

# **HOTSEC building management software end-user manual**

**v. xx.xx.2017**



Note: This manual is for end-users. Prior to program use all the software components must be installed and hardware configuration must be done. Please refer to “Hotsec installation” and “Hotsec setup” manuals to set up the system first.

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## Starting the program

To start the application please double-click on Hotsec Client icon or tile. Hotsec client program will start and login dialog will be displayed.



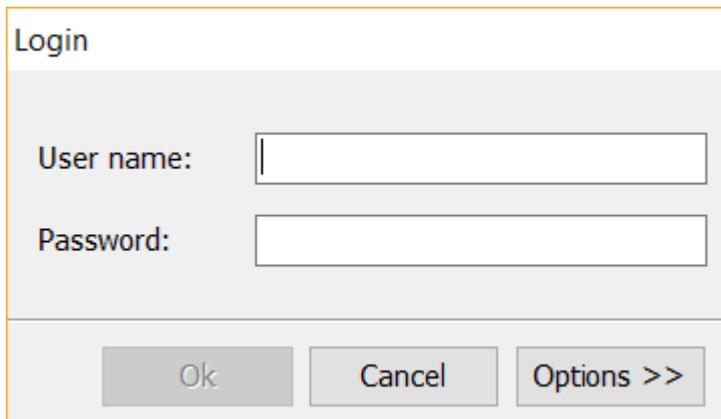
Icon



Tile

## Logging in

If login dialog is not visible then click on [connect button](#) in main toolbar.

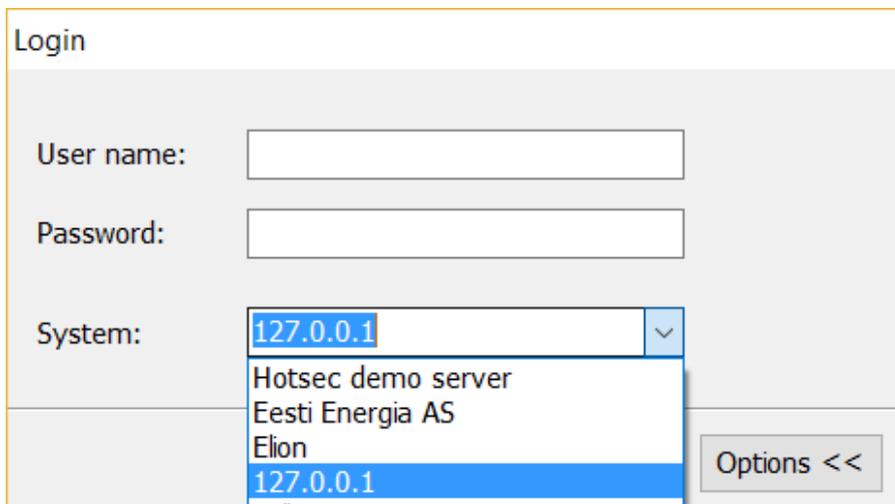


The screenshot shows a 'Login' dialog box with two input fields: 'User name:' and 'Password:'. Below the fields are three buttons: 'Ok', 'Cancel', and 'Options >>'.

Enter your username and password to login window. Use the tab key on keyboard to move between name and password edits. Press [return] or Ok to proceed or [esc]/Cancel to abort connecting.

Default username is admin and password is 1.

By default you will connect to the previously connected server. If you need to connect to another server then you can choose between previously used Hotsec servers or enter new server address by clicking the Options button.



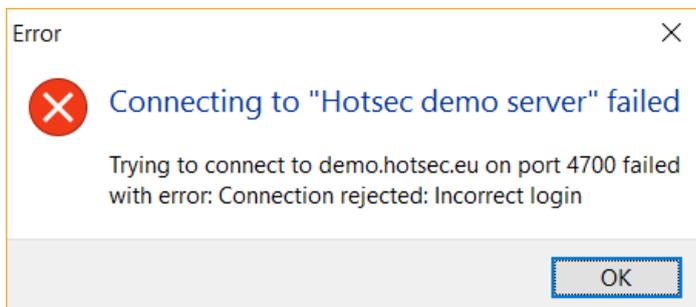
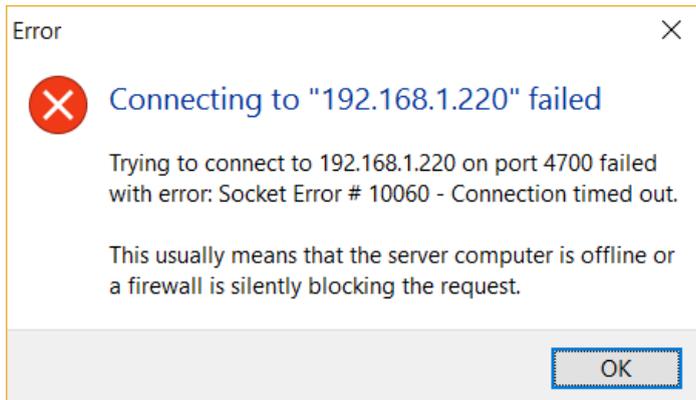
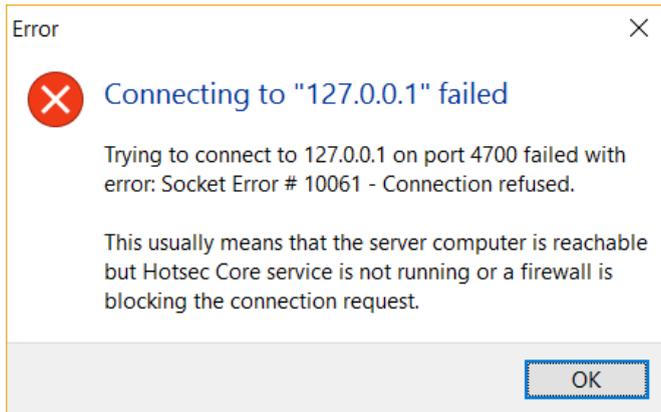
The screenshot shows the 'Login' dialog box with the 'System:' dropdown menu open. The dropdown menu lists several server addresses: '127.0.0.1', 'Hotsec demo server', 'Eesti Energia AS', 'Elion', and '127.0.0.1'. The 'Options <<' button is visible at the bottom right of the dialog box.

## Login troubleshooter

Different problems can prevent successful connect and login to server. Most common causes are invalid username or password, network problems or license missing from server.

In default configuration, the server will ban your IP address for 60 minutes after 10 failed login attempts due to invalid password.

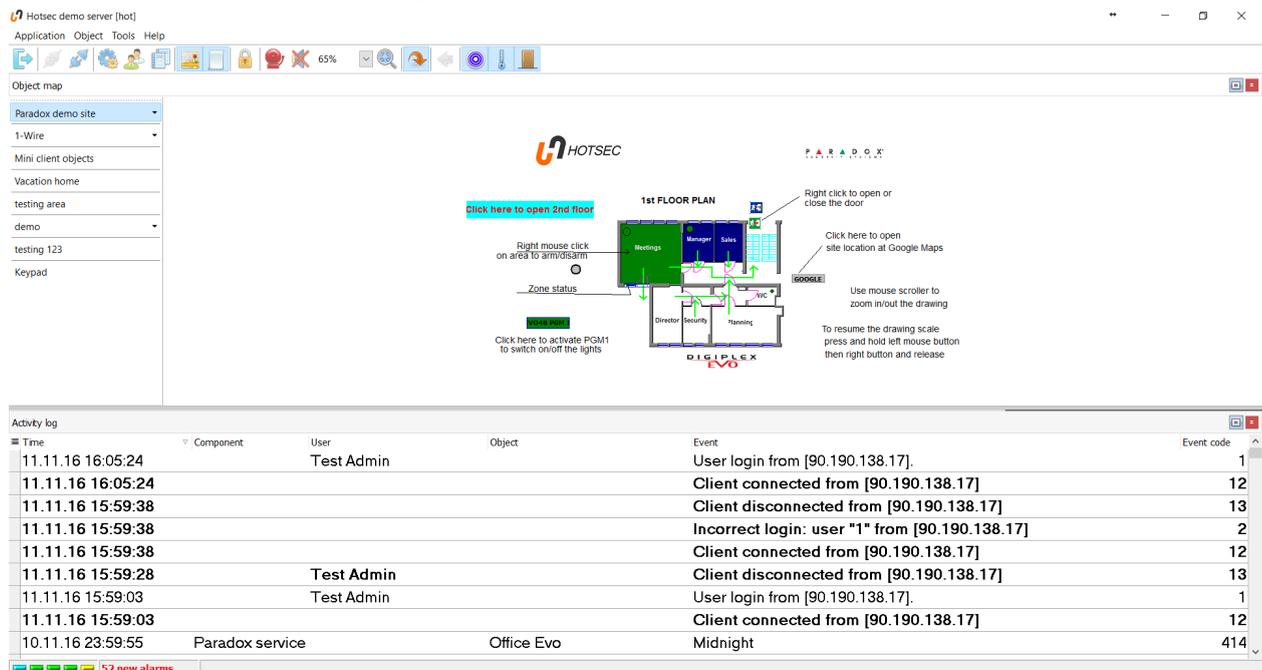
The error dialog will include simple explanation for most common errors. Below are some examples.



# Basic operations

After successful login the client program is connected to the server. Object map, live event log, unconfirmed alarms and users will be loaded from the server (if your user has necessary privileges assigned).

The picture below shows default layout:



The main window consists of following basic elements (from top to bottom): [main menu](#), [main toolbar](#) and [drawing toolbar](#), docked object map window, docked activity log, status bar (service indicators, alarms count, hint text area, progress bar).

Docked window positions can be rearranged by clicking and dragging on the title area (texts "Object map" and "Activity log"). During dragging operation dock area indicators will appear. Drag and release the mouse on any of the indicators to dock the window. Drag and release the window elsewhere to undock a window. Undocking is useful if you wish to display log and map windows in different displays. Dockable windows can also be docked and undocked by double-clicking on the window title area.

In the map window left side is a toolbar with buttons for different areas. This toolbar position is also customizable. Click on the empty toolbar area below buttons and drag upwards to move the toolbar to the top of the Object map window. Top, left and right positions are allowed.

To restore the default view you can choose Help -> Reset layout settings.

Most buttons, menu items and controllable map elements will display a floating hint text if you hover the mouse cursor for a few seconds. The same hint text is displayed immediately in the status bar of the main window.

## Keyboard shortcuts

General	
<b>Enter/Return key</b>	OK button. For confirming an operation.
<b>Esc key</b>	Cancel button. For closing a window and aborting any changes
<b>Double click on record</b>	Open edit window or display report
<b>Ctrl+Del</b>	Deletes selected record/object/item
<b>F2</b>	Rename
<b>F5</b>	Refresh
<b>Insert</b>	Inserts new record/object/item
Report preview window	
<b>Ctrl+F</b>	Find
<b>F3</b>	Find next
<b>Shift+F3</b>	Find previous
<b>Esc</b>	Close search window, second esc closes preview
<b>Ctrl+P</b>	Print

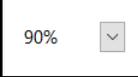
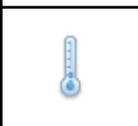
## Mouse buttons

General	
<b>Left click</b>	Open edit window, display report etc
<b>Right click</b>	Open context menu for window or object (if any)
Object map	
<b>Hold right mouse button and press left button</b>	<b>Zoom to fit all</b> - fits the entire drawing into map screen if previously zoomed in or out
<b>Hold right mouse button and drag</b>	Pan drawing
<b>Mouse wheel</b>	Zoom in or out in the drawing

## Main toolbar buttons

	<b>Close client</b> - closes the Hotsec client application.
	<b>Connect to server</b> - connects to a Hotsec server.
	<b>Disconnect from server</b> - closes the connection to server but leaves Hotsec client open.
	<b>System settings</b> - opens window for Hotsec server settings. Only available when user has administrator privileges.
	<b>System users</b> - opens <a href="#">users management</a> window.
	<b>System reports</b> - opens the <a href="#">reports</a> window.
	<b>Toggle system map</b> - loads and unloads the drawing. If button is in down position then object map is visible, if button is up then map window is not visible.
	<b>Toggle activity log</b> - loads and unloads activity log. If button is in down position then activity log is visible, if button is up then log window is not visible.
	<b>Lock client</b> - locks the Hotsec client and asks login credentials. Can be used to switch between different users without disconnecting from server or if guard leaves the workplace unattended.
	<b>Show alarms</b> - opens the <a href="#">alarms window</a> .
	<b>Snooze alarm sound</b> - snoozes the sound of critical alarms (fire alarm for example)

## Drawing toolbar buttons

	<p><b>Zoom map</b> - current drawing scale in percents.</p>
	<p><b>Zoom to fit all</b> - adjusts scale and position of drawing to fit into map window.</p>
	<p><b>Toggle monitoring alarms</b> - when activated (button in down position) then drawing will reposition itself on the alarming source object as alarms occur.</p>
	<p><b>Back</b> - goes back to previous page on the drawing. Dedicated mouse back button (if available on mouse) also activates this button.</p>
	<p><b>Toggle zone visibility on map</b> - toggles if the alarm zones are visible or hidden. This button is available only when Paradox or Contact-ID plugin is installed.</p>
	<p><b>Toggle 1-wire nodes visibility on map</b> – toggles if 1-wire nodes (temperature, humidity, counters etc.) are visible on drawing. This button is available only when 1-wire plugin is installed.</p>
	<p><b>Toggle door visibility on map</b> – toggles if doors are visible on drawing. This button is available only when Paradox or Soyal plugin is installed.</p>

Note: the drawing toolbar is hidden when client is offline or map is not loaded.

## Main menu items

<b>Application</b>
<b>Settings</b> - Client settings stored in local computer such as default server for login, sounds, lock period, etc. See <a href="#">client settings</a> for more.
<b>Close</b> - closes the program

<b>Object - basic menus</b>
<b>Settings</b> - opens window for Hotsec service settings. Only available for users with administrator privileges.
<b>Reports</b> - opens the <a href="#">system reports window</a> .
<b>Users</b> - opens the <a href="#">system users management</a> .
<b>Alarms</b> - opens the <a href="#">alarms window</a> .

<b>Object - plugin based menus</b>	
<b>Paradox plugin</b>	<b>SMS numbers</b> - For writing SMS reporting numbers into EVO panel.
<b>Soyal plugin</b>	<b>All doors</b> - Allows to send same command (open, close, lock) to all doors in the system.
<b>Soyal plugin</b>	<b>Exterior doors</b> - Allows to send same command (open, close, lock) to all doors defined as exterior.

<b>Tools</b>
<b>Drawing mode</b> - begins/ends drawing change mode. Only available for users with administrator privileges.
<b>SQL script</b> - opens SQL script execution window. Only available for users with administrator privileges.
<b>SQL console</b> - opens SQL console for direct access to database. Only available for users with administrator privileges.
<b>Notes</b> - system-wide shared notes by users.

<b>Help</b>
<b>Reset layout settings</b> - reset program layout to default (window locations, docked windows, toolbar positions, etc.)
<b>About</b> - Program related values (version, support contact information, licenses etc.)

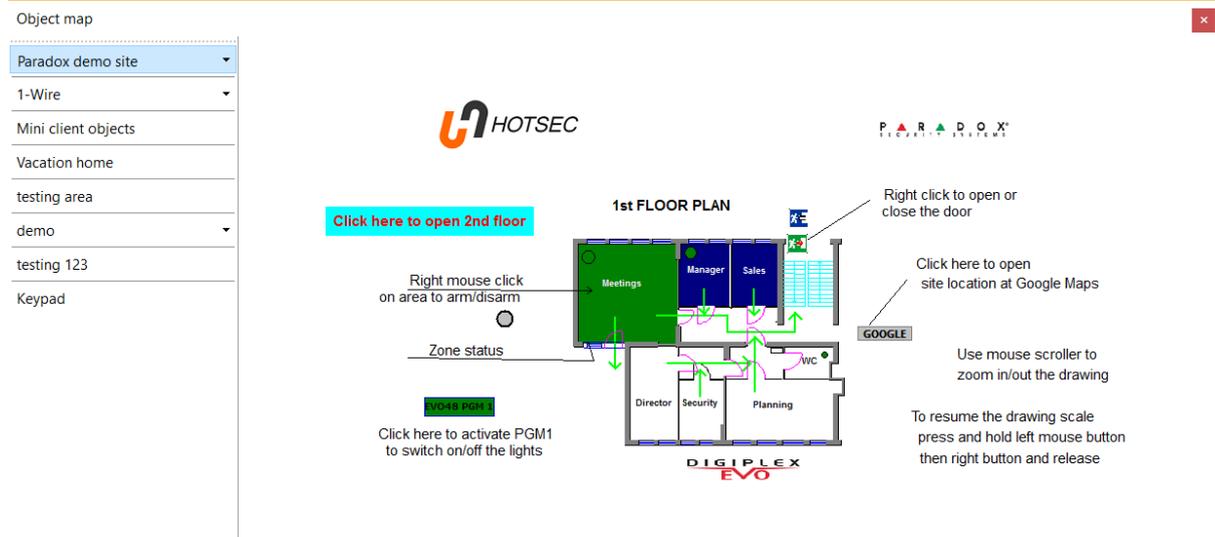
## Client settings

<b>General</b>
<b>Default server address</b> - address (IP or name) of the server which will be selected by default in the login dialog. If this is empty then login dialog will select last used server.
<b>Automatic login</b> - if checked and also username and password are provided then login dialog will be skipped on client startup/connect button press. Automatic login can be overridden by holding down [Shift] key while pressing the connect button.
<b>Username</b> - default username for login. Required for automatic login.
<b>Password</b> - password used for automatic login. The password is stored in encrypted form.
<b>Re-connect</b> - if checked then the application will attempt to restore connection to server when connection is lost due to network error or server restart.
<b>Start of day</b> - determines the end time of night events.
<b>End of day</b> - determines the start time of night events.
<b>Activity log font size</b> - defines the font size of texts displayed in the activity log.
<b>Time format in activity log</b> - defines the format which displays the date and time in activity log and alarms. Default format is "dd/mm/yy hh:nn:ss". The format string consists of following parts: dd - two digit day (use d for single digit date); mm - two digit month (use m for single digit month); yy - two digit year (use yyyy for four digit year); / - date separator; hh - two digit hour; nn - two digit minute; ss - two digit seconds; : - time separator Any part can be skipped. For example, valid format without year and seconds: "dd/mm hh:nn"
<b>Client lock timeout</b> - time in seconds after which the program locks and asks for login credentials to open. If 0 then no timeout.
<b>Popup new alarms</b> - if checked then alarm window will open automatically in case of new alarm.
<b>Large menu icons</b> - if checked then larger icons will be used in menus.
<b>Touch-screen mode</b> - optimized mode to use Hotsec client on tablet PCs.
<b>Sounds</b>
Different sounds can be assigned for alarms and regular events depending on event time and importance. Separate alarm status sound is played when an object is in alarm state. Touch sound is played when touch-screen mode is enabled and an object or menu is interacted with on the drawing.

Settings are applied when you close the settings window via <sup>x</sup> or press the [Esc] key on keyboard. The activity log column widths are automatically readjusted after closing settings window.

# Object map

The system drawing is an essential part of the Hotsec client. It provides a visual overview of current system state (arming statuses for areas, door open/close statuses, etc) and also allows to manipulate most of the connected devices (such as arming, disarming of partitions and opening or closing doors via direct commands). The design and layout of object maps for specific system is up to the installation company but can also be modified by end-user. Please refer to Hotsec drawing manual for information about how the map is done.



Depending on system, the map can contain one or more areas, each with one or more pages. The exact meaning of “area” is up to the customer. For example, in single building systems, an area can be a single floor or in case the system contains multiple buildings, a separate area could be defined for each building and pages within the area as building floors.

If there are more than one areas it is useful to use navigation pane (on the left side of the map in the sample picture). The navigation pane contains one button for each area and submenu for areas that have more than one page in them.

## Mouse functions

To pan the drawing hold down the right mouse button and drag.

To zoom the drawing use mouse wheel or zoom level box on the main toolbar.

To make all the drawing visible, press down and hold left mouse button and then click right button.

Some objects on the drawing are clickable (for example area link buttons and PGM buttons). This is indicated by mouse cursor changing into index finger icon when mouse is moved over such object.

Some objects have context menu when clicking with right mouse button. The menu will contain commands related to the specific object (for example open door).

## Touch-screen functions

If using touch-screen and [touch mode](#) is activated in settings then you can pan by dragging on the drawing with single finger. Zoom is achieved by three finger pinch motion. A quick one finger press is equal to left mouse button click and a long one finger press is equal to right mouse button click (opens object context menu).

## Activity log

The activity log displays up to 2000 latest events from across the system. By default, new events are added to the top and older events will move towards the bottom of the table. Events are added as they occur in near real-time (1-5 second delay depending on type of device and network speed). When log reaches maximum capacity (2000 records) then older entries will get removed from this view (but are still accessible via [reports](#)). The events can be sorted and filtered. Important events are in bold text. More important events are additionally highlighted with red text. Critical events are with red background and white text (such as fire alarm). When new events arrive, sounds may be played to draw attention. Different sounds can be assigned (or disabled) in [client settings](#) depending on current time (for night-shift) and event priority. Some events also generate an [alarm record](#).

Time	Direction	User	Object	Event	User department
18.10 15:52	→	test test	331HG	Normal access	
18.10 15:51	→	kaarel energia	725E	Normal access	
18.10 15:50	→	Soyali Test	725E	Normal access	
18.10 15:49	→	Maarika Paradox	331HG	Normal access	Supervisory users
18.10 15:45	→	Z Style	725E	Normal access	
18.10 15:40	→	Soyali Test	331HG	Normal access	
18.10 15:38	→	Z Style	725E	Normal access	
18.10 15:37	→	Mika Rönnlund	331HG	Normal access	
18.10 15:34	→	E R	725E	Normal access	Supervisory users
18.10 15:29	→	Hot Sec	725E	Normal access	
18.10 15:27	→	Keypad Account	725E	Normal access	Keypad_dpd
18.10 15:26	→	Mika Rönnlund	331HG	Normal access	

## Mouse and keyboard functions

Typing in the activity log will perform incremental search in the user column.

Keyboard keys [pgup], [pgdn], [home] and [end] move the selection.

Left mouse button will select a record. If selection is not on first row then grid will keep view position on the selected record even while new events are added.

Double-click on user column will open user record.

Double-click on object column will try to locate the object on drawing.

Double-click on event column will show event details for some events.

Use mouse wheel for scrolling the view. Note that selection position will not change this way and any new event will scroll the currently selected record back into view.

Use mouse wheel button to begin pan mode and click to end it.

Use [shift] key to select a range of records or [ctrl] key to pick records.

Use [ctrl+c] to copy selected events to clipboard in Excel compatible format.

Hold [ctrl] key and click on a column header to clear sorting by column.

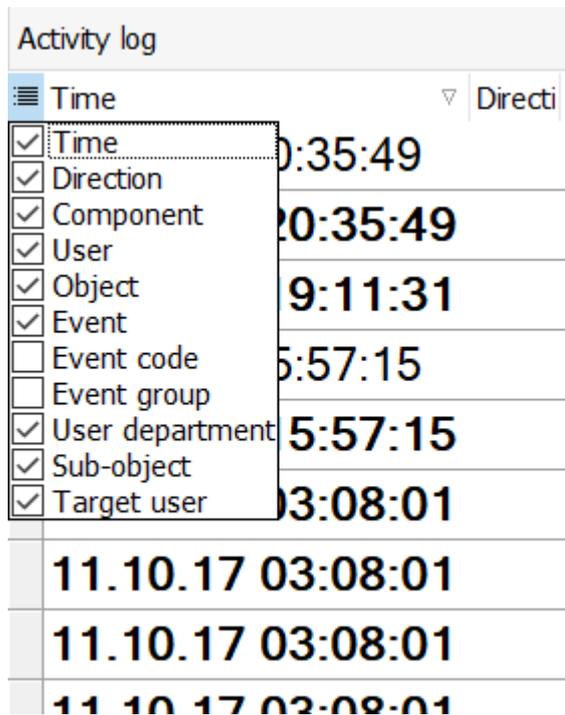
## Column sorting and customization

To sort the log, click on the header of the column. Second click will reverse the sort order. Holding down [ctrl] key and clicking on sorted column header will clear sorting on that column. Current sorting is indicated by arrow icon in the column header. To sort by additional column, hold down [shift] key and click on another column.

Column order can be changed via drag-and-drop of the column header.

Columns can be resized by moving the mouse near the left or right edge of column header and dragging.

Not all columns are visible by default. Additional columns can be added and excess columns removed via a button at the top-left corner of the grid.



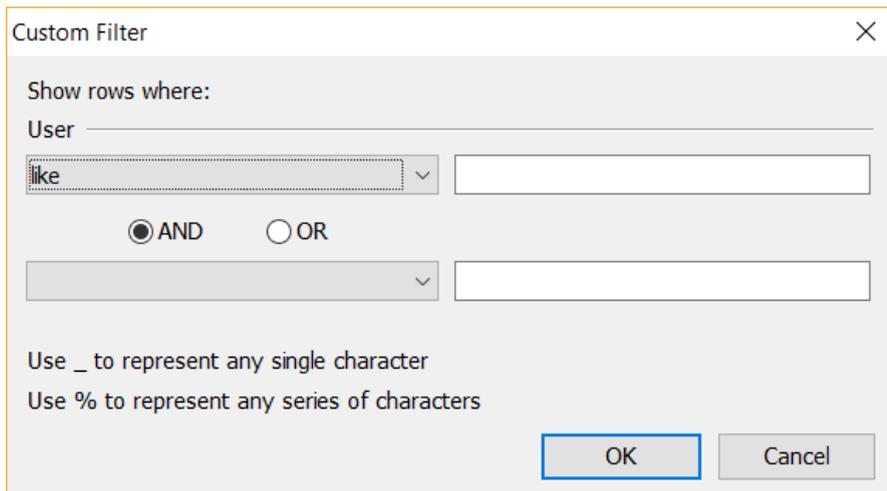
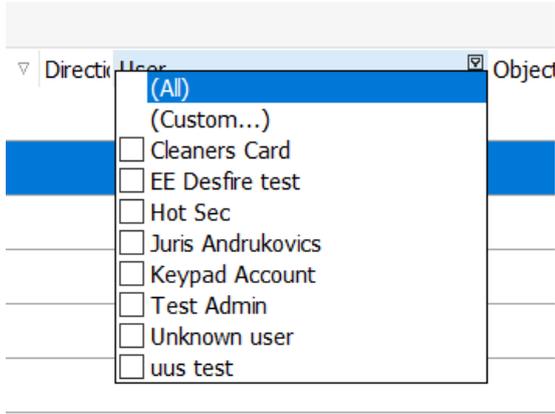
The screenshot shows an 'Activity log' table with a menu open for selecting columns. The table has columns for Time, Direction, and others. The menu lists various columns with checkboxes. The table content is partially obscured by the menu.

Time	Direction
0:35:49	
0:35:49	
9:11:31	
5:57:15	
5:57:15	
03:08:01	
11.10.17 03:08:01	
11.10.17 03:08:01	
11.10.17 03:08:01	

- Time
- Direction
- Component
- User
- Object
- Event
- Event code
- Event group
- User department
- Sub-object
- Target user

## Filtering

Hover mouse over right side of column header to access filter dropdown. The dropdown will include each unique value for given column with a checkbox. Click on “(Custom)...” to define an advanced filter condition or click on the checkbox on one or more values to apply simple filtering. A filter panel will appear at the bottom of table with filter condition and x button to remove the filter.



# Reports

List of reports can be opened by clicking on the reports button on the main toolbar or via main menu Objects->Reports. Reports can be restricted by user level and viewing of some reports might get logged in the event log. Additional reports can be imported and existing reports can be modified or deleted given the user has necessary access level (administrator by default).

Name	Description	Class	Logged	Version
1-wire counter	Trend for 1000 pulses per kWh meter	Operator	<input type="checkbox"/>	25.05.2014
1-wire log	Analogue value trend over given time	Operator	<input type="checkbox"/>	25.05.2014
1-wire log 2	Analogue value trend over given time. Showing min, max and average value for given period	Operator	<input type="checkbox"/>	25.05.2014
800ppkWh	Trend for 800 pulses per kWh meter	Operator	<input type="checkbox"/>	25.05.2014
Alarms	List of alarms with time restriction	Operator	<input type="checkbox"/>	15.02.2011
Another T&A report	Work time report 3 (Paradox)	Operator	<input type="checkbox"/>	20.09.2010
Extended log	Event log with time restriction and selectable columns.	Supervisor	<input type="checkbox"/>	3.03.2016
Kasutaja partitsioonid	Paradox kasutajate õigused	Operator	<input type="checkbox"/>	17.03.2011
Log	Event log with time restriction	Operator	<input type="checkbox"/>	15.02.2011
Log 2	Event log with time and user restriction	Operator	<input type="checkbox"/>	15.02.2011
Log 3	Event log with time and department restriction	Operator	<input type="checkbox"/>	15.02.2011
Log 4	Event log of important events with time restriction	Operator	<input type="checkbox"/>	15.02.2011
Panel event log	Event log with time and panel restriction	Operator	<input type="checkbox"/>	20.09.2010
Panel users	Paradox user privileges	Operator	<input type="checkbox"/>	16.09.2010
Site monitor	List of users currently on site	User	<input type="checkbox"/>	3.01.2015
T&A report - detailed	Detailed T&A report in English	Operator	<input type="checkbox"/>	16.11.2015
T&A report - for XLS export	Detailed T&A report in English (Paradox)	Operator	<input type="checkbox"/>	16.08.2016
T&A report - simple	Simple T&A report with only summary (Paradox)	Operator	<input type="checkbox"/>	16.11.2015
Temperature graph 1	Pre-configured temperature, humidity and power usage trend	Operator	<input type="checkbox"/>	25.05.2014
Temperature graph 2	Pre-configured temperature and humidity trend	Operator	<input type="checkbox"/>	25.05.2014
User partitions	List of users partitions	Operator	<input type="checkbox"/>	20.09.2010
User partitions matrix	List of users partitions (matrix)	Operator	<input type="checkbox"/>	28.10.2013
Work time report 3	TA report with count of people remaining (Paradox)	Operator	<input type="checkbox"/>	16.11.2015

Report will be executed by double-clicking on it. Most (but not all) reports require additional user input such as date/time range, user, department or object name. After providing the required parameters, the report execution will begin. Some more complex reports might take a while to prepare (depends on amount of data that must be analyzed and the specifications of the server). After preparation is complete, the [report preview](#) window will appear.

The usual report layout consists of report header with title, name of current user, timestamp and passed input parameters. Followed by column header and one or more pages of data. Followed by optional summary row.

If necessary, an additional charting and crosstab plugin can be installed. This plugin enables to visualize data with various kinds of charts (such as line, pie, column, etc) and matrix table view (contingency table).

## Report dialogs

The timespan dialog is used to provide a date-time range. To simplify entry, the dialog includes 8 of most common ranges in a preset dropdown. Picking any of those will set start and end time accordingly.

If time part is empty (as in screenshot) then 00:00 is assumed.

When this dialog is shown, previously entered start and end times are set.

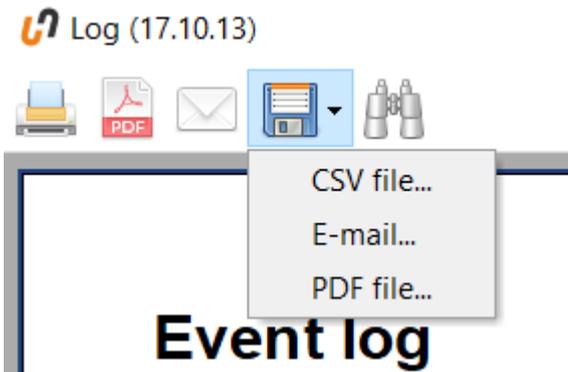
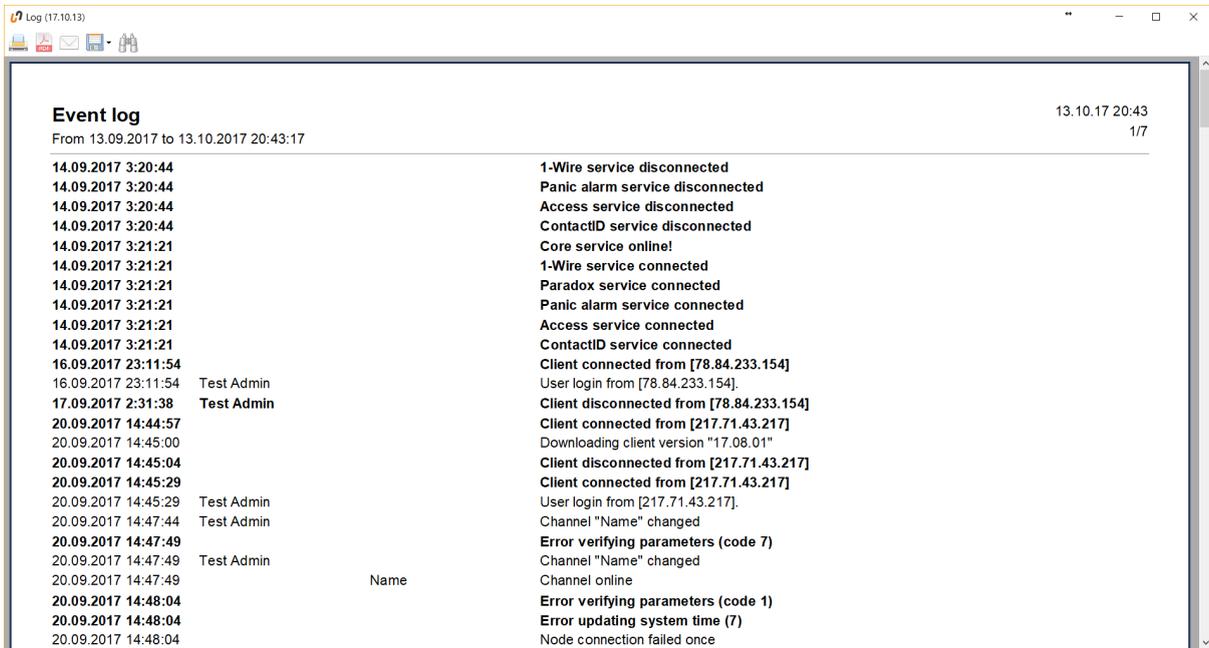
The user dialog is used to select a specific user. Some reports direct the dialog to also accept no selection and generate accordingly (for example, Time & Attendance report for one user or all users).

To clear user selection, focus the “Select user” combo box and press [del] key on keyboard.

The combobox also supports incremental search - type partial name and the first matching name will be selected.

## Preview window

The report preview window has functions to browse the prepared report, search in the report, print and export in various formats. Export to PDF and CSV formats are always available. Depending on which plugins have been installed, additional export formats might be available (such as, RTF, XLS, HTML, Jpg or gif image and delivery by Email).



Please refer to [Keyboard shortcuts](#) to find the keys used in report preview window.

# User management

Hotsec provides centralized user management for all systems attached to Hotsec server. Access to users table is restricted by two mechanisms. First by user level (operator for read-only access and supervisor or above for write access) and second by user department. If logged in user is assigned into a department then only users from same department are visible to him. This provides an effective way to partition the system according to organizational requirements. The users table may be accessed by clicking on users button on the main toolbar or via main menu item Object -> Users.

Full name	Department	Valid	Occupation	Phone
kassa1 1		<input checked="" type="checkbox"/>		
Mifare 1		<input checked="" type="checkbox"/>		
kassa2 2		<input checked="" type="checkbox"/>		
Mifare 2		<input checked="" type="checkbox"/>		
testi 5		<input checked="" type="checkbox"/>		
Keypad Account	Keypad_dpd	<input checked="" type="checkbox"/>		
Test Admin		<input checked="" type="checkbox"/>		
Juris Andrukovics		<input checked="" type="checkbox"/>		
test asdf		<input checked="" type="checkbox"/>		
Jani Autio		<input checked="" type="checkbox"/>		
Cleaners Card		<input checked="" type="checkbox"/>		
▶ Roman Dragunov		<input checked="" type="checkbox"/>		
Timo Eckert		<input checked="" type="checkbox"/>		
kaarel energia		<input checked="" type="checkbox"/>		
Bo Heinström	Supervisory users	<input checked="" type="checkbox"/>	Manager	
Martin Henriksson		<input checked="" type="checkbox"/>		
Priit Hotronic		<input checked="" type="checkbox"/>		
Etelävarjontti HVK		<input checked="" type="checkbox"/>		

The users table is visualized by a grid component that provides facilities to search, sort, filter and edit the data. For more details refer to [Column sorting and customization](#) and [Filtering](#) under the Activity log chapter.

First name	Last name	Department
1		
1		
2		
2		
5		
Account	Keypad_dpd	
Admin		
asdf		
Autio		
Card		
Dragunov		

- Username
- Full name
- First name
- Last name
- Class
- Department
- Valid
- E-mail
- Notes
- Occupation
- Phone
- Phone 2
- Car number
- Employee nr
- Group

## Users toolbar buttons

	<b>Refresh user list</b> - Users table is loaded during client login. Refreshing users list might be necessary when other clients modify users or users are modified via SQL scripts or interfaces with third party systems.
	<b>Add new user</b> - Opens user editor for new user.
	<b>Delete selected user or users</b> - A confirmation dialog will be displayed before users are deleted.
	<b>Edit user</b> - Opens user editor for selected user. Same as double clicking on a row in the grid.
	<b>Toggle grid edit mode</b> - Switches editing of records directly in the grid without opening the user edit window first. By default this is not active to avoid accidental changes to users.
	<b>Toggle multi select</b> - Switches mode to allow selecting of multiple users in the grid. Selected users can be changed or deleted in group.
	<b>Toggle between users and groups view</b> - Switches view between users and user groups.
	<b>Tools for selected users</b> <b>Set usergroup</b> - assigns selected users to a group; <b>Detach from group</b> - removes selected users from group (and removes group rights); <b>Force group permissions</b> - assigns only group rights to selected users (rights added separately will be removed from those users); <b>Create group based on users</b> - creates new user group based on selected user rights
	<b>Upload selected users to panels</b> - send selected users to hardware. Usually this is done automatically after user add/change
	<b>Upload all users to panels</b> - rewrites all the users in hardware. Please do not press this button unless you are very sure what are you doing
Card search	Enter card number followed by enter to search for user based on card number
	<b>New cards wizard</b> - wizard for adding multiple new cards from CSV file, clipboard or sequential (part of Soyal plugin).

## User data

User datasheet will be opened when adding new user or editing existing user. User datasheet will be also opened when double clicking on user name at event log.

Mees Osakonnas

Data Groups Paradox Soyol

<b>First name:</b>	<b>Last name:</b>	<b>E-Mail:</b>	<b>Picture</b>
<input type="text" value="Mees"/>	<input type="text" value="Osakonnas"/>	<input type="text"/>	
<b>Username:</b>	<b>Password:</b>	<b>Class:</b>	
<input type="text" value="mees"/>	<input type="password" value="••••••"/>	<input type="text" value="Operator"/>	
<b>Department</b>	<b>Occupation:</b>	<b>Phone:</b>	
<input type="text" value="Supervisory users"/>	<input type="text"/>	<input type="text"/>	
<b>Phone 2:</b>	<b>Car number:</b>	<b>Employee number:</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Notes:</b>			<input checked="" type="checkbox"/> Account valid
<input type="text"/>			

Fields in bold are required (First name and Last name).

User list contains Hotsec users (software users) and hardware users. Fields Username, Password and Class are for software users only. There you can define username and password which will be used to logon Hotsec. Class defines the class of Hotsec rights (User, Operator, Supervisor or Administrator).

User rights are given either by assigning user to a Group or by each system separately

**Todo: explain department**

## User rights for Paradox panels

Paradox access rights can be assigned based on user group or from Paradox tab in user view (tab will be visible only if the Paradox plugin is installed with Hotsec client). Paradox panel rights assigning window will look as following

Cleaners Card

Data Paradox Soyals

Status:  PIN code:   Card number:  Valid starting:  Valid until:

Access level:  Access schedule:  Remote #:  Remote pattern:  Options:

Partition	Description
<input checked="" type="checkbox"/> Another panel	Elsewhere.. (disabled)
<input checked="" type="checkbox"/> 2nd main	
<input checked="" type="checkbox"/> Finance	
<input type="checkbox"/> Int. Sales	
<input type="checkbox"/> Safe room	
<input checked="" type="checkbox"/> Secretary	
<input checked="" type="checkbox"/> Tech.	
<input checked="" type="checkbox"/> New panel name	whatever
<input checked="" type="checkbox"/> Office Evo	Test panel in office
<input checked="" type="checkbox"/> Accounting	It's where we count the money
<input checked="" type="checkbox"/> Manager	Big boss works here
<input checked="" type="checkbox"/> Meetings	Meeting room with nice big table and comfy chairs

^ v Apply Ok Cancel

On the heading you must first select user **status** (Active or suspended). One of two indicators PIN code or Card number must be filled in order to create user account for Paradox panels. **PIN** code can be entered manually or generated randomly by pressing the button next to PIN box. **Card number** must be in 26bit wiegand format (3 + 5 digits) as Paradox panels do not support longer formats. There is a down facing arrow inside the card number box. Pressing on arrow will bring out the **card options**. **Valid start** defines the validity period start time. If not defined then account is valid right away. **Valid end** defines the end period. If not defined then there is no end period. **Access level** and **Access schedule** are required to define in EVO panel first. **Remote #** defines users RTX remote number. **Remote pattern** defined to be used with this users remote. **Options** defines user **arming options**. In next window you need to give user right by partition. There must be at least one partition selected to load the user into particular EVO panel.

## User rights for Soyol access control

Soyol access rights can be assigned based on user group or from Soyol tab in user view (tab will be visible only if the Soyol plugin is installed with Hotsec client). Soyol window will look as following Soyol module supports multiple access cards (tags) per one user.

Cleaners Card

Data Paradox Soyol

Card number	Code	Access mode	Guard	Expiration
16235215	4567	Card or code	<input type="checkbox"/>	
3134825092	4321	Card or code	<input type="checkbox"/>	
14144820	1234	Card only	<input type="checkbox"/>	

Group	Description	Door	Mode
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 716E                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> all2</li> <li><input checked="" type="checkbox"/> all</li> </ul> </li> <li><input checked="" type="checkbox"/> 725E                             <ul style="list-style-type: none"> <li><input checked="" type="radio"/> test</li> </ul> </li> <li><input type="checkbox"/> bulgarian channe Demo                             <ul style="list-style-type: none"> <li><input type="checkbox"/> ACCESS</li> <li><input type="checkbox"/> Name</li> </ul> </li> </ul>	<p>All doors in this group</p> <p>217.71.43.217:1621</p> <p>FRONTDOORS</p>		
<No data to display>			

^
v
Apply

Ok
Cancel

## User group management

Hotsec supports from version 17.08.01 feature that user can belong to multiple user groups. If you have many panels and doors the group management makes user handling much easier as you don't need to add rights one by one.

To create a group press  button from the user list window and press  button. Creating a group is very similar to user creation.

**Group Name:** Required field, name of the group created.

**Department:** Department of the group. Can restrict used department restrictions.

**Region, Unit:** additional fields to manage or sort group data.

**Notes:** additional notes for the group

belong to current group.

In Paradox and Soyal fields it is possible to define which Paradox partitions or Soyal access groups

Group 1

Data Paradox Soyol

Partition	Description	User count
<input checked="" type="checkbox"/> Another panel	Elsewhere.. (disabled)	14
<input checked="" type="checkbox"/> 2nd main		
<input checked="" type="checkbox"/> Finance		
<input checked="" type="checkbox"/> Int. Sales		
<input checked="" type="checkbox"/> Safe room		
<input checked="" type="checkbox"/> Secretary		
<input checked="" type="checkbox"/> Tech.		
<input checked="" type="checkbox"/> New panel name	whatever	5
<input type="checkbox"/> Office Evo	Test panel in office	18
<input type="checkbox"/> SOMEWHERE	EVO192	2
<input type="checkbox"/> ssw		1

^ v Apply Ok Cancel

Group 1

Data Paradox Soyol

Group	Description	Card count	Door	Mode
<input checked="" type="checkbox"/> 725E	217.71.43.217:162	10		
<input checked="" type="checkbox"/> test				
<input type="checkbox"/> bulgarian channel Demo		0		
<input type="checkbox"/> ACCESS FRONTDOORS				
<input type="checkbox"/> Name		1		
<input type="checkbox"/> ainut A				
<input type="checkbox"/> name/2				

<No data to display>

^ v Apply Ok Cancel

## User group operations for multiple users

It is possible to organize user(s) into groups from users list view. Benefit of that operation is that you can select multiple users based on certain parameters and assign them into a group with few single steps.

The screenshot shows the 'Users' management interface. At the top, there are several icons for user management: refresh, add, delete, edit, multi-select, and group management. A 'Card search' input field is also present. Below the icons is a table of users:

Username	Full name	First name	...	...	...
kassa1	kassa1 1	kassa1			
	Mifare 1	Mifare			
kassa2	kassa2 2	kassa2			
	Mifare 2	Mifare	2		User

A context menu is open over the selected row, showing the following options:

- Manage groups...
- Detach from groups
- Force group permissions
- Create group based on user

To enable multi selecting in users list view you need to press the  (toggle multiselect) button. To manage selected users groups choose "Manage groups..."

The 'Manage user groups' dialog box is shown. It contains a table of groups:

Group	Description	Members
<input type="checkbox"/> Another group		1
<input type="checkbox"/> Group 1		6
<input checked="" type="checkbox"/> South		
<input type="checkbox"/> Some group		12

At the bottom of the dialog, there are three radio button options:

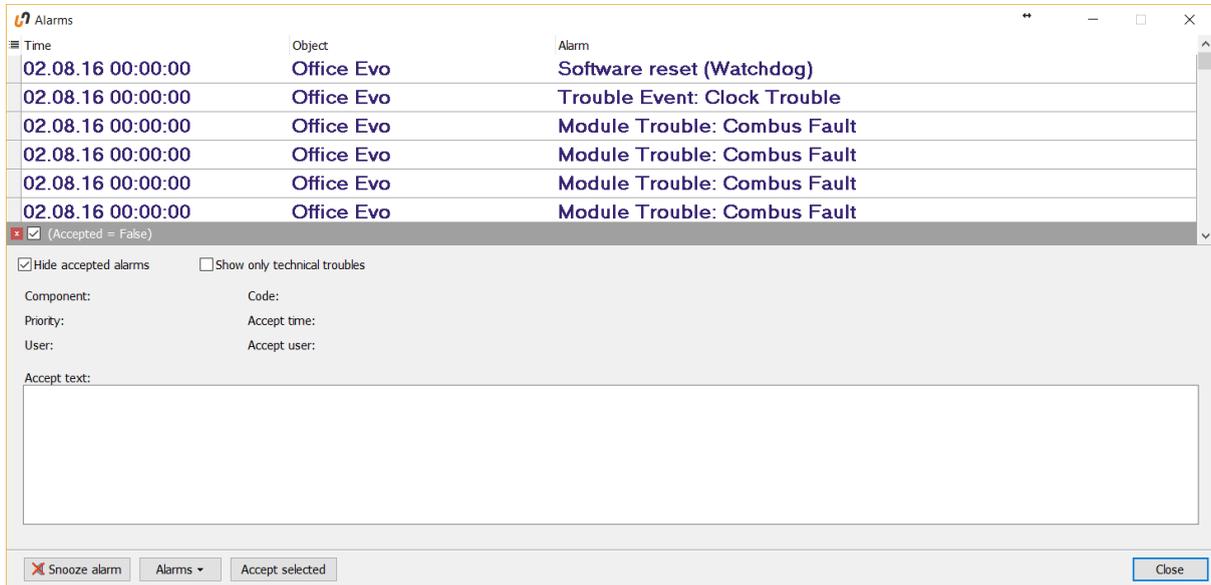
- Add selected groups
- Remove selected groups
- Add selected groups and remove all others

Buttons for 'Ok' and 'Cancel' are located at the bottom right.

Another options:

- Detach from group:** Removes all the rights granted by group and leaves only rights given manually
- Force group permissions:** Removes all manually given rights and leaves only rights given by group.
- Create group based on user:** Creates new group based on selected user rights (both manually set and group granted rights).

# Alarm management



All the alarms and troubles are automatically displayed on alarms list. All the alarms will be displayed in the alarm list as unacknowledged or active until they are accepted by an operator.

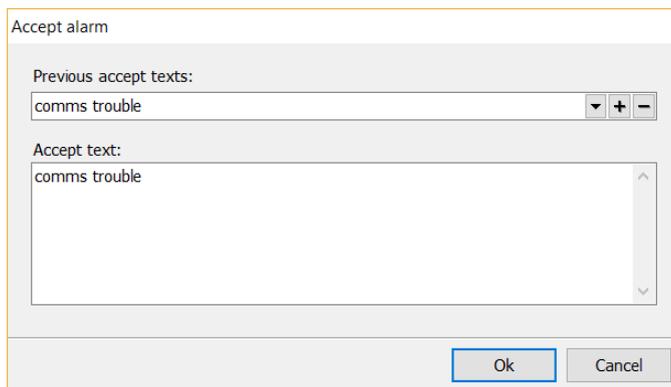
Alarms window can open automatically in case of alarm (if set so in Application -> Settings -> Popup new alarms). Also list of alarms can be opened from Object -> Alarms or by clicking on the alarms icon.

Indication of active alarms is seen in red in the bottom left corner of the Hotsec client program.



Alarm window can be also opened by double clicking on the new alarms label.

To accept alarm(s) select the rows you want to accept and click on the "Accept selected" button. A new window will open



Here you can select previous accept texts, add or delete them using + and - buttons next to the drop down list.

Accept text box contains short description selected from previous list plus more specific description of the alarm (reason, comments etc.)

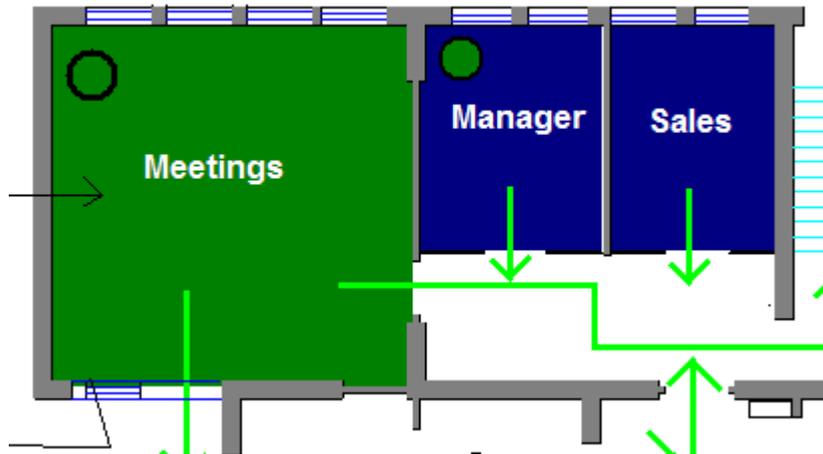
Alarm accepting will be saved to the database together with operator info who accepted the alarm and also the accept text.

To accept all the active alarms click on the "Alarms" button and select "Accept all alarms". If there are more than 10000 (by default) active alarms then the software doesn't show more. If you still want to see more you should select Alarms -> Fetch more alarms.

# Paradox - burglary alarm and access control

## Indications and functions performed on system map

### Arming/Disarming



The partition status is displayed live on system map in different colors by meaning:

**GREEN** - partition disarmed

**BLUE** - partition armed

**Blinking RED** - partition in alarm

Changing between **PURPLE** and **BLUE** - partition in exit/entry delay

**GRAY** - partition offline

Partition can be controlled into opposite state by right clicking on partition - when partition is disarmed, then by right click there is ARM command if armed then DISARM command.

If some zones are open during ARM command there will be message indicating open zones and prompting to continue or not. If OK is chosen the zone will be forced to arm.

After command and small delay the partition should change its color. There will be also a row indicating successful arming/disarming in the activity log.

Zone statuses are displayed similar to partitions.

**GREEN** - zone closed

**RED** - zone open

**Blinking RED** - zone in alarm

**YELLOW** - zone bypassed from keypad

**RED circle around zone** - alarm in memory, it means that this zone was in alarm after last arming.

Alarm in memory will be reset when arming and disarming the partition.

## Paradox doors

	Indicating that door is closed (in card mode). Left click on door icon on map allows to open the door
	Indicating that door is open. Left click on door icon allows to close the door. NB! The status is indicated from door contact so closing the door from software won't close the door physically.
	Door is in unknown state or offline. Can be changed by opening and closing the door from Hotsec software.

If you move over door icon with mouse cursor there will be hint text containing door name next to door icon.

TODO: add missing states, update pictures

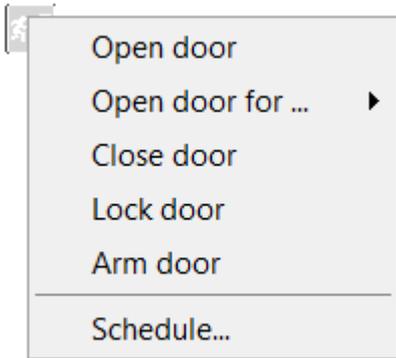
# Soyal - access control

## Indication and functions performed on system map

	<p><b>Door status unknown</b></p>
	<p><b>Door in card mode</b> - door is locked and accessible using access card</p>
	<p><b>Door is driven open</b> - door is driven open from Hotsec</p>
	<p><b>Door is scheduled open</b> - door is open based on unlock schedule</p>
	<p><b>Door is open</b> - door contact indicates that door is open</p>
	<p><b>Door in alarm</b> - either door is opened without presenting the card or door was open too long.</p>
	<p><b>Door is locked</b> - no one can't enter</p>
	<p><b>Door offline</b></p>

## Door control commands

Door control commands are accessible by right clicking on door icon



- Open door** - opens door until close command
- Open door for ...** - opens door for specified time
- Close door** - closes door
- Lock door** - locks door so no one can't enter
- Arm/disarm door** - arms or disarms the door
- Schedule** - opens dialogue box where door open or close schedule can be defined

