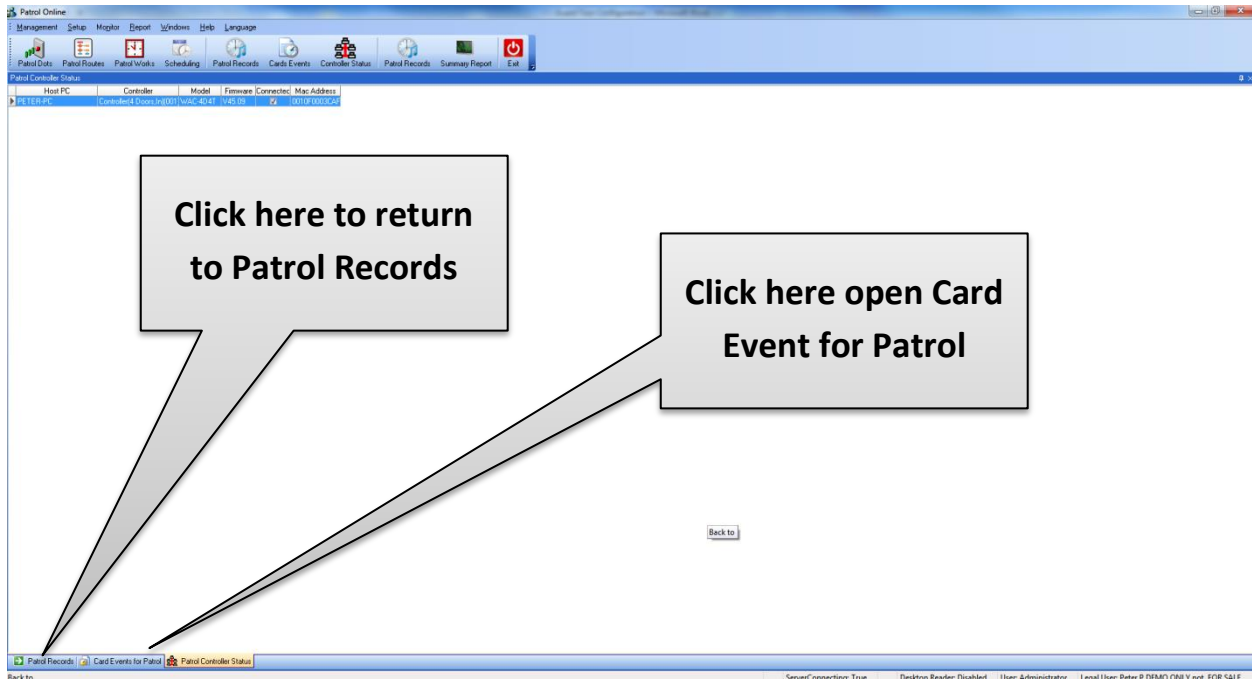
5.2 Card Events for Patrol

Click Card Events for patrol and the main windows will open Card events records.



5.3 Patrol Controller Status

Click Patrol Controller status and the main window will open Patrol Controller Status



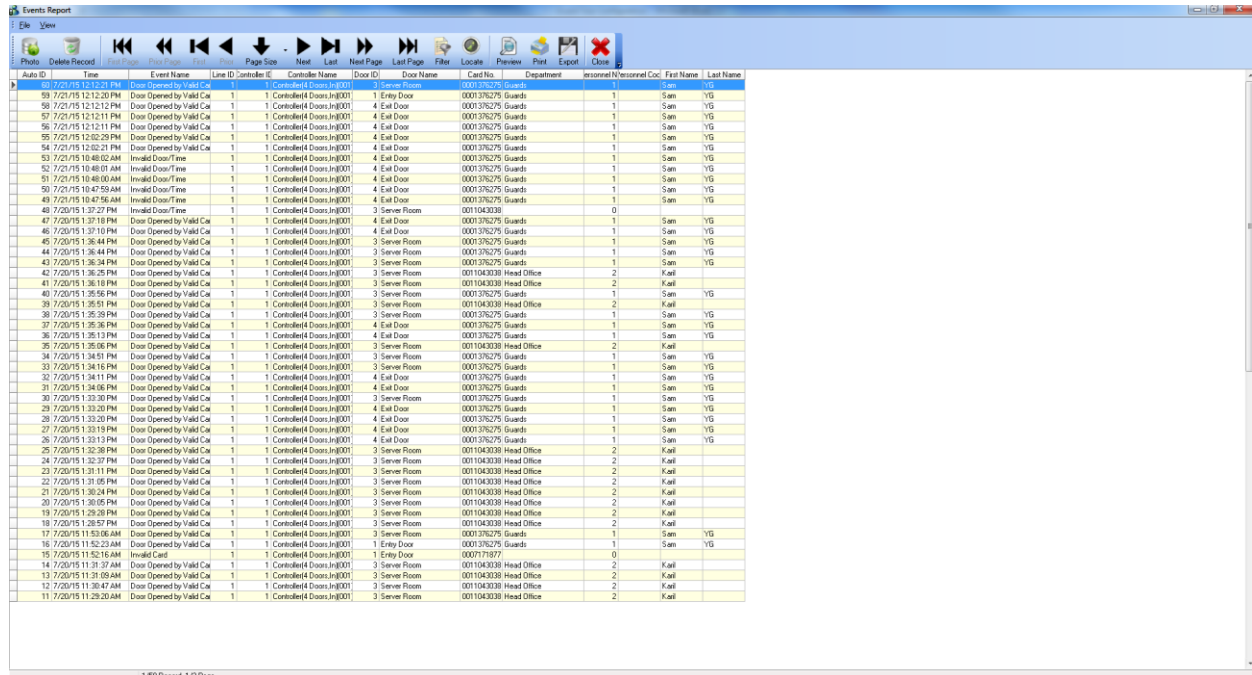
Chapter 6 Report Sub-Menu

Select "Report" from main Menu Bar.



6.1 All Card Events

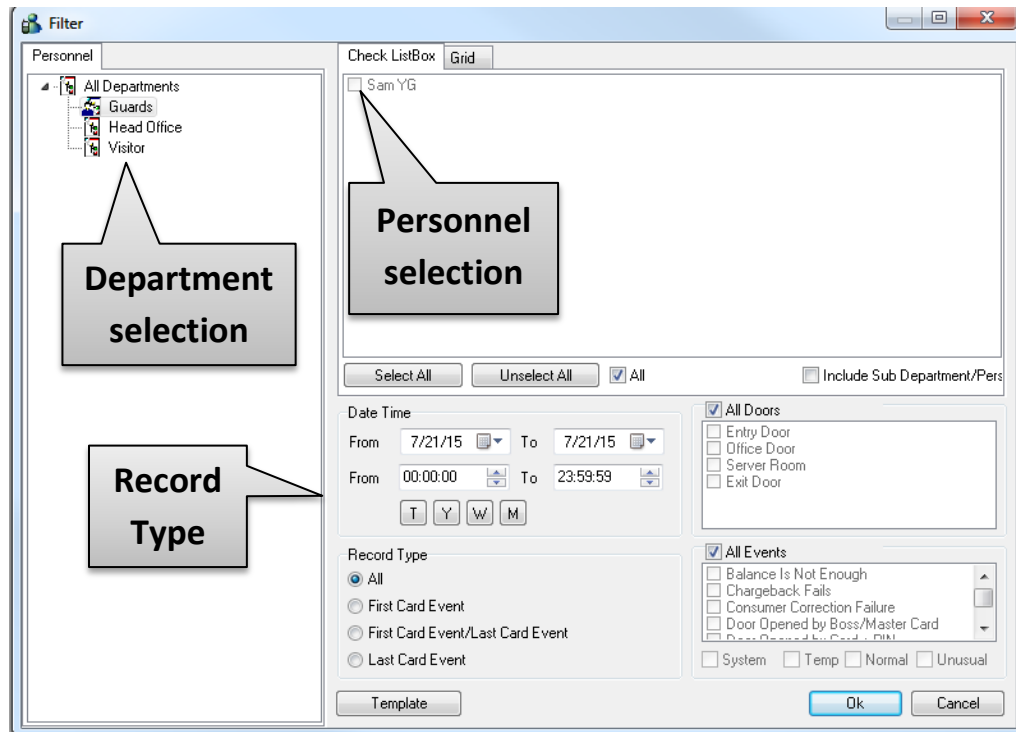
Click All Card Events, you can Filter, Locate, Preview, Print or Export or delete the this report



Auto ID	Time	Event Name	Line ID	Controller ID	Door Name	Card No.	Department	Personnel	Last Name
59	7/21/15 12:12:20 PM	Door Opened by Valid C...	1	1	Controlled Doors In@001	1 Entry Door	0001376275	Guards	Sam YG
58	7/21/15 12:12:12 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
57	7/21/15 12:12:11 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
56	7/21/15 12:12:11 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
55	7/21/15 12:02:29 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
54	7/21/15 12:02:21 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
53	7/21/15 10:48:02 AM	Invalid Door Time	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
52	7/21/15 10:48:01 AM	Invalid Door Time	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
51	7/21/15 10:48:00 AM	Invalid Door Time	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
50	7/21/15 10:47:59 AM	Invalid Door Time	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
49	7/21/15 10:47:56 AM	Invalid Door Time	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
48	7/20/15 1:32:27 PM	Invalid Door Time	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
47	7/20/15 1:32:18 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
46	7/20/15 1:32:10 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
45	7/20/15 1:36:44 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
44	7/20/15 1:36:44 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
43	7/20/15 1:36:34 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
42	7/20/15 1:36:26 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
41	7/20/15 1:36:18 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
40	7/20/15 1:35:56 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
39	7/20/15 1:35:51 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
38	7/20/15 1:35:39 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
37	7/20/15 1:35:36 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
36	7/20/15 1:35:13 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
35	7/20/15 1:35:06 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
34	7/20/15 1:34:51 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
33	7/20/15 1:34:16 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
32	7/20/15 1:34:11 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
31	7/20/15 1:34:06 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
30	7/20/15 1:33:30 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
29	7/20/15 1:33:20 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
28	7/20/15 1:33:20 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
27	7/20/15 1:33:19 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
26	7/20/15 1:33:13 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	4 Exit Door	0001376275	Guards	Sam YG
25	7/20/15 1:32:36 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
24	7/20/15 1:32:37 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
23	7/20/15 1:31:11 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
22	7/20/15 1:31:06 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
21	7/20/15 1:30:24 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
20	7/20/15 1:30:05 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
19	7/20/15 1:29:29 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
18	7/20/15 1:28:57 PM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
17	7/20/15 11:53:06 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0001376275	Guards	Sam YG
16	7/20/15 11:52:24 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	1 Entry Door	0001376275	Guards	Sam YG
15	7/20/15 11:52:16 AM	Invalid Card	1	1	Controlled4 Doors In@001	1 Entry Door	0001778777		
14	7/20/15 11:31:37 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
13	7/20/15 11:31:09 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
12	7/20/15 11:30:47 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai
11	7/20/15 11:29:20 AM	Door Opened by Valid C...	1	1	Controlled4 Doors In@001	3 Server Room	0011043030	Head Office	Kai

6.2 Card Event's Filter

Click Card Events Filter for events inquiry.



Filter

Personnel

- All Departments
 - Guards
 - Head Office
 - Visitor

Department selection

Check ListBox: Sam YG

Personnel selection

Select All Unselect All All Include Sub Department/Personnel

Date Time

From: 7/21/15 To: 7/21/15

From: 00:00:00 To: 23:59:59

T Y W M

Record Type

All

First Card Event

Last Card Event/Last Card Event

Last Card Event

All Doors

Entry Door

Office Door

Server Room

Exit Door

All Events

Balance Is Not Enough

Chargeback Fails

Consumer Correction Failure

Door Opened by Boss/Master Card

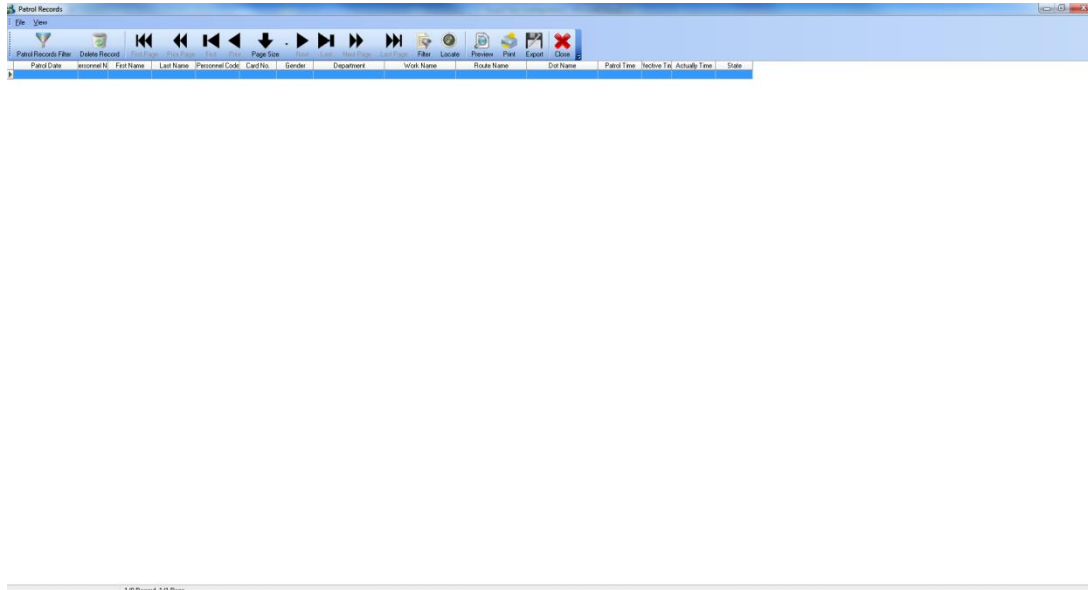
Door Opened by Card - PKM

System Temp Normal Unusual

Template Ok Cancel

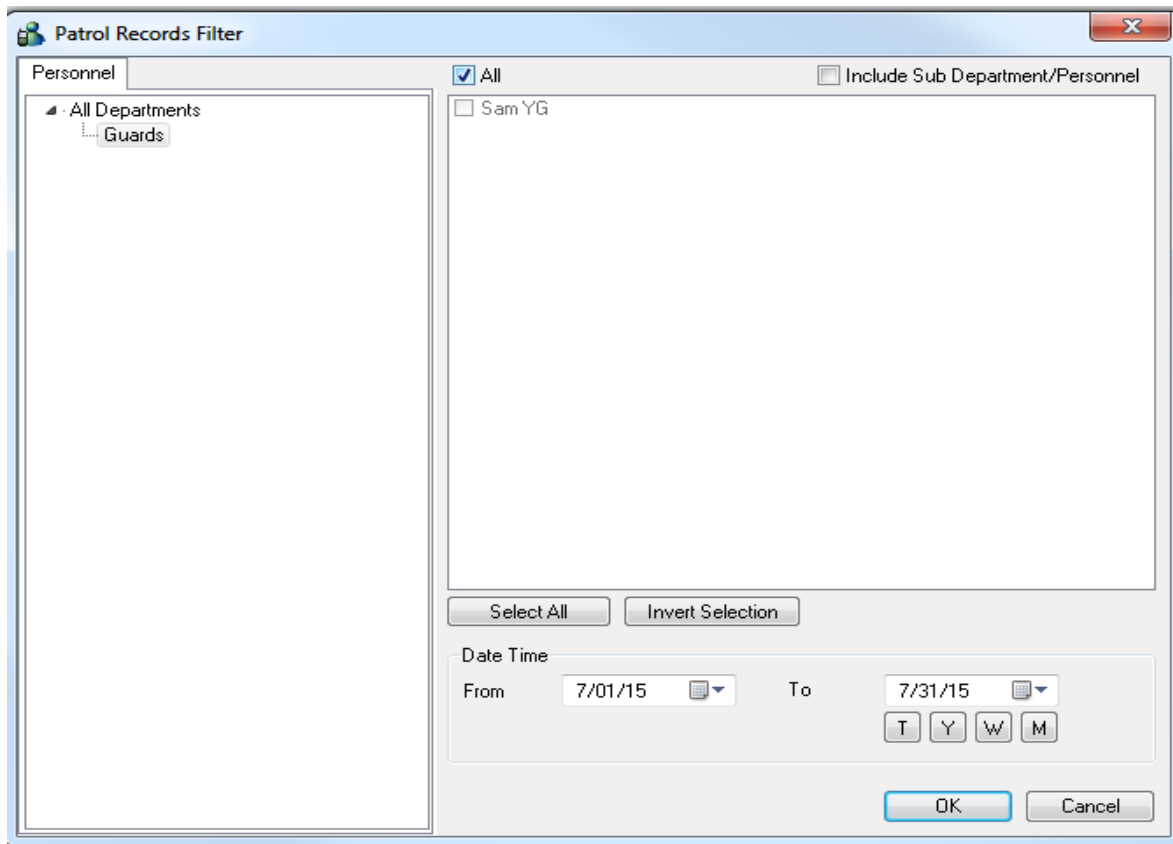
6.3 Patrol Records

Click to Patrol Records for report



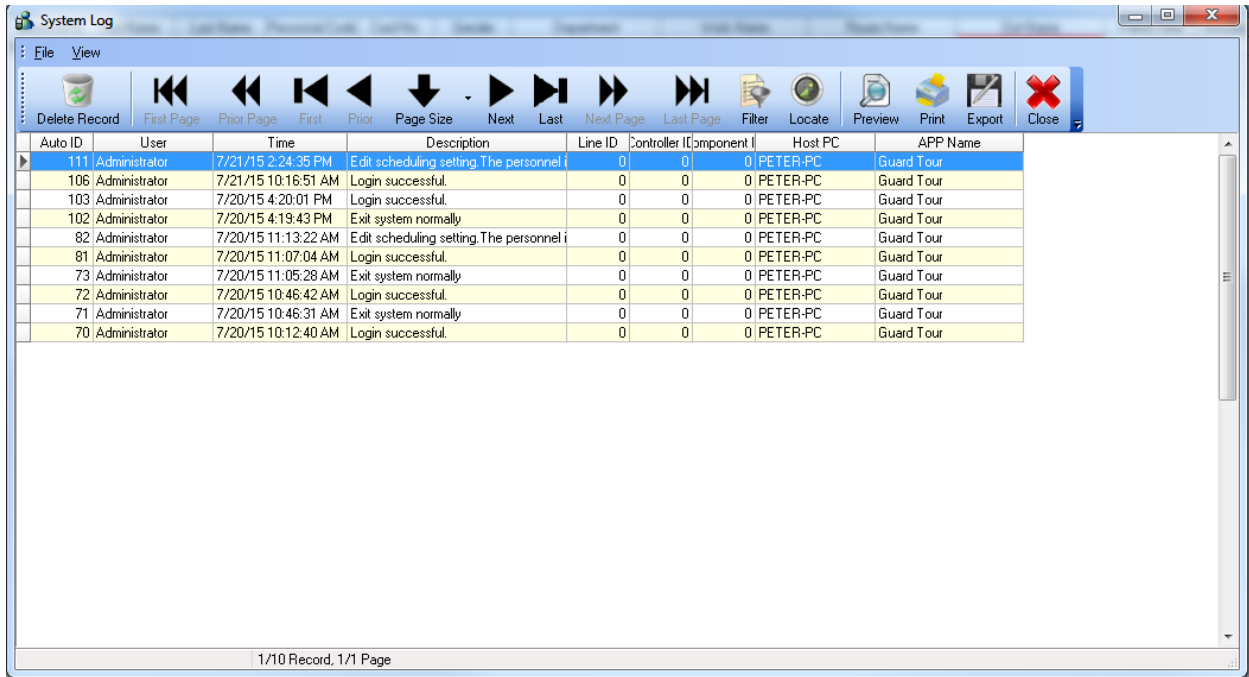
6.4 Patrol Summary Report

Click Patrol Summary Report to start Patrol Records Filter, set query range and click OK



6.5 System Log

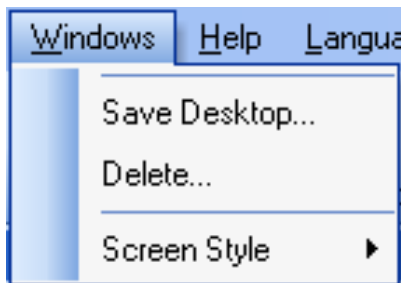
Click System Log to check system running log.



Auto ID	User	Time	Description	Line ID	Controller (Component)	Host PC	APP Name
111	Administrator	7/21/15 2:24:35 PM	Edit scheduling setting. The personnel	0	0	0 PETER-PC	Guard Tour
106	Administrator	7/21/15 10:16:51 AM	Login successful.	0	0	0 PETER-PC	Guard Tour
103	Administrator	7/20/15 4:20:01 PM	Login successful.	0	0	0 PETER-PC	Guard Tour
102	Administrator	7/20/15 4:19:43 PM	Exit system normally	0	0	0 PETER-PC	Guard Tour
82	Administrator	7/20/15 11:13:22 AM	Edit scheduling setting. The personnel	0	0	0 PETER-PC	Guard Tour
81	Administrator	7/20/15 11:07:04 AM	Login successful.	0	0	0 PETER-PC	Guard Tour
73	Administrator	7/20/15 11:05:28 AM	Exit system normally	0	0	0 PETER-PC	Guard Tour
72	Administrator	7/20/15 10:46:42 AM	Login successful.	0	0	0 PETER-PC	Guard Tour
71	Administrator	7/20/15 10:46:31 AM	Exit system normally	0	0	0 PETER-PC	Guard Tour
70	Administrator	7/20/15 10:12:40 AM	Login successful.	0	0	0 PETER-PC	Guard Tour

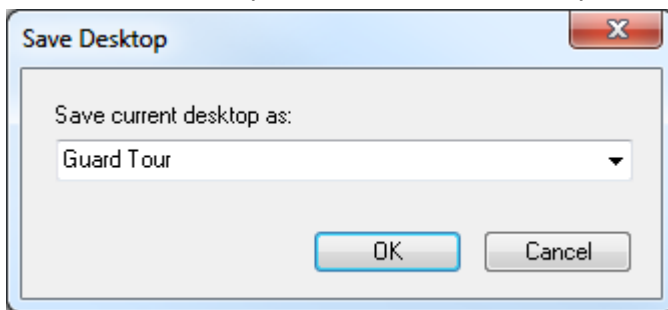
Chapter 7 Windows Sub-Menu

Click “Windows” from main Menu Bar.

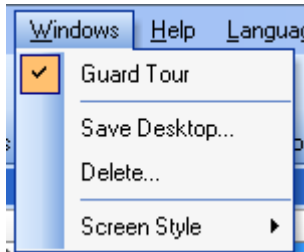


7.1 Save Desktop...

Click Save Desktop to save the current layout desktop.

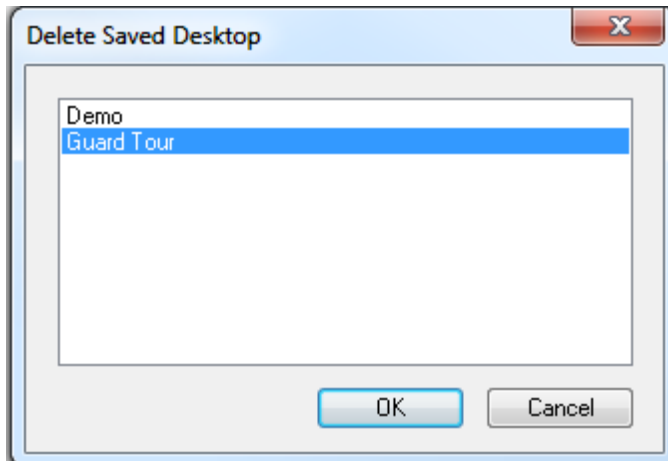


Saved Desktop Layout will be lined in Windows Sub-Menu



7.2 Delete...

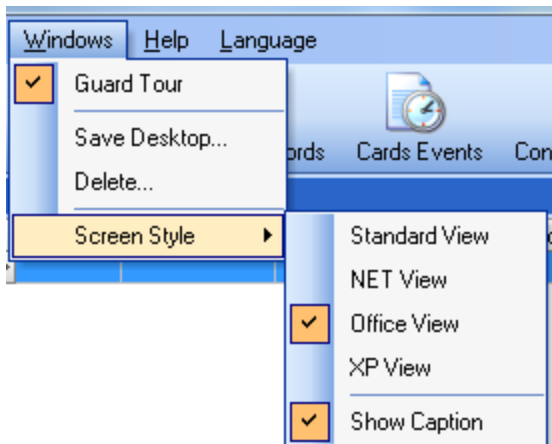
Click Delete to delete the saved Desktop Layout, select and click **OK**



7.3 Screen Style

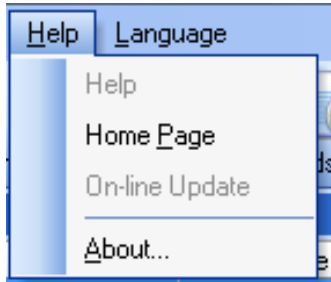
Click Screen Style to change the software style.

- ✓ Standard View
- ✓ NET View
- ✓ Office View
- ✓ XP View



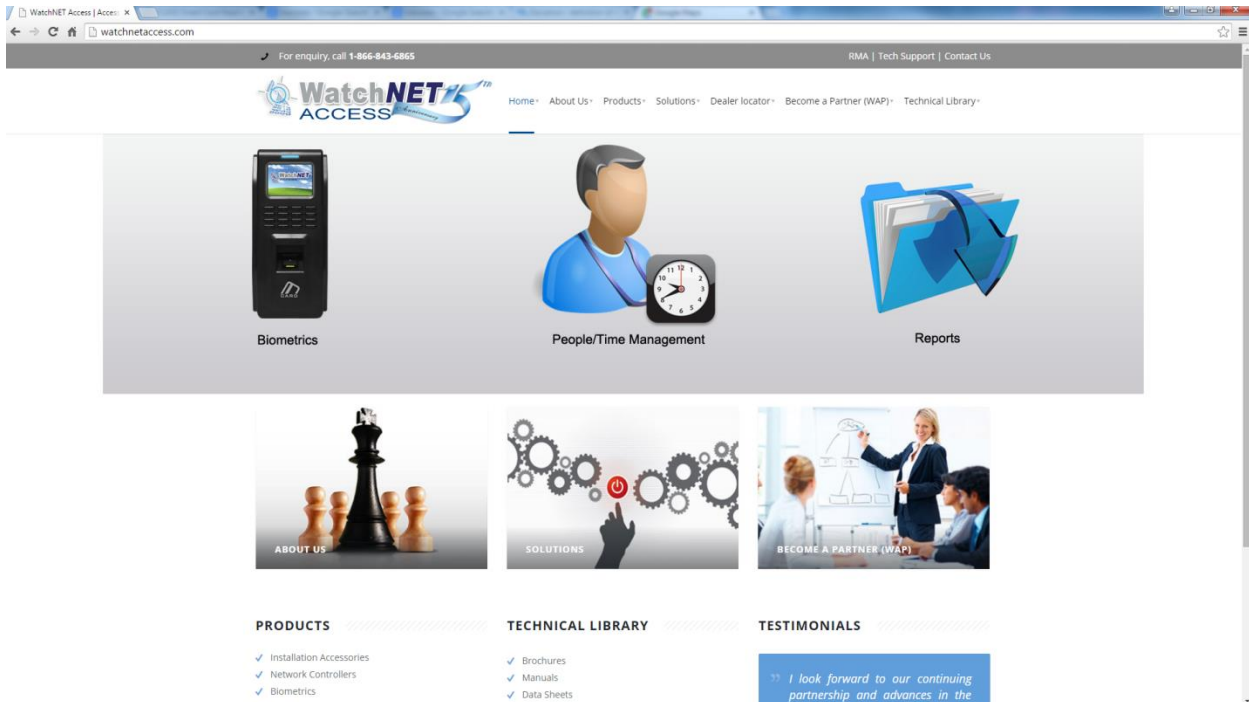
Chapter 8 Help Sub-Menu

Select **“Help”** from the main Menu Bar.



8.1 Home Page

Click **Home Page** to direct you to WatchNET Access Website



8.2 About...

Click **About...** to check the software version, build time of the software



Chapter 9 Language Sub-Menu

Select "Language" from the main Menu Bar.

List of supported language below:



Chapter 10 Necessary Operation Steps

10.1 Operator Setup

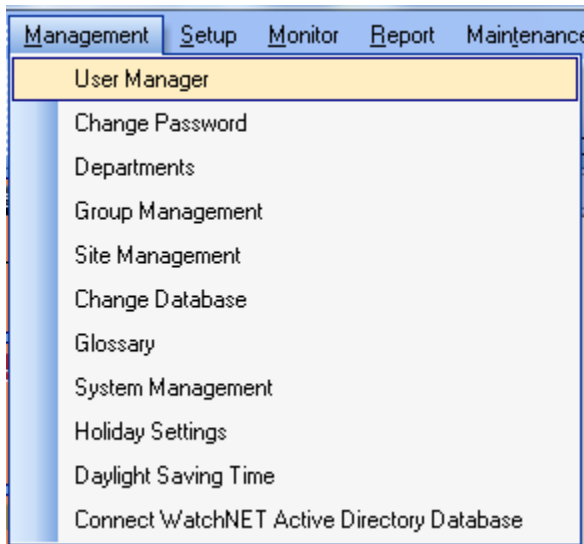
The Operator of Patrol Guard System must be set by Administrator account in **WatchNET Access Integrated Security System**.



First, Start **WAISS** and login as Administrator, Password: watchnet

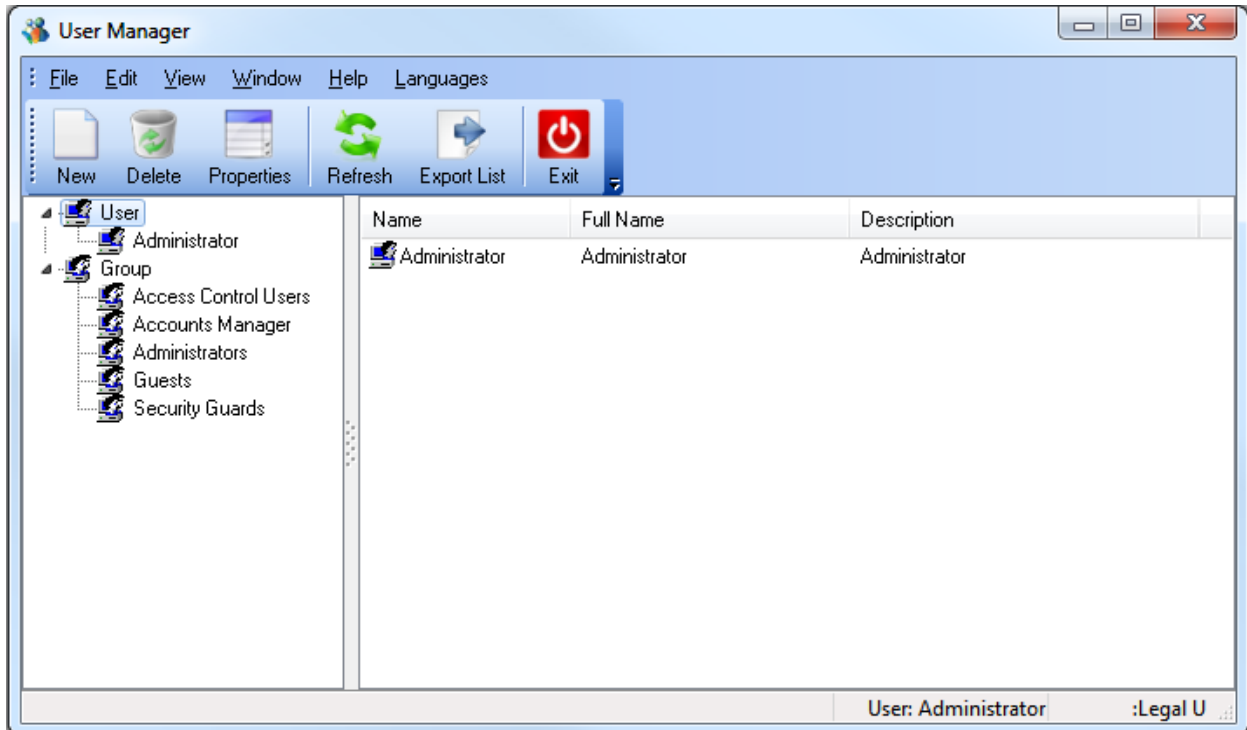


Select **"Management"** from the main Menu Bar and click **User Manager**

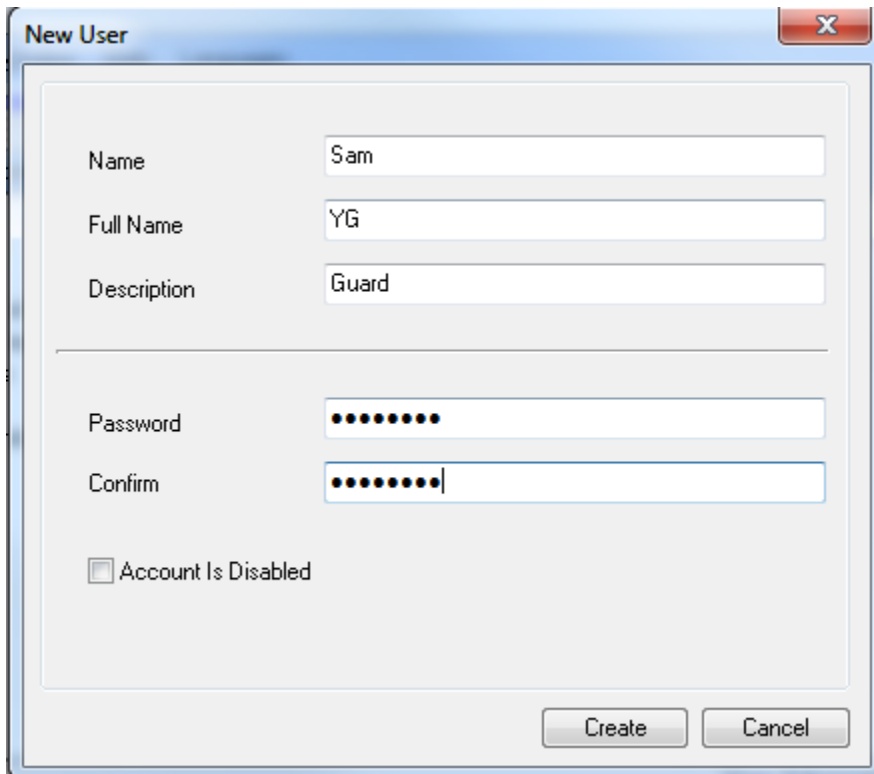


10.2 User Manager

The User Manager allows you to create a new user login into the system.



Click **New** to add new user, and fill up the information needed then click **Create**

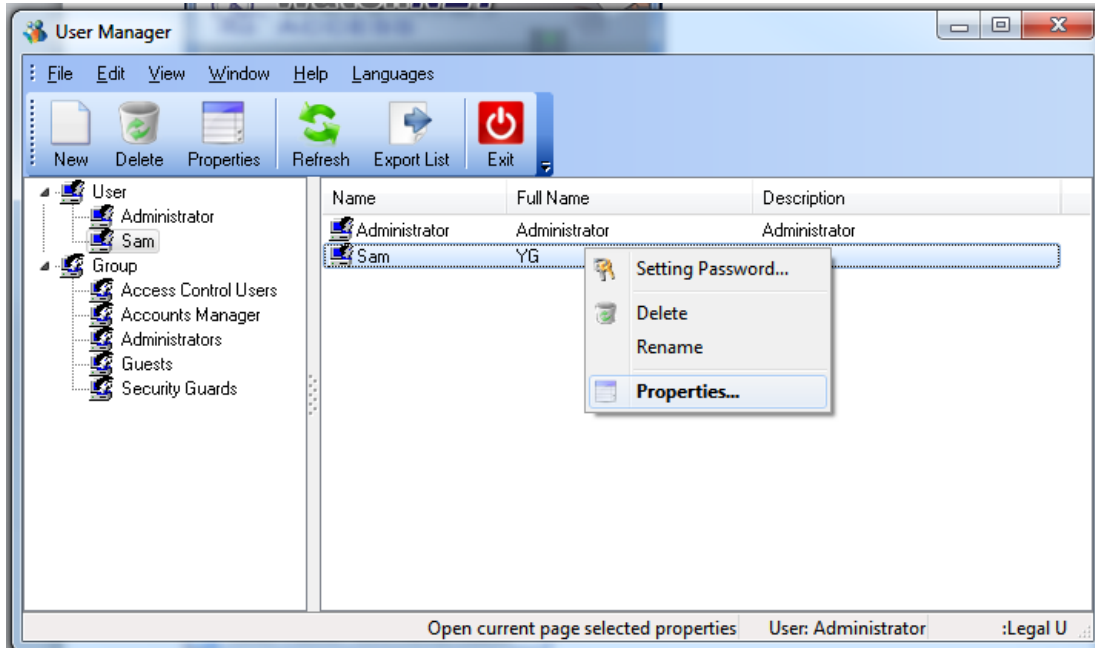


The 'New User' dialog box contains the following fields and options:

- Name: Sam
- Full Name: YG
- Description: Guard
- Password: [Redacted]
- Confirm: [Redacted]
- Account Is Disabled

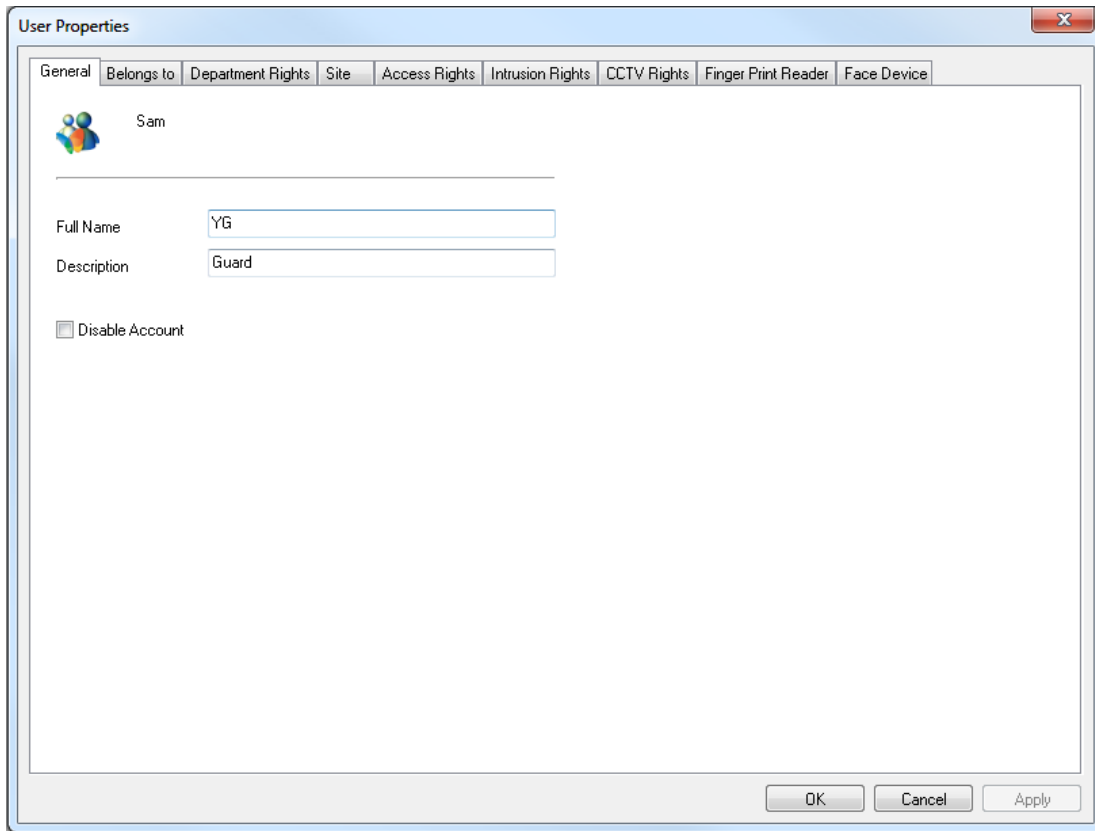
Buttons: Create, Cancel

The Created User must belong to a group, right click on the created user and select **Properties**



10.3 User Properties

User Properties allows you to manage the user's access rights

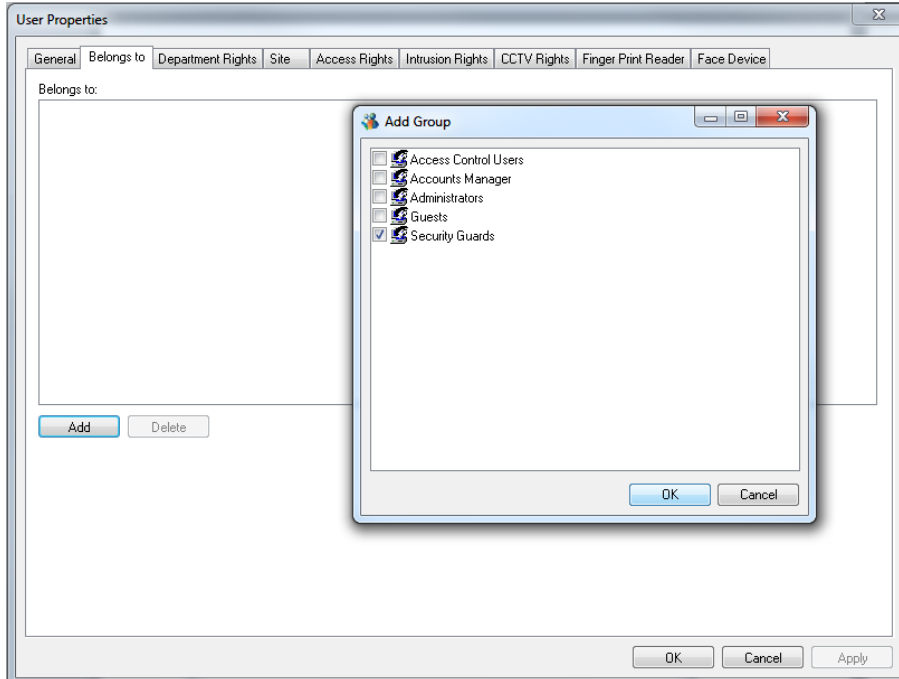


10.3.1 General

Can Modify Full Name and Description

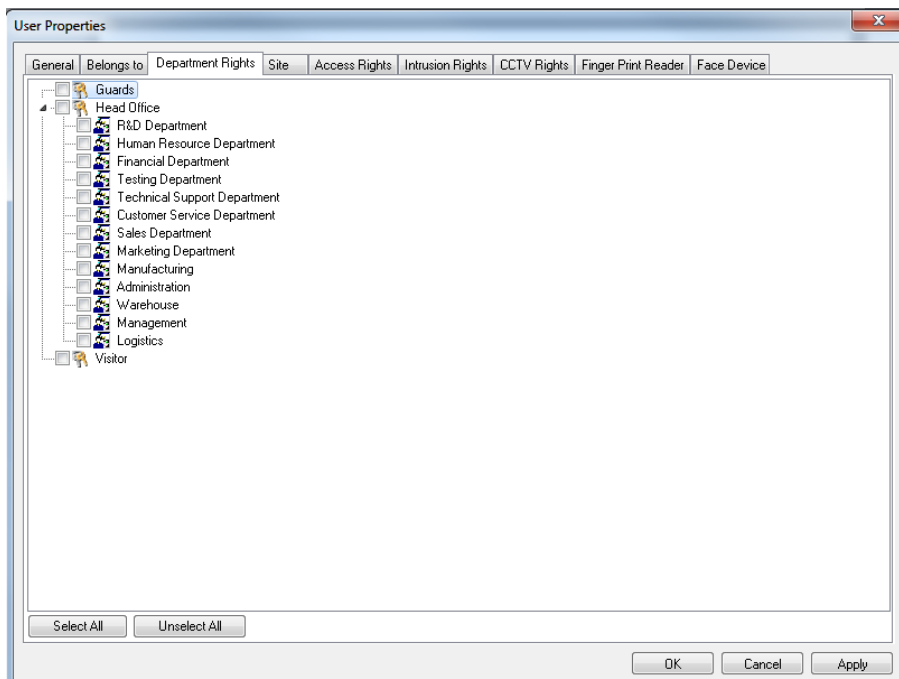
10.3.2 Belongs to

Allows you to select the group for the user



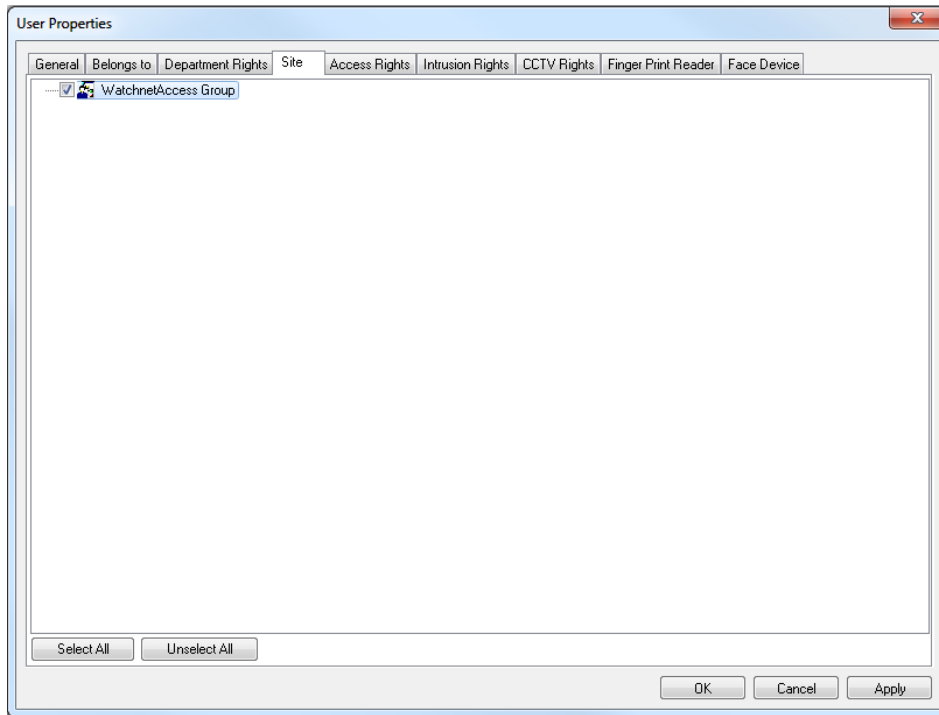
10.3.3 Department Rights

Select Departments rights for the user



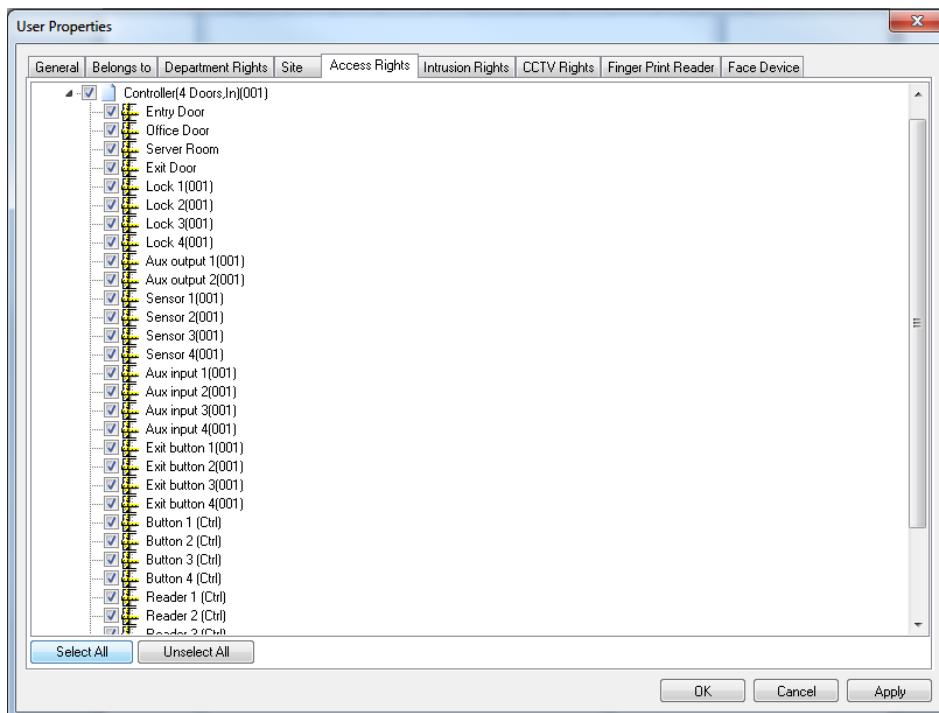
10.3.4 Site

Select access rights for sites



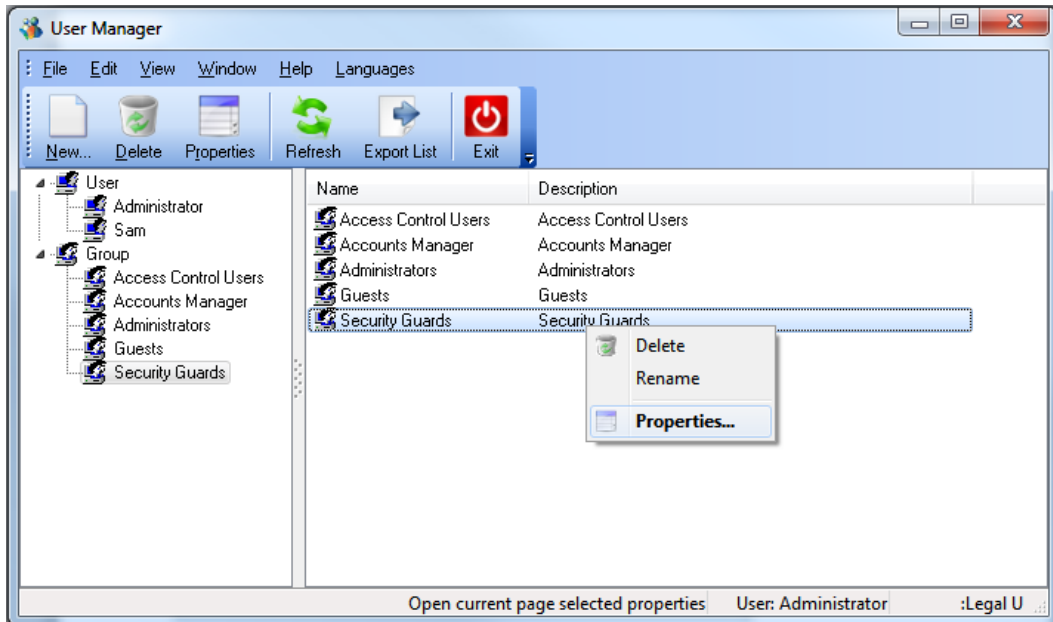
10.3.5 Access Rights

Select Access rights of the Access control panel components, such as door, exit button, sensors, etc.



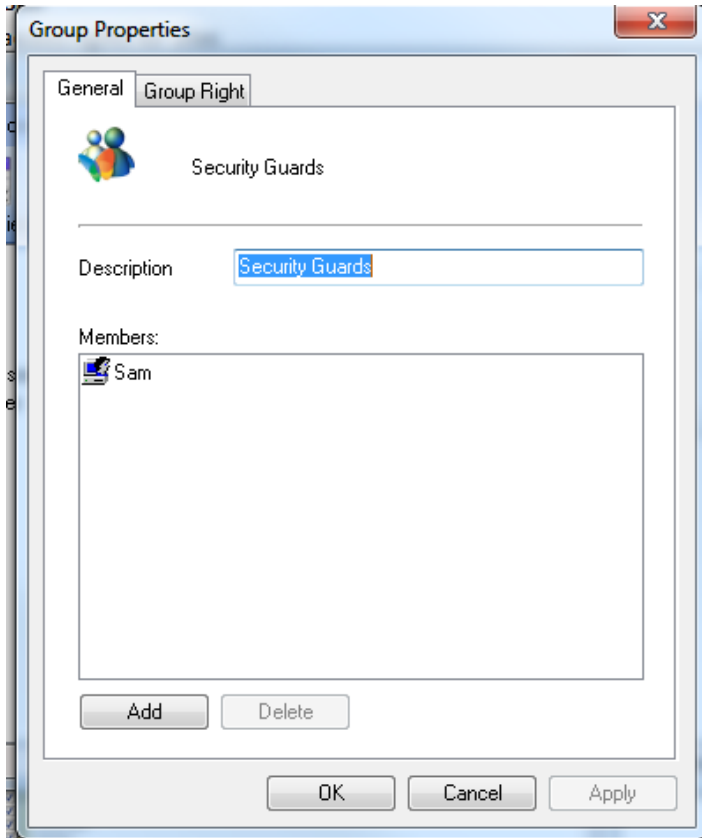
10.4 Group Rights

To manage the Group rights select the group, right click and select **Properties**



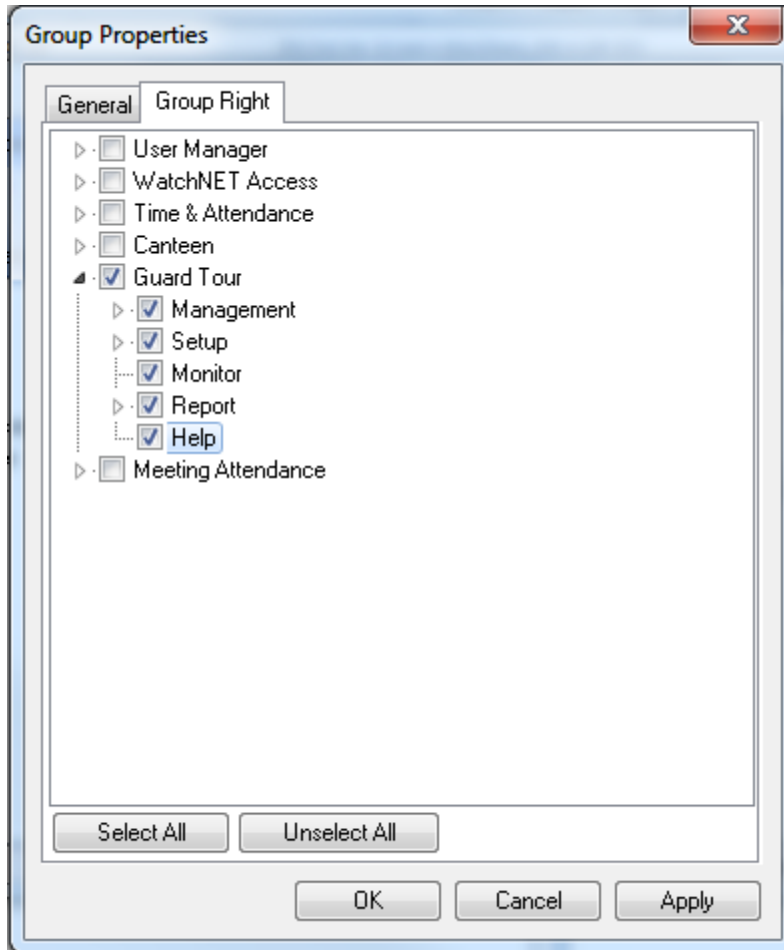
10.4.1 General

In General tab you can change the description and add a member to the group



10.4.2 Group Right

Click Group Right Tab to configure the privilege of the group, Expand each line and select the right privilege of the group.



10.5 Software Login

To log onto the software, click “**GuardTour**” under *Local Disk C: -> Program Files(x86) -> WatchNET -> WatchNET Access Integrated Security Systems*



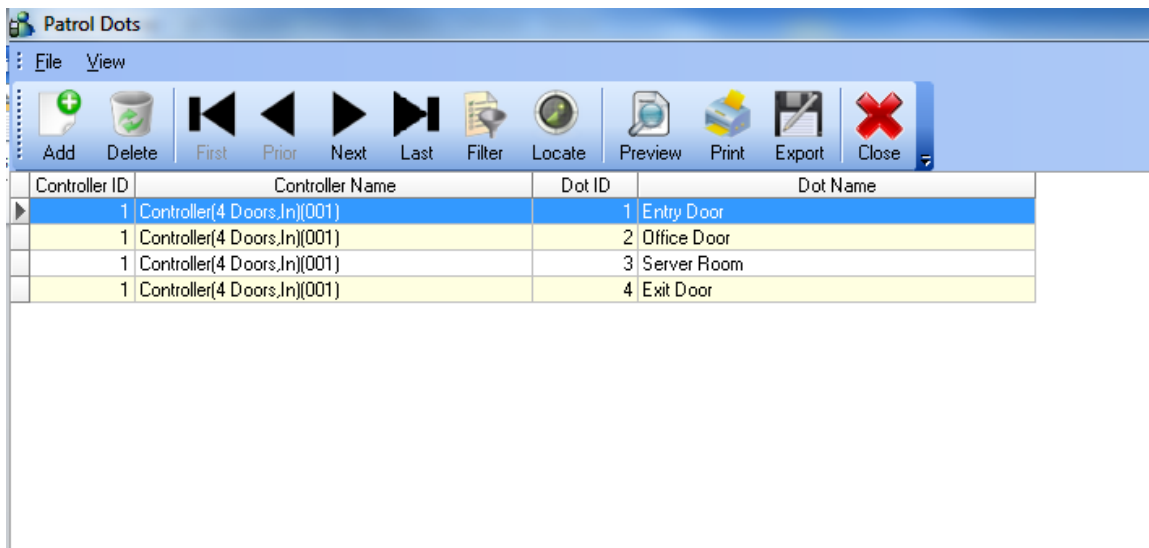
Login Screen will appear, select the User and enter the password.



10.6 Patrol Dot Setup

Once the operator entered the main interface Patrol Tour, first setup must be the **Patrol Dots**

Click **“Patrol Dots”** and **add** all patrol points

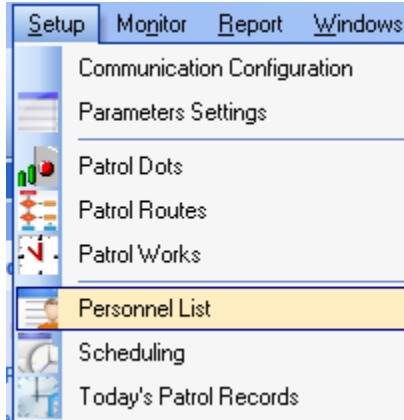


Once added you will see the list of all patrol points

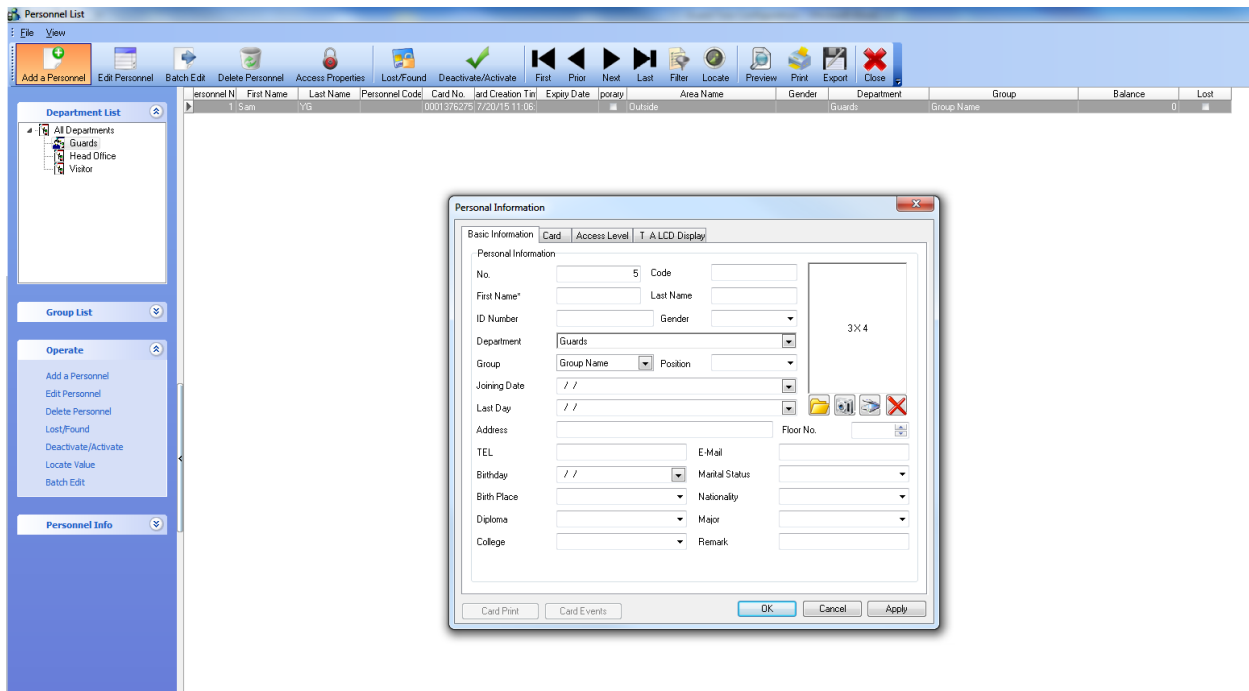
10.7 Guard List Setup

Guard Personnel must be added into the system, click **Setup -> Personnel List**

If personnel are already added skip this step.



Click Add and enter the needed informations

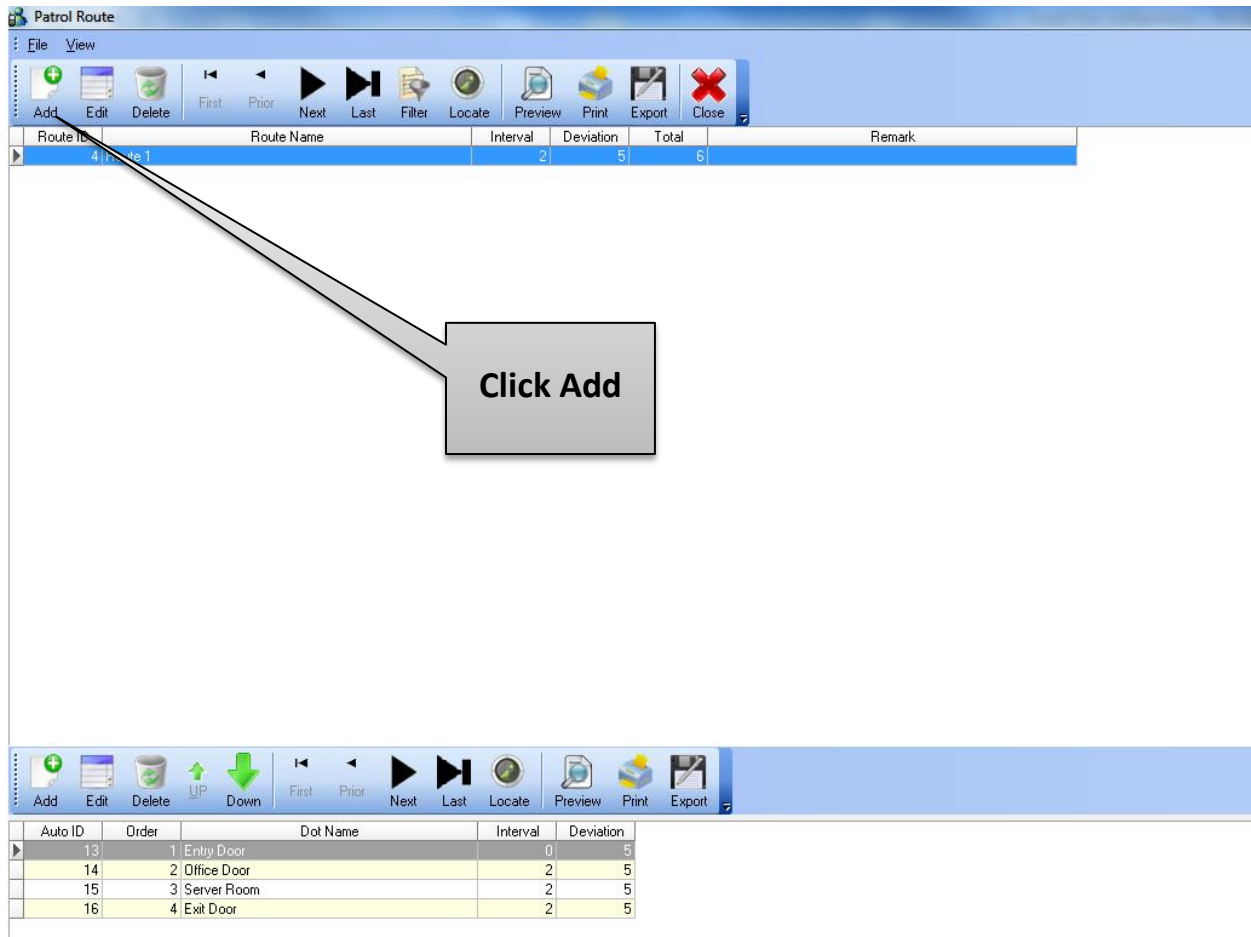


Click **OK** when finish.

10.8 Patrol Route Setup

After enrolling the Guard Personnel Patrol Route must be configured.

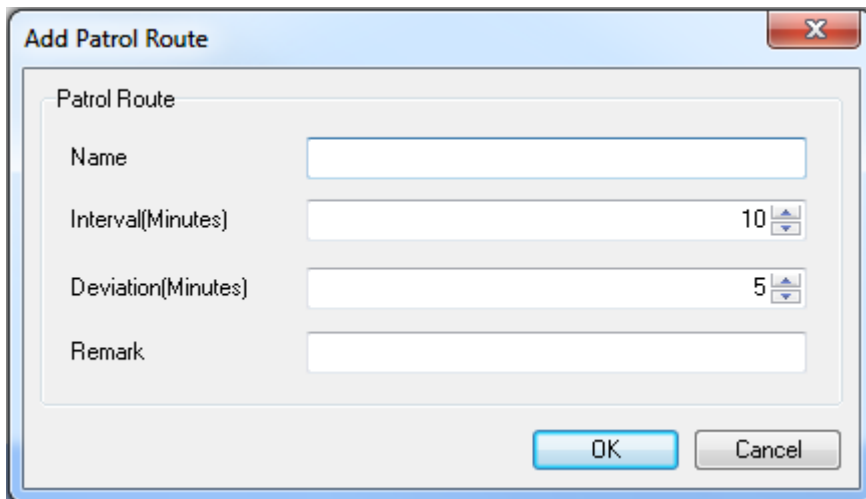
Click **Patrol Routes**



Route ID	Route Name	Interval	Deviation	Total	Remark
4	1	2	5	6	

Auto ID	Order	Dot Name	Interval	Deviation
13	1	Entry Door	0	5
14	2	Office Door	2	5
15	3	Server Room	2	5
16	4	Exit Door	2	5

Click **Add** on the top part and enter the needed information then click **OK**



Add Patrol Route

Patrol Route

Name:

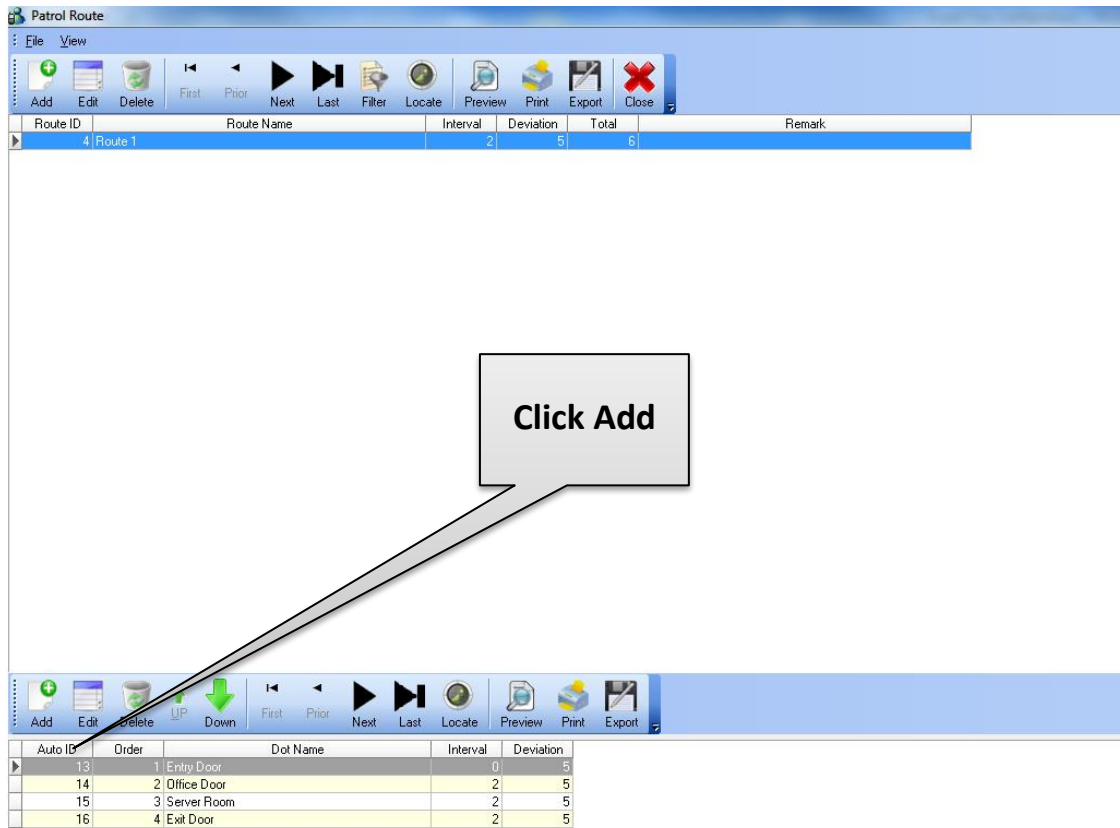
Interval(Minutes):

Deviation(Minutes):

Remark:

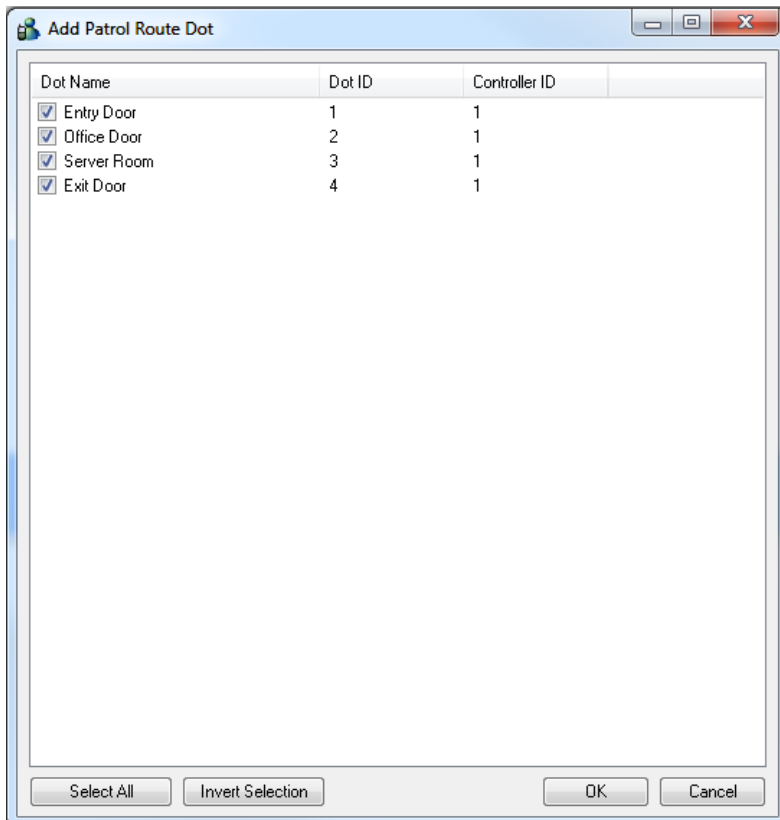
OK Cancel

Click **Add** from the bottom part and select the patrol points then click **OK**




Route ID	Route Name	Interval	Deviation	Total	Remark
4	Route 1	2	5	6	

Auto ID	Order	Dot Name	Interval	Deviation
13	1	Entry Door	0	5
14	2	Office Door	2	5
15	3	Server Room	2	5
16	4	Exit Door	2	5



Dot Name	Dot ID	Controller ID
<input checked="" type="checkbox"/> Entry Door	1	1
<input checked="" type="checkbox"/> Office Door	2	1
<input checked="" type="checkbox"/> Server Room	3	1
<input checked="" type="checkbox"/> Exit Door	4	1

Patrol Route can also be edit on the tool bar by using **UP** and **Down** buttons to change the order.



Auto ID	Order	Dot Name	Interval	Deviation
13	1	Entry Door	0	5
14	2	Office Door	2	5
15	3	Server Room	2	5
16	4	Exit Door	2	5

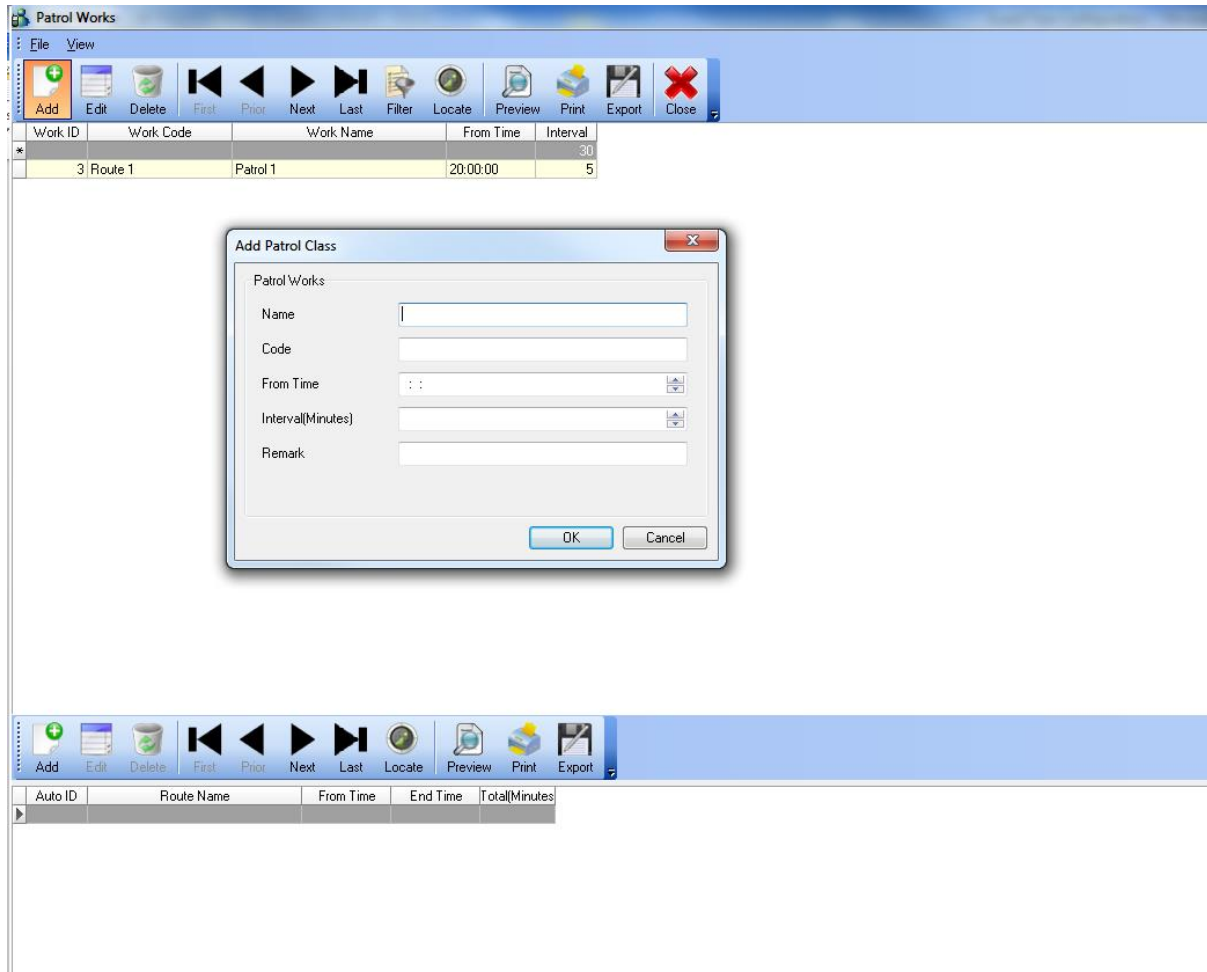
10.9 Patrol Work Setup

Once the patrol routes have been configured, patrol time should be setup.



Click **Patrol Works**

Click **Add** from the top part and enter the needed information.



The screenshot shows the 'Patrol Works' application window. At the top is a toolbar with icons for Add, Edit, Delete, First, Prior, Next, Last, Filter, Locate, Preview, Print, Export, and Close. Below the toolbar is a table with the following data:

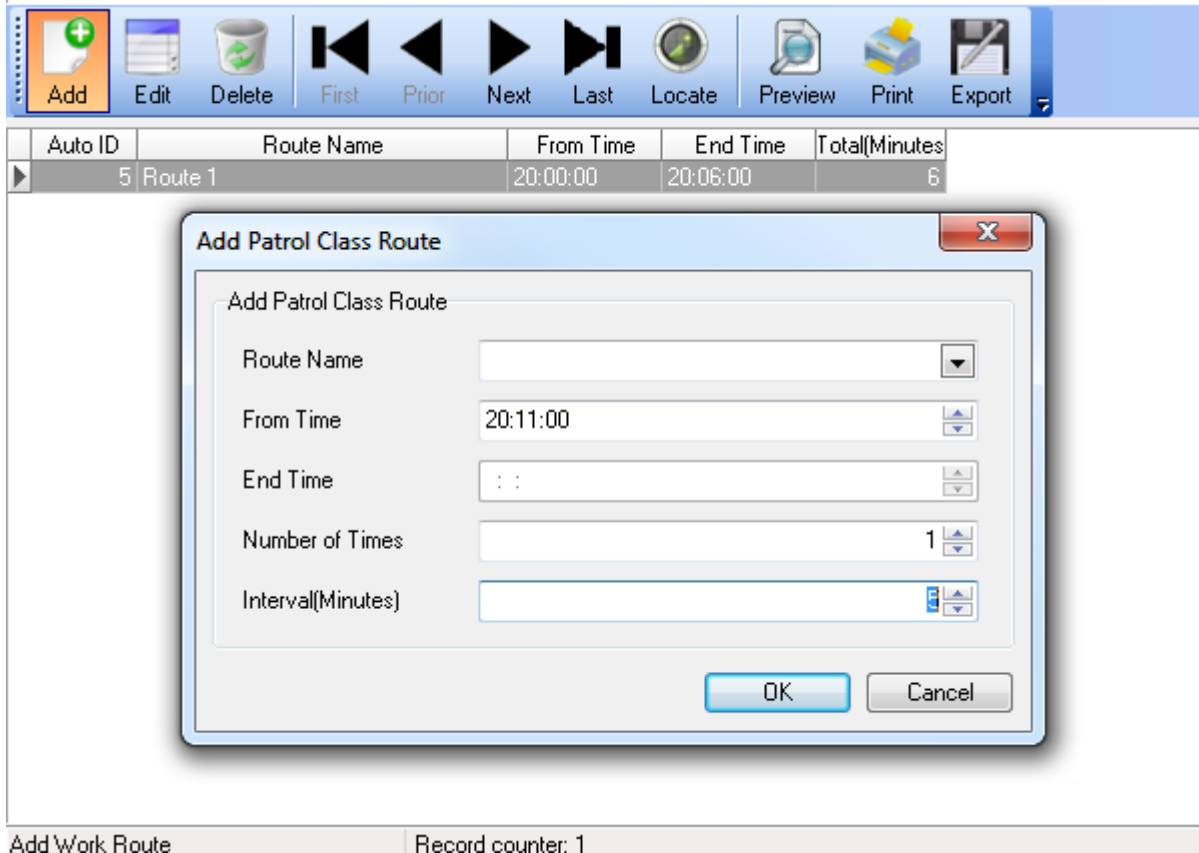
Work ID	Work Code	Work Name	From Time	Interval
*				30
3	Route 1	Patrol 1	20:00:00	5

An 'Add Patrol Class' dialog box is open in the foreground, containing the following fields:

- Name:
- Code:
- From Time:
- Interval(Minutes):
- Remark:

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Below the dialog box, the main application window's toolbar and table are visible again, with the table headers: Auto ID, Route Name, From Time, End Time, Total(Minutes).

Next, Click **Add** from the bottom part to configure **Patrol Class Route** and select the route name you created



Add Patrol Class Route

Add Patrol Class Route

Route Name

From Time 20:11:00

End Time : :

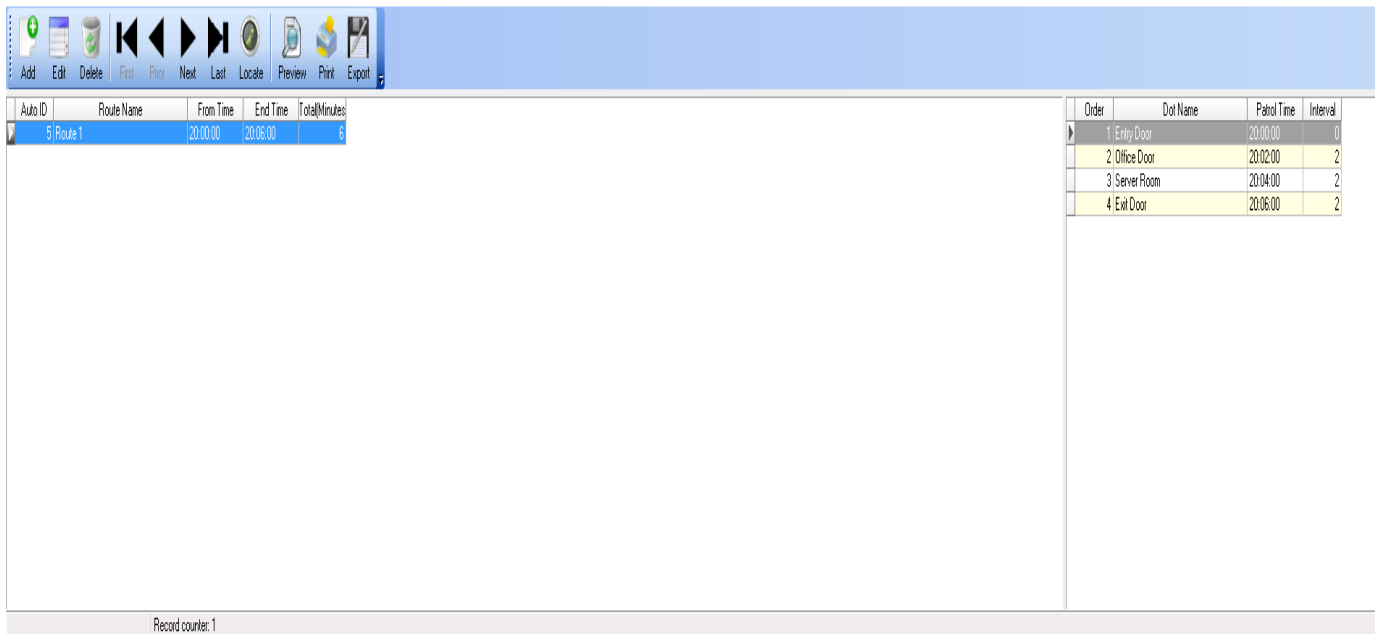
Number of Times 1

Interval(Minutes)

OK Cancel

Add Work Route Record counter: 1

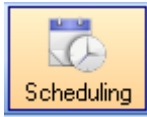
Once Configure you will see the list of Patrol Time



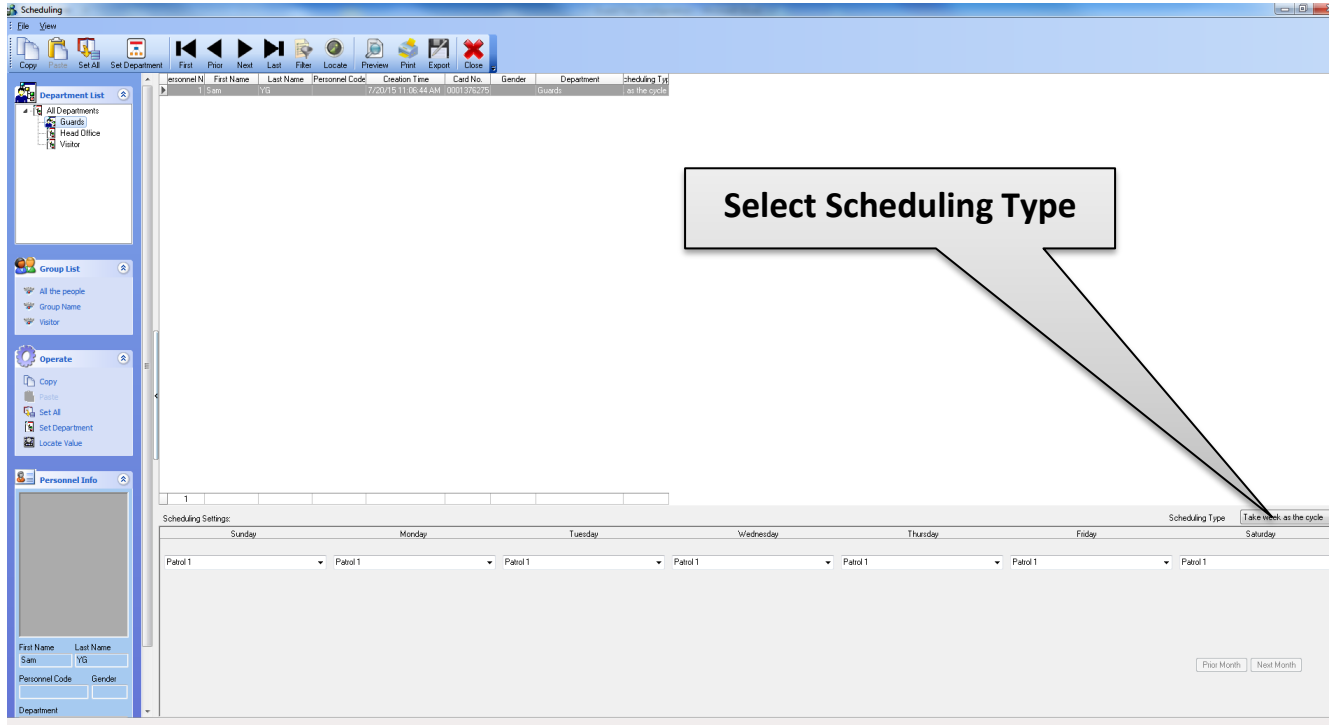
Order	Dot Name	Patrol Time	Interval
1	Entry Door	20:00:00	0
2	Office Door	20:02:00	2
3	Server Room	20:04:00	2
4	Exit Door	20:06:00	2

Record counter: 1

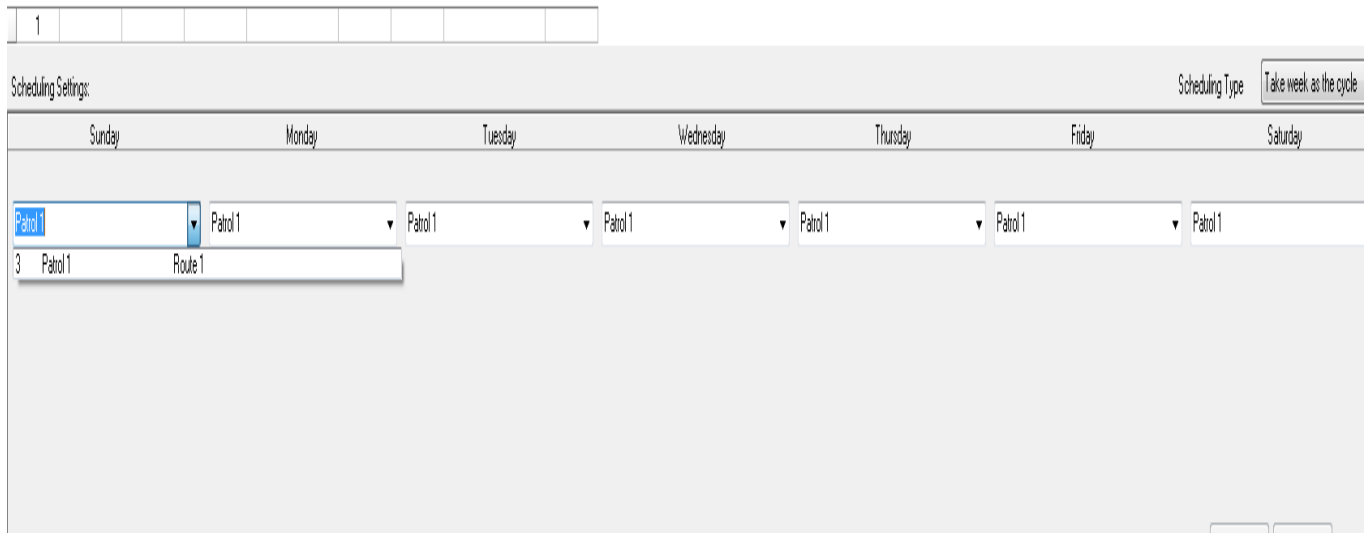
10.10 Schedule Setup



Click Scheduling

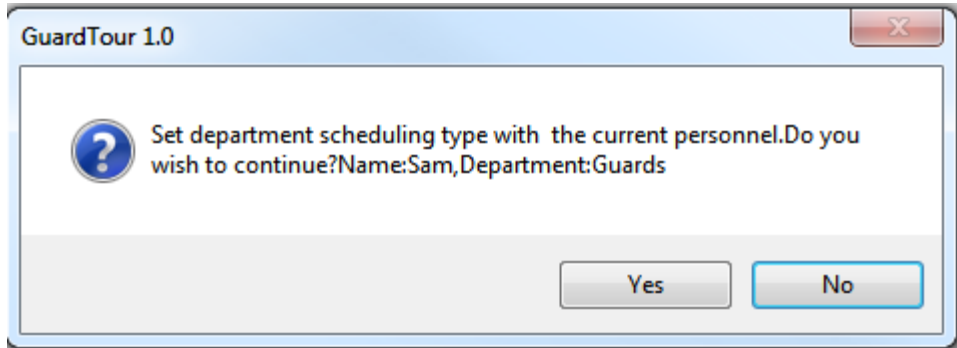


Select the Guard Personnel then select the Scheduling type, and then select the **Work time** for each day.



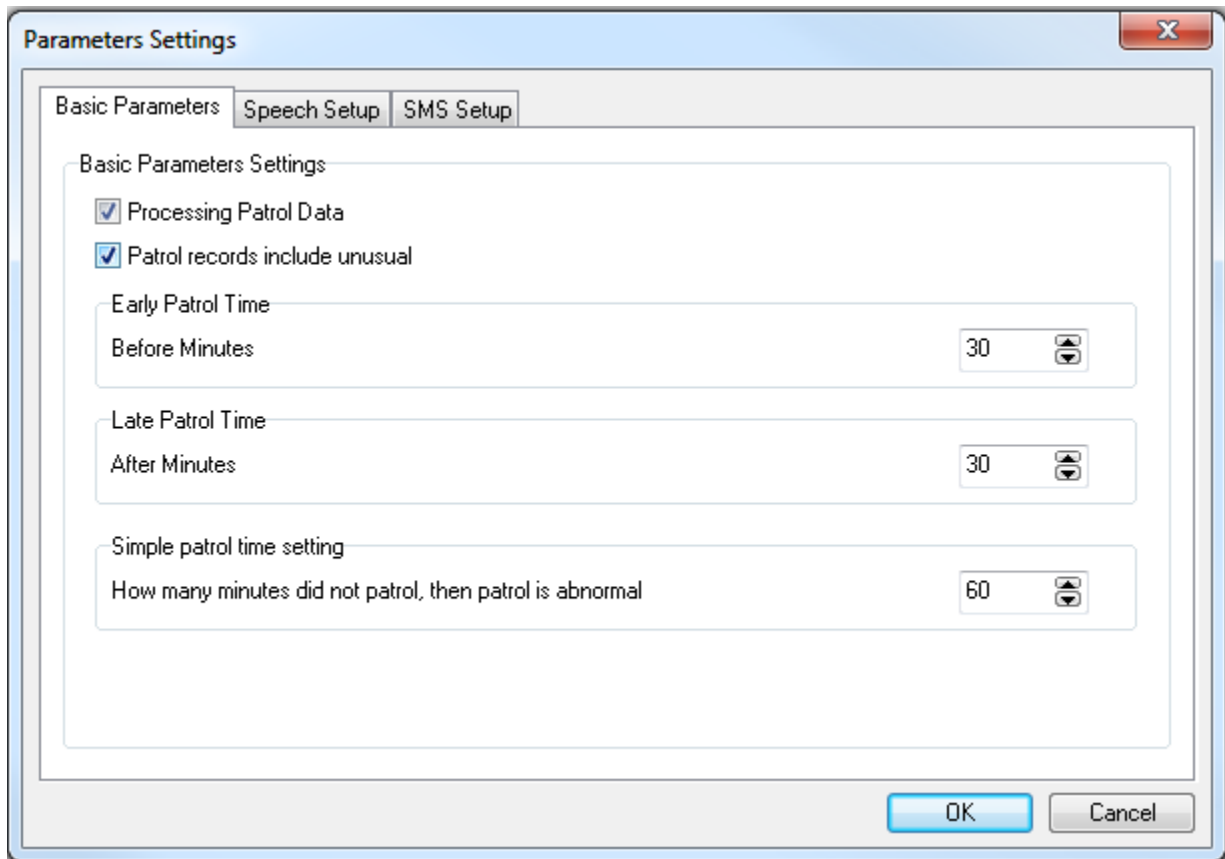


Once all configured, Click **Set Department**
Confirmation box will appear, Click **Yes** to continue



10.11 Monitor

Once all setup is configured, we have to start monitoring, click **Setup** on the main menu bar and select **Parameter Setting**, All **Basic Parameter Settings** must be checked. Then click **OK** to finish.



Patrol Records

Patrol Online

Management Setup Monitor Report Windows Help Language

Patrol Data Patrol Routes Patrol Walks Scheduling Patrol Records Cards Events Controller Status Patrol Records Summary Report Exit

Patrol Records

Records

- Normal Patrol Records
- Earlier Patrol Records
- Late Patrol Records
- Unusual Patrol Records
- All Patrol Records
- Current Patrol Records
- Locate Value

Personnel Info

First Name: Sam Last Name: YG
 Personnel Code: 0001376275 Gender: Guards
 Department: Guards
 Card No: 0001376275

Personnel No	First Name	Last Name	Personnel Code	Card No	Gender	Department	Work Name	Route Name	Dot Name	Patrol Time	Actually Time	State	Reactive Tin
1	Sam	YG	0001376275	0001376275	Guards	Guards			Entry Door	11:30:04	11:30:05	Normal	0
1	Sam	YG	0001376275	0001376275	Guards	Guards			Office Door	11:32:05	11:32:05	Normal	0
1	Sam	YG	0001376275	0001376275	Guards	Guards			Exit Door	11:34:06	11:34:06	Normal	0
1	Sam	YG	0001376275	0001376275	Guards	Guards			Exit Door	11:34:14	11:34:14	Normal	0
1	Sam	YG	0001376275	0001376275	Guards	Guards			Office Door	11:34:18	11:34:18	Normal	0
1	Sam	YG	0001376275	0001376275	Guards	Guards			Entry Door	11:34:18	11:34:18	Normal	0

Back to

Patrol Records | Cards Events for Patrol | Patrol Controller Status