

# ON-GUARD

## GATE SECURITY CONTROL



### *Tutorial Series*

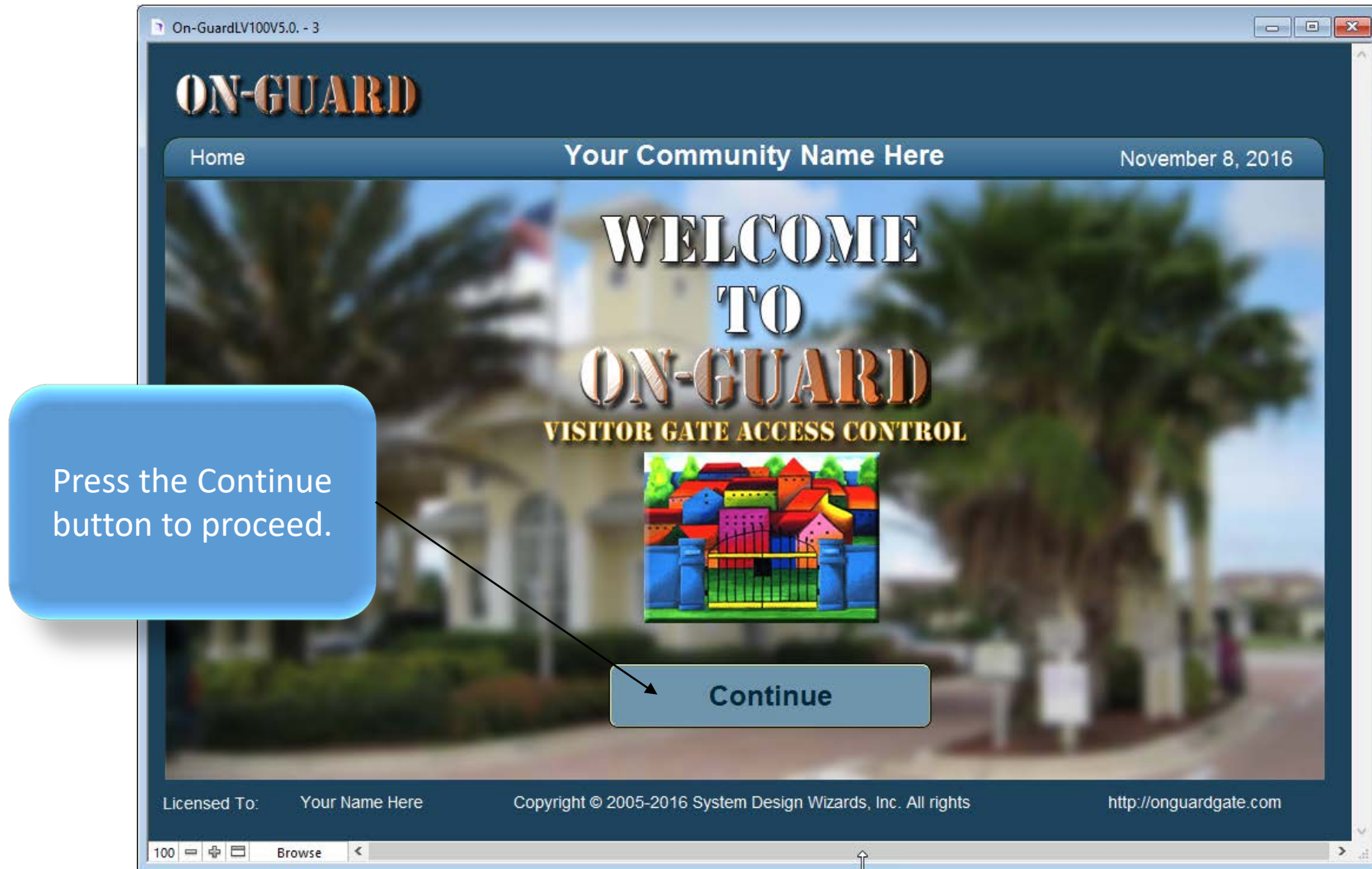
Add Resident Address and  
Associated Data

# Starting On-Guard

- Option 1
  - Start FileMaker by double clicking on the icon
  - Go to the File option and navigate to the On-Guard icon and left click it.
- Option 2
  - Find the On-Guard icon, highlight the icon and left double click it.
- In both cases sign in to On-Guard.

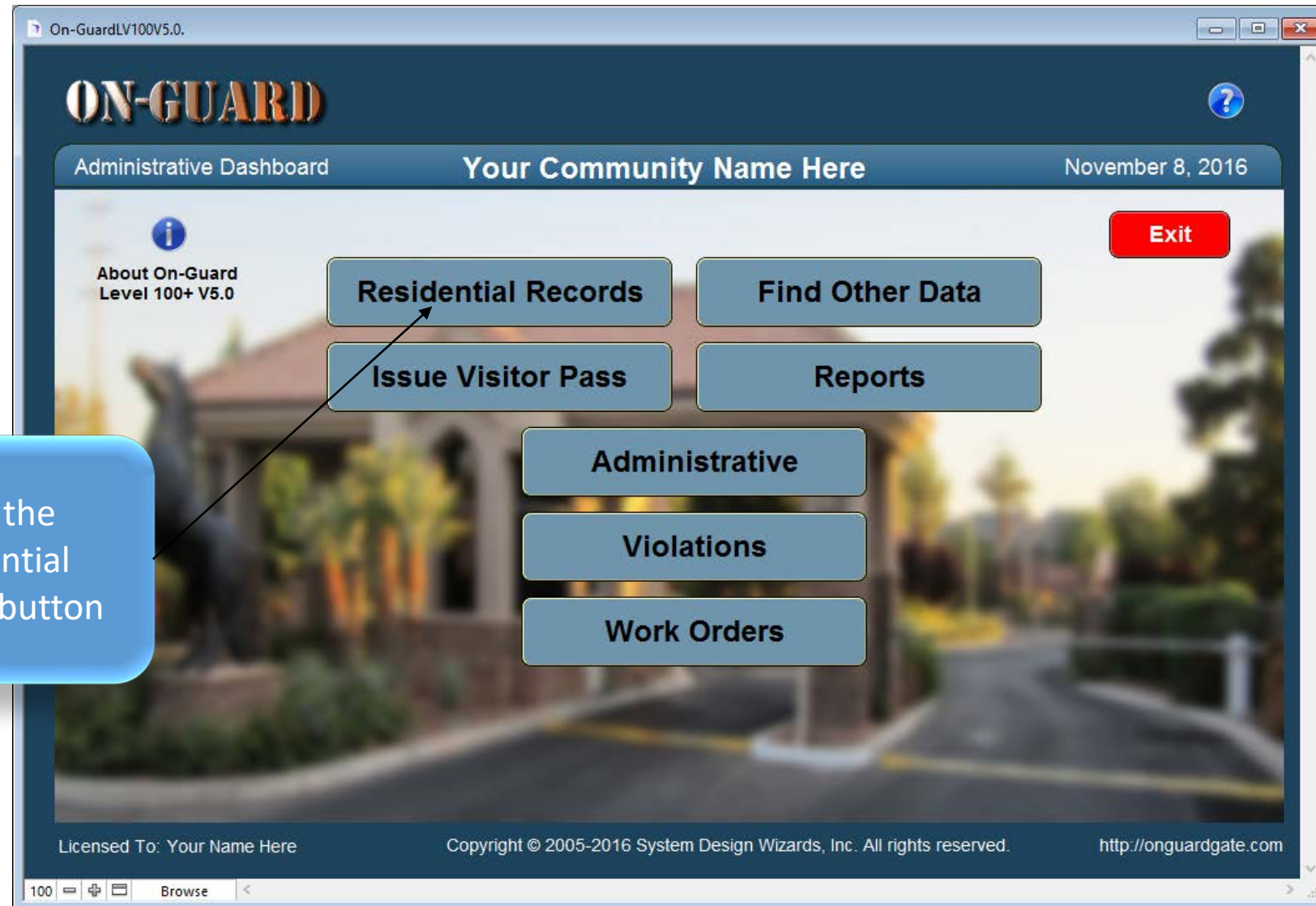
# The Welcome Screen

ON-GUARD



# Administrative Dashboard Screen

ON-GUARD



# Main Residential Screen

ON-GUARD

On-GuardLV100V5.0.

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Harry Homeowner**

First Name	Last Name
Harry	Homeowner
Mabel	Homeowner

Restricted Entry **YES**

Resident Type **RENTER**

Account # 100-1A

ID# 1

Address 5540 North Ocean D

City Singer Island

State FL

Zip 33404

Phone Cell 561-848-2256 772-204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Directions From stop light make right. House is on the left.

Expected Visitor Event Manager

1

In this Tutorial you will learn how to add, edit and delete Resident Data.

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# Main Residential Screen



On-GuardLV100V5.0.

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

Harry Home

First Name

☐ Harry

☐ Mabel

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email

Directions

From stop light make right. House is on the left.

Manager

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The principal that Residents come and go is a fact but the property address is constant. Hence if the community is built out it is always advisable to change the Resident data for an address instead of deleting the address and with it the Resident data.



# Main Residential Screen



On-GuardLV100V5.0

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

Harry Home

First Name

☐ Harry

☐ Mabel

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email

Directions

From stop light make right. House is on the left.

Manager

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In this instance the community is not fully built out and a new address is to be added to the Resident information.

# Main Residential Screen

ON-GUARD

On-GuardLV100V5.0.

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DET

Harry Hom

First Name

☐ Harry

☐ Mabel

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email hho

Directions From stop light make right. House is on the left.

Adding a new Address and Resident information.

Manager

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# Main Residential Screen

ON-GUARD

On-GuardLV100V5.0.

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Harry Homeowner

Pin # 12342  
Email hhomeowner@onguardsales.com  
Directions From stop light make right. House is on the left.

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 1

Phone (772) 323-2564  
Type WORK  
Owner Harry Homeowner

Phone  
Type  
Owner

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To Add a new Address and then the associated data for the Resident press the Actions button

# Main Residential Screen

ON-GUARD

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**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Harry Homeowner**

First Name Last Name Resident Code

Harry Mabel

Restricted Resident Account

Address City Singer Island State FL Zip 33404

Phone Cell 561-848-2256 772-204-5865 Pin # 1234Z Email hhomeowner@onguardsales.com

Directions From stop light make right. House is on the left.

**Actions**

- New Record
- Show All Records
- Sort Records
- List View
- Delete Record

Click Outside the Window to Close

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# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a sub-navigation bar includes RESIDENT DETAIL, RESIDENT LIST, ACTIONS, and FIND. The main content area shows the details for a resident named Harry Homeowner. A blue callout box with white text states: "You are now presented with a message asking if you wish to create a new resident record. Please press yes to continue." This callout points to a system message dialog box that appears on the screen. The dialog box contains the text: "Are you sure you wish to create a new record? If not, please press Cancel." and has two buttons: Cancel and OK. The background of the application shows various fields for contact information, including phone numbers and owner names, and a list of actions such as New Record, Show All Records, Sort Records, List View, and Delete Record. The footer of the application includes licensing information and the website URL: http://onguardgate.com.

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Harry Homeowner

**You are now presented with a message asking if you wish to create a new resident record. Please press yes to continue.**

System Message

Are you sure you wish to create a new record? If not, please press Cancel.

Cancel OK

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# Main Residential Screen

ON-GUARD

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**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry  Resident Type  Account #  ID# 258 Address  City Singer Island State FL Zip 33071 Phone Cell  Pin #  Email  Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone  Type  Owner

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You are now presented with a new Property ID#.

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a sub-header reads 'RESIDENT DETAIL'. To the right of the sub-header are icons for 'RESIDENT LIST', 'ACTIONS', 'FIND', and navigation arrows. The main content area is divided into two sections. The left section contains a form for entering resident information, including fields for First Name, Last Name, Resident Code, Restricted Entry, Resident Type, Account #, ID# (pre-filled with 258), Address, City (pre-filled with Singer Island), State (pre-filled with FL), Zip (pre-filled with 33071), Phone, Cell, Pin #, Email, and Directions. The right section is titled 'Contact' and 'Data' and contains tabs for Phones, Children, Emergency, Housecheck, Expected Visitor, and Event Manager. Below these tabs, it shows '# of Records: 0' and a list of fields: Phone, Type, and Owner. A blue callout box with white text points to the City, State, and Zip fields, stating: 'Please note that the Default City, State and Zip code were entered automatically'. The footer of the application shows 'Licensed To: Your Name Here' and 'Copyright © 2005-2016 System Design Wizards, Inc.'.

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry

Resident Type

Account #

ID# 258

Address

City Singer Island

State FL

Zip 33071

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Owner

Please note that the Default City, State and Zip code were entered automatically

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# Main Residential Screen

ON-GUARD

OGLV100V5

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry  Resident Type  Account #  ID# 258 Address  City Singer Island State FL Zip 33071 Phone Cell  Pin #  Email  Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

The rest of the Resident information for this screen will be entered for you.

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# Main Residential Screen

ON-GUARD

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ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry NO

Resident Type RESIDENT OWNER

Account #

ID# 258

Address 303-PHD

City Singer Island

State FL

Zip 33071

Phone Cell (561) 231-2245 (561) 322-5685

Pin # 7171Z

Email lcroft291@gmail.com

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Own

All Resident Data has been entered and now you will start adding the rest of the information starting with the Resident Names. Please press Resident Names to begin.

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# Main Residential Screen

ON-GUARD

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**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Laura Croft**

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone Type Own

Enter the Resident Name data.

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# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, there are tabs for RESIDENT LIST, ACTIONS, and FIND. The main content area shows a resident profile for 'MARY'. A 'Resident Picture' window is open, displaying a photo of a woman. A blue callout box with white text points to the 'Resident Picture' box, stating: 'Enter the Resident picture by right clicking in the Resident Picture box and choose insert picture.' The resident profile includes fields for Address (303-PHD), City (Singer Island), State (FL), Zip (33071), Phone (Cell: (561) 231-2245, (561) 322-5685), Pin # (7171Z), and Email (lcroft291@gmail.com). The bottom of the screen shows a footer with 'Licensed To: Your Name Here' and 'Copyright © 2005-2016 System Design'.

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT LIST ACTIONS FIND

Resident Picture

To Close Window Click Outside

Resident Code  
MARY

Address 303-PHD  
City Singer Island  
State FL  
Zip 33071  
Phone Cell (561) 231-2245 (561) 322-5685  
Pin # 7171Z  
Email lcroft291@gmail.com  
Directions

Contact Data  
Phones Children Emergency Housecheck Expected Visitor Event Manager  
# of Records: 0

Phone Type Own

Enter the Resident picture by right clicking in the Resident Picture box and choose insert picture.

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# Main Residential Screen



OGLV100V5

**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Laura Croft**

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

The new resident name has been added to the property record.

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# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, a navigation bar includes the ON-GUARD logo and buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a sub-navigation bar shows RESIDENT DETAIL, RESIDENT LIST, ACTIONS, and FIND. The main content area is titled 'Laura Croft' and features a table with columns for First Name, Last Name, and Resident Code. The table contains one row with the values 'Laura', 'Croft', and 'PRIMARY'. To the right of the table, there are tabs for 'Contact' and 'Data'. The 'Data' tab is selected, and its sub-tabs include 'Phones', 'Children', 'Emergency', 'Housecheck', 'Expected Visitor', and 'Event Manager'. A red box highlights the 'Data' tab and its sub-tabs. Below the sub-tabs, there is a section titled '# of Records: 0' and a form with fields for 'Phone', 'Type', and 'Owner'. A blue callout box with the text 'Adding other data is very similar to adding Resident Names.' points to the 'Data' tab. The footer of the application shows 'Licensed To: Your Name Here', 'Copyright © 2005-2016 System Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'.

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Laura Croft

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Adding other data is very similar to adding Resident Names.

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone Type Owner

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# Main Residential Screen

ON-GUARD

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**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Laura Croft**

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

**Contact Data**

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone Type Owner

Adding other data is very similar to adding Resident Names.

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# Main Residential Screen

ON-GUARD

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**ON-GUARD** Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

**Laura Croft**

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Restricted Entry: NO  
Resident Type: RESIDENT OWNER  
Account #:  
ID#: 258  
Address: 303-PHD  
City: Singer Island  
State: FL  
Zip: 33071  
Phone Cell: (561) 231-2245  
Pin #: 7171Z  
Email: lcroft291@gmail.com  
Directions:

Contact Data  
Phones Children Emergency Housecheck Expected Visitor Event Manager  
# of Records: 0

This ends the Tutorial on how to Add a Resident Address Record and associated Resident Data.

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# Main Residential Screen

ON-GUARD

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**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record Your Community Name Here November 13, 2015

Resident Details

Account #: **5168 SW 150 Ter** Last Name: **Croft**

Main Names Phone # Emergency Children

Restricted  Account N 5168 SW 1

Pin # 55468 ID # 203

Display Picture

Selected Visitor Events Owners Map

Resident Type  
RESIDENT OWNER

Find Resident Delete Record Record Actions

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