

# SRS User Manual

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# Introduction

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Welcome to SRS, the BCS Security Report System! SRS is a powerful Windows-compatible hardware/software solution that enables you to oversee your Security Guard operations more effectively than ever before.

The core of SRS is the Schedule Editor, which lets you keep track of your *Schedules*, *Rounds*, and *Checkpoints*. Each Checkpoint has its own BCS SilverGuard button/tag. A Round consists of a set of Checkpoints that must be scanned by the guard with the BCS SilverGuard/Proximity wand, and a Schedule is just a group of Rounds.

SRS also lets you define special *Incident* and *Guard* buttons/tags. Incident buttons/tags are carried by each guard, who scans the appropriate button/tag whenever something unusual is detected. Guard Identification buttons/tags allow you to determine which guard is on duty at all times.

You can keep track of guard activities with different type of reporting selections, including a report of all incidents detected, a report of all missed checkpoints, a snapshot report of hourly checks, a patrol clock report on how long it takes to the next checkpoint, and a Battery Low/Wand Alert report and many more.

In addition to Schedules and Reports, SRS also includes tools for managing your hardware (SilverGuard/Proximity Wand, Wand Reader and Button/Tag data), and a User ID Setup Utility. This utility gives you control over which SRS features can be accessed by each SRS user. You can assign each user a password to prevent unauthorized persons from accessing SRS.

Thank you for choosing SRS to fulfill your security operation software requirements. We are confident that SRS will prove to be a powerful ally in your security arsenal.

## Conventions Used in this Manual

- *Italics* – On-screen text, i.e. icon captions/hints, etc.
- {Menu | Command} – Under the *Menu*, select *Command*, example: {Help | About} means under the *Help* menu, select *About*.
- ***Bold Italics*** – Keys that you press, e.g. **Ctrl+B** means hold down the **Ctrl** key and press **B**.
- Typewriter – Text that you type exactly as shown.
- Underline – References to other topics or sections elsewhere in the manual.

## System Requirements

### Computer:

- Windows XP/Windows Vista/ Windows 7/ Windows 8/Windows 10
- 1 Gigabyte of RAM

- At least one available standard USB Port

**Disk Space:**

At least 1 gigabyte of available space

**Mouse:**

Any Windows-compatible pointing device

**Printer:**

Any Windows-compatible printer

**BCS Hardware:**

- One BCS Wand Reader
- One BCS Wand Downloader or Special USB Cable
- BCS Buttons/Tags (1 button/tag for each guard, checkpoint, and incident)

## Installation

The Setup program will copy the required SRS files to your hard disk and configure your system.

1. Close all programs currently running, Warning: Some anti-virus programs may cause problems if left open while installing SRS.
2. Insert the SRS CD into your CD-Rom drive.
3. The Setup program on the CD will start automatically. Follow the instructions on your PC screen. If the Setup program does not start automatically, follow Steps 4 through 7.
4. Click the Windows icon on the Taskbar.
5. Double-click on the CD-ROM drive that contains the SRS program.
6. Click on the executable file and follow the instructions on your screen.

Note: To print the SRS manual, Click on the Windows Start button then Programs. Highlight SRS and select SRS English User Manual.

## Glossary

**Checkpoint:** A SilverGuard button/tag that is scanned with the wand by a guard. Every location that the guard must visit while on duty has its own checkpoint.

**CTS:** Computer Transfer Station: the black box connected to the USB port of your computer, which has a tube on top into which the wand is inserted.

**Download:** Downloading is the process of reading checkpoint data from the wand into the DTS, and transferring this data to the computer where SRS is located.

**DTS:** Data Transfer Station: a generic term for either Computer Transfer Station (CTS), or Modem Transfer Station (MTS).

**Incident:** An unusual situation, such as an unlocked door or a broken window, which the guard records by scanning the appropriate Incident button/tag with the wand. The guard generally carries one Incident button/tag for each possible incident.

**MTS:** Modem Transfer Station: the black box connected to the modem at a remote location. It communicates with the local modem, which is connected directly to the computer where SRS is located. It has a tube on top into which the wand is inserted.

**Round:** A set of checkpoints (see Checkpoint) that the guard must visit in a certain order. Each checkpoint has a SilverGuard button/tag that the guard scans with the wand. Note that the first checkpoint in each round must be unique. No two rounds can have the same first checkpoint.

**Schedule:** A group of rounds (see Round). Each schedule has a name, and each round in the schedule has a number as well as a name.

**Wand Reader:** See DTS.

## SRS Basics

### Schedule Setup:

The first step in setting up SRS, once you have finished installing it on your hard drive, is to define your *schedules*, a schedule being a group of *rounds*, and a round being a list of checkpoints that must be visited in a certain order by the guard.

In order to create your first round, you must first create a new schedule using the Schedule Editor. The next step is to scan each checkpoint (SilverGuard button/tag) with the wand, and to read the wand data with the wand reader.

Having created a schedule containing one round, the next step is to fill in the data for each checkpoint. This includes a description of the checkpoint, the amount of elapsed time allowed between the scanning of the current and previous checkpoints, and the *grace*, or amount of leeway (plus or minus) allowed for this elapsed time.

### Incident and Guard Button/Tag Setup:

SRS lets you create special buttons/tags, known as Incident and Guard buttons/tags. Each Incident Button/Tag corresponds to a particular “incident”, or unusual situation, such as an unlocked door or a broken window. Each Guard Button/Tag corresponds to a particular Security Guard, and contains the Guard's name.

### Generating Daily Reports:

SRS gives you different type of reporting selections that enable you to keep track of guard activities. During the process of report generation, you first select the desired schedule and download file (a download file is created whenever wand data

is read with the wand reader), and then choose the report type. The report will be displayed on screen, and can be optionally printed or saved in a file. You may generate one or several download files on a daily basis, and generate one or more reports for each download file.

# Chapter 1 • Schedules

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### Introduction:

The Schedule Editor is the heart of SRS. It lets you keep track of your *Schedules*, *Rounds*, and *Checkpoints*. Each Checkpoint has its own BCS SilverGuard button/tag. A Round consists of a set of Checkpoints that must be scanned by the guard with the BCS SilverGuard wand, and a Schedule is just a group of Rounds.

**Important:** The first checkpoint in each round must be unique. No two rounds can have the same first checkpoint.

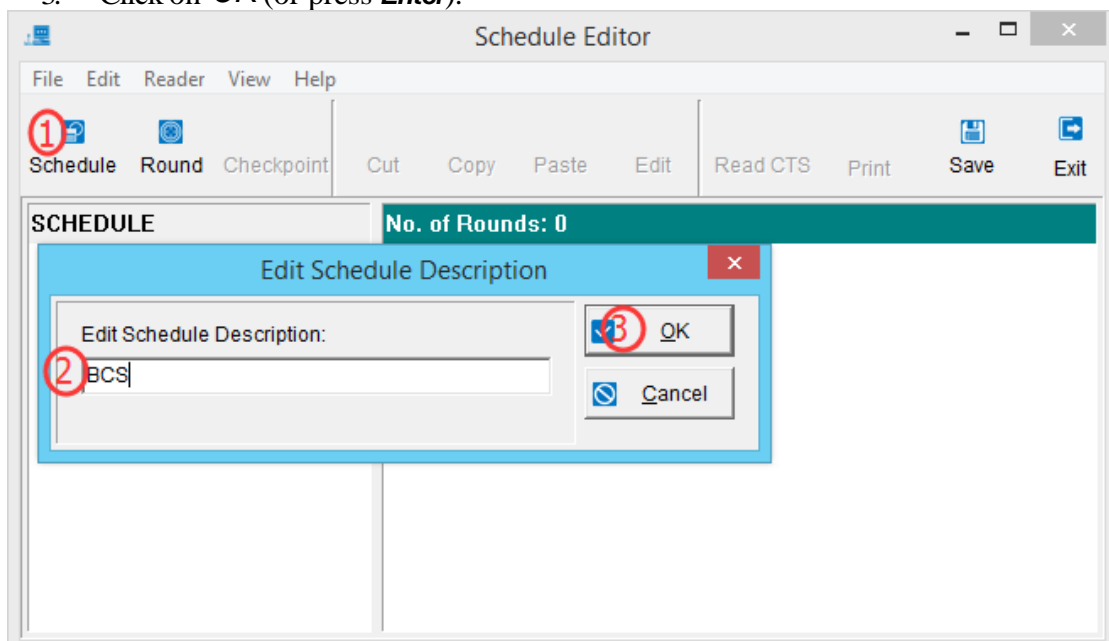
### Overview

#### To Access the Schedule Editor:

Click on the *Schedules* icon  
or  
Select {Data | Schedules}.

#### To Add a New Schedule:

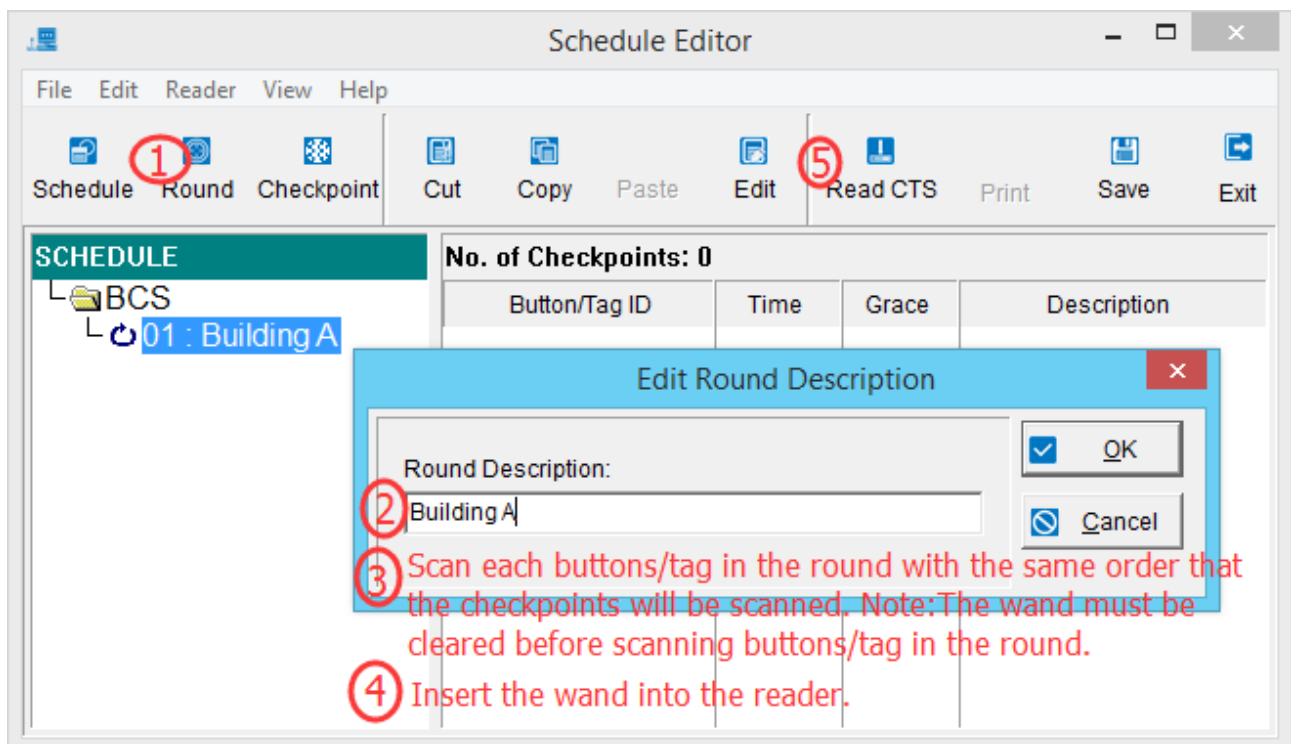
1. Click on the *Schedules* icon within the “Schedule Editor” window  
or  
Select {File | New Schedule}.
2. Enter the description of the schedule e.g. company name or premises.
3. Click on *OK* (or press *Enter*).



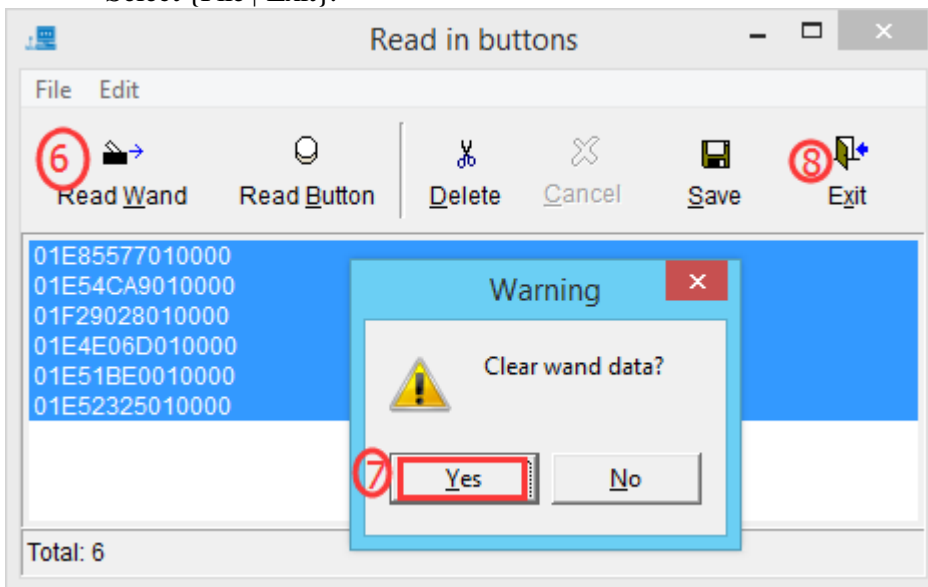
#### To Initialize Schedule:



1. Click on the *Round* icon in the “Schedule Editor” window.
- or
- Select {File | New Round}.
2. Enter the description of the round and then Click on Ok..
  3. Scan each button/tag in the round with the wand in the same order that the checkpoints will be scanned. **Note:** The wand must be cleared before scanning button/tag in the round. See [To Clear Wand Checkpoints](#).
  4. Insert the wand into the wand reader.
  5. Click on the *Read CTS* icon within the “Schedule Editor” window
- or

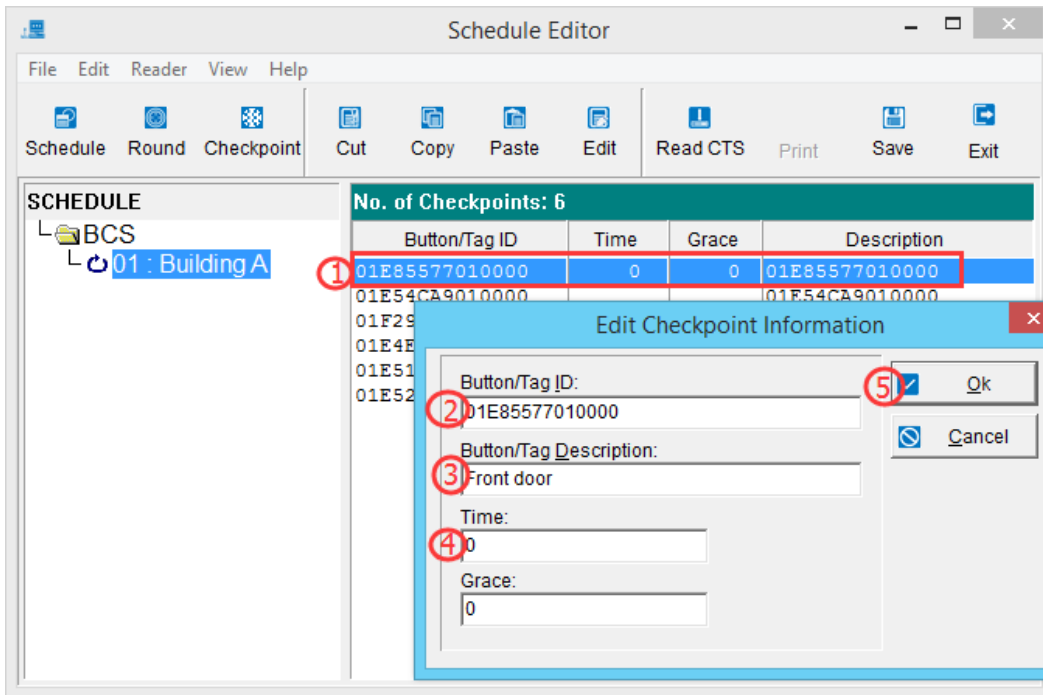


- Select {Reader | Read from Wand}.
6. Click the *Read Wand* icon  
or  
Select {Edit | Append from Wand}.
  7. When prompted: "Clear wand data?", click on *Yes* (or press **Enter**).
  8. Click on the *Exit* icon  
or  
Select {File | Exit}.



### To Edit Checkpoints:

1. Double-click on the desired checkpoint  
or  
Select the desired checkpoint and press **Enter**  
or  
Select the desired checkpoint and click on the *Edit* icon  
or  
Select the desired checkpoint and select {Edit | Edit Checkpoint Parameters}.
2. To verify Button ID against numbers etched on the button, see Appendix C.
3. Type Button/Tag Description.
4. Edit Time and/or Grace, if desired (for a description of these fields, see next section, Time & Grace).
5. To save changes, click on *OK* (or press **Enter**).
6. To cancel changes, click on the *Cancel* icon (or press **Esc**).
7. Repeat for each checkpoint in the round.



### Time & Grace:

- *Time* is the required interval between the scanning of the previous checkpoint and the current checkpoint, measured in minutes. A value of zero indicates that the time should be ignored.
- *Grace* is the amount of leeway, plus or minus, allowed for the interval between the scanning of the previous checkpoint and the current checkpoint, measured in minutes.

Note: The 1st checkpoint in the Round does not need a Grace/Time.

Example: if Time = 30 and Grace = 5, then the required interval between the scanning of the previous checkpoint and the current checkpoint = 30 +/- 5, or between 25 and 35 minutes.

### To Save Changes:

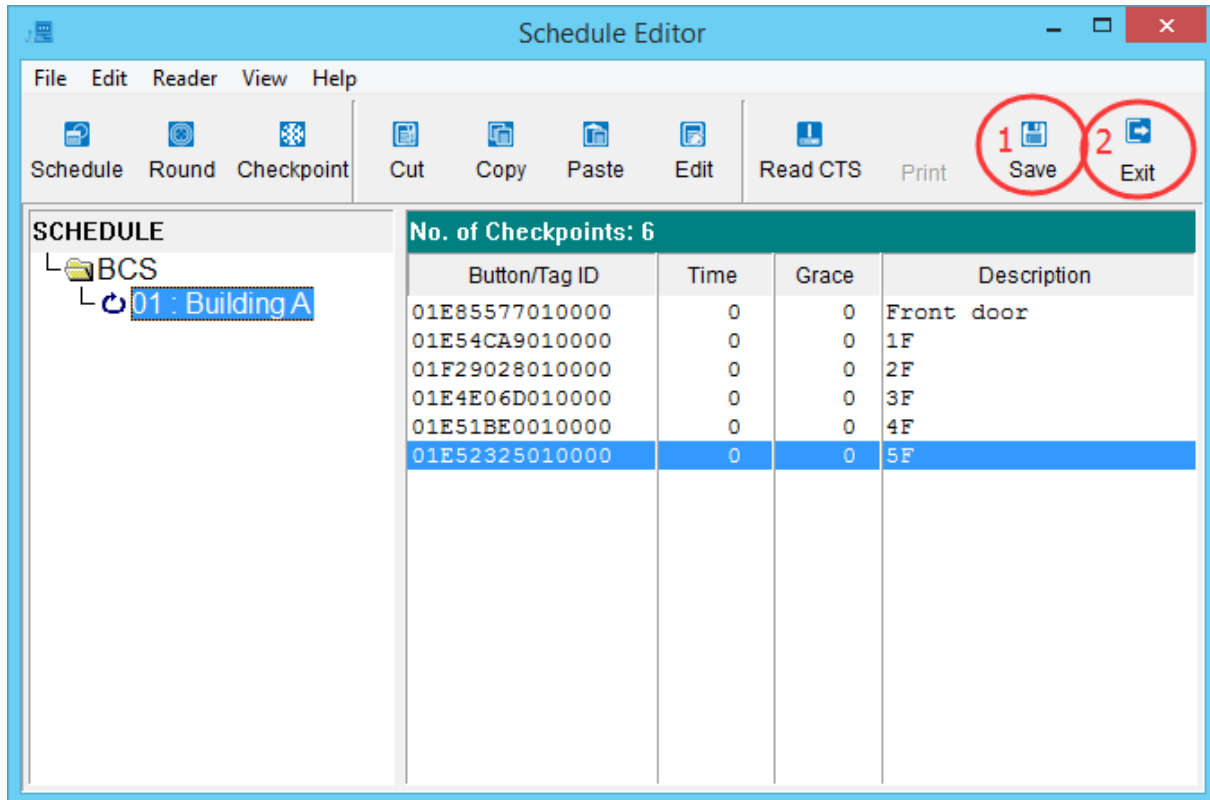
Click on the *Save* button

or

Select {File | Save}.

### To Exit from Schedule Editor:

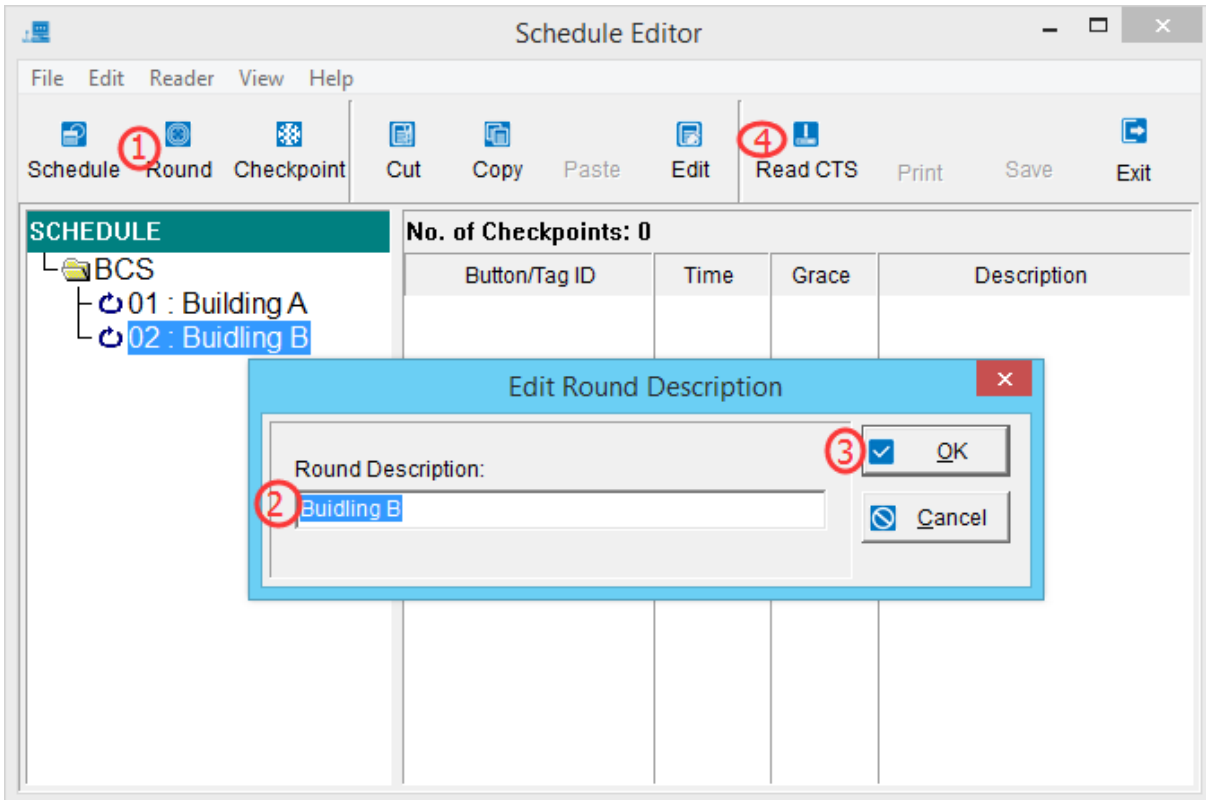
1. Click on Save to save the Schedule Round.
  2. Click on the *Exit* icon
- or
- Select {File | Exit}.



### Reading Checkpoint Data

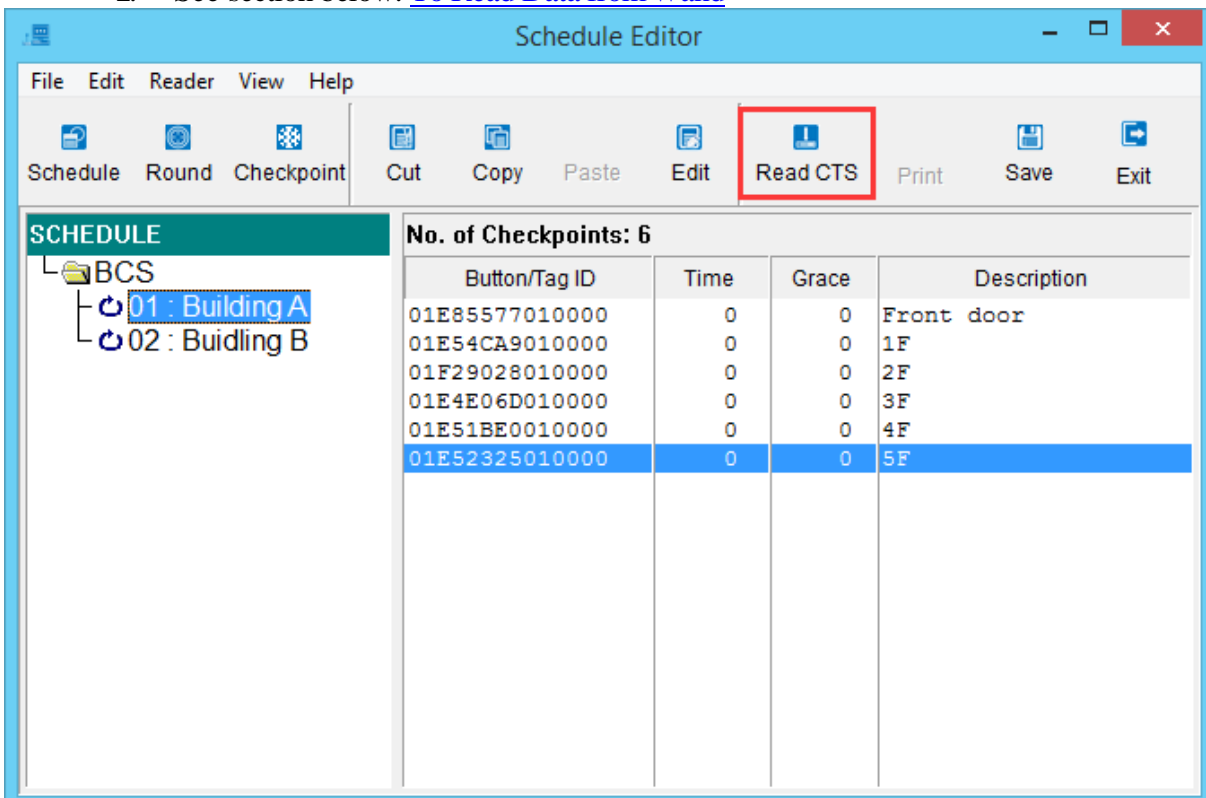
#### To Insert Checkpoints into a New Round:

1. Click on the *Rounds* icon
- or
- Select {File | New Round}.
2. Type the Round Description.
3. Click on *OK* (or press **Enter**).
4. See section below: [To Read Data from Wand](#)



**To Append Checkpoints to End of an Existing Round:**

1. Select the desired round.
2. See section below: [To Read Data from Wand](#)

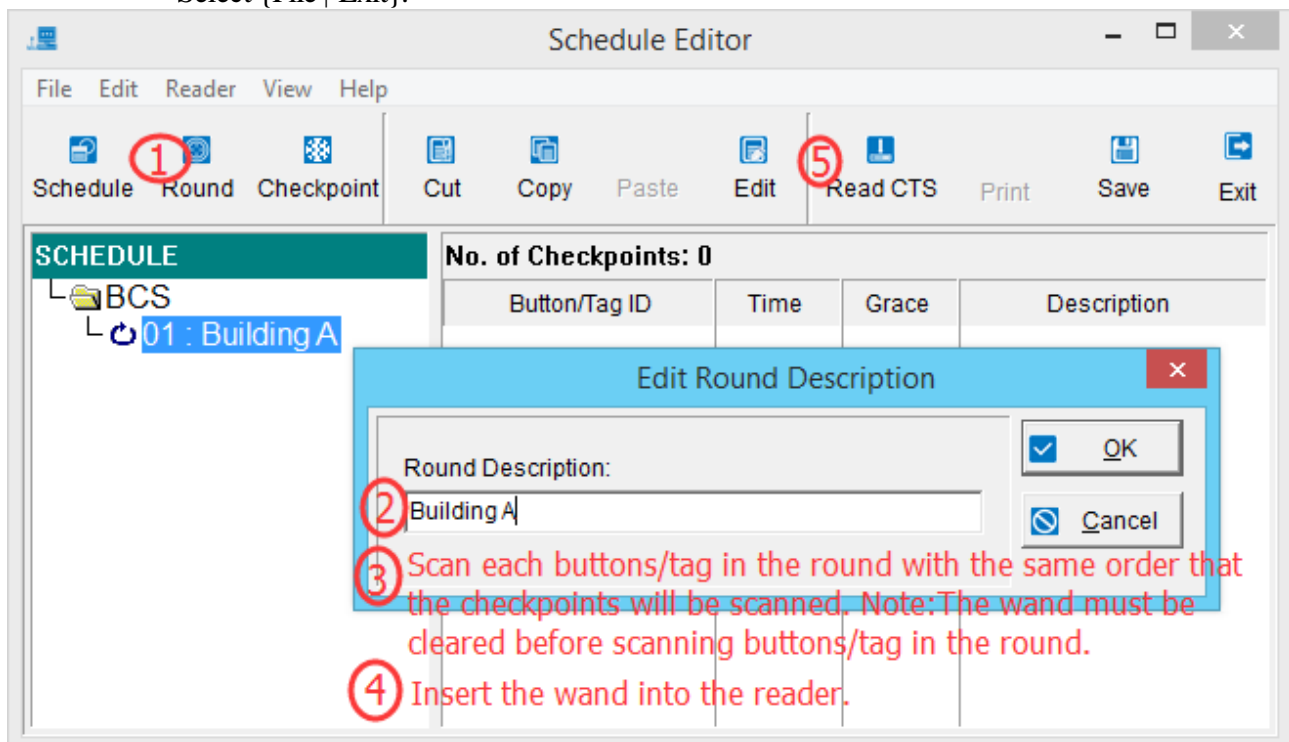


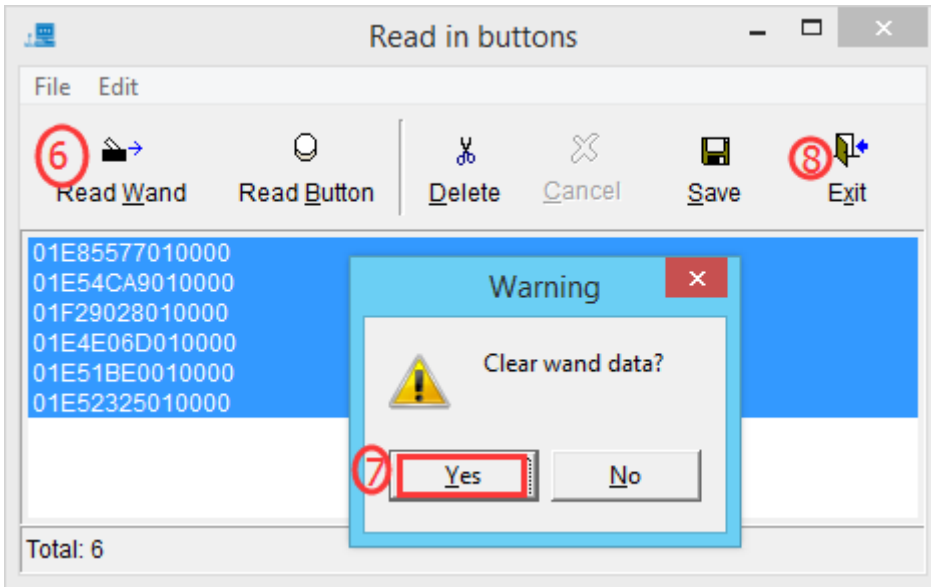
### To Insert Checkpoints Before an Existing Checkpoint:

1. Select the desired checkpoint.
2. See section below: [To Read Data from Wand](#)

### To Read Data from Wand:

1. Scan each button/tag in the round with the wand.
2. Insert the wand into the wand reader.
3. Click on the *Read CTS* icon within the “Schedule Editor” window  
or  
Select {Reader | Read from Wand}.
4. Click on the *Read Wand* icon  
or  
Select {Edit | Append from Wand} (only for “BCS Computer Transfer Station”).
5. When prompted: "Clear wand data?", click on *Yes* (or press **Enter**).
6. Click on the *Exit* button  
or  
Select {File | Exit}.

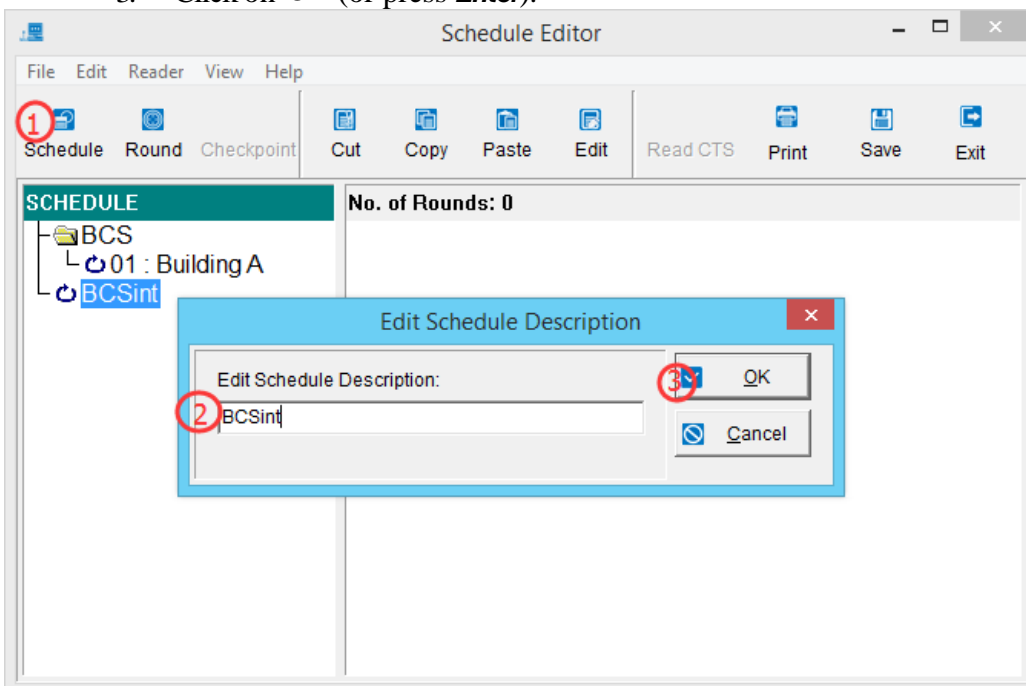




## Managing Schedules

### To Add a New Schedule:

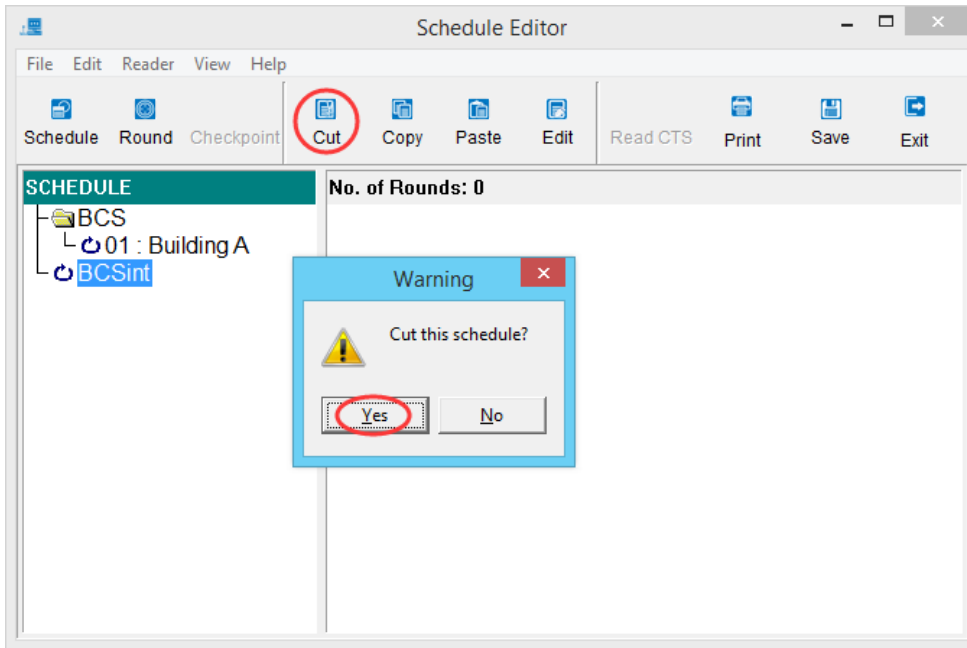
1. Click on the *Schedules* icon within the “Schedule Editor” window.
2. Enter the description of the schedule e.g. company name or premises.
3. Click on *OK* (or press *Enter*).



### To Delete a Schedule:

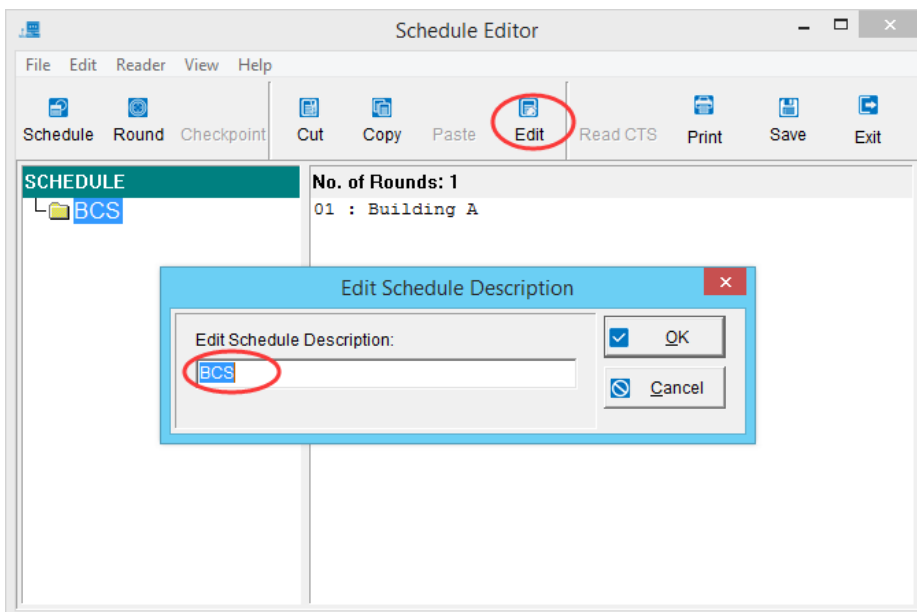
1. Select the desired schedule.
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Schedule}.
3. Click on *Yes* (or press *Enter*).

**Warning:** Whatever was last in the clipboard will be overwritten.



### To Change Schedule Name:

1. Select the desired schedule.
2. Click on the *Edit* icon  
or  
Select {Edit | Edit Schedule Name}.
3. Edit the Schedule Name.

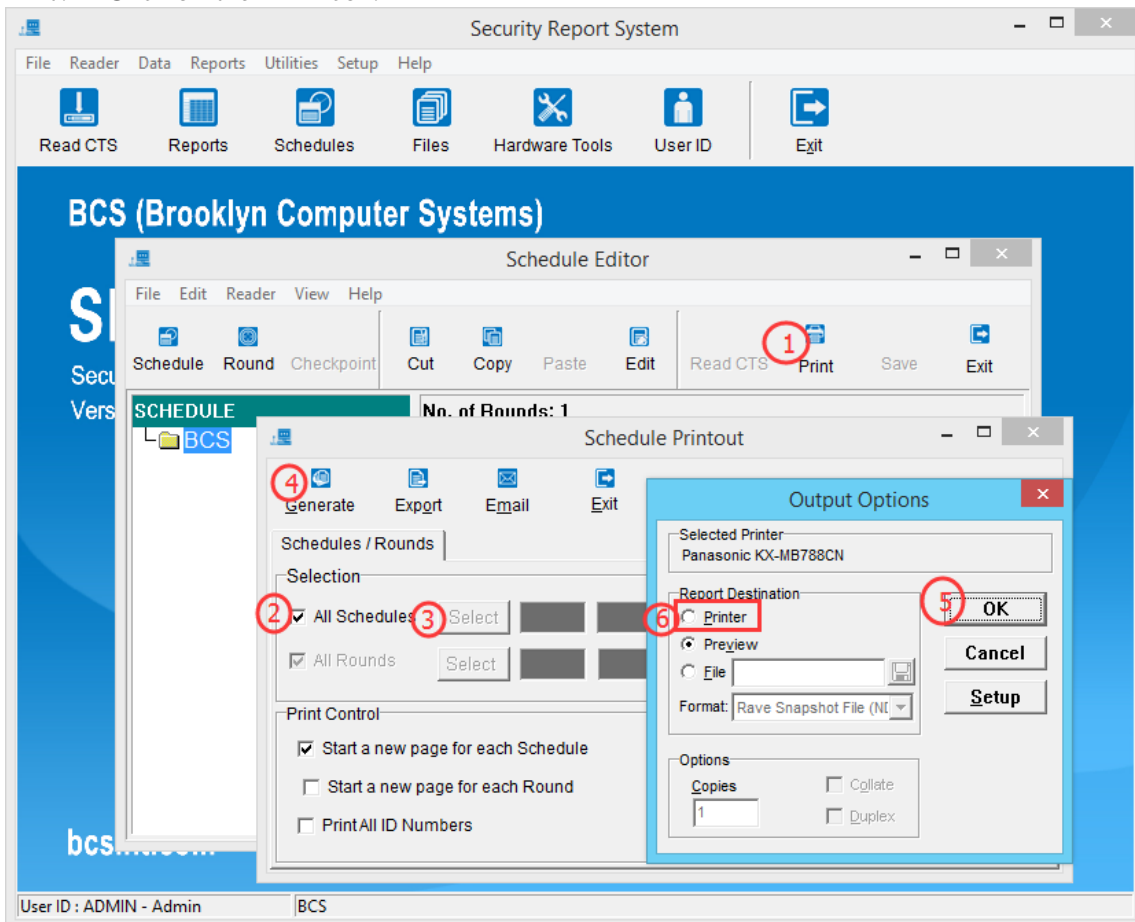




4. Click on *OK* (or press *Enter*).

### To Print a Schedule:

1. Click on the *Print* icon  
or  
Select {File | Print}.
2. Deselect the *All Schedules* check box.
3. Click on the *Select* icon.
4. Select the desired schedule/Click on *OK* (or press *Enter*) then Click on the *Generate* icon.
5. Under *Report Destination*, select *Printer*
6. Click on *OK* (or press *Enter*)
7. Click on the *Exit* icon.



### To Expand All Schedules:

Select {View | Expand All Schedules}.

### To Collapse All Schedules:

Select {View | Collapse All Schedules}.

### To Expand/Collapse a Single Schedule:

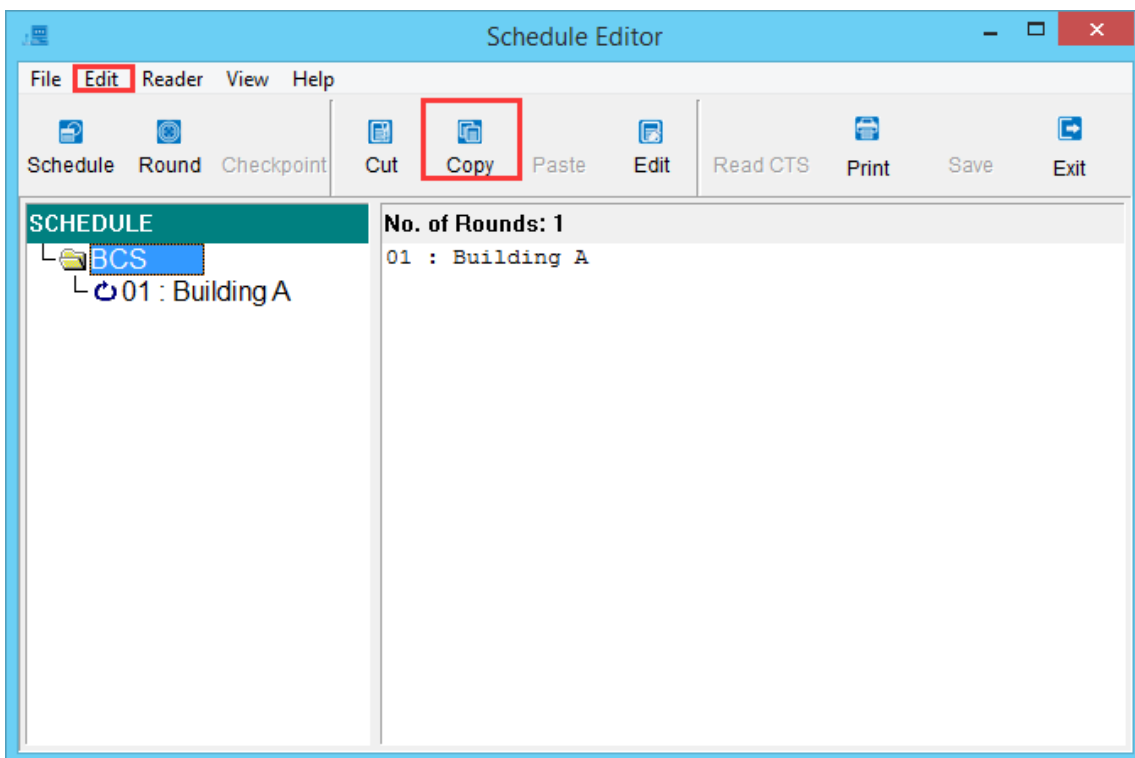
Double-click on the desired schedule

or

Select the desired schedule and press **Enter**.

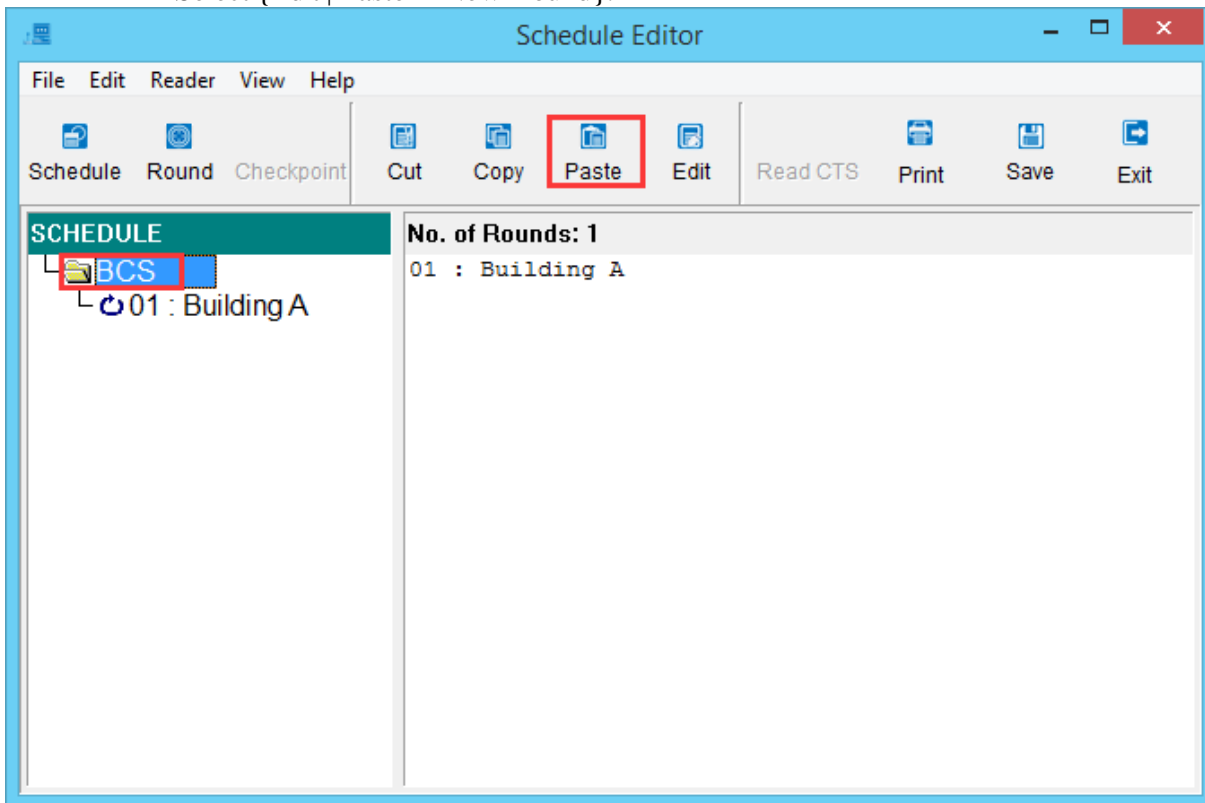
### To Copy All Rounds in a Schedule to Clipboard:

1. Select the desired schedule.
2. Click on the *Copy* icon  
or  
Select {Edit | Copy All Checkpoints in Schedule}.



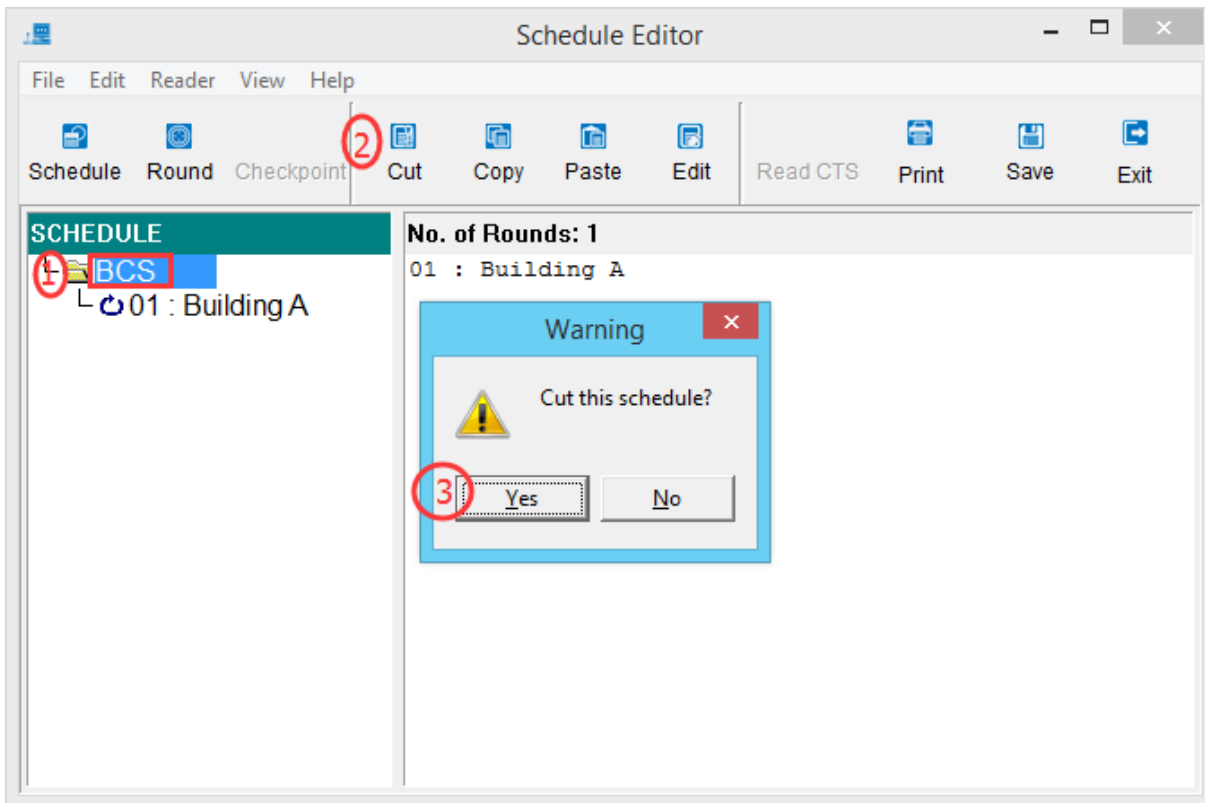
### To Append All Rounds in Clipboard to End of Schedule:

1. Select the desired schedule.
2. Click on the *Paste* icon  
or  
Select {Edit | Paste in New Round}.



### To Cut All Rounds in a Schedule to Clipboard:

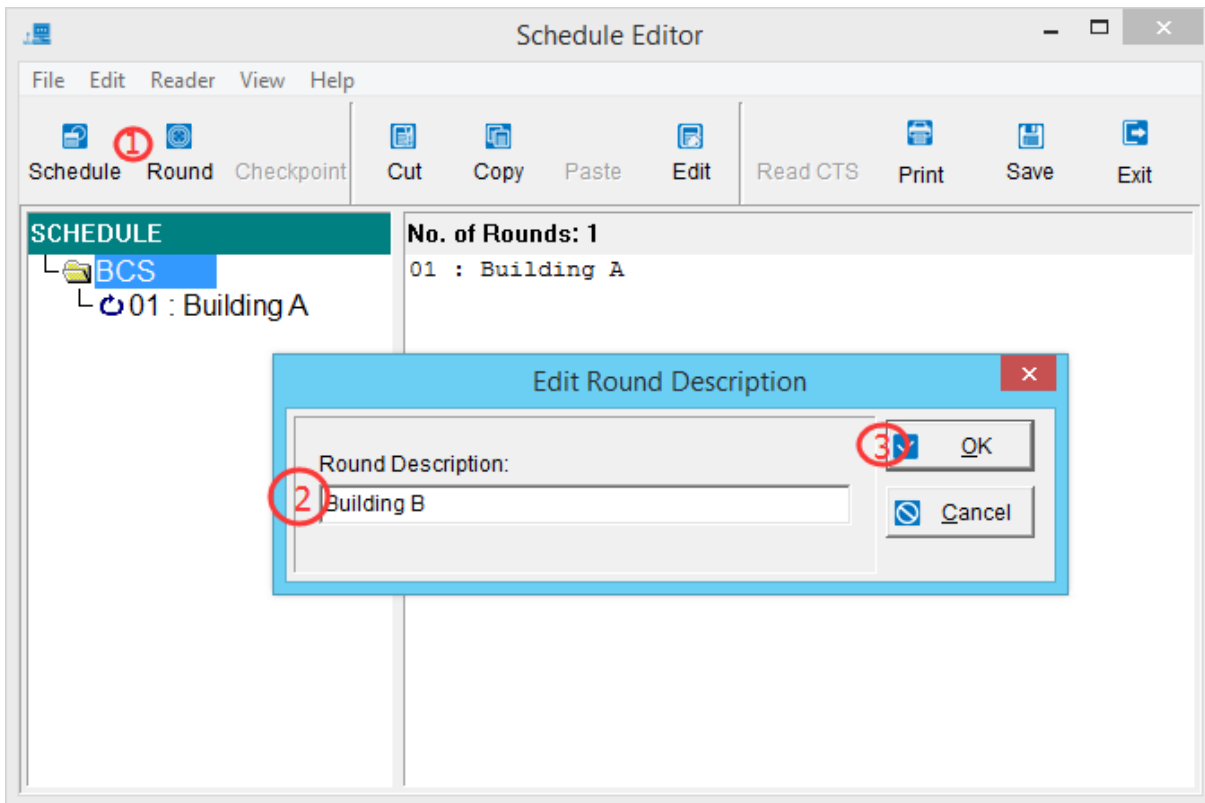
1. Select the desired schedule.
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Schedule}.
3. Click on *Yes* (or press **Enter**).



## Managing Rounds

### To Add a New Round:

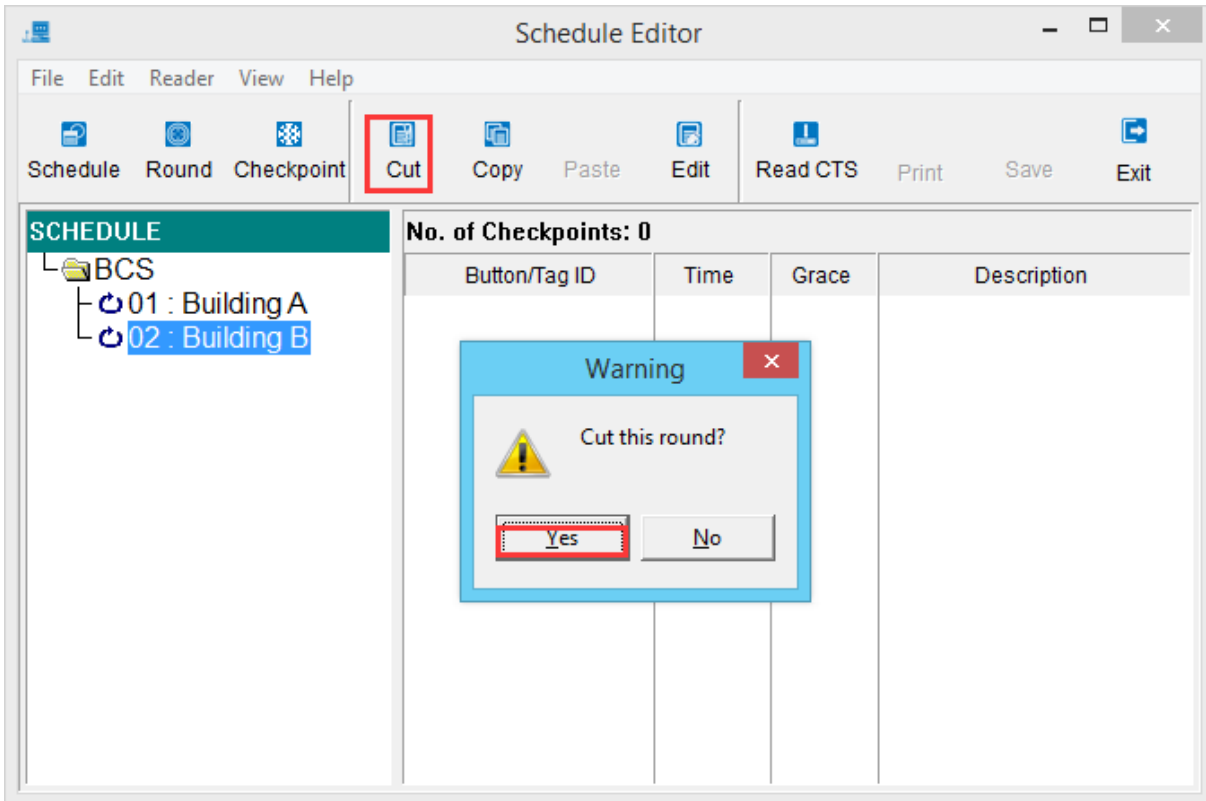
1. Click on the *Round* icon the “Schedule Editor” window.  
ore  
Select {File | New Round}.
2. Enter the description of the round.
3. Click on *OK* (or press *Enter*).



### To Delete a Round:

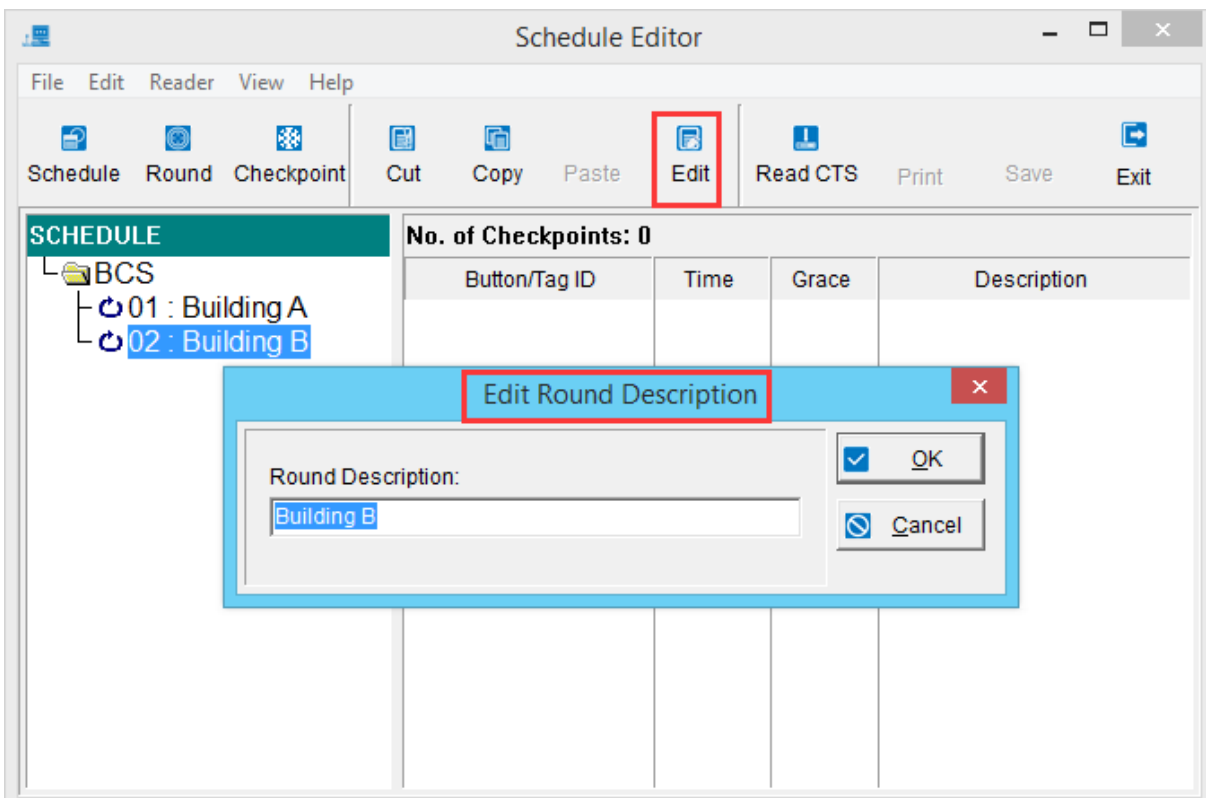
1. Select the desired round.
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Round}.
3. Click on *Yes* (or press *Enter*).

**Warning:** Whatever was last in the clipboard will be overwritten.



### To Change Round Description:

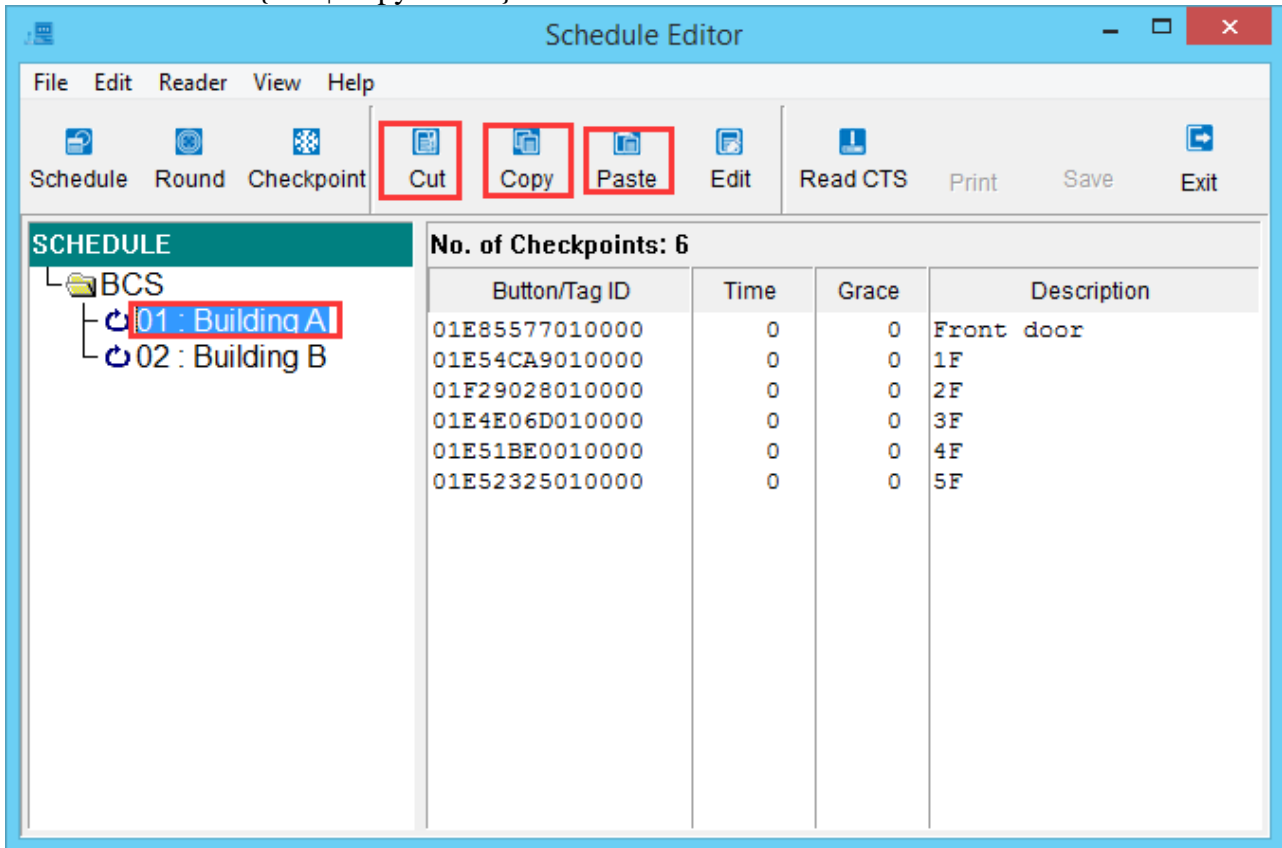
1. Select the desired round.
2. Click on the *Edit* icon  
or  
Select {Edit | Edit Round Description}.
3. Edit the Round Description.



4. Click on *OK* (or press *Enter*).

### To Copy a Round to the Clipboard:

1. Select the desired round.
2. Click on the *Copy* icon  
or  
Select {Edit | Copy Round}.



### To Append Round in Clipboard to End of Schedule:

1. Select the desired schedule.
2. Click on the *Paste* icon  
or  
Select {Edit | Paste in New Round(s)}.

### To Cut a Round to the Clipboard:

1. Select the desired round.
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Round}.
3. Click on *Yes* (or press *Enter*).

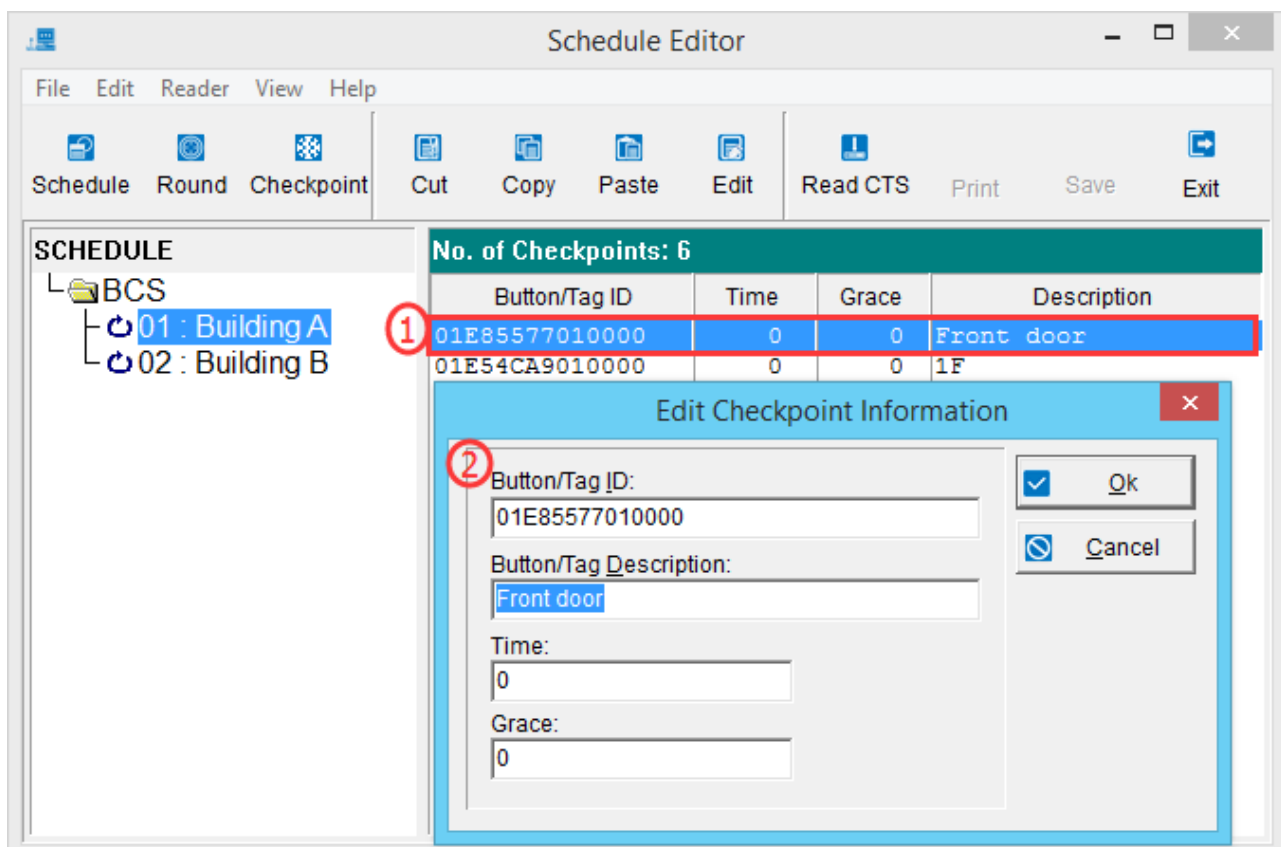
## Managing Checkpoints

### To Read Checkpoint Data:

See [Reading Checkpoint Data](#)

### To Edit Checkpoint:

1. Double-click on the desired checkpoint  
or  
Select the desired checkpoint and press **Enter**  
or  
Select the desired checkpoint and click on **Edit** button  
or  
Select the desired checkpoint and select {Edit | Edit Checkpoint Parameters}.
2. To verify the Button ID against numbers etched on button, see [Appendix C](#).
3. Type the Button/Tag Description.
4. Edit Time and/or Grace, if desired (for a description of these fields, see next section, [Time & Grace](#)).





5. To save changes, click on *OK* (or press *Enter*).
6. To cancel changes, click on the *Cancel* icon (or press *Esc*).

### Time & Grace:

- *Time* is the required interval between the scanning of the previous checkpoint and the current checkpoint, measured in minutes. A value of zero indicates that the time should be ignored.
- *Grace* is the amount of leeway, plus or minus, allowed for the interval between the scanning of the previous checkpoint and the current checkpoint, measured in minutes.

Note: The 1st checkpoint in the Round does not need a Grace/Time.

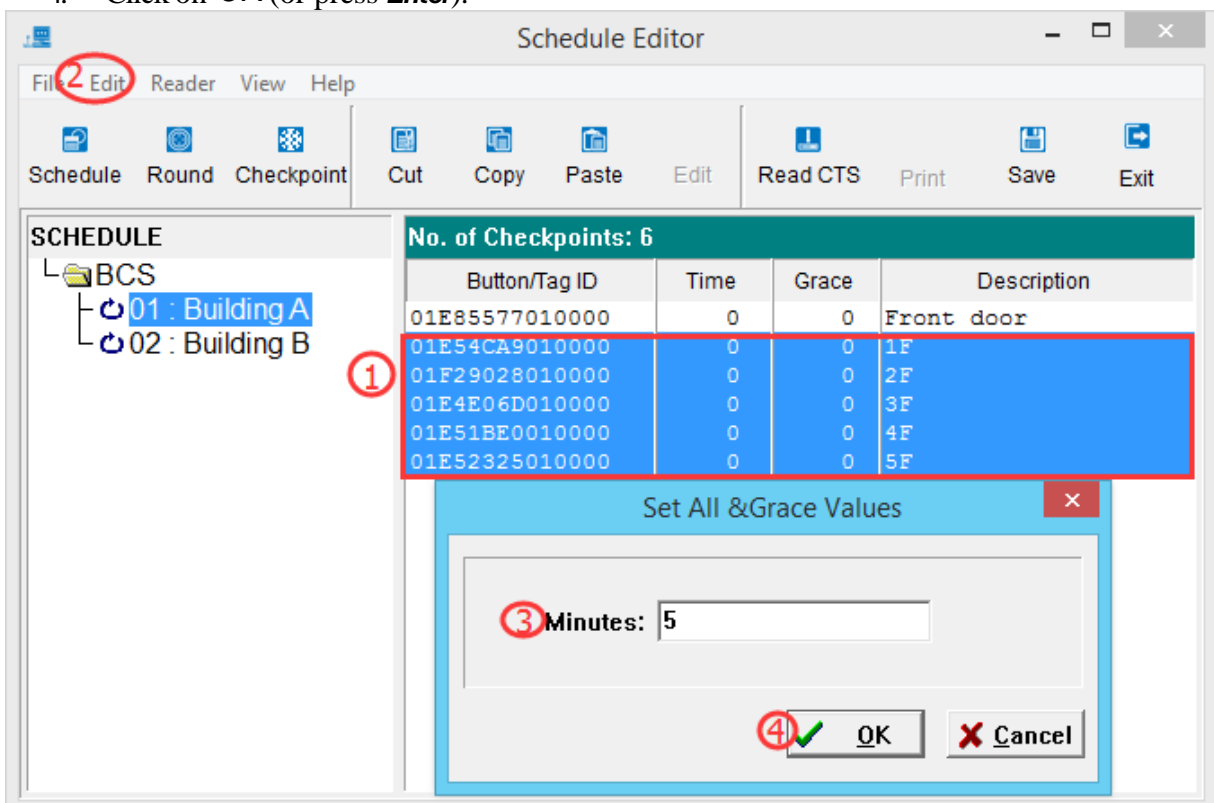
Example: if Time = 30 and Grace = 5, then the required interval between the scanning of the previous checkpoint and the current checkpoint = 30 +/- 5, or between 25 and 35 minutes.

### To Select Multiple Checkpoints:

- To select a range of checkpoints, click on the first checkpoint and then Shift-click on the last checkpoint.
- To toggle a checkpoint on or off, Ctrl-click on it.

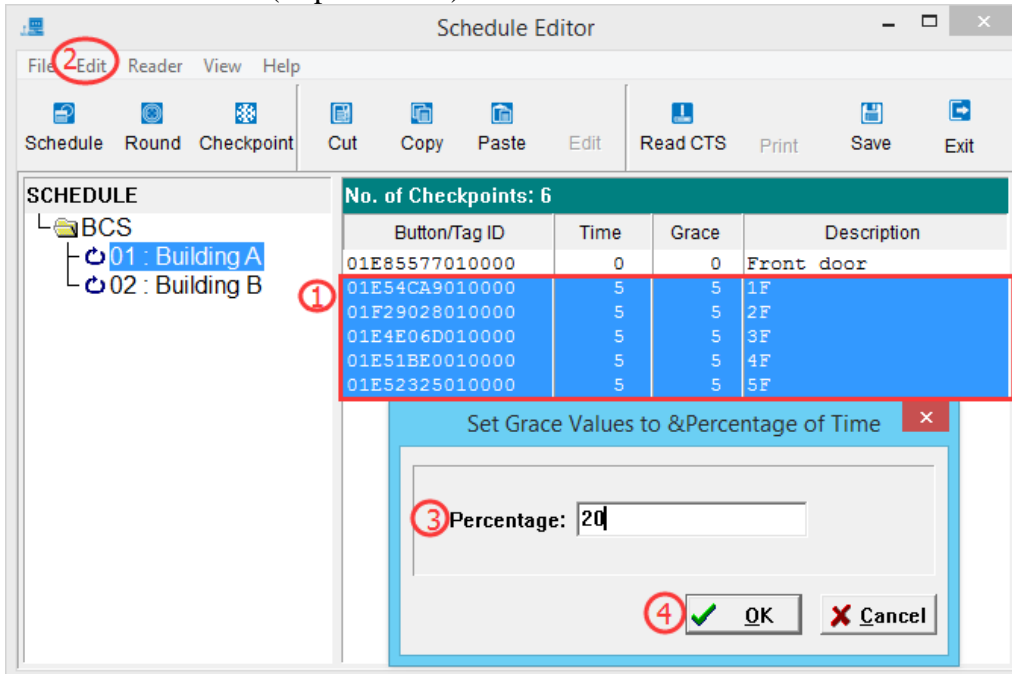
### To Set Time of Multiple Checkpoints:

1. Select the desired checkpoints.
2. Select {Edit | Set Time of Selected Checkpoints}.
3. Edit the Minutes value.
4. Click on *OK* (or press *Enter*).



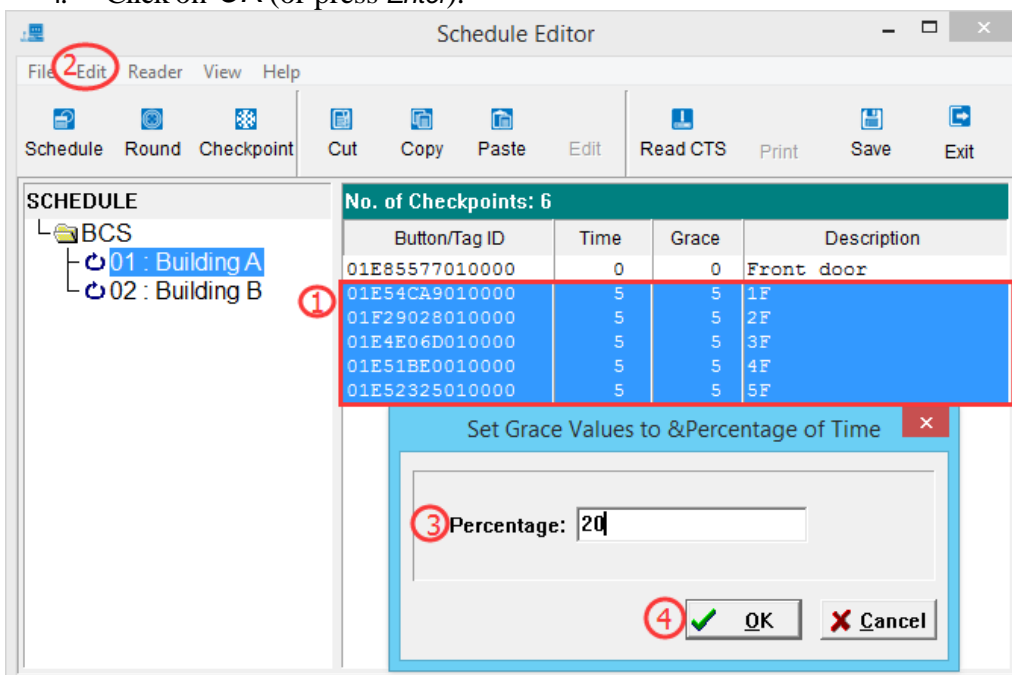
### To Set Grace of Multiple Checkpoints:

1. Select the desired checkpoints.
2. Select {Edit | Set Grace of Selected Checkpoints }.
3. Edit the Minutes value.
4. Click on *OK* (or press *Enter*).



### To Set Grace to a Percentage of Time:

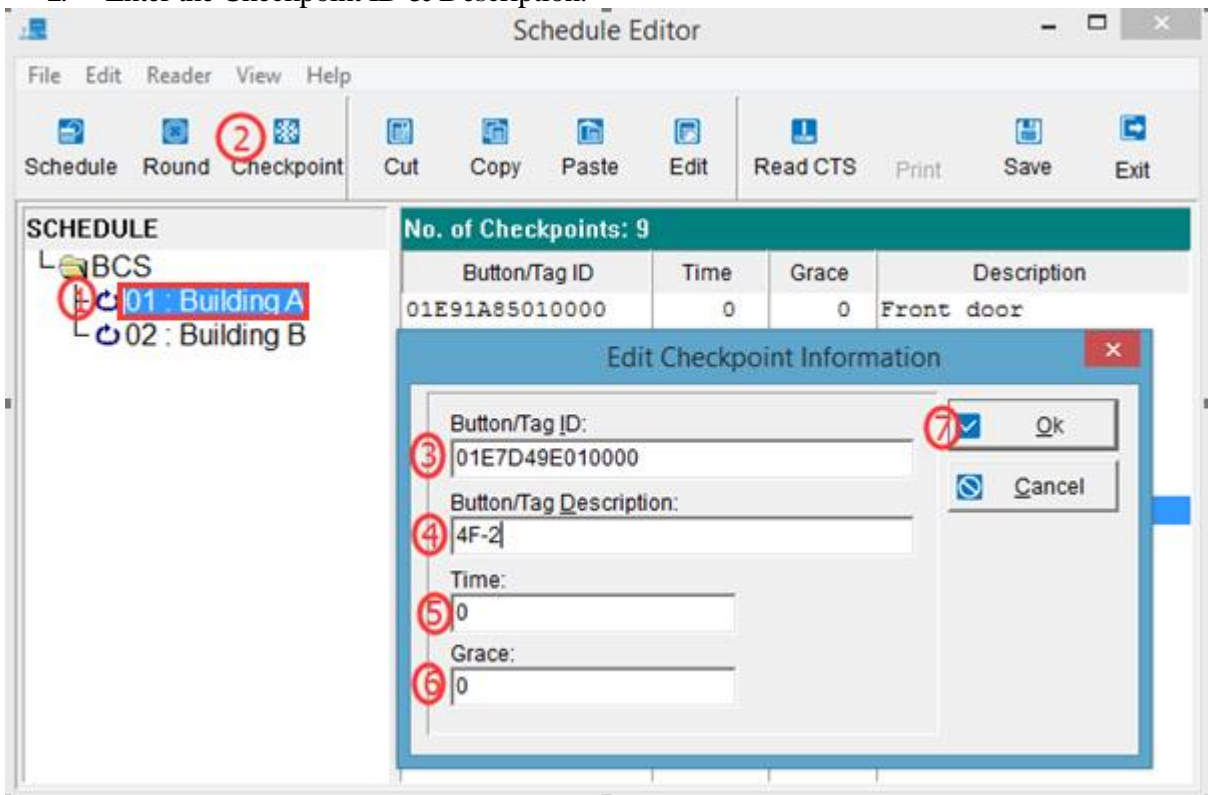
1. Select the desired checkpoints.
2. Select {Edit | Set Grace to Percentage of Time}.
3. Edit the time value.
4. Click on *OK* (or press *Enter*).



## To Add a New Checkpoint manually:

Select the desired round.

1. Click on the *Checkpoint* icon
2. Enter the Checkpoint ID & Description.



or

- Select {File | New Checkpoint}.
- 3. Type the Button/Tag Description.
- 4. Edit the Button/Tag ID.

**Warning:** if Button/Tag ID is left blank, changes will *not* be saved for this checkpoint. See [Appendix C](#) for info on verifying Button ID against numbers etched on button.

- 5. Edit Time and/or Grace, if desired.
- 6. To save changes, click on *OK* (or press *Enter*).
- 7. To cancel changes, click on the *Cancel* icon (or press *Esc*).

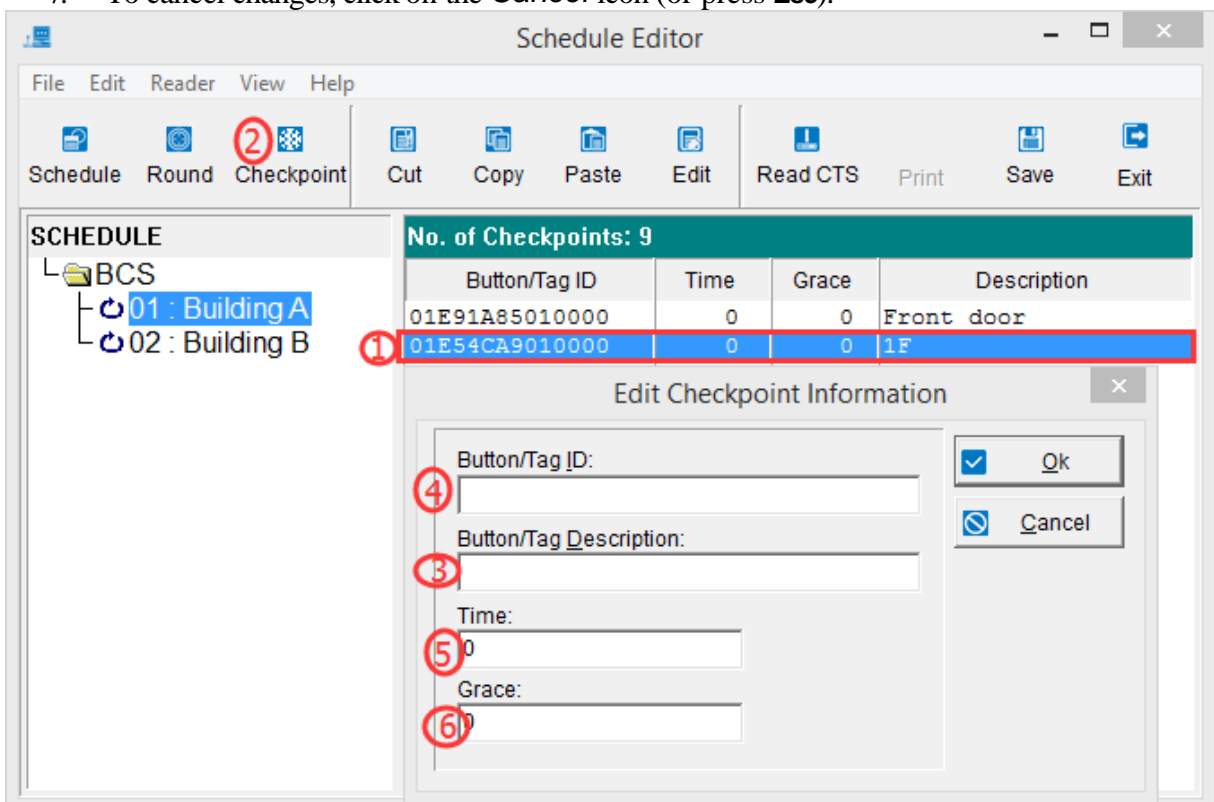
### To Insert a New Checkpoint:

- 1. Select the desired checkpoint (new checkpoint will be inserted before selected checkpoint).
- 2. Click on the *Checkpoint* icon  
or  
Select {File | New Checkpoint}.

- 3. Type the Button/Tag Description.
- 4. Edit the Button/Tag ID.

**Warning:** if Button/Tag ID is left blank, changes will *not* be saved for this checkpoint. See Appendix C for info on verifying Button ID against numbers etched on button.

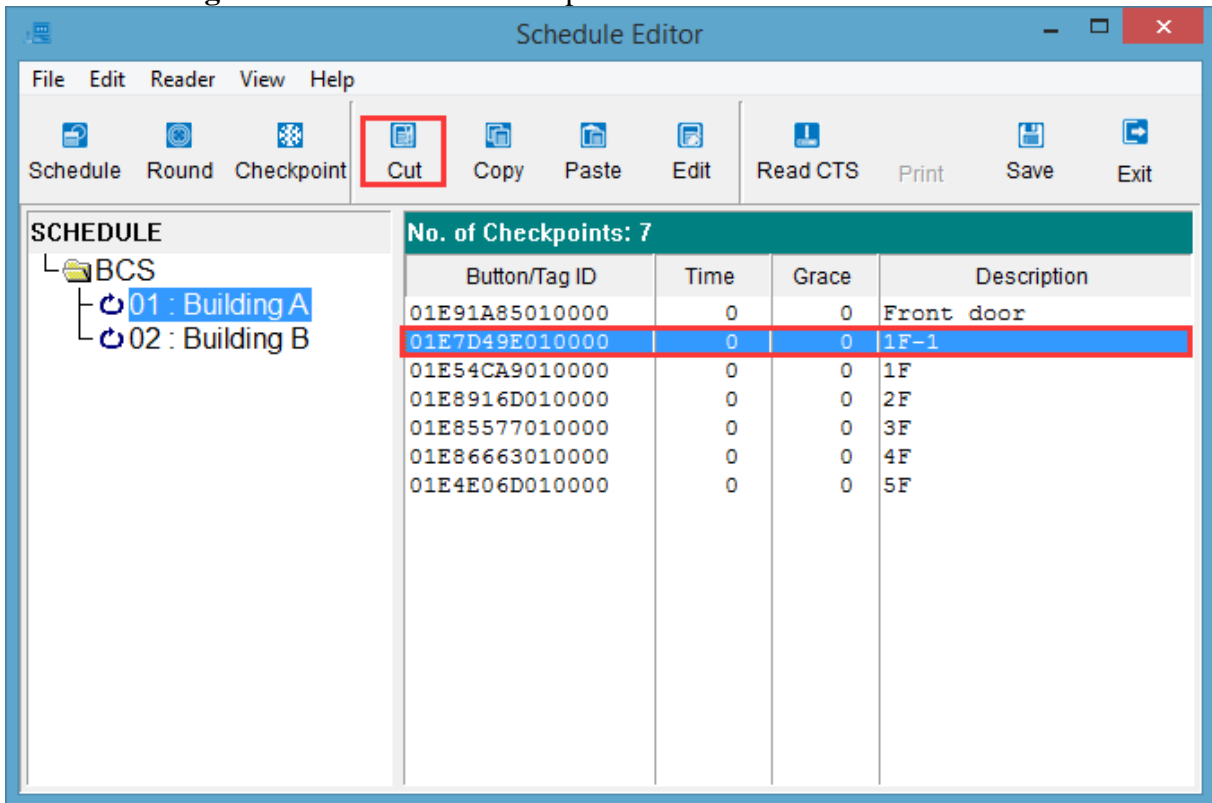
- 5. Edit Time and/or Grace, if desired.
- 6. To save changes, click on *OK* (or press *Enter*).
- 7. To cancel changes, click on the *Cancel* icon (or press *Esc*).



### To Delete Checkpoint(s):

1. Select the desired checkpoint(s).
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Selected Checkpoint(s)}.

**Warning:** Whatever was last in the clipboard will be overwritten.



### To Copy Checkpoint(s) to Clipboard:

1. Select the desired checkpoint(s).
2. Click on the *Copy* icon  
or  
Select {Edit | Copy Selected Checkpoint(s)}.

Schedule Editor

File Edit Reader View Help

Schedule Round Checkpoint Cut Copy Paste Edit Read CTS Print Save Exit

SCHEDULE

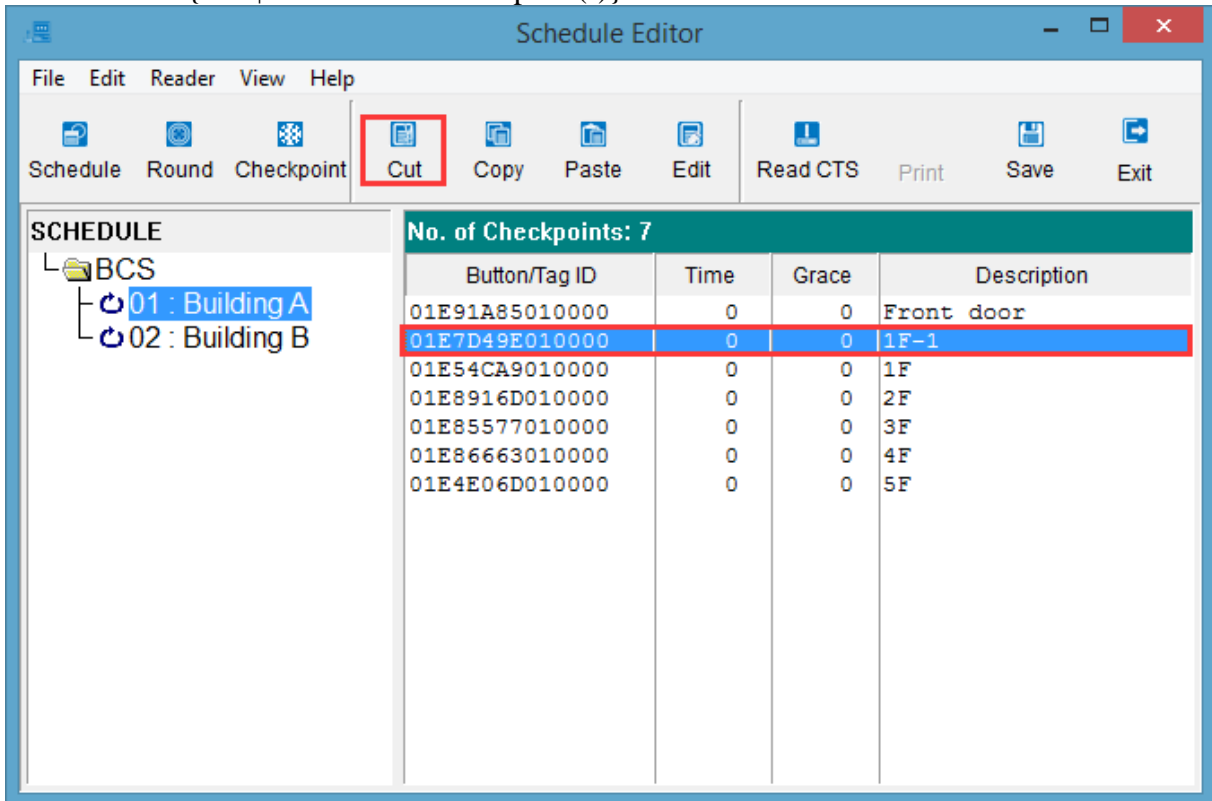
- BCS
  - 01 : Building A
  - 02 : Building B

No. of Checkpoints: 7

Button/Tag ID	Time	Grace	Description
01E91A85010000	0	0	Front door
01E7D49E010000	0	0	1F-1
01E54CA9010000	0	0	1F
01E8916D010000	0	0	2F
01E85577010000	0	0	3F
01E86663010000	0	0	4F
01E4E06D010000	0	0	5F

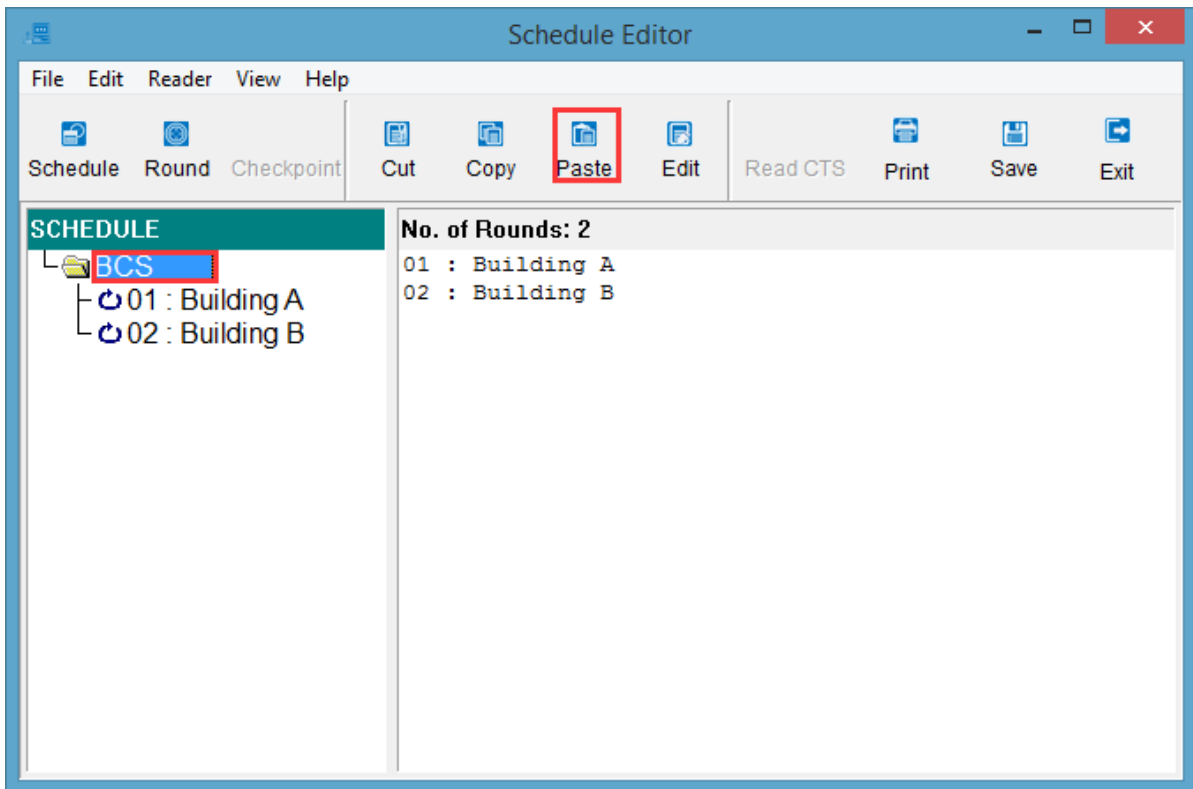
### To Cut Checkpoint(s) to Clipboard:

1. Select the desired checkpoint(s).
2. Click on the *Cut* icon  
or  
Select {Edit | Cut Selected Checkpoint(s)}.



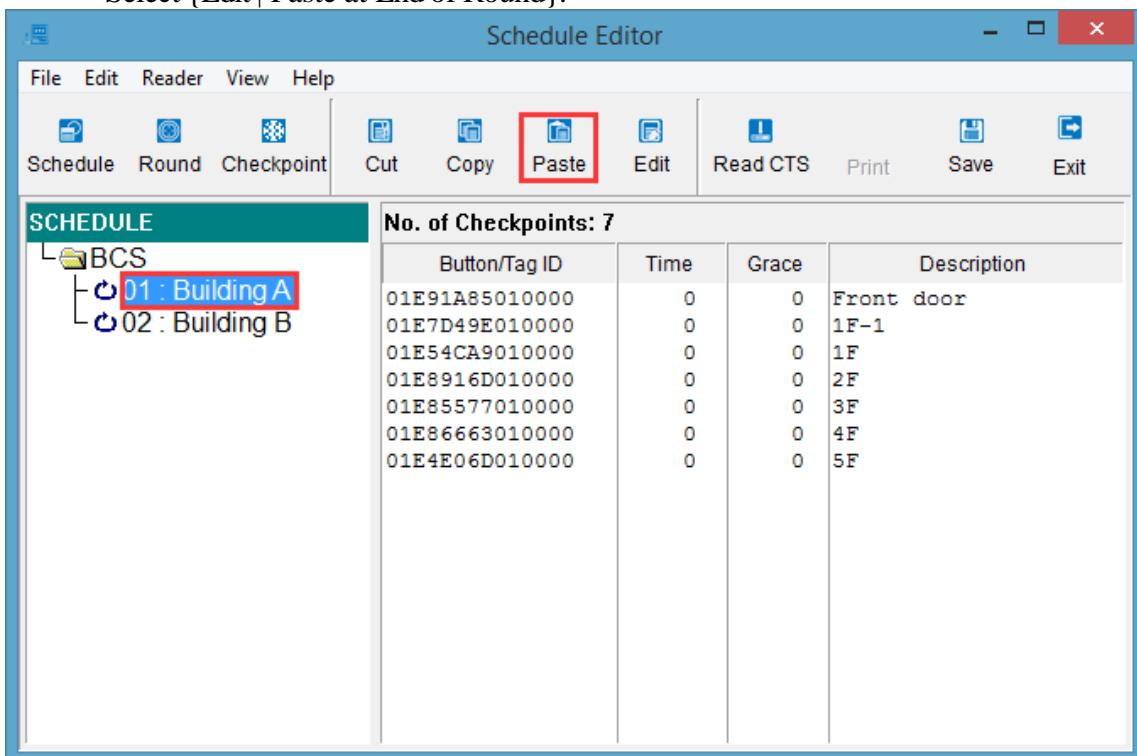
### To Paste Clipboard Contents into a New Round:

1. Select the desired schedule.
2. Click on the *Paste* icon  
or  
Select {Edit | Paste in New Round(s)}.



**To Append Clipboard Contents to End of Round:**

1. Select the desired round.
2. Click on the *Paste* icon  
or  
Select {Edit | Paste at End of Round}.

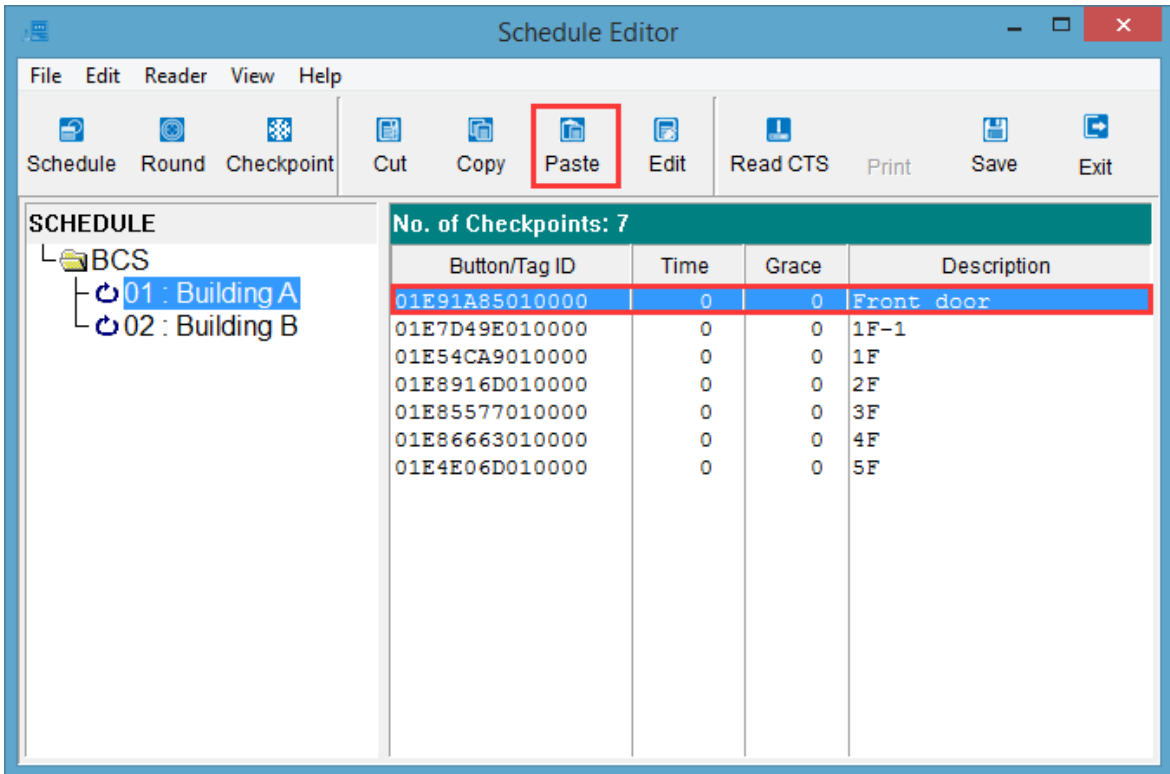


**To Insert Clipboard Contents Before a Checkpoint:**

1. Select the desired checkpoint.



2. Click on the *Paste* icon  
or  
Select {Edit | Paste Before Selected Checkpoint}.



# Chapter 2 • Guards/Incidents

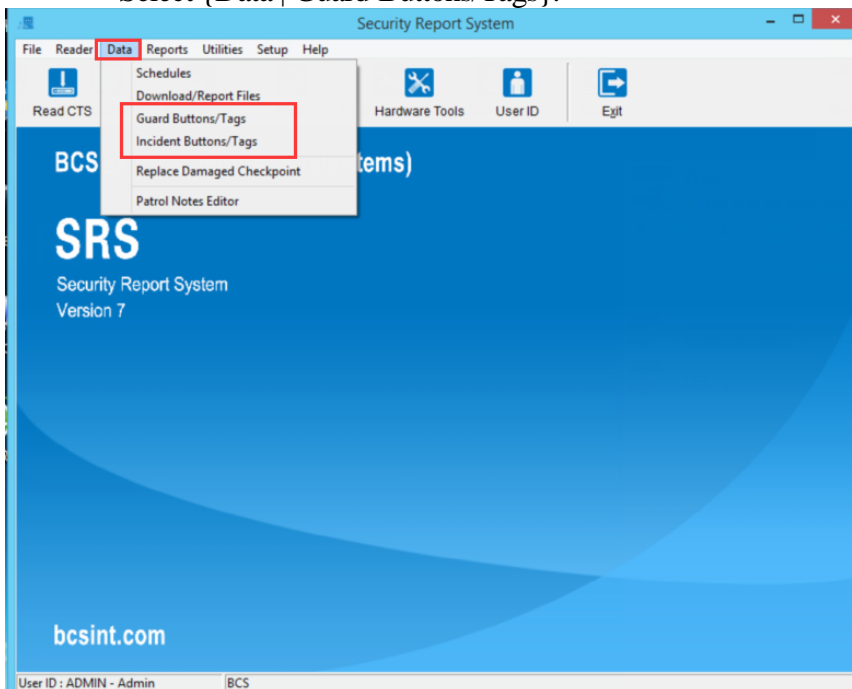
---

## Overview

Guard button/tag and Incident button/tag information is maintained in two almost identical dialog boxes, one for Guards and the other for Incidents. Each dialog box lets you enter a Button/Tag ID and Description for each button/tag. The Guard button/tag description is typically the guard's name, while the Incident button/tag description is simply a description of the incident, e.g. broken window, unlocked door, etc.

### To Access the Guard Buttons/Tags Dialog:

Select {Data | Guard Buttons/Tags}.



### To Access the Incident Buttons/Tags Dialog:

Select {Data | Incident Buttons/Tags}.

### To Exit from Either Dialog:

Click on the *Exit* icon

or

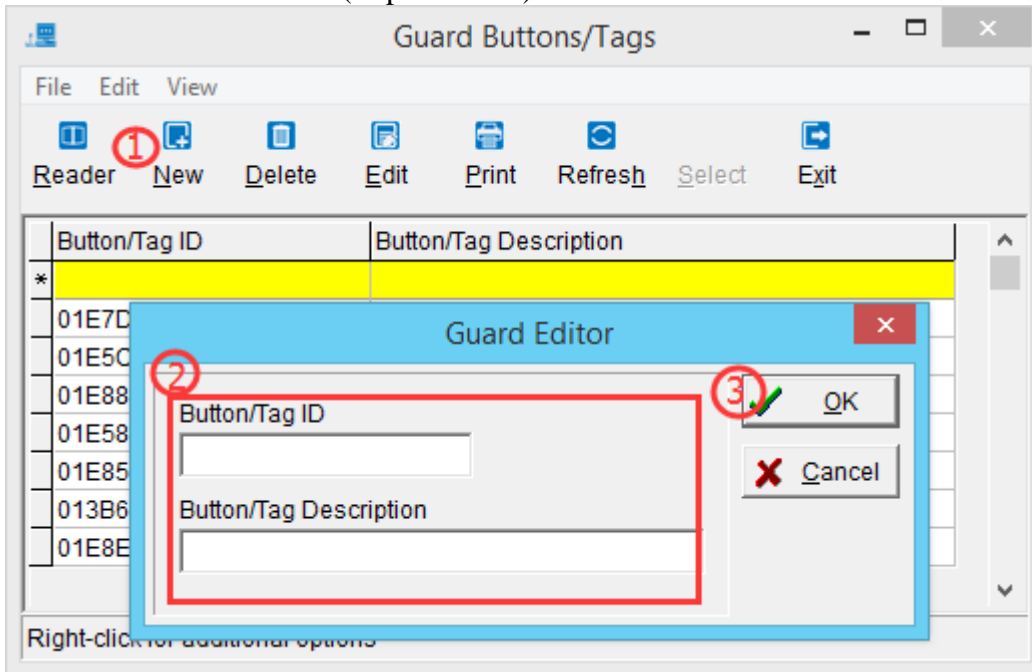
Select {File | Exit}.

## Managing Button/Tag Records

### To Add a New Button/Tag Record:

1. Click on the *New* icon

- or  
Select {Edit | New}  
or  
Right-click and select *New*.
2. Enter the Button/Tag ID and Description.
  3. Click on *OK* (or press *Enter*).



### To Edit a Button/Tag Record:

1. Double-click on the desired record  
or  
Select the desired record and press *Enter*

- or
- Select the desired record and click on *Edit* icon
- or
- Select the desired record and select {Edit | Edit}
- or
- Right-click on the desired record and select *Edit*.
2. Make your changes.
  3. Click on *OK* (or press *Enter*).

### To Delete a Button/Tag Record:

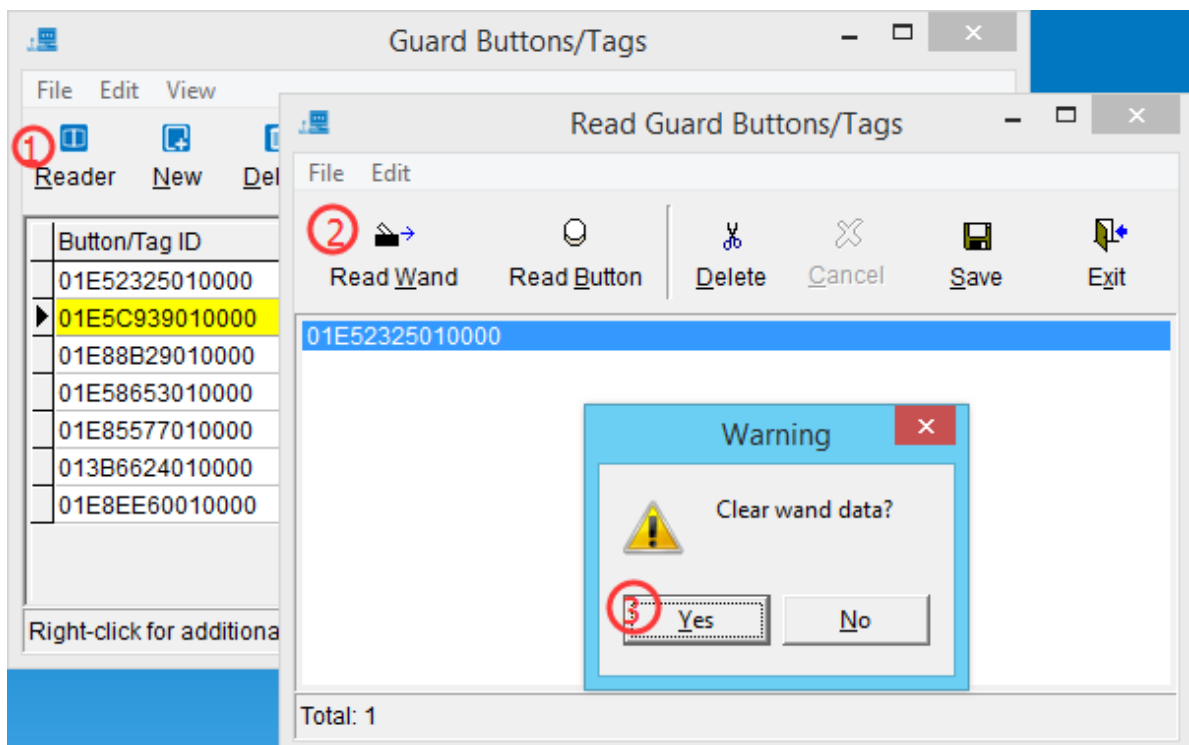
1. Select the desired record.  
or  
Right-click on the desired record and select *Delete*.
2. Click on the *Delete* icon  
or  
Select {Edit | Delete}.
3. Click on *Yes* (or press *Enter*).

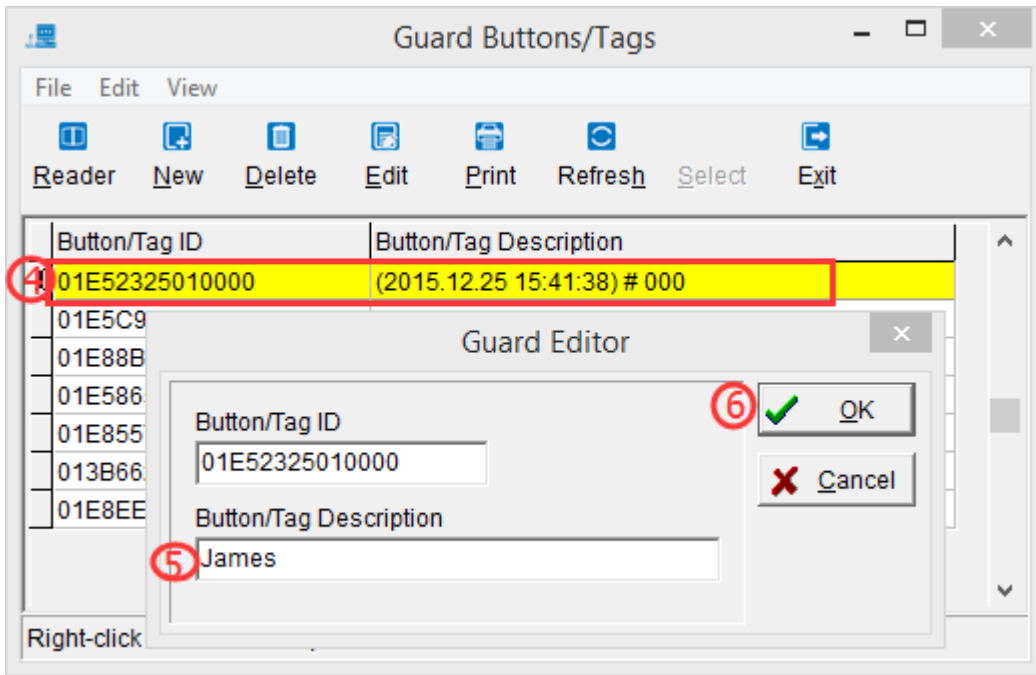
Button/Tag ID	Button/Tag Description
01E52325010000	James
01E58653010000	Kevin
01E85577010000	Lee
01E88B29010000	Simon
01E5C939010000	Tom
013B6624010000	Ying

### To Read Data from Wand:

- Scan each button/tag in the round with the wand.
- Insert the wand into the wand reader.

1. Click on the *Read CTS* icon within the “Schedule Editor” window  
or  
Select {Reader | Read from Wand}.
2. Click on the *Read Wand* icon  
or  
Select {Edit | Append from Wand} (only for “*BCS Computer Transfer Station*”).
3. When prompted: "Clear wand data?", click on *Yes* (or press **Enter**).  
Click on the *Exit* button  
or  
Select {File | Exit}.
4. Select the newly added record.
5. Edit the Button/Tag Description (see section above, To Edit a Button/Tag Record).
6. Click on *OK* (or press **Enter**).

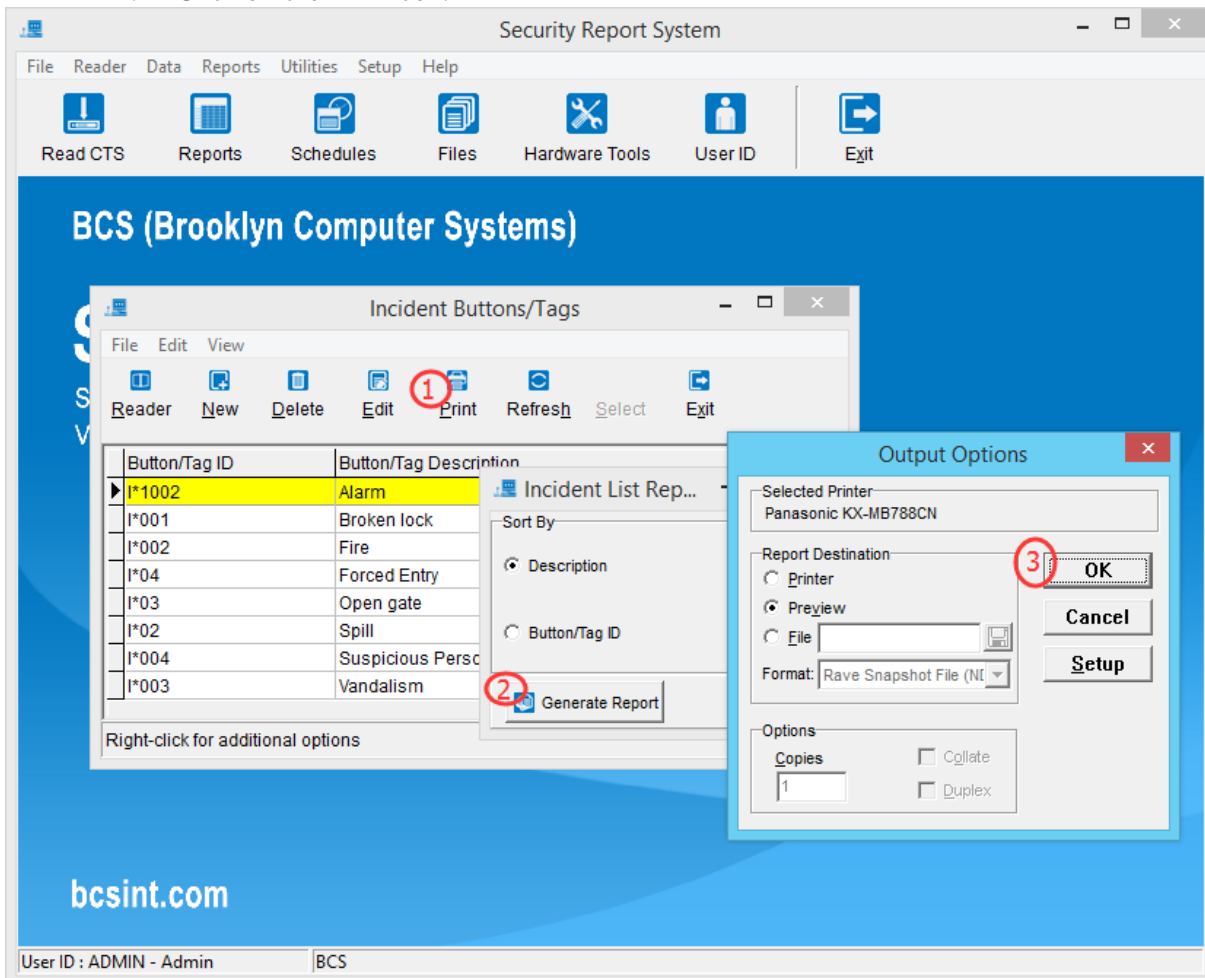




## Global Commands

### To Print List of Guards/Incidents:

1. Click on the *Print* icon  
or  
Select {File | Print}.
2. Click on the *Generate* icon.
3. Under *Report Destination*, select *Printer* then Click on *OK* (or press *Enter*).
4. Click on the *Exit* icon.



### To Refresh Display:

- Click on the *Refresh* icon  
or  
Select {View | Refresh}.

# Chapter 3 • Report Generator

---

## Overview

Report generation in SRS is a 3-step process: Schedule Selection, Download File Selection, and Report Type Selection. After the user performs these 3 steps, the report is displayed on screen, and can be optionally printed out or saved in a .PDF file.

### Types of Reports Available:

- **Activity Report:**

This report lists all checkpoints visited, as well as Incident Buttons/Tags that were scanned and also missed checkpoints.

- **Incident Report:**

Shows only the Incident Buttons/Tags that were scanned.

- **Missed Checkpoint Report:**

Shows only missed checkpoints.

- **Scanned Button/Tag Report:**

Shows only the checkpoints that were visited.

- **Start Button/Tag Report:**

Shows only the Start Buttons/Tags of each round.

- **Battery/Wand Alert Report:**

Shows Battery Status and/or Wand Alert for each download. This is the only report in which no schedule selection is performed.

- **Snapshot Report:**

Shows the number of times each checkpoint was read hourly.

- **Roving Patrol:**

This report lists all checkpoints visited or scanned.

- **Percentage Report:**

Shows the percentages for each checkpoint visited for all tours.

- **Parking Meter:**

This report lists the name of Parking Meters visited.

- **Patrol Clock:**

This report lists the time it takes to visit the next checkpoint.

### To Access Report Generator:

Click on the *Reports* icon

or



Select {Reports | Report Generator}.

**To Exit from Report Generator:**

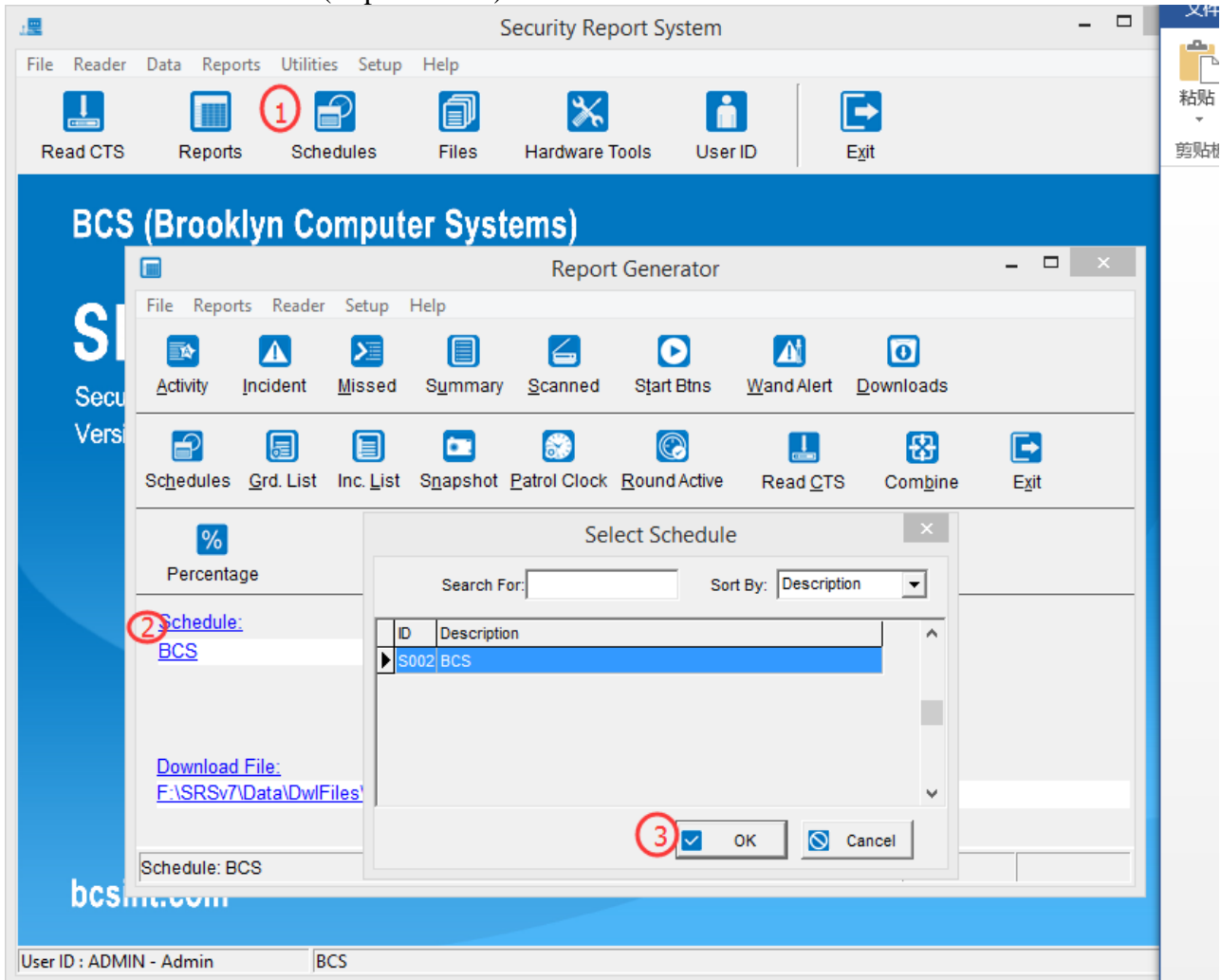
Click on the *Exit* icon

or

Select {File | Exit}.

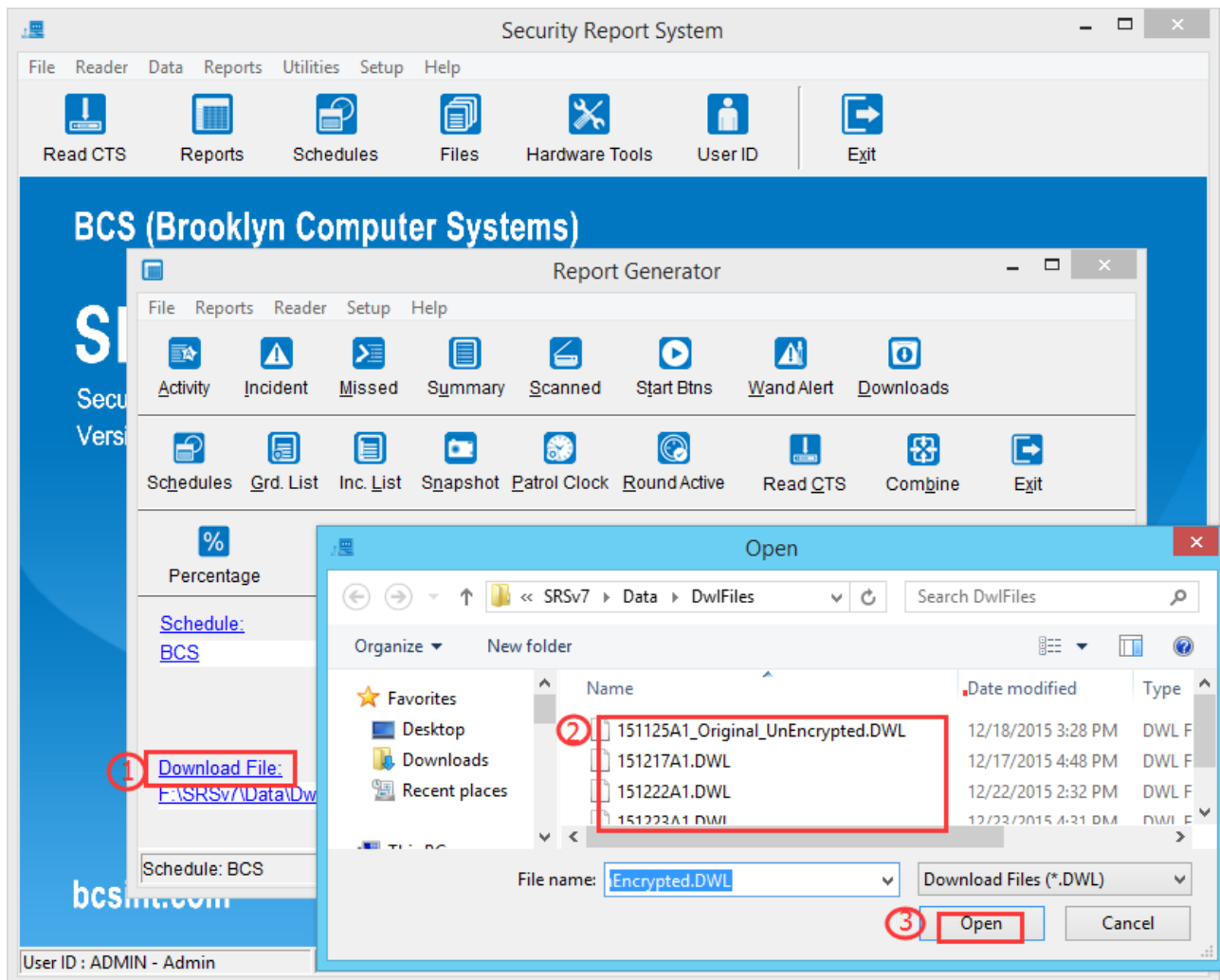
### To Select Schedule:

1. Click on the Schedule window (blue text)  
or  
Select {File | Select Schedules}.
2. Select the desired schedule.
3. Click on *OK* (or press **Enter**).



### To Select Download File:

1. Click on the Download File window (blue text)  
or  
Select {File | Select Download Files}.
2. Select the desired Download File.
3. Click on the *Open* icon (or press **Enter**).

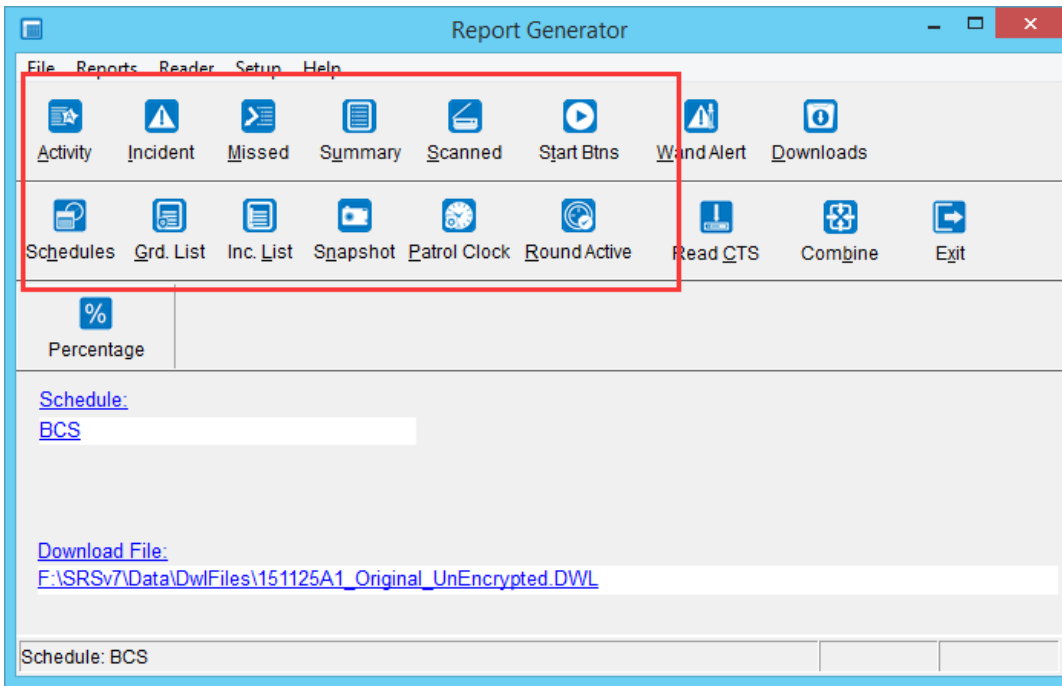


## Major Reports

### Reports Available:

The following reports all have similar user selections, and are covered in Chapter 4: [Major Reports](#).

- \* Click on the *Activity* icon or select {Reports | Activity t}.
- \* Click on the *Incident* icon or select {Reports | Incident }.
- \* Click on the *Missed* icon or select {Reports | Missed Checkpoints }.
- \* Click on the *Scanned* icon or select {Reports | Scanned Buttons/Tags }
- \* Click on the Snapshot icon or select {Reports | Snapshot }
- \* Click on the Roving icon or select {Reports | Roving }
- \* Click on the Percentage icon or select {Reports | Percentage }
- \* Click on the Parking Meter icon or select {Reports | Parking Meter }

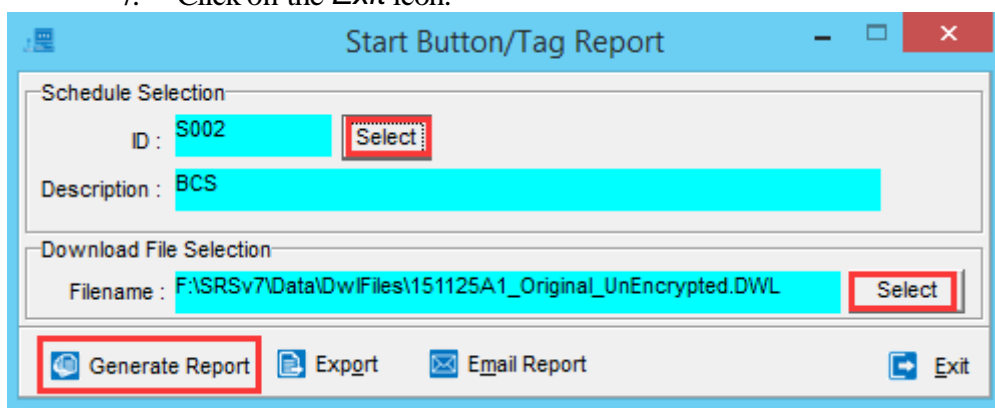


## Minor Reports

### Start Buttons/Tags Report:

The Start Buttons Report indicate how many times a Round was done for the selected download file.

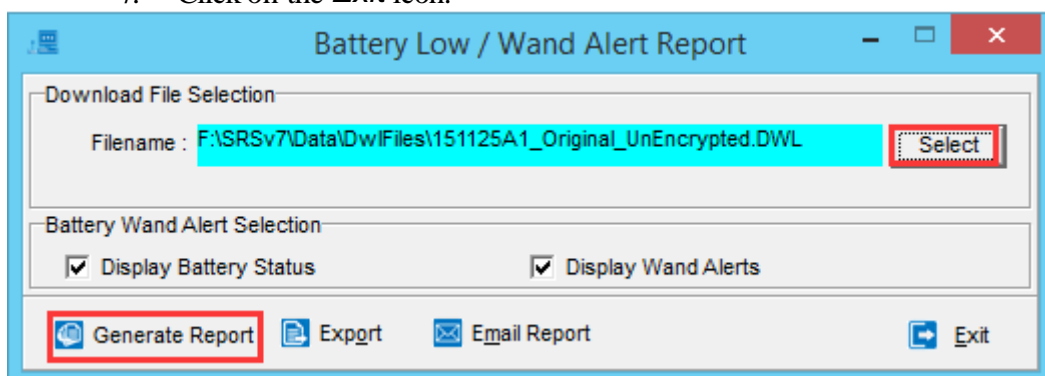
1. Click on the *Start Btms* icon or select {Reports | StartButtons/Tags}.
2. Click on the first *Select* icon to select schedule.
3. Click on the second *Select* icon to select download file.
4. Click on the *Generate Report* icon.
5. Under *Report Destination*, select *Printer*.
6. Click on *OK* (or press *Enter*).
7. Click on the *Exit* icon.



### Wand Alert Report:

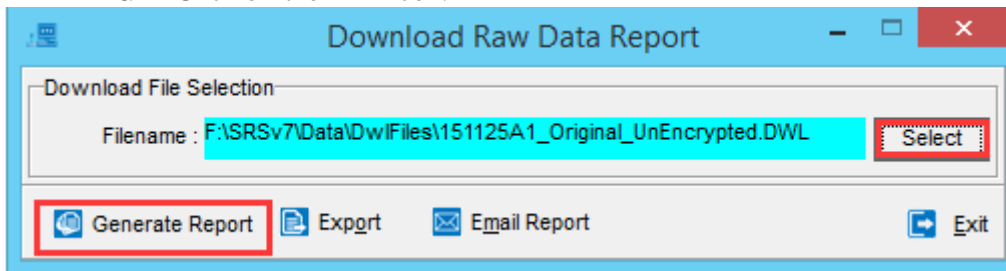
The Wand Alert Report display the wand battery status.

1. Click on the *Wand Alert* icon or select {Reports | Wand Alert Report}.
2. Click on the *Select* icon to select download file.
3. Check/uncheck *Display Battery Status* and/or *Display Wand Alerts*.
4. Click on the *Generate Report* icon.
5. Under *Report Destination*, select *Printer*.
6. Click on *OK* (or press *Enter*).
7. Click on the *Exit* icon.



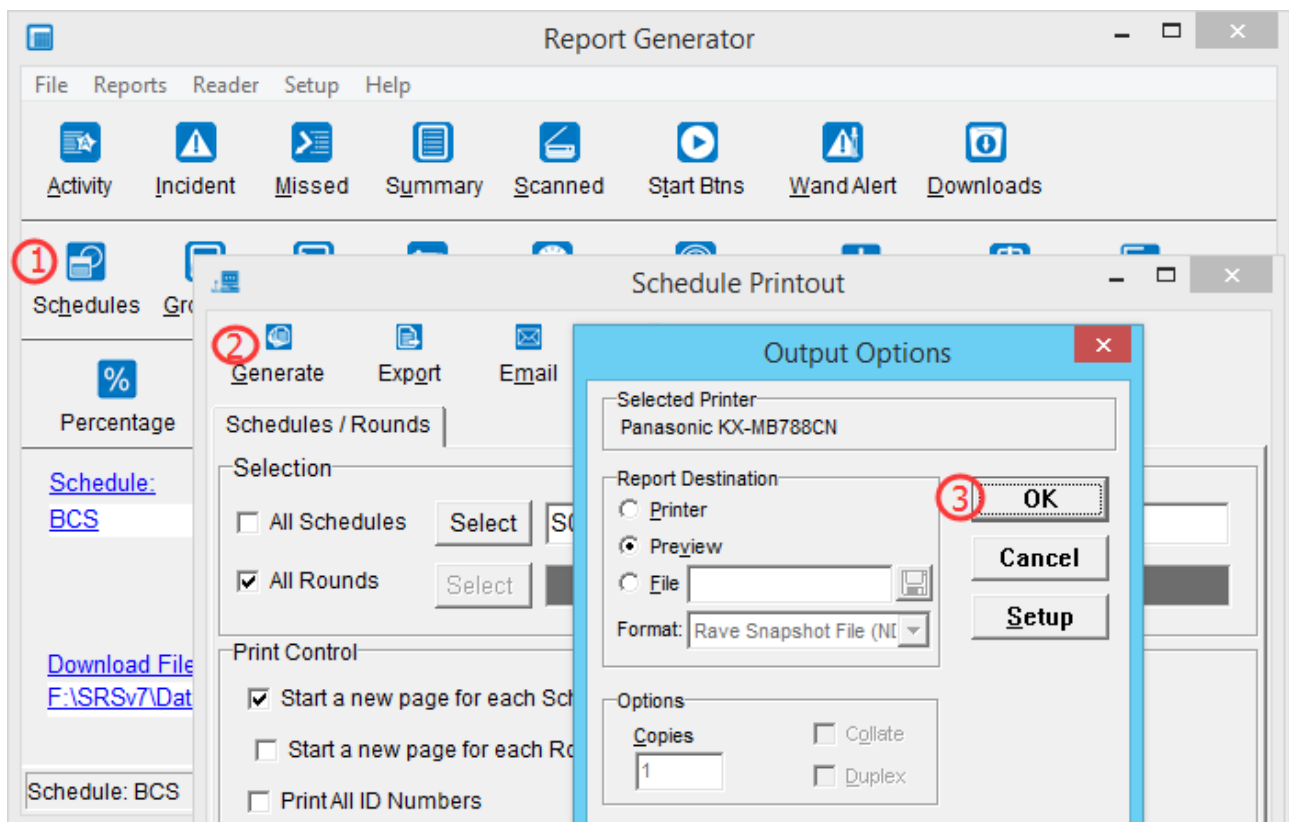
### Download Report:

1. Click on the *Downloads* icon or select {Reports | Download Report}.
2. Click on the *Select* icon to select the download file.
3. Click on the *Generate Report* icon.
4. Under *Report Destination*, select *Printer*.
5. Click on *OK* (or press *Enter*).
6. Click on the *Exit* icon.



### Schedule Printout:

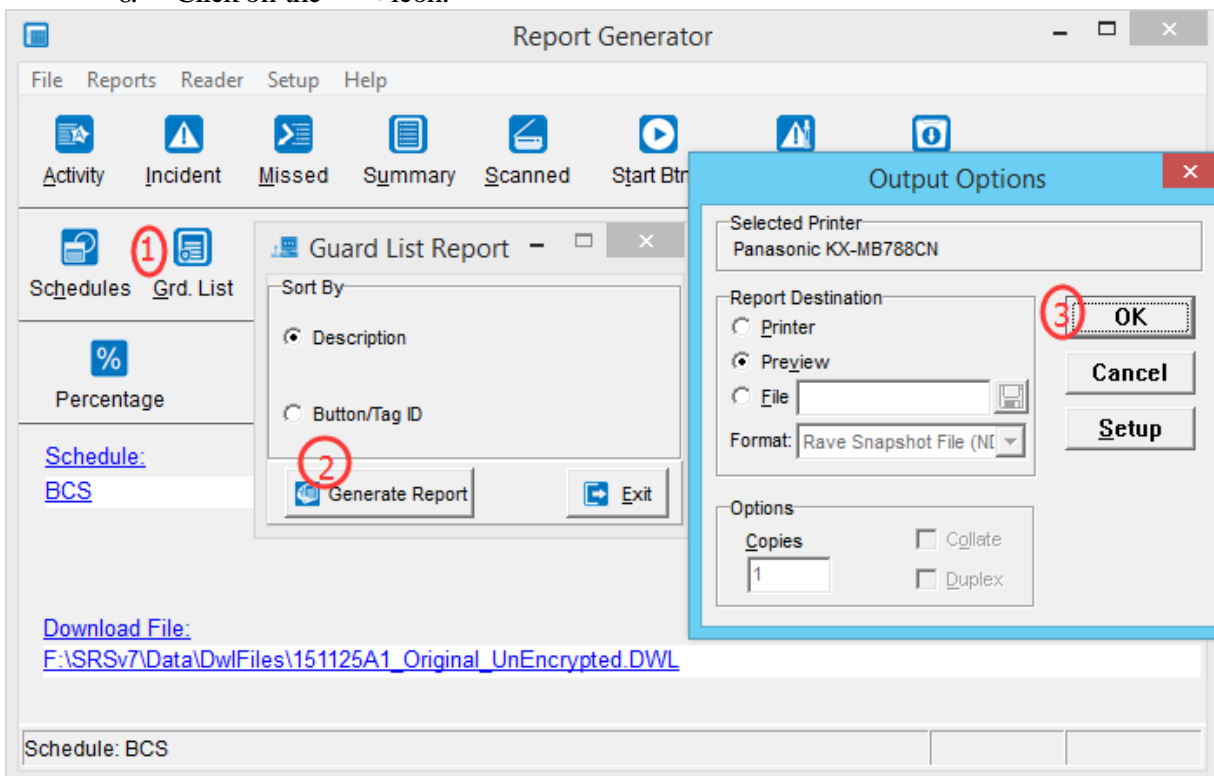
1. Click on the *Schedules* icon or select {Reports | Schedule Printout}.
2. To select a specific schedule, deselect *All Schedules* and click on the top *Select* icon.
3. To select a specific round, deselect *All Schedules* and *All Rounds* and click on both the *Select* icons.
4. Select the desired *Print Control* options.



5. Click on the *Generate* icon.
6. Under *Report Destination*, select *Printer*.
7. Click on *OK* (or press *Enter*).
8. Click on the *Exit* icon.

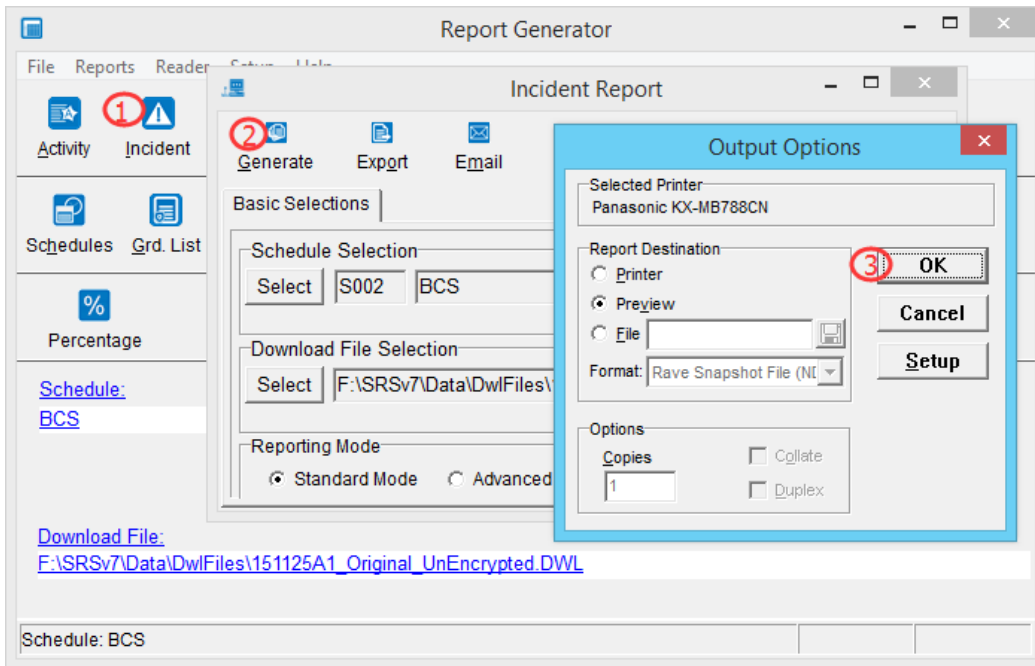
### Guard List:

1. Click on the *Grd. List* icon or select {Reports | Guard List}.
2. Select *By Description* or *By Button/Tag ID*.
3. Click on the *Generate Report* icon.
4. Under *Report Destination*, select *Printer*.
5. Click on *OK* (or press *Enter*).
6. Click on the *Exit* icon.



### Incident List:

1. Click on the *Inc. List* icon or select {Reports | IncidentList}.
2. Select *By Description* or *By Button/Tag ID* and Click on the *Generate Report* icon.
3. Under *Report Destination*, select *Printer* and Click on *OK* (or press *Enter*).
4. Click on the *Exit* icon.



## Report Data Input

### To Read Wand Data:

1. Click on the *Read CTS* icon  
or  
Select {Reader | Via Serial}.
2. Insert the wand into the wand reader.
3. Click on the *Append Wand Data* icon.
4. Note the Download File name, which is in the format YYMMDDA1.DWL, where YY is the year, MM is the month, DD is the day, and A1 is the 1st download of the day (the 2nd download would be A2, then A3, etc.).
5. Click on the *Exit* icon.

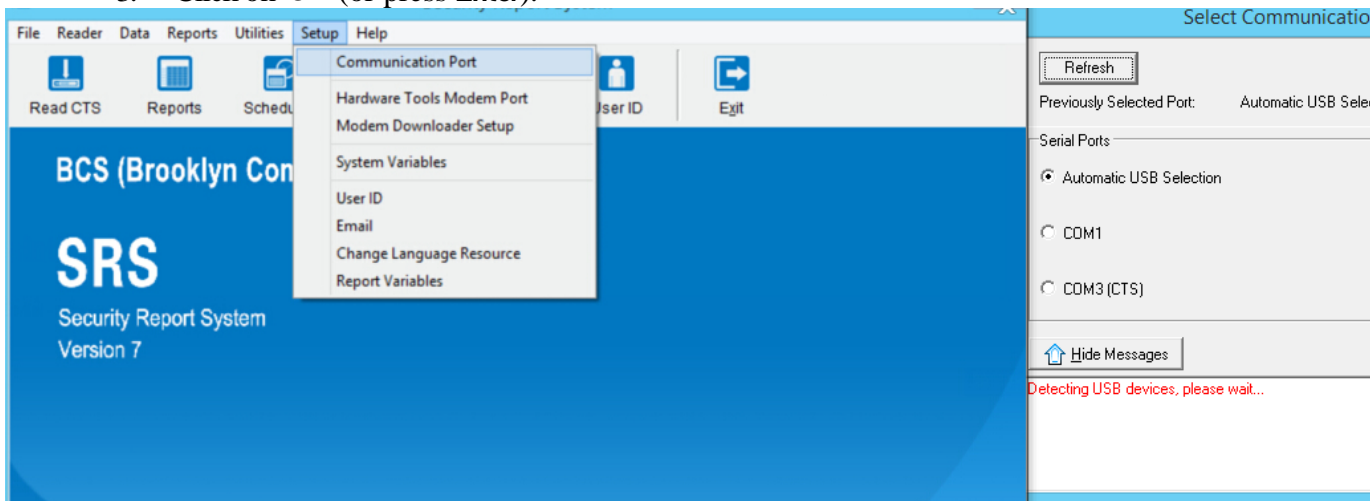
**Note:** This feature can also be accessed from the SRS main screen, under the Reader menu.

### To Change Communication Port:



This feature allows you to change the communication port used by SRS . It only applies if you are using a CTS. If you are using a MTS, see next section: [To Change Modem Port](#).

1. Select {Setup | Communication Port}.
2. Select the desired Communication Port, select the Automatic USB Selection as indicated below (typically COM1 is often used for the mouse).
3. Click on **OK** (or press **Enter**).



### To Change Modem Port:

This feature allows you to change modem port parameters used by SRS . It only applies if you are using a MTS. If you are using a CTS, see previous section: [To Change Communication Port](#).

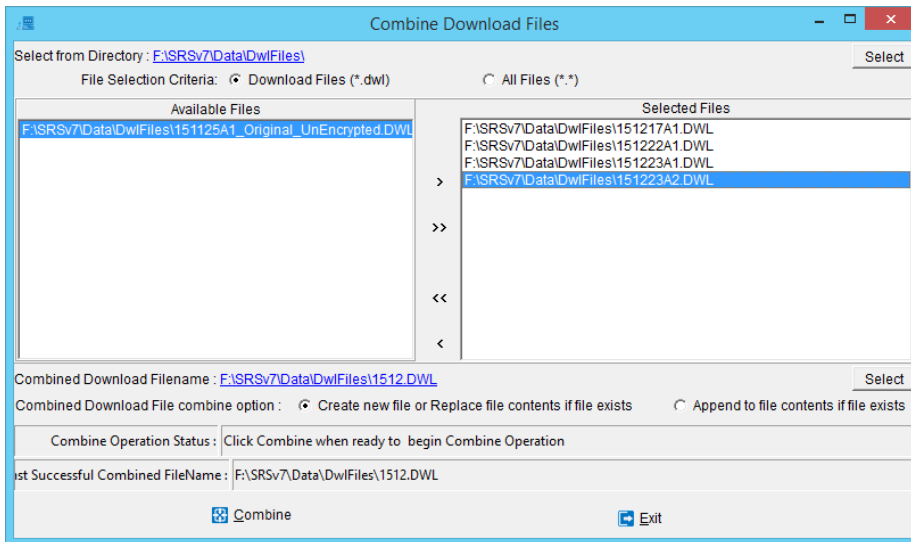
1. Select {Setup | Modem Port}.
2. Select the desired modem type.
3. Click on the **Save** icon.

## Other Report Functions

### Combine Download Files:

This function combine two or more download files into a single file.

1. Click on the **Combine** icon.
2. Select the directory containing the download files, if different from default directory.
3. Select the download files to combine from the *Available Files* list, using the ">" button.
4. Click on the **Select** icon to enter/select the name of the Combined Download File.
5. Select the combine option: Create New File or Append to Existing File.
6. Click on the **Combine** icon.
7. Click on **OK** (or press **Enter**).
8. Click on the **Exit** icon.



## Export Report:

The Export Report allow you to create a PDF file to be saved.

1. Click on the *Export* icon to export the report to a .PDF file, suitable for viewing and printing with Adobe Acrobat Reader.
2. Select the existing .PDF file or type the file name of the new .PDF file.
3. Click on the *Save* icon (or press *Enter*).

## Additional Reports Available:

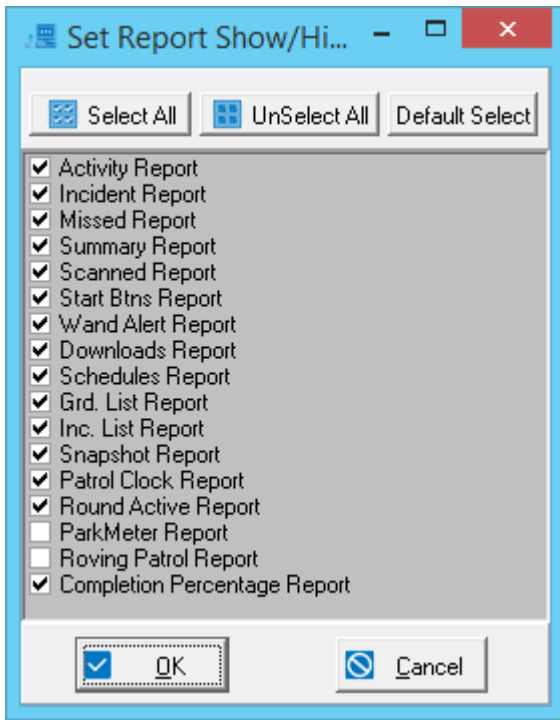
There are two additional reports available that are not shown in the "Report Generator" window.

- **ParkingMeter Report**  
Reports parking meters checked.
- **Roving Patrol Report**  
Reports all checkpoints that were scanned during the tour with special instructions for each location checkpoint. Does not have to be on a set schedule round.

To enable these additional reports:

1. Select {Setup | Report Variables}.
2. Select the check boxes for "ParkingMeter Report" and "Roving Patrol Report".
3. Click *Ok* to enable the reports. The icons will now be visible in the "Report Generator" window.

To generate these reports, click on the respective icons in the "Report Generator" window and follow instructions for [Selecting Download File](#).



# Chapter 4 • Major Reports

---

## Overview

### To Access Major Reports:

1. Click on the *Reports* icon  
or  
Select {Reports | Report Generator}.
2. Select the desired Major Report.

### Types of Reports Available:

- **Activity Report:**  
This report lists all checkpoints visited, as well as Incident Buttons/Tags that were scanned and also missed checkpoints.
- **Incident Report:**  
Shows only the Incident Buttons/Tags that were scanned.
- **Missed Checkpoint Report:**  
Shows only missed checkpoints.
- **Scanned Button/Tag Report:**  
Shows only the checkpoints that were visited.
- **Start Button/Tag Report:**  
Shows only the Start Buttons/Tags of each round.
- **Battery/Wand Alert Report:**  
Shows Battery Status and/or Wand Alert for each download. This is the only report in which no schedule selection is performed.
- **Snapshot Report:**  
Shows the number of times each checkpoint was read hourly.
- **Roving Patrol:**  
This report lists all checkpoints visited or scanned.
- **Percentage Report:**  
Shows the percentages for each checkpoint visited for all tours.
- **Parking Meter**  
This report lists the name of Parking Meters visited.

- **Patrol Clock:**

This report lists the time it takes to visit the next checkpoint.

### **Report Selection:**

- \* Click on *Activity* icon or select {Reports | Activity Report}.
- \* Click on *Incident* icon or select {Reports | Incident Report}.
- \* Click on *Missed* icon or select {Reports | Missed Checkpoints Report}.
- \* Click on *Scanned* icon or select {Reports | Scanned Buttons/Tags Report}.
- \* Click on Start Btms or select {Reports | Start Btms Report}.
- \* Click on Wand Alert or select {Reports | Wand Alert Report}.
- \* Click on Snapshot icon or select {Reports | Snapshot Report}.
- \* Click on Roving Patrol icon or select {Reports | Roving Patrol Report}.
- \* Click on Percentage icon or select {Reports | Percentage Report}.
- \* Click on Parking Meter icon or select {Reports | Parking Meter Report}.
- \* Click on Patrol Clock icon or select {Reports | Patrol Clock Report}.

### **Report Generation:**

1. Make report selections. **Note:** Report settings which appear blue differ from the default report settings.
2. Click on the *Generate* icon.
3. Under *Report Destination*, select *Printer*.
4. Click on *OK* (or press *Enter*).

## Basic Selections Tab

### Reporting Mode:

- \* Select *Standard Mode* to hide additional tabs at top of dialog box and disable Save Settings capability.
- \* Select *Advanced Customizing Mode* to show additional tabs at top of dialog box and enable Save Settings capability.

The screenshot shows the 'Activity Report' dialog box with the 'Basic Selections' tab selected. The dialog has a title bar with standard window controls. Below the title bar is a menu bar with icons and labels: 'Generate', 'Export', 'Email', 'Save Settings', 'Save Settings as', and 'Exit'. The 'Basic Selections' tab is active, showing several sections: 'Schedule Selection' with a 'Select' button and text boxes containing 'S002' and 'BCS'; 'Download File Selection' with a 'Select' button and a text box containing a file path; 'Sort By' with radio buttons for 'Default' (selected) and 'CheckPoint'; 'Data Report Option' with a checkbox for 'Print Data without Title and Header'; 'Reporting Mode' with radio buttons for 'Standard Mode' and 'Advanced Customizing Mode' (selected), and a 'Set as Default' button; and 'Report Name' with a text box containing 'Untitled' and a 'Select Report' button.

- \* Click on *Set as Default* button to set default Reporting Mode to match current Reporting Mode.

### To Save Report Settings:

1. Enter the Report Name.
2. Click on the *Save Settings As* icon.
3. Click on the *Yes* icon (or press **Enter**).

### To Open Saved Report Settings:

1. Click on the *Select Report* icon.
2. Click on the desired Report Name.
3. Click on the *OK* icon.

## Download Tab

### To Select Date/Time Range:

1. Uncheck the *Beginning of file* check box if desired.
2. Select the download date/time for start of the range.
3. Uncheck the *End of file* check box if desired.
4. Select the download date/time for end of the range.

The screenshot shows the 'Activity Report' window with the 'Download' tab selected. The interface includes a menu bar with 'Generate', 'Export', 'Email', 'Save Settings', 'Save Settings as', and 'Exit'. Below the menu bar are several tabs: 'Basic Selections', 'Download', 'Rounds/Guards', 'Checkpoints', 'Titles / Misc', 'Page Layout', and 'Patrol Note'. The 'Download' tab is active and contains the following sections:

- Download Selection:**
  - Download Date and Time:** Includes 'From Date and Time' and 'To Date and Time' dropdown menus. Both 'Beginning of file' and 'End of file' checkboxes are checked.
  - Hardware and Software IDs:** Both 'All Wand Hardware IDs' and 'All Wand Software IDs' checkboxes are checked.
- Download Print Control:**
  - 'Start a new page for each Download' is checked.
  - 'Print Download Totals' has radio buttons for 'Suppress', 'After Download' (selected), and 'On New Page'.
  - 'Download File Name Printing' has radio buttons for 'Suppress', 'First Page' (selected), and 'All Pages'.
- Wand Status Information:** A table of settings for different status types:

Status Type	Suppress	First Page	All Pages
Hardware and Software Ids	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Download date and time	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Battery Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wand Time Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### To Select Wand Hardware/Software ID:

- \* To select a specific Wand Hardware ID, uncheck the *All Wand Hardware IDs* check box and enter the desired Wand Hardware ID.
- \* To select a specific Wand Software ID, uncheck the *All Wand Software IDs* check box and enter the desired Wand Software ID.

## Download Print Control

- \* Check/uncheck the *Start a new page for each Download* check box.
- \* Select *Print Download Totals* (defaults to *After Download*) to control how the Download Totals are printed.
- \* Select *Download File Name Printing* (defaults to *First Page*) to control how the Download File Names are printed.

### Wand Status Information

- \* Select *Hardware and Software Ids* (defaults to *All Pages*) to control how the Hardware and Software Ids are printed.
- \* Select *Download date and time* (defaults to *All Pages*) to control how the Download date and time is printed.
- \* Select *Battery Status* (defaults to *All Pages*) to control how the Battery Status is printed.
- \* Select *Wand Time Information* (defaults to *All Pages*) to control how the Wand Time Information is printed.

## Rounds/Guards Tab

The screenshot shows the 'Activity Report' window with the 'Rounds/Guards' tab selected. The interface includes a menu bar with options: Generate, Export, Email, Save Settings, Save Settings as, and Exit. Below the menu bar are several tabs: Basic Selections, Download, Rounds/Guards (highlighted), Checkpoints, Titles / Misc, Page Layout, and Patrol Note. The main content area is divided into sections:

- Round Selection:** Includes a checked checkbox for 'All Rounds' and a 'Select' button.
- Round Print Control:** Includes a checkbox for 'Start a new page for each Round'. Below it are three rows of radio button options:
  - Include in Round Description: Round Name, Schedule Name, Both (selected)
  - Round Description Printing: Suppress, Before Round (selected)
  - Round Totals Printing: Suppress, After Round (selected), On New Page
- Guard Button Selection:** Includes radio buttons for 'All' (selected), 'None', and 'Specific', and a 'Select' button.
- Guard Activity Selection:** Includes a checked checkbox for 'All Guards' and a 'Select' button.



**To Select Specific Round:**

1. Uncheck the *All Rounds* check box.
2. Click on the *Select* icon.

**Round Print Control**

- \* Check/uncheck the *Start a new page for each Round* check box.
- \* Select *Include in Round Description* (defaults to *Both* Round Name and Schedule Name).
- \* Select *Round Description Printing* (defaults to *Before Round*) to control how the Round Description is printed.
- \* Select *Round Totals Printing* (defaults to *After Round*) to control how the Round Totals are printed.

**To Select Specific Guard Button:**

1. Select *Specific* (Guard Button).
2. Click on the *Select* icon.

**To Select Specific Guard Activity:**

1. Uncheck the *All Guards* check box.
2. Click on the *Select* icon.

## Checkpoints Tab

Activity Report

Generate Export Email Save Settings Save Settings as Exit

Basic Selections | Download | Rounds/Guards | **Checkpoints** | Titles / Misc | Page Layout | Patrol Note

Checkpoint Selection

All  None  Specific

Select

**By Checked Date and Time**

From Date and Time:   To Date and Time:

Beginning of file  End of file

**Select Checkpoints By Status**

Extra  Duplicate  Missed  Ok - On time  Unknown  Wand Info

Clear All Select All

**Checkpoint Print Control**

**Print the following Checkpoints Status**

Extra  Duplicate  Missed  Ok - On time  Unknown  Wand Info

Clear All Select All

Random Tour

### To Select Specific Checkpoint:

1. Select *Specific* (Checkpoint Selection).
2. Click on the *Select* icon.

### To Select Date/Time Range:

1. Uncheck the *Beginning of file* check box if desired.
2. Select the checkpoint date/time for start of the range.
3. Uncheck the *End of file* check box if desired.
4. Select the checkpoint date/time for end of the range.

### Select Checkpoints by Status

The Status of each checkpoint can be one of the following 8 values: Extra, Too Fast, Too Slow, Not in Sequence, Duplicate, Missed, Ok – On Time, Unknown. To select only those

checkpoints in which the checkpoint status is found in a subset of the above values, check the appropriate check boxes.

### Print the following Checkpoints Status

If a given check box in this group is unchecked but the corresponding check box in the previous group, *Select Checkpoints by Status* is checked, then all the checkpoints with matching status will be selected but the printing of the actual status value (Extra, Too Fast, etc.) will be suppressed.

## Titles/Misc/Page Layout Tabs

Activity Report

Generate Export Email Save Settings Save Settings as Exit

Basic Selections | Download | Rounds/Guards | Checkpoints | **Titles / Misc** | Page Layout | Patrol Note

**Titles**

Report Title:  
Activity Report

Prepared For:

**Signatures**

	Name	Title
<input checked="" type="checkbox"/> Signature 1		
<input checked="" type="checkbox"/> Signature 2		
<input checked="" type="checkbox"/> Signature 3		
<input checked="" type="checkbox"/> Signature 4		

Print at the end of

Suppress  
 Download  
 Round  
 Report

**Selection Print Control**

Date Selection Heading Printing  Suppress  First Page  All Pages  
Query Selection Printing  Suppress  After Report  On New Page  
Grand Totals Printing  Suppress  After Report  On New Page

### Titles

- \* Enter the *Report Title*.
- \* Enter the *Prepared For* text, if any.

### Signatures

- \* Enter up to 4 signatures, including a Name and a Title for each signature. To suppress a given signature, uncheck the corresponding check box.
- \* Select *Print at the end of* (defaults to *Suppress*) to control how the signature(s) are printed.

### **Selection Print Control**

- \* Select *Date Selection Heading Printing* (defaults to *First Page*) to control how the Date Selection Heading is printed.
- \* Select *Query Selection Printing* (defaults to *Suppress*) to control how the Query Selection is printed.
- \* Select *Grand Totals Printing* (defaults to *After Report*) to control how the Grand Totals are printed.

### **Orientation (Page Layout)**

Select Orientation: *Landscape* (wide) or *Portrait* (tall). Defaults to *Portrait*.

### **Font Sizes (Page Layout)**

- \* Select *Page Heading Font Size* (defaults to 12 points).
- \* Select *Column and RowHeading Font Size* (defaults to 10 points).
- \* Select *Data Font Size* (defaults to 10 points).

# Chapter 5 • Download Files

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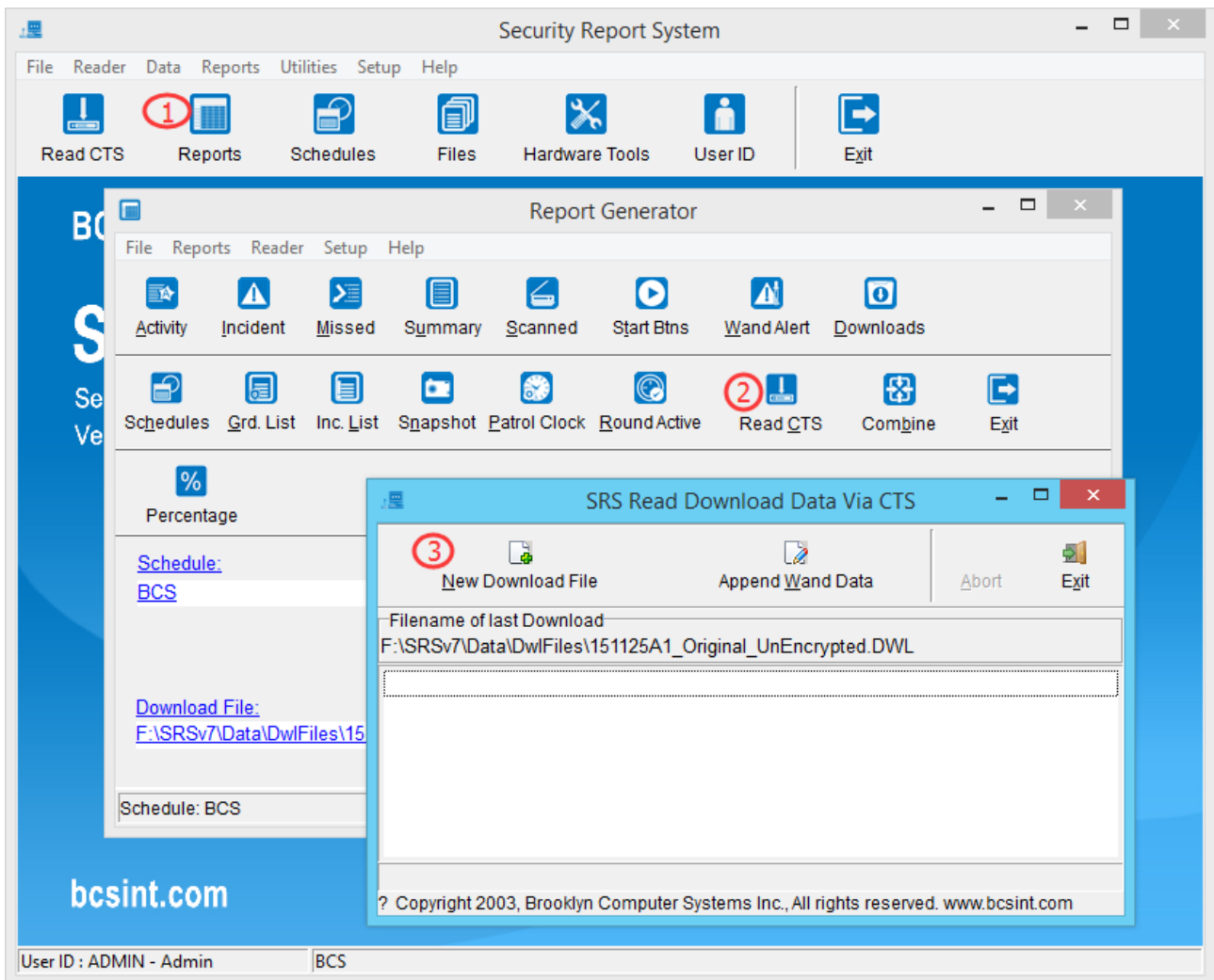
## Downloading from CTS

### Overview:

A Download File is created whenever a wand containing checkpoint data is inserted in the Computer Transfer Station (CTS), and the user clicks on *Read CTS* or selects {Reader | Via Serial}.

### To Download from CTS:

1. Click on the *Reports* icon, then click the *Read CTS* icon in that window  
or  
Click on the *Read CTS* icon on mainscreen  
or  
Select {Reader | Via Serial}.
2. Scan all the buttons/tags in the round with the wand.
3. Insert the wand into the CTS ( for “ *BCS Computer Transfer Station*”) or insert the USB cable into the SGA wand .
4. Click on the *Append Wand Data* icon.
5. Click on the *Exit* icon.



### Download File Name:

The name of the Download File is in the format: YYMMDDA1.DWL, where YY is the year, MM is the month, DD is the day, and A1 is the 1st download of the day (the 2nd download would be A2, then A3, etc.).

## Download/Report Files

### To Access Download/Report Files:

Click on the *Files* icon

or

Select {Data | Download/Report Files}.

### **To Select Download Files or Report Files:**

Select *Report Files*

or

Select *Download Files*

or

Select {File | Report Files}.

or

Select {File | Download Files}.

### **To View a File:**

Click on it, or select it with the arrow keys. Contents of selected file is displayed to right of files list.

### **To Print Selected File:**

1. Click on the *Print* icon  
or  
Select {File | Print}.
2. Click on the *Generate Report* icon.
3. Under *Report Destination*, select *Printer*.
4. Click on *OK* (or press **Enter**).
5. Click on the *Exit* icon.

### **To Delete Selected File(s):**

1. Click on the *Delete* icon  
or  
Select {Edit | Delete}.
2. Click on *Yes* (or press **Enter**).

### **To Sort Files by Name/Date:**

Click on table heading

or

Under *Sort By*, select *Name*

or

Under *Sort By*, select *Date*

or

Select {Sort | Sort ByName}

or

Select {Sort | Sort ByDate}.

### **To Change Current Data Folder:**

1. Click on the *Select Folder* icon  
or  
Select {File | Select Folder}.
2. If you wish to change the drives, click on the drive window at the bottom and select the desired drive.
3. Double-click on a folder to select it.
4. Click on *OK* (or press **Enter**).

### **To Exit from Download/Report Files:**

Click on the *Exit* icon

or

Select {File | Exit}.



# Chapter 6 • Hardware Tools

---

### Overview

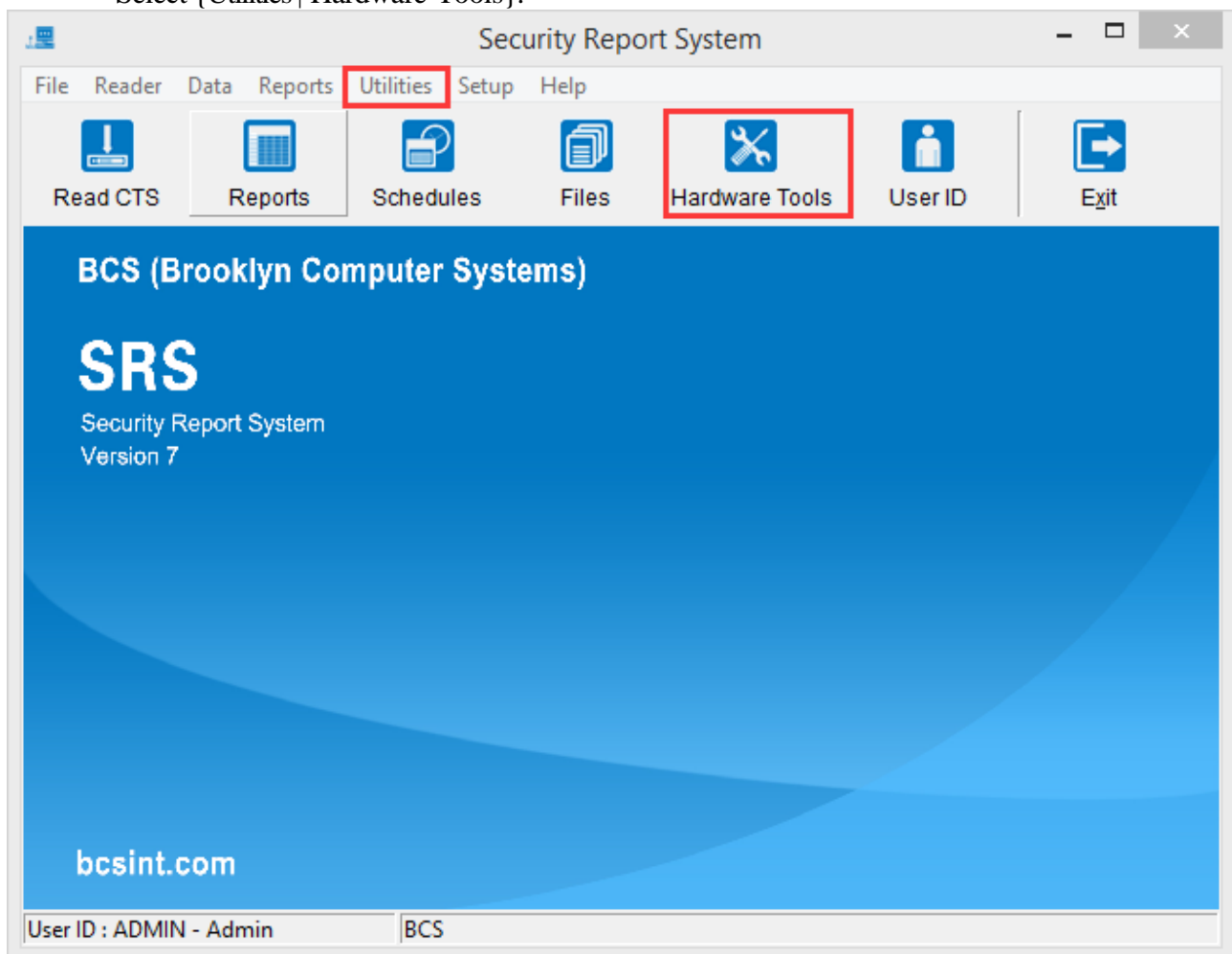
The Hardware Tools dialog box has 3 components: Wand Tools, DTS Tools, and Button Tools. Wand Tools lets you test wand and edit the wand parameters, DTS Tools does the same for your Data Transfer Station (DTS), and Button Tools lets you edit the button descriptions, as well as create device buttons.

#### To Access Hardware Tools:

Click on the *Hardware Tools* icon

or

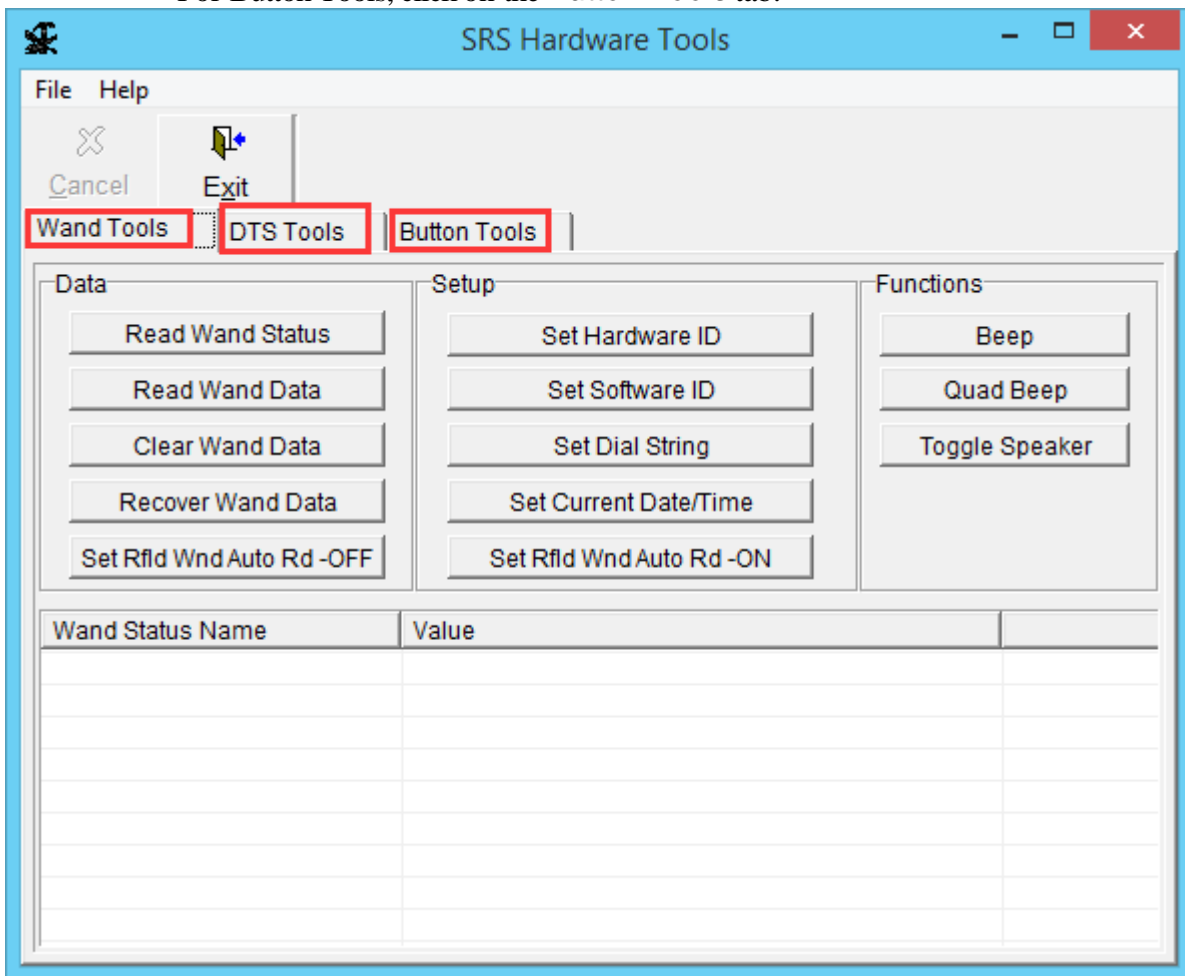
Select {Utilities | Hardware Tools}.



#### To Access Hardware Tools Components:

- \* For Wand Tools, click on the *Wand Tools* tab.

- \* For DTS Tools, click on the *DTS Tools* tab.
- \* For Button Tools, click on the *Button Tools* tab.



### To Exit from Hardware Tools:

Click on the *Exit icon*  
 or  
 Select {File | Exit}.

## Wand Tools

### To Read Wand Status:

In the *Data* section, click on the *Read Wand Status* icon. The following wand info will be displayed:

- \* Version
- \* Hardware & Software ID
- \* Date & Time
- \* No. of Buttons/Tags & Max. No. of Buttons/Tags

- \* Battery Status
- \* Dial String

### **To Read Wand Checkpoints:**

1. In the *Data* group, click on the *Read Wand Data* icon.
2. Click on the *Exit* button.

### **To Clear Wand Checkpoints:**

1. In the *Data* group, click on the *Clear Wand Data* icon.
2. Click on *Yes*.

### **To Recover Wand Data:**

1. In the *Data* group, click on the *Recover Wand Data* icon.
2. Click on *Recover Last Download*  
or  
Click on *Recover all Previous Downloads*.

### **To Edit Hardware ID:**

1. In the *Setup* group, click on the *Set Hardware ID* icon.
2. Edit Hardware ID: must be exactly 6 characters long.
3. Click on *OK* (or press **Enter**).

### **To Edit Software ID:**

1. In the *Setup* group, click on the *Set Software ID* icon.
2. Edit Software ID: must be exactly 8 digits long, and may contain *only* digits (0 to 9).
3. Click on *OK* (or press **Enter**).

### **To Edit Dial String:**

1. In the *Setup* group, click on the *Set Dial String* icon.
2. Edit Dial String: maximum length 42 characters.
3. Click on *OK* (or press **Enter**).

### **To Copy Computer Date/Time to Wand:**

1. In the *Setup* group, click on the *Set Current Date/Time* icon.
2. Click on the *Use Computer Date/Time* icon.

### To Edit Wand Date/Time:

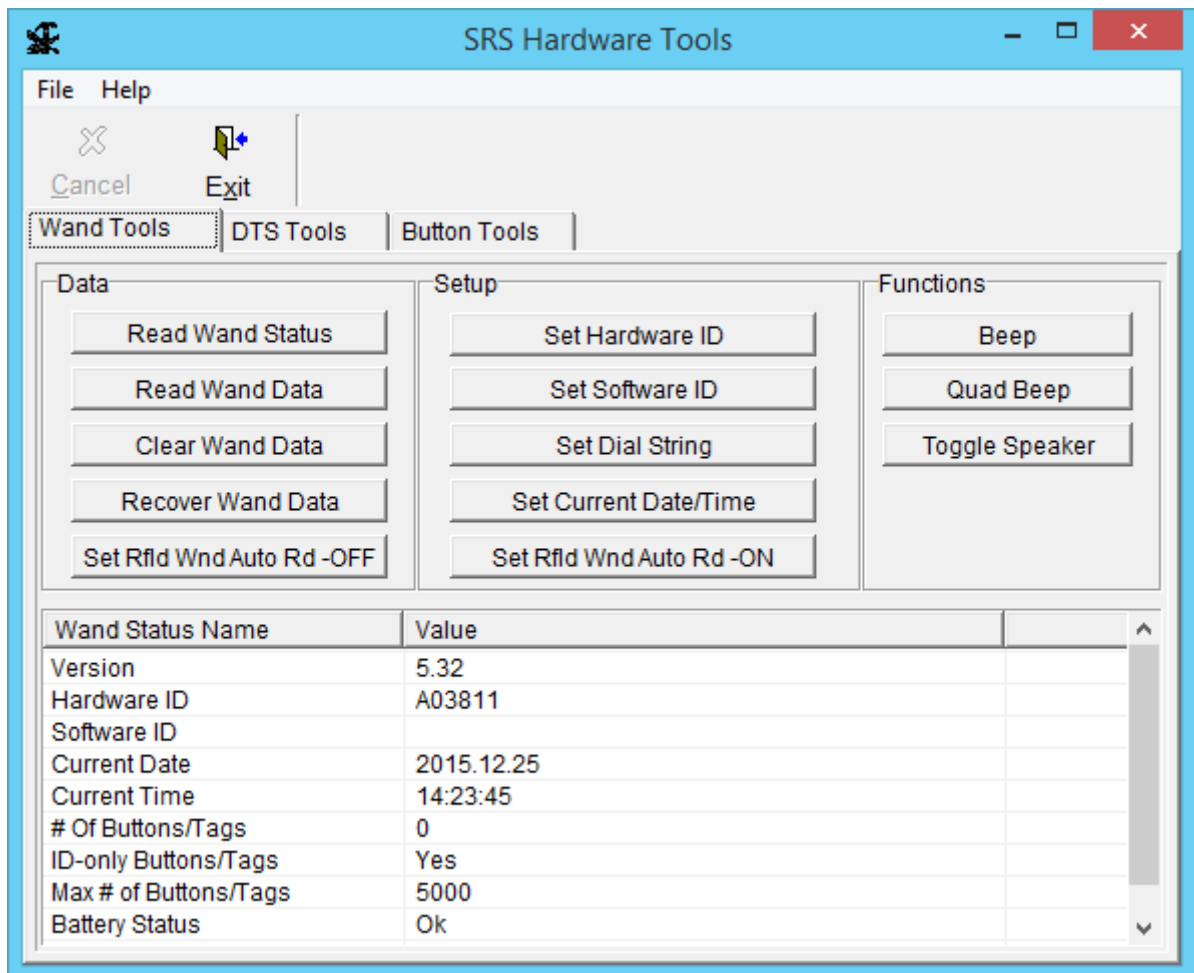
1. In the *Setup* group, click on the *Set Current Date/Time* icon.
2. To change the date, click on the down arrow next to the date window and select the desired date from calendar.
3. To change the time, click on hours, minutes, seconds, or AM/PM, and either type the new value or adjust up or down with the **Up** or **Down** arrow keys.
4. Click on **OK** (or press **Enter**).

### To Test Wand Beep:

In the *Functions* group, click on the *Beep* icon

### To Test Wand Quad Beep:

In the *Functions* group, click on the *Quad Beep* icon

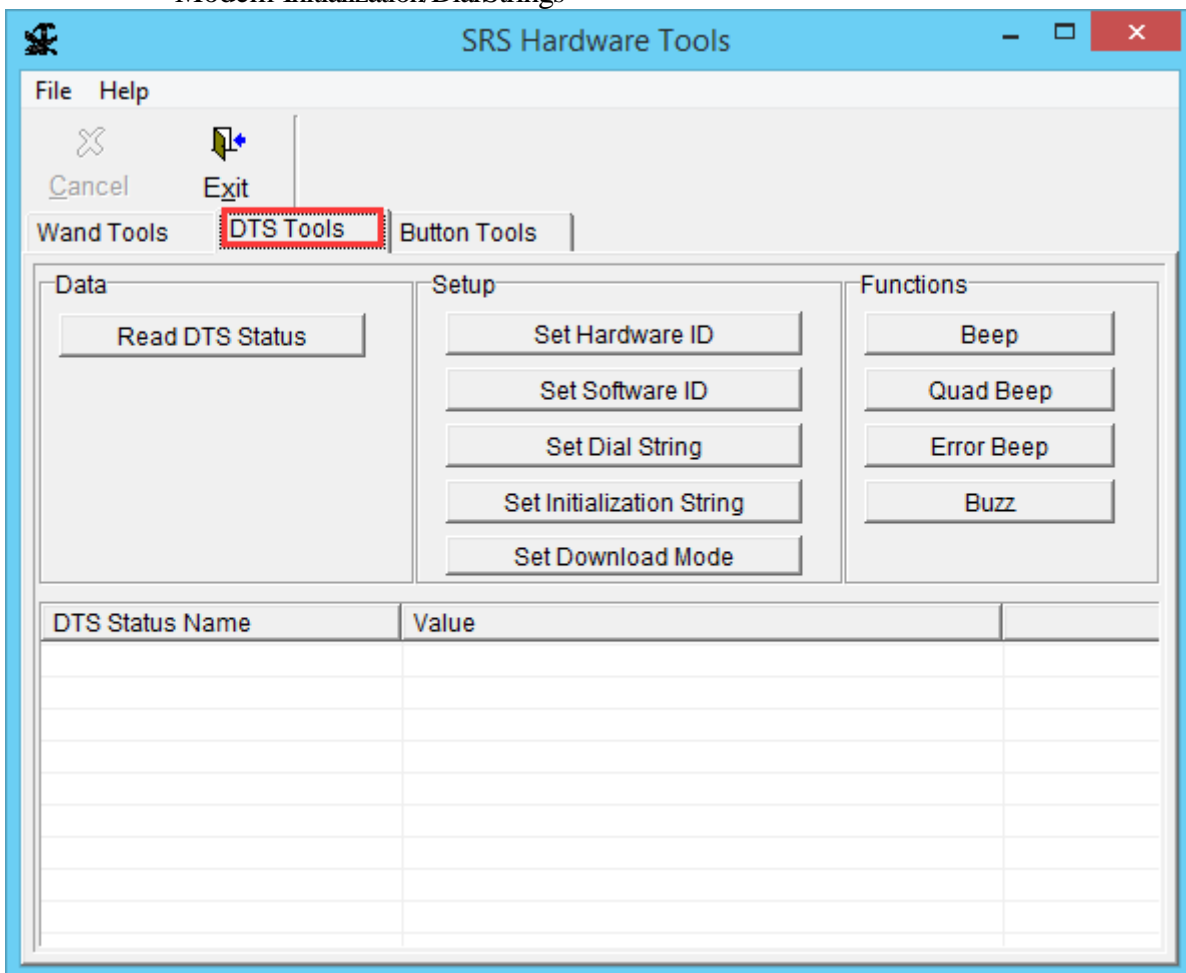


## DTS Tools

### To Read DTS Status:

In the *Data* section, click on the *Read DTS Status* icon. The following DTS info will be displayed:

- \* Version
- \* Data Length
- \* Hardware & Software ID
- \* Device Type
- \* Modem Initialization/DialStrings



### To Edit Hardware ID:

1. In the *Setup* group, click on the *Set Hardware ID* icon.
2. Edit the Hardware ID: must be exactly 6 characters long.
3. Click on *OK* (or press *Enter*).

### To Edit Software ID:

1. In the *Setup* group, click on the *Set Software ID* icon.
2. Edit the Software ID: must be exactly 8 digits long, and may contain *only* digits (0 to 9).
3. Click on *OK* (or press **Enter**).

#### **To Edit Dial String:**

1. In the *Setup* group, click on the *Set Dial String* icon.
2. Edit the Modem DialString.
3. Click on *OK* (or press **Enter**).

#### **To Edit Initialization String:**

1. In the *Setup* group, click on the *Set Initialization String* icon.
2. Edit the Modem Initialization String.
3. Click on *OK* (or press **Enter**).

#### **To Test DTS Beep:**

In the *Functions* group, click on the *Beep* icon

#### **To Test DTS Quad Beep:**

In the *Functions* group, click on the *Quad Beep* icon

#### **To Test DTS Error Beep:**

In the *Functions* group, click on the *Error Beep* icon

#### **To Test DTS Buzz:**

In the *Functions* group, click on the *Buzz* icon

## **Button Tools**

#### **To Display Button Data:**

1. Click on the *Read Button* icon.
2. Scan the button with the probe.



4. Scan the button with the probe.

**To Modify an Existing Description Button:**

1. Click on the *Read Button* icon.
2. Scan the button with the probe.
3. Click on the *Create Description Button* icon.
4. Edit button the description.
5. Click on *OK* (or press *Enter*).
6. Scan the button with the probe.

**To Create BCS Device Command Button:**

1. Click on the *Create Device Button* icon.
2. Select the desired BCS Device.
3. Click on *OK*.
4. If you selected “Toggle PDTU Print Format” then skip to Step 7.
5. Type the Modem Dial/Initialization String.
6. Click on *OK* (or press *Enter*).
7. Scan the button with the probe.



# Chapter 7 • User ID Setup

---

### Overview

The User ID Setup feature gives you complete control over which SRS features can be accessed by each employee in your company who will be using SRS. All users are assigned a User ID to identify them to the system, and a password, in order to prevent them from logging on as a different user with different access rights.

#### To Access User ID Setup:

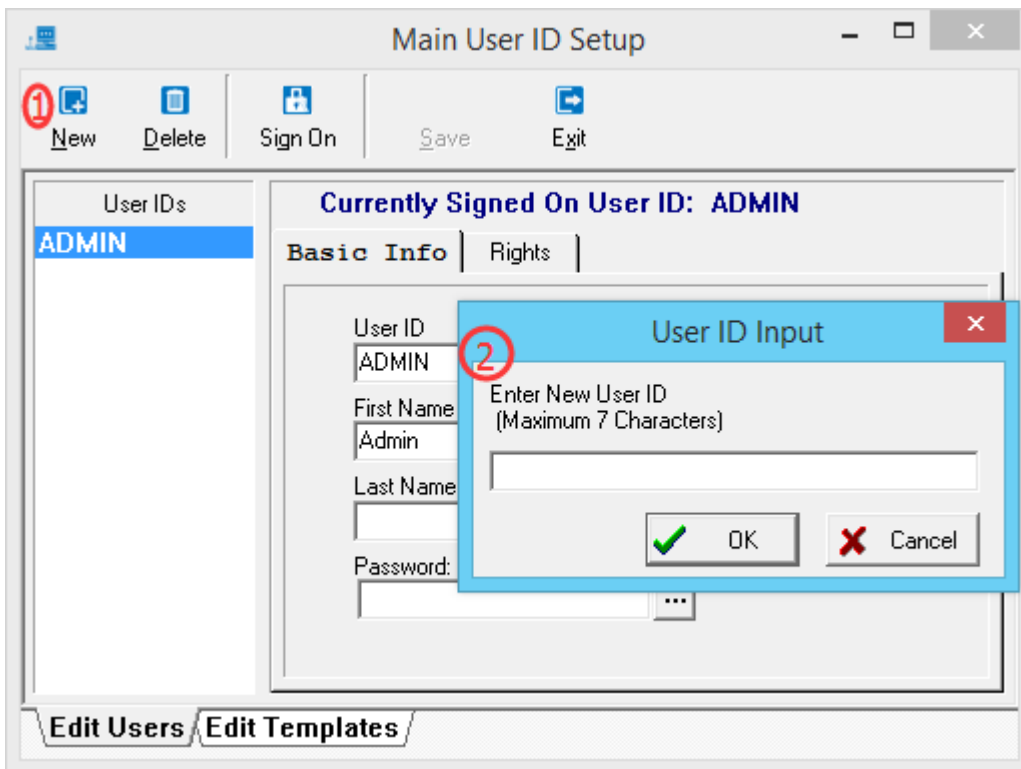
Click on the *User ID* icon

or

Select {Setup | User ID}.

#### To Create a New User:

1. Click on the *New* icon.
2. Type the User ID (maximum 7 characters).
3. Click on *OK* (or press **Enter**).
4. Click on the *Basic Info* tab.
5. Enter the First Name, Last Name, and Password.
6. See next section: [To Assign Rights](#).
7. Click on the *Save* icon.



### To Assign Rights:

Click on the *Rights* tab. The first category, Admin, will be displayed.

- If you wish the user to have the same rights as Admin, that is, completely unrestricted access, click on the *Same rights as ADMIN* check box.
- If you wish the user to have the same rights as an existing user, click on the *Copy User* icon (1st icon), and select the desired user.
- If you wish the user to have the same rights as an existing *Template*, or group of users, click on the *Copy Template* icon (2nd icon), and select the desired template.
- To turn on a particular access right, select the desired category, and if the check box next to the desired access right is blank, click on it.

- To turn off a particular access right, select the desired category, and if the check box next to the desired access right is checked, click on the check box to clear it.
- To turn on all rights, click on the *Set All* icon (5th button).
- To turn off all rights, click on the *Clear All* icon (6th button).
- To turn on all rights in current category, click on the *Set Catg* icon (3rd icon).
- To turn off all rights in current category, click on the *Clear Catg* icon (4th icon).

### **To Create a Template:**

1. Click on the *Edit Templates* tab.
2. Click on the *New* icon.
3. Type the Template ID (maximum 7 characters).
4. Click on *OK* (or press **Enter**).
5. Click on the *Basic Info* tab.
6. Enter the Description.
7. See previous section: [To Assign Rights](#).
8. Click on the *Save* icon.

### **To Delete a User:**

1. Click on the *Edit Users* tab.
2. Click on the User ID to be deleted.
3. Click on the *Delete* icon.
4. Click on *Yes* (or press **Enter**).

### **To Delete a Template:**

1. Click on the *Edit Templates* tab.
2. Click on the Template ID to be deleted.
3. Click on the *Delete* icon.
4. Click on *Yes* (or press **Enter**).

### **To Sign On as Another User:**

1. Click on the *Sign On* icon.
2. Click on the desired user.
3. Enter the password.
4. Click on *OK* (or press **Enter**).

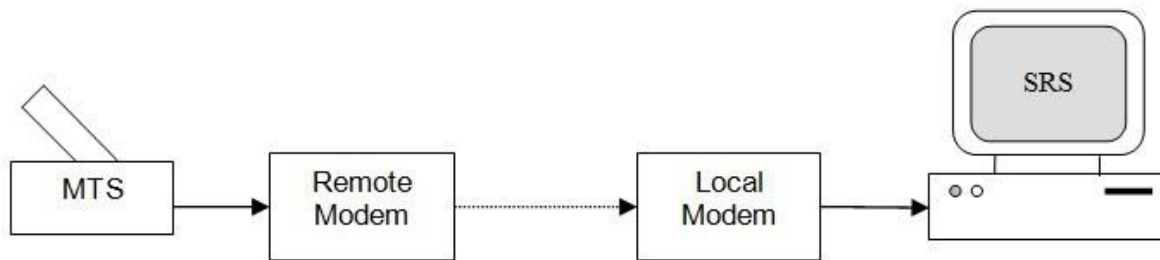
**To Exit from User ID Setup:**

Click on the *Exit* icon.

# Chapter 8 • Modem Setup

---

## Overview



This section assumes that your Modem Transfer Station (MTS) is at a remote location, and communicates with your computer via modem. In this case, the MTS is connected to the remote modem with a serial cable, which communicates with the local modem over the phone lines. The local modem is in turn connected to the computer running SRS with a 2nd serial cable (of course if it is an internal modem, you don't need a 2nd serial cable).

## Remote Modem Setup

The remote modem is connected to the MTS with a serial cable. You will need to set the Modem Dial String of either the wand or the MTS to your local phone number. Also, the phone number needs to be prefixed with “AT&FDT”. So let' s say your phone number is 222-5757 (where the computer running SRS is located), then the Modem Dial String would be AT&FDT222-5757. For the procedure to set modem dial strings, see Chapter 6: [Hardware Tools](#).

You may also need to set the Modem Initialization String of the MTS (consult your modem manual). This procedure is also located in Chapter 6. See the [Modem Dial/Initialization Strings](#) section at the end of this chapter for more information on modem dial strings and modem initialization strings.

## Local Modem Setup

### Control Panel Settings:

The following procedure leads you through the process of setting up your local modem to work with Windows, using the Control Panel. If your modem has already been set up, you may

disregard this section.

1. Exit all programs.
2. Click on the Windows *Start* icon.
3. Select *Settings*.
4. Select *Control Panel*.
5. Double-click on *Modems*.
6. If your modem appears in the list, then it is already set up. If not, the following steps will lead you through the process of setting up your modem.
7. Click on the *Add* icon.
8. Turn on the modem, and make sure it is connected to your computer.
9. Click on the *Next* icon to auto-detect your modem.
10. If your modem was auto-detected successfully, skip to Step 14. Otherwise, you will have to select your modem from a list.
11. Click on the *Next* icon.
12. Select the manufacturer and model. If you don't know the manufacturer, select *Standard Modem Types*. If you have an installation disk for your modem, click on the *Have Disk* icon.
13. Click on the *Next* icon.
14. Select the communication port (usually COM1).
15. Click on the *Next* icon.
16. Click on the *Finish* icon. If you want to change anything, perform Steps 2 - 5, select this modem, and click on the *Properties* icon.

### **Modem Setup in SRS :**

Before you can download remote data in SRS , you need to run SRS and select your modem, by proceeding as follows:

1. Select {Setup | Hardware Tools Modem Port}.
2. Click on the *Select* icon.
3. Select your local modem from the list.
4. Click on *OK*.
5. Click on the *Save* icon.

### **Downloading from Remote Site**

1. Select {Reader | Via Modem}.
2. Double-click on the modem in list  
or  
Select the modem and click on the *Edit* icon

- or
- Right-click on modem and select *Edit*.
3. Click on *Download Data Directory*.
  4. Select SRS data directory (defaults to \SRSv6\DATA).
  5. Click on *OK* (or press *Enter*).
  6. Click on *OK* (or press *Enter*).
  7. Click on the *Launch* icon  
or  
Select {File | Launch}.
  8. At the remote site, insert the wand into the MTS and press the button on the MTS.
  9. Wait until the modem stops making noise: in *Communication Status* window, it should say "Hand Shaking: Canceled".
  10. Click on the *Statistics* tab to display the download file name (at bottom).
  11. Click on *Download Data* to display the checkpoints downloaded, if desired.
  12. Click on the *Cancel* icon.
  13. Click on the *Exit* icon.
  14. Click on the *Exit* icon  
or  
Select {File | Exit}.

## Using Null Modem Cables

### Purpose of Null Modem Cable:

A null modem cable allows you to connect the MTS directly to the serial port of the computer running SRS, obviating the need for 2 modems and a phone line. However, please be aware that SRS is somewhat fussy when it comes to null modems, so be prepared to experience some of the problems listed below.

### Pin-out Connections:

Male: 1 2 3 4 5 6 7 8 8 20

Female: 1 3 2 8 8 20 7 4 5 6

### Problems You May Encounter:

1. When using a null modem cable, always make sure there is a wand in the MTS immediately after powering on or resetting the MTS. If you forget to do this, click on *Cancel* and then insert the wand.
2. Sometimes if you reset the MTS and then select {Utilities | Hardware Tools | DTS Tools | Read DTS Status}, nothing happens even if there is a wand in the MTS. In this event, click on *Cancel* and afterwards it will work OK.

3. **Warning!** Do not use a wand with no dial string, because if the MTS also has no dial string, an error condition exists (the MTS quad beeps continuously until the wand is removed). In this case, you will be unable to use the MTS.

## Modem Dial/Initialization Strings

### Overview:

Both the MTS and the wand contain modem dial *strings* (a string being a sequence of characters). The MTS also contains a modem initialization string. This section describes how these strings are created and how they function.

### Changing MTS Strings:

Both the modem initialization string and the modem dial string of the MTS can be changed by selecting {Utilities | Hardware Tools | DTS Tools}. They can also be changed indirectly by using a device button, which is created by selecting {Utilities | Hardware Tools | Button Tools | Create Device Button}.

### Appending Carriage Returns:

Whenever the modem initialization string or the modem dial string of the MTS is changed, SRS checks to see if the string ends with a carriage return character. If it does not, SRS appends a carriage return to the string being changed.

The same also applies to the modem dial string of the wand. Whenever it is changed, SRS appends a carriage return character if it does not already have one.

### Modem Initialization:

Before any dial string is sent to the modem, it must be initialized with the modem initialization string of the MTS. If this string is blank, it defaults to:

```
AT&FE0Q0&C1&D2<cr>
```

**Note:** A blank string is defined as either a string of zero length (containing no characters) or a string composed entirely of spaces and/or carriage returns.

### Dialing the Modem:

After the modem is initialized, the modem dial string of the wand is sent to the modem, unless it is blank. If it's blank, then the modem dial string of the MTS is sent to the modem, unless it too is blank. If they're both blank, the MTS complains by quad beeping twice, indicating an error condition, and keeps on doing so until it is removed.



# Chapter 9 • Setup Menu

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### Communication Setup

#### COM Port Selection:

1. Select {Setup | Communication Port}.
2. Select the Communication Port.
3. Click on *OK* (or press *Enter*).

#### Modem Selection:

1. Select {Setup | Hardware Tools Modem Port}.
2. Click on the *Select* icon.
3. Select the desired modem.
4. Click on *OK* (or press *Enter*).
5. Click on the *Save* icon.

#### Download Directory Selection:

1. Select {Setup | Modem Downloader Setup}.
2. Select the desired modem.
3. Click on the *Edit* icon or Select {Edit | Edit}.
4. Click on Download Data Directory.
5. Double-click on the desired directory.
6. Click on *OK* (or press *Enter*).
7. Click on *OK* (or press *Enter*).
8. Click on the *Exit* icon or Select {File | Exit}.

## System Variables

### Read Wand Type:

1. Select {Setup | System Variables}.
2. Under *Read Wand Type*, select the type of wand you will be using with your SRS.
  - § CTS (if you are only using the SG wand)
  - § SGA (if you are only using the SGA wand)
  - § Both (if you are using both SG and SGA wands)
3. Click on *OK* (or press **Enter**).

Note: When reading the wand data, select “*BCS Computer Transfer Station*” to read a SG wand with a CTS or “*BCS SGA Download*” to read a SGA wand with the USB cable.

### Data Directory Selection:

1. Select {Setup | System Variables}.
2. Under *System Data Directory*, click on *Set Data Directory* icon.
3. Double-click on desired directory.
4. Click on *OK* (or press **Enter**).
5. Click on *OK* (or press **Enter**).

### Export Directory Selection:

1. Select {Setup | System Variables}.
2. Under *Export Download Data*, make sure *Export Download Data* is checked.
3. Under *Export Download Data*, click on the *Set Data Directory* icon.
4. Double-click on the desired directory.
5. Click on *OK* (or press **Enter**).
6. Click on *OK* (or press **Enter**).

### To Change Default Export Download File Name:

1. Select {Setup | System Variables}.
2. Edit the *Default CTS Export Download File Name*.
3. Click on *OK* (or press **Enter**).

### To Change Date Format:

1. Select {Setup | System Variables}.
2. Edit the *Date Format* (for info on Windows date formats, see next section: [Help on Date Formats](#)).
3. Click on *OK* (or press **Enter**).

### **Help on Date Formats:**

To get help on Windows date formats, follow these steps:

1. Click on the Windows Start icon.
2. Select {Settings | Control Panel | Regional Settings | Date}.
3. Click on *Short date style*  
or  
Click on *Long date style*.
4. Press **F1**.

### **Tag Select:**

Select the check box for the type of tags that are scanned with the wand:

§ Proximity Tags

§ Button Tags

### **Report Options:**

Select the check box for the desired report options:

§ Default is Random Tour

§ Default is Repeat Patrol

§ Enable Patrol Notes Feature - allows the user to enter patrol notes under {Data | Patrol Note Editor} to be selected in the "Advanced Customizing Mode" within the *Activity* report.

### **Wand/Computer Time Synchronization/Alerts:**

Select the amount of minutes, under "Allowable Time Difference (Tolerance)". If the difference of the wand and the computer exceed the set tolerance, the wand time will synchronize with the computer time.

## **Miscellaneous Setup Items**

**Note:** For {Setup | User ID} command info, see Chapter 7: User ID Setup.

### **To Edit Company Names:**

1. Select {Setup | Company Name}.
2. Edit the Company Names 1 and/or 2.
3. Click on *OK* (or press **Enter**).

### **To Change Language:**

1. Select {Setup | Change Language Resource}.
2. Select the desired .rsf file.
3. Click on *Open* (or press **Enter**).

### **To Replace Damaged Checkpoint:**

1. Select {Data | Replace Damaged Checkpoint}.
2. Select the desired checkpoint.
3. Click on the *Replace* icon.
4. Click on the *Read Button/Tag* icon.
5. Click on the *Read Wand* icon  
or  
Select {Edit | Append Single Button/Tag}.
6. Scan the button with the wand.
7. Click on the *Exit* icon  
or  
Select {File | Exit}.
8. Click on *OK* (or press **Enter**).
9. Click on *Yes* (or press **Enter**).
10. Click on the *Exit* icon.

# Appendix A • Menu Commands

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### **File Menu:**

**Sign On:** Log on as a different user.

**Sign Off:** Log off, disabling all SRS functions until someone logs on again.

**Exit:** Exit application.

### **Reader Menu:**

Via **Serial:** Read CTS.

Via **Modem**

### **Data Menu:**

**Schedules**

**Download/Report Files**

**Guard Buttons/Tags**

**Incident Buttons/Tags**

**Replace Damaged Checkpoint:** See [Miscellaneous Setup Items](#) (Ch. 9).

### **Reports Menu:**

**Report Generator**

### **Utilities Menu:**

**Database Utility**

**Hardware Tools**

### **Setup Menu:**

**Communication Port**

**Hardware Tools Modem Port**

**Modem Downloader Setup**

**Company Name**

**System Variables**

**User ID:** See Ch. 7, [User ID Setup](#).

## Change Language Resource

### **Help Menu:**

**Contents:** Display Table of Contents of SRS Help File.

**Search:** Opens Search dialog box to search for keywords.

**About:** About SRS .

# Appendix B • Database Utility

---

### Overview:

The Database Utility displays a list of all database files used by SRS , and allows you to perform 4 operations on each file: *Create*, which erases the old file and creates a new, empty file in its place; *Reindex*, which can be used to recreate all necessary index files should any of them become corrupted; *Raw Data*, which lets you view the contents of the file in tabular format; and *Import/Export*, which lets you import data from or export data to a text file.

### To Access the Database Utility:

Select "Database Utility" from the Utilities menu.

### Create Button:

Use the Create button to erase the selected database file and create a new, empty file in its place.

### Reindex Button:

Use the Reindex button to recreate all index files associated with the selected database file, should any of them become corrupted.

### Raw Data Button:

Use the Raw Data button to view the contents of the selected database file in tabular format.

**Warning:** This feature is for advanced users only; do not change anything unless you are certain that you know what you're doing!

### Import/Export Button:

Use the Import/Export button to import data from a text file to the selected database file, or to export data from the selected database file to a text file. See the next section, [Import/Export Utility](#), for more information.

### To Exit from Database Utility:

Click on Exit button.

## Import/Export Utility

### To Access Import/Export Utility:

1. Select the desired Database Table.
2. Click on the *Import/Export* icon.
3. Perform Import and/or Export operation.
4. Click on the *Exit* icon.

### To Import from a Text File:

1. Click on the *Import* tab.
2. Click on the *Select* icon to select text file to import.
3. Click on the *View Import File* icon to view the contents of the text file being imported.
4. Click on the *Start* icon to perform the Import operation.
5. If either *Errors* or *Warnings* (under *Record Counts*) is non-zero, click on the *View Log* icon to view the log file.

### To Export to a Text File:

1. Click on the *Export* tab.
2. Click on the *Select* icon to select the text file being exported to.
3. Click on the *Start* icon to perform the Export operation.
4. If either *Errors* or *Warnings* (under *Record Counts*) is non-zero, click on the *View Log* icon to view the log file.
5. Click on the *View Export File* icon to view the contents of the text file being exported to.

### Delimiter Characters:

- \* *Separator* – This character occurs once between each pair of adjacent field values. It defaults to a comma (,).
- \* *Delimiter* – This character occurs twice for each field value: once at the beginning and once at the end of the field value. It defaults to a quotation mark (“).
- \* *Suppress* – These 2 check boxes control whether or not the Separator character and/or the Delimiter character is to be omitted.

### Other Options:

- \* *View Fields* – Click this button to view a table containing one row for each field in the current database table. Each row contains the Field Name, Field Type, and Size.
- \* *Delete Table on Import* – When this check box is checked, the entire contents of the current database table is deleted prior to importing from the text file.



- \* *Include Header Record* – When this check box is checked, the first line of the text file being exported to is a “Header Record,” or list of field names.

# Appendix C • Backup/Restore Utility

---

### **Overview:**

The Backup/Restore Utility allows you to create backup files of the download and database files so that they may be easily restored.

### **To Access the Backup/Restore Utility:**

Select "Backup/Restore Utility" from the Utilities menu.

### **BackUp File Button:**

Use the BackUp File button to create a backup file of database and download files.

### **ReStore File Button:**

Use the ReStore File button to restore the database and download files from previously saved backup files

### **Backup Files:**

Select the type of file you want to backup (DataBase Files or DownLoad Files). Click Browse Directory to select the directory location where the backup file will be saved. Click the Save button.

### **Restore Files:**

Select the type of file you want to restore (DataBase Files or DownLoad Files). Click Browse Directory to select the directory location where the backup file was previously saved. Click the ReStore button.

### **To Exit from Backup/Restore Utility:**

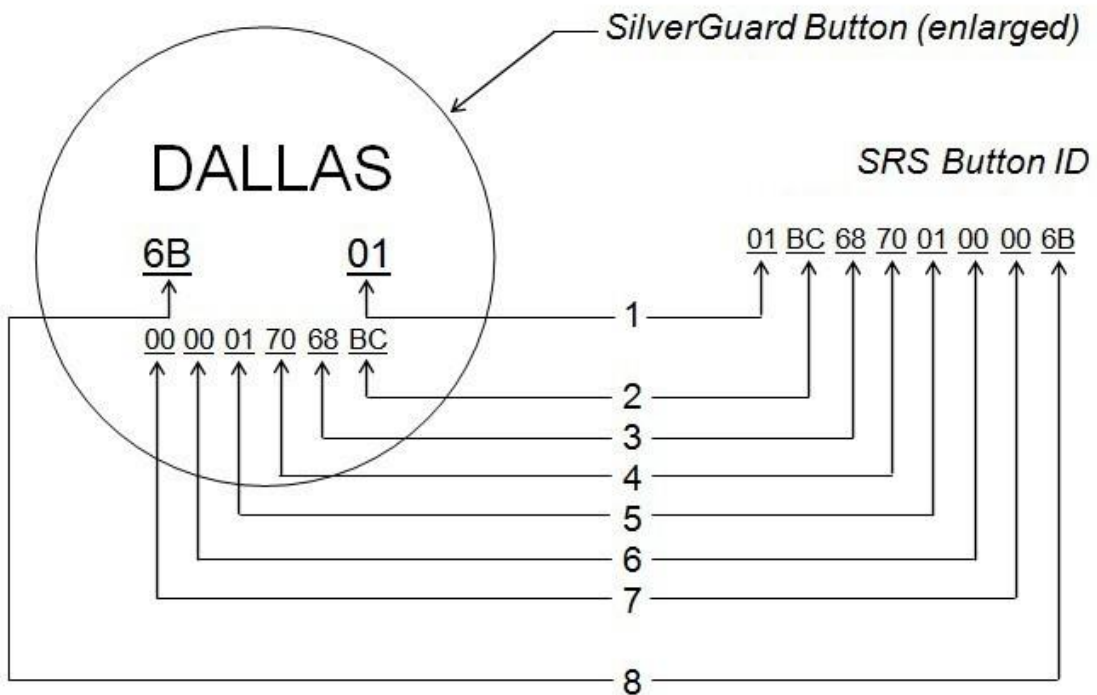
Click on Exit button.

## Appendix D • Button ID Verification

For verification purposes, the 16-digit button ID number used by SRS contains the same 16 digits as the number etched on the button itself, but in a different order:

- \* The first 2 digits of the button ID are located, on the button itself, directly below the 'S' in DALLAS (see diagram below).
- \* The last 2 digits of the button ID are located, on the button itself, directly below the 'D' in DALLAS.
- \* The middle 12 digits of the button ID are located below the first and last pair of digits, starting with the 7th pair, the 6th pair, and so on down to the 2nd pair.

**Note:** In most places in SRS, only 14 digits are used for the button ID, in which case the last 2 digits are dropped.



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