

# 1) Guard Tours



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The guard tours module is suitable for inspection tours in the area as well as for property protection.

- Checkpoints with test instructions and documents
- Control points capture comments and photos
- Checkpoints with NFC tags, QR codes, barcodes ...
- Edit control points offline
- Plan the inspection tour and create it automatically

functions	comments
Checkpoints with instructions and documents	You can assign one or more tasks to a control point. In addition (optional), a document can be added to each task.
comments and photos	You can add a comment and a photo when editing the control points or the corresponding tasks. For example, if you can't scan a checkpoint, you can take a photo instead, confirming that you were there. In this case, access to the photo album is prevented. A photo can only be taken with the camera.
NFC-Tags, QR-Codes, Barcodes or manual	For each individual control point you can set how the acknowledgment should take place (NFC, QR, barcodes or manually). Existing NFC tags, QR codes, etc. can be used without any problems. You can simply read in the existing control points.
offline functionality	After the inspection tour has been started, you can edit all inspection points offline. This functionality is important because there may not be a corresponding cell phone reception everywhere. The processing of the checkpoints is saved and is transferred immediately when there is a connection to the Internet (WIFI or mobile Internet).
additional information	Additional comments on the inspection tour can be recorded for an inspection tour via the additional information.
start and end a guard tour	Inspection tours can be started in different ways. You can set which employees are authorized to start a control tour manually. You can start an inspection tour by scanning an NFC tag that has been configured accordingly. In addition, inspection tours can also be planned and thus created automatically (e.g. daily at 9 p.m.). The end of a control tour can be restricted by the user's role.