

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 with your assigned user name and password.

The Welcome Screen

ON-GUARD

The image shows a screenshot of a web browser window displaying the ON-GUARD Welcome Screen. The browser title bar reads "OGLevel100V43DEMO - 3". The page header features the "ON-GUARD" logo in a stylized, metallic font. Below the logo, a navigation bar contains the text "Home", "Your Community Name Here", and "November 12, 2015". The main content area has a background image of a building and palm trees. Centered on this background is the text "WELCOME TO ON-GUARD VISITOR GATE ACCESS CONTROL" in a large, stylized font. Below this text is a small, colorful illustration of a gated community with houses and a fence. At the bottom center of the main content area is a blue button labeled "Continue". A blue callout box with rounded corners is positioned to the left of the "Continue" button, containing the text "Press the Continue button to proceed." Two black arrows originate from the callout box: one points to the "Continue" button, and the other points to the gated community illustration. The footer of the page contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights", and "http://onguardgate.com". The browser's address bar at the bottom shows "100" and "Browse".

OGLevel100V43DEMO - 3

ON-GUARD

Home Your Community Name Here November 12, 2015

WELCOME TO ON-GUARD
VISITOR GATE ACCESS CONTROL

Continue

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100 Browse

Press the Continue button to proceed.

Issue Visitor Pass Input Screen

ON-GUARD

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

OGLevel100V43DEMO

Your Community Name Here November 12, 2015

Last Name: **Homeowner**

Agency Children Guests Contractors Vehicles Notes Visitors Expected Visitor Events Owners Map

Street Address 14600 20 Ave Primary Phone 305-599-1243 EMail harryhomeowner@gmail.com Resident Type **RENTER**

First Name	Last Name	Resident Code	Directions
Harry	Homeowner	PRIMARY RESIDENT	At stop sign make RIGHT EVEN # homes on LEFT. ODD # homes on RIGHT
Mabel	Homeowner	CO-RESIDENT	

Barred Guests 2

Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy	Bonny	PERMANENT		
Paul	Brown	PERMANENT		
Marie	Laraque	PERMANENT		

Contractor Records 1

Company Name	Status	Type	Date From	Date To
Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

OGLLevel100V43DEMO

ON-GUARD ?

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Connected Visitor Events Owners Map

Restricted **Yes** Resident Type **RENTER**

Directions
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Request Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

- Jack Ripper
- Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Restricted Visitor Events Owners Map

Restricted
Yes

Display Picture Display Picture Resident Type
Bar RENTER

Directions
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Display Picture Name Request Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

The screenshot displays the 'Issue Visitor Pass' screen in the ON-GUARD software. The window title is 'OGLLevel100V43DEMO'. The main header shows 'Issue Visitor Pass: Input', 'Your Community Name Here', and the date 'November 12, 2015'. The resident's name is 'Homeowner'. The interface is divided into several sections:

- Navigation Menu:** Main, Phone #, Emergency, Children, Guests, Contractors, Vehicles, Notes, Visitors, Expected Visitor, Events, Owners, Map.
- Resident Details:** Street Address (14600 20 Ave), Primary Phone (305-599-1243), EMail (harryhomeowner@gmail.com), Resident Type (RENTER).
- Restricted Status:** A yellow box with 'Restricted Yes'.
- Guests Table:** A table with columns for Display Picture, First Name, Last Name, Resident Code, and Directions. It lists Harry Homeowner (PRIMARY RESIDENT) and another resident (CO-RESIDENT).
- Barred Guests Table:** A table with columns for Display Picture, Name, and other fields. It lists Jack Ripper and Boris Karloff.
- Guest Records Table:** A table with columns for Status, From, and To. It shows three records with a status of 'PERMANENT'.

A blue callout box with white text is overlaid on the screen, pointing to the 'Notes', 'Expected Visitor', and 'Events' menu items. The text reads: 'On the top, Here is where the Security Officer can input data for Barred Guests and Notes, Expected Visitors, and the Events Manager.'

At the bottom of the window, there is a footer with 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'. The browser address bar shows '100 Browse'.

Issue Visitor Pass Screen

ON-GUARD

OGLLevel100V43DEMO

ON-GUARD ?

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Connected Visitor Events Owners Map

Restricted **Yes** Resident Type **RENTER**

Directions
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Request Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

- Jack Ripper
- Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen



OGLLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Connected Visitor Events Owners Map

Restricted **Yes**

Display Picture Display Picture Resident Type: **RENTER**

Directions: At stop sign make RIGHT, - EVEN # homes on, LEFT, ODD # homes on, RIGHT

Request Records: 3

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name Bar

Display Picture	Jack Ripper
Display Picture	Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		
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Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

OGLLevel100V43DEMO

ON-GUARD ?

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Restricted Visitor Events Owners Map

Restricted **Yes**

Display Picture [Icons]

Resident Type **RENTER**

Directions
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Request Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

[Icon]	Jack Ripper
[Icon]	Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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100 Browse

Issue Visitor Pass Screen

ON-GUARD

OGLLevel100V43DEMO - 2

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Restricted Visitor Events Owners Map

Restricted
Yes

Display Picture Display Picture Display Picture

Resident Type: **RENTER**

Directions:
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Request Records: **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

Display Picture	Jack Ripper
Display Picture	Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		
-------------	-----------	--------------	--	--

Find Resident Choose Pass Type Print Pass Calendar Exit

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100 Browse

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

Main Phone # Emergency Restricted Visitor Events Owners Map

Restricted
Yes

Resident Type
RENTER

Directions
At stop sign make RIGHT
- EVEN # homes on
LEFT. ODD # homes on
RIGHT

Request Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

	Jack Ripper
	Boris Karloff

Company Name Status Type Date From Date To

Green Thumb	PERMANENT	LAWN SERVICE		
-------------	-----------	--------------	--	--

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

The screenshot shows the ON-GUARD software interface. At the top, the title bar reads 'OGLLevel100V43DEMO'. The main header features the 'ON-GUARD' logo, a search bar with 'Issue Visitor Pass: Input', a community name field 'Your Community Name Here', and the date 'November 12, 2015'. Below the header, the 'Resident Details' section is active, showing 'Last Name: Homeowner'. A red box highlights a row of navigation tabs: 'Main', 'Phone #', 'Emergency', 'Children', 'Guests', 'Contractors', 'Vehicles', 'Notes', 'Visitors', 'Expected Visitor', 'Events', 'Owners', and 'Map'. The 'Main' tab is selected. The resident information includes a 'Restricted' status with a yellow 'Yes' box, 'Street Address' (14600 20 Ave), 'Primary Phone' (305-599-1243), 'Email' (harryhomeowner@gmail.com), and 'Resident Type' (RENTER). A table lists residents: Harry Homeowner (PRIMARY RESIDENT) and Mabel Homeowner (CO-RESIDENT). Below this, a 'Barred' section lists Jack Ripper and Boris Karloff. A 'Guest Records' table shows three permanent records. At the bottom, there are 'Find Resident' and 'Exit' buttons. A blue callout box with white text says: 'These tabs, once pressed will show further detail data for the Resident.'

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

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

Restricted **Yes**

Street Address 14600 20 Ave Primary Phone 305-599-1243 Email harryhomeowner@gmail.com Resident Type **RENTER**

Display Picture	First Name	Last Name	Resident Code	Directions
	Harry	Homeowner	PRIMARY RESIDENT	At stop sign make RIGHT - EVEN # homes on LEFT. ODD # homes on RIGHT
	Mabel	Homeowner	CO-RESIDENT	

Barred

Display Picture	Name	Status	From	To
	Jack Ripper	PERMANENT		
	Boris Karloff	PERMANENT		
		PERMANENT		

Guest Records **3**

Date To

Find Resident

Exit

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Issue Visitor Pass Screen

The middle area shows pertinent data for the Security Guard.

ARD

ss: Input Your Community Name Here November 12, 2015

Last Name: Homeowner

Phone # Emergency Children Guests Contractors Vehicles Notes Visitors Expected Visitor Events Owners Map

Restricted
Yes

Street Address 4600 20 Ave Primary Phone 305-599-1243 EMail harryhomeowner@gmail.com Resident Type RENTER

Display Picture	First Name	Last Name	Resident Code	Directions
	Harry	Homeowner	PRIMARY RESIDENT	At stop sign make RIGHT
	Mabel	Homeowner	CO-RESIDENT	- EVEN # homes on
				LEFT. ODD # homes on
				RIGHT

Barred Guests 2

Display Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy	Bonny	PERMANENT		
Paul	Brown	PERMANENT		
Marie	Laraque	PERMANENT		

Contractor Records 1

Company Name	Status	Type	Date From	Date To
Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

All data on the screen is
READ ONLY.

ON-GUARD
Your Community Name Here
November 12, 2015

Last Name: **Homeowner**

Street Address: 4600 20 Ave
Primary Phone: 305-599-1243
E-Mail: harryhomeowner@gmail.com
Resident Type: **RENTER**

Restricted Yes

Display Picture	First Name	Last Name	Resident Code	Directions
	Harry	Homeowner	PRIMARY RESIDENT	At stop sign make RIGHT
	Mabel	Homeowner	CO-RESIDENT	- EVEN # homes on LEFT - ODD # homes on RIGHT

Barred Guests 2

Display Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy	Bonny	PERMANENT		
Paul	Brown	PERMANENT		
Marie	Laraque	PERMANENT		

Contractor Records 1

Company Name	Status	Type	Date From	Date To
Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident | Choose Pass Type | Print Pass | Calendar | Exit

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Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input** Your Community Name

Resident Details

Main Phone # Emergency Children Guests Contractors Vehicles Notes

Restricted Yes

Street Address: 14600 20 Ave Primary Phone: 305-599-1243 EMail: harryhomeowner@gmail.com Resident Type: **RENTER**

Display Picture	First Name	Last Name	Resident Code	Directions
	Harry	Homeowner	PRIMARY RESIDENT	At stop sign make RIGHT
	Mabel	Homeowner	CO-RESIDENT	- EVEN # homes on
				LEFT ODD # homes on
				RIGHT

Barred Guests 2

Display Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy	Bonny	PERMANENT		
Paul	Brown	PERMANENT		
Marie	Laraque	PERMANENT		

Contractor Records 1

Company Name	Status	Type	Date From	Date To
Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar **Exit**

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Issue Visitor Pass Screen

ON-GUARD

OGLLevel100V43DEMO

ON-GUARD ?

Issue Visitor Pass: **Input** Your Community Name Here November 12, 2015

Resident Details Last Name: **Homeowner**

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

Restricted Yes

Street Address: 14600 20 Ave Primary Phone: 305-599-1243 Email: harryhomeowner@gmail.com Resident Type: **RENTER**

Display Picture	First Name	Last Name	Resident Code	Directions
	Harry	Homeowner	PRIMARY RESIDENT	
	Mabel	Homeowner	CO-RESIDENT	

Barred Guests 2

Display Picture	Name	Status	First Name	Last Name	Status
	Jack Ripper	PERMANENT	Willy	Bonny	PER
	Boris Karloff	PERMANENT	Paul	Brown	PER
			Marie	Laraque	PER

Contractor Records 1

Company Name	Status	Type	Date From	Date To
Green Thumb	PERMANENT	LAWN SERVICE		

Find Resident Choose Pass Type Print Pass Calendar

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This ends the Issue Visitor Pass Screen Overview.