Foxit ADMIN CONSOLE

ADMINISTRATOR GUIDE

Foxit Admin Console

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About Foxit® Admin Console™ Administrator Guide

This guide covers features and functions of Foxit Admin Console On-Premise that are only available to administrators.

Foxit Admin Console Overview

Foxit Admin Console is a Cloud-based portal that serves as a central location for administrators to manage Foxit products/services and entitled users across their entire organizations. After setting up and activating Admin Console based on the organization environment, the administrator can open the URL of Foxit Admin Console to get started. The Admin Console allows administrators to do the following:

- View the summary of the licenses and products
- Configure the license keys
- Assign license keys to users
- Manage Foxit products
- View the detailed reports on the uses and statistics of Foxit products
- Customize enterprise brand information
- View the administrator's action logs

Set up and activate

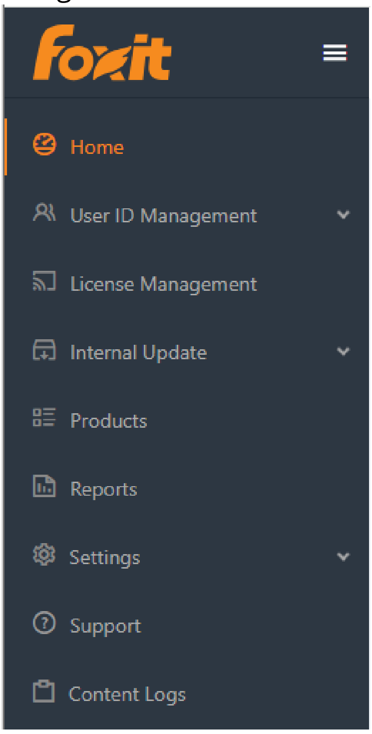
Foxit Admin Console On-Premise is located on the enterprise's servers and available through an internal network and entirely maintained by the enterprise's staff. For an on-premise Admin Console, the enterprise needs to deploy its on-premise environment, for which we provide the related deployment documentation and instructions in our email after you purchase Foxit Admin Console; after the deployment of the Admin Console, client configuration is required, and the documentation and instructions on client configuration are also included in the email sent by Foxit.

When everything is ready, you (the super admin) need to activate Admin Console before getting started. To activate, do the following:

1. Open your web browser and visit the Admin Console URL. The URL is created by your company during the deployment of Foxit Admin Console.
2. Sign up for an account and log in.
   Note: *For the account you signed up for, if the email address or user name is the same as that of an SSO account (your LDAP or SAML account), you can also click* ***SSO Login***

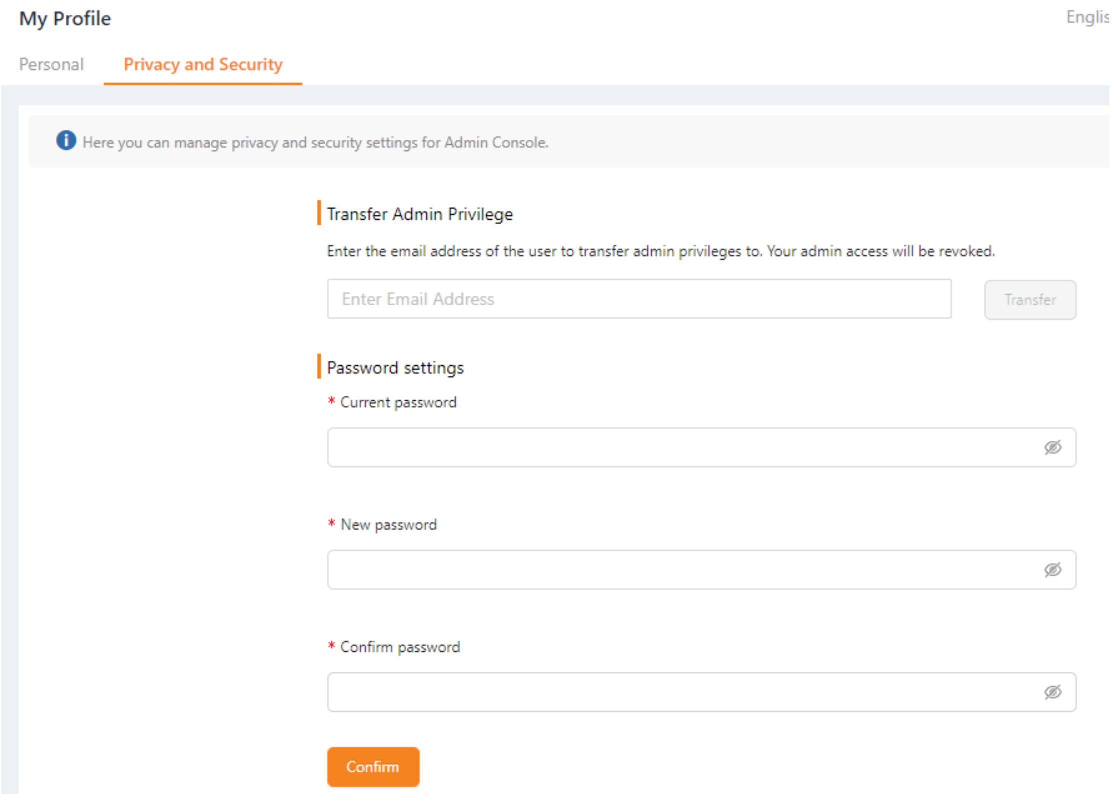
on the Login page and use the SSO credential to log in after you set up LDAP or SAML in the Foxit Admin Console.

3. There are two methods of activation: **Online Activation** and **Offline Activation**.
   - **Online Activation** requires an internet connection, and you can click **Connect** and activate by logging in to the account you purchased Foxit Admin Console with.
   - If your computer is offline, you need to complete an Offline Activation with your purchased license key file by clicking **Browse**. (If you haven't got a key file yet, click **Get One**. Then you will obtain the server ID of the Admin Console in the pop-up dialog box. You need to send the server ID to Foxit by email and Foxit's team will send the key file to you later.)
4. After successful activation, click **Get Started**. Then a wizard (a small green message box with on-screen instructions) for some items in Admin Console prompts to help you get started. There are a series of items in the left part of the Admin Console window, including **Home**, **User ID Management**, **License Management**, **Products**, and more. Select an item or a sub item to open the associated page on the right side and do the settings as needed.



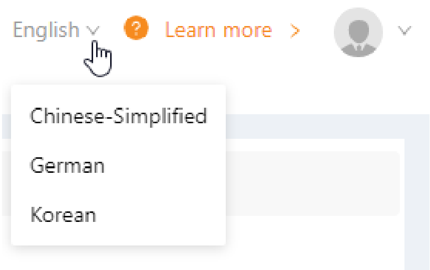
5. (Optional) When you move the cursor over the administrator avatar in the top-right corner of the Admin Console window, your account information (the email address or user name, and the admin role) appears as well as a drop-down menu. Click the **Log Out** command in the menu to log out of Foxit Admin Console. Click **My Profile** to view and manage account information and contact details in the **Personal** tab, and perform more advanced operations in the **Privacy and Security** tab which is only available to the super admin.
   In the **Personal** tab:
   - Personal Info/Enterprise Info – Display personal details like name and email, along with the enterprise information.
   - Bill contact/Technical contact – Display the contacts that were specified during the purchase of our products.

In the **Privacy and Security** tab (available only to the super admin):



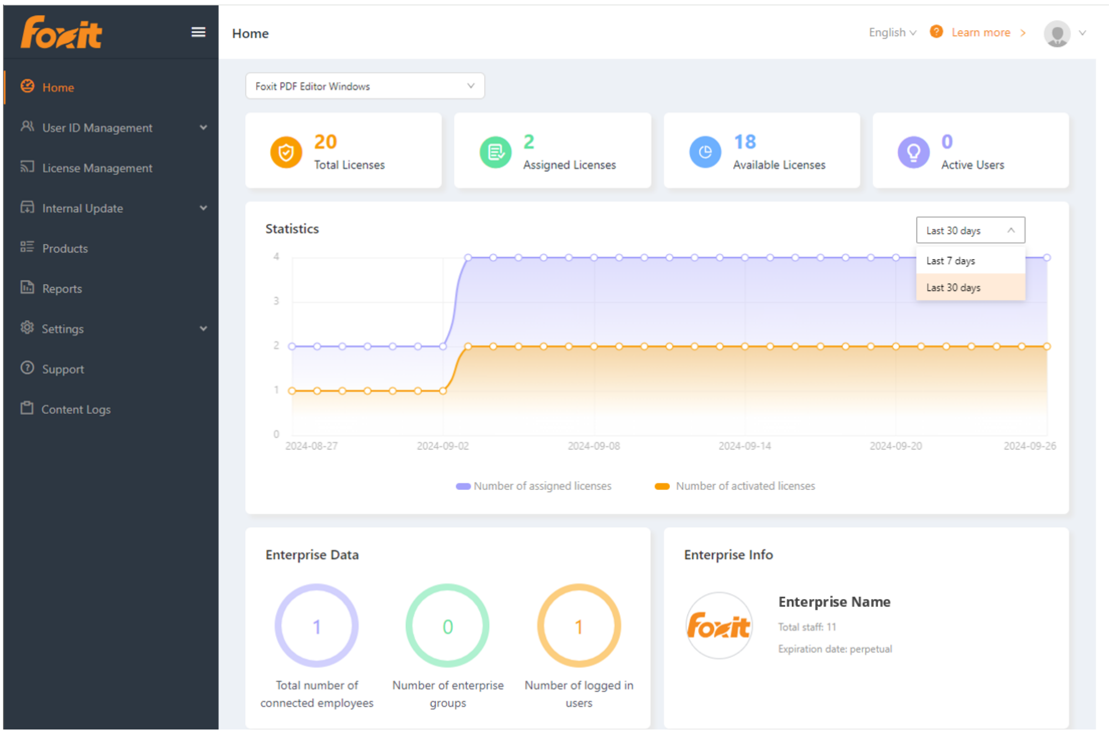
- **Transfer Admin Privilege** – As the super administrator, you can transfer your administrative privileges to another user. Under the **Transfer Admin Privilege** section, enter the email address or user name of the new super admin and click **Transfer**. (***Note**: This operation only revokes all of the administrative control and access to the Admin Console, without removing your user account from Admin Console.*)
- **Password settings** – Adjust your password as needed.

6. (Optional) You can change the UI language for the Admin Console from the top-right corner of the Admin Console window.



Home

The **Home** page displays the summary of data such as product licenses and users, which allows you to take a glance at the usage of Foxit products plans within your organization.



When viewing a product's statistics for the number of assigned and activated licenses in the chart, you can choose **Last 7 days** or **Last 30 days** to display the data only for the latest week/month. The **Home** page also provides enterprise data (including the number of manageable users, groups, and logged-in users) and enterprise information such as the Enterprise's name and logo.

***Note**: On the **Home** page, product admins are only allowed to view the data on the products assigned by the super/system admin.*

User ID Management

Depending on the requirements or circumstances in your enterprise, you may manage users (and groups) individually or in batch by uploading CSV files in the Admin Console, or by connecting Admin Console to your enterprise account system (user directory system) by configuring Single Sign-On (SSO).

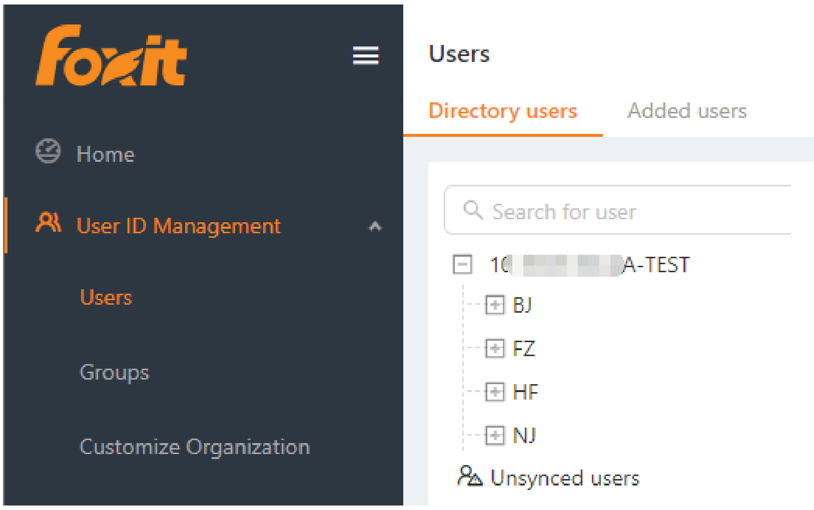
Users

After you have successfully connected Foxit Admin Console to your account system by configuring SSO, you can add, search, and manage user accounts on the **Users** page. These user accounts entitle the end users in your organization to Foxit applications.

The **Users** page contains two tabs: **Directory users** and **Added users**.

Select a tab to view the details of users in a list that contains different columns. You can change the column order in the list by dragging the heading of the column that you want to move and dropping it to the appropriate location.

User management with LDAP

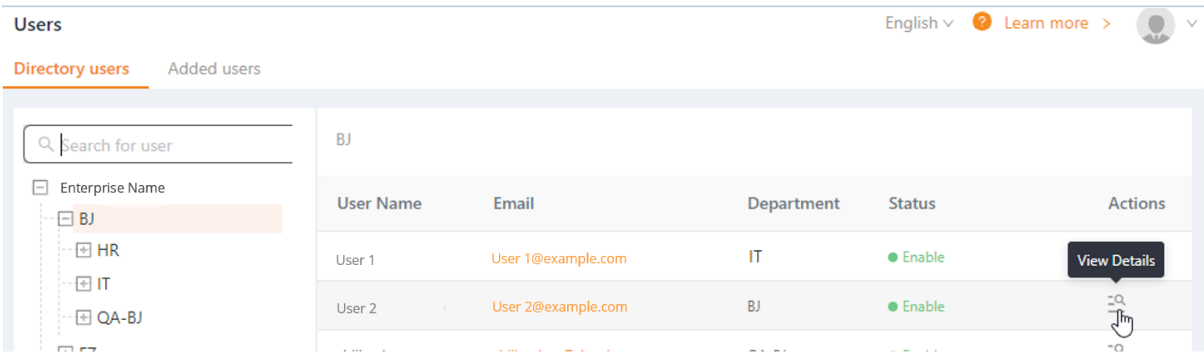


The Directory users tab

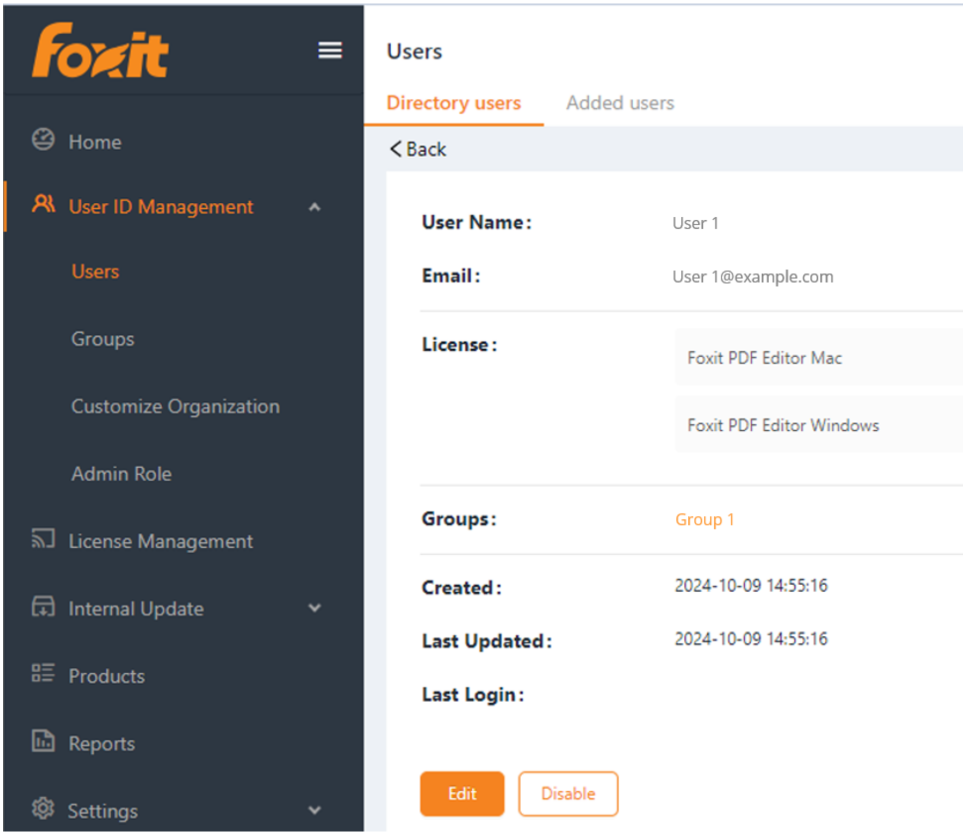
All users listed in this tab are from the LDAP directories you configured. On the left side, the hierarchical structures of the LDAP directories in your enterprise are displayed in a tree view. Select a group in the LDAP directory, and all the users in that group are listed on the right side.

The LDAP user directories are synchronized regularly to ensure the user data in the Admin Console is most up-to-date. After synchronization, the unsynchronized users who may have left your organization will be listed on the **Unsynced users** page. To view the page, click **Unsynced users** under the directory tree. To delete a user, navigate to the user in the list and click the **Delete** icon in the **Actions** column.

You can search for a directory user (not including the Unsynced users) by entering the user's name or email address in the Search box and press **Enter**.



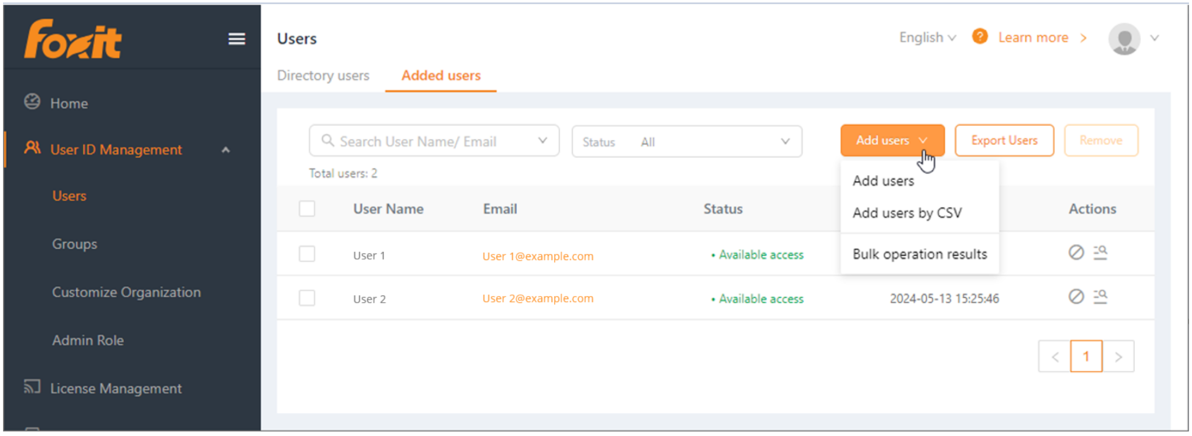
You can view and edit the details of each user. When you click the **View Details** icon in the **Action** column or by clicking on a user's email address in the user list, the details page appears, allowing you to do the following:



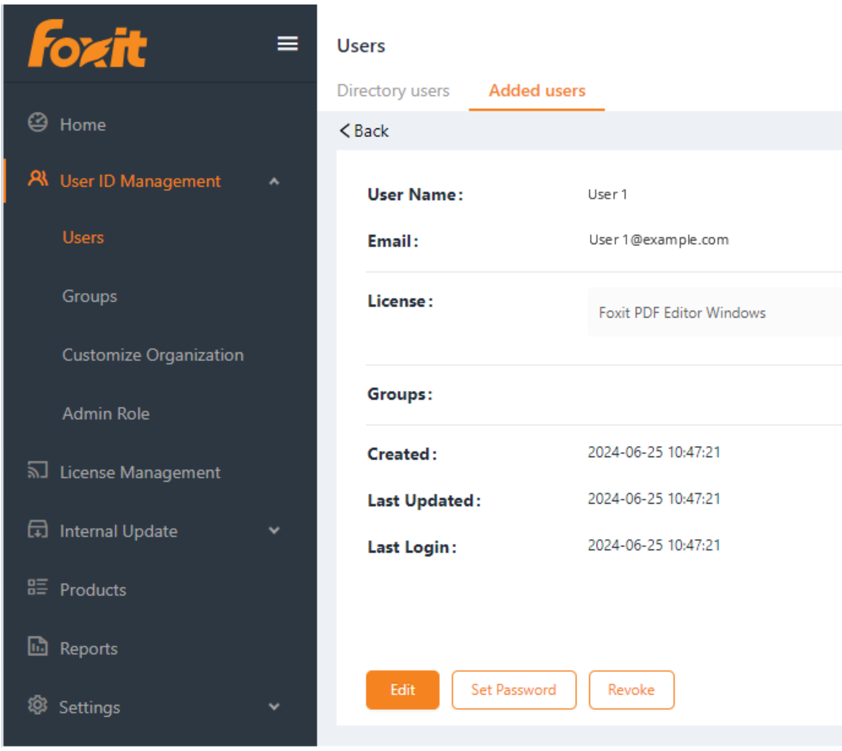
- Click **Edit** to assign licenses, or change/delete the user's existing license information. If the user belongs to a group, clicking the group name switches to the **Groups** page where you can remove the user from his group or move the user to another group.
- **Disable**: disables the user account to not allow the user to log in to access Foxit applications.
- **Enable**: enables the user account to allow the user to log in to access Foxit applications. And then you can assign a license to the user as necessary.

The Added users tab

For some users who are not in your account system and request access to Foxit applications, you can add them manually in the **Added users** tab. The total number of added users is displayed above the user list.



- To add users, click the **Add users** button above the user list to open the drop-down list. Then do any of the following:
  - Choose **Add users** to add one user, and assign a license to the user as needed.
  - Choose **Add users by CSV** to add multiple users by uploading a CSV file that contains the user accounts.
  - Choose **Bulk operation results** to show the results after adding users.
- To export users to a CSV file, select the users you need by checking the boxes next to the users and click the **Export Users** button above the user list. If no users are selected, clicking **Export Users** exports all users in the list.
- To remove users from the Admin Console and revoke their licenses, select the users and click the **Remove** button above the user list.
- To search for a user quickly, enter the user's name/email address in the Search box and press **Enter**. Or click the Down arrow in the Search box to drop down the Advanced Search box to filter the users whose last login time was within a specific period, and then click **Search**. (Clicking **Clear** removes the criteria you specified in the Search and Advanced Search boxes.) Filter users as needed by selecting a type of the account status (whether their licenses are available or revoked).
- Click the **Revoke** icon in the **Actions** column to remove the license from the user. Once the license is revoked, the user becomes unable to activate products by logging in with their accounts until they are assigned licenses again, and the **Revoke** icon in the **Actions** column changes to the **Access** icon. Click the **Access** icon to enable the user to log in to access Foxit applications. See also Disable/enable users.
- Click the **Details** icon in the **Actions** column to view the details of the user and then do any of the following:

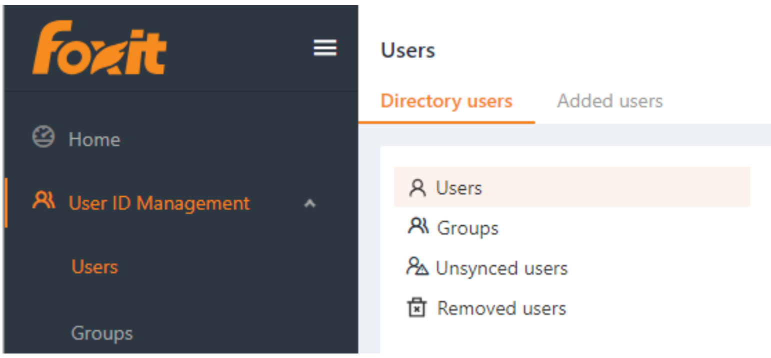


- Click **Edit** to assign licenses, or change/delete the user's existing license information. If the user belongs to a group, clicking the group name switches to the **Groups** page where you can remove the user from his group or move the user to another group.
- Click **Set Password** to change the password for the user account.
- Click **Revoke**/**Access** to disable/enable the user to log in to access Foxit applications. See also Disable/enable users.

User management with SAML

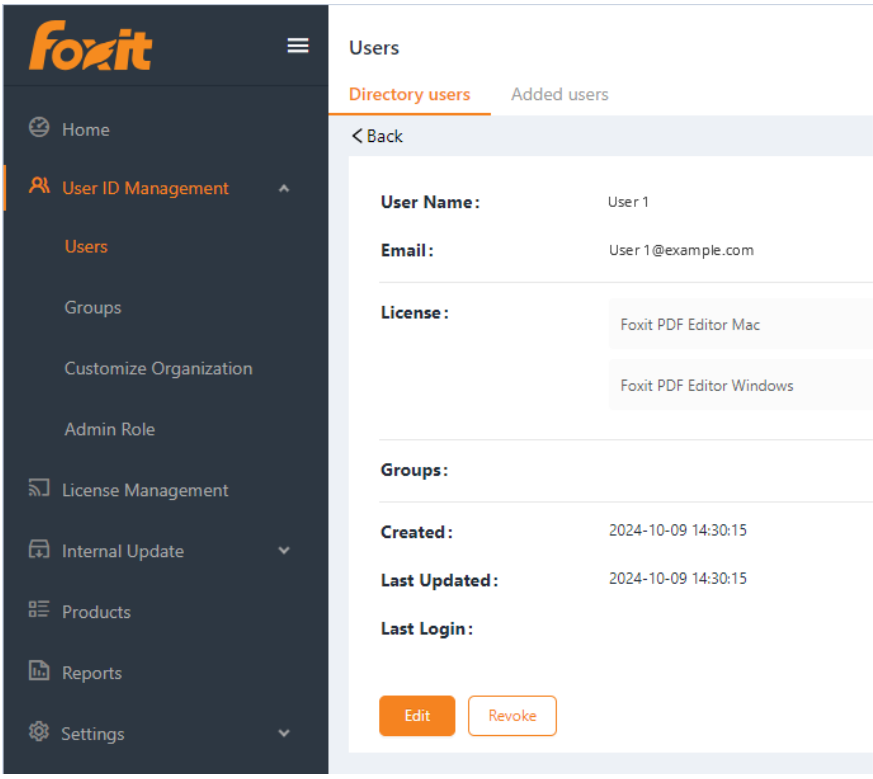
The Directory users tab

The **Directory users** tab lists all users in the SAML directories in your organization and shows the details including the user email and the activation status. You can perform the following tasks:

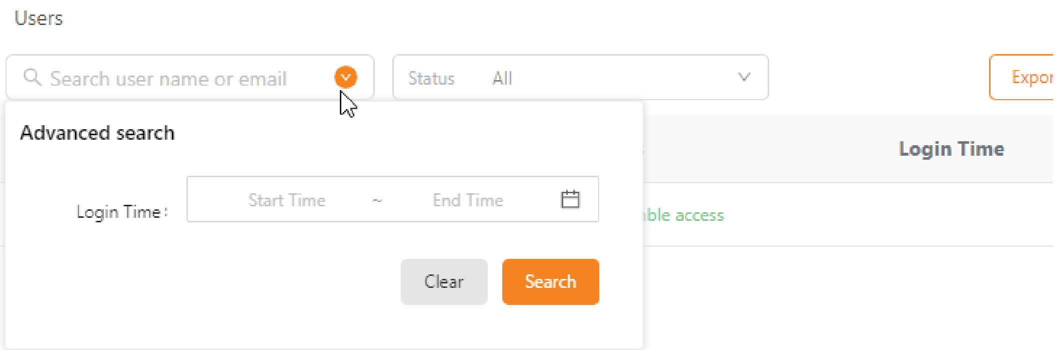


- If you click on a user's email address in the user list, the details page appears, allowing you to do the following:

- Click **Edit** to assign licenses, or change/delete the user's existing license information. If the user belongs to a group, clicking the group name switches to the **Groups** page where you can remove the user from his group or move the user to another group.
- Click **Revoke**/**Access** to disable/enable the user to log in to access Foxit applications. See also Disable/enable users.



- Search for a user by specifying the user's name/email address or the type of the account status (whether the license is available or revoked) above the user list in the Search box or the Advanced Search box. See also Search for added users.



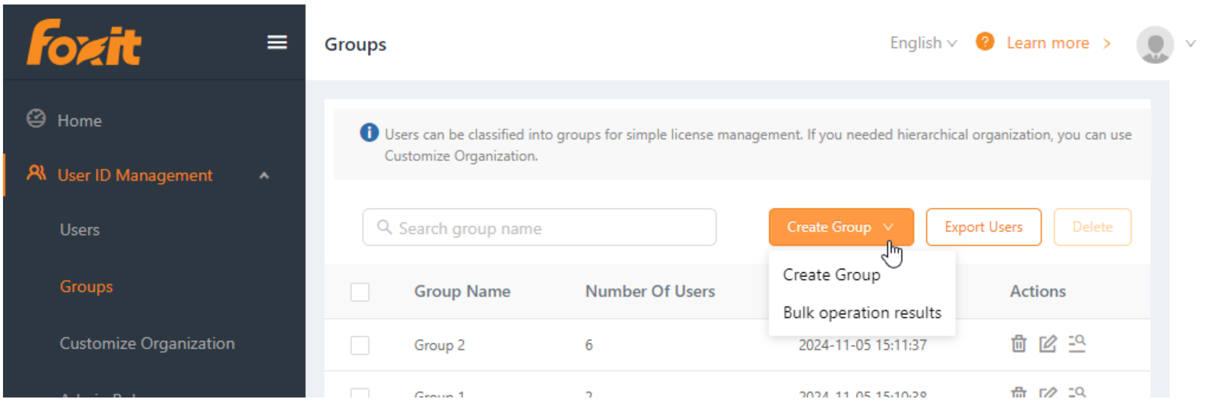
You can also export users to a CSV file using the **Export** button. If no users are selected, clicking **Export** exports all users in the list.

The Added users tab

See also [the **Added users** tab] in the **User management with LDAP** section.

Groups

You can manage multiple users in groups, such as departments and project teams, without having to specify and apply your configuration to each user individually. On the **Groups** page, you can create and manage groups.



To create a group, do the following:

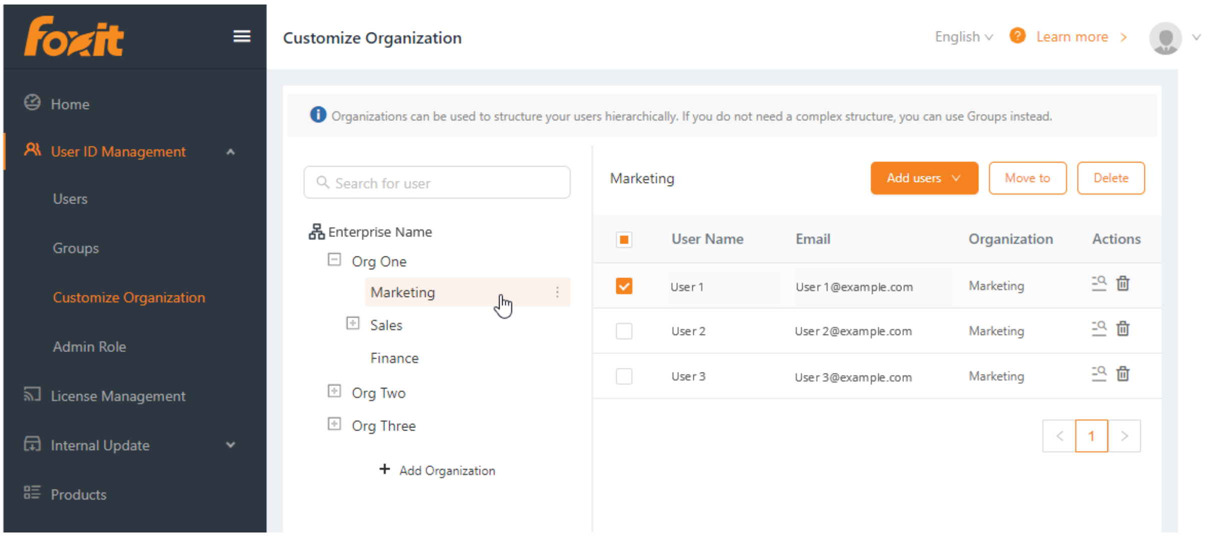
1. Click **Create Group**. Type the name and description for the group in the pop-up dialog box, and click **Next**.
2. In the pop-up dialog box, select the users/groups you want to add to the group.
3. Click **Save**. The group will be added to the groups list on the **Groups** page.
4. (Optional) Choose **Create Group** > **Bulk operation results** to show the results after adding users to a group.
5. (Optional) Click on the icons in the **Actions** column to perform the following tasks as needed:
    - To delete the group, click the **Delete** icon.
    - To view the user list in the group, click the **View users** icon in the corresponding group. In the pop-up dialog box, if you need to remove users in the group, select the users and click **Delete**.
    - To edit the group, click the **Edit** icon. You can edit the group's name/description, and add more users to the group.

Do any of the following to manage groups:

- To export groups of users to a CSV file, select the group(s) you need and click the **Export Users** button above the groups list. If no groups are selected, clicking **Export Users** exports all groups in the list.
- To remove groups, select the groups and click the **Delete** button above the groups list.
- To search for a group, enter the group's name, and then press **Enter**.

Customize Organization

All users in Foxit Admin Console, including LDAP/SAML users and added/invited users, can be added to an organizational unit (or "OU" for short). On the **Customize Organization** page, administrators can create and manage (child) organizations for different departments across the company as needed.



If you are the super admin (or a System Administrator/User&Group Administrator), click on the OU name on the left part of the **Customize Organization** page, and all users are listed on the right. The default name of the OU is the company name provided when you purchase Foxit Admin Console. You can edit the OU name the same way you edit organization names (described below). To create an organization under the OU as a child (i.e., sub-organizations), do the following:

1. Click the **Add Organization** button on the left part of the page, where all the organizations/sub-organizations are listed. Or move the cursor over the vertical three-dot icon next to the name of any organization, and choose **Add Organization**. (***Note****: Before adding organizations, make sure you have connected to your LDAP or SAML directories or added users on the* ***Users*** *page.*)
2. In the pop-up dialog box, enter the organization name and select an organization (if any) as a parent organization that the new organization will be listed below as a child organization. Click **OK** to continue.
3. Then the new organization will be listed in the organization list on the **Customize Organization** page.
4. Add users to the organization. Select the organization, click on the **Add users** button on the right part of the page, and do any of the following:
   - **Add users**: In the pop-up **Add users** dialog box, select the users/groups you want to add.
   - **Add users with CSV file**: In the pop-up **Import with CSV** dialog box, add users by CSV to the selected organization, or to any organization by specifying the organization names in the CSV file.
   - **Bulk operation results**: view the result after adding users.

5. When you're done, click **OK**. You can click the **Add users** button to add more users to the organization if needed.

After creating an organization, you can perform more actions:

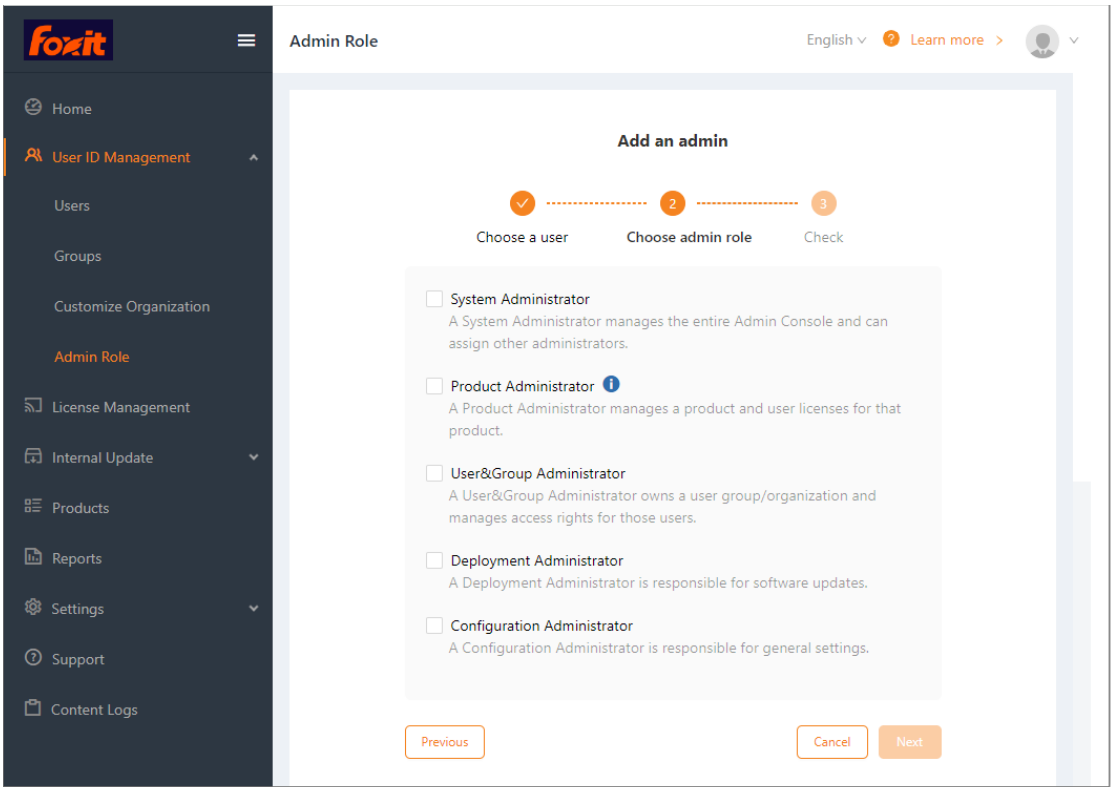
- To edit an organization name or delete an organization, move the cursor over the vertical three-dot icon next to the name of the organization, and choose **Edit organization** or **Delete**.
- To remove a user from an organization, select the organization, navigate to the user and click the **Delete** icon in the **Actions** column. To remove multiple users, select the users by checking the boxes in front of the user name and click the **Delete** button above the user list.
- To modify users' information like product licenses, navigate to the user, and click the **Detail** icon in the **Actions** column to open the details page. Then click the **Edit** button at the bottom of the page to make changes.
- To move users to other organizations, select the users and click the **Move to** button above the user list. In the pop-up dialog box, select the desired organization and click **OK**.
- To adjust the order of the organizations, drag the organization you want to move to the desired place. You can also put an organization under another organization (the parent organization). For example, to put Organization A under Organization B, drag Organization A onto Organization B and release the mouse button when the pointer is directly over Organization B.

If you are a Product administrator:

- On the left part of the **Customize Organization** page, you can see an assigned "OU", which only contains the organizations/users assigned by your super/system administrator. The names of the assigned "OU" and its sub-organizations displayed in your Admin Console are the same as those in the super/system admin's Admin Console.
- Any changes to the organization (including changing the organization name and adding/deleting organization members) made by the super/system admin will be synced into the organizations in the assigned "OU".
- You are allowed to invite users to the organizations in the assigned "OU". The users you invite will also be synced into the OU managed by the super/system admin. And you are allowed to delete a user you invited by clicking the **Delete** icon in the **Actions** column.

Admin Role Management

An enterprise can have one super admin and several other admins (including System Administrator, Product Administrator, Deployment Administrator, etc.) to perform management in Foxit Admin Console. The super admin sits at the top of all other admin roles, and can perform all tasks in the Admin Console.



On the **Admin Role** page, the super admin and the system admin can add admins (assign the admin role to other users), remove admins (revoke admin permissions), and search admins. The following table gives a brief introduction to different types of admins. For a detailed list of permissions and privileges for each type of admin, see also Admin Permissions Matrix.

Role	Description
Super Administrator	The super admin for the enterprise with the ability to activate Foxit Admin Console, and perform all administrative tasks in the Admin Console. Also, has permissions to transfer his administrative privileges to another user, and assign users different administrative roles.
System Administrator	Has all permissions that the super admin does except for the ones to activate Admin Console, dissolve a company, and transfer administrative privileges.
Product Administrator	Manages the products assigned by the super admin and performs all associated administrative tasks, including: • Assign/unassign licenses to/from users • Invite users to owned OUs • Remove users (invited by himself previously) from owned OUs • Set or change the product configuration (See also Product Configuration)
User&Group	Administers the user groups assigned by the super admin and

Administrator	performs all associated administrative tasks, including: • Add or delete users and user groups • Add or remove users to/from groups
Deployment Administrator	Configure the settings of Foxit product updates, which include: • Specify the products and the version types (Major Version, Minor Version, Maintenance Version, etc.) to be updated • Set the frequency of automatic checks for software updates • Specify the users who need to update the products and set the update time • Specify the products and the versions (the specific version number) to be rolled back
Configuration Administrator	Configure enterprise general settings, including: • Configure Directory Settings • Set the enterprise customization • Configure a mail server • Set Windows Authentication

Tip*: Admins' privileges vary from their types of admin roles, so some items or functions on Foxit Admin Console may be unavailable or invisible for some admins.*

Add an admin

1. On the **Admin Role** page, click **Add Admin**.
2. Enter the user's email address (or the user name) in the text box, and click **Next**.
3. Select one or more admin roles and click **Next**. (Or click **Previous** to return to the previous step.)
   If you choose Product Administrator, specify the products and users (select **All users** or an OU) that you want the product admin to manage, and select/unselect the **Allow product administrators to configure product** option, as needed. See also Product Configuration.
4. Click **Save** to confirm your action. Then the user will be added to the admin list on the **Admin Role** page.
5. (Optional) You can click the **Details** icon in the **Actions** column to open the Details dialog box on the right side, view the details of the admin user, and click **Edit** at the bottom to modify the details. Or click the **Edit** icon in the **Actions** column on the **Admin Role** page to modify the admin roles for the user.

Tip: After you add/edit an admin role for a user, the user will receive a notification email about the role assignment.

Remove an admin

To removing an admin, navigate to the administrator in the admin list on the **Admin Role** page and click on the **Delete** icon in the **Actions** column. Removing an admin only revokes the admin privileges from the user, without deleting the user from the Admin Console. And a notification email about the role revocation will be sent to the user.

Admin Permissions Matrix

Admins' privileges vary from their types of admin roles. The following table provides a detailed list of permissions and privileges for each type of admin.

Area	Permission	Super Admin	System Admin	Product Admin	User & Group Admin	Deploy-ment Admin	Config-uration Admin
Home	View the **Home** page	√	√	√[1]			
	View Product Report Summary	√	√	√[1]			
	View Enterprise Data	√	√				
	View Enterprise Info	√	√				
User Manage-ment	View all pages under **User ID Management**	√	√		√[3]		
	Add users to org (i.e., the organization)	√	√	√[1]	√[3]		
	Remove users from org	√	√		√[3]		
	View user details and user listing	√	√		√[3]		
	Edit user profiles	√	√		√[3]		
	Bulk add users to org	√	√		√[3]		
User Group Manage-ment	Create user groups	√	√		√[3]		
	Remove user groups	√	√		√[3]		
	Add users to user groups	√	√		√[3]		
	Remove users from user groups	√	√		√[3]		
	View members of user groups	√	√		√[3]		
	View the list of user groups	√	√		√[3]		
	Create OUs	√	√		√[3]		

Area	Permission	Super Admin	System Admin	Product Admin	User & Group Admin	Deploy-ment Admin	Config-uration Admin
Organi-zation Manage-ment	Remove OUs	√	√		√[3]		
	Add users to OUs	√	√	√[2]	√[3]		
	Bulk add users to OUs	√	√	√[2]	√[3]		
	Remove users from OUs	√	√	√[2]	√[3]		
	View members of OUs	√	√	√	√[3]		
Adminis-trator Manage-ment	Grant System Admin to a user	√	√				
	Revoke System Admin from a user	√	√				
	Grant Product Admin to a user	√	√				
	Revoke Product Admin from a user	√	√				
	Grant Deployment Admin to a user	√	√				
	Revoke Deployment Admin from a user	√	√				
	Grant User & Group Admin to a user	√	√				
	Revoke User & Group Admin from a user	√	√				
	Grant Configuration Admin to a user	√	√				
	Revoke Configuration Admin from a user	√	√				
	Edit roles of admins	√	√				
License Manage-ment	View the **License Manage-ment** page	√	√	√[1]			
	Provision a product license to a user	√	√	√[1]			
	Deprovision a product license from a user	√	√	√[1]			
	Restore activation	√	√	√[1]			
	Assign licenses with a CSV file	√	√	√[1]			
	Remove licenses with a CSV file	√	√	√[1]			
	Export users	√	√	√[1]			
	View the **Update Manage-ment** page	√	√			√	

Area	Permission	Super Admin	System Admin	Product Admin	User & Group Admin	Deploy-ment Admin	Config-uration Admin
Update Manage-ment	Choose packages to down-load	√	√			√	
	Set automatic update check interval	√	√			√	
	Automatically allow end users to download available pack-ages (downloaded from the Foxit server)	√	√			√	
	Set scheduled update	√	√			√	
	Configure rollback settings	√	√			√	
	Set up a proxy server	√	√			√	
Product Manage-ment	View the **Products** page	√	√				
	Refresh product license info	√					
	View available products	√	√				
Reports Manage-ment	View the **Reports** page	√	√	√[1]			
	Export user activation data	√	√	√[1]			
	Export statistics data	√	√	√[1]			
Mail Servers Setting	Set mail servers	√	√				√
Win-dows Authen-tication	Configure Windows Authenti-cation	√	√				√
Direc-tory Set-tings	View all pages under **Settings**	√	√	√			√
	Domain Settings	√	√				
	SSO Settings	√	√				
	Sync Settings	√	√				
Authen-tication Settings	Password Settings	√	√				√
	Two-step Verification Settings	√	√				

Area	Permission	Super Admin	System Admin	Product Admin	User & Group Admin	Deploy-ment Admin	Config-uration Admin
	Foxit Account login settings	√	√				
Enter-prise Custom-ization	View and customize the Ad-min Console logo	√	√				√
	View and customize email templates	√	√				√
Product Configu-ration	View the **Product Configura-tion** page	√	√	√[1]			
	General configuration	√	√	√[1]			
	Feature Settings	√	√	√[1]			
Console Settings	Log auto-cleanup Settings	√	√				√
Support	View the Support page	√	√	√	√	√	√
Content logs	View the Content Logs page	√	√	√[1]	√[3]		
	Search logs	√	√	√[1]	√[3]		
	Export logs	√	√	√[1]	√[3]		
My Pro-file	View My Profile	√	√	√	√	√	√
	Transfer admin privileges	√					

[1] only for the products or OUs owned by the Product admin

[2] only for the users added by the Product admin previously

[3] only for the users managed by the administrator

License Management

Based on the license plans for each product you purchased, you can perform license management across your organization.

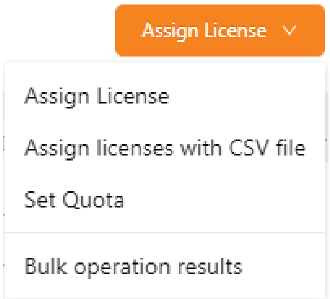
Overview

On the **License Management** page, you can view the statistics about active users and license usage for all products, assign/change/unassign licenses, and view the details of assigned users.

Foxit Admin Console supports **Account Mode** to manage licenses for Foxit PDF Editor. **Account Mode** is a licensing mode that enables each end user to activate Foxit PDF Editor once they log in to their accounts, and allows administrators to apply precise and flexible control such as who are allowed to activate the application and what edition of the application they can activate.

Notes: *Only the clients whose IP addresses and MAC addresses are in the specified ranges are allowed to activate Foxit PDF Editor. See also Product Configuration.*

Assign licenses to users



1. Click the **Assign License** button on the **License Management** page. Choose **Assign License** to select users and assign licenses to the selected users.
2. In the pop-up dialog box, select the users/groups/organizations you want to assign licenses to.
3. Select the license you want to assign to the selected users. When assigning licenses, select a product and click the icon or next to the product name to expand or collapse more options that allow you to do settings like the license's expiration time and the maximum number of devices that are allowed to log in for product activation.
4. Click **OK**.

You can also assign licenses to multiple users with a CSV file by doing the following:

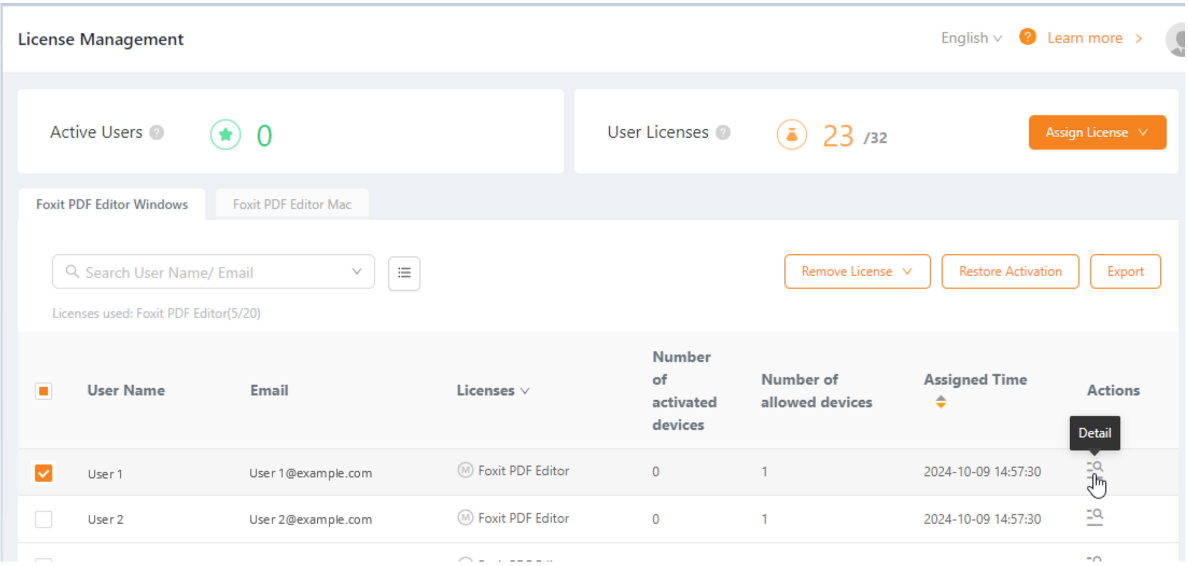
1. Click the **Assign License** button on the **License Management** page. Choose **Assign licenses with CSV file** to assign licenses to the users listed in a CSV file.
2. In the pop-up dialog box, you can use a CSV file to assign the same type of licenses to multiple users or assign different licenses to different users.
   - To assign the same type of licenses to multiple users, please click the **CSV with users** tab. Drag a CSV file to the box or click **Browse** to select a CSV file. The CSV file includes the users you want to assign the licenses to. Then select the type of licenses you want to assign. (***Tip***: *How to create the CSV file, click* ***Download sample CSV*** *for reference.*)
   - To assign different licenses to different users, please click the **CSV with users and products** tab. Drag a CSV file to the box or click **Browse** to select a CSV file. The CSV file includes the users you want to assign licenses to and the corresponding licenses for each user.
3. Click **OK**.

4. (Optional) Click the **Assign License** button and choose **Bulk operation results** to view the results after assigning licenses.

All the assigned users are listed under different tabs by products on the **License Management** page. Select a product tab to view the details of the assigned users, and do any of the following:

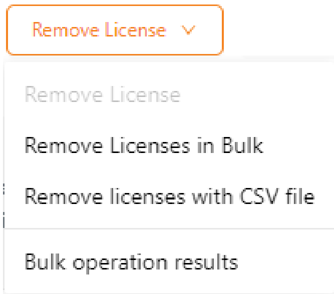
- Click the **Columns** button above the user list to specify what details to be displayed in the list of assigned users, including users' email addresses, licenses, assigned time, MAC addresses, and more.
- Click the up-down triangle icon next to "Last Connection Time" or "Assigned Time" (the column names) to sort the users in the list by User Name or Assigned Time. The icon with a yellow triangle (or) next to a column name indicates the list is currently sorted by [*Column Name*].
- You can specify criteria to search for specific users. Under the **Search** box shows the current product's license usage information such as the number of licenses used (assigned) out of the total available ones. To export users to a CSV file, select the users you need and click the **Export** button above the user list.

Change product licenses for users



1. Navigate to the user in the user list. Click the **Detail** icon in the **Action** column to open the details page about the user.
2. Click **Edit**, select a desired product license, and then click **Save**.

Remove licenses from users



To remove licenses from users, do any of the following:

- Select the users from the user list, click the **Remove License** button above the user list and choose **Remove License**.
- Click the **Remove License** button and choose **Remove Licenses in Bulk** to select multiple users/groups/organizations from the user list in your admin console and unassign their licenses.
- Click the **Remove License** button and choose **Remove licenses with CSV file** to unassign licenses from multiple users with a CSV file. Then you can click the **Remove License** button and choose **Bulk operation results** to show the results after removing licenses.

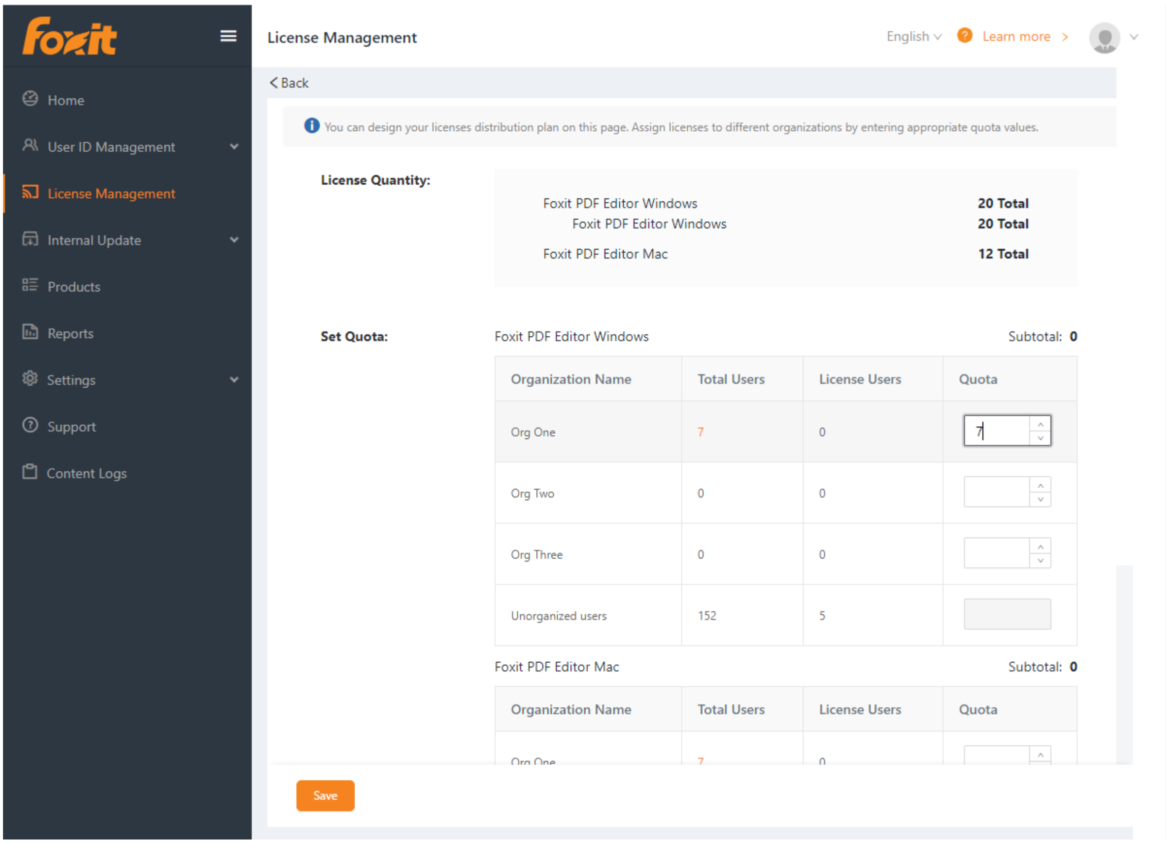
When a license is unassigned from a user, the user will no longer be able to activate Foxit applications by logging in with their accounts.

Restore activation

For a license that allows a user to activate Foxit products only in one device, if the user has activated Foxit products successfully in Device 1 and needs to activate the products in Device 2 for some reason (maybe Device 1 is broken), you can restore the activation to enable the user to sign in to activate the product again. To do this, select the user and click the **Restore Activation** button above the user list.

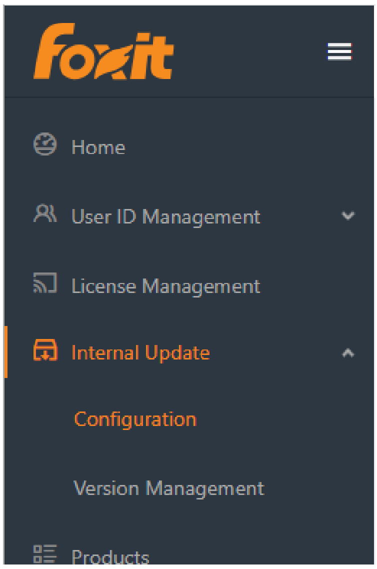
Set license quotas per OU

The super/system admin can set the available number of licenses per OU to limit how many licenses Product administrators can assign to their OUs. ***Note****: You can only set license quotas for the first level OUs nested under the root (The root is the node under which all OUs are nested, which is at the top of the OU hierarchy on the* ***Customize Organization*** *page).*



1. Click the **Assign License** button on the **License Management** page and choose **Set Quota**.
2. You can view the summary of licenses for all products in the License Quantity item. In the Set Quota item, type values in the Quota boxes to set license quotas for different products and OUs as needed. If no value is set, the product administrator can assign licenses to the OU without limit, but should not exceed the total available number of licenses.
3. Click **Save**.

Internal Update Configuration



In an on-premise enterprise environment, the internal update server sends requests to the Foxit web server to get the latest versions of Foxit products, and the clients in the enterprise only get updates from the internal update server. The **Internal Update** item in Foxit Admin Console allows you to configure how to get the latest installation packages from the Foxit web server and how to deploy the package updates to the end users in your enterprise.

Configuration

On the **Configuration** page, you can specify the packages to be downloaded from the Foxit web server and the update configuration in your enterprise. After finishing the settings, click **Save** at the bottom of the page. If you want to erase all the specified settings, click **Reset**.

- **Packages to download**: Select the packages to be downloaded automatically from Foxit server. Downloaded packages can be viewed and managed in Version Management.
- **Automatic update check interval**: Specify how often the internal update server automatically checks for new product packages from the Foxit web server.
- **Automatically approve downloaded packages**: Turn on the switch to enable **Approved automatically** option to allow all end users in your enterprise to download all available packages that have been downloaded from Foxit server. This setting only applies to the packages that are downloaded from Foxit server after you specify the setting. By default, this option is disabled and you need to manually approve downloads for all packages.
- **Scheduled update settings**: Select the **Set a scheduled time to update specific users or groups** option to set different times for different users to install

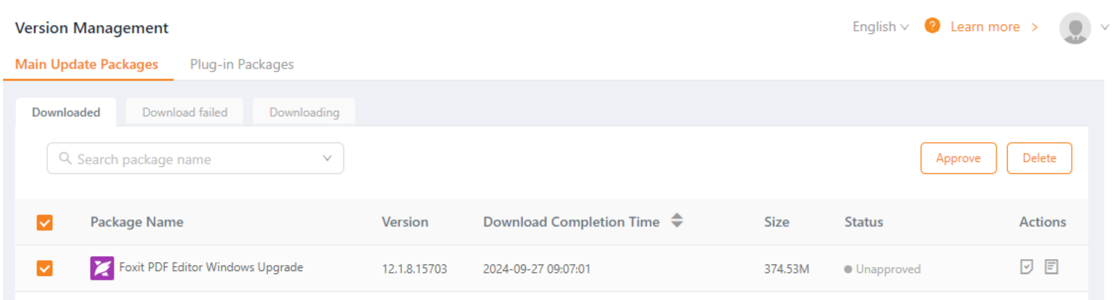
updates, which can help to relieve some of the pressure on server and bandwidth.

- Click **Add** and select **Add user**, **Add IP Address**, or **Add MAC address** to add emails or user names, IP, or Mac addresses you want to set a scheduled time for. All the users you added will be included in the list below. (If you choose **Add MAC address**, you can click **Add multiple MAC addresses** in the pop-up dialog box to add multiple MAC addresses at once by importing a CSV file with a list of MAC addresses you want to add.)
- Click **Edit time** to select the scheduled time for selected users.
- To delete the scheduled update settings for users, select the users from the list and click **Delete**.

- **Rollback settings**: Sometimes you might find issues in an update or the end users are having problems with it. In these cases, administrators can configure rollback settings to force clients to temporarily roll back one or more versions to an earlier version. For example, check the **Roll back Foxit PDF Editor versions** option, and select the rolled back versions and the available versions to roll back to. ***Note****: Only main packages support rollback. Rolling back to an earlier version installs the version and the default components, but the data in the registry and the GPO template will be retained.*
- **Network proxy configuration**: Set up a proxy server to connect to Foxit server as needed.

Version Management

The **Version Management** page in Admin Console lists all main update packages and plug-in packages that have been downloaded, are being downloaded, and were not downloaded successfully from Foxit server. You can filter/delete packages, and restrict which packages are available to end users by approving distribution.



- To view the details of a package, click the **Details** icon in the **Action** column. The details panel appears in the right of the Admin Console window. Click the button in the upper right corner of the panel to close the panel.
- To filter packages, specify the package's name/version/size, or select the approval status or Download Completion Time in the Search box or the Advanced Search box as needed. To open the Advanced Search box, click the Down arrow in the Search box.
- To delete packages, select the package(s) and click the **Delete** button above the

packages list.

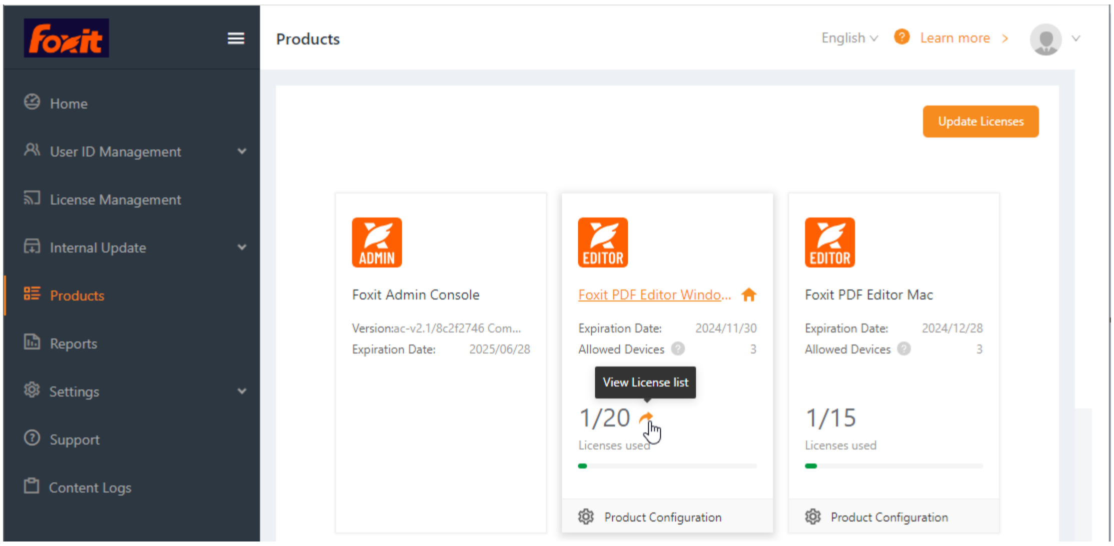
- To give users access to packages or if the approval status is unapproved currently, select the package(s) and click the **Approve** icon in the **Action** column (or click the **Approve** button above the packages list). In the pop-up dialog box, do any the following:
    - o Select **Approve package for all clients to update** to allow all clients in the organization to download the package, and click **Approve**.
    - o To allow some specific clients to download the package, select **Approve package for specific clients to update** to add specific clients by selecting user emails or user names, IP address ranges, or MAC addresses (You can also add multiple MAC addresses at once by importing a CSV file with a list of MAC addresses you want to add.). Then click **Approve**.
    - o (Optional) For a package with significant changes or security updates, you can select the **Force clients to install update package** option for a mandatory update. Then the package status shows **Pushed** and all the selected clients have to download and install the package.
- To not allow users to download a package, select the package and click the **Cancel** icon in the **Actions** column. Or select the package(s) and click the **Unapprove** button above the packages list to disable downloading. After a package is approved/unapproved, **Approved** or **Unapproved** is shown respectively in the **Status** column.
- (Optional) For a package whose approval status is **Approved** or **Pushed**, you can click the **Edit** icon in the **Action** column to modify the approval settings.

Both main packages and plug-in packages are categorized into three tabs: **Downloaded**, **Download failed**, and **Downloading**. Here take main packages for example:

- In the **Downloaded** tab, you can view each package's name, version number, Download completion time, size, approval status, and the actions you can perform. Depending on the package's approval status, the available actions vary in the **Action** column.
- The **Download failed** tab lists the packages that were not downloaded successfully, and the time and reason for the failure. To delete a package, select it and click the **Delete** button (which appears above the package list when you select the package); to start the download again, select the package and click the **Retry** button.
- The **Downloading** tab displays the list of packages that are being downloaded at present. You can view the details of each package including the package name, version number, and Start Time (when the download began).

Products

The **Products** page lists all the products and licenses your company has purchased. If your company has purchased more licenses or products, you can update the products and their license information displayed in this page by doing the following:



1. Click **Update Licenses** at the top of the **Products** page.
2. In the pop-up dialog box, choose **Online updating** or **Offline updating**.

- For **Online updating**, an internet connection is required. Click **Connect** to sign in with your account to update licenses.
- If you don't have internet access, click **Browse** to select key files for the products. (If you haven't got a key file yet, click **Get One**. Then you will obtain the server ID of the Admin Console in the pop-up dialog box. You need to send the server ID to Foxit by email and Foxit's team will send the key file to you later.)

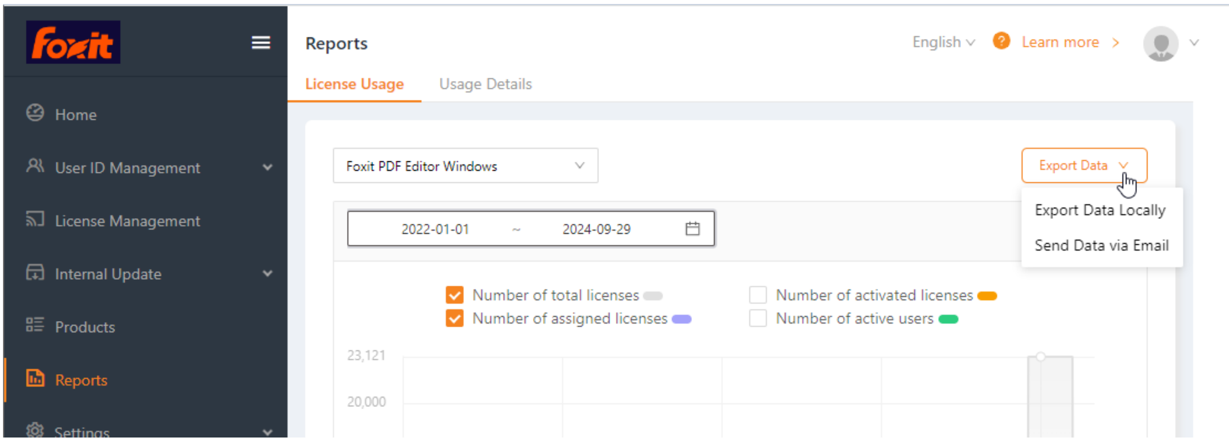
On the **Products** page, you can view the detailed information for the admin console and each product, including the expiration time, the software version number, and the number of licenses used (assigned) out of the total available ones. You can do any of the following on the **Products** page:

- If you move your cursor over a product, the orange arrow icon appears. Clicking on the icon opens the **License Management** page to view and manage licenses.
- You can also click **Product Configuration** or click the cog icon under each product to configure the product on the **Product Configuration** page. For details, see also License Management and Product Configuration.

Reports

The **Reports** page shows the summarized and detailed statistics about the license usage, including the number of total/assigned/activated licenses and active users, the license usage in each OU/group, and the license quotas for OUs. Administrators can specify what statistics to be displayed or export desired data as needed.

Click the **Licenses Usage** tab on the **Reports** page, and you can view charts that present data on license usage across various dimensions.

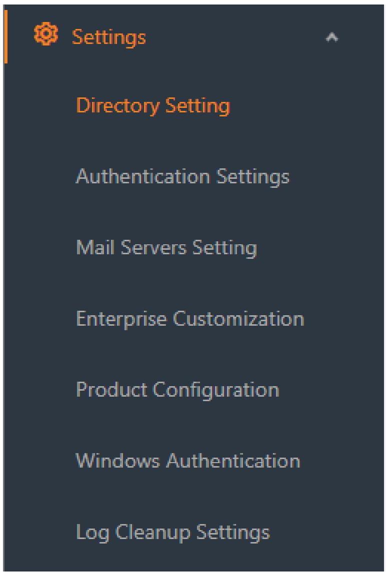


- To display specific statistics you need in the charts, do any of the following:
  - ✧ Select a product to display the statistics related to the product.
  - ✧ Select the time period for which you want to view statistics.
  - ✧ Select which summarized statistics to display for a product: the number of total licenses, assigned licenses, activated licenses, active users, and more.
- To export data you specified to an Excel file, do any of the following:
  - ✧ To export data to an Excel file, click the **Export Data** button above the chart, and choose **Export Data Locally**. Then save the file.
  - ✧ To export and send data (in an Excel file) to your account by email, click the **Export Data** button, and choose **Send Data via Email**.

In the **Usage Details** tab on the **Reports** page, you can view and export the detailed usage data for different products, including user names, email addresses, license information, MAC and IP addresses, and more.

***Note**: When you export detailed user data, all instances of users that meet the specified criteria will be exported, including the users that have been removed from the Admin Console.*

Settings



Directory settings

Single Sign-On (SSO) is a session and user authentication service that permits a user to use one set of login credentials (e.g., the user ID and password provided for authentication in a company) to access multiple applications. Currently, Foxit Admin Console supports two popular SSO methods: LDAP and SAML. After you set up LDAP or SAML in Foxit Admin Console for performing Single Sign-On, all users in your company can directly sign in with their authenticated accounts to access Foxit applications.

To connect Admin Console to an LDAP or a SAML directory, you (the super admin or a System Administrator) need to configure the user directory first on the **Directory Setting** page under **Settings**. (***Tip***: *Admins' privileges vary from their types of admin roles, so some items or functions on Foxit Admin Console may be unavailable or invisible for some admins. More information on admin roles, see also* *Admin Role Management*.)

Manage users with LDAP

LDAP, Lightweight Directory Access Protocol, is an Internet protocol that email and other programs use to look up information such as users, from an LDAP server. An LDAP directory stores a collection of data about users and groups.

For companies that use LDAP to store employee information, follow the steps below to connect Foxit Admin Console to an LDAP directory for authentication, user and group management.

1. Click **Add directory** on the **Directory setting** page.
2. Enter the values for the LDAP user directory settings.

Server Settings:

Setting	Description
Ldap Name	Enter a name to help you identify the LDAP directory server, such as “Company Staff Directory” or “Company Corporate LDAP”.
Directory Type	Select the type of LDAP directory that you will connect to.
Hostname	Enter the host name of the server running LDAP, such as “ldap.example.com”.
Port	The port your LDAP directory server is listening on, such as “389”.
Use SSL	If the connection to the directory server is an SSL (Secure Sockets Layer) connection, select this option. And you will need to configure an SSL certificate to use this setting.
User Name	Enter the name of the user that will log in to LDAP. Here are some examples: • cn=user, dc=domain, dc=name • user@domain name
Password	Enter the password of the user.

LDAP Schema:

Setting	Description
Base DN	The Root node in an LDAP directory server when searching for users and groups from the server, such as “cn=users, dc=example, dc=com”.

User Schema Settings:

Setting	Description
User Object Filter	The filter to use when searching user objects. Examples: • (objectclass=inetorgperson)
User Name Attribute Field	The attribute field to use when loading the username. Examples: • cn • sAMAccountName
User DN Attribute Field	The attribute field to use when loading

	the user’s distinguished name. Examples: • entryDN • distinguishedName
User First Name Attribute Field	The attribute field to use when loading the user's first name, such as “givenName”.
User Last Name Attribute Field	The attribute field to use when loading the user's last name, such as “sn”.
User Display Name Attribute Field	The attribute field to use when loading the user's full name, such as “display-Name”.
User Email Attribute Field	The attribute field to use when loading the user's email address, such as “mail”.

Group Schema Settings:

Setting	Description
Group Object Filter	The filter to use when searching for group objects, such as “(&(ob-jectClass=group)(cn=*))”.
Group DN Attribute Field	The attribute field to use when loading the group’s distinguished name. Exam-ples: • entryDN • distinguishedName
Group Name Attributes	The attribute field to use when loading the group's name, such as “cn”.
Group Description Attribute Field	The attribute field to use when loading the group's description, such as “descrip-tion”.

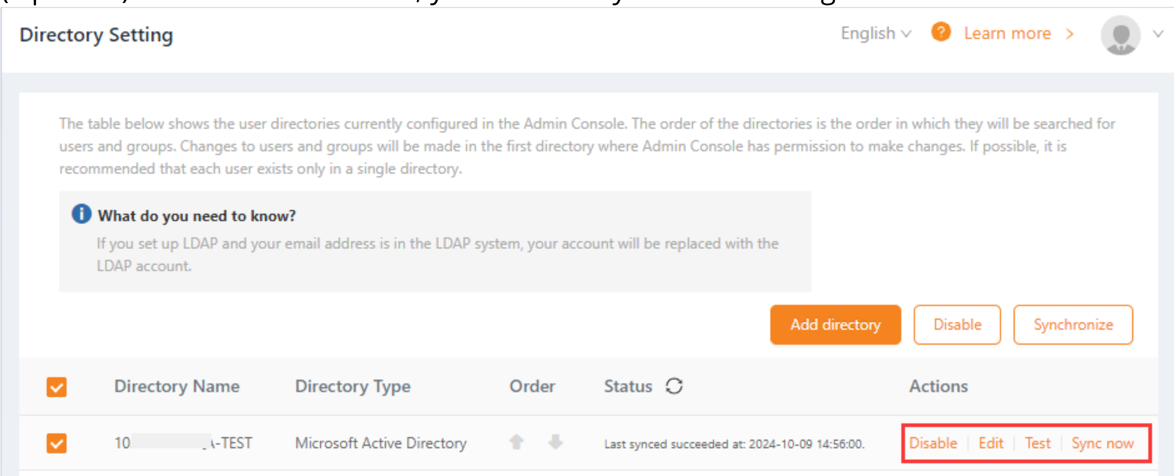
Membership Schema Settings: (Microsoft Active Directory Only)

Setting	Description
Group Members Attribute	The attribute field to use when loading the group’s members, such as “mem-ber”.
User Membership Attribute	The attribute field to use when loading the user's groups, such as “memberOf”.
Group Membership Attribute	The attribute field to use when loading the group's parent groups, such as “o”.

3. After configuration, click **Save** to apply the LDAP directory settings. (Or click **Reset**

to clear all the data you input in the settings above.)

4. You can see the configured LDAP directory has been successfully added to the directories list. You can add more directories as needed after clicking the **Add directory** button above the directories list.
5. (Optional) In the **Action** column, you can do any of the following:



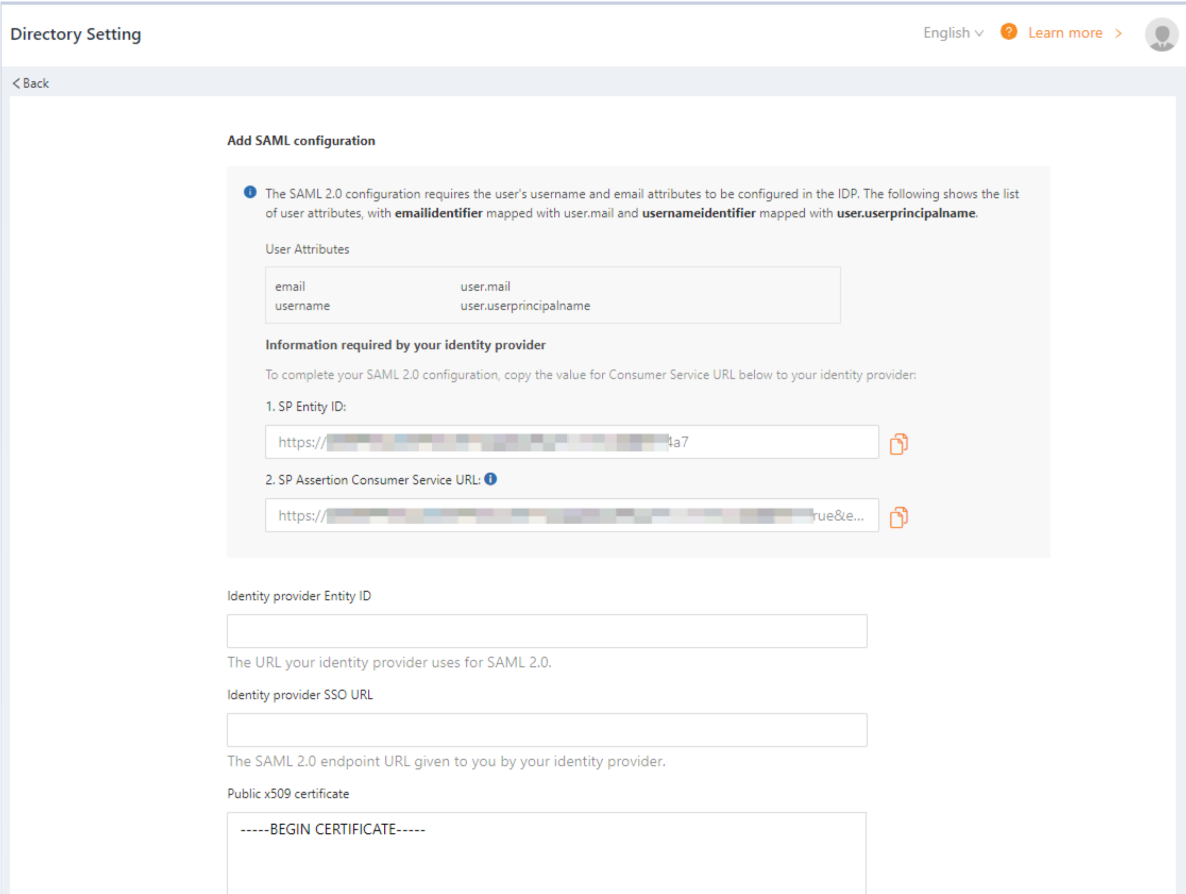
   - Disable or enable an LDAP directory by clicking **Disable** or **Enable**. After an LDAP directory is disabled, a "(inactive)" suffix will be added to the directory name and you can click **Remove** to delete the directory as needed. ***Tip***: *To disable or enable one or more LDAP directories, you can select them and click the* ***Disable*** *or* ***Enable*** *button above the directories list.*
   - Modify the LDAP directory information after clicking **Edit**.
   - Click **Test** to test the connection to the selected LDAP directory by logging in. In the pop-up dialog box, enter the email address (or user name) and password of a user in the LDAP directory and click **Test Settings**. And then you will be prompted the login is successful, which means the LDAP connection is successful.
   - Click **Sync now** to synchronize the LDAP directory immediately. The **Status** column shows the last synchronization of the directories. ***Tip***: *You can also specify how often LDAP directories are synchronized. To do this, select one or more directories, click the* ***Synchronize*** *button above the directories list, and then a list box appears next to the button. From the list, select* ***Now*** *or set a specific time every hour/day/week/month/year, and click* ***OK***. *If needed, remove the synchronization setting by clicking* ***Cancel auto-sync***.
6. (Optional) If you have added multiple directories, you need to define the directory order by clicking the yellow up and down arrows next to each directory. If the same user exists in multiple directories, the user can only use the credentials (password) of the first occurrence in the directories when logging in.

Manage users with SAML

SAML, Security Assertion Markup Language, is an open standard for exchanging authentication and authorization data between parties, in particular, an identity provider and a service provider. SAML single sign-on allows your users to log in using your organization's identity provider to access all your Foxit applications.

This section describes how to set up SAML single sign-on in Foxit Admin Console.

1. The SAML configuration requires the user's username and email attributes to be configured in your identity provider. Follow the on-screen instructions to add the user attributes to your identity provider.
2. Click **Add SAML configuration**.

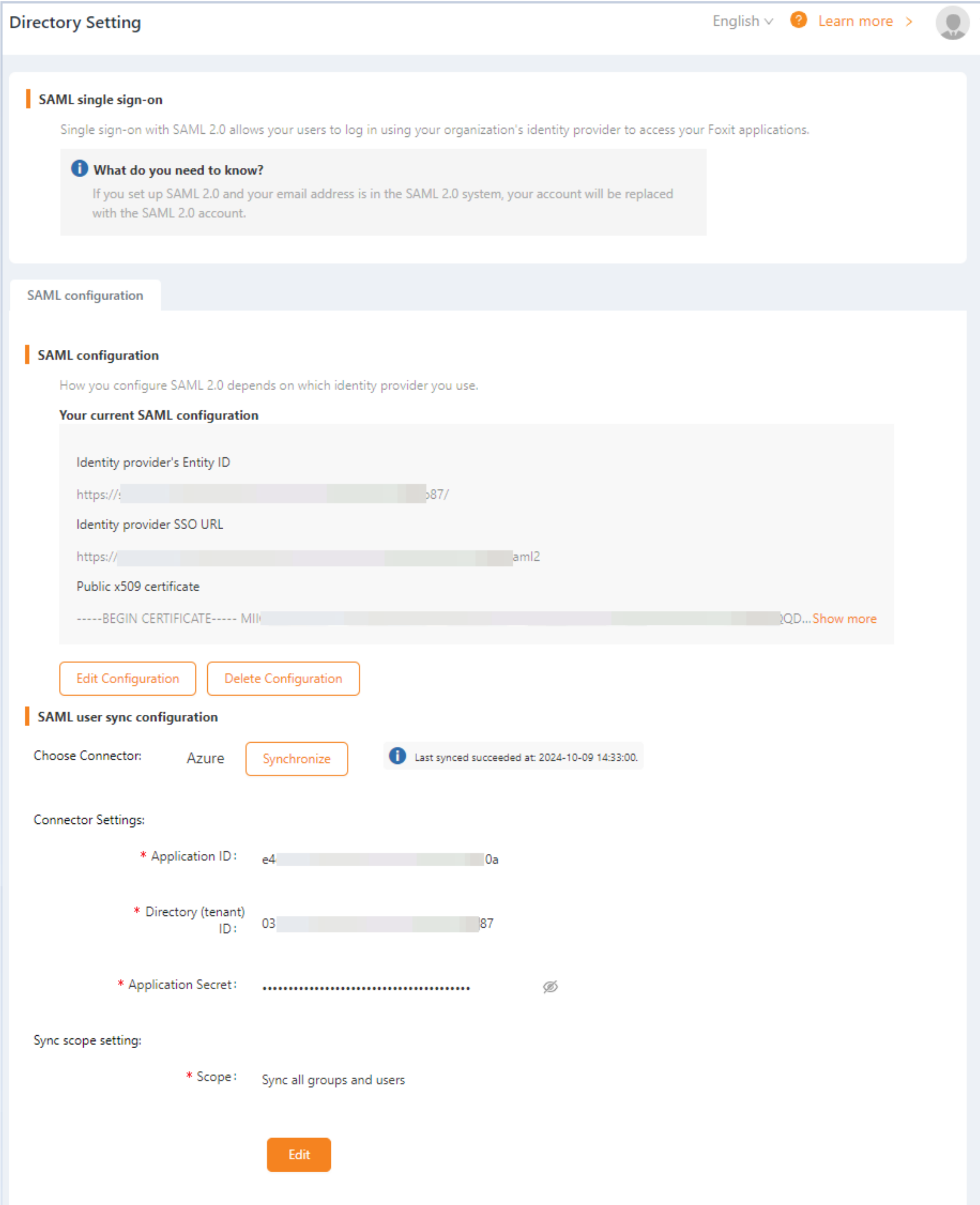


3. Copy the values (about Service Provider's Entity ID and Assertion Consumer Service URL) displayed on the page and paste them to your identity provider.
4. Copy your identity provider details to the following fields, and then click **Save configuration**.

Field	Description
Identity provider Entity ID	The URL for your identity provider where Foxit applications will accept authentication requests.
Identity provider SSO URL	The URL your users will be redirected to when logging in.

Public x509 certificate	The value for this field begins with '-----BEGIN CERTIFICATE-----'. The certificate contains the public key Foxit applications use to verify that your identity provider has issued all received SAML authentication requests.

5. If you need to edit the SAML configuration, click **Edit Configuration** to edit the configuration settings, or if your company doesn't want to configure SAML for single sign-on, click **Delete Configuration** to remove the SAML configuration.



6. Do the following steps for SAML user Sync Configuration.
   1) Select a connector and then follow the on-screen instructions to enter details for the connector settings.
   2) After completing the settings, click **Authorize**.
   3) Click Sync Users next to the connector to synchronize user data.

***Tip**: For more details on setting up SAML SSO between Foxit Admin Console and popular identity providers such as Azure AD, Okta, and Google Workspace, please refer to the following articles in Foxit's online support center.*

- Azure Active Directory
  Azure Active Directory SSO/SAML Configuration
  Azure Active Directory User Sync Configuration
- Google Workspace
  Google Workspace SSO/SAML Configuration
  Google Workspace User Sync Configuration
- Okta
  Okta SSO/SAML Configuration
  Okta User Sync Configuration
- OneLogin
  OneLogin SSO/SAML Configuration
- Ping Identity (PingOne)
  Ping Identity (PingOne) SSO/SAML Configuration
  Ping Identity (PingOne) User Sync Configuration
- Workforce Identity
  Workforce Identity (formerly Idaptive) SSO/SAML Configuration
  Workforce Identity (formerly Idaptive) User Sync Configuration

Authentication Settings

On the **Authentication Settings** page under **Settings**, administrators (Super Admin, System Admin, and Configuration Admin) can select or change a level for the password authentication policy to apply to all users across your organization.

Mail Servers

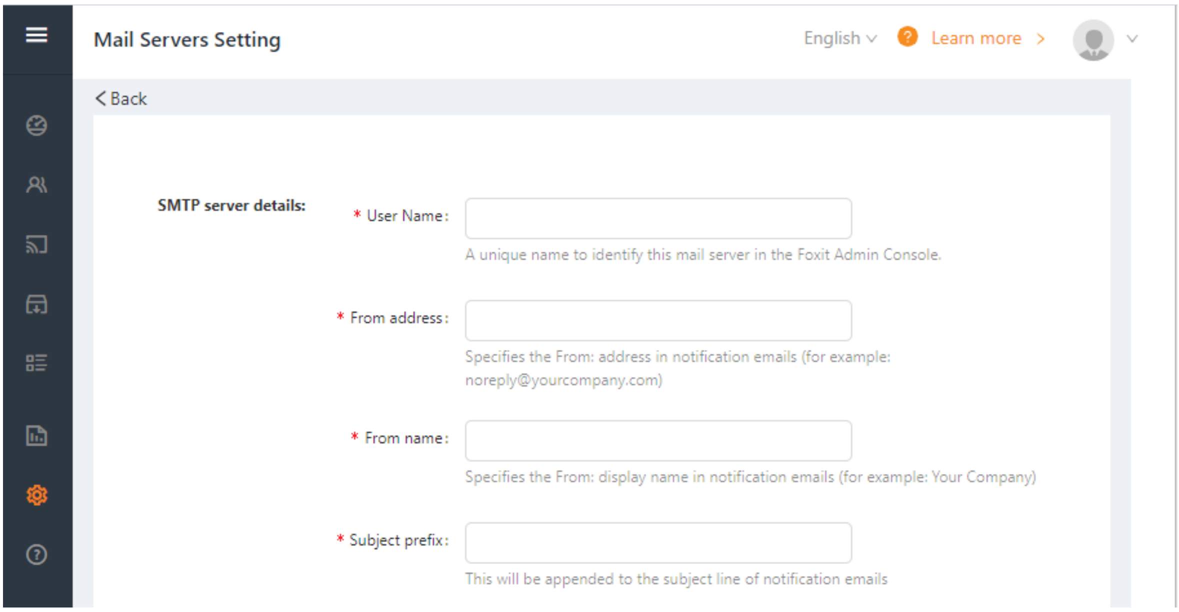
Enterprise administrators can configure an SMTP mail server used by Foxit Admin Console to send end users email messages such as update notifications and reports. Generally, in an on-premise environment where the enterprise itself is responsible for any notifications, it is a must to configure an SMTP mail server. On the **Mail Servers** page under **Settings**, you can configure a mail server and then test the configured mail server.

Configure a mail server

To configure a mail server, navigate to the **Mail Servers** page under **Settings**, click

Configure and fill in the following fields as required and click **Save** after you complete editing. After a mail server is added, you can click the **Edit** icon on the **Mail Servers** page to modify the server information, or click the **Delete** icon to remove the mail server.

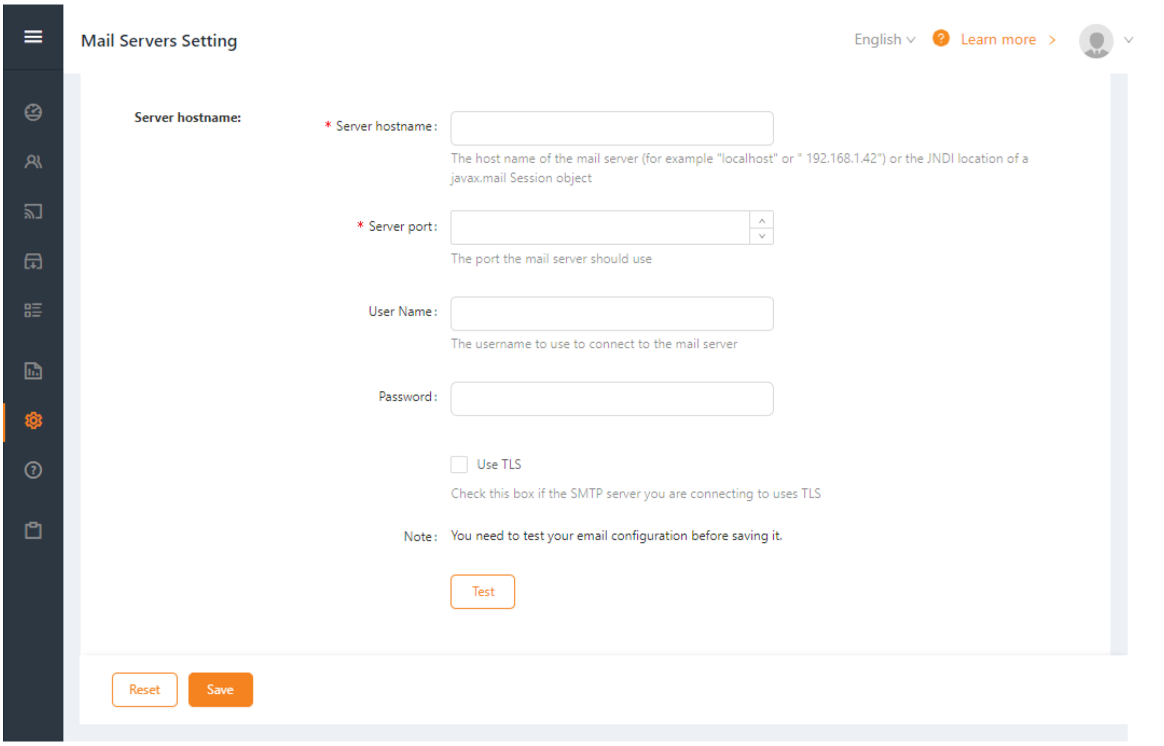
SMTP server details



- User Name – Enter a name to identify the mail server in Foxit Admin Console.
- From address – Enter the email address that will be used by Foxit Admin Console to send notification emails.
- From name – Enter the name that will be displayed in notification emails.
- Subject prefix – Enter the text that you want to appear at the beginning of the subject line of notification emails.

***Tip**: You can customize more information for email templates. See also Enterprise Brand Customization.*

Server hostname



- Server hostname - Enter the host name of the mail server or the JNDI location of a javax.mail Session object.
- Server port – Enter the port the mail server should use.
- User Name – Enter the username that will be used to connect to the mail server, and then specify the password below.
- Use TLS - Select this option if the SMTP server uses the Transport Layer Security (TLS) protocol.

Test a mail server

To ensure the mail server is correctly configured, you can click the **Test** button to send a test email. In the pop-up **Send test email** dialog box, specify the recipient, and enter the subject, message type, and messages. Then click **OK** to send the email. A text message will appear in the **Log** box in the **Send test email** dialog box, telling you whether the email has been sent successfully.

Enterprise Brand Customization

On the **Enterprise Customization** page, administrators can customize or modify the following logos or names to match your company's brand. After completing the settings, click **Save** at the bottom of the page. Or click **Reset** to return to the default settings.

Customize Admin Console:

Click **Browse** to select an image for the Admin Console logo (which appears at the top-left corner of the Admin Console window), and the enterprise image (which appears on the **Home** page). Click the icon to preview the result.

Customize email templates:

Click **Browse** to select an image for the logo in emails and enter the company name that appears at the bottom of the email messages sent to your end users.

Customize email contents:

You can notify users via email when assigning, updating, or unassigning licenses by selecting the corresponding options. For these notification emails, you can either utilize the default templates or create custom email templates. To edit a custom email template, click the **Edit** icon in the **Actions** column to modify the content. Click the icon to preview the result.

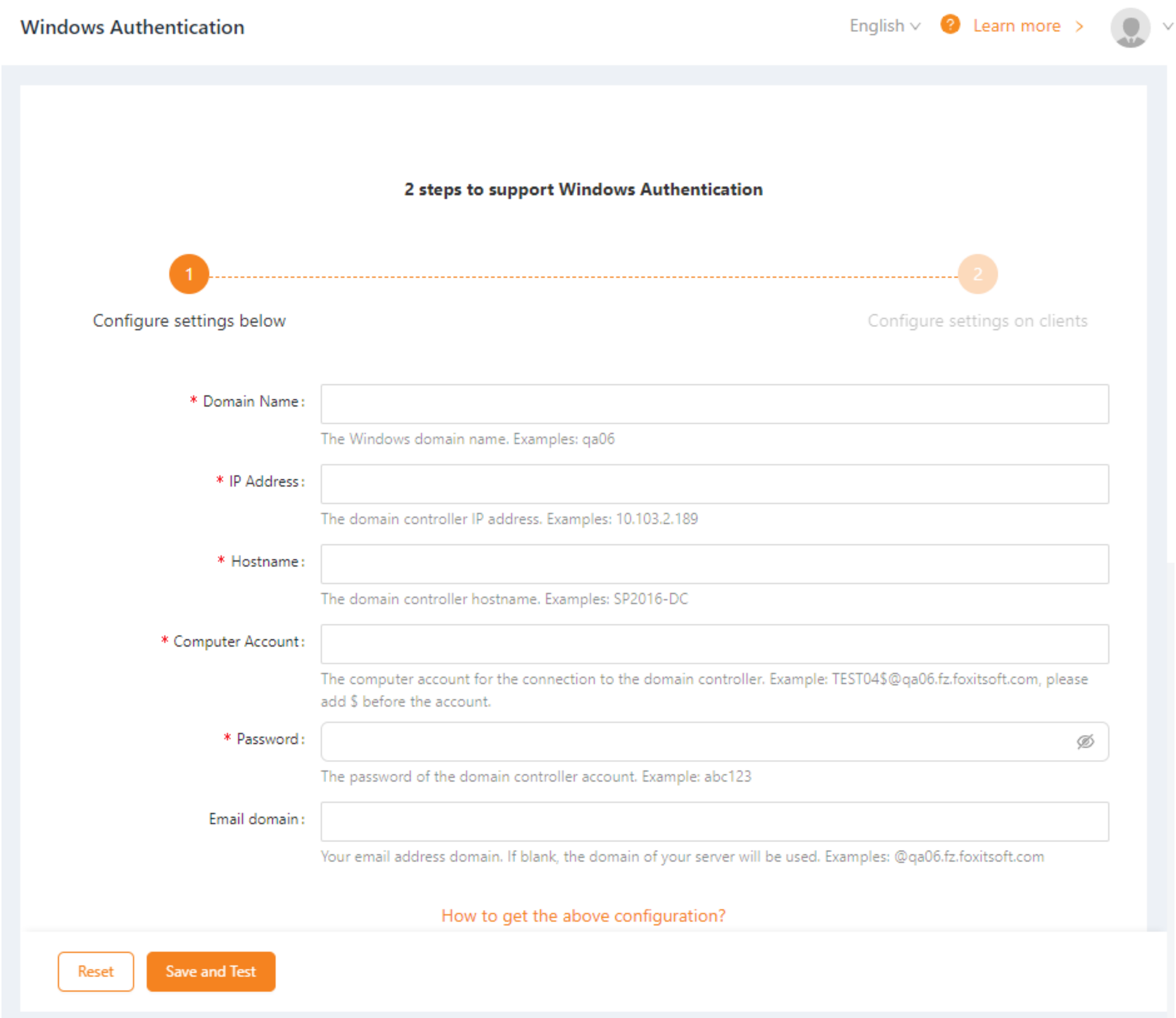
Windows Authentication

Integrated Windows authentication enables users to log in applications with their Windows credentials. For companies that have enabled Active Directory (AD) domains, administrators can configure their AD domain information in the Admin Console to allow the AD users to automatically activate products by logging in with their AD accounts.

Overall, two key steps are needed for Windows authentication: configuring settings in the Admin Console and on clients.

Configure settings in the Admin Console

Navigate to the **Windows Authentication** page under **Settings**, and enter the information of the AD domain your organization uses.



- Domain name - The Windows AD domain name.
- IP Address - The IP address of the AD domain controller.
- Hostname - The hostname of the AD domain controller.
- Computer Account - The computer account of the domain controller. If you haven't created a computer account for the domain controller yet, click **How to get the above configuration** at the bottom of the page to create an account and password.
- Password – The password of the domain controller.
- Domain of Email – The domain of your email. If you leave this field empty, the system will use the domain name of the Computer Account.
- Reset – Click **Reset** at the bottom of the **Windows Authentication** page to clear all the data you entered above.

After completing the settings, click **Save and Test**. You will be prompted if the configuration is successful and then you can go to the next step to configure settings on clients.

Configure settings on clients

Configure Internet Explorer on the client devices in your AD domain by doing the following.

1. Open Internet Explorer.
2. Click Internet Options > Advanced > Settings > Security > select **Enable Integrated Windows Authentication**.
3. Restart Internet Explorer.
4. Click Internet Options > Security > Local Intranet > Sites > Advanced. Copy the URL provided on the **Windows Authentication** page to the **Websites** box. *(Note: The URL is generated automatically after the Admin Console is set up in your organization.)*
5. Internet Options > Security > Local Intranet > Custom Level > User Authentication, select **Automatic login in intranet zone only**.

Product Configuration

To apply better and more precise control on the access to Foxit applications, you can do more configuration on the **Product Configuration** page such as the Foxit PDF Editor's activation policy on clients. Clicking on each product opens the corresponding configuration page and you can do settings as necessary.

Client Activation Policy (for Foxit PDF Editor)

Licensing Model: shows the current licensing mode your company uses to control product licenses.

Authorization Model: Select an authorization model to assign licenses to users. This setting is only available for on-premise environments with LDAP set up in the Admin Console.

- **Manual authorization**: With this model selected, administrators can specify which users to assign licenses to. Only the assigned users can activate Foxit PDF Editor successfully after logging in with their accounts. This model is selected by default.
- **Automatically authorize**: Select this model, and each user will be allowed to activate Foxit PDF Editor once they log in with their accounts as long as there are available licenses.
  For the **Automatically authorize** model, if there are more than one license type for the same product, you need to specify the priority of how clients obtain authorization. Clients will automatically activate the product with the available licenses in the specified priority. Higher priority licenses are used before lower priority licenses.

IP address range restriction: Specify IP addresses or ranges to allow only the clients whose IP addresses are in the specified ranges to activate Foxit PDF Editor.

Offline available time: Select the **Allow users to use Foxit PDF Editor when offline for: n days** option, and specify a time period after which Foxit PDF Editor on the devices will be automatically deactivated if those devices do not connect to the Admin Console server (e.g. devices are switched off or do not connect to the Internet). Generally, if deactivated because of the failure to connect to the server, Foxit PDF Editor can be activated again once users connect their devices to the server, unless the licenses are revoked or expire.

Automatic deactivation: Users who do not launch Foxit PDF Editor for a specified time period will have their licenses automatically revoked. You can specify the time period as necessary. The minimum is 90 days.

Mac address range restriction: Specify MAC addresses to allow only the clients with the MAC addresses specified to activate Foxit PDF Editor. You can also add multiple MAC addresses at once by importing a CSV file with a list of MAC addresses you want to add.

Log Cleanup Settings

As needed, you can purge old logs to reduce the amount of disk space that the log data occupies. To do this, on the **Log Cleanup Settings** page, turn on the **Log auto-cleanup** process and specify a time period (N days) to delete the log data older than N days.

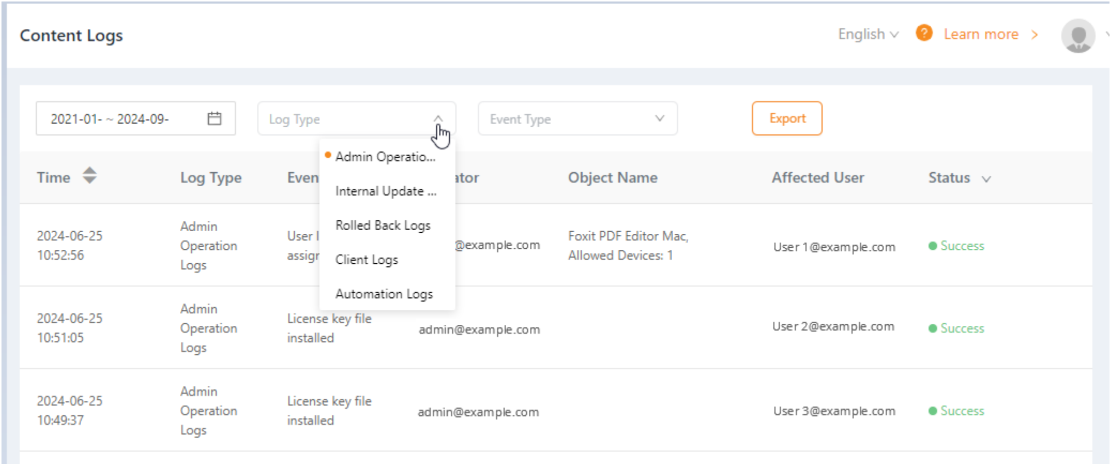
Support

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better. To get support, you can go to the **Support** page, and do any of the following:

- Foxit Admin Console User Manual – Click **View** to open the administrator guide and find the detailed instructions on using Foxit Admin Console. ***Tip****: You can also click* ***Learn More*** *(the question mark icon) at the top-right corner of the Admin Console to access the online help.*
- Contact us via email or phone.

Content Logs

The **Content Logs** page keeps track of administrators' actions on the Admin Console and the user data collected from clients. Depending on the environment, the page shows different types of logs including Admin Operation Logs, Internal Update Logs, Rolled Back Logs, Client Logs, and Automation Logs.



From the lists on the page, you can see details like when an action is performed, the action type (event type), and the status (whether the action is performed successfully).

- Admin Operation Logs - Records all the actions performed by the administrator.
- Internal Update Logs - Records the administrator's operation history in internal update configuration.
- Rolled Back Logs – Records the events that users or devices rolled back a version, including the rollback time, the user email or user name, the associated product, the version they roll back to, the user's MAC address, and more.
- Client Logs – Records the events that occur in end users' devices or web browsers.
- Automation Logs – Records the events that are associated with automatic authorization.

You can specify criteria to search for specific log data. You can also export and download log data to CSV files.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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