



GuardSaaS

Cloud Access Control System

User Guide

Table of contents



GUARD**SaaS**

- I. [Creating Account](#)
- II. Preconfiguring GuardSaaS
 1. [Registering Converters](#)
 2. [Configuring Controllers](#)
 3. [Configuring Objects](#)
 4. [Configuring Departments](#)
 5. [Configuring Employees](#)
 6. [Configuring Reminders](#)
 7. [Configuring Users](#)
 8. [Configuring Profile](#)
 9. [Configuring Reports Settings](#)
- III. Utilizing GuardSaaS
 1. [Utilizing Reports](#)
 2. [Refilling Account](#)

Creating Account



GUARD**SaaS**

In order to start working with the GuardSaaS system, you should register. You must have a valid e-mail. Click the link <http://app.guardsaas.com/register> and enter the following:

- Your name or company name
- E-mail address
- Country
- Password

Settings of the system and the cost of use will depend on the correctly chosen country. Pricing policy slightly differs for different countries. Furthermore, during payments the only available currency is that used in the selected country.

Read the terms of use and click the “I have read and agree with the Terms of Use” checkbox. Then click "Register".

The system will receive the data and send an e-mail specified before. In order to continue with the registration, you need to find the e-mail and click the specified link. You will be automatically logged into the system. Registration is over now. Always remember your username (E-mail) and password. Remember the link <http://app.guardsaas.com/login> for the next login. You can also use the following secure SSL link - <https://app.guardsaas.com/login>.

The screenshot shows a registration form titled "Create your account". Below the title is the instruction "Create your free account:". The form contains the following fields and elements:

- A text input field for "Company name or Full name".
- A text input field for "Email".
- A dropdown menu for "Country" with "United States" selected.
- A text input field for "Password".
- A text input field for "Confirm password".
- A checkbox labeled "I have read and agree with the Terms of Use".
- A dark grey "Register" button.
- A link at the bottom: "Already have an account? Login".

[Table of contents](#)

Registering Converters



GUARD SaaS

Go to the "Equipment" and click the "Add new converter".

The screenshot shows the Guard SaaS interface. The top navigation bar includes 'Guard SaaS [Valery&Co.]', language options (Russian, English), and a user profile 'Logged in as Valery&Co.'. The main navigation menu has icons for Home, Employees, Departments, Facilities, Reports, Equipment (highlighted), and Cabinet. On the right, it shows 'Last connection: 2013-08-19 16:52:39' with a green status indicator.

The 'Converters List' table is empty, with columns for TYPE, S/N, DESCRIPTION, CONTROLLERS, and ACTIONS. A red circle highlights the 'Add new converter' button. To the right, a message states: 'At least one IP converter is required to link your equipment with cloud server. You can install IP converter at any safe place of your site and connect it to LAN with Internet access.'

In order to provide the communication between server and converter, enter the serial number located on the body of the converter. In addition, enter the password to work with converter. The initial password is supplied with the equipment. Later on, for the security reasons, you should change it. Enter the serial number of the converter, and the password. Click the "Register" button. In a few seconds converter will appear in the list of converters if credentials are correct, and converter is properly connected to the Internet.

The 'Add new converter' form has two input fields: 'Serial Number' with the value '11111' and 'Password (Auth_key)' with masked characters. At the bottom, there are 'Register' and 'Cancel' buttons, with 'Register' circled in red.

converter will appear in the list of converters if credentials are correct, and converter is properly connected to the Internet.



If converter is not identified, examine its connection to the Internet. Besides, you can additionally configure converter on the GuardSaaS server.

To do this, you should turn on your converter and enter the serial number and authentication key on the converter's initial configuration page <http://hw.rfenabled.com>.

Then click "Next".

On the next page choose the "Guard SaaS" option. Then click "Next".

Your converter will be redirected during the next connection.

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Добро пожаловать / Welcome

Добро пожаловать на страницу начальной конфигурации Z397WEB
Welcome to the initial configuration Z397WEB

Для выбора онлайн СКУД введите серийный номер Вашего конвертера и его ключ аутентификации:
To select the online access control, enter the serial number of your converter and its authentication key:

Серийный номер / Serial number:

Ключ Аутентификации / Authentication Key:

Отмена **Далее**

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Выбор системы / System selection

Найден конвертер / Converter found. Последнее соединение / Last connection: 2013-07-30 20:28:02

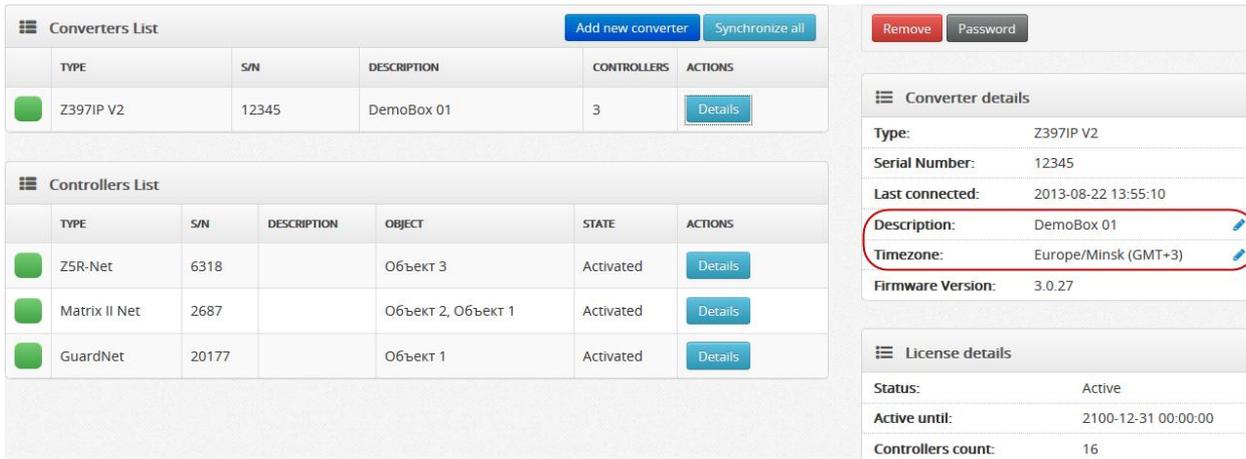
Выберите систему он-лайн СКУД, к которой Вы хотите подключить ваш конвертер
Select an on-line access control system to which you want to connect your converter

Guard SaaS:

Cloud WebGuard:

Отмена Назад **Далее**

To view the detailed information about converter, click "Details". You can also enter a description and the time zone.



The screenshot displays the GUARD SaaS interface. On the left, there are two tables: "Converters List" and "Controllers List". The "Converters List" table has columns for TYPE, S/N, DESCRIPTION, CONTROLLERS, and ACTIONS. It shows one entry: Z397IP V2 with S/N 12345, description DemoBox 01, and 3 controllers. A "Details" button is next to it. The "Controllers List" table has columns for TYPE, S/N, DESCRIPTION, OBJECT, STATE, and ACTIONS. It shows three entries: Z5R-Net (S/N 6318, Object 3), Matrix II Net (S/N 2687, Object 2, Object 1), and GuardNet (S/N 20177, Object 1). All are "Activated" and have "Details" buttons. On the right, the "Converter details" panel shows fields for Type (Z397IP V2), Serial Number (12345), Last connected (2013-08-22 13:55:10), Description (DemoBox 01), Timezone (Europe/Minsk (GMT+3)), and Firmware Version (3.0.27). The Description and Timezone fields are circled in red. Below this is the "License details" panel showing Status (Active), Active until (2100-12-31 00:00:00), and Controllers count (16).

TYPE	S/N	DESCRIPTION	CONTROLLERS	ACTIONS
Z397IP V2	12345	DemoBox 01	3	Details

TYPE	S/N	DESCRIPTION	OBJECT	STATE	ACTIONS
Z5R-Net	6318		Объект 3	Activated	Details
Matrix II Net	2687		Объект 2, Объект 1	Activated	Details
GuardNet	20177		Объект 1	Activated	Details

Converter details	
Type:	Z397IP V2
Serial Number:	12345
Last connected:	2013-08-22 13:55:10
Description:	DemoBox 01 ✎
Timezone:	Europe/Minsk (GMT+3) ✎
Firmware Version:	3.0.27

License details	
Status:	Active
Active until:	2100-12-31 00:00:00
Controllers count:	16

If equipment is connected correctly, converter will automatically detect the connected controllers. It will be displayed in the list of controllers.

If no errors occurred, the color of indicators for controllers and converters will be changed to green. That means you can start using the system.

The following information is provided in the list of converters: type, serial number, description, number of active controllers.

Configuring Controllers



GUARD SaaS

Click the "Details" button to configure each of the controllers. The following options are available:

- **Description** - Enter a controller's description.
- **Open time** - Enter the time during which the voltage is applied or removed from the lock, from 0.1 to 25.5 seconds.
- **Wait open time** - Enter the time during which the normal door opening is expected, from 0.1 to 25.5 seconds. 0 - no control.
- **Wait close time** - Enter the time after door was opened, during which it should be closed, from 0.1 to 25.5 seconds. 0 - no control.
- **For registration new cards** - If you select "Yes", this controller can be used to register new cards in the system.

Converters List						Add new converter	Synchronize all
	TYPE	S/N	DESCRIPTION	CONTROLLERS	ACTIONS		
<input checked="" type="checkbox"/>	Z397IP V2	12345	DemoBox 01	3	Details		

Controllers List						
	TYPE	S/N	DESCRIPTION	OBJECT	STATE	ACTIONS
<input checked="" type="checkbox"/>	Z5R-Net	6318		Объект 3	Activated	Details
<input checked="" type="checkbox"/>	Matrix II Net	2687		Объект 2, Объект 1	Activated	Details
<input checked="" type="checkbox"/>	GuardNet	20177		Объект 1	Activated	Details

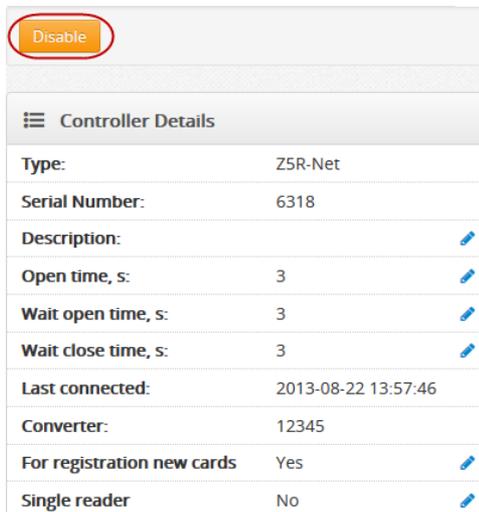
Controller Details	
Type:	Z5R-Net
Serial Number:	6318
Description:	
Open time, s:	3
Wait open time, s:	3
Wait close time, s:	3
Last connected:	2013-08-22 13:57:46
Converter:	12345
For registration new cards	Yes
Single reader	No

The state of controller can be identified by its color indicator.

- **Green** - converter is online
- **Yellow** - converter is offline

The following information is provided in the list of controllers: type, serial number, description, name of object, state.

In some cases, controller can be deactivate. To do this, click the "Details" of a particular controller and then click "Disable". After that, this controller's events will not be presented in reports. Controller can also be deleted after deactivation.



The screenshot shows a 'Disable' button in a rounded rectangle. Below it is a table titled 'Controller Details' with the following data:

Controller Details	
Type:	Z5R-Net
Serial Number:	6318
Description:	
Open time, s:	3 
Wait open time, s:	3 
Wait close time, s:	3 
Last connected:	2013-08-22 13:57:46
Converter:	12345
For registration new cards	Yes 
Single reader	No 

Configuring Objects



GUARD**SaaS**

To simplify the access rules configuration, the concept of an Object is implemented in the GuardSaaS. Objects are independent rooms where access should be controlled. At least one object should exist in the system.

Each controller is assigned to object to provide access for it. All controllers' settings for one object are the same.

By default, one object is created. You can set any name of object and/or create new object(s). To manage Objects, go to "Facilities" <http://app.guardsaas.com/object/list>

The screenshot shows the Guard SaaS web application interface. The top navigation bar includes the logo 'Guard SaaS [Valery&Co.]', language selection (Russian, English), and user information 'Logged in as Valery&Co.'. The main navigation menu has icons for Home, Employees, Departments, Facilities (highlighted), Reports, Equipment, and Cabinet. A 'Last connection: 2013-08-22 14:07:10' indicator is visible.

The 'Objects' management page features a table with the following data:

OBJECTNAME	CONTROLLERS	ACTIONS
Объект 1	GuardNet	Edit Delete
Объект 2		Edit Delete

Below the table, there is a 'Items per page: 2' dropdown menu and an 'Add new Object' button.

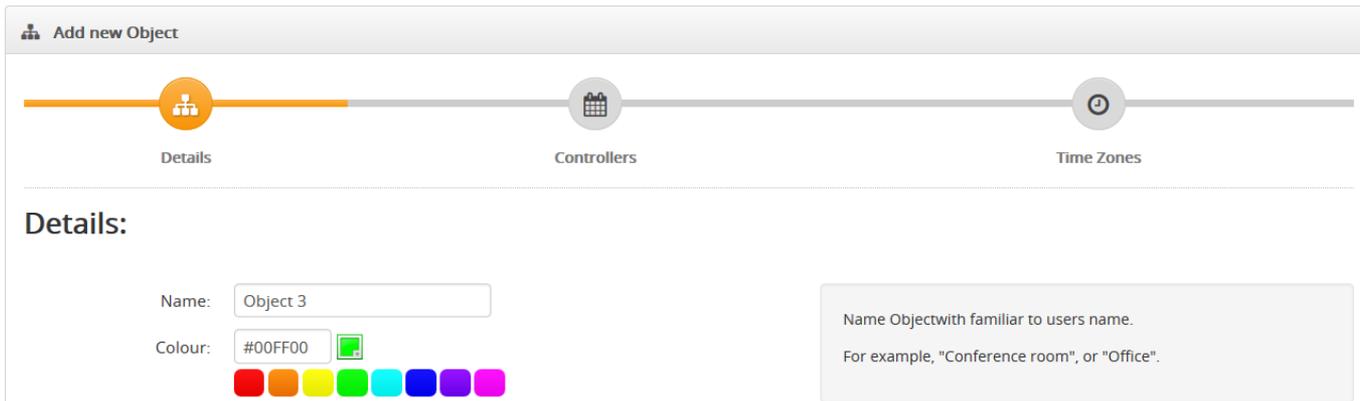
A text box on the right side of the page provides instructions: 'Object is independent room, where access should be controlled. At least should be defined one facility. If you have several independent rooms, you should create each as object and define which controllers are linked to it. One controller can be linked to one object only..'

You can create a new object, delete or edit an existing one. To create an object, click "Add new Object".

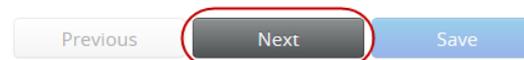


When creating/editing an object, the following should be entered:

- **Name** – enter the object's name, for example, "Head office", "Accounting"
- **Color** – select the color which facilitates a further work with reports.

A screenshot of the 'Add new Object' form. The form has a progress bar at the top with three steps: 'Details' (selected), 'Controllers', and 'Time Zones'. Below the progress bar, the 'Details' section contains a 'Name' field with the value 'Object 3', a 'Colour' field with the value '#00FF00' and a color selection palette below it. To the right of the form, there is a grey box with the text: 'Name Objectwith familiar to users name. For example, "Conference room", or "Office".'

To continue, click the "Next" button at the bottom of the screen.





In the "Controllers" section, select which controller(s) serve the room. Typically one controller belongs to one room.

Click the "Inversion" checkbox if this controller belongs to two conjugated rooms (a door between two rooms). This option is also used in cases of installation errors, when sometimes it is easier and faster to invert the input and output programmatically.

Add new Object

Details **Controllers** Time Zones

Controllers:

	TYPE	S/N	DESCRIPTION	INVERSION
<input checked="" type="checkbox"/>	Z5R-Net	6318		<input type="checkbox"/>
<input type="checkbox"/>	Matrix II Net	2687		
<input type="checkbox"/>	GuardNet	20177		

Select controllers that are installed at this facility and manage access to it only.

Inversion - logical exchange of input and output. Use it for adjacent facilities or when mounting errors.

To continue, click the "Next" button at the bottom of the screen.

Previous **Next** Save



Set the required time zones. Time zones can be set with the standard intervals and days of the week, which you can then use to configure access rules. Later on, when you set access rules, you can only select one of the existing zones.

Add new Object

Details Controllers **Time Zones**

Time Zones:

	MO	TU	WE	TH	FR	SA	SU	FROM	TO
1	<input checked="" type="checkbox"/>	00:00	23:59						
2	<input checked="" type="checkbox"/>	00:00	23:59						
3	<input checked="" type="checkbox"/>	00:00	23:59						
4	<input checked="" type="checkbox"/>	00:00	23:59						
5	<input checked="" type="checkbox"/>	00:00	23:59						
6	<input checked="" type="checkbox"/>	00:00	23:59						
7	<input checked="" type="checkbox"/>	00:00	23:59						

Define time zones.

Time zones allow to define standart times and weekdays which later can be used to define access rules.

For example:
First time zone can define standard working time - workdays. from 07:00 till 18:00
Second can define workdays evening time from 18:00 till 24:00

Later, when defining access rules, yhou can select one of existing time zones.

To save your changes, click "Save."

Previous Next **Save**

[Table of contents](#)

Configuring Departments



GUARD SaaS

Departments in the system are used to manage groups of employees. At least one department should exist.

To manage Departments, go to "Departments"

<http://app.guardsaas.com/department/list>

The screenshot displays the Guard SaaS web application interface. The top navigation bar includes the logo "Guard SaaS [Valery&Co.]", language selection (English), and user information ("Logged in as Valery&Co."). Below the navigation bar is a menu with icons for Home, Employees, Departments (highlighted), Facilities, Reports, Equipment, and Cabinet. The main content area shows a table with one department listed: "Department 1". A blue button "Add new department" is visible above the table. A text box on the right explains that a department is a group of people for managing access and that at least one department must exist in the system. It also notes that if there are many groups with different access schedules, they should be created as departments with defined access schedules for each object.

DEPARTMENT NAME	ACTIONS
Department 1	Edit

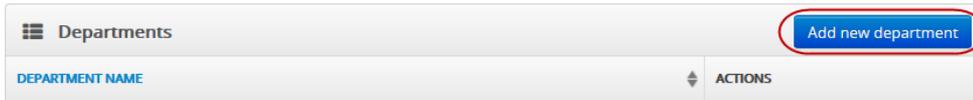
Items per page:

Department is the group of people, for whom we are managing access. At least one department should exist in the system.

If you have many groups with different access schedule, you must create them as departments and define access schedule for each object.



You can create, delete or edit Departments. To create a department, click the "Add new department".



Enter the name of the Department. Name the department so that it is clear to all users, for example, "Accounting" or "Administration".

Add new department

Department Details | Department Schedule | Department Time Zones

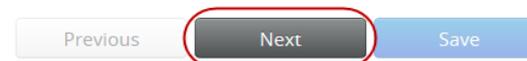
Department Details:

Department Name:

Comment:

Give a meaningful name to each department, for example, "Accounting", or "Security".

To continue, click the "Next" button at the bottom of the screen.





In the "Department Schedule" section, enter the desirable data for the time control. Reports are based on these parameters. The following additional options are available:

- **Start early** - the time (in min.) which defines an allowable limit of time to show up at work before it starts. By default it is 30 minutes.
- **Start late** - the time (in min.) which defines an allowable limit of time to show up at work after it starts. By default it is 10 minutes.
- **End early** - the time (in min.) which defines an allowable limit of time to leave work place before it ends. By default it is 10 minutes.
- **End late** - the time (in min.) which defines an allowable limit of time to leave work place after it ends. By default it is 30 minutes.
- **Out of office** - the time (in min.) which defines the total allowable limit of absence at work place during working hours of the day. By default it is 30 minutes.



Described above data can be used to create reports with information about attendance and time spent by employees at the work place.

Add new department

Department Details | **Department Schedule** | Department Time Zones

Department Schedule:

Day start time: <input type="text" value="08:00"/> hh:mm	Start early: <input type="text" value="30"/> min
Day end time: <input type="text" value="17:00"/> hh:mm	Start late: <input type="text" value="10"/> min
Lunch start time: <input type="text" value="12:00"/> hh:mm	End early: <input type="text" value="10"/> min
Lunch end time: <input type="text" value="13:00"/> hh:mm	End late: <input type="text" value="30"/> min
Short day: <input type="text" value="Choose a day..."/>	Out of office: <input type="text" value="30"/> min
Short day end time: <input type="text" value="16:00"/> hh:mm	

Please, enter department work schedule.

Work schedule is used to control attendance, but don't limit access time.

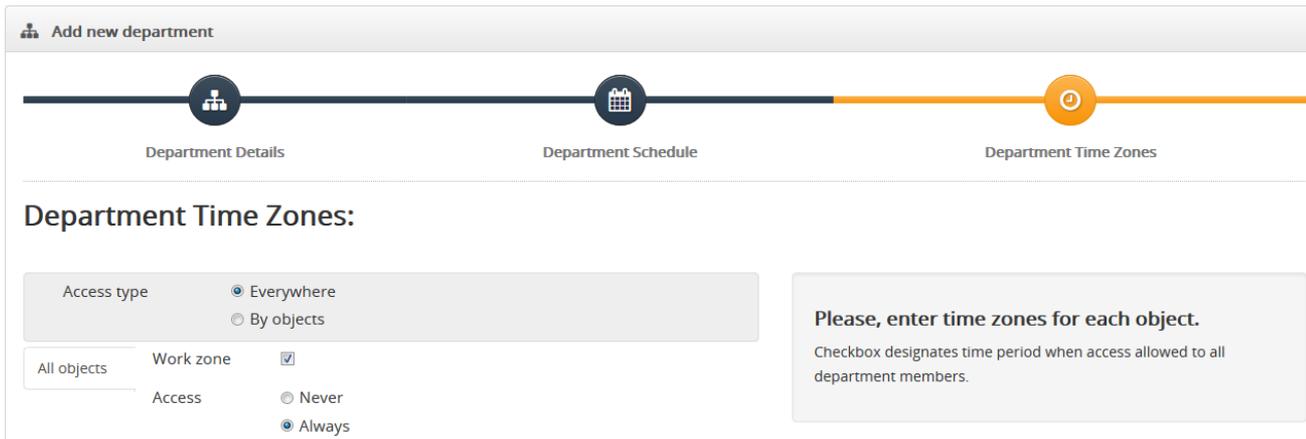
Based on this parameters, system is building attendance reports.

To continue, click the "Next" button at the bottom of the screen.

In the "Department Time Zones" section you can define settings in every room for all employees of department.

The "Access type" menu allows you to select the following permissions: "**Everywhere**" or "**By objects**". If you select "By objects", you should assign permissions for each object created in the system. The "**Work zone**" option allows you to choose whether to consider time spent on the object as working. The following access options are available:

- **Never**
- **Always** (default)
- **By schedule** (available once "By objects" has been selected)



The screenshot shows a web interface for adding a new department. At the top, there is a progress bar with three steps: "Department Details", "Department Schedule", and "Department Time Zones". The "Department Time Zones" step is currently active and highlighted in orange. Below the progress bar, the "Department Time Zones" section is displayed. It includes a form with the following options:

- Access type:** Radio buttons for "Everywhere" (selected) and "By objects".
- Work zone:** A checkbox that is checked.
- Access:** Radio buttons for "Never" and "Always" (selected).

Below the form, there is a text box with the following text:

Please, enter time zones for each object.
Checkbox designates time period when access allowed to all department members.

To save your changes, click "Save".

Configuring Employees



GUARD SaaS

To manage Employees, go to "Employees" <http://app.guardsaas.com/employee/list>
You can create, delete or edit employees.

Guard SaaS [Valery&Co.]

Home Employees Departments Facilities Reports Equipment Cabinet

Last connection: 2013-08-19 16:52:39

Employees Departments: All

ALL | 1

NAME	DEPARTMENT	POSITION	CARDS	ACTIONS
Ivanov Ivan	IT		1	Edit Delete

Items per page: 1

Add new employee Import Export

To add a new employee, click the "Add new employee".

Employees Departments: All

Add new employee Import Export



Enter your employee's personal data, assign access rights. There are two access types available:

- **Everywhere**
- **By objects**

Select the necessary access from the drop-down menu:

- **Never** - access is denied
- **Always** – access is permitted always
- **By schedule** - select one of the seven desired time zones (defined in time zones of every object)
- **By department schedule** - department schedule will be used

The "Work zone" option is used to track work time. The following options are available:

- **By department** - time spent at the facility /facilities is considered according to the department time zones settings ("Work zone" checkbox)
- **No** - time spent at the facility/facilities is not considered as working time
- **Yes** - time spent at the facility/facilities considered as working time



Add new employee

Name:

Position:

Department:

Comment:

Access Control

Access type Everywhere
 By objects

All objects Work zone By department
 No
 Yes

Access Never
 Always
 By department schedule

To complete the procedure of adding a new employee, click "Save". If you want to assign another card for an employee, click the "Save and Continue" button. The "Access Control" section is also available at the lower-right corner. Change access settings if any mistakes were done in the previous step.

To add a card, click the "Add card".

Edit employee

Name:

Position:

Department:

Comment:

Cards

CODE	ASSIGNED AT	VALID TO	MAX USES	ACTIONS
No cards assigned				

Access Control

Access type Everywhere
 By objects

All objects Work zone By department
 No
 Yes

Access Never
 Always
 By department schedule



The “New card” window will appear.

New card ×

Spend another card reader or click on the "Assign" to use this map.

Assigned:
 Manual enter

To assign a new employee card, enter the ID or swipe card at the nearest reader.

Valid to

Max uses

The following 3 ways of assigning a card are available:

- **Manual entry of the card number** – type the 8-digit card’s identifier from the keyboard. Use the "Manual enter" checkbox to prevent taking other card's identifiers during the door passing.
- **Automatic** – swipe a card near any reader. A number is displayed right away. The system interrogates only those controllers that have the “For registration new cards” option enabled in the controllers configuration.

You can also use a USB card reader installed locally on your computer.



If the card has been previously assigned, the appropriate employee's name will appear. In this case, this card will be reassigned.

246,05932 **Assigned:**
Ivanov Ivan

Manual enter

In the **"Valid to"** field enter the card's expiration date. In the **"Max uses"** field enter the maximum number of card's use.

Click "Assign" to save the card. The card will appear in the list. You can remove it by clicking the "Delete" button.

Click "Save" to save your changes.

Edit employee

Name: Valery
Position: Support engineer
Department: IT
Comment:

Save

Cards [Add card](#)

CODE	ASSIGNED AT	VALID TO	MAX USES	ACTIONS
246,05932	2013-08-02 21:13			Edit Delete

Access Control

Access type
 Everywhere
 By objects

All objects Work zone By department
 No
 Yes

Access Never
 Always
 By department schedule



You can use special filters to facilitate searching for employees.

Employees Departments: All Add new employee Import Export

ALL I S V

NAME	DEPARTMENT	POSITION	CARDS	ACTIONS
Ivanov Ivan	Department 1	Инженер	0	Edit Delete
Sidorov Sidor	Department 1		1	Edit Delete
Valery	IT	Support engineer	1	Edit Delete

Items per page: 3

The GuardSaaS system also provides for the **import** and **export** of employees. To import, click the "Import" button. Click "Browse" and select the file with employees. The supported format is **XML**. To complete importing click "Import"

Import

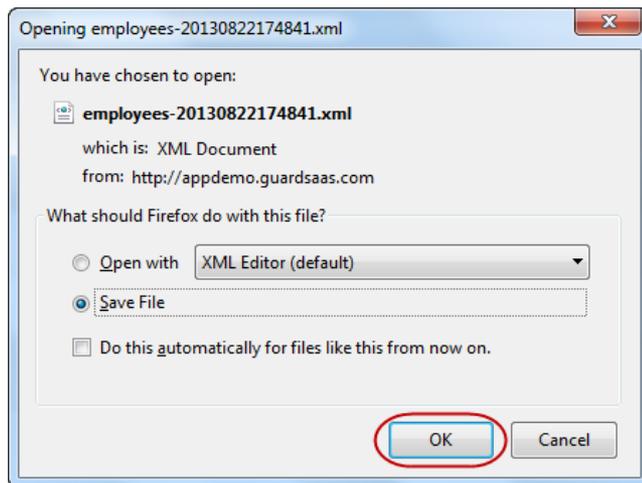
File No file selected.

Ignore first line

To export, click the "Export" button. The window will be opened for saving the file as **XML**. Select the "Save file" option and click "OK".

The **GuardLight XML** file with employees can be easily imported in the GuardSaaS system.

This functionality will facilitate your migration from the GuardLight to the [cloud GuardSaaS system](#).



Configuring Reminders



GUARD**SaaS**

To manage reminders, go to the Cabinet <http://app.guardsaas.com/profile>.

Guard SaaS [Valery&Co.]

Home Employees Departments Facilities Reports Equipment **Cabinet**

Logged in as Valery&Co. Last connection: 2013-08-22 17:53:37

General settings Reports settings Reminders Users Account Payments history

My settings Edit settings

Company Name:	Valery&Co.
E-mail:	valery_p@tut.by
Timezone	(GMT+4) Europe/Moscow
Phone:	
Country:	Russia
Address:	

You can edit the information about yourself.
The correct settings are required for a functional system.

Next, click "Reminders".

General settings Reports settings **Reminders** Users Account Payments history



You can create, delete or edit Reminders.
To add a new reminder, click the "Add" button.

List Add					
ID	TYPE	DETAILS	USER	EMAILS	ACTION
37	Report	Type : Timesheet Frequency : Daily Format : PDF	Valery&Co.		Edit Delete

Select one of four reminders types:

- **Event**
- **Equipment offline**
- **Low balance**
- **Report**

➤ Add

Email

Type Event
 Equipment offline
 Low balance
 Report

Add Back



Type "**Event**" is used to notify about a specific completed event. Select one or more events, employees, objects. If no options are selected the complete report will be sent including all events, employees, objects.

Type "**Equipment offline**" is used to notify that the connection with equipment is lost. At regular intervals the system interrogates the equipment. If no response is received, the connection with the equipment is considered as lost. In the "Timeout" field enter the number of minutes after which the connection is considered as lost. If "Timeout" is equal to 0 (zero) you will be notified as soon as the equipment is lost. The default value is 5 minutes.

Type "**Low Balance**" is used to notify your funds will be insufficient soon. The functionality will be limited after that. Funds are debited from the account at the end of each day in equal parts. In the "Period" field specify the number of days left to warn you about insufficient funds. If "Period" is equal to 0 (zero) you will be notified the next day. The default value is 3 days.

Type "**Report**" is used to send a specific report. Select the type of report, frequency, format.

Once you've set up a notification, click the "Add" button.

[Table of contents](#)

Configuring Users



GUARD**SaaS**

To manage Users, go to the Cabinet <http://app.guardsaas.com/profile>.

Guard SaaS [Valery&Co.]

Home Employees Departments Facilities Reports Equipment Cabinet

Logged in as Valery&Co. Last connection: 2013-08-22 17:53:37

General settings Reports settings Reminders Users Account Payments history

My settings Edit settings

Company Name:	Valery&Co.
E-mail:	valery_p@tut.by
Timezone	(GMT+4) Europe/Moscow
Phone:	
Country:	Russia
Address:	

You can edit the information about yourself.
The correct settings are required for a functional system.

Next, click "Users".

General settings Reports settings Reminders **Users** Account Payments history



In order to give the opportunity to work with a system for more than one person, add each person as a User. You can create, delete or edit Users. To add a new user, click on "Add new user".

NAME	E-MAIL	STATUS	ACTIONS
user		Active	Edit Delete

To allow several people operate the system, enter each one as user.
Enter valid email address to confirm user registration.
Users may have different access rights to the system features.

Enter the name and valid e-mail. Enter the password for confirmation. Click the "Add" button.

Add new user

Name:

E-mail:

Password:

Verification:

[Add](#)

After that find the greeting e-mail received with a link. By clicking on it, the user confirms the registration and will be automatically logged into the system.

Specify access rights for this new user by clicking the "Edit" button in the list of users. For your changes to take effect, click "Save".

[Table of contents](#)

Configuring Profile



GUARD**SaaS**

To manage your Profile, go to the Cabinet <http://app.guardsaas.com/profile>.

Guard SaaS [Valery&Co.]

Home Employees Departments Facilities Reports Equipment **Cabinet**

Logged in as Valery&Co. Last connection: 2013-08-22 17:53:37

General settings Reports settings Reminders Users Account Payments history

My settings [Edit settings](#)

Company Name:	Valery&Co.
E-mail:	valery_p@tut.by
Timezone	(GMT+4) Europe/Moscow
Phone:	
Country:	Russia
Address:	

You can edit the information about yourself.
The correct settings are required for a functional system.

The following current settings are displayed: Company Name, E-mail, Timezone, Phone, Country, Address.



To edit a profile, click "Edit Settings".

My settings Edit settings	
Company Name:	Valery&Co.
E-mail:	<input type="text"/>
Timezone	(GMT+4) Europe/Moscow
Phone:	<input type="text"/>
Country:	Russia
Address:	<input type="text"/>

Mandatory for the profile are the following settings:

- **E-mail** – used to enter the system (specified at the registration)
- **Time zone** – used to display the correct time in the system
- **Country** - tariff and currency depend on the country (specified at the registration)



The “Edit settings” window is as follows:

 Edit settings

Company name:

E-mail:

Timezone:

Phone:

Address:

Current password:



The following settings are available for changing:

- **User Name** - enter your name
- **E-mail** – click the "Change" button and enter the New Email. You will receive a confirmation e-mail with a link. Click that link to confirm the e-mail changing.
- **Time zone** - select your time zone
- **Phone** – enter your phone number at your will
- **Address** - enter your address at your will
- **Current password** - enter the current password to allow changes to take effect

For changes to take effect, click "Update".

[Table of contents](#)

Configuring Reports Settings



To configure Reports Settings, go to the Cabinet <http://app.guardsaas.com/profile>.

A screenshot of the Guard SaaS user profile settings page. The page has a dark header with the Guard SaaS logo and user information. Below the header is a navigation bar with icons for Home, Employees, Departments, Facilities, Reports, Equipment, and Cabinet. The main content area shows a tabbed interface with "General settings" selected. Under "My settings", there is a table with fields for Company Name, E-mail, Timezone, Phone, Country, and Address. A blue "Edit settings" button is visible. To the right of the table is a message box stating: "You can edit the information about yourself. The correct settings are required for a functional system."

My settings	
Company Name:	Valery&Co.
E-mail:	valery_p@tut.by
Timezone	(GMT+4) Europe/Moscow
Phone:	
Country:	Russia
Address:	

Then click "Reports settings".

A close-up of the navigation tabs from the previous screenshot. The tabs are "General settings", "Reports settings", "Reminders", "Users", "Account", and "Payments history". The "Reports settings" tab is highlighted with a red circle, indicating it is the next step in the process.

General settings Reports settings Reminders Users Account Payments history



Change the necessary report output settings.

General settings **Reports settings** Reminders Users Account Payments history

 **Edit Reports Settings**

- Normal
- First - IN, Last - OUT
- Show all employees
- Reset Employee Location

[Save](#)



The following settings are available:

- **Normal** - all events are presented "as is. If a person has passed without swiping a card, for example, together with other person, his/her passage is not taken into account.
- **First - IN, Last - OUT** - the system considers any boundary event as IN or OUT. In many cases, it allows to handle disputable situations more accurately.
- **Show all employees** - check this option to display all employees in reports. Uncheck this option to see in reports only those employees who used their cards during passages.
- **Reset Employee Location** – check this option to reset the color marker in the list of employees at the end of the day, even if no event of exit was registered by controller for that person.

To save your changes, click "Save".

[Table of contents](#)

Utilizing Reports



GUARD**SaaS**

To use Reports, go to the "Reports" <http://app.guardsaas.com/reports/events>

The screenshot displays the GuardSaaS web application interface. At the top, the header includes the logo "Guard SaaS [Valery&Co.]", language selection (English), and user information ("Logged in as Valery&Co."). Below the header is a navigation menu with icons for Home, Employees, Departments, Facilities, Reports (highlighted), Equipment, and Cabinet. A "Last connection" indicator shows the date and time "2013-08-23 15:02:38".

The main content area features a sub-menu with "Events" selected, along with "Timesheet", "In/Out", "Statistics", "Attendance", "Movement", and "Discipline". Below this is a date filter section with "Date" dropdown, "From" and "To" date inputs (both set to "2013-08-22"), and "Events" and "Apply" buttons.

The main data table is titled "Events Departments: All" and includes a "Download report" button. The table contains the following data:

	TIME	CONTROLLER	OBJECTS	DIRECTION	EVENT	CARD	NAME
👁	2013-08-22 18:21:39	Matrix II Net	Объект 2	In	Entry performed	246,05932	Valery
👁	2013-08-22 14:45:57	GuardNet	Объект 1	Out	Exit performed	246,05932	Ivanov Ivan
👁	2013-08-22 14:45:36	Matrix II Net	Объект 2	Out	Exit performed	071,09664	1
👁	2013-08-22 12:45:57	Matrix II Net	Объект 2	In	Entry performed	071,09664	1



The following types of reports are available:

- **Events** - a full list of all events in the system, which can be filtered
- **Timesheet** - hours worked per each day during the selected month
- **In/Out** - arrival and leaving per each day during the selected month
- **Statistics** - calculates the average time of arrival, leaving, hours worked during the selected period
- **Attendance** - intuitive graphical report that displays the spread of time of arrival and leaving during the selected period
- **Movements** - intuitive graphical report that displays movements of employees between facilities during the selected day
- **Discipline** - intuitive graphical report that displays an attendance during the selected month

The following activities for each report are possible:

- Setting a specific date, the period for filtering
- Downloading files in the following formats: **XLS, XML, HTML, PDF, CSV**
- Reports could be sent by e-mail (see [Configuring Reminders](#))

Examples of reports are presented below.



Events

Events Timesheet In/Out Statistics Attendance Movement Discipline

Date From To Events

Events Departments: All

	TIME	CONTROLLER	OBJECTS	DIRECTION	EVENT	CARD	NAME
	2013-08-22 18:21:39	Matrix II Net	Объект 2	In	Entry performed	246,05932	Valery
	2013-08-22 14:45:57	GuardNet	Объект 1	Out	Exit performed	246,05932	Ivanov Ivan
	2013-08-22 14:45:36	Matrix II Net	Объект 2	Out	Exit performed	071,09664	1
	2013-08-22 12:45:57	Matrix II Net	Объект 2	In	Entry performed	071,09664	1

Events present the following information: time, controller, object, direction, event, card, name.

Use the events filtering as described below:

- (1) Select the date from the drop-down menu, or
- (2) Choose any date in the calendar
- (3) Select the specific event

Date **1** From To **2** Events

Click the "Apply" button.



Timesheet

Events **Timesheet** In/Out Statistics Attendance Movement Discipline

Date 2013-08

Timesheet Departments: All

NAME	1	2	3	4	5	6	7	8	9	10	11
Беззубец Кирилл В											
Бобкова Елена Николаевна		3:24									
Жеребцов Алексей Леонидович	1:59	3:24									
Зиганшин Мурат Фагимович					2:11						
Кайнов Сергей Николаевич	5:28	0:46			8:01	7:29	6:03	10:47	4:16		
Карпов Николай Викторович		7:20			4:12	7:53	1:41	6:49	2:02		
Козлов Алексей Алексеевич		0:02			4:35	7:43	4:33	7:01	7:11		
Майоров Валентин Владимирович		3:09			9:19	8:37		9:22	6:52		
Михайлова Лидия Викторовна	5:47				1:19	5:25	0:54				

For filtering, select the date and click "Apply".

Date **2013-08**



In/Out

Events Timesheet **In/Out** Statistics Attendance Movement Discipline

Date: 2013-08

In/Out Departments: All

NAME	1	2	3	4	5	6	7	8	9	10	11	
Беззубец Кирилл В												
Бобкова Елена Николаевна		13:35-17:00										1
Жеребцов Алексей Леонидович	08:00-09:59	13:35-17:00										1
Зиганшин Мурат Фагимович					10:00-12:11							
Кайнов Сергей Николаевич	12:01-17:30	16:13-17:00			09:59-18:01	09:59-17:29	10:56-17:00	08:00-18:47	12:43-17:00			1
Карпов Николай Викторович		09:39-17:00			09:58-14:10	09:06-17:00	15:18-17:00	09:49-17:00	09:18-11:21			1
Козлов Алексей Алексеевич		10:51-16:12			13:27-17:55	10:21-18:05	13:28-18:01	09:37-17:00	10:26-17:38			
Майоров Валентин Владимирович		07:40-11:42			07:40-17:00	07:40-17:00		07:37-17:00	09:35-17:00			0
Михайлова Лидия Викторовна	11:12-17:00				11:46-13:05	11:31-17:00	11:22-12:17					1

For filtering, select the date and click "Apply".

Date:



Statistics

Events Timesheet In/Out **Statistics** Attendance Movement Discipline

Date This month From 2013-08-01 To 2013-08-31 Apply

Statistics Departments: All [Download report](#)

NAME	DAYS	HOURS	PER DAY	ARRIVAL	LEAVE
Беззубец Кирилл В	2	0:02	0:01	18:33	18:34
Бобкова Елена Николаевна	4	14:15	3:33	13:26	17:00
Жеребцов Алексей Леонидович	8	23:00	2:52	13:49	16:15
Зиганшин Мурат Фагимович	3	11:56	3:58	11:27	16:02
Кайнов Сергей Николаевич	16	76:58	4:48	11:58	17:07

For filtering, select the date or period and click "Apply".

Date This week From 2013-08-19 To 2013-08-25 Apply



Attendance

Events Timesheet In/Out Statistics **Attendance** Movement Discipline

Date From To

Attendance Departments: All

■ Range of arrival ■ Range of work ■ Range of care

NAME	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	
Жеребцов Алексей Леонидович																									
Кайнов Сергей Николаевич																									
Карпов Николай Викторович																									
Козлов Алексей Алексеевич																									
Майоров Валентин Владимирович																									
Михайлова Лидия Викторовна																									
Мягков Иван Александрович																									
Парашин Алексей Юрьевич																									
Петров Сергей Борисович																									

For filtering, select the date or period and click "Apply".

Date From To



Movements

Events Timesheet In/Out Statistics Attendance **Movement** Discipline

Date: 2013-07-30

Movement Departments: All

NAME	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Журавский Александр Николаевич																								
Зиганшин Мурат Фагимович																								
Карпов Николай Викторович																								
Козлов Алексей Алексеевич																								
Майоров Валентин Владимирович																								
Михайлова Лидия Викторовна																								

For filtering, select the date and click "Apply".

Date: 2013-08



Discipline

Events Timesheet In/Out Statistics Attendance Movement **Discipline**

Date: 2013-08

Discipline Departments: All

Legend: ■ Full day ■ Being late to work ■ Premature departure ■ Out of office

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Беззубец Кирилл В	Red	Red	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Blue	Green																	
Бобкова Елена Николаевна	Red	Blue	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green									
Жеребцов Алексей Леонидович	Orange	Blue	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green									
Зиганшин Мурат Фагимович	Red	Red	Green	Green	Orange	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green									
Кайнов Сергей Николаевич	Blue	Blue	Green	Green	Blue	Blue	Green	Green	Green	Green	Green	Orange	Green																		
Карпов Николай Викторович	Red	Blue	Green	Green	Blue	Blue	Green	Blue	Green	Green	Green	Orange	Blue	Blue	Green	Green	Green	Green	Green	Green	Blue	Blue	Blue								
Козлов Алексей Алексеевич	Red	Blue	Green	Green	Blue	Blue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green									
Майоров Валентин Владимирович	Red	Orange	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red								
Михайлова Лидия Викторовна	Blue	Red	Green	Green	Blue	Blue	Green	Green	Green	Green	Green	Red	Green																		
Мягков Иван Александрович	Blue	Blue	Green	Green	Red	Blue	Blue	Green	Blue	Green	Green	Green	Green	Green	Blue	Blue	Green	Green	Green	Green	Green	Green									

For filtering, select the date and click "Apply".

Date: 2013-08

[Table of contents](#)

Refilling Account



GUARD**SaaS**

To refill account or find out its state, go to the Cabinet

<http://app.guardsaas.com/profile>

Guard SaaS [Valery&Co.]

English

Logged in as Valery&Co.

Last connection: 2013-08-22 17:53:37

General settings Reports settings Reminders Users **Account** Payments history

My settings Edit settings

Company Name:	Valery&Co.
E-mail:	valery_p@tut.by
Timezone	(GMT+4) Europe/Moscow
Phone:	
Country:	Russia
Address:	

You can edit the information about yourself.
The correct settings are required for a functional system.

Then click "Account".

General settings Reports settings Reminders Users **Account** Payments history



The following information is presented:

- **Account** – the registration date, last login
- **Configuration** - the amount of equipment, tariffs, calculated cost
- **Additional services** - the number of registered users, calculated cost
- **Total per month** - the calculated cost per month
- **Current balance** - the current balance in appropriated currency and credits
- **Paid years** – the calculated amount of years during which you can use the system with full functionality

The cost of services is calculated in credits. Credit - a notional unit that reflects the amount of services provided. The cost of credit and discount rate are adjusted for the selected currency calculation. All data are quoted per month.

Payment is deducted from the user's account at the end of the day for the last days. Upon reaching a negative balance, the system continues to work, but provides limited access. You can not use reports and change equipment settings (assign and delete cards). After account refill, the total efficiency is restored.



General settings Reports settings Reminders Users **Account** Payments history

ACCOUNT	
Registration date	2012-12-07
Last login	2013-08-23 15:19:10

CONFIGURATION	COUNT	COST, CR.	FREE	RATE, CR.
Converters	1	0	1	10
Controllers	2	0	2	0.5
Cards	60	0.5	10	0.01
Employees	31	0.21	10	0.01
ADDITIONAL SERVICES				
Users	5	0.18	0	5%
TOTAL PER MONTH		0.89 CR	28.48 RUB	

Current Balance:	0 cr, 0 RUB Rate: 1 cr = 32 RUB
Days Paid:	0

Make Payment

The cost of services is calculated in credits. Credit - a notional unit that reflects the amount of services provided.

The cost of credit and discount rate adjusted for the selected currency calculation. All data are quoted per month.

Payment deducted from the user's account at the end of the day for the past day.

When reaching a negative balance, the system continues to work, but provides limited access.

You can not use the reports and change hardware settings (write and delete card).

After refill, the total efficiency is restored.

To refill your account, click the “Make Payment” button.



Below is the table with an approximate cost of services in the GuardSaaS system.

Country	Currency	Price for 1 converter	Price for 1 controller	Price for 1 card	Price for 1 employee
Ukraine	UAH	80	4	0,08	0,08
Russia	RUB	320	16	0,32	0,32
Belarus	BYR	90000	4500	90	90
USA	USD	10	0,5	0,01	0,01
European Union	EUR	10	0,5	0,01	0,01
Great Britain	GBP	10	0,5	0,01	0,01



Select one of a minimum periods - 12, 24, 36 months. Discount and amount are already calculated according to the currency of your country. You can also specify a custom amount.

Select payment period

	MIN PERIOD, MONTHS	DISCOUNT	CREDITS	AMOUNT IN LOCAL CURRENCY (RUB)
<input type="radio"/>	12	20%	10.68	273.41
<input type="radio"/>	24	35%	21.36	444.29
<input type="radio"/>	36	50%	32.04	512.64

or enter custom amount

Rate

RUB

Then click "Submit" to proceed with the payment.



In the appeared window, select the desired payment method.

Pay 1 RUB

Select payment method

<input type="radio"/>	 Electronic payment system OnPay.ru
<input type="radio"/>	 Electronic payment system PayPal.com

Click the “Submit” button at the bottom of the window.

Depending on the chosen payment method, you will be redirected to the appropriate payment form. Follow the proposed instructions. Upon completion you will receive an e-mail with an information about your payment.

To view the payment history, click "Payments history".

General settings Reports settings Reminders Users Account **Payments history**



Payments history is as follows.

☰ Payments				
DATE	CREDITS	MONEY	DISCOUNT	DETAILS
2013-08-04 22:09:36	43.2813	277 UAH	20%	invoice #157, discount 20%

You can see here all closed and manually filled up payments.



Onpay.ru payment form



Payment service

en

You pay:

Product: За использование сайта для управления системами доступа и контроля рабочего времени

To seller site: <http://app.guardsaas.com/>
[rating 8.77332](#) [feedbacks +0](#) -0 [contacts](#)

Enroll: 298.0 LIU

Your E-mail:

Favorites



-  RUR Visa MasterCard RUR (LiqPay) Rubles 1213.64
-  Megafon, RUR Rubles 1446.65
-  MTS, RUR Rubles 1362.55
-  VISA MasterCard RUR N3 Rubles 1208.03
-  VISA MasterCard RUR N2 Rubles 1208.03
-  UAH Visa MasterCard UAH (LiqPay) Hryvnia 298
-  Beeline, RUR Rubles 1346.88
-  USD Visa MasterCard USD (LiqPay) Dollars 36.51

By clicking continue, I realize that the responsibility for quality and delivery of goods is the seller and accept the terms of [agreement](#) *

Continue >



PayPal payment form

Anakreon UK LLP

Your order summary

Descriptions	Amount
Доступ к GuardSaaS Item price: €8.45 Quantity: 1	€8.45
Item total	€8.45
Total €8.45 EUR	

Choose a way to pay

▼ Pay with my PayPal account



Log in to your account to complete the purchase

Email

PayPal password

Log In

[Forgotten your email address or password?](#)

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[Table of contents](#)