

## Quick Start

Version 2.0

### About this Quick Start

This booklet contains information on setting up your Touch & Log in a nut shell. It touches on every aspect in a simple and easy to understand format.



### Step I – Hardware Installation

- Fill in the location names and guard names into the installation checklist provided (The location tag refers in the checklist is printed on the tag itself). This information will be keyed into the system in step III – 2 & 4.
- Install the location tag at the predetermined locations and distribute the guard tag to the respective guards.
- Connects the download cable to computer COM port.

### Step II – Software Installation

Insert the Touch & Log cd-rom setup disc into your cd-rom drive. The setup program will run automatically. Follow the on-screen instruction to complete the installation (press OK, Yes or Next as appropriate).

### Step III – Program Configuration

- Run the Touch & Log program by clicking on the Start Menu ->Programs -> Touch & Log -> Touch & Log
- Key in your company name when prompt to do so.\*
- When prompt, enter User Name and Password to setup an admin user. There will be at least one admin user in the system.\*
- The main menu will pop up as shown below.

\* For the first time running.



#### 1 – User Setup

Click the User Setup -> Add button to add an admin or normal user. Select the appropriate Level and key in the name and password of the user.

#### 2 – Guard Setup

Click the Guard Setup -> Add button to add a guard. Select the guard tag (as filled up in the installation checklist in step I) and key in the name. Tick the "Save as system user" checkbox if this particular guard is given authority to use (as a normal user) the Touch & Log software.

#### 3 – Reader Setup

Click the Reader Setup -> Edit button to change the reader name. The default name for the first reader is "Reader#1".

#### 4 – Locations

Click the Location -> Add button to add four check points. Select the location tag (as filled up in the installation checklist in step I) and key in the name, start time, end time and four frequency.

#### 5 – Incident

Click the Incident -> Add button to add an incident, i.e. window broken, door unlocked etc. The incident can be assigned to any number between 1 and 99.

#### 6 – Log Out

Log out the current user. To re-login, click on the minimized Touch & Log icon located at the lower right corner of the screen.

#### 7 – Download

To download data from the reader, connect the download cable to it. Next, switch on and press the reader's Scan button. Click the Download button and wait for the downloading process to complete before unplugging.

#### 8 – Report

To print report, press the Report button and select the type of report to print. Report can be generated on the following basis:-

- Guard name
- Date
- Location

## a) Start Patrol

The guard identifies himself by scanning his guard tag with the reader.

## b) During Patrol

At each check point, scan the location tag.

## c) Report Incident

To report any incident, scan in the predefined incident number (as setup in step III – 5) follow by “ENT” key in the incident wallet.

Note: remember to scan location tag before reporting any incident.

## d) After Patrol

Follows step III – 7 to download tour data into the Touch & Log system.



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