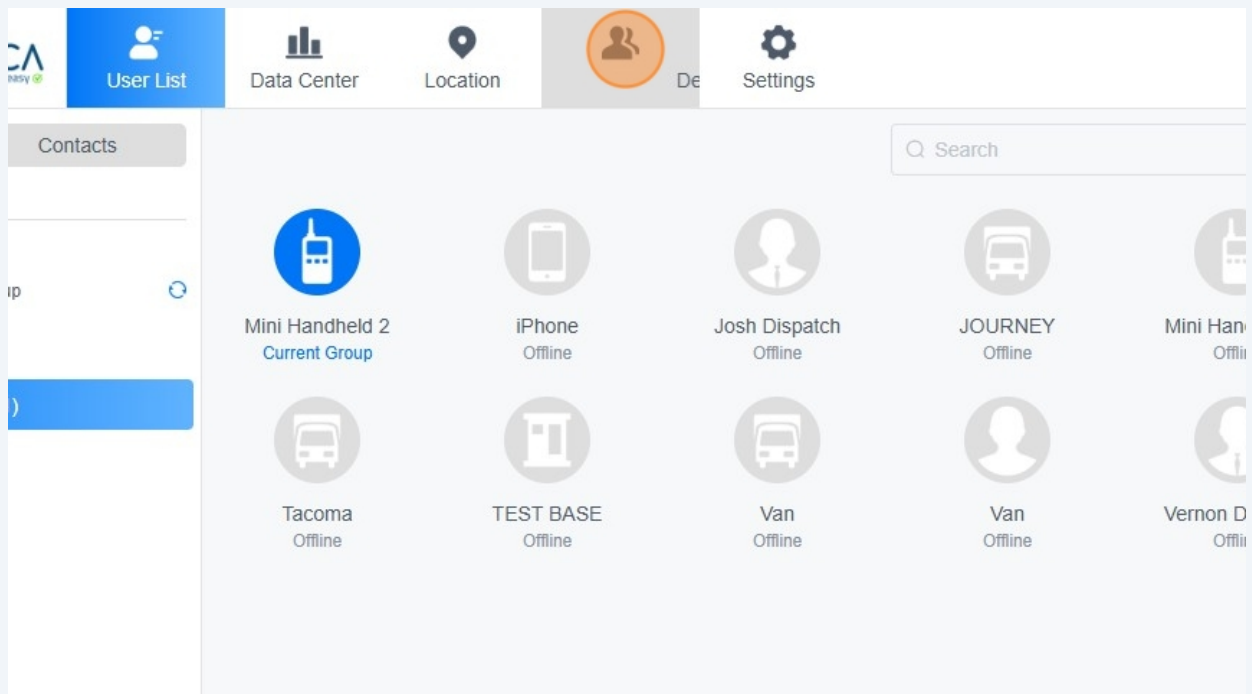


Create a New Group

This guide provides a straightforward, step-by-step process for creating a new group within a management system, ensuring that users can efficiently organize and assign radios to specific groups. By following the instructions, users can streamline their workflow and enhance team collaboration. It's particularly useful for those looking to improve their departmental management skills and optimize radio access for team members. Viewing this guide will empower users to effectively manage their resources and enhance operational efficiency.

1 Click 'Department Management'



2 Click "Group"

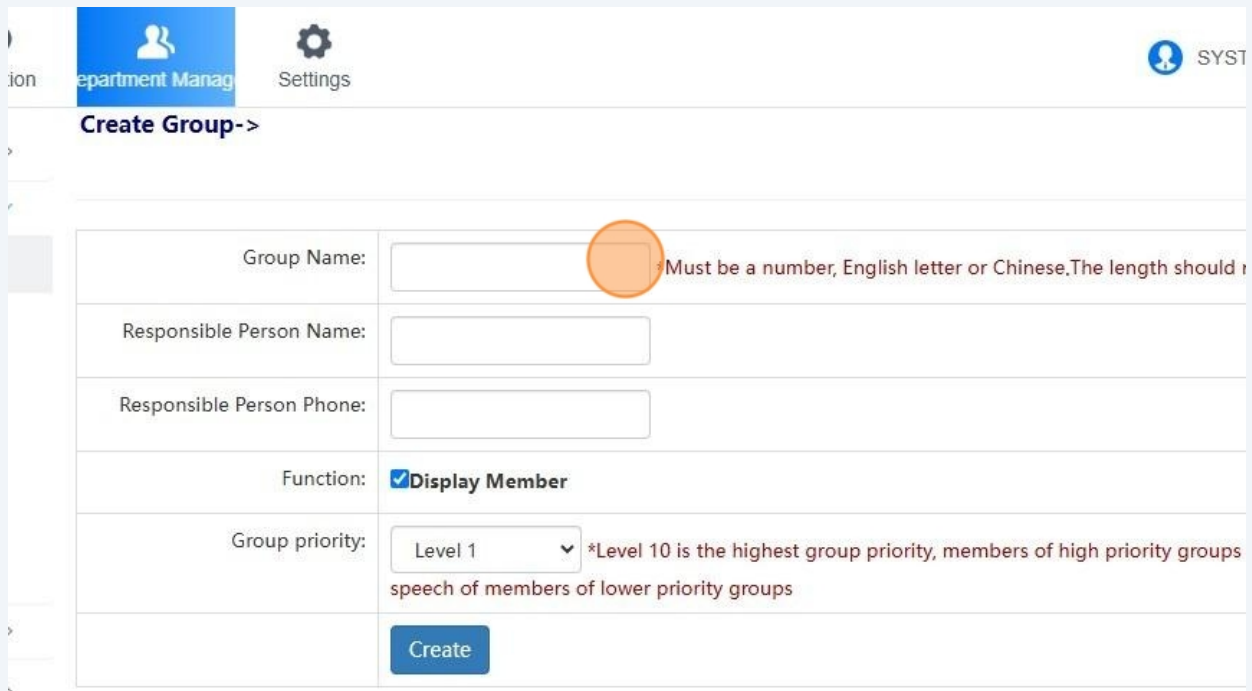
The screenshot shows the FREWAYPTT.CA user management interface. The top navigation bar includes 'User List', 'Data Center', 'Location', 'User Management', and 'Settings'. The left sidebar has 'Fixed Groups' and 'Contacts' tabs. Under 'Fixed Groups', there is a search bar and a group filter for 'FREWAYPTT'. Below the filter, there are radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of groups is shown, with 'FREWAYPTT (12/1/1)' selected. The main menu on the right includes 'User', 'Group', 'Department', 'Audio', and 'Personal Center'. The 'Group' item is highlighted with an orange circle. The 'User Details' panel on the right shows fields for 'User Name' and 'Order ID', each with a 'View' button. There are also 'Query all (reverse order)' and 'Query all' buttons. Below the details, there is a 'Usage Status' dropdown and a 'Sort' menu with options 'By account', 'By name', 'By group', and 'By sta'. A table with columns 'Order ID', 'Account', and 'Name' is partially visible.

3 Click "Create Group"

The screenshot shows the FREWAYPTT.CA user management interface. The top navigation bar includes 'User List', 'Data Center', 'Location', 'User Management', and 'Settings'. The left sidebar has 'Fixed Groups' and 'Contacts' tabs. Under 'Fixed Groups', there is a search bar and a group filter for 'FREWAYPTT'. Below the filter, there are radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of groups is shown, with 'FREWAYPTT (12/1/1)' selected. The main menu on the right includes 'User', 'Group', 'Department', 'Audio', and 'Personal Center'. The 'Group' item is expanded, and 'Create Group' is highlighted with an orange circle. The 'User Details' panel on the right shows fields for 'User Name' and 'Order ID', each with a 'View' button. There are also 'Query all (reverse order)' and 'Query all' buttons. Below the details, there is a 'Usage Status' dropdown and a 'Sort' menu with options 'By account', 'By name', 'By group', and 'By sta'. A table with columns 'Order ID', 'Account', and 'Name' is partially visible.

4

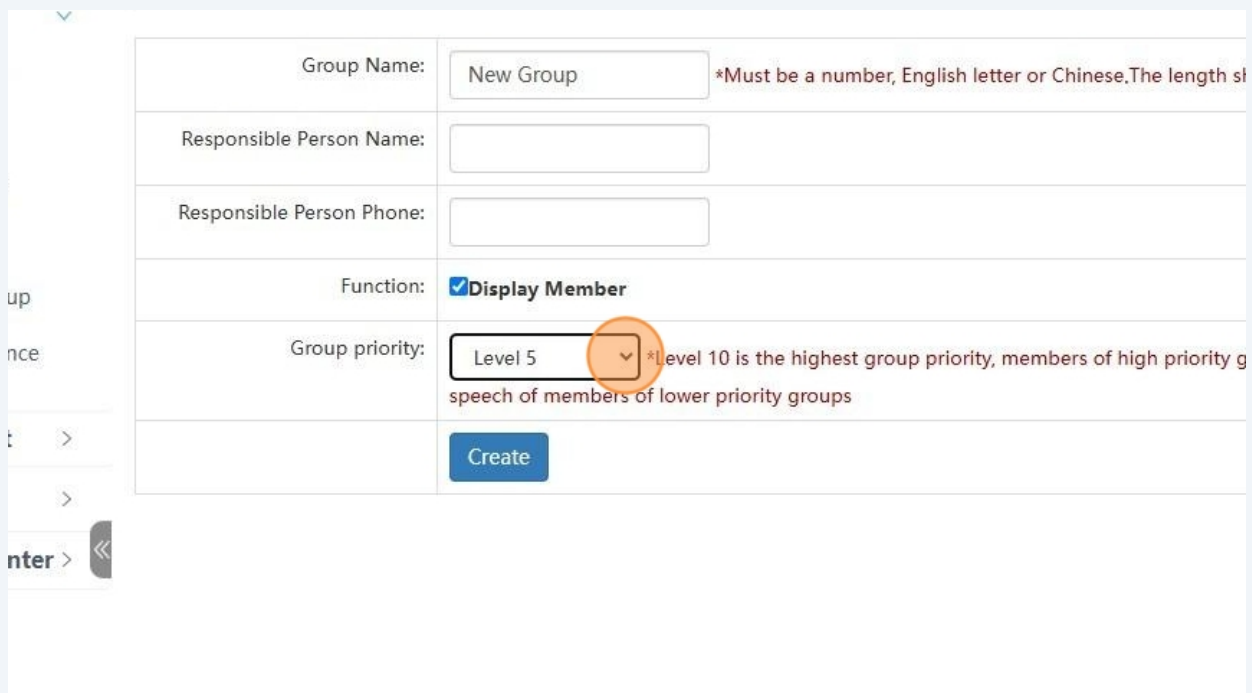
In 'Group Name:'
Type the name of the group you want to create



The screenshot shows the 'Create Group' form in a web application. At the top, there are navigation links for 'Department Manager' and 'Settings', and a user profile icon labeled 'SYS...'. The form title is 'Create Group->'. The form contains several fields: 'Group Name:' with a text input field and a note '*Must be a number, English letter or Chinese.The length should r...', 'Responsible Person Name:', 'Responsible Person Phone:', 'Function:' with a checked checkbox for 'Display Member', and 'Group priority:' with a dropdown menu currently set to 'Level 1' and a note '*Level 10 is the highest group priority, members of high priority groups speech of members of lower priority groups'. A blue 'Create' button is at the bottom right of the form. An orange circle highlights the 'Group Name' input field.

5

Select the "Level 5" option.



This screenshot shows the same 'Create Group' form as above, but with the 'Group Name' field filled with 'New Group'. The 'Group priority:' dropdown menu is now set to 'Level 5' and is highlighted with an orange circle. The rest of the form, including the 'Display Member' checkbox and the 'Create' button, remains the same.

6 Click 'Create'

Group List	Responsible Person Name:	<input type="text"/>
Modify Group	Responsible Person Phone:	<input type="text"/>
Member	Function:	<input checked="" type="checkbox"/> Display Member
Relevance Group	Group priority:	Level 5 <input type="button" value="v"/> *Level 10 is the highest group priority, members of h speech of members of lower priority groups
Modify Relevance Group		<input type="button" value="Create"/>
Department >		
Radio >		
Personal Center > <<		



The Group must be assigned to radios before they can access it

7 Click "User"

The screenshot shows the FREWAYPTT.CA user management interface. The top navigation bar includes 'User List', 'Data Center', 'Location', 'User Management', and 'Settings'. The 'User Management' tab is active. On the left, there are tabs for 'Fixed Groups' and 'Contacts'. A search bar is present. Below the search bar, there is a group selection area for 'Group: FREWAYPTT' with radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of users is shown, with 'FREWAYPTT (12/1/1)' selected. The 'User' menu item is highlighted with an orange circle. The 'Create Group' form is visible on the right, showing a success message: 'Create group successfully, Group ID is:147588'. The form fields include 'Group Name', 'Responsible Person Name', 'Responsible Person Phone', 'Function' (with 'Display M' checked), and 'Group priority' (set to 'Level 1').

8 Click "User Details"

The screenshot shows the FREWAYPTT.CA user management interface. The top navigation bar includes 'User List', 'Data Center', 'Location', 'User Management', and 'Settings'. The 'User Management' tab is active. On the left, there are tabs for 'Fixed Groups' and 'Contacts'. A search bar is present. Below the search bar, there is a group selection area for 'Group: FREWAYPTT' with radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of users is shown, with 'FREWAYPTT (12/1/1)' selected. The 'User' menu item is highlighted with an orange circle, and the 'User Details' sub-item is also highlighted with an orange circle. The 'Create Group' form is visible on the right, showing a success message: 'Create group successfully, Group ID is:147588'. The form fields include 'Group Name', 'Responsible Person Name', 'Responsible Person Phone', 'Function' (with 'Display M' checked), and 'Group priority' (set to 'Level 1').

9 Click 'Query all (positive order)'

The screenshot shows a user interface with a top navigation bar containing 'Location', 'User Details' (active), and 'Settings'. Below the navigation bar is a 'User Details->' section. On the left, there is a sidebar with menu items: 'User Details', 'User', 'Department', and 'Personal Center'. The main content area contains a form with input fields for 'User Name', 'User Account', 'Group ID', and 'Order ID', each with a 'View' button. At the bottom of the form are two buttons: 'Query all (reverse order)' and 'Query all (positive order)'. The 'Query all (positive order)' button is circled in orange.

10 Click the check box of the radios you want to add to the group
(you can add one or as many as you like)

The screenshot shows a table with columns for Department, Audio, Personal Center, and various user details. The table has 8 rows. The first row is highlighted. The 'Mini Handheld 1' row has its check box circled in orange.

Department	Audio	Personal Center	129880	FWJOSH	Josh Dispatch	FREEWAYPTT	Normal	
			<input type="checkbox"/>	208057	Web	SYSTEM SUPPORT	FREEWAYPTT	Normal
			<input type="checkbox"/>	129880	TM7700D002	JOURNEY	FREEWAYPTT	Normal
			<input type="checkbox"/>	129880	TM7700D001	Van	FREEWAYPTT	Normal
			<input checked="" type="checkbox"/>	129880	868753033520003	Mini Handheld 1	FREEWAYPTT	Normal
			<input checked="" type="checkbox"/>	129880	HB315S60177	Mini Handheld 2	FREEWAYPTT	Normal
			<input checked="" type="checkbox"/>	129880	HB315S60175	Mini Handheld 3	FREEWAYPTT	Normal
			<input type="checkbox"/>	208057	iPhone	iPhone	FREEWAYPTT	Normal

11 Click 'Join Group'

											logs][L
<input type="checkbox"/>	129880	TM7700D001	Van	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Cha logs][E	
<input checked="" type="checkbox"/>	129880	868753033520003	Mini Handheld 1	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Priva group	
<input checked="" type="checkbox"/>	129880	HB315S60177	Mini Handheld 2	FREEWAYPTT	Normal	Online	view	Level 5	Modify	[Priva gro	
<input checked="" type="checkbox"/>	129880	HB315S60175	Mini Handheld 3	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Cha logs][I	
<input type="checkbox"/>	208057	iPhone	iPhone	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Priva group	

Select All **Active** **Pause** **Join Group** **Modify User Name**

Total:13 , 1 pages in total , This is page 1 The number per page: 15 ▾

12 Select the group you wish to add to the radios

Settings SYSTEM SUPPORT []

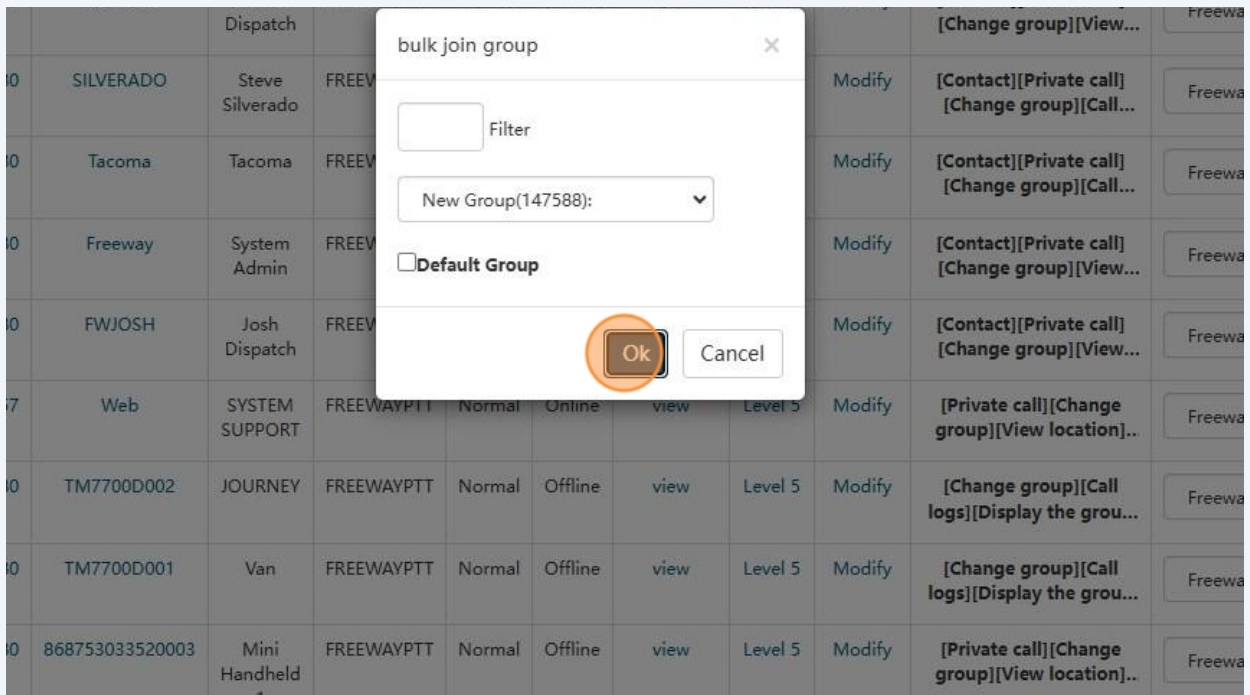
DemoDis	Vernon Dispatch	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Contact][Private call] [Change group][View...	Freeway ▾
SILVERADO	Steve Silverado	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Contact][Private call] [Change group][Call...	Freeway ▾
Tacoma	Tacoma	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Contact][Private call] [Change group][Call...	Freeway ▾
Freeway	System Admin	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Contact][Private call] [Change group][View...	Freeway ▾
FWJOSH	Josh Dispatch	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Contact][Private call] [Change group][View...	Freeway ▾
Web	SYSTEM SUPPORT	FREEWAYPTT	Normal	Online	view	Level 5	Modify	[Private call][Change group][View location]..	Freeway ▾
M7700D002	JOURNEY	FREEWAYPTT	Normal	Offline	view	Level 5	Modify	[Change group][Call logs][Display the grou...	Freeway ▾

bulk join group ✕

Default Group

Ok Cancel

13 Click "Ok" to add



14 Click 'User List' to return to the main menu

