

# ON-GUARD

## GATE SECURITY CONTROL



*Tutorial Series*

About the Resident Screen

# 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.

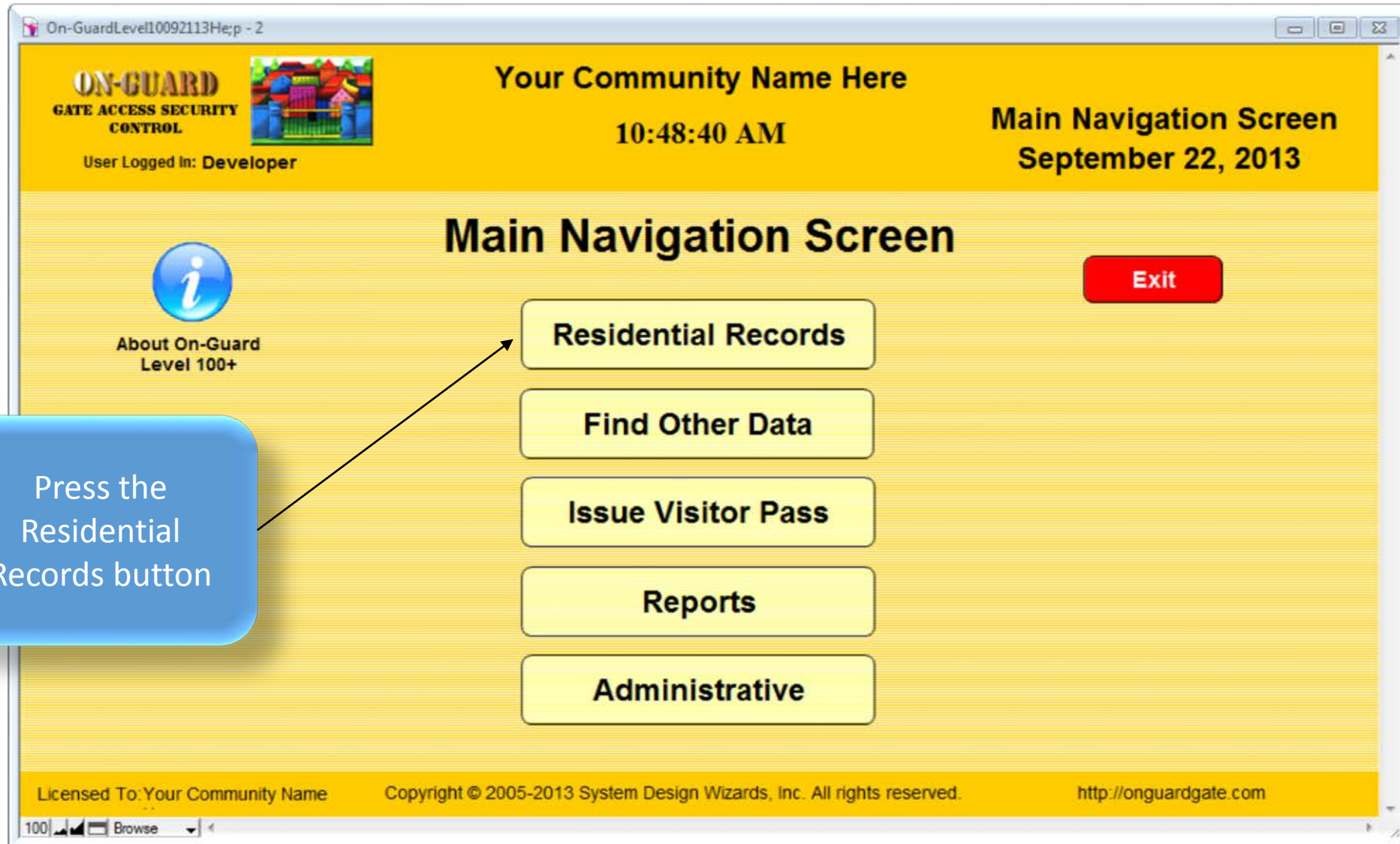
# The Welcome Screen

ON-GUARD



# Main Navigation Screen

ON-GUARD



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Logged In User: **Developer**

**Your Community Name Here**

10:51:07 AM

Total Resident Records **290**

Property/Resident Record: **Detail**

September 22, 2013

Account #: 10-101

Main Phone# Emerge

10101 Unit #

First Name

Harry

Harriet

Harbour Isle Drive East, #10-101 Street Address

Fort Pierce City

FL St

34949 Zip

(772) 123-4567 Primary Phone

hhomeowner101@gmail.com Email

1243Z Pin #

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**Let us review this Main Residential Screen in detail**

**Restricted Access**  
**Yes**

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

**Navigation Actions**

- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help

**Add, Update / Edit**

- Resident Names
- Additional Phones
- Emergency Info
- Children / Relatives
- Authorized Guests
- Barred Guests
- Contractors
- Vehicles
- Notes
- Directions
- Owners
- Expected Visitors

**Directions Owners Map**

10101 Rec #



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Logged In User: Developer

Your Community Name Here

10:51:07 AM

Total Resident Records: 290

Property/Resident Record: **Detail**

September 22, 2013

**ACTIONS**

New Record

Delete Record

Account #: 10-101

Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10-101 Account Number

RESIDENT OWNER Account Type

10101 Rec #

Name	Last Name	Resident Code
Homeowner	Homeowner	Primary Resident
Homeowner	Homeowner	Co-Resident

**Restricted Access**

**Yes**

1243Z Pin #

123-4567 Primary Phone

Fort Pierce City

FL St

34949 Zip

hhomeowner101@gmail.com Email

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**Information**

About

Help

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Please press this icon to show the Status Bar.

# Main Residential Screen

ON-GUARD

This is the FileMaker  
Status Bar.

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted)

Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview

ON-GUARD GATE ACCESS SECURITY CONTROL

Your Community Name Here

11:04:31 AM

Total Resident Records: 290

Property/Resident Record: **Detail**

September 22, 2013

Logged In User: Developer

ACTIONS

Account #: 10-101

Last Name: Homeowner

# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10-101 RESIDENT OWNER 10101

Account Number Account Type Rec #

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

1243Z

Pin #

10101 Drive East, #10-101 Fort Pierce FL 34949

Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com

Primary Phone Email

Exit GateMagix

Information

About Help

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# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview AA Edit Layout

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here  
11:04:31 AM  
Total Resident Records: 290  
Property/Resident Record: **Detail**  
September 22, 2013

Logged In User: Developer

**ACTIONS** Account #: 10-101 Last Name: Homeowner

# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10-101 RESIDENT OWNER 10101  
Account Number Account Type Rec #

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

10101 Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com  
Primary Phone EMail

1243Z  
Pin #

Exit GateMagix

**Information**  
About  
Help

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These are the Add,  
Update, and Edit options



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Logged In User: Developer

Your Community Name Here

11:04:31 AM

Total Resident Records: 290

Property/Resident Record: **Detail**

September 22, 2013

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10101 10-101 RESIDENT OWNER 10101

Unit # Account Number Account Type Rec #

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

**Restricted Access**  
**Yes**

le Drive East, #10-101 Fort Pierce FL 34949

Street Address City St Zip

123-4567 hhomeowner101@gmail.com

Primary Phone Email

1243Z Pin #

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**Add, Update / Edit**

- Resident Names
- Additional Phones
- Emergency Info
- Children / Relatives
- Authorized Guests
- Barred Guests
- Contractors
- Vehicles
- Notes
- Directions
- Owners
- Expected Visitors

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These tabs represent additional information about the Residents

# Main Residential Screen

ON-GUARD

The information is names, address, main telephone, etc.

On-GuardLevel10092113He;p - 2

290  
Total (Unsorted)

Show All New Record Delete Record Find Sort

View As: [Table Icon] [List Icon] [Map Icon] Preview

AA Edit Layout

**Your Community Name Here** Total Resident Records **290**

11:04:31 AM Property/Resident Record: **Detail**  
September 22, 2013

Unit #: 10-101 Last Name: Homeowner

Unit # Account Number Account Type Rec #

10101 10-101 RESIDENT OWNER 10101

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

Harbour Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com  
Primary Phone Email

1243Z  
Pin #

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**Add, Update / Edit**

- Resident Names
- Additional Phones
- Emergency Info
- Children / Relatives
- Authorized Guests
- Barred Guests
- Contractors
- Vehicles
- Notes
- Directions
- Owners
- Expected Visitors

**Navigation Actions**

- Show All Records
- Sort Records
- List View
- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here  
11:04:31 AM  
Property/Resident

Logged In User: Developer

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

**Navigation Actions**

- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Direct

10101 10-101 RESIDENT OWNER  
Unit # Account Number Account Type

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

Harbour Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com  
Primary Phone EMail

1243Z  
Pin #

Created By: Developer Creation Date: 9/15/2013 Modified By: Developer Modification Timestamp: 9/22/2013 10:26:10 AM

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These are Actions that can be performed.



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here  
11:04:31 AM  
Property/...

Logged In User: Developer

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

**Navigation Actions**

- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Direct

10101 10-101 RESIDENT OWNER  
Unit # Account Number Account Type

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

Children / Relatives  
Authorized Guests  
Barred Guests  
Contractors  
Vehicles  
Notes  
Directions  
Owners  
Expected Visitors

Harbour Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com  
Primary Phone EMail

1243Z  
Pin #

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These are the Navigation Actions.

# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here  
11:04:31 AM  
Property/...

Logged In User: Developer

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

**Navigation Actions**

- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Direct

10101 10-101 RESIDENT OWNER  
Unit # Account Number Account Type

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

Children / Relatives  
Authorized Guests  
Barred Guests  
Contractors  
Vehicles  
Notes  
Directions  
Owners  
Expected Visitors

Harbour Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

(772) 123-4567 hhomeowner101@gmail.com  
Primary Phone Email

1243Z  
Pin #

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These are the Help and Info icons.



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD** Your Community Name Here Total Resident Records: 290

11:04:31 AM Property/Resident Record: **Detail** September 22, 2013

Last Name: Homeowner

Guests Contractors Vehicles **Notes** Visitors Directions Owners Map

10101 RESIDENT OWNER 10101 Rec #

Account Type

Last Name	Resident Code
Homeowner	Primary Resident
Homeowner	Co-Resident

**Restricted Access**  
**Yes**

Add, Update / Edit

- Resident Names
- Additional Phones
- Emergency Info
- Children / Relatives
- Authorized Guests
- Barred Guests
- Contractors
- Vehicles
- Notes
- Directions
- Owners
- Expected Visitors

Main Navigation

Issue Visitor Pass

Reports

Exit GateMagix

Information

- About
- Help

Harbour Isle Drive East, #10-101 Street Address Fort Pierce City FL 34949 Zip

(772) 123-4567 Primary Phone hhomeowner101@gmail.com EMail

1243Z Pin #

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# Main Residential Screen

ON-GUARD

Restricted normally means that the Security Officer will call for ALL visitors.

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD** Your Community Name Here Total Resident Records: 290

11:04:31 AM Property/Resident Record: **Detail** September 22, 2013

Last Name: Homeowner

Guests Contractors Vehicles **Notes** Visitors Directions Owners Map

10101 RESIDENT OWNER 10101 Rec #

Account Type

Last Name Resident Code

Homeowner Primary Resident

Homeowner Co-Resident

**Restricted Access**  
**Yes**

Add, Update / Edit

Resident Names

Additional Phones

Emergency Info

Children / Relatives

Authorized Guests

Barred Guests

Contractors

Vehicles

Notes

Directions

Owners

Expected Visitors

Main Navigation

Issue Visitor Pass

Reports

Exit GateMagix

Information

About

Help

Harbour Isle Drive East, #10-101 Street Address

Fort Pierce City

FL St

34949 Zip

(772) 123-4567 Primary Phone

hhomeowner101@gmail.com Email

1243Z Pin #

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# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Logged In User: Developer

Your Community Name Here

11:04:31 AM

Total Resident Records: 290

Property/Resident Record: **Detail**  
September 22, 2013

**ACTIONS**

New Record  
Delete Record

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10101 10-101 RESIDENT OWNER 10101  
Unit # Account Number Account Type Rec #

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

**Restricted Access**  
**Yes**

Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

772) 123-4567 hhomeowner101@gmail.com  
Primary Phone Email

1243Z  
Pin #

**Add, Update / Edit**

Resident Names  
Additional Phones  
Emergency Info  
Children / Relatives  
Authorized Guests  
Barred Guests  
Contractors  
Vehicles  
Notes  
Directions  
Owners  
Expected Visitors

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Basic information -  
screen name, date, etc.



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted) Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Logged In User: Developer

Your Community Name Here 11:04:31 AM Total Resident Records: 290

Property/Resident Record: **Detail**  
September 22, 2013

**ACTIONS**

New Record  
Delete Record

Account #: 10-101 Last Name: Homeowner

Main Phone# Emergency Children Guests Contractors Vehicles Notes Visitors Directions Owners Map

10101 10-101 RESIDENT OWNER 10101  
Unit # Account Number Account Type Rec #

First Name	Last Name	Resident Code
Harry	Homeowner	Primary Resident
Harriet	Homeowner	Co-Resident

Restricted Access  
**Yes**

Isle Drive East, #10-101 Fort Pierce FL 34949  
Street Address City St Zip

772) 123-4567 hhomeowner101@gmail.com  
Primary Phone Email

1243Z  
Pin #

Help Created By: Developer Creation Date: 9/15/2013 Modified By: Developer Modification Timestamp: 9/22/2013 10:26:10 AM

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Now to show you an example of the data on the Phone # tab.



# Main Residential Screen

ON-GUARD


On-GuardLevel10092113He;p - 2

Records: 1 | 290 Total (Unsorted) | Show All | New Record | Delete Record | Find | Sort

Layout: ResInfo | View As: | Preview | Edit Layout

---

**ON-GUARD**  
GATE ACCESS SECURITY  
CONTROL



**Your Community Name Here**  
11:28:45 AM  
Logged In User: **Developer**

Total Resident Records: **290**  
**Property/Resident Record: Detail**  
**September 22, 2013**

---

**ACTIONS**  
New Record  
Delete Record  
Find Resident  
Show All Records  
Sort Records  
List View  
**Navigation Actions**  
Main Navigation  
Issue Visitor Pass  
Reports  
Exit GateMagix  
**Information**  
About  
Help

**Account #:** 10-101  
**Last Name:** Homeowner  
**Main** | Phone# | Emergency | Children | Guests | Contractors | Vehicles | Notes | Visitors | Directions | Owners | Map  
**Delete Phones**  
**Additional Telephone Numbers** 2  

Telephone Type	Telephone #
Cellular	(772) 223-3121
Fax	(772) 323-1546

**Add, Update / Edit**  
Resident Names  
Additional Phones  
Emergency Info  
Children / Relatives  
Authorized Guests

---

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In this instance the Residents have two phone numbers in addition to their primary number

# ON-GUARD

**The other tabs are very similar in format.**

**Experiment on your own to view others tabs.**



# ON-GUARD

**The other tabs are very similar in format.**

**Experiment on your own to view others tabs.**



# Main Residential Screen

ON-GUARD

On-GuardLevel10092113He;p - 2

Records: 1 290 Total (Unsorted)

Show All New Record Delete Record Find Sort

Layout: ResInfo View As: Preview Edit Layout

**ON-GUARD**  
GATE ACCESS SECURITY CONTROL

Your Community Name Here

11:04:31 AM

Total Resident Records: 290

Property/Resident Record: **Detail**

September 22, 2013

Logged In User: Developer

**ACTIONS**

- New Record
- Delete Record
- Find Resident
- Show All Records
- Sort Records
- List View

**Navigation Actions**

- Main Navigation
- Issue Visitor Pass
- Reports
- Exit GateMagix

**Information**

- About
- Help

Account #: 10-10

Main Phone# Eme

10101 Unit #

First Na

Harry

Harrie

Harbour Isle Drive East, #10-101

Street Address

City St Zip

(772) 123-4567 Primary Phone

hhomeowner101@gmail.com Email

10101 Rec #

Restricted Access

Yes

1243Z Pin #

**Add, Update / Edit**

- Resident Names
- Additional Phones
- Emergency Info
- Children / Relatives
- Authorized Guests
- Barred Guests
- Contractors
- Vehicles
- Notes
- Directions
- Owners
- Expected Visitors

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