ON-GUARD
GATE SECURITY CONTROL

Tutorial Series

Administrative Functions
General Help

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.
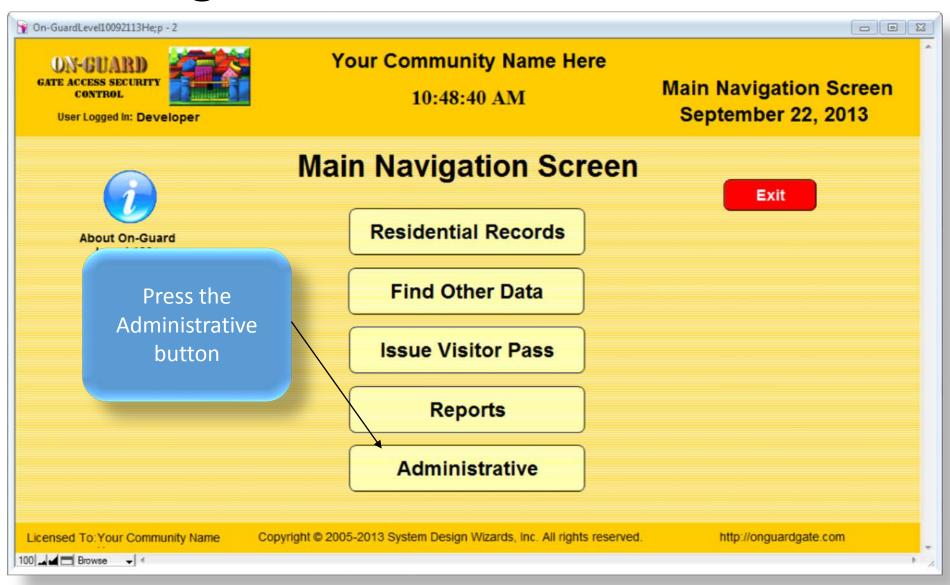
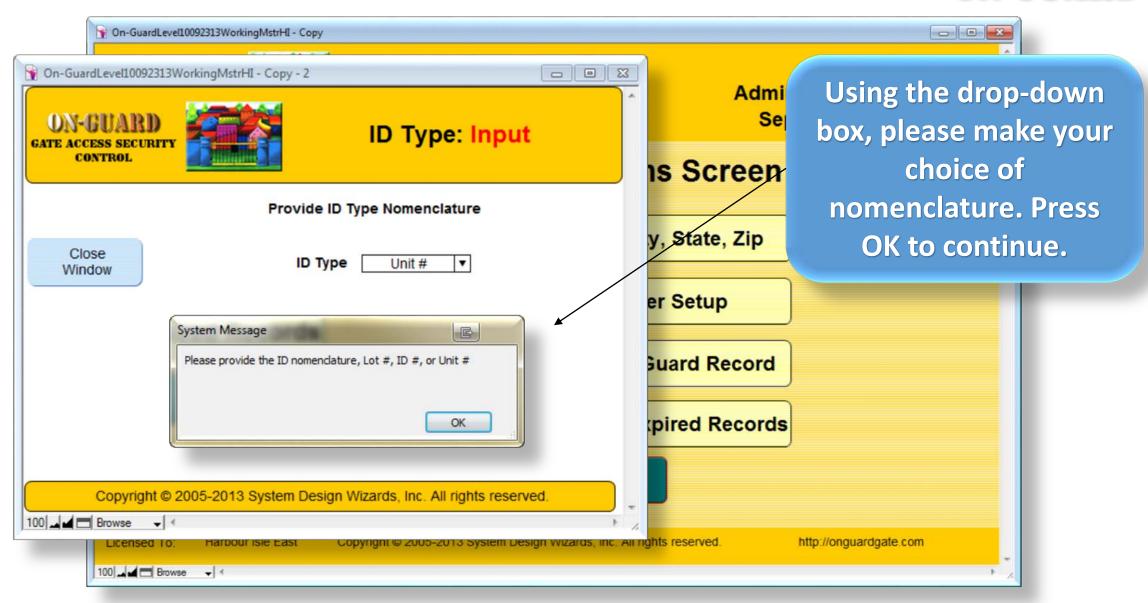- In both cases sign in to On-Guard.

The Welcome Screen

Press the Continue button to proceed.

Main Navigation Screen

Administrative Function Screen

Administrative Function Screen

Using the drop-down box, please make your choice of nomenclature. Press OK to continue.

Administrative Function Screen

Next, press the Set Community Name button.

Administrative Function Screen

Administrative Function Screen

Next, please press the Set City, State, Zip button.

Administrative Function Screen

Next, please fill in your City, State, Zip code. Press Close Window to continue.

Administrative Function Screen

ON-GUARD

Next, please press the Delete Guard Record. This is only used to Delete a Guards information.

On-GuardLevel10092113Help - Copy

Your Community Name Here

2:46:29 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

Locate the Guard's Record using the right arrow and press DELETE. Press Close Window to Continue.

Administrative Function Screen

Administrative Function Screen

Please choose either a Clicker, Bar Code or Key-Fob.

Administrative Function Screen

Administrative Function Screen

ON-GUARD

> **Pressing any of the appropriate buttons will delete the temporary Records.**

Administrative Function Screen

The last button in the tutorial is Developer Only and this is not accessible.

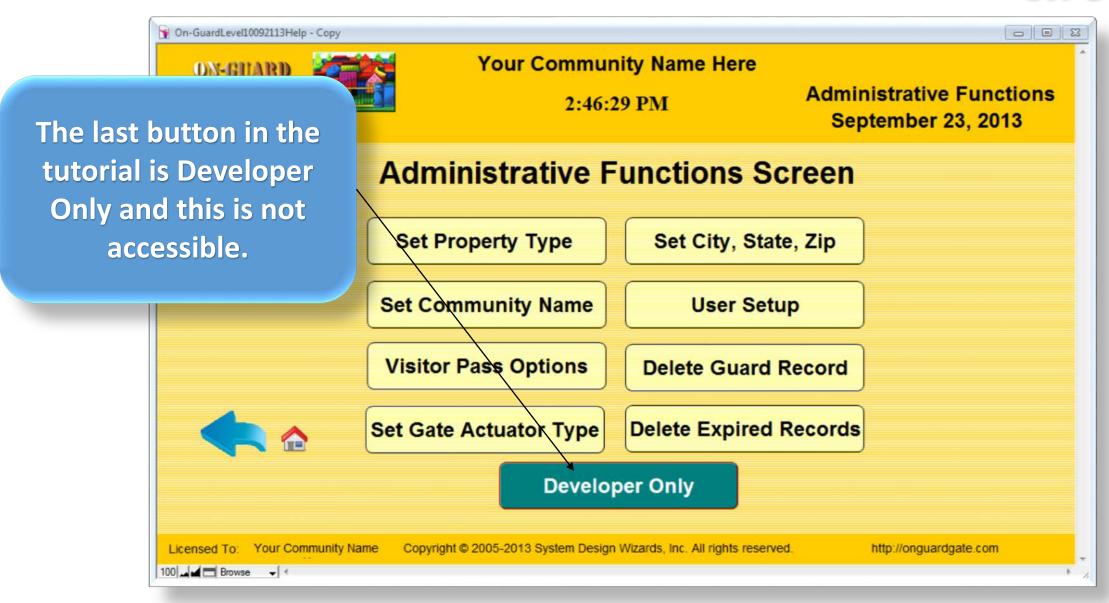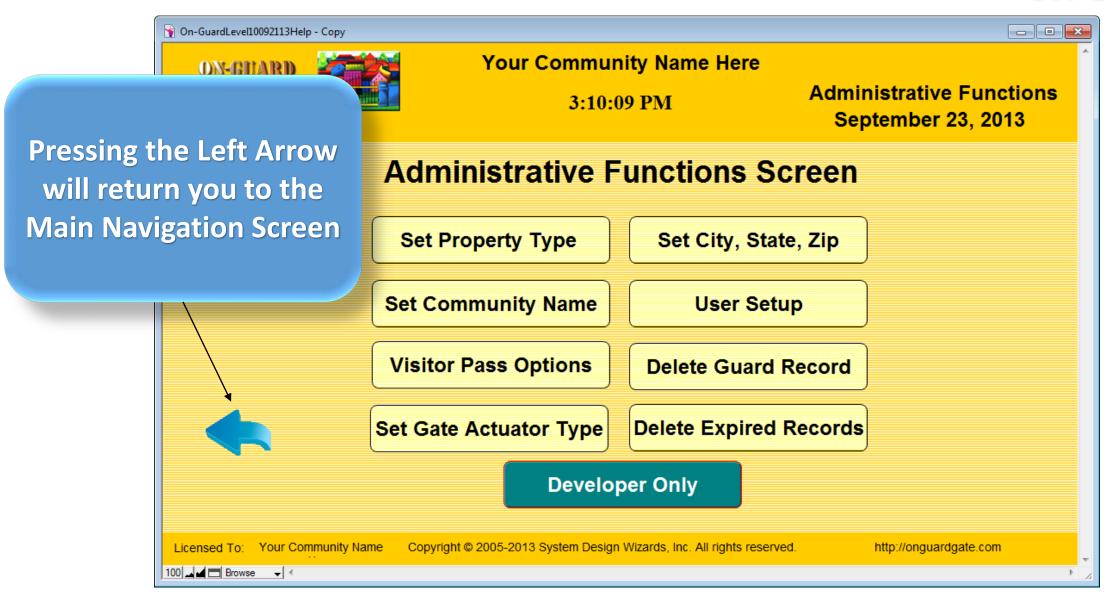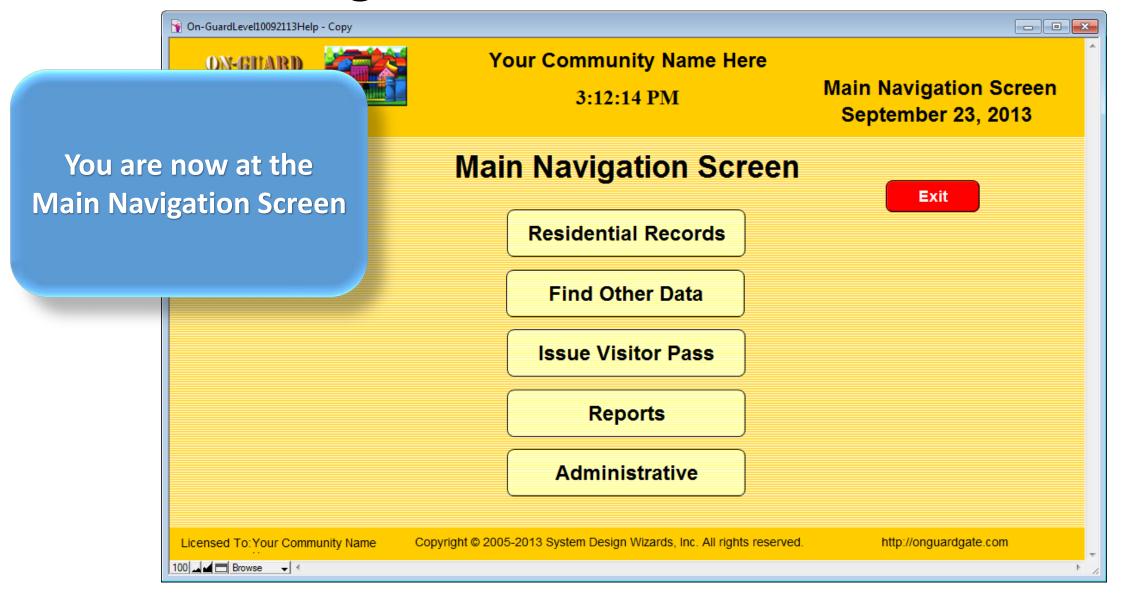# Administrative Function Screen

Pressing the Left Arrow will return you to the Main Navigation Screen

Main Navigation Screen

Main Navigation Screen

This ends the Tutorial on the General help for the Administrative Functions.