

 **HEDSAM X**  
The background of the top section is a low-angle, upward-looking photograph of a modern building's glass and steel facade, with strong geometric lines and reflections.

The new-generation  
access control system

# **Hedsam X**

**User manual, KV10**

**Users, user groups and settings**



Oy Hedengren Security Ab | Lauttasaarentie 50 | 00200 Helsinki  
[www.hedengrensecurity.fi](http://www.hedengrensecurity.fi)

## KV10\_HEDSAM X-WEB MANUAL\_v1.2\_FI.

In the next example first we add a person to the system whos role is a security guard (mr Security



Guard) (this is done by going to the persons menu (Adding persons see WEB MANUAL 4). In the fields Company, Department and Group field you can choose one or just start writing and after saving they are stored to be used later on for other persons.

Now the new person Security Guard is created and after this we issue very simple user rights to the Security Guard (only what is needed).

### Users

Click on "User rights" On the next page click "Users".	User rights              Users
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A new window opens. Click "Create new".	
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A new window "New User 1" opens. Enter a user name (Security Guard) and a password. In the field "Person" choose the Security Guard that was just created. There are different options here like Language, person has the right to change own setting like password.

**New User 1**

General Groups

Delete User No

Active Yes

Username Security Guard

Password \*\*\*\*\*

Description

Person Guard, Mr Security

Time format %H:%M

Date format %d.%m.%Y

Combined datetime format %d.%m.%Y %H:%M

Always show start menu No

Show top-bar Yes

Language Finnish

Background image Default

Mark person as out 30 Days

Mark person as unknown 90 Days

Show only active rows No

Remember window positions Yes

Mobile registration needs geolocation No

Can change own settings Yes

Personname formatting %firstname %lastname


Nothing  
✓ **Guard, Mr Security**  
Person 2, New 2  
Person, New

Next we create a “User group” that we can add this “User” to.

## User groups

Users and user groups are roles in the system who can administrate the system with different rights. Then we can add persons to these roles.

<p>Click on “User rights” On the next page click “User groups”.</p>	 User rights	 User groups
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<p>A new window opens. Click “Create new”.</p>	
--	--

A new window opens. Enter a name. In this example “Security”  
Select the appropriate rights to the group. Click “Save”.

**New User group**
?
Print
Reset
Close

**General**
Users
 Creation rights
 Row rights

Delete User group	No
Active	Yes
Name	Security

- General rights

Group switch right	Read
Device control	Yes
Exceptions from timeprograms	No right
Registration administration	No right
Meal codes	No right
Workinghours	No right
Accesscontrol	Yes
Persons registration status	Yes
Reporting	Yes
Holidays	No right
Meal registrations	No right
Can see accesscode	No
Monitoring of working hours	No

- Web rights

Worktime registration	No
Web user	Yes
Free worktime registration	No

**Document has changed**
Cancel
 Save

In the page "Users" you see the persons that are added to the group and because this is not yet done the list is empty.



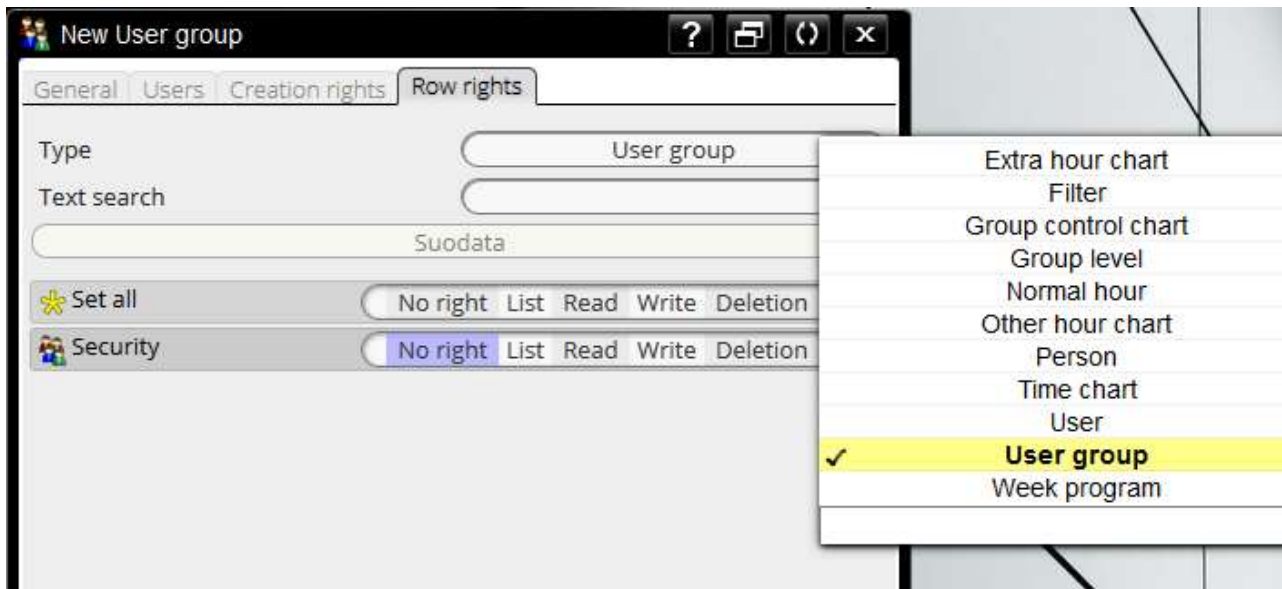
Move to the page "Creation rights". In this example the security guards dont have the rights to make changes in the system. They have the right to read so all the rights here are on "No".





Move to the page "Row rights".

In the field "Type" there are many different options. All these options can be set for this user group. When you select each option f.g "Access level" or "Access zone" etc you can check "no right" or "read" or "write" etc. In this case we go only to the "User group" and there we the option "Read" for the "Security" group.



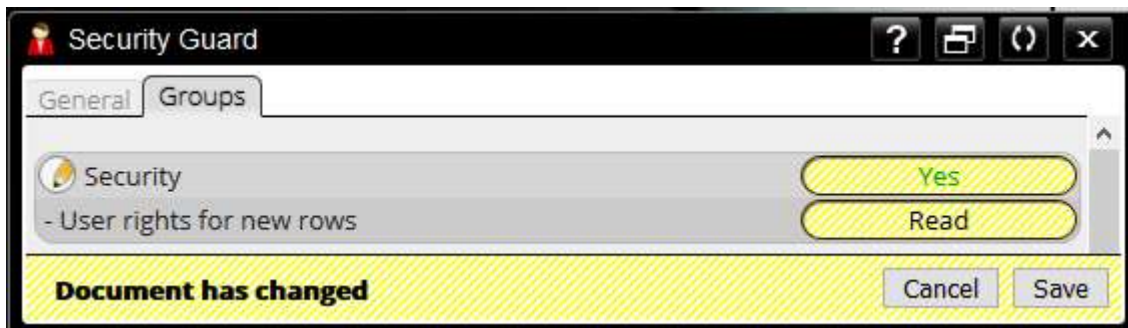
Below the picture of the "Read" field checked. Click "Save"





Now go back to users **Users** and select the "Security Guard" user. Move to the page "Groups". There is a Group called "Security" change "No" to "Yes" to add this user to the Security group.

Additionally you can select rights for "User rights for new rows" select "Read"



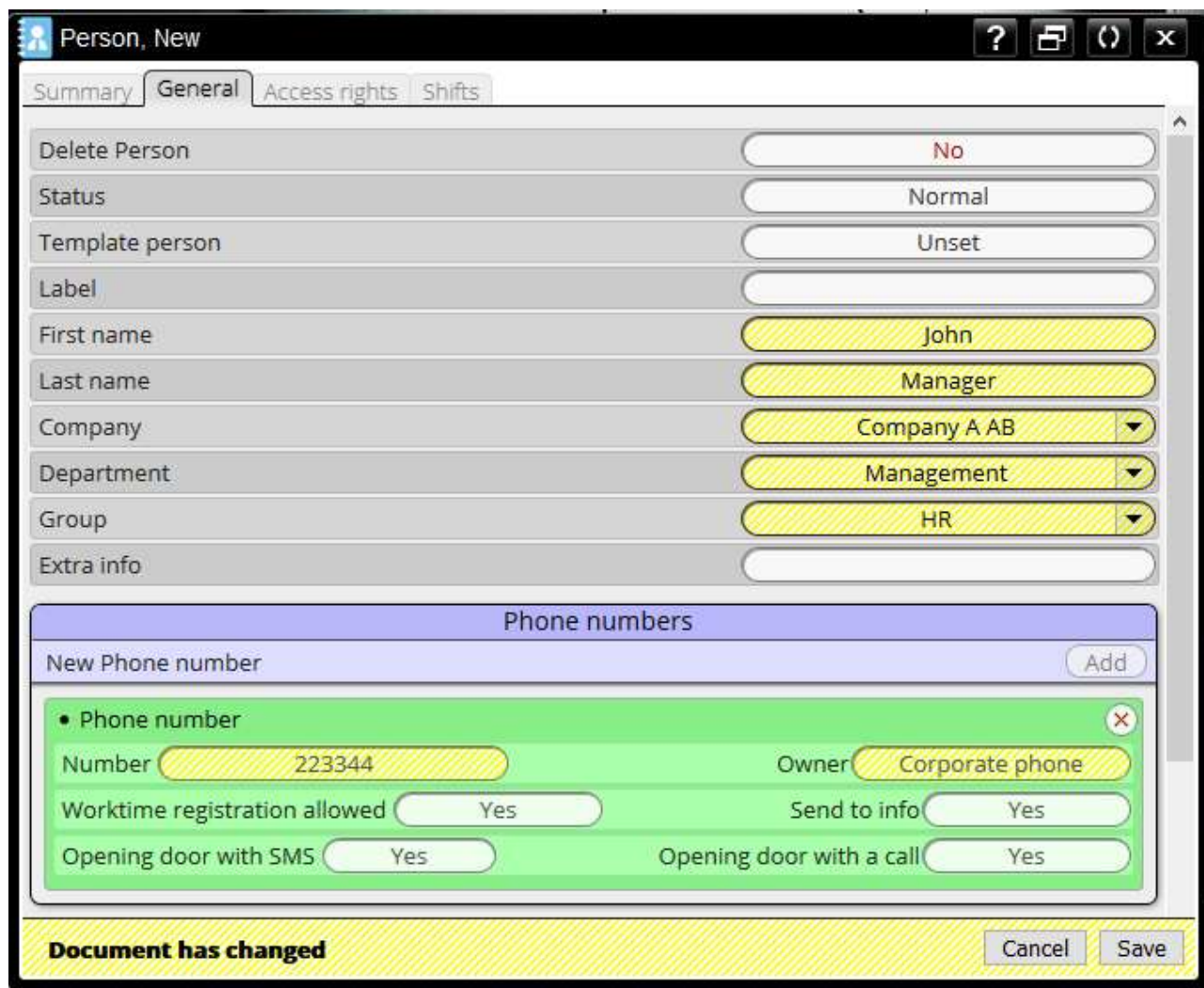
Click "Save"

In the next example we create a person which has the wide rights to administrate the system. The person is admin all things like: creating and deleting persons, user cards and access rights, time and attendance, lunch calculation etc.

We start by creating (from the Persons menu) a new person for management team "John Manager", to whom we give a lot of user rights for the system, persons, and settings.

Create it as in the window below.





Person, New

Summary General Access rights Shifts

Delete Person No

Status Normal

Template person Unset

Label

First name John

Last name Manager

Company Company A AB

Department Management

Group HR

Extra info

Phone numbers

New Phone number Add

• Phone number

Number 223344 Owner Corporate phone

Worktime registration allowed Yes Send to info Yes

Opening door with SMS Yes Opening door with a call Yes

Document has changed Cancel Save

Click "Save"

Go to the (Users menu) and create a new User called "Management", to which we are going to add person John Manager to.

Enter a user name and in the person field select "John Manager".

**New User 1**

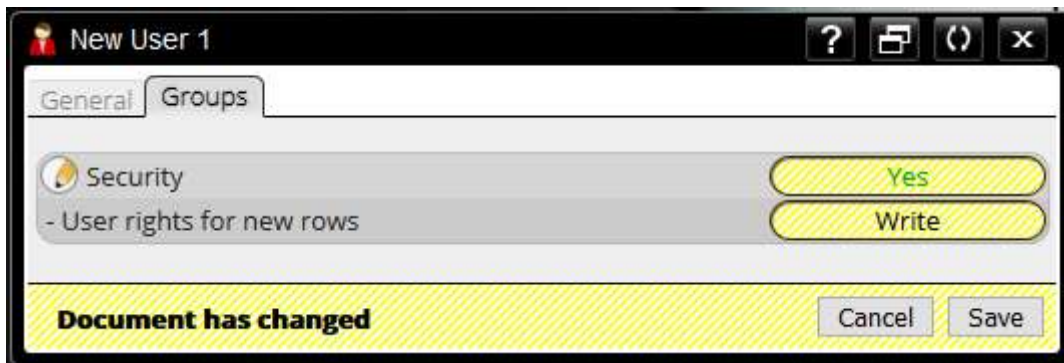
**General** | Groups

Delete User	No
Active	Yes
Username	Manager
Password	*****
Description	
Person	Manager, John
Time format	%H:%M
Date format	%d.%m.%Y
Combined datetime format	%d.%m.%Y %H:%M
Always show start menu	No
Show top-bar	Yes
Language	Finnish
Background image	Default
Mark person as out	30 Days
Mark person as unknown	90 Days
Show only active rows	No
Remember window positions	Yes
Mobile registration needs geolocation	No
Can change own settings	Yes
Personname formatting	%firstname %lastname


**Document has changed** Cancel Save

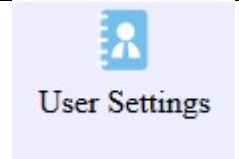
Nothing  
Guard, Mr Security  
**Manager, John**  
Person 2, New 2  
Person, New

Move to the page Groups. Here we will add John Manager to the only Security group and we select "Write" for all rights.



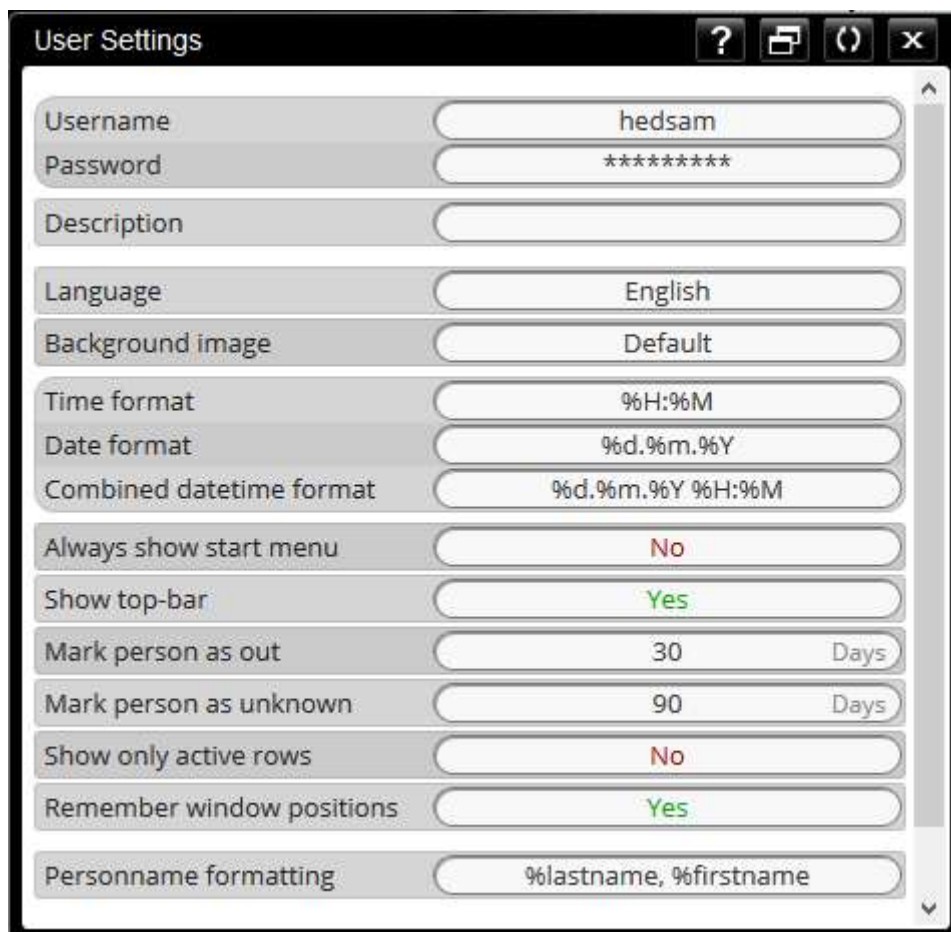
## User rights

<p>Click on the main menu "Hedengren" icon.                  And from the menu select "Settings".</p>	 <div data-bbox="1157 840 1428 974"> <p>hedsam</p> <p>Settings</p> </div>
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<p>In the window that opens click "User settings".</p>	
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In this window you can as a Admin user change settings for all the users. You can change passwords, language and change the background picture.

More of this menu in the next manual X-WEB MANUAL 11 \_User Settings



The image shows a 'User Settings' dialog box with a dark title bar containing a question mark, a copy icon, a refresh icon, and a close button. The settings are organized into a list of rows, each with a label and a corresponding input field. The input fields for 'Always show start menu', 'Show top-bar', and 'Remember window positions' contain the words 'No', 'Yes', and 'Yes' respectively, which are colored red, green, and green. The other input fields contain text or numbers. A vertical scrollbar is visible on the right side of the settings list.

Setting	Value
Username	hedsam
Password	*****
Description	
Language	English
Background image	Default
Time format	%H:%M
Date format	%d.%m.%Y
Combined datetime format	%d.%m.%Y %H:%M
Always show start menu	No
Show top-bar	Yes
Mark person as out	30 Days
Mark person as unknown	90 Days
Show only active rows	No
Remember window positions	Yes
Personname formatting	%lastname, %firstname