



How To Use Security Reporting Software To Create Comprehensive Guard Reports?

Tool To Reduce Redundancy

1



Avoid Information Overload

Create and share clear guidelines as to what should be included in the reports and what to exclude. Detailed reports are not necessarily effective, condition the security team to avoid trivial information.

2



Keep Incident Reports Precise

Incident reports need to be precise, informative and uncomplicated. Guardso will help the guards to report incidents in real-time and keep them concise.

3



Stick To The Facts

Often emotions might seep into the reports. Train the security guards to keep the reports fact based and free from any emotional anecdotes.

Choose The Correct Security Reporting Software

1



Use Real-Time Reporting

The site reports are constructive if they are submitted in real-time. Guardso ensures the reports are submitted instantaneously to assist in minimizing incident response time.

2



Accurate Hourly Reports

Long reports may lead to skipping important information. Hourly reports make sure the patrols are executed on time and no crucial detail is missed. Encourage your security team to use Guardso to expedite consistent reporting.

3



Accurate Daily Activity Reports

Pick a security reporting software that allows the guards to attach images and videos to reports. This will make sure the reports are accurate without being superfluous.

Focus On Skills And Techniques

1



Communicate Expectations

Allow officers to review incident reports that are well-written. This will help him know what is expected of him and you'll see improvement in the officer's reports.

2



5 W's And An H

Who, what, when, where, why, and how - Make these part of your incident report to make them impactful. Be clear about what happened and where it happened; explain what events led up to the incident and how it progressed.

3



Quick Editing

Paper reports are often infested with repetitive incident narratives. To avoid this, train the guards to make use of security reporting software. Guards can edit the reports quickly before they hit submit.

Approve Before You Share

Guardso gives you the ability to check the reports before you pass them on to the clients. Any discrepancy that might have crept into the reports can be checked to ensure they are immaculate.