How to Manual VigiCom 3000S

Intro

Beside the standard manuals provided by the manufacturer, this guide is going to lead you through the very basic processes of setting up your VigiCom and making it ready for use. You will learn how to set up the basics so that you can start immediately using the tool. You are encouraged to play with the tool, make yourself familiar with it and explore the fine-tuning on your own. The numerous functions cannot all be described in this manual. You should have all the necessary tools provided/ included in the package such as:

1. Patrol reader
2. 20 control points
3. 20 white stickers
4. Reading station including cable
5. Software is installed (English version available for downloading at the ASM page on SharePoint, click here and scroll down to the download link)
6. Manufacturer manuals in French and English language
7. Key/ opener for battery change

If you have further question or support is needed setting it up, either contact your LogCo, FO or tomislav.dunderovic@amsterdam.msf.org. Wishing you good luck and fun with it!

Contents

Download and installation

Download the English Version of the application from SharePoint here (scroll down at the ASM page) or here. The file is called PatrolVigiCom.zip.

After download is finished, move the zip file to your desktop. Unpack the zip file to your desktop. The exe file is called PatrolVigiCom.exe.

You must have the "msfadmin" Password to be able to install it. In case you have it, go ahead with the installation, the installation Wizard will guide you thru (keep simply clicking next until Finish)

In some cases, once the installation is completed, you will have to create application shortcut to your desktop. Do following: open location of installation, by default this should be C:/Program Files (x86)/Vigicom Pro (or Patrol Management System). Open the VigiCom Pro/ Patrol Management System folder and search for the file called Patrol.exe (Icon:
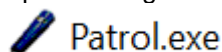
 Patrol.exe

). Copy and paste as Shortcut onto your desktop. That is it!

Open the file (or it does automatically) and you will be prompted to log in as:
If operator is "user", leave it blank (simply press login).
If operator is "Administrator", the generic PW is 1111
If operator is "SuperUser", the generic Password is 1234

Naming the application

Here you will give your application your project own name. Beside that, you can enter the name of the responsible person in charge of controlling the guard performance. These settings can be changed at any time. To do this, you need to start the application and unlock it by using the administrator credentials. Below is how to.

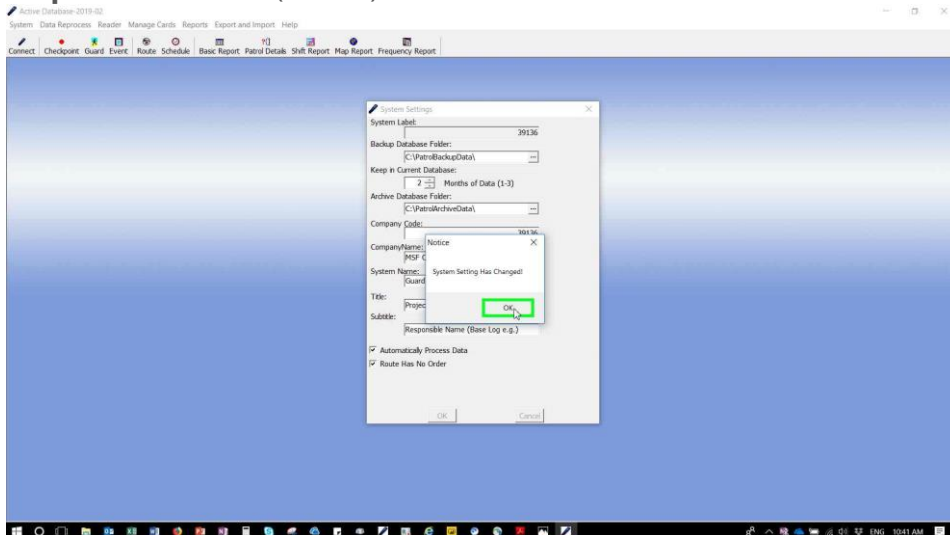**Step 1:** click on "System (menu item)" in in "Active Database-XXXX-XX Patrol Management System Company-"

Step 2: click on "System Settings (menu item)"
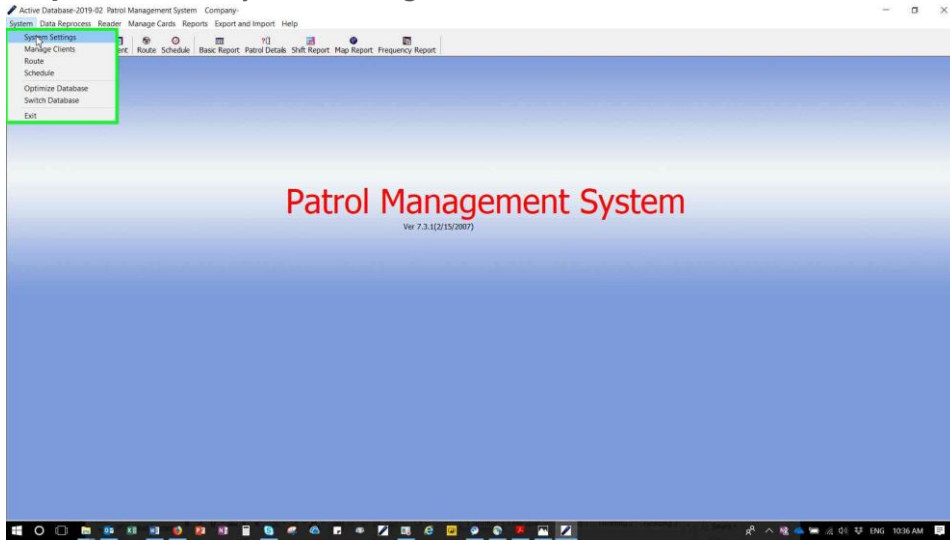
Step 3: input MSF-OCA, Mission name, name of your project and name of responsible in charge of monitoring guard performance (Base Log, Tech Log etc.) on "System Settings (window)" and press OK
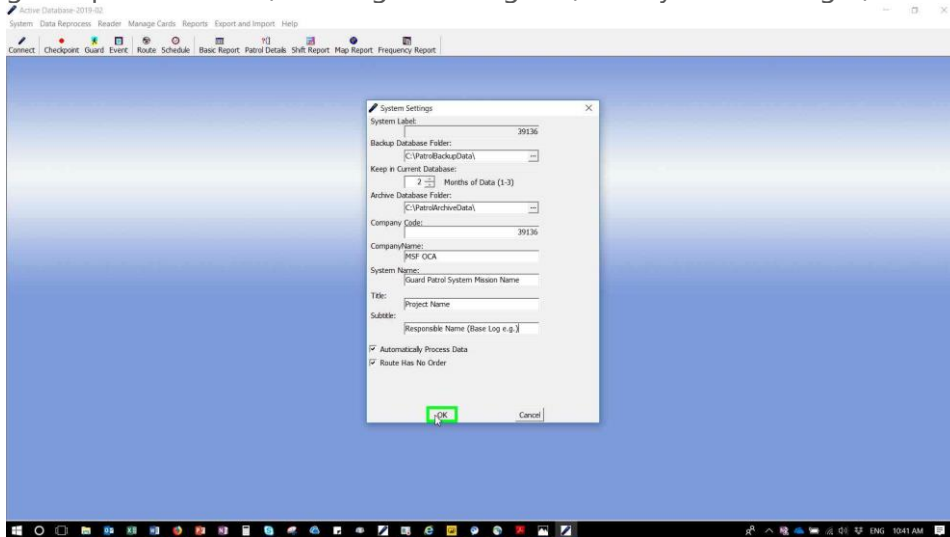
Step 4: click on "OK (button)" in "Notice"

Step 5: next window left click on "Administrator (list item)"
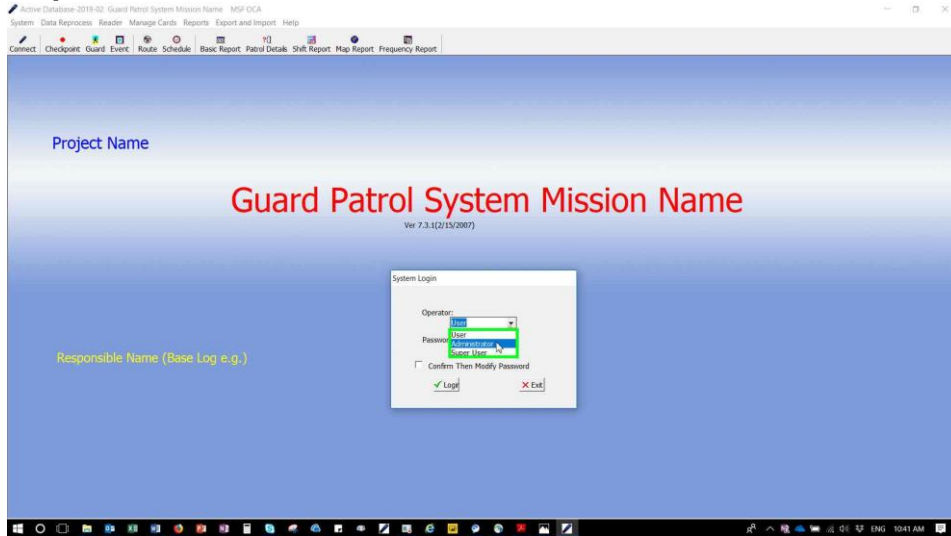
Step 6: The generic PW for the Admin is 1111. The SuperUser Password is 1234 and after logging in with the Super User, you could disable credentials for login with the menu in "System" => "System Settings" => "Password Login". Anyway, enter PW for Administrator and click on "Login (button)" in "System Login".
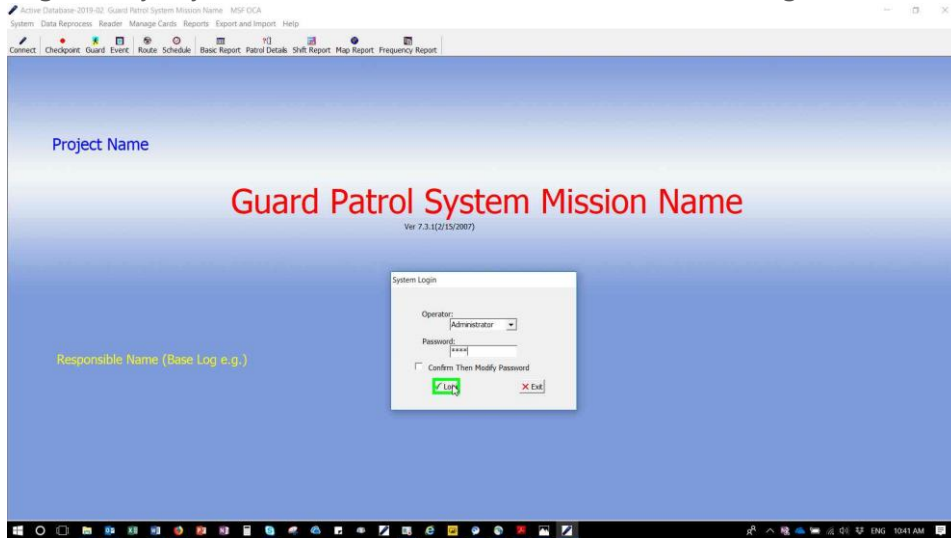
**Step 7:** This is how it should look like (or depending how you choose the naming it can be different...):
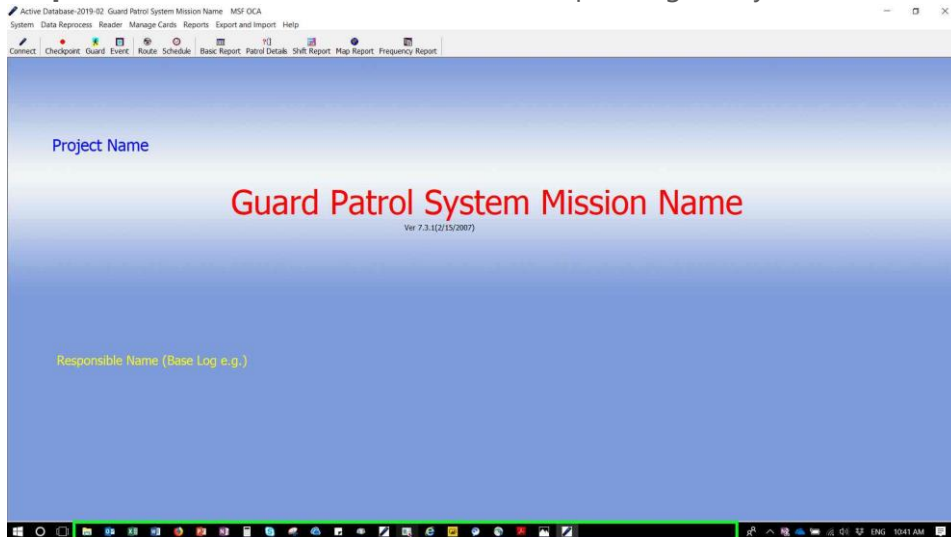
Labelling the Patrol Stick

In case, you have several different compounds in different locations (office, house, national staff compound etc.), you might end up having several sticks to be used. Precondition is having several different patrol readers (sticks) of course, ideally one for each location. Therefore, here you are going to label each of your patrol stick(s).

Step 1: connect the download/reading station to your working station (laptop or desktop), place the patrol stick onto the reader (as described in other manual) and click on "Connect (button)" in "Active Database-2019-02

Guard Patrol System Mission Name MSF OCA"
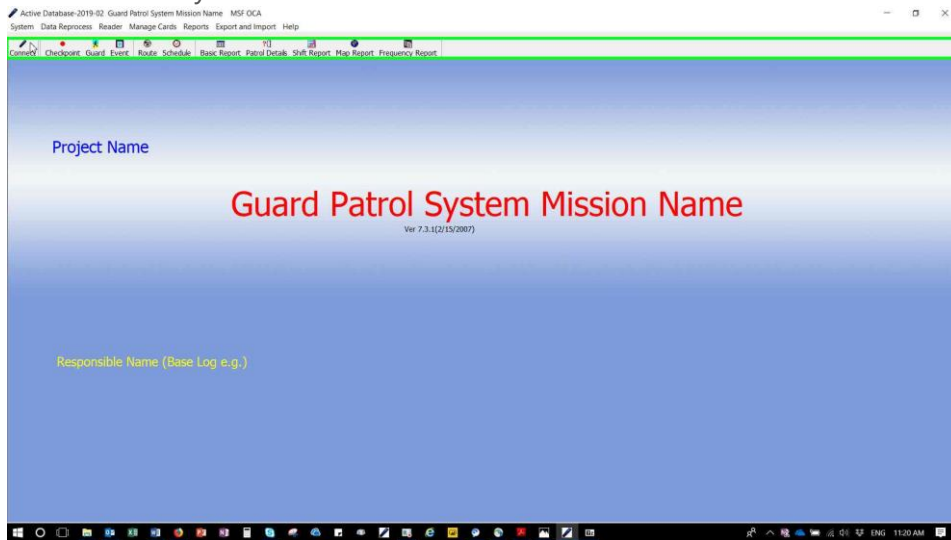
Step 2: click on click on "Yes (button)" in "Question"
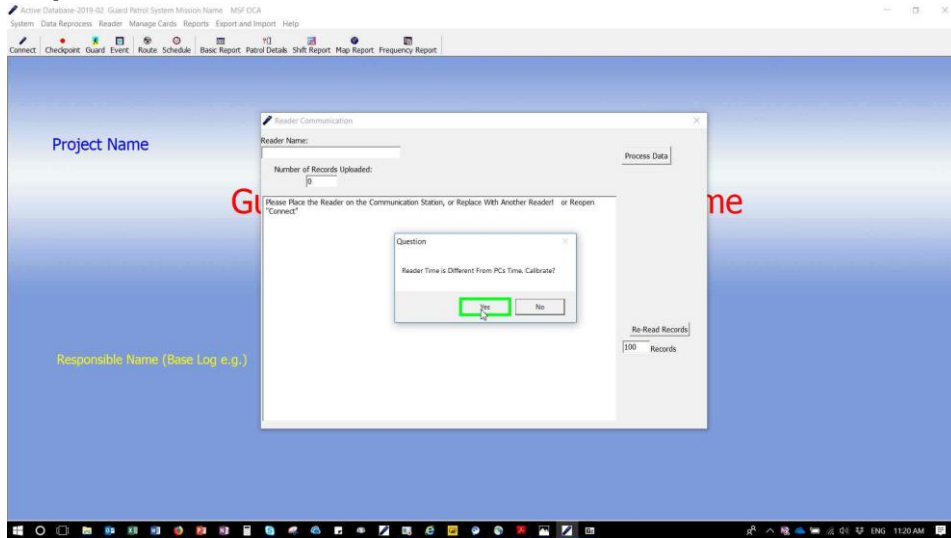
Step 3: input on "Please Enter Reader Name (window)" the reader name. In this example, we have entered 'Patrol Stick Base Compound' and click on "OK (button)" in "Please Enter Reader Name"
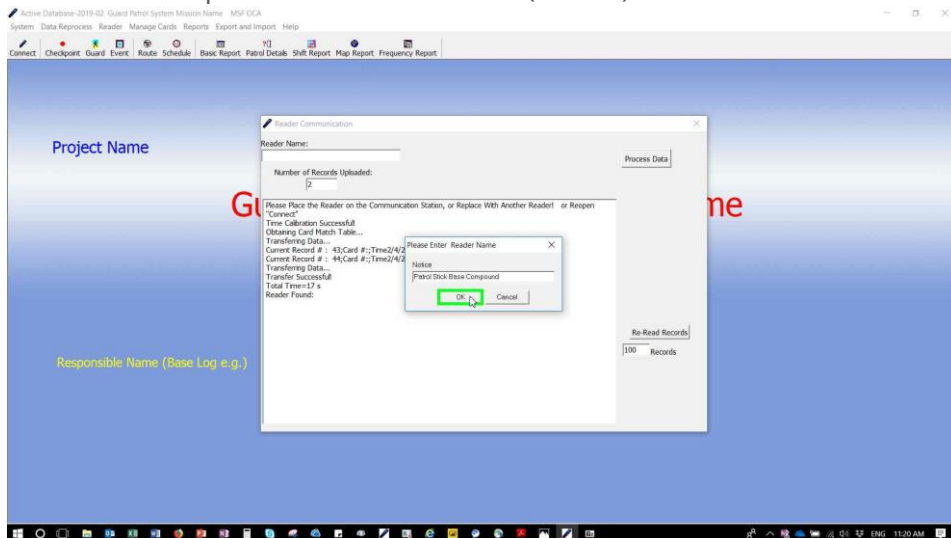
Step 4: click on "No (button)" in "Notice"
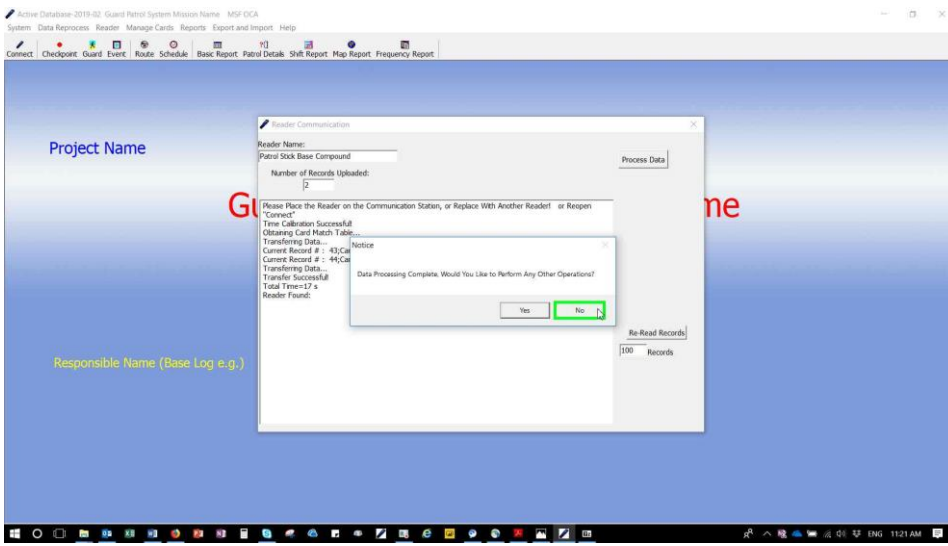
Placing the control points in your compound

Here you need to decide where to have the control points placed along the perimeter and/or within the compound. Depending on the size and shape of the compound, it is recommended to have points placed each 30-45 seconds walking distance from each other, though this is just a rough recommendation. Further, it is recommended is to have guards checking the perimeter fence as well as having a look and roaming within (inside) the compound. Feel free to be innovative and creative when deciding HOW your guards should walk in order to cover all critical areas. Consult your PC or LogCo if not sure…

Go out and make a round identical to the rounds you would like your guards to walk when checking/ rounding. Decide where the guards should check the control points. Make notes recording the exact location for control points e.g.: *"point 1: near gate right side, point 2 behind fuel stock, point 3 HR office door, point 4 behind warehouse left side middle"* etc. Label your control points with numbers (1, 2, 3, 4…) by using the white round stickers. This will be needed for the next step of registering/ labelling the control points.

Registering the control points (badges)

In this step, you will need to register your points with the application so that the system can recognize the same later. Make sure the control points have the white stickers with numbers on it- see above step.

In case if your software is having already example control points entered please contact your SV or directly the applied security referent tomislav.dunderovic@amsterdam.msf.org. The previous points can be deleted.

Step 1: connect your reading station and click on "Checkpoint (button)"
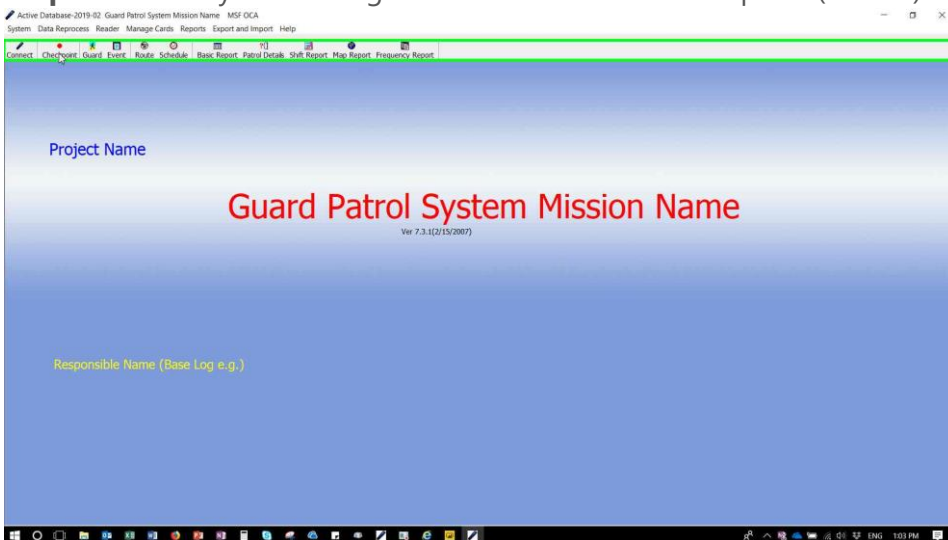
Step 2: place the first control point badge onto the reading station. A number might appear under "Card #". Click on "Add" in "Route Checkpoint Information"
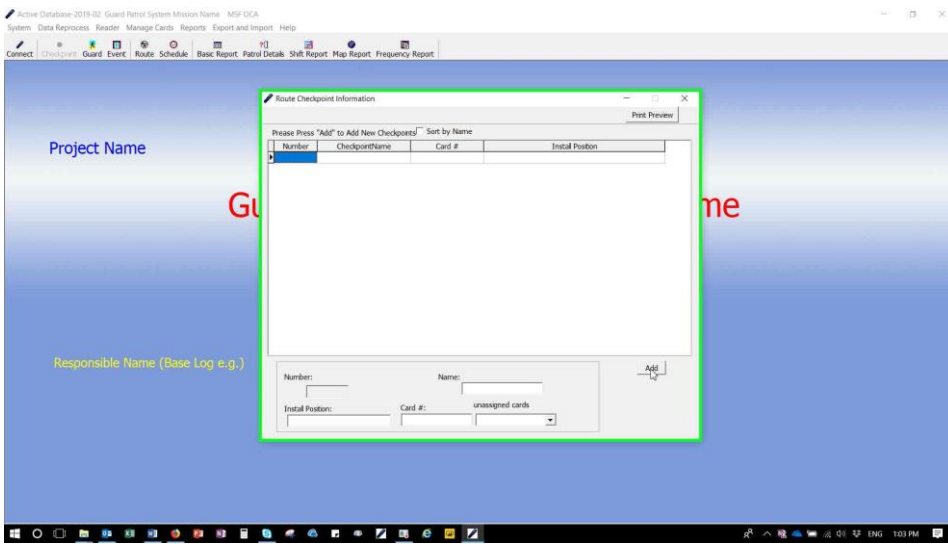
Step 3: enter location description/ position of your first control point badge (e.g. near the gate left side) in "Initial Position" "Route Checkpoint Information" and click "OK"
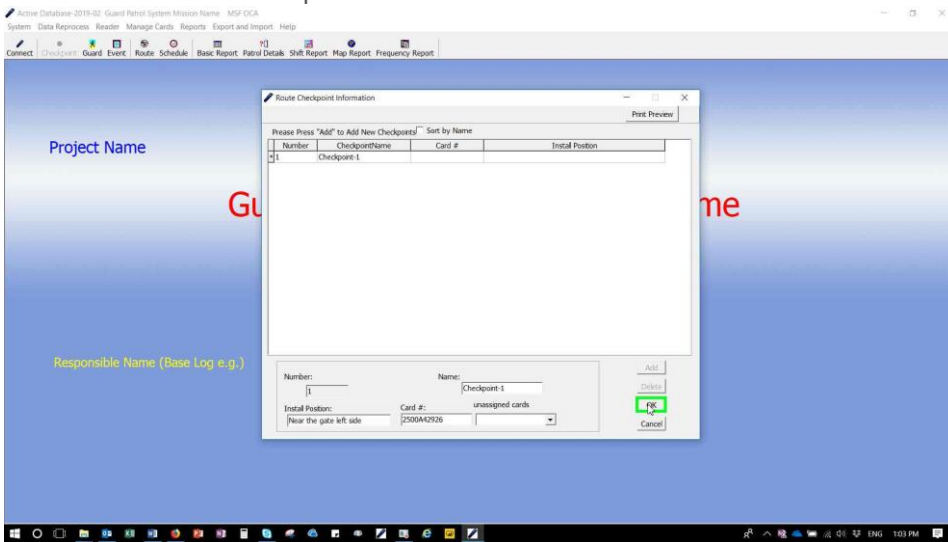
Step 6: click on "Yes (button)" in "Please Replace With New Card # !"
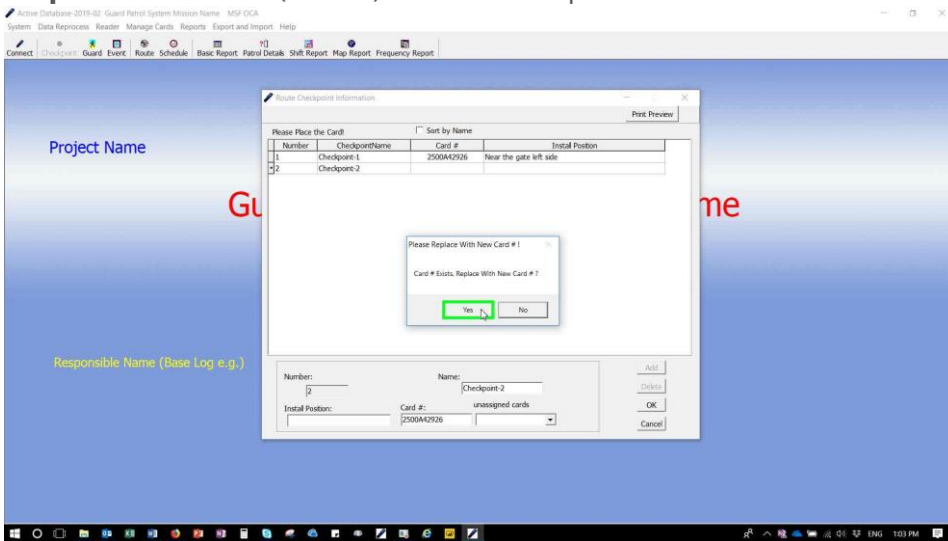
Step 7: Remove the first control point from the reading station and place the second control point onto the station. **Repeat steps 2-6 for all other points**. Example screen shots for the next points:
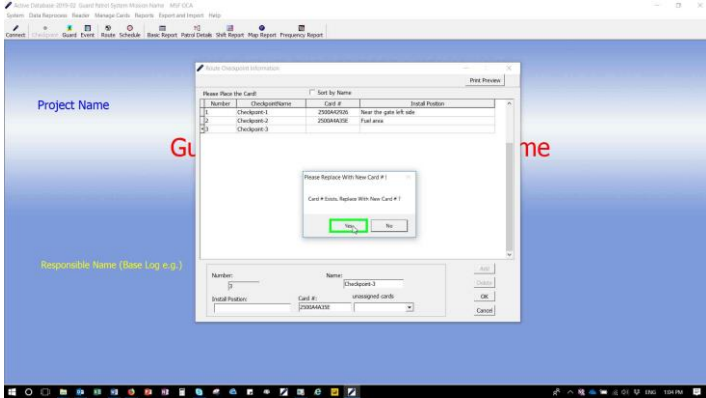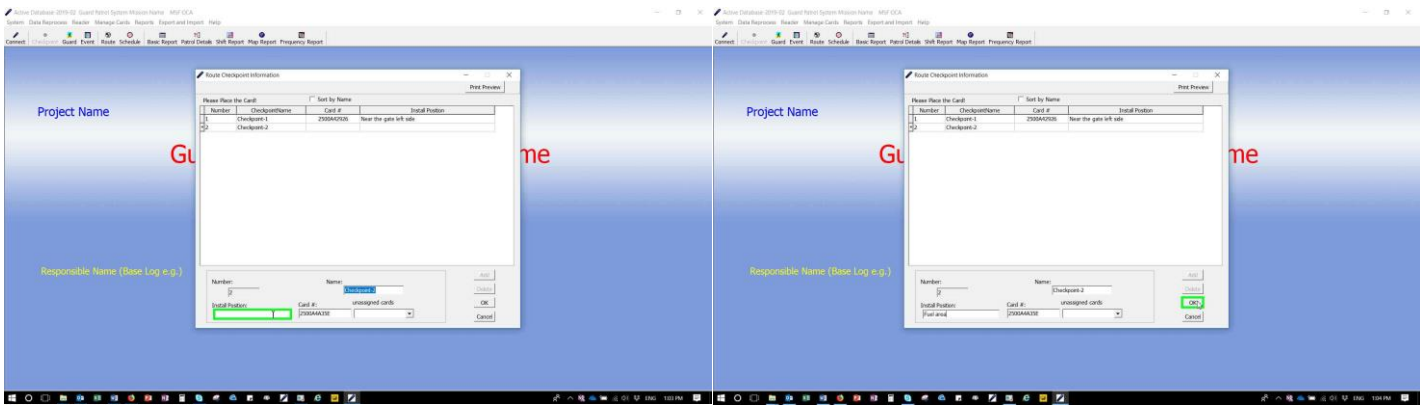
Final Step registration of control points: in order to finalize the process click on "Close (button)" in "Route Checkpoint Information"

Adding additional control points

In case, you would like to add more points later please repeat above steps.

Setting the Round

Now you have registered all the control points. Here you will learn how to set up a round using the registered control points. You will also determine the time length of the round.

Step 1: click on "System (menu item)" and then on "Route (menu item)"
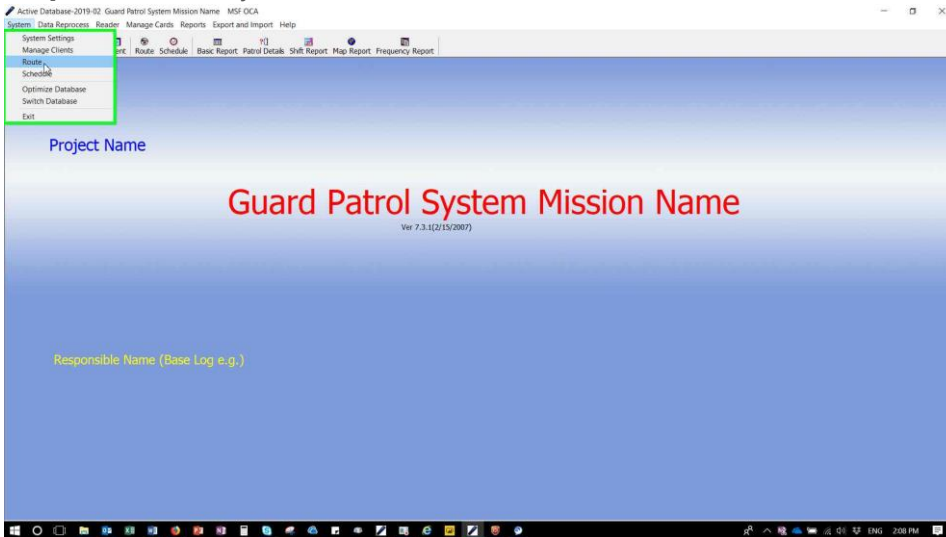
Step 2: In case the window is blank and your previously entered points are not visible, then click on "Add" in "Route Information"
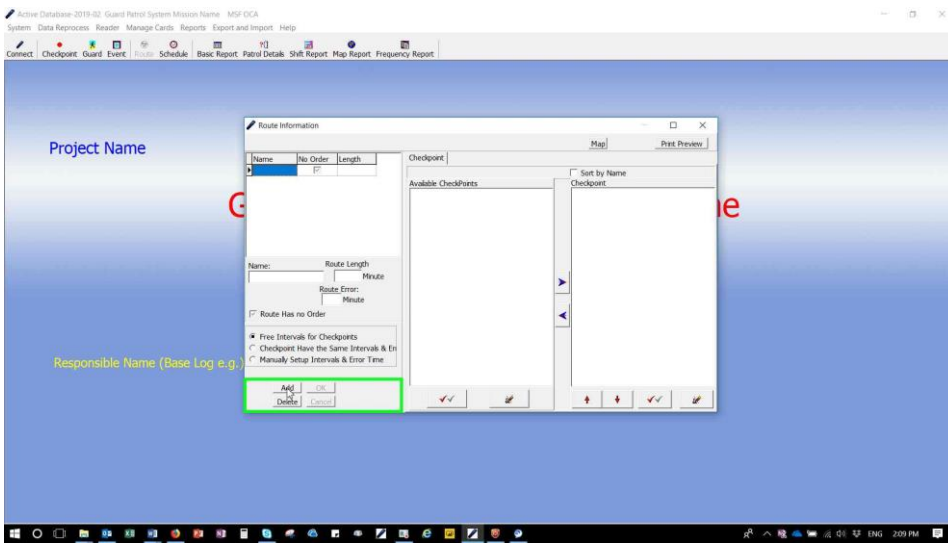
Step 3: input on "Notice (window)" in "Notice" the name of the round (e.g. Compound Route 1) and press "OK"
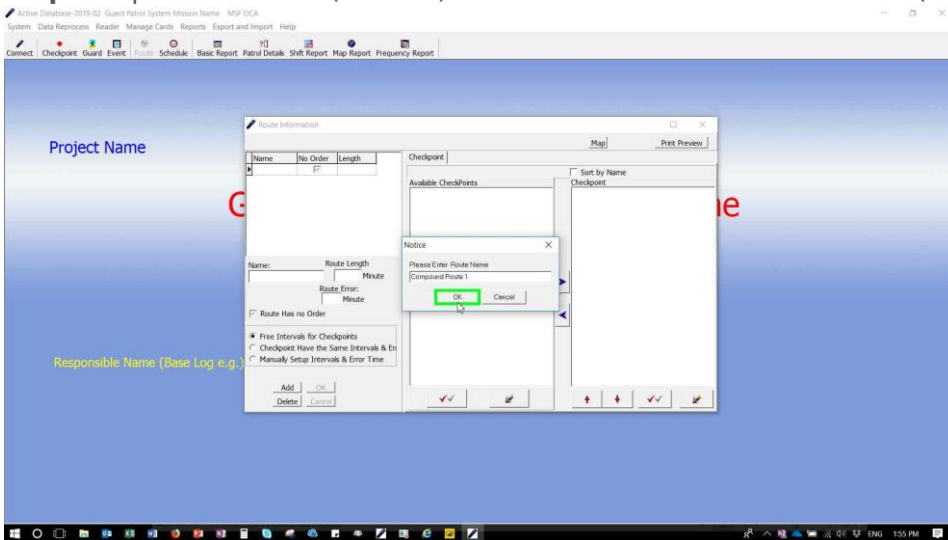
Step 4: There you see the different (previously) registered control points listed. Check mark each box.
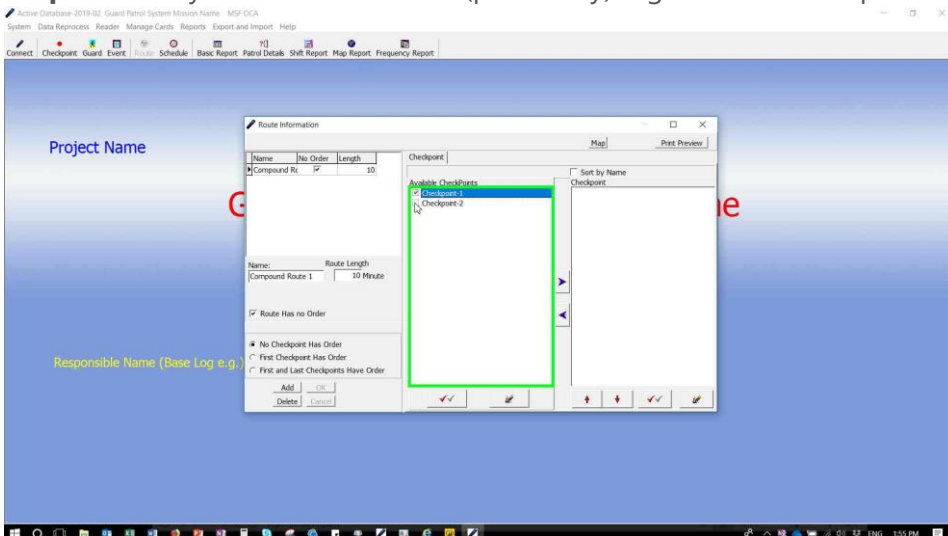
Step 5: click on "Checkpoint (pane)" the "arrow button" and move the marked checkpoints into the right window

(this is how they become active)
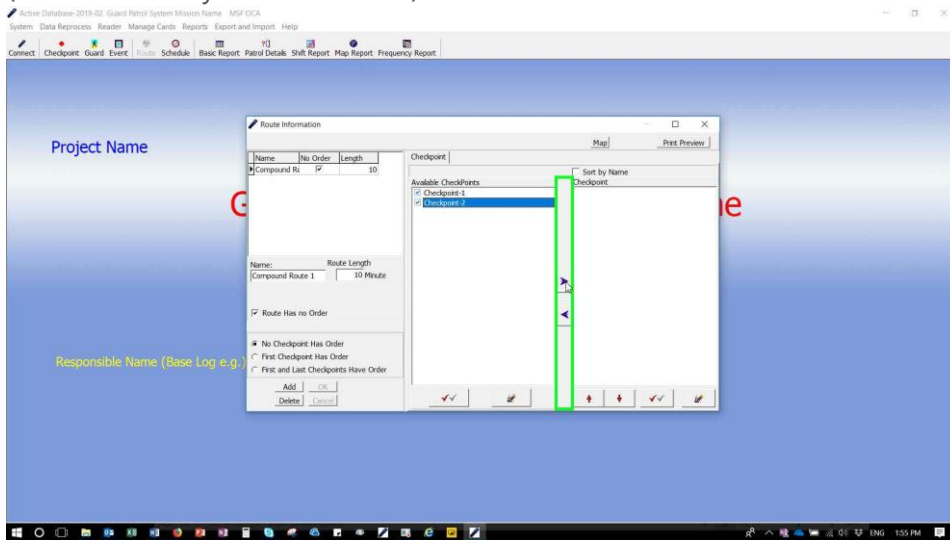
Step 6: in ""Route Information (window)" in "Route length" enter the time needed for conducting/ walking one round. Remember, you have walked the round before and have noted down the time. Give the guards enough time to check the surroundings... In this example, we choose 15 (minutes)
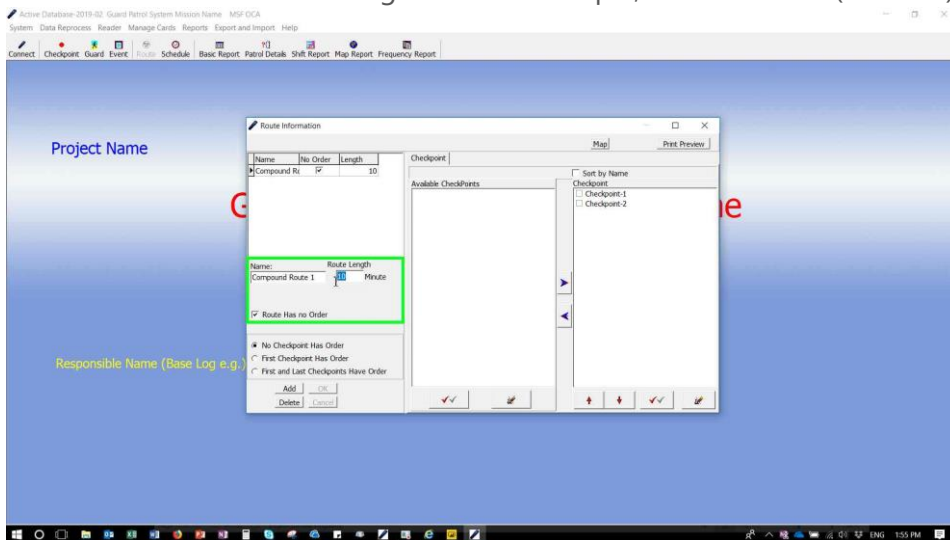
Step 7: click on "OK (button)" in "Route Information"
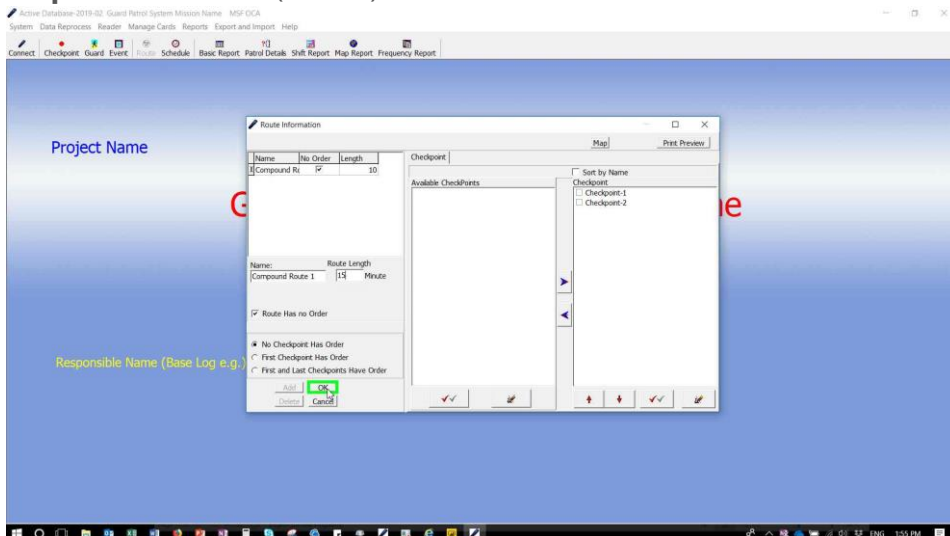
Step 8: If you have your checkmark on "No Checkpoint Has Order", this means that the control points can be used/patrolled randomly. In most cases, you will want your guards to patrol always the same round and check the control points in the same order. Therefore, click on "First and Last Checkpoints Have Order button". By doing so

the first and last checkpoint will be your start and finish point of the round, respectively also for the rounding time (will be set in next step).
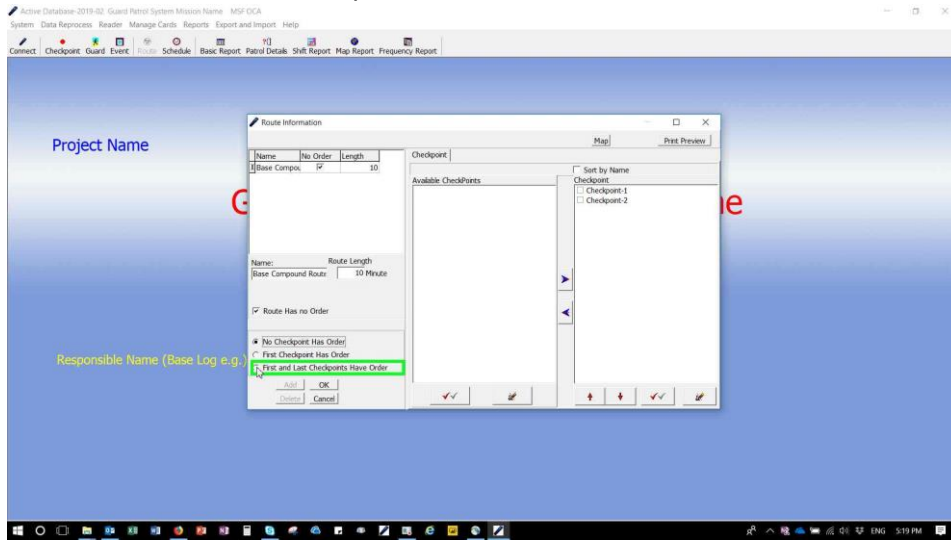
Step 9: Click on "Map" in "Route Information (window)". A plan of your points will open up. If you have a layout of your base, you could import it and it would appear here. In this case, we do not have any ☺. In this example, we have only two points entered
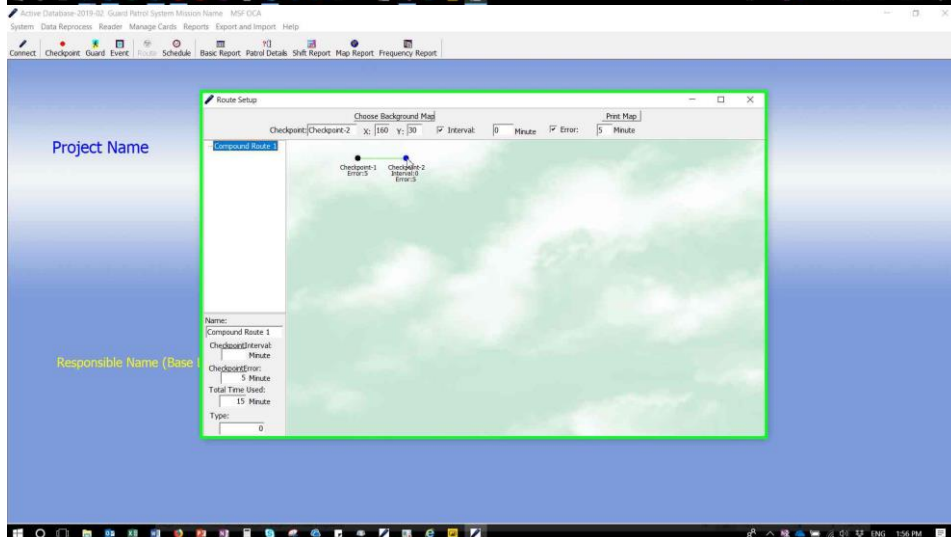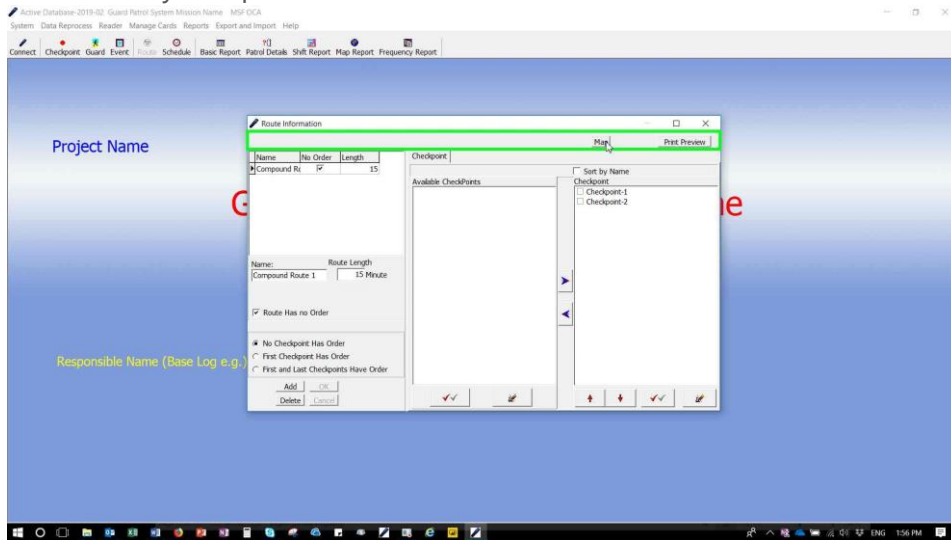
Step 10: Use mouse click and drag to move each point around as you wish. If you would have a layout of the base, you could place the points accordingly...
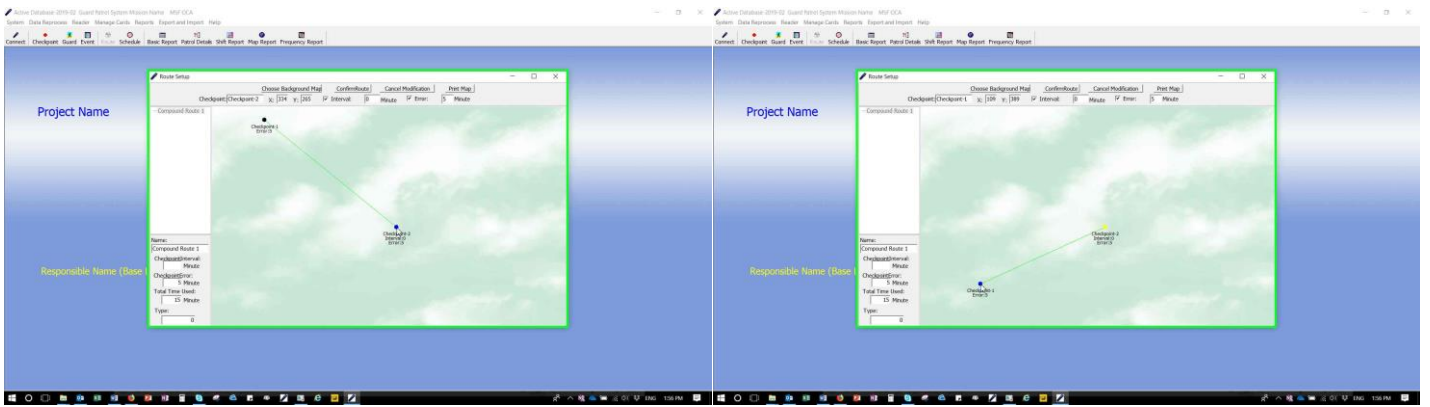
Step 11: click on "Confirm Route (button)" in "Route Setup"
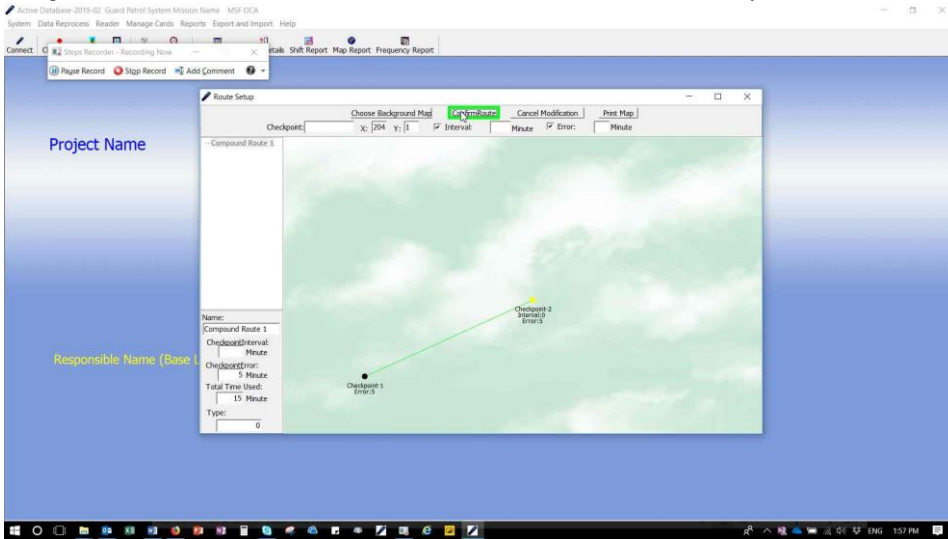
Step 12: click on "Close (button)" in "Route Setup"
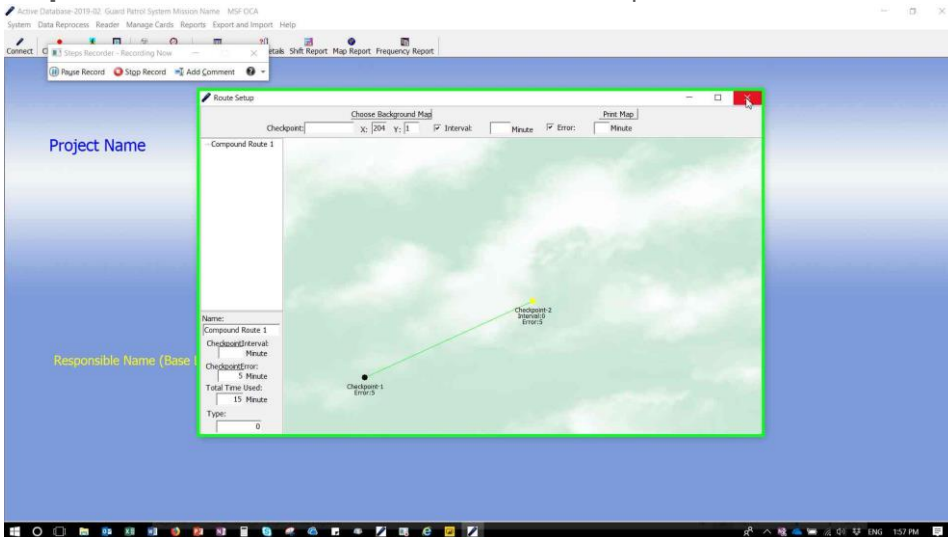
Step 13: click on "Close (button)" in "Route Information (window)"
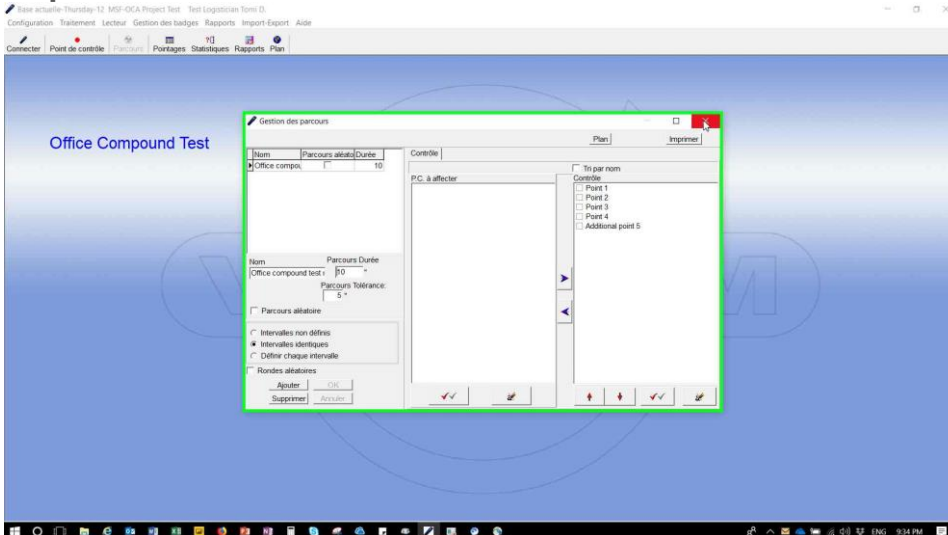
Setting round starting and finishing time

Now you have created the full round in your system and you have given it the round length in minutes (10 min. in this example. In the next step, you will learn how to set the starting and finishing point and time of the round shift. You will need to determine the round interval (how often per hour should the guard do the round) in order to finish this step. In case you have a fixed rounding order, your first and last point will be determining the starting and finishing time as well. See previous step 8 from above for this option.

Step 1: click on "Schedule (button)"
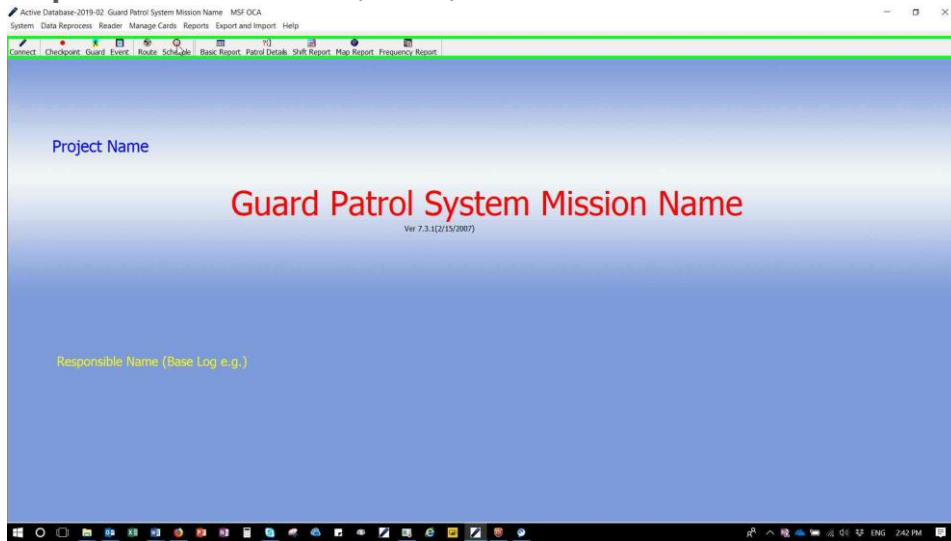
Step 2: click on "Add" in "Schedule Information"
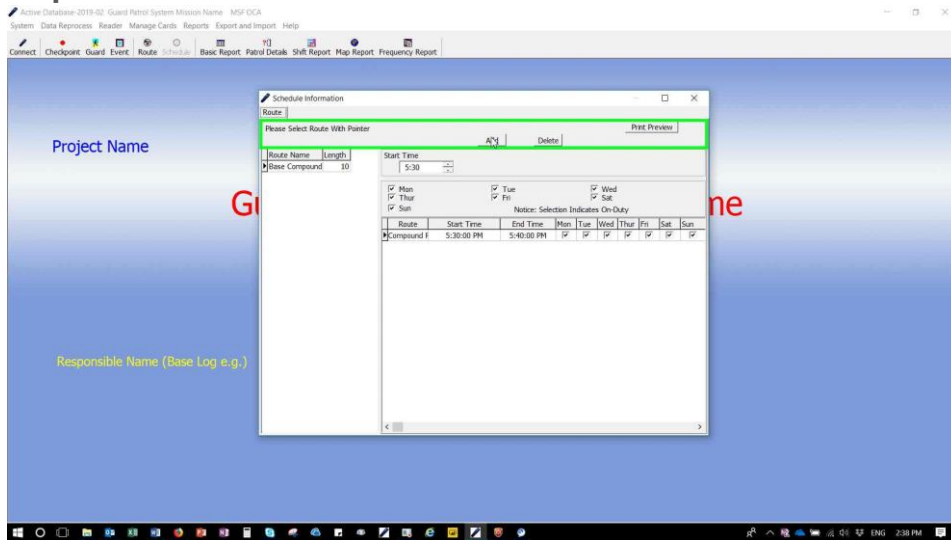
Step 3: click and input on "Start time pane" in "Schedule Information" the starting time of the rounds, meaning when your guards should start with the first round during their shift. In this example it will be 9 o'clock evening time (pm is automatically chosen somehow!).

Step 4: click and input on "End time pane" in "Schedule Information" the finishing time of the last round of the shift, meaning when the guard should do their round of their shift. In this example, it will be 6 o'clock in the morning (am automatically chosen somehow!).

Step 5: in "Schedule number", enter the numbers of rounds to be done from the first round until last round (yes, you need to calculate now). Example: starting 9pm and finishing 6am, you want them to do a round each 30 minutes. In total, this will be 9 hours of work x 2rounds/hour= 18rounds in total between 9pm and 6am. Enter 18 into "Schedule number". The duration of the round (10 minutes) has already been set in the previous step, see section above. If you want this cycle for every day, simply check all the boxes (days) below

Step 6: click on "OK (button)" in "Schedule Information"
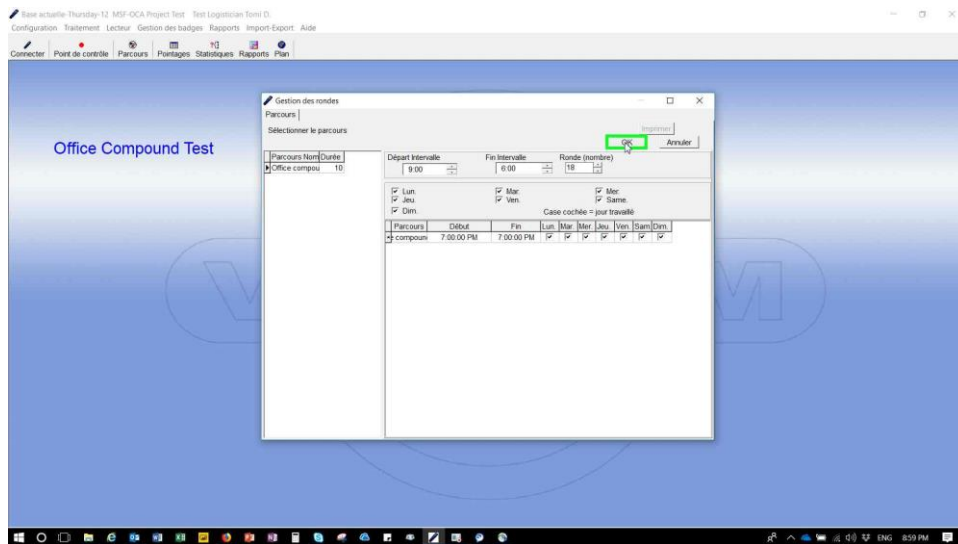
Step 7: Below screenshot is how it should look like now. You see the starting and ending time for each round during one shift and per day.
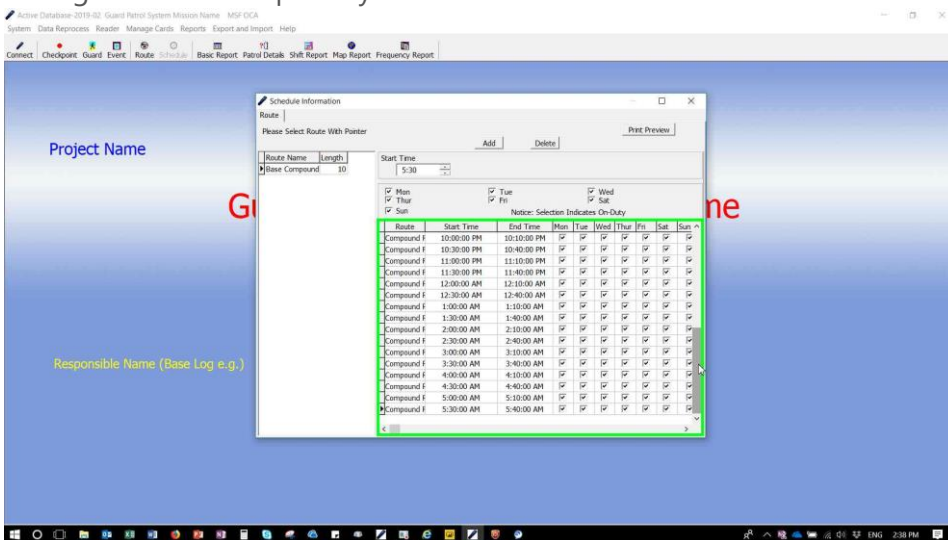
Step 7: You can close the window simply by the close button

Reporting

In this chapter, you learn how to do the basic reporting, meaning you will learn how to download the patrol reader data and how to use this data. There are several different report types. Describing all of them here would be too extensive. We encourage you to play with the tool and see what reporting type best fits your needs.

SHIFT REPORT:

Step 1: connect the download/reading station to your working station (laptop or desktop), place the patrol stick onto the reader (as described in other manual) and click on "Connect (button)" in "Active Database-2019-02 Guard Patrol System Mission Name MSF OCA"
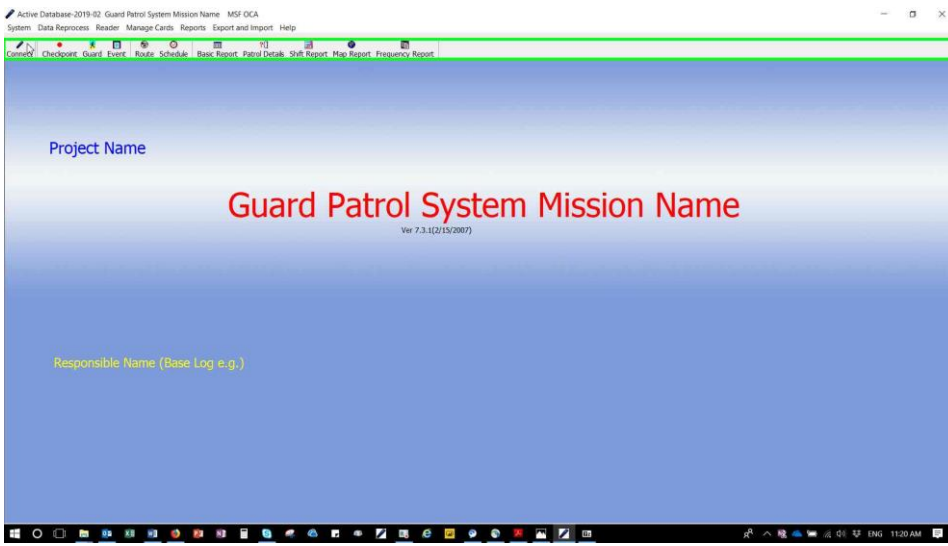
Step 2: click on "No (button)" in "Notice". Your patrol data has been downloaded
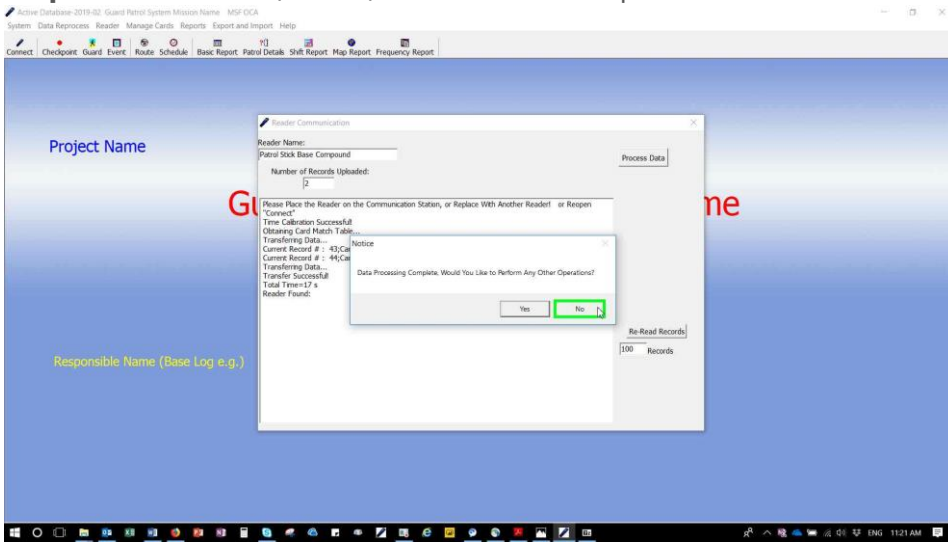
Step 3: click on "Shift Report (button)"
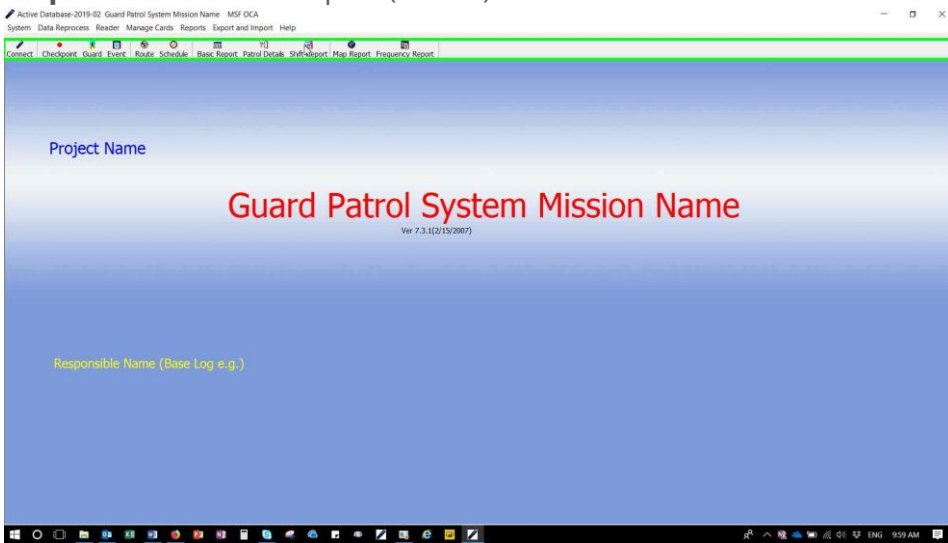
Step 4: click on the time pane and adjust your period/ shift time. Chose the end of the present day or the time when the shift ended you would like to check.
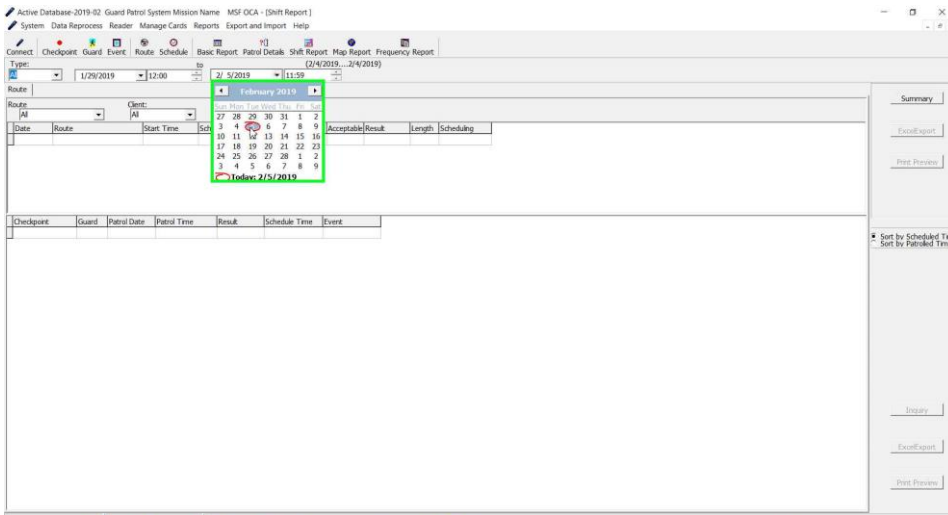
Step 5: click on "Route (button)" and choose your route to be checked
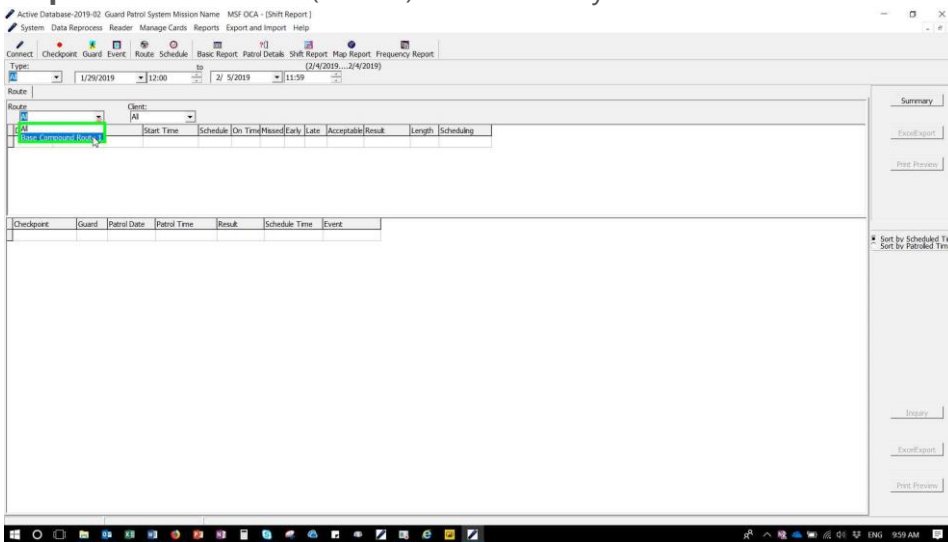
Step 6: click on "Summary button" and the data for the chosen period and the chosen round will be displayed. You can enlarge the window by pulling the frame further down.

Patrol Report

Step 1: click on "Patrol Details (button)"

Step 2: click on the time pane and adjust your period/ shift time. Chose the end of the present day or the time when the shift ended you would like to check.

Step 3: click on "Inquiry" and the results of your patrol stick will be displayed

Step 4: click on "Summary"