

# ON-GUARD

## GATE SECURITY CONTROL



*Tutorial Series*

# Add an Expected Visitor

# 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" and 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. 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

9:05:39 AM
Issue Visitor Pass: **Input**

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   
 EMail: harry555@gmail.com   
 Resident Type: **RENTER**

Barred Guests			Authorized Contractors			
Display Picture	Name	Status	Over-ride	Company Name	Status	Type
	Jack Ripper	PERMANENT	N	Green Thumb	PERMANENT	LAWN SERVICE

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

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

Authorized Guests	
Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

Expected Visitor: ●   
 Expected Visitor: ●   
 Event Display: ●

Name	Status	Arrival Date	Arrival Time	Valid Thru

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# The Issue Visitor Pass Screen



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

**Your Community Name Here**

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

Logged In User: **Developer**

**Main** | **Phone**

Restricted  
**Yes**

Name	Resident Code	Unit #	Rec #	Pin #
owner	PRIMARY RESIDENT	1	1	1234Z
Homeowner	CO-RESIDENT			

The resident is:

Street Address:  Primary Phone:  Email:  Resident Type:

**Barred Guests**

Display Picture	Name	Status
<input type="checkbox"/>	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

**Expected Visitor** Event Display

**Navigation Actions**

Admin Dashboard | Residential Records | **Exit On-Guard**

**Information**

Help | Calendar

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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 Expected Visitor button

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# The Add Option Records Screen

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**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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100 Browse

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

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100 Browse

# The Expected Visitor Input Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**Expected Visitor: Input**

**ACTIONS**

- New
- Delete
- Show All
- Close Window

Expected Visitor

ID#

Account #

Street Address

Full Name

Title

Arrival Date  Arrival Time  Valid Thru

Today's Date

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Add the Expected Visitor name, Title, Arrival Date, Arrival Time, and Valid Thru fields.

# The Expected Visitor Input Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**Expected Visitor: Input**

**ACTIONS**

- New
- Delete
- Show All

Close Window

Expected Visitor

ID#

Account #

Street Address

Full Name

Title

Arrival Date  Arrival Time  Valid Thru

Today's Date

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Add the Expected Visitor name, Title, Arrival Date, Arrival Time, and Valid Thru fields.



# The Expected Visitor Input Screen

ON-GUARD

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

**Expected Visitor: Input**

**ACTIONS**

- New
- Delete
- Show All

Expected Visitor

ID#

Account #

Street Address

Full Name

Title

Arrival Date  Arrival Time  Valid Thru

Today's Date

Close Window

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After you enter the Expected Visitor information, 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 <input checked="" type="radio"/>
Name	Status	Arrival Date	Arrival Time	Valid Thru	
Lynn Smith	Visitor	7/28/2015	1:00 PM	7/28/2015	

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

# The Issue Visitor Pass Screen

Note the addition of the Expected Visitor Data

Your Community Name Here
Total Resident Records 201

9:14:25 AM

Issue Visitor Pass: **Input**

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			

Barred Guests

Display Picture	Name	Status
	Jack Ripper	PERMANENT

Authorized Contractors

Over-ride	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

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

Directions

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

Resident Information

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

The resident is:

Resident Type: RENTER

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# The Issue Visitor Pass Screen



**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records **201**

9:14:25 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

**Restricted**  
**Yes**

**Barred Guests**

Display Picture	Name	Status
	Jack Ripper	PERM

**Authorized Guests**

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

**Expected Visitor**

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

**Resident Code** MARY RESIDENT

**Unit #** 1

**Rec #** 1

**Pin #** 1234Z

**Street Address** 14600 SW 20 Ave

**E-mail** 5@gmail.com

**Resident Type** RENTER

**Vehicle Type** LAWN SERVICE

This ends the adding an Expected Visitor Tutorial.

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# ON-GUARD

**GATE SECURITY CONTROL**



*Tutorial Series*

Thanks for Watching!