

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Issue Visitor Pass Screen
Overview

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

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

Press to Issue Visitor Pass button

About On-Guard Level 100+

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Issue Visitor Pass Screen

ON-GUARD

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

The screenshot shows the 'Issue Visitor Pass' screen in the On-Guard software. The window title is 'On-GuardLevel10092113He;p - 2'. The main header area is yellow and contains the text 'Your Community Name Here', the time '11:47:08 AM', and 'Total Resident Records 290'. Below this, it says 'Issue Visitor Pass: Input' and 'September 22, 2013'. The interface is divided into several sections:

- Navigation Actions:** Includes buttons for 'Main Navigation', 'Residential Records', 'Reports', and 'Exit GateMagix'.
- Information:** Includes 'About' and 'Help' links.
- Resident Information:** Fields for 'Last Name' (Homeowner), 'Resident Code' (Primary Resident), 'Unit #' (10101), 'Rec #' (10101), and 'Pin #' (1243Z). It also includes fields for 'Homeowner', 'Co-Resident', 'Address', 'Primary Phone' ((772) 123-4567), and 'Email' (hhomeowner101@gmail.com).
- Authorized Contractors:** A table with columns for 'Status', 'Company Name', 'Status', and 'Type'.
- Notes:** A text area containing 'This is a note example.'
- Expected Visitor:** A table with columns for 'Name', 'Status', 'Arrival Date', 'Arrival Time', and 'Valid Thru'.
- Input Visitors:** A vertical sidebar on the right with buttons for 'Non-Authorized Visitor', 'Authorized Guests', 'Authorized Contractor', 'Expected Visitor', 'Officer On-Duty', 'Add Records', 'Barred Guests', and 'Notes'.

The footer contains the text: 'Licensed To: Your Community Name Here Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved. http://onguardgate.com'.

Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**

September 22, 2013

Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry
Harriet
101 10101 1243Z
Rec # Pin #

Directions
Proceed to
Building 10 - go
to unit #101

Barred
Name

Authorize
Name
Anne Heche
Judy Dench

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

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Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry
Harriet

Harbour Isle Drive East
Street Address
Barred C
Name

Authorize
Name
Anne Heche
Judy Dench

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

01 10101 1243Z
Rec # Pin #
Directions
Proceed to
Building 10 - go
to unit #101

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

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100 | Browse

On the right, you can see the Input area. Details are covered in another tutorial on issuing Visitor Passes.

Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

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11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

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Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry
Harriet

Harbour Isle Drive East
Street Address
Barred C
Name

Authorize
Name
Anne Heche
Judy Dench

Directions
Proceed to
Building 10 - go
to unit #101

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

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On the right, Here is where the Security Officer can input data for Barred Guests and Notes.

Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

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11:47:08 AM

Issue Visitor Pass: **Input**
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Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass

Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry 01 10101 1243Z
Harriet

Harbour Isle Drive East
Street Address
Barred C
Name

Authorize
Name
Anne Heche
Judy Dench

Directions
Proceed to
Building 10 - go
to unit #101

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor

Officer On-Duty
Add Records
Barred Guests
Notes

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

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Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass
Restricted Access **Yes**

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry 01 10101 1243Z
Harriet
Harbour Isle Drive East
Street Address
Barred C
Name

Directions
Proceed to
Building 10 - go
to unit #101

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

Authorize
Name
Anne Heche
Judy Dench

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

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Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

First Name Last Name Resident Code
Harry 01 10101 1243Z
Harriet Rec # Pin #

Directions
Proceed to Building 10 - go to unit #101

Barred C Name

Authorize Name
Anne Heche
Judy Dench

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

Restricted normally means that the Security Officer will call for ALL visitors.

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Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

First Name Last Name Resident Code
Harry
Harriet

Harbour Isle Drive East
Street Address
Barred C
Name

Authorize
Name
Anne Heche
Judy Dench

Directions
Proceed to
Building 10 - go
to unit #101

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

Expected Visitor
Name Status Arrival Date Arrival Time Valid Thru

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These buttons are for Navigation to other screens and also to exit the application.

Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **290**

11:47:08 AM

Issue Visitor Pass: **Input**
September 22, 2013

Logged In User: Developer

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Owners Map

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

First Name: Harry
Last Name: Harriet
Resident Code: 10101 1243Z
Rec #: 10101 Pin #: 1243Z
Directions: Proceed to Building 10 - go to unit #101

Name	Status	Arrival Date	Arrival Time	Valid Thru

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Issue Visitor Pass Screen

The middle area shows pertinent data for the Security Guard.

Your Community Name Here Total Resident Records **290**
11:47:08 AM **Issue Visitor Pass: Input**
September 22, 2013

Emergency Children **Guests** Contractors Vehicles Notes Visitors Owners Map

First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
Harry	Homeowner	Primary Resident	10101	10101	1243Z
Harriet	Homeowner	Co-Resident			

Harbour Isle Drive East, #10-101 (772) 123-4567 hhomeowner101@gmail.com

Street Address Primary Phone EMail

Barred Guests **Authorized Contractors**

Name	Status	Over-ride	Company Name	Status	Type

Authorized Guests **Notes**

Name	Status
Anne Heche	Permanent
Judy Dench	Permanent

This is a note example.

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Input Visitors

Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor

Navigation Actions
Main Navigation
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Exit GateMagix

Information
About
Help

Print Pass
Restricted Access
Yes

Officer On-Duty
Add Records
Barred Guests
Notes

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Issue Visitor Pass Screen

Except for Barred Guests and Notes, this data is READ ONLY.

Your Community Name Here Total Resident Records **290**
11:47:08 AM **Issue Visitor Pass: Input**
September 22, 2013

Emergency Children **Guests** Contractors Vehicles Notes Visitors Owners Map

Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
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Exit GateMagix

Information
About
Help

First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
Harry	Homeowner	Primary Resident	10101	10101	12432
Harriet	Homeowner	Co-Resident			

Harbour Isle Drive East, #10-101 (772) 123-4567 hhomeowner101@gmail.com

Street Address Primary Phone EMail

Barred Guests

Name	Status

Authorized Contractors

Name	Status	Type

Authorized Guests

Name	Status
Anne Heche	Permanent
Judy Dench	Permanent

Notes
This is a note example.

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Input Visitors
Non-Authorized Visitor
Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

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Issue Visitor Pass Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here
11:47:08 AM

Logged In User: Developer

Find Resident
Print Pass
Restricted Access
Yes

Navigation Actions
Main Navigation
Residential Records
Reports
Exit GateMagix

Information
About
Help

Main Phone# Emergency Children **Guests** Contractors Vehicle

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Harbour Isle Drive East, #10-101 (772) 123-4567 hhomeowner101@gmail.com

Street Address Primary Phone EMail

Barred Guests

Name	Status

Authorized Contractors

Name	Status	Type

Authorized Guests

Name	Status
Anne Heche	Permanent
Judy Dench	Permanent

Notes
This is a note example.

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Directions
Proceed to Building 10 - go to unit #101.

Authorized Guests
Authorized Contractor
Expected Visitor
Officer On-Duty
Add Records
Barred Guests
Notes

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Press the Main Navigation button to navigate to the Main Navigation Screen.

Main Navigation Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
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


About On-Guard
Level 100+

Residential Records

Find Other Data

Issue Visitor Pass


Reports

Administrative

Exit

This ends the
Issue Visitor Pass
Screen Overview.

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100 |  Browse