



OGP Test Steps

Login <https://www.ogpcloud.com/> by ID password:123456

The login form features two tabs: 'Company login' and 'Account login'. The 'Account login' tab is selected and highlighted with a red border. Below the tabs are input fields for a user icon, a username (represented by a blurred image), and a password (represented by dots). There is a 'Double verification (Optional)' section with a lock icon and a row of seven checkboxes. A 'Remember' toggle switch is located below the checkboxes. At the bottom is a large blue 'Login' button.

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Guard Patrol Function

1 Settings on PC

01 Edit Site Name

The screenshot shows the OGP web application interface. The top navigation bar includes 'Home', 'Organization', 'Patrol', 'Monitoring / Review', 'Report', 'Mobile Phone', 'Setup', 'Download', and 'Logout'. The 'Organization' tab is active. On the left sidebar, there are buttons for 'Site' and 'Employee'. The main content area shows a search bar and a list of sites. One site is highlighted with a red box and labeled 'Inspection Site'. A red arrow points from this site to the 'Edit' dialog box on the right. The 'Edit' dialog box has a blue header with a close button. It contains a warning message: 'New Site cannot be deleted after creation, Continue?'. Below the warning are two input fields: 'Customer' (with a dropdown menu showing 'Other Customers') and 'Name' (with the text 'Inspection Site').

02 Add inspector ID and give Patrol right

OGP

Home

Organization

Patrol

Monitoring / Review

Report

Mobile Phone

Setup

Download

Site

Employee

+

Batch import Employees

Search:

| <input type="checkbox"/> | S/N | Name | Login Account | Allow web login | Patrol |
|--------------------------|-----|--------|---------------|-----------------|--------|
| <input type="checkbox"/> | 1 | | | √ | √ |
| <input type="checkbox"/> | 2 | Guard1 | Guard1 | X | √ |

Display Items 1 to 2 results , total 2 Items

03 Add Checkpoints to Site

OGP

Home

Organization

Patrol

Monitoring / Review

Report

Mobile Phone

Setup

Download

Setup Flows

Checkpoint

Route

Schedule

Post

Employee (Patrol)

Events and faultsForm






Patrol Suspension Reason

+

Batch import Checkpoints

i

Search:

| <input type="checkbox"/> | S/N | Checkpoints | QR code |
|--------------------------|-----|-------------|--|
| <input type="checkbox"/> | 1 | 7268 |  0000017268 |
| <input type="checkbox"/> | 2 | 7269 |  0000017269 |
| <input type="checkbox"/> | 3 | 7270 |  0000017270 |
| <input type="checkbox"/> | 4 | 7271 |  0000017271 |
| <input type="checkbox"/> | 5 | 7272 |  0000017272 |

Display Items 1 to 5 results , total 5 Items

04 Edit Route, add checkpoints & employee into Route

OGP

Home

Organization

Patrol

Monitoring / Review

Report

Mobile Phone

Setup Flows

Checkpoint

Route

Schedule

Post

Employee (Patrol)

+

i

Search:

| <input type="checkbox"/> | Route Name | Checkpoints | Employees ? |
|--------------------------|------------|-------------|-------------|
| <input type="checkbox"/> | Building | 5 | 1 |

Display Items 1 to 1 results , total 1 Items

05 Edit Patrol Schedule

OGP

HomeOrganizationPatrolMonitoring / ReviewReportMobile PhoneSetupDownloadLogout(LU)

Setup Flows

Checkpoint

Route

Schedule

Post

Employee (Patrol)

Events and faultsForm

Patrol Suspension Reason

+

i

Search:


| | Route | Schedule Type | Start | End | Schedule Activation Date |
|--------------------------|----------|----------------|-------|-------|--------------------------|
| <input type="checkbox"/> | Building | Daily Schedule | 10:00 | 11:00 | 2023-08-25 |
| <input type="checkbox"/> | Building | Daily Schedule | 12:00 | 13:00 | 2023-08-25 |
| <input type="checkbox"/> | Building | Daily Schedule | 14:00 | 15:00 | 2023-08-25 |

Display Items 1 to 3 results , total 3 Items

2 Scan checkpoints on APP

01 Login on APP


3.7.130


3.6.18

OGP

Simple, Efficient and Flexible

VHK1

Test

.....

☒Remember PasswordForget password?

Login

Switch Account

02 Click “Scan” to scan QR tags

TaskFormReportSetting

HI 120 Patrol Route

03-08 11:00—13:00

HI 120

7/10

HI 120 Patrol Route

03-08 15:00—17:00

HI 120

0/10

HI facility inspection weekly

03-07 → 03-10

Weekly

7/25

HI dynamic patrol route

Not started

Dynamic

0/10

Get the latest Task and Form

POST:HI 120

Scan

Incident

SOS

Suspension

AttendancePatrolWork OrderMessageMe




03 Click Report to check whether data upload successfully


Task


Form


Reports


Setting


 Local Patrol Records >

 Local Form Records >


 Calendar Report >

 Patrol Records >

 Inspection Statistics >

 Personnel Inspection >

To-do Today

 To-do Today >

<

Patrol Records

| | |
|------|------------------|
| 7271 | 2023-08-25 09:45 |
| 7270 | 2023-08-25 09:45 |
| 7269 | 2023-08-25 09:45 |
| 7268 | 2023-08-25 09:45 |
| 7272 | 2023-08-24 15:36 |
| 7271 | 2023-08-24 15:36 |
| 7270 | 2023-08-24 15:36 |

3 Check report on PC

OGP


Home

Organization

Patrol

Monitoring / Review

Report

 Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed
- Activity Report
- Patrol Record Report

OGP Home Organization Patrol Monitoring / Review **Report** Mobile Phone Setup Download Logout(MadaSec) English

Customer: All Site: Inspection Site Route: Test Time Period: 2023-08-24 00:00:00 ~ 2023-08-25 23:59:59 [+Subscribe Email](#) [Query](#) [Cancel](#)

Search Excel Report Excel Extract

| Route | Schedule Start time | Schedule End time | Details | | | | | | | | | | | |
|-------|---------------------|---------------------|---------------------|-----------------|------------|---------|-------|----------------------|------|---------|--------|-------|---------------|-----------|
| | | | Patrol Time | Patrol Employee | Checkpoint | State | Order | Assigned Checkpoints | Pass | Timeout | Missed | Fraud | Cancel Patrol | Pass Rate |
| Test | 2023-08-24 08:00:00 | 2023-08-24 09:00:00 | 2023-08-24 09:28:14 | MadaSec1 | 7272 | Timeout | OK | 5 | 0 | 5 | 0 | 0 | 0 | 0% |
| | | | 2023-08-24 09:28:07 | MadaSec1 | 7271 | Timeout | | | | | | | | |
| | | | 2023-08-24 09:28:00 | MadaSec1 | 7270 | Timeout | | | | | | | | |
| | | | 2023-08-24 09:27:53 | MadaSec1 | 7269 | Timeout | | | | | | | | |
| | | | 2023-08-24 09:27:45 | MadaSec1 | 7268 | Timeout | | | | | | | | |

Also can Subscribe Email

2023-08-25 23:59:59 [+Subscribe Email](#) [Query](#) [Cancel](#)

Subscribe message - Static Tour Detail

Basic information Subscription details Email

Task Name: Report

Customer: All Site: Inspection Site

Route: Test Subscription fields: All x

Attachment Type: pdf

Subscribe message - Static Tour Detail

Basic information **Subscription details** Email

Send Frequency: Day Day dividing time: 06:00

Tasks Start Date: 2023/08/25 Send Time: 08:00

Working day: ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

Subscribe message - Static Tour Detail

Basic information Subscription details **Email**

Recipient: Name Email - +

CC: Name Email - +

Attendance function

1 Settings on PC

Edit Shift

OGP

HomeOrganizationAttendancePatrolFormWork OrderMonitoring / ReviewReportMobile PhoneSetupDownload

ShiftAttendance pointAttendance administratorHoliday codeAttendance teamEmployee (Attendance)

+

+

+

CustomerOther CustomersSiteBasic

Search:

State

Display Items

Add

Shift

1

code

1234

Check On

08:00

Check Off

17:00

Grace Period

0

Mins

overtime reminder

30

Mins

Grace Period

0

Mins

overtime reminder

30

Mins

Check on time range(<=24 hours)

Before Check On

2

Hour

After Check On

9

Hour

Add Attendance Point

OGP

HomeOrganizationAttendancePatrolFormWork OrderMonitoring / ReviewReportMobile Phone

ShiftAttendance pointAttendance administratorHoliday codeAttendance teamEmployee (Attendance)

+

+

+

Search:

Attendance

Display Items 0 to

Add

Attendance point

01

code

1234

Bluetooth

It is suggested to purchase Bluetooth tags for better anti-fraud. (\$20 each)

Edit Employee's Attendance

OGP

HomeOrganizationAttendancePatrolFormWork OrderPPMMonitoring / ReviewReportMobile PhoneSetupDownloadLogout(Test)

ShiftAttendance pointAttendance administratorHoliday codeAttendance teamEmployee (Attendance)

+

+

+

Customer

Search:

Display Items 1 to 2 results , total 2 Items

| | S/N | Name | Login Account | Attendance attribute | Attendance code | Employee verification method | Verification of attendance points method |
|--------------------------|-----|----------|---------------|----------------------|-----------------|------------------------------|--|
| <input type="checkbox"/> | 1 | Test | Test | √ | KQ_01 | No need | No need |
| <input type="checkbox"/> | 2 | Michalis | Milk | √ | KQ_123456 | Facial Recognition | Take Picture |

Edit Verification whether by Facial Recognition or Take Picture

The screenshot shows the OGP Attendance management interface. On the left, there is a sidebar with navigation options: Shift, Attendance point, Attendance administrator, Holiday code, Attendance team, and Employee (Attendance). The main area displays a table of employees with columns S/N, Name, and Login Account. Two employees are listed: 1 Test and 2 Michalis. The 'Test' employee's login account is highlighted with a red box. An arrow points from this box to the 'Edit' form on the right.

Edit

Attendance

attendance code / QR code
KQ_01

Employee verification method
☐ Facial Recognition ☐ Take Picture ☒ No need

Verification of attendance points method
☐ Bluetooth of attendance point ☐ Take Picture ☒ No need

Clock-in/out other employees
☒ allow ☐ not allowed

2 Attendance on APP

The screenshot shows the OGP Attendance mobile app interface. At the top, there is a red header with a person icon and the text '02 (Off Duty)'. Below the header, there are two buttons: 'Sign in' and 'Attendance Records'. The main area displays the text 'Off Duty State, click ICON to get On Duty'. Below this text, there is a blue circular button with the text 'Go to work' and the time '08:51:04'. A red arrow points from this button to the right. At the bottom, there is a navigation bar with five icons: a clock for 'Attendance', a list for 'Patrol', a document for 'Work Order', a speech bubble for 'Messages', and a person for 'Me'.

The screenshot shows the OGP Attendance mobile app interface for scanning an attendance point. At the top, there is a red header with a back arrow and the text 'Scan the Attendance Point'. Below the header, there is a text input field with the number '1234' and a 'Confirm' button. Below the input field, there is a large 'X' icon. At the bottom, there is a white box with the text '01 Be sure to Correctly Select Shift!' and a red arrow pointing to the number '1' and the time '08:00 -- 17:00'. Below this box, there is a question: 'What if I don't have my attendance shift?'.

02 (1)

Sign in

Attendance Records

01

Working

08:55:21

02 (1)

Sign in

Attendance Records

On Duty

Test02

2022-10-27 08:52

Off Duty

Test02

2022-10-27 08:50

On Duty

Test02

2022-10-27 08:50

3 Check report on PC

OGP

Home

Organization

Attendance

Patrol

Monitoring / Review

Report

Attendance Report

Attendance Details

Attendance Summary

Monitor function(available for Professional version only)

OGP

Home

Organization

Attendance

Patrol

Monitoring / Review

attendance approval

Patrol Monitoring

Real-time Monitoring

Patrol Tracking Playback

OGP

Home

Organization

Patrol

Monitoring / Review

Report

Mobile Phone

Setup

Download

Logout(MadaSec)

Refresh Time 16:59:23

11:59:23

Refresh Rate 1 (Mins)

Patrol Monitoring

Past: 10hours

Future: 10hours

Monitoring status ALL

Missed rate threshold 70 %

| Customer | Site | Route | Start Time | End Time | Window | State | Ratio | Type | call | Remarks |
|----------|-----------------|-------|-------------|-------------|-------------|-------|-------|------|------|---------|
| | Inspection Site | 1 | 08/24 08:00 | 08/24 09:00 | 07:55-09:05 | D | 5/5 | DS | | |
| | Inspection Site | 1 | 08/24 10:00 | 08/24 11:00 | 09:55-11:05 | D | 5/5 | DS | | |
| | Inspection Site | 1 | 08/24 13:00 | 08/24 14:00 | 12:55-14:05 | A | 0/5 | DS | | |

Schedule monitor

Display 24 Hour

Incident

16:19 event message

Incident Form

Inspection Site

11:15 Danger Removed MadaSec1

Inspection Site

SOS