

# 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

**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

On-GuardLevel10092113Help - Copy

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

2:46:29 PM

Administrative Functions  
September 23, 2013

User Logged In: Developer

## 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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This tutorial will provide an overview of all functions except the **User Setup & Visitor Pass Options.**



# Administrative Function Screen

ON-GUARD

The screenshot displays the ON-GUARD administrative interface. A dialog box titled "On-GuardLevel10092313WorkingMstrHI - Copy - 2" is open, showing the "ON-GUARD GATE ACCESS SECURITY CONTROL" logo and a picture of a gate. The dialog box displays "ID Type: Input" in red text. Below this, it says "Provide ID Type Nomenclature" and shows a form with "ID Type" and "Unit #" fields. A "Close Window" button is on the left. A "System Message" dialog box is also open, displaying the text "Please provide the ID nomenclature, Lot #, ID #, or Unit #" and an "OK" button. The background interface shows a menu with options like "Admin Setup", "Guard Record", and "Expired Records".

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

# Administrative Function Screen

ON-GUARD

On-GuardLevel10092113Help - Copy

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

2:46:29 PM

User Logged In: Developer

**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

Next, press the Set Community Name button.

# Administrative Function Screen

**ON-GUARD**

The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The main interface has a yellow background and contains the following elements:

- Header:** "ON-GUARD GATE ACCESS SECURITY CONTROL" logo on the left, "Your Community Name Here" in the center, and "2:46:29 PM" and "User Logged In: Developer" on the right.
- Main Title:** "Administrative Functions Screen" with a blue question mark icon to its left.
- Buttons:** "Set City, State, Zip", "User Setup", "Delete Guard Record", "Delete Expired Records", and "Set Gate Actuator Type".
- Dialog Box:** A "Community Name" dialog box is open, containing the text "Please provide the name of your community" and a text input field with "Your Community Name Here" entered. It has "Cancel" and "OK" buttons.
- Footer:** "Licensed To: Your Community Name", "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

A blue callout box on the right contains the text: "Please type in your community name and press OK to continue." An arrow points from this box to the "OK" button in the dialog box.



# Administrative Function Screen

ON-GUARD

On-GuardLevel10092113Help - Copy

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL  
User Logged In: Developer

Your Community Name Here

2:46:29 PM

Administrative Functions  
September 23, 2013

## Administrative Functions Screen

?

Set Property Type

Set City, State, Zip

Community Name

User Setup

Pass Options

Delete Guard Record

Actuator Type

Delete Expired Records

Developer Only

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# Administrative Function Screen

ON-GUARD

The screenshot displays the ON-GUARD administrative interface. The main window shows the user logged in as 'Developer' and a 'Close Window' button. A modal dialog box is open, titled 'Default: Input City, State, Zip', with the instruction 'Provide Default City, State, Zip'. The dialog contains three input fields: 'City' with the value 'Fort Pierce', 'State' with a dropdown menu showing 'FL', and 'Zip' with the value '34949'. A 'Close Window' button is also present in the dialog. The background interface includes a 'Dev' button and a footer with copyright information and the URL 'http://onguardgate.com'.

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

ON-GUARD

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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# Administrative Function Screen

ON-GUARD

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

The image shows a screenshot of the ON-GUARD administrative interface. The main window is titled "On-GuardLevel10092113Help - Copy" and displays the "Administrative Function Screen" with a yellow background. A blue callout box points to the "DELETE" button in the "Delete Guard Record" window. The "Delete Guard Record" window is titled "On-GuardLevel10092113Help - Copy - 2" and shows the "Delete Guard Record" form. The form includes a "DELETE" button, a "Close Window" button, and a "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." footer. The main window also shows a "Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved." footer and a "http://onguardgate.com" link.

ON-GUARD GATE ACCESS SECURITY CONTROL

Guards: Delete

ACTIONS

DELETE

Delete Guard Record

Guards ID 1

Guard Name Adam Arkin

Close Window

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# Administrative Function Screen

ON-GUARD

Next, press the Set Gate Actuator Type.

On-GuardLevel10092113Help - Copy

ON-GUARD  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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# Administrative Function Screen

ON-GUARD

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

The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the "ON-GUARD" logo, a placeholder for "Your Community Name Here", the time "2:46:29 PM", and the date "September 23, 2013". The main heading is "Administrative Functions Screen". Below this are several yellow buttons: "Set Property Type", "Set City, State, Zip", "Set Community Name", "Visitor Pass Options", "Set Gate Actuator Type", and "Delete Expired Records". A teal button labeled "Developer Only" is at the bottom. A modal dialog titled "Transponder Type" is open, with the text "Please provide the type of Gate Actuator" and three buttons: "Key-Fob", "Bar Code", and "Clicker". A blue callout box on the left points to the "Clicker" button. The footer contains license information and the URL "http://onguardgate.com".

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# Administrative Function Screen

ON-GUARD

Please press the Delete Expired Records button.

The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page header includes the "ON-GUARD" logo, a placeholder for "Your Community Name Here", the time "2:46:29 PM", and the page title "Administrative Functions" with the date "September 23, 2013". The main content area is titled "Administrative Functions Screen" and contains the following buttons:

- 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

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. http://onguardgate.com". A blue callout box on the left side of the screen points to the "Delete Expired Records" button.

# Administrative Function Screen

ON-GUARD

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

The image displays two overlapping browser windows from the ON-GUARD system. The background window, titled 'On-GuardLevel10092113Help - Copy', shows the main administrative interface with a yellow header and a sidebar menu. The sidebar menu includes options like 'Set Property', 'Set Communi', 'Visitor Pass', and 'Set Gate Actua'. The foreground window, titled 'On-GuardLevel10092113Help - Copy - 2', is a modal dialog box titled 'Delete Expired Records'. It features the ON-GUARD logo and a warning message: 'WARNING: THE DELETIONS CANNOT BE UNDONE!'. Below the warning are three yellow buttons: 'Delete Expired Expected Visitors', 'Delete Expired Contractors', and 'Delete Expired Guests'. A blue 'Close' button is also present. At the bottom of the dialog, a copyright notice reads: 'Copyright © 2005-2013 System Design Wizards, Inc. All rights reserved.' A blue callout box on the left points to the 'Delete Expired Expected Visitors' button.

# Administrative Function Screen

ON-GUARD

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

On-GuardLevel10092113Help - Copy

ON-GUARD  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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# Administrative Function Screen



On-GuardLevel10092113Help - Copy

**ON-GUARD**  **Your Community Name Here**

3:10:09 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

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





# Main Navigation Screen

**ON-GUARD**

You are now at the  
Main Navigation 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 for "Your Community Name Here", the time "3:12:14 PM", and the page title "Main Navigation Screen" with the date "September 23, 2013". The main content area is also yellow and features the heading "Main Navigation Screen" and a red "Exit" button. Below the heading are five yellow buttons: "Residential Records", "Find Other Data", "Issue Visitor Pass", "Reports", and "Administrative". 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". The browser's address bar shows "100 | Browse".

On-GuardLevel10092113Help - Copy

**ON-GUARD** 

Your Community Name Here

3:12:14 PM

Main Navigation Screen  
September 23, 2013

## Main Navigation Screen

**Exit**

Residential Records

Find Other Data

Issue Visitor Pass

Reports

Administrative

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100 | Browse

# Main Navigation Screen

**ON-GUARD**

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



The screenshot shows a web browser window titled "On-GuardLevel10092113Help - Copy". The page has a yellow header with the "ON-GUARD" logo, a placeholder for "Your Community Name Here", the time "3:12:14 PM", and the page title "Main Navigation Screen" with the date "September 23, 2013". The main content area is titled "Main Navigation Screen" and features a red "Exit" button and five yellow buttons: "Residential Records", "Find Other Data", "Issue Visitor Pass", "Reports", and "Administrative". 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".