

ON-GUARD

GATE SECURITY CONTROL

V5.1



Tutorial Series

Resident Main Screen
Familiarization for On-Guard

Main Resident Screen

ON-GUARD

ON-GUARD


Your Community Name Here

Property/Resident Record: **Detail**

Help Exit

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
 HARRY	HOMER	
 MARY	HOMER	

Restricted Entry

Resident Type **RENTER**

Account # 100-1A

ID# 1

Address 5540 North C

City SINGER ISL

State FL

Zip 33404

Phone (561) 848-56

Pin # 1234Z

Email hhomeowner@onguardsales.com

Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data Contact

Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1







In this Tutorial we have
assumed that you have
successfully logged into
your account via the
Internet.

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Main Resident Screen

ON-GUARD

ON-GUARD


Your Community Name Here

Property/Resident Record: **Detail**

Help Exit

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
 HARRY	HOMER	
 MARY	HOMER	

Restricted Entry

Resident Type **RENTER**

Account # 100-1A

ID# 1

Address 5540 North C

City SINGER ISL

State FL

Zip 33404

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Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1

You will familiarize yourself to Main Resident Record Screen to View & Edit Your Resident Data.

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Main Resident Screen

ON-GUARD

ON-GUARD

Your Community Name Here

Property/Resident Record: **Detail**

Help

Exit

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
HARRY	HOMEOWNER	PRIMARY RESIDENT
MARY	HOMEOWNER	CO-RESIDENT

Restricted Entry

Resident Type

Account #

ID# Lease Ends

Address

City

State

Zip

Phone Cell

Pin #

Email

Add'l Email

Directions

Data

Contact

Phones

Children

Emergency

Housecheck

Expected Visitor

Event Manager

of Records: 1

Phone #

Type

Owner

Phone #

Type

Owner

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Take a careful
look at the Main
Resident Screen.



Main Resident Screen

ON-GUARD

ON-GUARD



Your Community Name Here

Property/Resident Record: **Detail**

 Help 

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
 HARRY	HOMEOWNER	PRIMARY RESIDENT
 MARY	HOMEOWNER	CO-RESIDENT

Restricted Entry

Resident Type **RENTER**

Account # 100-1A

ID# 1 Lease Ends 6/30/2018

Address 5540 North Ocean Drive 100 - 1A

City SINGER ISLAND

State FL

Zip 33404

Phone (561) 848-5620 Cell (772) 204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data Contact

Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1

Phone # (772) 111-2345
Type WORK
Owner

Phone #
Type
Owner

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There is a Help
buttons to assist
you.


Main Resident Screen

ON-GUARD

These tabs
contain
additional
editable
information

ON-GUARD

Your Community Name Here



 Help

Exit

Property/Resident Record: **Detail**

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
 HARRY	HOMEOWNER	PRIMARY RESIDENT
 MARY	HOMEOWNER	CO-RESIDENT

Restricted Entry

Resident Type

Account #

ID# Lease Ends

Address

City

State

Zip

Phone Cell

Pin #

Email

Add'l Email

Directions

DataContact

PhonesChildrenEmergencyHousecheckExpected VisitorEvent Manager

of Records: 1

Phone #

Type

Owner

Phone #

Type

Owner

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Main Resident Screen

ON-GUARD

ON-GUARD

Your Community Name Here

Property/Resident Record: **Detail**

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

	First Name	Last Name	Resident Code
<input type="checkbox"/>	HARRY	HOMEOWNER	PRIMARY RESIDENT
<input type="checkbox"/>	MARY	HOMEOWNER	CO-RESIDENT

Restricted Entry

Resident Type

Account #

ID# Lease Ends

Address

City

State

Zip

Phone Cell

Pin #

Email

Add'l Email

Directions

Data Contact

Phones Children Emergency Housecheck Expected

of Records: 1

Phone #

Type

Owner

Phone #

Type

Owner

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This area of the screen contains the basic Resident information.

Main Resident Screen

ON-GUARD

The areas
outlined in Red
are editable.

ON-GUARD

Your Community Name Here

Help

Exit

Property/Resident Record: **Detail**

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
HARRY	HOMEOWNER	PRIMARY RESIDENT
MARY	HOMEOWNER	CO-RESIDENT

Restricted Entry

Resident Type **RENTER**

Account #

ID# Lease Ends

Address

City

State

Zip

Phone Cell

Pin #

Email

Add'l Email

Directions

Data

Contact

Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1

Phone #

Type

Owner

Phone #

Type

Owner

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Main Resident Screen

ON-GUARD

As an example,
place your cursor in
the Primary Phone
field and change the
number.

ON-GUARD

Your Community Name Here

Property/Resident Record: **Detail**

Help Exit

HOMEOWNER

Res List - Optn
☐ YES ☒ NO

Last Name	Resident Code
HOMEOWNER	PRIMARY RESIDENT
HOMEOWNER	CO-RESIDENT

0

ENTER

0-1A

Lease Ends 6/30/2018

540 North Ocean Drive 100 - 1A

SINGER ISLAND

State FL

Zip 33404

Phone (561) 848-5620 Cell (772) 204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data Contact

Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1

Phone # (772) 111-2345

Type WORK

Owner

Phone #

Type

Owner

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Main Resident Screen


ON-GUARD

Once finished
editing the field just
leave the field to
save your change

ON-GUARD

Your Community Name Here

Property/Resident Record: **Detail**

 **Exit**

HOMEOWNER

Res List - Optn
☐ YES ☒ NO

Last Name	Resident Code
HOMEOWNER	PRIMARY RESIDENT
HOMEOWNER	CO-RESIDENT

ENTER

0-1A

Lease Ends 6/30/2018

540 North Ocean Drive 100 - 1A

SINGER ISLAND

State FL

Zip 33404

Phone (561) 848-5620 Cell (772) 204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com


Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data **Contact**


Phones Children Emergency Housecheck Expected Visitor Event Manager

of Records: 1

Phone # (772) 111-2345 

Type WORK

Owner

Phone # 

Type

Owner

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Main Resident Screen

ON-GUARD

Also, as an example if you wish to Add, Edit or Delete an Additional Phone #, Please press the Additional Phones Button.

ON-GUARD

Your Community Name Here

Help

Exit

Property/Resident Record: **Detail**

PRIMARY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
HARRY	HOMEOWNER	PRIMARY RESIDENT
MARY	HOMEOWNER	CO-RESIDENT

ed Entry

ent Type **RENTER**

ccount #

ID# Lease Ends

Address

City

State

Zip

Phone Cell

Pin #

Email

Add'l Email

Directions

Data

Contact

Phones

Children

Emergency

Housecheck

Expected Visitor

Event Manager

of Records: 1

Phone #

Type

Owner

Phone #

Type

Owner

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Main Resident Screen

ON-GUARD

Similarly, all the other areas on the right side are edited in a similar fashion.

ON-GUARD

Your Community Name Here

Property/Resident Record: **Detail**

Help

Exit

HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident Code
JOHN	HOMEOWNER	PRIMARY RESIDENT
JANE	HOMEOWNER	CO-RESIDENT

NO

RENTER

100-1A

1

Lease Ends 6/30/2018

5540 North Ocean Drive 100 - 1A

SINGER ISLAND

FL

Zip 33404

Phone (561) 848-5620

Cell (772) 204-5865

Pin # 1234Z

Email hhomeowner@onguardsales.com

Add'l Email mary@gmail.com

Directions From stop light make right. Building is on the left. Please park in visitor spots face in only.

Data

Contact

Phones

Children

Emergency

Housecheck

Expected Visitor

Event Manager

of Records: 1

Phone # (772) 111-2345

Type WORK

Owner

Phone #

Type

Owner

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
Main Resident Screen

ON-GUARD

ON-GUARD



Your Community Name Here

Property/Resident Record: **Detail**

 **Exit**

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name	Resident
 HARRY	HOMEOWNER	PRIM
 MARY	HOMEOWNER	O

Restricted Entry

Resident Type **RENTER**

Account # 100-1A

ID# 1 Lease Ends 6/

Address 5540 North Ocean Drive 100

City SINGER ISLAND

State FL

Zip 33404

Phone (561) 848-5620 Cell (







Pin # 1234Z

Email hhomeowner@onguardsales.com

Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data Contact

Check	Expected Visitor	Event Manager
	1	
		
		

To exit the system,
please press the Exit
On-Guard button.

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Main Resident Screen

ON-GUARD

ON-GUARD



Your Community Name Here

Property/Resident Record: **Detail**

Help Exit

HARRY HOMEOWNER

Res List - Optn
☐ YES ☒ NO

First Name	Last Name
 HARRY	HOMEOWNER
 MARY	HOMEOWNER

Restricted Entry

Resident Type **RENTER**

Account # 100-1A

ID# 1 Lease

Address 5540 North Ocean D

City SINGER ISLAND

State FL

Zip 33404

Phone (561) 848-5620

Pin # 1234Z

Email hhomeowner@onguardsales.com




Add'l Email mary@gmail.com

Directions From stop light make right.
Building is on the left. Please park
in visitor spots face in only.

Data Contact

Housecheck Expected Visitor Event Manager

Records: 1

This ends the Tutorial
familiarizing you on
the Adding, Editing
and Deleting data
from your Resident
Record.

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