

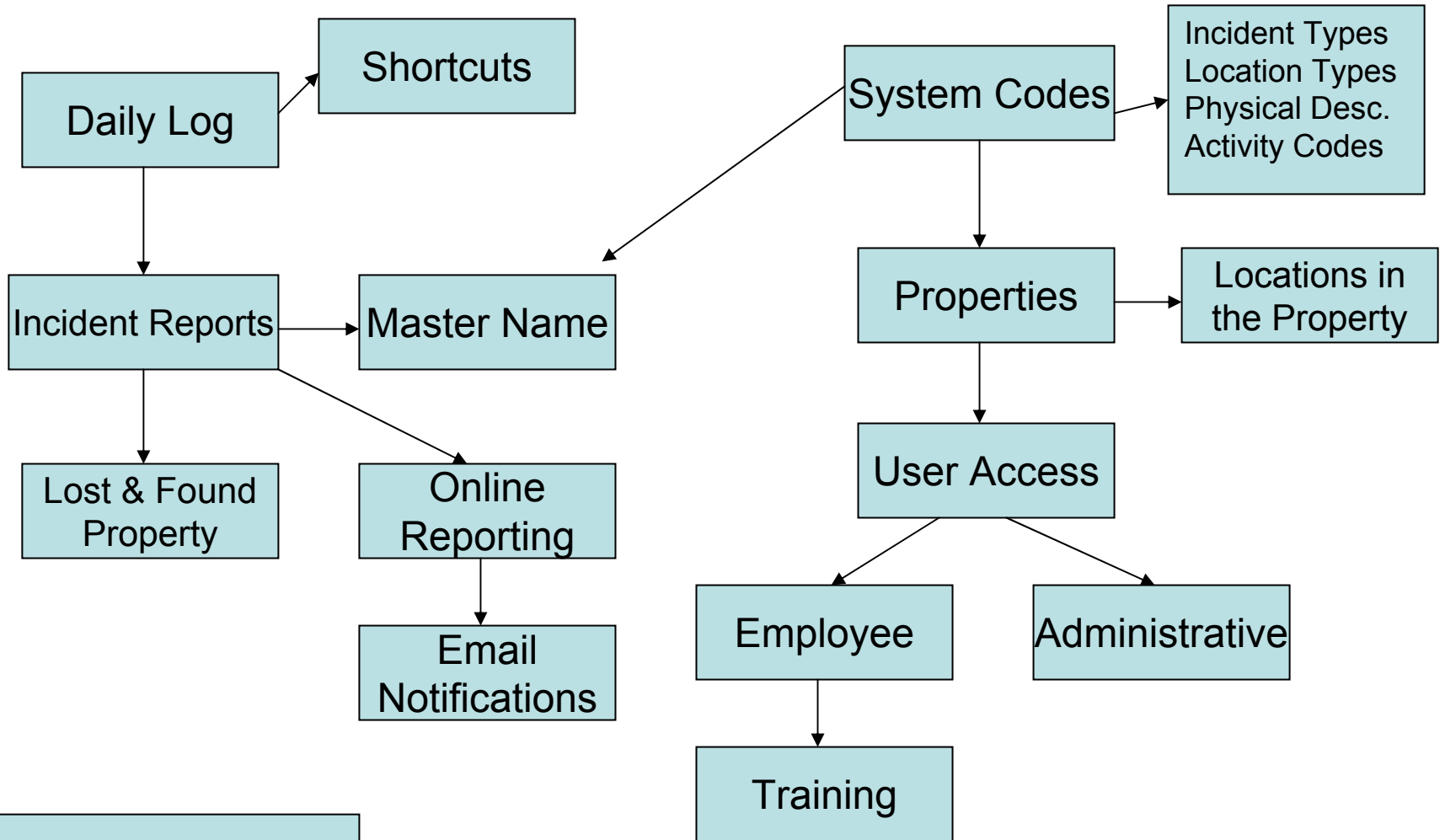
OnGuard

24x7

www.OnGuard24X7.com

Incident Reporting and
Risk Management Software for
Corporate and Private Security

System Overview Diagram

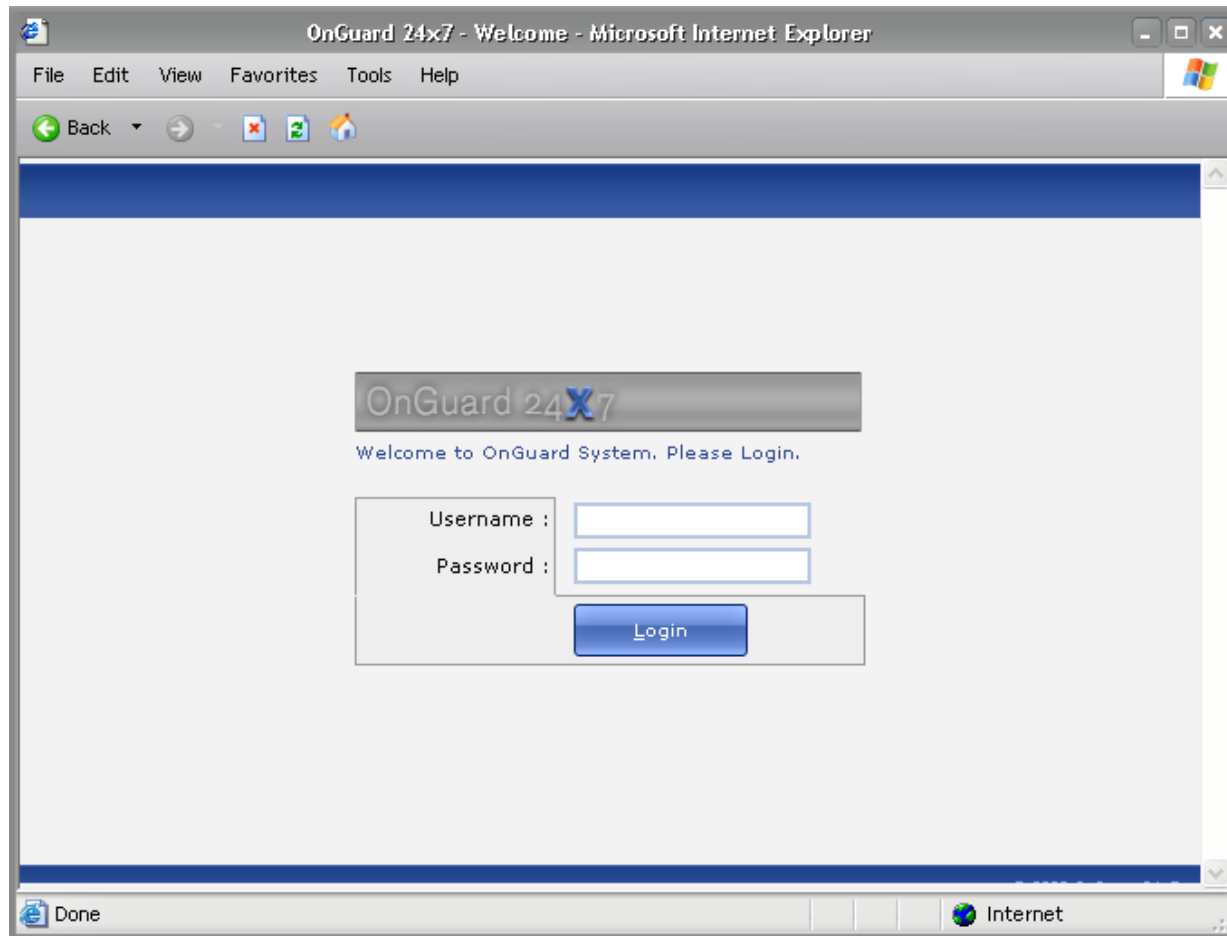


Other Modules Available:
-Permits
-Property Mapping

System Architecture

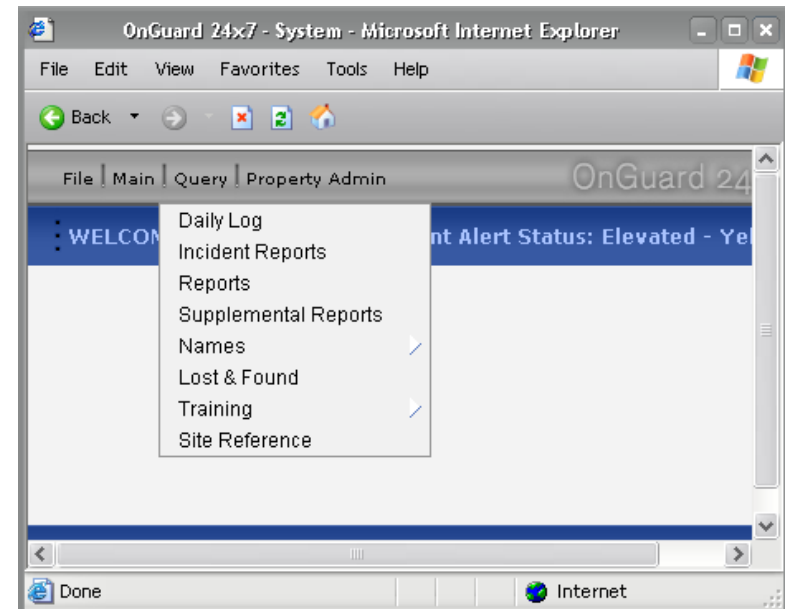
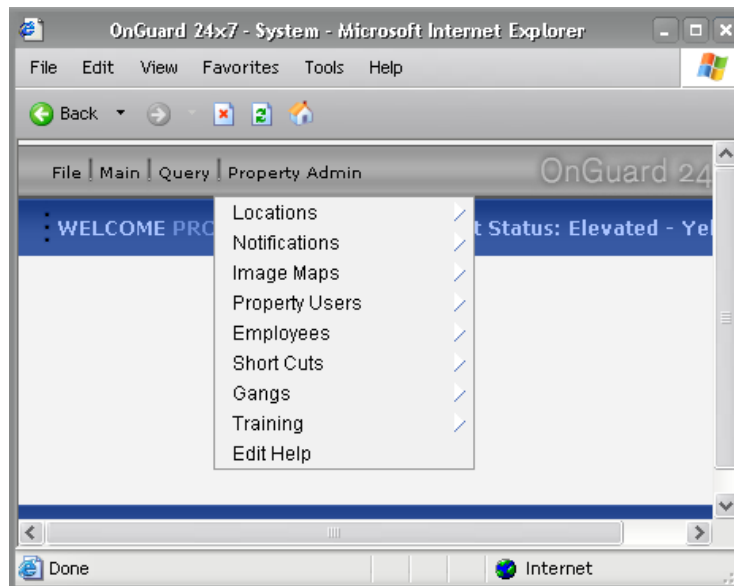
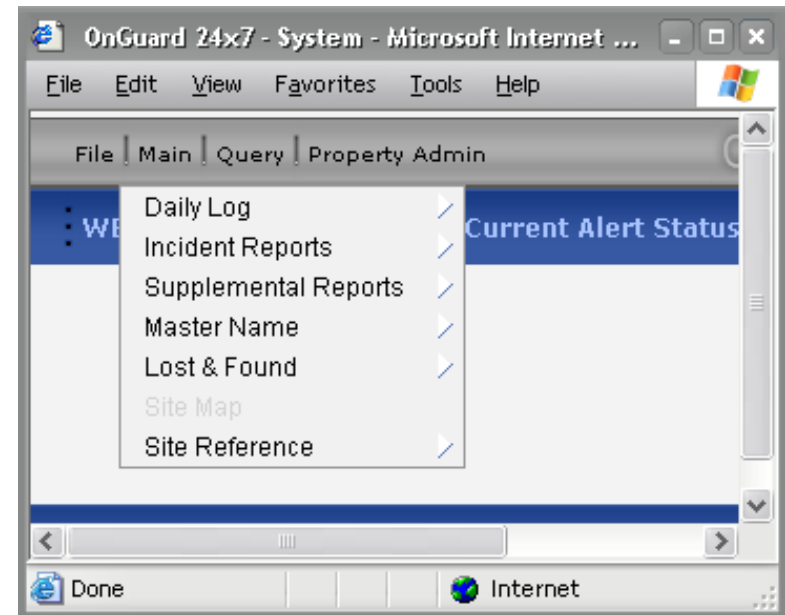
- Entirely web based, no end user installs
- Internet Explorer is the client browser
- SQL Server 2000 backend
- N-Tier design for speed and security
- Supports multiple clients and multiple sites
- Web based reporting via Crystal Reports
- Email notification of significant incidents
- Summary reports emailed to administrators
- Can be run locally or in a hosted mode

Log in Screen



The User Access allows you to control what data the person can see, the Modules they have access to, and the commands they can perform when in those modules.

Standard User Menus Overview



File Menu

The File Menu consists of the following:

● **Log Off:** causes the current user to be logged off the program so it is not left open while unattended. A user is automatically logged off the program after 30 minutes of inactivity.

● **Help:** brings up help information depending on the screen the user is currently on. The Help text can be modified by the System Admin person so company specific instructions can be used.

● **Support:** brings up a screen to allow the user to send email to support without leaving the program.

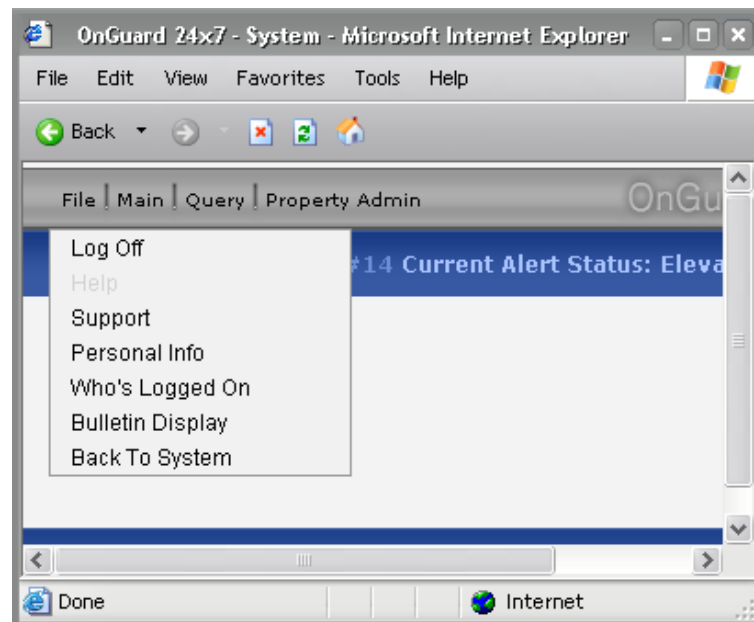
● **Personal Info:** shows the name of the person currently logged on.

● **Who's Logged On:** Shows a list of the people currently logged on at the specific property. If you are a System user, you can see everyone logged in on every property.

● **Bulletin Display:** Displays a list of the current active bulletins specific to the property based on the user's log in.

● **Portal:** this is an area where you can perform a wide variety of ad hoc queries against the data. (System User's File Menu only.)

● **Property Admin:** This is for managers or system users that have access to more than one property. This allows them to change the current property they are viewing for a different one so they can manage the data from one log on. (System User's only).



Main Menu

Selecting one of these items from the Main Menu takes you to that specific module:

● **Daily Log:** records the daily routine activities of officers and events that occur on the property.

● **Incident Reports:** provides fields for capturing data of a more serious nature than a Daily Log event, and allows for name contact, pictures, and supplement reports to be added.

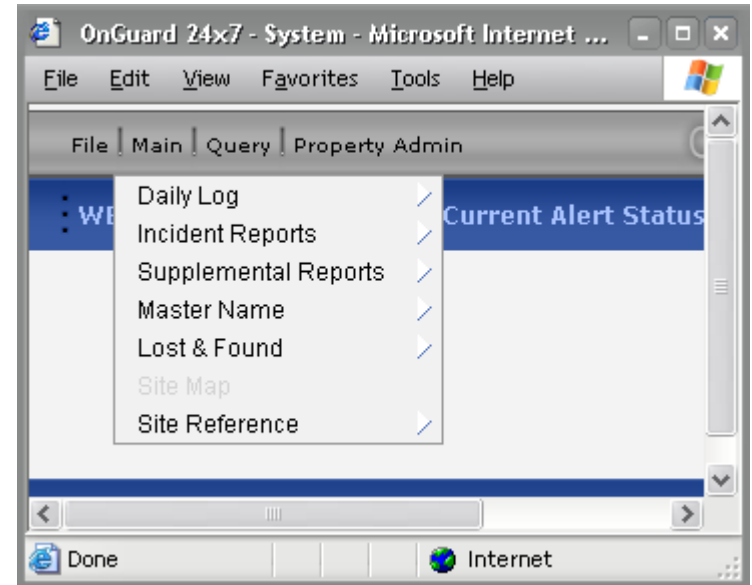
● **Supplement Reports:** used when additional information needs to be added to the original report.

● **Master Name:** Stores all names that have been linked with a report or reports. Names are only entered once; if they need to be used for another report they are just linked to the new report. Locating a name also shows all the reports the person has been involved in.

● **Lost & Found:** this is an area where you can enter property, including a picture, for items found on the property.

● **Site Map:** An advanced feature that allows you to import an existing drawing of the property into the data base, define the locations on the property, and use it to create pin maps.

● **Site Reference:** holds procedure documents and emergency instructions for each specific property. Can be either unformatted text or PDF files.



Query Menu

The Query Menu allows you to locate data from each module based on a wide range of user defined criteria. There are some functions that are common to all Query screens. We'll look at those first, then look at each query screen individually.

Click here to Add a New Record to the File

Click here to View the Record

Click the Print icon to print the Record

Click on any Column Title to sort the list by that Column

NEW	Print	Case Nbr
VIEW		2003-000001
VIEW		2003-000003
VIEW		2003-000004

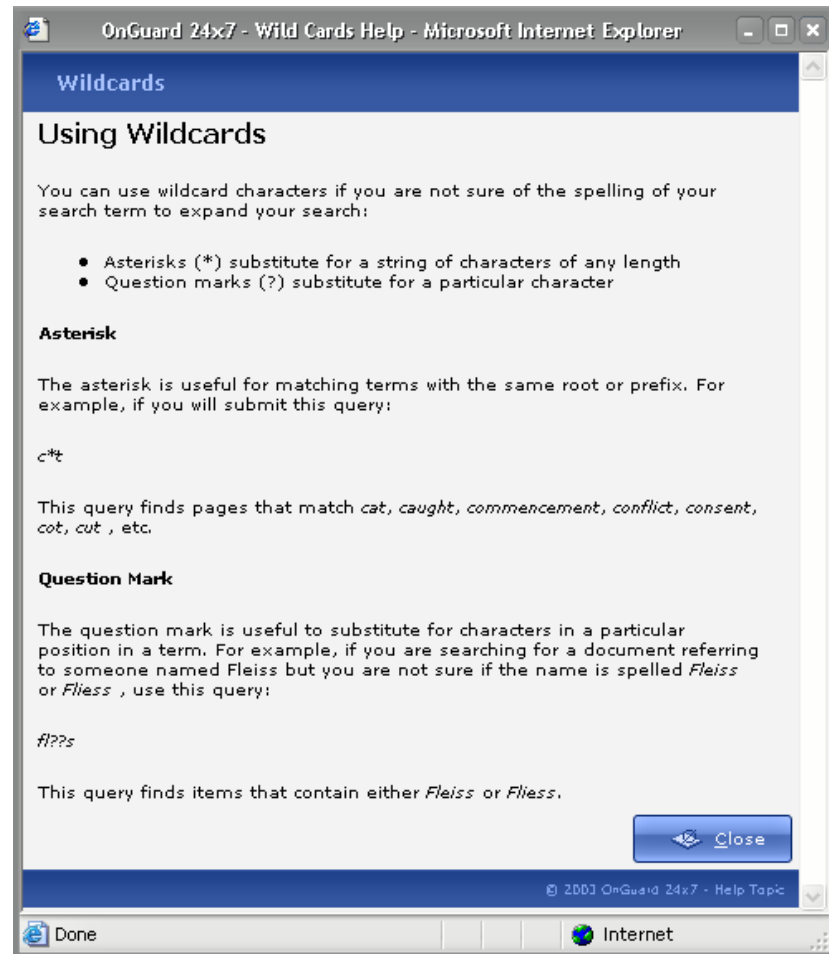
Click on a line in the list to view the entire record

This is a sample list returned from an Incident Report Query. All lists in the program have the functions described above.

	Print	Case Nbr	Location	Incident	D&T Reported	A	Names	Pictures
		2003-000001	Toys R US - COMMON AREA	SUSPICIOUS VEH. - Suspicious vehicle(s)	01/02/2003 - 01:35	No	View Names	No Pictures
		2003-000003	Security Booth / Guest Services - KIOSK	GUEST ASSIST - Guest information/directions	01/02/2003 - 20:45	No	View Names	No Pictures
		2003-000004	AT&T South - KIOSK	SUSPICIOUS CIR. - Other activity/behavior req. investigation	01/03/2003 - 14:38	No	No Names	No Pictures

Wildcards in Queries

This screen pops up when the 'Wildcards' button is clicked. It describes how to use wildcard characters in queries.



Daily Log Query

This is a standard search screen with drop down lists, and fill in the blank boxes for dates.
Note that multiple criteria can be used to create very flexible searches.

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

File Main Query Property Admin

OnGuard 24x7

Daily Log section PROPERTY #10 Current Alert Status: Elevated - Yellow

Event Nbr :

Location : -- ALL --

Incident : ACCIDENT - Slip or trip and fall

Activity : -- ALL --

Employee : -- ALL --

Date Reported From : 04/01/2003

Date Reported To : 06/07/2003

Last 12 hours : ☒

Last 24 hours : ☐

All : ☐

Search Reset Wildcards

Print	Incident Report#	Event Nbr	Location	Incident	Activity	Employee	Date Reported
	2003-000258	20030402-000005	HallMark (Steve's)	Slip or trip and fall	Assigned Call	LastName1280, Jason	04/02/2003
	2003-000267	20030404-000046	Bus Lane #2	Slip or trip and fall	Patrol	LastName713, Jon	04/04/2003
	2003-000339	20030415-000031	Fountain	Slip or trip and fall	Officer Initiated	LastName715, Kory	04/15/2003
	2003-000477	20030513-000033	Fountain	Slip or trip and fall	Officer Initiated	LastName715, Kory	05/13/2003

Print Preview

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Done Internet

Incident Report Query

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OnGuard 24x7

Incident Report section PROPERTY #14 Current Alert Status: Elevated - Yellow

Incident Report # :

Location : -- ALL --

Incident : -- ALL --

Employee : -- ALL --

Report Type : -- ALL --

Status : -- ALL --

Narrative :

Date Reported From : 05/01/2003

Date Reported To : 06/30/2003

Last 12 hours : ☒

Last 24 hours : ☐

All : ☐

June 2003

	S	M	T	W	T	F	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

These columns are hyperlinks to allow you to bring up additional information for a specific report.

Print	Incident Report#	Location	Incident	D&T Reported	A	Supplements	Names	Pictures
	2003-000107	Sheikh Shoes - COMMON AREA	ACCIDENT - Slip or trip and fall	05/03/2003 - 18:23	Yes	No Supplements	View Names	No Pictures
	2003-000108	Kid's Footlocker - COMMON AREA	ACCIDENT - Slip or trip and fall	05/04/2003 - 11:30	Yes	No Supplements	View Names	No Pictures
	2003-000109	Macy's - CUSTOMER	CUSTOMER ASSIST - All other customer assists	05/06/2003 - 15:47	Yes	No Supplements	View Names	No Pictures
	2003-000112	AT&T South - KIOSK	ACCIDENT - Other accidents or property damage, not traffic	05/08/2003 - 20:00	No	No Supplements	No Names	No Pictures
	2003-000113	Parking Lot 7 - PARKING LOT	TRAFFIC - Hit and run non-injury	05/09/2003 - 13:47	No	View Supplements	View Names	No Pictures
	2003-000114	Pretzelmaker - KIOSK	THEFT - Theft all other	05/05/2003 - 13:12	Yes	No Supplements	View Names	No Pictures
	2003-000115	Time Out - COMMON AREA	THEFT - Theft all other	05/14/2003 - 13:41	Yes	No Supplements	No Names	No Pictures

Print Preview

javascript:getCalendarFor(document.thisPage.all('sDateOfEntry_To'));

Internet

Clicking the View Names Link from the Incident Report Query on the previous slide, brings up a list of names for the people involved in the Incident. You can then click the 'Back' command in the Command Bar to go back to the list of reports in your query.

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File Main Query Property Admin

OnGuard 24x7

Name Link section PROPERTY #10 Current Alert Status: Elevated - Yellow

Back

Incident Report # : 2003-000301

Location : Lot 01 - D - PARKING LOT

Incident : CONDUCT CODE - 3. Sexual language, gestures, slurs

Employee : LastName713, Jon Kerry

Report Type : Information Report

Status : Pending

NEW	Person Name	Involvement	PersonType	Banned
VIEW	Davis, Linda	COMPLAINANT	Guest	No
VIEW	Murillo, Marc	SUSPECT	Guest	Yes
VIEW	Walsh, Courtney	VICTIM	Guest	No

Print Preview

2003 OnGuard 24x7

Done Internet

Master Name Query

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

OnGuard 24x7

File Main Query Property Admin

Master Name section PROPERTY #14 Current Alert Status: Elevated - Yellow

Incident Report # :

Crime Classification : -- ALL --

Incident : -- ALL --

First Name :

Last Name : A*

Date Entered :

Date Incident Reported :

Search Reset Wildcards

Page 1 from 2 pages 13 records found.

Print	Name	Date Entered	Incident Report #	Involvement	Incident	Ofc.Sfty	Banned	Race	Sex	Pictures
	Adams, Madelynn	10/26/2002	2002-000104	WITNESS	ASSAULT	No	No	WHITE	Female	No Pictures
	Altiod, Carly	05/17/2003	2003-000113	VICTIM	TRAFFIC	No	No			No Pictures
	Altiod, Delia	11/10/2002	2002-000116	VICTIM	TRAFFIC	Yes	No	Hisp/Lat/Mex	Female	No Pictures
	Altiod, Ismael	02/06/2003				No	No	Hisp/Lat/Mex	Male	No Pictures
	Altiod, Jalal	11/12/2002	2002-000120	N/A	GUEST ASSIST	No	No	WHITE	Male	No Pictures
	Altiod, Jalal	01/14/2003	2003-000019	N/A	LEASE VIOLATION	No	No	Other	Male	No Pictures
	Andale, Richard	09/25/2002	2002-000053	SUSPECT	SUSPICIOUS PER.	No	No	Hisp/Lat/Mex	Male	No Pictures
	Anderson, Marla	11/25/2002	2002-000128	WITNESS	PROPERTY LOST	No	No		Female	No Pictures
	Anderton, Della	11/16/2002	2002-000123	WITNESS	THEFT	No	No	Hisp/Lat/Mex	Female	No Pictures
	Anderton, Katrina	11/03/2002	2002-000115	WITNESS	ASSAULT	No	No	Hisp/Lat/Mex	Female	No Pictures

Print Preview

*Red lines indicate Officer Safety information

Done Internet

Name Query

1. Use free form criteria such as 'A*' in the Last name field will bring back all names where the last name starts with 'A'.
2. Use the 'Crime Classification' drop down list to find everyone involved in 'THEFT'.
3. Note the lines with the text in RED. This indicates Officer Safety information is available for this subject.
4. Note also the 'Banned' column reflect if the person is currently Banned from the property. The data range for the banning is checked each time a query is run so the information is always up to date.
5. On the left hand margin are View and Print icons.
6. In the 'Picture' column, if a picture is in file, clicking this link will display all pictures associated with this person.

Quick Name Query

As shown, the Quick Reference allows you to choose from First or Last name and click the letter it starts with. Below is a list of all last names that start with 'A'.

OnGuard 24x7 - OnGuard System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File Main Query Property Admin





















OnGuard 24x7

Master Name Quick Reference PROPERTY #14

☒ Last Name Starts with
☐ First Name Starts with

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page 1 from 2 pages 13 records found.

	Print	Name	Date Entered	Incident Report #	Involvement	Incident	Ofc.Sfty	Banned	Race	Sex	Pictures
		Adams, Madelynn	10/26/2002	2002-000104	WITNESS	ASSAULT	No	No	WHITE	Female	No Pictures
		Altiod, Carly	05/17/2003	2003-000113	VICTIM	TRAFFIC	No	No			No Pictures
		Altiod, Delia	11/10/2002	2002-000116	VICTIM	TRAFFIC	Yes	No	Hisp/Lat/Mex	Female	No Pictures
		Altiod, Ismael	02/06/2003				No	No	Hisp/Lat/Mex	Male	No Pictures
		Altiod, Jalal	11/12/2002	2002-000120	N/A	GUEST ASSIST	No	No	WHITE	Male	No Pictures
		Altiod, Jalal	01/14/2003	2003-000019	N/A	LEASE VIOLATION	No	No	Other	Male	No Pictures
		Andale, Richard	09/25/2002	2002-000053	SUSPECT	SUSPICIOUS PER.	No	No	Hisp/Lat/Mex	Male	No Pictures
		Anderson, Marla	11/25/2002	2002-000128	WITNESS	PROPERTY LOST	No	No		Female	No Pictures
		Anderton, Della	11/16/2002	2002-000123	WITNESS	THEFT	No	No	Hisp/Lat/Mex	Female	No Pictures
		Anderton, Katrina	11/03/2002	2002-000115	WITNESS	ASSAULT	No	No	Hisp/Lat/Mex	Female	No Pictures

Print Preview

Internet

Lost and Found Query

As shown, this query returned all property in file. However, the drop down list allows the user to select a specific category of property, or a range of dates.

The screenshot displays the OnGuard 24x7 System interface within a Microsoft Internet Explorer browser window. The interface is titled "OnGuard 24x7 - System - Microsoft Internet Explorer" and features a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, there is a navigation bar with "File", "Main", "Query", and "Property Admin". The main content area is titled "Lost & Found section" and "PROPERTY #10". The current alert status is "Elevated - Yellow".

The search filters section includes:

- Incident Report #:
- Item #:
- Item Type: -- Select Item Type -- (dropdown menu)
- Review Date From:
- Review Date To:

The dropdown menu for "Item Type" is open, showing the following options:

- Select Item Type --
- Animals - All Domestic, Wild, or Farm Animals
- Art - All Posters, Paintings, Statuary, Sculpture
- Clothing - All wearing Apparel
- Consumable - All items produced to be used up
- Currency - Currency - Money, Notes, Checks, etc.
- Entertainment - Televisions, Radios, Stereos, etc.
- Household - All Furniture, Household Appliances
- Jewelry - Watches, Rings, Bracelets, Necklaces
- Miscellaneous - All Other
- Office - Computers, Printers, Copiers, Typewriters
- Vehicles - All Motor Vehicles, Bicycles
- Weapons - Firearms, Knives, Clubs, etc.

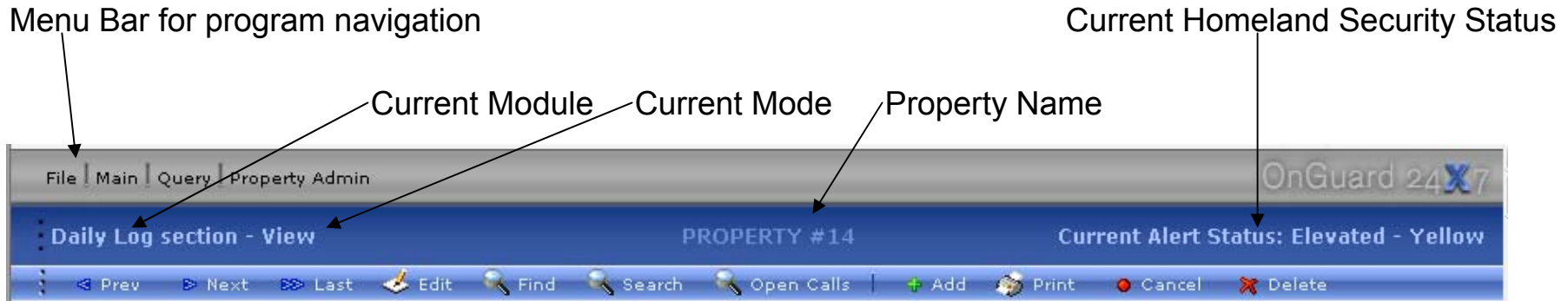
The search results table is as follows:

Incident Report #	Item #	Description	View Pictures
2003-000121	1	Blue Sharp Calculator	No Pictures
2003-000122	1	Set of keys red, green, and yellow	No Pictures
2003-000123	1	1 Sears bag containing a gray sweatshirt	No Pictures
2003-000125	1	Miscellaneous - All Other 1 red umbrella 1 pair of white underwear 9 pair dark glasses 1 white headband 1 betty boop silver watch 1 black pair of gloves 1 silver ring 1 U.C. Berkeley hat 1 bronze ring 1 gray sweatshirt 1 team Capitola t-shirt 1 white coral bracelet 1 black cell phone 1 brown hair clip 1 black hair clip 1 blue hair clip 1 cherry hair clip 1 express bag	No Pictures
2003-000126	1	Miscellaneous - All Other 1 gold underwear 1 red/black underwear 1 small blue jacket 1 gray sweatshirt 3 stuffed animals 1 shawl 1 black scarf 1 black hair clip 1 brown hair clip 1 toy horse 1 silver necklace	No Pictures
2003-000127	1	Clothing - All wearing Apparel 1 knitted baby gap sweater- cream color	No Pictures
2003-000128	1	Jewelry - Watches, Rings, Bracelets, Necklaces, Stones, Etc. 1 necklace with beads	No Pictures
2003-000129	1	Clothing - All wearing Apparel 1 black quicksilver jacket with gray stripes on the sleeves	No Pictures
2003-000130	1	Miscellaneous - All Other 1 role of film	No Pictures

At the bottom of the page, there is a "Print Preview" button and a status bar showing "Done" and "Internet".

Data Entry Common Commands

Data entry screens have Command Bars to simplify tasks for the end user. Although the commands are the same, their functionality will depend on the context of the window.

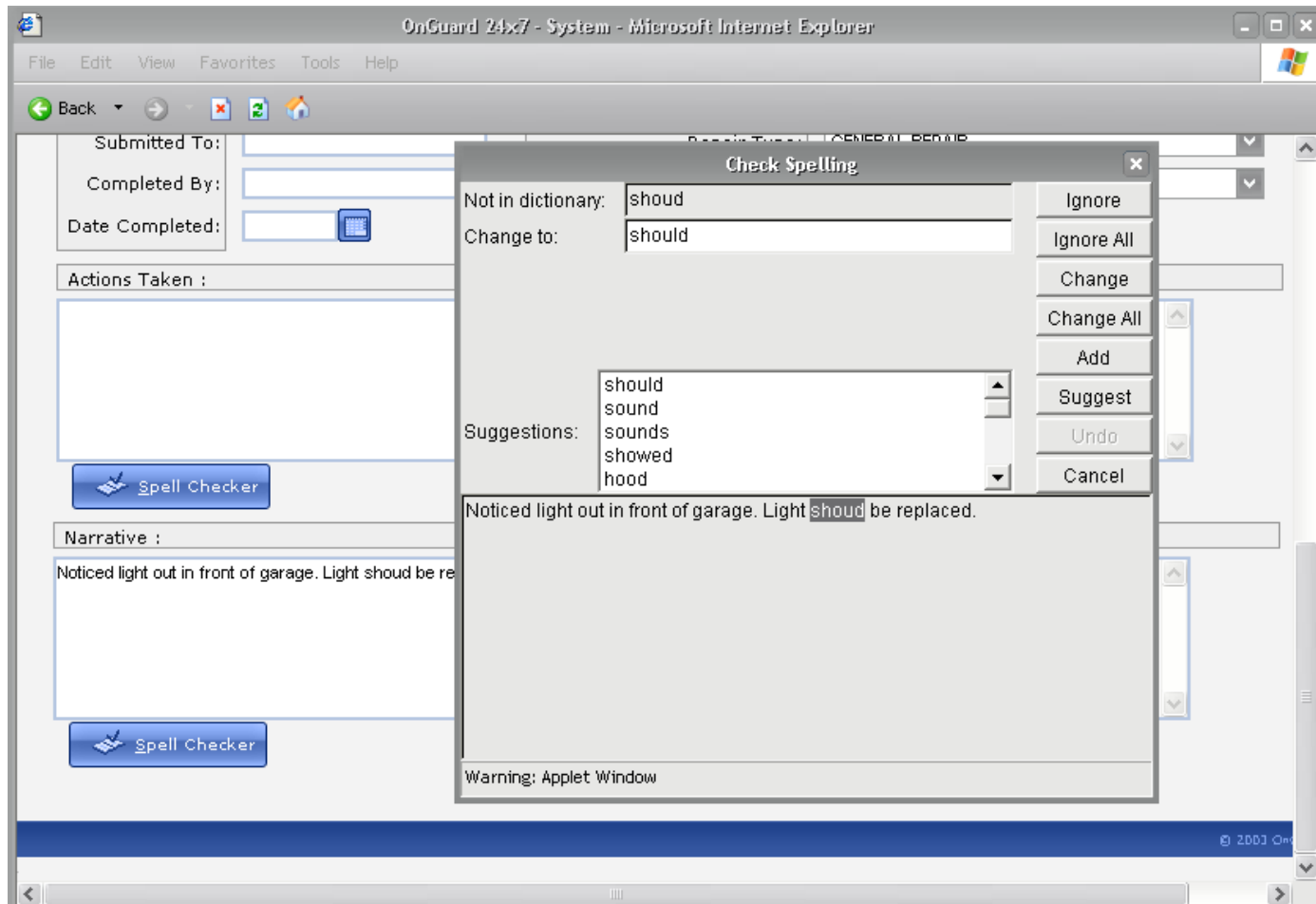


Command List

- Previous: Locates the record previous to the one displayed.
- Next: Locates the record following the one displayed.
- Last: Locates the Last record entered.
- Edit: Allows user to Edit the current record.
- Find: Allows the user to Find a record based on a specific value.
- Search: Allows the user to use broader and more fuzzy criteria for a search.
- Add: Allows the user to Add a record to the data base.
- Print: Prints the currently displayed record to the screen.
- Cancel: Cancels an Add or Edit command and returns the user to the record that was on the screen before they started.
- Delete: Allows the user to delete a record.
- Open Calls: Specific to the Daily Log Command bar (shown above). Displays a list of calls that have been started but not completed.

Built in Spell Checking

Available for all fields that allow the user to enter a long narrative. The example below shows the Incident Report screen.



Daily Log Module

- Maintains a running 'diary' of activity
- Tracks the amount of time spent by officer on each activity and Incident
- Creates Officer Activity Logs
- Tracks time spent by Location & Incident
- Provides for entry of noncritical incidents
- Can generate an Incident Report upon request
- Creates graph Call for Service load by time of day
- Stamps each event with a unique number that shows the date the event occurred
- Can provide response time reports
- Provides a Daily Log Bulletin that can be distributed to other managers

Daily Log Module

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

File Main Query Property Admin OnGuard 24x7

Daily Log section - View PROPERTY #14 Current Alert Status: Elevated - Yellow

Prev Next Last Edit Find Search Open Calls Add Print Cancel Delete

Date Created : 07/06/2003 Incident Report # : 2003-000116 Event Nbr : 20030706-000001

Location :	N M-Restrooms - RESTROOM	Local Detail :	-
Incident :	ACCIDENT - Slip or trip and fall	Reported by :	-
Employee :	LastName117, Stephen K.	Reported Phone :	-
		Activity :	Administrative

Date Reported : 07/06/2003

Service : Yes Assist Law Enforcement : No Reported to Police : No

Received Time : 05:55 Disp Time : 05:55 Enroute Time : 05:55 Arrived Time : 05:55 Clear Time : 06:00

Summary :

No injuries reported. photos taken

Done Internet

Note all the drop down lists to aid the user in accurate data entry.
These are all user-defined to allow you to track only the information that is important to you.

--Select ShortCut--

- Generator Room 1 Inspection (west)
- Generator Room 2 Inspection (east)
- Tracy Corridor 5, Unlocked
- Tracy Corridor 5, Inspection
- Tracy Corridor 6, Locked
- Tracy Corridor 6, Unlocked
- Tracy Corridor 7, Inspections
- Tracy Corridor 7, Locked
- Off Duty
- Tracy Corridor 7, Unlocked
- Tracy Corridor 8, Inspections
- PROMO CORRIDOR, Inspection
- North Bay Shop Inspection
- South Bay Shop Inspection
- SVR1 INSPECTION
- SVR 2 INSPECTION
- SVR 3 INSPECTION
- Tracy Corridor 1, Inspection
- SVR4 INSPECTION
- Malcom 4U Restroom Check
- SVR5 INSPECTION
- Vehicle Maintenance
- Tracy Corridor 2, Locked
- FOOD COURT RESTROOM CHECK
- 4 U RESTROOM CHECK
- Tracy South Bay Inspection
- Tracy South Bay, Locked
- Tracy South Bay, Unlocked
- South Bay, Locked

--Select Location--

- Maintenance - North Bay Shop - MAINT
- Maintenance - South Bay Shop - MAIN
- Mail Interior - COMMON AREA
- Mail Maintenance Office - MAINTENAN
- Mail Management Office - COMMON AI
- Mail Security Office - ADMIN OFFICES
- Master Cuts - COMMON AREA
- Master Cuts - CUSTOMER
- Maures - COMMON AREA
- Maures - CUSTOMER
- Memory Maker Mugs Store - COMMON
- Memory Maker Mugs Store - CUSTOY
- Motherhood Maternity - COMMON ARE
- Motherhood Maternity - CUSTOMER
- Musciend Suncoast - COMMON AREA
- Musciend Suncoast - CUSTOMER
- North Bay Shop - MAINTENANCE
- Orange Julius - COMMON AREA
- Orange Julius - CUSTOMER
- Oxo - MAINTENANCE
- Pac Sun - COMMON AREA
- Pac Sun - CUSTOMER
- Pacific Wave - COMMON AREA
- Pacific Wave - CUSTOMER
- Parking Area, lots patrolled during outli
- Parking Lot P1 - COMMON AREA
- Parking Lot P2 - COMMON AREA
- Parking Lot P3 - COMMON AREA
- Parking Lot P4 - COMMON AREA
- Parking Lot P5 - COMMON AREA

--Select Crime Code--

- *Unknown - Unknown
- ACCIDENT - Other accidents or proper
- ACCIDENT - Slip or trip and fall
- ACCIDENT - Workers comp, property c
- ADMIN DETAIL - Miscellaneous secur
- AED - AED In Cabinet
- AED - AED In vehicle
- AED CHECK - Checking Automatic Def
- ALARM - Burglary alarm
- ALARM - Fire
- ALARM - Holdup alarm
- ALARM - Trouble alarm
- ALARMS DISABLED - Management di
- ALARMS DISABLED - Plenum motion c
- ALARMS ENABLED - Management Al
- ALARMS ENABLED - Plenum motion d
- ALCOHOL - All alcohol offenses
- ANIMAL PROBLEM - Dead or stray, all
- ANNOYING PHONE - Obscene, annoy
- ARSON - Arson land, structure or prop
- ASSAULT - Assault simple not aggravi
- ASSAULT - Assault weapons, spousal
- ASSIST - Assist ambulance
- ASSIST - Assist fire department
- ASSIST - Assist other Mall department
- ASSIST - Assist other officer
- ASSIST LAW ENFORCEMENT - Assist
- BAN NOTICE - Person(s) banned from
- BICYCLE - Bicycle storage, abandoned

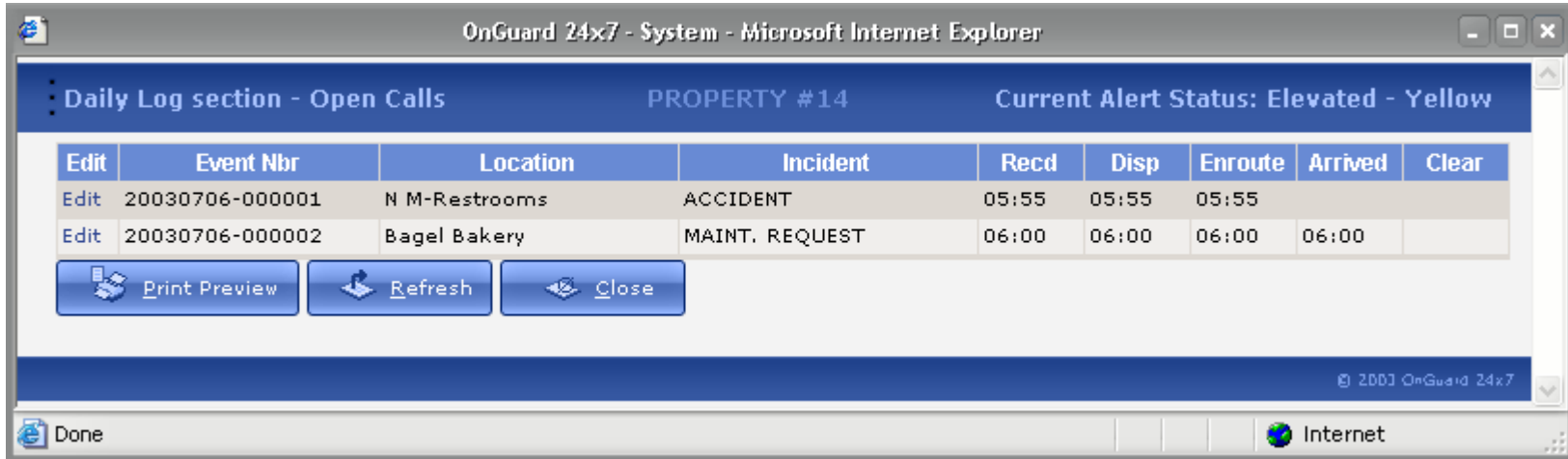
--Select Employee--

- Craig Ordahl
- Mark Mills
- Matthew Culberson
- Michael Wibben
- Ofendo Hill
- Phil Carlson
- Robert Kaehn
- Ronald Malcom
- Russell Eisenbraun
- Steve Anders
- Tracy Wiest
- Troy Tracy

--Select Activity--

- *Unknown
- Administrative
- Assigned Call
- Break
- Clock In
- Clock Out
- Closing
- Dispatch
- Foot Patrol
- Inspections
- Meal
- Officer Initiated
- Opening
- Report Writing
- Training
- Veh. Inspect
- Vehicle Patrol

Daily Log Open Calls



OnGuard 24x7 - System - Microsoft Internet Explorer

Daily Log section - Open Calls PROPERTY #14 Current Alert Status: Elevated - Yellow

Edit	Event Nbr	Location	Incident	Recd	Disp	Enroute	Arrived	Clear
Edit	20030706-000001	N M-Restrooms	ACCIDENT	05:55	05:55	05:55		
Edit	20030706-000002	Bagel Bakery	MAINT. REQUEST	06:00	06:00	06:00	06:00	

Print Preview Refresh Close

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Done Internet

Clicking the 'Open Calls' commands open this window on top of the Daily Log. There are two Open calls in the list. The first shows the Officer is Enroute, but has not arrived. The second shows the officer has arrived. Clicking the 'Edit' link on the left side of the list will take the user to the Daily Log, bring up that entry, and place the user in Edit Mode. Any call that is missing one of the times are placed in the Open Call list.

Aside from the dispatch use, a manager can bring up this screen, even from a different location and view the current activity of a property

Standard Error Reporting

Error message generated providing exact feedback on the nature of the problem and a Solution.

The screenshot shows the OnGuard 24x7 System web interface in Microsoft Internet Explorer. The browser title is "OnGuard 24x7 - System - Microsoft Internet Explorer". The interface has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a sub-menu with "File", "Main", "Query", "Property", and "Admin". The main content area has a header with "OnGuard 24x7" and "PROPERTY #14". Below the header is a section titled "Daily Log section - Create" with "Current Alert Status: Elevated - Yellow". There are "Save" and "Cancel" buttons. A red error message states: "You have provided incorrect time for the 'Arrived Time' field. Please provide time in HH:mm format". Below the error message is a form with several fields: "Short Cut" (dropdown), "Location" (dropdown, "Big 5 - CUSTOMER"), "Incident" (dropdown, "ADMINISTRATIVE - Break"), "Employee" (dropdown, "LastName438, Marc"), "Local Detail" (text input), "Reported by" (text input), "Reported Phone" (text input), and "Activity" (dropdown, "Administrative"). There are also radio buttons for "Service", "Assist Law Enforcement", and "Reported to Police". Below these are time input fields: "Received Time" (12:00), "Disp Time" (12:00), "Enroute Time" (12:00), "Arrived Time" (12:75), and "Clear Time" (empty). A "Summary" section contains a text area with "Lunch Break". A "Spell Checker" button is at the bottom left. The status bar at the bottom shows "Done" and "Internet".

File Edit View Favorites Tools Help

File Main Query Property Admin

OnGuard 24x7

Daily Log section - Create

PROPERTY #14

Current Alert Status: Elevated - Yellow

Save Cancel

You have provided incorrect time for the "Arrived Time" field. Please provide time in HH:mm format

Short Cut : -- Select Short Cut --

*Location : Big 5 - CUSTOMER

*Incident : ADMINISTRATIVE - Break

*Employee : LastName438, Marc

Local Detail :

Reported by :

Reported Phone :

*Activity : Administrative

*Date Reported : 06/19/2003 Create Incident Report :

Service : Assist Law Enforcement : Reported to Police :

*Received Time : 12:00 Disp Time : 12:00 Enroute Time : 12:00 Arrived Time : 12:75 Clear Time :

Summary :

Lunch Break

Spell Checker

Done Internet

Note
Improper
Time

Improper time can be fixed by changing the value to the correct time format.

Incident Report Module

- Uniform recording for Significant Incidents
- Automatically email administrators a report when specific incidents occur.
- Unlimited number of pictures can be attached to the report
- Unlimited number of names can be attached to a report
- Spell checking of Narrative
- Ability to create a Supplement to a report
- Creates specific Maintenance & Risk Management reports
- Prints a professional looking report that can be shared with other departments or agencies
- Provides for a large number of statistical summary reports
- Customized reports available upon request

Standard Incident Report

Note the Command Bar has many additional functions for completing a report.

File | Main | Query | Property Admin OnGuard 24x7

Incident Report section - View PROPERTY #14 Current Alert Status: Elevated - Yellow

Prev Next Last Edit Find Search Add Print Cancel Delete

Approve Add Name View Names Add Supplement View Supplements Add L&F View L&F Add Picture View Pictures

Date Created : 05/09/2003	Incident Report # : 2003-000113
Location : Parking Lot 7 - PARKING LOT	Location Detail : -
Report Type : Information Report	Status : Pending
Employee : LastName438, Marc	

Reported On	Date Occured	Time Occured
Date : 05/09/2003	From : 05/09/2003	From : 13:47
Time : 13:47	To : 05/09/2003	To : 13:53
Related Nbr : 20030509-000153	Related Agency : -	Entered On : 05/09/2003
Personal Loss : -	Personal Rec. : -	Approved : -
Site Loss : -	Site Rec. : -	
Incident : TRAFFIC - Hit and run non-injury		
Service : Yes	Assist Law Enforcement : No	Reported to Police : No

Narrative :
Hit and Run

Maintenance Report

File | Main | Query | Property Admin OnGuard 24X7

Incident Report section - View PROPERTY #14 Current Alert Status: Elevated - Yellow

Prev Next Last Edit Find Search Add Print Cancel Delete

Approve Add Name View Names Add Supplement View Supplements Add L&F View L&F Add Picture View Pictures

<p>Date Created : 01/04/2003</p> <p>Location : J.C.Penney North East Alley - ALLEY WAY</p> <p>Report Type : Maintenance Report</p> <p>Employee : LastName11, Arthur C.</p>	<p>Incident Report # : 2003-000008</p> <p>Location Detail : Light burnt out</p> <p>Status : Closed</p>
--	--

Reported On	Date Occured	Time Occured
Date : 01/04/2003	From : 01/04/2003	From : 19:40
Time : 19:40	To : 01/04/2003	To : 19:41
Related Nbr : 20030104-000142	Related Agency : -	Entered On : 01/04/2003
Personal Loss : -	Personal Rec. : -	Approved : Yes
Site Loss : -	Site Rec. : -	Approved By : LastName11, Arthur
		Approval Date : 02/28/2003

Incident : MAINT. REQUEST - Repair requests and orders

Service : Yes Assist Law Enforcement : No Reported to Police : No

Notifications

Property #14 Management : Yes

Submitted To: Mr. Smith	Repair Type: GENERAL REPAIR
Completed By: Mr. Jones	Maintenance Request Status : COMPLETED
Date Completed: 01/06/2003	

Actions Taken :

Light bulb was replaced

Narrative :

Exit sign above doors at N. JC Penney Court has a light bulb is burnt out

Email is automatically sent to people/departments in the notifications list



Risk Management Report

The top half of the report is the same as the standard report. The difference is in the bottom half of the screen shown on the next slide. This Incident Report screen is changed dynamically depending on the Type of Report selected. Selecting Risk Management will add the fields <next slide>

The screenshot shows the 'Incident Report section - Create Incident Report record' window for 'NORTHRIDGE MALL'. The interface includes a menu bar (File, Main, Query, Property Admin) and a title bar (OnGuard 24x7). The main form is divided into several sections:




- Top Section:** Contains dropdown menus for '*Location : -- Select Location --', '*Report Type : Risk Management', and '*Employee : -- Select Employee --'. To the right are fields for 'Location Detail :', '*Status : -- Select Status --', and a 'Location Detail :' label.
- Reported On Section:** Includes '*Date : 01/05/2003', '*Time :', 'Related Nbr :', 'Personal Loss :', 'Site Loss :', and '*Incident : -- Select Crime Code --'.
- Date Occured Section:** Includes '*From : 01/05/2003', '*To : 01/05/2003', 'Related Agency :', 'Personal Rec. :', and 'Site Rec. :'.
- Time Occured Section:** Includes 'From :', 'To :', and '*Entered On : 01/05/2003'.
- Service Section:** Includes 'Service : ☒ Assist Law Enforcement : ☐ Not Reported to Police : ☐'. Below this are checkboxes for 'Video available :', 'Wearing Glasses :', 'Fire Dept. Notified :', and 'Carrying Package :'.

Risk Management Report


The list fields on the bottom half of the screen are user definable. The other fields allow the user to provide information specific to a wide variety of Risk Management situations.



If slip and fall, describe shoes:

Visible Injury : <input type="checkbox"/>	Type of Shoes : <input type="text"/>	Surface Condition : -- Select Surface Condition -- ▾
Damage to Clothing : <input type="checkbox"/>	Sole Material : <input type="text"/>	If spill, What? : <input type="text"/>
First Aid Offered : <input type="checkbox"/>	Type/Style of heel : <input type="text"/>	Hazard Desc : <input type="text"/>
First Aid Accepted : <input type="checkbox"/>	Condition of sole/heel : <input type="text"/>	Were wet floor signs present? <input type="checkbox"/>
		If so, Where? <input type="text"/>
		and How many? <input type="text"/>

Lighting Condition : -- Select Lighting Condition -- ▾	<div>Was the cleaning company notified of the spill prior to the accident? <input type="checkbox"/></div> <div>At what time did he/she notify the cleaning company? <input type="text"/> </div> <div>Time : <input type="text"/></div> <div>Was security aware of this condition? <input type="checkbox"/></div> <div>When was the area last inspected by security? : <input type="text"/> </div> <div>Time : <input type="text"/></div> <div>What time did the cleaning company arrive to clean the spill? <input type="text"/> </div> <div>Time : <input type="text"/></div>
Weather Condition : -- Select Weather Condition -- ▾	
Type of Walkway : -- Select Type of Walkway -- ▾	
Escalator Description : <input type="text"/>	
Type of Surface : -- Select Type of Surface -- ▾	
Other/Describe : <input type="text"/>	
ContrComp Name : <input type="text"/>	
Contract : <input type="checkbox"/>	
Cert of Insurance : <input type="checkbox"/>	

Narrative :

 Spell Checker

 Save  Cancel

© 2002 OnGuard 24x7

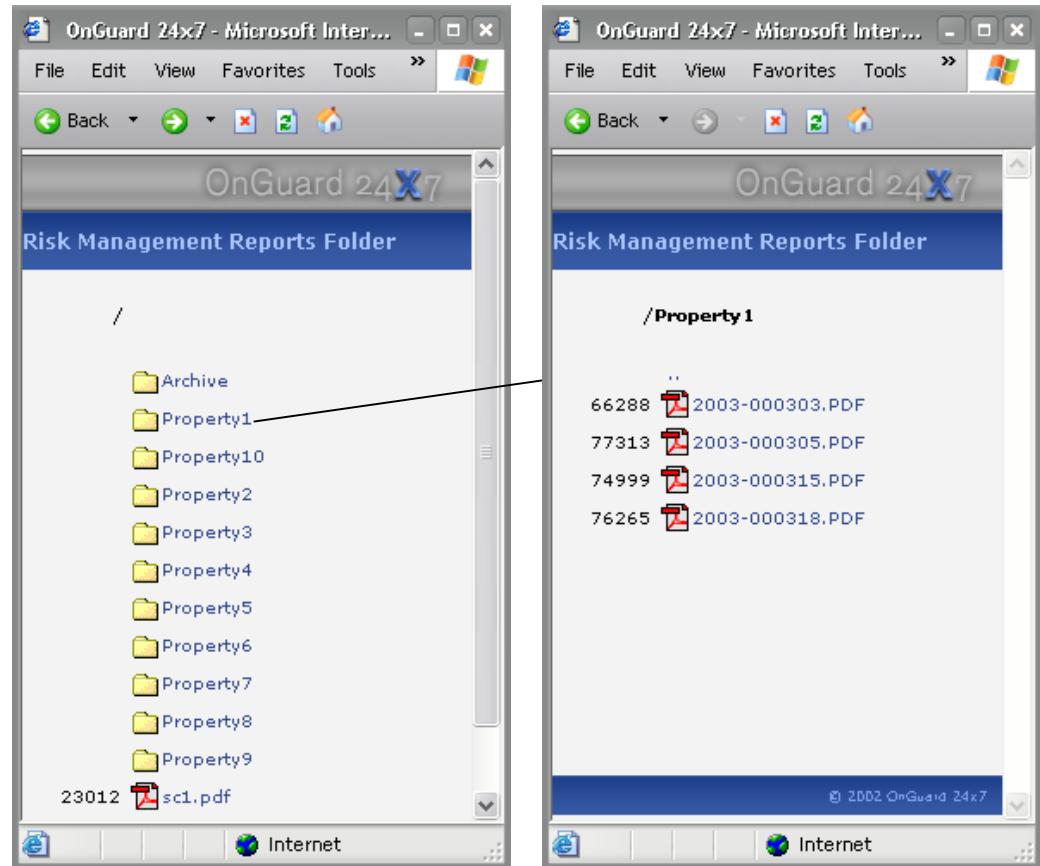
Risk Management Report Distribution

This is a separate portion of the program that allow a user to access a directory with 'Hard Copies' of all the reports that have been written, including pictures, Supplements, suspect and victims.

Typically, access to this section is via an existing corporate portal, with the link to these directories visible only to those with proper security access.

This functionality allows those with access to view/print reports, and to copy them to their local computer for future reference. All this without the necessity of logging into the OnGuard program. In fact, this user may never actually log into OnGuard, they would just use this 'file cabinet' function.

These reports are updated and exported to these directories automatically by the program once a day.



Sample of Printed Incident Report

Test Property

Informational

				CASE NO. 2003-00197	
LOCATION OF OCCURRENCE / ADDRESS Parking Lot / 1500 South St.				RELATED NO. 2003-00975	
CRIME DESCRIPTION string sample value		CLASSIFICATION string sample value		SITE LOSS \$1	SITE RECOVERY \$1
DATE AND TIME FROM 01/05/2003 13:23	DATE AND TIME REPORTED 01/05/2003 13:23			DATE AND TIME APPROVED 01/05/2003 13:23	CASE STATUS Open
DATE AND TIME TO 01/05/2003 13:23	ENTERED BY Ofc. Jones			APPROVED BY Sgt. Smith	APPROVED YES

NOTIFICATIONS Sample Information Report

SUBMITTED TO sample value	REPAIR TYPE sample value	MAINTENANCE REQUEST STATUS string sample value	COMPLETED BY sample value	DATE COMPLETED 01/05/2003
------------------------------	-----------------------------	---	------------------------------	------------------------------

ACTIONS TAKEN :
memo sample data

VIDEO AVAILABLE : YES	VISIBLE INJURY : YES	TYPE OF SHOES sample value	SOLE MATERIAL sample value
WEARING GLASSES : YES	DAMAGE TO CLOTHING : YES	TYPE/STYLE OF HEEL sample value	CONDITION OF SOLE/HEEL sample value
FIRE DEPT. NOTIFIED : YES	FIRST AID OFFERED : YES		
CARRYING PACKAGE : YES	FIRST AID ACCEPTED : YES		

SURFACE CONDITION sample value	IF SPILL, WHAT? sample value	HAZARD DESCRIPTION sample value	WERE WET FLOOR SIGNS PRESENT? sample value	IF SO, WHERE? sample value	AND HOW MANY? 1.00
-----------------------------------	---------------------------------	------------------------------------	---	-------------------------------	-----------------------

LIGHTING CONDITION sample value	WEATHER CONDITION sample value	TYPE OF WALKWAY sample value	ESCALATOR DESCRIPTION sample value	TYPE OF SURFACE sample value	OTHER/DESCRIBE sample value
------------------------------------	-----------------------------------	---------------------------------	---------------------------------------	---------------------------------	--------------------------------

WAS THE CLEANING COMPANY NOTIFIED? YES	DATE AND TIME CLEANING COMPANY NOTIFIED 01/05/200 13:23	WAS SECURITY AWARE OF THIS CONDITION? YES	DATE AND TIME AREA LAST INSPECTED 01/05/200 13:23
---	--	--	--

CONT. COMP. NAME sample value	CONTRACT : YES CERT OF INSURANCE : YES	DATE AND TIME CLEANING COMPANY ARRIVE TO CLEAN THE SPILL 01/05/200 13:23
----------------------------------	---	---

INVOLVEMENT string sample value	NAME - LAST, FIRST, MIDDLE SMITH, John string sample v	RACE string sample	SEX s	AGE 9	DOB 01/05/1994	HT 1 ft 1 in	WT 1	HAIR string sample	EYE string sample
------------------------------------	---	-----------------------	----------	----------	-------------------	-----------------	---------	-----------------------	----------------------

Master Name File

File | Main | Query | Property Admin OnGuard 24x7

Master Name section - View PROPERTY #14 Current Alert Status: Elevated - Yellow

[Edit](#)
[Delete](#)
[Cancel](#)

[Add Name Link](#)
[Add Picture](#)
[View Pictures](#)

Date Created : 10/26/2002

First Name : Madelynn Last Name : Adams Middle Name : - DOB : 05/04/1986	Address : 234 NorthEast Blvd City : Hometown Zip : 93906	Gang : - State : CA DLState : CA DLNbr : 123ABC
---	--	--

Phones : Home : 555-1212 Work : 555-1212 Cell : 555-1212	Area Codes : Home : 123 Work : 123 Cell : 123	Person : Race : WHITE Sex : Female Hair : BLACK Eyes : BROWN
--	---	---

Height in Fts : 5 Height in Incs : 3 Weight : 140	OfcSafety : No OtherIDNbr : -
---	----------------------------------

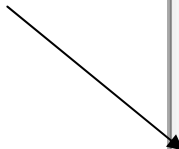
Notes :

Frequents the property dumpsters on the east side of the building.

Name Links

Incident Report #	Date	Involvement	Juv	Incident	PersonType
View 2002-000104	10/25/2002	WITNESS	Yes	ASSAULT	Guest

Note Contact History.
 clicking the 'View' icon
 on the left side of the
 list will show you the
 original report.



Master Name File (view)

File | Main | Query | Property Admin OnGuard 24x7

Master Name section - View PROPERTY #14 Current Alert Status: Elevated - Yellow

Edit Delete Cancel

Add Name Link Add Picture View Pictures

Date Created : 10/26/2002

First Name : Madelynn	Address : 234 NorthEast Blvd	Gang : -
Last Name : Adams	City : Hometown	State : CA
Middle Name : -	Zip : 93906	DLState : CA
DOB : 05/04/1986		DLNbr : 123ABC

Phones :	Area Codes :	Person :
Home : 555-1212	Home : 123	Race : WHITE
Work : 555-1212	Work : 123	Sex : Female
Cell : 555-1212	Cell : 123	Hair : BLACK
		Eyes : BROWN
		Height in Fts : 5
		Height in Incs : 3
		Weight : 140

OfcSafety : No OtherIDNbr : -

Notes :

Frequents the property dumpsters on the east side of the building.

Name Links

Incident Report #	Date	Involvement	Juv	Incident	PersonType
2002-000104	10/25/2002	WITNESS	Yes	ASSAULT	Guest

The name is entered only once in the data base, and contact with the person is associated with the name via entry into the Incident Report.

An unlimited number of contacts, as well as pictures of the person, can be added to the Master Name record. Names can also be flagged for Officer Safety information.

In addition, a person can be 'Banned' from a property for a period of time and this information will appear when the name is located in a search.

Lost and Found Record

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File Main Query Property Admin OnGuard 24x7

Lost & Found section - View PROPERTY #10 Current Alert Status: Elevated - Yellow

Edit Delete Cancel

Add Picture View Pictures

Incident Report # :	2003-000128	Item # :	1
Qty :	1	Serial # :	-
Item Type :	Jewelry - Watches, Rings, Bracelets, Necklaces, Stones, Etc.	Owner Applied # :	-
Value :	-	Stored At :	guest services

Description :

1 necklace with beads

Review Date :	05/05/2003	Disposed By :	-
Disposed On :	-	How Disposed :	-

Done Internet

Property Record

A property, such as a shopping mall, hospital, high rise office, or gated community is entered here. Note the drop down list choices for 'Region' and 'Type'. These are predefined by you so you can create logical groups from which you can report.

Locations (see next slide) are attached to a specific property.

The screenshot displays a web browser window titled "OnGuard 24x7 - System - Microsoft Internet Explorer". The browser's address bar shows "File | System Admin". The page header includes "OnGuard 24x7" and "Property section - Create". The current alert status is "Elevated - Yellow". The form contains the following fields:

- Number :
- *Name :
- *Type :
- State :
- Region :
- Address :
- City :
- ZIP :
- Manager :
- Manager Phone :
- Manager Ext :
- Security Manager :
- Security Manager Email :
- Security Manager Phone :
- Security Manager Ext :
- GLA :
- Food Court : ☐
- Alcohol Sold : ☐
- Authorized Staff level :
- Area Population :
- Theater Entertainment : ☐
- AVP Security :
- VP Management :
- Is Active : ☒

The form also includes "Save" and "Cancel" buttons. The status bar at the bottom shows "Done" and "Internet".

Location Record for a Property

The screenshot displays a software window titled 'OnGuard 24x7' with a menu bar containing 'File', 'Main', 'Query', and 'Property Admin'. The main window has a blue header bar with the text 'Location section - Create Location record' and 'NORTHRIDGE MALL'. Below the header is a form with the following fields and controls:

- *Name : [Text input field]
- *Type : -- Select Location Type -- [Dropdown menu]
- Contact1 : [Text input field]
- Phone1 : [Text input field]
- Contact2 : [Text input field]
- Phone2 : [Text input field]
- Mailing Address : [Text input field]
- Space Number : [Text input field]
- Quad Section : [Text input field]
- Common Area : ☐
- Floor : [Text input field]
- Interior : ☒
- Email : [Text input field]
- Is Active : ☒

At the bottom of the form are three buttons: 'Save', 'Save And Clone', and 'Cancel'. The bottom status bar of the window shows '© 2002 OnGuard 24x7'.

A single property may have many locations under it's control. This allows you to enter specific information about each location.

Creating Bulletins

The screenshot shows a web browser window titled "OnGuard 24x7 - System - Microsoft Internet Explorer". The address bar shows "File | System Admin". The page header includes "OnGuard 24x7" and "Bulletin section - Edit". The current alert status is "Elevated - Yellow". The form contains the following fields:

- Date Created : 06/19/2003
- Region : -- ALL --
- Property : -- ALL --
- *Title : General Company News
- *Start Date : 06/01/2003
- *End Date : 06/30/2003
- Body : The text for the Bulletin goes here.

Buttons for "Save", "Cancel", and "Spell Checker" are visible. The status bar at the bottom shows "Done" and "Internet".

Bulletins allow you to send information to any number of properties. It also allows individual properties to create their own 'pass on' information from shift to shift. All bulletins have a shelf life and stop appearing in the to read list after their expiration date. They also have a start date so you can enter them ahead of an event, and know they will appear when you're ready for them to appear.

Site Reference

The screenshot shows a web application interface titled "OnGuard 24x7 - System - Microsoft Internet Explorer". The browser's address bar shows "OnGuard 24x7". The application has a menu bar with "File", "Main", "Query", and "Property Admin". Below the menu bar, there is a blue header bar with "Reference section" on the left, "PROPERTY #10" in the center, and "Current Alert Status: Elevated -" on the right. The main content area contains a search form with "Topic :" and "Keywords :" labels, each followed by a text input field. Below the input fields is a note: "'Keywords' should be comma separated." There are three buttons: "Search" (with a magnifying glass icon), "Reset" (with a circular arrow icon), and "Wildcards" (with a tilde icon). Below the search form is a table with two columns: "Property" and "Topic". The table has two rows: one for "[FOR ALL PROPERTIES]" with the topic "Alert Status Procedure", and another for "PROPERTY #10" with the topic "Emergency Phone List". Each row has a small "VIEW" icon to the left of the "Property" column. Below the table is a "Print Preview" button. The browser's status bar at the bottom shows "Done" and "Internet".

OnGuard 24x7 - System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File Main Query Property Admin

Reference section PROPERTY #10 Current Alert Status: Elevated -

Topic :

Keywords :

'Keywords' should be comma separated.

Search Reset Wildcards

Property	Topic
[FOR ALL PROPERTIES]	Alert Status Procedure
PROPERTY #10	Emergency Phone List

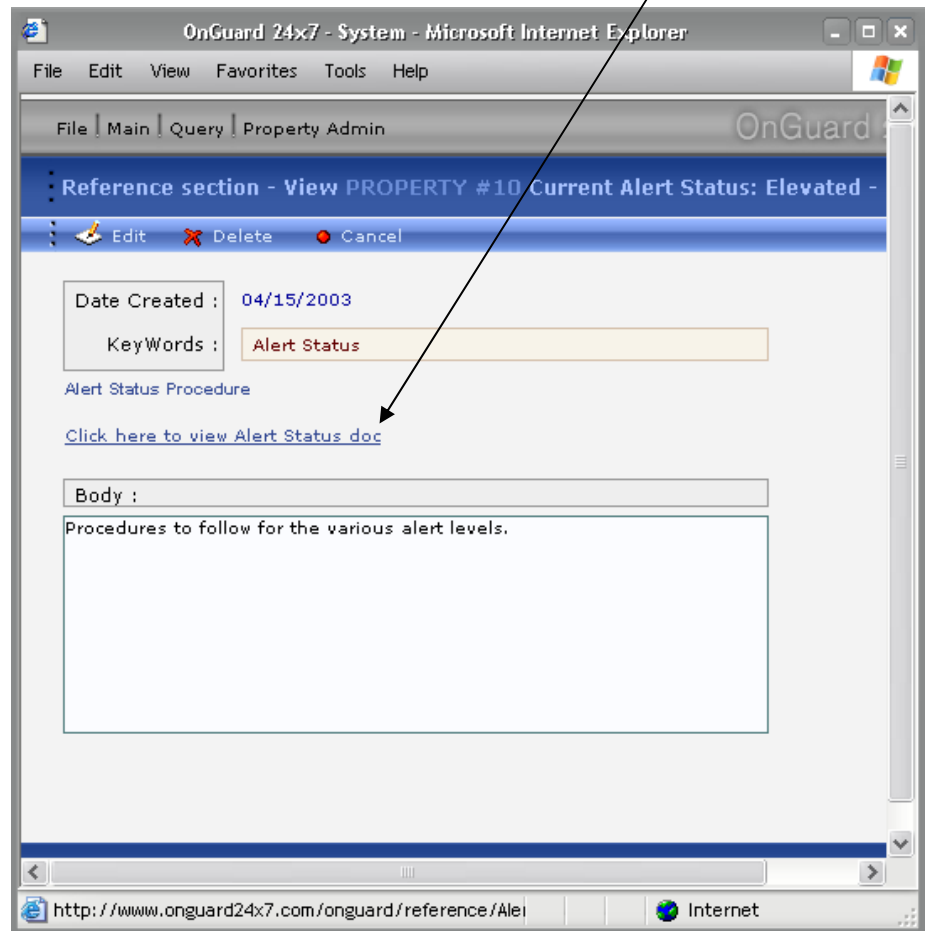
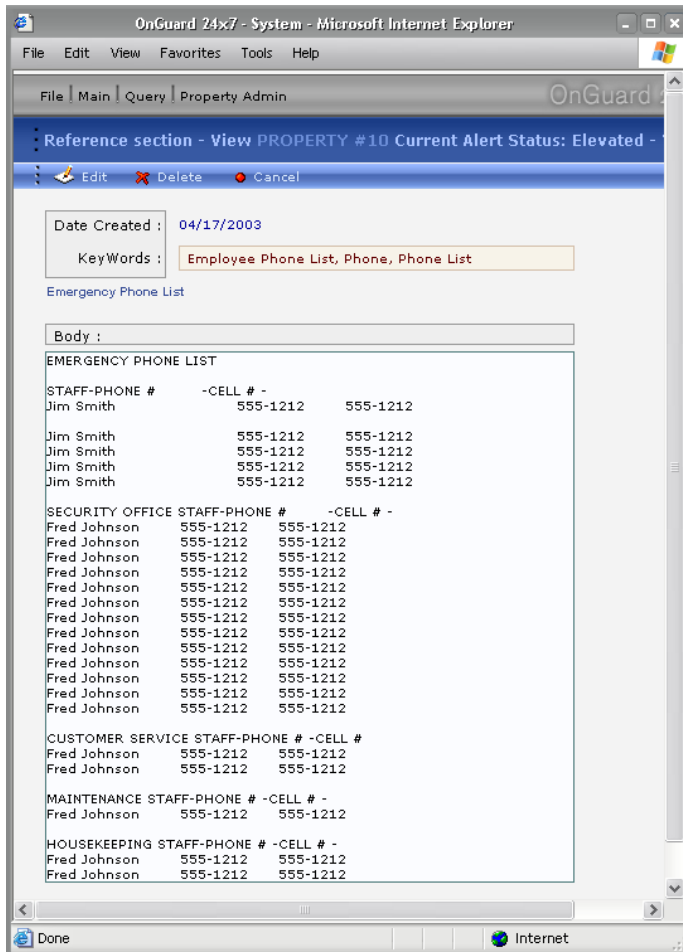
Print Preview

Done Internet

This module is used to store company emergency policies and procedures either for one or all properties. In addition to storing plain text, this module can point to a file (such as a pdf file) that you have already created. Clicking the link to that file would open the pdf document on the user computer. This allows you to create complex documents and easily distribute them to everyone no matter what their location.

Site Reference Examples

Clicking this link opens a PDF document!



Employee Data

File | Main | Query | Property Admin OnGuard 24x7

Employee section - Create PROPERTY #10 Current Alert Status: Elevated - Yellow

Save Cancel

*First Name :	<input type="text"/>	Address :	<input type="text"/>	Home Phone :	<input type="text"/>
*Last Name :	<input type="text"/>	Address 2 :	<input type="text"/>	Alt Phone :	<input type="text"/>
Middle Name :	<input type="text"/>	City :	<input type="text"/>	Hire Date :	<input type="text"/>
Sex :	-- Select Sex --	State :	-ST-	Sen Date :	<input type="text"/>
Days Worked :	<input type="text"/>	Zip :	<input type="text"/>	Termination Date :	<input type="text"/>
		Call Nbr :	<input type="text"/>	Rank :	<input type="text"/>
				Date Appointed :	<input type="text"/>

2003 OnGuard 24x7

Setting Employee Access

File | Main | Query | Property Admin

OnGuard

User section - Create

PROPERTY #10

Current Alert Status: Elevated

Save Cancel

*User Login :

*Password :

*Confirm Password :

Employee : --Select Employee--

*First Name :

*Last Name :

Middle Name :

Email :

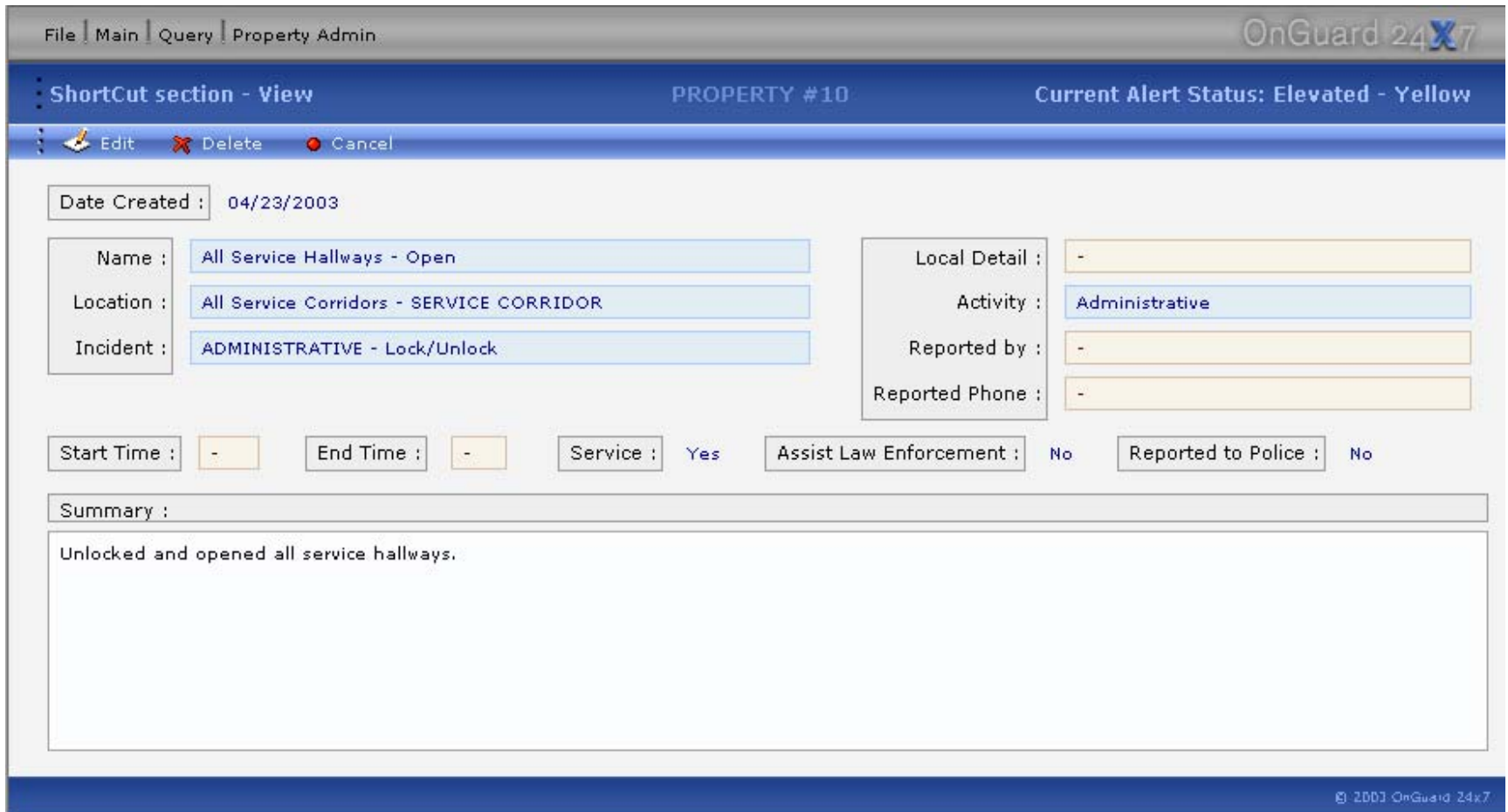
Active : ☒

Permissions

Locations	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Notifications	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Employees	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Master Name	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Shortcuts	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Gangs	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Property Users	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Daily Logs	<input type="checkbox"/> View Own	<input type="checkbox"/> Add	<input type="checkbox"/> Edit Own	<input type="checkbox"/> Delete Own
	<input type="checkbox"/> View All		<input type="checkbox"/> Edit All	<input type="checkbox"/> Delete All
Incident Reports	<input type="checkbox"/> View Own	<input type="checkbox"/> Add	<input type="checkbox"/> Edit Own	<input type="checkbox"/> Delete Own
	<input type="checkbox"/> View All		<input type="checkbox"/> Edit All	<input type="checkbox"/> Delete All
	<input type="checkbox"/> Can Approve Reports			
Supplemental Reports	<input type="checkbox"/> View Own	<input type="checkbox"/> Add	<input type="checkbox"/> Edit Own	<input type="checkbox"/> Delete Own
	<input type="checkbox"/> View All		<input type="checkbox"/> Edit All	<input type="checkbox"/> Delete All
	<input type="checkbox"/> Can Approve Reports			
References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is a high level of control that you can use to allow different levels of access.

Shortcut Set Up



File | Main | Query | Property Admin

OnGuard 24x7

Shortcut section - View

PROPERTY #10

Current Alert Status: Elevated - Yellow

Edit Delete Cancel

Date Created : 04/23/2003

Name : All Service Hallways - Open

Location : All Service Corridors - SERVICE CORRIDOR

Incident : ADMINISTRATIVE - Lock/Unlock

Local Detail : -

Activity : Administrative

Reported by : -

Reported Phone : -

Start Time : - End Time : - Service : Yes Assist Law Enforcement : No Reported to Police : No

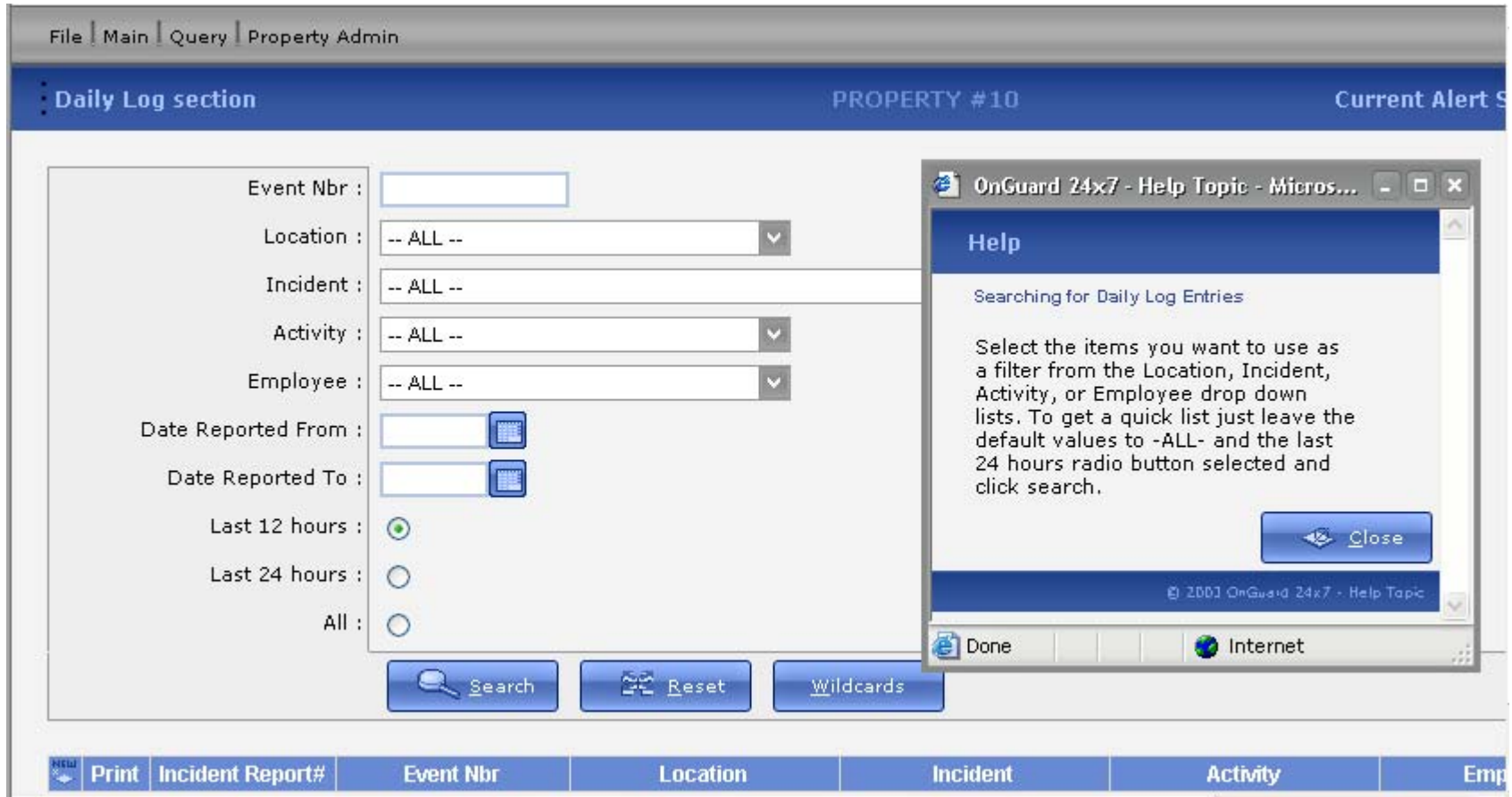
Summary :

Unlocked and opened all service hallways.

© 2003 OnGuard 24x7

-Establishes a 'Template' for frequently used entries in the Daily Log where the only difference between entries is the time it occurred. This greatly speeds up the repetitive entry of routine building checks, alarm checks, etc., as in the Daily Log, the Shortcut is selected from a list.

Pop Up Help Screens



By selecting Help from the File menu, help for the screen you are currently on pops up on top of the browser.

Reporting

File | System Admin OnGuard 24x7

Report Link section Current Alert Status: Elevated - Yellow

Report Category : Daily Log ▼

Name :


















Description :


Search
Reset
Wildcards

<<
<
>
>>

Page 1 from 2 pages

18 records found.

	Print	Category	Name	Description	System
		Daily Log	Activity Summary - Graph - All Properties	Breakdown of each Activity code including number of occurrences, time spent for each in hours, and graph.	Yes
		Daily Log	Blank Daily Log Time Errors	This will list any Daily Log entry where any one of the times are blank. All times should always be filled in for a Daily Log entry. This report goes back to Jan. 1, 2003.	Yes
		Daily Log	Daily Log - All Property Summary	Shows a summary of all Incidents from the Daily Log, subtotaled by Incident Classification and month.	Yes
		Daily Log	Daily Log - HTML Only	This will print all the information for Daily Log entries for your property for a range of dates.	No
		Daily Log	Daily Log by Location & Incident	This report shows All Daily Log entries for a single Property grouped by Location, then Incident within that Location. Report is presented in a spreadsheet format.	Yes
		Daily Log	Daily Log by Region	This report shows All Daily Log entries for all properties in a Region, grouped by Property, then totaled by specific Incident with each Incident Classification.	Yes
		Daily Log	Daily Log Details All Properties	This report groups by Property, then groups by Location within the Property. Note that there are about 1000 entries per day, so a small date range is advised.	Yes
		Daily Log	Daily Log Details One Property	This will show the Daily Log entries for a range of dates and a single property, grouped by Location.	Yes
		Daily Log	Daily Log Report - Full	This will print all the information for Daily Log entries for your property for a range of dates.	No
		Daily Log	Daily Log Report - Summary	This will print a summary of the Daily Log for your property for a range of dates.	No

 Print Preview

© 2003 OnGuard 24x7

Clicking on the Print icon prints the selected report to the screen <next slide>

Daily Log by Property

This report shows the number of Daily Log entries by Property, by Month

Daily Log Incident Summary - All Properties - from 01/01/03 to 06/24/03

	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Total
ACCIDENT	127	137	132	134	187	168	885
ADMINISTRATIVE	28,519	28,484	31,253	32,895	38,677	32,654	192,482
ALARM	165	231	191	274	249	247	1,357
ALARMS DISABLED	61	51	81	60	69	71	393
ALARMS ENABLED	67	61	87	84	84	64	447
ALCOHOL	14	10	18	13	20	10	85
ANIMAL PROBLEM	9	11	12	24	23	29	108
ANNOYING PHONE	7	11	10	11	38	30	107
ARSON	1	0	0	0	0	0	1
ASSAULT	23	20	22	28	19	14	126
ASSIST	749	836	916	970	1,151	965	5,587
ASSIST LAW ENFORCEMENT	70	83	87	69	90	93	492
BAN NOTICE	17	15	36	20	53	24	165
BICYCLE	6	9	3	3	3	6	30
BOMB THREAT	1	1	5	2	2	1	12
BRANDISHING	3	1	0	4	1	1	10
BURGLARY	28	19	38	28	42	54	209
CENTER ACCESS	752	660	807	789	950	828	4,786
CONDUCT CODE	996	1,109	1,161	987	1,337	1,151	6,741
CONTRACTOR VIOL.	22	23	28	27	31	34	165
COURT ORDER	0	1	1	0	1	0	3
CUSTOMER ASSIST	2,027	2,052	2,357	2,253	2,566	2,160	13,415
DETENTION	13	1	3	5	3	5	30
DISPATCH	0	0	0	28	366	433	827
DISTURBANCE	196	195	188	150	227	179	1,135
DRUGS	26	22	11	15	16	9	99
EJECTION	62	77	61	68	81	63	412
EMBEZZLEMENT	1	0	0	1	1	1	4
EVACUATION	0	1	0	2	0	0	3
FIRE	12	15	18	24	56	44	169
FORGERY	7	8	9	7	6	3	40

Incident Reports by Property and Incident Classification

Incident Reports All Properties from 01/01/2003 to 06/24/2003

	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Total
Total	1,588	1,779	2,082	2,134	1,561	9,144
PROPERTY #1	8	51	51	18	21	149
ACCIDENT	0	2	3	0	0	5
ADMINISTRATIVE	1	0	7	2	1	11
ASSIST LAW	0	0	1	0	0	1
CONDUCT CODE	0	1	0	1	0	2
CONTRACTOR VIOL.	0	1	0	0	0	1
CUSTOMER ASSIST	0	0	1	0	0	1
INSPECTION	1	2	2	1	4	10
LEASE VIOLATION	0	0	0	0	1	1
MAINT. REQUEST	0	3	5	1	3	12
POWER FAILURE	0	0	0	1	0	1
SAFETY HAZARD	5	20	9	3	6	43
SEX CRIME	0	0	1	0	0	1
SUSPICIOUS VEH.	0	0	1	0	0	1
THEFT	1	19	19	8	5	52
TRAFFIC	0	0	1	1	0	2
TRESPASS	0	2	0	0	0	2
VANDALISM	0	1	1	0	1	3
PROPERTY #10	112	50	105	124	85	476
ACCIDENT	3	0	2	4	2	11
ADMINISTRATIVE	0	1	3	0	1	5
ALARM	0	0	0	0	1	1
ALCOHOL	0	1	0	0	0	1
ASSAULT	0	0	0	0	1	1

Sample Reports

Security Turnover Summary from Jan 01, 2002 to Jun 24, 2003

Property	Total	Nbr Terminated	% Turnover	Current Staff Level
PROPERTY #1	13	0	0 %	13
PROPERTY #10	27	10	37 %	17
PROPERTY #11	18	0	0 %	18
PROPERTY #12	68	14	21 %	54
PROPERTY #13	34	10	29 %	24
PROPERTY #14	35	16	46 %	19
PROPERTY #15	21	0	0 %	21
PROPERTY #16	14	0	0 %	14
PROPERTY #17	28	9	32 %	19
PROPERTY #18	19	5	26 %	14
PROPERTY #19	10	1	10 %	9
PROPERTY #2	35	7	20 %	28
PROPERTY #20	14	3	21 %	11
PROPERTY #21	12	4	33 %	8
PROPERTY #22	22	11	50 %	11
PROPERTY #23	28	11	39 %	17
PROPERTY #24	9	0	0 %	9
PROPERTY #25	13	3	23 %	10
PROPERTY #26	8	0	0 %	8
PROPERTY #27	38	1	3 %	37
PROPERTY #28	29	1	3 %	28
PROPERTY #29	34	19	56 %	15
PROPERTY #3	46	8	17 %	38

Security Turnover Summary from Jan 01, 2002 to Jun 24, 2003

Property	Total	Nbr Terminated	% Turnover	Current Staff Level
PROPERTY #9	25	8	32 %	17
Totals	1,235	231	19 %	1,004

Total Employees: is a count of all people hired at the property. Current Staff + Nbr Terminated = Total Employees

Nbr Terminated: count of employees with a Termination Date.

% Turnover: Nbr Terminated divided by Total Employees as a percent.

Current Staff Level: current number of Active employees at the property.

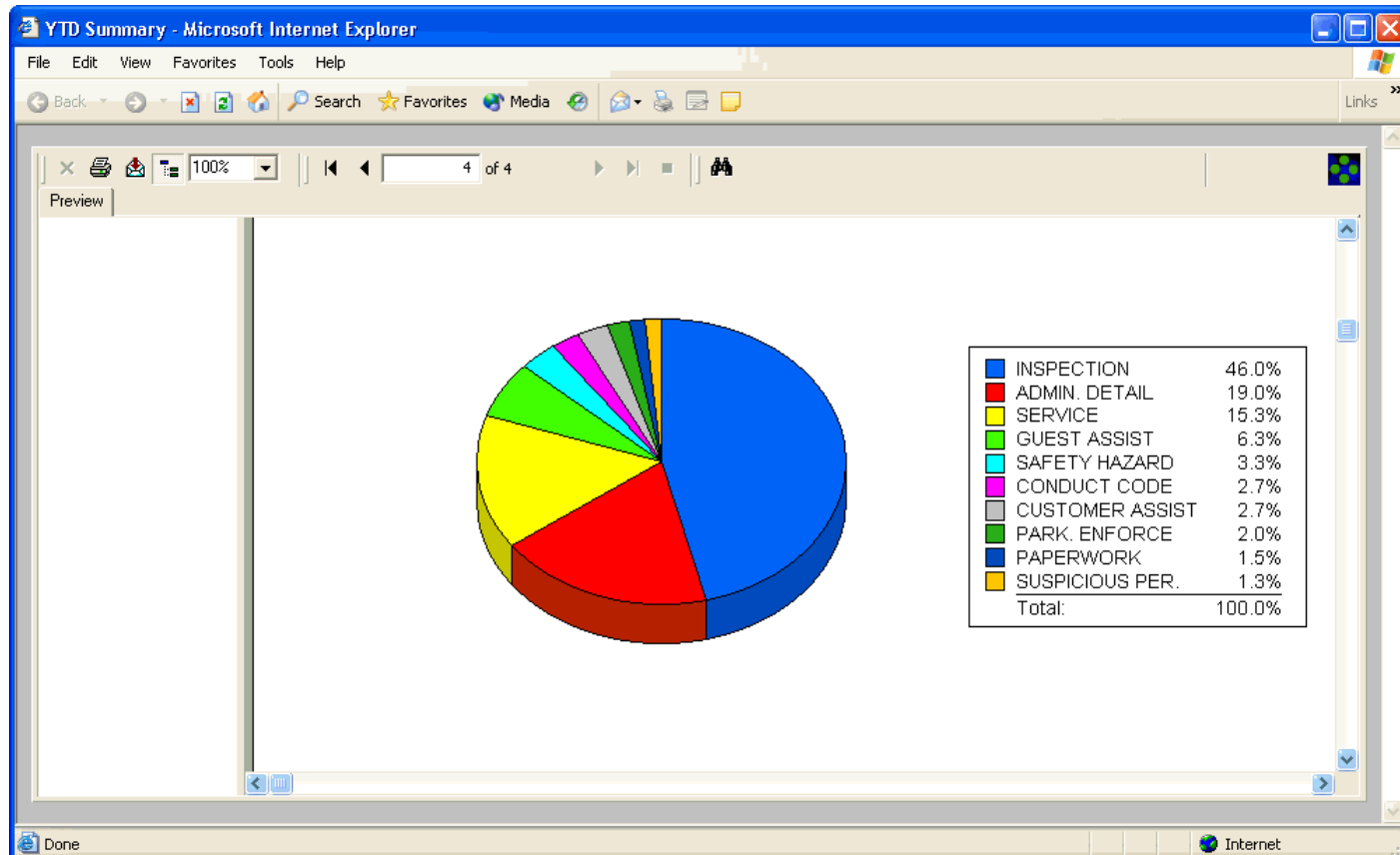
This report details the amount of Employee Turn Over for each property for the first half of 2002.

Shown here are 2 pages, the first, and the second, which is a summary page that shows the overall average turnover.

This data is recorded automatically just by filling in the hire and termination date on the Employee screen.

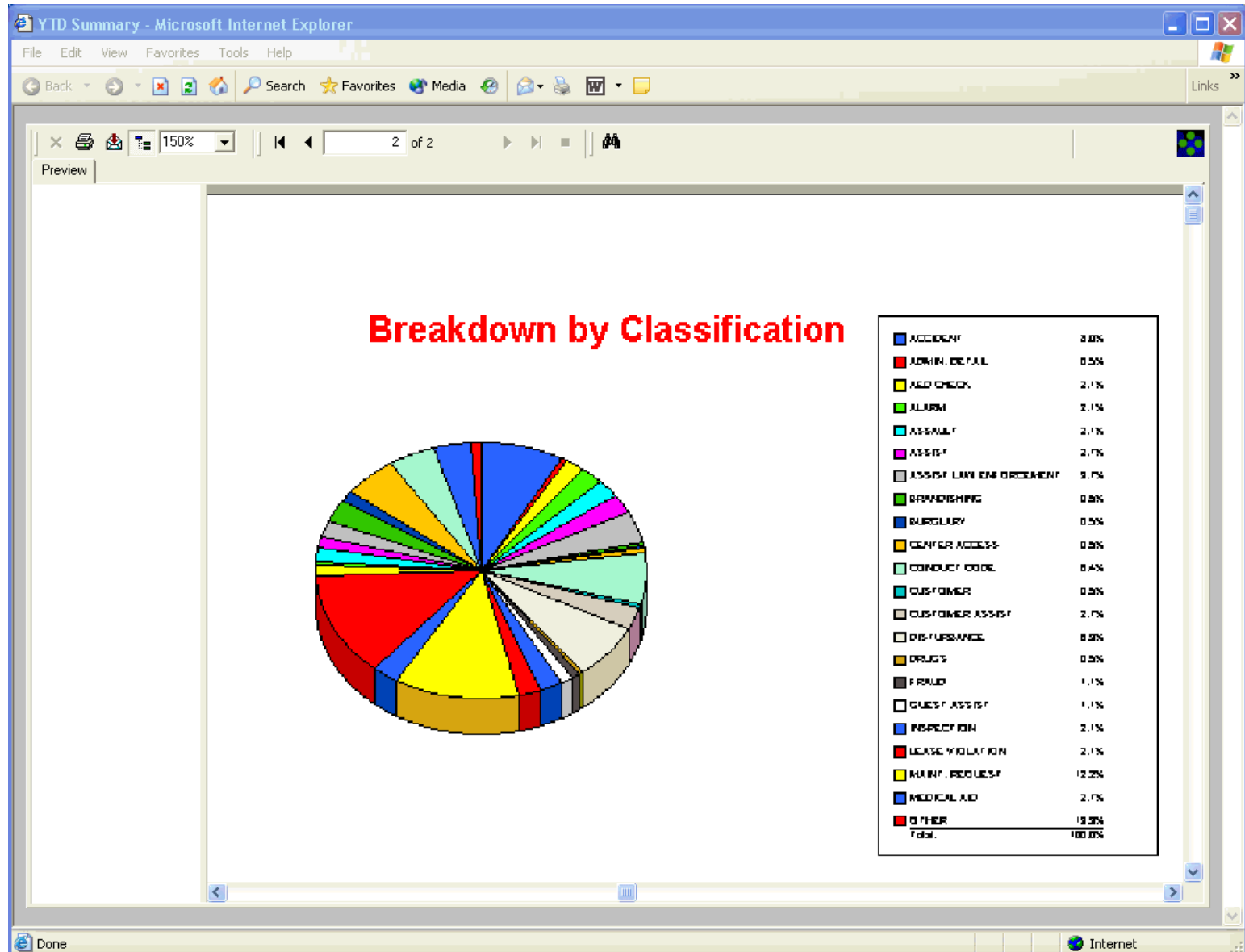
Sample Reports

We can even generate charts you can view on line. All this data is gathered in real time direct from the data base.



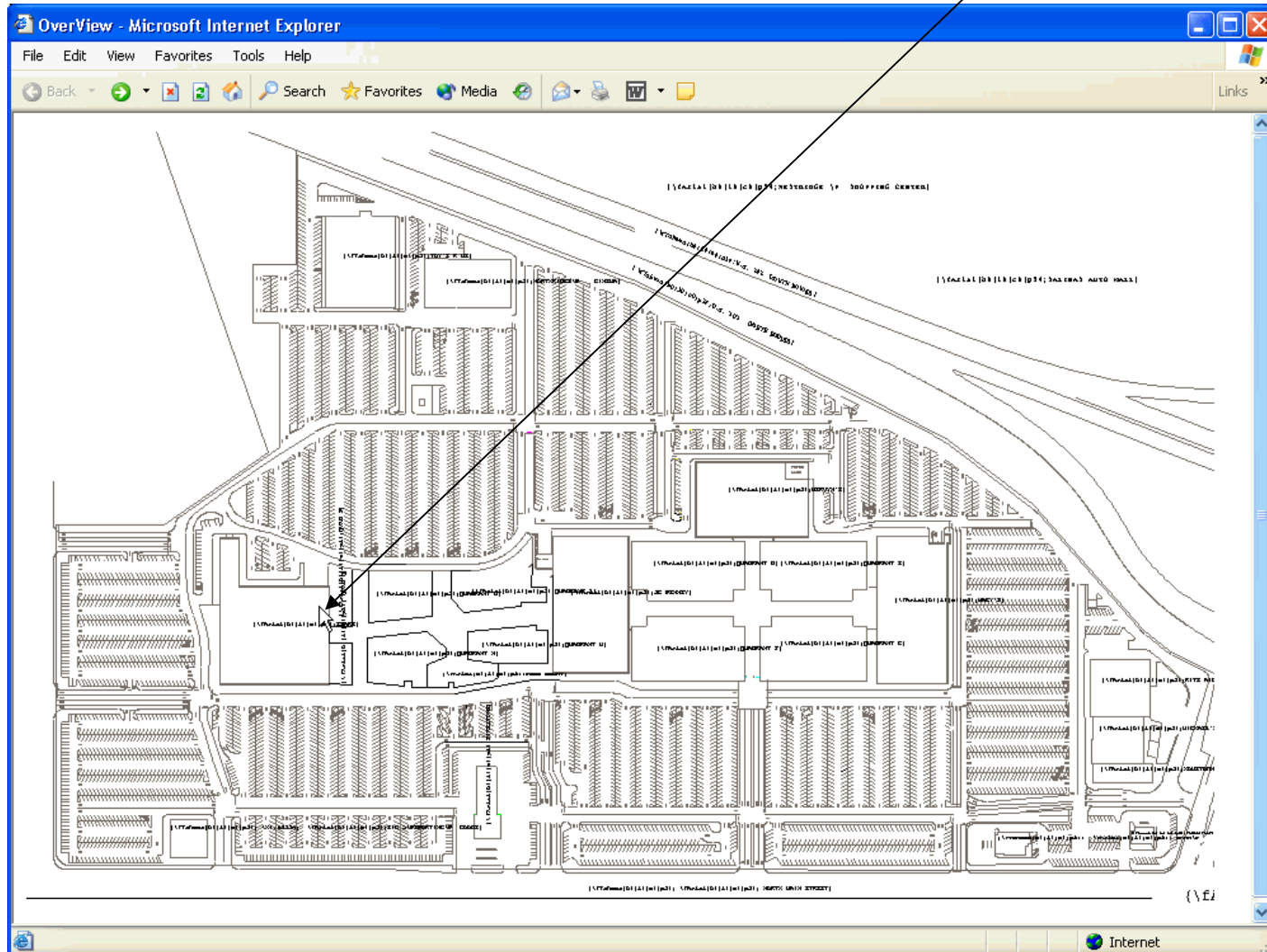
Sample Reports

Incident Reports graph of crime for one year.



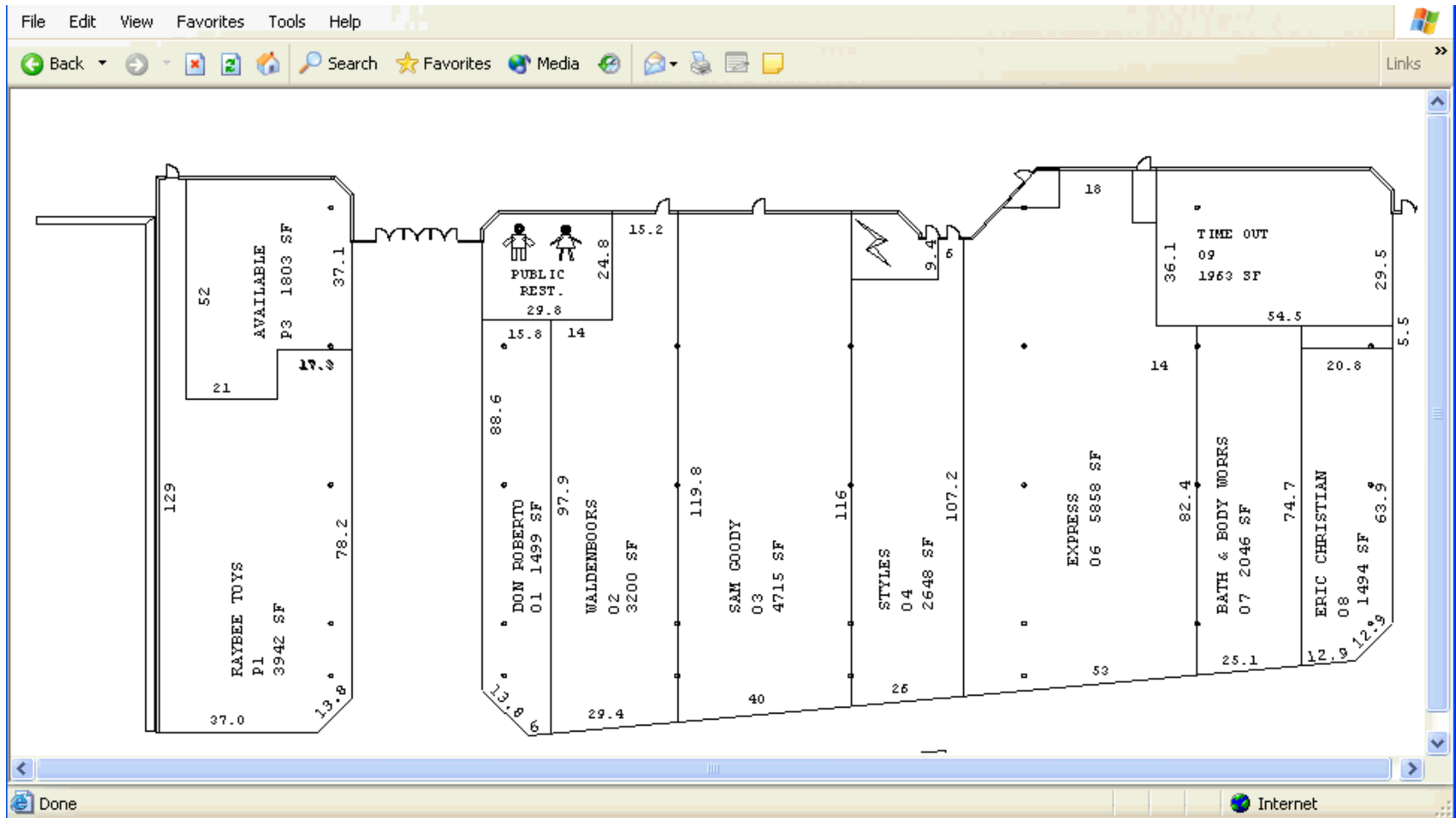
Floor plan and Site Maps

You can include floor plans and/or area diagrams that can be hyperlinked together so you can drill down into a location to see more detail. Note the pointer.



Floor plan and Site Maps

This is a detailed look at the area we pointed to on the previous slide. We could also create pin maps of incident and the date and time they occurred over these maps.



OnGuard Portal

- Allows instant real time summary access to Daily Log entries, Incident Reports, Names, and Lost and Found data.
- Provides summary counts of entries
- Flexible searching allows you to drill down to look at only the data you want
- All information returned is printable

OnGuard Portal

OnGuard 24x7 - Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

File | System Admin OnGuard 24x7

Home Current Alert Status: Elevated - Yellow

Daily Logs | Incident Reports | Names | Lost & Found | June 19, 2003 16:40 hrs

Location Type : -- ALL --

Region : N. Calif. & Pacific Northwest

Property : -- ALL --

Incident : -- ALL --

Incident Type : -- ALL --

Classification : -- ALL --

Date Reported From : 05/15/2003

Date Reported To : 06/01/2003

Last 24 hours ☒

Last 48 hours ☐

Last 7 days ☐

Update Search Print Preview

Page 1 from 57 pages 5

Location Type	Property	Incident Type	Incident	Classif
SERVICE CORRIDOR	PROPERTY #29	Inspection	Service Corridor Check	INSPECTION
RESTROOM	PROPERTY #29	Inspection	Restrooms, security, damage	INSPECTION
COMMON AREA	PROPERTY #38	Inspection	Property wide Routine Patrol	INSPECTION
COMMON AREA	PROPERTY #13	Patrol	Foot Patrol	PATROL
KIOSK	PROPERTY #13	Administrative	Dispatch	ADMINISTRA
RESTROOM	PROPERTY #38	Inspection	Restrooms, security, damage	INSPECTION
ADMIN OFFICES	PROPERTY #38	Administrative	Report Writing/Paper Work	ADMINISTRA
PARKING LOT	PROPERTY #11	Patrol	Vehicle Patrol	PATROL
SERVICE CORRIDOR	PROPERTY #38	Inspection	Service Corridor Check	INSPECTION
COMMON AREA	PROPERTY #11	Patrol	Foot Patrol	PATROL

Done Internet

OnGuard Portal (print)

OnGuard 24x7 - Report - Microsoft Internet Explorer

Print Close

☒ Portrait ☐ Landscape (Note: You should choose format manually after clicking Print button.)

Portal - Daily Log Monitor
June 19, 2003 16:39 hrs

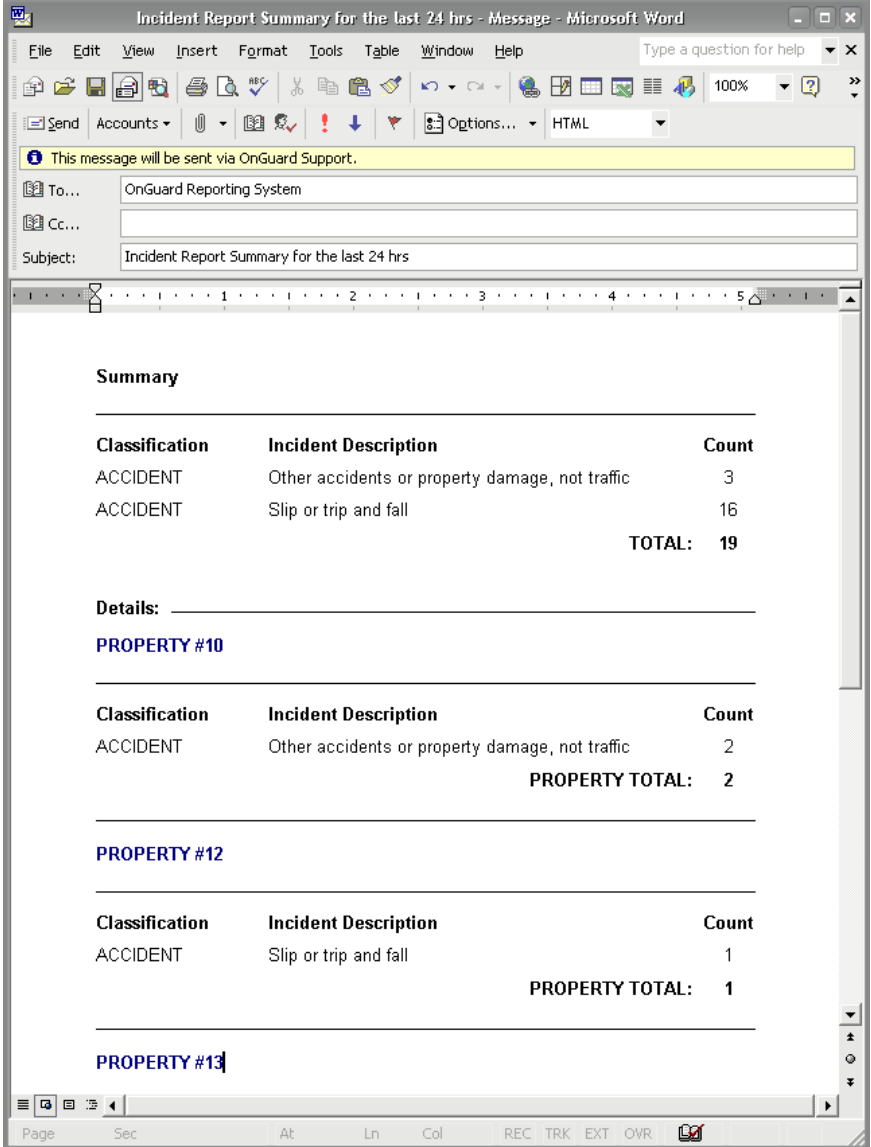
#	Location Type	Property	Incident Type	Incident	Classification	T
1	SERVICE CORRIDOR	PROPERTY #29	Inspection	Service Corridor Check	INSPECTION	189
2	RESTROOM	PROPERTY #29	Inspection	Restrooms, security, damage	INSPECTION	161
3	COMMON AREA	PROPERTY #38	Inspection	Property wide Routine Patrol	INSPECTION	149
4	COMMON AREA	PROPERTY #13	Patrol	Foot Patrol	PATROL	82
5	KIOSK	PROPERTY #13	Administrative	Dispatch	ADMINISTRATIVE	66
6	RESTROOM	PROPERTY #38	Inspection	Restrooms, security, damage	INSPECTION	56
7	ADMIN OFFICES	PROPERTY #38	Administrative	Report Writing/Paper Work	ADMINISTRATIVE	53
8	PARKING LOT	PROPERTY #11	Patrol	Vehicle Patrol	PATROL	51
9	SERVICE CORRIDOR	PROPERTY #38	Inspection	Service Corridor Check	INSPECTION	49
10	COMMON AREA	PROPERTY #11	Patrol	Foot Patrol	PATROL	47
11	MAINTENANCE	PROPERTY #29	Inspection	Roof access	INSPECTION	46
12	ADMIN OFFICES	PROPERTY	Administrative	Officer Security/Welfare Check	ADMINISTRATIVE	39

Done Internet

Note
Totals

Email Notifications

This is an example of the Incident Report Summary that is distributed every morning. Depending on the Properties you subscribe to, and the Incidents you subscribe to, you will receive a report showing a count of each type of report taken in the last 24 hours, sorted and subtotaled by property.



Incident Report Summary for the last 24 hrs - Message - Microsoft Word

This message will be sent via OnGuard Support.

To: OnGuard Reporting System

Cc:

Subject: Incident Report Summary for the last 24 hrs

Summary

Classification	Incident Description	Count
ACCIDENT	Other accidents or property damage, not traffic	3
ACCIDENT	Slip or trip and fall	16
TOTAL:		19

Details:

PROPERTY #10

Classification	Incident Description	Count
ACCIDENT	Other accidents or property damage, not traffic	2
PROPERTY TOTAL:		2

PROPERTY #12

Classification	Incident Description	Count
ACCIDENT	Slip or trip and fall	1
PROPERTY TOTAL:		1

PROPERTY #13

Page Sec At Ln Col REC TRK EXT OVR

Email Notifications

From: OnGuard Program Reporting

To: Admin User

Subject: Property #14 reports ACCIDENT, Other accidents or property damage, not traffic

Incident Report #: [2003-000113](#)

Location: Maintenance ladies locker room - COMMON AREA

Incident Desc: ACCIDENT, Other accidents or property damage, not traffic

Dollar Loss:

Dollar Rec:

Date/Time From: 6/23/2003 13:01 **Date/Time To:** 6/23/2003 13:20 **Date/Time Reported:** 6/23/2003 13:01

Approved: Yes **Date/Time Approved:** 6/24/2003 13:18 **Approved by:** Sgt. Webster

☒ **Status:** Closed

Officer: Carroll, James

Narrative

Bob Smith Total Maintenance manager advised that someone broke into the maintenance ladies locker located on the third level behind the property and clipped two of the locks and damage two others. Officer Jim Johnson was dispatched to the scene. On the above date and time this officer responded to the third level behind the property to check on a property damage complaint. Upon arrival this officer was advised by the complainant that somebody unknown to him broke into the maintenance ladies locker and clipped two locks and damaged two others locks. At the time this report was completed no property was reported missing from any of the locker's. Three photo's were taken. No further action was taken at this time.

In addition to the daily summary, you will receive an email as shown above, every time a report is entered that involves the incident code(s) you have selected. You will also receive any Supplements to this report. The Report# as shown is a hyperlink and clicking on it will open The OnGuard program (if not open), and after you log in, you will be taken to this report.

Email Subscriptions

This screen, from the User Access Module, allows you to select the Properties you want to view or receive report email.

File | System Admin OnGuard 24x7

System User section - View Current Alert Status: Elevated - Yellow

Properties

Page 1 from 5 pages 45 records found.

Property Name	Admin	Master	User
PROPERTY #1	Yes	Yes	Yes
PROPERTY #10	Yes	Yes	Yes
PROPERTY #11	Yes	Yes	Yes
PROPERTY #12	Yes	Yes	Yes
PROPERTY #13	Yes	Yes	Yes
PROPERTY #14	Yes	Yes	Yes
PROPERTY #17	Yes	Yes	Yes
PROPERTY #18	Yes	Yes	Yes
PROPERTY #19	Yes	Yes	Yes
PROPERTY #2	Yes	Yes	Yes

Back

Notes:

Admin: Indicates that the user has all permission in the property.

Master: Indicates that the user has access to the property data through the system-level modules even if he/she is not listed in the property's user management module.

User: Indicates that the user exists in the property as the property user (listed in the property's user management module).

Note: Properties that has readonly indicators are linked to this user via the region administration screen.

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This screen, from the User Access Module, allows you to select the Incidents you want to view or receive email when they occur.

File | System Admin OnGuard 24x7

System User section - View Current Alert Status: Elevated - Yellow

Crime Codes Notification

Classification	Crime Description
ACCIDENT	Other accidents or property damage, not traffic
ACCIDENT	Slip or trip and fall
ACCIDENT	Workers comp. property employee
ALCOHOL	All alcohol offenses
MAINT. REQUEST	Repair requests and orders
ROBBERY	Robbery strong-arm (hands, fist, feet, etc)

Back

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For additional information please contact us at info@onguard24x7.com