

# QR-PATROL M.A.R.S.

USER GUIDE



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A guard tour system

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QR-Patrol M.A.R.S. for Android



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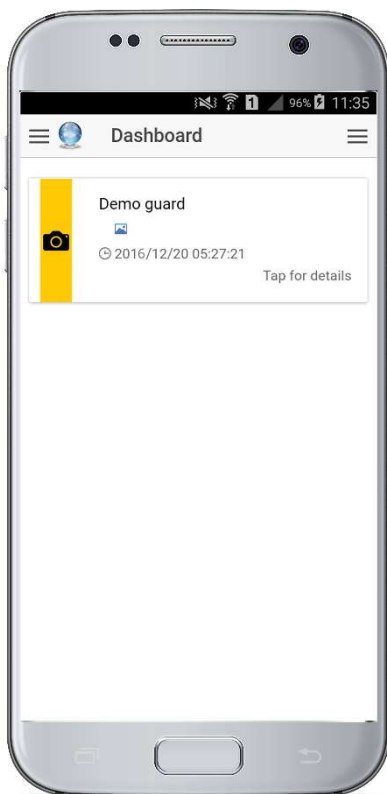
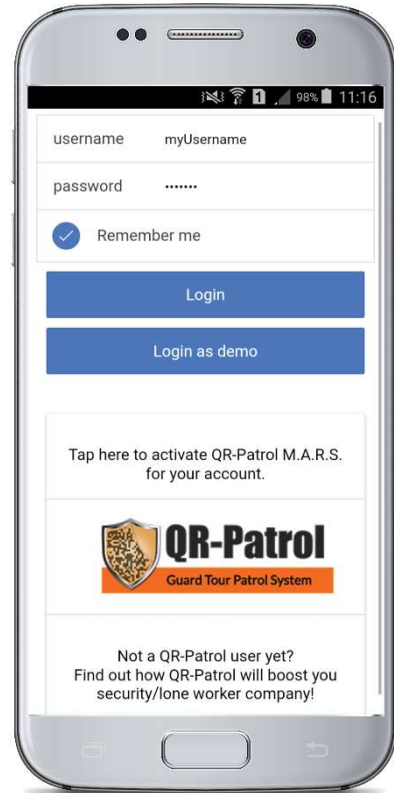
Open the application and enter your username and password into the respective fields as shown in the picture.

Keep in mind that your credentials are the same ones that you use to enter the Web-App of QR-Patrol (followmystaff.com).

**Note: Make sure that you have active internet connection.**

Finally, press the “Login” button.

In order to test QR-Patrol MARS for free, you can press the “Login as demo” button.



Once you login, the Dashboard will show up.

The last submitted Event by each of your Guards, is displayed on the Dashboard, along with some details about it, such as the Name of the Guard who sent it and the Date and Time that was submitted.

The icon on the left of the Event, indicates its Type.

By clicking on the Event, you are able to see more details:

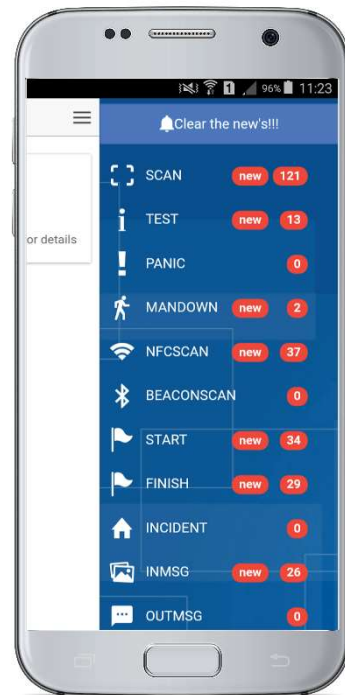
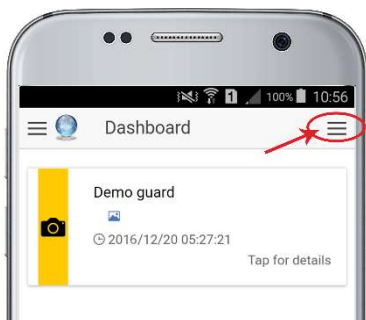
- The Name and ID of the Guard
- The Type of the Event
- The Date and Time that was submitted

- ✓ The Checkpoint's ID and Description
- ✓ The last acquired location of the Guard and the date/time of it
- ✓ In case of a SCAN Event, you are also able to see the Client and the Site that the point is assigned to.

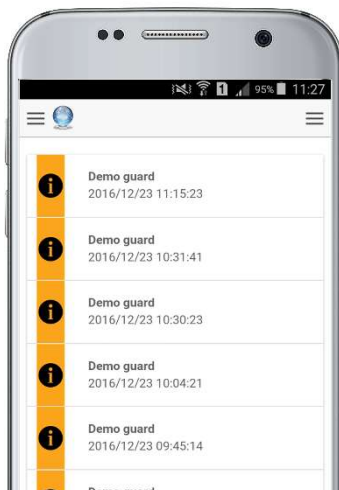
You additionally have the option to display:

- ✓ Guard's history actions
- ✓ His location on the map and
- ✓ Details of his Patrol
- ✓ In case of a MM Event, you can also view the image, text or signature attached.

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

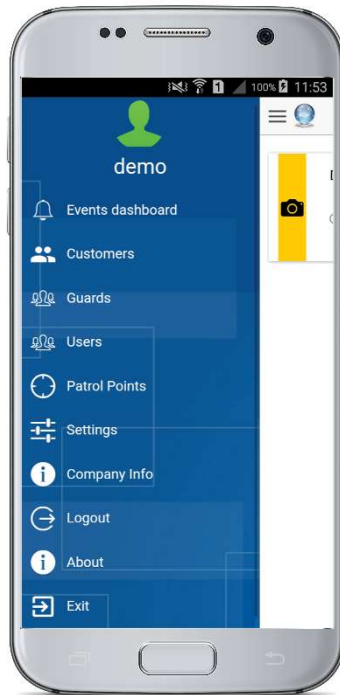
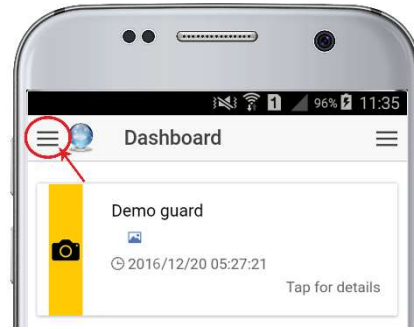


By selecting one of them, you are able to see on the Dashboard only occurred Events of that specific type.



By clicking on any of them, you can view more details

By clicking on the top-left button, you are able to choose one of the following options:



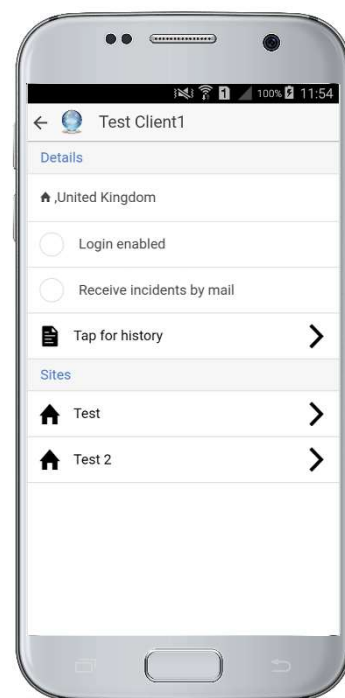
- Events dashboard
- Customers
- Guards
- Users
- Patrol Points
- Settings
- Company Info
- Logout
- About
- Exit

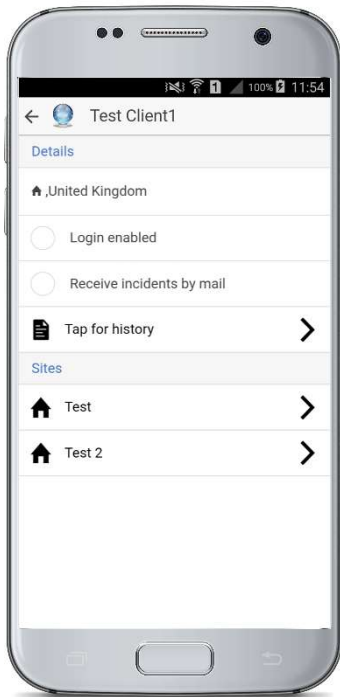
If you press “Customers”, your list of Customers (Clients) will show up.

By selecting one of those, you can see related information (i.e. set up via the web application), such as their Address, email address, whether they’re enabled to login with their own credentials and receive Incident Reports by email or not etc.

You can also see their Sites and the checkpoints that are assigned to each one.

You can even generate reports about Events that have taken place on your Clients’ sites, just by pressing “Tap for history”.





In the Events History, you can filter the Events you wish to display by selecting a “Start date” and “End date” and clicking on “Generate”.

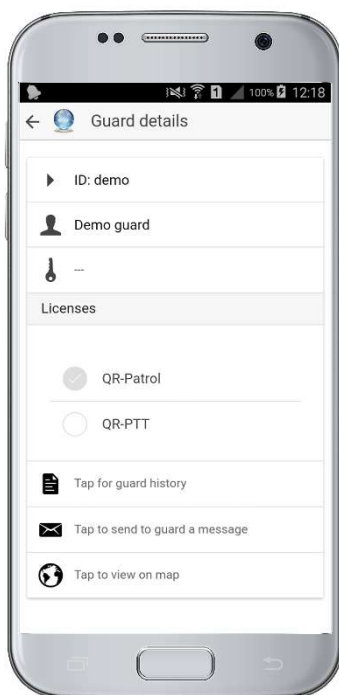
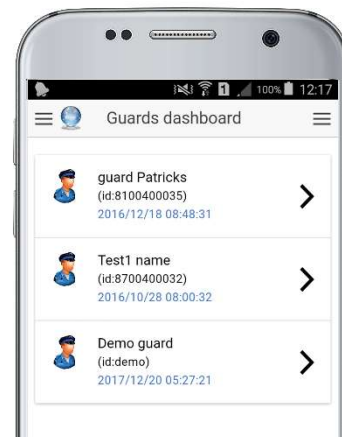
A report of the Events taken place within the defined time span will appear.

You can click on any of those events to see its details, send that report via email to the Users of your company (✉), or save it for future use (💾).

In case there is a printer connected to the network, you can even print the report directly! (Android 4.4.4 and above)

**In case you want to see your list of Guards,** press on “Guards” button.

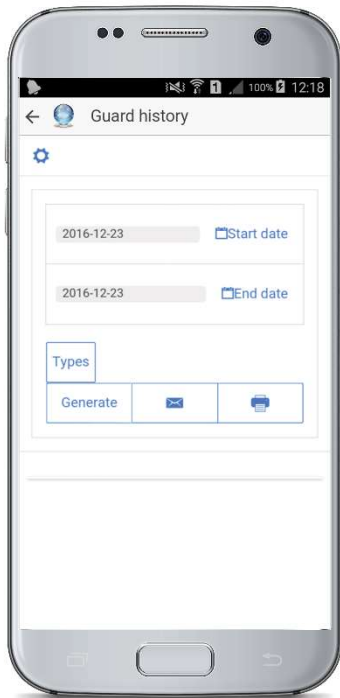
The list of your Guards will show-up along with some details such as their Name, Guard I.D. and Date/Time of each Guard’s last contact.



If you click on a Guard, you can see some further details about them.

You also have extra options regarding the Guard you have selected:

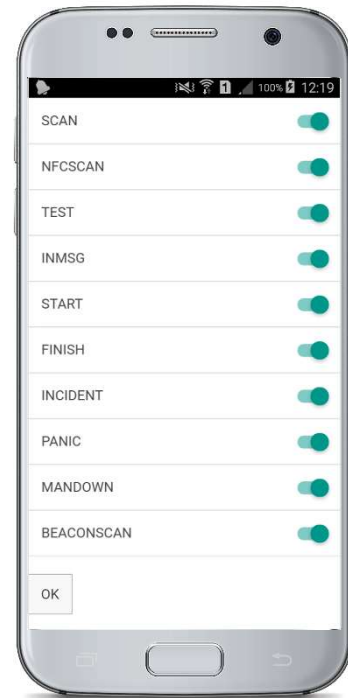
- ✓ To view his History
- ✓ To send him an instant message
- ✓ To see his location on the map




In case you select to view your Guard's History, you can filter the Events that sent by Date and/or by Type.

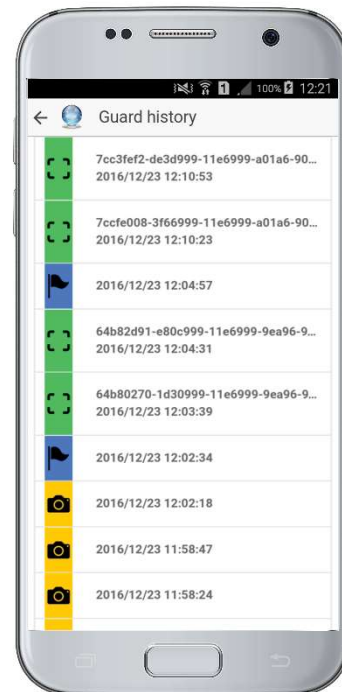


Select the preferred Start and End Date and the Type(s) of Events you wish to see and press "Generate".



A report of the specific Guards' sent Events will show up, which you can now send by email to the Users, save or print, the same way as before.

(Click the  button to display more options about the Report)



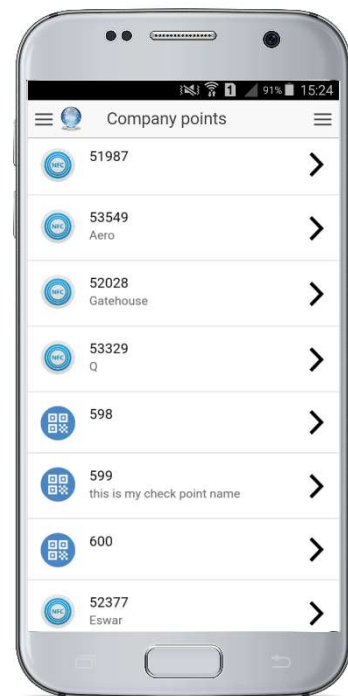


In the “Users” menu, you can View, Add, Edit and Delete a User (i.e. Users are the persons assigned to receive guards’ SOS alerts and problematic Schedule report e-mails from the system).

In the “Patrol points” menu, you can see all of your company’s Checkpoints (QR-Codes, NFCs, Beacons).

You can also View/Edit each checkpoint’s details, including:

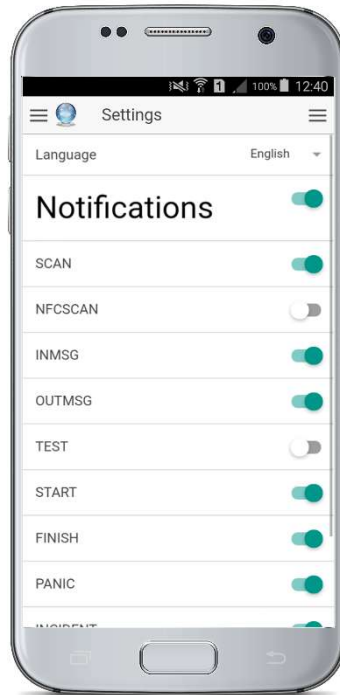
- Point ID
- Point Code
- Point alias
- Point notes
- Customer
- Site
- Lock Point



In the Settings menu, you have the option to change the Language, enable/disable Notifications, or choose for which Event Types you will be getting Notifications.



Finally, press “Exit” if you wish QR-Patrol M.A.R.S. to stop running in the background.



**In case you have logged in as a Client** (using the same credentials that you use to log into your QR-Patrol web application account (<https://follow-mystaff.com/>)), your already existing Sites will be displayed on your Dashboard.

By selecting one of them, you can Generate a Report of the Events that have taken place to that Site, given a specific time period that you chose (Start/End date).

Once the report is generated, you can click on any of those events to see its details, you can send that report via email (✉) to the Client’s mail addresses that have been set up on QR-Patrol web-app (‘Edit Client’), Or save it for future use (📄).

In case there is a printer connected to the network, you can even print the report directly! (Android 4.4.4 and above)

Clients can also choose a different Language and whether they will be receiving Notifications or not, through their Settings.

