

# 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**

The screenshot shows a web browser window titled "OGLevel100V43DEMO". The page features a dark blue header with the "ON-GUARD" logo in a stylized, metallic font. Below the header is a navigation bar with "Home" on the left, "Your Community Name Here" in the center, and "November 12, 2015" on the right. The main content area has a background image of a building and palm trees. Centered on this background is the text "WELCOME TO ON-GUARD VISITOR GATE ACCESS CONTROL" in a mix of white and metallic fonts. Below the text is a small, colorful illustration of a gated community with houses and a fence. At the bottom center of the main area is a light blue button labeled "Continue". A blue callout box on the left contains the text "Press the Continue button to proceed." with an arrow pointing to the "Continue" button. The footer of the page includes "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights", and the URL "http://onguardgate.com". The browser's address bar shows "100" and "Browse".

OGLevel100V43DEMO

**ON-GUARD**

Home Your Community Name Here November 12, 2015

WELCOME  
TO  
**ON-GUARD**  
VISITOR GATE ACCESS CONTROL

Continue

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100 Browse

Press the Continue button to proceed.

# Administrative Dashboard Screen

ON-GUARD

OGLevel100V43DEMO

**ON-GUARD** ?

Administrative Dashboard **Your Community Name Here** November 12, 2015

**About On-Guard**  
Level 100+ V4.3

**Residential Records** **Find Other Data**

**Issue Visitor Pass** **Reports**

**Administrative**

**Violations**

**Work Orders**

**Exit**

Press the Administrative button

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100 Browse

# Administrative Functions Screen

ON-GUARD

Please press the User Setup button to continue.

The screenshot shows a web browser window titled "OGLLevel100V43DEMO". The page has a dark blue header with a navigation menu containing "Home", "Residential Records", "Issue Visitor Pass", "Find Other Data", "Reports", and "Administrative". Below the header, the page displays "Your Community Name Here" and the date "November 12, 2015". The main content area features a grid of buttons: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Set Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", "Delete Expired Records", "Set Visitor Input Options", and "Delete Blank Records". A prominent blue button labeled "Developer Only" is centered at the bottom of the grid. The footer contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com". The browser's address bar shows "100" and "Browse".



# Administrative Functions Screen

ON-GUARD

The screenshot displays a web browser window titled "OGLevel100V43DEMO1 - 2". The main content area is titled "Administration: Input Additional Users" and features the "ON-GUARD" logo. The interface includes a "Close" button, an "Add Record" button, and input fields for "Name", "Password", and "Privilege". Below these fields is a table with columns for "Name", "Password", and "Privilege", containing several empty rows. A blue callout box with white text points to the "Add Record" button, stating: "You are now presented with a blank Additional Users Input Screen." A blue button labeled "Developer Only" is positioned below the main form area. The footer of the browser window contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and the URL "http://onguardgate.com".

Administration: **Input**  
Additional Users

Close Add Record

Name:   
Password:   
Privilege:

Name	Password	Privilege

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100 Browse

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

# Administrative Functions Screen

ON-GUARD

Administration: **Input**  
Additional Users

Close Add Record

Name:   
Password:   
Privilege:

Name	Password	Privilege

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We will now add a new User.

# Administrative Functions Screen

ON-GUARD

OGLevel100V43DEMO1 - 2

**ON-GUARD** Administration: **Input**  
Additional Users

Close Administration Additional Users Add Record

Name:   
Password:   
Privilege:

Name	Password	Privilege

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100 Browse

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100 Browse

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



# Administrative Functions Screen

ON-GUARD

Administration: **Input**  
Additional Users

Close Administration Additional Users Add Record

Name: Art Able  
Password: art  
Privilege: Guard

Name	Password	Privilege		
Art Able	art	Guard	Add	Delete

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

# Administrative Functions Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLevel100V43DEMO1 - 2". The main heading is "Administration: **Input** Additional Users". Below this is a form with the following fields:

- Name:** Art Able
- Password:** art
- Privilege:** Guard

There is a green "Add Record" button and a "Close" button. Below the form is a table with the following data:

Name	Password	Privilege		
Art Able	art	Guard	Add	Delete

At the bottom of the browser window, there is a "Developer Only" button. The footer of the browser window contains the text: "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

**STEP 2**  
Please note that the data also appears here.

Developer Only

# Administrative Functions Screen

ON-GUARD

The screenshot shows a web browser window titled 'OGLLevel100V43DEMO1 - 2'. The main content area is titled 'Administration: Input Additional Users' and features the 'ON-GUARD' logo. Below the title, there is a 'Close' button and an 'Add Record' button. The form contains three input fields: 'Name' (containing 'Art Able'), 'Password' (containing 'art'), and 'Privilege' (a dropdown menu set to 'Guard'). Below the form is a table with columns for 'Name', 'Password', and 'Privilege'. The first row of the table contains the data 'Art Able', 'art', and 'Guard', with 'Add' and 'Delete' buttons next to it. A blue callout box with the text 'STEP 3 Please press the Add button to add the record to the User list.' points to the 'Add' button in the table. At the bottom of the page, there is a 'Developer Only' button and a footer with copyright information and the URL 'http://onguardgate.com'.

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

Developer Only

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# Administrative Functions Screen

ON-GUARD

The screenshot displays the 'Administration: Input Additional Users' window. It includes a 'Close' button, an 'Add Record' button, and input fields for Name (Art Able), Password (art), and Privilege (Guard). Below these is a table with columns for Name, Password, and Privilege, containing one entry: Art Able, art, Guard. The table has 'Add' and 'Delete' buttons for each row. A blue callout box points to the 'Add' button.

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

**Developer Only**

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# Administrative Functions Screen

ON-GUARD

The screenshot displays the 'Administration: Input Additional Users' screen. A 'System Message' dialog box is open, showing the text: 'An Guard account has been added for Art Able.' Below the message is an 'OK' button. The background interface includes a 'Name' field with 'Art Able' entered, an 'Add Record' button, and a table with one row containing 'Art Able'. On the right side of the screen, there are buttons for 'Create Guard Record', 'Expired Records', and 'Blank Records'. A blue callout box points to the message dialog.

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

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# Administrative Functions Screen

ON-GUARD

The screenshot displays the 'Administration: Input Additional Users' screen. A system message dialog is open, stating 'An Guard account has been added for Art Able.' with an 'OK' button. The background shows a table with columns for 'Name', 'City, S', and 'User S'. A 'Developer Only' button is visible at the bottom.

Name	City, S	User S
Art Able		

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

Developer Only



# Administrative Functions Screen

ON-GUARD

The screenshot displays the 'Administration: Input Additional Users' interface. It includes a 'Close' button, an 'Add Record' button, and input fields for Name (Art Able), Password (art), and Privilege (Guard). A table below shows the current user record with 'Add' and 'Delete' buttons. A blue callout box points to the 'Add Record' button.

**STEP 6**  
Please press the Close Window button.

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# Administrative Functions Screen

ON-GUARD

You have now returned to the Administrative Functions Screen.

The screenshot shows a web browser window titled "OGLevel100V43DEMO". The page has a dark blue header with a navigation menu containing "Home", "Residential Records", "Issue Visitor Pass", "Find Other Data", "Reports", and "Administrative". Below the navigation is a banner with "Your Community Name Here" and the date "November 12, 2015". The main content area features a grid of buttons for administrative functions: "Set Property Type", "Set City, State, Zip", "Set Community Name", "User Setup", "Set Visitor Pass Options", "Delete Guard Record", "Set Gate Actuator Type", "Delete Expired Records", "Set Visitor Input Options", and "Delete Blank Records". A prominent blue button labeled "Developer Only" is centered at the bottom of the function grid. The footer contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and the URL "http://onguardgate.com". The browser's address bar shows "100" and "Browse".

# Administrative Functions Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLLevel100V43DEMO". The page header includes the "ON-GUARD" logo and a navigation menu with buttons for "Home", "Residential Records", "Issue Visitor Pass", "Find Other Data", "Reports", and "Administrative". The "Administrative" button is selected. Below the header, the page title is "Administrative Functions", followed by "Your Community Name Here" and the date "November 12, 2015". The main content area is blurred, showing several buttons with labels like "Set", "Set V", "Set", and "Set Vis". A large blue callout box with rounded corners is centered over the page, containing the text: "This ends the Tutorial on how to Add, Edit and Delete Users." Below the callout box is a blue button with a red border labeled "Developer Only". The footer of the page contains the text: "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com". The browser's address bar shows "100" and "Browse".