

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Issuing a Visitor Pass

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 using your assigned user name and password.

The Welcome Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLLevel100V43DEMO - 3". The main content area features a dark blue header with the "ON-GUARD" logo in a stylized, metallic font. Below the header is a navigation bar with "Home" on the left, "Your Community Name Here" in the center, and "November 12, 2015" on the right. The main body of the page 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 mix of white and metallic fonts. Below the text is a small, colorful illustration of a gated community with houses and a fence. At the bottom center of the page is a light blue button labeled "Continue". A blue callout box on the left side of the screen contains the text "Press the Continue button to proceed." with an arrow pointing to the "Continue" button. The footer of the page includes "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights", and the URL "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 Screen

ON-GUARD

This tutorial will provide how to Issue a Visitor Pass.

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

OGLevel100V43DEMO

ON-GUARD ?

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

Resident Details **Homeowner**

Main Phone # Emergency CH

Restricted **Yes**

Display Picture

Barred C

Display Picture Name

Jack Ripper
Boris Karloff

Resident Type **RENTER**

Directions

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

Records **3**

Status	From	To
PERMANENT		
PERMANENT		
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

Message

Choose which field to search on?

Other Last Name

Harry Homeowner PRIMARY RESIDENT

Mabel Homeowner CO-RESIDENT

Barred Guests 2

Display Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy				
Paul				
Marie				

Green Thumb PERMANENT LAWN SERV

Find Resident Choose Pass Type Print Pass

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In this example please choose Last Name.

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input**

November 12, 2015

Homeowner

Get Name

Please enter Name to search for

Please enter Name

Homeowner

Cancel OK

Restricted **Yes**

Resident Details

Main Phone # Emergency

Barred Guests 2

Name	Status
Jack Ripper	PERMANENT
Boris Karloff	PERMANENT

Guest Records 3

First Name	Last Name	Status	From	To
Willy				
Paul				
Marie				

Contractor Record

Company Name	Status	Type
Green Thumb	PERMANENT	LAWN SERV

Find Resident Choose Pass Type Print Pass

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Please type in Homeowner or even Hom and you will be presented with the appropriate Resident Record.

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 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
	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				
Paul				
Marie				

Contractor Records

Company Name	Status	Type
Green Thumb	PERMANENT	LAWN SERV

Find Resident Choose Pass Type Print Pass

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100 Browse

Harry Homeowner's record is now displayed.

Issue Visitor Pass Screen



ON-GUARD

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

Resident Details Last Name: **Homeowner**

Main Phone # Emerg Visitor Events Owners Map

Restricted
Yes

Resident Type: **RENTER**

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

Records: 3

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

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 # Emerg Visitor Events Owners Map

Restricted
Yes

Resident Type
RENTER

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

Records **3**

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

	Jack Rip
	Boris Ka

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

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ON-GUARD ?

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

Resident Details Last Name: **Homeowner**

Main Phone # Emerg

Restricted **Yes**

Visitor Events Owners Map

Resident Type: **RENTER**

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

Records: 3

Status	From	To
PERMANENT		
PERMANENT		
PERMANENT		

Display Picture Name

- Jack Rip
- Boris Ka

Green Thumb PERMANENT LAWN SERVICE

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

Please view the areas of the Screen that show who is authorized or not to visit Mr. Homeowner.

Resident Details

Issue Visitor Pass: **Input** Your Com 2, 2015

Resident Type: **RENTER**

Street Address: 14600 20 Ave 305

Resident Code: PRIMARY RESIDENT

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

Directions: At stop sign make RIGHT
- 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

ON-GUARD

Issue Visitor Pass: **Input** Your Com 2, 2015

Resident Details

Main Phone # Emergency Children Guests Contractors Map

Restricted **Yes**

Street Address 14600 20 Ave P 305 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

Willy Bonny is visiting and he is on the Authorized Guest List. And he has provided a Driver's License for positive ID.

Community Name Here November 12, 2015

Last Name: Homeowner

Primary Phone: 305-599-1243 | EMail: harryhomeowner@gmail.com | Resident Type: RENTER

Last Name: Homeowner | Resident Code: PRIMARY RESIDENT | Directions: At stop sign make RIGHT, EVEN # homes on LEFT, ODD # homes on RIGHT

Display Picture	Name	Status
	Jack Ripper	PERMANENT
	Boris Karloff	PERMANENT

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

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Normally, this means that the Security Officer will call for All visitors.

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ON-GUARD

Issue Visitor Pass: **Input** Your Com

Resident Details

Main Phone # Emergency Children Guests Contractors

Restricted **Yes**

Street Address 14600 20 Ave P 305... 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**

Display Picture	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

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ON-GUARD

Issue Visitor Pass: **Input**

November 12, 2015

Resident Details

Main Phone # Emergency Children

Restricted **Yes**

Street Address: 14600 20 Ave

Display Picture First Name: Harry, Mabel

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		

Resident Type: **RENTER**

Directions: stop sign make RIGHT, VEN # homes on, SET ODD # homes on, RIGHT

Find Resident Choose Pass Type Print Pass Calendar Exit

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Issue Visitor Pass Screen

ON-GUARD

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ON-GUARD ?

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

Resident Details Last Name: **Home**

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

Restricted **Yes**

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

Display Picture First Name Last Name Resident Code

Homeowner	PRIMARY RESIDENT
Homeowner	CO-RESIDENT

Guest Records

First Name	Last Name	PE
Willy	Bonny	PE
Paul	Brown	PE
Marie	Laraque	PE

Contractor Records 1

Status	Type	Date From	Date To
MANENT	LAWN SERVICE		

Choose Pass Type

- Non-Authorized Visitor
- Authorized Guests
- Authorized Contractor
- Expected Visitor
- Event Manager

Find Resident Choose Pass Type Print Pass Calendar Exit

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Since Mr. Bonny is an authorized guest, please press the Authorized Guest button to continue.

Issue Visitor Pass Screen

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ON-GUARD Authorized : **Input Guest**

Print Pass

Authorized Guest

ID # 1 Account # 14600 20 Ave

Harry Homeowner Resident Visited

Willy Bonny Visitor Status

Marie Laraque
Paul Brown
Willy Bonny

Vehicle Color Vehicle Plate FL Vehicle State

11/12/2015 9:45:08 AM 0 11/12/2015

Date/Time In Authorized Days Authorized Thru

Declined Reason

Officer on Duty

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100 Browse

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By pressing on the down arrow near the Visitor Name you will see the name of Willy Bonny. Please press on the name.

Issue Visitor Pass Screen

ON-GUARD

Authorized : **Input Guest**

Print Pass

Authorized Guest

ID # Account #

Resident Visited

Visitor Name Visitor Status

Visitor Company

Vehicle Make Vehicle Model Vehicle Year

Vehicle Color Vehicle Plate Vehicle State

Date/Time In Authorized Days Authorized Thru

Declined Reason

Officer on Duty

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Please fill in the rest of the information and then press Print Pass.

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

OGLevel100V43DEMO - 4

Your Community Name Here Pass Number

Visitor Pass

Visitor Name Vehicle Plate Vehicle State

Resident Name Address

Directions

From Expiration

1. No Commercial Traffic 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:

Drive Carefully!

SPEED LIMIT 15

Green Thumb PERMANENT LAWN SERVICE

Find Resident Choose Pass Type Print Pass Calendar Exit

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The Visitor Pass is displayed. You can now print it and hand it to Mr. Bonny to display on his auto's dashboard.

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD ?

Issue Visitor Pass: **Input** November 12, 2015

Resident Details

Name: **Homeowner**

Main Phone # Emerg

Restricted **Yes**

Resident Type **RENTER**

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

Guest Records **3**

Status	From	To
PERMANENT		
PERMANENT		
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** November 12, 2015

Resident Details

Name: **Homeowner**

Resident Type: **RENTER**

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

Guest Records **3**

Name	Status	From	To
	PERMANENT		
	PERMANENT		
	PERMANENT		

Contractor Records **1**

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

Restricted **Yes**

Jack Rip...
Boris Kar...

Find Resident Choose Pass Type Print Pass Calendar Exit

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Main Navigation 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 'ON-GUARD' and a help icon. Below this, the screen is titled 'Issue Visitor Pass: Input' with a date of 'November 12, 2015' and a placeholder 'Your Community Name Here'. The 'Resident Details' section shows 'Last Name: Homeowner'. A navigation bar includes tabs for 'Main', 'Phone #', 'Emergency', 'Children', 'Guests', 'Selected Visitor', 'Events', 'Owners', and 'Map'. The 'Main' tab is active, showing a 'Restricted Yes' indicator, 'Street Address: 14600 20 Ave', 'Resident Type: RENTER', and 'Directions'. A 'Barred Guests' section lists 'Jack Ripper' and 'Boris Karloff'. A table at the bottom shows 'Company Name', 'Status', 'Type', 'Date From', and 'Date To', with one entry for 'Green Thumb' with status 'PERMANENT' and type 'LAWN SERVICE'. A bottom navigation bar contains buttons for 'Find Resident', 'Choose Pass Type', 'Print Pass', 'Calendar', and 'Exit'. The footer includes 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and 'http://onguardgate.com'.

This ends the Tutorial on issuance of a Visitor Pass.