

PATROL TOUR SITE GENERAL DEFINITIONS

User Guide

POLIMEK®



USER AND GROUP OPERATIONS

Users are authorized based on user groups. New user or new group can be created on this screen. The user can belong to more than one group. Authorization editing operation can be performed independently from the authorizations given in the group or from the group. Screen permissions; it can be limited by the transaction authorizations on the screen. Unit powers; Information on which units will be authorized can be arranged. Terminal privileges; Which operation authorizations at which terminals can be limited. Territory powers; Information on which regions will be authorized can be arranged. Selection box privileges; The powers of commonly used components can be edited.

Screen Name	Aut...
Definitions	✓
User and Group Operations	✓
Department	✓
Position	✓
Personal	✓
Notifications	<input type="checkbox"/>
Permission Type	<input type="checkbox"/>
Mission Type	<input type="checkbox"/>
Terminal	✓
Terminal Definition	✓
Terminal Batch Operations	<input type="checkbox"/>
Access Permissions	<input type="checkbox"/>
Entry/Exit Operations	<input type="checkbox"/>
Entry/Exists Edit	<input type="checkbox"/>
Visitor	✓
Visitor Card Definition	✓
Visitor Operations	✓

UNIT

The company and the department information of the company are defined. A hierarchical structure can be defined as firm, department, sub-division, and up to n units. Personnel operate through these units.

Code	Name	Upper Department	Logo	Active	Description
Security	Security Unit	Administration	Select file	<input checked="" type="checkbox"/>	

POSITION

Position It is ensured that the positions of the company are defined hierarchically. Positions between managers and employees are determined. It creates the organizational chart of the company with the unit definitions.

Save Delete Language

Positions Active

- Security Manager
 - Security guard
 - Test**

Test

Code	<input type="text" value="0001"/>	Active	<input checked="" type="checkbox"/>
Name	<input type="text" value="Test"/>	Description	<input type="text"/>
Upper Position	<input type="text" value="Security guard"/>		
Department	<input type="text" value="Security Unit"/>		
Logo	<input type="button" value="Select file"/>		

STAFF

It is the screen where the employees in the company will be defined. It is mandatory that every personnel to be identified be placed in the unit and position. Thus, the qualification of the identified personnel is automatically known by the system. For the "Security System", the qualification that the personnel is "Security Officer" is also given here.

2 Ali Ak ×

Save Delete

Name	<input type="text" value="Ali"/>	Department	<input type="text" value="Security Unit"/>	Terminal Id	<input type="text" value="1"/>	
Surname	<input type="text" value="Ak"/>	Position	<input type="text" value="Security guard"/>	Card ID	<input type="text" value="123"/>	
Record Number	<input type="text" value="2"/>	Group	<input type="text" value="Guard"/>	Card Num	<input type="text" value="12"/>	
Quality	<input type="text" value="Whitecollar"/>	Active	<input type="checkbox"/>	Password	<input type="text"/>	

General	Identity	Contact	Education	Family	
Status	<input type="text"/>	Annual Permit	<input type="text" value="11.01.2021"/>	Quit Job	<input type="text" value="11.01.2021"/>
Work Start	<input type="text" value="13.03.2020"/>	Annual Permit Cycle Day	<input type="text"/>	Reason for Leaving	<input type="text"/>
Social Security Number	<input type="text"/>	Union	<input type="text"/>		
Employment Type	<input type="text"/>	Salary Status	<input type="text"/>		

DEFINITIONS OF PATROL TOUR SYSTEM

Defining a Zone

The firm may have branches or sub-companies / institutions in more than one zone, city. In this case, "Zone identification" is made to distinguish between staff and tours. Identified points, events and tours are associated with the area.

While defining the zone, the "Guardian" who will work in that zone should also be selected and the "Responsible person" should also be appointed.

The screenshot displays the 'Zone List' management interface. At the top, there are '+ New' and 'Edit' buttons. A search bar contains 'Zone' and 'Active' is checked. Below the search bar is a table with columns for Name and Person In Charge. A modal window for 'Istanbul Zone' is open, showing fields for Name (Istanbul Zone), Active (checked), Person in charge (District Manager), and Guard (Ali Ak).

POINT IDENTIFICATION

While defining the tour, "Point definition" is made to indicate which points will be selected.

When defining a point, we need to choose which region the point is in. In addition, the "Point Id" field is the Id information on the card or other materials in the relevant place.

The screenshot displays the 'Point List' management interface. At the top, there are '+ New' and 'Edit' buttons. A search bar contains 'Name' and 'Point Id'. Below the search bar is a table with columns for Name, Zone, Id, and Description. A modal window for 'Point 1' is open, showing fields for Point Id (6504233), Name (Point 1), Description (Point Description 1), and Zone (Istanbul Zone).

GUARD KEY IDENTIFICATION

It is the key information given to the security guards to use during the tour. A key can be given to different people between certain dates.

The screenshot displays a web application interface for managing guard keys. At the top, there are buttons for '+ New' and 'Edit', along with a user profile icon and a 'Language' dropdown. Below this is a search bar with 'Name' and 'Key Id' input fields and a 'List' button. The main area is titled 'Key List' and contains a table with columns for 'Name', 'Id', and 'Description'. The table has two rows: 'Key 1' with Id '11919366' and Description 'Key Description 1', and 'Key 2'. A modal window titled 'Key 1' is open, showing a 'Save' button, a 'Delete' button, and input fields for 'Key Id' (11919366), 'Name' (Key 1), and 'Description' (Key Description 1). Below these fields is a 'Key Users' table with columns for 'Person', 'Start time', 'End time', and an 'Add' button. The 'Key Users' table has two rows: 'Security Man' with start time '01.04.2020' and end time '30.04.2020', and 'Security Man' with start time '16.03.2020' and end time '22.03.2020'. At the bottom right of the modal, it says '1 - 2 / 2 Sayfa'.

DEFINE TOUR

The tours that the security guards will take are defined. The tour to be defined, tolerance and time information, region, time, who will go on these tours (security guard information), point information and period are defined.

The sequence information provided when defining point information is important. Because the security guard is expected to go on tours at this time.

The screenshot shows a web application interface for defining a tour. At the top left, there is a 'Save' button. The form contains the following fields: 'Name' (Tour), 'Code' (1), 'Active' (checked), 'Description' (Tour Description), 'Time' (20), 'Tolerance' (10), 'Zone' (Izmir Zone), 'Hours' (08:00, 10:00, 12:00), 'Person' (Security Man), 'Days' (Monday Tuesday Wednesday ...), and 'Sequential Patrol' (unchecked). Below the form is a table titled 'Points' with columns for 'Line Numb...', 'Point', and 'Expiration date'. The table has two rows: '1' with 'Point 4' and '2' with 'Point 5'. Each row has an 'Add' button and a trash icon. At the bottom right of the table, it says 'Add'.

EVENT IDENTIFICATION

When defining an event, we need to select the region to which that event belongs.

The screenshot displays a web application interface for managing events. At the top, there are buttons for '+ New' and 'Edit', and a user profile icon with a 'Language' dropdown. Below this is a search bar with 'Name' and 'Event Id' input fields and a 'List' button. The main area is titled 'Event List' and contains a table with columns: Name, Zone, Id, and Description. The table lists 'Task 1', 'Task 2', and 'Task 3'. A modal window titled 'Task 1' is open, showing a 'Save' button, a 'Delete' button, and input fields for 'Event Id' (value: 1), 'Name' (Task 1), 'Description' (Task Description 1), and a 'Zone' dropdown menu (selected: Istanbul Zone).

SMARTPEN IDENTIFICATION

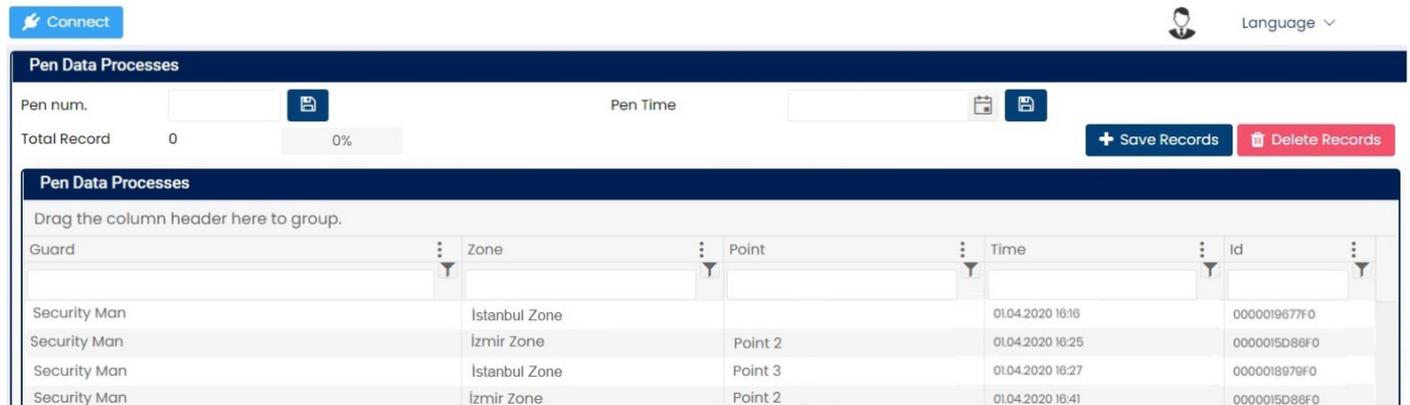
A separate number is given for each Smartpen.

When defining an item, it is important to define the type of the pen correctly. Communication with the computer is provided according to this type. Also, while transferring data from the Smartpen to the system, we can give some default settings. Such as deleting records after transferring or overwriting deleted records.

The screenshot displays a web application interface for managing terminals. At the top, there are buttons for '+ New' and 'Edit', and a user profile icon with a 'Language' dropdown. Below this is a search bar with 'Name' input field and dropdowns for 'Terminal Type', 'Select Security Terminal Type', and 'Active' (checked). The main area is titled 'Terminal List' and contains a table with columns: Name, Type, Kind, Last Transfer Time, and Active. The table lists '1. Pen', '2. Pen', '3. Pen', '4. Pen', '5. Pen', and '6. Pen'. A modal window titled '1. Pen' is open, showing a 'Save' button, a 'Delete' button, and input fields for 'No' (value: 1), 'Name' (1. Pen), 'Terminal Type' (Pen), and 'Terminal Type' (Prox). There are also checkboxes for 'Delete records after transfer' (unchecked) and 'No transfer over deleted records' (checked).

SMARTPEN / TERMINAL OPERATIONS

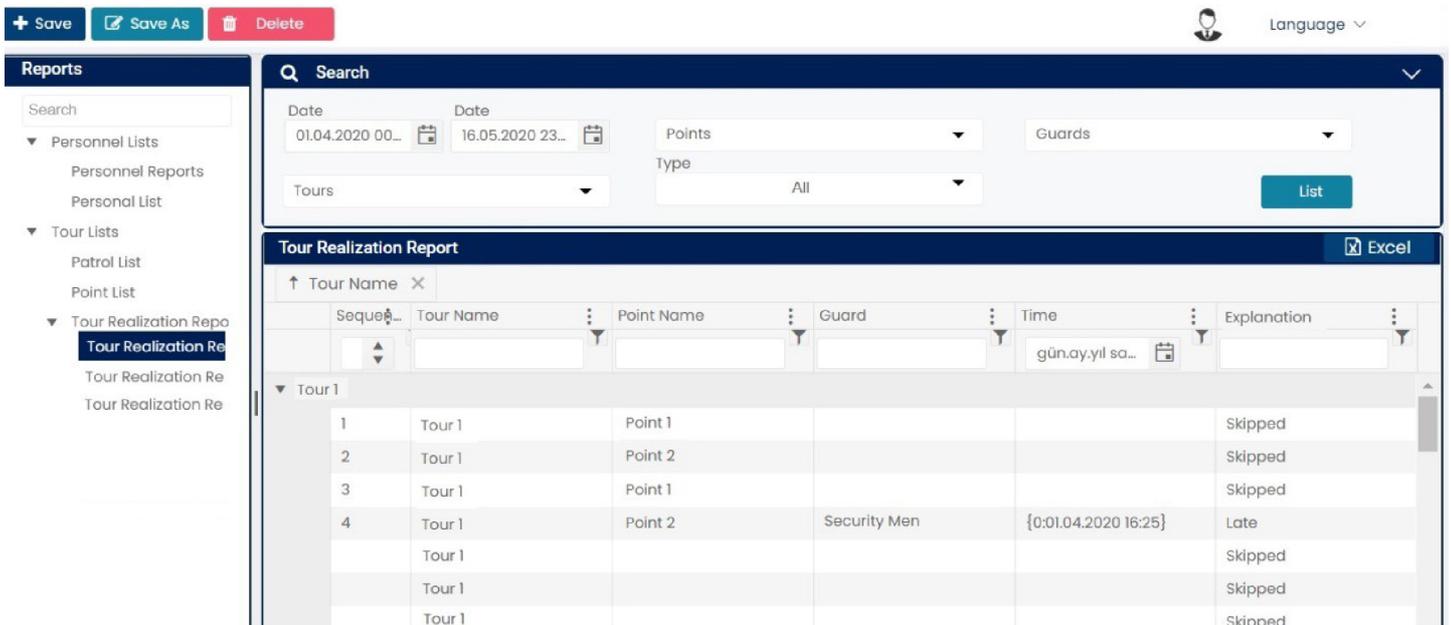
After connecting the pen to the computer, the data inside the Smartpen will be listed and can be saved. In addition, after connecting to the pen; item number, time updates can be made. The data in the item is listed first. Thus, if the user has information about the points and keys to be added, after adding them to the system, the records can be taken into the system.



Guard	Zone	Point	Time	Id
Security Man	Istanbul Zone		01.04.2020 16:16	0000019677F0
Security Man	Izmir Zone	Point 2	01.04.2020 16:25	0000015D86F0
Security Man	Istanbul Zone	Point 3	01.04.2020 16:27	0000018979F0
Security Man	Izmir Zone	Point 2	01.04.2020 16:41	0000015D86F0

REPORTS

Base reports are defined in the application. User can create or delete custom reports based on these reports. Group and bottom totals of the generated reports can be taken as Excel output.



Sequence	Tour Name	Point Name	Guard	Time	Explanation
1	Tour 1	Point 1			Skipped
2	Tour 1	Point 2			Skipped
3	Tour 1	Point 1			Skipped
4	Tour 1	Point 2	Security Men	{0:01.04.2020 16:25}	Late
	Tour 1				Skipped
	Tour 1				Skipped
	Tour 1				Skipped