

Question 1

Question 2

Question 3



SUBMIT

QR-PATROL USER GUIDE

Mobile Forms Management

- Do you want to give more detailed checkpoint instructions to your guards?
- Do you want them to answer a series of questions after they perform an action?
- Do your guards need to write even more detailed reports to send to the Monitoring Center?
- Do you want to keep all checkpoint-related information organized and in one place?

If the answer to at least one of these questions is yes, then you've come to the right place - our latest Mobile Forms feature will help your company achieve those goals!

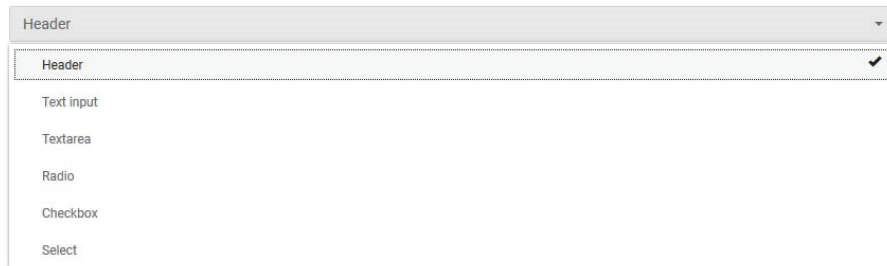
Mobile Forms can be used to send instructions to your employees, ask them questions, or even let them freely fill in any comments or information they want to share with the monitoring center!

First things first

You have total control over Forms creation, as they are fully customizable.


A Form can consist of **6 Element types**:

- 1** Header (Read only - can be used to name the form for instructions/tasks addressed to the guard, or other information the manager would like to add)
- 2** Text Input (Single-line input - can be used for short comments/information the employee would like to share with the Monitoring center)
- 3** Image (Read only - can be used to add an image for display purposes)
- 4** TextArea (Multi-line input - can be used by the employee for more detailed reporting)
- 5** Radio (Can be used for single choice selections)
- 6** Checkbox (Can be used for multiple choice selections)
Select (Dropdown list - can be used for single choice selections)



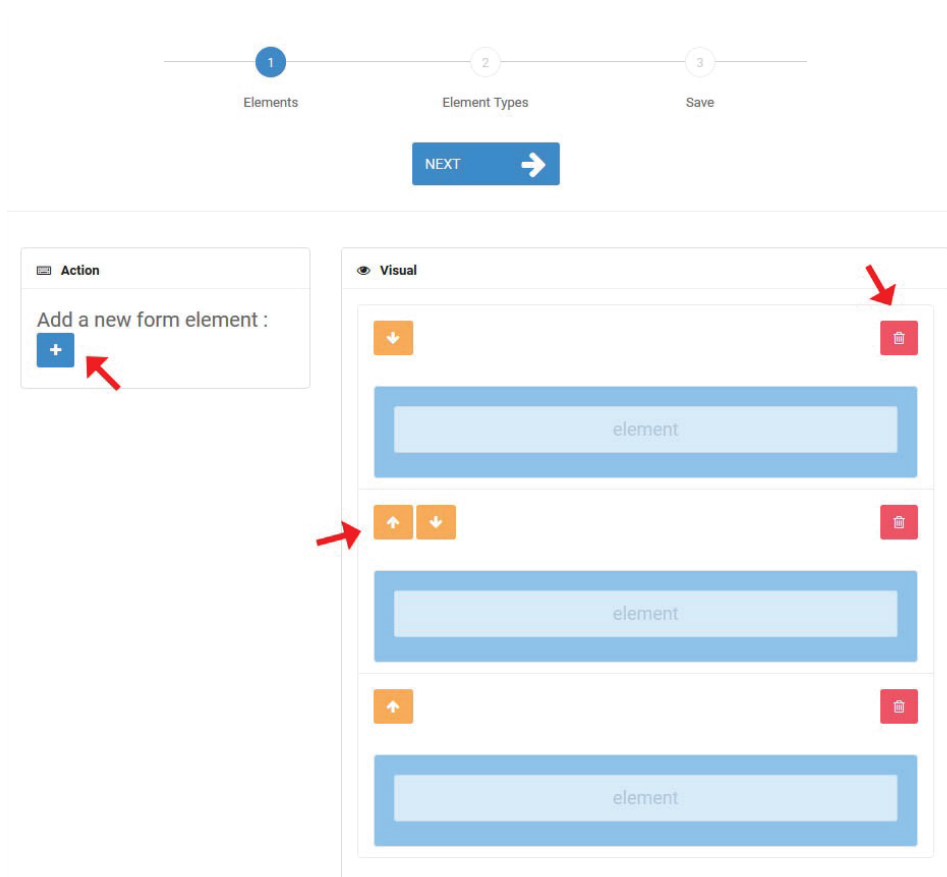
Adding a new form



Once you decide which **Form Element Types** you will include in your form, you can start setting it up by following the steps below:

- While on the Web Application, press Company  Mobile Forms
- Press on **+Add** button displayed on top left of the forms list; the system opens a new page to add a new form

STEP 1

Define number of Form Elements: On the first screen, you can add/delete Form Elements (i.e. lines) as per your requirement for the new form (under this step, you only define the number of form elements you would like to add – not their types); once ready, press “Next”

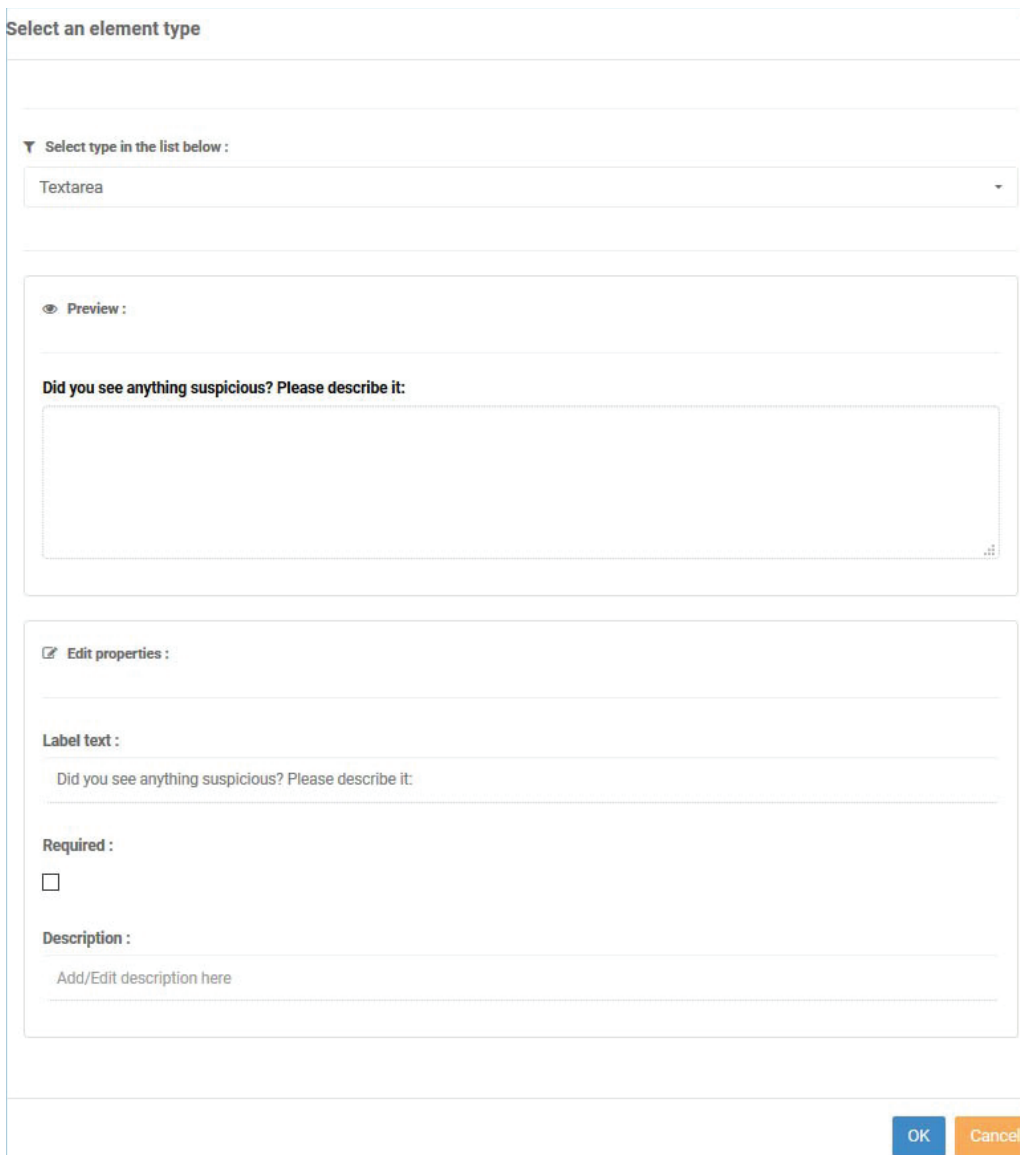


Note: In order to Add a Line, press the blue add button  on the left. In order to Delete a Line, press on the red delete button  on the right of each line.

In order to change Line Order, press on the orange up/down button   on the left of each line.

STEP 2

Define Form Elements Types: On the second screen, by clicking on a previously added Form Element (line), a pop-up window will appear where you can select the Element's type (see "First Things First!" section); after you select a type, more settings will appear under **"Edit Properties" section**, for you to edit and fully customize it!



Select an element type

Select type in the list below :

Textarea

Preview :

Did you see anything suspicious? Please describe it:

Did you see anything suspicious? Please describe it:

Edit properties :

Label text :

Did you see anything suspicious? Please describe it:

Required :

Description :

Add/Edit description here

OK Cancel

The following list presents the **available Properties per Element Type**:

- Header: “Header Text”, “Description”
- Text Input: “Label text”, “Placeholder”, “Required”, “Description”
- Image: “Choose file”
- TextArea: “Label text”, “Required”, “Description”
- Radio: “Add new radio”, “Edit/Remove radio”, “Label text” “Required”, “Description”
- Checkbox: “Label text”, “Required”, “Description”
- Select: “Add new options”, “Edit/Remove options”, “Label text”, “Required”, “Description”

Refer to the list below if you require further instructions for each Property:

| | |
|-------------------------------|---|
| Header Text/ Label Text | The title of the header/ label; can be used for short instructions/comments |
| Description | The description of the element; can be used for longer instructions/comments/information the manager would like the employee to know |
| Placeholder | Indicative temporal text on the input area; can be used to give instructions/notes to the Guard on how to substitute it with the actual input |
| Required | Should be checked if the field is mandatory |
| Add new radio/ options | Click to add a new radio (in case of Radio type)/ option (in case of a Select type) |
| Edit/Remove radio/ options | Click to remove a radio (in case of Radio type)/ option (in case of a Select type) |
| Choose File | Click to add an image from your computer |

Almost done! Press “Next”.

STEP 3

- **Preview and Save the Form:** On the final screen, you can see a preview of your new form

Note: Don't worry, if you don't like something you can always go back and change it!

- Add a Name for your form, by filling the respective field on the left and
- Finally, press "Save this Form"

1 Elements 2 Element Types 3 Save

← PREVIOUS

Action

Name this Form :

Building A Patrols

Save this Form

Final Step: Form Preview

Please turn on the lights

Did you see anything suspicious? Please describe it:

Is the door locked? *

Yes





















No

Assigning Checkpoints to your Form

Once you have created your form, you have to assign checkpoint(s) to it: this way the Form will appear to the Guards when scanning it, in order to fill-it!

You can assign checkpoints to a Form by following the steps below:

While on the Forms page, press on the “Assigned Checkpoints” button Under Actions column; the system opens a pop-up page with the Company’s checkpoints

| ID | Name | Enabled | Last Updated | Created | Actions |
|----|--------------------|---------|---------------------|---------------------|---|
| 1 | Building B Patrols | ✓ | 13-07-2017 13:58:03 | 12-06-2017 16:40:01 |     |
| 2 | Church Yard | ✓ | 12-07-2017 16:13:35 | 13-06-2017 13:52:02 |     |
| 3 | South Office | ✓ | 13-07-2017 09:21:14 | 13-07-2017 09:21:14 |     |
| 4 | Warehouse | ✓ | 13-07-2017 15:47:44 | 13-07-2017 15:47:44 |     |
| 5 | Building A Patrols | ✓ | 18-07-2017 12:29:46 | 18-07-2017 12:29:46 |     |

Select the checkpoint(s) of your choice by clicking on the target checkbox.

| Check Point | Check Point Name | Client | Site | Mobile Form |
|-------------------------------------|------------------|-----------------------|-------------|-------------|
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | 20224 | Spiros2 | 1st site | |
| <input type="checkbox"/> | 10610 | Sofia Pavlopoulou upd | terracom | |
| <input type="checkbox"/> | 40905 | Mroussou | MSite | |
| <input type="checkbox"/> | 56230 | Mroussou | MSite | |
| <input type="checkbox"/> | 54111 | | | |
| <input type="checkbox"/> | 30706 | | | |
| <input checked="" type="checkbox"/> | 30703 | | | |
| <input type="checkbox"/> | 9260 | | | |
| <input type="checkbox"/> | 10609 | Ilias Test Client | Base | |
| <input type="checkbox"/> | 36890 | | | |
| <input type="checkbox"/> | 46463 | Demo Client | Test Demo 2 | |

Press on “Save” button. Your Form has been fully set-up!

Now, every time a Guard scans some checkpoint assigned to a Form, the Form will appear for them to fill-it!

Allow the Guard to send a Mobile Form without physically scanning a checkpoint

If you want your Guards to send a Mobile Form without physically scanning a checkpoint, you can do so by following the steps mentioned below:

- Access your Guard's settings by navigating to menu "Company" >> "Guards"
- Select and edit the Guard of your interest
- Enable the "Fetch Client List" option

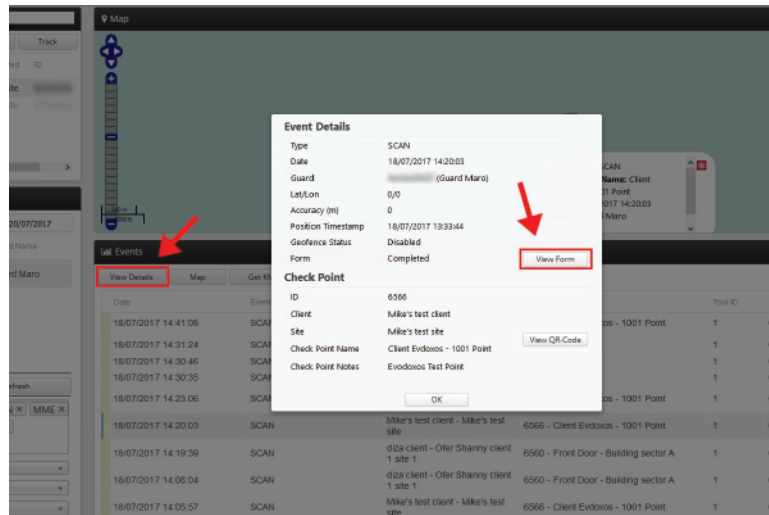
Your Guards will now be able to find and fill-in a form without physically scanning a checkpoint, by pressing the "Scan" button in their mobile application and choosing "Mobile Forms".

The image shows two side-by-side screenshots of a settings interface for a Guard. The left screenshot shows the 'Tracking' section with 'Enabled' checked, 'Check Interval' set to '30 Seconds', and 'Threshold' set to '30 Meters'. Below that is the 'Unsent Events Notifier' section with 'Enabled' checked and 'Check Interval' set to '5 Minutes'. The 'SOS Buttons' section is partially visible, with 'Expiration Alert' unchecked. The 'Fetch Client List' option is highlighted with a red box and labeled '(New Mobile App)'. Below this, 'Enabled' is checked. A red arrow points from the bottom of the red box towards the right screenshot. The right screenshot shows the 'Man Down' section with 'Enabled' checked and labeled '(Experimental)'. Below that is the 'Beacon Settings' section with 'Scan Mode' set to 'Manual', 'Auto Mode Interval' set to '1 Minute', 'Vibration On Event' checked, 'Sound On Event' checked, and 'Indoor Location' unchecked. At the bottom is the 'Virtual checkpoints scan' section with 'Scan Mode' set to 'Manual' and 'Auto Mode Interval' set to '1 Minute', both labeled '(New Mobile App)'.

View Forms Answers (Filled-out Forms)

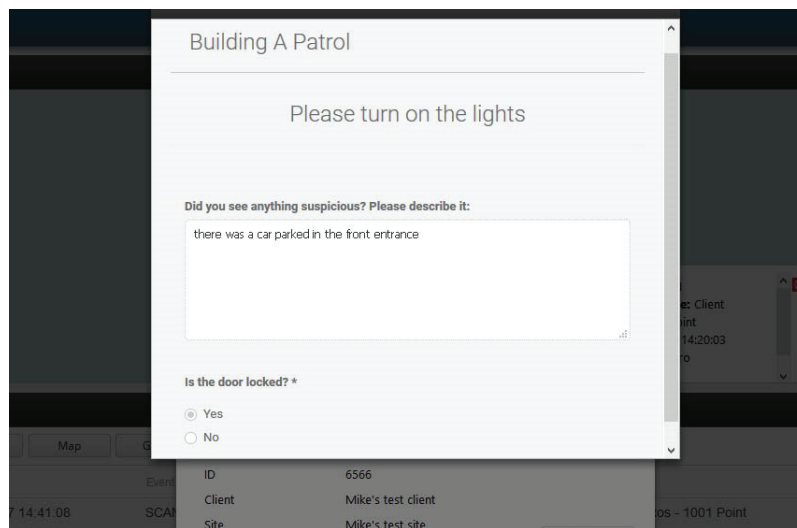
You can check the answered Forms on the Events Browser:

- Select the target Checkpoint Scan Event from the Events panel
- Press on "View Details" button, to open a pop-up screen with details about the target Scan Event



- Field "Form" will display one of the following values:
 - ✓ Completed (in such case, you can see the Guard's filled-in details by pressing on the "View Form" button)
 - ✓ Not Completed (if the Guard performed the checkpoint scan but skipped filling the Form)
 - ✓ Not Available (if the checkpoint is not associated to any Form)

You can now check the guard's reply in a pop-up window and proceed with your work



QR-Patrol

A powerful guard tour management solution



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