

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Add a Note

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 of the page, 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

ON-GUARD
ACCESS SECURITY
CONTROL
Total Resident Records 201

Your Community Name Here
8:46:45 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	The resident is: <input type="text"/>		

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

Expected Visitor


Name	Status	Arrival Date	Arrival Time	Valid Thru

Event Display ●

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The Issue Visitor Pass Screen





Logged In User: **Developer**

Your Community Name Here

Total Resident Records 201

Issue Visitor Pass: Input

July 28, 2015

Main | Phone#

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

Name	Resident Code	Unit #	Rec #	Pin #
owner	PRIMARY RESIDENT	1	1	1234Z
owner	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
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Authorized Guests

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

Notes

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Expected Visitor **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 Notes button

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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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100 Browse

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


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100 Browse

The Add Notes Input Screen

ON-GUARD

ON-GUARD
GATE ACCESS SECURITY CONTROL



Notes: Input

ACTIONS
New
Delete
Show All

Notes Input

Unit # Account # Record ID#

Resident Name Creation Date

Is this a record Change Request? Yes No

Notes

Close Window

DateStamp
7/28/2015 8:50:55

This Record is subject to Expire 30 Days from the Creatuib Date Above


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Depending on your input you can check if this is a change request or not

The Add Notes Input Screen

ON-GUARD

ON-GUARD
GATE ACCESS SECURITY CONTROL



Notes: Input

ACTIONS

New
Delete
Show All

← →

Close Window

DateStamp
7/28/2015 8:50:55

Notes Input

Unit # Account # Record ID#

Resident Name Creation Date

Is this a record Change Request? Yes No

Notes

This Record is subject to Expire 30 Days from the Creatuib Date Above

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Add your Note by typing in this area.

The Add Notes Input Screen

ON-GUARD

ON-GUARD
GATE ACCESS SECURITY CONTROL

Notes: Input

ACTIONS
New
Delete
Show All
Close Window

Notes Input

1 14600 20 Ave 1
Unit # Account # Record ID#

Harry Homeowner
Resident Name

Jul 28, 2015
Creation Date

Is this a record Change Request? Yes No

Notes

DateStamp
7/28/2015 8:50:55

This Record is subject to Expire 30 Days from the Creatuib Date Above

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When finished press the Close Window button.

The Issue Visitor Pass Screen



You will return to this screen.

ON-GUARD
ACCESS SECURITY
CONTROL
Total Resident Records 201

Your Community Name Here
8:46:45 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	The resident is: <input type="text"/>		

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

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Event Display

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The Issue Visitor Pass Screen



ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

Total Resident Records

8:32:17 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# Emergency C

Restricted **Yes**

Display Picture First Name
Harry
Mabel

Street Address
14600 SW 20 Avenue

Display Picture **Barred Guests** Name Status
Jack Ripper PERMANEN

Authorized Guests

Name	Status
Art Able	PERMANENT
Paul Brown	PERMANENT
Marie Porter	PERMANENT

Expected Visitor

Name	Status	Arrival Date	Arrival Time	Valid Thru

Notes
Ben lost his keys. Call if turned in.

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

Unit # 1 Rec # 1 Pin # 1234Z

Resident Type **RENTER**

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

Event Display

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This ends the entering Note Tutorial.

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Thanks for Watching!