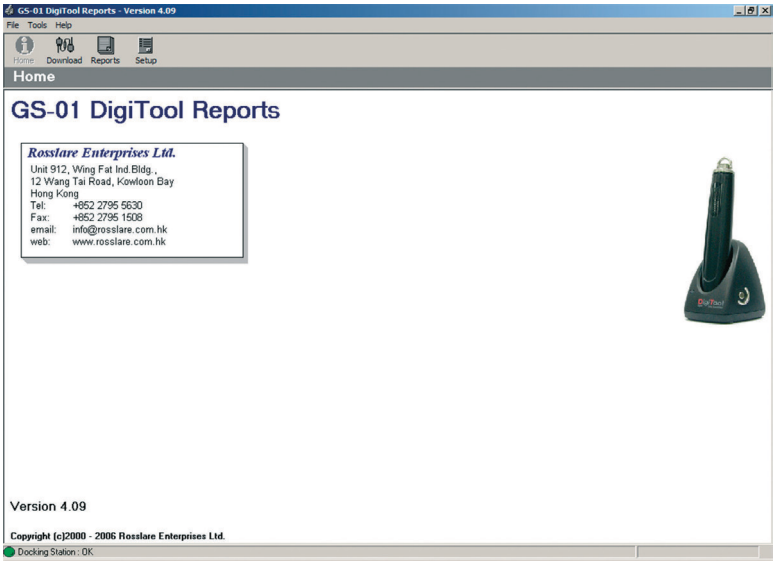
GS-01

DigiTool® Digital Data acquisition

DigiTool® Reports Lite
Software Manual



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Notice and Disclaimer

This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product, and/or software described herein.

BEFORE ATTEMPTING TO INSTALL AND/OR USE THE SYSTEM, THE INSTALLER AND THE USER MUST READ THIS MANUAL AND BECOME FAMILIAR WITH ALL SAFETY REQUIREMENTS AND OPERATING PROCEDURES.

- The system must not be used for purposes other than those for which it was designed.
- The use of the software associated with the system and/or product, if applicable, is subject to the terms of the license provided as part of the purchase documents.
- ROSSLARE exclusive warranty and liability is limited to the warranty and liability statement provided in an appendix at the end of this document.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
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- All graphics in this manual are for reference only, some deviation between the image(s) and the actual product may occur.
- All wiring diagrams are intended for reference only, the photograph or graphic of the PCB(s) are intended for clearer illustration and understanding of the product and may differ from the actual PCB(s).

1. Introduction

Thank you for purchasing Rosslare's DigiTool® system. This is the installation and user manual for the GS-01 DigiTool Reports Lite software package, intended for a single PC station.

The GS-01 software for the PC includes many advanced features provided within a user-friendly PC interface with new icon based toolbars and menu driven selections.

1.1 Features

- User restricted access levels
  - Master or Regular User
- Programmable features
  - Multiple users
  - Multiple sites
  - Multiple readers (reader lockout)
  - Multiple tours with times
- Built-in integrated database
  - Store all downloaded data
  - Tour reports
  - Exception reports
  - Incident reports
  - Reader download reports
  - System hardware list report
  - Patrol schedule report
  - Database report
- Uploading and downloading controls
  - Program reader options
  - Program reader date and time
  - Erase reader DATA (clear reader)

This GS-01 DigiTool Reports Lite Software is included with the DigiTool kit, and is a separate software package for advances applications.

The GS-01 DigiTool Reports Lite Software provides advanced features to enable the PC to act as a central data station.

1.2 Hardware Compatibility

The GS-01 software is compatible with the following existing products in the DigiTool Digital Data Acquisition family of products from Rosslare Enterprises Ltd:

- GC-01 – Digital iButton Reader
- GC-02 – Docking Charger with connection to the PC
- GC-03 – Docking Charger only
- GA-01 – Location Tag (1 Location iButton)
- GA-02 – Event Book (10 Events iButtons)

1.3 Contents of Software Package

The Rosslare DigiTool Reports Lite kit includes a DigiTool GS-01 Reports Lite Software CD–ROM and a serial number for one license.

1.4 The Hardware Elements

The DigiTool Reports Lite Software is fully compatible with the GCK-01 Lite kit (which includes the GS-01 Reports Lite Software). GS-01 Reports Lite Software works with the following Rosslare DigiTool products:

1.4.1 GC-01 DigiTool Digital ID Reader

GC-01 is the ID Tag reader for the DigiTool system. Using this reader, data can be stored on site in a secure robust data reader, and then downloaded to the PC later for the Data Analysis and Reports.

1.4.2 GA-01 DigiTool Location Tag Digital ID

Figure 1: GA-01 Front

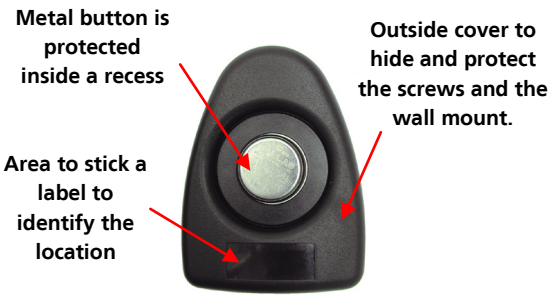


Figure 2: GA-01 Back

The GA-01 Location Tag is enrolled in the PC Software, and then attached permanently to the specific remote location which needs to be monitored periodically by the DigiTool System.

Rosslare's GA-01 Location Tags are designed to be used with the DigiTool System. The GA-01 Location Tag comes with a two piece plastic Snap-On housing which is used to house the iButton Chip Tag rigidly in its place.

The GA-01 base with the tag can be mounted onto hard surfaces with up to four screws and added channels for using EPOXY glue. Once the locations are enrolled in the GS-01 computer software, and are in the system, they can be mounted onto the location where they are intended.

The GA-01 features a thick plastic top cover, which hides the screws and protects the iButton Chip Tag from damage by protecting the perimeter of the tag. Place a label on the top cover if desired.

1.4.3 GC-02 DigiTool Base and Charger

The GC-02 DigiTool Base, Charger is the docking station and Tag Reader used for docking the GC-01 Reader when it is not in use. This serves the function on PC interconnection for uploading and downloading the reader, as well as a charger for the reader.

1.4.4 GA-02 DigiTool 10-Event Wallet

The Event Wallet is a compact, rugged and robust booklet consisting of 10 Event Tags, which can be programmed in the PC to represent real time events. The reader can read off the Tags on the GA-02 event wallet.

1.4.5 AT-32B DigiTool Keychain ID Tag

The User tag is an optional iButton ID tag placed on a key-chain type plastic housing and has applications for cases that the location involves meeting a person, and getting the feedback from that person.

1.4.6 GA-06 DigiTool Leather Reader Belt Holster for GC-01 Reader

This rugged leather holster for carrying the GC-01 Reader is made of tough thick leather that lasts a lifetime of regular use. The GA-06 is the ideal way to carry around the reader for touring.

1.5 Important Information before Getting Started

Before you install the DigiTool System Software on your PC, you need to turn off the power to your computer and remove any serial port device from either 9-pin serial ports, since the DigiTool system requires one free serial COM port

to operate with the PC software. Plugging and unplugging cables to your computer's serial port while the computer is running can damage the port.

This applies to installation of any Rosslare DigiTool System Software (GS-01 Reports Lite or GS-02 Reports Professional).

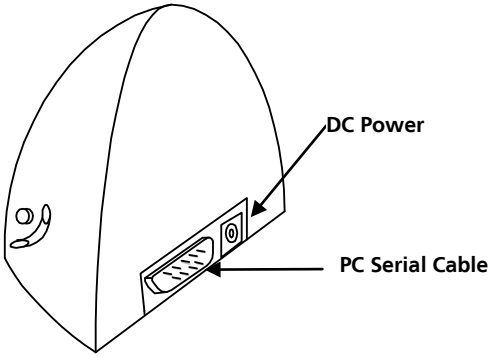
1.5.1 Connecting the AC/DC Adapter and Serial Cable to the Docking Station

Power to the DigiTool System is an AC/DC adapter that provides 12 volts regulated DC voltage from international AC voltage. The AC/DC adapter provided from your dealer should match the type of socket and voltage of the country of sale.

To connect the AC/DC adapter and serial cable to the docking station:

1. Turn off your computer.
2. Remove the DigiTool GC-01 reader from the GC-02 base docking station.
3. Plug the AC/DC adapter to a wall outlet. Make sure the AC/DC adapter is 12 VDC.
4. Connect one end of the 9-pin serial cable to the port at the back of the GC-02 Base unit (Figure 3).

Figure 3: Connections to the DigiTool GC-02 Base



5. Connect the other end to the PC serial port.
6. Connect the 12 VDC plug into the socket on the back of the GC-02 base.
7. After the power cable is connected, make sure that the LED indicator on the front of the GC-02 is on and that the color is orange.

Note: Once the GC-01 reader is placed into the GC-02 base, the color of the LED changes from orange to red (if the reader is charging) or to green (if reader is fully charged).

Once the above instructions have been followed, you are ready to install the GS-01 PC Software as described in Chapter 2.

2. Installing the DigiTool GS-01 Software

The DigiTool GS-01 software package requires software to be installed on the hard disk of the PC and into the physical working memory of the PC.

2.1 Minimum PC Requirements

- Windows® XP, 7 (32-bit only)

  (**Windows is a registered trademark of Microsoft Corporation, all rights reserved Microsoft)
- CD-ROM drive
- 16 MB RAM
- Serial Port (9-pin connector) and 1 Free COM Port
- Approximately 20 MB Hard Disk Space

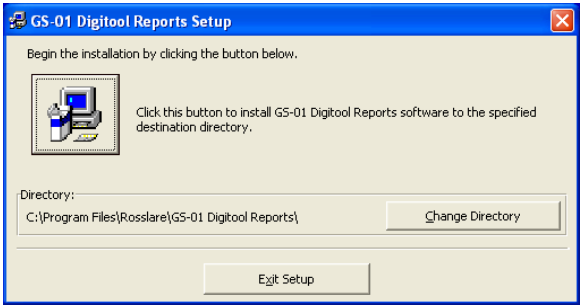
2.2 Installing the Software

The installation of the DigiTool GS-01 from the CD-ROM is a mostly automated process done by an installer program.

To install the software:

1. Place the CD-ROM in the CD-ROM drive and open the drive window on the screen.
2. Find the file named Setup.exe and double-click the file. The setup screen opens.

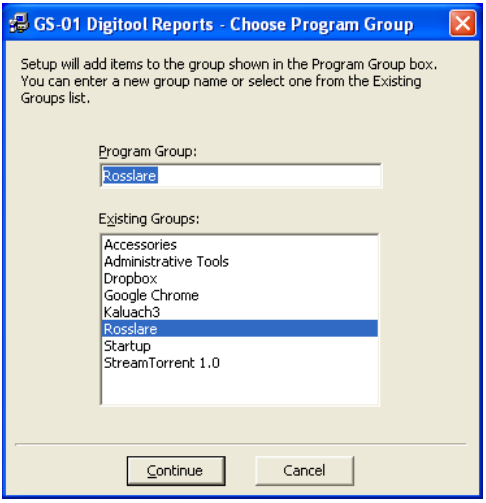
3. Click **OK**. The next setup screen opens.



4. Click the icon button to accept the default location for the installation, or first click **Change Directory** to specify your own custom location for the program files and database to be placed on your PC.

   The installation creates a directory, copies all program files into the selected directory, and creates the DigiTool icon on the Windows **Start** menu.

   The *Choose Program Group* screen opens.



5. Click **Continue** to use the default Program Folder name to be used for your Windows **Start** menu button or first enter a new name.

   The progress of the installation process is shown.

6. When the installation process completes, a confirmation screen opens.
7. Click **OK**.

The GS-01 software package is now installed onto your PC and is ready to be configured and used.

3. Running the Software on the PC

3.1 Logging In

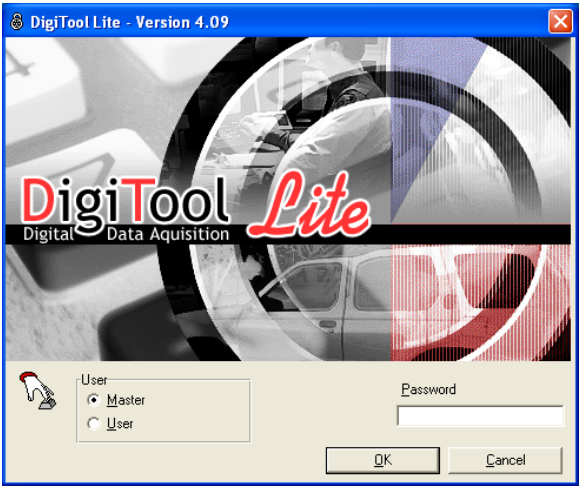
Once the installation process is complete, you can run the program.

To log in:

1. Double-click the DigiTool Reports Lite icon ( ) on the desktop or click **Start > Programs > DigiTool Reports Lite**.

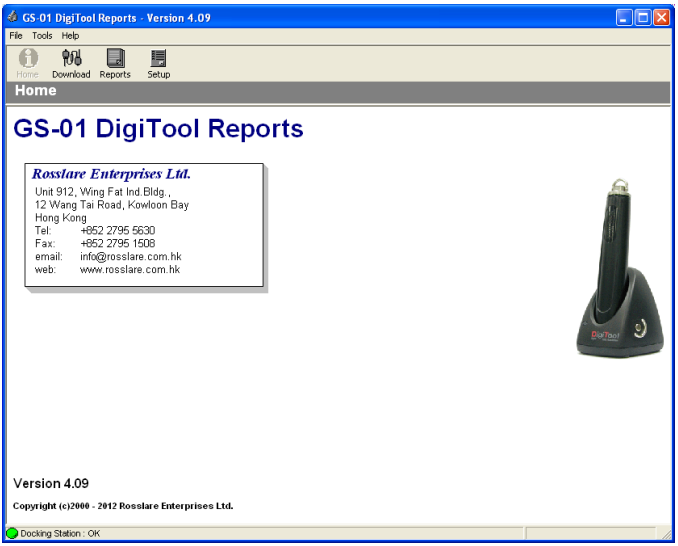
> Important
> Make sure that all of the hardware is connected to the PC and that the power to the hardware is supplied; otherwise, there is no connection.

After initiating the program, the PC loads all databases and the logon screen opens.



2. Select the User for logging in, either Master or (standard) User.
3. Enter the default login passwords to access the program as follows:
   - Master User: Default Password is [master]
   - Regular User: Default Password is [user]
4. Press **OK**.

Once you've entered the correct login information, the main screen opens.



Depending on the security access level of the user logging on (Master or User), the Reports Lite Software allows different levels of use.

Table 1 summarizes the functionality of the two user levels.

Table 1: User Levels

	Options	Download	Erase Reader	Archive Database	Programming	Reports
Master	Yes	Yes	Yes	Yes	Yes	Yes
User	No	Yes	Yes	No	No	Yes

This manual describes the Master level functionality and thus includes all features of the software.

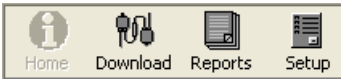
From this main screen, it is possible to access all of the functions of the Reports Lite Software package.

The first time the program is executed, all of the settings are at default and it is necessary to customize and install the elements of the system. This requires setting up and programming all of the necessary customization you need by defining and/or enrolling sites and locations, events, tours, and readers, as described in Chapter 4.

The initial setup process time is relative to the size and type of application for the end user, and therefore depends on the number of users, locations, sites, events, and so on.

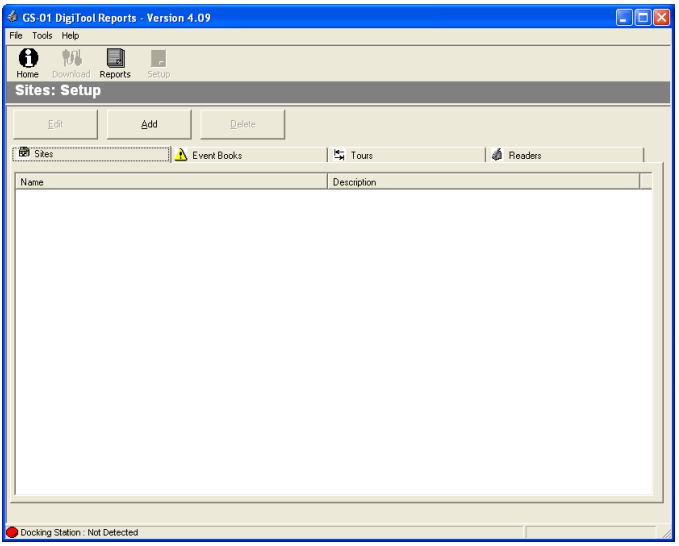
4. Setup Process

The process of initially setting up the software is done by using the Setup icon on the main toolbar.



The Setup menu consists of four tabs (Figure 4).

Figure 4: Setup Window



Each of these tabs is described in the following sections:

- Sites and Location Tags
- Event Books and Events
- Tours
- Readers

Once all of the setup steps are completed, the entire system can be tested within the office, and during this test time, the PC software and hardware can be tested and training can be done. Please make sure to label the locations appropriately with numbers or names of the locations, so that once the software is set up, the correct location tag can be permanently mounted at the correct location.

Note

These functions can be programmed only by the Master login password.

4.1 Sites and Location Tags

The GS-01 PC software enables the locations to be arranged in groups of sites. For example, a site can be a large building, and the locations can be held within that building.

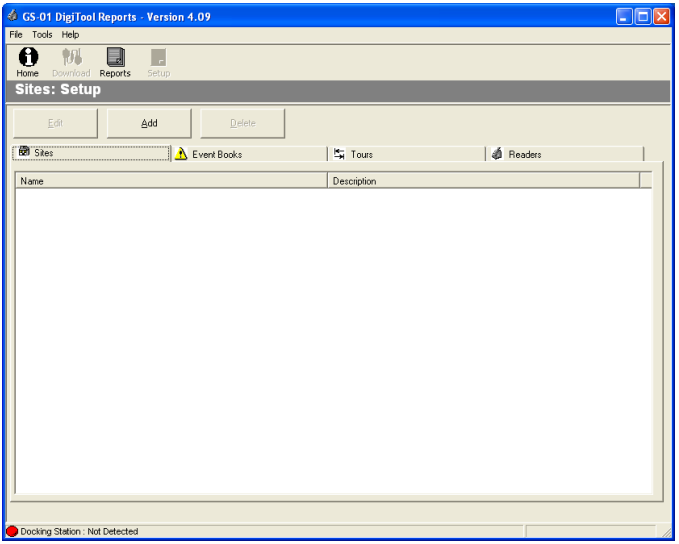
The GS-01 can learn thousands of locations and is not limited to any number of sites. Therefore, it is important to order your additional tags ahead of time while planning for the site construction.

Using the *Sites* tab, you can add, edit or delete sites and locations.

4.1.1 Adding a New Site

To add a new site:

1. Click the Setup icon ( ) on the toolbar. The Sites screen appears with the *Sites* tab selected by default.



2. Click **Add**.

   A new site appears under the sites list.

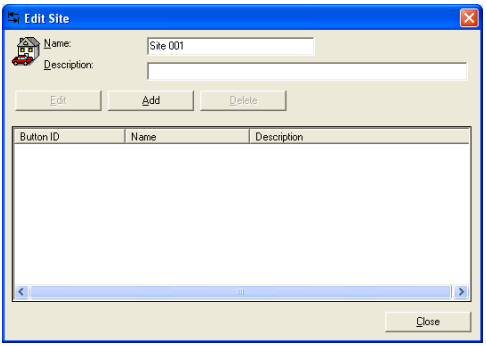
The properties of an existing site can be edited at any time (see Section 4.1.3).

4.1.2 Adding a Location within a Site

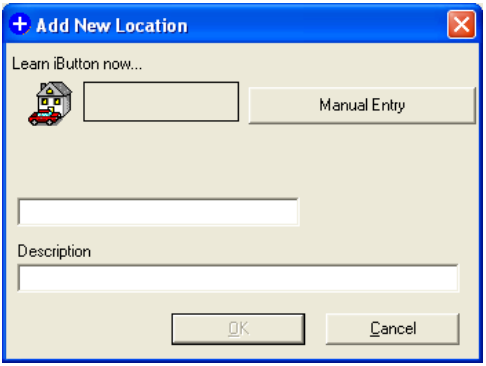
Within each site that you create, you need to add locations that are each assigned GA-01 location tags. Each location tag is placed in a single location and is used as a marker for any type of event observation at that location.

To add a location:

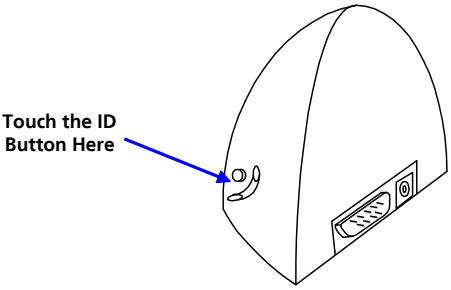
1. Choose an existing site.
2. Click **Edit** to open that site's *Edit Site* window.



3. Click **Add**. The *Add New Location* window opens.

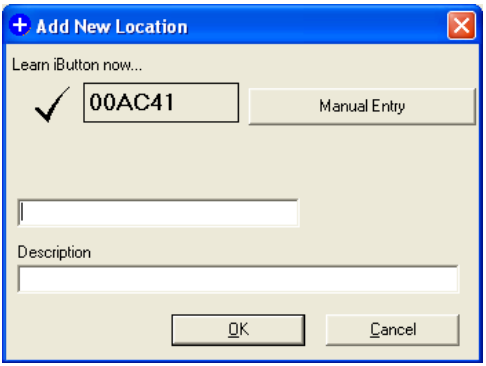


4. Remove the reader from the docking base.
5. Enroll a new location tag (make sure that it is not already used for another site) to the PC by contacting it to the tag reader on the GC-02 base which is connected to the PC.

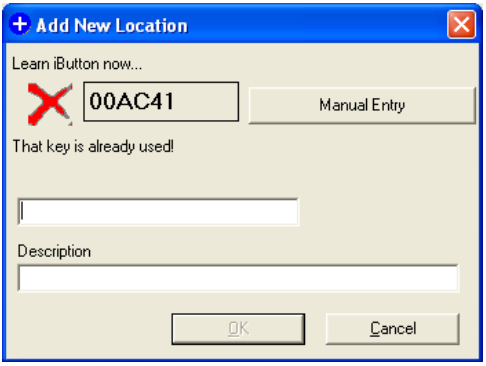


6. To manually enter the Tag ID, click **Manual Entry** and enter the ID tag as read off of the ID button.

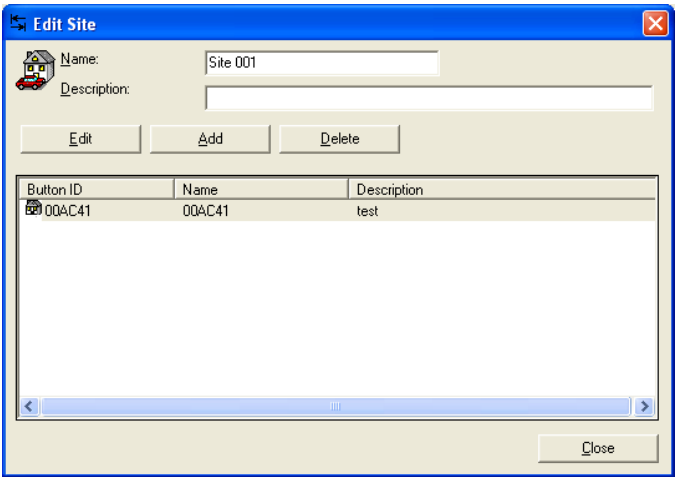
   As soon as a valid location tag has been presented to the GC-02 base, you see that the software accepts that location to the system.



If a location tag has already been used, the GS-01 software package alerts you by showing the following screen.



7. Enter any custom data to the location such as its Name and Description.
8. Click **OK**. The location now appears in the list of locations.



9. Repeat this procedure to add additional locations within this site.

4.1.3 Editing an Existing Site

Once you have set up a site and its locations, you can edit its properties.

To edit an existing site:

1. From the Site list, select a site.
2. Click **Edit**. The *Edit Site* window opens.

   You can rename the Site name and enter a description for the site in the fields provided.

In addition, you can edit and delete existing locations.

4.1.3.1 Editing an Existing Location within a Site

To edit and existing location:

1. While in the *Edit Site* window, select a location from the list.
2. Click **Edit**.
3. Edit the information as needed.

4.1.3.2 Deleting an Existing Location within a Site

To delete and existing location:

1. While in the *Edit Site* window, select a location from the list.
2. Click **Delete**. A confirmation message appears.
3. Click **Yes** to confirm.

4.1.4 Deleting an Existing Site

Note

When you delete a site, all existing locations in that site are deleted as well.

To delete an existing site:

1. From the Site list, select a site.
2. Click **Delete**. A confirmation message appears.
3. Click **Yes** to confirm.

Once the site and the locations within are deleted from the software, they can be re-used when setting up any additional sites.

4.2 Event Books and Events

This function can be programmed only by the Master login password.

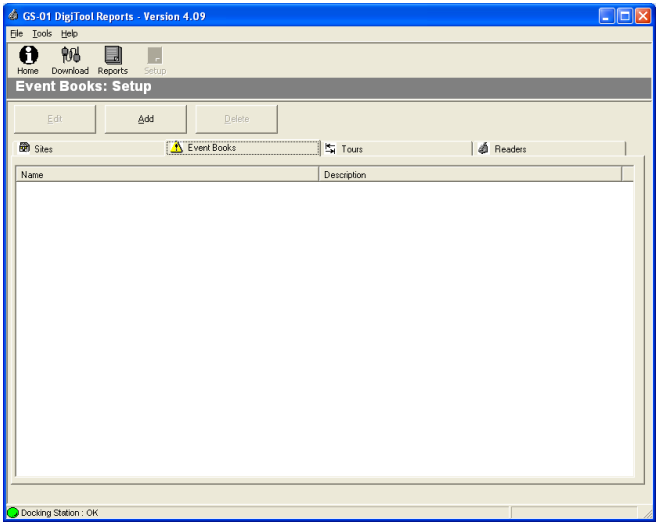
On the GS-01 software, you can add multiple event books onto the system, depending on the number of patrols being performed simultaneously. There can be an unlimited number of event books on the system, with an unlimited number of events per event book used in the software.

Each event book can be used across the multiple sites that are being monitored, with multiple readers at the same time.

Event books can be set up according to the different applications, such as a Day Time Tour Events, a Night Time Tour Events Book or an individual Event Book for Every Security Patrol Guard.

The GS-01 software enables the events to be arranged in groups of event books. For example, there may be an event wallet for a standard search and another wallet with a specified search.

This function enables the system to function even when using several wallets. Setting up the event books and events is done using the *Events Books* tab.



When this tab is selected, then you can add, edit or delete sites.

4.2.1 Adding a New Event within an New Event Book

To create an event book:

1. Click Setup icon ( ) on the toolbar.
2. Click the *Events Book* tab.
3. Click **Add**.

   A new event book appears under the event book list.

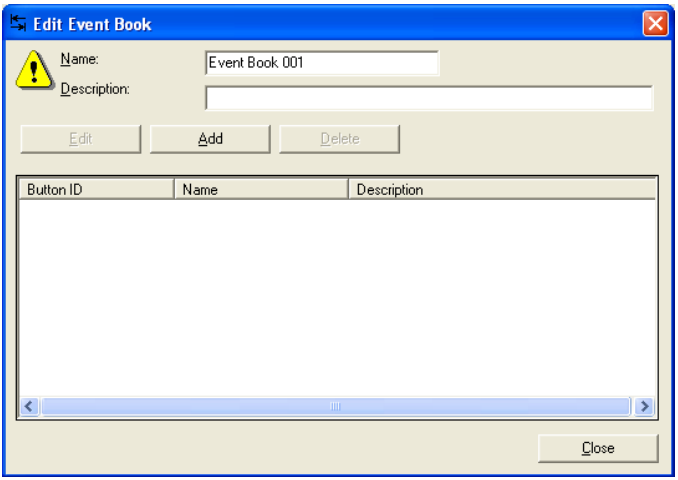
The properties of an existing event book can be edited at any time (see Section 4.2.3).

4.2.2 Adding an Event within an Event Book

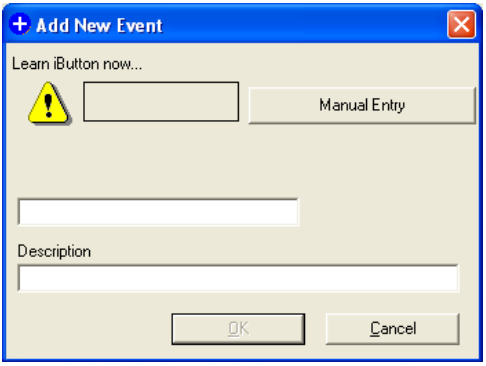
Within each event book that you create, you can add events.

To add a location:

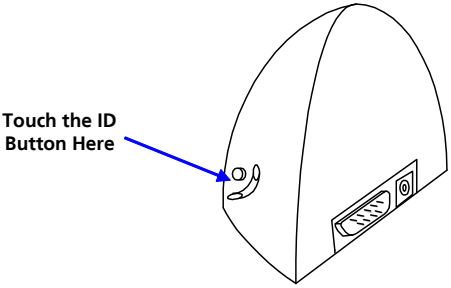
1. Choose an existing event book.
2. Click **Edit** to open that event book's *Edit Event Book* window.

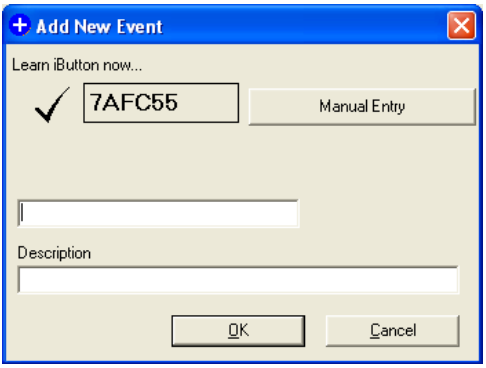


3. Click **Add**. The *Add New Event* window opens.

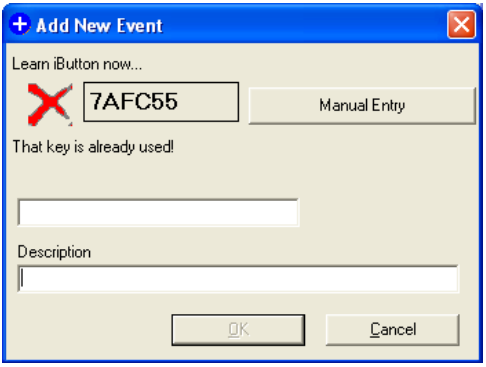


4. Present the appropriate ID Tag to the Docking station reader (make sure the reader is not docked). After presenting the tag from the GA-02 event book, the tag is read.





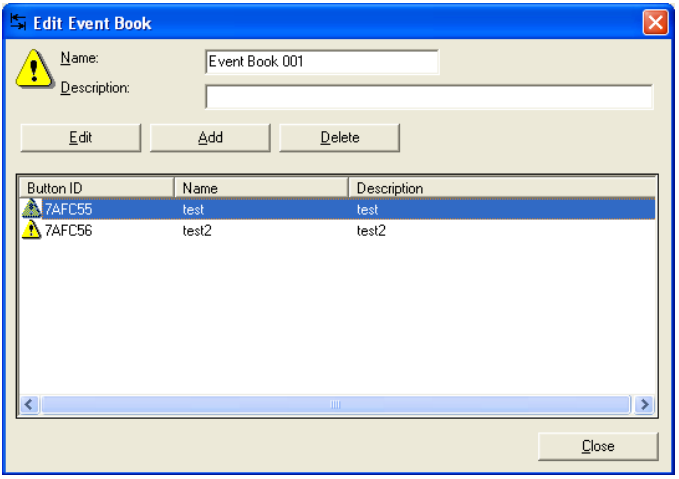
If the tag has already been used by another event, then you see the following error message.



5. Enter any custom data to the location such as its Name and Description.
6. Click **OK**.
7. Repeat this procedure for all additional events within this event book.

After you have set up an event book, the GS-01 shows all of the information within that event book, as seen in Figure 5.

Figure 5: Example Event Book



4.2.3 Editing an Existing Event Book

Once you have set up an event book and its events, you can edit its properties.

To edit an existing event book:

1. From the Event Book list, select an event book.
2. Click **Edit**. The *Edit Event Book* window opens.

You can rename the Event Book name and enter a description for the event book in the fields provided.

In addition, you can edit and delete existing events.

4.2.3.1 Editing an Existing Event within an Event Book

To edit and existing location:

1. While in the *Edit Event Book* window, select an event from the list.
2. Click **Edit**.
3. Update the information as needed.

4.2.3.2 Deleting an Existing Event within an Event Book

To delete and existing location:

1. While in the *Edit Event Book* window, select an event from the list.
2. Click **Delete**. A confirmation message appears.
3. Click **Yes** to confirm.

4.2.4 Deleting an Existing Even Book

When you delete an event book, all existing events in that event book are deleted as well.

To delete an existing event book:

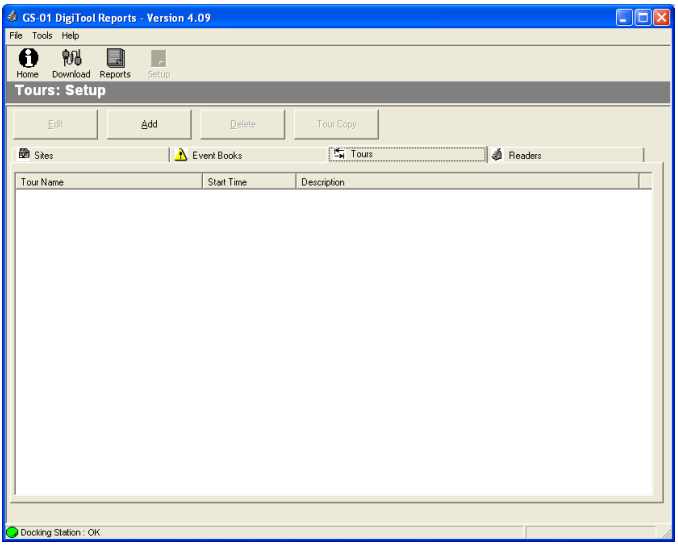
1. From the Event Book list, select an event book.
2. Click **Delete**. A confirmation message appears.
3. Click **Yes** to confirm.

4.3 Tours

Touring is a special feature of the DigiTool Reports Lite software. Inside the software, the Master user can set up a tour, which is actually a schedule for checking different sites during any 24-hour period.

Setting up a new tour consists of creating a new tour, and then configuring all of the sites and locations to visit, and the time tolerance between each point.

This enables the Central Station to have a pre-made schedule for the tours, and to have the user make the rounds according to the tour instructions. Setting up the tours is done using the *Tours* tab.



4.3.1 Adding a New Tour Route

To add a new tour:

1. Click the Setup icon ( ) on the toolbar
2. Click the *Tours* tab.
3. Click **Add**.

   A tour appears under the tours list.

4.3.2 Editing an Existing Tour

Once you have created a tour entry, you can set up the tour's sequence.

Editing the tour involves programming the schedule of the tour and the route to follow into the PC software so that the tour schedule can be generated and printed.

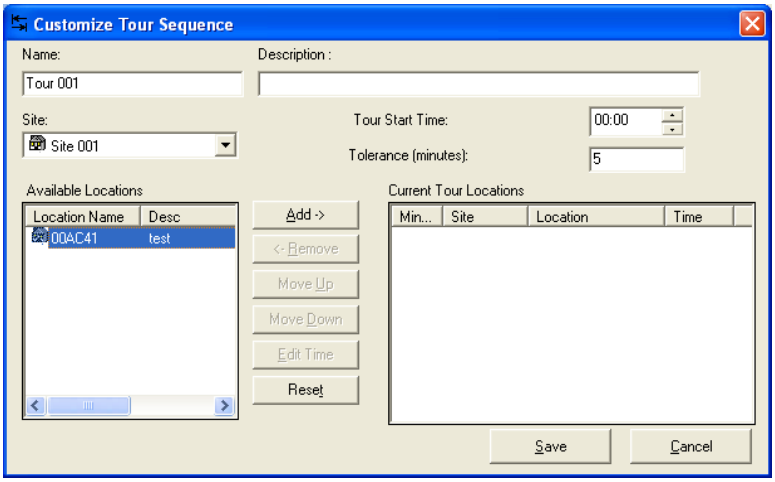
In addition, a pre-defined tour schedule is essential for printing reports such as tour reports, schedules, or tour exceptions.

However, you must know the following parameters before you can edit a tour:

- Tour start time
- Time interval between sites (travel time by car)
- Time intervals between locations within the sites

To set up a tour's sequence:

1. From the Tour list, select a tour.
2. Click **Edit**. The *Customize Tour Sequence* window opens.



3. Enter a name and description of the tour.
4. From the **Site** dropdown, choose a site you wish to include in a tour.
5. In **Tour Start Time**, enter the start time of the tour.
6. In **Tolerance**, enter the time needed between locations.
7. In the Available Locations area, select a location and click **Add** to include it as part of the tour.
8. Repeat Steps 4 through 7 for each site and associated location(s) you wish to add to the tour.
9. Click **Save**.
10. Repeat the entire procedure for each tour.

4.3.3 Deleting a Tour

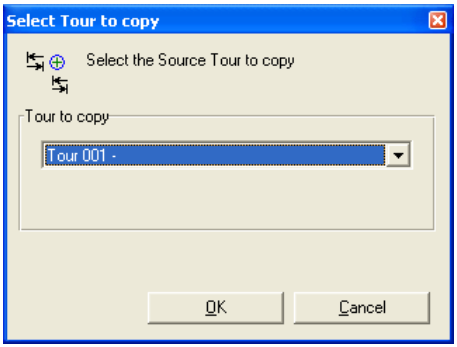
To delete an existing tour:

1. From the Tour list, select a tour.
1. Click **Delete**. A confirmation message appears.
2. Click **Yes** to confirm.

4.3.4 Copying a Tour

To copy a tour:

1. From the Tour list, select a tour to copy.
2. Click **Tour Copy**. The *Select Tour to copy* screen opens.



3. From the **Tour to copy** dropdown, select a tour to copy.
4. Click **OK**.

   A copy of the selected tour appears in the list of tours.

4.4 Readers

Enrolling the readers in the software and thus establishing a link between every reader and the system provides added security to the system. Each reader is given a PC code, which prevents unauthorized use of any non-system reader with the database.

This means that no other reader can be substituted for the actual registered reader. If an unauthorized reader is used to falsify data, the system detects this and considers the reader as void, and therefore does not upload or download any of that reader's data. This PC code enables the software to identify the source of the reader and to choose to accept or reject the data from that reader.

Each GC-01 reader's code is random and is pre-programmed in the factory during manufacturing. This is the individual serial number on every reader.

When the DigiTool system is sold across different market regions, Rosslare is able to customize a part of the reader code for any exclusive distribution rights. This thereby locks out any systems that do not come from that particular distributor with the system.

This feature adds enhanced market confidence that compatibility between any outside readers from another exclusive market segment does not interfere with the exclusivity of Rosslare distributors.

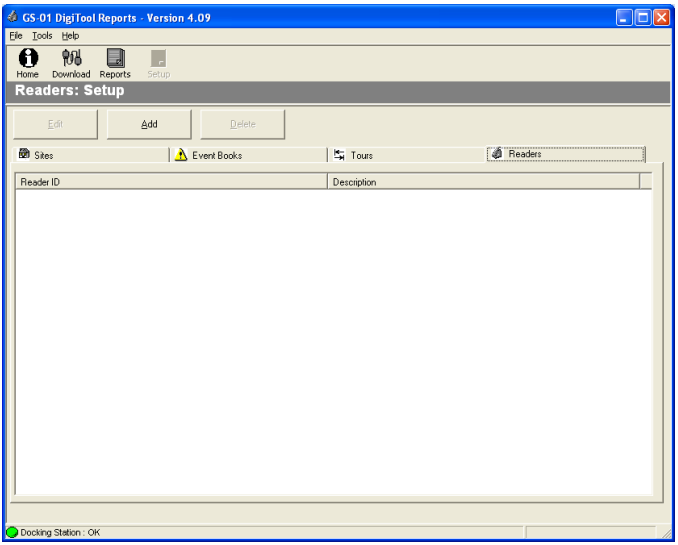
This feature is controlled only from the factory.

4.4.1 Enrolling a New Reader to the Software System

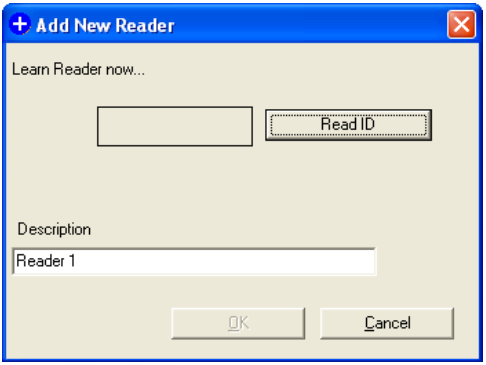
You must enroll each reader in the software program.

To enroll a reader:

1. Click the Setup icon ( ) on the toolbar.
2. Click the *Readers* tab.



3. Be sure the reader is not in the docking station.
4. Click **Add**. The *Add New Reader* window opens.



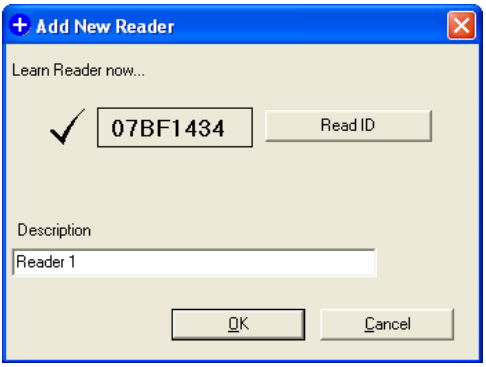
5. Place the reader in the docking base station.
6. Click **READ ID**. The reader

   The system begins enrolling the reader ID code into the program.

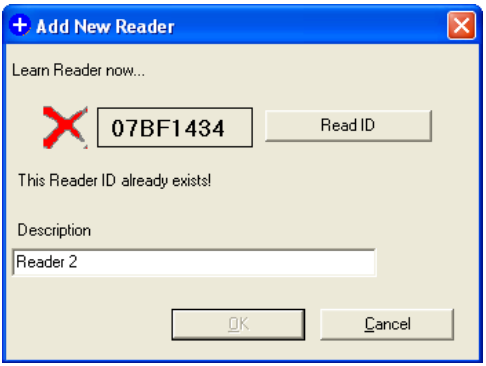
Important

Do not remove the GC-01 reader from the docking station until this step is finished.

If the reader is accepted into the system, the following screen opens.



If the reader is not accepted, then you see the following error message.



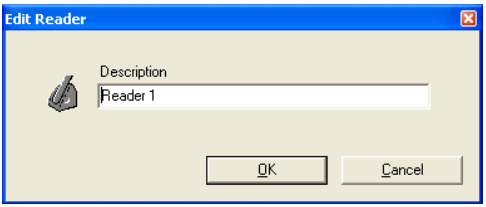
7. Enter any the description of the reader.
8. Click **OK**.

4.4.2 Editing an Existing Reader

Once you have set up a reader, you can change its description.

To edit a reader's description:

1. From the Readers list, select a reader.
2. Click **Edit**. The *Edit Reader* window opens.



3. Change the description.
4. Click **OK**.

4.4.3 Deleting an Existing Reader

To delete an existing reader:

1. From the Readers list, select a reader.
2. Click **Delete**. A confirmation message appears.
3. Click **Yes** to confirm.

5. File Menu

DigiTool Reports Lite software has an integrated database that stores all of the data downloads from the GC-01 reader tours. This database interfaces to the user in the software for printing customized and standard reports, or for exporting the data to other applications.

The GS-01 software package has a pulldown File menu, which allows you manage the integrated database.

Figure 6: File Menu

The File menu includes the following options:

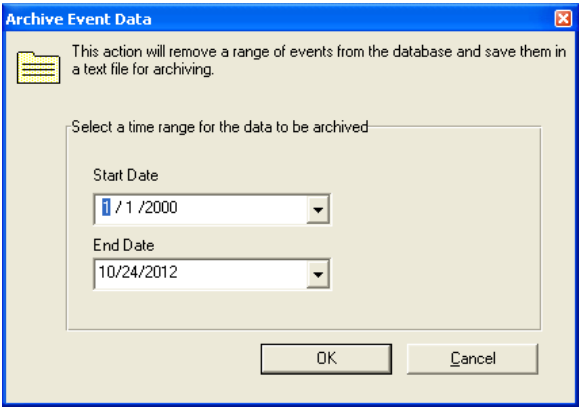
- Archive Events
- Backup
- Restore

5.1 Archive Events

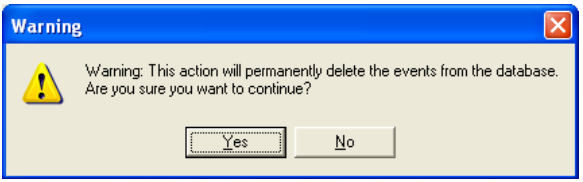
This option allows you remove a selected range of events (by date) from the reader and save them to a text file.

To archive events:

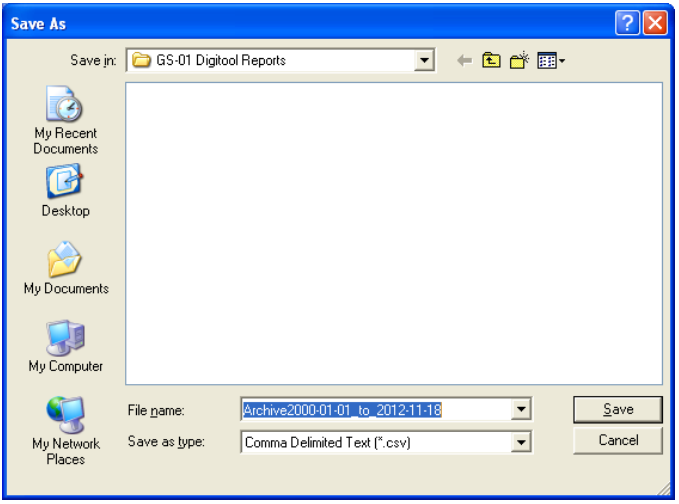
1. Click **File > Archive Events**. The *Archive Event Data* window opens.



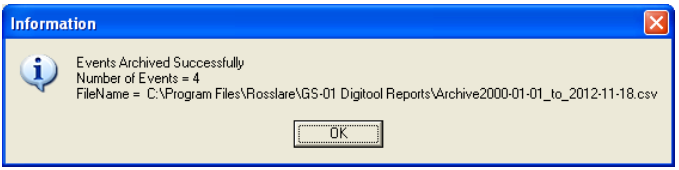
2. Choose the Start Date and End Date from the dropdowns.
3. Click **OK**.
4. A warning message appears.



5. Click **Yes**.
   A standard Save As window opens.



6. Choose **Save** to use the default location or browse to a new location.
7. A confirmation message appears.



8. Click **OK**.

5.2 Backup

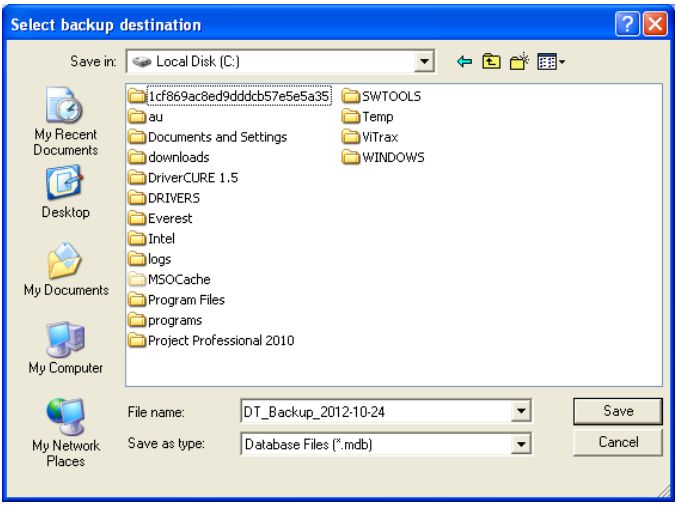
DigiTool Reports Lite software has an integrated database, which stores all of the data downloads from the GC-01 reader tours. This database interfaces to the user in the software for printing customized and standard reports, or exporting the data to other applications.

This option allows you to save all data saved on the reader to a file on your PC as a backup file.

> Note
>
> You will need Microsoft Access or the equivalent to open the saved file.

To back up your data:

1. Click **File > Backup**. The *Select backup destination* window opens.



All new data is added to the existing data and accumulates on the hard drive as a database file. We recommend periodical archiving of the old database in this software to minimize the size of the data file stored onto the hard drive. After the data becomes redundant, you may select the Backup Database selection from the Tools menu to Archive the database.

2. Select the location where you wish to save the file.
3. Click **Save**.

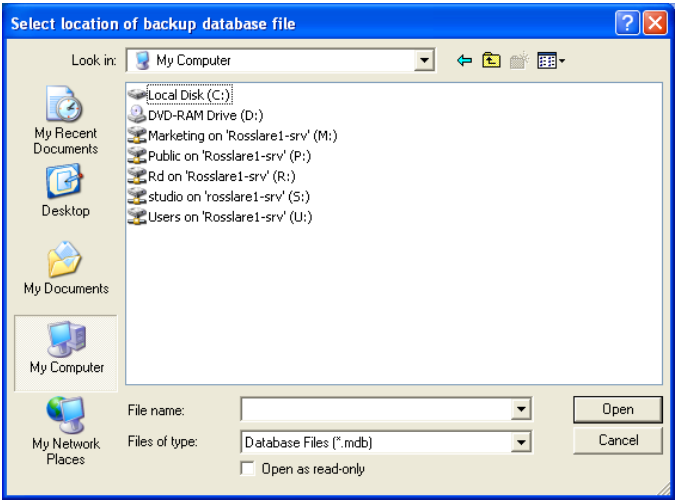
   The backup file is saved to the specified location.
4. Click **OK** to confirm.

5.3 Restore

In addition to being able to back up your database, you can also restore the data to the reader from the backup file.

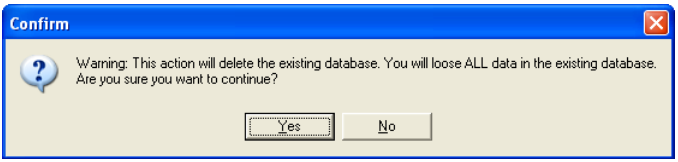
To backup your data:

1. Click **File > Restore**. The *Select location of backup database file* window opens.



2. Browse to your archived database, on the hard disk, and click **Open**.

   The following warning message appears:

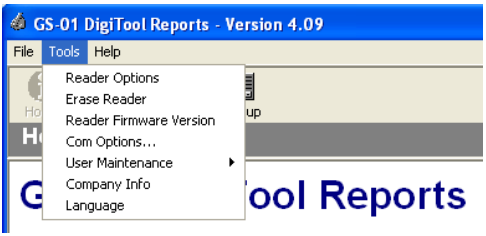


3. Click **Yes** to the confirm message.

6. Tools Menu

The GS-01 Software package has a pulldown Tools menu to allow you to manage various reader and software settings.

Figure 7: Tools Menu



The Tools menu includes the following options:

- Reader Options
- Erase Reader
- Reader Firmware Version
- COM Options
- User Maintenance
- Company Information
- Language

6.1 Reader Options

The GC-01 readers are programmable by the PC software, and can sync with the PC software. With is option, you can set the general settings of the reader.

> Note: Please make sure the reader is docked in the base when programming it.

To set the reader options:

1. Click **Tools > Reader Options**.
2. Set the reader to flash its LED, buzz, and/or vibrate during operation.

> Note: The LED and vibration are suggested in high noise environments, while the LED is suggested at night.

3. Set the buzzer duration to Short (1 second) or Long (2 seconds).
4. Set the time and date.
5. Select or clear the **Automatically Set Time and Date to PC's settings when downloading data** checkbox as desired.
6. Click **Send**.

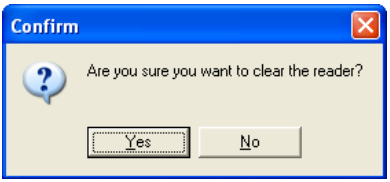
6.2 Erase Reader

The GC-01 data reader can read up to 8000 locations and events in it internal memory, and these events are downloaded onto the PC software database for analysis and reports generation.

Use the Erase Reader option if you wish to delete the contents of the data in the reader without downloading it to the PC.

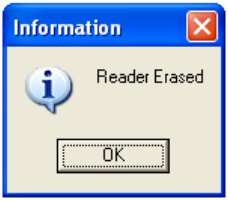
To erase the reader's data:

1. Click **Tools > Erase Reader**. A confirmation window opens.



2. Click **Yes**.

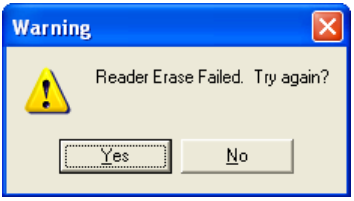
   Once the reader's data is cleared, the following confirmation is displayed.



Important

During this time, please do not remove the reader from the docking base, until the task has been finished, otherwise this may damage the system.

If there is a failure, the following message is displayed.



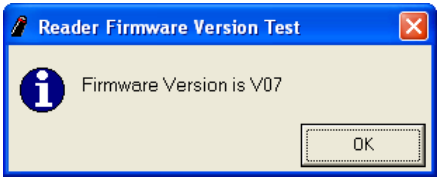
6.3 Reader Firmware Version

This option allows you to see the firmware version installed on the reader.

To see the firmware version:

1. Place the reader in the docking station.
2. Click **Tools > Firmware Version**.

A window opens showing the firmware version.

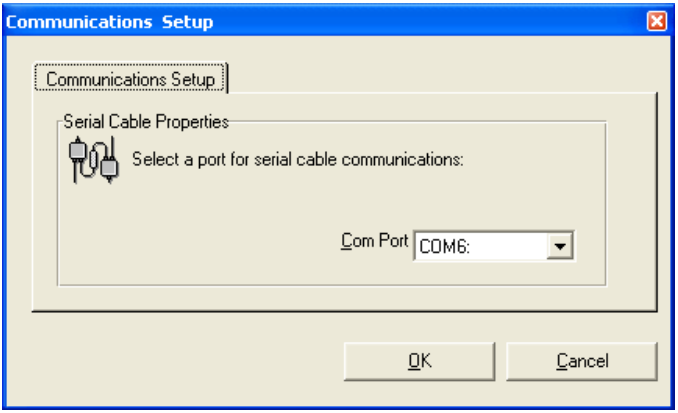


6.4 COM Options

With this option, you can choose the serial port connected to the PC.

To set the com port:

1. Click **Tools > Com Options**. The *Communications Setup* window opens.



2. Choose the Com port that the reader is connected to.
3. Click **OK**.

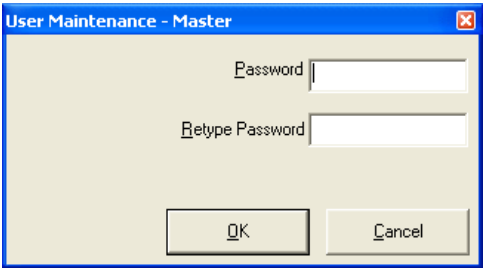
6.5 User Maintenance

As mentioned in Section 3.1, you can log in to the system as either as Master or as User. The User Maintenance option allows you to change the password for either of these user levels.

To change the Master login password:

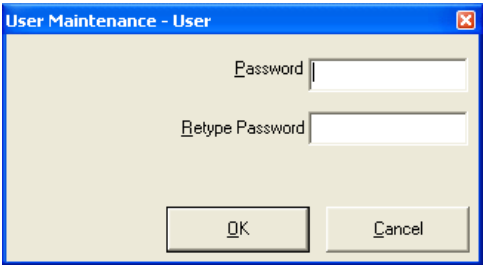
1. Click **Tools > User Maintenance > Master**. The *User Maintenance - Master* window opens.

2. Enter the new password (case sensitive), and then re-type the password to confirm.



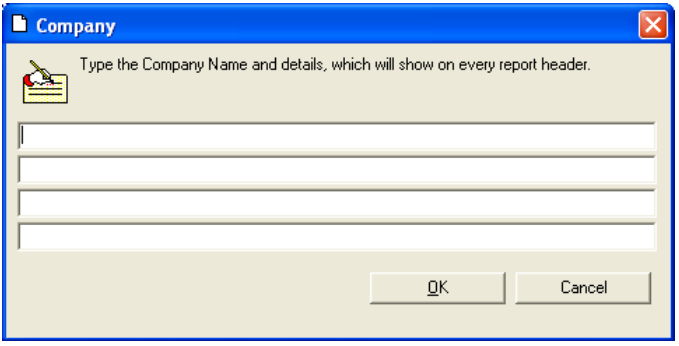
To change the User login password:

1. Click **Tools > User Maintenance > User**. The *User Maintenance - User* window opens.
2. Enter the new password (case sensitive), and then re-type the password to confirm.



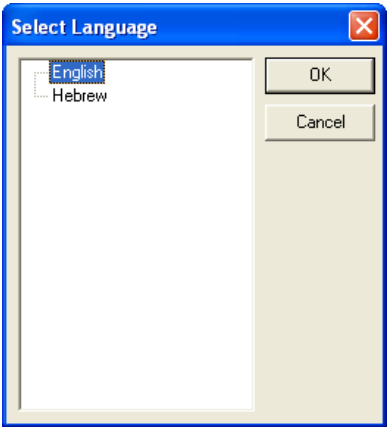
6.6 Company Information

In the Company Info menu, you can enter information (such as name and address) that will be printed as a header on all of the reports generated by the software.



6.7 Language

With this menu option, you can choose the language of the GUI interface.



7. Downloading Data from Reader

Once the system is set up, it is the time to gather data on the GC-01 reader by following tours, or just performing the rounds. The data in the reader can only be downloaded to the software if the reader has been enrolled properly (Section 4.4).

7.1 Making Tour Rounds

To collect data on a tour:

1. Clear the reader to ensure there is no old data.
2. Start the tour by going to Location 1 and reading the location tag.
3. After the first location, if there are events, read the corresponding events into the reader.
4. Repeat Steps 2 and 3 for each additional location.

The GC-01 reader can accommodate 8000 reads in the memory with the associated time and date stamps.

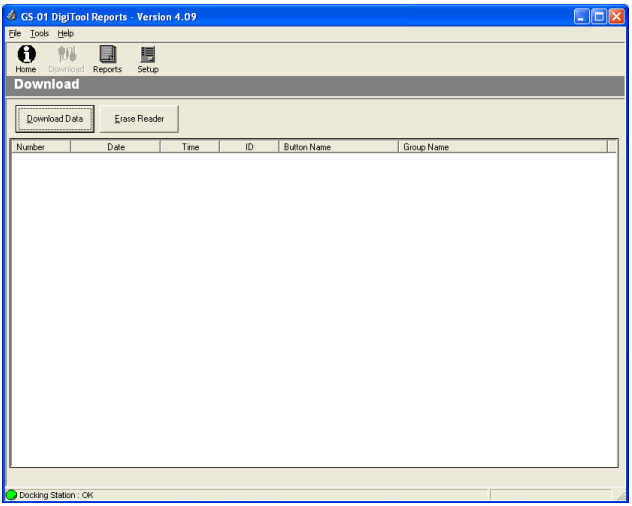
7.2 Downloading the Reader to the PC

Once all the relevant data has been accumulated on the GC-01 reader, you can download the data to the PC to store the raw data database and to later generate reports.

To download data from the reader:

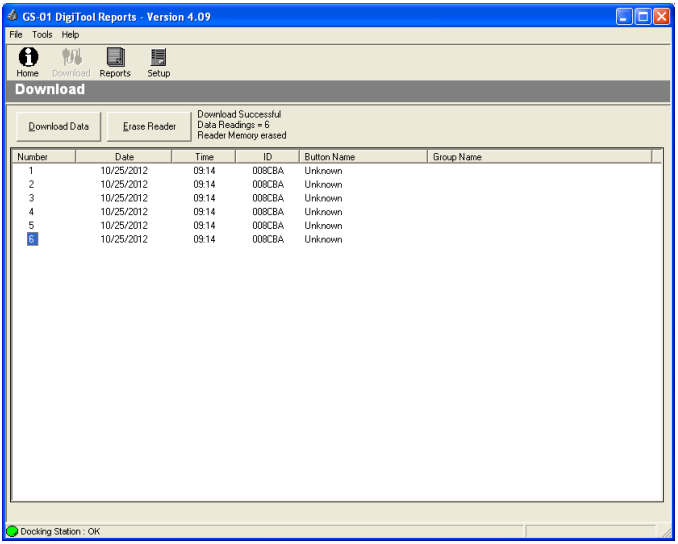
1. Click the Download icon (

) on the main toolbar. The Download screen appears.



2. Place the GC-01 reader in the GC-02 docking station.
3. Click **Download Data**. The system starts to download data from the GC-01 reader.

   When all data has been downloaded, the data is displayed in the Download window.



The GS-01 software displays all of the locations and events that occurred as presented in the reader.

This information is shown only for the current download session and the data is placed in the database. Any time new data is downloaded to the system, the raw data is shown on the screen; otherwise, this screen remains empty.

After each time the data is successfully saved to the database, the data is erased from the reader automatically. This prevents the system from having any redundant data.

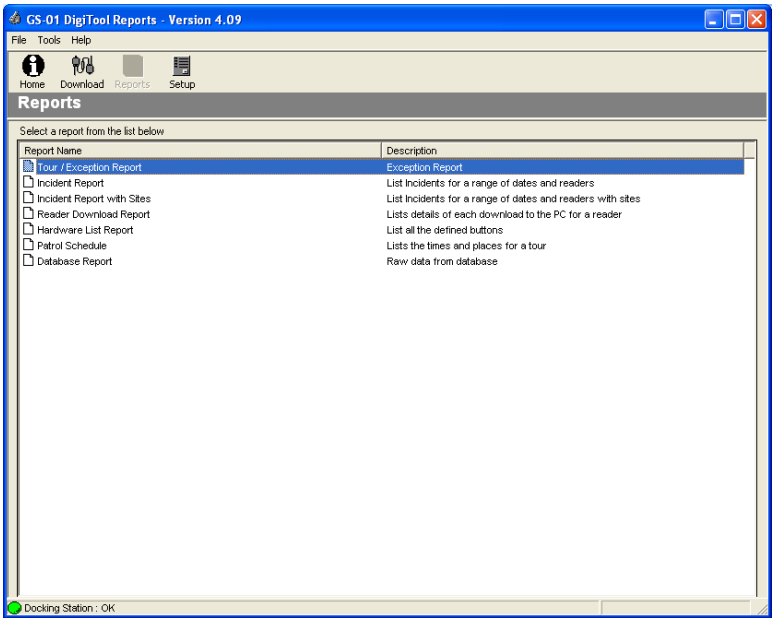
7.3 Erasing Data from the Reader

If you wish to erase data from the reader without downloading the data, you can click **Erase Reader** in the Download window or from the Tools menu (Section 6.2). In both alternatives, the reader must be docked in the GS-02 docking station.

8. Reports Wizard

The DigiTool Reports Lite software can generate a variety of reports for the data recorded by the reader and saved to the database (Figure 8).

Figure 8: Reports Window



8.1 Generating Reports

The following kinds of reports can be generated:

- Tour/Exception Report
- Incident Report
- Incident Report with Sites
- Reader Download Report
- Hardware List Report
- Patrol Schedule Report
- Database Report

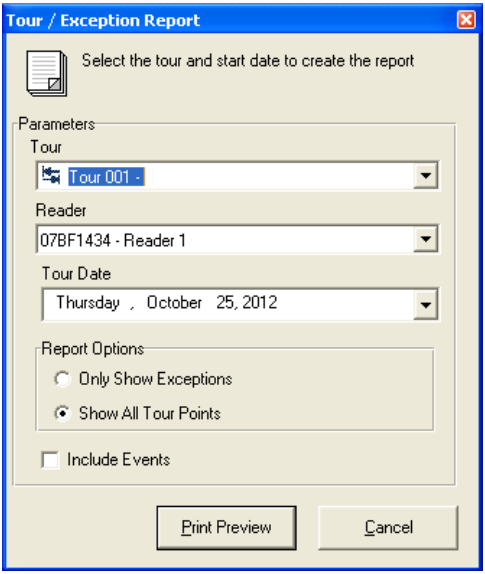
8.1.1 Tour/Exception Report

This report shows either all tour points or only the exceptions from the tours, which includes missed points and early or late arrivals to locations. You can also choose whether or not to include events.

To generate a Tour/Exception Report:

1. Click the Reports icon ( ) on the main toolbar. The Reports screen appears.
2. Double-click the Tour/Exception Report row in the main screen.

   The *Tour/Exception Report* window opens.



3. From the **Tour** dropdown, select the desired tour.
4. From the **Reader** dropdown, select the reader.
5. From the **Tour Date** dropdown, select the date of the tour.
6. Select whether you wish to show all tour points or only exceptions.
7. Select the **Include Events** checkbox if you wish the report to include events.
8. Click **Print Preview**.

   The report is generated and opens in a new window.

8.1.2 Incident Report

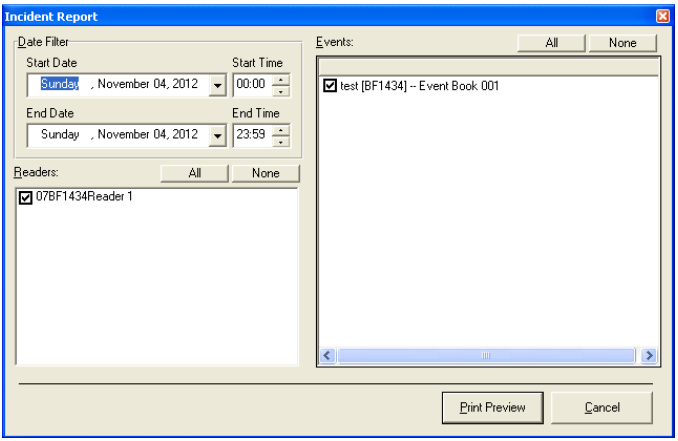
The Incident Report is a report that focuses on the events that are recorded in the system software. This report sorts the events between the specified dates, according to the individual event type (user specified) and the reader (user specified) and the site.

The report can be printed according to each individual event, reader and site, or can present the data for all sites, or all readers, or all events.

To generate an Incident Report:

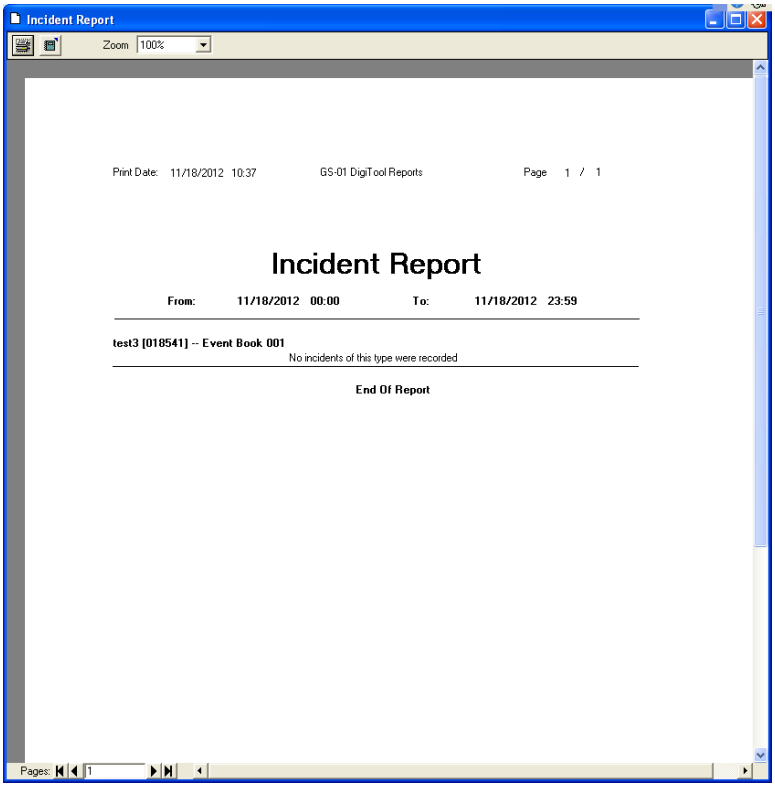
1. Double-click the Incident Report row in the main screen.

   The *Incident Report* window opens.



2. Specify the data range for the report using the **Start/End Date** dropdowns and the **Start/End Time** spin boxes.
3. In the Readers section, choose the readers for which you want to generate a report.
4. In the Events section, choose the relevant events.
5. Click **Print Preview**.

   The report is generated and opens in a new window.

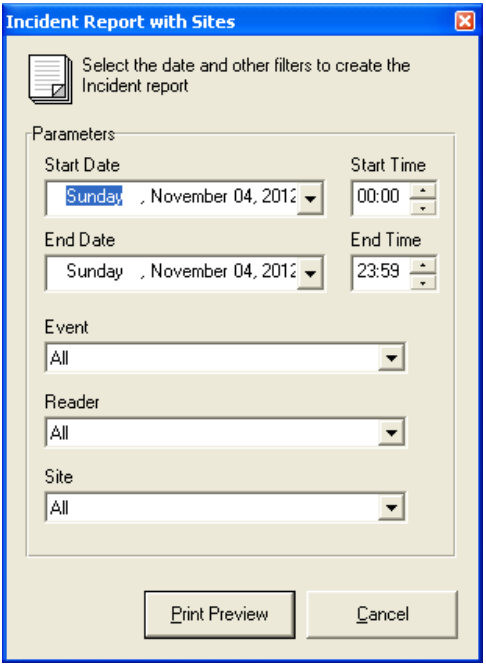

Incident Report
Zoom 100%
Print Date: 11/18/2012 10:37
GS-01 DigiTool Reports
Page 1 / 1
Incident Report
From: 11/18/2012 00:00
To: 11/18/2012 23:59
test3 [018541] -- Event Book 001
No incidents of this type were recorded
End Of Report
Pages: 1

8.1.3 Incident Report with Sites

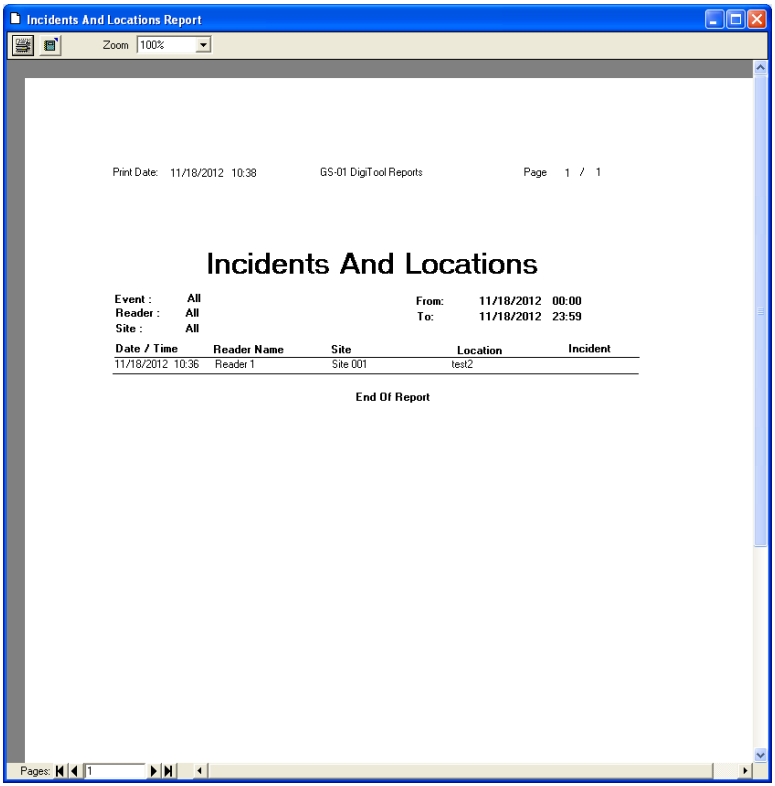
This report is similar to the Incident Report, but adds a filter of sites in addition to readers and events.

To generate an Incident Report with sites:

1. Double-click the Incident Report with Sites row in the main screen.
   The *Incident Report with Sites* window opens.



2. Specify the date and time range for the report using the **Start/End Date** dropdowns and the **Start/End Time** spin boxes.
3. For each of the **Event**, **Reader**, and **Site** dropdowns, choose the relevant event, reader, or site, respectively, or choose **All** where desired.
4. Click **Print Preview**.
   The report is generated and opens in a new window.



Above is an Example of an Incident Report, for Event 1, for all readers and all sites.

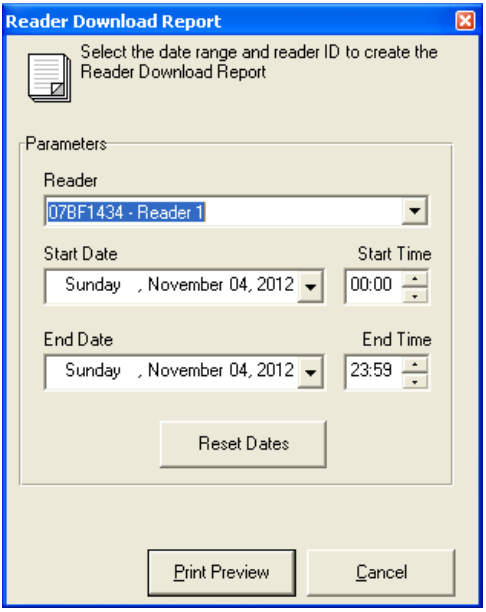
8.1.4 Reader Download Report

The Readers Download Report provides a complete record printout of the downloading activity and the data content entered into the database at each download.

To generate a Reader Download Report:

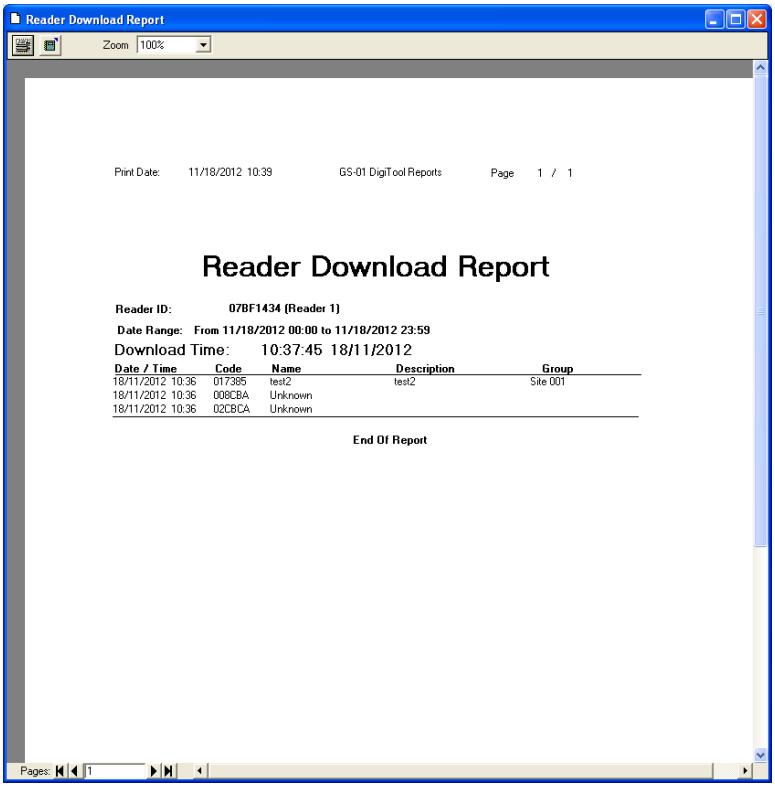
1. Double-click the Reader Download Report row in the main screen.

   The *Reader Download Report* window opens.



2. From the **Reader** dropdown, choose the reader.
3. Specify the date and time range for the report using the **Start/End Date** dropdowns and the **Start/End Time** spin boxes.
4. Click **Print Preview**.

   The report is generated and opens in a new window.


Reader Download Report
Zoom 100%
Print Date: 11/18/2012 10:39
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Page 1 / 1
Reader Download Report
Reader ID: 07BF1434 (Reader 1)
Date Range: From 11/18/2012 00:00 to 11/18/2012 23:59
Download Time: 10:37:45 18/11/2012
Date / Time Code Name Description Group
18/11/2012 10:36 017385 test2 test2 Site 001
18/11/2012 10:36 008CBA Unknown
18/11/2012 10:36 02CBCA Unknown
End Of Report
Pages: 1

8.1.5 Hardware List Report

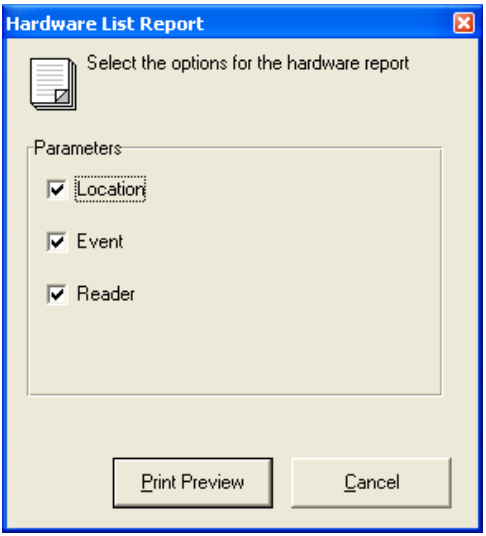
This report provides a full list of the installed hardware on the system including location tags, event books, and readers.

This report is not dependent on the date and time, only on the type of hardware selected to be reported.

To generate a Hardware List Report:

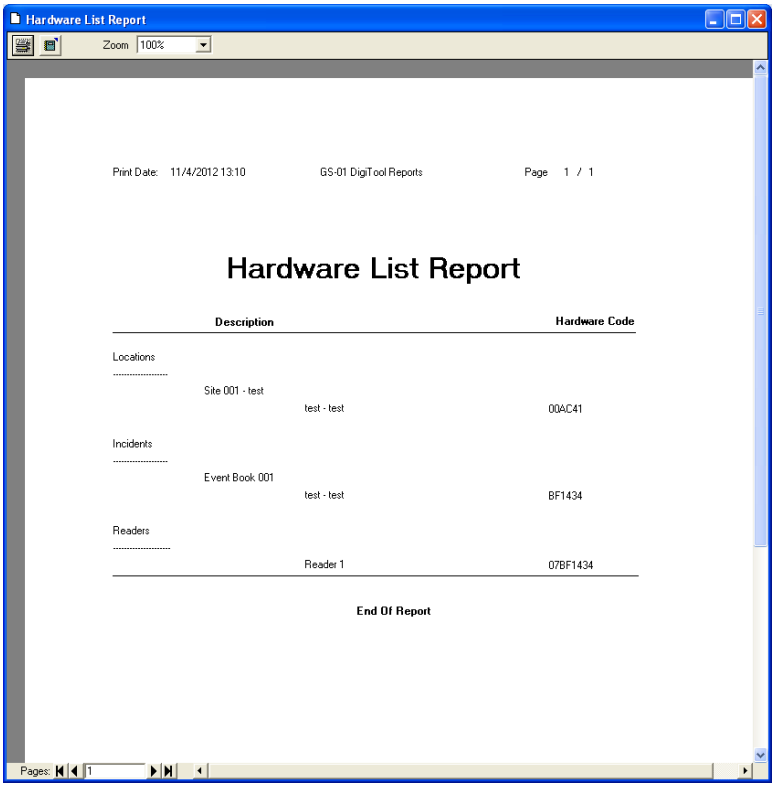
1. Double-click the Hardware List Report row in the main screen.

   The *Hardware List Report* window opens.



2. From **Location**, **Event**, and **Reader**, select for which type of hardware you wish to generate a report.
3. Click **Print Preview**.

   The report is generated and opens in a new window.


Hardware List Report
Zoom 100%
Print Date: 11/4/2012 13:10
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Page 1 / 1
Hardware List Report
Description
Hardware Code
Locations
Site 001 - test
test - test
00AC41
Incidents
Event Book 001
test - test
BF1434
Readers
Reader 1
07BF1434
End Of Report
Pages: 1

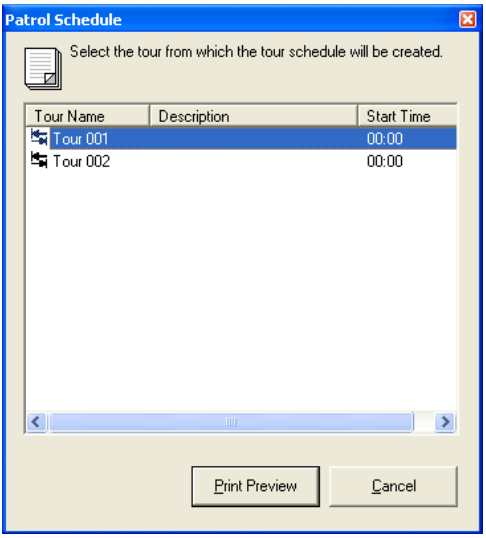
8.1.6 Patrol Schedule Report

This report displays the schedule of the tour for the reader users including description, site where the location is placed, and a Target time. In addition to the Target time for the visit to the locations, there is a window of time where a location visit is acceptable. Any visits that do not comply with the schedule are shown on the Tour/Exception Report.

To generate a Patrol Schedule Report:

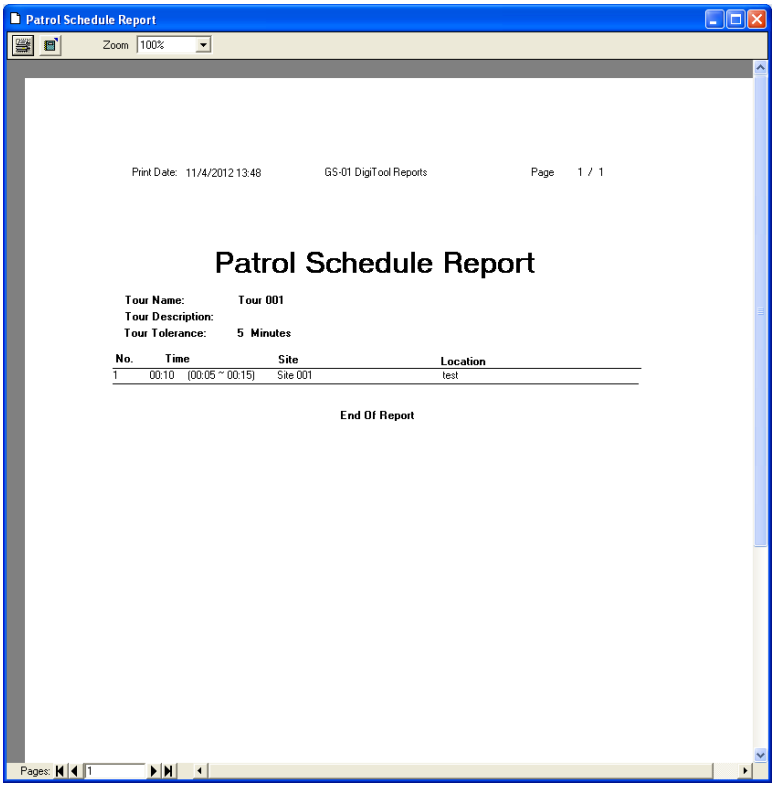
1. Double-click the Patrol Schedule Report row in the main screen.

   The *Patrol Schedule Report* window opens.



2. From **Location**, **Event**, and **Reader**, select for which type of hardware you wish to generate a report.
3. Click **Print Preview**.

   The report is generated and opens in a new window.


Patrol Schedule Report
Zoom 100%
Print Date: 11/4/2012 13:48
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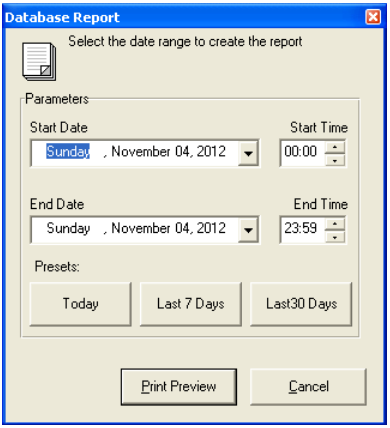
Page 1 / 1
Patrol Schedule Report
Tour Name: Tour 001
Tour Description:
Tour Tolerance: 5 Minutes
No. Time Site Location
1 00:10 (00:05 ~ 00:15) Site 001 test
End Of Report
Pages: 1

8.1.7 Database Report

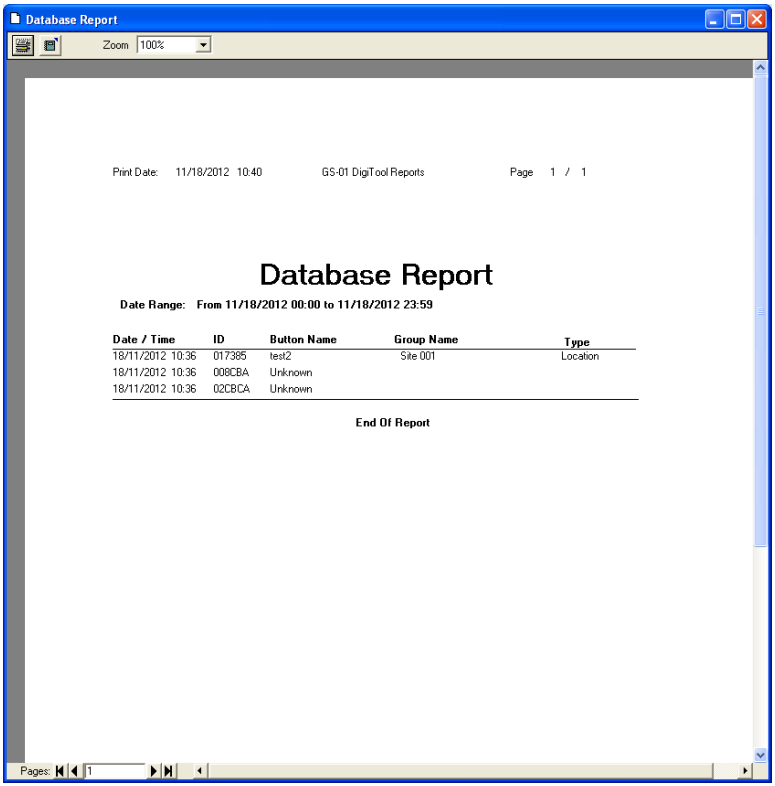
The Database Report lists all of the locations and events as they occurred at the reader between the pre-set dates.

To generate a Database Report:

1. Double-click the Database Report row in the main screen.
   The *Database Report* window opens.



2. Specify the date and time range for the report using the **Start/End Date** dropdowns and the **Start/End Time** spin boxes.
3. You can also use the Presets buttons to help specify the date and time range.
4. Click **Print Preview**.
   The report is generated and opens in a new window.



8.2 Printing and Exporting Reports

Once a report is generated, a window opens showing the print preview of that report. In each of these print preview windows, a toolbar appears at the top left.

To print a report:

1. Click the Print ( ) icon. A standard *Print* window opens.

To export a report:

1. Click the Export ( ) icon. A standard Export window opens.
2. Enter a file name for the export file.
3. Choose the location where you wish to save the export file.
4. Click **Save**.

A. DigiTool Care and Maintenance

This chapter presents a few warnings when using and handling the various DigiTool pieces of equipment. In addition, the DigiTool components require a certain amount of care when in use for long periods, which is described here.

A.1 GC-01 DigiTool ID TAG Reader

A.1.1 Warnings

- Do not disassemble, incinerate, or erode this product. All service shall be done in an authorized Rosslare service center. Any tampering will void the warranty.
- Do not apply any voltage through the contacts at the head of the reader as this may damage the unit.

A.1.2 Cleaning

When in use over long periods of time, dirt or dust may accumulate on the head. Clean the contacts using a wet cotton swab. Wipe the exterior with a damp cloth.

A.2 GC-02 DigiTool Docking Base/PC Interface and Charger

A.2.1 Warnings

- Do not disassemble, incinerate, or erode this product. All service shall be done in an authorized Rosslare service center. Any tampering will void the warranty.
- Do not apply any voltage through the contacts at the head of the reader as this may damage the unit.
- The unit is not water resistant. When inserting a GC-01 into the GC-02, make sure it is very dry.
- Do not tamper with the contacts, as this may cause undesired function.

A.2.2 Cleaning

When in use over long periods of time, dirt or dust may accumulate on the body. Clean the exterior using a damp cloth. Remove dust using a small dry brush.

A.3 GA-01 DigiTool Location Tag

A.3.1 Warnings

- Do not disassemble, incinerate, or erode this product. All service shall be done in an authorized Rosslare service center. Any tampering will void the warranty.
- Do not destroy, dent or hammer on the GA-01 button as this may damage the button.

A.3.2 Cleaning

When in use over long periods of time, dirt or dust may accumulate. Clean using a wet cotton swab.

A.4 GA-02 DigiTool Event Book

A.4.1 Warnings

- Do not disassemble, incinerate, or erode this product. All service shall be done in an authorized Rosslare service center. Any tampering will void the warranty.
- Do not dent or hammer on the GA-01 button as this may damage the button.

A.4.2 Cleaning

When in use over long periods of time, dirt or dust may accumulate. Clean using a wet cotton swab.

GS-01

Asia Pacific, Middle East, Africa

Rosslare Enterprises Ltd.
Kowloon Bay, Hong Kong
Tel: +852 2795-5630
Fax: +852 2795-1508
support.apac@rosslaresecurity.com

United States and Canada

Rosslare Security Products, Inc.
Southlake, TX, USA
Toll Free: +1-866-632-1101
Local: +1-817-305-0006
Fax: +1-817-305-0069
support.na@rosslaresecurity.com

Europe

Rosslare Israel Ltd.
Rosh HaAyin, Israel
Tel: +972 3 938-6838
Fax: +972 3 938-6830
support.eu@rosslaresecurity.com

Latin America

Rosslare Latin America
Buenos Aires, Argentina
Tel: +54-11-4001-3104
support.la@rosslaresecurity.com

China

Rosslare Electronics (Shenzhen) Ltd.
Shenzhen, China
Tel: +86 755 8610 6842
Fax: +86 755 8610 6101
support.cn@rosslaresecurity.com

India

Rosslare Electronics India Pvt Ltd.
Tel/Fax: +91 20 40147830
Mobile: +91 9975768824
sales.in@rosslaresecurity.com

ROSSLARE
SECURITY PRODUCTS
www.rosslaresecurity.com

0706-0960476+00

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