

Online Guard Patrol User Manual

24.10.2013

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1, Login

1) Please login through <u>www.onlineguardpatrol.com</u> by your user name and password.

	Date Format: [dd/MM/yyyy ▼]
	Create shortcut Change Password
Home » Login	
username * bino password * •••••• Remember me next time Login Demo Data	follow OGP in APP
number of patrol: 18968488	Download Communication Client
2) Modify the login password	
vsdigital-security-company	Date Format: dd/MM/yyyy ▼
Home Data Entry Reader Report User Email	Create shortcut Change Password Subscription Setting Logout (bino) Help
	Displaying 1-10 of 13 results. Reader Last Downloading Time 1401-15970 17/07/2015 03:30:51

VS O	<i>digital-s</i> nline Gu	<i>ecuri</i> ard P	ty-con Patrol	<i>npany</i> ∨1.20)				Cr	Date Form	at: dd/MM/yyyy •
Home	Data Entry	Reader	Report	User Email	Subscription	Setting	Logout (bir	no) H	elp	<u>.</u>
									Displaying 1	-10 of 13 results.
			atere				Reader	La	st Downloadin	g Time
	ab					140	1-15970	17/07/2	015 03:30:51	VI
	115					140	1-15971	17/07/2	015 03:30:51	
	Ver		server			140	1-15972	17/07/2	015 03:30:51	
			7		140	1-15973	17/07/2	015 03:30:51		
	The second se		JE .	140	1-15978	17/07/2	015 03:30:51			
	1 Alexandre					140	1-15974	17/07/2	015 03:30:51	
1		Onlin	ne Guard Part				1-15976	16/07/2	015 03:30:07	
				The second se	, the second sec	140	1-15977	16/07/2	015 03:30:07	
1 1					ack reports	Am	У	15/07/2	015 03:30:15	
	sumland record			cn	eck reports	140	1-26423	21/05/2	015 14:22:33	
a	ownload record	+		Also can check	reports alpad.	G	o to page:	<< First	< Previous	1 2 Next>
umber o	of patrol: 1896848	18					Ø Down	load Com	munication C	lient



2, Create Users

- 1) Add a User/Client
 - <u>1,</u> Click User
 - 2. Click to add a user

3, Choose **Operator** or **Viewer**

<u>4</u>, 123456 is initial password for new users, if you want to modify it, re-login by new user name, then do it like "2) "

5, Click Create

Vsdig Onlir	g <i>ital-s</i> ne Gu	e <i>curit</i> ard P	y-con atrol	npan ∨1.20)	У				Date Forn	nat: dd/MM/yyyy 🔻
Home Dat	ta Entry	Reader	Report	User	Email	Subscription	Setting	Logout (bino)	Create shortcut Help	Change Password
Home » User										
									Displ	aying 1-3 of 3 results.
-		User Nam	ie i					Permissions		Reset Password
Amy						Viewer				e
Tony						Operator				ø
🔲 bino						Viewer				ø
Î (User Na Permise Operato Viewer: Create	ame * sions * ator • or: You ca check or Shrink)Viewer an use all f hly,can no	functions but add t modify data	initial passw	ord:123456		
number of patro	ol: 1897011	0						Ø Download	Communication C	



3, Create Site

- <u>1,</u> Click Site
- <u>2,</u> Click igoplus to add a new route
- 3, Fill in information
- <u>4,</u> Click Create

vsdigital-security-	Vsdigital-security-company Online Guard Patrol (V1.20)					
			Create shortcut Change Password			
Home Data Entry Reader R	eport User Email Subscription	Setting Logout (bino)	Help			
Home » Patro	1					
Tag			Displaying 1-3 of 3 results			
Schedule	Description	Contacts	Tel			
Patrol Site	Industrial Centre	Tom	19625 631234			
Office building 2	rfid					
Test Centre	Evaluation	Jim	01234567789			
	Description Contacts Tel Mobile Address Create Shrink	3				
-1						
number of patrol: 18970126		9 Download	d Communication Client			



Attention: If you want to modify the route information

- 1. Choose the route which is you want to modify
- 2. Re-write the information
- <u>3,</u> Click Update

vsdigital-securit	y-company	V				Date	Format: dd/MM/yyyy
	ution (V1.20)					Create sho	rtcut Change Password
Home Data Entry Reader	Report User	Email	Subscription	Setting	Logout (bino)	Help	
		10		7	7. 		
Home » Patrol sites							
						[Displaying 1-3 of 3 results.
Name		Description	1	C	ontacts		Tel
Patrol Site	Industrial Centre	9		Tom		19625 631234	4
Office building 2	rfid						
Test Centre	Evaluation			Jim		01234567789	
Imiliar	Name * Test Centre Description Evaluation Contacts Jim Tel 01234567789 Mobile Address Update Shrink						622
number of patrol: 18970126					Ø Download	d Communicati	on Client



4, Checkpoint, Event and Employee

Add checkpoints

<u>1</u>, Number all buttons in order



2. Read all ibottons one by one orderly



3. Choose the route which you want to add checkpoint tags to





5. Choose checkpoint tags which you want to add,

Vsdigital-se Online Gua	ecurity-comp ard Patrol M	bany 1.20)				Date F	Format: dd/MM	l/yyy	yy ▼
Home Data Entry	Reader Report	User E	mail Subscription	Setting	Logout (bino)	Help	onange i	600	<u>mora</u>
Home » Tag:Checkpoint Site Name: Patrol Site	•								
-						D	isplaying 1-2 of	f 2 r	esults.
Check	point ID		Name		Description	k	No.		
0085006B7FAC		1				1		1	*
â 🗈 🗈						Displa	ying 1-200 of 2	16 n	esults.
Category Name	Tag	iD	Name		Description		Scan time		
×	000000700082A27A		1 new tag			2014-11-13 16	6:05:49		
2	0015004D7695		1 new tag			2014-11-15 15	5:21:36		
	0015004D7694		2 new tag			2014-11-15 15	5:21:41		
	0020003960B6		3 new tag			2014-11-15 15	5:23:31		
	00200039B3DC		4 new tag			2014-11-15 15	5:23:34		
	0020003960F6		5 new tag			2014-11-15 15	5:23:36		
	00200039B45D		6 new tag			2014-11-15 15	5:23:38		

6. Click • to add new checkpoint tags into the route which you selected

Attention: Tags which don't be added in *checkpoint tags*, these tags are called *no- register tags*, they are still in the report for you to use in the other part.

Online Guard Patrol (V1.23)

Home Data Entry	Reader Report	User Email	Subscription	Setting Logout (bino)	Help	21.
Home » Tag:Checkpoint Site Name: Patrol Site	¥				Displaying 1	1.2 of 2 result
Che	eckpoint ID		Name	Description	No.	T 2 OF 2 TOSUIC
0085006B7FAC		1			1	1 *
0085006B59F1		2			2	1
					Displaying 1-200	of 216 result
Category Name		Tag ID	Name	Description	Scan time)
U	000000700082A	27A	1 new tag		2014-11-13 16:05:49	
	0015004D7695		1 new tag		2014-11-15 15:21:36	
	0015004D7694		2 new tag		2014-11-15 15:21:41	
	0020003960B6		3 new tag		2014-11-15 15:23:31	
	00200039B3DC		4 new tag		2014-11-15 15:23:34	
	0020003960F6		5 new tag		2014-11-15 15:23:36	



<u>7</u>, Click \bigcirc \bigcirc to adjust the position of the checkpoint.

Checkpoint ID	Name	Description	No.
01B37C70	1 new tag	1	6 🖉 🕷
01393B70	2 new tag	2	2 🖉 🗶
01706070	3 new tag	3	2 😠
1	Checkpoint ID 01B37C70 Name * 1 new tag Description Update Shrink	6	

Attention: Use the same method mentioned above to add tags in the Employee.

Add events

Attention: events are used in event-wallet form. It supports copy when meet the same events in different event-wallet.

•Edit the name of events and event wallets

<u>1.</u> Click to enter the event name



<u>2.</u> Click **•** to add event name which can be added more

3. Fill in the name of events and click Create

Home	Data Entry	Reader	Report	User	Email	Subscription	Setting	Logout (bino)	Help	
Hama Tag	Site								X	
Home » Taq.	Taq	1								
A Eve	Schedule	Checkpo	pint							
	Concoure	Event								
1		Employe	e							Displaying 1-10 of 1
			Nan	ie -					Desc	ription
Door is un	locked									
Lock is bro	oken									
Light is on										
Something	g is stolen									
Computer	is on									
Air-contair	ner is on									
Window is	broken									
CCTV is b	roken									
Water pipe	e is broken									
Machine is	s broken									
							Go to	page: << First	< Previou	s 1 2 Next>
İ	2		Name *				3			
			Descrip	tion					12	
			Create	Shrink						

<u>4</u>, Click **(a)** to enter the event wallet

5. Click • to add event wallet which can be added more

6, Fill in the name of event wallets and click Create

Home » Tag: Event	Event wallet		Displaying 1-1 of 1 result.
	Name	Description	
first	Name * Description Create Shrink	6	





•Add e	event tag	gs					
<u>1,</u> Choo	ose the e	event wallet which	wants to be ad	ded			
<u>2,</u> Click	to a	add from no-registe	er tags				
<u>3,</u> Click	to a	add event tags					
4, Click	Update	to save					
Event Name		Event wallet					٦
-	v.					Displaying 1-5 of 13 result	ts
Na	ime			Descript	ion		
2							
✓ 3 1							
U 4							
			Cata	and Line	d Drawinus	A D D North Locthy	
÷ o		Name *	60 10	page. << Firs	< Previous	2 3 Next> Last>	~
		2					
		Description					
							_
		1 0010000313F9	Lock is broken		Lock	is broken 🔻	
	2	Update S	Shrink				
	2						-
		Button ID	Nomo	Descript	Catagory	Download 216 ibuttons	5
			Anomites	Descript	Calegoly	Scar une	
		000000700082A27A	1 new tag	3		2014-11-13 10:00:49	
		0015004D7695	1 new tag	5		2014-11-15 15:21:36	
		0015004D7694	2 new tag			2014-11-15 15:21:41	

•Copy Event Wallet

ġ		
	(copy	event

If names of two event wallets are same, you can choose one event wallet to copy , then click wallet), click *Update*.

	Name		Description
1			
2			
🗹 3			
4			
5			
Ô	•	Name * 2 Description	Go to page: << First < Previous 1 2 3 Next > Last >>
		1 0010000313F9	Lock is broken



5, Set schedule

- 1. Click Schedule to choose the route which you want to patrol
- 2. Click to add a new schedule(the work day can be selected)
- 3, Fill out and click Create

Home Data Entry	Reader Report	User Email	Subscription	Setting Logout (bino) Help
Home » Schedule					
Site Name Patrol Site Patrol Site	• 1				Displaying 1-7 of 7 resu
Site Site Centre	2 art Time End 1	ime Duration	patrolling times	Tolerance(min)	Working Day
Patrol Site Daily	08:25 08:55	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	10:10 10:40	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	11:50 12:20	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	12:50 13:20	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	14:50 15:20	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	16:50 17:20	30(min)	1	5	MON TUE WED THU FRI SAT
Patrol Site Daily	17:20 17:50	30(min)	1	5	SUN MON TUE WED THU FRI SAT
2	Schedule end o Start time of d End time of d Start T Dura Tolera patrolling ti Group managen	late / / Site Patrol Site aily 00:00 aily 23:59 ime 17:50 tion 30 ince 5 imes 1 inent	<pre>(YYYY- (YYYY- (HH:MM) (HH:MM) (HH:MM) (MM) (MM) (MM) every points</pre>	MM-DD) 3	 ✓ Tuesday ✓ Wednesday ✓ Thursday ✓ Friday ✓ Saturday

Attention: If you choose " Set the patrolling time for every points", you could set time by yourself.



Here take 3 tags as an example:

Like checkpoint A is 7:00, B is 7:15, C is 7:30, Duration is 30, Tolerance is 10

- It is qualified to read A checkpoint tag from 06:50 to 07:10
- It is considered as overdue checkpoint from 6:45 to 6:50 or from 07:10 to 07:15(overdue is Duration/2= 30/2=15)
- It is considered as an Missed checkpoint at other time



Copy Schedules

If you want to create a new schedule like this, just click to copy the schedules from one to another.



6, Reports

						4	8
Detail Report	Statistics Report	Missed Report	Event Report	Impact Report	Flow Report	uploadReport	Login Log

Detail Report

- 1. Check reports by month or site
- <u>2</u>, Different colors and icons mean different events, click it to know more details.
- 3. If you want to know details of some date, click the date then you will see more details.

Home	Dat	a Entry	Read	er R	eport	User	Email News sub	scription	Setting	Logout (bino)	Online Help
<u>me</u> » <u>Det</u>	tail Repo	<u>irt</u>									
Detail R	eport-										
	-						_				
		This mo	nth 🍽	2015-	06-01	~ 201	5-06-30				
						1					
	Site	Name:	Patrol S	Site	•						
	15					2.8					
				3							PDF
		2015-06	-01~2 1	5-06-30			Summary:				
SUN	MON	TUE	W/F	THU	FRI	SAT	Event: 1				
	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	Missed: 11	+	2		
			A				O Overdue: 0				
<u>07</u>	<u>08</u>	09	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>					
							Normal: 361				
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>					
21	22	23	24	25	26	27					
28	29	30									
_		4									





<u>*4*</u>, On the June 3, one tag missed, one event



Evaluation Chart Report

1. Check reports by Employee, Patrol Group, Checkpoint, Daily or Site

- 2. Choose what you want to compare
- 3. Know who is the best at a glance.





Missed Report

Chart with detail information of missed tags.



Event Report

Home	Data Entry	Reader	Report	User	Email	News subscription	Setting	Logout (bino)	Online Help
Home » Event	Report								12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -
Event Rep	port								
	This mon	th 🍽 01	/07/2015	~ 16/07/201	15				
	Europh All		-						
	Event: All		•	Last Un	eckPoint		nt		
From:01/07/	2015 00:00:00	To: 16/0	7/2015 23:	59:59					
Report creat	ed time:1//0//.	2015 10:41:4	2						
	Tag Name	£		Scan	time		Site Name		Employee
	La	ast CheckPo	int:1	03/07/2015	14:50:00		Patrol Site	١	licole
Something	is stolen			03/07/2015	14:53:00		Patrol Site	1	licole



Impact, Low Battery Report

You could know the reader is dropped during patrol time by Nicole





Flow Report

This report will show all patrol time, tags information according to your choice.

Home	Data Entry	Reader	Report	User	Email	News subscription	Setting	Logout (bino)	Online Help
Home » Flow	Report								
-									
-Flow Rep	ort								
From: 14/0 Check by: Report cre Site Nere	2015-07- 1month Check by:	14 00:00:00 Site ▼ None Site Reader Employee D To:14// 7/2015 10:48:	All 07/2015 23: 14	59:59	hour T	●1day ©2days	©1week	•	Search
Site Name	e. Patroi Site							То	tal 1 result. Total 14 results.
	Scan tin	ie			Nam	e	Та	g ID	Description
14/07/201	5 08:25:00		1				0085006B7FA	AC	
14/07/201	5 08:5 <mark>4:0</mark> 0		2				0085006B59F	-1	
14/07/201	5 10:10:00		1				0085006B7FA	AC	
14/07/201	5 10:27:00		2				0085006B59F	-1	
14/07/201	5 11:50:00		1				0085006B7FA	AC	
14/07/201	5 12:00:00		2				0085006B59F	-1	
14/07/201	5 12:50:00		1				0085006B7FA	AC	
14/07/201	5 13:01:00		2			1	0085006B59F	-1	
14/07/201	5 14:50:00		1				0085006B7FA	AC	
14/07/201	5 15:02:00		2				0085006B59F	-1	
14/07/201	5 16:50:00		1				0085006B7FA	AC	
14/07/201	5 17:03:00		2				0085006B59F	-1	
14/07/201	5 17:20:00		1				0085006B7FA	AC	
14/07/201	5 17:48:00		2				0085006B59F	1	



Upload Record Report

This report show which reader, when and how many tags are uploaded

Home Data Entry	Reader Report	User Email	Subscription	Setting	Logout (bino)	Help
Home » Upload Record Report		n Ale an oneno anno				
Tomo * oprodo						
						Display
Reader	Description		Upload Time	2		Uploading
1308-16214		13/11/2014	16:05:48		13	
1401-15970		17/07/2015	03:30:51		58336	
1401-15971		17/07/2015	03:30:51		60102	
1401-15972		17/07/2015	03:30:5 <mark>1</mark>		55829	
1401-15973		17/07/2015	03:30:5 <mark>1</mark>		59619	
1401-15974		17/07/2015	03:30:51		63198	
Amy		15/07/2015	03:30:15		58043	
1401-15976		16/07/2015	03:30:07		56742	
1401-15977		16/07/2015	03:30:07		55740	
1401-15978		17/07/2015	03:30:51		55918	
1401-26423		21/05/2015	14:22:33		460	
1404-19491		31/01/2015	16:49:30		28	
1409-51273		03/12/2014	09:08:12		444	

Login Log Report

This report could show you who login this software, also could monitor all users.





7, Email

1. Click to enter

2. Click • to add information of receive person

VSDIGITAL Online Guar	d Patrol (V1.10) 59 days rema	aining for network features	Date Format: yyyy-MM-dd V
Home Site Tag So	hedule Download Reader Re	eport User Email Se	etting Logout (admin)
Home » Email	_		
Set Recipient	Set Outbox		
Email	e	ontacts	Mobile
No results found.	Email * Jack@gmail.com Contacts Jack Mobile 123456789 Create Shrink		

- 3. Click to set outbox(emails will be sent from this email)
- <u>4</u>, Outbox server: the server of sending emails, only support SMTP agreement, please consult the supplier of this email service.
- <u>5</u>, The function of testing email: In order to verify the email address is available or not, fill in the information, it means you set correctly if you can receive test email, or you Should check it and fill in it again.

M Online	Guard Pa	trol		V1.23)		
VSDIGITAL Online Guard	Patrol (V1.10) 59 days	remaining	for netwo	ork feature eate shortc	:S ut <u>Chang</u> e	Date Format: yyyy-MM-dd 💌
Home Site Tag Sche	dule Download Reader	Report	User	Email	Setting	Logout (admin)
Home » Email						
Set Recipient	Set Outbox					
	Outbox]				
	Outbox server	4	1			
	Outbox password		1			
	Recipient	Test Ma	il) Restor	e Defaults		
	Save Shrink	5				

8, Set

X

VSDIGITA Online Gu	Date Format: yyyy-MM-dd v ard Patrol (V1.10) 59 days remaining for network features
Home Site Tag	Schedule Download Reader Report User Email Setting Logout (admin)
Home » Setting	
	Company VSDIGITAL This is the same as the name at the top left corner
	Software Version O Low Ver
	Data Retain 6 month(1~100) The time of records is saved automatically by software
	BackUp Cycle 30 Days(7~300) BackUp Path E:\OGPBack The data of software backup cycle and path automatically
	Save
	Data BackUp Backup and recover data by manual
	选择文件 未选择文件 Restore BackUp
	Initialization Delete the record in the reader
	FAQ Copyright © 2013 by VSDigital Company. All Rights Reserved.



9, Choose software version

- Low version: View the Flow Report, Event Report, Login Report and Upload Record Report
- Middle version : Set schedule, view the Detail Report, Evaluation Chart Report and Missed Report
- High version: adjustable schedule for each checkpoint, different sites can share one Checkpoint
- Professional version: Schedule is divided into daily, weekly, monthly and customized
- Shift Version: Daily only

Home Data Entry Re	eader Report U	ser Email	Subscription	Setting	Logout (bino)	Help	<u>Offange Pass</u>
ime » <u>Setting</u>							
	Company	vsdigital-sec	curity-company				
	Software Version	●Low Ver	OMiddle Ver	High Ver	Professional	Shift Ver	
	Data Retair	1 24		month(1~24)			
	BackUp Cycle	30		Days(7~300)			
	BackUp Path	D:\OGPBac	k				
		Save					
		Data Bacl	kUp				



10, Other New function

1) public point in the routes (or crossing point)

Different routes can use the same checkpoint. Method:

<u>1</u>, Choose the route which will be added

- 2. Click (choose add from other route)
- 3, Choose one route to add
- 4. Choose place which will be added





2) teams

patrol teams: can set several teams, people can have one person or several person.



X	Online Guard Patro) (V1.23)
	VSDIGITAL Online Guard Patrol (V1.10) 59 da Home Site Tag Schedule Download Reade Home > Tag: Employee	Date Format: yyyy-MM-dd ♥ /s remaining for network features <u>Create shortcut</u> <u>Change Password</u> <u>Register</u> <u>Contact Us</u> <u>About</u> r <u>Report</u> <u>User</u> <u>Email</u> <u>Setting</u> <u>Logout (admin)</u>
	2 Name Group 1	Displaying 1-2 of 2 results. Description
	Group 2 Group 3 3 Create Shrink 5	4

3) Set patrol time point by point

Schedule can adjust patrol time point by point, and can bind teams or patrolmen.

When there is a intersection point in different routes, schedule must appoint team or patrolman, or lead to wrong patrol data.

- 1, Click Schedules
- <u>2,</u> Choose the route
- <u>3,</u> Choose Group
- 4. Choose Set the scan time for every points
- 5. Set time
- 6, Click Update

9 Onli	ne Gua	ard Pat	rol	(V1.23)	
VSDIGITA Online Gua Home Site Tag Home » Schedule Site Name: The first floor of bu	L ard Patrol (V1. Schedule Download 1 iilding 💌	10) 59 days remaining Reader Report	g for network fea Create st User Em	atures nortcut Change Pas nail Setting Lo	Date Format: yyyy-MM-dd
Site Site	Start Time	Duration(min)	Tolerance(m	in)	Working Day
the first floor of building	11:30	35	5	SUN MON TU	IE WED THU FRI SAT
	General Site Start Time Duration Tolerance Group management 3 ✓ Set the scan t 4 room 1 room 1 room 2 5 Update 6	the first floor of building 11:30 × (HH:MM 35 (MM) 17.5 (MM) Group 1 V None V ime for every points 11:30 × (11:47 × (12:05 × (a v M)	Working Day Sunday Monday Tuesday Wednesday Thursday Friday Saturday	

11, Subscription

This is used for APP mobile tour management platform, you could choose which messages you want to send to your phone.

Home	Data Entry	Reader	Report	User	Email	Subscription	Setting	Logout (bino)	Help	
Home » Subscription										
		Save								
related sites to me										
🕑 Pa	trol Site									
🕑 Of	fice building 2									
🕑 Te	st Centre									
related event	s to me									
🕑 rea	<mark>ider wa</mark> s impacte	ed								
🕑 rea	der is low powe	t.								
🖉 Do	or is unlocked									
🖉 Lo	ck is broken									