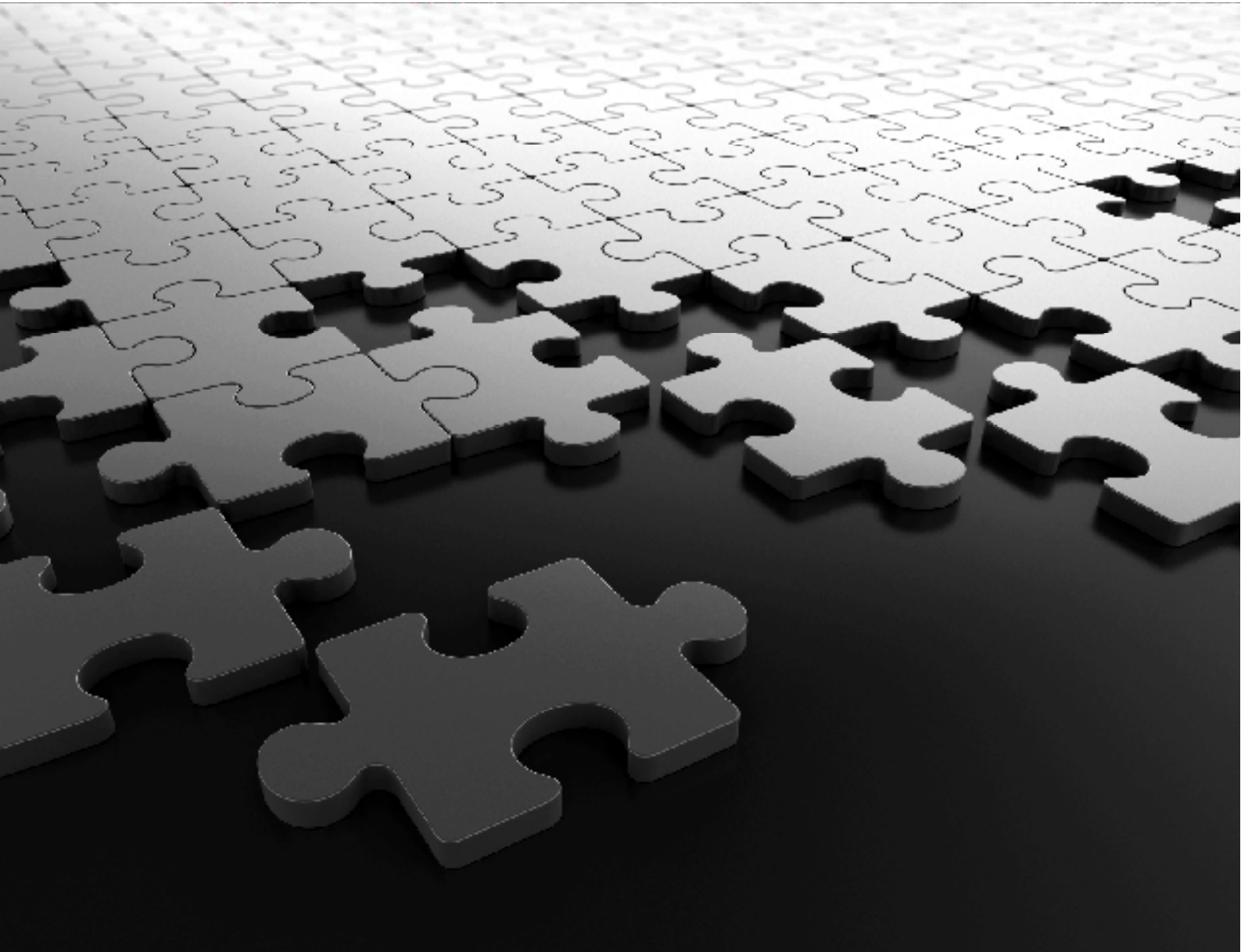


# **Admin Management Portal User Manual**



## **COSEC CENTRA**

Admin Management Portal

## **System Manual**



# Documentation Disclaimer

Matrix Comsec reserves the right to make changes in the design or components of the product as engineering and manufacturing may warrant. Specifications are subject to change without notice.

This is a general documentation for all variants of the product. The product may not support all the features and facilities described in the documentation.

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## Warranty

For product registration and warranty related details visit us at:  
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*Version 28*

*Release date: November 13, 2024*





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## Welcome

Thank you for choosing the Matrix COSEC Time Attendance and Access Control System! We are sure you will be able to make optimum use of this feature rich, Integrated Access Control and Time and Attendance system. Please read this document carefully to get acquainted with the product before installing and operating it.

## Organization of this Document

This System Manual exclusively focuses on COSEC Centra.

It contains the following topics:

- **Know Your COSEC Admin Portal** - describes the roles and functioning of Admin Portal for managing companies (clients) in COSEC.
- **Software Installation** - gives step-by-step instructions for installation and configuration of Admin portal.
- **Getting Started** - provides information about configuration of Database server and COSEC Services.

## How to Read this System Manual

This document is organized in a manner to help you get familiar with the COSEC system, learn how to install it, connect it in various network topologies, connect the external devices, and power up the hardware systems. The manual also covers the installation and configuration of the COSEC application and its dependent components.

This System Manual is presented in a manner that will help you find the information you need easily and quickly.

You may use the table of contents and the Index to navigate through this document to the relevant topic or information you want to look up.

- **Instructions**

The instructions in this document are written in a step-by-step format, as follows. Each step, its outcome and indication/notification, wherever applicable, have been described.

- **Notices**

The following symbols have been used for notices to draw your attention to important items.



**Important:** to indicate something that requires your special attention or to remind you of something you might need to do when you are using the system.



**Caution:** to indicate an action or condition that is likely to result in malfunction or damage to the system or your property.



**Warning:** to indicate a hazard or an action that will cause damage to the system and or cause bodily harm to the user.



**Tip:** to indicate a helpful hint giving you an alternative way to operate the system or carry out a procedure, or use a feature more efficiently.

## Getting Help

Our online help will provide you with immediate and context-related help. Click on the **Help** button, found in all the system windows. A help file will open up which enables the user to navigate to the relevant topic of interest. To get a more focused and context sensitive help click on the “?” symbol located on the upper right half of the web page.

## Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

If you need additional information or technical assistance with the COSEC system and other Matrix products, contact our Technical Support Help desk, Monday to Saturday 9:00 AM to 6:00 PM (GMT +5:30) except company holidays.

<b>Phone</b>	+91(18002587747)
<b>Internet</b>	<a href="http://www.MatrixComSec.com">www.MatrixComSec.com</a>
<b>E-mail</b>	<a href="mailto:Tech.Support@MatrixComSec.com">Tech.Support@MatrixComSec.com</a>

## ***Know your COSEC Admin Portal***

---

COSEC Admin Management Portal enables the admin to configure the Company's profile, assign license and services, manages database of the company.

While installing the Admin Portal setup; the Company details must be entered on the “*Admin Management Portal DB details*” page. So when you login to Admin Portal web, company profile will get created automatically. See *Chapter: Software Installation for details*.

Once the COSEC setup is installed, Admin can access Admin Management Portal and the Admin can do following things:

- Change Company's database from Profile > Database Configuration as required.
- Update License Verification Mode to the desired — Device Based, Server Based or Virtual License.

If you change the License Verification Mode from Dongle based to Virtual License, it will remove all details associated with the previous license mode permanently. The server will only function with the newly configured license verification mode.

The System Architecture of COSEC CENTRA along with Admin Portal is shown below. At the top is the **COSEC Utilities**, at the user end, **COSEC Services** along with central **Master Service** and the Database servers hosting **Admin Portal database** and **COSEC database**. This gives the flexibility to install these components at one location or separate locations.

### **Master Service**

- Handles request from all other components.
- Provides updated DB/license details to all services.
- On Premise- Responsible for License Management for the modes- Dongle on Server, Dongle on Device or Virtual License.
- On Premise- Responsible for COSEC DB upgrade as well.
- Responsible for Admin Portal DB Upgrade.

**Admin Portal Service** is required for following functions:

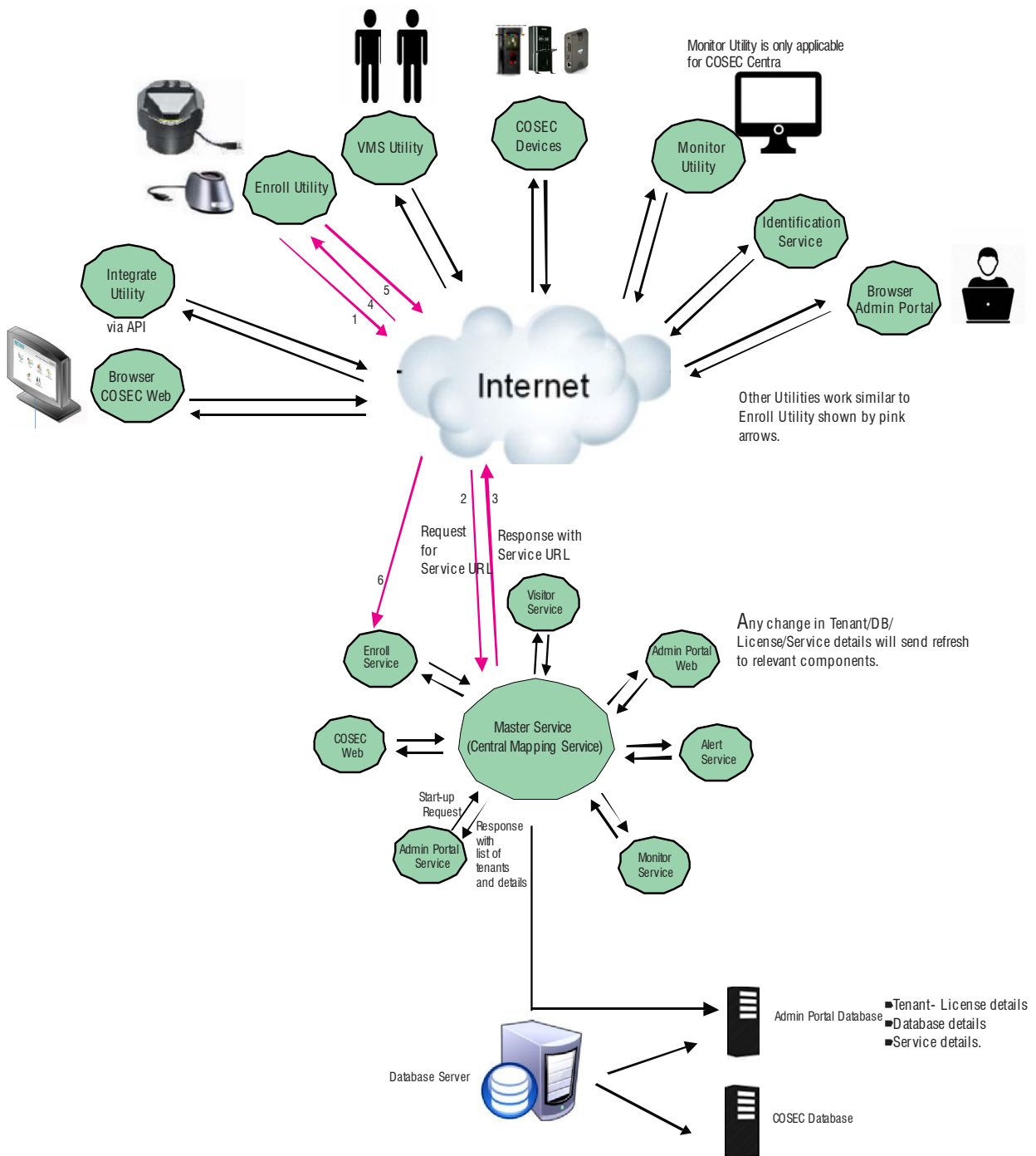
- Database upgrade (COSEC DBs)
- Post, Retrieve and Remove records.



*The Admin Portal Web has no dependency on the status of Admin Portal Service. The Admin Portal Web can be accessed even if Admin Portal Service is not running. This service must be running for above mentioned functions.*

For details and configuration of the various services — Alert Service, Enroll Service, Monitor Service, Visitor Service, refer to “[COSEC Services](#)”.

## System Architecture



---

## Browser Requirement

The COSEC Admin Management Portal is best viewed in

- Internet Explorer- Version 9.0 and above
- Mozilla Firefox- Version 24.0 and above
- Google Chrome- Version 30.0 and above

Recommended Screen resolution is 1366 X 768 and above.

## Port Requirement

The Default Ports for running different COSEC services for SSL and Non SSL communication are as follows:

1. **Master Service:** Non-Secure = 15001 & Secure = 15010
2. **Alert Service:** Non-Secure = 13001 & Secure = 13010
3. **Enroll Service:** Non-Secure = 12001 & Secure = 12010
4. **Monitor Service:** Non-Secure = 11001 & Secure = 11010
5. **Admin Portal Service:** Non-Secure = 14001 & Secure = 14010
6. **Visitor Service:** Non-Secure = 16001 & Secure = 16010

## Installation of Admin Portal and Admin Portal Service

The Admin Portal Web has no dependency on the status of Admin Portal Service. The Admin Portal Web can be accessed even if Admin Portal Service is not running. This service must be running for below mentioned functions.

- Database upgrade (COSEC DBs)
- Post, Retrieve and Remove records.

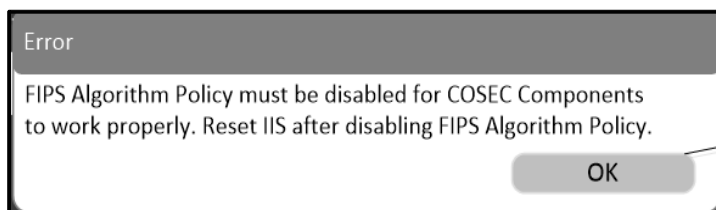
Hence if above functions are to be used then Admin Portal service must be installed with Admin portal Web or Admin Portal service must be accessible at different computer.



*Admin Portal Service will be active and running only if Master service is running.*

## FIPS Algorithm Policy Check

To Install COSEC Admin Management Portal; the FIPS Algorithm Flag must be disabled. If the FIPS Algorithm flag is enabled then following pop up will appear while installing the setup.



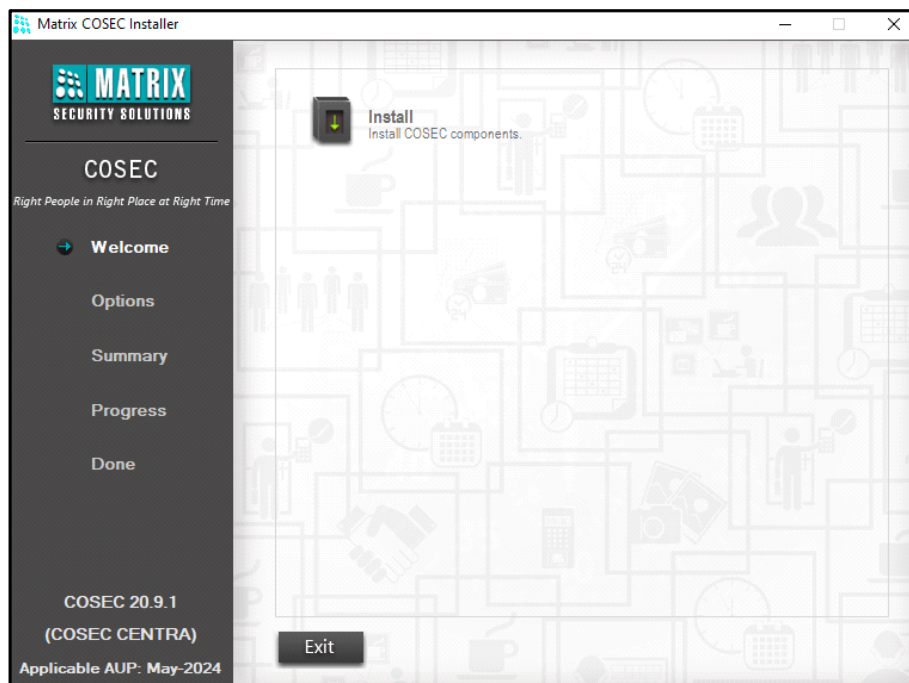
To disable FIPS Algorithm policy go to Registry Editor by typing regedit from the start menu of your computer.

Then go to the path:

**Computer\HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Control\Lsa\FipsAlgorithmPolicy.**

Now you can disable the FIPS Algorithm policy. Then Reset IIS Server and install the setup.

- To start with the installation procedure, double click the **Setup** file and the following page will appear.

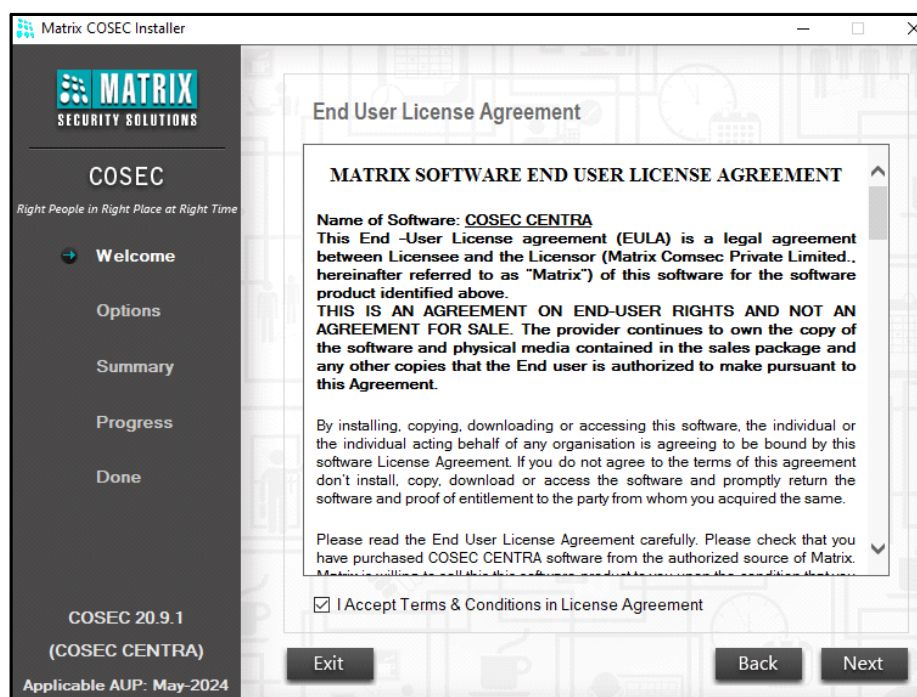


This Installer automatically checks the computer for the prerequisites required for the installation of the applications prior to starting the installation process. Prior to running the Installer utility it is necessary to ensure that the logged in user has administrator rights on the computers where the various COSEC components are to be installed.

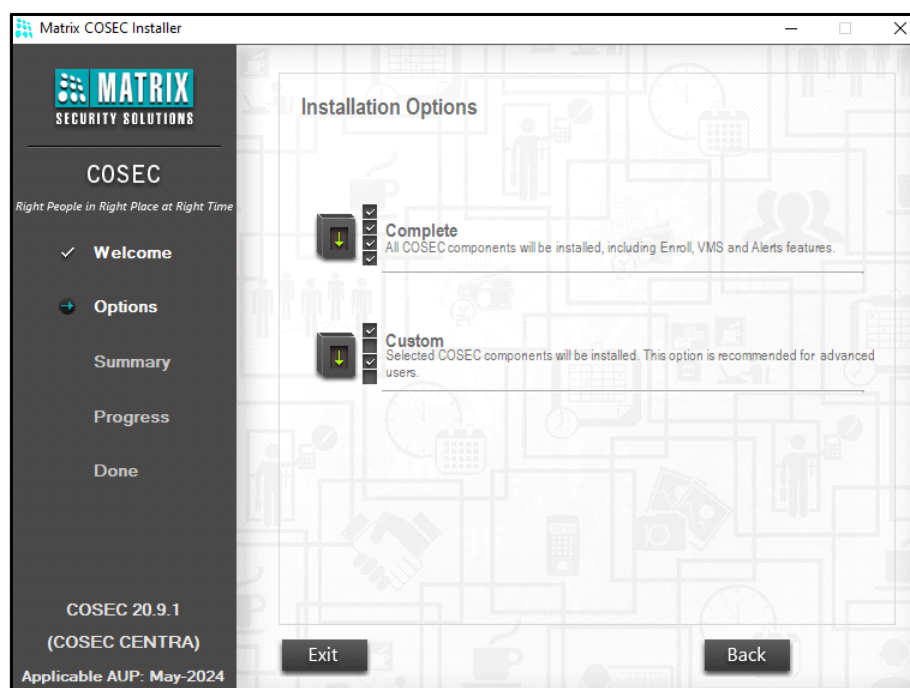
The COSEC application requires the Microsoft .Net Framework ver 4.0 to be installed prior to its installation on the application server. The COSEC Installer utility automatically detects the presence or absence of this component and the same must be installed in its absence.

Click **Install** to initiate the installation process.





- Click the check box to accept the Terms and Conditions in the License Agreement and click **Next**. The window appears with the following installation options:



- Select either **Complete** or **Custom** depending on your preferred type of installation.

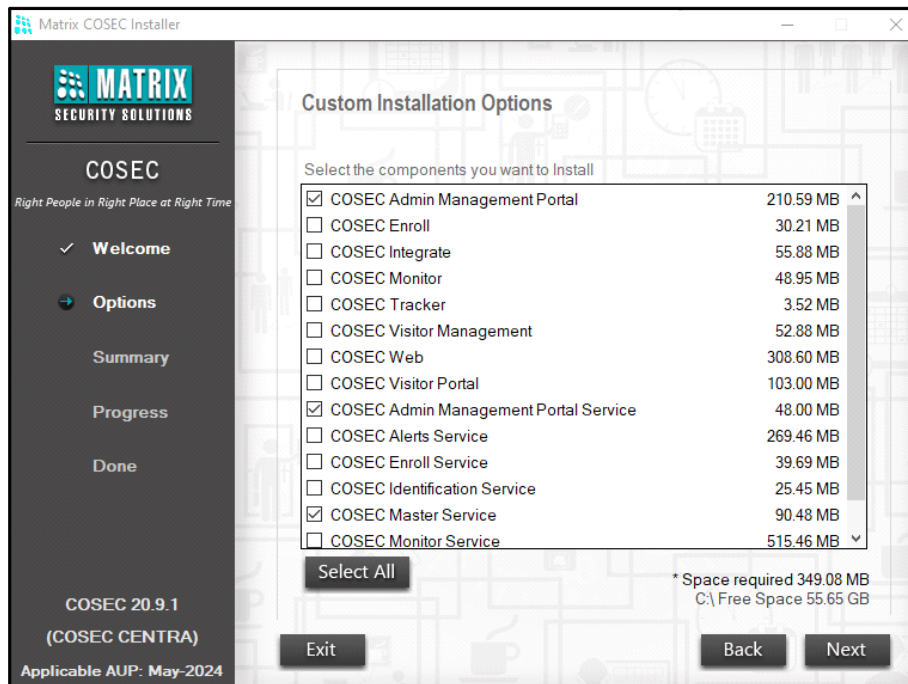
Select **Complete** to install all the components of the COSEC application.

Select **Custom** to install the selected components of the COSEC application.



To install only COSEC Admin Management Portal and its services, click on **Custom** installation.

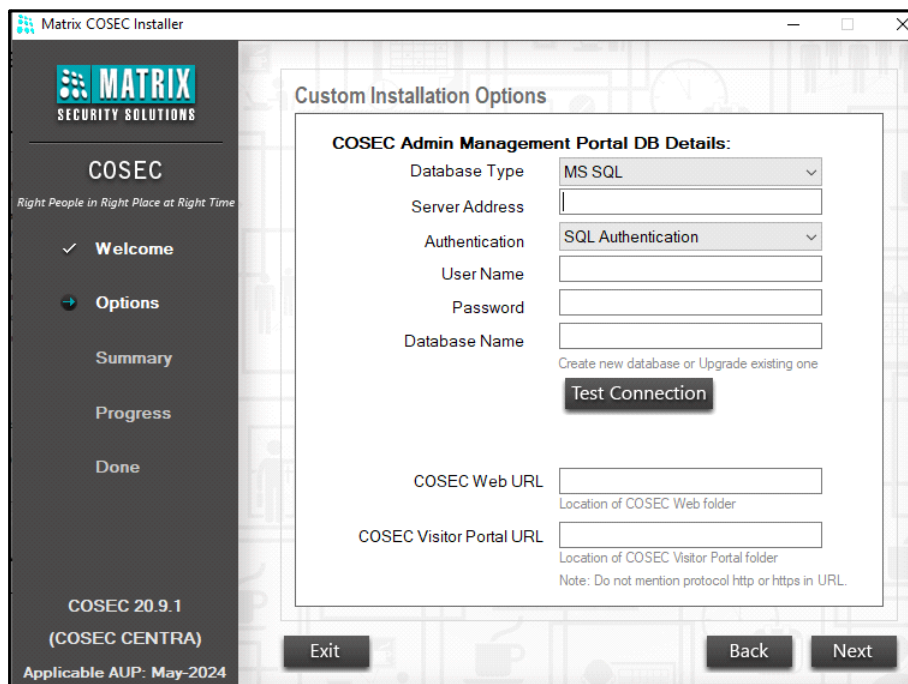
- Select the components you wish to install.



- Click **Next**. The Database creation page appears from where you can configure Admin Management Database and COSEC Database.

## COSEC Admin Management Portal DB Details

Enter the details to configure Admin Management Portal Database.



**Database Type:** Select the database type as **MS SQL** or **ORACLE** to configure and connect the Admin Management Portal Database.

## MS SQL Database Type

If you select **MS SQL** as the **Database Type**, configure the following parameters:

Matrix COSEC Installer

**MATRIX**  
SECURITY SOLUTIONS

COSEC  
*Right People in Right Place at Right Time*

✓ Welcome  
➔ Options  
Summary  
Progress  
Done

COSEC 20.9.1  
(COSEC CENTRA)  
Applicable AUP: May-2024

Custom Installation Options

**COSEC Admin Management Portal DB Details:**

Database Type: MS SQL  
Server Address: 192.168.103.155\SQLEXPRESS  
Authentication: SQL Authentication  
User Name: sa  
Password: \*\*\*\*\*  
Database Name: AdminPortalDB  
Create new database or Upgrade existing one  
Test Connection

COSEC Web URL  
Location of COSEC Web folder

COSEC Visitor Portal URL  
Location of COSEC Visitor Portal folder  
Note: Do not mention protocol http or https in URL

Exit Back Next

**Server Address:** Enter the Server Address where the database of Admin Management Portal is to be created. For example: 192.168.103.155\SQLEXPRESS.

**Authentication:** Select the desired authentication type — SQL Authentication or Windows Authentication.

- If you select Authentication Type as **SQL Authentication**, configure the following:
  - **User Name:** Specify the user name as created during sql server instance. For example: sa
  - **Password:** Specify the password as created during sql server instance. For example: matrix\_1
- If you select Authentication Type as **Windows Authentication**, you do not need to configure any parameter.

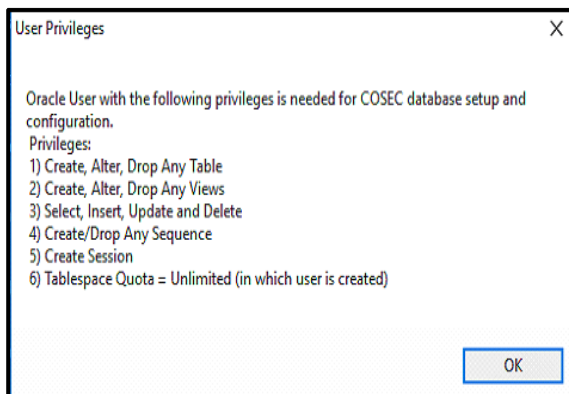
**Database Name:** Enter the name with which Tenant Admin database is to be created in the server.

**Test Connection:** Click Test connection to establish connection with the configured SQL database.

## Oracle Database Type

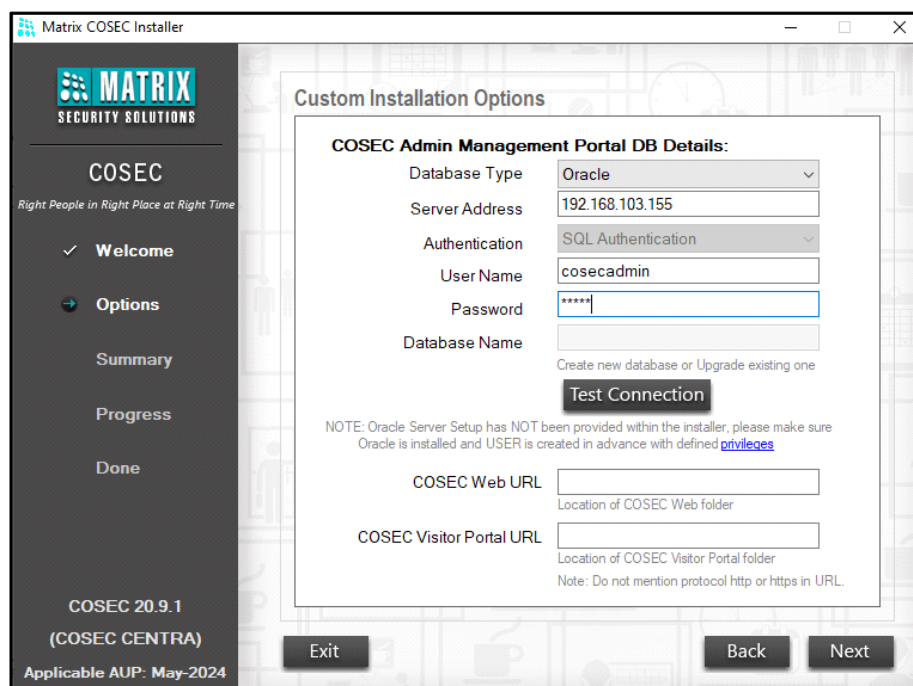


*Make sure you have created the user in ORACLE with following privileges.*



*For details, refer to Installing Prerequisites > Oracle Installation in the COSEC Software Installation Guide.*

If you select **Oracle** as the **Database Type**, configure the following parameters:



**Server Address:** Enter the Server Address where the database of Admin Management Portal is to be created. For example: 192.168.104.23.

**User Name:** Specify the user name as the name of the user created from Oracle system. For example: cosecadmin

**Password:** Specify the password as created while creating the user in Oracle. For example: admin

**Test Connection:** Click Test connection to establish connection with the configured Oracle database.

If you have selected Database Type as **MS SQL** or **Oracle**, configure the following parameters:

Matrix COSEC Installer

**MATRIX**  
SECURITY SOLUTIONS

**COSEC**  
*Right People in Right Place at Right Time*

✓ **Welcome**

➔ **Options**

Summary

Progress

Done

COSEC 20.9.1  
(COSEC CENTRA)  
Applicable AUP: May-2024

**Custom Installation Options**

**COSEC Admin Management Portal DB Details:**

Database Type: MS SQL

Server Address: 192.168.103.155\SQLEXPRESS

Authentication: SQL Authentication

User Name: sa

Password: \*\*\*\*\*

Database Name: AdminPortalDB

Create new database or Upgrade existing one

**Test Connection**

COSEC Web URL: localhost/COSEC  
Location of COSEC Web folder

COSEC Visitor Portal URL: localhost/COSECVisitor  
Location of COSEC Visitor Portal folder

Note: Do not mention protocol http or https in URL.

**Exit** **Back** **Next**

**COSEC Web URL:** Enter the URL through which COSEC Web is to be accessed. If you are installing COSEC Web in PC2 and accessing from PC1; then give IP of PC2 where Web is installed. If Web is to be accessed locally then IP or localhost can be given in URL.

**COSEC Visitor Portal URL:** Enter the URL through which COSEC Visitor Portal is to be accessed. If you are installing COSEC Visitor Portal in PC2 and accessing from PC1; then give IP of PC2 where Visitor Portal is installed. If Visitor Portal is to be accessed locally then IP or localhost can be given in URL.

Now click on **Next** button.

## COSEC DB Details

Configure the parameters for COSEC Database.

Matrix COSEC Installer

**MATRIX**  
SECURITY SOLUTIONS

**COSEC**  
*Right People in Right Place at Right Time*

- ✓ Welcome
- ➔ Options
- Summary
- Progress
- Done

COSEC 20.9.1  
(COSEC CENTRA)  
Applicable AUP: May-2024

### Custom Installation Options

☐ Proceed with Single DB  
Note: By enabling above flag, the deployment of server will work on Single Database.

**COSEC DB Details:**

Database Type: MS SQL

Server Address:

Authentication: SQL Authentication

User Name:

Password:

Database Name:

Create new database or Upgrade existing one

Test Connection

**Company Details:**

Name:

Exit Back Next

**Proceed with Single DB:** Select this check box to complete the installation with creation of single database for Admin Portal and COSEC. The details will be auto-filled as configured under **COSEC Admin Management Portal DB Details**.

**Database Type:** Select the database type as **MS SQL** or **ORACLE**.



## MS SQL Database Type

If you select **MS SQL** as the **Database Type**, configure the following parameters:

The screenshot shows the 'Matrix COSEC Installer' window with the 'Custom Installation Options' tab selected. On the left is a sidebar with navigation links: 'Welcome', 'Options' (active), 'Summary', 'Progress', and 'Done'. The main area contains the following fields:

- Proceed with Single DB:** An unchecked checkbox with a note: "Note: By enabling above flag, the deployment of server will work on Single Database."
- COSEC DB Details:**
  - Database Type:** A dropdown menu set to 'MS SQL'.
  - Server Address:** A text box containing '192.168.103.155\SQLEXPRESSs'.
  - Authentication:** A dropdown menu set to 'SQL Authentication'.
  - User Name:** A text box containing 'sa'.
  - Password:** A text box containing '\*\*\*\*\*'.
  - Database Name:** A text box containing 'COSEC'.
- Company Details:**
  - Name:** An empty text box.

At the bottom of the main area is a 'Test Connection' button. At the bottom of the window are 'Exit', 'Back', and 'Next' buttons. The sidebar also displays 'COSEC 20.9.1 (COSEC CENTRA)' and 'Applicable AUP: May-2024'.

**Server Address:** Enter the Server Address where the database of Admin Management Portal is to be created. For example: 192.168.103.155\SQLEXPRESS.

**Authentication:** Select the desired authentication type — SQL Authentication or Windows Authentication.

- If you select Authentication Type as **SQL Authentication**, configure the following:
  - **User Name:** Specify the user name as created during sql server instance. For example: sa
  - **Password:** Specify the password as created during sql server instance. For example: matrix\_1
- If you select Authentication Type as **Windows Authentication**, you do not need to configure any parameter.

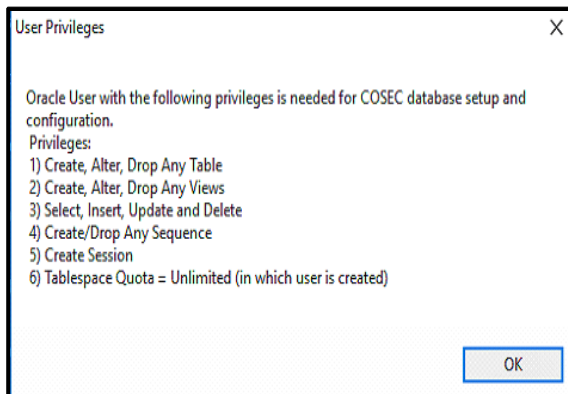
**Database Name:** Enter the name with which Tenant Admin database is to be created in the server.

**Test Connection:** Click Test connection to establish connection with the configured SQL database.

## Oracle Database Type

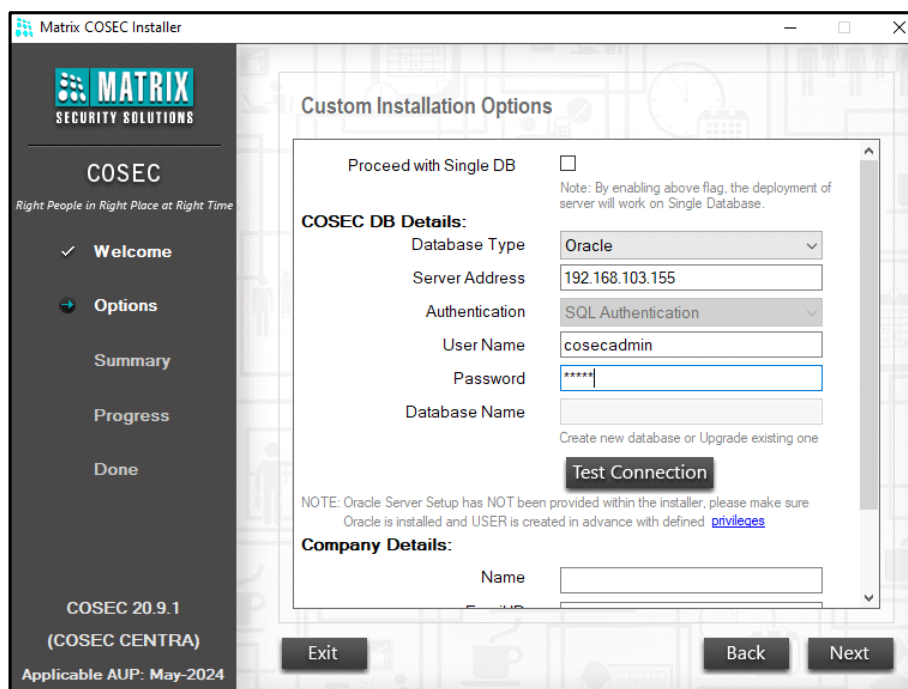


*Make sure you have created the user in ORACLE with following privileges.*



*For details, refer to Installing Prerequisites > Oracle Installation in the COSEC Software Installation Guide.*

If you select **Oracle** as the **Database Type**, configure the following parameters:



**Server Address:** Enter the Server Address where the database of Admin Management Portal is to be created. For example: 192.168.103.155.

**User Name:** Specify the user name as the name of the user created from Oracle system. For example: cosecadmin

**Password:** Specify the password as created while creating the user in Oracle. For example: admin

**Test Connection:** Click Test connection to establish connection with the configured Oracle database.



## Company Details

If you have selected Database Type as **MS SQL** or **Oracle**, configure the following parameters:

Matrix COSEC Installer

**COSEC**  
Right People in Right Place at Right Time

✓ Welcome  
➔ Options  
Summary  
Progress  
Done

COSEC 20.9.1  
(COSEC CENTRA)  
Applicable AUP: May-2024

### Custom Installation Options

Database Type: MS SQL  
Server Address: 192.168.103.155\SQLEXPRESS  
Authentication: SQL Authentication  
User Name: sa  
Password:   
Database Name: COSEC  
Create new database or Upgrade existing one  
Test Connection

**Company Details:**  
Name: Matrix  
Email ID: smita.baria@matrixrd.org  
Contact No.: 9825095600  
License Verification Mode: Server Based  
Server Based  
Device Based  
Virtual License

Exit Back Next

**Name:** Enter the name of the company which will be created by default in the Admin Management Portal. This Name will appear in the Admin Management Portal > Company Configuration > Profile.

**Email ID:** Enter the Email ID of the company. This Email ID will appear in the Admin Management Portal > Company Configuration > Profile > Contact Details.

**Contact No:** Enter the Contact Number of the company. This Contact No. will appear in the Admin Management Portal > Company Configuration > Profile > Contact Details.

**License Verification Mode:** Select the License Verification Mode as **Server Based** or **Device Based** or **Virtual License**.



*The License Verification Mode selected here will be set automatically in Company Configuration > Profile.*

## License Verification Mode

- If you select **Server Based**, License will be verified from the Dongle connected to the PC where Master Service is installed. For details refer to [“Server Based”](#)
- If you select **Device Based**, License will be verified from the Dongle connected to the COSEC Device. This device will communicate with Master Service so that Master Service can fetch the license key from the Dongle and all of the COSEC services will function. For details refer to [“Device Based”](#)



*For Device Based License Verification, the devices — VEGA, ARGO, ARGO FACE Direct Doors and Panel lite V2/Panel200 in Server Mode — can be used.*

*Make sure you have a **COSEC CENTRA** connection mode and the devices are configured in the same application.*

- If you select **Virtual License**, the License will be verified through the Virtual License Manager Server. For details refer to [“Virtual License”](#).



You can opt for Virtual License in the following scenarios:

- Fresh installation of COSEC CENTRA. For details, refer to [“Virtual License”](#).
- You already have a Dongle License but you wish to migrate to Virtual License or vice versa. For details contact Matrix Support Team.

## Server Based

Make sure the License Dongle is connected in the USB port of the computer where the Master Service is running. Master Service checks for the presence of this License Dongle. If the Dongle is available, then the Master Service sends the Refresh command to all other services. Also make sure the License Verification Mode is configured as Server Based.

The Dongle only has the GENERIC License. You need to purchase and update the licenses as per your requirement, click **Company Configuration > License and Services**. For details, refer to [“Supported Licenses”](#) and [“License and Services”](#).

## Device Based

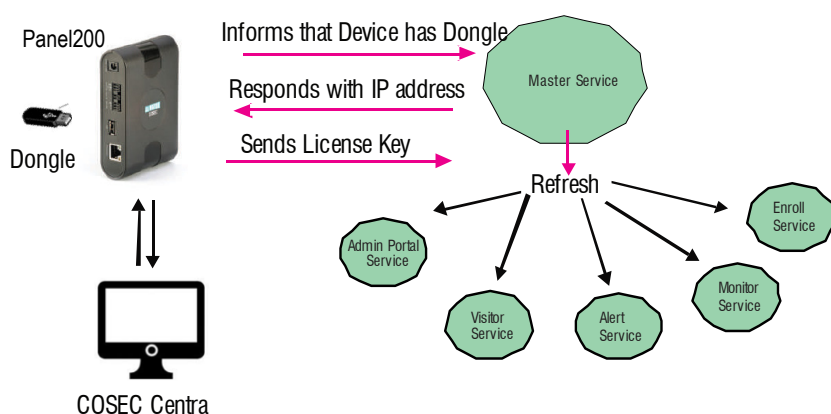
In Device Based licensing VEGA, ARGO, ARGO FACE Direct Doors or Panel200 (Server Mode) can be used. Also make sure the Tenant/ Company is configured with License Verification Mode as Device Based.

Make sure the License Dongle is connected to the desired device. The **MAC Address** of this device will be displayed in **Company Configuration > Profile**.

The Dongle only has the GENERIC License. You need to purchase and update the licenses as per your requirement, click **Company Configuration > License and Services**. For details, refer to [“Supported Licenses”](#) and [“License and Services”](#).

Let us understand this with the help an example:

- The device (in this case Panel200) sends information to the Master Service that device has the License Dongle.
- The Master Service responds to the device by sending the IP Address of Master service.
- Now device sends License Key to the Master Service. The Master Service gets the License Key and gives the same to the other services.



When Dongle is removed from the device, then immediate information is sent to the Master Service and immediate refresh is sent to other services.

When device goes offline, then Master Service will continue working for a considerable time after which the Master Service and other services will be refreshed.

Any change or updation in License Key will be fetched by the device when it is online. The updated License Key will then be sent to the Master Service and hence other services.



*In the Server Settings of Panel200;*

- *enter the URL for COSEC Centra Server as the IP Address of the computer where Monitor Service is running.*
- *enter the License Server URL as the IP Address of the computer where Master Service is running.*

## Virtual License

With the introduction of Virtual License, the need of a Dongle is eliminated, but you need to make sure you have:

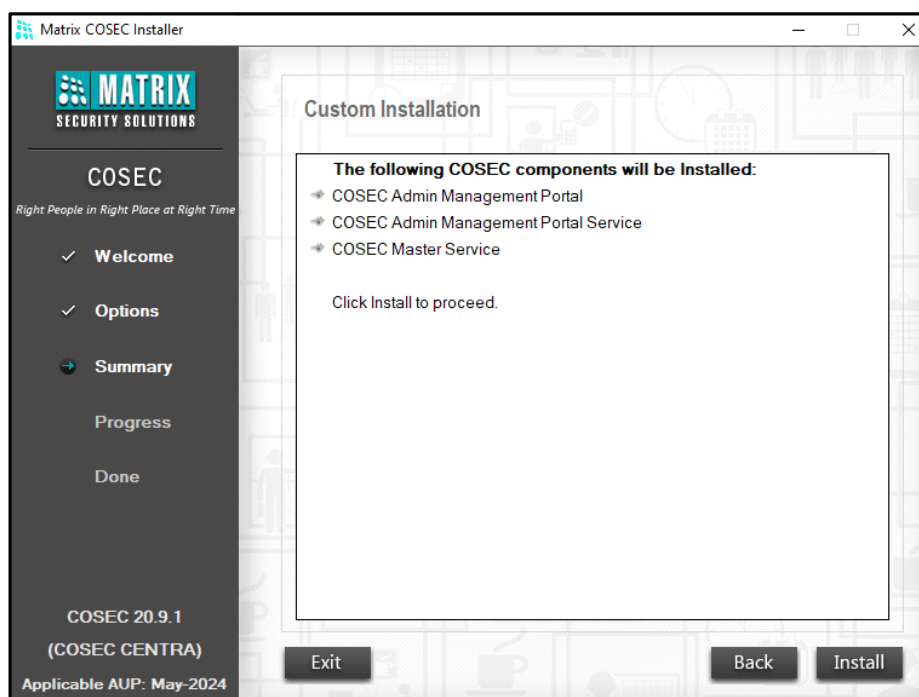
- Persistent Internet connection with good speed (where Master Service is running).
- Received the MATRIX VIRTUAL DONGLE300 Key in PDF form.
- Received the COSEC CENTRA PLATFORM Key in PDF form.
- Received the desired module activation License Keys in PDF form.

You need to purchase these keys. For details, refer to ["Supported Licenses"](#).

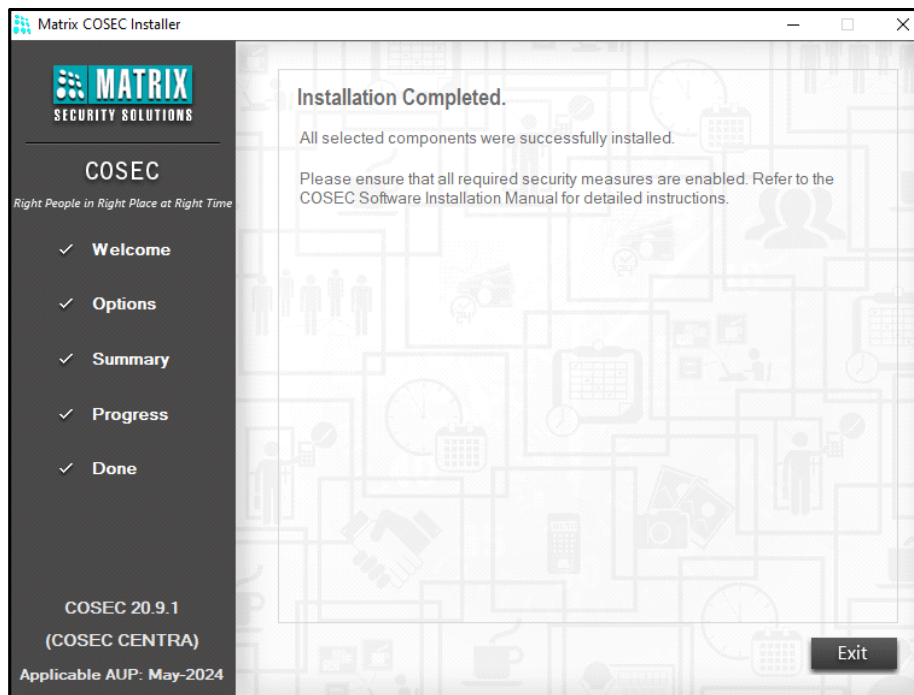
Once the key PDF's are received you need to register the MATRIX VIRTUAL DONGLE300 Key. For details, refer to ["License and Services"](#).

Once the License Verification Mode is selected and test connection is successful, click **Next** to proceed with the installation.

- Click **Install** to confirm the installation of the Admin Management Portal and its Services.





- After the successful installation of COSEC Admin Management Portal, Installation Completed window appears. Click **Exit**.




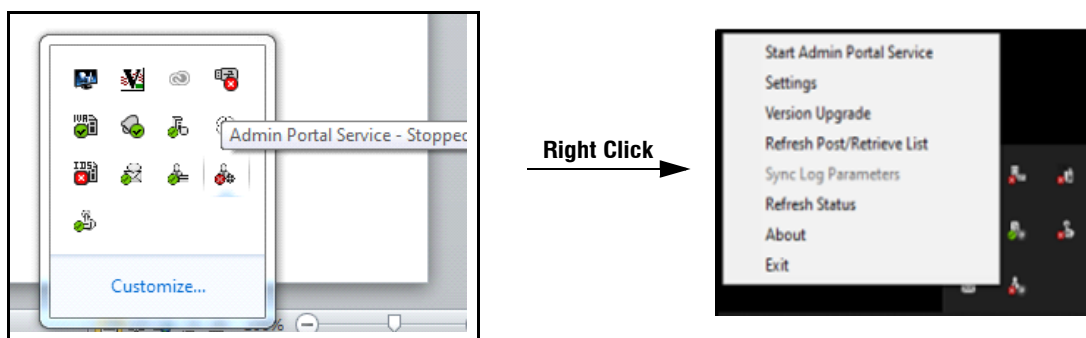
We recommend you to enable certain Security Settings after the Installation is done. To do so, make sure you download and run the Security Configuration Utility.

To download, click [https://drive.google.com/drive/folders/1JsMUCn5mCAS78mOthlrAEi0\\_1R\\_AuXDu](https://drive.google.com/drive/folders/1JsMUCn5mCAS78mOthlrAEi0_1R_AuXDu)

Start the COSEC Admin Service Application by browsing the folder from **All Programs > Matrix > COSEC > COSEC Admin Portal Service**.

When Admin Management Portal Service starts, Admin Portal Service's  icon will be displayed in the System Tray (Notification area) on the right side of the taskbar. When Admin Management Portal Service stops, Admin Portal Service's  icon will be displayed.

Right click on this  icon.



The options displayed are — Start/Stop Admin Portal Service, Settings, Version Upgrade, Refresh Post/Retrieve List, Sync Log Parameters, Refresh Status, About and Exit.

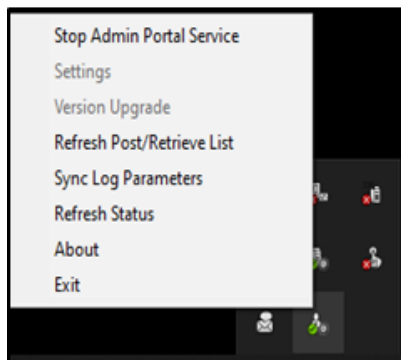
To start this service through the Service Manager Tray, click on **Start Admin Portal Service**.



*At the time of Admin Management Portal Service start-up, if the service entry is not found in General Settings of Admin Portal, then this service will self-register itself. When Admin Portal Service URL in Admin Portal > System Configuration > General Settings is blank then service will self-register itself.*

System Configuration		
Maintenance Configuration	Master Service URL	net.tcp://192.168.103.155:15001/Me
Security	Master Service Secured URL	net.tcp://192.168.103.155:15010/Me
SMS Configuration	Master Service Device Listening Port Number	15005
Email Configuration	Admin Portal Service URL	net.tcp://192.168.103.155:14001/AC
General Settings	Admin Portal Secured Service URL	net.tcp://192.168.103.155:14010/AC
Multi-Language Configuration	Admin Portal Web Access Port Number	14000
Login Policy	COSEC Web URL (Internal) *	localhost/COSEC
	COSEC Web URL (External)	<Server Address>:< Port>/<Virtual>
	COSEC Visitor URL (Internal) *	localhost/COSECVisitor
	COSEC Visitor URL (External)	<Server Address>:< Port>/<Virtual>
	Portal Time Zone	(UTC+05:30) Chennai, Kolkata, A ▾
	Central NTP Server	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- To configure the settings of Admin Management Portal Service, first stop this service by clicking **Stop Admin Portal Service**, and then click **Settings**. To know more, refer [“Settings”](#).



- To upgrade the version of Admin Management Portal Service, click **Version Upgrade**.
- To refresh the post of this service or retrieve the list, click **Refresh Post/Retrieve List**.
- To enable debug logs of the Admin Management Portal Service, click **Sync Log Parameters**. This is used for trouble-shooting by the Technical Support Team.
- To refresh the status of this service, click **Refresh Status**.
- To view the service details, click **About**.
- To close the Service Manager Tray window, click **Exit**.



When service is running and Admin database loses connectivity or is unavailable then the service will keep running for 24 hours by default after which it will stop.

The maximum hours allowed for service is given as the configurable tag in Settings.xml file from **C:\Program Files (x86)\Matrix\COSEC Admin Portal Service**.

## Settings

To configure the settings of Admin Management Portal Service, first stop this service, then click on **Settings** from the Service Manager Tray option.

**Admin Portal Service Settings** window appears as shown below.

Configure the following parameters:

- **IP Address:** If your PC is having multiple network connections, the IP Addresses of these networks will be displayed in the drop down list. Select the desired IP Address.

The IP Address of the first enabled network will be set as the default IP Address for this service.



If none of the network connections are enabled, then IP Address of the running service will get updated to 127.0.0.1 - Localhost and the services will continue running.


To restore the IP Address to the desired one, you must first enable the connection from network connections and then select its IP Address from the drop down list manually.



As the Windows10 PC boots up fast, so services will check and retry for the availability of assigned IP address before finally moving to 127.0.0.1

If more than one network connections are enabled then the first enabled network connections IP Address will be assigned to all the services on service startup after installation.

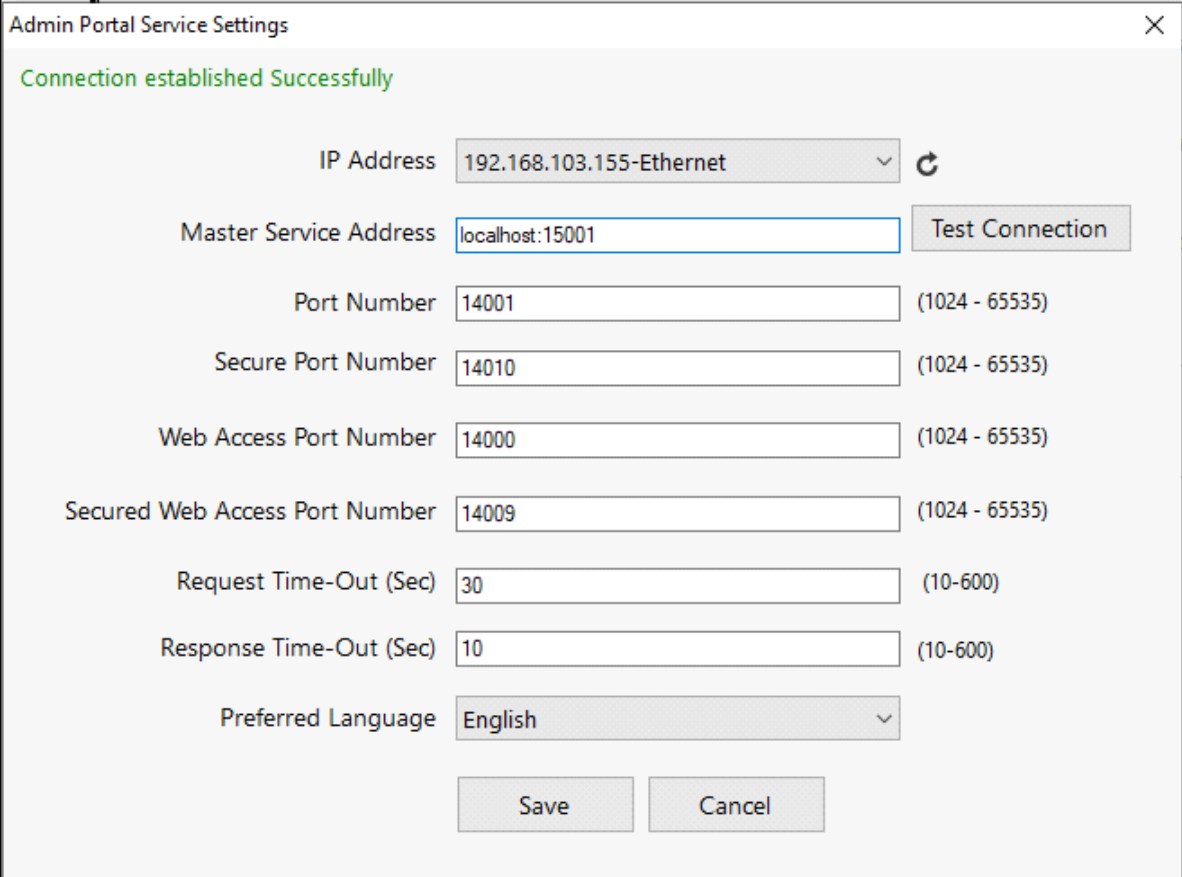
If the PC is assigned a DHCP Addressing scheme, then whenever the IP Address changes, the same will be updated against every service.

Click **Refresh IP List**  to update the list of all network adapters (network connections).

- **Master Service Address:** Enter the IP Address or URL of the Master Service.


On changing or updating the Master Service Address, connection with the Master Service must be tested.


Click Test Connection to test the connection of Admin Management Portal Service with Master service.



Admin Portal Service Settings

Connection established Successfully

IP Address: 192.168.103.155-Ethernet 

Master Service Address: localhost:15001 

Port Number: 14001 (1024 - 65535)

Secure Port Number: 14010 (1024 - 65535)

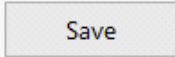
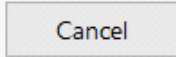
Web Access Port Number: 14000 (1024 - 65535)

Secured Web Access Port Number: 14009 (1024 - 65535)

Request Time-Out (Sec): 30 (10-600)

Response Time-Out (Sec): 10 (10-600)

Preferred Language: English

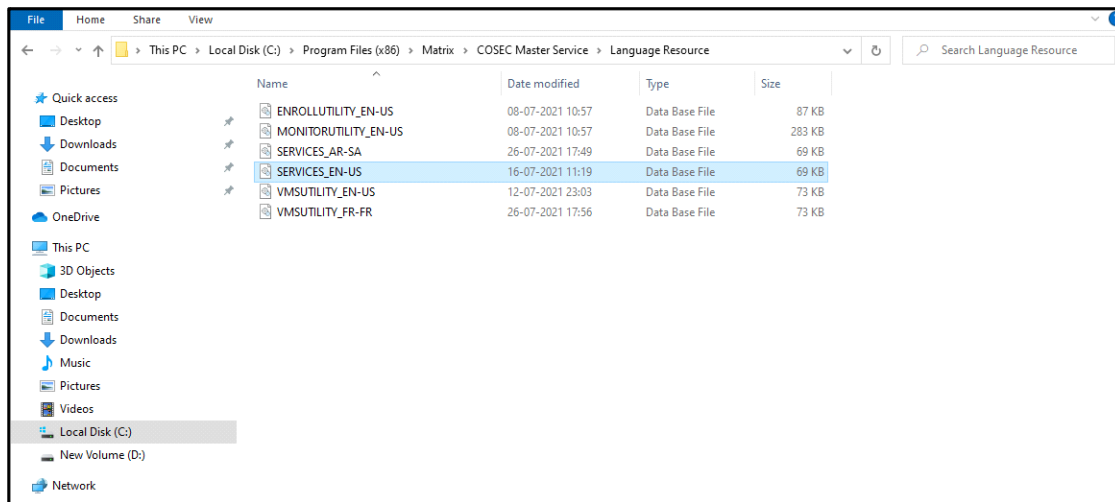
 

- **Port Number:** Enter the port number at which the Admin Management Portal Service is accessible.
- **Secured Port Number:** Enter the port number at which the Admin Management Portal Service is accessible on the SSL mode.
- **Web Access Port Number:** Enter the port number of the computer at which COSEC Web can access the Admin Management Portal Service.
- **Secured Web Access Port Number:** Enter the port number of the computer at which COSEC Web can access the Admin Management Portal Service on SSL mode.



- **Request Time-Out (Sec):** Enter the request time-out duration in seconds for the Admin Management Portal Service approaching Master Service for connection.
- **Preferred Language:** Select the desired language from the provided dropdown list.

The languages listed here will be as per the language files present in the *C:\Program Files (x86)\Matrix\COSEC Master Service\Language Resource*.



The default language file provided will be of English language.

Name of the English language file for services will be: SERVICES\_EN-US.

Name of the language file differs as per the language. For example, name of the Arabic (Saudi Arabia) language file for services will be SERVICES\_AR-SA.



*If you prefer a different language other than the default language file (i.e. English), you can translate this default language into the desired language with the help of COSEC Multi-Language Utility. To know more, refer to the Multi-Language Utility User Guide.*

Click **Save** to save the settings.



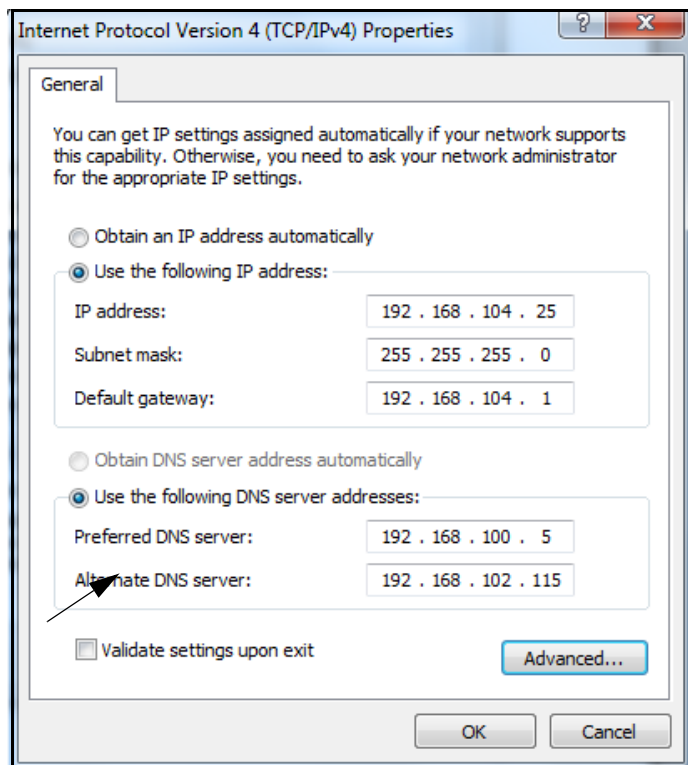
# Getting Started with Admin Portal

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To access the Admin Management Portal, type the following link in your browser.

**http://localhost/cosecadmin**

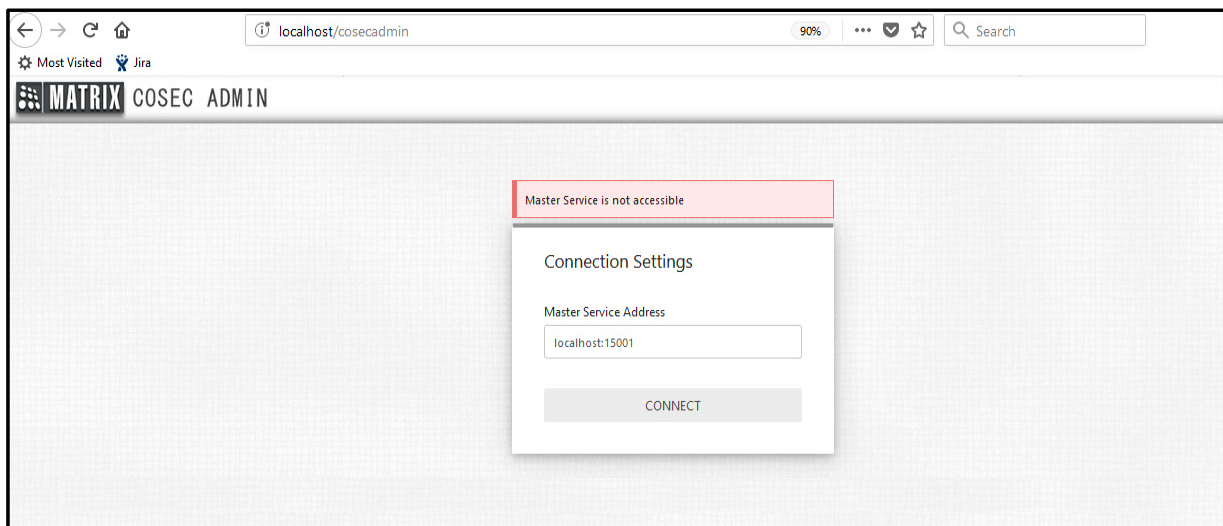
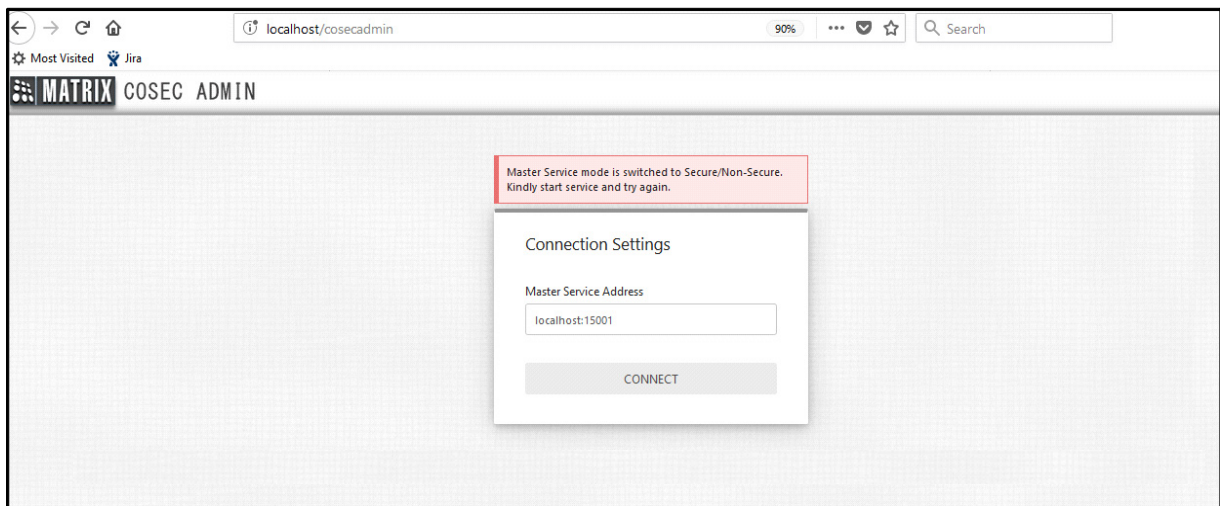
If the network where portal is installed and the PC from where the Portal is being used are in different network then make sure that “Alternate DNS server” is configured with the IP address where you have installed the Portal.



## LOGIN

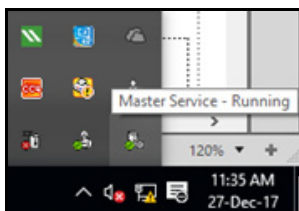
Once the COSEC CENTRA setup is installed and the services are started; login to Admin Portal by typing **localhost/cosecadmin** in the browser.

- The Connection Settings page appears.



Enter the **Master Service Address** to connect with the database and click **Connect**. The Admin Portal will get connected with its database through the Master service.

Ensure that Master service is running to establish connection with Admin Portal Web. You can start the Master service from the Service tray.



The Login page appears. Enter the Login ID and Password. When you are login for the first time, you will have to set the password.



The valid characters for Login ID are **A-Z, a-z, 0-9, /, \_ , . , @, :**

Enter the default login ID i.e. **“sa** and the default password as blank. Click **Login** which will redirect to Set Password page from where you can set the password.



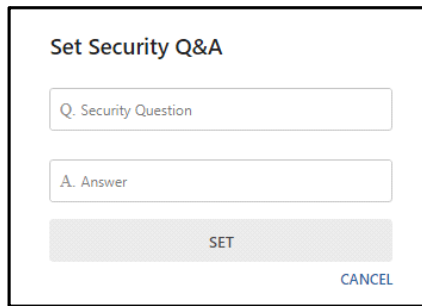
For the first login, the Password Policy will be applicable with the default values of the parameters. For details, refer to [“Password Policy”](#).

Enter the **New Password** and re-enter the same in **Confirm Password**.

Enter the **Email ID** and **Contact** number through which you can retrieve your account when you forget your password. The entered Email ID and Contact will also appear on System Accounts page. Also the OTP will be received on this Email ID and Contact number.

Click **Set**.

The **Set Security Q & A** page appears.

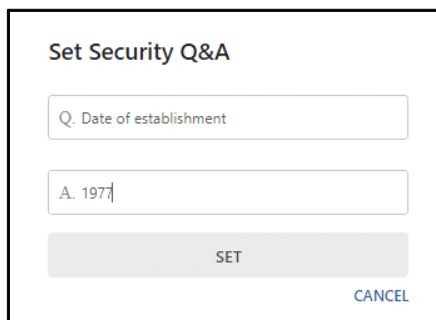
A screenshot of the 'Set Security Q&A' form. It has a title 'Set Security Q&A' at the top. Below the title are two input fields: the first is labeled 'Q. Security Question' and the second is labeled 'A. Answer'. At the bottom of the form are two buttons: a grey 'SET' button and a blue 'CANCEL' link.

Security Question and Answer is useful incase wherein the user forgets the password.



*The provision to set Security Question and Answer is only applicable for System Account User login.*

Enter the desired **Security Question** and **Answer** for the same.

A screenshot of the 'Set Security Q&A' form with example data. The title is 'Set Security Q&A'. The 'Q. Date of establishment' field contains the text 'Q. Date of establishment'. The 'A. 1977' field contains the text 'A. 1977'. At the bottom are the 'SET' and 'CANCEL' buttons.

*In case you are upgrading the system to V20R09, then you will have to set the Security Question and Answer after you click Login.*

*If you wish to change the Security Question and Answer at a later date, you can do so from ["Change Password and Security Question & Answer"](#).*

Click **Set** to save.

Now you can Login. To do so,

Enter the **Login ID** as **User ID/Mobile Number/Email ID** to login into Admin Portal using the newly created password.

By default in the Login Policy the option for **Login Authentication Mode** is set as ["Password or OTP"](#). So user can login using Password or OTP. You can login using OTP once Email/SMS configurations are done. To enable 2 step verification, make sure you select the option ["Password Then OTP"](#) in Login Policy. You can also select ["Password"](#) as the **Login Authentication Mode**. For details, refer to ["Login Policy"](#).

You can view the password characters by clicking on **View Password**  button.

You can select **Remember Me** option which will remember the password for future login sessions.

You can click **Forgot Password** if you have forgotten your login password which will enable to set a new password. for details refer to [“Forgot Password”](#).

You must ensure that the Login ID being used has the corresponding icon. For details refer to [“Icon of Login ID”](#).



*If you change the password then the cookie will still have older password and same will be loaded by default on login page. To update the password; browser cookies must be cleared. And again “Remember me” can be enabled.*

## Password or OTP

In this authentication mode, you can enter either Password of login ID or OTP for accessing the Admin Portal.

### User ID with Password or OTP

Enter the **User ID** of login user. Then enter the password and click **Login** button to login into Admin Portal.

You can also login using OTP by clicking OTP button. The OTP is sent to the contact details (Email ID and contact number as available in System Accounts page) of login user. Enter the OTP and click **Login** button to login into Admin Portal.

You can click on **Resend OTP**  button if OTP is to be sent again.

The first screenshot shows the login form with a User ID field (containing 'sa'), a Password field, an OTP field, a 'Remember Me' checkbox, a 'Forgot Password?' link, and a 'LOGIN' button. An arrow points to the Password field.

The second screenshot shows a green message box at the top stating 'OTP has been sent to your registered Email - shxxxxx@matrixrd.org & Mobile No. - xxxxxxxx57'. Below it, the OTP field is populated with '217684' and the 'Resend OTP' button is visible. An arrow points to the 'Resend OTP' button.

The third screenshot shows the login form with the OTP field populated with '217684' and the 'LOGIN' button.

### Email ID with Password or OTP

Similar to User ID, you can login with your **Email ID**. Then enter the login password or OTP which is sent to the registered contact details. Then click Login to login into Admin Portal.

The first screenshot shows the login form with the email 'sheetal.raval@matrixrd.org' entered. Below the email field are fields for 'Password' and 'OTP', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A 'LOGIN' button is at the bottom. An arrow points to the 'Password' button.

The second screenshot shows a green message box at the top: 'OTP has been sent to your registered Email - shxxxxx@matrixrd.org & Mobile No. - xxxxxxxx57'. The form now has an 'OTP' field instead of a password field. An arrow points to the 'OTP' button.

The third screenshot shows the form with the OTP '874444' entered in the 'OTP' field. The 'LOGIN' button is at the bottom.

### Mobile Number with Password or OTP

You can also login with your **Mobile number**. Then enter the login password or OTP which is sent to the registered contact details. Then click Login to login into Admin Portal.

The first screenshot shows the login form with the mobile number '9586243157' entered. Below the number field are fields for 'Password' and 'OTP', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A 'LOGIN' button is at the bottom. An arrow points to the 'Password' button.

The second screenshot shows a green message box at the top: 'OTP has been sent to your registered Email - shxxxxx@matrixrd.org & Mobile No. - xxxxxxxx57'. The form now has an 'OTP' field instead of a password field. An arrow points to the 'OTP' button.

The third screenshot shows the form with the OTP '568128' entered in the 'OTP' field. The 'LOGIN' button is at the bottom.

### Password Then OTP

In this authentication you have to enter both Password and then OTP for accessing Admin Portal.

### User ID with Password Then OTP

Enter the User ID of login user. Then enter the password and click **Next** button.

Now you will have to enter the OTP which is sent to the contact details (Email ID and contact number as available in System Accounts page) of login user. After entering OTP click **Login**, to login into Admin Portal. If you click **Cancel** button; then it will go to the password page.

You can also skip entering OTP by clicking on **SKIP OTP** link. This will directly login to Admin Portal without requiring OTP. The number of times OTP can be skipped is configured in Login policy of System Configuration.

Login Authentication Mode: Password Then OTP

Skip OTP: 2 (times)

Save Cancel

Eg: If Skip OTP is set as 2, the user can click on SKIP OTP for 2 times. When later if SKIP OTP in Login policy is changed to 5; then for 3 more times user can use SKIP OTP.

### Email ID with Password Then OTP

Enter the **Email ID** of login user. Then enter the Password and click **Next** button.

The OTP will be sent to the registered contact details of login user. Then enter the OTP and click **Login** button to login to Admin Portal. You can also skip entering OTP by clicking on **SKIP OTP** link.

### Mobile Number with Password Then OTP

Enter the **Mobile number** of login user. Then enter the Password and click **Next** button.

The OTP will be sent to the registered contact details of login user. Then enter the OTP and click **Login** button to login to Admin Portal. You can also skip entering OTP by clicking on **SKIP OTP** link.

The first screenshot shows the initial login screen with a mobile number field (9586243157), a password field (masked with dots), a 'Remember Me' checkbox, a 'Forgot Password?' link, and a 'NEXT' button.

The second screenshot shows a green notification banner stating 'OTP has been sent to your registered Email - shxxxxx@matrixrd.org & Mobile No. - xxxxxxxx57'. Below the banner, the mobile number field is pre-filled with 9586243157, and there is an OTP field with a refresh icon. A 'LOGIN' button is present, along with a 'SKIP OTP' link (3 skips left) and a 'CANCEL' link.

The third screenshot shows the OTP field pre-filled with 725570. The 'LOGIN' button is highlighted, and the 'SKIP OTP' link (3 skips left) and 'CANCEL' link are also visible.

### Password



You can select Login Authentication mode as "Password". This will require login ID with only password. Enter the login ID as User ID/ Email ID/ Mobile Number and the password. Then click Login.

The first screenshot shows the login screen with a user ID field (SR), a password field (masked with dots), a 'Remember Me' checkbox, a 'Forgot Password?' link, and a 'LOGIN' button. An arrow points to the user ID field.

The second screenshot shows the login screen with an email ID field (sheetal.raval@matrixrd.org), a password field (masked with dots), a 'Remember Me' checkbox, a 'Forgot Password?' link, and a 'LOGIN' button. An arrow points to the email ID field.

The third screenshot shows the login screen with a mobile number field (9586243157), a password field (masked with dots), a 'Remember Me' checkbox, a 'Forgot Password?' link, and a 'LOGIN' button. An arrow points to the mobile number field.

### Icon of Login ID

Suppose you are logging into COSEC with your User ID  which is similar to Email ID  configuration eg: SR@matrix.1.

So the icon will automatically change to Email ID and it will try to login using Email ID. As there is no such Email ID; you will not be able to login. Hence you should manually click on the icon to change from Email ID to User ID.





SR@matrix.1

SR@matrix.1

.....

☐ Remember Me [Forgot Password?](#)

LOGIN

Suppose you are logging into COSEC with your User ID  which is of 10 characters eg: 8532621525 so as there are 10 numeric characters; the icon will automatically change to Mobile number  and it will try to login using Mobile number. As there is no such mobile number; you will not be able to login. Hence you should manually click on the icon to change from Mobile to User ID.

8512323454

8512323454

.....

☐ Remember Me [Forgot Password?](#)

LOGIN

Enter the desired Login option and enter the Password.

The COSEC Admin Home page appears.

**MATRIX COSEC ADMIN**

Company Configuration  
 Profile  
 License and Services  
 Monitor Configuration  
 COSEC Services  
 Manage Database

Profile

ID \*

Name \*

Active ☒

Time Zone \*

License Verification Mode \*

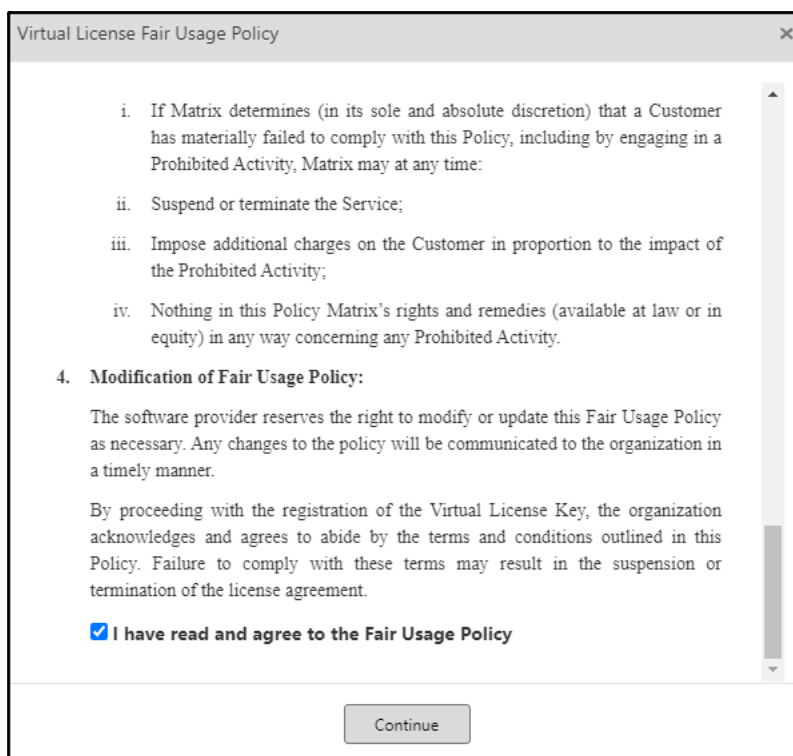
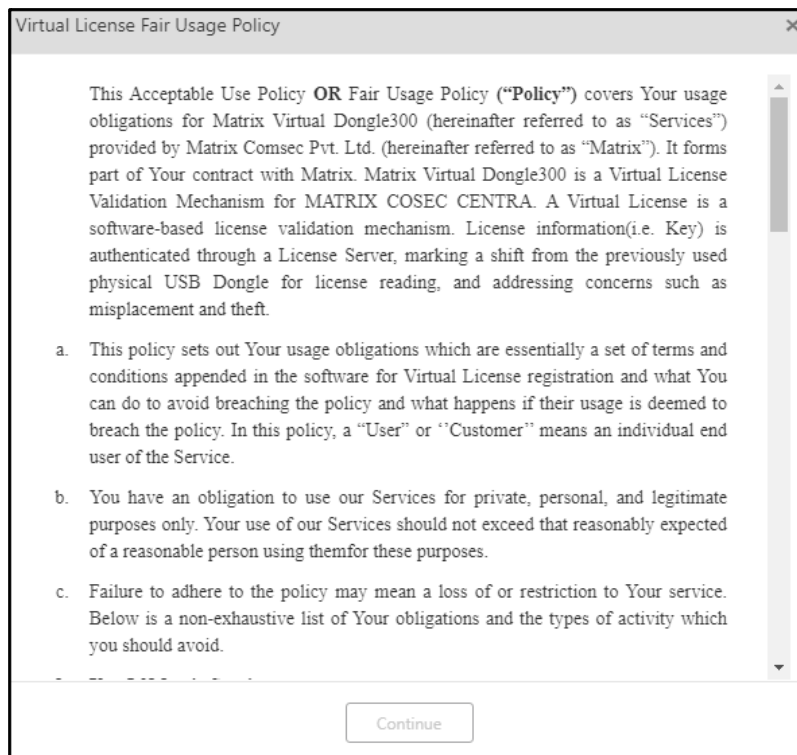
Contact Details

Address Details

Database Configuration

ID	Name	Status
1	sheetal	Active

As soon as you login the **Virtual License Fair Usage Policy** pop-up appears.



- Scroll and select the **I have read and agree to the Fair Usage Policy** check box. Click **Continue**. You return to the **Profile** page.

The Virtual License Fair Usage Policy is also applicable to users who are upgrading the system or switching their license to Virtual License, for details refer to ["Virtual License"](#).

## Forgot Password

The system allows you to reset your password if you forget it using Forget Password.

If you forget the login password, click **Forgot Password**.

The Forgot Password page appears,

Select the desired option — **Send OTP, Security Question** — using which you wish to reset your password.



*To receive the OTP on SMS and Email, make sure you have configured the SMS Configuration and/or Email Configuration from System Configuration. For details refer to ["SMS Configuration"](#) and ["Email Configuration"](#).*

*Also make sure the Email ID and Contact are correctly configured during the first login. The Email ID and Contact number can be viewed/edited from the System Accounts page. These are the details of the System Account User. For eg: SA user will get OTP on Email ID: sheetal.raval@matrixrd.org and Contact number: 9384526175*

- If you select **Send OTP** and click **SEND**.

The 'Forgot Password' form contains two radio button options: 'Send OTP' (which is selected) and 'Security Question'. Below these options is a grey 'SEND' button and a blue 'CANCEL' link.

The 'Enter 6-digit OTP' form features a text input field with the placeholder '880616' and a clear button. Below the input field is a grey 'VERIFY' button and a blue 'CANCEL' link.

The 'Set Password' form includes two text input fields labeled 'New Password' and 'Confirm Password'. Below these fields is a grey 'SET' button and a blue 'CANCEL' link.

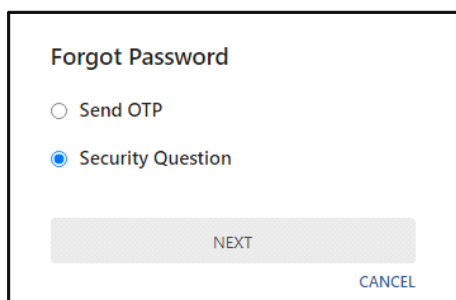
- The OTP will be sent on the registered Email ID and/or registered Mobile number of the login user and the **Enter 6-digit OTP** page appears.

- Enter the OTP and click **VERIFY**.
- After verification, the **Set Password** page appears.
- Enter the **New Password** and re-enter the same in **Confirm Password**.
- Click **Set**.

The Login page appears.

Login into the Admin Portal using your Login ID and new password.

- If you select **Security Question** and click **NEXT**.

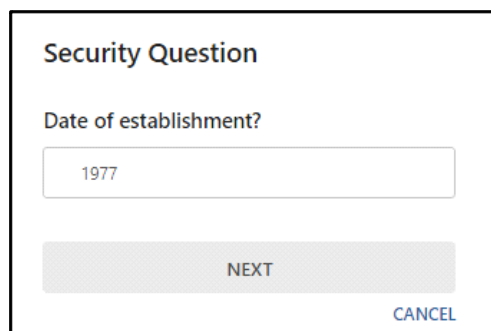


**Forgot Password**

☐ Send OTP  
☒ Security Question

NEXT

CANCEL



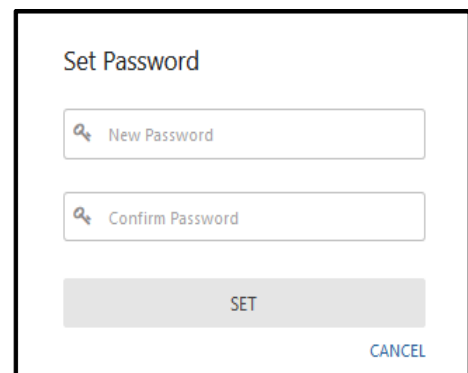
**Security Question**

Date of establishment?

1977

NEXT

CANCEL



**Set Password**

New Password

Confirm Password

SET

CANCEL

- The **Security Question** page appears with the question as set by you at the time of first login.
- Enter the **Answer**.
- Click **NEXT**.
- The **Set Password** page appears.
- Enter the **New Password** and re-enter the same in **Confirm Password**.

- Click **Set**.

The Login page appears.

Login into the Admin Portal using your Login ID and new password.



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Company here, is the client as well as the end-user who will be using COSEC for Access Control/Time and Attendance solutions. Profile page allows the Admin portal to view/modify/ the Company details.

The COSEC License assignment as per the requirement of company is done from the License section of the Company Configuration. The license key can also be updated by providing enhanced features to the Company.

The assignment of services such as Alert Service, Enroll Service, Visitor Service, Monitor Service and Identification Service is also done from Services section of Company Configuration. COSEC Devices connect to the assigned monitor service of the company which is used for the Time and Attendance functionality and Access Control solution.

Click on the links for various configurations:

[“Profile”](#)

[“License and Services”](#)

[“Monitor Configuration”](#)

# Profile

The Company Configuration Profile page allows the user to view or modify the company details. Company are the clients who use COSEC web application. Once the Premise based setup for COSEC is installed, Profile will be created automatically with the configurations as defined during the installation of setup.

You can configure the following on this page:

- Modify the name and activate the user to access COSEC.
- Select the License Verification Mode for the user.
- Reset the GDPR Process.

Configure Time Settings, Contact Details, Address Details and Database configuration related details.

ID	Name	Status
1	Kunal	Active

Select the user from the right panel to modify the following details on the **Profile** page:

**ID:** Displays the ID of the selected user in the COSEC Admin Portal.

**Name:** Displays the name of the user profile in the COSEC Admin portal. It is the name as configured at the time of installing the Setup. You may modify it if required.

**Active:** Enabling the Active check box will activate the client's profile access to COSEC.

**License Verification Mode:** There are three modes for License Verification — “[Server Based](#)”, “[Device Based](#)” and “[Virtual License](#)”.



*The option you select while installing the setup, appears here automatically. You can change the same if required.*

## Server Based

- **Server Based:** If the licensing mode is set as Server Based, then Dongle must be inserted in the PC where Master service is installed.

Click **Save**.

The Dongle only has the GENERIC License. You need to purchase and update the licenses as per your requirement, click **Company Configuration > License and Services**. For details, refer to “[Supported Licenses](#)” and “[License and Services](#)”.



## Device Based

- **Device Based:** If the licensing mode is set to Device Based, then license key shall be fetched from the Dongle connected to the desired device.

Make sure the License Dongle is connected to the desired device. The **MAC Address** of the device with which the License Dongle is connected is displayed here.

If you wish to change the device, click **Reset**.

Click **Save**.



*For Device Based License Verification, the devices — VEGA, ARGO, ARGO FACE Direct Doors and Panel lite V2/Panel200 in Server Mode — can be used.*

*Make sure you have a **COSEC CENTRA** connection and the devices are configured in the same application.*

Once Dongle is connected to the desired device; enter the License Server URL (Default is 192.168.50.100) and License Server Port (Default is 15025) in Server Settings of the device from the device or its webpage.

The Dongle only has the GENERIC License. You need to purchase and update the licenses as per your requirement, click **Company Configuration > License and Services**. For details, refer to [“Supported Licenses”](#) and [“License and Services”](#).

## Virtual License

- **Virtual License:** With the introduction of Virtual License, the need of a Dongle is eliminated, but you need to make sure you have:
  - Persistent Internet connection with good speed (where Master Service is running).
  - Received the MATRIX VIRTUAL DONGLE300 Key in PDF form.
  - Received the COSEC CENTRA PLATFORM Key in PDF form.
  - Received the desired module activation License Keys in PDF form.

You need to purchase the keys. For details, refer to [“Supported Licenses”](#).

Once the keys are received, you need to register/update the same. Click **Company Configuration > License and Services**. For details, refer to [“License and Services”](#).

If you switch from Server/Device based License to Virtual License,

The Warning popup appears. With the message “Changing the license verification mode will remove all details associated with the previous license mode permanently. The server will only function with the newly configured license verification mode. Proceed with caution.” After you click **OK** the **Virtual License Fair Usage Policy** pop-up appears.

OR

If you have selected Virtual License during installation. Then, when you access the Profile page to make any changes and click **Save**, the **Virtual License Fair Usage Policy** pop-up appears.

Virtual License Fair Usage Policy

This Acceptable Use Policy **OR** Fair Usage Policy ("Policy") covers Your usage obligations for Matrix Virtual Dongle300 (hereinafter referred to as "Services") provided by Matrix Comsec Pvt. Ltd. (hereinafter referred to as "Matrix"). It forms part of Your contract with Matrix. Matrix Virtual Dongle300 is a Virtual License Validation Mechanism for MATRIX COSEC CENTRA. A Virtual License is a software-based license validation mechanism. License information(i.e. Key) is authenticated through a License Server, marking a shift from the previously used physical USB Dongle for license reading, and addressing concerns such as misplacement and theft.

- This policy sets out Your usage obligations which are essentially a set of terms and conditions appended in the software for Virtual License registration and what You can do to avoid breaching the policy and what happens if their usage is deemed to breach the policy. In this policy, a "User" or "Customer" means an individual end user of the Service.
- You have an obligation to use our Services for private, personal, and legitimate purposes only. Your use of our Services should not exceed that reasonably expected of a reasonable person using themfor these purposes.
- Failure to adhere to the policy may mean a loss of or restriction to Your service. Below is a non-exhaustive list of Your obligations and the types of activity which you should avoid.

Continue

Virtual License Fair Usage Policy

- If Matrix determines (in its sole and absolute discretion) that a Customer has materially failed to comply with this Policy, including by engaging in a Prohibited Activity, Matrix may at any time:
- Suspend or terminate the Service;
- Impose additional charges on the Customer in proportion to the impact of the Prohibited Activity;
- Nothing in this Policy Matrix's rights and remedies (available at law or in equity) in any way concerning any Prohibited Activity.

**4. Modification of Fair Usage Policy:**

The software provider reserves the right to modify or update this Fair Usage Policy as necessary. Any changes to the policy will be communicated to the organization in a timely manner.

By proceeding with the registration of the Virtual License Key, the organization acknowledges and agrees to abide by the terms and conditions outlined in this Policy. Failure to comply with these terms may result in the suspension or termination of the license agreement.

☒ **I have read and agree to the Fair Usage Policy**

Continue

Scroll and select the **I have read and agree to the Fair Usage Policy** check box. Click **Continue**. You return to the Profile page.



*If you are an existing Virtual License user and if you access the Profile page for any updates, then the **Virtual License Fair Usage Policy** pop-up appears on click of **Save**.*

*Scroll and select the **I have read and agree to the Fair Usage Policy** check box. Click **Continue**. You return to the Profile page.*

**Reset Personal Data Protection Process Flag:** General Data Protection Regulation (GDPR) aims in providing safety and privacy to users data. They limit the access to the users personal data. Enabling GDPR will result in data masking and encryption. To know more about GDPR refer to the COSEC System Manual.

**Reset Personal Data Protection Process Flag** button is applicable if you have enabled/disabled **General Data Protection Regulation (GDPR)** in COSEC Web > Admin > System Configuration > Global Policy > Basic.

Click **Reset** if you desire resetting the GDPR process in case of failure or when the GDPR process remains in in-progress state for a prolonged period.



*For proper functioning of **Reset Personal Data Protection Process Flag**, ensure that the **Master Service** and **Admin Portal Service** is running successfully.*

*Make sure you save all the previous changes, if done in other pages before you click the **Reset** button.*

The Reset functionality is applicable in the below mentioned cases:

- If the system has derived failure in the GDPR process/ GDPR reversal process.

In such cases, the COSEC Web login screen displays the error message “Processing Failed. Kindly contact Administrator”

**OR**

- When the GDPR process remains in in-progress state for a prolonged period.

In such cases, the COSEC Web login screen displays the error message “Admin has temporarily stopped the access” will be displayed.

In such cases, you can click the **Reset** button, the system will verify if the database is valid or not.



*Before pressing the Reset button, make sure you have manually restored a valid database (this database may be the last database backup taken either before GDPR was enabled or after GDPR was enabled) in your Database Server.*

- If the database is valid, you will be able to re-login into the COSEC Web.
- But if the database is not valid, an error message “Database restored is not valid. Kindly restore a valid database.” will be displayed.



*The **Reset** functionality will only work with a valid database.*

*Make sure you reset the IIS and restart all the Services (applicable for COSEC CENTRA) and Utilities after the Reset Process.*

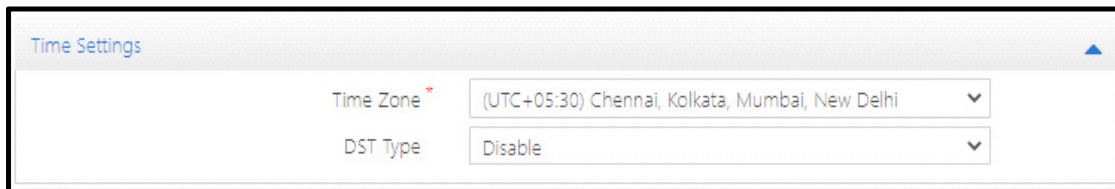
*The **Reset** functionality will reset the GDPR process status to its initial stage. If you desire, you may restart the GDPR process again.*

Select the respective link for further configuration:

- [“Time Settings”](#)
- [“Contact Details”](#)
- [“Address Details”](#)
- [“Database Configuration”](#)

## Time Settings

Click on the **Time Settings** collapsible panel to configure the time as per the company location.

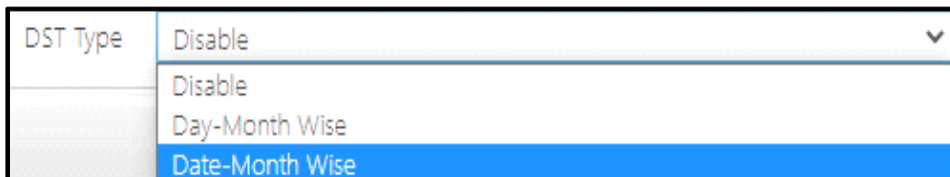


The screenshot shows a 'Time Settings' panel with two dropdown menus. The first dropdown is labeled 'Time Zone' and has the value '(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi' selected. The second dropdown is labeled 'DST Type' and has the value 'Disable' selected.

Configure the following parameters:

**Time Zone:** Select the desired time zone from the drop down list as per the location of your company.

**DST Type:** Select the desired type of DST from the drop down list — **Disable**, **Day- Month Wise**, or **Date-Month Wise**.



The screenshot shows the 'DST Type' dropdown menu expanded. It contains four options: 'Disable', 'Disable', 'Day-Month Wise', and 'Date-Month Wise'. The 'Date-Month Wise' option is highlighted in blue.

**Time Period:** Enter the time period (HH:MM) the system should add in the DST Start Time (if you select the plus sign) or the system should minus from the DST Start Time (if you select the minus sign). Default: 00:00.

- Select **Disable**, if you do not wish to apply DST.
- Select **Day-Month Wise** type DST, if the DST in your country starts and ends on a particular day of the month. For example, if DST starts on the Second Sunday of March and ends on the First Sunday of October.

The screenshot shows a 'Time Settings' window with the following configuration:

- Time Zone:** (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
- DST Type:** Day-Month Wise
- Time Period:** + 00:00
- DST Start:**
  - Month: January
  - Week No.: 1st
  - Day of Week: Sunday
  - Time: 00:00
- DST End:**
  - Month: January
  - Week No.: 1st
  - Day of Week: Sunday
  - Time: 00:00

- Configure the **DST Start** and **DST End** time.

#### DST Start

- Select the **Month** when DST begins: January to December.
- Select the **Week No.** when DST begins: 1st Week, 2nd Week, 3rd Week, 4th Week, 5th Week.
- Select the **Day** of the week when DST begins: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.
- Set the **Time** when you want DST to begin in 24 hours format

#### DST End

- Select the **Month** when DST ends: January to December.
  - Select the **Week No.** when DST ends: 1st Week, 2nd Week, 3rd Week, 4th Week, 5th Week.
  - Select the **Day** of the week when DST ends: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.
  - Set the **Time** when you want DST to end in 24 hours format.
- Select **Date-Month Wise** type DST, if the DST in your country starts and ends on a particular date of the month. For example, if DST starts on October 12 and ends on March 15.

Time Settings

Time Zone \*
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

DST Type
Date-Month Wise

Time Period \*
+
00:00

DST Start

Month
January

Date
1

Time \*
00:00

DST End

Month
January

Date
1

Time \*
00:00

- Configure the **DST Start** and **DST End** time.

#### DST Start

- Select the **Month** when DST begins — January to December.
- Select the **Date** on which DST begins — 1 to 31.
- Set the **Time** when DST begins in 24 hours format.

#### DST End

- Select the **Month** when DST ends — January to December.
- Select the **Date** on which DST ends — 1 to 31.
- Set the **Time** when DST ends in 24 hours format.

#### Contact Details


Click the **Contact Details** collapsible panel. You can configure contact details of 3 persons on Company side.

**Contact Details**

**Contact Person 1**

Name

Email ID \*

Contact Number \*  

**Contact Person 2**

Name

Email ID

Contact Number

**Contact Person 3**

Name

Email ID

Contact Number

**Name:** Enter the name of the Person in-charge on Company side.

**Email ID:** Enter the Email ID of 1st contact person to which the Web URL and Company user name will be sent. You can enter Email ID of other 2 contacts as well. This Email-ID will be used when the Company (SA user) forgets password.

**Contact Number:** Enter the Contact number of the Company. This Contact Number will be used when the user (SA user) forgets password.



*For COSEC VYOM Setup, the Alerts —SMS, WhatsApp and Email are sent on the Mobile Number and Email ID configured on Tenant Configuration > Tenants > Contact Details and on Business Partners page.*

If the Contact Details — Email ID and Contact Number — is configured for all the 3 Contact Persons, then the Alerts — SMS, Email, Whats App — will be sent to the first contact only.

### Address Details

Click on Address Details collapsible panel to configure Address Details on the Company side.

Address Details

Billing Address

Address

394-GIDC, Makarpura

City

Vadodara

Zip Code

390010

State

Gujarat

Country

India

Permanent Address

Same as Above

☒

Address

City

Zip Code

State

Country

**Billing Address:** Enter the Address of the Company at which billing is to be done.

**Permanent Address:** If the permanent address is same as billing address, then select Same as Above or else enter the permanent address of the Company.

## Database Configuration

Database Configuration for **MS SQL**

Database Configuration

Database Type

MS SQL

Authentication

SQL Authentication

Server

192.168.103.90

User Name

sa

Password

\*\*\*\*\*

Database Name

Connection Time-Out

30

seconds

Command Time-Out

1200

seconds

Test Connection



## Database Configuration for Oracle

The screenshot shows the 'Profile' configuration window. The 'Database Configuration' section is expanded, showing the following fields:

- Database Type: Oracle
- Authentication: SQL Authentication
- Server: 192.168.103.90
- User Name: sa
- Password: (masked with asterisks)
- Database Name: (empty)
- Connection Time-Out: 30 seconds
- Command Time-Out: 1200 seconds

There is a 'Test Connection' button at the bottom of the configuration section. On the right side of the window, there is a table with the following data:

ID	Name	Status
1	Matrix	Active

**Database Type:** Select the database type as **MS SQL** or **ORACLE** to configure and connect the Admin Management portal database.

**Authentication:** Select the authentication type as SQL Authentication or Windows Authentication for MS SQL database.

**Server:** Enter the server address from where the COSEC database is to be accessed.

- For **SQL authentication**, specify the server where the database is to be created or accessed.  
Eg: 192.168.104.12\sqlexpress or localhost\sqlexpress
  - User Name:** Specify the user name as created during sql server instance. Eg: sa
  - Password:** Specify the password as created during sql server instance. Eg: matrix\_1
- For **Windows authentication**, specify the server where the database is to be created or accessed. The Username and Password will be disabled in this mode.

For **Oracle database**, Enter the **Server** address where Oracle database is installed. Eg: 192.168.104.12 or localhost.

- User Name:** Specify the user name as the name of the user created from Oracle system. Eg: cosecadmin
- Password:** Specify the password as created while creating the user in Oracle. Eg: admin



*Before connecting COSEC with ORACLE; you must create the user in ORACLE with the corresponding Access rights.*

**Database Name:** Enter a name for the database server to be created for MS SQL.



*Database Name will be auto-filled if **Proceed with Single DB** checkbox is selected during installation. Hence, same database will be created for Admin and COSEC.*

*You can change the name of the database here, by entering the desired name in **Database Name**. By doing so two databases will be created.*

**Connection Time-Out:** Enter the duration in seconds for database connection time out.

**Command Time-Out:** Enter the duration in seconds for session time out.

**Test Connection:** Click Test connection to establish connection with the configured SQL database.

Click on **Save** button to save the Company configuration.



*Whenever new database is created; then the upgrade request is sent to Admin Portal Service. So Admin Portal Service must be running to upgrade the database.*

# License and Services

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License Key may be a Virtual Key or Dongle Key. From the License and Services,

- you can manage the upgradation/registration of these keys.
- assign the COSEC Services to the Company.
- view the details of the license under Current License Profile. You can also activate/deactivate desired modules from Current License Profile. In COSEC Web such Modules will be visible or hidden as per your action.

If you have opted for Server Based/Device Based License Key, then the Dongle will have only the GENERIC license, all other license vouchers need to be purchased. These need to be purchased as per your requirement. Once ordered, you will receive keys in the form of a PDF file.

If you have opted for Virtual License then you need to purchase the MATRIX VIRTUAL DONGLE300 Key as well as other vouchers as per your requirement.

If you have opted to migrate from the Dongle License to Virtual License and vice versa, then you need to contact Matrix Technical Support Team and get the new Virtual/Dongle License Key (with all existing licenses incorporated in this new key) PDF generated.

For the details regarding the various licenses that can be purchased, refer to [“Supported Licenses”](#).

After you have received the License Key PDF as per your requirement, you need to register/update the same.

For details refer to [“Virtual License Key”](#) or [“Dongle License Key”](#), [“Services”](#) and [“Current License Profile”](#).

If you are migrating from the Dongle License to Virtual License and you have received the migrated License Key PDF as per your requirement, refer to [“Virtual License Key”](#) for details.



*For additional security and privacy during Virtual License communication, COSEC supports Proxy Server Configuration. For more details, refer to [“Proxy Server Configuration”](#).*

## Virtual License Key

If have opted for the Virtual License option for the first time, you need to make sure you have purchased the Licenses — MATRIX VIRTUAL DONGLE300 Key as well as the COSEC CENTRA PLATFORM Key (as well as the Module licenses need to be purchased as per your requirement). You will receive PDF's for these keys.

If you have opted to migrate from Dongle License to Virtual License, then make sure you have received the migrated Virtual License Key PDF.

For Virtual License, you need to have:

- a persistent internet connection with good speed (where Master Service is running).
- both these License Key PDF's or the migrated License Key PDF are kept handy for activation.

The process for activating the newly purchased Virtual License Key or migrated Virtual License Key is the same.

Click **Company Configuration > License and Services**.

The screenshot shows the MATRIX COSEC ADMIN web application. The left sidebar contains a menu with 'Company Configuration' expanded, showing 'Profile', 'License and Services' (highlighted), 'Monitor Configuration', 'Service Configuration', and 'Manage Database'. The main content area is titled 'License and Services'. It includes a 'Company' picklist with '1' selected and 'Matrix Comsec' as the name, and a 'Database Name' field with 'COSEC\_VLM'. Below this is the 'License Key' section with 'Current License Key' and 'New License Key' input fields, and 'Register' and 'Cancel' buttons. The 'Services' section lists 'Alert Service', 'Enroll Service', 'Visitor Service', 'Identification Service', and 'Monitor Service', each with 'ID' and 'Name' input fields. At the bottom is a 'Search' bar and a table with columns 'ID', 'Monitor Service Name', and 'Default'. The table is currently empty, showing 'No Data'. On the right, the 'Current License Profile' section shows 'License Type' as 'Virtual License' and 'Activation Status' as 'PENDING'.

**Company:** Click the **Company** picklist. The **Select Company** pop--up appears. Click to select the desired company.

The picklist will display the Company Name as configured at the time of installing the Setup. This is also displayed in the Profile page. If you wish to edit the same, you can do so from the Profile page.

**Database Name:** It displays the COSEC Database Name of the company as configured at the time of installing the Setup. This is also displayed in the Profile page. If you wish to edit the same, you can do so from the Profile > Database Configuration.

## License Key

The COSEC communicates with the Virtual License Manager (VLM) for registration, updation as well as re-registration. If the connectivity establishes the further process continues. For details refer to:

- [“Registering the Virtual License Key”](#)
- [“Updating the Virtual License Key”](#)
- [“Updating the Contact Details”](#)
- [“Re-registering the Virtual License Key”](#)

## Registering the Virtual License Key

**Current License Key:** Enter the Generic Virtual License Key / migrated Virtual License Key received in the PDF here. To do so,

- Open the Generic Virtual License Key PDF / migrated Virtual License Key PDF file and select the key.

- Drag and drop the same onto this field.

Click **Register**.

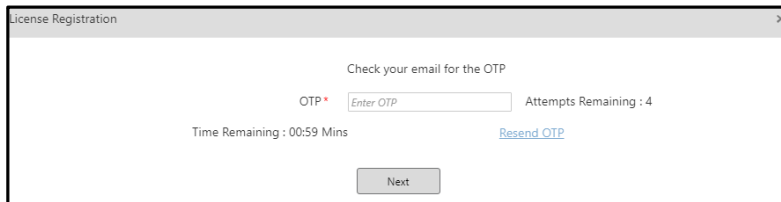
The **License Registration** pop-up appears.

Configure the following parameters:

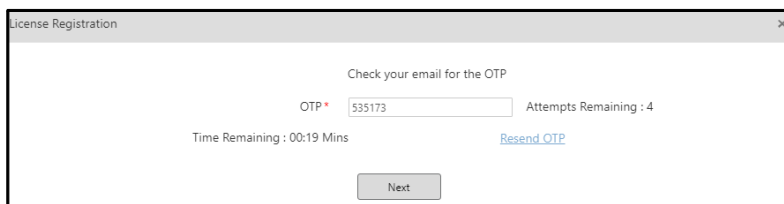
- **Email ID:** Enter the Email ID of the Client. Make sure it is genuine as the Alerts/Notifications as well as authentication OTP will be sent on this Email.
- **Mobile Number:** Enter the Mobile Number of the Client.
- **Name:** This displays the Company Name. It is fetched from Company Configuration > Profile.
- **SI Name:** Enter the name of the SI.

Click **Next**.

The OTP pop-up appears.



- **OTP:** Check your Email ID for the OTP and enter the same here.



*As soon as the system sends the first OTP, the Time Remaining timer begins. The Attempts Remaining are displayed.*

*In case you do not receive the first OTP, you can click Resend OTP only after the Time Remaining timer expires.*

*When you click Resend OTP, the OTP is sent again to the Email ID and again the Time Remaining timer begins and number of Attempts Remaining is updated.*

Once the Generic Virtual License Key/migrated Virtual License Key is authenticated and registered successfully, the successful message appears.

COSEC then checks the availability of the VLM server at regular intervals (make sure you have a persistent internet connection where Master Service is running) and if it is unable to reach the VLM Server, then the alert — “Virtual License Validation Failed” — will be sent to the selected user’s Email ID and/or Mobile Number. To ensure the Alert is sent make sure you select Alert Filter as System and Event as Virtual License Validation Failed. For details, refer to *Admin Module > System Configuration > Alert Message Configuration* in the User Guide.

**License and Services** ✓ License Activation Successful

Company

Database Name

**License Key**

Current License Key

New License Key

**Services**

Service	ID	Name
Alert Service	<input type="text"/>	<input type="text"/>
Enroll Service	<input type="text"/>	<input type="text"/>
Visitor Service	<input type="text"/>	<input type="text"/>
Identification Service	<input type="text"/>	<input type="text"/>
Monitor Service	<input type="text"/>	<input type="text"/>

ID	Monitor Service Name	Default
No Data		

**Current License Profile**

Product Variant	GENERIC
License Type	Virtual License
Activation Status	SUCCESS
AUP Validity	NA

This registered Generic Virtual License Key is now displayed as the Current License Key and the License activation details are updated in the right grid under **Current License Profile** as per the key.



*If you encounter an error "License Key not Valid. Please Register Again", you will need to register your Virtual License Key again. Make sure the registration process is initiated from the same PC from where the Virtual License was originally registered. If you have the latest Virtual License Key, enter the same to restore system functionality. If you do not have the latest key, you may use the last Virtual License Key you possess for registration. You can contact your System Integrator (SI) or Matrix Support Team to obtain the latest key. Once you receive the latest Virtual License Key, update it in the system to ensure normal operation.*

*If you do not have any Virtual License Key, please contact Matrix Technical Support Team to retrieve your Virtual License Key.*

## Updating the Virtual License Key

You need to Update the existing keys in the following scenarios:

- after registering the Generic Virtual License Key you need to update this key with the COSEC CENTRA PLATFORM Key.
- if you have purchased new vouchers to add on to your existing license, then you can update your existing key.

These keys are received in the form of PDF against your Purchase Order.

**Current License Key:** Displays the Generic Virtual License Key (in case you are activating the Virtual License for the first time).

**New License Key:** If you have purchased new vouchers for additional features, you will receive a new License PDF. You need to update the existing key with this new key. To do so,

- Open the License Key PDF file and select the key.

- Drag and drop the same onto this field.

Click **Update**.

The screenshot shows the 'License and Services' interface. At the top, a green banner indicates 'New License Key Verified Successfully'. The main form is divided into two sections. The left section, 'License Key', contains fields for 'Company' (1), 'Database Name' (COSEC\_VLM), 'Current License Key' (8903-13AB-0867-4CE8-C08E-014A-4011-A120-3716-0065-0727-4344-ED48-E123-2002-2000-000), and 'New License Key'. Below these are buttons for 'Update', 'Cancel', 'Update Contact Details', and 'Re-Register'. The right section, 'Current License Profile', displays the following details:

Product Variant	COSEC PLT
License Type	Virtual License
Activation Status	SUCCESS
AUP Validity	January-2025
Platform Users	10 <input checked="" type="checkbox"/>
ACM Users	5 <input type="checkbox"/>
CMM Users	5 <input type="checkbox"/>
VMM Users	1 <input type="checkbox"/>
TAM Users	5 <input type="checkbox"/>
CWM Users	5 <input type="checkbox"/>
JPC Users	5 <input type="checkbox"/>
FVM Users	5 <input type="checkbox"/>
ESS Users	5 <input type="checkbox"/>
FR Users	5 <input type="checkbox"/>

Below the table is a 'Save' button and a note: 'Note: By Enabling/Disabling the flag user can Activate/Deactivate the license. Once you deactivate your license, the module and its reflections will be removed from COSEC.' The bottom section, 'Services', lists various services with 'ID' and 'Name' fields, and a 'Monitor Service Name' field with a 'Default' button.

Now, this new key is displayed as the **Current License Key** and the License activation details are updated in the right grid under **Current License Profile** as per the key.

## Updating the Contact Details

There may be certain instances — the personnel managing the IT may have left, Company changing its domain, Mobile Number is discontinued, etc — where-in you need to update the contact details so that you continue receiving the alerts/OTPs. To do so,

Click **Update Contact Details**.

The **Authentication** pop-up appears.

The screenshot shows an 'Authentication' pop-up window. It contains the text 'This requires administrative privileges' and two input fields: 'User ID' and 'Password'. Below these fields is a 'Verify' button.

- **User ID:** Enter the User ID, for example sa.
- **Password:** Enter the Password, for example admin.

Click **Verify**.



The **Update Contact Details** pop-up appears.



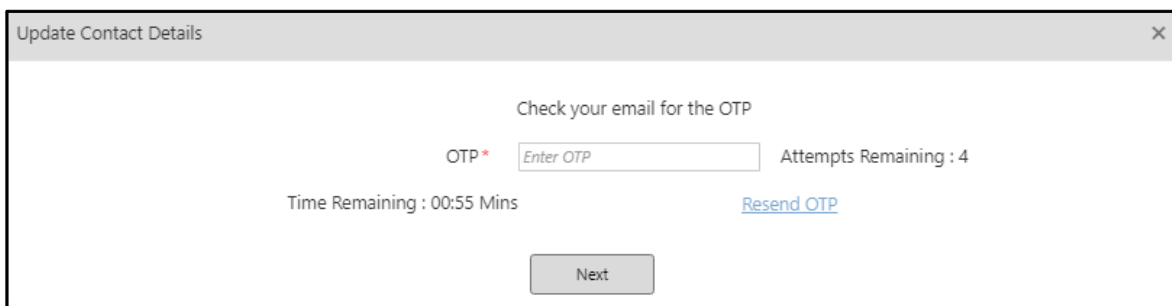
- Fill-in the updated details as per your requirement.

The **Name** displayed here is fetched from Company Configuration > Profile. If you wish to edit the same post license registration you can do so from Profile page and then the same will be displayed here.



*To update only Name in the VLM database, you need to change the same from Company Configuration > Profile, then click Update Contact Details. Enter the existing details in Email ID, Mobile Number and SI Name if you do not wish to change the same. Click Next and then enter the OTP. Click Next. The Name will be updated while other details remain same.*

Click **Next**. The OTP pop-up appears. and an OTP is sent to your Email ID.



- **OTP:** Check your Email ID for the OTP and enter the same here.

Click **Next**.

The **Contact Details are Updated Successfully**, message appears.

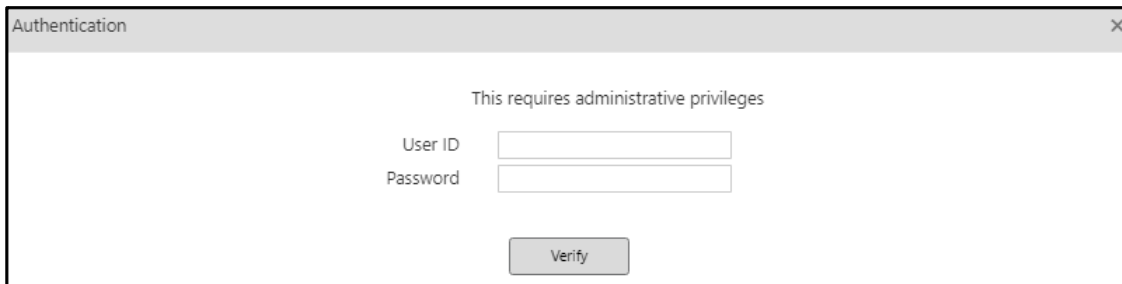
## Re-registering the Virtual License Key

If you wish to migrate from a lower configuration COSEC Server PC to a higher configuration Server PC or your PC needs to undergo maintenance, that is you are changing your PC but the Admin database backup is available, then you need to Re-register the Virtual License Key, so that Virtual License validation can be re-initiated.

If your COSEC Server PC crashes and the Admin database backup is not available, then you need to contact the Technical Support Team for registering your Virtual License Key.

To Re-register the Virtual License Key,

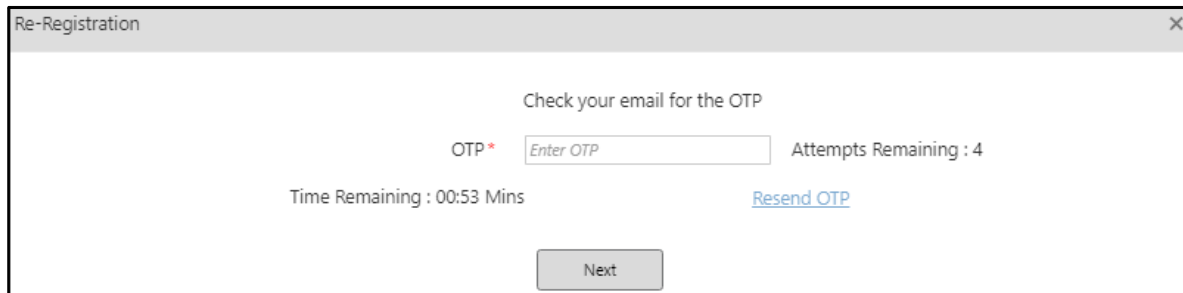
Click **Re-register**. The **Authentication** pop-up appears.

A screenshot of an 'Authentication' pop-up window. The window has a title bar with the text 'Authentication' and a close button (X). The main content area contains the text 'This requires administrative privileges' at the top. Below this, there are two input fields: 'User ID' and 'Password'. A 'Verify' button is located at the bottom center of the window.

- **User ID:** Enter the User ID, for example sa.
- **Password:** Enter the Password, for example admin.

Click **Verify**.

The **Re-Registration** pop-up appears and an OTP is sent to your Email ID.

A screenshot of a 'Re-Registration' pop-up window. The window has a title bar with the text 'Re-Registration' and a close button (X). The main content area contains the text 'Check your email for the OTP' at the top. Below this, there is an input field labeled 'OTP \*' with the placeholder text 'Enter OTP'. To the right of the input field, it says 'Attempts Remaining : 4'. Below the input field, it says 'Time Remaining : 00:53 Mins'. There is a blue link labeled 'Resend OTP' to the right of the time remaining. A 'Next' button is located at the bottom center of the window.

- **OTP:** Check your Email ID for the OTP and enter the same here.

Click **Next**.

The **License Re-registered Successfully**, message appears.



- *If the internet connectivity is not available or lost at any given point COSEC will close any open popup and you will be re-directed to the Licenses and Services page. You need to restart the registration process.*
- *If you close the pop-up or the browser or your PC restarts or you refresh, then no previous request initiated information will be retained by COSEC.*
- *If at any point of time there exists any ongoing license registration/ verification/ new key updation or contact updation process, then please wait for some time if you receive the same message again and again. Then retry after sometime.*

After successful registration of the license you need to upgrade the database. For details refer to "[Database Upgrade](#)".

## Dongle License Key


Click **Company Configuration > License and Services**.

**Company:** Click the **Company** picklist. The **Select Company** pop-up appears. Click to select the desired company.


The picklist will display the Company Name as configured at the time of installing the Setup. This is also displayed in the Profile page. If you wish to edit the same, you can do so from the Profile page.

**Database Name:** It displays the COSEC Database Name of the Company as configured at the time of installing the Setup. This is also displayed in the Profile page. If you wish to edit the same, you can do so from the Company Configuration > Profile > Database Configuration.

**Current License Key:** It displays the current license key available in Dongle. This is the Generic Key.

Click **License Upgrade**  for upgrading the License structure. A warning appears.



**The License Upgrade**  icon will appear only if you have the old License Keys — GE, PE, LE, ME, DEMO or LE MOI.



Only SA user can upgrade the license structure.

Click **Accept & Proceed**. The Master Service will upgrade the License Key to the new structure. This key appears as the Current License Key.

**New License Key:** If you have purchased new vouchers for additional features, you will receive a new License PDF.

If you have opted to migrate from Virtual License to Dongle License, then make sure you have received the migrated Dongle License Key PDF.

You need to update the existing key with this new key. To do so,

- Open the License Key PDF file and select the key.
- Drag and drop the same onto this field.
- Click **Update**.

**License and Services**

←

Company\* 1 matrix

Database Name COSEC\_TEMPUSER\_20.3.4

**License Key**

Current License Key A012-1487-0CF8-2646-C063-10CB-0036-7323-7916-40A1-E140-D845-34AD-8535-~

New License Key\*

Update Cancel

Now, this new key is displayed as the **Current License Key** and the License activation details are updated in the right grid under **Current License Profile** as per the key.

Updating the key will add new features to the existing license key by keeping the COSEC CENTRA PLATFORM Key (Serial No.) as it is.

After successful updation of the license you need to upgrade the database. For details refer to [“Database Upgrade”](#).

## Services

There is provision to assign Alert Service, Enroll Service, Visitor Service, Identification Service and multiple Monitor Services to the Company Profile. Once the services are installed, the default services will be assigned to the Company.

License and Services

Company \* 1 Matrix

Database Name COSEC

License Key

Current License Key 9312-1089-187F-1331-1B1D-0EFO-917B-4685-9D44-D77B-448D-121D-F764-A988-C1E5-8584-04

New License Key \*

Update Cancel

Services

Alert Service \* 1 AlertService - 8CEC4B4014

Enroll Service \* 4 EnrollService - 8CEC4B401

Visitor Service 2 VisitorService - 8CEC4B401

Identification Service ID Name

Monitor Service \* ID Name

Search

ID ▲	Monitor Service Name	Default	
3	MonitorService - 8CEC4B4014EA	<input checked="" type="checkbox"/>	

Save Cancel

Multiple Monitor Service's can be assigned as per the Company's device requirements. By default the first Monitor Service will be considered as the default service.

The services (for example Monitor Service) running on one computer can access Master Service running on another computer. The Monitor Server will register by itself and will appear in the Monitor Service picklist.

- For Example: The Monitor Service on computer 192.168.104.24 is using Master Service running on computer 192.168.104.12 so picklist of Monitor Service will display this additional Monitor Service of 192.168.104.24 also.

Select Monitor Service

1 selected of 2 records

Search

ID ▲	Service Name
<input checked="" type="checkbox"/> 4	MonitorService - 4CCC6A1D0370
<input type="checkbox"/> 5	MonitorService - 4CCC6AFA7F76

OK Cancel



Whenever any Monitor Service is deleted then on save, all the devices assigned to this service will be transferred to the default Monitor Service.

This change will be done in Company's COSEC DB.

**Alert Service:** Click the picklist and select the Alert Service you wish to assign to the selected Company.

**Enroll Services:** Click the picklist and select the Enroll Service you wish to assign to the selected Company.

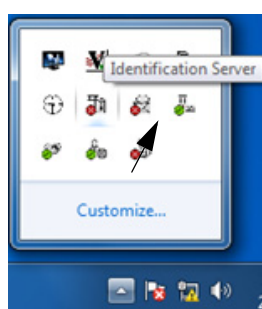
**Visitor Service:** Click the picklist and select the Visitor Service you wish to assign to the selected Company. This service will be required if you wish to use the Visitor Utility.

**Identification Service:** Click the picklist and select the Identification Service you wish to assign to the selected Company.

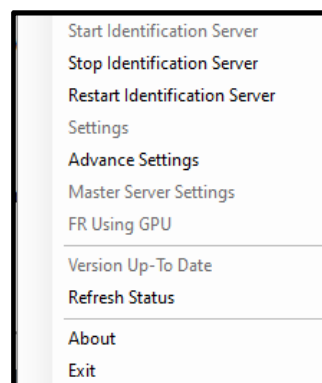
ID	Monitor Service Name	Default	
3	MonitorService - 309C239A9467	<input checked="" type="checkbox"/>	

To make sure this service functions as the Centralized Identification Service, follow the steps as mentioned:

- Click **Save**.
- Right-click on the IDS Tray Service



Right Click

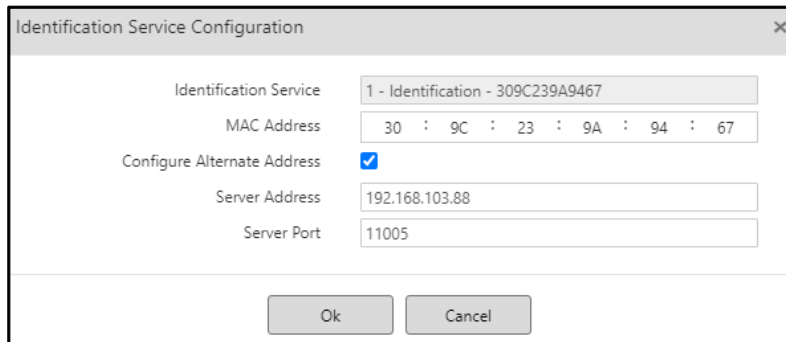


- Click **Restart Identification Server**.



The features — Group FR (Mark Group Attendance), Capture Face of Unidentified User, Manual Group Attendance and Face Enrollment via Web will function using this IDS only. For more details refer COSEC System Manual (COSEC > System Configuration > Global Policy > Face Recognition).

Click **Settings**  . The **Identification Service Configuration** pop-up appears:



The screenshot shows a dialog box titled "Identification Service Configuration" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Identification Service:** A text field containing "1 - Identification - 309C239A9467".
- MAC Address:** A text field containing "30 : 9C : 23 : 9A : 94 : 67".
- Configure Alternate Address:** A checkbox that is checked (indicated by a blue checkmark).
- Server Address:** A text field containing "192.168.103.88".
- Server Port:** A text field containing "11005".

At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

It displays the following details:

- **Identification Service:** Displays the name of the Identification Service.
- **MAC Address:** Displays the MAC Address of the computer where the Identification Service is running.
- **Configure Alternate Address:** By default this check box is enabled. The **Server Address** will be displayed automatically.

Clear this check box, if you do not wish to opt for an Alternate Server Address.

- **Server Port:** Displays the Port number used to access the Identification Service.

Click **OK** to save the configuration.

**Monitor Service:** Click the picklist and select the Monitor Service you wish to assign to the selected Company. You can select multiple Monitor Service's from the picklist to be assigned to the selected Company.

The assigned Monitor Service appears in the list as displayed below.

For more details regarding services, refer to [“COSEC Services”](#).

## Current License Profile

The Current License Profile displays the list of all the Module Users licenses.

Each type of Module User license has a corresponding check box for activating/deactivating the module.

You can select (activate) / clear (deactivate) the check boxes of the desired Module User licenses as per your requirement. However, if you deactivate any Module User license, the module and its reflections in other modules will be removed in COSEC Web.

By default the Platform User license will always be selected and un-editable.



By default the check box will be selected and editable for those modules whose license is activated and have more than 5 user license. These modules and their reflections will be visible in COSEC Web.

By default the check box will be clear and editable for those modules whose license is activated but have 5 or less than 5 user license. Such modules and their reflections in other modules will be removed in COSEC Web. The behavior for these modules will be the same as those modules that have 0 users. For example, there are 5 VMM Users and the check box is clear, then in COSEC Web the Visitor Management Module will not be visible on the Home page as well as its reflections in other module will be removed, for example, in User Module > User Configuration > Visitor Management tab will not be visible and so on. If you want these modules and their reflections to appear, select their check boxes.

Similarly, by default the check box will be clear and un-editable for those modules whose license is not present and have 0 user license. Such modules and their reflections in other modules will be removed in COSEC Web. For example, there are 0 VMM Users and the check box is clear and un-editable, then in COSEC Web the Visitor Management Module will not be visible on the Home page as well as its reflections in other module will be removed, for example, in User Module > User Configuration > Visitor Management tab will not be visible and so on.

# Monitor Configuration

The Management team of the Company has to ensure the proper device assignment to Monitors. They can assign/re-assign devices among the monitor services assigned to the Company.

Once the device is configured by user, it gets assigned to the monitor which is marked as 'Default Monitor'.



*The Admin Management team must Identify if new monitor service is required to serve the company's devices or any of the existing monitor service can accommodate all devices of the Company. Depending on this, new monitor service can be configured and then assigned to the Company.*

Monitor Configuration

Company: 1 sheetal

Monitor Name:

Default: ☐

Optional Parameters

Stand By Monitor: --None--

Export Events: Disabled

IP:

Port Number:

Re-Try Count:

Polling Interval: seconds(1-999)

Assign Devices

Device: ID Name

Search:

ID	Name	Type
No Data		

**Company:** It displays the company profile name. The monitor services assigned to the company will appear in the grid on right side. Select the Monitor service from the grid to view the assigned devices to the respective monitor service.

Monitor Configuration

Company: 1 sheetal

Monitor Name: MonitorService - 4CCC6A1D0370

Default: ☒

Optional Parameters

Stand By Monitor: --None--

Export Events: Disabled

IP:

Port Number:

Re-Try Count:

Polling Interval: seconds(1-999)

Assign Devices

Device: ID Name

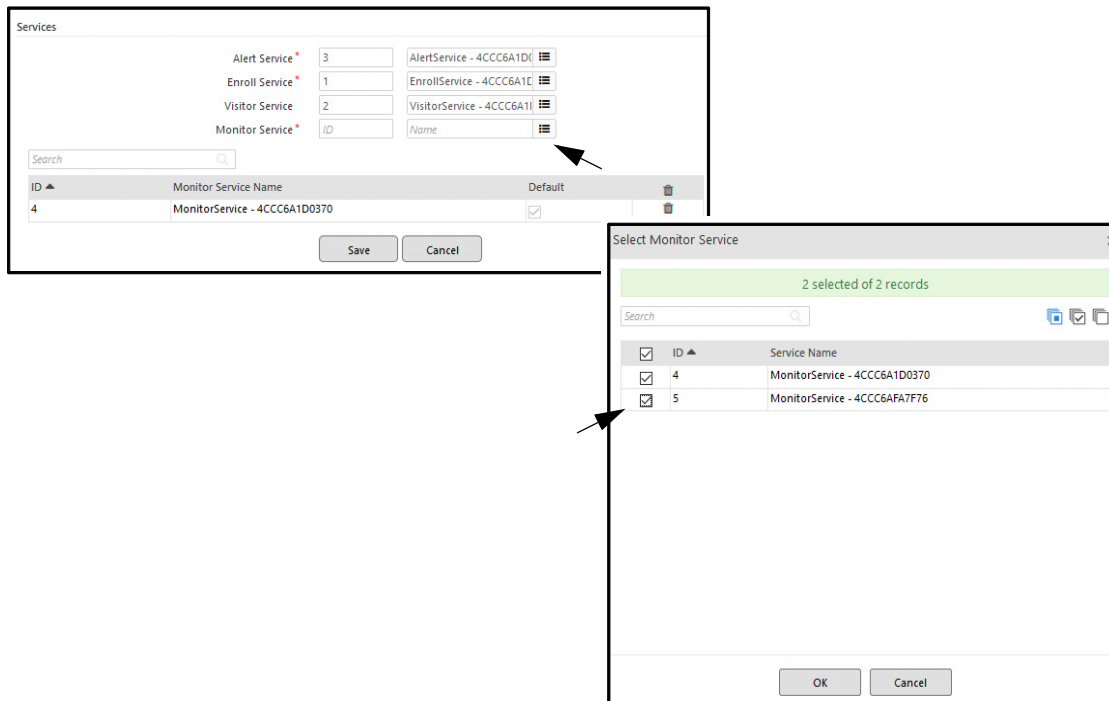
Search:

ID	Name	Type
1	PVR Door-Device-1	PVR Door

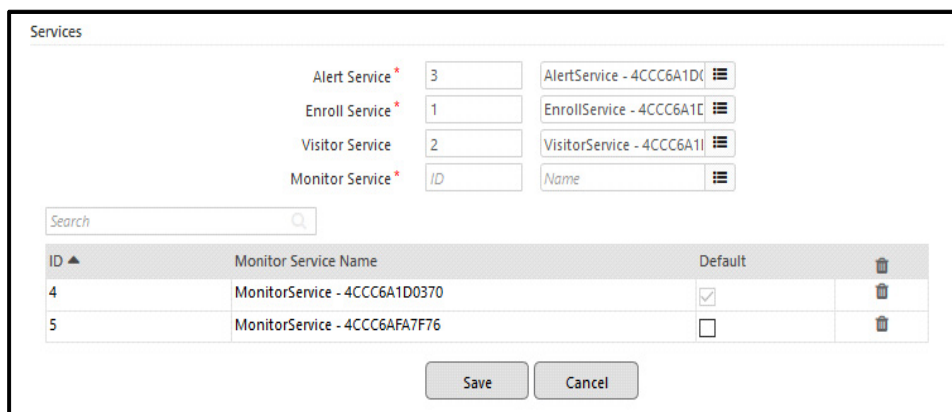
The Monitor Service is assigned to the company from “License and Services” page.

Only default monitor service will appear in the right grid till another monitor service is assigned to the company.

For assigning another monitor service click the Monitor Service pick-list on License and Services page. Then select the check-box for the monitor service which is to be assigned to the company. Then click OK and Save the settings.



The assigned Monitor service will appear in the list as shown below:



The new monitor service is now available in monitor configuration as well.

**Monitor Configuration**

Company: 1 sheetal

Monitor Name:

Default: ☐

**Optional Parameters**

Stand By Monitor: --None--

Export Events: Disabled

IP: . . .

Port Number:

Re-Try Count:

Polling Interval: seconds(1-999)

**Assign Devices**

Device: ID Name

Search:

ID	Name	Type
No Data		

ID	Monitor Name	Total no. Of Devices
4	MonitorService - 4CCC6A1D0370	1
5	MonitorService - 4CCC6AFA7F76	0

## Optional Parameters

- **Standby Monitor:** Select the standby monitor from the drop-down list which acts as standby to the selected monitor. When main monitor fails working, then standby monitor takes over and starts serving the devices which the main monitor was serving.

**Monitor Configuration**

Company: 1 sheetal

Monitor Name: MonitorService - 4CCC6A1D0370

Default: ☒

**Optional Parameters**

Stand By Monitor: --None--  
--None--  
MonitorService - 4CCC6AFA7F76

Export Events:

IP: . . .

Port Number:

Re-Try Count:

Polling Interval: seconds(1-999)

**Assign Devices**

Device: ID Name

Search:

ID	Name	Type
1	PVR Door-Device-1	PVR Door

ID	Monitor Name	Total no. Of Devices
4	MonitorService - 4CCC6A1D0370	1
5	MonitorService - 4CCC6AFA7F76	0

- **Export Events:** Select the Export events from the dropdown list to be exported to third party application.
- Specify the **IP address** and **Port Number** where the events are to be exported.
- **Re-Try Count:** Specify the re-try count upto which system will try exporting events and if not sent within this count then that event will be skipped. Later the event can be obtained through API.
- **Polling Interval (Seconds):** Specify the polling interval in seconds. It is the period for which COSEC Monitor will wait in idle state (the state in which no event is being sent to server). It is 30 seconds by

default. Thus if no event is sent for 30 seconds, a polling request is used to keep the connection with the server alive in idle period.

## Assign Devices

You can assign devices to the selected monitor by selecting the devices from the device picklist. The devices assigned to the monitor service will be displayed in the grid.

If this monitor service is set as **default** from “License and Services”, then newly added device will be directly added in the grid.

### To add a device (PVR Door) to Monitor

1. Open the Webpage of PVR Door by accessing Door's IP address (192.168.104.113) in browser. Configure the Gateway and DNS settings as shown below.

2. Configure the Basic Profile. Select the server connection as COSEC CENTRA.

Readers	Mode	Configured Reader	Detected Reader
Internal - Card	Entry	MiFare -U Reader - Active	MiFare -U Reader
Internal - Palm	Entry	Palm Vein Reader - Active	Palm Vein Reader
External - Card	Exit	None	None

3. Configure the Server Settings. Enter the URL as 192.168.104.12 as the IP address of computer where monitor service is running and the Port as the Device Listening port.

4. The PVR door will be added to the default Monitor Service in Monitor Configuration. If the monitor service to which door is to be assigned is not default, then you have to add the door to it. Once the door is connected to monitor service at 192.168.104.12, then connectivity will display as Online.

### **To change the Monitor service of device**

Identify which devices has to be removed/assigned/re-assigned to which monitor service.

Example: PVR door is in Monitor Service-4. Now PVR door is to be assigned to Monitor Service- 5. Follow the below mentioned steps.

1. Change the Server Settings of PVR with the IP address of computer where Monitor Service-5 is running.
2. Go to Company configuration > Monitor configuration. Remove the device from Monitor Service-4.
3. Then re-assign door to Monitor service-5 by selecting the PVR door from the pick-list. On saving, PVR will communicate to the newly assigned/re-assigned monitor service.

**Example:** 10 devices of Company ABC are served by default monitor. But as the service gets slow, new monitor service can be assigned to some or all of the 10 devices of Company ABC.

The COSEC Utilities such as Enrollment, Monitoring of Devices, Visitor Management, Alert notifications are managed by dedicated services. These services are installed from the COSEC application Setup.

**Alert Service** is required for sending notification alert.

**Monitor Service** is required for communicating with COSEC devices.

**Enroll Service** and **Visitor Service** handles the request of the Enroll Utility and Visitor Utility respectively.

Once the services are started and running, it will automatically get assigned to the company.

By default following COSEC services can be managed:

- **Alert Service**
- **Enroll Service**
- **Monitor Service**
- **Visitor Service**

The screenshot shows the 'COSEC Services' management window. On the left, configuration fields for a service are displayed:

- Service: 4 (MonitorService - 4CCC6A1D0370)
- Service Type: Monitor Service
- Default: ☒
- MAC Address: 4C : CC : 6A : 1D : 03 : 70
- IP Address: 192 . 168 . 104 . 12
- Domain Name: (empty)
- Web Access Port Number: 11001
- Secured Web Access Port Number: 11010
- Device Port Number: 11000
- Secured Device Port Number: 11009
- Assigned Devices: 0

On the right, a table lists the installed services:

ID	Service Type	Name
1	Enroll Service	EnrollService - 4CCC6A1D0370
2	Visitor Service	VisitorService - 4CCC6A1D0370
3	Alert Service	AlertService - 4CCC6A1D0370
4	Monitor Service	MonitorService - 4CCC6A1D0370



*The new services cannot be configured here. But the services (Say Monitor Service) running on one computer can access Master service running on another computer. This will self-register the monitor service and will appear in the list shown on right side.*

The Monitor Service on computer 192.168.104.24 is using Master service running on computer 192.168.104.12 so COSEC Services of 192.168.104.12 will list this additional Monitor service of 192.168.104.24 as shown below.

COSEC Services

Service \*

5

MonitorService - 4CCC6AFA7F76

Service Type

Monitor Service

Default

☐

MAC Address \*

4C : CC : 6A : FA : 7F : 76

IP Address \*

192 . 168 . 104 . 24

Domain Name

Web Access Port Number \*

11001

Secured Web Access Port Number \*

11010

Device Port Number

11000

Secured Device Port Number

11009

Assigned Devices

0

Search

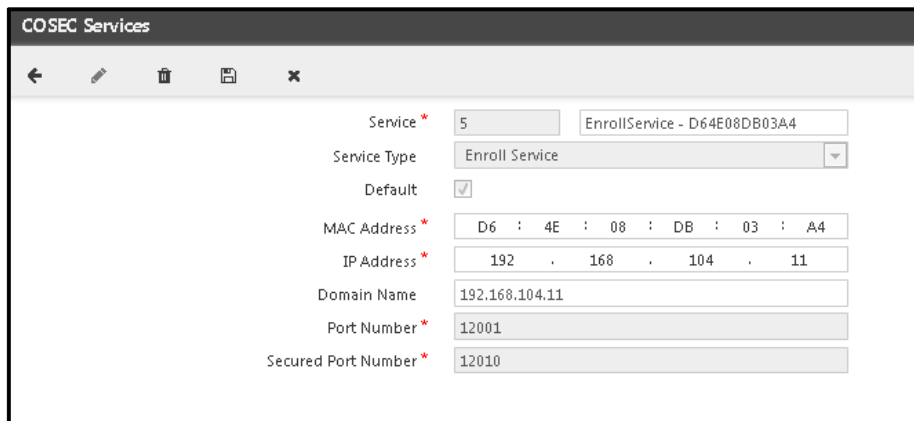
ID	Service Type	Name
1	Enroll Service	EnrollService - 4CCC6A1D0370
2	Visitor Service	VisitorService - 4CCC6A1D0370
3	Alert Service	AlertService - 4CCC6A1D0370
4	Monitor Service	MonitorService - 4CCC6A1D0370
5	Monitor Service	MonitorService - 4CCC6AFA7F76

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Matrix COSEC Admin Management Portal



## Enroll Service



The screenshot shows a web browser window titled "COSEC Services". The interface includes a top navigation bar with icons for back, edit, delete, save, and close. The main content area displays a form for configuring an "Enroll Service". The form fields are as follows:

Field	Value
Service *	5
Service Type	Enroll Service
Default	<input checked="" type="checkbox"/>
MAC Address *	D6 : 4E : 08 : DB : 03 : A4
IP Address *	192 . 168 . 104 . 11
Domain Name	192.168.104.11
Port Number *	12001
Secured Port Number *	12010

**MAC address:** Enter the MAC address of the computer where the Enroll service is installed.

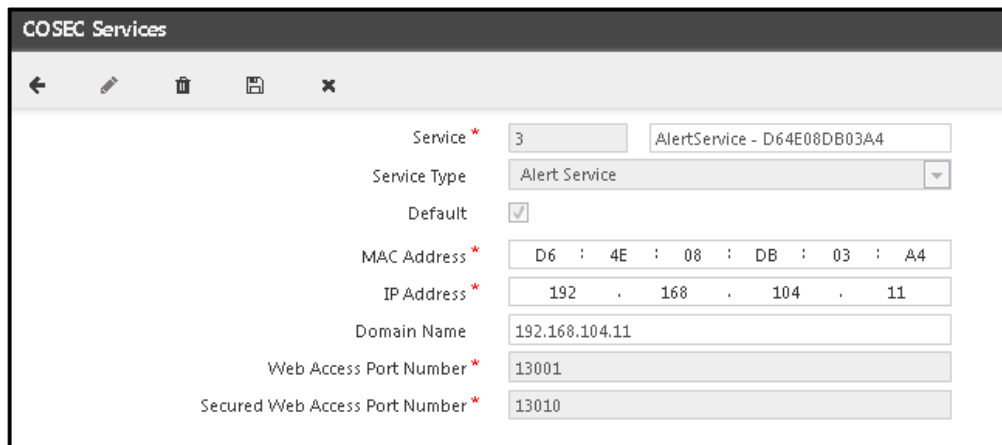
**IP Address:** Enter the IP address of the computer on which the Enroll service is accessible.

**Domain Name:** Enter any name as the domain name to assign with the Enroll service. While creating new service, the domain name as set on "General Settings" page will be fetched here.  
The valid characters are **A-Z, a-z,0-9, -, \_** and .

**Port Number:** This shows the port number at which device will communicate with Enroll Service. This port number is entered from Enroll Service Settings.

**Secure Port Number:** This shows the port number at which device will communicate with Enroll Service on SSL mode. This port number is entered from Enroll Service Settings.

## Alert Service



The screenshot shows the 'COSEC Services' configuration window. It contains the following fields and values:

Field	Value
Service *	3
Service Type	AlertService - D64E08DB03A4
Service Type (dropdown)	Alert Service
Default	<input checked="" type="checkbox"/>
MAC Address *	D6 : 4E : 08 : DB : 03 : A4
IP Address *	192 . 168 . 104 . 11
Domain Name	192.168.104.11
Web Access Port Number *	13001
Secured Web Access Port Number *	13010

**MAC address:** Enter the MAC address of the computer where the Alert service is installed.

**IP Address:** Enter the IP address of the computer on which the Alert service is accessible.

**Domain Name:** Enter any name as the domain name to assign with the Alert service. The valid characters are **A-Z, a-z,0-9, -, \_** and **.**

**Web Access Port Number:** This shows the port number of the computer at which COSEC Web can access the Alert Service. This port number is entered from Alert Service Settings.

**Secured Web Access Port Number:** This shows the port number of the computer at which COSEC Web can access the Alert Service on SSL mode. This port number is entered from Alert Service Settings.

### Alert Service- time zone

When client is situated in a time zone other than Alert Service's time zone; Alert Service will take company's time zone into consideration while processing scheduled tasks or generating scheduled reports.

"The time of execution for any task = Schedule Time + (Portal's Time Zone - Company's Time Zone)

#### Example:

Company's Time Zone = GMT - 05:30

Portal's Time Zone = GMT + 05:30

Suppose a task has been scheduled to run every day at 10:00 hours

So this task should be executed everyday by Alert Service as per it's time zone difference at  
[10:00 + (GMT + 05:30) - (GMT - 05:30)]  
= **21:00 hours**

## Monitor Service

The screenshot shows the 'COSEC Services' configuration window. It contains the following fields and values:

Field	Value
Service *	4
Service Type	Monitor Service
Default	<input checked="" type="checkbox"/>
MAC Address *	D6 : 4E : 08 : DB : 03 : A4
IP Address *	192 . 168 . 104 . 11
Domain Name	192.168.104.11
Web Access Port Number *	11001
Secured Web Access Port Number *	11010
Device Port Number	11000
Secured Device Port Number	11009
Assigned Devices	106

**MAC address:** Enter the MAC address of the computer where the Monitor service is installed.

**IP Address:** Enter the IP address of the computer on which the Monitor service is accessible.

**Domain Name:** Specify a domain name to assign with the Monitor service. While creating new service, the domain name as set on “General Settings” page will be fetched here. The valid characters are **A-Z, a-z, 0-9, -, \_** and **.**

**Web Access Port Number:** This shows the port number of the computer at which COSEC Web can access the Monitor Service. This port number is entered from Monitor Service Settings.

**Secured Web Access Port Number:** This shows the port number of the computer at which COSEC Web can access the Monitor Service on SSL mode. This port number is entered from Monitor Service Settings.

**Device Port Number:** This shows the port number at which device will communicate with Monitor Service. This port number is entered from Monitor Service Settings.

**Secured Device Port Number:** This shows the port number at which device will communicate with Monitor Service on SSL mode. This port number is entered from Monitor Service Settings.

**Assigned Devices:** This shows the number of devices assigned to the selected Monitor Service. It will be displayed once device is added from COSEC Web.

## Visitor Service

The screenshot shows a configuration window for a 'Visitor Service'. The window has a title bar with standard icons (back, edit, delete, save, close). The form contains the following fields:

Service *	2	VisitorService - D64E08DB03A4
Service Type	Visitor Service	
Default	<input checked="" type="checkbox"/>	
MAC Address *	D6 : 4E : 08 : DB : 03 : A4	
IP Address *	192 . 168 . 104 . 11	
Domain Name	192.168.104.11	
Port Number *	16001	
Secured Port Number *	16010	

**MAC address:** Enter the MAC address of the computer where the Visitor service is installed.

**IP Address:** Enter the IP address of the computer on which the Visitor service is accessible.

**Domain Name:** Specify a domain name to assign with the Visitor service. While creating new service, the domain name as set on "General Settings" page will be fetched here. The valid characters are **A-Z, a-z,0-9, -, \_** and **.**

**Port Number:** This shows the port number at which service is accessible.

**Secured Port Number:** This shows the port number at which service is accessible on SSL mode.

---

The requests for database management activities like post/retrieve are processed by the Admin portal service. The service processes the requests and update status for the same in company's COSEC database.

Every time a new post/retrieve request is submitted from COSEC Web, system will trigger Admin Portal Service about adding up the same in the process queue.

Admin Portal Service maintains the COSEC Database location for company against the submitted task. It then takes up the request one by one and process the same. It will also update task's status accordingly in the Company's COSEC Database > Post/Retrieve Table.

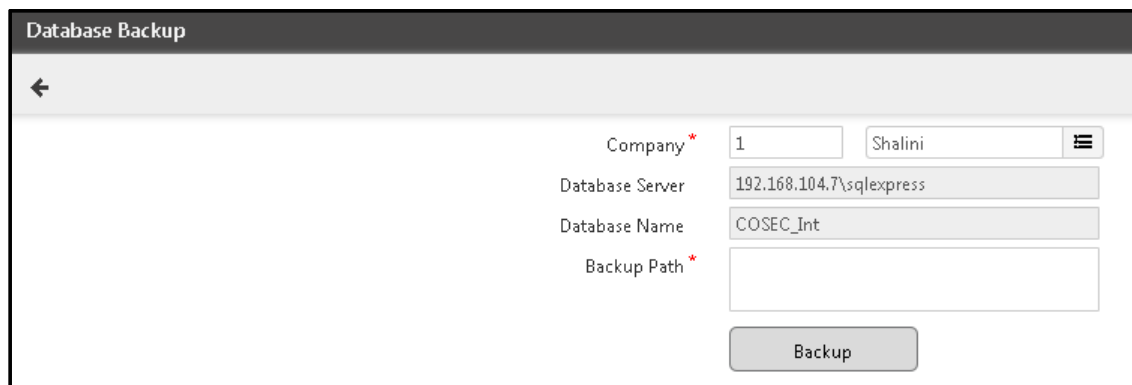
The Company administrator can take backup of company's database. See ["Database Backup"](#).

The Company administrator can upgrade the company's database. See ["Database Upgrade"](#)

# Database Backup

The Company Management team can take backup of the Company's COSEC Database through Admin portal.

To take backup of database; go to **Manage Database > Database Backup**.

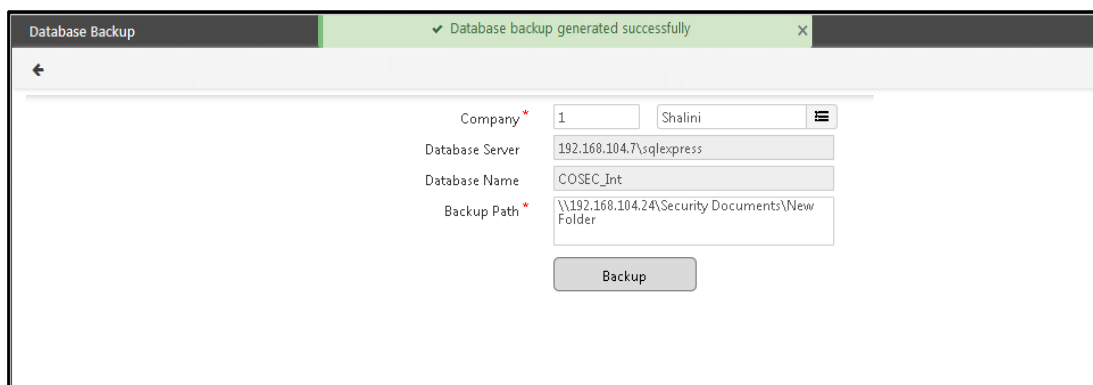


The screenshot shows a web form titled "Database Backup". It has a back arrow icon in the top left. The form contains four labeled input fields: "Company\*" with a dropdown menu showing "1" and "Shalini"; "Database Server" with a text box containing "192.168.104.7\sqlexpress"; "Database Name" with a text box containing "COSEC\_Int"; and "Backup Path\*" with an empty text box. A "Backup" button is located at the bottom right of the form.

**Company:** It displays the company profile name whose database backup is to be taken.

The **Database Server** and **Database Name** of Company is displayed as shown above.

**Backup Path:** Enter the path where the backup of COSEC database is to be created.



This screenshot shows the same "Database Backup" form, but with a green success message at the top: "✓ Database backup generated successfully". The "Backup Path" field now contains the text "\\192.168.104.24\Security Documents\New Folder". The "Backup" button remains at the bottom.

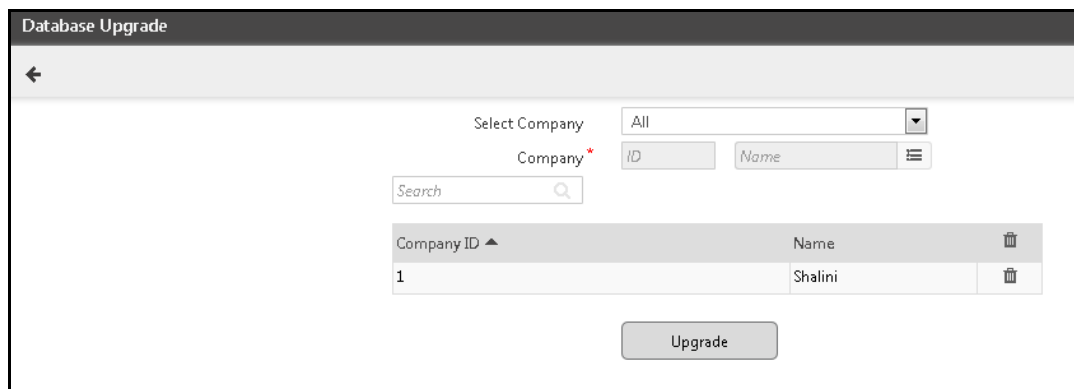
# Database Upgrade

The company management team can upgrade the Company's COSEC Database through Admin Portal.

To upgrade the database of company; go to **Manage Database > Database Upgrade**.

**Select Company:** You can select the option as **All** or **Select Randomly** depending on the upgradation required.

When option is selected as "Select Randomly", then select the **Company profile** from the picklist whose database is to be upgraded.



Database Upgrade

Select Company: All

Company: ID Name

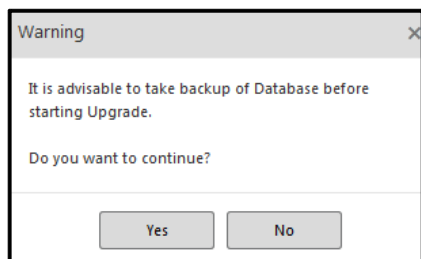
Search

Company ID	Name
1	Shalini

Upgrade

After selecting the company, the profile will be displayed in the grid. Click on **Upgrade** button.

A Warning appears as shown below. You can take backup of database before upgrading. Click **No** and take the backup of existing database from "Database Backup". If backup is not required; then click **Yes** to continue upgrade.



Warning

It is advisable to take backup of Database before starting Upgrade.

Do you want to continue?

Yes No

The database upgrade will be started and the status will be displayed as **In Progress**.

Database Upgrade

←

Select Company

All

Company \*

ID

Name

Search

Q

Company ID ▲	Name	Status	
1	Shalini	In Progress	

Refresh

Acknowledge

Then click on Refresh to refresh the status of upgradation. Once the database is upgraded, the status will show as Success.

Database Upgrade

←

Select Company

All

Company \*

ID

Name

Search

Q

Company ID ▲	Name	Status	
1	Shalini	Success	

Refresh

Acknowledge

Click on **Acknowledge** button to acknowledge the success/fail of database upgrading.




System Configuration enables you to configure Maintenance schedule and inform the Company so they can manage the work accordingly.

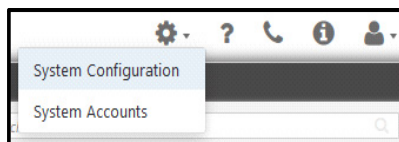
The Secured connection can be established between the Company and the Server after configuring Security settings.

The SMS, Email, WhatsApp notifications can be sent after configuring the SMS, Email as well as WhatsApp Configuration parameters.

You can also configure the alerts that can be using SMS, Email or WhatsApp by configuring the Alert Message Configurations.

Using General Settings the Company management administrator can specify the Master Service URL, Port, Utility download URL and other important connection end points which will be used by the company for accessing COSEC Web application.

- Click **Setting**  and click **System Configuration**



Click on the links for various configurations:

System Configuration

←

Maintenance Configuration

Security

SMS Configuration

Email Configuration

WhatsApp Configuration

General Settings

Software License Agreement

Multi-Language Configuration

Login Policy

Alert Message Configuration

Message \*

Under maintenance

Maintenance Start Date-Time \*

28/11/2023

00:01

Maintenance End Date-Time \*

28/11/2023

12:00

Save

Send Alert

Reset

- [“Maintenance Configuration”](#)
- [“Security”](#)
- [“Password Policy”](#)
- [“SMS Configuration”](#)
- [“Email Configuration”](#)
- [“WhatsApp Integration”](#)
- [“General Settings”](#)
- [“Multi-language Configuration”](#)
- [“Login Policy”](#)
- [“Alert Message Configuration”](#)


# Maintenance Configuration

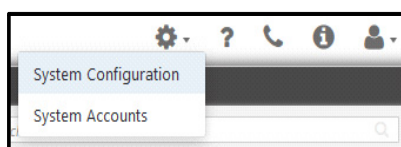
The COSEC System requires maintenance time during up-gradation of versions. During this time the company may not access COSEC application so the Maintenance duration can be configured from here which can be informed to the company.

Make sure you have configured:

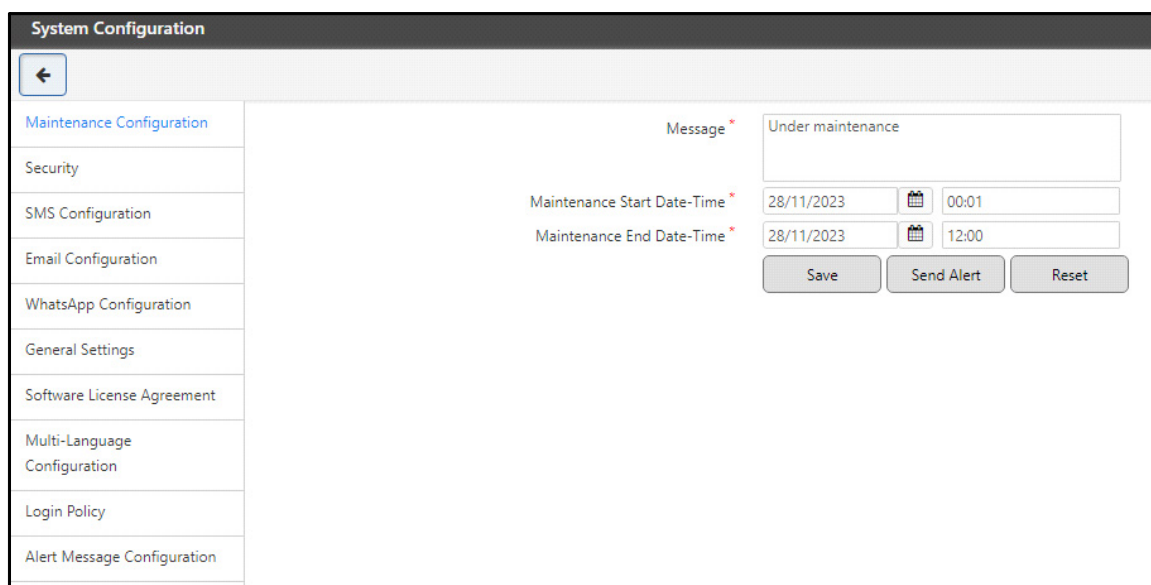
- the Mobile Number and Email ID in the contact details. Refer to [“Contact Details”](#) in [“Profile”](#) for details.
- the Maintenance Configuration alert, for details refer to [“Alert Message Configuration”](#).

To configure the maintenance information,

- Click **Setting**  and click **System Configuration**.



- Click **Maintenance Configuration**.



**System Configuration**

←

Maintenance Configuration

Security

SMS Configuration

Email Configuration

WhatsApp Configuration

General Settings

Software License Agreement

Multi-Language Configuration

Login Policy

Alert Message Configuration

Message \* Under maintenance

Maintenance Start Date-Time \* 28/11/2023 00:01

Maintenance End Date-Time \* 28/11/2023 12:00

Save Send Alert Reset

- **Message:** Enter a message that you wish to display. This message appears in the Maintenance Alert. For details refer to [“Alert Message Configuration”](#).
- **Maintenance Start Date-Time:** Select the start date and specify the time at which maintenance start is planned.
- **Maintenance End Date-Time:** Select the end date and specify the time at which maintenance end is planned.

Click **Save** to save the configuration.

Click **Send Alert** to send the alert immediately.




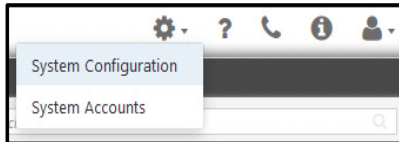
*The company/user will get scheduled maintenance message on login page two days prior to Schedule Start Date.*

Click **Reset** to clear all the configurations.

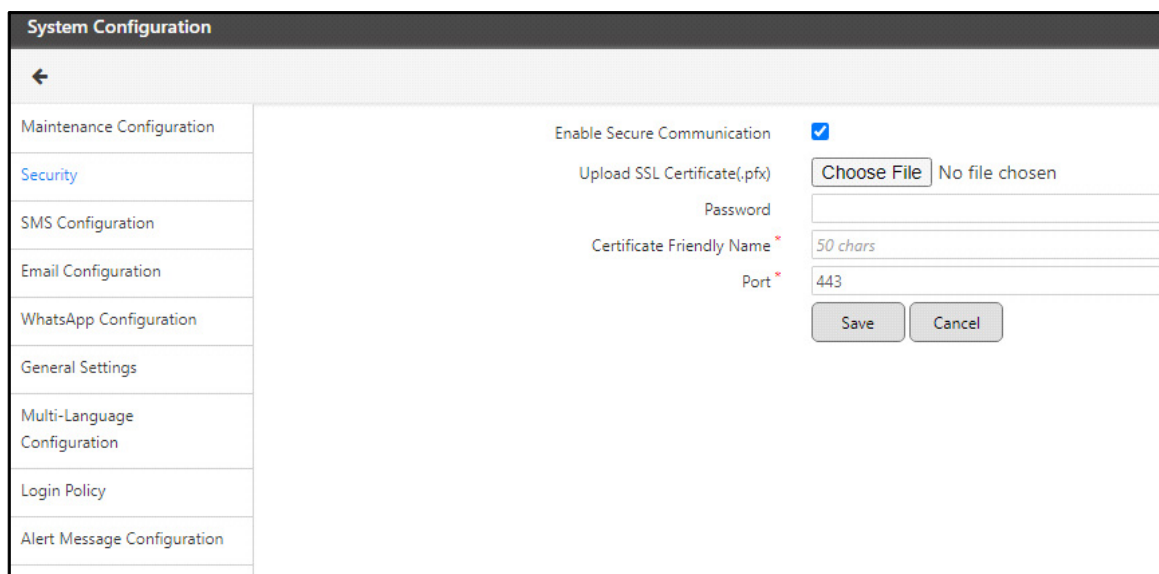
# Security

To configure the Secure Communication settings.

Click **Setting**  and then click **System Configuration**.



Click **Security**. The page appears as shown below.



The screenshot shows the 'System Configuration' page with a sidebar on the left containing the following menu items: Maintenance Configuration, Security (highlighted), SMS Configuration, Email Configuration, WhatsApp Configuration, General Settings, Multi-Language Configuration, Login Policy, and Alert Message Configuration. The main content area is titled 'System Configuration' and contains the following settings:

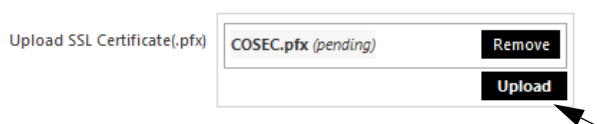
- Enable Secure Communication:** A checkbox that is checked.
- Upload SSL Certificate(.pfx):** A button labeled 'Choose File' followed by the text 'No file chosen'.
- Password:** A text input field.
- Certificate Friendly Name:** A text input field with the value '50 chars' and a red asterisk indicating it is required.
- Port:** A text input field with the value '443' and a red asterisk indicating it is required.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

**SSL or Secure Sockets Layer** is a security protocol that enables to have secured communication between Client and Server by making use of asymmetric keys. These keys are defined in pairs of public-private key. Public key is available to all clients while private key is only available with the server owning the SSL certificate. These keys have following properties:

- Data encrypted by client using public key can only be decrypted by server using the private key.
- Data encrypted by server's private key can only be decrypted by using the public key.

**SSL** allows sensitive information (e.g. login credentials) to be transmitted securely.

- **Enable Secure Communication:** Select to enable secure communication using SSL encryption.
- **Upload SSL Certificate(.pfx):** Click to browse the file through your system and select the SSL certificate to be uploaded as a \*.pfx file. Click **Upload**.



- **Password:** Enter the password required to access the uploaded SSL Certificate.
- **Certificate Friendly Name:** Enter a friendly name for the SSL Certificate. This will be used internally by IIS during certificate configurations.
- **Port:** Enter the port number on which secure communication is to be carried. The default Port for SSL communication is 443 (recommended). However, any other port can be used.



*Some pre-defined ports do not support SSL communication. If the user configures SSL on such a port, settings will be saved successfully, but he/she will fail to access COSEC. In such a case, the user should manually change this Port setting in IIS and thereafter COSEC can be accessed.*



*The initial communication just after enabling SSL communication will be insecure. Later on, as soon as it is found from DB that SSL has been enabled, the communications made thereafter will be on SSL basis.*

Enable Secure Communication
☒

Upload SSL Certificate(.pfx)
No file selected.

Password

Certificate Friendly Name \*

Port \*

Issuer	CN=localhost
SSL version	3
Valid From	01/02/2016 16:20:15
Valid To	01/02/2021 05:30:00



*When Security mode is switched from Non-SSL to SSL or vice versa then all the services will restart.*


*Restarting Master Service will only be possible when Master Service is accessible from Admin Management Portal Web Server. If not then user has to restart it manually.*

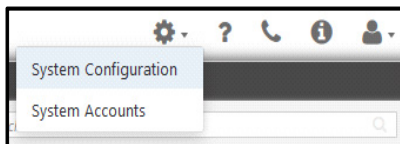
*Restarting any COSEC Service will only be possible when it is accessible from Master Service. If not then user has to restart it manually.*

*There can be scenarios when the service is stopped and started. However by the time starting is attempted the ports are not freed. In such cases the service will stop giving reason as port unavailability. So user has to start it manually.*

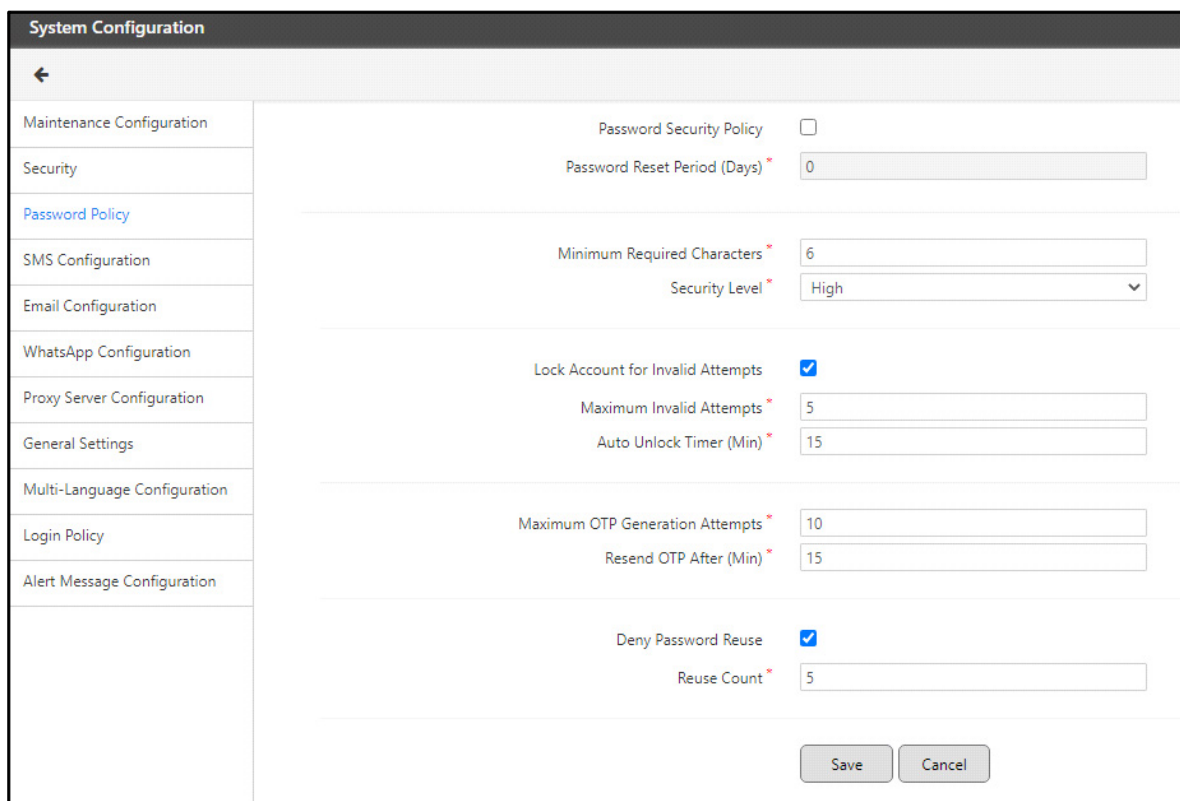
# Password Policy

To define policies for Password,

Click **Setting**  and then click **System Configuration**.



Click **Password Policy**. The page appears as shown below.



System Configuration	
Maintenance Configuration	Password Security Policy <input type="checkbox"/>
Security	Password Reset Period (Days) * 0
<b>Password Policy</b>	
SMS Configuration	Minimum Required Characters * 6
Email Configuration	Security Level * High
WhatsApp Configuration	Lock Account for Invalid Attempts <input checked="" type="checkbox"/>
Proxy Server Configuration	Maximum Invalid Attempts * 5
General Settings	Auto Unlock Timer (Min) * 15
Multi-Language Configuration	
Login Policy	Maximum OTP Generation Attempts * 10
Alert Message Configuration	Resend OTP After (Min) * 15
	Deny Password Reuse <input checked="" type="checkbox"/>
	Reuse Count * 5
	<div>Save Cancel</div>

- **Password Security Policy:** Select the check box if you wish to force the user to change password after the expiry of specific time period.
- **Password Reset Period (Days):** If you have enabled **Password Security Policy**, then configure the time period in days after which you wish to force the user to change the Password.
- **Minimum Required Characters:** Specify the minimum character count that is mandatory for setting a new password for any user account. Valid range is 5 to 45. Default:6
- **Security Level:** There are three security levels allowed for setting a password:
  - **Low:** No restriction. All characters are allowed in the password.
  - **Medium:** 1 lowercase (a-z) character and 1 number (0-9) mandatory in password.
  - **High:** 1 uppercase (A-Z) character, 1 lowercase (a-z) character, 1 number (0-9) and 1 special character (~!@#\$%^&\*()-=\_+[]\{}|;':",./<>?) mandatory in password.  
Default: High

- **Lock Account For Invalid Attempts:** By default this check box is selected, that is, the user account will be locked after a certain number of consecutive failed login attempts.
- **Maximum Invalid Attempts:** Specify the maximum number of invalid attempts after which the account should get locked for the specified time period. Valid range is 1-15. Default: 5

If Login Authentication Mode is set as Password or OTP/ Password Then OTP in Global Policy> Login tab; then Invalid Login Attempts count will be incremented when wrong password or wrong OTP is entered. When this count reaches the value configured in **Maximum Invalid Login Attempts** then the account will be locked.

- **Auto Unlock Timer (Min):** Specify the time in minutes for which the account should be locked. After the expiry of this time the user account will be automatically unlocked or you can request the system administrator to reset the password. Valid range is 0-999. Default: 15.



*While configuring **Auto Unlock Timer (Min)**, do not specify the value as 0. If you specify the value as 0, the account will be permanently locked and to unlock the account you will have to contact the **Support Team**.*

- **Maximum OTP Generation Attempts:** Specify the maximum number of invalid attempts to re-generate/ resend OTP for Forgot Password, Login and/or Password Setting. Valid range is 0-15. Default: 10.



*If the value of **Maximum OTP Generation Attempts** is configured as 0, then users will have infinite OTP generation attempts.*

- **Resend OTP After (Min):** Specify the time in minutes after which the user will be able to re-generate/ resend OTP. Valid range is 1-999. Default: 15.
- **Deny Password Reuse:** By default, this check box is selected, that is, the users is restricted from setting a new password that is same as a specific number of previously configured passwords.
- **Reuse Count:** Specify the count of previously used passwords the users that cannot be set as the new password. E.g.: If Reuse Count is set as 3, then a new password cannot be same as either of the last three used password. Default: 5.



*If you upgrade the system to V20R09,*

- *the default values of the parameters will be displayed but will not be applicable.*
- *the Password will remain the same as set before upgrade.*


*The values of all the parameters will be applicable only when the user changes the Password.*

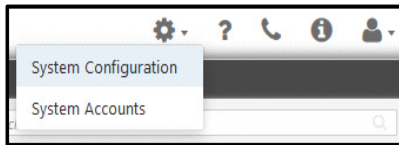
Click **Save** to save the configurations.



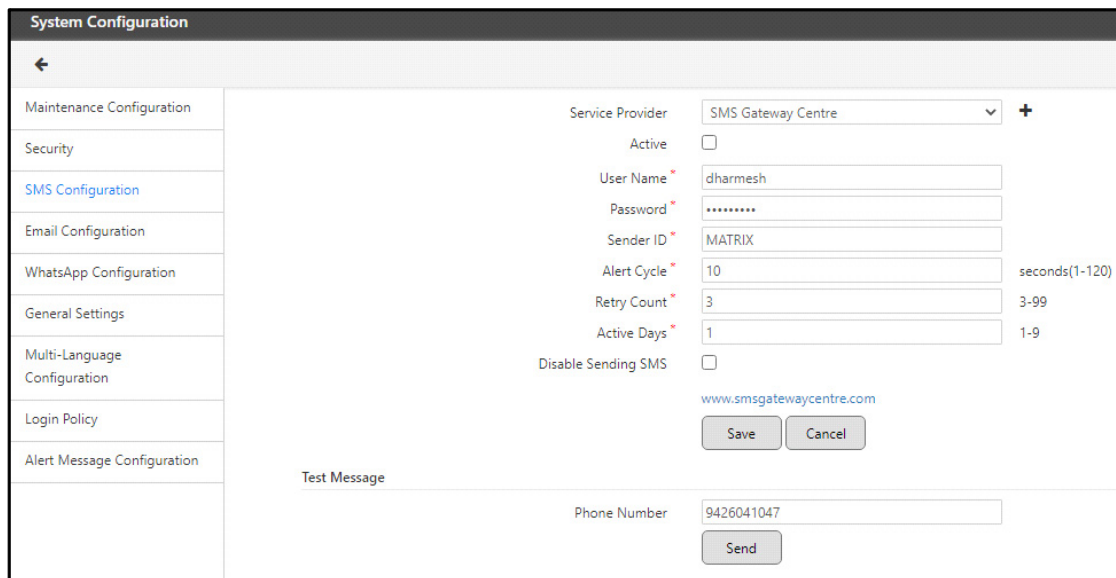
# SMS Configuration

For SMS configuration settings,

Click **Setting**  and then click **System Configuration**.



Click **SMS Configuration**. The page appears as shown below.



*For additional security and privacy while sending SMS, COSEC supports Proxy Server Configuration. For more details, refer to “[Proxy Server Configuration](#)”.*

If SA user forgets his password, then his OTP can be retrieved on his Mobile number if the SMS Configuration is done from this page.

For getting OTP on Mobile, the Contact number must be available in “System Accounts” Detail.



*The user needs to ensure that the COSEC ALERTS computer has an internet connection for this functionality to work.*

The SMS setting parameters need to be configured as described here.

Select the Service provider from the drop down list. The service providers already supported are:

- SMSGatewayCenter
- SMSLane
- BusinessSMS
- BulkSMS
- SNOWEBS

To add new service provider **"New Service Provider"**

After selecting the service provider, enable the **Active** checkbox to activate the service provider.  
Enter the **Username, Password, and the registered Sender ID** in the respective fields as shown above.



*The username, password and registered sender ID for different service providers can be found from Support Data or Administrator.*

**Alert Cycle:** Specify the time in seconds between successive send attempts when the system tries to send the pending messages.

**Retry Count:** Specify the number of times the system needs to retry.

**Active Days:** Specify the number of days for which the pending messages will be treated as active in the event of the Alert service being temporarily stopped.

**Disable Sending SMS:** Check this box for temporarily disabling the SMS sending functionality.

#### Test Message:

Enter a phone number in the field provided and send a test message to test the settings. The user may now start the alert service to send the SMS.

#### New Service Provider

To add a new service provider, click the **+** button. The **API Configuration** window appears on your screen.

Enter the new service provider's name (e.g. "way2sms") and URL i.e. the actual service provider website used for registration etc. (e.g. "www.way2sms.in").

**Service Provider Name:** Enter the new SMS service provider's name (e.g. "way2sms")

**Service Provider URL:** Enter the URL of the service provider. This url is displayed on the main SMS Setting page as shown in the screen below.

**Base URL:** Enter the base url of the service provider as given in the API document. This is used for sending the message through SMS.

**Example:** In the following url: “localhost/way2sms.com?uname=test;pwd=test;number=test;sid=test”, the url before the question mark is the base url and the remaining part is the argument and its value as shown in the screen below.

Now add the **API arguments** by clicking on **Add** icon as shown below.

- **API Argument:** Enter the API argument name specified in the API document of the service provider.
- **Argument Value:** Select the argument value from the dropdown list which is to be associated with the API argument. Eg: Select the Argument value one by one from the drop down options. Eg: Select Argument value as “User Name” and specify API Argument as “uname” which will be used in the API argument.

The screenshot shows a dialog box with a search bar and a table. The table has three columns: 'API Argument', 'Argument Value', and 'Custom Value'. The 'API Argument' column contains a list of arguments: 'User Name', 'Password', 'Sender ID', 'Phone No.', 'Custom', and 'Message'. The 'Argument Value' column contains a dropdown menu with 'User Name' selected. The 'Custom Value' column is empty. A blue 'Add' button is visible in the top right corner of the table area.

The screenshot shows the same dialog box as above, but now the 'API Argument' column contains 'uname' and the 'Argument Value' column contains 'User Name'. The 'Add' button is still visible in the top right corner.

Click **Add** icon to associate **API Arguments** with the **Argument value**. These API arguments are available in the API document of the service provider. The added arguments get displayed in the grid below.

The screenshot shows the 'API Configuration' dialog box. It has fields for 'Service Provider Name' (way2sms), 'Service Provider URL' (http://way2sms.com), and 'Base URL' (localhost/way2sms/login). Below these fields is a search bar and a table. The table has three columns: 'API Argument', 'Argument Value', and 'Custom Value'. The table contains four rows of arguments: 'pwd' (Password), 'number' (Phone No.), 'sid' (Sender ID), and 'uname' (User Name). Each row has an 'Add' icon in the 'Custom Value' column.

One can also click **Delete** icon, if any argument is to be removed. Further, one can also edit any argument by clicking on it, editing the argument and then clicking **Update**.

- **Argument Separator:** Enter the argument separator to be used for firing a command. **Example.:** "&" or ";".
- **Request Method:** Select the method for sending the message via sms. The options are: **post** and **web**. If post is selected, you can send long messages without any limitation. If Web is selected, you can send only short messages.
- **Request Preview:** Displays the preview of the url with arguments as shown in the screen below.
- **Balance Check:** Select to allow balance check, if the service provider needs to use it.

The screenshot shows the 'API Configuration' dialog box with the 'Request Preview' field expanded. The 'Argument Separator' is set to '&'. The 'Request Method' is set to 'Post'. The 'Request Preview' field shows the URL: 'localhost/way2sms/login?uname=test&pwd=test&sid=test&number=test'. The 'Balance Check' checkbox is checked and set to '100'.

- **API Response:** Enter the API Response to be used for the selected **COSEC Response** from the dropdown list. Click **Add** button and the response gets displayed in the grid.

E.g. If "1" API Response is specified for the "**Success**" COSEC Response, then if the message is sent successfully then API will respond with 1 value and COSEC will respond with the value success.

API Response	COSEC Response	
0	Failure	
1	Success	

Save Cancel

Click **Save** button to save the above API configurations. The new service provider will be created and will appear in drop down options of Service Provider.

System Configuration ✓ Saved Successfully

Maintenance Configuration

Security

**SMS Configuration**

Email Configuration

WhatsApp Configuration

General Settings

Multi-Language Configuration

Login Policy

Alert Message Configuration

Service Provider: way2sms

Active ☐

User Name\*

Password\*

Sender ID\*

Flash Message ☐

Alert Cycle\* 10 seconds(1-120)

Retry Count\* 3 3-99

Active Days\* 1 1-9

Disable Sending SMS ☐

<http://way2sms.com>

Test Message

Phone Number


Save Cancel

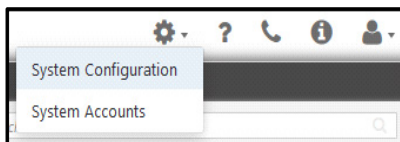


To edit API configuration for a user-defined service provider, on the **SMS Setting** page, select a service provider and click the Edit button.

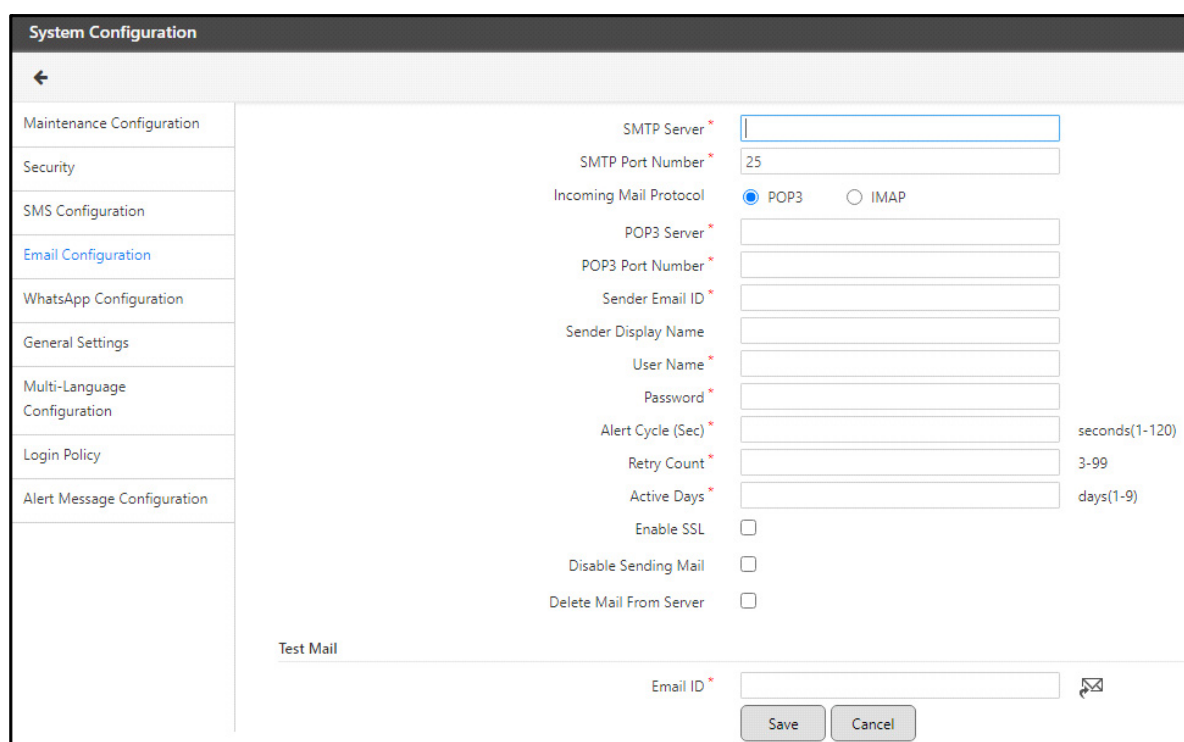
# Email Configuration

For Email configuration settings.

Click **Setting**  and then click **System Configuration**.



Click **Email Configuration**. The page appears as shown below.



*For additional security and privacy while sending Emails, COSEC supports Proxy Server Configuration. For more details, refer to [“Proxy Server Configuration”](#).*

If SA user forgets his password, then his OTP can be retrieved on his Email ID if the Email Configuration is done from this page.

For getting OTP on Email, the Email ID must be available in “System Accounts” Detail.

The user needs to ensure that an SMTP Server has been set up on the network. The E-mail setting parameters need to be configured as described here.

**SMTP Server:** Enter the IP address or name of the configured SMTP server. Check the server availability with your network administrator.



You can use Gmail SMTP Server if Internet connection is available.

- **SMTP server:** *smtp.gmail.com*
- **SMTP Port:** *587(POP3)/993 (for imap)*
- **Email ID:** *Gmail id of the user*

**SMTP Port Number:** Specify the TCP port for the SMTP service as set on the SMTP server.

**Incoming Mail Protocol:** In the event of activating the approve/reject links in the leave application alerts the user needs to specify the mail protocol for the incoming mails. Select POP3 if emails are to be popped from the server to the client. **E.g.** Microsoft Outlook. Select IMAP if emails are to be stored in the server only like gmail or yahoo where the emails are stored on the server only.

**POP3/IMAP Server:** Specify the IP address or name of the configured POP3 or IMAP server.

**POP3/IMAP Port Number:** Specify the appropriate incoming port for the SMTP service as set on the SMTP server.

**Sender E-mail ID:** Mention the sender Email ID in this field.

**Sender Display Name:** Specify the user name as to be displayed in the emails.

**User Name:** Specify the user name as set in the outlook account on the Alert PC.

**Password:** Specify the password as set in the outlook account.

**Alert Cycle:** Specify the time in seconds between successive send attempts when the system tries to send the pending messages.

**Retry Count:** Specify the number of times the system needs to retry to send the same Email message in the event of an unsuccessful attempt.

**Active Days:** Specify the number of days the system needs to keep the unsent messages active in the event of the service being stopped.

**Enable SSL:** Select the check box, if the communication via email is to be made secured using SSL (Secure Socket Layer).

**Example:** In the event of using an external SMTP server like gmail, the enable SSL option needs to be enabled.

**Disable Sending Mail:** Check this box for temporarily disabling the mail sending functionality.

**Delete Mail from server:** Check this box for deleting all mails from the server as soon as they are downloaded to the client.

#### **Test Mail**

- **E-mail ID:** Specify the email id on which the test mail can be sent. Click **Send Mail** button to send the test mail.

Once the above settings are done click **Save** button.

The User needs to start the Alert service by clicking on the **Start Service** button.

# WhatsApp Integration

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In today's world as we move ahead with technology, WhatsApp has become an integral part of businesses and hence its integration with COSEC is the need of the hour.

Integrating WhatsApp with COSEC will enable you to send/receive messages on WhatsApp.

To integrate WhatsApp with COSEC, you need to:

- Configure the WhatsApp parameters, refer to ["WhatsApp Configuration"](#) for details.
- Enable WhatsApp in Alert Message Configuration. refer to ["Alert Message Configuration"](#) for details.
- Make sure the contact details have been configured. Refer to ["Contact Details"](#) in ["Profile"](#) for details.



*If the registered WhatsApp mobile number and the mobile numbers to which Alerts need to be sent are in different countries, make sure you configure the country code along with those mobile numbers (to whom the Alerts are to be sent). If the registered WhatsApp mobile number is in India (country calling code 91) but the Alerts need to be sent to number outside India, then make sure the number is configured with the country code, for example country code of the mobile number on which alert is to be sent is 1 and mobile number is 631555XXXX, then the mobile number needs to be configured as 1631555XXXX. For more details refer to <https://developers.facebook.com/docs/whatsapp/cloud-api/reference/phone-number/>*

*For additional security and privacy while sending WhatsApp messages, COSEC supports Proxy Server Configuration. For more details, refer to ["Proxy Server Configuration"](#).*

## WhatsApp Configuration

The WhatsApp Configuration includes two steps:

- Fulfilling the Pre-requisite requirements, for details refer to ["Pre-requisites"](#).
- Configuring the WhatsApp parameters, for details refer to ["Configuring WhatsApp Parameters"](#).

### Pre-requisites

To use WhatsApp for sending and receiving messages make sure you have completed the following:



*Make sure you have persistent Internet connectivity.*

*The details mentioned below are as per the current (Oct, 2023) updates available on the official website of Meta. These are subject to change. To know more visit their official website:*

***<https://developers.facebook.com>.***

- Registered as a Meta Developer, refer to ["Register as a Meta \(Facebook\) Developer"](#).
- Enabled Two- Factor Authentication for your account, refer to ["Enable Two-Factor Authentication"](#).
- Created a Meta App, refer to ["Create an App"](#).
- Added a Phone Number in the Meta App, refer to ["Add a Phone Number"](#).



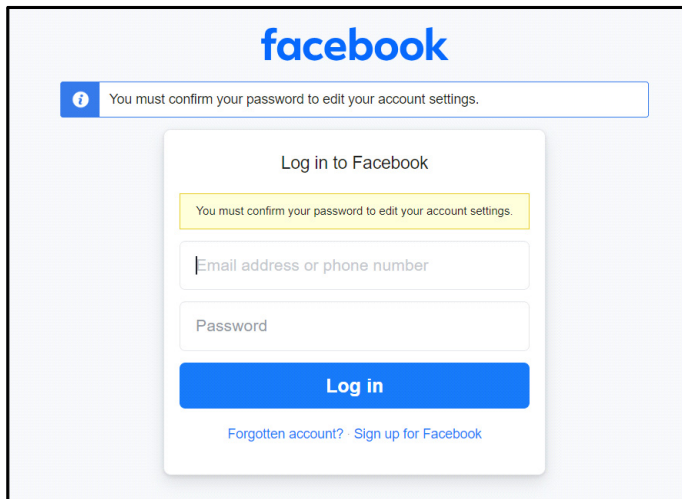
- Made the payment as per your requirement, refer to [“Add Payment Method”](#).
- Created a Permanent Token for usage, refer to [“Creating a Permanent Access Token”](#).

## Register as a Meta (Facebook) Developer

To register as a Meta Developer, following the steps given below:

- To start the registration process

Login into your Facebook Account.



*Make sure your Facebook Account is Meta verified and complies to all the Terms and Conditions of Meta. To do so, access your Facebook Account Setting & privacy > Meta Account Center > Meta Verified. Make sure you follow the instructions and fulfill all the necessary Meta requirements for the same.*

- Agree to the Terms and Policies.

Click **Next** to agree to the Platform Terms and Developer Policies.

- Verify your account

A confirmation code will be send to the phone number and email address that you provide in order to confirm that you have access to them. Your number and email will be used for important developer notifications of any changes that may impact to your app.

- Select your occupation

Select an occupation that most closely describes what you do for a living.

The registration process is completed.

## Enable Two-Factor Authentication

Two-factor authentication is a security feature that helps protect your Facebook account in addition to your password. If you set up two-factor authentication, you will be asked to enter a special login code or confirm your login attempt each time someone tries accessing Facebook from a browser or mobile device that Facebook does

not recognize. You can also get alerts when someone tries logging in from a browser or mobile device that Facebook does not recognize.

#### Turning-on/managing two-factor authentication:

- Go to your **Security and Login Settings**.
- Scroll down to **Use two-factor authentication** and click **Edit**.
- Choose the any one of the three security method that you wish to add and follow the on-screen instructions.
  - Tapping your security key on a compatible device.
  - Login codes from a third-party authentication app.
  - Text Message (SMS) codes from your mobile phone.

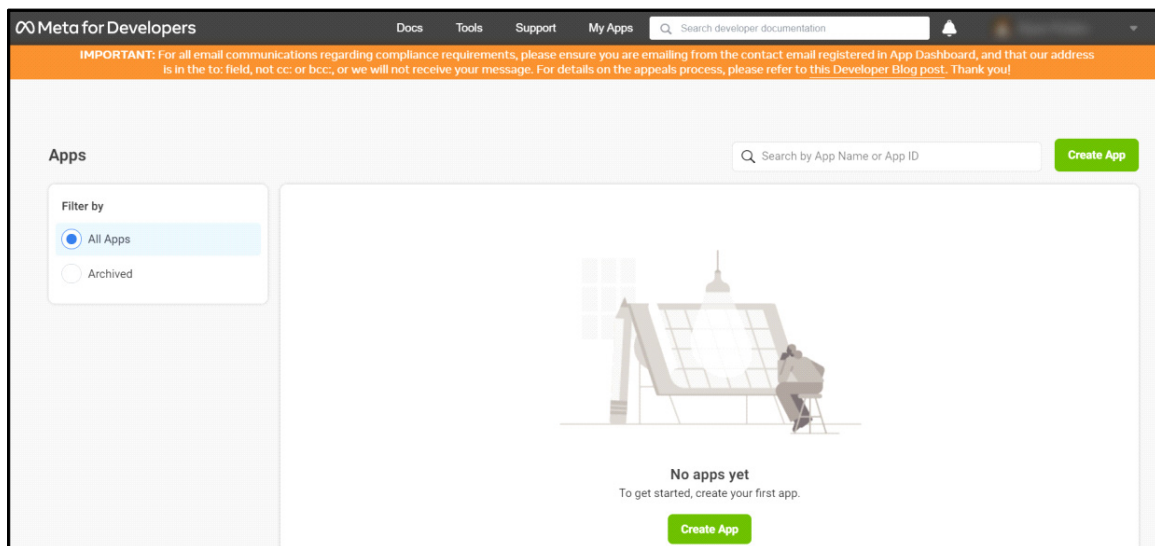
#### Create an App



*Making sure you have a developer account on Meta for Developers. You also need WhatsApp installed on a mobile device to send test message.*

To create the App, following the steps mentioned below:

- Once you are signed in, you see the Meta for Developers App Dashboard. Click **Create App** to get started.



- Select **Business** as the **App Type**.

**Create an App** ✕ Cancel

☒ **Type**  
☐ Details

**Select an app type**  
 The app type can't be changed after your app is created. [Learn more](#)

- Business**  
 Create or manage business assets like Pages, Events, Groups, Ads, Messenger, WhatsApp, and Instagram Graph API using the available business permissions, features and products. ☒
- Consumer**  
 Connect consumer products and permissions, like Facebook Login and Instagram Basic Display to your app. ☐
- Instant Games**  
 Create an HTML5 game hosted on Facebook. ☐
- Gaming**  
 Connect an off-platform game to Facebook Login. ☐

- Enter the **Display Name** for your App and an **Email Address** where you wish to receive any important developer notifications. The email address can be different from the email address associated with your Facebook account, just make sure it is valid and that you monitor it, since all important developer notifications will be sent there.

**Create an App** ✕ Cancel

☒ Type  
☒ **Details**

**Provide basic information**

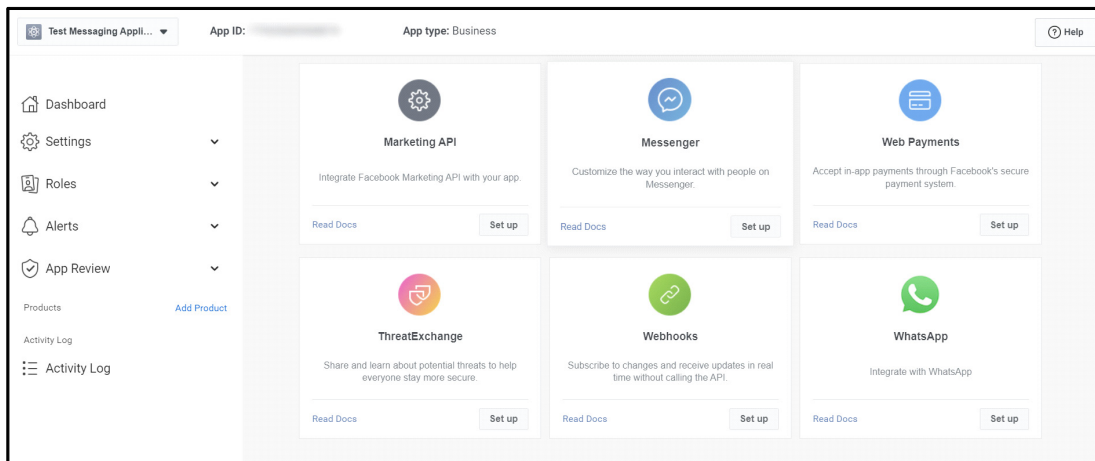
**Display name**  
 This is the app name associated with your app ID. You can change this later.  
 26/32

**App contact email**  
 This email address is used to contact you about potential policy violations, app restrictions or steps to recover the app if it's been deleted or compromised.

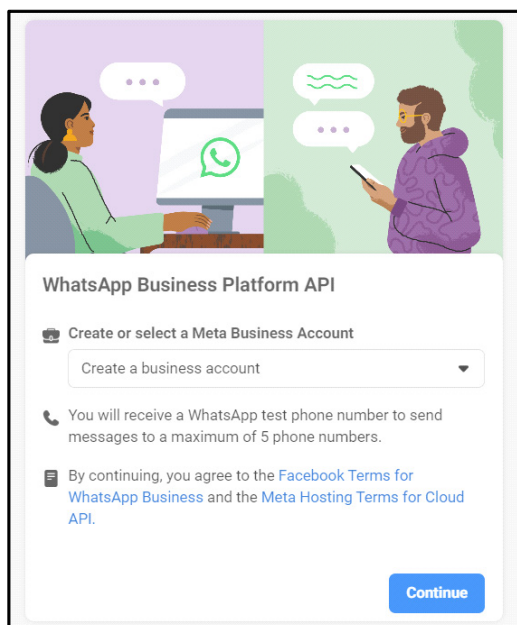
**Business Account · Optional**  
 To access certain permissions or features, apps need to be connected to a Business Account.

By proceeding, you agree to the [Facebook Platform Terms](#) and [Developer Policies](#). Previous Create app

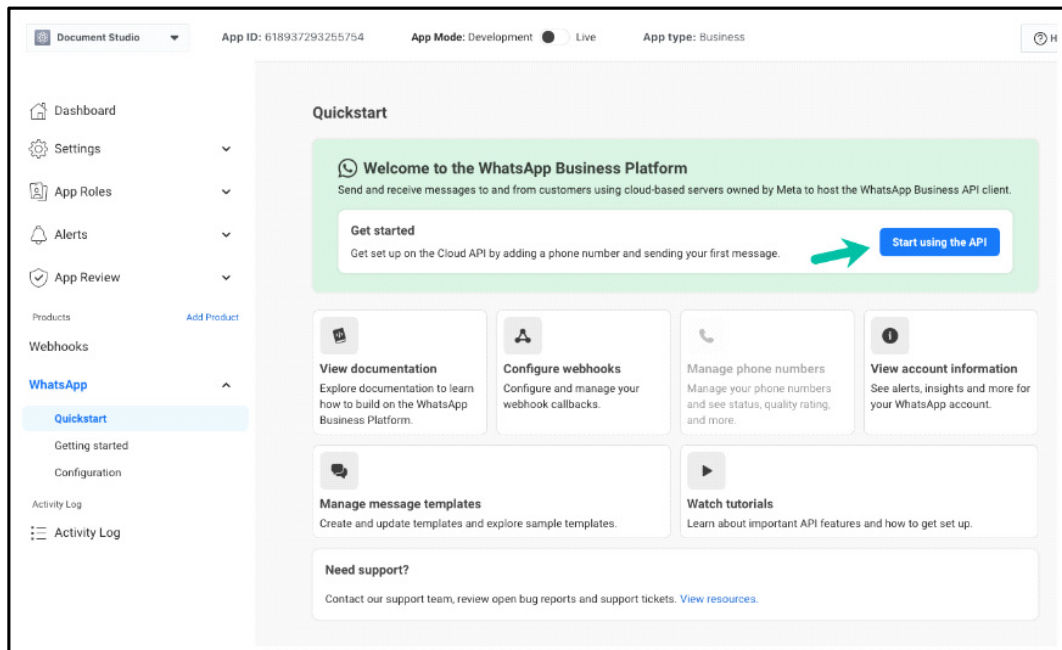
- You need to add products to your App. Scroll down until you see **WhatsApp** and click the **Set up**.



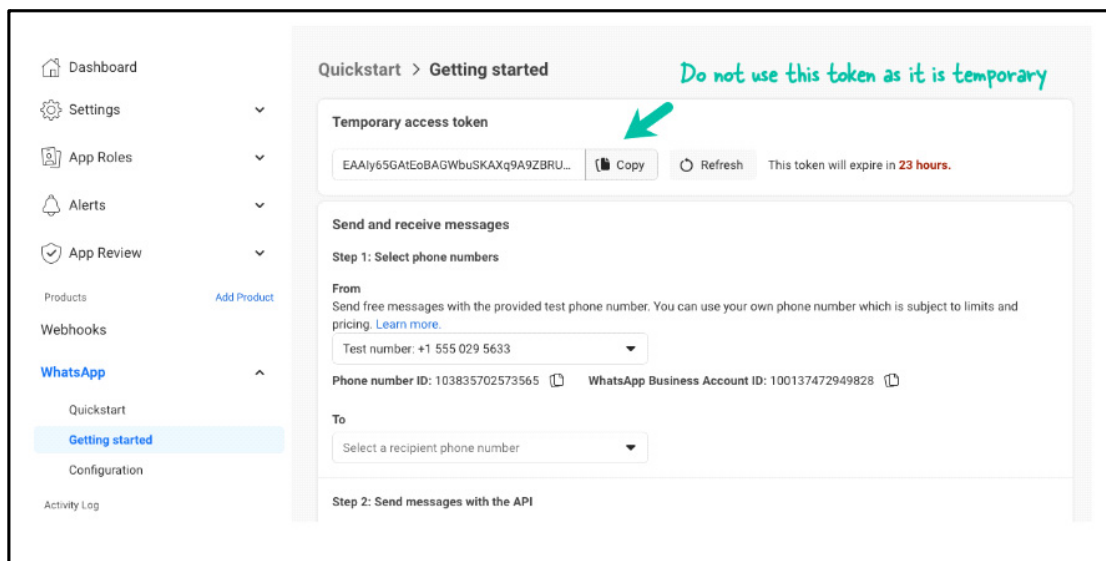
- Finally, choose an existing Meta Business Account or ask the platform to create a new one and click **Continue**.



- Click on **Start using the API** on the next screen.



Facebook will now generate a temporary access token that allows you to test your WhatsApp Cloud API integration. However, we will not use this token since it expires after 24 hours. So instead, we will generate a permanent access token. For details, refer to [“Creating a Permanent Access Token”](#).

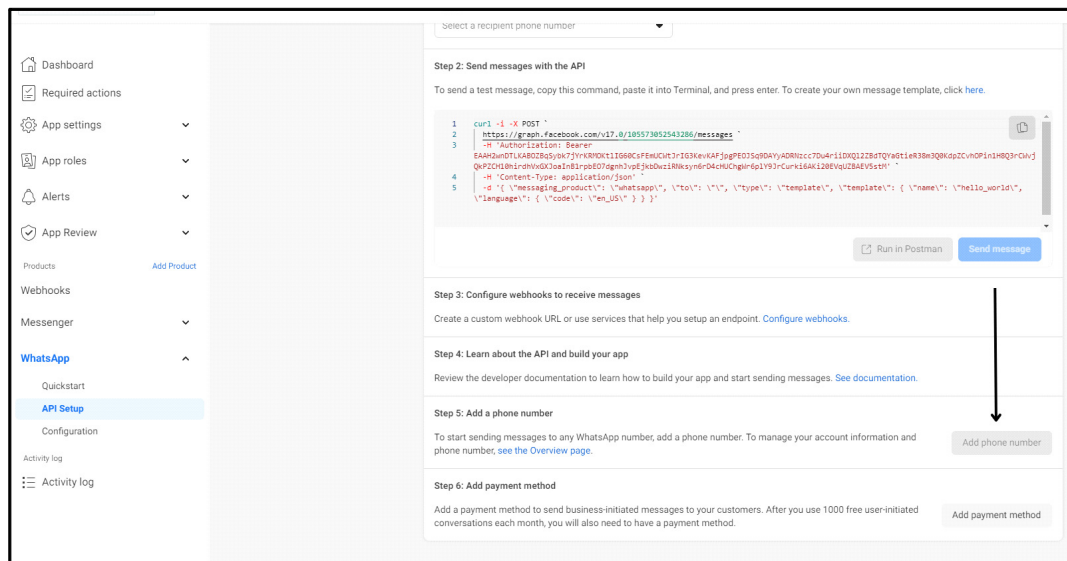


Send a message with the test number generated by WhatsApp to your Business WhatsApp number to test if your integration is a success.

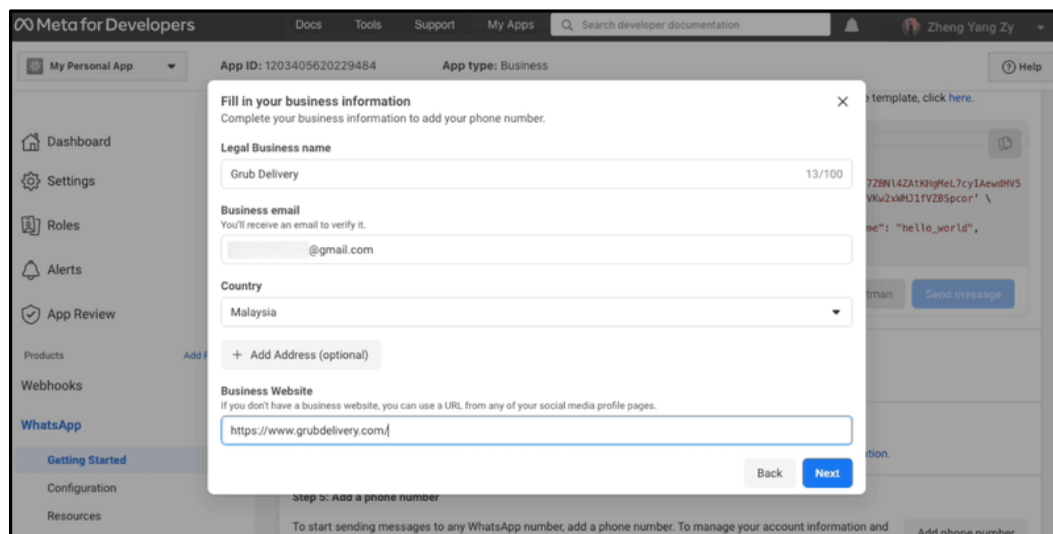
Next, you need to add your phone number to your WhatsApp Cloud API account.

## Add a Phone Number

- Scroll down on the page and click **Add phone number**. You need to associate a phone number with the WhatsApp API to send messages to any WhatsApp number.



- Fill in your business information and click **Next**.



- Fill in your WhatsApp Business profile information and click **Next**.

**Create a WhatsApp Business profile**  
Your profile information will be visible to people on WhatsApp.

WhatsApp Business profile display name  
Grub Delivery

Timezone  
(GMT+08:00) Asia/Shanghai

Category  
Food and Grocery

Business description - Optional  
Tell people about your business 0/512

Back Next

- Add a phone number for your WhatsApp Cloud API.

**Add a phone number for WhatsApp**  
This is the number people will see when they chat with you. [Learn how to use a number that's already on WhatsApp.](#)

Phone number  
US +1 (206) 70

You'll receive a code to verify this number.

Choose how you would like to verify your number:  
If you are using a landline number, choose phone call.

☒ Text message ☐ Phone call

Back Next

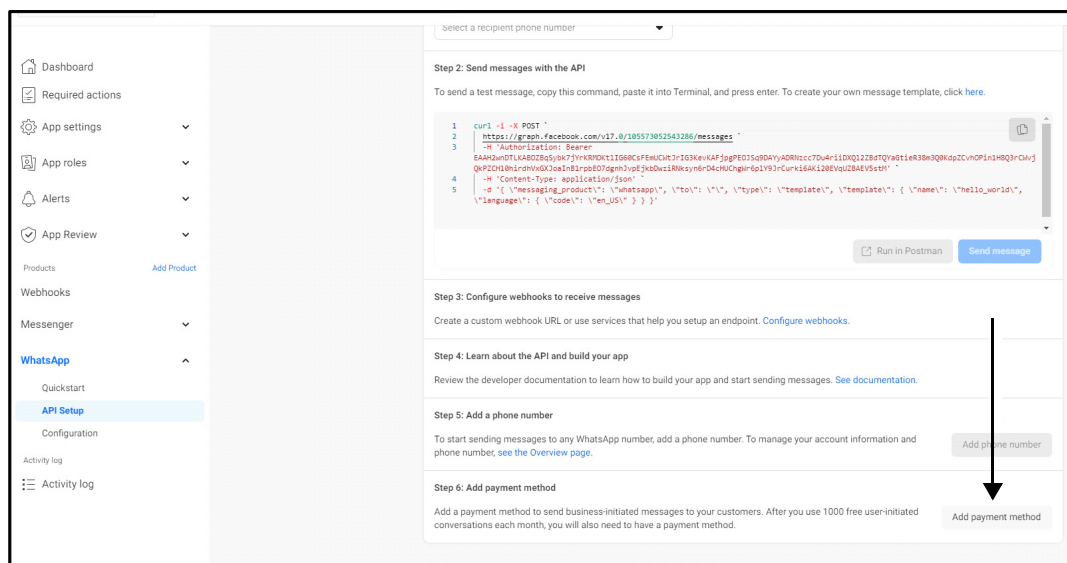


*Make sure that when you are adding a number it is a new number and has never been used in WhatsApp.*

- To verify the phone number you added, a 6-digit verification code will be sent to the number. Enter the verification code once you receive it.

## Add Payment Method

- Click **Add payment method**.



Follow the steps and complete the payment.

Next, copy and save the **WhatsApp Business Account ID** for this phone number.

## Creating a Permanent Access Token

Knowing that you need to use a bearer token in the Authorization Header of an HTTP request is helpful, but it is not enough. The only access token you have seen so far is temporary. Chances are that you want your App to access the API for more than 24 hours, so you need to generate a longer-lasting access token.

The Meta for Developers platform makes this easy. All you need to do is add a System User to your business account to obtain an access token that you can use to continue accessing the API.

To create a system user, following the steps:

- Go to **Business Settings**.
- Select the business account your app is associated with.
- Select **Users > System Users**.
- Click **Add**.
- Configure a **Name** for the system user, choose **Admin** as the user role, and click **Create System User** to continue.
- Select the **whatsapp\_business\_messaging** and **whatsapp\_business\_management** permission.
- Click **Generate New Token** to generate a permanent access token.
- Please copy the access token and save it in your notepad as it will not be visible again on your Facebook Dashboard.




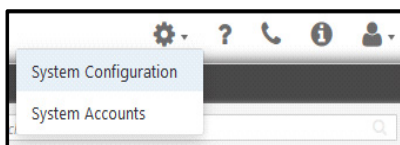
## Configuring WhatsApp Parameters

WhatsApp configuration includes the following:

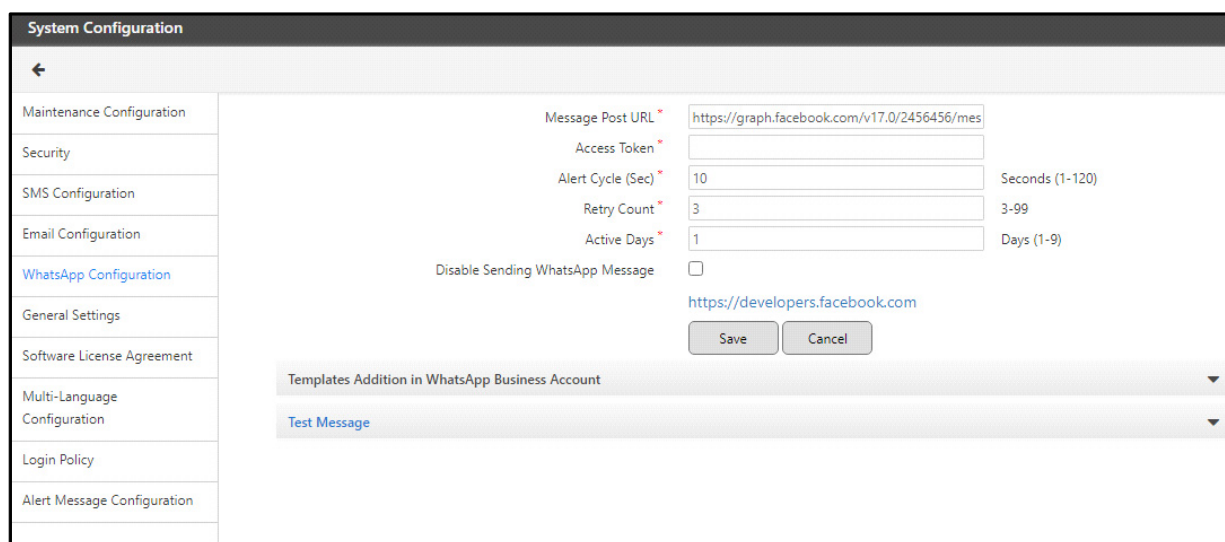
- “WhatsApp Parameters”
- “Templates Addition in WhatsApp Business Account”
- “Test Message”

### WhatsApp Parameters

- Click **Setting**  and then click **System Configuration**.



- Click **WhatsApp Configuration** and the following screen appears.

A screenshot of the 'System Configuration' screen. On the left is a sidebar menu with various configuration categories: Maintenance Configuration, Security, SMS Configuration, Email Configuration, WhatsApp Configuration (highlighted in blue), General Settings, Software License Agreement, Multi-Language Configuration, Login Policy, and Alert Message Configuration. The main area displays the 'WhatsApp Configuration' form. It includes fields for 'Message Post URL' (pre-filled with 'https://graph.facebook.com/v17.0/2456456/mes'), 'Access Token', 'Alert Cycle (Sec)' (10), 'Retry Count' (3), and 'Active Days' (1). There are also checkboxes for 'Disable Sending WhatsApp Message' and a link to 'https://developers.facebook.com'. At the bottom, there are 'Save' and 'Cancel' buttons. Below the form, there are two expandable sections: 'Templates Addition in WhatsApp Business Account' and 'Test Message'.

Configure the following parameters:

- **Message Port URL:** This is the URL that will be used for sending WhatsApp Messages.

**Default:** `https://graph.facebook.com/v17.0/{Phone_Number_ID}/messages`

You only need to change the {Phone\_Number\_ID} in the URL, with your actual Phone Number ID. The Phone Number ID can be taken from the WhatsApp Business Account you created.

You also need to check if the version mentioned in the URI, that is v17.0, is the same as your WhatsApp Business Account Version. If not, change it as per your account version.

For example, if your Phone Number ID is 123115956238956 and version is 18, then the URL will be:  
`https://graph.facebook.com/v18.0/123115956238956/messages`.



The system will only consider the configured URL for sending messages. Make sure it is configured correctly.

- **Access Token:** Enter the token number received after you have successfully created the WhatsApp Business Account.
- **Alert Cycle (Sec):** Specify the time in seconds between successive send attempts when the system tries to send the pending messages. Valid Range: 1 to 120.
- **Retry Count:** Specify the number of times the system needs to retry to send the same message in the event of an unsuccessful attempt. Valid Range: 3 to 99.
- **Active Days:** Specify the number of days the system needs to keep the unsent messages active in the event of the service being stopped. Valid Range: 1 to 9.
- **Disable Sending WhatsApp Message:** Select the check box if you do not wish to send WhatsApp messages.

Click **Save** to save the configurations.

## Templates Addition in WhatsApp Business Account



Make sure you have visited their official website: <https://developers.facebook.com> and read the guidelines provided for the Templates.

Before you add any template to your WhatsApp Business Account make sure:

- you have updated/edited the templates as per your requirement from Alert Messages. For details, refer to “[Alert Message Configuration](#)”. If you have sent the template/s to your WhatsApp Account and then modify the same from Alert Messages, you will have to manually update/edit/delete the templates from your WhatsApp Account..For smooth functioning of WhatsApp, make sure the content of the Alert Templates and the WhatsApp Templates are identical.
- you do not have any template/s with the same name/s already created in your WhatsApp Account. If same name template/s are found in your WhatsApp Account and you select the same here, then these templates will not be sent to your WhatsApp Account.
- you have checked the WhatsApp Business Policy. As per the WhatsApp Business Policy, you can create 100 templates per hour. The policies are frequently updated, hence refer to the policy details once before you move further.
- you have noted your WhatsApp Business Account ID. To check your WhatsApp Business Account ID, navigate to Business Manager > Business Settings > Accounts > WhatsApp Business Accounts. Click on the your account. A panel opens with the information of your account as well as ID.
- you have noted the App ID of your WhatsApp Business Account. To check your WhatsApp Business Account ID, navigate to Business Manager > Business Settings > Accounts > WhatsApp Business Accounts. Click on the your account. A panel opens with the information of your account as well as ID.

You can select the Templates that you wish to add in your WhatsApp Business Account. To do so,

- Click the **Templates Addition in WhatsApp Business Account** collapsible panel and configure the following:






The names of the WhatsApp Templates appear as configured in Alert Messages. The Templates will be added to your WhatsApp Business Account in the language that you have selected in Alert Messages. For details refer to [“Alert Message Configuration”](#).

The Maintenance Template is as per the user requirement, hence this needs to be created manually in your WhatsApp Business Account. Alert will be sent only after the same is approved by WhatsApp.

After the Templates are sent to your WhatsApp Business Account, Alerts will be sent only after these templates are approved by WhatsApp.

To select the desired templates, select the check boxes of the desired templates.

- Click **OK**. Hover-over the **Info**  icon. It displays the number of selected templates.
- Click **Create Template** to create the templates in your WhatsApp Business Account. The templates will appear in your WhatsApp Account once these are approved by WhatsApp.

If you wish to abort, click **Cancel**.

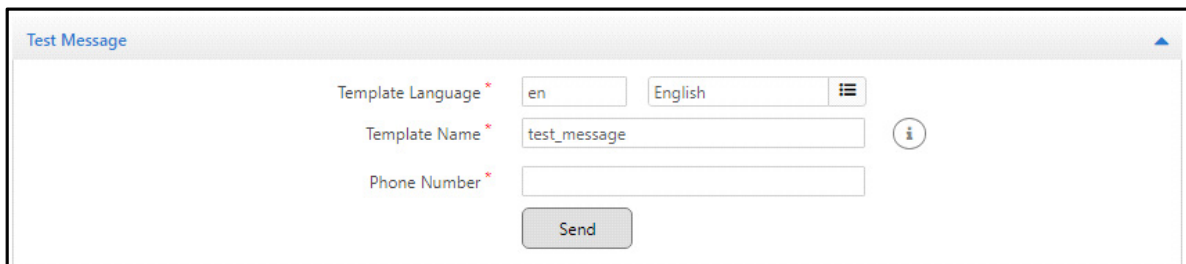
To save the configurations, click **Save**.

If the template/s creation fails, the reasons for failure will be displayed under the **Error List** collapsible panel. For details, refer to [“Error List”](#).

## Test Message

You can send a test message to check if your WhatsApp integration is successfully. To do so,

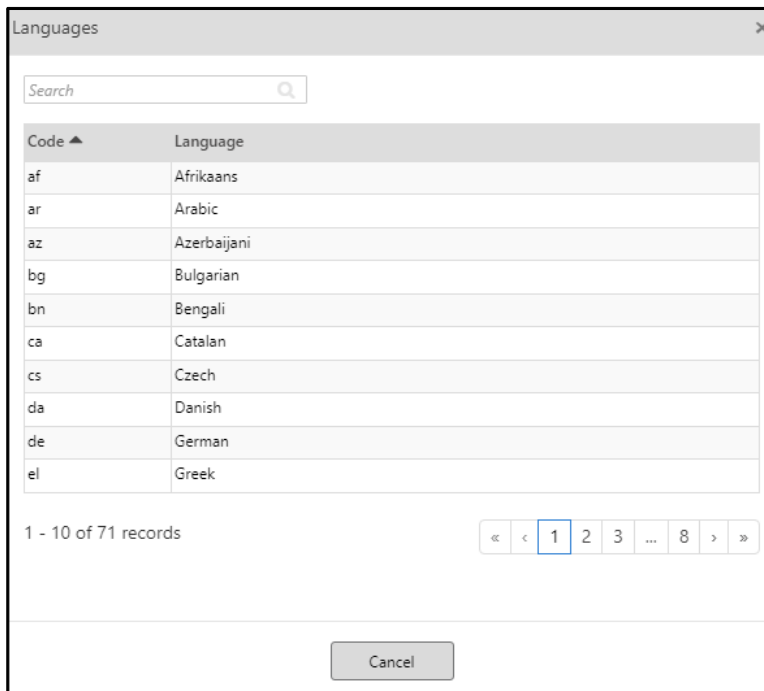
- Click the **Test Message** collapsible panel and configure the following:



The screenshot shows a form titled "Test Message" with the following fields and controls:

- Template Language \***: A dropdown menu currently showing "en" with "English" listed next to it. A menu icon is visible to the right.
- Template Name \***: A text input field containing "test\_message". An information icon is to the right of the field.
- Phone Number \***: An empty text input field.
- Send**: A button located below the Phone Number field.

- **Template Language:** Click the picklist. The **Languages** pop-up appears.



Code	Language
af	Afrikaans
ar	Arabic
az	Azerbaijani
bg	Bulgarian
bn	Bengali
ca	Catalan
cs	Czech
da	Danish
de	German
el	Greek

1 - 10 of 71 records

« < 1 2 3 ... 8 > »

Cancel

Select the language in which you wish to send the test message.

- **Template Name:** Enter the name of the template that you wish to send as the test message. The content of the template will be content of the test message.



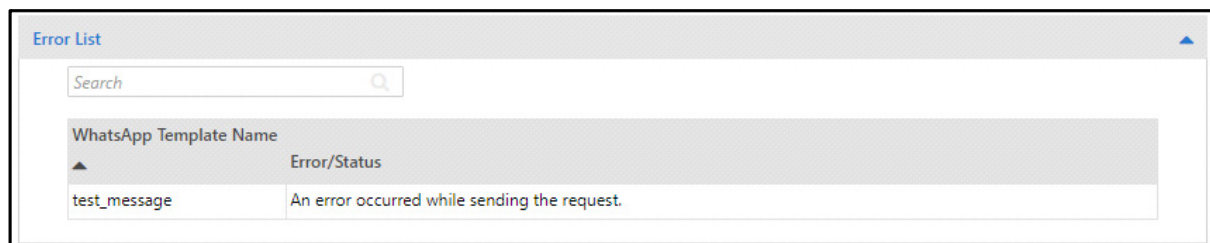
**Make sure:**

- *the template you selected as the test message has only plain text and no variables.*
- *the template is registered and approved by WhatsApp.*
- **Phone Number:** Enter the phone number to which you wish to send the test WhatsApp message.

Click **Send**, to send the test message.

## Error List

Click the **Error List** collapsible panel to view the reason for the failure in sending the templates to your WhatsApp Business Account.



WhatsApp Template Name	Error/Status
test_message	An error occurred while sending the request.

The name of the template/s along with the reason for failure are displayed.

# Proxy Server Configuration

COSEC provides the provision for configuring the Proxy Server. A Proxy Server acts as a gateway between the end user and the internet. All the outbound internet traffic will flow through the Proxy Server on its way to the address requested. Proxy Servers encrypt the outbound web requests as well as the destination server would not know who actually made the original request. Hence using Proxy Servers enhances security as well as privacy.


COSEC provides the provision to select the services — SMS, Email, WhatsApp, Virtual License — for which you wish to use Proxy Server for outbound requests.

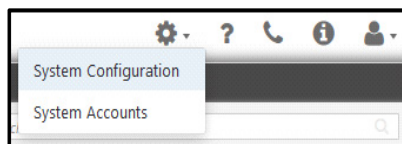


*Proxy Server Configuration is applicable to COSEC Centra and OEM.*

*Make sure there is persistent internet connection where the Proxy Server is installed.*

To configure the Proxy Server parameters,

Click **Setting**  and then click **System Configuration**.



Click **Proxy Server Configuration** and the following screen appears.

The screenshot shows the 'System Configuration' interface. On the left is a sidebar menu with options: Maintenance Configuration, Security, SMS Configuration, Email Configuration, WhatsApp Configuration, Proxy Server Configuration (highlighted in blue), General Settings, Multi-Language Configuration, Login Policy, and Alert Message Configuration. The main area is titled 'System Configuration' and contains the 'Proxy Server' configuration fields. These include: 'Proxy Server' (text input), 'Port Number' (text input), 'Proxy Auth' (checkbox, currently checked), 'User Name' (text input), and 'Password' (text input). Below these fields is a section titled 'Use Proxy Server For' with four checkboxes: 'SMS', 'Email', 'WhatsApp', and 'Virtual License', all of which are currently unchecked. At the bottom right of the main area are 'Save' and 'Cancel' buttons.

Configure the following parameters:

- **Proxy Server:** Configure the IP Address of your Proxy Server. It can be a maximum of upto 50 characters. Default: Blank.
- **Proxy Port:** Configure the Port of your Proxy Server. It can be a maximum of upto 5 characters. Valid Characters: 0 to 9 and Valid Range: 1 to 65535. Default: Blank.
- **Proxy Auth:** By default, the Proxy Auth check box is selected, that is authentication is enabled and you need to configure the User Name and Password for the same. Clear the check box to disable.

- **User Name:** Configure the User Name that is to be used for logging into the Proxy Server. It can be a maximum of upto 50 characters.

Valid characters are ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
1234567890/\_\.@:

- **Password:** Configure the Password that is to be used for logging into the Proxy Server. It can be a maximum of upto 128 characters.

Valid characters are !\"#\$%&'()\*+,- 0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]  
^\_`abcdefghijklmnopqrstuvwxyz{|}~

## Use Proxy Server For

If you have configured the Proxy Server and Proxy Port, then you can select the services for which you wish to use the Proxy Server for outbound requests. To do so, configure the following:

- **SMS:** Select the check box to enable. Default: Disabled.
- **Email:** Select the check box to enable. Default: Disabled.
- **WhatsApp:** Select the check box to enable. Default: Disabled.
- **Virtual License:** Select the check box to enable. Default: Disabled.


Click **Save** to save the configurations.

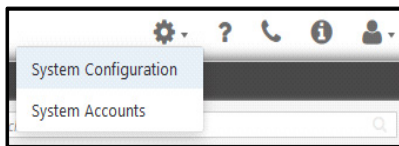
# General Settings

General Settings allow the Company management administrator to specify the Master Service URL, Admin Portal Service URL and Utility download URL.

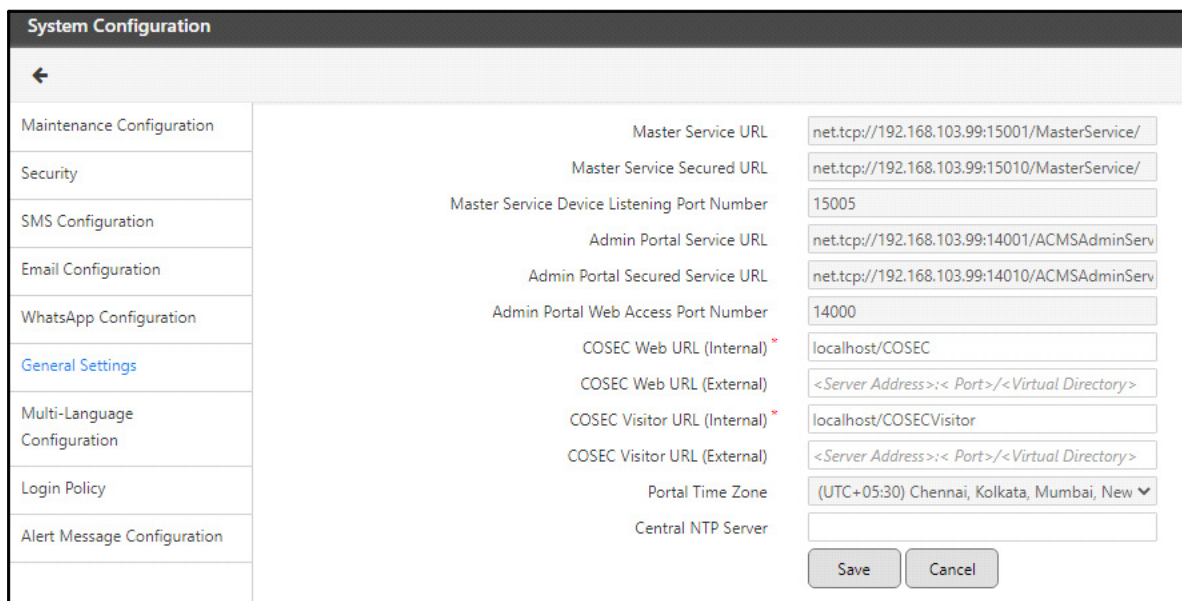
Once the service URLs are entered, then the fields shown below will be non-editable.

For General settings,

Click **Setting**  and then click **System Configuration**.



Click **General Settings**. The page appears as shown below.

A screenshot of the 'System Configuration' page. On the left is a sidebar with a list of configuration categories: Maintenance Configuration, Security, SMS Configuration, Email Configuration, WhatsApp Configuration, General Settings (highlighted in blue), Multi-Language Configuration, Login Policy, and Alert Message Configuration. The main area displays the 'General Settings' configuration. It includes fields for Master Service URL, Master Service Secured URL, Master Service Device Listening Port Number, Admin Portal Service URL, Admin Portal Secured Service URL, Admin Portal Web Access Port Number, COSEC Web URL (Internal), COSEC Web URL (External), COSEC Visitor URL (Internal), COSEC Visitor URL (External), Portal Time Zone, and Central NTP Server. The 'Save' and 'Cancel' buttons are at the bottom right.

Configuration Item	Value
Master Service URL	net.tcp://192.168.103.99:15001/MasterService/
Master Service Secured URL	net.tcp://192.168.103.99:15010/MasterService/
Master Service Device Listening Port Number	15005
Admin Portal Service URL	net.tcp://192.168.103.99:14001/ACMSAdminServ
Admin Portal Secured Service URL	net.tcp://192.168.103.99:14010/ACMSAdminServ
Admin Portal Web Access Port Number	14000
COSEC Web URL (Internal) *	localhost/COSEC
COSEC Web URL (External)	<Server Address>:< Port>/<Virtual Directory>
COSEC Visitor URL (Internal) *	localhost/COSECVisitor
COSEC Visitor URL (External)	<Server Address>:< Port>/<Virtual Directory>
Portal Time Zone	(UTC+05:30) Chennai, Kolkata, Mumbai, New
Central NTP Server	

When the Master service and Admin Portal service are self-registering, then the URLs of services will be fetched and displayed here.

**Master Service URL:** This is the URL to access the system where master service is hosted or installed.

**Master Service Secured URL:** This is the secured URL to access the system where master service is hosted or installed.

**Master Service Device Listening Port Number:** This is the port number at which device will communicate with Master service.



The device will request to the Master service. The Master service will serve the device either on port 15005 or 15025. So according to the communication between device and master service, the “Master Service Device Listening Port” in General Settings will be updated and displayed in General Settings.

**Admin Portal Service URL:** This is the URL where the Admin portal service is installed/hosted.

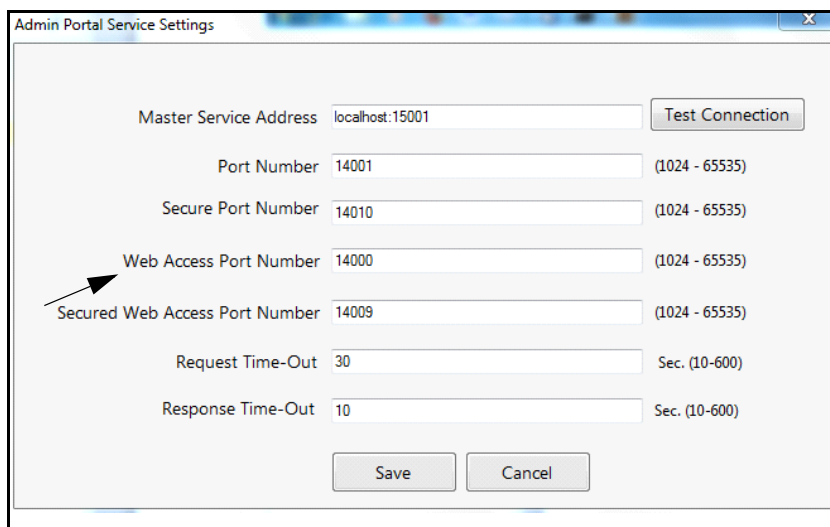
**Admin Portal Secured Service URL:** This is the secured URL where the Admin portal service is installed/hosted.

**Admin Portal Web Access Port Number:** This is the port number of the computer at which COSEC Web can access the Admin Portal Service.

The Client accessing COSEC Web does the communication with Admin Portal (say for Licensing purpose) on this Admin portal web access port number.

The COSEC Web will request to the Admin Port Service. The Admin Portal Service will serve the Web on port 14000 or 14009. So according to the communication between Web and Admin Portal, the “Admin Portal Web Access Port Number” port will be updated and displayed in General Settings.

This port can be configured from “Admin Portal Service Settings” as shown below.



**COSEC Web URL (Internal):** Specify the URL of Internal network for accessing COSEC Web application. Once this URL is entered during installation of setup, then the COSEC Web URL will automatically appear here.

**COSEC Web URL (External):** Specify the URL of External for accessing COSEC Web application. Once this URL is entered during installation of setup, then the COSEC Web URL will automatically appear here.

**COSEC Visitor Portal URL (Internal):** Specify the URL of Internal for accessing COSEC Visitor Portal application. Once this URL is entered during installation of setup, then the COSEC Visitor Portal URL will automatically appear here.

**COSEC Visitor Portal URL (External):** Specify the URL of External network for accessing COSEC Visitor Portal application. Once this URL is entered during installation of setup, then the COSEC Visitor Portal URL will automatically appear here.

**Portal Time Zone:** It is the time zone of the location where Admin Portal Service is running.



When client (company) is situated in a time zone other than Alert Service's time zone; Alert Service will take company's time zone into consideration while processing scheduled tasks or generating scheduled reports.

For example [“Alert Service”](#)


**Central NTP Server:** Specify the NTP server for the clock synchronization between the systems.

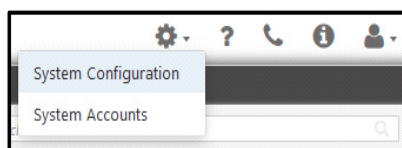
# Multi-language Configuration

General Settings allow the Company management administrator to specify the Master Service URL, Admin Portal Service URL and Utility download URL.

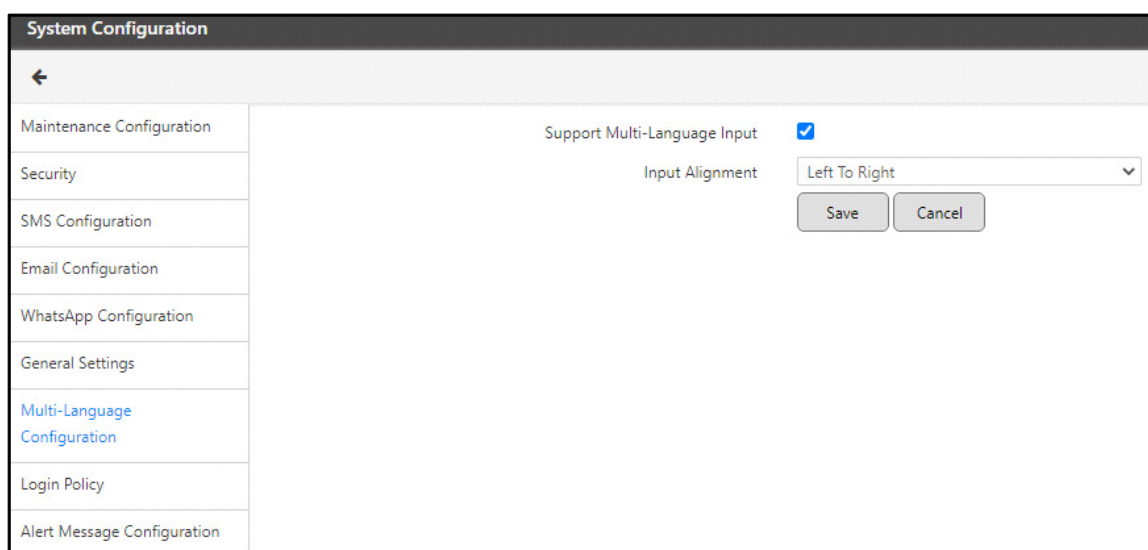
Once the service URLs are entered, then the fields shown below will be non-editable.

For configuration of Multi-language,

Click **Setting**  and then click **System Configuration**.



Click **Multi-language Configuration**. The page appears as shown below.



**Support Multi-language Input:** The users around the world can use COSEC system in their regional languages. So check this box to enable the multi-language input functionality which will enable you to enter the input in your own language.

Data input and storing the same in database will support UTF-8 characters.

**Input From:** Select the orientation of multi-language input data from “Left to right” or “Right to left”. **E.g.** If “Right to Left” option is selected, then the input is entered from right side of the textbox and goes to left.


The list of invalid characters is as follows:

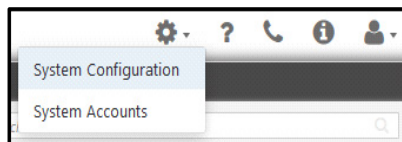
# % ^ = ' " { } | ; < > ? & \*

# Login Policy

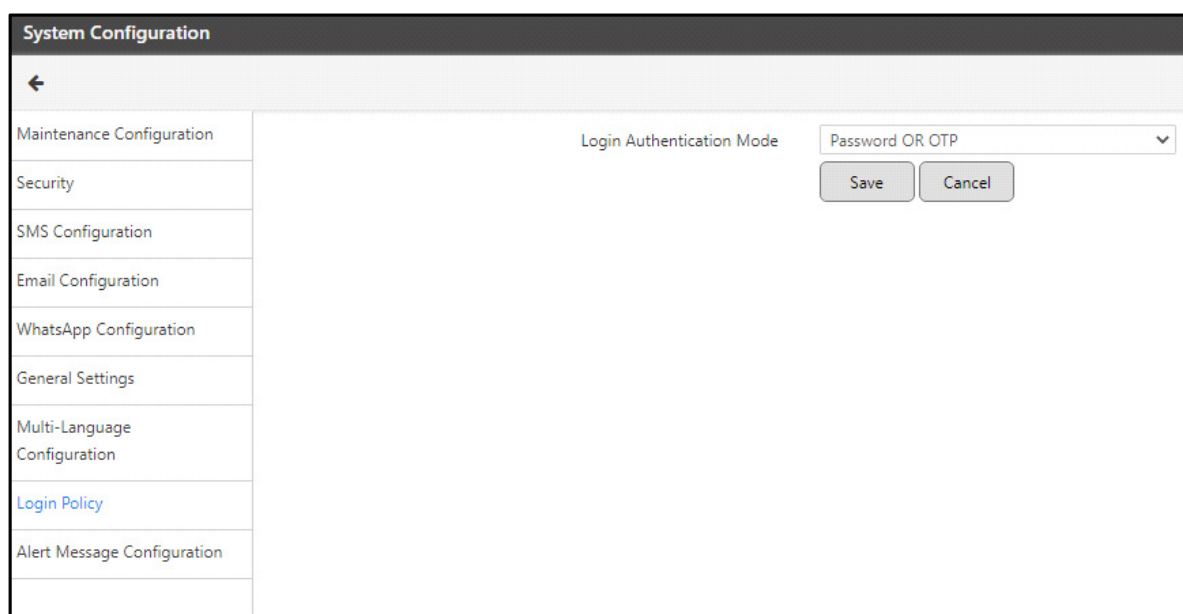
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For configuration of Login Policy,

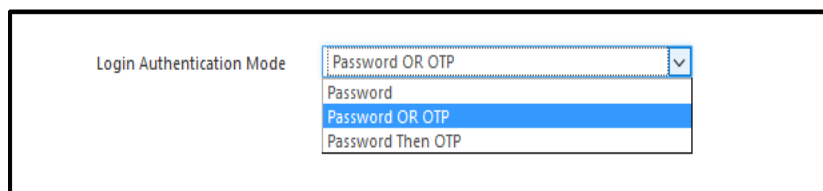
Click **Setting**  and then click **System Configuration**.



Click **Login Policy**. The page appears as shown below.



**Login Authentication Mode:** Select the option to allow users to login into system via Password, Password OR OTP or Password Then OTP.



If “Password or OTP” and “Password Then OTP” is selected; then SMS Configuration and or Email Configuration must be done to get OTP on SMS and or Email.

After you select the desired option, to know how you can login using the respective option, refer to “[Password](#)” “[Password or OTP](#)” and “[Password Then OTP](#)”,

# Alert Message Configuration

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Alerts can be sent as SMS, Emails as well as WhatsApp messages.

Make sure the pre-requisites are configured to ensure that the Alerts are sent. Refer to [“Pre-requisites”](#).

For sending Alert Messages, each Alert Message Template has a default content that will be sent. You can edit this content if required.

For SMS Alerts, make sure the desired Alert Message Templates are registered with your Service Provider, who will verify the contents and then provide a Template ID for the same. Prepare the list of registered Alert Messages with their respective Template IDs as these are required while configuring the Alert Message parameters.

Each Alert Message Template is assigned a unique WhatsApp Template Name so that the templates can be added to your WhatsApp Business Account. If you wish to edit the Alert Message Templates, it should be done before sending the templates to your WhatsApp Business Account, else you will have to manually edit the templates from your WhatsApp Business Account. If you edit the name of the template, make sure it is unique, as same name templates cannot be added to your WhatsApp Business Account. For adding the Templates to your WhatsApp Business Account, refer to [“Templates Addition in WhatsApp Business Account”](#).

## Pre-requisites

Before you configure the Alert parameters, make sure:

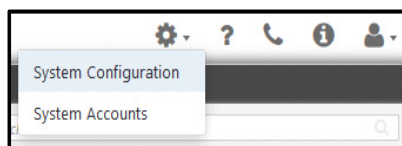
- you have configured the SMS parameters, refer to [“SMS Configuration”](#).
- you have configured the Email parameters, refer to [“Email Configuration”](#).
- you have configured the WhatsApp parameters, refer to [“WhatsApp Integration”](#).
- you have configured the Mobile number and Email ID in the contact details. Refer to [“Contact Details”](#) in [“Profile”](#) for details. The Maintenance Alert will sent to this Mobile/Email ID.
- you have configured the Mobile number and Email ID in the System Accounts. Refer to [“System Accounts”](#) for details. The OTP Generated Alert will sent to this Mobile/Email ID. If you have configured multiple SA logins then it will be sent to the respective SA's Email ID/Mobile as per the login. For Example if you have two SA login, SA and SA1, then when you login using SA the OTP will be sent to the Email/SMS as configured in System Accounts for this login.
- ensure Alert Service is running so that alert messages can be sent to the assigned users.

To configure an Alert Message, you need to configure the following

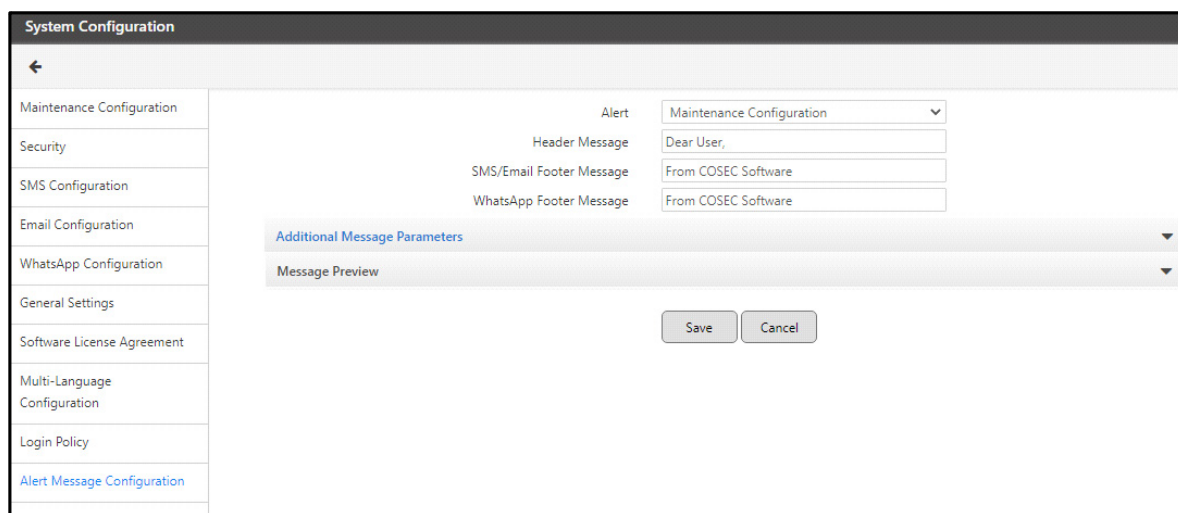
- [“Alert Message Parameters”](#)
- [“Additional Message Parameters”](#)
- [“Message Preview”](#)

## Alert Message Parameters

- Click **Setting**  and then click **System Configuration**.



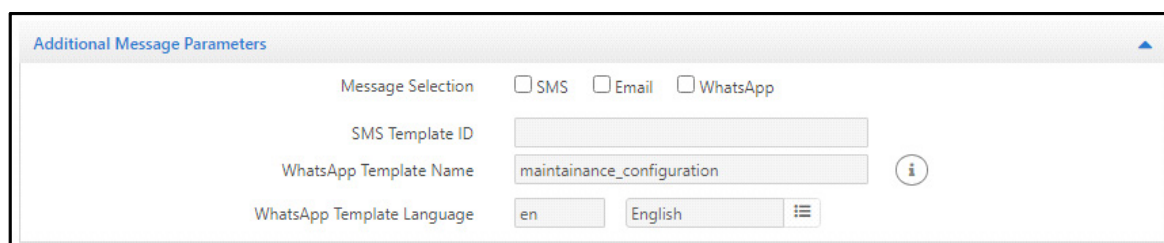
- Click **Alert Message Configuration**.

A screenshot of the 'System Configuration' page. On the left is a sidebar with various configuration categories. The 'Alert Message Configuration' section is active. It contains fields for 'Alert' (a dropdown menu), 'Header Message', 'SMS/Email Footer Message', and 'WhatsApp Footer Message'. Below these is a collapsible panel for 'Additional Message Parameters' and a 'Message Preview' section. 'Save' and 'Cancel' buttons are at the bottom right.

- Alert:** Select the desired Alert that you wish to send from the drop-down list.
- Header Message:** Enter the required text to be displayed in the header of the message, for example: Dear User.
- SMS/Email Footer Message:** Enter the required text to be displayed in the footer of the SMS/Email message, for example: From COSEC Software.
- WhatsApp Footer Message:** Enter the required text to be displayed in the footer of the WhatsApp message, for example: From COSEC Software.

## Additional Message Parameters

Click the **Additional Message Parameters** collapsible panel and configure the following parameters:

A screenshot of the 'Additional Message Parameters' panel. It includes a 'Message Selection' section with checkboxes for 'SMS', 'Email', and 'WhatsApp'. Below are input fields for 'SMS Template ID', 'WhatsApp Template Name' (pre-filled with 'maintainance\_configuration'), and 'WhatsApp Template Language' (pre-filled with 'en'). There is also an 'English' button and a menu icon. An information icon is present on the right.

The following Additional Parameters are common for all the Alerts.

- **Message Selection:** Select the desired check boxes — **SMS, Email, WhatsApp** — to determine the type of message/s to be sent.
- **SMS Template ID:** As per TRAI Regulation, an enterprise which sends messages to customers like OTP, communication message, promotional messages via SMS, have to register their entity and the content template to avoid spam, fake and fraudulent communication through SMS.

It is mandatory for an Admin to register the SMS content template beforehand with their Service Provider which will be verified before it is delivered to the users.

Once registered, the Service Provider will provide a Template ID against the registered SMS content. For every different Alert messages, a unique Template ID will be provided by the Service Provider.

Make sure **SMS** check box is enabled in **Message Selection** to configure SMS Template ID. Enter the respective Template ID for the configured Alert message which is to be send to users via SMS.



*If you have multiple Service Providers, then make sure the required templates are registered with all the desired Service Providers. Hence for each template you will have multiple Templates IDs. Also make sure you maintain a record of all the registered Message Templates with their respective Template IDs for reference.*

- **WhatsApp Template Name:** Make sure **WhatsApp** check box is enabled in **Message Selection**. The default name assigned to this alert template is displayed. You can change the same if required. If you opt to add the alert templates to your WhatsApp Business Account then this same name will be displayed in the WhatsApp **Select Templates** picklist. Make sure you have checked the contents of the template before the same are added to your WhatsApp Business Account. For details, refer to [“Templates Addition in WhatsApp Business Account”](#).
- **WhatsApp Template Language:** Click the picklist. The **Language** pop-up appears. Select the desired language in which you wish to send the WhatsApp message. When you add the templates to your WhatsApp Business Account these will be added in the selected language. For details, refer to [“Templates Addition in WhatsApp Business Account”](#).

## Message Preview

You can preview the alert message content as per the selected Alert — Maintenance Configuration, OTP Generated.




*For the Message Preview of the Maintenance Alert make sure you have configured the desired message and dates in Maintenance Configuration. For details refer to [“Maintenance Configuration”](#).*

To view the preview,

- Click the **Message Preview** collapsible panel.

The message details that will be sent to the recipient — SMS, Email, WhatsApp — appear.



You can copy the content of the message — SMS, WhatsApp — if required. To do so, click **Copy** .

- Click **Save** to save the configurations.

Similarly, the OTP Generated Alert parameters can be configured.

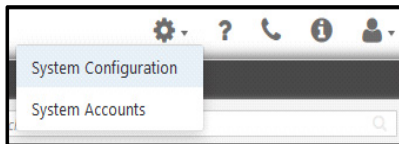


# System Accounts

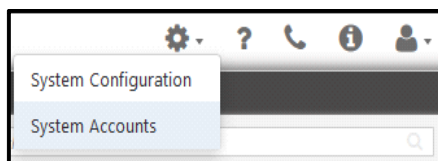
---

To create the system account users,

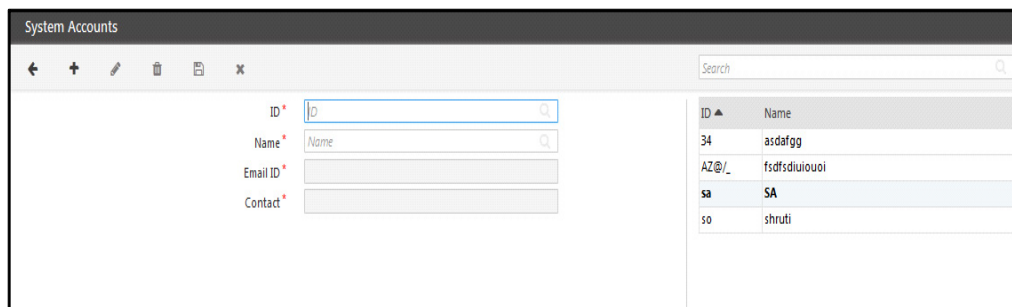
Click **Setting** .



Click **System Accounts**.



The System Accounts page appears as shown below.



ID	Name
34	asda/gg
AZ@/_	fsdfsdiuiouoi
sa	SA
so	shruti

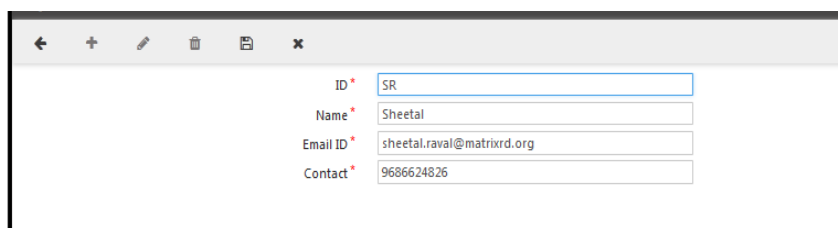
Click on **New** to create new system account user.

**ID:** Enter the ID of the user.

**Name:** Enter the name of the user.

**Email ID:** Enter the Email ID of the user.

**Contact:** Enter the Contact number of the user.



Click **Save** button to save the system account user.

System Accounts

✓ Saved Successfully

←

+

✎

🗑

💾

✕

Search

🔍

ID \*

SR

🔍

Name \*

Sheetal

🔍

Email ID \*

sheetal.raval@matrixrd.org

Contact \*

9686624826

ID ▲	Name
34	asdafgg
AZ@/_	fsdfsdiuiouoi
sa	SA
so	shruti
SR	Sheetal

# Help, Contact, About Us

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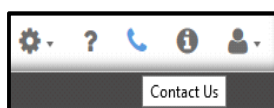
## Help

To view the Help manual of Admin Portal; click on the **Help** option from the admin menu. The pdf manual will open which will guide you for the management of portal.



## Contact Us

To view the Contact details of Matrix Comsec Pvt. Ltd.; click on the **Contact Us** option from the admin menu.



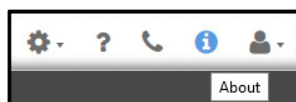
The Contact Us page appears as shown below.



The Address and phone number details are displayed. You can visit the matrix website by clicking on Visit Us link.

## About

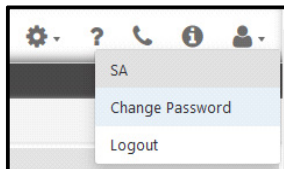
To view the version and product details of software; click on the **About** option from the admin menu.



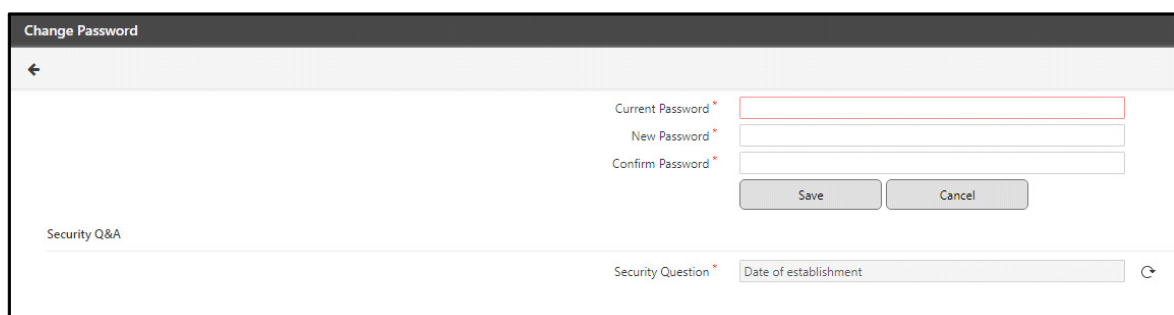
# Change Password and Security Question & Answer

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To change the login password as well as set the Security Question and Answer for the Admin Portal, click the option **Change Password** from the Admin menu.



The **Change Password** page appears.

A screenshot of the 'Change Password' page in a mobile application. The page has a dark header with the title 'Change Password' and a back arrow. Below the header, there are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password', each with a red asterisk indicating a required field. To the right of these fields are 'Save' and 'Cancel' buttons. Below the password fields, there is a section titled 'Security Q&A'. Under this section, there is a 'Security Question' field with a red asterisk, and a dropdown menu showing 'Date of establishment' with a refresh icon to its right.

To change the Password,

- **Current Password:** Configure the Current Password of the Admin Portal.
- **New Password:** Configure the new password you wish to set.
- **Confirm Password:** Re-enter the new password for confirmation.




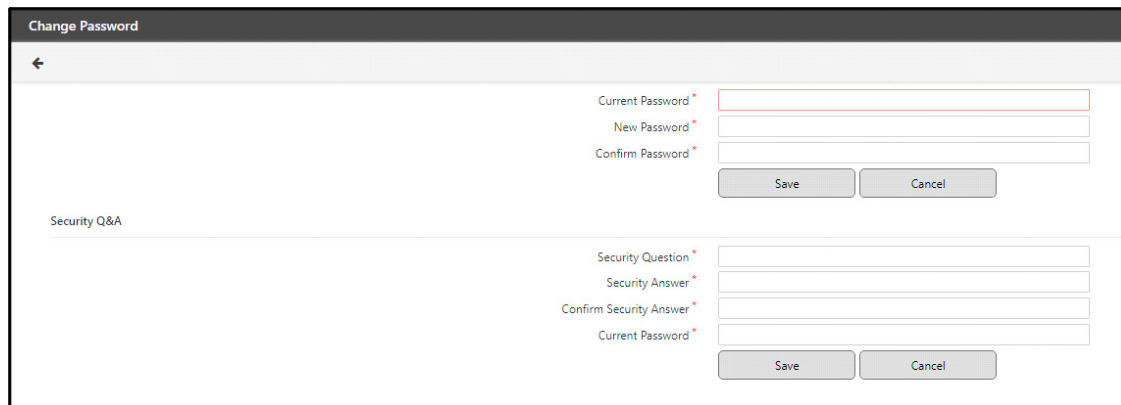
*You will be able to set the Password as per the parameters set in ["Password Policy"](#).*

Click on **Save** to save the changes.

To set the Security Q&A,

The Security Q&A will initially display the Security Question you already set at the time of Login. However you can change the same. To do so,

- Click **Reset Security Q&A**  and configure the following parameter:



The image shows a web form titled "Change Password" with a back arrow in the top left. The form is divided into two main sections. The top section is for password changes, with labels "Current Password", "New Password", and "Confirm Password" each followed by a red asterisk. Below these are three input fields and two buttons labeled "Save" and "Cancel". The bottom section is titled "Security Q&A" and contains labels "Security Question", "Security Answer", "Confirm Security Answer", and "Current Password", each followed by a red asterisk. Below these are four input fields and two buttons labeled "Save" and "Cancel".

- **Security Question:** Configure the new question you wish to set as the Security Question.
- **Security Answer:** Configure the answer for the set Security Question.
- **Confirm Security Answer:** Re-enter the answer to confirm.
- **Current Password:** Configure the Current Password of the Admin Portal.
- Then click **Save**.



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## Appendix

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### Supported Licenses

<b>COSEC CENTRA LICENSES</b>	<b>Basic Platform License</b>
MATRIX VIRTUAL DONGLE300	Generic key for Virtual License
MATRIX LICENSE DONGLE200	Generic key for Dongle License
COSEC CENTRA PLATFORM	This includes activation of: Platform Users - 10, ACM Users - 5, CMM Users - 5, VMM Users - 1, TAM Users - 5, CWM Users - 5, JPC Users - 5, FVM Users - 5, ESS Users - 5, FR Users - 5 , AUP Validity of 15 months
COSEC PLT USER10	10 Platform Users License
COSEC PLT USER100	100 Platform Users License
COSEC PLT USER1000	1000 Platform Users License
COSEC CENTRA TAM10	10 Time-Attendance Users License
COSEC CENTRA TAM100	100 Time-Attendance Users License
COSEC CENTRA TAM1000	1000 Time-Attendance Users License
COSEC CENTRA ACM10	10 Access Control Users License
COSEC CENTRA ACM100	100 Access Control Users License
COSEC CENTRA ACM1000	1000 Access Control Users License
COSEC CENTRA ESS10	10 Employee Self Service Portal Users License
COSEC CENTRA ESS100	100 Employee Self Service Portal Users License
COSEC CENTRA ESS1000	1000 Employee Self Service Portal Users License
COSEC CENTRA VMM10	10 Visitor Management Users License
COSEC CENTRA VMM100	100 Visitor Management Users License
COSEC CENTRA VMM1000	1000 Visitor Management Users License
COSEC CENTRA CMM10	10 Cafeteria Management Users License
COSEC CENTRA CMM100	100 Cafeteria Management Users License
COSEC CENTRA CMM1000	1000 Cafeteria Management Users License
COSEC CENTRA CWM10	10 Contract Workers Management Users License
COSEC CENTRA CWM100	100 Contract Workers Management Users License

COSEC CENTRA CWM1000	1000 Contract Workers Management Users License
COSEC CENTRA JPC10	10 Job Processing and Costing Users License
COSEC CENTRA JPC100	100 Job Processing and Costing Users License
COSEC CENTRA JPC1000	1000 Job Processing and Costing Users License
COSEC CENTRA FVM10	10 Field Visit Management Users License
COSEC CENTRA FVM100	100 Field Visit Management Users License
COSEC CENTRA FVM1000	1000 Field Visit Management Users License
COSEC CENTRA FR10	10 Facial Recognition Users License
COSEC CENTRA FR100	100 Facial Recognition Users License
COSEC CENTRA FR1000	1000 Facial Recognition Users License
COSEC CENTRA AUP10	10 Annual Upgrade Users License
COSEC CENTRA AUP100	100 Annual Upgrade Users License
COSEC CENTRA AUP1000	1000 Annual Upgrade Users License
<p>You need to purchase the Dongle/Virtual Generic Key, then the Platform License.  There after the you can purchase the Module Licenses as per your requirement.</p>	





## **MATRIX COMSEC**

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