



# Tutorial Series

Add an Expected Visitor

## The Navigation Screen







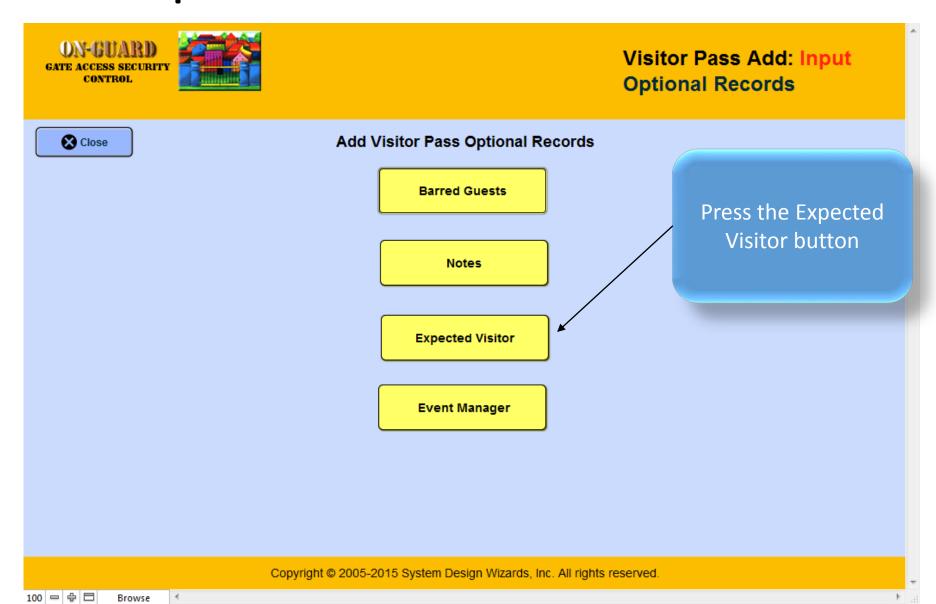
You will be taken to	RD CURITY L ser: Deve	eloper	You		•		Issue \	/isitor P	ass: Input	
	t N	/lain Phone#	Emergency	Children	Guests	Contractors	Vehicles Notes	Visitors	Owners Map	
automatically		Restricted	Display Picture First Name	)	Last N	lame	Resident Code	Unit#	Rec# Pin	#
		Voc	■ Harry	/	Home	owner	PRIMARY RESIDENT	1	1 123	4Z
Issue Pass		169	Mabe	el	Home	owner	CO-RESIDENT	▼ The resid	ent is:	
Select Pass T	уре	1460	Street Address 0 SW 20 Avenue				EMail	7 <i>A</i>	Resident Type	
Add Record	<u> </u>		ed Guests							
Add Option Red		Picture Name	Status	ride				At.sto	op sign make RIGHT	百
Search Action	<u>s</u>	Jack Ripp	er PERMANEN	N	Green Thumb	PERMAN	ENT LAWN SERVICE			
Search Other D	ata							RIGH	Pass: Input 28, 2015  OUTS OWNERS MAD  Unit # Rec # Pin # 1 1 1234Z  TRESIDENT TYPE  RESIDENT TYPE  RENTER  Directions  At stop sign make RIGHT  EVEN # homes on  RIGHT  FUNCTION TO BE TO	
Barcode Look	ир			<del> </del>						ners Map Rec # Pin # 1 1234Z  ident Type RENTER rections n make RIGHT formes on 0 # homes on
Navigation Acti	ons		Authorized Gue	sts			No		<b>T</b>	
Admin Dashboa	ard		ame			Ben lost his	keys. Call if turned in.			74
Residential Reco	rds	Art A								_
		Marie		Ame Last Name Resident Code Unit # Rec # Pin # 1 234Z  Abel Homeowner PRIMARY RESIDENT The resident is:  Primary Phone EMail Resident Type  321-599-1242 Authorized Contractors  S ride Company Name Status Type  ENT N Green Thumb PERMANENT LAWN SERVICE  PERMANENT Notes  Status  PERMANENT PERMANENT  PERMANENT PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT  PERMANENT						
Exit On-Guar		Expected Visit		Event Display						
Information			Name	11		•		Valid Thru	11.	
(C) Help										
Calendar									▼	
Licensed To:	Your N	ame Hers	Copyright © 2005	i-2015 Sys	tem Design Wi	zards, Inc. All	rights reserved.	http://	onguardgate.com	
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ON-GUARD GATE ACCESS SECURITY CONTROL  Logged In User: Developer		Your Co Press the	<mark>ommunity</mark> Add	Name H M	Issue V	resident Records 201 risitor Pass: Input risituly 28, 2015
Find Resident	Main Phone#	Option Re	cords	Contractors	Vehicles Notes	Visitors Owners Map
Print Press	Restricted	option records		ame	Resident Code	Unit# Rec# Pin#
Print Pass	Vac			wner	PRIMARY RESIDENT	1 1 1234Z
Issue Pass	1/65	Masci		owner	CO-RESIDENT	The resident is:
Select Pass Type		t Address	Primary Phone		EMail	Resident Type
Add Records		20 Avenue	321-599-124		narry555@gmail.com	RENTER
Add Option Records	Display Barred G Picture Name		ver- de Company Na	Authorized C me Status		Directions
Search Actions	Jack Ripper	PERMANENT -	N Green Thum			At stop sign make RIGHT EVEN # homes on
Search Other Data						LEFT, ODD # homes on RIGHT
						1.51.56.1.1.1
Barcode Lookup		<del>-</del>				7
Navigation Actions	Aut	horized Guests			Not	es
Admin Dashboard	Name Art Able		Status MANENT	Ben lost his	keys. Call if turned in.	<u>^</u>
Residential Records	Paul Brown		MANENT			
Tesidential records	Marie Porte		MANENT			
Exit On-Guard						Event Display
Information	Expected Visitor	Name	Status	xpected Vis Arrival Date		Valid Thru
(P) Help		Name	Jiaids	Amvarbate	Anivariance	Valid Till d
Calendar						▼
Licensed To: You	ır Name Hers Co	pyright © 2005-2015	System Design V	Vizards, Inc. All	rights reserved.	http://onguardgate.com
D Browse	4					1

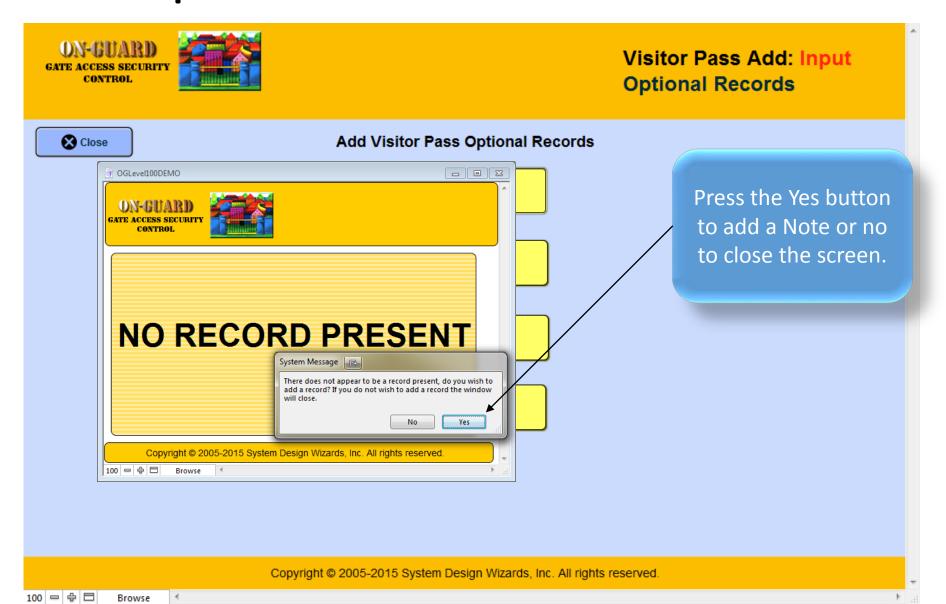
### The Add Option Records Screen





### The Add Option Records Screen





## The Expected Visitor Input Screen



ON-GUARI GATE ACCESS SECUR CONTROL	Expected Visitor: Input
ACTIONS	Expected Visitor
New Delete Show All  Close Window	Account # 14600 20 Ave  Street Address 14600 SW 20 Avenue  Full Name  Title   Arrival Date Arrival Time Valid Thru  Today's Date 7/28/2015
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Add the Expected Visitor name, Title, Arrival Date, Arrival Time, and Valid Thru fields.

## The Expected Visitor Input Screen



ON-GUARI GATE ACCESS SECUR CONTROL	Expected Visitor: Input
ACTIONS	Expected Visitor
New Delete Show All  Close Window	Account # 14600 20 Ave  Street Address 14600 SW 20 Avenue  Full Name  Title   Arrival Date Arrival Time Valid Thru  Today's Date 7/28/2015
Copyright © 20	005-2015 System Design http://onguardgate.com
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Add the Expected Visitor name, Title, Arrival Date, Arrival Time, and Valid Thru fields.

## The Expected Visitor Input Screen



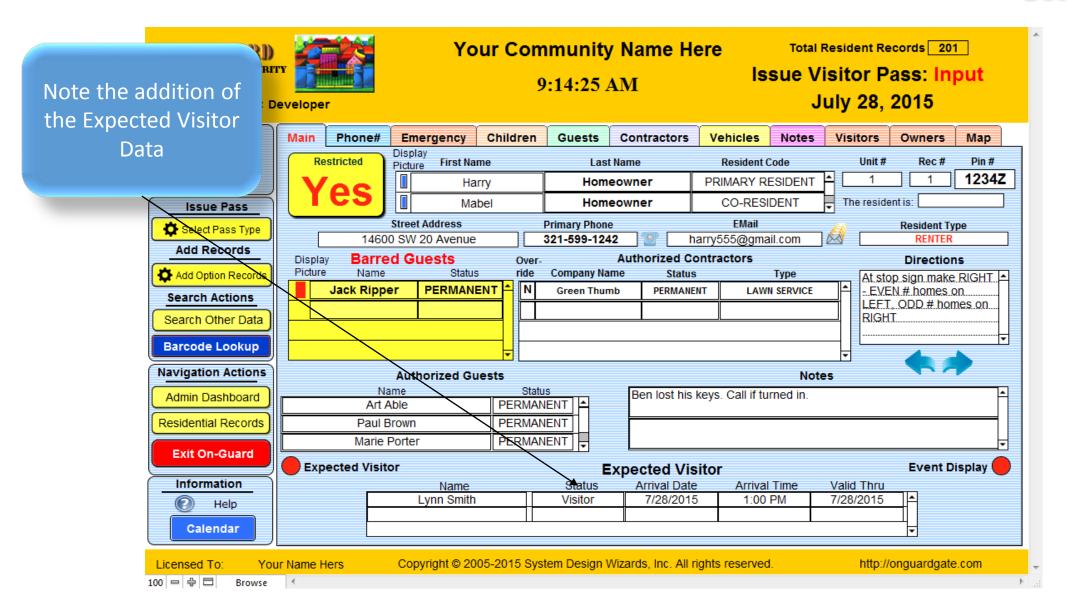
ON-GUAR GATE ACCESS SECU CONTROL	Expected Visitor: Input	^
ACTIONS	Expected Visitor 1	
New Delete Show All  Close Window	Account # 14600 20 Ave  Street Address 14600 SW 20 Avenue  Lynn Smith Full Name  Title Visitor  7/28/2015 1:00 PM T 7/28/2015 Arrival Date Arrival Time Valid Thru  Today's Date 7/28/2015	
Copyright © 2	2005-2015 System Design http://onguardgate.com	+
100 - ⊕ Br	owse 4	af

After you enter the Expected Visitor information, press the Close Window button.

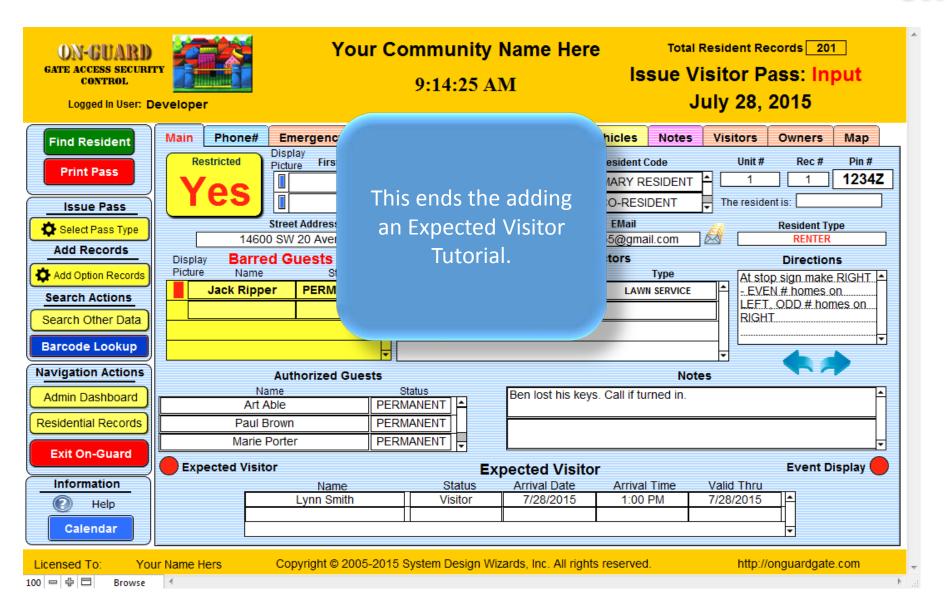


You will return to	eveloper	Your		munity :14:25 A	Name H		Visito	r Pass: In 28, 2015	_	
this screen.	Main Phone#	Emergency Ch	nildren	Guests	Contractors	Vehicles No	tes Visito	ors Owners	Мар	
		Display Picture First Name		Last	Name	Resident Code	ι	Jnit# Rec#	Pin#	
	Voc	Harry		Home	owner	PRIMARY RESIDE	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			s keys. Call if turned in.				
Residential Records	Paul Bro		PERMAN							
Exit On-Guard	Expected Visitor	rie Porter PERMANENT			nected Vis	ected Visitor			Event Display	
Information	<u> </u>	Name		Status	Arrival Date		· Valid 1			
(2) Help  Calendar		Lynn Smith		Visitor	7/28/2015		7/28/2			
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# Tutorial Series

Thanks for Watching!