

ON-GUARD

GATE SECURITY CONTROL



Tutorial Series

Delete a Resident Address and
Associated Data and Edit Resident
Records.

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". 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 12, 2015" on the right. The main content area has a background image of a palm tree and a building. Overlaid on this is the text "WELCOME TO ON-GUARD VISITOR GATE ACCESS CONTROL" in a mix of white and gold fonts. Below the text is a small, colorful illustration of a gated community with houses and a gate. At the bottom of the main content area is a light blue "Continue" button. A blue callout box with white text and an arrow points to the "Continue" button, containing the text "Press the Continue button to proceed." 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 "100" and "Browse".

OGLevel100V43DEMO

ON-GUARD

Home Your Community Name Here November 12, 2015

WELCOME TO ON-GUARD VISITOR GATE ACCESS CONTROL

Continue

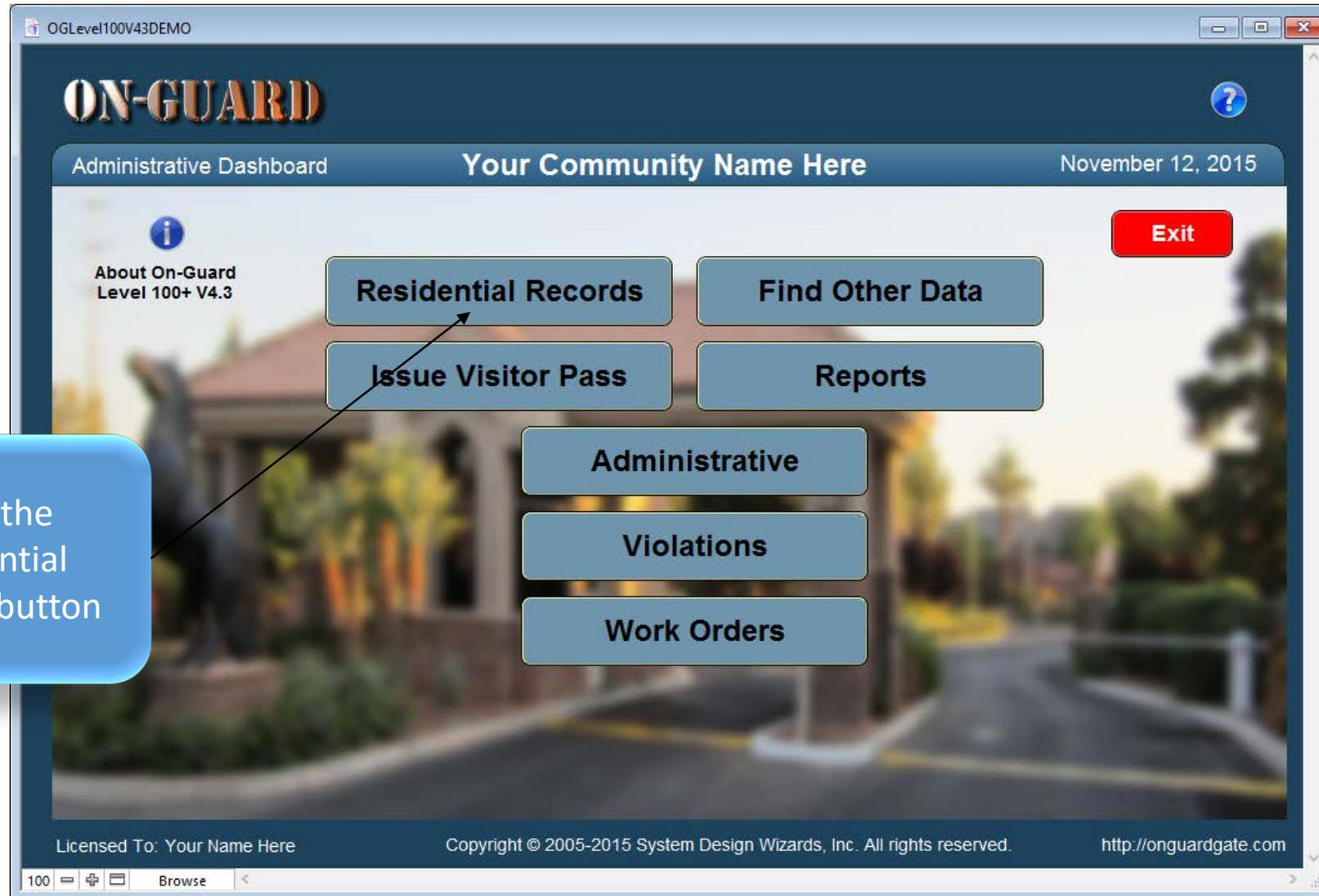
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100 Browse

Press the Continue button to proceed.

Administrative Dashboard Screen

ON-GUARD



Press the Residential Records button

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 12, 2015

Resident Details

Account #: **14600** Name: **Homeowner**

Main Names Phone # Emergen... ons Expected Visitor Events Owners Map

Restricted A
Yes

Resident Type
RENTER

Pin # ID #
1234Z 1

Lease Ends
8/31/2017

Code
RESIDENT
DENT

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 the menu, the main content area is titled 'Property/Residential' and shows a 'Resident Details' form. The form includes fields for Account #, Restricted (Yes/No), and Pin # (1234Z). A large blue callout box is overlaid on the center of the screen, containing the text 'Deleting Records' and 'It is really easy to Delete a Resident Record.' At the bottom of the interface, there is a toolbar with 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 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 12, 2015'. The main content area is titled 'Resident Details' and shows information for 'Account #: 1460'. It includes tabs for 'Main', 'Names', 'Phone #', and 'Emerg'. There is a 'Restricted' dropdown menu set to 'Yes', a 'Pin #' field with '1234Z', and a 'Resident Type' dropdown set to 'RENTER'. A 'Lease Ends' date of '8/31/2017' is also visible. At the bottom, there is a navigation bar with buttons for 'Find Resident', 'Delete Record', and 'Record Actions'. A blue callout box with white text is overlaid on the screen, reading 'Deleting Records' and 'Please press the Delete Record button.' An arrow points from the callout box to the 'Delete Record' button. 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 this, a header bar shows 'Property/Resident Record' for 'Your Community Name Here' on 'November 12, 2015'. The main content area is titled 'Resident Details' and shows 'Account #: 14600 20 Ave'. A table below lists various tabs: Main, Names, Phone #, Emergency, Children, Guests, Contractors, Vehicles, and Notes. The 'Main' tab is active, showing a table with columns: Restricted (Yes), Account Number (14600 20 Ave), and Primary Phone (305-599-1243). Below this, there are fields for Street Address (14600 20 Ave) and a list of residents with columns for Name and Last Name. A 'System Message' dialog box is overlaid on the screen, containing the text: 'This deletion action cannot be undone! Please press Delete Data button to just delete the Resident Data or press Del Record to delete the Resident Address and associated Data. If deleting data do not forget to delete associated records such'. The dialog box has three buttons: Cancel, Del Record, and Delete Data. At the bottom of the application, 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'.

System Message

This deletion action cannot be undone! Please press Delete Data button to just delete the Resident Data or press Del Record to delete the Resident Address and associated Data. If deleting data do not forget to delete associated records such

Cancel Del Record Delete Data

Deleting Records
You are presented with a System Message box

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 12, 2015

Resident Details

Account #: **14600 20 Ave**

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes

| Restricted | Account Number | Primary Phone |
|------------------------------|----------------|---------------|
| <input type="checkbox"/> Yes | 14600 20 Ave | 305-599-1243 |

Street Address
14600 20 Ave

| Name | Last Name |
|-------|-----------|
| Larry | Homeow |
| label | Homeow |

System Message

This deletion action cannot be undone! Please press Delete Data button to just delete the Resident Data or press Del Record to delete the Resident Address and associated Data. If deleting data do not forget to delete associated records such

Cancel Del Record Delete Data

Find Resident Delete Record Record Actions

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Deleting Records
To permanently Delete a Resident Address and Resident Record, just press Del Record and the record will be deleted.

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 12, 2015

Resident Details

Account #: **14600 20 Ave**

Main Names Phone # Emergency Children Guests Contractors Vehicles Notes

| Restricted | Account Number | Primary Phone |
|------------------------------|----------------|---------------|
| <input type="checkbox"/> Yes | 14600 20 Ave | 305-599-1243 |

Street Address
14600 20 Ave

| Name | Last Name |
|-------|-----------|
| Larry | Homeow |
| label | Homeow |

System Message

This deletion action cannot be undone! Please press Delete Data button to just delete the Resident Data or press Del Record to delete the Resident Address and associated Data. If deleting data do not forget to delete associated records such

Cancel Del Record Delete Data

Find Resident Delete Record Record Actions

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Deleting Records
To permanently Delete a Resident Address and Resident Record, just press Del Record and the record will be deleted.

Main Residential Screen

ON-GUARD

The screenshot shows 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, Reports, and Administrative. Below this is a header for 'Property/Resident Record' with 'Your Community Name Here' and the date 'November 12, 2015'. The main content area is titled 'Resident Details' and shows 'Account #: 14600 20 Ave'. There are tabs for Main, Names, Phone #, Emergency, Children, Guests, Contractors, Vehicles, and Notes. A table displays the following information:

| Restricted | Account Number | Primary Phone |
|--------------------------|----------------|---------------|
| <input type="checkbox"/> | 14600 20 Ave | 305-599-1243 |

Below the table, there is a 'Street Address' field with '14600 20 Ave' and a table with columns 'Name' and 'Last Name'. The table contains the following entries:

| Name | Last Name |
|-------|-----------|
| Larry | Homeow |
| label | Homeow |

A 'System Message' dialog box is open, displaying the following text: 'This deletion action cannot be undone! Please press Delete Data button to just delete the Resident Data or press Del Record to delete the Resident Address and associated Data. If deleting data do not forget to delete associated records such'. The dialog box has three buttons: 'Cancel', 'Del Record', and 'Delete Data'. 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'.

Deleting Data
On the other hand if you only wish to delete the Resident Data so that you can either edit or replace all data in the case of someone moving and you wish to enter the new Resident Data then press Delete Data.

Main Residential Screen

Deleting Data

You will now be presented with a Resident Record with only the Address information.

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 area with "Your Community Name Here" and the date "November 12, 2015". The main content area shows a resident record for "14808 54 St". The record includes fields for Account Number (14808 54 St), Primary Phone, Email, and Resident Type. Below these fields is a table with columns for ID #, Street Address, City, State, and Zip. The table contains one row with the following data: ID # 2, Street Address 14808 SW 54 St, City MIRAMAR, State FL, and Zip 33027. Below the table is a section with a "Display Picture" checkbox and columns for First Name, Last Name, and Resident Code. At the bottom of the record area, there are three buttons: "Find Resident" (with a magnifying glass icon), "Delete Record" (with a trash can icon), and "Record Actions" (with a gear icon). The footer of the application includes the text "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and the URL "http://onguardgate.com".

| Account Number | Primary Phone | Email | Resident Type |
|----------------|---------------|-------|---------------|
| 14808 54 St | | | |

| ID # | Street Address | City | State | Zip |
|------|----------------|---------|-------|-------|
| 2 | 14808 SW 54 St | MIRAMAR | FL | 33027 |

| Display Picture | First Name | Last Name | Resident Code |
|--------------------------|------------|-----------|---------------|
| <input type="checkbox"/> | | | |

Find Resident Delete Record Record Actions

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Main Residential Screen

ON-GUARD

Deleting Data

Check the other information on each of the tabs to delete the other left over information.

The screenshot displays the ON-GUARD Main Residential Screen. At the top, there is a navigation bar with tabs: Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. Below this is a header area with 'Your Community Name Here' and the date 'November 12, 2015'. The main content area shows a resident record for '14808 54 St'. The record includes fields for Account Number (14808 54 St), Primary Phone, Email, and Resident Type. Below this is a table with columns for ID #, Street Address, City, State, and Zip. The table contains one row with the following data: ID # 2, Street Address 14808 SW 54 St, City MIRAMAR, State FL, and Zip 33027. 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 the URL 'http://onguardgate.com'.

| ID # | Street Address | City | State | Zip |
|------|----------------|---------|-------|-------|
| 2 | 14808 SW 54 St | MIRAMAR | FL | 33027 |

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 12, 2015

Resident Details

Account #: **14808 54 St** Last N

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

Additional Telephone Numbers 3

| Telephone Type | Telephone # | Telephone |
|----------------|--------------|-----------|
| CELLULAR | 786-502-1170 | |
| CELLULAR | 786-502-1032 | |
| OTHER | 954-505-3625 | |

Delete Phones Edit Additional Phones

Find Resident Delete Record Record Actions

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100 Browse

Deleting Data
As an example there is left over information from Mr. Gavin's Additional Telephones.

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 12, 2015'. The main content area is titled 'Resident Details' and shows 'Account #: 14808 54 St'. There are several tabs: Main, Names, Phone #, Emergency, Children, Guests, Contractors, Vehicles, Notes, and Visitors/Hou. The 'Phone #' tab is active, displaying a table of 'Additional Telephone Numbers'.

| Telephone Type | Telephone # |
|----------------|--------------|
| CELLULAR | 786-502-1170 |
| CELLULAR | 786-502-1032 |
| OTHER | 954-505-3625 |

At the bottom of the phone list, there are two buttons: 'Delete Phones' (highlighted by a blue callout box) and 'Edit Additional Phones'. Below these 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

OGLevel100V43DEMO1

ON-GUARD
New

Home Residential Records Issue Visitor Pass Find Other Data Reports Administrative

Property/Resident Record **Your Community Name Here** November 12, 2015

Resident Details

Account #: **14808 54 St** Last Name:

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

Additional Telephone Numbers

| Telephone Type | Telephone # | Telephone Owner |
|----------------|-------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Edit Additional Phones

Delete Record

Record Actions

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Deleting Data
A view of the screen
with the Phone
information deleted.

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 12, 2015

Resident Details

Account #: **14808 54 St** Last Name:

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

Additional Telephone Numbers

| Telephone Type | Telephone # | Telephone Owner |
|----------------|-------------|-----------------|
| | | |
| | | |
| | | |
| | | |

Edit Additional Phones

Delete Record

Record Actions

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Deleting Data

Follow through with the other data Tabs to delete any other old information.



Home

Residential Records

Issue Visitor Pass

Find Other Data

Reports

Administrative

Property/Resident Record

Your Community Name Here

November 12, 2015

Resident Details

Account #: 14808 54 St

Last Name:

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

Additional Telephone Numbers 0

| Telephone Type | Telephone # | Telephone Owner |
|----------------|-------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Delete Phones

Edit Additional Phones

Find Resident

Delete Record



Record Actions

Main Residential Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLLevel100V43DEMO1" displaying the ON-GUARD application. The interface includes a navigation menu with buttons for Home, Residential Records, Issue Visitor Pass, Find Other Data, Reports, and Administrative. The main content area is titled "Property/Resident Record" and "Your Community Name Here" with a date of "November 12, 2015". A "Resident Details" tab is active, showing account information for "14600 20 Ave" and "Homeowner". A table lists resident details, including names, phone numbers, and addresses. A "Delete Record" button is visible at the bottom.

Account #: 14600 20 Ave Last Name: Homeowner

Restricted: Yes Account Number: 14600 20 Ave Primary Phone: 305-599-1243 Email: harryhomeowner@gmail.com Resident Type: RENTER

| Pin # | ID # | Street Address | City | State | Zip | Lease Ends |
|-------|------|----------------|---------|-------|-------|------------|
| 12347 | 1 | 14600 20 Ave | MIRAMAR | FL | 33027 | 8/31/2017 |

| Display Picture | First Name | Last Name | Resident Code |
|-----------------|------------|-----------|------------------|
| | Harry | Homeowner | PRIMARY RESIDENT |
| | Mabel | Homeowner | CO-RESIDENT |

Delete Record Record Actions

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Deleting Data

You are now back on the Main 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 12, 2015'. The main content area is titled 'Resident Details' and shows account information for '14600 20 Ave' with the last name 'Homeowner'. A red box highlights the 'Notes' tab in the top navigation bar. Below the tabs, there are fields for 'Restricted' (Yes), 'Account Number' (14600 20 Ave), 'Primary Phone' (305-599-1243), 'Email' (harryhomeowner@gmail.com), and 'Resident Type' (RENTER). A table below shows resident details with columns for 'First Name', 'Last Name', and 'Resident Code'. The table lists Harry Homeowner (PRIMARY RESIDENT) and Mabel Homeowner (CO-RESIDENT). At the bottom, there are buttons for 'Delete Record' and 'Record Actions'. The footer contains license information and the website URL 'http://onguardgate.com'.

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

Deleting Data

Now you can add other Resident Data using the Tabs on top.

Main Residential Screen

ON-GUARD

The screenshot shows a web browser window titled "OGLLevel100V43DEMO1". 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, a blue banner displays "Property/Resident Record", "Your Community Name Here", and the date "November 12, 2015".

The main content area is titled "Resident Details" and shows the following information:

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

A horizontal menu contains tabs for: Main, Names, Phone #, Emergency, Children, Guests, Contractors, Vehicles, Notes, Visitors/House Chk, Directions, Expected Visitor, Events, Owners, and Map.

Key data fields include:

- Restricted:** Yes (dropdown)
- Account Number:** 14600 20 Ave
- Primary Phone:** 305-599-1243
- Email:** harryhomeowner@gmail.com
- Resident Type:** RENTER (dropdown)
- Pin #:** 12347
- ID #:** 1
- Street Address:** 14600 20 Ave
- City:** MIRAMAR
- State:** FL
- Zip:** 33027
- Lease Ends:** 8/31/2017 (calendar icon)

A table displays resident information:

| Display Picture | First Name | Last Name | Resident Code |
|-----------------|------------|-----------|------------------|
| | Harry | Homeowner | PRIMARY RESIDENT |
| | Mabel | Homeowner | CO-RESIDENT |
| | | | |
| | | | |

At the bottom of the form, there are buttons for "Delete Record", "Record Actions", and navigation arrows. The footer contains "Licensed To: Your Name Here", "Copyright © 2005-2015 System Design Wizards, Inc. All rights reserved.", and the URL "http://onguardgate.com".

Editing Data

Editing Data is easy.
Place your cursor in the data box you wish to edit and change the data.

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 12, 2015

Resident Details

Account #: 14600 20 Ave Last Name: Homeowner

Main Names Phone # Emergen

Restricted Yes

Pin # 1234Z ID # 1

Resident Type RENTER

Lease Ends 8/31/2017

Zip 33027

Code

RESIDENT

DENT

Find Resident Delete Record Record Actions

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