Security Patrol Track

FIELD USER'S MANUAL

SECURITY PATROL TRACK

PATROL USER INSTRUCTIONS

LOGGING IN

At the beginning of each shift, login to the system using the username and password you were provided.

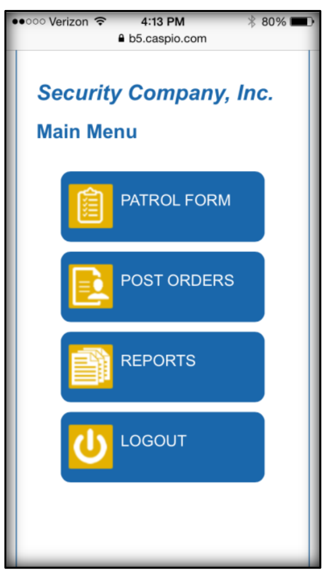
If you click the Security Patrol Track icon on the phone and see the menu instead of the login screen, it means the person using the phone on the preceding shift did not log out. If that occurs, click the logout icon and log back in using your username and password.

Clicking the "Forgot your Password" link, will trigger an email to you for your use in selecting a new password. This will prevent a delay in your ability to login and begin your shift on time.

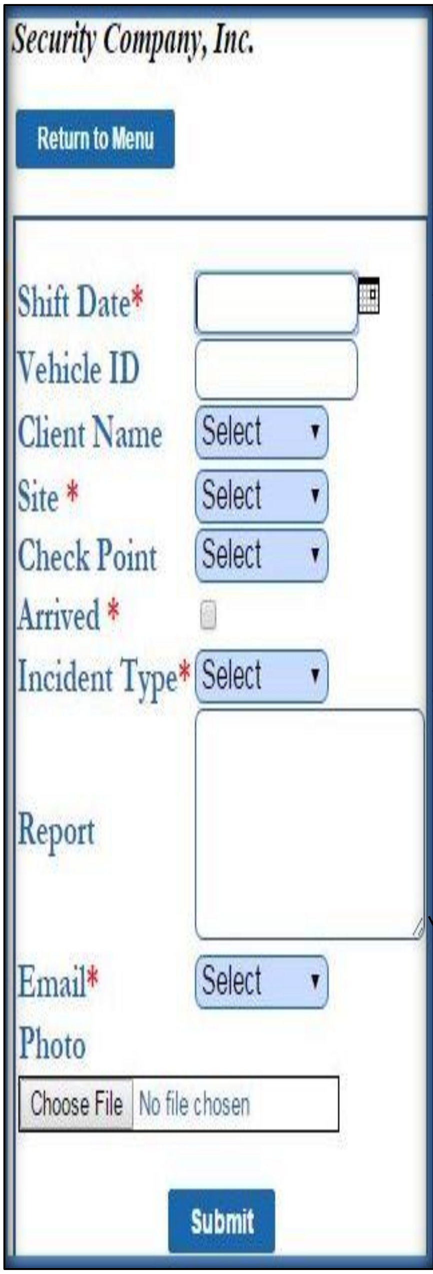
Once you have logged in, do not log out until your shift is over.

USING THE MAIN MENU

The main menu contains four icons as illustrated below:



Throughout your shift and for each stop you make, you are required to record your activity by either entering information in the various boxes or choosing items from a dropdown menu.



You are required to enter a "Shift Date" at the beginning of your shift. Click the calendar icon at the right of the field and choose a date. **The date will remain after each submission until you log off at the end of your shift.** Choose the date on which your shift begins. As an example, if your shift begins at 11:00p tonight, choose Today's date even though most of the hours will be worked tomorrow. If your shift starts at 12:01a tonight, enter tomorrow's date even if you start early and submit a report at say 11:55p

"Vehicle ID" should be entered at the beginning of your shift. The vehicle ID will remain after each submission until you log off at the end of your shift.

Touching the down arrows on these three sections will activate a dropdown menu. Scroll up or down until your choice is highlighted and the click "Done".

Activate the "Arrived" line by tapping the small box to the right and a check mark will appear. This box should be checked as soon as you reach a site or patrol stop. It timestamps your arrival time and is also used to calculate the time spent at the site.

Touching the down will activate a dropdown menu. Scroll until your choice is highlighted and the click "Done".

TAP the "Report" section is tapped, the iPhone keyboard will appear. You may enter data by typing in the information, or by dictating your entry.

Click the microphone button on the keyboard, dictate the numbers or text you need and then click "Done" when you are finished. CAUTION: read and edit the dictation before you click the second "Done" button that will appear above the keyboard on the right.

<u>Sending an Email (optional)</u> –

If the situation at a site in is significant enough to warrant an email, click the dropdown menu and select "Yes". The body of the email will be the report you just typed or dictated.

A photo section will appear allowing you to include a photo of the situation which will automatically be included in the body of the email and also become a permanent part of the stop record.

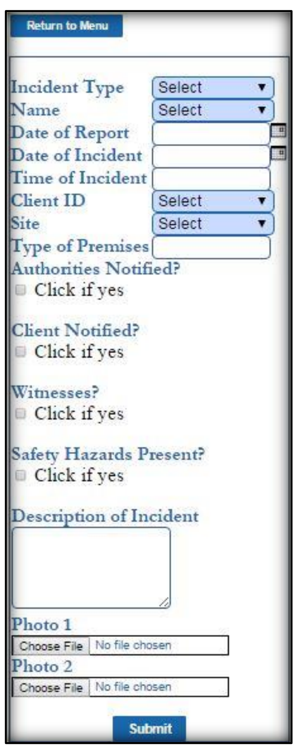
<u>Recording a Stop</u> –

When all the sections of the form are completed and you are about to leave the site, click the "Submit" button to transmit the information and timestamp your departure.

Click the "Post Order" icon and enter the Client Name (required). You can also enter a site if the client has separate post orders for different sites. Any site with a set of post orders assigned to it will appear first on the list, sorted by client. The Post orders will be in a pdf format and should load well on your phone.

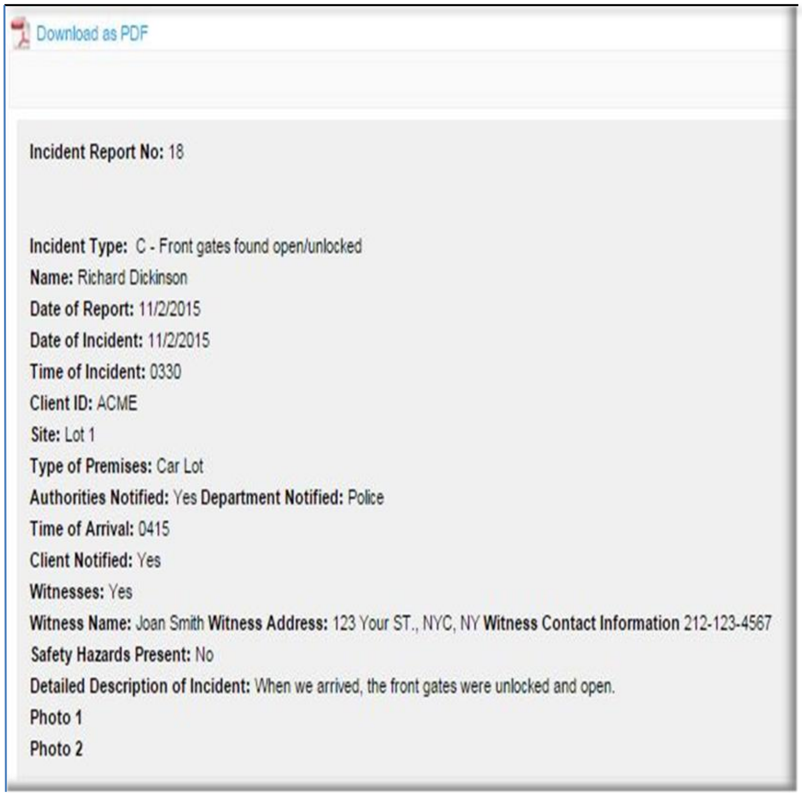
On the main menu, click the "Reports" icon to access the Reports menu. This menu also contains four icons as illustrated below:

Click the "Incident Report" icon. The form will appear as below:



Fill in each field, as appropriate. The company's management should outline the criteria for the report and its required content.

Once the "Submit" button, at the bottom is clicked, the report itself will appear. See below.



Download as PDF

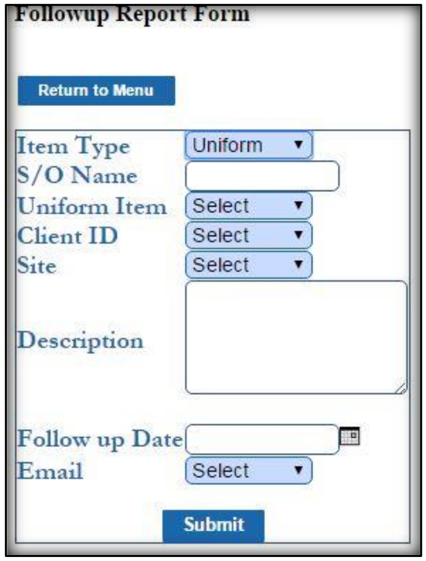
Incident Report No: 18

Incident Type: C - Front gates found open/unlocked
Name: Richard Dickinson
Date of Report: 11/2/2015
Date of Incident: 11/2/2015
Time of Incident: 0330
Client ID: ACME
Site: Lot 1
Type of Premises: Car Lot
Authorities Notified: Yes **Department Notified:** Police
Time of Arrival: 0415
Client Notified: Yes
Witnesses: Yes
Witness Name: Joan Smith **Witness Address:** 123 Your ST., NYC, NY **Witness Contact Information** 212-123-4567
Safety Hazards Present: No
Detailed Description of Incident: When we arrived, the front gates were unlocked and open.
Photo 1
Photo 2

On the iPhone, locate the "Download as PDF" link on the top left of the report. Tap and it will pull up the same report in a PDF format which can then be emailed as needed.

This icon is used to report an item or issue that requires action on the part of someone else in the organization. Examples would include an officer on post that needs a uniform item, a safety hazard on a job site, etc.

As you select the "Item Type" from the drop down menu, other input areas, determined by the Type you selected, will appear as shown below.



When you are finished, simply click the Submit button.

You now have the ability to create and email your own shift report from your phone! At the end of your shift:

- Click the "Shift Report" icon on the bottom, right of the Report Menu.
- Select the shift date and your name and click submit.
- When your report appears, click the "Download as PDF" link at the top, left. The next screen will be your report in PDF format.
- Click the email icon at the bottom of your screen to open up an email.

- The PDF file will automatically be attached. The file name will include your name and shift date.
- Simply type in the email address, edit the subject line if needed.
- Click send and return to main menu.

- At the end of your shift tap LOGOUT.