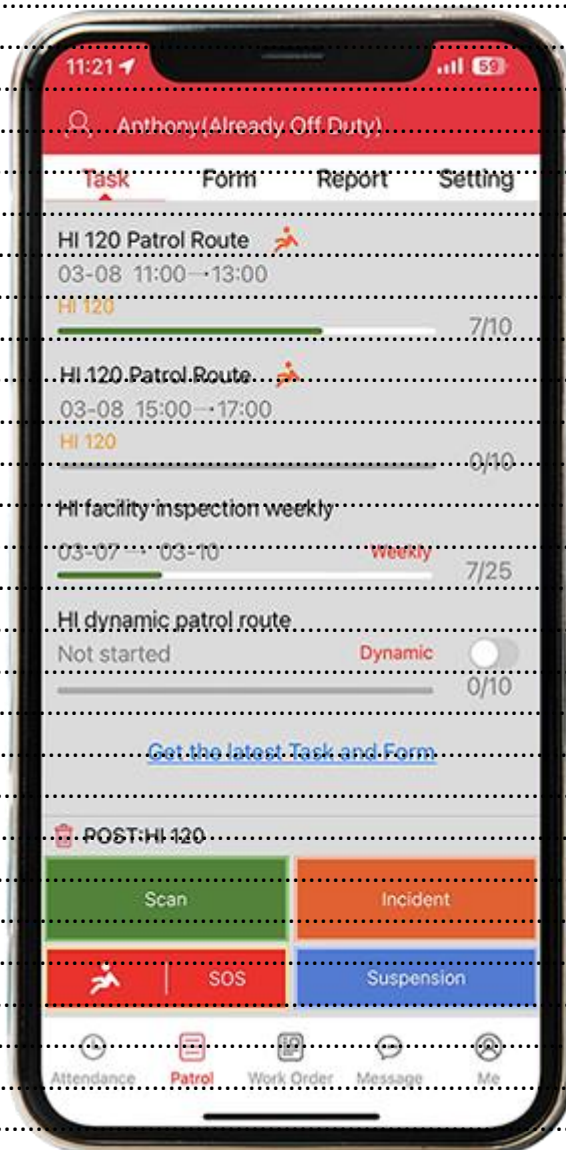


## OGP (Online Guard Patrol) User Manual

### Catalogue

1 Overview .....	2
2 Basic setting for patrol .....	3
2.1 login .....	3
2.2 Edit "Site" .....	4
2.3 Edit "Route" .....	4
2.4 Edit "Employee" .....	5
2.5 Add Checkpoints .....	7
2.6 set patrol schedule .....	12
3 Patrol & Reports .....	15
3.1 Patrol on APP .....	15
3.2 Check reports .....	16
3.3 Event .....	18
4 Other settings .....	19
4.1 Company settings .....	20
4.2 Roles / permissions .....	20
4.3 Report subscription .....	21
4.4 Geofencing Function .....	22
4.5 Real-time monitoring .....	23
5 Form (Optional Function) .....	24
5.1 Set site form template .....	25
5.2 User defined form .....	26
5.3 Form push .....	27
5.4 Form report .....	28
6 Work order(Optional Function) .....	28
6.1 Work order design .....	28
6.2 Real-time monitoring .....	30
6.3 Work order report .....	31
7 Attendance (Optional Function) .....	33
7.1 Edit Shift .....	33
7.2 Add Attendance Point .....	33
7.3 Edit Employee's Attendance .....	34
7.4 Attendance on APP .....	35
8 Patrol scanner .....	35
8.1 Install Communication Client and make server settings .....	36
8.2 Download data from scanners .....	37
8.3 Check details online .....	38
8.4 Save Unregistered Checkpoints .....	38



## 1 Overview

OGP (Online Guard Patrol) includes many functional modules, such as:

- 1. Guard tour:** Patrol inspectors install the app client on the smart phone, scan QR or NFC codes, even GPS points, then conduct on-site inspection according to the requirements on the screen, take photos, record videos, and fill in records. Effectively ensure that the inspection management system of the enterprise can be effectively implemented. The patrol inspection can be planned, with content, results, audit and basis, with rigorous process and standardized operation, so as to avoid missed inspection and wrong inspection, and significantly improve the quality and efficiency of patrol inspection.
- 2. E-form** (Optional Function): associate patrol inspection forms to replace digital forms and help digital management.
- 3. Work order** (Optional Function): the process design of the work order makes the use scenario of the work order no longer limited to the customer service, and can be efficiently transferred to all relevant departments with one click. All departments in the enterprise also realize cross departmental cooperation and communication through work orders.
- 4. Attendance** (Optional Function): mobile app locates attendance, supports temporary work assignment, uploads attendance data in real time, and exports reports anytime, anywhere. It is very flexible, and the robust system enables easy management of clients and employee work.



## 2 Basic setting for patrol

### 2.1 login

Open the browser on PC, enter the URL link to see to login the system.

<https://www.ogpcloud.com/>

test account ID: Test

Password: 123456



#### Note:

Due to the different login methods, the [name] of different users cannot be the same in the same company; the [account] of different users cannot be the same in different companies.

The function of double verification can be turned on or not. If disabled, it can be left blank.

Click "exit" in the menu bar of the system home page to exit the system.

If the user does not operate for a long time (one hour by default), the system will also exit.

## 2.2 Edit “Site”

Test V3.4.1.12

OGP Home **Organization** Attendance Patrol Form Work Order Monitoring / Review Report Mobile Phone

Customer Site Department Employee

+ Batch Import Sites

Search:

Site Name	Site Category
Inspection Site	-
Test	-

Display Items 1 to 2 results , total 2

技术支持 沈阳唯实软件有限公司  
如有疑问或需要帮助, 请拨打客服电话: 4006558805

Add

! New Site cannot be deleted after creation, Continue?

Customer  
Other Customers

Name

RFID (125kHz) (use for Patrol Wand)

Number

partition

Address

Save Close

## 2.3 Edit “Route”

Before set routes, choose “Site” first

OGP Home Organization Attendance **Patrol** Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

Checkpoint Patrol Route Patrol Schedule Employee (Patrol) Post Patrol Scanner Preset Incidents Title Patrol Suspension reason

+ - +

Customer Other Customers Site Test Inspection Site Test

Search:

Route Name	Number of Checkpoints	Numbers of Employees	Number of Effective Schedules	Supervisor who subscribes to Patrol Reminder	Site
No.2	Add	Add	0	Add	Test

Display Items 1 to 1 results , total 1 Items

PgUp 1 PgDn

Then click “+” to add routes for Site, type Route name & Save

Add checkpoints & employees to route later

Route Name	Number of Checkpoints	Numbers of Employees	Number of Effective Schedules	Supervisor who subscribes to Patrol Reminder	Site
No.1	Add	Add	0	Add	Basic

## 2.4 Edit “Employee”

In employee interface, you can view and set all employees in the system. These employee accounts can access different functional modules of the system and app according to the settings.



The screenshot shows the OGP web application interface. The top navigation bar includes Home, Organization (highlighted), Attendance, Patrol, Form, Work Order, Monitoring / Review, Report, Mobile Phone, Setup, Download, and Logout(Test). The left sidebar has buttons for Customer, Site, Department, and Employee (highlighted). The main content area shows a 'Batch import Employees' button and a search bar. Below the search bar is a table of employees with columns: S/N, State, Name, Account, QR, NFC, WEB Login, Attendance, Patrol, Form, Work Order, Site authority, and Role Name. The table contains three rows of data. At the bottom, it says 'Display Items 1 to 3 results, total 3 Items' and has pagination controls (PgUp, 1, PgDn).

S/N	State	Name	Account	QR	NFC	WEB Login	Attendance	Patrol	Form	Work Order	Site authority	Role Name
1		Test	Test			✓	✗	✓	✗	✗	Company	admin
2	▶	Test01	01			✗	✓	✓	✓	✓	This Site	Inspector
3	▶	Test02	02			✗	✗	✓	✗	✗	This Site	Inspector

When adding Employees, also choose "Site" first

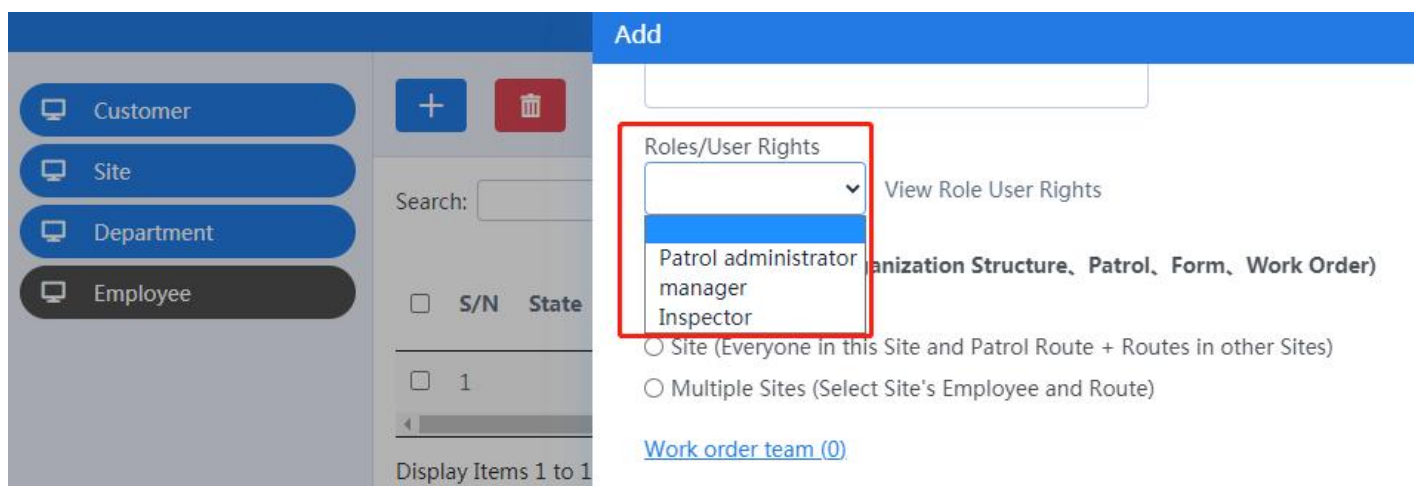
The screenshot shows the OGP web application interface. The top navigation bar is the same as the previous screenshot. The left sidebar is the same. The main content area shows the 'Batch import Employees' button and a search bar. The 'Site' dropdown menu is open, showing options: Inspection Site, Inspection Site, and Test. The table below shows one row of data. At the bottom, it says 'Display Items 1 to 1 results, total 1 Items' and has pagination controls (PgUp, 1, PgDn).

S/N	State	Name	Account	QR	NFC	WEB Login	Attendance	Patrol	Form	Work Order	Site authority	Role Name
1		Test	Test			✓	✗	✓	✗	✗	Company	admin

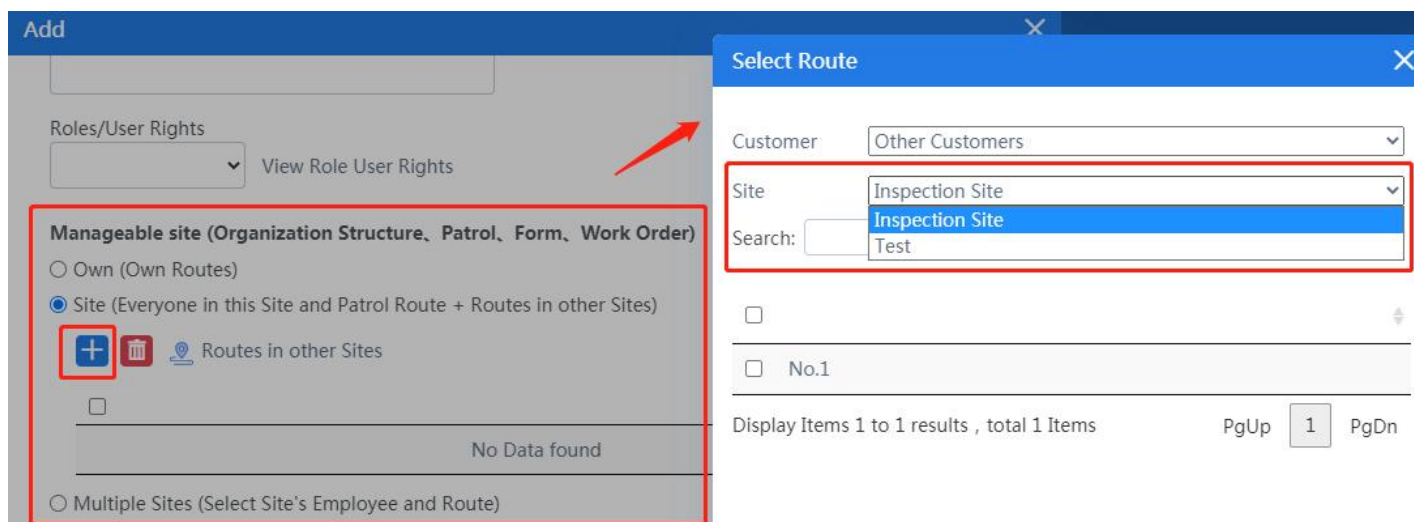
Click "+" to add employee, set "Account" & "Name"

The screenshot shows the OGP web application interface with the 'Add' form open. The form has tabs for Basics, Attendance, and Patrol. The 'Employee Attributes' section has checkboxes for Attendance, Patrol, Form, Work Order, and Allow WEB L. The 'Department' dropdown is set to '[1] Inspection department'. The 'Account (Initial Password123456)' field is set to '03' and the 'Name' field is set to 'Test03'. The 'Employee Number' field is empty. The 'Commonly use Name' field is set to 'Test03'. The 'attendance code / QR code' and 'NFC card' fields are empty.

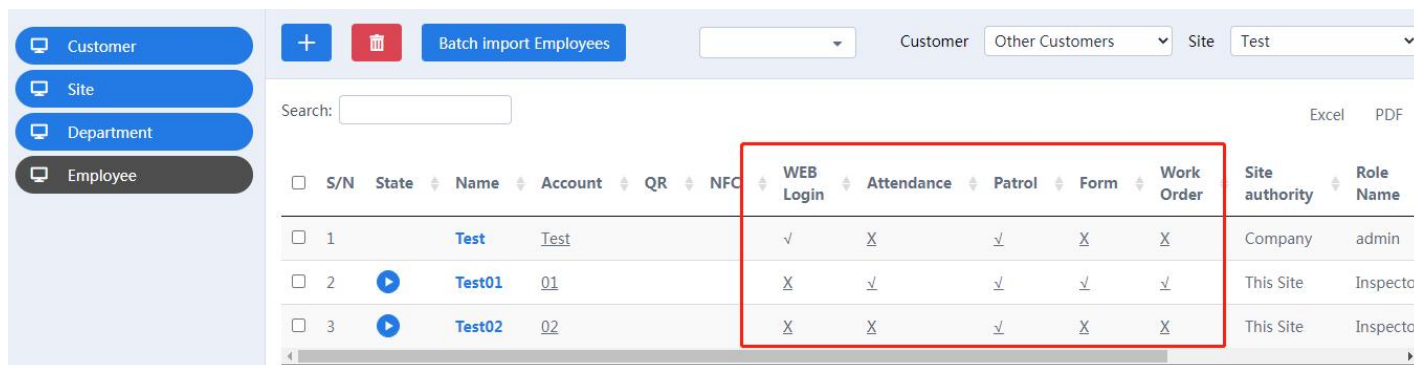
Choose Role's right, to be Patrol administrator or Manager or Inspector, different IDs have different right.



Then set Manageable site for employee, choose site & select route



Then can get new employee IDs, also can give them different work setting, just click ✓ or ✗



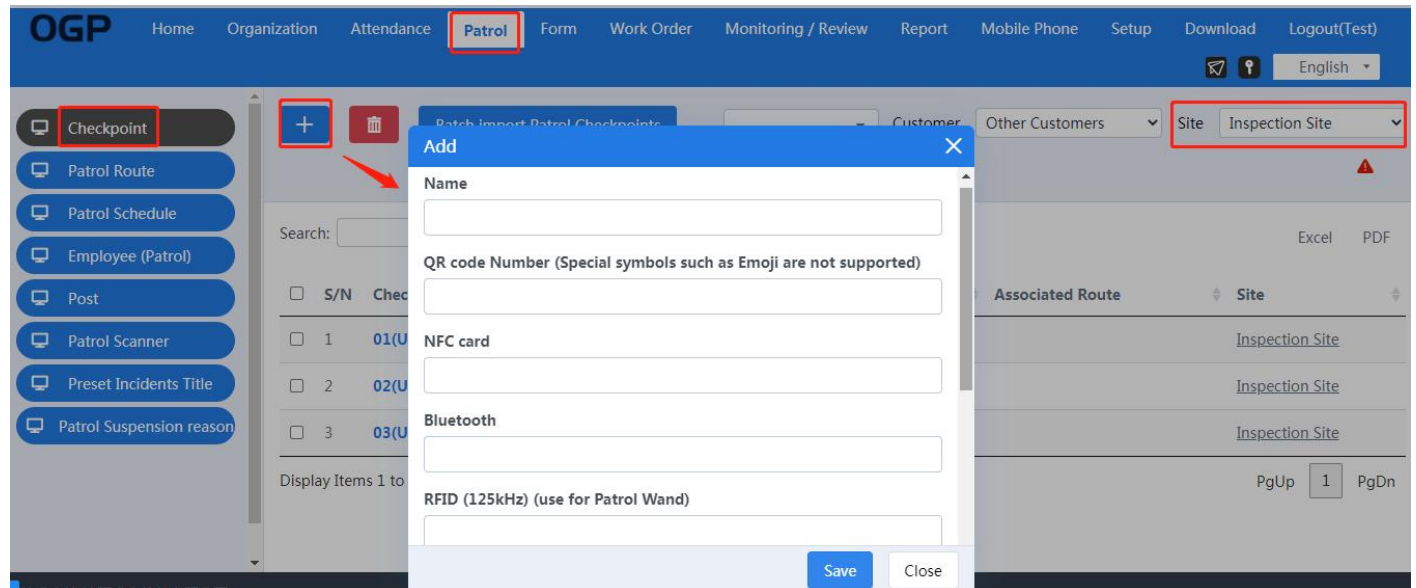
Add employee ID to Route before patrol, otherwise patrol will be treated as Random, not as per Schedule.

## 2.5 Add Checkpoints

Checkpoints can be entered manually or imported in batch in the system, or in app. The patrol point can be one or more of QR code, NFC card, Bluetooth card or RFID card, or even a GPS positioning point.

## 2.5.1 Add Checkpoints on PC

Choose Site first then click “+” to type checkpoint information manually.



- (a) Fill in at least one QR code number, NFC sensor card, Bluetooth, RFID card number or location coordinates.
- (b) The route is set in "patrol route", and this interface can only be viewed.
- (c) Electronic fence (location) can be set for patrol points for patrol monitoring and anti cheating monitoring.

GPS Location

**Select location**

☒ **GPS LocationAnti-Fraud** ☐ **GPSCheckpoint**

**Grace Period**

☐ **100m** ☐ **200m** ☐ **Custom:**

a) Location Anti Fraud: if this function is checked, the employee's mobile phone will be located by GPS during patrol. When the mobile phone location and patrol point location are outside the allowable error range, the employee will be required to take anti cheating photos. Managers can view relevant information in the report for approval.

b) Automatic position matching: if this function is checked, the patrol point will be used as GPS patrol point. The mobile app determines whether to reach the patrol point through automatic positioning. When reaching the patrol point, app will automatically save the patrol record without manual operation. This function is suitable for patrol scenes in open space with good GPS signals in a wide range such as expressway or deep forest fire prevention. This function does not require the exact position of the patrol point (tens to hundreds of meters), and the power consumption of the mobile phone is large. It is not recommended to use indoor



patrol.

## 2.5.2 Add Checkpoints on APP

### 1 Scan QR code to download & install



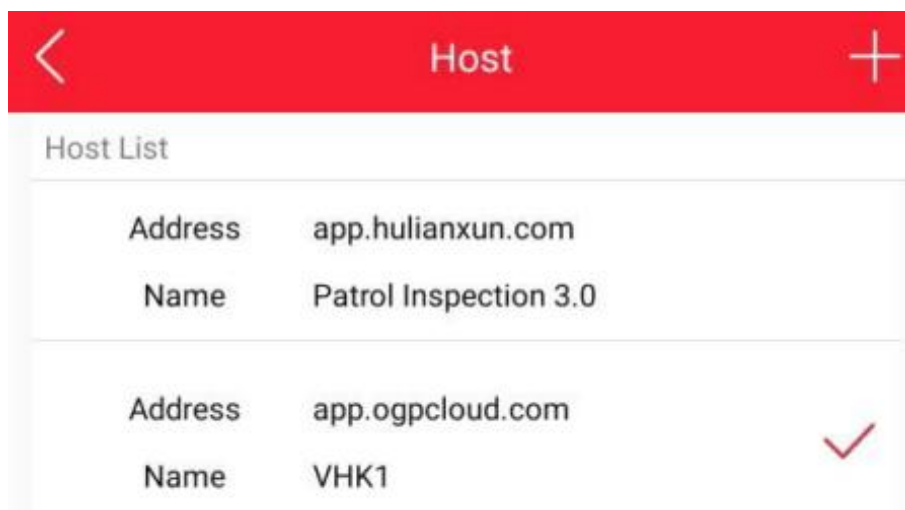
3.7.130



3.6.18

### 2 login APP

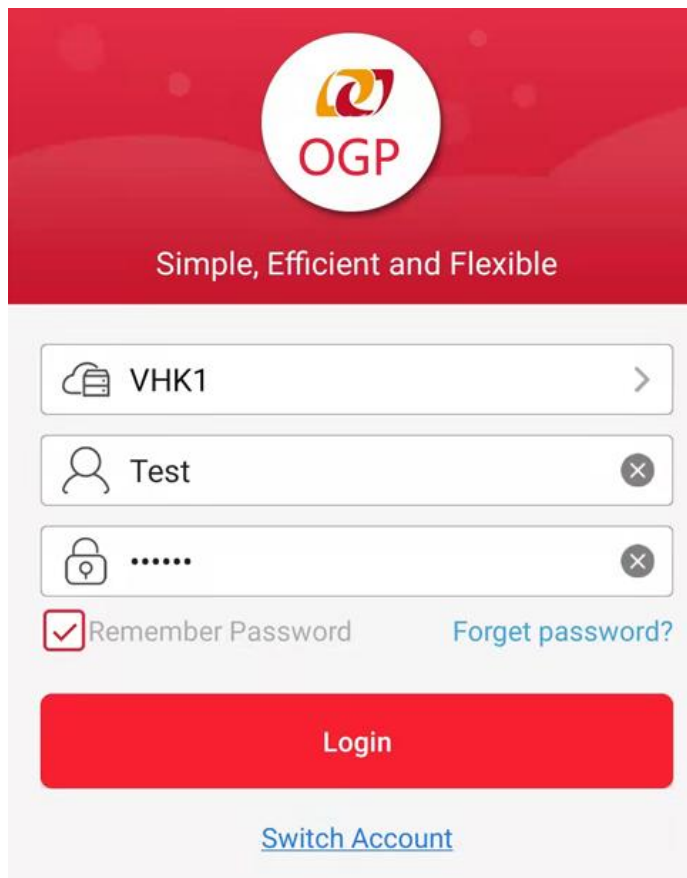
When login the app for the first time, you need to confirm whether the host setting is correct. According to the host IP provided, you can directly click and check the corresponding host server, or add the required host IP through the "+" in the upper right corner.



After setting the host, you can return to the login interface, enter ID and password to login APP.

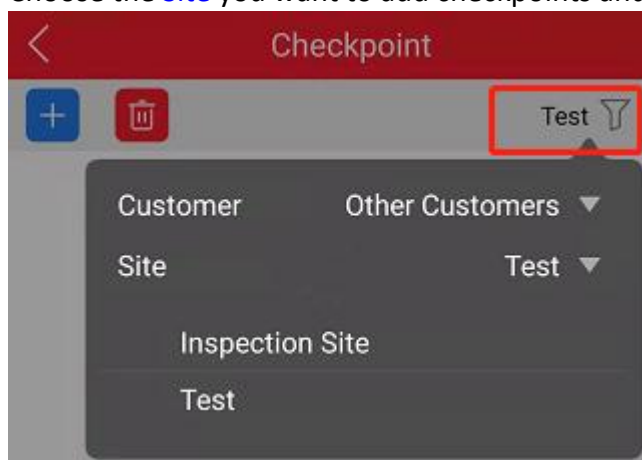
Test account ID: [Test](#) Password: [123456](#)

Checkpoint tags information only can be added by **admin ID** on APP.



Note: after installing app for the first time or uninstalling and reinstalling app for the first time, the host needs to be set before logging in app for the first time, and then app will remember the previous settings.

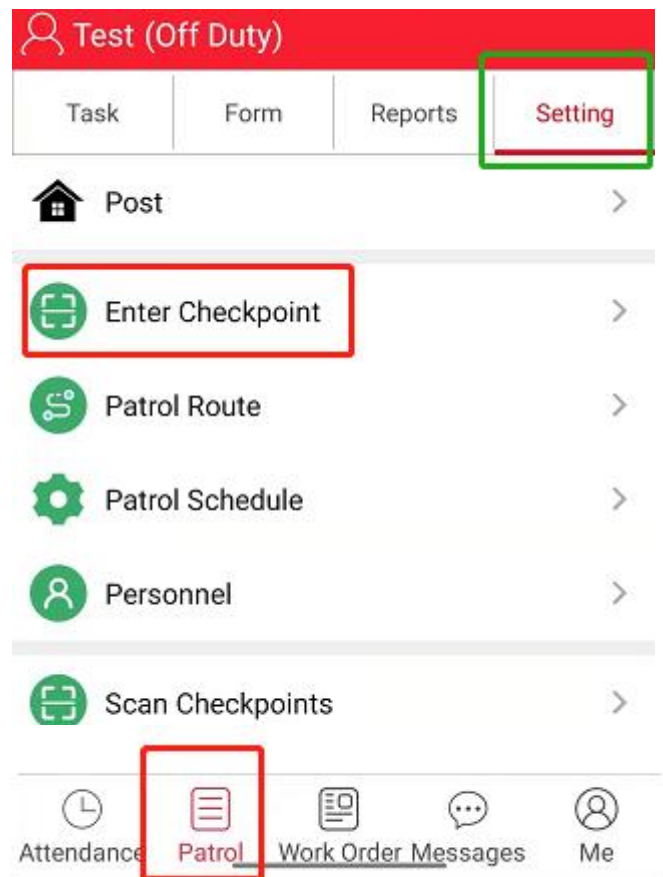
Choose the [Site](#) you want to add checkpoints and click blue "+"



There are QR code, NFC, Bluetooth and GPS checkpoints to set, you can choose then ones you need. First give "Checkpoint Name" and [Confirm](#)

### 3 Set patrol points by app

Click "Patrol" on bottom of app, then choose "Setting" and click "Enter Checkpoint".



<

Enter Checkpoint

Save

Checkpoint Name01 >

Tag

QR Code0000017268 >

NFC>

Bluetooth>

GPS Checkpoint ?☒

<

Checkpoint Name

Confirm

01

If want to add QR Code, click “[Scan Existing QR Code](#)” to add new QR codes and “[Confirm](#)”  
Then can see QR code number and click “[Save](#)”

<

Checkpoint QR

Confirm

互联巡更



No.0000017270

Test

[Click Save to Album](#)

Scan Existing QR Code >

Randomly Generated QR Code

Manually Enter QR Code >

<

Enter Checkpoint

Save

Checkpoint Name01 >

Tag

QR Code0000017268 >

NFC>

Bluetooth>

GPS Checkpoint ?☒

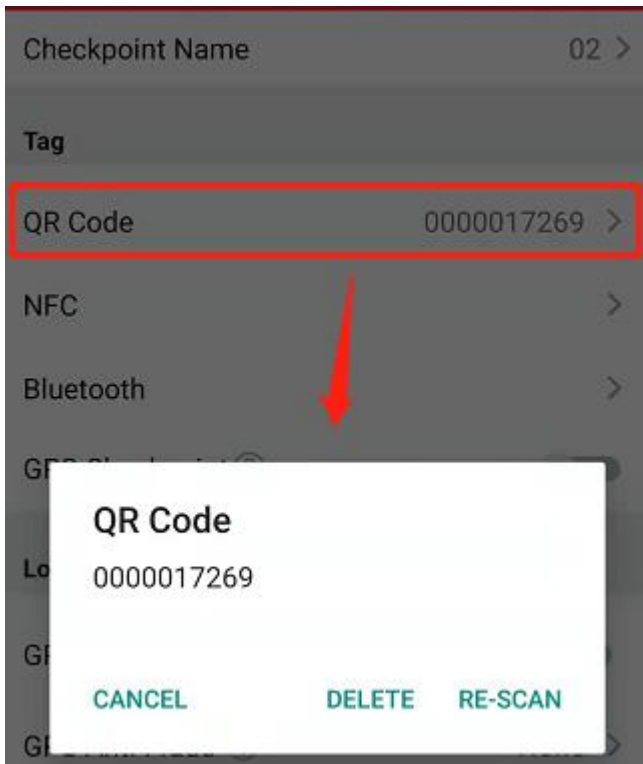
Location And Area

GPS Location ?☒

GPS Anti-Fraud ?None >

Unlock then slide map to change Location☒

QR code also can be [DELETE](#) or [RE-SCAN](#)

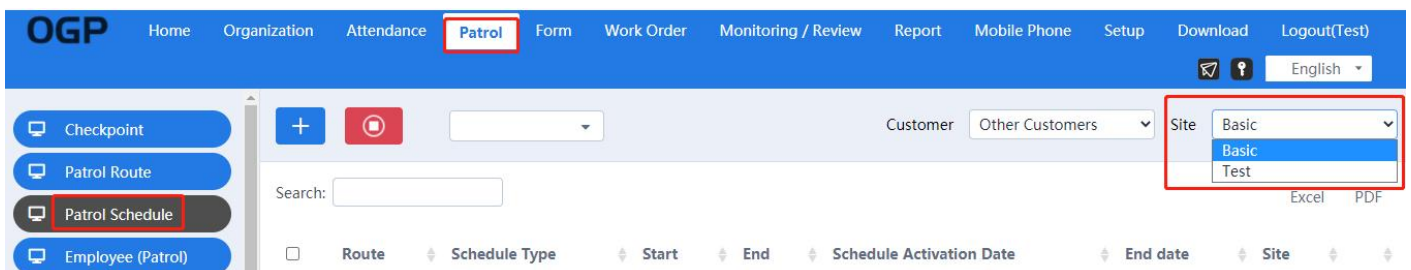


## 2.6 Set patrol schedule

Set patrol schedule for routes. Includes daily schedule, weekly schedule, monthly schedule and user-defined periodic schedule; can set the effective period of the schedule or the effective period of each year; It supports patrol in a specific order, random sampling inspection and temporary patrol inspection.

To prevent errors in the task being executed, the schedule cannot be modified after being added. Please check it carefully before saving. If you want to modify a schedule, you can only end the original schedule and add a new one.

First choose Site, then click blue “+” to add:





Add

Select Route
No.1

Employee
Checkpoint

Schedule Type
☒ Daily Schedule
☐ Weekly Schedule
☐ Monthly Schedule
☐ Recurring Period

Start Date
Expiration Date ?
~ Forever

Start Time
00:00
(hh:mm)

Patrol Duration(min)
60
(1~1439)

Create
Close

- (a) Select route: select the patrol route to which you want to add a schedule
- (b) Employee and Checkpoint: you can view the Employee and Checkpoint settings of the current route. It can only be viewed and cannot be modified.
- (c) Schedule type: the patrol schedule supports multiple plan types to meet various patrol needs.

Daily Schedule	Start Date	Schedule Start Date
	Expiration Date	Schedule deadline
	Start Time	Scheduled start time of each day
	Patrol Duration	Duration of each Schedule (less than 24 hours)
	Grace Period	Allowable error of Schedule start and end time
	Patrol Frequency	The number of times a guard tour is required within the set start time and guard tour duration. Each patrol is called a patrol task.
	Checkpoint	By default, the plan needs to patrol all patrol points, or it can be set to random sampling mode.
	Sequential Patrol	Whether it is necessary to patrol in order in all patrol point modes
	Sequential Type	Positive sequence, reverse sequence and positive reverse sequence can be used

	Random Patrol	In random sampling mode, the number of patrol points to be sampled. The minimum number is 1, and the maximum number does not exceed the total number of patrol points.
	Working day	The patrol plan will be generated only on the selected workday. Multiple choices are allowed.
	Batch Schedule Create	The default planned quantity is 1. Generate a plan by setting. You can also batch generate multiple plans.

## Schedule Type

- ☐ Daily Schedule 
 ☒ Weekly Schedule 
 ☐ Monthly Schedule  
☐ Recurring Period

## Schedule Start Date

## Schedule End date

## Start Date

## Expiration Date ?

## Patrol Frequency

 (1-10)

## Checkpoint

- ☐ All Checkpoints 
 ☒ Random Patrol

## Number of Random Inspection Checkpoints

 (Maximum number of Checkpoints: 0)

Weekly & Monthly Schedule	Schedule Start Date	What day of the week each Schedule begins. When the Schedule start date is the same as the end date, it means that the Schedule is only implemented for one day.
	Schedule end date	The end date of each Schedule week. When the Schedule start date is the same as the end date, it means that the Schedule is only implemented for one day.
	Start date	Schedule Start Date
	closing date	Schedule deadline
	Patrol Frequency	The number of patrols required for each plan between the Schedule start date and end date. Each patrol is called a patrol task.

	Checkpoint	By default, the plan needs to patrol all patrol points, or it can be set to random sampling mode.
--	------------	---

## ☒ Recurring Period

### Recurring Period (Days)

 (2~365)

### ☐ Effective every year

#### Start Date

#### Expiration Date ?

~ 

### Patrol Frequency

 (1-10)

### Checkpoint

#### ☐ All Checkpoints ☒ Random Patrol

### Number of Random Inspection Checkpoints

 (Maximum number of Checkpoints: 0)

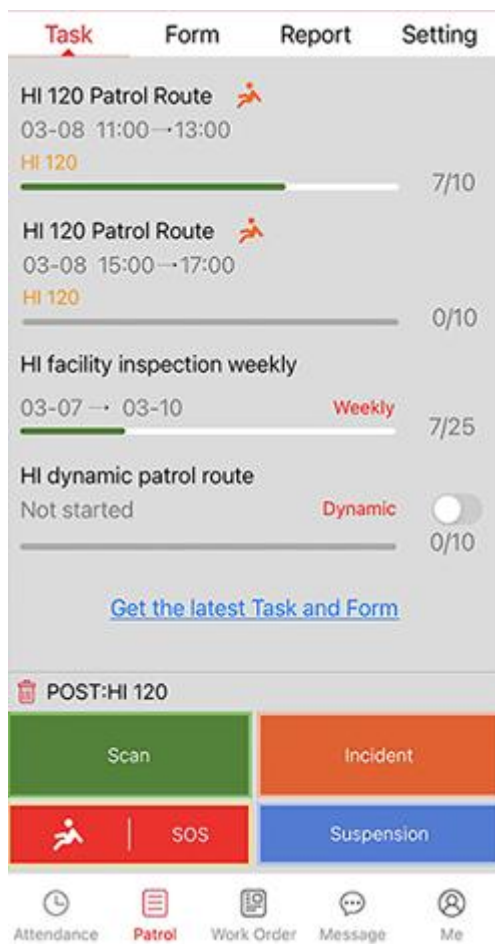
Recurring Period	Recurring Period (days)	More than one day, less than one year.
	Effective every year	According to the set start date and end date (month/day)
	Start date	Schedule Start Date
	closing date	Schedule deadline
	Checkpoint	By default, the Schedule needs to patrol all patrol points, or it can be set to random sampling mode.

**Employee ID need to get tasks as per schedules by click "get the latest tasks" before patrol.**

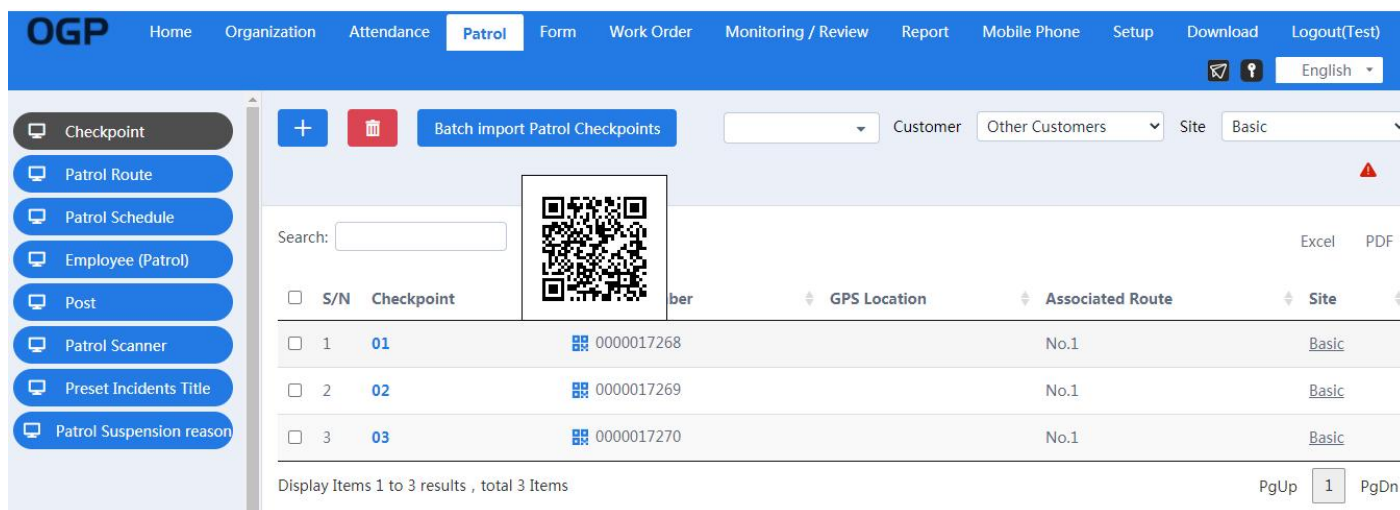
## 3 Patrol & Reports

### 3.1 Patrol on APP

Login APP by inspector ID (test ID:01 PW:123456), Click “patrol” icon at bottom, then can get task automatically (or click Get the latest Task and Form manually if task not updated), click “Scan” to scan the tags which have been added to route & schedule, it will show scan successfully, and task will show green as shown in below picture.



When testing, can use mobile APP scan QR tags on OGP software to make test more easily.



## 3.2 Check reports

The patrol reports include Calendar report, Static Tour report, Dynamic Patrol Report, etc. Reports can be exported as Excel or PDF file.



GWC V3.4.1.4

OGP Home Organization Patrol Monitoring / Review **Report** Mobile Phone Setup Download Logout(GWC)

Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed
- Activity Report**
- Patrol Record Report
- Unregistered Checkpoint
- Dynamic Patrol Report

Customer: All Route: All Site: All Checkpoint: All Employee: All Time Period: 2022-08-11 00:00:00 ~ 2022-08-11 23:59:59

Query Cancel

Search:

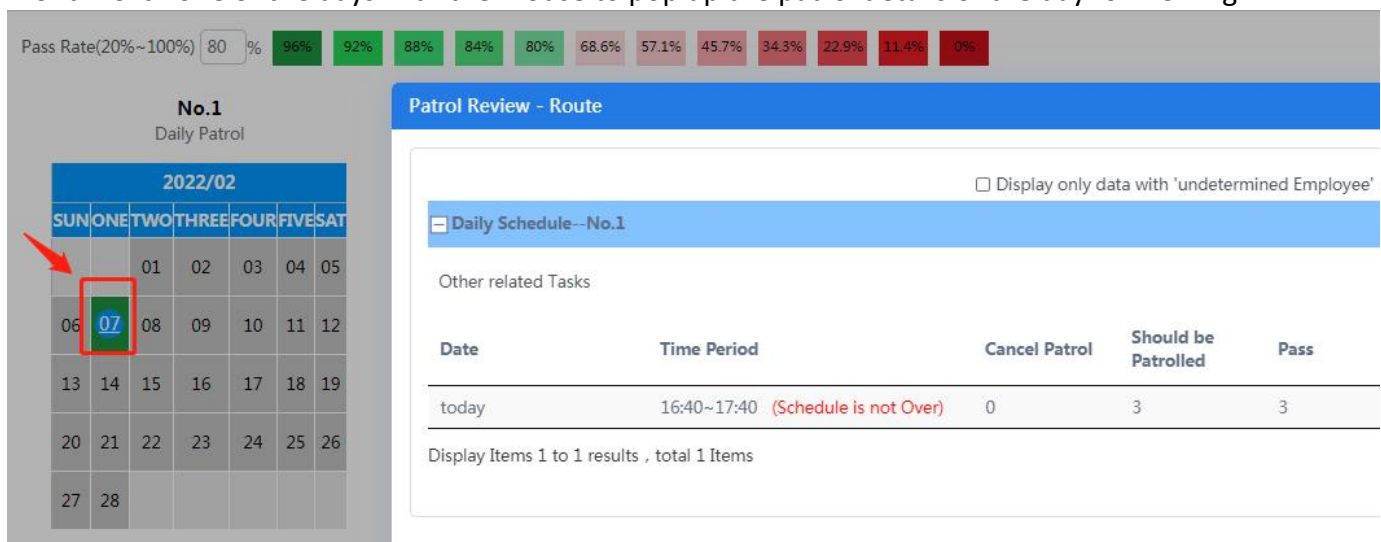
Excel PDF

Customer	Site	Patrol Route	Checkpoint	Patrol Time	Employee	Anti-Fraud	Schedule
	Inspection Site		Fire Pump Room	2022-08-11 07:35:59	Bu Sulba		Dynamic patrol
				2022-08-11 07:00:31	GWC		Dynamic patrol

Display Items 1 to 2 results , total 2 Items Display 20 results PgUp 1 PgDn

## 1 Calendar Report

It can be marked with different colors according to the patrol completion of different customers in the whole month. Click one of the days with the mouse to pop up the patrol details of the day for viewing.



## 2 Static Tour report

Reports can be generated according to customers / places / lines and time periods.

OGP Home Organization Attendance Patrol Form Work Order Monitoring / Review **Report** Mobile Phone Setup Download Logout(Test)

Attendance Report

Patrol Report

- Calendar Report
- Static Tour Summary**
- Static Tour Detail
- Static Tour Missed

Customer: All Route: All Site: All Time Period: 2022-10-26 00:00:00 ~ 2022-10-26 23:59:59

Query Cancel

Search:

Excel PDF

Customer	Site	Route	Start Time	End Time	Checkpoints	Pass	Timeout	Missed	Fraud	Cancel	Order
----------	------	-------	------------	----------	-------------	------	---------	--------	-------	--------	-------

## 3.3 Event

In case of emergency during patrol, inspectors can report the event on APP. Click “Incident”.



Then can edit event details, can add text, or photo, or voice, etc.

The screenshot shows the 'Event details' form. At the top, there is a red header bar with three buttons: 'Cancel', 'Event details' (active), and 'Complete'. Below the header, there are two text input fields: 'Please enter the Event title' and 'Please enter the Event Description'. Under the description field, there are two dropdown menus: the first is set to 'None' and the second is set to 'Basic'. Below these is a blue button labeled 'Scan QR'. Underneath the button is the text 'Associated device'. Further down, there is a section titled 'Take photos' with a large plus icon in a square box. At the bottom, there is a section titled '录音' (Recording) with the text 'Press and hold to start recording'.

Managers can view and deal with events in time on OGP patrol monitoring (real-time monitoring) interface.

The screenshot shows the OGP Monitoring / Review interface. The top navigation bar includes Home, Organization, Attendance, Patrol, Form, Work Order, Monitoring / Review (highlighted), Report, Mobile Phone, Setup, Download, and Logout(Test). The left sidebar has buttons for attendance approval, Patrol Monitoring, Patrol Review, Events and faults (highlighted), Form Review, and Work Order Monitoring. The main area displays filters for Customer (All), Site (All), Incident Failure (Unprocess, Processing, Completed, All), and Time Period (2022-10-26 00:00:00 to 2022-10-26 23:59:59). A search bar and Excel/PDF export options are present. The incident list table shows one entry: 15:48, SOS, rain, Basic. The bottom status bar indicates 'Display Items 1 to 1 results , total 1 Items' and navigation buttons PgUp, 1, PgDn.

Time	Checkpoint	Incident Subject	Incident Description	Repair Instructions	Site	Customer
15:48		SOS	rain		Basic	

Managers also can view “Patrol Monitoring” to check guards patrol situation.

The screenshot shows the OGP Patrol Monitoring interface. The top navigation bar is the same as the previous screenshot. The left sidebar has buttons for attendance approval, Patrol Monitoring (highlighted), Patrol Review, Form Review, and Work Order Monitoring. The main area displays filters for Past (30 Minute), Future (30 Minute), Monitoring status (ALL x), and Missed rate threshold (70 %). A refresh time of 15:51:09 and a refresh rate of 1 (Mins) are shown. The patrol list table shows two entries: Basic No.1 and Test No.2. The right sidebar shows a display of 24 hours and an incident list with 15:48 SOS Basic.

Customer	Site	Route	Start Time	End Time	Window	State	Ratio	Type	call	Remarks
Basic	No.1		10/26 15:00	10/26 16:00	14:55~16:05	D	3/3	DS		
Test	No.2		10/26 15:00	10/26 16:00	14:55~16:05	D	2/2	DS		

The screenshot shows the OGP Patrol Tracking Playback interface. The top navigation bar is the same as the previous screenshots. The left sidebar has buttons for attendance approval, Patrol Monitoring, Patrol Review, Form Review, and Work Order Monitoring. The main area displays filters for Customer (All), Site (All), Route (All), and Time Period (2022-02-07 00:00:00 to 2022-02-08 23:59:59). A search bar and Excel/PDF export options are present. The patrol tracking table shows two entries: Inspection Site No.1 on 2022-02-07 and 2022-02-08. The right sidebar shows a display of 24 hours and an incident list with 15:48 SOS Basic.

Customer	Site	Route	Start Time	End Time	Checkpoints Track	Checkpoints to be Patrolled	Pass	Time-out	Missed Patrol	Fraud	Cancel Patrol	Normal Order
Inspection Site	No.1		2022-02-07 16:40:00	2022-02-07 17:40:00		3	3	0	0	0	0	OK
Inspection Site	No.1		2022-02-08 08:00:00	2022-02-08 12:00:00		3	1	0	2	0	0	OK

## 4 Other settings

Customers may need to make some more settings to facilitate the work of each module.

Website: [www.vsdigital.com](http://www.vsdigital.com)

19

Email: [vsdigitalnicole@hotmail.com](mailto:vsdigitalnicole@hotmail.com)

## 4.1 Company settings

In the "company setting / company" interface, you can set the company's emergency contact information, company logo and login method of company account.

(a) The emergency contact information will be downloaded to the mobile app. Employees can view or dial directly in the "attendance / call monitoring room" interface .

(b) Allow customers to customize the company logo. After uploading, the logo will be used for the display of the system interface.

(c) When the login password is a single password, employees use the traditional account and password to log in to the system. When the login password is double password, the employee login system needs double password verification.

When dual password authentication requires employees to log in to the system, they need to enter three sub elements randomly selected by the system in the first password and the second password. This measure can reduce the probability of hackers or intruders completely stealing the second password.

Only the admin account has permission to modify the login method settings.

OGP Home Organization Attendance Patrol Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

English

Change Password

Company Setup

- Company
- Web Portal Parameters
- Patrol parameters
- Personnel danger
- Mailbox server

Roles/User Rights

Job Type

Rank

Emergency Contact and Phone will be downloaded to mobile APP for ease of communication

Emergency Contact:

Emergency Contact Phone Number:

Company Logo:

Login password: ☒ Single password ☐ Double password

## 4.2 Roles / permissions

This setting allows customers to customize employee roles and set corresponding permissions for each role. By setting the role of each employee, their permissions can be determined, which is convenient for setting and management.

Permission here refers to the operation permission of employees on each module.



The screenshot shows the OGP system interface. The top navigation bar includes Home, Organization, Attendance, Patrol, Form, Work Order, Monitoring / Review, Report, Mobile Phone, **Setup**, and Download. The left sidebar contains links for Change Password, Company Setup, **Roles/User Rights**, Job Type, Rank, and Push reminder. The main content area displays a table of roles with checkboxes for selecting rights. A modal window titled 'Add' is open, showing fields for Role Name and Description, and a list of rights to be assigned.

Role Name	Num
<input type="checkbox"/> Patrol administrator	0
<input type="checkbox"/> manager	0
<input type="checkbox"/> Inspector	2
<input type="checkbox"/> admin	1

Display Items 1 to 4 results , total 4 Items

**Add** modal window fields:

- Role Name:
- Description:
- Enter, Modify, Delete User Rights
  - ☐ Organization structure editing rights
  - ☐ employee editing rights
  - ☐ role / permission editing rights
  - ☐ patrol editing right
  - ☐ subscribe patrol reminder right for others
  - ☐ trace viewing right
  - ☐ audit right of patrol event
  - ☐ Patrol audit right

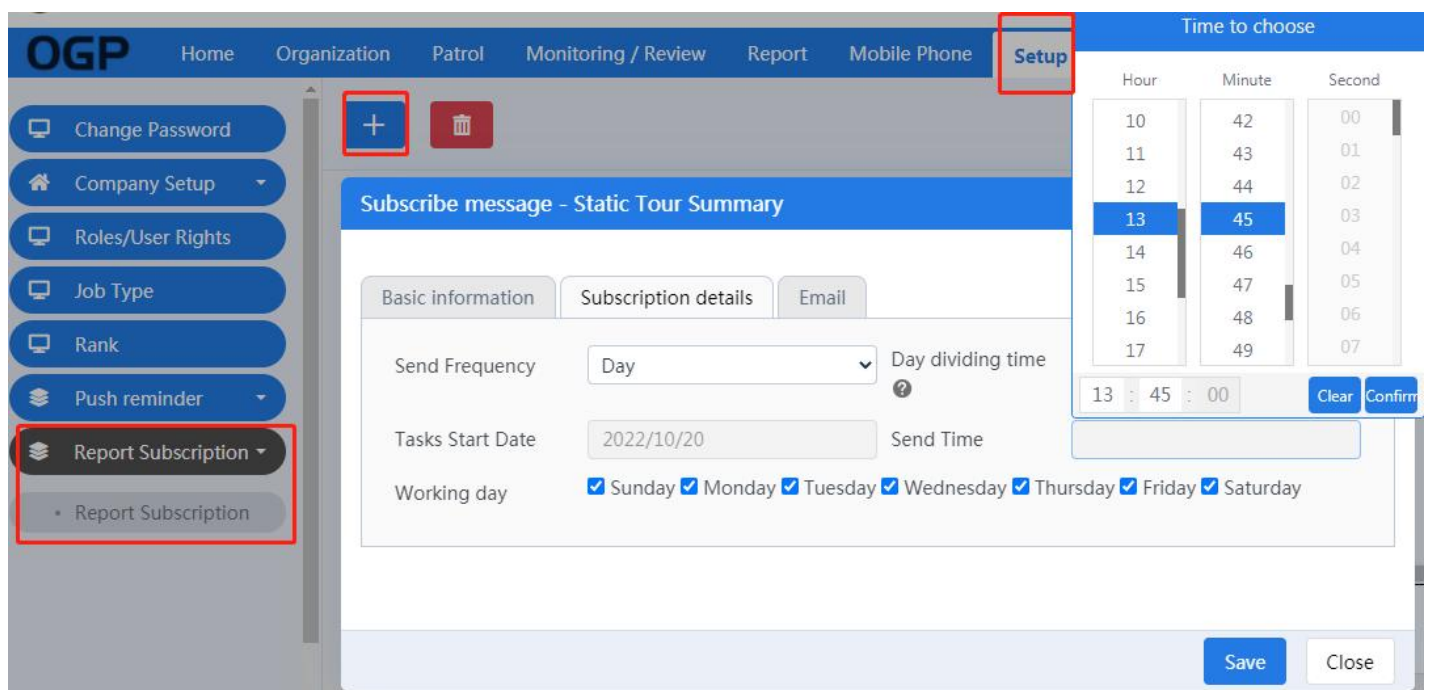
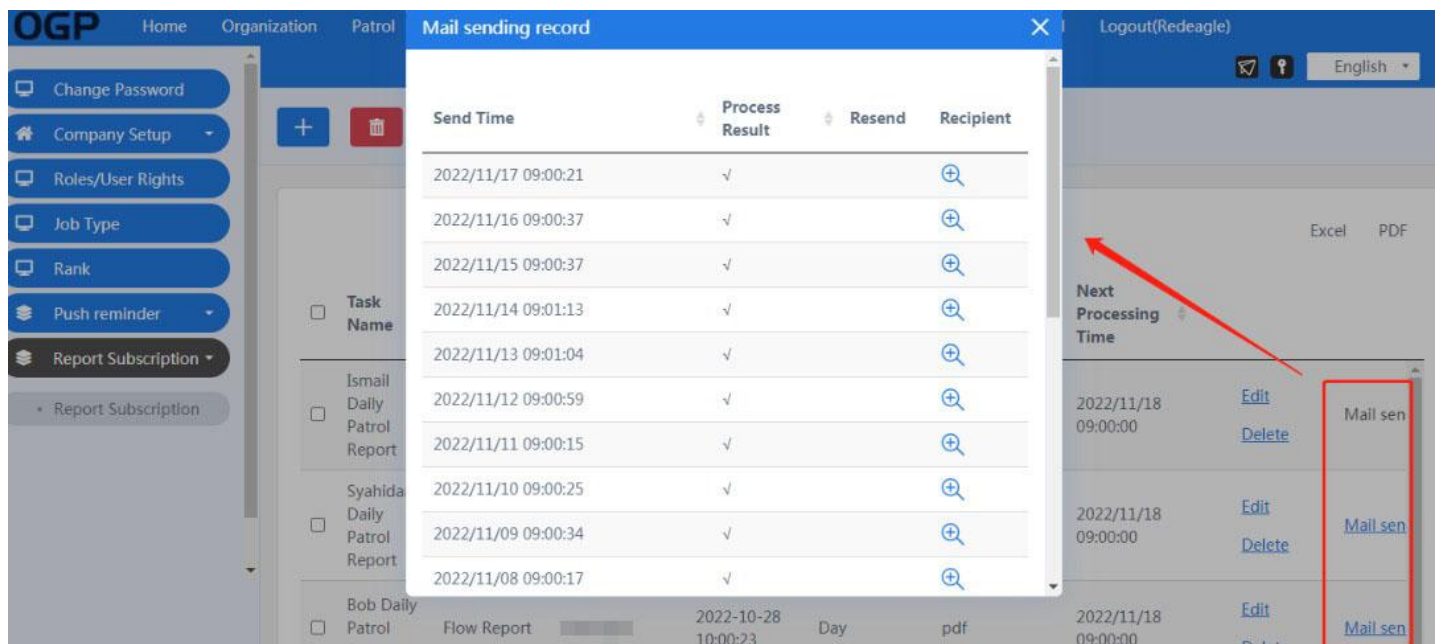
Buttons: Save, Close

## 4.3 Report subscription

In the report subscription interface, customers can set subscription mail for common reports. The system will send the report to the designated mailbox according to the set frequency and receiver.

The screenshot shows the OGP system interface with the 'Report Subscription' modal window open. The top navigation bar includes Home, Organization, Patrol, Form, Monitoring / Review, Report, Mobile Phone, **Setup**, Download, and Logout(Redeagle). The left sidebar contains links for Change Password, Company Setup, Roles/User Rights, Job Type, Rank, Push reminder, and **Report Subscription**. The main content area displays a table of report subscriptions with columns for Task Name, Report Name, Subscribers, Operation time, Transmit Frequency, Attachment Type, and Next Processing Time. Each row has links for Edit, Delete, and Mail sen.

Task Name	Report Name	Subscribers	Operation time	Transmit Frequency	Attachment Type	Next Processing Time	
<input type="checkbox"/> Ismail Daily Patrol Report	Flow Report	<input type="text"/>	2022-10-28 09:55:44	Day	pdf	2022/11/18 09:00:00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mail sen</a>
<input type="checkbox"/> Syahidan Daily Patrol Report	Flow Report	<input type="text"/>	2022-10-28 09:58:49	Day	pdf	2022/11/18 09:00:00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mail sen</a>
<input type="checkbox"/> Bob Daily Patrol Report	Flow Report	<input type="text"/>	2022-10-28 10:00:23	Day	pdf	2022/11/18 09:00:00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Mail sen</a>



## 4.4 Geofencing Function

1. When edit new checkpoint tag, choose "GPS Location Anti-Fraud", then choose Grace Period 100m or 200m or customized:

2 when patrolman scan tag out of such range, system will let patrolman to take picture for Anti-Fraud.

## 4.5 Real-time monitoring

Under the "monitoring / review" menu, "patrol monitoring / real-time monitoring" interface patrol real-time monitoring), the personnel in the control room can monitor the patrol progress of personnel in real time, and make real-time adjustments to patrol events or personnel according to the actual situation.

The patrol real-time monitoring main interface is used to monitor the patrol progress of all lines. User defined monitoring window, monitoring time, etc.

a) Refresh frequency: the user can set the refresh frequency of the interface through the drop-down selection, or click the refresh button to refresh the interface at any time.

b) Monitoring site: the user can click the button in the upper right corner of the interface to view the

current monitoring site in the pop-up window, set the monitoring place, and adjust the monitoring place through the add and delete buttons in the window.

c) Monitoring time window: users can customize the time when the patrol task is monitored. By default, minutes before the start of the plan and minutes after the end of the plan, the patrol task will be displayed in the monitoring interface.

d) Monitoring status: the monitoring interface displays all monitored patrol tasks by default. You can also filter patrol tasks according to patrol progress.

Refresh time 13:37:32 Refresh Rate 1 (Mins)		Patrol Monitoring									
Past: 30 Minute ~ Future: 30 Minute		Monitoring status ALL x		Missed rate threshold 70 %							
Customer	Site	Route	Start Time	End Time	Window	State	Ratio	Type	call	Remarks	
	Inspection Site	Logen	12/22 00:00	12/22 23:59	23:55~00:04	E	0/11	DS			
	Inspection Site	Logen	12/22 00:00	12/22 23:59	23:55~00:04	E	0/11	DS			
	Inspection Site	Syahidan	12/22 00:00	12/22 23:59	23:55~00:04	E	0/8	DS			
	Inspection Site	Syahidan	12/22 00:00	12/22 23:59	23:55~00:04	E	0/8	DS			

## 5 Form (Optional Function)

There are 4 kinds Forms: Company Form, Customer Form, Site Form and Employee (Work Form) in OGP.

OGP Home Organization Attendance Patrol **Form** Work Order Monitoring / Review Report Mobile Phone Setup

Company Form + -

Customer Form

Site Form

Employee (Work Form)

Search:

Display Items 0 to 0

**Add**

Name

☒ Patrol Checkpoint Form?

☒ Tag Form?

☒ Instant Form?

☒ Review Required?

☒ Fail Form only ☐ All Forms

☒ Advanced features

☐ pre form API ? ☐

☐ post form API ? ☐

技术支持 沈阳唯实软件有限公司

如有疑问或需要帮助, 请拨打客服电话: 4006558805

Save Close

Only the IDs with permission can use Form and other functions.



The screenshot shows the OGP web application interface. The top navigation bar includes links for Home, Organization (highlighted), Attendance, Patrol, Form, Work Order, Monitoring / Review, Report, Mobile Phone, Setup, Download, and Logout(Test). The left sidebar has buttons for Customer, Site, Department, and Employee (highlighted). The main content area shows a table of employees with columns: S/N, State, Name, Account, QR, NFC, WEB Login, Attendance, Patrol, Form, Work Order, Site authority, and Role Name. A red box highlights the columns from WEB Login to Work Order. The table contains three rows of data. Below the table, it says 'Display Items 1 to 3 results , total 3 Items'. There are also buttons for 'Batch import Employees', 'Search', and 'Excel PDF'.

S/N	State	Name	Account	QR	NFC	WEB Login	Attendance	Patrol	Form	Work Order	Site authority	Role Name
1		Test	Test			✓	✗	✓	✗	✗	Company	admin
2	▶	Test01	01			✗	✓	✓	✓	✓	This Site	Inspector
3	▶	Test02	02			✗	✓	✓	✓	✓	This Site	Inspector

## 5.1 Set site form template

There are two ways to associate a company / customer form to a site:

- Reference form: the site can only be used, and has no right to modify the template. It is applicable to the situation where the company / customer has unified requirements for the template;
- After copying the form, it belongs to the site. The site can modify the template, but the modification of one site will not affect the templates of other copy sites or the original templates of the company / customer. If there are slight differences in templates applicable to different places, you can copy them first and then modify them.

Sites can only refer to the forms of their customers and companies; However, the site can copy the forms of other sites under other customers.

The screenshot shows the OGP web application interface with the 'Form' menu highlighted. The left sidebar has buttons for Company Form, Customer Form, Site Form (highlighted), and Employee (Work Form). The main content area shows a 'Reference current Forms' dialog box. The dialog box has a title bar 'Reference current Forms' and a close button. It contains a message: '\*Reference current Forms Do not create a new Form, Edit the Original Form, the referenced Form will be modified at the same time'. Below the message is a section 'Select the Referenced Form' with a search bar and a table. The table has columns: Name, Checkpoint, Tag Form, Instant Form, Review Required, and Belong to. The table is currently empty, showing 'No Data found'. Below the table, it says 'Display Items 0 to 0 results , total 0 Items'. There are also buttons for 'Excel PDF' and 'PgUp PgDn'.

The screenshot shows the OGP software interface. The top navigation bar includes 'Home', 'Organization', 'Attendance', 'Patrol', 'Form' (highlighted with a red box), 'Work Order', 'Monitoring / Review', 'Report', and 'Mobile Phone'. On the left sidebar, there are buttons for 'Company Form', 'Customer Form', 'Site Form' (highlighted with a red box), and 'Employee (Work Form)'. In the center, a 'Copy a Form' dialog box is open. It contains fields for 'Company' (Test), 'Customer' (Other Customers), and 'Site' (Basic). Below these is a 'Search' field and a 'Confirm' button. At the bottom of the dialog, there is a table with columns: Name, Checkpoint, Tag Form, Instant Form, Review Required, and Belong to. The table is currently empty, showing 'No Data found' and 'Display Items 0 to 0 results, total 0 Items'.

## 5.2 User defined form

The system provides dozens of common form elements to simplify form design. For example: single choice, multiple choice, photographing, recording, remarks, table, text. You can complete your own form by dragging or editing form elements.

In the design of patrol form, the qualified range can be set for most inspection items. Unqualified forms can be subscribed separately, counted or used as conditions to trigger the work order system. For example: temperature value range, single choice, multi-choice unqualified items, etc. In addition, in the form design, you can also fill in the inspection method and inspection standard for the inspection items, which can be viewed by the inspector at any time.

The screenshot shows the OGP software interface with the 'Form' menu selected. The left sidebar shows 'Company Form', 'Customer Form', 'Site Form' (highlighted with a red box), and 'Employee (Work Form)'. The main area displays a table of forms. The table has columns: Name, fill in, Edit, QR code Number, NFC, Associated Patrol Checkpoint, Push Forms, and Site. The first row shows a form with 'Name' 333, 'fill in' icon, 'Edit' icon (highlighted with a red box and a red arrow), 'QR code Number' Add, 'NFC' Add, 'Associated Patrol Checkpoint' Detail, 'Push Forms' Add, and 'Site' Basic. Below the table, it says 'Display Items 1 to 1 results, total 1 Items'. At the bottom right, there are 'PgUp', '1', and 'PgDn' controls.

Basic elements

<input checked="" type="checkbox"/> Single selection(Remarks)	<input checked="" type="checkbox"/> Radio group
<input checked="" type="checkbox"/> Multi Selection(Remarks)	<input type="checkbox"/> Drop Down Box(Remarks)
<input type="checkbox"/> Drop Down Box(Search)	<input type="checkbox"/> Multilevel selection
<input type="text"/> Column text	<input type="text"/> Value
<input type="image"/> Picture	<input type="image"/> Take Picture
<input type="audio"/> Audio	<input type="video"/> Video
<input type="location"/> Address	<input checked="" type="checkbox"/> Remarks
<input type="signature"/> Signature	
<input type="table"/> Table	<input type="table"/> Multi row multi column
<input type="date"/> Date	<input type="time"/> Time
<input type="datetime"/> Date and Time	
<input type="text"/> Title	<input type="text"/> Text Description
<input type="image"/> picture	<input type="video"/> Video
<input type="image"/> Illustration	<input checked="" type="checkbox"/> Blank
<input type="star"/> Importance	<input type="star"/> Urgency
<input type="location"/> Customer/Site	<input type="text"/> Device code
<input type="page"/> Page	<input type="text"/> JSON

111

Single selection(Remarks)

☐ Option1  
☐ Option2

Radio group

Single selection1

Single selection2

Multi Selection(Remarks)

☐ Option1  
☐ Option2

Drop Down Box(Remarks)

Option1

Drop Down Box(Search)

Option1

Multilevel selection

To be filled in by User

Column text

To be filled in by User

## 5.3 Form push

Click the push form, set the recipient's email or user app, check auto send email, and then the system will automatically send the form information to the specified email or app when the user submits the form.

The screenshot shows the OGP software interface. The top navigation bar includes 'Home', 'Organization', 'Attendance', 'Patrol', 'Form', 'Work Order', 'Monitoring / Review', 'Report', 'Mobile Phone', 'Setup', 'Download', and 'Logout(Test)'. The 'Form' menu is highlighted. On the left sidebar, there are buttons for 'Company Form', 'Customer Form', 'Site Form' (highlighted with a red box), and 'Employee (Work Form)'. The main area displays a 'Push Forms' dialog box. The dialog box has a title bar 'Push Forms' and a close button. It contains the text: 'After the server receives the form, it will automatically push it to the form subscriber'. There are two checkboxes: 'Send Email automatically' (checked) and 'Automatically push to APP' (checked). Below these are radio buttons for 'Fail Form only' (selected) and 'All Forms'. There are input fields for 'Name' and 'Email'. A red arrow points to the 'Add' button in the 'Push Forms' table. The table has columns 'S/N', 'Name', and 'Received in APP'. It shows 'No Data found' and a '+ -' button. The bottom of the dialog box says 'Display Items 0 to 0 results , total 0 Items'.

## 5.4 Form report

There are three types of reports in the form: Form details, Submitted form and Exception form summary. Click the form / Excel magnifying glass to view the details of the form.

The screenshot shows the OGP software interface. The top navigation bar includes 'Home', 'Organization', 'Attendance', 'Patrol', 'Form', 'Work Order', 'Monitoring / Review', 'Report', 'Mobile Phone', 'Setup', 'Download', and 'Logout(Test)'. The 'Report' menu is highlighted. On the left sidebar, there are buttons for 'Attendance Report', 'Patrol Report', and 'Form Report' (highlighted with a red box). The main area displays a 'Form Report' dialog box. The dialog box has a title bar 'Form Report' and a close button. It contains the text: 'Select Form to View' and 'Select Range to View'. There are input fields for 'Form Name' (333), 'Submission Time' (2022-10-26 00:00:00 ~ 2022-10-26 23:59:59), 'Customer' (Other Customers), and 'Site' (All). There are buttons for 'Query' and 'Cancel'. Below the input fields is a table with columns: Submitter, Date started, Submission Time, Site, Checkpoint, Unqualified Mark, Form Name, State, and Form content. A red box highlights the 'Form Report' button in the left sidebar.

## 6 Work order(Optional Function)

The work order process from declaration to completion,mainly includes: application, approval, implementation, acceptance, completion and other steps.

### 6.1 Work order design

When designing the work order of equipment or place, you can customize the items to be checked, and add various elements such as single selection, multi selection, value, video, photo, time, photography, table, multi column and drop-down list.

OGP Home Organization Attendance Patrol Form **Work Order** Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

English

Company Work Order Customer Work Order Site Work Order

Work Order Main and Sub Category

Work Order Template

Search: [ ] Excel PDF

Customer Other Customers Site Basic

State Work Order Name Create Work Order Work Order Category QR code Number Original Work Order Template Re

No Data found

Display Items 0 to 0 results , total 0 Items PgUp PgDn

## 1 Work Order settings

## 2 Work Order Content

## 3 Reply Content

## 4 Process Design

### Original Work Order Template

#### Original Work Order Template (up to 64 Characters) ?

#### Work Order Prefix (up to 6 Characters) ?

Note: the Work Order Number is the number generated when submitting the Work Order, and the format is: XXX 202009 000001 (Prefix Date Serial Number)

#### Work Order Category



Please select the Sub Category of the Work Order

☒ QR code Number

☐ Inform the Creator after the Work Order is completed

Cancel

Save

## 6.2 Real-time monitoring

The declaration monitoring center will monitor the completion status and progress of the work order in real time.

The screenshot shows the 'Monitoring / Review' section of the VSDIGITAL Guard Tour System. The top navigation bar includes links for Home, Organization, Attendance, Patrol, Form, Work Order, Monitoring / Review (highlighted), Report, Mobile Phone, Setup, Download, and Logout(Test). The left sidebar contains a list of menu items: attendance approval, Patrol Monitoring, Patrol Review, Events and faults, Form Review, Work Order Monitoring, and Monitoring Centre (highlighted). The main content area displays a table with columns: S/N, Work Order Center, Monitoring Sites, Employee, and login to report center. The table shows one row with S/N 1, Work Order Center 'work', Monitoring Sites 2, and Employee 0. Below the table, it indicates 'Display Items 1 to 1 results, total 1 Items' and 'Display 20 results'. The bottom right corner shows 'PgUp 1 PgDn'.

S/N	Work Order Center	Monitoring Sites	Employee	login to report center
1	work	2	0	

Edit the concerned places and personnel, that is, the selected personnel have permission to view the work order information submitted by the selected place

**Employee**

The User Rights of the Work Order Center should include the Site being Monitor [To set](#)

Search:

<input type="checkbox"/>	S/N	Employee	Supervisor	Site	Customer
<input type="checkbox"/>	1	Test01	<a href="#">v</a>	Test	
<input type="checkbox"/>	2	Test02	<a href="#">v</a>	Test	

Display Items 1 to 2 results , total 2 Items PgUp 1 PgDn

Real time monitoring can edit a report center in the previous step into one or more positions for monitoring. After editing, click the monitoring icon to directly jump to the monitoring interface

**Work Order Center** work

Search:

<input type="checkbox"/>	S/N	Post	Monitoring Sites	Real Time Monitor
<input type="checkbox"/>	1	real time	2	

Display Items 1 to 1 results , total 1 Items Display 20 results

## 6.3 Work order report

Work order reports include site work order summary, personnel work order summary and work order detail summary. Work orders are queried by serial number. Each form of report has a variety of filtering conditions. The queried report can view the details of a single work order separately or export the excel report of all work orders.

OGP

[Home](#)
[Organization](#)
[Attendance](#)
[Patrol](#)
[Form](#)
[Work Order](#)
[Monitoring / Review](#)
[Report](#)
[Mobile Phone](#)
[Setup](#)
[Download](#)
[Logout\(AL\)](#)

English

Attendance Report

Patrol Report

Form Report

Work Order Report

Site Work Order Summary

Employee Work Order summary

Work Order Details

Query Work Order by Work Order Number

Customer

Other Customers

Site

All

Date St

2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Work Order Category

All

Work Order Sub Category

All

Template Name

All

Current State

All

Query

Cancel

Search

Excel

Work Order Number	Person submitting Work Order	Task Name	Current State	Related Employee	Urgency	Importance	Date Submitted
No Data found							

Display Items 0 to 0 results , total 0 Items

PgUp PgDn

Customer

Other Customers

Site

All

Employee

All

Display

☒ Work Orders involved
 ☒ Work Order To Perform

Process Involved

All

Time Period

2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Query

Cancel

Search

Excel

Site	Subscribers	Operation	Operation time	Task Name	Urgency	Importance	Current State	Site of Work Order
No Data found								

Display Items 0 to 0 results , total 0 Items

PgUp PgDn

Customer

Other Customers

Site

--Please select --

--Please select --

Work Order Category

All

Work Order Sub Category

All

Current State

All

Template Name

Time Period

2022-02-08 00:00:00 ~ 2022-02-08 23:59:59

Query

Cancel

Search

Excel

Work Order Number

☐ Fuzzy Search

Query

Cancel

Search

Excel

## 7 Attendance (Optional Function)

### 7.1 Edit Shift

The screenshot shows the OGP Attendance management interface. The 'Attendance' tab is selected in the top navigation bar. On the left sidebar, the 'Shift' button is highlighted. In the main area, the 'Add' modal is open, showing fields for editing a shift. A red arrow points to the '+' button in the sidebar.

**Shift** 1 **code** 1234

**Check On** 08:00 **Check Off** 17:00

**Grace Period** 0 Mins **Grace Period** 0 Mins

**overtime reminder** 30 Mins **overtime reminder** 30 Mins

**Check on time range(<=24 hours)**

**Before Check On** 2 Hour **After Check On** 9 Hour

### 7.2 Add Attendance Point

The screenshot shows the OGP Attendance management interface. The 'Attendance' tab is selected in the top navigation bar. On the left sidebar, the 'Attendance point' button is highlighted. In the main area, the 'Add' modal is open, showing fields for adding an attendance point. A red arrow points to the '+' button in the sidebar.

**Attendance point** 01

**code** 1234

**Bluetooth**

Customer Other Customers Site Basic

Search: Excel PDF

Attendance point	State	code	Bluetooth	Shift	Site
01		1234		1	Basic

Display Items 1 to 1 results , total 1 Items

PgUp 1 PgDn

## 7.3 Edit Employee's Attendance

OGP Home Organization **Attendance** Patrol Form Work Order Monitoring / Review Report Mobile Phone Setup Download Logout(Test)

Shift Attendance point Attendance administrator Holiday code Attendance team **Employee (Attendance)**

Customer Other Customers Site Basic

Search: [ ] Excel PDF

<input type="checkbox"/>	S/N	Name	Account	Attendance attribute	Attendance code	Employee verification method	Verification of attendance points method	Punch other employees	Site
<input type="checkbox"/>	1	Test	Test	✓		Facial Recognition	Take Picture	✓	

Display Items 1 to 1 results , total 1 Items PgUp 1 PgDn

**Edit**

**Attendance**

attendance code / QR code

Employee verification method

☒ Facial Recognition ☐ Take Picture ☐ unwanted

Verification of attendance points method

☐ Bluetooth of attendance point ☒ Take Picture ☐ unwanted

Punch other employees

☒ allow ☐ not allowed

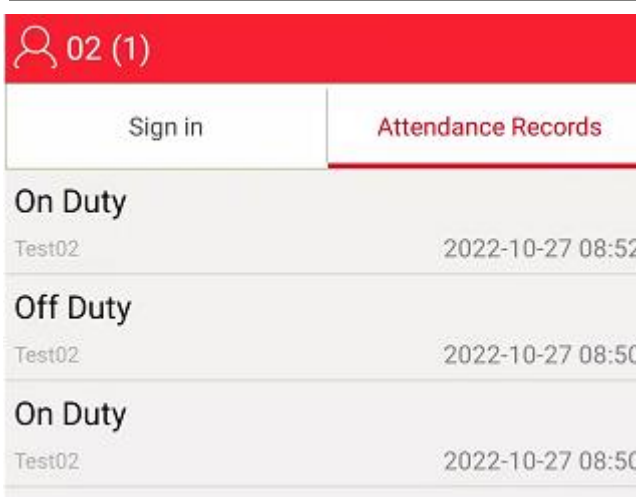
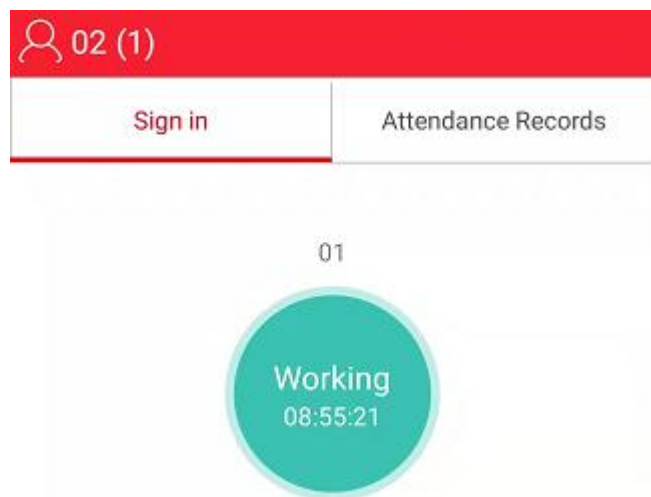
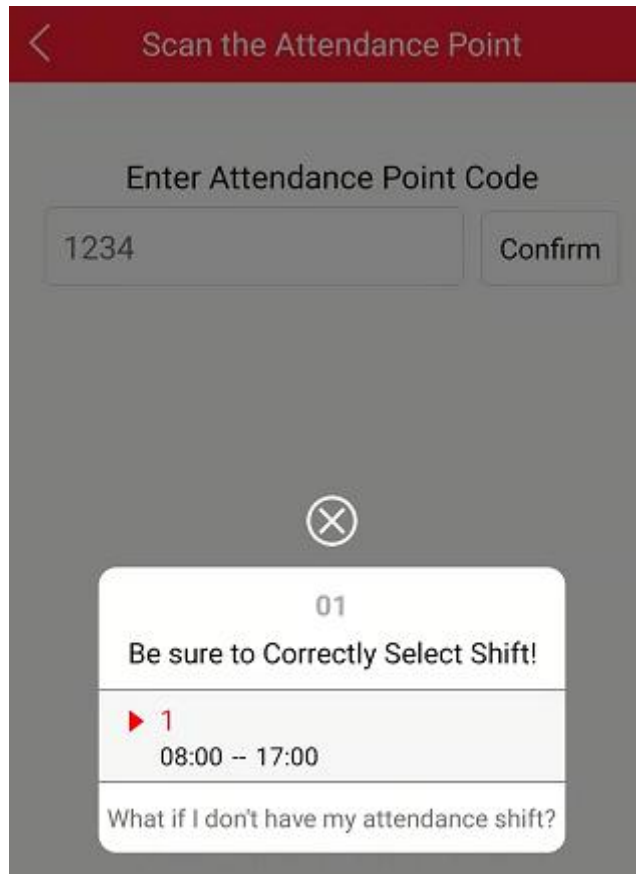
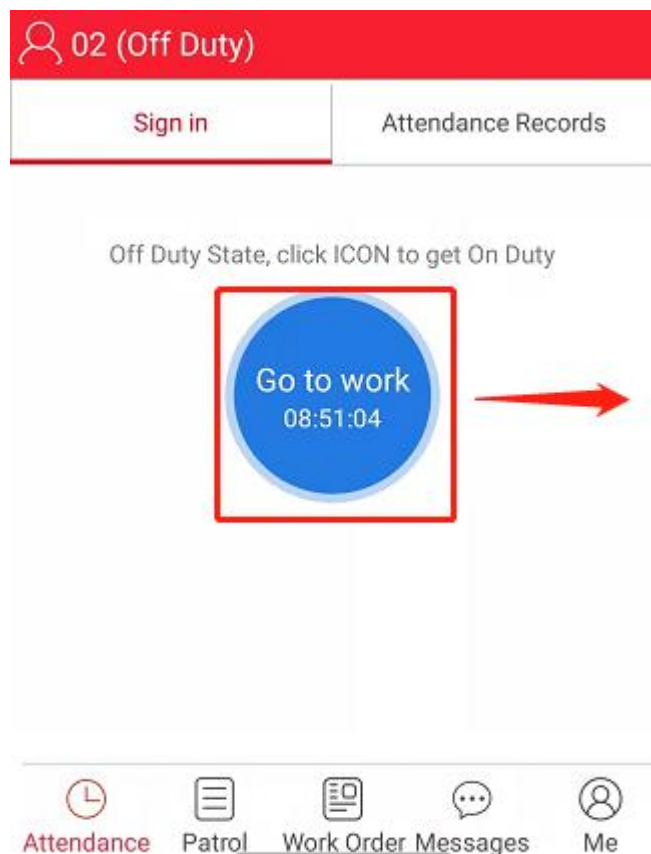
Other Customers

Verification of attendance points method

Take Picture



## 7.4 Attendance on APP



## 8 Patrol scanner


OGP not only can save data from APP, but also can from RFID tag readers.

## 8.1 Install Communication Client and make server settings

**OGP** Home Organization Attendance Patrol Form Work Order Monitoring / Review Report Mobile Phone Setup **Download**

Phone APP  
Communication Client

Download Communication Client

Download	Communication Client--Server setting	
	IP data receiver IP address:	www.ogpcloud.com
	Port:	50002
	Company Name:	Company Name in the top left corner of the page
	Patrol system access port:	443

You only need to download the software if you are touring with a traditional tour stick

The software mainly has two functions:

1. Upload the records in the tour stick to the platform, which is suitable for the tour stick to upload records through PC
2. Set the parameters of the network communication base, which is suitable for the patrol stick to upload records directly through the network communication base



**Server Settings**

IP Data Receiver's IP

Port  ☒ HTTP ☐ TCP

Company

Online Guard Tour System

☒ Company Verification

## 8.2 Download data from scanners

**Online Guard Patrol**

 **Download**  **Change Scanner**  **Testing Server**  **Diagnose**  **Server Setting**

6/23/2022 1:07:18 PM Reading record ....  
6/23/2022 1:07:28 PM Read record success. Total:2  
6/23/2022 1:07:29 PM Begin uploading data!  
6/23/2022 1:07:29 PM Server clock:2022/6/23 13:07:24  
6/23/2022 1:07:29 PM Duration:0.46s, Average speed:0.41KB/s  
6/23/2022 1:07:29 PM Disconnect the connection with the server!

## 8.3 Check details online

OGP Home Organization Attendance **Patrol** Form Work Order PPM Monitoring / Review Report Mobile Phone Setup Download Logout(AL)

Checkpoint Patrol Route Patrol Schedule Employee (Patrol) Post **Patrol Scanner** Preset Incidents Title Patrol Suspension reason

Display all within the permission range Customer GF Suva Site Guardhouse

Search: Excel PDF

S/N	model	Name	Associated Site	Associated Route	employee	total records	impact times	registration time	last upload
1	V52	2203-15643	Inspection Site	GF Base	SG01	2	0	2022-06-23 13:07:24	2022-06-23
2	PC	408D5CECB24C000	=	=	=	3	0	2022-06-23 13:07:24	2022-06-23
3	V1	2101-07559	Inspection Site	ShadowTech	AL01	1	0	2022-06-23 13:10:14	2022-06-23

Display Items 1 to 3 results , total 3 Items PgUp 1 PgDn

## 8.4 Save Unregistered Checkpoints

OGP Home Organization Attendance Patrol Form Work Order PPM Monitoring / Review **Report** Mobile Phone Setup Download Logout(AL)

Attendance Report Patrol Report

- Calendar Report
- Static Tour Summary
- Static Tour Detail
- Static Tour Missed
- Activity Report
- Patrol Record Report
- Unregistered Checkpoint**
- Dynamic Patrol Report

2022/06/23 Query

S/N	Wand Serial Number	Unregistered Checkpoint Count	Last Upload Time
1	2101-07559	1	2022-06-23 13:10:19
2	2203-15643	1	2022-06-23 13:07:28

Display Items 1 to 2 results , total 2 Items

2022/06/23 Query

Export Unregistered Checkpoints

RFID(125kHz)Unregistered Checkpoint Report  
Date:2022/06/23

S/N	Name	RFID(125kHz)	Card read Time
1		0011004B27FF	2022-06-23 13:06:03

Display Items 1 to 1 results , total 1 Items

Copy RFID tag ID then add it.

The screenshot displays the OGP Patrol management interface. The top navigation bar includes Home, Organization, Attendance, Patrol (selected), Form, Work Order, PPM, Monitoring / Review, Report, and Mobile Phone. The left sidebar lists various patrol-related functions: Checkpoint, Patrol Route, Patrol Schedule, Employee (Patrol), Post, Patrol Scanner, Preset Incidents Title, and Patrol Suspension reason. The main area shows the 'Add' form for a new checkpoint. The form fields are: Checkpoint Name (RFID 2), QR code Number, NFC card, Bluetooth, RFID (125kHz) (use for Patrol Wand) (0011004B27FF), and Associated Route (View only). The 'Save' button is highlighted. Below the form, the main table displays the list of checkpoints. The table has columns for S/N, Checkpoint, RFID(125kHz), GPS Location, Associated Route, and Site. The table shows two items: 1. RFID 1(Unused) with RFID ID 005E00D2D337, and 2. RFID 2(Unused) with RFID ID 0011004B27FF, both associated with the Guardhouse site. The 'Save' button is highlighted in the 'Add' form.

**Add Form Fields:**

- Checkpoint Name: RFID 2
- QR code Number:
- NFC card:
- Bluetooth:
- RFID (125kHz) (use for Patrol Wand): 0011004B27FF
- Associated Route(View only):

**Main Table:**

S/N	Checkpoint	RFID(125kHz)	GPS Location	Associated Route	Site
1	RFID 1(Unused)	005E00D2D337			Guardhouse
2	RFID 2(Unused)	0011004B27FF			Guardhouse

Display Items 1 to 2 results , total 2 Items