

## **GUARD1 PLUS Version 5.x User's Guide**



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## How to Configure Unassigned Buttons

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### Introduction

If there are any new buttons when a PIPE is downloaded, those new buttons can be configured using the GUARD1 Plus Unassigned Buttons Application. Using this wizard, you can add Officer, Location and Incident buttons.

### More Information

To add a Location, Officer or Incident button:

1. From the System tray (typically the lower right hand corner of the computer screen), open the GUARD1 Plus - **Unassigned Buttons** application.
2. Enter a GUARD1 Plus user account that has Supervisor or Full privileges.
3. In the left pane, any download that has an unassigned button will appear.
4. In the left pane, select a download.
5. In the right pane, begin to configure each of the unassigned buttons by entering a "**Button Description**" and choosing a "**Button Type**".
6. To save your changes, click **Save**.
7. To discard your changes, click **Cancel**.
8. To close this window, click **X** in the upper right hand corner.

## How to Create a Tour

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### Introduction

When a location button is added to GUARD1 Plus, it is considered unassociated until you add the location button to a Client or tour. In order to view the download data in an Officer, Location, Incident or Rule Based report, location buttons must be added to a tour.

### More Information

You must add your Location buttons to a Client to see their data in reports. First you will add a Client.

1. From GUARD1 Plus open the **Facilities** tab.
2. Double-click **Clients** to start the Add New Client Wizard.
3. Enter the Client information and click **Next**.
4. Select "**Go to the Finish screen**" and click **Next**, then **Finish**.

Now you can add these unassociated locations to this new Client.

1. From GUARD1 Plus open the **Facilities** tab.
2. Select this client that you just created and right-click , and click **Add Location**.
3. Select all of the Location buttons that you want to this Client and click **Next**, then **Finish**.

## How to Run Officer, Location and Incident Reports

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### Introduction

The Officer, Location and Incident Reports will display all of the button reads that took place during a specified period of time. You can also filter these reports by Incident and/or by Officer.

Starting with version 5.x, all reports are produced using Microsoft SQL Server Reporting Services. The reports open up in your web browser and you can export the file to a variety of formats, including .pdf, .doc and .xls . Prior to version 5.x, the reports were available as Microsoft Word documents. For GUARD1 Plus standalone software, if you have the Basic system or license, then you can only generate the download reports. For GUARD1 Plus standalone software, the Rules and Advanced Reporting Module is required in order to create the Officer, Location and Incident reports. For GUARD1 Plus server edition software, you can produce all available reports.

### More Information

#### Instructions for GUARD1 Plus version 5.x

1. Open GUARD1 Plus.
2. Open the **Facilities** tab and highlight the client or tour.
3. Right-click from the Client and point to **Reports** and then click **Officer, Location, Incident**
4. Enter the report parameters in the following tabs: **General, Appearance, Filter - Incidents**, and **Filter - Officers**.
5. To display the report, click the icon for **View** and the report will open in your default web browser.
6. From the web browser, you may export the report to a Word (.doc), Adobe (pdf) or Excel (.xls) file.
7. Click the **X** in the upper right hand corner to close the Officer, Location, Incident Report tab.
8. When prompted whether or not you want to save this report definition, click **No**

## How to Create Rule Based Reports

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### Introduction

If you have the Rules and Advanced Reporting Module in standalone GUARD1 Plus or if you have GUARD1 Plus SE you will be able to create rule based reports. Whereas the Officer, Location and Incident reports show you all guard tour activity over a specific period of time, the rule based reports only show you which tour locations were missed. In order to identify these missed locations, you have to create rules. These rules may cover an hour, a shift, a day or even a month. For example, you could add three rules, one for each shift of the day and in this way, you would produce a report that is sorted by shift. You could also create a monthly rule for the fire extinguishers and other safety equipment.

### More Information

#### Instructions for GUARD1 Plus version 5.x

1. Open GUARD1 Plus.
2. Open the **Facilities** tab and highlight the client or tour.
3. Right-click from the Client and point to **Add Rule**.
4. Enter the rule's parameters in the following tabs: **General, Schedule, Detail**, and **Map**.
5. Click the **X** in the upper right hand corner and click **Yes** to save the rule.
6. If necessary, repeat steps 2-5 to add more rules.
7. Right-click from the Client and point to **Reports** and then click **Rule Activity**.
8. Enter the report parameters in the following tabs: **General** and **Appearance** .
9. To display the report, click the icon for **View** and the report will open in your default web browser.

10. From the web browser, you may export the report to a Word (.doc), Adobe (pdf) or Excel (.xls) file.
11. Click the **X** in the upper right hand corner to close the Rule Activity tab.
12. When prompted whether or not you want to save this report definition, click **No**

## How to Perform Data Maintenance Tasks

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### Introduction

The Data Maintenance Application allows you to back up, restore and archive your GUARD1 Plus database. A Backup of your database is a copy of your Master database. Archiving removes old data from the Master database and places this removed data in a separate, viewable Archive database. Restoring a database allows you to overwrite the Master database with a Backup file.

By default, you will be reminded to back up your database every 30 days, and to archive the database every 180 days. You can modify these default settings through the Data Maintenance application. You can also refresh the reports and database procedures.

### More Information

#### To back up your database:

1. Start GUARD1 Plus.
2. Open the **File** menu and click **Data Maintenance**.
3. At the bottom of the Data Maintenance window, click **Backup**.
4. After the backup is finished, you should see this message in the Data Maintenance window: **Database backed up successfully**.
5. The backup file is stored in this folder: *C:\ProgramData\TimeKeeping Systems\Guard1 Plus\Data Maintenance\Backups*
6. You should copy this backup file to a network folder, CD-RW, or flash drive for safe storage in the event of a hard drive failure.
7. To close this window, click **X** in the upper right hand corner.

#### To archive your database:

1. Start GUARD1 Plus.
2. Open the **File** menu and click **Data Maintenance**.
3. At the bottom of the Data Maintenance window, click **Create Archive**.
4. In the Create Archive window, enter the **Archive Date** and leave the checkmark to keep the archive database online.
5. Click **OK** to begin archiving.
6. After the restore is finished, you should see this message: **Database Archived successfully**.
7. The Archive file is stored in this folder: *C:\ProgramData\TimeKeeping Systems\Guard1 Plus\Data Maintenance\Archives* .
8. You should copy this new Archive file to a network folder, CD-RW, or flash drive for safe storage in the event of a hard drive failure. This Archive file contains your older download data.
9. To close this window, click **X** in the upper right hand corner.

#### To restore your database:

1. Start GUARD1 Plus.
2. Open the **File** menu and click **Data Maintenance**.
3. At the bottom of the Data Maintenance window, click **Restore**.
4. From the Restore Database window, leave the checkmark to back up the existing database first and then specify the Backup file to restore.
5. Click **OK** to begin restoring.

6. After the restore is finished, you should see this message: **Database restored successfully**.
7. To close this window, click **X** in the upper right hand corner.

**To refresh reports and database procedures:**

1. Start GUARD1 Plus.
2. Open the **File** menu and click **Data Maintenance**.
3. In the upper left of the Data Maintenance window, click **Advanced**
4. To refresh the reports, click **Refresh Reports** and click **Yes** to begin.
5. To refresh the database procedures, click **Refresh Procedures**.

**To change the data maintenance reminder settings:**

1. Start GUARD1 Plus.
2. Open the **File** menu and click **Data Maintenance**.
3. In the upper right corner of the Data Maintenance window, click **Change**
4. Enter the number of days that you would like for these reminders.
5. Click **OK** to save these settings.

## How to Configure the PIPE Settings

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### Introduction

The USB Downloader application allows you to disable the PIPE's beeper, set a PIPE reminder and view the PIPE's event logs.

### More Information

To modify the PIPE's settings:

1. From the System tray (typically the lower right hand corner of the computer screen), open the GUARD1 Plus - **USB Downloader** application.
2. Open the **PIPE Settings** tab.
3. To silence the PIPE's beeper, click **Set Silent**.
4. To enable the PIPE's beeper, click **Set Beep**.
5. To hear the PIPE beep, click **Beep**.
6. To retrieve the historical PIPE event data, click **Get History**.
7. To save the historical event data to a text file, **Save Events**.
8. To only save the critical event data to a text file, **Save Critical**.
9. To close this window, click **X** in the upper right hand corner.

## How to use Rounds Tracker

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### Introduction

Rounds Tracker is an optional module of GUARD1 Plus. Using data from any GUARD1 Plus database, backup or archive, Rounds Tracker displays your rounds information in Microsoft Excel. Rounds Tracker creates five different views, which you can print, save, or e-mail. From these views, you can determine whether all locations have been visited at the required frequency.

Rounds Tracker is activated using the Guard1 Plus Activation Wizard. If you purchased Rounds Tracker, when you activate Guard1 Plus you are also activating Rounds Tracker. If you did not purchase Rounds Tracker, after you activate Guard1 Plus you will not be able to use Rounds Tracker. Outlook is required to email a worksheet directly from Rounds Tracker. Rounds Tracker's E-mail function creates an Excel Workbook (.xlsx) file of the active worksheet and attaches the file to an Outlook email message.

Rounds Tracker is a computation-intensive application. When preparing or refreshing the display, it will require quite a bit of your computer's processing power. Therefore, it is important to limit the amount of data that Rounds Tracker must process. To reduce the time Rounds Tracker requires to prepare or refresh the display, we recommend one or all of the following:

- Limit the choice of Client, Facility, Group to the data you really need. For example, don't select a whole Facility if there is a Group with fewer locations that contains the locations you need. The more locations in your selection, the longer Rounds Tracker requires to process your data.
- Limit the date and time range. Select a time period of twenty-four hours or less.
- Select only the views you need. The more views you select, the longer Rounds Tracker requires to process your data.
- Refresh only when necessary. *If you use the auto-refresh function, select a time value of fifteen minutes or higher.*

### More Information

#### To Display Data

1. From the Start menu, open **All Programs > TimeKeeping Systems > Guard1 Plus > Rounds Tracker**.
2. Choose the database, typically **Guard1 Plus** and enter your **user name** and **password**, then click **OK**.
3. From the Rounds Tracker window, select these report parameters:
  - **Client, Facility, Group** or **Location** to include in this report.
  - Report Views you require: **Quick View, Time Between, Time, Rounds** and **Detail**.
  - **Date** and **Time** option and enter any required details.
  - Report Settings from Defaults and Options tabs such as the **Maximum Time Interval** or **24 Hour Time**.
4. Click **OK** to produce the Rounds Tracker worksheets.
5. An hourglass appears on the screen as Rounds Tracker prepares the display.
6. To re-open the Rounds Tracker window, from the Excel toolbar, click **Add-Ins > Setup**.
7. When exiting Rounds Tracker, click **Don't Save**. Your last used settings in the Setup Window will be saved.

#### To Email the Report using Outlook

1. Rounds Tracker will send only the active worksheet via e-mail. Select the worksheet you wish to e-mail.
2. From the Excel Toolbar, click **Add-Ins**.
3. From the Rounds Tracker toolbar, click **Email**. The Excel **Save As** dialog window appears.
4. Type a file name and select the **Microsoft Office Excel Workbook** (\*.xls or .xlsx) file type. Select the file's folder location.
5. Click **Save**. An e-mail message is created with the .Excel file attached.
6. Complete the email by adding the recipients and any additional message.
7. Click **Send**.

### To Email the Report using another Email Client

1. If you do not have Outlook, you must first save the workbook, then send it as an e-mail attachment.
2. From the Excel Toolbar, click **Add-Ins**.
3. From the Rounds Tracker toolbar, click **Save As**. The **Save As** window appears.
4. Type a file name and select the Microsoft Office Excel Workbook (.xlsx) file type. Select the file's folder location. Click **Save** to create the file.
5. Follow the instructions for your e-mail program to create a new message and attach the file you saved.

### To Print Data

Printing a worksheet is done using the Excel print functions. Before printing, you must define the Print Area for each worksheet. The Print Area defines what part of the worksheet will be printed.

1. On the **View** menu, click **Page Break Preview**.
2. Select the area you want to print by clicking and dragging over the specific cells.
3. On the File menu, click **Print Area**, then click **Set Print Area**.
4. When you save the document, your print area selection will also be saved.
5. To clear the Print Area, from the **File** menu, click **Print Area**, then click **Clear Print Area**.
6. To print the Worksheet, On the File menu, click **Print**. To Print the Worksheet.

## How to Configure Numeric Keypads

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### Introduction

For GUARD1 Plus standalone software, you can purchase an optional module for creating numeric keypads. GUARD1 Plus Server Edition software includes this additional module for numeric keypads. You can use a numeric keypad to enter Officer, Location and Incident button data. Each button type (Officer, Location and Incident) will have a unique number of digits. By default, Officers have two digits, Incidents have three digits and Locations have four digits. For example, to record a location button #1234, you would read buttons "1", "2", "3" and "4" and then touch the enter button. Upon downloading this PIPE, there would be a button reading for a location named - Location #1234. If you prefer a more descriptive name, you may rename this button.

With the absence of an LED display on the keypad, it is relatively easy to make an error when reading the buttons so we encourage you to use the numeric keypad in a limited capacity.

### More Information

To add a Numeric Keypad :

1. From the Keypads Menu, select **Configure Keypads**.
2. Choose the number of digits and the leading description for each button type: Location, Incident and Officer.
3. Click **Next**.
4. Follow the three steps described in the message window and after you download the PIPE and hear the beep, click **Next**.
5. A new window will open displaying all of the downloads with unassigned buttons. Select and highlight the download for this new numeric keypad.
6. Enter a name for this keypad and click Next.
7. Choose to configure another keypad or click Finish to close this window.

To edit the number of digits for all keypads:

1. From the Keypads Menu, select **Configure Keypads**.
2. Choose the number of digits and the leading description for each button type: Location, Incident and Officer.
3. To save these settings, click the **X** in the upper right hand corner.