



# Tutorial Series

Add a Resident Event

### The Navigation Screen

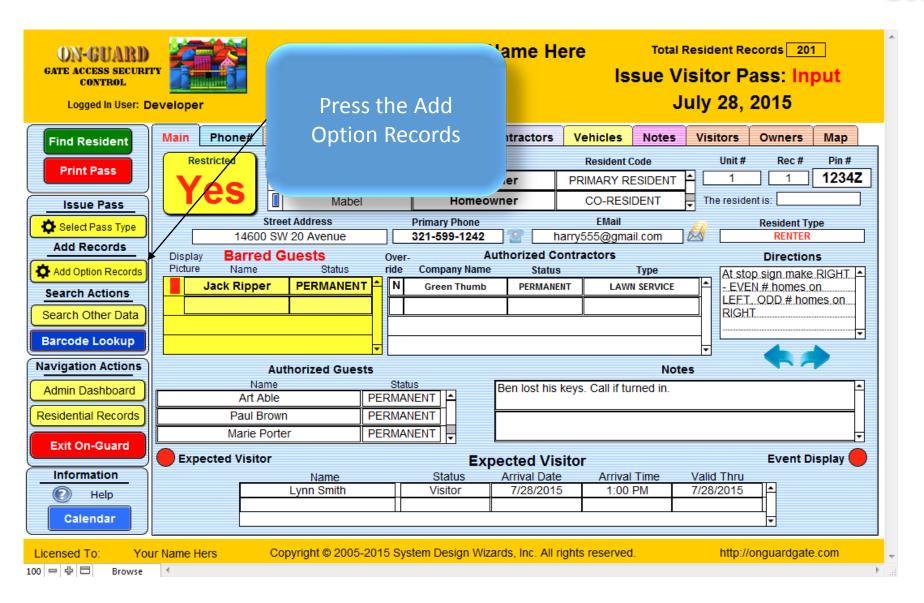






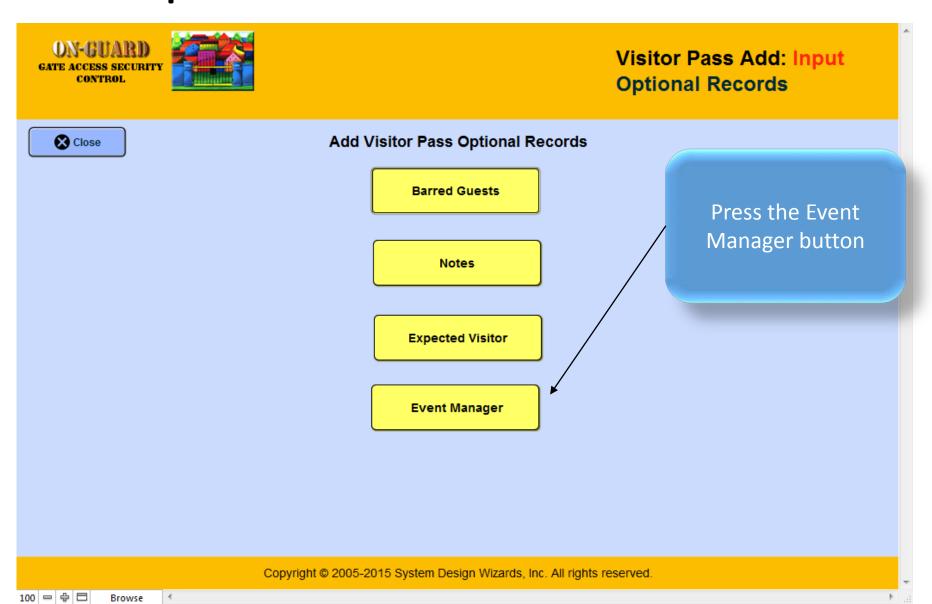
You will be taken to this screen							_			
automatically dent	Main Phone#	Emergency	Children	Guests	Contractors	Vehicles Not	tes Visitors	Owners	Map	
	Restricted	Display Picture First Name	е	Last N	ame	Resident Code	Unit #	Rec#	Pin #	
ASS	Voc	Harr	у	Home	owner	PRIMARY RESIDE	NT 1	11	1234Z	
Issue Pass	169	■ Mabe	el	Home	owner	CO-RESIDENT	▼ The resid	ent is:		
Select Pass Type	4.400	Street Address		Primary Phone		EMail		Resident Ty RENTER		
Add Records		0 SW 20 Avenue	Over-	321-599-1242	Authorized Co	arry555@gmail.com		Direction		
Add Option Records	Picture Name		ride	Company Nam			At.st	op sign make		
Search Actions	Jack Ripp	er PERMANEN	IT 1 N	Green Thumb	PERMANE	NT LAWN SERV	ICE - EV	EN # homes of the control of the con	on	
Search Other Data	Entered to the state of the sta						RIGI		IICS OII	
Barcode Lookup			_							
Navigation Actions			▼				▼	•		
	N	Authorized Gue ame	sts Statu	۹	Day last his		Notes			
Admin Dashboard		Able PERMANENT			Ben lost his	keys. Call if turned i	Π.			
Residential Records		Brown PERMAN Porter PERMAN								
Exit On-Guard	Marie							▼		
	Expected Visit	tor Expected Visito			itor Event D			Display 🛑		
Information		Name Lynn Smith	11	Status Visitor	7/28/2015		Valid Thru 7/28/2015			
(C) Help		Lynn Smith		VISILOI	7/28/2013	1.00 PW	//28/2015			
Calendar			11		"	•	•	▼		
Licensed To: You	ur Name Hers ∢	Copyright © 2009	5-2015 Syst	tem Design Wi	zards, Inc. All r	ights reserved.	http:/	/onguardgate	e.com	





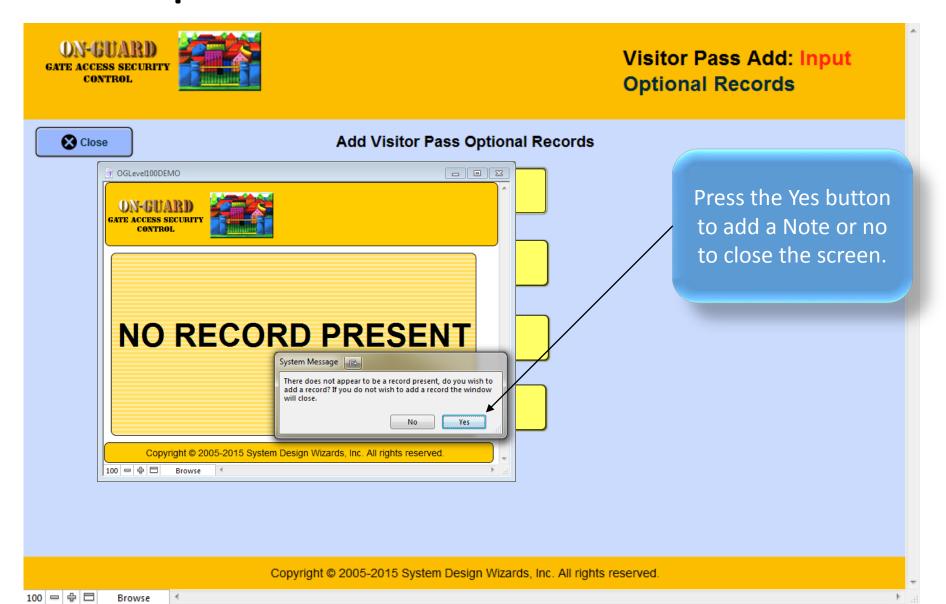
### The Add Option Records Screen





### The Add Option Records Screen





## The Event Manager Input Screen



Show All Street Address 14600 SW 20 Avenue name, Purpose,	ON-GUARD GATE ACCESS SECURIC CONTROL	Event Manager: Input	
Purnose	New Delete Show All  Close Window  Copyright © 200	Account # 14600 20 Ave  Street Address 14600 SW 20 Avenue  Name Purpose Venue  Arrival Date Arrival Time Valid Thu Today's Date 7/28/2015  D5-2015 System Design http://onguardgate.com	Add the Event Visitor name, Purpose, Venue Arrival Date, Arrival Time, and Valid Thru fields.

## The Event Manager Input Screen



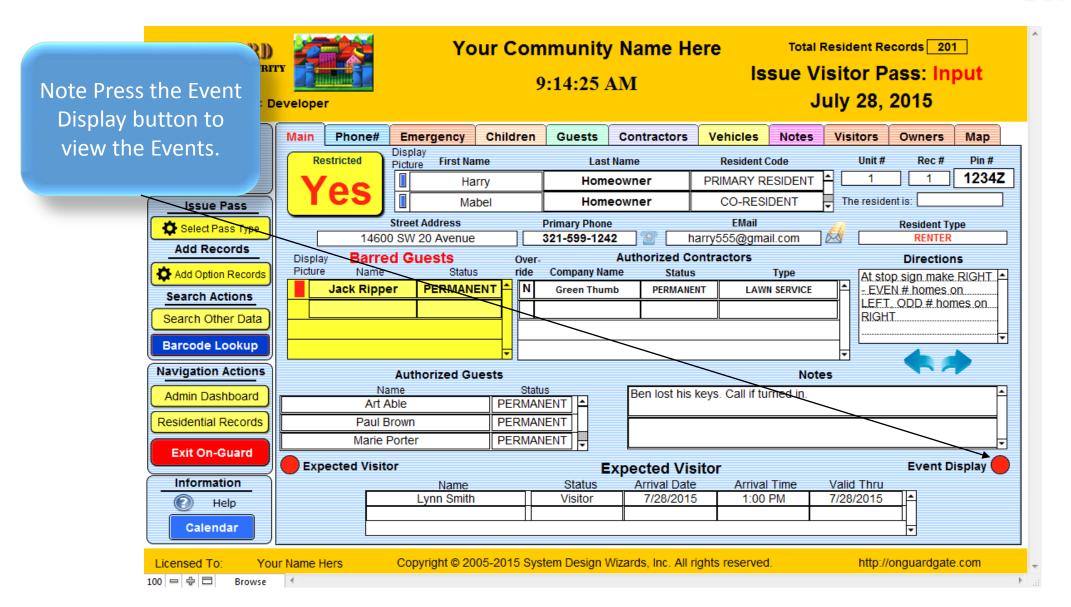
ON-GUAR GATE ACCESS SECU CONTROL	Event Manager: Input	^
New Delete Show All	Event Manager Input	
Close	Name James Patterson  Purpose Party ▼  Venue At Residence ▼  7/28/2015 ■ 7:00 PM ▼ 7/28/2015 ■  Arrival Date Arrival Time Valid Thu	
	Today's Date 7/28/2015  2005-2015 System Design http://onguardgate.com	▼ .di

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



You will return to	eveloper	Your		munity :14:25 A	Name H		Visito	r Pass: In 28, 2015	_
this screen.	Main Phone#	Emergency Ch	nildren	Guests	Contractors	Vehicles No	tes Visito	ors Owners	Мар
		Display Picture First Name		Last	Name	Resident Code	ι	Jnit# Rec#	Pin#
	Voc	Harry		Home	owner	PRIMARY RESIDE	NT 📤 🗀	1 1	1234 <b>Z</b>
Issue Pass	169	Mabel		Home	owner	CO-RESIDENT	▼ The	resident is:	
Select Pass Type		Street Address SW 20 Avenue		Primary Phone 321-599-1242	2 <b>9</b> h	EMail arry555@gmail.con	n ] 🔬 [	Resident Ty RENTER	
Add Records		d Guests	Over-		Authorized Co			Direction	ns
Add Option Records  Search Actions	Picture Name  Jack Ripper	Status r PERMANENT	ride N	Green Thum		-3,5-	/ICE	At stop sign make - EVEN # homes ( LEFT, ODD # hor	on
Search Other Data								RIGHT	
Barcode Lookup			4				<b>▼</b>	4	<b>-</b>
Navigation Actions		Authorized Guest					Notes		
Admin Dashboard	Nan Art Ab	Status Ben lost his I			keys. Call if turned in.				
Residential Records	Paul Bro Marie Po		PERMAN						
Exit On-Guard	Expected Visitor	PERMANENT   ↓					Event Display		
Information	<u> </u>	Name		Status	Arrival Date		· Valid 1		
(2) Help  Calendar		Lynn Smith		Visitor	7/28/2015		7/28/2		
Licensed To: Your	r Name Hers	Copyright © 2005-2	015 Sys	tem Design W	izards, Inc. All r	ights reserved.	t	nttp://onguardgate	e.com



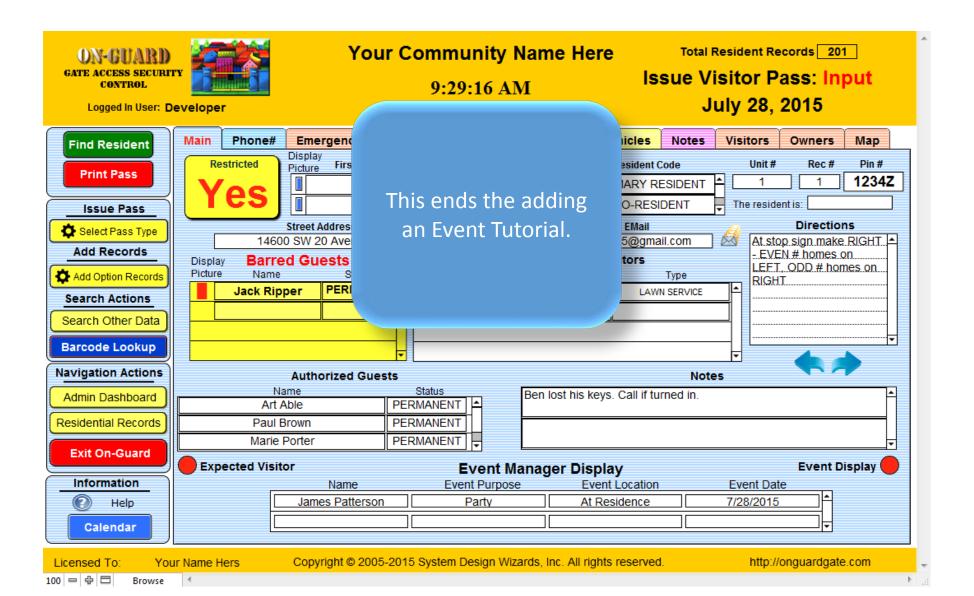


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**Your Community Name Here** Total Resident Records 201 ON-GUARD GATE ACCESS SECURITY Issue Visitor Pass: Input CONTROL 9:29:16 AM The Event Manager July 28, 2015 Logged In User: Developer Display is now Main Phone# **Emergency** Children Guests Contractors Vehicles Notes Visitors Owners Map **Find Resident** visible. Display Unit# Pin# Restricted First Name Last Name Resident Code Rec# Picture **Print Pass** 1234Z PRIMARY RESIDENT Homeowner Harry CO-RESIDENT The resident is: Homeowner Mabel **Issue Pass** Directions Street Address **Primary Phone EMail** Select Pass Type At stop sign make RIGHT 14600 SW 20 Avenue harry555@gmail.com 321-599-1242 Add Records EVEN # homes on **Barred Guests Authorized Contractors** Display Over-LEFT, ODD # homes on Add Option Records Picture Name Status Company Name Status Type RIGHT PERMANEN Jack Ripper Green Thumb PERMANENT LAWN SERVICE Search Actions Search Other Da **Barcode Lookup** Navigation Actions Notes **Authorized Guests** Ben lost his keys. Call if turned in. Admin Dashboard PERMANENT | Art Able Residential Records Paul Brown PERMANENT PERMANENT Marie Porter **Exit On-Guard** Event Display Expected Visitor **Event Manager Display** Information Name Event Purpose Event Location Event Date Help James Patterson Party At Residence 7/28/2015 Calendar Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved. Licensed To: Your Name Hers http://onguardgate.com









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Thanks for Watching!