Watch*NET* Access Integrated Security Management Software

Configuring Guard Tour feature

Revision History 3
Chapter 1 Introduction 4
1.1 Guard Tour Overview 4
1.2 Computer Requirements 4
1.3 License Checking 4
1.4 Features 6
Chapter 2 Main Operating Screen 6
2.1 Logon 6
2.2 Menu Bar 7
2.3 Tool Bar 7
Chapter 3 Manage Sub-Menu 8
3.1 Change Password 8
3.2 Department List 9
3.2.1 Menu Bar 9
3.2.1.1 File 9
3.2.1.2 View 10
3.3 Group Management 10
3.4 Glossary 11
3.5 System Management 12
3.6 Change Database 12
Chapter 4 Setup Sub-Menu 13
4.1 Communication Configuration 13
4.2 Parameters Settings 14
4.3 Patrol Dots 14
4.4 Patrol Routes 16
4.5 Patrol Workds 18
4.6 Personnel List 20
4.7 Scheduling 21
4.8 Today`s Patrol Records 23
Chapter 5 Monitor Sub-Menu 23
5.1 Patrol Records 24
5.2 Card Events for Patrol 24
5.3 Patrol Controller Status 25
Chapter 6 Report Sub-Menu 25
6.1 All Card Events 26
6.2 Card Event`s Filter 26
6.3 Patrol Records 27
6.4 Patrol Summary Report 27
6.5 System Log 28
Chapter 7 Windows Sub-Menu 28
7.1 Save Desktop 28
7.2 Delete 29
7.3 Screen Style 29
Chapter 8 Help Sub-Menu 30
8.1 Home Page 30
8.2 About 30
Chapter 9 Language Sub-Menu 31
Chapter 10 Necessary Sub Menu 32

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

10.1 Operator Setup 32
10.2 User Manager 33
10.3 User Properties 34
10.3.1 General 35
10.3.2 Belongs to 35
10.3.3 Department Rights 35
10.3.4 Site 36
10.3.5 Access Rights 36
10.4 Group Rights 37
10.4.1 General 37
10.4.2 Group Right 38
10.5 Software Login 38
10.6 Patrol Dot Setup 39
10.7 Guard List Setup 39
10.8 Patrol Route Setup 40
10.9 Patrol Work Setup 43
10.10 Schedule Setup 45
10.11 Monitor 46

Revision History

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

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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)

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

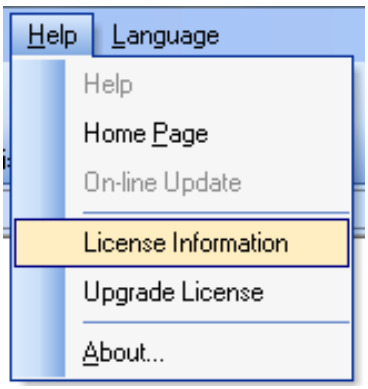


Figure 1-1

Reserved Guard Tour Clients

Figure 1-2

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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.*

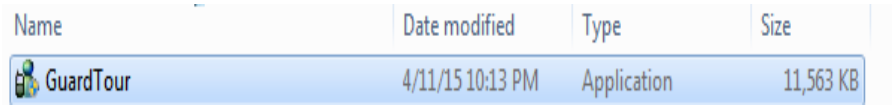


Figure 2-1

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

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

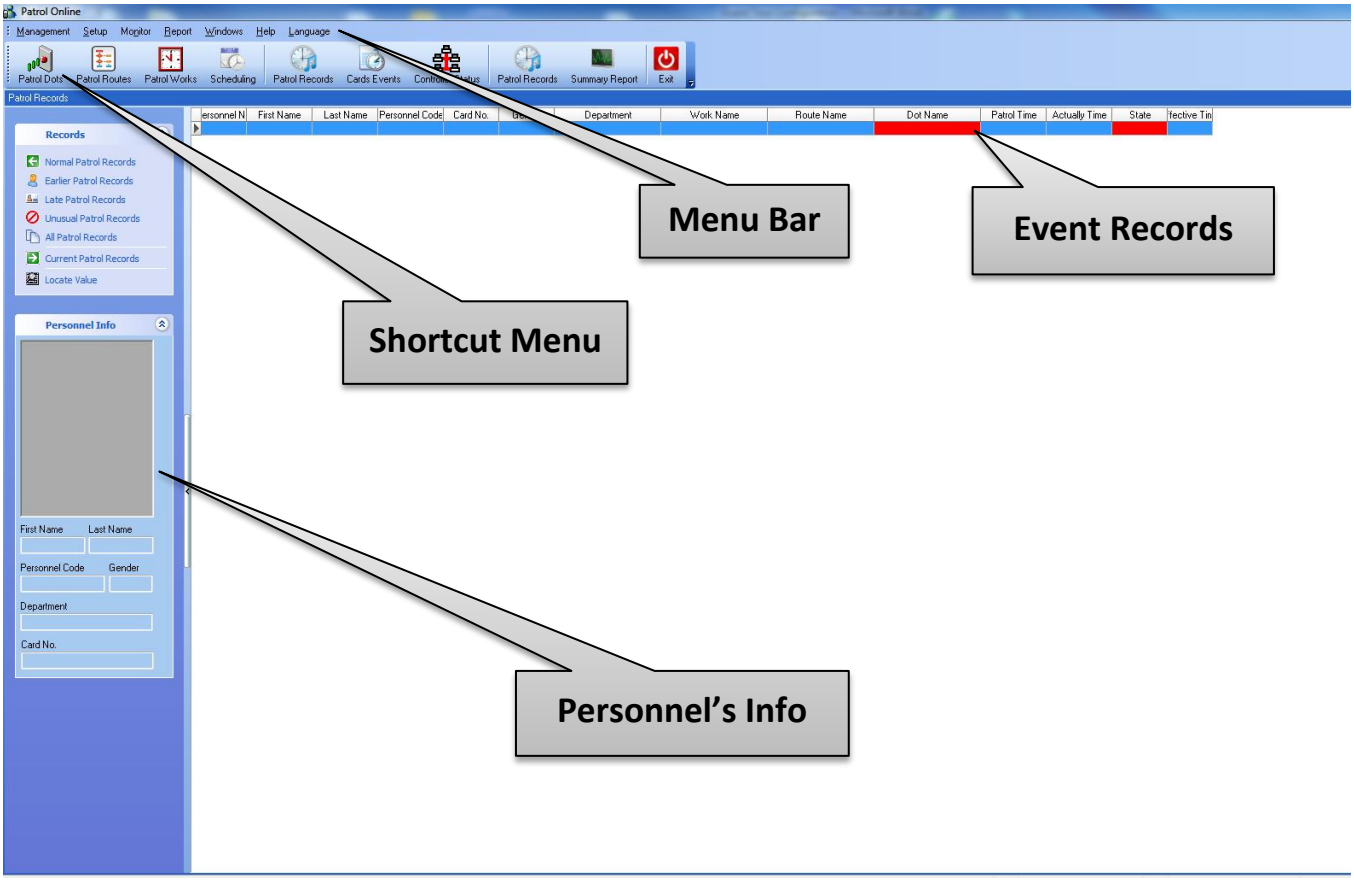


Figure 2-3

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

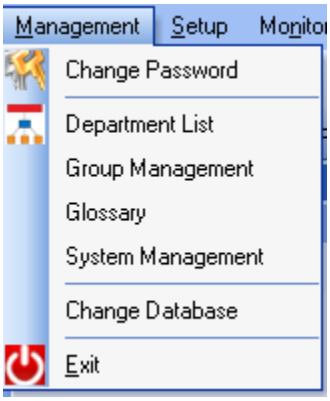
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

- ✓ Patrol Records
- ✓ Summary Report
- ✓ Exit

Figure 2-5

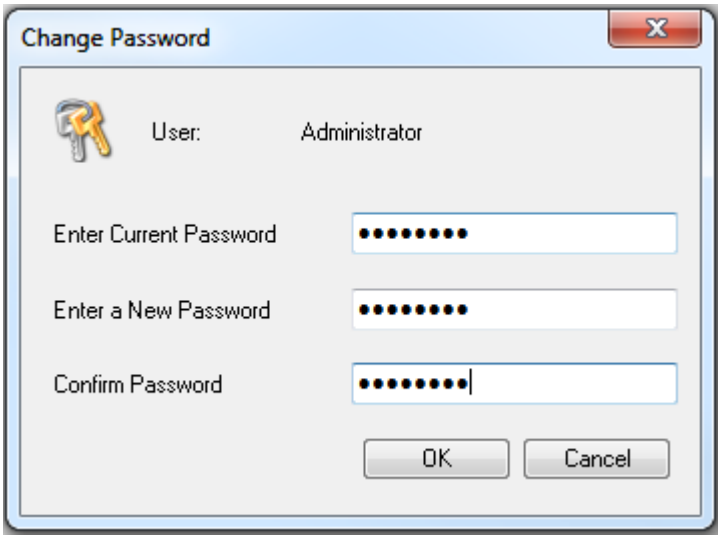
Chapter 3 Manage Sub-Menu

Click **"Management"** from the menu bar



3.1 Change Password

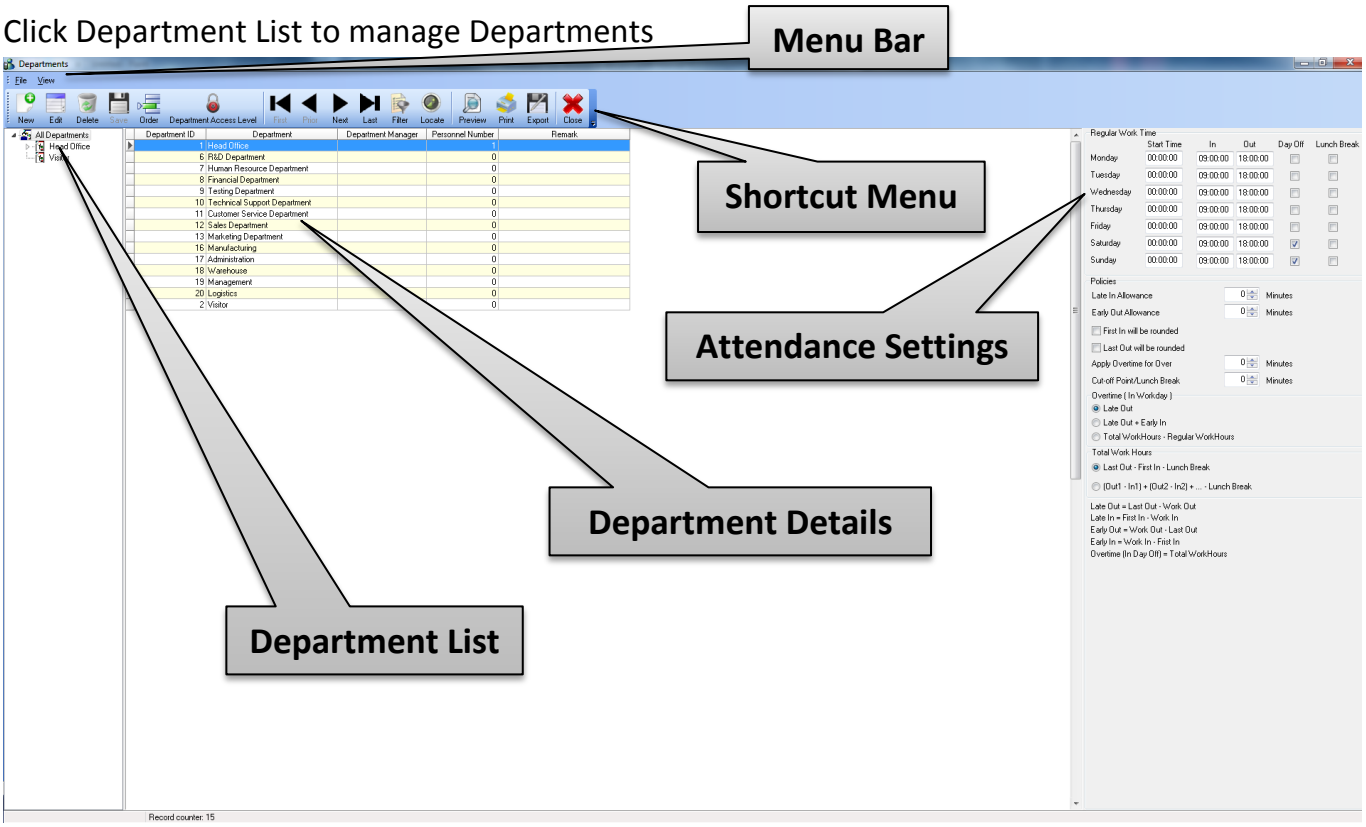
User can change their desire password to login



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

3.2 Department List

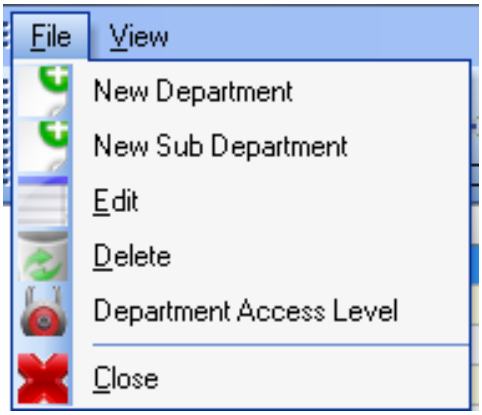
Click Department List to manage Departments



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

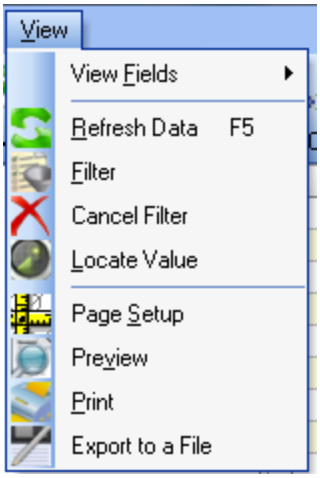


351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

3.2.1.2 View

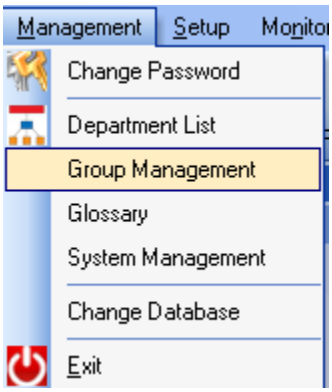
View Menu Consist of the following option.

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

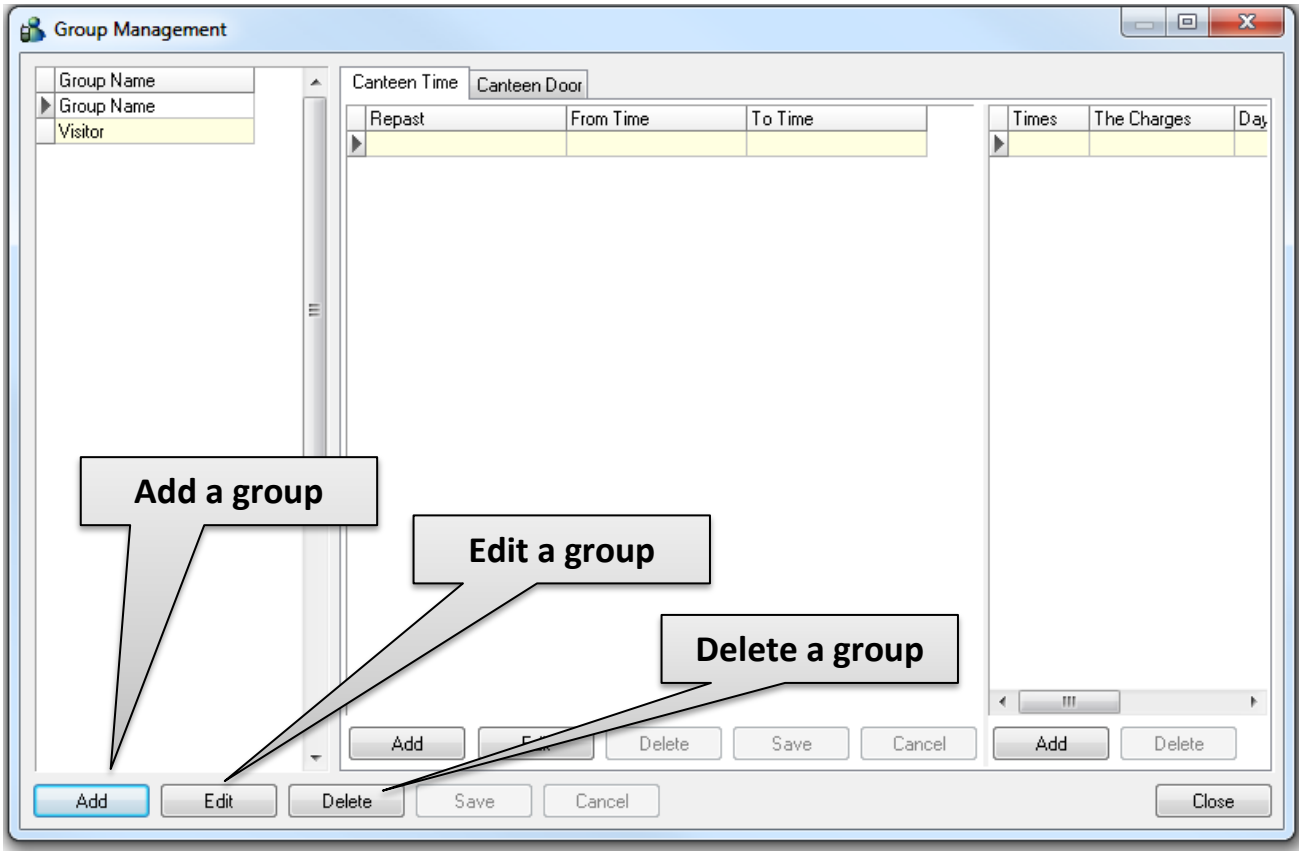


3.3 Group Management

Click Group Management to manage group property



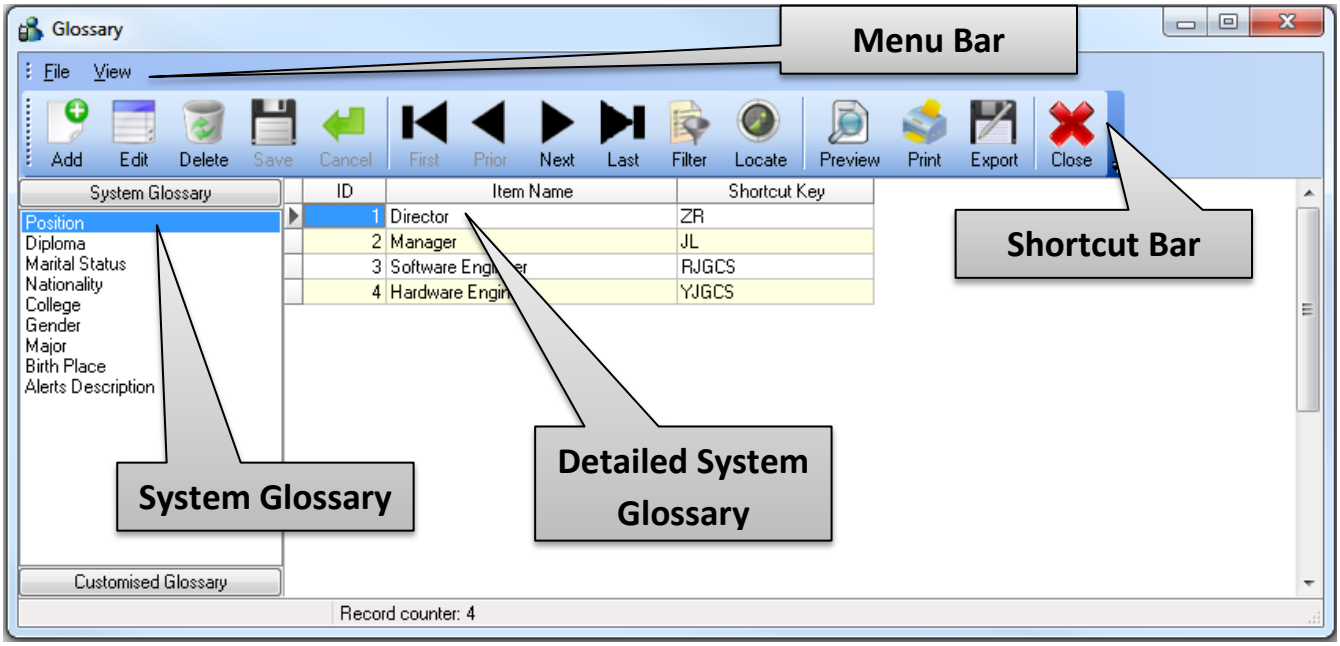
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com



3.4 Glossary

Click Glossary to setup system glossary

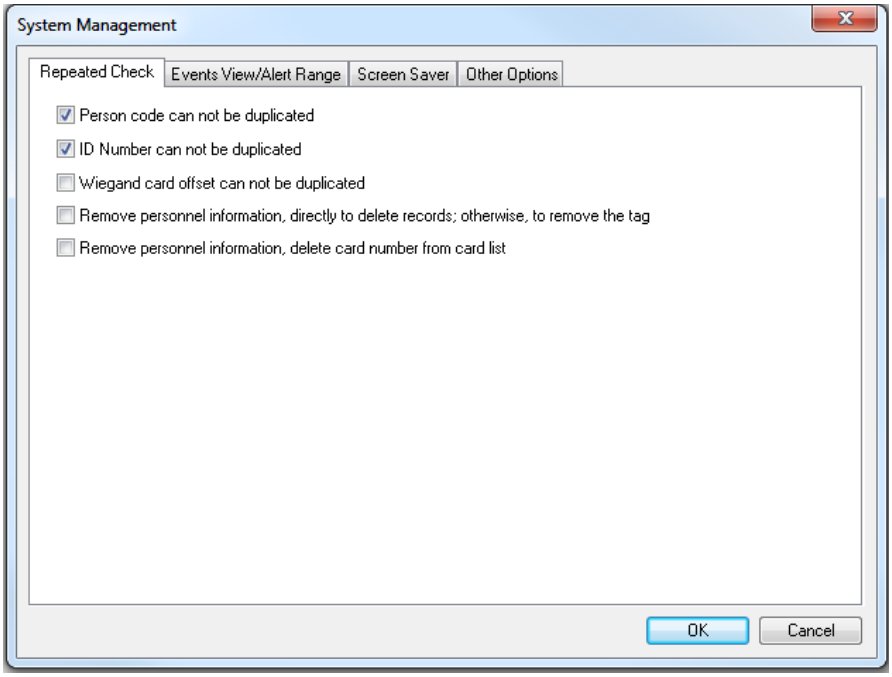
In Glossary you can add, edit or delete new fields for basic information of a personnel



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

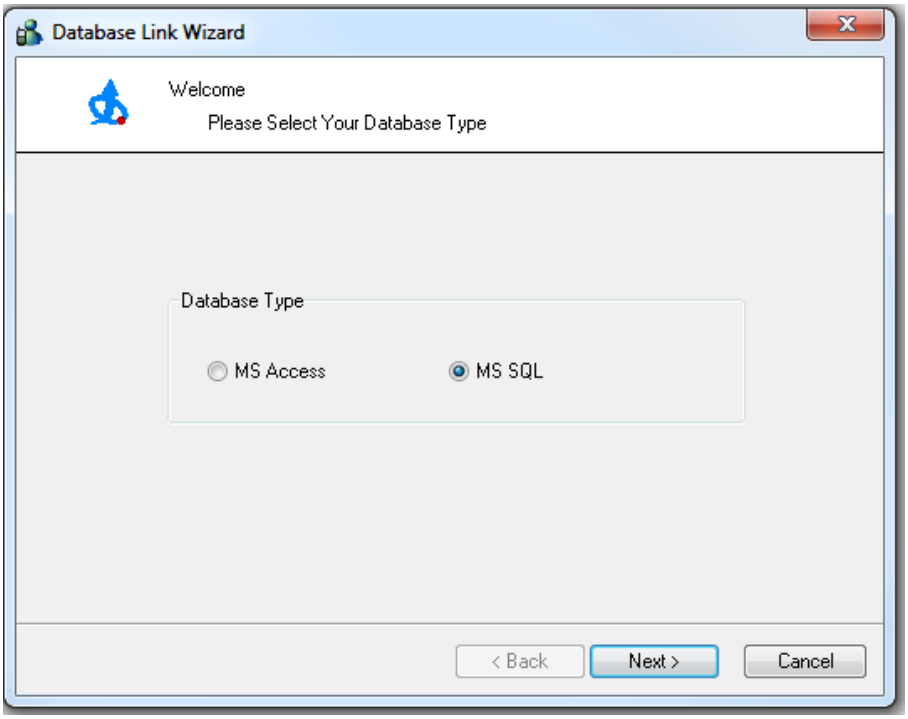
3.5 System Management

Click the System Management for system Management configuration



3.6 Change Database

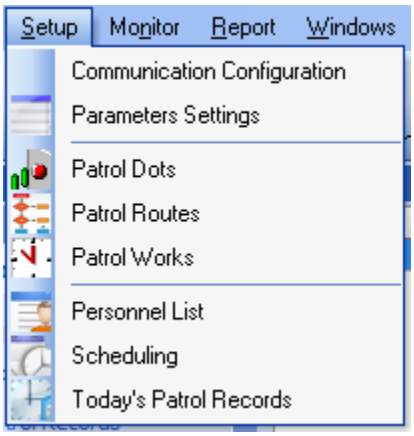
Click Change Database if you want to change the database, but normally it is done on WatchNET Access Integrated Security System



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

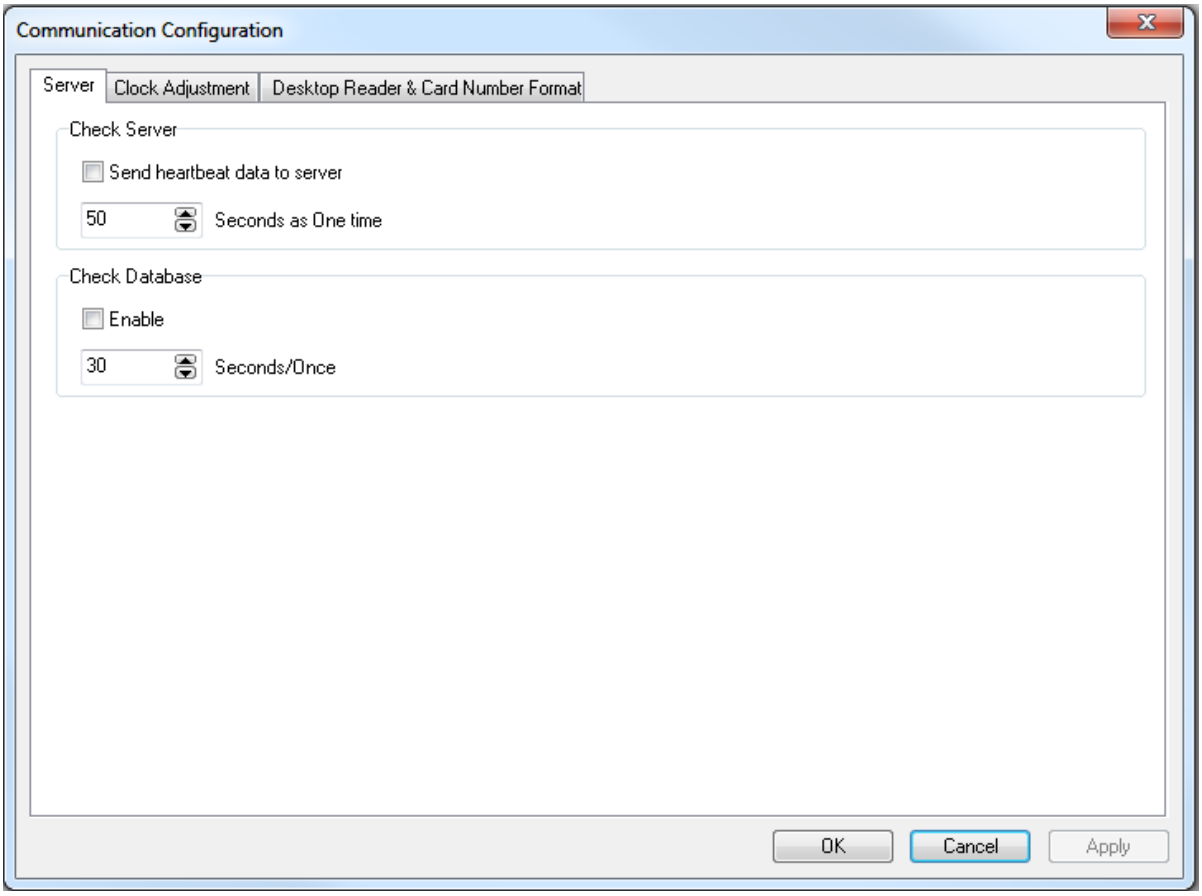
Chapter 4 Setup Sub-Menu

Select ``**Setup**`` from the main Menu Bar



4.1 Communication Configuration

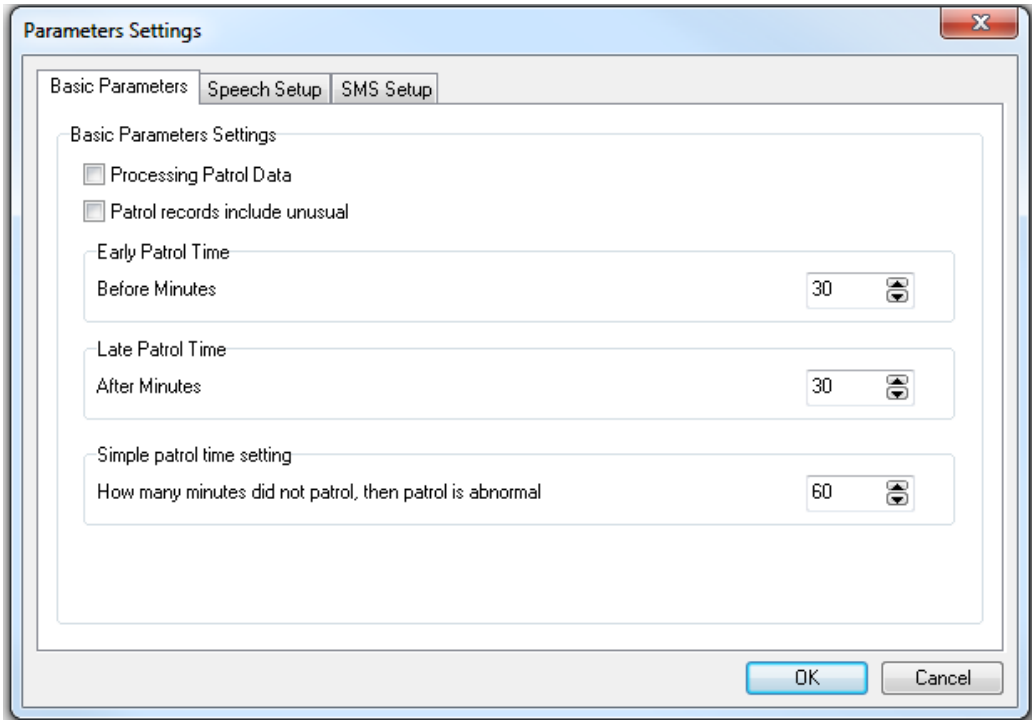
In Communication Configuration you can setup server settings, Clock, Desktop Reader & Card Number Format



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

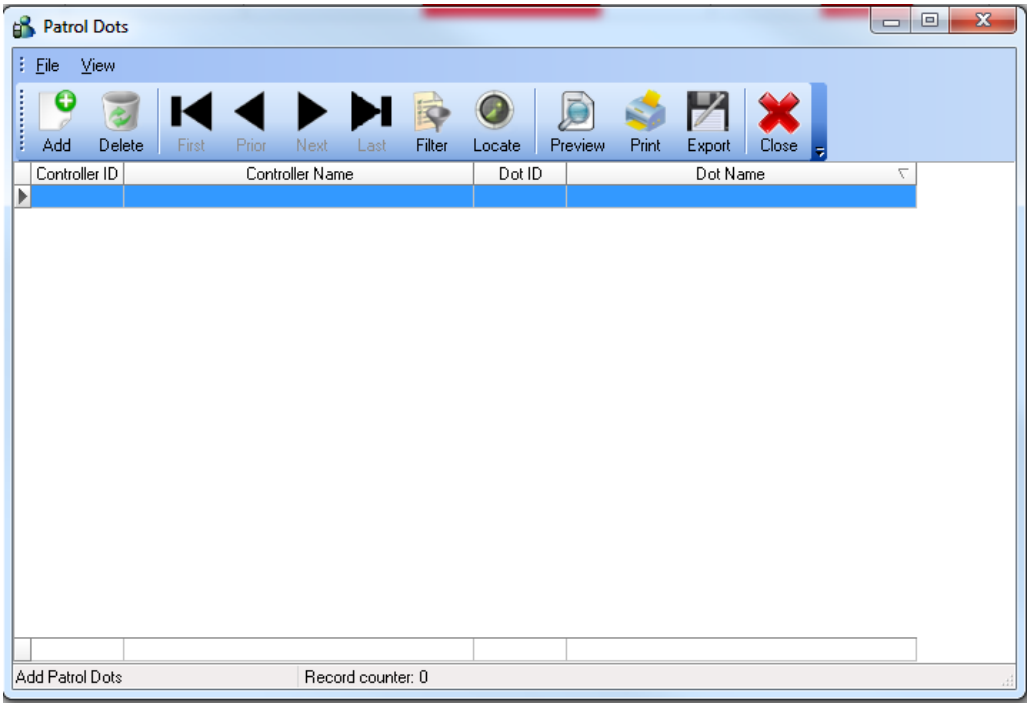
4.2 Parameters Settings

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



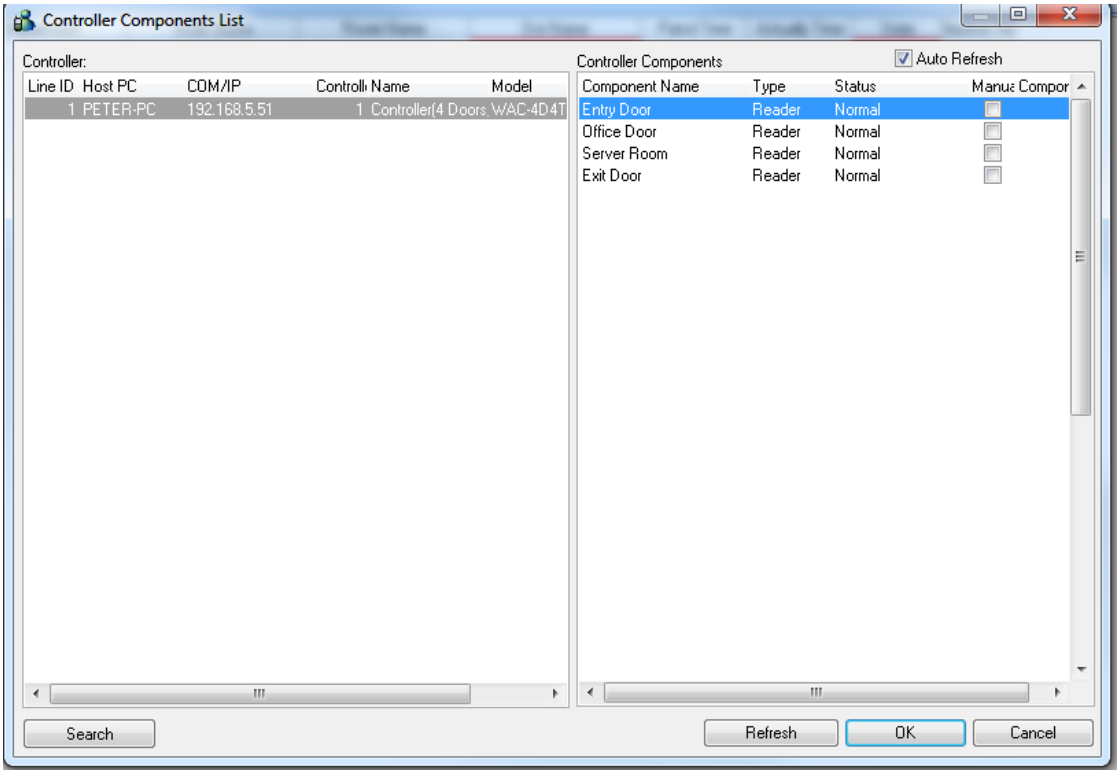
4.3 Patrol Dots

Click Patrol Dots to manage Patrol Dots

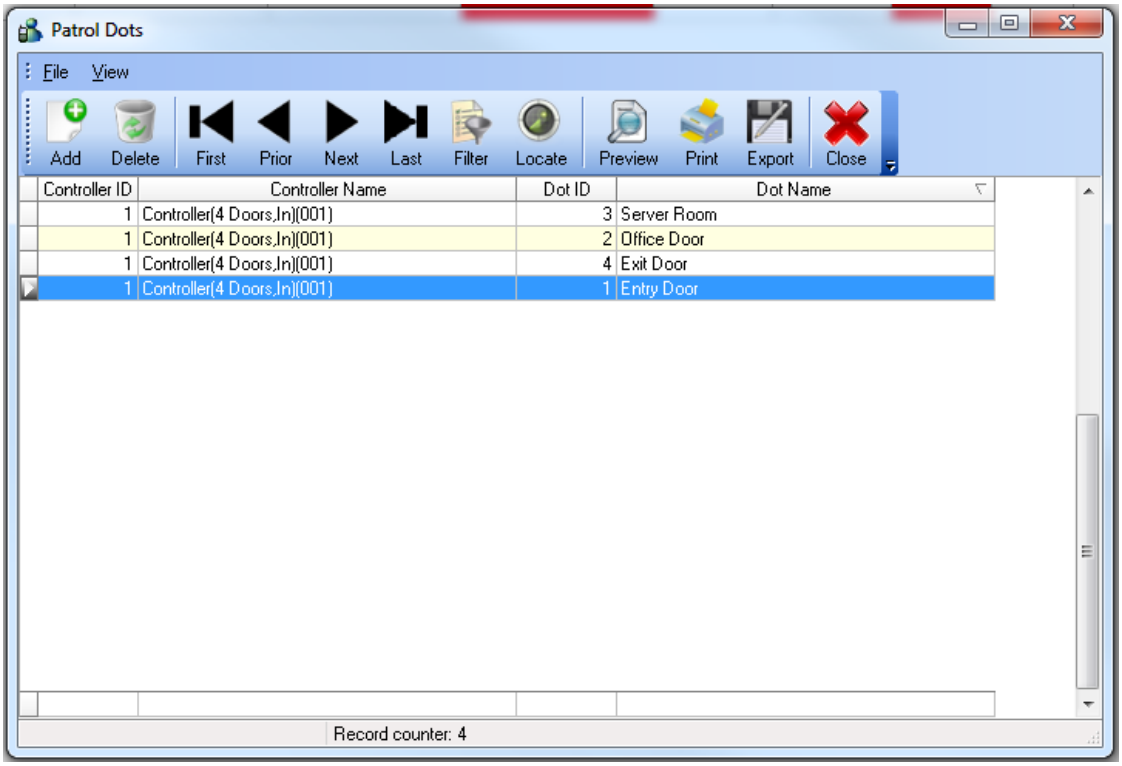


351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



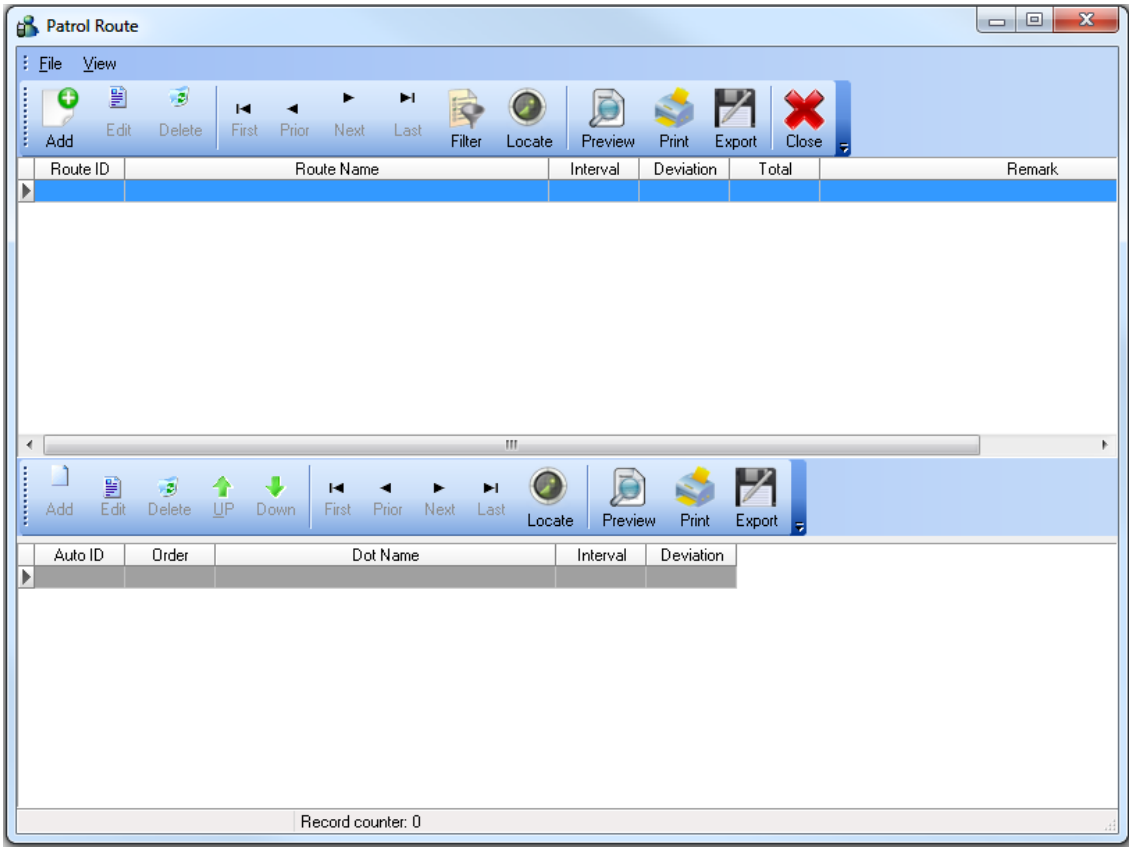
Once all doors is selected you will see the details and Dot ID of each door



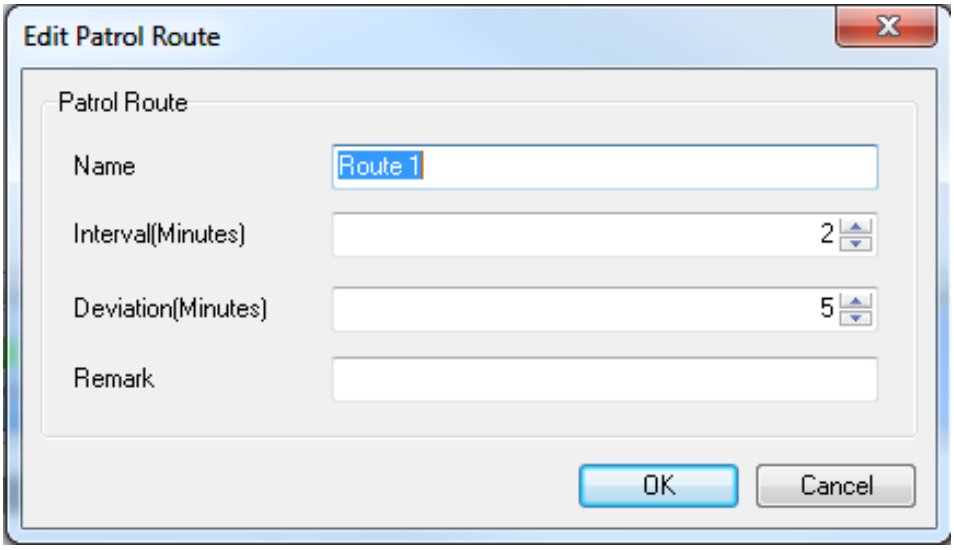
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

4.4 Patrol Routes

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

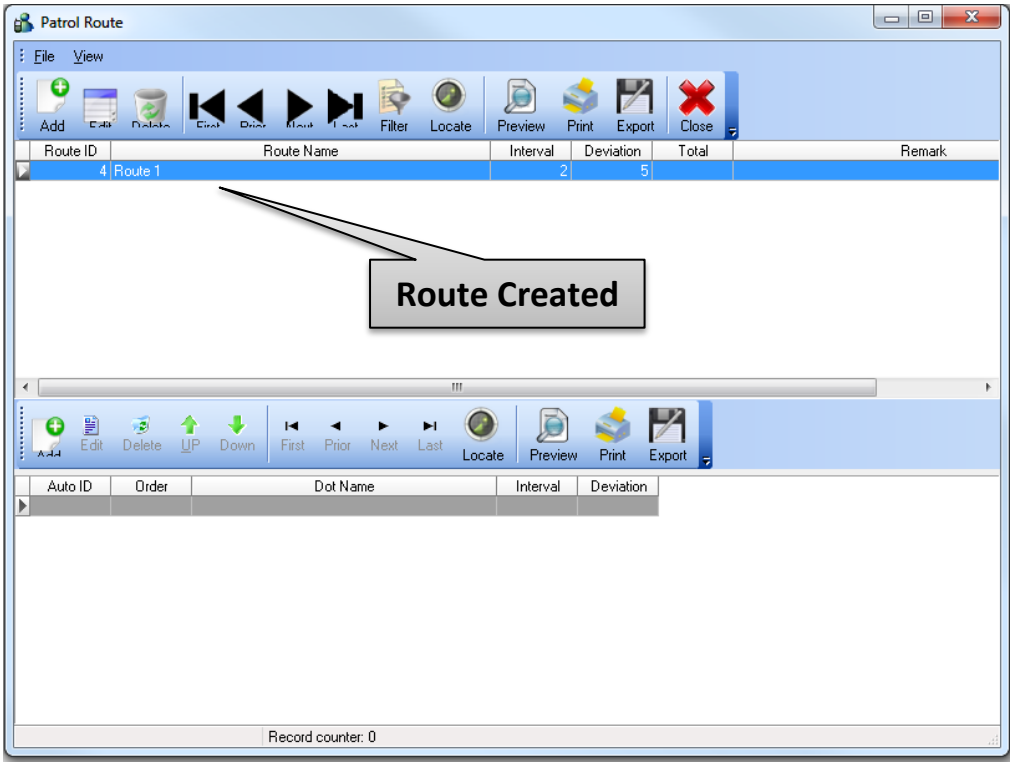


Enter **Name** of the Route, **Interval** between dots, **Deviation** and **Remarks** if any.

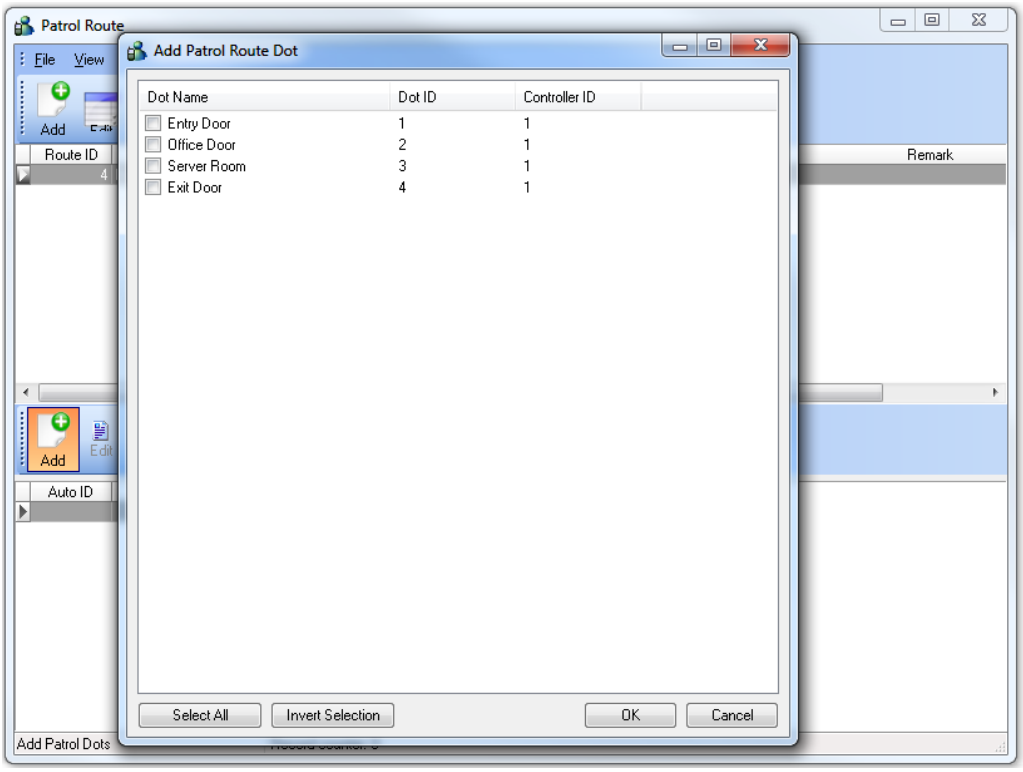


351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

Once added you will see the Route that you created

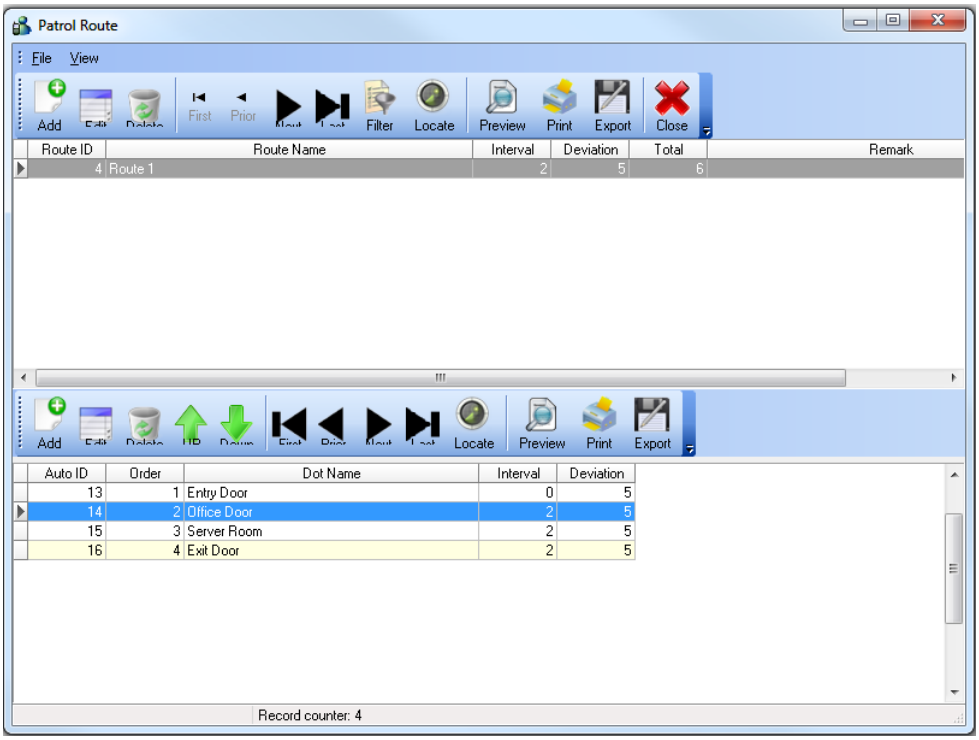


Next is to add the doors or Dots click **Add** at the bottom part and select the doors you wish to be patrolled



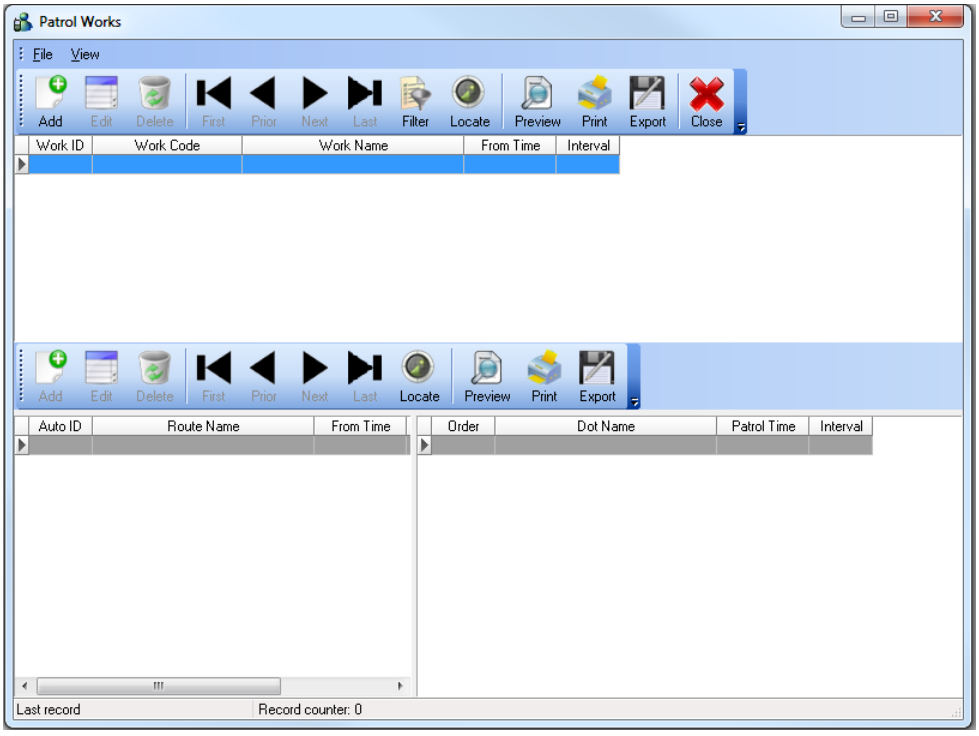
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



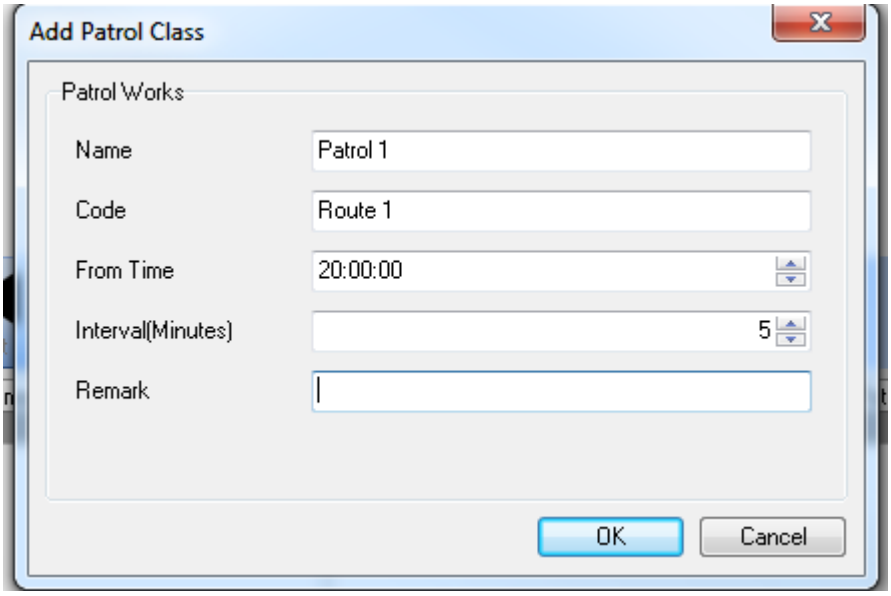
4.5 Patrol Works

Click Patrol Works to configure the time of patrol.



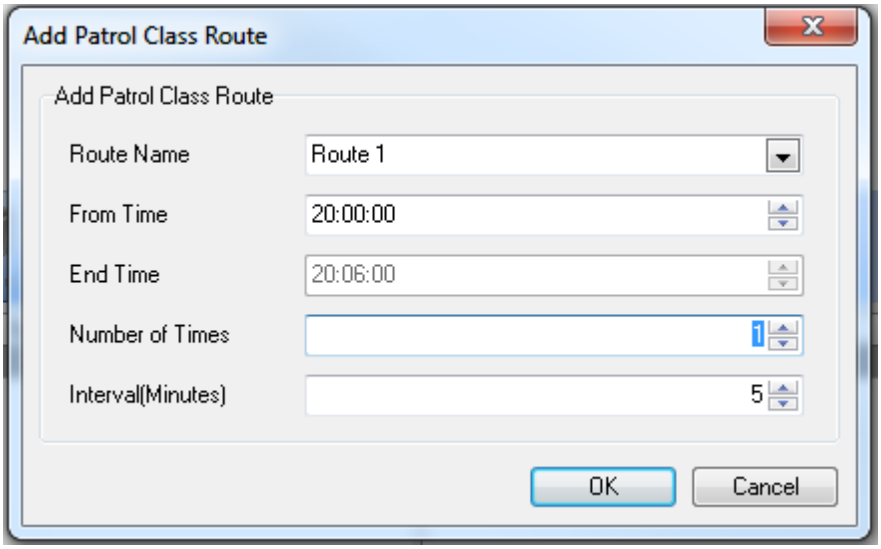
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



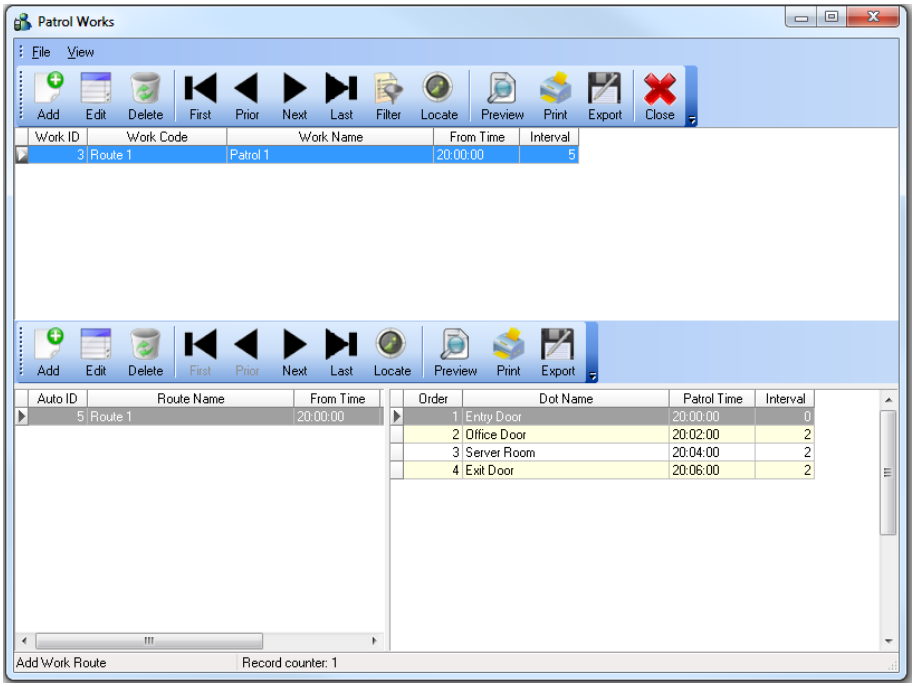
In this case the patrol time starts at 9:00PM

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.**



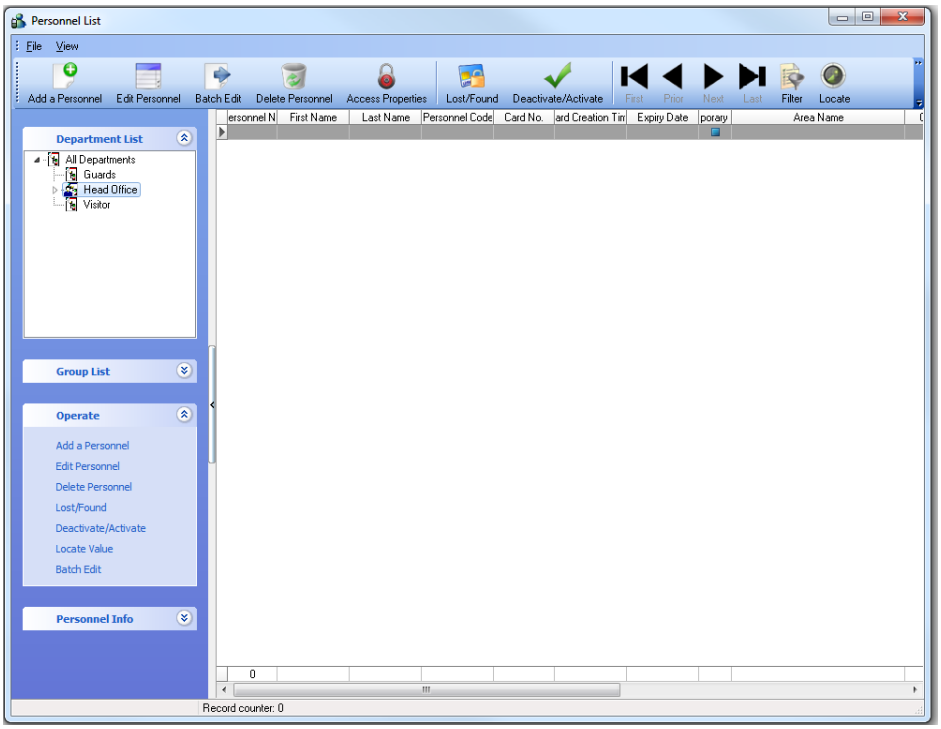
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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

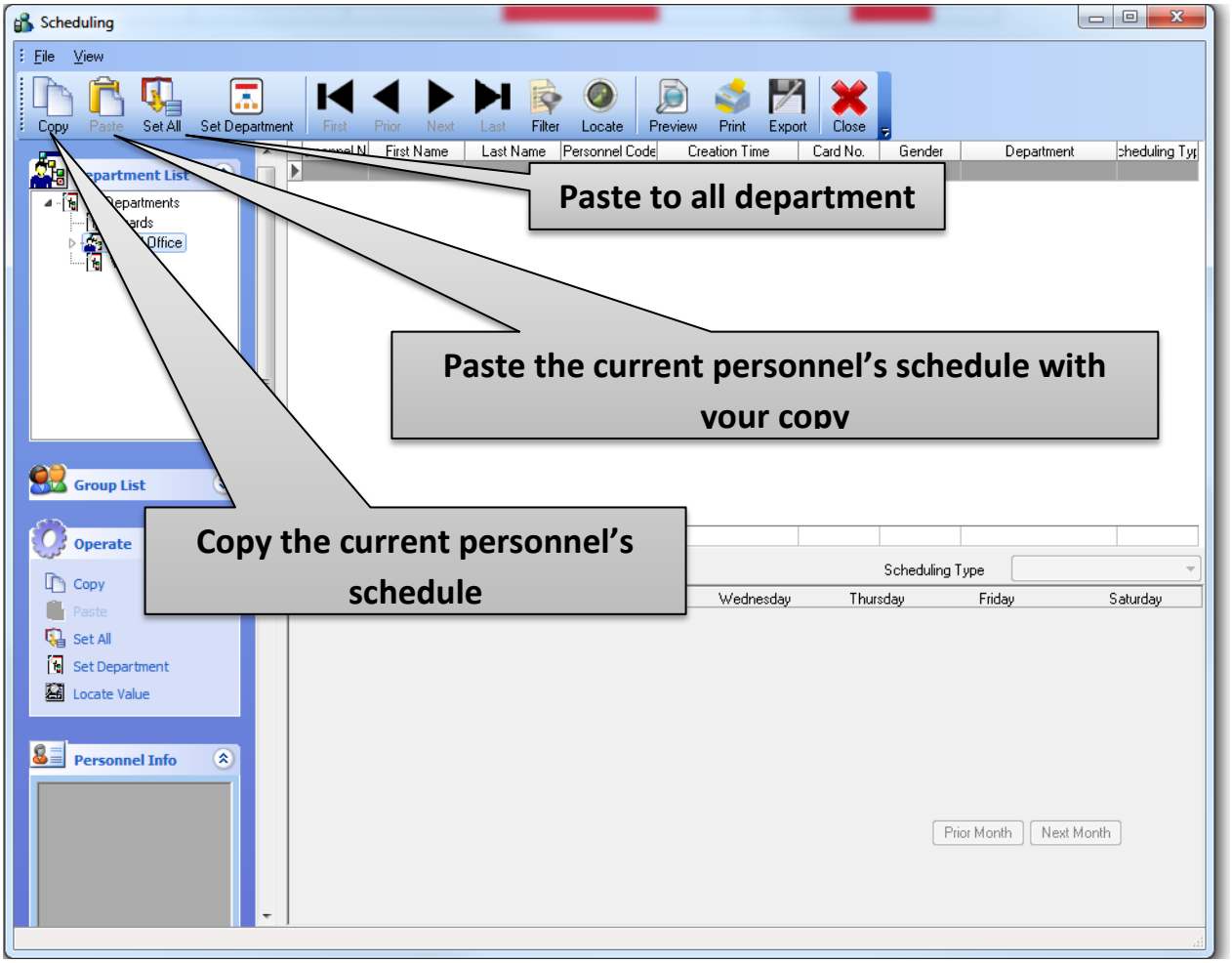
Click Personnel List to manage patrol personnel, here you can Add, Edit and delete a personnel



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

4.7 Scheduling

Click Scheduling to manage the schedule of patrol personnel



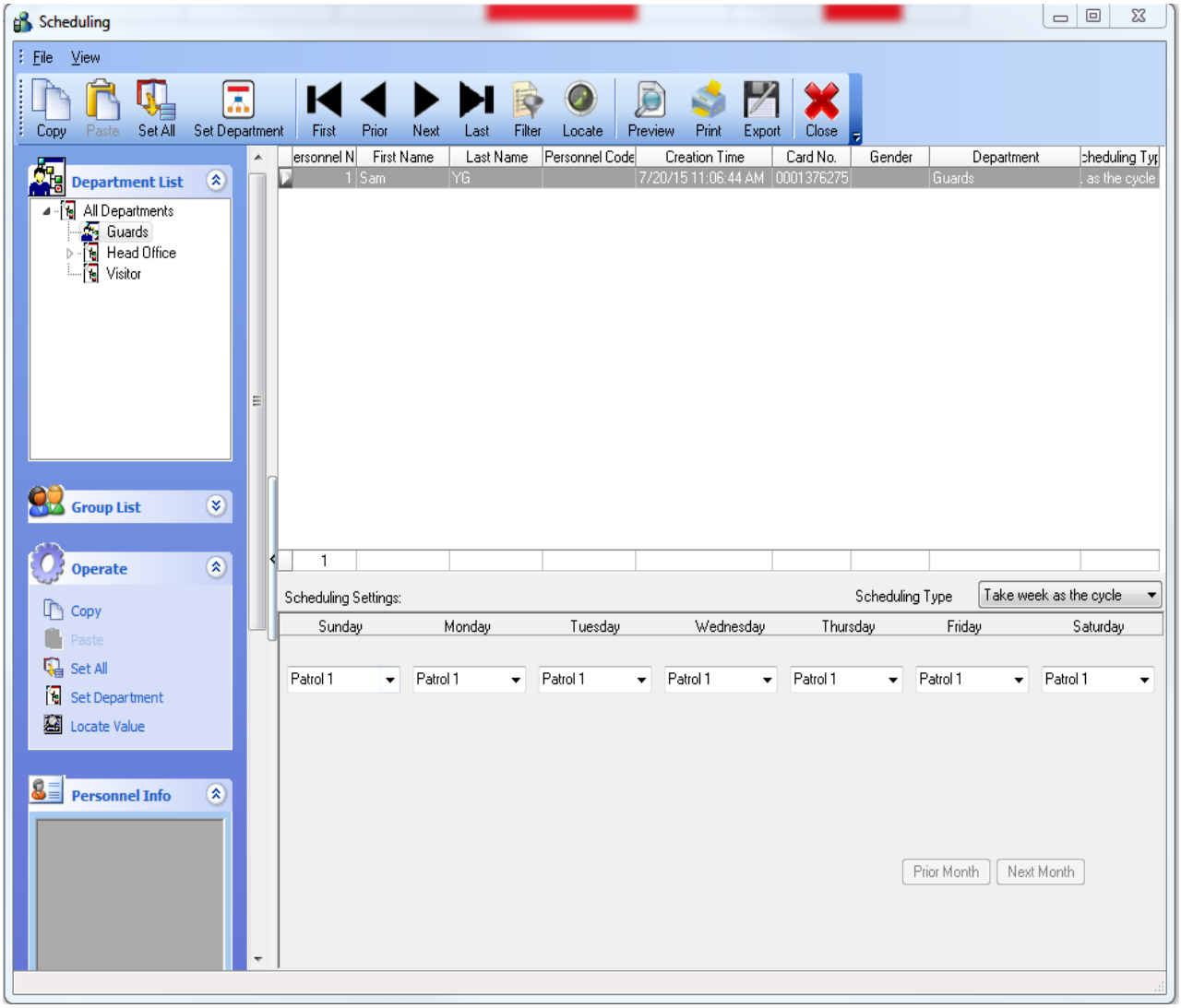
To Set a Patrol Personnel's schedule select the Personnel, Select a scheduling type by:

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

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

Select a Patrol Personnel and set every days schedule.

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

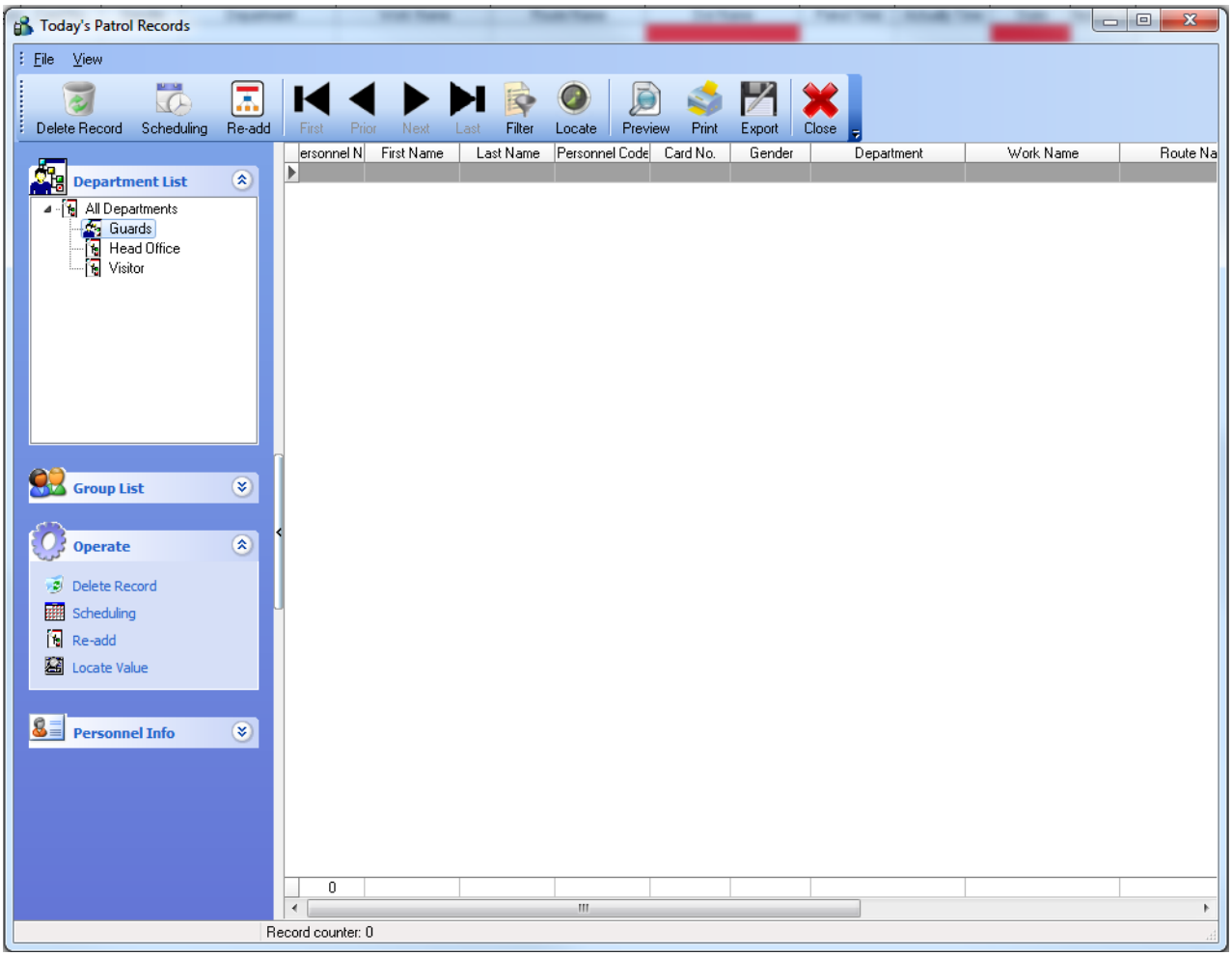


Once Schedule is set click **Set Department.**

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

4.8 Today's Patrol Records

Click to check patrol records of the day



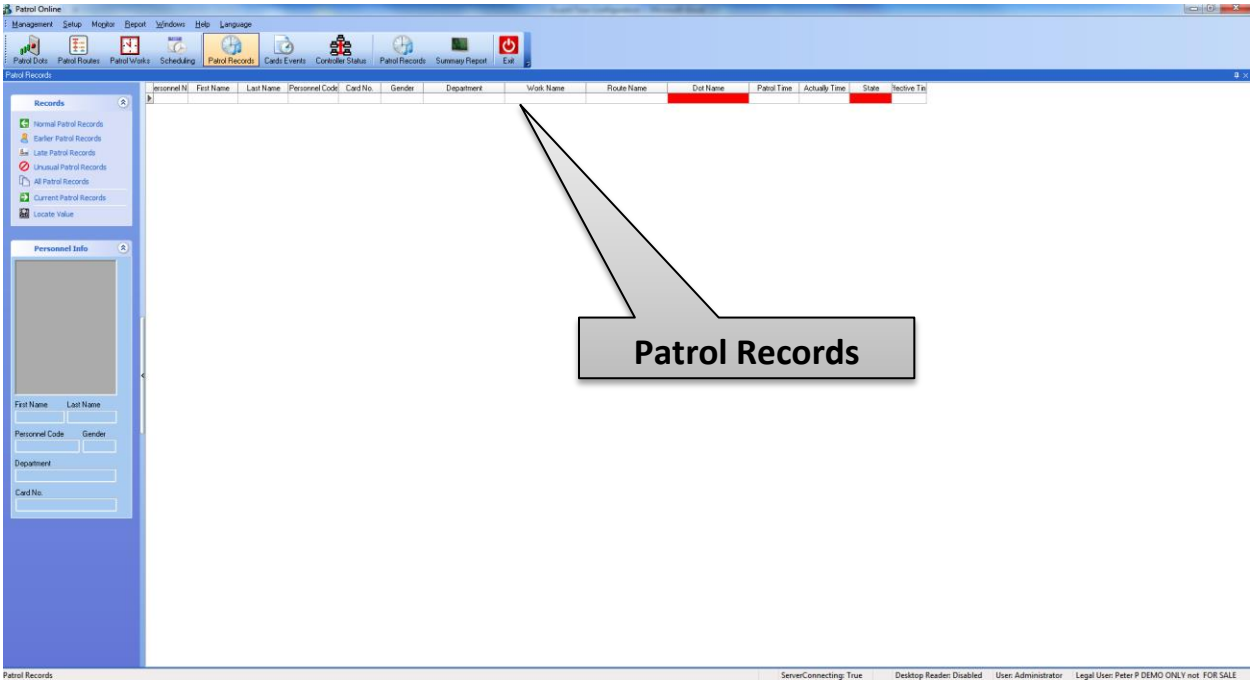
Chapter 5 Monitor Sub-Menu

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

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

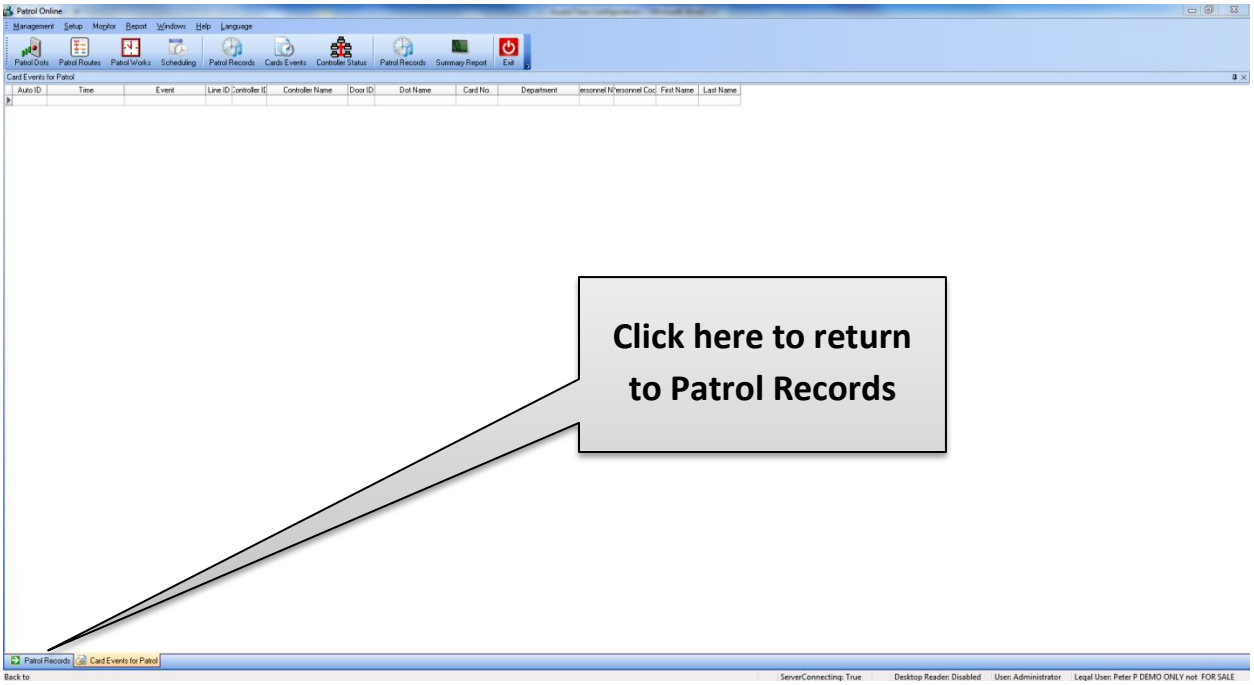
5.1 Patrol Records

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



5.2 Card Events for Patrol

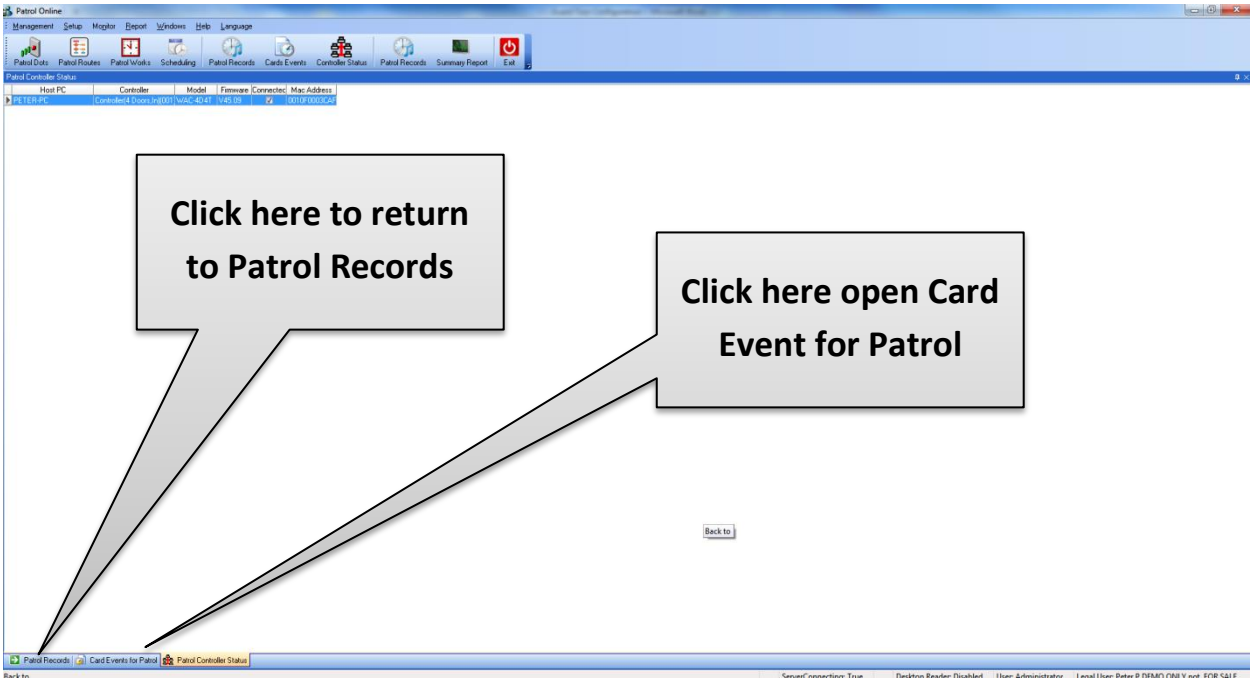
Click Card Events for patrol and the main windows will open Card events records.



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

5.3 Patrol Controller Status

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



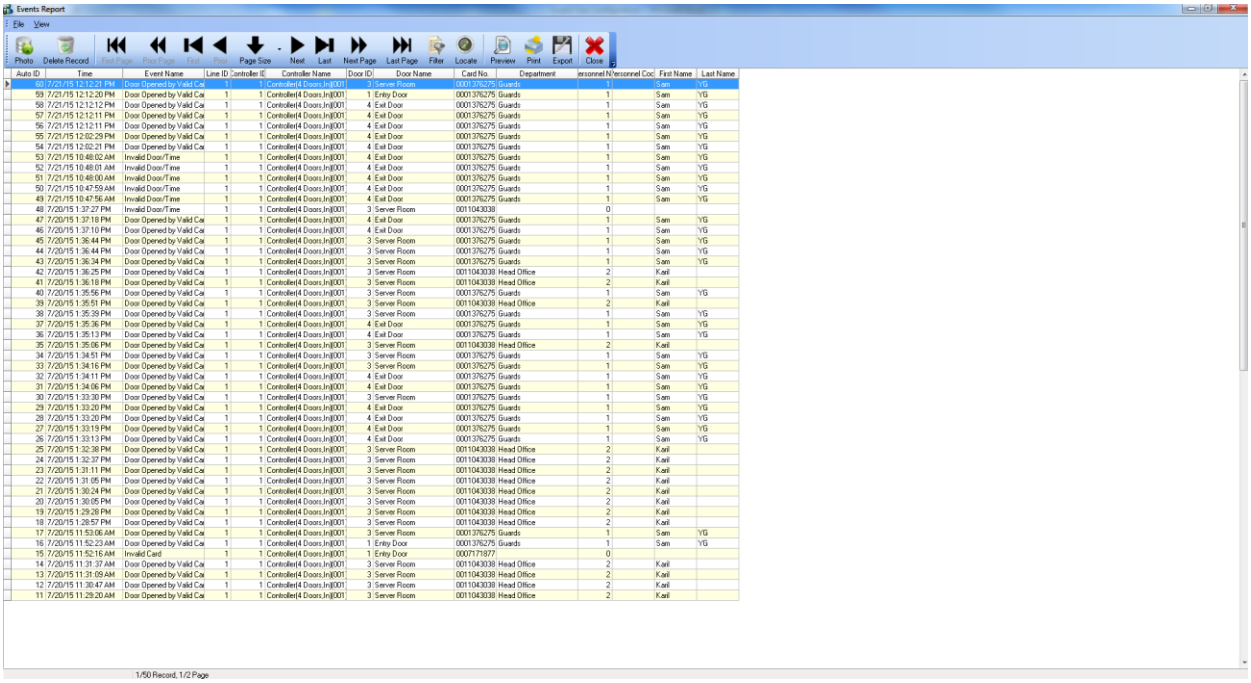
Chapter 6 Report Sub-Menu

Select **"Report"** from main Menu Bar.

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

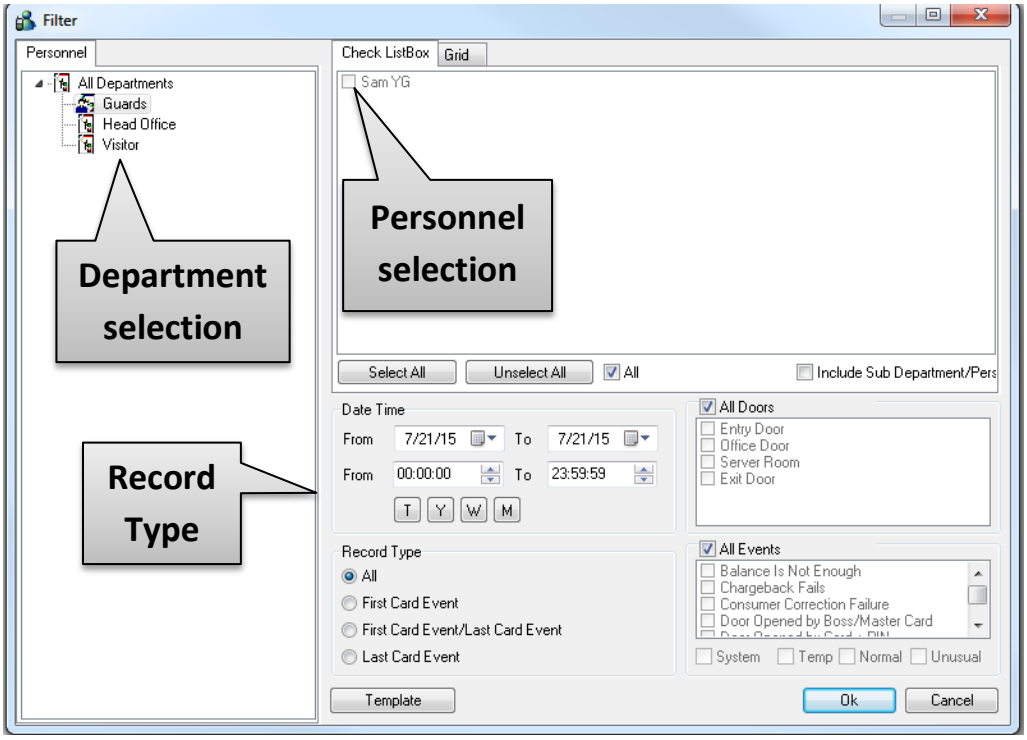
6.1 All Card Events

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



6.2 Card Event's Filter

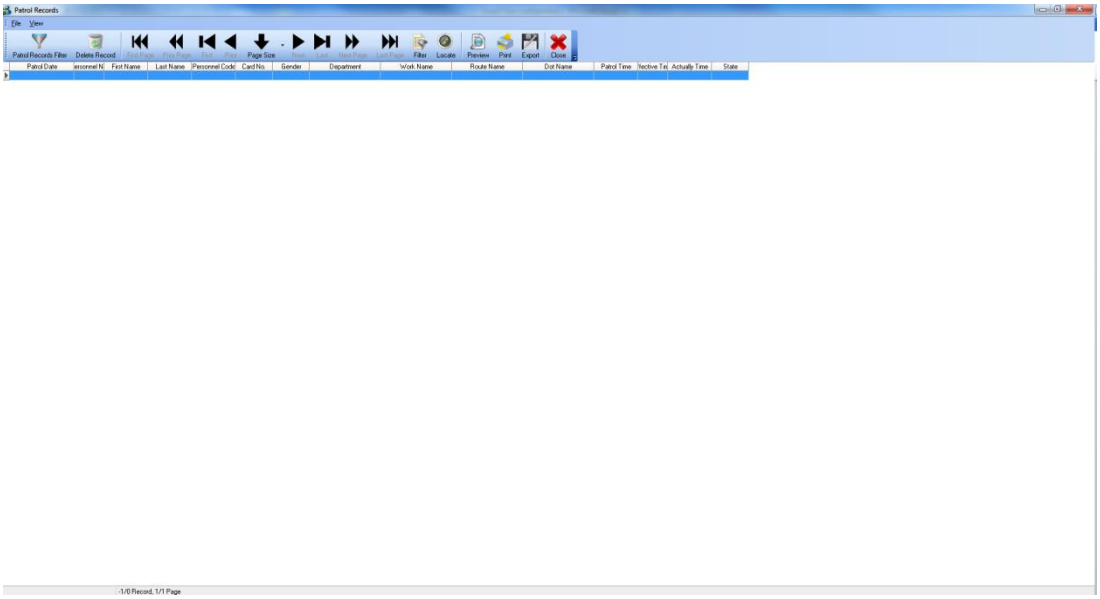
Click Card Events Filter for events inquiry.



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

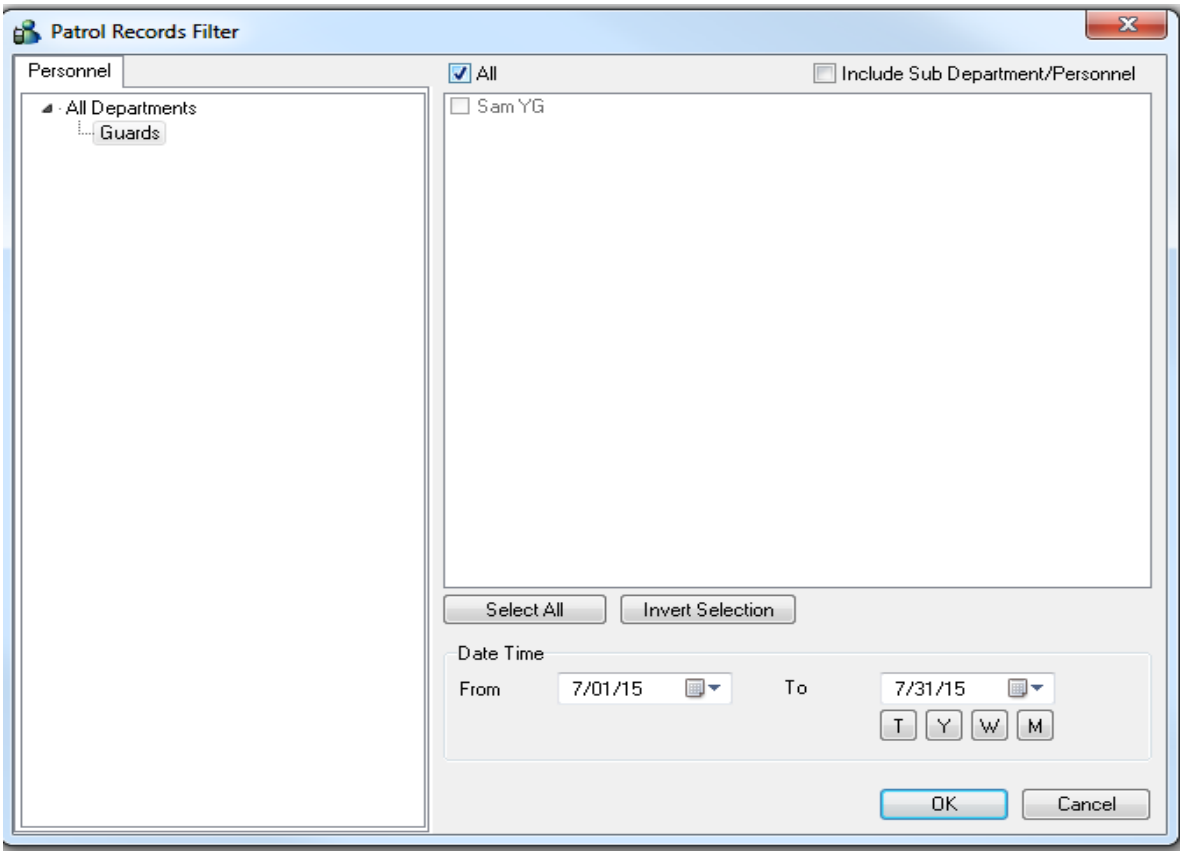
6.3 Patrol Records

Click to Patrol Records for report



6.4 Patrol Summary Report

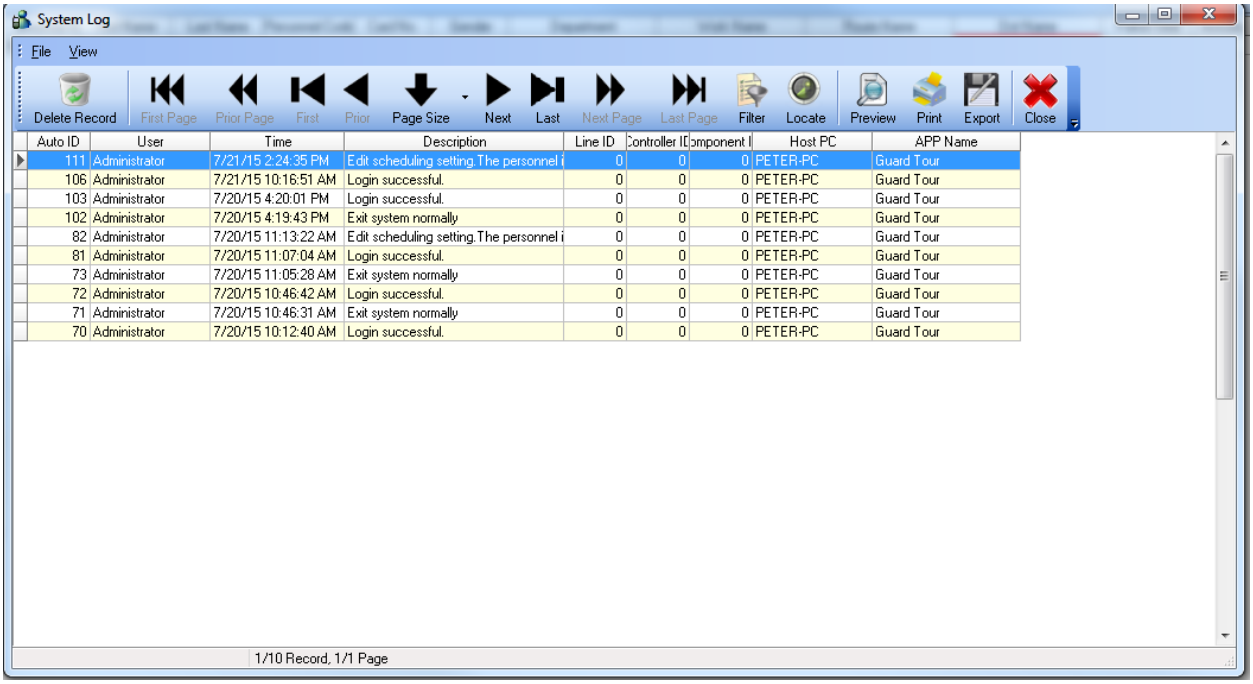
Click Patrol Summary Report to start Patrol Records Filter, set query range and click OK



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

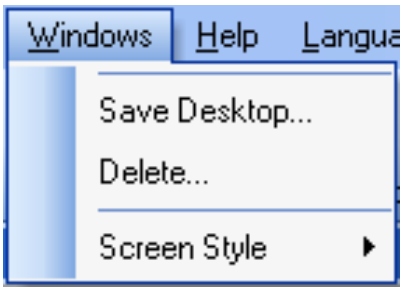
6.5 System Log

Click System Log to check system running log.



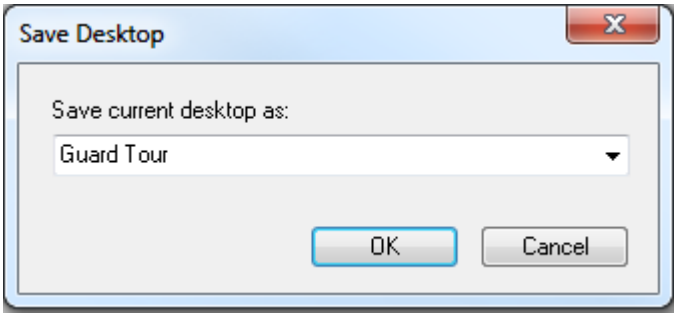
Chapter 7 Windows Sub-Menu

Click **“Windows”** from main Menu Bar.



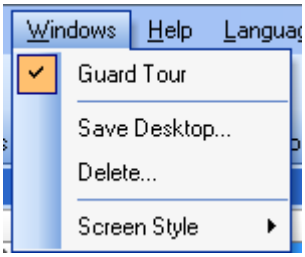
7.1 Save Desktop…

Click Save Desktop to save the current layout desktop.



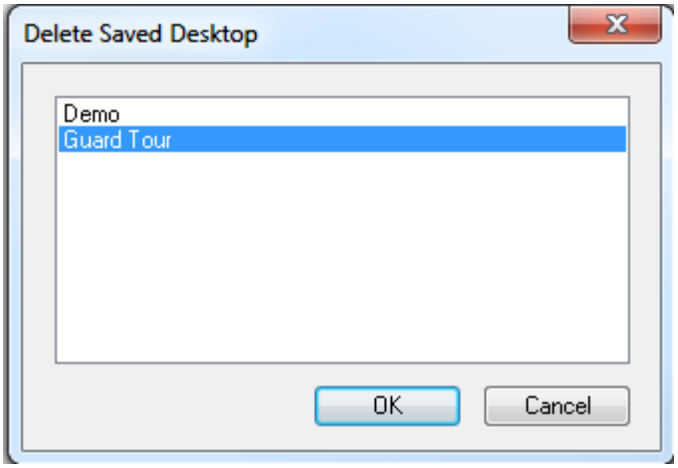
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

Saved Desktop Layout will be lined in Windows Sub-Menu



7.2 Delete…

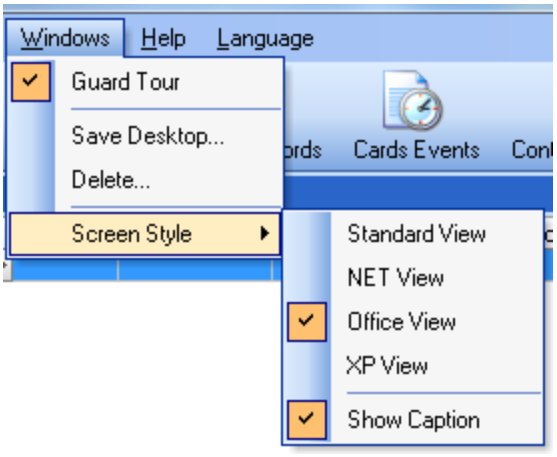
Click Delete to delete the saved Desktop Layout, select and click **OK**



7.3 Screen Style

Click Screen Style to change the software style.

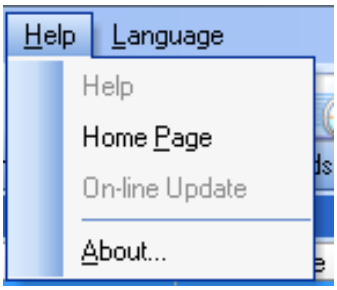
- ✓ Standard View
- ✓ NET View
- ✓ Office View
- ✓ XP View



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

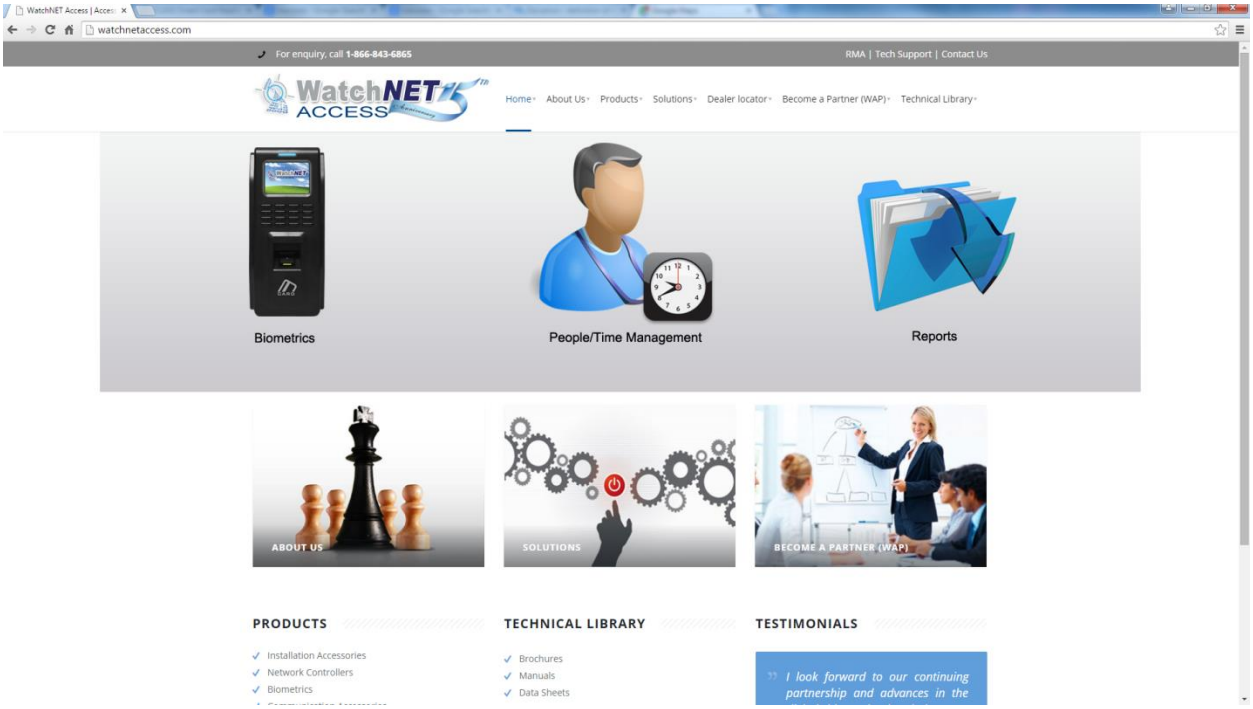
Chapter 8 Help Sub-Menu

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 sofrware

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

Chapter 9 Language Sub-Menu

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

List of supported language below:

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

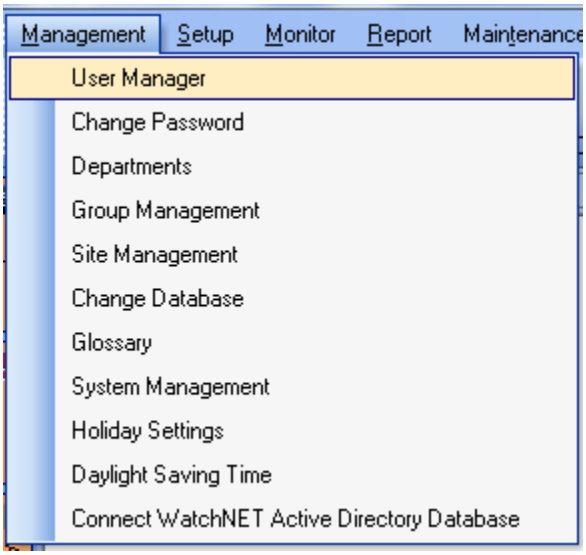
Chapter 10 Necessary Operation Steps

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

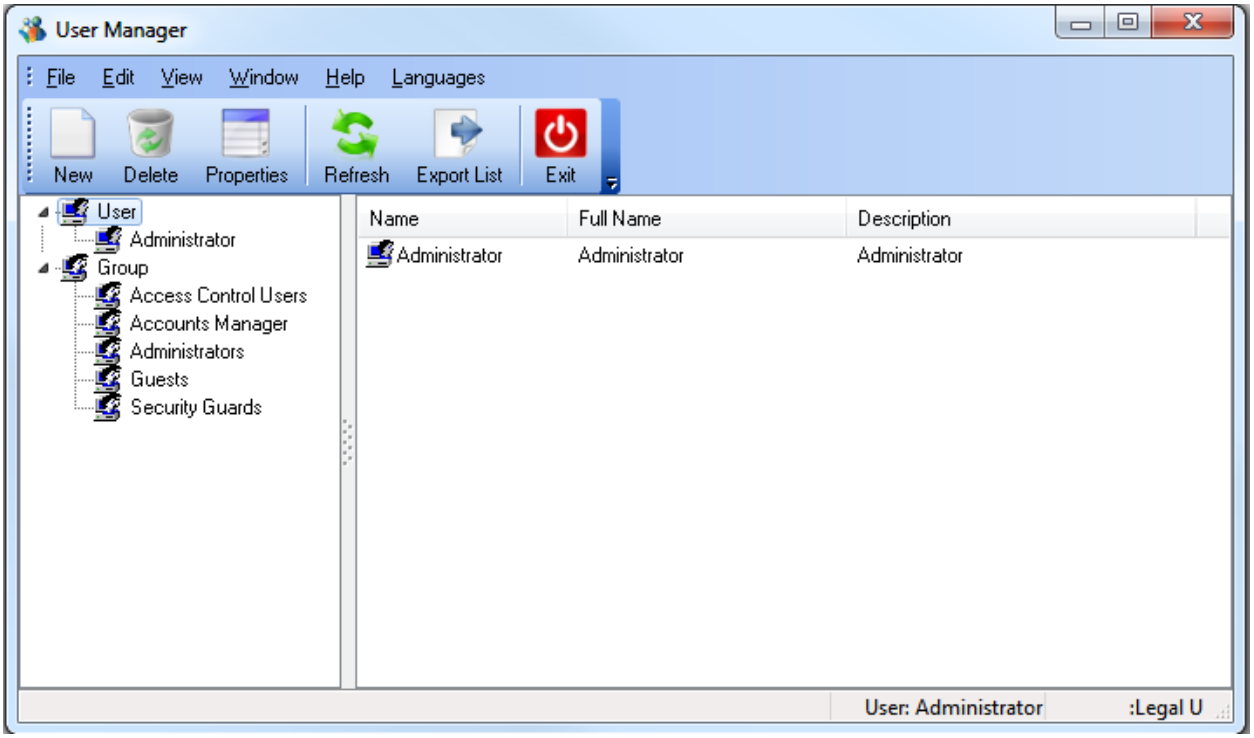
Select **"Management"** from the main Menu Bar and click **User Manager**



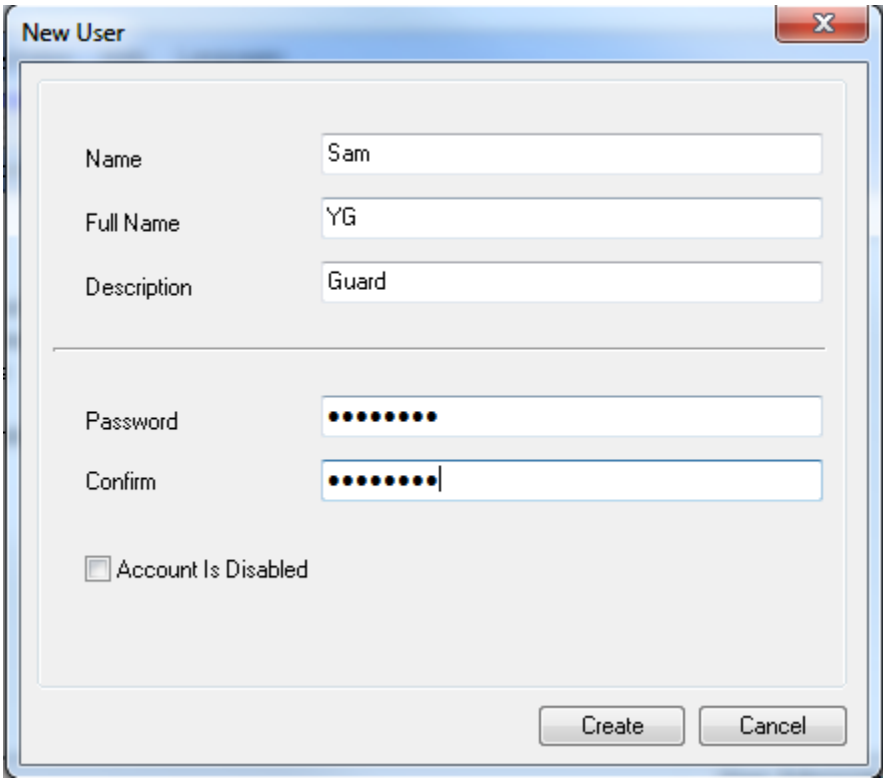
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

10.2 User Manager

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

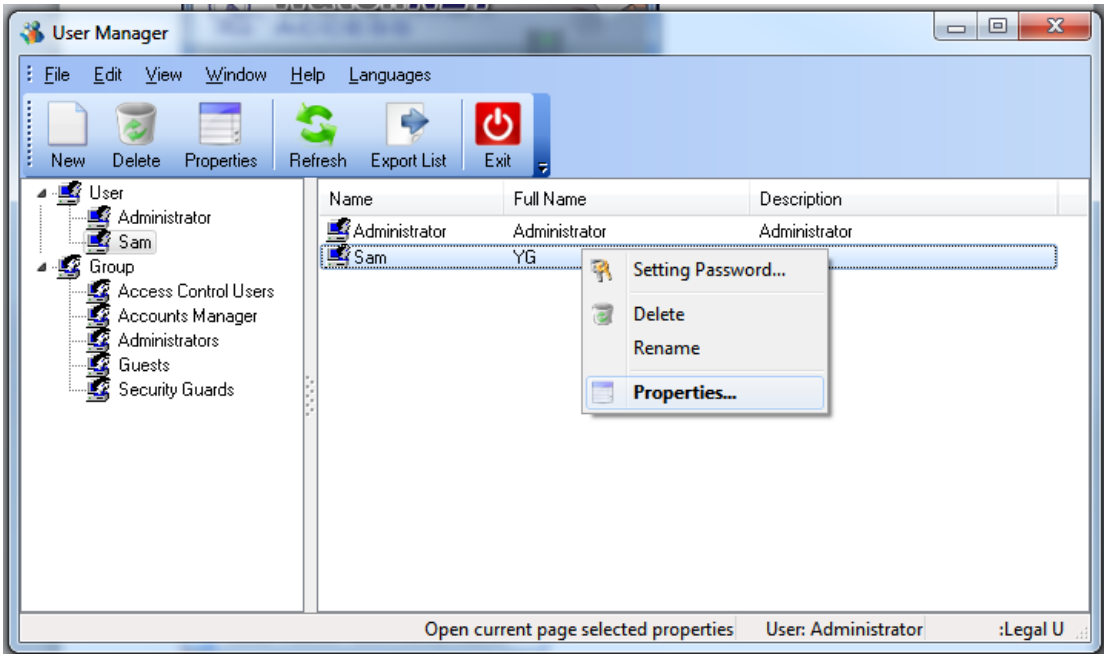


Click **New** to add new user, and fill up the information needed then click **Create**



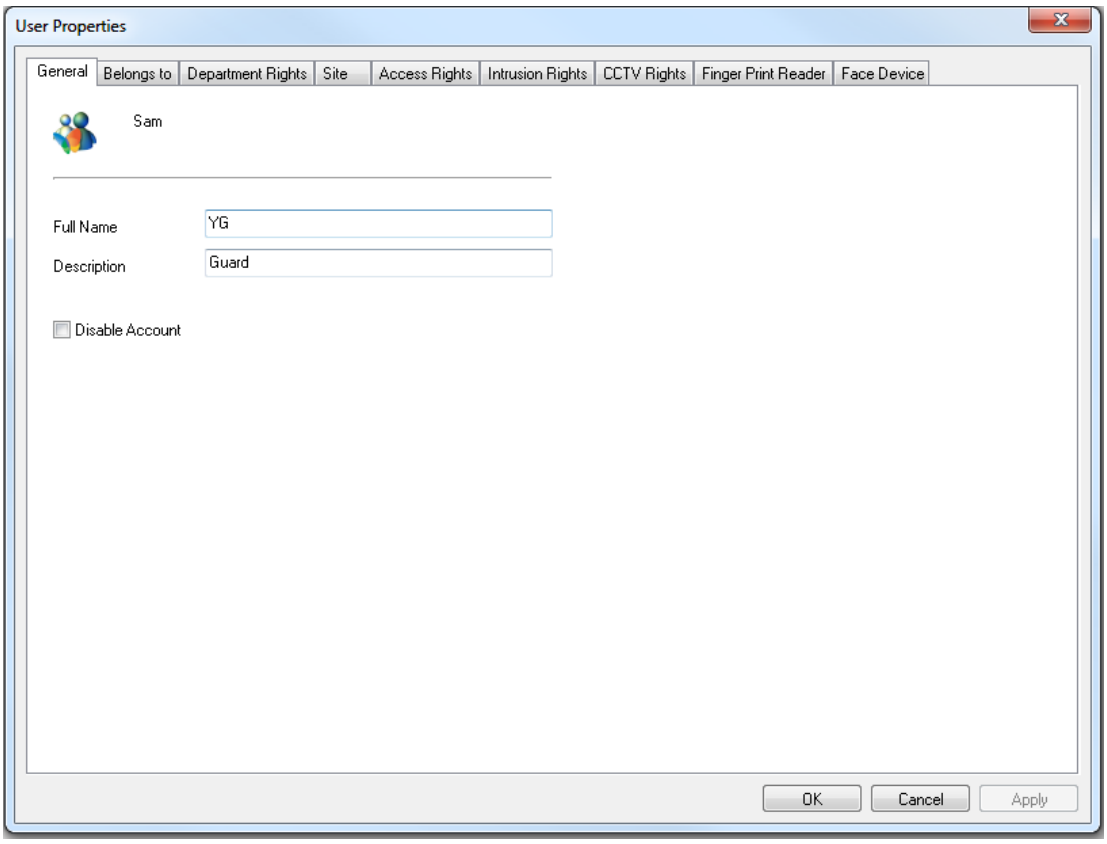
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



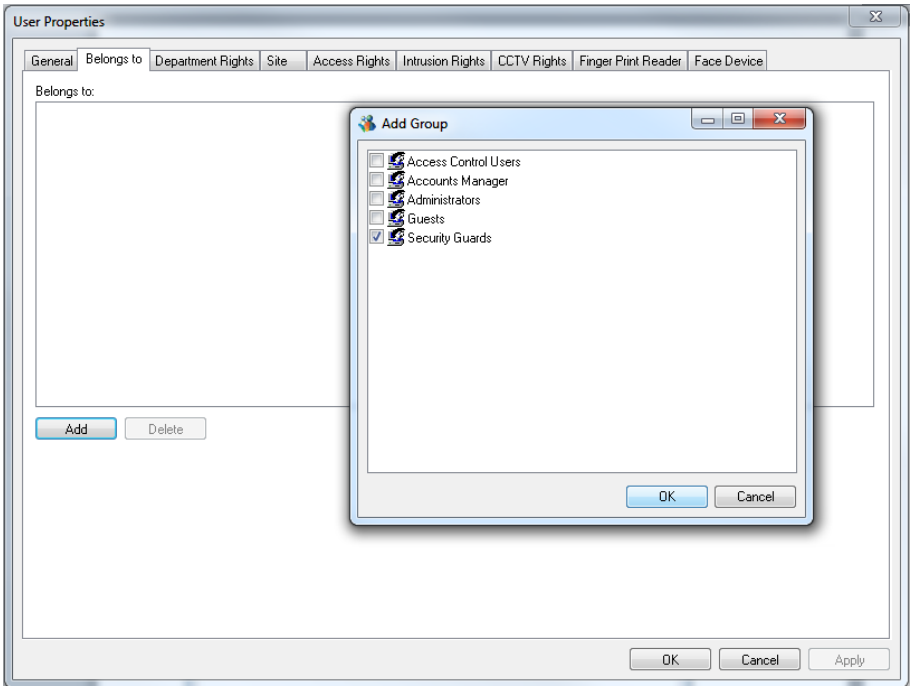
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

10.3.1 General

Can Modify Full Name and Description

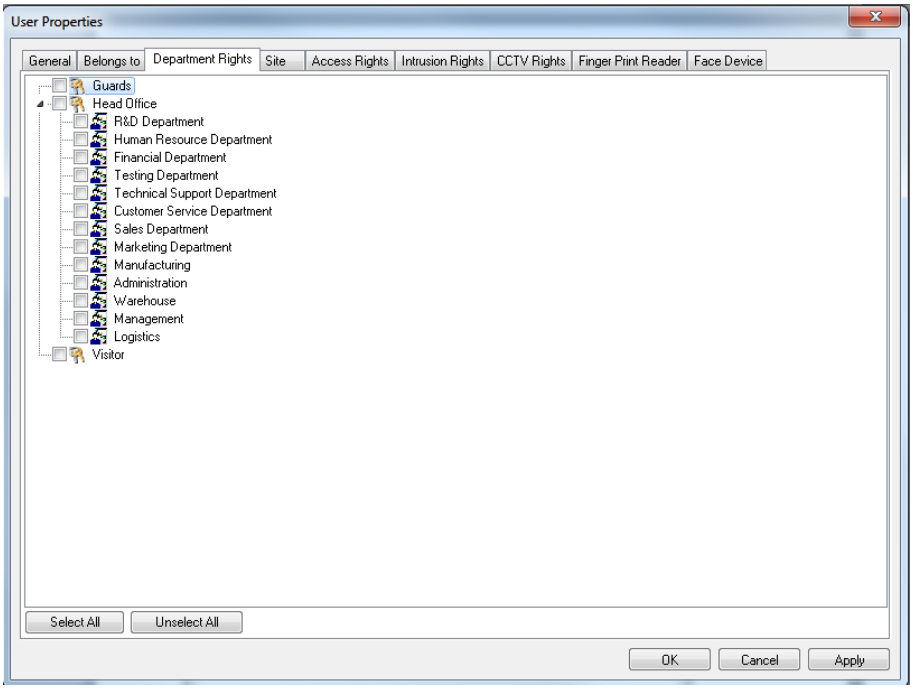
10.3.2 Belongs to

Allows you to select the group for the user



10.3.3 Department Rights

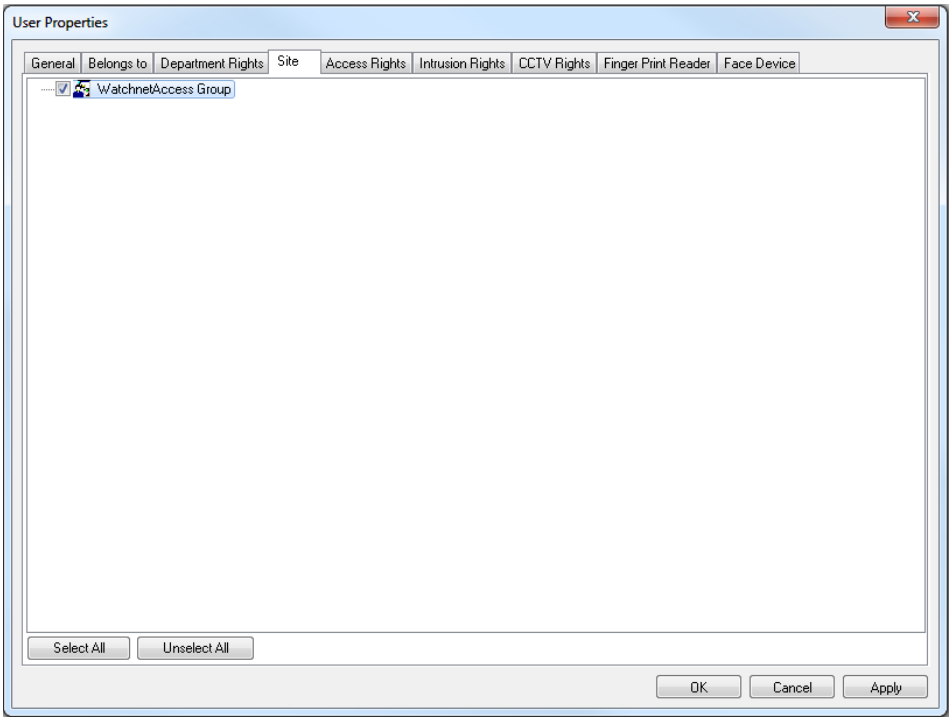
Select Departments rights for the user



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

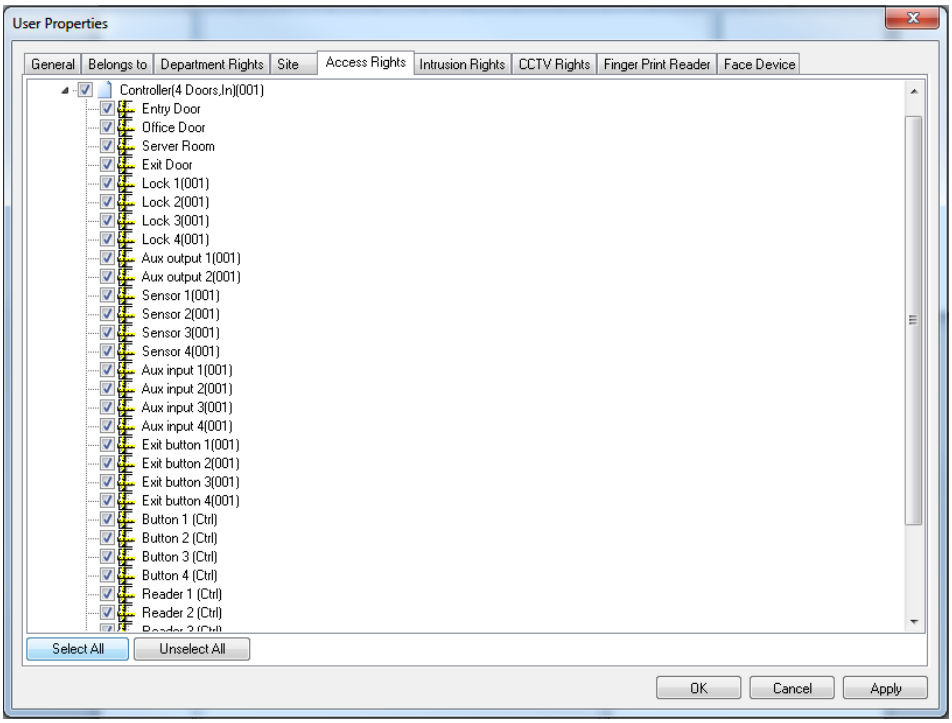
10.3.4 Site

Select access rights for sites



10.3.5 Access Rights

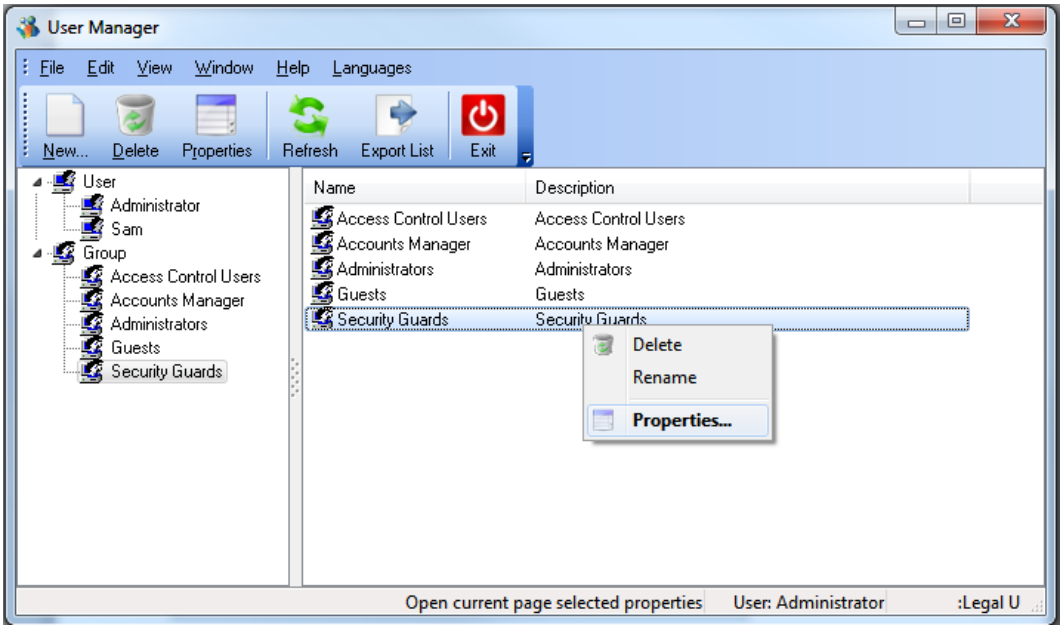
Select Access rights of the Access control panel components, such as door, exit button, sensors, etc.



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

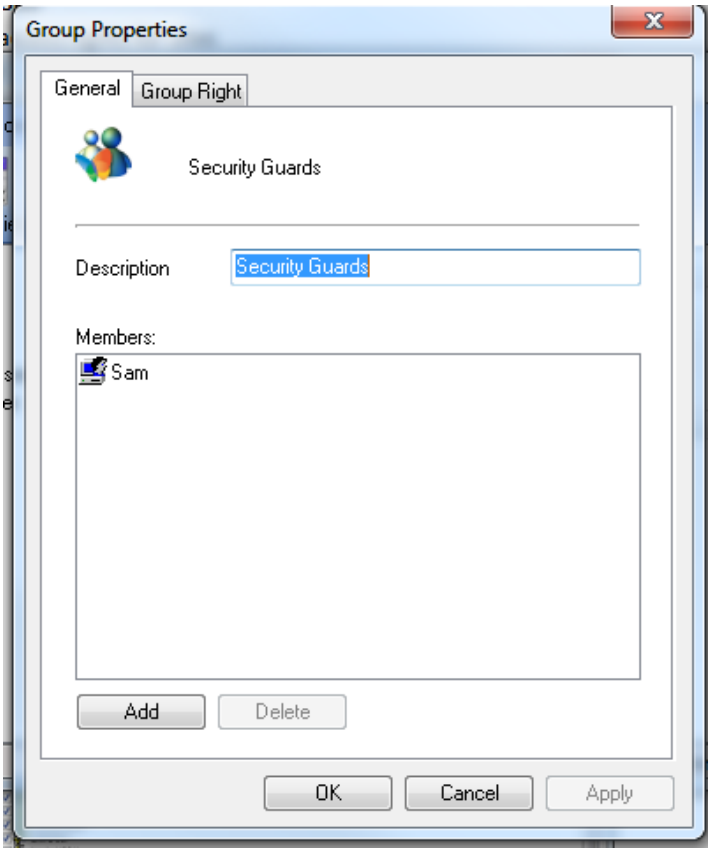
10.4 Group Rights

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



10.4.1 General

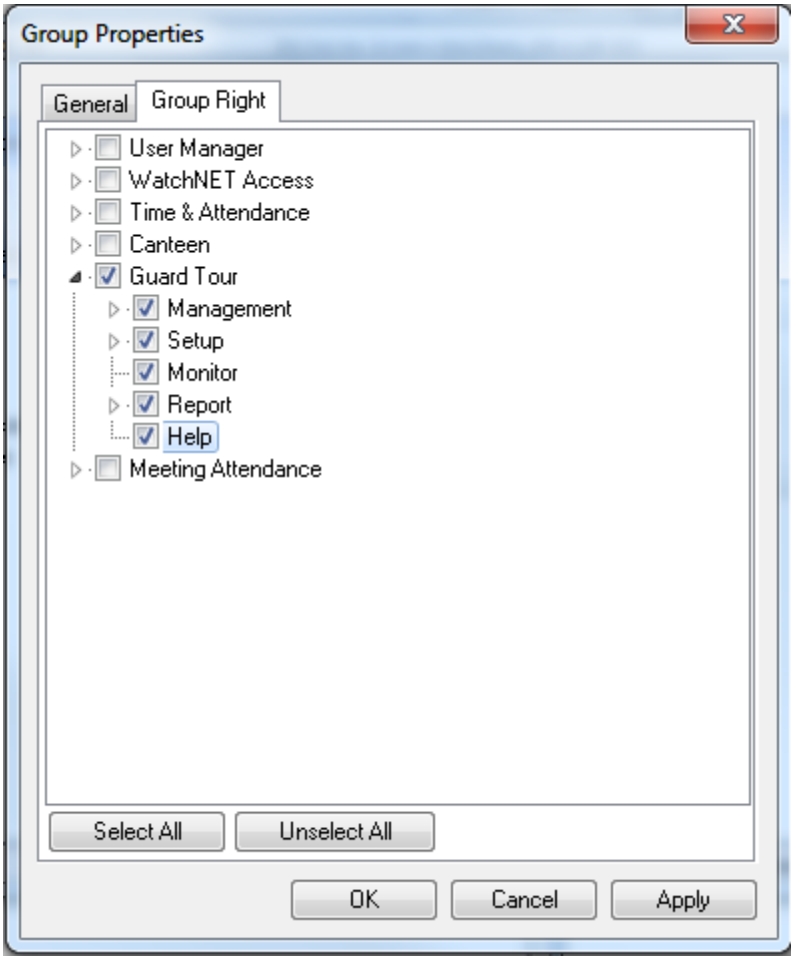
In General tab you can change the description and add a member to the group



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

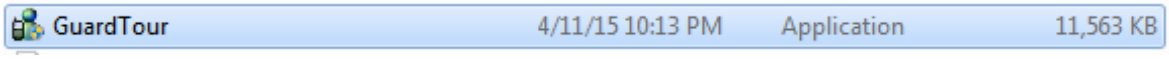
10.4.2 Group Right

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*



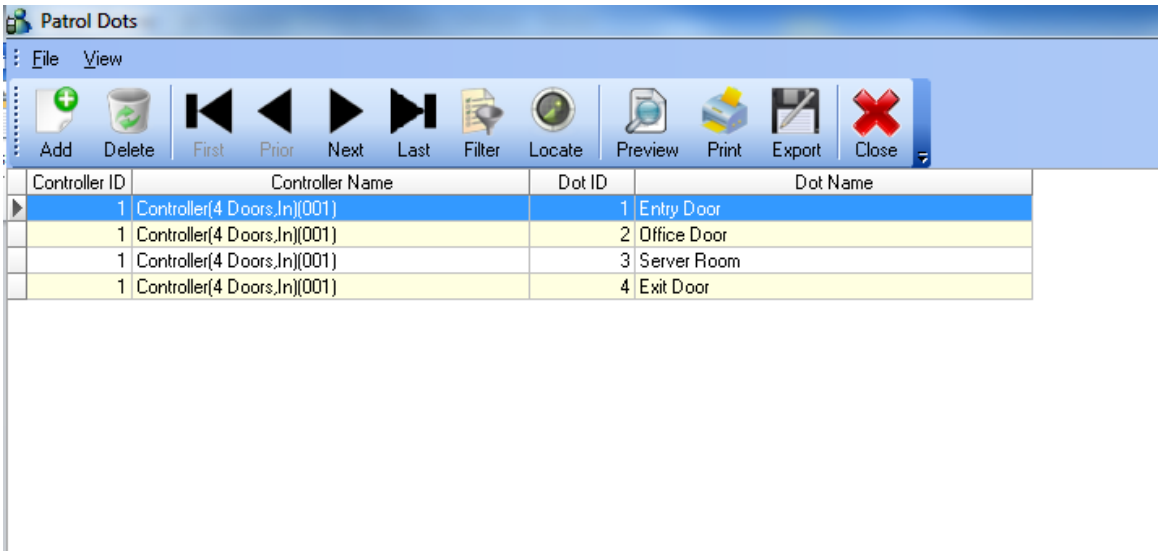
Login Screen will appear, select the User and enter the password.

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



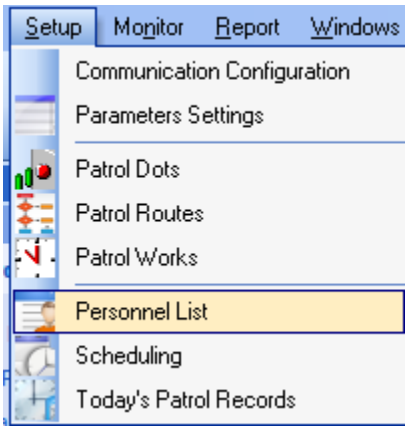
Once added you will see the list of all patrol points

10.7 Guard List Setup

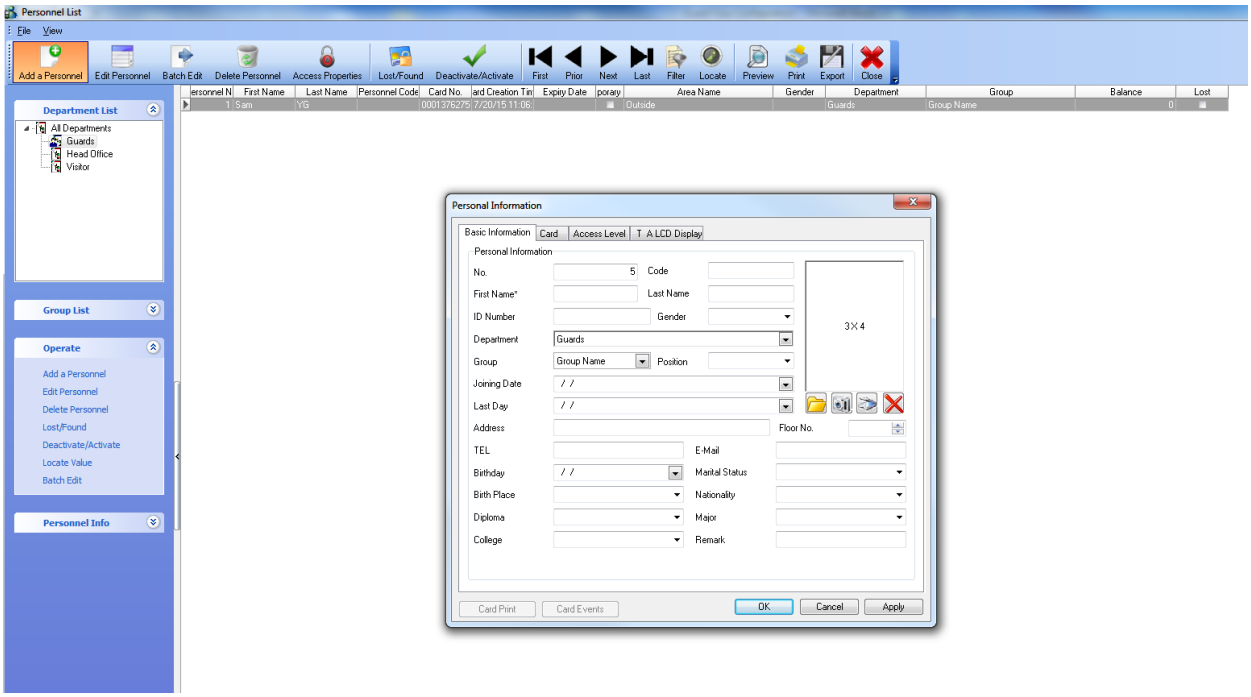
Guard Personnel must be added into the system, click **Setup -> Personnel List**

If personnel are already added skip this step.

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com



Click Add and enter the needed informations



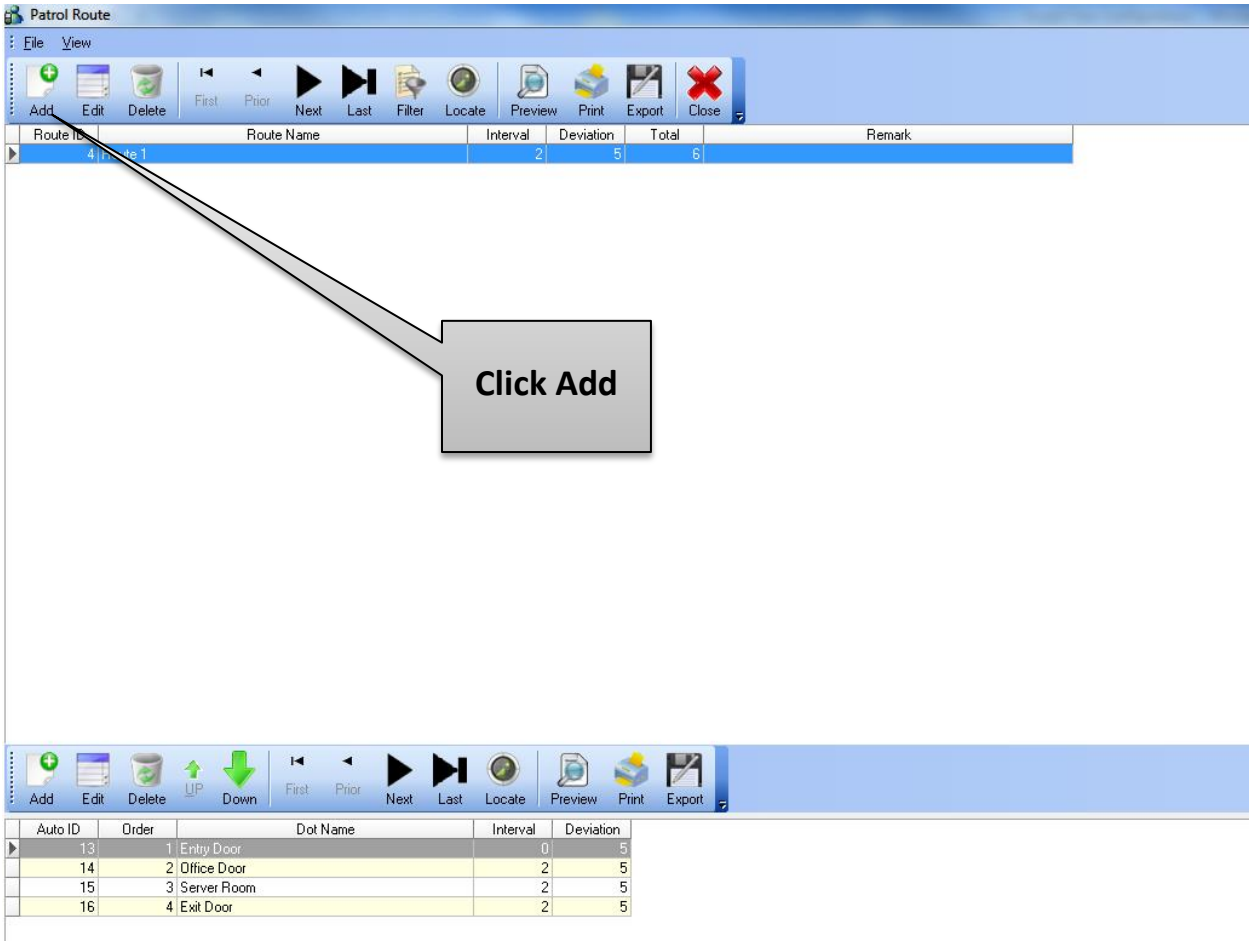
Click **OK** when finish.

10.8 Patrol Route Setup

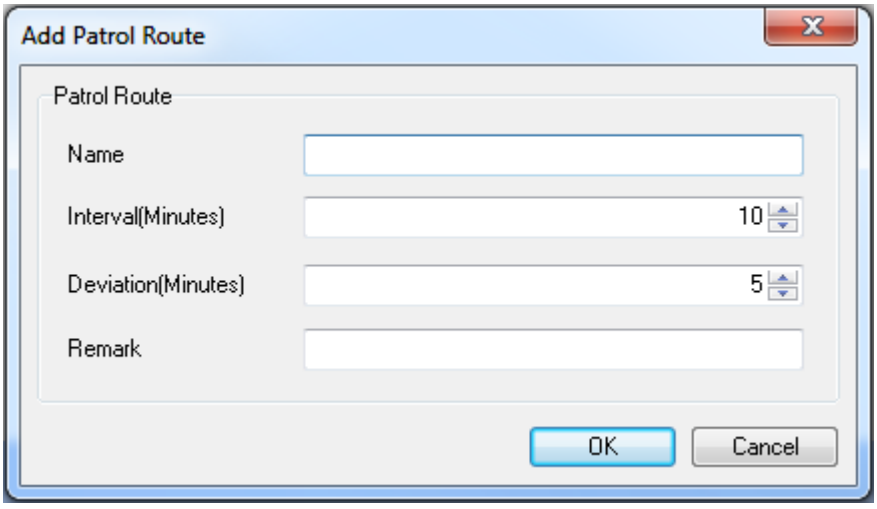
After enrolling the Guard Personnel Patrol Route must be configured.

Click **Patrol Routes**

351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

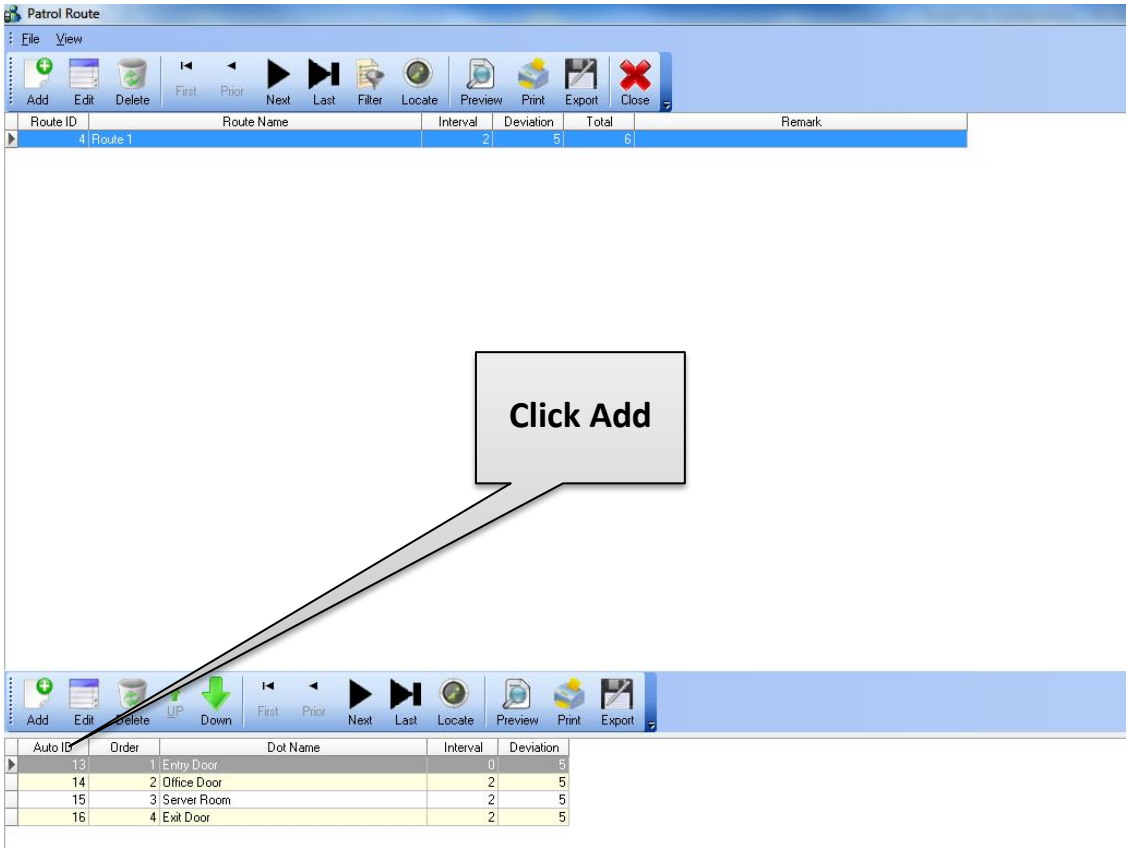


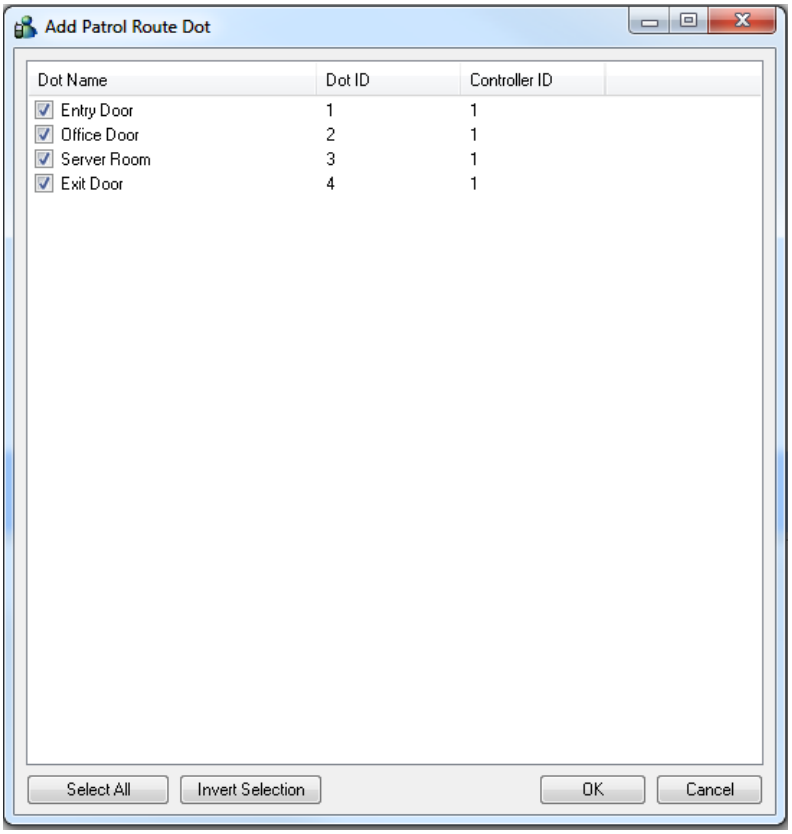
Click **Add** on the top part and enter the needed information then click **OK**



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

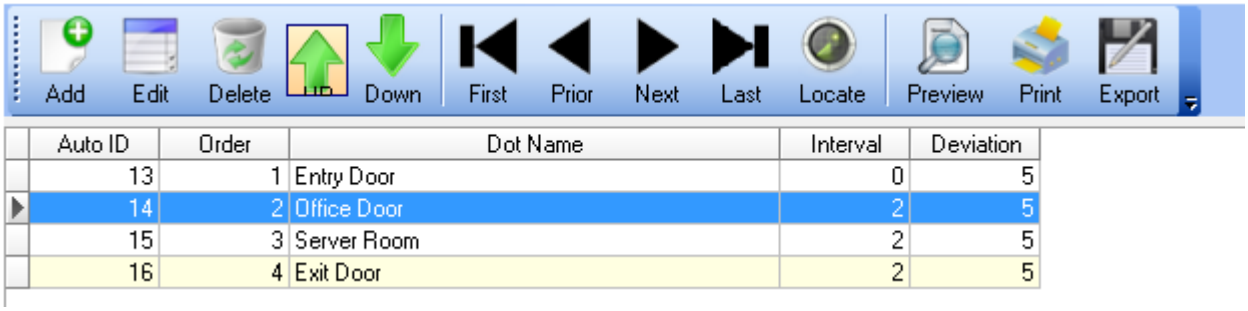
Click **Add** from the bottom part and select the patrol points then click **OK**





351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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



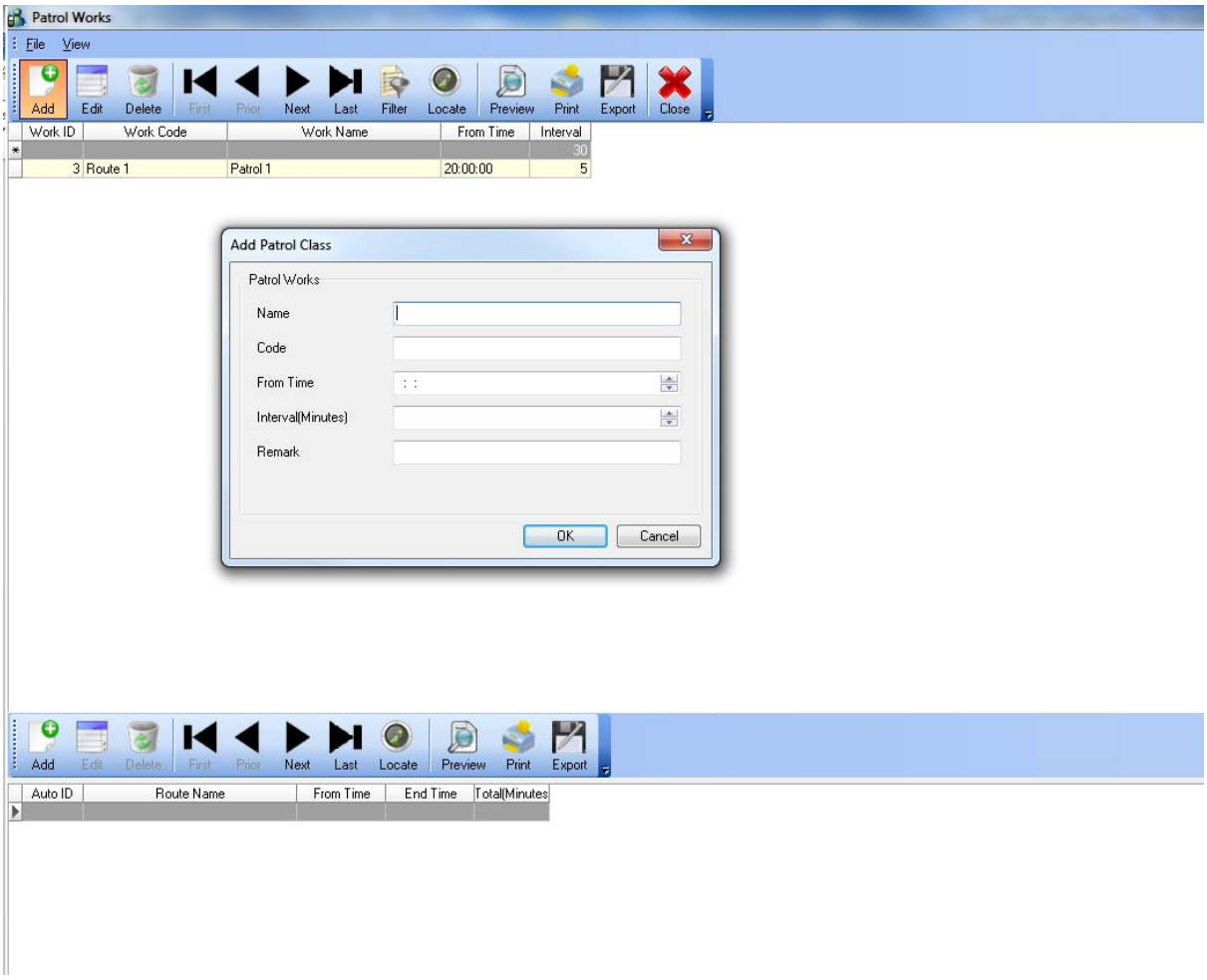
Auto ID	Order	Dot Name	Interval	Deviation
13	1	Entry Door	0	5
14	2	Office Door	2	5
15	3	Server Room	2	5
16	4	Exit Door	2	5

10.9 Patrol Work Setup

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

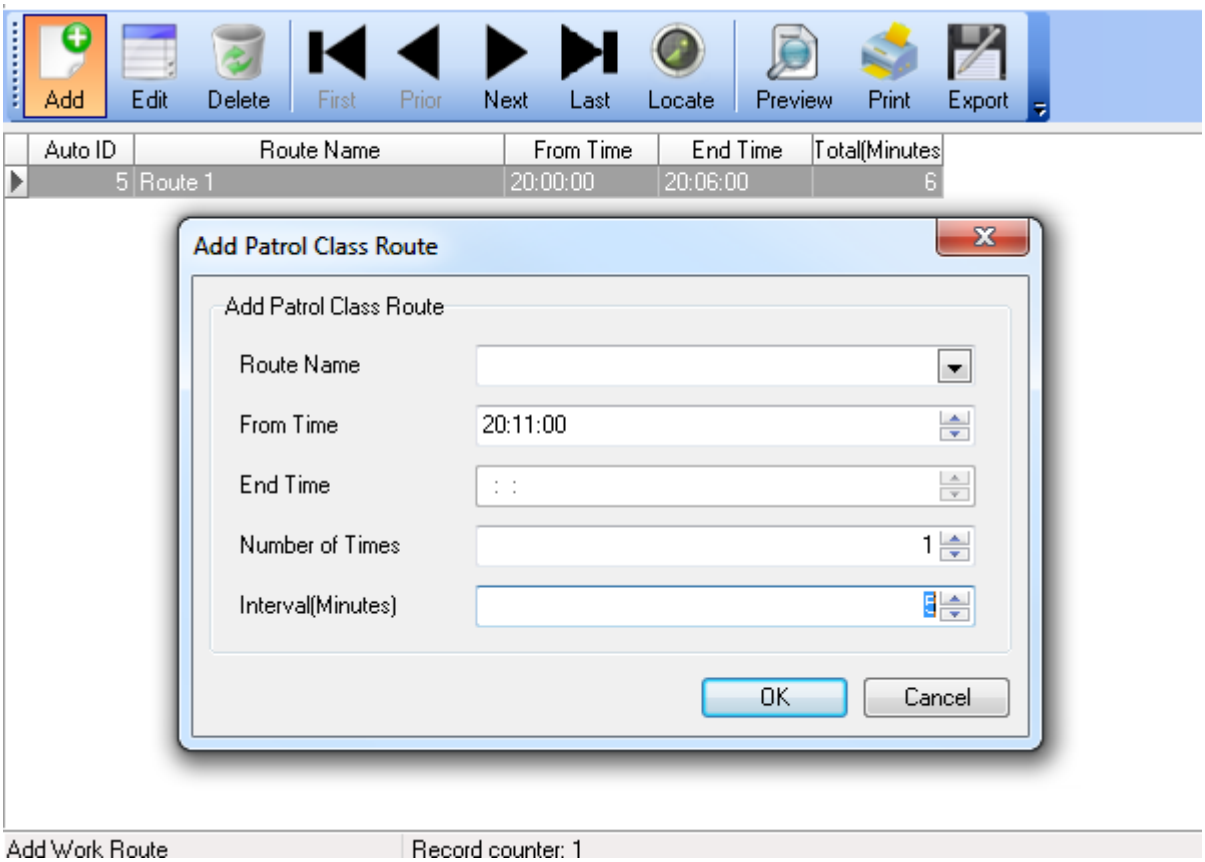
Click **Patrol Works**

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

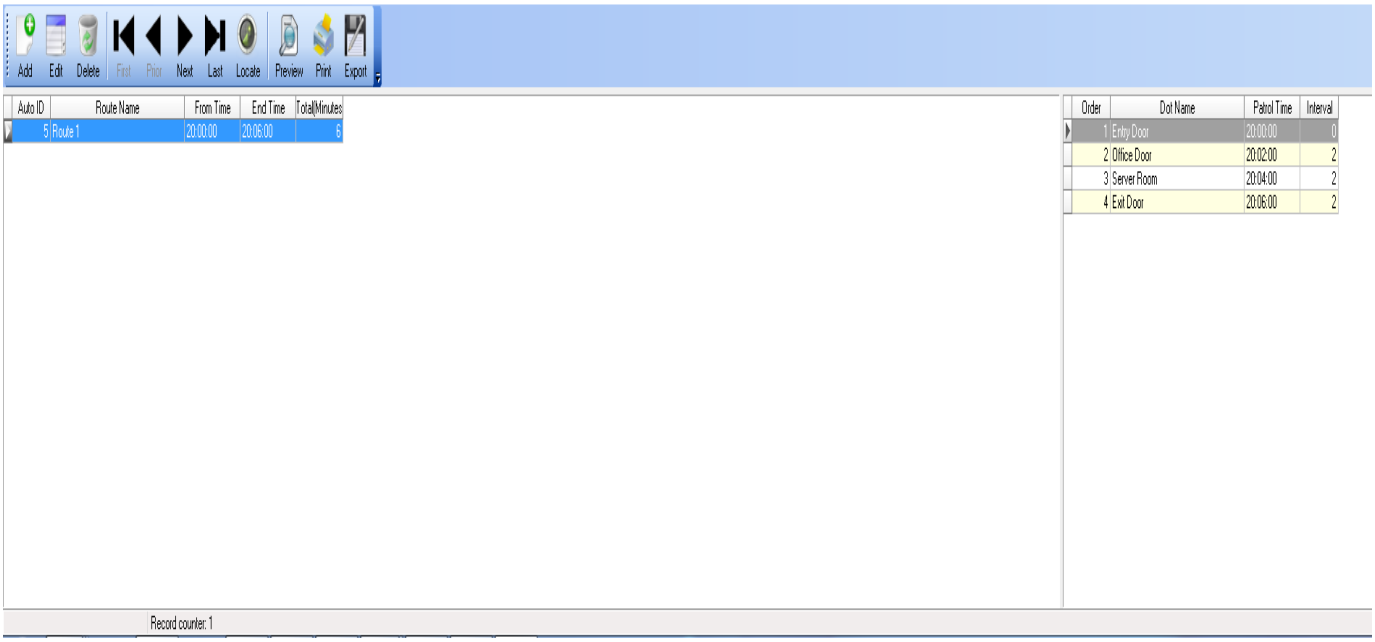


351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

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

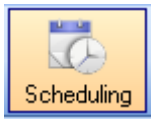


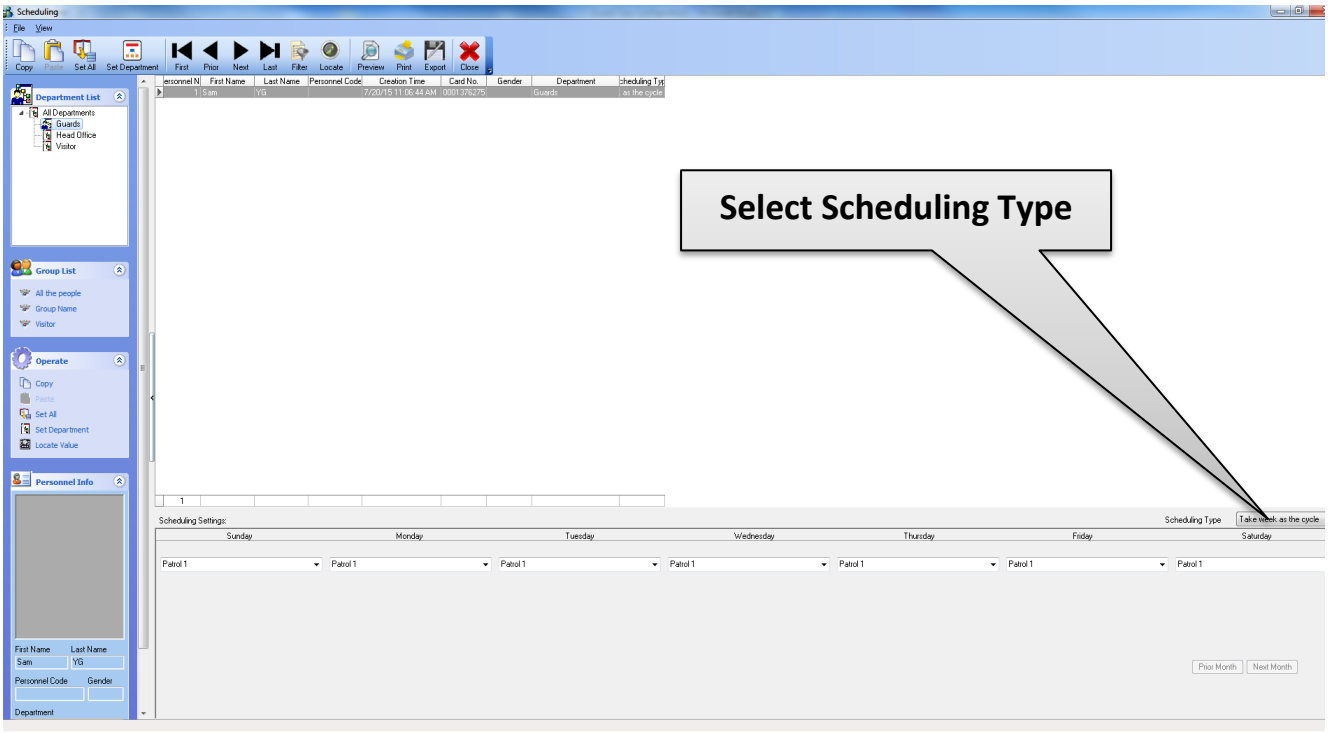
Once Configure you will see the list of Patrol Time



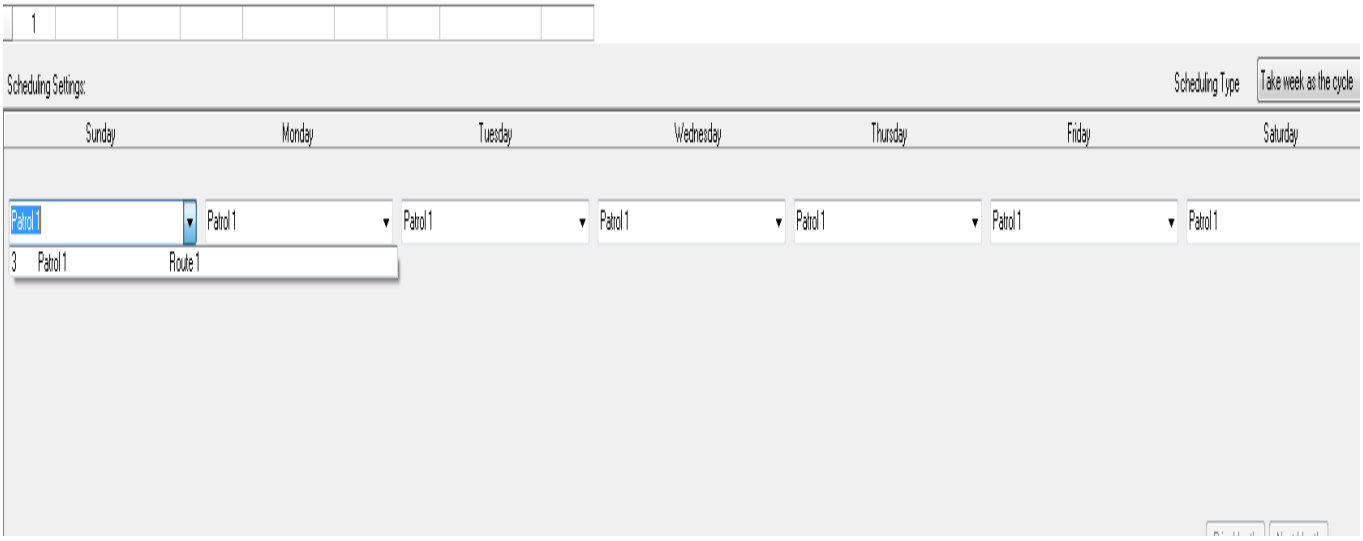
351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

10.10 Schedule Setup

Click **Scheduling** 



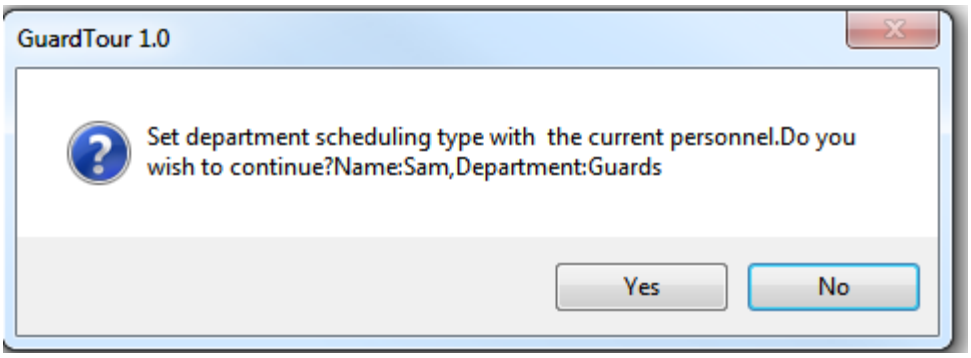
Select the Guard Personnel then select the Scheduling type, and then select the **Work time** for each day.



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

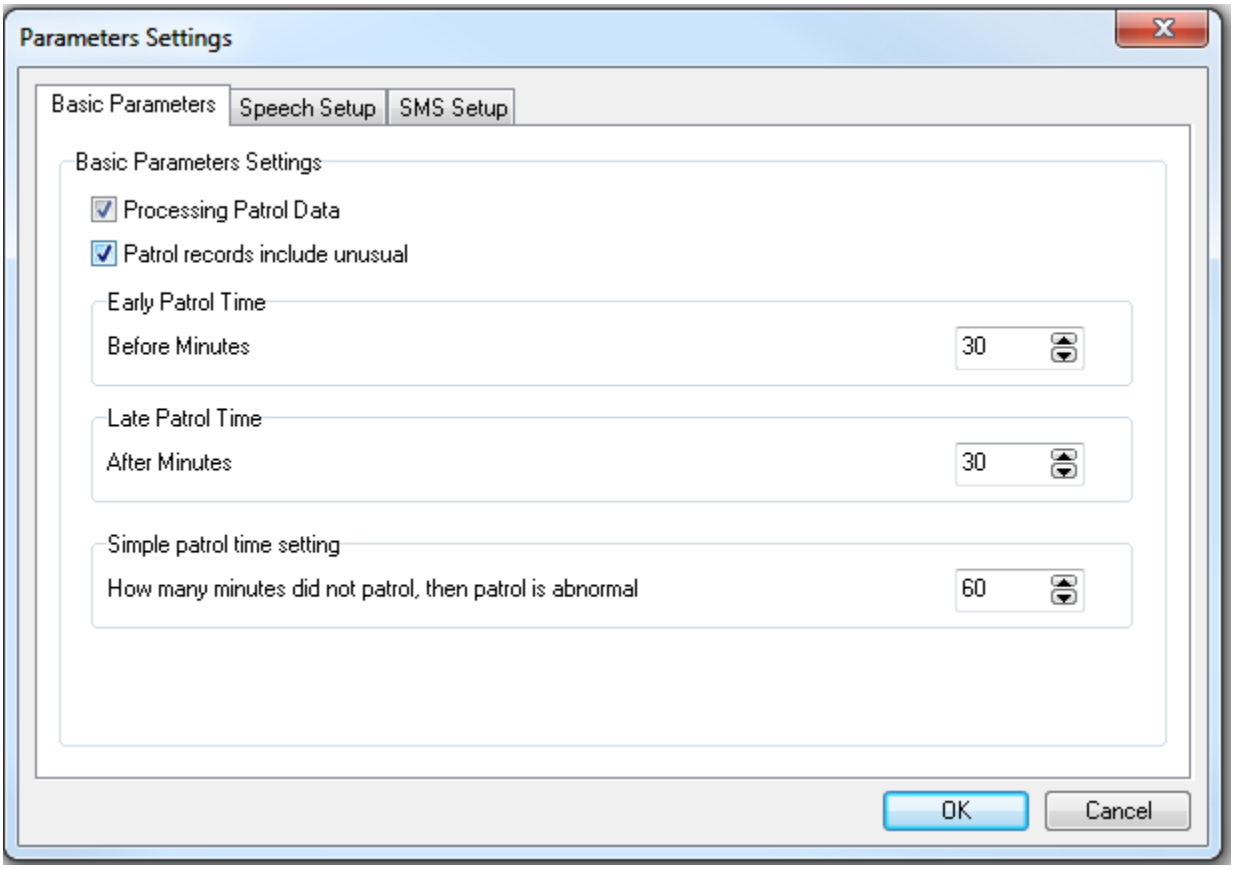
Once all configured, Click **Set Department**

Confirmation box will appear, Click **Yes** to continue



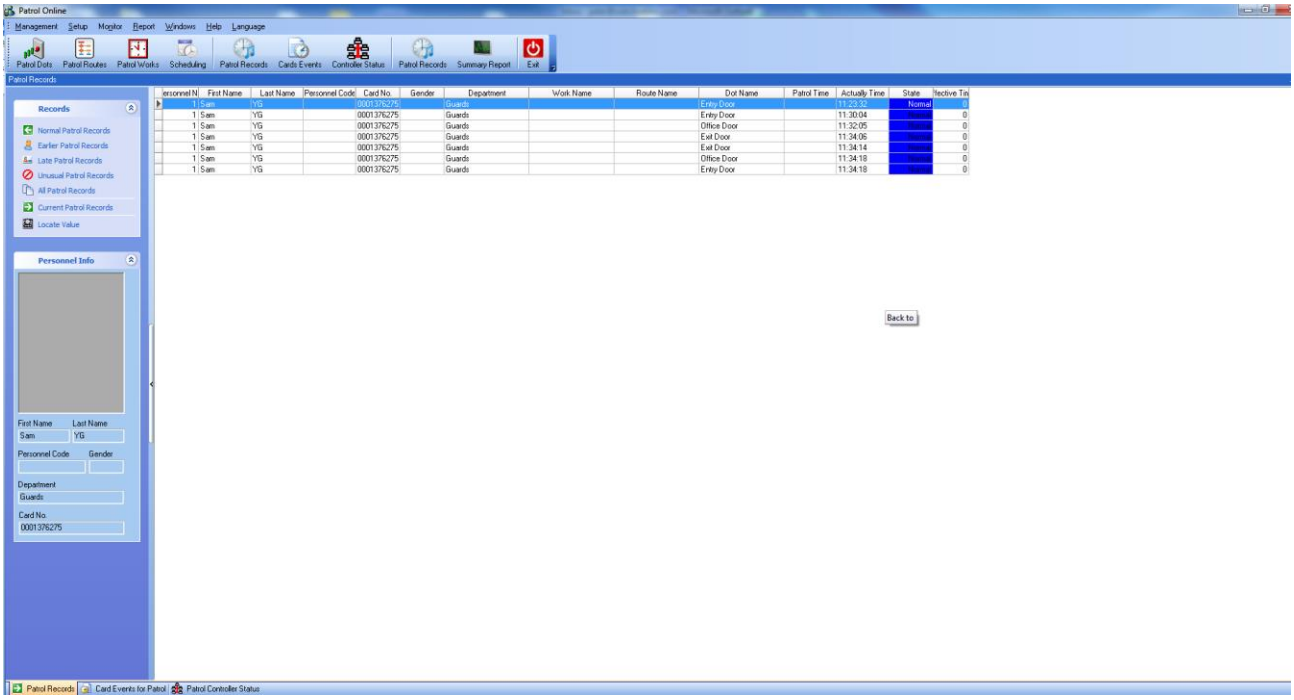
10.11 Monitor

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.



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com

Patrol Records



351 Ferrier Street • Markham, ON • L3R 5Z2
PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186
www.watchnetaccess.com / info@watchnetinc.com