Scan Secure GTS 5.1

User manual

Issue 2

(Based upon V5.0.11)

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1 Introduction

This User Manual will describe how to use and operate the Guard Tour System (GTS) from Scan Secure. Please note that the most common or recommended ways to use and maintain the system is described, additional functionality may be available!

An Installation Manual is also available, if you want to study the aspects of a complete new installation of the GTS.

The GTS Software is a program for use with RFID Tags and readers. The program`s task is to register the Guard Tour data from the Pen, and present the data in reports and windows.

A lot of work has been put in to make the use of the software as easy as possible. GTS Software can be used on a variety of installations, including cruise ships, office buildings, hotels, industrial sites, factory buildings, prisons, military campus and so on.

This User Manual describes all versions and modules of the GTS Software.

- ✓ SS-GTS5 L ~ Light version without maps and graphical functionality
- ✓ SS-GTS5 B ~ Standard version for network and 1 user
- ✓ SS-GTS5 W ~ Workstation module for multiple users/workstations
- ✓ SS-GTS5 C ~Objects/Clients module to handle multiple objects/clients.
- ✓ SS-GTS5 CR ~ Custom Reports module
- ✓ SS-GTS5 CRA ~ Custom Reports Advanced module
- ✓ SS-GTS5 PAS ~ Personnel Attendance System & ID-Badging module

2 System requirements. Both for Server and local PC.

The following table lists the prerequisite software and minimum hardware and software requirements for running Microsoft SQL Server 2005 Express Edition (SQL Server Express). To determine if the computer meets the system requirements, from the **Start** menu, right-click **My Computer**, and then click **Properties**. The **General** tab displays the CPU type and speed, and the amount of installed memory (RAM).

Prerequisite software	Microsoft .NET Framework Microsoft Internet Explorer 6.0 Service Pack 1 (SP1) or later (prerequisite for .NET Framework)
RAM	Minimum: 192 MB Recommended: 512 MB or higher
Hard Disk space	600 MB free space
Processor	Pentium III Compatible or higher Minimum: 500 MHz Recommended: 1 GHz or higher

Operating System	Windows Server 2003 SP1 Windows Server 2003 Enterprise Edition SP1 Windows Server 2003 Datacenter Edition SP1 Windows Server 2003 Web Edition SP1 Windows Small Business Server 2003 Standard Edition SP1 Windows Small Business Server 2003 Premium Edition SP1 Windows XP Professional SP2 Windows XP Home Edition SP2 Windows XP Tablet Edition SP2 Windows XP Media Edition SP2 Windows 2000 Professional Edition SP4 Windows 2000 Server Edition SP4 Windows 2000 Advanced Edition SP4 Windows 2000 Datacenter Server Edition SP4 Virtual PC Virtual Server **Note:** There is no support in this release for Windows XP Embedded Edition.

Full Administrator access to the server and PC is required during the installation of the GTS Software! Please also see the Installation manual for all details.

The above requirements are to be considered as minimum requirements to have the GTS working to your satisfaction.

If these requirements are not met, the result may be a very slow application, too little disk space for data, reports etc., and may even cause the application or the computer to malfunction.

The higher the processor speed, the quicker the GTS Software will perform as it is a relatively capacity consuming application.

3 IMPORTANT!

Below are some important notes for the use and understanding of this program:

- Try to avoid mounting the Tag on aluminium surfaces as this will disturb the reading of the TAG. If mounting on aluminium can not be avoided, the TAG **MUST** be lifted at least 5mm from the surface. Use a self adhesive spacer. (Can be obtained from Scan Secure as)

- A start Tag is **unique** and can only be used once and to identify that round only. If deleted, it can never be reused. (For GTS5 CR & CRA no Start Tag is required)

- When you register data into system during the installation, make sure to delete all data in the pen/DAU prior to and between each operation.

- We also recommend to take a backup prior to and between each operation. Go to "Security – Database maintenance – Backup now"

- Syncronize the date & time in the pen with the computer by using " SYNC"

- **When adding new TAGs to the system, place them on a double sided tape, and ALWAYS FIRST give the TAGs a number corresponding to list - written ON the TAG itself, then read them by using the Pen. This is to avoid mixing the TAGs at a later stage.**

- The Com. station, must be connected to a USB port.

  - BC 2002S – use COM 3. ProxiPen – use COM 9

- **<u>NB! If you are using a GCS Proxi-Pen DAU, the unit must not be left without battery for more than 2 minutes!</u>**
  If so, the unit goes into boot mode as a safety precaution and must be reset by a service facility. (Security -> Manage -> Sync. When the program is running and you are logged in as an Administrator)

4 How to set up a new installation of GTS5 – recommended

In this section, we will give you a step by step procedure on how to set up a new installation of the GTS5. References are made to later Chapters of this manual.

We base this procedure on the fact that the GTS5 has been installed in accordance with the Installation Manual, and that the installation was successful.

NB! The graphical functionality, the Client/Objects, Custom Reports, Custom Reports Advanced and the PAS, requires an additional licensed module to be purchased. The installation files of the GTS5 will install the full version. After 30 downloads of the Pen/DAU, your GTS5 installation will start acting according to your purchased license. Meaning that if you have the SS-GTS5 L (Light version) or this is a Demo version, all graphical functionality and the Client/Object functions, are disabled. All your work will however be saved and available as soon as you have purchased the applicable license.

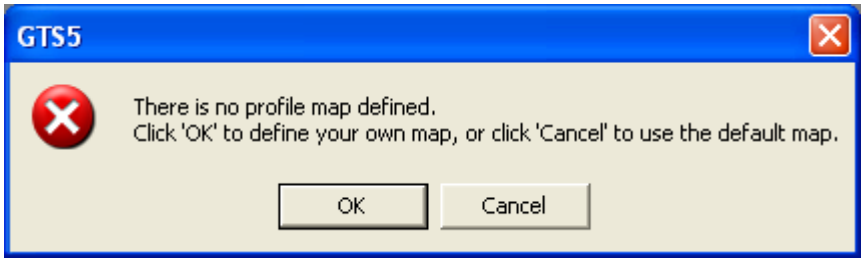
If you have the SS-GTS5 B license, the graphical functionality will be available, but not the Client/Objects, CR, CRA or PAS.

4.1 Starting the GTS5 for the first time.

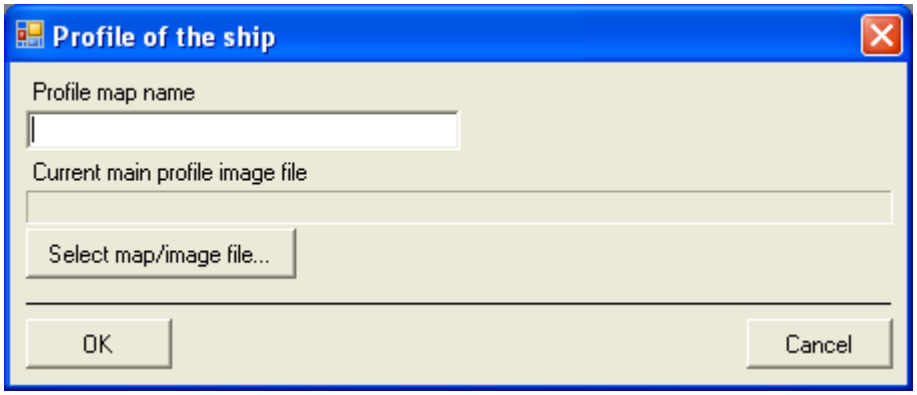
- Click the GTS5 Icon on your desktop

- This will bring up the below Login dialog box. Enter Administrator both as User and Password.

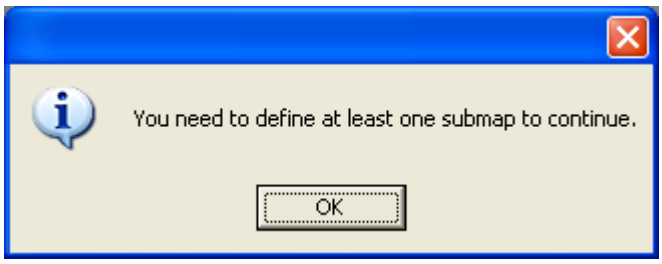
- The GTS5 will start and you will be promted:
- If Demo License is pending – please see Installation Manual



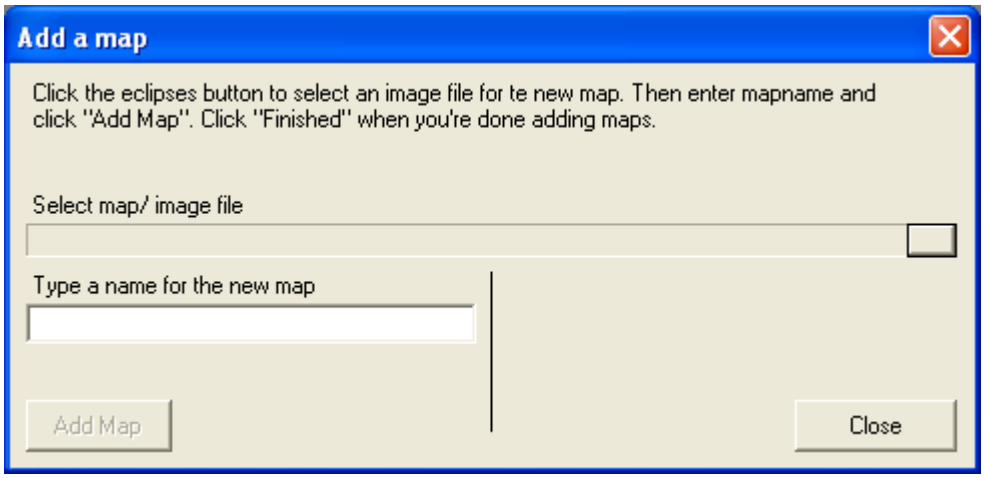
- Select OK and enter your Profile map following the instructions given in the dialog box.



- Then you will be given the following warning:

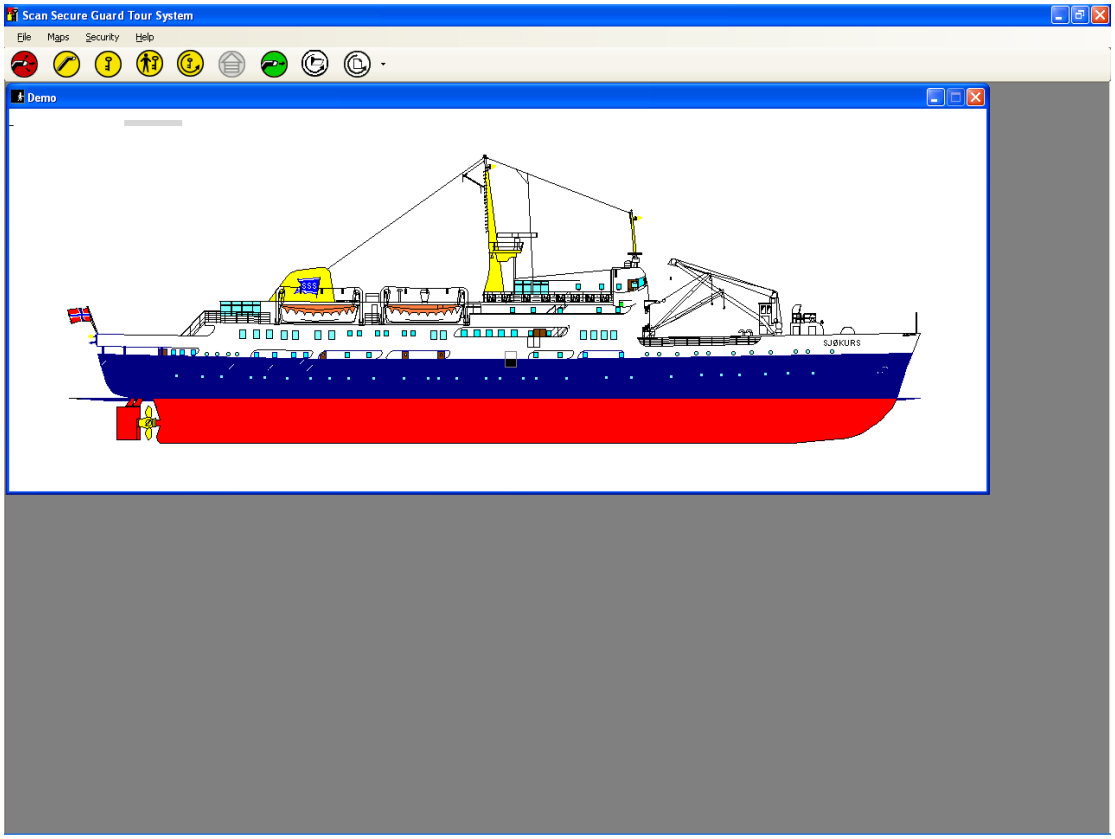


- Select OK and follow the instructions in the next dialog box, to enter your first section map.



- Continue until all section maps are registered and described by using Add Map. **Chapter 8.10 Section maps - Add more:**

You should now have the following on your desktop:



- Move all registered section maps by following the instructions in **Chapter 8.11**

Section map - move to the appropriate position:

4.1 Preparations

You should prepare the following before you proceed from here:

- Guard Tags should be prepared and marked.
- Events should be defined.
- Guard tours should be planned and number of Control Points determined, including the description and position of each Control Point.
- **Control point TAGs should be numbered i.e. starting from 001 for the first round and 101 for the second round etc..**
- Place the control points on a double sided tape and give each point a number corresponding with your list, using a red permanent speed marker.
- All Pens should be available.

- Open "**Security** & Manage" to set the COM port.
  - Blue Card is normaly **COM 3** & choose **Blue Card** or
  - ProxiPen is COM 9 & Choose ProxiPen
- Synchronize the time & date in the pen
  - **Sync**
- Take a backup " Database Maintenance"
  - Backup now
- Delete the pen - 6.1

4.2 Register users, control points, events guards, objects etc.

We strongly recommend that you follow the order below:

- Place the Pen in the Com. Unit and press
- Register the Pen by selecting New Penn. **Ref. Chapter 8.2 Pen - New.**
- If you have more Pens to register, register these now.
- Select and open each of the pre-registered Event TAG and enter the description. **Ref. Chapter 8.12.2 Control points – Editing description.** It is recommended to enter by using the Caps Lock, as the events then will be far more visible in the reports!
- If you have more Event TAG to be registered, do this now. **Ref. Chapter 8.4 Event TAG - New.**
- Now, register the Guards into the system by selecting and register as described in **Chapter 8.1 Guard - New.**
- Place all the numbered and marked Control point TAGs for your first round, including the Start TAG, press and follow the procedure described in **Chapter 8.5 Round - New with only new control points.**
- It is HIGHLY recommended to complete one round and finish registering it including all descriptions for the Control points etc., before you register the next round.
- If you have more rounds, follow **Chapter 8.5 Round - New with only new control points.** If no of the Control points from the previous round registered is to be used, or follow the instructions in **Chapter 8.6 Round - New by including already registered TAGs**
- All TAGs should now be registered, and it is time to place the Control points on section maps etc. Select and follow the instructions given in **Chapter 8.13 TAG – Assigning to a map.** and **8.14 TAG - Moving on the section map.**
- If your license includes Client/Objects, register objects and assign the applicable Control points and Events to the Clients/Objects by following the instructions in **Chapter 8.17 Objects - Create new** (Dependant on your License) **and 8.18**

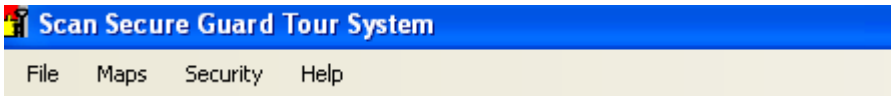
Objects - Editing (Dependant on your License**)**

- If several users or user levels are to be included in your installation, select *Security -> Maintenance* and follow the instructions given in **Chapter 9.1 User – Adding new** Please also see **Chapter 11.1 Routines for the Guard**

- Functionality settings for the Pen and the Guard TAG, may be changed. Ref. **Chapter 7 Selectable functions in the GTS**

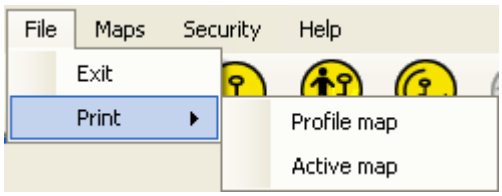
- The last thing to do, is to create a back-up of your work. Please see **Chapter 9.2 Data – Maintenance & Back-up.**

5 Menu Choices.



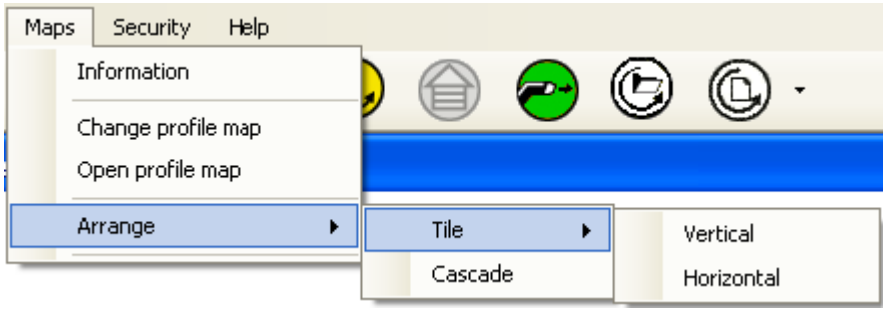
In this section, you will find the description of all the Menu Choices in the GTS. Availability of these choices will be dependant on your security level.

5.1 File.



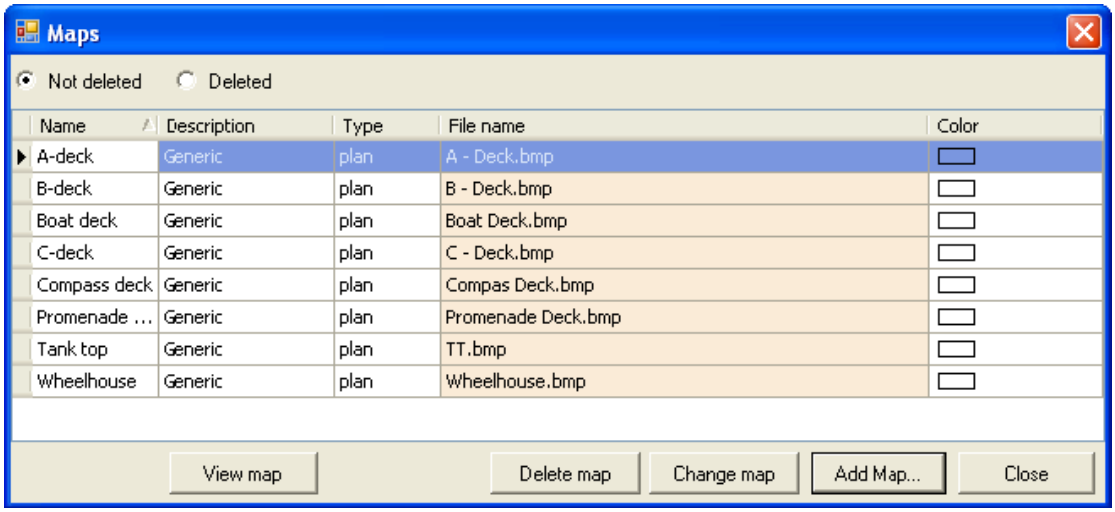
Exit. Exits the program without asking. Data that you are currently working on, will be saved.
Print. You can choose whether to print the Profile Map or the Active map window.

5.2 Maps.



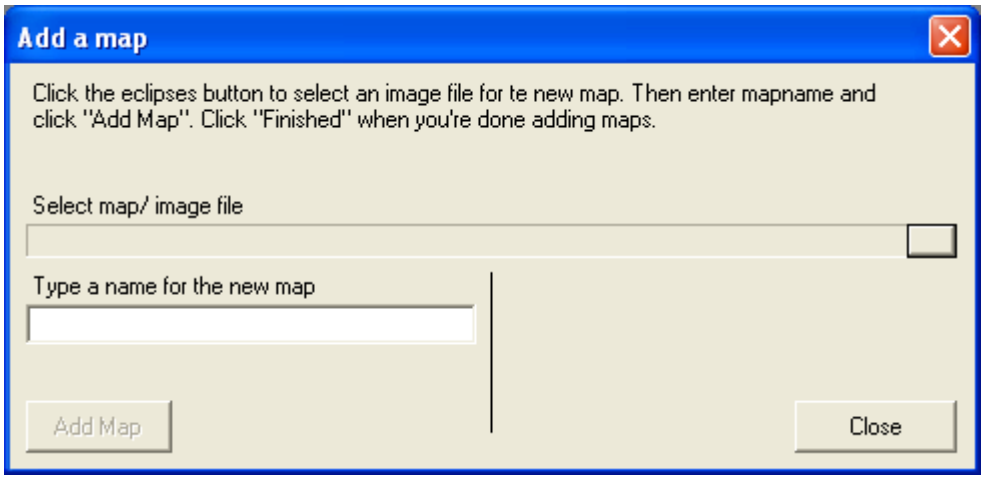
This menu is used to administrate all maps used in the program.

Information.
Brings up a window with all the map information.

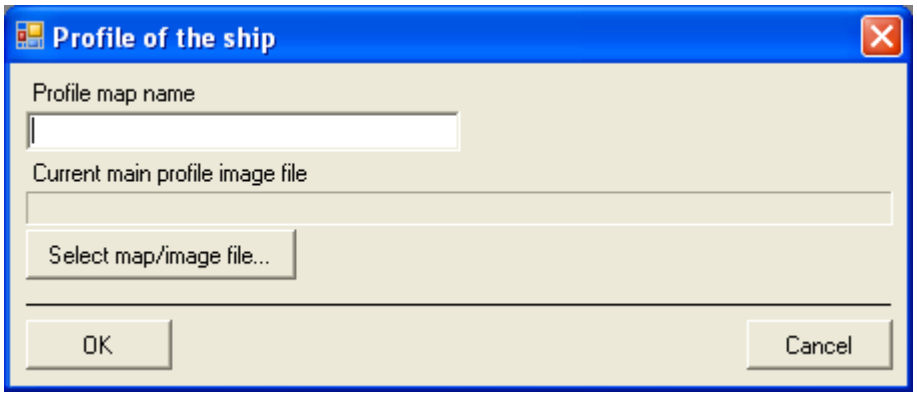


Buttons.
View map: Brings up the picture of the map selected.
Delete map: Deletes the map that you have selected.
Change map: Changes the picture/path for this map.
Add map: A new map may be added to the system. Opens a separate windows.
Close: Closes the window and saves the changes

Add map.
Adds a new map to the system by letting you choose a picture for the new map.



Main profile map.
Lets you choose/change the name of the profile map, and its picture.

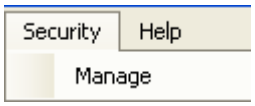


Open main map.
Opens the profile map if it is closed.

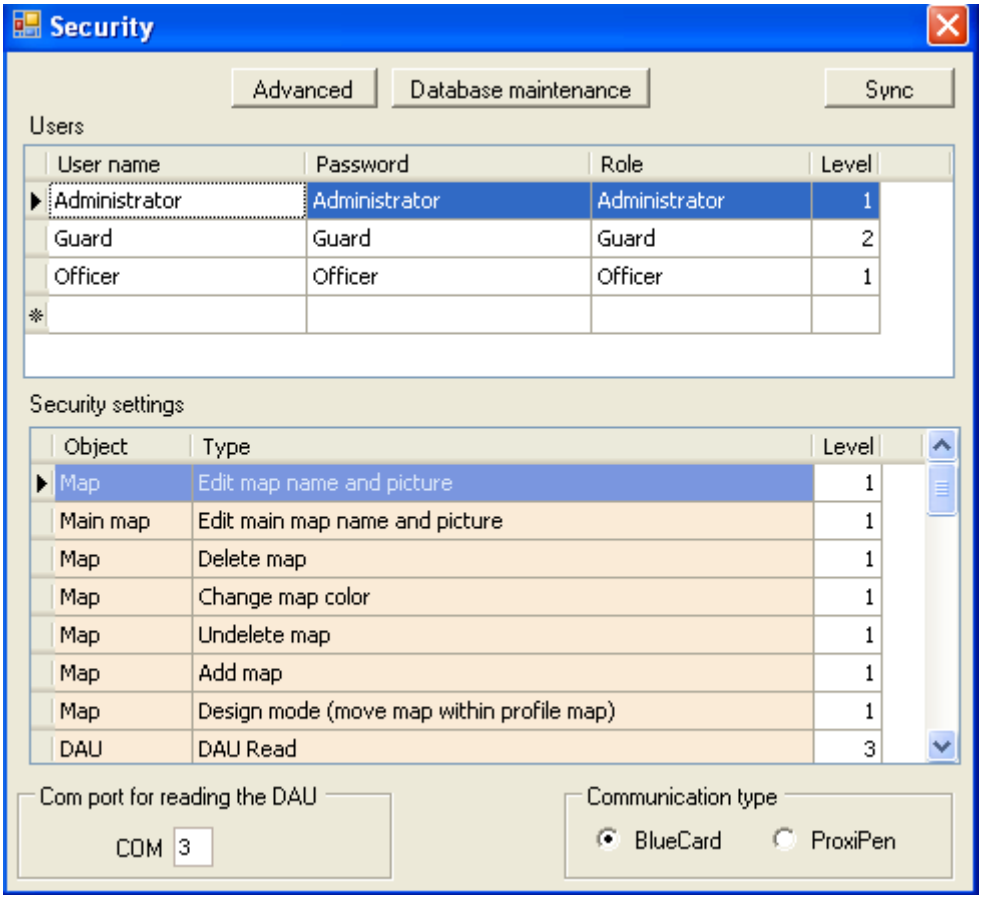
Open.
Opens any of the section maps that are registered in the system.

Arrange.
Arranges the windows any which way you prefer.

5.3 **Security.**



Manage.
The following dialog box will appear:



Here you can add users with different security levels. The program comes with one Administrator, which has the highest security level.
If you add a user with user level 3, he will not get access to the features with level 2 or 1. You can also change the security level for any of the type listed in the Security features section.

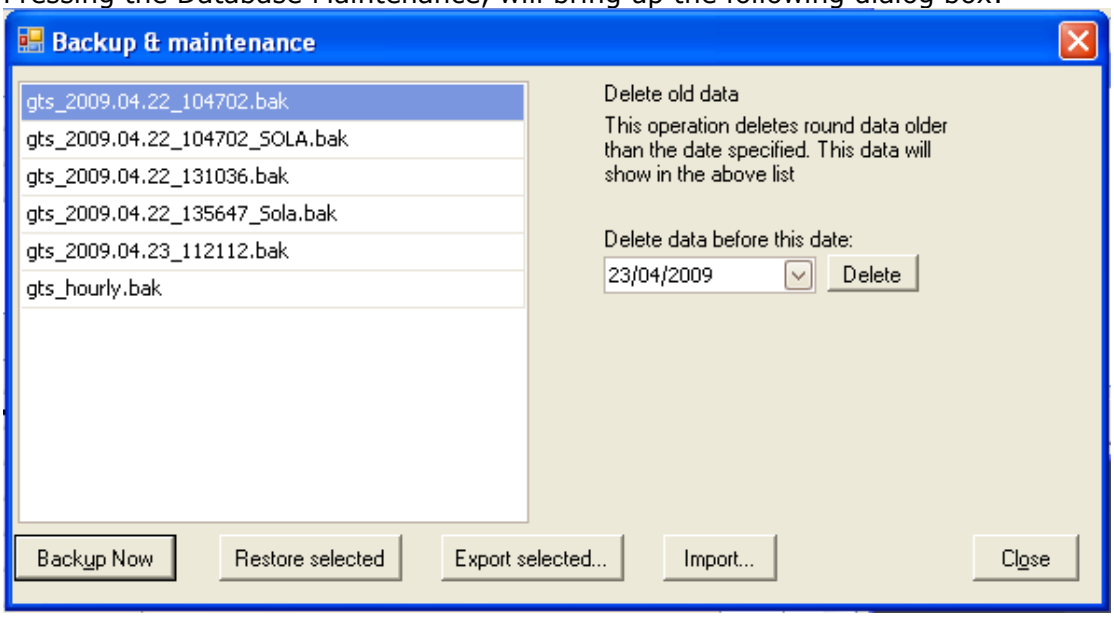
NOTE: Make sure at least one user has security level 1, because only a user with level 1 get access to the security management features.

In this dialog box, you will also be able to select the correct COM port and the type of DAU.

In the upper right corner of this dialog box, you will find a button named Sync. By pressing this button, the time and date of your computer is transferred to the DAU.

This will also bring any Proxy Pen out of the boot mode.

Pressing the Database Maintenance, will bring up the following dialog box:

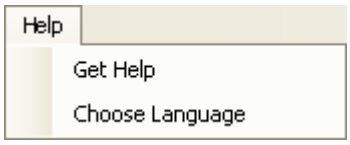


Here you may Back-up your database by pressing Back-up now. (The back-up will be named automatically with the current date. If more back-ups are done on the same day, the old back-up will be over written by the new back-up)

You may also restore the database from the selected back-up file.

Old data may be deleted by entering a date and the pressing Delete. You will be asked if you want to back-up the database first, and in any case, a htm document of the deleted data will be stored automatically.
NB! You must type in the date in the format selected on your computer – Regional Settings!

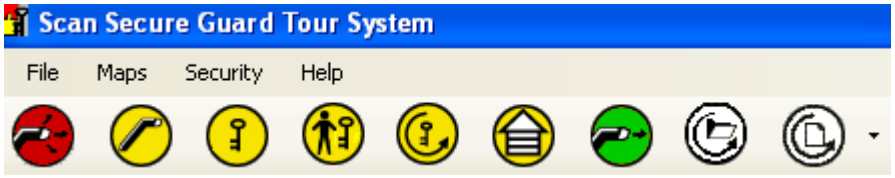
5.4 Help.



Get Help
Will bring up the User Manual.

Choose Language
Selection of language for the GTS application.

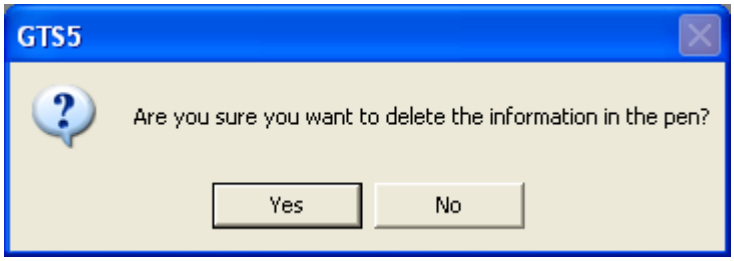
6 Icons and their functions



The Icons shown above, are available when logged in as administrator. For other security levels, only some of the Icons may be available.

6.1 **Delete Pen**

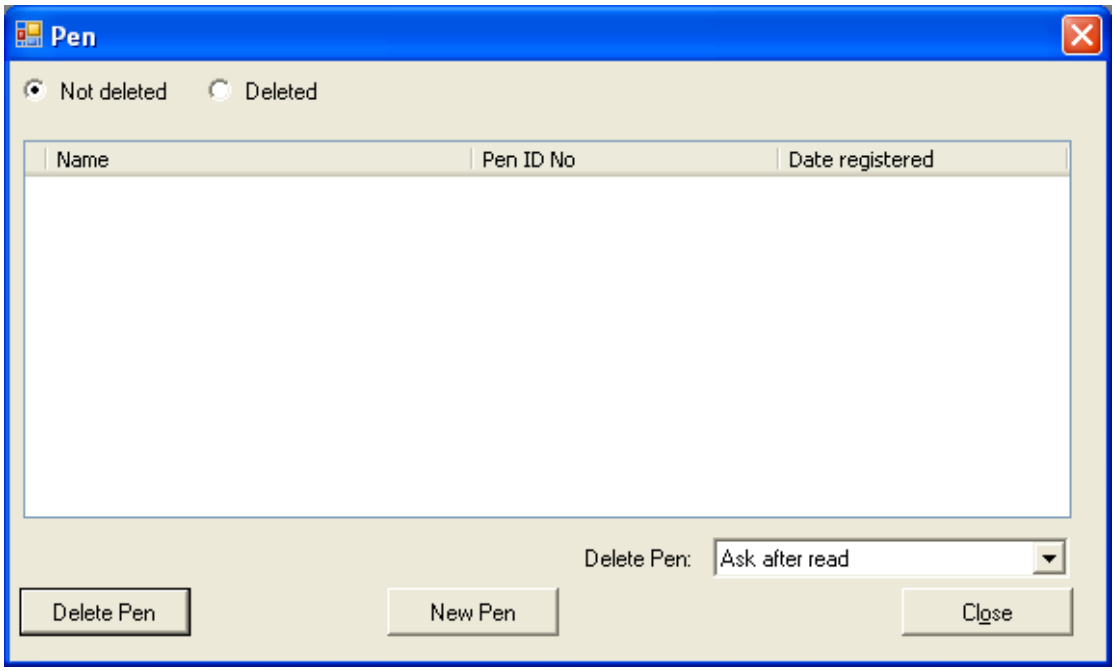
Pressing this Icon, will bring up the following box.



Selecting Yes/Ja, will delete all registrations in the Pen.

6.2 **Pen Information**.

This will bring up a window that contains information about the Pens registered in the system.



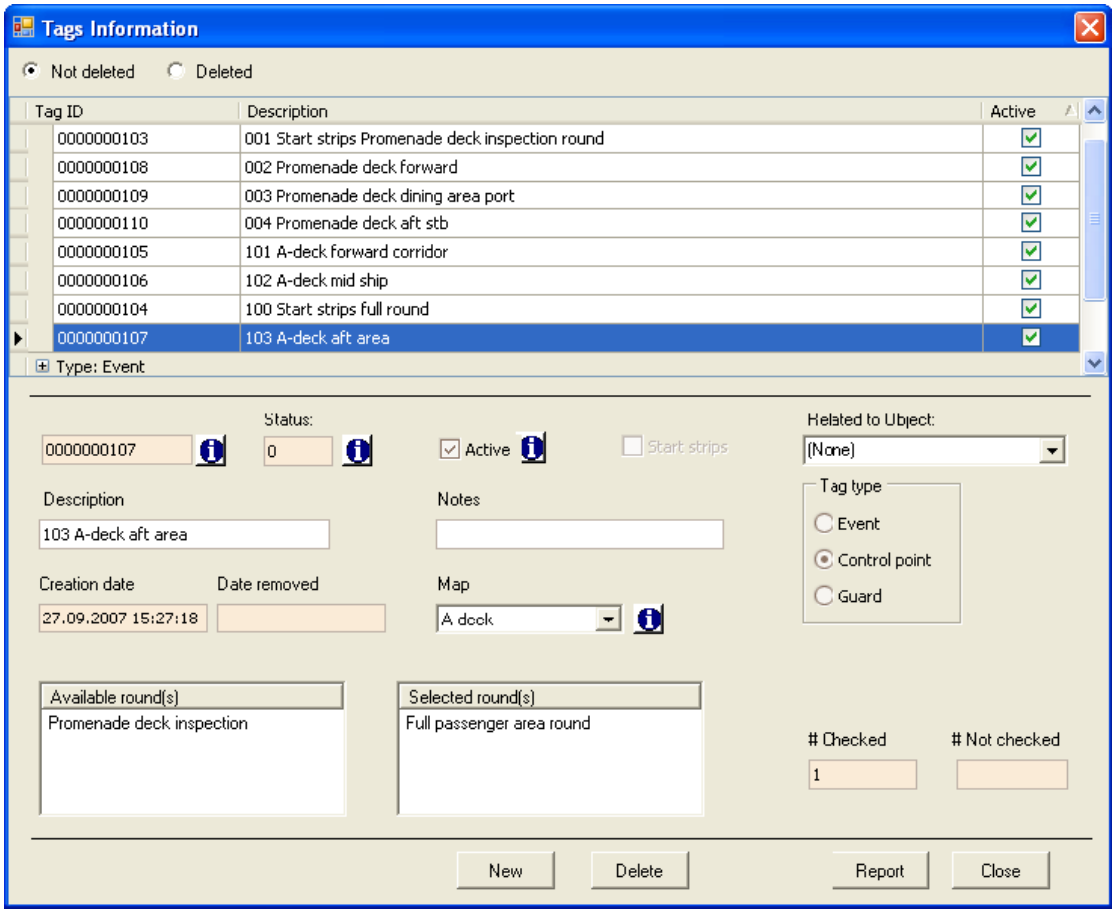
Buttons.

Delete Pen: Deletes the selected Pen.
New Pen: Adds a Pen to the system. The Pen in the reader will be read, and the unique number for this Pen will be registered in the system. **The new Pen must have at least one valid TAG registered and NOT be in boot mode.**

Selection of the Pen performance after download of data is described in chapter 7.1

6.3 Tags information

This icon will bring up a dialog box where all TAGS in the system is registered and managed.



At the top of the dialog box, you may select to view all valid TAGs (Not deleted) or all deleted TAGs registered in the system.

In the main window, you may select either main type of TAG to be viewed and also select the individual TAG. The information and registrations for this TAG is then shown in the lower part of the dialog box.

Areas and buttons have the following functionality or meaning:

Left Corner: Unique alpha numeric TA-ID. **Read-only.**

***Status**:* The current status of the TAG. Red means that it has not been read on a round, yellow means that it is an event on a round. **Read-only**. If you have high enough security level, you can double-click in this box to change the status of this TAG to white, e.g. 0.

***Active**:* By deselecting this, you can temporarily deactivate the TAG. The TAG will not be a part of the round until you activate it again. Not applicable to Start TAG

***Start TAG**:* If the TAG is a start TAG, e.g. denotes the beginning of a round, this box will be checked. **Read-only**.

***Related to Object(s**):* Here you may select object and/or create new objects. (Depending on license)

***Description**:* General description about the TAG and its function. Shown on reports etc.

***Notes**:* Here you can type in additional information about the TAG.

***TAG Type**:* The type of the TAG, it can be Control Point, Event, Guard or Programming TAG.

***Creation date**:* The date the TAG was added to the system. Read-only.

***Date removed**:* The date the TAG was deleted from the system.

***Map**:* The name of the section map this TAG belongs to.

***Available Round**: Available rounds in the system*

***Selected Round**:* The name of the round that the TAG belongs to. Here multiple rounds may be selected by selecting more rounds whilst pressing the Ctrl key. To unselect, just do not select any round and click OK.

***# Checked**:* The number of time this TAG has been read on the round that it belongs to.

***# Not checked**:* The number of times this TAG have not been read when it should, e.g. a round has been performed but the TAG have not been read.

Buttons.

***New**:* Add new TAGs. You can here register any number of either new event or new control point TAG.

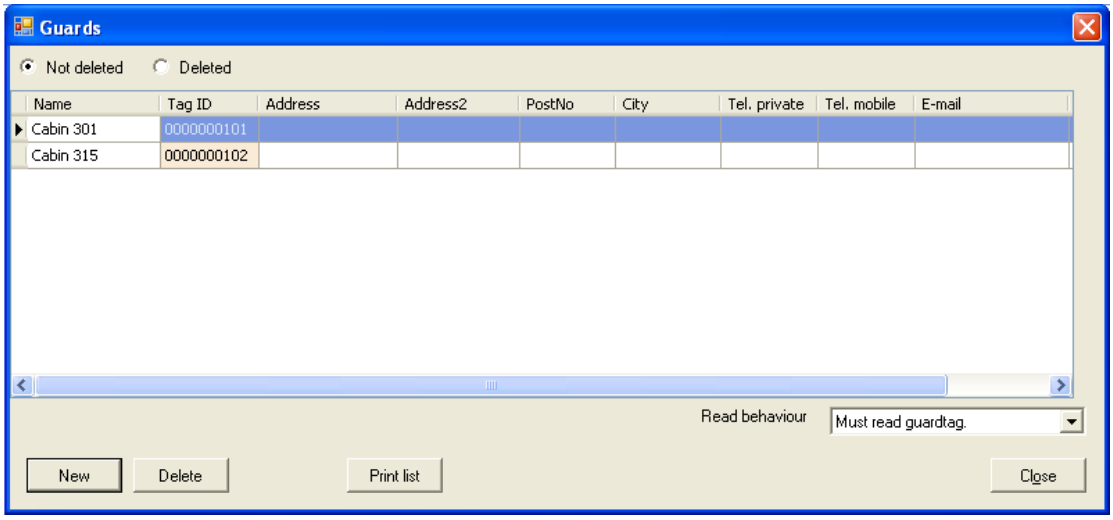
***Delete**:* Delete the current TAG.

***Report**:* Gives you a report of every registration of this TAG, stored in the database.

***Close**:* Closes this dialog box and saves all changes done.

6.4 **Guard**

This icon will bring up the dialog box showing all guards and guard information registered.



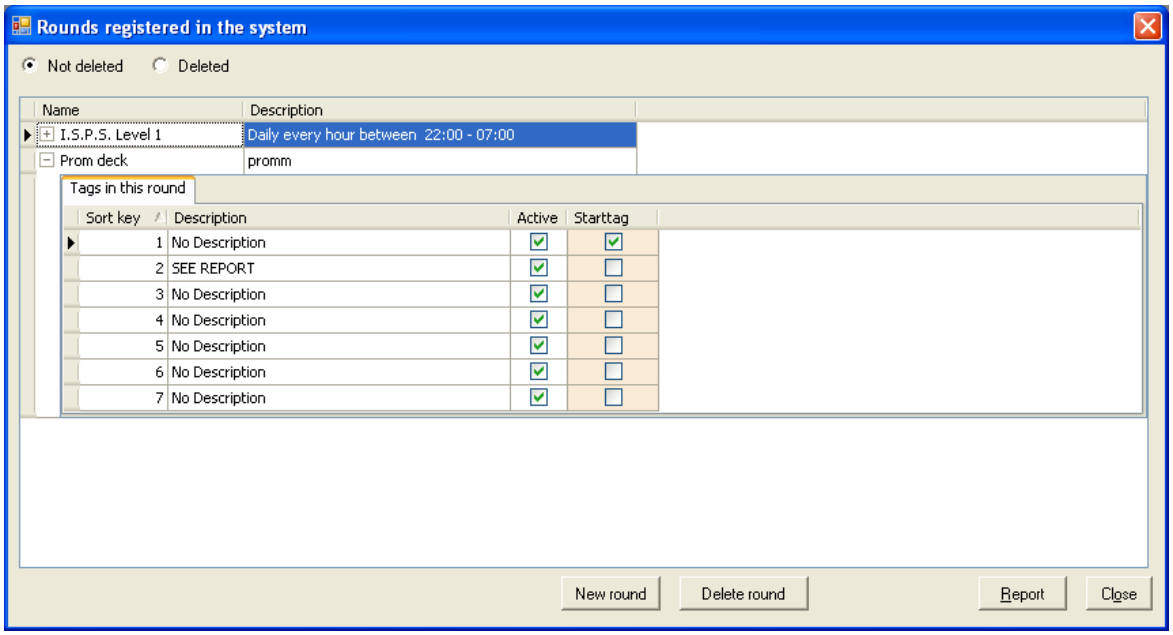
Information about the guards can be entered here.

Buttons.
*New***:** Adds a new guard. Se above.
*Delete***:** Deletes the selected guard.
Print List: Prints the list of registered Guards
Read behaviour: Sets the functionality of the Guard TAG. Described in chapter 7.2 **Guard TAG functionality settings**

6.5 Rounds information

NB! Not available when the Custom Reports is enabled.

Brings up information about all rounds registered in the system, including all TAGS in the round..

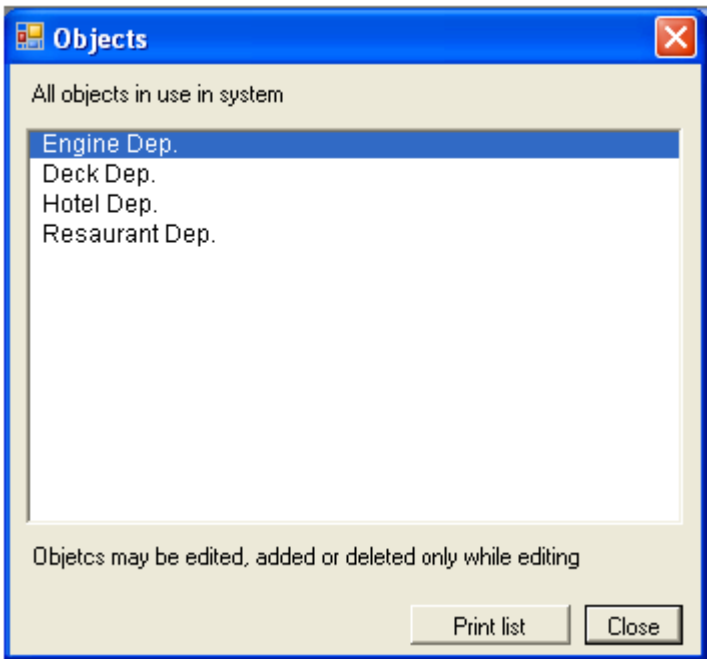


New round: Will start a routine to register a completely new round
Delete round*:* Will delete a registered round.
Report: Will print a report showing all TAG1 in the selected round.
Active *(tick off box):* Will set the TAG active/de-active for this round only.

Both the Round name, description and TAG description may be edited in this dialog box.

6.6 Objects

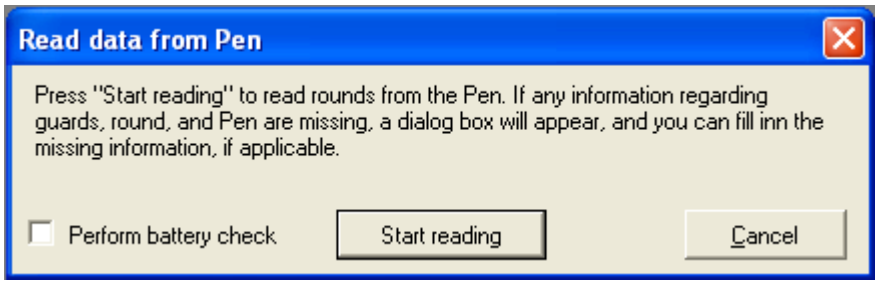
Brings up a window showing all objects (if any) registered.



NB! Objects may ONLY BE ADDED in the TAGs information dialog box!

6.7 Read Pen

Starts the downloading of data from the Pen placed in the Com.Unit.

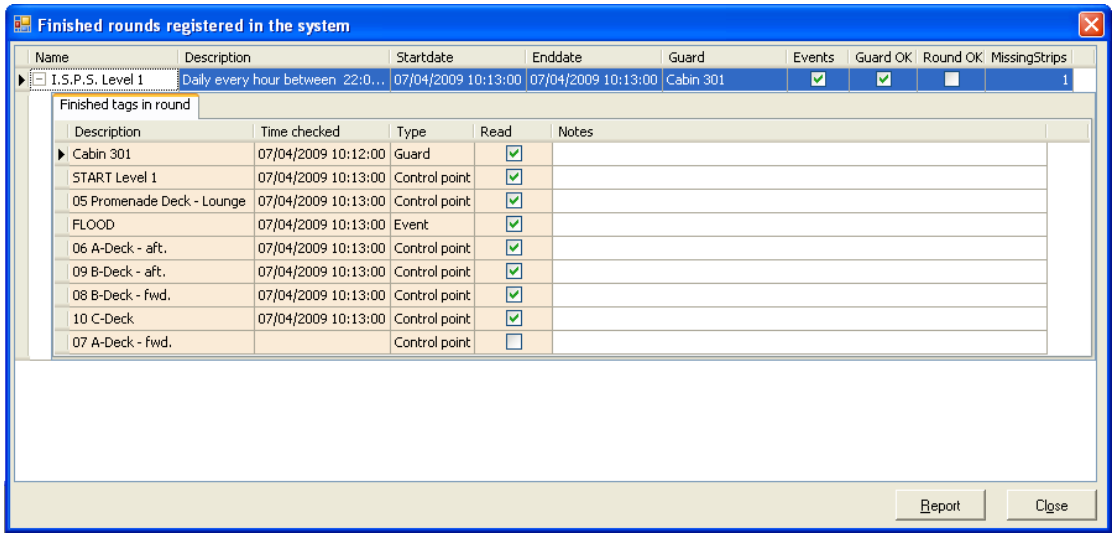


Perform battery check: Checks the battery during download and gives you the battery voltage reading. (ProxyPen Only)
Start reading: Starts the downloading from the Pen.

6.8 Finished rounds

NB! Not available when the Custom Reports is enabled.

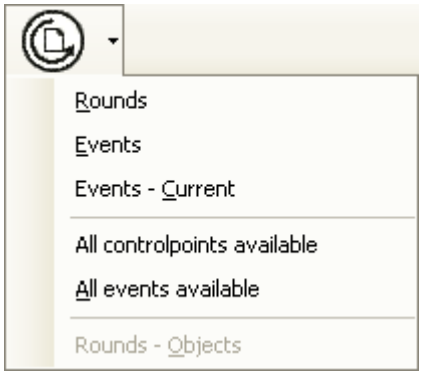
Brings up a complete list of all rounds carried out and registered in the system.



Each round can be opened, showing all details of guard, control TAGs, Events etc.
***Report**:* Will generate a printable version of the selected round report.

6.9 Reports

A wide selection of reports are available.

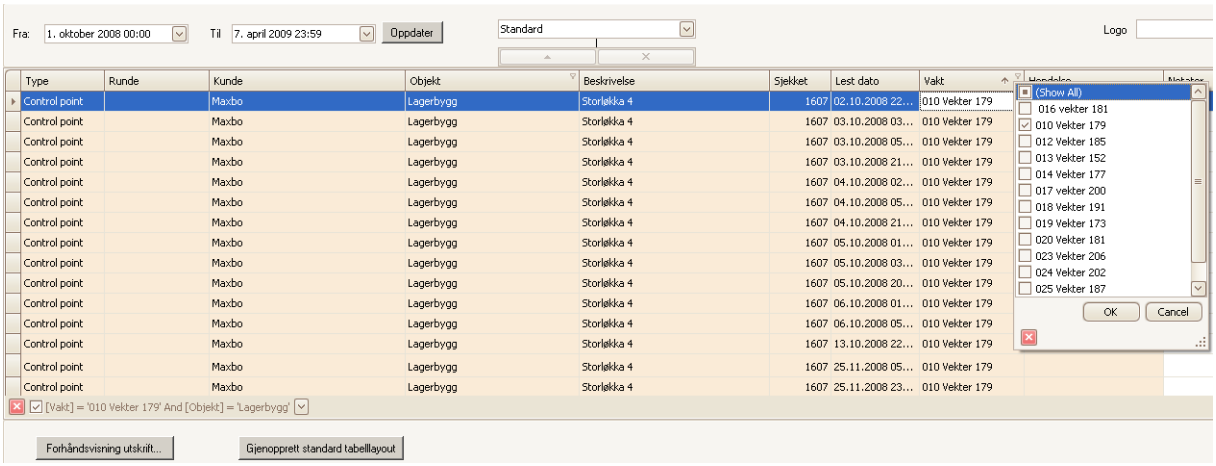


By selecting one of the report types, you will have the possibility to select the date and time for the report, and object, if applicable to your selected report.

6.10 **Custom Reports**

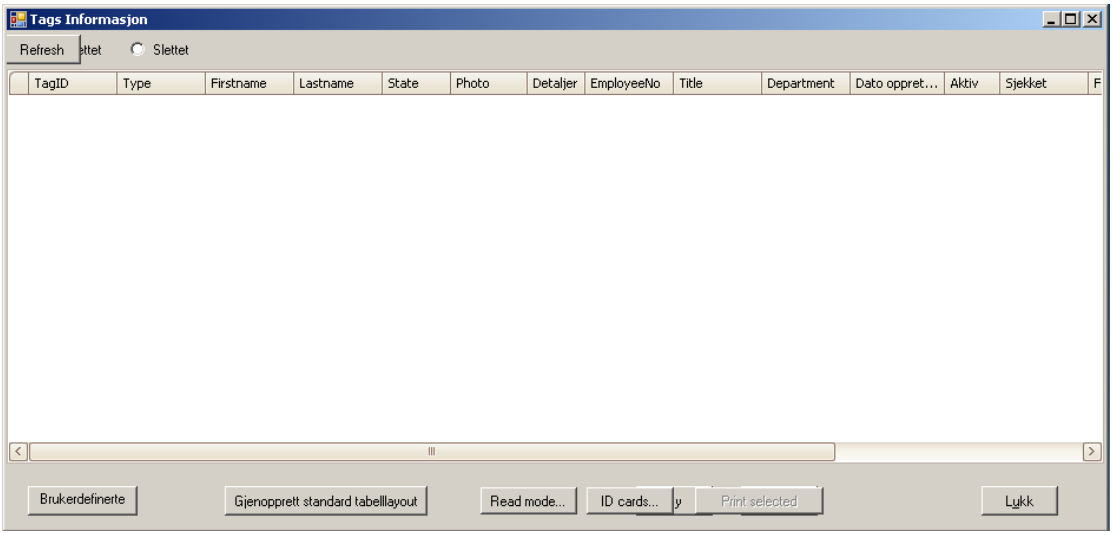
Report generator available when the License for CR or CRA is purchased. See **Chapter 13 Custom reports** where the use and setup is described further.

Custom reports may look like the below image.



6.11 **PAS**

PAS (Personnel Attendant System), is a separate module in the GTS software for administration of personnel, designing and printing of ID-cards and logging of who`s onboard and who`s onshore. See **Chapter 14 PAS** where the use and setup is described further

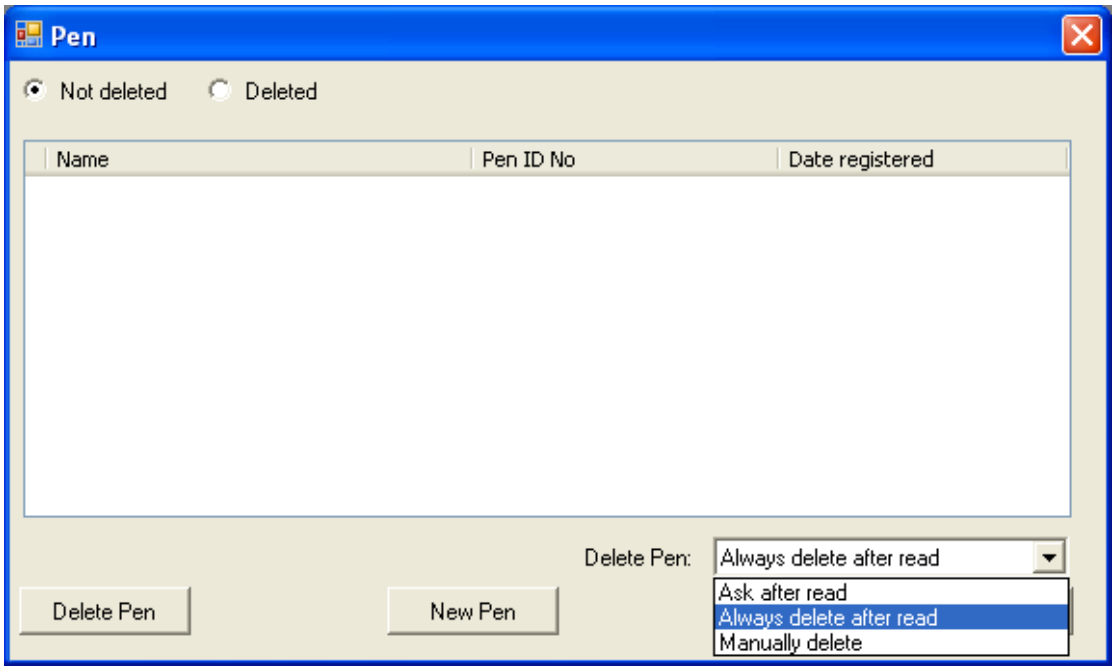


7 Selectable functions in the GTS

There are several selectable functions in the GTS that you may select:

7.1 Pen functionality settings

It is possible to select the way the Pen is functioning related to deleting registered data.



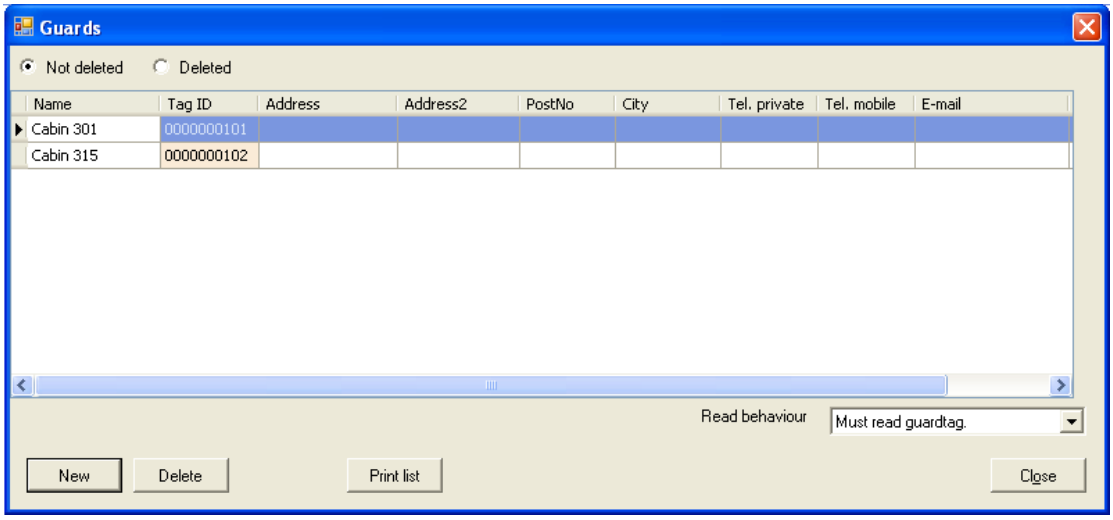
Ask after download.
You will always be asked after downloading data from the Pen, if you want to delete the data in the Pen. This is regardless whether you have user level for this or not. The Pen will be deleted if you select Yes.

Always delete after download - Recommended
The Pen will always be deleted after downloading the data. No questions asked.

Manually delete.
Deleting the Pen is controlled by the user level settings under *Security -> Manage.* Ref. Chapter 9.1 User – Adding new

7.2 Guard TAG functionality settings

In the Guard dialog box shown above, three different functionality settings are possible.



Must read Guard TAG. Recomended
Requires the Guard TAG to be registered prior to **every** round.

Must read & Inherit.
A Guard TAG must be read **once** into the system. After this, all rounds registered will be related to this Guard until a new Guard TAG is registered.

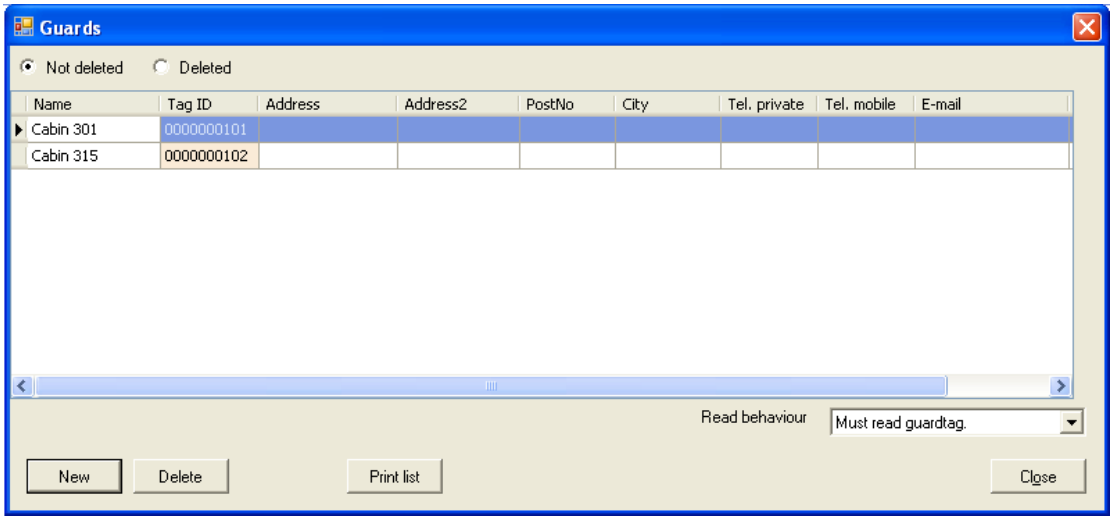
No read. Use default.
No Guard TAG is required to be registered when performing rounds.

8 Using the system.

Please note that the below description requires that you are logged in as an Administrator.

8.1 Guard - New.

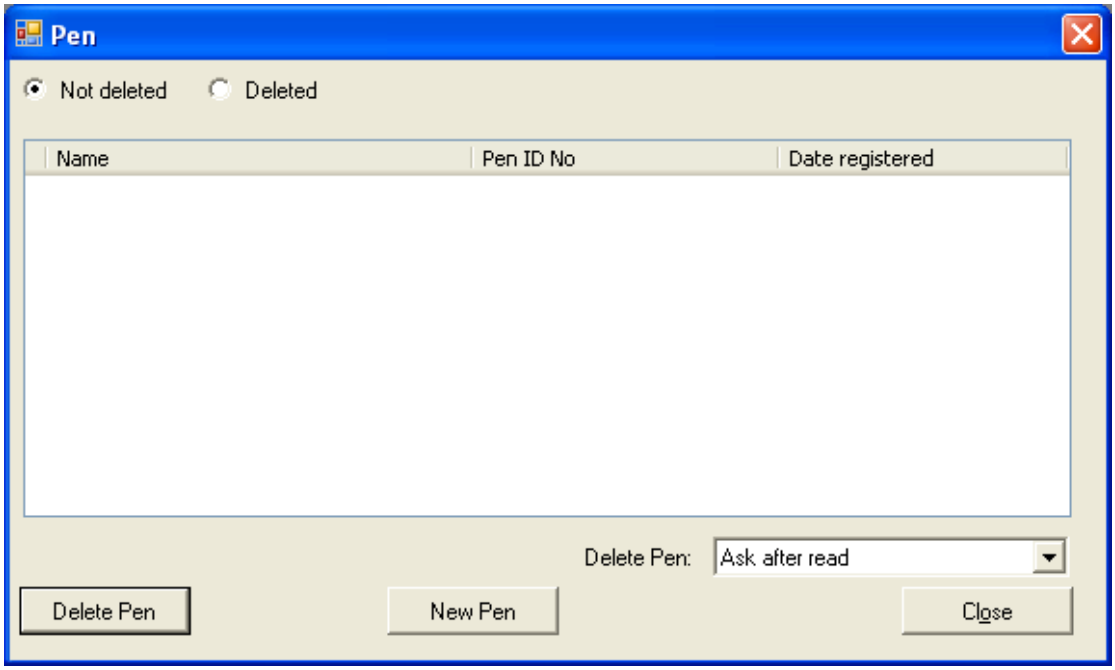
- Make sure all readings are deleted in the Pen by selecting
- Read one or more guard TAG into the Pen.
- Press the Guard Icon .
- The following dialog box will appear:



- Press New Guard and the new Guard TAG registered in the Pen, will be registered in the GTS Software.
- Name the guard.
- Fill in the appropriate information for this guard in the table displayed.
- Delete all readings in the Pen by selecting

8.2 **Pen - New**.

- Select the Icon for the Pen
- The following dialog box will appear:



- Press New Pen and follow the instructions. After the Pen is registered, the Description field may be edited.
- Continue until all new Pens have been registered.

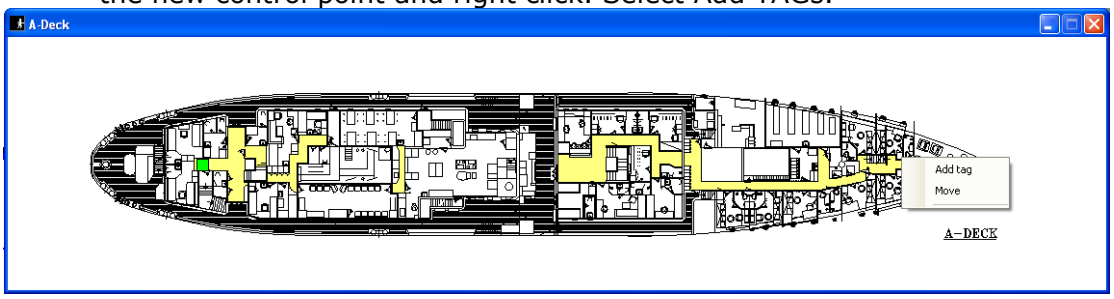
8.3 **TAGs – New Control point**.

When adding new TAGs to the system, ALWAYS FIRST give the TAG a number written ON the TAG itself, place them on a tape and then read them by using the Pen. This is to avoid mixing the TAGs at a later stage.

There are three ways to include a new control point TAG.

8.3.1. **Add TAG function on a map** - recommended

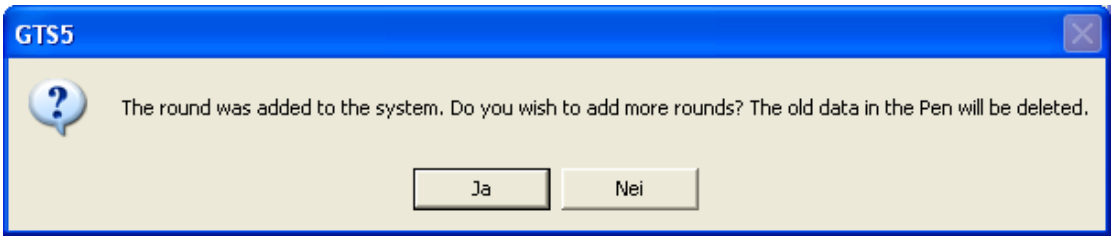
- Delete all readings in the Pen by selecting
- Register the control point TAG in the Pen and place the Pen the Com Unit.
- Select the appropriate detail map, move the mouse to the position of the new control point and right click. Select Add TAGs.



- **The new control point TAG must be the only TAG registered in the Pen**
- The new TAG will now be read and placed on the detail map where the mouse was placed when you right clicked. Double click the new control point and allocate it to one of the rounds in the dialog box that appears. **Ref. chapter 8.15 TAG - Allocating a control TAG to a round.** Enter a description and other relevant details, **ref. chapter 8.12 Control points – Editing description.**. Close all dialog boxes and maps.

8.3.2. **New control point TAG in a round.**

- Include the new control point TAG in the appropriate round when performing the patrol round.
- When the round is read into the system, the program will ask you if the new TAG is to be included and what type it should be. Select No/Nei as this is to be a Control point.



- Confirm and after all rounds are read properly, you must register the description of the new control point, allocate it to a map and place it on a local map. **Ref. chapters 8.12 Control points – Editing description. 8.13 TAG – Assigning to a map. 8.14 TAG - Moving on the section map.**

8.3.3. **New TAG in the TAG Information dialog box**.

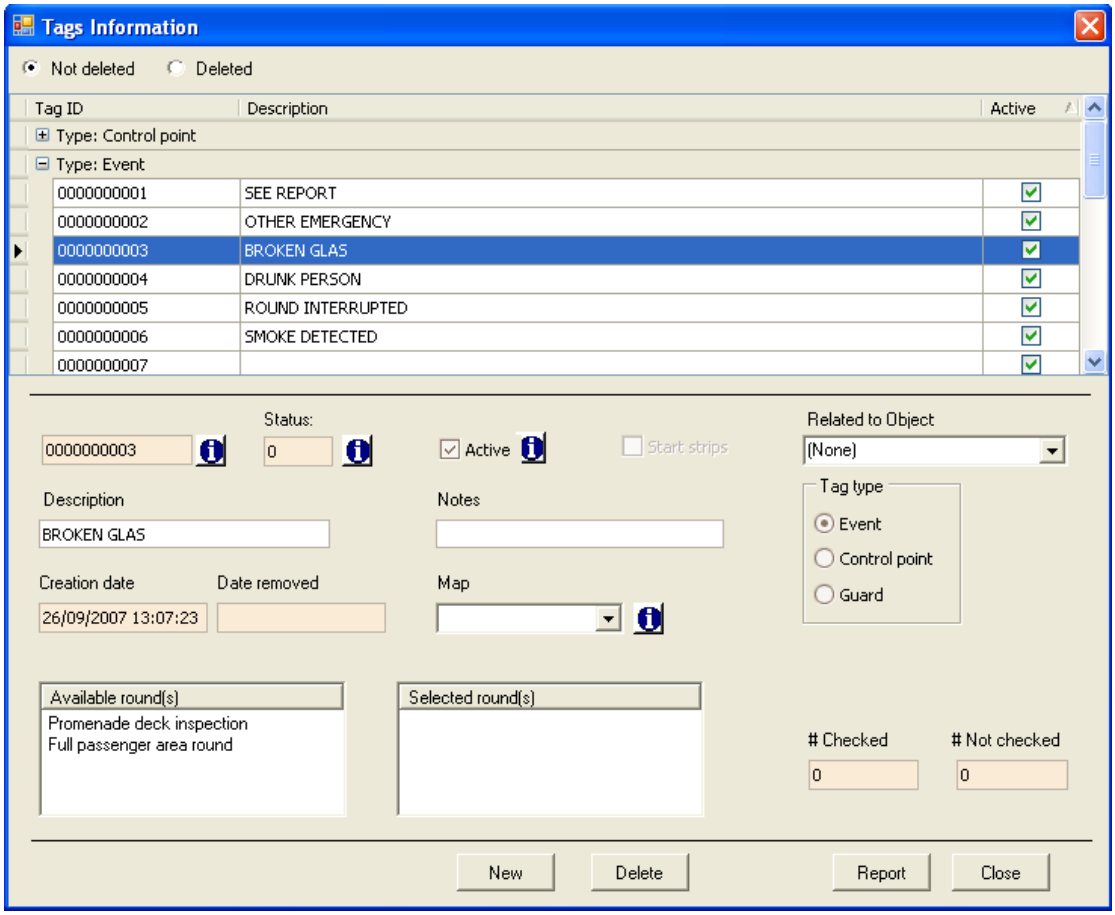
- Select ,
- *New* and continue by reading the new control TAG from the Pen.
  NB! The new TAG must then be the only one contained in the Pen.
- If several new data TAGs are to be included, all these may be read at the same time.
- The new data TAGs should then be allocated to a map, a round etc.
  Ref. chapters 8.12 Control points – Editing description. 8.13 TAG – Assigning to a map. 8.14 TAG - Moving on the section map.

8.4 **Event TAG - New**.

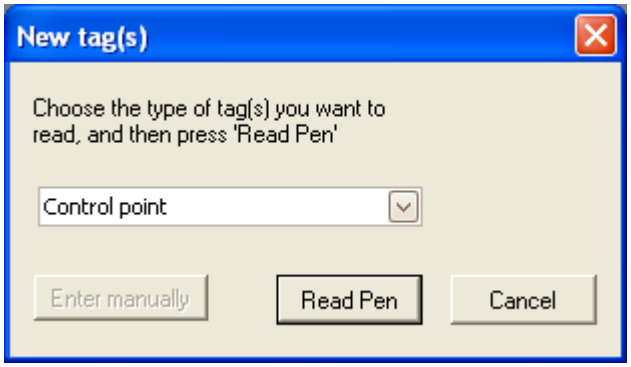
When adding new TAGs to the system, ALWAYS FIRST give the TAGs a number written ON the TAG itself, place them on a tape and then read them by using the Pen. This is to avoid mixing the TAGs at a later stage.

An event book containing 12/20 standard event TAGs is normally supplied with the system. **These event TAGs are already registered in the system, but are not given any description.** In addition, any data TAG may be registered as an event. To register these, please continue as follows:

- Delete all readings in the Pen by selecting
- Click the TAG Information and a dialog box showing all registered TAGs will appear. Click on the + to the left of Event, to show all event TAGs already registered in the system.



- Register the new event TAG into the Pen. Make sure that you write down the intended meaning of each individual event TAG.
- Select *New* and the following selection box will pop up:



- Select Event as type and then Read Pen.
- The Event TAG read into the Pen will now be presented at the bottom of the list. Type the intended meaning of the event strips in the Description field and continue to the next event strips.
- Repeat the above until all event strips have been registered and described.
- Finish by closing the dialog box. This will save all changes and new TAGs.

8.5 Round - New with only new control points.

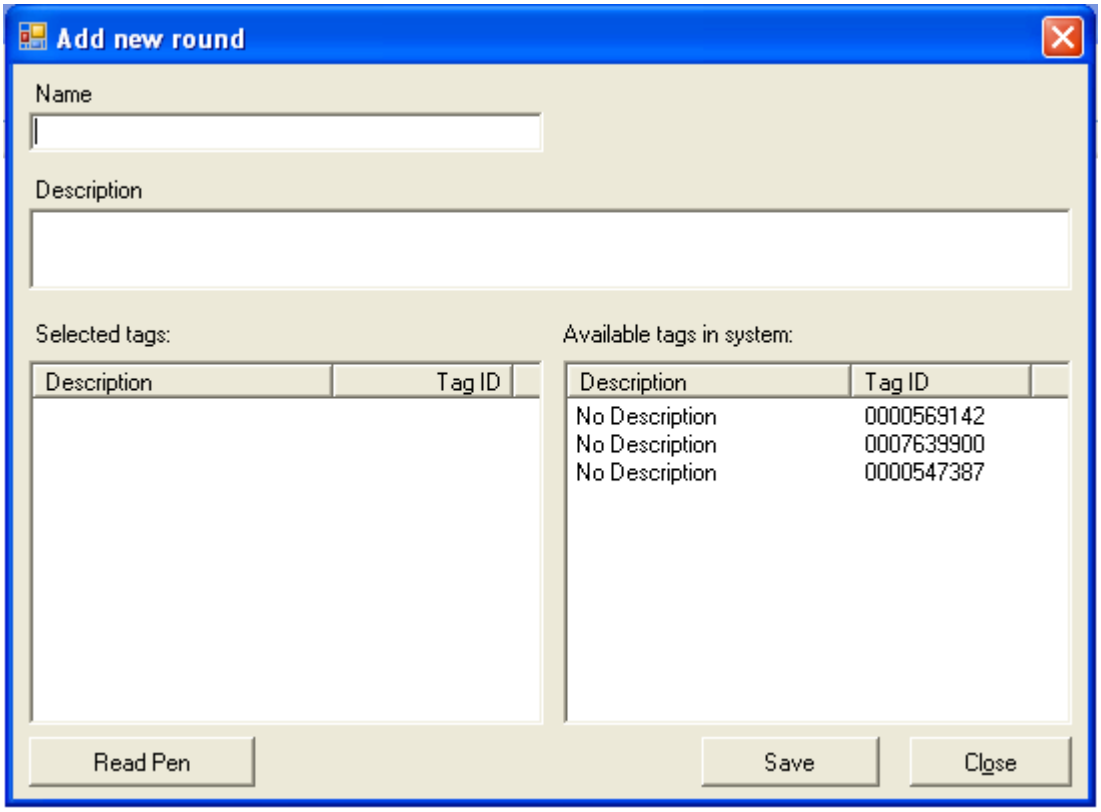
When adding new TAGs to the system, ALWAYS FIRST give the TAGs a number written ON the TAG itself, place them on a tape and then read them by using the Pen. This is to avoid mixing the TAGs at a later stage.

Be aware that the START TAG of each round is unique and cannot be used for other purposes as a unique start strips in the system. Once used, it cannot be reused. (Custom Report can be used without START TAG)
To prepare each new round, determine how many control points/round data TAGs are to be in the round, where they are to be placed and what number /name/description you want to give each control point in the round.

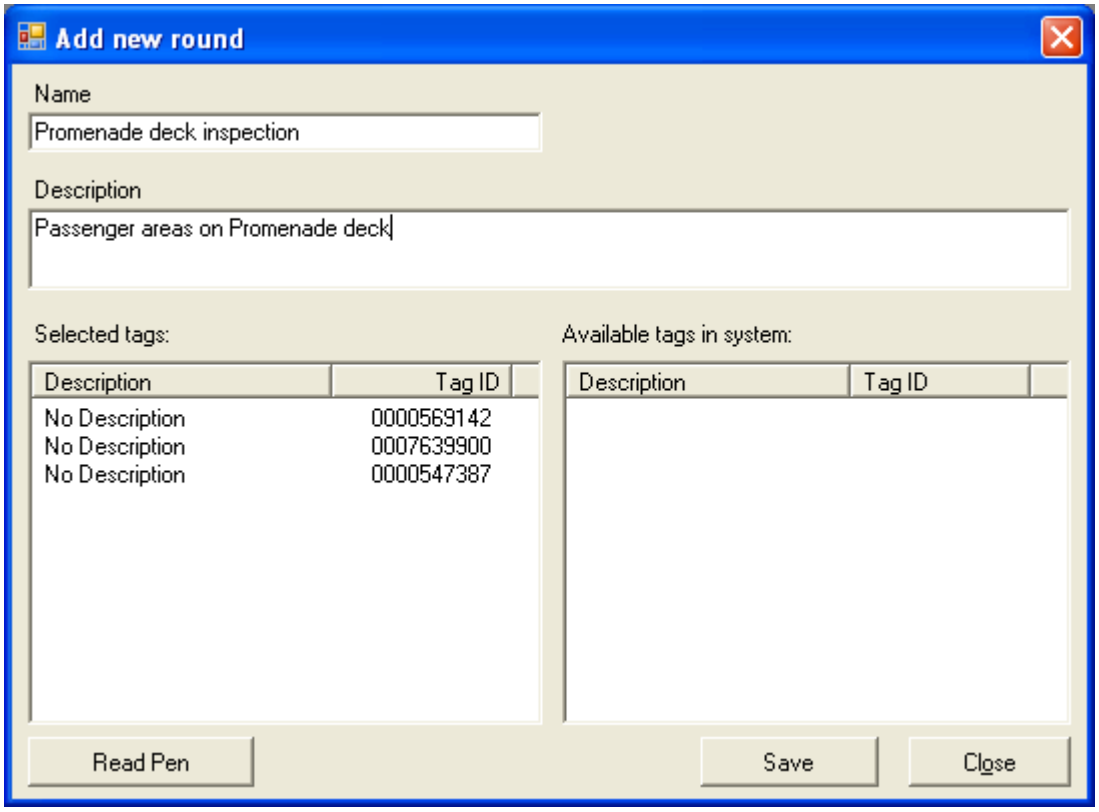
Mark each control point TAG with its name and position and then proceed as described below. After the below operation, you mount the control points TAGs according to their marking.

- Delete all readings in the Pen by selecting
- Register all the control point TAGs into the Pen. **Make sure to start with the "START TAG" of this round. This TAG will forever identify the start of this round, and can't be changed.**

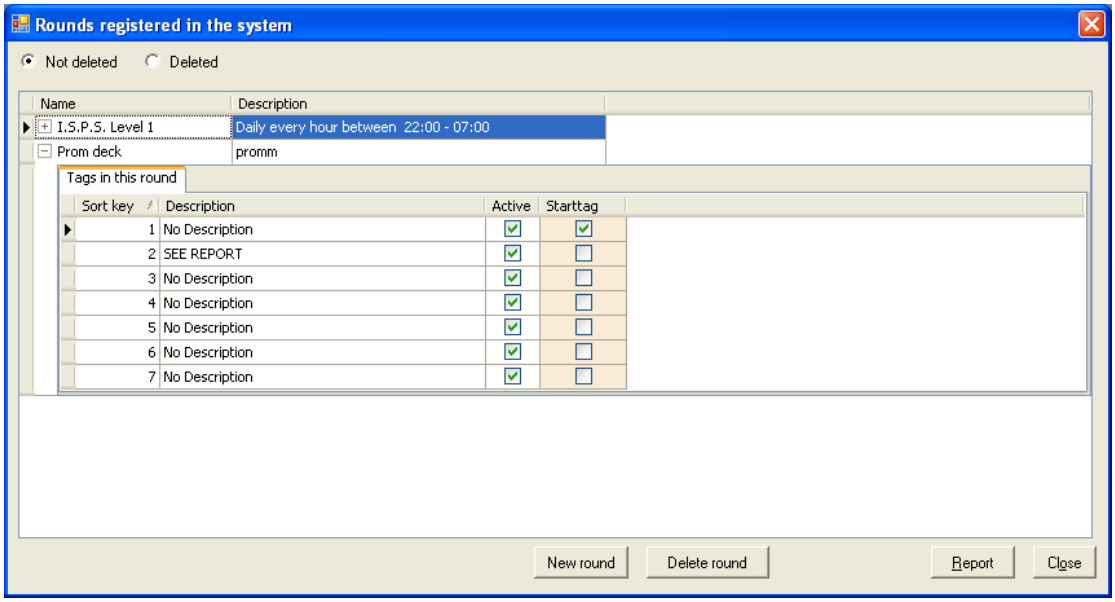
- Select the Rounds Icon and then New Round.
- The following dialog box will appear:



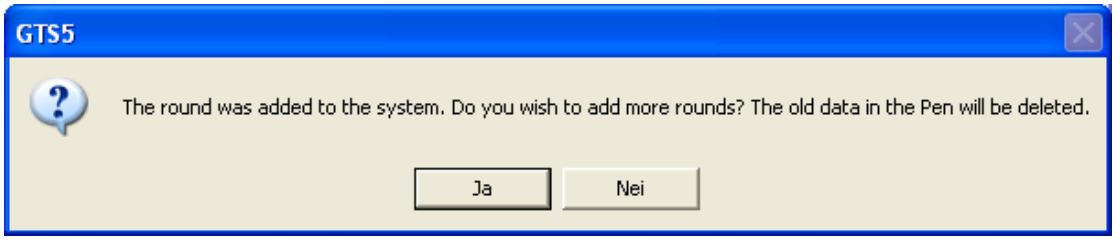
- Enter a name and a description for the new round to be registered.
- Press Read Pen.



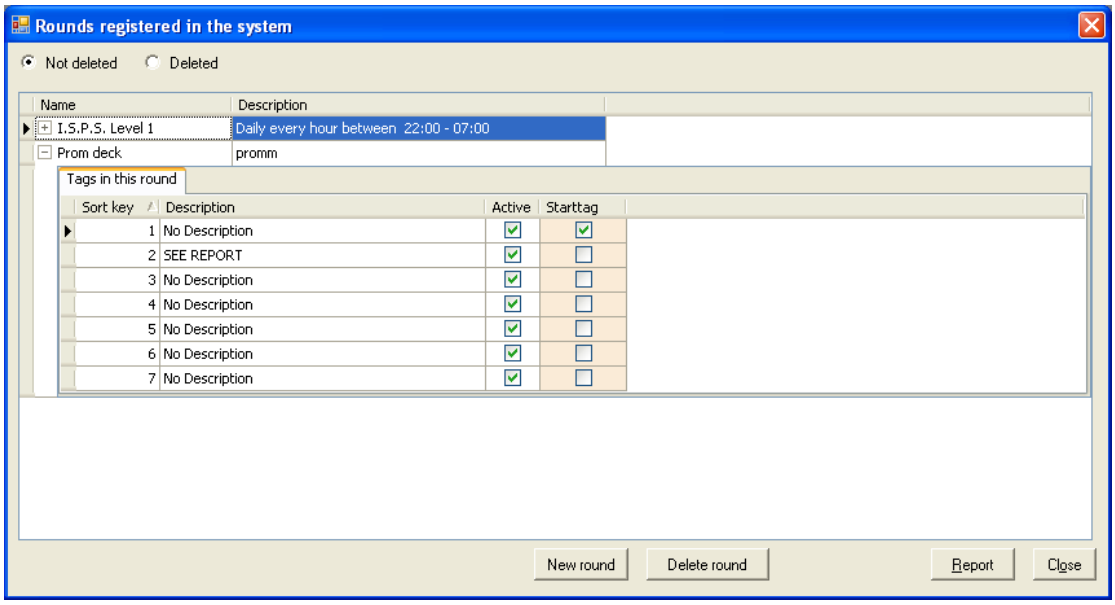
- The new round will appear in the left hand area of the dialog box.
- The **first** TAG in the column is the **START TAG.** All the strips are shown in the order they where registered in the Pen. When you select Save, the following dialog box will appear:



- When all control points / TAGs are named and the round is OK, press Save and the round will be saved.
- If more rounds are to be registered, select Yes when prompted as shown below.



- The Pen will now be cleared and ready for registering of the new round/data strips.
- Repeat ALL above steps if further rounds are to be registered.
- After the last round is registered, select No. The following dialog box will then appear, maybe without details for each round. Use the + to show the details:



- Click in the Description field of each new control point and enter a description. The TAGs are shown in the order they where read into the Pen, with the start TAG on top.
- Repeat this for all new rounds registered and then select Close.
- Then you must allocate the new control points to a map and then position the new control point on that map. **Ref. chapters 8.13 TAG – Assigning to a map. 8.14 TAG - Moving on the section map.**

8.6 Round - New by including already registered TAGs

When adding new TAGs to the system, ALWAYS FIRST give the TAGs a number written ON the TAG itself, place them on a tape and then read them by using the Pen. This is to avoid mixing the TAGs at a later stage.

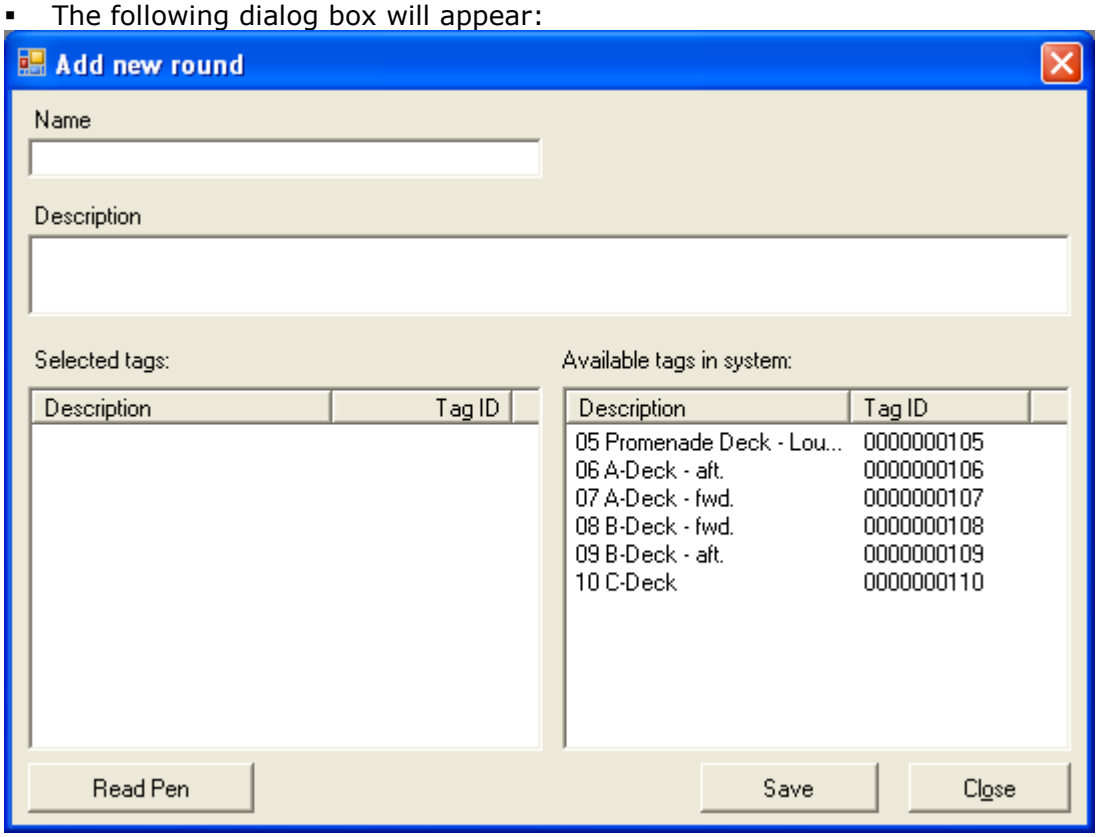
A round may also be established by using TAGs already registered in the system and used by other rounds. The only unique TAG really needed is the **START TAG**. It is recommended to perform this only when all other data TAGs have been properly named and placed on the section maps to avoid misunderstandings.

- Delete all readings in the Pen by selecting

- Register the new start TAG and the NEW Control point TAGs (that are not already registered in the system), into the Pen

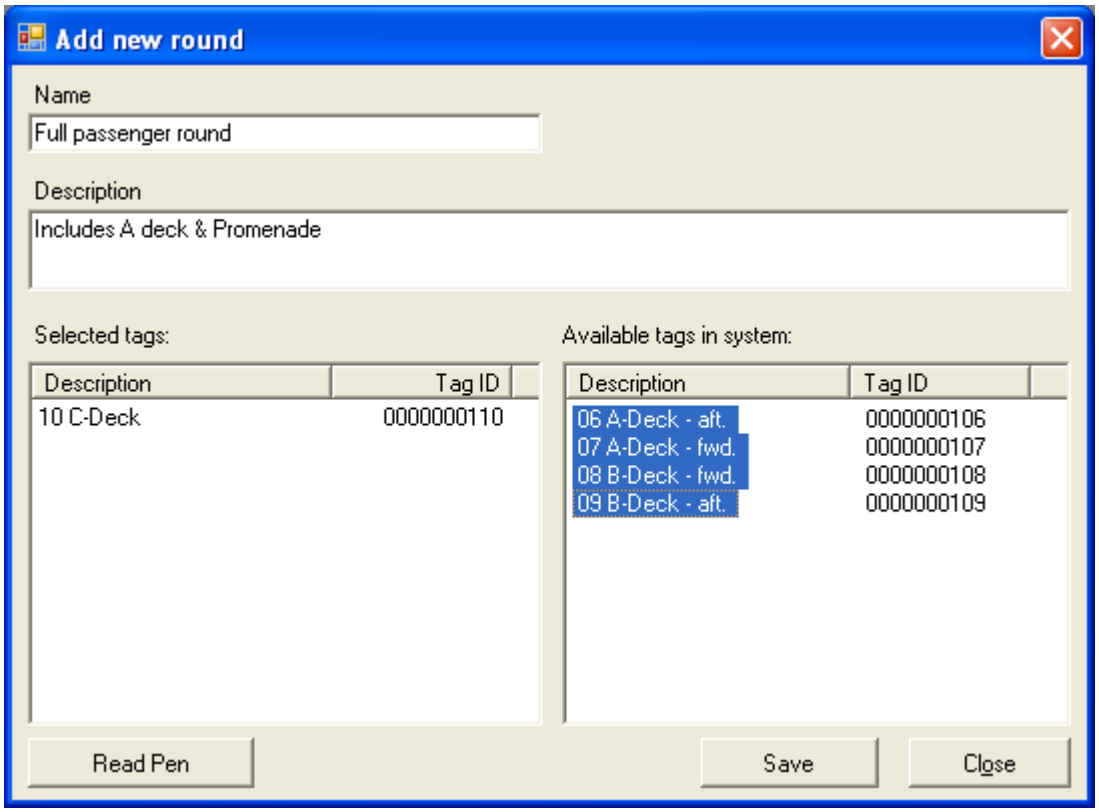
- Select the Rounds Icon and then New Round.

- The following dialog box will appear:

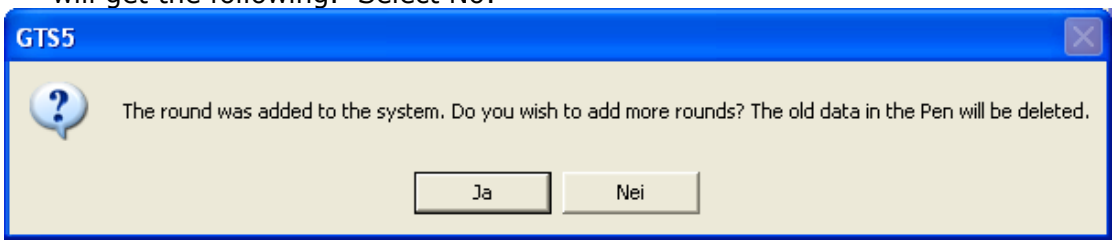


All the control strips already registered and named in the system will be displayed in the right section of this dialog box.

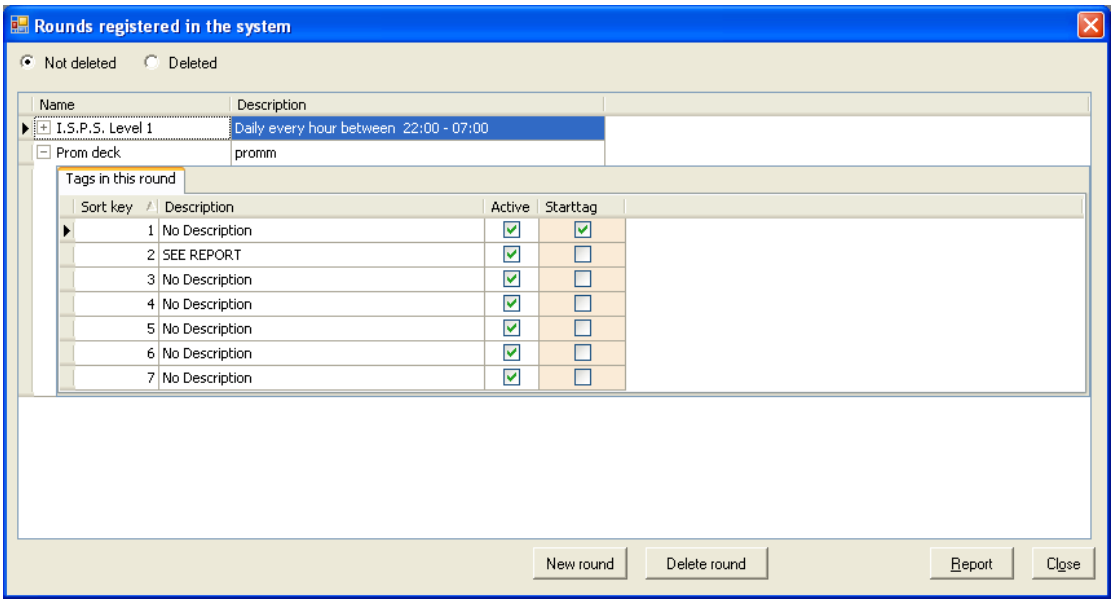
- Enter a name and a description for the new round to be registered.
- Press Read Pen
- The new START TAG and possible other NEW TAG, will now appear in the left area of the dialog box.



- Use your mouse and drag all relevant control TAGs that you also want to be part of this new round, from the right window to the left window to establish the new round. All other control points/TAGs registered in the system already are available, except those used as START TAG, Guard TAG or Event TAG.
- When the round is OK, press Save and the round will be saved and you will get the following. Select No:



- After the last round is registered, select No. The following dialog box will then appear, maybe without details for each round. Use the + to show the details:



- Click in the Description field of each new control point and enter a description. The TAGs are shown in the order they where read into the Pen, with the start TAG on top.
- Then you must allocate the new control points to a map and then position the new control point on that map. **Ref. chapters 8.13 TAG – Assigning to a map. 8.14 TAG - Moving on the section map.**
-

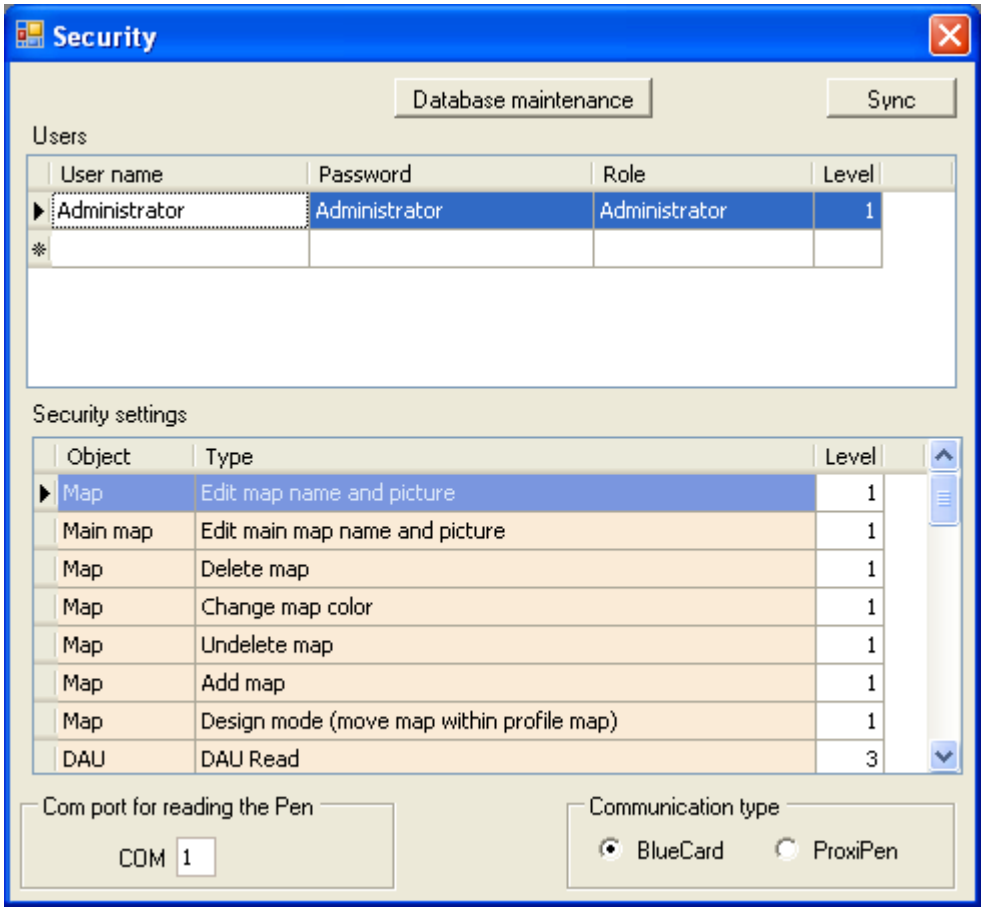
8.7 **Battery – Change**.

ProxiPen - the battery may be replaced by any **NON-RECHARGEABLE 1,5V AA** size battery. When getting the message to replace battery whilst downloading from the DAU, perform the battery replacement as soon as possible after the message in order to maintain uninterrupted functionality.
NB! The unit must not be left without battery for more than 2 minutes!
If so, the unit goes into boot mode as a safety precaution and must be reset by Administrator by syncronizing the pen. See chapter **8.8 Date & Time adjustment of the Pen.** or Ref. **chapters 12.1 Trouble Shooting**

BlueCard Pen, - the battery may be replaced by a **NON-RECHARGEABLE CR123A 3v** Lithiumbattery which can be obtained from Scan Secure together with seals and labels needed. The battery is easily replaced by using a special tool.

8.8 **Date & Time adjustment of the Pen**.

To enable setting or adjustment of the Pen time and date, you must be logged in as an administrator.
Then select *Security* -> *Manage* and press the button Sync. This will synchronize your Pen with the date and time of your computer. Also to be used for changing between " Daylight Saving Time" & Standard time

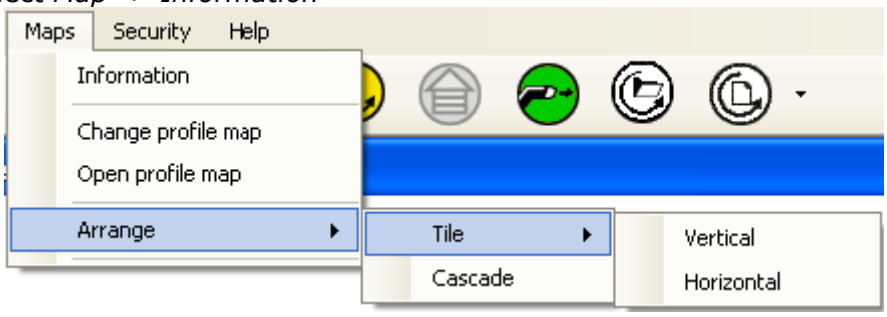


8.9 **Proxi Pen - out of the Boot mode.**

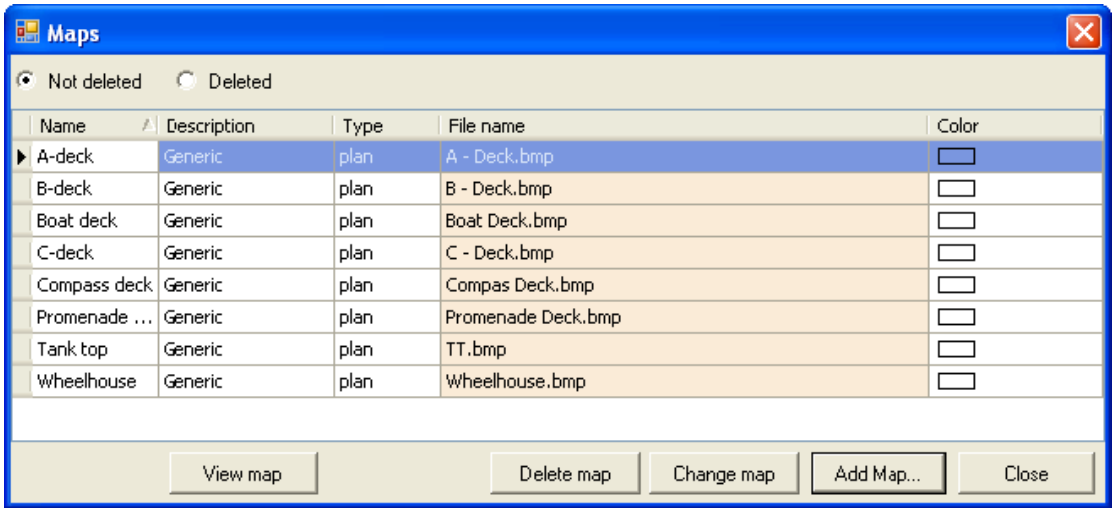
Whenever the Proxi Pen is left without battery for a while, or you receive a new unit, the Proxi Pen is in a safety mode called "Boot mode". The Proxi Pen will in this mode, not read data strips nor function properly.
To get the Proxi Pen out of the Boot Mode, log in as an Administrator and perform the following:
Select *Security* -> *Manage* and press the button Sync. This will synchronize your Proxi Pen with the date and time of your computer. Ref. Above picture.

8.10 **Section maps - Add more**:

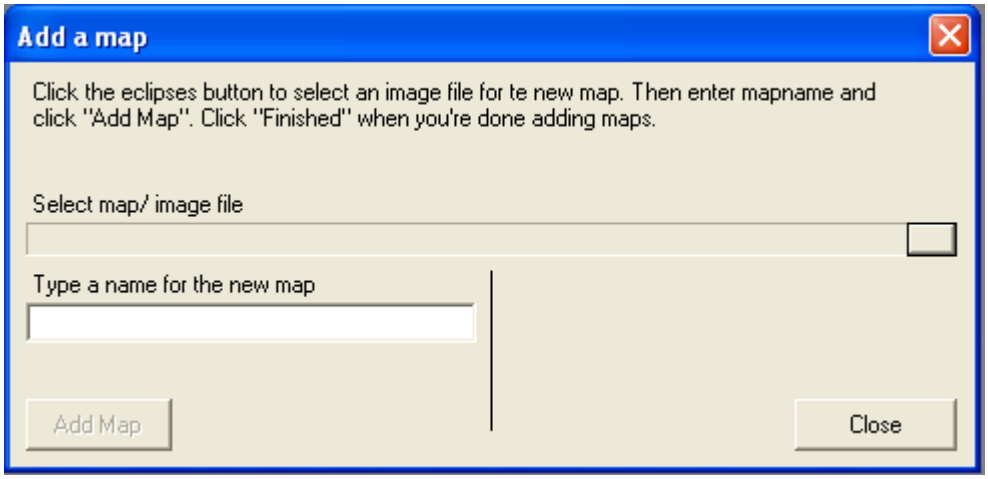
- Select *Map -> Information*



- The following dialog box will appear:



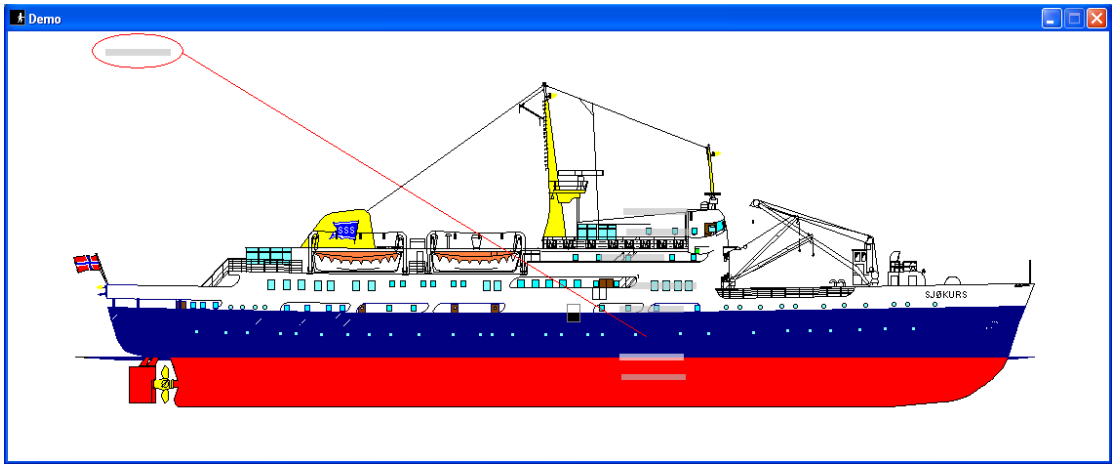
- Select Add Map and get the map file and enter a name for the new map in the dialog box shown below..



- Repeat this procedure until all relevant maps are registered.

8.11 **Section map - move to the appropriate position:**

The section maps are to be placed on the main profile map as a graphical area. When you select the main profile map, you will see a grey area in the upper section of this map.



Do as follows:

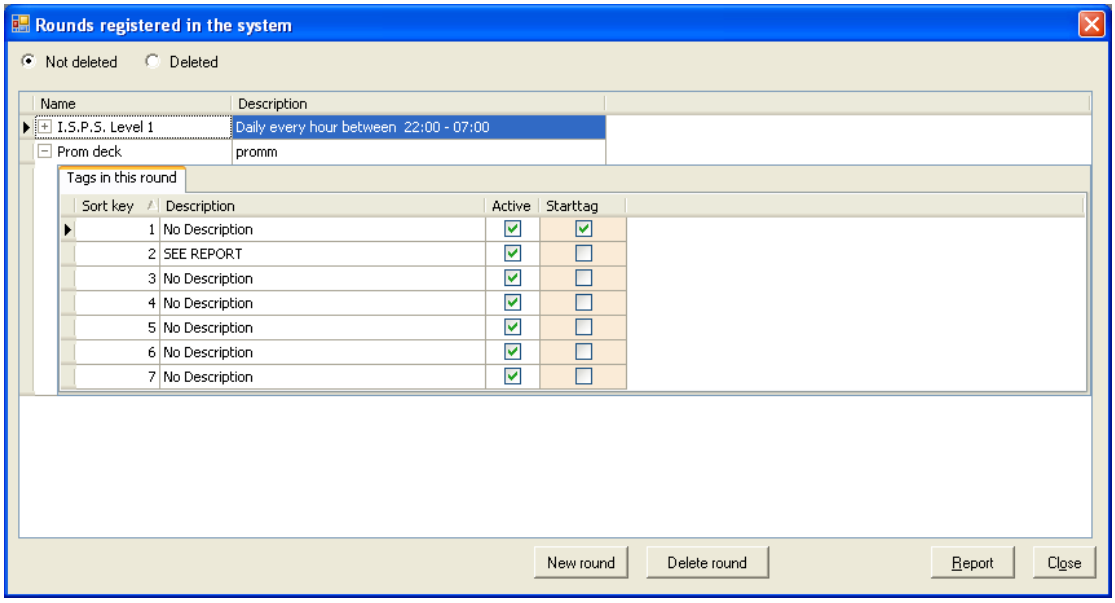
- Right click with your mouse on the grey area in upper left corner, and select move to enable moving of all the section maps.
- Point on the grey area with your mouse. The name of the map will appear. Left click and keep pressed while moving the grey area to the correct position. Drag the moved grey area until it gets the size and shape of the area on the main profile map that this section map covers.
- Move your mouse back to the grey area in the upper section of the main profile map and repeat the above procedure for this new section map.
- Repeat until all section maps are positioned on the main profile map. (No more grey areas in the upper section of the main profile map)
- Point your mouse on any grey area and right click. Select Move again to disable the move function for all the new section maps.

8.12 Control points – Editing description.

The Control Point description may be edited in two ways. By entering the rounds detail, in which the control point is included, see below, or in the TAG information dialog box.

8.12.1. TAG - Editing in the Rounds registered dialog box

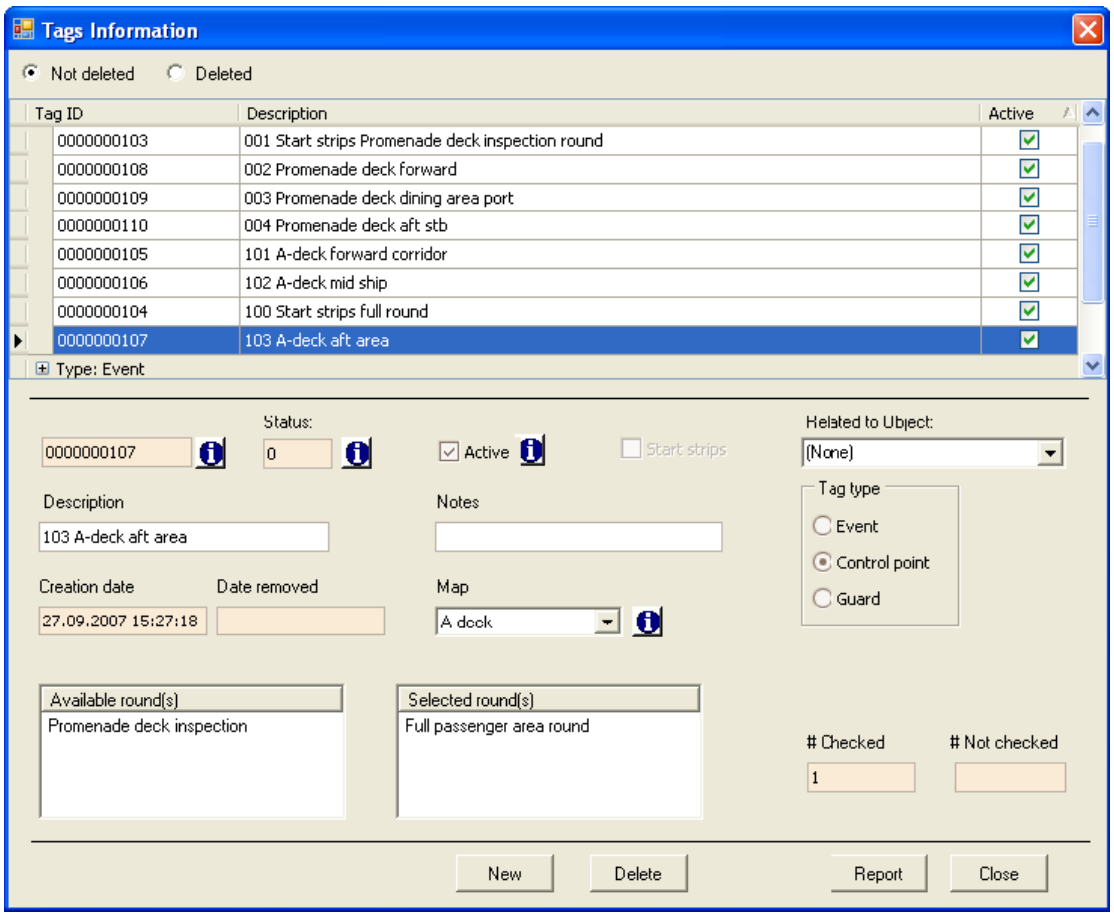
- Select the Rounds Icon . The below dialog box will appear:



- Press + for the round you want to work with, to get details.
- Click in the Description field of the applicable Control Point, and the Description may now be altered.

8.12.2. TAG Information - Editing in the dialog box.

- Select the TAG Information Icon and the following dialog box will appear.



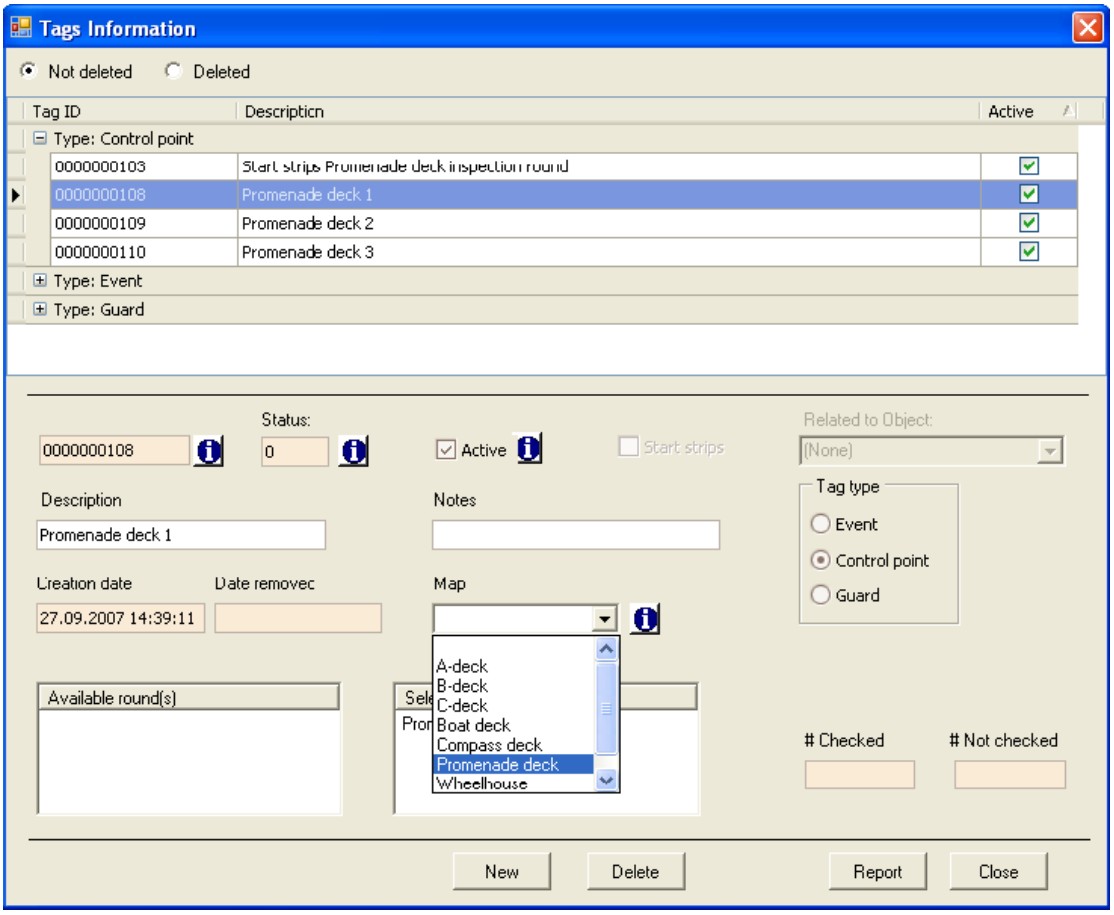
- Click in the Description field and enter or alter the description.

8.13 **TAG – Assigning to a map.**

When all new data TAGs have been registered into the system, they must be positioned on a section map.

- Select the TAG Information and then select the TAG.

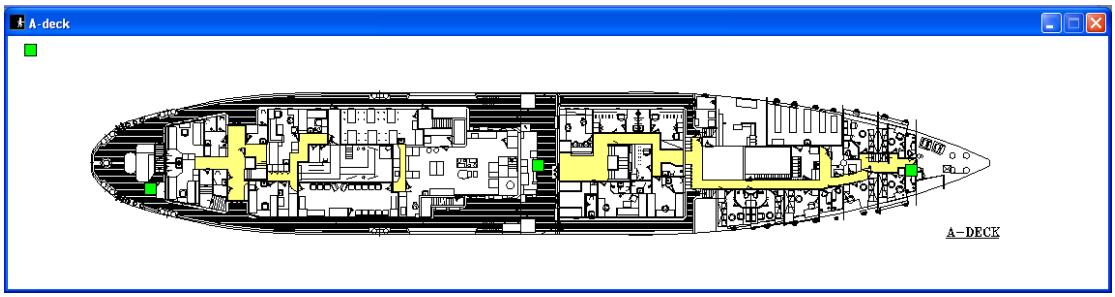
The following dialog box and tree will appear:



- Press the arrow to the right of the Map area. A list of registered Maps will be displayed. Please see the picture above.
- Select the appropriate section map for this control point.
- Select the next control strips and do the same as above.
- When all new data TAGs are attached to a section map, close the Rounds info window. This will save all changes.

8.14 TAG - Moving on the section map.

- Select a section map on the main profile map.
- All new control points relevant to this map will be placed in the upper left corner of this section map.
- By pointing on the green square, the description of this control point will appear.
- Right click on the control point and select Move.
- Move the control point to the appropriate position.
- Right click again and deselect Move.



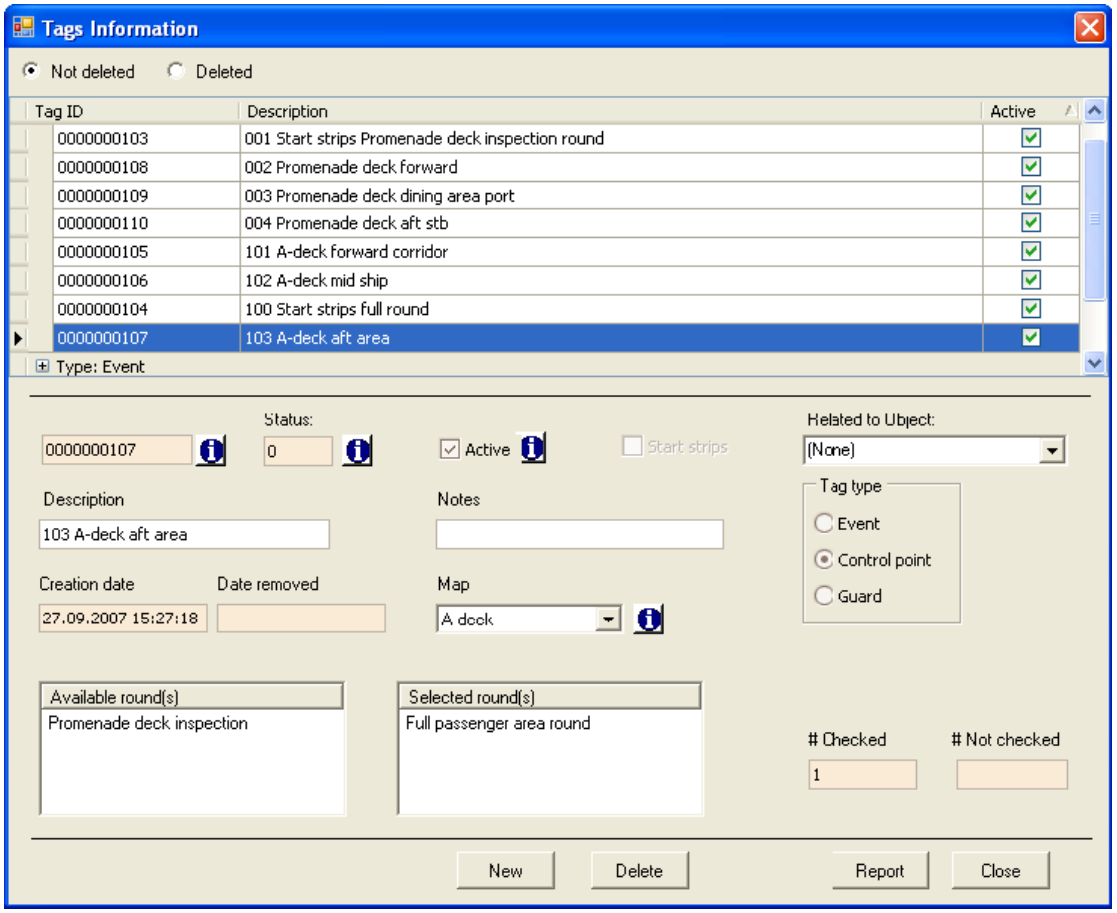
- Repeat the last 4 above steps until all control points for this section map have been repositioned.
- Repeat all the above steps until all control points have been positioned on all the section maps.

8.15 **TAG - Allocating a control TAG to a round**

When one or more new control TAGs have been registered in the system, described and positioned on a section map, it is time to allocate it to one or more rounds. (This may have been done when registered, depending on the way you registered the new Tag)

- Select the TAG Information and select one of the TAGs in the list.

The following dialog box will appear:

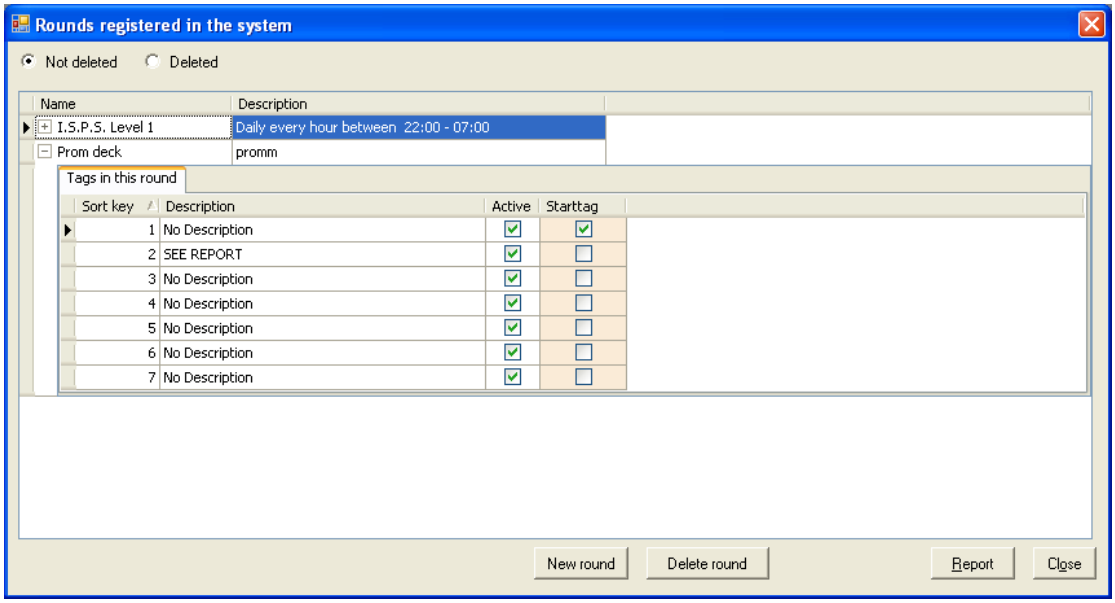


- Click the arrow in the "Rounds" area. A list of registered rounds will appear.
- Select one or more rounds in which this TAG shall be included.
- Repeat for all TAGs to be allocated to a round, then Close. This will save all changes.

8.16 **TAG – Activating and de-activating.**

In GTS5, activating and deactivating of the different control points has been made very easy. It may be done via the TAG Information Icon and thereby ticked on/off in the dialog box directly, or you may select the Rounds Registered Icon , and a list of all rounds registered in the system will pop up as shown below.

Select the appropriate round and a detailed list of all the control points allocated to this round will appear. In this list, simply unselect the control point to make it in-active or vice versa if the control point already is de-activated. See the example below:



Please observe the following:

- The rounds downloaded from the Pen will always be compared with the **current** list of active control points in a round and reports generated accordingly.
- A de-activated control point will not be shown on the detail map.
- If a control point which is already flashing red, is set in-active, the control point will not be shown on the detail map, but the map itself will still be flashing red!
- **NB!** Remember that a control point may be part of several rounds. If set in-active, this will be applicable for all the rounds where this control point is included.

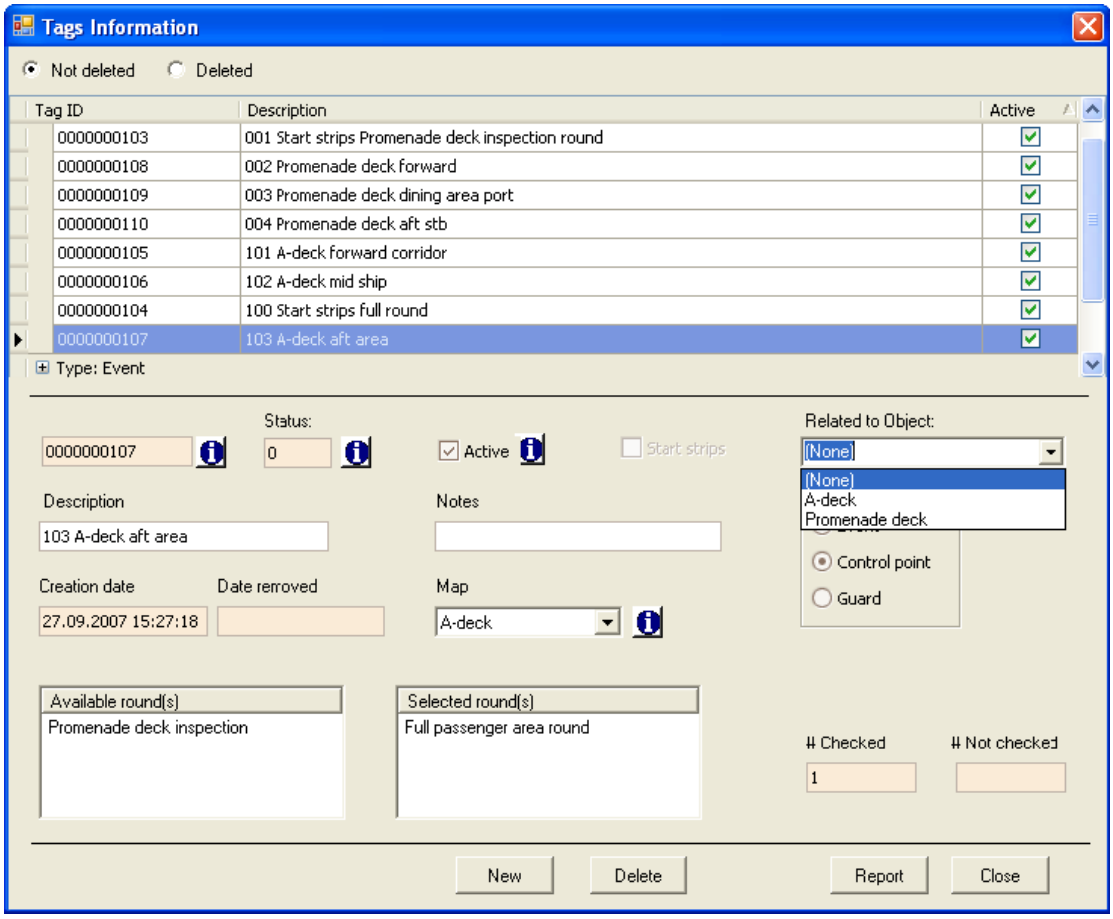
8.17 Objects - Create new (Dependant on your License)

In the GTS5 C Edition, it is possible to have multiple objects. Each control point TAG and event TAG may be assigned to a Client or Object.

It is only possible to create new objects from the TAGs Information box!

How to create an object:

- Select to get the below dialog box, and select the TAG you want to assign or allocate to a client or object. The following dialog box will appear:



- Click the arrow in the "Related to Object" area. (None) will appear.
- Write in your Object name by replacing (None)
- If you want to create another object, repeat the procedure above. This may be done on any other control point or event TAG, or it may be done on the same control point/event TAG.
- The control point is now assigned to the object you just last registered.
- All other control points or event TAGs may be assigned to any of the registered objects by clicking the arrow in the "Related to Object" area and selecting from the list that appears.

8.18 Objects - Editing (Dependant on your License)

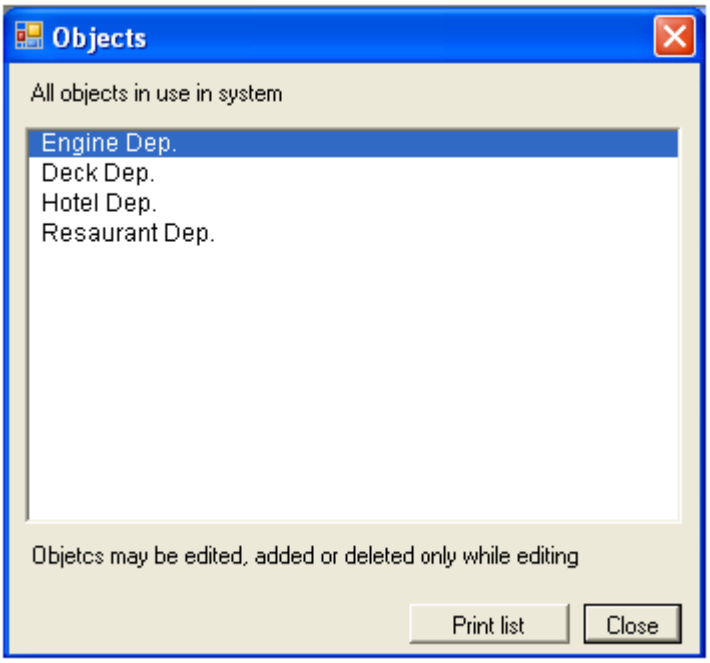
All objects are related to each marker TAG. If you want to edit an object name, you must proceed as follows:

- Edit the object in one of the markers where it is used.
- A new object is now generated with the edited name, the old object is still in the list.
- Go to all other markers using the **old** object name and select the edited object.
- When all the markers are assigned to the **new** object, the **old** object will disappear.

8.19 Objects – List (Dependant on your Licence)

A list of all objects currently registered and in use in the system, is available by:

- Press the Objects Icon
- The below dialog box will appear:



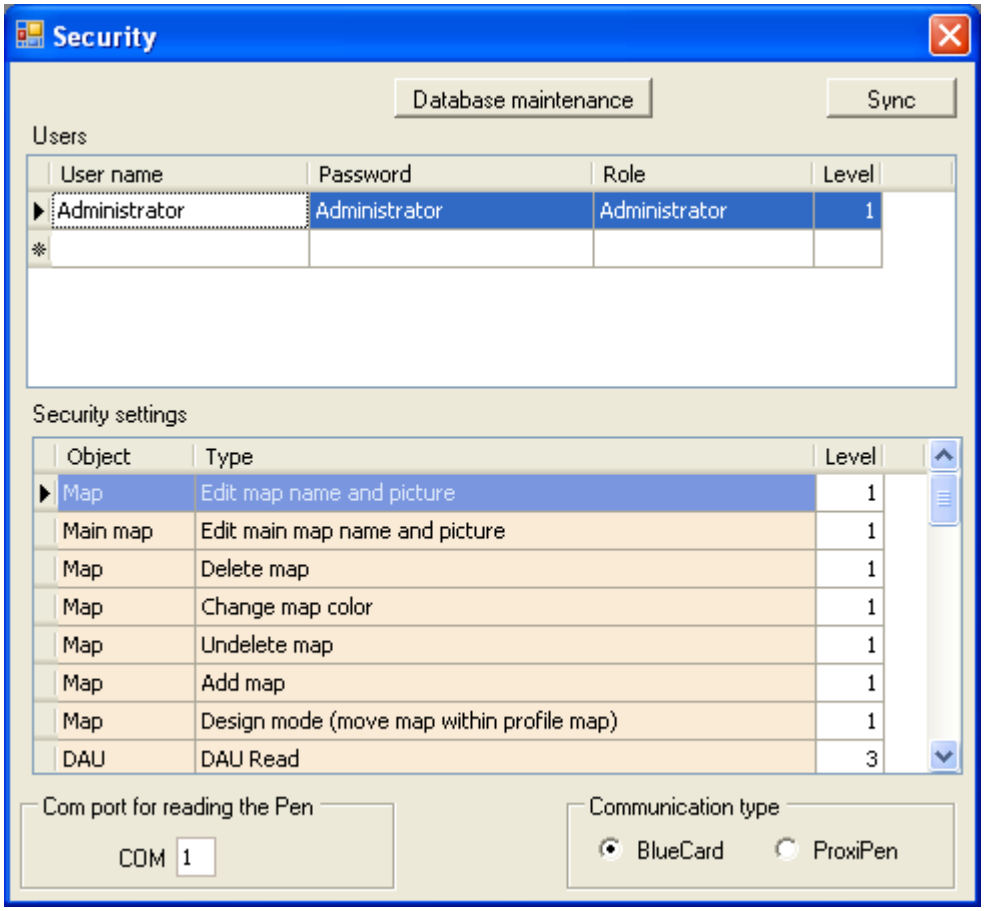
- From this box you may only print the list. Editing, creating new objects and other functions may only be done from the TAG Information dialog box.

9 USERS AND DATA MAINTENANCE

9.1 User – Adding new

To be able to maintain the user database, back-up and restore your data, some facilities are built into the GTS Software. To access these, select *Security -> Manage.*

The following dialog box will appear:



Here you can add users with different security levels. The program comes with one Administrator, which has the highest security level.
If you add a user with user level 3, he will not get access to the features with level 2 or 1. You can also change the security level for any of the type listed in the Security features section.

NOTE: Make sure at least one user has security level 1, because only a user with level 1 get access to the security management features.

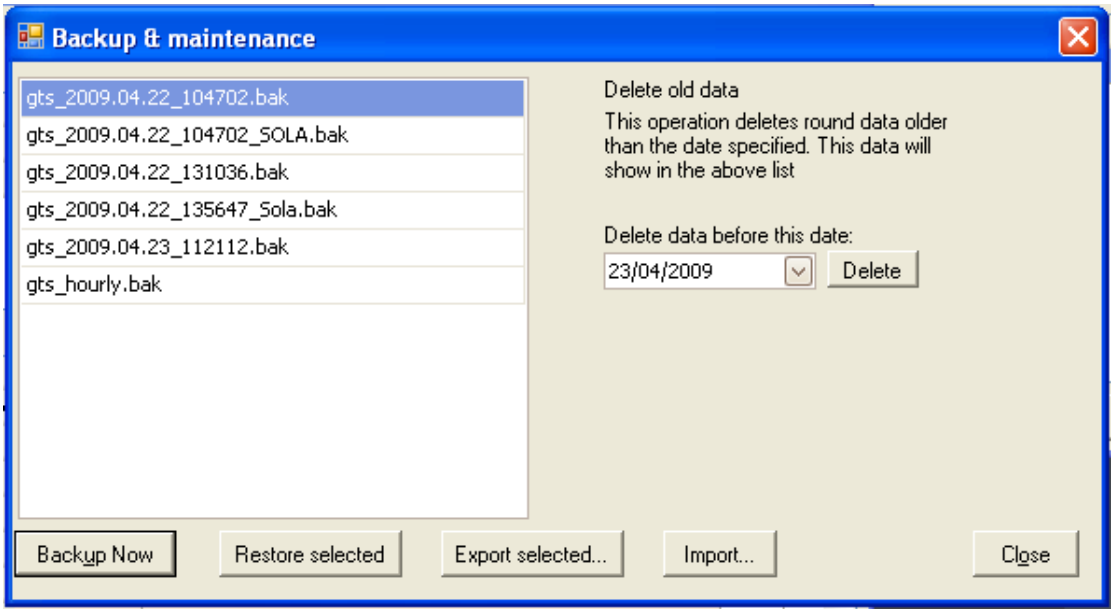
In this dialog box, you will also be able to select the correct COM port and the type of DAU.

In the upper right corner of this dialog box, you will find a button named Sync. By pressing this button, the time and date of your computer is transferred to the DAU.

This will also bring any Proxy Pen out of the boot mode.

9.2 **Data – Maintenance & Back-up.**

Pressing the Database Maintenance, will bring up the following dialog box:



Here you may Back-up your database by pressing Back-up now. (The back-up will be named automatically with the current date. If more back-ups are done on the same day, the old back-up will be over written by the new back-up)

There will be automatic back-ups generated for every hour, day, week and month.

You may also restore the database from the selected back-up file.

Old data may be deleted by entering a date and the pressing Delete. You will be asked if you want to back-up the database first, and in any case, a HTM document of the deleted data will be stored automatically.
NB! If you want to delete a significant amount of old data, it is recommended to do this in steps. Otherwise the HTM document will be huge!!
The date format must be written in the same format as set on your computer in Regional Settings!

10 Other information about the GTS software functionality.

10.1 Dates.

All finished rounds and the control points included, will be with the correct time and dates.

10.2 Dialog boxes

When reading the DAU, a status boxes will indicate what is going on and what tasks the program is performing.

10.3 Com port selection

The correct COM port may be selected by *Security -> Manage* and then selecting the appropriate COM port.

10.4 Pen selection

The correct type of Pen may be selected by *Security -> Manage* and then selecting the appropriate Pen type. *Please note that some versions of Windows require the PC to be restarted before change of Pen type is effective.*

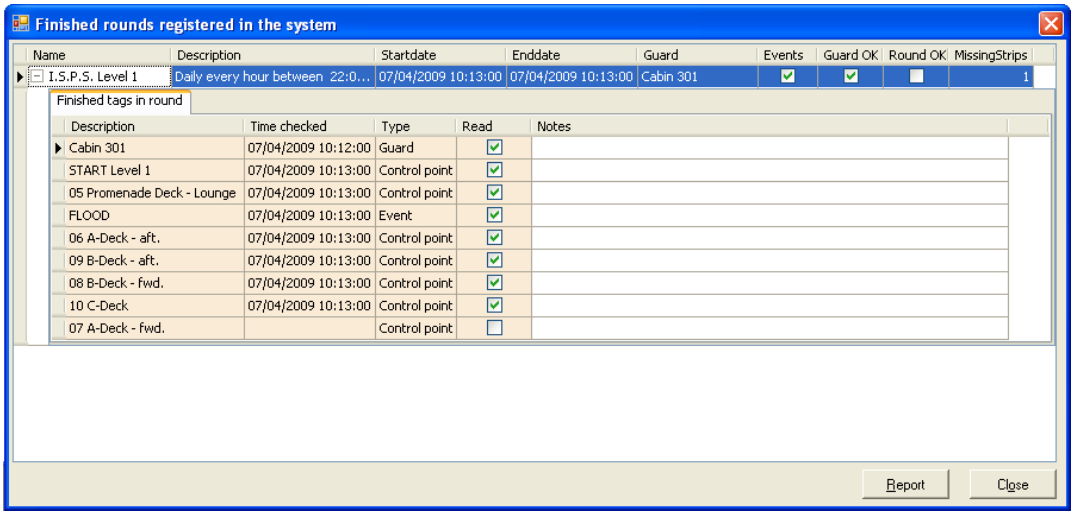
11 Daily usage of the GTS5

11.1 Routines for the Guard

Most daily users does only need to be able to download the Pen, delete the downloaded data and to see the status and the reports. If you create Users in the GTS with a security level lower than the top (i.e. 2 or 3), the will only have the following soft keys to operate:

The daily use will the consist of the following routine:

1. For every Guard Tour. Register the Guard TAGs (If applicable. Ref. Chapter 7.2**Guard TAG functionality settings**), the Start TAG and then all control points.
2. Repeat the above for all Guard Tours to be performed before registering the data in the PC.
3. Make sure the rounds are as complete as possible.
4. Put the Pen in the Com. Unit and select the Read Pen soft key.
5. Select "Start reading" and pay attention to the PC screen..
6. If the download was successful, select "Yes" to delete the data in the Pen if asked (Ref. Chapter 7.1 **Pen functionality settings**).
7. When the readings have been registered in the database, areas where all control points have been registered on all rounds will remain grey.
8. Areas including one or more unregistered control points in one or more of the guard tours, will start flashing red.
9. If you have this access, double click on that area.
10. Unread control points will now flash red.
11. Right click this control point and reset the red status by selecting Accept.
12. It is recommended to write a comment a report after each time a round is finished. Open Finished Rounds last round on top. Then comment in details events and missing Tags.



Routines for the Supervisor

Daily usage of the GTS, when installed and configurated correctly, should be very simple. Below you will find some hints about configuration and daily use:

- Guards using the system should not have Administrator access to the system. Do instead create a new user level for these guards, if the default one does not match your wishes.

- **Back-up the database file on a regular basis**. SEE CHAPTER 9.2 Data – Maintenance & Back-up.

1 Open every Section map that is flashing RED.
2 Right click on the flashing red control point and Accept it or…
3 Click the flashing red control point, select More in the dialog box and study the control point history in the Marker dialog box. You may Accept the status by double clicking in the status field if you have the access to this function.
4 Look at all Finished Rounds, look for details and/or print the reports.

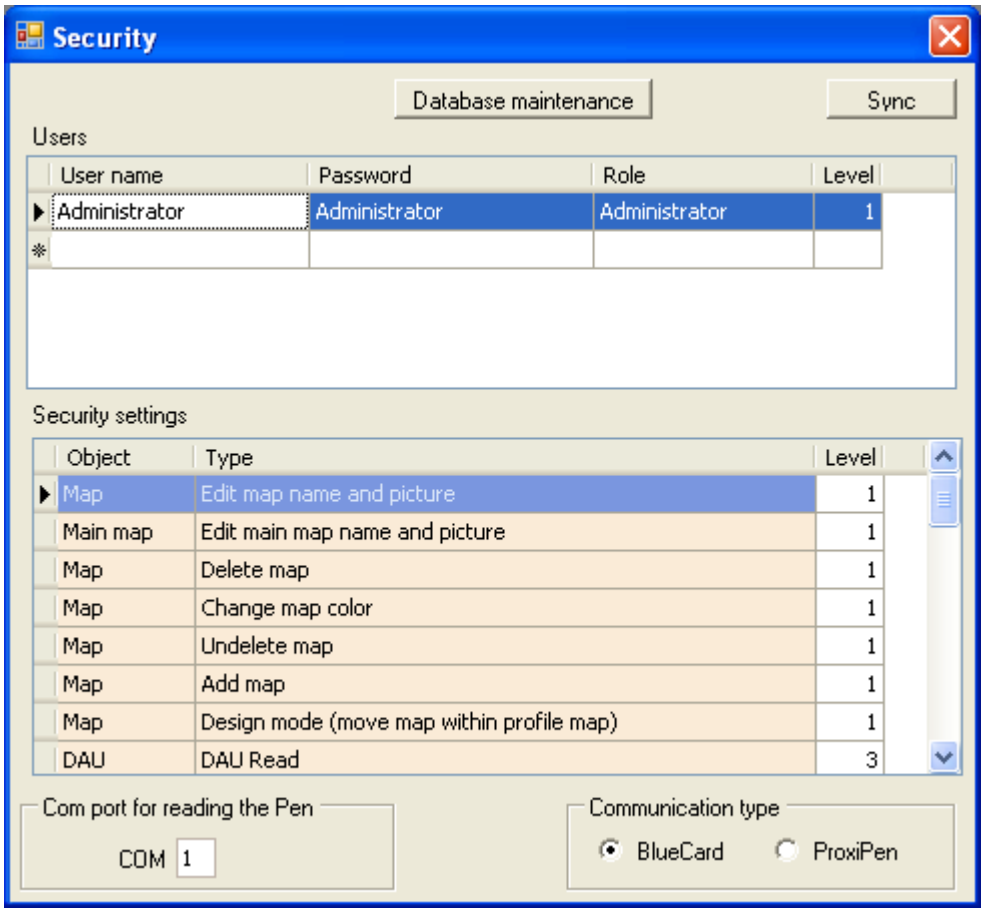
IT IS ADVISED NOT TO HAVE TOO MANY ROUNDS REGISTERED IN THE PEN BEFORE DOWNLOADING.

THE SYSTEM CAN TAKE IT, BUT IT MAY TAKE SOME TIME TO PROCESS ALL ROUNDS, ESPECIALLY ON COMPUTERS WITH A LOW CLOCK/PROCESSOR FREQUENCY OR WITH A SMALL RAM CAPACITY.

12 Trouble Shooting

12.1 The ProxiPen does not register the TAGs.

Whenever the Proxi Pen is left without battery for a while, or you receive a new unit, the Proxi Pen is in a safety mode called "Boot mode". The Pen will in this mode, not read data strips nor function properly.
To get the Proxi Pen out of the Boot Mode, log in as an Administrator and perform the following:
Select *Security* -> *Manage* and press the button Sync. This will synchronize your DAU with the date and time of your computer. Ref. Below picture.



12.2 BlueCard Does not register TAGs

Please Se Blue card manual…….

12.3 **No Communication between Pen and Computer**

There may be several reasons why the GTS software does not communicate with the Pen

ProxyPen - Please always check the following:

- ✓ Does the Pen indicate reading with both LEDs and sound?
  - If NO, change battery
- ✓ With the Pen in the Communication unit, which LEDs are lit?
  - No Power LED. - Check the mains connection and the adapter.
  - No Online LED. - Check the cable between the Com. Unit and the USB/RS232 port of your computer
  - No Pen LED – Check position of pen / Battery voltage of Pen is too low. Replace.
- ✓ If both Power – Online & Pen LED is lit, try to read from the Pen and observe the DATA LED.
  - If flashing, note down the error message and contact Scan Secure as
  - If not flashing, check COM port connection, the selection of COM ports as shown above in 12.1

BlueCard - Please always check the following:

- ✓ Does the Pen indicate reading with both LEDs and sound?
  - If NO, change battery
- ✓ With the Pen in the Communication unit, which LEDs are lit?
  - Red LED upper left – Power / OnLine
  - Green LEDs flashing – Transfering Data
- ✓ If Red LED is not lit –
  - Check cable
  - Check COM port connection
  - Is driver installed?
- ✓ If the green LEDs is not flashing
  - Check cable
  - Check COM port connection
  - Is driver installed?
  - Check position of Pen
- ✓ Se Blue card manual for more information

12.4 **Contact Scan Secure**

If support is needed from Scan Secure, please prepare the following first:

- ✓ A short report of what is wrong and what you have done
- ✓ Copy the errlog.txt file from C:\Programfiles/Scan Secure GTS5…\ and have it ready to be mailed.
- ✓ Copy the last back-up file from C:\Programfiles/Scan Secure GTS5…\ or for network versions, -Server location-/Scan Secure GTS…\Database\ and have it ready to be mailed. (Zipping down this file before mailing is preferred)

Contact Scan Secure as on:
Tel: +47 3303 0550
Fax: +47 3303 0558
E-mail: scan@secure.no

13 Custom Reports

Custom Reports is an additional module in the GTS, developed to give increased flexibility. With the Custom Reports module, you may customize your recorded readings and data, according to your company, application, customers and needs. Columns may be added, re-arranged, re-named etc. This also applies for the report generator.

Typical applications for the Custom Reports, are: Guarding companies, HMS tasks, technical inspections, fire and safety tours etc…

The setup may be customized for your company, but default templates will be available to get you started. (At the moment, only a Gurading company template is available)

13.1 How to use the columns – Guarding company example

Press TAGs Information, and the below window will be opened. (The column text may be different for each application, so the header text is for guidance only):

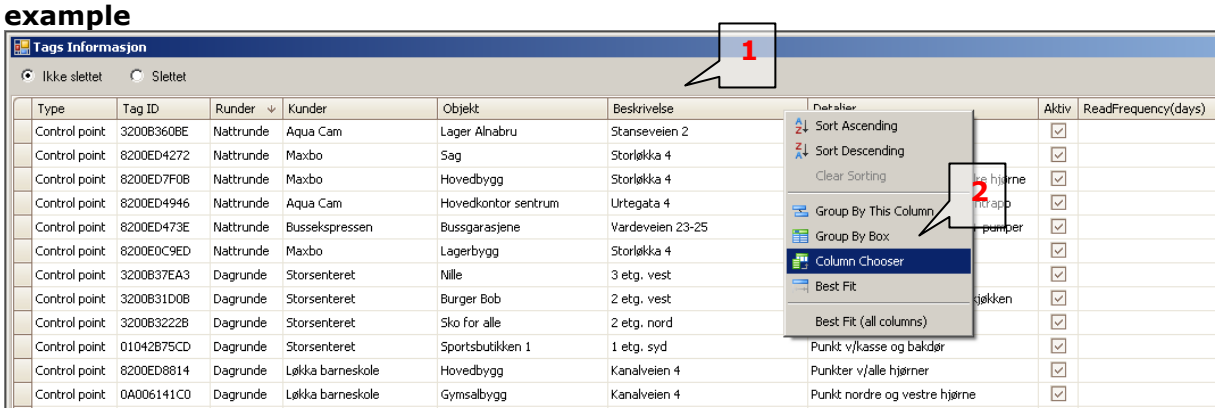
1. **Rounds:** Here you may describe the type of tour you are to perform. I.e. *Night tour, Shopping center, Emergency lights, Fire dampers, Emergency exits* etc…
2. **Customers:** The name of the customer for this tour

3. **Object:** In this column, you type in the various objects related to a customer. It may be a building, or a shop in a shopping center. A customer may have several objects.

4. **Details:** Detailed description of the object. I.e. where the TAG is positioned.

5. **Read frequency:** In this column, the expected read frequency for the TAG can be set. Blank is no expectations, 1 is every day, 2 is every second day and so on.

Setup example



Type	Tag ID	Runder	Kunder	Objekt	Beskrivelse	Aktiv	ReadFrequency(days)
Control point	3200B360BE	Nattrunde	Aqua Cam	Lager Alnabru	Stanseveien 2	☑	
Control point	8200ED4272	Nattrunde	Maxbo	Sag	Storløkka 4	☑	
Control point	8200ED7F0B	Nattrunde	Maxbo	Hovedbygg	Storløkka 4	☑	
Control point	8200ED4946	Nattrunde	Aqua Cam	Hovedkontor sentrum	Urtegata 4	☑	
Control point	8200ED473E	Nattrunde	Busseksspressen	Bussgarasjene	Vardeveien 23-25	☑	
Control point	8200E0C9ED	Nattrunde	Maxbo	Lagerbygg	Storløkka 4	☑	
Control point	3200B37EA3	Dagrunde	Storsenteret	Nille	3 etg. vest	☑	
Control point	3200B31D0B	Dagrunde	Storsenteret	Burger Bob	2 etg. vest	☑	
Control point	3200B3222B	Dagrunde	Storsenteret	Sko for alle	2 etg. nord	☑	
Control point	01042B75CD	Dagrunde	Storsenteret	Sportsbutikken 1	1 etg. syd	☑	
Control point	8200ED8814	Dagrunde	Løkka barneskole	Hovedbygg	Kanalveien 4	☑	
Control point	0A006141C0	Dagrunde	Løkka barneskole	Gymsalbygg	Kanalveien 4	☑	

This forms a basis setup in GTS Custom Reports. It is possible to create more columns, if you want to include more information. To add more columns, right click in the Description field of the column (**1**) and select ”Column chooser” (**2**) Click and drag the columns you want over to the column area and name it as desired. To remove a column, click it and drag it out of the column area.

When you have a suitable setup, you may store this setup by selecting the Save button and name the setup as you want. Several setups may be created and stored.

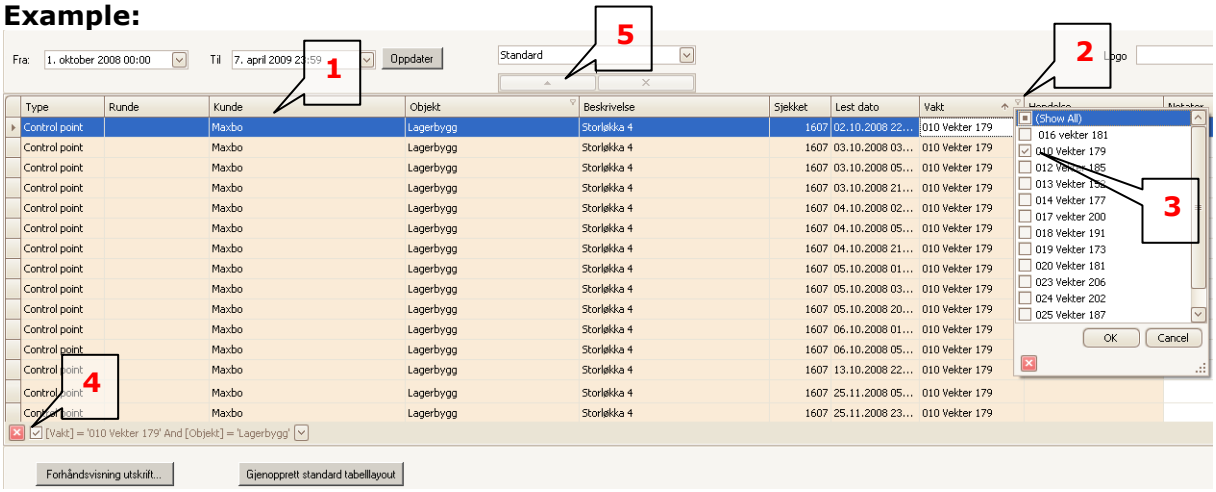
NB! What is created on Administrator level, can not be changed by a lower level user.

13.2 **Report generator**

By clicking the CustomReport button you will find a similar setup as under TAGS Information. This is the report module in GTS when you have the Custom Reports module, and is used to generate reports based upon the recorded readings and data.

PS! You need to have readings in the database to create a report.

Example:



The report generator enables filtering of data and information, so that only the wanted and applicable information, is contained in the report.

In the upper right corner of each column description (**1**) you will find a small pull down menu (**2**) that shows the filtering possibilities for that column. I.e., under *"Vakt"* you will find a list of all the guards registered in the GTS. By ticking off in the box adjacent to the applicable guards (**3**), the report will only show the selected guards.
The same applies for all columns, and you may create reports based upon and sorted/filtered on all data contained in all columns. A very flexible solution.

If you filter too much, or are unable to get back to the standard setup, you may select the red cross in the lower left corner (4) This will undo all filtering selections and you are back to default.

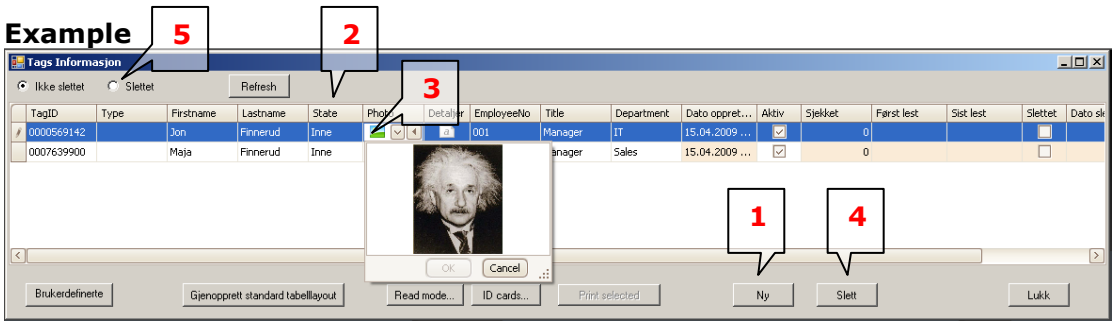
Once you have finished your report setup, you may store this setup for later use. Press the Save button (**5**) and name the report setup. Several setups may be stored and recalled later.

NB! What is created on Administrator level, can not be changed by a lower level user.

14PAS

PAS (Personnel Attendance System) is a module in the GTS software, for administration and handling of personnel. It may be used as a separate application, or as an addition to the existing GTS solution.

Example



The main window in PAS, shows a list of all personnel registered in the system.

14.1 New:

To create a new registration of a person, select "New" **(1)** og inputs relevant information in the new row. In the column "State" **(2)** input the current state of the person. (In or out) A personal photo may be entered by clicking the picture Icon in the Photo column **(3)** and the right click for the appropriate selection.

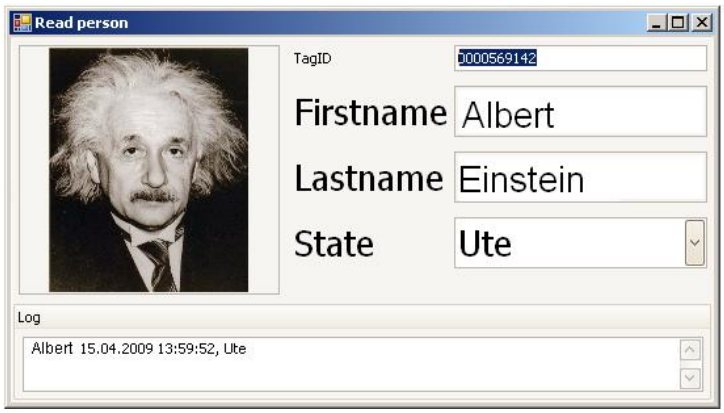
14.2 Delete:

To delete a registered person, select the applicable row and click "Delete" **(4)** The person will now change status from active to deleted, and will no longer be visible in the main window.
Persons deleted in the system, will not be permanently deleted from the database, but will be saved as inactive. They may be activated again at any time. Just click the "Deleted" **(5)** button and select the applicable person and change the status back to active.

14.3 Read mode:

This function brings up and displays information connected to the ID-card that is being read. In addition to the name and a photo, this window gives a list of the latest readings.

Example

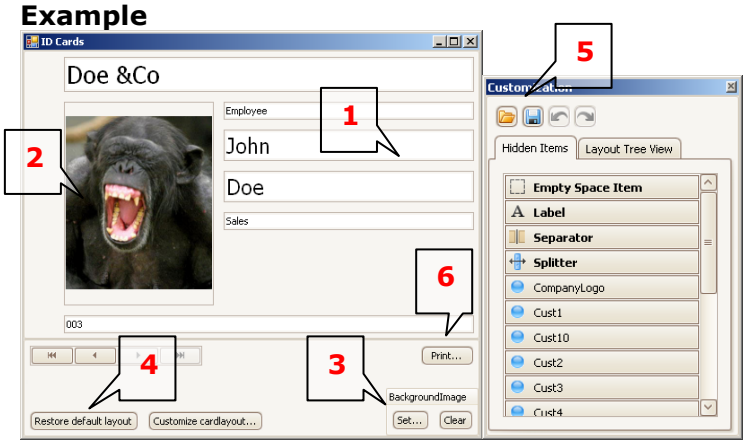


This information may be used to control that the information (and person on the photo) is the same as the person passing..

14.4 **ID Cards:**

This button opens the ID-card designer. Here you may easily create new users in the system.

Example



Insert the necessary information in the white fields **(1)** To add a photo, right click in the photo frame **(2)** and select the applicable function.
Fonts and size, may be changed by right clicking in the appropriate area **(1)** and selecting "Fonts". This menue also gives access to other functions for that area.

To change the background image, click Set **(3)** and select the wanted background.

In addition, you may add additional fields and areas. I.e. company logo etc. By clicking "Customize cardlayout" **(4)** you get access to a window with available functions. Click and drag the wanted function to the main window to add.

When the card layout is as you want it, you may save it for later use **(5)** To print the card, you need to have an ID-card printer installed and connected. Click "Print" **(6)** and the ID-card is previewed. Click the printer Icon to print on the ID-card printer.

14.5 **Important buttons and columns:**

- **New:** Used to create a new entry.
- **Delete:** Sets the selected as inactive.
- **Last read:** Shows when the person was last registered by the system.
- **Checked:** Number of times the person has been registered by the system.
- **Refresh:** Updates the window with the latest registrations.
- **Read Mode:** Shows information related to the card being read.
- **ID Cards:** Opens the ID-card designer.