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

Main Navigation Screen

Administrative Function Screen

ON-GUARD

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

Administrative Function Screen

Please press the Visitor Pass Options button.

Administrative Function Screen

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

Administrative Function Screen

Administrative Function Screen

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

Administrative Function Screen

Next, please press the Set Pass Title button.

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

This sets the Title of the Pass

Please set the Pass Title

Visitor Pass

Cancel   OK

Select

Set Com...   Rule #1

Set Com...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.

Administrative Function Screen

Administrative Function Screen

Administrative Function Screen

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

Administrative Function Screen

Administrative Function Screen

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

Administrative Function Screen

Administrative Function Screen

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

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Administrative Function Screen

Please type in 3. No Commercial Vehicles.

Administrative Function Screen

ON-GUARD

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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 Community Pass Rule #4 button.

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Administrative Function Screen

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

Administrative Function Screen

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

Administrative Function Screen

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

Administrative Function Screen

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

Administrative Function Screen

Administrative Function Screen

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Set Visitor Pass Options

ON-GUARD
GATE ACCESS SECURITY CONTROL

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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Administrative Function Screen

Administrative Function Screen

Next, please press the Set Pass Bottom Message button.

Administrative Function Screen

Administrative Function Screen

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

Administrative Function Screen

Administrative Function Screen

You are now at the Administrative Functions Screen.

Administrative Function Screen

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

Main Navigation Screen

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