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Deming, New Mexico 88030
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BASIC INSTALLATION AND SET-UP
THE SECURITY MANAGEMENT SYSTEMS (SMS) 4.2

Software Installation:
Insert the CD in your CD ROM Drive
Installation of the CD should be automatic, if not select “START”, then “RUN”
This will default to a Program Group called “REB Software”, and a Folder called “SMS”
If you cannot use the default settings for installation please contact:
Technical Support at 505-544-0347
After installation Run the Program. The first time you will be prompted to enter your serial number which you can find on the cover of your CD ROM.

Hardware Installation: (TouchProbe, PulseStar, TimeWand I, LaserLite, LaserLite Pro)
You want to make sure that your “reader/wand” is firmly placed into the downloader, the serial cable connected between the downloader and the available serial port in the back of your computer and the power supply plugged in.

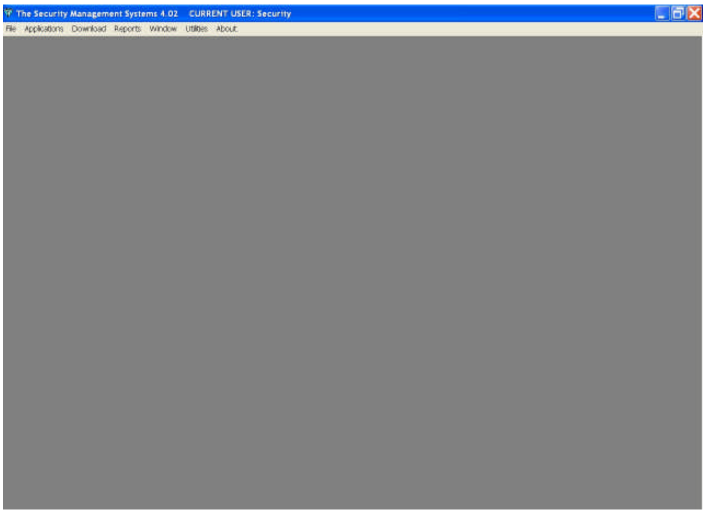
IMPORTANT: If you are installing this software on a Network Enabled Computer
You must install the software program and the Borland Database Engine first on a “Local” computer station. Then you can move the data to a server and “point” the Borland Database Engine where ever you choose. If you have any questions about this please call technical support directly at (505) 544-0347.

IF:
You previously downloaded the SMS “TRIAL” or have the SMS “BASIC” make sure that you have completely un-installed it prior to installing the Security Management Systems Software Program.

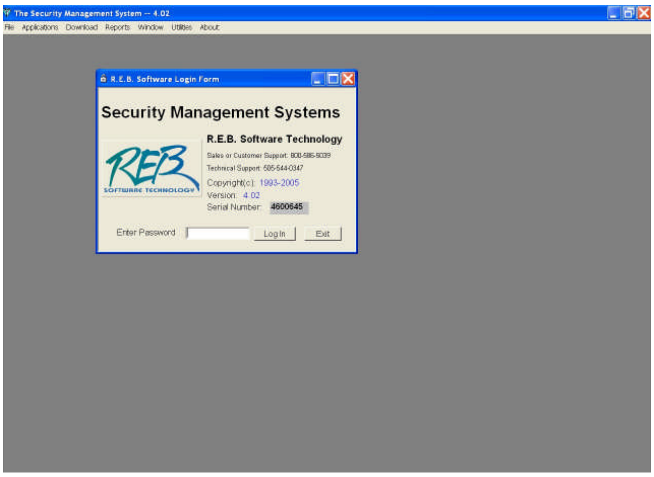
PLEASE: Do not install the SMS Software Program on-top of a previously installed program and/or version of the SMS Software.

YOUR SOFTWARE PROGRAM

When you first bring up your software program, it will bring you to the Main Program Screen and you will see the Main Menu Bar to the top of your screen. This is your Program! All that you will need and use to run this software program is on that very screen. File, Application, Download, Reports, Window, Utilities and About.



To begin working with your software go to “File” then “Login”. This will bring up the R.E.B. Software Login Form. In the Enter Password field, the numbers “123” is the default password and the default login name will show “Security”. From there you may go to “Utilities” to “Password” from the main menu bar and start entering your own passwords and security levels. Level 9 being the highest level of security.

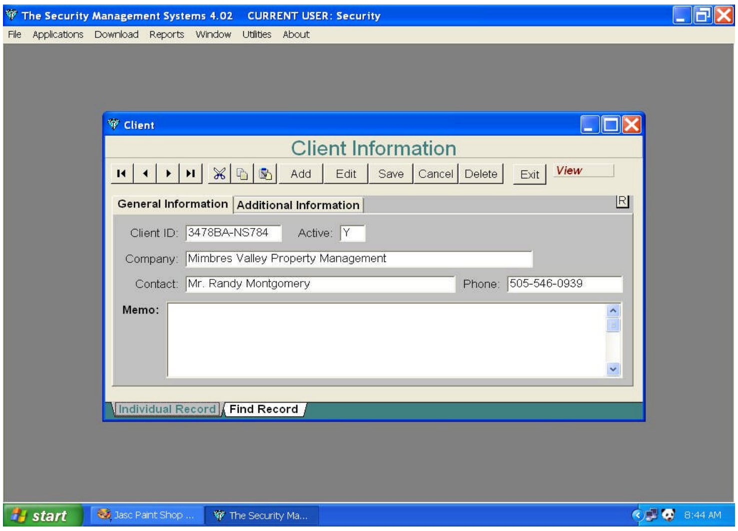


YOU ARE NOW READY TO SET UP YOUR DATA!!

We suggest that you enter your data in this order from the “Applications” menu:

Client - Data
Site/Route - Data
Person - ibuttons
Incident - ibuttons
Location -ibuttons

The Client & Site ID should be any combination of unique numbers and letters that you create!!

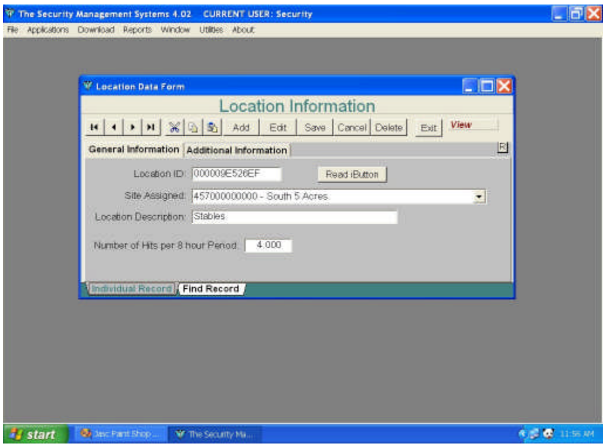


Entering your Client and Site information is one of the first things you should do. The program does have a “default” record for each, and this default information will appear on your reports if you do not add your own records that reflect your accounts and their individual information.

Entering the client and site information is very crucial. Remember the quality and accuracy of your reports depend soly upon the information that you enter into your software program.

Your descriptions should be as complete and as thorough as possible!

NOW YOU ARE READY TO SET UP YOUR iBUTTONS
Guard Location and Incident Forms



Entering the 12 digit ibutton ID number into your program manually is something we DO NOT recommend

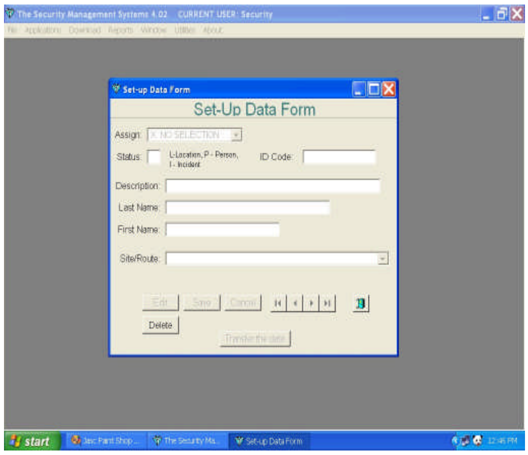
Assigning Person/Guard ID ibuttons

These 3 forms is where all of your ibutton activity is stored. Remember, the quality and accuracy of your reports depend soly upon the information that you enter into these three forms. Your descriptions should be as complete and as thorough as possible!

The ID field in each of these forms will contain the number which is on the front of each ibutton.

To accurately read the ibutton ID number we recommend the following procedure. Touch the front of the ibutton with your data collector. It will record the complete ID. Place your data collector in the download station, click on download in your software program and choose the appropriate data collector.

Under Utilities, this form (see next page) is what you will work with in order to assign all of your ibuttons. You will note that the ID Code has an ibutton number in it. This is the ibutton that you want to assign. This is when you fill out this form.
(See Form on Next Page)



In the Set-Up Data Form you want to click on Edit. Then in the Status Field you will choose which type of ibutton this will be. For this case you will choose “P” for Person. Then you will want to enter the Last Name and First Name Information. When you have finished just click on “Save” and then “Transfer the Data”. This will transfer that ibutton and person information into the Person Form under “Applications”. That is how you assign an ibutton! Each one may vary some, but that is the general concept.

SOME IMPORTANT TIPS:
When you assign more than one ibutton at a time, you may want to know these important things. The ibutton numbers do not appear in the ID Code field in the order that you touched them with your data collector. They appear in sequential ibutton number order. If you do not assign all of the ibuttons in the Set-Up Data Form in one session, which ever are left will be discarded. They will need to be re-assigned at another time. Also this data that you have assigned is not eligible for reporting. It is only for assigning purposes. It is not until all of your ibuttons are assigned that data may be collected and used for reporting purposes!

Assigning Incident and/or Event ID ibuttons

In the Set-Up Data Form you want to click on Edit. Then in the Status Field you will choose which type of ibutton this will be. For this case you will choose “I” for Incident. In the Description Field you will enter verbiage as to what this ibutton will be describing. What incidents and/or events that frequently will be occurring at your locations. When you have finished just click on “Save” and then “Transfer the Data”. This will transfer that ibutton and Incident information into the Incident Form under “Applications”.

SOME GENERAL TIPS FOR PERSONS AND INCIDENTS:
Assigning the Person and Incident ibuttons are something that can be done right from your office and at your desk. The Person ibuttons can be distributed to individuals or perhaps

kept at the sign-in desk. The Incident ibuttons should be distributed to the individual doing the guard rounds as they will need them while on duty. They can be kept in an Incident Wallet or they may simply be affixed to a clip board for easy access should and when an incident and/or event occur out in the field.

*These tips will also apply for assigning Location ibuttons

Assigning Location ID ibuttons

Setting up location ibuttons are somewhat different than the others. You will need to do most of this leg work out in the field at each particular location itself. You will need to determine where each ibutton needs to be placed and then affix it accordingly. Always place the front of the ibutton facing out. You will see all 12 of its numbers and letters. You want to write down on paper the last 4 or 5 of those characters along with a description of where you placed this ibutton. Next, take you data collector and touch that ibutton, just once. Very Important!
Next, move on and keep doing this until all of your ibuttons are in place and you feel comfortable about where they are.

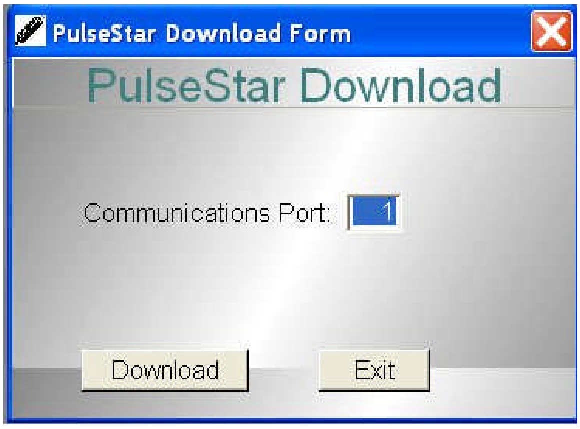
When you have finished with this portion of the field work it's time to head back to your office or workstation where your computer and software program are located. It's time to assign the Location ibuttons. First thing you will do is download your data collector. Following the same procedures as before, download your data collector. Under “Utilities” you want to bring up the “Set-Up Data Form”. In the ID Code field you will find the ibutton numbers. Click on “Edit” and let's begin.

Using your paper from out in the field you should be able to identify each ibutton by referencing those last 4 or 5 characters that you wrote down. In the Status field you will choose “L” for these ibuttons. In the Description Field you will type a thorough descriptive as to where each particular ibutton is at that Site. Then you will click on the drop-down box called “Site/Route” and choose the one that pertains to where these ibuttons are. After you assign each ibutton you want to click on “Save”. At the completion of your session you want to click on “Transfer the data”.

You are now ready to do your rounds, collect the data, download the data and print out your reports. Congratulations!

Downloading Your Data

From your top menu bar click on **“Download”** and choose the appropriate data collector and you will see this form.



Make sure you choose the correct Communications Port for your individual computer. This number may vary from computer to computer.

Once your security rounds have been completed and the data has been collected you'll want to download this data in order to print reports. Back at your computer where your software program is installed simply put your data collector into the download station and click on “Download” in your software program. This will transfer that data into the Activity Information Form under “Applications”.

Should you get a message(s) indicating that you have Unassigned Data, please read them an assign your ibuttons accordingly. Until all of your ibuttons are permanently assigned, your reports will not be accurate.
If you **DO NOT** get any Unassigned Data messages, that's PERFECT! You've assigned all of your ibuttons and you're not ready to proceed to REPORTS!

Reports

All Report Forms are located under “Reports” from the top menu bar.

I worked the day shift yesterday and I would like to see that Activity Information......

All Reports Require Certain Criteria!

You will always need to enter your “Start Date and Time” and your “End Date and Time”. This will ensure that your report is as accurate as possible.

Some reports may require you choose certain other particular information but those report forms will be self explanatory and you will choose accordingly.

Click on Execute and there you go!

All of the six “Activity” reports come with the standard SMS Program. Other reports such as Exception, List, Missed Hits, and Time Management may be purchased and added to your program at any time.

Most Report Groups include Chronological, by Client, by Site/Route, by Location and by Person!

If you choose to call directly to technical support please make sure that you have your Serial Number and the Systems-Version Number of your software program ready to give to the technician when they answer they phone. You will find this information from the main menu of the software program under “About”.

Technical Support can be reached at 505-544-0347 Monday – Friday
7:30 a.m. – 4:30 p.m. Mountain Time

System Requirements:

Desktop Computer with 350 Mhz or higher Processor
64 MB of RAM or more
Microsoft Windows 98/NT/ME/2000/XP
25 MB of available hard drive space or more
CD-ROM drive
Mouse or compatible pointing device
Available Serial Port 1-4

INSTALLATION:

1. Insert the compact disc into your CD-ROM drive. The installation should automatically start. If not….go to #2

2. Select START then RUN. Key in…d:/setup (this should be the letter of your CD-ROM drive)

REB SOFTWARE TECHNOLOGY

The iButton Specialists