



Mission-Talk Guard Tour System Quick Start

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Quick Start

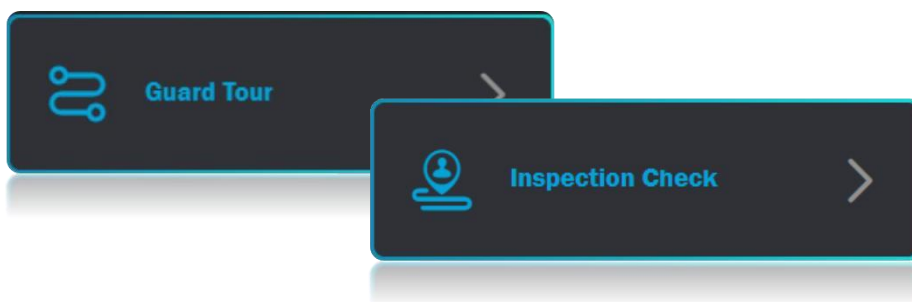
Our Guard Tour system, also known as a Patrol Monitoring system is a security management tool used to monitor and track the activities of security guards or patrols or staff as they perform their assigned duties. It employs technology, such as NFCtags, WIFI SSID, or GPS (Global Positioning System) to record and monitor the movements and actions of personnel during their duties.

The guard tour quick start will help you manage your staff and tasks. There are 3 main steps for quick setting up your schedule.



- **Step 1:** Establish the standard with your request and photo, and give a basis for your patroller to execute task.
- **Step 2:** Create a clear and feasible patrol schedule for your personnel or team.
- **Step 3:** Regularly monitor the patrol system to ensure to review patrol data, incident reports, and any anomalies or gaps.

Dispatch Console Overview



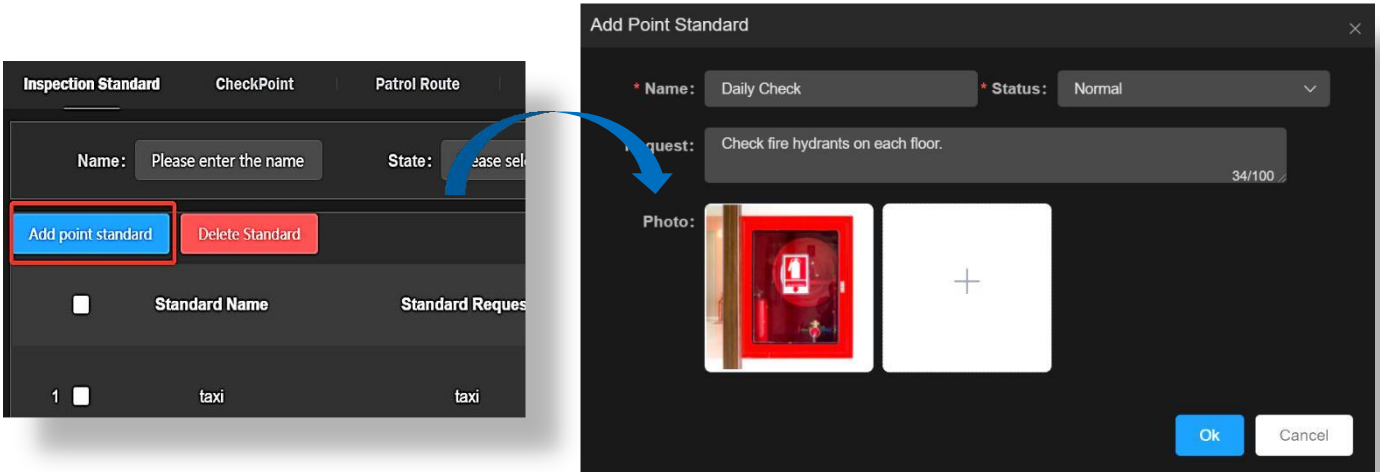
- Click ‘Guard Tour’ & ‘Inspection Check’, you can enter the Guard Tour panel and define your task and schedule.
- The primary role of ‘Guard Tour’ is to observe staff and maintain order. The inspection of patrol points is solely done through NFC inspection.
- The purpose of ‘Inspection Check’ is to examine and maintain the condition of the equipment, ensuring its proper function and preventing any potential failures as well as auditing other items and . It entails the collection of feedback data, such as textual descriptions and images.

Mission-Talk Task Dispatch

Step 1: Establish Guard Tour Standard

- “Inspection standard” refers to a set of predefined criteria or guidelines used for conducting Guard Tours.
- Click on ‘Add point standard’ and enter the edit page. You can edit names, select status, enter request and upload photos.

For example, we add an inspection standard for patrollers to check fire hydrants on each floor.



Step 2: Implement Patrol Schedule

Patrol Scheduling Workflow:



- Simple steps to quickly implement your patrol schedule.

① “Checkpoint” refers to a specific location that patrollers need to pass through and check during the patrol, such as a door, fence, or any potential security vulnerability. After adding a point standard you should add the Point’s verification mode and type.



• Click  on “Checkpoint” for creating your check point

on “Checkpoint” for creating

defining customized information.

• There are three optional verification modes when you create the point:



• NFC Tag Code



• WIFI SSID



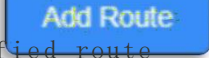
• Geo Location

• choose the inspection standard that you created on the bottom for patrollers during patrolling the point.

• This point is for ‘Guard Tour’.
 • The method of verification: NFC tag.

• ② ‘Patrol Route’ refers to the specified route that patrollers need to follow for patrolling which usually contains a sequence of checkpoints that need to be checked.

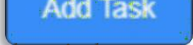


- Click  on “Patrol Route” for adding a specified route

with predefined checkpoint as below image.

- ③ ‘Patrol Task’ refers to the specific duties and activities that security guards or patrols are responsible for during their patrols. These tasks are designed to ensure the safety and security of a particular area or premises.



- Click  on “Patrol Task” for adding a new task with

designated route and patroller. The task information such as name,

<input type="checkbox"/>	Fire Hydrant Daily Check	MT03 M...	Normal	MT	Check Fire Hydrants	General tasks	2023-07-04 17:59	Check Fire Hydrant on each floor.	Execute at 18:30 every day	View Records	Modify	Details	Delete
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Step 3 : Monitor and Review Status

“Task Record” & “Task Report” is for monitoring and reviewing the performance of your Guard Tour system is essential to ensure its effectiveness and make any necessary improvements.

The screenshot displays two overlapping views of the Guard Tour system interface. The top view shows the 'Task Record' section with a search bar and a table of task records. The bottom view shows the 'Task Report' section with an 'Export' button and a detailed table of task performance metrics.

User Name	Account	Name	Organization	Schedule Time	Executive Time	Status	Operation
1	MT03	MT03	Fire Hydrant Dai	MT	2023-07-05 18:30	Unexecuted	

Name	Organization	Type	Schedule Time	Executive Time	Duration (mins)	Result	Issue Reporting	Operation
1	Fire Hydrant Daily Check	MT	General tasks	2023-07-04 18:30	60			Details Export
2	1234	MT	General tasks	2022-04-16 16:33	60			Details Export
3	Zoo	MT	General tasks	2022-11-03 16:52	360			Details Export
4	Test	MT	General tasks	2022-09-22 11:18	606			Details Export
5	Park	MT	General tasks	2022-11-06 16:51	360			Details Export
6	Museum	MT	General tasks	2022-11-03 16:49	360			Details Export
7	ceshishuju	MT	General tasks	2023-05-29 18:54	58			Details Export
8	Libiary	MT	General tasks	2022-11-03 16:50	180			Details Export
9	test333	MT	General tasks	2023-05-31 13:34	60			Details Export

- Task status such as exclusive name, schedule time, type, result, etc. for dispatcher real-time monitoring and export information.
- Regularly review the performance of your Guard Tour system against your predefined objectives.
- Collect feedback from security staff and stakeholders to identify areas for improvement.
- Make necessary adjustments and optimizations to enhance the efficiency and effectiveness of the system.

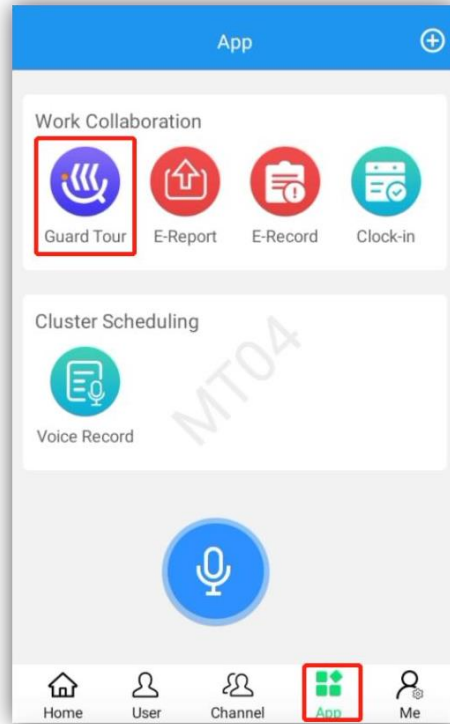
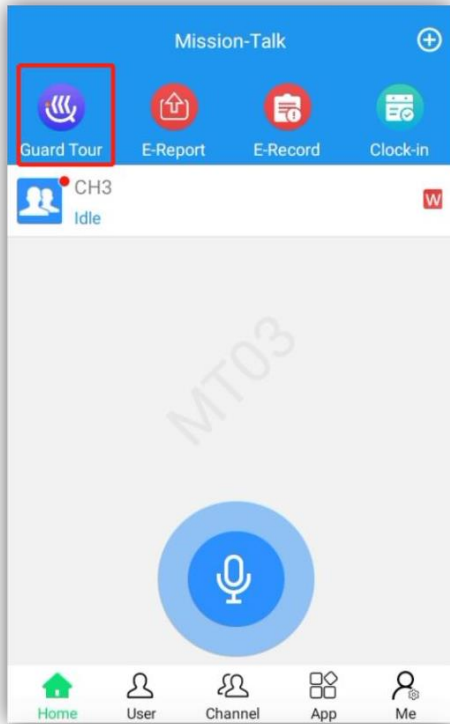
Once the above steps are completed, you can execute the task on the terminal app side. The following will show and guide you how to execute the task step by step.

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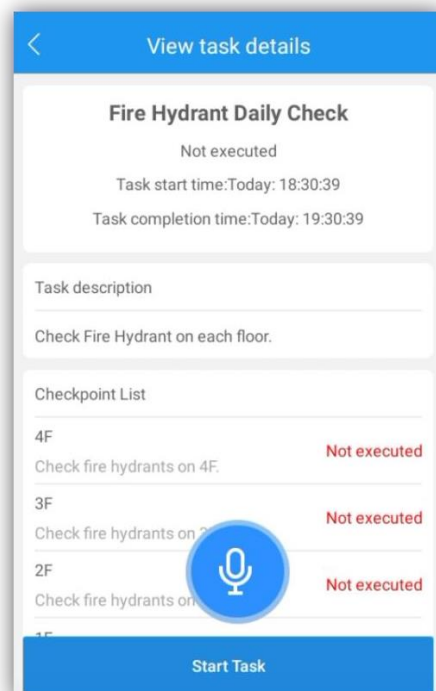
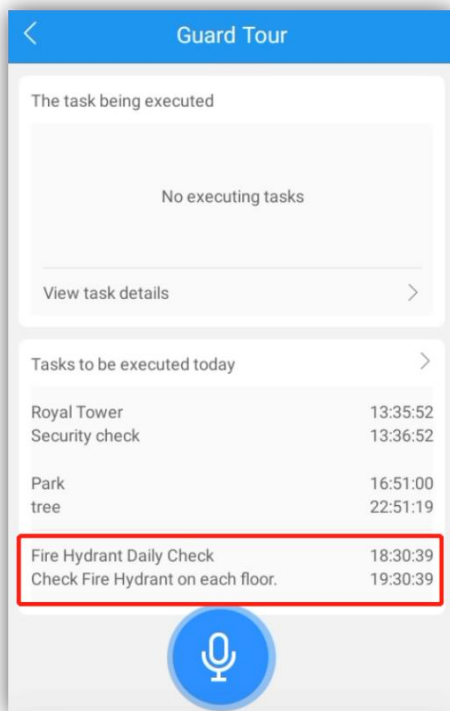
Guard Tour function on the terminal

There are two ways on user interface to enter “Guard Tour” for checking assigned task

- Click “Home” & “App” page for quick viewing your details of task.



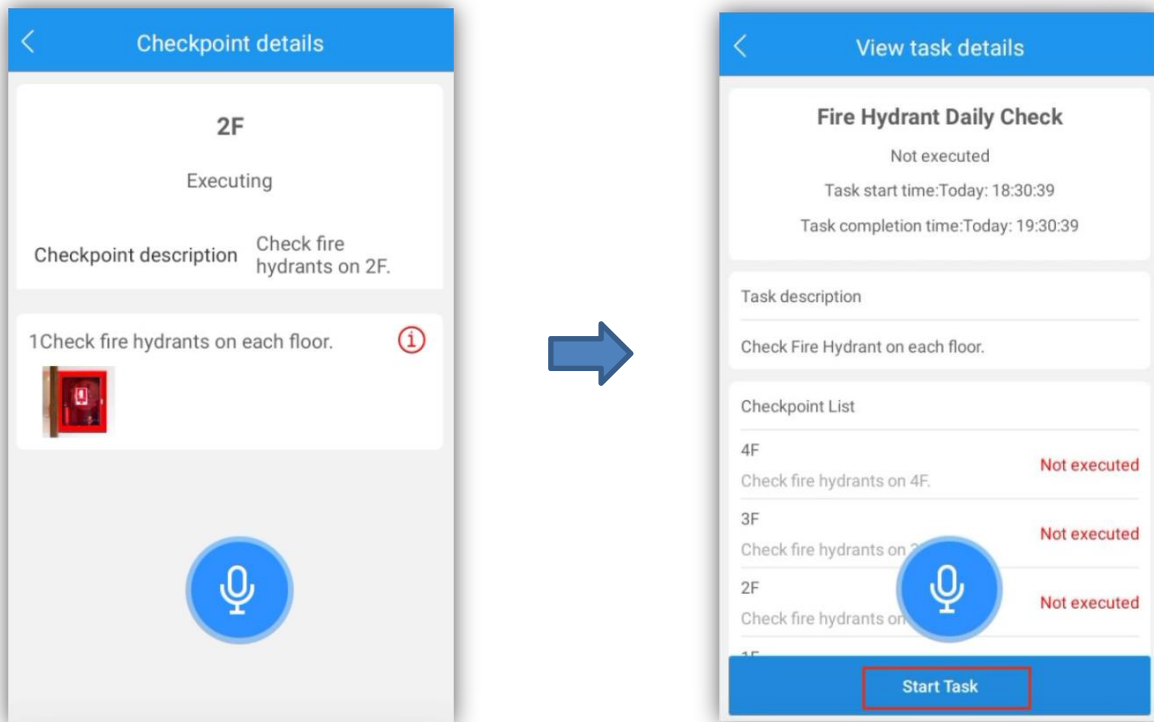
- The details of current task and expect task can be viewed
- User is able to choose the task to execute based on time period.



Mission-Talk APK

Guard Tour function on the terminal

- Click on the Checkpoint List, the checkpoint details can be viewed.
- And return to the 'View task details' page.
- Next, click 'Start Task' to start the patrol task.



- Click on the area of red frame to handle this checkpoint and finish it.
- User needs to verify the checkpoint according to the rule of point verification (GPS, WiFi, NFC)
- User is able to leave their comments or upload image during patrolling.

