

Guardlog

Installation Guide

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Chapter 1: **Guardlog Installation**

Guardlog is the software that is used to:

- Capture patrol data
- process captured patrol data
- print reports on your guards activities.

Guardlog software is installed on one computer and may have multiple users, who login and use the software on this computer.

For installation you should have:

- A Guardlog Installation CD
- Docking Station
- Patrol Points (stickers to identify patrol points – not supplied)
- Route Tags (keyring tags to identify route tags – not supplied)
- Guard Tags (keyring tags to identify guard tags – not supplied)
- Baton (stickers to identify baton's if more than one per site – not supplied)

Note: Software can be installed on a PC running Windows XP or a newer version of windows.

Note: The screens displayed may vary from version to version, the overall performance and operations are the same.

1.1 We will now look at installing Guardlog software.

Guardlog software is to be installed on one computer only.

Close all applications before starting this installation.

Insert the Guardlog CD into the computer that you wish to install the software on.

Open the CD Drive folder and double click on **GuardlogInstall.exe** file.

Windows may prompt:

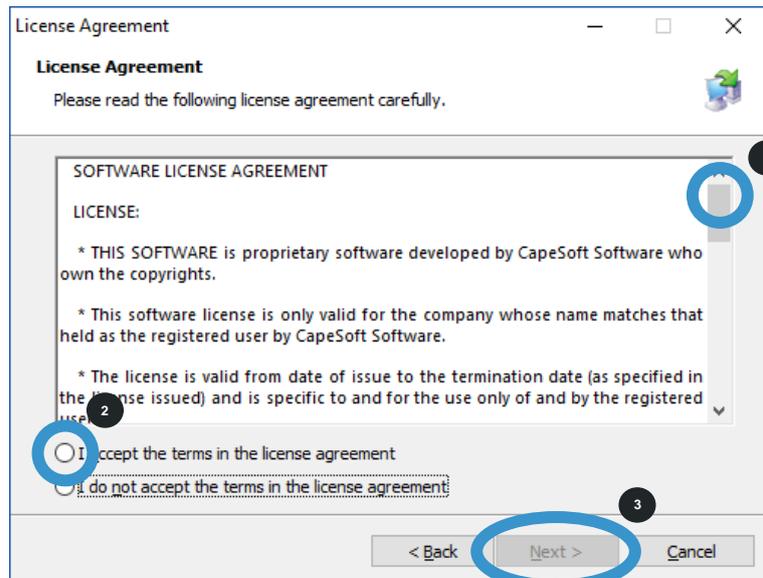
Do you want to allow this application from an unknown publisher to make changes to your device?
Select: **Yes**



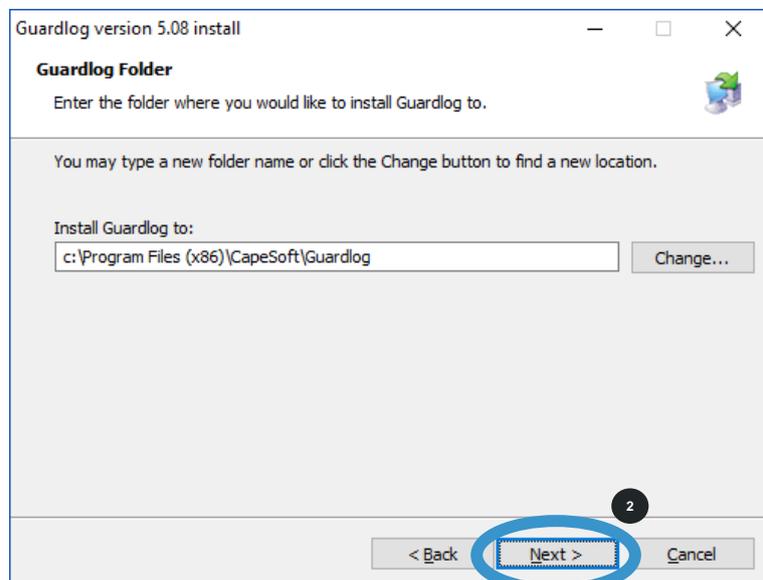
1. The Welcome window will open
2. To initiate the installation click on **Next button**



1. Read the user agreement. **Scroll up and down** using the scroll bar on the right.
2. Click on the radio button **I Accept.....**
3. Click on **Next button** to accept agreement

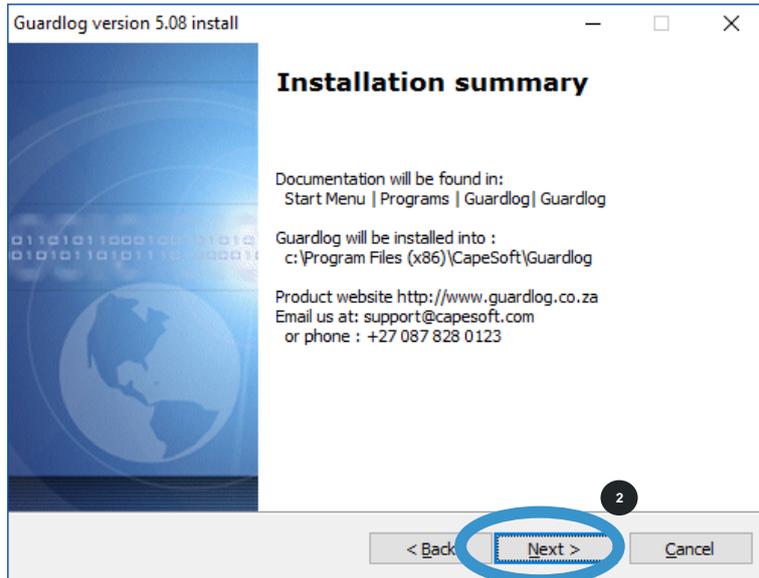


1. A folder will be added to C:\Program Files(x86) named CapeSoft\Guardlog
2. Click on **Next button**

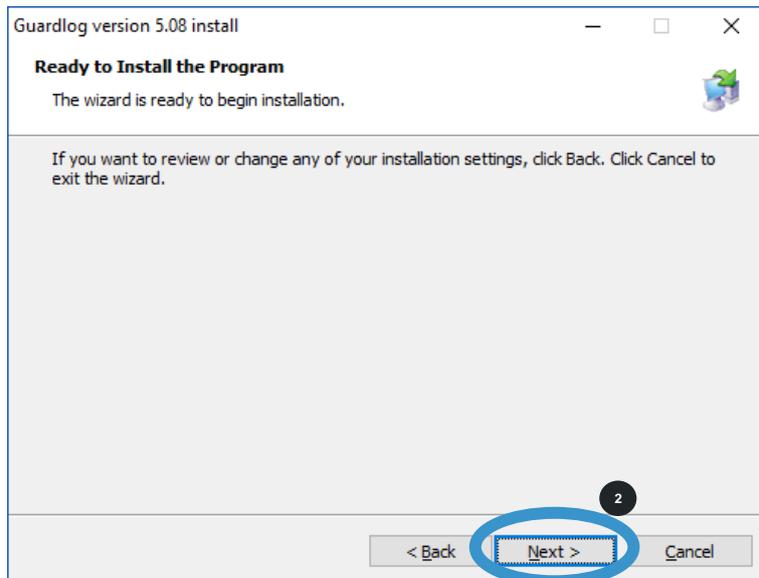




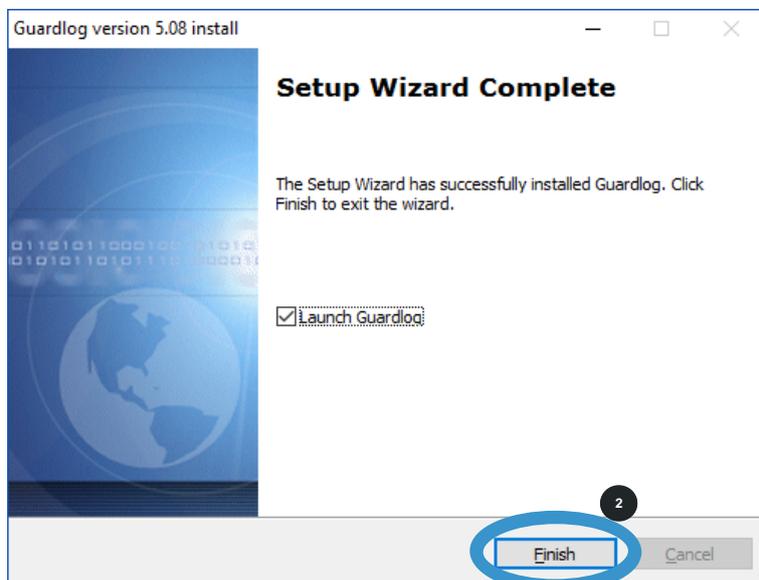
1. Installation summary window
2. Click on **Next button**



1. Option to go back and change installation settings
2. Click on **Next button**
3. Guardlog will now install



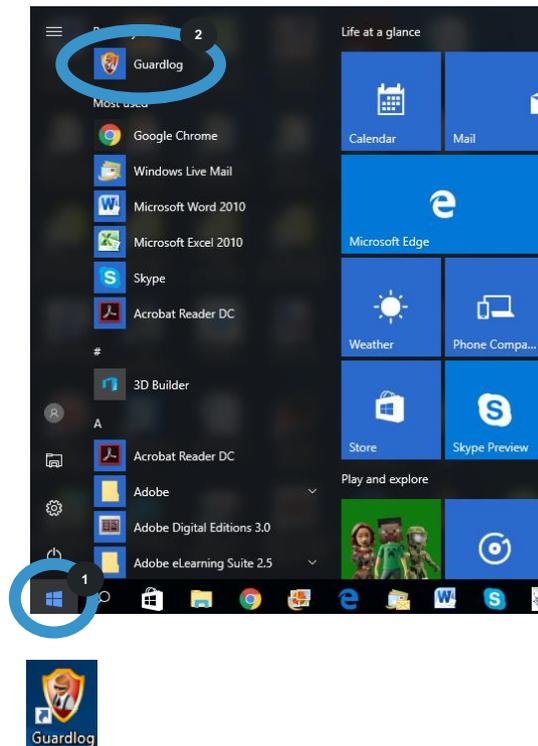
1. Setup is now complete
2. Click on **Finish button**





1.2 Creating a shortcut icon on your desktop for Guardlog.

1. **Click** on the **windows button** in the bottom left corner
2. **Click** on Guardlog icon drag and drop on your desktop



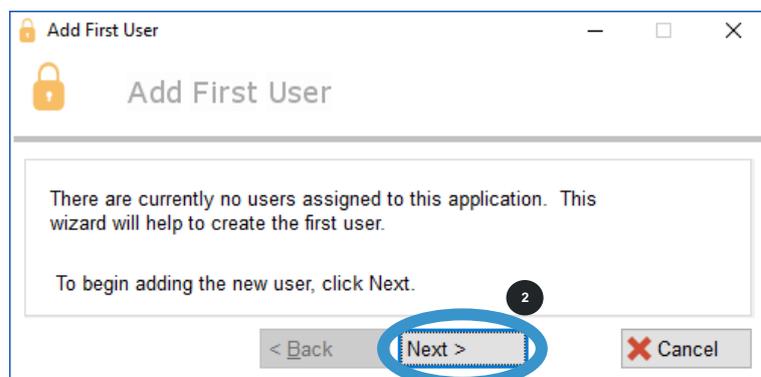
1. **Double click** on the Guardlog icon to start the program

1.3 Adding a user for Guardlog.

Double click on Guardlog from your desktop.

On the initial running of the Guardlog software you will be prompted to add a new user.

1. This is the prompt screen to **Add First User**
2. Click on the **Next** button





1. Enter user **First Name** and **Last Name** for user
2. Enter a **Login Code**

Note: Login Code is used to login to Guardlog the initial login password will by default be the same as the Login code. We will look at changing password later.

3. Click on **Next button**

1. You have successfully added a User
2. Click on **Finish** button

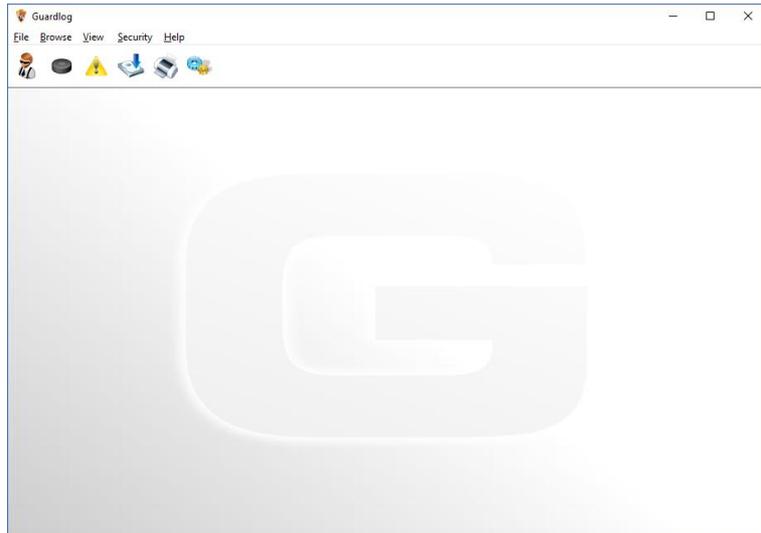
1. **Login** is the **Login Code** you entered and **Password** by default is the same as the **Login code** (both Bob)
2. **Type** in the Login and Password, click on **OK button**

Note: if you add a checkmark in **Remember login** this could pose a security risk.

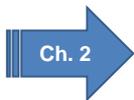
Note: After the 3rd attempt to login with incorrect details, the login window will close



1. On entering the correct password the Guardlog software will start up with the following Splash screen



The first user created, by default has **Supervisor** access.



To continue initial installation, jump ahead to Chapter 2. Click on the Arrow to jump ahead.

The remainder of this chapter can be completed later when you need to add additional users for Guardlog.

1.4 Adding Users

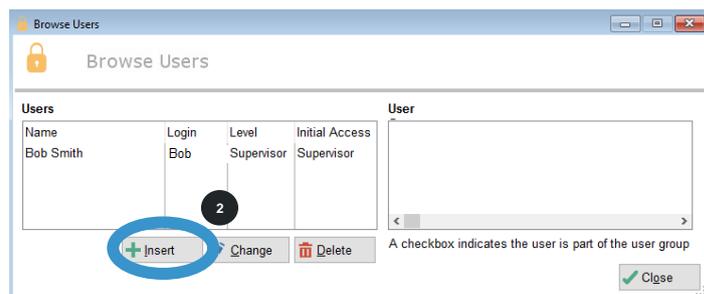
If you have more than one user that needs to access Guardlog follow the steps below to add additional users.

Only users with supervisor access can add and remove users.

1. Open **Security Menu** and click on **Users**



1. The **Browse Users** window opens
2. Click on **Insert button** to add a user





1. Enter user **First Name** and **Last Name**
2. Enter a **Login Code**

Note: Login Code is used to login to Guardlog the initial login password will by default be the same as the Login code.

3. Work Group is for future use
4. Add user **Email Address** (optional)
5. Select radio button for **Level** and **Initial Access**
See descriptions below

The screenshot shows the 'Update User' form with the following fields and values:

- First Name: Sandra (1)
- Last Name: Bell (2)
- Login Code: Sandra (2)
- Work Group: 0 (0)
- Email Address: SBell@plp.co.za (4)
- Level: Supervisor Operator No Access (5)
- Initial Access: No Access All Access (5)

At the bottom right, there are two buttons: 'OK' (6) and 'Cancel'.

6. Click on **OK button**

Levels

Supervisor: Has access to all Guardlog screens including administration of users. **Initial Access** will be greyed out when selecting **Supervisor**.

Operator: Has access to all Guardlog screens except to the administration of users.

Initial Access: If you change the selection to **No Access** the user will have access to no screens, you will need to give permission for each screen they are allowed to view. (More on this in **Set User Access**)

No Access: This user cannot log on to Guardlog.

Initial Access will be greyed out for this selection. This is used for a user that requires infrequent access. Instead of deleting the user when access is not required for a period of time, you can change them to **No Access**

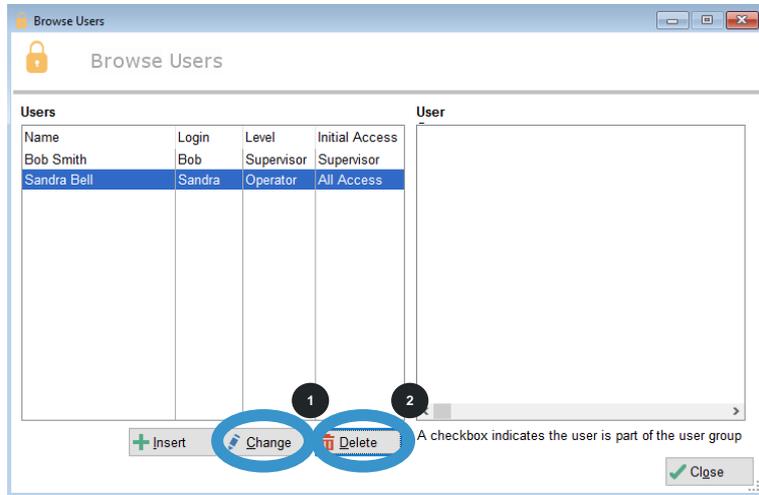


1.5 Editing Users

Supervisors can edit user profiles.

You can edit a user profile by changing the user Name, Work Group or access Level.

1. To edit an existing user profile. Click on the user and then click on the **Change button**
2. To delete an existing user. Click on the user and then click on the **Delete button**



1.6 Setting User Access

When a **supervisor** creates an **operator** user, they can specify which screens the user has access to view.

Earlier we looked at the following default settings when creating an **operator** user.

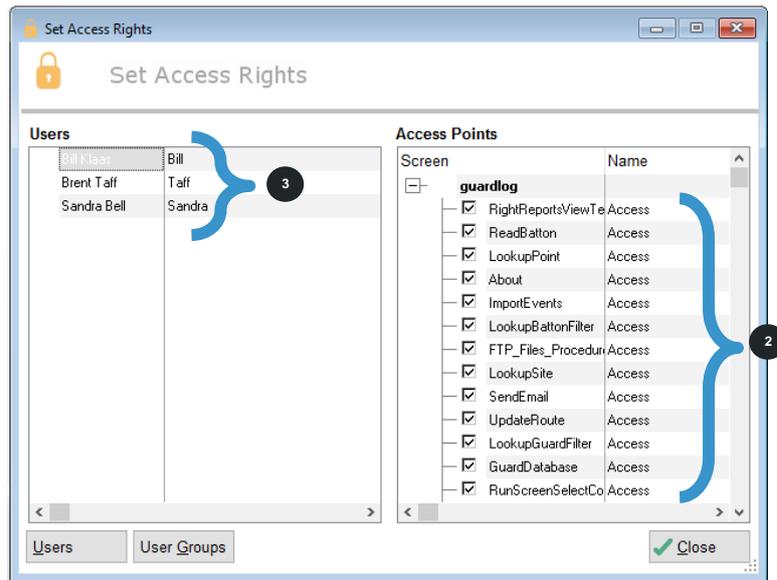
- Operator:** Has access to all Guardlog screens except to the administration of users.
- Initial Access:** If you change the selection to **No Access** the user will have access to no screens, you will need to give permission for each screen they are allowed to view.

1. Open **Security Menu** and click on **Set User Access**





1. **Set Access Rights** window opens
2. Click on a **user name** and the access for the selected user can be viewed on the right
3. Only users with **Operator** level are viewed in this list
Supervisors level by default have access to all screens
No Access level can not have access to view any screens



4. A list of all the screens are visible to the right. A **check mark** ✓ indicates **access** to the screen and **no check mark** indicates **no access** to the screen
5. Recall when selecting **Level** access for **Operator** you could select **Initial access** to be **All Access** or **No Access**
All Access places a check mark ✓ next to all screens in this list
No Access removes all check marks next to each screen in this list

If you wish to give access to most of the screens, it is best to set **Initial Access** to **All Access**. You can then **remove** the check marks next to the screens you wish the operator not to have access to.

If you wish to give access to a few screens it is easier to select **Initial Access** as **No Access**. You can then **add** a check mark to the few screens you wish to give access to.

1.7 Creating User Groups

Setting user access could seem like a tedious task, if you have many users that you need to give the same access.

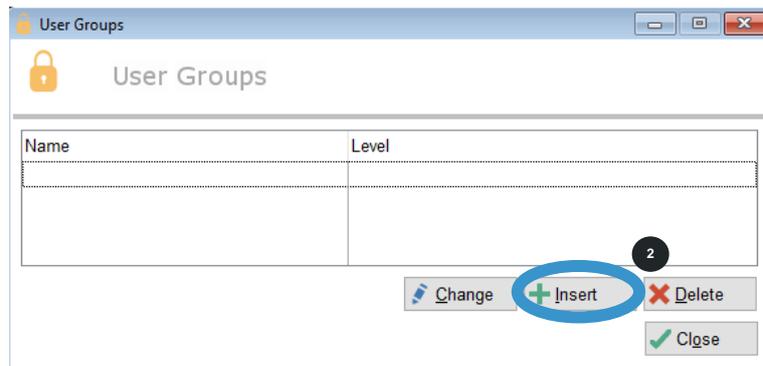
To assist with this, you can create a **user group** and assign the access once to the group. You will then make the user a member of this group.

1. Open **Security Menu** and click on **User Groups**

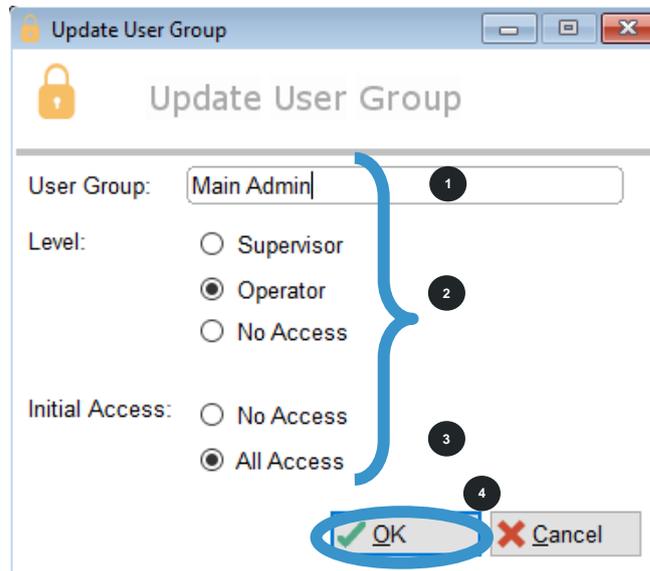




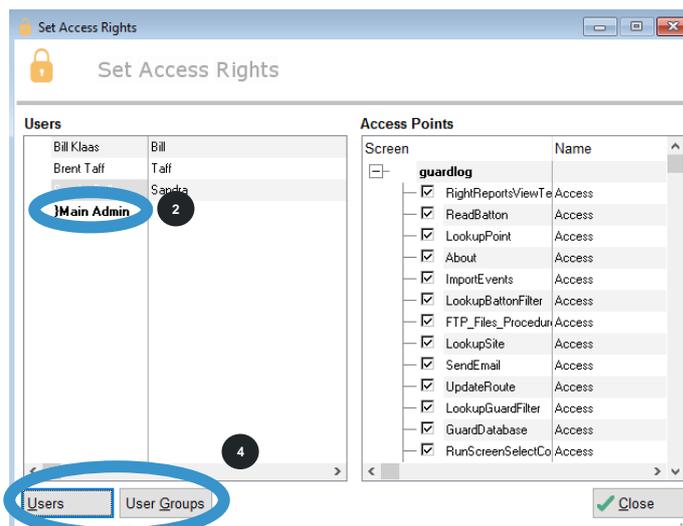
1. The **User Groups** window opens
2. Click on **Insert button** to add a **User Group**



1. **Name the User Group** a descriptive name
2. Select the **Level**
3. If **Operator Level** select **Initial Access** for the User Group
4. Click on **OK button**
5. **Close** User Groups Window



1. Open **Set Access Rights** form **Security menu**
2. You will see you're your new **User Group** is listed here with the list of **Operators**
3. Select the **User Group** and set access to screens
4. These buttons allow quick access to the **User Groups** and **Users** windows

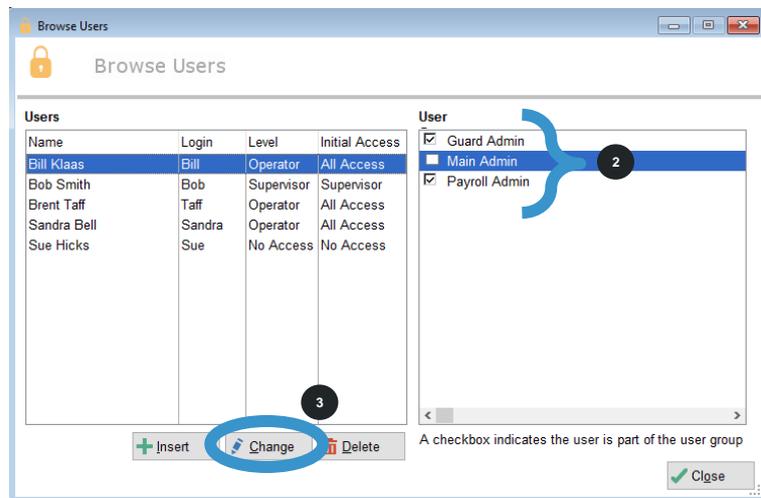




1.8 Adding Users to Groups

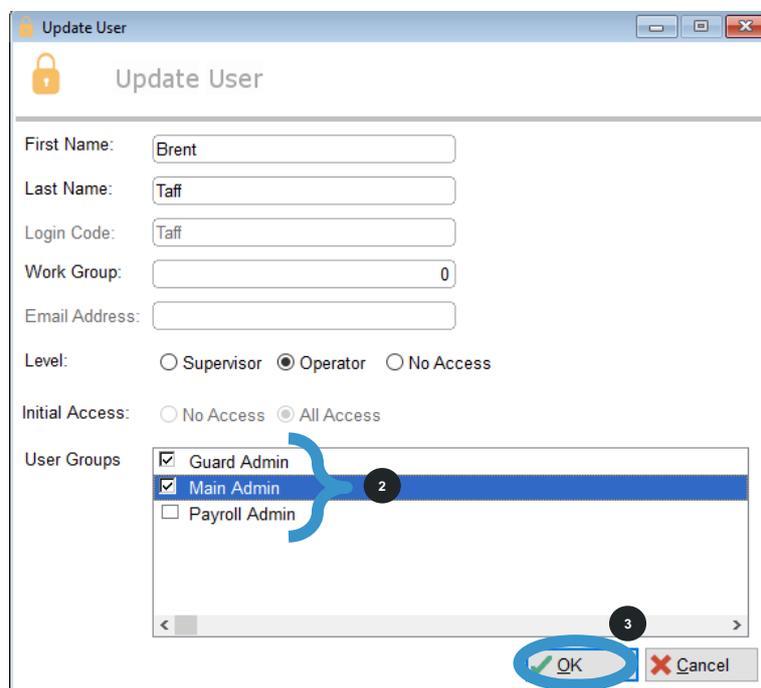
You can now add **users** to your **user group**. Once a user is added to a user group all individual access falls away and they will only have access set in the user groups they belong to.

1. Open **Security Menu** and select **Users**
2. You can now see in the **Users Window** to the right, the available groups and which groups the selected user belongs to.
3. **Select a User** and then click on **Change** button



1. **Update User** window opens
2. **Double click** on the groups you wish the user to be part of. A user may belong to more than one group.
3. Click on the **OK** button

When you now open **Security Menu** and click on **Set User Access**, you will no longer see this user listed with the other operators. This user now will have the same access set for the **User Group/s** he belongs to





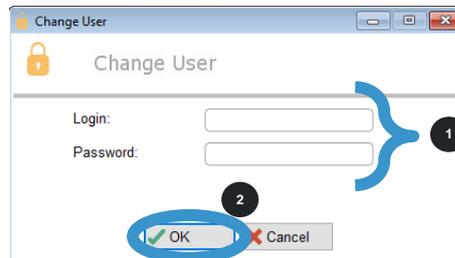
1.9 Changing User

Once logged into Guardlog you can select to login as a different user.

1. Open **Security Menu** and click on **Change Login**



1. **Enter details to login to Guardlog as different user**
2. Click on the **OK button**



1.10 Changing User Password

By default the initial password is the same as the Login Code created for the user. Only a user can change their password, a supervisor can only change their own password and not the password of other users.

1. User to log in to Guardlog.
2. Open **Security Menu** and click on **Change Password**



1. **Type in your Old Password** and then the **New Password** and **Verify Password**
2. Click on **OK button**
3. At the next login you will need to use your new password





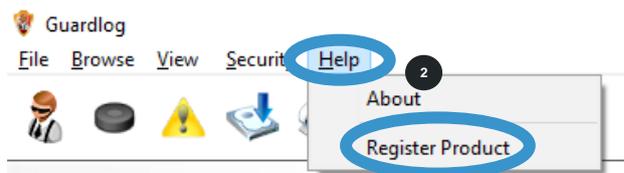
Chapter 2: Registering Guardlog

The initial installation of Guardlog is a demo version. We need to register your software.

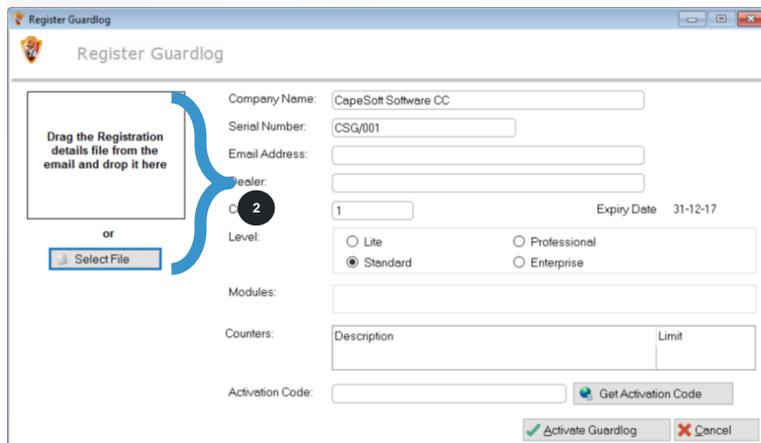
Contact CapeSoft and request a “*Guardlog product activation code*”.

You will receive an Email from CapeSoft to activate your copy of Guardlog.

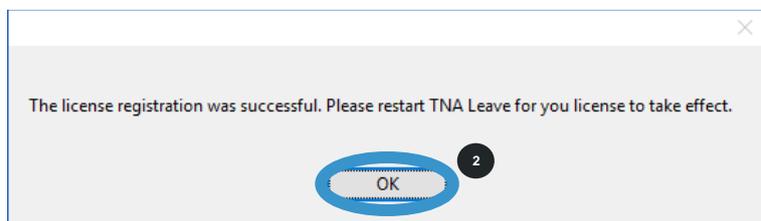
1. **Login** to Guardlog
2. Open **Help Menu** and click on **Register Product**



1. **Register Guardlog window** opens
2. **Drag and drop** the registration details file from your Email to the **drag and drop** box



1. A successful registration window opens
2. Click on **OK** button
3. Alternativley you can manually enter registration details and activation codes and then click on the **Activate Guardlog** button



4. **Restart** Guardlog to complete the registration



Chapter 3: Installing Docking Station

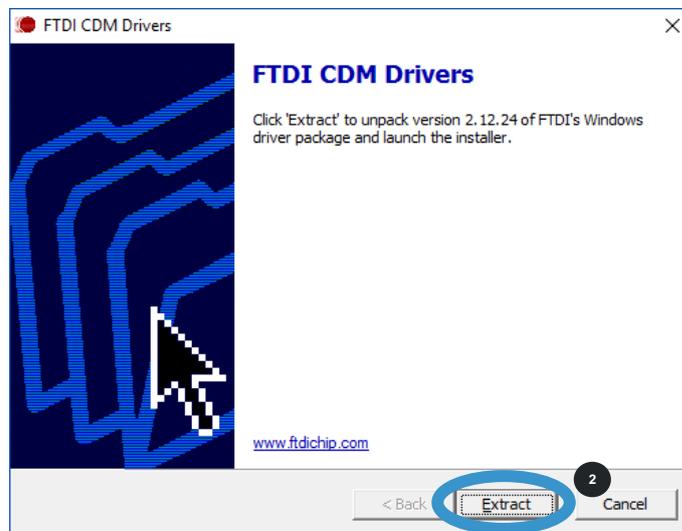
First we need to install the driver for the Docking Station.

Open the CD Drive folder and double click on folder named **USB Docking Station Driver**, right click on the file and select, **Run as Administrator**.

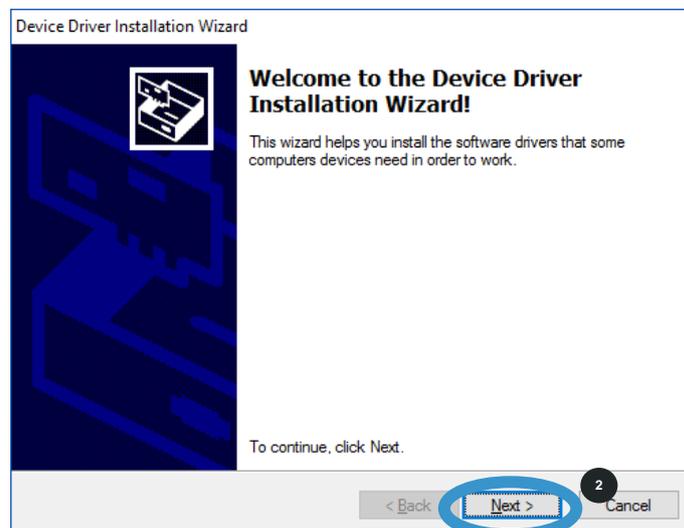
Windows may prompt:

Do you want to allow this application from an unknown publisher to make changes to your device?
Select: **Yes**

1. The FTDI DM Drivers window will open
2. To initiate the installation click on **Extract button**

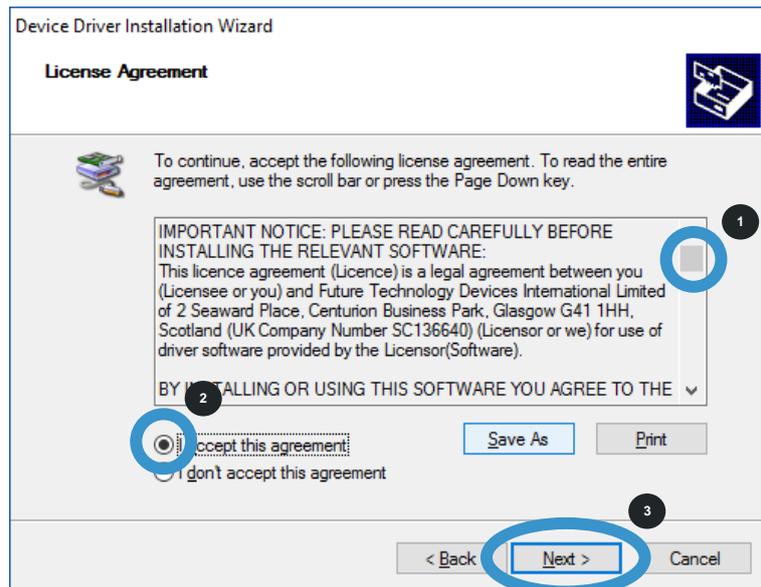


1. Click on the **Next button**

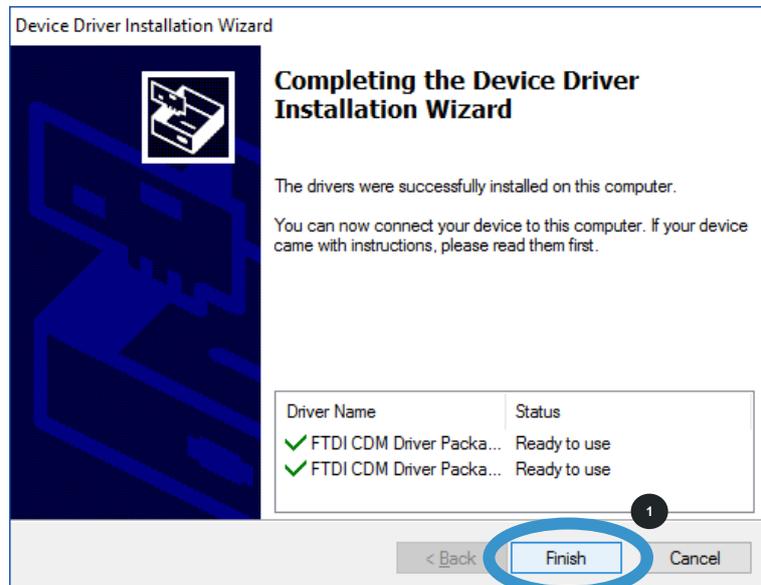




1. Read the user agreement. **Scroll** up and down using the scroll bar on the right.
2. Click on the radio button **I Accept.....**
3. Click on **Next** button



1. Setup is now complete **Click** on **Finish** button



Next we will connect the Docking Station to a free USB port on the computer and configure the port.



1. This is your **Docking Station**



1. Plug in the **USB connector**



2. Into a free **USB port** on your computer

Note: use a USB port with a white tongue (USB2.0) do not use a USB port with a blue tongue (USB3.0)





The next step is to configure the software to recognise the docking station.

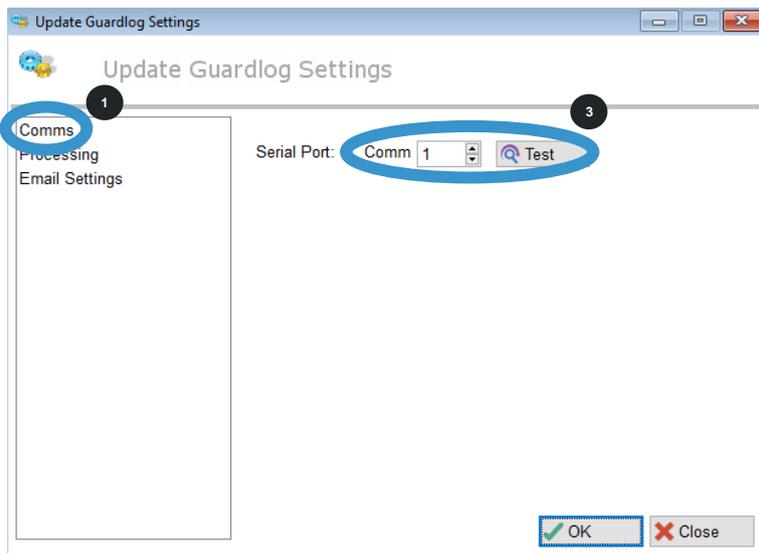
1. Login to Guardlog
2. Select the **Settings Icon**



1. **Update Guardlog Settings** window opens on the **Comms** tab
2. Type in the **USB** port number

Note: If you are unsure of the USB port number. This could be from port 1 up to port 8

3. **Type** in 1 for Comm and click the **Test button** to verify the port number

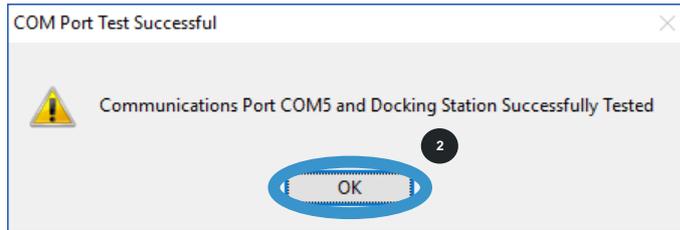


1. If incorrect port has been selected you will see the following message
2. Click **OK** button and **type** in 2 for port and click the **Test** button again

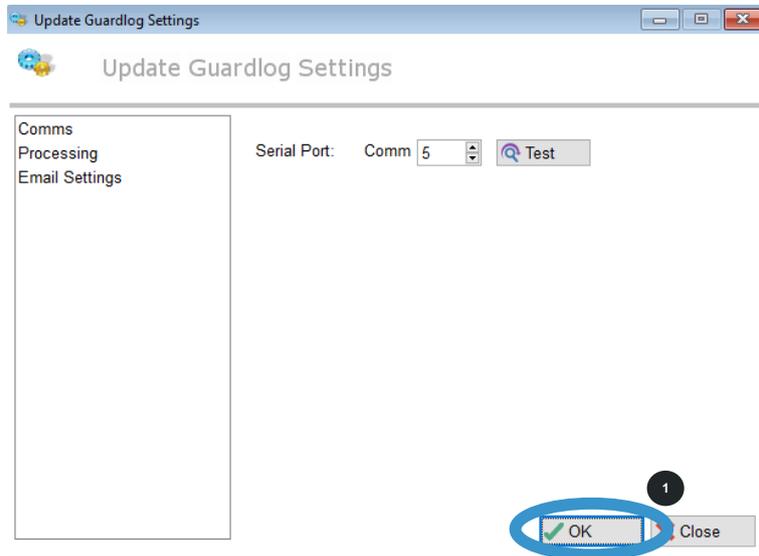




1. On successful port selection the following message will be displayed
2. Click on the **OK button** to close successful message



1. Click on **OK button** to close the settings window



You have successfully installed the docking station.

Note: if you remove the USB cable and connect the docking station to another USB port on your computer. You will need to re-configure the Comm port again.



Chapter 4: **Planning Before Configuring**

Before configuring your Guardlog System lets discuss the options for setup. Various components make up the Guardlog database.

- Sites:** Guardlog supports multiple sites, each site has a number of patrol points associated with it.
- Points:** Point tags that the guard must tag, are entered with a description of each point tag. The associated Site number must also be carefully selected. The **Point Database** is the heart of Guardlog.
- Routes:** Route is the name given to a specific sequence of points the guard must tag. A site can have more than one route. Optional
- Rosters:** This is to specify the points to be tagged in a route and the order they are to be tagged in. You create a roster for each point in the route. Optional
- Officers:** Details for each officer that will be on guard for various sites. Optional

We need to setup **Sites** and **Points** but **Routes**, **Rosters** and **Officers** are optional for setup. It will help to understand what you require from Guardlog as a reporting tool to decide what you need to setup.

Requirements from reports	Then set up
Reports on date and time points are visited	Site - Points
Reports on more than one site that guards visit	Multiple Sites - Points
Reports if a point has not been tagged a predetermined number of times a day	Site – Points (visit count setup in point)
Reports on different officers	Site – Points – Officers
Reports on multiple batons used	
Reports on various routes, officers guard	Site – Points – routes and rosters
Reports on a route followed in sequence	
Reports on points tagged a specific number of times in a predetermined time	(scheduled visits in roster)



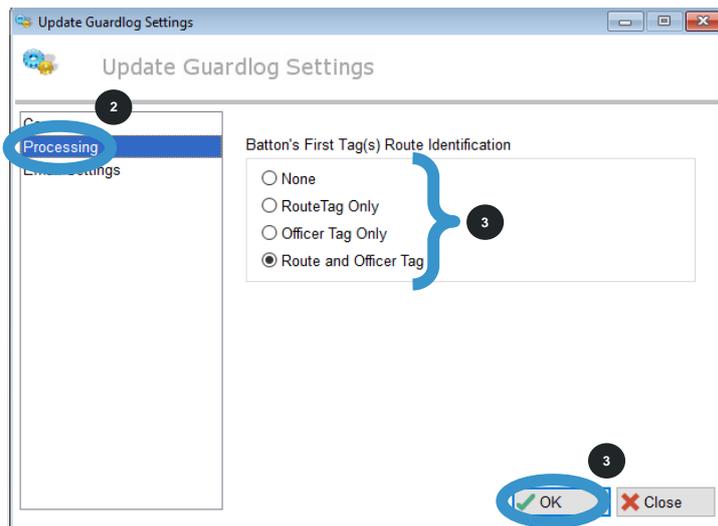
You should now have an idea of what you need to configure.

Before we continue we need to setup what tags will be reported on in the database.

1. Login to Guardlog
2. Select the **Settings Icon**



1. **Update Guardlog Settings** window opens
2. Select **Processing** tab
3. Select **battons First Tag/s Route Identification**



None: This is used if you are only using Sites and Points

RouteTag Only: Using Sites, Points and Routes but no Officers setup

Officer Tag Only: Using Sites, Points and various Officers but no Routes setup

Route and Officer Tag: Using Sites, Points, Routes and Officers that have been setup

3. **Click on OK button**



Chapter 5: **Configuring the Guardlog Software**

For optimum performance from your Guardlog **System**, the system must be correctly configured.

5.1 Creating a Site

Guardlog supports multiple sites; each site has a number of patrol points associated with it. If the distance between sites is too far to take batons for regular download, it is suggested that separate licences for Guardlog are run at each site.

The minimum number of sites to be configured is 1 and the maximum is unlimited.

Example picture of two sites, each with their own patrol points. ●

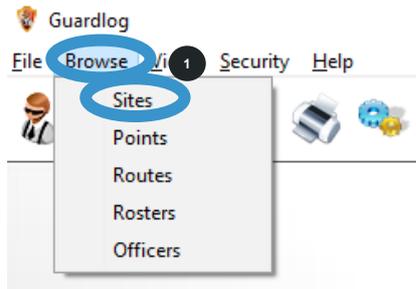
Site:
Workshop 1



Site:
Workshop 2



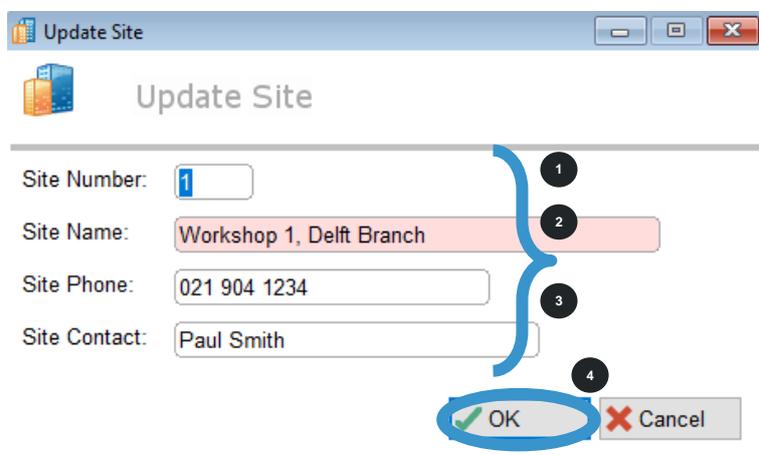
1. Open **Browse Menu** and click on **Sites**



1. The **Browse Site Window** opens
2. Click on **Insert** button to create your 1st site



1. **Allocate a number** to the site.
2. **Type** in a descriptive **Site name** that will easily be identified by your colleagues. Max 25 Characters
3. **Type** in a **site contact number** and **site contact** person
4. Click on the **OK** button

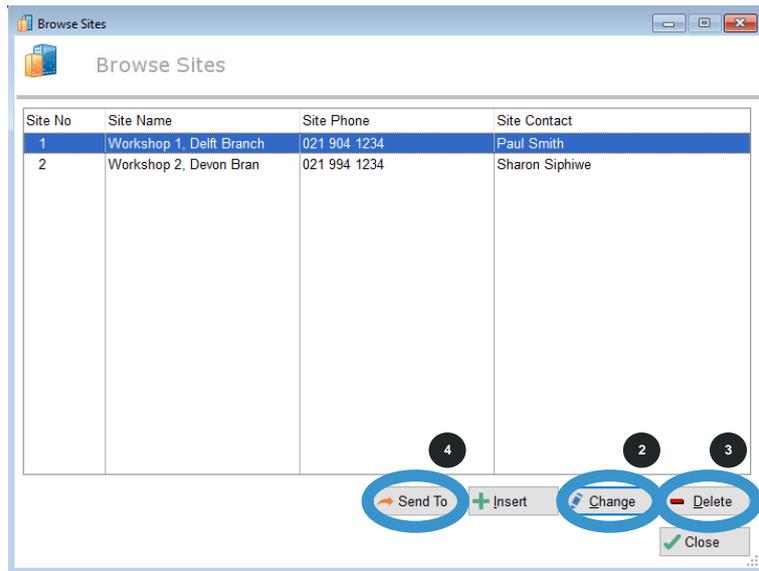


Continue to add all your required sites.



5.2 Editing a Site

1. Here you can see that there are 2 sites created
2. To edit an existing site, **click** on the site and then click on **Change button**
3. To delete an existing site. Click on the site and then click on **Delete button** and confirm to delete
4. Send to button opens the **Send To...** window. You can select to **send to ...**



Printer: sends to your default printer

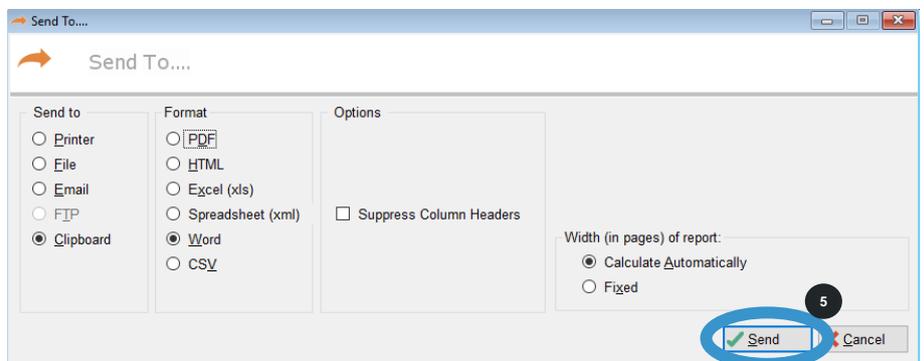
File: Saves as a file, you can select PDF, HL, Excel, XML, Word or CSV format

Email: as a file to a specified Email address, you can select PDF, HL, Excel, XML, Word or CSV format

FTP: for future use

Clipboard: you can paste the copy clipboard, you can select PDF, HL, Excel, XML, Word or CSV format

5. Make your selection and then click on the **Send button**





5.3 Creating Points

Points are tags that the guard must tag to confirm they have arrived at a specific point, they are created with a description for each point tag. The associated Site number must also be carefully selected. The **Point Database** is the heart of Guardlog.

Example picture: two sites each with their own patrol points. ●



One point tag is needed for every point you require the guard to tag. Point tags need to be configured on the computer before they are installed in each location.

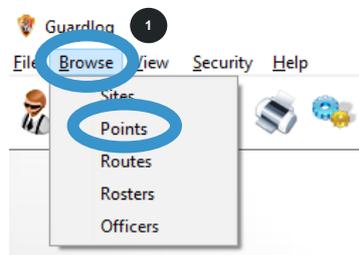
Look at the face of each point tag, note the Hexadecimal number on the face of the point tag. This is the unique point tag number for this point tag.



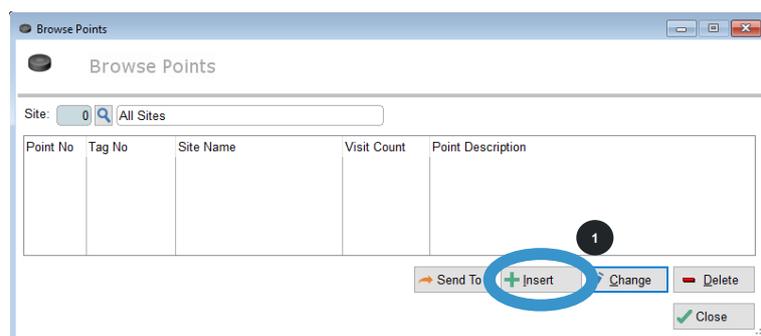
Example : 0000030AEFD2

The point tag number is the physical ID number of the point tag, attached to a specific location at a site that you require the guard to visit.

1. Open **Browse Menu** and click on **Points**



1. Click on **Insert** button to create your 1st point tag





Update Point window opens

There are 2 methods to create the point tag

Manually enter the hexadecimal number, use convert button to convert to decimal

Or use the **read head** on the docking station to read the point tag

We will look at each method

Convert Method

1. **Type** the **hexadecimal number** without the leading zero's at **Point Tag No**
2. **Click** on the **Convert button**, the number is converted to a decimal number
3. **Supervisor check Point** If checked, specifies that the Point is a checkpoint that supervisors should visit whilst at the Site
4. **Point Number** will automatically use the next available free number
5. **Enter a description** of the point location
Max 35 characters
6. **Select the Site** that the point is in
Click on **search button** to see a list of all sites created. **Double click** on the site to select

7. **Enter** the expected number of **Visit Counts** for this point in one day
8. **Click** on **OK button**

Tip: Add a sticker on the face of the point tag with the point number. This will help to identify where you need to install each point tag. If you are creating point tags for more than one site, use different colours per site to avoid mix ups.

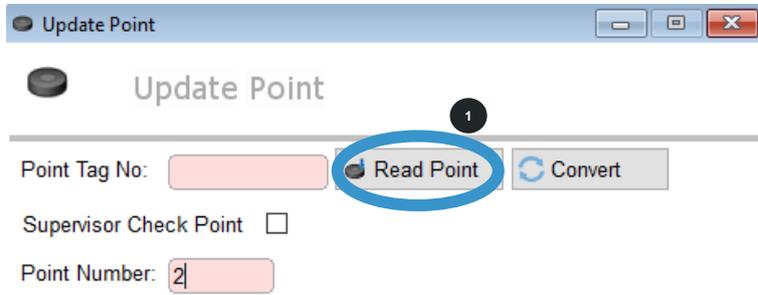


Read Head Method

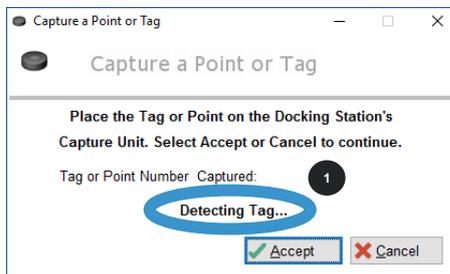
1. Click on **Insert** button to create another point tag
2. Place **Point tag** on the **Docking Station**



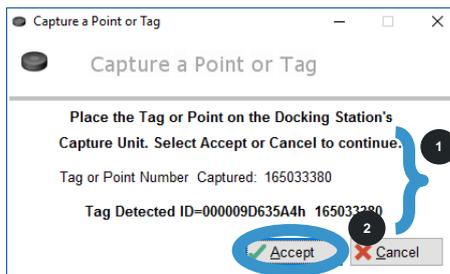
1. **Click on Read Point Button**



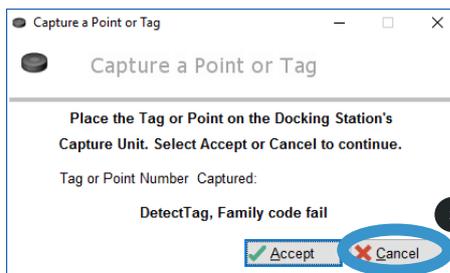
1. **Capture a Point or Tag window** opens
2. **Apply pressure** on the Point tag to ensure contact with the Docking Station



1. Point detected and converted message
2. **Remove the Point** from the Docking Station and **click on Accept button**



1. Should you receive a **Family Code Fail**
2. **Remove the Point**, **click on the Cancel button** and start the process again



Once you have accepted the converted decimal number, continue completing the form as explained above in the **Convert Method**



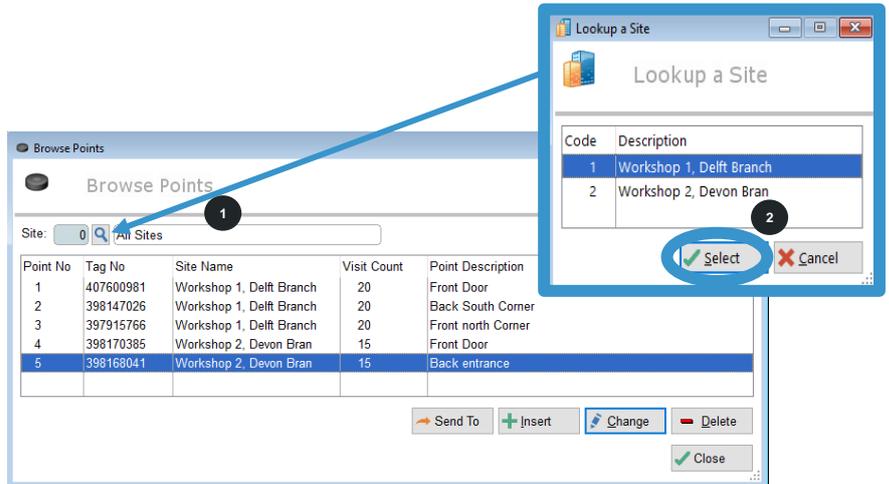
1. If you add a point tag that has been captured before, the following **Duplicate Key Error** will display **Click the OK button** and continue with another point tag



A list of all added point tags is visible in the Browse Points window

You can select to view point tags from a specific site

1. **Click on the search button** to see a list of all sites created with their descriptions.
2. **Click on the site** you wish to view and **click on Select button**



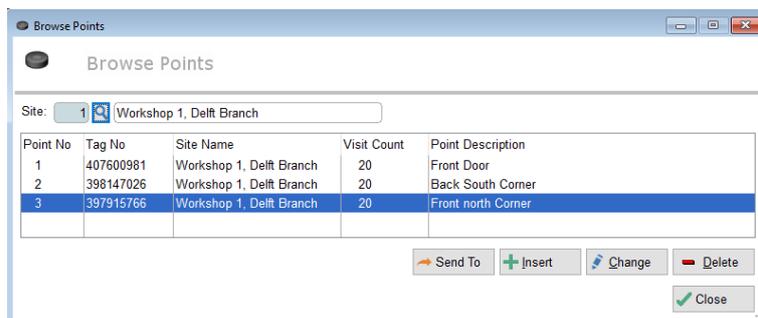
You will now only be viewing points for the selected site

To view all site's points select 0:All Sites

Notice you have:

- Send To button**
- Change button**
- Delete button**

They work on the same principles as seen in [5.2 Editing a Site](#)



Points can now be installed in their locations around the site. It is important to ensure you are installing the point in the correct location as per the description for the point when created.

Print a copy of the **Browse Points** window for your **Site** and with the stickers you added on each point tag it will be easy to locate positions for installation.



5.4 Naming Routes (Optional)

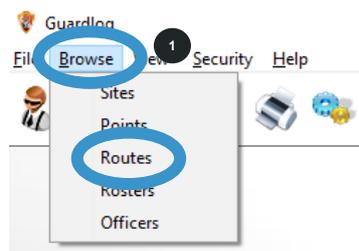
Route is the name given to a specific sequence of points the guard must tag. A site can have more than one route. i.e. clockwise route and an anti-clockwise route. Each route has a route tag allocated to the route.

The **route tag** will be used to identify which route the guard will go on, before his patrol starts. A route tag needs to be allocated for each route.

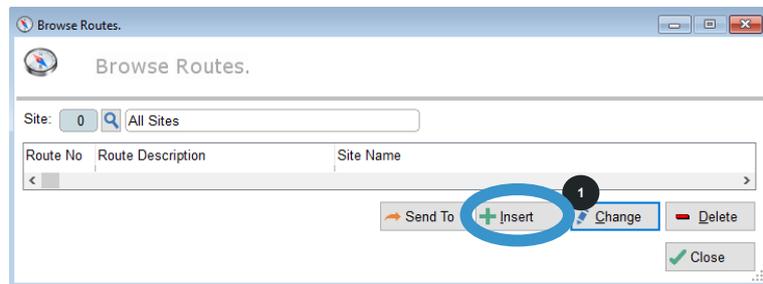


Setting up routes is optional: If you do not require guard/s to follow a specific route, you do not have to set up routes and rosters.

1. Open **Browse Menu** and click on **Routes**



1. Click on **Insert** button to create your 1st route



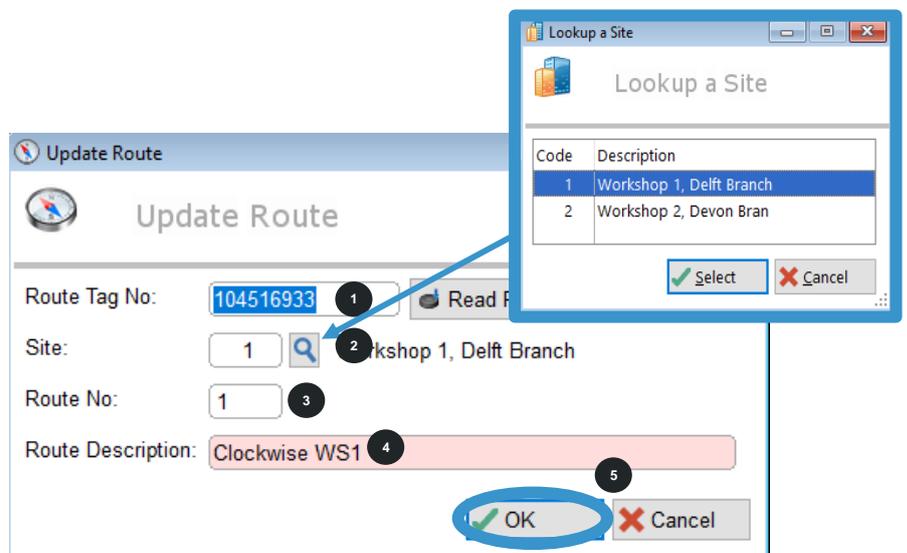
1. To create the decimal tag number for your route, use the same method used to [add points](#)

2. **Select a site** the route will be for, using the **search button**

3. **Select** route number, will automatically use the next available free number

4. **Type a descriptive name** for the route
Max 35 characters

5. **Click on the OK button**



Tip: add a key ring ID to each route tag. Write the route definition on this ID tag.



Continue to **Insert** remainder routes

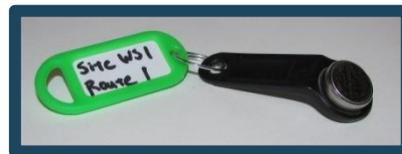
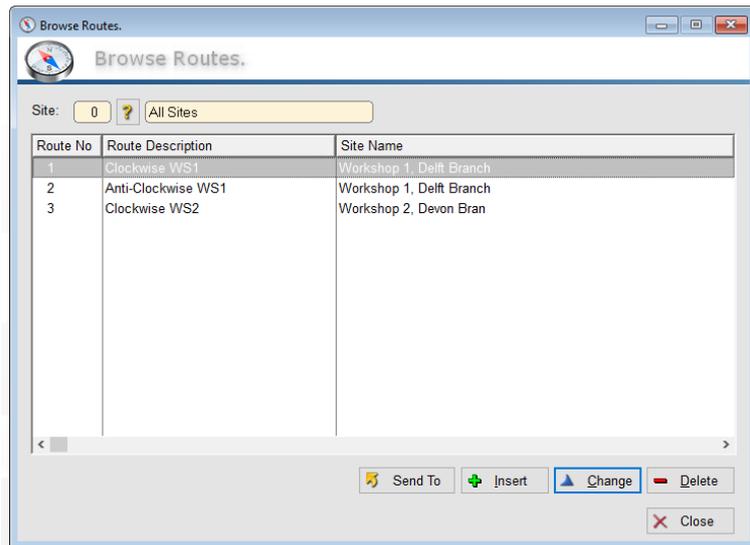
A list of all added routes is visible in the **Browse Routes window**

You can select to view only **routes** for a **specific site** – as you have done before using the **search button**

Notice you have:

Send To button
Change button
Delete button

They work on the same principles as seen in [5.2 Editing a Site](#)





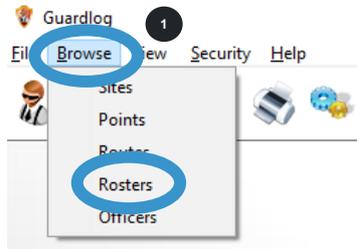
5.5 Creating a Roster

This is to specify the points to be tagged in a route and the order they are to be tagged in. You will create a roster for each point in the route.

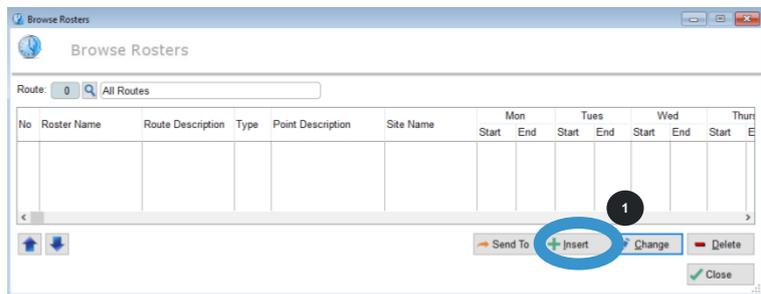
You need to first create a **Route** before you can create a **Roster**.

Setting up rosters are optional: If you do not require guard/s to follow a specific route, you do not have to set up routes and rosters

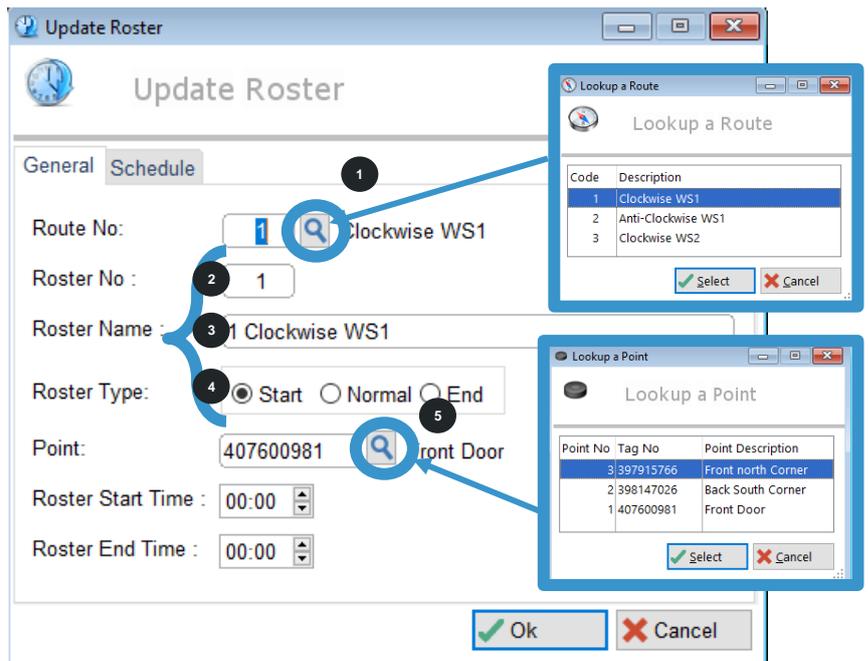
1. Open **Browse Menu** and click on **Rosters**



1. Click on **Insert** button to create your 1st point in the roster



1. **Select a route** the roster will be for, Use the **search button** to view all routes
2. **Select** roster number, will automatically use the next available free number
3. **Type a descriptive name** for the roster Unlimited characters
4. **Select the roster type.**
The first point in a route will be **Start Roster**, the Last point in a route will be **End Roster** and all points inbetween will be **Middle Rosters**



5. **Select Point** use the **search button** to view all points for the selected site
6. Roster **Start time** and **End Time** are for future used.



1. Select **Schedule Tab**

Update Roster

General **Schedule**

Route No: 1 Clockwise WS1

Roster No: 1

Roster Name: 1 Clockwise WS1

Roster Type: Start Normal End

Point: 407600981 Front Door

Roster Start Time: 00:00

Roster End Time: 00:00

Ok Cancel

1. Enter **Start Time** and **End Time** for each day of the week

2. Enter the **Expected Events** for this point. This will be the number of times this point is to be tagged between the **Start and End times**. This is not linked to initial Point visit count which records number of times a point is tagged in a day.

3. **Click on OK button**

Update Roster

General **Schedule**

	Start	End	Expected Events
Monday	09:00	09:10	1
Tuesday	09:00	09:10	1
Wednesday	09:00	09:10	1
Thursday	09:00	09:10	1
Friday	09:00	09:10	1
Saturday	09:00	09:10	1
Sunday	09:00	09:10	1

Ok Cancel

In the above example; the starting point must be visited once between 09:00 and 09:10 if not an **Exception** will be generated. More about exceptions later.

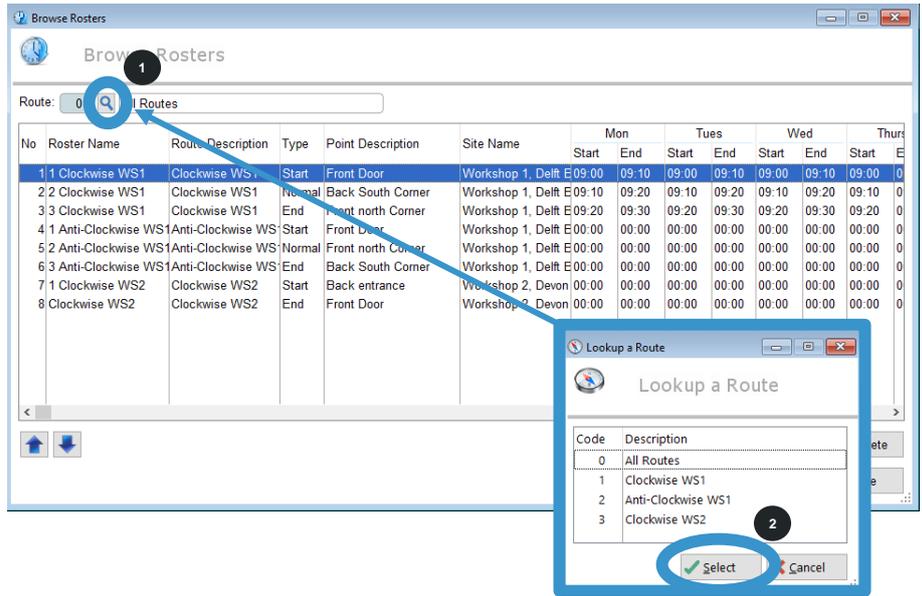


Add rosters for each point in each route

In the **browse roster window** you can now see rosters for 3 routes – look at route description

You can select to view rosters for a specific route only

1. **Click on the search button** to see a list of all routes created
2. **Click on the route** you wish to view and **click on Select button**



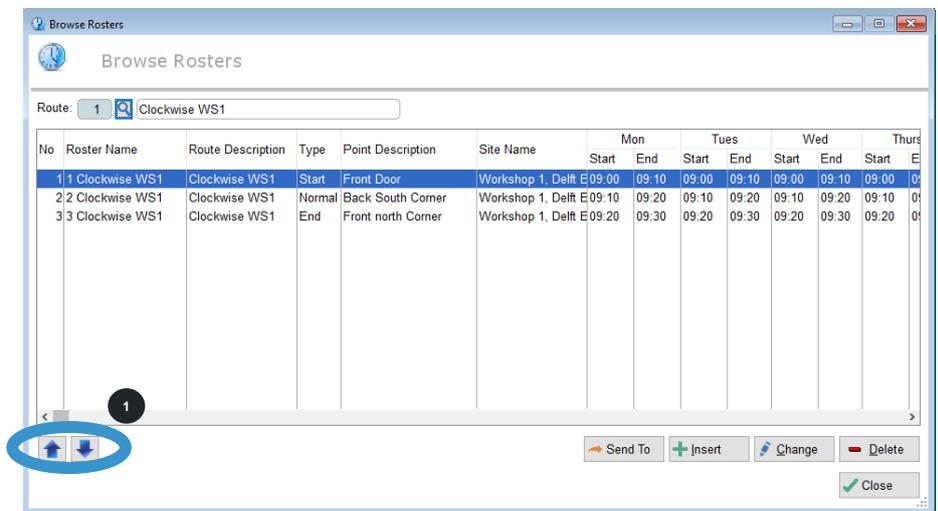
You will now only be viewing rosters for the selected route

To view all rosters select 0:All Routes

Notice you have:

Send To button
Change button
Delete button

They work on the same principles as seen in [5.2 Editing a Site](#)



1. You can move a rosters order for the route, by using the **arrow buttons**. Click on the roster you wish to move and use the up or down arrows to change its position in the route. **Start** should be at the top and **End** at the bottom.



This is a Site that has 5 points. If you require the guard to visit the 5 points in a specific order at pre-determined times.

You need to setup a route with 5 rosters in the route. You will setup specific times for each point to be tagged in the roster.

Let's say moving from point 1 through 5 and back to point 1 takes 4 hours to complete. The guard is required to follow this route twice in his shift. We would then create 11 rosters and schedules for this route.



Roster	Point	Schedule for roster		
Roster 1	Point 1	6:00	6:10	
Roster 2	Point 2	6:50	7:00	
Roster 3	Point 3	7:50	8:00	
Roster 4	Point 4	8:20	8:30	
Roster 5	Point 5	9:00	9:10	
Roster 6	Point 1	10:00	10:10	
Roster 7	Point 2	10:50	11:00	
Roster 8	Point 3	11:50	12:00	
Roster 9	Point 4	12:20	12:30	
Roster 10	Point 5	13:00	13:10	
Roster 11	Point 1	14:00	14:10	Shift end



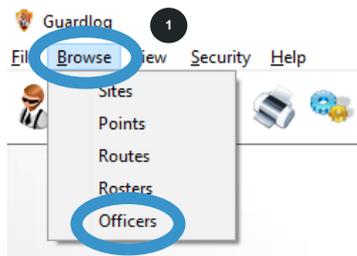
5.6 Creating an Officer (Optional)

Set up details for each officer that will guard various sites. Each Guard will need a Guard Tag.

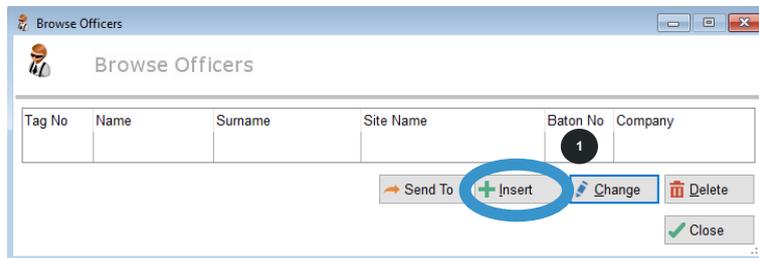


Setting up officers is optional: If you do not have more than one guard on duty at a time or you do not require to report which guard was on duty and tagging points, you do not have to set up officers. The guard/s will then not require a guard tag.

1. Open **Browse Menu** and click on **Officers**



1. Click on **Insert** button to create your 1st officer



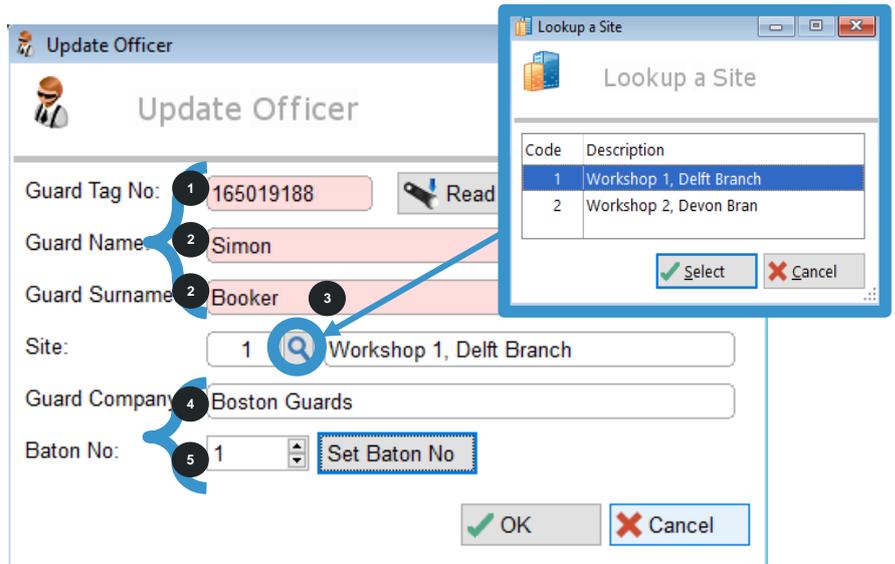
1. To create a **Guard tag number**, use the same method used to [add points](#)

2. **Type in Guard Name** and then **Guard Surname**

3. Select the **Site** the guard will be working at. Use the **search button** to view all **Sites**

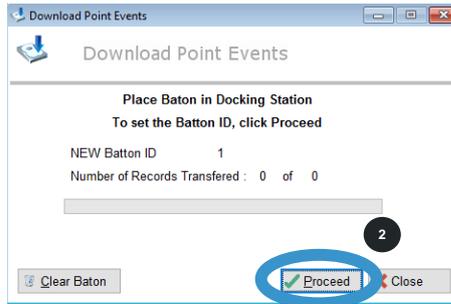
4. **Type the Company** the Guard is from

5. **Allocate** a number for the batton, **place** the batton **in the batton reader** and click on the **Set Baton No** button

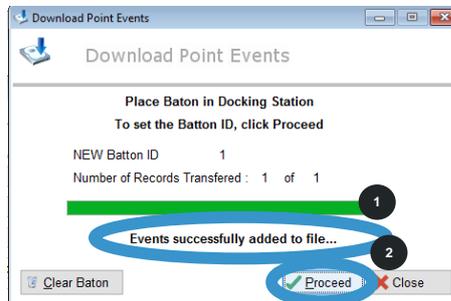




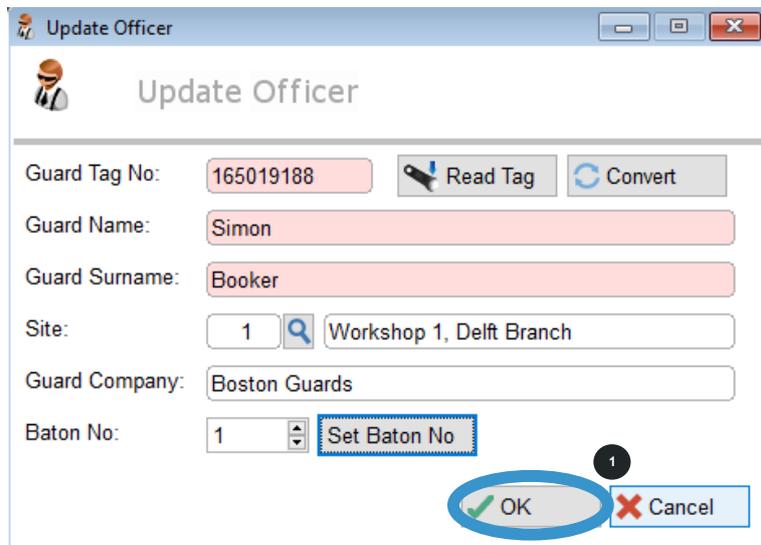
1. The **Download Point Events** window opens
2. Click on the **Proceed** button



1. Once baton successfully added following screen appears
2. Remove the baton from **Baton reader** and click on the **Proceed Button**

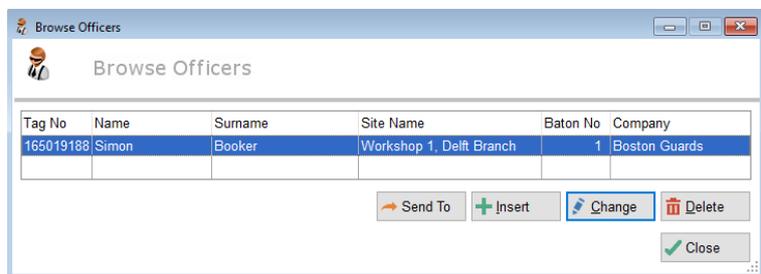


1. **Click the OK button**



You have successfully added your first guard officer and allocated a baton for them to use.

Create your remainder Officers.



If another officer is using the same baton you do not have to set the Baton again. Just set to the same **Baton No**

Tip: Add a keyring ID to each guard tag. Write the Guard's name on this ID tag and baton number they are set to use.





5.7 Testing that the Baton transfers patrol data

We will now complete a test run with the baton.

1. Tag the route tag that you will be following, on your baton. The baton light will change to red when reading a tag.
2. Tag the officer tag on your baton. The baton light will change to red when reading a tag.
3. Now tag the points of the selected route. The baton light will change to red when reading a tag.



1. Insert the baton into the docking station

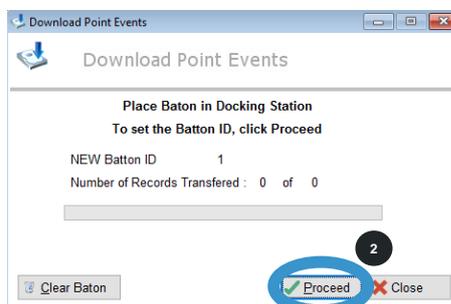


1. Select the **Option to read in batons data Icon**



1. The **Download Point Events** window opens

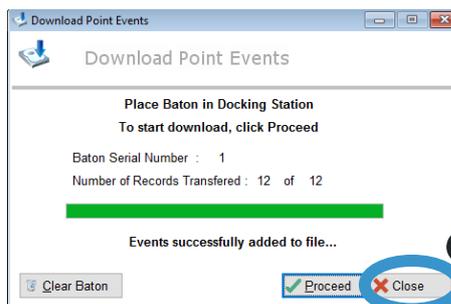
2. Click on the **Proceed button**



1. You will see a successfully added to file window

2. Click on the **Close button**

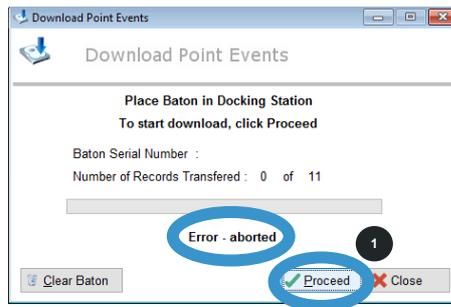
3. The baton will automatically clear data from the baton on successful download



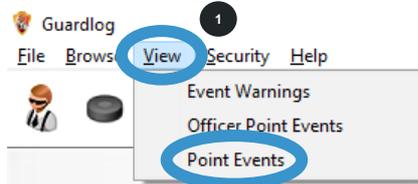
Clear Baton button is used if the baton has been used as a teaching tool and transactions recorded are not required for download to database. It will clear all transactions from the baton and not add to the database.



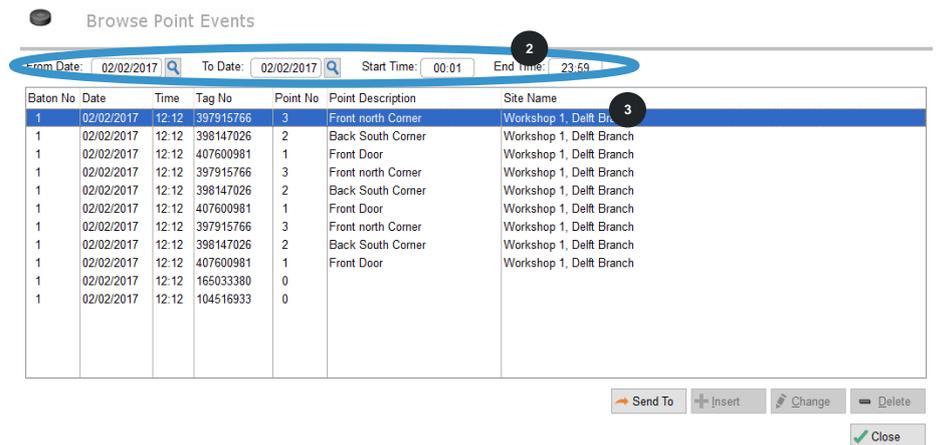
1. If an error occurs during download the following error will be seen. **Click on proceed button** to restart the download



1. To view the points data downloaded. Open **View Menu** click **Point Events**



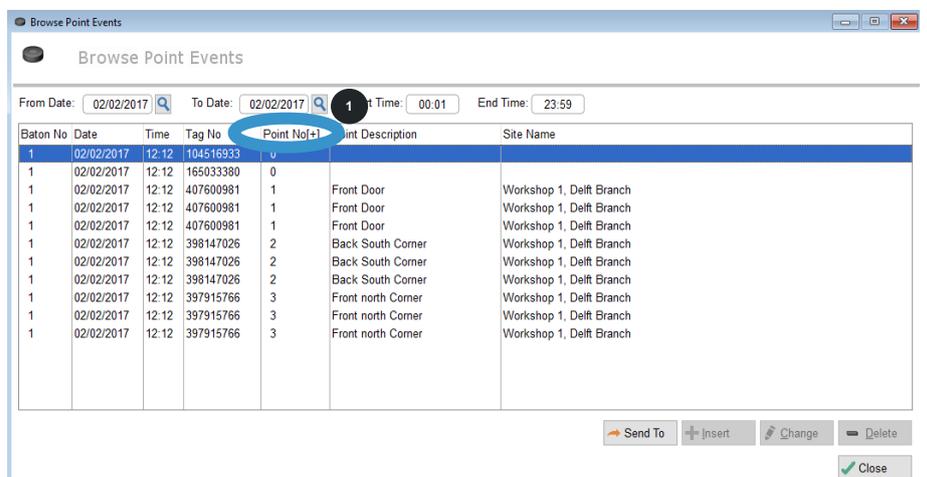
1. The **Browse Point Events** window opens



2. Check **dates from** and **to** are for today. Confirm **start** and **end** time is set to include the time you ran your test run.

3. The default sort for data is by the time points where tagged. Change the sort order by clicking on the column headings.

1. This view is sorted by Point number. the **+** indicates ascending order. If you click on the column heading again it will change to a **-** indicating descending order.



Notice the:
Send To button

It works on the same principles as seen in [5.2 Editing a Site](#)



5.8 Patrolling Sequence when using Routes and Rosters

The following steps are to be carried out before a Guard Officer starts his patrol.

1. First the guard officer tags the officer tag on the baton. The baton light will change to red on successful reading of tag.
2. Next the guard officer tags the route tag that will be followed, on the baton. The baton light will change to red on successful reading of tag.
3. Lastly the guard officer will tag each point on his round/s of the selected route. The baton light will change to red on successful reading of tag.



Note guards may tag route first and then officer tag this will not create an exception

It is good practice to download data from batons daily. A baton can retain data on 3000 transactions (tags). Once download of data from the baton is completed the data is automatically cleared from the baton.

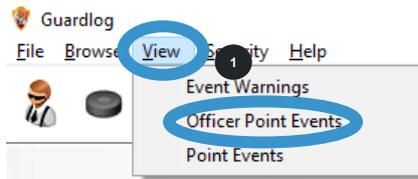


Chapter 6: Viewing Downloaded data

6.1 Viewing Officer Data

You can view data on guard officers. Such as date and time officer went on patrol. Select a date range to view data over multiple days. You can select to view all your Officers or just one officer.

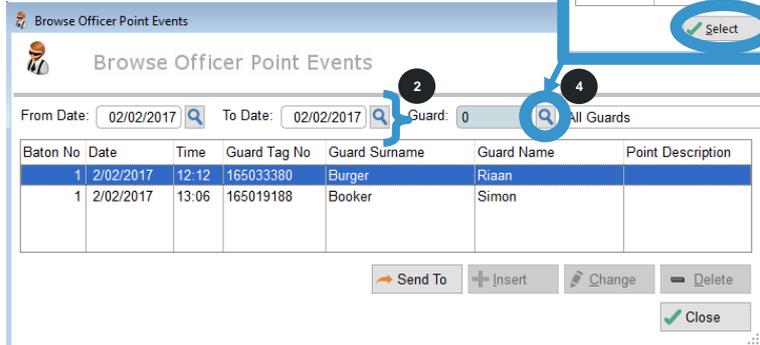
- To view **officer data**. Open **View Menu** click **Officer Point Events**



- OR Select the **Officer Icon**



- The **Browse Officer Point Events window** opens



- Set **dates from - to**
- The default sort for data is by the time the officers tagged in. Change the sort order by clicking on the column headings
- To only view entries for a specific officer **Click** on the **search button** to see a list of all officers.
- Click** on the **officer** you wish to view and **click** on **Select button**

Notice the: **Send To button**

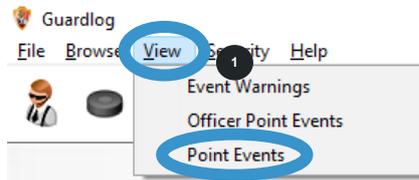
It works on the same principles as seen in [5.2 Editing a Site](#)



6.2 Viewing Point Data

You can view point data for each time the point was tagged. Such as date and time point was tagged. Select a date range to view data over multiple days.

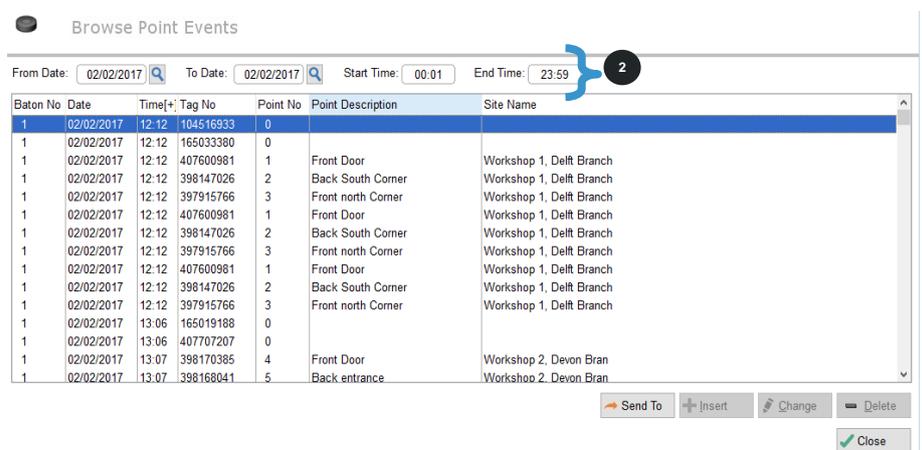
1. To view **point data**.
Open **View Menu**
click **Point Events**



1. OR Select the **Point Icon**



1. The **Browse Point Events window** opens
2. Set **dates from – to**
Set **time start - end**
3. The default sort for data is by the time the point was tagged. Change the sort order by clicking on the column headings



Notice the:
Send To button

It works on the same principles as seen in [5.2 Editing a Site](#)



6.3 Viewing Event Warnings

Event warnings report on any event that has not happened, happened before or after specified time or out of order.

Exceptions reported in Even Warnings:

Exception Event	Description
Early for Roster	Guard has tagged point earlier than indicated on the roster schedule.
Late for Roster	Guard has tagged point later than indicated on the roster schedule.
Event Outside Roster	Guard has tagged a point outside of the tagged route.
Less than Required Roster Events	Guard has not tagged point as often as referred to in the roster. Looks at events set up in roster schedule.
More than Required Roster Events	Guard has tagged point more than referred to in the roster. Looks at events set up in roster schedule.
No Roster Events Found	A complete route was not carried out by a guard.
No Daily Events Found	Created if no events for point found. Looks at events (visit count) set up when you created points.
Less than required Daily Events	Created if fewer events for point found than entered. Looks at events set up when creating points.
More than required Daily Events	Created if more events for point found than entered. Looks at events (visit count) set up when you created points.
Route not recorded	Officer started a route without tagging the route tag.
Officer not recorded	Officer started a route without tagging the officer tag.
Event out of sequence	Point tagged in different order as set up in the roster.



1. To view **Event Warnings**. Open **View Menu** click **Event Warnings**



1. OR Select the **Event Warnings Icon**



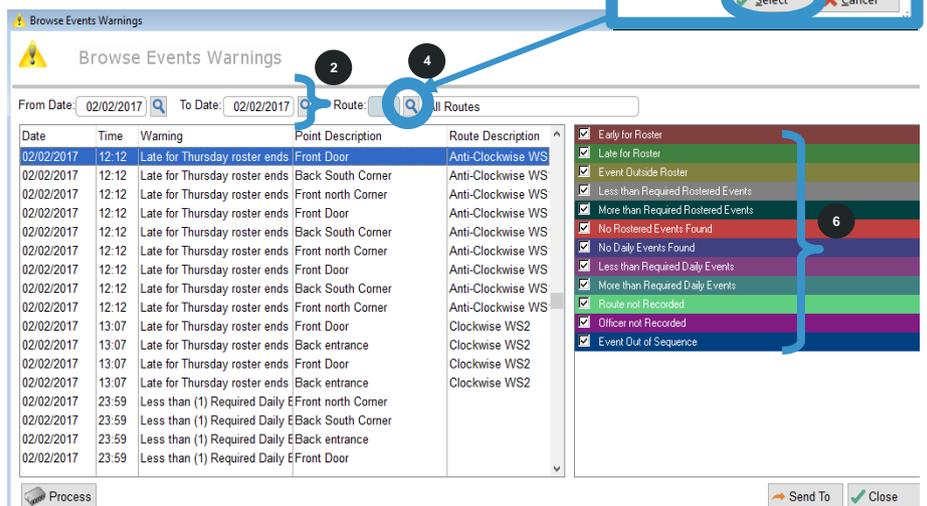
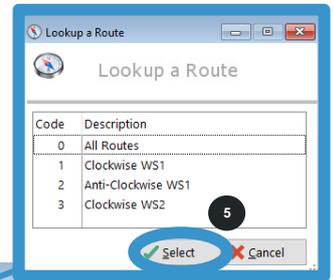
1. The **Browse Event Warning window** opens

2. Set **dates from – to**

3. The default sort for data is by the time the point was tagged. Change the sort order by clicking on the column headings

4. To only view entries for a specific **route** click on the **search button** to see a list of all routes.

5. **Click** on the **route** you wish to view and **click** on **Select button**



6. You can select which events you want to see by adding or removing the check mark for the various events

Notice the:
Send To button

It works on the same principles as seen in [5.2 Editing a Site](#)



Chapter 7: Guardlog Email Setup

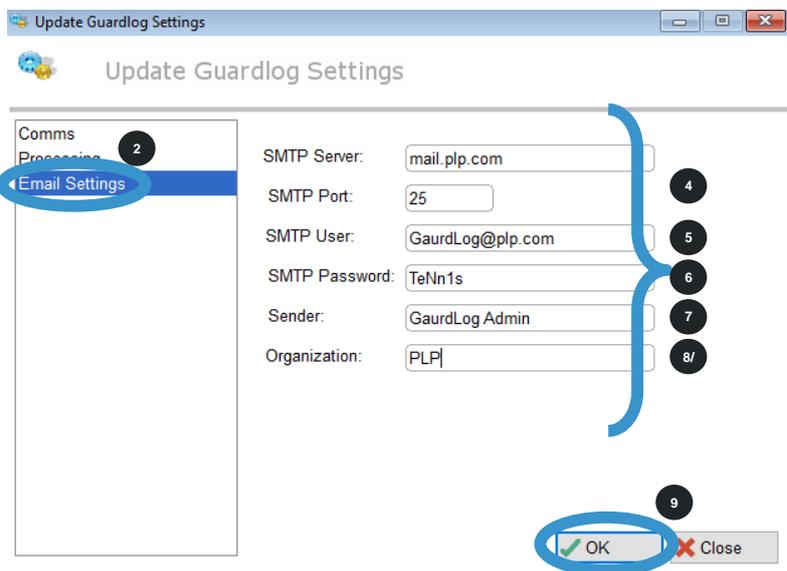
We will see in the next Chapter: **reports** that you can email reports from the Guardlog database. We will now look at setting up an Email address for Guardlog.

The Guardlog Email address can use an existing Email account on your mail server or you can request your IT deparent to create a dedicated Email address for Guardlog. In the example below we use a dedicated account for Guardlog.

1. Login to Guardlog
2. Select the **Settings Icon**



1. **Update Guardlog Settings** window opens
2. Select **Email Settings** tab
3. If you are unsure of the SMTP details, speak to your IT deparent



4. Type your **SMTP Server** name and **SMTP Port** number
5. **SMTP User** is the email address Guardlog will be sending from
6. **SMTP Password** is the password for the above email account

7. **Sender** is the default name you wish the sender to be viewed as
8. **Organization** is your company name
9. **Click on OK button**



Chapter 8: Reports

The Guardlog **System** offers the user a wide selection of reports.

Baton Report	Reports on a selected baton or all batons. The user is to select the date, time and baton for the report. This report will show each instance baton/s were tagged on a point including the date and time.
Point Warnings (Roster) Summary Report	Reports on every point. The user is to select the dates and time for the reporting period. This report will show each instance a point was tagged and report on guard, date, time, route recorded, guard recorded, out of sequence or point missed.
Point Activity Report	Reports on a selected site's points or all sites. The user is to select the date, time and site for the report. This report will show in two hourly intervals the number of times a point has been tagged in that interval over the selected dates.
Points Visited Report	Reports on a selected point or all points. The user is to select the date, time and point for the report. This report will show each instance point/s were tagged, by which baton including the date and time.
Site Activity Report	Reports on all site's points. The user is to select the dates and time for the reporting period. This report will show in two hourly intervals the number of points tagged in a site during the interval over the selected dates.
Supervisor Site Visit Report	Reports on officers tagged. The user is to select the dates and time for the reporting period. This report will show date and time and site officer tagged
Warnings (Daily) Report	Reports on events exceptions recorded for all site's points. This is the events (visit count) set when creating a point (how many tags in a day) and not events set in roster schedule (how many tags in the start to finish of the roster point). The user is to select date, time and exceptions for the reporting period. This report will show date, time and warning description for each exception.
Warnings (Roster) Report	Reports on events exceptions recorded for all site's points. This is the events set when creating events set in a roster schedule (how many tags in the start to finish of the roster point) and not a point (visit count) (how tags in a day). The user is to select date and exceptions for the reporting period. This report will show date, time and warning description for each exception.



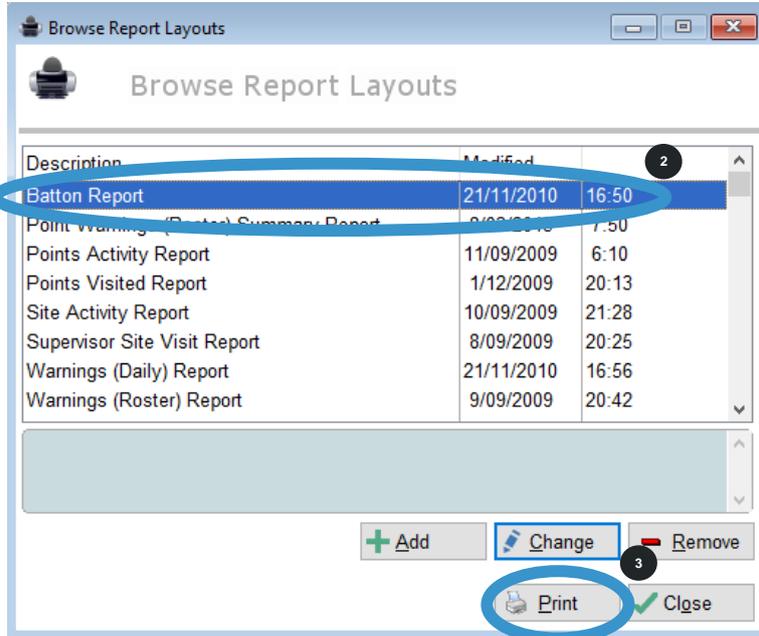
1. To view **Available Reports** Select the **Report Layouts Icon**



1. The **Browse Report Layouts** window opens

2. **Click** on the **report** you wish to view

3. **Click** on the **Print** button





8.1 Baton Report

Reports on a selected baton or all batons. The user is to select the date, time and baton for the report. This report will show each instance baton/s were tagged on a point including the date and time.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select the **baton number** you wish to report on, 0 reports on all battons
4. Select **dates** to report from and to
5. Set **time** to report from and to
6. **Click on Start button**
7. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A J611 series LandScape
 File (and screen) C:\ProgramData\Guardlog\Output.txt
 E-Mail
 Screen
 Excel
 Word

Batton Number: 0 To Time: 23:59

From Date: 02/02/2017
To Date: 02/02/2017
From Time: 00:01

Start Cancel

Report Preview

Batton Report
From Date: 02/02/2017 To Date: 03/02/2017
From Time: 00:01 To Time: 23:59 From Batton: 0 To Batton: 99

Description	Event Date	Event Time	Batton No
	02/02/2017	12:12	1
	03/02/2017	9:04	1
	02/02/2017	13:06	1
	03/02/2017	9:04	1
	02/02/2017	12:12	1
Front north Corner	02/02/2017	12:12	1
Front north Corner	02/02/2017	12:12	1
Front north Corner	02/02/2017	12:12	1
Back South Corner	02/02/2017	12:12	1
Back South Corner	02/02/2017	12:12	1
Back South Corner	02/02/2017	12:12	1
Back South Corner	02/02/2017	16:05	1
Back entrance	02/02/2017	13:07	1

Output. Currently Set To: Printer

Print Close



8.2 Point Warnings (Roster) Summary Report

Reports on every point. The user is to select the dates and time for the reporting period. This report will show each instance a point was tagged and report on guard, date, time, route recorded, guard recorded, out of sequence or point missed.

1. Notice the:
Send To options
2. They work on the same principles as seen in
[5.2 Editing a Site](#)
3. Select **dates** to report from and to
4. Set **time** to report from and to
5. **Click on Start button**
6. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A J611 series LandScape
 File (and screen); C:\ProgramData\Guardlog\Output.tx
 E-Mail
 Screen
 Excel
 Word

From Date: 02/02/2017
 To Date: 03/02/2017
 From Time: 00:01
 To Time: 23:59

Start Cancel

Report Preview

Point Warnings (Roster) Summary Report
 From Date: 02/02/2017 To Date: 03/02/2017
 From Time: 00:01 To Time: 23:59

Route Description	Point Description	Surname	Name	Date Recorded	Time Recorded	Route Not Recorded	Person Not Recorded	Out Of Window Time	Out Of Sequence	Missed Point
Clockwise WS1	Front Door	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	Yes
Clockwise WS1	Front Door	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	No
Clockwise WS1	Front Door	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	No
Clockwise WS2	Front Door	Booker	Simon	2/02/2017	13:07	No	No	Yes	No	No
Clockwise WS2	Front Door	Booker	Simon	2/02/2017	13:07	No	No	Yes	No	No
Anti-Clockwise W	Front Door	Booker	Simon	3/02/2017	09:04	No	No	Yes	No	No
Anti-Clockwise W	Front Door	Booker	Simon	3/02/2017	09:04	No	No	Yes	No	No
Clockwise WS1	Back South Corner	Burger	Riaan	2/02/2017	12:12	Yes	Yes	Yes	No	Yes
Clockwise WS1	Back South Corner	Burger	Riaan	2/02/2017	12:12	Yes	Yes	Yes	No	No
Clockwise WS1	Back South Corner	Burger	Riaan	2/02/2017	12:12	Yes	Yes	Yes	No	No
Clockwise WS1	Back South Corner	Burger	Riaan	2/02/2017	16:05	Yes	Yes	Yes	No	No
Clockwise WS1	Front north Corner	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	Yes
Clockwise WS1	Front north Corner	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	No
Clockwise WS1	Front north Corner	Burger	Riaan	2/02/2017	12:12	No	No	Yes	No	No
Clockwise WS2	Back entrance	Booker	Simon	2/02/2017	13:07	No	No	Yes	No	No
Clockwise WS2	Back entrance	Booker	Simon	2/02/2017	13:07	No	No	Yes	No	No
Anti-Clockwise W	Back entrance	Booker	Simon	3/02/2017	09:04	No	No	Yes	No	No

Output. Currently Set To: Printer

Print Close



8.3 Points Activity Report

Reports on a selected site's points or all sites. The user is to select the date, time and site for the report. This report will show in two hourly intervals the number of times a point has been tagged in that interval over the selected dates.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select the **site number** you wish to report on, 0 reports on all sites
4. Select **dates** to report from and to
5. Set **time** to report from and to
6. **Click on Start button**
7. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A J611 series LandScape
 File (and screen): C:\ProgramData\Guardlog\Output.txt
 E-Mail
 Screen
 Excel
 Word

Site No: 1 To Time: 23:59
From Date: 02/02/2017 To Date: 03/02/2017
From Time: 00:01

Start Cancel

Report Preview

Points Activity Report
From Date: 02/02/2017 To Date: 03/02/2017
From Time: 00:01 To Time: 23:59 From Site: 1 To Site: 1

Point Name	0-2	2-4	4-6	6-8	8-10	10-12	12-14	14-16	16-18	18-20	20-22	22-24
Back South Corner	0	0	0	0	0	0	3	0	1	0	0	0
Front Door	0	0	0	0	0	0	3	0	0	0	0	0
Front north Corner	0	0	0	0	0	0	3	0	0	0	0	0

Output. Currently Set To: Printer

Print Close



8.4 Points Visited Report

Reports on a selected point or all points. The user is to select the date, time and point for the report. This report will show each instance point/s were tagged, by which baton including the date and time.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select the **point number** you wish to report on, 0 reports on all points
4. Select **dates** to report from and to
5. Set **time** to report from and to
6. **Click on Start button**
7. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A J611 series LandScape

File (and screen) C:\ProgramData\Guardlog\Output.txt

E-Mail

Screen

Excel

Word

Point Number: 0 To Time: 23:59

From Date: 02/02/2017

To Date: 03/02/2017

From Time: 00:01

Start Cancel

Report Preview

Points Visited Report

From Date: 02/02/2017 To Date: 03/02/2017

From Time: 00:01 To Time: 23:59

From Point: 0 To Point: 999999

No & Description	Event Date	Event Time	Baton No
1 - Front Door	02/02/2017	12:12	1
1 - Front Door	02/02/2017	12:12	1
1 - Front Door	02/02/2017	12:12	1
2 - Back South Corner	02/02/2017	12:12	1
2 - Back South Corner	02/02/2017	12:12	1
2 - Back South Corner	02/02/2017	16:05	1
3 - Front north Corner	02/02/2017	12:12	1
3 - Front north Corner	02/02/2017	12:12	1
3 - Front north Corner	02/02/2017	12:12	1
4 - Front Door	02/02/2017	13:07	1
4 - Front Door	02/02/2017	13:07	1
4 - Front Door	03/02/2017	9:04	1
4 - Front Door	03/02/2017	9:04	1
5 - Back entrance	02/02/2017	13:07	1
5 - Back entrance	02/02/2017	13:07	1

Output. Currently Set To: Printer

Print Close



8.5 Site Activity Report

Reports on all site's points. The user is to select the dates and time for the reporting period. This report will show in two hourly intervals the number of points tagged in a site during the interval over the selected dates.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select **dates** to report from and to
4. Set **time** to report from and to
5. **Click on Start button**
6. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A J611 series LandScape

File (and screen) C:\ProgramData\Guardlog\Output.txt

E-Mail

Screen

Excel

Word

From Date: 02/02/2017

To Date: 03/02/2017

From Time: 00:01

To Time: 23:59

Start Cancel

Report Preview

Site Activity Report

From Date: 02/02/2017 To Date: 03/02/2017

From Time: 00:01 To Time: 23:59

Site Name	0-2	2-4	4-6	6-8	8-10	10-12	12-14	14-16	16-18	18-20	20-22	22-24
Workshop 1, Delft Branch	0	0	0	0	0	0	9	0	1	0	0	0
Workshop 2, Devon Bran	0	0	0	0	4	0	4	0	0	0	0	0

Output. Currently Set To: Printer

Print Close



8.6 Supervisor Site Visit Report

This report is a visit based report, which displays all visits at all Sites by a supervisor. The user is to select the dates and time for the reporting period. This report will show date and time and site officer tagged. In order for a 'Supervisor Visit' to appear in the report, the following requirements should be met.

- Point should be made a 'Supervisor Checkpoint' by checking the 'Supervisor Checkpoint' checkbox in the Point setup.
- A Supervisor Visit is made by first touching the Supervisors' Tag, and then the Checkpoints' Tag with the same Recorder.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select **dates** to report from and to
4. Set **time** to report from and to
5. **Click on Start button**
6. **Click on print button**

Report Options

Send to: Printer HP Deskjet 3050A.J611 series LandScape
 File (and screen) C:\ProgramData\Guardlog\Output.txt
 E-Mail
 Screen
 Excel
 Word

From Date: 02/02/2017
To Date: 03/02/2017
From Time: 00:01
To Time: 23:59

Start Cancel

Report Preview

Supervisor Site Visit Report
From Date: 02/02/2017 To Date: 03/02/2017
From Time: 00:01 To Time: 23:59

Surname & Name	Event Date	Event Time	Site
Booker, Simon	02/02/2017	13:06	Workshop 1, Delft
Booker, Simon	03/02/2017	9:04	Workshop 1, Delft
Burger, Riaan	02/02/2017	12:12	Workshop 1, Delft

Output. Currently Set To: Printer

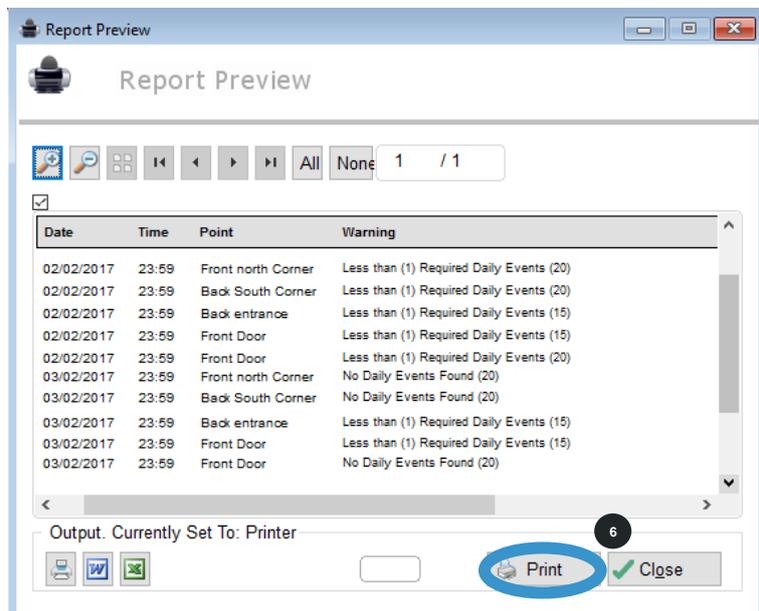
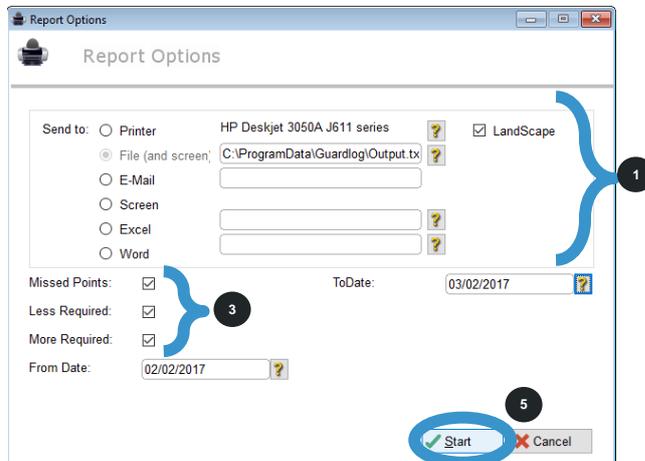
Print Close



8.7 Warnings (Daily) Report

Reports on events exceptions recorded for all site's points. This is the events (visit count) set when creating a point (how many tags in a day) and not events set in roster schedule (how many tags in the start to finish of the roster point). The user is to select date, time and exceptions for the reporting period. This report will show date, time and warning description for each exception.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select **exceptions** you wish to report on add a check mark to report on and remove to remove exception from report
4. Select **dates** to report from and to
5. **Click on Start button**
6. **Click on print button**

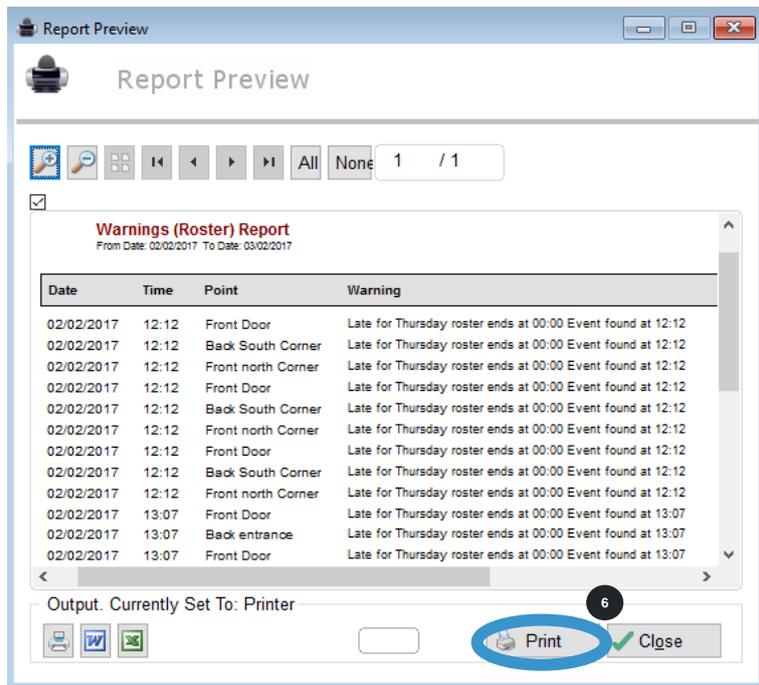
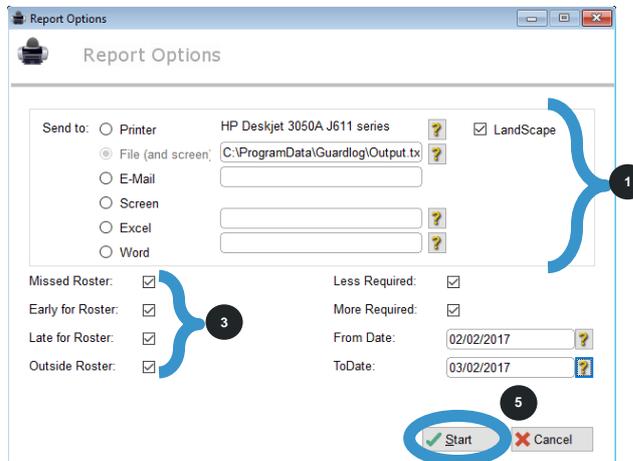




8.8 Warnings (Roster) Report

Reports on events exceptions recorded for all site's points. This is the events set when creating events set in a roster schedule (how many tags in the start to finish of the roster point) and not a point (visit count) (how tags in a day). The user is to select date and exceptions for the reporting period. This report will show date, time and warning description for each exception.

1. Notice the:
Send To options
2. They work on the same principles as seen in [5.2 Editing a Site](#)
3. Select **exceptions** you wish to report on add a check mark to report on and remove to remove exception from report
4. Select **dates** to report from and to
5. **Click on Start button**
6. **Click on print button**

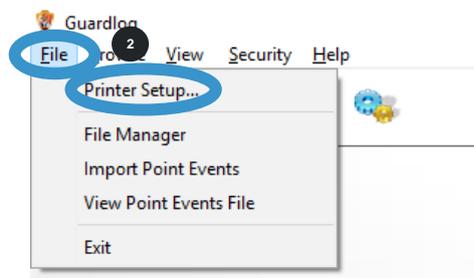




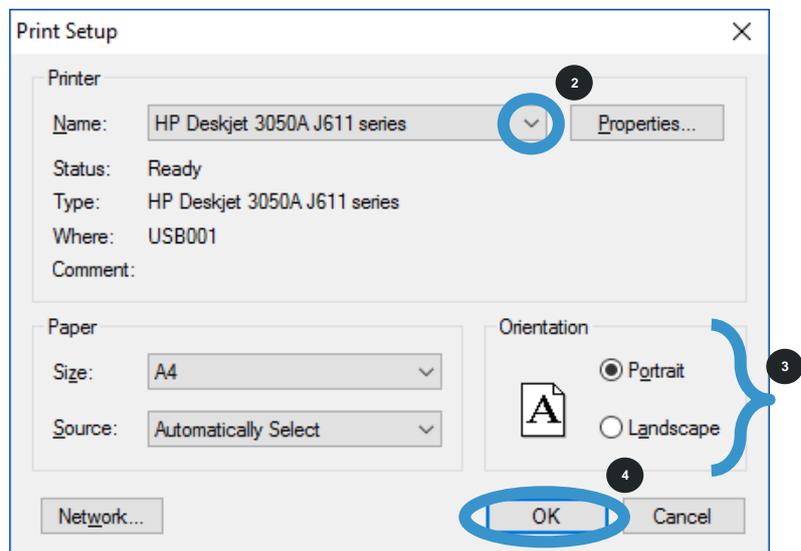
Chapter 9: Setting Up Default Printer

This is to setup the default printer that the Guardlog System will print to.

1. **Login** to Guardlog
2. Open **File Menu** and click on **Printer Setup**



1. **Printer Setup window** opens
2. **Click** on the drop down arrow next to printer name and you will view all installed printers on your computer. **Click** on the printer you want to be the default.
3. You can set paper settings here
4. **Click** on **OK** button



1. Note:
File Manager,
ImportPoint Events
View Point Events
File
are for technical suport to use

