

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

How to Add, Edit, and Delete
System Users
(Guards, Admins, & Data Entry)

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



Main Navigation Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

ON-GUARD
GATE ACCESS SECURITY
CONTROL

Your Community Name Here

10:48:40 AM

Main Navigation Screen
September 22, 2013

User Logged In: Developer

Main Navigation Screen

Exit

Residential Records

Find Other Data

Issue Visitor Pass

Reports

Administrative

Press the Administrative button

About On-Guard

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Administrative Function Screen

ON-GUARD

Please press the User Setup button to continue.

On-GuardLevel10092113Help - Copy

ON-GUARD

Your Community Name Here

3:29:41 PM

Administrative Functions
September 23, 2013

Administrative Functions Screen

Set Property Type

Set City, State, Zip

Set Community Name

User Setup

Visitor Pass Options

Delete Guard Record

Set Gate Actuator Type

Delete Expired Records

Developer Only

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100 Browse

Administrative Function Screen



You are now presented with a blank Additional Users Input Screen.

The screenshot displays the ON-GUARD administrative interface. The main window is titled "Administration: Input Additional Users" and features the ON-GUARD logo and "GATE ACCESS SECURITY CONTROL" text. The interface includes an "Add Record" button, a "Close Window" button, and a "Navigation" section with left and right arrows. Below these are input fields for "Name:", "Password:", and "Privilege:". A table with columns for "Name", "Password", and "Privilege" is shown below the input fields. The footer contains the copyright notice: "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." The background shows a yellow sidebar with buttons for "Visitor Pass C" and "Set Gate Actua".

Name	Password	Privilege

Administrative Function Screen



We will now add a Users!

The screenshot displays the ON-GUARD administrative interface. A blue callout box on the left contains the text "We will now add a Users!". The main interface is yellow and features the ON-GUARD logo and the text "GATE ACCESS SECURITY CONTROL". A window titled "Administration: Input Additional Users" is open, showing a form with the following fields:

- Add Record** (button)
- Administration Additional Users** (title)
- Close Window** (button)
- Name:**
- Password:**
- Privilege:**

Below the form is a table with the following headers:

Name	Password	Privilege

At the bottom of the window, there is a copyright notice: "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." The background interface includes buttons for "Visitor Pass C" and "Set Gate Actua", and a license information bar at the bottom: "Licensed To: Your Community Name Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." A blue arrow points from the callout box to the "Add Record" button.

Administrative Function Screen



STEP 1
To add a record, please
press the Add Record
button.

The screenshot displays the ON-GUARD administrative interface. The main window is titled "Administration: Input Additional Users" and contains the following elements:

- Header:** ON-GUARD GATE ACCESS SECURITY CONTROL logo and a small image of a gate.
- Buttons:** "Add Record" (highlighted with a blue arrow), "Close Window", and two blue navigation arrows.
- Form Fields:** "Name:", "Password:", and "Privilege:" (a dropdown menu).
- Table:** A table with columns "Name", "Password", and "Privilege" and four empty rows for data entry.
- Footer:** Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.

The background shows a larger window with a yellow header and a sidebar with buttons like "Visitor Pass" and "Set Gate Actual". A blue arrow points from the "Add Record" button in the foreground window to the "Add Record" button in the background window.

Administrative Function Screen



STEP 2
Please add the Name, Password, and function from the drop down box

The screenshot shows the ON-GUARD administrative interface. A window titled "Administration: Input Additional Users" is open, allowing for the addition of new users. The window includes an "Add Record" button, a "Close Window" button, and a table of existing users. The table has columns for Name, Password, and Privilege, with "Add" and "Delete" buttons for each row. The current user being added is "Ace Adams" with password "adams" and "Admin" privilege. A blue callout box points to the input fields.

Administration: Input Additional Users

Add Record **Close Window**

Name:

Password:

Privilege:

Name	Password	Privilege		
Ace Adams	adams	Admin	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

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Administrative Function Screen

ON-GUARD

STEP 2
Please note that the data also appears here.

The screenshot displays the ON-GUARD administrative interface. A window titled "Administration: Input Additional Users" is open, showing a form for adding a new user. The form includes fields for Name, Password, and Privilege. Below the form is a table listing the added user, "Ace Adams", with "adams" as the password and "Admin" as the privilege. The table also includes "Add" and "Delete" buttons for each entry. A blue callout box points to the table, stating "STEP 2 Please note that the data also appears here." The background shows the main administrative screen with various buttons like "Add Record", "Close Window", "Visitor Pass", and "Set Gate Actual".

Administration: Input Additional Users

Add Record **Close Window**

Name:

Password:

Privilege:

Name	Password	Privilege	
Ace Adams	adams	Admin	<input type="button" value="Add"/> <input type="button" value="Delete"/>

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Administrative Function Screen



STEP 3
Please press the Add button to add the record to the User list.

The screenshot shows the 'Administration: Input Additional Users' window. The window title is 'On-GuardLevel10092113Help - Copy - 2'. The header includes the ON-GUARD logo and the text 'Administration: Input Additional Users'. Below the header are buttons for 'Add Record' and 'Close Window'. The form fields are: Name: Ace Adams, Password: adams, and Privilege: Admin. Below the form is a table with columns for Name, Password, and Privilege. The first row contains 'Ace Adams', 'adams', and 'Admin'. To the right of the first row are 'Add' and 'Delete' buttons. A blue callout box points to the 'Add' button.

Name	Password	Privilege		
Ace Adams	adams	Admin	Add	Delete

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Administrative Function Screen

ON-GUARD

Optional STEP 3
By pressing the Delete
button, you can delete
the entry.

The screenshot shows the ON-GUARD administrative interface. The main window is titled "Administration: Input Additional Users" and contains the following elements:

- Buttons:** "Add Record" (yellow), "Close Window" (yellow), and "Delete" (red).
- Form Fields:** "Name" (Ace Adams), "Password" (adams), and "Privilege" (Admin).
- Table:** A table with columns "Name", "Password", and "Privilege". The first row contains "Ace Adams", "adams", and "Admin".
- Navigation:** Blue arrows for navigation.
- Footer:** Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.

Name	Password	Privilege
Ace Adams	adams	Admin

Administrative Function Screen

ON-GUARD

STEP 4
A confirmation message will appear telling you that the user has been added.

The screenshot displays the ON-GUARD administrative interface. The main window is titled "Administration: Input Additional Users" and contains the following elements:

- Header:** ON-GUARD GATE ACCESS SECURITY CONTROL logo and a house icon.
- Buttons:** "Add Record" (yellow), "Close Window" (yellow), and two blue navigation arrows.
- Form Fields:** "Name: Ace Adams", "Password: adams", and "Privilege: Admin".
- Table:** A table with columns "Name" and "Pa" (likely Password). The first row contains "Ace Adams".
- Footer:** Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.

A "System Message" dialog box is overlaid on the interface, displaying the text: "An Admin account has been added for Ace Adams". An arrow points from the text in the blue callout box to the "OK" button in the system message dialog.

Administrative Function Screen

ON-GUARD

STEP 5
Please press the OK button to close the screen.

The screenshot displays the ON-GUARD administrative interface. The main window is titled "Administration: Input Additional Users" and contains the following elements:

- Header:** ON-GUARD GATE ACCESS SECURITY CONTROL logo and a small house icon.
- Buttons:** "Add Record" (left), "Close Window" (right), and two blue navigation arrows.
- Form Fields:** "Name:" (Ace Adams), "Password:" (adams), and "Privilege:" (Admin).
- Table:** A table with columns "Name" and "Pa" (Password). The first row contains "Ace Adams".
- Footer:** Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.

A "System Message" dialog box is overlaid on the interface, displaying the text: "An Admin account has been added for Ace Adams". The dialog box has an "OK" button at the bottom right. A blue arrow points from the "OK" button in the dialog box to the "OK" button in the main window's "Close Window" area.

Administrative Function Screen



STEP 6
Please press the Close Window button.

The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy" displaying the ON-GUARD administrative interface. The main header includes the ON-GUARD logo, the text "GATE ACCESS SECURITY CONTROL", and a small house icon. The page title is "Administration: Input Additional Users".

On the left side of the interface, there are several menu items: "Administra", "et Property", "t Communi", "Visitor Pass C", and "Set Gate Actua". A blue arrow points from the "Close Window" button in the modal window to the "Close Window" button in the main interface.

The modal window, titled "On-GuardLevel10092113Help - Copy - 2", contains the following elements:

- An "Add Record" button on the left and a "Close Window" button on the right.
- Form fields for "Name" (Ace Adams), "Password" (adams), and "Privilege" (Admin).
- Navigation arrows (back and forward) to the right of the form.
- A table with columns for "Name", "Password", and "Privilege". The first row contains "Ace Adams", "adams", and "Admin". To the right of the table are "Add" and "Delete" buttons.
- A footer with the text: "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved."

The browser's address bar shows "100 | Browse" and the status bar shows "100 | Browse".

Administrative Function Screen

ON-GUARD

You have now returned to the Administrative Function Screen.



The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the "ON-GUARD" logo, a placeholder "Your Community Name Here", the time "3:29:41 PM", and the page title "Administrative Functions" with the date "September 23, 2013". The main content area is titled "Administrative Functions Screen" and contains several buttons: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", and "Delete Expired Records". A blue arrow points to the left side of the screen. At the bottom, there is a "Developer Only" button and a footer with license information and the URL "http://onguardgate.com".

On-GuardLevel10092113Help - Copy

ON-GUARD

Your Community Name Here

3:29:41 PM

Administrative Functions
September 23, 2013

Administrative Functions Screen

Set Property Type

Set City, State, Zip

Set Community Name

User Setup

Visitor Pass Options

Delete Guard Record

Set Gate Actuator Type

Delete Expired Records

Developer Only

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100 Browse

Administrative Function Screen

ON-GUARD

You have now returned
to the Administrative
Function Screen.

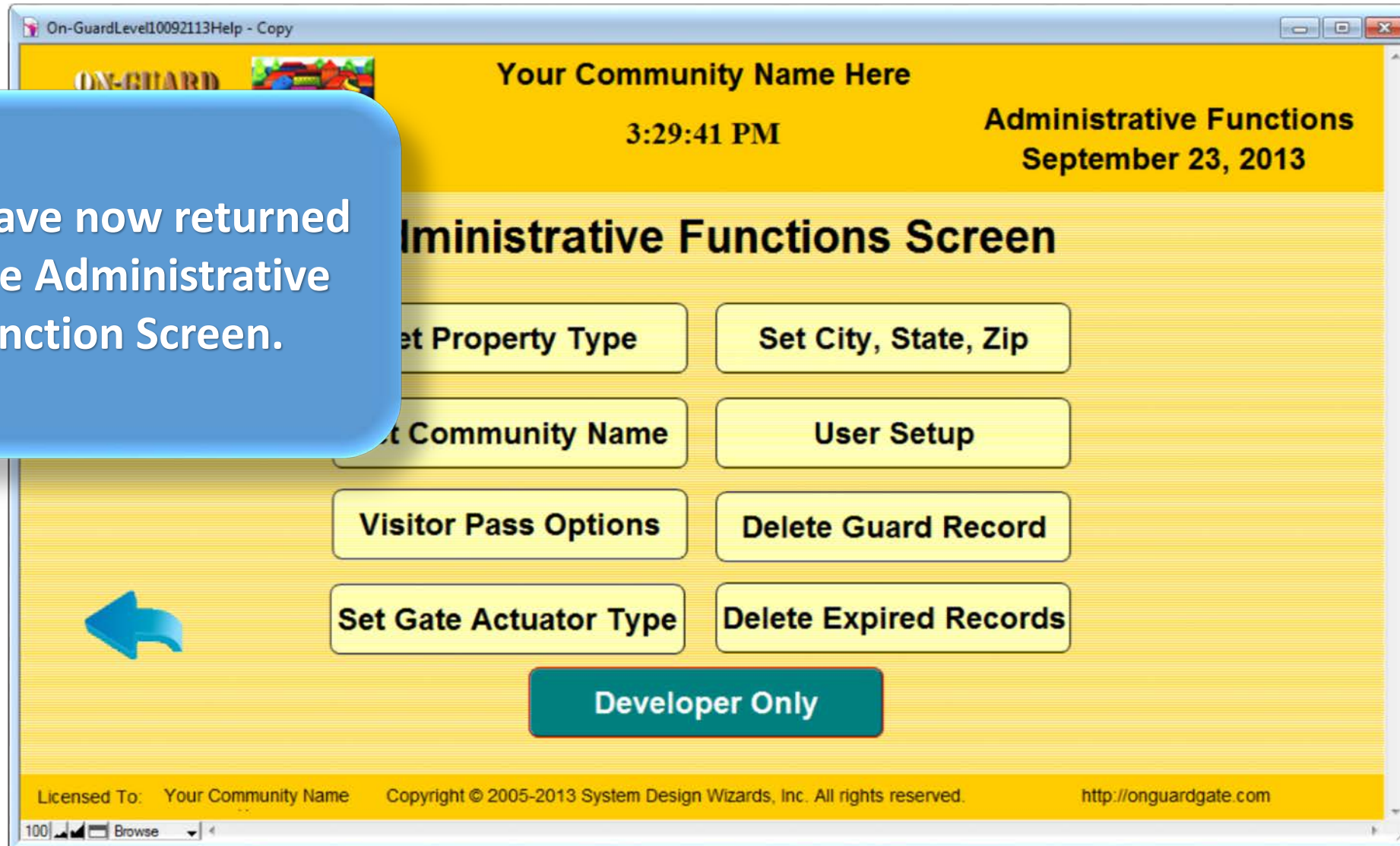


The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the "ON-GUARD" logo on the left, "Your Community Name Here" in the center, and "3:29:41 PM" and "Administrative Functions September 23, 2013" on the right. Below the header is a section titled "Administrative Functions Screen" containing several buttons: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", and "Delete Expired Records". At the bottom center is a teal button labeled "Developer Only". The footer contains the text "Licensed To: Your Community Name Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." and the URL "http://onguardgate.com". A blue arrow points from the text box on the left towards the "Developer Only" button.

Administrative Function Screen

ON-GUARD

You have now returned to the Administrative Function Screen.



The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the "ON-GUARD" logo on the left, "Your Community Name Here" in the center, and "3:29:41 PM" and "Administrative Functions September 23, 2013" on the right. Below the header, the main content area is titled "Administrative Functions Screen" and contains several buttons: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", and "Delete Expired Records". At the bottom center, there is a teal button labeled "Developer Only". The footer contains the text "Licensed To: Your Community Name Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." and the URL "http://onguardgate.com". A blue arrow points from the text box on the left towards the "Developer Only" button.

Administrative Function Screen

ON-GUARD

On-GuardLevel10092113Help - Copy

ON-GUARD
GATE ACCESS SECURITY CONTROL

Your Community Name Here

3:29:41 PM

Administrative Functions
September 23, 2013

User Logged In: Developer

Ad...reen

?

se... Zip

Set... record

Vis... record

Set Gate Actuator Type

Delete Expired Records

Developer Only

←

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100 | Browse

Administrative Function Screen



GateMagix073013WorkingMstr - Copy

Records 0 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: Administrative View As Preview Edit Layout

GateMagix Your Community Name Here
User Logged In: Developer 12:36:31 PM Administrative Functions
July 30, 2013

Administrative Functions Screen

Se...
Set...
Vis...

This ends the Tutorial on how to Add, Edit and Delete Users.

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