GCS – Guard Control Systems

ProxiPen & TopGuard Patrol / Patrol Plus

Quick Set-Up Guide

ProxiPen, TopGuard Patrol / Patrol Plus Manual

Index

Package Contents

Included in the ProxiPen Kit are the following items:

ProxiPen (with AA Battery)
Data Transfer Unit (DTU)
AC Power Adapter for DTU
Large 50mm tags
Small 30mm tags
Wristband Tag
Pendant Tag
RFID Card
Incident Booklet
CD containing TopGuard Software
Connection lead for between PC and DTU
(Patrol Plus software will include a software protection device.)

Setting up the connection between PC and Data Transfer Unit (DTU).

1. The cable that included in the kit will determine the connection to be made between the PC and the DTU. There are 2 different types of cable. The first is a 9 pin serial cable. The second is a USB cable.

2. If using the 9 pin serial cable then also use the AC power adapter.

USB NOTE:

The DTU is only compatible with certain USB Controller Bus types. In case of doubt please contact your supplier

3. Insert the cable into the DTU making sure the correct connection type is selected. Remember – If using the 9 pin serial cable then insert the jack plug for the AC Adapter.

9 pin and AC
Power Connector

USB Connector

4. Turn off the PC and connect the cable to the appropriate port.
5. Repower the PC. If using the USB cable then the PC will detect the DTU as a new piece of equipment and prompt for the correct drivers.

6. Insert TopGuard CD into the CD-ROM drive.
   Installation should automatically start. If not then
   browse to the CD-ROM drive and double click the
   setup.exe file.

   setup

7. Select the Language the installation wizard is to
   use. (English or German). Then click 'Next'.

8. The Welcome to the InstallShield Wizard window
   will appear. Click 'Next'.

9. Accept the terms of the License Agreement by
   selecting the radio button next to "I Accept….."
   Then click 'Next'.

10. Insert the details of the owner of the software
    licence. Click 'Next'.
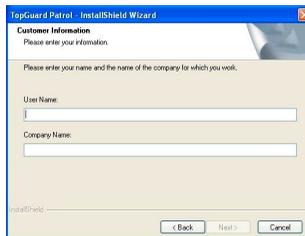
11. Select the type of installation. For a normal installation select 'Complete'. Click 'Next'.

12. Click 'Next' to continue the installation.
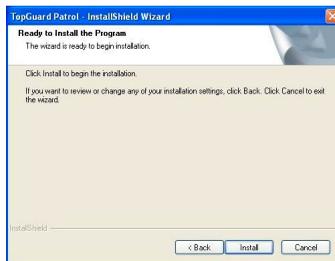
13. Once installed the following message is displayed; "Update Sax Smart UI – Installation Folder". Click 'Finish'.

14. If asked to overwrite an existing file:
    C:\windows\system32\SmartUI.ocx. Select 'YES'.
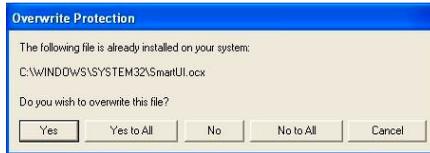
15. The installation will complete with the following
    window. Click 'OK'.

16. Insert the software protection device (if supplied)
    to the Computers USB port.

Setting up the ProxiPen

1. Unscrew the end of the ProxiPen.
2. Remove battery and paper disc from the battery chamber.

3. Insert battery back into the ProxiPen ensuring the positive (+) end is inserted into the main body of the ProxiPen.

4. Replace the end and screw until hand tight.

Logging into TopGuard Patrol / Patrol Plus for the first time.

1. After completing the installation a new Icon will be on the desktop.

2. Double click the Icon. The TopGuard Splash screen will appear.

3. Next the Login Screen will appear. For the initial set-up to log into the application as the Administrator. Click on the 'Login' button to log into the application.
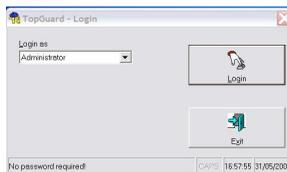
4. The main TopGuard screen will appear.

Configuring the ProxiPen for first time.

1. Place the ProxiPen onto the DTU. When in place notice that the DTU now has 3 LED's lit - Power, Pen and Online.

2. From the application main screen click on the 'Configuration' Button. This will launch the Configuration screen.

3. The configuration screen will show communication between the ProxiPen and the DTU. On initial communication its shows that the ProxiPen is set to Boot Mode. To reset this click on the 'Set to PC Date/Time' button highlighted below.
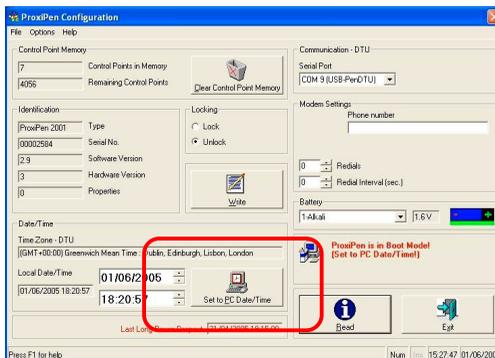
4. Once the date and time has been synchronised between the PC and the ProxiPen it is then ready for use and a Green tick will appear on the screen. Click 'Exit' to exit the screen. The software is returned to the main screen.
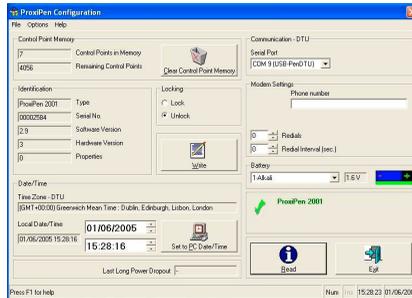
Setting Up Tours

1. Remove the tags from the ProxiPen kit. Included with the kit are:

    Large 50mm
    Tags

    Smaller 30mm
    Tags

    Wristband ID
    Tag

    Pendant Tag

    RFID Card

2. Determine how many tours will be hosted (up to 16 with TopGuard Patrol and up to 250 with TopGuard Patrol Plus). Each tour must have 1 start tag to define the tour. For ease of use we recommend that the larger 50mm tags as start tags. Label the tag selected as the start tag. The label will be a temporary identifier until the tags are placed in their permanent physical location.

> **NOTE:** Control point tags can also be used as start point tags.

3. Select as many of the control point tags as will be needed for each point on the tour. These need to be labelled in the order they will be used during the tour.

Adding Start Points

4. Scan the selected Start tag with the ProxiPen. Do this by removing the pen from the DTU and bringing it within ¼" – ½" or (5 – 10 mm) proximity of the tag.

5. Replace the pen in the DTU.
6. Click Tour Definitions from the main screen in TopGuard.
7. On screen, from '1. Add Control Points' in the top left, select ProxiPen from the drop down menu, as highlighted below.

8. The following dialog box will appear:

Select "Only last read CP". (Experienced users can use the 'All CP's' for advanced setup.

9. Select "Yes" from the following dialog box. This will clear any previously scanned tags from the ProxiPen's memory.
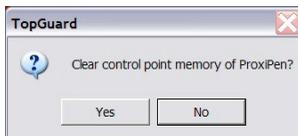
10. The tag that was scanned will now appear on the screen under the label '2. Pool'. Tags will be listed in the order in which they were scanned.

11. Double-click, or right-click the tags entered and select 'Rename'. Change the text to give the tag a meaningful name or description.
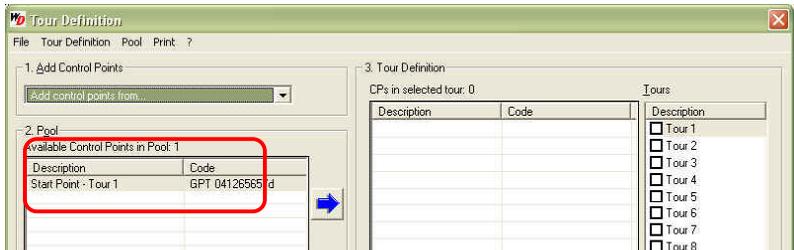
12. In '3. Tour Definition', under the 'Tours', click on Tour 1, so that it is shaded.

13. Click on the required Tag in the Pool. In this example, Start Point – Tour 1, then, click the blue arrow. This will move "Start Point – Tour 1" to be a tag defined under Tour 1. Once this has been done, a checkmark (✓) will show next to Tour 1 to indicate that this is an active tour.

   NOTE: The Start Point on a tour will be denoted with a checkmark (✓) in the 'CPs' in 'Tour Definition' section.
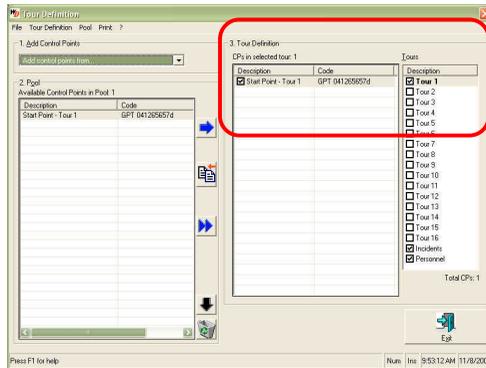
Follow the next section, note each point, when moved to the actual tour, will also remain in the Pool area. This can be done by selecting the item, then clicking the black

arrow [image] to move it to the trash [image]; or by selecting the item and clicking the Delete button on the keyboard. Items in the Trash will automatically be deleted upon exit of Tour Definitions.

[blue arrow]		Copy selected to Tour Definition
[copy icon]		Copy selected control points from Tour Definition (including incidents and personnel) back to the Pool
[double arrow]		Copy all available control points from Pool to Tour Definition
[down arrow]		Move selected item(s) to Trash
[trash icon]		Remove all items from the Trash to the Pool (Trash will automatically be emptied upon exit of Tour Definitions)

Adding Control Points

Adding Control Points is exactly like adding Start Points, except that there will be more than one per tour.

14. Scan one or more of the smaller control point tags with the ProxiPen to identify specific points in a tour. If scanning more than one tag, be sure they are clearly identified and the order in which they are scanned is noted.
15. Place the ProxiPen back into the DTU for download.
16. Select 'Add Control Points' from ProxiPen in the drop down menu.
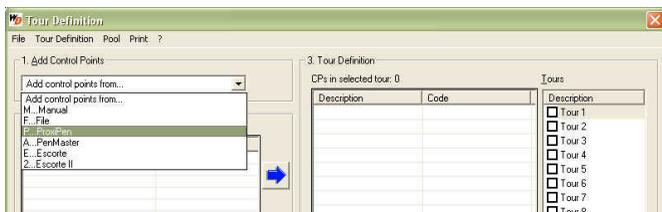
17. The following dialog box will appear:
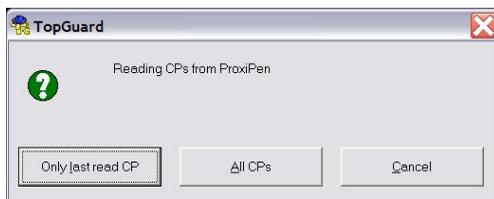
Select 'Only last read CP' if scanning tags one at a time, OR select 'All CPs' if scanning a group of tags.

18. Select 'Yes' from the following dialog box. This will clear any previously scanned tags from the ProxiPen's memory.

19. The tags that were scanned will now appear on the screen under the label '2. Pool'. The tags will be listed in the order in which they were scanned.
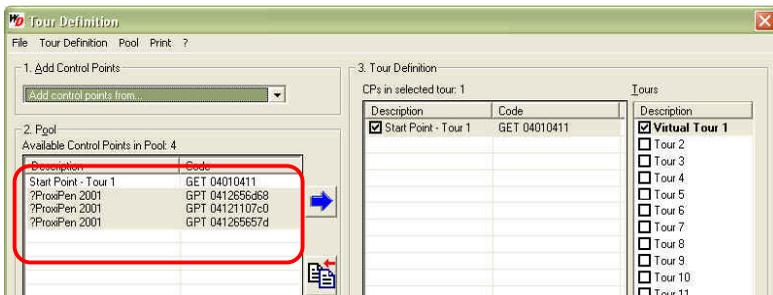
20. Double-click, or right-click the entered tag and select 'Rename'. Change the text of each tag and rename it to identify the point on the tour.
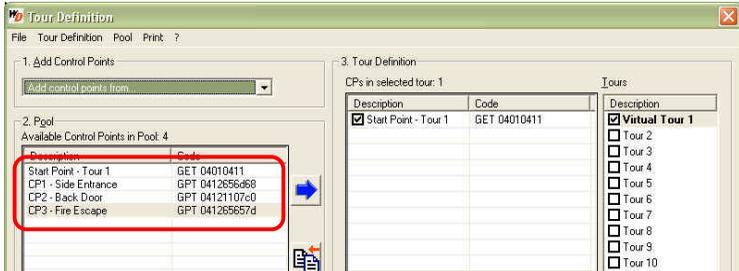
21. Select the points (by clicking and holding 'Ctrl' on the keyboard to select multiple points) that require transfering to the tour and then click the blue arrow to move them into the tour. Be sure that the appropriate tour is selected under Tours.

NOTE: The tour name (Description), under '3. Tour Definition', can also be changed by double-clicking Tour 1, Tour 2, etc.

ProxiPen, TopGuard Patrol / Patrol Plus Manual
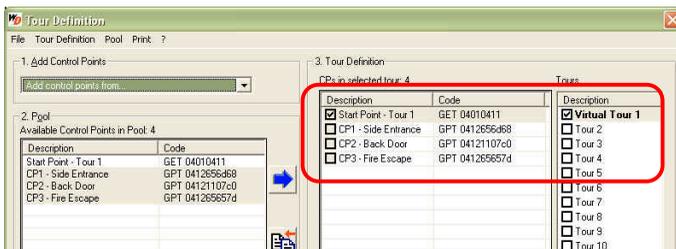
The tour in this example now consists of a Start Point,
marked with a checkmark, and (3) control points. If
additional tours or control points need to be added,
repeat the steps until complete.

NOTE: Control points are added to a tour in no
particular order. A tour is considered complete once
all points designated to a tour have been scanned
with the ProxiPen.

Personnel and Incidents can now be added to
complete the basic Tour Definition.

Adding Personnel Tags

To help identify during reports which person
carried out the tour 'Personnel Tags' can be
added. Adding personnel is exactly the same as
adding control points, except that they will be
added to the Personnel category rather than to a
tour. This allows for flexibility in using personnel
on many different tours.

22. Under'3. Tour Definition', click the Personnel
option at the bottom.
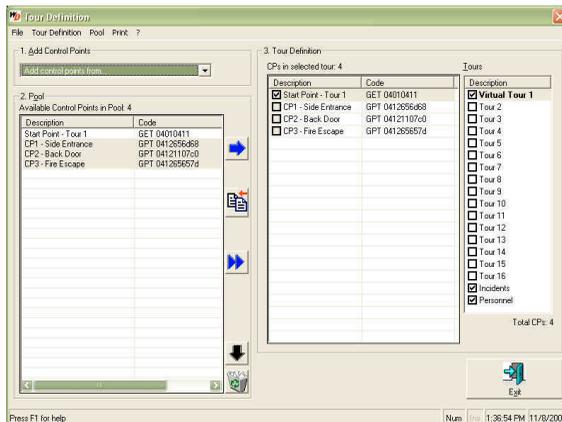
23. Scan the personnel tag(s) (i.e. the wristband,
pendant tag, RFID card or 30mm tags) with
the ProxiPen.
24. Place the ProxiPen in the DTU.
25. On screen, from '1.Add Control Points' in the
top left, select ProxiPen from the drop down
menu.
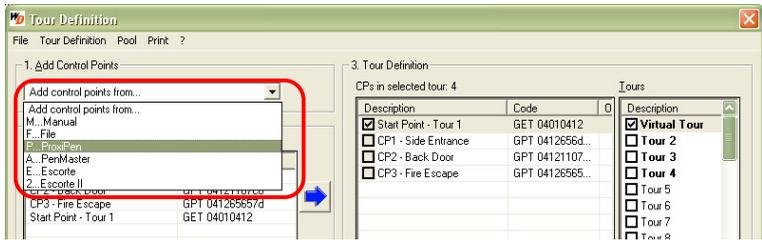
26. The following dialog box will appear:
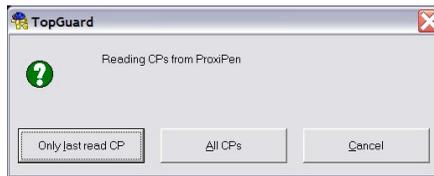
Select 'Only last read CP' if scanning tags one at a time, OR select 'All CPs' if scanning a group of tags.

27. Select 'Yes' from the following dialog box. This will clear any previously scanned tags from the ProxiPen's memory.
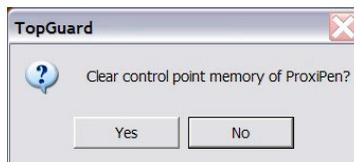
28. The tags that were scanned will now appear on the screen under the label '2. Pool'. The tags will be listed in the order in which they were scanned.
29. Double-click, or right-click the entered tag and select 'Rename'. Change the text of each tag and rename it to identify the point on the tour.
30. Select the personnel from the Pool and click the blue arrow to add them to the Personnel category under Tour Definitions on the right. Be sure the Personnel category is selected (shaded).
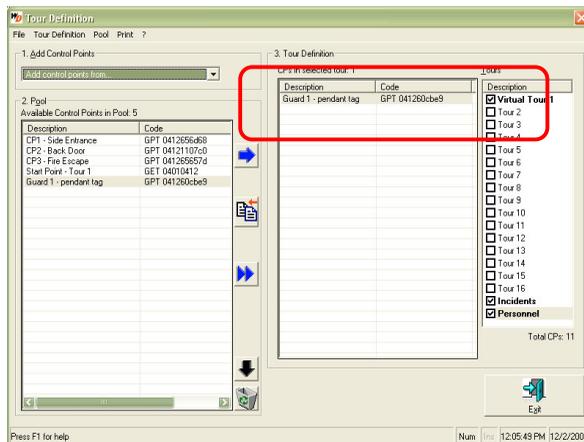
31. Continue these steps until all personnel are added.

Adding Incident Tags

To assist with identifying incidents found on tours the ability is provide to add 'Incident Tags'. The top ten most common incidents can be assigned to a tag within the Incident Booklet. Adding incidents is the same as adding tags of any kind, except that they will be added to the Incidents category under the Tours section rather than to a tour.

32. From the options under Tours (on the right), '3. Tour Definition', click the Incident option toward the bottom of the list.

33. Open the incident booklet that came with the ProxiPen.

Incident Booklet

34. Remove the white strips on either side and create a label in each block to represent some form of information that needs to be documented or tracked, such as damage, vandalism, maintenance cycles, equipment state: present, powered off/on, etc.
35. Once labelled, replace the strips in the incident booklet so that the labels are visible. This will be used to denote particular occurrences at a location by first, scanning the control point tag and then an incident tag for the type of occurrence, if necessary.
36. Scan the tag(s) from the incident booklet with the ProxiPen. Be sure to note the order in which the tags are scanned.
37. Place the ProxiPen in the DTU.
38. On screen, from '1.Add Control Points' in the top left, select ProxiPen from the drop down menu.
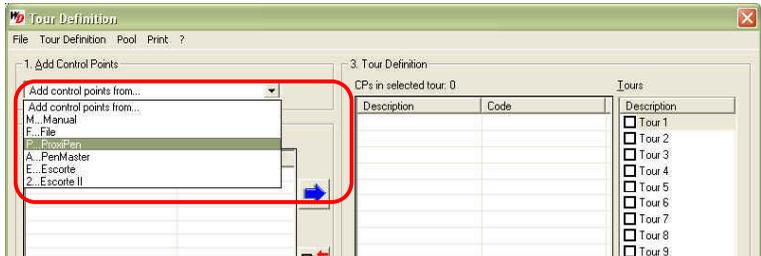
39. The following dialog box will appear:
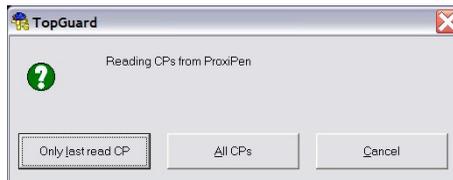
Select 'Only last read CP' if scanning tags
one at a time, OR select 'All CP's' if scanning
a group of tags.
40. Select 'Yes' from the following dialog box.
This will clear any previously scanned tags
from the ProxiPen's memory.
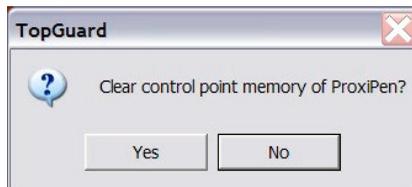
41. The tags that were scanned will now appear on the screen under the label '2. Pool'. The tags will be listed in the order in which they were scanned
42. Select the 'Incident' category under 'Tours' so that it is shaded.
43. Double-click, or right-click the entered tag and select 'Rename'. Change the text of each tag and rename it to identify the incident on the tour.
44. Select the incident tags from the Pool and click the blue arrow to add them to the Incident category under 'Tours'.
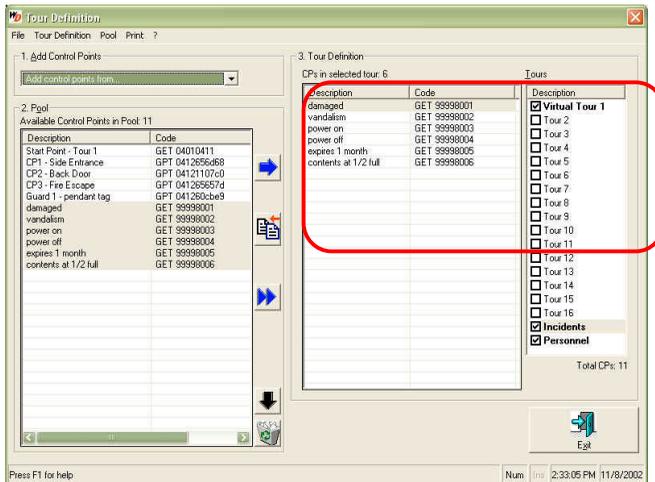
Once completed, the tour(s) that have been entered are ready to be executed. Select Exit to leave the Tour Definitions screen and return to TopGuard's main screen.

Using ProxiPen and TopGuard Together

To execute a tour using TopGuard and the ProxiPen, the TopGuard software must be configured and tours must be defined, as detailed in the previous sections, as well as setting up the ProxiPen. Once these steps have been completed, the equipment and software is ready to be used.

Place the start tags and control point tags that were previously labelled into their appropriate physical locations on the tour, placing the start tag at the beginning of the tour. Once the tags are in place a tour can commence.

During a tour, all data is stored in the ProxiPen until the time of download at the end of the tour or after a given period of time (1 day, 3 days, 1 week, 3 shifts, etc.). After which, reports can be derived from the downloaded information including the personnel on the tour, time at which point a control tag was scanned, whether points were missed or duplicated, and more.

Executing A Tour

1. When starting a tour, the individual might scan his/her assigned personnel tag with the ProxiPen. This identifies the personnel on the tour.
2. The personnel will then proceed to the start point of the tour. This will identify the name of the tour about to commence.
3. The personnel will then proceed to each of the allocated control points, scanning each tag along the way until the tour is complete.
4. In order to track particular incidents on a tour, the personnel will first scan the control point and then scan the tag in the incident booklet corresponding to the type of occurrence.

Generating Reports

5. After the tour(s) is complete, launch TopGuard via either the icon on the Windows Desktop or the Windows Start Menu

6. Login as an Administrator.

NOTE: Reports may be run when logged in either as an Administrator or as a User, however enhanced options are available when logged in as an administrator, such as: Folder View menu, Print Control Codes, Print Download Info and Print Exceptions in Bold, and Landscape or Portrait report layouts.

IMPORTANT: TIME/DATE DISCREPANCIES – If problems are experienced with downloaded files from the ProxiPen, the problem may be caused due to several circumstances. (1) The ProxiPen have not been downloaded for extended periods of time causing the synchronisation of time between the pen and the computer to lapse. (2) The computer running TopGuard has been turned off for a certain period of time causing the synchronisation of time

between the pen and the computer to lapse.
(3) The clock of the computer running
TopGuard is being updated by a server,
periodically.

To correct or avoid this problem, it is a good
practice to enter ProxiPen configuration from
TopGuard prior to any download. Then, click
the Set to PC Date/Time button. This will
resynchronise the time between the ProxiPen
and the PC.

7.   Place the ProxiPen in the DTU.
8.   Select 'Download' from the main screen in
     TopGuard. The following screen will appear:
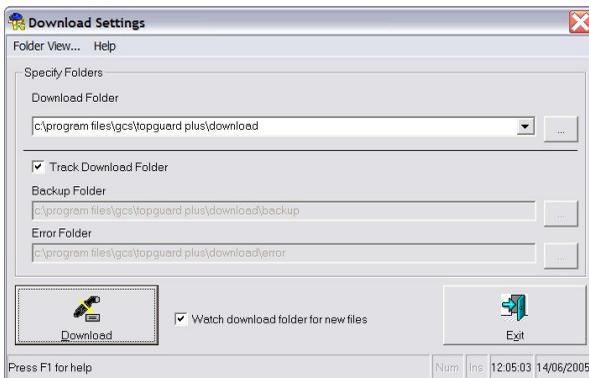
NOTE: Unchecking "Track download folder"
will allow the path for the backup folder and
error folder to be changed. Default settings
are recommended. Watch download folder
for new files will notify the user of new
downloads with a blinking notification on the
main screen of TopGuard.

9. Click Download to continue the download process.
10. Then, click 'Exit' to return to the main screen of TopGuard.
11. Under the 'Report' button in the top right corner, "Download Files: 1" will be blinking in red text. This is a notification that there are a particular number of files that have been downloaded and are ready to be viewed.

12. Click the 'Report' button above the blinking text.
13. The following screen will allow the user to run reports from any range of dates for which the ProxiPen has received data. Select the date range for which the report will be run.
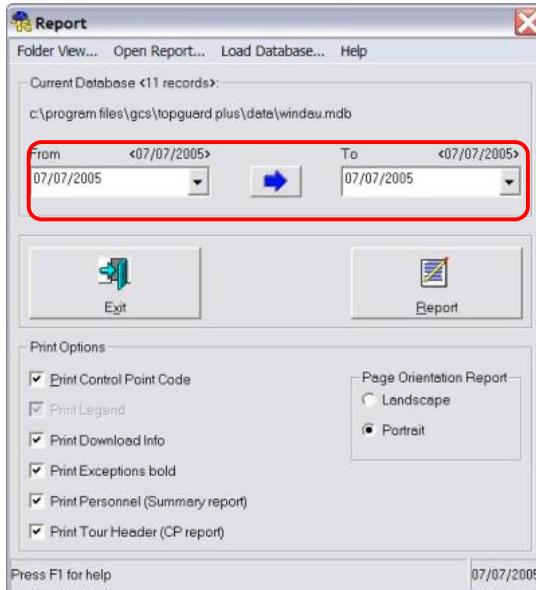
14. Click the Report button to generate a report.
The GCS report viewing software that comes with
TopGuard will be launched.

Report Summary Examination

15. A report view will be generated to depict the following information:

NOTE: Reports can be:

- Saved for future reference.
- Exported to a PDF file (viewable with Adobe Acrobat Reader, freeware available at: http://www.adobe.com).

NOTE: Reports are output in an ascending time format, therefore the most recent downloads from the ProxiPen will show at the end of the report.

Statistical information is also available on the last page of the report. This allows for the ability to quickly observe any issues and then review the report in detail, if necessary.

Summary report

07/07/2005 ... 07/07/2005

Statistic Info:

3 x	Tour Start Control Point
20 x	Valid
1 x	Missing
0 x	Undefined
0 x	Obsolete (Unexpected)
5 x	Double or multiple
3 x	Incident
32 x	Total

All tours

2	Complete
1	Incomplete

For example the sample report above shows that across all of the data on the report 20 valid tags were used.