

# ON-GUARD

## GATE SECURITY CONTROL



*Tutorial Series*

# Add a Resident Event

# The Navigation Screen

**ON-GUARD**

The screenshot shows a web browser window titled "On-GuardLevel10092113He;p - 2". The page has a yellow background. At the top left, there is a logo for "ON-GUARD GATE ACCESS SECURITY CONTROL" next to a small image of a gate. To the right of the logo, the text "Your Community Name Here" is displayed. Further right, the text "Main Navigation Screen" and "September 22, 2013" is shown. In the center, the text "WELCOME TO ON-GUARD GATE SECURITY CONTROL" is displayed in large, bold letters, with "ON-GUARD" in a larger font. Below this text is a larger image of a gate. Underneath the gate image, the text "LEVEL 100" is displayed. At the bottom center, there is a yellow 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. At the bottom of the page, there is a footer with the text "Licensed To: Your Community Name Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." and the URL "http://onguardgate.com". The browser's address bar shows "100 | Browse".

On-GuardLevel10092113He;p - 2

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Main Navigation Screen  
September 22, 2013

**WELCOME  
TO  
ON-GUARD  
GATE SECURITY CONTROL**

**LEVEL 100**

Continue

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100 | Browse

# The Issue Visitor Pass Screen



You will be taken to this screen automatically

Your Community Name Here
Total Resident Records 201

9:20:11 AM
Issue Visitor Pass: Input

July 28, 2015

In User: Developer

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

Restricted  
**Yes**

Display Picture	First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
	Harry	Homeowner	PRIMARY RESIDENT	1	1	1234Z
	Mabel	Homeowner	CO-RESIDENT			

Street Address

14600 SW 20 Avenue

Primary Phone

321-599-1242

Email

harry555@gmail.com

Resident Type

RENTER

Barred Guests

Display Picture	Name	Status
	Jack Ripper	PERMANENT

Authorized Contractors

Over-ride	Company Name	Status	Type
N	Green Thumb	PERMANENT	LAWN SERVICE

Directions

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

Authorized Guests

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

Notes

Ben lost his keys. Call if turned in.

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru
Lynn Smith	Visitor	7/28/2015	1:00 PM	7/28/2015

Event Display

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# The Issue Visitor Pass Screen



**ON-GUARD**  
GATE ACCESS SECURITY CONTROL
Name Here Total Resident Records 201

**Issue Visitor Pass: Input**  
**July 28, 2015**

Logged In User: **Developer**

**Main** | Phone
Contractors | **Vehicles** | Notes | Visitors | Owners | Map

Restricted  
**Yes**

Resident Code	Unit #	Rec #	Pin #
PRIMARY RESIDENT	1	1	1234Z
CO-RESIDENT	The resident is:		

Street Address: 14600 SW 20 Avenue

Primary Phone: 321-599-1242

E-Mail: harry555@gmail.com

Mabel Homeowner

Resident Type: **RENTER**

**Barred Guests**

Display Picture	Name	Status
■	Jack Ripper	PERMANENT

**Authorized Contractors**

Over-ride	Company Name	Status	Type
N	Green Thumb	PERMANENT	LAWN SERVICE

**Directions**

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

**Authorized Guests**

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

**Notes**

Ben lost his keys. Call if turned in.

**Expected Visitor**

Name	Status	Arrival Date	Arrival Time	Valid Thru
Lynn Smith	Visitor	7/28/2015	1:00 PM	7/28/2015

**Event Display**

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Press the Add Option Records

**Find Resident**

**Print Pass**

**Issue Pass**

Select Pass Type

**Add Records**

Add Option Records

Search Actions

Search Other Data

**Barcode Lookup**

**Navigation Actions**

Admin Dashboard

Residential Records

**Exit On-Guard**

**Information**

Help

**Calendar**

# The Add Option Records Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Visitor Pass Add: **Input**  
Optional Records

Close

**Add Visitor Pass Optional Records**

Barred Guests

Notes

Expected Visitor

Event Manager

Press the Event Manager button

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100 Browse

# The Add Option Records Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Visitor Pass Add: **Input**  
Optional Records

Close

### Add Visitor Pass Optional Records

OGLevel100DEMO

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**NO RECORD PRESENT**

System Message

There does not appear to be a record present, do you wish to add a record? If you do not wish to add a record the window will close.

No Yes

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Press the Yes button to add a Note or no to close the screen.

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100 Browse

# The Event Manager Input Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**Event Manager: Input**

**ACTIONS**

- New
- Delete
- Show All

Close Window

Event Manager Input

ID#

Account #

Street Address

Name

Purpose

Venue

Arrival Date

Arrival Time

Valid Thru

Today's Date

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Add the Event Visitor name, Purpose, Venue Arrival Date, Arrival Time, and Valid Thru fields.

# The Event Manager Input Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**Event Manager: Input**

**ACTIONS**  
New  
Delete  
Show All

Event Manager Input

ID#

Account #

Street Address

Name

Purpose

Venue

Arrival Date

Arrival Time

Valid Thu

Today's Date

Close Window

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After the information has been added, press the Close Window button.



# The Issue Visitor Pass Screen



You will return to this screen.

Your Community Name Here
Total Resident Records 201

9:14:25 AM
Issue Visitor Pass: **Input**

Developer
July 28, 2015

Restricted Yes

Display Picture	First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
	Harry	Homeowner	PRIMARY RESIDENT	1	1	1234Z
	Mabel	Homeowner	CO-RESIDENT			

The resident is:

Street Address 14600 SW 20 Avenue	Primary Phone 321-599-1242	E-Mail harry555@gmail.com	Resident Type RENTER
--------------------------------------	-------------------------------	------------------------------	-------------------------

Display Picture	Name	Status
	Jack Ripper	PERMANENT

Over-ride	Company Name	Status	Type
N	Green Thumb	PERMANENT	LAWN SERVICE

Authorized Guests		Notes
Name	Status	
Art Able	PERMANENT	Ben lost his keys. Call if turned in.
Paul Brown	PERMANENT	
Marie Porter	PERMANENT	

Expected Visitor					Event Display
Name	Status	Arrival Date	Arrival Time	Valid Thru	<input checked="" type="checkbox"/>
Lynn Smith	Visitor	7/28/2015	1:00 PM	7/28/2015	<input type="checkbox"/>

Directions

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

# The Issue Visitor Pass Screen

Note Press the Event Display button to view the Events.

Your Community Name Here
Total Resident Records 201

9:14:25 AM
Issue Visitor Pass: **Input**

Developer
July 28, 2015

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

Restricted  
Yes

Display Picture	First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
	Harry	Homeowner	PRIMARY RESIDENT	1	1	1234Z
	Mabel	Homeowner	CO-RESIDENT			

The resident is:

Street Address:  Primary Phone:  EMail:  Resident Type:

Barred Guests

Display Picture	Name	Status
	Jack Ripper	PERMANENT

Authorized Contractors

Over-ride	Company Name	Status	Type
N	Green Thumb	PERMANENT	LAWN SERVICE

Directions

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

Authorized Guests

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

Notes

Ben lost his keys. Call if turned in.

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru
Lynn Smith	Visitor	7/28/2015	1:00 PM	7/28/2015

Event Display

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# The Issue Visitor Pass Screen



The Event Manager Display is now visible.

Total Resident Records 201

Your Community Name Here

9:29:16 AM

Issue Visitor Pass: **Input**

July 28, 2015

Logged In User: **Developer**

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

Restricted  
Yes

Display Picture	First Name	Last Name	Resident Code	Unit #	Rec #	Pin #
	Harry	Homeowner	PRIMARY RESIDENT	1	1	1234Z
	Mabel	Homeowner	CO-RESIDENT			

Street Address: 14600 SW 20 Avenue    Primary Phone: 321-599-1242    EMail: harry555@gmail.com

**Barred Guests**

Display Picture	Name	Status
	Jack Ripper	PERMANEN

**Authorized Contractors**

Override	Company Name	Status	Type
N	Green Thumb	PERMANENT	LAWN SERVICE

**Authorized Guests**

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

**Notes**

Ben lost his keys. Call if turned in.

Expected Visitor

**Event Manager Display**

Name	Event Purpose	Event Location	Event Date
James Patterson	Party	At Residence	7/28/2015

Event Display

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# The Issue Visitor Pass Screen



**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **201**

9:29:16 AM

Issue Visitor Pass: **Input**

July 28, 2015

Logged In User: Developer

**Find Resident**  
**Print Pass**

**Issue Pass**  
Select Pass Type  
Add Records  
Add Option Records  
Search Actions  
Search Other Data  
Barcode Lookup

**Navigation Actions**  
Admin Dashboard  
Residential Records  
Exit On-Guard

**Information**  
Help  
Calendar

**Main** Phone# Emergenc

Restricted  
**Yes**

Display Picture First  
Street Address  
14600 SW 20 Ave

Display Picture Name S  
**Barred Guests**

Display Picture	Name	S
	Jack Ripper	PERI

**Authorized Guests**

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

**Expected Visitor**

Name	Event Purpose	Event Location	Event Date
James Patterson	Party	At Residence	7/28/2015

**Notes**  
Ben lost his keys. Call if turned in.

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

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# ON-GUARD

**GATE SECURITY CONTROL**



*Tutorial Series*

Thanks for Watching!