

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

The screenshot shows a web browser window titled "OGLLevel100V43DEMO (N411)". 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 4, 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 of the main content area is a light blue button labeled "Continue". A blue callout box with rounded corners is positioned to the left of the "Continue" button, containing the text "Press the Continue button to proceed." with an arrow pointing to the 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 at the bottom shows "Browse" and a magnifying glass icon.

OGLevel100V43DEMO (N411)

ON-GUARD

Home Your Community Name Here November 4, 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

ON-GUARD

Administrative Dashboard Your Community Name Here October 26, 2015

Residential Records **Find Other Data**

Issue Visitor Pass **Reports**

Administrative

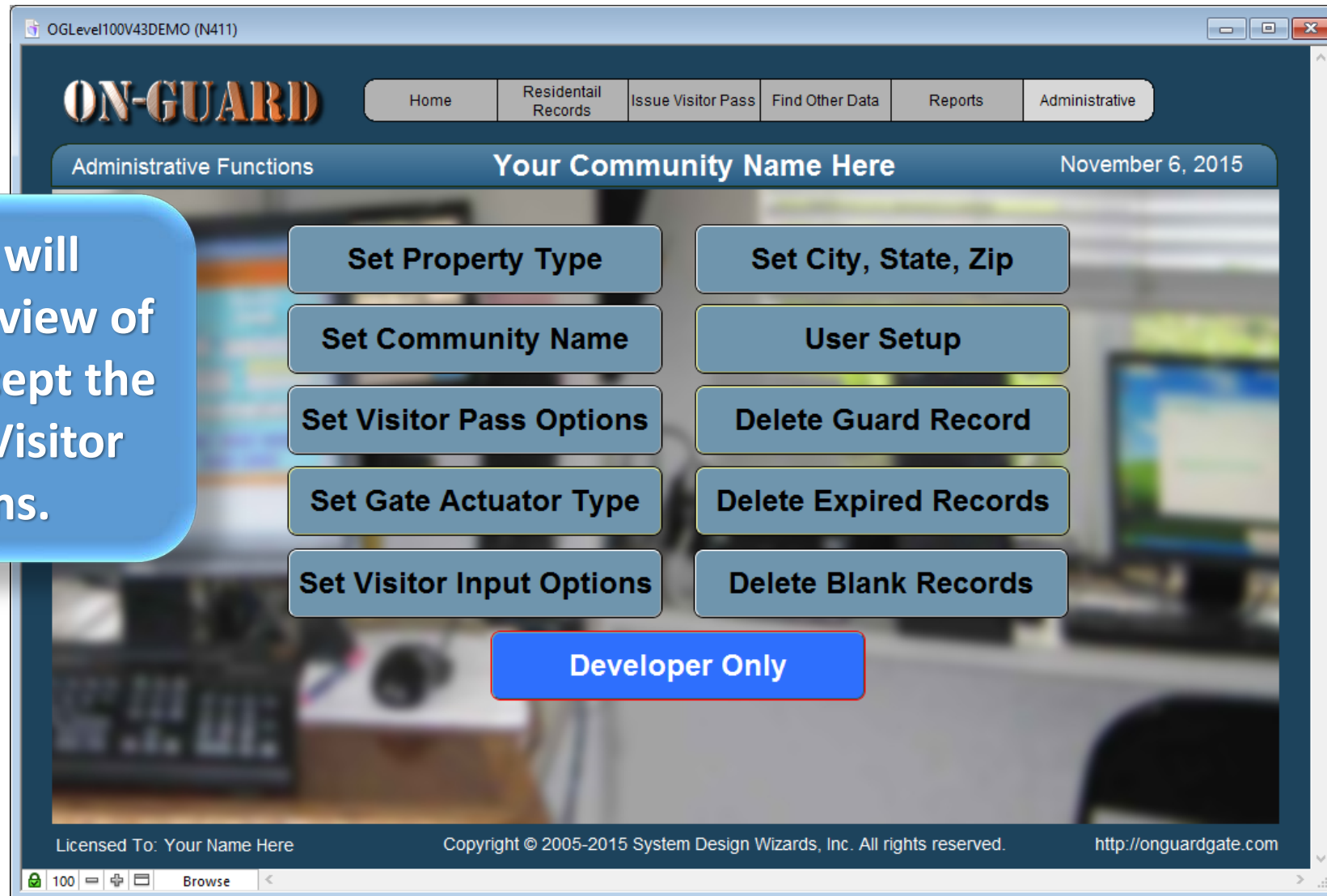
Press the Administrative button

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Administrative Function Screen

ON-GUARD

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



The screenshot shows a web browser window titled "OGLevel100V43DEMO (N411)". The page features the "ON-GUARD" logo in the top left 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 navigation menu, the page displays "Administrative Functions", "Your Community Name Here", and the date "November 6, 2015". The main content area contains 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 "Developer Only" button is positioned below the grid. The footer includes "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 Function Screen

ON-GUARD

Please press the "Set Property Type"

OGLevel100V43DEMO (N411)

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Administrative Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

Developer Only

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Administrative Function Screen



OGLevel100V43DEMO (N411)

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

Administrative Functions Your Commu... ID Nomenclature November 6, 2015

Provide ID Type Nomenclature
(Your choices are: Lot #, ID #, or Unit #)

ID Type

Please click outside the window to close

Set Property Type

Set Community Name

Set Visitor Pass Options

Set Gate Actuator Type

Set Visitor Input Options

Delete Guard Record

Delete Expired Records

Delete Blank Records

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

Administrative Function Screen

ON-GUARD

OGLLevel100V43DEMO (N411)

ON-GUARD

Home Residentail Records Issue Visitor Pass Find Other Data Reports

Administrative Functions Your Community Name Here

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 Developer Only

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100 Browse

Next, press the “Set Community Name” button.

Administrative Function Screen



Please type in your community name and press enter to continue.

Administrative Function Screen

ON-GUARD

OGLLevel100V43DEMO (N411)

ON-GUARD

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Administrative Functions Your Community Name Here November 6, 2015

Set Property Type Set City, State, Zip

Set Community Name User Setup

Visitor Pass Options Delete Guard Record

Delete Actuator Type Delete Expired Records

Visitor Input Options Delete Blank Records

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

Administrative Function Screen



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

Administrative Function Screen

ON-GUARD

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

OGLevel100V43DEMO (N411)

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

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Administrative Function Screen

ON-GUARD

The screenshot displays the ON-GUARD administrative interface. A modal dialog box titled "Delete Guard Record" is open, featuring a "DELETE" button and a "Close" button. The dialog contains input fields for "Guards ID" (value: 1) and "Guard Name" (value: Art Able). A blue callout box with a right-pointing arrow and a "Developer Only" label points to the "Guard Name" field. The background interface includes a navigation menu with "Other Data", "Reports", and "Administrative" tabs, and a date display for "November 6, 2015".

Developer Only

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

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Administrative Function Screen

ON-GUARD

Next, press the Set Gate Actuator Type.

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ON-GUARD

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

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Administrative Function Screen

ON-GUARD

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

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residentail Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a header bar shows 'Functions', 'Your Community Name Here', and the date 'November 6, 2015'. The main content area contains several large blue buttons for administrative functions: 'Set Property Type', 'Set City, State, Zip', 'Set Community Name', 'User Setup', 'Set Visitor Pass Options', 'Set Gate Actuator Type', and 'Set Visitor Input Options'. A modal dialog box titled 'Transponder Type' is open, prompting the user to 'Please provide the type of Gate Actuator' with three buttons: 'Key-Fob', 'Bar Code', and 'Clicker'. A blue button labeled 'Developer Only' is positioned below the main function buttons. The footer of the page includes 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'. The browser window title is 'OGLLevel100V43DEMO (N411)' and the address bar shows 'Browse'.

Administrative Function Screen

ON-GUARD

Please press the Delete Expired Records button.

OGLevel100V43DEMO (N411)

ON-GUARD

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

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Administrative Function Screen

ON-GUARD

OGLevel100V43DEMO - 2 (N411)

ON-GUARD Delete Expired Records

Other Data Reports Administrative

ie Here

City, St

User Se

te Guard

Expired Records

Blank Records

WARNING: THE DELETIONS CANNOT BE UNDONE!

Close

Delete All Expired Records

Delete Expired Expected Visitors

Delete Expired Contractors

Delete Expired Guests

Delete Expired Barred Guests

Delete Expired Away Residents

Delete Temporary Vehicles

Delete Notes Older Than 30 Days

Delete Expired Event Visitors

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100 Browse

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

Administrative Function Screen

ON-GUARD

Please press the Delete Blank Records button.

OGLevel100V43DEMO (N411)

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

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Administrative Function Screen

ON-GUARD

Please press the Delete Blank Records button.

OGLevel100V43DEMO (N411)

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

Developer Only

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Administrative Function Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residentail Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, the main header reads 'Administrative Functions' and 'Your Community Name Here'. A modal dialog box titled 'Delete Blank Records' is open, featuring a red warning message: 'WARNING: THE DELETIONS CANNOT BE UNDONE!'. The dialog contains a list of buttons for deleting various types of blank records: 'Delete Blank Additonal Phones', 'Delete Blank Emergency Contact', 'Delete Blank Children Records', 'Delete Blank Guests Records', 'Delete Blank Contractors Records', 'Delete Blank Vehicles Visitors', 'Delete Blank Notes', 'Delete Blank Visitor Records', and 'Delete Blank Owner Records'. A 'Delete Blank Records' button is highlighted in blue. A blue callout box with white text points to the dialog, stating: 'Pressing any of the appropriate buttons will delete the Blank Records.' The footer of the application includes 'Licensed To: You', 'Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'.

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

Administrative Function Screen

ON-GUARD

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

OGLevel100V43DEMO (N411)

Home Residentail Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

Developer Only

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Administrative Function Screen

ON-GUARD

Pressing the Home button will return you to the Administrative Dashboard Screen

OGLLevel100V43DEMO (N411)

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Functions Your Community Name Here November 6, 2015

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 Delete Blank Records

Developer Only

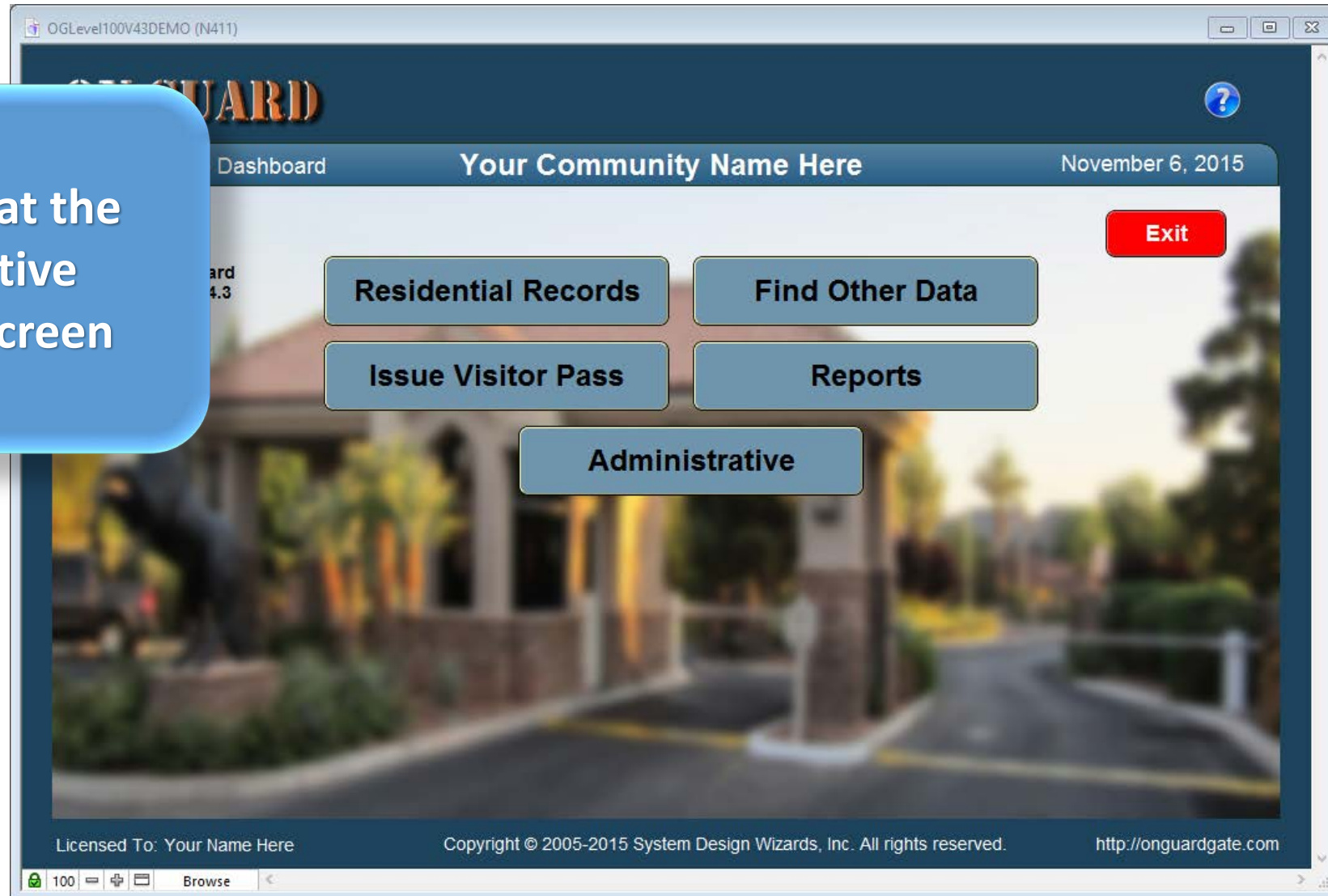
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100 Browse

Administrative Dashboard Screen

ON-GUARD

You are now at the
Administrative
Dashboard Screen



Administrative Dashboard Screen

ON-GUARD

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

