

QR-PATROL USER GUIDE

Web application



A guard tour system

A LITTLE BIT ABOUT QR-PATROL

Q R-Patrol is an innovative guard tour monitoring system which helps security companies manage their guards and officers remotely in real-time and get full control over the guard tours accomplished in any location worldwide.

“ *Safety is a small investment
for a rich future.* **”**

Q R-Patrol guard tour system relieves officers from daily time consuming processes such as filling paper reports and making repetitive phone calls to the Monitoring Center that provoke confusion and misunderstandings. The whole procedure is defined by strict guidelines and simple actions to take. Guards and officers can quickly send incidents reports, implement patrols and any other guard service by taking advantage of the last innovations in technology.

“ *Prepare and prevent
Don't repair and repent.* **”**

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Introduction

QR-Patrol is a real time guard monitoring system which skyrockets the efficiency of security companies and offers them the ability to upgrade their security services via cloud infrastructure and smartphone technology.



Mobile - smartphone technology use



Real-time email notifications



Cloud infrastructure - minimum cost required



Instant activities' reports and history logs



GPS position tracking

START QR-PATROL

First of all, download the mobile application from the App store or Android Market:



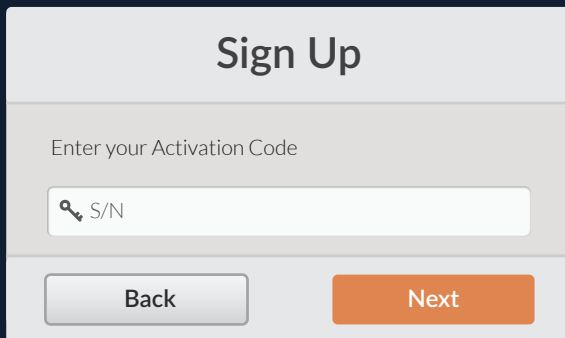
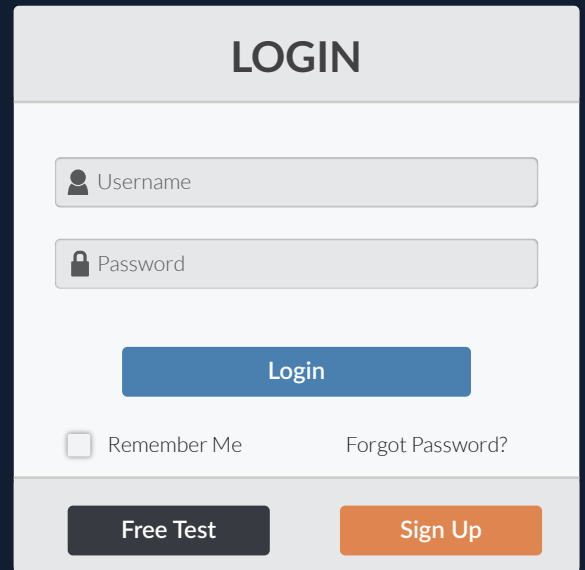
Secondly, connect to the web application, launching <https://followmystaff.com>. At the screen appearing you have some options to choose in order to login to the system, sign up or simply use the demo version. Please follow the instructions on the next page.

Login / Register

Launching <https://followmystaff.com>, a login screen appears asking for a Username and the Password of the user.

In case you would like to make a Demo use of QR-Patrol system, simply click on the “Free Test” button and you will be immediately logged in the web application as a demo user.

In case you have received an activation code for QR-Patrol activation, click on the “Sign Up” button at the bottom right of the Login screen.



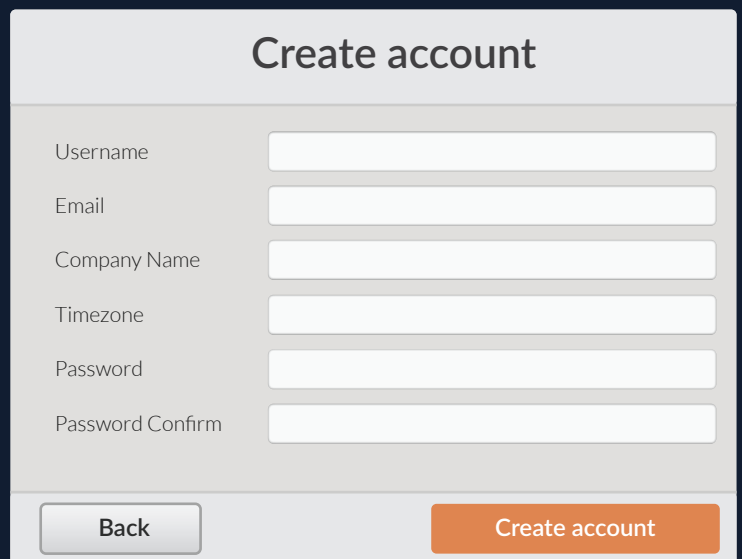
On the Sign Up screen, simply type the Serial Activation Code you have received and click on Next button.

The Activation Code will have been sent to you by an automatic e-mail from QR-Patrol a few minutes after you have completed an order of a QR-Patrol monthly or yearly plan on the online shop (<http://www.qrpatrol.com/pricing>)

On the next screen, you can create your own account in the QR-Patrol web application.

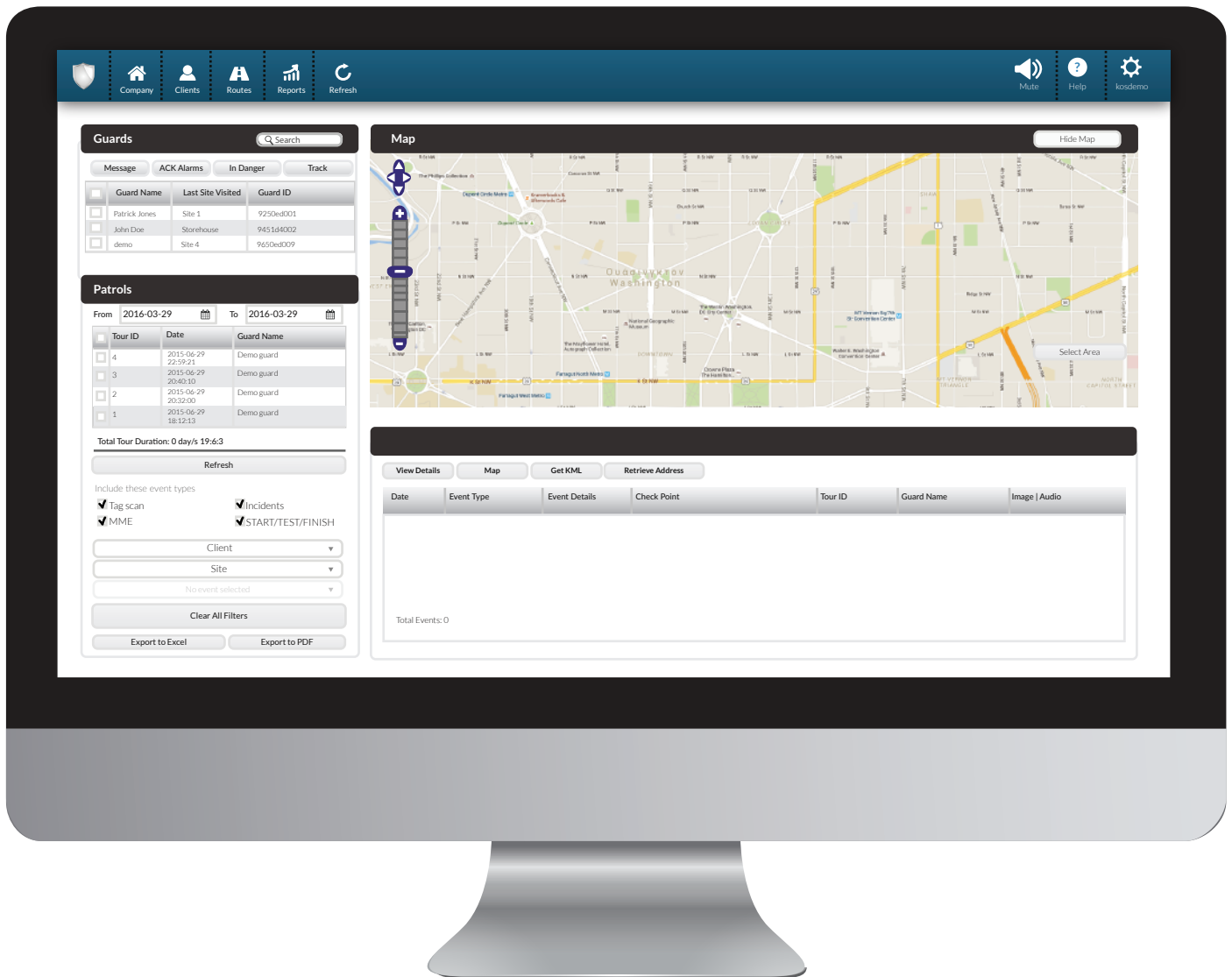
Fill in the form with all of your data (username, email, company, timezone) and choose a secure password for your login to the system.

After filling in the form, click on “Create Account” and you will be ready to use QR-Patrol application by typing the credentials you just chose.



Dashboard

Logging into the web application, you can now access the full functionality of QR-Patrol. The central screen of the application consists of all the necessary information and actions in order to immediately manage patrols and guard tours and gain full control over your officers' activities.



At the top you can see the main toolbar of the application, with the following options:

- ✓ Company, which includes all info about the company (clients, branch offices, users, etc.)
- ✓ Clients, which includes all the clients of the company.
- ✓ Routes, where you can organize and schedule routes.
- ✓ Reports, where you can export advanced filtered reports.

Dashboard

The dashboard interface includes a top navigation bar with icons for Company, Clients, Routes, Reports, and Refresh. A search bar is located in the top right corner. The main content area is divided into several sections:

- Guards (3):** A table listing guard information with columns for Guard Name, Last Site visited, and ID. The table contains three entries: John Doe (Site 1, ID 8100400035), Patrick Watson (Storehouse, ID 8700400032), and Demo guard (Site 4, ID demo).
- Tours (4):** A section for managing tours with filters for From and To dates (both set to 2016-04-24). It includes a table with columns for Patrol ID, Date, and Guard Name, showing four patrol records for Patrick Watson. Below the table are options to refresh, filter by event types (Tag scan, MME, Incidents, START/TEST/FINISH), and export data to Excel or PDF.
- Map (5):** A map view showing the geographical location of the selected guard(s). A red circle highlights a specific area on the map, and a 'Select Area' button is visible.
- Events (6):** A section for viewing event details, with tabs for View Details, Map, Get KML, and Retrieve Address. It features a table with columns for Date, Event Type, Event Details, Checkpoint, Tour ID, Guard name, and Image | Audio. The total number of events is currently 0.

Basic Navigation Bar

1

Navigate through all the basic options of QR-Patrol web application such as Company, Clients, Routes and Reports.

Help / Settings options

2

Change the language of QR-Patrol application (English, Spanish, Italiano, Greek, Russian, German, Portuguese) and login settings.

Guards section

3

Select guard(s) in order to view all available patrols or make a specific action (track guard, send message, mute, etc.)

Tours section

4

View all tours for the selected guard(s) by selecting dates, client, site and export data to excel or PDF format.

Map

5

Monitor all guards' activities on the map and select a specific circle area in order to see all guard's activities in this area.

Events section

6

For submitted events, you can see more details such as event location, photos, voice recordings, notes or signature of the guard.

Company Info

To start with the web application, click on “Company” button in the Basic Navigation Bar. A drop down of choices appears.

- ✓ Events Browser
- ✓ Company Info
- ✓ Branch Offices
- ✓ Users
- ✓ Guards
- ✓ Check Points
- ✓ Incidents
- ✓ Custom Maps



Company Name

| Details | |
|----------------|-----|
| Branch Offices | 2 |
| Clients | 12 |
| Client Sites | 13 |
| Users | 1 |
| Guard ID | 7 |
| Routes | 132 |

| Licenses | |
|-----------------|-------------|
| Expiration Date | 17 Feb 2035 |
| Patrol Licenses | 10 |
| PTT Licenses | 7 |

| Company Info | |
|--------------|-------------------|
| Edit Cancel | |
| Name | Company |
| Address | 221 B Bakers St. |
| Address 2 | 123456789 |
| Phone | 0045 4235 1247856 |
| City | London |
| Country | United Kingdom |
| State | n/a |
| ZIP | 12345 |
| TimeZone | GMT +02:00 |

By choosing the Company Information Panel, you can see some basic information and details concerning your security company. Select “Edit” option in order to change the basic info about your company.

Branch offices

You can access your company's branch offices panel by clicking on the top left "Company" tab and select "Branch Offices" as shown on the right.



You will be prompted to the following screen:

| Branch Offices | | | | | |
|----------------|-------------|-------|---------|--------------|--------|
| Name | Description | Users | Clients | Check Points | Guards |
| London | Root Branch | 6 | 3 | 7 | 8 |
| Main Office | Sub Branch | 5 | 3 | 5 | 4 |

The panel is composed by a light blue toolbar of actions (Add Branch, Edit, Manage, Remove and Search) and a list of your security company's branch offices.

Add a branch

By clicking "Add branch" a new page (as shown right) will appear.

Fill-in the details for the new Branch and press on the button Confirm. After completing the addition, the newly created Branch office should appear in the list of Branch offices.

| | | | |
|-------------|----------------------|---------|---|
| Name | <input type="text"/> | | |
| Description | <input type="text"/> | | |
| Phone | <input type="text"/> | Phone 2 | <input type="text"/> |
| Address | <input type="text"/> | | |
| Address 2 | <input type="text"/> | | |
| City | <input type="text"/> | Country | <input type="button" value="Greece"/> |
| ZIP | <input type="text"/> | State | <input type="button" value="Select an option"/> |

Branch offices

Edit a branch

To edit a Branch office, select one from the list of your company's Branch offices and click on "Edit"; a new page appears, containing 5 panels:

- Details (general data for the Branch)
- Users (list of Users assigned to this Branch)
- Clients (list of Clients assigned to this Branch)
- Check points (list of Check points assigned to this Branch)
- Guards (list of Guards assigned to this Branch)

You are able to edit the data under "Details" panel, as well as manage the list of associated Users/Clients/ Checkpoints/Guards.

Details

Name

Description

Phone Phone 2

Address

Address 2

City Country

ZIP State

Clients

| Name | User Name |
|---------|-----------|
| Mike | jack34 |
| Fay | fay_ter |
| Clayton | clay_rt |

Users

| Full Name | User Name |
|-----------|-----------|
| Mike | Owens |
| John | Doe |
| Melissa | May |
| Richard | Brandon |

Checkpoints

| ID | Name | Client | Site |
|------|--------|--------|-----------|
| 6037 | check1 | Mike | Store |
| 6042 | check3 | Mike | Warehouse |
| 6044 | check4 | Fay | Store 3 |

Guards

| Guard Name | Guard ID |
|------------|------------|
| Guard 1 | 1150700065 |
| Guard 4 | 1150700061 |
| Guard 5 | 1150700071 |

For Example: Click on the Gear icon available on the Clients panel. A new page will appear (as shown below) containing:

- ✓ A list of assigned Clients (upper panel)
- ✓ A list of available Clients (bottom panel)

Assign a Client to the Branch by simply clicking on the respective checkbox. By pressing the plus button the Client appears in the list of the assigned Clients. In the same way, you can remove Clients from the list of assigned Clients by simply clicking on the Client checkbox and clicking on the minus button.

Clients

| <input type="checkbox"/> | Name | Username | Email | Phone | Phone 2 | Receive Email Alerts | Login Enabled |
|-------------------------------------|---------|----------|---------------------|---------|----------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | | | | | | | |
| <input checked="" type="checkbox"/> | Client1 | cl_1 | 2015-08-19 16:50:00 | 123456 | Client 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Client3 | cl_3 | 2015-08-19 17:42:00 | 1223445 | Client 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Client4 | cl_4 | 2015-08-20 19:34:00 | 1784545 | Client 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Client6 | cl_6 | 2015-08-20 08:54:00 | 1234567 | Client 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Client7 | cl_7 | 2015-08-20 12:30:00 | 546845 | Client 1 | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Client8 | cl_8 | 2015-08-23 09:14:00 | 471578 | Client 3 | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Client9 | cl_9 | 2015-08-24 17:40:00 | 1245789 | Client 4 | | <input checked="" type="checkbox"/> |

Assigned Clients

↑
↓

| <input type="checkbox"/> | Name | Username | Branch Office | Email | Phone | Phone 2 | Receive Email Alerts | Login Enabled |
|-------------------------------------|------|----------|---------------|---------------|---------|---------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | | | | | | | | |
| <input checked="" type="checkbox"/> | Mike | mike_2 | Branch 42 | mike@mike.com | 1234567 | 1453632 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |


In the same way, you can manage the list of associated Users/ Checkpoints/Guards.

Clients can login with their own credentials and monitor (only) the actions of the Guards that have taken place to their own sites!

****NOTE**

Client site assignment


To assign a client site to the selected branch office you have to:

- ✓ Select one of the available client sites from the list
Note: The grey arrow pointing up should have turned green 
- ✓ Click on the green arrow button

Notice that the client site disappeared from the list of available client sites and appeared in the list of assigned client sites.

Remove an assigned site

To remove an assigned client site from the selected branch office you have to:

- ✓ Select one of the assigned client sites from the list.
Note: The grey arrow pointing down should have turned blue 
- ✓ Click on the blue arrow button.

Notice that the client site disappeared from the list of assigned client sites and appeared in the list of available client sites.

Remove Branches

To remove a branch office you have to firstly select one from the list of your company's branch offices.

After selecting from the list, you can click on "Remove", which in turn will bring up a confirmation popup dialog. By confirming to delete, the branch office shall disappear from the list of branch offices

Are you sure you want to delete this branch?

Cancel

Confirm

Users

Users are the people assigned to receive guards' SOS alerts and Route report e-mails from the system. You can access the Users panel by clicking on the top left "Company" tab and select "Users", as shown on the right screen.



Login to QR-Patrol web application

followmystaff.com

| Users | | | | | |
|-----------|-----------|-----------------|------------|----------------------|--------|
| Name | Username | E-mail | Phone | Receive Email alerts | Active |
| User 1 | user_162 | j.fish@ads.com | 697xxxxxxx | ✓ | |
| Main User | user_148 | j.doe@user.com | 123456789 | ✓ | ✓ |
| User 2 | user_446 | security@asd.de | 6977xxxxxx | | ✓ |
| User 2 | user_1458 | mysec@afq.it | 6977xxxxxx | ✓ | ✓ |

You can see the list of the users in your web application and all the data available for each user. You can now add a new user, edit an existing user or remove one. For quick data access, you can search for a user from the search bar on the top right of the actions bar.

Add a new user

By clicking “Add new user” a new page (as shown on the right screen) will come up, with the following sections:

- ✓ Details (General Information)
- ✓ Login (Manage Login for this user)
- ✓ Settings (Personalize the User Login)
- ✓ Branch Offices (list of available/associated Branches to this User)

Details

Name

Surname

Phone Phone 2

Address

City Country

ZIP State

Email

Receive Email Alerts

Settings

Role

Language

Date Format

Branch Offices

| <input type="checkbox"/> Branch Office | Description |
|--|----------------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Branch 1 | This is a root branch |
| <input type="checkbox"/> Second Branch | A brief sample description |

Note: Users are able to login with their own credentials and have respective view of the system based on the Company Branches they are associated with!

****NOTE**

Login

Username

Password

Enable Login

Edit User

To edit a User, you shall select one from the list of your company’s Users. Click on “Edit”, which in turn will bring up a new page as displayed on the left screen. You can now edit any of the fields displayed. By confirming the changes, they shall be reflected in the list of Users.

Remove User

To remove a User you shall select one from the list of your Users.

After selecting from the list, you can click on “Remove”, which in turn will bring up a confirmation popup. By clicking on Confirm button, the User will disappear from the list of Users.

Guards

Guards are the people assigned to accomplish-guard tours and patrols. You can access the Guards panel by clicking on the top left “Company” tab and select “Guards” as shown on the right.



| Guards | | | | | | | | | |
|-----------------------------|------------|---------------|-----|--------|-----|---------------|----------------|----------|------------|
| Guard ID | Guard Name | Branch Office | Pin | Patrol | PTT | Last latitude | Last longitude | Accuracy | Contact |
| 22a0e000a6 | test | 002 | | | | | | | |
| 45a0e000d1 | Guard 1 | 007 | | ✓ | | 39.62717 | 20.28887 | 1000 | 2016-03-08 |
| 96a0e000b3 | Guard 2 | 004 | | ✓ | ✓ | 0 | 0 | 0 | |
| 49a0e000c4 | Guard 3 | | | ✓ | | 39.62744 | 20.88281 | 29 | 2016-03-09 |
| 77a0e000a1 | Guard 4 | | | ✓ | ✓ | 39.62712 | 20.88245 | 38 | 2016-03-05 |
| 22a0e000d5 | Guard 5 | 009 | | ✓ | ✓ | 39.62145 | 20.87248 | 31 | 2016-03-05 |
| 78a0e000b4 | Guard 6 | | | ✓ | | 39.62248 | 20.88235 | 11 | 2016-03-05 |
| 80a0e000c1 | Guard 7 | | | ✓ | | 0 | 0 | 0 | |
| Total Persons: 7 | | | | | | | | | |
| Patrol Licenses: 7/7 | | | | | | | | | |
| PTT Licenses: 2/7 | | | | | | | | | |

You can see the list of the guards assigned to the system and all the necessary data about them. You can click on Edit in order to edit the info of a guard. On the bottom, you can be informed of your account details and the active licenses of your QR-Patrol subscription plan. (You can also see about PTT Licenses. For more information about QR-PTT push to talk over IP application, [click here](#)).

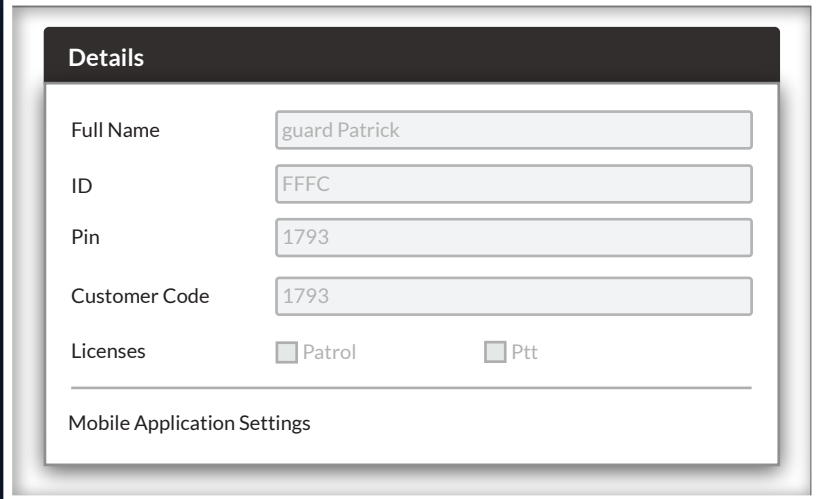
Edit Guard

To edit a Guard, you shall select one from the list of your company's Guards. Click on "Edit", which in turn will bring up a popup dialog displaying on the right.

You can now edit:

- ✓ The Guard's details
- ✓ The Mobile App settings

By confirming the changes, they shall reflect in the list of Guards.

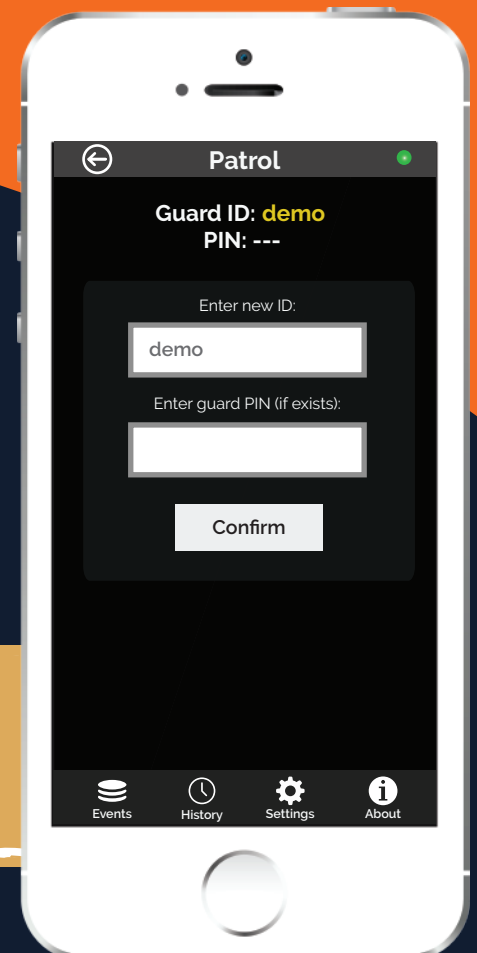


The screenshot shows a 'Details' popup dialog with the following fields and options:

| | |
|---------------|--|
| Full Name | guard Patrick |
| ID | FFFC |
| Pin | 1793 |
| Customer Code | 1793 |
| Licenses | <input type="checkbox"/> Patrol <input type="checkbox"/> Ptt |

Below the form is a section for 'Mobile Application Settings'.

In the mobile application, the default account is the demo account. So, in order to use the application with your own guard accounts, press the orange button (Change Guard ID) and a screen is coming up as shown on the right screen. Type your unique guard ID and PIN (if a PIN has been chosen in the "Guards" section in the web application - see above image) and press "Accept" to confirm.



The above process is especially useful when the same mobile device will be used by many Guards. (Each guard will have to switch to his own credentials)

Edit Guard

Details

| | |
|--------------|---|
| Full Name | <input type="text" value="Guard 42"/> |
| ID | <input type="text" value="9050e600d4"/> |
| PIN | <input type="text" value="1 minute"/> |
| ARC Guard ID | <input type="text" value="1 minute"/> |
| Licenses | <input checked="" type="checkbox"/> QR-Patrol <input checked="" type="checkbox"/> Ptt |

Mobile Application Settings

| | |
|-------------------------------|--|
| Location | |
| Accuracy | <input type="text" value="50"/> |
| Watch timeout | <input type="text" value="1 minute"/> |
| Check Interval | <input type="text" value="1 minute"/> |
| Tracking | |
| Enabled | <input checked="" type="checkbox"/> |
| Check Interval | <input type="text" value="1 minute"/> |
| Unsent Events Notifier | |
| Enabled | <input type="checkbox"/> |
| Check Interval | <input type="text" value="5 minutes"/> |

Branch Office

Click here to select a branch!

Emergency Settings

| | |
|---------|----------------------|
| Phone 1 | <input type="text"/> |
| Phone 2 | <input type="text"/> |
| Phone 3 | <input type="text"/> |

Map

Enabled

Man Down (Experimental)

Enabled

Beacon settings

| | |
|----------------|--|
| Scan Mode | <input type="text" value="Disabled"/> |
| Check Interval | <input type="text" value="5 minutes"/> |

In the mobile application, the default account is the demo account. So, in order to use the application with your own guard accounts, press the orange button (Change Guard ID) and a pop up is coming up as shown on the right screen. Type your unique guard ID and PIN (if a PIN has been chosen in the "Guards" section in the web application - see above image) and press "Accept" to confirm.

Checkpoints

Checkpoints are QR-code or NFC tags which are placed in specific locations on buildings and assets in order to enable remote management and monitoring. You can access the Checkpoints panel by clicking on the top left “Company” tab and select “Checkpoints”, as shown on the right.



Checkpoints

| Check Points | | | | | | |
|--------------|---------------------|--------------------|------------|------------------|--------|-------------------------------|
| ID | Check Point Code | Client-Site | Branch | Check Point Name | Locked | Check Point Notes |
| 16829 | 08cfc856-7024000-11 | Client1: House | Central | Back door | | Check window at right |
| 16826 | 08cfc856-7024000-11 | Client1: House | 2nd branch | Back door | ✓ | Check window at right |
| 16827 | 08da16e4-f30f000-11 | Client1: Mainstore | Sub 1 | Front door | | Checked locked door |
| 16822 | 08fb3e95-1ac4000-11 | Client2: Airport | Branch 3 | Front Entrance | ✓ | Check all windows |
| 16824 | 091ec188-ab37000-11 | Client2: Station | Branch 4 | Corridor | | Check all lights and turn off |

By clicking on Checkpoints, the above screen appears. You can now view the ID of each checkpoint, the Check Point Code, the site on which it has been assigned to and a name/description of the Check Point (e.g. Back door) as well as some notes regarding the specific checkpoint, which will appear on the mobile application at the time a guard scans this checkpoint.

The attribute “locked” means that the checkpoint cannot be assigned to another site via the mobile QR-Patrol application and it has to be unlocked so as the assignment will take place.

View QR-code

By clicking on “View QR-code” a new popup dialog (as shown on the right) shall come up. You can now check the QR-code and all the information about it.

You can also scan the QR-code if you run QR-Patrol mobile application, save the QR-code as a PNG image file on your computer or print it.



*Don't print frequently,
think of the environment!*

Edit a checkpoint

| | | | |
|---|--|------------------|--------------------------|
| Check Point Code | 282b258e-b81b001-44db234-81c44-61888f24e5b2-fb4238ad | | |
| Check Point Name | Front door | | |
| Client Point Notes (Max Length 256 characters) | Check the front entrance | | |
| Branch Office | Branch Office 1 | | |
| Assign | Client: CRI | Site: CRI HQ | |
| Lock | <input type="checkbox"/> | | |
| Latitude | 10000 | Longitude | 10000 |
| Geofence Radius | 31 | Geofence Enabled | <input type="checkbox"/> |
| Cancel | | Confirm | |

Select a Branch Office

Choose a client to see the available sites.

Insert latitude and longitude parameters

Notes to the guard when he scans the check point.

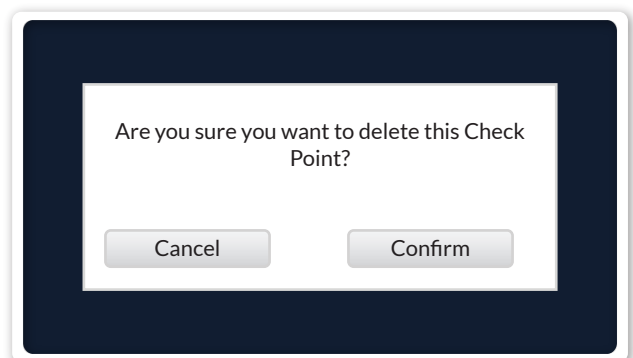
Select the site to which you want to assign the check point.

Enable geofence functionality

Remove Checkpoint

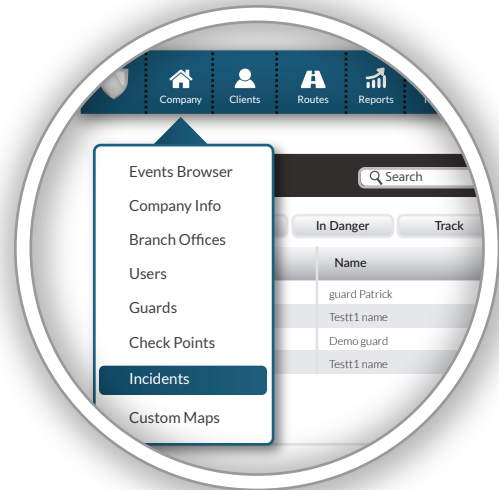
To remove a Checkpoint select one from the list and click on “Remove”.

If the Check Point cannot be removed, then it is assigned on a schedule route and you should firstly remove it from the schedule.



Incidents

Incidents are specific facts that bear a high level of importance and are the cornerstone of every guard tour. You can access your company's Incidents panel by clicking on the top left "Company" tab and select "Incidents" as shown on the right image.



Incidents panel

Depending on your company's needs and the assets you have to manage, you can add new incidents and edit or remove the existing ones.

| Incidents | |
|---------------|------|
| Incident | Code |
| Broken door | 1 |
| Door unlocked | 2 |
| Lights On | 3 |
| Broken window | 4 |
| Opened window | 5 |

The panel is composed by a toolbar of actions and a list of your security company's Incidents. This list is being sent to each mobile device connected with a guard ID of your company account. Any changes to this list are also sent to each of your guard IDs.

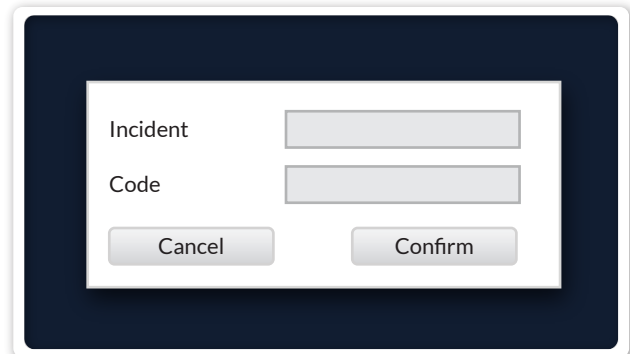
Add an Incident

By clicking “Add Incident” a new popup dialog (as shown on the right) shall come up.

You have to provide:

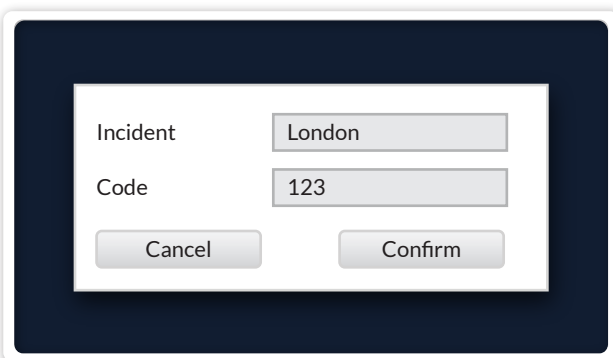
- A unique name for the new Incident
- A unique code for the new Incident

After filling in the fields, the newly created Incident shall appear in the list of Incidents.



A screenshot of a dark-themed popup dialog for adding a new incident. It contains two text input fields. The first is labeled 'Incident' and the second is labeled 'Code'. Below the input fields are two buttons: 'Cancel' on the left and 'Confirm' on the right.

Edit an Incident



A screenshot of a dark-themed popup dialog for editing an existing incident. The 'Incident' field is pre-filled with the text 'London' and the 'Code' field is pre-filled with '123'. Below the input fields are two buttons: 'Cancel' on the left and 'Confirm' on the right.

To edit an Incident you have to first select one from the list of your company’s Incidents.

After selecting from the list, you can click on “Edit” and a popup dialog similar to the one of adding an Incident shall come up:

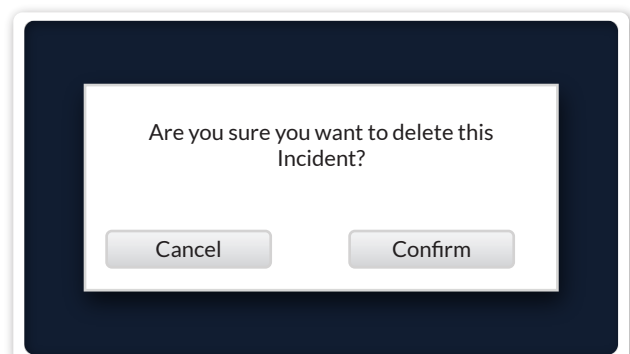
Likewise adding an Incident you can edit:

- The name of an existing Incident
- The code of an existing Incident

Delete an incident

To remove an Incident you have to select one from the list of your company’s Incidents.

After selecting from the list, you can click on “Remove”, which in turn will bring up a confirmation popup dialog. By clicking on Confirm button, the Incident shall disappear from the list of Incidents.



A screenshot of a dark-themed confirmation popup dialog. The text inside asks, 'Are you sure you want to delete this Incident?'. Below the text are two buttons: 'Cancel' on the left and 'Confirm' on the right.

Clients

Clients are all the customers of a company which own the specific buildings and assets in which the checkpoints are placed and the guard tours are executed. You can access the Clients' List panel by clicking on the top Navigation Bar on "Clients" tab and select "Clients List", as shown on the right.



Subscribe to a monthly QR-Patrol plan

View Plans

| Clients | | | | |
|----------|---------------------|-----------|--------------------------|-------------------|
| Name | Address | Phone | Incident Report by Email | Email |
| Client 1 | Shaftesbury Avenue | 124567 | ✓ | user@company.com |
| Client 1 | Shaftesbury Avenue | 123456789 | ✓ | user@company.com |
| Client 2 | Ioannina 15, Greece | 123456 | ✓ | j.doe@user.com |
| Client 3 | St. Lewis, London | 1234567 | ✓ | mike@mycompany.eu |

You can see a list of all of your clients' details and whether they receive Incident reports via e-mail. You can add a new client, edit, remove or search existing clients and see a full list of details about each client by clicking on Details.

Add a client

By clicking “Add client” a new dialog (as shown below) will come up. You can add information like:

- All basic contact information (Name, Phone, Address, ZIP, Country, Language, etc.)
- An e-mail to receive Incident Reports
- Credentials in order to gain access to QR-Patrol client interface and monitor guard events on your sites.
- Manage client sites. (Add, Edit, Remove sites and manage Checkpoints).
- Export Sites to an excel file.

By clicking on the “Confirm” button, the new Client shall appear in the list of Clients.

The screenshot shows the 'Add Client' dialog box with the following sections and fields:

- Details:** Name, Surname, Phone, Phone 2, Address, City, ZIP, Email, Incident Report by Email (checkbox), Additional Recipients (text field with placeholder 'Seperate Values with comma (,)'), ARC Client ID.
- Language and Country:** Language (English (General us...)), Country (n/a), State (n/a).
- Branch Office:** Central Branch Office (dropdown menu).
- Login Credentials:** Enable Login (checkbox), Username (text field), Password Change (button).

Handwritten annotations in orange:

- 'Complete all basic info' with an arrow pointing to the Name and Surname fields.
- 'Click here to select a branch!' with an arrow pointing to the Branch Office dropdown.
- 'Fill in an e-mail to send Incidents Report' with an arrow pointing to the Email field.
- 'Allow access to clients via a web interface' with an arrow pointing to the Enable Login checkbox.

By clicking “Add”, a new client will be added. Click on the New client and then click on Edit button or just double click on the client. A new dialogue box will come up with all the necessary edit options and a new Sites tab.

You can now add your first site for the selected client by simply clicking on “Add” button on the sites tab.

Add a client site

In the “Add Client Site” Panel, you can:

- ✓ Add a client site
- ✓ Edit a client site
- ✓ Manage Check Points
- ✓ Remove a client site
- ✓ Export client sites to an excel sheet

On the Client sites panel, click on “Add”. A pop up window appears with all the basic information to add for the new site.

Add client site

| | | | |
|-------------|----------------------|---------|----------------------------------|
| Name | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| City | <input type="text"/> | Country | <input type="text" value="n/a"/> |
| ZIP | <input type="text"/> | State | <input type="text" value="n/a"/> |
| Code | <input type="text"/> | | |
| Description | <input type="text"/> | | |

Having added a client site, it will appear in the list. You can then select the site and edit it, remove it from the list or Manage the Check Points of the specific site.


Manage Checkpoints

You can manage the checkpoints of the site you choose, by selecting Manage Check Points on the Add / Edit Client section. A new screen appears consisting of two separate fields:

Assigned checkpoints, meaning the checkpoints that have been already assigned to the current site.

Available checkpoints, meaning all the checkpoints that are available in order to be assigned to a specific site.



Assign a checkpoint to the site by simply clicking on it (in the list of the available checkpoints.)

Immediately it turns yellow. By pressing the plus button  the checkpoint appears in the list of the assigned checkpoints. In the same way, you can remove checkpoints from the list of assigned checkpoints by simply clicking on the checkpoint and clicking on the minus button.

In any case, click on the Confirm button to confirm your action or Cancel if you do not wish to change the assigned checkpoints.

Checkpoints of Site

| Assigned Checkpoints | | | |
|--------------------------|------|--------------------------|--------|
| <input type="checkbox"/> | ID | Checkpoint Name | Type |
| <input type="checkbox"/> | 6560 | Checkpoint west entrance | qrcode |

| Available Checkpoints | | | | |
|-------------------------------------|------|-----------------------------|-----------------------|--------|
| <input type="checkbox"/> | ID | Check Point Name | Assigned Client Sites | Type |
| <input type="checkbox"/> | 6560 | checkpoint in west entrance | Site 1 | nfc |
| <input checked="" type="checkbox"/> | 6561 | my own checkpoint | Site 2 | qrcode |
| <input type="checkbox"/> | 6562 | i am a checkpoint | Site 2 - Store | nfc |
| <input type="checkbox"/> | 6563 | i am a demo checkpoint | Site 4 | qrcode |
| <input type="checkbox"/> | 6564 | checkpoint site 24 - north | Site 24 - entrance | qrcode |

You can search for specific checkpoints by using the search field.



Edit Client Site

To edit one of your clients sites you have to select one from the list of the sites you have added.

Clicking on “Edit” will bring up a popup similar to the one of adding a new client site.

You can now edit all basic information like Name, Phone, Address,

Remove Client Site

To remove one of your client sites you have to select one from the list of your client sites.

After selecting from the list, you can click on “Remove”, which in turn will bring up a confirmation popup window. By confirming the action, the selected client site shall disappear from the list of your client’s sites.

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View Plans

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 |

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: Schedule

Guards: Choose a Guard

Check Time Range: 25/07/2016 13:30 - 25/07/2016 14:30

| <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: Disabled

Buttons: Save, Cancel, Delete

13:00 - 13:30 Schedule

Description: Schedule

Guards: Choose a Guard

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: Disabled

Buttons: Save, Cancel, Delete

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: Enabled

Daily
 Weekly
 Monthly
 Yearly

Every 1 Day(s)
 Every WorkDay

No end date
 After 1 Occurrences
 End by 24/08/2016

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!

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: —

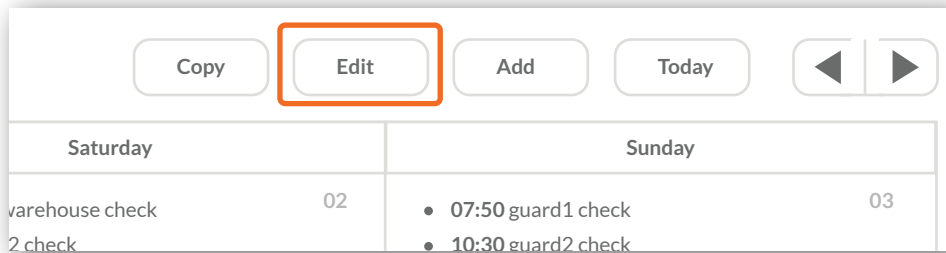
| Check Points | ID | Occurrences | Check Point Name | Client | Site |
|-------------------------------------|------|-------------|------------------|----------|-----------|
| <input type="checkbox"/> | 1375 | 1 | Checkpoint 1 | Client 1 | Warehouse |
| <input type="checkbox"/> | 1376 | 1 | Route 4 | 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:

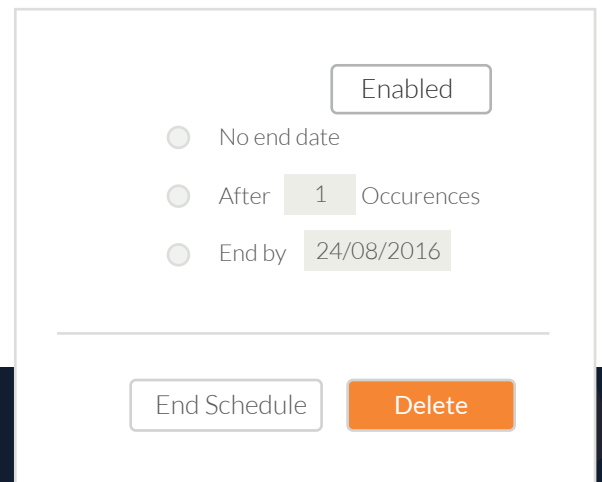
Edit schedule

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



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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 Occurences
 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!

Schedules Report

You can access the Schedules Report panel by clicking on the top toolbar “Reports” and select “Schedule Report” as shown on the image.



Schedules

From To Show only routes with missed checkpoints

| ID | Description | Starts | Ends | Created | Recurring | Loose | Problematic |
|------|-------------|---------------------|---------------------|---------------------|-----------|-------|-------------|
| 1375 | Route 1 | 2016-08-19 16:50:00 | 2016-08-19 17:15:00 | 2015-08-17 17:23:00 | Daily | ✓ | X |
| 1376 | Route 4 | 2016-08-19 17:42:00 | 2016-08-19 17:58:00 | 2015-08-17 13:26:00 | No | ✓ | X |
| 1377 | Town route | 2016-08-20 19:34:00 | 2016-08-20 19:48:00 | 2015-08-18 19:34:00 | No | ✓ | X |
| 1261 | Short route | 2016-08-20 08:54:00 | 2016-08-20 09:27:00 | 2015-08-19 18:14:00 | Daily | ✓ | X |
| 1321 | Long time | 2016-08-20 12:30:00 | 2016-08-20 12:50:00 | 2015-08-19 14:20:00 | Daily | ✓ | X |
| 1425 | Route 8 | 2016-08-23 09:14:00 | 2016-08-23 09:42:00 | 2015-08-19 18:27:00 | No | ✓ | X |
| 1427 | Route 11 | 2016-08-24 17:40:00 | 2016-08-24 17:59:00 | 2015-08-21 14:29:00 | No | ✓ | X |

You can check all schedules by selecting the appropriate time range and click on Refresh button. You can also see routes with missed checkpoints by selecting the specific box. To generate schedules report, you have to firstly select the date range.

For each schedules, click on the “Show Details” button, which will bring front a panel containing details of the selected schedule.

Client Events Report

It is a report containing all the events regarding a specific client for a given date range. (MME, incidents, checkpoint scans)

You can access the Clients Events Report panel by clicking on the top toolbar "Reports" and "Client Events Report" as shown below:



Specify the date range of the report

Select the client for whom the report is generated

Client events report

From To

Client

Include events from these client sites

| Site | Code | Address |
|-------------------------------------|--------|--|
| <input checked="" type="checkbox"/> | Missed | 2015-07-13 19:41:00 2015-07-09 21:48:00 |

Include these patrol event types

Tag scan MME Incidents

Events

| Event | Site | Time | Guard | Incident | ID | Name |
|----------|---------|---------------------|---------|-----------------|-------|------|
| Tag scan | Site 1 | 2015-07-13 19:41:00 | Guard 1 | | 6569 | |
| Incident | Site 4 | 2015-07-13 07:14:00 | Guard 3 | Missing QR-code | 6569 | |
| Incident | Site 22 | 2015-07-12 17:28:00 | Guard 3 | Missing NFC tag | 6572 | |
| Incident | Site 12 | 2015-07-16 07:19:00 | Guard 1 | Broken window | 13656 | |
| Incident | Site 11 | 2015-07-11 13:54:00 | Guard 6 | Unlocked door | 13548 | |
| Tag scan | Site 2 | 2015-07-22 09:22:00 | Guard 5 | | 13454 | |
| Tag scan | Site 13 | 2015-07-13 17:28:00 | Guard 6 | | 13485 | |
| Tag scan | Site 2 | 2015-07-22 09:22:00 | Guard 5 | | 13454 | |
| Tag scan | Site 13 | 2015-07-13 17:28:00 | Guard 6 | | 13485 | |

List of sites for the selected client

List of events for the selected client and date

Export functionality

Incidents Report

It is a report containing all the incident events info of the security company for a given date range, which may or may not be assigned to a client.

You can access the incidents report panel by clicking on the top toolbar “Reports” and “Incidents Report” as shown on the right.



List of incidents in the specified date range

Incidents Report

Filters

From: 2015-06-29
To: 2015-06-29

2nd client
Site 2
Guard 3

Include extra details (if exist) in report

MME

Include these MME data:

Photos
 Signatures


Refresh
Export to PDF
Send e-mail

| Date | Guard | Num. of incidents | Client | Site |
|------------|---------|-------------------|-----------|---------|
| 2015-07-13 | Guard 1 | 4 | Client 3 | Site 1 |
| 2015-07-13 | Guard 3 | 1 | Client 4 | Site 4 |
| 2015-07-12 | Guard 3 | 4 | Client 12 | Site 22 |
| 2015-07-16 | Guard 1 | 2 | Client 2 | Site 12 |
| 2015-07-13 | Guard 1 | 4 | Client 3 | Site 1 |
| 2015-07-13 | Guard 3 | 1 | | |
| 2015-07-12 | Guard 3 | 4 | Client 12 | Site 22 |
| 2015-07-16 | Guard 1 | 2 | | |
| 2015-07-13 | Guard 1 | 4 | | |
| 2015-07-13 | Guard 3 | 1 | Client 4 | Site 4 |
| 2015-07-12 | Guard 3 | 4 | | |
| 2015-07-16 | Guard 1 | 2 | Client 2 | Site 12 |

Details

| # | Incident |
|---|-----------------|
| 1 | Broken window |
| 2 | Opened door |
| 3 | Missing QR-code |
| 4 | Missing NFC tag |

Description
There is no description for current batch.

Signature

Michael Doe

Filtering options and export functionality

Details of a selected incident

Guard daily tour duration report

Guard daily tour duration report informs about the daily duration of patrols for a specific date range.

You can access the guard daily patrol duration report panel by clicking on the top toolbar "Reports" and "Guard daily tour duration report" as shown on the right.



Guard daily tour duration report

Total tour duration

From To Guard 1

| Date | Total tour duration | Tours |
|------------|---------------------|--|
| 2015-07-13 | 01:03:01 | 18:42:23 - 19:45:24 |
| 2015-07-14 | 04:15:37 | 14:53:23 - 17:55:58, 19:28:41 - 20:41:43 |
| 2015-07-15 | 01:19:47 | 12:22:17 - 13:42:04 |
| 2015-07-16 | 00:00:00 | |
| 2015-07-17 | 02:18:01 | 16:40:16 - 18:58:17 |
| 2015-07-18 | 00:00:00 | |
| 2015-07-20 | 00:00:00 | |
| 2015-07-21 | 01:00:04 | 18:42:23 - 19:42:27 |
| 2015-07-22 | 00:00:00 | |
| 2015-07-23 | 00:00:00 | |
| 2015-07-24 | 03:02:17 | 10:57:20 - 13:59:37 |
| 2015-07-26 | 00:02:05 | 12:48:42 - 12:50:47 |

Export to Excel Export to PDF

Select Guard

Export functionality

Settings

You can access the Settings menu by clicking on the main Navigation Bar in the top right gear above your account name.

From there, you can change your account credentials and language settings as well as upgrade your subscription plan or logout from QR-Patrol web application.



L language change

Language

English (General Use) ▾

Cancel Apply

U sername - P ass change

New Username

Retype Username

Cancel Apply

U pgrade plan

New Username

Retype Username

Cancel Apply

D ate format change

Date

Day/Month/Year ▾

Cancel Apply

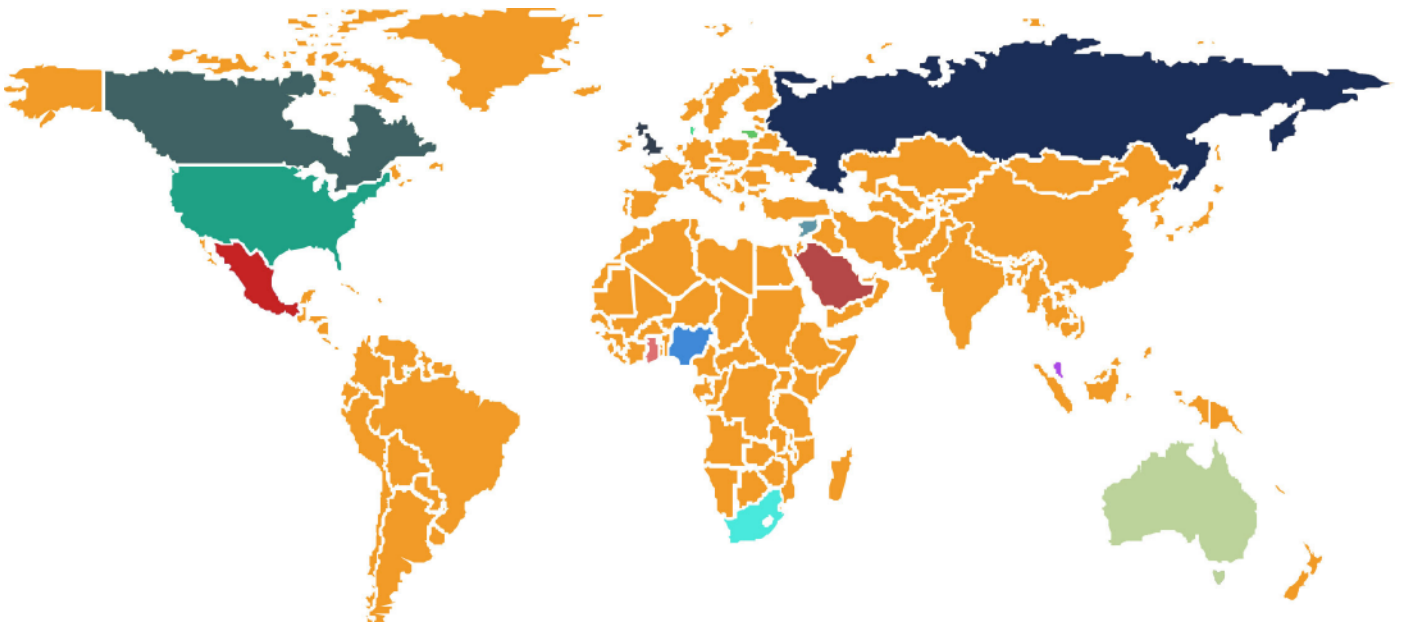
BUY ONLINE

| Basic | Starter | Professional | Enterprise | Premium |
|----------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| \$ 39 /per month | \$ 59 /per month | \$ 99 /per month | \$ 119 /per month | \$ 179 /per month |
| Guards 1-3 | Guards 4-9 | Guards 10-24 | Guards 25-49 | Guards 50-100 |
| Buy Now | Buy Now | Buy Now | Buy Now | Buy Now |

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Resources

Video presentation



Brochures

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User Guide | Mobile application

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Other resources

Useful links

QR-Patrol



FAQ



Free test



Blog



QR-Patrol guard tour system

