

Tutorial Series

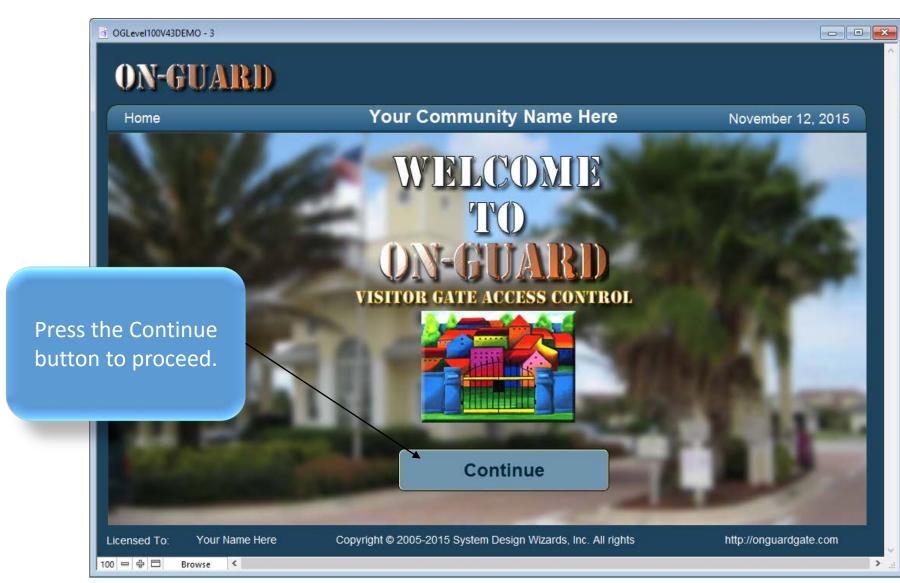
Issuing a Visitor Pass

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

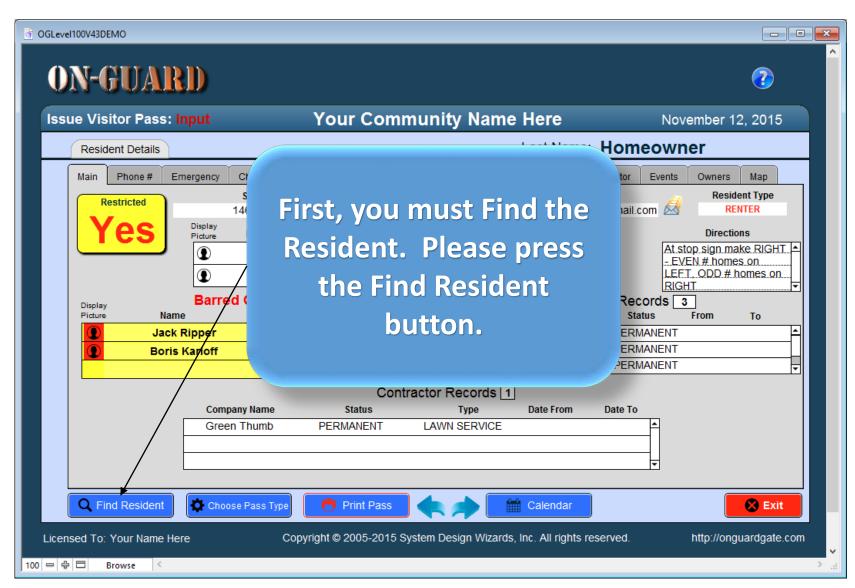




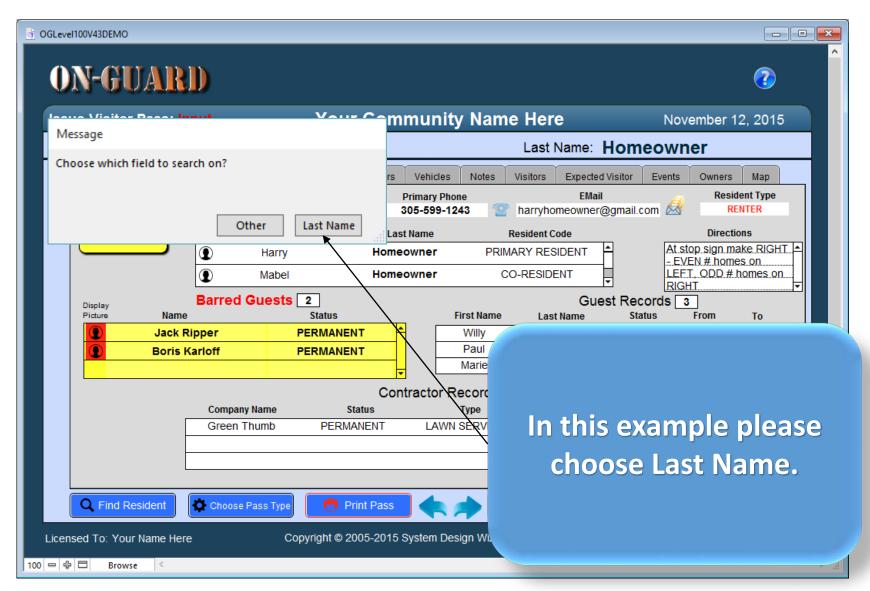


G OGLevel100V43DEMO							
	V						?
	ut	Yc	our Commu	nity Nam	ne Here	Nov	ember 12, 2015
This tutorial will provide					Last Name:	Homeown	er
how to Issue a Visitor	jency	Children Guests	Contractors Vehic	cles Notes	Visitors Expected	Visitor Events	Owners Map
now to issue a visitor		Street Address 14600 20 Ave	Primary 305-59		EMail harryhomeowner@	(A)	Resident Type RENTER
Pass.	splay	First Name	Last Name	_	Resident Code	<u></u>	Directions
	D	Harry	Homeowner	r PRI	MARY RESIDENT		op sign make RIGHT
	①	Mabel	Homeowner	r (CO-RESIDENT		T, ODD # homes on
		d Guests 2		Eine A Marine		st Records	3
Picture Name		Statu PERMA		First Name Willy	Last Name Bonny	Status PERMANENT	From To
Boris H	<u> </u>	PERMA	NENT	Paul	Brown	PERMANENT	
			•	Marie	Laraque	PERMANENT	T
	C			or Records [Dete Te	
		oanyName n Thumb PE	Status RMANENT L4	Type AWN SERVICE	Date From	Date To	
						•	
Q Find Resident	Chor	ose Pass Type	Print Pass		Calendar		Exit
					Galendar		
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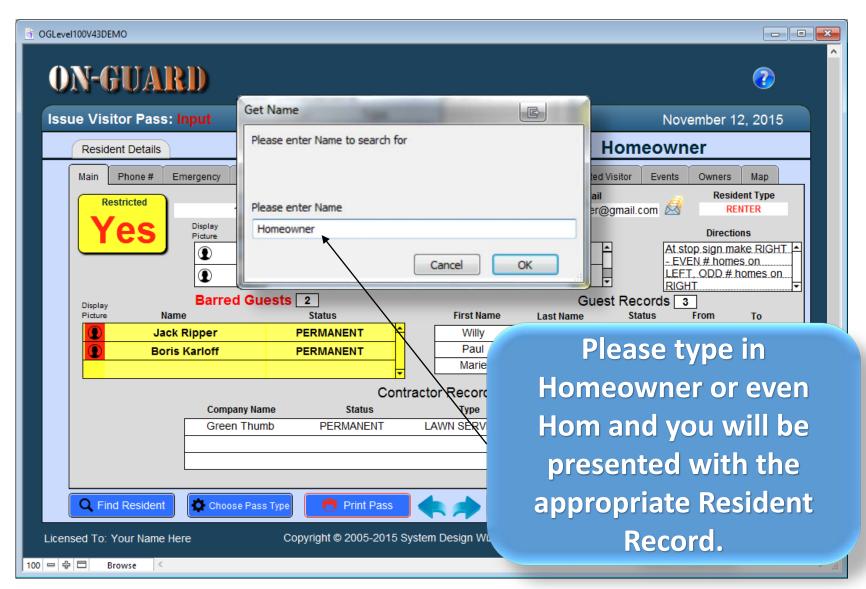












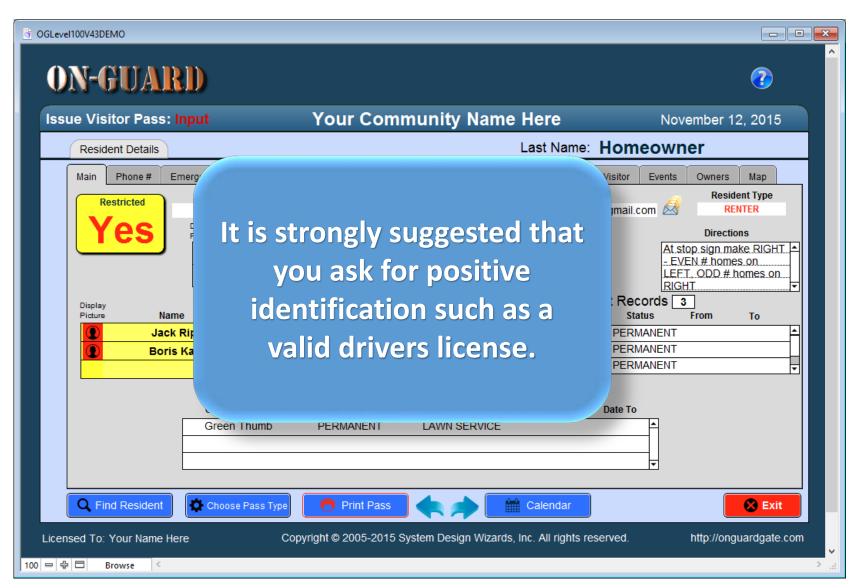


j OGLevel100V43DEMO	_	_	
ON-GUARD			
Issue Visitor Pass: Input	Your Com	munity Name Here	November 12, 2015
Resident Details		Last Na	ame: Homeowner
		Primary Phone	Expected Visitor Events Owners Map EMail Resident Type eowner@gmail.com
Yes Picture	Harry Home	et Name Resident Code eowner PRIMARY RESID eowner CO-RESIDEN	ENT At stop sign make RIGHT - EVEN # homes on T LEFT. ODD # homes on
Display Barre Picture Name	d Guests 2 Status	First Name Last Na	Guest Records 3 ame Status From To
Jack Ripper Boris Karloff	PERMANENT F	Willy Paul Marie	
	Cor	ntractor Record	
	any Name Status n Thumb PERMANENT		arry Homeowner's ord is now displayed.
Q Find Resident	se Pass Type 🦰 Print Pass	•	
Licensed To: Your Name Here	Copyright © 2005-2015	System Design Wi	
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GLevel100V43DEMO		
ON-GUARD		•
Issue Visitor Pass: Input	Your Community Name Here	November 12, 2015
Resident Details	Last Name	Homeowner
Main Phone # Emerg Restricted Yes Display Picture Name Jack Rig Boris Ka	You must determine if the visitor at the gate is an Authorized Guest, an Authorized Contractor, an Expected Visitor, or a Barred Guest.	Visitor Events Owners Map Magination Series Status From To PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT PERMANENT
G	FREE THUMD PERMANENT LAWN SERVICE	
C Find Resident	Choose Pass Type Print Pass Calendar Copyright © 2005-2015 System Design Wizards, Inc. All rights r	reserved.

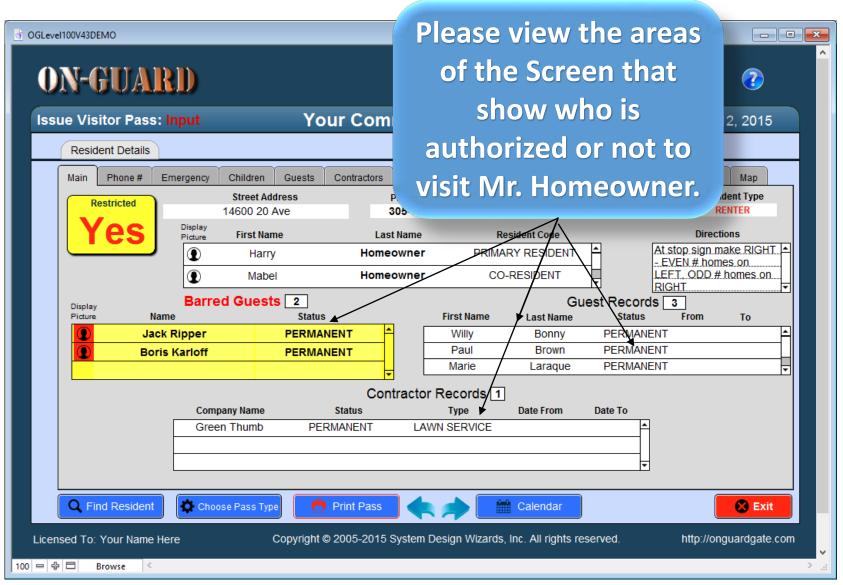






OGLevel100V43DEMO		
ON-GUARD		?
Issue Visitor Pass: Input	Your Community Name Here	November 12, 2015
Resident Details	Last Name:	Homeowner
Main Phone # Emerg Restricted Yess Display Picture Name Jack Rig Display Source States	Upon positive ID determination, you can now ascertain who wishes to visit and the type of visitor who is asking to visit Mr. Homeowner.	Visitor Events Owners Map gmail.com Image: Comparison of the second secon
G	reen Thumb PERMANENT LAWN SERVICE	Date To
C Find Resident	choose Pass Type 📑 Print Pass 🌨 妕 🛗 Calendar	Exit
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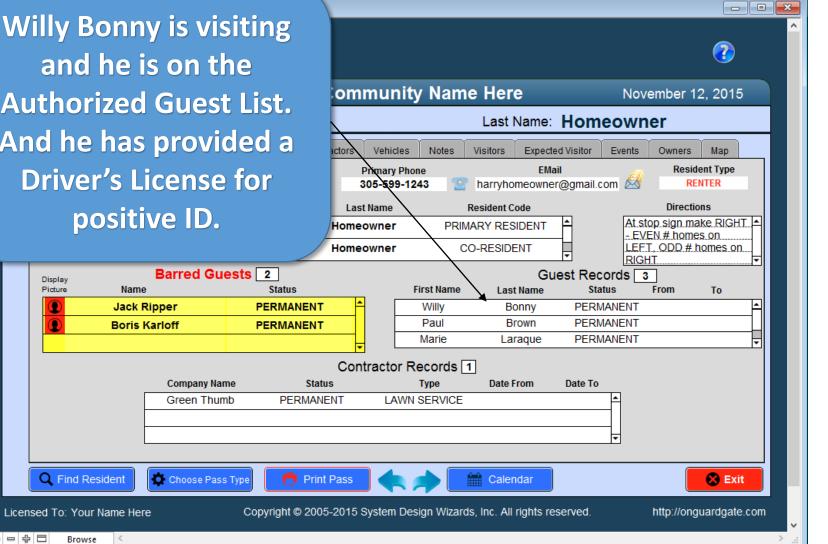


OGLevel100V43DEMO ON-GUARD Issue Visitor Pass: Input Your Com Resident Details Main Phone # Emergency Children Guests Contractors Street Address P 14600 20 Ave 30	F	is exan Residen Restrict	ce is	Ce Content Type RENTER
Yes Display Picture First Name Last	Name	Resident Code		Directions
Harry Homeo	wner PR	IMARY RESIDENT		stop sign make RIGHT
Mabel Homeo	wner	CO-RESIDENT		T, ODD # homes on
Display Barred Guests 2		Gu	iest Records	
Picture Name Status	First Name	Luotinanio	Status	From To
Picture Name Status Picture Name Status Jack Ripper PERMANENT	Willy	Bonny	Status PERMANENT	
Picture Name Status	Willy Paul	Bonny Brown	Status PERMANENT PERMANENT	From To
Picture Name Status Jack Ripper PERMANENT Boris Karloff PERMANENT	Willy Paul Marie	Bonny Brown Laraque	Status PERMANENT	From To
Picture Name Status Dicture Name Status Jack Ripper PERMANENT • Boris Karloff PERMANENT • Contract • •	Willy Paul Marie	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT	From To
Picture Name Status Older Status Older Jack Ripper PERMANENT Observation Observation Occupant Company Name Status	Willy Paul Marie ractor Records Type	Bonny Brown Laraque	Status PERMANENT PERMANENT	From To
Picture Name Status Display Status Image: Display Display PERMANENT Image: Display Display PERMANENT Image: Display Display Display Image: Display Display Display Image: Display Display Display Display Image: Display Display Display Display Display Image: Display Display <thdisplay< th=""> Display</thdisplay<>	Willy Paul Marie	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT	From To
Picture Name Status Jack Ripper PERMANENT Boris Karloff PERMANENT Contract Contract Company Name Status	Willy Paul Marie ractor Records Type	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT	From To
Picture Name Status Older Status Older Jack Ripper PERMANENT Observation Observation Occupant Company Name Status	Willy Paul Marie ractor Records Type	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT Date To	From To
Picture Name Status Jack Ripper PERMANENT Boris Karloff PERMANENT Contract Contract Company Name Status	Willy Paul Marie ractor Records Type	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT Date To	From To
Picture Name Status Jack Ripper PERMANENT Boris Karloff PERMANENT Contract Contract Green Thumb PERMANENT	Willy Paul Marie ractor Records Type LAWN SERVICE	Bonny Brown Laraque	Status PERMANENT PERMANENT PERMANENT Date To	From To



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

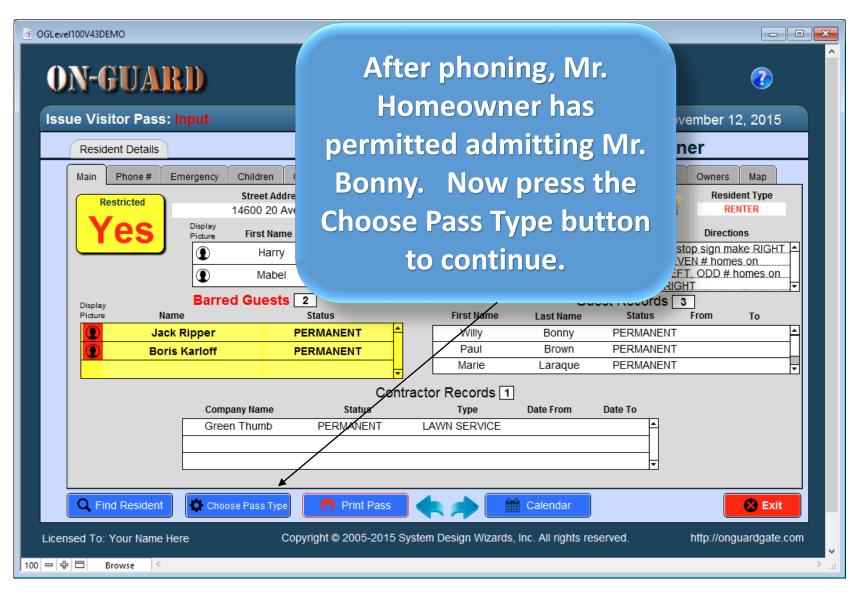
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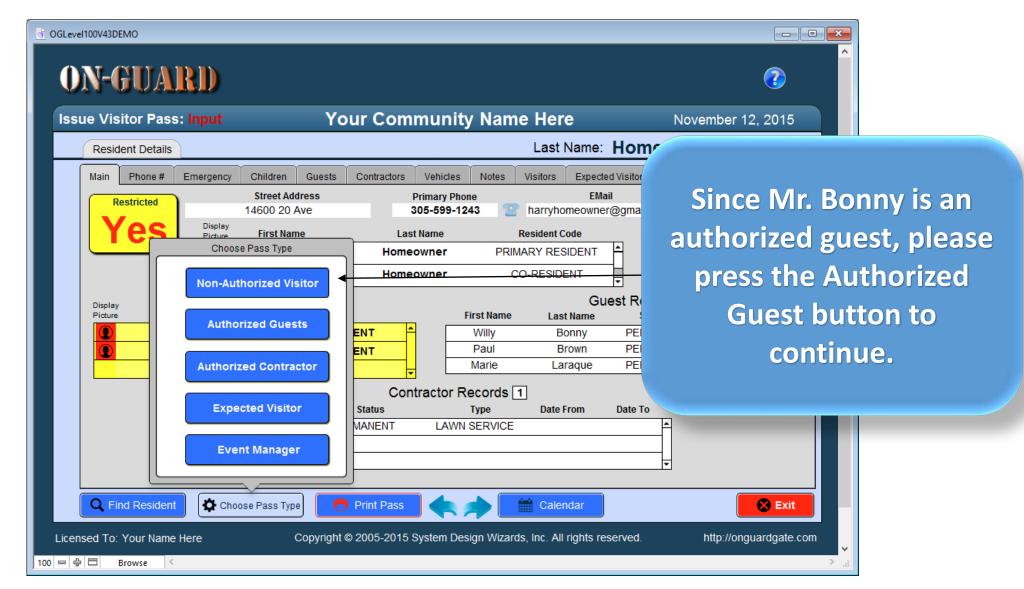


© OGLevel100V43DEMO ON-GUARD	Normally, this means that the Security	
Issue Visitor Pass: Input Your Com Resident Details Main Main Phone # Emergency Children Guests Contractors Street Address	visitors.	
Voc Display	- EVEN # homes on	
Display Barred Guests 2 Picture Name Status	Guest Records 3 First Name Last Name Status From To	
Jack Ripper PERMANENT Boris Karloff PERMANENT	Willy Bonny PERMANENT Paul Brown PERMANENT Marie Laraque PERMANENT	
Contr	tractor Records 1	
Company Name Status Green Thumb PERMANENT	Type Date From Date To LAWN SERVICE	
Q Find Resident Choose Pass Type Print Pass	Calendar Sexit	
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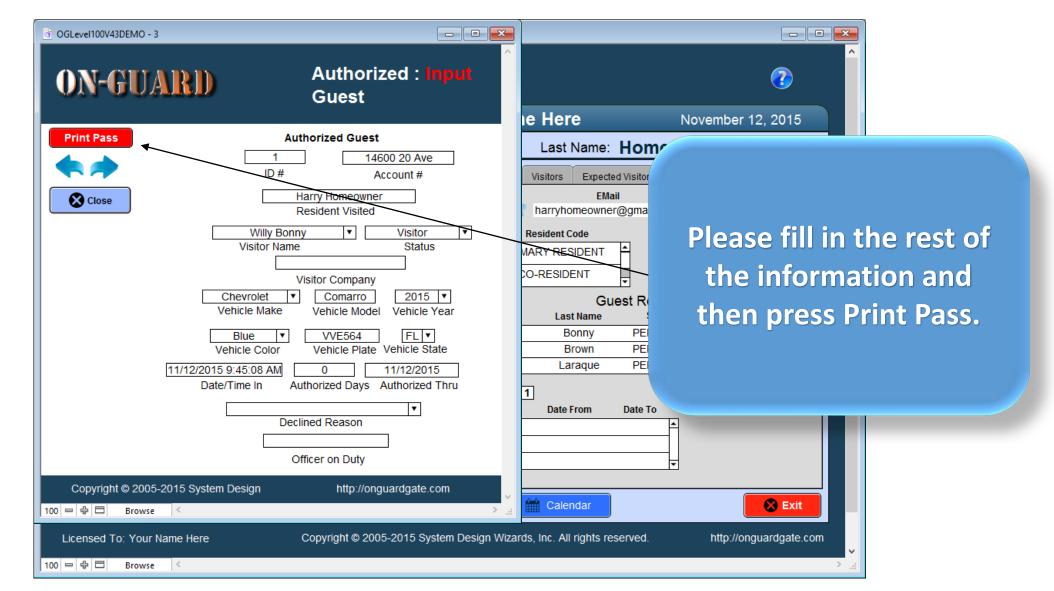






GLevel100V43DEMO - 3			
ON-GUARD	Authorized : Input Guest		
Print Pass	Authorized Guest	e Here Last Name: Ho	November 12, 2015
	1 14600 20 Ave ID # Account # Harry Homeowner	Visitors Expected Visito	
Close	Resident Visited	harryhomeowner@gma	arrow near the Visitor
Paul	Willy Bonny Visitor e Laraque Status Brown Image: Status	Resident Code /ARY RESIDENT	Name you will see the
	Bonny yany	Guest R	a name of Willy Bonny.
		Last Name Bonny PE Brown PE	
11/12/2015 9:4 Date/Tir	5:08 AM 0 11/12/2015	Laraque PE	name.
	Declined Reason	Date From Date	
	Officer on Duty		
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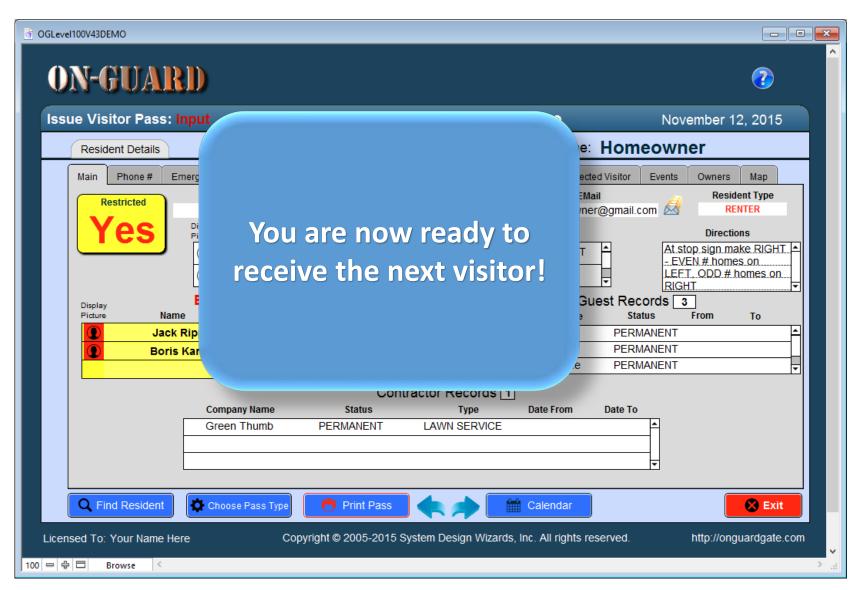


GLevel100V43DEMO OGLevel100V43DEMO OGLevel100V43DEMO - 4 Your Community Name Here 27 Pass Number Pass Number	
VISITOT PASS Willy Bonny VVE564 FL Visitor Name Vehicle Plate Vehicle State Harry Homeowner 14600 20 Ave Resident Name Address At stop. sign make RIGHT - EVEN # homes on LEET, ODD # homes on RIGHT Drive Carefully! 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****	Ime Here November 12, 2015 Last Name: Hom S Expected Visitor EMail The Visitor Pass is Arryhomeowner@gma Arryhomeowner@gma Resident Code PRIMARY RESIDENT PRIMARY RESIDENT Image: Co-RESIDENT Guest R Output Bonny PE Brown PE Laraque PE Brown PE Laraque PE Brown PE Laraque PE Brown PE Laraque PE Laraque PE Laraque PE Brown PE Laraque PE Laraque PE Laraque PE Laraque PE Laraque PE Laraque PE La
Green Thumb PERMANENT LAWN SERV	✓ Calendar









Main Navigation Screen



GLevel100V43DEMO		
Issue Visitor Pass: Input	Your Community Name Here	November 12, 2015
Resident Details	Last Nar	me: Homeowner
Main Phone # Emergency Children Gue Restricted Street Address 14600 20 Ave Display First Name Image: Construction of the street	This ends the Tutorial on issuance of a Visitor Pass	ected Visitor Events Owners Map ail Resident Type r@gmail.com A stop sign make RIGHT - EVEN # homes on LEFT. ODD # homes on RIGHT est Records 3 Status From To PERMANENT PERMANENT PERMANENT PERMANENT V
Company Name Green Thumb	Status Type Date From PERMANENT LAWN SERVICE	Date To
Choose Pass Type	ight © 2005-2015 System Design Wizards, Inc. All righ	