

QR-PATROL IN 15 STEPS

QUICK START GUIDE



A guard tour system

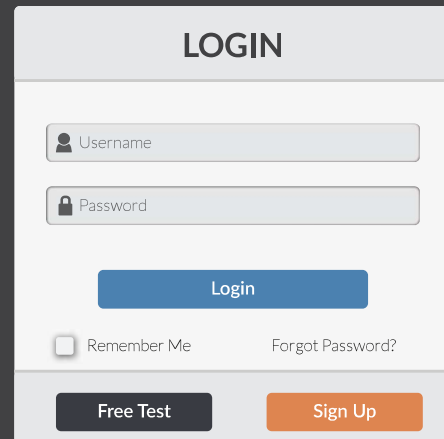
Welcome to QR-Patrol!

This short guide will help you configure all basic settings needed to setup your QR-Patrol account for first time and learn about all the necessary steps in order to quickly manage patrols.

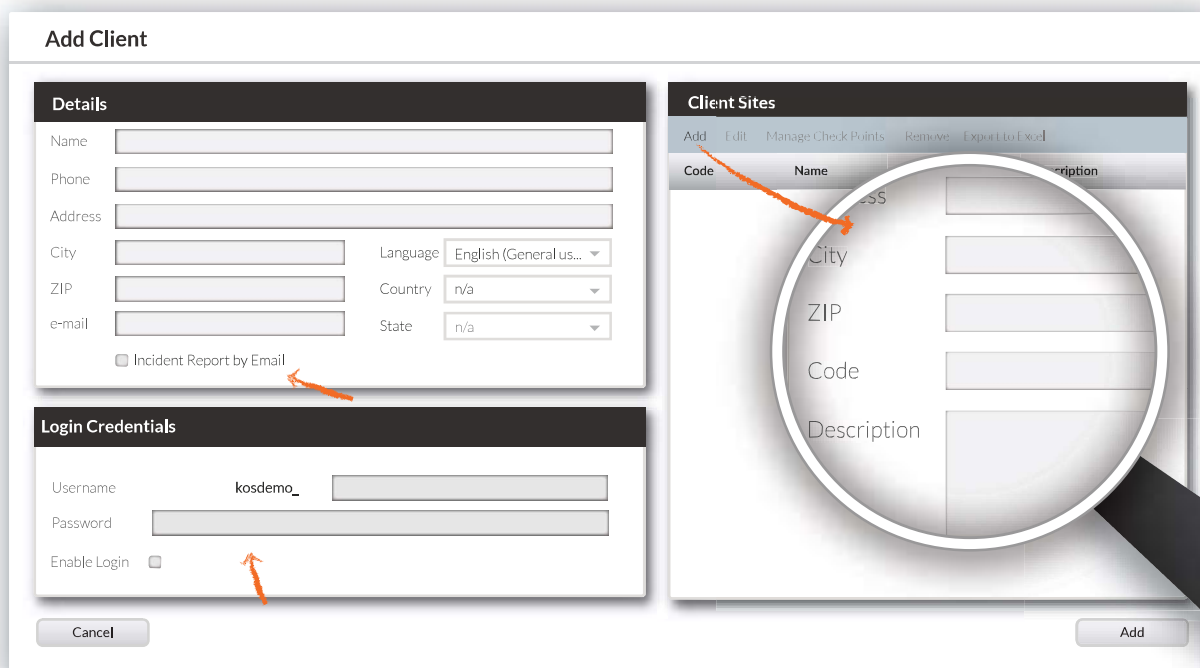
1 LOGIN YOUR WEB APPLICATION

On <https://followmystaff.com/> type your username and password and click on the 'Login' button. You will now be connected to your Events Browser.

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.



2 MANAGE YOUR CLIENTS AND THEIR SITES

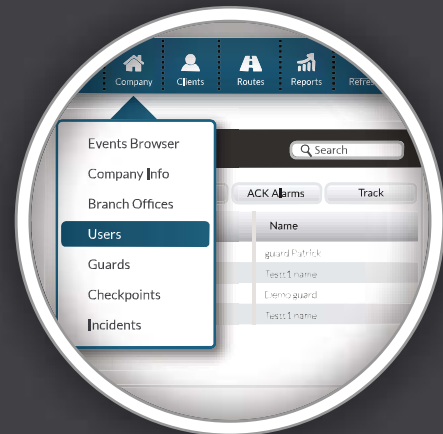


Click on 'Clients' on the main Navigation bar and you will be transferred to your clients tab, where there a list of your existing clients is displayed. Press 'Add Client' and fill in your client's details (name, address etc.). Check the 'Incident Report by Email' box if they should receive reports of Incidents that took place on their sites. Give your clients credentials in order to be able to log in QR-Patrol and monitor the actions of the guards on their own sites.

Add their sites on the client sites section by clicking on 'Add'. Fill in the site's details and a unique code number, in case you would like checkpoints to be assigned to the specific site via the QR-Patrol mobile application.

3 MANAGE YOUR USERS

Users are all the persons who are able to receive alerts via e-mail. Click on 'Company' (top-left of Navigation bar) and select 'Users' from the drop-down list. Add your users and their information or Edit/Remove the existing ones.



4 MANAGE YOUR GUARDS

Click on 'Company' and select 'Guards'. You can edit their names, give them a pin with which they will be able to log in the QR-Patrol mobile application, or even revoke their patrol license and reassign it to them.

Edit guard

Person Name

Customer Code

Pin

☒ Patrol
 ☐ Ptt

Cancel

Confirm

5 MANAGE YOUR CHECKPOINTS

Check Point Code

Check Point Name

Client Point Notes

Assign

Client

Site

Client Site Code

Check Point

Lock

☐

Cancel

Confirm

By clicking on 'Company' and selecting 'Check Points', you'll see a list of your existing Check Points. By selecting a checkpoint and then click on 'Edit' (or by double-clicking on the checkpoint), you can fill in a name, some notes that will be displayed on your guard's device when he scans the specific checkpoint or you can assign it to a client's site, by selecting a client and a site from the drop-down lists. You can also delete any of your checkpoints, just by selecting them and click on 'Remove', or add more. You can even print them on your own!

Alternatively, you can assign your check points by clicking on 'Clients' on your navigation bar and then select a client from the list and press 'Edit'. On the right of the pop-up window, there are the client's sites. Choose the site you want and press 'Manage Check Points'. Select any of the Available checkpoints and assign them to the specific site, just by hitting the plus button. Save your changes by clicking on 'Confirm'.

6 MANAGE YOUR INCIDENTS



Click on 'Company' and select 'Incidents'. A list of your incidents will appear. You can select any of the incidents and edit them, remove them or add new ones. Incident list will be displayed on your guards' devices.

Incidents	
Add incident	Edit Remove
Incident	Code
Broken door	1
Door unlocked	2
Lights On	3
Broken window	4

Incident
Code

7 ADD / EDIT ROUTES

By clicking on 'Routes', you will be able to see a list of scheduled routes and edit either of them or to add a new one. If you click on 'Add scheduled route', a pop-up window will appear (see picture below), where you can enter a description for your route, select the guard you want to follow the specific route, set the start date/time, the end date/time, choose whether you like it to be a loose schedule or not and if your users will receive alerts by email, if it will recurs daily, weekly or monthly and finally manage the route's check points by clicking on the respective button.

Insert the checkpoints you want to be scanned by selecting them from the bottom list and add them to the schedule by pressing the **+** button. If your schedule is strict, set the check time for each point and the tolerance in mins, within which the point can be scanned. You can also set the order checkpoints will be scanned. If you don't want to receive an alert for a specific check point in case it won't be scanned, select it on your top list of scheduled points and check the 'No Email Alert' box.

Add scheduled route

Name

Person ID

Starts at

Ends at

☒ Recurring

☐ Loose schedule

☒ Alert by Email

Daily

Num. of points 0

Manage scheduled route's points

Check time

Tolerance in minutes 10

☒ No Email Alert

<input type="checkbox"/>	Code	Check point name	Site	No email alert
<input type="checkbox"/>	48bdc2e-9924999-474c998		Store 1 - Site 3	
<input checked="" type="checkbox"/>	17bdc2e-4724999-774a941		Site 2	
<input type="checkbox"/>	76bdc2e-9948573-473a952		Site 2 - Store	
<input type="checkbox"/>	15ercd2e-9924999-474c998		Site 4	
<input type="checkbox"/>	56bcac2e-9924999-474c998		Site 4	

Filters Choose site

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MOBILE APPLICATION

Download the mobile application from the App store or Android Market:



One tab of your browser should always show on <https://followmystaff.com> !

Run QR-Patrol mobile application!

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ASSIGN CHECKPOINTS VIA THE MOBILE APP



On the main screen of your mobile application, you can select one of the following options:

Patrol

Change guard ID

Schedule

Point assignment

We've already mentioned two ways to assign check point from your web application. Point assignment can also take place via your smartphone device. Select the green button indicating Point assignment and follow the steps below:

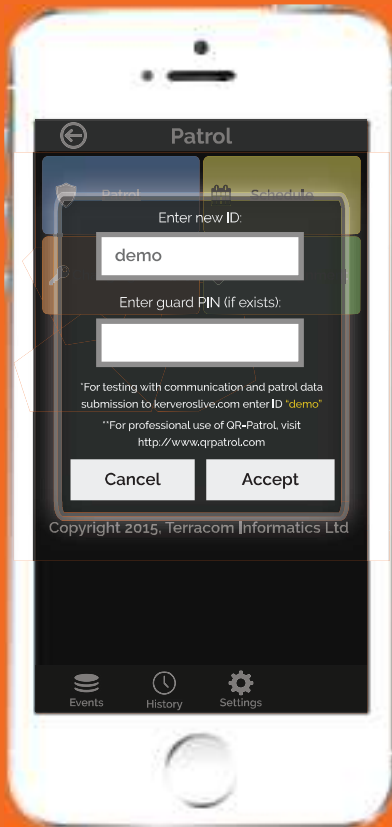
- Press the 'Scan point tag' button and scan your label.
- To assign the tag to a specific site, press the blue 'Assign' button. Now, go on your web application again and on the Check Points tab (Company -> Check Points), select a point from the list, click on 'Edit' and choose the client and the site that you want.
- Alternatively, you can add a description and fill in the unique site code (you can find this code on your web-app, on the Clients tab: Client -> Details). Finally press the 'Assign' button and your checkpoint is ready!

In contrast with QR code labels, NFC tags, can be added to your account, on your Check Points list, only after having assigned them from your device. Assignment of NFC tags can happen just like the one of QR code labels above. The only difference is that instead of pressing the 'Scan point tag' button, you only have to drag the NFC on the back of your device.

Note: Make sure that you have enabled the NFC feature on your device.



10 LOG IN THE MOBILE APPLICATION

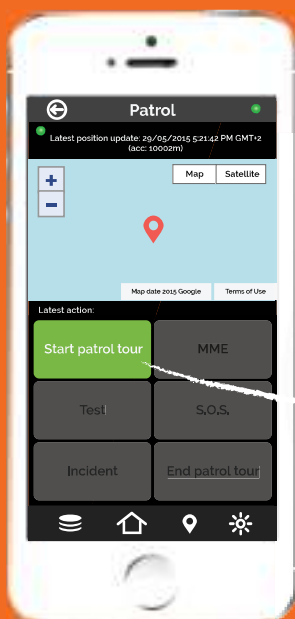


Click on Change Guard I.D. and insert your I.D. into the 'Enter new I.D.' field and press the 'Accept' button.

****The Guard I.D. can be found on your web-app account, by clicking on 'Company' (top-left of the navigation bar) and selecting 'Guards'. A list of your guards will appear, where you can find their credentials. (Guard I.D. and pin, if existing)**

Guards									
Edit	Export to Excel								
Guard ID	Name	Code	Pin	Patrol	PTT	Last latitude	Last longitude	Accuracy	Contact
22a0e000a6	test	002							
45a0e000d1	Guard 1	007		✓		39.62717	20.28887	1000	2015-07-08
96a0e000b3	Guard 2	004		✓	✓	0	0	0	
49a0e000c4	Guard 3			✓		0	0	0	

11 START A PATROL



Now, you are ready to start a new patrol! By pressing the Patrol button, you will be transferred to the patrol screen. You can start your patrol just by pressing 'Start Patrol Tour'.



Events				
View Details	Map	Get KML	Retrieve Address	
Date	Event Type	Event Details	Check Point	Tour ID
2015-11-06 22:19:38	START			19
Total Events: 1				

Your first event (START) has already been submitted on the web application!

12 SCAN CHECKPOINTS ACCORDING TO YOUR SCHEDULE

Once there is a route set up for the specific guard, you will receive a schedule update on your device, at the same time that the route starts. In the example below, the route starts at 17:00, so the guard is going to receive his schedule update at 5 PM exactly.

Routes

From

2015-06-29

To

2015-06-29

Add scheduled routes

Details

Edit

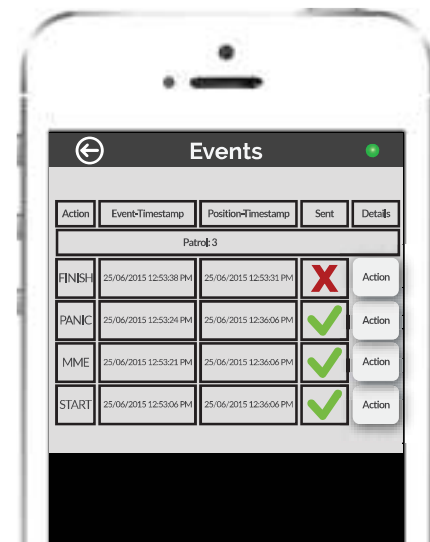
Search

ID	Guard Name	Description	Starts	Ends	Created	Last update	Recurrent	Loose	Ignore points order
1375	Ilias	Route 1	2015-08-19 17:00:00	2015-08-19 19:00:00	2015-08-17 12:23:00	2015-08-19 17:00:00	Daily		✓

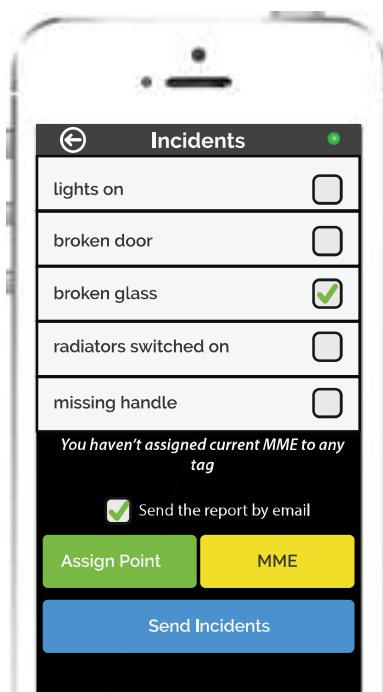
By pressing the 'Schedule' button on the start-up screen of your mobile application, you will see a list with all of the route's check points and the time at which they are supposed to be scanned. So, when it is the appropriate time, on the Patrol Screen, press the 'Scan QR code' button and scan your label.

If the light is insufficient, you can press the torch button, on the bottom of your screen, and your flash will turn on when you hit the 'Scan QR code' button.

In case you want to scan a NFC, all you have to do is to drag your device above the tag on the main Patrol screen of your mobile app.



13 SEND AN INCIDENT



By pressing the 'Incident' button, a list with all the existing incidents will show up. Select -at least- one of them, press 'Assign Point' to assign a QR code to the Incident (or just read an NFC with your device), check the 'Send the report by email' box if you want the incident report to be sent to the client to whom the assigned check point belongs and submit the incident tapping the 'Send Incidents' button.

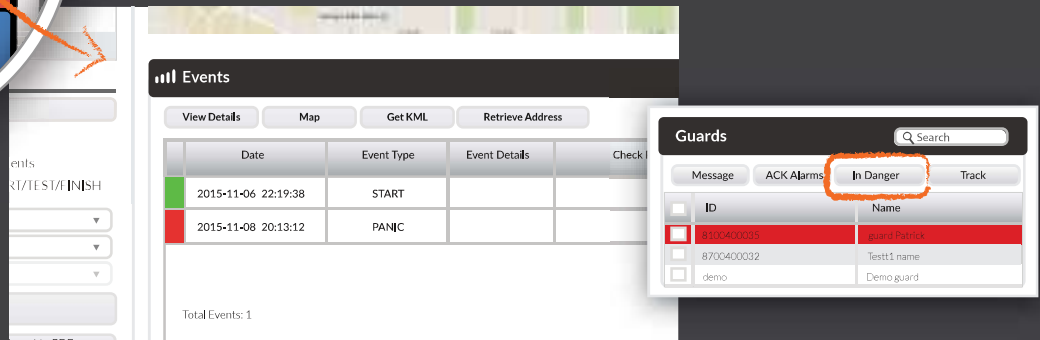
In case you want to attach also a MME to your incident, before sending it, click on the MME button. Take a picture, make a recording, enter a text message or add a signature and tap on 'Send MME'.

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SEND A SOS ALERT



On the main patrol screen there is the S.O.S. button. When pressed, an alarm on your web application will be sent and an alert via e-mail will be sent to the admin and the users. The alarm can be disabled by clicking on 'ACK Alarms'.



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END PATROL TOUR

Finally, click on the 'End patrol tour' button in order to end your tour and submit a Finish event. In that way, the administrator will be able to distinguish the guards' patrols and export reports for individual tours and their duration.

MORE RESOURCES

