

GuardTrak Management System

Program Setup & Working with the Software

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Introduction

The GuardTrak management system is a guard patrol tour data collecting terminal based on RFID technology. Its' function is to scan RFID chips, that has been pre-set in place around the route that requires patrolling.

The user friendly GuardTrak system's software allows the management to program multiple patrols patterns, time patrol tours, identification of staff personnel, and at the same time, able to receive an accurate and easy to understand report sheet.

The system was developed to aid the management, to efficiently program and supervise their guards' activities. By using the GuardTrak system, it will considerably reduce the probability of theft, fire and industrial accidents.

To constantly use a rigid and repetitive preprogrammed tour is not recommended, as it will enable criminals to ascertain the frequency of patrols.

Capabilities:

Multiple Guard Personnel

Multiple Supervisors

Multiple Recording Stations

Multiple Incident Messages

Access Control, (Log IN / Log Out), of vehicles, equipment Etc.

Password Protected

Software yields the following reports:

All Security patrol tours by Date & Time, (incl. incidents, checkpoints)

All Security patrols tours by Date & Time

By selected data & time patrol tour

By Recording station (checkpoints)

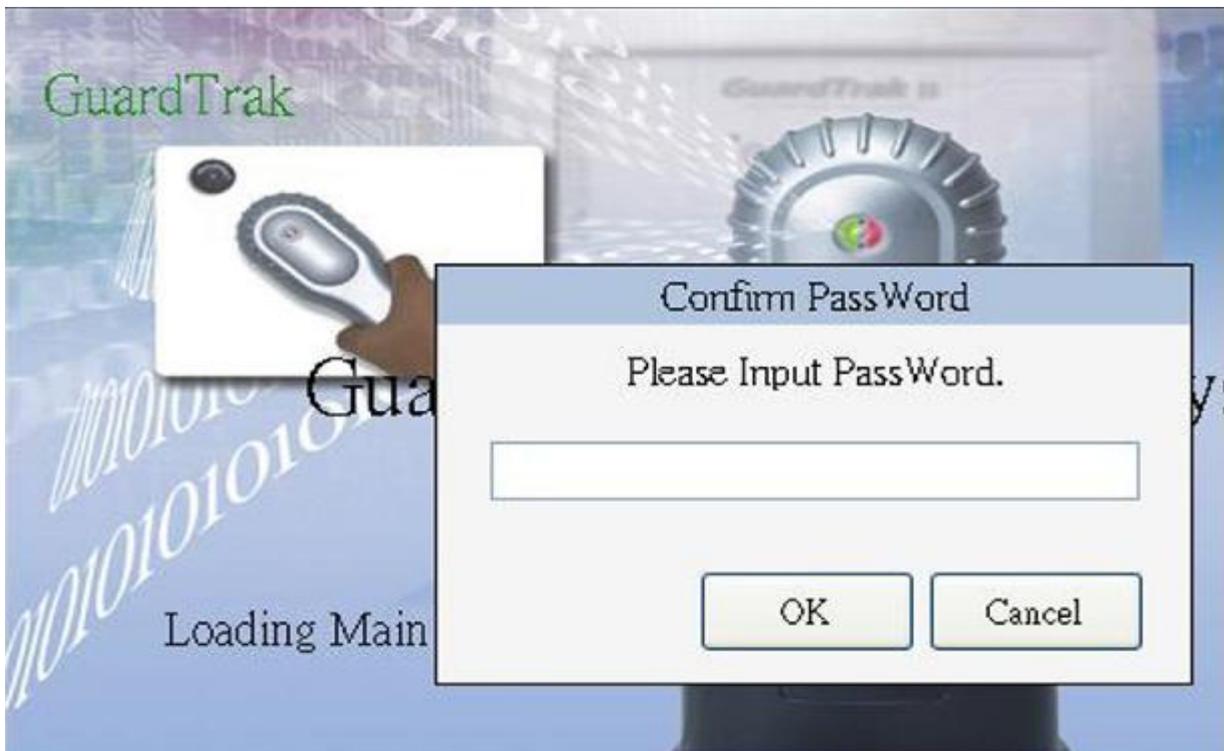
By Staff personnel

Starting up the System:

Once the system has been installed, you may start and run the program.

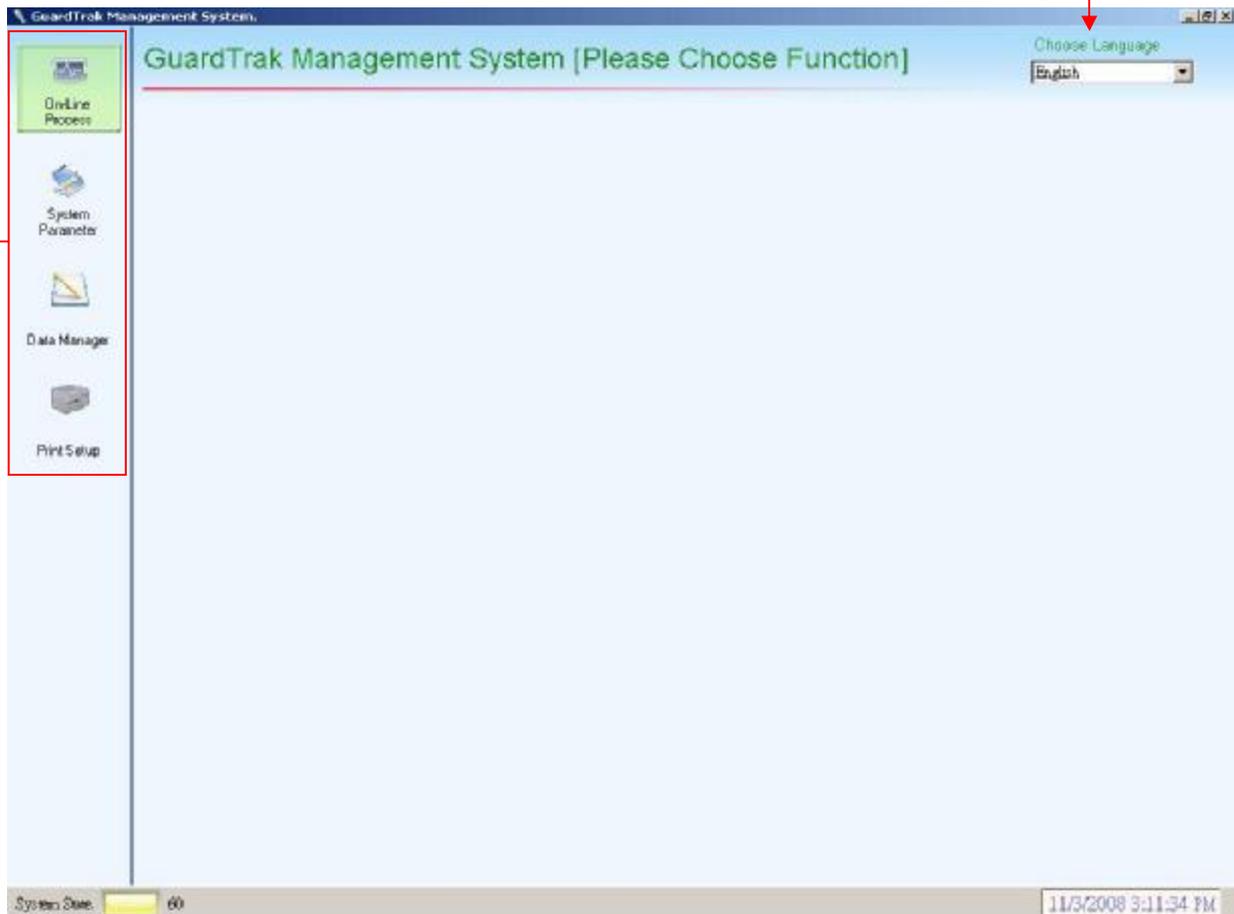
The first page will ask you to input your password. For first time users, input the numeric 1 and press OK. After you have successfully logged in, the next page will show the 'Function' page, from there, just follow the pages down to set and run the program, which are explained in an easy, simple to follow steps.

Important: To secure this program, you are advised to change the password as soon as possible. Details to change the password can be found on page 5.



Function:

Choose language. Languages of English, German, Dutch, Spanish, & Chinese are available.



Left hand side of this page shows the following tabs:

On-line Process: Download, Delete, Time Synchronize & Real Time.

System Parameter: Serial port setup, General setup, Password setup, Hand-held device setup & DST setup.

Data Manager: Checkpoint location setup, Personnel setup & Incident setup.

Print Setup: Customize data for reporting, Import data to Excel or Text file.

System Parameter:

In this System Parameter section, you will find the set up for the hardware (H/W), General setup, Daylight Saving Time (D.S.T) setup, changing of the password, and be able to read the data for the hand-held device.

The screenshot shows the 'GuardTrak Management System [System Parameter]' interface. It features a sidebar on the left with icons for 'Online Process', 'System Parameter', 'Data Manage', and 'Print Setup'. The main area is divided into several sections:

- H/W Setup:** Includes a 'Serial Port' dropdown menu currently set to 'COM1'.
- General Setup:** Contains radio buttons for 'Report to Excel Format' (selected) and 'Report to Test Format'. Below is a table for selecting report items:

Please Select Item for Report	Report Order
<input type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Code	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Below the table is a 'Change PassWord' section with 'New PassWord' and 'Confirm' input fields and a 'PassWord Change' button.

- Hand-Held Device Data:** A 'Systems Info' section with fields for 'F/W Ver. No.', 'Date Serial', 'Model Type', 'Model Serial', 'D.S.T Start Time', 'D.S.T End Time', 'D.S.T Enable', and 'Warning Voltage Value'.
- Daylight Saving Time Setup:** A 'D.S.T Setup' section with a 'D.S.T Enable' checkbox, 'D.S.T Start Time' (set to 'October /30'), 'D.S.T End Time' (set to 'October /30'), and a 'Write D.S.T In' button.
- Low Voltage Warning:** A 'Low Voltage Warning' section with a 'Warning Voltage Value' (set to '3.0') and a 'Write Voltage Value' button.

At the bottom left, there is a 'System Date' indicator showing '60'. At the bottom right, the system date and time are displayed as '10/30/2008 2:22:47 PM'.

Hardware (H/W) Setup:

Hardware setup is to connect system from the PC docking port to your PC system.

Step 1: Click the System Parameter tab.

Step 2: The computer will automatically select the correct COM.

Step 3: Press the 'Save Setup' tab.

Step 1

Step 3

Step 2

GuardTrak Management System [System Parameter]

Choose Language: English

Save Setup

Read GuardTrak Data

HW Setup

Serial Port: COM1

General Setup

Report to Excel Format Report to Text Format

Please Select Item for Report	Report Order
<input checked="" type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Code	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Change Password

New Password:

Confirm:

Password Change

System Info

F/W Version:

Date Serial:

Model Type:

Model Serial:

D.S.T Start Time:

D.S.T End Time:

D.S.T Enable:

Warning Voltage Value:

D.S.T Setup

D.S.T Enable

D.S.T Start Time: October /30

D.S.T End Time: October /30

Write D.S.T In

Low Voltage Warning

Warning Voltage Value: 3.0 Write Voltage Value

System State: 60

10/30/2008 2:22:47 PM

Change Password:

Step 1: Click onto the System Parameter tab.

Step 2: Enter new password.

Step 3: Confirm new password by re-entering your new password.

Step 4: Click 'Password Change' tab.

Note: A maximum of 12 digits, (numeric, letters, or a combination of both), can be used.

Step 1 **Step 2** **Step 3** **Step 4**

GuardTrak Management System [System Parameter]

Choose Language: English

Save Setup

Read GuardTrak Date

H/W Setup

Serial Port: COM1

General Setup

Report to Excel Format Report to Text Format

Please Select Item for Report	Report Order
<input checked="" type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Cod.	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Change PassWord

New PassWord:

Confirm:

Password Change

Systems Info

F/W Version:

Date Serial:

Model Type:

Model Serial:

D.S.T Start Time:

D.S.T End Time:

D.S.T Enable:

Warning Voltage Value:

D.S.T Setup

D.S.T Enable

D.S.T Start Time: October /30

D.S.T End Time: October /30

Write D.S.T In

Low Voltage Warning

Warning Voltage Value: 3.0

Write Voltage Value

System Date: 60

10/30/2008 2:22:47 PM

General Setup:

General Setup refers to the setup that you would like the data to be arranged for display when you export the data to Excel or Text file. You are able to choose which type of item (data), and the order sequence that the item is to be displayed.

Step 1: Click onto System Parameter tab.

Step 2: Select, either the Excel or Text Format, by clicking onto the white circle tab.

Step 3: Apart from the Model Serial, choose the item of data you would like to display, (in factory settings, all the data items have been selected), by clicking onto the small box with the “tick” will eliminate the item.

Step 4: To change the order sequence of an item to be displayed, go to the Report Order section and click onto the arrow of the item. A mini page, with numbers 2-8, will appear. Scroll to the number to which you would like the item to be displayed. Repeat the same procedure for the rest of the remaining items, making sure that no two numbers are the repeated.

Step 5: Once you have selected the item(s) to be displayed and their order sequence. Press ‘Save Setup’.

The screenshot shows the 'GuardTrak Management System [System Parameter]' interface. Red arrows point to the following elements:

- Step 1:** Points to the 'System Parameter' tab in the left sidebar.
- Step 2:** Points to the 'Report to Text Format' radio button in the 'General Setup' section.
- Step 3:** Points to the 'Report Order' column in the table below.
- Step 4:** Points to the dropdown arrow next to the 'Time Date' item in the 'Report Order' column.
- Step 5:** Points to the 'Save Setup' button at the top left of the main content area.

Please Select Item for Report	Report Order
<input checked="" type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Card	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Daylight Saving Time Setup (D.S.T.):

Step 1: Click onto the System Parameter tab.

Step 2: Click onto the small white box to show a “tick”.

Step 3: Click onto the arrow next to the D.S.T. Start Time, a calendar will appear. Enter D.S.T. starting date.

Step 4: Click onto the arrow next to the D.S.T. End Time, a calendar will appear. Enter D.S.T. end time.

Step 5: Click the ‘Write D.S.T. in’ tab.

The screenshot shows the 'GuardTrak Management System [System Parameter]' interface. The left sidebar contains navigation options: 'System Parameter' (highlighted), 'Data Manager', and 'Print Setup'. The main area is divided into several sections: 'H/W Setup' (Serial Port: COM1), 'General Setup' (Report to Excel/Text Format, and a table for report items), 'Change Password' (New/Confirm fields), 'System Info' (FW Version, Date Serial, Model Type, Model Serial, D.S.T Start Time, D.S.T End Time, D.S.T Enable, Warning Voltage Value), and 'D.S.T Setup' (D.S.T Enable checkbox, D.S.T Start Time, D.S.T End Time, and Write D.S.T In button). A 'Low Voltage Warning' section at the bottom shows 'Warning Voltage Value' set to 3.0. Five red arrows point to: Step 1 (System Parameter tab), Step 2 (checkbox in D.S.T Setup), Step 3 (D.S.T Start Time dropdown), Step 4 (D.S.T End Time dropdown), and Step 5 (Write D.S.T In button).

Please Select Item for Report	Report Order
<input checked="" type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Code	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Read Hand-Held Device Data:

By clicking onto the, 'Read GuardTrak Data' tab, you will receive the data for the hand-held device, i.e. Model type, Model serial, etc.

Step 1: Click onto the System Parameter tab.

Step 2: Click the Read GuardTrak Data tab.

Step 1

Step 2

The screenshot displays the 'GuardTrak Management System [System Parameter]' window. The sidebar on the left includes 'Online Process', 'System Parameter' (highlighted with a red arrow), 'Data Manager', and 'Print Setup'. The main content area is titled 'GuardTrak Management System [System Parameter]' and includes a 'Choose Language' dropdown set to 'English'. A green checkmark and 'Save Setup' button are visible. The 'H/W Setup' section shows 'Serial Port' set to 'COM1'. The 'General Setup' section has radio buttons for 'Report to Excel Format' (selected) and 'Report to Text Format'. Below this is a table for selecting items for reports:

Please Select Item for Report	Report Order
<input checked="" type="checkbox"/> Model Serial	1
<input checked="" type="checkbox"/> Type	3
<input checked="" type="checkbox"/> Code	2
<input checked="" type="checkbox"/> Identity	4
<input checked="" type="checkbox"/> Patrol Time	5
<input checked="" type="checkbox"/> Incident	6
<input checked="" type="checkbox"/> Time Date	7
<input checked="" type="checkbox"/> D.S.T	8

Below the table is a 'Change Password' section with 'New Password' and 'Confirm' input fields and a 'Password Change' button. The 'Systems Info' section displays the following data:

F/W Version	1
Data Serial	62
Model Type	Type 02
Model Serial	57
D.S.T Start Time	10/01
D.S.T End Time	01/30
D.S.T Enable	Disable
Warning Voltage Value	3.6

The 'D.S.T Setup' section includes a 'D.S.T Enable' checkbox, 'D.S.T Start Time' (October /01), 'D.S.T End Time' (January /30), and a 'Write D.S.T In' button. The 'Low Voltage Warning' section shows 'Warning Voltage Value' set to 3.0 and a 'Write Voltage Value' button. The status bar at the bottom indicates 'System State: 57' and the date/time '10/30/2008 2:06:12 PM'.

Data Manager:

In this Data Manager section, you will find the setup for Checkpoint (including the setup for the patrol time & patrol sequence), Personnel, and Incidents.

Checkpoint Location Setup

Personnel Setup

Incident(s) Setup

GuardTrak Management System [Data Manager]

Choose Language: English

Checkpoint Setup | Personnel Setup

Checkpoint Location / Patrol Time / Patrol Route

Add New Checkpoint | Save Change

Checkpoint No	Checkpoint Location	Patrol Time	Patrol Sequence
1	Front door	5	1
2	Reception	8	2
3	Main lobby	12	3
4	Storage room	15	4
5	Office	25	5
6	Car park level 1	28	6
7	Kids play area	30	7
8	Hotel bar	35	8

Incidents

Edit Data | Save Change

- Broken window
- Open window
- Unlocked door
- Door locked
- Water leak
- Blocked drain
- Light on
- Light off
- Unplug/burn On
- Wet floor
-
-
-
-
-
-
-

System State: 60 | 11/7/2008 12:57:44 PM

Patrol Time

Patrol Sequence

Checkpoint Setup:

This will allow you to input the location of each checkpoint, set the time allowance for the patrol tour and in what checkpoint sequence the guard is to patrol the tour.

Step 1: Click onto the Data Manager tab.

Step 2: Click the Checkpoint setup tab and then the “Add New Checkpoint” tab. A mini side page will appear.

Step 3: Input the location of the checkpoint in the ‘location name’ box.

Step 4: Input the time allowance for guard to reach this checkpoint. Press OK. (Patrol sequence number will automatically appear in the box).

Step 5: When all the checkpoints has been setup, click ‘Save Change’ tab to save data.

Important: The time allowance for each checkpoint is always calculated from the starting point. For example, guard is allowed 5 minutes to reach checkpoint 1. To reach checkpoint 2 from checkpoint 1 requires 3 minutes, and another 5 minute to reach checkpoint 3 from checkpoint 2. The patrol time you would input into the checkpoint 2 box would be 8 minutes and checkpoint 3 box, will be 13 minutes.

Step 1 **Step 2** **Step 5** **Step 3** **Step 4**

Checkpoint No.	Checkpoint Location	Patrol Time	Patrol Sequence
1	Front door	5	1
2	Reception		
3	Mail room		
4	Storage		
5	Office		
6	Canteen		
7	Kitchen		
8	Boiler room		

System State: 60 10/31/2008 3:01:13 PM

Changing the Patrol Sequence:

The patrol sequence can be manually adjusted to you own requirements.

Step 1: Click onto the Data Manager tab.

Step 2: Click onto 'Patrol Sequence' for checkpoint 1. This box will then automatically be highlighted in Blue.

Step 3: Input the new number sequence. Repeat the same procedure as above with the rest of the checkpoints, making sure that no two numbers are repeated.

Step 4: Click "Save change" tab to save new data.

Important: By adjusting the patrol sequence, you may also be required to adjust the patrol time.

Step 1 **Step 4** **Step 3** **Step 2**

Checkpoint No.	Checkpoint Location	Patrol Time	Patrol Sequence
1	Front door	1	1
2	Reception	2	2
3	Main lobby	3	3
4	Storage room	4	4
5	Office	5	5
6	Car park level 1	6	6
7	Kids play area	7	7
8	Hotel bar	8	8

System Status: 47 11/5/2008 2:31:00 PM

Changing the Patrol Time:

Step 1: Click onto the Data Manager tab.

Step 2: Click onto 'Patrol Time' for checkpoint 1. This box will automatically be highlighted in Blue.

Step 3: Input the new time. Repeat the same procedure until all the checkpoints have been account for.

Step 4: Click 'Save Change' tab to save new data.

Important: The time allowance for each checkpoint is always calculated from the starting point.

The screenshot shows the GuardTrak Management System [Data Manager] interface. The interface is divided into several sections:

- Left Sidebar:** Contains icons for 'OnLine Process', 'System Parameter', 'Data Manager' (highlighted in green), and 'Print Setup'.
- Top Bar:** Displays 'GuardTrak Management System [Data Manager]' and a 'Choose Language' dropdown menu set to 'English'.
- Checkpoint Setup Section:** Includes 'Checkpoint Location / Patrol Time / Patrol Route' and buttons for 'Add New Checkpoint' and 'Save Change'.
- Table:** A table with 4 columns: 'Checkpoint No.', 'Checkpoint Location', 'Patrol Time', and 'Patrol Sequence'. The 'Patrol Time' column for checkpoint 1 is highlighted in blue.
- Incidents Section:** Includes 'Edit Data' and 'Save Change' buttons, followed by a list of incident types (e.g., Broken window, Jam window, Blocked door, etc.) with corresponding input fields.

Red arrows indicate the steps:

- Step 1:** Points to the 'Data Manager' tab in the sidebar.
- Step 2:** Points to the 'Patrol Time' cell for checkpoint 1 in the table.
- Step 3:** Points to the 'Save Change' button in the 'Incidents' section.
- Step 4:** Points to the 'Add New Checkpoint' button in the 'Checkpoint Setup' section.

System State: 60
11/5/2008 2:31:51 PM

Personnel Setup:

In order to assign duties, evaluate performances and be accountable, the system employs personnel tags for staff personnel. With the correct usage, it will ensure an appropriate and efficient operation of the system.

Step 1: Click onto the Data Manager tab.

Step 2: Click Personnel setup tab

Step 3: Click Add New User, which a mini side page will appear.

Step 4: Input personnel name and press OK.

Step 5: When all personnel names has been entered, press Save Change.

The screenshot shows the GuardTrak Management System [Data Manager] interface. The main window has a title bar with 'GuardTrak Management System [Data Manager]' and a language dropdown set to 'English'. The interface is divided into several sections:

- Left Sidebar:** Contains icons for 'One-Line Process', 'System Parameter', 'Data Manager' (highlighted in green), and 'Print Setup'.
- Top Navigation:** Has tabs for 'Checkpoint Setup' and 'Personnel Setup'.
- Main Content Area:** Under the 'Personnel Setup' tab, there is a 'Personnel' section with an 'Add New User' button (indicated by a red arrow labeled 'Step 2') and a 'Save Change' button (indicated by a red arrow labeled 'Step 3'). Below this is a table of personnel:

Staff Card No.	Staff Name
1	John Brown
2	Sarah Jones
3	Ken Lee
4	Bill Smith
5	Tony Hill
6	Sam White
7	Tony Chan
8	Alan Thomson

A 'Guardian' dialog box is open, showing a text input field with 'User' entered (indicated by a red arrow labeled 'Step 4') and 'OK' and 'Cancel' buttons. The dialog box also has a 'Guardian' title bar and a close button 'X'.

At the bottom of the window, there is a 'System State' indicator showing '44' and a timestamp '10/18/2006 10:48:47 AM'.

Change Personnel Name:

The name of the personnel can be manually changed to cater for new personnel staff using the previous assigned coded personnel tag.

Step 1: Click onto the Data Manager tab.

Step 2: Click onto the Personnel Setup tab.

Step 3: Click onto the name of the staff to which the previously assigned personnel tag is to be changed, e.g. tag 1, John Brown. His name will be automatically highlighted in Blue.

Step 4: Type in new personnel name.

Step 5: Click 'Save Change' tab to save new data.

Step 1 **Step 2** **Step 5** **Step 3** **Step 4**

GuardTrak Management System [Data Manager]

Choose Language: English

Checkpoint Setup Personnel Setup

Personnel

Add New User Save Change

Staff Card No.	Staff Name
1	John Brown
2	Sarah Jones
3	Ken Lee
4	Bill Smith
5	Tony Hill
6	Sam White
7	Tony Chan
8	Alan Thomson

System State: 60 11/11/2008 2:41:55 PM

Incident Setup:

Each incident card requires defining, example: Gas leak, Open window, Unlock door, etc. Some incidents are common to all industries, while others, only within certain types of environments. What each card defines will be decided by the controller/ supervisor.

Step 1: Click the Data Manager tab.

Step 2: Click the Edit Data tab in the incidents section of the page.

Step 3: Input the definition for each card.

Step 4: Click the Save Change tab when all the cards have been defined.

Step 1

Step 2

Step 4

Step 3

GuardTrak Management System [Data Manager]

Checkpoint Setup Personnel Setup

Checkpoint Location / Patrol Time / Patrol Route

Add New Checkpoint Save Change

Checkpoint No.	Checkpoint Location	Patrol Time	Patrol Sequence
1	Front door	1	1
2	Reception	2	2
3	Main lobby	3	3
4	Storage room	4	4
5	Office	5	5
6	Car park level 1	6	6
7	Kids play area	7	7
8	Hotel bar	8	8

Incidents

Edit Data Save Change

- Broken window
- Open window
- Unlock door
- Door locked
- Water leak
- Blocked drain
- Light on
- Light off
- Unrecognized car
- Wet floor
-
-
-
-
-
-

System Date: 59 10/18/2008 10:50:24 AM

On-line Process:

In this On-line Process section, you will be able to download the data from the hand-held device to the system, delete data, read the hand-held device's time, and synchronize the hand-held device's time with the time on your computer.

Download **Delete** **Time Synchronize** **Real Time** **Hand-Held Device's Time**

GuardTrak Management System Connecting... [On-line Process]

Choose Language: English

Download Delete Time Synchronize Real Time GuardTrak Time: none

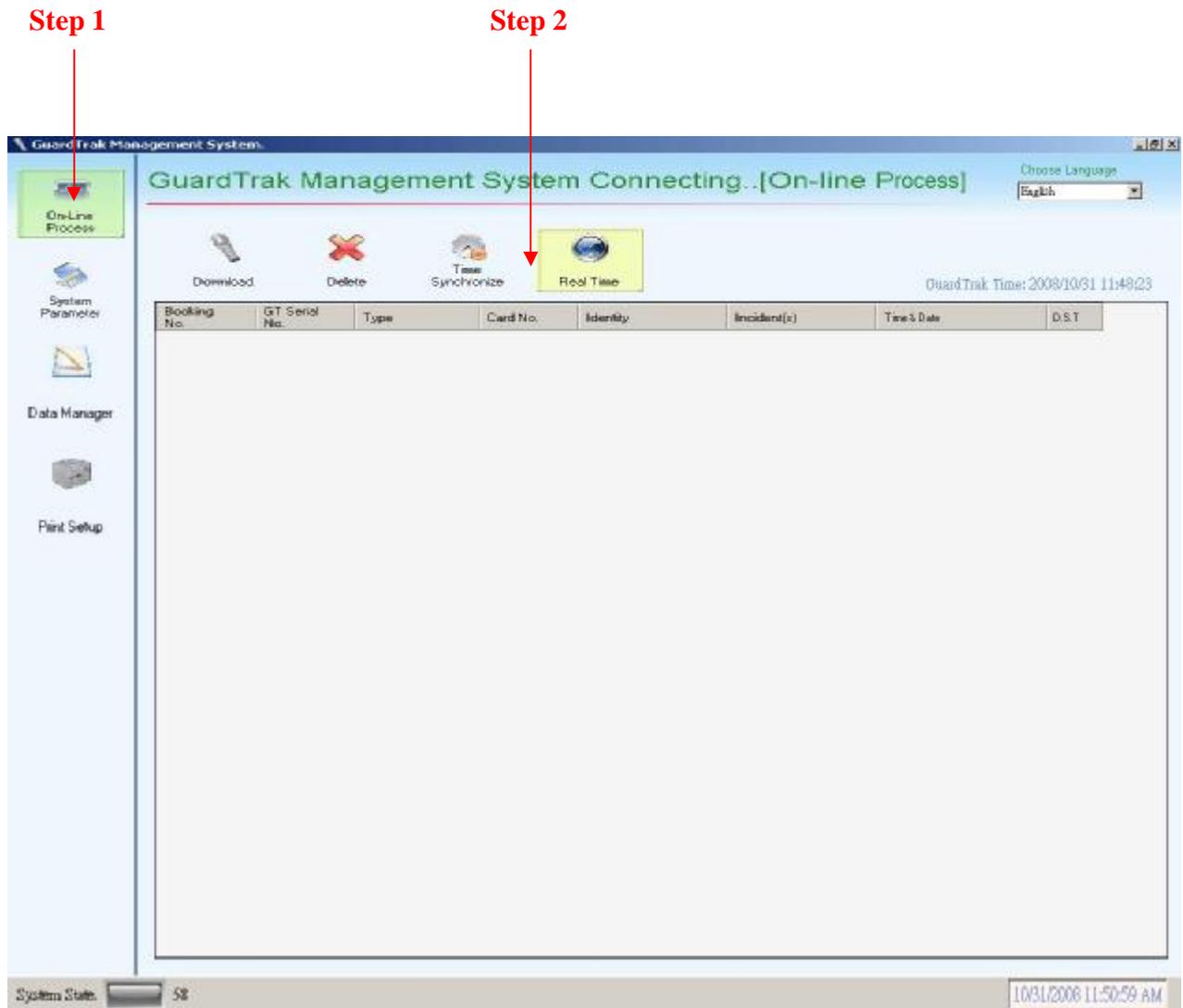
Booking No.	GT Serial No.	Type	Card No.	Identity	Incident(s)	Time & Date	D.S.T
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System State: 60 10/30/2008 2:15:46 PM

Computer's Time

Real Time:

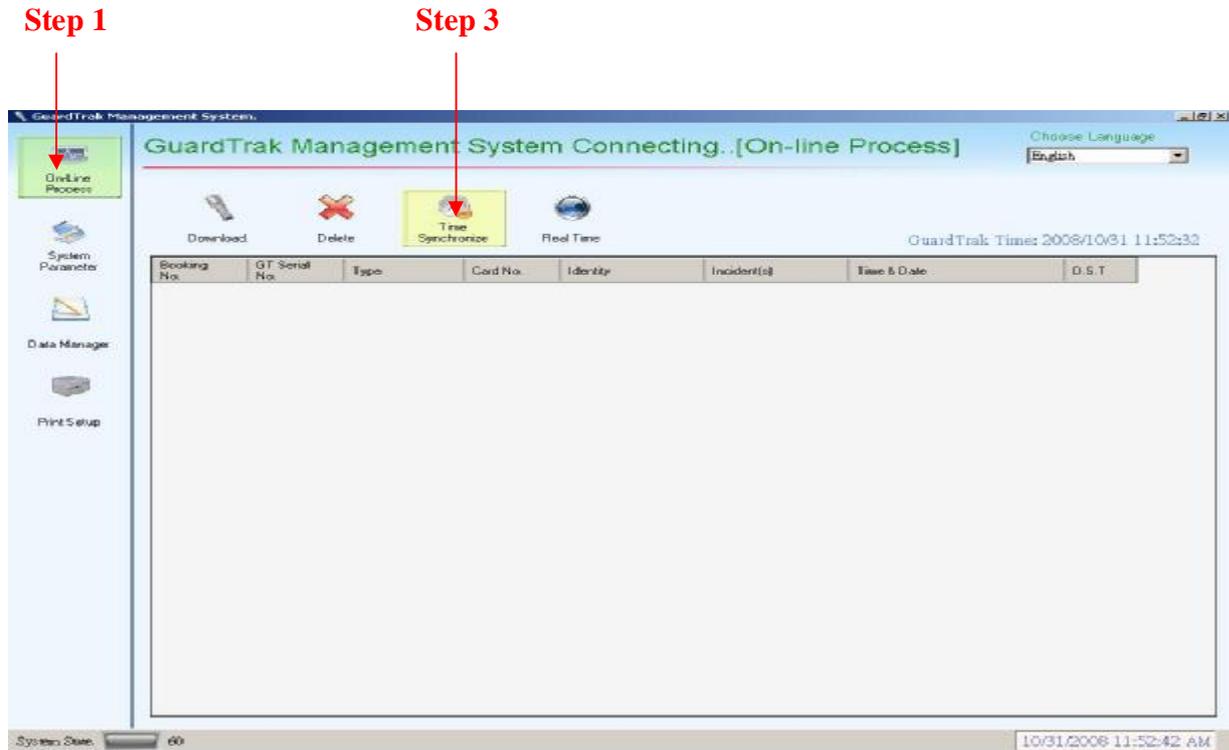
The hand-held device's time is set to factory's local time during production, therefore, may not be accurate to your current time. To check the hand-held device's time, click onto the On-line Process tab (**Step 1**), and then click the Real Time tab (**Step 2**). If the time is not the same as your local time, then you will need to proceed with, Time Synchronize.



Time Synchronize:

To synchronize the hand-held device's time with your computer's time, click the Online Process tab (**Step 1**), scan the hand-held device with the Master card (**Step 2**), and then click the Time Synchronize tab (**Step 3**).

Important: To ensure that the hand-held device's time is always accurate, you are advised to carry out the Real Time & Time Synchronize procedure at set intervals, i.e. every 3-6 months.



Step 2

Data Transfer:

To transfer the data from the hand-held device to the system's software:

Step 1: Click onto the On-line Process tab

Step 2: Click the Download tab, and you will receive all the data stored in the hand-held device.

Important: All downloaded data will also be automatically saved into you PC system.

Step 1 **Step 2**



The screenshot displays the GuardTrak Management System interface. The title bar reads "GuardTrak Management System". The main window title is "GuardTrak Management System Connecting.. [On-line Process]". A language dropdown menu is set to "English". The interface includes a sidebar with navigation options: "OnLine Process" (selected), "System Parameter", "Data Manager", and "Print Setup". The main area contains four buttons: "Download" (highlighted in yellow), "Delete", "Time Synchronize", and "Real Time". Below the buttons is a table of incident data.

Booking No.	GT Serial No.	Type	Card No.	Identity	Incident(s)	Time & Date	D.S.T
0001	57	User	001	John Brown		2008/10/23 15:17:15	<input checked="" type="checkbox"/>
0002	57	Checkpoint	002	Reception[002]		2008/10/23 15:17:17	<input type="checkbox"/>
0003	57	Checkpoint	003	Main lobby[003]	Open window*Brok...	2008/10/23 15:17:19	<input type="checkbox"/>
0004	57	Checkpoint	001	Front door[001]		2008/10/23 15:21:46	<input type="checkbox"/>
0005	57	Checkpoint	002	Reception[002]		2008/10/23 15:22:19	<input type="checkbox"/>
0006	57	Checkpoint	003	Main lobby[003]		2008/10/23 15:22:33	<input type="checkbox"/>
0007	57	Checkpoint	004	Storage room[004]		2008/10/23 15:24:51	<input type="checkbox"/>
0008	57	Checkpoint	005	Office[005]	Blocked drain	2008/10/23 15:26:40	<input type="checkbox"/>
0009	57	Checkpoint	006	Car park level I[...		2008/10/23 15:27:26	<input type="checkbox"/>
0010	57	Checkpoint	007	Kids play area[007]		2008/10/23 15:31:00	<input type="checkbox"/>
0011	57	Checkpoint	008	Hotel bar[008]		2008/10/23 15:34:50	<input type="checkbox"/>
0012	57	User	001	John Brown		2008/10/23 15:35:27	<input type="checkbox"/>
0013	57	Checkpoint	001	Front door[001]	Unlock door	2008/10/23 15:42:48	<input type="checkbox"/>
0014	57	Checkpoint	003	Main lobby[003]		2008/10/23 15:52:59	<input type="checkbox"/>
0015	57	Checkpoint	006	Car park level I[...		2008/10/23 15:56:08	<input type="checkbox"/>
0016	57	Checkpoint	004	Storage room[004]		2008/10/23 15:56:11	<input type="checkbox"/>
0017	57	Checkpoint	002	Reception[002]		2008/10/23 16:01:51	<input type="checkbox"/>
0018	57	Checkpoint	005	Office[005]		2008/10/23 16:02:02	<input type="checkbox"/>
0019	57	Checkpoint	008	Hotel bar[008]		2008/10/23 16:02:05	<input type="checkbox"/>
0020	57	Checkpoint	007	Kids play area[007]		2008/10/23 16:02:07	<input type="checkbox"/>
0021	57	User	001	John Brown		2008/10/24 09:15:25	<input type="checkbox"/>
0022	57	Checkpoint	001	Front door[001]		2008/10/24 09:15:28	<input type="checkbox"/>
0023	57	Checkpoint	003	Main lobby[003]		2008/10/24 09:15:29	<input type="checkbox"/>
0024	57	Checkpoint	006	Car park level I[...		2008/10/24 09:15:31	<input type="checkbox"/>
0025	57	Checkpoint	004	Storage room[004]		2008/10/24 09:15:33	<input type="checkbox"/>
0026	57	Checkpoint	001	Front door[001]		2008/10/24 09:16:37	<input type="checkbox"/>

System Date: 55 10/30/2008 2:29:27 PM

Delete Data:

To prevent the hand-held device's memory capacity from being full, (number of stored bookings can be seen in the Booking No. column) and reduce the download time, it is advisable to delete the stored data at certain intervals, i.e. after every download, every week, every month, etc.

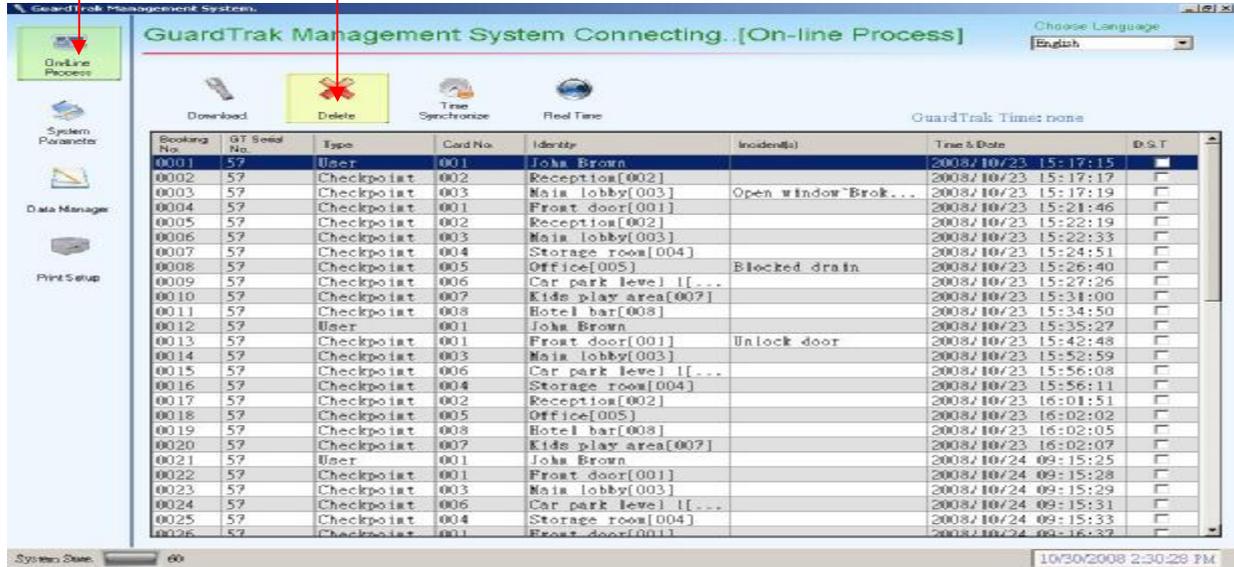
Step 1: Click onto the On-line Process tab.

Step 2: Scan the hand-held device with the Master card.

Step 3: Click the Delete tab.

Important: All data in the hand-held device will be deleted with this action

Step 1 **Step 3**



Booking No.	GT Serial No.	Type	Card No.	Identity	Incident(s)	Time & Date	D.S.T
0001	57	User	001	John Brown		2008/10/23 15:17:15	☑
0002	57	Checkpoint	002	Reception[002]		2008/10/23 15:17:17	☐
0003	57	Checkpoint	003	Main lobby[003]	Open window Brok...	2008/10/23 15:17:19	☐
0004	57	Checkpoint	001	Front door[001]		2008/10/23 15:21:46	☐
0005	57	Checkpoint	002	Reception[002]		2008/10/23 15:22:19	☐
0006	57	Checkpoint	003	Main lobby[003]		2008/10/23 15:22:33	☐
0007	57	Checkpoint	004	Storage room[004]		2008/10/23 15:24:51	☐
0008	57	Checkpoint	005	Office[005]	Blocked drain	2008/10/23 15:26:40	☐
0009	57	Checkpoint	006	Car park level I[...		2008/10/23 15:27:26	☐
0010	57	Checkpoint	007	Kids play area[007]		2008/10/23 15:31:00	☐
0011	57	Checkpoint	008	Hotel bar[008]		2008/10/23 15:34:50	☐
0012	57	User	001	John Brown		2008/10/23 15:35:27	☐
0013	57	Checkpoint	001	Front door[001]	Unlock door	2008/10/23 15:42:48	☐
0014	57	Checkpoint	003	Main lobby[003]		2008/10/23 15:52:59	☐
0015	57	Checkpoint	006	Car park level I[...		2008/10/23 15:56:08	☐
0016	57	Checkpoint	004	Storage room[004]		2008/10/23 15:56:11	☐
0017	57	Checkpoint	002	Reception[002]		2008/10/23 16:01:51	☐
0018	57	Checkpoint	005	Office[005]		2008/10/23 16:02:02	☐
0019	57	Checkpoint	008	Hotel bar[008]		2008/10/23 16:02:05	☐
0020	57	Checkpoint	007	Kids play area[007]		2008/10/23 16:02:07	☐
0021	57	User	001	John Brown		2008/10/24 09:15:25	☐
0022	57	Checkpoint	001	Front door[001]		2008/10/24 09:15:28	☐
0023	57	Checkpoint	003	Main lobby[003]		2008/10/24 09:15:29	☐
0024	57	Checkpoint	006	Car park level I[...		2008/10/24 09:15:31	☐
0025	57	Checkpoint	004	Storage room[004]		2008/10/24 09:15:33	☐
0026	57	Checkpoint	001	Front door[001]		2008/10/24 09:16:37	☐



Step 2

Print (Report) Setup:

In this Print Setup section, you will be able to customize the data for your report or transfer the data to another file for further processing.

Note: The hand-held device is not required to be in the PC docking station in order to operate this section, as all the previous downloaded data has been saved into your PC system.

Select Dates Select Time Period Select Types of Bookings Select Individual Personnel

The screenshot shows the 'GuardTrak Management System [Form Process]' interface. On the left sidebar, 'Print Setup' is highlighted. The main area contains three filter sections: 'DATE' with 'Start Date' and 'End Date' dropdowns (both set to 'Friday, October 31'), 'TYPE' with a 'Type' dropdown menu (showing 'All Data', 'Checkpoint', and 'User'), and 'IDENTITY' with an 'Identity' text input field. Below these filters is a table with the following columns: 'GT Serial No.', 'Type', 'Card No.', 'Identity', 'Patrol Time(min)', 'Incident', 'Time & Date', and 'D.S.T'. The table is currently empty. At the bottom right of the filter area, there are 'Search' and 'Open Doc' buttons. Red arrows from the text above point to the 'DATE' and 'TYPE' filter sections, the 'Identity' input field, and the 'Open Doc' button.

Export Data Report to Windows Excel or Text File

Report Sample: All Data

Selecting All Data under TYPE, you will be able to receive a report with all the booking data for your selected time period, i.e. Personnel, Checkpoints, Patrol 'In & Out' times, Patrol time allowance for each checkpoint, Incidents (available with the use of the Incident cards), and the Time & Date.

Step 1: Click onto the Print setup tab.

Step 2: Click onto the small white box next to DATE to show a 'tick'.

Step 3: Select the Start & End date for the report to show.

Step 4: Select the Start & End time for the report to show.

Step 5: Click onto the small white box next to TYPE to show a 'tick'.

Step 6: Select All Data under TYPE.

Step 7: Click onto the Search tab and your requested data will be downloaded onto the page.

The screenshot shows the GuardTrak Management System interface. The main window is titled "GuardTrak Management System [Form Process]". On the left sidebar, there are buttons for "Print Setup", "Data Manager", "System Parameter", and "Online Process". The main area contains a form with the following fields:

- DATE:** Includes "Start Date" (Wednesday, October 01) and "End Date" (Thursday, November 7).
- TIME:** Includes "Start Time" (12:00:00 AM) and "End Time" (11:59:59 PM).
- TYPE:** A dropdown menu currently set to "All Data".
- IDENTITY:** A text input field.
- Search:** A green button with a checkmark icon.
- Open Doc:** A green button with a document icon.

Below the form is a table of data. The table has the following columns: GT Serial No., Type, Card No., Identity, Patrol Time(min), Incident, Time& Date, and D.S.T. The data rows show various checkpoints and users, such as "John Brown" and "Unlocked door".

Red arrows from the steps above point to the following elements in the screenshot:

- Step 1:** Points to the "Print Setup" button in the sidebar.
- Step 2:** Points to the small white box next to the "DATE" label.
- Step 3:** Points to the "Start Date" and "End Date" dropdown menus.
- Step 4:** Points to the "Start Time" and "End Time" dropdown menus.
- Step 5:** Points to the small white box next to the "TYPE" label.
- Step 6:** Points to the "All Data" selection in the TYPE dropdown.
- Step 7:** Points to the "Search" button.

Report Sample: All Data (with the use of the optional 'In & Out' cards during the patrol tour)

With the use of the 'In & Out' Patrol cards during the patrol tour, the software data will be greatly enhanced. By selecting All Data under TYPE, you will be able to receive a comprehensive report for your chosen time period. Data includes:

- 1) Personnel & Checkpoints details,
- 2) Incidents (available with the use of the optional Incident cards).
- 3) Late arrival at a checkpoint - (marked by an **X** & the whole line will also be highlighted in **Red**).
- 4) Missed checkpoint(s) – ('End Patrol' line will be highlighted in **Red** instead of the usual Green, with also a special '**!**' symbol being shown in the GT Serial No. column).
- 5) Patrol route not according to pre-set patrol sequence (indicated by a special symbol).
- 6) Total time of the patrol.
- 7) Time & Date.

To download the data, follow the page above (p.22) for instructions.

The screenshot shows the GuardTrak Management System [Form Process] interface. The search filters are set to DATE: Wednesday, November 05 to Friday, November 06; TYPE: All Data; and IDENTITY: (empty). The table below shows the resulting data:

GT Serial No.	Type	Card No.	Identity	Patrol Time(min)	Incident	Time & Date	O.S.T
# 57	User	001	John Brown			11/7/2008 12:20:07 PM	☐
> 57	Check...	253	Start Patrol			11/7/2008 12:20:11 PM	☐
! 57	Check...	004	Storage room[004]	15		11/7/2008 12:20:43 PM	☐
! 57	Check...	006	Car park level ...	28		11/7/2008 12:24:10 PM	☐
! 57	Check...	008	Hotel bar[008]	35		11/7/2008 12:32:43 PM	☐
X 57	Check...	002	Reception[002]	8	Unregistered car	11/7/2008 12:34:44 PM	☐
V 57	Check...	005	Office[005]	25		11/7/2008 12:37:01 PM	☐
X 57	Check...	003	Main lobby[003]	12		11/7/2008 12:54:39 PM	☐
X 57	Check...	001	Front door[001]	5	Blocked drata	11/7/2008 12:58:51 PM	☐
X 57	Check...	007	Kids play area[...]	30		11/7/2008 1:04:52 PM	☐
< 57	Check...	254	End Patrol	68		11/7/2008 1:28:25 PM	☐
# 57	User	003	Ken Lee			11/7/2008 2:20:59 PM	☐
> 57	Check...	253	Start Patrol			11/7/2008 2:21:06 PM	☐
! 57	Check...	002	Reception[002]	8		11/7/2008 2:21:26 PM	☐
! 57	Check...	008	Hotel bar[008]	35	Broken window	11/7/2008 2:22:40 PM	☐
! 57	Check...	006	Car park level ...	28		11/7/2008 2:24:07 PM	☐
V 57	Check...	004	Storage room[004]	15		11/7/2008 2:28:21 PM	☐
! 57	Check...	007	Kids play area[...]	30		11/7/2008 2:31:40 PM	☐
X 57	Check...	001	Front door[001]	5		11/7/2008 2:36:38 PM	☐
X 57	Check...	003	Main lobby[003]	12	Door locked	11/7/2008 2:38:49 PM	☐
! 57	Check...	005	Office[005]	25		11/7/2008 2:40:47 PM	☐
< 57	Check...	254	End Patrol	71		11/7/2008 2:47:06 PM	☐

Report Sample: Checkpoints

Selecting Checkpoints under TYPE, you will receive all the checkpoint bookings and details associated with these checkpoints, i.e. checkpoint code, checkpoint location, incident(s), time & date, and patrol time.

- Step 1:** Click onto the Print Setup tab.
- Step 2:** Click onto the small white box next to DATE to show a 'tick'.
- Step 3:** Select Start & End dates for the report to show.
- Step 4:** Select Start & End time for the report to show.
- Step 5:** Click the small white box next to TYPE to show a 'tick'.
- Step 6:** Select Checkpoint.
- Step 7:** Click onto the Search tab.

The screenshot shows the GuardTrak Management System (Form Process) interface. Red arrows point to the following elements:

- Step 1:** The 'Print Setup' button in the left sidebar.
- Step 2:** The small white box next to the 'DATE' filter.
- Step 3:** The 'Start Date' and 'End Date' dropdown menus.
- Step 4:** The 'Start Time' and 'End Time' dropdown menus.
- Step 5:** The small white box next to the 'TYPE' filter.
- Step 6:** The 'Checkpoint' option in the 'Type' dropdown menu.
- Step 7:** The 'Search' button.

GT Serial No.	Type	Card No.	Identity	Patrol Time(min)	Incident	Time & Date	D.S.T
# 57	Checkpoint	253	Start Patrol			11/7/2008 8:26:25 AM	<input checked="" type="checkbox"/>
# 57	Checkpoint	008	Hotel bar[008]	35		11/7/2008 8:26:39 AM	<input type="checkbox"/>
# 57	Checkpoint	006	Car park level 1[...]	28	Open window	11/7/2008 8:28:30 AM	<input type="checkbox"/>
# 57	Checkpoint	004	Storage room[004]	15		11/7/2008 9:21:41 AM	<input type="checkbox"/>
# 57	Checkpoint	002	Reception[002]	8		11/7/2008 9:21:49 AM	<input type="checkbox"/>
# 57	Checkpoint	007	Kids play area[007]	30		11/7/2008 11:02:55 AM	<input type="checkbox"/>
# 57	Checkpoint	001	Front door[001]	5	Unlock door	11/7/2008 11:02:57 AM	<input type="checkbox"/>
# 57	Checkpoint	003	Main lobby[003]	12		11/7/2008 11:03:04 AM	<input type="checkbox"/>
# 57	Checkpoint	005	Office[005]	25	Light off	11/7/2008 11:03:07 AM	<input type="checkbox"/>
# 57	Checkpoint	254	End Patrol			11/7/2008 11:03:17 AM	<input type="checkbox"/>
# 57	Checkpoint	253	Start Patrol			11/7/2008 12:20:11 PM	<input type="checkbox"/>
# 57	Checkpoint	004	Storage room[004]	15		11/7/2008 12:20:43 PM	<input type="checkbox"/>
# 57	Checkpoint	006	Car park level 1[...]	28		11/7/2008 12:24:10 PM	<input type="checkbox"/>
# 57	Checkpoint	008	Hotel bar[008]	35		11/7/2008 12:32:43 PM	<input type="checkbox"/>
# 57	Checkpoint	002	Reception[002]	8	Unregistered car	11/7/2008 12:34:44 PM	<input type="checkbox"/>
# 57	Checkpoint	005	Office[005]	25		11/7/2008 12:37:01 PM	<input type="checkbox"/>
# 57	Checkpoint	003	Main lobby[003]	12		11/7/2008 12:54:39 PM	<input type="checkbox"/>
# 57	Checkpoint	001	Front door[001]	5	Blocked drain	11/7/2008 12:58:51 PM	<input type="checkbox"/>
# 57	Checkpoint	007	Kids play area[007]	30		11/7/2008 1:04:52 PM	<input type="checkbox"/>
# 57	Checkpoint	254	End Patrol			11/7/2008 1:28:25 PM	<input type="checkbox"/>

Report Sample: Individual User (By Name)

By typing the name of a particular staff, e.g. John Brown, under IDENTITY, you will receive the time & date to when he scanned his personnel tag.

- Step 1: Click onto the Print Setup.
- Step 2: Click onto the small white box next to Date to show a 'tick'
- Step 3: Select the Start & End date to which the report to show.
- Step 4: Select the Start & End time to which the report to show.
- Step 5: Click onto the small white box next to Identity to show a 'tick'
- Step 6: Type in the personnel name.
- Step 7: Click onto the Search tab.

The screenshot shows the GuardTrak Management System interface. The main window is titled "GuardTrak Management System [Form Process]". On the left, there is a sidebar with icons for "OnLine Process", "System Parameter", "Data Manager", and "Print Setup". The main area contains search filters for DATE, TYPE, and IDENTITY. Below the filters is a table of search results. Red arrows indicate the following steps:

- Step 1: Points to the "Print Setup" icon in the sidebar.
- Step 2: Points to the checkbox next to "DATE".
- Step 3: Points to the "Start Date" and "End Date" dropdown menus.
- Step 4: Points to the "Start Time" and "End Time" dropdown menus.
- Step 5: Points to the checkbox next to "IDENTITY".
- Step 6: Points to the "Identity" text input field containing "John Brown".
- Step 7: Points to the "Search" button.

GT Serial No.	Type	Card No.	Identity	Patrol Time(In)	Incident	Time & Date	D.S.T
# 60	User	001	John Brown			10/4/2008 10:12:55 AM	<input checked="" type="checkbox"/>
# 60	User	001	John Brown			10/4/2008 11:07:10 AM	<input type="checkbox"/>
# 58	User	001	John Brown			10/7/2008 11:15:01 AM	<input type="checkbox"/>
# 60	User	001	John Brown			10/7/2008 1:08:57 PM	<input type="checkbox"/>
# 60	User	001	John Brown			10/7/2008 1:09:23 PM	<input type="checkbox"/>
# 58	User	001	John Brown			10/7/2008 1:14:24 PM	<input type="checkbox"/>
# 60	User	001	John Brown			10/7/2008 2:21:32 PM	<input type="checkbox"/>
# 60	User	001	John Brown			10/7/2008 3:57:10 PM	<input type="checkbox"/>
# 61	User	001	John Brown			10/8/2008 10:23:33 AM	<input type="checkbox"/>
# 61	User	001	John Brown			10/8/2008 10:24:36 AM	<input type="checkbox"/>
# 61	User	001	John Brown			10/8/2008 10:27:33 AM	<input type="checkbox"/>
# 60	User	001	John Brown			10/8/2008 11:38:06 AM	<input type="checkbox"/>
# 58	User	001	John Brown			10/8/2008 1:34:48 PM	<input type="checkbox"/>
# 58	User	001	John Brown			10/8/2008 4:14:49 PM	<input type="checkbox"/>
# 60	User	001	John Brown			10/10/2008 4:32:20 PM	<input type="checkbox"/>
# 61	User	001	John Brown			10/16/2008 3:29:10 PM	<input type="checkbox"/>
# 61	User	001	John Brown			10/16/2008 3:29:12 PM	<input type="checkbox"/>
# 60	User	001	John Brown			10/17/2008 7:40:10 PM	<input type="checkbox"/>
# 61	User	001	John Brown			10/17/2008 7:42:52 PM	<input type="checkbox"/>
# 57	User	001	John Brown			10/23/2008 3:17:15 PM	<input type="checkbox"/>

Export Data to Windows Excel:

To arrange the data for further processing or to make a print out, you may export the data report from the 'Print Setup page' to Windows Excel.

Step 1: Click onto the Print Setup tab.

Step 2: Select your required report (See Print Setup above for details).

Step 3: Click the 'Open Doc' tab.

Important: Make sure that the 'Excel Format' box has been selected in the General Setup section from the System Parameter page.

	A	B	C	D	E	F	G
322	V 55	3	Checkpoint	Main lobby(003)	3		9/26/2008 15:33
323	I 96	2	Checkpoint	Reception(002)	2		9/26/2008 15:33
324	I 54	3	Checkpoint	Main lobby(003)	3	Water leak-Unlock door-Broken window	9/26/2008 15:33
325	I 96	3	Checkpoint	Main lobby(003)	3	Unregistered car-Light on	9/26/2008 15:33
326	I 55	4	Checkpoint	Storage room(004)	4		9/26/2008 15:35
327	I 55	5	Checkpoint	Office(005)	5	Light on	9/26/2008 15:35
328	I 55	6	Checkpoint	Car park level 1(006)	6		9/26/2008 15:36
329	I 55	7	Checkpoint	Kids play area(007)	7		9/26/2008 15:37
330	I 55	8	Checkpoint	Hotel bar(008)	8	Door locked-Unlock door	9/26/2008 15:38
331	< 55	254	Checkpoint	End Patrol	6		9/26/2008 15:39
332	# 55	4	User	Bill Smith			9/26/2008 15:40
333	# 55	1	Checkpoint	Front door(001)	1		9/26/2008 15:41
334	# 55	2	Checkpoint	Reception(002)	2	Wet floor	9/26/2008 15:42
335	# 55	3	Checkpoint	Main lobby(003)	3		9/26/2008 15:43
336	# 55	4	Checkpoint	Storage room(004)	4		9/26/2008 15:44
337	# 55	5	Checkpoint	Office(005)	5		9/26/2008 15:47
338	# 55	6	Checkpoint	Car park level 1(006)	6	Water leak	9/26/2008 15:47
339	# 55	7	Checkpoint	Kids play area(007)	7		9/26/2008 15:48
340	# 55	8	Checkpoint	Hotel bar(008)	8		9/26/2008 15:48
341	# 54	8	Checkpoint	Hotel bar	8		9/29/2008 15:38
342	# 55	3	User	Ken Lee			9/30/2008 9:06
343	> 55	253	Checkpoint	Start Patrol			9/30/2008 9:06
344	X 55	1	Checkpoint	Front door	1		9/30/2008 9:09
345	X 55	2	Checkpoint	Reception	2		9/30/2008 9:10
346	X 55	3	Checkpoint	Main lobby	3		9/30/2008 9:11
347	X 55	4	Checkpoint	Storage room	4		9/30/2008 9:13
348	X 55	5	Checkpoint	Office	5	Light on-Water leak-Unlock door-Broken v	9/30/2008 9:14
349	X 55	6	Checkpoint	Car park level 1	6		9/30/2008 9:17
350	X 55	7	Checkpoint	Kids play area	7		9/30/2008 9:18
351	X 55	8	Checkpoint	Hotel bar	8		9/30/2008 9:24
352	< 55	254	Checkpoint	End Patrol	22		9/30/2008 9:28
353	# 54	1	User	John Browns			9/30/2008 9:49
354	> 54	253	Checkpoint	Start Patrol			9/30/2008 9:49
355	I 54	1	Checkpoint	Front door	1		9/30/2008 9:50
356	I 54	2	Checkpoint	Reception	2		9/30/2008 9:51
357	I 54	3	Checkpoint	Main lobby	3	Water leak-Unlock door-Broken window	9/30/2008 9:52
358	I 54	4	Checkpoint	Storage room	4		9/30/2008 9:52

Export Data to Text File

To arrange the data report for further processing, i.e. transfer data to your company's own software, or to make a print out; you can export the data report from the 'Print setup page' to another data base. The data will be exported in text file.

Step 1: Click onto the Print Setup tab.

Step 2: Select your required report (See Print Setup above for details).

Step 3: Click onto the 'Open Doc' tab.

Important: Make sure that the 'Text Format' box has been selected in the General Setup section from the System Parameter page.



```
Record Report
Start Time 2008/10/20 00:00:00
End Time 2008/10/31 23:59:59

GT serial no., card no., type, identity, patrol time(min), incident, time & date, D.S.T,
# 57,001,User,John Brown,,10/23/2008 3:17:15 PM,None,
# 57,002,Checkpoint,Reception[002],2,,10/23/2008 3:17:17 PM,None,
# 57,003,Checkpoint,Main lobby[003],3,,Open window Broken window,10/23/2008 3:17:19 PM,None,
# 57,001,Checkpoint,Front door[001],1,,10/23/2008 3:21:46 PM,None,
# 57,002,Checkpoint,Reception[002],2,,10/23/2008 3:22:19 PM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/23/2008 3:22:33 PM,None,
# 57,004,Checkpoint,Storage room[004],4,,10/23/2008 3:24:51 PM,None,
# 57,005,Checkpoint,Office[005],5,,Blocked drain,10/23/2008 3:28:40 PM,None,
# 57,006,Checkpoint,Car park level 1[006],6,,10/23/2008 3:27:26 PM,None,
# 57,007,Checkpoint,Kids play area[007],7,,10/23/2008 3:31:00 PM,None,
# 57,008,Checkpoint,Hotel bar[008],8,,10/23/2008 3:34:50 PM,None,
# 57,001,User,John Brown,,10/23/2008 3:35:27 PM,None,
# 57,001,Checkpoint,Front door[001],1,,unlock door,10/23/2008 3:42:48 PM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/23/2008 3:52:59 PM,None,
# 57,006,Checkpoint,Car park level 1[006],6,,10/23/2008 3:56:08 PM,None,
# 57,004,Checkpoint,Storage room[004],4,,10/23/2008 3:56:11 PM,None,
# 57,002,Checkpoint,Reception[002],2,,10/23/2008 4:01:51 PM,None,
# 57,005,Checkpoint,Office[005],5,,10/23/2008 4:02:02 PM,None,
# 57,008,Checkpoint,Hotel bar[008],8,,10/23/2008 4:02:05 PM,None,
# 57,007,Checkpoint,Kids play area[007],7,,10/23/2008 4:02:07 PM,None,
# 57,001,User,John Brown,,10/24/2008 9:15:25 AM,None,
# 57,001,Checkpoint,Front door[001],1,,10/24/2008 9:15:28 AM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/24/2008 9:15:29 AM,None,
# 57,006,Checkpoint,Car park level 1[006],6,,10/24/2008 9:15:31 AM,None,
# 57,004,Checkpoint,Storage room[004],4,,10/24/2008 9:15:33 AM,None,
# 57,001,Checkpoint,Front door[001],1,,10/24/2008 9:16:37 AM,None,
# 57,001,Checkpoint,Front door[001],1,,10/24/2008 9:59:22 AM,None,
# 57,007,Checkpoint,Kids play area[007],7,,10/24/2008 10:01:35 AM,None,
# 57,008,Checkpoint,Hotel bar[008],8,,10/24/2008 10:01:38 AM,None,
# 57,001,User,John Brown,,10/24/2008 10:01:39 AM,None,
# 57,005,Checkpoint,Office[005],5,,Unlock door,10/24/2008 10:07:12 AM,None,
# 57,002,Checkpoint,Reception[002],2,,10/24/2008 10:07:29 AM,None,
# 57,001,Checkpoint,Front door[001],1,,10/24/2008 10:16:19 AM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/24/2008 10:16:23 AM,None,
# 57,001,User,John Brown,,10/27/2008 9:27:04 AM,None,
# 57,004,Checkpoint,Storage room[004],4,,10/27/2008 9:28:50 AM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/27/2008 9:58:20 AM,None,
# 57,007,Checkpoint,Kids play area[007],7,,10/27/2008 9:57:08 AM,None,
# 57,001,Checkpoint,Front door[001],1,,10/27/2008 10:21:19 AM,None,
# 57,006,Checkpoint,Car park level 1[006],6,,10/27/2008 11:48:17 AM,None,
# 57,002,Checkpoint,Reception[002],2,,10/27/2008 11:52:45 AM,None,
# 57,005,Checkpoint,Office[005],5,,Blocked drain,10/27/2008 11:52:48 AM,None,
# 57,008,Checkpoint,Hotel bar[008],8,,10/27/2008 11:52:58 AM,None,
# 57,001,User,John Brown,,10/27/2008 3:57:26 PM,None,
# 57,001,Checkpoint,Front door[001],1,,10/27/2008 3:57:29 PM,None,
# 57,006,Checkpoint,Car park level 1[006],6,,10/27/2008 3:57:31 PM,None,
# 57,002,Checkpoint,Reception[002],2,,10/27/2008 3:57:35 PM,None,
# 57,004,Checkpoint,Storage room[004],4,,10/27/2008 3:59:31 PM,None,
# 57,003,Checkpoint,Main lobby[003],3,,10/27/2008 3:59:44 PM,None,
```

Symbols Reference:

- Standard symbol in front of the GT hand-held device serial no.

** Below symbols will only appear on the report if used with the 'In & Out' cards.*

V - Patrol normal

! - There is a problem with the Patrol Sequence

> - Start of Patrol

< - End of Patrol

X & with whole line also highlighted in RED - Patrol time period surpassed the set allowance time

! & with the whole 'End Patrol' line highlighted in RED – Missed checkpoint(s)

