

The image shows the FoxSec logo in a red, sans-serif font. The background is a vibrant orange and red gradient with a faint world map. Overlaid on the map are several glowing white and yellow lines and circles, suggesting a network or data flow. The overall aesthetic is high-tech and digital.

FoxSec

FoxSec WEB management manual

2025

Contents

1.FoxSec WEB Management

1. Declaration (Page 4)
2. Important Safety Information (Page 4)

2.FoxSec WEB Structure

1. Management Structure (Page 5)

3.Login & User Management

1. Login Process (Page 6-7)
2. Setting up WEB order(9)

4.Administration

1. Role Management (Page 20-25)
2. Companies (Page 10-13)
3. Departments (Page 14-16)
4. Titles (Page 17-19)
5. Time Zones (Page 26-27)
6. Permissions (Page 28-35)

5.User & Card Management

1. Adding Users (Page 36-44)
2. Adding Cards (Page 60-65)
3. Deactivating/Activating Cards (Page 62-64, 77-79)

Contents

6. Log & Location Management

1. Log Details (Page 86-87)
2. Location Settings (Page 89-94)

7. Time & Attendance (T&A)

1. T&A Reports (Page 95-103)

8. Video Management

1. Live Video (Page 107-114)
2. Assigning Cameras (Page 110-114)

9. Visitor Management

1. Adding Visitors (Page 119-129)
2. Visitor Cards & Permissions (Page 124-129)

10. AQs

1. Common Questions (Page 104-106)

11. Safety & Warranty

1. Safety Precautions (Page 133)
2. Limited Warranty (Page 134)

1. FoxSec WEB[®] management

Full manual for managing FoxSec WEB management

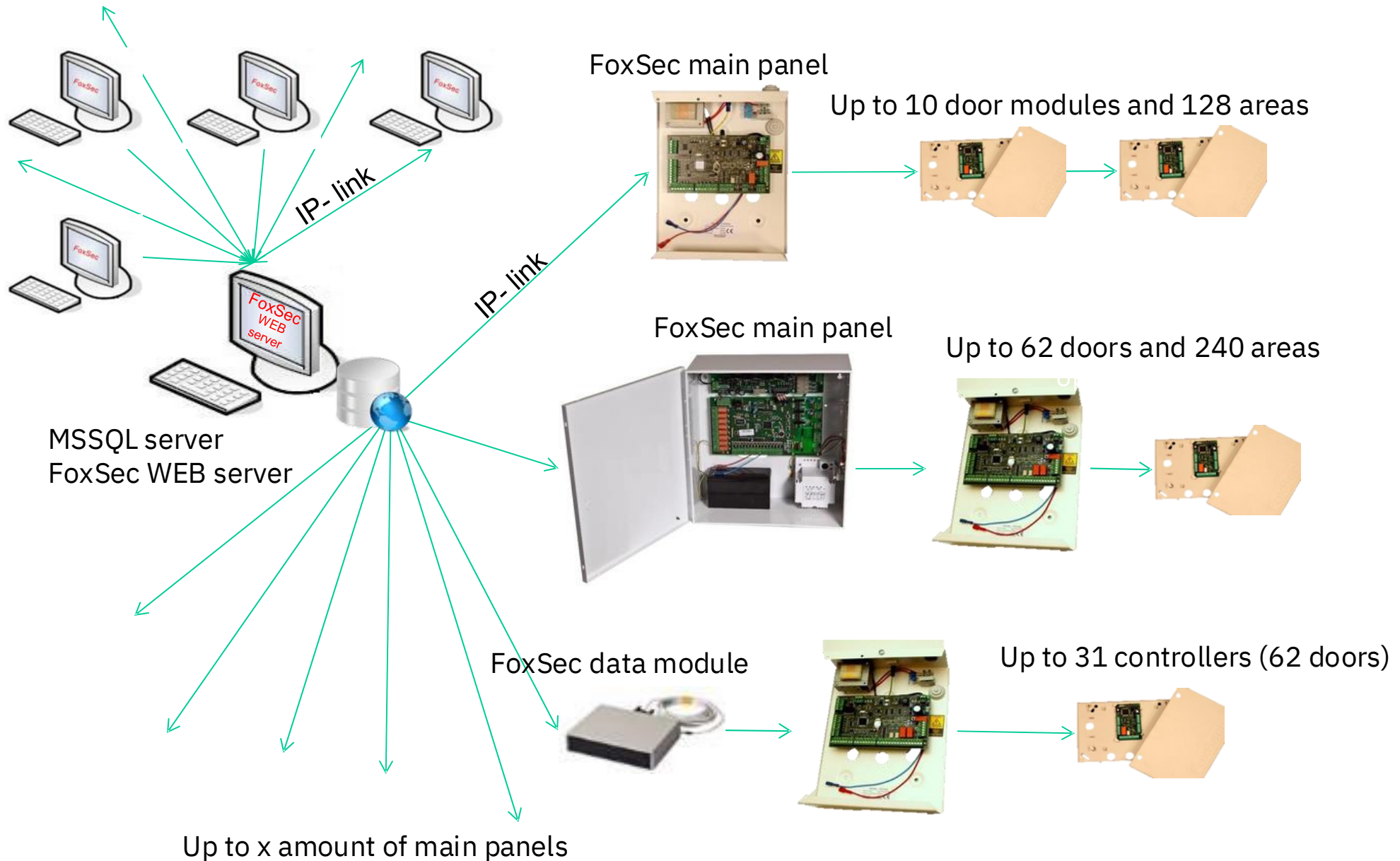
Declaration

Our company can not hold responsible for any kind of mistakes in this manual. Hardmeier OÜ is the owner of all right, title and interest in the FoxSec brand and logos. No person or entity may reproduce or use (or authorize the reproduction or use of) the Hardmeier brands and logos in any manner other than expressly authorized by Hardmeier. Unauthorized use of Hardmeier brands and logos is strictly prohibited.

Important!

Read these instructions before use. Pay special attention to the safety information. These devices must be installed, maintenance and repaired by authorized personnel only. Any purpose it is not intended for may cause fatal failure to the system or even but in danger personnel nearby.

FoxSec WEB management structure



Steps for FoxSec WEB Management

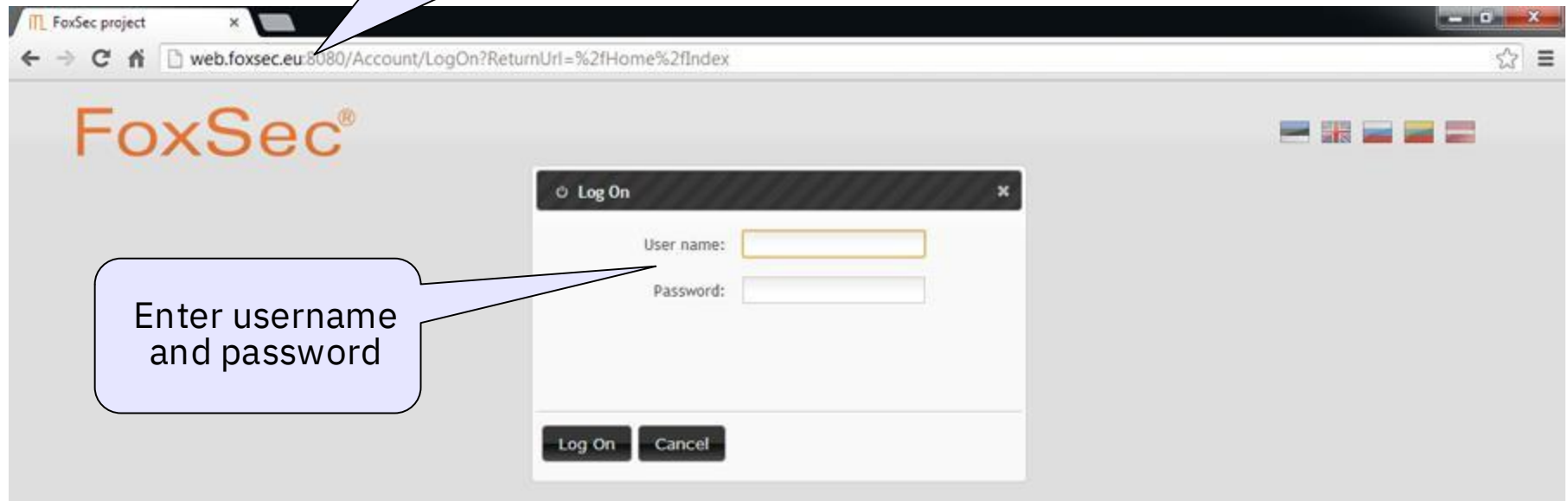
- 1) First enter the FoxSec WEB management URI into the web browser.
- 2) Enter Username and password for it. By default SA (system administrator) username is “kasutaja” and password is “1Kasutaja”
- 3) By default Buildin user is SA (system administrator). You can create another SA user after login.

Login

USERNAME AND PASSWORDS ARE CASE SENSITIVE

Open a web browser and enter the FoxSec WEB address in the address bar

To create new users, you must first log in as the main administrator.



The screenshot shows a web browser window with the address bar displaying 'web.foxsec.eu:8080/Account/LogOn?ReturnUrl=%2fHome%2fIndex'. The page features the 'FoxSec®' logo and several language flags. A 'Log On' dialog box is open, containing the following fields and buttons:

Log On

User name:

Password:

Log On Cancel

Enter username and password

Administration/R
ole management

After login Users
panel will open

Sec WEB®

Signed in user

Sign out

FoxSec® ?

BuildIn SuperAdmin (Super Admin)

Administration Time zones Permissions **Users** Cards Log Location T&A Live Video My Account Visitors Web Apps Remote registration
Parking Lockers Catering

Name Card No SER + DK: + Card code: ☐

Company Department - select - Comments

User status: Active

User search

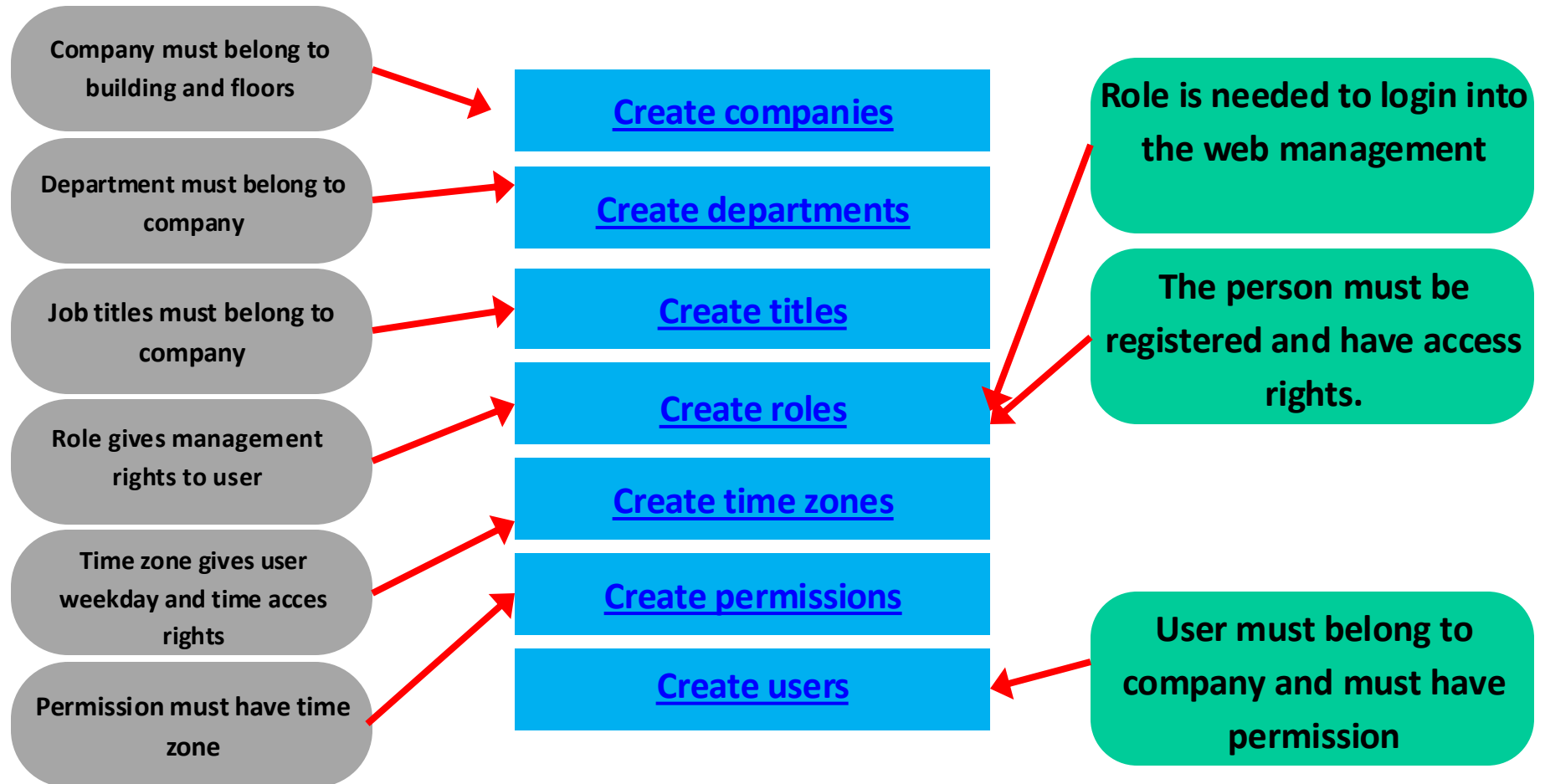
Objects left
menu

User	status	Name	Card No	Company	Department	Comments	Role
<input type="checkbox"/>	A	031 06709	B401F330				
<input type="checkbox"/>	A	031 06718	B40478C0				
<input type="checkbox"/>	A	031 13035	B47768A0				
<input type="checkbox"/>	A	031 14568	B4755A00				
<input type="checkbox"/>	A	031 14577	B473CE60				
<input type="checkbox"/>	A	031 14794	B473DB10				
<input type="checkbox"/>	A	031 14803	B4744100	Hardmeier			cm2
<input type="checkbox"/>	A	031 28840	B4393510				
<input type="checkbox"/>	A	031 28845	B439D320				
<input type="checkbox"/>	A	031 28851	B4371750				

Adding a new
user

After login you will redirect to home page by default, tab you will get is “Users” tab

Before creating a User you have to create these important tabs, then you can create a User



**Note- Country, Location, Building, Floors are all added
from FOXSECCONF application**

To add a new company we have to click on add new company button

Then we have to add a company name in the company title box

Then we have to select building from the dropdown and add floors of that buildin for the company

Users, Cards, Log tab companies tab: SA can select multiple companies from company list and company manager of entered company can see Users, Cards and Log Tab details of selected companies

Save company

After that if we klik on edit button we will getthe same window like add company, we can change details and add details here

Administration/Companies Tab/Companies details

Tree view country/location/buildings/companies

Search button to search company with the filters

Active/deactivated filters to search Company

Add new company button

Companies names

Building name where company is located

Floors under the company

Additional information about company

Edit button to edit details

Role Manager Titles Buildings Companies Departments Holidays Types Classifiers My company

Name Building Floor Additional info

Search

Company status: Active

Add new company

Name	Building	Floor	Additional info
<input type="checkbox"/> coradel	PärnuMnt102	Floor2, Floor1	development
<input type="checkbox"/> CYBESTRA	PärnuMnt102	Floor1, Floor2	IT COMPANY
<input type="checkbox"/> Test Company	PärnuMnt102	Floor1, Floor2	sales
<input type="checkbox"/> ZeusadSolution	PärnuMnt102	Floor1, Floor2	Software development

1 / 1 10 per page 4 records found

Administration – adding a new company

Company name

Company's registry code

Add new company

Company title

Registration Number

Kind of Activity

Title of Activity

Additional info

Can use own cards ☐

Can add own new access cards (not the cards from the system)

Buildings

Users, Cards, Log Tab companies

Pärnu mnt. 102

- ☐ Floor1
- ☐ Floor2
- ☐ Floor3
- ☐ Floor4WebconfTestItems



Select a building where you wanna add the company to

Add floors to the company

Adds another line where you can select another building and its floors

Save

Cancel

Select companies from list for which company manager of entered company can see User, cards and Log tab details.

Add new company

Company title

Registration Number

Kind of Activity

Title of Activity

Additional info

Can use own cards

Buildings

Users, Cards, Log Tab companies

1234567

3 aukstas

abc

ADI

ADI

COMP_LT

D_test

Demo Company1

Demo CompanyA

Demo CompanyB

DOMI

Fr. D. Kreutzwaldi 56

Save

Cancel

Adding a new Department

To add new department we have to click on add new department button.

? Then we have to select company to assign department.

? Add numbers of departments that belongs to company.

? Enter name for the department.

? Select manger for the department and assign validity period to that manger.

? After that if we click on edit button we will get same window like add Department, in this window we can change details and add details.

Department manager:

Manager type must be set in users role section. User role must be created in role management

Role type-DM(department manger)

Administration/
Department tab

Departments owned by the company. Each company can have separate departments with separate numbering.

Administration | Time zones | Permissions | Users | Cards | Location | T&A | Live Video | My Account

Visitors | Web Apps | Remote registration | Parking | Lockers | Catering

Role Management | Titles | Buildings | Companies | **Departments** | Holidays | Schedule | Card types

Settings | Video-Company | Notifications | Parking lots

Add new department

Add new department

<input type="checkbox"/>	↓ ↑ Number	↓ ↑ Name	↓ ↑ Company	
<input type="checkbox"/>	1	Administracija	DOMI	▶
<input type="checkbox"/>	1	Ladu	D_test	▶
<input type="checkbox"/>	123	Ramesh	Smart Data	▶
<input type="checkbox"/>	34	Department 2	Smart Data	▶

Add a new
department

Specific department
numbers that company
has

Names of the
departments

Company's
name

Edit button to edit
details

Adding a new department

Add new department

Company 1234567

Number

Name

Department managers

- select - 05.02.2025 - 05.02.2025

OK Cancel

Select the company to which the new department will belong

Each company may have different departments with different numbering.

Name of the department that you are creating

Duration of the selected manager's rights

The Manager is assigned in the roles section and must be designated as an administrator.

Administration
/Add new Title

To add a new title we have to click on add new title button.

Then we have to select company to assign title.

Enter title for the company.

Enter name for the department.

Add description for the title its optional

Administration /Title tab

NB! You can add, edit and delete titles at your own discretion.

<div> Role Management Titles Buildings Companies Departments Holidays Schedule Card types Settings Video-Conf Notifications Parking lots </div>			
<div> Add new title </div>			
Name	Company	Description	
Administratorė	monė 1		<div> Edit title </div>
D TEST	D_test		<div> </div>
Gamybos vadovas	monė 1		<div> </div>
Generalinis direktorius	monė 1	monės 1 vadovas ...	<div> </div>
Inžinierius-projektuotojas	monė 2	Už projektinę dalį atsakingas darbuotojas ...	<div> </div>
PPTSS	PTTS	:) ...	<div> </div>

Title names

Company name

Delete title

NB! Titles can be added from the user menu. Adding titles is not mandatory.

The image shows a 'Add new title' dialog box with the following fields and annotations:

- Title company:** A dropdown menu currently showing '-Select Company-'. A callout bubble points to it with the text 'Select company from dropdown'.
- Title name:** A text input field. A callout bubble points to it with the text 'Enter title name'.
- Description:** A larger text area for additional information. A callout bubble points to it with the text 'Explanation and additional information for the name of the office'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The dialog has a title bar with a close button (X) and a small icon on the left.

Now we add a NEW ROLE

To create a new role we have to click on “Add new role”

Then we have to fill all the details.

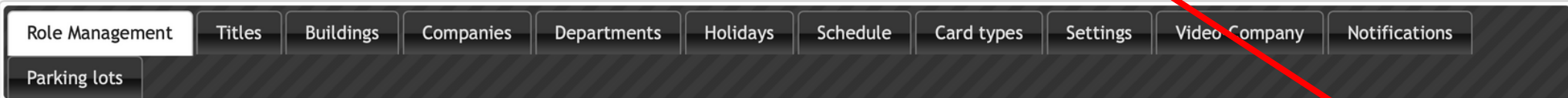
We have to assign role type and building that is important to the User.

Then save the form.

Note - we have to edit the form after saving to assign permission access. You can not directly assign the permission access



Button to add new
role



Role status: Active

Filter to search active and
deactivated roles

Add new role

Name	Role Type	Description	Buildings	
Super Admin 1	SA	...	parking	
Test	U	Test ...	Pärnu mnt. 102	
TV	U	...	Pärnu mnt. 102	
user	U	...	Pärnu mnt. 102	
Uus roll	U	See on uus roll ...	Pärnu mnt. 102	
VALDOVAS	U	...	Pärnu mnt. 102	

3 / 3 10 per page 26 records found

Building shows that
specific role has
specific access

Edit and delete
roles

Name of the role

Users role type

Description for the
role

Administration/Role management/Add new role

Role description

Role type

Give a title for the role

Select building that you want to give permission access to the role you are creating

Add new role

Role title

Description

Active ☒

Role type: SA ☐ CM ☐ DM ☐ U ☒

Buildings:

- ☐ Pärnu mnt. 102
- ☐ välja 22
- ☐ Locker House
- ☐ Parking

OK Cancel

NB! First, you need to create the Super Administrator (SA) role and assign it rights immediately. Any subsequent changes will automatically affect all other roles and assign new rights to them.

SA – Supermanager – administrator with absolutely all rights for administration

BA – Building manager – like SA, but with rights to manage only one building CM – Company manager – manager of one company (SA and BA can manage multiple companies)







DM – Department manager – manager of one department of one building of one company. (SA, BA and CM can manage multiple departments)

U – Individual – an ordinary person who does not have administrative rights

After creating a new role it shows like this and now we will give the permission access by clicking edit button

Adminstrtaion/Role management/role detail

The screenshot displays the 'Role Management' section of a software interface. At the top, there is a navigation bar with tabs for 'Administration', 'Time zones', 'Permissions', 'Users', 'Cards', 'Log', 'Location', 'T&A', 'Live Video', 'My Account', 'Visitors', 'Web Apps', and 'Remote registration'. Below this, a sub-navigation bar includes 'Parking', 'Lockers', and 'Catering'. The main content area has a 'Role Management' tab selected, with other tabs like 'Titles', 'Buildings', 'Companies', 'Departments', 'Holidays', 'Schedule', 'Card types', 'Settings', 'Video-Company', and 'Notifications'. A 'Role status' dropdown is set to 'Active', and an 'Add new role' button is in the top right. A table lists three roles: 'director' (SA), 'FoxSec Office manager' (CM), and 'Frendly CM' (CM). Each role row has an 'Edit' button (green play icon) and a 'Delete' button (red X icon). Red arrows point from the 'FoxSec Office manager' role to a blue callout box and from its 'Edit' button to another blue callout box.

Name	Role Type	Description	Buildings	
director	SA	owner of the company ...	Pärnu mnt. 102	 
FoxSec Office manager	CM	...	Pärnu mnt. 102	 
Frendly CM	CM	can do frendly companies ...	Pärnu mnt. 102	 

This is the role we created

Edit button give permission access and delete role

Administration/role
management/menu
access

director

Role title

Director

Description

Owner Of The Company

Active

☒

Role type:

SA ☒ CM ☐ DM ☐ U ☐

Buildings:

☒ Pärnu mnt. 102
☐ välja 22
☐ Locker House
☐ parking

Web Tabs Access

Foxsec access

ID	Menu title	Is allowed
1	Administration -> Buildings menu	<input type="checkbox"/>
2	Administration -> Card Types menu	<input type="checkbox"/>
3	Administration -> Companies menu	<input type="checkbox"/>
4	Administration -> Departments menu	<input type="checkbox"/>
5	Administration -> Holidays menu	<input type="checkbox"/>
6	Administration -> My Company menu	<input type="checkbox"/>
7	Administration -> Parking	<input type="checkbox"/>
8	Administration -> Role Management menu	<input type="checkbox"/>
9	Administration -> Settings menu	<input type="checkbox"/>
10	Administration -> Titles menu	<input type="checkbox"/>
11	Administration menu	<input type="checkbox"/>

Rights
assigned to the
role

Check boxes to
give access

The permissions allowed in
the marked menu allow the
role owner to make the
necessary changes within the
limits of the permissions
granted to them.

**NB! Some
permissions are
built in by default
and can be
changed.**

Administration/Role management/Menu Access

Now we will give foxes access to selected role same as menu access

Role types are predefined by the developer.

Role type

director

Role title

Director

Description

Owner Of The Company

Active

☒

Role type:

SA ☒ CM ☐ DM ☐ U ☐

Buildings:

☒ Pärnu mnt. 102

☐ välja 22

☐ Locker House

☐ parking

Web Tabs Access

Foxsec access

ID	Service title	Is allowed
1	Full arming own building	<input type="checkbox"/>
2	Full arming all buildings	<input type="checkbox"/>
3	Full disarming own building	<input type="checkbox"/>
4	Full disarming all buildings	<input type="checkbox"/>
5	Guard minimal own building	<input type="checkbox"/>
6	Guard minimal all buildings	<input type="checkbox"/>
7	Accept own alarms	<input type="checkbox"/>
8	Accept all alarms own building	<input type="checkbox"/>

NB! All roles already have default active permissions, which can be changed by the owner of a higher role.

Selection of security settings assigned to a role

Timezones

Time zones are added to groups and apply to all group members.

Add a new time zone

Each time zone has 4 different day/time modes

Name: Start time:

	Allow 1	Allow 2	Allow 3	Allow 4	Active
1. Default Time Zone	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 00:00 - 23:59	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 00:00 - 23:59	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 00:00 - 23:59	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 00:00 - 23:59	✓ <input type="button" value="▶"/>
2. Morning Shift	Mo Tu We Th Fr Sa Su <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 07:50 - 18:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 07:50 - 18:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 07:50 - 18:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 07:50 - 18:00	✓ <input type="button" value="▶"/>
3. Evening Shift	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13:50 - 17:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13:50 - 17:00	Mo Tu We Th Fr Sa Su <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13:50 - 23:00	Mo Tu We Th Fr Sa Su <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13:50 - 23:00	✓ <input type="button" value="▶"/>
4. Night Shift	Mo Tu We Th Fr Sa Su <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 21:50 - 07:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 21:50 - 07:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 21:50 - 07:00	Mo Tu We Th Fr Sa Su <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 21:50 - 07:00	✓ <input type="button" value="▶"/>

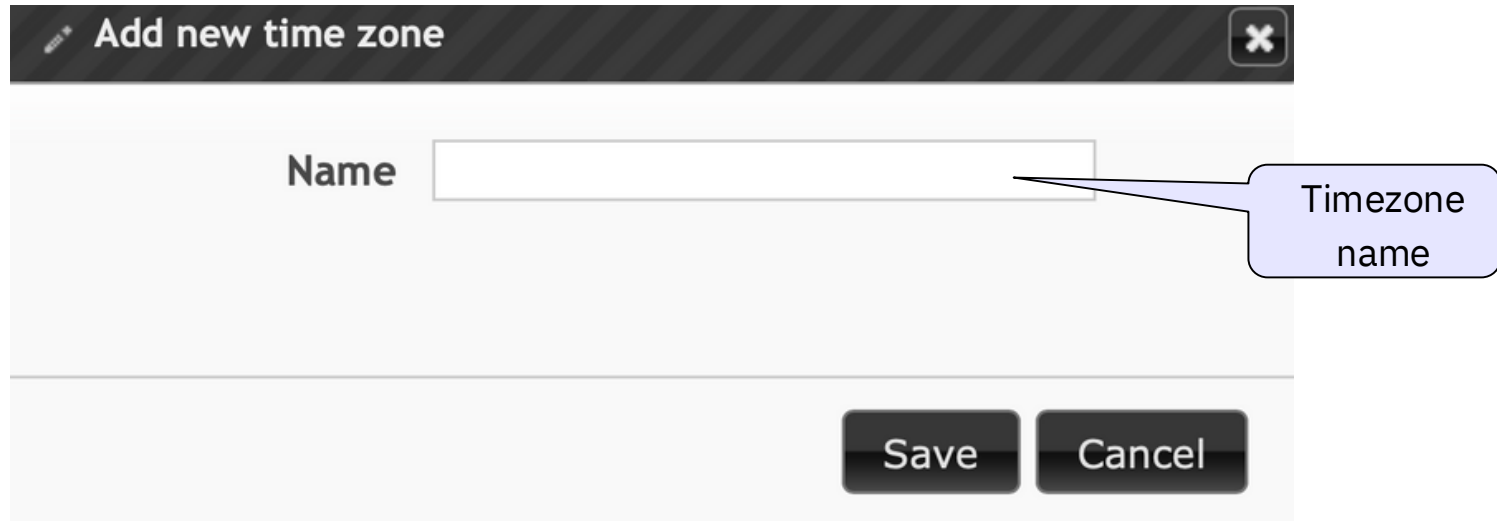
Timezone name

Set the day of the week and time

Is sooniaeg, mis ei

Time Zone /Add new time zone

- ❓ First you have click on “New time zone” button to add time zone.
- ❓ Add time zone name.
- ❓ By default 4 different day/time sets for each the zone.
- ❓ You can change the days and time for that time zone you have crated by clicking on the edit button.



Add new time zone [X]

Name

Timezone name

Save Cancel

Permissions tab

Select permission group

Administration Time zones Permissions Users Cards Log Location T&A Live Video My Account Visitors Web Apps

Remote registration Parking Lockers Catering

No group selected...

Time zone name:

Start time:

- Select permission group -

ESTONIA

LITHUANIA

A group must have a designated time zone. Each group can only have one time zone. A time zone gives the group members access to the facilities they need on the days of the week and at the times they are assigned.

Add new permissions

Search timezone using filters

Permission tab/detail of selected permission group

When user is clicked, it will display the names of users who have this permission group. If no one is assigned to this group, it will show no user

Permission and time zone name

Add new timezone

Administration
Time zones
Permissions
Users
Cards
Log
Location
T&A
Live Video
My Account
Visitors
Web Apps

Remote registration
Parking
Lockers
Catering

Pärnu mnt. 102-2.Grupp 5xx (24/7 H)

Pärnu mnt. 102-2.Grupp 5xx
Create new
Area permissions
Users
Delete users group

Save changes
Time zone name:
Start time:

ESTONIA
Tallinn
Pärnu mnt. 102
Floor1
#12 QR Test
#13 Turnst.13
#14 Turnst.14

Allow 1
Allow 2
Allow 3
Allow 4

☒ 24/7 H

Mo Tu We Th Fr Sa Su

✓ ✓ ✓ ✓ ✓ ✓ ✓

00:00 - 23:59

Mo Tu We Th Fr Sa Su

✓ ✓ ✓ ✓ ✓ ✓ ✓

00:00 - 23:59

Mo Tu We Th Fr Sa Su

✓ ✓ ✓ ✓ ✓ ✓ ✓

00:00 - 23:59

Mo Tu We Th Fr Sa Su

✓ ✓ ✓ ✓ ✓ ✓ ✓

00:00 - 23:59

Search timezones using filters

29

Permission group that is assigned to users

Pärnu mnt. 102-2.Grupp 5xx (24/7 H)

Pärnu mnt. 102-2.Grupp 5xx ▾

Create new

Area permissions

Users

Delete users group

Save changes

Time zone name:

Start time:

Search



ESTONIA

Tallinn

Pärnu mnt. 102

Floor1

#12 QR Test

#13 Turnst.13

#14 Turnst.14

#9 Locker9

#138 Locker138

#210 Locker210

#211 Locker211

#212 Locker212

Pärnu mnt. 102-2.Grupp 5xx

Last Name	First Name	Company	Role	User Permission
Shortvisitorabc		Frendly Companie		Pärnu mnt. 102-2.Grupp 5xx
Jiang	Yifan	techinfo		Pärnu mnt. 102-2.Grupp 5xx
wwsw	wew	3 aukstas		Pärnu mnt. 102-2.Grupp 5xx
Manager1	Company	ZEUSADSOLUTIONScm2		Pärnu mnt. 102-2.Grupp 5xx

List of users for the selected permission group

Permissions/Create new permission

- ❓ First you have click on Create New button to add new time zone.
- ❓ Enter name for the time zone
- ❓ You will see a 'Copy Data From' dropdown. To assign an existing permission group, select a value from the dropdown; this will assign the selected permission group to the one you are creating. If you do not wish to assign a new permission, leave the dropdown unselected

If you not copy data then you will redirect to another page where you have to assign Time zone and access permission.

Create new permission

Add new permission group

Name:

Copy data from:

Pärnu mnt. 102-2.Grupp 5xx ▼

To assign an existing permission group, select a value from the dropdown; this will assign the selected permission group to the one you are creating. If you do not want to assign a new permission group, leave the dropdown unselected.

Add a name to the permission

Save

Cancel

Permission/Create new permission/assign time zone and access permission

If we did not copy data then we have to assign time zone and access permission
Building objects and time zone must be selected

My Permission

Permission Name

Selected time zone from the list

Select access permission(floors, doors, Areas)

	Allow 1	Allow 2	Allow 3	Allow 4
<input type="checkbox"/> Default Time Zone	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10
<input checked="" type="checkbox"/> Morning Shift	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00
<input type="checkbox"/> Evening Shift	Mo Tu We Th Fr Sa Su ✓ 13:50 - 23:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 13:50 - 23:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 13:50 - 23:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 13:50 - 23:00
<input type="checkbox"/> Night Shift	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 21:50 - 07:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 21:50 - 07:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 21:50 - 07:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 21:50 - 07:00
<input type="checkbox"/> 24/7 H	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 00:00 - 23:59	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 00:00 - 23:59	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 23:00 - 01:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 21:50 - 07:00
<input type="checkbox"/> 07:50 MTWTFSS	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 20:00

Permission/Create new permission/edit permission

- ❑ Now we can edit and delete permission we have created using edit button.
- ❑ We can add and delete access permissions for selected permission group.
- ❑ We can also change the time zone that we have assigned.
- ❑ We have to search time zone and select new time zone from the list

By default there is no users for this permission because its new permission created.
When Users select this permission group you will get users detail after that.

Permissions- changing doors in zone time

1) Choose door

Selected permissions group

Zone time of the selected access group

4. Save the door zone time before continuing.

3. Select a new zone time for the door

2) To add another time zone to the selected group, use the search and select the one that suits you.

The screenshot shows the FoxSec WEB interface. On the left, a sidebar displays a tree view of locations: ESTONIA, Tallinn, Pärnu mnt 102, Global, Floor1, Floor2, #3 Door3 Contr.211 (selected), #4 Door4 Contr.212, #201 Meeting room 201, #202 Room 202, #203 Room 203, and #204 Room 204. The main panel shows the 'New permission group' dropdown set to 'Time Zone 5'. Below this, there are buttons for 'Save changes' and 'TimeZone to #3 Door3 Contr.211'. The 'Time zone name' field is empty, and the 'Start time' field is set to '00:00 - 23:59'. The 'Allow' section shows a table of time zones with checkboxes for days and times. The table has columns for 'Mo', 'Tu', 'We', 'Th', 'Fr', 'Sa', 'Su' and rows for 'Time Zone 5', 'Work Days', 'Long Day', and 'demo time zone'. The 'demo time zone' row is highlighted. The bottom part of the screenshot shows a search results page for 'New time zone' with a table of results.

Users tab

The institution has 2 terms with different meanings: 1. Web users (have a role)
2. Persons – (do not have a role)

Add new user

Search user

Administration
Time zones
Permissions
Users
Cards
Log
Location
T&A
Live Video
My Account
Visitors
Web Apps

Remote registration
Parking
Lockers
Catering

ESTONIA
Tallinn
Pärnu mnt. 102
Hardmeier
hardmeier friend
Floor1
Floor2
MinuFirma1
test12345
zeusadsolutions
ZEUSADSOLUTIONS
test

Name
Card No
SER + DK:
Card code:
Company
Department
- select -
Comments
Search

User status:
Active

Add new user
HR

User status	Name	Card No	Company	Department	Comments	Role
<input type="checkbox"/> A	Visitor88 88	FF00000002				
<input type="checkbox"/> A	Visitor99 99	FF00000001				
<input type="checkbox"/> A	VITLAIJUS ŽALIMAS		z			
<input type="checkbox"/> A	Vivika Kängsepp		Kreutzwaldi 5			

User status

User name

User card number

Company name

Department name

Role type

User Tab/HR button

You must choose the intended user and press 'Add/Change.' If a new user is added or if the user already exists, their name, company, department, and end date will be overwritten with HR data

HR Tab

Import users

Add/Change

[See](#)

<input type="checkbox"/>	First Name	Last Name	Login Name	Email	Created By	Occupation Name	Phone Number	Company
<input type="checkbox"/>	Andes	Anok	andes.anok	andres.anok@kk.ee	siseveeb.ee 29.08.2017	Haldustalitus- kinnisvara hooldaja		khk
<input type="checkbox"/>	Anrus	Kpus	anrus.kmpus	andrs.kompus@kk.ee	siseveeb.ee 29.08.2017			khk
<input type="checkbox"/>	Ame	Arja	aie.aroja	aime.arja@kk.ee	siseveeb.ee 29.08.2017	Ehitus- ja puiduosakond- kursusejuhataja- asendusõpetaja		khk
<input type="checkbox"/>	Ame	Jaus	ame.jagus	aime.jaagus@kk.ee	siseveeb.ee 29.08.2017	Turism- Käsundusleping	52845	khk
<input type="checkbox"/>	Ana	Rül	ana.rytel	aina.ryytel@kh.ee	siseveeb.ee 29.08.2017	Majutus- ja toitlustusosakond- kutseõpetaja	590528	khk

User Tab/Add new
user

Once all essential administration tabs are created, you can proceed with creating a new user.

There are several tabs to create a user, some of which are optional.

Click on the "Add New User" button located in the user tab.

First, you will see the "Personal Data/Personal" tab.

First, fill in the personal details of the user:

1. Select the company for the user.
2. Enter the user's first name.
3. Enter the user's last name.
4. The username will auto-generate, but you can edit it if needed.
5. Generate a password by clicking the "Generate Password" button.

First, we need to fill in the user's personal details:

1. Select the company for the user.
2. Enter the user's first name.
3. Enter the user's last name.
4. The username will auto-generate; you can edit it if needed.
5. Generate a password by clicking the "Generate Password" button.
6. User ID is not in use currently; you can leave this field empty.
7. Enter the user's email address.
8. The internal User ID field is optional.
9. The external User ID field is optional.
10. Enter the user's date of birth.
11. Generate a PIN by clicking the "Generate PIN" button.
12. Select the user's preferred language.
13. Upload the user's photo (optional).

User Tab/Add new user/personal data/personal

Personal User roles Contact T&A Other

Company ZeusadSolution

First name fox

Last name sec

User name fox.sec

Password 1beg3gRjOQ

User ID

Email test@abc.com

Personal code

Personal code

Birthdate 10.12.1989 (dd.mm.yyyy)

PIN 1: 3812 PIN 2: 3812

Language Estonian

Save Generate Password Generate PIN

Select company for user

Password will generate using generate button

Enter first name of user

Enter last name of user

User name will auto generate you can edit this

User ID - **NOT IN USE** at the moment

Enter Date of birth

Upload user photo

Enter email of user

User ID for using internally

User ID for using external soft nr

optional

User PIN code for security system

User PIN code for access system (card+PIN entry)

Select country for user

User Tab/Add new
user/personal data/user
role

After saving the user's personal data, other tabs will be activated for the user.

- 1) Navigate to the "User Role" tab.
- 2) Select a role from the list.
- 3) Enter the validity period for that role.
- 4) Only one role can be selected for the user.
- 5) A role must be selected for the user.

There is an option to add services for the user. You can add these services by checking the corresponding checkboxes. The services are:

Card alarm to email: If the e-service is running and door alarms ("door opened by key" and "door too long open") are declared, the alarms will be sent to email.

E-service allowed: System technical information is sent at 03:00 each night, and at 09:00 and 15:00 system tables (if available) are emailed. This includes expired cards and users who have left the organization (if HM integration is enabled).

Is visitor: All user permissions and cards can be granted to visitors.

User - add role

A user's role, depending on the role level, grants different rights.

Personal

User roles

Contact

T&A

Other

In Control

E-service allowed ☐

Card alarms to email ☐

Cards monitoring to email ☐

Approve terminals ☐

Services for the user

Cannot add user ☐

2FA ☐

Enforce 2FA expiration ☐

Show pin ☐

Is short-term visitor ☐

Is visitor ☐

Approve visitor ☐

A user can only have one administrative role during the validity period.

user role validity period

Users active role

ID	Role title	Validation period	Is allowed
1	Administratorius_TEST1	<input type="text"/> - <input type="text"/>	<input checked="" type="checkbox"/>
2	Apsauga 2	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>
3	Aptarnavimo skyrius	<input type="text"/> - <input type="text"/>	<input checked="" type="checkbox"/>
4	BA	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>

Roles title

User Tab/Add new
user/personal
data/contact

1. Navigate to the "Contact" tab.
2. This tab is optional for the user.
3. Enter the user's residence address.
4. Enter the user's phone number.

This tab is optional for the user

The screenshot displays the 'Users/contact' page in the FoxSec WEB application. The interface features a top navigation bar with tabs: 'Personal data', 'Cards', 'User permission', and 'Other permissions'. Below this is a secondary tab bar with 'Personal', 'User roles', 'Contact' (the active tab), 'T&A', 'Other', and 'In Control'. The main content area contains a 'Residence' label above a large text input field, and a 'Phone(s)' label above another large text input field. A 'Save' button is located at the bottom left of the form. Three callout boxes highlight specific fields: 'User phone numbers' points to the 'Phone(s)' input field, 'Residence' points to the 'Residence' label, and 'User residential details' points to the large text input field below the 'Residence' label.

Personal data | Cards | User permission | Other permissions

Personal | User roles | **Contact** | T&A | Other | In Control

Residence

User residential details

User phone numbers

Phone(s)

Save

Building tab will show the tree view, it contains:

- 1) Country name**
- 2) Location for building in the country**
- 3) Building names in that particular location**
- 4) Floor in that building**
- 5) Rooms on that floor, we can add comments for the rooms. If we add comments then it will change into the green colour**

**Note- Countries, locations, building, floors and access door can be added/edited
ONLY in FSConf software**

Administration/
Building tab

NB! Countries, locations, buildings, floors and passages can **ONLY** be added, deleted and edited using the FSConf software.

The screenshot displays the 'Buildings' tab in the FoxSec WEB interface. A navigation bar at the top includes 'Role Management', 'Titles', 'Buildings' (selected), 'Companies', 'Departments', 'Holidays', 'Card types', 'Classifiers', and 'My company'. The main content area shows a hierarchical tree structure under the heading 'Active commercial'. The tree is as follows:

- ESTONIA (Country name)
- └ Tallinn (Location name)
 - └ PärnuMnt102 (Building name)
 - └ Floor1 (Floors)
 - └ #101 Director 101 (Rooms)
 - └ #102 Secretary 102 (Rooms)
 - └ #103 Guard 103 (Rooms)
 - └ #104 Room 104 (Rooms)
 - └ #105 Room 105 (Rooms)
 - └ #106 Room 106 (Rooms)
 - └ #107 Server 107 (Rooms)
 - └ #108 Room 108 (Rooms)
 - └ #109 Room 109 (Rooms)
 - └ #110 Room 110 (Rooms)
 - └ #111 Room 111 (Rooms)
 - └ #112 Corridor I+II (Rooms)

Callouts from the tree to labels on the right:

- Country name:** Points to 'ESTONIA'.
- Location name:** Points to 'Tallinn'.
- Building name:** Points to 'PärnuMnt102'.
- Floors:** Points to 'Floor1'.
- Rooms:** Points to the list of rooms starting with '#101 Director 101'.

Administration /Holiday Tab

Moving holiday means holiday date will different in every year. by default holiday is set for the all buildings we can change buildings by the edit button

NB! The holiday mode applies to all access rights that are marked as holidays. If a user does not have access rights on holidays, they also do not have access rights on holidays.

Role Management	Titles	Buildings	Companies	Departments	Holiday	Card types
Settings	Video-Company	Notifications	Parking lots			
						Add new holiday
Holiday date	Name	Moving holiday				
01.01.2018	Naujieji metai	<input checked="" type="checkbox"/>				
25.12.2017	Kalėdos	<input type="checkbox"/>				
01.04.2018	Velykos	<input type="checkbox"/>	Muuda pūha			
26.12.2017	Kalėdos (2 diena)	<input type="checkbox"/>				
18.05.2018	test	<input type="checkbox"/>				

Holiday date

Name of the holiday

Delete a holiday

Adding a new holiday

- ❓ To add new holiday we click on add new holiday button.
- ❓ The we will add holiday title.
- ❓ Now we will select holiday date.

Note-By default holiday will set for all buildings.

If we want assign holiday for the specific building then we click on the edit button and uncheck the checkbox for all buildings and check specific building which we want to set holiday

Adding a holiday

day

Name of the holiday

Holiday title

Christmas

Holiday date

24.12.2025

Selecting a holiday from the calendar. The calendar opens when you select a date.

◀

Dec

▶

2025

▶

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today

Done

Save the selected date

OK

Cancel

Administration/Card types tab

NB! Card types are defined by the developer. This only describes how to add card codes to the system.

Role Management	Titles	Buildings	Companies	Departments	Holidays	Schedule	Card types	Settings	Video-Company
Notifications	Parking lots								

Name	Description	Card code	SER+DK
Barcode			
Fingerprint		✓	
Iris recognition			✓
Licence plate	vehicle registretion number	✓	
Magnetic card		✓	
Mobile ID	barrier/gates		
PIN	pin code		
Proxy card	simple card	✓	✓

Card name

Cards description

Insert as card long code

Insert as card serial and code

Administration/
(Settings) tab

Classifiers are used for the
card, company and the user.

NB! Additional information is
intended to provide additional
information. Adding information is not
mandatory, but an opportunity to
clarify various situations.

Role Management
Titles
Buildings
Companies
Departments
Holidays
Schedule
Card types
Settings
Video Company

Notifications
Parking lots

Add a new setting

Add new setting

Name	Description		
Card activation reasons		▶	✕
Card deactivation reasons		▶	✕
Company activation reasons		▶	✕
Company deactivation reasons		▶	✕
controlAfterWork	send e-mail after work time	▶	✕

Name of the
setting

Settings
description

Delete and
edit setting

Administration/Add new setting

- ❓ To add new setting we have to click on add “Add new setting”.
- ❓ Then add name and comment for the setting.

The screenshot shows a web interface for adding a new setting. The form is titled "Add new setting" and has a close button in the top right corner. It contains two input fields: "Name" and "Comments". A callout points to the "Name" field with the text "Settings name". Another callout points to the "Comments" field with the text "Add comments for the setting". At the bottom, there are two buttons: "Save" and "Back to setting list".





Value for the setting

Setting name

Card activation reasons

Name	Card activation reasons
Comments	Card found

Setting values

Value	
3	 
card is found	 

Save Add new setting value

Back to setting list

Setting comments

Edit value

Delete value

Add new value

Values for setting

Video company

Add a new camera

Manage video server

Role Management

Titles

Buildings

Companies

Departments

Holidays

Schedule

Card types

Settings

Video-Company

Notifications

Parking lots

Add New Camera

Manage Video Server

Delete



<input type="checkbox"/>	Entry		
<input type="checkbox"/>	Parking1		
<input type="checkbox"/>	Parking2		
<input type="checkbox"/>	Production		
<input type="checkbox"/>	Camera1		

- ESTONIA
 - Tallinn
 - Pärnu mnt. 102
 - Hardmeier
 - hardmeier friend
 - Entry
 - Hit Camera1
 - MinuFirma1
 - test12345
 - zeusadsolutions

View camera(left), Edit camera(right)

User Tab/Add new user/personal data/T&A(time and attendance)

- Navigate to the "T&A" tab.
- The "T&A" tab is for time and attendance management for the user.
 - First, select the building and its floor where the user works.
 - Then, add the department where the user works.
 - Select the user's title from the dropdown menu.
- If the user has a contract with the company, fill in the "Contract Nr" field with the contract name and validation period. This field is optional.
- Enter the permit of work and the time attendance validation period.
 - Tick the "T&A" checkbox to enable time attendance for the user.
- The "Table Nr" field is for accounting purposes and is also optional.

Add user workplace

Personal
User roles
Contact
T&A
Other
In Control

Title:
- select -

Contract nr:

T&A
☐ Door group (optional)

Contract valid:

Table nr

Choose to turn time and attendance on or off

T&A validation period

Departments
Edit

At Work

Buildings
Building
- select -

Select building and floor where user works

Save

Contract nr in case of any contract with the company. Enter contract name and its validity

T&A adding a department

- To add a new department for a user, click on "Department".
 - Then a window will open.
 - Click on "New Department" in the new window.
- Select the department for the user from the dropdown, add the validity period, and tick the checkbox.

The screenshot shows a window titled "User departments" with a close button (X) in the top right corner. Inside the window, there is a button labeled "Add new departments". A callout points to this button with the text: "Add new department button you can add more departments by this". Below this button, there is a table with three columns: "Department", "Validation", and "Manager". The "Department" column contains a dropdown menu with ".NET Development" selected and a checkbox to its left. A callout points to the checkbox with the text: "Enable department". The "Validation" column contains two date input fields with the dates "07.12.2016" and "07.12.2016" entered, separated by a hyphen. A callout points to these fields with the text: "Department name and its validity". The "Manager" column is currently empty. A callout points to a close button (X) in the bottom right corner of the table area with the text: "Delete department".

User Tab/Add new
user/personal data/other tab

This is the optional tab for the user.

First, you have to add additional information.

Add the amount of coffee cups in special cases.

Add permission to the user so that the user can call a guest.

The screenshot shows a user management interface with a top navigation bar containing tabs: Personal, User roles, Contact, T&A, Other, and In Control. The 'Other' tab is currently selected. Below the tabs, there is a form with the following fields:

- Comments:** A large text area for additional information.
- Coffee cups:** A numeric input field with a value of 0 and a small up/down arrow icon.
- Permission call guests:** A checkbox that is currently unchecked.
- Virtual user:** A checkbox that is currently unchecked.

A 'Save' button is located to the left of the checkboxes. At the bottom of the form, there is a table with the following columns: Project, DoorMemory, ArmingMemory, IsDeleted, DoorDeleted, and ArmingDeleted.

Four red arrows point from blue callout boxes to specific fields in the form:

- One arrow points from the 'Comments' field to a callout box that says: "Additional information about the user will help to search for the user later on in the user tab".
- One arrow points from the 'Coffee cups' field to a callout box that says: "Amount of coffe cups that user has at work".
- One arrow points from the 'Permission call guests' checkbox to a callout box that says: "User permissions".
- One arrow points from the 'Virtual user' checkbox to the same "User permissions" callout box.

User Tab/Add new
user/personal data/In control

User will get an email
when passing through
doors

Location where the user
has to pass through to
receive email

Personal	User roles	Contact	T&A	Other	In Control
			Email <input type="checkbox"/>	<input type="checkbox"/>	Floor1
			Email <input type="checkbox"/>	<input type="checkbox"/>	Floor2
			Email <input type="checkbox"/>	<input type="checkbox"/>	Floor3

User tab/Add new user/card
tab/add new card

Now we add cards for the user.

We have to click on the card tab of that user and then click on the "Add New Card" button.

Now, we have to select the card type from the dropdown.

Next, we have to add the SER+DK code. (SER would be 0-255, and DK would be 0-65535).

Insert it as the card value (special case). This is an optional field.

Select the building where the card has access permissions.

Add card validity.

User tab/add new
user/card tab/add new
card

A person can have several different
cards. All of them are displayed on
this tab.

Select card
type from
dropdown

Insert as card
value
(special case)

New user card

Card Type: Proxy card

SER+DK:

Card code:

Building: Pärnu mnt. 102

Valid from: 05.02.2025 - 05.02.2027

Main Card:
Temporary card:

Save as default:

Add Back

Card serial nr and
card nr
(0-255)+(0-65535)

Building where the
card has access

Enter validity period
for card

If its the users main card check
“Main card” if its a temporary
card check “Temporary card”

User tab/add new
user/card tab/deactivating
card

After saving the card tab, the card will be activated and will appear in the user's card tab.

We can deactivate and edit this card. To edit the card, we have to click on the "Edit" button, and we will get the same window as the "Add Card" window, where we can edit the details and add comments.

However, if we want to deactivate the card, we need to click on the checkbox of that card, and then we will get the "Deactivate" button to deactivate the card.

User Tab/Add new user/card tab/

All cards assigned to a person are located here

Deactivate card

Add a new card

User cards

Active

Deactivate

Add new card

Card Type

Card code

Validation

Status



Proxy card

Activated and deactivated cards

06.02.2025 - 06.02.2027

A



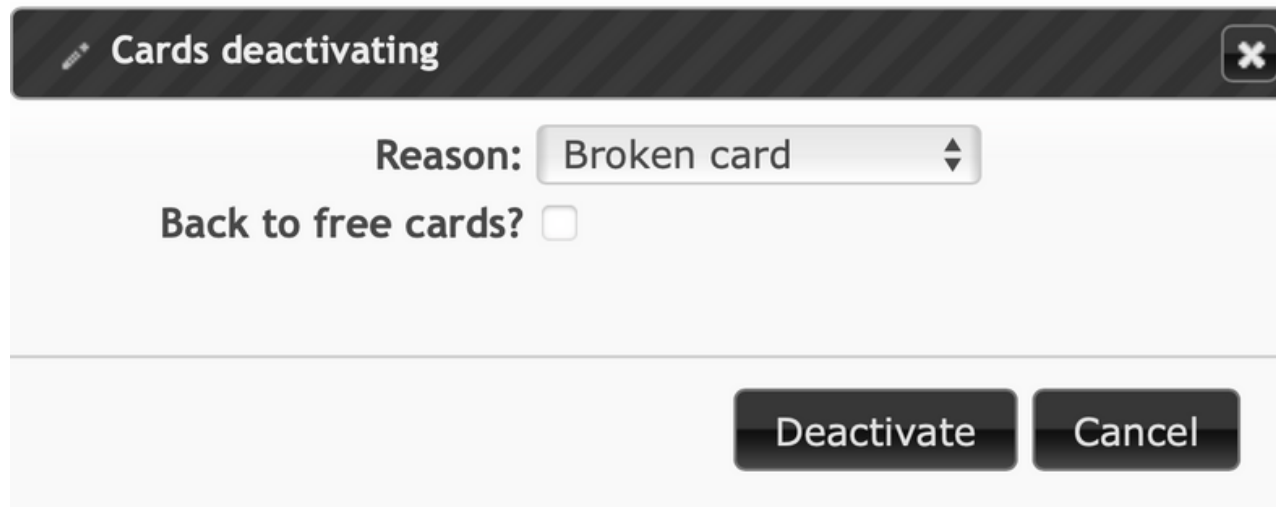
Cards status

Checking this box will make the deactivate button appear next to "Add new card"

User Tab/Add new
user/card tab/deactivate
card

After clicking on the deactivate button, we simply have to select the card deactivation reason from the dropdown.

It will be deactivated, and the card status will change from "A" to "D."



The screenshot shows a dialog box titled "Cards deactivating" with a close button (X) in the top right corner. Inside the dialog, there is a label "Reason:" followed by a dropdown menu currently displaying "Broken card". Below this, there is a checkbox labeled "Back to free cards?". At the bottom right of the dialog, there are two buttons: "Deactivate" and "Cancel".

User Tab/Add new
user/permission tab

1. Now, we assign a permission group to the user.
2. We have to click on the user permission tab.
3. Next, select the permission group from the dropdown and click on the save button.
4. By default, there is no permission group for the user.
5. It will show the current permission group as "None."

We can assign multiple permissions to the single user
using add button

User Tab/Add new user/permission tab

Group name

Each group must have zone times.


Select permission from dropdown

Personal data Cards User permission Other permissions

Current user permission group name: **Pärnu mnt. 102-6.Grupp 6** Area permissions

- Select permission group - ▼

Apply changes Add permission Remove permission Clear Added

Time zone name: Start time:  Search

ESTONIA

- Tallinn**
 - Pärnu mnt. 102**
 - Floor1**
 - #12 QR Test ☒

	Allow 1							Allow 2							Allow 3							Allow 4						
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
<input checked="" type="checkbox"/> Morning Shift	✓	✓	✓				✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
	07:50 - 18:00							07:50 - 18:00							07:50 - 18:00							07:50 - 18:00						

Tsoonija otsing

Day and time values

Chosen groups time zones

User Tab/Add new user/User Permission tab

Multiple groups can be assigned to one person. Object rights can also be added to a person individually, but you must take into account that if the rights in the group assigned to the person of the corresponding object are changed, then the person's rights will also change accordingly.

After adding permission group to user it will show all detail of permission with door access.

Chosen group

Changes must be applied to save

Personal data | Cards | **User permission** | Other permission

Current user permission group name: **Pärnu mnt. 102-6.Grupp 6**

Area pe

- Select permission group -

Apply changes | Add permission | Remove permission | Clear Add

Time zone name: Start time:

	Allow 1							Allow 2							Allow 3							Allow 4						
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
<input checked="" type="checkbox"/> Morning Shift	✓	✓	✓				✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
	07:50 - 18:00							07:50 - 18:00							07:50 - 18:00							07:50 - 18:00						

ESTONIA

Tallinn

Pärnu mnt. 102

Floor1

#12 QR Test ☒

Day and time values

FoxSec web as a Company managerlogin

Now we take a look in CM(company manager) when loggedin. There is changes in SA login an CMlogin. SA have full access to foxsec web but CM havelimitation.
Like CM can see list of user of owncompany.
CM can add user to its owncompany.
CM can give permission group to user which he haveassigned.
CM can add role equal to its role and less then is role. CM can not add SA.
CM have access permission to itscompany.

We will see the screenshots where are the changes forCM.

Role management tab for CMlogin

CM is a role type in role management

Administration
Time zones
Permissions
Users
Cards
Log
Location
My Account
T&A
Bo Scedule
Visitors

Role Management
Titles
Buildings
Companies
Departments
Holidays
Card types
Classifiers
My company

Role status: Active
Add new role

Name	Role Type	Description	Buildings
cm2	CM	...	Pärnu mnt. 102

10 per page
1 records found

CM can only see its own role . CM have no permission to see otherroles

Add new role

Role title

Description

Active

☒

Role type:

CM

☐

DM

☐

U

☒

Buildings:

☐ Pärnu mnt. 102

CM can add only those role which have equal and less permission access.

Add Title for CM

FoxSec WEB

Add new title

Title company: Hardmeier

Title name: Hardmeier

Description:

CM can add title for only for itsown company. CM will get only its own company indropdown

OK Cancel

Permission tab for CM

Administration Time zones Permissions Users Cards Log Location My Account T&A Bo Soedule Visitors

Pärnu mnt. 102-2.Grupp 2xx (Default Time Zone)

Save changes

Time zone name: Pärnu mnt. 102-2.Grupp 2x ▾ Start time: Search

Create new Users

	Allow 1	Allow 2	Allow 3	Allow 4
<input checked="" type="checkbox"/> Default Time Zone	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 11:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 11:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 07:50 - 20:10

ESTONIA
Tallinn
Pärnu mnt. 102
Floor1
#1 Terminal1 ✓
#2 Terminal2 ✓
#3 Terminal3 ✓

CM will get only his permission group which he is assigned to

FoxSec WEB

<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/> ↓ ↑	<input type="checkbox"/>
<input type="checkbox"/> A	abc ramola							
<input type="checkbox"/> A	Andrei Palamarchuk	001+10023	PAIGALDUS					
<input type="checkbox"/> A	Andres Igashev	001+10011	PAIGALDUS					
<input type="checkbox"/> A	David Sarkisjan	001+10021	Tootmine					
<input type="checkbox"/> A	Genri Niitsoo	067+28675	PAIGALDUS					
<input type="checkbox"/> A	Illimar Sööt	001+10020	Programeerimine					
<input type="checkbox"/> A	Irina Dekterjova	001+10016						
<input type="checkbox"/> A	Jelena Igashev	001+10032	Programeerimine					
<input type="checkbox"/> A	Kristelle Sööt	001+10031	Tootmine					
<input type="checkbox"/> A	Kristina Sekretar	001+10028	Tootmine					

73

Add user tab for CM

Personal data

Personal User roles Contact Work Other

Company

First name

Last name

User name

Password

User ID

Email

Personal code

Ext. Personal code

Birthday (dd.mm.yyyy)

PIN 1: PIN 2:

Language

Upload foto

CM can add user only for its own company

Save Generate Password Generate PIN

Cards tab

Now move on to cardtab. This tab shows all the card details. We can not add newcard. There are three types of card-Activated cards/deactivated cards/freecards.

Activated Card:

- We can only deactivate this card or edit its details.

Deactivated Card:

- We can activate this card, add it to the free card pool, assign it to a new user, or edit its details.

Free Card:

- We can delete this card, move it to another building, assign it to a new user, or edit its details.

Card status(activated/deactivated/free card)

Filters to search card

Edit card details

Admin | Time zones | Permissions | Users | **Cards** | Log | Location | T&A | My Account | Visitors

Card: Reason: Card Type: Insert new card code: SER+DK: + Code:

Card	Reason	Card Type	Card Number	Name	Building	Company	Deactivation Date	
<input type="checkbox"/> A		Proxy card	000+00000	Fox1 Sec1	PärnuMnt102	-	30.11.2018	
<input type="checkbox"/> F		Proxy card	144+45828	-	PärnuMnt102	ZeusadSolution	07.12.2018	
<input type="checkbox"/> D	Broken card	Proxy card	145+45828	FOX SEC	PärnuMnt102	ZeusadSolution	01.12.2018	
<input type="checkbox"/> A		Proxy card	158+35682	Fox Sec	PärnuMnt102	ZeusadSolution	07.12.2018	
<input type="checkbox"/> D	stolen card	Fingerprint	185+35845	FOX SEC	PärnuMnt102	ZeusadSolution	01.12.2018	
<input type="checkbox"/> A		Proxy card	255+65534	BuildIn SuperAdmin	PärnuMnt102	-	13.07.2999	

1 / 1 10 per page 6 records found

Card activation
deactivation
reasons

Card
types

Card numbers

Name of the
card holder

Building where
card has
permissions

Company name
for user and
card

Card expiry date

Cards tab/deactivate activatedcard

To deactivate card just tick the checkbox of activatedcard. Then you will get deactivatebutton. Click on this button you will get popup and select reason to deactivate thiscard.



Deactivating cards

Reason: Broken card

Back to free cards? ☐

Deactivate Cancel

Select reason to deactivate card

Cards tab/Activate deactivated card

To activate card just tick the checkbox of deactivated card. You will get three buttons click on activate card.now select reason to activatecard.



Activating cards

Reason: card is found ▼

Activate Cancel

Select reason to
activate card

Cards tab/add to free card to deactivated card

Just tick the checkbox of deactivated card. You will get three buttons click on add to free card. Popup will ask to add to free card press add to free card button.



Click this button to add free card

Cards tab/add deactivated card to newuser

Just tick the checkbox of deactivatedcard. You will get three buttons click on add card to new user. Then we will get a popup we have to fill the details. We have to enter empty fields. We can change the fields which are by default selected.

We have to change SER+Dk code if it is by default selected.
We can not assign same card to user.

FoxSec WEB

Add new card [X]

Card Type: Proxy card ▼

SER+DK: 14 + 45828

Insert new card code:

Valid from: 01.12.2016

Valid to: 01.12.2018

Company: coradel ▼

Building: PärnuMnt102 ▼

First name: Fox

Last name: Sec

Personal code:

Save **Cancel**

select card tab if you want to change

Enter newser+dk code

Insert new card code (optional)

Enter card validity date

Select company from list

Select from building list

Enter user first name and lastname

Enter personal code

Cards tab/ move freecard

- ? just tick the checkbox of freecard. You will get three buttons click on move
- ? cardbutton. Now you will get popup select the company from dropdown where you
- ? want to movecard.



Moving cards

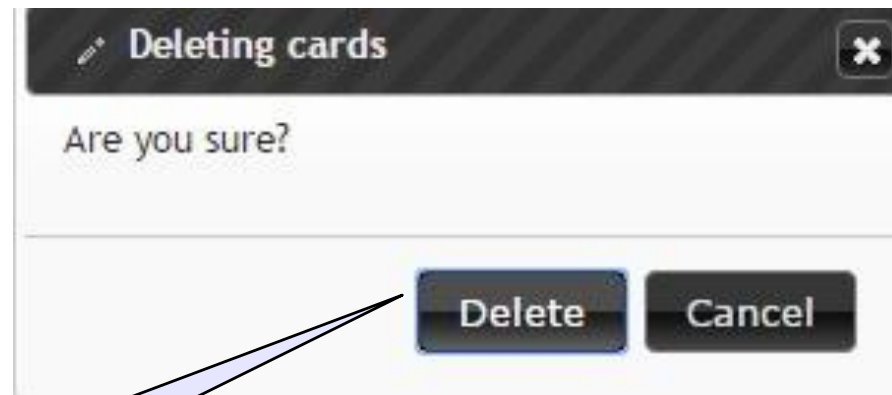
Select company coradel

Move Cancel

Select company
to move card to

Cards tab/ delete card

Just tick the checkbox of the free card. You will see three buttons—click on the Delete button. A popup will appear with a confirmation message. Simply press the Delete button, and the card will be deleted and disappear from the cards list.



Press delete
button to delete
card

Cards tab/add free card to new user

Just tick the checkbox of free card. You will get three buttons click on add card to new user. Then we will get a popup we have to fill the details. We have to enter empty fields. We can change the fields which are by default selected.

We have to change SER+Dk code if it is by default selected. We can not assign same card no to user. This process will be same like deactivated card to add to new user.

Add new card [X]

Card Type: Proxy card ▼

SER+DK: 14 + 45828

Insert new card code:

Valid from: 01.12.2016

Valid to: 01.12.2018

Company: coradel ▼

Building: PärnuMnt102 ▼

First name: Fox

Last name: Sec

Personal code:

Save **Cancel**

select card tab if you want to change

Enter new user+dk code

Insert new card code optional

Enter card validity

Select company from dropdown

Select building from list

Enter user first name and lastname

Enter personal code

Log Tab

Log tab will show you the complete log detail of user .when user starts and ends the work. It will also show the log detail of login user at foxsec web at the movement it will show all activity of user what user does in foxsec web application. From login time to through out logout every changes that user makes in application. We can search log details using the filters. We can create custom filter to search log detail.

Any keyword -you want to searchlog detail with that Like (building,username,compant,activity)

Search full log or default

Custom filter that you can create

Admini Time zones Permissions Users Cards Log Location T&A My Account Visitors

Search:

☐ Show FULL log ☒ Show DEFAULT log

Name :

Filter :

Date	Building	Node	Company	User	Activity
From 08.12.2016 08:33			- select -		
To 09.12.2016 00:00					

Date	Building	Node	Company	User	Activity
08.12.2016 - 09:18:32	Pärnu mnt. 102	Terminal3	Hardmeier	Illimar Sööt	started: AtWork 09:18
08.12.2016 - 08:51:21	Pärnu mnt. 102	Terminal3	Hardmeier	Andres Igashev	started: AtWork 08:51
08.12.2016 - 08:51:19	Pärnu mnt. 102	Terminal3	Hardmeier	Jelena Igashev	started: AtWork 08:51
08.12.2016 - 08:46:49	Pärnu mnt. 102	Terminal2	Hardmeier	Irina Dekterjova	started: AtWork 08:46
08.12.2016 - 08:46:42	Pärnu mnt. 102	Terminal2	Hardmeier	Ruslan Knyzev	started: AtWork 08:46

1 / 1 50 per page 5 records found

From date to date

Building name

Node

Company name

User name

Activity detail

Display full and short log



Search: ☐ Show FULL log ☒ Show DEFAULT log

Name : Save filter

Filter : Delete filter

From Date: Building: Node: Company: User: Activity:

To Date:

From-To	Building	Node	Company	User	Activity			
06.02.2025 - 15:51:08	Pärnu mnt. 102	Server 1			Controller Download Started [6] User Access card nr:3826 Card '321123321'.			
06.02.2025 - 15:50:54	web	192.168.50.197		BuildIn SuperAdmin	User 'Bob2'. Email is ".			
06.02.2025 - 15:50:54	web	192.168.50.197		BuildIn SuperAdmin	CardCodeSerial"> <LSP /> <LSP			
06.02.2025 - 15:50:16	web	192.168.50.197		BuildIn SuperAdmin	User 'Visitor.202' created.			
06.02.2025 - 15:50:11	web	192.168.50.197		BuildIn SuperAdmin	Card '321123321' changed.			

Live video if available

Photo

Location tab

In the Location tab, we can search for user logs by location. To do this, simply enter the From and To dates, select the company, and choose the question. This will act as a query to search for the user log.

Questions will add throw the foxsecconf application. In this page is possible to set up questions based login. This form is useful to quickly get information about person in premises, floors, building etc. this function is mainly used in big buildings and territories.

Edit the chosen report

This question searches for a specific record. It asks: "Who worked at the company from [start date] to [end date]?" It works as a query to find the record.

Door usage report

Report: Kes on tool

From: 10.02.2025 16:29

Company: - select -

Not Corrected Algorithm: ☒

Add Delete Edit

To: 12.02.2025 00:00

Department: - select -

Not moved after To date: ☐

Search

From- To	Building	Node	Company	Department	User	Activity			
11.02.2025 - 15:49:58	Pärnu mnt102	Kontor Tootmine	Hardmeier		Sergey Zotov	<LM> <LTS LSF="Entered" /> <LTS LSF="Allowed" /> <LTS LSF="Cardcode"> <LSP> 159FE772			
11.02.2025 - 14:14:49	Pärnu mnt102	Kontor Peauks	Hardmeier		Harlet Kookmaa	<LM> <LTS LSF="LogMessageExit"> <LSP>Harlet Kookmaa</LSP> <LSP>Harlet.			
11.02.2025 - 14:06:34	Pärnu mnt102	Kontor Tootmine	Hardmeier		Irina Dekterjova	<LM> <LTS LSF="Entered" /> <LTS LSF="Allowed" /> <LTS LSF="Cardcode"> <LSP> 15A00342			
11.02.2025 - 10:32:48	Pärnu mnt102	Kontor Peauks	Hardmeier		Lii Anne	<LM> <LTS LSF="Entered" /> <LTS LSF="Allowed" /> <LTS LSF="Cardcode"> <LSP> 159FE2F2			
11.02.2025 - 08:56:35	Pärnu mnt102	Kontor Peauks	Hardmeier		illimar grade2	<LM> <LTS LSF="Entered" /> <LTS LSF="Allowed" /> <LTS LSF="Cardcode"> <LSP> 15A2D382			
11.02.2025 - 08:41:36	Pärnu mnt102	Kontor Tootmine/kontor	Hardmeier		Kaarel Meiner	<LM> <LTS LSF="Entered" /> <LTS LSF="Allowed" /> <LTS LSF="Cardcode"> <LSP> 1C17B24A			

1 / 1 5000 per page 6 records found

Details of the users according to the query

Display full/shortlog

Report Name: Kes on tool

Choose a report

Include denied accesses: ☐

Company:

Hardmeier

Select company

UnUsed Objects:

- ☐ Select All
- ☐ Kontor
- ☐ Tootmine
- ☐ Kelder
- ☐ kelder
- ☐ Peauks
- ☐ Tootmine/kontor
- ☐ Tootmine
- ☐ Illimari Töötuba
- ☐ Floor2
- ☐ paigaldus Register1

Select doors that you wanna insert

The **Location Settings** page allows setting up **question-based logic** to track people in buildings, floors, or premises. This feature is useful for large buildings and territories. To use this, configure which **entry, interior, and exit doors** are used. When a person enters, they are marked **inside**, and when they exit, they are **removed** from the list.

Insert

Remove

Insert

Remove

Insert

Remove

Direction IN:

- ☐ Select All
- ☐ kelder
- ☐ Peauks
- ☐ Tootmin

Direction OUT:

- ☐ Select All

Direction IN/OUT:

- ☐ Select All
- ☐ Tootmine/kontor

IN – Defines doors that allow entry into the premises. People entering through these doors are added to the list.

OUT - User that enters through an OUT door, they will be registered as IN.

IN/OUT – Interior doors that affect entry or exit status but do not change a person's presence. **If a user skips the IN door, passing through an IN/OUT door will register them as entered.**



Live video link

Live photo link

Location-foxsec conf application to add questions

In the Location Settings page, you can set up question-based logic. This form is useful for quickly gathering information about people in premises, floors, buildings, etc. This functionality is primarily used in large buildings and territories.

For these questions to work, it is first necessary to configure the correct settings, specifying which doors are used for entry and exit. Multiple questions can be created.

Information about individuals is displayed in the FS Access server software and the personnel data software. These settings can be found under General Data in Location Settings.

To create a new question, click the Add button.

Location-foxsec conf application to add questions

For a correct question, it is necessary to specify entry doors, entry/exit (interior) doors, and exit doors.

Doors are set in three groups:

1. Doors that are for entering the premises (entering into the question).
2. Entry/exit (interior) doors that do not make a difference in the question (still in the premises).
3. Exit doors (leaving the question).

Questions work based on the last movement. If a user enters, they are automatically added to the list of people who are at the premises. If the user exits through a selected door, they are removed from the question (set as left).

This tab is for time and attendance.

- This tab basically shows all the reports of users.
- We can search records using filters such as date range, company, department, etc.
- There is no search button; filters will automatically work when we click on reports.

There are five sections on this page:

1. T&A building objects
2. Month report
3. Coming and leaving from work
4. Details report
5. Export

How many previous days to recalculate

on Time zones Permissions Users Cards Log Location T&A Live Video My Account Visitors Web Apps Remote registration

From 01.02.2025 1234567 Manual department - select - 12:59
To 11.02.2025 Previous month report Current month report Send Report

Checksum SHA-512

Checksum Copy

Recalculate T&A

Recalculates T&A report details

Filters to search reports

Name	Description	
Building Name Schedule	Moving Registration Devices Building Names	▶
T&A building objects	coming and leaving from work	▶
Work categories	Add, Edit work categories	▶
Daily worked hours by first coming last leaving	Start, End and daily hours of work	▶
Detailed Report	Details about TA reports	▶
Export	Export to .pdf and .xls file	▶
Hardmeier_1:Month report	Export to excel	▶
Hardmeier_2: Daily working report	Export to excel	▶
Cashless product report	Report for used vending machines, coffee machines products	▶

Types of user reports with description

Click to see reports

After clicking Display Report in T&A tab

Details report

Enter text to search... Search

User Name	Short By Date			Total	Comment	Entry Camera	Exit Camera
User: Andres Igashev (Total hours = 171:23)							
User: Illimar Sööt (Total hours = 147:13)							
Illimar Sööt	Wednesday 11/1/2017	17:05	17:05		Only Exit	C1 C2	C1 C2
Illimar Sööt	Thursday 11/2/2017	08:50	08:50		Only Entry	C1 C2	C1 C2
Illimar Sööt	Friday 11/3/2017	09:10	17:05	07:55	Ok	C1 C2	C1 C2
Illimar Sööt	Monday 11/6/2017	09:53	09:53		Only Entry	C1 C2	C1 C2
Illimar Sööt	Tuesday 11/7/2017	09:22	20:40	11:17	Ok	C1 C2	C1 C2

Entry camera
Camera1,camera2

Exit camera
1,camera2

T&A building objects

list of building objects (doors) which are used to working time records.

Search building object

Enter text to search... Search		
Object Number	Description	Select
1	Terminal1	<input checked="" type="checkbox"/>
2	Terminal2	<input checked="" type="checkbox"/>
3	Terminal3	<input checked="" type="checkbox"/>
Save changes Cancel changes		

Door number and its description

We can change objects using checkbox

Save and cancel changes

Monthreport

It will show the monthly report of the user based on the date range you select.
It will display the total working hours of the user per day.
At the end, it will show the grand total of the user's working hours.

Hours	ReportDate Quarter					
Last Name	December, 2016					December, 2016 Total
	1	2	5	6	7	
Illimar Sööt	08:32	08:13	08:00		08:48	33:34
Jelena Igashev	08:03	08:18	08:03	08:00	07:58	40:24

Users
name

User per dayworking
hours

Grand total of
working hours

2. Month report/Edit report

We can edit report we have click on employee hours then we will get newwindow. We can delete and edit existing record as well as we can add newrecord. If we click in new button we will get blank row we can add values for it and then click onsave changes.

The screenshot shows a web interface titled "Details about TA reports". It contains a table with the following data:

	Name	Date	Hours
New			
Delete	Andres Igashev	12/1/2016	08:00:04

Below the table are two buttons: "Save changes" and "Cancel changes".

Callouts from the image:

- "Add new record button" points to the "New" button.
- "Delete existing record" points to the "Delete" button.
- "Edit existing record" points to the "Hours" cell of the existing record.

If we edit or add new record then its color will change it will be changed in blue. By default color is white.

3. coming and leaving from work

This tab will show you daily coming and going details from work of user.

	ReportDate Quarter											
	December, 2016											
	1		2		5		6		7		8	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Andres Igashev	08:51	16:54	08:52	17:11	08:52	16:55	08:56	16:55	08:57	16:55	08:51	08:51
Illimar Sööt	09:01	17:33	08:55	17:08	09:01	17:01	09:19	09:19	09:16	18:04		
Irina Dekterjova	09:03	16:43	08:47	16:24	08:48	16:44	08:47	16:44	08:50	16:45	08:46	08:46
Jelena Igashev	08:51	16:55	08:52	17:11	08:52	16:55	08:56	16:56	08:57	16:56	08:51	08:51
Leoniid monteeria	08:27	08:27	08:33	16:48	08:35	16:59			08:37	16:50		
Raigo Saak	08:57	16:54	08:51	16:52			08:53	08:53				
Ruslan Knyzev	08:40	16:54	08:39	16:49	08:54	16:50			08:42	16:45	08:46	08:46

Users name

Daily in and out time
from work of user

4. Details report

This tab will show you total working hours of all the users.

<input type="text" value="Enter text to search..."/>				Search
	User Name		Total	Comment
➔	User: Andres Igashev	(Total hours = 32:18)		
➔	User: Illimar Sööt	(Total hours = 33:34)		
➔	User: Irina Dekterjova	(Total hours = 39:04)		
➔	User: Jelena Igashev	(Total hours = 40:24)		
➔	User: Leoniid monteeria	(Total hours = 24:52)		
➔	User: Raigo Saak	(Total hours = 15:57)		
➔	User: Ruslan Knyzev	(Total hours = 32:23)		
			Total hours = 218:36	

Users name with the total working hours

We can search user

Total hours of all the user total working

5. Export

We can export user monthly report into pdf and xls.

There are two options to export report: detail report and report.

Detail report will export daily report with in/out time of user. And report will export total monthly working hours of user.

The screenshot shows the 'Export' section of a software interface. At the top, there is a 'Type' dropdown menu set to 'Detail Report' and a 'Format' dropdown menu set to '.XLS'. To the right of these is an 'Export' button. Below these elements is a search bar with the placeholder text 'Enter text to search...' and a 'Search' button. Below the search bar is a table with columns: 'UserId', 'Last name', 'First name', 'Company', and 'Department'. The table contains six rows of user data. To the left of the table, there is a vertical column of checkboxes, each corresponding to a row in the table. A blue box highlights this column of checkboxes. Callouts provide additional information: one points to the 'Export' button, another points to the search bar, a third points to the table header, and a fourth points to the checkboxes.

Export report using this button

We can search user

List of all user with complete information

Enter text to search... Search

	UserId	Last name	First name	Company	Department
<input type="checkbox"/>	3	Igashev	Jelena	Hardmeier	Programeerimine
<input type="checkbox"/>	6	Karpenko	Ruslan	Hardmeier	Programeerimine
<input type="checkbox"/>	14	Särglep	Ain	Hardmeier	Programeerimine
<input type="checkbox"/>	15	Särglep	Siim	Hardmeier	Programeerimine
<input type="checkbox"/>	18	Sekretar	Monika	Hardmeier	Programeerimine
<input type="checkbox"/>			Illimar	Hardmeier	Programeerimine

We can select user whose report we want to export

What is Ser + Dk in the user card?

- Ser + Dk or Card Code is the access unit code; only one can be used in the form.
- SER (0–255) and DK (0–65,535); card code is limited to 50 characters.
- The system does not allow duplicate Ser + Dk or Card Codes.
- This field can be inserted via specific card readers or by reading data from the Log tab after scanning a card, fingerprint, or car number.

What does "Contract Nr" mean in the User Work tab?

- It refers to a user's contract with the company, including the contract name and validity period (from date to to-date).

What do "Work Time" and "Table Nr" mean in the User Work tab?

- Work Time determines if a person appears in work time reports (workers: checked, visitors: unchecked).
- Table Nr is used for third-party payment system integration.

Why is the Users button empty in the Permission tab?

- The selected permission group isn't assigned to any users. Once assigned, user details will appear.

In the Building tab, how do I add buildings?

- This tab does not allow adding buildings. It displays the number of buildings in a location, along with their floors and doors.
- To add a building, use the FoxSec Conf application, as mentioned in the manual.

What does "Number" mean in the Add New Department tab?

- It represents the total number of departments in a company for a specific department.

What is a Moving Holiday in the Holiday tab?

- A Moving Holiday is a holiday with a date that changes every year.

What are Classifiers?

- Classifiers define activation and deactivation reasons for users, companies, and cards.

What is the use of "Copy Data From" when creating a new permission group?

- It allows copying permissions (such as time zone and building access) from an existing group.
- If assigning new permissions, do not select a value from the dropdown.

What is "Report" in the Location tab?

- A Report is like a query used to search for specific records.
- In the Location tab, it filters data based on criteria like date range and company to show who is at work.
- Questions are added through the FoxSec Conf application (see manual, page 79).

How many users, countries, buildings, building objects, companies, and hardware can be added to FoxSecWEB?

- FoxSecWEB has no software limits.
- Limits depend on:
 - a. Server performance
 - b. License restrictions
 - c. Controller user limits:
 - FS7000 series: Up to 1,850 users
 - FS8000 series: Up to 7,680 users
 - FS9010 & FS9000 security panels: Up to 2,880 users
- Users without door access control don't count toward FS7000/FS8000 limits.
- Users without security permissions don't count toward FS9010/FS9000 limits.
- Each project exported from FoxSec Conf to FoxSecWEB has a hardware user limit, but FoxSecWEB itself is not limited in the number of exported projects.

How to Access Video From Web

Manage Video Server

Add New Camera

Camera Name



Entry

Parking1

Parking2

Production

Camera1

Cameras


Edit camera settings

Live video

AdministrationTime zonesPermissionsUsersCardsLogLocationT&ALive VideoMy AccountVisitors

Live Stream

12-22-2017 11:44:00



Camera Name

↓ ↑

1entry

CameraOldPhone1

Camera3

Not exist

Camera5

4.Tootmine Exit

5.Tootmine Välis

Camera8

Kontor Välis

Camera10

1 / 2

Live streaming video

What is the Live Video tab?

- The Live Video tab displays a list of cameras, including:
 - a. Camera Name
 - b. Live Video Button (Click to view live video)

Who can access cameras?

- You can only see cameras assigned to your company, as decided in the Video Company tab.
- Only Super Admin can access the Video Company tab.
- Super Admin can assign or unassign cameras.

Video Company-Camera Assigning process to a company

How to Assign a Camera (Super Admin Only)

1. Log in using Super Admin credentials.
2. Go to the Video Company tab:
 - View the list of companies.
 - Select a company from the tree structure.
 - Assign or unassign a camera.

Camera Visibility in Live Video Tab

- You can only see cameras assigned to your company.
- The Video Company tab is accessible only to Super Admin.

Camera Assigning process to a Company

Administration Time zones Permissions Users Cards Log Location T&A Live Video My Account Visitors

Role Management Titles Buildings Companies Departments Holidays Card types Classifiers Video-Company

COMPANY NAME- ZEUSADSOLUTIONS

Camera: Assigned

Assigned	4. Tootmine Exit
Assigned	5. Tootmine Välis
Assigned	Camera8
Assigned	Camera10

4 records found

Four cameras assigned to this company

Assigned camera status

List of cameras that are assigned to this company

I Created a User assigned a role Manager to him and User Company is ZEUSADSOLUTIONS .Super Admin assigned to 4 camera to this company. When Manager will log in he will find four camera in Live Video tab

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Users, Cards, Log, Live Video (selected), My Account, and Visitors. To the right of the navigation bar, there is a user profile section showing 'arun sati (Company Manager1)' with a red box around the name. Below the navigation bar, there is a table of cameras. The table has a header 'Camera Name' and a column for play buttons. The table contains four rows: '4.Tootmine Exit', '5.Tootmine Valis', 'Camera8', and 'Camera10'. A blue box highlights the first four rows. Below the table, there is a pagination bar showing '1 / 1', '10 per page', and '4 records found'. A callout bubble points to the first four rows of the table, stating 'Four Camera Assigned to this Company'. Another callout bubble points to the user profile section, stating 'This is a User and His role is Company Manager .Four Camera is Set Assigned along his Company'.

Camera Name	
4.Tootmine Exit	
5.Tootmine Valis	
Camera8	
Camera10	

1 / 1 10 per page 4 records found

Four Camera
Assigned to this
Company

This is a User and His role is
Company Manager .Four
Camera is Set Assigned
along his Company

Video Company

Administration

Time zones

Permissions

Users

Cards

Log

Location

T&A

Live Video

My Account

Visitors

Role Management

Titles

Buildings

Companies

Departments

Holidays

Card types

Classifiers

Video-Comapny

ESTONIA

Tallinn

Pärnu mnt. 102

Test Cards Company

MinuFirma1

zeusadsolutions

ZEUSADSOLUTIONS

z

3 aukstas

DOMI

Company



1entry

CameraOldPhone1

Camera3

Not exist

Camera5

4.Tootmine Exit

5.Tootmine Välis

Camera8

Kontor Välis

Camera10

Cameras



Live CameraLinks



1 / 2



10 per page

records found

Camera Assigned To Company

Administration | Time zones | Permissions | Users | Cards | Log | Location | T&A | Live Video | My Account | Visitors

Role Management | Titles | Buildings | Companies | Departments | Holidays | Card types | Classifiers | Video-Comapny

COMPANY NAME- ZEUSADSOLUTIONS

Camera: Assigned ▼

ESTONIA
Tallinn
Pärnu mnt. 102
Hardmeier
MinuFirma1
PTTS
zeusadsolutions
ZEUSADSOLUTIONS
z
Jmoné
Jmoné
3 auks
DOMI

Camera Assigned To Company

<input type="checkbox"/>	Assigned	4.Tootmine Exit	▶
<input type="checkbox"/>	Assigned	5.Tootmine Välis	▶
<input type="checkbox"/>	Assigned	Camera8	▶
<input type="checkbox"/>	Assigned	Kontor Välis	▶
<input type="checkbox"/>	Assigned	Camera10	▶
<input type="checkbox"/>	Assigned	ManualEntry	▶
<input type="checkbox"/>	Assigned	Camera11	▶
<input type="checkbox"/>	Assigned	Camera12	▶
<input type="checkbox"/>	Assigned	Camera13	▶
<input type="checkbox"/>	Assigned	newtotest	▶

1 / 1 10 per page 10 records found

Company Camera

My company

FoxSec®



Company Manager1 (cm2)

Administration Time zones Permissions Users Cards Log Location T&A Live Video My Account Visitors WebApps

Role Management Departments My company

Name ZEUSADSOLUTIONS

Additional info

After clicking on this Add new partner form will open.

Add new partner

Login user can update his company details by clicking on this button.

Save company info

↓ ↑ Name

↓ ↑ Additional info

↓ ↑ Manager

↓ ↑ Active

Partner1

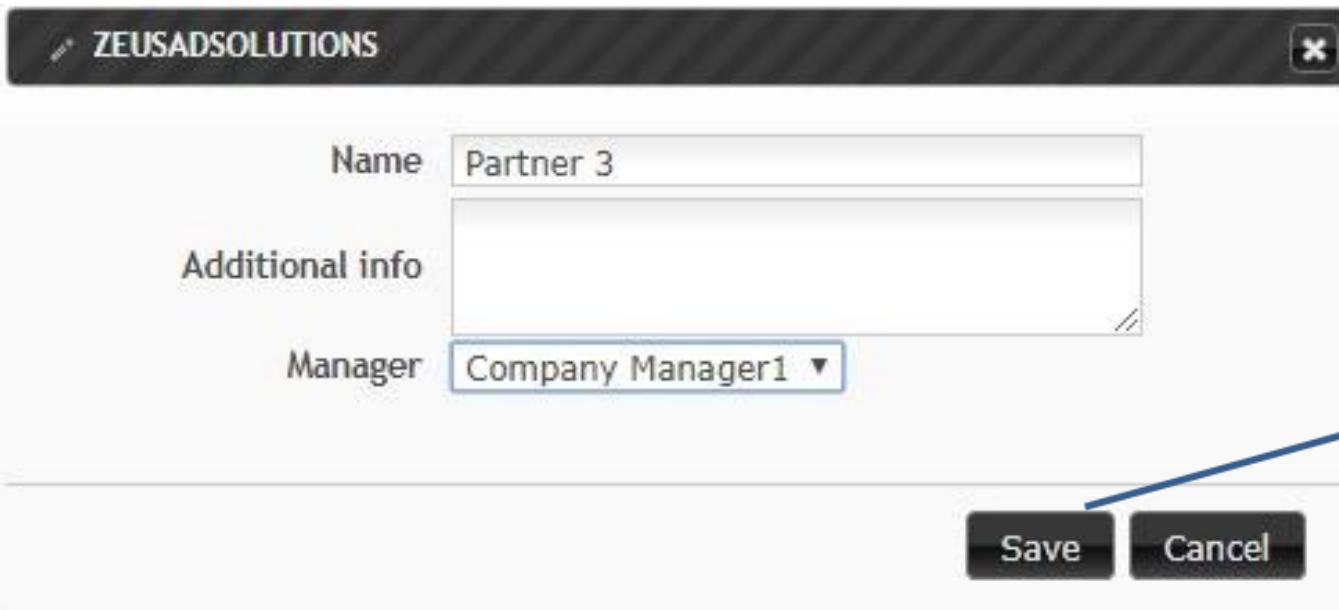
Partner2

✓ x
✓ x

Click on this button if you want edit/update any partner details.

Version: 1.2.0.224

Add new partner and edit partner



The screenshot shows a software window titled "ZEUSADSOLUTIONS" with a close button in the top right corner. The form inside contains three fields: "Name" with the text "Partner 3", "Additional info" which is an empty text area, and "Manager" which is a dropdown menu currently showing "Company Manager1". At the bottom right of the form are two buttons: "Save" and "Cancel". A blue arrow points from the "Save" button to a callout box on the right.

After filling details in form click on Save button to save partner details in database.

Difference between Users, Cards, Log Tab companies and My company tab:

- In the Users, Cards, and Log tabs, the Super Admin can grant permissions.
 - In My Company, the Company Manager can add partners.
- The Super Admin can allow a Company Manager to view Users, Cards, and Log details of selected sub-companies, which is useful for corporations where people visit multiple locations.
- The My Company tab is designed for managing partner companies (e.g., cleaners, maintenance).

Visitor Tab

You can search visitors by country/location/building

Filters to search Visitors

Search visitor using filter status

Search Visitor

Add New Visitor

Name
 Company
 Status

Status	Name	Company	Valid from	Valid to	Return Date	Last Change	
A	Demo VisA	Demo Company	04.01.2019 07:00	04.01.2019 18:00		04.01.2019 07:00	
A	Demo VisB	Demo Company	04.01.2019 07:00	04.01.2019 18:00		04.01.2019 07:00	
D	New VisitorE	Demo Company	03.01.2019 07:00	03.01.2019 18:00		03.01.2019 16:53	
D	Demo VisitorF	Demo Company	03.01.2019 07:00	03.01.2019 18:00		03.01.2019 11:08	
D	Demo VisitorD	Demo Company	31.12.2018 07:00	31.12.2018 18:00		31.12.2018 07:00	
D	Demo VisitorE	Demo Company	31.12.2018 07:00	31.12.2018 18:00		31.12.2018 07:00	
D	gh hjhghjgjj	Demo Company	29.12.2018 07:00	30.12.2018 14:15	31.12.2018 14:15	29.12.2018 07:00	
D	Demo VisitorB	Demo Company	29.12.2018 07:00	29.12.2018 18:00		29.12.2018 16:59	
D	test abcd		18.12.2018 07:00	28.12.2018 15:08	29.12.2018 15:08	29.12.2018 15:08	
D	Rahul Sharma	Imoné 1	24.12.2018 07:00	28.12.2018 15:08	29.12.2018 15:08	29.12.2018 15:08	

Visitor's Status: Active/

Visitor's full name

Visitor's company name

Visitor's Valid from date time

Visitor's Valid to date

Visitor's card return time

Visitor's last change

Edit visitor's details

Visitor Tab: Add New Visitor

- In Add New Visitor, only the Personal Data/Personal tab is active during visitor creation; other tabs are disabled.
- A new visitor requires the following details: Company, First Name, Last Name, Phone(s), Email, Car Number, Car Type, Valid From, Valid To, Join Permission, and Card Need Return.
- Duplicate visitors with the same First Name, Last Name, Phone(s), and Email cannot be added.
 - After saving, other tabs become available.
 - Users can print the visitor card using the "Print Visitor Card" button.
 - Users can email the visitor card by clicking "Send QR Code".
- If View Visitors (Read Only) is selected for a role, a read-only edit form will open.

Visitor tab: Add New Visitor/ Personal data/ Personal

The screenshot shows a web application window titled "Add New Visitor". The form is divided into two tabs: "Personal" (selected) and "Other". The form contains the following fields and controls:

- Company:** A dropdown menu currently showing "- select -".
- First name:** A text input field.
- Last name:** A text input field.
- Personal code:** A text input field.
- Phone(s):** A text input field.
- Email:** A text input field.
- Car Number:** A text input field.
- Car Type:** A text input field.
- Valid from:** A date and time input field showing "11.01.2020 07:00".
- Valid to:** A date and time input field showing "11.01.2020 18:00".
- Permission Name:** A text input field.
- Need Return?:** A checkbox.
- Buttons:** "Save", "Join Permission", "Print Visitor Card", and "Send QR Code".
- Photo Section:** Includes a "Capture Photo" button, an "Upload foto" button, and a text area for "Comments".

Callouts provide additional instructions:

- "Enter First Name" points to the First name field.
- "Enter Last Name" points to the Last name field.
- "Enter Personal" points to the Personal code field.
- "Enter Phone" points to the Phone(s) field.
- "Enter Email" points to the Email field.
- "Enter Car No." points to the Car Number field.
- "Enter Visitor's Valid From Date Time" points to the Valid from field.
- "Enter Visitor's Valid To Date Time" points to the Valid to field.
- "Enter comments" points to the Comments text area.
- "Joined User Name" points to the Permission Name field.
- "After clicking on this list of available users will display." points to the "Join Permission" button.
- "Select company for Visitor" points to the Company dropdown.

- Clicking "Join Permission" in the Personal Data/Personal tab shows a list of users with IsShortTermVisitorselected and Valid To > Current Date Time in the User tab.
- Only one user can be selected at a time.
- After selection, the permission name appears in the Personal Tab's Permission Name field.
- If the visitor's Valid To date has passed, the "Join Permission" button will be disabled.

Users
✕

Join Permission

	First Name	Last Name	Permissions	Company
<input type="radio"/>	A	B		DOMI
<input type="radio"/>	abc	ramola	Pärnu mnt. 102-2.Grupp 5xx	Hardmeier
<input type="radio"/>	Demo	User1	Demo Permission	Demo Company

Visitor tab/Visitor

You can see the live video through connected webcam. Red lines shows that this are will captured while clicking on "Capture Photo" button.

Ta Tb (Short VisitorA)

Personal data | Cards | Visitor permission

Personal | Other

Company ZEUSADSOLUTIONS

First name Ta

Last name Tb

Personal code

Phone(s) 123

Email 123@123.com

Car Number 111

Car Type 111

Valid from 05.09.2019 07:00

Valid to 31.12.2020 23:59

Permission Name Pärnu mnt. 102-2.Grupp 5xx

Card Need Return? ☐

Return Date 11.01.2020 07:33

Live Video

Captured Photo

Capture Photo

Upload foto

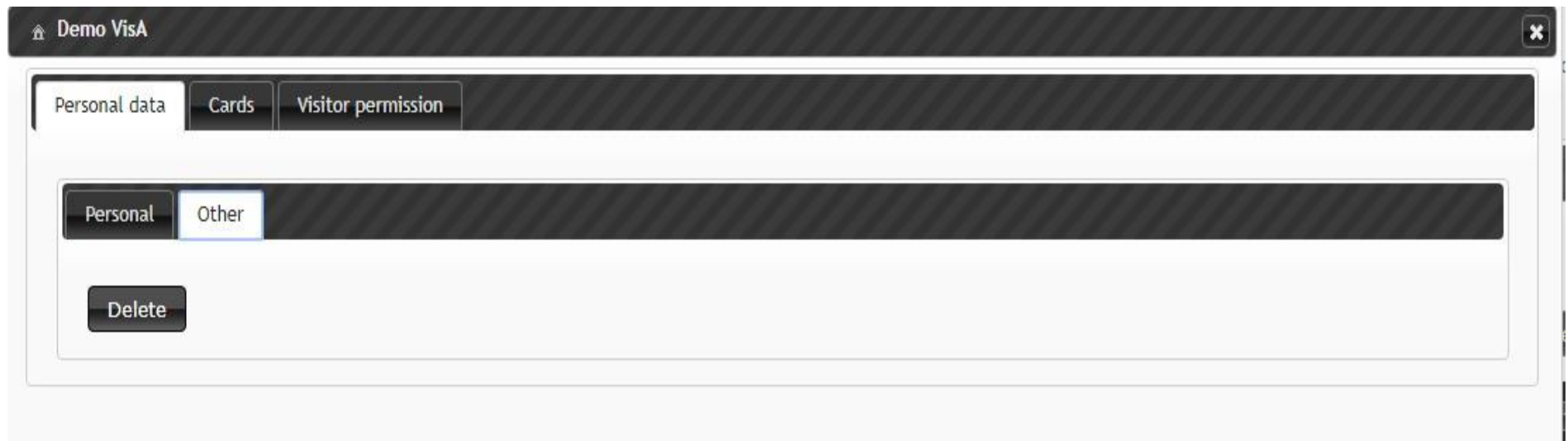
Comments

Save Join Permission Print Visitor Card Send QR Code Card Back

This button is used to upload photo from system.

After clicking on "Capture Photo" button captured image from video will display on this box.

- After clicking the Save button, the Personal Data/Other tab becomes active.
- Users can delete the selected visitor by clicking the "Delete" button in the Other tab.



Visitor tab: Add New Visitor/ Cards

- Users can view the details of assigned cards for the selected visitor.
- If the visitor's Valid To date has passed, no visitor card will appear in the Card tab.

Personal data

Cards

Visitor permission

Visitor card

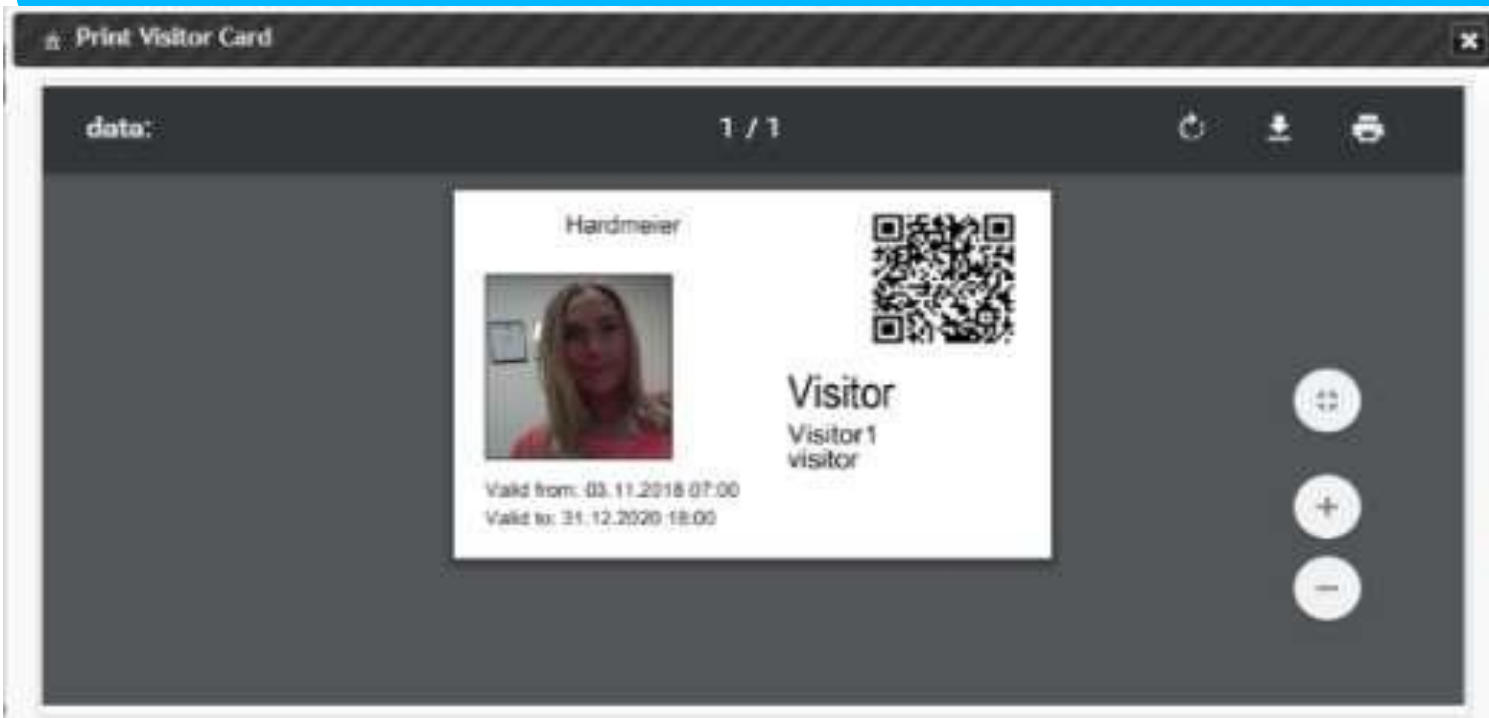
Card Type	Card code	Validation	Status
Proxy card	FF00000005	20.06.2024 07:00 - 20.06.2025 18:00	A

Visitor tab: Add New Visitor/ Visitor Permission

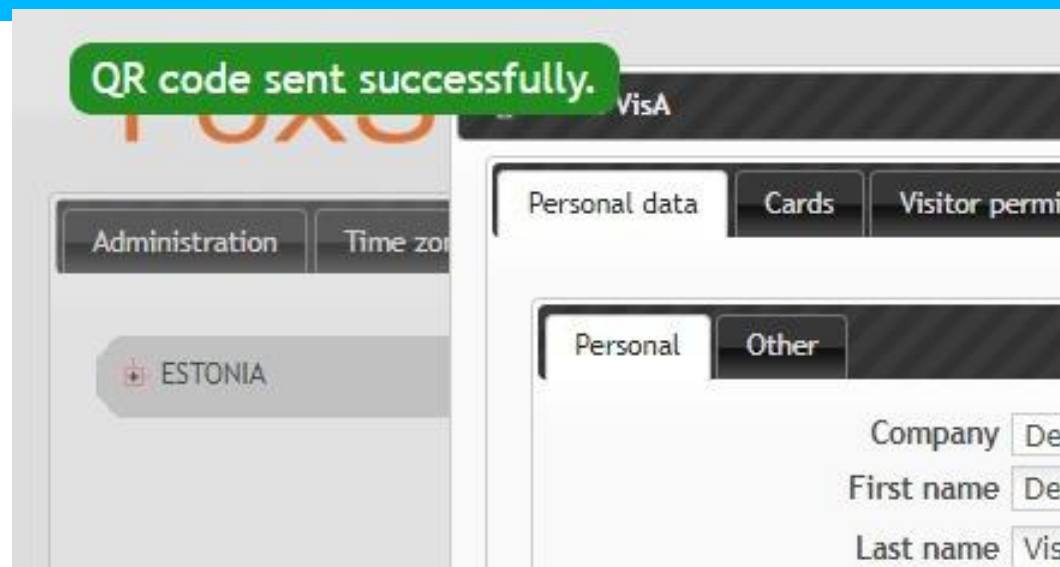
- Users can view the details of permission and joined user name for the selected visitor.
- If the visitor's Valid To date has passed, no visitor permission will be displayed in the Visitor Permission tab.

Personal data	Cards	Visitor permission				
		Current user permission group name: Pärnu mnt. 102-6.Grupp 6		Joined User Name: Visitor55 55		
		Allow 1	Allow 2	Allow 3	Allow 4	
Morning Shift		Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	Mo Tu We Th Fr Sa Su ✓ ✓ ✓ ✓ ✓ ✓ 07:50 - 18:00	

- Users can print the visitor card by clicking the "Print Visitor Card" button.
- The button is only active if a Permission Name is selected for the visitor.
- If the visitor's Valid To date has passed, the "Print Visitor Card" button will be disabled in the Personal Data/Personal tab.



- Users can send the visitor card to the visitor's email by clicking the "Send QR Code" button.
- The button is only active if both Permission Name and Email are entered for the visitor.
- After successfully sending the QR code, a confirmation message will appear. If there is an issue while sending, an error message will be displayed.
- If the visitor's Valid To date has passed, the "Send QR Code" button will be disabled in the Personal Data/Personaltab.



Visitor tab: Add New Visitor/ Card Back

- If the visitor has not returned the card yet, the "Card Back" button will be displayed.
- After clicking this button, the Return Date and Valid To Date (set to Return Date - 1) will be updated in the database.

Demo Visa

Personal data Cards Visitor permission

Before

Personal Other

Company Demo Company

First name Demo

Last name Visa

Phone(s) 7789645678

Email poojasingh.cs92@gmail.com

Car Number

Car Type

Valid from 04.01.2019 07:00

Valid to 04.01.2019 18:00

Permission Name Parnu mtnt, 102-Z.Grupe Sixt

Card Need Return? ☐

Return Date 04.01.2019 14:12

Live Video

Capture Photo

Save Join Permission Print Visitor Card Send QR Code Card Back

Saved FoxS

Demo Visa

Administration Time zone

After

Personal Other

Company Demo Company

First name Demo

Last name Visa

Phone(s) 7789645678

Email poojasingh.cs92@gmail.com

Car Number

Car Type

Valid from 04.05.2019 07:00

Valid to 03.01.2019 14:12

Permission Name

Card Need Return? ☐

Return Date 04.01.2019 14:12

Live Video

Capture Photo

Save Join Permission Print Visitor Card Send QR Code

Visitor tab: Add New Visitor/ Card Back

Ta Tb (Short VisitorA)

Personal

Company

ZEUSADSOLUTIONS

First name

Ta

Last name

Tb

Personal code

43434

Card First Name

Short

Card Last Name

VisitorA

Car Number

111

Valid from

05.09.2019 07:00

Valid to

31.12.2020 23:59

Comments

434343

Return Date

11.01.2020 13:14

Live Video

Capture Photo

Captured Photo

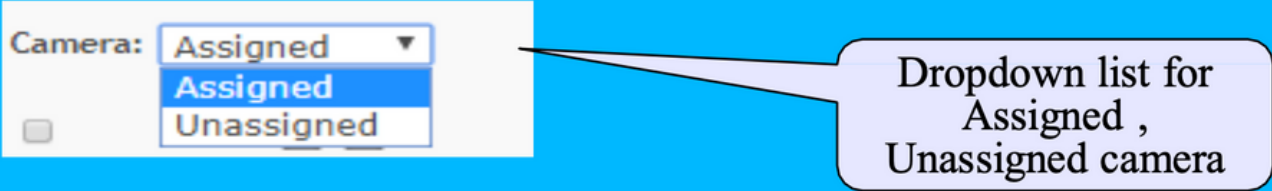
No Image

Card Back

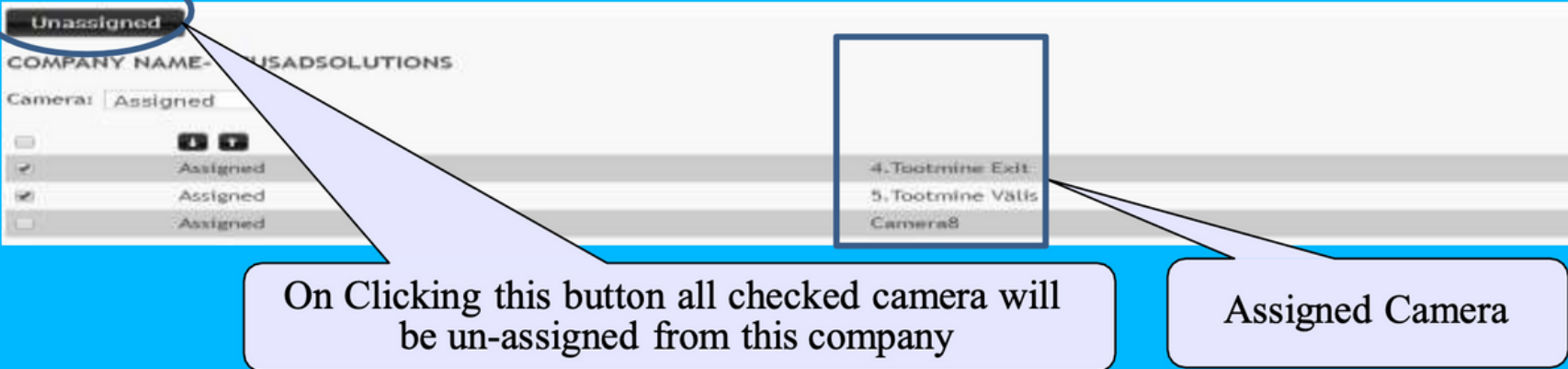
Close

In Video Company Tab We can Assigned or Unassigned Camera to a Particular Company
☐ Shown as above picture

We Can assigned or Unassigned camera to Company using below picture



✓ When we click check box you will see a button assigned or unassigned which you want to do



General safety

BASIC SAFETY REQUIREMENTS Before using this electrical device read all of the safety instructions and device manual and be sure you understand it clearly. Keep all of the documentation for further use and give it to the next user with the device. **Warning** Some of the FoxSec devices use mains power 230V/50Hz. **Start of operation** Before plugging in the device check to see that the rated mains voltage and mains

frequency, as stated on the rating label, match with your power supply.

Environmental protection

Worn out electrical devices contain considerable amounts of valuable raw and plastic materials, which can be recycled. Only for EU countries:



Never dispose of electrical devices in your household waste! In accordance with European Guideline 2002/96/EC on used electronic and electric equipment and its implementation in national legal systems, used electrical devices must be collected separately and handed in for environmentally compatible recycling.

Safety precautions

NB! Save these instructions.

Warning: Read these instructions before use. Pay special attention to the safety information. These instructions are intended for persons having a basic technical knowledge of the operation of electrical devices such as the one described herein. If you have no experience whatsoever with such devices, we strongly recommend that you seek the advice of an experienced person. **Installation and maintenance works can be done only by qualified personnel** **Check general requirements.** Keep devices area tidy. Consider environmental conditions. Do not expose the machine to rain. Do not leave device in damp or wet environment. Do not use the device near inflammable liquids or gases. Risk of electric shock! Prevent body contact with earthed objects such as radiators, pipes, cooking stoves or refrigerators when operating with this device. If the device is not in use store it in a cool dry place away of reach of children. Do not overload device. It will work safely and perfectly in stated limits. Do not use the mains cable for any purpose it is not intended for. Disconnect power before servicing. Disconnect power if it is not in use. Use only special installation box and cables for installing the device into outdoor conditions. Be alert. Know what you are doing. Set out to work with reason. Do not operate device while under the influence of drugs, alcohol or medication! Before using the device check that it is not broken in any way. In case of discovering a defect on the device, let it check by authorized personnel only. All devices must be installed only places that have enough space to work normally. Use only those additional devices mentioned in this manual. If using other kind of additional devices, main device may not work properly or even broke the device. Let the device maintenance be done by authorized personnel only.

Limited Warranty

Hardmeier OÜ ("Hardmeier") warrants that the electronic component(s) sold by Hardmeier, or by either a distributor or stocking representative franchised by Hardmeier to sell electronic component(s) manufactured by Hardmeier (the "Electronic Component(s)"), are free from Manufacturing Defects (as defined and as determined below) for a period of one (1) year from the date of sale to the customer, subject to and on the terms and conditions set forth in this Limited Warranty. Hardmeier will remedy and correct any "Manufacturing Defects," with respect to the Electronic Component(s), during the one (1) year Limited Warranty period, by, at Hardmeier's sole option replacing, at Hardmeier's cost and expense, the Electronic Component(s) with the same or substantially-similar specifications, provided that (in addition to any other requirements or provisions of this Limited Warranty), the customer returns, with all shipping costs pre-paid at the customer's sole expense, the Electronic Component(s) that the customer claims are subject to any Manufacturing Defects according to Hardmeier's Returned Merchandise Authorization procedures, as they may exist from time-to-time. Hardmeier is the only party authorized to remedy and correct any Manufacturing Defects as provided by this Limited Warranty, and this Limited Warranty does not apply to replacements of Electronic Component(s), or any other corrective or remedial action with respect to the Electronic Component(s), made by any other party. **Definition of "Manufacturing Defects"** "Manufacturing Defects" means Hardmeier verified problems or defects resulting from the manufacture, materials, or workmanship of the Electronic Component(s) by Hardmeier that render(s) the Electronic Component(s) unable to function in a manner consistent with and according to the specifications provided by and/or defined by Hardmeier that are applicable to the Electronic Component(s). Furthermore, Hardmeier specifically reserves the right to: (a) determine, in its sole, absolute discretion, whether a "Manufacturing Defect(s)" exists; and (b) decline any claim under this Limited Warranty with respect to an Electronic component that Hardmeier can not verify, in its sole, absolute discretion, was sold to the Limited Warranty claimant either directly by Hardmeier or through a franchised Hardmeier distributor or stocking representative. Notwithstanding the foregoing, and without limiting the foregoing, "Manufacturing Defects" are NOT unconfirmed defects or problems caused by modifications to, or work performed on, the Electronic Components by any party after the sale of the Electronic Components by Hardmeier. In addition, "Manufacturing Defects" are NOT unconfirmed defects or problems caused by utilization of the Electronic Components in a manner inconsistent with the specifications provided and/or defined by Hardmeier that are applicable to the Electronic Component(s), or in any unreasonable manner. Hardmeier reserves the right to void this Limited Warranty, and shall not be obligated to make any replacements or credits of the Credit Amount with respect to the Electronic Component(s) in event that work is performed on the Electronic Component(s) by any party after the sale of the Electronic Components by Hardmeier, or if the Electronic Component(s) are used in a manner inconsistent with the specifications provided and/or defined by Hardmeier that are applicable to the Electronic Component(s), or are used in an unreasonable manner. EXCEPT AS SET FORTH IN THIS LIMITED WARRANTY, HARDMEIER MAKES NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED. FURTHERMORE, HARDMEIER SHALL NOT BE LIABLE FOR ANY DAMAGES (WHETHER CONSEQUENTIAL, INCIDENTAL OR OTHERWISE) FOR ANY BREACH OF THIS LIMITED WARRANTY, EXCEPT FOR HARDMEIER OBLIGATIONS TO REPLACE THE ELECTRONICAL COMPONENT(S), AS ELECTED BY HARDMEIER AT HARDMEIER SOLE OPTION, AND AS MORE PARTICULARLY PROVIDED BY THIS LIMITED WARRANTY, AND SUCH REPLACEMENTS, AS THE CASE MAY BE, SHALL BE THE SOLE REMEDY FOR ANY SUCH BREACH BY HARDMEIER OF THIS LIMITED WARRANTY.