

FeXGuard

Web Portal - Administrator Manual

Setup and Operation Guide

Version 1.1020

October 2025



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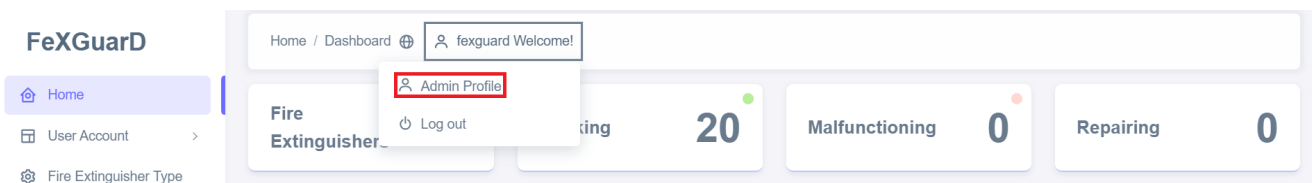
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1. Introduction

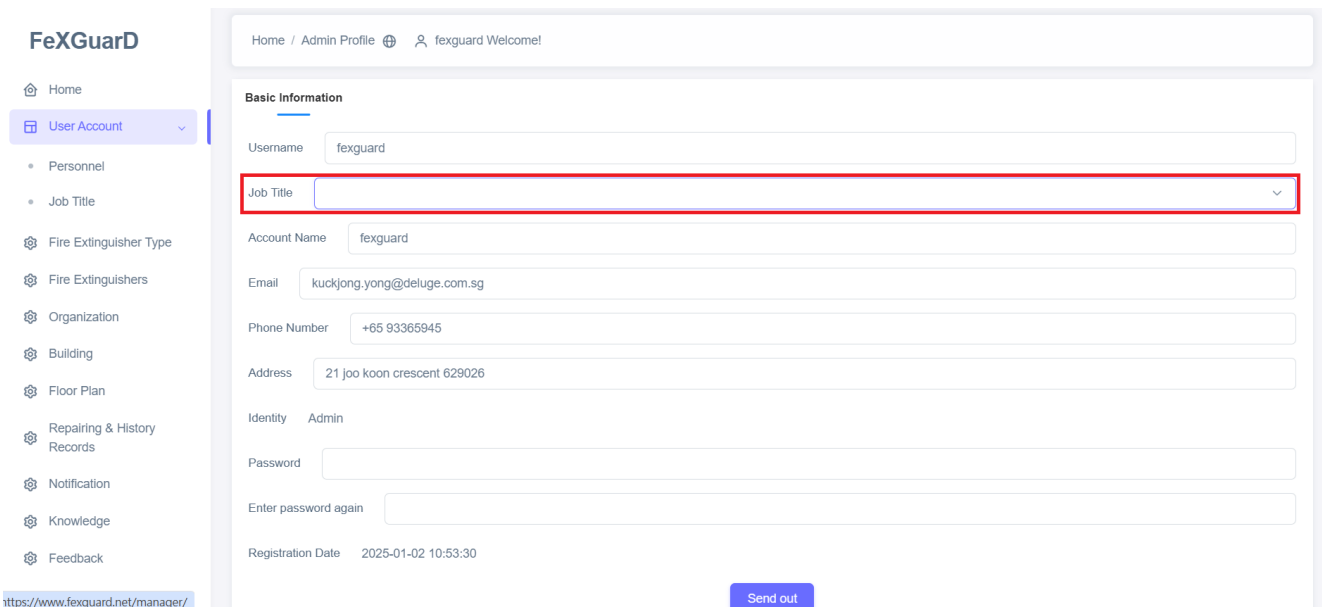
This manual provides step-by-step instructions for configuring and managing the FeXGuard Web Portal backend. It covers organization setup, user account management, fire extinguisher configuration, and event handling.

1.1 Edit User Admin Profile

Click on the User Admin icon  to edit User Admin Profile.



Here you can edit originally assigned User Admin Username, Account Name and add a Job Title from the drop-down dialog box, Email, Phone Number, Address, or change Password desired. Click "Sent out" to save.

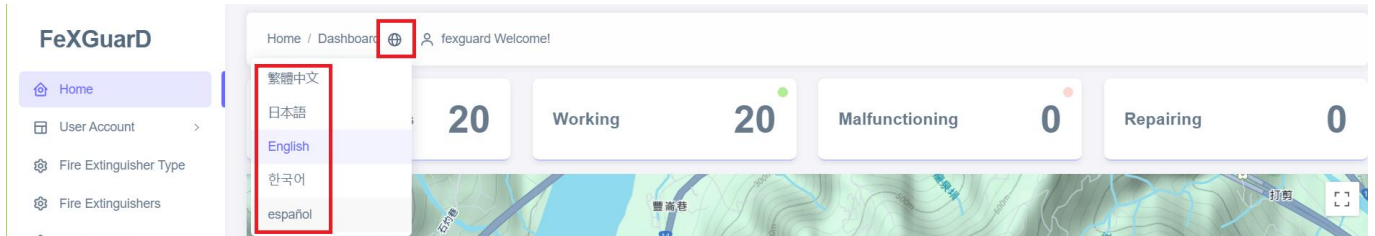


2. Setup Procedures

2.0 Language Change

Click on the “Global” icon to change the desired language (Chinese, Japanese, Korean, English and español).

Figure 0: Language Change Screen

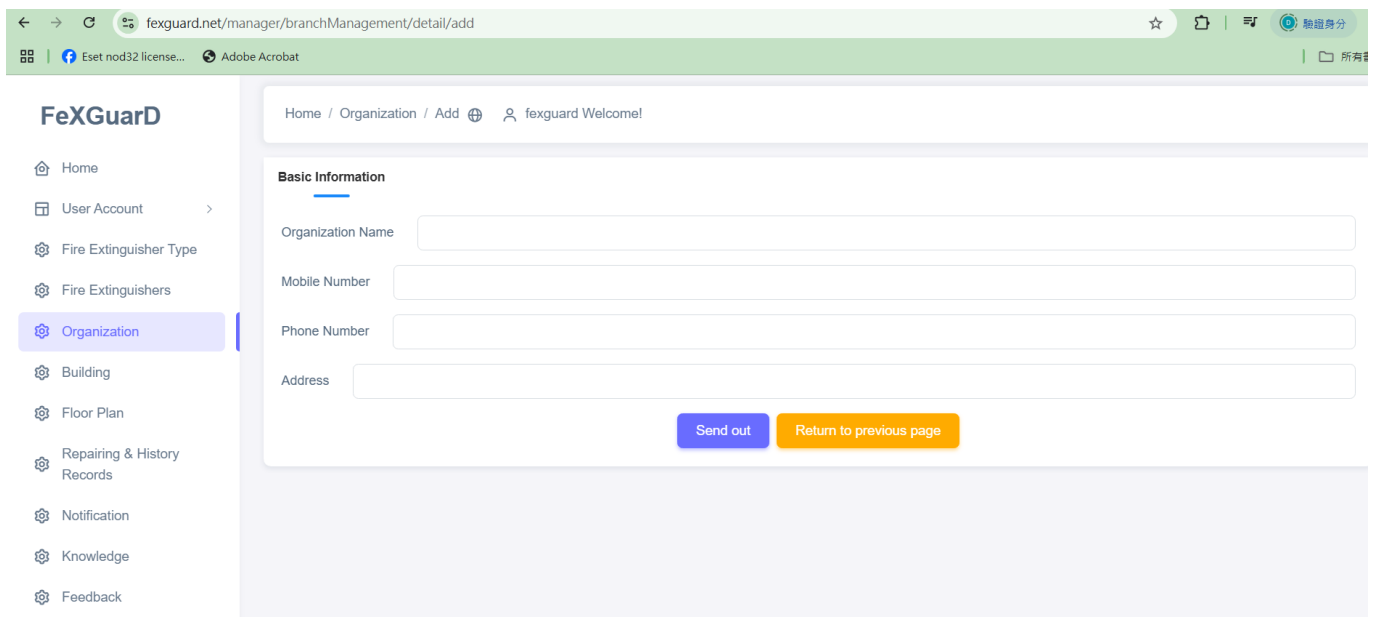


2.1 Set up Organizations

Configure the organization details to establish the management structure.

- Navigate to the "**Organization**" section.
- Enter the organization name, address, and contact details.

Figure 1: Organization Setup Screen



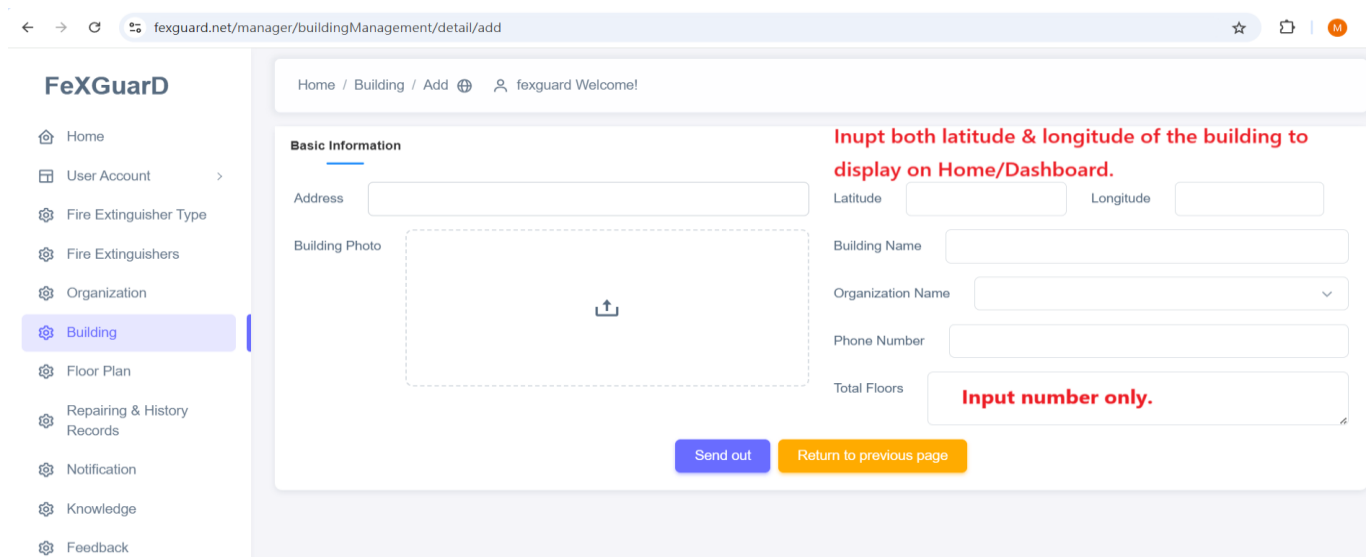
This screen allows you to input organization details.

2.2 Set up Buildings

Define building information to organize fire extinguisher placement.

- Go to the "**Building**" section.
- Input building name, address, and number of floors.

Figure 2: Building Setup Screen



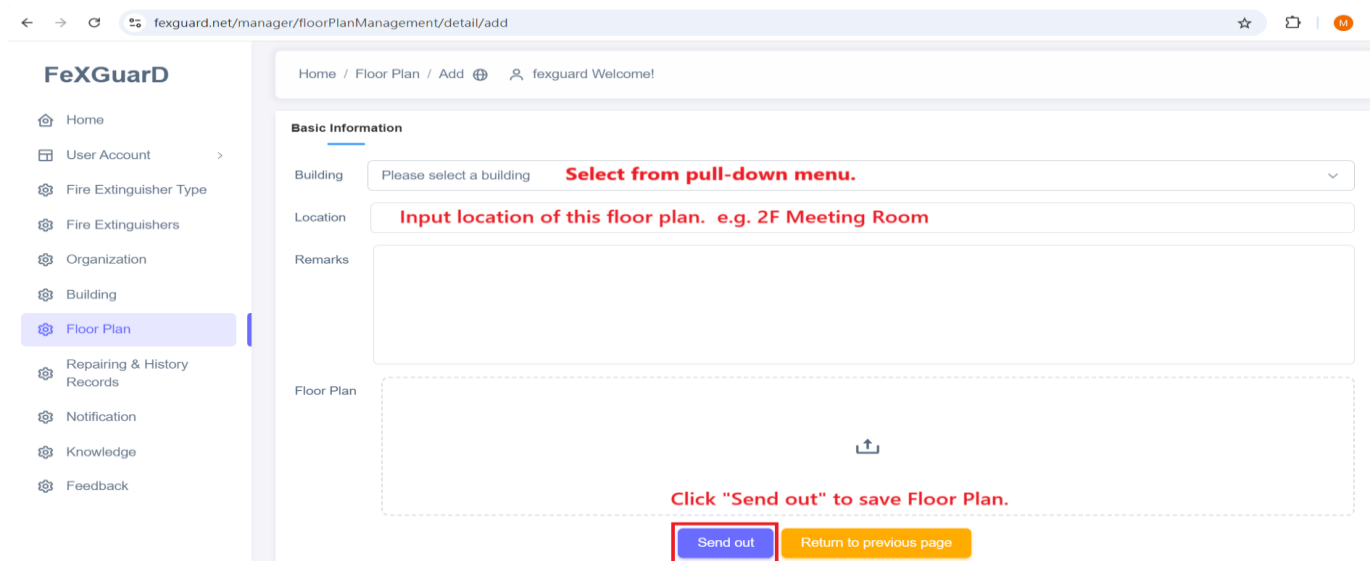
This screen is used to define building details.

2.3 Set up Floor Plans

Upload or create floor plans to map out areas for fire extinguisher placement.

- Access the "**Floor Plan**" section.
- Click "Floor Plan" to select a JPG file from your browser to upload. After uploading, click "**Edit**" and click "**Enlarge floor plan**" again to view all fire extinguisher locations.

Figure 3: Floor Plan Setup Screen



This page allows uploading floor plans and displays the number and locations of all fire extinguishers on the current floor plan. For details, refer to the next page:

Viewing All Fire Extinguisher Locations on the Floor Plan

- Navigate to "**Floor Plan**", expand to the "**Edit**" section.
- Click "**Enlarge floor plan**" to view all fire extinguisher locations.

Figure 4: Viewing All Fire Extinguisher Locations (Edit → Enlarge floor plan)

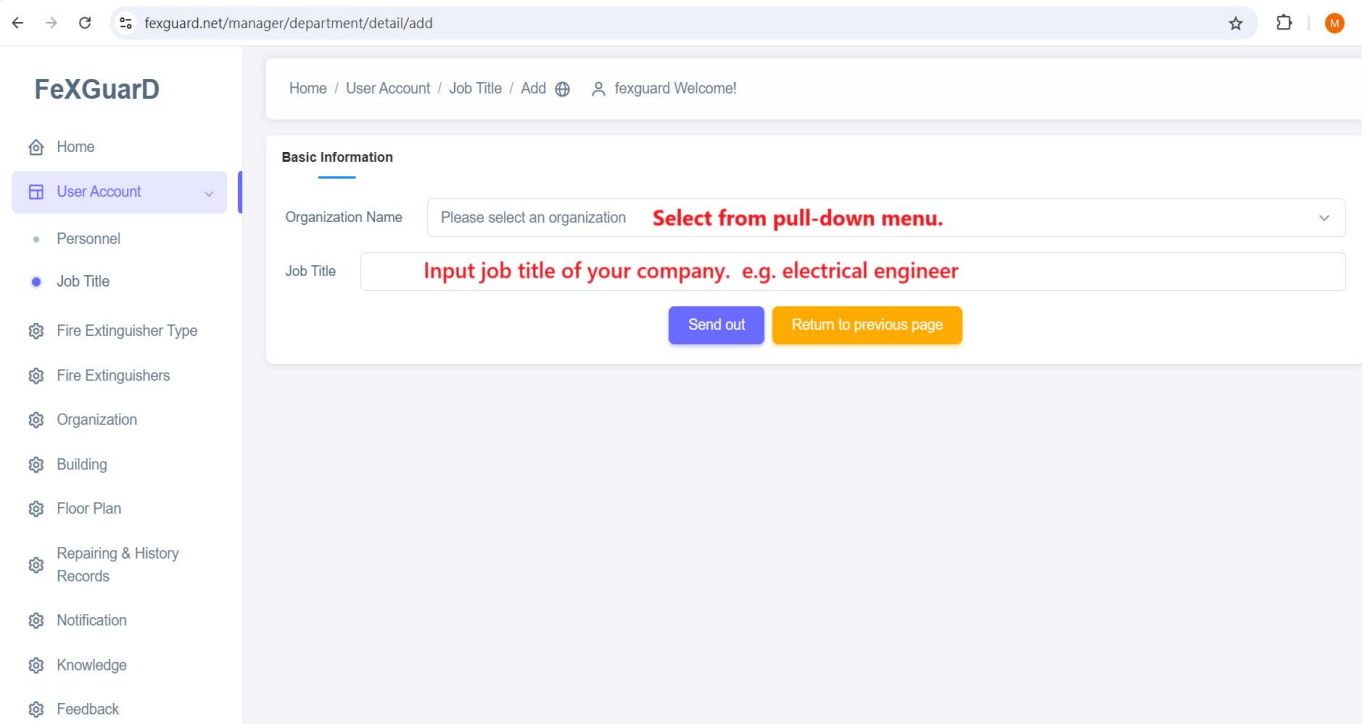


2.4 Set up Job Titles under User Account

Assign job titles to user sub-accounts to define roles and permissions.

- Navigate to the "**User Account**" → "**Job Title**" section.
- Add job titles such as "Manager," "Engineer," or "Management".

Figure 5: Job Title Setup Screen



This screen allows you to assign job titles.

2.5 Set up Sub-Accounts

Create sub-accounts for Visitors, Maintenance Personnel, and General Users to define permissions and access the FeXGuard App.

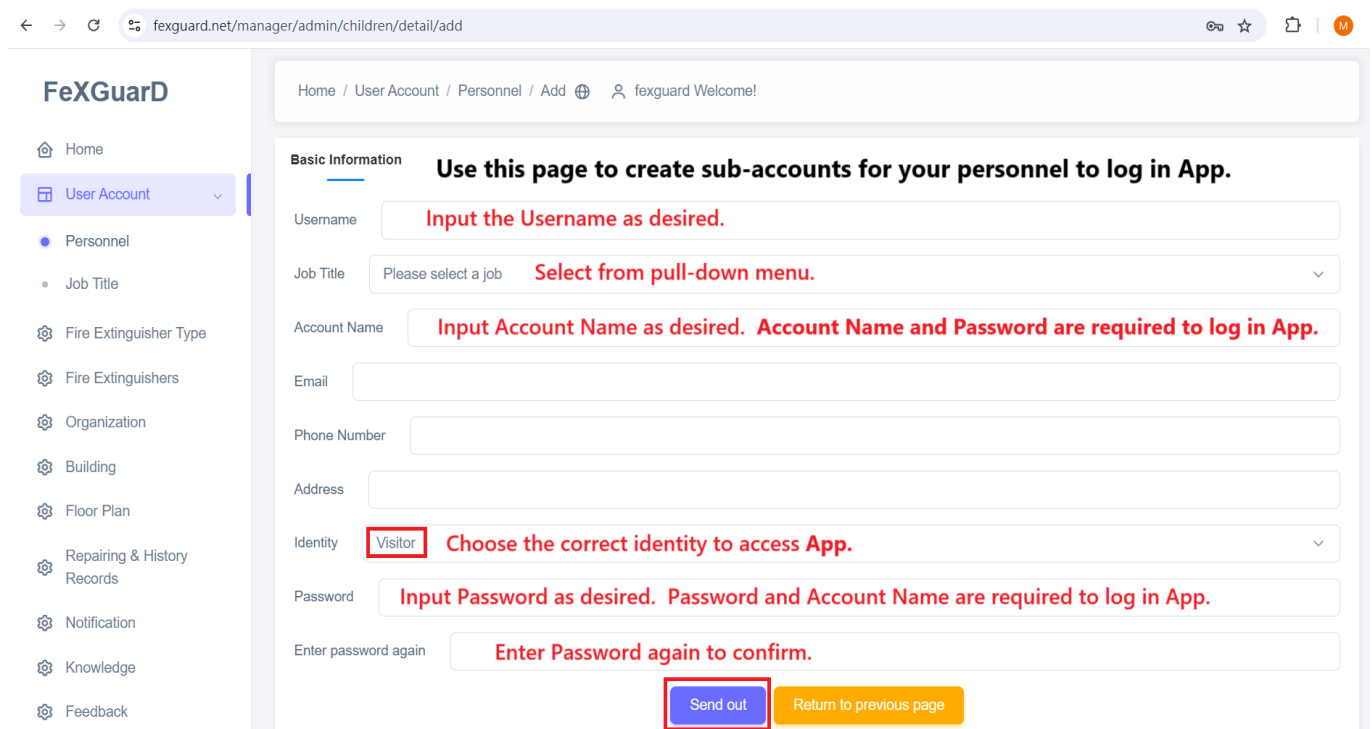
- Navigate to the "User Account" → "Personnel" section.
- Add sub-accounts with proper permission such as "Maintenance Personnel," "Visitor," or "General User".

Account Permissions:

Account Type	App Login	Execute Repairs	View Events
Maintenance Personnel	Yes	Yes	Yes
Visitors	Yes	No	Yes
General Users	Yes	No	Yes

Note: Only Maintenance Personnel can execute repairs or maintenance operations in the App.

Figure 6: Sub-Account Setup Screen



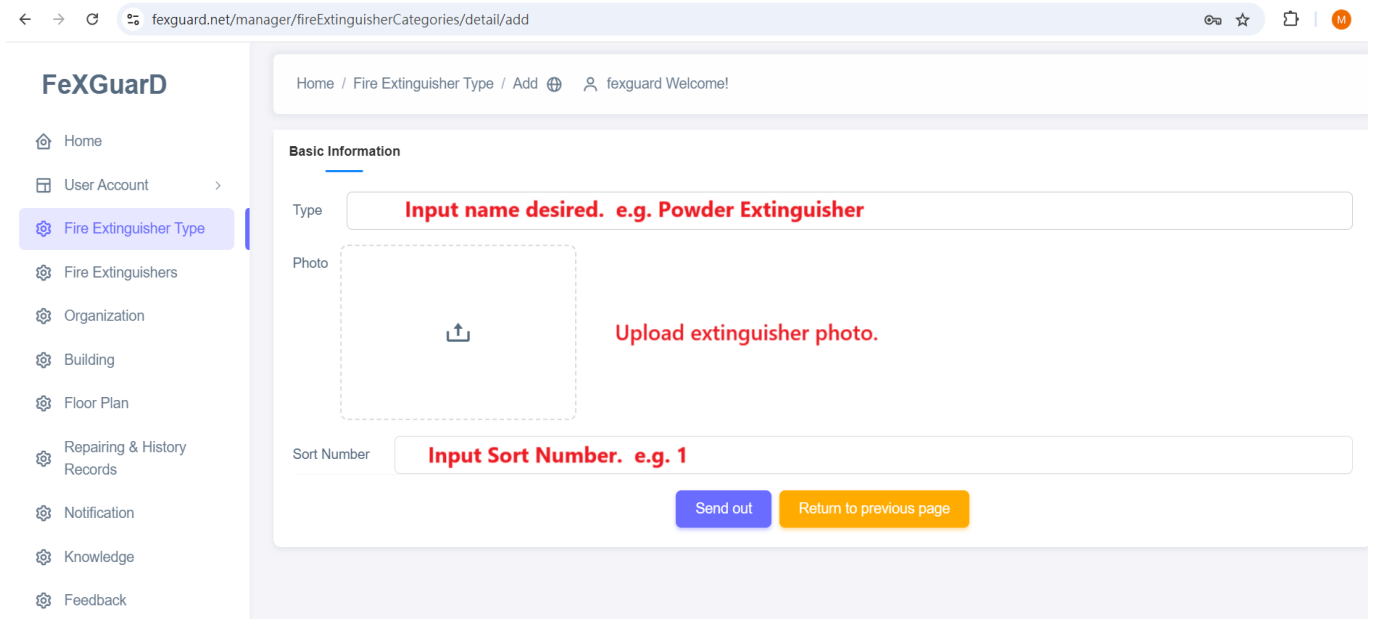
This screen is used to add or modify sub-accounts.

2.6 Set up Fire Extinguisher Types

Define the types of fire extinguishers used in the system.

- Access the "**Fire Extinguisher Type**" section.
- Specify categories such as CO2, Foam, or Dry Powder.

Figure 7: Fire Extinguisher Type Setup Screen



2.7 Set up Fire Extinguishers

Register individual fire extinguishers in the backend.

- Go to the "Fire Extinguishers" section.
- Enter details such as fire extinguisher ID (refer to the DevEUI sticker on the LoRa module), type, and location. **Note: Extinguisher ID needs to be EXACTLY the same as DevEUI.**
- Click "Sent out" to complete setup and return to the fire extinguisher list (refer to Figure 9)

Figure 8: Fire Extinguisher Setup Screen

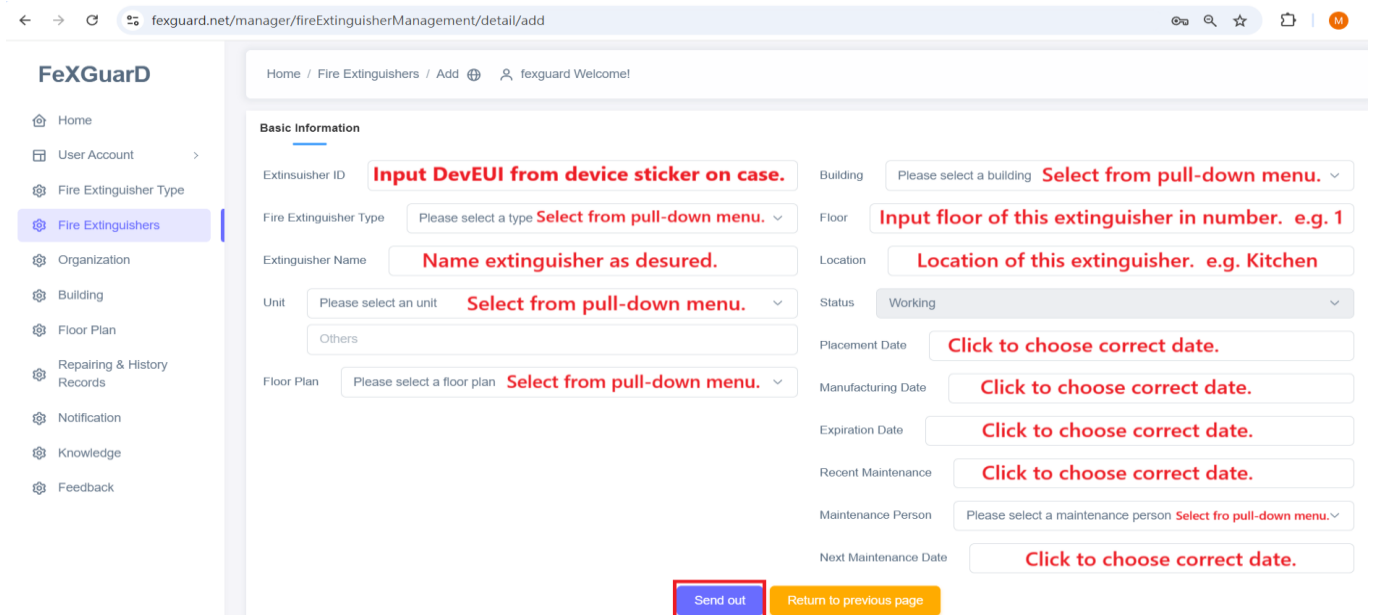


Figure 9: Fire Extinguishers (Fire Extinguisher List)

EXTINSUISHER ID	EXTINGUISHER NAME	ACCOUNT NAME	ACCOUNT NAME	ORGANIZATION NAME	BUILDING NAME	FLOOR	RECENT MAINTENANCE DATE
ff2500000002af0a	2AF0A-AU915_1-ADR	fexguard	fexguard	雙葉太平廠	雙葉太平廠	1	2025-09-25
ff2500000002afd1	2AFD1-AU915_1-DR1UP5	fexguard	fexguard	雙葉太平廠	雙葉太平廠	1	2025-09-25
ff2500000002afb5	2AFB5-US915_1-DR1UP6	fexguard	fexguard	雙葉高雄辦事處	雙葉高雄辦事處	1	2025-09-18
ff2500000002afc6	2AFC6-EU868-ADR	fexguard	fexguard	雙葉高雄辦事處	雙葉高雄辦事處	1	2025-09-16
ff2500000002af92	2AF92-US915_1-ADR	fexguard	fexguard	雙葉台北辦事處	雙葉台北辦事處	2	2025-09-15
ff2500000002af03	2AF03-EU868-DR1UP1	fexguard	fexguard	雙葉台北辦事處	雙葉北部辦事處	2	2025-09-15
ff2500000002af9b	2AF9B-250	fexguard	fexguard	雙葉大里廠	雙葉大里廠	1	2025-09-09
ff2500000002af5e	2AF5E-260	fexguard	fexguard	雙葉太平廠	雙葉太平廠	1	
ff2500000002aff2	2AFF2-260	fexguard	fexguard	雙葉太平廠	雙葉太平廠	1	2025-05-05
ff2500000002af15	2AF15-260-High	fexguard	fexguard	雙葉大里廠	雙葉大里廠	1	

Extinguisher ID, Building Name, and Organization Name can be searched in the search dialog box above. **This NEW function shows:**

- 1) Whether a specific Extinguisher exists.
- 2) List all Extinguishers under a specific Building.
- 3) List all Extinguishers under a specific Organization.
- 4) New Fire Extinguisher UI: **Account Name, User Name, Recent Maintenance Date, Next Maintenance Date** added.

2.7.1 Positioning Fire Extinguishers on Floor Plans

- Navigate to the "Fire Extinguisher" → **Expand** → **Edit** → Edit floor plan (refer to **Figure 10**).
- Click the desired placement location with the mouse and click "Save" (refer to **Figure 11**).

Figure 10: Editing Floor Plan (Placing Fire Extinguisher Locations)

Home / Fire Extinguishers / Edit

Basic Information

Serial Number: 274

Building: FTB Dali Plant

Extinguisher ID: ff2500000002af15

Floor: 1

Fire Extinguisher Type: Dry Powder Fire Extinguisher

Location: 辦公室

Extinguisher Name: 2AF15-260-High

Status: Working

Unit: Unit

Placement Date: 2025/04/21

Others: Others

Manufacturing Date: 2025/04/21

Floor Plan: 1F-FTB Branch

Expiration Date: 2028/04/30

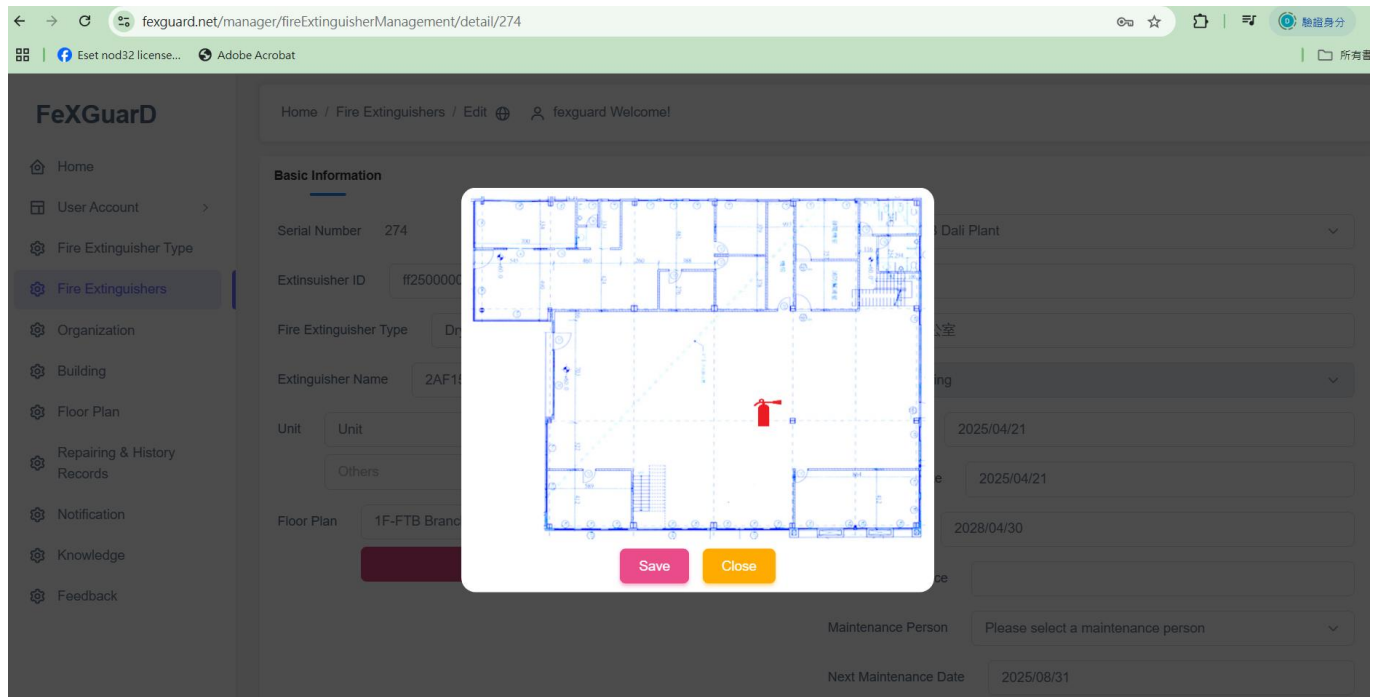
Recent Maintenance:

Maintenance Person: Please select a maintenance person

Next Maintenance Date: 2025/08/31

Edit floor plan

Figure 11: Placing Fire Extinguisher Locations



2.8 Notifications (Automatic Events)

Manage notifications for fire extinguisher events (automatic notifications).

- Events are triggered by conditions such as low pressure, high pressure, SOS, FEX removal, low battery, high temperature, maintenance date alarms, extinguisher expiration alarms, or offline alarms. The backend will display a notification screen (refer to **Figure 12**).
- Priority of Events: **RED (SOS, High/Low Pressures)** → **BLUE** → **BLACK** events. Check **Figure 13** for priority on the list.
- After the backend assigns maintenance personnel, notifications will be sent to the maintenance personnel's FeXGuard application. Simultaneously, the application will display real-time notifications when events are triggered, allowing maintenance personnel to proactively respond on-site.

Figure 12: Event Notification Screen

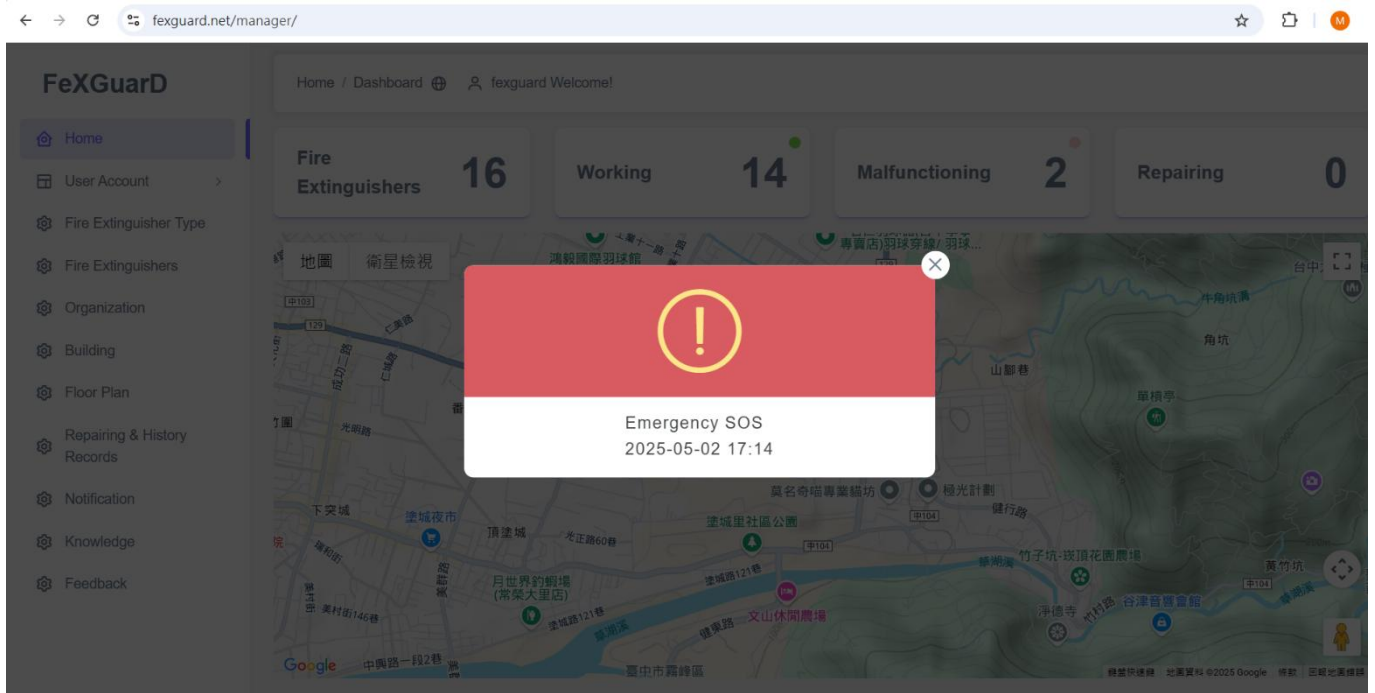


Figure 13: Notification (Events List) – the same as Home on App

Home / Notification fexguard Hello welcome to log in

Notification **This is the same as Home on Apps. All events listed below.**

請輸入滅火器ID

Events List:

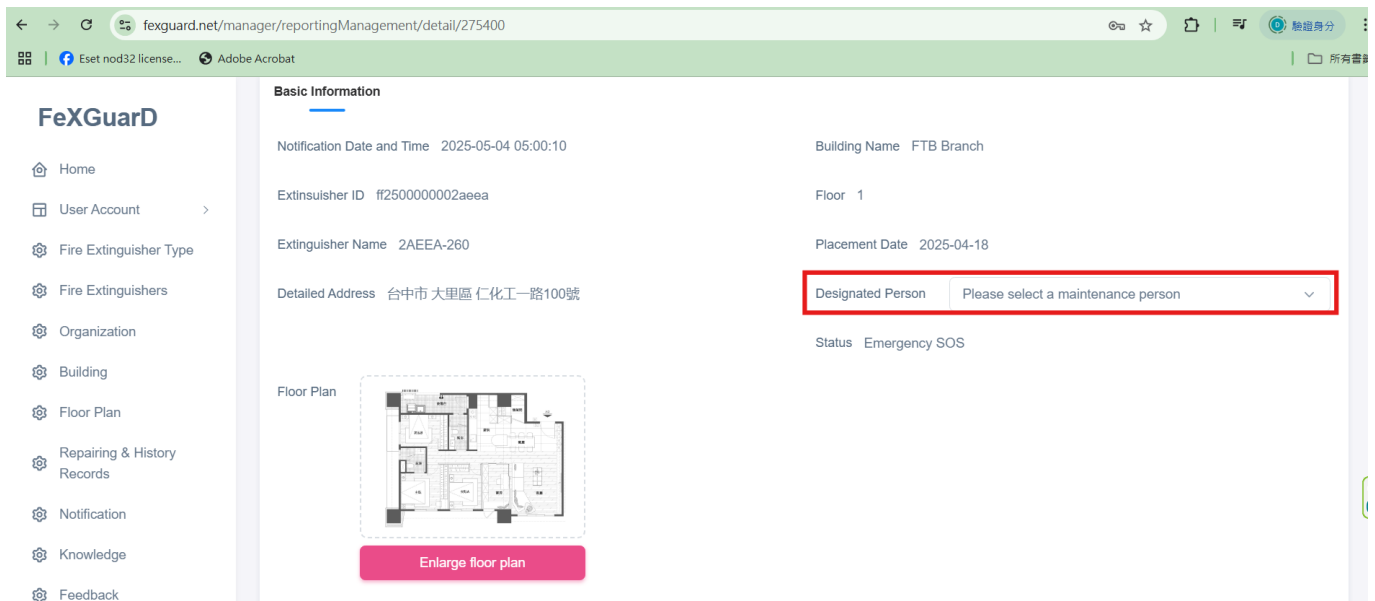
NOTIFICATION DATE AND TIME	FIRE EXTINGUISHER ID	FIRE EXTINGUISHER NAME	CITY	TOWNSHIP AREA	BUILDING NAME	DESIGNATE
2025-01-06 09:53:25	ff240000000278b5	278B5	台中市	大里區	FTB Dali Plant	
2025-01-06 13:02:26	ff240000000278b8	278B8	台中市	大里區	FTB Dali Plant	ftb004
2025-01-06 08:48:47	ff240000000263b3	263B3	台中市	大里區	FTB Branch	周世昌
2025-01-06 08:44:55	ff240000000278b4	278B4	台中市	大里區	FTB Branch	
2025-01-05 18:40:44	ff240000000278ba	278BA	台中市	大里區	FTB Dali Plant	
2025-01-05 17:58:16	ff240000000278b6	278B6	台中市	大里區	FTB Dali Plant	周世昌
2025-01-05 15:57:38	ff240000000278b9	278B9	台中市	大里區	FTB Dali Plant	
2025-01-05 15:45:04	ff240000000263b2	263B2	台中市	大里區	FTB Branch	周世昌

This screen displays the event notification list, allowing backend personnel to assign personnel for on-site handling, as detailed on **2.8.1 Editing Automatic Notifications (Assigning Personnel)** below:

2.8.1 Editing Automatic Notifications (Assigning Personnel)

- Click on "**NOTIFICATION**" → "**Expand**" → "**Edit**".
- Click "Designated Person" and submit. The notification will be sent to the maintenance personnel's FeXGuard application.

Figure 14: Assigning Personnel



2.8.2 Adding Manual Notifications (Manual Events)

- "**Notification**" → click "**Add**" (refer to **Figure 15**).
- Select "Fire Extinguisher" and "Send out". The manual event notification will be sent to **ALL sub-accounts** at the same time upon "Send out" clicked the first time. The notification list will display "**Malfunctioning**" in the status column (refer to **Figure 16**).
- To send the notification to a specific maintenance personnel's FeXGuard App for the second and following notifications, click on manual "**NOTIFICATION**" → "**Expand**" → "**Edit**". Click "Designated Person" and "Send out" again. The second and following notifications will be sent to the specific maintenance personnel's FeXGuard App.

Figure 15: Notification (Add)

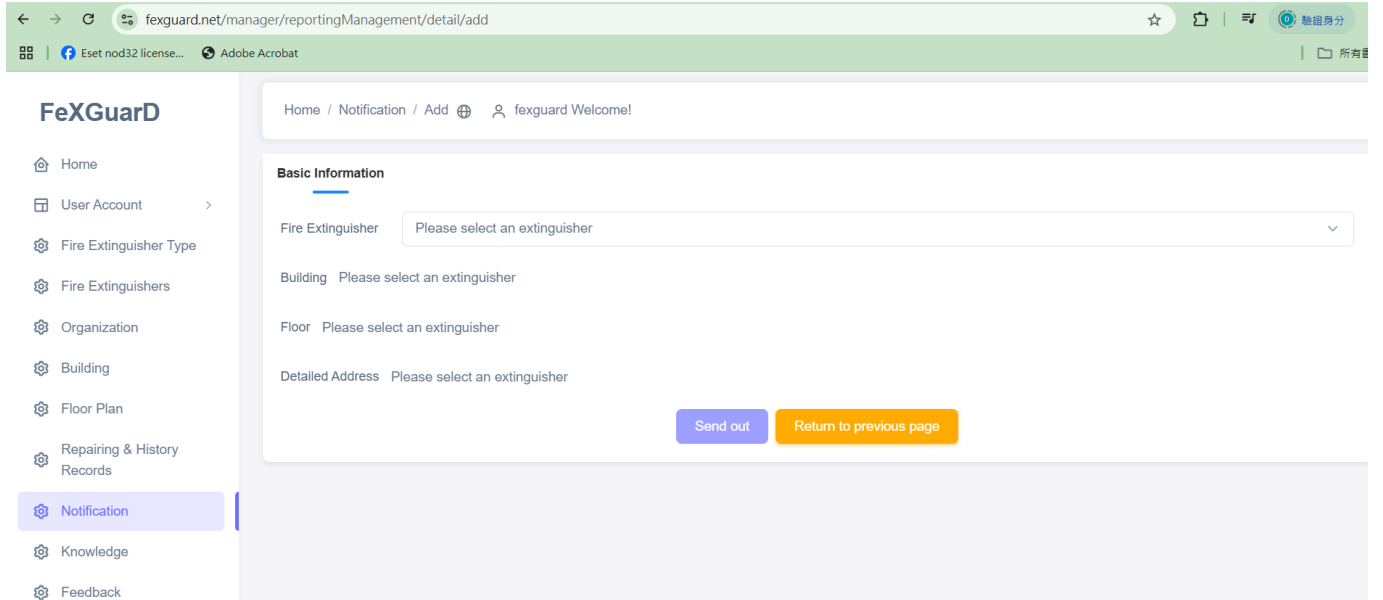
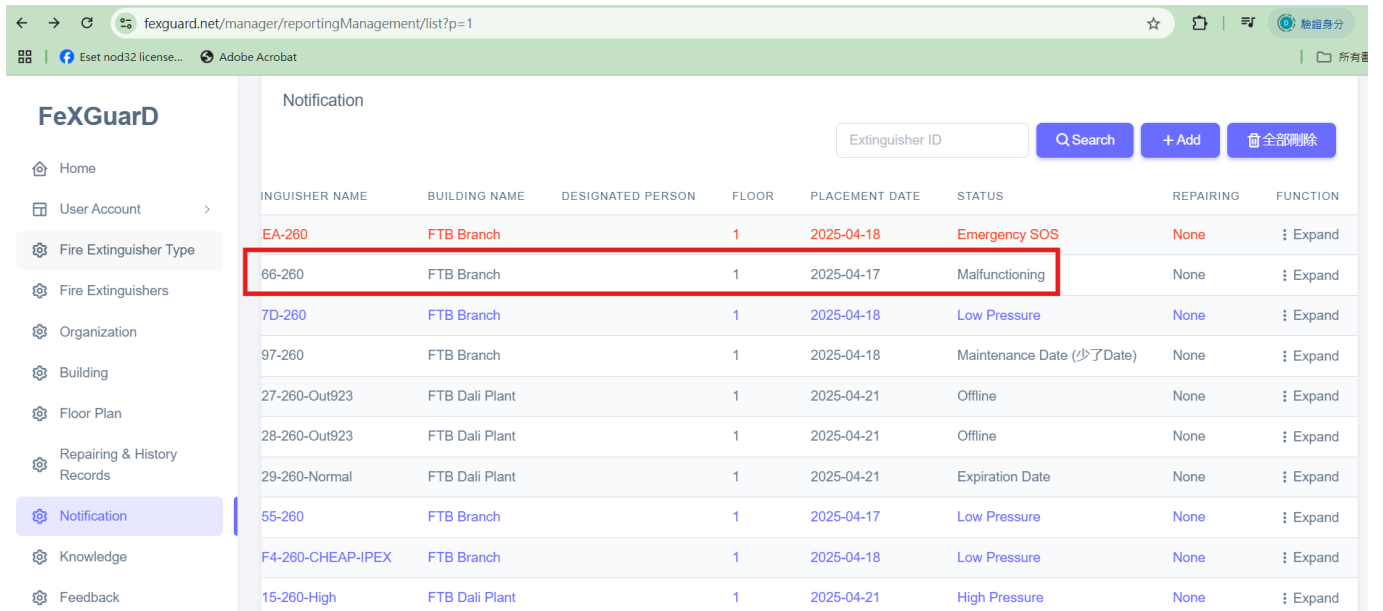


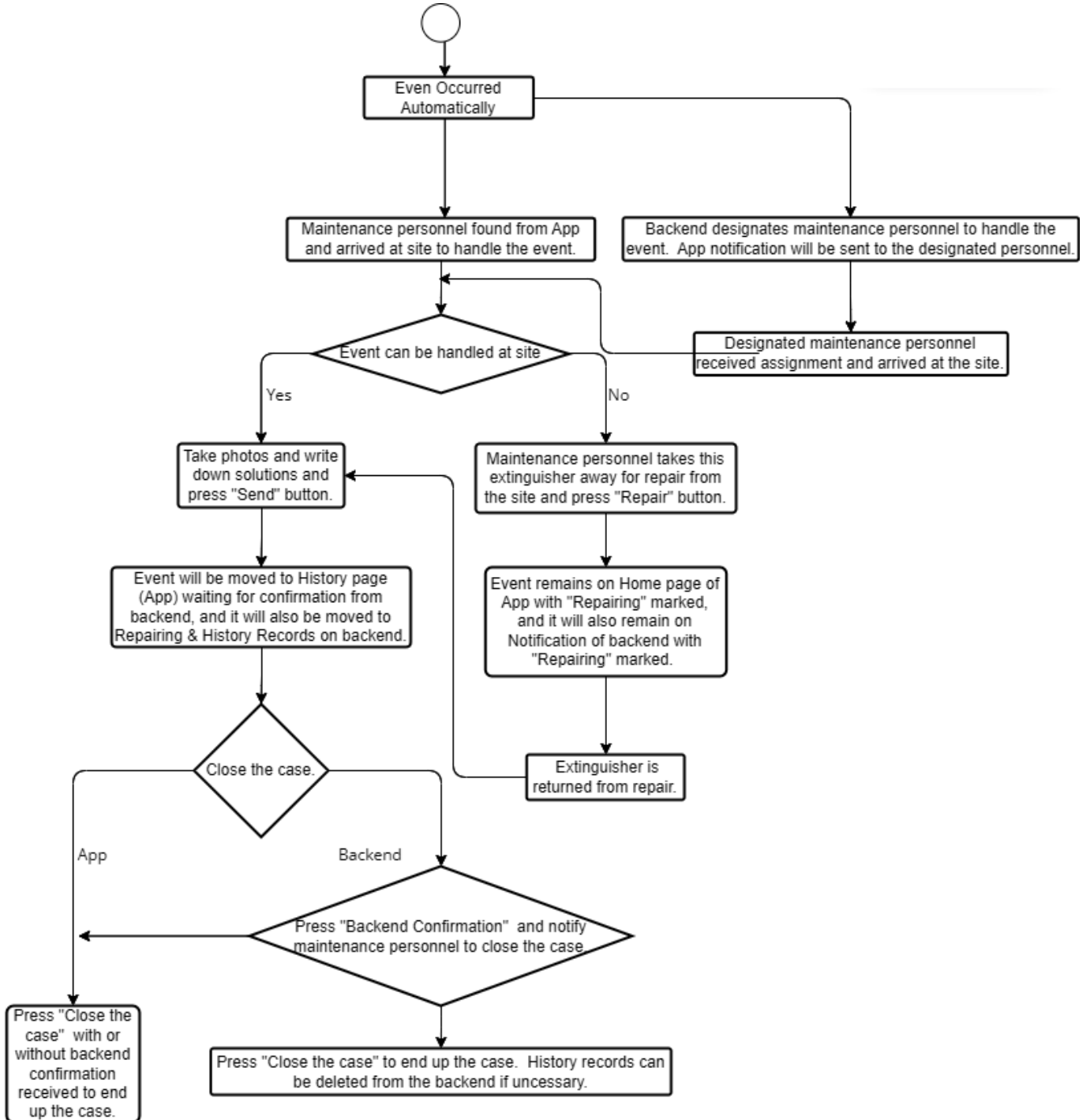
Figure 16: Manual Event Status Column (Malfunctioning)



Manually added events will display "**Malfunctioning**" in the status column of the notification list. To assign maintenance personnel for repairs, follow the process outlined in **2.8 Notifications (Automatic Events)**.

2.8.3 Event Flowchart

Figures 17: Event Flow Chart



2.9 Repairing & History Records

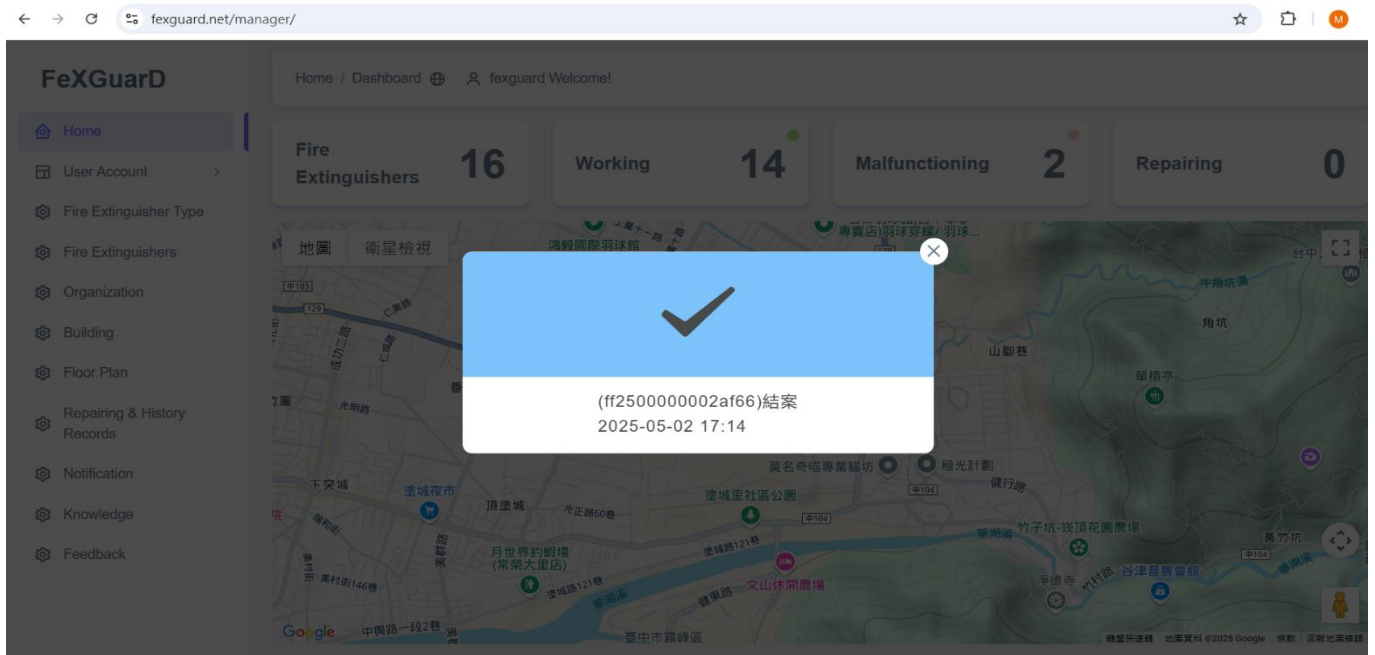
Track repairing activities and maintain event history records.

- Navigate to the "Repairing & History Records" to view the repairing list. Entries without highlighted text and marked as "Working" are historical records (closed cases). Entries with highlighted text and marked as "Malfunctioning" are pending backend confirmation and remain open. Backend personnel can directly close cases or confirm them, allowing maintenance personnel to close cases via the FeXGuard application. Refer to **Figure 18: Repairing List (Closed and Open Cases)** and **Figure 21: Backend Confirmation and Case Closure**.
- Maintenance personnel can close cases through the FeXGuard application. Refer to **Figure 19: Case Closure Notification Sent to Backend After Maintenance Personnel Closes Case via FeXGuard App**.

Figure 18: Repairing List (Closed and Open Cases)

REPAIR DATE AND TIME	EXTINSUISHER ID	EXTINGUISHER NAME	UNIT	BUILDING NAME	FLOOR	CONFIRMATION	CURRENT STATUS	REF
2025-05-01 12:35:37	ff2500000002af7d	2AF7D-260	Unit	FTB Branch	1	Unconfirmed	Malfunctioning	No
2025-05-01 12:35:17	ff2500000002aeea	2AEAA-260	Unit	FTB Branch	1	Unconfirmed	Malfunctioning	No
2025-05-02 17:14:47	ff2500000002af66	2AF66-260	Unit	FTB Branch	1	Confirmed	Working	Nor
2025-05-01 17:40:54	ff2500000002af27	2AF27-260-Out923	Unit	FTB Dali Plant	1	Confirmed	Working	Nor
2025-05-01 12:39:07	ff2500000002af4	2AFF4-260-CHEAP-IPEX	Unit	FTB Branch	1	Confirmed	Working	Nor
2025-05-01 12:35:47	ff2500000002af55	2AF55-260	Unit	FTB Branch	1	Confirmed	Working	Nor
2025-05-01 11:33:56	ff2500000002af17	2AF17-260	Unit	FTB Branch	1	Confirmed	Working	Nor

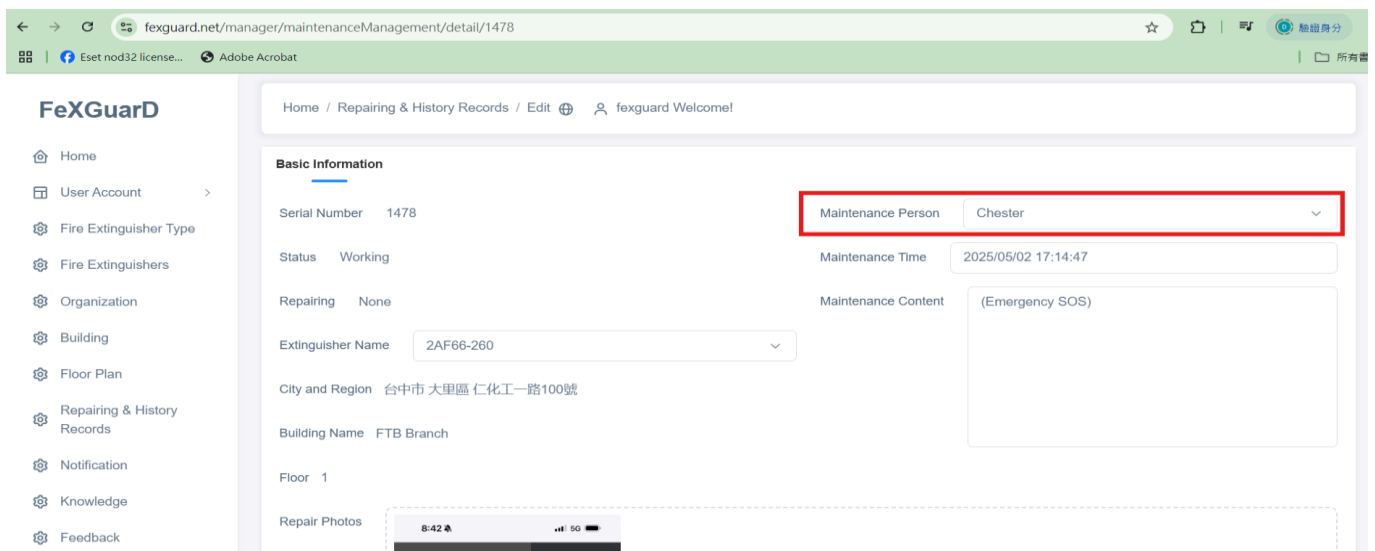
Figure 19: Case Closure Notification Sent to Backend After Maintenance Personnel Closes Case via FeXGuard App



2.9.1 Changing Maintenance Personnel

- Navigate to the "Repairing & History Records" → "Expand" → "Edit" and choose the correct maintenance person, and "Send out" (refer to **Figure 20: Changing Maintenance Person**). The maintenance person's app will also receive a notification of the change to ensure the correct person is recorded for historical accuracy.

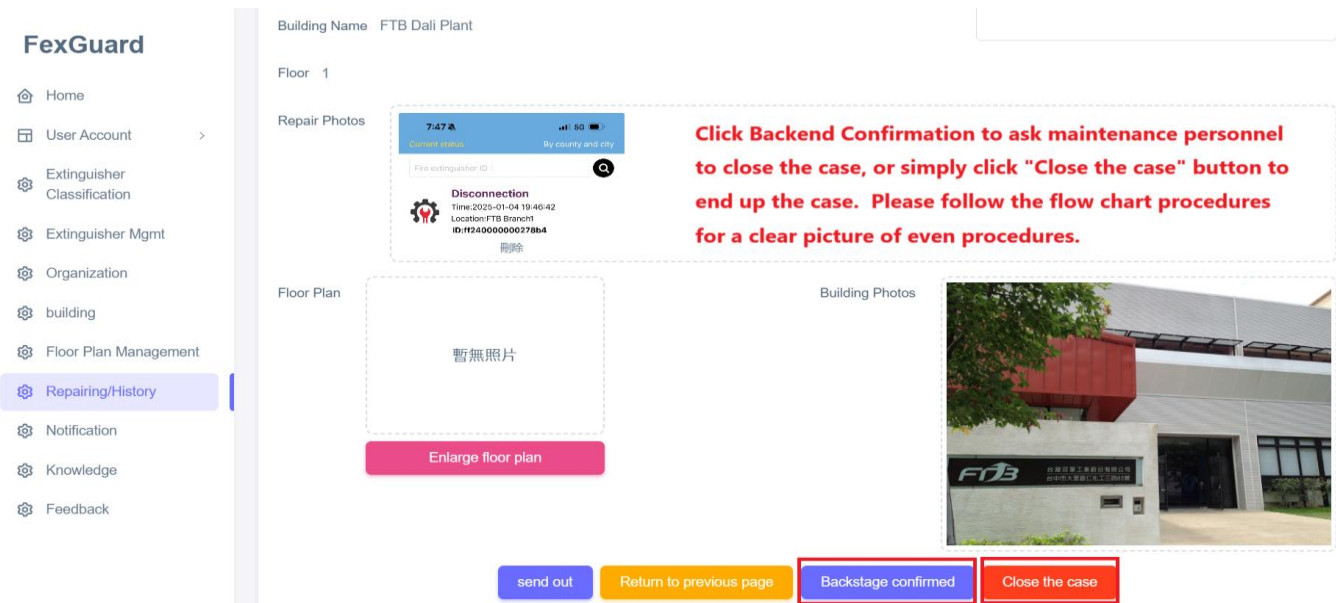
Figure 20: Changing Maintenance Person



2.9.2 Backend Confirmation and Case Closure

- For open cases, backend personnel can directly click "**Close the case**" or select "**Backend Confirmation**", allowing maintenance personnel to close the case via the FeXGuard application (refer to **Figure 21: Backend Confirmation and Case Closure**).

Figure 21: Backend Confirmation and Case Closure

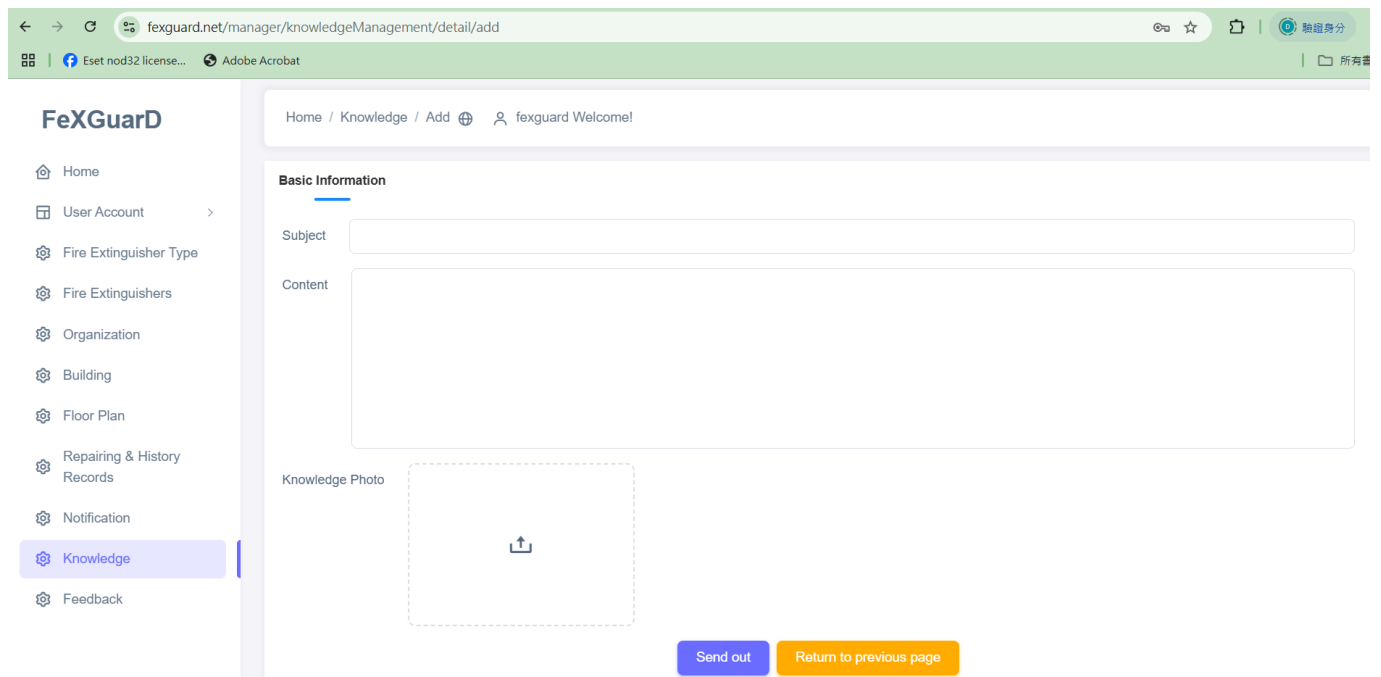


2.10 Knowledge

Manage fire extinguisher-related knowledge applications, allowing the addition, modification, or deletion of outdated knowledge and information. It can also serve as an internal bulletin board, ensuring all App users receive the latest notifications while preventing data leaks.

- Edit or add content in the "Knowledge" section.
- Use the "Delete" function to remove unnecessary outdated knowledge data.

Figure 22: Knowledge Title Adding



2.11 Feedback

A platform for App users to communicate with the backend. Users can directly submit feedback to the backend, which can add, modify, or delete outdated feedback messages, mark them as processed, or assign personnel to handle them. It can also serve as an internal message forwarding platform, ensuring all App users receive the latest notifications while preventing data leaks.

- **"Feedback" → "Expand" → "Edit"** to reply to current feedback submitted by App users.
- Use **"Delete"** to remove unnecessary feedback or message records.
- **Figure 23: A feedback notification sent from the FeXGuard App users to the backend.**
- **Figure 24: Edit (Reply) feedback sent from the FeXGuard App users.**

Figure 23: FeXGuard App User Feedback Notification Sent to Backend

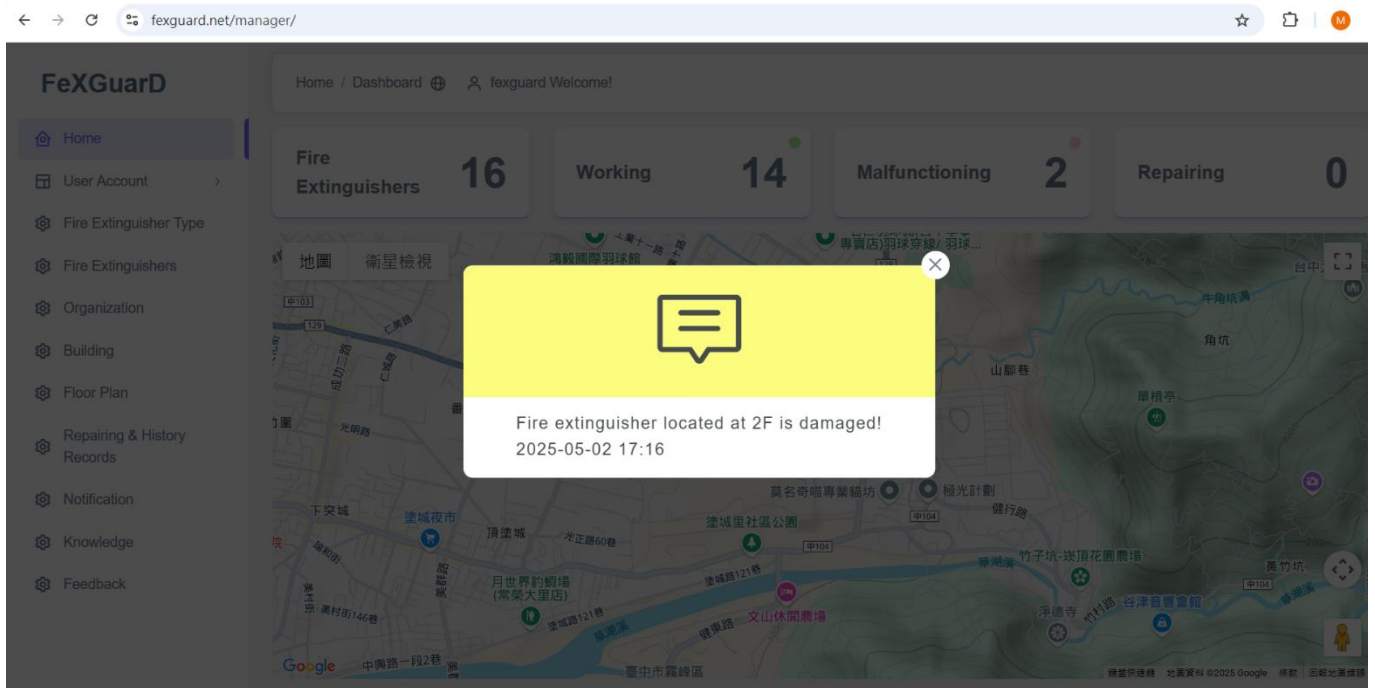
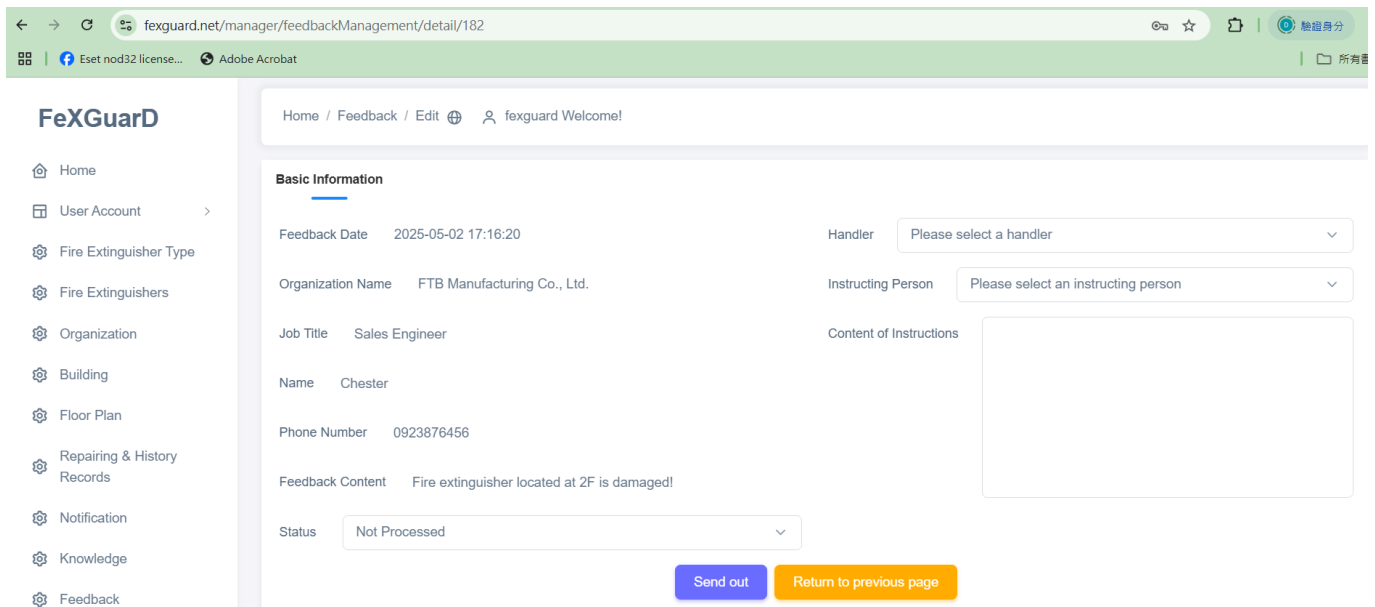


Figure 24: Edit & Reply to feedback from App users (Marking as Processed or not Rrocessed)



2.12 Troubleshooting

Address issues such as devices offline or connection anomalies.

- If a device remains offline for over 48 hours, the server will send alarms to the FeXGuard application and backend. At this time, maintenance personnel must be sent to the site to inspect the module, or the module must be sent out for repair immediately.
- Use the "Delete" to remove unnecessary notification records.

Figure 25: Notification – Connection Anomaly Notification

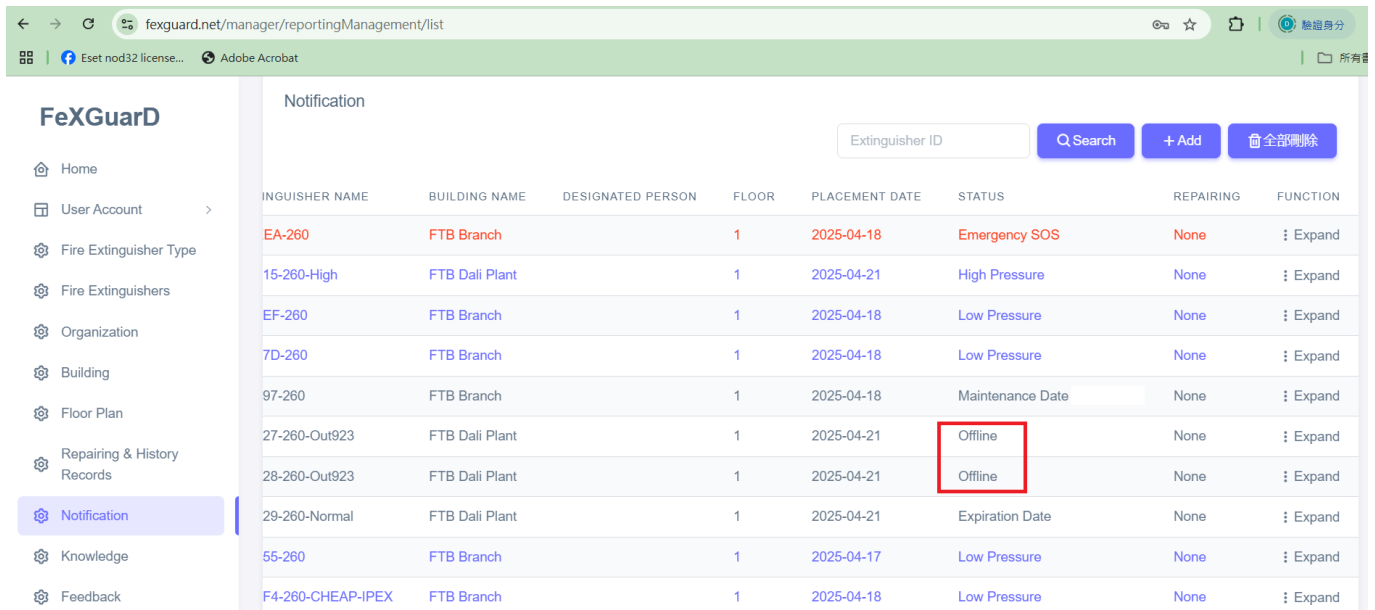
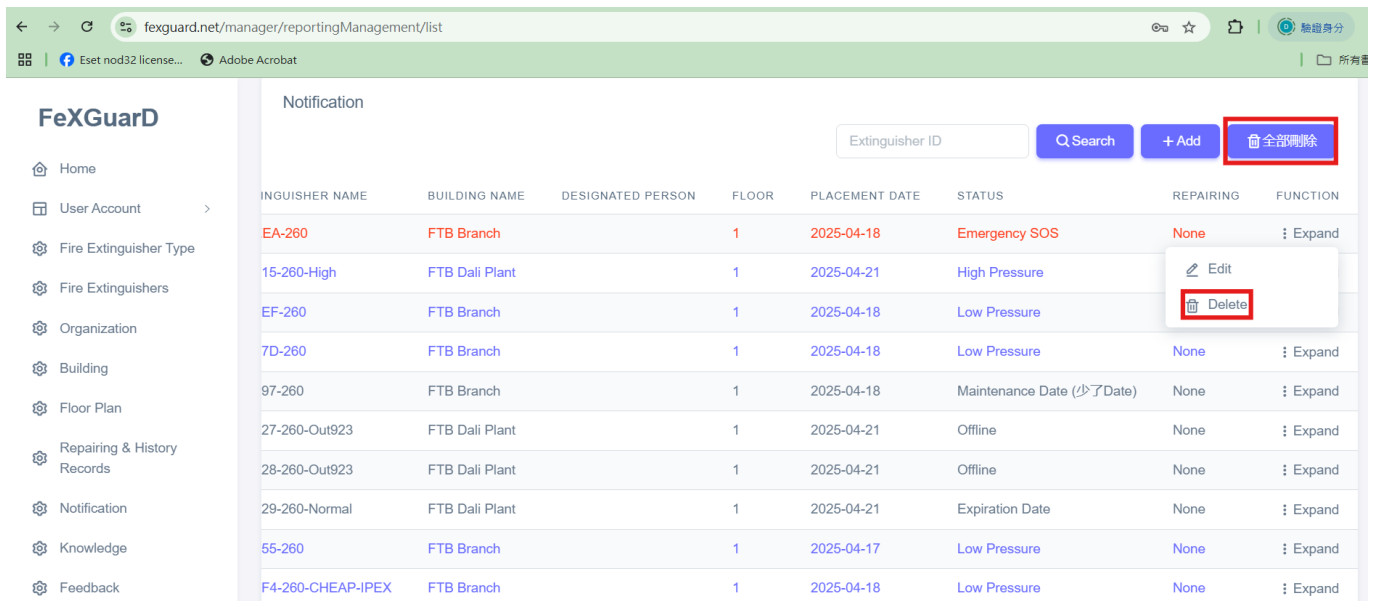


Figure 26: Notification – Deleting Unnecessary Notifications



2.13 Version Change Log

1) Version 1.0 – January 2025

2) Version 1.54 – May 2025

3) Version 1.1020 – October 2025

Details of Changes:

A) Add 2.0 Language Change

B) 2.7 Set up Fire Extinguishers: **Note: Extinguisher ID needs to be EXACTLY the same as DevEUI.**

Extinguisher ID, Building Name, and Organization Name can be searched in the search dialog box. **This NEW function shows:**

- 1) Whether a specific Extinguisher exists.
- 2) List all Extinguishers under a specific Building.
- 3) List all Extinguishers under a specific Organization.
- 4) New Fire Extinguisher UI: **Account Name, User Name, Recent Maintenance Date, Next Maintenance Date added.**