



POCSTARS User Admin Panel User Manual

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1. The Product Introduction

1.1 Introduction

The POCSTARS User Admin Panel provides agent distribution management, PoC intercom management, PoC intercom distribution, intercom account renewal, user group for the regional first-level agents of the POCSTARS platform, secondary agents and end users developed by each level of agents and management system functions. The POCSTARS User Admin Panel can be opened from the website. The first-level agents, sub-agents and end-users can log in to the User Admin Panel through their respective login accounts.

The access address of the POCSTARS User Admin Panel is: <https://manage.POCSTARS.com>

1.2 POCSTARS User Admin Panel Mode and Features

1.2.1 Operation Role

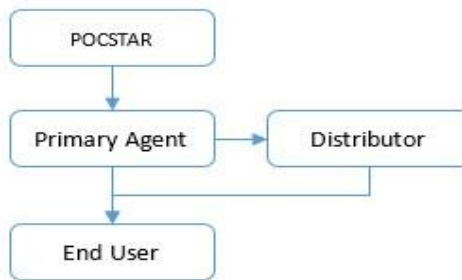
The roles of the POCSTARS User Admin Panel include: POCSTARS administrators, POCSTARS regional first-level agents, and distributors of first-level agents (no hierarchy restrictions, which can develop multi-level distributors) and end users.

The corresponding operation responsibilities are as follows:

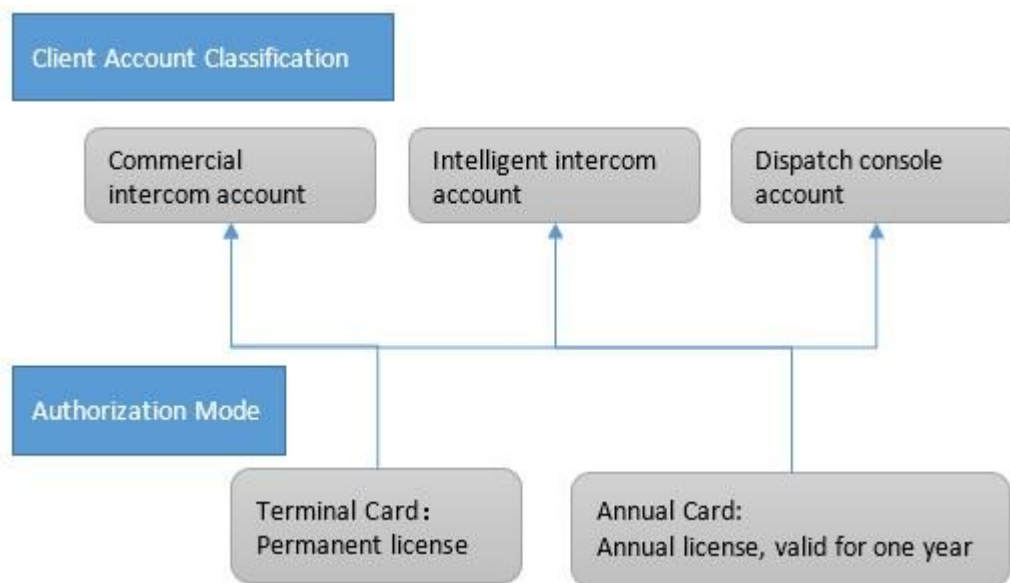
- **POCSTARS administrator:** The management of the agent at the regional level, including the account opening of the first-level agent, the distribution and settlement of the platform license.
- **The first-level agent:** The management of the distributor, the management of a brand of PoC intercom, the distribution and settlement of the POCSTARS platform license, and the sales management for the end user. ■
- **Distributors:** Management of sub-distributors, management of PoC intercom, distribution and settlement of POCSTARS platform licenses, and sales management for end users.
- **End user:** POCSTARS intercom usage management, group management.

1.2.2 How to Log in

The POCSTARS administrator creates a login account for the regional first level agent, the first level agent creates a login account for his distributor, the distributor creates a login account for the end user. The attribution relationship of the POCSTARS User Admin Panel login account is as follows:



1.2.3 Client Account Classification and License Authorization Mode



In the above sections 1.2.1 and 1.2.2, the classification and respective responsibilities of the participants in the entire operation of POCSTARS are mainly introduced. The end user wants to experience the PoC service provided by POCSTARS, and the agent (or distributor) needs to open the permission access account for its client. That is to say, with the client account as the operator and authorized by the license, POCSTARS provides multi-level distribution for agents and distributors. That is, the user holds a valid client account to enjoy the secure and stable PoC public network intercom service provided by POCSTARS.

In the POCSTARS system, the client is mainly divided into: commercial PoC intercom, intelligent PoC intercom and dispatch console. Among them are as follows:

- **Commercial PoC Intercom:** usually a professional intercom form, such as the Hytera PNC370. Such a terminal mainly uses the IMEI number of the device as a terminal account, but can also use the ICCID number as the terminal accounts, and accesses the POCSTARS system after authorization. [\(Note: POCSTARS has dozens of terminal cooperation manufacturers, which can provide a variety of commercial PoC intercom terminals for agents to choose\) .](#)

■ **Smart PoC Intercom:** Usually in the form of a smartphone, such as the Hytera PNC550. After the agent chooses the right intercom, POCSTARS provides client software (including Android and IOS). Such a terminal mainly uses an APP account created by an agent as a terminal account, and is authorized to access the POCSTARS system. APP account example: ptt1@hytera.abc

■ **Dispatch Console:** Professional trunking scheduling software provided by POCSTARS for dispatchers to login. The corresponding account is the dispatcher account created by the agent. Example of dispatcher account : dp1@hytera.abc

The access license of the POCSTARS platform is mainly divided into two types: the permanent accounting license and the annual charging license. The details are as follows:

- **Permanent Billing License:** The terminal card on the User Admin Panel. When enabled, terminal access is permanently authorized. The scope of application is usually a commercial PoC intercom agent. The specific operation is that the agent recharges the terminal card for the target PoC terminal, and these terminals can enjoy the permanent authorized access service provided by POCSTARS, and they can also enjoy the PoC intercom service provided by POCSTARS without time limit.

- **Annual Billing License:** The annual card on the User Admin Panel. When enabled, the terminal access time is valid for one year, and the service can be renewed. The scope of application is usually a commercial PoC intercom, intelligent PoC intercom and dispatcher. The specific operation is that the agent recharges the annual card for the target PoC terminal or dispatcher account, and these terminals or dispatchers can enjoy the one-year authorized access service provided by POCSTARS. After the expiration of one year, the service can be renewed.

- **Monthly billing license:** the monthly card on the User Admin Panel. After it is enabled, the terminal access time is valid within 30 days, and the authorization will be resumed if the fee is renewed. The scope of application is usually the commercial POC walkie talkie, intelligent POC walkie talkie and dispatching console. The specific operation is that the agent recharges the monthly card for the target PoC terminal or dispatcher account, and these terminals or dispatchers can enjoy the 30 day authorized access service provided by POCSTARS. The service can be renewed after 30 valid days.

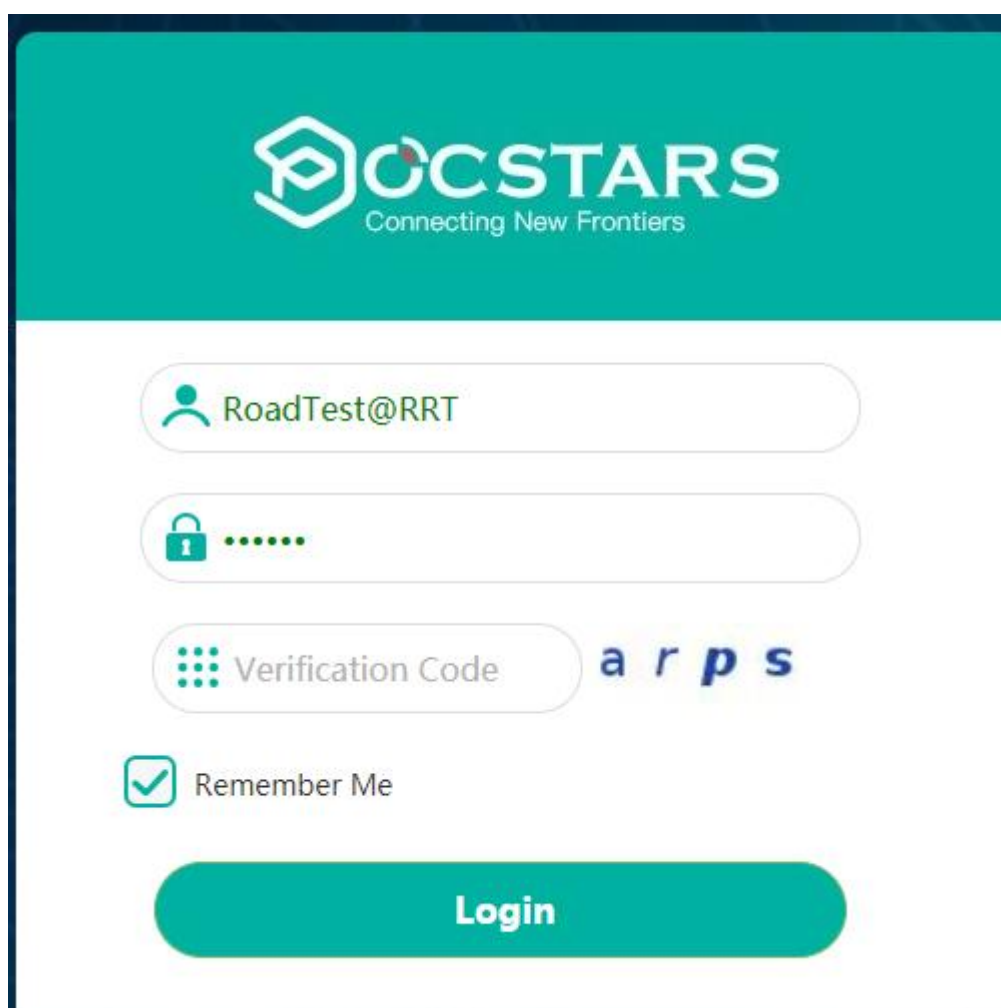
1.2.4 Brief Description of Operation Process



Note: the operation mode of monthly card is similar to that of annual card.

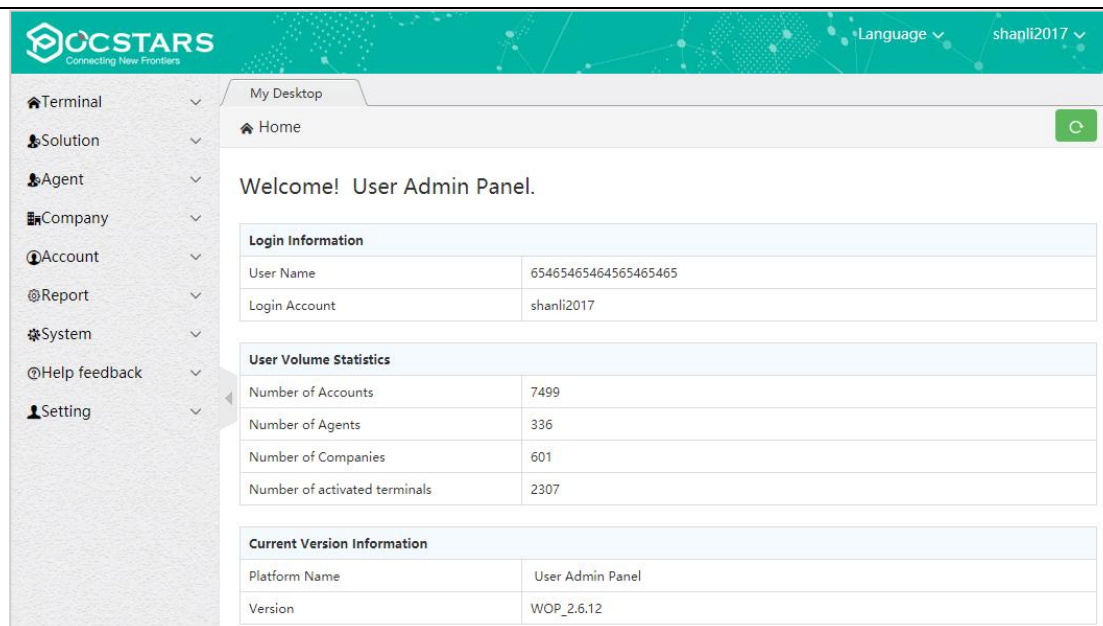
2. The Product Operation Instruction-Internal Chapter

Use the browser to access the link: <https://manage.POCSTARS.com>, enter the login interface of the POCSTARS User Admin Panel, as shown in Figure 2.1, enter the internal account, password and verification code, select "internal" to log in, enter the internal User Admin Panel interface.

The image shows the login interface of the POCSTARS User Admin Panel. At the top, there is a teal header with the POCSTARS logo and the tagline "Connecting New Frontiers". Below the header, the login form consists of several fields: a username field containing "RoadTest@RRT", a password field with masked dots, a verification code field with the code "a r p s" displayed to the right, and a "Remember Me" checkbox which is checked. A large teal "Login" button is positioned at the bottom of the form.

2.1 Homepage

After the internal account is successfully logged in, enter the home page, you can see the information on the left menu bar, the middle area home page (login information, user volume statistics, current version information), and the upper right corner exit button as shown in the figure below.



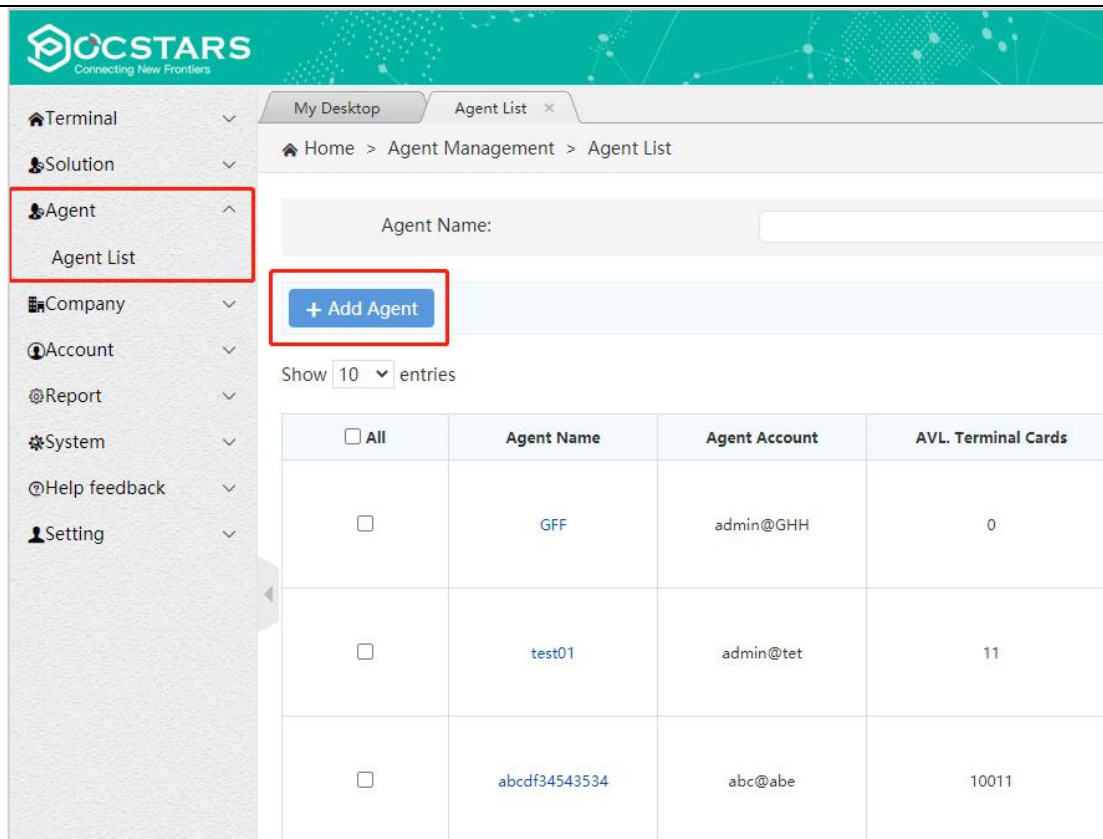
The menu bar is mainly composed of agent management, system management, help feedback, personal center and other functional modules. The following describes the main functional modules.

2.2 Agent Management

The agent management includes the addition, editing, deletion, search, terminal card and annual card recharge and modification passwords of the agent account. The internal account can be used for management and information viewing of its subordinate agents.

New Agent: Internal accounts can add their own first-level agents and all agent information under the agent list management name.

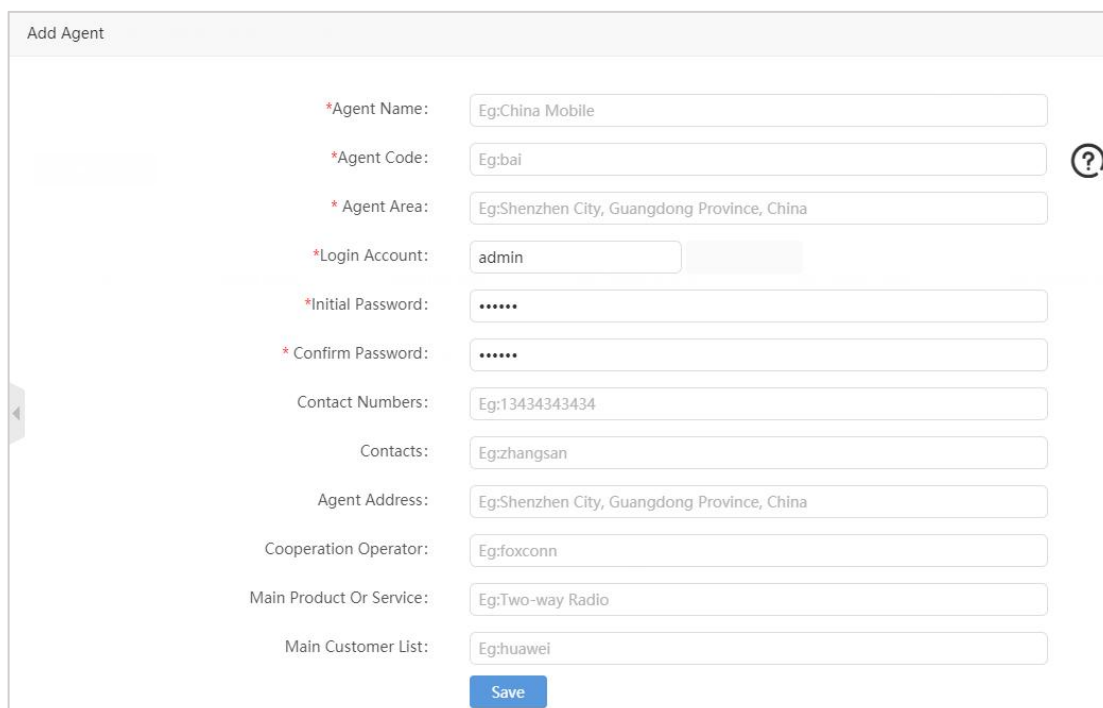
Operation Step: Click Agent → Agent List → + Add Agent, pop up the new agent pop-up window, fill in the relevant information, click “Save” to complete the agent account as shown in the figures below:



The screenshot shows the POCSTARS Admin Panel interface. On the left sidebar, the 'Agent' menu item is highlighted with a red box. The main content area shows the 'Agent List' page. At the top, there is a search bar for 'Agent Name'. Below it, a blue button labeled '+ Add Agent' is highlighted with a red box. Underneath the button, there is a 'Show 10 entries' dropdown. A table displays the list of agents with columns: 'All', 'Agent Name', 'Agent Account', and 'AVL. Terminal Cards'.

<input type="checkbox"/> All	Agent Name	Agent Account	AVL. Terminal Cards
<input type="checkbox"/>	GFF	admin@GHH	0
<input type="checkbox"/>	test01	admin@tet	11
<input type="checkbox"/>	abcdf34543534	abc@abe	10011

New Agent



The 'Add Agent' form contains the following fields:

- *Agent Name: Eg:China Mobile
- *Agent Code: Eg:bai
- *Agent Area: Eg:Shenzhen City, Guangdong Province, China
- *Login Account: admin
- *Initial Password:
- *Confirm Password:
- Contact Numbers: Eg:13434343434
- Contacts: Eg:zhangsan
- Agent Address: Eg:Shenzhen City, Guangdong Province, China
- Cooperation Operator: Eg:foxconn
- Main Product Or Service: Eg:Two-way Radio
- Main Customer List: Eg:huawei

A blue 'Save' button is located at the bottom of the form.

Agent Information ("*" is required)

For the created agent, you can view it in the agent list, as shown in the figure below, and you can do the following:

Recharge Terminal Card: It can recharge the terminal of the agent. After the recharge, the terminal is valid forever.

Recharge annual card: recharge annual card for the agent.

Recharge monthly card: you can recharge monthly card for the agent.

Recharge Patrol Cards: You can recharge patrol cards for this agent.

Edit: You can modify some basic information of the agent, such as the agent name.

Delete: There is no sub-agent under the agent name. If there is no activation account and no company, you can delete the agent account.

Change Password: You can modify the password of the agent account to log in the User Admin Panel.

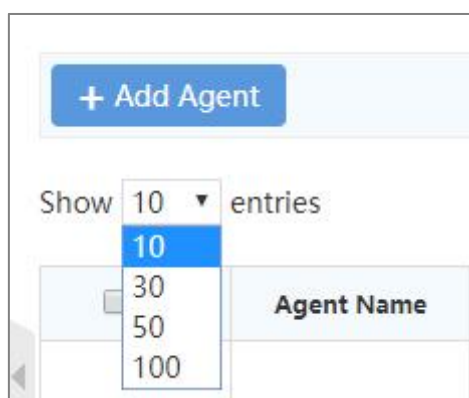
Yearly Card: You can recharge the agent for the yearly card.

Search: Search the list of agents by search criteria.

All	Agent Name	Agent Area	Agent Account	AVL Terminal Cards	AVL Annual Cards	AVL Monthly Cards	Available Patrol Cards	Recharge	Operating
<input type="checkbox"/>	new	sz	admin@new	0	10	10	0	Terminal Card Annual Card Monthly Card Patrol Card	Edit Delete Password

Agent List

The number of items that can be displayed in the list can be set: the list displays 10 pieces of data by default, and the user can set it as 10, 30, 50 and 100. The list is displayed according to the number set.



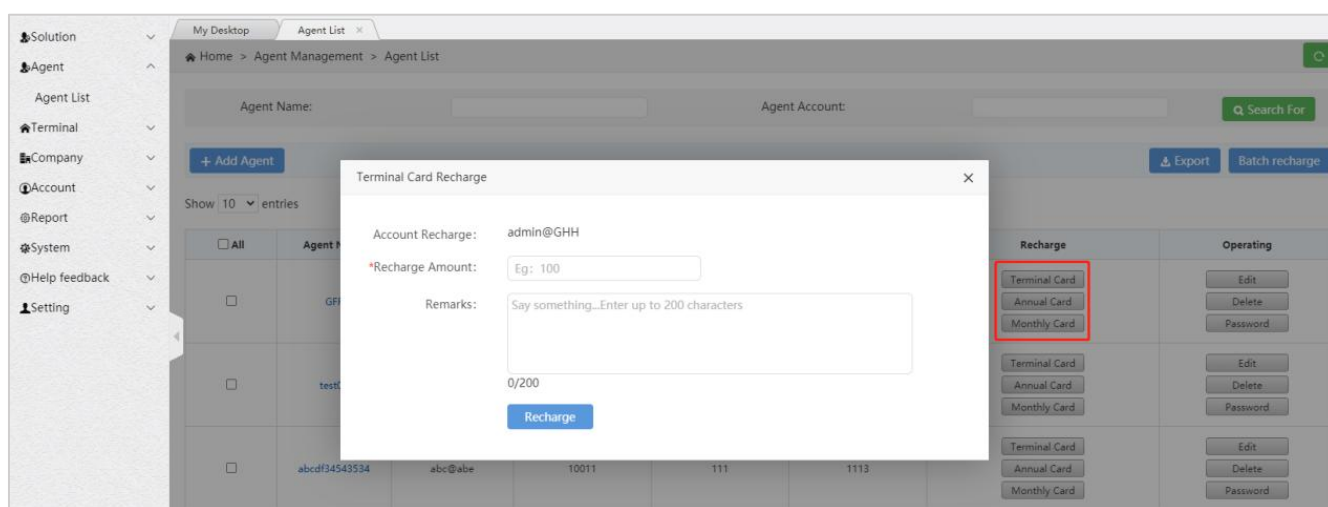
Account number display button

Agent Recharge: Agents need to recharge intercom accounts and also recharge secondary agents (distributors). This can be done using terminal cards, annual cards, monthly cards, or patrol cards. Terminal cards, annual cards, monthly cards,

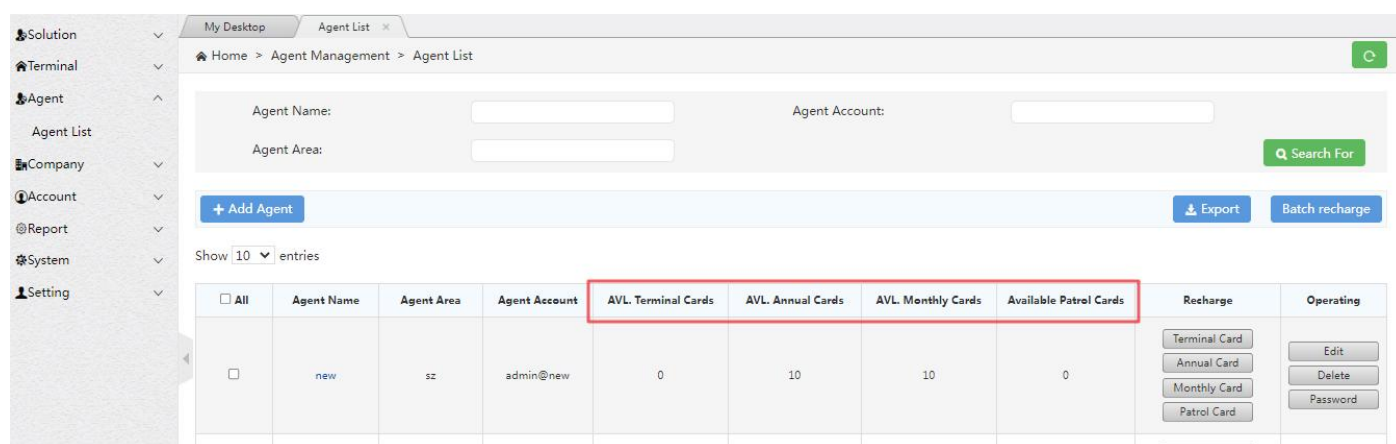
or patrol cards for primary agents are recharged internally by the manufacturer, and both bulk and individual recharges are supported.

Single recharge:

Operation Steps: Agent → Agent list → Charge the terminal card/charge card, select the charge card/charge card corresponding to the agent to be recharged, pop up the recharge interface and enter the recharge amount. Click “Recharge”. You can view the available number of agent recharge cards in the Available Terminal Cards/Available Yearly Cards column in the agent list as shown in the figure below:



Recharge Agent



Available Number of Recharge Cards

Instructions for batch recharge:

1. Two recharge methods

1) : Through "batch export" export required account and edit recharge quantity, after that import to recharge by

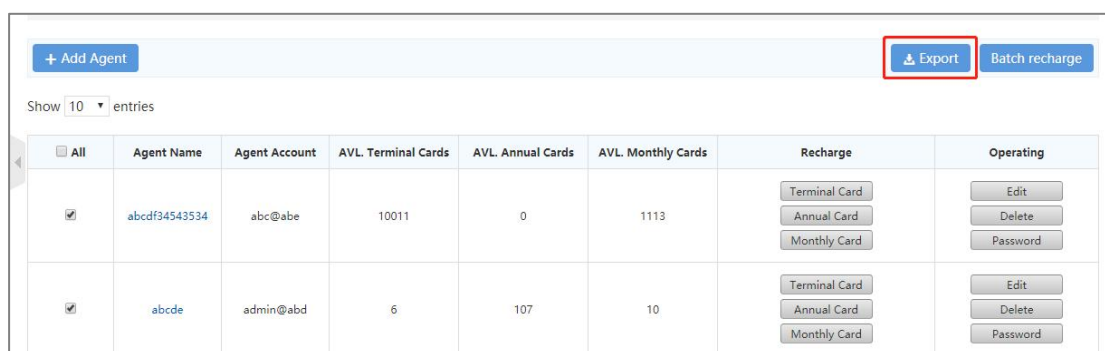
"batch recharge"

2) : Download the recharge template, fill in the account and quantity to be recharged, after that import to recharge by "batch recharge" .

2. Detailed Steps

1): Batch export:

Selecting the account to be exported to export the batch recharge table; if the account is not selected, the batch recharge table exported by default contains all accounts. Through "Batch recharge", import the form to fill in the type of recharge card and the amount of recharge, and batch recharge the account as shown in the figure below:

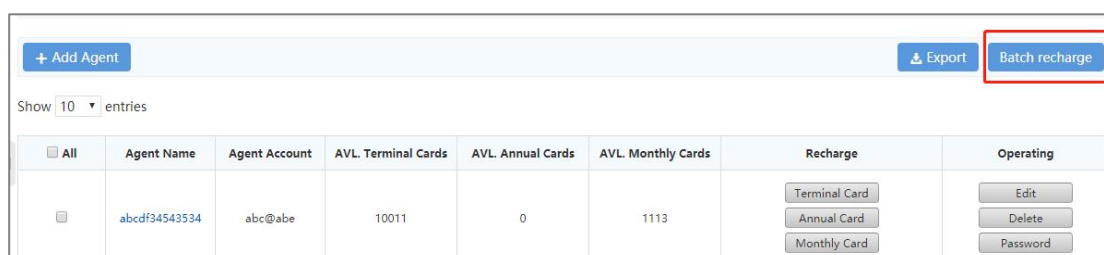


+ Add Agent						Export	Batch recharge
Show 10 entries							
<input type="checkbox"/> All	Agent Name	Agent Account	AVL. Terminal Cards	AVL. Annual Cards	AVL. Monthly Cards	Recharge	Operating
<input checked="" type="checkbox"/>	abcdf34543534	abc@abe	10011	0	1113	Terminal Card Annual Card Monthly Card	Edit Delete Password
<input checked="" type="checkbox"/>	abcde	admin@abd	6	107	10	Terminal Card Annual Card Monthly Card	Edit Delete Password

Batch recharge export button

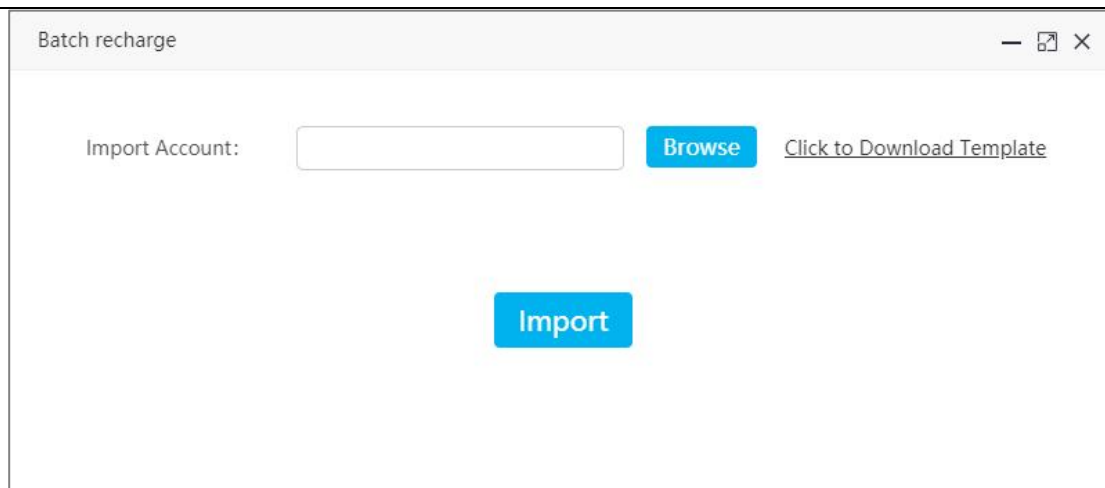
2). Batch recharge:

Click Batch Recharge button, the user can select to download the batch recharge template, custom fill in and import; can also import the existing batch recharge table, the result pop-up window shows that the recharge is completed, if the account recharge fails, you can download the table to view the reason for the failure. As shown below:



+ Add Agent						Export	Batch recharge
Show 10 entries							
<input type="checkbox"/> All	Agent Name	Agent Account	AVL. Terminal Cards	AVL. Annual Cards	AVL. Monthly Cards	Recharge	Operating
<input type="checkbox"/>	abcdf34543534	abc@abe	10011	0	1113	Terminal Card Annual Card Monthly Card	Edit Delete Password

Batch recharge button

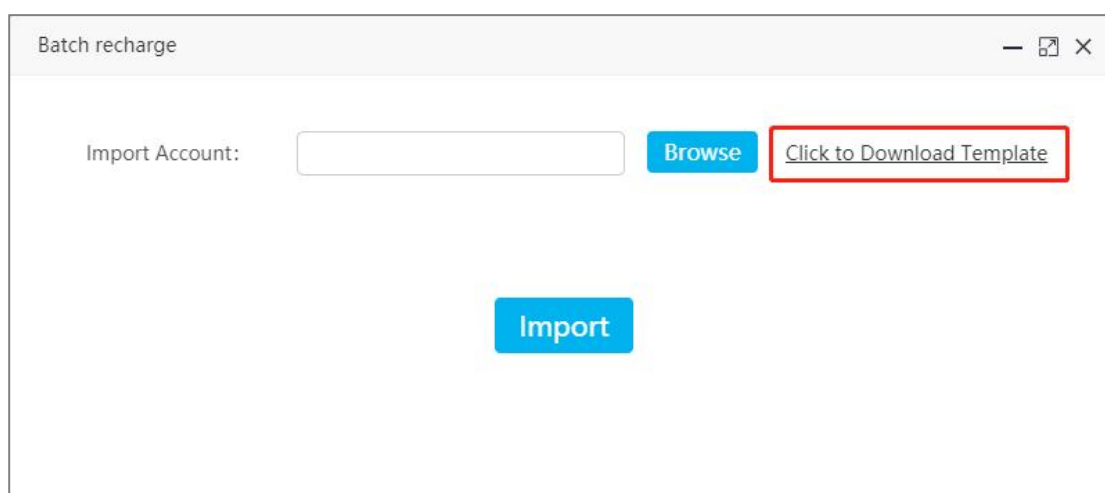


Batch recharge pop-up box

3). Batch recharge template:

Template acquisition method:

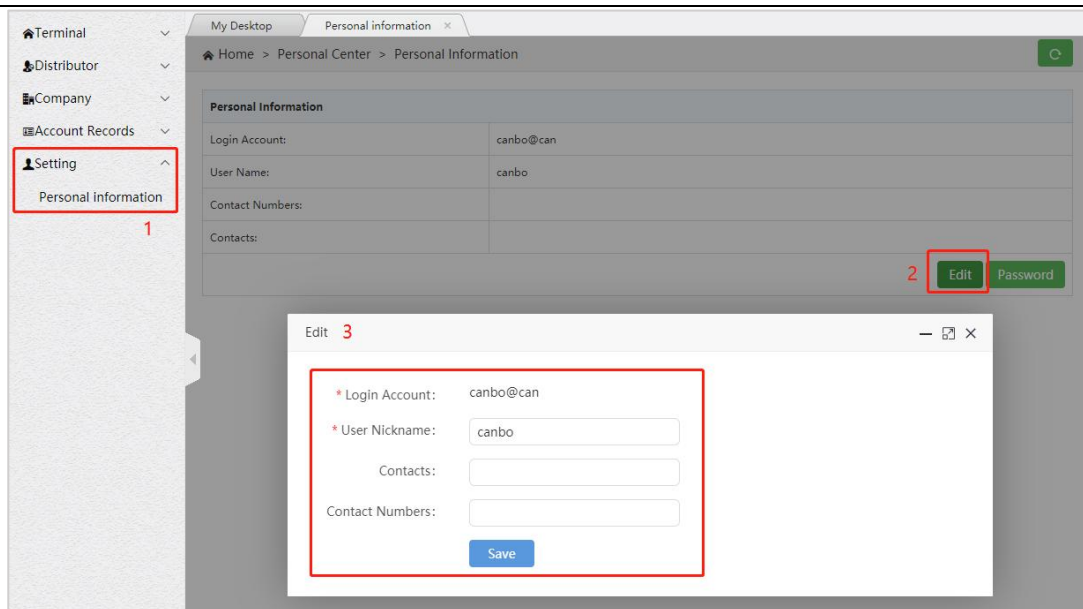
Click "Batch Recharge", from pop up window to download the batch recharge template. The operator can manually add the account list, recharge card type, and recharge quantity. After filling, save and import into the system. As shown below:



Download batch recharge template button

2.3 Settings

In the personal center module, you can check the current internal account login information, including the login account, user name and password modification, etc., you can also edit the personal data and password, as shown in the figure below:



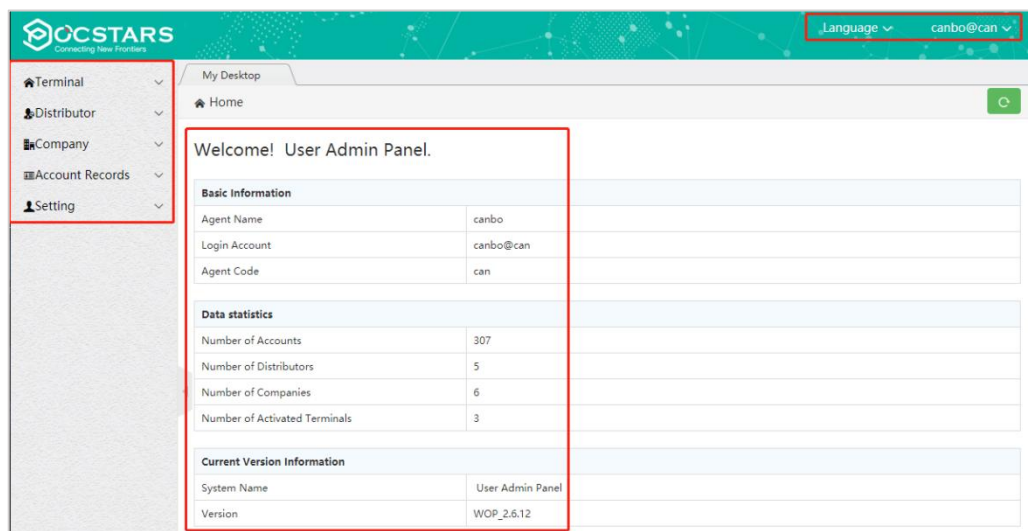
Personal Center

3. The Product Operation Instructions -Agent Chapter

Use the browser to access the link: <https://manage.POCSTARS.com>, enter the login interface of the POCSTARS User Admin Panel, enter the agent account number, password and verification code, select “agent” to log in, and enter the agent's User Admin Panel interface.

3.1 Homepage

After the agent account is successfully logged in, enter the homepage, you can see the left menu bar, the middle homepage information, and the upper right corner “exit” button. As shown in the figure below: Click the “Exit” button to log out and return to the login interface.



Agent Homepage

The agent's menu bar has:

Terminal → terminal list: that is, the intercom account management, adding a terminal account for the agent and binding the completion test.

Distributor → distribution list: that is, the agent's sub-agent management.

Company → Company list: that is, the agent directly sells the management of the final use Client Company or organization of the intercom terminal.

Account record → user list: all account records of the agent.

Setting → Personal Information: The personal account management of the agent.

3.2 Terminal Management

The intercom account includes the terminal account required for the intercom terminal to start, APP account used for the intercom APP login, and the dispatcher account used by the login dispatcher.

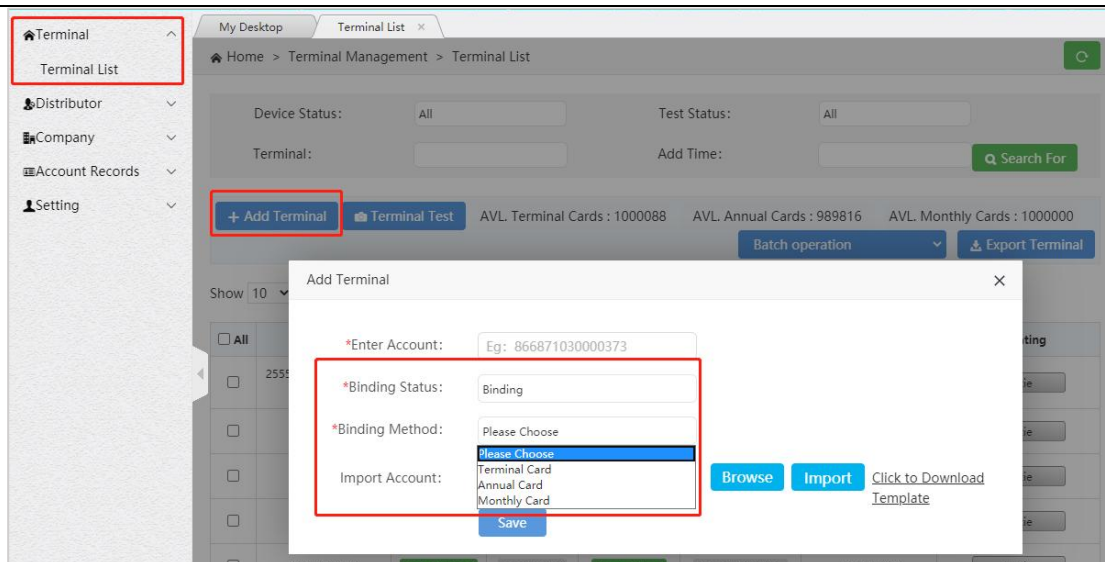
When the intercom account is to be sold to the end-use customer, the agent needs to complete the test of the intercom account, to bind the recharge card, and so on.

When other intercom accounts other than terminal accounts are to be sold to end users, agents need to bind intercom accounts with recharge cards, etc.

3.2.1 Adding Accounts

There are two ways to enter the account, single entry and batch entry.

Operation Steps: →Terminal → Terminal list + Add terminal, pop-up add terminal pop-up window, enter single account information, choose to bind the recharge card type (terminal card, annual card or monthly card), click "Save" to complete the account addition as shown in the figure below.



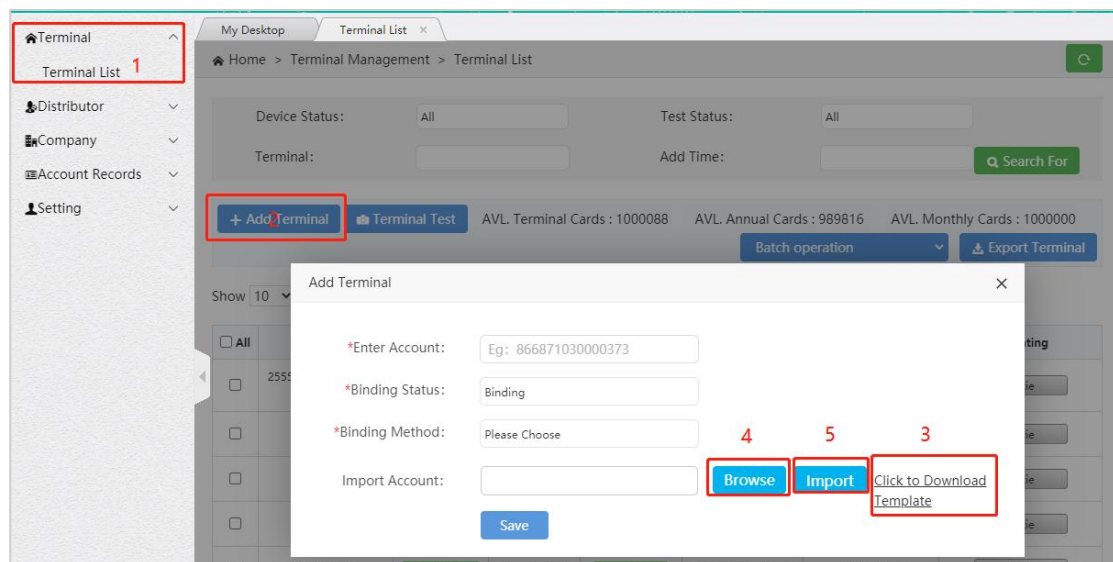
Adding Accounts

Enter Account Number: The account to be activated. It cannot be edited after entering.

Binding Status: Bind/Unbind, you can also select the binding after adding the account.

Binding Method: Select the recharge type, terminal card or annual card recharge.

The batch input operation mode is: terminal → terminal list → + add terminal, click the download account template in the pop-up window, click "Browse" to select the account document, and then click "Import".



Batch Entry Operation

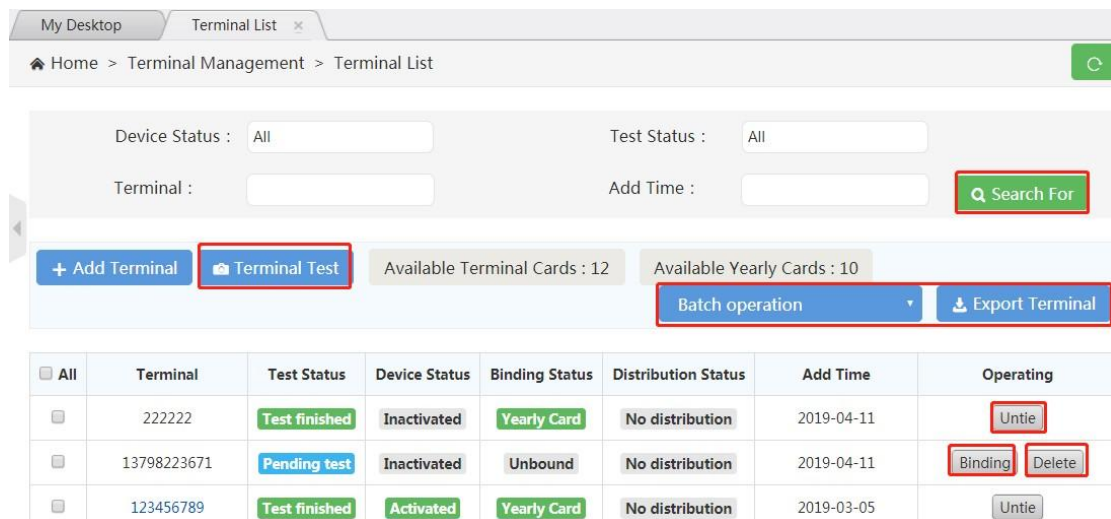
3.2.2 Account Management

For the added account, you can view it in the list and perform the following operations, as shown in Figure 3.4:

Binding/Unbinding: If the unsold account is not activated in the terminal list, it can be “unbind”, and the agent will add a corresponding recharge card; click “Bind” to consume a corresponding recharge card.

Delete: Unbound accounts can be deleted.

Terminal test: The account needs to complete the factory test before activation, click “Terminal List” → and “Terminal Test”, and click “Test” → “Test End” in the pop-up window.



Terminal Test

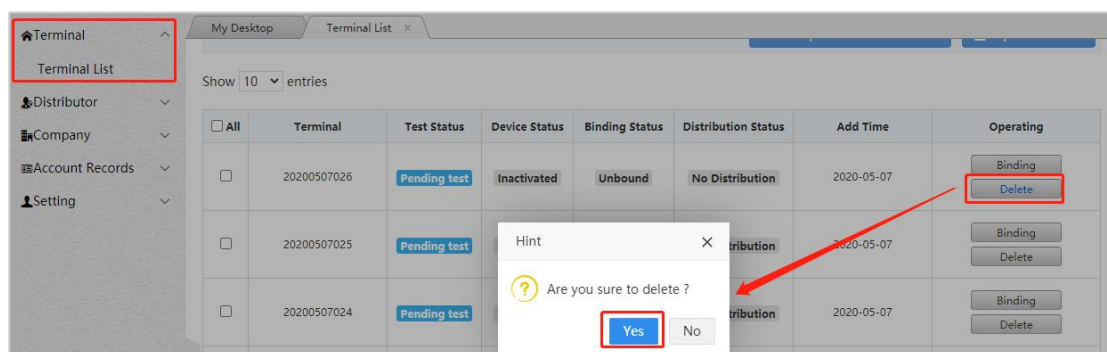
Search: The list of accounts can be searched by criteria.

Click Account: to view the details of the account.

3.2.3 Account Deletion

To delete an existing intercom account, you can operate it on the terminal list interface, as shown in the figure below.

Operation steps: Terminal → Terminal list, find the account to be deleted, click Delete in the operation bar, pop-up delete confirmation box, confirm the deletion. The account must be unbound to be deleted.



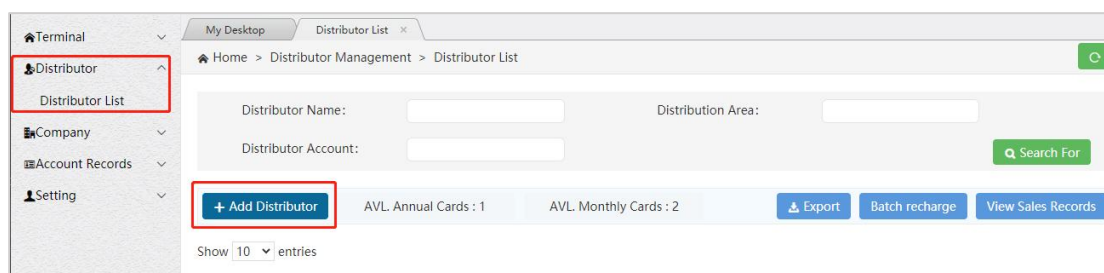
Delete Accounts

3.3 Distributor Management

Agents can establish their own secondary agents, distributors. The agent will sell the intercom account and the annual card to the sub-agent with the terminal, and the sub-agent will distribute it. Agents can create and manage secondary agent accounts under this menu.

3.3.1 Adding New Distributor

Steps: Distributor → Distributor List → + Add Distributor, pop up the new distributor pop-up window, fill in the relevant information, click “Save” to complete the new distributor account, as shown in the figure below:



New Distributor

Add Distributor

* Distributor Name:

EgChina Mobile

* Distributor Code:

Egbai

?

* Distribution Area:

EgShenzhen City, Guangdong Province, China

* Login Account:

admin

* login Password:

* Confirm Password:

Contact Numbers:

Eg: 13434343434

Contacts:

EgLucy

Distributor Address:

EgShenzhen City, Guangdong Province, China

Cooperation Operator:

Egfoxconn

Main Product Or Service:

EgTwo-way Radio

Main Customer List:

Eghuawei

Save

Distributor Information (with * is required)

3.3.2 Managing Distributors

For the created distributor, you can view it in the list and perform the following operations, as shown in Figure 3.8:

Search: Search the distributor list by distributor name, contact, contact number, and partition area.

Sell Terminal: The terminal account under the name of the distributor, which can be imported into the account in batch.

Click on the distributor name: you can view the details of the distributor.

Charge annual card: charge annual card for the distributor.

Charge monthly card: charge monthly card for the distributor.

Edit: Some basic information of the distributor, such as the agent name, can be modified.

Delete: There is no sub-agent under the name of the distributor. If there is no activation account and no company, the distributor account can be deleted.

Change Password: You can modify the password of the distributor account to log in to the User Admin Panel.

The screenshot displays the 'Distributor List' interface. On the left is a sidebar with navigation options: Terminal, Distributor, Distributor List (selected), Company, Account Records, and Setting. The main area has a breadcrumb trail: Home > Distributor Management > Distributor List. Below this is a search section with input fields for 'Distributor Name', 'Distribution Area', and 'Distributor Account', followed by a 'Search For' button. A summary bar shows '+ Add Distributor', 'AVL Annual Cards : 14', 'AVL Monthly Cards : 0', 'Available Patrol Cards : 18', and buttons for 'Export', 'Batch recharge', and 'View Sales Records'. Below the summary bar, it says 'Show 10 entries'. A table lists distributors with columns: All, Distributor Name, Distributor Account, Distribution Area, NO. of Terminals, Balance, Recharge, and Operating. The first entry has ID 123, account admin@erwe, and 0 terminals. The 'Recharge' column has buttons for Sales Terminal, Annual Card, Monthly Card, and Patrol Card. The 'Operating' column has buttons for Edit, Delete, and Password.

<input type="checkbox"/> All	Distributor Name	Distributor Account	Distribution Area	NO. of Terminals	Balance	Recharge	Operating
<input type="checkbox"/>	123	admin@erwe	weew	0	Annual Card: 0 Monthly Card: 0 Patrol Card: 0	Sales Terminal Annual Card Monthly Card Patrol Card	Edit Delete Password

Distributor Management Interface

3.3.3 Recharge Agent

Agents need to recharge intercom accounts and also recharge secondary agents (distributors) using annual cards, monthly cards, or patrol cards. The recharge cards for secondary agents are recharged by the upper-level agents (primary agents), and both bulk and individual recharges are supported. The terminal accounts (IMEI) of secondary agents are sold by the primary agents to the secondary agents.

Individual Recharge Procedure: In the distributor management section, select the distributor from the list for annual card/monthly card/patrol card. A pop-up window for recharging annual card/monthly card/patrol card will appear. Enter the quantity for this recharge, and then click 'Submit,' as shown in the screenshot below. To the right of the 'Add Distributor' button, the available quantity of annual cards/monthly cards/patrol cards is displayed.

Distributor Name : Distribution Area :

Distributor Account : [Search For](#)

[+ Add Distributor](#) AVL Annual Cards : 14 AVL Monthly Cards : 0 Available Patrol Cards : 18 [Export](#) [Batch recharge](#) [View Sales Records](#)

Show 10 entries

<input type="checkbox"/> All	Distributor Name	Distributor Account	Distribution Area	NO. of Terminals	Balance	Recharge	Operating
<input type="checkbox"/>	123	admin@erwe	wew	0	Annual Card: 0 Monthly Card: 0 Patrol Card: 0	Sales Terminal Annual Card Monthly Card Patrol Card	Edit Delete Password

Recharging the Distributor

Instructions for batch recharge:

1. Two recharge methods

1) : Through "batch export" export required account and edit recharge quantity, after that import to recharge by "batch recharge"

2) : Download the recharge template, fill in the account and quantity to be recharged, after that import to recharge by "batch recharge" .

2. Detailed steps

1). Batch export:

Selecting the account to be exported to export the batch recharge table; if the account is not selected, the batch recharge table exported by default contains all accounts. Through "Batch recharge", import the form to fill in the type of recharge card and the amount of recharge, and batch recharge the account. As shown below:

Distributor Name: Distribution Area:

Distributor Account: [Search For](#)

[+ Add Distributor](#) AVL Annual Cards : 1 AVL Monthly Cards : 2 [Export](#) [Batch recharge](#) [View Sales Records](#)

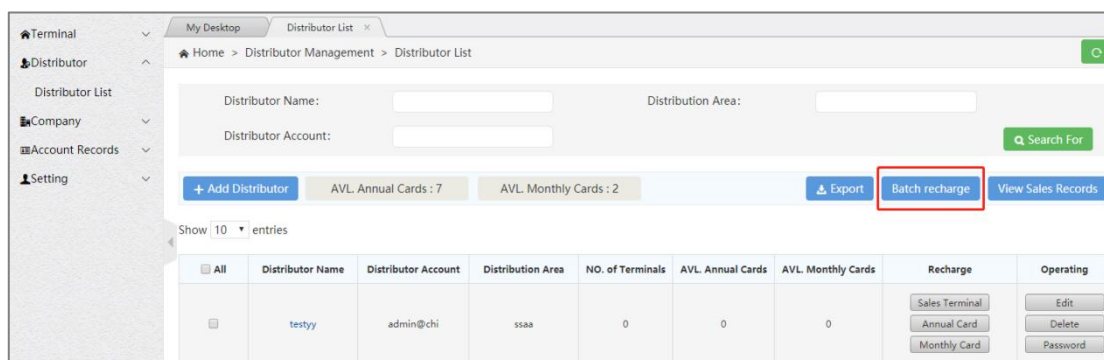
Show 10 entries

<input type="checkbox"/> All	Distributor Name	Distributor Account	Distribution Area	NO. of Terminals	AVL Annual Cards	AVL Monthly Cards	Recharge	Operating
<input type="checkbox"/>	testty	admin@chi	ssaa	0	0	0	Sales Terminal Annual Card Monthly Card	Edit Delete Password

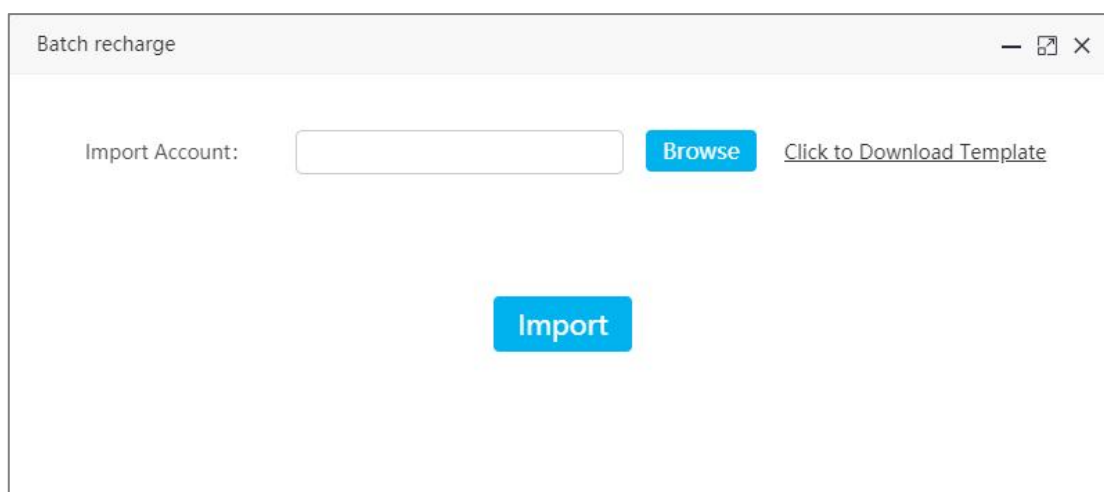
Batch recharge export button

2). Batch recharge:

Click Batch recharge, the user can select to download the batch recharge template, custom fill in and import; can also import the existing batch recharge table, the result pop-up window shows that the recharge is completed, if the account recharge fails, you can download the table to view the reason for the failure. As shown below:



Batch recharge button

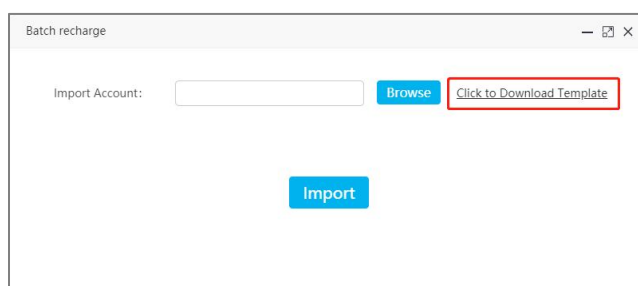


Batch recharge pop-up box

3). Batch recharge template:

Template acquisition method:

Click "Batch Recharge", from pop up window to download the batch recharge template. The operator can manually add the account list, recharge card type, and recharge quantity. After filling, save and import into the system. As shown below:



Download batch recharge template button

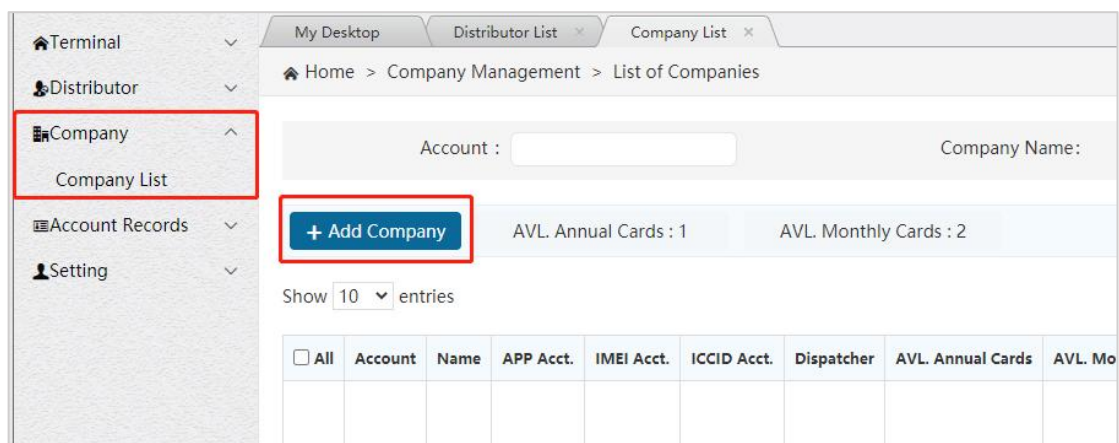
3.4 Company Management

The agent directly sells the intercom terminal to the Client Company or organization, and organizes to manage the company through management menu. Company management can create company account, add APP account, add dispatcher account, terminal activation, company information editing, login password modification, deletion and view company group information.

3.4.1 Adding Company

Operation Steps: Company → Company List → +Add Company

Pop up new company, fill in relevant information, click "save" to complete the company account. As shown in the figure below, when creating a new company, four APP accounts and one dispatcher account are created by default, and SOS function is turned on. Other value added functions are turned off by default, which includes multimedia, video streaming, geo-group and level-scheduling. Click adding app account, ICCID account or add dispatcher in the operation column to increase the number of app, ICCID and dispatcher accounts of the company.



Adding Company

Add Company Information

* Company Name :

* Company location :

* Company Code :

Contacts :

Contact Numbers :

* Login Account :

* login Password :

* Confirm Password :

Account Information

* APP Account1 :

* APP Account2 :

* APP Account3 :

* APP Account4 :

* Dispatch Console Account :

[Save](#)

[Distributor](#)
[Company](#)
[Company List](#)
[Terminal](#)
[Setting](#)

[My Desktop](#)
[Company List](#)

[Home](#) > [Company Management](#) > [List of Companies](#)

Account :

Company Name :

[Search For](#)

[+Add Company](#)

Available Yearly Cards : 8

[All Account Records](#)

No.	Account	Company Name	APP Account	IMEI Account	Dispatcher	SOS State	Operating
1	admin@asyn.asi	asyn	4	4	1	ON	Add an APP account Terminal Activation Add Dispatcher Group Management Edit Password Delete SOS Switch
2	admin@fz.asi	fzjw001	4	10	1	ON	Add an APP account Terminal Activation Add Dispatcher Group Management Edit Password Delete SOS Switch

Add ICCID, APP and Dispatcher Account

3.4.2 Managing company

For the created company, you can view it in the list and perform the following operations, as shown in the figure below:

Search: search the list of companies by company name and account number.

Click on the company name: you can view the company's details

Add ICCID account: the ICCID login account under the name of the company can be added, and the annual card / monthly card can be effective only after being added. When adding ICCID accounts, the function rights of accounts can be set individually or in batches. This setting is only valid for large screen and 2.4-inch screen terminal with application v2.1 or above. Functions are divided into primary functions and secondary functions. When the primary function is enabled, its lower secondary functions can be set separately.

Add APP Account: You can add an APP login account under the company name. After you add it, you need to recharge the annual card/monthly card to take effect. When adding an app account, the function rights of the account can be set individually or in batches.

Add Dispatcher Account: You can add a dispatcher account under the company name. After you add it, you need to recharge the annual card/monthly card to take effect.

Terminal Activation: Activates the terminal whose device status is inactive in the terminal list.

Change password: You can modify the password of the company account to log in the User Admin Panel.

Recharge annual card: you can recharge annual card for the company.

Recharge monthly card: you can recharge monthly card for the company.

The company needs to use the patrol function and must recharge patrol cards for their accounts. Agents can either sell patrol cards to the company or directly recharge the accounts that require patrol functionality.

Patrol Cards: You can recharge patrol cards for this company.

Stop: stop the company account.

Setting: some services of the company can be turned on/off, in which SOS is turned on by default and others are turned off by default.

Large Group: Terminals can join a large group with a capacity of up to 500 users. Once activated, the member list cannot be viewed.

Friend Management: The terminal group member list becomes the friend list."

Multimedia message: the dispatch console and terminal can send multimedia messages such as pictures, short videos and locations in fixed groups and user-defined session years.

Video streaming, that is, real-time video. The terminal can send real-time video back to the dispatching desk. The dispatching desk can view the returned video in real time, view the returned video record, playback and download the historical video; One to one real-time video call can be conducted between dispatching station and terminal, and between terminal and terminal.

Geo group is created by dispatcher through dispatch console. Draw an area based on the map, and create groups based on the area. The dispatcher adds fixed members and temporary members to the geo-group. When the temporary members enter the map area of the geo-group, they will automatically monitor the geo-group and can choose to enter the geo-group to participate in intercom; When the temporary member is outside the area, it will automatically cancel monitoring the geo-group, and cannot participate in the PTT of the geo-group.

Organization setting, namely level-scheduling, can establish a multi-level organizational structure under the company, maintain the ownership relationship between the account and the organization, and conduct command and scheduling based on the hierarchical organizational structure.

SOS setting, i.e. call for help signal. In case of emergency, the terminal can send SOS call for help.

Man Down Alarm: The company has the ability to enable or disable the man down alarm feature. When this feature is enabled and a user experiences a fall, if they remain inactive for a specific duration, the Man Down Alarm will be automatically triggered. The time period for detecting inactivity can be adjusted according to preferences.

Private call mode: the private call mode of enterprise users can be set as immediate connection or private call answer mode. The default is private call answer mode.

Call alert: when the enterprise private call mode is set to be immediate connection, the call alert feature can be enabled for the enterprise. When enabled, the enterprise user can send a call alert to others to remind the called person to call back when there is no answer. This feature is only available for large screen and 2.4-inch screen terminal with V2.1 and above platform software.

Temporary group timeout dissolution duration: set the idle duration of speaking rights of the enterprise's private call and temporary group before they dissolve. And the default duration is 60s.

Temporary group call duration: set the maximum duration that users in the enterprise single call and temporary group can speak by pressing the microphone at a time, which is 30s by default.

Voice Quality: Set to default high-quality mode, supporting an option for a smooth mode. High voice quality, low latency, requires a strong network environment.

Group management: you can add groups under the company and view group information. See 3.4.3 for details.

Edit: some basic information of the company can be modified, including company name, contact and contact number.

Modify password: the password of the company's account number that can log into the admin panel can be modified.

Delete: if the group is under the name of the company, the company account can be deleted without activation account.

Modify account name in batch: modify the name of user account (APP account, ICCID account, IMEI account) under the company in batch.

All	Account	Name	APP Acct.	IMEI Acct.	ICCID Acct.	Dispatcher	Balance	Add Account	Recharge	Operating
<input type="checkbox"/>	admin@123.dsi	123	5	1	1	1	Annual Card: 0 Monthly Card: 0 Patrol Card: 0	ICCID Account APP Account Dispatcher Terminal Activation	Annual Card Monthly Card Patrol Card Disabled	Settings Group Management Edit Password Delete Change Device Name

Company List Interface

APP Account

Company : wwq

Company Code :

* APP Account : ptt

*No. of open accounts : Eg : 3

* login Password : Eg : 1

permission setting :

<input checked="" type="checkbox"/> CH Group Menu	<input checked="" type="checkbox"/> Member Menu	<input checked="" type="checkbox"/> Video Streaming	<input checked="" type="checkbox"/> Message Menu	<input checked="" type="checkbox"/> Missed Call
<input checked="" type="checkbox"/> Display Group List	<input checked="" type="checkbox"/> Current Group Member List	<input checked="" type="checkbox"/> Video Single Call	<input checked="" type="checkbox"/> Send and Receive Multimedia Messages	<input checked="" type="checkbox"/> Reminder
<input checked="" type="checkbox"/> Display Call List	<input checked="" type="checkbox"/> All Members List	<input checked="" type="checkbox"/> Send Back Video	<input checked="" type="checkbox"/> Create Session	<input checked="" type="checkbox"/> Positioning Map
<input checked="" type="checkbox"/> Set Monitoring Group	<input checked="" type="checkbox"/> Create Temporary Group Call			<input checked="" type="checkbox"/> Report to Dispatch Console
	<input checked="" type="checkbox"/> Single Call			<input type="checkbox"/> Silence Fixed Group

Save

Set function rights when adding accounts

Settings

Service Settings

Large group: ☒ OFF ☐ ON
After turning it on, the company can create large groups. In order to give users a better experience, the terminal will not display the member list.

Friend management: ☒ OFF ☐ ON

Multimedia Message: ☐ OFF ☒ ON

Video Streaming: ☐ OFF ☒ ON

Geo-Group: ☐ OFF ☒ ON

Organization-level scheduling: ☐ OFF ☒ ON

SOS setting: ☐ OFF ☒ ON

Mandown State: ☒ OFF ☐ ON

Single Call Mode: ☐ Auto Answer Mode ☒ Manual Answer Mode

* Disband Timeout Temporary Group (s):

* Temporary Group Call Duration (s):

* Heartbeat: s

The setting range is 1s ~ 60s, and the default is 40s. It is recommended to set 5s under 2G/3G network and 40s under 4G network. When the call fails regularly, you

Service Settings

Batch modification of the account name

Device Name : Account Type :

Show entries

Account Number	Device Name	Account Type
86875303:7	<input type="text" value="86875303:7"/>	<input type="button" value="IMEI Account"/>
86875303:5	<input type="text" value="86875303:5"/>	<input type="button" value="IMEI Account"/>
86875303:50	<input type="text" value="86875303:50"/>	<input type="button" value="IMEI Account"/>
86861503:09	<input type="text" value="86861503:09"/>	<input type="button" value="IMEI Account"/>
ptt4@:i	<input type="text" value="ptt4@:i"/>	<input type="button" value="APP Account"/>
ptt3@:i	<input type="text" value="ptt3@:i"/>	<input type="button" value="APP Account"/>
ptt2@:si	<input type="text" value="ptt2@:si"/>	<input type="button" value="APP Account"/>

Modify user name in batch

Instructions for batch recharge:

1. Two recharge methods

1) : Through "batch export" export required account and edit recharge quantity, after that import to recharge by "batch recharge" ;

2) : Download the recharge template, fill in the account and quantity to be recharged, after that import to recharge by "batch recharge" .

2. Detailed steps

1). Batch export:

Selecting the account to be exported to export the batch recharge table; if the account is not selected, the batch recharge table exported by default contains all accounts. Through "Batch recharge", import the form to fill in the type of recharge card and the amount of recharge, and batch recharge the account. As shown below:

Terminal Distributor Company

My Desktop Distributor List Company List

Home > Company Management > List of Companies

Account : Company Name :

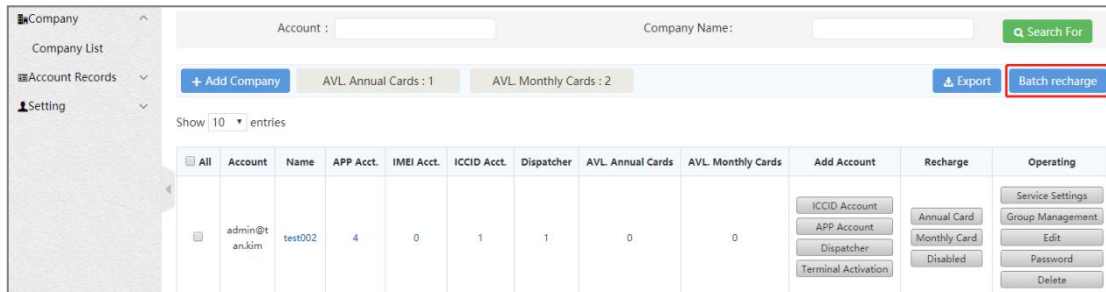
AVL Annual Cards : 1 AVL Monthly Cards : 2

Show entries

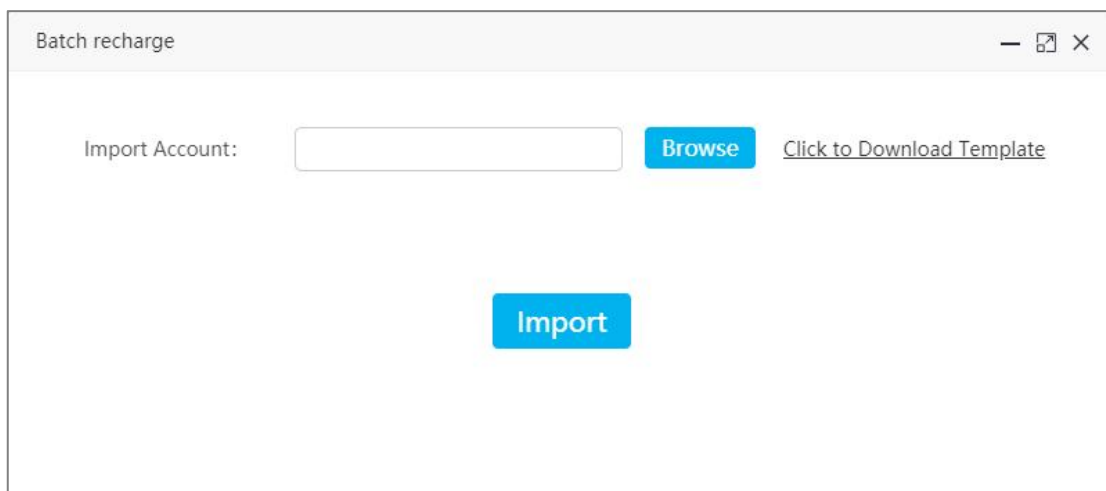
<input type="checkbox"/> All	Account	Name	APP Acct.	IMEI Acct.	ICCID Acct.	Dispatcher	AVL Annual Cards	AVL Monthly Cards	Add Account	Recharge	Operating
<input type="checkbox"/>	admin@tan.kim	test002	4	0	1	1	0	0	<input type="button" value="ICCID Account"/> <input type="button" value="APP Account"/> <input type="button" value="Dispatcher"/> <input type="button" value="Terminal Activation"/>	<input type="button" value="Annual Card"/> <input type="button" value="Monthly Card"/> <input type="button" value="Disabled"/>	<input type="button" value="Service Settings"/> <input type="button" value="Group Management"/> <input type="button" value="Edit"/> <input type="button" value="Password"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	admin@shi.kim	test001	200	0	100	100	100	99	<input type="button" value="ICCID Account"/> <input type="button" value="APP Account"/> <input type="button" value="Dispatcher"/> <input type="button" value="Terminal Activation"/>	<input type="button" value="Annual Card"/> <input type="button" value="Monthly Card"/> <input type="button" value="Disabled"/>	<input type="button" value="Service Settings"/> <input type="button" value="Group Management"/> <input type="button" value="Edit"/> <input type="button" value="Password"/> <input type="button" value="Delete"/>

2). Batch recharge:

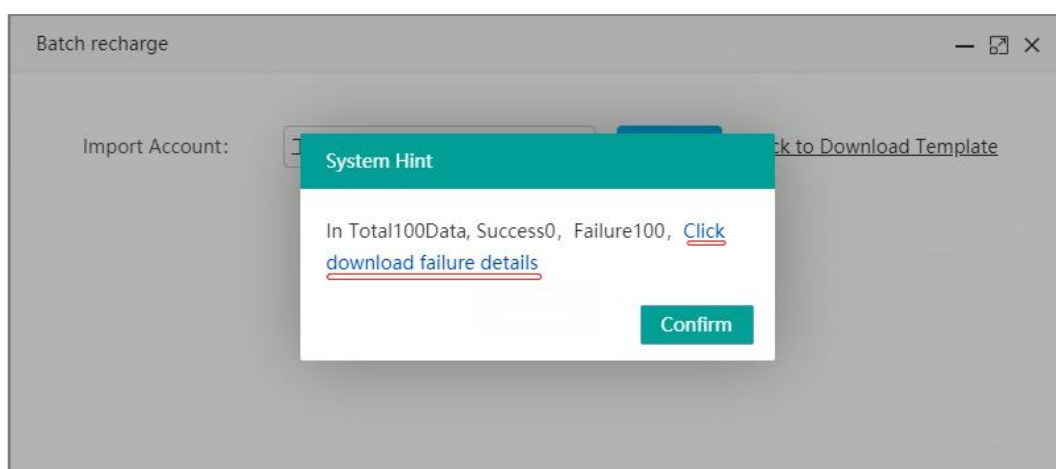
Click Batch recharge, the user can select to download the batch recharge template, custom fill in and import; can also import the existing batch recharge table, the result pop-up window shows that the recharge is completed, if the account recharge fails, you can download the table to view the reason for the failure. As shown below:



Batch recharge button



Batch recharge pop-up box



Batch recharge failure pop-up box

3). Batch recharge template:

Template acquisition method:

Click "Batch Recharge", from pop up window to download the batch recharge template. The operator can manually add the account list, recharge card type, and recharge quantity. After filling, save and import into the system. As shown below:

Download batch recharge template button

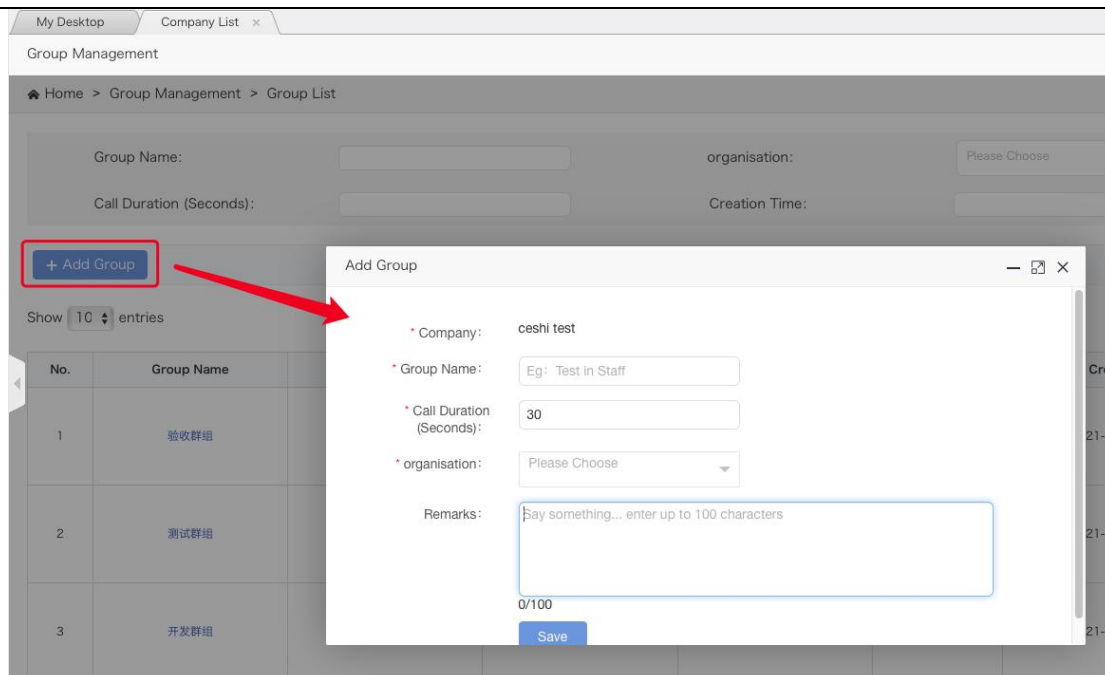
3.4.3 Group Management

For the self-use company created by the agent, the agent can manage the group for it. It can create the group of the company, associate the group users and set the group call time.

Operation steps: Company → Company List → Group Management + Add Group → Pop-up window of creating group information then enter the information, click “Save” to complete group creation, as shown in the figure. The information to be entered is shown in the figure below.

No.	Group Name	Company	Call Duration (Seconds)	Group of Users	Creation Time	Operating
1	test	abc	30	4	2020-02-09 12:57:19	Edit Group Delete Group User

Company Group Information Interface



Create Group

Company: The company to which the group belongs.

Group Name: Name the group.

Call Duration (s): Set the duration of the group call. It is the longest intercom time for each user in the group to talk to each other.

Organization: the organization to which the group belongs.

3.4.4 Managing Group

For the created group, you can view it in the group list by doing the following:

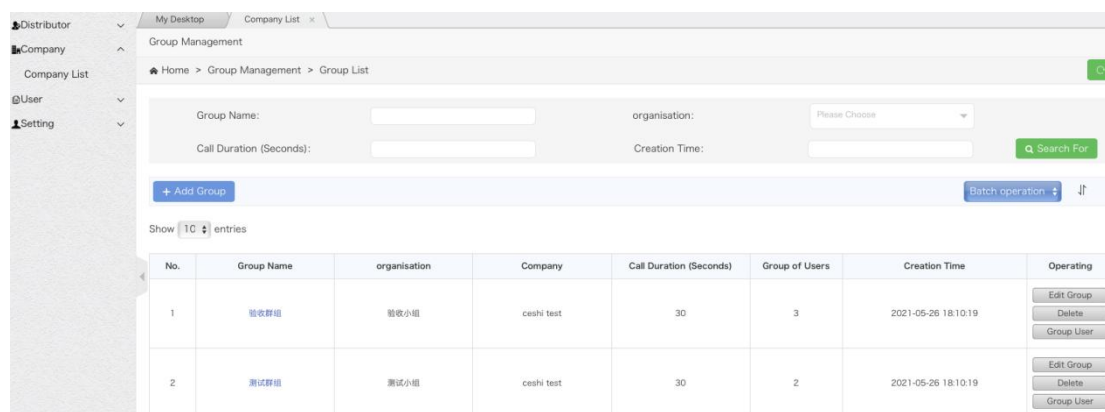
Edit Group: Edit the basic information of the group, group name, call duration and notes.

Delete: When there is no group user in the group, the group can be deleted.

Group user: Group user management, as shown in Figure 3.4.5.

Search For: The list of groups can be searched conditionally.

Click the group name: View the details of the group.



Agent view group list interface.

Add groups in batch:

Click the batch operation button in the upper right corner of the list and select Create Group to enter the batch adding group interface.

Group Management

Home > Group Management > Group List

Group Name: organisation:

Call Duration (Seconds): Creation Time:

✓ Batch operation
Add Group

Show 10 entries

No.	Group Name	organisation	Company	Call Duration (Seconds)	Group of Users	Creation Time	Operating
							<input type="button" value="Edit Group"/>

Batch adding group entry

Enter the group name, group call duration, group organization, click Group User to associate group users, click "+" on the right to complete the addition of a new group information, and then click Save to create groups in batches.

Note: you must click "+" in the right column of the list and then click Save to create successfully.

Group Management

Add Group

* Group Name	* Call Duration (Seconds) 10-120s	* organisation	Remarks	Group of Users	Group User	Operating
Eg: Test in Staff	30	Please Choose	Say something... enter up to 100 characters	0	Group User	+

Add group in batch

Related Users

Search For Refresh

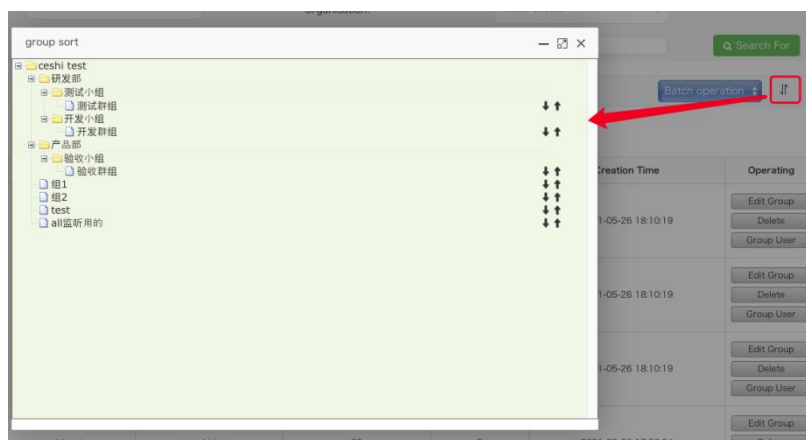
- ☐ ceshi test
 - ☐ 产品部
 - ☐ ptt4(pptt...)
 - ☐ ptt5(pptt...)
 - ☐ ptt2(pptt...)
 - ☐ ptt3(s...)
 - ☐ dp1...
 - ☐ 研发部
 - ☐ 开发小组
 - ☐ No.2...
 - ☐ ptt7...
 - ☐ 测试小组
 - ☐ ptt6(pptt...)
 - ☐ No.3...
 - ☐ No.4...
 - ☐ ptt11...
 - ☐ dp1...
 - ☐ No.1...

☐ All ☐ Inverse Selection

Associate Users

Group sorting:

Click the sorting button in the upper right corner of the group list to open the sorting window. Click the up and down arrow behind the group to adjust the group order.

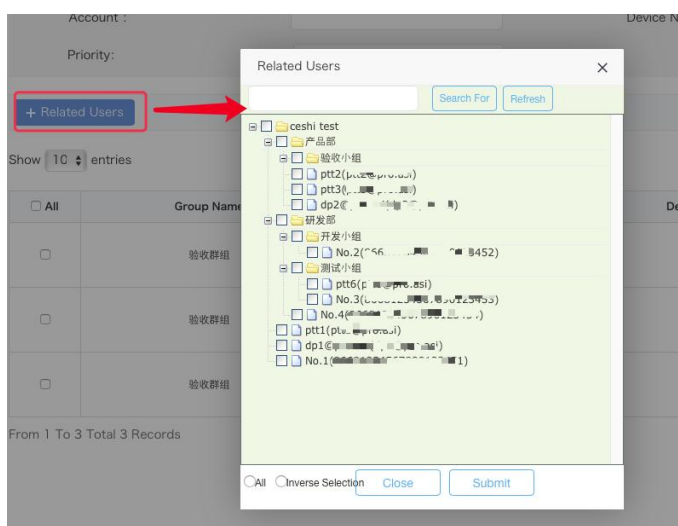


Group sorting

3.4.5 Group User Management

The group user management can be set whether the user is associated with the selected group and sets the user's priority in the group. In addition, the association between users and groups can also be set in Group User Management.

Associate User Steps: Company → Company List → Group Management → Group User → + Related Users, pop up the user options that can be associated, select the user to be associated, click “Save”, as shown in the figure below:



Associate Group User

Single Unassociated User: In the group user list, find the user you want to cancel, click Delete in the last column of the list.

Unlink Users in Batch: In the first column of the group user list, check the users you want to unlink, click “Batch Delete” above the list, and confirm the deletion.

Export Group Users in Batch: You can export the group users in excel format through the “Export Device” button at the top right of the list. You can select some users to export. If you do not check, all user lists in the group are exported by default.

Search Group Users: In Group User interface, group users can also be searched by conditions, so that users can be quickly found.

Set monitoring group: click "Group Monitoring" in the last column of the list to set the user to monitor the group. The group monitoring button switches to Cancel Monitoring. Click "set monitoring" in "batch operation" in the upper right corner of the list to batch set monitoring groups.

Cancel monitoring group: click the "cancel monitoring" button in the last column of the list to cancel the user's monitoring of the group. Click "cancel monitoring" in "batch operation" in the upper right corner of the list to cancel the monitoring group in batch.

3.4.6 Recycling card

An account is still valid, but you do not intend to continue to use it. You can recover the remaining validity period of the account as a monthly card. The minimum unit of measurement is month. One day after activation is equivalent to one month.

For example:

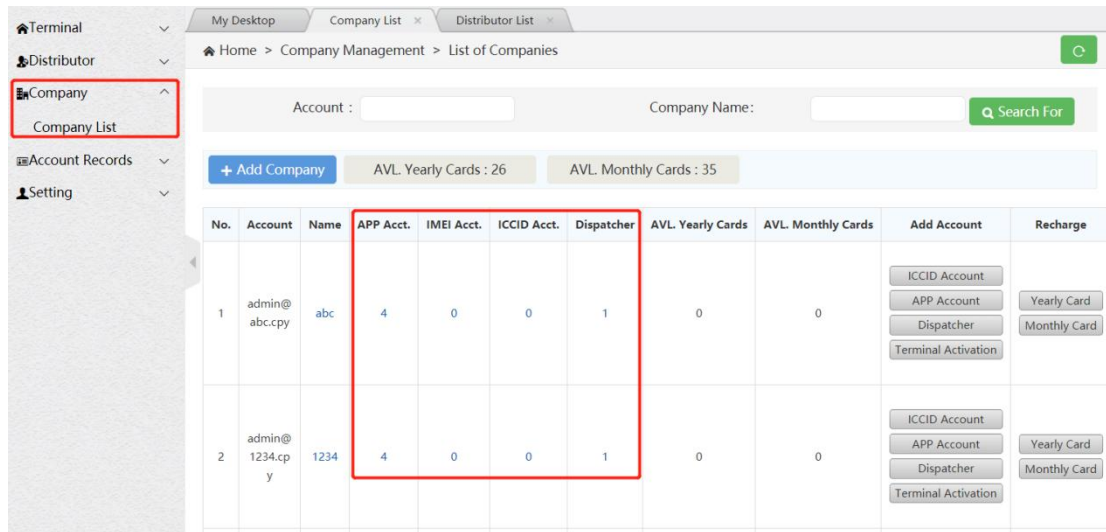
1. Recharge the account A for a 7-month card, and immediately perform card recovery after activation. The number of monthly cards that can be recovered is 6 months.
2. Recharge the account A for a 1-year card, and immediately perform card recovery after activation. The number of monthly cards that can be recovered is 11 months.

Recycling card steps: Company → Company List. Select the company to recycle cards, click the number of accounts of a certain type:

- APP Acct .: You can view the detailed list of APP accounts of the selected company.
- IMEI Acct .: You can view the detailed list of IMEI accounts of the selected company.
- ICCID Acct .: You can view the detailed list of ICCID accounts of the selected company.

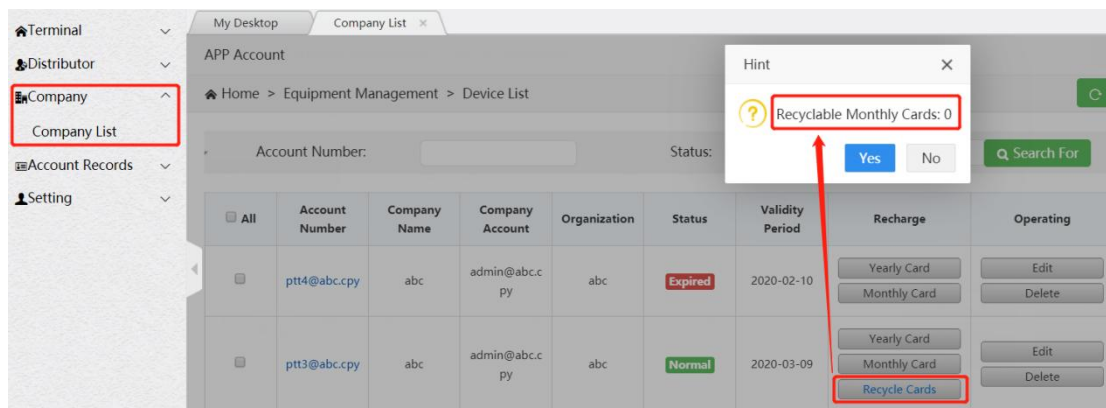
- Dispatcher: You can view the detailed list of the account of the dispatcher of the selected company.

As shown in the figure below:



Select a company to click on a certain type of account number

Taking the APP account type as an example, after clicking on the number of accounts of this type, you will enter the "Device List" page, select the account which remaining validity period is to be recycled as a monthly card, and click the "Recycle Cards" button. To be confirmed click "Yes".



Recycling card

3.4.7 Account migration

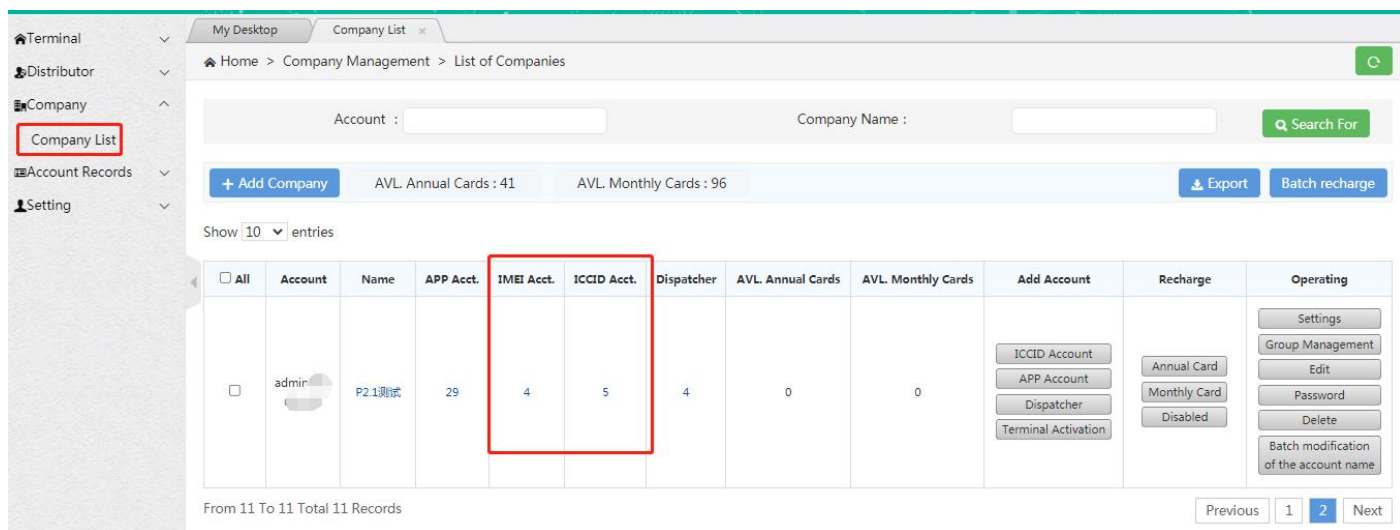
The agent can migrate the IMEI account and ICCID account of the company.

After account migration, the original attributes such as company group, session, geo-group, geo-fences will be cleared, and the new company attribute will also be empty, which needs to be added manually.

Account migration steps: company management, select the company to which the account belongs, and click the number of accounts of a certain type:

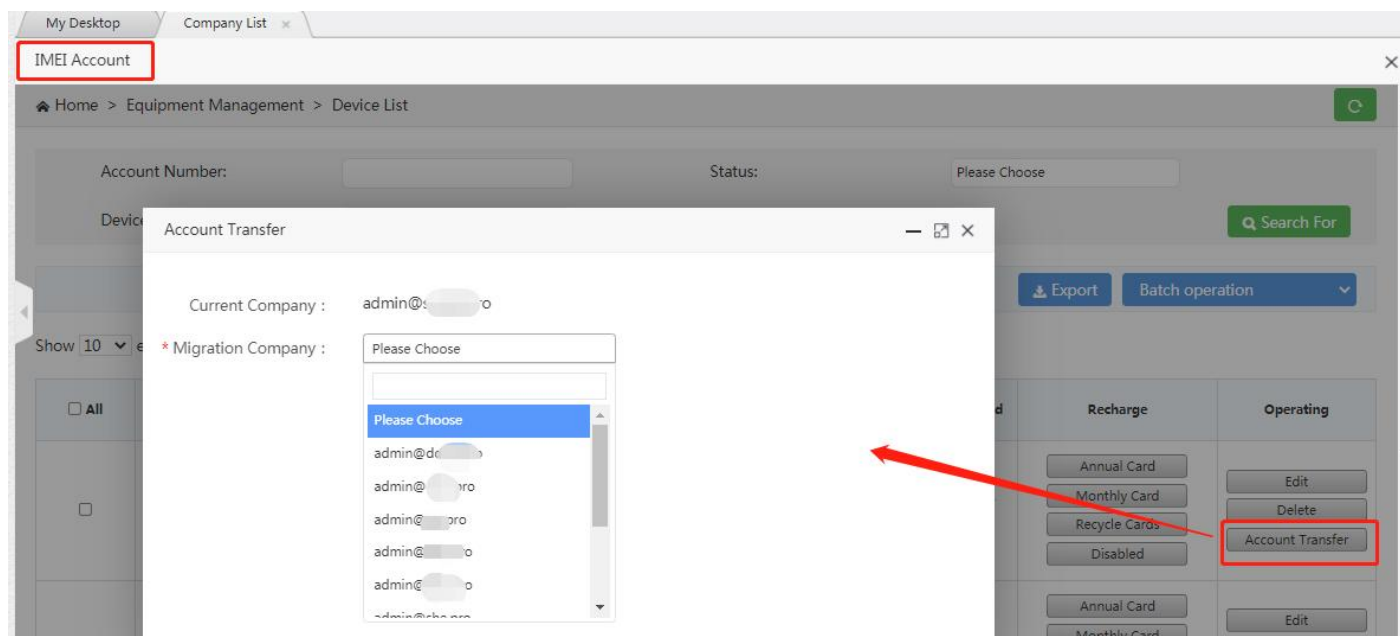
- Terminal account: you can view the detailed list of terminal accounts of the selected company.
- ICCID account: you can view the detailed list of ICCID accounts of the selected company.

As shown in the figure below:



Select a company and click the number of accounts of a certain type

Take the terminal account type as an example. After clicking the number of accounts of this type, enter the "terminal list" page, select the account to be migrated, click the "account migration" button, select the target company in the pop-up box, confirm that it is correct, and then click the "submit" button and then the "yes" button.

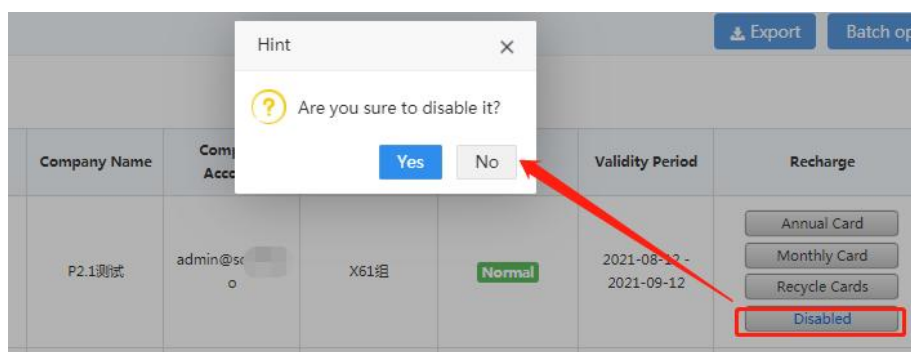


Account migration

3.4.8 Account deactivation

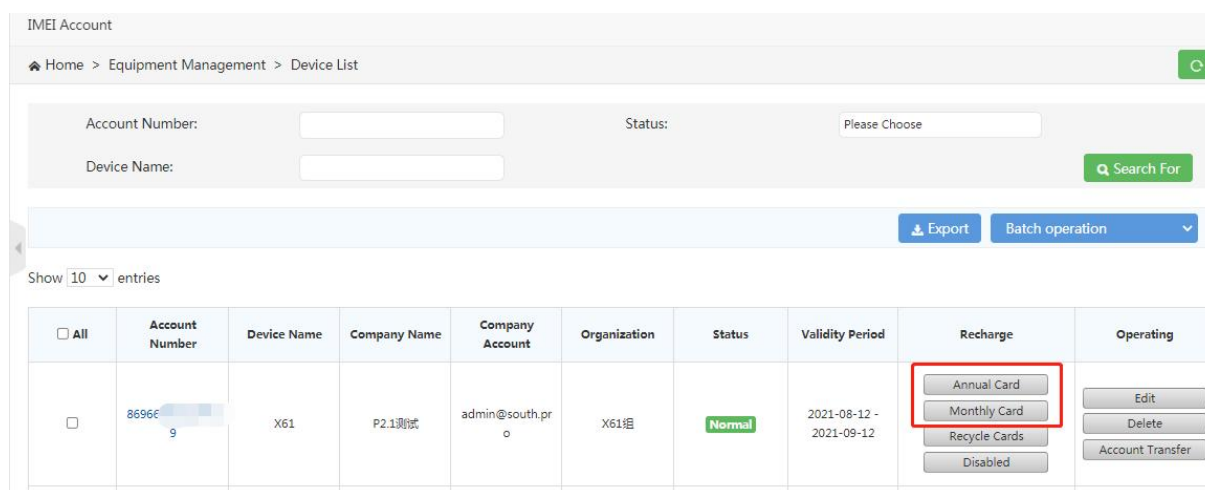
Agents and distributors can deactivate the accounts of the directly affiliated companies, the terminal accounts, IMEI accounts, ICCID accounts and dispatcher accounts. After deactivation, the accounts cannot be logged into the terminal application or dispatch console.

Take the app account as an example, company list → click the number of terminal accounts of a company → user list, and click the "Deactivate" button in the list operation item, and the second confirmation pops up. Confirm the deactivation.



3.4.9 Account recharge

The agent can recharge the account of the direct company, and single recharge and batch recharge are both supported.



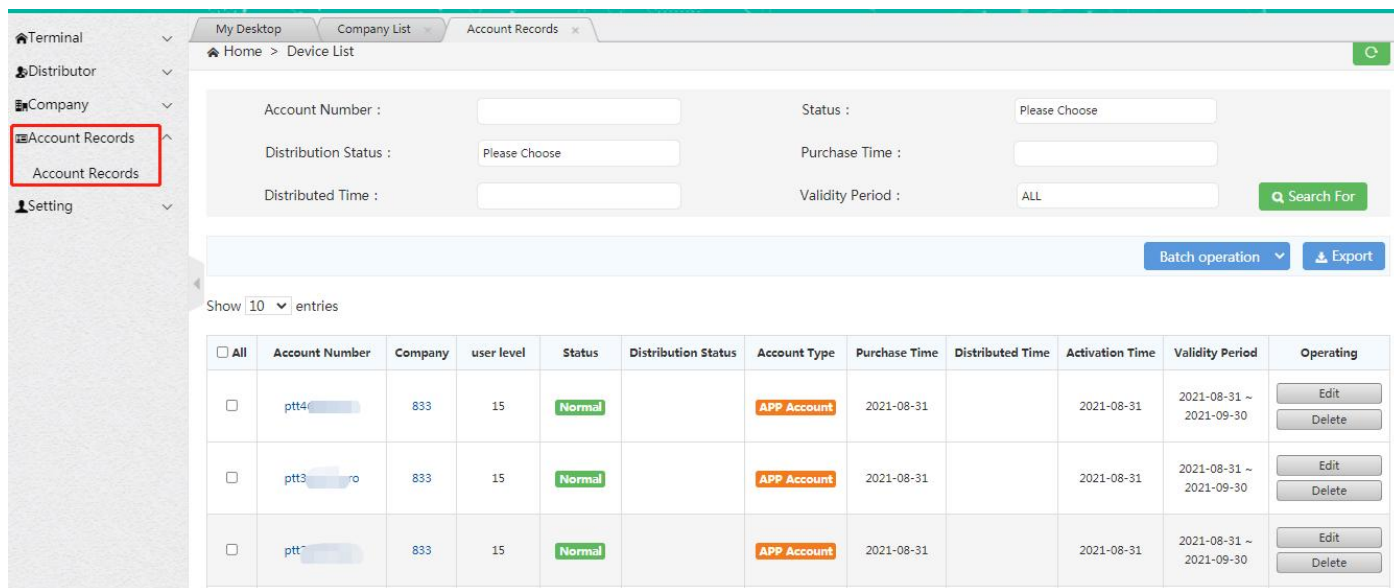
Account Management

3.5 Account records

3.5.1 Account records

The account record list displays all terminal accounts of the agent or distributor (including terminal accounts sold to subordinate distributors), and all the app accounts and ICCID accounts of all direct companies of the agent or distributor.

You can view account information, search and manage accounts as shown in the following figure:



Account records

Search: search the account based on conditions, which include account number, status, sales status, terminal purchase time, terminal sales time and validity period.

Delete and batch delete: expired accounts can be deleted individually or in batch.

Export: export the account information in the list to the local. All accounts are exported by default. You can check some accounts for selective export.

Edit: edit the account name;

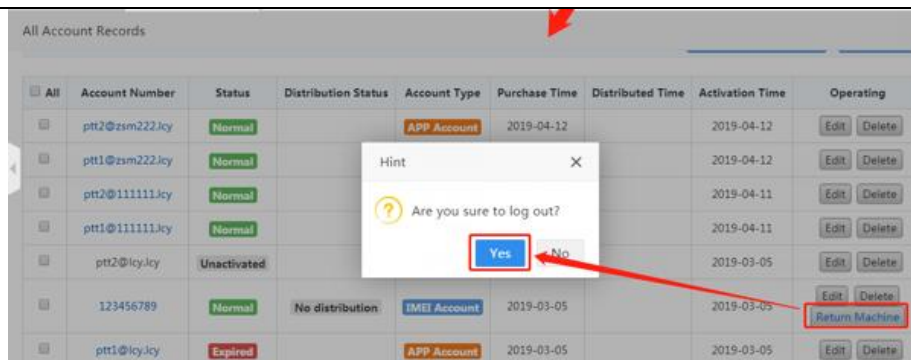
Return and batch return: the terminal account that has been activated for no more than 1 month can be returned.

Single and batch return are supported. See 3.5.2 for details.

3.5.2 Account return management

If agents or distributors want to return their existing terminal accounts which can be operated in the Account Records interface, then need confirm by Agent in terminal list, there need re-authorized by agent that can be re-enabled device after the returned. As shown in the figure below.

Operation steps: In Account Records interface, find out the account which need to logout click Return Machine in the action bar, A confirmation box pops up and click "Yes".



account return

After being returned, the account becomes unavailable. The agent or the distributor's primary agent can find the returned account in terminal management - terminal list. And click Confirm Return in the operation bar.

Description: if The activation time of account is longer one month, then it cannot be returned.

4. Product Operation Instruction-Company Chapter

Use the browser to access the link: <https://manage.POCSTARS.com>, enter the login interface of the POCSTARS User Admin Panel. There can be one company account and multiple organization administrator accounts within the company. The organization administrator account is created when creating a new organization to manage the groups and users of the organization.

Company account login: enter the company account, password and verification code, click login to enter the company management platform interface. On this platform, the company can view the PTT account it purchased and manage the group.

Company organization administrator login: enter the organization administrator account, password and verification code, and click login to enter the management platform interface of the organization. On this platform, the administrator can view the sub organizations and users of the organization and manage the group.

4.1 Homepage

After the company account is successfully logged in, enter the home page, you can see the left menu bar, the middle area home page information and the upper right corner exit button. As shown in the figure below, log out and return to the login interface.

The company's menu bar has:

Organization management→organization management list: you can create 11 subordinate levels;

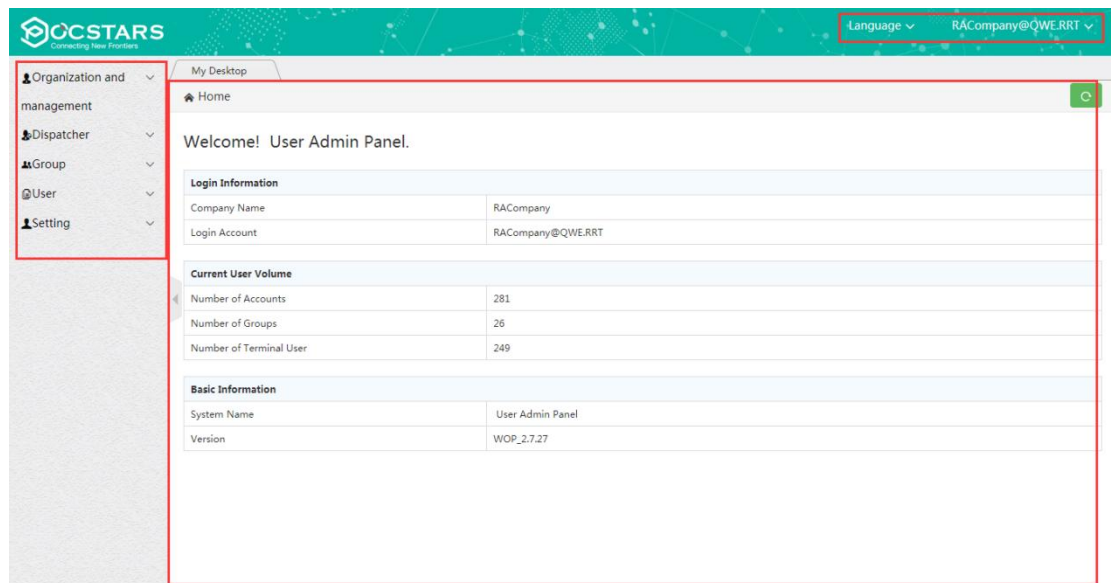
Dispatcher management→ dispatcher list: dispatcher management for the company's dispatch management.

Group management→group list: group management for the company.

User management→user list: PTT account management for the company's account management.

Set up→personal data: personal center for the company's personal account management.

The following is a detailed description of each operation item of the company's User Admin Panel.



Company Homepage

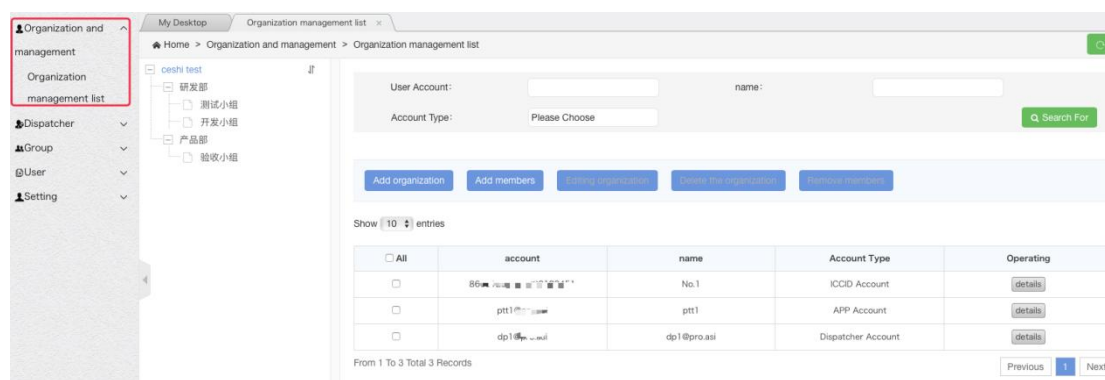
4.2 Organization Management

When the agent or distributor has enabled the Organization-level Scheduling function for the company (company list→settings→Organization settings). The company account can be organized and managed. When the Organization-level Scheduling function is not enabled, it can only be viewed.

Through organization management, different levels of organizations (or departments) can be created for the company for Organization-level Scheduling management. When creating a sub organization, an organization administrator is created for the organization by default, which is used to log in to the operation platform to manage the sub organizations, users and groups under the organization.

Click "organization management list" in the menu to open the organization management page. The left side shows all the organizations that can be managed by the company account / organization administrator account. After clicking an organization, the list of administrator, user and dispatcher accounts in the organization and the operation items that can be

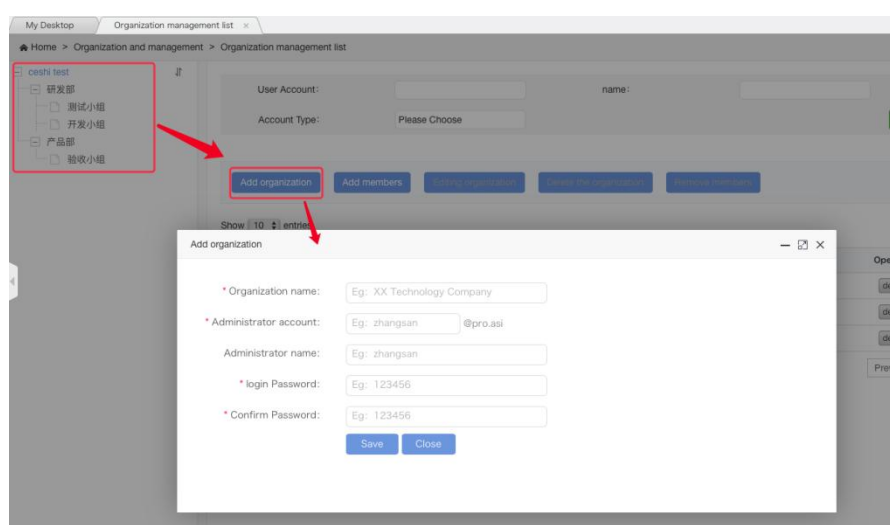
performed on the organization are displayed on the right side, including: create new organization, add organization member, edit organization, delete organization, remove organization member, search account, sort organization, reset the organization administrator password.



Organization Management Page

4.2.1 Create new organizations

When creating a sub organization for an organization, first click the organization on the left, and then click the "add organization" button on the right to open the new organization pop-up window. Enter the organization name, prefix of organization administrator account and user name of organization administrator. The password used by the organization administrator to log in to the operation platform and the confirmation password consistent with the password. Click Save to complete the creation of the sub organization and create the organization administrator for the sub organization simultaneously, as shown in the figure below.

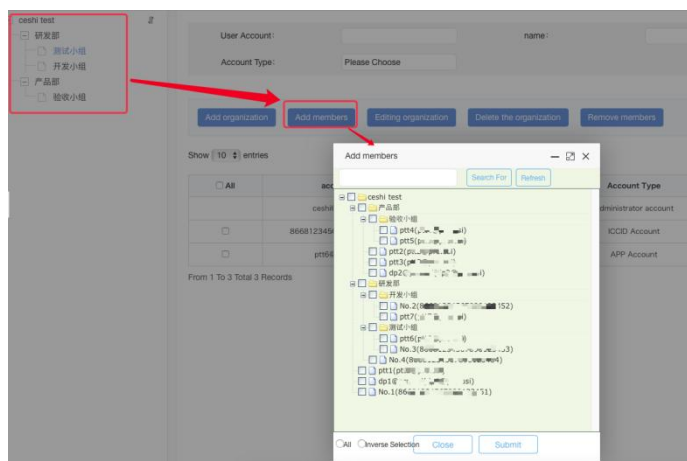


Create organization page

4.2.2 Add Organization members

On the left, click the organization to add members, and then click "add members" to open the add members interface.

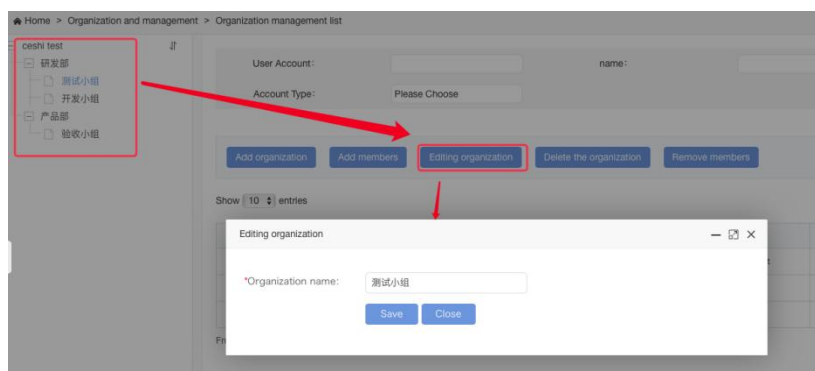
Check the members to be added and click submit to add members.



Add Organization members

4.2.3 Edit Organization

On the left side, click the organization to edit and click Edit organization to open the edit organization interface to modify the organization name. Click Save submit to modify the organization name successfully.

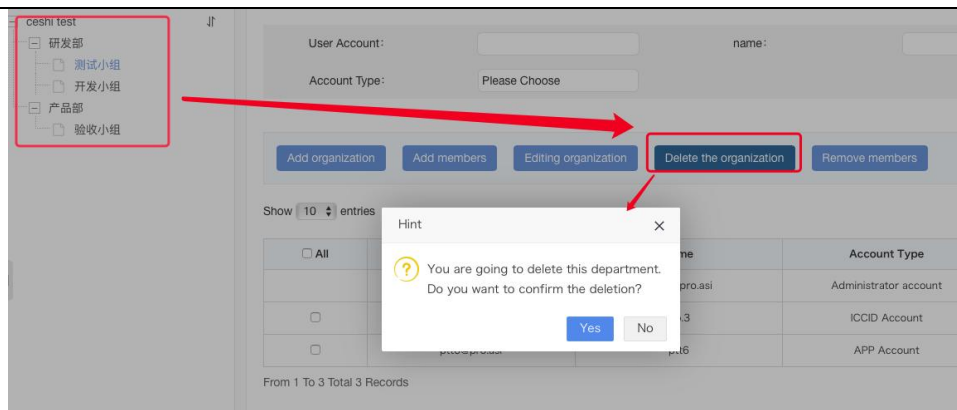


Edit Organization

4.2.4 Delete Organization

On the left side, click the organization to be deleted, and click Delete Organization. A secondary prompt will pop up to confirm the deletion.

Note: if an organization is deleted, the sub organizations will be deleted automatically. Members of the deleted organization will be returned to the upper level organization.

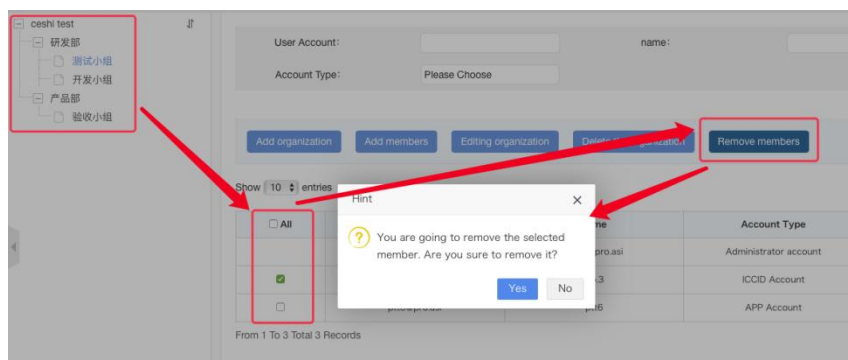


Delete Organization

4.2.5 Delete Members

A user or dispatcher can be removed from the current organization, and the removed user or dispatcher automatically belong to the company level.

Click the organization to remove the member on the left, and the account list in the organization will be displayed on the right. Check the user account or dispatcher account to remove. Click the Remove Member button to pop up the secondary confirmation window. Select Yes to remove the member successfully, and NO to cancel the removal as shown in the figure below:

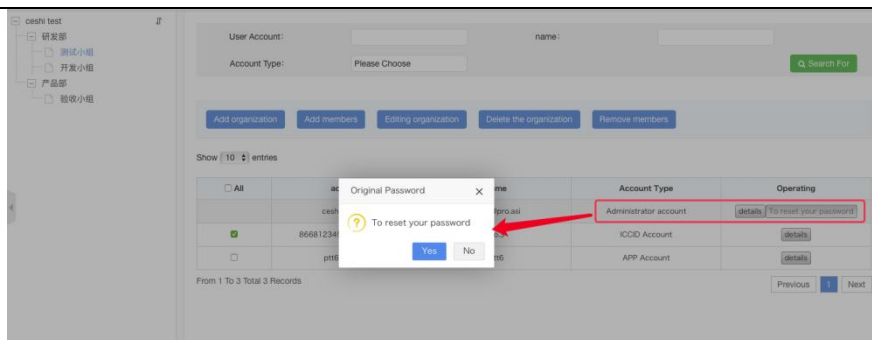


Remove organization members

4.2.6 Reset organization management password

You can modify the password of an organization administrator who logs in to the operation platform.

Find the organization administrator in the list, click "to reset your password" in the operation item, and the reset confirmation box will pop up. Click confirm to complete the reset. The password is reset to 123456.

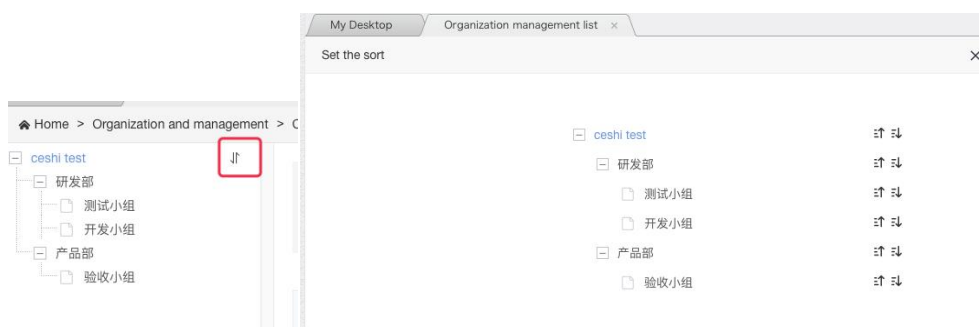


Reset organization management password

4.2.7 Organization Sorting

You can manually adjust the display order of organizations in the same level.

Click the sort button in the upper right corner of the organization tree, as shown in the figure on the left below; Enter the organization sorting interface, as shown in the figure on the right. Click the up and down arrow keys behind the organization name to sort manually and save after adjustment.



Organization Sorting

4.3 Dispatcher Management

Company account can view and manage all dispatcher accounts of the company; The organization administrator account can only view dispatchers in the organization and at the following levels. The operations of dispatcher account include: create, single recharge, batch recharge, disable, edit, modify login password, set user level.

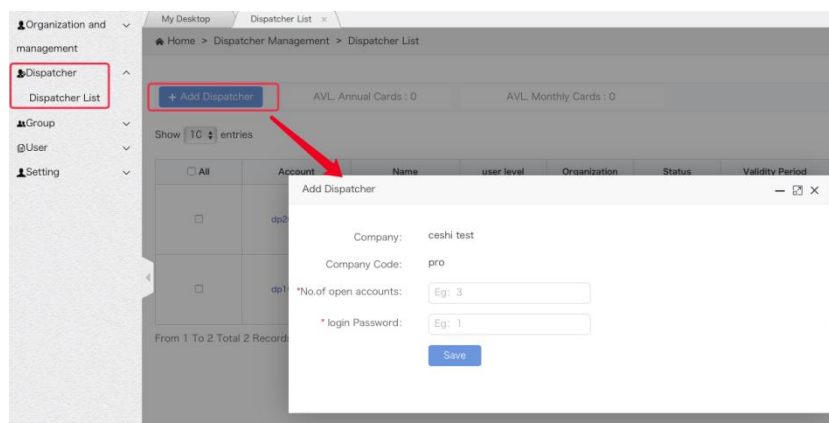
Account	Name	user level	Organization	Status	Validity Period	Recharge	Operating
dp2@pro.asi	dp2@pro.asi	10	产品部	Normal	2021-05-26 - 2021-06-26	Annual Card Monthly Card Disabled	Edit Password
dp1@pro.asi	dp1@pro.asi	10	ceshi test	Normal	2021-05-26 - 2021-06-26	Annual Card Monthly Card Disabled	Edit Password

Dispatcher List

4.3.1 Create Dispatcher

The agent can create a dispatcher for the company. See the description of the new dispatcher account in the managing company List in the agent section.

The company account can also create dispatchers. On the dispatcher management page, click "add dispatcher" to open the create pop-up window. Enter the number of dispatchers to be created this time and the password for the dispatcher to log in to the dispatching station. Click "save" to create. After creation, the corresponding number of dispatcher accounts will be generated automatically. The newly created dispatcher account is not activated by default and needs to be activated by recharging.



Create Dispatcher

4.3.2 Manage Dispatcher

Account	Name	user level	Organization	Status	Validity Period	Recharge	Operating
dp2@pro.asi	dp2@pro.asi	10	产品部	Normal	2021-05-26 - 2021-06-26	Annual Card Monthly Card Disabled	Edit Password
dp1@pro.asi	dp1@pro.asi	10	ceshi test	Normal	2021-05-26 - 2021-06-26	Annual Card Monthly Card Disabled	Edit Password

Charge: you can charge the monthly card or annual card for a dispatcher account.

Batch recharge: select the dispatcher account to be recharged, click "export" in the upper right corner of the list to export the account list, select the type (year card / month card) to be recharged in the exported excel table, enter the quantity to be recharged this time, and then click the "batch recharge" button in the upper right corner of the list to import the modified account list excel table for batch recharge. You can directly download the reset template in the "batch recharge" pop-up window, enter the account to be reset, select the recharge type and recharge quantity in the template list, and then import the list for batch recharge.

Stop: stop a dispatcher account by pressing the "Disable" button in the list.

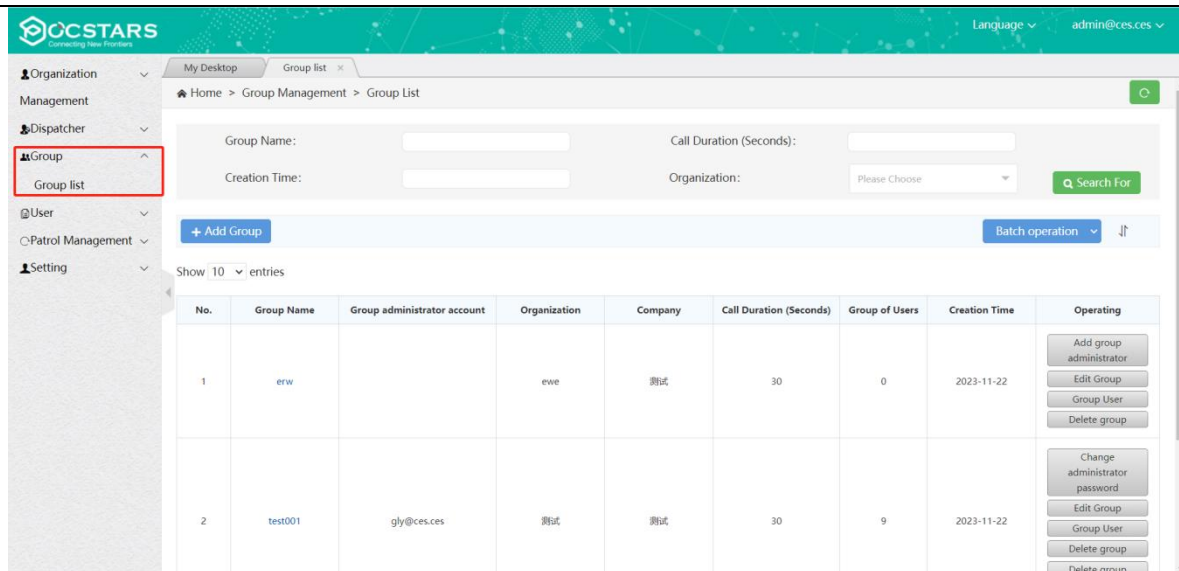
Edit: through the "Edit" button in the list, you can edit the user name and contact number of a dispatcher account.

Change the login password: through the "password" button in the list, you can change the login password of a dispatcher account to log in to the dispatch console.

Set user level: in the "user level" list, click the drop-down option to set the user level. After selection, it will be saved. The user level can be set in the range of 1-20. The smaller the number, the higher the level, and the higher the ranking of users in the organization member list and group member list. The user level of dispatcher account is 10 by default, and the user level of user account is 15 by default.

4.4 Group Management

Both company account and organization administrator account can be used to create groups, associate group users, set user priority in each group, Group Administrator, set group call duration, and sort groups.



Company group list

4.4.1 Creating Group

Operation Steps: Group → Group List → + Add Group → Pop-up to create group information, enter information, click “Save” to complete group creation. The information to be entered is shown in the figure below. In addition, agents can create groups for companies.

The 'Add Group' pop-up form contains the following fields and values:

- * Company: 测试
- * Group Name: Eg: Test in Staff
- * Call Duration (Seconds): 30
- * Organization: Please Choose
- Group administrator account: Eg: zhangsan @ces.ces
- Group administrator name: Eg: zhangsan
- login Password: Eg: 123456
- Confirm Password: Eg: 123456
- Remarks: Say something... enter up to 100 characters

The form also includes a 'Save' button at the bottom.

Creating Group

Group name: name the group.

Communication duration (s): set the communication duration of the group, which is 30s by default. It is the longest PTT time for each user in the group.

Organization: select the organization of the group.

Group Administrator: Create a group administrator login account, name, and login password.

Create group in batch: click the "batch operation" button in the upper right corner of the group list, and select "add group" to enter the batch group creation interface.

* Group Name	* Call Duration (Seconds) 10-120s	* organisation	Remarks	Group of Users	Group User	Operating
Eg: Test in Staff	30	Please Choose	Say something... enter up to 100 characters	0	Group User	+

Close Submit

Create group in batch

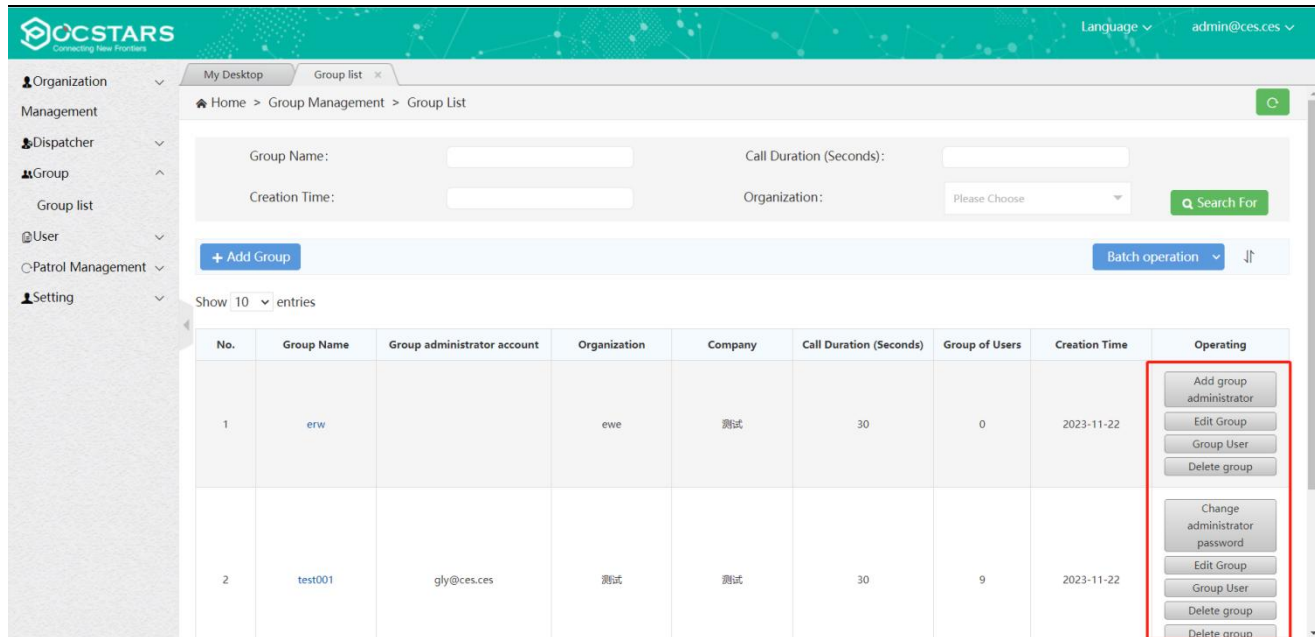
Enter group name, group call duration and group organization, click "group user" to associate group users, click "+" on the right to add a new group information, and then click "save" to batch create groups.

Note: you must click "+" in the rightmost column of the list, and then click Save to create it successfully.

4.4.2 Managing Groups

For the created group, you can view it in the group list, as shown in the figure below. You can do the following:

- Search: You can search the group list by conditions.
- Click on the group name: you can view the group details.
- Edit group: edit group name, call duration and remarks.
- Group users: group user management, see 4.3.3 in the following chapters.
- Deleting Groups: Groups can be deleted when there are no users in the group.
- Group sorting: click the sorting button in the upper right corner of the group list, open the sorting window, and adjust the group order by clicking the up and down direction arrow behind the group.
- Adding Group Administrators: If no group administrators were added during the group creation, it's possible to add group administrator accounts.
- Removing Group Administrators: When there are group administrators within the group, it is possible to delete them.

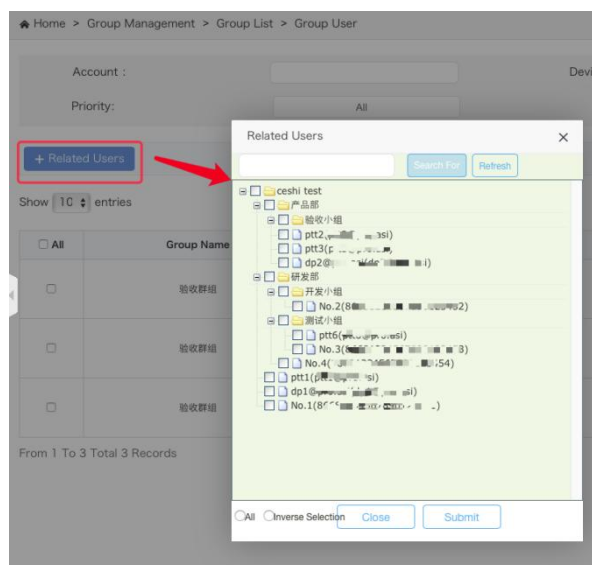


Operations of managing groups

4.4.3 Group User Management

Group user management can set whether the user is associated with the selected group, whether to monitor, and set the priority of the user in the group. In addition, the user association group and monitoring group can also be set in the next section 4.5 Account Management.

Associate User Steps: Group Management → Group List → Group User → + Related Users, pop up the user options that can be associated, select the user to be associated, click “Save”, as shown in Figure 4.6 below:



Associate Group User

Single Unassociated User: In the group user list, find the user you want to cancel, click Delete in the last column of the list.

Unlink Users in Batch: In the first column of the group user list, check the users you want to unlink, click “Batch Delete” above the list, and confirm the deletion.

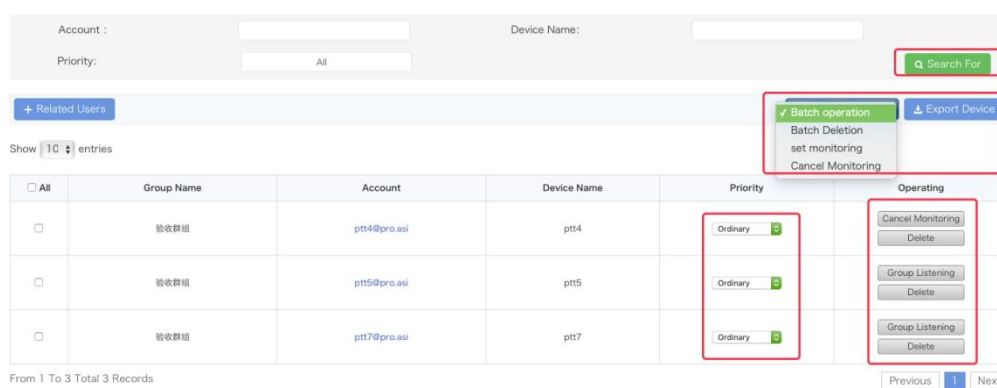
Export Group Users in Batch: You can export the group users in excel format through the Export Device button at the top right of the list. You can select some users to export. If you do not check, all user lists in the group are exported by default.

Search Group Users: In the group user interface, group users can also be searched by conditions, so that users can be quickly found.

Monitoring group / canceling monitoring group: in the group user list, find the user who wants to monitor / cancel monitoring group, and click the "group listening / cancel monitoring" button in the last column of the list.

Batch monitoring / canceling monitoring group: in the first column of group user list, check the user to cancel setting, click "batch operation" above the list, and select "set monitoring" to batch set monitoring group; Click "cancel monitoring" to batch set and cancel the monitoring group.

Set the user's PTT voice priority: in the priority column of the list, drop down to select the priority, set the user's voice priority in the group, and save it after selection. Optional range: normal, intermediate and advanced. The default is normal.



Group User Interface

4.5 User Management

Company accounts can view and manage all the company's user accounts in user management. User accounts include app account, IMEI account and ICCID account. The management operations include: create new app account, search,

export user, recharge, set default group, join group, set monitoring group, edit, reset password, set user level. See the figure below:

The screenshot shows the 'User List' page in the POCSTARS User Admin Panel. The page has a sidebar with navigation options: Organization Management, Dispatcher, Group, User, User List, Patrol Management, and Setting. The main content area shows a search bar with fields for Account Number, Device Name, Activation Time, and Contact Numbers. Below the search bar, there are buttons for '+ Add APP Account', 'AVL Annual Cards : 0', 'AVL Monthly Cards : 0', 'Available Patrol Cards : 0', 'Export', and 'Batch recharge'. A table displays the user list with columns: All, Account Number, Device Name, Contact Numbers, User Level, Organization, Status, Activation Time, Validity Period, Patrol, Recharge, and Operating. Two users are listed: ptt5@abc.dai (Unactivated) and ptt4@abc.dai (Normal). The table includes checkboxes for selection and buttons for actions like Default Group, Join Group, Edit, Password, and Delete.

All	Account Number	Device Name	Contact Numbers	User Level	Organization	Status	Activation Time	Validity Period	Patrol	Recharge	Operating
<input type="checkbox"/>	ptt5@abc.dai	ptt5@abc.dai		15	部门	Unactivated	2023-08-10			Annual Card Monthly Card Patrol Card	Default Group Join Group Edit Password Delete
<input type="checkbox"/>	ptt4@abc.dai	ptt4@abc.dai		15	产品测试公司	Normal	2023-09-14	2023-09-14 ~ 2024-09-14	2023-09-14 ~ 2024-09-14	Annual Card Monthly Card Patrol Card	Default Group Join Group Edit Password Delete

User list of company account

Organization management account can view and manage all user accounts in the organization and its subordinate organizations in user management. User accounts include app account, IMEI account and iccid account. The management operations include: search, export user, set default group, join group, set monitoring group, edit and reset password. See the figure below:

The screenshot shows the 'User List' page in the POCSTARS User Admin Panel for organization administrators. The page has a search bar with fields for Account Number, Device Name, and Activation Time. Below the search bar, there is an 'Export' button. A table displays the user list with columns: All, Account Number, Device Name, user level, Organization, Status, Activation Time, Validity Period, and Operating. Three users are listed: ptt5@abc.dai, ptt4@abc.dai, and ptt3@abc.dai, all with a status of 'Normal'. The table includes checkboxes for selection and buttons for actions like Default Group, Join Group, Edit, and Password.

All	Account Number	Device Name	user level	Organization	Status	Activation Time	Validity Period	Operating
<input type="checkbox"/>	ptt5@abc.dai	ptt5	15	验收小组	Normal	2021-05-26	2021-05-26 - 2021-06-26	Default Group Join Group Edit Password
<input type="checkbox"/>	ptt4@abc.dai	ptt4	15	验收小组	Normal	2021-05-26	2021-05-26 - 2021-06-26	Default Group Join Group Edit Password
<input type="checkbox"/>	ptt3@abc.dai	ptt3	15	产品部	Normal	2021-05-26	2021-05-26 - 2021-06-26	Default Group Join Group Edit Password

User list of organization administrators

Search Account: search the account according to the conditions, so as to find the account quickly.

Add app account: you can add the app login account under the company name. After adding, it can take effect only after adding the annual card / monthly card.

Check the status and validity of an account: you can view the validity period of an account and the status of the account in the account list. If an account want to perform patrols, it needs to be activated first, and then patrol cards must be recharged to enable usage."

Charge annual card: it can be used to recharge the annual card for the account.

Charge monthly card: it can be used to recharge the monthly card for the account.

Patrol Card Recharge: You can recharge patrol cards for this account. After recharging, this account can be used as a patrol user to perform patrol tasks. You can also check the validity period of the patrol for the user.

Set default group: the default group can be set for the account.

Join group: by joining a group, the association relationship between the account and the company group is set.

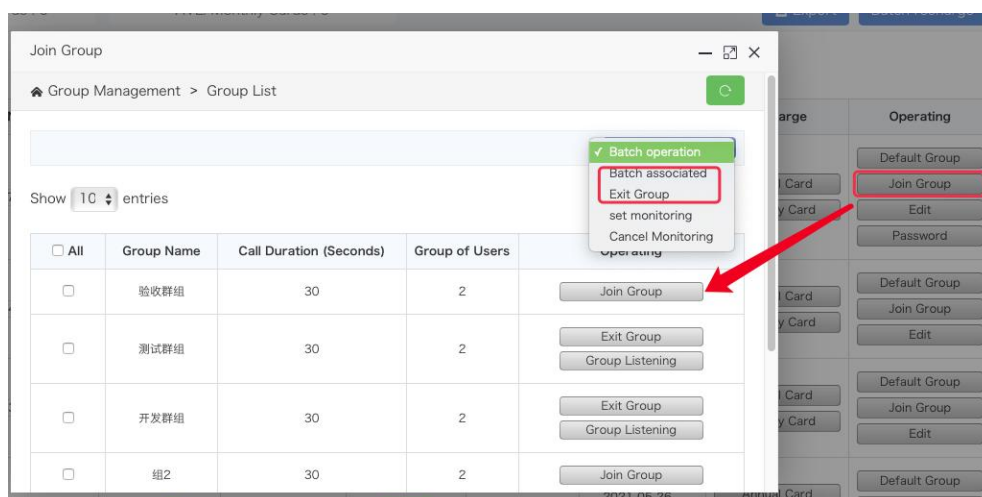
Modify device name: you can modify the device name directly or click the "Edit" button in the list to modify the user name.

User level: in the list of "user level", click the drop-down option to set the user level, and save after selection. The user level can be set in the range of 1-20. The smaller the number, the higher the level, and the higher the ranking of users in the organization member list and group member list. The user level of the user account is 15 by default.

Modify login password: the login password of the account can be modified, and only the app account can be modified.

4.5.1 Join Group Management

In the list of terminal users, the terminal users can choose to join or cancel the group they have joined.



User group relationship setting interface

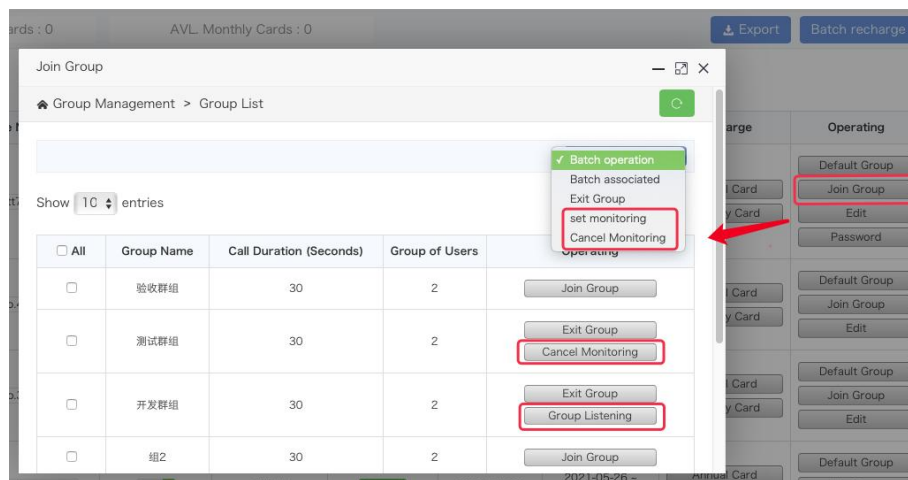
Steps for terminal users to join groups: User → User List → Join Group → Join Group, as shown in the figure below:

Exit group: In the Join Group user list, find the group you want to exit, and click Exit Group in the last column of the list to exit the group.

In the associated group pop-up window, batch Association and batch disassociation can be performed through the batch operation in the upper right corner of the list.

4.5.2 Monitor Group Management

Monitoring group management can set whether users who have joined a group want to monitor the group.



Set up User Monitoring Groups

Steps of setting up a user monitoring group: User → User List → Join Group, select the user terminal of the group to be monitored, and then click join group → group listening in the last column of the list to complete the end-user monitoring of the group; You can also check the group, and then click batch set monitoring and batch cancel monitoring in batch operation to perform batch operation.

Cancel Monitor Groups: In the user list, find the user to cancel listening. In the join group list, find the group to cancel listening, and click Cancel Monitoring in the last column of the list.

4.5.3 Location Settings

Terminal user positioning is set to off by default. Company administrators can enable/disable positioning for terminal users within the user management list.

POCSTARS User Admin Panel - Device List

Search Fields: Account Number, Device Name, Activation Time, Contact Numbers. Search For button.

Buttons: + Add APP Account, AVL Annual Cards : 1, AVL Monthly Cards : 4, Available Patrol Cards : 1, Location settings, Export, Batch recharge.

Account Number	Device Name	Contact Numbers	User Level	Organization	Status	Location status	Activation Time	Validity Period	Patrol	Recharge	Operating
ptt6@ces.ces	ptt6@ces.ces		15	ewe	Unactivated	Enable	2023-11-22			Annual Card, Monthly Card, Patrol Card	Default Group, Join Group, Edit, Password, Delete
ptt5@ces.ces	ptt5@ces.ces		15	ewe	Unactivated	Enable	2023-11-22			Annual Card, Monthly Card, Patrol Card	Default Group, Join Group, Edit, Password, Delete
ptt@ces.ces	ptt@ces.ces		15	测试	Unactivated	Enable	2023-11-22			Annual Card, Monthly Card, Patrol Card	Default Group, Join Group, Edit, Password, Delete

User orientation start

4.6 Patrol Management

When the company requires patrols, the company administrator can add patrol points, routes, create patrol plans, monitor plan status, manage patrols, and generate patrol reports.

4.6.1 Add Patrol Points

The administrator can add patrol points to the system based on the company's needs. Click on 'Add Patrol Point,' enter the patrol point's name, type, NFC Code, and remarks, then click 'Save' to successfully add it. As shown in the figure below:

POCSTARS User Admin Panel - Patrol Point

Form Fields: ID, Types, Patrol Point Name, NFC Code.

Buttons: + Add Patrol Point, Save.

Patrol Point ID	Patrol Point Name
P4	
P3	
P2	
P1	

From 1 To 4 Total 4 Records

Add Patrol Points

Edit Patrol Points: You can modify the patrol point's name, type, NFC Code, and remarks.

Delete: Unused patrol points can be deleted.

Search: Supports precise or fuzzy searching based on ID, name, type, and NFC Code name.

	Patrol Point ID	Patrol Point Name	Types	Code / Location	Remarks	Creation Time	Operating
<input type="checkbox"/>	P4	圆形标签three	NFC	04E02382357080		2023-09-15 18:02:53	Edit Delete
<input type="checkbox"/>	P3	新标签1	NFC	047E73FAAC5C81		2023-09-15 16:46:22	Edit Delete
<input type="checkbox"/>	P2	2	NFC	ABCDEF62		2023-09-14 17:26:36	Edit Delete
<input type="checkbox"/>	P1	1	NFC	ABCDEF61		2023-09-14 16:32:39	Edit Delete

4.6.2 Add Patrol Routes

Click 'Add Route,' and a pop-up window will appear for adding a route. Enter the patrol route's name, associate it with the patrol points included in the route, select the patrol name, and click 'Save' to successfully add the route.

Add Patrol Routes

Edit Patrol Routes: You can modify the route name and associated patrol points.

Delete: Unused patrol routes can be deleted.

Search: Supports precise or fuzzy searching based on route ID, patrol point ID, route name, and patrol point name.

Organization Management
Dispatcher
Group
User
Patrol Management
Patrol Point
Patrol Route
Patrol Plan
Execute Plan
Patrol Report
Setting

My Desktop Patrol Point Patrol Route

Home > Patrol Management > Patrol Route

Route ID : Route Name :
Patrol Point ID : Patrol Point Name :

Show 10 entries

Route ID	Route Name	Patrol Point	Creation Time	Operating
R3	新路线	圆形标盘three(P4), 新标盘1(P3), 2(P2), 1(P1)	2023-09-15 18:08:09	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
R2	保安巡逻路线	新标盘1(P3), 2(P2), 1(P1)	2023-09-15 16:47:12	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
R1	测试路线1	1(P1), 2(P2)	2023-09-14 17:41:45	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

From 1 To 3 Total 3 Records

Previous 1 Next

4.6.3 Patrol Plans

4.6.3.1 Add Patrol Plan

To add a patrol plan, click on 'Add Plan,' which will take you to the page for adding a new plan.

Organization Management
Dispatcher
Group
User
Patrol Management
Patrol Point
Patrol Route
Patrol Plan
Execute Plan
Patrol Report
Setting

My Desktop Patrol Plan

Home > Add Plan

*Plan Name :

*Patrol Content : ☒ Patrol Point
Please Choose
☐ Patrol Route
Please Choose

*Status :

The following personnel are all required to patrol

*Patrol Users : 0 user selected

*Time Zone :

*Next day's task generation time :
Time when the plan execution tasks for the next day are generated automatically

*Activation Date :

Expiry Date : Default is empty, plan is always valid

*Week : ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

*Patrol Time :

Adding a Patrol Plan

To add a patrol plan, follow these steps:

1. Enter the plan name.
2. Choose patrol content, status, patrol user, time zone, generate tasks for the next day, activation date, expiration date, frequency, and patrol time.
3. Click 'Save' to successfully add the plan.

Patrol User: Selecting a patrol user requires that the user has recharged a patrol card.

Pause: For an already enabled plan, clicking the 'Pause' button allows you to temporarily pause the plan.

Enable: Selecting 'Enable' activates the plan, and it will generate patrol tasks according to the schedule once activated.

Edit: Plans with a 'Paused' and 'inactive' status can be modified.

Delete: Plans with a 'Paused' status can be deleted. Click the 'Delete' button, confirm, and the plan will be successfully deleted.

Organization Management
Dispatcher
Group
User
Patrol Management
Patrol Point
Patrol Route
Patrol Plan
Execute Plan
Patrol Report
Setting

My Desktop Patrol Plan

Home > Patrol Management > Patrol Plan

ID : Plan Name :
Status : Please Choose Patrol Users : Search For

+Add Plan Reminder Rules

Show 10 entries

ID	Plan Name	Status	Patrol Point/Route	Patrol Users	Validity Date	Operating
9	18:00的巡逻任务	Paused	新路线	ptt1@abc.dai, ptt4@abc.dai	2023-09-15	Enabled Edit Delete
8	17:50的巡逻任务	Activated	保安巡逻路线	ptt1@abc.dai, ptt4@abc.dai	2023-09-15	Paused
7	待巡任务	Activated	测试路线1	ptt4@abc.dai	2023-09-15	Paused
6	计划2	Activated	测试路线1	ptt4@abc.dai	2023-09-15	Paused

4.6.3.2 Setting Reminder Rules

To remind patrol users before the patrol begins and prevent them from forgetting to patrol, the company administrator can set the reminder time before the start of the patrol and how many reminders should be sent to the patrol user.

The default setting is a reminder 30 minutes before the patrol starts, sent once. Click on 'Reminder Rules' in the upper left corner to modify the time and frequency. After making changes, click 'Save' to apply the settings successfully.

Organization Management
Dispatcher
Group
User
Patrol Management
Patrol Point
Patrol Route
Patrol Plan
Execute Plan
Patrol Report
Setting

My Desktop Patrol Plan

Home > Patrol Management > Patrol Plan

ID : Plan Name :
Status : Please Choose Patrol Users : Search For

+Add Plan Reminder Rules

Show 10 entries

ID	Plan Name
9	18:00的巡逻任务
8	17:50的巡逻任务

Reminder Rules

*Reminder Time : 30 Minutes
How many minutes before the task starts to send a reminder

*Reminder Frequency : 1

Save

4.6.4 Executing Plans

After the scheduled time for the patrol plan, tasks will be generated. In the 'Execute Plan' interface, you can view the plans that are currently being executed, as shown in the figure below:

Plan Name : Patrol Users :

Execution Result : Patrol Time : [Search For](#)

Show entries

ID	Plan Name	Patrol Point/Route	Patrol Users	Start Time	End Time	Execution Result	Operating
7	待巡任务	测试路线1	ptt4@abc.dai	2023-09-19 19:00:00	2023-09-19 21:00:00	Not Started	View details
8	17:50的巡逻任务	保安巡逻路线	ptt1@abc.dai	2023-09-19 17:50:00	2023-09-19 20:00:00	Not Started	View details
8	17:50的巡逻任务	保安巡逻路线	ptt4@abc.dai	2023-09-19 17:50:00	2023-09-19 20:00:00	Not Started	View details
4	17:00ptt1的任务	测试路线1	ptt1@abc.dai	2023-09-19 17:00:00	2023-09-19 18:00:00	Not Started	View details
3	15:35的ptt1的计划	1	ptt1@abc.dai	2023-09-19 15:35:00	2023-09-19 15:40:00	Missed Patrol	View details

Search: Supports precise and fuzzy searching based on plan name, patrol user, execution result, and patrol time.

View Details: Click on 'View Details' to navigate to the plan details page, as shown in the figure below:

Patrol Point Name : [Search For](#)

Show entries

Patrol Point Name	Types	Patrol Users	Execution Result	Patrol Time
新标签1	NFC	ptt1@abc.dai	Completed	2023-09-15 17:58:30
2	NFC	ptt1@abc.dai	Completed	2023-09-15 18:05:02
1	NFC	ptt1@abc.dai	Completed	2023-09-15 18:03:40

From 1 To 3 Total 3 Records

[Previous](#) [1](#) [Next](#)

4.6.5 Patrol Reports

After the plan is completed, patrol reports will be generated. To access the patrol reports, enter the patrol user, plan name, statistical method, and patrol time in the patrol report interface. Click 'Search' to query the patrol reports for the current user, as shown in the figure below:

When a company adds a group, they register a group administrator account. By logging into this group administrator account, they can view the current positioning information of users within the group.

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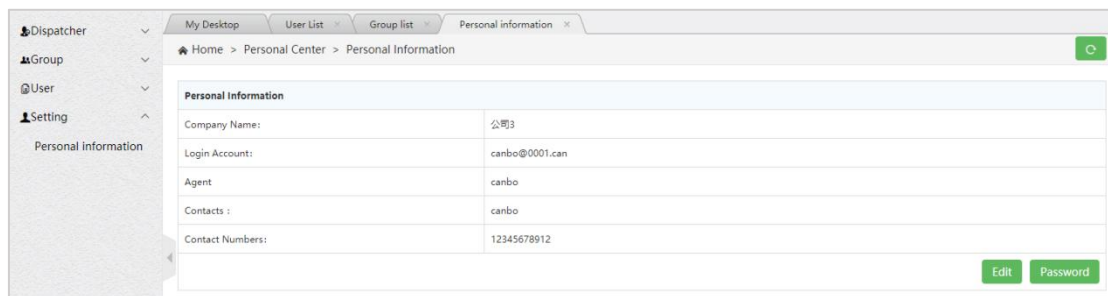
4.8 Settings

In the menu bar settings, you can search the relevant login information of the current company account, including login account number, company name, agent and contact information. At the same time, you can edit personal data and modify password. The interface is shown in the figure below.

Edit: You can modify the user name and contact information of the company account.

Change Password: Change the password of the company account to log in to the User Admin Panel.

After login, you can view personal information, edit personal data and modify password.



The screenshot displays the 'Personal Center' interface. On the left is a sidebar menu with 'Dispatcher', 'Group', 'User', and 'Setting'. The 'Setting' menu is expanded, showing 'Personal Information'. The main content area has a breadcrumb trail: 'Home > Personal Center > Personal Information'. Below this is a form titled 'Personal Information' with the following fields:

Company Name:	公司3
Login Accounts:	canbo@0001.can
Agent	canbo
Contacts :	canbo
Contact Numbers:	12345678912

At the bottom right of the form are two green buttons: 'Edit' and 'Password'.

Personal Center Interface