

GUARD GROUPS

USER GUIDE

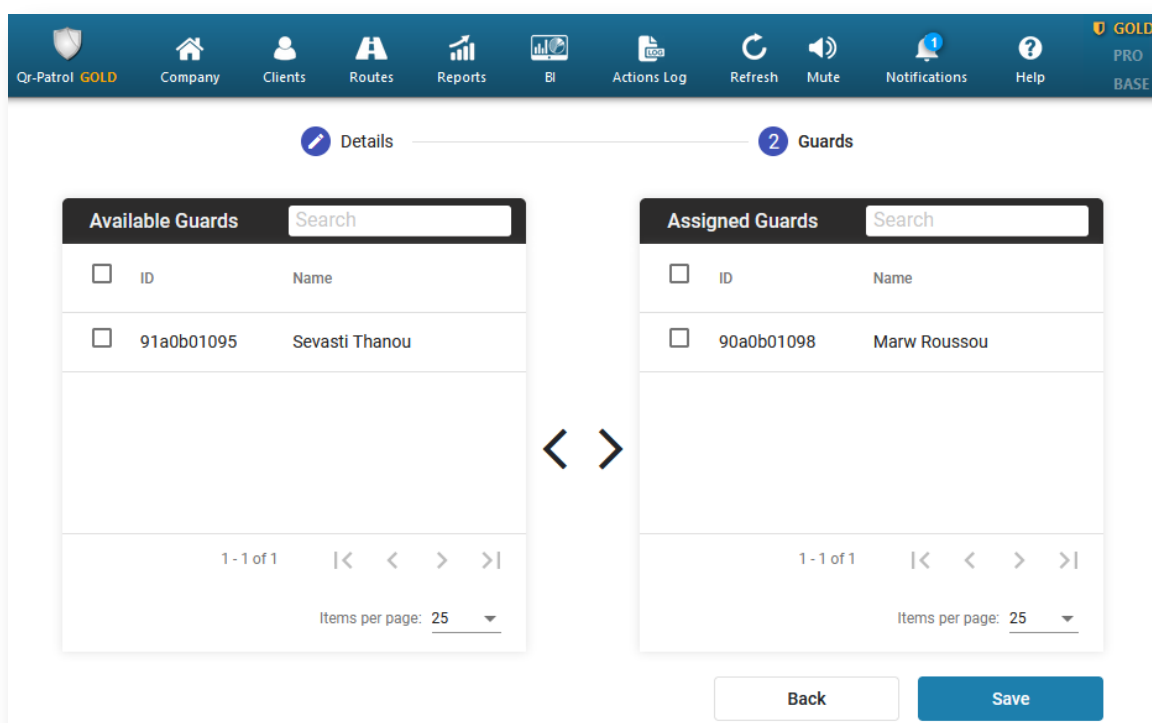


About this Guide

In this User Guide you can find instructions on how to create Guard Groups and use them for improved reporting and faster schedule management.

How to create/edit a Guard Group?

- Login to the **Web app** and navigate to Company >> Guards >> Guard Groups
- Press “Add” and enter the name for your Guard Group
Tip: Use a short but descriptive name that will help you recognize the purpose of that Guard Group.
- Select the Branch you want it created for and press “Next”
Note: In the “Available Guards” list, you can see all of the Guards that belong to the Branch you have selected (and they are not currently assigned to this Guard Group), whereas in the “Assigned Guards” list, you can see the ones that are already assigned to this Security Group.
- Select the Guards that you want to assign or unassign to this Guard Group from the respective list and use the arrows in the middle of the screen to move them between lists.



- Once you are happy with your changes, press “Save”.
- To edit or delete a Guard Group, simply use the respective buttons located at the main Guard Groups screen.

How to use a Guard Group for filtering?

While on the Events Browser and Schedules Page you can filter by a specific Guard Group, to easily find details and view particular actions.

Events Browser – Guard Group filtering

- ✓ Navigate to Company >> Events Browser
- ✓ On the Guards panel, press the “Guard Group” field to view the available Guard Groups
- ✓ Select the Guard Group you are interested in

Schedules – Guard Group filtering

- ✓ Navigate to Routes >> Schedules
- ✓ Press the Filter icon from the top left of your screen
- ✓ Select the Guard Group you are interested in

How to use a Guard Group for Schedules Creation?

Guard Groups are very helpful when it comes to Schedules, as they reduce schedule creation times.

- ✓ Navigate to Routes >> Schedules
- ✓ Press “Add” to create a new Schedule
- ✓ From the “Groups” field, select the Guard Group of your interest, like in the below picture:

• 13:22 - 13:52 Schedule

Description

Branch Office

Groups

Guards

Select All

Check Time Range -

Check Points

<input type="checkbox"/>	ID	Occurrences	Check Point Name	Client	Site
<input type="checkbox"/>	181052	1	Main Exit - Geo	Supermarket	1st floor
<input type="checkbox"/>	181053	1	North side - Groundfloor - Supermarket	Supermarket	1st floor
<input checked="" type="checkbox"/>	181054	1	Storeroom 32	The "A" Stadium	East Gate
<input checked="" type="checkbox"/>	181055	1	Emergency Exit	The "A" Stadium	Distribution Center
<input type="checkbox"/>	197188	1	Lecture Hall	University SZ	West Wing Dorms
<input type="checkbox"/>	197189	1	Main Entrance	University SZ	East Wing Dorms

Options Loose schedule Activated Alert by Email

Repeat

- ✓ Complete your Schedule creation by following the steps in the **Schedules User Guide**

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