User Guide
eSafeMe GUARD
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**Application Presentation**

eSafeMe Guard allow to do a real-time patrol tracking.

eSafeMe Guard incorporate a guideline that allow to take photos or write comments that will be automatically added to the patrol report on the Neosafe servers.

eSafeMe Guard is compatible with smartphone working on Android operating system.
Application Installation

eSafeMe Guard is an add-on of the eSafeMe Pro application.

This add-on can be automatically downloaded with the MAM (Mobile Application Management) function of the eSafeMe Pro application.

You can also download the .apk file from our website neosafe.fr by clicking on Download --> Android Apps (or by clicking here).
Application use

In order to use eSafeMe Guard, you first need to create one or more patrols on the NEOSAFE management web interface.

Create a patrol

NFC Tags learning

Before creating patrols, you need to associate the NFC Tags that will be a part of the patrol. To associate a NFC Tag, you first need to "read" it with the smartphone (the smartphone’s NFC reader need to be activated).

A confirmation sound is played on the smartphone when the NFC Tag is readed and a pop-up appears on the screen which says "Tag detected".

You can now link the readed NFC Tag to the Customer patrol in Tags Forms --> Learning.

Illustration 3: Pop up that appears when a tag is read
1) Customer selection to whom to link the Tags. A Tag can be linked to only one customer
2) This board list all the readed Tags that are not linked to a Customer yet
3) The arrow allow to link the selected Tag in the right board to the Customer’s board on the left. To remove a Tag to a Customer, select the Tag in the left board and click on the arrow
4) This board list all the Tags that are linked to this Customer

Illustration 4: Linking a Tag to a customer
Illustration 5: Modification d’un Tag NFC et affichage de la Poubelle Tags

1) In this section, you can change the selected Tag’s name. This can make him more identifiable for the next steps
2) When the See Dustbin button is available, you can click on it to show the Tag Bin. When the Normal View button is available, you can click on it to come back to the main view
3) Show the free Tags or the Tag Bin
4) Add a geolocalized Tag
Geolocalized Tags learning

You can create a Virtual Geolocalized Tag that are based on the real-time user's position when reading a Tag.
To create a Geolocalized Tag, click on the **Add a geolocalized tag** button from Tags Form --> Tags.

**Illustration 6: Creating a geolocalized Tag**

1) Display management : zoom in/out, show satellite or plan map
2) Specific adress search bar
3) Map display :
   - To move the map -> maintained left click and move mouse
   - To zoom in/out -> scroll wheel
   - To place a Tag -> left click on the desired location
4) You can enter the specific GPS coordinates of the Tag’s desired location if they are known
5) Show the Geolocalized Tag’s name
6) OK to save data
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Illustration 7: Modify a geolocalized Tag

Geolocalized Tags are named by default following this format: G000000x. You can click on the **Modify a geolocalized Tag** to change the Tag’s settings. You can also change the Tag’s name form the bottom banner, the same way as NFC Tags.
Geolocalized Tag reading

In order to read a Geolocalized Tag, you must activate the Search for a Geolocalized Tag following BP2 event (Settings --> Smartphones --> Services).

Illustration 8: Activate the Search for a geolocalized Tag function - 1

Illustration 9: Activate the Search for a geolocalized Tag function - 2
You also need to activate the BP2 button in the eSafeMe Pro application in order to create a BP2 event (Settings --> Smartphones --> Menu).

Illustration 10: Activate the BP2 button

Illustration 11: Check the box to activate the BP2 button
Creating a patrol

1) You first need to choose to which customer you want to link the patrol. Available Tags are those linked to this customer previously (cf. NFC Tag Learning).

2) Patrols management: creation, modification and suppression

3) Patrols settings:
   - Random - all the patrol’s Tags can be read in any order
   - Strict Order - the user must read all the patrol’s Tag in a very specific order, set during the Tags association to the patrol. If any readed Tag do not respect the reading order, a Patrol Error will be created on the management interface
   - 1st Tag then random - the user must read the Tag 1 (first Tag on the board) first, then the other Tags in any order
   - 1st Tag restart - when the user read the 1st Tag while another patrol is in progress, the current patrol is closed and an error is created. A new patrol then starts
   - Min Time and Max Time - set up the patrol’s temporal limits. A patrol that is too short or too long will cause an error

4) Tag list that are linked to a customer and that can be added in this patrol. You can add a Tag to more than one patrol provided that this Tag is not a starting Tag (when the patrol is in Strict Order or 1st Tag then restart)

5) By clicking on the arrow, you can either add a Tag to the patrol or remove it from the
patrol

6) List that show all the Tags linked to the patrol

- Adding a photo or a text to the patrol. These informations will be visible from the management interface (Follow up --> Traces)
- Refresh the patrol's data on the phone
- Patrol's manual closing
Instructions writing

You can add specifics instructions that appears on the user’s phone when a Tag is readed.

You can write those instructions when you link a Tag to patrol (Tags Form --> Rounds).

Illustration 15: Instructions writing

1) You can select here the Tag that will show instructions when the user will read it
2) You can add instructions by clicking on this button. This will open a writing window.
Illustration 16: Instructions writing

Illustration 17: Exemple of instructions from eSafeMe Guard
Patrols Follow-up

When a patrol is closed, the report is available on the management interface on **Follow up** --> **Rounds**.

1) You can select a specific customer to see all the reports of the customer’s patrols and the time slots. You can export in .pdf format the selected reports by clicking on the Export button.

2) This board shows all the closed patrols that match the selected customer and time slots. The Status column shows how the patrol was closed:
   - OK: nothing to report
   - Manually closed: the patrol was manually closed by the user
   - Patrol error: the patrol closed herself automatically following a timeout or an inconsistent tag reading

3) This board shows the details of the selected patrol.

*Illustration 18: Patrol Follow-up - 1*
1) You can add a comment on the selected patrol from the management interface if the patrol is recent enough (< 2 days)
   This comment will appear in the frame 2
2) Display the comments or photos added to the patrol by the user
3) This frame lists all the read Tags that are not linked to this patrol

**Illustration 19: Patrol Follow-up - 2**
Automatic reports

You can set up an automatic sending of the patrol's report in the .pdf format to specifics e-mail addresses, from Tags Forms --> Reports.

Illustration 20: Automatic reports set-up

1) Selection of the customer whom the patrol is linked
2) Selection of the sending(s periodicity and the e-mail adresses that will receive the reports
<table>
<thead>
<tr>
<th>Date</th>
<th>Nom de la ronde</th>
<th>Durée</th>
<th>Status</th>
<th>Nom du smartphone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2020 14:40</td>
<td>test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/2020 14:41</td>
<td>PUR0_TA604_PERMA</td>
<td>10:29 s</td>
<td>OK</td>
<td>A40</td>
</tr>
<tr>
<td>10/02/2020 14:41</td>
<td>PUR1_TA601_JOUR</td>
<td>10:29 s</td>
<td>OK</td>
<td>A40</td>
</tr>
<tr>
<td>10/02/2020 14:40</td>
<td>PUR2_TA603_NUET</td>
<td>10:29 s</td>
<td>OK</td>
<td>A40</td>
</tr>
</tbody>
</table>

**10/02/2020 14:43**
Comment added by Delagnieux L/R/C
From: NeoSafe staff
Subject: The material will be collect on the next Monday

**10/02/2020 14:41**
Forgotten staff in the main office.

**Illustration 21: Exemple of a final report - 1**
<table>
<thead>
<tr>
<th>Date</th>
<th>Nom de la ronde</th>
<th>Durée</th>
<th>Status</th>
<th>Nom du smartphone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2020</td>
<td>PUR_1_TAG01_PERMA</td>
<td>0 s</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>PUR_1_TAG02_PERMA</td>
<td>1 s</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>PUR_2_TAG03_PERMA</td>
<td>2 s</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>PUR_1_TAG01_NUIT</td>
<td>1 s</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>PUR_2_TAG02_NUIT</td>
<td>2 s</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>PUR_3_TAG03_NUIT</td>
<td>3 s</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

--- Statistiques ---

- Nombre de rondes : 6
- Nombre de tags à lire : 18
- Nombre de tags lis : 12
- Nombre de tags OK : 10
- Nombre de tags ERREUR : 8
- Nombre de tags hors ronde : 0

*Illustration 22: Exemple of a final report - 2*
Related applications and products

➔ **eSafeMe PICTURE**: real-time photos feedback

➔ **eSafeMe TEXT**: real-time text feedback

➔ **eSafeMe ADDRESS**: location management on dynamics adresses

➔ **NeoForms**: real-time forms management feedback

➔ **NeoLauncher**: fully programmable interface from our web interface, replaces the Android interface. Full phone control

➔ **Option INDOOR**: automatically reassembles the Wi-Fi hotspots for an Indoor locating of the user
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