



OGP Test Steps

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

Company login Account login

Double verification (Optional)

☐ ☐ ☐ ☐ ☐ ☐ ☐

Remember ☒

Login

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Guard Patrol Function

1 Settings on PC

01 Edit Site Name

OGP Home Organization Patrol Monitoring / Review Report Mobile Phone Setup Download Logout

Site Employee

Batch Import Sites

Search:

Site Name

Inspection Site

Display Items 1 to 1 results , total 1

Edit

New Site cannot be deleted after creation, Continue?

Customer

Other Customers

Name

Inspection Site

02 Add inspector ID and give Patrol right

OGP

HomeOrganizationPatrolMonitoring / ReviewReportMobile PhoneSetupDownload

Site

Employee

+

Batch import Employees

Search:

☐	S/N	Name	Login Account	Allow web login	Patrol
☐	1			√	√
☐	2	Guard1	Guard1	X	√

Display Items 1 to 2 results , total 2 Items

03 Add Checkpoints to Site

OGP

HomeOrganizationPatrolMonitoring / ReviewReportMobile PhoneSetupDownload

Setup Flows

Checkpoint

Route

Schedule

Post

Employee (Patrol)

Events and faultsForm

Patrol Suspension Reason

+

Batch import Checkpoints

i

Search:

☐	S/N	Checkpoints	QR code
☐	1	7268	 0000017268
☐	2	7269	 0000017269
☐	3	7270	 0000017270
☐	4	7271	 0000017271
☐	5	7272	 0000017272

Display Items 1 to 5 results , total 5 Items

04 Edit Route, add checkpoints & employee into Route

OGP

HomeOrganizationPatrolMonitoring / ReviewReportMobile Phone

Setup Flows

Checkpoint

Route

Schedule

Post

Employee (Patrol)

+

i

Search:

☐	Route Name	Checkpoints	Employees ?
☐	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
☐	Building	Daily Schedule	10:00	11:00	2023-08-25
☐	Building	Daily Schedule	12:00	13:00	2023-08-25
☐	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

You can download patrol APP at:

https://play.google.com/store/apps/details?id=com.ogpcloud_cn_2023&pcampaignid=web_share

Or search “OGPcloud” in APP store.

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

ScanIncident

SOSSuspension

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

Grace Period

0

Mins

overtime reminder

30

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
☐	1	Test	Test	√	KQ_01	No need	No need
☐	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 for S/N, Name, and Login Account. Two employees are listed: 'Test' (S/N 1) and 'Michalis' (S/N 2). The 'Test' employee's 'Login Account' is highlighted with a red box, and a red arrow points from it to the 'Edit' form on the right.

The 'Edit' form is titled 'Attendance' and contains the following fields and options:

- attendance code / QR code:** A text input field containing 'KQ_01'.
- Employee verification method:** Radio buttons for 'Facial Recognition', 'Take Picture', and 'No need' (selected).
- Verification of attendance points method:** Radio buttons for 'Bluetooth of attendance point', 'Take Picture', and 'No need' (selected).
- Clock-in/out other employees:** Radio buttons for 'allow' (selected) and '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 tabs: 'Sign in' and 'Attendance Records'. The 'Sign in' tab is selected. Below the tabs, there is a text prompt: 'Off Duty State, click ICON to get On Duty'. Below this prompt, there is a blue circular button with the text 'Go to work' and '08:51:04'. A red arrow points from the button to the right. At the bottom of the screen, there is a navigation bar with five icons: a clock (Attendance), a list (Patrol), a document (Work Order), a speech bubble (Messages), and a person (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 prompt: 'Enter Attendance Point Code'. Below this prompt, there is a text input field containing '1234' and a 'Confirm' button. Below the input field, there is a large 'X' icon. Below the 'X' icon, there is a white box with the text '01' and 'Be sure to Correctly Select Shift!'. Below this box, there is a red triangle icon and the text '1' and '08:00 -- 17:00'. Below the box, there is a text prompt: '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		

Display 24 Hour

Incident

16:19 event message

Incident Form

Inspection Site

11:15 Danger Removed MadaSec1

Inspection Site

SOS

Schedule monitor