

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Declining a Guest on the Barred Guest List

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 "OGLevel100V43DEMO - 3". The page 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 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 mix of white and metallic fonts. Below the text is a small, colorful illustration of a gated community. At the bottom center of the main area is a light blue button labeled "Continue". A blue callout box on the left 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 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

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, and the date 'November 12, 2015'. Below the header, there are navigation tabs for 'Vehicles', 'Notes', 'Visitors', 'Expected Visitor', 'Events', 'Owners', and 'Map'. The main content area displays a resident profile for 'Homeowner' with fields for 'Primary Phone' (305-599-1243), 'Email' (harryhomeowner@gmail.com), and 'Resident Type' (RENTER). Below this, there are sections for 'Barred Guests' (2) and 'Guest Records' (3). The 'Barred Guests' table lists Jack Ripper and Boris Karloff, both with a status of 'PERMANENT'. The 'Guest Records' table lists Willy, Paul, and Marie. At the bottom, there are buttons for 'Find Resident', 'Choose Pass Type', and 'Print Pass'. A blue callout box on the right side of the screen contains the text: 'In this example please choose Last Name.'

Message

Choose which field to search on?

Other Last Name

Harry Homeowner PRIMARY RESIDENT

Mabel Homeowner CO-RESIDENT

Jack Ripper PERMANENT

Boris Karloff PERMANENT

Willy

Paul

Marie

Green Thumb PERMANENT LAWN SERV

Find Resident Choose Pass Type Print Pass

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Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input**

November 12, 2015

Homeowner

Resident Type: **RENTER**

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

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 Records

Company Name	Status	Type
Green Thumb	PERMANENT	LAWN SERV

Find Resident | Choose Pass Type | Print Pass

Licensed To: Your Name Here | Copyright © 2005-2015 System Design W

100 | Browse

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

Display Picture	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

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

Green Thumb PERMANENT LAWN SERVICE

Date To

Find Resident Choose Pass Type Print Pass Calendar Exit

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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 # 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		

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 # 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

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

Phone #: 305

Resident Code: PRIMARY RESIDENT

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

Restricted Yes

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

The screenshot shows the 'Issue Visitor Pass' screen in the ON-GUARD software. A blue callout box with the text 'In this example the Residence is Restricted.' points to a yellow label that says 'Restricted Yes'. The interface includes sections for Resident Details, Barred Guests, Guest Records, and Contractor Records. At the bottom, there are buttons for 'Find Resident', 'Choose Pass Type', 'Print Pass', 'Calendar', and 'Exit'.

Resident Details

Street Address: 14600 20 Ave
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 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		

Buttons: Find Resident, Choose Pass Type, Print Pass, Calendar, Exit

Footer: Licensed To: Your Name Here, Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved. http://onguardgate.com

Issue Visitor Pass Screen

Jack Ripper is visiting and he is Not on the Authorized Guest List. And he has provided a Driver's License for positive ID and you missed that he is Barred.

The screenshot shows the ON-GUARD software interface. At the top, it displays 'Community Name Here' and the date 'November 12, 2015'. The resident's name is 'Homeowner'. Below this, there are tabs for 'Factors', 'Vehicles', 'Notes', 'Visitors', 'Expected Visitor', 'Events', 'Owners', and 'Map'. The resident's contact information includes a primary phone number '305-599-1243' and an email 'harryhomeowner@gmail.com'. The resident type is 'RENTER'. There are two entries for 'Homeowner' with 'PRIMARY RESIDENT' and 'CO-RESIDENT' codes. A 'Directions' dropdown menu is open, showing options like 'At stop sign make RIGHT', 'EVEN # homes on', 'LEFT ODD # homes on', and 'RIGHT'. Below this, there are three sections: 'Guest Records' (3 records), 'Contractor Records' (1 record), and a 'Find Resident' button. The 'Guest Records' table lists three permanent residents: Willy Bonny, Paul Brown, and Marie Laraque. The 'Contractor Records' table lists one permanent contractor: Green Thumb, a lawn service. At the bottom, there are buttons for 'Find Resident', 'Choose Pass Type', 'Print Pass', 'Calendar', and 'Exit'. The footer contains the license information and the website URL 'http://onguardgate.com'.

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		

Issue Visitor Pass Screen

ON-GUARD

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

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input** Your Com

Resident Details

Main Phone # Emergency Children Guests Contractors

Restricted **Yes**

Street Address 14600 20 Ave

Display Picture First Name Last Name Resident Code Directions

Harry	Homeowner	PRIMARY RESIDENT
Mabel	Homeowner	CO-RESIDENT

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

Barred Guests **2**

Jack Ripper	PERMANENT
Boris Karloff	PERMANENT

Guest Records **3**

Willy	Bonny	PERMANENT
Paul	Brown	PERMANENT
Marie	Laraque	PERMANENT

Contractor Records **1**

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

OGLevel100V43DEMO

ON-GUARD

Issue Visitor Pass: **Input**

November 12, 2015

Resident Details

Main Phone # Emergency Children

Street Address: 14600 20 Ave

Display Picture First Name: Harry, Mabel

Restricted **Yes**

Resident Type: **RENTER**

Directions: stop sign make RIGHT, EVEN # homes on, 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 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. Ripper is an
Not a pre-authorized
guest, please press the
Non-Authorized button
to continue.

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO - 3

ON-GUARD Non-Authorized : **Input** Visitor

Print Pass

3021 1 100-1A
Pass Number ID # Account #

HARRY HOMEOWNER
Resident Visited

Visitor Name VISITOR
Status

Visitor Company

Vehicle Make Vehicle Model Vehicle Year

Vehicle Color Vehicle Plate Vehicle State

3/11/2018 7:48:27 AM 0 3/11/2018
Date/Time In Authorized Days Authorized Thru

Date/Time Out

YES NO
Declined Declined Reason

Officer on Duty

Calendar Exit

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Entering Mr. Jack Ripper
in the Visitor Name box.

Issue Visitor Pass Screen

ON-GUARD

ON-GUARD
GATE ACCESS SECURITY CONTROL

Non-Authorized : Input Visitor

Print Pass

3021 Pass Number 1 ID # 100-1A Account #

Close Window

BARRED DO NOT ADMIT

System Message
BARRED VISITOR DO NOT ADMIT

OK

Time/Date Out

BARRED VISITOR - DO NOT ADMIT

Declined Reason

Officer on Duty

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Calendar Exit

November 12, 2015

Last Name: Home

Visitors Expected Visitor

Email
harryhomeowner@gmail.com

Resident Code
ARY RESIDENT
O-RESIDENT

Guest R

Last Name
Bonny PE
Brown PE
Laraque PE

Date From Date To

You will be presented with this Warning Screen not to Admit the Visitor as he is on the Barred Guest list for this Resident. Press OK to continue.

Issue Visitor Pass Screen

ON-GUARD

OGLevel100V43DEMO

ON-GUARD Non-PreAuthorized : **Input**
Visitor

November 12, 2015

Print Pass

Pass Number: 3021 ID #: 1 Account #: 100-1A

Resident Visited: HARRY HOMEOWNER

Visitor Name: JACK RIPPER Status: VISITOR

Visitor Company: []

Vehicle Make: [] Vehicle Model: [] Vehicle Year: []

Vehicle Plate: [] Vehicle State: FL

Authorized Days: [] Authorized Thru: []

Date/Time Out: []

YES NO Declined

Declined Reason: BARRED VISITOR - DO NOT ADMIT

Officer on Duty: []

System Message

Please check that the Decline = YES and the Declined Reason given is = BARRED VISITOR DO NOT ADMIT. If OK then please press CLOSE WINDOW.

Close

Time/Date Out

Exit

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You may or may not be presented with a message to check to view the screen. In any case, press the Close button

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 and a date of 'November 12, 2015'. Below the header, the text 'Issue Visitor Pass: Input' is visible. The interface is divided into several sections: 'Resident Details' (with tabs for Main, Phone #, Emerg), 'Guest Records' (with a count of 3), and 'Contractor Records' (with a count of 1). A yellow box with the text 'Restricted Yes' is prominent. A blue callout box with white text is overlaid on the screen, stating: 'At this point you should politely instruct Mr. Ripper to turn around and leave the community.' The bottom of the interface contains a navigation bar with buttons for 'Find Resident', 'Choose Pass Type', 'Print Pass', 'Calendar', and 'Exit'. The footer includes the text 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'.

At this point you should politely instruct Mr. Ripper to turn around and leave the community.

Issue Visitor Pass Screen

ON-GUARD

The screenshot shows the ON-GUARD software interface for issuing a visitor pass. The window title is "OGLLevel100V43DEMO". The main header displays "ON-GUARD" and the date "November 12, 2015". The status bar at the top indicates "Issue Visitor Pass: Input".

The interface is divided into several sections:

- Resident Details:** Includes tabs for "Main", "Phone #", and "Emerg". A yellow box with "Restricted Yes" is visible. The resident type is "RENTER".
- Directions:** A text area containing instructions: "At stop sign make RIGHT", "EVEN # homes on", "LEFT. ODD # homes on", "RIGHT".
- Guest Records:** A table with 3 records, all with a status of "PERMANENT".
- Contractor Records:** A table with 1 record for "Green Thumb" with a status of "PERMANENT" and type "LAWN SERVICE".

A large blue callout box in the center of the screen contains the text: "You are now ready to receive the next visitor!".

The bottom of the interface features a navigation bar with buttons: "Find Resident", "Choose Pass Type", "Print Pass", "Calendar", and "Exit".

At the bottom of the window, there is a license notice: "Licensed To: Your Name Here", a copyright notice: "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and the website URL: "http://onguardgate.com".

Main Navigation 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 navigation menu includes 'Main', 'Phone #', 'Emergency', 'Children', 'Guests', 'Restricted Visitor', 'Events', 'Owners', and 'Map'. The 'Main' tab is selected, displaying a 'Restricted Yes' status, street address '14600 20 Ave', and resident type 'RENTER'. A 'Barred Guests' section lists 'Jack Ripper' and 'Boris Karloff'. A 'Directions' dropdown menu is open, showing options like 'At stop sign make RIGHT', 'EVEN # homes on LEFT', and 'ODD # homes on RIGHT'. A 'Guest Records' table shows three 'PERMANENT' records. A 'Company Name' table lists 'Green Thumb' as a 'PERMANENT' 'LAWN SERVICE'. At the bottom, there are buttons for 'Find Resident', 'Choose Pass Type', 'Print Pass', 'Calendar', and 'Exit'. The footer contains licensing information: 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and the website 'http://onguardgate.com'.

This ends the Tutorial on Declining a Barred Guest.