

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Administrative Functions
Setting up the Pass Options

Starting On-Guard

- Option 1
 - Start FileMaker by double clicking on the icon
 - Go to the File option and navigate to the On-Guard icon and left click it.
- Option 2
 - Find the On-Guard icon, highlight the icon and left double click it.
- In both cases sign in to On-Guard.

The Welcome Screen

ON-GUARD



Main Navigation Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL
User Logged In: Developer

Your Community Name Here

10:48:40 AM

Main Navigation Screen
September 22, 2013

Main Navigation Screen

Exit

Residential Records

Find Other Data

Issue Visitor Pass

Reports

Administrative

Press the Administrative button

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Administrative Function Screen



This tutorial will provide an overview of the Visitor Pass Options.

On-GuardLevel10092113Help - Copy

Your Community Name Here

3:29:41 PM

Administrative Functions
September 23, 2013

Administrative Functions Screen

Set Property Type

Set City, State, Zip

Set Community Name

User Setup

Visitor Pass Options

Delete Guard Record

Set Gate Actuator Type

Delete Expired Records

Developer Only

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Administrative Function Screen



Please press the Visitor Pass Options button.

The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the text "Your Community Name Here", "3:29:41 PM", and "Administrative Functions September 23, 2013". Below the header is the main title "Administrative Functions Screen". The screen contains several yellow buttons arranged in two columns: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", and "Delete Expired Records". At the bottom center is a dark teal button labeled "Developer Only". The footer contains the text "Licensed To: Your Community Name", "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com". A blue callout box with an arrow points to the "Visitor Pass Options" button.

Administrative Function Screen



On-GuardLevel10092113Help - Copy - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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This is the screen to set up the options for the Visitor Pass.

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State, Zip

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Administrative Function Screen

ON-GUARD

On-GuardLevel10092113Help - Copy - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type Set Pass Title

Set Community Speed Limit Set Community Pass Rule #1

Set Community Pass Rule #2 Set Community Pass Rule #3

Set Community Pass Rule #4 Set Community Pass Rule #5

Set Community Pass Rule #6 Set Pass Left Message

Set Pass Bottom Message

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Please press the Select Visitor Pass Type button.

State, Zip

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Administrative Function Screen



On-GuardLevel10092113Help - Copy - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message
Please set the Type of Pass.

Pre-Printed Standard

Set Pass Title

Set Community Pass Rule #1

Set Community Pass Rule #2

Set Community Pass Rule #3

Set Community Pass Rule #4

Set Community Pass Rule #5

Set Community Pass Rule #6

Set Pass Left Message

Set Pass Bottom Message

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Please choose Standard or if you prefer to use a preprinted pass, press Pre-Printed.

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Administrative Function Screen



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ON-GUARD
GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Pass Title button.

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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message

This sets the Title of the Pass

Please set the Pass Title

Cancel OK

Select

Set Community Pass Rule #1

Set Community Pass Rule #3

Set Community Pass Rule #4

Set Community Pass Rule #5

Set Community Pass Rule #6

Set Pass Left Message

Set Pass Bottom Message

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Please type in Visitor Pass and press OK to continue.

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Administrative Function Screen



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ON-GUARD
GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Please press Set Community Speed Limit.

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Administrative Function Screen



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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message

This will set the speed limit message in the Visitor Pass

Please set the Speed Limit

Cancel OK

Set Community Pass Rule #4 Set Community Pass Rule #5

Set Community Pass Rule #6 Set Pass Left Message

Set Pass Bottom Message

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Please type in the Community Speed Limit here. Press OK to continue.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #1 button.

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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor
Set Community
Set Community
Set Community Pass Rule #4
Set Community Pass Rule #5
Set Community Pass Rule #6
Set Pass Left Message
Set Pass Bottom Message

System Message
This will set the text for Pass Rule 1
Please enter the text for Rule 1
1. No Parking on GRASS.
Cancel OK

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Please type in 1. No parking on the GRASS and press OK to continue.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #2 button.

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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message

This will set the text for Pass Rule 2

Please enter the text for Rule 2

2. No Parking on Sidewalk.

Cancel OK

Pass Title

Community Pass Rule #1

Community Pass Rule #3

Set Community Pass Rule #4

Set Community Pass Rule #5

Set Community Pass Rule #6

Set Pass Left Message

Set Pass Bottom Message

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Please type 2. No Parking on Sidewalk and press OK to continue.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #3 button.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message

This will set the text for Pass Rule 3

Please enter the text for Rule 3

3. No Commercial Vechicles.

Cancel OK

Set Community Pass Rule #6

Set Pass Left Message

Set Pass Bottom Message

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Please type in 3. No Commercial Vehicles.

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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #4 button.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type Set Pass Title

Set Community Pass Rule #1 Set Pass Right Message #1

Set Community Pass Rule #2 Set Pass Right Message #2

Set Community Pass Rule #3 Set Pass Right Message #3

Set Community Pass Rule #4 Set Pass Right Message #4

Set Community Pass Rule #5 Set Pass Right Message #5

Set Community Pass Rule #6 Set Pass Left Message

Set Pass Bottom Message

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System Message

This will set the text for Pass Rule 4

Please enter the text for Rule 4

4. No Soliciting.

Cancel OK

Please type in 4. No Soliciting and press OK to continue.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #5 button.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select [button] [button]

Set Community Pass Rule #1 [button]

Set Community Pass Rule #3 [button]

Set Community Pass Rule #5 [button]

Set Community Pass Rule #6 [button]

Set Pass Left Message [button]

Set Pass Bottom Message [button]

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System Message

This will set the text for Pass Rule 5

Please enter the text for Rule 5

5. No Parking on Street

Cancel OK

Please type in 5. No Parking on Street and press OK to continue.

State, Zip

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Community Pass Rule #6 button.

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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type Set Pass Title

Set Co Rule #1

Set Co Rule #3

Set Co Rule #5

Set Community Pass Rule #6 Set Pass Left Message

Set Pass Bottom Message

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System Message

This will set the text for Pass Rule 6

Please enter the text for Rule 6

from 2 AM to 6 AM

Cancel OK

Please type in from 2 AM to 6 AM and press OK to continue.

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Administrative Function Screen



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Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message

Set Pass Bottom Message

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Next, please press the Set Pass Left Message button.

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Set Visitor Pass Options

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Set Visitor Pass Options

Select Visitor Pass Type Set Pass Title

Set Com Rule #1

Set Com Rule #3

Set Com Rule #5

Set Community Pass Rule #6 Set Pass Left Message

Set Pass Bottom Message

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System Message

This will set the text for the Left Sided Message of the Pass

Please enter the text for the Message on the Left

Drive Safely!

Cancel OK

Please type in Drive Safely and press OK to continue.

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Administrative Function Screen



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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Next, please press the Set Pass Bottom Message button.

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GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

System Message

This will set the text for the Message at the Bottom of the Pass

Please enter the text for the Bottom Message

****CHILDREN AT PLAY****

Cancel OK

Set Community Pass Rule #6

Set Pass Left Message

Set Pass Bottom Message

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Please type in
******CHILDREN AT
PLAY****** and press OK
to continue.

State, Z

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Administrative Function Screen

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GateMagix073113WorkingMstr - Copy - 2

Your Community Name Here
Pass Number

Visitor Pass

<input type="text" value="Terence Jones"/> Visitor Name	<input type="text" value="XXr890"/> Vehicle Plate	<input type="text" value="FL"/> Vehicle State
<input type="text" value="Bill Bennett"/> Resident Name	<input type="text" value="101 Main Street"/> Address	
Directions	<input type="text" value="From gatehouse, please make first left then make first right, 101 Main is on the left side. Please do not park on the grass."/>	
<input type="text" value="Drive Safely!"/>	<input type="text" value="7/29/2013"/> From	<input type="text" value="7/29/2013"/> Expiration
<input type="text" value="SPEED LIMIT 25"/>	1. No Parking on GRASS. 4. No Soliciting. 2. No Parking on Sidewalk. 5. No Parking on Street 3. No Commercial from 2 AM to 6 AM	
****CHILDREN AT PLAY****		
Security Officer Issuing the Pass: <input type="text"/>		

100 | Browse

You are now viewing the Standard Visitor Pass with all the options you typed in!

Administrative Function Screen



On-GuardLevel10092113Help - Copy - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL



Set Visitor Pass Options

Close Window

Set Visitor Pass Options

Select Visitor Pass Type	Set Pass Title
Set Community Speed Limit	Set Community Pass Rule #1
Set Community Pass Rule #2	Set Community Pass Rule #3
Set Community Pass Rule #4	Set Community Pass Rule #5
Set Community Pass Rule #6	Set Pass Left Message
Set Pass Bottom Message	

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Press Close Window.

State, Z

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GATE ACCESS SECURITY
CONTROL

Your Community Name Here

3:29:41 PM

User Logged In: Developer

Administrative Functions Screen

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Set Property Type

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You are now at the Administrative Functions Screen.

Administrative Function Screen



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GATE ACCESS SECURITY CONTROL

Your Community Name Here

3:29:41 PM

User Logged In: Developer

Administrative Functions Screen

?

Set Property Type Set City, State, Z

Set Community Name User Setup

Visitor Pass Options Delete Guard Record

Set Gate Actuator Type Delete Expired Records

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Press the Left Arrow to return to the Main Navigation Screen.



Main Navigation Screen

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GATE ACCESS SECURITY
CONTROL

Your Community Name Here

10:48:40 AM

Main Navigation Screen
September 22, 2013

User Logged In: Developer

Main Navigation Screen

Exit

Residential Records

Find Other Data

Issue Visitor Pass

Reports

Administrative

**About On-Guard
Level 100+**

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This ends the Tutorial on
the Setting Up of the
Visitor Pass.