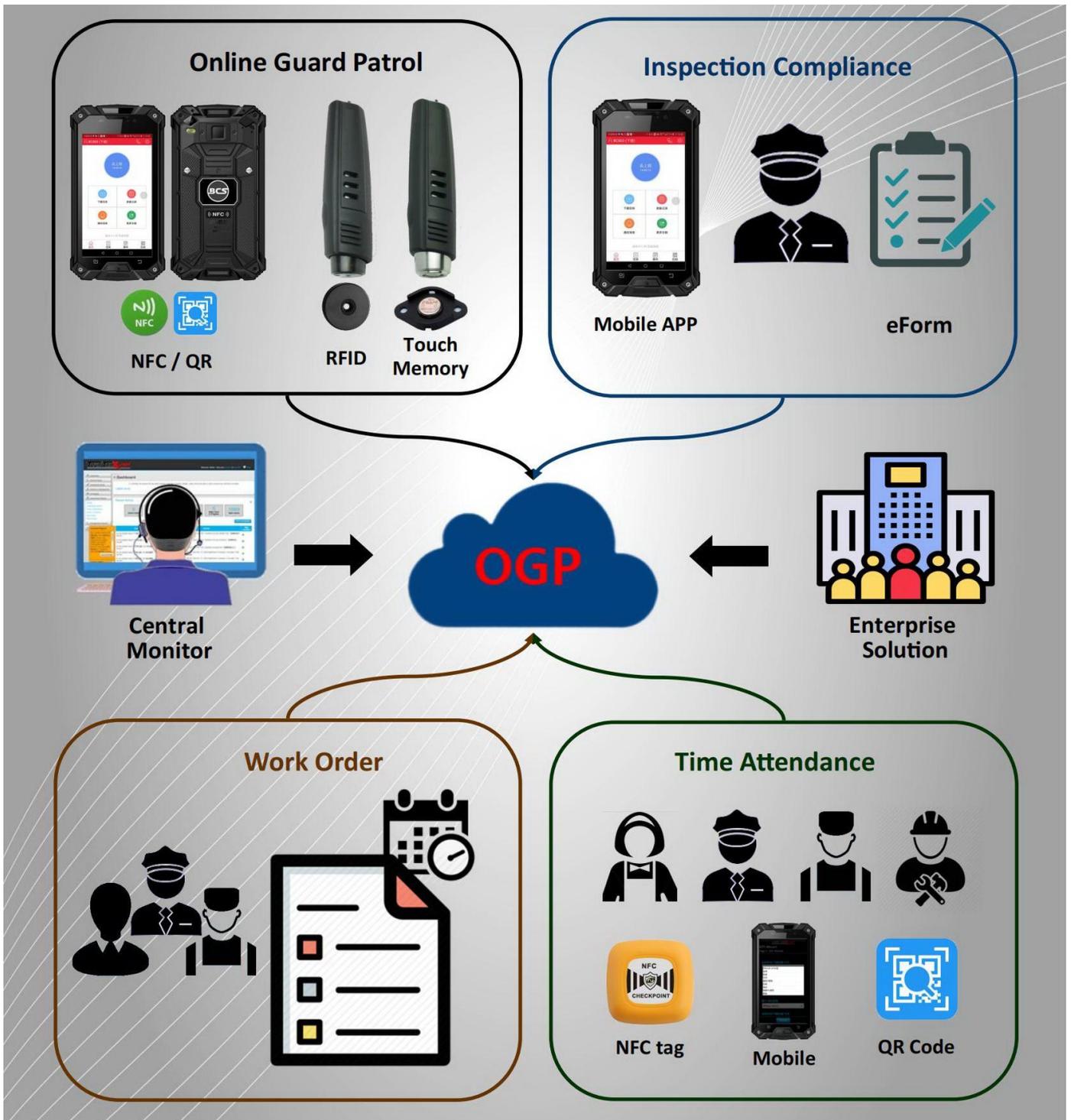




OGP (Online Guard service and Property management)

User Manual



Thanks for using Online Guard service and Property management system.

For user's better experience, we recommend user to read this manual before use.

And the picture in manual is an example for test, please refer to the actual APP operation interface.

For better service, OGP may alter and improve the manual anytime.

If you have any questions, please contact us freely.



OGP (Online Guard service and Property management) Catalogue

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OGP (Online Guard service and Property management)

1 Overview

OGP (Online Guard service and Property management) includes many functional modules, such as:

1. Guard tour: Patrol inspectors install the app client on the smart phone, scan QR or NFC codes, even GPS points, then conduct on-site inspection according to the requirements on the screen, take photos, record videos, and fill in records. Effectively ensure that the inspection management system of the enterprise can be effectively implemented. The patrol inspection can be planned, with content, results, audit and basis, with rigorous process and standardized operation, so as to avoid missed inspection and wrong inspection, and significantly improve the quality and efficiency of patrol inspection.

2. E-form (Optional Function): associate patrol inspection forms to replace digital forms and help digital management.

3. Work order (Optional Function): the process design of the work order makes the use scenario of the work order no longer limited to the customer service, and can be efficiently transferred to all relevant departments with one click. All departments in the enterprise also realize cross departmental cooperation and communication through work orders.

4. Attendance (Optional Function): mobile app locates attendance, supports temporary work assignment, uploads attendance data in real time, and exports reports anytime, anywhere. It is very flexible, and the robust system enables easy management of clients and employee work.





OGP (Online Guard service and Property management)

2 Basic setting for patrol

2.1 login

Open the browser on PC, enter the URL link to see to login the system.

<https://www.ogpcloud.com/>

test account ID: **Test**

Password: **123456**

公司登录 账号登录

Test

.....

双重验证(非必填)

记住密码 忘记密码

登录

Note:

Due to the different login methods, the [name] of different users cannot be the same in the same company; the [account] of different users cannot be the same in different companies.

The function of double verification can be turned on or not. If disabled, it can be left blank.

Click "exit" in the menu bar of the system home page to exit the system.

If the user does not operate for a long time (one hour by default), the system will also exit.



OGP (Online Guard service and Property management)

2.2 Edit "Site"

Test V3.4.1.12

OGP Home **Organization** Attendance Patrol Form Work Order Monitoring / Review Report Mobile Phone

Customer Site Department Employee

Batch import Sites

Search:

Site Name Site Category

Inspection Site -

Test -

Display Items 1 to 2 results, total 2

技术支持 沈阳唯实软件有限公司
如有疑问或需要帮助, 请拨打客服电话: 4006558805

Add

! New Site cannot be deleted after creation, Continue?

Customer: Other Customers

Name:

RFID (125kHz) (use for Patrol Wand):

Number:

partition:

Address:

Save Close

2.3 Edit "Route"

Before set routes, choose "Site" first

OGP Home Organization Attendance **Patrol** Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

Checkpoint Patrol Route Patrol Schedule Employee (Patrol) Post Patrol Scanner Preset Incidents Title Patrol Suspension reason

Customer: Other Customers Site: Test

Search:

| Route Name | Number of Checkpoints | Numbers of Employees | Number of Effective Schedules | Supervisor who subscribes to Patrol Reminder | Site |
|------------|-----------------------|----------------------|-------------------------------|--|------|
| No.2 | Add | Add | 0 | Add | Test |

Display Items 1 to 1 results, total 1 Items

PgUp 1 PgDn

Then click "+" to add routes for Site, type Route name & Save



OGP (Online Guard service and Property management)

The screenshot shows the OGP Patrol management interface. The 'Patrol' menu item is highlighted in the top navigation bar. In the left sidebar, the 'Patrol Route' option is selected. The main area displays a table with one entry: 'No.1' with 3 checkpoints. An 'Add' dialog box is open, showing fields for 'Route Name' (No.3), 'RFID (125kHz) (use for Patrol Wand)', 'Contact 1', and 'Contact Number'. A red box highlights the '+' icon in the top toolbar, and a red arrow points from it to the 'Add' dialog box.

Add checkpoints & employees to route later

The screenshot shows the OGP Patrol management interface. The 'Patrol' menu item is highlighted in the top navigation bar. The left sidebar shows the 'Patrol Route' option selected. The main area displays a table with one entry: 'No.1' with 3 checkpoints. The 'Number of Checkpoints' and 'Numbers of Employees' columns are highlighted with a red box. The table has the following structure:

| Route Name | Number of Checkpoints | Numbers of Employees | Number of Effective Schedules | Supervisor who subscribes to Patrol Reminder | Site |
|------------|-----------------------|----------------------|-------------------------------|--|-------|
| No.1 | Add | Add | 0 | Add | Basic |

Display Items 1 to 1 results , total 1 Items

2.4 Edit "Employee"

In employee interface, you can view and set all employees in the system. These employee accounts can access different functional modules of the system and app according to the settings.



OGP (Online Guard service and Property management)

The screenshot shows the OGP web application interface. The 'Organization' menu item is highlighted. Below the navigation bar, there are buttons for '+', a trash icon, and 'Batch import Employees'. A search bar is present. The main content area displays a table of employees with columns: S/N, State, Name, Account, QR, NFC, WEB Login, Attendance, Patrol, Form, Work Order, Site authority, and Role Name. The table contains three rows of data.

| S/N | State | Name | Account | QR | NFC | WEB Login | Attendance | Patrol | Form | Work Order | Site authority | Role Name |
|-----|-------|--------|---------|----|-----|-----------|------------|--------|------|------------|----------------|-----------|
| 1 | | Test | Test | | | ✓ | ✗ | ✓ | ✗ | ✗ | Company | admin |
| 2 | ▶ | Test01 | 01 | | | ✗ | ✓ | ✓ | ✓ | ✓ | This Site | Inspector |
| 3 | ▶ | Test02 | 02 | | | ✗ | ✗ | ✓ | ✗ | ✗ | This Site | Inspector |

When adding Employees, also choose "Site" first

This screenshot shows the 'Add' button highlighted in red. The 'Site' dropdown menu is also highlighted in red, showing options: 'Inspection Site', 'Inspection Site', and 'Test'.

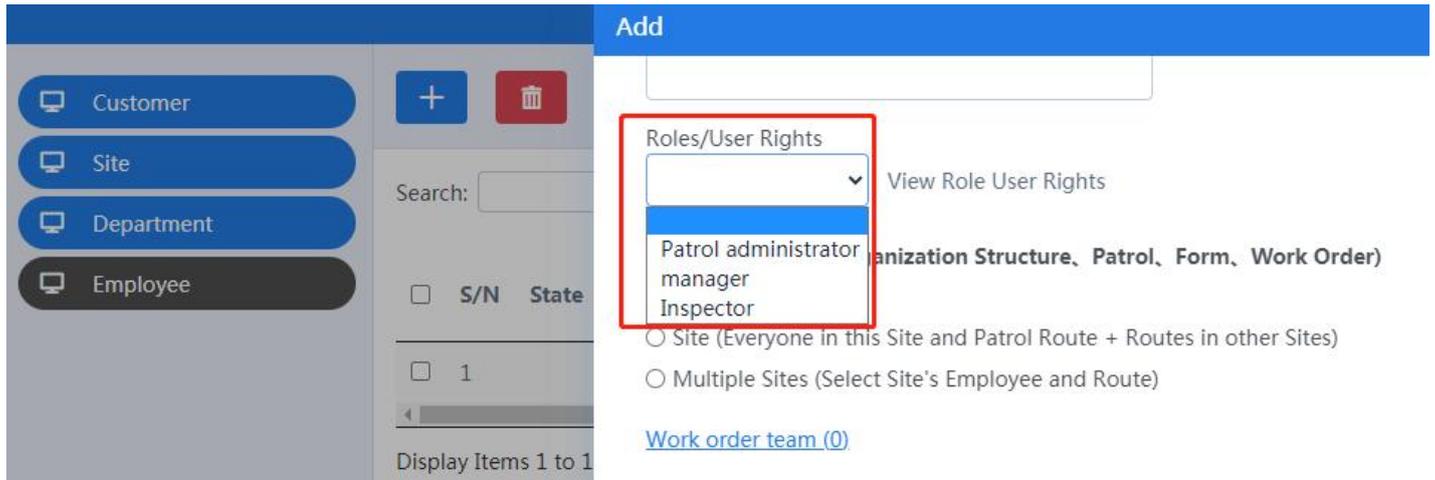
Click "+" to add employee, set "Account" & "Name"

The screenshot shows the 'Add' form for a new employee. The 'Employee Attributes' section has checkboxes for Attendance, Patrol, Form, Work Order, and Allow WEB L. The 'Department' dropdown is set to '[1] Inspection department'. The 'Account (Initial Password123456)' field contains '03' and the 'Name' field contains 'Test03'. The 'Employee Number' and 'Commonly use Name' fields are empty. The 'attendance code / QR code' and 'NFC card' fields are also empty.

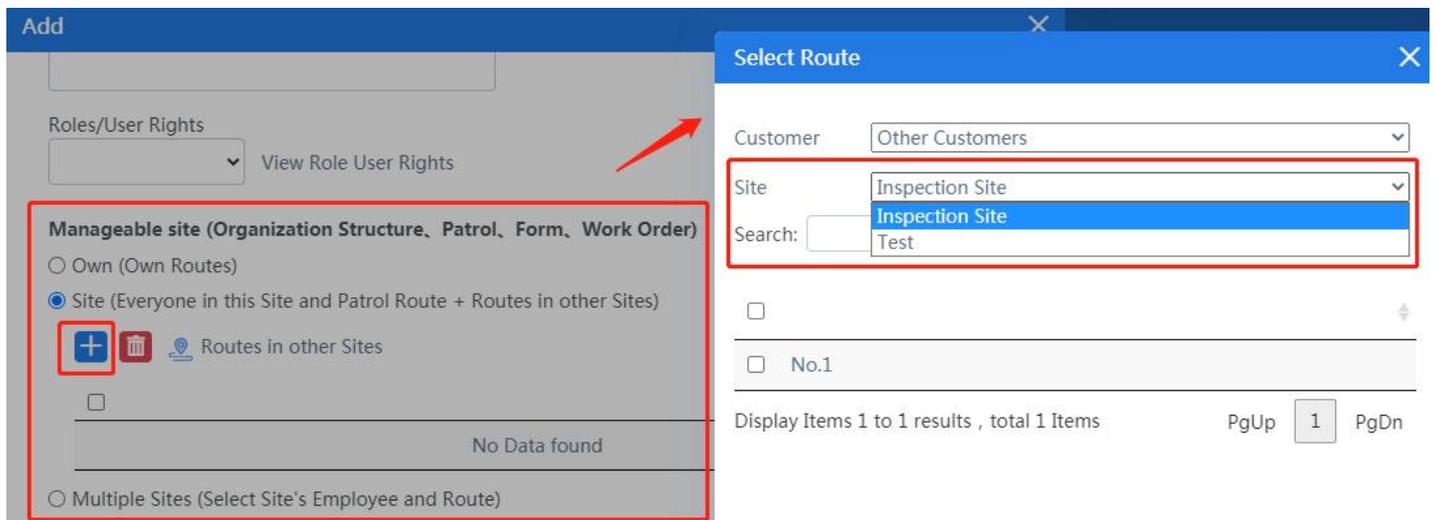
Choose Role's right, to be Patrol administrator or Manager or Inspector, different IDs have different right.



OGP (Online Guard service and Property management)



Then set Manageable site for employee, choose site & select route



Then can get new employee IDs, also can give them different work setting, just click ✓ or X

| S/N | State | Name | Account | QR | NFC | WEB Login | Attendance | Patrol | Form | Work Order | Site authority | Role Name |
|-----|-------|--------|---------|----|-----|-----------|------------|--------|------|------------|----------------|-----------|
| 1 | | Test | Test | | | ✓ | ✗ | ✓ | ✗ | ✗ | Company | admin |
| 2 | ▶ | Test01 | 01 | | | ✗ | ✓ | ✓ | ✓ | ✓ | This Site | Inspector |
| 3 | ▶ | Test02 | 02 | | | ✗ | ✗ | ✓ | ✗ | ✗ | This Site | Inspector |

Add employee ID to Route before patrol, otherwise patrol will be treated as Random, not as per Schedule.

2.5 Add Checkpoints

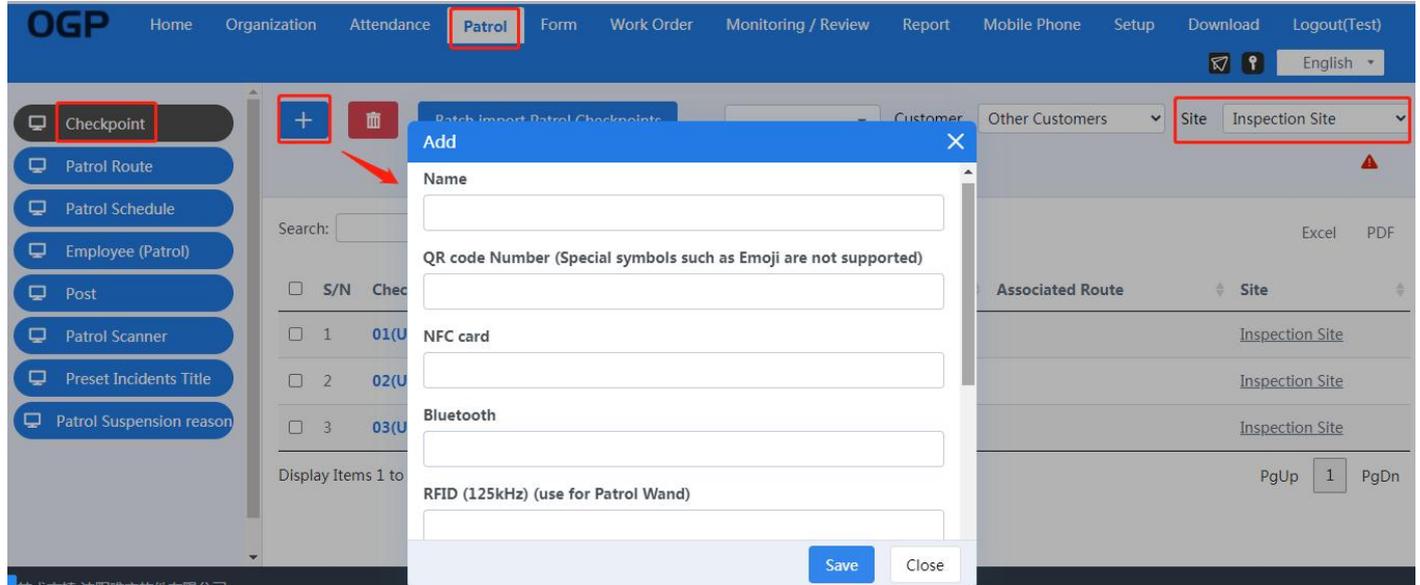
Checkpoints can be entered manually or imported in batch in the system, or in app. The patrol point can be one or more of QR code, NFC card, Bluetooth card or RFID card, or even a GPS positioning point.



OGP (Online Guard service and Property management)

2.5.1 Add Checkpoints on PC

Choose Site first then click “+” to type checkpoint information manually.



- (a) Fill in at least one QR code number, NFC sensor card, Bluetooth, RFID card number or location coordinates.
- (b) The route is set in "patrol route", and this interface can only be viewed.
- (c) Electronic fence (location) can be set for patrol points for patrol monitoring and anti cheating monitoring.

GPS Location

Select location

GPS LocationAnti-Fraud **GPSCheckpoint**

Grace Period

100m **200m** **Custom:**

a) Location Anti Fraud: if this function is checked, the employee's mobile phone will be located by GPS during patrol. When the mobile phone location and patrol point location are outside the allowable error range, the employee will be required to take anti cheating photos. Managers can view relevant information in the report for approval.

b) Automatic position matching: if this function is checked, the patrol point will be used as GPS patrol point. The mobile app determines whether to reach the patrol point through automatic positioning. When reaching the patrol point, app will automatically save the patrol record without manual operation. This function is suitable for patrol scenes in open space with good GPS signals in a wide range such as expressway or deep forest fire prevention. This function does not require the exact position of the patrol point (tens to hundreds of meters), and the power consumption of the mobile phone is large. It is not recommended to use indoor patrol.



OGP (Online Guard service and Property management)

2.5.2 Add Checkpoints on APP

1 Scan QR code to download & install



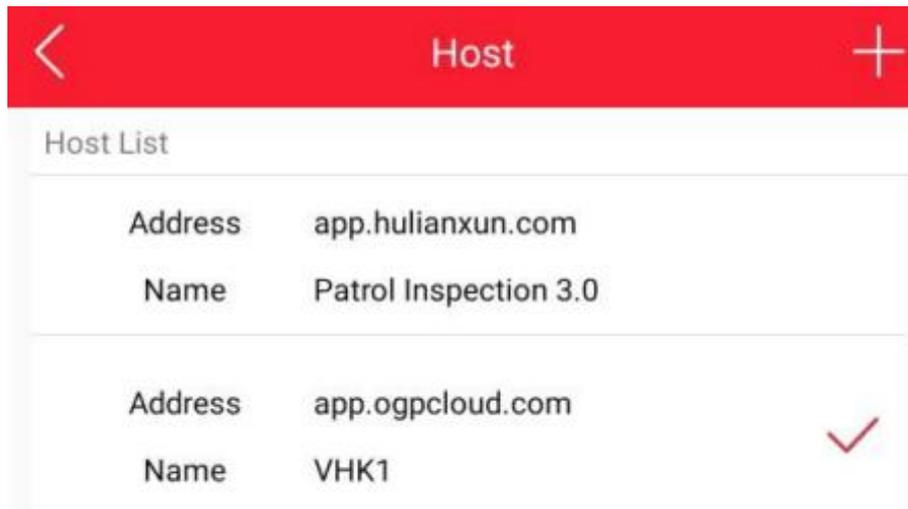
3.7.130



3.6.18

2 login APP

When login the app for the first time, you need to confirm whether the host setting is correct. According to the host IP provided, you can directly click and check the corresponding host server, or add the required host IP through the "+" in the upper right corner.



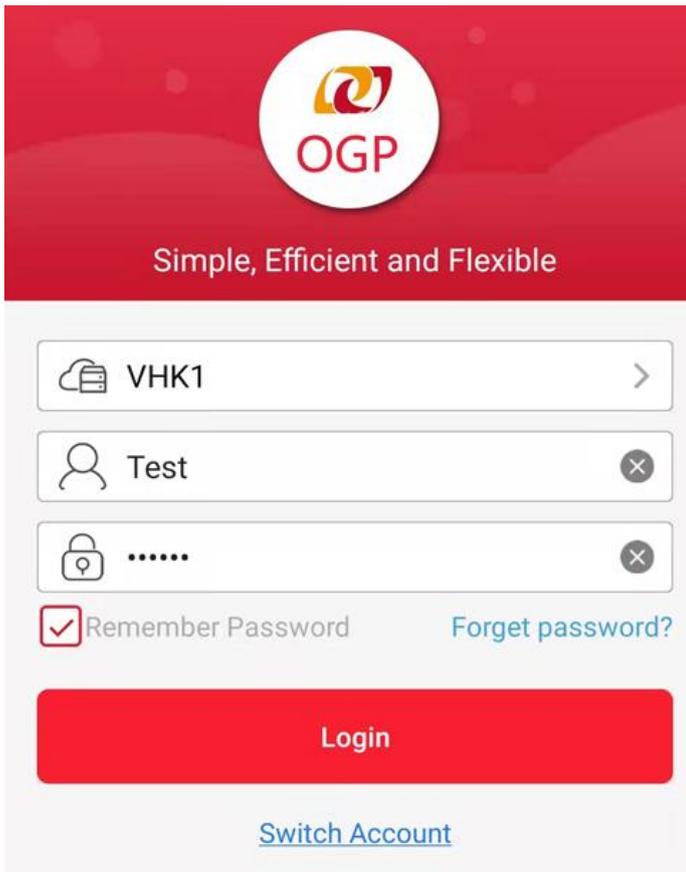
After setting the host, you can return to the login interface, enter ID and password to login APP.

Test account ID: [Test](#) Password: [123456](#)

Checkpoint tags information only can be added by **admin ID** on APP.

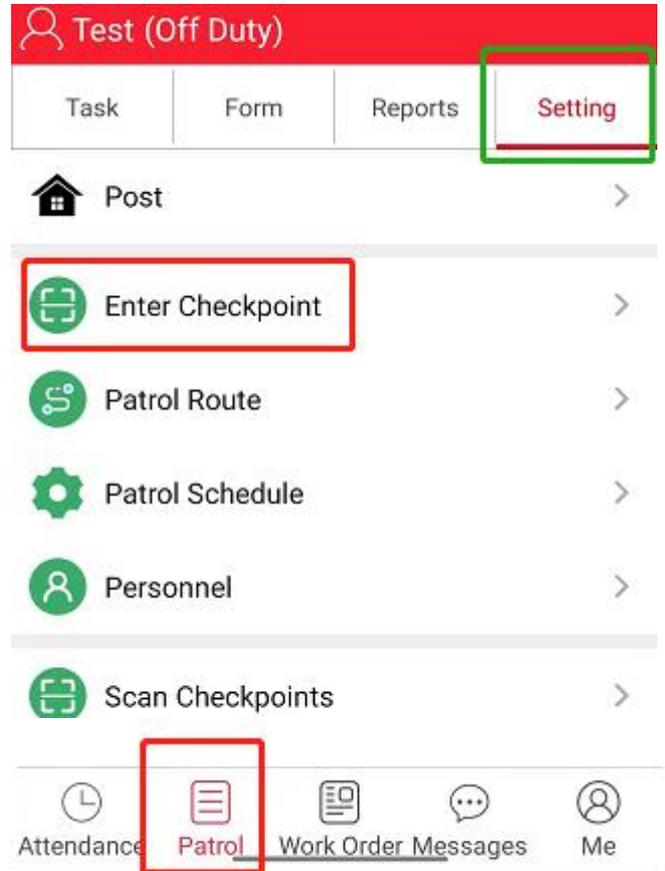


OGP (Online Guard service and Property management)



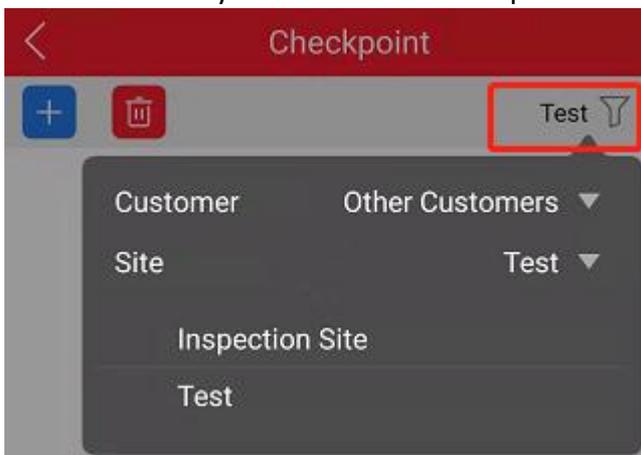
3 Set patrol points by app

Click "Patrol" on bottom of app, then choose "Setting" and click "Enter Checkpoint".



Note: after installing app for the first time or uninstalling and reinstalling app for the first time, the host needs to be set before logging in app for the first time, and then app will remember the previous settings.

Choose the [Site](#) you want to add checkpoints and click blue "+"



There are QR code, NFC, Bluetooth and GPS checkpoints to set, you can choose then ones you need. First give "Checkpoint Name" and [Confirm](#)



OGP (Online Guard service and Property management)

Enter Checkpoint Save

Checkpoint Name 01 >

Tag

QR Code 0000017268 >

NFC >

Bluetooth >

GPS Checkpoint ?

Checkpoint Name Confirm

01

If want to add QR Code, click “Scan Existing QR Code” to add new QR codes and “Confirm”
Then can see QR code number and click “Save”

Checkpoint QR Confirm

五联巡更

五联巡更

No.0000017270

Test

[Click Save to Album](#)

Scan Existing QR Code >

Randomly Generated QR Code

Manually Enter QR Code >

Enter Checkpoint Save

Checkpoint Name 01 >

Tag

QR Code 0000017268 >

NFC >

Bluetooth >

GPS Checkpoint ?

Location And Area

GPS Location ?

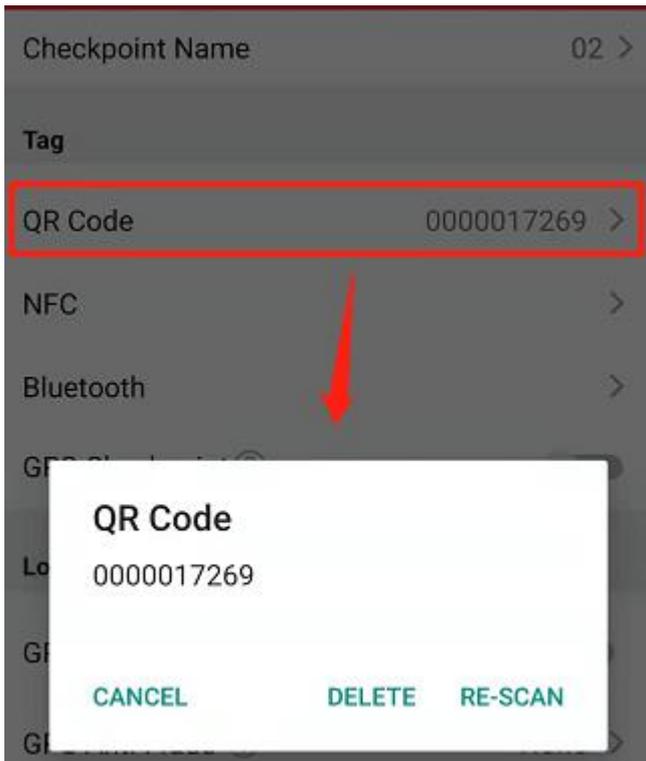
GPS Anti-Fraud ? None >

Unlock then slide map to change Location

QR code also can be [DELETE](#) or [RE-SCAN](#)



OGP (Online Guard service and Property management)

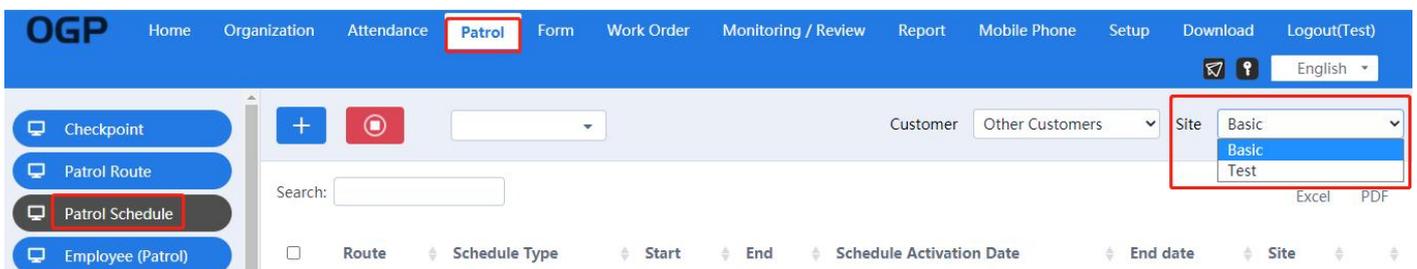


2.6 Set patrol schedule

Set patrol schedule for routes. Includes daily schedule, weekly schedule, monthly schedule and user-defined periodic schedule; can set the effective period of the schedule or the effective period of each year; It supports patrol in a specific order, random sampling inspection and temporary patrol inspection.

To prevent errors in the task being executed, the schedule cannot be modified after being added. Please check it carefully before saving. If you want to modify a schedule, you can only end the original schedule and add a new one.

First choose Site, then click blue “+” to add:





OGP (Online Guard service and Property management)

Add
✕

Select Route No.1 ▼

[Employee](#) [Checkpoint](#)

Schedule Type

Daily Schedule Weekly Schedule Monthly Schedule

Recurring Period

Start Date Expiration Date ?

~ Forever

Start Time

00:00 (hh:mm)

Patrol Duration(min)

60 (1~1439)

Create
Close

- (a) Select route: select the patrol route to which you want to add a schedule
- (b) Employee and Checkpoint: you can view the Employee and Checkpoint settings of the current route. It can only be viewed and cannot be modified.
- (c) Schedule type: the patrol schedule supports multiple plan types to meet various patrol needs.

| | | |
|---------------------------|-------------------|---|
| Daily Schedule | Start Date | Schedule Start Date |
| | Expiration Date | Schedule deadline |
| | Start Time | Scheduled start time of each day |
| | Patrol Duration | Duration of each Schedule (less than 24 hours) |
| | Grace Period | Allowable error of Schedule start and end time |
| | Patrol Frequency | The number of times a guard tour is required within the set start time and guard tour duration. Each patrol is called a patrol task. |
| | Checkpoint | By default, the plan needs to patrol all patrol points, or it can be set to random sampling mode. |
| | Sequential Patrol | Whether it is necessary to patrol in order in all patrol point modes |
| | Sequential Type | Positive sequence, reverse sequence and positive reverse sequence can be used |



OGP (Online Guard service and Property management)

| | | |
|--|-----------------------|--|
| | Random Patrol | In random sampling mode, the number of patrol points to be sampled. The minimum number is 1, and the maximum number does not exceed the total number of patrol points. |
| | Working day | The patrol plan will be generated only on the selected workday. Multiple choices are allowed. |
| | Batch Schedule Create | The default planned quantity is 1. Generate a plan by setting. You can also batch generate multiple plans. |

Schedule Type

- Daily Schedule
 Weekly Schedule
 Monthly Schedule
 Recurring Period

Schedule Start Date

Schedule End date

Start Date

Expiration Date ?

~

Patrol Frequency

 (1-10)

Checkpoint

- All Checkpoints
 Random Patrol

Number of Random Inspection Checkpoints

 (Maximum number of Checkpoints: 0)

| | | |
|--------------------------------------|---------------------|--|
| Weekly & Monthly Schedule | Schedule Start Date | What day of the week each Schedule begins. When the Schedule start date is the same as the end date, it means that the Schedule is only implemented for one day. |
| | Schedule end date | The end date of each Schedule week. When the Schedule start date is the same as the end date, it means that the Schedule is only implemented for one day. |
| | Start date | Schedule Start Date |
| | closing date | Schedule deadline |
| | Patrol Frequency | The number of patrols required for each plan between the Schedule start date and end date. Each patrol is called a patrol task. |



OGP (Online Guard service and Property management)

| | | |
|--|------------|---|
| | Checkpoint | By default, the plan needs to patrol all patrol points, or it can be set to random sampling mode. |
|--|------------|---|

Recurring Period

Recurring Period (Days)

 (2~365)

Effective every year

Start Date

Expiration Date [?]

~

Patrol Frequency

 (1-10)

Checkpoint

All Checkpoints Random Patrol

Number of Random Inspection Checkpoints

 (Maximum number of Checkpoints: 0)

| | | |
|------------------|-------------------------|---|
| Recurring Period | Recurring Period (days) | More than one day, less than one year. |
| | Effective every year | According to the set start date and end date (month/day) |
| | Start date | Schedule Start Date |
| | closing date | Schedule deadline |
| | Checkpoint | By default, the Schedule needs to patrol all patrol points, or it can be set to random sampling mode. |

Employee ID need to get tasks as per schedules by click "get the latest tasks" before patrol.

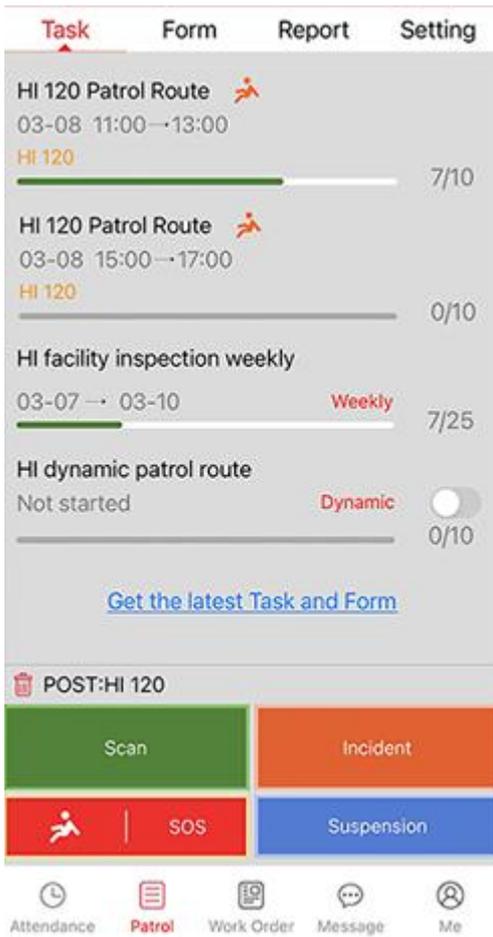
3 Patrol & Reports

3.1 Patrol on APP

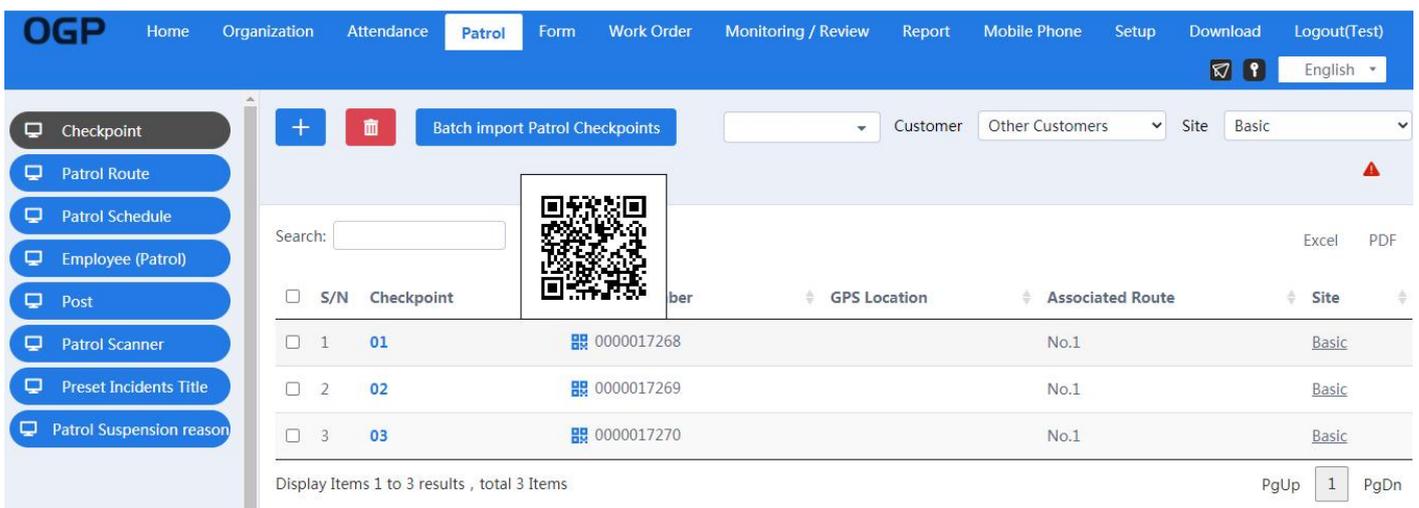
Login APP by inspector ID (test ID:01 PW:123456), Click "patrol" icon at bottom, then can get task automatically (or click Get the latest Task and Form manually if task not updated), click "Scan" to scan the tags which have been added to route & schedule, it will show scan successfully, and task will show green as shown in below picture.



OGP (Online Guard service and Property management)



When testing, can use mobile APP scan QR tags on OGP software to make test more easily.



3.2 Check reports

The patrol reports include Calendar report, Static Tour report, Dynamic Patrol Report, etc. Reports can be exported as Excel or PDF file.



OGP (Online Guard service and Property management)

GWC V3.4.1.4

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

Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed
- Activity Report**
- Patrol Record Report
- Unregistered Checkpoint
- Dynamic Patrol Report

Customer: All Route: All Site: All Checkpoint: All Employee: All Time Period: 2022-08-11 00:00:00 ~ 2022-08-11 23:59:59

+Subscribe Email Query Cancel

Search: [] Excel PDF

| Customer | Site | Patrol Route | Checkpoint | Patrol Time | Employee | Anti-Fraud | Schedule |
|----------|-----------------|--------------|----------------|---------------------|----------|------------|----------------|
| | Inspection Site | | Fire Pump Room | 2022-08-11 07:35:59 | Bu Sulba | | Dynamic patrol |
| | | | | 2022-08-11 07:00:31 | GWC | | Dynamic patrol |

Display Items 1 to 2 results , total 2 Items Display 20 results PgUp 1 PgDn

1 Calendar Report

It can be marked with different colors according to the patrol completion of different customers in the whole month. Click one of the days with the mouse to pop up the patrol details of the day for viewing.

Pass Rate(20%~100%) 80 % 96% 92% 88% 84% 80% 68.6% 57.1% 45.7% 34.3% 22.9% 11.4% 0%

No.1
Daily Patrol

2022/02

| SUN | ONE | TWO | THREE | FOUR | FIVE | SAT |
|-----|-----------|-----|-------|------|------|-----|
| | | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

Patrol Review - Route

Display only data with 'undetermined Employee'

Daily Schedule--No.1

Other related Tasks

| Date | Time Period | Cancel Patrol | Should be Patrolled | Pass |
|-------|------------------------------------|---------------|---------------------|------|
| today | 16:40~17:40 (Schedule is not Over) | 0 | 3 | 3 |

Display Items 1 to 1 results , total 1 Items

2 Static Tour report

Reports can be generated according to customers / places / lines and time periods.

OGP Home Organization Attendance Patrol Form Work Order Monitoring / Review **Report** Mobile Phone Setup Download Logout(Test) English

Attendance Report

Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed

Customer: All Route: All Site: All Time Period: 2022-10-26 00:00:00 ~ 2022-10-26 23:59:59

Query Cancel

Search: [] Excel PDF

| Customer | Site | Route | Start Time | End Time | Checkpoints | Pass | Timeout | Missed | Fraud | Cancel | Order |
|----------|------|-------|------------|----------|-------------|------|---------|--------|-------|--------|-------|
|----------|------|-------|------------|----------|-------------|------|---------|--------|-------|--------|-------|



OGP (Online Guard service and Property management)

3.3 Event

In case of emergency during patrol, inspectors can report the event on APP. Click “Incident”.



Then can edit event details, can add text, or photo, or voice, etc.

Cancel Event details Complete

Please enter the Event title

Please enter the Event Description

None ▼

Basic ▼

Scan QR

Associated device

Take photos

+

录音

Press and hold to start recording



OGP (Online Guard service and Property management)

Managers can view and deal with events in time on OGP patrol monitoring (real-time monitoring) interface.

The screenshot shows the 'Monitoring / Review' section of the OGP interface. The left sidebar has 'Events and faults' highlighted. The main area displays search filters for Customer (All), Site (All), Incident Failure (Unprocess, Processing, Completed, All), and Time Period (2022-10-26 00:00:00 to 2022-10-26 23:59:59). A search bar is present, and a table lists one incident: SOS at 15:48 with a description of 'rain' and repair instructions. The interface includes options for Excel and PDF export, and pagination controls (PgUp, 1, PgDn).

Managers also can view “Patrol Monitoring” to check guards patrol situation.

The screenshot shows the 'Patrol Monitoring' section. It includes a refresh rate control (1 Mins) and filters for monitoring status (ALL x) and missed rate threshold (70%). A table displays patrol routes with columns for Customer, Site, Route, Start Time, End Time, Window, State, Ratio, Type, call, and Remarks. Two routes are shown: 'Basic No.1' with a state of 'D' and a ratio of '3/3', and 'Test No.2' with a state of 'D' and a ratio of '2/2'. A right-hand panel shows incident details for '15:48 SOS Basic'.

The screenshot shows the 'Patrol Tracking Playback' section. The left sidebar has 'Patrol Tracking Playback' highlighted. The main area displays search filters for Customer (All), Site (All), Route (All), and Time Period (2022-02-07 00:00:00 to 2022-02-08 23:59:59). A search bar is present, and a table lists patrol track records with columns for Customer, Site, Route, Start Time, End Time, Checkpoints Track, Checkpoints to be Patrolled, Pass, Time-out, Missed Patrol, Fraud, Cancel Patrol, and Normal Order. Two records are shown for 'Inspection Site No.1' on 02-07 and 02-08.

4 Other settings

Customers may need to make some more settings to facilitate the work of each module.



OGP (Online Guard service and Property management)

4.1 Company settings

In the "company setting / company" interface, you can set the company's emergency contact information, company logo and login method of company account.

(a) The emergency contact information will be downloaded to the mobile app. Employees can view or dial directly in the "attendance / call monitoring room" interface .

(b) Allow customers to customize the company logo. After uploading, the logo will be used for the display of the system interface.

(c) When the login password is a single password, employees use the traditional account and password to log in to the system. When the login password is double password, the employee login system needs double password verification.

When dual password authentication requires employees to log in to the system, they need to enter three sub elements randomly selected by the system in the first password and the second password. This measure can reduce the probability of hackers or intruders completely stealing the second password.

Only the admin account has permission to modify the login method settings.

OGP Home Organization Attendance Patrol Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

Emergency Contact and Phone will be downloaded to mobile APP for ease of communication

Emergency Contact:

Emergency Contact Phone Number:

Company Logo:

Login password: Single password Double password

4.2 Roles / permissions

This setting allows customers to customize employee roles and set corresponding permissions for each role. By setting the role of each employee, their permissions can be determined, which is convenient for setting and management.

Permission here refers to the operation permission of employees on each module.



OGP (Online Guard service and Property management)

Add

Role Name

Description

Enter, Modify, Delete User Rights

- Organization structure editing rights
- employee editing rights
- role / permission editing rights
- patrol editing right
- subscribe patrol reminder right for others
- trace viewing right
- audit right of patrol event
- Patrol audit right

Save Close

| <input type="checkbox"/> | Role Name | Num |
|--------------------------|----------------------|-----|
| <input type="checkbox"/> | Patrol administrator | 0 |
| <input type="checkbox"/> | manager | 0 |
| <input type="checkbox"/> | Inspector | 2 |
| <input type="checkbox"/> | admin | 1 |

Display Items 1 to 4 results , total 4 Items

4.3 Report subscription

In the report subscription interface, customers can set subscription mail for common reports. The system will send the report to the designated mailbox according to the set frequency and receiver.

Search:

Excel PDF

| <input type="checkbox"/> | Task Name | Report Name | Subscribers | Operation time | Transmit Frequency | Attachment Type | Next Processing Time | | |
|--------------------------|------------------------------|-------------|-------------|---------------------|--------------------|-----------------|----------------------|----------------------|--------------------------|
| <input type="checkbox"/> | Ismail Daily Patrol Report | Flow Report | | 2022-10-28 09:55:44 | Day | pdf | 2022/11/18 09:00:00 | Edit | Mail sen |
| <input type="checkbox"/> | Syahidan Daily Patrol Report | Flow Report | | 2022-10-28 09:58:49 | Day | pdf | 2022/11/18 09:00:00 | Edit | Mail sen |
| <input type="checkbox"/> | Bob Daily Patrol Report | Flow Report | | 2022-10-28 10:00:23 | Day | pdf | 2022/11/18 09:00:00 | Edit | Mail sen |



OGP (Online Guard service and Property management)

| Send Time | Process Result | Resend | Recipient |
|---------------------|----------------|--------|-----------|
| 2022/11/17 09:00:21 | √ | | |
| 2022/11/16 09:00:37 | √ | | |
| 2022/11/15 09:00:37 | √ | | |
| 2022/11/14 09:01:13 | √ | | |
| 2022/11/13 09:01:04 | √ | | |
| 2022/11/12 09:00:59 | √ | | |
| 2022/11/11 09:00:15 | √ | | |
| 2022/11/10 09:00:25 | √ | | |
| 2022/11/09 09:00:34 | √ | | |
| 2022/11/08 09:00:17 | √ | | |

Subscribe message - Static Tour Summary

Basic information | Subscription details | Email

Send Frequency: Day (Day dividing time)

Tasks Start Date: 2022/10/20 (Send Time)

Working day: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time to choose: 13 : 45 : 00 (Clear Confirm)

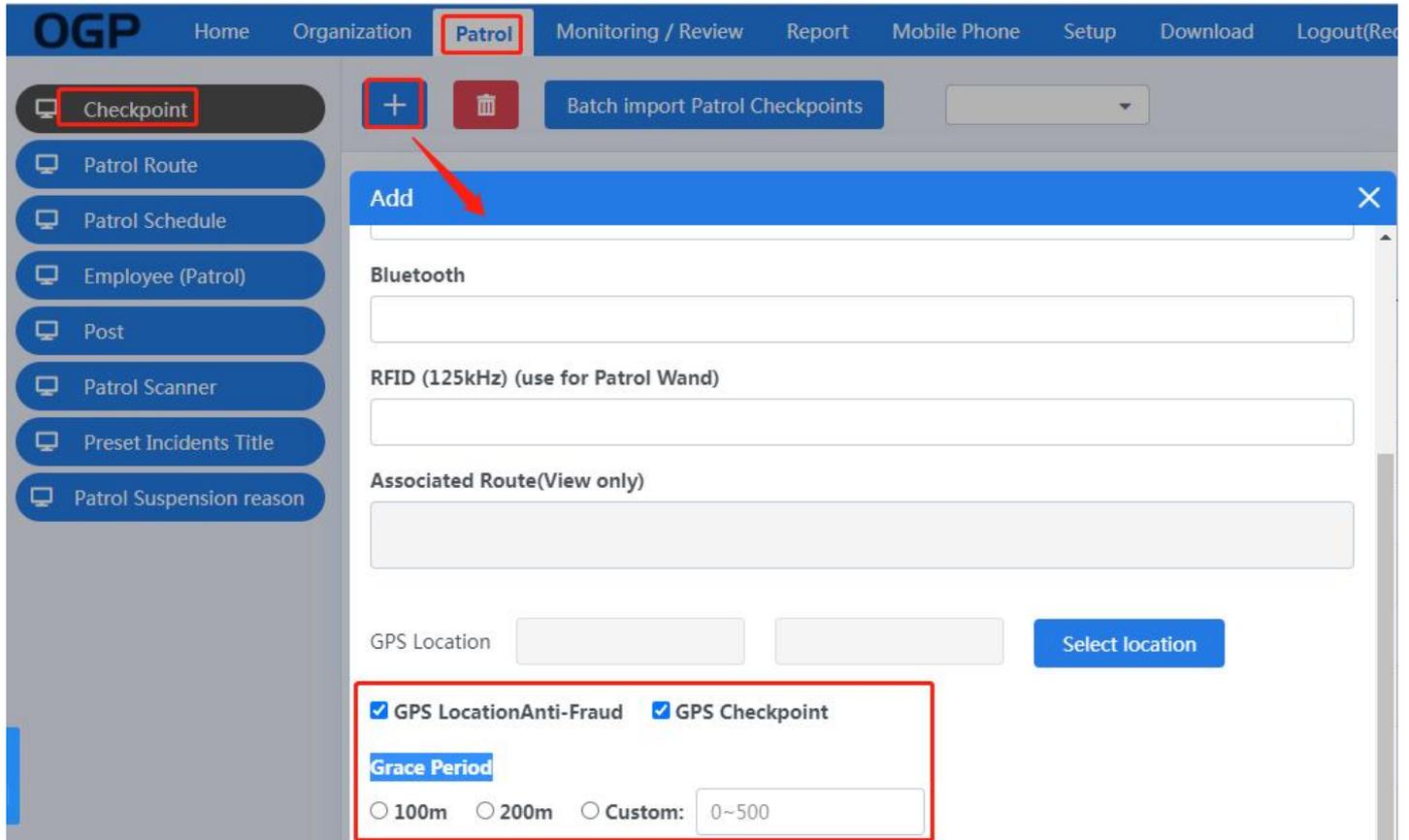
Save Close

4.4 Geofencing Function

1. When edit new checkpoint tag, choose “GPS Location Anti-Fraud”, then choose Grace Period 100m or 200m or customized:



OGP (Online Guard service and Property management)



2 when patrolman scan tag out of such range, system will let patrolman to take picture for Anti-Fraud.

4.5 Real-time monitoring

Under the "monitoring / review" menu, "patrol monitoring / real-time monitoring" interface patrol real-time monitoring), the personnel in the control room can monitor the patrol progress of personnel in real time, and make real-time adjustments to patrol events or personnel according to the actual situation.



The patrol real-time monitoring main interface is used to monitor the patrol progress of all lines. User defined monitoring window, monitoring time, etc.

a) Refresh frequency: the user can set the refresh frequency of the interface through the drop-down selection, or click the refresh button to refresh the interface at any time.

b) Monitoring site: the user can click the button in the upper right corner of the interface to view the



OGP (Online Guard service and Property management)

current monitoring site in the pop-up window, set the monitoring place, and adjust the monitoring place through the add and delete buttons in the window.

c) Monitoring time window: users can customize the time when the patrol task is monitored. By default, minutes before the start of the plan and minutes after the end of the plan, the patrol task will be displayed in the monitoring interface.

d) Monitoring status: the monitoring interface displays all monitored patrol tasks by default. You can also filter patrol tasks according to patrol progress.

Refresh time 13:37:32 Refresh Rate 1 (Mins) Patrol Monitoring

Past: 30 Minute ~ Future: 30 Minute Monitoring status ALL x Missed rate threshold 70 %

| Customer | Site | Route | Start Time | End Time | Window | State | Ratio | Type | call | Remarks |
|-----------------|----------|----------|-------------|-------------|-------------|-------|-------|------|------|---------|
| Inspection Site | Logen | Logen | 12/22 00:00 | 12/22 23:59 | 23:55~00:04 | E | 0/11 | DS | | |
| Inspection Site | Logen | Logen | 12/22 00:00 | 12/22 23:59 | 23:55~00:04 | E | 0/11 | DS | | |
| Inspection Site | Syahidan | Syahidan | 12/22 00:00 | 12/22 23:59 | 23:55~00:04 | E | 0/8 | DS | | |
| Inspection Site | Syahidan | Syahidan | 12/22 00:00 | 12/22 23:59 | 23:55~00:04 | E | 0/8 | DS | | |

5 Form (Optional Function)

There are 4 kinds Forms: Company Form, Customer Form, Site Form and Employee (Work Form) in OGP.

Only the IDs with permission can use Form and other functions.



OGP (Online Guard service and Property management)

The screenshot shows the 'Organization' page in the OGP system. The left sidebar has 'Employee' selected. The main area displays a table of employees with the following columns: S/N, State, Name, Account, QR, NFC, WEB Login, Attendance, Patrol, Form, Work Order, Site authority, and Role Name. A red box highlights the columns from 'WEB Login' to 'Work Order'. The table contains three rows of data:

| S/N | State | Name | Account | QR | NFC | WEB Login | Attendance | Patrol | Form | Work Order | Site authority | Role Name |
|-----|-------|--------|---------|----|-----|-----------|------------|--------|------|------------|----------------|-----------|
| 1 | | Test | Test | | | ✓ | ✗ | ✓ | ✗ | ✗ | Company | admin |
| 2 | ▶ | Test01 | 01 | | | ✗ | ✓ | ✓ | ✓ | ✓ | This Site | Inspector |
| 3 | ▶ | Test02 | 02 | | | ✗ | ✓ | ✓ | ✓ | ✓ | This Site | Inspector |

5.1 Set site form template

There are two ways to associate a company / customer form to a site:

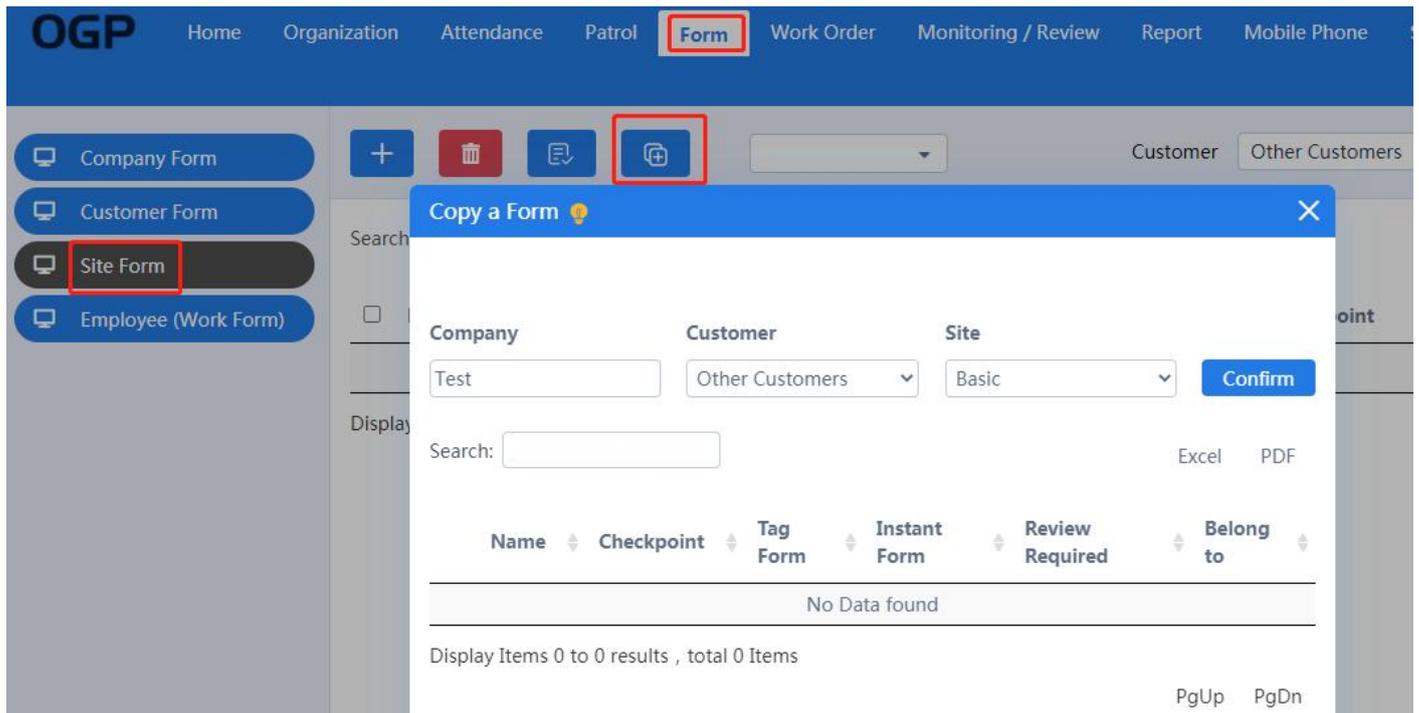
- A. Reference form: the site can only be used, and has no right to modify the template. It is applicable to the situation where the company / customer has unified requirements for the template;
- B. After copying the form, it belongs to the site. The site can modify the template, but the modification of one site will not affect the templates of other copy sites or the original templates of the company / customer. If there are slight differences in templates applicable to different places, you can copy them first and then modify them.

Sites can only refer to the forms of their customers and companies; However, the site can copy the forms of other sites under other customers.

The screenshot shows the 'Form' page in the OGP system. The left sidebar has 'Site Form' selected. A dialog box titled 'Reference current Forms' is open, containing the following text: '*Reference current Forms Do not create a new Form, Edit the Original Form, the referenced Form will be modified at the same time'. Below this is a search bar and a table with columns: Name, Checkpoint, Tag Form, Instant Form, Review Required, and Belong to. The table currently shows 'No Data found'.



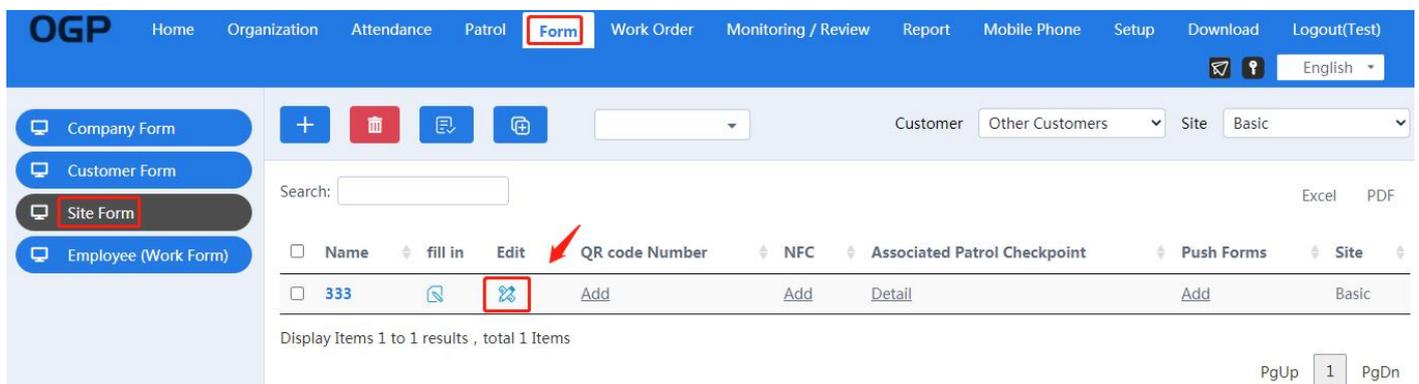
OGP (Online Guard service and Property management)



5.2 User defined form

The system provides dozens of common form elements to simplify form design. For example: single choice, multiple choice, photographing, recording, remarks, table, text, title You can complete your own form by dragging or editing form elements.

In the design of patrol form, the qualified range can be set for most inspection items. Unqualified forms can be subscribed separately, counted or used as conditions to trigger the work order system. For example: temperature value range, single choice, multi-choice unqualified items, etc. In addition, in the form design, you can also fill in the inspection method and inspection standard for the inspection items, which can be viewed by the inspector at any time.





OGP (Online Guard service and Property management)

| Basic elements | |
|---|---|
| <input type="radio"/> Single selection(Remarks) | <input type="radio"/> Radio group |
| <input type="checkbox"/> Multi Selection(Remarks) | <input type="checkbox"/> Drop Down Box(Remarks) |
| <input type="checkbox"/> Drop Down Box(Search) | <input type="checkbox"/> Multilevel selection |
| <input type="text"/> Column text | <input type="text"/> Value |
| <input type="image"/> Picture | <input type="image"/> Take Picture |
| <input type="audio"/> Audio | <input type="video"/> Video |
| <input type="text"/> Address | <input type="text"/> Remarks |
| <input type="text"/> Signature | |
| <input type="table"/> Table | <input type="table"/> Multi row multi column |
| <input type="date"/> Date | <input type="time"/> Time |
| <input type="datetime-local"/> Date and Time | |
| <input type="text"/> Title | <input type="text"/> Text Description |
| <input type="image"/> picture | <input type="video"/> Video |
| <input type="image"/> Illustration | <input type="checkbox"/> Blank |
| <input type="star"/> Importance | <input type="star"/> Urgency |
| <input type="text"/> Customer/Site | <input type="text"/> Device code |
| <input type="text"/> Page | <input type="text"/> JSON |

111

Single selection(Remarks)

Option1

Option2

Radio group

Single selection1

Single selection2

Multi Selection(Remarks)

Option1

Option2

Drop Down Box(Remarks)

Option1

Drop Down Box(Search)

Option1

Multilevel selection

To be filled in by User

Column text

To be filled in by User

5.3 Form push

Click the push form, set the recipient's email or user app, check auto send email, and then the system will automatically send the form information to the specified email or app when the user submits the form.



OGP (Online Guard service and Property management)

5.4 Form report

There are three types of reports in the form: Form details, Submitted form and Exception form summary. Click the form / Excel magnifying glass to view the details of the form.

6 Work order(Optional Function)

The work order process from declaration to completion, mainly includes: application, approval, implementation, acceptance, completion and other steps.

6.1 Work order design

When designing the work order of equipment or place, you can customize the items to be checked, and add various elements such as single selection, multi selection, value, video, photo, time, photography, table, multi column and drop-down list.



OGP (Online Guard service and Property management)

OGP Home Organization Attendance Patrol Form **Work Order** Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

Customer Other Customers Site Basic

Company Work Order
Customer Work Order
Site Work Order

Work Order Main and Sub Category
Work Order Template

Search: [] Excel PDF

| State | Work Order Name | Create Work Order | Work Order Category | QR code Number | Original Work Order Template | Re |
|---------------|-----------------|-------------------|---------------------|----------------|------------------------------|----|
| No Data found | | | | | | |

Display Items 0 to 0 results , total 0 Items PgUp PgDn

1 Work Order settings

2 Work Order Content

3 Reply Content

4 Process Design

Original Work Order Template

Original Work Order Template (up to 64 Characters) ?

Work Order Prefix (up to 6 Characters) ?

Note: the Work Order Number is the number generated when submitting the Work Order, and the format is: XXX 202009 000001 (Prefix Date Serial Number)

Work Order Category



OGP (Online Guard service and Property management)

Please select the Sub Category of the Work Order ▼

QR code Number

Inform the Creator after the Work Order is completed

Cancel

Save

6.2 Real-time monitoring

The declaration monitoring center will monitor the completion status and progress of the work order in real time.

OGP Home Organization Attendance Patrol Form Work Order **Monitoring / Review** Report Mobile Phone Setup Download Logout(Test) English

attendance approval
Patrol Monitoring
Patrol Review
Events and faults
Form Review
Work Order Monitoring
Monitoring Centre
Real-time Monitoring

Search: Excel PDF

| <input type="checkbox"/> | S/N | Work Order Center | Monitoring Sites | Employee | login to report center |
|--------------------------|-----|-------------------|------------------|----------|------------------------|
| <input type="checkbox"/> | 1 | work | 2 | 0 | |

Display Items 1 to 1 results, total 1 Items Display 20 results PgUp 1 PgDn

Edit the concerned places and personnel, that is, the selected personnel have permission to view the work order information submitted by the selected place



OGP (Online Guard service and Property management)

| S/N | Employee | Supervisor | Site | Customer |
|-----|----------|------------|------|----------|
| 1 | Test01 | ▼ | Test | ▼ |
| 2 | Test02 | ▼ | Test | ▼ |

Real time monitoring can edit a report center in the previous step into one or more positions for monitoring. After editing, click the monitoring icon to directly jump to the monitoring interface

| S/N | Post | Monitoring Sites | Real Time Monitor |
|-----|-----------|------------------|-------------------|
| 1 | real time | 2 | |

6.3 Work order report

Work order reports include site work order summary, personnel work order summary and work order detail summary. Work orders are queried by serial number. Each form of report has a variety of filtering conditions. The queried report can view the details of a single work order separately or export the excel report of all work orders.



OGP (Online Guard service and Property management)

- Attendance Report
- Patrol Report
- Form Report
- Work Order Report
- Site Work Order Summary
- Employee Work Order summary
- Work Order Details
- Query Work Order by Work Order Number

Customer: Other Customers | Site: All | Work Order Category: All | Work Order Sub Category: All | Template Name: All | Current State: All | Date St: 2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Search:

| Work Order Number | Person submitting Work Order | Task Name | Current State | Related Employee | Urgency | Importance | Date Submitter |
|-------------------|------------------------------|-----------|---------------|------------------|---------|------------|----------------|
| No Data found | | | | | | | |

Display Items 0 to 0 results , total 0 Items PgUp PgDn

- Attendance Report
- Patrol Report
- Form Report
- Work Order Report
- Site Work Order Summary
- Employee Work Order summary
- Work Order Details
- Query Work Order by Work Order Number

Customer: Other Customers | Site: All | Employee: All | Display: Work Orders involved Work Order To Perform | Process Involved: All | Time Period: 2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Search:

| Site | Subscribers | Operation | Operation time | Task Name | Urgency | Importance | Current State | Site of Work Order |
|---------------|-------------|-----------|----------------|-----------|---------|------------|---------------|--------------------|
| No Data found | | | | | | | | |

Display Items 0 to 0 results , total 0 Items PgUp PgDn

- Attendance Report
- Patrol Report
- Form Report
- Work Order Report
- Site Work Order Summary
- Employee Work Order summary
- Work Order Details
- Query Work Order by Work Order Number

Customer: Other Customers | Site: --Please select -- | Work Order Category: All | Work Order Sub Category: All | Current State: All | Template Name: | Time Period: 2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Search:

| Work Order Number | Task Name | Template Name | Current State | Executor | Date Submitted | Work Order receive time | Completion Time |
|---------------------------|-----------|---------------|---------------|----------|----------------|-------------------------|-----------------|
| No matching records found | | | | | | | |

- Attendance Report
- Patrol Report
- Form Report
- Work Order Report
- Site Work Order Summary
- Employee Work Order summary
- Work Order Details
- Query Work Order by Work Order Number

Work Order Number: Fuzzy Search

Search:

| Work Order Number | Task Name | Template Name | Current State | Executor | Date Submitted | Work Order receive time | Completion Time |
|---------------------------|-----------|---------------|---------------|----------|----------------|-------------------------|-----------------|
| No matching records found | | | | | | | |



OGP (Online Guard service and Property management)

7 Attendance (Optional Function)

7.1 Edit Shift

The screenshot shows the OGP Attendance management interface. The top navigation bar includes Home, Organization, Attendance (highlighted), Patrol, Form, Work Order, Monitoring / Review, Report, Mobile Phone, Setup, and Download. The left sidebar contains menu items: Shift (highlighted), Attendance point, Attendance administrator, Holiday code, Attendance team, and Employee (Attendance). The main content area displays the 'Add' form for editing a shift. The form includes the following fields:

- Shift: 1
- code: 1234
- Check On: 08:00
- Check Off: 17:00
- Grace Period: 0 Mins
- overtime reminder: 30 Mins
- Check on time range(<=24 hours):
 - Before Check On: 2 Hour
 - After Check On: 9 Hour

7.2 Add Attendance Point

The screenshot shows the OGP Attendance management interface. The top navigation bar includes Home, Organization, Attendance (highlighted), Patrol, Form, Work Order, Monitoring / Review, Report, and Mobile Phone. The left sidebar contains menu items: Shift, Attendance point (highlighted), Attendance administrator, Holiday code, Attendance team, and Employee (Attendance). The main content area displays the 'Add' form for adding an attendance point. The form includes the following fields:

- Attendance point: 01
- code: 1234
- Bluetooth: (empty field)

Below the form, a table lists the added attendance point:

| Attendance point | State | code | Bluetooth | Shift | Site |
|------------------|-------|------|-----------|-------|-------|
| 01 | | 1234 | | 1 | Basic |

The table also shows a search bar, a 'Display Items 1 to 1 results, total 1 Items' message, and pagination controls (PgUp, 1, PgDn).



OGP (Online Guard service and Property management)

7.3 Edit Employee's Attendance

OGP Home Organization **Attendance** Patrol Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

English

Shift Attendance point Attendance administrator Holiday code Attendance team **Employee (Attendance)**

Customer: Other Customers Site: Basic

Search: [] Excel PDF

| <input type="checkbox"/> | S/N | Name | Account | Attendance attribute | Attendance code | Employee verification method | Verification of attendance points method | Punch other employees | Site |
|--------------------------|-----|------|---------|----------------------|-----------------|------------------------------|--|-----------------------|------|
| <input type="checkbox"/> | 1 | Test | Test | √ | | Facial Recognition | Take Picture | √ | |

Display Items 1 to 1 results , total 1 Items PgUp 1 PgDn

Edit [X]

Attendance

attendance code / QR code []

Employee verification method
 Facial Recognition Take Picture unwanted

Verification of attendance points method
 Bluetooth of attendance point Take Picture unwanted

Punch other employees
 allow not allowed

Other Customers

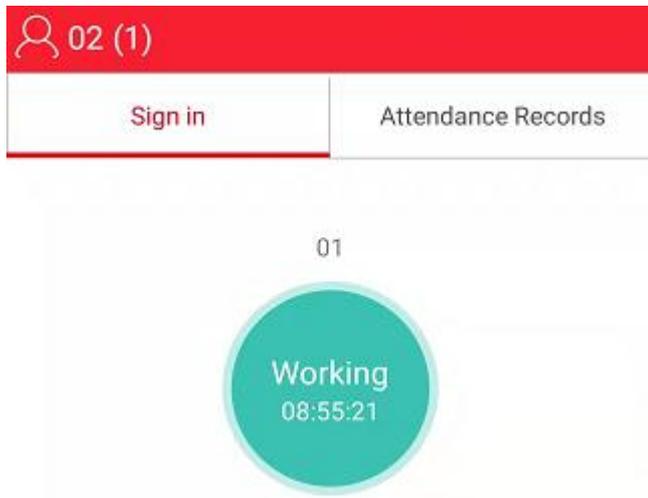
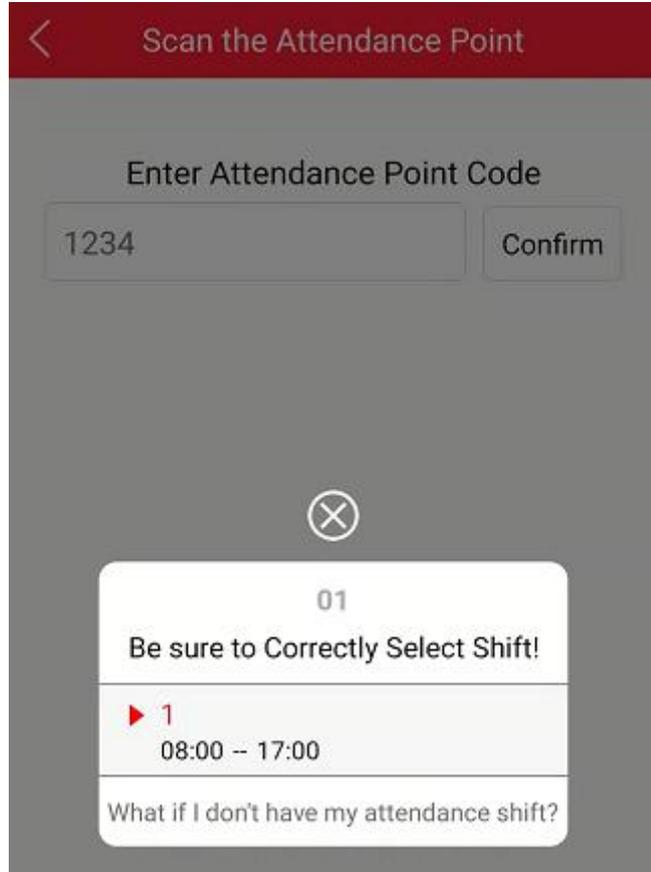
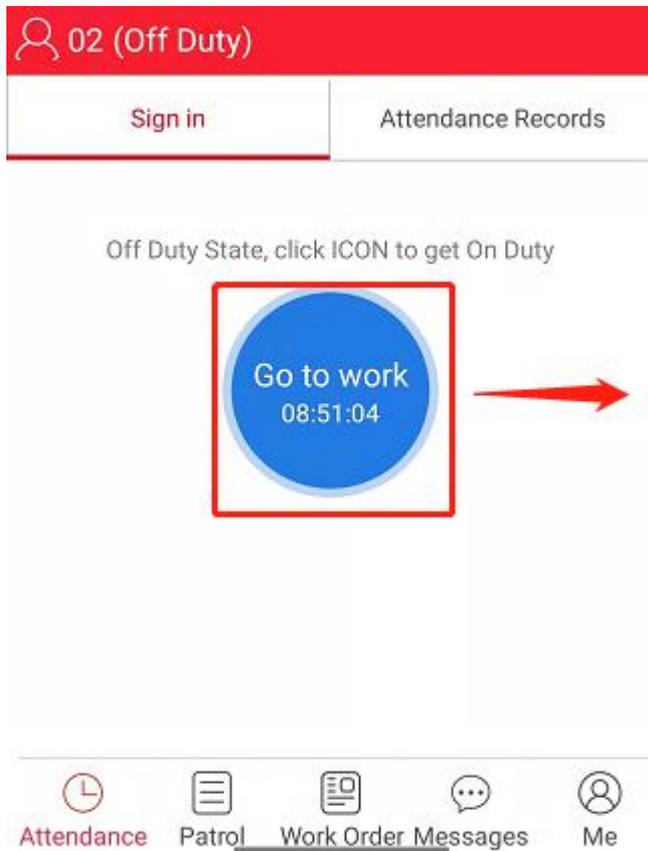
Verification of attendance points method

Take Picture



OGP (Online Guard service and Property management)

7.4 Attendance on APP



| Status | Time |
|----------|------------------|
| On Duty | 2022-10-27 08:52 |
| Off Duty | 2022-10-27 08:50 |
| On Duty | 2022-10-27 08:50 |

8 Patrol scanner

OGP not only can save data from APP, but also can from RFID tag readers.



OGP (Online Guard service and Property management)

8.1 Install Communication Client and make server settings

The screenshot shows the OGP web interface. The top navigation bar includes 'Home', 'Organization', 'Attendance', 'Patrol', 'Form', 'Work Order', 'Monitoring / Review', 'Report', 'Mobile Phone', and 'Setup'. A 'Download' button is highlighted in the top right corner. On the left sidebar, 'Communication Client' is selected. The main content area is titled 'Download Communication Client' and contains a table with server settings.

| Download | Communication Client--Server setting | |
|----------|--------------------------------------|---|
| | IP data receiver IP address: | www.ogpcloud.com |
| | Port: | 50002 |
| | Company Name: | Company Name in the top left corner of the page |
| | Patrol system access port: | 443 |

You only need to download the software if you are touring with a traditional tour stick

The software mainly has two functions:

1. Upload the records in the tour stick to the platform, which is suitable for the tour stick to upload records through PC
2. Set the parameters of the network communication base, which is suitable for the patrol stick to upload records directly through the network communication base

The screenshot shows the 'Communication Client V1.4.6.0' software window. The title bar includes the version number and standard window controls. Below the title bar, there are language options: '简体中文', '繁體中文', and 'English' (selected). The main interface features the OGP logo and the text 'Online Guard Patrol'. There are five main function buttons: 'Download', 'Change Scanner', 'Testing Server', 'Diagnose', and 'Server Setting'. The 'Server Setting' button is highlighted with a red box.



OGP (Online Guard service and Property management)

Server Settings

IP Data Receiver's IP:

Port: HTTP TCP

Company:

Online Guard Tour System:

Company Verification

8.2 Download data from scanners

Online Guard Patrol

 **Download**  **Change Scanner**  **Testing Server**  **Diagnose**  **Server Setting**

6/23/2022 1:07:18 PM Reading record
6/23/2022 1:07:28 PM Read record success. Total:2
6/23/2022 1:07:29 PM Begin uploading data!
6/23/2022 1:07:29 PM Server clock:2022/6/23 13:07:24
6/23/2022 1:07:29 PM Duration:0.46s, Average speed:0.41KB/s
6/23/2022 1:07:29 PM Disconnect the connection with the server!

8.3 Check details online

OGP Home Organization Attendance **Patrol** Form Work Order PPM Monitoring / Review Report Mobile Phone Setup Download Logout(AL)

Display all within the permission range Customer: GF Suva Site: Guardhouse

Search:

| S/N | model | Name | Associated Site | Associated Route | employee | total records | impact times | registration time | last upload |
|-----|-------|-----------------|-----------------|------------------|----------|---------------|--------------|---------------------|-------------|
| 1 | V52 | 2203-15643 | Inspection Site | GF Base | SG01 | 2 | 0 | 2022-06-23 13:07:24 | 2022-06-23 |
| 2 | PC | 408D5CECB24C000 | = | = | = | 3 | 0 | 2022-06-23 13:07:24 | 2022-06-23 |
| 3 | V1 | 2101-07559 | Inspection Site | ShadowTech | AL01 | 1 | 0 | 2022-06-23 13:10:14 | 2022-06-23 |

Display Items 1 to 3 results , total 3 Items PgUp 1 PgDn



OGP (Online Guard service and Property management)

8.4 Save Unregistered Checkpoints

OGP Home Organization Attendance Patrol Form Work Order PPM Monitoring / Review Report Mobile Phone Setup Download Logout(AL) English

Attendance Report
Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed
- Activity Report
- Patrol Record Report
- Unregistered Checkpoint**
- Dynamic Patrol Report

2022/06/23 Query

| S/N | Wand Serial Number | Unregistered Checkpoint Count | Last Upload Time |
|-----|--------------------|-------------------------------|---------------------|
| 1 | 2101-07559 | 1 | 2022-06-23 13:10:19 |
| 2 | 2203-15643 | 1 | 2022-06-23 13:07:28 |

Display Items 1 to 2 results , total 2 Items

2022/06/23 Query

Export Unregistered Checkpoints

RFID(125kHz)Unregistered Checkpoint Report
Date:2022/06/23

| S/N | Name | RFID(125kHz) | Card read Time |
|-----|------|--------------|---------------------|
| 1 | | 0011004B27FF | 2022-06-23 13:06:03 |

Display Items 1 to 1 results , total 1 Items

Copy RFID tag ID then add it.



OGP (Online Guard service and Property management)

OGP Home Organization Attendance **Patrol** Form Work Order PPM Monitoring / Review Report Mobile Phone

Checkpoint + Batch import

Search:

S/N Checkpoint

1 RFID 1(Unused)

Display Items 1 to 1 results , total 1

Add ×

Checkpoint Name

QR code Number

NFC card

Bluetooth

RFID (125kHz) (use for Patrol Wand)

Associated Route(View only)

Save **Close**

OGP Home Organization Attendance **Patrol** Form Work Order PPM Monitoring / Review Report Mobile Phone Setup Download Logout(AL)

Checkpoint + Batch import Patrol Checkpoints Customer GF Suva Site Guardhouse

Search: Excel PDF

| <input type="checkbox"/> | S/N | Checkpoint | RFID(125kHz) | GPS Location | Associated Route | Site |
|--------------------------|-----|----------------|--------------|--------------|------------------|------------|
| <input type="checkbox"/> | 1 | RFID 1(Unused) | 005E00D2D337 | | | Guardhouse |
| <input type="checkbox"/> | 2 | RFID 2(Unused) | 0011004B27FF | | | Guardhouse |

Display Items 1 to 2 results , total 2 Items PgUp 1 PgDn



OGP (Online Guard service and Property management)

OGP PHONE PATROL

Guard Tour System | eForm | Attendance | Work Order

|| FEATURES ||

- Scan QR Code / NFC Tag
- GPS Location
- Picture / Voice / Text
- Supervisor Inform Message
- Support IOS & Android

|| FREE DEMO ||

- User name: Test
- Password: 123456

|| DOWNLOAD ||

OGP PHONE PATROL

Download from APP STORE Download from GOOGLE PLAY

|| MANAGEMENT SOFTWARE ||

www.OGPcloud.com

