**Reporting System:**

*Need a Report of a Different Time Period?*
- Select ‘report’ and ‘standard report’
- Indicate the date and time periods for which the report is required.
- All reports are generated in ASCII-Text and PDF format.
- All reports saved by download are saved automatically in the folder of the respective site.

*For more information regarding the Reports visit:*  
[www.magtouch.co.za](http://www.magtouch.co.za)

**The First Name in Guard Monitoring since 1994**

*The Magtouch Product range is designed and manufactured to be:*
- Robust and Indestructible
- Hermetical sealed unit
- Extremely long battery life
- User friendly Software

*www.magtouch.co.za*

Please visit us for the latest products and product updates. Our support section also offers technical support. We pride ourselves in supplying a high quality product together with customer service excellence.

**Mag Express**

Simply add the Mag Express to your starter kit. This unit is just as easy to use as our other products and is a step up from the Desktop system. The Mag Express allows you full freedom to manage your guarding systems from anywhere and at your own time, irrespective of the amount of sites you may have.

- Access your guard patrol data from anywhere in the world.
- Receive daily Emails from the previous days patrol.
- Receive patrol exceptions, tamper alerts amongst others via SMS or Email.
- View and monitor patrol data through the Virtual Control Room.

*For more information on the Mag Express, please visit us at www.magtouch.co.za*

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**Desktop Starter Kit**

*Installation Manual*

**Are your guards doing what they are suppose to be doing?**
Place the installation CD into the CD drive of your computer.

The Magtouch installation wizard will start automatically.

Read and follow the instructions. Note: Please ensure that the ‘Launch USB Drivers’ check box is ticked in the last window of the installation wizard. This will ensure that the USB drivers are installed.

Start the Magtouch upload program.

You should enter the name of your first site the first time you use the program.

The program will start searching for the supplied USB cable. The Magtouch up-loader will indicate ‘Looking for Magtouch’ in the upload window. You can now proceed to load your ID points onto the system.

Clocking ID Points

To clock an ID point, place the copper touch port of the baton squarely on the surface of the ID point. The LED will flash to show a successful clocking.

Loading ID Points

- If you are off site, mark the ID points on the back with a marker, in the sequence that they will be placed on site for patrolling and clock the ID points with an empty Magtouch baton in this same sequence.
- If you are on site, clock the ID points with an empty Magtouch baton in the same sequence that the guard will be doing the patrol. Write down each points location on a piece of paper in this sequence.

Transferring Data from the Baton to the Computer

- Open the Magtouch Up-loader program on your computer.
- Place the baton on the upload station and hold it firmly in place until a clocking report is displayed on the screen.

- If the baton contains information for ID points not previously stored, a window will pop up with the following options:
  a) insert in existing site ... choose this option if the site is already on your system
  b) insert in new site ... choose this option if you need to add a new site,
  c) ignore unknown checkpoints ... choose this option to ignore unknown points

The downloaded report of the data contained in the Magtouch baton is displayed on your screen. Since the clock of the Magtouch baton is set from the clock on the computer during every data download, it is important to make sure that the computer clock is set correctly.

Renaming your Check Points:

We recommend that check points be renamed to make the reports easier to read.

- Click the ‘Check Point’ button on the Magtouch Up-loader program.
- Select the relevant site in the pop up window under the ‘Step 1’ section.
- A list of check points for the chosen site will show under ‘Step 2’.
- If the check points name has never been changed, they will show as unknown checkpoints and numbered in sequence from check point 1.
- Click on the check point to be changed and amend the name by typing the new name in the text box below.
- Continue in the same manner until all required changes have been made.