FeXGuarD

Web Portal – SuperAdmin Guide

Version 1.0

October 2025



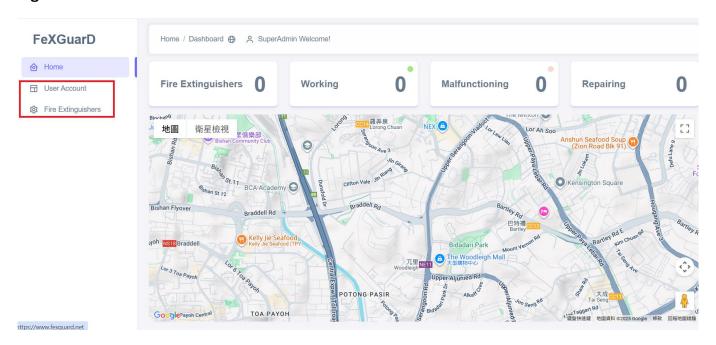
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1. UI

- A) User Admin Account: You can create "User Admin" accounts for your customers here. Your customers can use the "User Admin" accounts you created to create more sub-accounts, such as General User, Visitor, or Maintenance Person", in their "User Admin" accounts.
- B) Fire Extinguishers: List of all fire extinguishers of all your customers. You can search by an Extinguisher ID for a specific extinguisher, or an Organization Name to list all extinguishers that belong to a specific Organization. Type a Building Name to search and list all extinguishers that belong to a specific Building. Also, User Admin Account Name and User Name searches are available to search all extinguishers under a User Admin account/user.

Figure 1: Main UI



1.1 User Admin Account

1.1.1 Search

- Enter the desired Account Name on the search dialog box to start search.
- After searching, you can Edit, or Delete the Account; or, you can do fire
 extinguishers search for this account. All fire extinguishers of this Account will
 be listed. Note: Only listed User Admin Accounts can do fire extinguisher
 search. See Figure 2 below for details.

Figure 2: User Admin Account Search

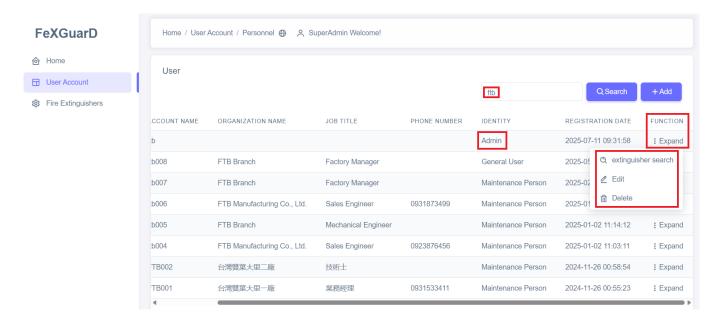
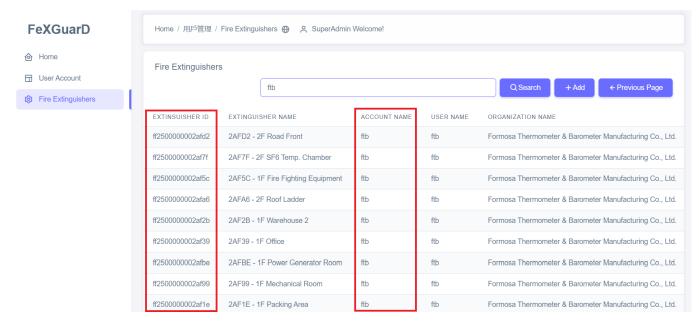


Figure 3: Fire Extinguishers Search of a desired User Admin Accont

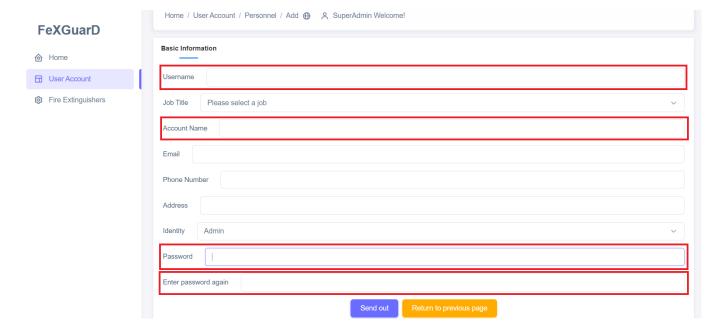


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1.1.2 Add User Admin Accounts

- Click Add button to add a new User Admin account. Please be noticed that
 User Name, Account Name, Password, and Enter password again dialog
 boxes are required to set up a User Admin Account. Job Title can be left
 unattended.
- Only User Admin accounts can be added. Other sub-accounts like Maintenance Person, Visitor, or General User need be added under the User Admin account only.

Figure 3: User Admin Account Setup



1.1.3 Extinguisher Search for a specific User Admin Account

Please refer to 1.1.1 Search above for details.

1.2 Fire Extinguishers

- You can use Extinguisher ID, Building Name, Organization Name, User Admin Account Name, and User Name in the search dialog box to search. Search results are:
 - 1) Whether a specific Extinguisher exists. Or Edit, Delete the Extinguisher unwanted.
 - 2) List all Extinguishers under a specific Building.
 - 3) List all Extinguishers under a specific Organization.
 - 4) List all Extinguishers under a specific User Admin Account.

Figure 4: Fire Extinguisher Search

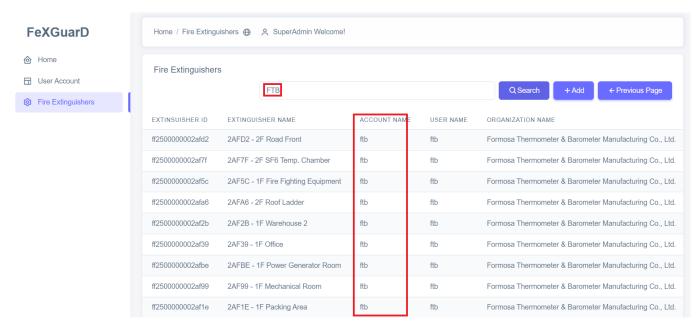
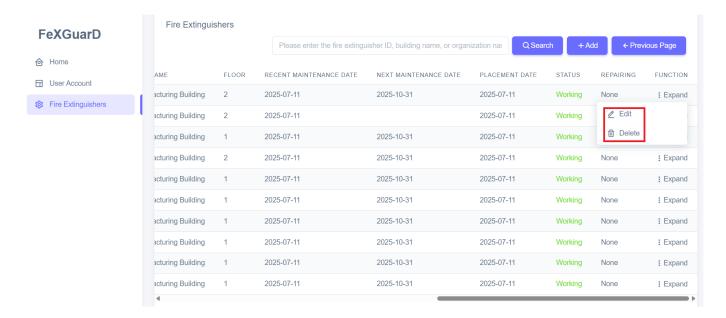


Figure 5: Edit or Delete Fire Extinguishers on a User Admin Account



2. Search for all fire extinguishers on a specific Account

Please refer to 1.1.1 Search or 1.2 Fire Extinguishers for details.