



TopGuard Online Help

PATROL AND PATROL PLUS



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Contents

<u>Page</u>	<u>Section</u>
3	About TopGuard Patrol and Patrol Plus
4	Logging in to TopGuard
5	Using the Main Screen
7	Setting Up Your System
7	I. Using the Options Screen
8	Support Tab
9	Report Settings Tab
11	User Settings Tab
13	Admin Tab
15	II. Using the Configuration Screens
15	ProxiPen Configuration Screen
18	PenDTU Configuration Screen
21	Escorte Configuration Screen
25	Configure Modem Screen
26	Setting Up Tours
26	Using the Tours Screen
32	Setting Up Tour Timings
35	Setting Up Tour Days
39	Setting Up Tour Maps
41	Printing Bar Codes
44	Downloading Tour Data
45	Tours On Same Day – Detailed Example
47	Fields and Options in the Download Screen
49	Generating Reports
52	Using the Report Screen
53	Viewing a Calendar of Scheduled Tours
54	GCS Support Details

About TopGuard Patrol and Patrol Plus

TopGuard Patrol has the following features:

- Up to 16 tours and 1,750 control points
- No sentinel required

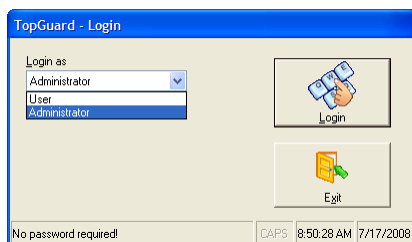
TopGuard Patrol Plus has the following features:

- Up to 250 tours and 7,500 control points
- Sentinel protected
- Break control points
- Tour timings and day schedules
- Calendar display to show scheduled tours
- Individual summary, control point, break, personnel and incident reports
- Report by selected tour
- Additional report options to selectively print missing control points, exceptions, valid control points and missing tours

Note: You can use the [Tours screen](#) to import tour definitions from GCS Windau, Patrol Manager and WinArgus. You can also export TopGuard data to Patrol Manager, Argus, TopGuard Professional and Prisma v4.0.

Logging in to TopGuard

When you start TopGuard, you are prompted to log in:



Click **User** or **Administrator**, then **Login**. You may also need to enter a password, depending on how the system has been configured in the [Options screen](#).

Logging in as “Administrator” gives access to all options and screens, including those for setting up tours and configuring devices.

Logging in as “User” gives access to a reduced set of options – mainly those for downloading tour data and producing reports. However, additional features can be made available by selecting the appropriate checkboxes in the [User Settings tab](#) of the [Options screen](#).

Using the Main Screen

The main screen is displayed immediately after logging in. From here, you can choose to:

- Set up and configure your system
- Define tours
- Download tour data from guard pens
- Produce reports
- View a calendar of scheduled tours

Note: Some buttons may not be available if you have logged in as “User” (rather than “Administrator”), or if you are using TopGuard Patrol (rather than Patrol Plus). The [User Settings tab](#) of the [Options screen](#) determines the buttons displayed to “User.”



Settings: The following options are available from the **Settings** menu:

- **Options** – Displays the [Options screen](#).
- **Search** – Causes TopGuard to display the driver details and search again for a sentinel.
- **Exit** – Closes TopGuard

Configuration: Click **Configuration** to display configuration settings for the selected **ProxiPen**, **PenDTU** or **Escorte**.

Tours: Clicking the **Tours** button displays a screen that enables you to set up your guard tours.

Download: Clicking **Download** displays a screen that enables you to transfer tour data from a guard's pen to a [download file](#).

You need to use this option before you can produce reports of completed tours.

Note: Make sure you have selected the correct pen in the main screen.

Report: Clicking **Report** displays a dialog that enables you to generate reports of completed guard tours.

Note: For any recently completed tours, you need to download the tour data from the guard's pen before you can generate a report of the tour. You can do this by clicking **Download**.

Calendar: Click **Calendar** if you want to display a calendar that shows all tours that have been scheduled from the [Tour Days screen](#).

This button is available only for TopGuard Patrol Plus.

Exit: Clicking **Exit** closes TopGuard.

Hardware Selection: Select whether a ProxiPen, PenDTU, or Escorte is connected to your computer. Make sure you select the correct device before clicking **Configuration** or **Download**.

Note: If you are logged in as “User,” the options displayed in this area depend on the devices selected in the [User Settings tab](#) of the [Options screen](#).

Sentinel Status:



This graphic is displayed if you are using TopGuard Patrol Plus and the sentinel is fitted correctly to your computer.



This graphic is displayed if no sentinel is fitted.

Note: Clicking **Search** from the **Settings** menu will cause TopGuard to display the driver details and search again for a sentinel.

Setting Up Your System

I. Using the Options Screen

About the Options Screen

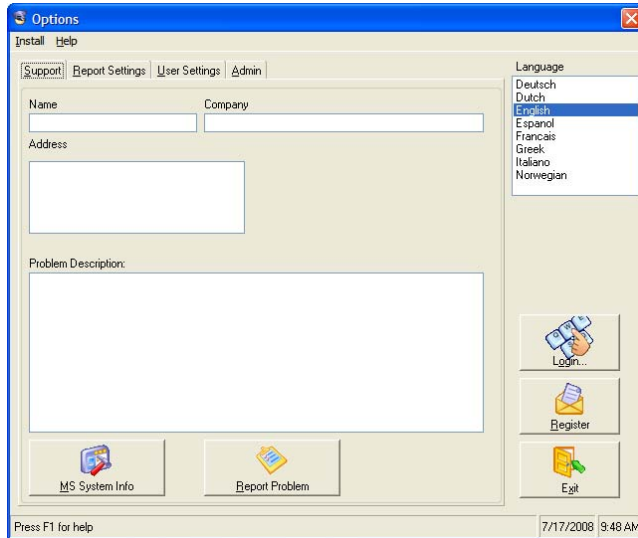
The Options screen is displayed by clicking **Options** from the **Settings** menu in the TopGuard main screen. The Options screen contains four tabs:

- [Support](#) – Enables you to report problems or enhancement requests to GCS.
- [Report Settings](#) – Defines the appearance and format of reports.
- [User Settings](#) – Specifies the options displayed when logging in as “User,” and the user password (if used).
- [Admin](#) – Specifies the “Administrator” password (if used), and various system settings such as the database folder, default tour settings and used COM ports. You can also set up or change translations from the Admin tab.

Options Screen – Support Tab

Introduction

The Support tab of the [Options screen](#) enables you to report a problem or enhancement request to GCS.



Install: Clicking **Install** displays a dialog that allows you to re-install any TopGuard application stored in the TopGuard Setup folder (by default, Program Files\GCS\TopGuard Patrol\Setup Files).

It is recommended that you use this option only with guidance from your TopGuard support representative.

Support: You can use this tab to report details of a problem to your TopGuard Support representative. Enter your **Name**, **Company**, **Address** and **Problem Description**, then click **Report Problem**.

The information is displayed in the [Report screen](#) or in a browser (e.g. Internet Explorer), depending on the **Report Format** selected in the [Report Settings tab](#). You can print or email the details from the Report screen or browser.

MS System Info: Clicking **MS System Info** displays a standard Windows dialog that gives information about the hardware and software on your PC.

Language: You can choose the language used by TopGuard for buttons, options, screen titles, etc.

If you change the language, restart TopGuard to action the change.

Login...: Clicking **Login** displays the Login dialog, which you can use to change your current login status from Administrator to User, or vice versa. The option avoids having to shut down and restart TopGuard to change your login.

Register: Clicking **Register** enables you to register your copy of the TopGuard software.

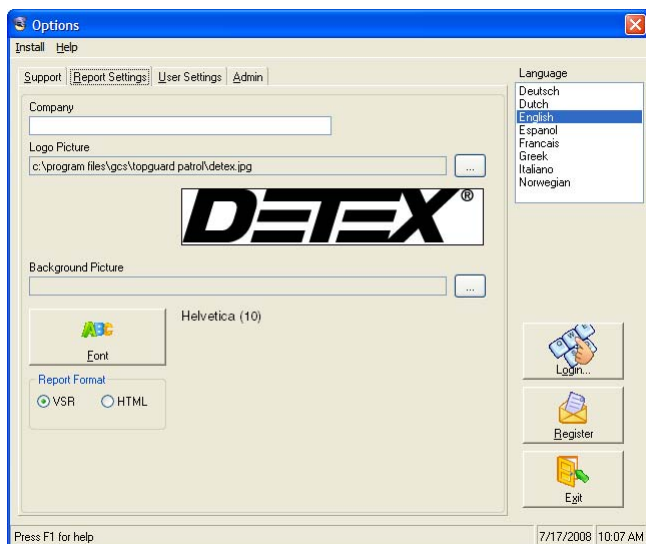
A dialog is displayed, which you can use to enter your name, company and address. Click **Send to GCS** in this dialog to create an email containing your details, then send the email to GCS to complete product registration.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Options Screen – Report Settings Tab

Introduction

The Report Settings tab determines the appearance and format of reports. The tab is available in the [Options screen](#) only when you are logged in as “Administrator.”




Install: Clicking **Install** displays a dialog that allows you to re-install any TopGuard application stored in the TopGuard Setup folder (by default, Program Files\GCS\TopGuard Patrol\Setup Files).

It is recommended that you use this option only with guidance from your TopGuard support representative.

Company: If you enter a **Company** name, it will appear on each page of reports.

Logo Picture: You can choose a logo, which will appear in the top-right corner of each report. The logo is displayed on the first page only.


Note: Logos are supported only when **Report Format** is set to **VSR**.

To select a logo, click  then choose a .jpg or .bmp file. The graphic should be no larger than 300 x 55 pixels. The filename and picture are displayed in the Report Settings tab.

If you want to remove a logo from reports, click  then **Cancel**.

Background Picture: You can choose a background picture, which will appear behind the text on each page of reports.

Note: Background pictures are supported only when **Report Format** is set to **VSR**.

To select a background picture, click  then choose a .jpg or .bmp file. The filename is displayed in the **Background Picture** field.

If you want to remove a background picture from reports, click  then **Cancel**.

Font: Click the **Font** button if you want to change the font used in reports.

Some of the fonts installed in Windows cannot be used in TopGuard reports and therefore are not available for selection.

The standard font is Arial 10 point.

Report Format: Select **VSR** if you want reports to be created in TopGuard's own VSR report format. The format prevents tampering, but the reports can be displayed only from TopGuard.

Select **HTML** if you want reports to be created in HTML format. These can be displayed using a browser such as Internet Explorer, but can be edited.

Note: HTML format does not support logos or background pictures.

Language: You can choose the language used by TopGuard for buttons, options, screen titles, etc.

If you change the language, restart TopGuard to action the change.

Login...: Clicking **Login** displays the Login dialog, which you can use to change your current login status from Administrator to User, or vice versa. The option avoids having to shut down and restart TopGuard to change your login.

Register: Clicking **Register** enables you to register your copy of the TopGuard software.

A dialog is displayed, which you can use to enter your name, company and address. Click **Send to GCS** in this dialog to create an email containing your details, then send the email to GCS to complete product registration.

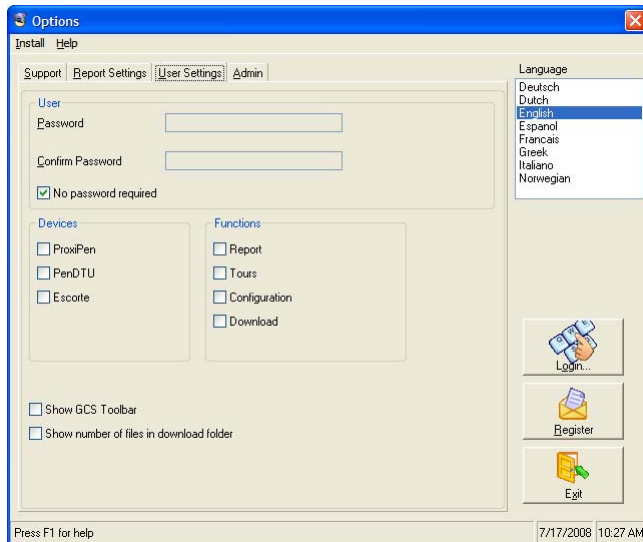
Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Options Screen – User Settings Tab

Introduction

The User Settings tab specifies user password settings and determines the options displayed after logging in as “User.”

The tab is available in the [Options screen](#) only when you are logged in as “Administrator.”



Install: Clicking **Install** displays a dialog that allows you to re-install any TopGuard application stored in the TopGuard Setup folder (by default, Program Files\GCS\TopGuard Patrol\Setup Files).

It is recommended that you use this option only with guidance from your TopGuard support representative.

User: When logging in as “User,” TopGuard will not prompt for a password if **No password required** is selected. If you want a User login to be more secure, deselect **No password required**, enter a password in **Password** and **Confirm Password** then click **Set**.

Later, you can use **Password** and **Confirm Password** to change the User login password.

Devices: The selections you make in the **Devices** area determine the device options displayed in the TopGuard main screen after logging in as “User.” It is a good idea to select only those devices that are used.

Note: All device options are displayed after logging in as “Administrator,” irrespective of the selections made here.

Functions: The selections you make in the **Functions** area determine the buttons displayed in the TopGuard main screen after logging in as “User.” By default, “User” is prevented from accessing the **Tours** and **Configuration** buttons.

Note: All device options are displayed after logging in as “Administrator,” irrespective of the selections made here.

Show GCS Toolbar: Select **Show GCS Toolbar** if you want to display a toolbar along the bottom edge of the TopGuard main screen.

The TopGuard main screen can display a toolbar along its bottom edge, which can be used to launch programs. By default, the toolbar is not displayed after logging in as “User,” although this can be changed from the [User Settings tab](#) of the [Options screen](#).

The toolbar displays an icon for each program or link in the Tools folder of the TopGuard installation folder (e.g. Program Files\GCS\TopGuard Patrol).

You can add items to the toolbar by copying programs or links to the Tools folder.

Show number of files in download folder: Select **Show number of files in download folder** if you want the main screen to display a flashing notification that shows the number of new **download files** that are in the download folder:



The text stops flashing when you click the **Report** button in the main screen.

This option is particularly useful if **download files** are automatically saved in the download folder by another program, such as GCS DauComm or via a modem.

Note: You will see the effects of this option only if you log in as "User." You can show/hide the flashing indicator for "Administrator" using **Watch download folder for new files**, which is in the **Download screen**.

Language: You can choose the language used by TopGuard for buttons, options, screen titles, etc.

If you change the language, restart TopGuard to action the change.

Login...: Clicking **Login** displays the Login dialog, which you can use to change your current login status from Administrator to User, or vice versa. The option avoids having to shut down and restart TopGuard to change your login.

Register: Clicking **Register** enables you to register your copy of the TopGuard software.

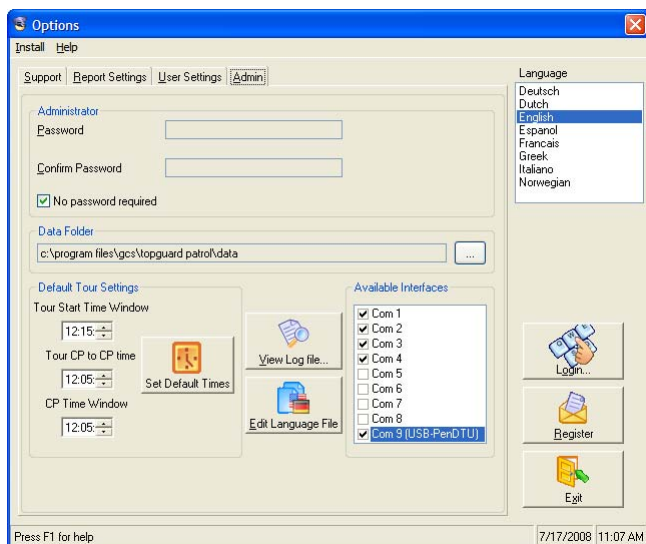
A dialog is displayed, which you can use to enter your name, company and address. Click **Send to GCS** in this dialog to create an email containing your details, then send the email to GCS to complete product registration.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Options Screen – Admin Tab

Introduction

The Admin Tab contains various system administration options. The tab is available in the [Options screen](#) only when you are logged in as “Administrator.”




Install: Clicking **Install** displays a dialog that allows you to re-install any TopGuard application stored in the TopGuard Setup folder (by default, Program Files\GCS\TopGuard Patrol\Setup Files).

It is recommended that you use this option only with guidance from your TopGuard support representative.

Administrator: When logging in as “Administrator,” TopGuard will not prompt for a password if **No password required** is selected. If you want an Administrator login to be more secure, deselect **No password required**, enter a password in **Password** and **Confirm Password** then click **Set**.

Later, you can use **Password** and **Confirm Password** to change the Administrator login password.

Data Folder: The **Data Folder** is the folder that TopGuard uses to store database information, such as tour definitions. You may want to change the location of the data folder (e.g. to a drive that is backed up regularly).

To change the folder, click  and select the folder in the dialog that is displayed.

Default Tour Settings: **Tour Start Time Window** determines the default **Start Time** of tours, as shown in the [Tour Days screen](#).

Tour CP to CP time determines the default **Earliest** time shown in the [Tour Timings screen](#). This is the minimum length of time a guard is allowed to take to travel between two control points in a tour.

The sum of **Tour CP to CP time** and **CP Time Window** determine the default **Latest** time shown in the [Tour Timings screen](#). This is the maximum length of time a guard is allowed to take to travel between two control points in a tour.

Click **Set Default Times** if you want to set the times to the default values. This will not affect the times used for existing tours.

View Log file...: Clicking **View Log file** displays details of all major actions, changes or errors that have occurred in TopGuard.

The information is displayed in the [Report screen](#) or in a browser (e.g. Internet Explorer), depending on the **Report Format** selected in the [Report Settings tab](#).

Edit Language File: Click **Edit Language File** if you want to make some changes to option names, screen names or other text displayed in TopGuard. You can edit any of the existing language versions, or create your own language version.

To use this option:

1. Select **English** in the **Language** area.
2. Click **Edit Language File**.
3. When you see the following, click **Yes** (**No** returns you to the Options screen).



4. The Open dialog is displayed. This lists all the current language files (*.wdl). Select the language version you want to edit, or **Cancel** to create a new language version. **Note:** Check the GCS web site for new language versions.
5. Edit or insert text into the left column as required. **Note:**
 - You cannot edit text in the other columns.
 - Do not use the "=" character.
 - Inserting an ampersand (&) character allows the user to select the button, option, etc. by pressing ALT and the key that follows the &. For example, if the text is E&xit, the user will be able to select **Exit** by pressing ALT-x.
6. Select **Save** from the **File** menu. If you are creating a new language version, enter an appropriate file name, but do not use a standard name such as "English," otherwise the language file may be overwritten when you update the TopGuard software.

Available Interfaces: Select the COM ports you want TopGuard to search for devices. You may want to deselect some COM ports to prevent any interference with other types of equipment you may have connected to your PC.

COM9 is a "virtual" COM port for the USB port. Do not deselect this port if you are using a USB-connected GCS device.

Language: You can choose the language used by TopGuard for buttons, options, screen titles, etc.

If you change the language, restart TopGuard to action the change.

Login...: Clicking **Login** displays the Login dialog, which you can use to change your current login status from Administrator to User, or vice versa. The option avoids having to shut down and restart TopGuard to change your login.

Register: Clicking **Register** enables you to register your copy of the TopGuard software.

A dialog is displayed, which you can use to enter your name, company and address. Click **Send to GCS** in this dialog to create an email containing your details, then send the email to GCS to complete product registration.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

II. Using the Configuration Screens

ProxiPen Configuration Screen

Introduction

The ProxiPen Configuration screen is displayed by selecting **ProxiPen** in the main screen, and clicking the **Configuration** button. Use the screen to set up your ProxiPen prior to use.

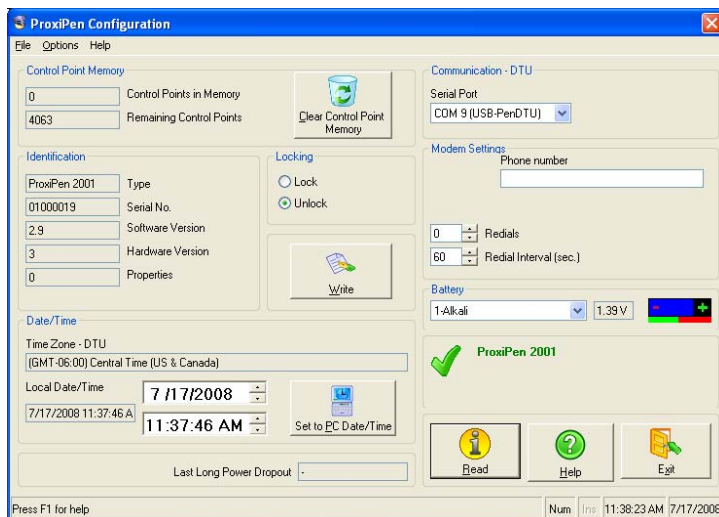
Settings that you have changed are displayed in red until you have written them to the device.

Note: You may also need to configure the DTU in the [PenDTU Configuration screen](#).

About the ProxiPen

A ProxiPen is a hand-held device for guards to record the control points visited during a tour. Select **ProxiPen** in the main screen to see a picture of a ProxiPen.

The ProxiPen can read tags with a 10-character hexadecimal code.



File: The **File** menu contains the following:

Email – If you are able to send emails from your PC, selecting this option enables you to create an email that contains TopGuard system and configuration information. The information may be requested by product support personnel. When prompted, enter the email address of the person you want to send the email to, and click **OK**. Your email client will open, with the email displayed.

Set Default – Sets the screen options to the default settings.

Exit – Closes the screen and returns you to the main TopGuard screen.

Options: Selecting **Firmware Update** in the **Options** menu enables you to update the firmware in the pen. A dialog is displayed that allows you to select the file that contains the firmware. The **Software Version** field in the **Identification** area shows the current version of firmware in the pen.

Control Point Memory: The **Control Point Memory** area displays the number of control points currently in the pen's memory, and the number of further control points that the memory can store. Click **Clear Control Point Memory** to remove all control points from the pen's memory.

Identification: This area provides information about the device.

Locking: If **Lock** is selected, the pen will not be able to read control points.

Write: Clicking the **Write** button writes the currently-displayed settings to the device. You may want to use this button if you are setting up several devices.

You are prompted to confirm the operation.

Date/Time: **Time Zone** shows the time zone selected in the PenDTU Configuration screen.

Local Date/Time shows the current date and time stored in the pen. You can change the date/time using the controls to the right of these fields.

Click **Set to PC Date/Time** to set the date and time in the pen to the date and time of the PC.

Last Long Power Dropout: If the ProxiPen is in boot mode, **Last Long Power Dropout** shows the time at which the ProxiPen entered boot mode.

Boot mode occurs when the battery has been removed for an extended period of time.

Communication - DTU: This area determines the serial or USB port TopGuard should use to locate the DTU connected to your computer when you display the PenDTU or ProxiPen Configuration screen, or click **Download** in the [Download Settings screen](#).

When you display the PenDTU or ProxiPen Configuration screen, TopGuard should automatically detect the DTU and select the appropriate port from the **Serial Port** menu. You can restart an automatic search of the DTU by selecting **Auto Search**. If you select a port from the menu, the auto search starts from the selected port.

If you are using a USB connection, **COM 9 (USB-PenDTU)** is the option selected in the menu.

Note: If you are using a USB connection, the correct drivers must have been installed during software installation, as described in the *ProxiPen & TopGuard Patrol/Patrol Plus Getting Started Guide*. The DTU requires a separate power supply if a USB connection is not used.

Modem Settings: Configure the options in the **Modem Settings** area only if you intend to connect a modem to the DTU. If defined, the ProxiPen modem settings override the PenDTU modem settings. Please refer to *Using a Modem* in the [PenDTU Configuration screen](#).

Prefix – Select **ATD** if the modem can automatically detect whether the line uses pulse or tone dialing. Select **ATDT** for tone dialing.

Phone number – Enter the telephone number of the modem at the TopGuard PC. If necessary, add a digit at the beginning of the number to get an outside line. You can insert a comma (e.g. 0,) after this digit to insert a pause.

Redials – Specify the number of times the modem should redial if a connection cannot be made. All data remains in the pen until TopGuard has confirmed that it has received the data.

Redial Interval – Specifies the interval between each redial.

Battery: The ProxiPen requires one 1.5V AA battery. Select the battery type that is being used:

Alkali – This is the normal choice. Use in temperatures between -10°C (14°F) and +70°C (158°F).

NiMh – This is a rechargeable battery type, which saves cost but gives lower reading performance.

Lithium – Use in lower temperatures (between -20°C (-4°F) and +70°C (158°F)).

The graphic to the right of the battery type menu indicates the voltage produced by the battery and its condition. The longer the green line, the better the condition of the battery. The voltage produced can depend on the battery type used.

To replace a battery: Unscrew the top of the ProxiPen and insert the positive end of the new battery first. Inserting the battery the wrong way round will not damage the ProxiPen, but will discharge the battery more quickly. Make sure

you replace the battery within 3 minutes of removal, otherwise the ProxiPen may enter boot mode, which will prevent the pen from being able to read control points. Normal mode can be resumed by clicking **Set to PC Date/Time**.

ProxiPen Status: This area shows the current status of the ProxiPen.

If the status shows that the ProxiPen is in "boot mode," the battery was removed for an extended period of time, which may indicate possible tampering. In boot mode, no control points can be read, although the ProxiPen retains any control points already read. Click **Set to PC Date/Time** to return the ProxiPen to normal mode.

If the status shows that the pen is "locked," the **Lock** option is selected and the pen is not able to read control points.

A warning message is displayed if the pen's time deviates by more than 5 minutes from the PC's time.

Read: Clicking the **Read** button reads and displays the settings currently programmed into the device. You may want to use this button to find out the settings currently in the device if you are configuring one of several.

If you have made changes in the screen before clicking **Read**, you are prompted whether to save changes. If you click **Yes**, a **Write** operation is carried out before the **Read** operation.

Exit: **Exit** closes the screen and returns you to the main screen. You are prompted whether to save any changes. Clicking **Yes** writes the changes to the device.

PenDTU Configuration Screen

Introduction

The PenDTU Configuration screen is displayed by selecting **PenDTU** in the main screen, and clicking the **Configuration** button. The screen is applicable only if you are using a ProxiPen.

Use the screen to set up your ProxiPen DTU prior to use. A Data Transfer Unit (DTU) is a cradle that is used to download completed tours from a pen to a TopGuard PC. The DTU can connect to the TopGuard PC using a USB or serial connection.

In most cases, all you need to do is to select the correct **Time Zone**.

Note: Settings that you have changed are displayed in red until you have written them to the device.

About the DTU LEDs

The DTU has the following LEDs:

Power – Lit when there is power to the DTU.

Pen – Lit when a recognized pen is placed on the DTU.

Modem – Lit when a recognized modem is connected to the DTU. The PenDTU and ProxiPen modem settings must be configured. Placing the pen on the DTU starts data transmission.

Data – Lit when data is being transferred to a PC, modem or ProxiPen. Do not remove the pen while this LED is lit.

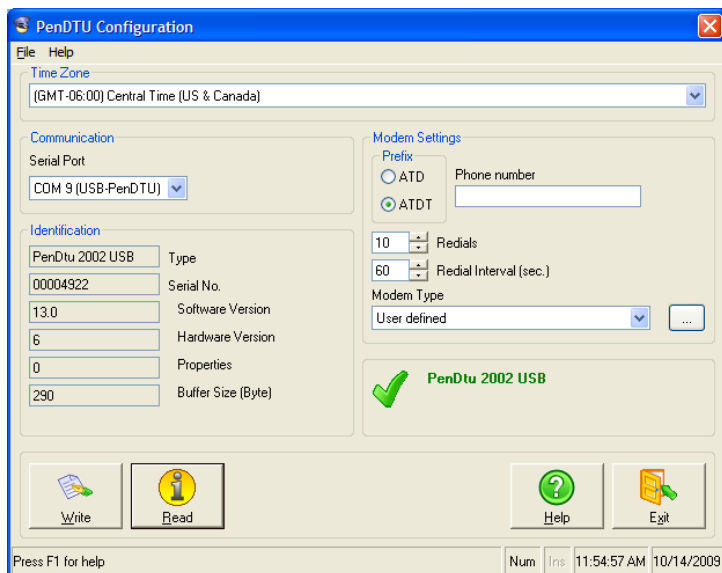
Online – Lit when the DTU is connected to a PC or modem. This must be lit to transfer data to the PC or modem. You should also see a green check mark on the right-hand side of the PenDTU screen.

Using a Modem

For configuration purposes, the DTU must connect to the TopGuard PC using a serial or USB connection. However, when configuration is complete, the serial or USB connection to the PC can be replaced by a connection to a modem. This enables the DTU to transfer completed tours to a TopGuard PC via the modem. To use this feature:

- A modem must be connected to the DTU and to the TopGuard PC.
- The optional GCS PP-Modem software must be installed and configured on the TopGuard PC. The modem to be used at the TopGuard PC must also be set up using PP-Modem. Refer to the information provided with PP-Modem.
- The modem type and settings must be selected in the PenDTU configuration screen.
- Optionally, the modem settings can also be defined in the [ProxiPen Configuration screen](#). Any defined ProxiPen modem settings override the PenDTU modem settings. This enables the data from each pen to be transferred to a different TopGuard PC.

When configuration is complete and the modems have been connected, placing a pen in the DTU causes the DTU to dial the TopGuard PC and automatically send a [download file](#) to the TopGuard download folder.



File: The **File** menu contains the following:

Email – If you are able to send emails from your PC, selecting this option enables you to create an email that contains TopGuard system and configuration information. The information may be requested by product support personnel. When prompted, enter the email address of the person you want to send the email to, and click **OK**. Your email client will open, with the email displayed.

Set Default – Sets the screen options to the default settings.

Exit – Closes the screen and returns you to the main TopGuard screen.

Time Zone: The TopGuard PC and each DTU can be located in a different time zone (connected by modem). Select the correct time zone for the DTU to ensure that the times displayed in reports at the main TopGuard PC are correct. TopGuard assumes that a pen is in the same time zone as the DTU it uses.

Communication: This area determines the serial or USB port TopGuard should use to locate the DTU connected to your computer when you display the PenDTU or ProxiPen Configuration screen, or click **Download** in the [Download Settings screen](#).

When you display the PenDTU or ProxiPen Configuration screen, TopGuard should automatically detect the DTU and select the appropriate port from the **Serial Port** menu. You can restart an automatic search of the DTU by selecting **Auto Search**. If you select a port from the menu, the auto search starts from the selected port.

If you are using a USB connection, **COM 9 (USB-PenDTU)** is the option selected in the menu.

Note: If you are using a USB connection, the correct drivers must have been installed during software installation, as described in the *ProxiPen & TopGuard Patrol/Patrol Plus Getting Started Guide*. The DTU requires a separate power supply if a USB connection is not used.

Identification: This area provides information about the device.

Write: Clicking the **Write** button writes the currently-displayed settings to the device. You may want to use this button if you are setting up several devices.

You are prompted to confirm the operation.

Read: Clicking the **Read** button reads and displays the settings currently programmed into the device. You may want to use this button to find out the settings currently in the device if you are configuring one of several.

If you have made changes in the screen before clicking **Read**, you are prompted whether to save changes. If you click **Yes**, a **Write** operation is carried out before the **Read** operation.


Modem Settings: Configure the options in the **Modem Settings** area only if you intend to connect a modem to the DTU. Please refer to *Using a Modem* ([see above](#)).

Prefix – Select **ATD** if the modem can automatically detect whether the line uses pulse or tone dialing. Select **ATDT** for tone dialing.

Phone number – Enter the telephone number of the modem at the TopGuard PC. If necessary, add a digit at the beginning of the number to get an outside line. You can insert a comma (e.g. 0,) after this digit to insert a pause.

Redials – Specify the number of times the modem should redial if a connection cannot be made. All data remains in the pen until TopGuard has confirmed that it has received the data.

Redial Interval – Specifies the interval between each redial.

Modem Type – Select the type of modem that will be connected to the DTU (US Robotics recommended). This determines the modem initialization string used by the DTU. If you cannot use of the pre-defined modem types, select **User defined** and click the  button to define the modem initialization string yourself (obtained from the modem documentation).

PenDTU Status: This area shows the current status of the DTU.

Exit: **Exit** closes the screen and returns you to the main screen. Changes are saved automatically.

Escorte Configuration Screen

Introduction

The Escorte Configuration screen is displayed by selecting **Escorte** in the main screen, and clicking the **Configuration** button. Use the screen to set up your Escorte pen and **DTU** prior to use.

Settings that you have changed are displayed in red until you have written them to the device.

Note: A manual for the Escorte can be displayed by clicking **Manual** in the menu bar.

About Escorte pens

An Escorte pen is a hand-held device for guards to record the control points visited during a tour. Select **Escorte** in the main screen to see a picture of an Escorte. The Escorte is a predecessor of the ProxiPen pen.

There are two types of Escorte pen:

ProxiEscorte – Reads magnetic strips and tags. The button on the head of the pen must be pressed to read a tag.

Escorte (Escorte 92 and 97) – Reads magnetic strips.

A valid reading is indicated by a beep. Invalid readings are indicated by more than one beep, or more than one LED being illuminated.

The **Patrol Manager** software can be used with an Escorte pen to print reports without the use of a computer. Patrol Manager is software that is in Escorte pens that enables:

- Tour reports to be printed without the use of a PC.
- Tours to be defined using the pen and command strips, bar codes or tags. Patrol Manager tours can be edited only by using the pen, or from the [Escorte Configuration screen](#).

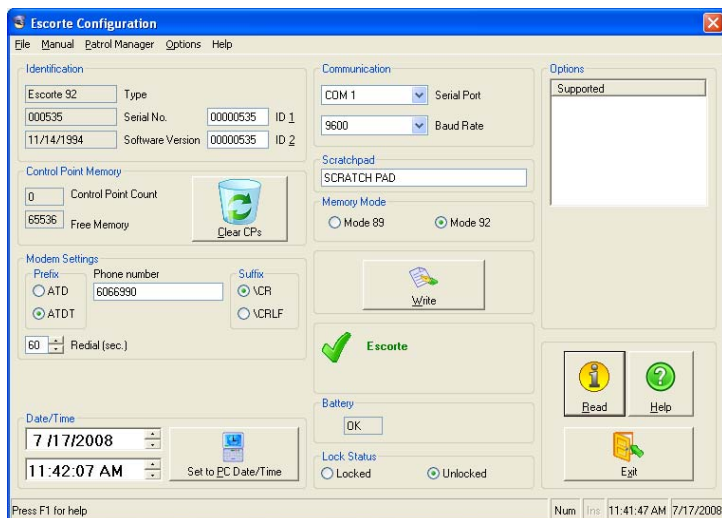
To use this feature, Patrol Manager must be activated from the [Escorte Configuration screen](#).

Using a Modem

For configuration purposes, the Escorte DTU must connect to the TopGuard PC using a serial connection. However, when configuration is complete, the serial connection to the PC can be replaced by a connection to a modem. This enables the DTU to transfer completed tours to a TopGuard PC via the modem. To use this feature:

- A modem must be connected to the DTU and to the TopGuard PC.
- The optional GCS PP-Modem software must be installed and configured on the TopGuard PC. The modem to be used at the TopGuard PC must also be set up using PP-Modem. The Baud rate must be the same as used by the modem at the DTU. Refer to the information provided with PP-Modem.
- The modem settings must be selected in the Escorte Configuration screen.
- The modem to be used at the DTU must be set up using the [Configure Modem screen](#). A Baud rate of 4800 should be used.

When configuration is complete and the modems have been connected, placing the pen in the DTU causes the DTU to dial the TopGuard PC and automatically send a [download file](#) to the TopGuard download folder.



File: The **File** menu contains the following:

Email – If you are able to send emails from your PC, selecting this option enables you to create an email that contains TopGuard system and configuration information. The information may be requested by product support personnel. When prompted, enter the email address of the person you want to send the email to, and click **OK**. Your email client will open, with the email displayed.

Set Default – Sets the screen options to the default settings.

Exit – Closes the screen and returns you to the main TopGuard screen.

Manual: Displays the Escorte manual as a PDF file.

Patrol Manager: The options in the **Patrol Manager** menu are used to set up **Patrol Manager**. The current status of Patrol Manager is displayed in the screen.

Save to File – If the pen contains a loaded Patrol Manager tour, this option saves the tour to a *.p92 file.

Load from File – Loads a Patrol Manager tour defined in a *.p92 file into the pen. The file can be created by exporting a tour from the **Tours** screen.

Edit – Enables you to edit a Patrol Manager tour stored in an Escorte pen. Use this option to edit Patrol Manager tours; do not use **Tours** in the main TopGuard window.

Clear – Deletes all Patrol Manager tours from the pen. Use this option if you do not intend to use the features offered by Patrol Manager. You are given the opportunity to save the tours.

Settings – Allows you to choose settings for the reports produced by Patrol Manager.

Deactivate – Enables you to deactivate Patrol Manager. Patrol Manager tours are not deleted. You can re-activate Patrol Manager by selecting **Edit**.

Print – Enables you to display a Status report, or the report selected using the **Settings** option. Patrol Manager must be active to print a report. An option is provided in the report window that allows you to send the report to an email address.

Options: The **Options** menu in the **Escorte Configuration** screen contains the following:

Configure Modem – Displays the **Configure Modem** screen.

Get last data medium read – This option is useful if you want to determine the 8-digit number of the control point last read by the pen. A screen is displayed - click **Identify** in this screen to determine the number of the control point.

If the control point is reserved, its meaning is highlighted in the displayed table. Otherwise, the number is added to the list, with the time and date that it was read.

Command Booklet – This displays a virtual Command Booklet for the Escorte. An image is displayed for each command. Clicking an image has the same effect as reading the command with the Escorte pen. For further information, please click **Help** in the virtual Command Booklet and refer to “Command Data Strips in the Command Booklet.”

Run Macro – Enables you to run a selected Escorte macro file (*.esm). A macro file is a text file that can contain a list of 8-digit command numbers. When the macro runs, the numbers are sent to the Escorte. This has the same effect as the Escorte reading each command.

Identification: This area provides information about the device.

Control Point Memory: The **Control Point Memory** area displays the number of control points currently in the pen's memory, and the remaining available memory in kB. Click **Clear CPs** to remove all control points from the pen's memory.

Modem Settings: Configure the options in the **Modem Settings** area only if you intend to connect a modem to the DTU. Please refer to *Using a Modem* (see above).

Phone number – Enter the telephone number of the modem at the TopGuard PC. If necessary, add a digit at the beginning of the number to get an outside line. You can insert a comma (e.g. 0,) after this digit to insert a pause.

Note: Do not enter a telephone number if the DTU connects directly to the PC.

Prefix – This option is displayed only if you enter a **Phone number**. Select **ATD** if the modem can automatically detect whether the line uses pulse or tone dialing. Select **ATDT** for tone dialing.

Suffix – This option is displayed only if you enter a **Phone number**. The **/CR** option is the normal choice. The **/CRLF** option is used for some older modems.

Redials – Specify the number of times the modem should redial if a connection cannot be made. All data remains in the pen until TopGuard has confirmed that it has received the data.

Patrol Manager: This area shows whether **Patrol Manager** is active or inactive.

If the pen contains no Patrol Manager tours, this area of the Escorte Configuration screen is blank.

You can activate Patrol Manager using **Patrol Manager, Load from file**, or **Patrol Manager, Edit** if a Patrol Manager file (*.p92) was previously loaded into the pen.

If Patrol Manager is inactive and the control point memory is full, no more control points can be read. This is indicated by multiple beeps from the pen when a control point is read. If Patrol Manager is active and the memory is full, the control point is read and the oldest control point is deleted.

Date/Time: **Date/Time** shows the current date and time stored in the pen. You can change the date/time using the controls to the right of these fields.

Click **Set to PC Date/Time** to set the date and time in the pen to the date and time of the PC.

Communication: This area determines the serial port TopGuard should use to locate the DTU connected to your computer when you display the **Configuration screen**, or click **Download** in the **Download Settings screen**.

When you display the **Configuration screen**, TopGuard should automatically detect the DTU and select the appropriate port from the **Serial Port** menu. You can restart an automatic search of the DTU by selecting **Auto Search**. If you select a port from the menu, the auto search starts from the selected port.

The **Baud Rate** determines the communications speed between the DTU and the PC you are using. **9600** is the normal choice. You may want to reduce the speed if you are experiencing communication problems.

Scratchpad: You can use the **Scratchpad** field to store text of your choice in the pen (e.g. the guard's name).

Memory Mode: The selected **Memory Mode** determines the amount of memory allocated for control points in the pen.

Under normal circumstances, you should select **Mode 92**, which provides the maximum available memory in the pen for control points.

Select **Mode 89** only in unusual cases where you want to use the pens with old GCS software (issued between 1982 and 1992) that cannot download control points from pens that have more than 8kB of memory. The option limits the amount of memory to 8kB, which is sufficient for up to 3,000 control points.

Write: Clicking the **Write** button writes the currently displayed settings to the device. You may want to use this button if you are setting up several devices.

You are prompted to confirm the operation.

Escorte Status: This area shows the current status of the pen.

If the status shows that the pen is "locked," the **Locked** option is selected and the pen is not able to read control points.

A warning message is displayed if the pen's time deviates by more than 5 minutes from the PC's time.

Battery: The **Battery** area shows the condition of the battery in the pen, and for some pen types, the battery voltage. The longer the green line, the better the condition of the battery.

The battery is not rechargeable. Please contact your GCS dealer if the battery needs to be replaced.

Lock Status: If **Locked** is selected, the pen will not be able to read control points.

Options: The **Options** area shows any extended features supported by the pen you are using. For example:

- **Set Report Mode** – You can select the Patrol Manager report mode from the [Escorte Patrol Manager Settings screen](#).
- **Print Battery Status** – You can include the battery status in reports. An option in the [Patrol Manager Settings screen](#) determines whether the battery status is included.
- **Advanced Battery Status** – The Escorte Configuration screen is able to show the battery voltage as well as health.
- **Error Beep** – The pen's error beep can be switched on or off from the [Patrol Manager Settings screen](#).

Command options determine whether command control points are saved like other control points, or executed but not saved.

Read: Clicking the **Read** button reads and displays the settings currently programmed into the device. You may want to use this button to find out the settings currently in the device if you are configuring one of several.

If you have made changes in the screen before clicking **Read**, you are prompted whether to save changes. If you click **Yes**, a **Write** operation is carried out before the **Read** operation.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Configure Modem Screen

Introduction

The Configure Modem screen is displayed by selecting **Configure Modem** from the **Options** menu of the Escort Configuration screen. Use the screen to set up the DTU's modem, if you are going to use modem communications between the DTU and a TopGuard PC. A US Robotics modem should be used.

Make sure you have configured the telephone number and other modem settings in the Escort Configuration screen.

To use the screen:

1. Connect the modem to the PC you are using.
2. From the **Serial Port** menu, select the port that the modem is connected to.
3. From the **Baud Rate** menu, select **4800**.
4. **Config Str** shows the command string that will be used to configure the modem. Click **Configure**. The main area of the screen should report that the modem has been correctly configured.

Menus

Options Menu

Report: Displays a report showing the information contained in the main area of the screen.

Clear Screen: Clears the main area of the screen.

Modem Menu

Info: Displays engineering information about the modem.

List Command Quick Reference: Displays the command quick reference stored in the modem's memory.

List Ampersand Commands: Displays the list of ampersand commands stored in the modem's memory.

Reset to Factory Settings: Resets the modem to factory default settings.

Setting Up Tours

Using The Tours Screen

Introduction

You can set up your guard tours using the Tours screen, which is displayed by clicking **Tours** in the [TopGuard main screen](#).

For each tour, you can specify:

- The locations the guard should visit. This is the only essential information you need to set up.
- The names of the guards who can carry out a tour.
- The types of incidents that can occur (e.g. "window open" or "light on").
- The types of break the guard may take (e.g. lunch).
- The maximum and minimum time the guard is allowed to take between points to visit, and the dates and times the tour starts.
- A tour map for the guard to follow.

Note: You can use the [Tour Definition](#) and [Pool](#) menus to import/export tour data to/from TopGuard.

Tour Definition: The Tour Definition menu contains the following options.

Note: Imported control points appear in the **Tour Details** area, but not in the pool. You can use the **Copy** button near the center of the screen to transfer the control points to the pool.

[Import\GCS Windau](#)

Displays a dialog that enables you to import GCS Windau strips.def (used control points), tours.def (tour names) and pool.csv (all control points) files into TopGuard.

[Import\GCS Patrol Manager](#)

Enables you to import tours from a file in [Patrol Manager](#) format (ending .p92). Any existing control points allocated to tours, incidents, personnel or breaks are automatically cleared.

[Import\GCS Argus](#)

Displays a dialog that enables you to import Argus tours, incidents and personnel (guard) control points into TopGuard. Any existing control points allocated to tours, incidents, personnel or breaks are automatically cleared. WinArgus and DOS Argus imports are supported.

Note: Argus can contain up to 99 tours. All 99 are imported into TopGuard Patrol Plus. Only the first 16 are imported into TopGuard Patrol.

[Export\GCS Patrol Manager](#)

Enables you to export the TopGuard tours in [Patrol Manager](#) format.

[Export\GCS Argus](#)

Displays a dialog that enables you to export tour, incident and personnel control points from TopGuard to Argus. Incident control points are saved to INCIDENT.MAS. Personnel control points are saved to GUARD.MAS. Tour control points are saved to MASTER.MAS.

[Export\GCS TopGuard Professional](#)

Enables you to export tour, incident, personnel and break control points from TopGuard to a Topguard Professional .tpg file. This allows a smooth upgrade to TopGuard Professional.

[Clear](#)

Clears all tour, incident, personnel and break control points from the **Tour Details** area.

Back Up

Produces a backup of all the data you have used to define tours. This includes tour definitions, day types, day type intervals and pools. The backup data is stored in .bak files in the Data folder within your TopGuard installation folder.

Note: Reports are not backed up.

Restore

Restores the last backup you made using the **Back Up** option.

Show Map

Displays a map for the tour selected under **Description** in the **Tour Details** area (same as the **Tour Map** button). You can view and define the map in the screen that is displayed.

Pool: The Pool menu contains an **Export\GCS Prisma v4.0** option, which enables you to export the pool to the GCS Prisma software. A text file (ending .txt) is created. You can import this file as master data into Prisma (please refer to the Prisma manual).

Note: Versions of Prisma prior to v4.0 SR-3 import only the data medium codes, not the descriptions.

How to set up a new tour

To use the Tours screen:

1. Choose an option from the **Add Control Points** menu to add [control points](#) to the [pool](#). The most popular option to choose is **ProxiPen**.
2. In the **Pool** area, double-click each control point to change its name.
3. In the **Description** area on the right-hand side of the screen, choose a tour (e.g. **Tour 1**). You can now specify the locations a guard is required to visit by selecting the appropriate control points in the **Pool** area and moving them to the **Tour Details** area using the buttons near the center of the screen.

The first control point added to a tour is automatically assigned as the tour's "start" control point, which the guard must visit first.

4. In the **Description** area, select **Incidents**, **Personnel** or **Break** if you want to specify the control points that are used to record incidents, the guards who can carry out tours, or breaks. Select the appropriate control points in the **Pool** area and move them to the **Tour Details** area. The checkmarks (ticks) are not relevant.
5. If required, click **Tour Timings** to set up the maximum and minimum time the guard is allowed to take between tour control points. When you have completed this, return to the Tours screen and click **Tour Days** to specify the dates and times each tour starts.
6. If required, click **Tour Map** to set up a map of a tour, which can be given to guards.

Note: If you intend to run the same tour more than once per day, please click [here](#) for important information about downloading the tour data and producing reports.

Control Points

A control point is a tag, magnetic strip or bar code that is attached to a wall or other surface, or stored in a book. Each control point has a unique identity, which can be read by a "pen" carried by the guard.

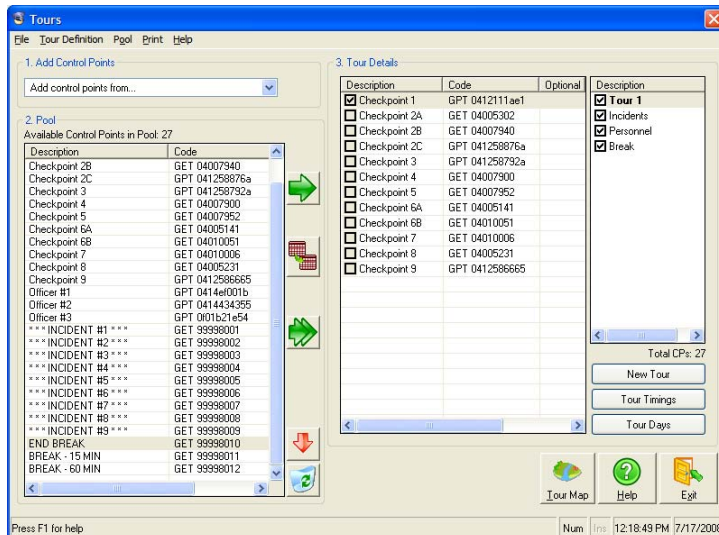
Control points are used for the following purposes:

- To record the date and time that a guard has visited a location on a tour. A control point is positioned at each location to be checked by a guard. The guard records a visit simply by placing the pen over the control point.
- To record incidents such as "Window Open" or "Intruder Detected." It is normal for the guard to carry a booklet that contains a control point for each type of incident that could occur.

- To record the name of the guard who performs the tour (known as personnel control points).
- To record the start of a break, such as lunch.

Pool

The pool contains all of the control points that you can use to set up your tours, or to define incidents, breaks and personnel. You can use **Add Control Points** to add control points to the pool.



File: The File menu contains:

- **Save:** Saves any changes made to the tours and pool.
- **Exit:** Closes the Tours screen and returns you to the main screen.

Tour Definition

Pool

Print: The Print menu contains the following options:

Definition: Displays a list of control points allocated to tours, incidents, personnel and breaks.

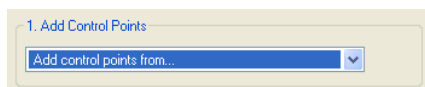
The information is displayed in the **Report screen** or in a browser (e.g. Internet Explorer), depending on the **Report Format** selected in the **Options screen**.

Pool: Displays a list of control points in the pool.

The information is displayed in the **Report screen** or in a browser (e.g. Internet Explorer), depending on the **Report Format** selected in the **Options screen**.

Bar Codes: Displays the **Bar Codes screen**, which enables incident and personnel bar codes to be defined and printed.

Add Control Points:



You can use this menu to add [control points](#) to the [pool](#). Select one of the following:

Manual: To add control points manually. Enter the details of the control point in the displayed dialog. DAU control points can be used only as **Personnel** control points.

File: To add control points from a file. The following file types are supported:

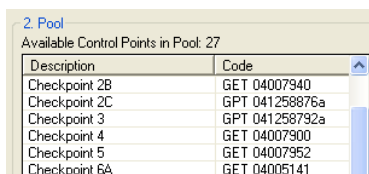
File Type	File Extension	Description
GCS	*.gdf	GCS Download File.
	*.p92	Patrol Manager Definition (created with Escorte Utility software or TopGuard Patrol).
	*.cp	Escorte download file (created with Escorte Utility software).
	*.mas	Definition file WinArgus or DOS Argus.
	*.gcs	Escorte copy (created with Escorte Utility software).
	*.md	Download file (created with DOS Argus).
	*.def	TopGuard Patrol 1.0 control point definition file.
Excel	*.csv	General sheet format for text files.
	*.xls	Excel file from version 97 on.
WinArgus	*.*	Download files in WinArgus format.

ProxiPen: To add control points from a ProxiPen. To use this option:

1. Present the ProxiPen to each control point.
2. Place the ProxiPen in the DTU (known as a “shoe” in Escorte terminology).
3. Select **Add control points from...ProxiPen**.
4. You are prompted to choose whether to add all control points from the ProxiPen, or only the last control point. It is normal to click **All CPs**.
5. When you see **Clear control point memory of ProxiPen?** Click **Yes** to delete all control points in the ProxiPen, or **No** to retain the control points in the ProxiPen. It is normal to click **Yes**.
6. The control points are added to the pool. A default name is given to each control point, depending on the pen used (e.g “?ProxiPen 2001” or “?Proxipen 2003 HID”).

Escorte: To add control points from an Escorte. The process for adding points is similar to that for a ProxiPen (see above). The default name of the control points includes the serial number of the Escorte.

Pool:



Description	Code
Checkpoint 2B	GET 04007940
Checkpoint 2C	GPT 041258876a
Checkpoint 3	GPT 041258792a
Checkpoint 4	GET 04007900
Checkpoint 5	GET 04007952
Checkpoint 6A	GET 04005141









This area lists the [control points](#) in the [pool](#).

Each control point has a default **Description**. Double-click to edit the description. You may, for example, want to change the description to “Front Door,” “Intruder Detected” or “Peter Smith,” depending on the purpose of the control point.

The **Code** is unique to each control point and cannot be edited.

Right-clicking a control point displays applicable options (see [Right-Click Options](#) below).

The following buttons are available:

	Moves each control point selected in the Pool area to the Tour Details area. If a tour is selected in the Description area on the right-hand side of the screen, the control point(s) are allocated as checkpoints for the selected tour. If Incidents , Personnel or Break is selected in the Description area, the control points can be used to record incidents, the guard who is performing the tour, or breaks such as lunch.
	Copies the control points selected in the Tour Details area to the pool. You may want to use this option if you have imported tours from other systems, or if control points have been deleted from the pool using the Delete button.
	Moves all control points in the Pool area to the Tour Details area (see above).
	Moves the control points selected in the Tour Details area back to the Pool area.
	Moves all control points in the Tour Details area back to the Pool area.
	Deletes the selected control points from the Pool area.
	If the wastebasket appears as shown here, you can click the button to undo the last control point deleted.
	This indicates that there is no deletion to undo.

Tour Details:

3. Tour Details			
Description	Code	Optional	Description
<input checked="" type="checkbox"/> Checkpoint 1	GPT 0412111ae1		<input checked="" type="checkbox"/> Tour 1
<input type="checkbox"/> Checkpoint 2A	GET 04005302		<input checked="" type="checkbox"/> Incidents
<input type="checkbox"/> Checkpoint 2B	GET 04007940		<input checked="" type="checkbox"/> Personnel
<input type="checkbox"/> Checkpoint 2C	GPT 041258876a		<input checked="" type="checkbox"/> Break
<input type="checkbox"/> Checkpoint 3	GPT 041258792a		

The Tour Details area lists one or more [control points](#) from the [pool](#). The control points are used as follows:

1. If a tour is selected in the **Description** area, the control points are checkpoints in the selected tour. A checkmark (tick) indicates the tour's "start" control point. The guard must visit the start control point first, otherwise control points visited before the start point will not be listed under the correct tour in reports.

A start control point cannot be used in another tour. However, other control points can belong to more than one tour.

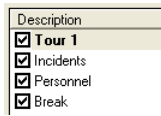
The order of the control points is important only if you are going to set up tour timings.

A # character in the **Optional** column indicates that the control point is optional during a tour. The status can be changed from the right-click menu. If a control point is not optional, it must be visited during the tour, otherwise reports will show that the control point has been missed. Start control points cannot be optional.

2. If **Incidents**, **Personnel** or **Break** is selected in the **Description** area, the control points listed in the Tour Details area can be used to record incidents, personnel or breaks (as appropriate) during a tour.

Right-clicking a control point displays applicable options (see [Right-Click Options](#) below).

Description:



Highlight an item to select whether to set up a tour, incidents, personnel or breaks.

The checkmarks (ticks) are not relevant.

You can double-click a tour to change its name. Tour names are displayed in reports.

Right-clicking a item in this area displays applicable options (see [Right-Click Options](#) below).

New Tour: Click **New Tour** to add a new tour. The new tour is listed under **Description** in the Tour Details area.

Tour Timings: Click **Tour Timings** if you want to specify the maximum and minimum lengths of time the guard is allowed to take between control points and for the tour as whole.

Tour Days: Click **Tour Days** after using the Tour Timings screen to specify the times and days you want each tour to start.

Tour Map: Clicking **Tour Map** enables you to view or create a map for the tour selected under **Description**.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Right-Click Options:

Show Map: Displays a map for the tour selected in the **Description** area (same as the **Tour Map** button). You can view and define the map in the screen that is displayed.

Rename: Enables you to rename a control point or tour (same as double-clicking).

Sort: Sorts the listed items into alphabetical or reverse alphabetical order (same as clicking the column title).

Search: Displays a dialog that enables you to search for text in the selected column.

Optional: Makes the control point optional in a tour, or removes the optional status if the control point is already optional. See **Tour Details** above for further information.

Add Tour: Adds a new tour (same as the **New Tour** button). The new tour is listed in the **Description** area.

Delete Tour: Deletes the tour selected in the **Description** area.

Setting Up Tour Timings

Introduction

Tour timings specify:

- The maximum and minimum lengths of time the guard is allowed to take to travel between control points in the selected tour.
- The maximum length of time the guard is allowed to take from the start of the selected tour to the end.

The purpose of setting up tour timings is to enable tour reports to indicate any infringements of these rules.

You can set up tour timings by clicking **Tour Timings** in the [Tours screen](#). You can set up one or more tour timings. For example, you can set up a tour timing for a “Quick Tour” and another for a “Normal Tour.”

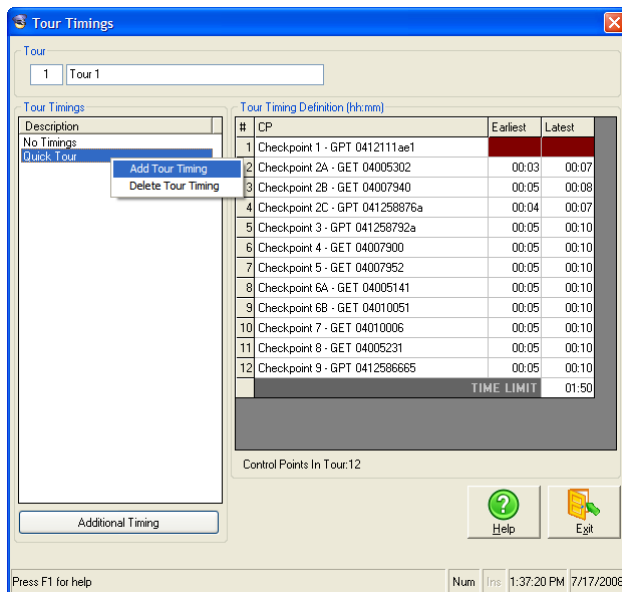
Once you have defined the timings, use the [Tour Days screen](#) to specify the times and days you want each tour timing to start. For example, you may decide to have a “Normal Tour” starting on every hour during the night and at weekends, and a “Quick Tour” at other times.

There is no need to use this screen for tours that require no timings.

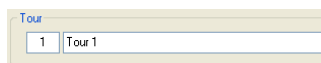
How to use the Tour Timings screen

To set up tour timings:

1. Click **Additional Timing**. If prompted and appropriate, choose to save changes.
2. Click the default name of the new tour timing you have added (e.g. “Tour 1 Timings1”), and choose to save changes.
3. Click the default name twice to change its name (e.g. to “Weekend Tour”).
4. Enter an **Earliest** and **Latest** time for each control point.
5. Enter a **TIME LIMIT**.
6. Continue from step 1, or click **Exit** and save changes when prompted.
7. Use the [Tour Days screen](#) to specify the times and days you want each tour timing to start.



Tour:



These fields display the tour number and name you have selected in the [Tours screen](#). You cannot edit these.

Tour Timings:



This area lists the name of each tour timing you have defined.

No Timings is included in the list by default. This is provided for tours that require no timings.

You can define a new tour timing by clicking **Additional Timing** or by right-clicking and selecting **Add Tour Timing**. Click twice on the default name provided (e.g. "Tour 1 Timings1") to change its name.

You can delete a name from the list by right-clicking and selecting **Delete Tour Timing**. You cannot delete **No Timings**.

Add Tour Timing: Right-clicking a tour timing and selecting **Add Tour Timing** causes TopGuard to add a new timing. This has the same effect as clicking the **Additional Timing** button.

Delete Tour Timing: Right-clicking and selecting **Delete Tour Timing** causes TopGuard to delete the selected tour timing from the list on the left side of the screen. You cannot delete **No Timings**.

Additional Timing: Click **Additional Timing** to add a new timing to the Tour Timings area.

Tour Timing Definition (hh:mm):

Tour Timing Definition (hh:mm)			
#	CP	Earliest	Latest
1	Checkpoint 1 - GPT 0412111ae1		
2	Checkpoint 2A - GET 04005302	00:03	00:07
3	Checkpoint 2B - GET 04007940	00:05	00:08
4	Checkpoint 2C - GPT 041258876a	00:04	00:07
5	Checkpoint 3 - GPT 041258792a	00:05	00:10
6	Checkpoint 4 - GET 04007900	00:05	00:10
7	Checkpoint 5 - GET 04007952	00:05	00:10
8	Checkpoint 6A - GET 04005141	00:05	00:10
9	Checkpoint 6B - GET 04010051	00:05	00:10
10	Checkpoint 7 - GET 04010006	00:05	00:10
11	Checkpoint 8 - GET 04005231	00:05	00:10
12	Checkpoint 9 - GPT 0412586665	00:05	00:10
TIME LIMIT			01:50

This area lets you specify the maximum and minimum times you want the guard to take to travel between control points in the tour. These times apply to the tour timing you have selected in the area on the left side of the screen.

The control points are listed in the order of appearance in the tour, as set up in the [Tours screen](#). The start control point is listed first.

The **Earliest** and **Latest** times specify the maximum and minimum times that the guard is allowed to take to arrive at the control point from the previous control point. For instance, in the above example, a minimum of 4 minutes and a maximum of 7 minutes is allowed for the guard to travel from the Checkpoint 2B to Checkpoint 2C. The times for the start control point are blanked out, since there is no previous control point.

The **Latest** time must be greater than the **Earliest** time.

The default values for **Earliest** and **Latest** are defined in the [Admin tab](#) of the [Options screen](#).

The **TIME LIMIT** is the maximum length of time the guard is allowed to take for the whole tour.

Exit: **Exit** closes the screen and returns you to the [Tours screen](#).

Setting Up Tour Days

Introduction

The Tour Days screen is displayed by clicking the **Tour Days** button in the [Tours screen](#).

Use the screen if you want to:

- Assign tours to specific days or dates. For example, “Every Day,” “Every Sunday” or “Christmas Day.”
- Specify the times at which tours are expected to start – the **Start Time**.


When you run reports of tours, they will include any infringements of the rules you set up. For example, if a tour does not start soon after the **Start Time** (by default 15 minutes, as defined in the TopGuard Options screen), the tour report will display a late tour exception. An early exception is displayed in the report if the tour starts before the **Start Time**.

Before using this screen, you may want to use the [Tour Timings](#) screen to specify the maximum and minimum lengths of time the guard is allowed to take to travel between control points, and the maximum duration of the tour.

How to use the Tour Days screen

To use this screen:

1. Decide which days/dates require tours, and check (tick) the appropriate checkboxes in the **Day Types** area on the left side of the screen. For example, if tours are needed for weekdays and Sundays, check (tick) “Week Days” and “Every Sunday.” The check mark indicates that TopGuard will recognize any tours assigned to that day type (as described below).

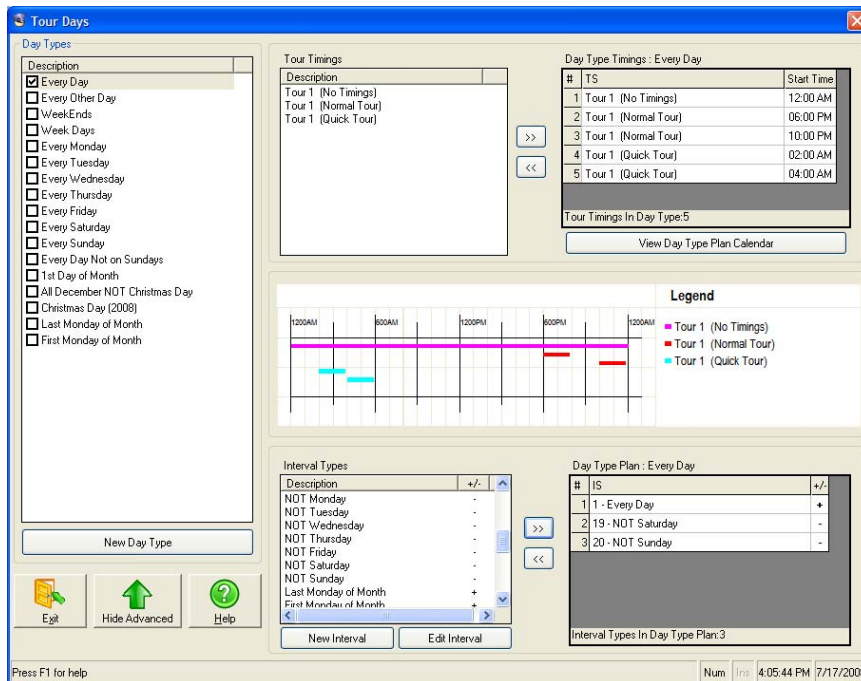
Click **Yes** if you are prompted to set the day type active.
2. In the **Day Types** area, highlight a day type you want to assign tours to. For example, if you want to assign tours to Sundays, highlight “Every Sunday.”
3. The **Tour Timings** area lists an entry for each tour timing set up in the [Tour Timings screen](#). For example, “Tour 1 (No Timings)” and “Tour 1 (Quick Tour).” Select a tour from the **Tour Timings** area, then click  to move it to the **Day Type Timings** area. The **Day Type Timings** area lists the tours that are assigned to the selected day type. Initially, the list will be empty.
4. Double-click in the **Start Time** column to define the start time of the tour, or right-click and select **Ignore Start Time** if you do not require a fixed start time for the tour.

You can see the tour indicated in the **Legend** area near the center of the screen.

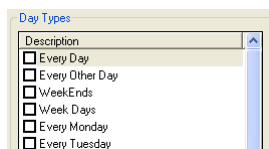
About the advanced view

The advanced view enables you to:

- Add day types to the list on the left side of the screen. For example, you may want to add the day type “Every Day Except Mondays.” You can add a day type by clicking **New Day Type**.
- Change the days/dates in an existing day type. For example, if there is an existing day type of “Site Shutdown,” you may want to add or remove dates included in this day type. To change an existing day type, select it in the **Day Types** area, then use the **Interval Types** area to specify the days/dates in the day type. The **Day Type Plan** area near the bottom-right corner of the screen shows the day type’s current meaning.



Day Types: This area enables you to assign tours to different day types. For example, you can assign a different set of tours to Mondays ("Every Monday") and Tuesdays ("Every Tuesday").



Selecting a day type displays its assigned tours in the **Day Type Timings** area on the right side of the screen, and in the **Legend** area near the center of the screen.

A check (tick) mark indicates that TopGuard will recognize any tours assigned to that day type. You may want to remove a check mark if you want to temporarily suspend the tours assigned to the day type. You are prompted to confirm the action.

You can add day types of your own by clicking **New Day Type**, which is available only in the advanced view. The new day type uses the dates displayed in the **Day Type Plan** area near the bottom-right corner of the screen.

You can delete a day type using the right-click menu.

You can double-click any day type to change its name.

New Day Type: You can add day types of your own to the **Day Types** area by clicking **New Day Type**, which is available only in the advanced view. The new day type uses the dates displayed in the **Day Type Plan** area near the bottom-right corner of the screen.


You can delete a day type using the right-click menu.

Exit: **Exit** closes the screen and returns you to the **Tours** screen.

Show/Hide Advanced: This button toggles between **Advanced View** and **Hide Advanced**. Click **Advanced View** to display advanced options, and **Hide Advanced** to hide them.

Tour Timings: This area lists an entry for each tour timing set up in the **Tour Timings** screen.

Tour Timings	
Description	
Tour 1 (No Timings)	
Tour 1 (Normal Tour)	
Tour 1 (Quick Tour)	


Selecting a tour and clicking  assigns it to the day type selected in the **Day Types** area. The tour is listed in the **Day Type Timings** area displayed near the top-right corner of the screen.

Day Type Timings: Every Day: This area lists the tours that are assigned to the selected day type. These have been selected from the list in the **Tour Timings** area.

Day Type Timings : Every Day		
#	TS	Start Time
1	Tour 1 (No Timings)	12:00 AM
2	Tour 1 (Normal Tour)	06:00 PM
3	Tour 1 (Normal Tour)	10:00 PM
4	Tour 1 (Quick Tour)	02:00 AM
5	Tour 1 (Quick Tour)	04:00 AM

You can define the expected start time of a tour by double-clicking in the **Start Time** column (if **N/A** is not displayed; see below). If a tour does not start within the **Tour Start Time Window** (by default 15 minutes, as defined in the **Admin** tab of the **Options** screen), a late tour exception is displayed in reports. An early exception is displayed in reports if the tour starts before the **Start Time**.

If you have no fixed time you want the tour to start, right-click and select **Ignore Start Time**. The **Start Time** is displayed as **N/A**. If you want to revert back to using a start time, right-click and select **Use Start Time**.

If you want to remove a tour, select it and click .



View Day Type Plan Calendar: Clicking **View Day Type Plan Calendar** displays a calendar for the highlighted day type. The calendar shows graphically the tours scheduled for the selected day type

Legend: The **Legend** area displays the tours that have been assigned to the day type highlighted in the **Day Types** area. A more detailed view of the start and end times of each tour is given in the **Day Type Timings** area near the top-right corner of the screen.

Interval Types: This area lists the interval types. These are used to define the days/dates to include in the day type currently selected in the **Day Types** area.

Interval Types	
Description	+/-
Every Day	+
Every Other Day	+
WeekEnds	+
Week Days	+
Every Other Weekend	+
Every Monday	+

Selecting an interval type and clicking  assigns it to the **Day Type Plan** area, which shows the days/dates that are included in the currently selected day type.

The **Interval Types** area includes a "+/-" column. If you select an interval type that shows "+" and click , any dates that are in the interval type are included in the currently selected day type. If you select an interval type that shows "-" and click , any dates that are in the interval type are excluded from the currently selected day type. Negative interval types always take precedence over positive interval types, irrespective of order.

New Interval: Click **New Interval** to add a new interval type. A dialog is displayed for you to define the days or dates in the interval.

This option is available only in the advanced view.

Edit Interval: To edit an interval type, double-click the interval type or select it and click **Edit Interval**. A dialog is displayed for you to define the days or dates in the interval.

This option is available only in the advanced view.

Day Type Plan: Every Day: This area lists the interval types that are assigned to the day type currently selected in the **Day Types** area. These have been selected from the list in the **Interval Types** area.

Day Type Plan : Every Day		
#	IS	+/-
1	1 - Every Day	+
2	19 - NOT Saturday	-
3	20 - NOT Sunday	-

If you want to remove an interval type from the list, select it and click .

If a row displays “+” in the “+/-” column, any days/dates that are in the interval type are included in the currently selected day type. If a row displays “-”, any days/dates that are in the interval type are excluded from the currently selected day type. Negative interval types always take precedence over positive interval types, irrespective of order.

Right-Click Options:

Add Day Type: Right-clicking on any entry in the **Day Types** area and selecting **Add Day Type** adds a new day type. This option is available only in the advanced view.

The option has the same effect as selecting the **New Day Type** button.

You can define the new day type by moving items in the **Interval Types** area to the **Day Type Plan** area, which is displayed near the bottom-right corner of the screen.

Delete Selected Day Type: You can delete a day type by right-clicking it in the **Day Types** area and selecting **Delete Selected Day Type**. This option is available only in the advanced view.

Use Start Time: Right-click a tour in the **Day Type Timings** area and select **Use Start Time** if you want the tour to start at a specified time.

Ignore Start Time: Right-click a tour in the **Day Type Timings** area and select **Ignore Start Time** if there is no fixed time you want the tour to start. The **Start Time** is displayed as "N/A".

Add Interval Type: Right-clicking on any entry in the **Interval Types** area and selecting **Add Interval Type** enables you to add a new interval type to the list. A dialog is displayed for you to define the interval type.

This option is available only in the advanced view.

The option has the same effect as selecting the **New Interval** button.

Delete Selected Interval Type: You can delete an interval type by right-clicking it in the **Interval Types** area and selecting **Delete Selected Interval Type**. This option is available only in the advanced view.

Edit Selected Interval Type: Right-clicking on any entry in the **Interval Types** area and selecting **Edit Selected Interval Type** enables you to edit the selected interval type. A dialog is displayed for you to define the interval type.

This option is available only in the advanced view.

The option has the same effect as selecting the **Edit Interval** button, or double-clicking the interval type.

Setting Up Tour Maps

Introduction

You can define, view and print a map of the tour using the Tour Map screen, which is displayed by selecting the tour in the **Tours screen**, then clicking **Tour Map**.

A map includes the control points to visit and the route to take. Guards can use the map to become familiar with the layout of the building, the route and the locations of the control points.



All control points in the tour are listed on the left side of the screen, under **Description**.

Each control point also has a square marker on the map. Initially, these are in the top-left corner. You can drag and drop the markers to the appropriate locations on the map. The start control point is red; the others are green. The number in the square indicates the number of times the control point needs to be visited by the guard.

If you position the cursor over a square, the control point description is automatically highlighted in the list on the left side of the screen. If you select a control point in the list, the corresponding square marker flashes.




How to create a new map


To create a new map:


- If you have a graphics (JPEG or BMP) file containing the map, click the  button in the toolbar and select the file. Alternatively, you can draw a basic map yourself by clicking the  button and drawing line shapes on the screen.
- Drag and drop the square markers representing the control points in the appropriate positions.

How to draw the tour route

To draw the route you want the guard to take around the building:













1. Use the  3 pt+ and  buttons to choose the thickness and color of the lines to draw.
2. If a route goes directly from one control point to another, ensure that the  button is pressed, then click one control point and the next to draw a line between the two.

Tip: If you want to remove lines made this way, choose the white line color and click between the appropriate control points to remove the line. You can also use the **Undo** button () to undo the last action.

3. If the route does not go directly from one control point to another, ensure that the  button is pressed, click the mouse button at one end of the route (make sure that this is not directly on a control point), then drag the mouse to draw the line. Release the mouse button at the appropriate point. Continue to draw other segments of the route.

Toolbar Buttons

The screen contains the following toolbar buttons.

Button	Description
	Creates a new blank map. The existing map will be deleted when you save changes.
	Enables you to open an existing graphics (.bmp or .jpg) file to create a new map. The existing map will be deleted when you save changes
	Saves any change you have made. The map is saved in the data folder of the TopGuard installation folder, in the file Tour<n>.bmp (e.g. Tour1.bmp).
	Displays a preview of the map in the Report screen . You can print the map from this screen
	Click this button to change the size of the map. Choose to change the width or height, then enter the number of pixels to use in the chosen direction. The dialog displayed shows the current number of pixels used. Alternatively, enter a percentage, e.g. "-20%" to reduce by 20%, or "10%" to increase by 10%.
	Click this button to undo the last action.
	Press this button if you want to draw lines anywhere on the map. Pressing the SHIFT key causes the tool to snap to locations that draw horizontal, vertical or 45-degree lines.
	Press this button if you want to draw straight lines between control points. Click the first control point, then the next.
	Allows you to specify the line thickness to use for lines. The button is available only if one of the line-drawing buttons is pressed.
	Allows you to specify the color to use for lines and text. The button is available only if the text button or one of the line-drawing buttons is pressed.
	Press this button if you want to enter text. Click at the position to place the text, type the text, then press the ENTER key on the keyboard. Before pressing ENTER, you can drag and drop the text to re-position it anywhere on the map.
	Closes the Tour Map screen and returns you to the Tours screen .

Printing Bar Codes

Introduction

The Bar Codes screen is displayed by selecting **Print, Bar Codes** in the [Tours screen](#).

The screen enables you to print a set of [GCS bar codes](#) for use as control points, e.g. to record incidents or breaks during a tour, or the name of the guard who is carrying out the tour.

GCS Bar Codes

GCS bar codes are based on the bar code 39 standard. This type of bar code supports alphanumeric characters (A-Z, 0-9) in any length. GCS bar codes can be read using any bar-code reader that supports bar code 39.

GCS bar codes have certain restrictions:

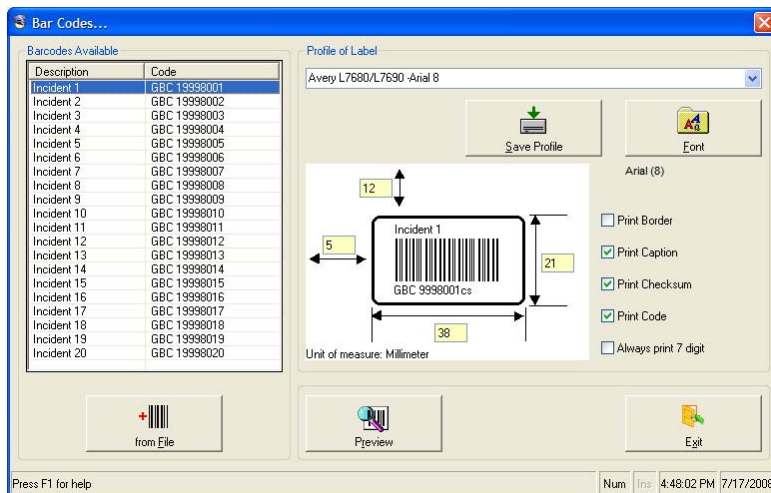
- Only numeric characters (digits 0-9) are supported.
- The length is limited to 7 digits.

How to print bar codes

To print bar codes:

1. Import the required bar codes using the **From File** button. You can import bar codes from a Microsoft Excel or CSV file. The bar codes will be listed in the **Barcodes Available** section on the screen.
2. Select the bar codes you want to print (one of each will be printed).
3. Click **Preview** and print from the screen displayed.

The printed positions of the bar codes are determined by the profile you select in the **Profile of Label** menu. The central part of the screen illustrates how the bar codes will be printed on the page.



Barcodes Available: The **Barcodes Available** area lists the bar codes that will be printed.

Barcodes Available	
Description	Code
Incident 1	GBC 19998001
Incident 2	GBC 19998002
Incident 3	GBC 19998003
Incident 4	GBC 19998004
Incident 5	GBC 19998005

You can add bar codes to the list using the **from File** button.

From File: You can use the **from File** button to add bar codes to the **Barcodes Available** area from a Microsoft Excel (*.xls) or Comma-Separated Value (*.csv) file.

If there are bar codes already in the list, you are prompted to choose whether to overwrite them with the new bar codes. If you choose **Yes**, all existing bar codes in the list will be lost. If you choose **No**, the new bar codes are added to the existing bar codes.

You can find examples of .csv files in the Samples folder of the TopGuard installation folder. Examples of .xls files are available in the top level of the TopGuard installation folder.

The file *GCS Bar Code Label Command Booklet.xls* contains all available command bar codes.

Note: Microsoft Excel must be installed to import from an .xls file.

Profile of Label: The profile you select from the menu determines the appearance of the bar codes and their positions on the printed page.



Save Profile: You can add your own profile to the **Profile of Label** menu by changing the displayed dimensions, settings and font and clicking **Save Profile**.

Font: Clicking **Font** enables you to choose the font to use for text displayed in the bar code. The font is displayed when you click **Preview**.

Barcode Image: The central part of the screen illustrates how the bar codes will be printed for the selected profile. The displayed dimensions are as follows:

- **Top** – The distance between the border of the first bar code and the top margin of the page.
- **Left** – The distance between the border of the first bar code and the left margin of the page.
- **Bottom** – The width of the label on which the bar code will be printed.
- **Right** – The height of the label on which the bar code will be printed.

Print Options: The following checkboxes are available:

Print Border: You can choose whether to print the border of the bar code (shown as a thick rectangular area with rounded corners on the illustration).

Print Caption: The caption is the bar code description, as specified in the .csv or .xls file and displayed in the **Barcodes Available** area. The caption is printed directly above each bar code.

Print Checksum: If **Print Checksum** is selected, a few additional bars appear at the end of the bar code and "cs" is displayed after the code. It is used for error detection when a pen reads the code.

Note: Command bar codes are always printed without the checksum, regardless of the **Checksum** setting.

Print Code: This determines whether to print the **Code**, as displayed in the **Barcodes Available** area and specified in the .csv or .xls file. Leading digits are not printed.

Always print 7 digit: Deselecting this option causes leading zeroes in the code not to be printed. This affects the text under the bar code and the bar code itself.

Note: You can easily determine which feature of the bar code a checkbox affects simply by positioning the pointer over the checkbox option. The affected item is highlighted in red.

Preview: Click the **Preview** button to display a preview of the printed page in the **Report screen**. You can print the bar codes from this screen.

Exit: **Exit** closes the screen and returns you to the [Tours screen](#).

Downloading Tour Data

Using the Download Settings Screen

Introduction

When a tour is complete, you need to download the tour data from the guard's pen. You can do this by clicking **Download** in the [TopGuard main screen](#).

You must download tour data before you are able to produce reports of the tour. The downloaded data is stored in a temporary download file.

Note: Before clicking **Download**, make sure you have selected the correct pen in the main screen.

Download Files

A download file contains all the information about a completed tour, such as the control points visited and the times they were visited. A download file is created when you download tour data from a guard's pen by clicking **Download** in the TopGuard main screen.

Download files can also be saved by other programs, such as PP-Modem, which collects tour data via a modem.

Download, Backup and Error Folders

Download files are stored in the download folder, as set in the [Download Settings screen](#). When you click **Report** in the TopGuard main screen, the data in each download file is moved to a backup folder and copied to the database. Invalid data is moved to an error folder. The backup and error folders are also specified in the Download Settings screen.

If download files are created by programs other than TopGuard, it is important to make sure that the correct download folder is selected in the Download Settings screen, since this affects the format of the data TopGuard expects to see in that folder.

Running the Same Tour More than Once per Day

If you run the same tour more than once in the **same day** (e.g. at 2 p.m., 4 p.m. and 6 p.m.), then download the tours and immediately run the tour reports out of sequence (e.g. 4 p.m., 6 p.m. and 2 p.m.), TopGuard will assign the tour data to the wrong start times. As a consequence, the reports are likely to give unexpected results. To avoid this problem, use one of the following methods:

- If it is important to run a report immediately after a tour has been downloaded, make sure that you download and run the reports in sequence. For example, download the 2 p.m. tour and run report, download the 4 p.m. tour and run report, then download the 6 p.m. tour and run report.
- Wait until all the tours have been downloaded before running the reports. If you use this method, you can download the tours out of sequence without causing problems. For example, it is acceptable to download the 4 p.m., 6 p.m. then the 2 p.m. tour, then generate the reports.
- Make sure that each tour has a different starting control point. By doing this, each tour will be classified as a separate tour.

Tours on Same Day - Detailed Example

Tour Setup

Tour 1 contains four control points:

- CP1 (Tour Start CP)
- CP2
- CP3
- CP4

TourSched1 = Tour1

DayPlan1 (setup as daily)

- TourSched1 10.00 (A)
- TourSched1 12.00 (B)
- TourSched1 14.00 (C)

Guard1 performs Tour1 at time 11.50 (X)

Guard2 performs Tour1 at time 12.01 (Y)

Guard3 performs Tour1 at time 13.50 (Z)

Scenario 1

Step 1:

Guard2 downloads his Pen data and runs a report.

TopGuard is first looking for (A) on this date. It will find Guard2's Tour1 data (Y) and classify it as a late TourSched1 (2hr 1min late).

Step 2:

Guard3 downloads his Pen data and runs a report.

TopGuard has now filled the slot for (A), so is now looking for (B) on this date. It will find Guard3's Tour1 data (Z) and classify it as a late TourSched1 (1hr 50min late).

Step 3

Guard1 downloads his Pen data and runs a report.

TopGuard has now filled the slot for (A and B), so is now looking for (C) on this date. It will find Guard1's Tour1 data (X) and classify it as an early TourSched1 (1hr 10min early).

Resulting Report:

DayPlan1
TourSched1 10.00 (A) [Tour1 12.01] Late by 2hr 1min (Y)
TourSched1 12.00 (B) [Tour1 13.50] Late by 1hr 50min (Z)
TourSched1 14.00 (C) [Tour1 11.50] Early by 1hr 10min (X)

Expected Report:

DayPlan1
TourSched1 10.00 (A) [Tour1 11.50] Late by 1hr 50min (X)
TourSched1 12.00 (B) [Tour1 12.01] On time as within start time window (Y)
TourSched1 14.00 (C) [Tour1 13.50] Early by 10min (Z)

Scenario 2

Step 1:

Guard2 downloads his Pen data and does not run a report.

Step 2:

Guard3 downloads his Pen data and does not run a report.

Step 3:

Guard1 downloads his Pen data and runs a report.

TopGuard has all the tour data required.

TopGuard is first looking for (A) on this date. It will find Guard1's Tour1 data (X) and classify it as a late TourSched1 (1 hr 50 min late)
TopGuard will now have filled the slot for (A), so is now looking for (B) on this date. It will find Guard2's Tour1 data (Y) and classify it as on time as within start time window.
TopGuard has now filled the slots for (A and B), so is now looking for (C) on this date. It will find Guard3's Tour1 data (Z) and classify it as an early TourSched1 (10 min early)

Resulting Report as Expected:

DayPlan1

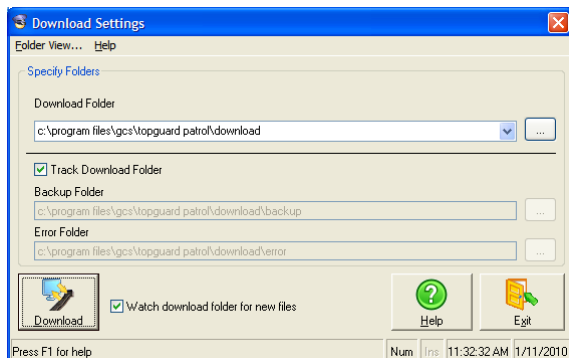
TourSched1 10.00 (A) [Tour1 11.50] Late by 1 hr 50 min (X)

TourSched1 12.00 (B) [Tour1 12.01] On time as within start time window (Y)

TourSched1 14.00 (C) [Tour1 13.50] Early by 10 min (Z)

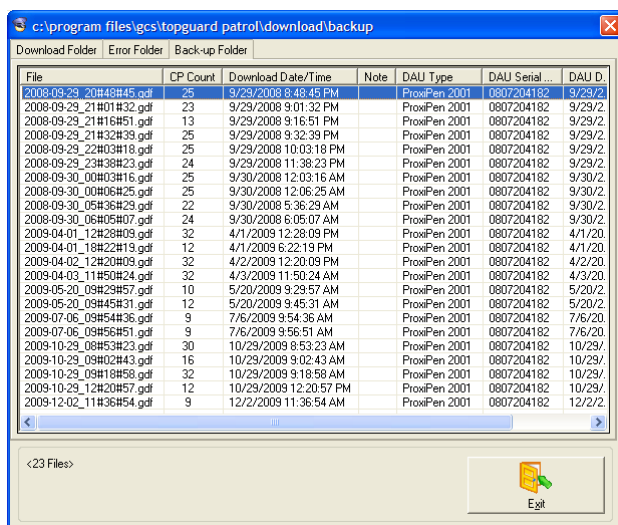
Fields and Options in the Download Settings Screen

The following options are available in the Download screen if you have logged in as “Administrator.”



Folder View

Click **Folder View** to display a list of files currently contained in the [download](#), [error](#) and [backup](#) folders.



Download Folder

You can use this field to specify the folder for [download files](#). It is normal to use the default setting.

If you want to change the folder, select the folder from the menu, enter the path to the folder in the field, or use the browse button on the right-hand side of the field. If you enter a path, the folder is created for you, if it does not already exist.

Note: The menu may contain a download folder for each GCS product installed on your PC. Make sure you select the folder corresponding to the GCS product that generates the [download files](#), since this affects the format of the [download files](#) that TopGuard expects to see.

Track Download Folder

Remove the check mark (tick) if you want to change the backup and/or error folder.

Backup Folder

You can use this field to select the folder in which to store backup copies of the [download files](#). It is normal to use the default setting.

The field is available only if **Track Download Folder** is not selected.

If you want to change the folder, click the browse button on the right-hand side of the field and select the folder.

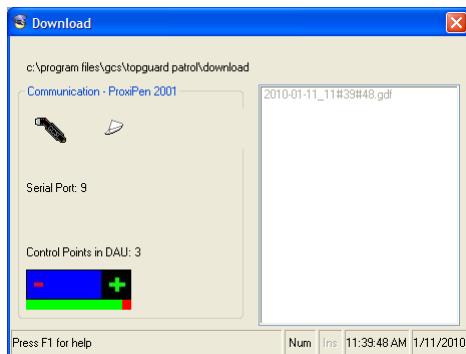
Error Folder

You can use this field to select the folder in which to store [download files](#) that contain errors. It is normal to use the default setting.

The field is available only if **Track Download Folder** is not selected.

If you want to change the folder, click the browse button on the right-hand side of the field and select the folder.

Download



Click this button to begin the download. A new screen is displayed, which shows the progress of the download and the current condition of the battery in the pen. If the battery is fully charged, the green bar should be much longer than the red bar.

Watch download folder for new files

Select this option if you want the main screen to display a flashing notification that shows the number of new [download files](#) that are in the download folder:



The text stops flashing when you click the **Report** button in the main screen.

This option is particularly useful if [download files](#) are automatically saved in the download folder by another program, such as GCS DauComm or via a modem.

Note: You will see the effects of this option only if you log in as "Administrator". You can show/hide the flashing indicator for "User" using **Show number of files in download folder**, which is in the [User Settings](#) tab of the [Options](#) screen.

Exit: **Exit** closes the screen and returns you to the main screen.

Generating Reports

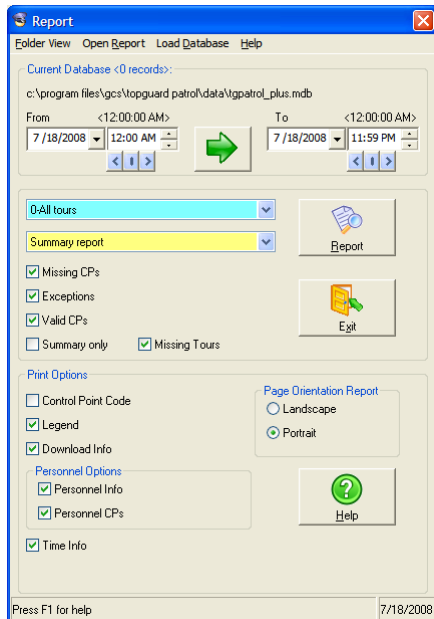
Introduction

The Report screen is displayed by clicking the **Report** button in the [TopGuard main screen](#).

You can use this screen to generate reports of the guard tours that have been completed.

Before clicking **Report** in the main screen, make sure you have downloaded the tour details from the guard's pen using the **Download** button.

Note: If you intend to run the same tour more than once per day, please click [here](#) for important information about downloading the tour data and producing reports.



Folder View: Click **Folder View** to display a list of files currently contained in the [download, error and backup folders](#). This option is available only if you are logged in as "Administrator."

Open Report: Click **Open Report** to display a saved report. Reports can be saved when displaying a report in the [Report screen](#).


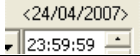
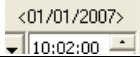


Load Database: You can use **Load Database** to open a backup database for reporting purposes.

If the TopGuard database becomes too large, it is renamed as a backup database and a new database is started. The backup database filename includes the date and time.

The name of the live database is "TopGuard Patrol.mdb" for TopGuard Patrol, and "TopGuard Patrol_ee.mdb" for TopGuard Patrol Plus.

Current Database (X records): This displays the path to the database that TopGuard is currently using. You can load a backup database by selecting **Load Database**.

From/To: Use these options to select the date and time period to include in the report. The buttons have the following meanings:

	Clicking these buttons sets the time to the beginning of the day, midday or the end of the day.
	The date shown above the To time indicates the date of the most recent data in the database. Double-clicking this date sets the To date to this date.
	Double-clicking the date shown above the From time sets the From date to this date.
	This is displayed if you click the To date. Clicking this button sets the From date to be the same as the To date
	This is displayed if you click the From date. Clicking this button sets the To date to be the same as the From date.

Report Types: Choose whether to report on all tours, or a specific tour. Also select the type of report to produce:

- **Summary report** – This is the standard report type. The other report types contain a subset of the information contained in this report type.
- **Personnel report** – Choose this if you want a report of tours carried out by selected guards. Selecting this report type displays a list of personnel on the right side of the dialog.
- **Control point report** – Choose this if you want a report of when selected tour control points have been visited. Selecting this report type displays a list of tour control points on the right side of the dialog. Press the **Ctrl** or **Shift** key between mouse clicks to select more than one control point.
- **Incident report** – Choose this if you want a report of when selected incidents have occurred. Selecting this report type displays a list of incidents on the right side of the dialog.
- **Break report** – Choose this if you want a report of when selected breaks have occurred. Selecting this report type displays a list of breaks on the right side of the dialog

Note: Press the **Ctrl** or **Shift** key between mouse clicks to select more than one personnel, control point, incident or break name.

Report: Click **Report** to generate the report.

Report Options:

- **Print Missing CPs** – Select this option if you want the report to include details of control points that the guard has not visited during a tour.
- **Print Exceptions** – Select this option if you want the report to include details of incidents, breaks and invalid control points.
- **Print valid CPs** – Select this option if you want the report to include details of control points that have been visited correctly. **Note:** This option has no effect on the display of break, incident or personnel control points in the report.
- **Summary only** – Select this option if you want the report to include only a summary of incidents, control points missed, breaks taken and personnel. Control points visited correctly are not included, irrespective of the **Print valid CPs** setting.
- **Print Missing Tours** – Select this option if you want the report to include details of tours not carried out.

Exit: **Exit** closes the screen and returns you to the TopGuard main screen.

Print Options:

- **Print Control Point Code** – Determines whether to include the code of each control point.
- **Print Legend** – Determines whether to include the legend (key) at the start of each report. This option is automatically selected and grayed out if **Print Control Point Code** is selected.
- **Print Download Info** – Determines whether to include details of when downloads were carried out.
- **Print Exceptions bold**– Determines whether to display exceptions in a bold typeface.
- **Print Personnel** – Determines whether to include the name of the guard who carried out the tour.

Note: These options are available only if you are logged in as “Administrator.”

Page Orientation Report: Choose whether to display the report in a **Landscape** or **Portrait** page orientation. The orientation can change automatically to **Landscape** if the page is too small to accommodate the text (e.g. if the font is too large).

This option is available only if you are logged in as “Administrator.”

Using the Report Screen

Introduction

The Report screen enables you to view, save, open, print, export and email reports. The screen is displayed automatically when you run reports.

File Menu Options

Save: Enables you to save the report. You can open the report at a later time using the **Open** option.

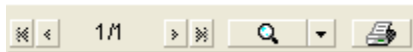
Open: Enables you to open a previously-saved report.

Export: Enables you to export the report as an Acrobat 6 PDF document. Any other person who has an Acrobat viewer will be able to view the report.

Email: Enables you to send the report to an email address. Your computer needs to have an email program installed, such as Outlook Express.

Exit: Closes the Report screen and returns you to the screen that displayed the report.

Top-Bar Options



From left to right, the top bar of the Report enables you to move between the different pages of the report, change the display magnification or layout, and print the report.

Bottom-Bar Options

Find First\Find Last\Find Next: Use these buttons to find text in the report. Type the text in the field provided.

Refresh: Enables you to remove the markers added when finding text with **Mark result** selected.

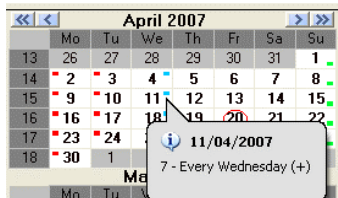
Mark result: When **Mark result** is checked (ticked), each item of text found using a **Find** option is highlighted with a red box.

Viewing a Calendar of Scheduled Tours

You can view a calendar of scheduled tours by clicking one of the following buttons:

- **View Day Type Plan Calendar** in the **Tour Days** screen. The calendar shows tours scheduled for the selected day type.
- **Calendar** in the **TopGuard main screen**. The calendar shows all tours.

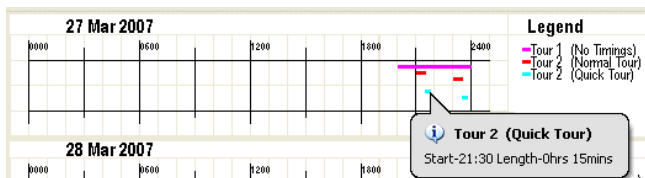
Monthly Calendar



A monthly calendar is displayed along the left side of the screen. You can change the months displayed by using the buttons near the top of the screen.

Positioning the mouse pointer over a colored indicator displays a popup that gives the name of the day type.

Weekly Calendar



A weekly calendar is displayed on the right side of the screen. You can change the displayed week by clicking the appropriate week number in the first column of the monthly calendar.

Positioning the mouse pointer over a colored indicator displays a popup that gives the tour name.

Clicking an **Expand** button displays a larger version of the Legend for the day. Click **Restore** to return to the normal view.

A large cross through a day on the weekly calendar indicates that the tours shown on that day do not apply.

Report Filter and View Report

Clicking **View Report** produces a report of the calendar, which could be used a synopsis of the tours that need to be carried out, e.g. to hang on a wall in the guard room. You can use the **Report Filter** area to specify the date range to include in the report.

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