

# Schedules management

Schedules are the scheduled patrols (guard tours) assigned to each guard. A schedule is a predefined guard tour, which includes specific checkpoints that should be scanned between a specific time interval.

You can access the Schedules panel by clicking on the top Navigation Bar on the "Routes" tab, and selecting "Schedules (New)" as shown on the right image.



## Schedules



On the upper left Schedules panel (Day, Week, Month), you have the option to choose the respective View for your Schedules. The default View is the Month view. You can also see a daily list of your Schedules, by pressing the List button. \*Draft/Past Schedules appear in grey color, whereas Activated Future Schedules appear in blue.

Monday	Tuesday
<ul style="list-style-type: none"><li>● 07:45 mainwarehouse check</li><li>● 10:25 guard2 check</li><li>● 12:40 guard3 check</li><li>● 16:20 yard space check</li><li>● 19:30 secondary check</li><li>● 22:00 final verification</li><li>● 01:30 midnight check</li><li>● 04:50 final mainwarehouse check</li></ul> <p style="text-align: right;">27</p>	<ul style="list-style-type: none"><li>● 07:50 guard1 check</li><li>● 10:30 guard2 check</li><li>● 12:40 guard3 check</li><li>● 16:40 yard space check</li><li>● 19:50 secondary check</li><li>● 22:00 mainwarehouse check</li><li>● 01:30 midnight check</li><li>● 04:50 final factory check</li></ul> <p style="text-align: right;">28</p>

## Add a schedule

To **add** a Schedule, press on the Add button available on the upper right Schedules panel.

You can now define a description (name) for this Schedule, one or more guards to accomplish it, as well as all the necessary checkpoints, time intervals and options regarding the route.

### Loose Schedule

On a **Loose Schedule**, you don't specify the Scanning Time per Checkpoint, rather you define the Scanning Time Range for the whole Schedule.

- Check the Loose Schedule checkbox
- Select the Checkpoints that you wish to include, by clicking on the respective checkboxes
- If you wish to add the same checkpoint multiple times, double click on the "Occurrences" column and insert the value of your choice
- Finally, select the Time Range that you wish your schedule to last

The screenshot shows a form for adding a schedule. At the top, it displays the schedule name 'Daily Patrol' and its status as 'Activated'. Below this, there are fields for 'Description' (Daily Patrol), 'Branch Office' (UK Branch), and 'Guards' (Maria Roussou - 90a0b01098). A 'Check Time Range' is set from 2020-05-14 09:00 to 2020-05-14 17:30. The 'Check Points' section contains a table with columns for ID, Occurrences, Check Point Name, Client, and Site. Four checkpoints are listed, each with a checked checkbox in the 'Check Points' column. The 'Options' section at the bottom includes 'Loose schedule' (checked), 'Activated' (checked), and 'Alert by Email' (unchecked). The 'Repeat' section has 'Daily' selected, with 'Every 1 Day(s)' and 'Every WorkDay' options. The 'Alert by Email' section has 'Enabled' checked, with 'No end date', 'After 1 Occurrences', and 'End By 2020-12-05' options. At the bottom, there are 'Cancel', 'End Schedule', and 'Delete' buttons.

<input type="checkbox"/>	ID	Occurrences	Check Point Name	Client	Site
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	197188	1	Rooms #1 to #12	University SZ	West Wing Dorms
<input checked="" type="checkbox"/>	197189	1	Main Lounge	University SZ	East Wing Dorms
<input checked="" type="checkbox"/>	197190	1	Area 12E	The "A" Factory	East Warehouse
<input checked="" type="checkbox"/>	197191	1	Deck - Cleaning Form	"Seaside" Hotel	Pool area

### Strict Schedule

On a **Strict Schedule**, each Checkpoint has a specific Scanning Time Range.

- Select a Checkpoint that you wish to include,
- Select the scanning Time Range that you wish for, for the target checkpoint
- If you wish to add the same checkpoint multiple times, you can do this by selecting it and then pressing on the Copy button
- Repeat this process until you've added all the checkpoints that you want!

• 14:17 - 14:47 Schedule

Description

Branch Office

Guards

Check Time Range  -

Check Points

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client	S
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	181050	Main Door			The "A" Factory	
<input type="checkbox"/>	181051	Side Door - Geo			The "A" Factory	
<input checked="" type="checkbox"/>	181052	Data Room - Form	2020-11-05 02:00	420	The "A" Factory	
<input type="checkbox"/>	181053	Main Office			The "A" Factory	
<input type="checkbox"/>	181054	Storeroom 32			The "A" Factory	
<input type="checkbox"/>	181055	Emergency Exit			The "A" Factory	

Options  Loose schedule  Activated  Alert by Email

Repeat

1

• 14:17 - 14:47 Schedule

Description

Branch Office

Guards

Check Time Range  -

Check Points

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client	S
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	181050	Main Door			The "A" Factory	
<input type="checkbox"/>	181051	Side Door - Geo			The "A" Factory	
<input checked="" type="checkbox"/>	181052	Data Room - Form			The "A" Factory	
<input type="checkbox"/>	181053	Main Office			The "A" Factory	
<input type="checkbox"/>	181054	Storeroom 32			The "A" Factory	
<input type="checkbox"/>	181055	Emergency Exit			The "A" Factory	

Options  Loose schedule  Activated  Alert by Email

Repeat

Repeat

Daily  Weekly  Monthly  Yearly

Every 1 Day(s)  Every WorkDay

No end date  After 1 Occurrences  End by 24/08/2016

## 01

Fill in the rest information so as to complete your Schedule

## 02

Select how often you wish your Schedule to be repeated and when you wish those recurrences to stop!

## 03

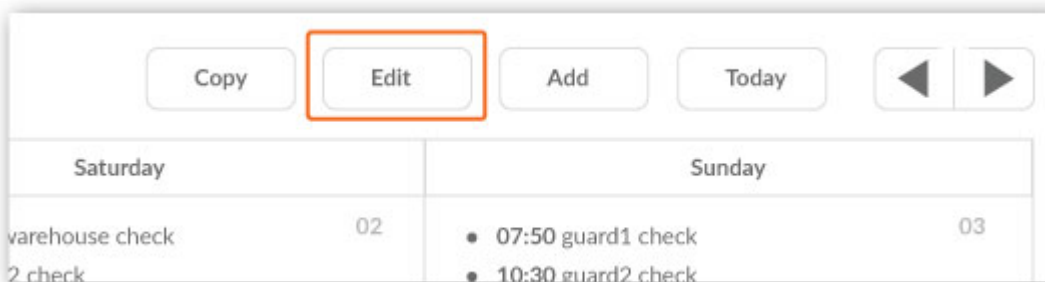
To save your Schedule as draft, leave Activated checkbox un-checked. To activate your Schedule, check the Activated checkbox. Activated Schedules cannot be altered afterwards!

## 04

Finally press on Save button!

### Edit schedule

To **Edit** a Schedule, click on it and press on the Edit button, available on the upper right Schedules panel.



For Non-Activated Schedules, you can make any amendment you wish. For Activated Schedules, you have 2 options:

- End Schedule: The Schedule won't occur again
- Delete Schedule: The Schedule won't occur again and all past occurrences will be removed

Enabled

No end date

After 1 Occurences

End by 24/08/2016

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End ScheduleDelete

### Copy schedule

To **Copy** a Schedule, click on it and press on the Copy button, available on the upper right Schedules panel. The pop-up page displays a copy of the target schedule, in order to edit it as you wish.



• 14:27 - 14:57 Schedule

Description: Schedule ROUTE

Branch Office: UK Branch

Guards: Maria Roussou - 90a0b01098

Select All

Check Time Range: [ ] - [ ]

Check Points

<input type="checkbox"/>	ID	Check Point Name	Check Date	Tolerance	Client	S
<input checked="" type="checkbox"/>	181050	Main Door			The "A" Factory	
<input type="checkbox"/>	181051	Side Door - Geo			The "A" Factory	
<input type="checkbox"/>	181052	Data Room - Form			The "A" Factory	
<input checked="" type="checkbox"/>	181053	Main Office			The "A" Factory	
<input checked="" type="checkbox"/>	181054	Storeroom 32			The "A" Factory	
<input type="checkbox"/>	181055	Emergency Exit			The "A" Factory	

Options:  Loose schedule  Activated  Alert by Email

Repeat:  Daily  Weekly  Monthly  Yearly

Every 1 Day(s)  Every WorkDay

No end date  After 1 Occurrences  End By 2020-12-05

Enabled

Save Cancel Delete

The Activated checkbox is always un-checked to Copied Schedules, so make sure you check it if you wish to activate your new (copied) Schedule!

\*Copy function is especially useful for making changes to Activated Schedules: Copy the target Schedule, perform any desired updates (make sure you press on Activated checkbox after you are done with all the changes!) and Save it! Don't forget to also End the Old Schedule!

**Video Tutorial**

By watching the video tutorial, you will be able to learn how to easily manage your schedules using the new advanced web application schedule interface!

<https://www.youtube.com/watch?v=86EKfoVCbck>