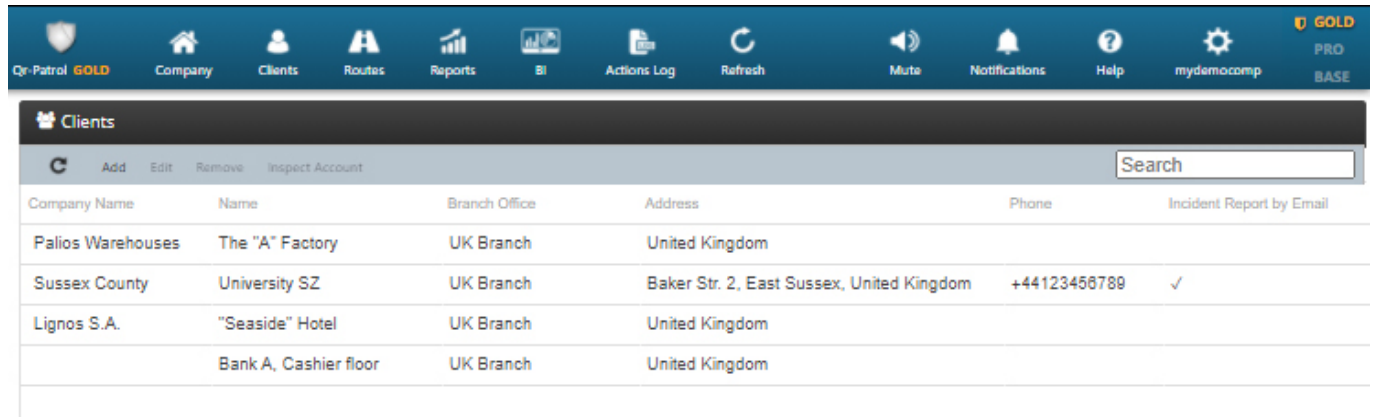


Client's settings

Clients are all the customers of a company which own the specific buildings and assets in which the checkpoints are placed and the guard tours are executed. You can access the Clients' List panel by clicking on the top Navigation Bar on "**Clients**" tab and select "Clients List" , as shown on the right.



The screenshot shows the QR-Patrol GOLD interface. At the top is a navigation bar with icons for Company, Clients, Routes, Reports, BI, Actions Log, Refresh, Mute, Notifications, Help, and mydemocomp. Below this is a 'Clients' section with a search bar and buttons for Add, Edit, Remove, and Inspect Account. A table lists client details.

Company Name	Name	Branch Office	Address	Phone	Incident Report by Email
Palios Warehouses	The "A" Factory	UK Branch	United Kingdom		
Sussex County	University SZ	UK Branch	Baker Str. 2, East Sussex, United Kingdom	+44123456789	✓
Lignos S.A.	"Seaside" Hotel	UK Branch	United Kingdom		
	Bank A, Cashier floor	UK Branch	United Kingdom		

You can see a list of all of your clients' details and whether they receive Incident reports via e-mail. You can add a new client, edit, remove or search existing clients and see a full list of details about each client by clicking on Details.

Add a client

By clicking "**Add client**" a new dialog (as shown below) will come up. You can add information like:

- All basic contact information (Name, Phone, Address, ZIP, Country, Language, etc.)
- An e-mail to receive Incident Reports
- Credentials in order to gain access to QR-Patrol client interface and monitor guard events on your sites.
- Manage client sites. (Add, Edit, Remove sites and manage Checkpoints).
- Export Sites to an excel file.

By clicking on the "Confirm" button, the new Client shall appear in the list of Clients.

Add Client

Details

Name:

Surname:

Phone: Phone 2:

Address:

City: Language:

ZIP: Country:

Email: State:

Incident Report by Email: ☐

Additional Recipients:

ARC Client ID:

Login Credentials

Enable Login: ☐

Username:

Branch Office

Complete all basic info

Click here to select a branch!

Fill in an e-mail to send Incidents Report

Allow access to clients via a web interface

By clicking “Add”, a new client will be added. Click on the New client and then click on Edit button or just double click on the client. A new dialogue box will come up with all the necessary edit options and a new Sites tab.

You can now add your first site for the selected client by simply clicking on “Add” button on the sites tab.

Add a client site

In the “Add Client Site” Panel, you can:

- Add a client site
- Edit a client site
- Manage Check Points
- Remove a client site
- Export client sites to an excel sheet

On the Client sites panel, click on “Add”. A pop up window appears with all the basic information to add for the new site.

Add client site

Name

Address

City

Country

n/a

ZIP

State

n/a

Code

Description

Add

Having added a client site, it will appear in the list. You can then select the site and edit it, remove it from the list or Manage the Check Points of the specific site.

Manage Checkpoints

You can manage the checkpoints of the site you choose, by selecting “**Manage Check Points**” on the Add / Edit Client section. A new screen appears consisting of two separate fields:

- **Assigned Checkpoints**, meaning the checkpoints that have been already assigned to the current site.
- **Available Checkpoints**, meaning all the checkpoints that are available in order to be assigned to a specific site.

CheckPoints of Site:Distribution Center

Assigned CheckPoints

<input type="checkbox"/> ID	Code	Check Point Name	Type
<input type="checkbox"/> 181052	e274dc27-91db999-4712999-ed216-3	Data Room - Form	qrcode
<input type="checkbox"/> 181055	8e9f1c16-a6da999-4bd9999-977a6-e1	Emergency Exit	qrcode

+ -

Available CheckPoints:

<input type="checkbox"/> ID	Code	Check Point Name	Assigned client sites	Type
<input type="checkbox"/> 181050	714eb575-ca37999-4710999	Main Door	The "A" Factory - East Ware	qrcode
<input type="checkbox"/> 181051	d3330b2e-edd3999-4fe5999	Side Door - Geo	The "A" Factory - East Ware	qrcode
<input type="checkbox"/> 181052	e274dc27-91db999-4712999	Data Room - Form	The "A" Factory - Distribution	qrcode
<input type="checkbox"/> 181053	a843cfc3-58ea999-4686999	Main Office	The "A" Factory - East Ware	qrcode
<input type="checkbox"/> 181054	4bae0504-5d18999-4b33999	Storeroom 32	The "A" Factory - East Ware	qrcode

Cancel Confirm

Assign a checkpoint to the site by simply clicking on it (in the list of the available checkpoints.)

Immediately it turns yellow. By pressing the **plus button(+)** the checkpoint appears in the list of the assigned checkpoints. In the same way, you can remove checkpoints from the list of assigned checkpoints by simply clicking on the checkpoint and clicking on the **minus button(-)**.

In any case,click on the **Confirm** button to confirm your action or Cancel if you do not wish to change the assigned checkpoints.

You can search for specific checkpoints by using the search field.



Edit Client Site

To edit one of your clients sites you have to select one from the list of the sites you have added.

Clicking on **"Edit"** will bring up a popup similar to the one of adding a new client site.

You can now edit all basic information like Name, Phone, Address,

Remove Client Site

To remove one of your client sites you have to select one from the list of

your client sites.

After selecting from the list, you can click on **“Remove”** , which in turn will bring up a confirmation popup window. By confirming the action, the selected client site shall disappear from the list of your client’s sites.

