



WEBADMIN

USER MANUAL

This manual will take you through the most important functions in Webadmin. If you have any questions regarding functions not mentioned in this manual, contact us at support@getdefigo.com

How does it all work?

At the building administration level you will see the different doors, display panels and units that are connected to the building via Defigo. “Units”, a unit can be considered a user group and is connected to accesses and display panels in the building. Users are added to a unit to gain access to doors and display panels.

Who uses Webadmin?

A building administrator will always have a complete overview of the entire building, its doors and display panels assigned to units and users. The building administrator will also be able to set all the rules for using the system.

A unit administrator will have an overview of their own unit, its doors and display panels. Depending on the rules set by the building administrator, a unit administrator will be able to manage users in their unit.

A unit owner will also always have the role of unit administrator. The unit owner will also have an extra option in the app for their unit; they can select the doorbell button setup for the different doors. The layout can be either individual buttons for all users, or a common button that is set to grouped, parallel or sequential. Such a setup is described in more detail in the app manual.

User registration

The actual user registration is explained in more detail in this manual. The options ‘Doorbell button’ and ‘Digital keys’ will be encountered here. This means that during user registration, administrators will be able to choose whether the user should have a doorbell button for their display panel(s) or not. Digital keys can also be selected for the user. This means that they do not have the option to remotely open doors when using the app. This way administrators will be able to add anyone who should have access to the building without being afraid of security.

Let's jump into it!

Webadmin



To access Webadmin you first need to open your preferred browser and enter the following URL: <https://webadmin.getdefigo.com/login>

Fill in your username and password and click 'sign in'. After doing this you will receive a code via SMS that you will need to type in. To continue, click 'submit'.

ID	Unit name	Floor	Number of users	Unit manager	
16132	H0101		0		
13503	H0102	1.etg	3	true	
13539	Jonea	H0103	1.etg	2	true
13540	H0201	H0201	1	true	
13541	Leltmann	H0202	1	true	
13542	H0203	H0203	1	true	
13544	Jakobsen	H0302	0		
13545	H0303	H0303	2	true	
13543	H0301	Hei på dag	1	true	
12532	H0101	Heisann sveinann	1.etg	1	true

Once you have logged in, you will see an overview of your building. At the top will be a search bar that you can use to find specific users or units. By clicking your name in the top right corner you can view your own profile, change your language and logout.

Next to the building name you will see a menu that allows you to make changes on the building level of administration.

'Units' shows you an overview of all the units in your building.

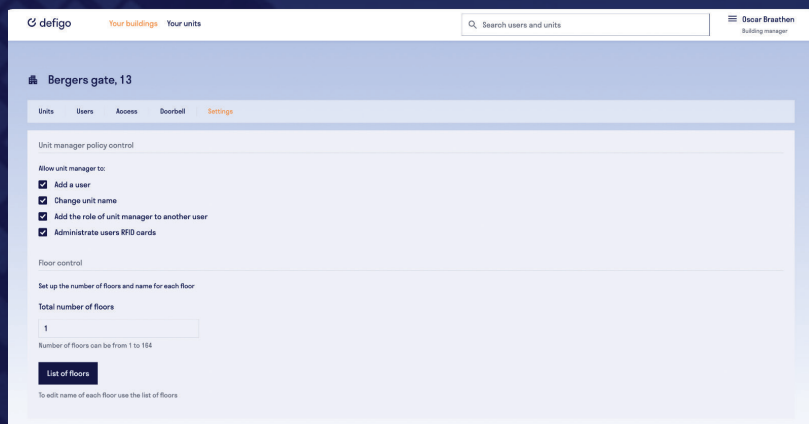
'Users' shows you an overview of all the users registered in your building.

'Access' contains a list of all the doors connected to your building via Defigo.

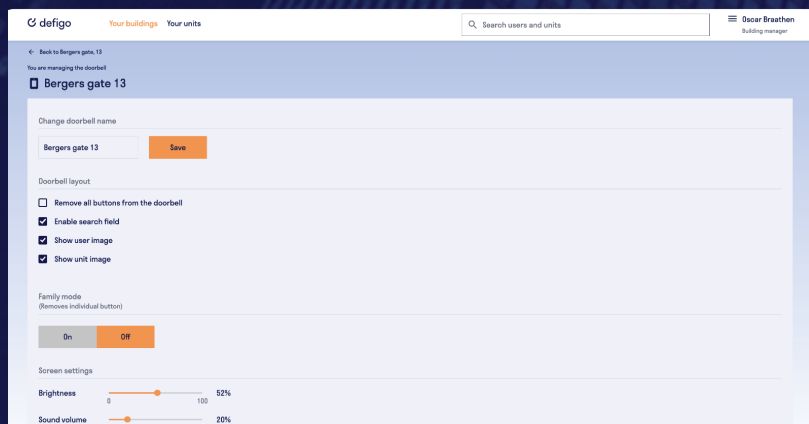
'Doorbell' gives you an overview of all the Defigo systems installed on your building.

'Settings' is where you can change all the settings and rules for your building.

Building settings



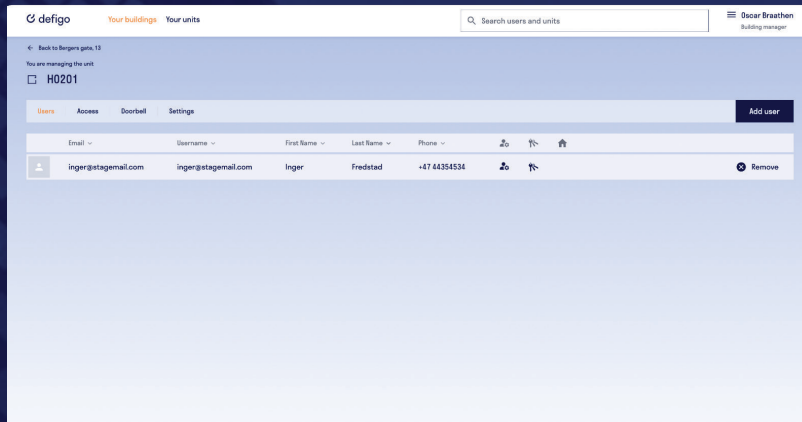
If you click on 'settings' in the building action menu you'll see a couple of choices regarding unit managers. Here you can choose what a unit manager is allowed to do when in Webadmin. You can tick/untick if a unit manager is allowed to add users to their unit, give other users in their unit the role of unit manager or administrate their access cards. Another option you have on this page is to choose the amount of floors in your building and add abbreviations to the floors by clicking 'list of floors'. When you go into a unit's settings, you can add the dedicated floor to the unit. This will then be available in the unit overview for easier administration.



If you click 'doorbell' in the building action menu then you will first see all the doorbells connected to your building. If you click on any of the doorbells, you will access a settings page specifically for that doorbell. From this menu you can change the name of the doorbell, change the layout and adjust the brightness and volume. You also have a couple of other options you can check/uncheck, this includes turning on and off RFID registration or adding some extra security by only allowing users to enter the building via access card by entering a PIN code first. You can also turn on automatic opening for the chosen doorbell, this function is explained on the last page of this manual.

The active choice will be marked in orange, as shown above.

User registration



To create a user you first have to click into the unit the user should have access to.

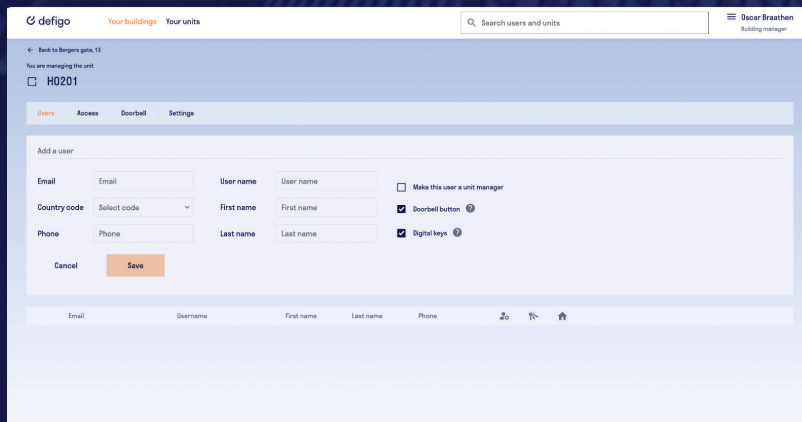
When you have clicked into the unit you'll see a button in the right corner labelled 'add user'. Click on 'add user' and fill in the required information.

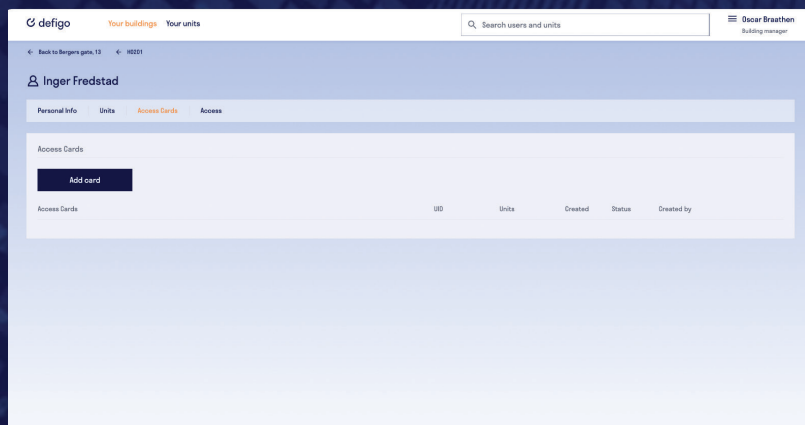
In this function you can also choose whether the user will be a unit manager, if the user is supposed to have a doorbell button, or if they should have digital keys in the Defigo app.

Once finished press 'Save'. The user will then automatically receive an email with their username, password and a link to the Defigo app. If you activated the doorbell button for the newly registered user, then they will automatically show up on the doorbell(s) connected to the unit. The name shown on the doorbell will be the same as what you registered the user with. Users can change the name later via the Defigo app.

NB: When a user moves out of the unit, they will need to be removed and the new users need to be added.

If you want to remove a user from your building, click 'Remove', which is located next to the user in the unit overview.





You can find a user from the user list, the unit they're added to or by searching for the user in the search field. When you click on a user you will be able to see information about the user.

Under 'Units', you can see which units the user is connected to. From this menu you can easily administrate the user's doorbell buttons, digital keys or give them the role of unit admin. You can also remove the user from any given unit from this menu.

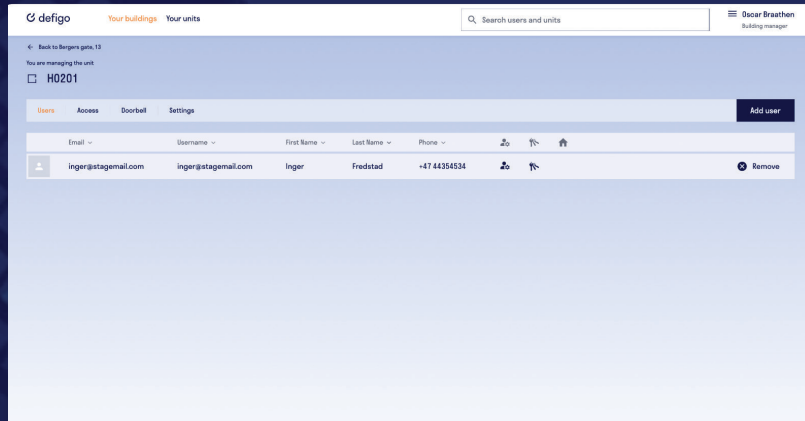
Under 'Access cards' you'll see all of the access cards registered to the user.

You'll also be able to see when the access card was registered and if it was registered by the user or a building admin. From this menu you can edit, delete or deactivate access cards on behalf of the user. When you click 'Edit' you can select what units the access card has access to. You can also edit the name of the access card for easier administration.

If you have access cards with a serial number written on them, you can click 'Add access card' and type in the serial number followed by the name you want to give the access card. If you have an RFID/keyfob reader, simply tap the access card or keyfob on the configured reader and the keyfob will be added to the user.

If you click 'Add PIN' then the PIN will be activated on all the registered access cards connected to the user. The PIN will never be visible to the building administrator. If a user has forgotten their PIN, then they need to add a new PIN. The user will not receive any notification if the PIN is changed via Webadmin by a building or unit administrator.

Unit settings



When you click into a unit, your building action menu gets replaced by a unit action menu.

'Access' shows all the doors connected to the unit.

'Doorbell' shows all the doorbells that the users in the unit are able to have their doorbell button on.

If you click on 'settings' then you will get a couple of choices.

'Unit ID' is a unique ID set by the building administrator to differentiate between the different units. The Unit ID will be defined in the onboarding process, but from this menu you can change it. 'Unit Name' decides what will be shown on the doorbell of a unit that has the doorbell preference set to any of the grouped modes.

In the unit settings you can add the floor the unit is on. This was earlier defined in the building settings. From this menu you can also see who is set as the unit owner and also change the unit owner. If you click 'Doorbell', you can deactivate the doorbell for all the users added to the unit. This can be useful for units with users that are only added to use the access control.

You can remove the ability for users in this unit to add pictures to their individual and grouped buttons.

You can also add a picture on behalf of the users in the unit (this will only be visible when the doorbell is in any of the grouped doorbell button modes). We recommend a picture that is 300 x 300px.

You will see options for automatic opening at the bottom of the menu. The next page contains information about automatic opening.



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Automatic opening

Automatic opening means that when someone rings a specific doorbell (set by the building administrator), the door will automatically open without the user needing to answer any calls. You can either allow this function for all users in a specific unit or chose specific users that will have this function active.

To activate automatic opening you first need to enter the settings for a n doorbell from the building action menu. This function will be set to 'never allow' by default. To turn the function on you either need to set it to 'always allow' or schedule certain time frames for certain days.

If you select 'Schedule' then a menu will pop up showing a standard week which you can edit. Here you can check what days and what times you want automatic opening to be active. If you click on 'Set up custom days' then you can set up specific dates to have this function be enabled.

Now that you have set your preferences for the function you can scroll to the bottom of the menu and select whether the unit manager can turn this on and schedule it within the specific times you have set up.

To activate the function for a unit or a specific user, you need to click into the doorbell settings for the unit you want this function to be active on and activate it from there.

defigo Your buildings Your units Search users and units Oscar Braathen Building manager

Access settings

- PIN code is mandatory when entering with RFID card
- Block adding RFID cards

Automatic opening

- Never allow
- Always allow
- Schedule

Allow	MO	TU	WE	TH	FR	SA	SU
From	08:00	08:00	08:00	08:00	08:00	08:00	08:00
To	24:00	24:00	24:00	24:00	24:00	24:00	24:00

Set Up Custom Days

Unit manager policy control

Allow unit manager to

- Upload unit image
- Make unit image visible
- Make user image visible

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