Where Trust is Built ™

DETEX®

Guard Tour Verification

TopGuard® Patrol
TopGuard® Patrol PLUS
Communication, Utility and Reporting Software

from GCS

Version 1.1.0

INFORMATION
and
SAMPLE REPORTS

RELIABILITY
SERVICE
QUALITY

General Overview

TopGuard® Patrol is a software package designed primarily for the acquisition, evaluation and reporting of guard tour data, and for communicating with and configuring GCS Escorte and ProxiPen data acquisition devices. It is suitable for use in virtually all guard tour verification applications. Because its text fields are fully editable by the user, TopGuard Patrol is also ideal for general data collection and reporting tasks.

This document describes TopGuard Patrol Version 1.1.0. TopGuard Patrol is a new software product that combines the superb reporting logic and capabilities of our well-proven WinArgus software with the communication features of the Escorte Utilities program. TopGuard Patrol operates under Windows 95b, 98/SE, 2000, NT 4.0 SP3, Me and XP. TopGuard Patrol can be used on a stand-alone PC or on a workstation in a network. There is not a network version of TopGuard Patrol; however, multiple workstations having the PLUS Edition installed can be configured to share down-loaded data and produce reports independently.

TopGuard Patrol is provided in the ProxiPen Kit. TopGuard Patrol is also available in an expanded optional PLUS version. TopGuard Patrol has the following features:

- One comprehensive Summary Report format with 4 printing options
- Two password levels permit control of access to data
- Data maintained in a Microsoft Access database
- Accommodates up to 1,750 data points and 16 tours
- Fully-editable text fields allow screens and reports to be adapted to other applications
- Generates barcodes for use with the GCS Opto-Escorte device
- Reports may be saved to a file or e-mailed in native TopGuard Patrol format (VSR) or as an HTML or Adobe Acrobat® PDF file

TopGuard Patrol PLUS has the following expanded or additional features above TopGuard Patrol:

- Six different easy-to-use report formats with four report options:

  - Summary Report
  - Personnel Report
  - Control Point Report
  - Incident Report
  - Break Report
  - Database History Report

  Report Options (Summary and Personnel Report only)
  - Print missing control points
  - Print Exceptions
  - Print valid control points
  - Summary only

- Accommodates up to 7,500 data points and 250 tours
- Can create reports for individual tours or clients
- Specific control points may be designated as "optional"
- Provides database history reports
- Importing of graphic images (floor plans, employee photos, etc.) in JPG or BMP format allows maps of tours to be created
- Allows tracking of employee breaks

TopGuard Patrol is used in conjunction with the GCS Escorte and ProxiPen **D**ata **A**cquisition **U**nits (referred to as **DAU's**). The data is transferred from the DAU to the computer (**PC**) by a GCS **D**ata **T**ransfer **U**nit (referred to as a **DTU**). The DTU is connected to a serial or USB port on the PC.

TopGuard Patrol PLUS is protected against unauthorized duplication and use by a copy protection device (dongle). The dongle must be connected to a USB port or the parallel (printer) port of the PC before TopGuard Patrol will operate in the PLUS mode.

System Requirements

In order to run TopGuard Patrol, your PC should have the following hardware features:

- Intel 486 processor (Pentium II recommended)
- 16 MB RAM (64 MB recommended)
- 50 MB of free hard disk space (150 MB recommended)
- Screen resolution 800 x 600 (1024 x 768 recommended)
- Microsoft Windows® 95b, 98/SE, Me, NT 4.0 SP3, 2000 or XP
- **(PLUS version only)** A parallel port (LPT1, for example) or USB port available for the copy protection device

Modem Communication

TopGuard Patrol does not directly receive data via modem from remote locations. A separate utility, called **PP-Modem**, is used to communicate with and download remote GCS devices. TopGuard Patrol, however, is used to configure ProxiPen and Escorte data acquisition devices and the ProxiPen data transfer unit (DTU) for modem communication. PP-Modem is included on the TopGuard Patrol installation CD-ROM.

In this situation, system requirements would include a Hayes-compatible modem for the host PC. Another modem (preferably the same type as on the host PC), a DTU and, for the Escorte only, a modem adapter cable and dial strip are required at each remote site. "U.S. Robotics" external modems are recommended.

Overview of Report Features

Report Menu

Report Options - Patrol PLUS only

There are four Report Options available when preparing either the Summary Report or the Personnel Report; these options are inactive for the Control Point, Incident, Break and Database History Reports. These options are:

- • ***Print missing CPs** - Displays only the control points identified as Missing (M), with a header for each tour
- • ***Print Exceptions** - Displays all Exceptions except Missing control points [Undefined (?), Obsolete (O), Double or multiple (D), Personnel (P), Incident (I), Optional (#) and Break (B)] with a header for each tour
- • ***Print valid CPs** - Displays only control points that were read correctly according to the tour definition, with a header for each tour
- • **Summary only** - Displays only the header and footer (summary) for each tour; individual data point readings are not displayed.

*One of these three options <u>must</u> be checked in order to obtain a report. Any combination of the three options may be selected.
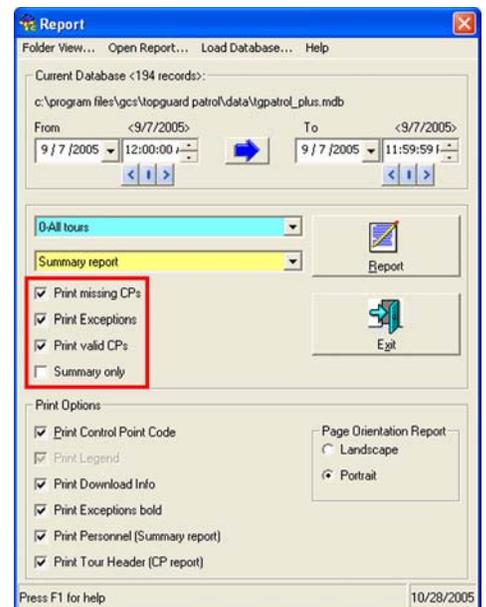
Print Options

There are a number of print options that are available for all of the report formats (with some exceptions mentioned below). The options for each version of TopGuard Patrol are shown below:
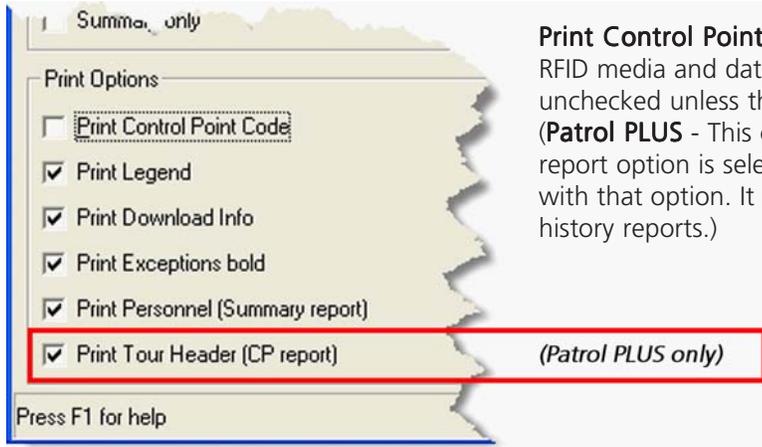
Print Control Point Code - Displays the unique identifying number of RFID media and data strips in the "Status" field (Figure 1). Normally left unchecked unless this information is desired for diagnostic purposes. (**Patrol PLUS** - This option is not available when the "Summary Only" report option is selected, as individual control points are not displayed with that option. It is also not available in the Control Point or Database history reports.)
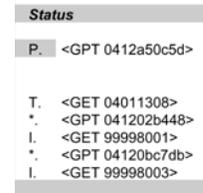
Figure 1

Print Legend - Gives definitions for each of the various letter/symbol codes used in the "Status" field to describe the status of the data points. When "Print Legend" and "Print Control Point Code" are both unchecked, the definitions are displayed in the "Status" field beside the code (Figure 2) instead of in the tabular form shown below. (**Patrol PLUS** - The Legend table shown below is displayed by default in the Control Point and Database history reports and may not be disabled.)
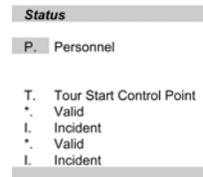
Figure 2

Tour Start Control Point	Control point that must be read to begin a tour	
Missing	Control point defined in the tour, but not read	
Undefined	Control point read that is not defined in any tour	
Obsolete	Control point that is inactive or is defined in another tour	
Optional	Control point that may be read, but if missed will not be reported as "Missing" (Patrol PLUS only)	
Valid	Control Point read correctly according to the tour definition	
Double or multiple	Control point read more frequently than specified in the tour definition	
Personnel	Data point identifying the person performing the tour	
Incident	Data point describing an event or condition observed during the tour	
Break	Data point designating the start of a break by the person performing the tour (Patrol PLUS only)	

> **NOTE:** Since the control point codes and the "Status" definitions are displayed in the same field (when "Print Legend" is unchecked), they are mutually exclusive. Selecting "Print Control Point Code" automatically causes the "Print Legend" option to be selected also.

Print Download Info - Displays the serial number of the device from which the data was downloaded, and the date and time of the download (Figure 3). (**Patrol PLUS** - This option applies only to the Summary and Personnel reports.)
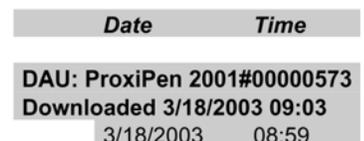
Figure 3

Print Exceptions bold - Prints lines in the report containing Exceptions (any of the items defined in the Legend) in bold type. (**Patrol PLUS** - This option has no effect when the "Summary Only" report option is selected, as individual control points are not displayed with that option.)

```
(3) PTSB Tour 3 / Ladd Nelson / 8/12/2003 09:34
        8/12/2003      09:34      PTSB Tour 3 Start     T.   Tour Start Control Point
        8/12/2003      09:34      Loading Docks         *.   Valid
        8/12/2003      09:34      LIGHTS ON             I.   Incident
        8/12/2003      09:34      North Door            *.   Valid
```

Print Personnel (Summary report) - Selecting this option will cause all readings of Personnel data points to be displayed in the sequence of control point readings in a tour. The names of personnel currently registered as the User will always be displayed in the Tour Header (unless the "Print Tour Header" option is deselected in Patrol PLUS).

Print Tour Header (CP report) - **Patrol PLUS only** - When this is checked, the Control Point report displays a header above each occurrence of the control point that indicates the tour name, the name of the person who read the control point, and the date and time of the reading. This option also applies to the Database History report.

```
(1) PTSB Tour 1 / David Alexander / 8/13/2003 10:40
        8/13/2003      10:40      Conference Room        *.    David Alexander
```

Statistic Info

On the last page of each report (except the Control Point and Database History reports), a summary is given that indicates the total number of readings of each of the different types of data points in the Legend. The numbers reflect ALL tours in the report. The content of the Statistic Info will vary, depending on the Report Options that were selected when the report was requested:

- If "Print Missing CPs" is selected, Statistic Info displays "Missing" control points
- If "Print Exceptions" is selected, Statistic Info displays "Undefined," "Obsolete (Unexpected)," "Double or multiple" and "Incident" data points (and in Patrol PLUS, "Break" and "Optional" data points)
- If "Print Valid CPs" is selected, Statistic Info displays "Tour Start Control Point" and "Valid" control points
- If more than one Report Option is selected, Statistic Info displays all types of data points stated above for the specific options chosen
- The "Total" is displayed only if all three Report Options are selected
- The information above applies when the "Summary only" Report Option is selected
- For the Break Report, Statistic Info displays only the total elapsed time spent on breaks

```
Summary report
All tours
9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

Statistic Info:

    14 x   Tour Start Control Point
    58 x   Valid
    60 x   Missing
     2 x   Undefined
     1 x   Obsolete (Unexpected)
     9 x   Double or multiple
    38 x   Incident
    12 x   Personnel
     0 x   Break       (Patrol PLUS only)
     0 x   Optional
   194 x   Total

All tours
     1   Complete
    13   Incomplete
```

Summary Report

The Summary Report is the most comprehensive of the available report formats, indicating both correct and incorrect performance of the tasks specified in the tour definition. It has the following characteristics:

- Personnel data points read are indicated in the "Status" field with "P" (and as "Personnel" if the "Print Control Point Code" and "Print Legend" options are both unchecked). The most recently read personnel data point is considered the current user until another personnel data point is read. The name of the current user is always shown in the tour header for each tour in the report; if no personnel data point has been read, the field is not displayed.

- Personnel data points are ignored in the calculation of a round's time duration.
- The date (or range of dates) covered by the report appears at the top of each page.
- If a user neglects to read the Tour Start Control Point at the beginning of a round, all control points read subsequently will be marked as "Obsolete (Unexpected)" with "?" in the "Status" field.
- (Patrol PLUS) The number of optional control points that have been read is displayed in the Statistic Info. Skipped optional control points are not noted in any way in the report.

Sample Summary Report - TopGuard Patrol

In TopGuard Patrol, the Summary Report displays all data recorded for the date (or range of dates) and the range of times chosen on the "Report" menu. Print Options may be applied to the report.

Summary report

9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

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Legend:
T	... Tour Start Control Point		*	... Valid
M	... Missing		D	... Double or multiple
?	... Undefined		P	... Personnel
O	... Obsolete (Unexpected)		I	... Incident

Date	Time	Description		Status	
DAU: ProxiPen 2001#00000168					
Downloaded 9/10/2005 15:17					
9/7/2005	00:20	Ann Hannwacker	P.		<GET 04001634>

(1) Office Area 9/7/2005 0:27 [Personnel: Ann Hannwacker / 9/7/2005 12:20]

Date	Time	Description	Status	
9/7/2005	**00:27**	**Main Entrance**	**T.**	**<GET 04001586>**
9/7/2005	**00:32**	**Computer Equipt. On**	**I.**	**<GMS 99998004>**
9/7/2005	00:34	Inside Sales	*.	<GET 04001613>
9/7/2005	00:34	Coffee Bar	*.	<GET 04001628>
9/7/2005	00:43	Purchasing Office	*.	<GET 04001658>
9/7/2005	00:52	Copy Room	*.	<GET 04001605>
9/7/2005	01:08	North Entrance	*.	<GET 04001614>
9/7/2005	**01:20**	**Inside Sales**	**D.**	**<GET 04001613>**
9/7/2005	01:23	Mailroom	*.	<GET 04001565>
		South Entrance	**M.**	**<GET 04001394>**
		CEO Office	**M.**	**<GET 04001568>**
		Reception Area	**M.**	**<GET 04001580>**

- Incomplete! <Office Area> 3/10 Missing / Time needed 0:56

(2) Engineering/R & D 9/7/2005 1:34 [Personnel: Ann Hannwacker / 9/7/2005 12:20]

Date	Time	Description	Status	
9/7/2005	**01:34**	**Office Room**	**T.**	**<GMS 01267397>**
9/7/2005	**01:40**	**Computer Equipt. On**	**I.**	**<GMS 99998004>**
9/7/2005	**01:40**	**Kent Nilsen**	**P.**	**<GET 04001632>**
9/7/2005	01:49	Coffee Bar	O.	<GET 04001628>
9/7/2005	01:52	R & D Workshop	*.	<GMS 02620954>
9/7/2005	**02:05**	**Lights On**	**I.**	**<GMS 99998003>**
		Test Area	**M.**	**<GMS 02893185>**
		Engrg/R & D Library	**M.**	**<GMS 02893188>**
		R & D Lab 2	**M.**	**<GMS 02893183>**
		R & D Lab 1	**M.**	**<GMS 02832873>**
		R & D Office	**M.**	**<GMS 02117560>**
		AutoCad	**M.**	**<GMS 02832837>**
		Engineering VP Office	**M.**	**<GMS 02117555>**

- Incomplete! <Engineering/R & D> 7/9 Missing / Time needed 0:31

(2) Engineering/R & D 9/7/2005 2:07 [Personnel: Kent Nilsen / 9/7/2005 1:40:]

Date	Time	Description	Status	
9/7/2005	**02:07**	**Office Room**	**T.**	**<GMS 01267397>**
9/7/2005	02:07	Engineering VP Office	*.	<GMS 02117555>
9/7/2005	02:29	R & D Lab 2	*.	<GMS 02893183>
9/7/2005	02:33	Engrg/R & D Library	*.	<GMS 02893188>
9/7/2005	**02:41**	**Window Not Secured**	**I.**	**<GMS 99998002>**
9/7/2005	02:46	AutoCad	*.	<GMS 02832837>
9/7/2005	**02:50**	**Door Not Secured**	**I.**	**<GMS 99998001>**

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Print Options selected: Print Control Point Code, Print Download Info, Print Exceptions bold, Print Personnel

Sample Summary Report - TopGuard Patrol PLUS

In TopGuard Patrol PLUS, the Summary Report displays all data recorded for the date (or range of dates) and the range of times chosen on the "Report" menu if "0-All tours" is selected in the tour selection menu. The report may also be produced only for a specific tour by selecting that tour in the tour selection menu. Report Options and Print Options may be applied to the report.

Summary report
All tours
9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

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Legend:
T	... Tour Start Control Point		*	... Valid
M	... Missing		D	... Double or multiple
?	... Undefined		P	... Personnel
O	... Obsolete (Unexpected)		I	... Incident
#	... Optional		B	... Break

Date	Time	Description	Status
(1) Office Area 9/7/2005 0:27 [Personnel: Ann Hannwacker / 9/7/2005 12:20]			
9/7/2005	**00:27**	**Main Entrance**	**T.**
9/7/2005	**00:32**	**Computer Equipt. On**	**I.**
9/7/2005	00:34	Inside Sales	*.
9/7/2005	00:34	Coffee Bar	*.
9/7/2005	00:43	Purchasing Office	*.
9/7/2005	00:52	Copy Room	*.
9/7/2005	01:08	North Entrance	*.
9/7/2005	**01:20**	**Inside Sales**	**D.**
9/7/2005	01:23	Mailroom	*.
		South Entrance	**M.**
		CEO Office	**M.**
		Reception Area	**M.**
- Incomplete! <Office Area> 3/10 Missing / Time needed 0:56			
(2) Engineering/R & D 9/7/2005 1:34 [Personnel: Ann Hannwacker / 9/7/2005 12:20]			
9/7/2005	**01:34**	**Office Room**	**T.**
9/7/2005	**01:40**	**Computer Equipt. On**	**I.**
9/7/2005	**01:49**	**Coffee Bar**	**O.**
9/7/2005	01:52	R & D Workshop	*.
9/7/2005	**02:05**	**Lights On**	**I.**
		Test Area	**M.**
		Engrg/R & D Library	**M.**
		R & D Lab 2	**M.**
		R & D Lab 1	**M.**
		R & D Office	**M.**
		AutoCad	**M.**
		Engineering VP Office	**M.**
- Incomplete! <Engineering/R & D> 7/9 Missing / Time needed 0:31			
(2) Engineering/R & D 9/7/2005 2:07 [Personnel: Kent Nilsen / 9/7/2005 1:40:]			
9/7/2005	**02:07**	**Office Room**	**T.**
9/7/2005	02:07	Engineering VP Office	*.
9/7/2005	02:29	R & D Lab 2	*.
9/7/2005	02:33	Engrg/R & D Library	*.
9/7/2005	**02:41**	**Window Not Secured**	**I.**
9/7/2005	02:46	AutoCad	*.
9/7/2005	**02:50**	**Door Not Secured**	**I.**
9/7/2005	03:09	R & D Workshop	*.
9/7/2005	**03:15**	**Lights On**	**I.**
9/7/2005	03:19	<GMS 01555907>	?.

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Report Options selected: All (except Summary only)
Print Options selected: Print Legend, Print Exceptions bold

Personnel Report - TopGuard Patrol PLUS

The Personnel Report is similar to the Summary Report, but displays only the activities of a specific individual during a specific period of time. The report may be obtained for all tours or only for a specific tour, and is available for any person whose name is associated with a data point in the "Personnel" category of the Tour Definition window. The name of the individual is selected from the Personnel list when the report is requested, and is displayed at the top of each page of the report. Report Options and Print Options may be applied to the report.

Personnel report / Kent Nilsen
All tours
9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

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Date	Time	Description	Status	
9/7/2005	01:40	Kent Nilsen	P.	Personnel
9/7/2005	01:49	Coffee Bar	O.	Obsolete (Unexpected)
9/7/2005	01:52	R & D Workshop	*.	Valid
9/7/2005	02:05	Lights On	I.	Incident
		Test Area	M.	Missing
		Engrg/R & D Library	M.	Missing
		R & D Lab 2	M.	Missing
		R & D Lab 1	M.	Missing
		R & D Office	M.	Missing
		AutoCad	M.	Missing
		Engineering VP Office	M.	Missing
9/7/2005	02:07	Office Room	T.	Tour Start Control Point
9/7/2005	02:07	Engineering VP Office	*.	Valid
9/7/2005	02:29	R & D Lab 2	*.	Valid
9/7/2005	02:33	Engrg/R & D Library	*.	Valid
9/7/2005	02:41	Window Not Secured	I.	Incident
9/7/2005	02:46	AutoCad	*.	Valid
9/7/2005	02:50	Door Not Secured	I.	Incident
9/7/2005	03:09	R & D Workshop	*.	Valid
9/7/2005	03:15	Lights On	I.	Incident
9/7/2005	03:19	<GMS 01555907>	?.	Undefined
9/7/2005	03:19	Window Not Secured	I.	Incident
9/7/2005	03:20	R & D Office	*.	Valid
9/7/2005	03:27	Lights On	I.	Incident
9/7/2005	03:34	R & D Workshop	D.	Double or multiple
9/7/2005	03:55	Door Not Secured	I.	Incident
9/7/2005	04:00	Window Not Secured	I.	Incident
9/7/2005	04:16	Lights On	I.	Incident
9/7/2005	07:24	Kent Nilsen	P.	Personnel
9/7/2005	07:39	Reception Area	*.	Valid
9/7/2005	07:47	Computer Equipt. On	I.	Incident
9/7/2005	07:56	Door Not Secured	I.	Incident
9/7/2005	08:10	North Entrance	*.	Valid
9/7/2005	08:10	Door Not Secured	I.	Incident
9/7/2005	08:11	Coffee Bar	*.	Valid
9/7/2005	08:42	Lights On	I.	Incident
9/7/2005	09:07	Mailroom	*.	Valid
9/7/2005	09:17	Computer Equipt. On	I.	Incident
9/7/2005	09:50	Lights On	I.	Incident
9/7/2005	09:55	Main Entrance	T.	Tour Start Control Point
9/7/2005	10:03	Purchasing Office	*.	Valid
		Inside Sales	M.	Missing
		South Entrance	M.	Missing
		North Entrance	M.	Missing
		Copy Room	M.	Missing
		CEO Office	M.	Missing
		Coffee Bar	M.	Missing
		Mailroom	M.	Missing
		Reception Area	M.	Missing

Personnel report / Kent Nilsen
All tours
9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

Statistic Info:

9:55	Guarding time
0:00	Break time
9:55	Total

8 x	Tour Start Control Point
29 x	Valid
41 x	Missing
1 x	Undefined
1 x	Obsolete (Unexpected)
5 x	Double or multiple
25 x	Incident
0 x	Break
0 x	Optional
116 x	Total

Report Options selected: Print Missing CPs, Print Exceptions, Print valid CPs
Print Options selected: Print Exceptions bold

Control Point Report - TopGuard Patrol PLUS

The Control Point Report shows the date and time of all readings of one or more specific control points within a specific period of time. The date and time frame and the control point(s) of interest are specified on the Report menu when the report is requested. The report may be obtained for all tours or only for a specific tour, and is available for any control point that is assigned to a tour in the Tour Definition window. One or more control points may be selected by holding down the "Shift" or "Ctrl" keys on the keyboard while clicking on the desired incidents.

On the resulting report, the control point code of the control point selected is displayed at the top of each page, unless multiple control points were selected. The readings are displayed in chronological order, along with the name of the individual who made the reading and the name of the tour to which the control point of interest is assigned (if the "Print Tour Header" print option was selected). The only Print Options available are "Print Exceptions bold" and "Print Tour Header," and the Legend may not be deselected. Statistic Info is not provided. The report can be shortened considerably by deselecting the "Print Tour Header" print option; this is recommended since the only additional information the tour header provides is the name of the tour, which is probably already known and is repetitive.

Print Options selected: Print Tour Header

Incident Report - TopGuard Patrol PLUS

The Incident Report shows all occurrences of selected incidents that were recorded within a specific period of time, along with the date and time, the name of the person who made each reading and the tour header. On the line above each incident, the last data point recorded before the incident is displayed as a reference point for where the incident may have occurred.

The date and time frame is specified on the Report menu when the report is requested. The report may be obtained for all tours or only for a specific tour. One or more incidents may be selected by holding down the "Shift" or "Ctrl" keys on the keyboard while clicking on the desired incidents. On the resulting report, the control point code of the incident selected is displayed at the top of each page, unless multiple incidents have been selected. The readings are displayed in chronological order, along with the name of the individual who made the reading. Print Options may be applied to the report (except "Print Download Info"); however, selecting "Print Control Point Code" displays the control point code only for control points that are not incidents.

Incident report / GMS 99998001
All tours
9/7/2005 12:00:00 AM ... 9/7/2005 11:59:59 PM

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Created by TopGuard v1.1.0 - General Control Systems GmbH.

Date	Time	Description		Status
(2) Engineering/R & D 9/7/2005 2:07 [Personnel: Kent Nilsen]				
9/7/2005	02:46	AutoCad	*.	Valid
9/7/2005	02:50	Door Not Secured	I.	Kent Nilsen
9/7/2005	03:34	R & D Workshop	D.	Double or multiple
9/7/2005	03:55	Door Not Secured	I.	Kent Nilsen
(1) Office Area 9/7/2005 5:45 [Personnel: Ann Hannwacker]				
9/7/2005	07:05	South Entrance	*.	Valid
9/7/2005	07:15	Door Not Secured	I.	Ann Hannwacker
9/7/2005	07:39	Reception Area	*.	Valid
9/7/2005	07:56	Door Not Secured	I.	Kent Nilsen
9/7/2005	08:10	North Entrance	*.	Valid
9/7/2005	08:10	Door Not Secured	I.	Kent Nilsen
(1) Office Area 9/7/2005 16:06 [Personnel: Kent Nilsen]				
9/7/2005	16:06	Main Entrance	T.	Tour Start Control Point
9/7/2005	17:04	Door Not Secured	I.	Ann Hannwacker
9/7/2005	17:55	Purchasing Office	*.	Valid
9/7/2005	17:59	Door Not Secured	I.	Ann Hannwacker

7 x Incident

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Print Options selected: None

Break Report - TopGuard Patrol PLUS

The Break Report is prepared based on personnel, and makes it possible to record periods of time that personnel are "off the clock" for breaks, meals, etc. As a practical matter, it can be used to record periods of time that elapse for any reason.

In the "Tour Definition" window, "Breaks" are programmed in the same way as Tours, Incidents and Personnel. Data points are assigned to the "Breaks" category and are then defined with descriptions of events, functions, places, etc. that indicate the beginning of a break. TopGuard Patrol PLUS then calculates and displays in the Status field of the Break Report the notation "Break" and the amount of time that elapses from the reading of a break data point until the reading of the next control point (whether valid, double or multiple, undefined, obsolete, or optional), incident, or that person's own personnel data point.

TopGuard Patrol PLUS does not record a break if a break data point is the last reading made before a person is relieved by another person; nor does it record a break if no time elapsed between the reading of the break data point and the reading of the next non-break data point. If two or more break data points are read in sequence, all but the first one are ignored when calculating break times.

The person for whom the report is desired and the time frame are specified on the Report menu when the report is requested. The report may be obtained for all tours or only for a specific tour. The breaks are displayed in chronological order, along with the name of the individual and the tour header. Print Options may be applied to the report, except that "Print Download Info" is inactive and the Legend may not be deselected. The total elapsed time spent on breaks by the individual is calculated and displayed at the end of the report.

Break report / Kent Nilsen
All tours
11/1/2005 12:00:00 AM ... 11/3/2005 11:59:59 PM

Created by TopGuard v1.1.0 - General Control Systems GmbH.

Legend:
T	... Tour Start Control Point		*	... Valid
M	... Missing		D	... Double or multiple
?	... Undefined		P	... Personnel
O	... Obsolete (Unexpected)		I	... Incident
#	... Optional		B	... Break

Date	Time	Description		Status
(1) Detex Offices 11/2/2005 7:01 [Personnel: Ann Hannwacker]				
11/2/2005	17:01	Kent Nilsen	P.	Personnel
(2) Detex Factory 11/2/2005 18:02 [Personnel: Kent Nilsen]				
11/2/2005	18:44	BREAK - 15 min.	B.	Break
11/2/2005	18:59	END OF BREAK	I.	Break 0:15
(2) Detex Factory 11/2/2005 20:02 [Personnel: Kent Nilsen]				
11/2/2005	20:58	BREAK - 60 min.	B.	Break
11/2/2005	21:59	END OF BREAK	I.	Break 1:01
(2) Detex Factory 11/3/2005 0:01 [Personnel: Kent Nilsen]				
11/3/2005	00:45	BREAK - 15 min.	B.	Break
11/3/2005	00:59	END OF BREAK	I.	Break 0:14
(1) Detex Offices 11/3/2005 8:01 [Personnel: Roy Veugen]				
11/3/2005	09:00	Kent Nilsen	P.	Personnel
(1) Detex Offices 11/3/2005 9:02 [Personnel: Kent Nilsen]				
11/3/2005	09:40	BREAK - 15 min.	B.	Break
11/3/2005	09:56	END OF BREAK	I.	Break 0:16
1:46	**Total**			

11/3/2005 10:53:28 AM   Page 1/1   DETEX CORPORATION

Print Options selected: Print Exceptions bold

Database History Report - TopGuard Patrol PLUS

The Database History report allows the user to find all occurrences of one or more selected data points in the database that were recorded within a specified time frame. The resulting data are displayed in chronological order, with a header for the tour in which the data was recorded.

The Database History report is accessed on the "Report" screen by pulling down the tour selection menu (which normally reads "0-All tours") and scrolling down to the end of the menu below "250-Tour 250" and selecting "Database history." The report-type selection menu automatically defaults to "Control point report," and a list of every data point that exists in the database appears in the "Control points" window. One or more data points may be selected by holding down the "Shift" or "Ctrl" keys on the keyboard while clicking on the desired data points.

On the resulting report, the control point code of the data point selected is displayed at the top of each page, unless multiple data points have been selected. The "Print Control Point Code" and "Print Download Info" print options have no effect on this report except for the "Print Exceptions bold" option; also, the Legend may not be deselected and no Statistic Info is given at the end of the report. A "?" appears in the "Status" field of a reading, beside the status code, if no Personnel data is associated with the reading.

The report can be shortened considerably by deselecting the "Print Tour Header" print option; this is recommended since the only additional information the tour header provides is the name of the tour, which is probably already known and is repetitive.

As an example, the Database History feature may be used if a report is required showing only occurrences of one specific control point, as shown below:

Print Options selected: Print Tour Header

Exception Report - TopGuard Patrol PLUS

Reports that show only tasks that were not performed correctly according to the tour definition are often desired. Although it is not shown in the list of available report formats, the Exception Report can be produced easily.

The Exception Report is simply a Summary Report with valid (correctly read) data points deleted. Therefore, it is obtained by requesting a Summary Report and unchecking the "Print valid CPs" and "Summary only" report options. The resulting report shows only exceptions and missing control points (also generally regarded as exceptions).

Saving Reports

All reports may be saved in native TopGuard Patrol format. After the report appears in the "TopGuard Patrol - Report" window, click on the "File" menu and select "Save...". The "Save As" window appears, where you can enter a name for the report to be saved and click the "Save" button. The report will be stored in TopGuard Patrol's "reports" folder. Reports saved in this manner will have the file extension ".VSR" and can only be viewed with the TopGuard Patrol software.

Alternatively, TopGuard Patrol reports may be created and saved in HTML format; these report files can be viewed in web browsers such as Windows Explorer or Netscape Navigator. To do this, you must first start TopGuard Patrol and select "Options" from the "Settings" menu on the "Welcome" screen. In the "Options" window, under "Report Settings," click the "HTML" button under "Report Format" and exit. Reports may now be created using the same procedures as in VSR mode.

All reports created while TopGuard Patrol is in HTML mode are displayed in your computer's default web browser, from which the report can be printed, saved or sent by e-mail. Reports created in HTML mode will not display logos that have been configured in the "Settings/Options/Report Format" window.

Exporting Reports as PDF Files

All reports created while TopGuard Patrol is in its native VSR mode can be exported as Adobe® PDF (Portable Document Format) files. PDF files can be viewed with the Adobe® Acrobat® reader, which can be downloaded free from the Adobe web site at http://www.adobe.com/products/acrobat/readstep2.html.

When a report appears in the "TopGuard Patrol - Report" window (in VSR mode), select "File," "Export" and "PDF." Enter a name for the report in the "Save As" window; the PDF file will be created and stored in TopGuard Patrol's "reports" folder. The PDF report files can be easily transmitted as e-mail attachments.

Sending Reports by E-mail

All reports created with TopGuard Patrol in VSR mode can be e-mailed from within TopGuard Patrol as ".VSR" files. These files can only be viewed with the TopGuard Patrol software. When a report appears in the "TopGuard Patrol - Report" window, select "File," "Save..." and save the file. Again, from the "File" menu, select "Email..." and a window will appear, prompting you to enter the recipient's e-mail address. At this point, a warning message may appear, asking if you will permit TopGuard Patrol to access e-mail addresses stored by your e-mail client; click "Yes." An e-mail message with the report file already attached will appear, ready to be sent.

Other Reporting Features

Print Tour Definition. A report listing all defined tours, incidents, personnel and breaks, along with their codes and descriptions, can be obtained from the "Tour Definition" window by selecting "Print" and "Definition." This report can be printed, saved, exported as a PDF file or e-mailed as described above.

Print Pool. A report listing all of the data points in the tour definition Pool, along with their codes and descriptions, can be obtained from the "Tour Definition" window by selecting "Print" and "Pool." This report can be printed, saved, exported as a PDF file or e-mailed as described above.

Maps (TopGuard Patrol PLUS). It is possible to create a map of a defined tour by importing a graphic image of the area where the tour is located (an office floor plan or plant layout, for example) and adding symbols representing the locations of the tour's control points. The resulting map can then be printed out, with a list of control point descriptions, and used as a guide for personnel performing the tour. The map can be printed, saved, exported as a PDF file or e-mailed as described on the previous page.

Another application where this feature is useful is for security firms who send officers to client locations. A "map" can be created, showing pictures of the officers along with their names, which could then be exported as a PDF file and e-mailed to a client for identification of the officers when they arrive at the client's location.

To create a map, open the "Tour Definition" window and select the tour for which you want to create the map.
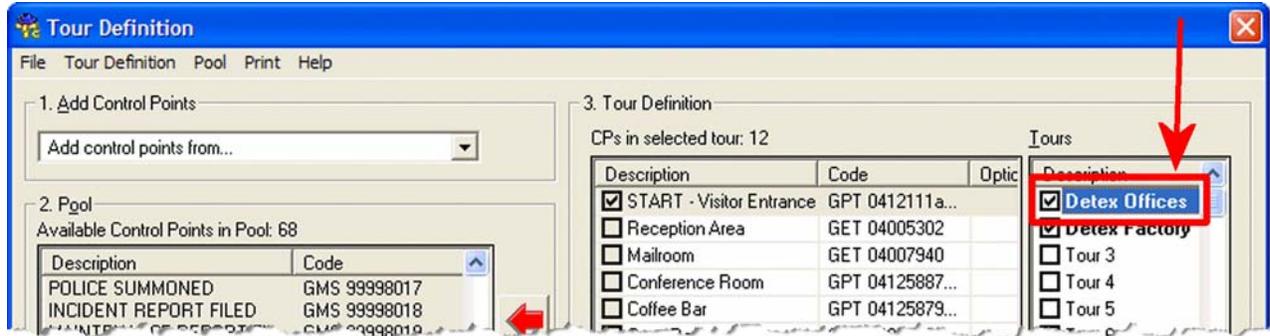
From the "Tour Definition" menu, select "Show Map."

Once the map window opens, select the "Open" icon on the toolbar.

Navigate to the location of the map or personnel image that you wish to use. (The image must be in ".JPG" or ".BMP" format.) Select the file and click "Open." The image will be imported into TopGuard Patrol PLUS.
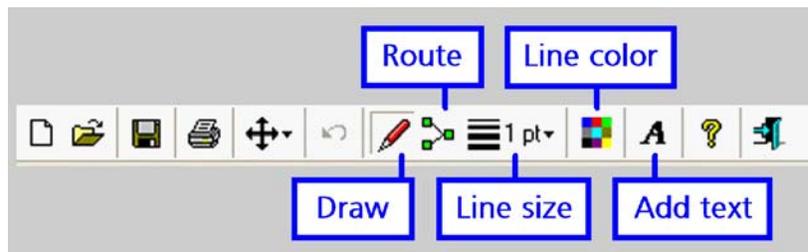
The Tour Start Control Point will be denoted by a red **1** that will be present on the map image. Drag and drop the red **1** onto the image to represent the location of the Start Point. Click on each of the control points on the left, and for each control point, drag and drop the corresponding green **1** to the correct point on the map image.

> **NOTE:** All control points will be represented by a green **1**. The number in the box indicates the number of times the control point should be scanned during a given tour. Each green **1** symbol on the map will blink on and off when the mouse cursor is placed over its description on the left.

Click the Save icon on the menu bar to save the map. Then click the red X to close the window.
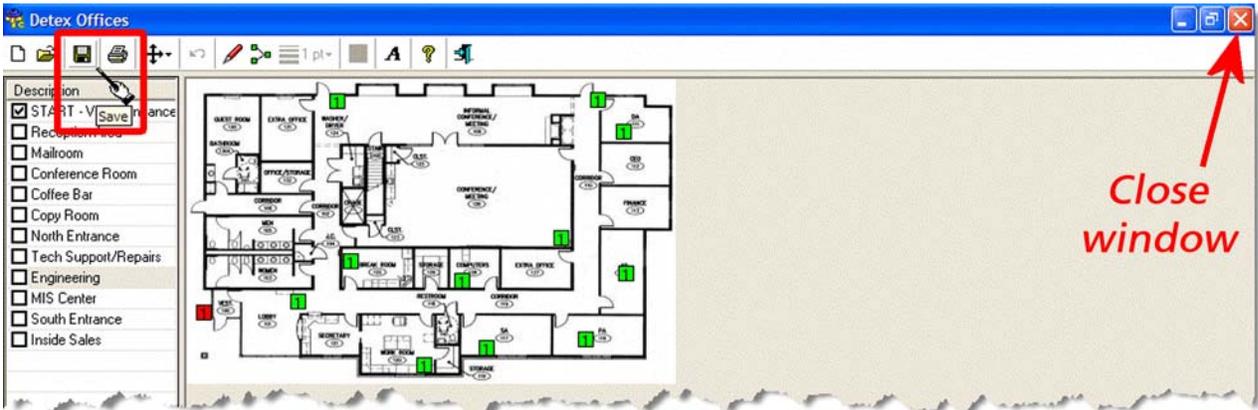
There are other buttons available that are useful when working with maps. The actual route of a tour can be drawn on the map, or text can be inserted to give more information for personnel performing the tour.