

QR-PATROL USER GUIDE

Schedules management



A guard tour system

Schedules

Schedules are the scheduled patrols (guard tours) assigned to each guard. A schedule is a predefined guard tour, which includes specific checkpoints that should be scanned between a specific time interval.

You can access the Schedules panel by clicking on the top Navigation Bar on "Routes" tab, and selecting "Schedules (New)" as shown on the right image.



Schedules

Day

Week

Month

List

On the upper left Schedules panel (Day, Week, Month), you have the option to choose the respective View for your Schedules. The default View is the Month view. You can also see a daily list of your Schedules, by pressing the List button.

*Draft/Past Schedules appear in grey color, whereas Activated Future Schedules appear in blue.

Monday	Tuesday
<ul style="list-style-type: none"> 07:45 mainwarehouse check 10:25 guard2 check 12:40 guard3 check 16:20 yard space check 19:30 secondary check 22:00 final verification 01:30 midnight check 04:50 final mainwarehouse check 	<ul style="list-style-type: none"> 07:50 guard1 check 10:30 guard2 check 12:40 guard3 check 16:40 yard space check 19:50 secondary check 22:00 mainwarehouse check 01:30 midnight check 04:50 final factory check
27	28

Add a schedule

To add a Schedule, press on the Add button available on the upper right Schedules panel.

You can now define a description (name) for this Schedule, one or more guards to accomplish it, as well as all the necessary checkpoints, time intervals and options regarding the route.



Loose Schedule

On a Loose Schedule, you don't specify the Scanning Time per Checkpoint, rather you define the Scanning Time Range for the whole Schedule.

- ✓ Check the Loose Schedule checkbox
- ✓ Select the Checkpoints that you wish to include, by clicking on the respective checkboxes
- ✓ If you wish to add the same checkpoint multiple times, double click on the "Occurrences" column and insert the value of your choice
- ✓ Finally, select the Time Range that you wish your schedule to last

13:00 - 13:30 Schedule

Description:

Guards:

Check Time Range: —

Check Points	ID	Occurrences	Check Point Name	Client	Site
<input type="checkbox"/>	1375	1	Checkpoint 1	Client 1	Warehouse
<input type="checkbox"/>	1376	1	Route 4	Client 4	Site 1
<input checked="" type="checkbox"/>	1377	1	Town route	Client 3	Store
<input checked="" type="checkbox"/>	1261	1	Short route	Client 3	Site 2
<input checked="" type="checkbox"/>	1321	1	Long time	Client 1	Yard
<input type="checkbox"/>	1425	1	Route 8	Client 3	Site 2
<input type="checkbox"/>	1427	1	Route 11	Client 4	Site 3

Options: Loose schedule Activated Alert by email

Repeat:

Strict Schedule

On a Strict Schedule, each Checkpoint has a specific Scanning Time Range.

- ✓ Select a Checkpoint that you wish to include, by clicking on the respective checkbox
- ✓ Select the scanning Time Range that you wish for, for the target checkpoint
- ✓ If you wish to add the same checkpoint multiple times, you can do this by selecting it and then pressing on the Copy button
- ✓ Repeat this process until you've added all the checkpoints that you want!

08:54 - 23:00 Schedule

Description:

Guards:

Check Time Range: -

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client
<input type="checkbox"/>	1375	Checkpoint 1	2015-08-19 16:50:00		Client 1
<input type="checkbox"/>	1376	Route 4	2015-08-19 17:42:00	140	Client 4
<input checked="" type="checkbox"/>	1377	Town route	2015-08-20 19:34:00		Client 3
<input type="checkbox"/>	1261	Short route	2015-08-20 08:54:00	70	Client 3
<input type="checkbox"/>	1321	Long time	2015-08-20 12:30:00	20	Client 1
<input type="checkbox"/>	1425	Route 8	2015-08-23 09:14:00		Client 3
<input type="checkbox"/>	1427	Route 11	2015-08-24 17:40:00		Client 4

Options: Loose schedule Activated Alert by email

Repeat:

13:00 - 13:30 Schedule

Description:

Guards:

Check Time Range: -

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client
<input type="checkbox"/>	1375	Checkpoint 1	2015-08-19 16:50:00		Client 1
<input type="checkbox"/>	1376	Route 4	2015-08-19 17:42:00		Client 4
<input type="checkbox"/>	1377	Town route	2015-08-20 19:34:00		Client 3
<input type="checkbox"/>	1261	Short route	2015-08-20 08:54:00		Client 3
<input type="checkbox"/>	1321	Long time	2015-08-20 12:30:00		Client 1
<input type="checkbox"/>	1425	Route 8	2015-08-23 09:14:00		Client 3
<input type="checkbox"/>	1427	Route 11	2015-08-24 17:40:00		Client 4

Options: Loose schedule Activated Alert by email

Repeat:

Fill in the rest information so as to complete your Schedule

Check to receive email alerts for problematic patrols for this Schedule

Select how often you wish your Schedule to be repeated and when you wish those recurrences to stop!

Repeat

Daily Every Day(s) No end date

Weekly Every WorkDay After Occurrences

Monthly End by

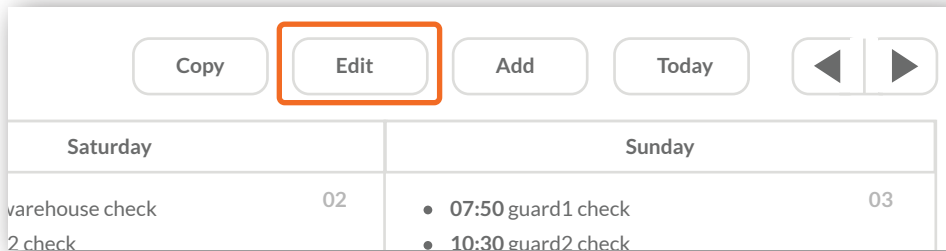
Yearly

Finally press on Save button!

To save your Schedule as draft, leave Activated checkbox un-checked.
To activate your Schedule, check the Activated checkbox.
Activated Schedules cannot be altered afterwards!

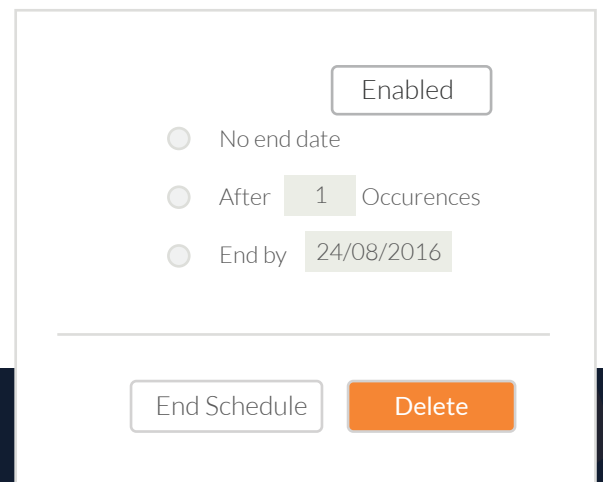
Edit schedule

To Edit a Schedule, click on it and press on the Edit button, available on the upper right Schedules panel.



For Non-Activated Schedules, you can make any amendment you wish. For Activated Schedules, you have 2 options:

- ✓ End Schedule: The Schedule won't occur again
- ✓ Delete Schedule: The Schedule won't occur again, and all past occurrences will be removed



Login to QR-Patrol web application

followmystaff.com

Copy schedule

To Copy a Schedule, click on it and press on the Copy button, available on the upper right Schedules panel. The pop-up page displays a copy of the target schedule, in order to edit it as you wish.



13:00 - 13:30 Schedule

Description

Guards

Check Time Range —

Check Points

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client
<input checked="" type="checkbox"/>	1375	Checkpoint 1	2015-08-19 16:50:00		Client 1
<input checked="" type="checkbox"/>	1376	Route 4	2015-08-19 17:42:00		Client 4
<input type="checkbox"/>	1377	Town route	2015-08-20 19:34:00		Client 3
<input type="checkbox"/>	1261	Short route	2015-08-20 08:54:00		Client 3
<input checked="" type="checkbox"/>	1321	Long time	2015-08-20 12:30:00		Client 1
<input type="checkbox"/>	1425	Route 8	2015-08-23 09:14:00		Client 3
<input type="checkbox"/>	1427	Route 11	2015-08-24 17:40:00		Client 4

Options Loose schedule Activated Alert by email

Repeat

Daily
 Weekly
 Monthly
 Yearly

Every Day(s)
 Every WorkDay

No end date
 After Occurrences
 End by

The Activated checkbox is always un-checked to Copied Schedules, so make sure you check it if you wish to activate your new (copied) Schedule!

*Copy function is especially useful for making changes to Activated Schedules: Copy the target Schedule, perform any desired updates (make sure you press on Activated checkbox after you are done with all the changes!) and Save it! Don't forget to also End the Old Schedule!

Resources

Video presentation



Brochures

[QR-Patrol | Your Guards online](#) [View](#)

[QR-Patrol | A guard tour system](#) [View](#)

[User Guide | Mobile application](#) [View](#)

Other resources

Useful links			
QR-Patrol	<input checked="" type="checkbox"/>	FAQ	<input checked="" type="checkbox"/>
Free test	<input checked="" type="checkbox"/>	Blog	<input checked="" type="checkbox"/>

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www.qrpatrol.com