



## **GUARD1 PLUS Rounds Tracker User Manual**

**Version 3.2**

## Overview

Rounds Tracker is a companion application for GUARD1 PLUS. Using data from any GUARD1 PLUS database, backup or archive, Rounds Tracker displays your rounds information in Microsoft Excel. Rounds Tracker creates five different views, which you can print, save, or e-mail. From these views, you can determine whether all locations have been visited at the required frequency.

## Installing and Activating Rounds Tracker

### Preparing for Installation

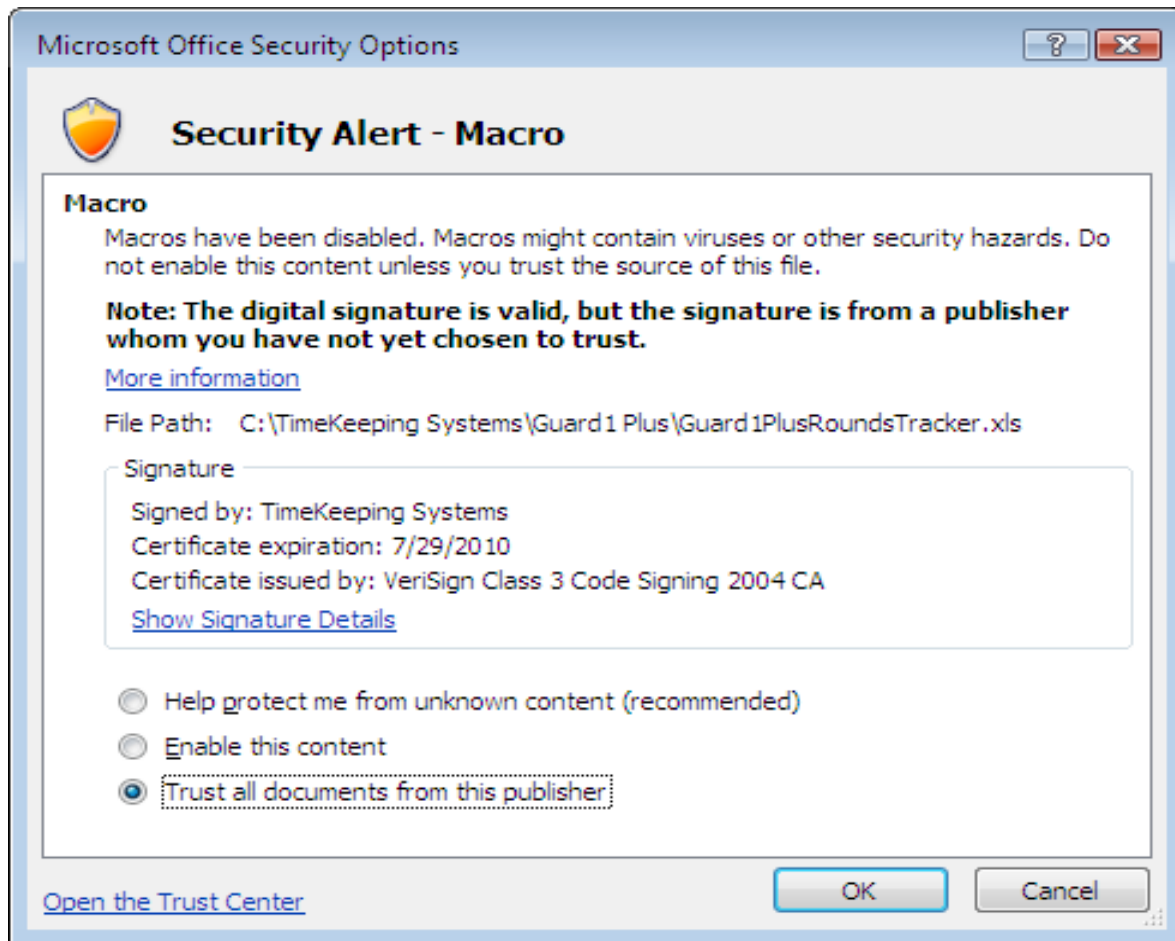
1. Confirm that your computer meets the minimum system requirements for Rounds Tracker version 3.20:
  - 2.8 GHz processor
  - 1 GB of RAM
  - 1.5 GB of hard drive space
  - A CD-ROM or DVD drive is required for installation only
  - Windows Vista
  - Rounds Tracker reports can be emailed. For email support, an email client such as Microsoft Outlook must be installed and configured prior to use.
  - Minimum display settings of 256 colors at a resolution of 800x600 pixels. For best results, your display should be set to 32-bit color at a resolution of 1024x768 pixels.
2. Rounds Tracker requires Excel with macro code enabled. Confirm that this version is installed on your computer.
3. Make a note of the six-character Product Code on the CD-ROM or disc package. The Rounds Tracker installation program will require this.
4. If you will be using GUARD1 PLUS on your computer, install GUARD1 PLUS before installing Rounds Tracker.

### Installing Rounds Tracker

Follow these steps to install Rounds Tracker:

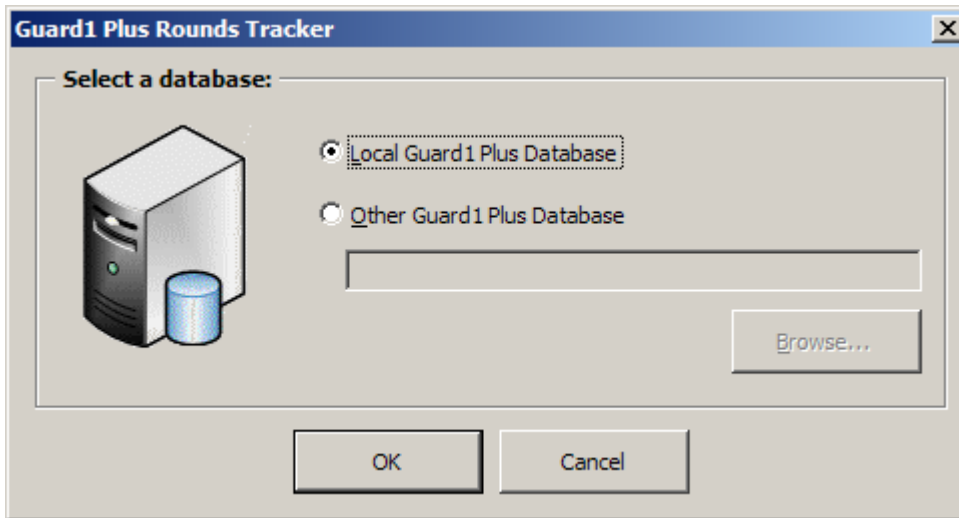
1. Close any applications running on your computer, including screen savers and the Microsoft Office Suite.
2. Insert the CD-ROM into your computer's drive.
3. View the contents of the Guard1 Plus Rounds Tracker Installation CD. You will notice that there are 3 folders named as follows:
  - Windows XP
  - Windows 2000 Professional
  - Windows Vista
4. Depending upon the operating system that you wish to install Guard1 Plus Rounds Tracker, open the corresponding folder. For example; if your workstation's operating system is Windows Vista, then open the folder named "Windows Vista" on the Guard1 Plus Rounds Tracker Installation CD.

5. Double click SETUP.EXE to begin the installation of Guard1 Plus Rounds Tracker.
6. Follow the on-screen instructions. When installation is complete, you will need to restart your computer.
7. After the computer has restarted, find the icon on your desktop labeled **Guard1 Plus Rounds Tracker**. Double-click this icon to start Rounds Tracker.
8. If a Security Warning appears, click **Options**. Select **Trust all documents from this publisher** and click **OK**.



9. Rounds Tracker will open in Excel.
10. If you are asked for an activation code, see the section **Activating Rounds Tracker** on the next page.

In the **Select a Database** window, choose the database you wish to use. If GUARD1 PLUS is installed on this computer, choose **Local Guard1 Plus Database**. For help in selecting another database, consult your IT department or primary GUARD1 PLUS user.



## Activating Rounds Tracker


























































































































If you are asked for an activation code, follow these steps to activate Rounds Tracker:

1. Provide your site code to TimeKeeping Systems by e-mail, fax, or telephone.  
Hint: To avoid typing the site code number, select it with your cursor, then copy (Ctrl-C) and paste (Ctrl-V) it into your fax or e-mail.
2. TimeKeeping Systems will send you an activation code. Copy or type the activation code into the License Manager, and click **OK**.

# About Rounds Tracker

## Views

Rounds Tracker offers five ways to view your data.

|    | A   | B | C        | D   | E   | F   | G   | H   | I   | J   | K   | L   | M   |
|----|---|---|----------|---|---|---|---|---|---|---|---|---|---|
| 1  |  |   |          |   |   |   |   |   |   |   |   |   |   |
| 2  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 3  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 4  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 5  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 6  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 7  |   |   |          |   |   |   |   |   |   |   |   |   |   |
| 8  | 8/25/2003 (12:00 AM - 11:59 PM)   |   | 12:00 AM | →   |   |   |   |   |   |   |   |   |   |
| 9  | Max   |   |          |   |   |   |   |   |   |   |   |   |   |
| 10 | Unit 3  |   |          |   |   |   |   |   |   |   |   |   |   |
| 11 | C2, ROOM 2  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 12 | C2, ROOM 3  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 13 | C2, ROOM 4  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 14 | C2, ROOM 5  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 15 | C2, ROOM 6  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 16 | C2, ROOM 7  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 17 | C2, ROOM 8  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 18 | C2, ROOM 9  |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 19 | C2, ROOM 10   |   | 15       |    |    |    |    |    |    |    |    |    |    |
| 20 | F2, ROOM 1  |   | 15       |   |   |   |   |   |   |   |   |   |   |
| 21 | F2, ROOM 2  |   | 15       |  |  |  |  |  |  |  |  |  |  |
| 22 | F2, ROOM 3  |   | 15       |  |  |  |  |  |  |  |  |  |  |

OFFICER: CLAY HOPKINS  
TIME: 09:00 PM  
INCIDENT: 14 - AWAKE AND QUIET

The Quick View displays each visit with a green or red marker, so you can quickly identify any exceptions.

|    |                                 |  |          |   |    |    |    |    |    |    |    |    |  |
|----|---------------------------------|--|----------|---|----|----|----|----|----|----|----|----|--|
| 8  | 8/25/2003 (12:00 AM - 11:59 PM) |  | 12:00 AM | → |    |    |    |    |    |    |    |    |  |
| 9  | Max                             |  |          |   |    |    |    |    |    |    |    |    |  |
| 10 | Unit 3                          |  |          |   |    |    |    |    |    |    |    |    |  |
| 11 | C2, ROOM 2                      |  | 15       | 0 | 36 | 0  | 1  | 26 | 19 | 18 | 15 | 12 |  |
| 12 | C2, ROOM 3                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 13 | C2, ROOM 4                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 14 | C2, ROOM 5                      |  | 15       |   |    |    |    |    |    |    |    |    |  |
| 15 | C2, ROOM 6                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 16 | C2, ROOM 7                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 17 | C2, ROOM 8                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 18 | C2, ROOM 9                      |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 19 | C2, ROOM 10                     |  | 15       | 0 | 14 | 18 | 14 | 13 | 17 | 14 | 13 | 18 |  |
| 20 | F2, ROOM 1                      |  | 15       | 0 | 14 | 13 | 17 | 15 | 12 | 15 | 17 | 16 |  |
| 21 | F2, ROOM 2                      |  | 15       | 0 | 15 | 13 | 17 | 15 | 12 | 15 | 17 | 16 |  |
| 22 | F2, ROOM 3                      |  | 15       | 0 | 15 | 13 | 17 | 15 | 12 | 15 | 17 | 16 |  |

OFFICER: DARIN HALEY  
TIME: 12:46 AM  
EXCEPTION: Max Time Violation  
EXPECTED: 15 minutes  
ACTUAL: 18 minutes

The Time Between view shows the number of minutes between reads.

OFFICER: CYNTHIA HORACE  
TIME: 12:00 AM  
INCIDENT: 24- UNOCCUPIED ROOM





| 8  | 8/25/2003   | 12:00 AM | → | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 |
|----|-------------|----------|---|----|----|----|----|----|----|----|----|----|----|----|
| 10 | Unit 3      |          |   |    |    |    |    |    |    |    |    |    |    |    |
| 11 | A2, ROOM 1  | 2        |   | 4  | 4  | 4  | 4  | 4  | 4  | 3  | 0  | 0  | 0  | 0  |
| 12 | A2, ROOM 2  | 2        |   | 4  | 4  | 4  | 4  | 4  | 5  | 4  | 0  | 0  | 0  | 0  |
| 13 | A2, ROOM 3  | 2        |   | 4  | 4  | 4  | 4  | 4  | 5  | 3  | 0  | 0  | 0  | 0  |
| 14 | A2, ROOM 4  | 2        |   | 4  | 4  | 4  | 4  | 4  | 5  | 3  | 0  | 0  | 0  | 0  |
| 15 | A2, ROOM 5  | 2        |   | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 16 | A2, ROOM 6  | 2        |   | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 17 | A2, ROOM 7  | 2        |   | 3  | 4  | 4  | 4  | 5  | 4  | 3  | 0  | 0  | 0  | 0  |
| 18 | A2, ROOM 8  | 2        |   | 3  | 5  | 4  | 4  | 4  | 4  | 4  | 0  | 0  | 0  | 0  |
| 19 | A2, ROOM 9  | 2        |   | 3  | 5  | 4  | 4  | 4  | 4  | 3  | 0  | 0  | 0  | 0  |
| 20 | A2, ROOM 10 | 2        |   | 3  | 5  | 4  | 4  | 4  | 4  | 3  | 0  | 0  | 0  | 0  |
| 21 | F2, ROOM 1  | 2        |   | 4  | 4  | 5  | 3  | 4  | 3  | 4  | 0  | 0  | 0  | 0  |
| 22 | F2, ROOM 2  | 2        |   | 4  | 4  | 5  | 3  | 4  | 3  | 4  | 0  | 0  | 0  | 0  |
| 23 | F2, ROOM 3  | 2        |   | 4  | 4  | 5  | 3  | 4  | 1  | 4  | 0  | 0  | 0  | 0  |
| 24 | F2, ROOM 4  | 2        |   | 4  | 4  | 5  | 3  | 4  | 3  | 4  | 0  | 0  | 0  | 0  |

EXPECTED VISITS: 2  
ACTUAL VISITS: 1

|    |             |           |          |       |               |  |
|----|-------------|-----------|----------|-------|---------------|--|
| 8  | 8/25/2003   |           |          |       |               |  |
| 9  |             | Date      | Time     | Delta | Description   |  |
| 10 | Unit 3      |           |          |       |               |  |
| 11 | A2, DAYROOM |           |          |       |               |  |
| 12 | A2, DAYROOM | 8/25/2003 | 7:50 PM  | 0     | DANNY SANCHEZ |  |
| 13 | A2, ROOM 1  |           |          |       |               |  |
| 14 | A2, ROOM 1  | 8/25/2003 | 12:00 AM | 0     | Not Available |  |
| 15 | A2, ROOM 1  | 8/25/2003 | 12:00 AM |       | 13 - ASLEEP   |  |
| 16 | A2, ROOM 1  | 8/25/2003 | 12:15 AM | 15    | Not Available |  |
| 17 | A2, ROOM 1  | 8/25/2003 | 12:15 AM |       | 13 - ASLEEP   |  |
| 18 | A2, ROOM 1  | 8/25/2003 | 12:30 AM | 15    | Not Available |  |
| 19 | A2, ROOM 1  | 8/25/2003 | 12:30 AM |       | 13 - ASLEEP   |  |
| 20 | A2, ROOM 1  | 8/25/2003 | 12:45 AM | 15    | Not Available |  |
| 21 | A2, ROOM 1  | 8/25/2003 | 12:45 AM |       | 13 - ASLEEP   |  |

6

Rounds Tracker's method of color-coding cells allows you to quickly identify any exceptions or missed locations.

-  Green text in a cell indicates the location was visited within the time range you specified.
-  Red text with an orange background means the location was visited outside your desired time range.
-  A spotted background in a cell indicates that there is a related incident. Hold the cursor over the cell to view this information.
-  A red triangle in the corner of the cell represents additional detail. Hold the cursor over the cell to view this information.

## The Toolbar

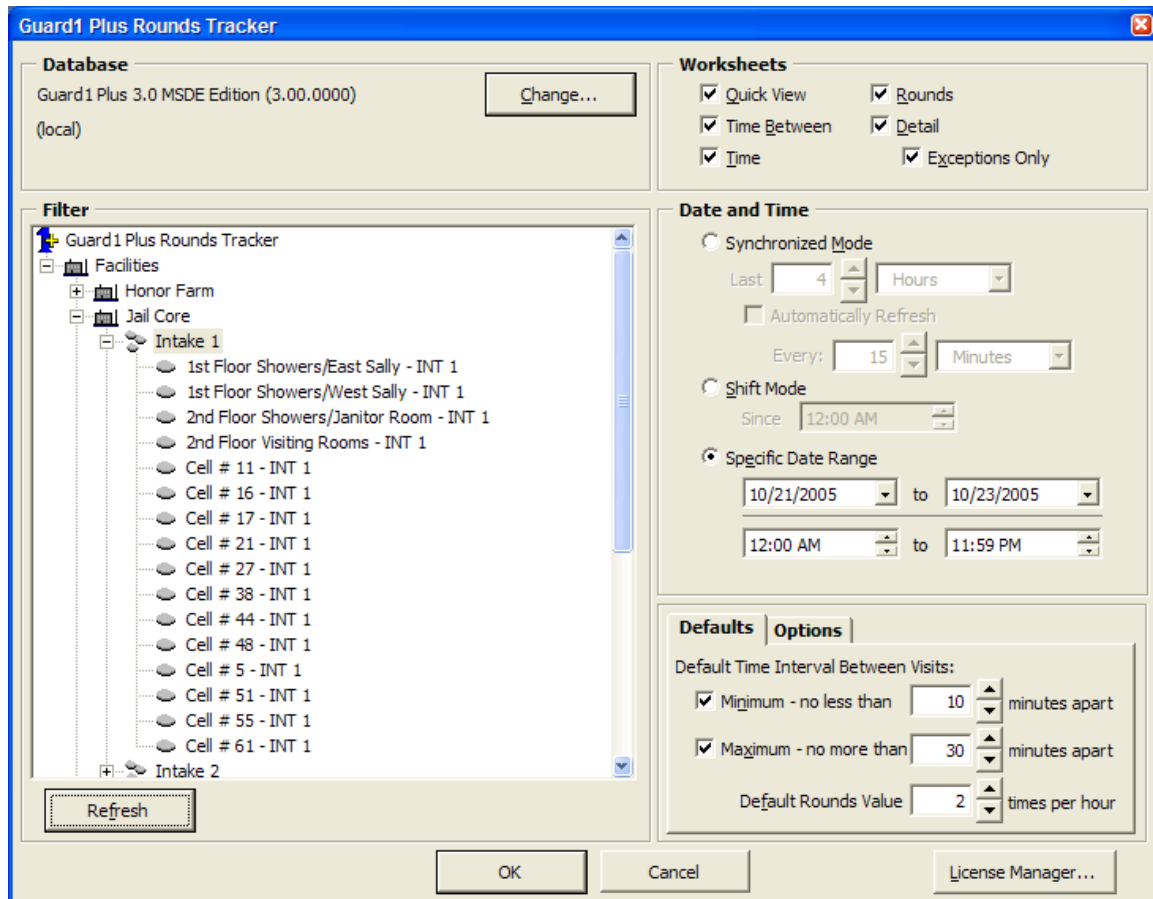


The Rounds Tracker Toolbar has three selections: Refresh, Setup, and Email.

- Click **Refresh** to update the view with the latest contents of your selected database. This will refresh the active worksheet only.
- Click **Setup** to open the Setup window.
- Click **E-mail** to send a copy of the current view as an e-mail attachment.

## Setup

Use the setup window to select your data, the views you want to display, and related options.



### Database

If GUARD1 PLUS is installed on your computer, the active database is

C:\TimeKeeping Systems\Guard1 Plus\G1Master.g1p.

This is called the *local database*.

To select a database:

1. From the Setup Window, click **Change**.
2. From the **Select a Database** window, Click **Local Guard1 Plus Database** to select the local database, or click **Other Guard1 Plus Database** to choose a different database.
3. Click **OK**.

### Filter

The Filter section of the Setup Window shows the GUARD1 PLUS Facilities tab. You must select a client, facility, group or location to create a worksheet.



If the Facilities tab is changed in GUARD1 PLUS, click **Refresh** to update the list.

## Worksheets

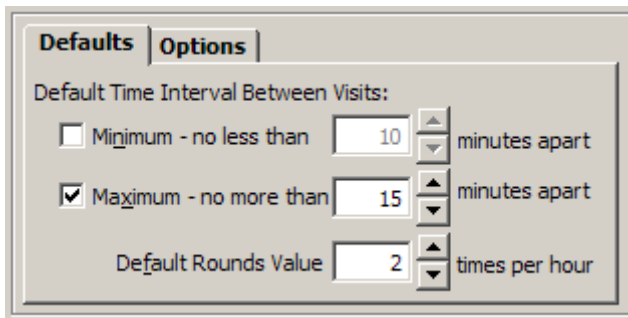
The **Worksheets** selection determines which views Rounds Tracker will display. Each view is created in a separate Excel worksheet.

## Date and Time

There are three ways to define the period of time displayed:

- **Synchronized Mode** displays a period of time including the present.  
To refresh the data in the current view automatically, click **Automatically Refresh** and select a time interval. A time interval less than 15 minutes is not recommended.
- **Shift Mode** includes the data recorded from the time entered in the **Since** field.
- **Specific Date Range** includes the data defined by related date and time boxes.

## Defaults



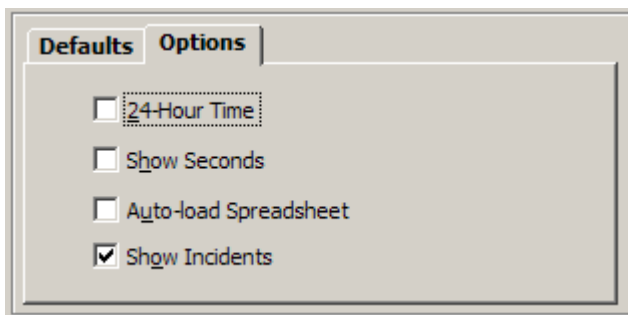
The screenshot shows a dialog box with two tabs: 'Defaults' and 'Options'. The 'Defaults' tab is selected. It contains the following settings:

- Default Time Interval Between Visits:**
  - ☐ Minimum - no less than 10 minutes apart
  - ☒ Maximum - no more than 15 minutes apart
- Default Rounds Value:** 2 times per hour

You can select values for the **Minimum** and **Maximum Time Interval** between visits to a location. These values apply to all views except Rounds view. If the time between location reads is less than the minimum or greater than the maximum, an exception is noted on the worksheet.

The **Default Rounds Value** applies only to Rounds view. It specifies how many times per hour each location should be read. If the number of visits is less than the default rounds value, an exception is indicated in the Rounds view.

## Options



The screenshot shows a dialog box with two tabs: 'Defaults' and 'Options'. The 'Options' tab is selected. It contains the following settings:

- ☐ 24-Hour Time
- ☐ Show Seconds
- ☐ Auto-load Spreadsheet
- ☒ Show Incidents

**24-Hour Time** – when selected, times are displayed in 24-hour format.

**Show Seconds** – when selected, seconds are displayed in views and incident detail.

**Auto-Load Spreadsheet** – when selected, Rounds Tracker loads the most recently used database on startup, skipping the Welcome Screen.

**Show Incidents** – when selected, incidents are included.

## Using Rounds Tracker

### About Rounds Tracker Operation

Rounds Tracker is a computation-intensive application. When preparing or refreshing the display, it will require most of your computer's processing power. Therefore, it is important to limit the amount of data that Rounds Tracker must process. To reduce the time Rounds Tracker requires to prepare or refresh the display, we recommend one or all of the following:

- Limit the choice of client, facility, group to the data you really need. For example, don't select a whole facility if there is a group with fewer locations that contains the locations you need. The more locations in your selection, the longer Rounds Tracker requires to process your data.
- Limit the date and time range. Select a time period of twenty-four hours or less.
- Select only the views you need. The more views you select, the longer Rounds Tracker requires to process your data.
- Refresh only when necessary. If you use the auto-refresh function, select a time value of fifteen minutes or higher.

### To Display Data

1. From the toolbar, click **Setup**.
2. Select a database file.
3. Select the specific, client, facility, group or location to include.
4. Select the views you require.
5. Select a Date and Time option and enter any required details.
6. Select any desired options from Defaults and Options tabs.
7. Click **OK**.
8. An hourglass appears on the screen as Rounds Tracker prepares the display.

### Printing

Printing a worksheet is done using the Excel print functions. Before printing, you must define the Print Area for each worksheet. The Print Area defines what part of the worksheet will be printed.

#### To Define the Print Area:

1. On the **View** menu, click **Page Break Preview**.
2. Select the area you want to print by clicking and dragging over the specific cells.
3. On the **File** menu, click **Print Area**, then click **Set Print Area**.
4. When you save the document, your print area selection will also be saved.

#### To Clear the Print Area:

On the **File** menu, click **Print Area**, then click **Clear Print Area**.

### To Print the Worksheet

On the **File** menu, click **Print**.

## E-mailing Worksheets

Outlook is required to email a worksheet directly from Rounds Tracker. Rounds Tracker's E-mail function creates an Excel Workbook (.xls) file of the active worksheet and attaches the file to an Outlook email message.

### To E-Mail with Outlook

1. Rounds Tracker will send only the active worksheet via e-mail. Select the worksheet you wish to e-mail.
2. From the Toolbar, click **Email**. The **Save As** appears.
3. Type a file name and select the **Microsoft Office Excel Workbook (\*.xls)** file type. Select the file's folder location.
4. Click **Save**. An e-mail message is created with the .xls file attached.
5. Complete the email by adding the recipients and any additional message.
6. Click **Send**.

### To E-Mail with Another E-Mail Client

If you do not have Outlook, you must first save the workbook in Microsoft Office Excel Workbook format (.xls), then send it as an e-mail attachment.

1. From the Excel Menu, click **File**.
2. Click **Save As**. The Save As window appears.
3. Type a file name and select the **Microsoft Office Excel Workbook (\*.xls)** file type. Select the file's folder location.
4. Click **Save** to create the file.
5. Follow the instructions for your e-mail program to create a new message and attach the file you saved.

## Troubleshooting

### The Toolbar is not visible

Follow these steps to display the Toolbar:

1. From the Excel menu, click the **Add-Ins** ribbon.
2. You can select any of these commands: **Refresh**, **Setup** or **Email**.

### The Setup Window does not appear

If the Setup Window does not appear when you click **Setup**, the database file that Rounds Tracker is trying to open may be corrupted. Contact TimeKeeping Systems technical support for assistance.

### There is no data in the worksheet

If no data is displayed:

- Confirm that the download data exists by viewing the downloads in GUARD1 PLUS.
- Check that the time and date range is correct.

**Computer is sluggish or does not respond**

Rounds Tracker is a computation-intensive application and will use most of your CPU cycles while preparing or refreshing the display. These steps may help:

- Try the suggestions under *About Rounds Tracker Operation*, above.
- Move Rounds Tracker (and GUARD1 PLUS, if present) to a more powerful computer.
- Reduce the Excel process priority in the Windows Task Manager. *Consult your IT department if you are unfamiliar with the Task Manager or setting priorities.*