

# ON-GUARD

## GATE SECURITY CONTROL



### *Tutorial Series*

Add Resident Address and  
Associated Data

# 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 - 3 (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 13, 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 - 3 (N411)

**ON-GUARD**

Home Your Community Name Here November 13, 2015

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

Continue

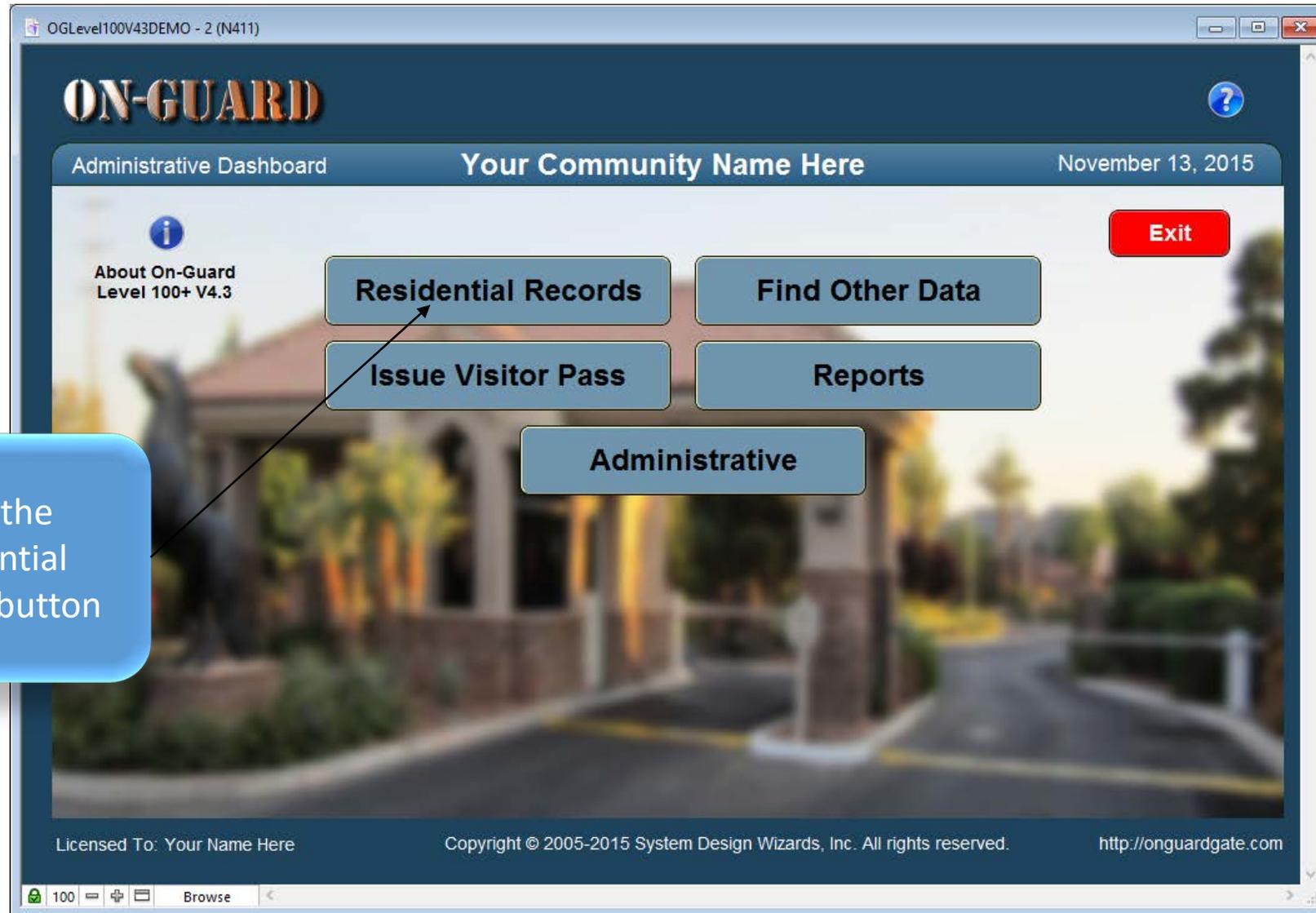
Licensed To: Your Name Here Copyright © 2005-2015 System Design Wizards, Inc. All rights http://onguardgate.com

100 Browse

Press the Continue button to proceed.

# Administrative Dashboard Screen

ON-GUARD



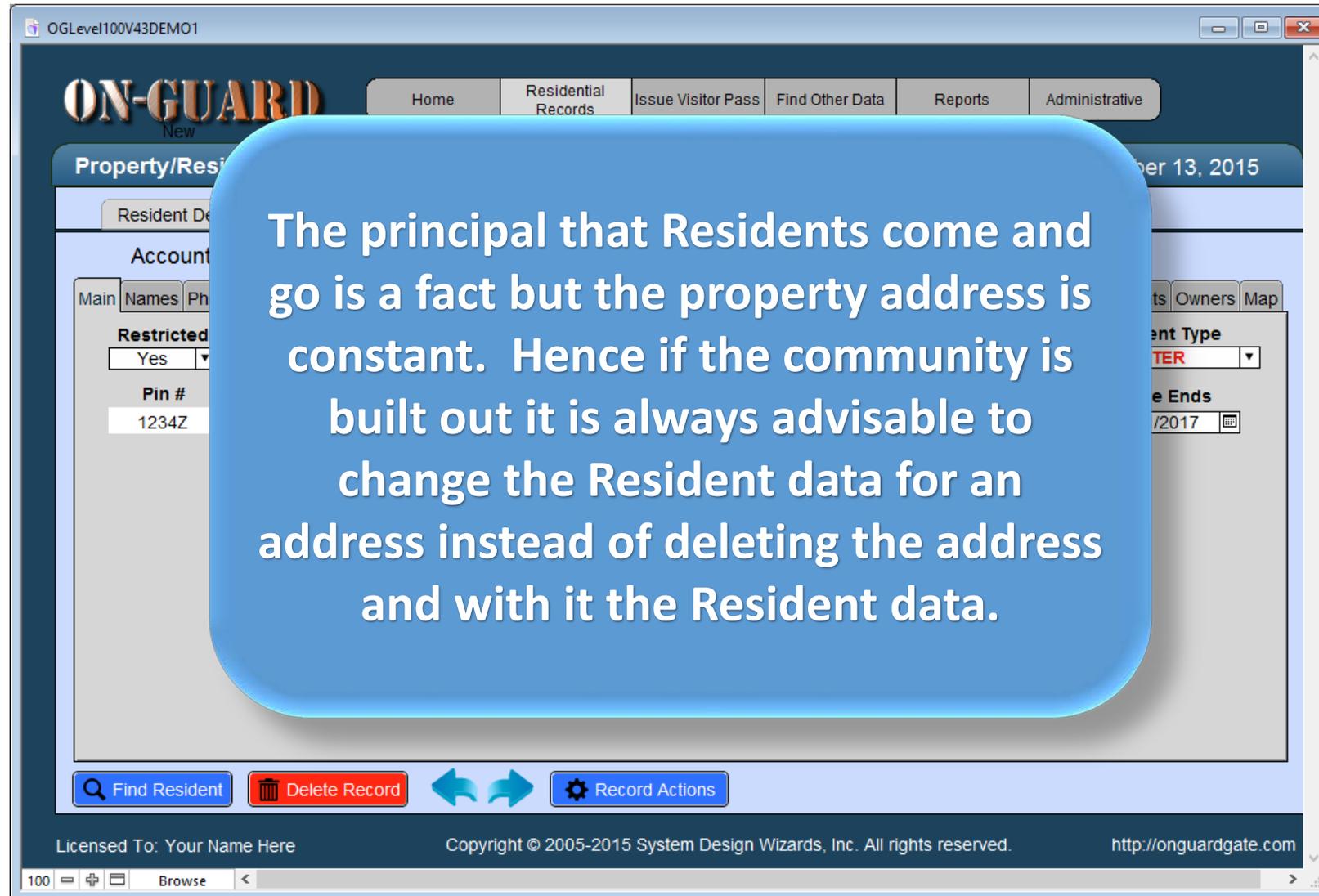
# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a header bar shows 'Property/Resident Record', 'Your Community Name Here', and the date 'November 13, 2015'. The main content area is titled 'Resident Details' and shows 'Account #: 14600 20' and 'Homeowner'. A central blue callout box contains the text: 'In this Tutorial you will learn how to add, edit and delete Resident Data.' The interface includes various input fields and dropdown menus, such as 'Restricted' (Yes), 'Pin #' (1234Z), 'ID #' (1), 'Resident Type' (RENTER), and 'Lease Ends' (8/31/2017). At the bottom, there are buttons for 'Find Resident', 'Delete Record', and 'Record Actions'. 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'.

# Main Residential Screen

ON-GUARD



The principal that Residents come and go is a fact but the property address is constant. Hence if the community is built out it is always advisable to change the Resident data for an address instead of deleting the address and with it the Resident data.

The screenshot shows a web browser window titled "OGLevel100V43DEMO1" displaying the ON-GUARD application. The interface includes a navigation menu with options like "Home", "Residential Records", "Issue Visitor Pass", "Find Other Data", "Reports", and "Administrative". The main content area shows a form for "Property/Resident" with fields for "Resident Data", "Account", "Restricted" (Yes/No), and "Pin #". A blue callout box is overlaid on the form, containing the text: "The principal that Residents come and go is a fact but the property address is constant. Hence if the community is built out it is always advisable to change the Resident data for an address instead of deleting the address and with it the Resident data." At the bottom of the screen, there are buttons for "Find Resident", "Delete Record", and "Record Actions". The footer contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

# Main Residential Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLevel100V43DEMO1". The application 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". Below the header, there are tabs for "Property/Residential" and "Resident De...". The main content area displays a form for "Resident De..." with fields for "Account...", "Main", "Names", "Ph...", "Restricted" (set to "Yes"), and "Pin #" (set to "1234Z"). A blue callout box is overlaid on the form with the text: "In this instance the community is not fully built out and a new address is to be added to the Resident information." At the bottom of the form, there are buttons for "Find Resident", "Delete Record", and "Record Actions". The footer contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below the menu, the main content area is partially obscured by a large blue rounded rectangle containing the text "Adding a new Address and Resident information." The background interface shows a form for adding a new address and resident information, with fields for "Resident D", "Account", "Main", "Names", "Restricted" (Yes/No), "Pin #" (1234Z), "Resident Type" (INTER), and "se Ends" (1/2017). At the bottom of the interface, there are buttons for "Find Resident", "Delete Record", and "Record Actions". The footer contains the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

# Main Residential Screen



The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a header bar shows "Property/Resident Record", "Your Community Name Here", and the date "November 13, 2015". The main content area is titled "Resident Details" and shows information for "Account #: 14600". A blue callout box with white text is overlaid on the screen, stating: "To Add a new Address and then the associated data for the Resident press the Record Actions button". An arrow points from the callout box to the "Record Actions" button in the bottom navigation bar. The bottom navigation bar also includes buttons for "Find Resident", "Delete Record", and navigation arrows. 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".

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record **Your Community Name Here** November 13, 2015

Resident Details

Account #: **14600 20 Ave** Last Name: **Homeowner**

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Directions Expected Visitor Events Owners Map

Resident Name: [ ] Email: **harryhomeowner@gmail.com** Resident Type: **RENTER**

City: **MIRAMAR** State: **FL** Zip: **33027** Lease Ends: **8/31/2017**

Last Name	Resident Code
Homeowner	PRIMARY RESIDENT
Homeowner	CO-RESIDENT

Record Actions

- New Record
- Show All Records
- Sort Records
- List View

Click Outside the Window to Close

Find Resident Delete Record Record Actions

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# Main Residential Screen

ON-GUARD

The screenshot shows the ON-GUARD Main Residential Screen. A blue callout box on the left contains the text: "You are now presented with a message asking if you wish to create a new resident record. Please press yes to continue." A system message dialog box is open in the center, asking: "Are you sure you wish to create a new record? If not, please press Cancel." The dialog box has "Cancel" and "OK" buttons. Below the dialog box, a table lists resident records:

Name	Last Name	Resident Code
Harry	Homeowner	PRIMARY RESIDENT
Mabel	Homeowner	CO-RESIDENT

At the bottom of the screen, there are several buttons: "Find Resident", "Delete Record", "Record Actions", and "List View". The "Record Actions" button is highlighted, and a dropdown menu is open, showing "New Record", "Show All Records", "Sort Records", and "List View". The footer of the screen includes "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design", and the URL "http://onguardgate.com".

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1 - 3

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record **Your Community Name Here** November 13, 2015

Resident Details

Account #: Last Name:

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Directions Expected Visitor Events Owners Map

Restricted Account Number Primary Phone Email Resident Type

Pin # ID # Street Address City State Zip

203 MIRAMAR FL 33027

Display Picture	First Name	Last Name	Resident Code

Find Resident Delete Record Record Actions

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You are now presented with a new Property ID#.

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1 - 3

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record **Your Community Name Here** November 13, 2015

Resident Details

Account #: Last Name:

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Directions Expected Visitor Events Owners Map

Restricted Account Number Primary Phone Email Resident Type

Pin # ID # Street Address City State Zip

203 MIRAMAR FL 33027

Display Picture	First Name	Last Name	Resident Code

Find Resident Delete Record Record Actions

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Please note that the Default City, State and Zip code were entered automatically.

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1 - 3

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record Your Community Name Here November 13, 2015

Resident Details

Account #:

Main Names Phone # Emergency Children

Restricted Account Num

Pin # ID # 203

Display Picture

ed Visitor Events Owners Map

Resident Type

27

Find Resident Delete Record Record Actions

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# Main Residential Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLLevel100V43DEMO1 - 3". The interface features the "ON-GUARD" logo and a navigation menu with buttons for "Home", "Residential Records", "Issue Visitor Pass", "Find Other Data", "Reports", and "Administrative". The main header displays "Property/Resident Record", "Your Community Name Here", and the date "November 13, 2015". A "Resident Details" tab is active, showing account information for "5168 SW 150 Ter". A horizontal menu includes "Main", "Names", "Phone #", "Emergency", "Children", "Guests", "Contractors", "Vehicles", "Notes", "Visitors/House Chk", "Directions", "Expected Visitor", "Events", "Owners", and "Map". The "Names" tab is selected, displaying a table with columns for "Restricted", "Account Number", "Primary Phone", "Email", and "Resident Type". The table contains one entry: "No", "5168 SW 150 Ter", "954-444-3279", "kroft100@hotmail.com", and "RESIDENT OWNER". Below this, another table shows "Pin #", "ID #", and "Street Address" with values "55468", "203", and "5168 SW 150 Terrace". A "Display Picture" section is also visible. At the bottom, there are buttons for "Find Resident", "Delete Record", and "Record Action". The footer includes "Licensed To: Your Name Here" and "Copyright © 2005-2015 System Design".

Account #: **5168 SW 150 Ter** Last Name:

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Directions Expected Visitor Events Owners Map

Restricted	Account Number	Primary Phone	Email	Resident Type
No	5168 SW 150 Ter	954-444-3279	kroft100@hotmail.com	RESIDENT OWNER

Pin #	ID #	Street Address
55468	203	5168 SW 150 Terrace

Display Picture

First Name	Last Name

Find Resident Delete Record Record Action

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All Resident Data has been entered and now you will start adding the rest of the information starting with the Resident Names. Please press Resident Names to begin.

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD software interface. A large central message reads "NO RECORD PRESENT". A system message dialog box is open, asking: "There does not appear to be a record present, do you wish to add a record? If you do not wish to add a record the window will close." with "No" and "Yes" buttons. A blue callout box with an arrow pointing to the "Yes" button contains the text: "We will add a new Name, press yes to continue." The interface includes a top navigation bar with tabs for "House Chk", "Directions", "Expected Visitor", "Events", "Owners", and "Map". Below this is a "Resident Code" section with a list of empty rows. At the bottom, there is a toolbar with buttons for "Delete Names", "Edit Resident Names", "Find Resident", "Delete Record", and "Record Actions". 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".

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD software interface. At the top, the title bar reads "OGLLevel100V43DEMO1 - 2". The main header features the "ON-GUARD" logo and the text "Residents: Input". On the left, an "ACTIONS" menu contains "New", "Delete", and "Show All" buttons, along with navigation arrows and a "Close" button. The central form, titled "Resident Name Input", includes fields for "Resident Name Input" (with a count of 1), "ID #", "Account #", "First Name", "Last Name", "Code", and "Resident Picture". The "Code" field is a dropdown menu currently set to "PRIMARY RESIDENT". Below the form is a "Print Card" button and an "Enlarge" button next to a photo of a woman. The footer contains copyright information: "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved." and a browser address bar showing "100 Browse".

**Resident Name Input** 1

ID # 203

Account # 5168 SW 150 Ter

First Name Laura

Last Name Croft

Code PRIMARY RESIDENT

Resident Picture

Close

Print Card

Enlarge

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Delete Names Edit Resident Names

Find Resident Delete Record Record Actions

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We have typed in the following information and listed him as the Primary Resident via a drop down box

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1 - 2

## ON-GUARD

### Residents: Input

**ACTIONS**

- New
- Delete
- Show All

Resident Name Input

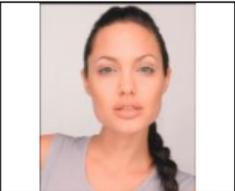
ID #

Account #

First Name

Last Name

Code

Resident Picture 

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100  <

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100  <

# Main Residential Screen

ON-GUARD

The new resident name has been added to the property record.

OGLevel100V43DEMO1 - 3

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record **Your Community Name Here** November 13, 2015

Resident Details

Account #: **5168 SW 150 Ter** Last Name: **Croft**

Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Directions Expected Visitor Events Owners Map

**Resident Names** 1

Display Picture	First Name	Last Name	Resident Code
	Laura	Croft	PRIMARY RESIDENT

Delete Names Edit Resident Names

Find Resident Delete Record Record Actions

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# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this is a header section with 'Property/Resident Record', 'Your Community Name Here', and the date 'November 13, 2015'. The main content area shows 'Resident Details' for 'Account #: 5168 SW 1' and 'Last Name: Croft'. A 'Resident Picture' pop-up window is open, displaying a photo of Laura Croft. A blue callout box on the left explains that clicking the picture icon displays the resident's picture. The bottom of the screen features several action buttons: Delete Names, Edit Resident Names, Find Resident, Delete Record, and Record Actions. The footer includes licensing information and the website URL.

Clicking on the picture icon will display the Resident's picture

OGLevel100V43DEMO1 - 3

ON-GUARD New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record Your Community Name Here November 13, 2015

Resident Details

Account #: 5168 SW 1

Emergency Child

Resident Picture

RESIDENT PICTURE

Laura Croft

Last Name: Croft

tors/House Chk Directions Expected Visitor Events Owners Map

s 1

Resident Code

PRIMARY RESIDENT

Delete Names Edit Resident Names

Find Resident Delete Record Record Actions

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# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD software interface. At the top, there is a navigation bar with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, and a partially visible Record button. Below this is a header for 'Property/Resident Record' with a placeholder 'Your Community Name Here'. The main content area is titled 'Resident Details' and shows information for 'Account #: 5168 SW 150 Ter'. A tabbed interface includes 'Main', 'Names', 'Phone #', 'Emergency', 'Children', 'Guests', 'Contractors', 'Vehicles', 'Notes', 'Visitors/House Chk', and 'Direct'. The 'Main' tab is active, showing fields for 'Restricted' (No), 'Account Number' (5168 SW 150 Ter), 'Primary Phone' (954-444-3279), and 'Email' (kroft100@hotmail.com). Below these are fields for 'Pin #' (55468), 'ID #' (203), 'Street Address' (5168 SW 150 Terrace), and 'City' (MIRAMAR). A table at the bottom lists residents with columns for 'Display Picture', 'First Name', 'Last Name', and 'Resident Code'. The first entry is Laura Croft, PRIMARY RESIDENT. A blue callout box on the right contains the text 'Ms. Croft has been added to the Resident Screen.' with an arrow pointing to the first row of the table. At the bottom of the interface are buttons for 'Find Resident', 'Delete Record', and 'Record Actions'. The footer contains 'Licensed To: Your Name Here', 'Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.', and 'http://onguardgate.com'. The browser window title is 'OGLLevel100V43DEMO1 - 3'.

OGLevel100V43DEMO1 - 3

ON-GUARD  
New

Home Residential Records Issue Visitor Pass Find Other Data Re

Property/Resident Record Your Community Name Here

Resident Details

Account #: 5168 SW 150 Ter Last Na

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes Visitors/House Chk Direct

Restricted Account Number Primary Phone Email  
No 5168 SW 150 Ter 954-444-3279 kroft100@hotmail.com

Pin # ID # Street Address City St  
55468 203 5168 SW 150 Terrace MIRAMAR

Display Picture	First Name	Last Name	Resident Code
	Laura	Croft	PRIMARY RESIDENT

Find Resident Delete Record Record Actions

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Ms. Croft has been added to the Resident Screen.

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, a header bar shows 'Property/Resident Record', 'Your Community Name Here', and the date 'November 13, 2015'. The main content area is titled 'Resident Details' and shows the following information:

- Account #: 5168 SW 150 Ter
- Last Name: Croft
- Restricted: No
- Account Number: 5168 SW 150 Ter
- Primary Phone: 954-444-3279
- Email: kroft100@hotmail.com
- Resident Type: RESIDENT OWNER
- Pin #: 55468
- ID #: 203
- Street Address: 5168 SW 150 Terrace
- City: MIRAMAR
- State: FL
- Zip: 33027

A blue callout box with white text is overlaid on the screen, stating: "Adding other data is very similar to adding Resident Names." An arrow points from this box to the 'Primary Phone' field. A red box highlights the 'Account Number', 'Primary Phone', and 'Email' fields. At the bottom of the screen, there are buttons for 'Find Resident' and 'Delete', along with a footer containing license information and the website URL 'http://onguardgate.com'.

# Main Residential Screen

ON-GUARD

OGLevel100V43DEMO1 - 3

**ON-GUARD**  
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record Your Community Name Here November 13, 2015

Resident Details

Account #: **5168 SW 150 Ter** Last Name: **Croft**

Main Names Phone # Emergency Children Restricted Account N  
No 5168 SW 1

Pin # ID #  
55468 203

Display Picture

Resident Type  
RESIDENT OWNER

Find Resident Delete Record Record Actions

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