



# SMART-PTT Intercom Administrator Manual

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### Catalogue

<b>1 SMART-PTT Company Management Platform Summary</b> .....	2
<b>2 Company Management Platform Function</b> .....	3
<b>2.1 User Management</b>	
2.1.1 Add User .....	3
2.1.2 View User .....	5
2.1.3 Revise User .....	6
<b>2.2 Group Management</b>	
2.2.1 Add Group .....	7
2.2.2 Revise Group.....	8
2.2.3 Group List .....	8
2.2.4 Setting parents group.....	9
<b>2.3 Secondary Management</b>	
2.3.1 Add Secondary Management.....	9
2.3.2 Revise Secondary Management.....	10
<b>2.4 Audio Management</b>	
2.4.1 View Audio.....	10
2.4.2 Audio Statistics.....	11
<b>2.5 Archival Data</b>	
2.5.1 Set up time of GPS .....	11
2.5.2 Change Password .....	11

2.5.3 View Bill ..... 12

2.5.4 Information Statistics..... 12

## 2.6 Manager

2.6.1 Add manager ..... 13

2.6.2 View Manager ..... 13

## 1. SMART-PTT Company Management Platform

Company management platform can manage users, groups, and company information. The software uses the B / S structure, it can manage users and groups by the Web, users and groups are managed by business units, every company independently manages their own intercom accounts and groups, operators manage company accounts and distribute intercom accounts. Every company can add multiple secondary management, users and groups can be managed at different grade. Concepts are as following:

**Company administrator:** he is company manager, responsible for the management of the company groups, accounts and secondary management;

**Company secondary administrator:** secondary administrator of company users, responsible for the management of the platform groups and accounts.

Company platform website: <http://realptt.com/ptt/>

Company secondary management platform website: <http://realptt.com/ptt/part>



Company platform login page

## 2. Company Management Platform Function

Company management is that company users manage the intercom users and groups, including query and modify users, manage friends, add groups, edit groups, manage secondary management platform and modify the administrator password, etc. Company users administrator can log in company management platform by accounts and password, which are assigned by operator, Company users administrator can manage users and groups.

### 2.1 User Management

#### 2.1.1 Add User

Company administrator select users used account bill, then he can add user accounts, and can set the user account information (including user account, password, user name, select groups, default groups, speech grade, phone number, user function, etc.).



The screenshot shows the 'SMART-PTT Trunking Intercom System Management Platform' interface. The main window is titled 'Add user account bill: 2010-05-10 10:00:00/USE Con'. The form contains the following fields and options:

- User Account:** Text input field with a red error message: \*It must be alphabet or number, the length can't be more than 12.
- User Password:** Text input field.
- Confirm Password:** Text input field.
- User Name:** Text input field with a red error message: \* must be numbers, alphabet or Chinese, the length can't be more than 16, if it is Chinese, the length can't be more than 10.
- belong to the group:** A list box with a search filter and buttons for '<<<Add<<<' and '>>>Delete>>>'. A 'filteration' box is also present.
- The Default Group:** Dropdown menu set to 'Not in Group'.
- Speech Grade:** Dropdown menu set to 'Low Grade'.
- Mobile Number:** Text input field.
- User Function:** A grid of checkboxes for: Contact, View Location, Call logs, Monitor, Shun, Single Call, Charge group, GPS Positioning, Platform audio, and Display the group members.
- User Description:** Text input field.

A left sidebar contains navigation options: User Management (Add User, View User, Revise User, Bill), Group Management (Add Group, Group List, Revise Group, Setting parents group), Secondary Management (Add Secondary Management, Revise Secondary Management), Audio Management (View Audio, Audio Statistics), and Manager (Add Resource).

**1:** Add user account bills: when company platform has unexpired account bills, and the number of used account bills is less than order account bills number, then company can add user

s by this account bill, The users who is added automatically associated with the order, the use r will automatically be suspended when account bills are expired. At this time you can renew the account bills or buy a new account bills, to ensure the normal use of the users.

**2:** User accounts: It must be letters or numbers, length can't be more than 12 characters.

**3:** User Password: set the user account login password, It must be letters or numbers, length can't be more than 16 characters.

**4:** Confirm password: input user password again, consistent with the last user password.

**5:** User name: It can't be more than 16 characters, it only consists of chinese, English and numbers, it can't contain special characters.

**6:** Belonging to group: It can add multiple group when you click groups on the right,It can be switched among groups

**7:** The default groups: if you select "not in the group", when the user login the account, the user will not in any group, the speech of users can't be heard. If you select the default group as a group, after the user login the account, the user will be into the group by default, the speech of user can be heard by online users

**8:** Speech grade: The user can select different speech level in the drop-down list. When use r of high level are speaking, low level users can't interrupt; when user of low level are speaking, user of high level can interrupt; When user of same level are speaking, the user can speak one by one.

**9:** Phone number: It can record user's mobile phone number, It is convenient to contact them.

**10:** User functions

**10.1** Contact: User can add friends who are often in touch with, So user can check friends in the contacts of dispatcher station.

**10.2 Single call:** The user can create a temporary group to realize one to one call, single call of different terminal are different.

**10.3 View location:** The user can check group members location in the mobile APP client or computer dispatcher station, when the user login.

**10.4 Change group:** The terminal can exchange different groups if the user is belonging to these group.

**10.5 Call Logs:** the user can check recording information of group member at the dispatch.

**10.6 GPS Positioning:** the terminal location information can be checked in the dispatcher station.

**10.7 Monitor:** the user can monitor the speech of other group user.

**10.8 Platform Audio:** User can view the platform audio pass one month.

**10.9 Stun:** Force to user to offline, and if need to relogin then need to activation that user.

**10.10 Display the group members:** The member which are belonging to group can be view all member of this group.

**11. User Description:** It can record additional information of the user, such as the user's expiration time, other contact information.

### **2.1.2 View User**

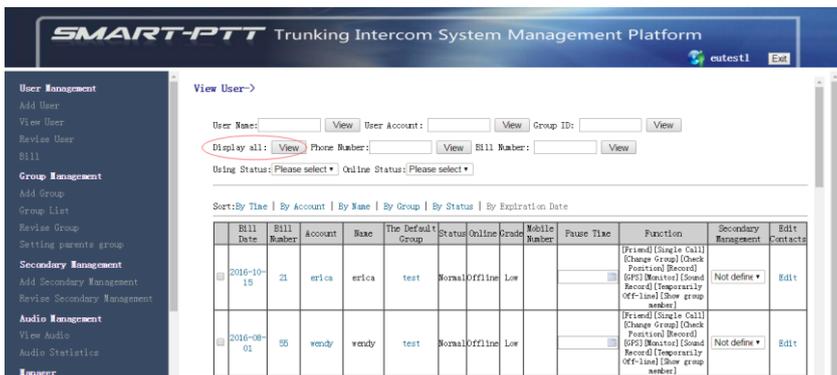
Administrators can view account information of company, administrators can view account information via 7 ways:

(1) User Name: Account information can be viewed through the user name, the user can input part character of user name, the user information can be viewed

(2) User account: account information can be viewed through user account

(3) Group ID: All user account of group can be viewed through the group ID.

- (4) List all users: all account information can be viewed when click “view”.
- (5) Phone number: related accounts can be listed according to phone number, which is recorded in the adding user
- (6) The user use status: user of use status can be listed when select “normal” or “pause” in the drop-down list
- (7) User online status: online status user can be listed when select “online” or “offline”



**SMART-PTT Trunking Intercom System Management Platform**

View User->

User Name:  View User Account:  View Group ID:  View

Display all:  Phone Number:  View Bill Number:  View

Using Status: Please select \* Online Status: Please select \*

Sort: By Time | By Account | By Name | By Group | By Status | By Expiration Date

	Bill Date	Bill Number	Account	Name	The Default Group	Status	Online	Grade	Mobile Number	Pause Time	Function	Secondary Management	Edit Contacts
<input type="checkbox"/>	2016-10-15	21	erica	erica	test	Normal	Offline	Low			(Friend) (Single Call) (Change Group) (Check Position) (Record) (OFF) (Manual) (Sound Record) (Temporarily OFF-line) (Show group number)	Not define *	Edit
<input type="checkbox"/>	2016-09-01	85	wendy	wendy	test	Normal	Offline	Low			(Friend) (Single Call) (Change Group) (Check Position) (Record) (OFF) (Manual) (Sound Record) (Temporarily OFF-line) (Show group number)	Not define *	Edit

View results can be sorted by time, account, name, group, status, it will show account bill date, account bill NO., user name, default group, function, and other information. Account information can be modified when click account.

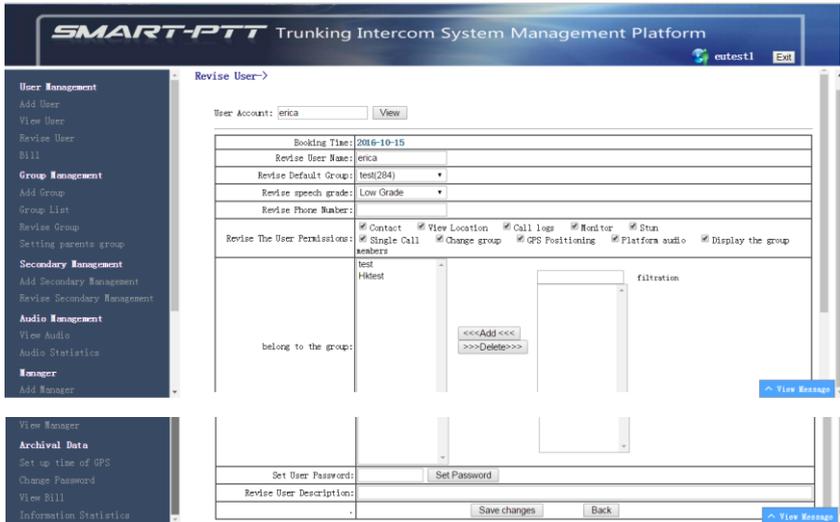
User accounts can be managed when select mode at the bottom page, the user account can be activated, suspended, deleted.

Select All

### 2.1.3 Revise User

Administrator can modify the user's name, permissions, default group and restore default

password, etc. When input the user account and click "view", The user information can be got, which to be revise. When user loses the login password, the default password can be restored as "111111"; default group of users can be modified.



## 2.2 Group Management

### 2.2.1 Add Group

Administrator can add group, the group can only be used by company. While add the group, g group name can just be input. The group ID is automatically generated by the system, so group name can be same. The same name group can represent different group. In order to avoid confusion, it is recommended not to intitle the same name group.



## 2.2.2 Revise Group

Administrator can revise group name and members of the group. Administrator can revise the group name and delete the group. When the group is deleted, users whose default group is this group, this user group will be empty. Administrator can add user member by the user account. Selected group members can be deleted. The user who is not belonging to this group can be checked, this user can be selected to group. In addition, group scheduling account can be used according to practical situation, it will be highlighted later.



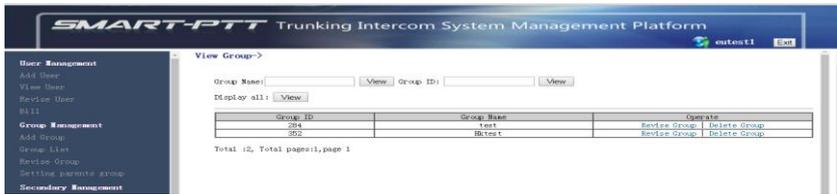
### Setting Group dispatching account:

Dispatching user of group account are below: Speech of group dispatching account can be received by the group members; speech of group members can only received by group dispatching account, group members which is except from group dispatching account can't communicate with each other.

**How to cancel group dispatching account:** Just make that form have one space then click setting is ok.

## 2.2.3 Group List

The group can be queried according to the group name, all groups can be queried.



## 2.2.4 Setting parents group

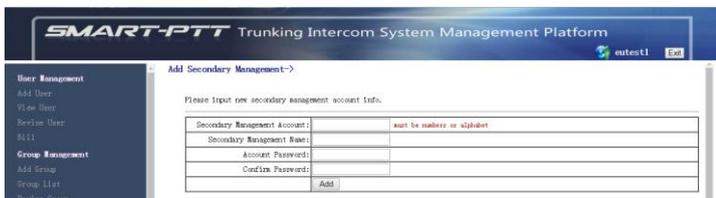
Parents group can be set in the user accounts, it consists of parent groups and child group. Speech of parent group can be heard by child group, Speech of child group can be heard by parent group, every child group can't communicate with each other.



## 2.3 Secondary Management

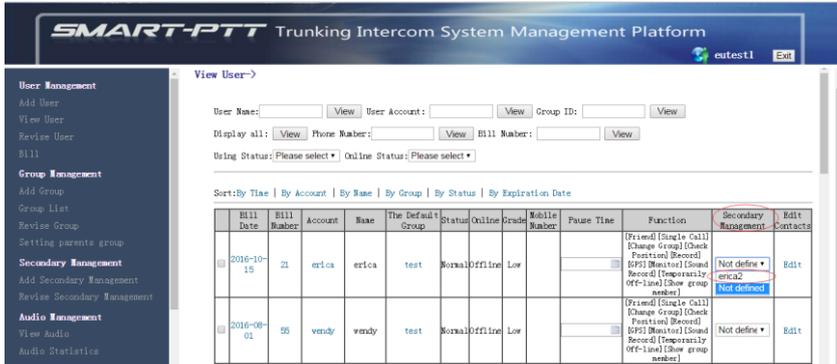
### 2.3.1 Add Secondary Management

Administrator can add multiple secondary administrators. Hierarchical management can be realized in the secondary management.



How to assign users to the secondary administrator: Click "view" list all users in the "view us e" page. The users can be added into secondary management in right side of the secondary

management.



Bill Date	Bill Number	Account	Name	The Default Group	Status	Online	Grade	Mobile Number	Pause Time	Function	Secondary Management	Edit Contacts
2016-10-15	21	erica	erica	test	Normal	Offline	Low			(Friend) Single Call Change Group (Check Function Record) E911 (Monitor) (Sound Record) (Temporarily Offline) (Show group member)	Not define erica2 Not defined	Edit
2016-08-01	55	wendy	wendy	test	Normal	Offline	Low			(Friend) Single Call Change Group (Check Function Record) E911 (Monitor) (Sound Record) (Temporarily Offline) (Show group member)	Not define	Edit

### 2.3.2 Modify Secondary Management

Secondary management name can be modified, password can be recovered 111111, to delete secondary management account.



Secondary Management Account	Secondary Management Name	Operate
erica2	erica2	Save   Recovery Password   Delete

## 2.4 Audio Management

### 2.4.1 View Audio

When there are call recording storage module in the system, the user can check their own company call recording. Calling content can be played back or downloaded. Calling content can be queried in the following chart when time period have been selected. Speech user, speech groups and speech time can be showed in the interface. It is usually one month for recordings storage. When speech group is temporary group, the group information will not be provided,

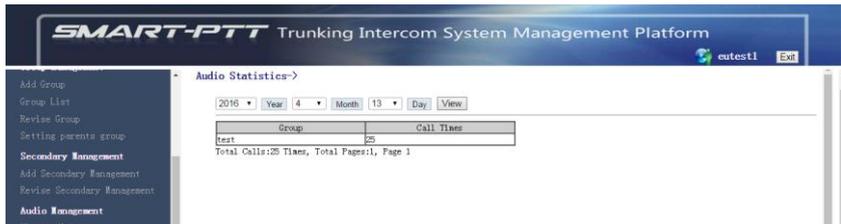
that is mean recording information of single call will not be saved.



Time	Speech User	Speech Group	Play	Save
10:57:50	wt	test	Play	Download
10:58:1	erico	test	Play	Download
10:58:2	erico	test	Play	Download
10:58:6	wt	test	Play	Download
11:19:52	erico	test	Play	Download
11:19:53	erico	test	Play	Download
11:37:56	erico	test	Play	Download
11:37:57	erico	test	Play	Download
11:38:8	erico	test	Play	Download
11:39:1	erico	test	Play	Download
12:27:46	wt	test	Play	Download
12:27:56	erico	test	Play	Download
12:28:13	wt	test	Play	Download
12:28:24	wt	test	Play	Download

## 2.4.2 Audio Statistics

Call times of every day can be queried in the system, as shown below.



Group	Call Times
test	25

Total Calls:25 Times, Total Page:1, Page 1

## 2.5 Archival Data

### 2.5.1 Set up time of GPS

Click “Set up time of GPS”,GPS information uploaded interval can be set, if it is 0 second, positioning of user can be invisible.GPS information uploaded interval is generally set to be more than 5 seconds.

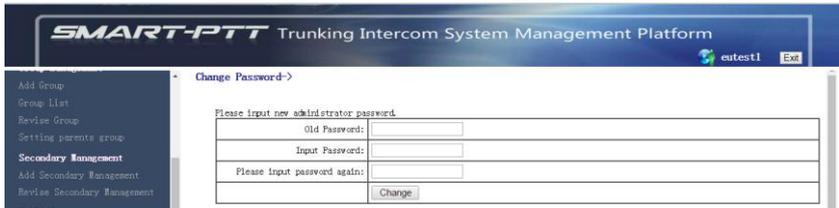


GPS Info Uploading Interval: 60 Second

### 2.5.2 Change Password

Company administrators can change the login password to ensure the confidentiality of the password,

when password is modified, old password should be input.



**SMART-PTT** Trunking Intercom System Management Platform

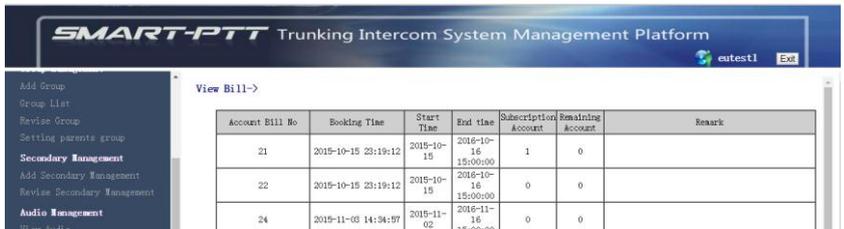
Change Password->

Please input new administrator password.

Old Password:	<input type="text"/>
Input Password:	<input type="text"/>
Please input password again:	<input type="text"/>
	<input type="button" value="Change"/>

### 2.5.3 View Bill

Account bill can be viewed, including contracting time, start time, deadline, subscription account, remaining account, etc. Blue account bill will be expired within one month; yellow account bill will be expired within one week; red account bill have been expired. The account bill can be renewed within a week after the order expired. The account bill can not be renewed expired one week, it means account bill will be permanently invalid.



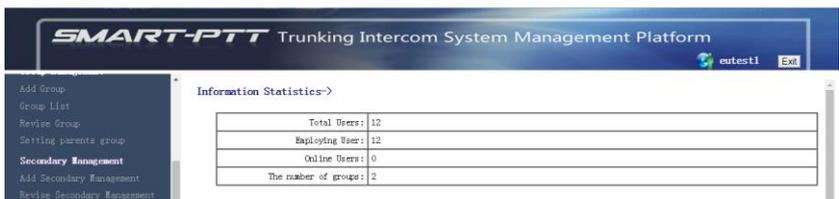
**SMART-PTT** Trunking Intercom System Management Platform

View Bill->

Account Bill No	Booking Time	Start Time	End time	Subscription Account	Remaining Account	Remark
21	2015-10-15 23:19:12	2015-10-15 16:15:00:00	2016-10-16 15:00:00	1	0	
22	2015-10-15 23:19:12	2015-10-15 16:15:00:00	2016-10-16 15:00:00	0	0	
24	2015-11-03 14:34:57	2015-11-02 16:15:00:00	2016-11-16 15:00:00	0	0	

### 2.5.4 Information Statistics

Company administrator can obtain statistics information of company user, including total users, employing users, online users, the number of groups and so on. Employing users are that company user status is normal.



**SMART-PTT** Trunking Intercom System Management Platform

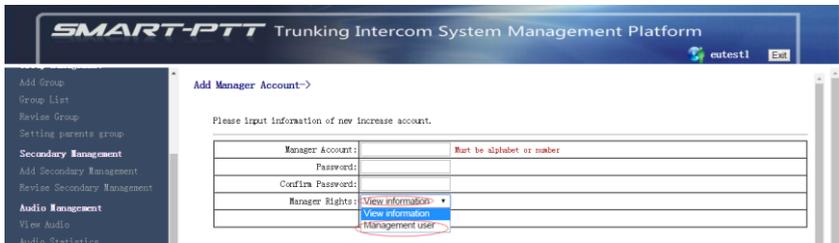
Information Statistics->

Total Users:	12
Employing User:	12
Online Users:	0
The number of groups:	2

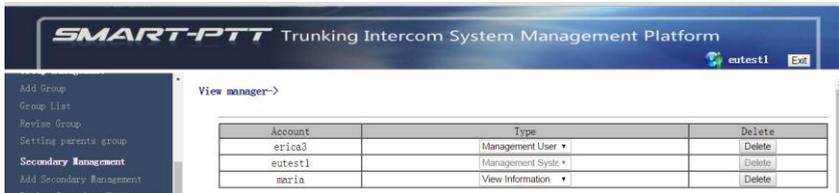
## 2.6 Manager

### 2.6.1 Add manager

You can set up one user to login your company platform and choose manager rights “view information and management user”, “View user” means that account only can view all data, don’t have any rights to revise and write something. “Management user” then this account right same as yours, which can add user, add group, revise group, revise user etc.



### 2.6.2 View Manager



## 3. Company Secondary Management

Company secondary management administrator manage secondary users and groups. Including query and modify users, friends management, add groups, modify group and modify administrator password and other functions. Company secondary management administrator can login department management platform, using account and password ,which is assigned by the company administrator. Company secondary management administrator can manage users and groups.



### 3.1 User Management

Please firstly refer to 2.3 secondary management, then the users can be added to secondary management platform.

Company secondary administrators can view intercom account information, administrators can view the intercom account information by three ways. Firstly-account information can be viewed according to intercom account; Secondary-Account information can be viewed according to user name, just input part of account characters, user information can be queried; Thirdly-lists all users, account, name, default group, status, and so on can be queried.

Remark: This just list only the accounts that belong to this secondary management.



#### 3.1.2 Revise User

Company secondary administrators can modify user name, status, password, and default group and so on. Through user account can get user information which need to modify. When a user loses the login

password, The default password "111111" can be restored; The user default group can be modified.

**User Management**

Query User

Modify User

Friends Management

**Group Management**

Add Group

Modify Group

**Files Data**

Modify Password

**Modify User->**

User Account:

Modify user name:	<input type="text" value="Tom"/>
Modify default group:	<input type="text" value="1(17)"/>
Modify Speech Level:	<input type="text" value="Low Level"/>
Modify Phone Number:	<input type="text"/>
Modify The User Permissions:	<input checked="" type="checkbox"/> Friend <input checked="" type="checkbox"/> Check Location <input checked="" type="checkbox"/> Group Record <input checked="" type="checkbox"/> Monitor <input checked="" type="checkbox"/> Inhibit <input checked="" type="checkbox"/> Single Call <input checked="" type="checkbox"/> Single Call <input checked="" type="checkbox"/> Positioning <input checked="" type="checkbox"/> The User Recording <input checked="" type="checkbox"/> Show Group Member List
Modify Group Info:	<input type="text" value="1"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
Restore default password:	<input type="button" value="Restore"/> Will restore the password of the user to: 111111.
<input type="button" value="Save Changes"/>	

### 3.1.3 Contacts Management

Company secondary administrators can modify friends information, which is managed by company secondary administration. There are two ways to add friends: Add friends by friend account; Add friends by query user name; as shown below.

**User Management**

Query User

Modify User

Friends Management

**Group Management**

Add Group

Modify Group

**Files Data**

Modify Password

**Edit Friends->**

User Account:

Add Friends:

Friends List	Add friend by name: <input type="text"/> <input type="button" value="Query"/> Group ID: <input type="text"/>																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Account</th> <th style="width: 30%;">Name</th> <th style="width: 35%;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Icam2</td> <td>Icam2</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Icam3</td> <td>Icam3</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Icam4</td> <td>Icam4</td> <td></td> </tr> </tbody> </table>		Account	Name		<input type="checkbox"/>	Icam2	Icam2		<input type="checkbox"/>	Icam3	Icam3		<input type="checkbox"/>	Icam4	Icam4		
	Account	Name															
<input type="checkbox"/>	Icam2	Icam2															
<input type="checkbox"/>	Icam3	Icam3															
<input type="checkbox"/>	Icam4	Icam4															
<input type="button" value="Select All"/> <input type="button" value="Delete Friend"/> Total Users: 3. 1.page1																	

## 3.2 Group Management

### 3.2.1 Add Group

Secondary administrator can add groups, the group can be used in the secondary management. When add group, just need to input group name, the group name is identified by system ID, which is automatically assigned by system, so group name can be same, the same name group can represent different groups.

- User Management
- Query User
- Modify User
- Friends Management
- Group Management**
- Add Group
- Modify Group
- Files Data
- Modify Password

Add Group->

Please input group name.

Group Name:	<input type="text"/>	* must be numbers,english letters or chinese,length can't be more than 15.
Add		

### 3.2.2 Revise Group

Company administrator can modify group name and group members. Administrators can delete the group. When the group is deleted, the users whose default group is this group, the default group of these users is empty. Administrators can add member by member account. Group members can be deleted. Users can be queried by user name, these users isn't in this group, select these users to add this group. In addition there is group scheduling account, Please refer to above 2.2.2 modify group.

## 3.3 Files Data

### 3.3.1 Change Password

Company secondary administrator can modify password, in order to ensure the confidentiality of the password. Old password should be input, when password is modified.

- User Management
- Query User
- Modify User
- Friends Management
- Group Management**
- Add Group
- Revise Group
- Files Data

Change Password->

Please input new password.

Old Password:	<input type="text"/>
Input Password:	<input type="text"/>
Please input password again:	<input type="text"/>
Change	