

# 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 displays a software window titled "On-GuardLV100V5.0. - 3". The interface features a dark blue header with the "ON-GUARD" logo in a stylized, metallic font. Below the header, a navigation bar contains the text "Home", "Your Community Name Here", and "November 8, 2016". The main content area has a blurred 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 side of the screen contains the text "Press the Continue button to proceed." with an arrow pointing to the "Continue" button. The footer of the window includes "Licensed To: Your Name Here", "Copyright © 2005-2016 System Design Wizards, Inc. All rights", and the URL "http://onguardgate.com". The browser interface at the bottom shows a "Browse" button and a scrollbar.

On-GuardLV100V5.0. - 3

ON-GUARD

Home Your Community Name Here November 8, 2016

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



Press the Residential Records button

# Main Residential Screen

ON-GUARD

On-GuardLV100V5.0

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

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

### Harry Homeowner

First Name	Last Name
Harry	Homeowner
Mabel	Homeowner

Restricted Entry **YES**

Resident Type **RENTER**

Account # 100-1A

ID# 1

Address 5540 North Ocean D

City Singer Island

State FL

Zip 33404

Phone Cell 561-848-2256 772-204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Directions From stop light make right. House is on the left.

Expected Visitor Event Manager

1

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100 Browse

# 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.

On-GuardLV100V5.0

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

Harry Home

First Name

Harry

Mabel

Restricted Entry

Resident Type

Account #

ID#

Address

City

State

Zip

Phone Cell

Pin #

Email

Directions

From stop light make right. House is on the left.

Manager

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<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 page title is 'RESIDENT DETAIL'. The main content area shows a resident profile for 'Harry Home'. The profile includes fields for 'First Name' (Harry), 'Mabel', 'Restricted Entry', 'Resident Type', 'Account #', 'ID#', 'Address', 'City', 'State', 'Zip', 'Phone Cell', 'Pin #', 'Email', and 'Directions'. A blue callout box is overlaid on the profile, containing the text: 'In this instance the community is not fully built out and a new address is to be added to the Resident information.' The footer of the application contains the text: 'Licensed To: Your Name Here', 'Copyright © 2005-2016 System Design Wizards, Inc. All rights reserved.', and 'http://onguardgate.com'. The browser address bar shows '100 Browse'.

# Main Residential Screen

ON-GUARD

The screenshot displays the On-GuardLV100V5.0 software 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 title 'ON-GUARD' is visible, followed by 'RESIDENT DET'. The main content area shows a form for a resident named Harry Hom. The form includes fields for First Name (Harry), Mabel, Restricted Entry, Resident Type, Account #, ID#, Address, City, State, Zip, Phone, Cell, Pin #, Email (hho...), and Directions (From stop light make right. House is on the left.). A blue callout box is overlaid on the form with the text 'Adding a new Address and Resident information.' The bottom of the screen shows a footer with 'Licensed To: Your Name Here', 'Copyright © 2005-2016 System Design Wizards, Inc. All rights reserved.', and 'http://onguardgate.com'. The browser address bar at the bottom shows '100 Browse'.



# Main Residential Screen

ON-GUARD

On-GuardLV100V5.0

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

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Harry Homeowner

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 1

Phone (772) 323-2564  
Type WORK  
Owner Harry Homeowner

Phone  
Type  
Owner

Phone # 12342  
Email hhomeowner@onguardsales.com  
Directions From stop light make right. House is on the left.

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100 Browse

# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this is a sub-header for 'RESIDENT DETAIL' with icons for 'RESIDENT LIST', 'ACTIONS', and 'FIND'. The main content area shows the details for 'Harry Homeowner'. A blue callout box with white text says 'Please press the New Record button.' and points to the 'New Record' button in the 'Actions' menu. The 'Actions' menu also includes 'Show All Records', 'Sort Records', 'List View', and 'Delete Record'. The resident details form includes fields for First Name (Harry), Last Name (Mabel), Resident Code, City (Singer Island), State (FL), Zip (33404), Phone (Cell: 561-848-2256, 772-204-5865), Pin # (1234Z), Email (hhomeowner@onguardsales.com), and Directions (From stop light make right. House is on the left.).

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Harry Homeowner

First Name Last Name Resident Code

Harry Mabel

Restricted Resident Acco

Address

City Singer Island

State FL

Zip 33404

Phone Cell 561-848-2256 772-204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Directions From stop light make right. House is on the left.

Actions

New Record

Show All Records

Sort Records

List View

Delete Record

Click Outside the Window to Close

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100 Browse

# Main Residential Screen

ON-GUARD

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Harry Homeowner

**You are now presented with a message asking if you wish to create a new resident record. Please press yes to continue.**

Contact

Phones Children

Phone (772) Type WOR Owner Harry

Phone Type Owner

Actions

New Record

Show All Records

Sort Records

List View

Delete Record

Event Manager

System Message

Are you sure you wish to create a new record? If not, please press Cancel.

Cancel OK

Directions From stop light make right. House is on the left.

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# Main Residential Screen

ON-GUARD

OGLV100V5

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry

Resident Type

Account #

ID# 258

Address

City Singer Island

State FL

Zip 33071

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Owner

You are now presented with a new Property ID#.

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100 Browse

# Main Residential Screen

ON-GUARD

OGLV100V5

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry

Resident Type

Account #

ID# 258

Address

City Singer Island

State FL

Zip 33071

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Owner

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

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# Main Residential Screen

ON-GUARD

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry

Resident Type

Account #

ID# 258

Address

City Singer Island

State FL

Zip 33071

Phone Cell

Pin #

Email

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

The rest of the Resident information for this screen will be entered for you.

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# Main Residential Screen

ON-GUARD

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL

RESIDENT LIST ACTIONS FIND

First Name Last Name Resident Code

Restricted Entry NO

Resident Type RESIDENT OWNER

Account #

ID# 258

Address 303-PHD

City Singer Island

State FL

Zip 33071

Phone Cell (561) 231-2245 (561) 322-5685

Pin # 7171Z

Email lcroft291@gmail.com

Directions

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Own

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.

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100 Browse

# Main Residential Screen

ON-GUARD

The screenshot shows the 'ON-GUARD' web application interface. At the top, there is a navigation bar with buttons for 'Home', 'Residential Records', 'Issue Visitor Pass', 'Find Other Data', 'Reports', and 'Administrative'. Below this is a 'RESIDENT DETAIL' section for 'Lara Croft'. A table lists her details: First Name 'Lara', Last Name 'Croft', and Resident Code 'PRIMARY RESIDENT'. To the right, there are tabs for 'Data' and 'Contact', and a sub-menu with 'Names', 'Guests', 'Barred', 'Notes', 'Contractor', 'Vehicles', 'Owners', 'Visitors', and 'Map'. The 'Data' tab is active, showing a list of records with fields for First Name, Last Name, and Res Code. The first record is filled with 'Lara', 'Croft', and 'PRIMARY RESIDENT'. A blue callout box with the text 'Enter the Resident Name data.' has an arrow pointing to the 'First Name' and 'Last Name' fields of the first record. The footer contains copyright information and the URL 'http://onguardgate.com'.

Enter the Resident Name data.



# Main Residential Screen

ON-GUARD

The screenshot displays the ON-GUARD web application interface. At the top, there is a navigation bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this, there are icons for RESIDENT LIST, ACTIONS, and FIND. The main content area is divided into sections for Resident Picture, Contact, and Data. The Resident Picture section is highlighted with a blue box, and a blue callout bubble points to it with the text: "Enter the Resident picture by right clicking in the Resident Picture box and choose insert picture." The Resident Picture box contains a photo of a woman and the text "To Close Window Click Outside". The Contact section includes fields for Resident Code (MARY), Address (303-PHD), City (Singer Island), State (FL), Zip (33071), Phone Cell ((561) 231-2245), Pin # (7171Z), and Email (lcroft291@gmail.com). The Data section includes tabs for Phones, Children, Emergency, Housecheck, Expected Visitor, and Event Manager, and a "# of Records: 0" indicator. The footer of the application shows "Licensed To: Your Name Here" and "Copyright © 2005-2016 System Design".

# Main Residential Screen

ON-GUARD

The screenshot shows the ON-GUARD web application interface. At the top, there is a navigation menu with options: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this is a sub-menu for 'RESIDENT DETAIL' with options: RESIDENT LIST, ACTIONS, and FIND. The main content area displays the details for a resident named Laura Croft. A table lists the resident's information:

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Below the table, there is a form for entering resident information. The form includes fields for: Restricted Entry (NO), Resident Type (RESIDENT OWNER), Account #, ID# (258), Address (303-PHD), City (Singer Island), State (FL), Zip (33071), Phone Cell ((561) 231-2245 and (561) 322-5685), Pin # (7171Z), and Email (lcroft291@gmail.com). There is also a Directions field.

A blue callout box with white text is overlaid on the right side of the screen, stating: "The new resident name has been added to the property record." This callout is positioned over a panel that shows "# of Records: 0" and various tabs like Contact, Data, Phones, Children, Emergency, Housecheck, Expected Visitor, and Event Manager.

At the bottom of the screen, there is a footer with the following text: "Licensed To: Your Name Here", "Copyright © 2005-2016 System Design Wizards, Inc. All rights reserved.", and "http://onguardgate.com".

# Main Residential Screen

ON-GUARD

ON-GUARD

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

RESIDENT DETAIL RESIDENT LIST ACTIONS FIND

Laura Croft

First Name	Last Name	Resident Code
Laura	Croft	PRIMARY

Contact Data

Phones Children Emergency Housecheck Expected Visitor Event Manager

# of Records: 0

Phone

Type

Owner

Adding other data is very similar to adding Resident Names.

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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 bar with the ON-GUARD logo and several menu items: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this is a sub-header for 'RESIDENT DETAIL' with icons for 'RESIDENT LIST', 'ACTIONS', and 'FIND'. The main content area is titled 'Laura Croft' and contains a table with columns for First Name, Last Name, and Resident Code. The table shows one entry: Laura Croft, PRIMARY. To the right of the table is a 'Data' section with tabs for Contact, Phones, Children, Emergency, Housecheck, Expected Visitor, and Event Manager. Below the table is a form with various fields: Restricted Entry (NO), Resident Type (RESIDENT OWNER), Account #, ID# (258), Address (303-PHD), City (Singer Island), State (FL), Zip (33071), Phone Cell ((561) 231-2245), Pin # (7171Z), and Email (lcroft291@gmail.com). A blue callout box is overlaid on the screen with the text: 'This ends the Tutorial on how to Add a Resident Address Record and associated Resident Data.' The footer of the page includes 'Licensed To: Your Name Here', 'Copyright © 2005-2016 System Design Wizards, Inc. All rights reserved.', and the URL 'http://onguardgate.com'.

**This ends the Tutorial on how to Add a Resident Address Record and associated Resident Data.**