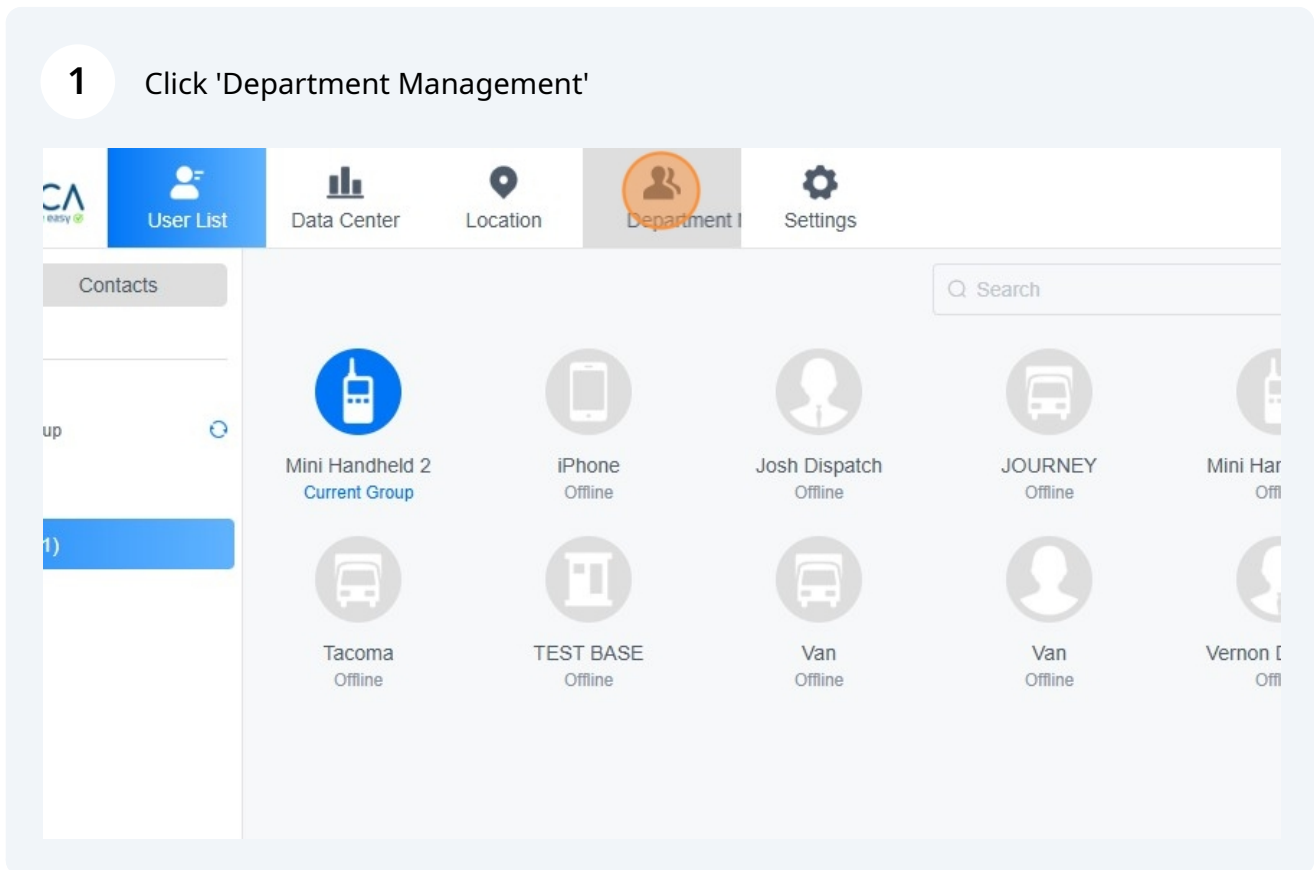


How to Rename a User Group

This guide provides a straightforward process for renaming a user group, making it easy for users to manage their groups effectively. By following the concise steps outlined, users can quickly update group names to reflect changes in their organizational structure or focus. This ensures better clarity and organization within the user management system, enhancing overall productivity.



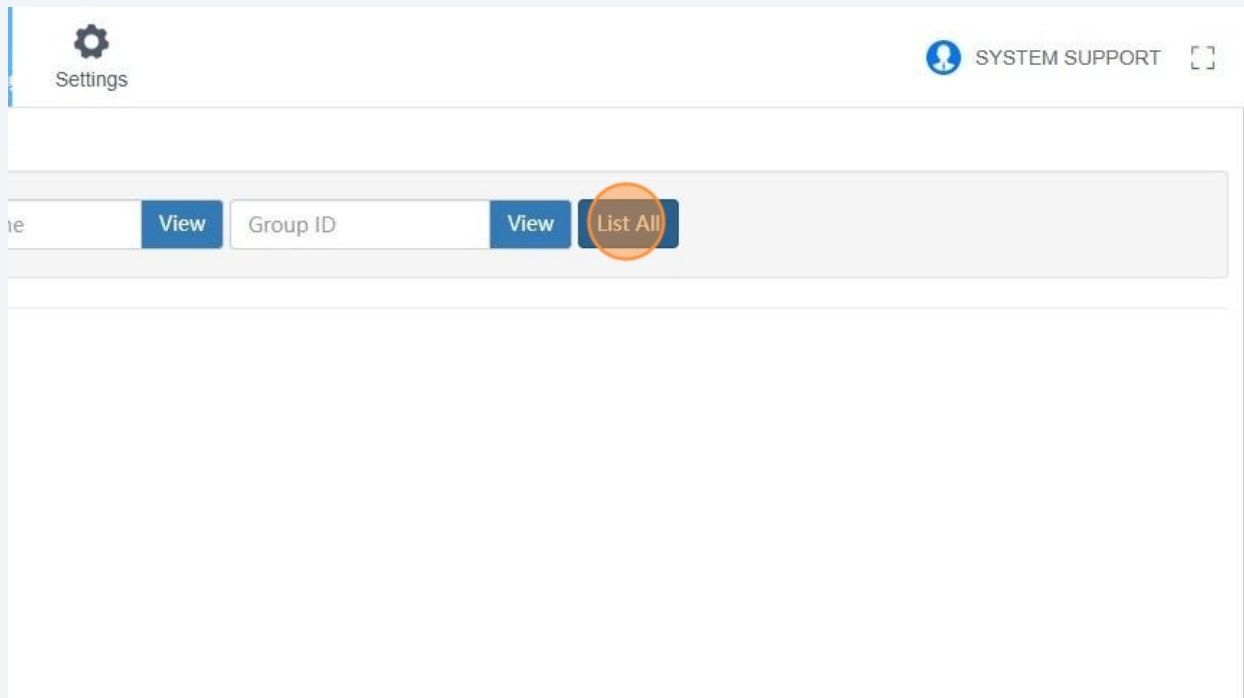
2 Click "Group"

The screenshot shows the 'Management' section of the FREEMWAYPTT.CA interface. The left sidebar has 'Fixed Groups' and 'Contacts' tabs. Under 'Fixed Groups', there is a search bar and a group selection area for 'Group: FREEMWAYPTT'. Below this, there are radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of groups is shown, with 'FREEMWAYPTT (12/1/1)' selected and highlighted in blue. The 'Group' option in the left sidebar is circled in orange. The main content area shows 'User Details->' with a dropdown menu for 'User' and options like 'Create User', 'User Details', and 'Modify User'. The 'Group' option is highlighted in orange. The right panel shows 'User Details->' with input fields for 'User Name' and 'Order ID', each with a 'View' button. Below these are buttons for 'Query all (reverse order)' and 'Query all'. At the bottom, there is a table with columns for 'Order ID', 'Account', and 'Name'. The table contains one row with values: Order ID: 129880, Account: TMO2, Name: Van.

3 Click "Group List"

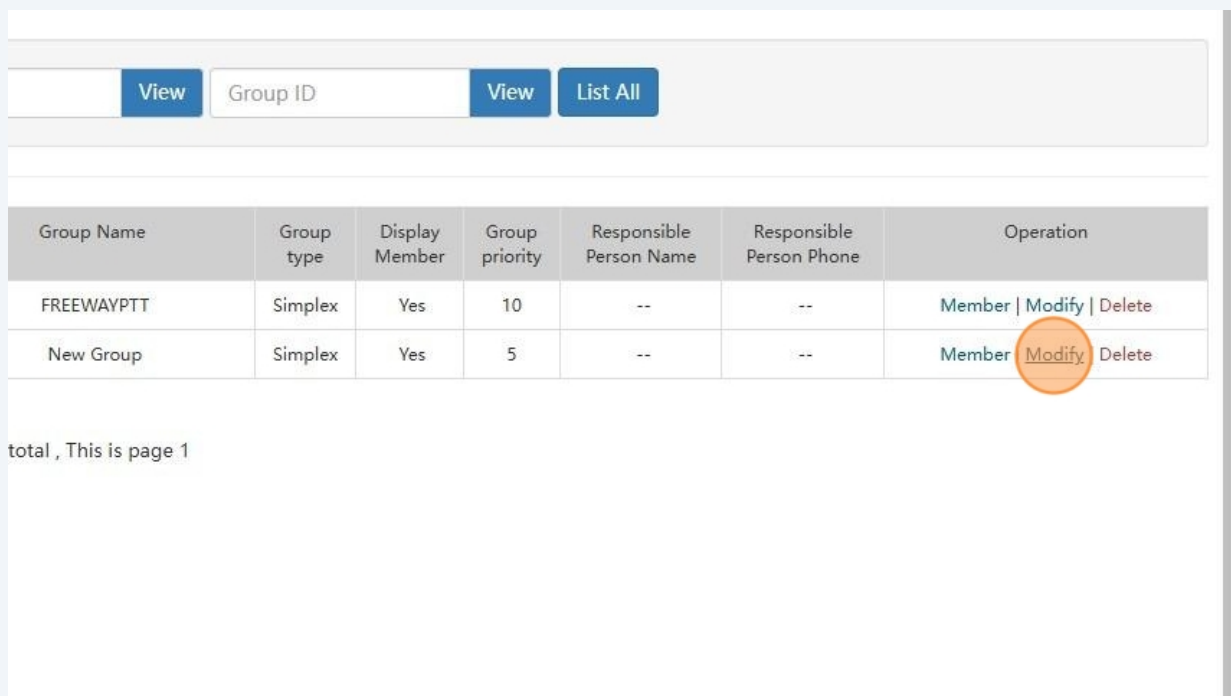
The screenshot shows the 'Management' section of the FREEMWAYPTT.CA interface. The left sidebar has 'Fixed Groups' and 'Contacts' tabs. Under 'Fixed Groups', there is a search bar and a group selection area for 'Group: FREEMWAYPTT'. Below this, there are radio buttons for 'All', 'Online', 'Offline', and 'Group'. A list of groups is shown, with 'FREEMWAYPTT (12/1/1)' selected and highlighted in blue. The 'Group List' option in the left sidebar is circled in orange. The main content area shows 'User Details->' with a dropdown menu for 'Group' and options like 'Create Group', 'Group List', 'Modify Group', 'Member', 'Relevance Group', and 'Modify Relevance Group'. The 'Group List' option is highlighted in orange. The right panel shows 'User Details->' with input fields for 'User Name' and 'Order ID', each with a 'View' button. Below these are buttons for 'Query all (reverse order)' and 'Query all'. At the bottom, there is a table with columns for 'Order ID', 'Account', and 'Name'. The table is currently empty.

4 Click "List All"



The screenshot shows a settings interface. At the top left is a gear icon labeled "Settings". At the top right is a user profile icon labeled "SYSTEM SUPPORT" and a window icon. Below the header is a search bar with the text "e". To the right of the search bar are three buttons: "View", "View", and "List All". The "List All" button is highlighted with an orange circle.

5 Click "Modify" next to the group you want to change



The screenshot shows a group management interface. At the top is a search bar with the text "e". To the right of the search bar are three buttons: "View", "View", and "List All". Below the search bar is a table with the following columns: Group Name, Group type, Display Member, Group priority, Responsible Person Name, Responsible Person Phone, and Operation. The table contains two rows: "FREEWAYPTT" and "New Group". The "Modify" button in the "Operation" column for the "New Group" row is highlighted with an orange circle.

Group Name	Group type	Display Member	Group priority	Responsible Person Name	Responsible Person Phone	Operation
FREEWAYPTT	Simplex	Yes	10	--	--	Member Modify Delete
New Group	Simplex	Yes	5	--	--	Member Modify Delete

total , This is page 1

6 in 'Group Name:' field type the new name of the group

The screenshot shows the 'Modify Group' interface. At the top, there are navigation tabs for 'Location', 'Department Management', and 'Settings'. The main title is 'Modify Group->'. Below this, there are several form fields:

- 'Please Select A Group:': A dropdown menu showing 'New Group(147588):' with 'Return' and 'Delete' buttons.
- 'Group Name:': A text input field containing a cursor, highlighted with an orange circle, and a 'Modify' button.
- 'Dispatcher Account:': A text input field with 'User account or name' and a 'Save' button. A note below it reads: '*When the dispatcher account is not empty, the dispatcher speech can be heard by all members of the group, and the dispatcher speech can be heard by all members of the group'.
- 'Responsible Person Name:': A text input field with a 'Modify' button.
- 'Responsible Person Phone:': A text input field with a 'Modify' button.
- 'Group priority:': A dropdown menu showing 'Level 5' and a 'Modify' button. A note below it reads: '*Level 10 is the highest group priority, members of high priority groups interrupt the speech of members of lower priority groups'.

7 Click 'Modify'

This screenshot shows the same 'Modify Group' interface as above, but with the 'Group Name' field now containing the text 'NEW NAME'. The 'Modify' button next to this field is highlighted with an orange circle, indicating the next step in the process.

8 Click "User List" to return to main screen.

The screenshot shows the FREWAYPTT.CA user management interface. The top navigation bar includes the logo, a 'User List' button (highlighted with an orange circle), and other menu items like 'Data Center', 'Location', 'User Management', and 'Settings'. The left sidebar shows 'Fixed Groups' and 'Contacts' tabs, with a search bar and a list of groups. The 'Group: FREWAYPTT' is selected, showing 'All online users (1)' and 'FREWAYPTT (12/1/1)'. The main content area displays a 'User' menu with options like 'Group', 'Create Group', 'Group List', 'Modify Group', 'Member', 'Relevance Group', and 'Modify Relevance Group'. The 'Department' and 'Audio' menus are also visible. On the right, the 'Modify Group->' form is shown, featuring a green success message 'Modify successfully' and a form with fields for 'Please Select A Group:', 'Group Name:', 'Dispatcher Account:', 'Responsible Person Name:', and 'Responsible Person Phone:'. The 'Please Select A Group:' field has a dropdown menu with 'NEW NAM' visible.