Quick Program guide For Wand Reader-S

Support Method:

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- ♦ Can do WhatsAPP video Call, tell us your whatsAPP number.

We bring value to a lot projects during the past 20 years, also save a lot cost for many customers. If any problem, please don't return directly, that will bring big loss to me. I do support with my heart, Contact me for solution.

Any question is good question, we have over 20 years experience, Our support is for ever.

CREATE SECURITY FOR YOU

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1. How to Install Software

1.1 Can have a quick check for below video:

https://vimeo.com/812340146/f30ac698d7

1.2 Install Software

On the support page:

https://beseencontrol.com/s-guard.html

Go to **chapter 2.1** to download and install the software.

OR follow below to install: Download the **English** software from: <u>https://beseencontrol.com/hpatrol/setup(Eng_2204).zip</u>

Firstly right click mouse on it, EXTRACT to a new folder, then

run the setup file.

2. How to Log In Software

| | 🞁 Log | | | × | | | |
|--------|-----------|----------|------|-------|------|------|-----|
| | User: | Admin | | ~ | | | |
| | Password: | <u> </u> | | | | | |
| | | ок | Exit | | | | |
| | | | | _ | .i) | | |
| | 1 | | | | | | |
| Press | OK dire | ectly | to e | nte | r s | oftw | are |
| Can se | et pass | word | late | er ir | n so | oftw | are |

Can change password(Optional)

| 🎁 Guard Tou | ur System | | |
|-------------|------------------|--|-----------------------|
| Basic Setup | Data Operator | System Set About | |
| Read Data | Record List Summ | Paramters Initialize Change Password | To change password |
| | | Backup Database Restore Database | |
| | | | |
| | | | |
| | | | |

| Change Password | | | |
|--------------------|-------|-----------|--|
| User: | Admin | - / | |
| New Password: | ••••• | | |
| Re-enter Password: | ••••• | 1 | |
| - | Save | Exit | |
| Set when our | 1 | rd and Sr | |

3. Quick Trial to Download/Check Patrol Records

Connect usb cable from patrol wand reader to your computer. In the software,

follow below:

| sic Setup Data Operator | System Set | About ed report Quit | | _ | | |
|-------------------------|------------|---------------------------------------|-------------------------------|---------------------------|--------------------|--------|
| | Read Data | d Data 🏋 Delete 👔 U Tri 2 Press "D | CALC 🖳 CSV 🎒 Download Data | Print Preview 👖 Person | Exit Cheokpoint | Event |
| | Ма | ke sure USB | cable is co | onnected | from wand | reader |

Follow below to check the downloaded history patrol record:

| 🎁 Guard Tour System | | | | | | | | |
|-----------------------|--------------------------------|----------------------------|---------------------|------------|-------|-------------|---|---|
| Basic Setup Data Oper | rator <u>S</u> ystem Set About | | | | | | | |
| Read Data Record List | ummary report Detailed report | Quit | | | | | | |
| 1 | Record List | 3. Press | Data Que | rv | | | | |
| | 🔾 Data Query 🖏 Excel 🖳 | CSV 🚭 Print Preview 🚮 Char | t statistics 👖 Exit | - 5 | | | | |
| | Filter By | | _ | | So | rt By | | |
| | Data/Time: 2020/05/01 00 | :00 🗢 2020/05/11 02:21 | ReaderNu | m: | 1: | Patrol Time | ~ | A |
| | Checkpoint | Person: | V D Event: | V | 2: | ReaderNum | ~ | A |
| | NO. ReaderNum | Patrol Tipe | Person | Checkpoint | Event | | | |
| 1 | | | | | | | | |
| | | | | | | | | |
| | | 2.select start | and end | date time | | | | |
| | | | | | | | | |
| and the second | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

After some trial, you want to begin from Fresh, can do initialize in software:

| Guard Tou | ur System 🛛 🗖 | | | | |
|-------------|------------------|--|---|---------------------|------------------|
| Basic Setup | Data Operato | System Set Ab | out | | |
| Read Data | Record List Summ | Paramters Initialize Change Pas Backup Dat Restore Dat | isword abase abase | | |
| | | | | | |
| | | Initialize | | 4 | |
| | | Initialize Select Checkpoint Person Event ReaderNum | ☑ Route ☑ Plan ☑ Record List ☑ Plan Test | All OK Cancel | ≠2. Press OK |
| | Prompt | Initialize Select Checkpoint Person Event ReaderNum | ☑ Route ☑ Plan ☑ Record List ☑ Plan Test | All OK Cancel | ≠2. Press OK |
| | Prompt | Initialize Select Checkpoint Person Event ReaderNum | ☑ Route ☑ Plan ☑ Record List ☑ Plan Test | All OK Cancel | ≠ 2. Press OK |

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4. Register Check Point Button in Software

4.1 What is Check Point

The Check point button picture is as below, it represent the **different location**, after enroll, install to it's **associated** location.



Note: Before the official register, please do a success download in the software(check above chapter), **Label** your check point button such as 1,2,3,... then Use the patrol wand Read check point by sequence.

4.2 The process of Enroll Check point





5. Register Person/Guard man Button(Optional)

Enroll the person(Guard man) button(In most cases, can ignore this step, only when you have multiple guard man and they will share to use the same patrol wand)

Person button picture is as below, it represent the different guard man.



then for example when john go to patrol, using the wand read his own person button firstly, then **bring the wand**

reader(NOT bring the Blue tag to read) with him and go out to read different location check point(read by the wand reader, not by the person button), the system will know these patrol records below to John.

If it's peter's turn do patrol job, Peter uses the wand read his own person button firstly, then **bring the wand with him** and go out to read other check point(read by the

wand reader, not by person tag button), the system

will know these patrol records below to Peter.

Label your **person button** such as 1,2,... then Use the patrol wand to Read by

sequence. For example, 1 is for John, 2 is for Peter

| Guard Tour System | Enroll Person/Guard Man |
|-------------------------------------|-------------------------------------|
| Checkpoint | |
| Person | Summary report Detailed report Quit |
| <u>E</u> vent Reader <u>N</u> um | |
| <u>R</u> oute P <u>l</u> an | |
| | |
| | |

| Person | Delet | e 🐒 Excel 🗐 | CSV 🖨 Print Preview | Exit | |
|-----------------------|-------|-------------|---------------------|-------------|--|
| | | Chip ID | Name | Description | |
| | • | 47001D8B2J | person1 | | |
| | | 47001D8Bk8 | person2 | | |
| Click "Download Data" | | | | | |

| | | | Chip ID | Name | Description |
|----|----------------------|------------|------------|---------|-------------|
| | | <u>۲</u> | 47001D8B2J | person1 | |
| 1 | | | 47001D8Bk8 | person2 | |
| | ModifiyPerso | on | | | |
| | Person Chip ID: [| 47001D | 3B2J | | |
| | Name: | John | h Maa laba | | |
| 3. | ocompton. | r or vvato | n Man John | Save | |

6. Set Patrol Route

Route is the patrol path, the guard man need to patrol each check point/location on the route as a complete patrol job round.

| J Guard Tour System |
|--|
| Basic Setup Data Operator System Set About |
| Checkpon |
| Person 1444 |
| Event |
| ReaderNum |
| Route |
| Plan |
| |
| |
| |
| |
| |

| - Route | Number Checkpoint | Time | | Checkpoint | Chip ID |
|----------------|-------------------|----------|----|------------------|-----------|
| ····· route-01 | | interval | | Gate door | 47001D8B9 |
| | | | |] 1st floor door | 47001D8B0 |
| | | | | Office Door | 47001D5A2 |
| | Add Route | | | | |
| | Route | | | | |
| | Name: Route-01 | | | | |
| | | | | | |
| | Save | Cancel | >> | | |
| add route | | ii. | | | |
| input route n | name 🧹 | | | | |
| than Corre | | | | | |
| then save | | | | | |
| then save | | | | | |
| then save | | | | | |
| then Save | | | | | |

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| - Route | | Number Ch | eckpoint | Time | | Checkpoint | Chip ID |
|---------|------------|-----------|----------|---|--------|-------------------------------|--------------------------|
| Rout | e-01 | | | interval | | Gate door | 47001D8B95 |
| | | | | | 6 | 1st floor door | 47001D8B03 |
| | | | | t i i i i i i i i i i i i i i i i i i i | 5 | Office Door | 47001D5A23 |
| 1. 501 | | | 3. | Add to th | e rout | e 2.Select a of the che | all or part eck point |
| Add | Mod Delete | | Up | Dowm Mod | | All | |



7. Create the Patrol Plan

| Basic Setup Dat | a Operator System | m Set About | | | |
|----------------------|-------------------|-------------------|---------|--|--|
| Checkpoint Person | Summary repo | ort Detailed repo | rt Quit | | |
| Event ReaderNum | | | | | |
| Route Plan | | | | | |
| | | | | | |
| | | | | | |

| ✓ Mon ✓ Tue Route time time by Fix time Error | Maria Treas | | |
|--|-------------|---------|----|
| | Mon Tue | Wed Thu | F |
| Wed 🗹 Thu | | | |
| Fri 🗹 Sat | | | I. |
| Sun | | | I. |
| Route-01 VICE Select the Patrol Route | | | |
| Start Time: 00:00 | | | |
| Fod Tope: 23:00 The patrol man job begin time an | id end t | time | |
| For one round patrol need 50 minut | | | |
| atrol Time: 50 TOI One round patrol, need 50 minut | .5 | | |
| RestTime: 10 🔶 rest 10 minutes to begin next rou | nd rout | e patı | ro |
| Fix time | | | |
| This normally not checked | | | |
| | | | |
| | abooko | d | |

| Select Week | | | 1000 | | | | _ | | | _ | |
|-------------------|----------|-------|-------|--------|----------|---------------|--------------|--------------|--------------|--------------|---|
| Mon 🗹 Tue | Route | Start | End | Patrol | Fix time | Time Error | Mon | Tue | Wed | Thu | 1 |
| Wed I Thu | Route-01 | 08:00 | 08:50 | | | 0 | \checkmark | \checkmark | \square | \checkmark | |
| 🗹 Fri 🗹 Sat | Route-01 | 09:00 | 09:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| Sun | Route-01 | 10:00 | 10:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| Route: Route-01 V | Route-01 | 11:00 | 11:50 | | | 0 | | \checkmark | \square | \checkmark | |
| | Route-01 | 12:00 | 12:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| Start Time: 00:00 | Route-01 | 13:00 | 13:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| End Time: 23:00 | Route-01 | 14:00 | 14:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| Patrol Time: 50 | Route-01 | 15:00 | 15:50 | | | 0 | | \checkmark | \checkmark | \square | |
| | Route-01 | 16:00 | 16:50 | | | 0 | \checkmark | \checkmark | \checkmark | \checkmark | |
| Rest Time: 10 | Route-01 | 17:00 | 17:50 | | | 0 | \checkmark | \checkmark | \checkmark | \checkmark | |
| Fix time | Route-01 | 18:00 | 18:50 | | | 0 | | \checkmark | \square | \checkmark | |
| Time error | Route-01 | 19:00 | 19:50 | | | 0 | \checkmark | \checkmark | \checkmark | \checkmark | |
| | Route-01 | 20:00 | 20:50 | | | 0 | | \checkmark | | \square | |
| Patrol by order | Route-01 | 21:00 | 21:50 | | | 0 | | \checkmark | \checkmark | \checkmark | |
| | Route-01 | 22:00 | 22:50 | | | 0 | | | | | |

Now you **can ask your guard man** to do the patrol job, ask them to do patrol **according to your working time policy**.

After some days, you can download the raw patrol records and generate report.

8. How to analyze the patrol records Data

Step 1: Firstly download the raw data:

| 🎁 Guard To | ur System | | | | | | |
|-------------|-------------------------------|---------------------|---------------|------|-------|---------|---|
| Basic Setup | Data Operator System Set | About | | | | | |
| Read Data | Record List Summary report Di | etailed report Quit | | | | | |
| 1 | Road Data | | | | | | |
| | Deveload Data | ete 🛛 Excel 🖳 CSV 🚔 | Print Preview | Exit | Event | Chie ID | _ |
| | | | | | | | |
| | | | | | | | |

You can also check the history raw record:

| ouaru rour system | | | | |
|----------------------------------|------------------------------|-----------------------|---------------------------|--------------|
| Basic Setup Data Operator System | Set About | | | |
| Record List | 🛙 🗐 CSV 🖨 Print Preview 🚮 Ch | art statistics 👖 Exit | | |
| First By Data/Time: 2021/01 | /01 00:59 | ReaderNum: | Sort By 1: Patrol Time | ~ A |
| Checkpoint | Person: | Event: | 2: ReaderNur | |
| 3. | Fatto lime | Person Checkpoint | Event | |
| | 2. set the o | date time range t | to check the his | story record |
| | | | | |
| | | | | |

Step 2: Now analysis the data, so that can check the guard man's job.

| Read Data Record List Summary report Detailed report Plan report | Read Data Record List Summary report Detailed report Plan report | Basic Setup | Data Operator | System Set About | |
|--|--|-------------|---|------------------|--|
| Plan report | Plan report | Read Data F | Read Data Record Lis Summary r Detailed re | t eport | |
| | | | Plan repor | | |

As below, set date range, press start, after finished, press Exit.

| PI | an repor | t | | | | | |
|--------|-------------|------------|---|-----------|------------|------|--|
| s | itart Data: | 2020/01/01 | | End Data: | 2020/01/27 | | |
| / | | | | Start | | Exit | |
| it the | late | range | / | | | .: | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| sic Setup | Data Operator | System Set Ab | out | |
|-----------|--------------------------------------|---------------|-------------|--|
| ad Data F | Read Data Record Lis Summary r | eport | report Quit | |
| | Detailed re | port | | |
| | Plan repor | | | |
| | | | | |
| | | | | |
| | | | | |

| Detailed report | 2. c. Excel CSV | Print Preview | Duery | Exit 1. Se | lect d | late/t | ime range Sort By 1: Date/Time | | |
|-----------------|--------------------|---------------|----------------|---------------|--------|--------|--------------------------------------|-----------------|---|
| Checkpoint: | | V Person | 1: | Status: | | \sim | 2: Route | ~ A | |
| Route | Plan Date | Plan Time | Checkpoint | ReaderNum | Person | Event | Patrol Time | Status | ^ |
| Route-01 | 2020/01/01 | 00:00-00:50 | Gate door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 00:00-00:50 | 1st floor door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 00:00-00:50 | Office Door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 01:00-01:50 | Gate door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 01:00-01:50 | 1st floor door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 01:00-01:50 | Office Door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 02:00-02:50 | Gate door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 02:00-02:50 | 1st floor door | | | | | Not yet arrived | |
| Route-01 | 2020/01/01 | 02:00-02:50 | Office Door | | | | | Not yet arrived | |

9. Customer FAQ(Frequent Asked Questions)

9.1: When try to download data, have **Error1 or Error 2**.

Answer: 1)Make sure you installed the **latest** software, check above chapter 1.2.

2) At the wand reader side, make sure the usb is really inserted in, can plug out and plut in again with a little more strength. then try download.

3) Computer side, try different usb port and try download again.

or check this video:

https://vimeo.com/704922959/273055966e

9.2: When download records, The Record time is not correct.

Answer: Need to do a first pilot success download, then correct time will be sync the same time with your computer, then do new patrol and download again, all records time will be correct.

9.3: When run the software, Have error "Operation must use an updateable Query".

Answer: Please run the software as Admin role, check below picture:



9.4: The software Can't Install or Not install well.

Answer: download from <u>HERE</u>. Then extract it to a new folder, run file: Patrol.exe directly.

9.5: After download, Can't find the latest patrol records

Answer: after download records, please close that download window.

Then press "Record List", follow below picture:

| Basic Setup Data Ope | erator <u>S</u> ystem Set About | | | | | |
|----------------------|---|--------------------------|----------------------|--------------|---|------------|
| Read Dat Record List | Summary report Detailed report | Quit | | | | |
| • | Record List 3 Q Data Query Excel I C Fiter By Data ime: 2021/12/01 00: Checkpoint 2 | CSV Print Preview 11 Cha | rt statistics 💼 Exit | um: | Sort By 1: Patrol Time 2: ReaderNum | × A × A |
| | NO. ReaderNum | Patrol Time | Person | Checkpoint E | Ivent | |

9.6: For any other questions

Answer:The best way is contact us live support, with our rich experience, several minutes solve problem

Support Method:

- ♦ email: be.seen@hotmail.com
- skype: pablochen.1996
- ♦ Can do WhatsAPP video call, tell us your whatsAPP number.