

V2.7.2

QUICK GUIDE V8

FOR JWM DESKTOP VERSION SOFTWARE



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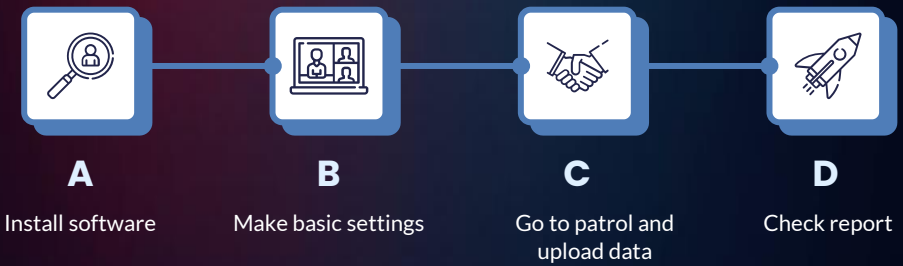
Setup File



Icon

This short guide will help us configure all basic settings needed to setup guard tour system for first time and learn about all the necessary steps in order to quickly manage patrols.

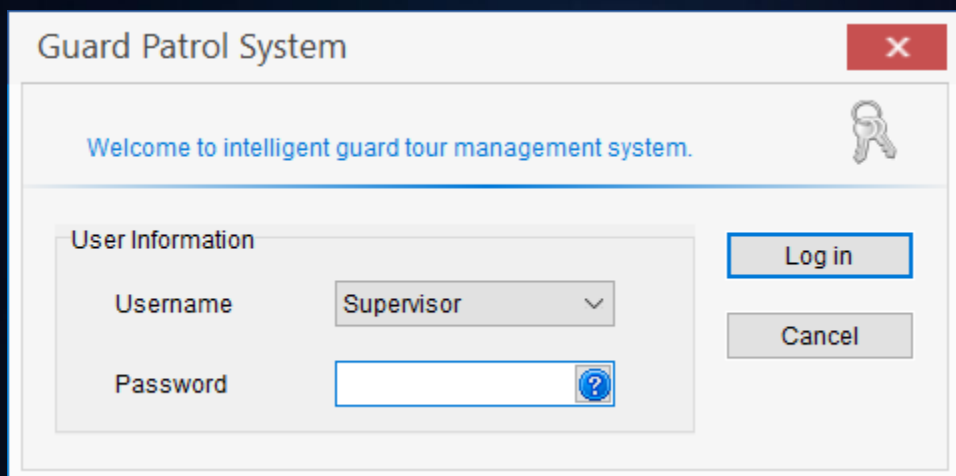
Working Process





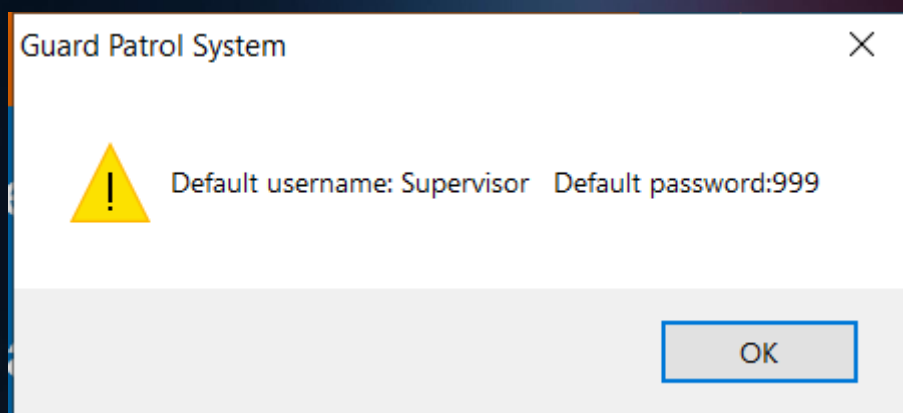
Login

1. Login



The image shows a software window titled "Guard Patrol System" with a red close button in the top right corner. Below the title bar, there is a blue link that says "Welcome to intelligent guard tour management system." and a key icon. The main area contains a "User Information" section with two fields: "Username" with a dropdown menu showing "Supervisor" and a "Password" field with a blue question mark icon. To the right of these fields are two buttons: "Log in" and "Cancel".

Run the software, then we see the login page.
Default account is supervisor, and password is
999.



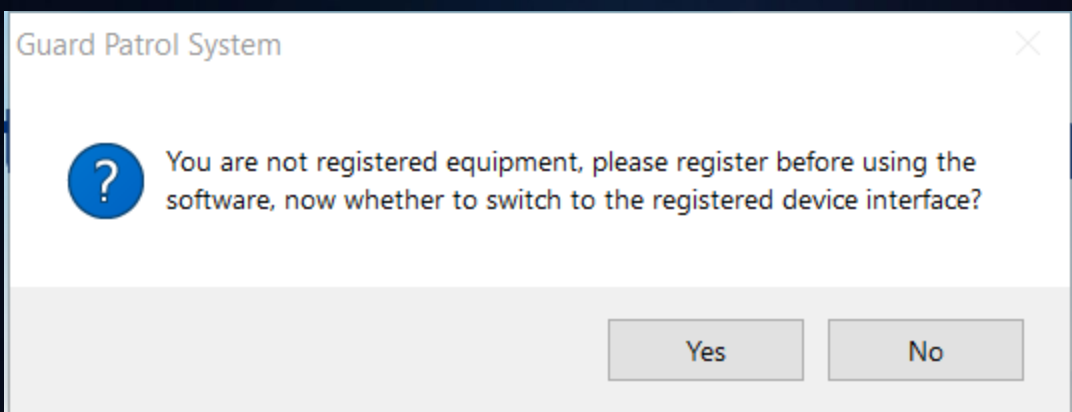
The image shows a software window titled "Guard Patrol System" with a close button in the top right corner. The main area contains a yellow warning triangle icon with an exclamation mark, followed by the text "Default username: Supervisor Default password:999". At the bottom right, there is an "OK" button.



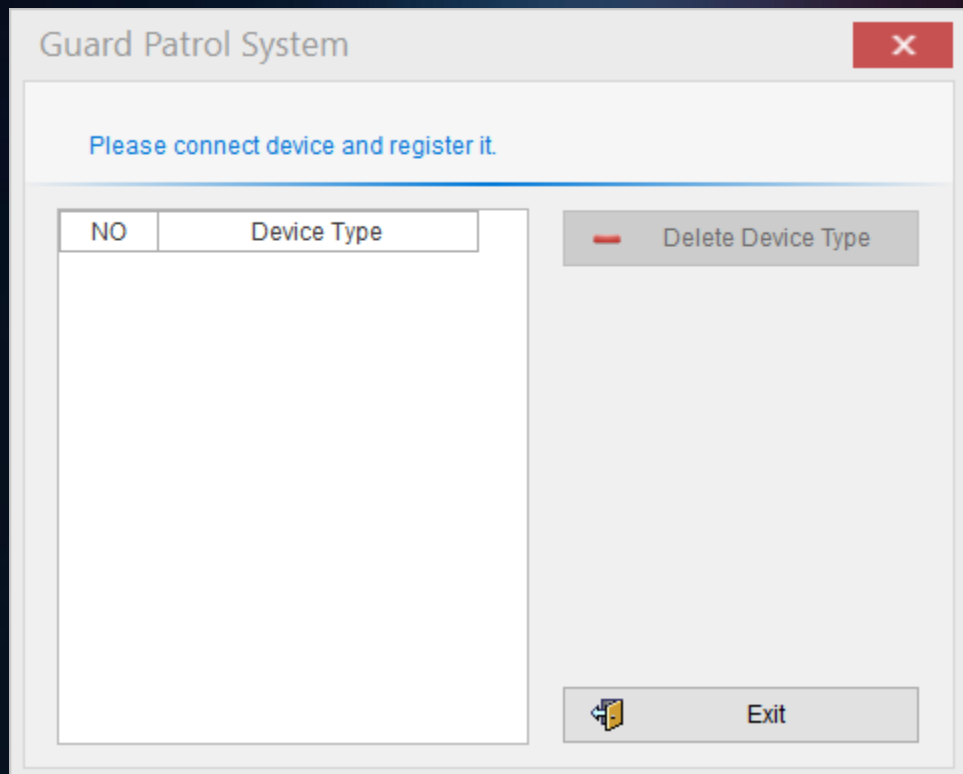
02

Register Device Type

2· Register Device Type

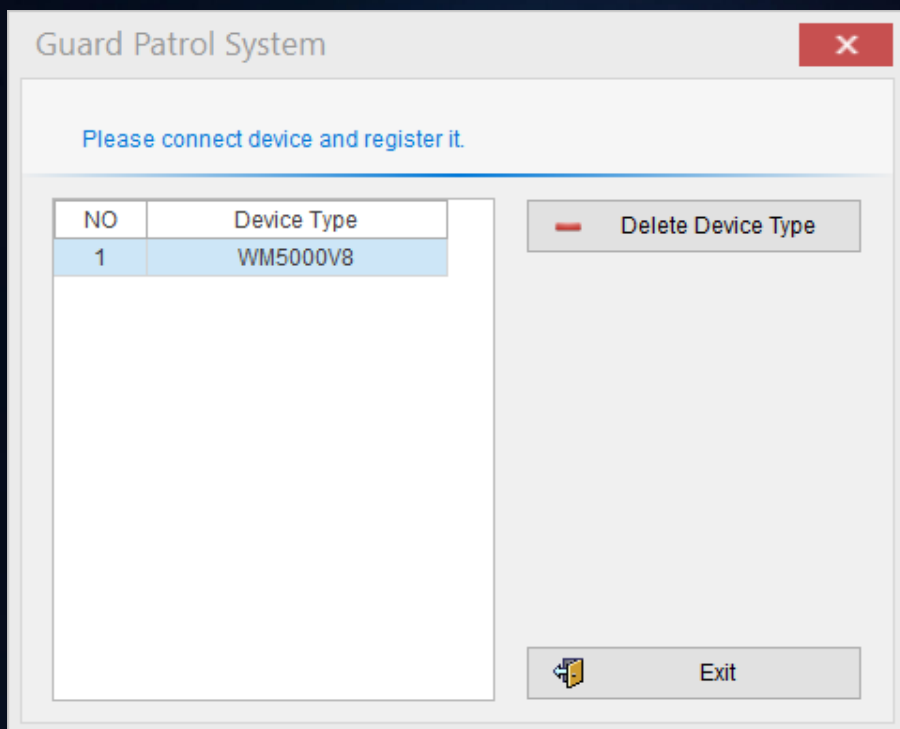


Software pop-up that register device type at beginning. Click <yes>.



Connect the device with PC via cable.

2· Register Device Type



Software detect device automatically.
Device type will be seen in the list, then we click
<Exit>.

Please **attention:**

- Each device type is asked to be registered once only.



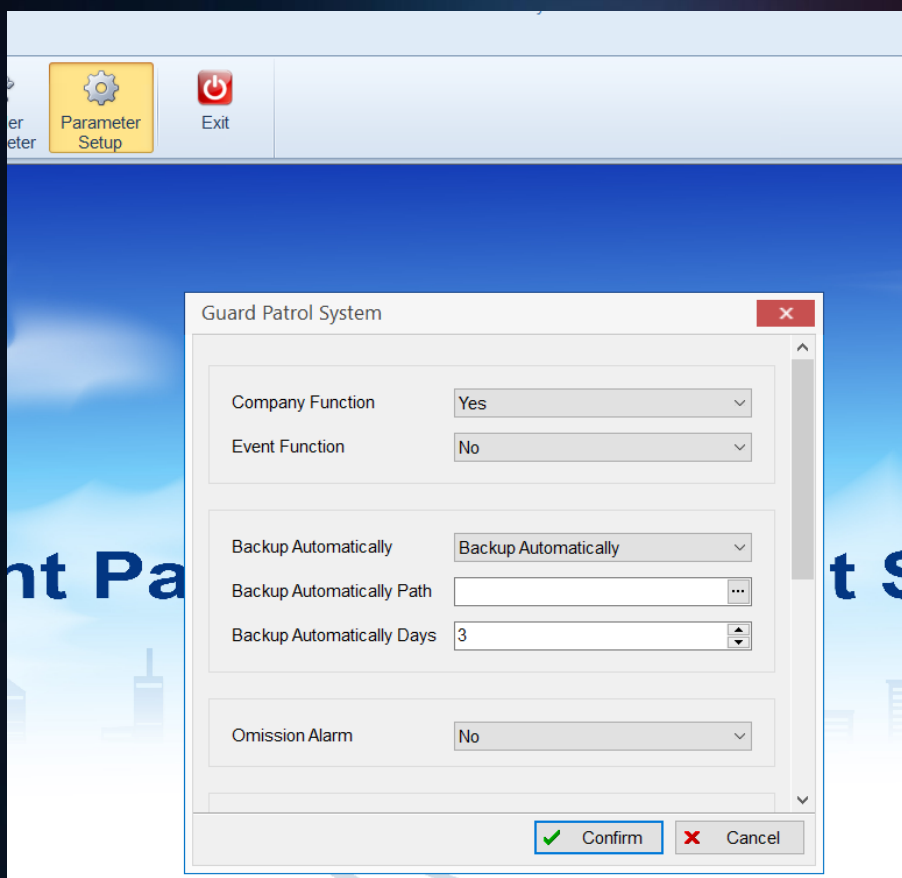
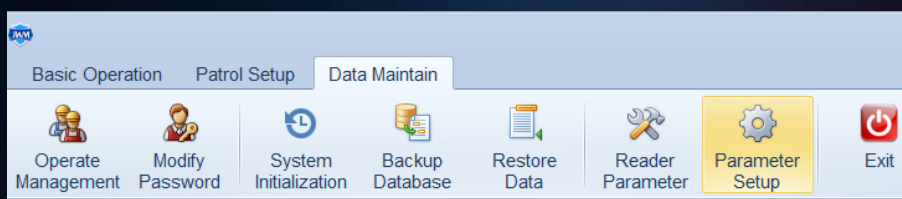
03

Basic Settings

(Company & Checkpoints & Plan)

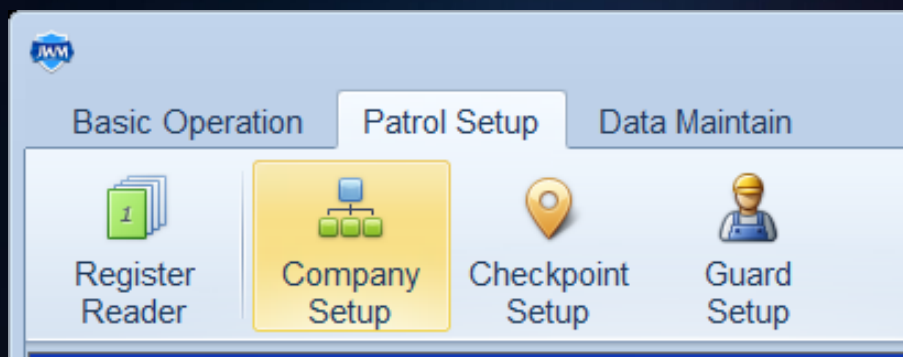
3· Basic Settings: Company

Company is used for binding different checkpoints. It is a necessary step if your working site is big and have different levels. We need to open the function at <Data Maintenance>--<Parameter Setup>.

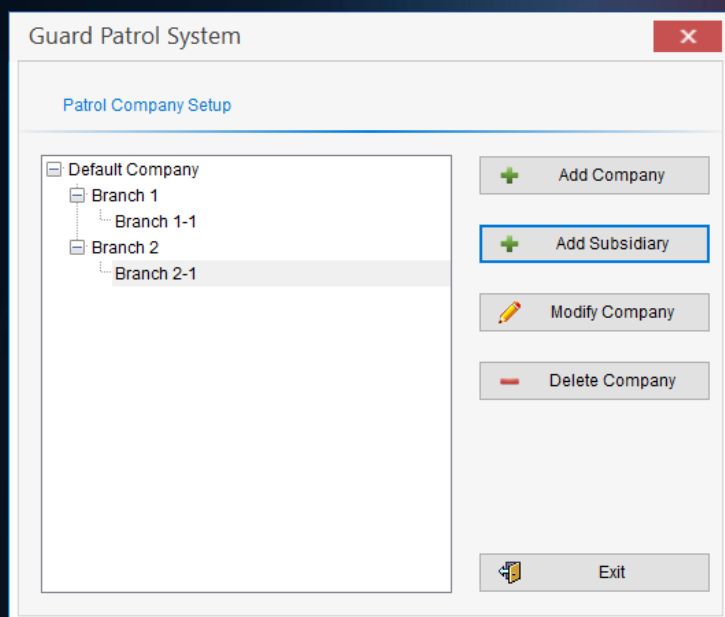


3· Basic Settings: Company

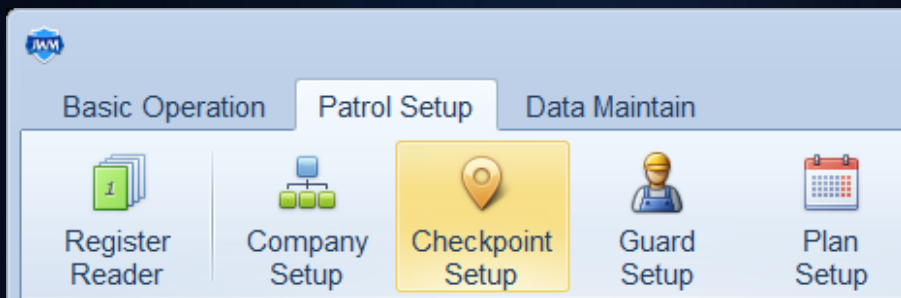
We have enabled the <Company> function, and we can begin the configuration.



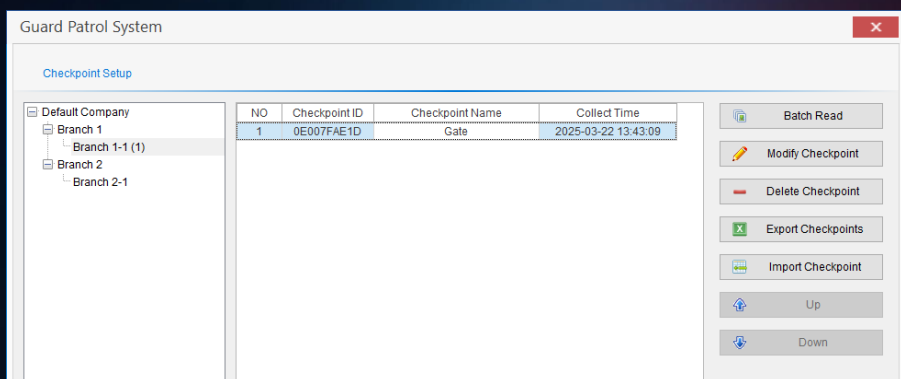
1. We can add, edit, delete companies.
2. We can set different levels for company.
3. There is no limit for creating the branches.



3· Basic Settings: Checkpoint



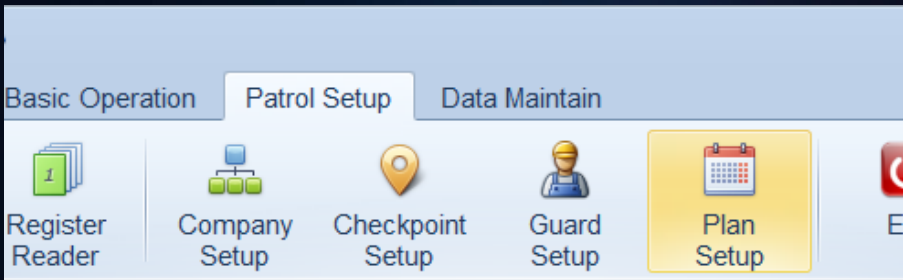
Checkpoints are tags that must be scanned by guards using the device. They are typically installed at locations where daily inspections are required.



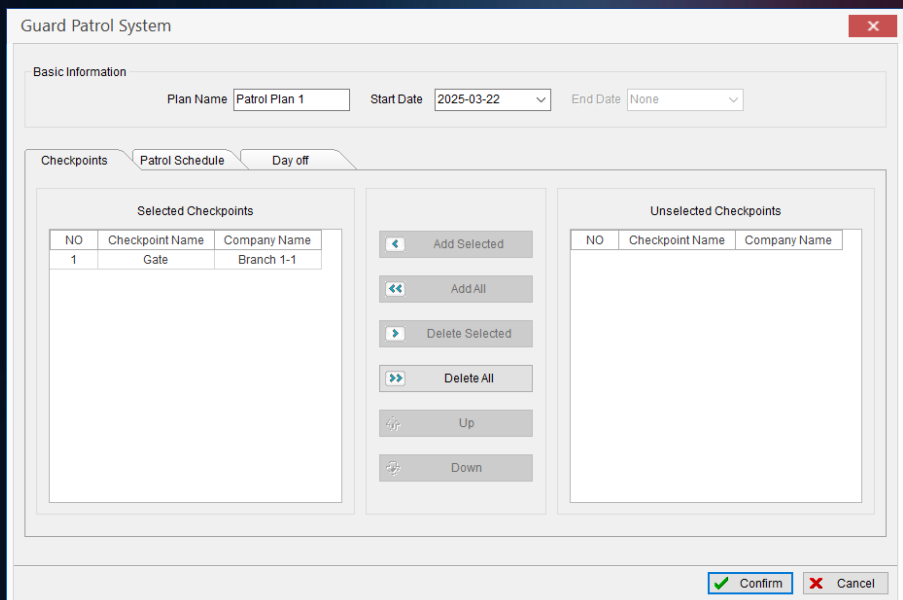
1. Connect device with PC and click <Clear Device Data>.
2. Remove cable and use device to scan the checkpoints.
3. Connect device with the software, select a company, click <Batch read>.
4. Edit the checkpoint name.

3· Basic Settings: Plan

The plan should be generated on base of the guards' job shifts.



- Select a company to make plan.
- Edit name and choose a start date. (Today by default)
- Select checkpoints, click <Patrol Schedule>.



3· Basic Settings: Plan

If we have a regular and repeated plan, we could set a batch schedule. Here the plan we set as an example is :

Guard Patrol System

Guard

Clear

Working Hours

Start Time

00:00

☐ The next day

End Time

00:00

☒ The next day

Time for One Patrol Round

60

Minute

Rest Time

0

Minute

☒ Confirm

☐ Cancel

The plan is from 0:00-24:00, each round is 60 minutes. The guard should finish each round within 1 hour. Between each round no rest.

3. Basic Settings: Plan

We can set week day off. Then click <Confirm>

Guard Patrol System

Basic Information

Plan Name

Patrol Plan 1

Start Date

2025-03-22

End Date

None

Checkpoints

Patrol Schedule

Day off

Week Rest

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☒ Saturday
 ☒ Sunday

Special Rest

NO	Rest

+

 Add
 Modify

-

 Delete

Confirm

Cancel

Follows are the plan we set. Click <Exit> to finish the plan settings.

Guard Patrol System

Plan Setup

Default Company

Branch 1

Branch 1-1 (1)

Branch 2

Branch 2-1

NO	Plan Name	Start Date	End Date	Rest	Reader Code
1	Patrol Plan 1	2025-03-22	None	NNNNNNYY	

Patrol Checklist	Patrol Schedule	Special Off Day	
NO	Day	Start Time	End Time
1	NO 1 day	00:00	01:00
2	NO 1 day	01:00	02:00
3	NO 1 day	02:00	03:00
4	NO 1 day	03:00	04:00
5	NO 1 day	04:00	05:00
6	NO 1 day	05:00	06:00
7	NO 1 day	06:00	07:00
8	NO 1 day	07:00	08:00
9	NO 1 day	08:00	09:00
10	NO 1 day	09:00	10:00
11	NO 1 day	10:00	11:00
12	NO 1 day	11:00	12:00
13	NO 1 day	12:00	13:00
14	NO 1 day	13:00	14:00
15	NO 1 day	14:00	15:00

+

 Add Plan

✏

 Modify Plan

✖

 Delete Plan

👤

 Assign Reader

🚪

 Exit



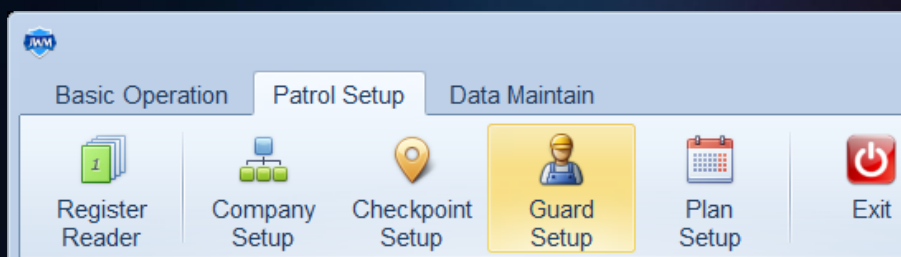
04

Optional Settings

(Guard & Torch)

4• Optional Settings: Guard

Guard settings are optional for basic configuration. However, enabling them enhances patrol management by ensuring accountability and tracking staff performance.

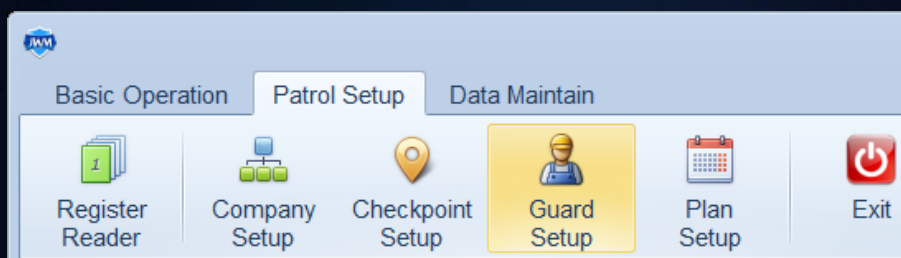


Please make sure you have purchased our Guard ID tag. It will be used before the guard scanning a checkpoint.

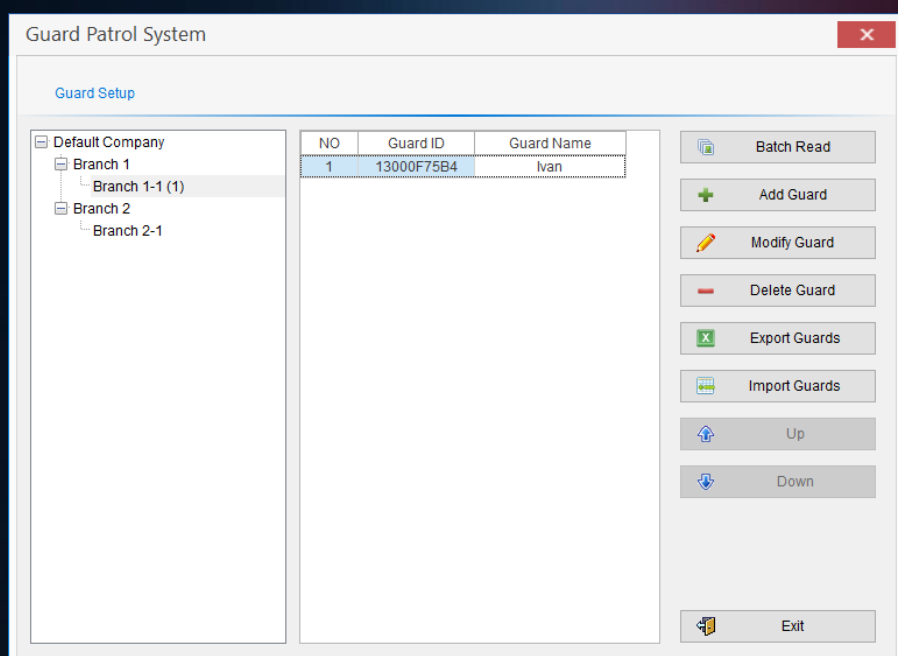


Name	Guard ID Tag
Model	WM-226
Frequency	125Khz

4. Optional Settings: Guard

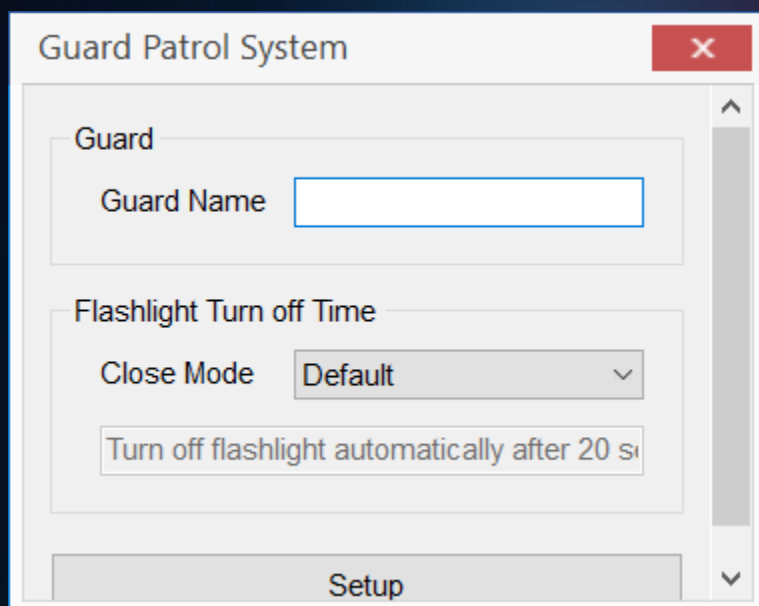
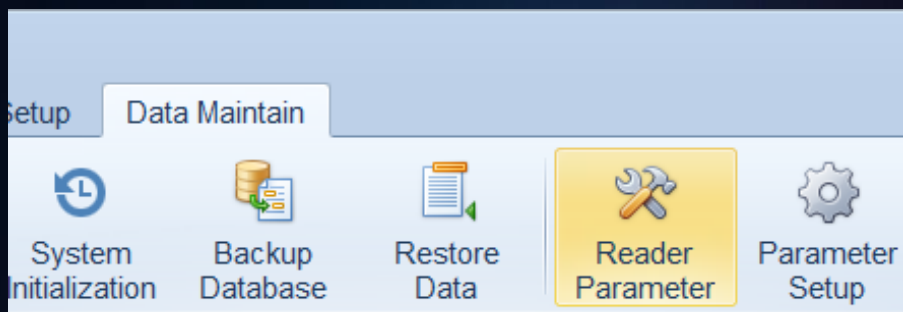


1. Connect device with PC and click <Clear Device Data>.
2. Remove cable and use device to scan the guard ID tags.
3. Connect device with the software, select a company, click <Batch read>.
4. Edit the guard name.



4• Optional Settings: Torch

Device has the torch function, we can configure it in the reader parameter.

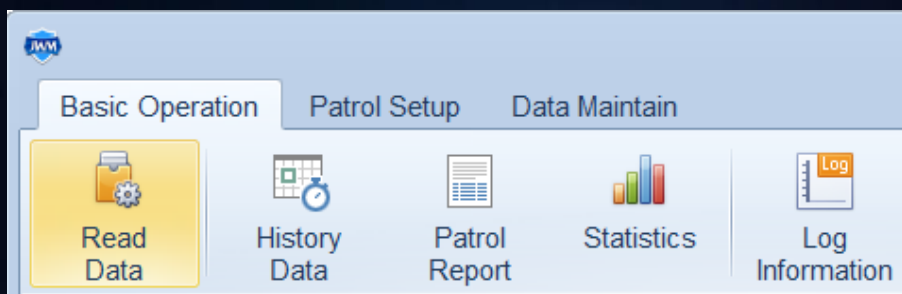


We also can fill the guard name there, then the name will be shown on the device screen after settings.

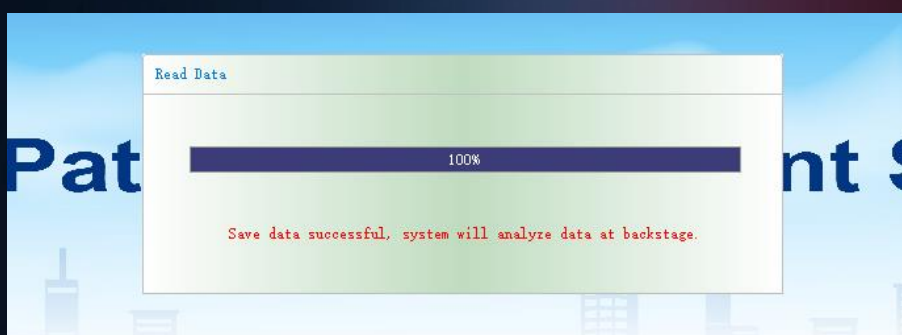
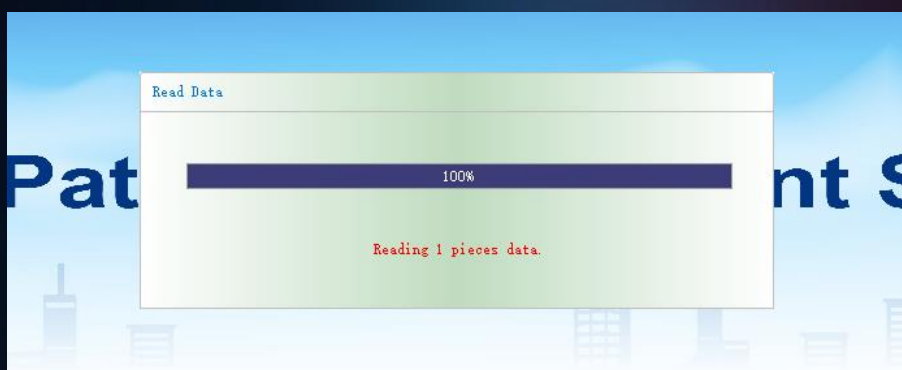


Audit Trail

5. Audit Trail

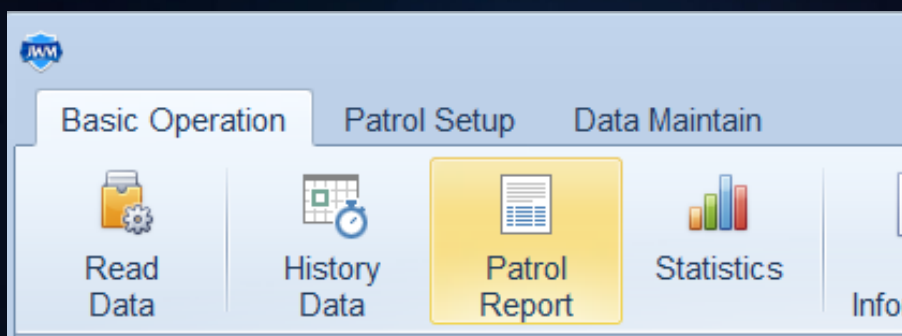


After patrolling, we need to use USB cable to connect device with the software to upload data. Click <Read Data>.



Data in the device will be removed automatically after uploading data successfully in the software.

5. Audit Trail



We can check the guard working status in the patrol report.

Basic Operation

Patrol Setup

Data Monitor

Read Data

History Data

Patrol Report

Statistics

Log

Calendar

Reader Timing

Exit

Information

Reader Data

Guard

Calendar

Reader Timing

Exit

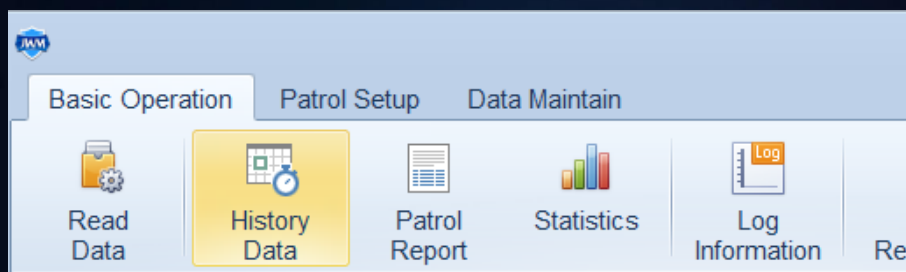
Guard Patrol System

- Red means omission.
- Patrol times means how many times this checkpoint be scanned in the current shifts.

Attention:

- If find the tagging information did not list in the report, please check if it was in the history report.

5. Audit Trail



History data is the tag scanning log information. All the scanning checkpoints information (time, name, guard) will be listed in the history data.

Guard Patrol System

Basic Operation Patrol Setup Data Maintain

Read Data History Data Patrol Report Statistics Log Information Clear Reader Data Reader Timing Exit

Inquiry Condition

Start Time: 2025-03-22 00:00
End Time: 2025-03-22 00:00
Company Name: Default Company
Guard:
Checkpoint Name:
Reader Code:
Sequence Order: Sequence as Time

NO	Company Name	Guard	Checkpoint Name	Reader Code	Patrol Time
1	Branch 1-1		Gate	0C01-25100010	2025-03-22 14:15:23

Please attention: only registered checkpoints will be seen in the history data or patrol report.

Thanks!



Do you have any questions?

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CREDITS: This guide file was created by JWM Service Team



