OnGuard

24x7

www.OnGuard24X7.com

Incident Reporting and
Risk Management Software for
Corporate and Private Security

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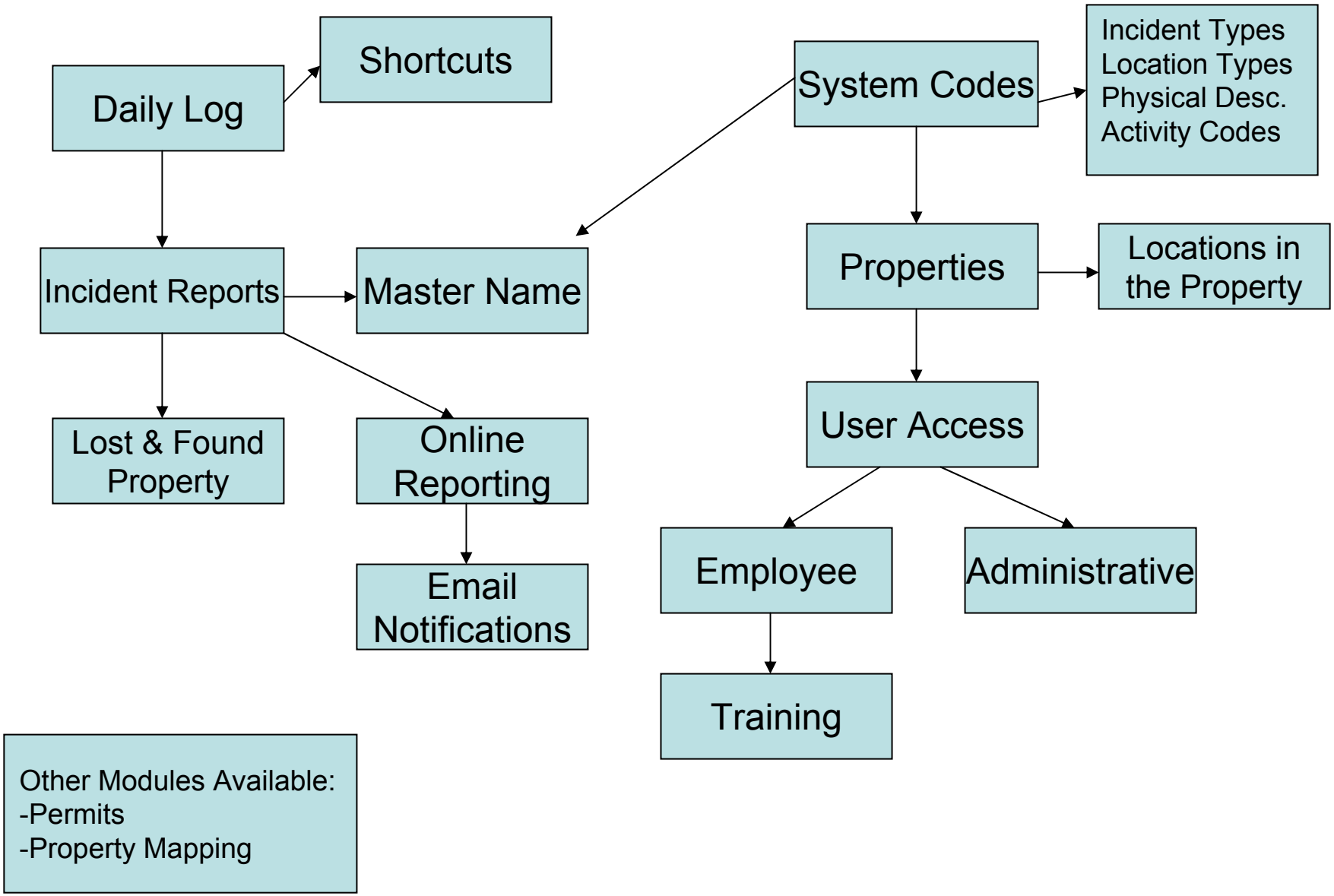
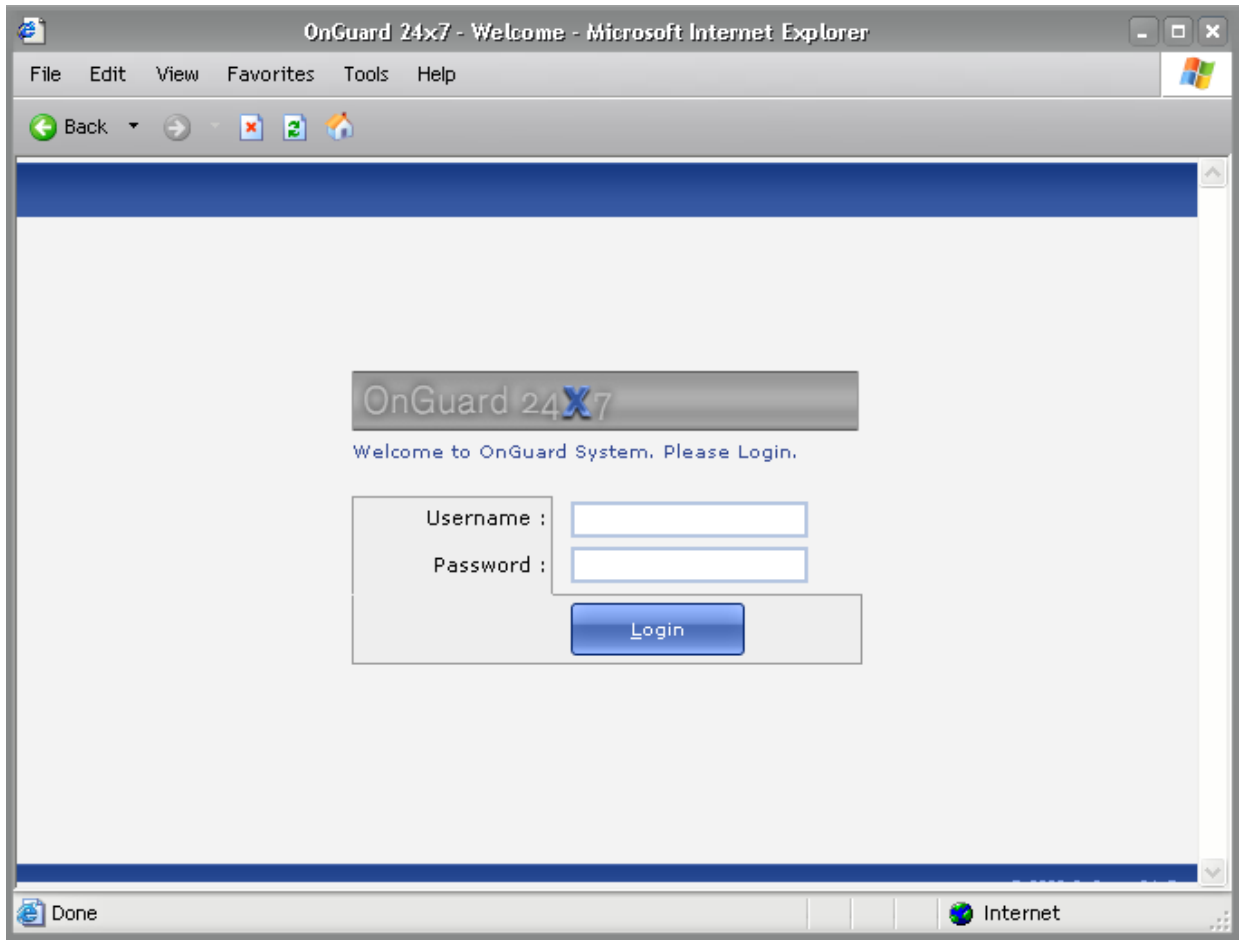
System Overview Diagram



System Architecture

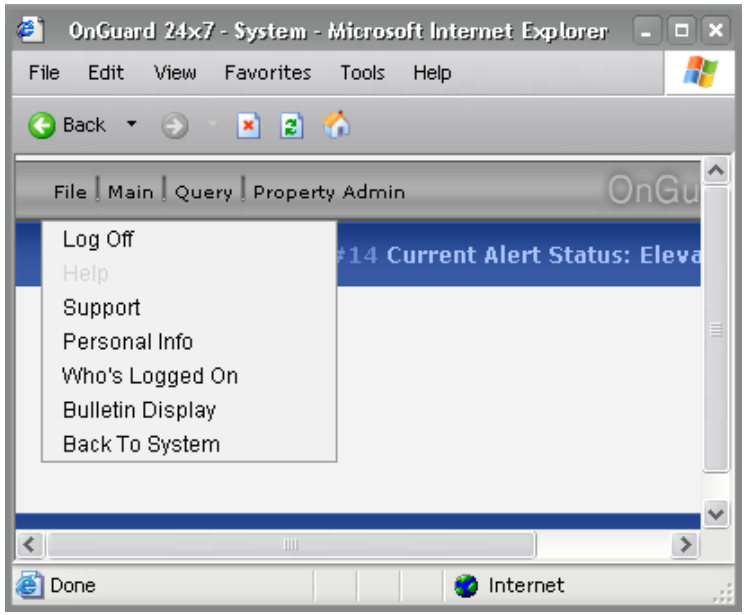
- Entirely web based, no end user installs
- Internet Explorer is the client browser
- SQL Server 2000 backend
- N-Tier design for speed and security
- Supports multiple clients and multiple sites
- Web based reporting via Crystal Reports
- Email notification of significant incidents
- Summary reports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

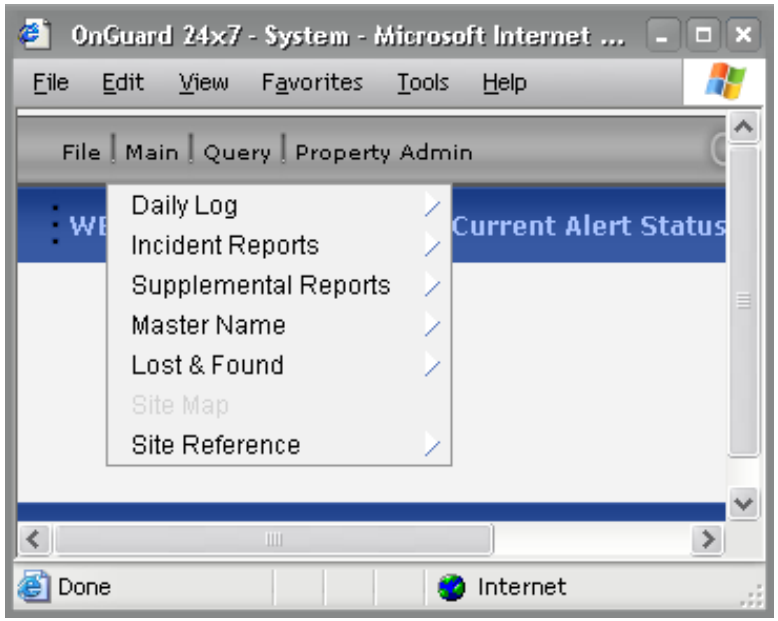
Log in Screen

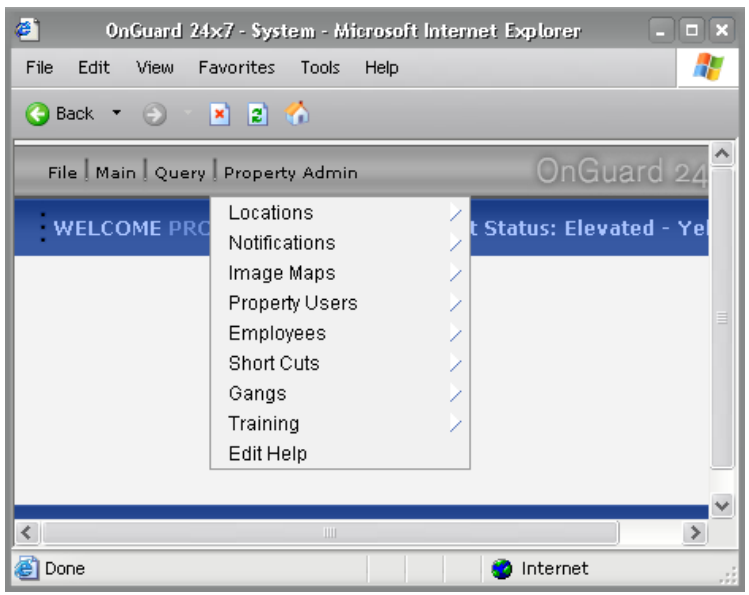


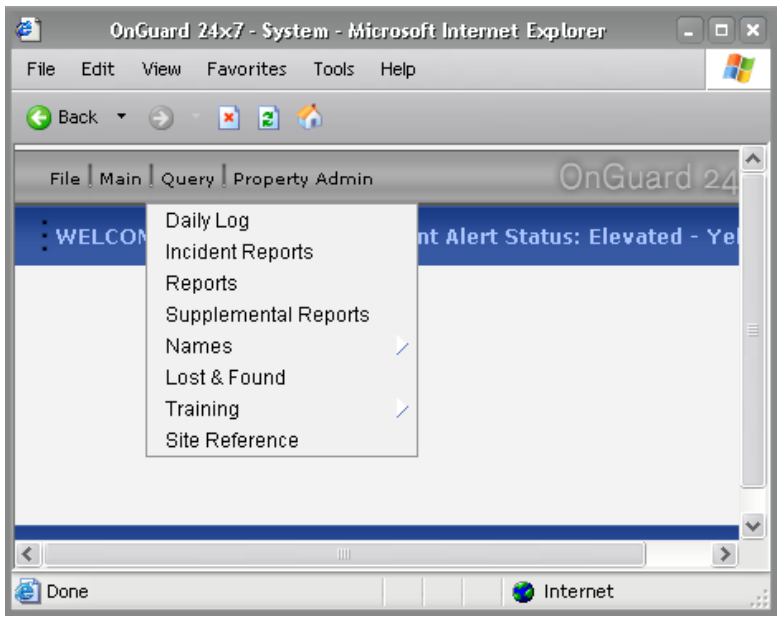
The User Access allows you to control what data the person can see, the Modules they have access to, and the commands they can perform when in those modules.

Standard User Menus Overview



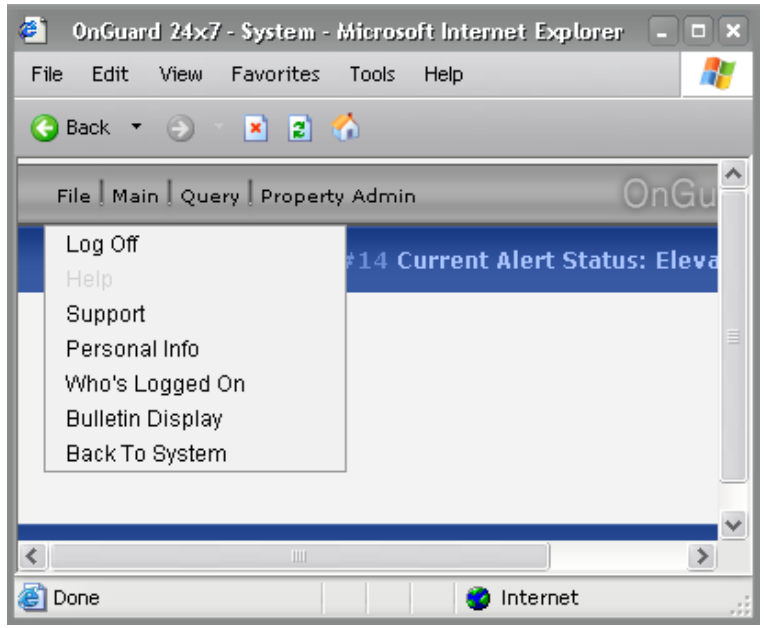






File Menu

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.

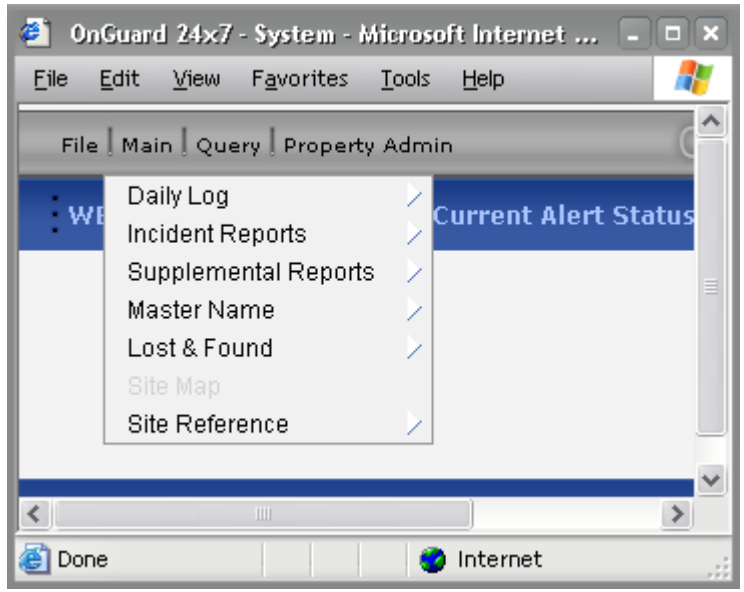
- **Bulletin Display:** Displays a list of the current active bulletins specific to the property based on the user's log in.

- **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.

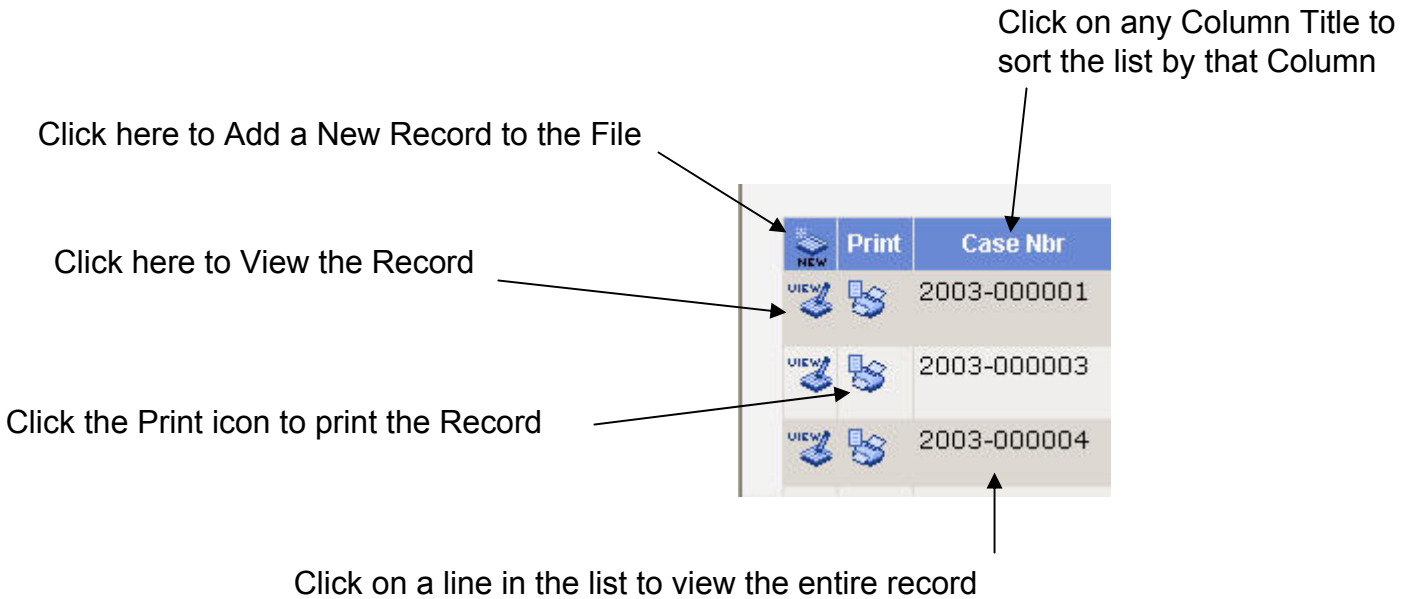
- **Lost & Found:** this is an area where you can enter property, including a picture, for items found on the property.

- **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.

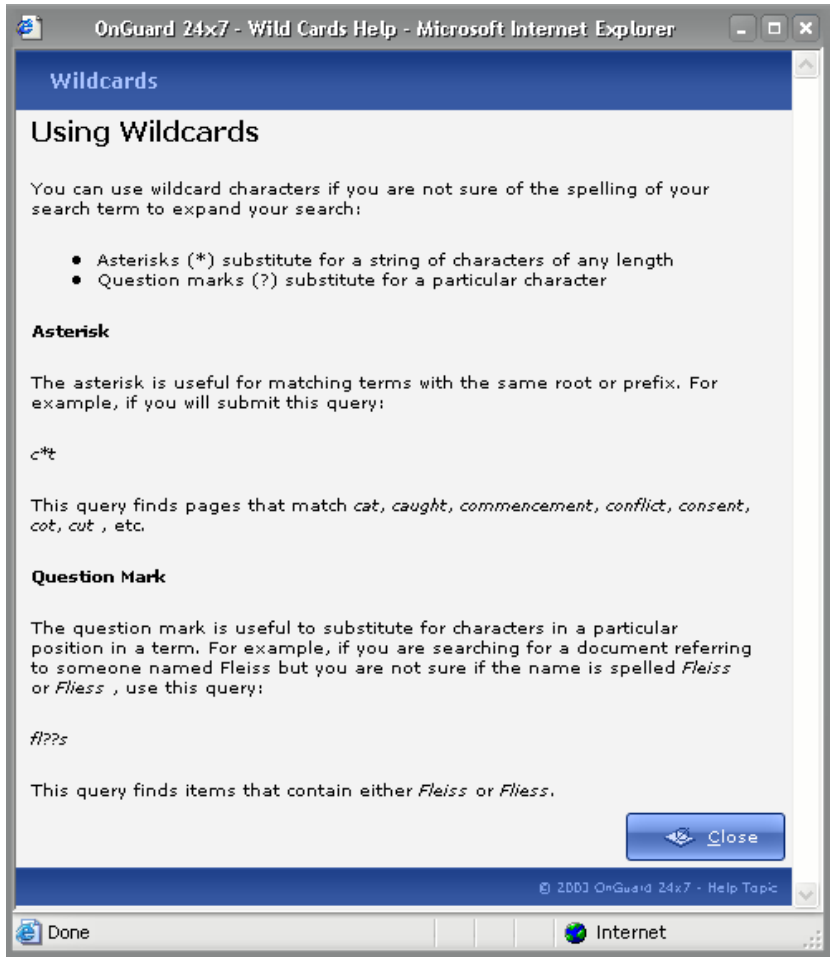


This is a sample list returned from an Incident Report Query. All lists in the program have the functions described above.

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

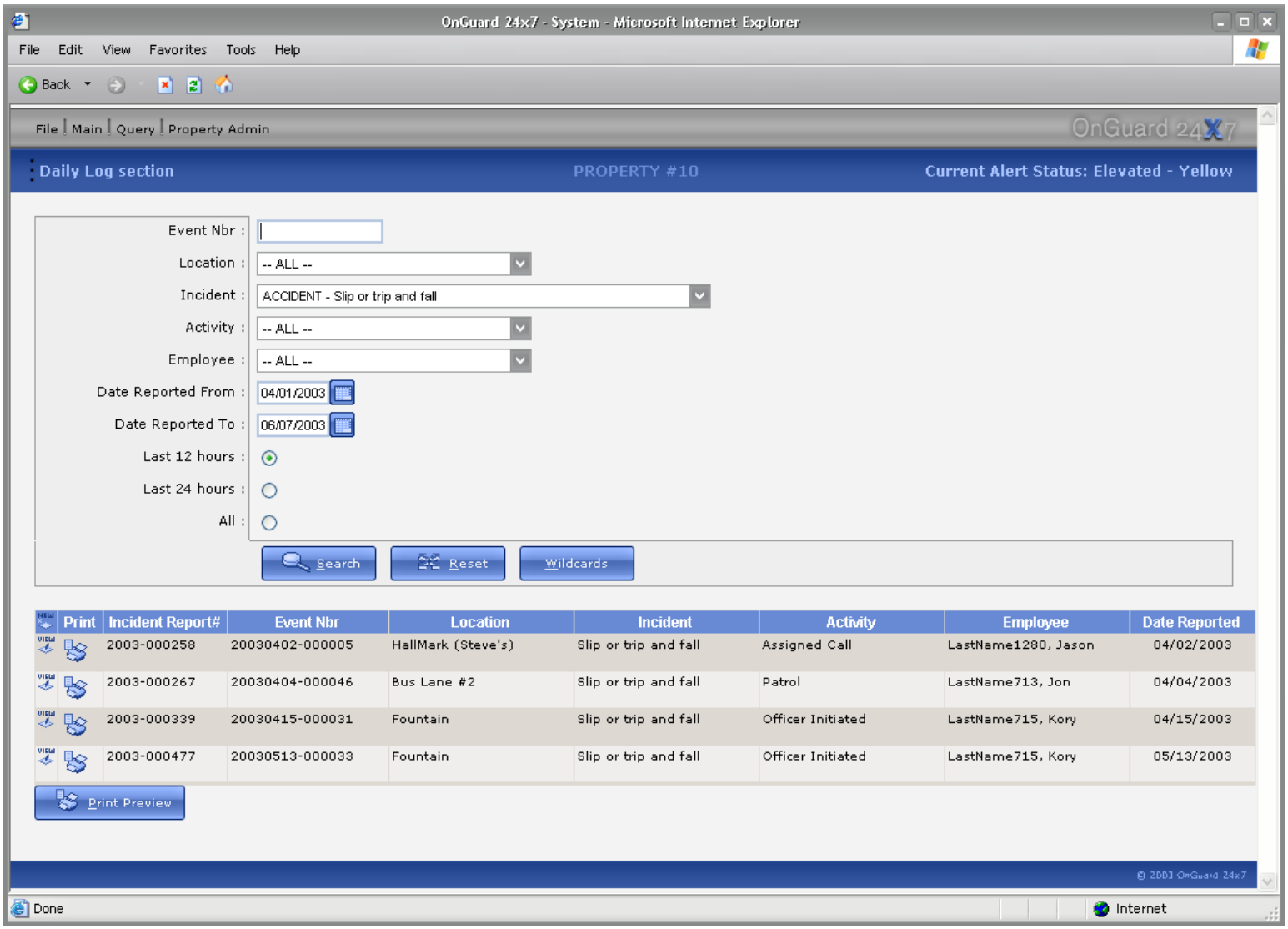
Wildcards in Queries

This screens pops up when the ‘Wildcards’ button is clicked. It describes how to use wildcard characters in queries.

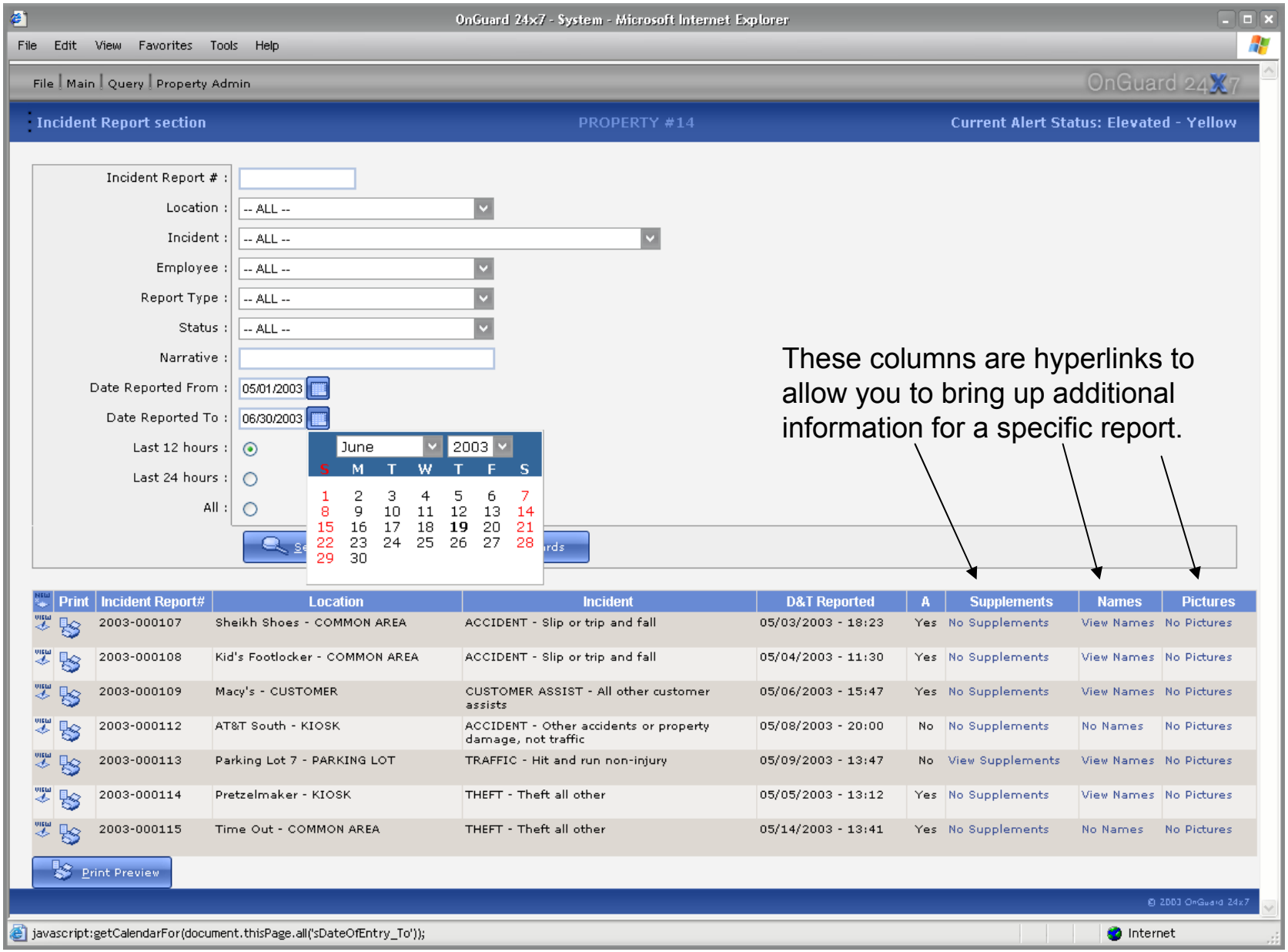


Daily Log Query

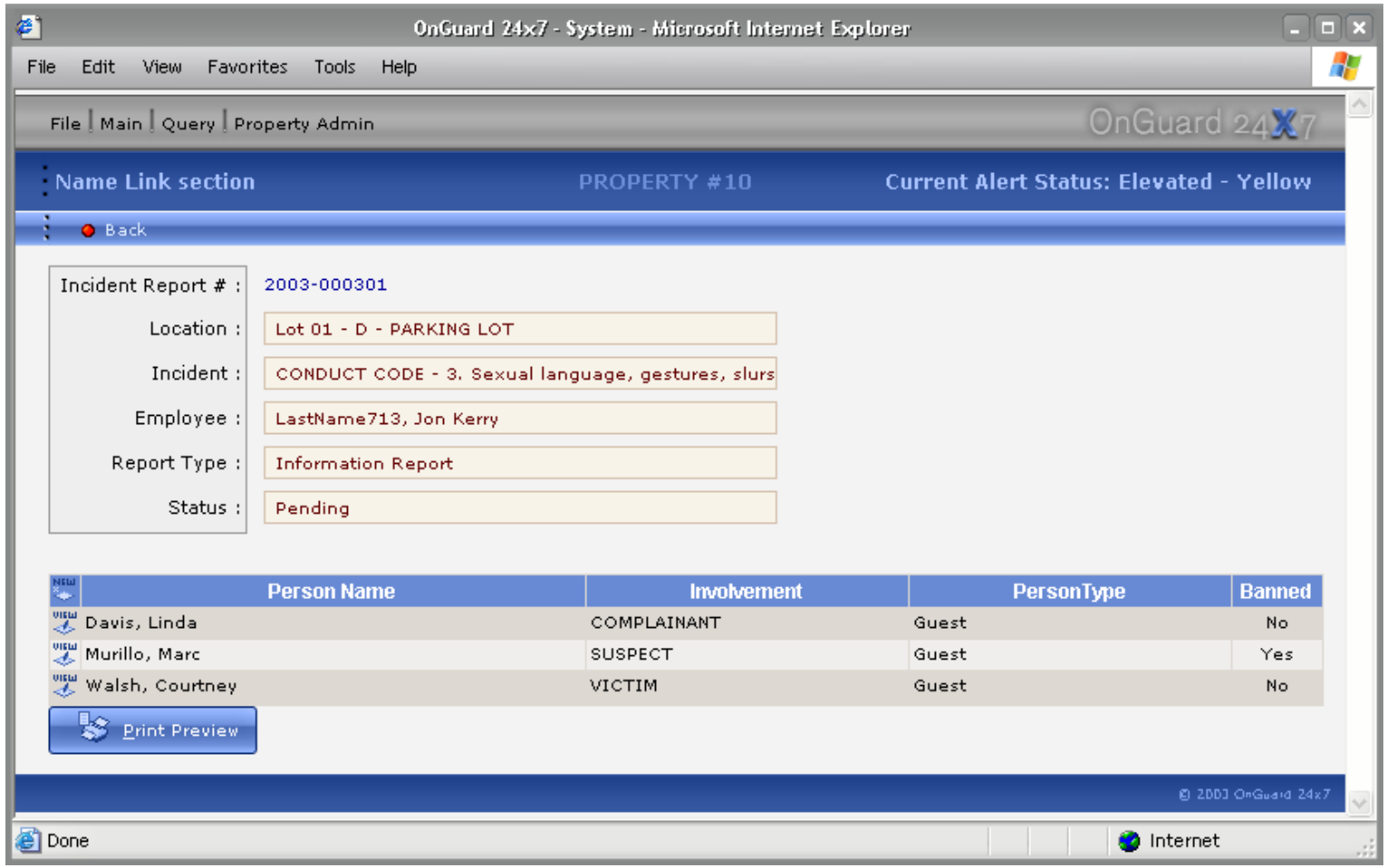
This is a standard search screen with drop down lists, and fill in the blank boxes for dates. Note that multiple criteria can be used to create very flexible searches.



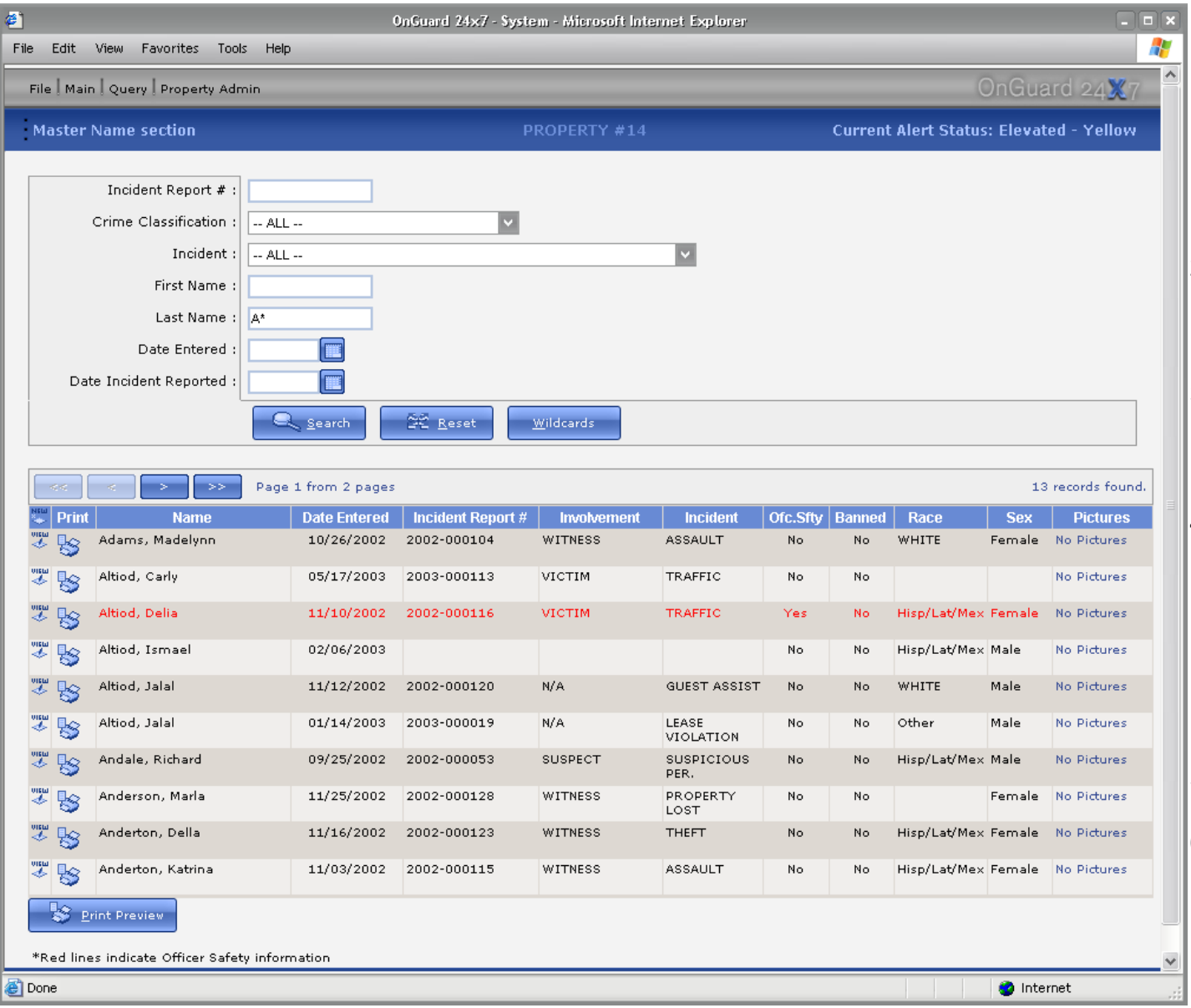
Incident Report Query



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.



Master Name Query



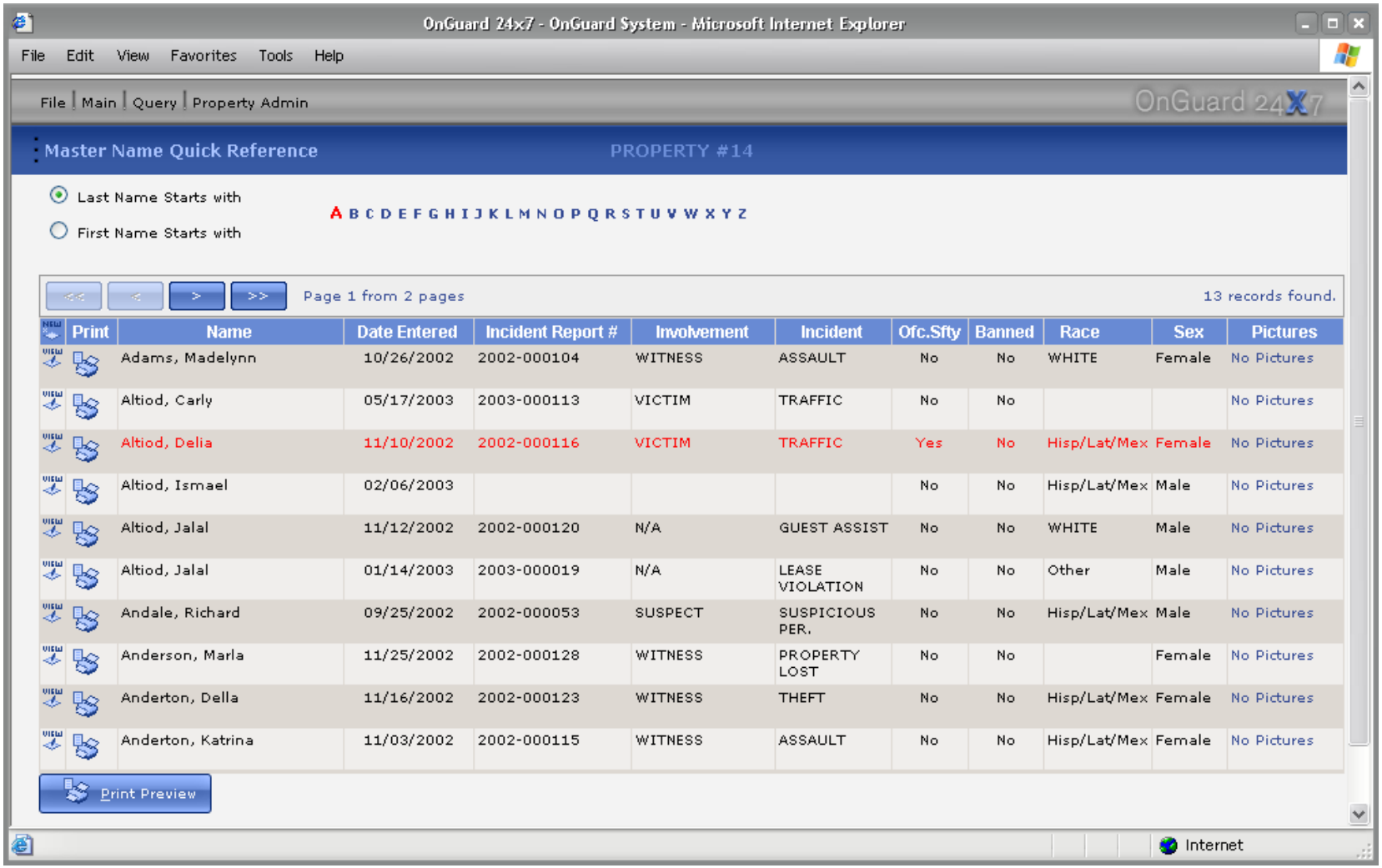
Print	Name	Date Entered	Incident Report #	Involvement	Incident	Ofc.Sfty	Banned	Race	Sex	Pictures
	Adams, Madelynn	10/26/2002	2002-000104	WITNESS	ASSAULT	No	No	WHITE	Female	No Pictures
	Altiod, Carly	05/17/2003	2003-000113	VICTIM	TRAFFIC	No	No			No Pictures
	Altiod, Delia	11/10/2002	2002-000116	VICTIM	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

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

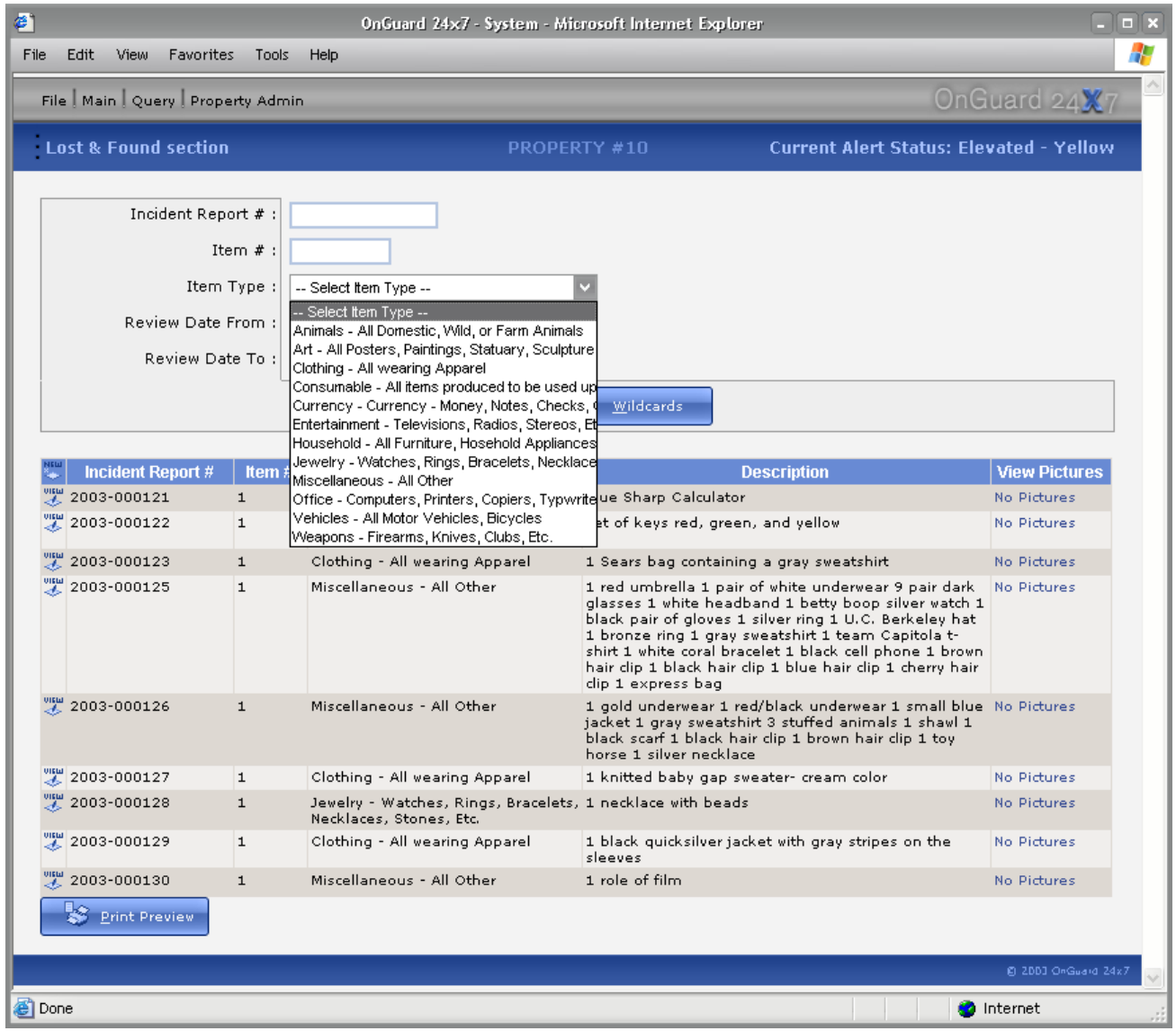
As shown, the Quick Reference allows you to choose from First or Last name and click the letter it starts with. Below is a list of all last names that start with ‘A’.



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

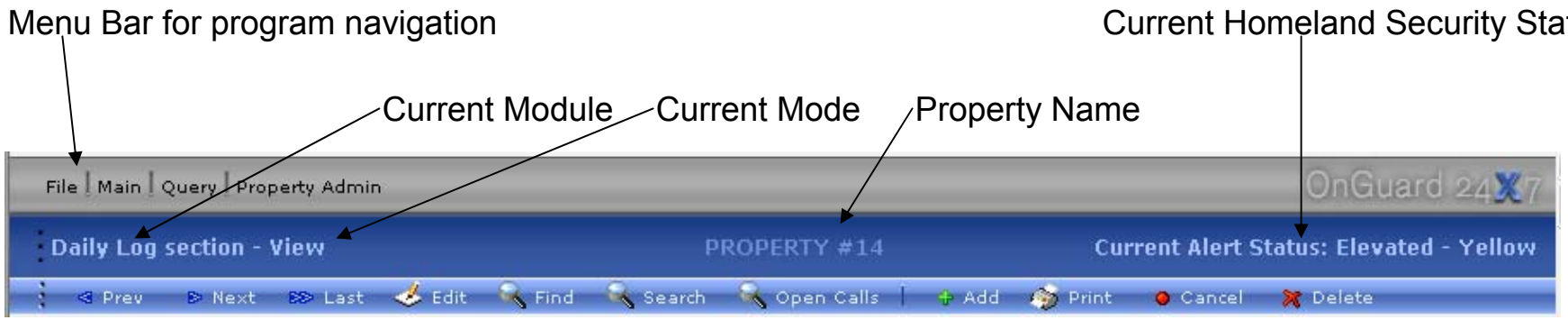
Lost and Found Query

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.



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.

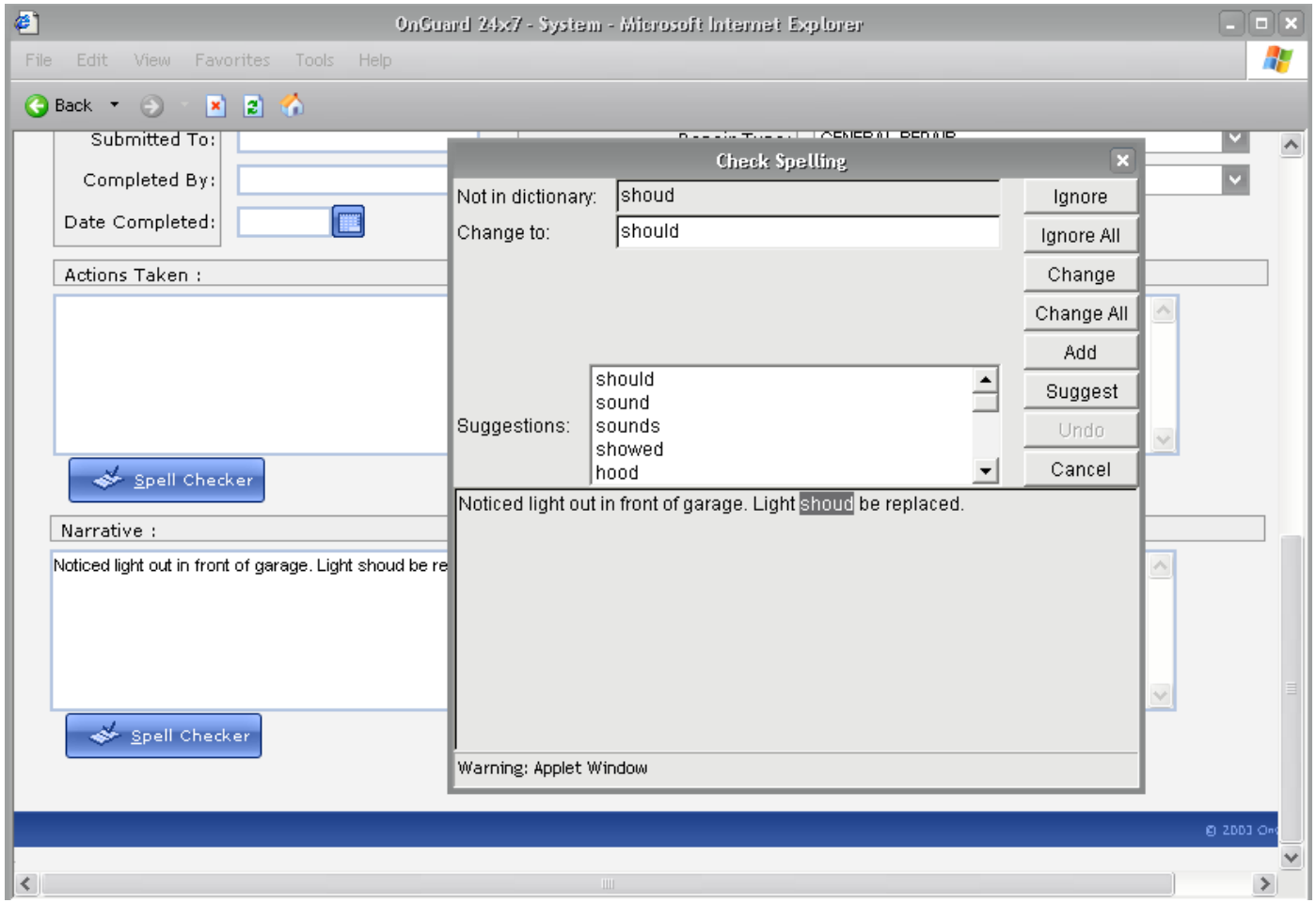


Command List

- 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

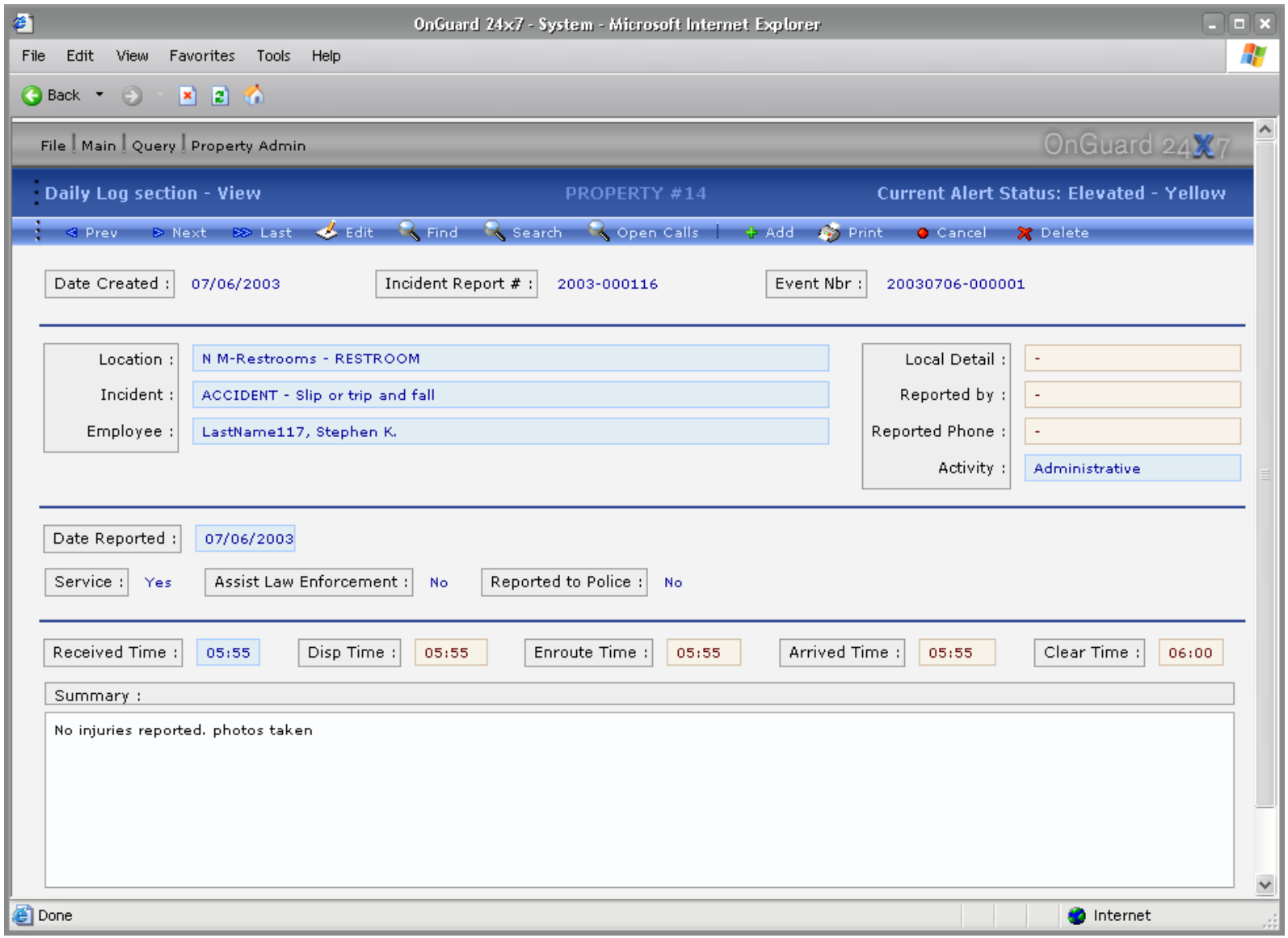
Available for all fields that allow the user to enter a long narrative. The example below shows the Incident Report screen.



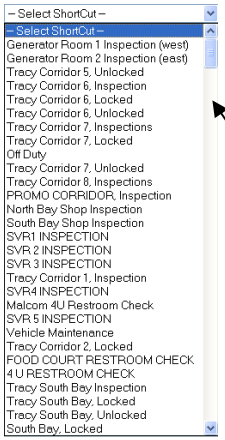
Daily Log Module

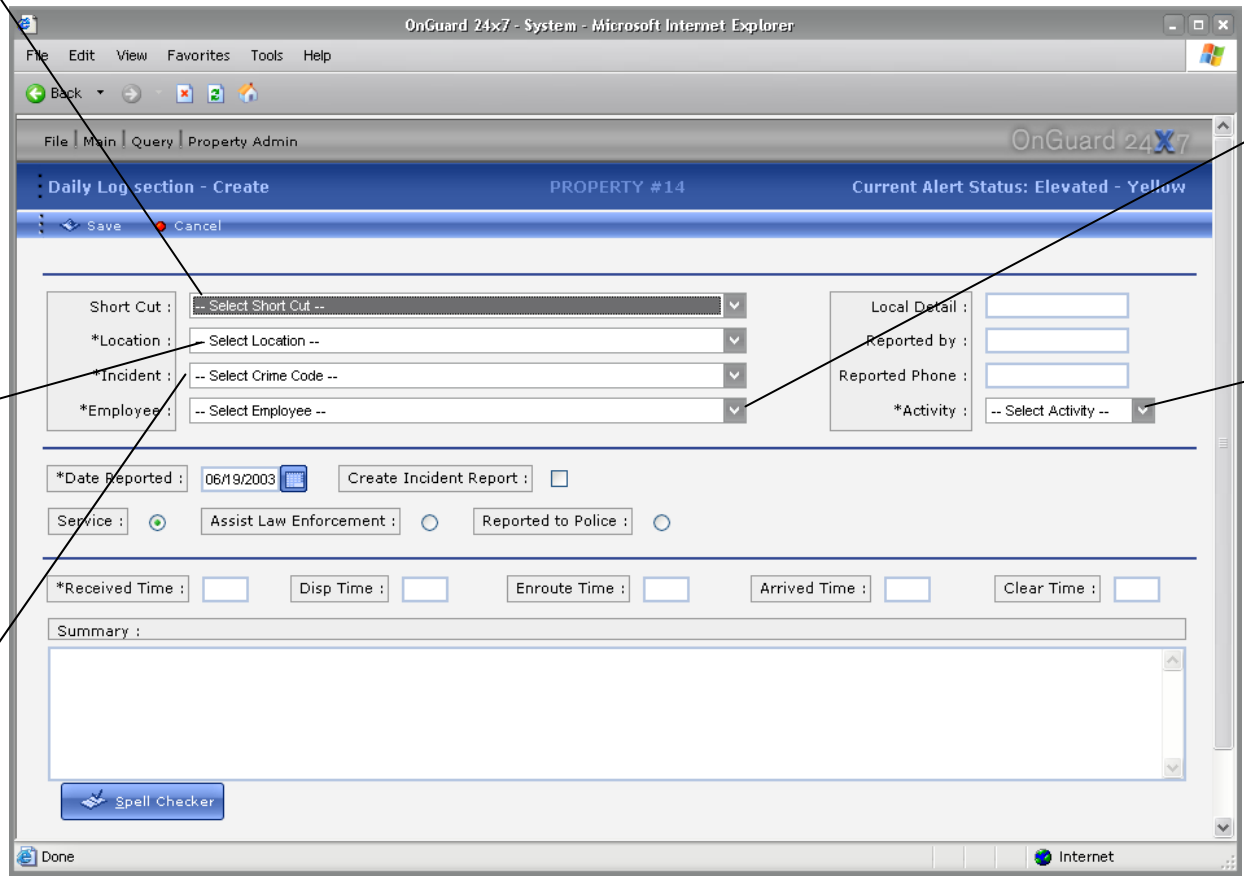
- Maintains a running ‘diary’ of activity
- Tracks the amount of time spent by officer on each activity and Incident
- Creates Officer Activity Logs
- Tracks time spent by Location & Incident
- Provides for entry of noncritical incidents
- Can generate an Incident Report upon request
- Creates graph 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

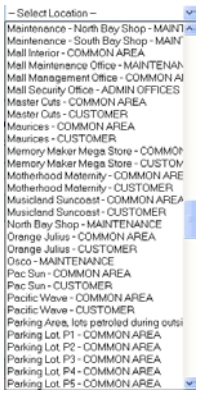
Daily Log Module

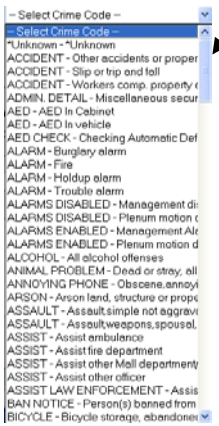


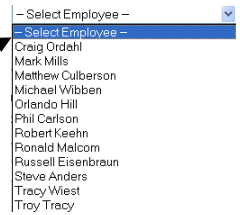
Note all the drop down lists to aid the user in accurate data entry. These are all user-defined to allow you to track only the information that is important to you.

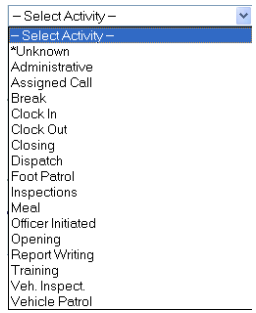




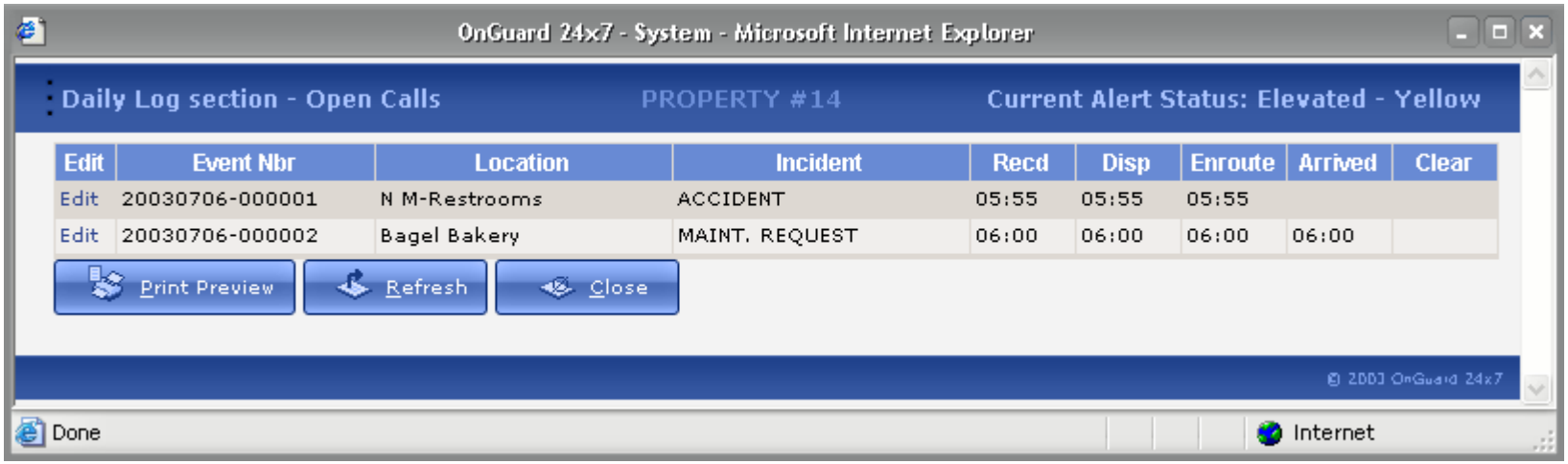








Daily Log Open Calls

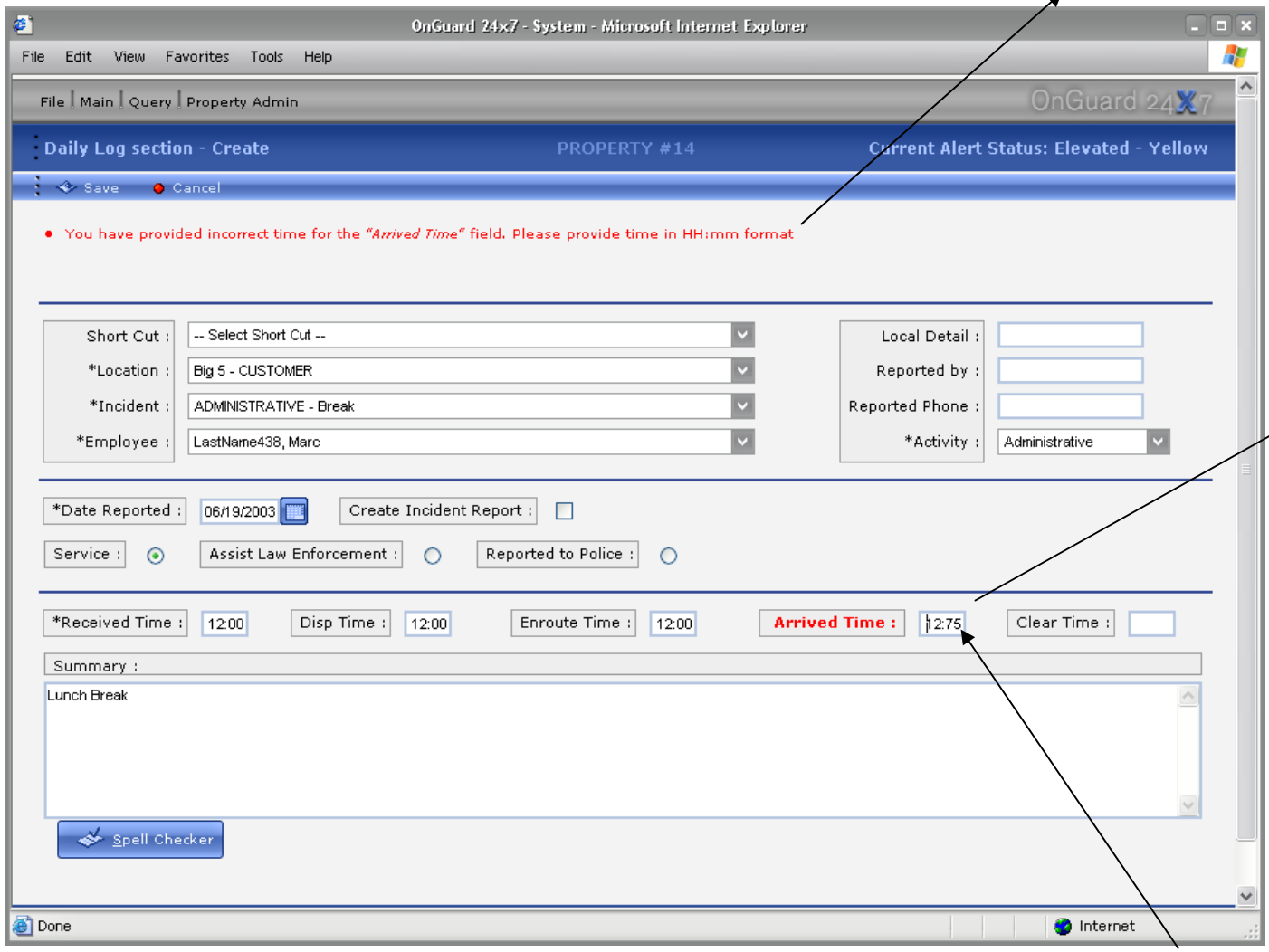


Clicking the ‘Open Calls’ commands open this window on top of the Daily Log. There are two Open calls in the list. The first shows the Officer is Enroute, but has not arrived. The second shows the officer has arrived. Clicking the ‘Edit’ link on the left side of the list will take the user to the Daily 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.



Note Improper Time

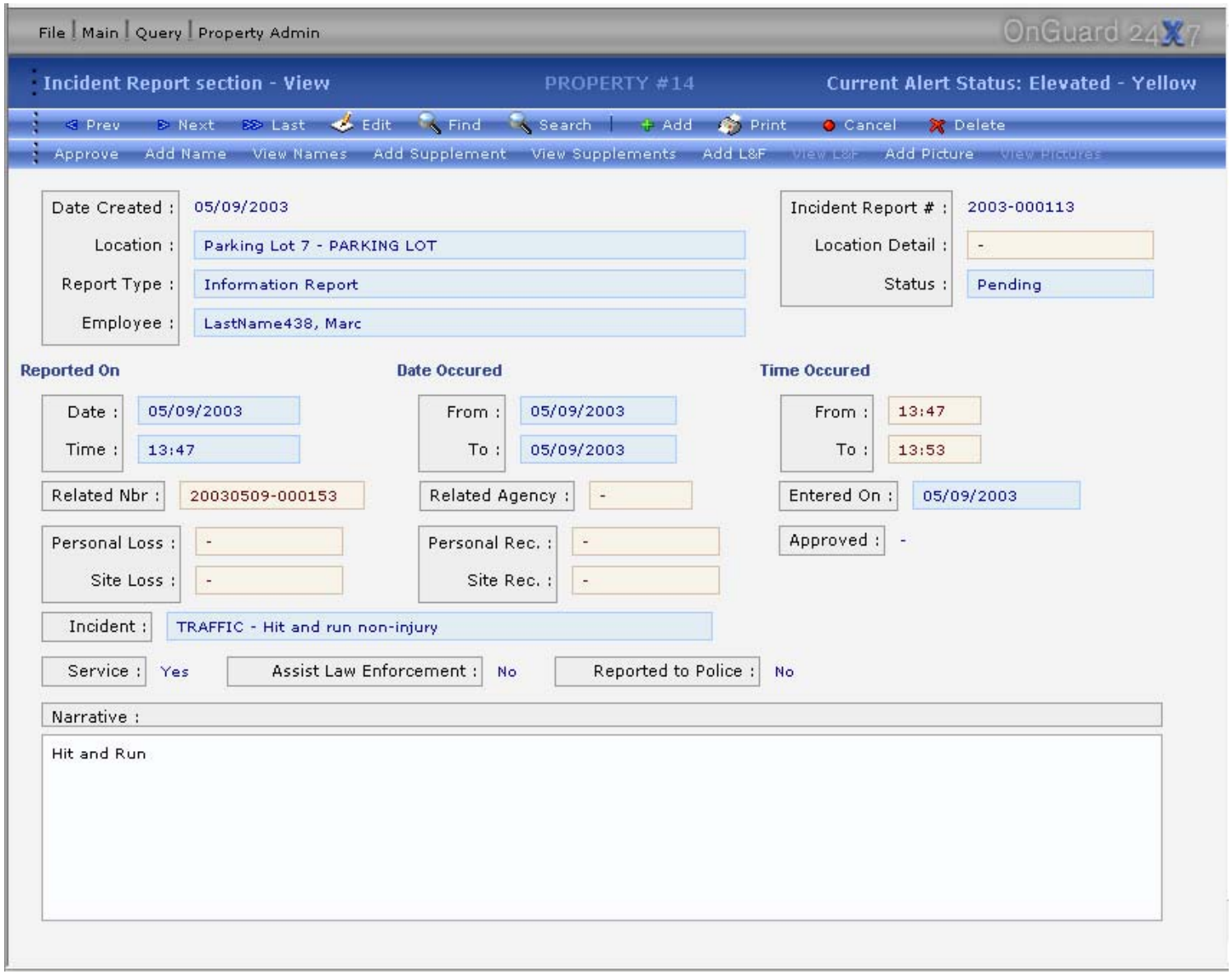
Improper time can be fixed by changing the value to the correct time format.

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

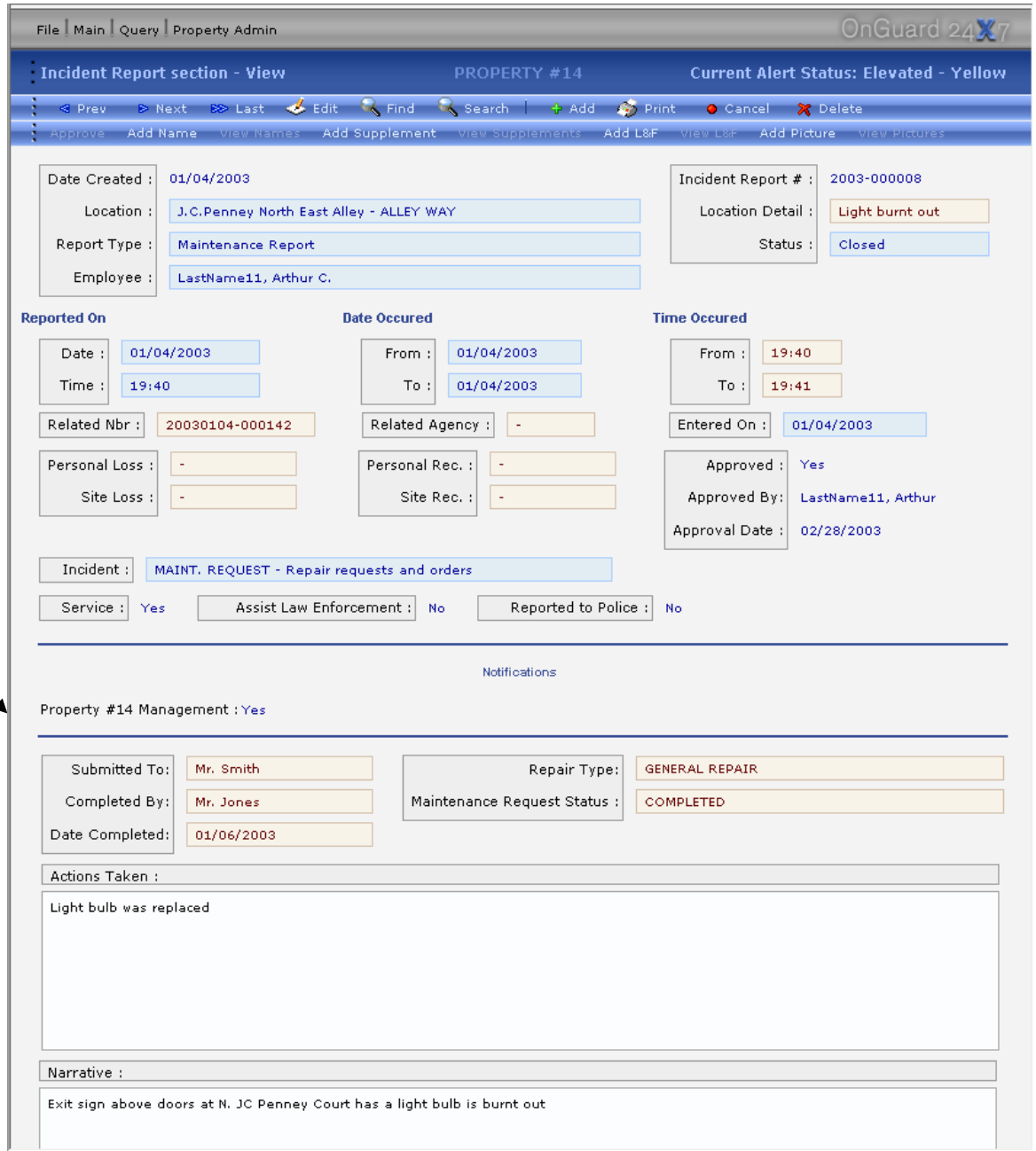
Standard Incident Report

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



Maintenance Report

Email is automatically sent to people/depart-ments in the notifications list



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

Reported On

Date :	01/04/2003
Time :	19:40

Date Occured

From :	01/04/2003
To :	01/04/2003

Time Occured

From :	19:40
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 :

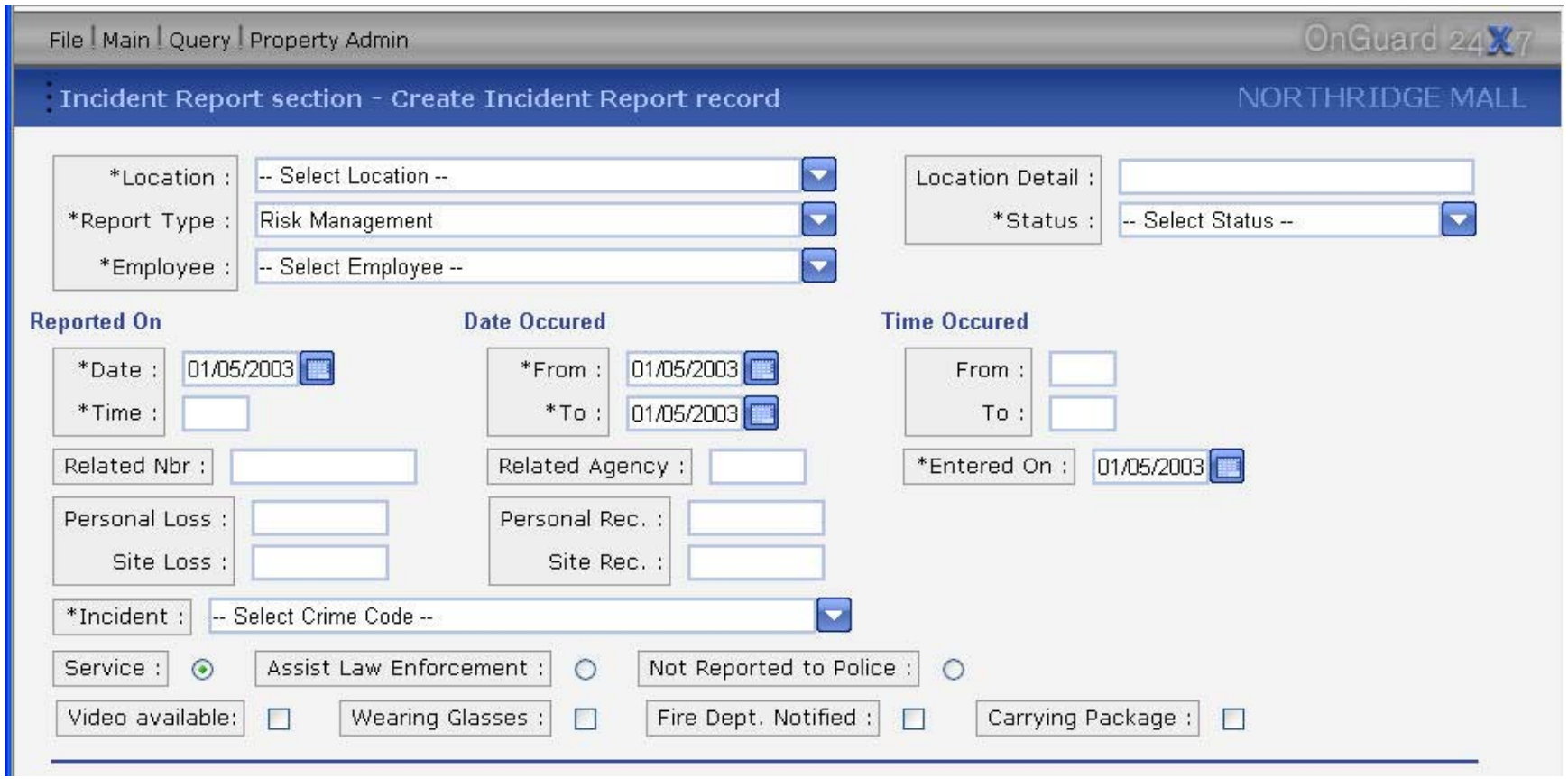
Light bulb was replaced

Narrative :

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

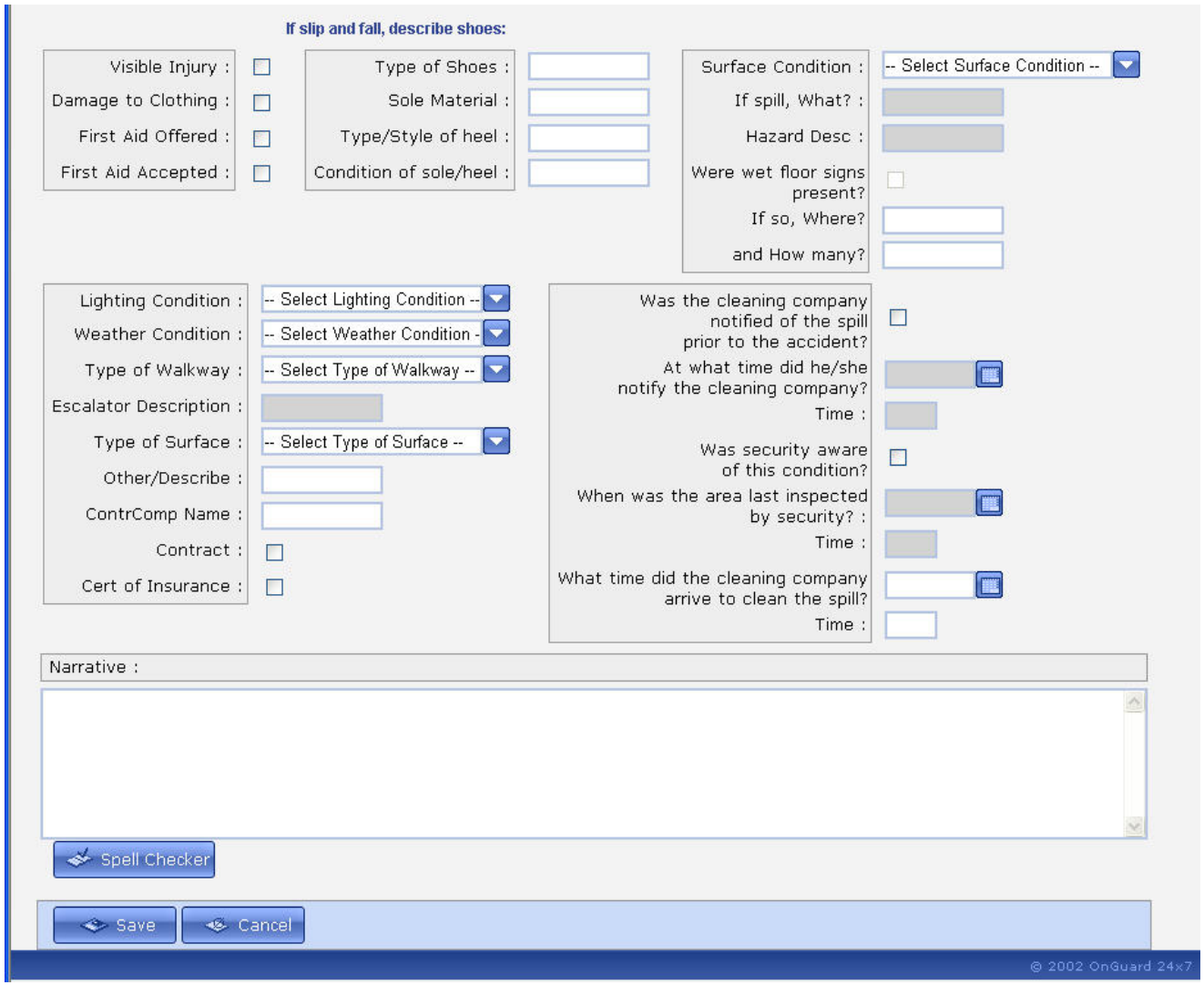
Risk Management Report

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>



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.



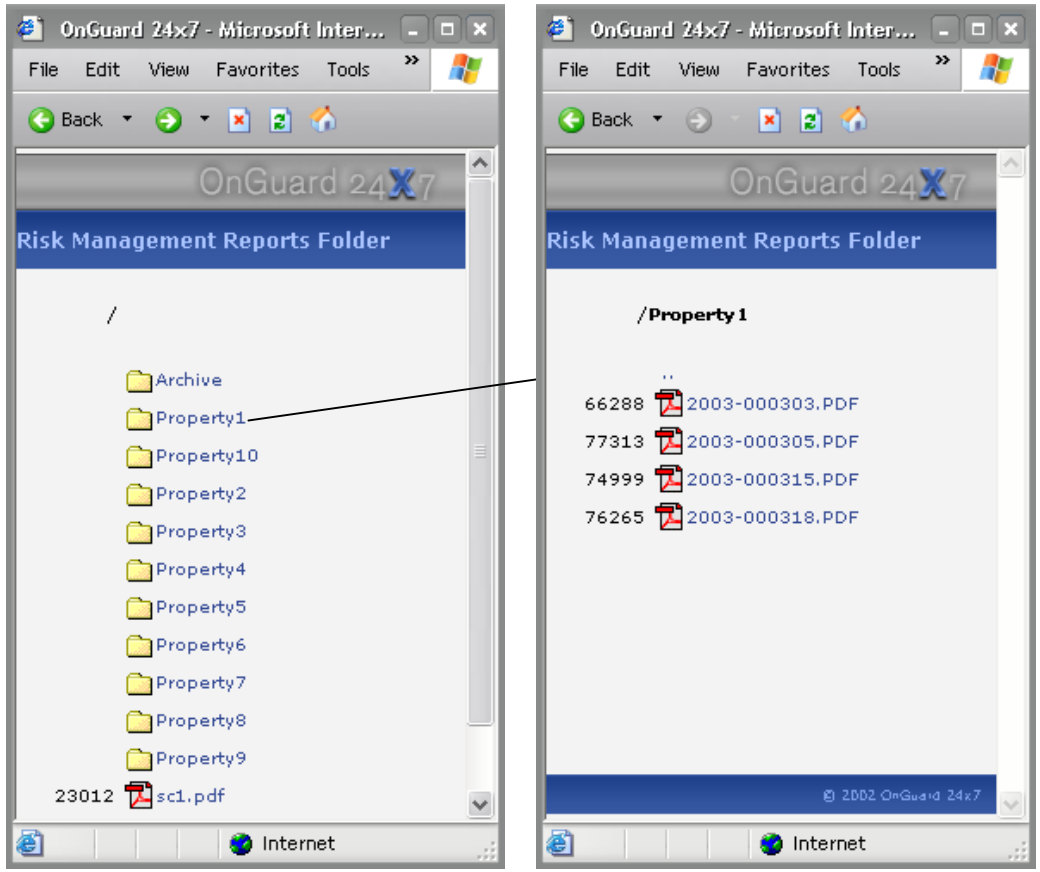
Risk Management Report Distribution

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 be 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 OCCURRANCE / ADDRESS	RELATED NO.
Parking Lot / 1500 South St.	2003-00975

CRIME DESCRIPTION	CLASSIFICATION	SITE LOSS	SITE RECOVERY	P LOSS	P RECOVERY
string sample value	string sample value	$1	$1	$1	$1

DATE AND TIME FROM	DATE AND TIME REPORTED		DATE AND TIME APPROVED	CASE STATUS
01/05/2003 13:23	01/05/2003 13:23		01/05/2003 13:23	Open
DATE AND TIME TO	ENTERED BY		APPROVED BY	APPROVED
01/05/2003 13:23	Ofc. Jones		Sgt. Smith	YES

NOTIFICATIONS
Sample Information Report

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

ACTIONS TAKEN :

memo sample data

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

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

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

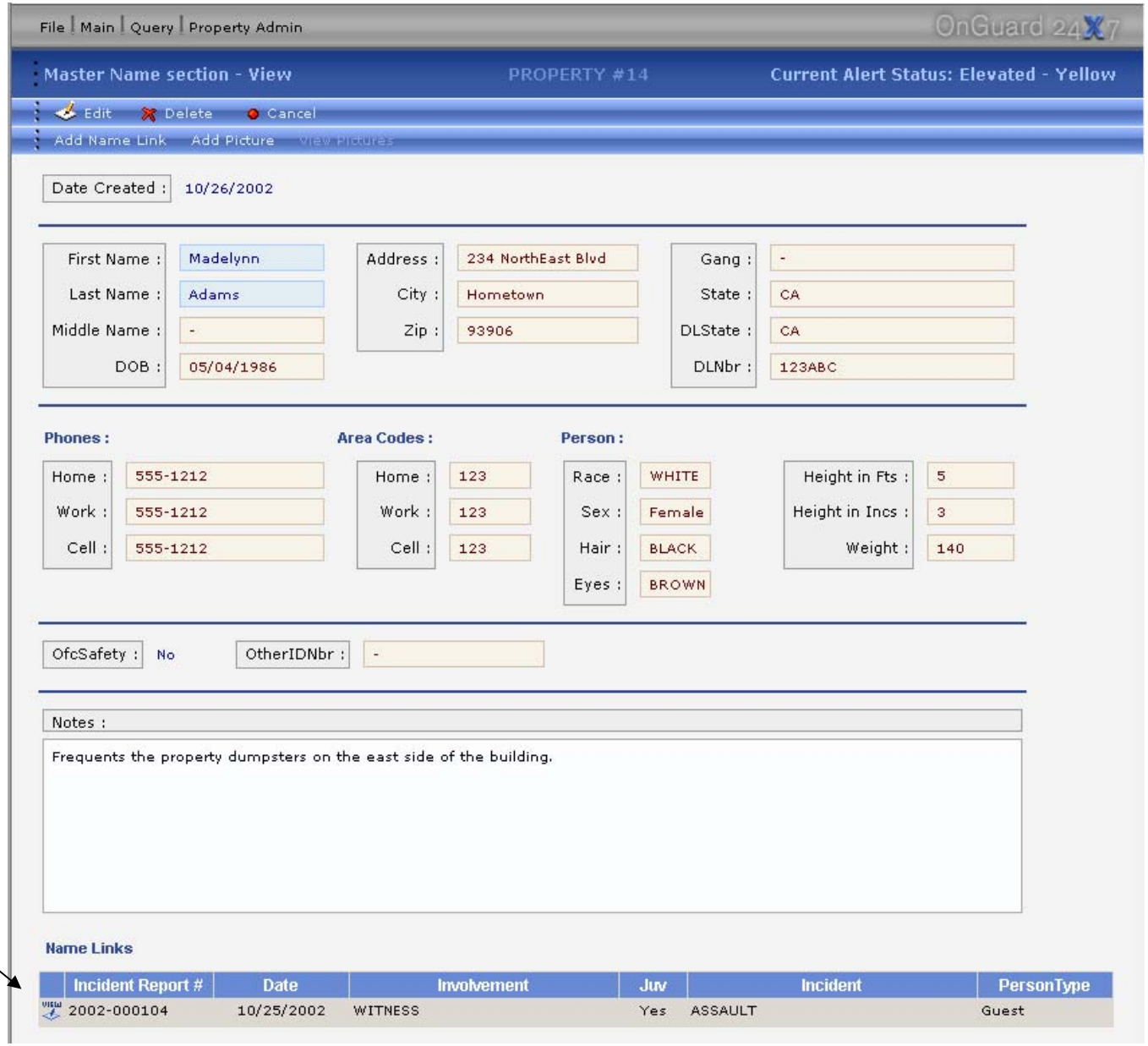
WAS THE CLEANING COMPANY NOTIFIED?	DATE AND TIME CLEANING COMPANY NOTIFIED	WAS SECURITY AWARE OF THIS CONDITION?	DATE AND TIME AREA LAST INSPECTED
YES	01/05/200(13:23	YES	01/05/200 13:23

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

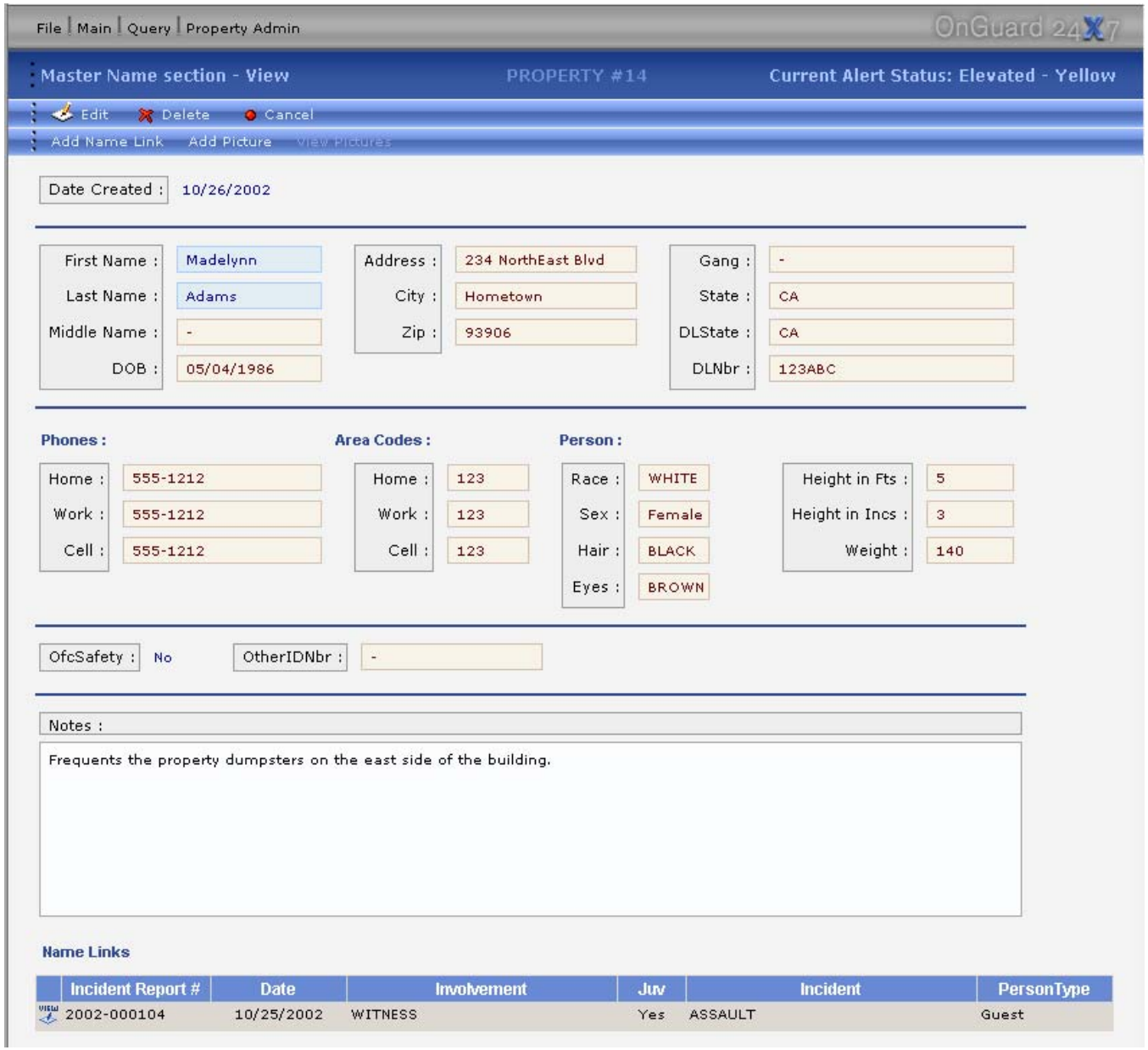
INVOLVEMENT	NAME - LAST, FIRST, MIDDLE	RACE	SEX	AGE	DOB	HT	WT	HAIR	EYE
string sample value	SMITH, John string sample v	string sample	s	9	01/05/1994	1 ft 1 in	1	string sam	string samp

Master Name File

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



Master Name File (view)

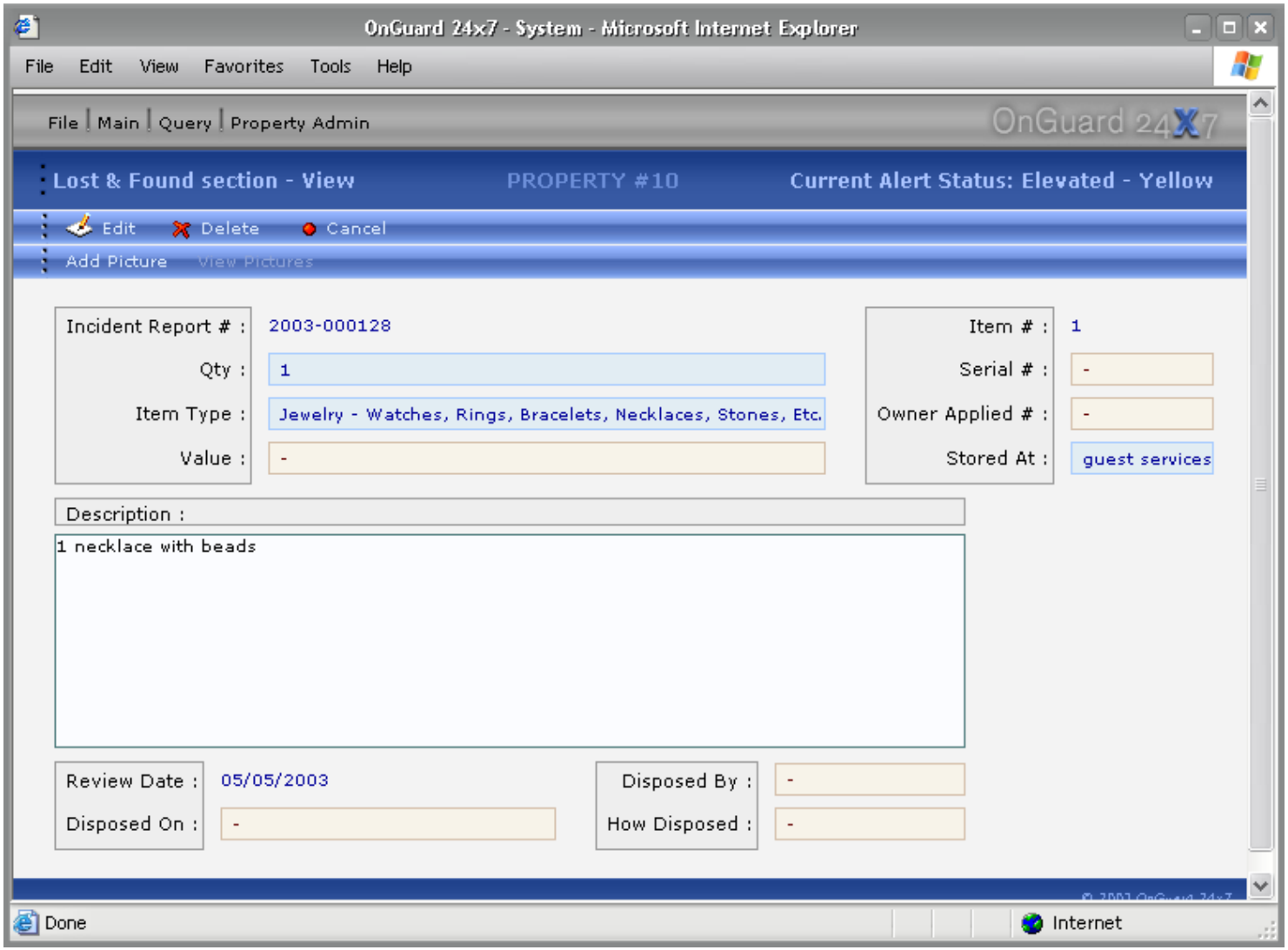


The name is entered only once in the data base, and contact with the person is associated with the name via entry into the Incident Report.

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.

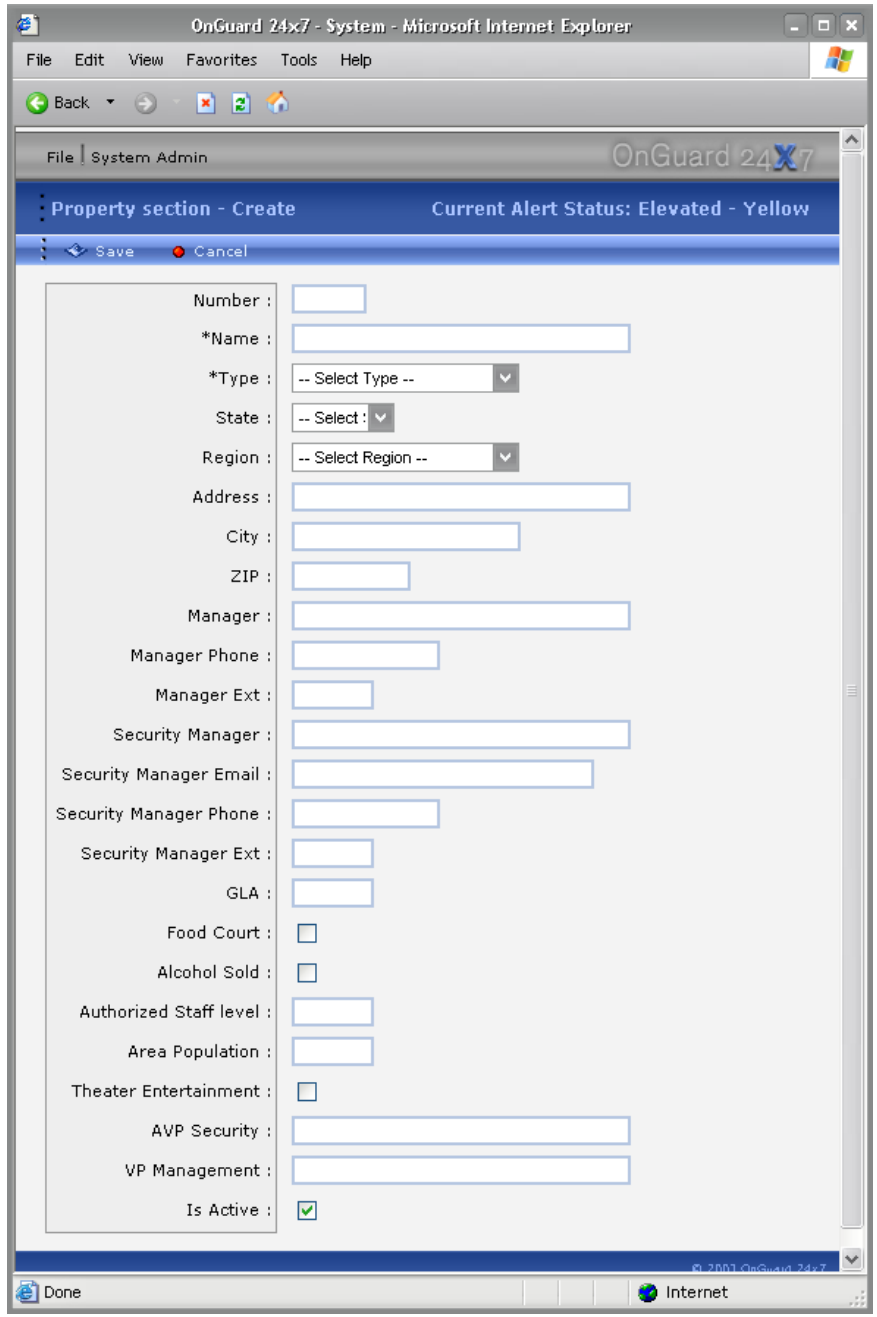
Lost and Found Record



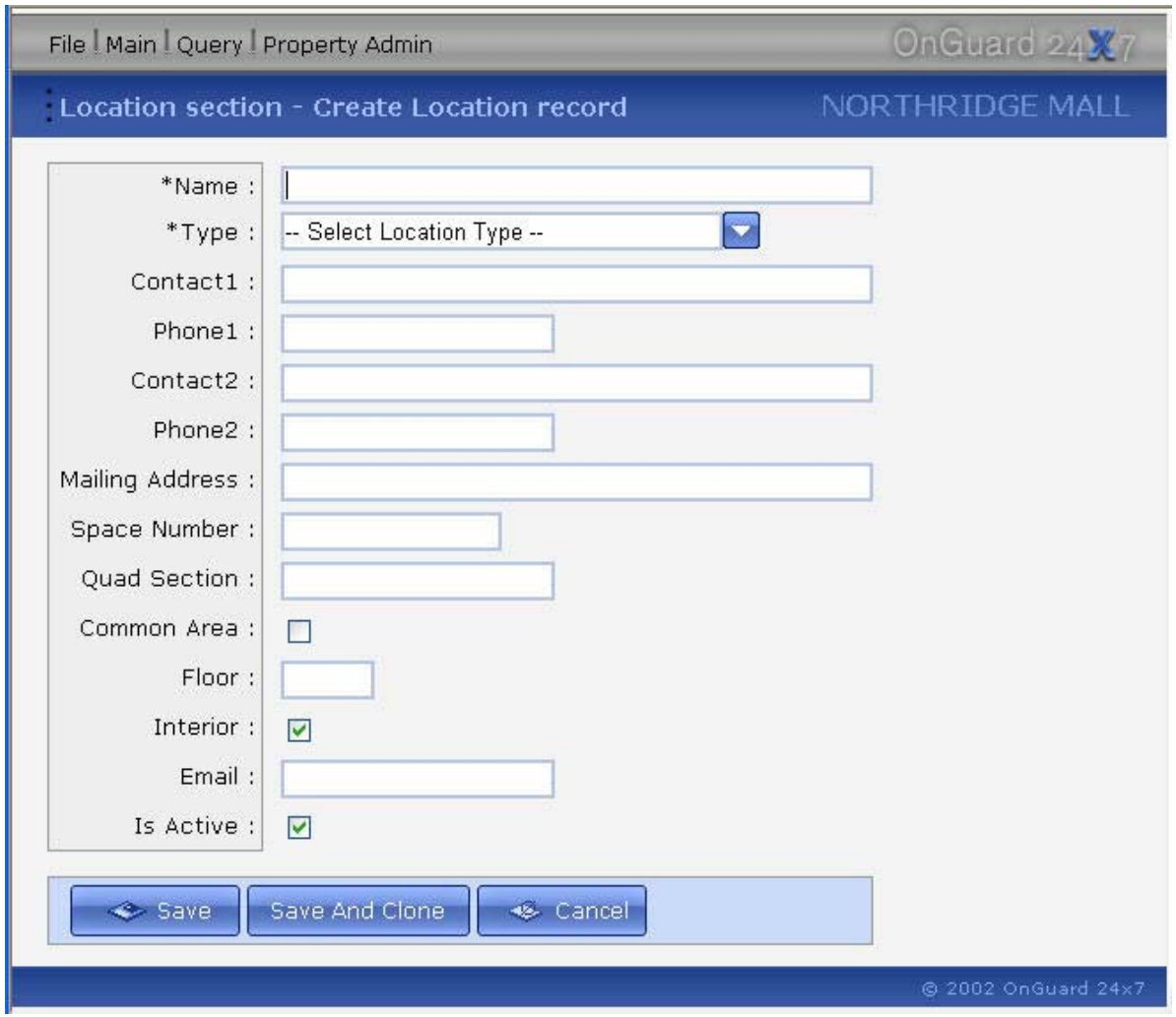
Property Record

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.

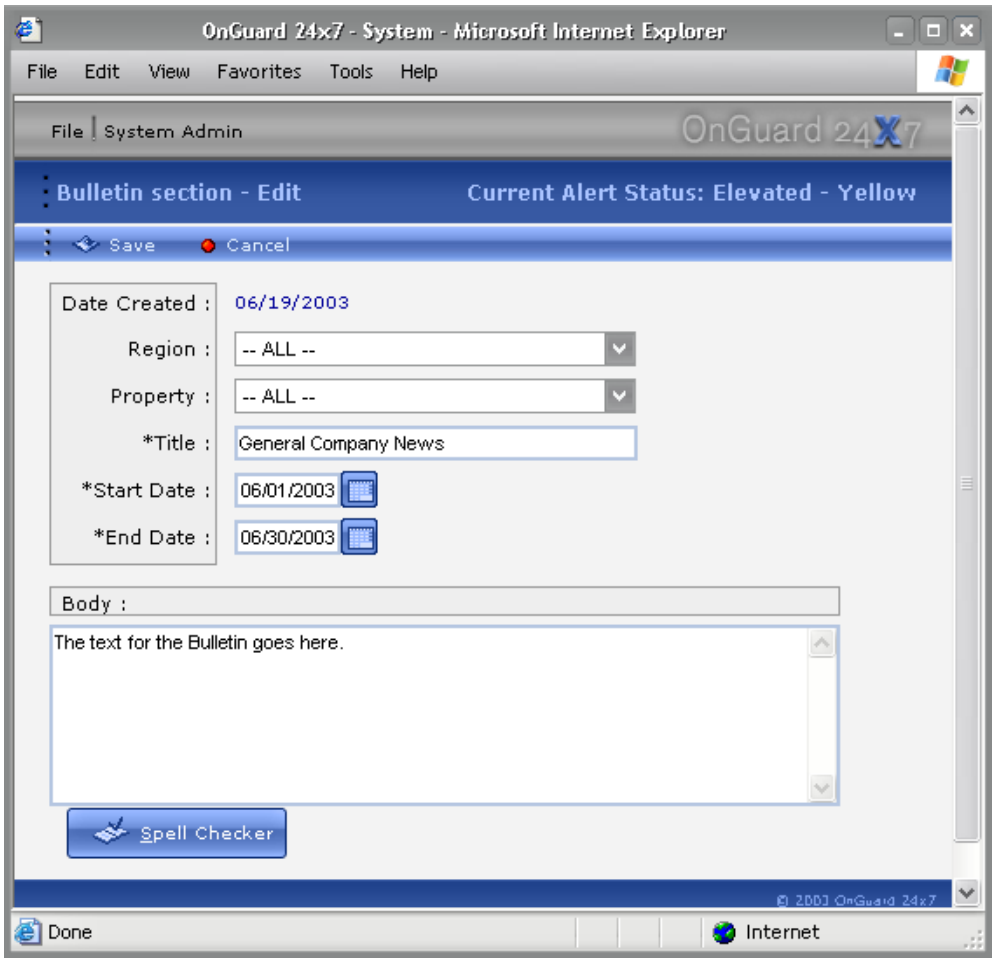


Location Record for a Property



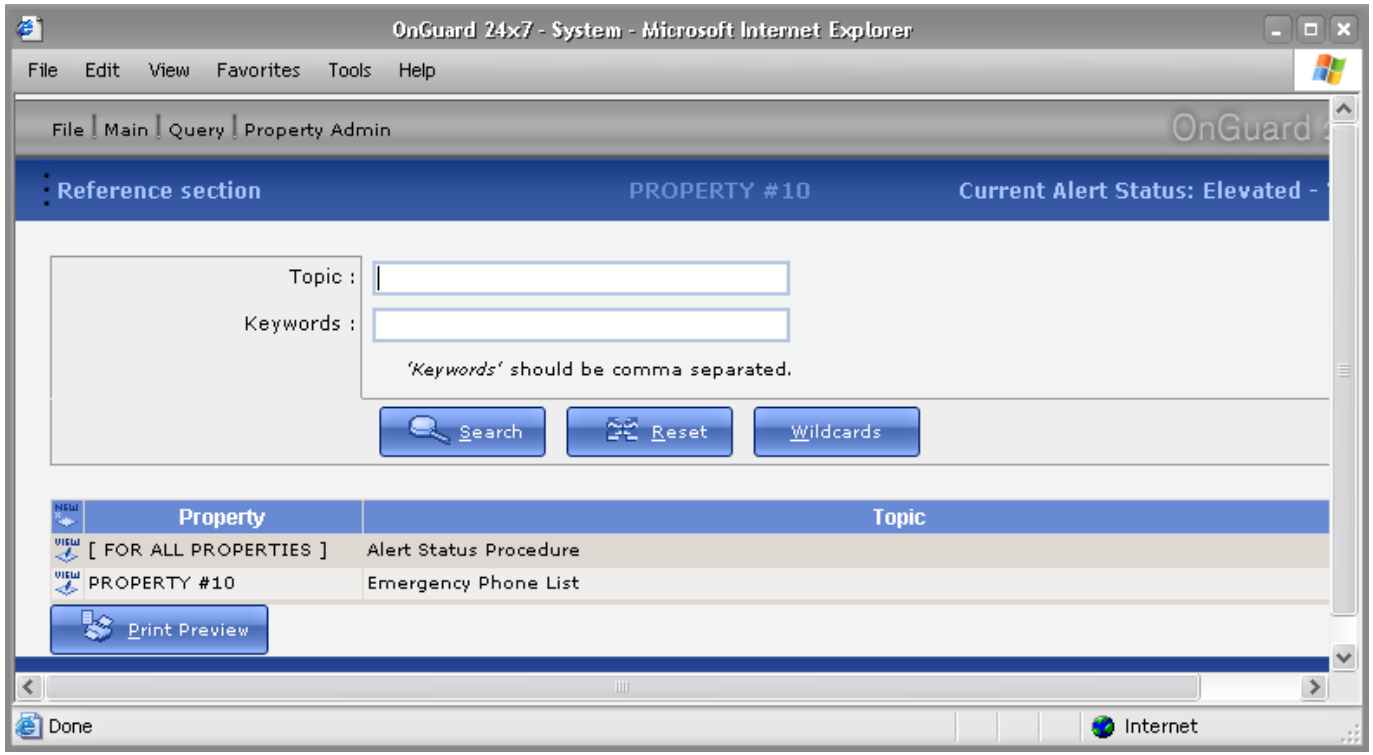
A single property may have many locations under it's control. This allows you to enter specific information about each location.

Creating Bulletins



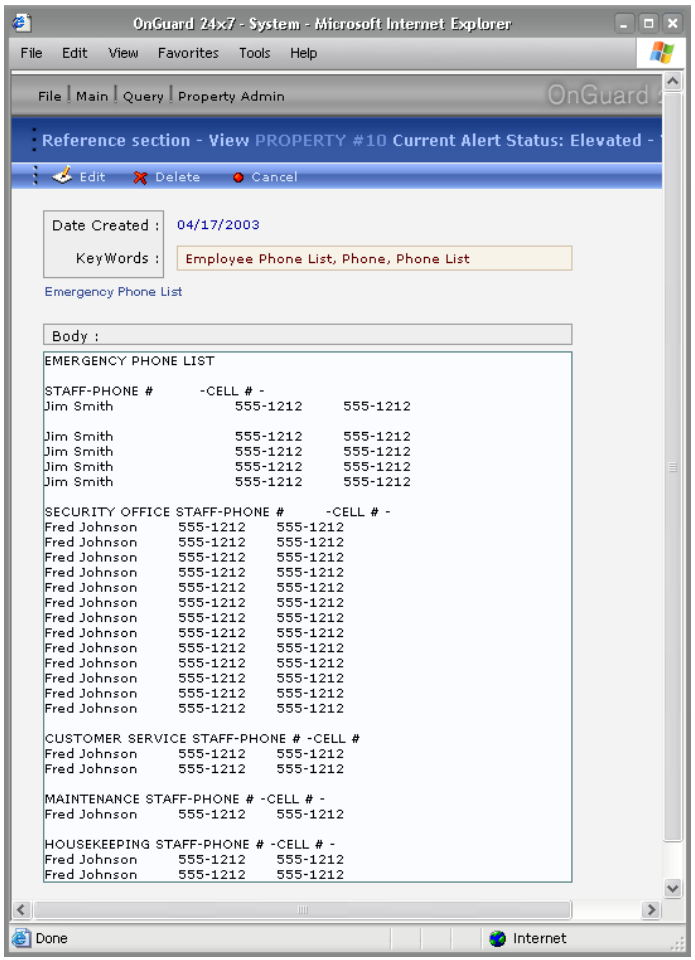
Bulletins allow you to send information to any number of properties. It also allows individual properties to create their own ‘pass on’ information from shift to shift. All bulletins have a shelf life and stop appearing in the to read list after their expiration date. They also have a start date so you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

Site Reference

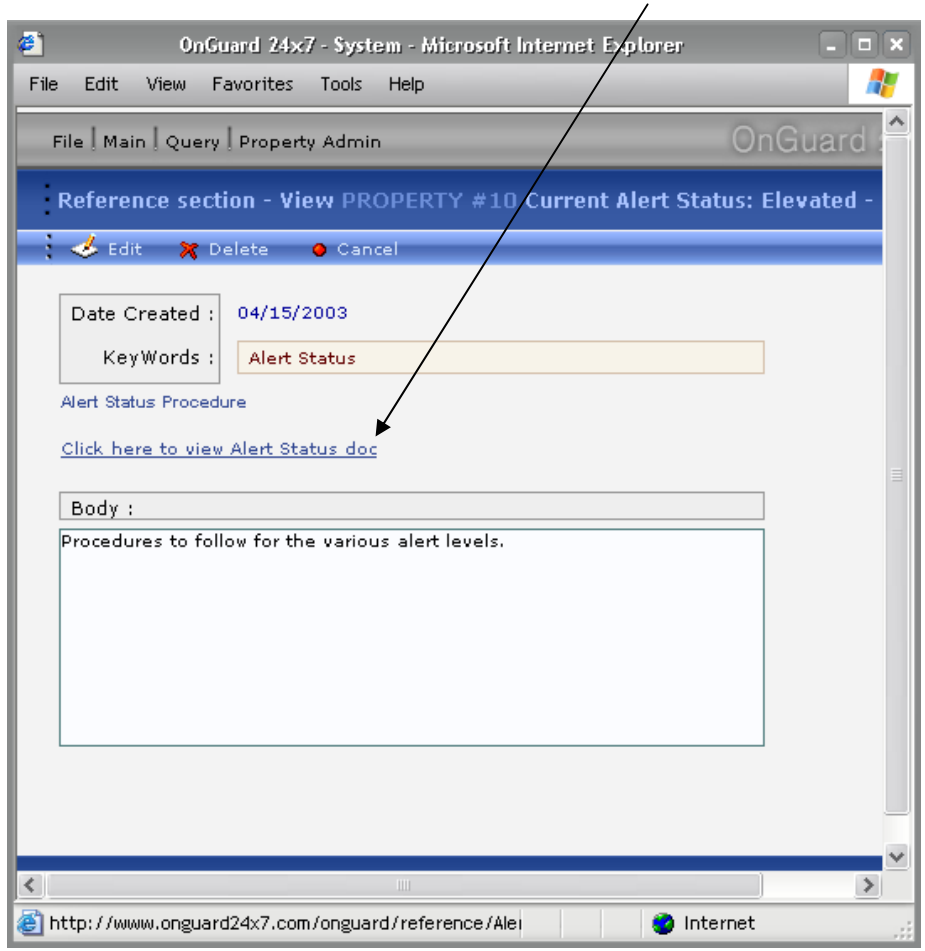


This module is used to store company emergency policies and procedures either for one or all properties. In addition to storing plain text, this module can point to a file (such as a pdf file) that you have already created. Clicking the link to that file would open the pdf document on the user computer.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

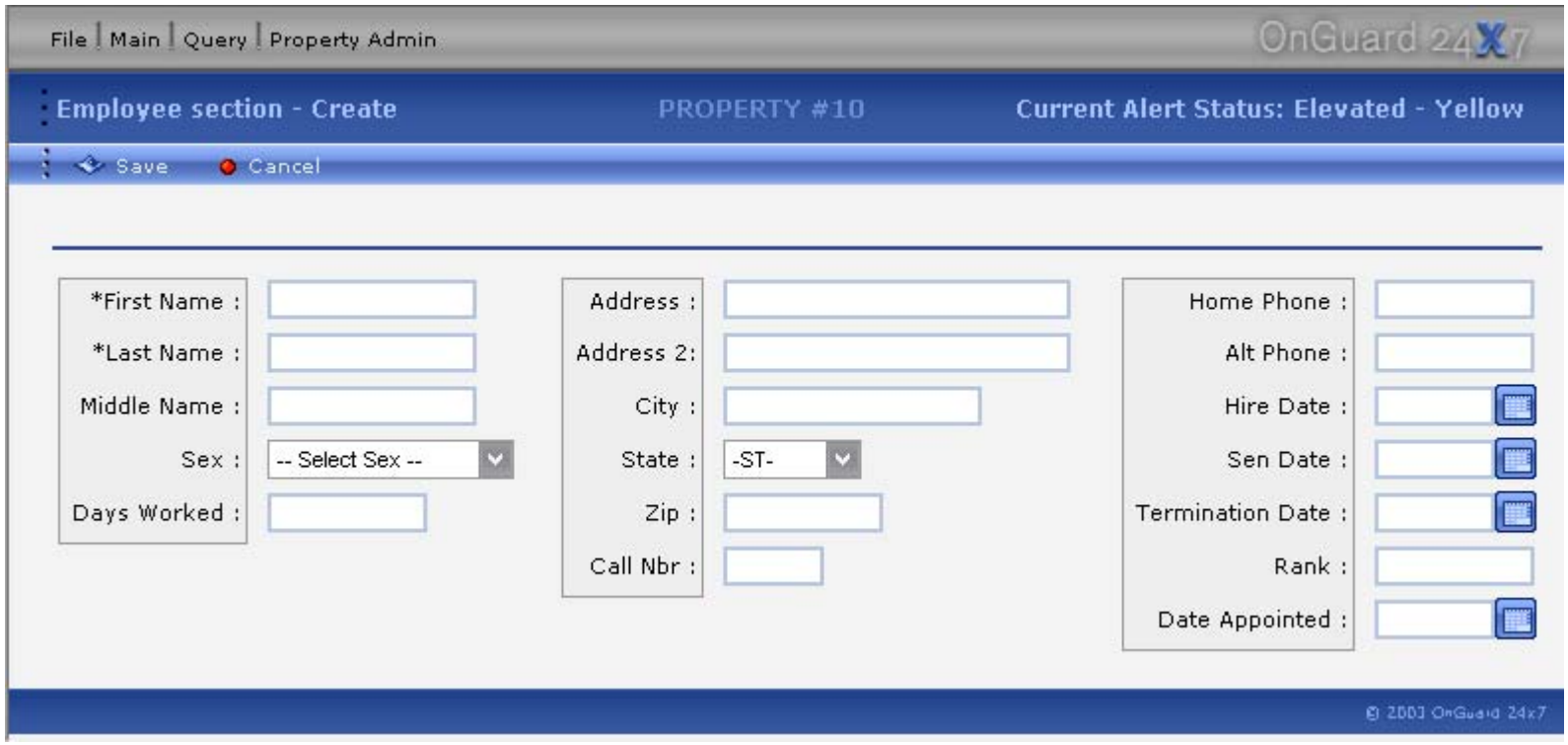
Site Reference Examples



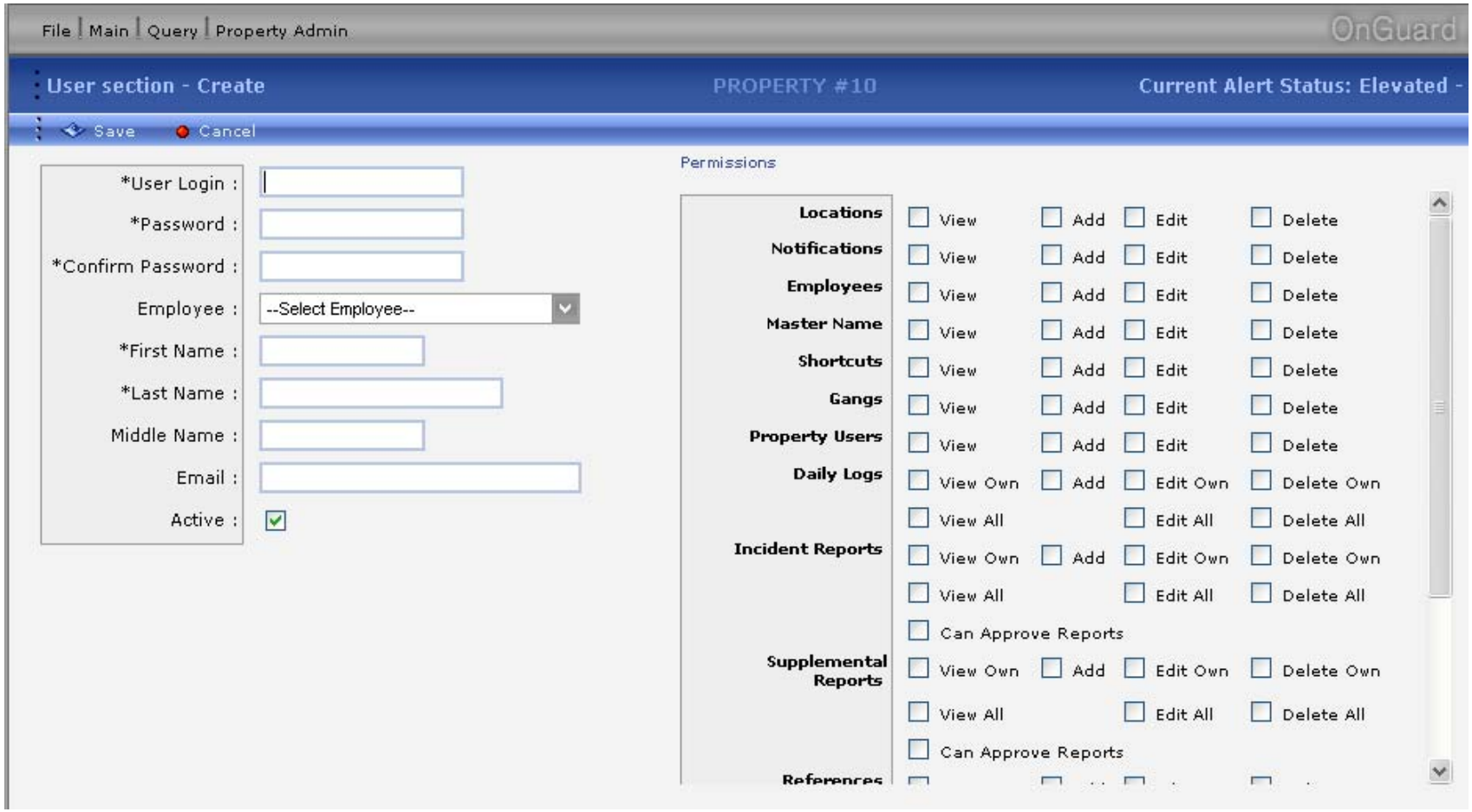
Clicking this link opens a PDF document!



Employee Data

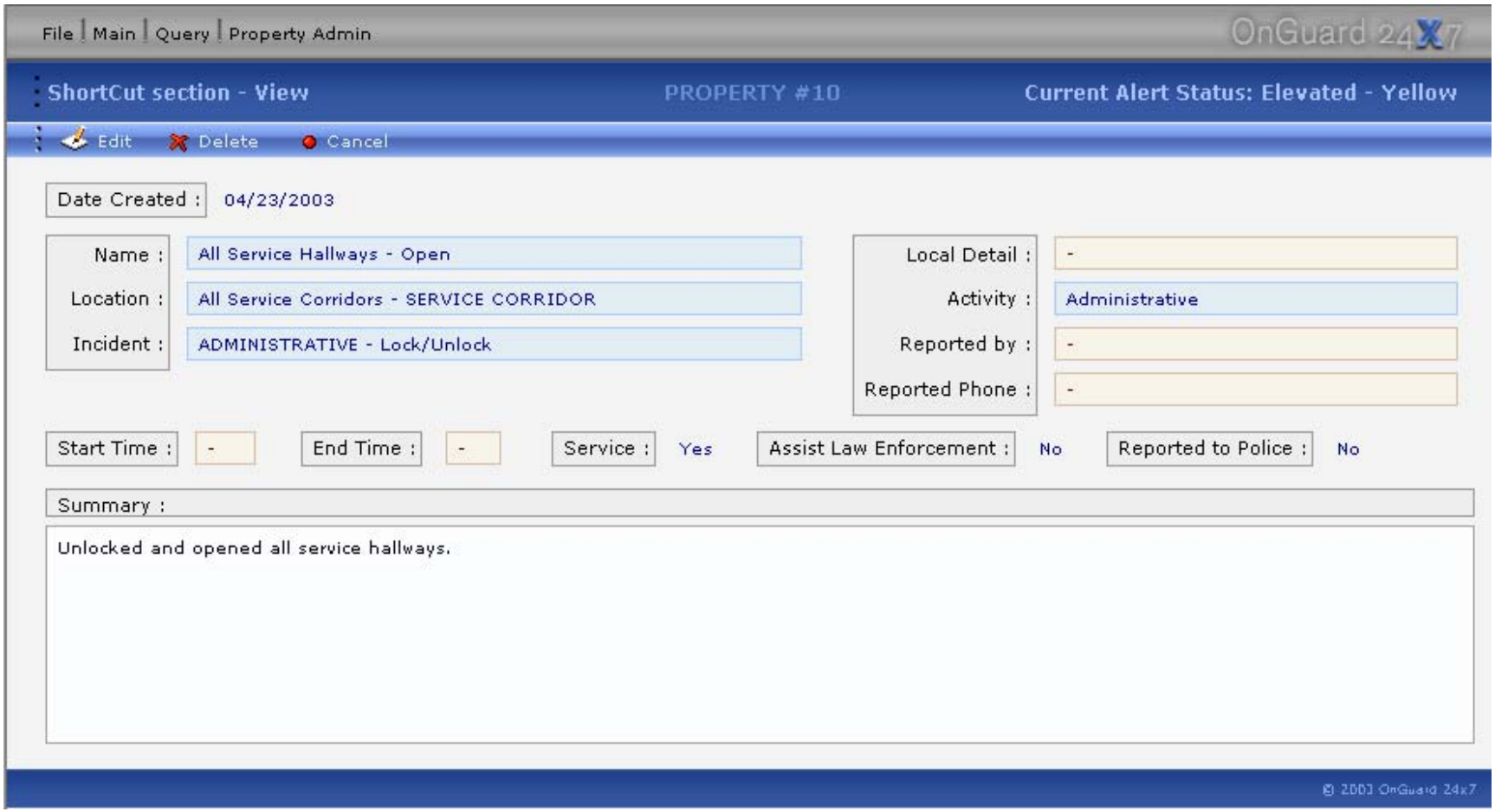


Setting Employee Access



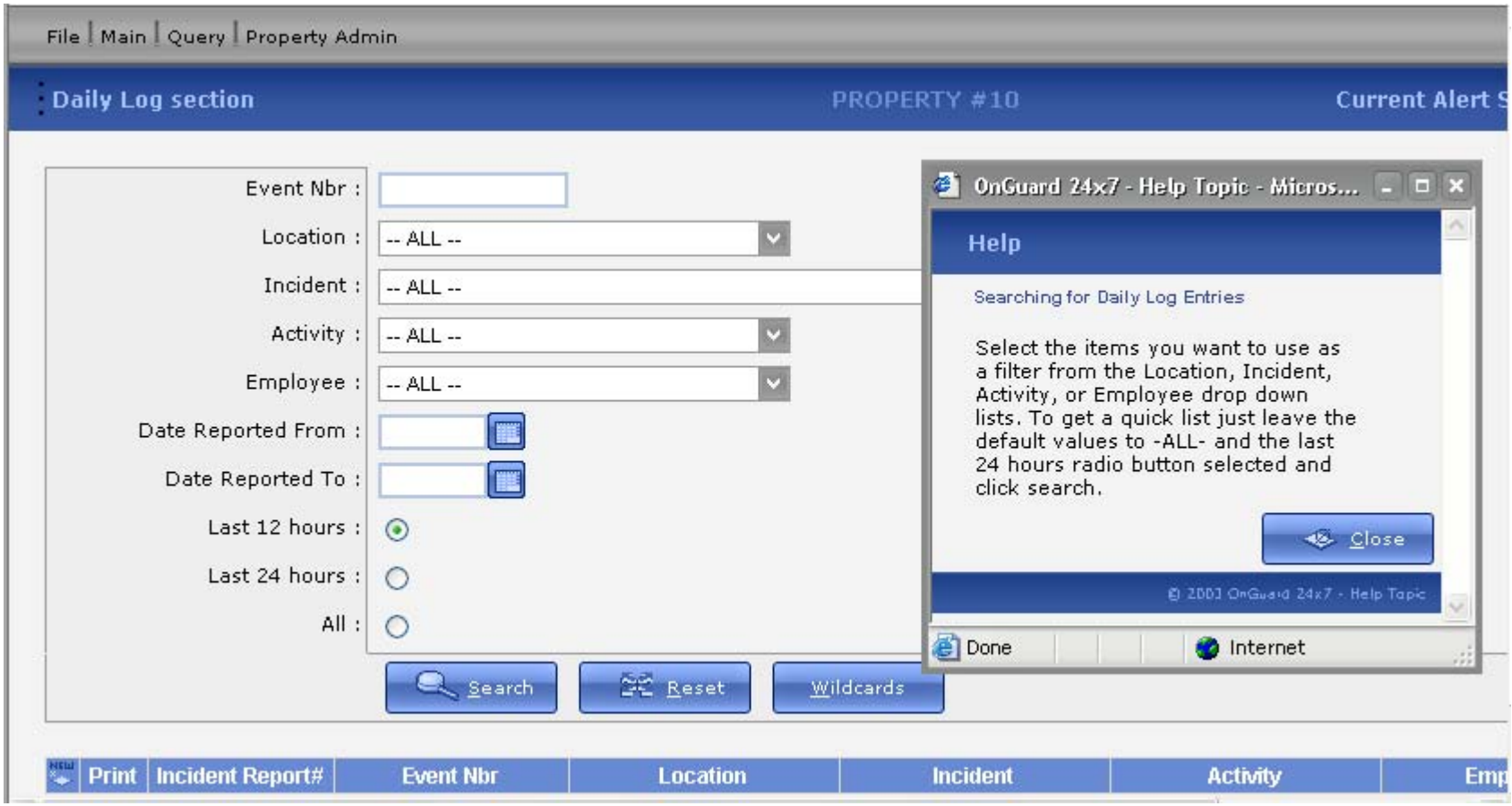
There is a high level of control that you can use to allow different levels of access.

Shortcut Set Up



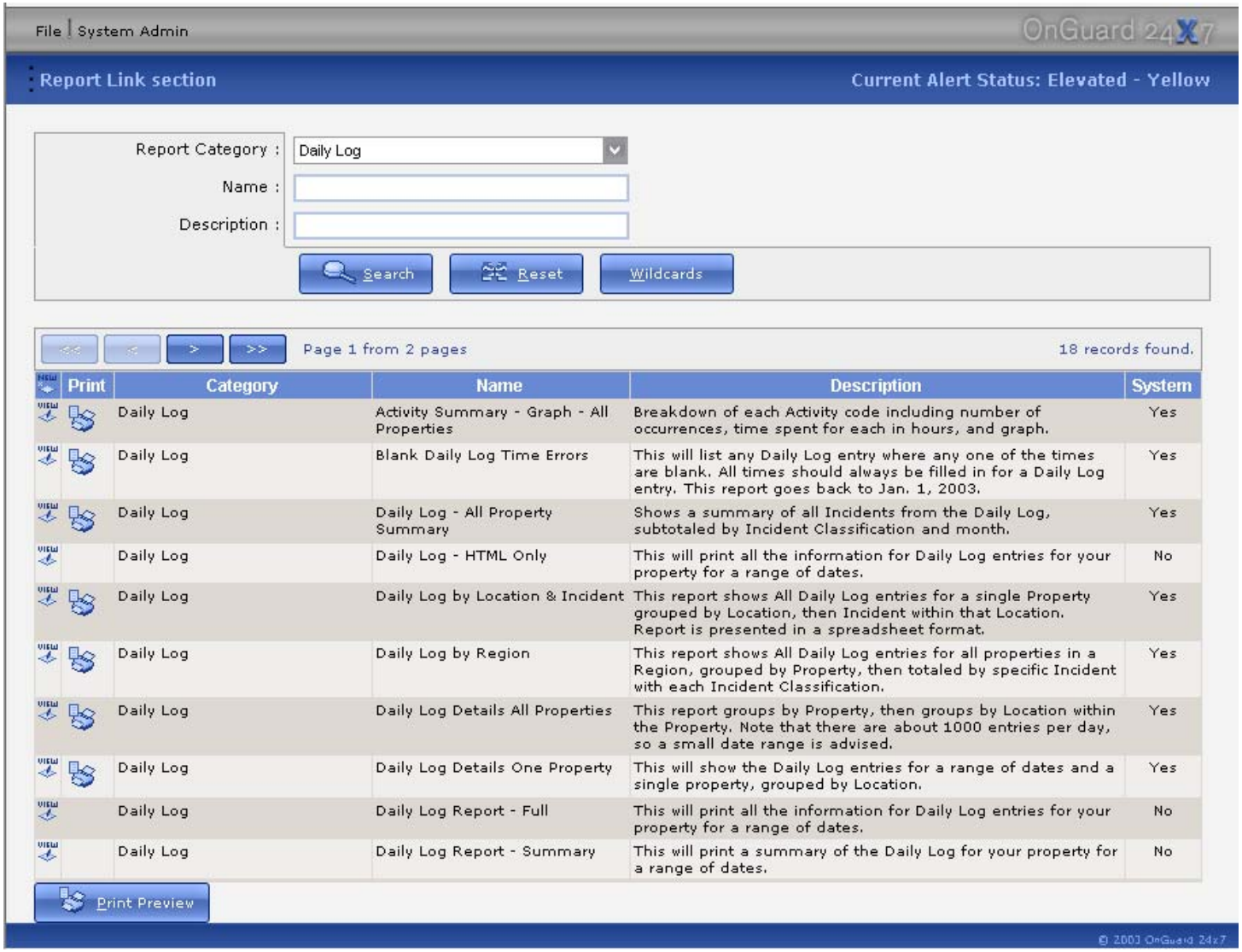
-Establishes a ‘Template’ for frequently used entries in the Daily Log where the only difference between entries is the time it occurred. This greatly speeds up the repetitive entry of routine building checks, alarm checks, etc., as in the Daily Log, the Shortcut is selected from a list.

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



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

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.

06/24/03

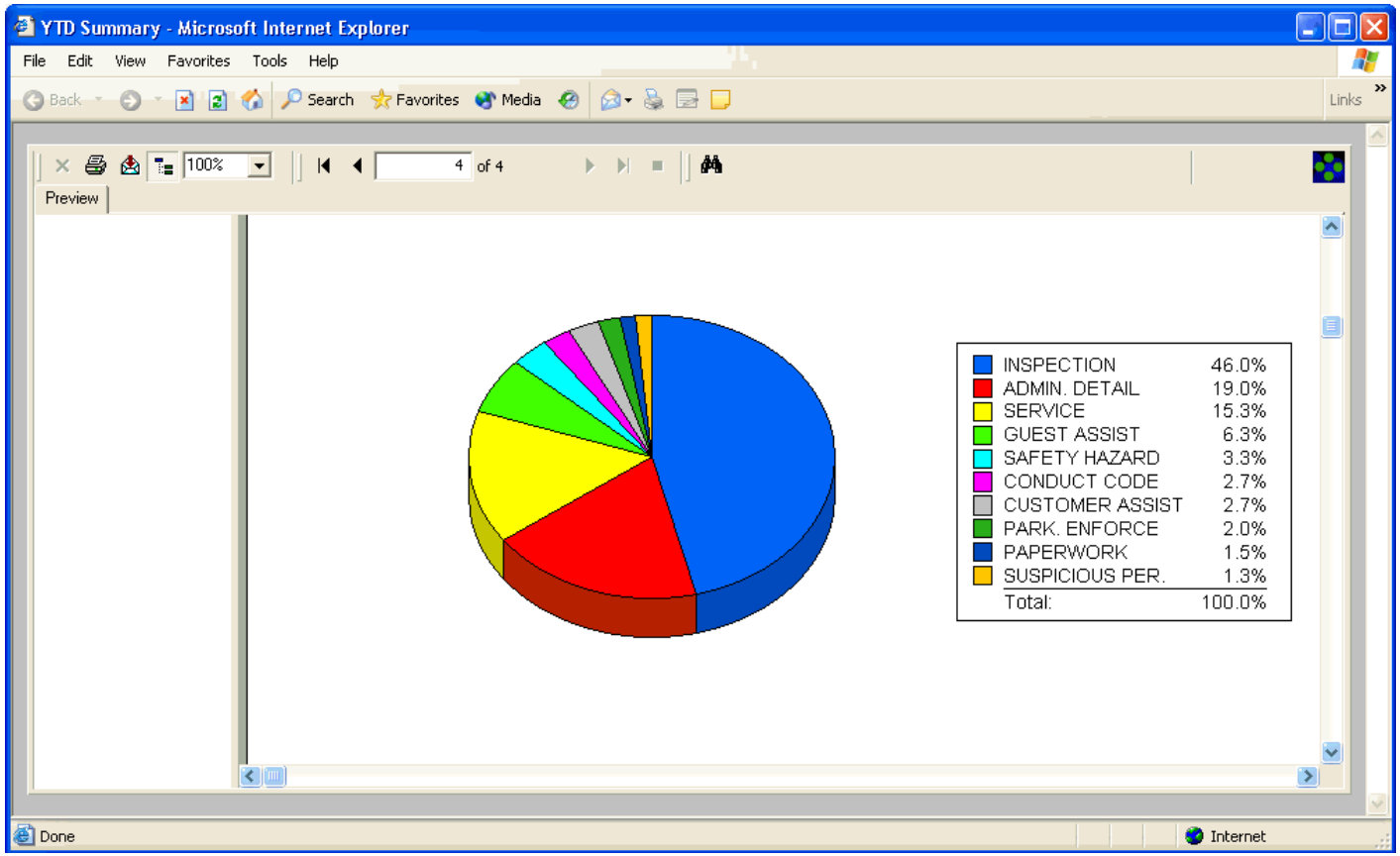
This report details the amount of Employee Turn Over for each property for the first half of 2002.

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.

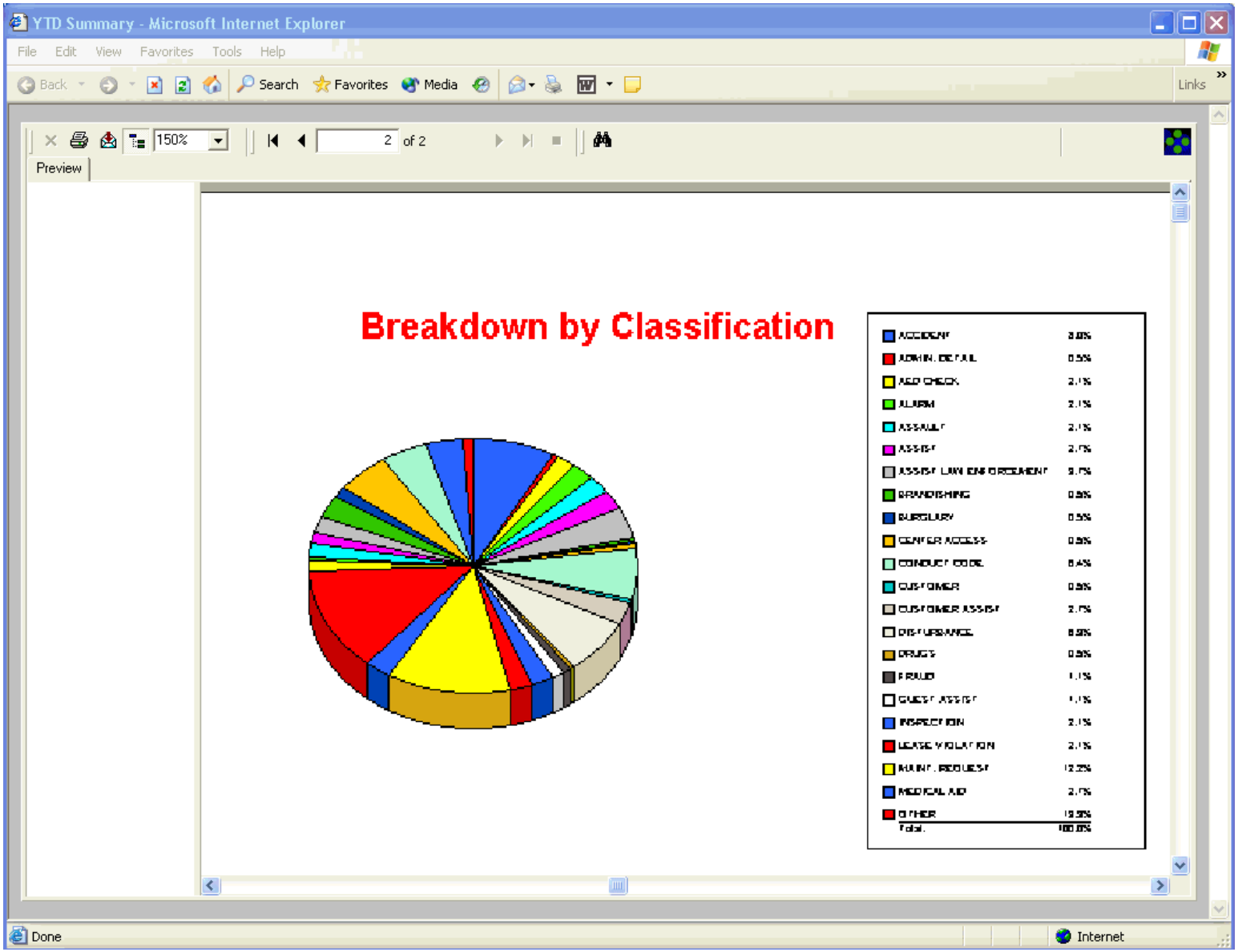
Sample Reports

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



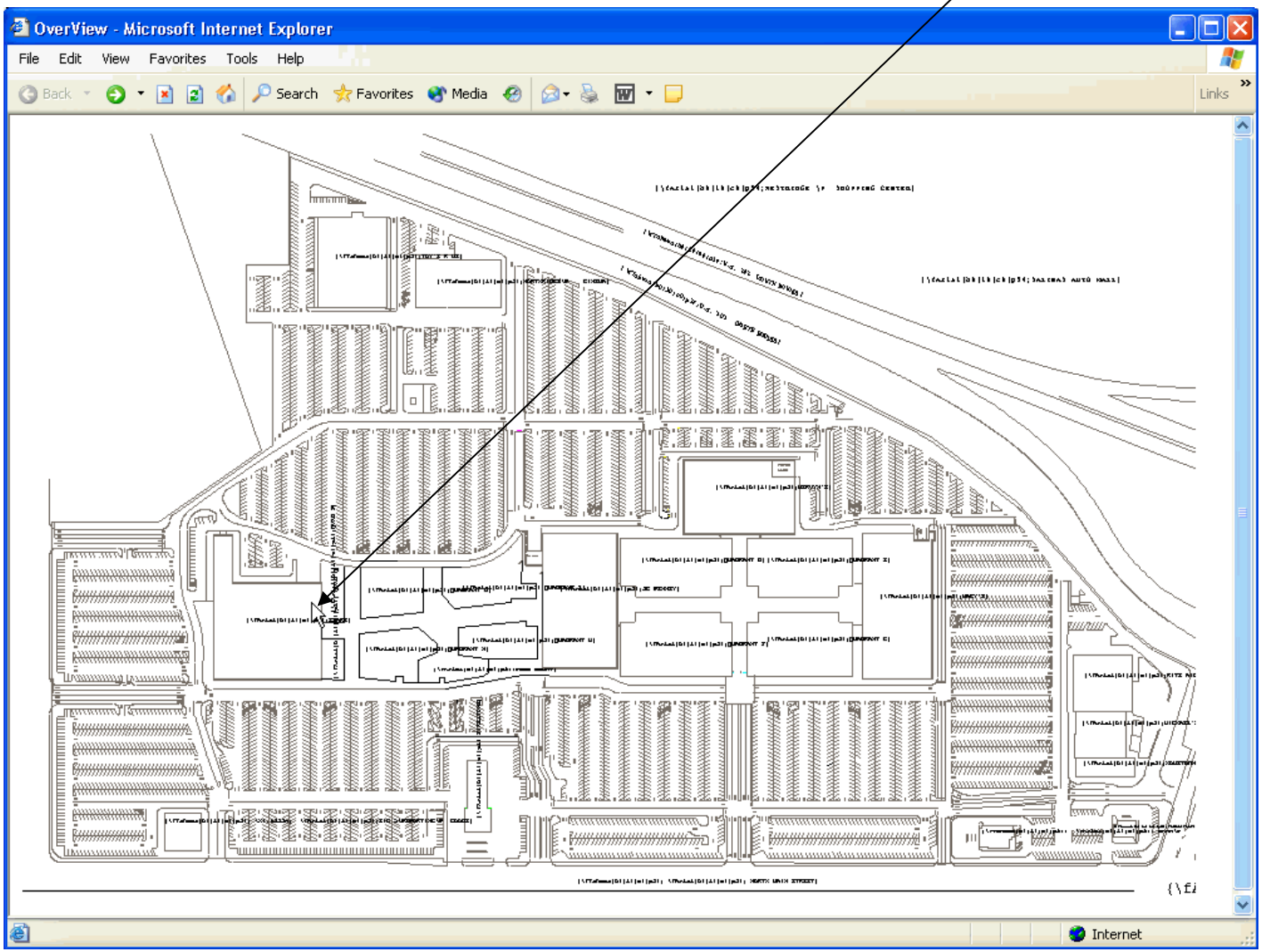
Sample Reports

Incident Reports graph of crime for one year.



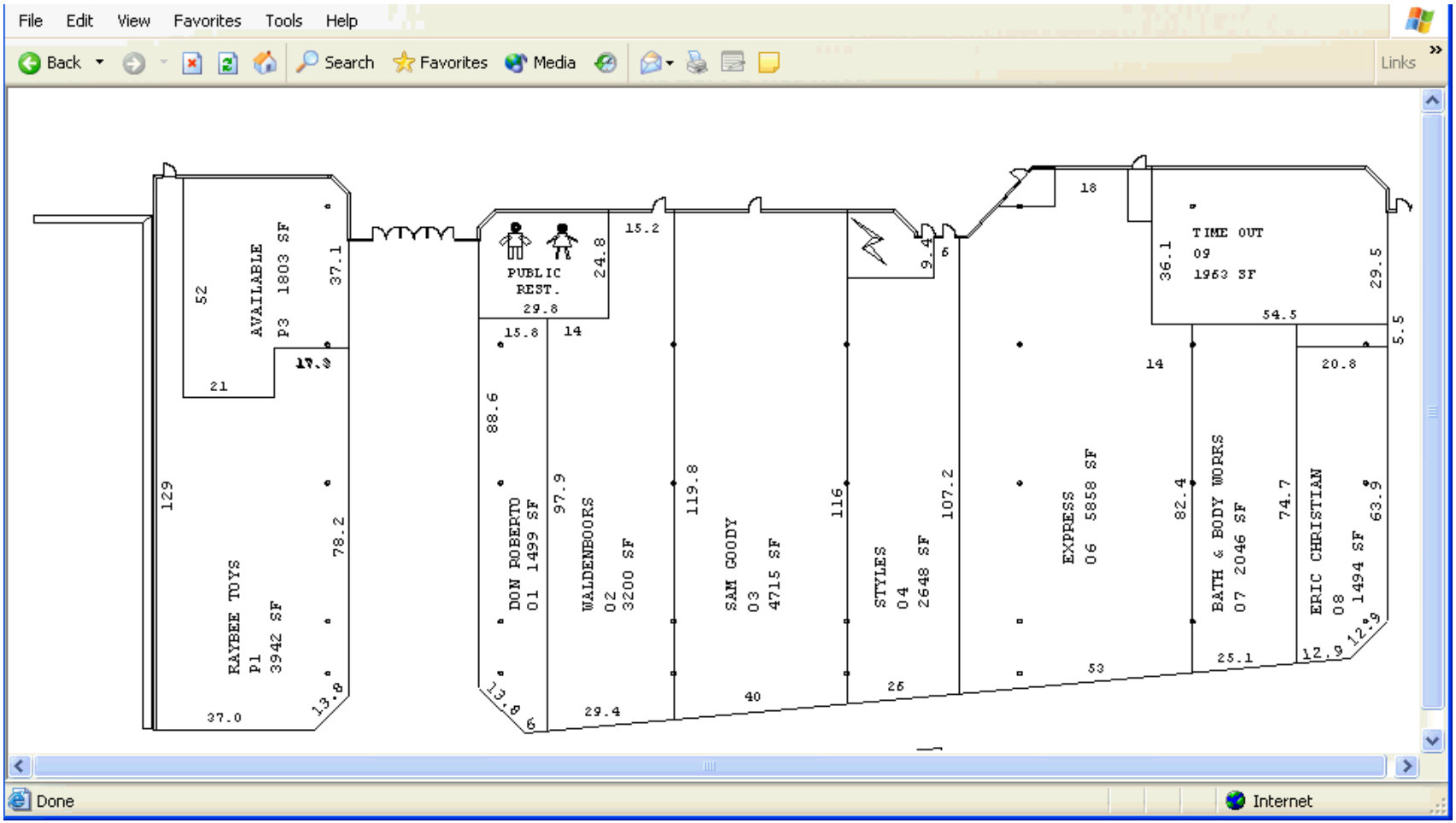
Floor plan and Site Maps

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

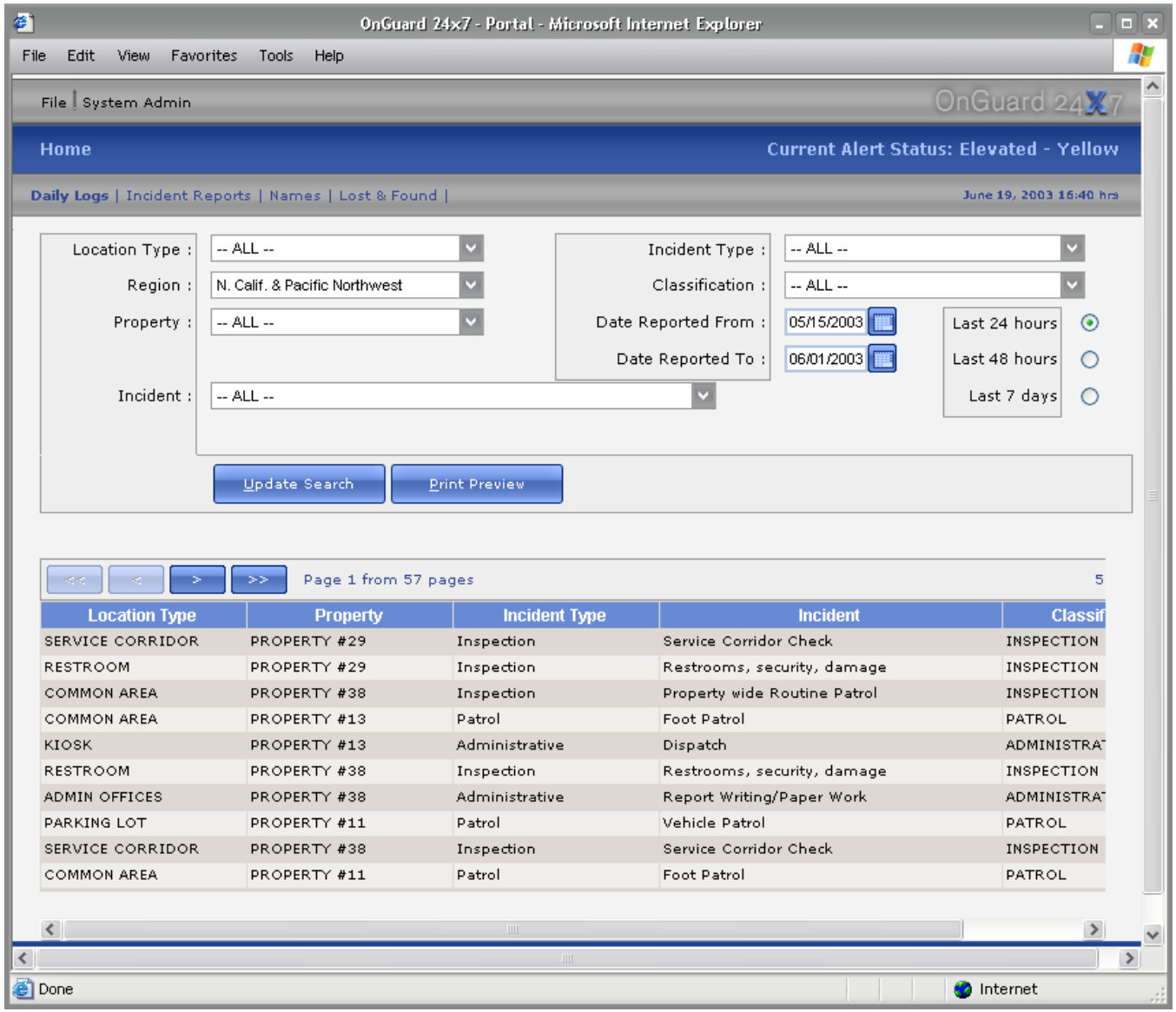
This is a detailed look at the area we pointed to on the previous slide. We could also create pin maps of incident and the date and time they occurred over these maps.



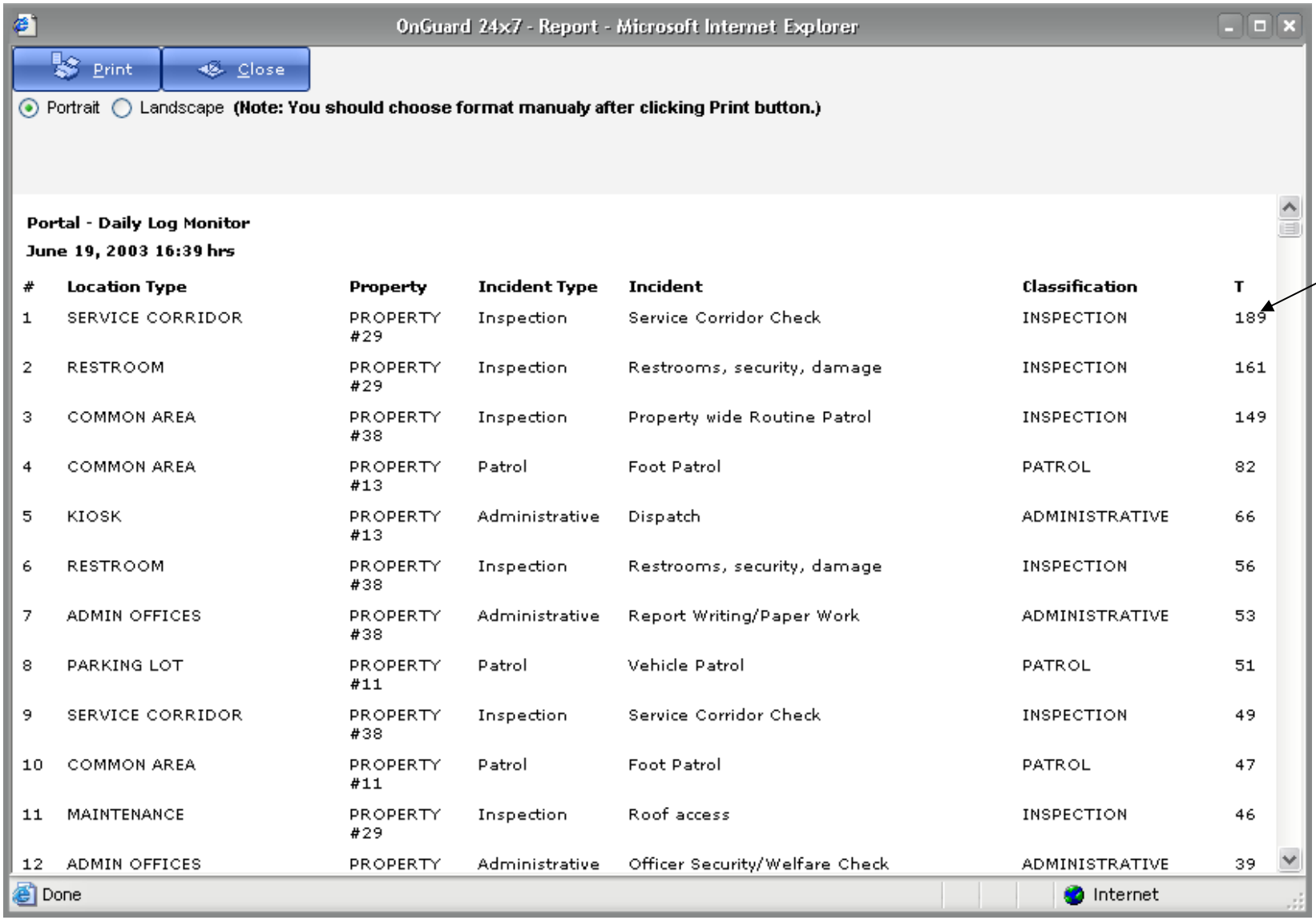
OnGuard Portal

- 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 Portal (print)



Portal - Daily Log Monitor

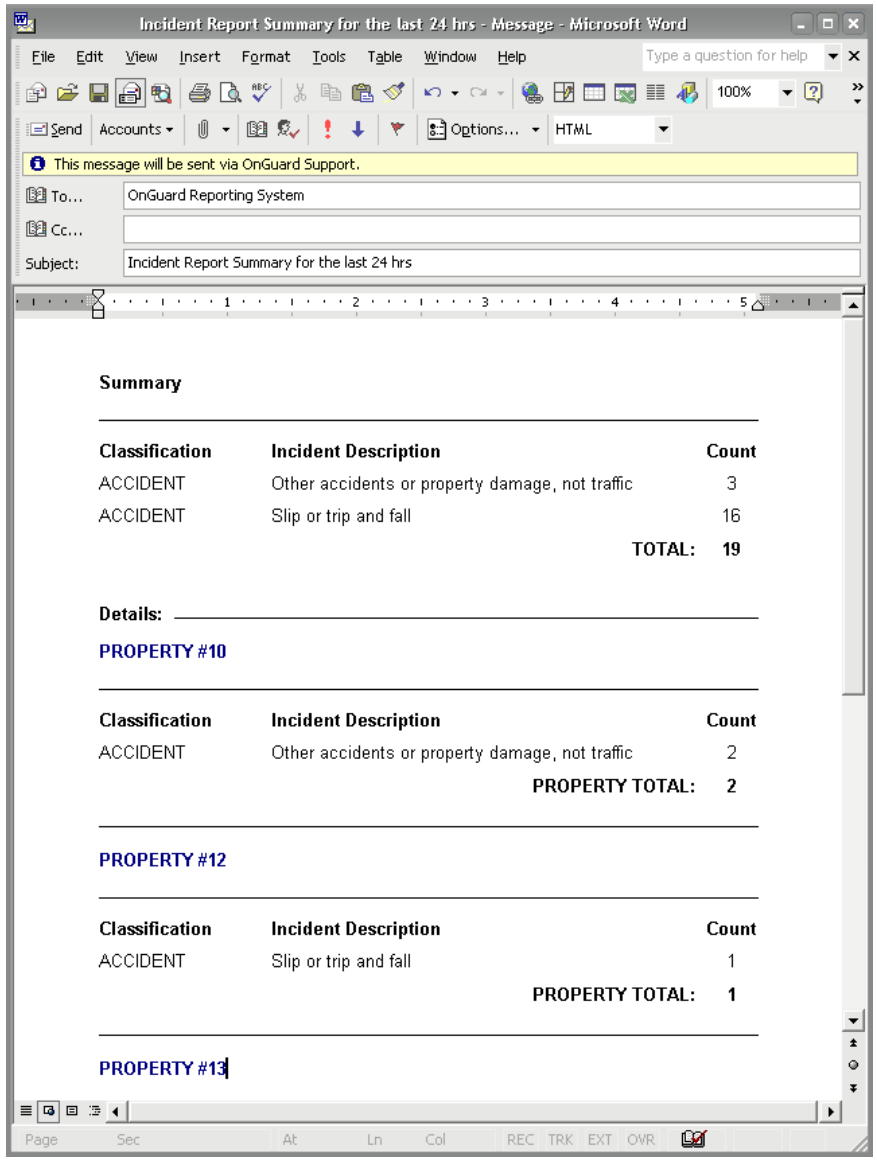
June 19, 2003 16:39 hrs

#	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

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.



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 13:0

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

Status: Closed

Officer: Carroll, James

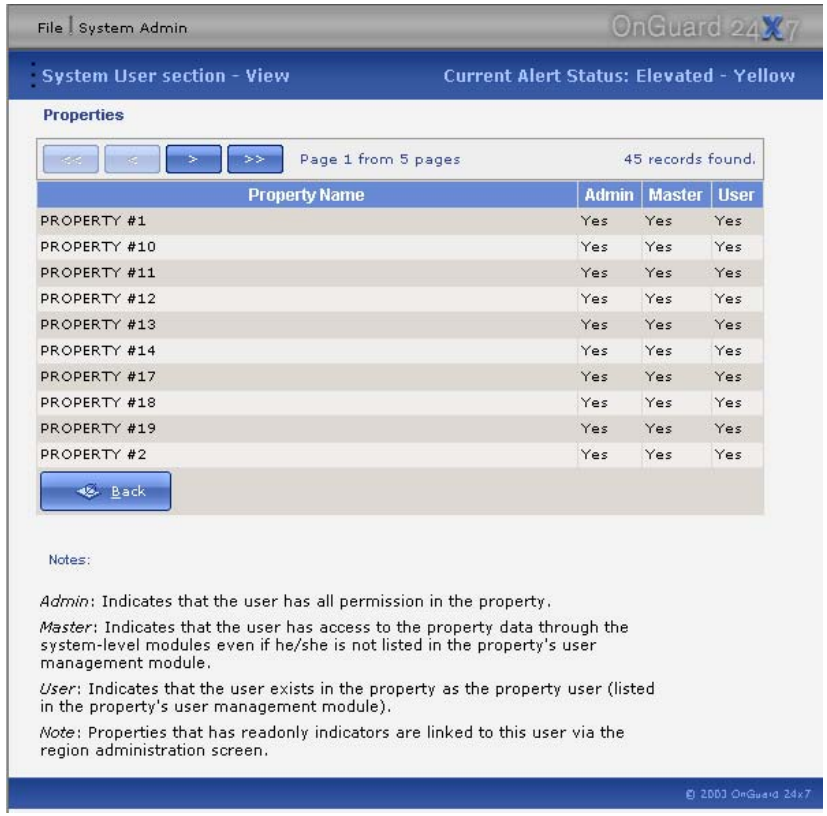
Narrative

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.

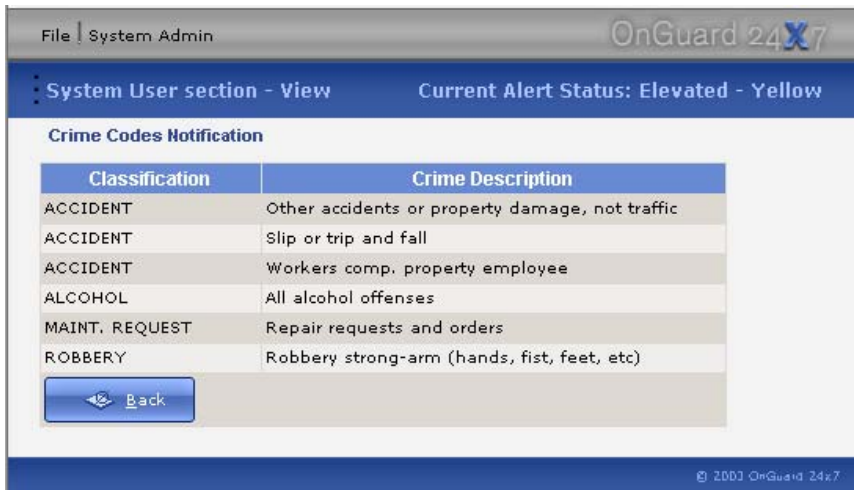
In addition to the daily summary, you will receive an email as shown above, every time a report is entered that involves the incident code(s) you have selected. You will also receive any Supplements to this report. The Report# as shown is a hyperlink and clicking on it will open The OnGuard program (if 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.



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



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

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