



Corporate Administrator Tool (CAT)

User Guide V8.0

Bell

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1 Introduction

The Corporate Administrator Tool (CAT) allows the corporate administrator to manage the corporate contacts and groups for PTT subscribers in their organization. These contacts and groups are downloaded to the subscriber's handset. The following are the major entities that the corporate administrator manages:

- **Master-List:** This consists of all the subscribers of a corporation that the administrator can manage.
- **External Contacts:** This consists of the external vendors or partners to the corporation. The CAT administrator can add, update or delete external contacts. The CAT administrator does not manage the Contacts and Groups of external contacts. They can only add the external contact to contacts and groups/sub-lists within the corporation. An example would be a courier company that deals with a major food distributor. The corporate admin of the food distributor can add the courier as an external contact.
- **Sub-List:** This is a sub-set of the company's' subscribers. The sub-list is an easy way to manage and distribute contacts between subscribers. Once the sub-list is saved, the members of the sub-list receive other members contact information to their respective handset client. Hence sub-list is **NXN** distribution of contacts. Sub-lists can be distributed to non-members. You can have a maximum of 500 subscribers in a single sublist. Subscribers can be added or deleted in increments of 50 subscribers at a time.
- **Groups:** Groups are made up of sub-lists and/or contacts. Once a group is created it is pushed to members of the group to allow group calling. While external contacts can be in groups, they will not get the group pushed to their device.

1.1 Browser Supported

The CAT application is designed to work on the following browsers and it provides an easy to use intuitive GUI for the users to perform various subscriber management activities.

- IE – Version 8 and above.
Before launching the CAT application, ensure the compatibility settings are disabled for IE 7 and above browsers, to do so follow the steps:
 1. Go to **Tools>Compatibility View Settings**.
 2. Select the *“Display intranet sites in Compatibility View”* checkbox.
 3. Click **Close**.
- Firefox- Version 8 and above.
- Safari – Version 5 and above.
- Chrome – Version 15 and above.

1.2 Accessing CAT Application

The Corporate Administrator can access the CAT application via the Bell Business Portal (<http://www.interaction.bell.ca>) using the portal login credentials for the corporation. For small business customers it can be accessed via MyBell.ca.

On the home page (See Figure 1.0), you will see the corporate name and corporate Id associated with your corporation. You will also see the total subscribers with PTT and total external contacts in your corporation. You also have the ability to print detailed information each contact, sub-list or group by using the print button.

The default view is the Master List view. Here you can manage individual contacts within the corporation or add external contacts. You can manage sub-lists and groups by clicking on the appropriate tab on the left part of the screen.

In order to exit the CAT application, click the **Exit** button on the top right of the screen. If you have modified any data without saving, a warning message is displayed for any unsaved data.

The screenshot displays the 'Corporate Admin Tool' interface. At the top, it shows 'Corporate Id : 112104598' and 'Corporate Name : Voyager'. On the right, there is a language dropdown set to 'English (us)' and an 'Exit' button. The main content area is titled 'About Master-List' and includes the following text: 'Master-List consists of all the PTT subscribers in your corporation. These subscribers can be of type Corporate or Corporate-Public. Additionally they can be classified as dispatchers. The Master-List also shows external contacts which are manually added by the Corporate Admin.' Below this, there are several sections: 'Corporate and Public - These subscribers can receive contacts and groups assigned by corporate administrator, and have the capability to define and manage their own contacts and groups on their handset.'; 'Corporate - These subscribers are limited to calling only those contacts and groups which are assigned to them by Corporate Administrator. The subscriber cannot add public groups and contacts to their handset.'; 'External Contact - This tool lets you add, update or delete external contacts in your corporation, so that you can share these external contacts with subscribers of your corporation. These subscribers are not part of this corporation but are PoC Subscribers. These subscribers may be partners or vendors of this corporation.'; 'Dispatchers (Coming Soon) - These are the subscribers provisioned in the system as Dispatchers. They are shown with icons.'; 'Supervisor Role - You can assign supervisors as part of a group. A supervisor can override anyone else who is speaking during a group call.'; 'Supervisory override allows a talk group member to be designated by an administrator to have the privilege to take the floor and speak at any time during a call, even if someone else has the floor. When the supervisor takes the floor while someone else is speaking, the floor will be revoked from the speaker and given to the supervisor. One or more members of a talk group can be designated as a supervisor. If there are two or more supervisors in the same talk group, each supervisor can interrupt the other(s).' At the bottom, it says 'To edit a Subscriber or External Contact, click on a row in the left menu.' and 'To edit external contact, select "Add External Contact" from left menu.' On the left side, there is a 'Master-List Management' sidebar with a search bar and a list of contacts including 'Jean Test 1', 'Jean Test 2', 'Jean Test 3', 'Jennifer Kai', 'JW disptach', 'JW GALAXY RUGBY LTE', 'JW Kyocera (Ruth)', 'JW NOTE 4', 'JW RUGBY 3', and 'JW SONIM XP5560 b'. At the bottom of the sidebar are tabs for 'Manage Sub-Lists' and 'Manage Groups'.

Figure 1.0: CAT Home Page

2 Managing Master-List

Master-List is a collection of all the subscribers that can be Corporate-Public, Corporate, Dispatcher and External Contact user types.

Corporate and Public - All subscribers are initially provisioned as Corporate-Public subscribers. This means that the corporate administrator can add/edit/delete the **corporate** contacts/sublists/groups for this user type via the CAT tool and these users can add/edit/delete their own **public** contacts/groups on their device.

Corporate – This means that the corporate administrators can create/edit/delete the **corporate** contacts/sublists/groups for this user type via the CAT tool. These users cannot add any contacts to their device and can only call the contacts/groups within the corporation.

External contact – These are subscribers belonging to other companies or corporations.

Dispatchers – These are subscribers assigned as dispatchers for the PTT Dispatch Console

2.1 Filter and Search Master-List

This section describes the method to search and filter the Master-List details.

To filter in the Master-List view:

Select the filter drop-down list to display filter options, as shown in Figure 2-1.

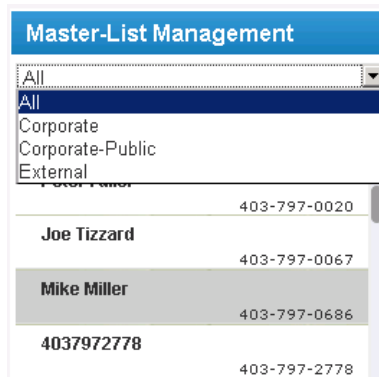


Figure 2-1 Filter Master List Data

To search the Master-List view:

Type the keyword to display the results and the count. If there are no records that match, then the message is displayed with **“No matching records found, please change your search criteria and try again.”**



The search field **is** case insensitive. If the filter action is performed before search operation, then the search operation is performed based on the filtered data.

2.2 Update Subscriber Details

This section describes the steps for management activities performed for a corporate subscriber.

The topics covered are:

- [Change Subscriber Details](#)
- [Manage Subscriber PTT Phone Book](#)

2.2.1 Change Subscriber Details

This section describes the method to change the subscriber name, subscriber type, and subscriber state.

1. Select the subscriber name to be changed.

The work area of the subscriber profile page is displayed on the right of the screen.

2. Enter or Update the subscriber name in **Name** field.



The name should be less than 30 characters and it should have at least one non-space character. If the specified subscriber name is already assigned to some other users, a warning message is displayed.

3. Select the new **Subscriber Type** from the drop down list, to display the following for selection
 - a. Corporate
 - b. Corporate-Public



The subscriber state is disabled for all the subscribers while viewing the profile.

4. Click **Save** to display a successful message. Click **OK** to continue.



“Save” button is enabled only when the name is changed **OR** click **Cancel** to discard the changes

2.2.2 Manage Subscriber PTT Phone Book

This section describes the various activities that are performed in the subscriber PTT phone book view. The phone book is designed with three tabs; a user can navigate to these tabs, perform the required changes and later commit the changes. In addition to these, the phone book also displays the total contacts and total groups already assigned to the subscriber.

The topics covered are:

- [Manage Contacts](#)
- [Manage Contacts via Sub-List](#)
- [Re-sync Subscriber Contacts](#)
- [View Groups](#)
- [Manage Talkgroup Scan Lists and Priority Groups](#)

2.2.2.1 Manage Contacts

The activities performed in the manage contacts tab are, to filter or search the assigned contacts, assign contacts, and to delete the assigned contacts.

Steps are:

1. Select the filter drop-down list to display the following for selection.
 - a. All
 - b. Corporate
 - c. Corporate-Public
 - d. Dispatcher
 - e. External
2. Type the keyword to find particular contacts as shown in Figure 2-2.

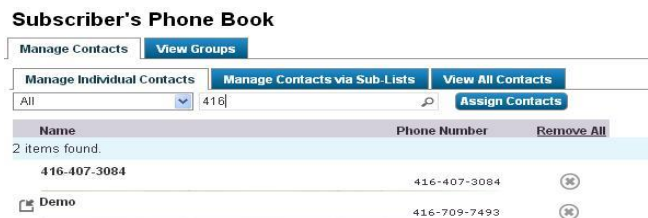


Figure 2-2 Manage Contacts Tab-Search Option

3. Click **Assign Contacts** to assign the contacts to the selected subscriber.



The **Assign Contacts** button is disabled if the selected subscriber has exceeded the maximum limit of the total contacts. To enable, reduce the total contact count.

4. Select the **contacts** to be assigned to the subscriber's phone book. Only those contacts that are not assigned to the subscriber are displayed as shown in Figure 2-3.

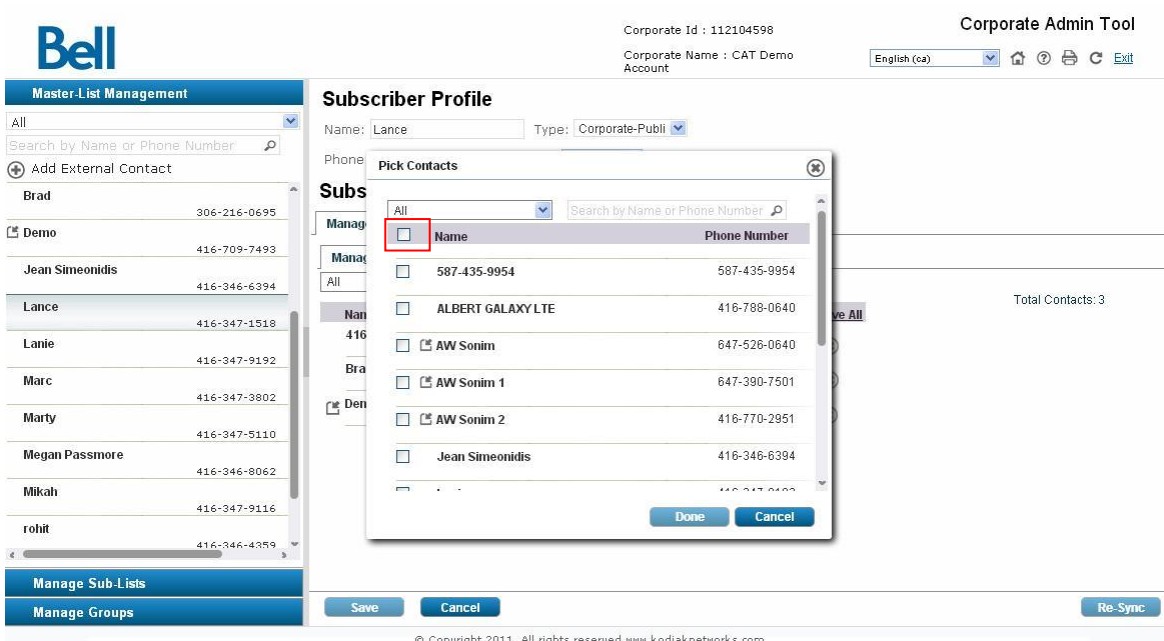


Figure 2-3 Manage Contacts Tab-Pick Contacts Option

- Click the box next to the name to add the contacts or use the Select All button shown in red above. Click **Save** to keep the new contacts. Click **OK** to continue. The assigned contacts will be synced to subscriber handset. **OR** Click **Cancel** to discard the changes.

To delete contacts:

Click **Delete icon** to delete the contacts.

The deleted contacts are removed from the manage contacts view, and subsequently the count decreases as shown in Figure 2-4.



Figure 2-4 Manage Contacts - Delete Contacts

2.2.2.2 Manage Contacts via Sub-Lists

In the Manage Contacts via Sub-Lists tab, the CAT administrator can view sub-lists in which the selected subscriber is a member or non-member. A sub-list can also be assigned or deleted for the particular subscriber if they are a non-member.

Steps to Assign a Sub-List:

1. Select the filter drop-down list to display the following for selection.
 - a. All
 - b. Sub-Lists the member is a subscriber of
 - c. Sub-Lists the member is not a subscriber of

The screenshot displays the Bell Corporate Admin Tool interface. On the left is a 'Master-List Management' sidebar with a search bar and a list of contacts including 'Lance' (416-347-1518). The main area shows the 'Subscriber Profile' for 'Lance' (Corporate-Publi) with phone number 416-347-1518. Below this is the 'Subscriber's Phone Book' section, which has tabs for 'Manage Contacts' and 'View Groups'. Under 'Manage Contacts', there are sub-tabs: 'Manage Individual Contacts', 'Manage Contacts via Sub-Lists', and 'View All Contacts'. The 'View All Contacts' sub-tab is active, showing a filter dropdown set to 'All' and a search bar. A red box highlights the 'Add Sub-Lists' button. Below the sub-lists, a table shows 'Master Demo' as a sub-list. At the bottom, there are 'Save', 'Cancel', and 'Re-Sync' buttons. The footer contains the copyright notice: '© Copyright 2011. All rights reserved www.kodiaknetworks.com'.

Figure 2-5 Manage Contact via Sub-List-Filter Option

2. Click **Add Sub-Lists** to assign sub-lists as shown in Figure 2-10.
3. Select the **sub-lists** to be assigned to the subscriber's phone book. Only those sub-lists that are not assigned to the subscriber are displayed as shown in Figure 2-6.

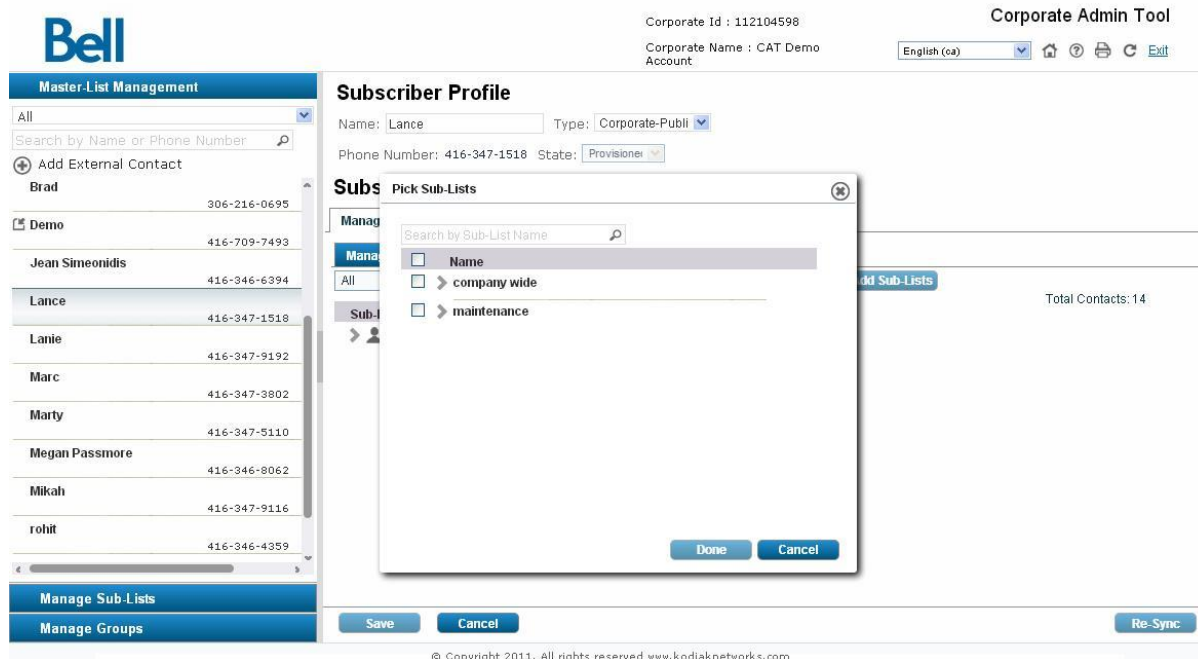


Figure 2-6 Manage Contact via Sub-List - Newly Assign Sub Lists

4. Click **Done** to add the assigned sub-list contacts, **OR** Click **Cancel** to abort the operation.
5. Click **Save** to display a successful message. Click **OK** to continue, **OR** Click **Cancel** to discard the changes.

To delete sub-list:

Click **Delete icon** to delete the assigned sub-lists.

The deleted sub-lists information is removed from the manage contacts via sub-lists view and subsequently the total contacts count decreases.



Only the non-members sub-lists can be deleted. If the subscriber is a member of a sub-list, remove the subscriber from the sub-list. For more information on modifying the sub-lists refer to section 3.4.

2.2.2.3 Re-sync Subscriber Contacts

This operation is performed when the contacts added individually or through the sub-lists is not synced to the handset, and then the re-sync operation is performed on the subscriber profile.

Re-sync steps are:

1. Select the subscriber from the Master-List.
2. Click **Re-sync** to sync the available data to the handset. A confirmation window is displayed. Click **OK** to complete the re-sync command. A success message is displayed, click **OK** to continue, **OR** Click **Cancel** to abort and stay on **the Subscriber Profile** page.



The re-sync button is enabled **only** if the changes are saved or if there are no changes to subscriber profile.

2.2.2.4 View Groups

In this section, a user can view and search the subscriber's groups as shown in Figure 2-7.

The screenshot displays the Bell Corporate Admin Tool interface. On the left is a 'Master-List Management' sidebar with a search bar and a list of contacts, including 'Denis' which is highlighted. The main area is titled 'Subscriber Profile' for 'Denis' (Phone Number: 647-272-2717). Below this is the 'Subscribed Phone Book' section, which is currently set to 'View Groups'. It features a search bar for group names and a table of groups. The table has columns for 'Group Name', 'Group in Scan List?', and 'Priority'. The groups listed are 'Dispatch UI Group 1', 'Dispatch UI Group 2', 'Dispatcher C's Group', 'Dispatcher D's Group', 'Dispatcher E's Group', and 'Dispatcher F's Group'. At the bottom right of the table area, it says 'Total Groups: 15'. Below the table are buttons for 'Save', 'Email Activation Code', 'Cancel', and 'Re-Sync'. The footer contains the copyright notice: '© Copyright 2011-2016. All rights reserved www.kodiaknetworks.com'.

Figure 2-7 View Groups

2.3 Update Multiple Subscribers

This section describes the steps for changing the subscriber state and/or type for multiple subscribers at the same time.

Steps are:

1. Select subscribers from the master-list view by holding the **Ctrl** button. To select all the subscribers hold **Ctrl+A**.

Corporate Id : 112104598
Corporate Name : CAT Demo Account
English (aa)

Master-List Management

All
Search by Name or Phone Number
Add External Contact
AW Sonim 2
Brad
Demo
Jean Simeonidis
Lance
Lanie
Marc
Marty
Megan Passmore
Mikah

Manage Multiple Subscribers

Name	Phone Number	Change Type	Change State
416-407-3084	416-407-3084	Corporate-Public	Provisioned
587-435-9954	587-435-9954	Corporate-Public	Active
ALBERT GALAXY LTE	416-788-0640	Corporate-Public	Active
AW Sonim	647-526-0640	External	N/A
AW Sonim 1	647-390-7501	External	N/A
AW Sonim 2	416-770-2951	External	N/A
Brad	306-216-0695	Corporate-Public	Active
Demo	416-709-7493	External	N/A
Jean Simeonidis	416-346-6394	Corporate	Provisioned
Lance	416-347-1518	Corporate-Public	Provisioned
Lanie	416-347-9192	Corporate-Public	Provisioned
Marc	416-347-3802	Corporate-Public	Provisioned
Marty	416-347-5110	Corporate-Public	Provisioned
Megan Passmore	416-346-8062	Corporate-Public	Provisioned
Mikah	416-347-9116	Corporate-Public	Provisioned
rohit	416-346-4359	Corporate-Public	Provisioned
Sebastien Dubois	416-347-6799	Corporate-Public	Active
Sharon	416-347-9102	Corporate-Public	Provisioned

Showing 1 to 18 of 18 records

Save Cancel

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Figure 2-9 Edit Multiple Subscriber

2. Select the new **Subscriber Type** from the drop-down list to display the following for selection.
 - a. Corporate
 - b. Corporate-Public
3. Click **Save** to save the changes, **OR** Click **Cancel** to abort the changes.



If the subscribers selected are either External or Provisioned, the state or type for such subscribers cannot be changed.

2.4 Manage External Contacts

The external contacts are the vendors and the partners of the Corporation. This section describes the steps for managing the external contacts of the Corporation.

2.4.1 Add External Contact

This section describes the procedure to add external contacts.

To add:

1. Click **Add External Contact** to display the information as shown in Figure 2-.

The screenshot shows the 'Corporate Admin Tool' interface. At the top right, it displays 'Corporate Id : 112104598', 'Corporate Name : CAT Demo Account', and 'English (ca)'. The main area is titled 'Add External Contact'. On the left, there is a 'Master-List Management' sidebar with a search bar and a list of contacts. The 'Add External Contact' form is in the center, with fields for 'Name' and 'Phone Number'. At the bottom of the form are 'Add' and 'Cancel' buttons. The footer contains the copyright notice: '© Copyright 2011. All rights reserved www.kodiaknetworks.com'.

Figure 2-10 Add External Contact


2. Enter the name in the **Name** field.
3. Enter the MDN number in the **Phone Number** field.



Enter 10 digits in case of local numbers and prefix + and country code in case of international number.

4. Click **Save** to complete the changes, **OR** Click **Cancel** to abort the changes.

2.4.2 Modify External Contact

In order to modify external contacts, select the subscriber from the master list with the external contact icon  displayed against the name.

To modify:

1. Select the external contact name to be changed as shown in the Figure 2-11.

The screenshot displays the 'Corporate Admin Tool' interface. At the top right, it shows 'Corporate Id : 112104598', 'Corporate Name : CAT Demo Account', and a language dropdown set to 'English (ca)'. The main header is 'Corporate Admin Tool'. On the left, a sidebar titled 'Master-List Management' contains a search bar and a list of contacts. The 'Demo' contact is selected. The main content area is titled 'Edit External Contact' and features a form with two input fields: 'Name' containing 'Demo' and 'Phone Number' containing '416-709-7493'. Below the form are 'Save' and 'Cancel' buttons. A 'Delete External Contact' button is located at the bottom right and is highlighted with a red rectangular box. The footer contains the copyright notice: '© Copyright 2011. All rights reserved www.kodiaknetworks.com'.

Figure 2-11 Edit External Contact

2. Enter the new external contact name in the **Name** field.




The name should be less than 30 characters, and should have at least one non-space character.

3. Click **Save** to complete the changes **OR** Click **Cancel** to abort the changes



In the **Edit External Contact** page, the Phone number or MDN cannot be changed.

2.4.3 Delete External Contact

In order to delete external contacts, select the subscriber from the master list with the external contact icon  displayed against the name.

To delete:

1. Click **Delete External Contact button** at the bottom right hand corner of the **Edit External Contact Page** to delete the subscriber. A confirmation window is displayed.

2.5 Managing Dispatchers

Once a dispatcher is assigned to the organization. The corporate administrator needs to generate an activation code and send the dispatcher the PTT dispatch console application. This is accomplished by selecting the dispatcher from the master list. Once selected on the right hand side of the screen you will enter the email address of the dispatcher and then click on “generate activation code”. This will automatically generate a activation code and send an email to the dispatcher with the code and link to download the application.

Contacts and groups and sublists can be created for the dispatcher just like any other PTT user. Unique to the dispatcher is the ability to create dispatch groups where the dispatcher is automatically assigned as a supervisor.



In order for contacts to be tracked on Google maps, they must be part of a dispatch group..

2.6 Managing Talkgroup Scan Lists

The Talkgroup Scanning feature enables a PTT user to monitor (or scan) activity and communicate with a subset of up to 16 corporate groups. This subset of corporate groups is also known as a scan list.

Scan lists can be maintained and pushed out to devices by a CA in the CAT or by the handset directly (if the device is running PTT 8.0 or higher).

To enable Talkgroup Scanning from the CAT:

1. Select a contact from the Master List that you'd like to enable Talkgroup Scanning for.
2. Select **View Groups**.
3. Select “Enable Talkgroup Scanning” located just right of the center of the screen.
4. Once enabled, select the groups you'd like to monitor or add to the scan list.
5. As each group is selected, the **Priority** drop down list appears with **No Priority** selected as default.
6. To assign priority to any group, select the drop down list and select **Priority 1**, **Priority 2** or **Priority 3**.
7. Select **Save** to save changes.

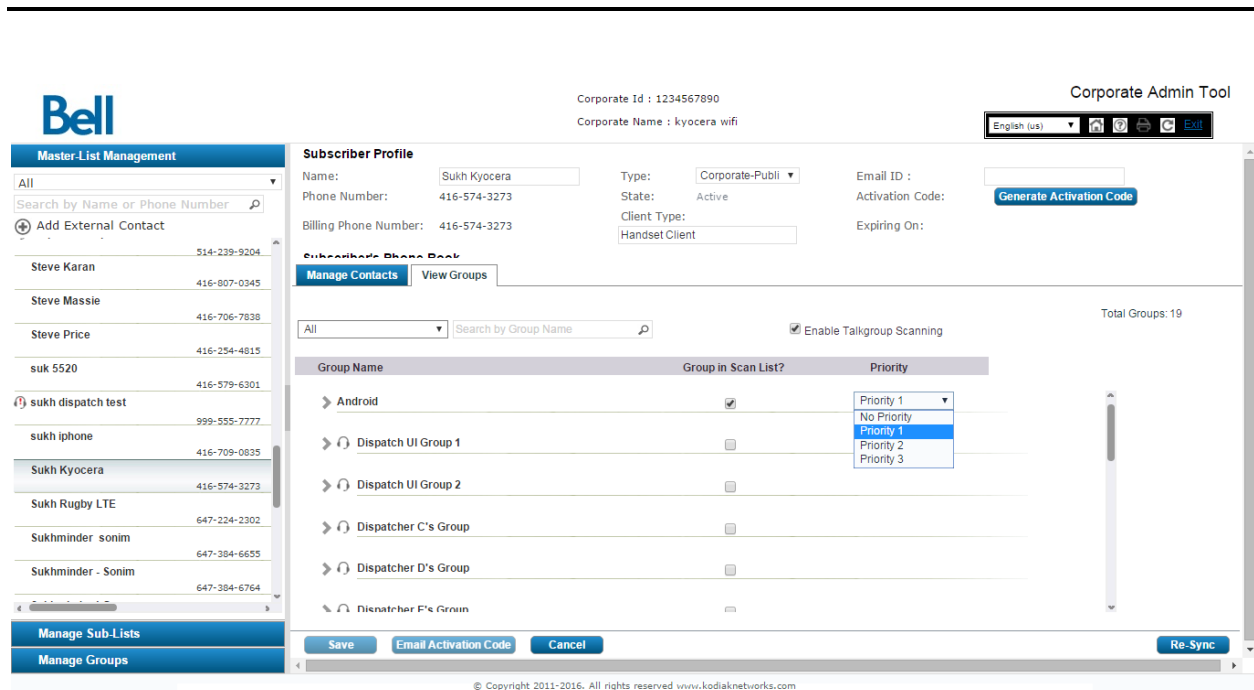


Figure 2-8 Enable Talkgroup Scanning and set priority

2.7 Generating Activation Codes for Tablet Users

PTT users that would like to use the PTT service on an Android device can only complete PTT activation with an activation code generated by the Corporate Admin (see Android User Guide for PTT 8.0 for more information).

To generate an activation code:

1. Corporate Administrator (CA) logs into Corporate Administrator Tool
2. CA locates and selects the tablet user from the Master List (tablet users are identified with the Wi-Fi symbol next to the contact name)
3. CA selects the **Generate Activation Code** button from the top right hand side of the screen
4. Select **OK** to confirm a new activation code generation
5. Select **OK** to send the activation code to the PTT user via email
6. Review the email address in the recipient field and select **Send Mail**
7. Activation e-mail with activation code is successfully deployed to the PTT user and PTT user can continue activation process

3 Managing Sub-List

The sub-list is a sub-set of subscribers. It is useful for logically binding the subscribers together. The sub-list is an easy way to manage and distribute contacts. The handset does not have any notion of sub-list as it gets the members of sub-list as contacts only.

The subsequent sections provide step-by-step instructions for performing the various sub-list management activities using the CAT application.

- [View Sub-Lists](#)
- [Search Sub-Lists](#)
- [Add new Sub-List](#)
- [Modify Sub-List](#)
- [View Sub-List Distribution](#)
- [Delete Sub-List](#)

3.1 View Sub-Lists

This section describes the method to view the sub-list details.

To view:

Select the **Manage Sub-Lists** header/tab to view the sub-lists home page as shown in Figure 3-1.

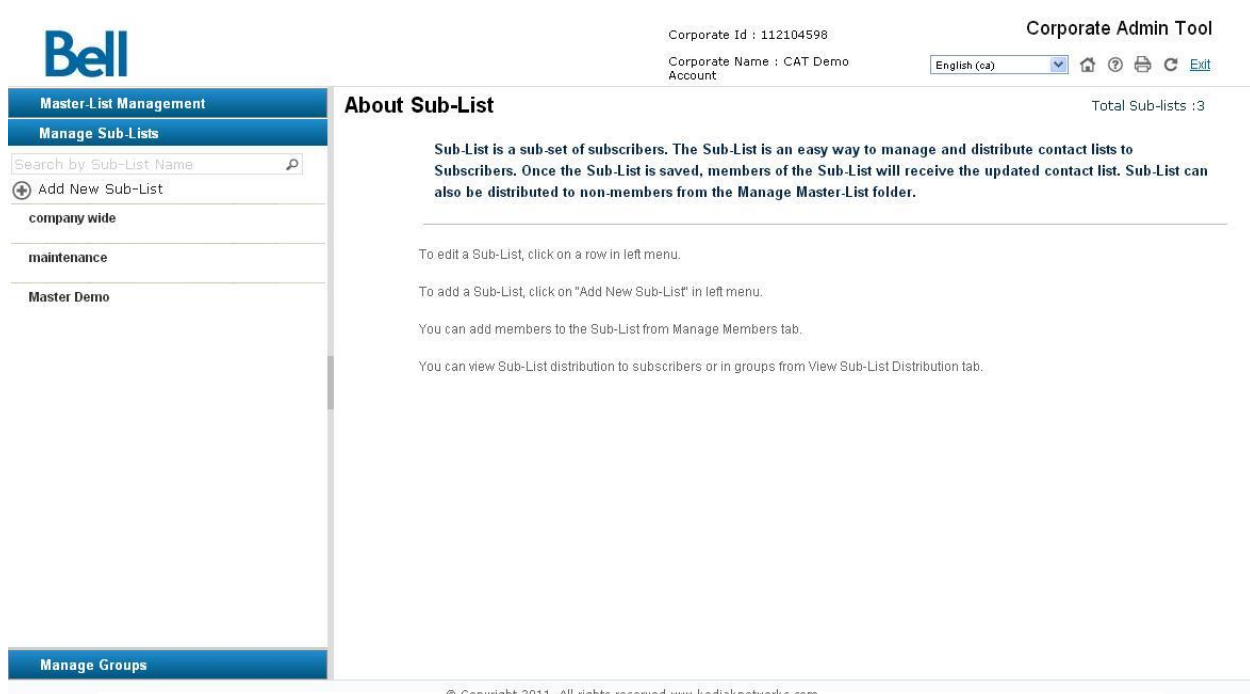


Figure 3-1 View Sub-Lists

3.2 Search Sub-Lists

This section describes the method to search sub-lists available in the corporation.

To search the Sub-Lists:

1. Select the **Manage Sub-List** header to view the sub-lists home page.
2. Type the keyword to display the results and the count as shown in Figure 3-2

If no record match, an alert message with **“No matching records found, please change your search criteria and try again”** is displayed.



The search text field is case insensitive.

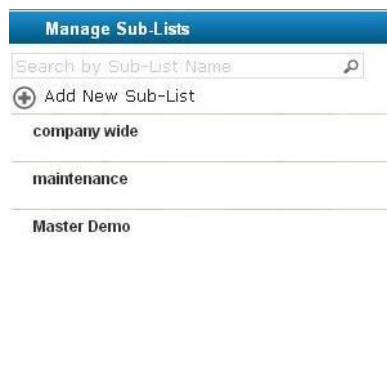


Figure 3-2 Search Sub-Lists

3.3 Add New Sub-List

This section describes the steps to add the sub-list.

1. Select the **Manage Sub-List** header to view the sub-lists home page.



When there is no sub-list for the corporate account users, a warning message is displayed as, **“There are no Sub-lists in the Corporation.”**

2. Click **Add New Sub-List** to display the add sub-list page as shown in Figure 3-3.

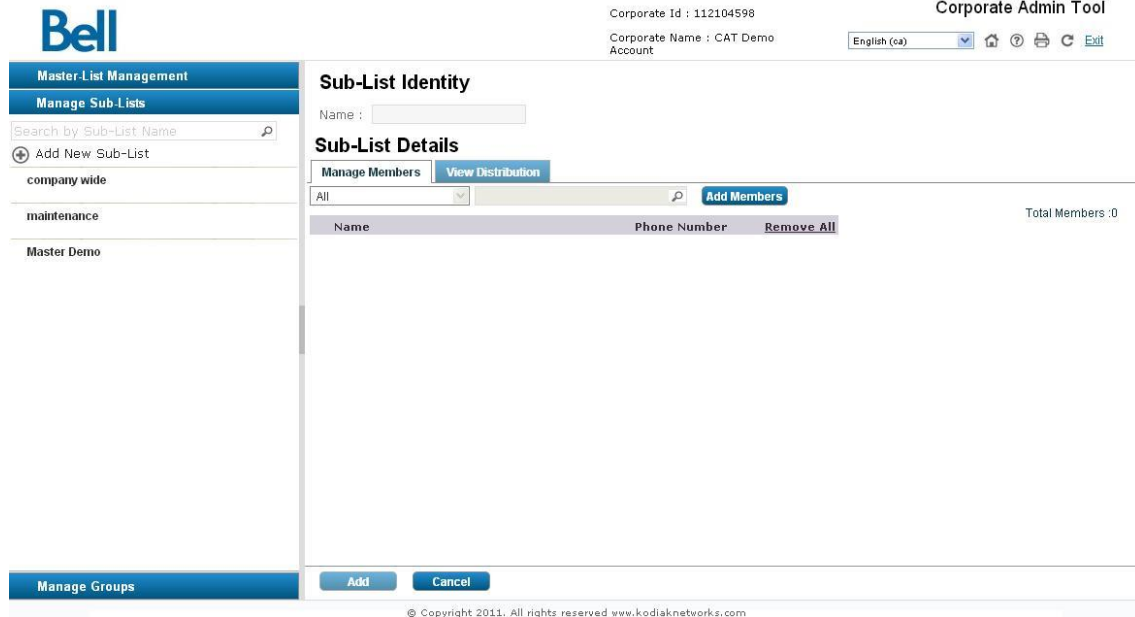


Figure 3-3 Add Sub-Lists

3. Enter the name in the **Name** field.
4. Click **Add Members** to assign members. **Pick Sub-Lists Members** pop-up is displayed.



The assign member popup window displays the members available for selection from the Sub-List after filtering the already assigned contacts.

5. Select the **sub-list members** to be assigned to the sub-list. Only those members, not already assigned to this sub-list are displayed as shown in Figure 3-4.

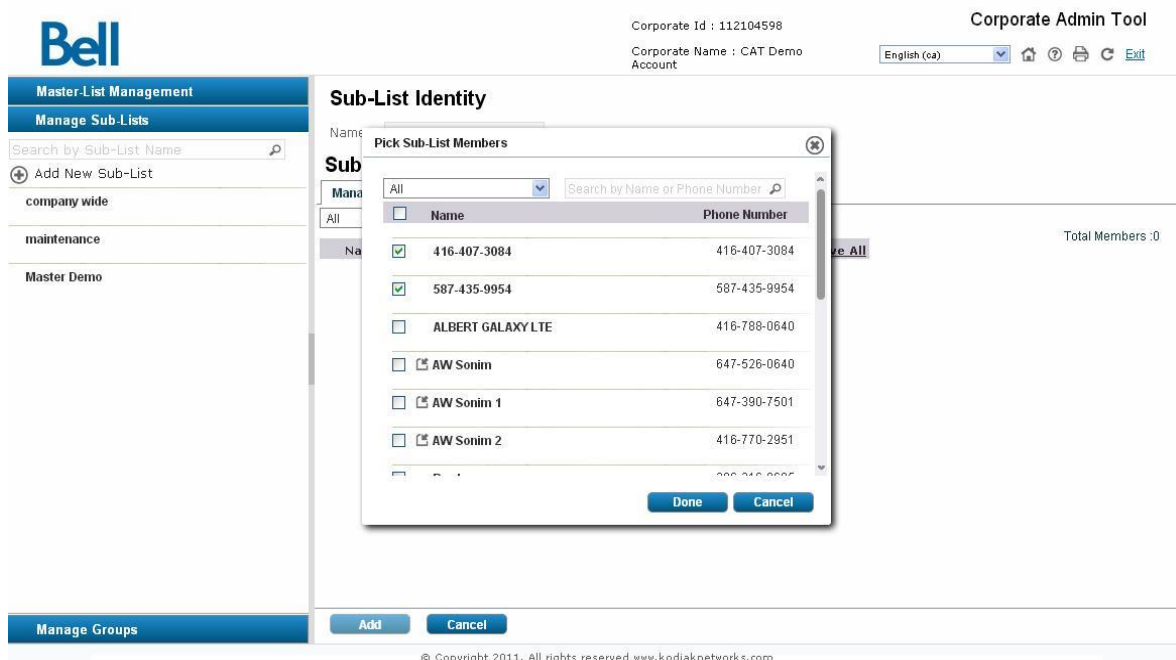


Figure 3-4 Pick Sub-Lists Members

6. Click **Done** to add the assigned sub-list contacts **OR** Click **Cancel** to abort the operation.
7. Click Add to display a successful message. Click OK to continue, **OR** click **Cancel to discard the changes**.

To delete assigned members:

Click **Delete icon** to delete the assigned sub-lists.

The deleted members are removed from the manage members view and subsequently the total members count decreases.

3.4 Modify Sub-List

This section describes the steps to modify a sub-list.

To assign members:

1. Select **Sub-List** to be modified as shown in Figure 3-5.

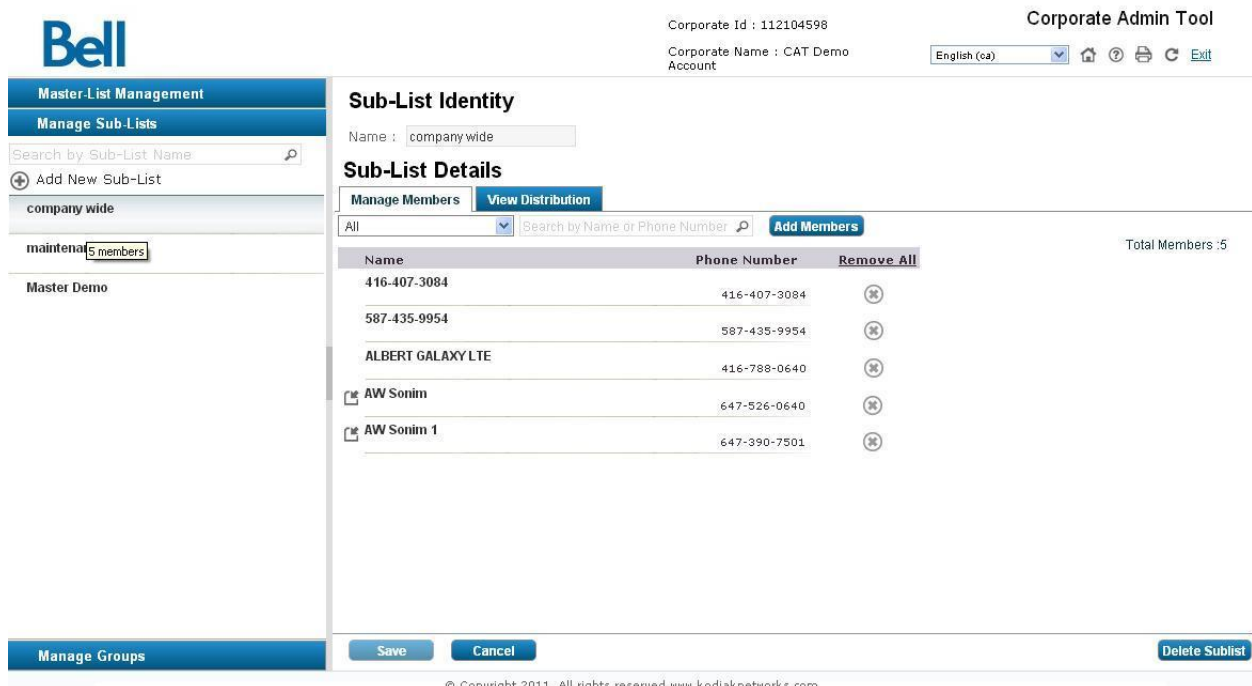


Figure 3-5 Modify Sub-List

2. Enter the name in the **Name** field.
3. Type the keyword to display the results and the count.
4. Click **Add Members** to assign members. **Pick Sub-Lists Members** pop-up is displayed.
5. Select the **sub-list members** to be assigned to the sub-list. Only those members, not assigned to this sub-list are displayed as shown in Figure 3-6.

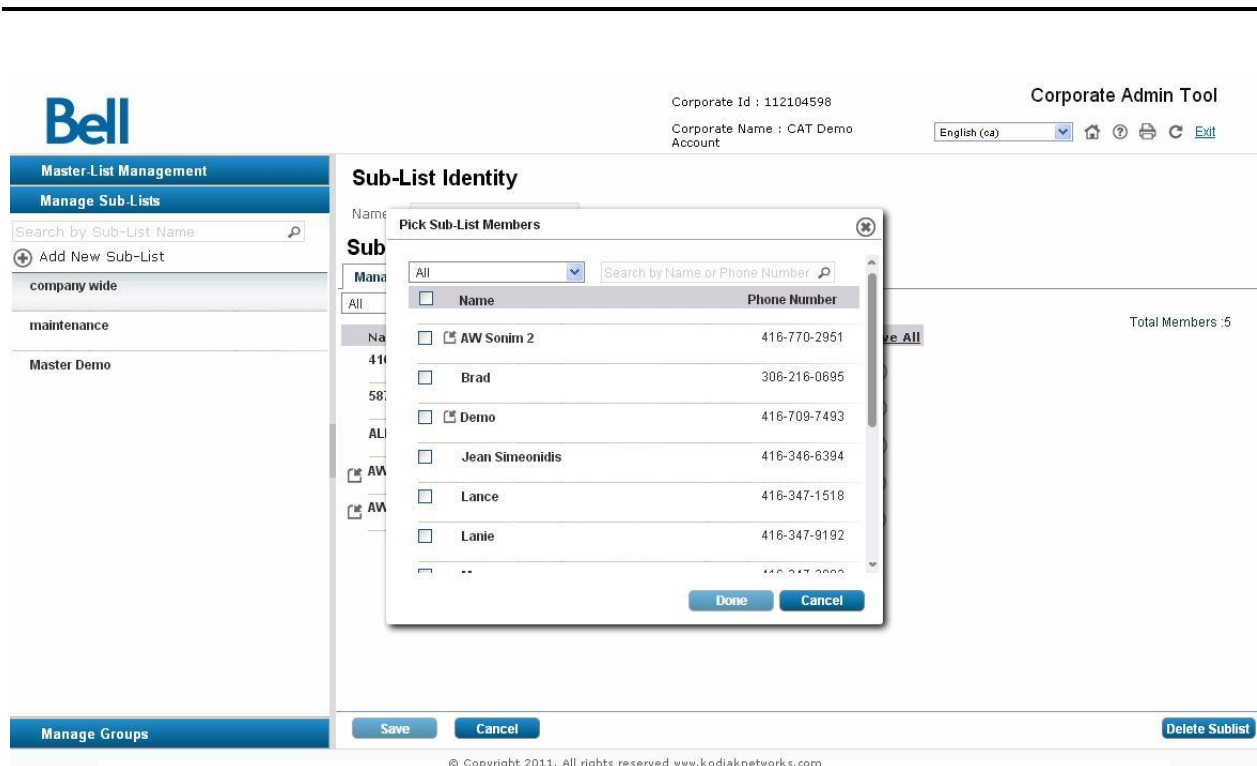


Figure 3-6 Pick Sub-List Members- Modify Option

6. Click **Done** to add the assigned sub-list contacts **OR** Click **Cancel** to abort the operation.
7. Click **Save** to display a successful message. Click **OK** to continue, **OR** Click **Cancel** to discard the changes.

To delete assigned members:

Click **Delete icon** to delete the assigned members.

The deleted members are removed from the manage members view and subsequently the total members count decreases.

3.5 View Sub-List Distribution

This section describes the steps to view the sub-list distribution

To view the distribution details:

1. Select the **View Sub-List Distribution** tab as shown in Figure 3-7.
 - a. View Distribution to Subscribers provides the details of non-members distribution.
 - b. View Distribution of Groups provides the details of groups' distribution.

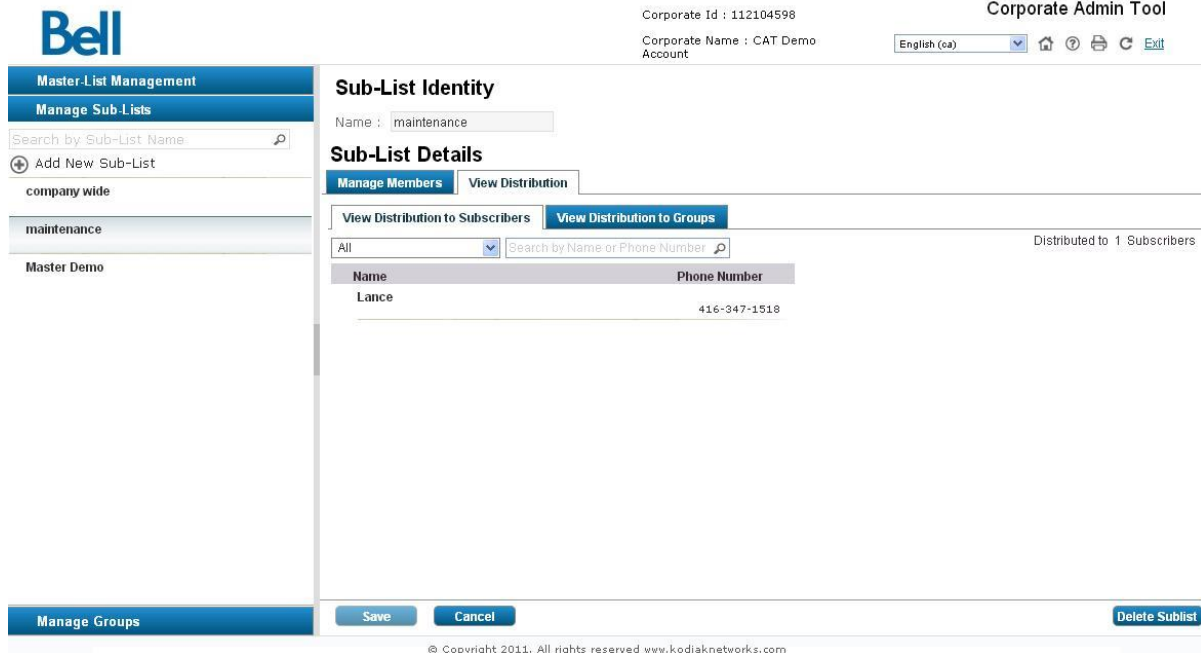


Figure 3-7 View distribution Sub-List

3.6 Delete Sub-List

This section describes the steps to delete sub-list information.

1. Click the **Delete Button** at the bottom right hand corner of the **Sub-List Identity** page to delete the sub-list information as shown in Figure 3-8. A delete confirmation window is displayed.

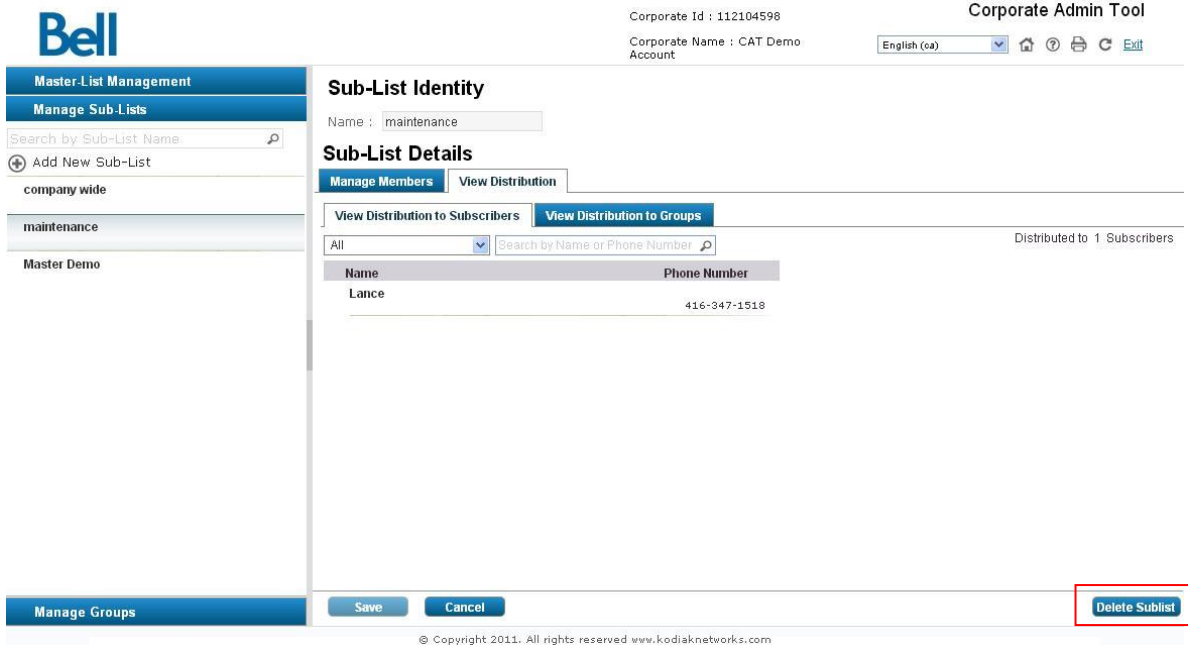


Figure 3-8 Delete Sub-List

4 Managing Groups

The Managing Groups comprises of sub-lists and contacts. The groups are shared with all the members of the group only.

The subsequent sections provide step-by-step instructions for performing the various group management activities using the CAT application.

The sections covered are:

- [View Groups](#)
- [Search Groups](#)
- [Add new Group](#)
- [Modify Group](#)
- [Delete Group](#)
- [Broadcast Groups](#)

4.1 View Groups

This section describes the method of viewing the group details.

To view the group details:

Select the **Manage Groups** header to view the manage groups home page as shown in Figure 4-1.

The screenshot shows the Corporate Admin Tool interface. At the top right, it displays 'Corporate Admin Tool' along with 'Corporate Id : 112104598', 'Corporate Name : CAT Demo Account', and a language dropdown set to 'English (ca)'. The left sidebar has a blue header with the Bell logo and three main menu items: 'Master-List Management', 'Manage Sub-Lists', and 'Manage Groups'. Below these are search and navigation options: a dropdown menu set to 'All', a search bar labeled 'Search by Group Name', and a '+ Add New Group' button. The main content area is titled 'About Groups' and shows 'Total Groups: 2'. It contains the following text: 'Groups are made up of Sub-List/or Contacts.' followed by a horizontal line. Below the line, it states: 'Standard Group - The Standard Groups are shared with all the members of the group only. The group cannot be shared with subscribers who are not members of the group.' Further down, it says: 'On save, the updated group is pushed to handset of all the members of the group.' and 'To edit a Group, Click on a row in left menu.' At the bottom, it says: 'To create a new Group, Click on "Add New Group" in left menu.'

Figure 4-1 View Group

4.2 Search Groups

This section describes the method to search groups available in the corporation.

To search:

Type the keyword to display the results and the count.

If no record match, then the message is displayed with “**No matching records found, please change your search criteria and try again**”.



The search text is case insensitive.

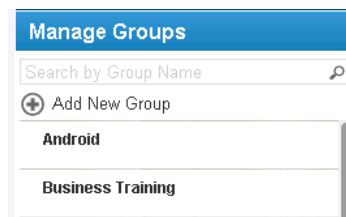


Figure 4-2 Search Group

4.3 Add New Group

This section describes the steps to add a group.

To add individual contacts:

1. Click **Add New Group** to add a group as shown in Figure 4-3.



In order to create a group there must be at least two members.



You will see a manage supervisor tab when creating a group. A PTT contact assigned as a supervisor can override anyone else who is speaking.

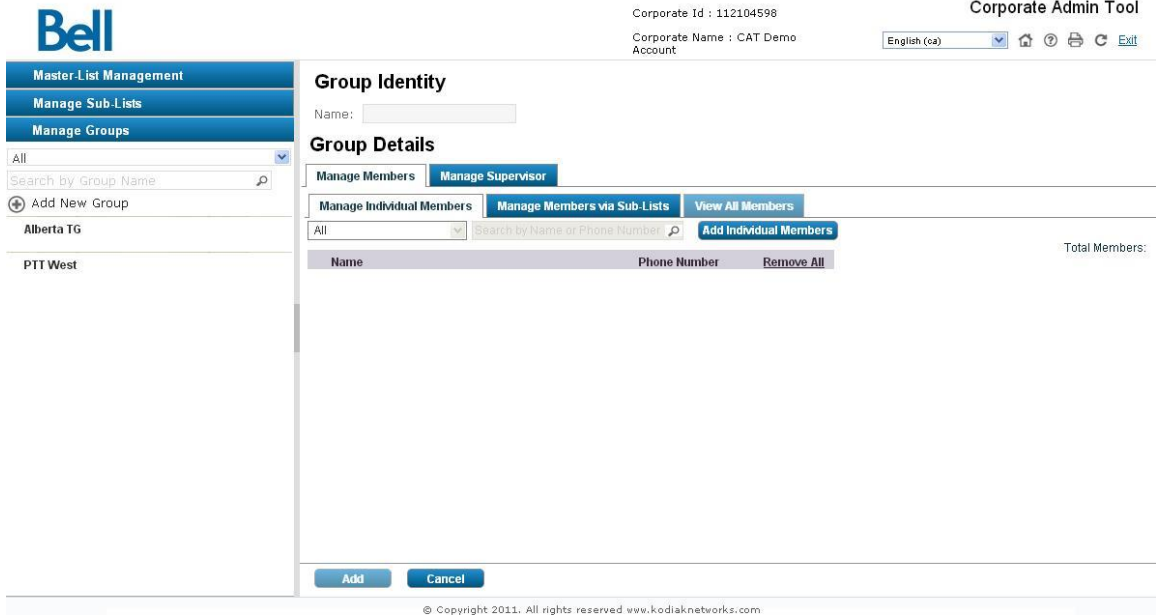


Figure 4-3 Add New Group

2. Select the **Group Type** you'd like to create: **Standard Group** or **Dispatch Group**
3. Enter the name in the **Name** field.
4. Click **Add Individual Members** to assign members. **Pick Individual Group Members** pop-up is displayed.
5. Select the individual group members to be assigned to the groups. Only those members not assigned to the group are displayed as shown in Figure 4-4.

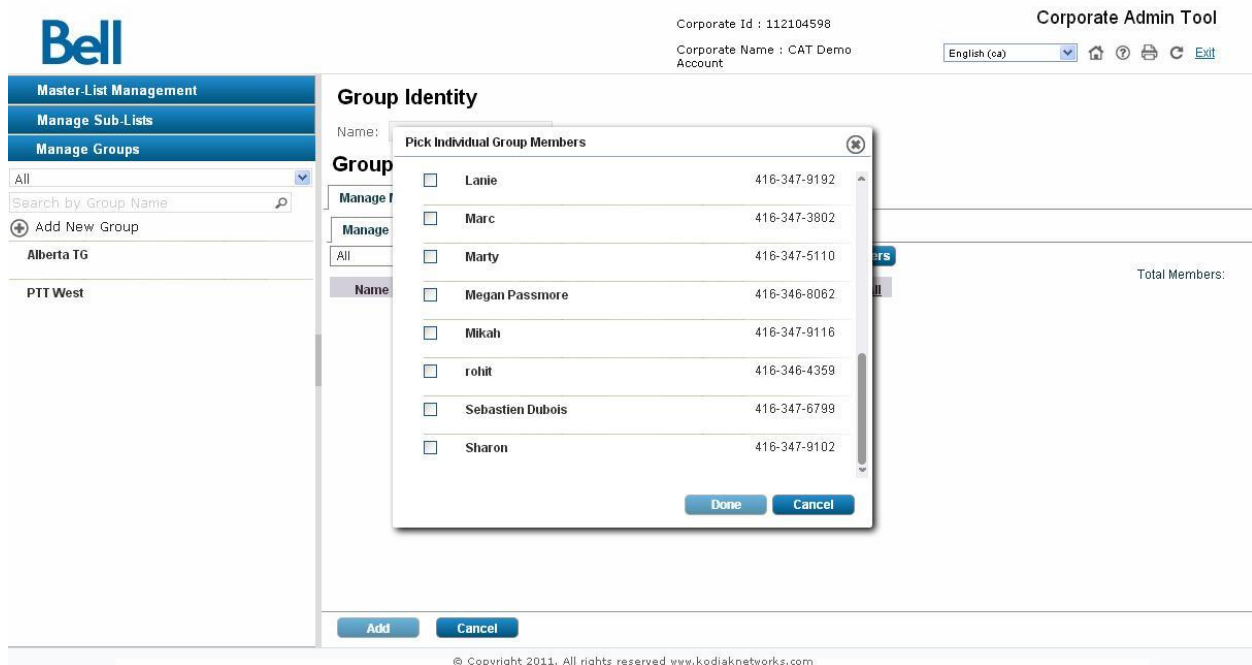


Figure 4-4 Pick Individual Group Members- Add Group Option

6. Click **Done** to add the assigned members to the group, **OR** Click **Cancel** to abort the operation.
7. Click **Add** to display a successful message. Click **OK** to continue **OR** Click **Cancel** to discard the changes

To assign Sub-Lists to the group:

1. Click **Manage Members via Sub-Lists** tab.
2. Click **Assign Sub-Lists** to assign the members. **Pick Group Members via Sub-Lists** pop-up is displayed.
3. Type the keyword to filter the member's information, select the group members via sub-lists to be assigned to the groups. Only those sub-lists not assigned to the group are displayed as shown in Figure 4-5.

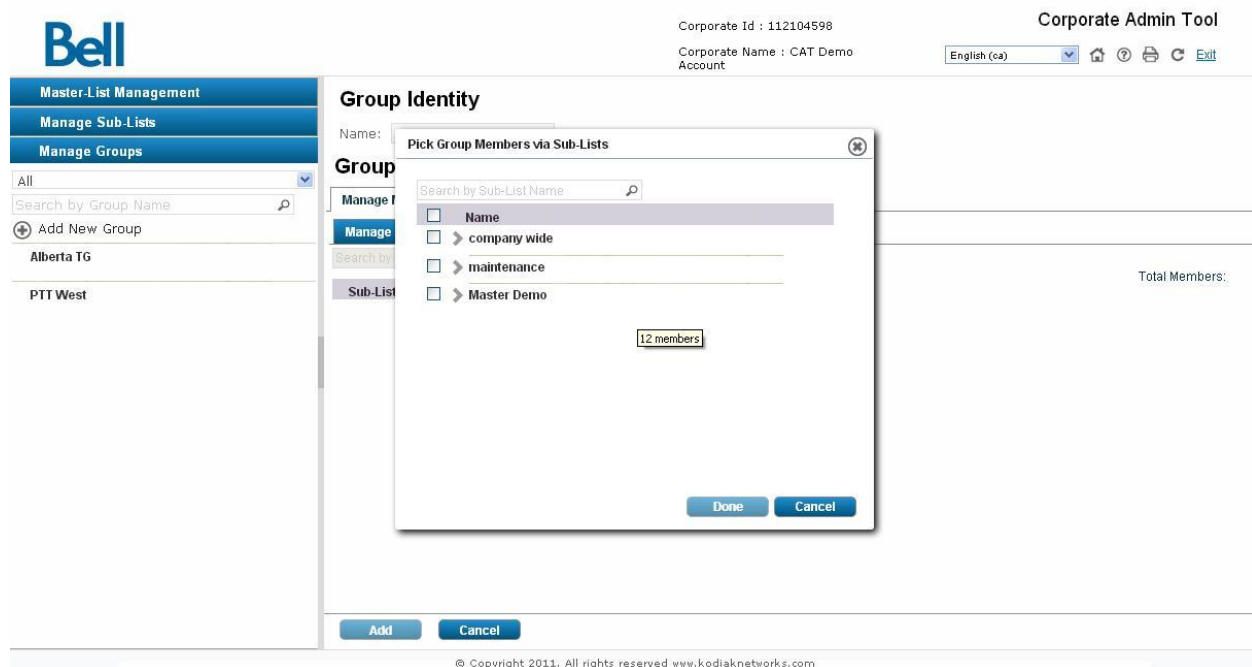


Figure 4-5 Pick Group Members via Sub-Lists - Add Group Option

4. Click **Done** to add the assigned sub-list contacts to the group, **OR** Click **Cancel** to discard the changes.
5. Click **Add** to display a successful message. Click **OK** to continue **OR** Click **Cancel** to discard the changes.

To assign Supervisor:

1. Click the **Manage Supervisor** tab as shown in Figure 4-6.
2. Click **Assign Supervisor** and pick from the contact list. More than one person can be assigned as a supervisor. A supervisor can override anyone else who is speaking

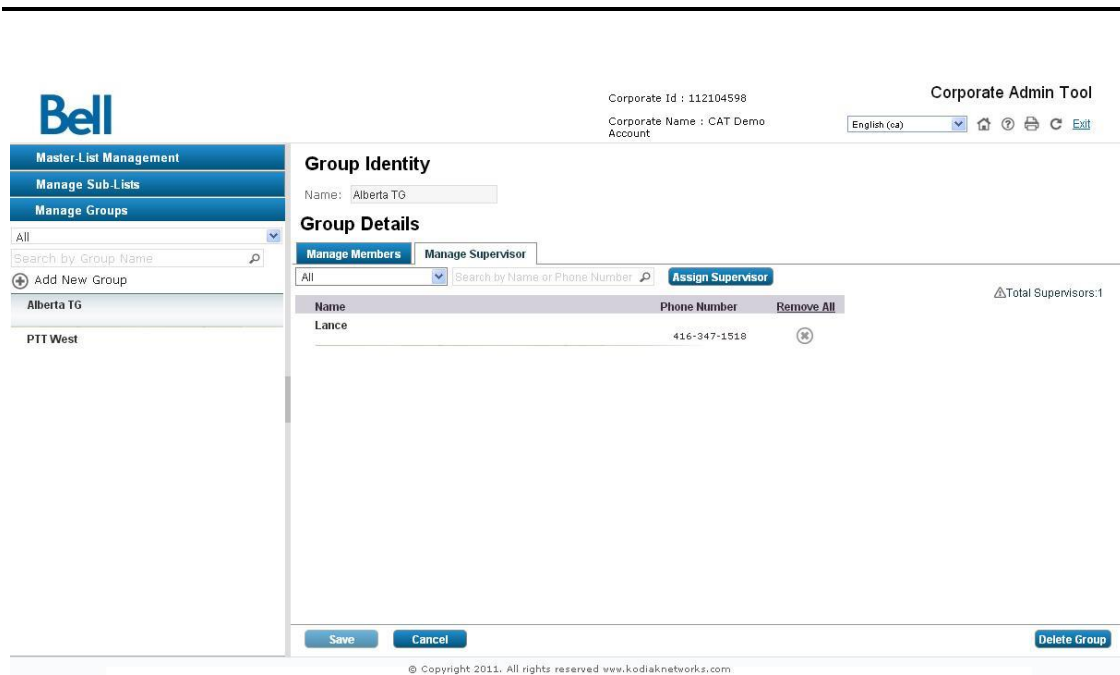


Figure 4-6 Pick Group Members via Sub-Lists - Add Group Option

4.4 Modify Group

This section describes the steps to modify a group.

1. Select the group from the **Manage Group** header/tab to display the group identity work area as shown in Figure 4-7.

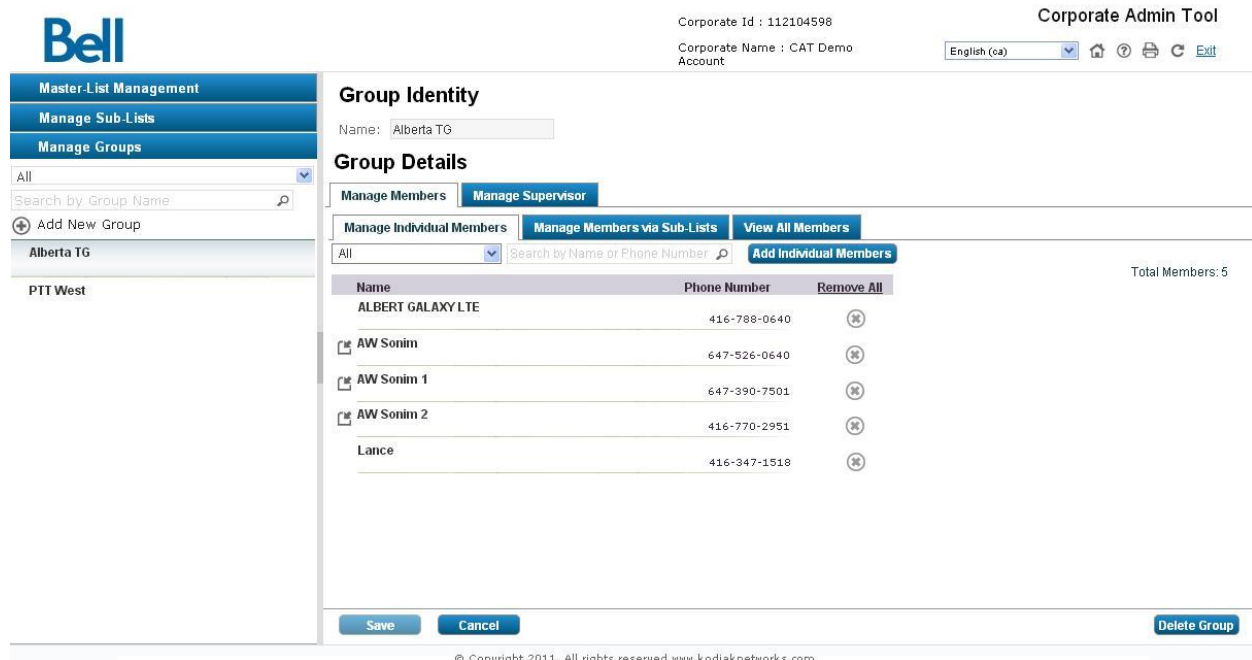


Figure 4-7 Modify Group

2. Modify the group name in the **Name** field.

3. Select the **Manage Individual members** tab to display the individual contacts in the selected group.
4. Click **Add Individual Members** to assign members. **Pick Individual Group Members** pop-up is displayed.
5. Type the keyword to filter the group members and select the filter option from the drop-down list to display the following list for selection.
 - a. All
 - b. Corporate
 - c. Corporate-Public
 - d. External
6. Select the individual group members to be assigned to the groups. Only those members not assigned to this group are displayed as shown in Figure 3-6.

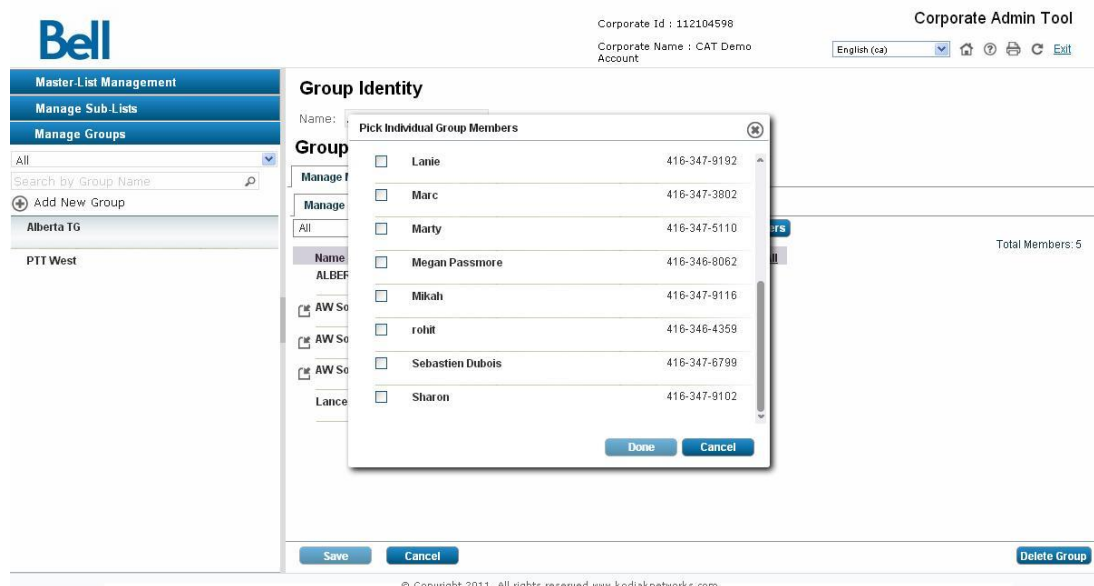


Figure 4-8 Pick Individual Group Members – Modify Group Option

7. Click **Done** to add the assigned sub-list contacts, **OR** Click **Cancel** to abort the operation
8. Click **Save** to display a successful message. Click **OK** to continue **OR** Click **Cancel** to discard the changes.

To assign Sub-Lists to the group:

1. Click **Manage Members via Sub-Lists** tab.
2. Click **Assign Sub-Lists** to assign members. **Pick Group members via Sub-Lists** pop-up is displayed.
3. Type the keyword to search the group members and filter the member's information, select the group members via sub-lists as shown in Figure 4-9.

Pick Group Members via Sub-Lists-Modify Option

4. Click **Done** to add the assigned sub-list contacts, **OR** Click **Cancel** to abort the operation.
5. Click **Save** to display a successful message. Click **OK** to continue, **OR** Click **Cancel** to discard the changes.

To delete assigned members:

Click **Delete icon** to delete the assigned members.

The deleted members are removed from **Manage Individual Members/Manage Members via Sub-Lists** tab and subsequently the total members count decreases.

4.5 Delete Group

This section describes the steps to delete group.

1. Click **Delete tab** at the bottom right hand corner of the **Group Identity Page** to delete the group information as shown in Figure 4-10. A delete confirmation window is displayed.

Corporate Id : 112104598
Corporate Name : CAT Demo Account
Corporate Admin Tool
English (ca)

Group Identity
Name: Alberta TG

Group Details
Manage Members | Manage Supervisor

Manage Individual Members | Manage Members via Sub-Lists | View All Members

All | Search by Name or Phone Number | Add Individual Members

Name	Phone Number	Remove All
ALBERT GALAXY LTE	416-788-0640	(X)
AW Sonim	647-526-0640	(X)
AW Sonim 1	647-390-7501	(X)
AW Sonim 2	416-770-2951	(X)
Lance	416-347-1518	(X)

Total Members: 5

Save Cancel **Delete Group**

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Figure 4-10 Delete Group

4.6 Broadcast Groups

Broadcast calling provides the ability for a dispatcher to make a one-way, high priority call to a group of 500 subscribers (499 excluding the dispatcher). Broadcast calls pre-empt any ongoing calls.

Broadcast groups are created and administered by the CA through the CAT.

To create a Broadcast Group:

1. Select **Add New Group** from the **Manage Groups** tab on the left hand side of the page.
2. Select **Dispatch Group** when prompted with the **Select Group Type** pop-up.
3. Select the dispatcher that should have the broadcaster functionality.
4. Select **Done**.
5. Enter the group name under the **Group Identity** header.
6. Select the checkbox next to **Broadcast Group ?**
7. Add members to the group via the **Manage Individual Members** or the **Manage Members via Sub-Lists** tabs.

The screenshot shows the Bell Corporate Admin Tool interface. The top navigation bar includes the Bell logo, Corporate Id (1234567890), Corporate Name (kyocera wifi), and Corporate Admin Tool. The main content area is divided into a sidebar and a main panel. The sidebar has tabs for Master-List Management, Manage Sub-Lists, and Manage Groups. The Manage Groups tab is active, showing a list of groups. The main panel displays the 'Group Identity' section with 'Test Broadcast Group' as the name and 'Dispatch Group' as the group type. The 'Group Details' section shows 'Broadcast Group ?' checked. A modal window titled 'Pick Individual Group Members' is open, displaying a list of members with checkboxes. The list includes names and phone numbers, with two members selected: 14167709360 and 16472287343. The interface also shows a sidebar with navigation options like 'Master-List Management', 'Manage Sub-Lists', and 'Manage Groups'.

Figure 4-11 Managing Broadcast Groups

Appendix A The first steps

This section covers a use case to setup and manage a new corporation and its subscribers, it also lists the various functionalities available in the CAT application to manage the corporate subscribers.

Appendix B Setup Corporate Subscribers

When you launch the CAT tool you will see the following screen.

The screenshot displays the 'Corporate Admin Tool' interface. At the top left is the Bell logo. The top right shows 'Corporate Id : 112104598', 'Corporate Name : CAT Demo Account', and a language dropdown set to 'English (en)'. Below the logo is a 'Master-List Management' sidebar with a search bar and a list of subscribers. The main area is titled 'About Master-List' and contains explanatory text about subscriber types and management actions.

Name	Phone Number
416-407-3084	416-407-3084
587-435-9954	587-435-9954
ALBERT GALAXY LTE	416-788-0640
AW Sonim	647-526-0640
AW Sonim 1	647-390-7501
AW Sonim 2	416-770-2951
Brad	306-216-0695
Demo	416-709-7493
Jean Simeonidis	416-346-6394
Lance	416-347-1518

About Master-List

Master-List consists of all the PTT subscribers in your corporation. These subscribers can be of type Corporate or Corporate-Public. The Master-List also shows external contacts which are manually added by the Corporate Admin.

Corporate-Public - These subscribers can receive contacts and groups assigned by corporate administrator, and have the capability to define and manage their own contacts and groups on their handset.

Corporate - These subscribers are limited to calling only those contacts and groups which are assigned to them by Corporate Administrator. The subscriber cannot add public groups and contacts to their handset.

External Contact - These subscribers are not part of this corporation but are PTT Subscribers. By using the add external contact feature, you can add external PTT contacts that you regularly deal with to your Master-List. You can then add them to groups or push them as individual contacts to other subscribers in your company.

Supervisor Role (Coming Soon) - You can assign supervisors as part of a group. A supervisor can override anyone else who is speaking during a group call.

To edit a Subscriber or External Contact, click on a row in the left menu.

To add an external contact, select "Add External Contact" from left menu.

To edit multiple Subscribers, select one subscriber and do a CTR-mouse click or CTR-A to select all.

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The default view is the master list management where you will see all your PTT corporate subscribers on the left hand side of the screen. The corporate administrator has access to the CAT tool via the Bell Business E-care Portal

After provisioning subscribers to the corporation, the CAT application shows the subscribers under Manage MasterList list area.

Appendix C Add Sub-List

The next step is to add a new sublists (logically grouping the Master-List subscribers), For example, to add a sublist with the name Sales and assign them to same list.

To add a sub-list, use the steps described in the section 3.3. When a sublist is saved, members are updated in the contact list. To verify the sub-list received, go to the Subscriber PTT Phone Book. For more information, refer to section 2.2.2.

Appendix D Add Group

The groups can be added using the contacts and sub-lists. For example, a group name is PoC project and its members are assigned from Master-List and/or by assigning sub-list.



The groups are shared with all the members of the group only. The group cannot be shared with subscribers who are not part of the group.

To add new group, use the steps described in 4.3. When an group is saved, members/sub-lists of the group receive the group details. To verify the group, check the Subscriber PTT Phone Book. For more detail steps refer to section 2.2.2. To verify the group, go to the view sub-list distribution. For more details steps refer to section 3.5.

Appendix E Manage Subscriber PTT Phone Book

Initially, subscribers will not have any contacts in their PTT Phone Book (or contacts list). Refer to section 2.2 for more information on how to manage PTT subscriber contacts.



If the subscriber is added as a member to a sub-list or a group, then those contacts and groups appear automatically in the PTT Phone Book.

Appendix F Icons/Link and Meaning

Home Icon

The Home icon is displayed on the header area, when clicked; a user is taken to the Master-List home page.

FAQ Icon

The FAQ icon displayed in the header area, when clicked on, depending on the current location, the corresponding FAQ page is displayed in the new window.

Refresh Icon

The Refresh icon displayed on the header area, when clicked on, the current work area and the list area data is refreshed.

Exit Link

The Exit anchor link displayed on the header area, when clicked on the link the current user session to the CAT application is closed and redirected to the logout page and configured in the CAT application.

Delete Icon

The Delete icon (small) is displayed in the work area where the contacts or sub-lists are displayed, when clicked on, the selected contact will be deleted from the current contacts or sub-lists.

Member Icon

The Member icon is displayed in the work area of Subscriber Identity page under “Manage contacts Via Sub-List” tab, Member icon is shown instead of delete icon when the selected subscriber is part of a sub-list and these sub-lists cannot be deleted from Subscriber Identity page.

External Contact Icon

The External contact icon displayed throughout the CAT application against Subscriber or a Contact which are external to the corporate.

Caution Icon

This icon is displayed in following cases:

- When the subscriber is configured with more contacts than the allowed limit this icon is displayed adjacent to the name.
- When the subscriber exceeds his max limit of the total contacts in his phone book, then this icon is displayed, prefixed to total contacts.
- When the group is configured with members greater than the allowed limit. A caution icon is displayed before the “Total Members” label.

Appendix G

Terminology and Acronyms

The terminology and acronyms used in this document is as below.

Terminology	Description
Master-List	This is a complete list of subscribers of a corporation consisting of Corporate, Corporate-Public and External Contact types.
Sub-List	This is a subset of Master-List. The subscriber of this list is called member.
Group	This consists of sub-lists and members. The members of the sub-list belong to the Group. The direct members are also called "Individual Members".
Subscriber	This consists of the corporate subscriber profile which is provisioned through the Billing System.
Supervisor	A supervisor is assigned as part of a group and can override anyone else who is speaking.
Contact	This is to add the corporate subscriber to a subscriber's phone book.
Member	This is a corporate contact added to a sub-list or group.
External	In this the subscribers are not part of the corporation. These contacts may be from the partners or vendors of the corporation.
Activated	A subscriber whose service is active, and eligible to receive the services of the network operator within a period of time.
Suspended	A subscriber whose service is suspended, after the services received is lapsed after a period of time.
Member's only	A set of the subscribers' who are the members of at-least one of the sub-lists of the corporation.
Non Members	A set of the subscribers' who are not part of the any sub-lists of the corporation.
Corporate	These are the subscribers who are allowed to have a list of contacts and groups belonging to the corporate, assigned to them by corporate administrator.
Corporate Public	These are the subscribers who are allowed to have contacts and groups belonging to the corporate, assigned to them by corporate administrator. Also they can add their personal contacts and groups.
Corporate Administrator (CA)	A Corporate Administrator is responsible for adding and managing the subscriber accounts (contacts/sub-lists/groups) in his corporation. The administrator defines subscriber hierarchy and also the authority given to them through the CAT interface.

Terminology	Description
CAT	Corporate Admin Tool
MDN	Mobile Directory Number
PTT	Push to Talk

Table 1: Terminology and Abbreviations

Appendix H Frequently Ask Questions

Q: Why doesn't the Corporate Administrator see any subscribers on the left hand side of the CAT Tool?

A: This may be because the corporate is not provisioned with any subscribers as of yet. The subscribers need to be provisioned first in order to show up in the CAT tool.

Q: What can the Corporate Administrator do under Master List Management?

A: The Corporate Administrator can add/delete contacts and sub-lists to each subscriber within the company.

Q: What can the Corporate Administrator do under the Manage Sub-List tab?

A: The Corporate Administrator can create/edit/delete sub-lists. A sub-list is a logical grouping of contacts where each contact in the sub-list receives all other contacts in the same sub-list (i.e. Maintenance group). It allows for quick distribution of internal contacts to end users.

Q: What can the Corporate Administrator do under the Manage Groups tab?

A: The Corporate Administrator has the ability to create/edit/delete groups within the organization.

Q: What is a sub-list?

A: A sub-list is a logical grouping of contacts where each contact in the sub-list receives all the other contacts in the sub-list (i.e. Maintenance group). Click on Manage Sub-lists on the left hand side of the screen to create/edit a sub-list.

Q: How does the Corporate Administrator add contacts to an end user's device?

A: There are three main ways to add contacts to an end user's device:

1. From the master list management view, the Corporate Administrator can click on the end user from the master list view and add individual contacts via manage contacts tab, add sub-lists (a grouping of contacts) via manage sub-list tab.
2. From the Manage Sub-list view the Corporate Administrator can add the subscriber to a new sub-list or to an existing one. This will push all of the sub-list contacts to the end user.
3. From the Manage Groups view, the Corporate Administrator can add the end user to a new group or to an existing group. This will push the group to the end user's device.

Q: Why is the re-sync button is disabled in the CAT Tool?

A: The re-sync button appears disabled until the Corporate Administrator has saved changes made to the end user's profile. Saving the changes, enables the re-sync button.

Q: Why is the save button disabled in the CAT Tool?

A: The save button is disabled in the work area of all the pages until there are changes made to the end user's profile.

Q: When the Corporate Administrator assigns contacts to an end user, does that mean that the contact that was added also gets this end user as a contact? I.e. is it two way?

A: No . It is not two way.

Q: The Corporate Administrator has assigned an external contact to an end user's device; does that mean that the external contact also gets this end user as a contact?

A: No, the external contact will not get this end user as contact.

Q: The Corporate Administrator has added a sub-list, does that mean that it is distributed to all end users?

A: Yes, sub-lists are distributed to its members on creation or modification of the sub-lists.

Q: When the Corporate Administrator creates a sub-list with 5 contacts, will all 5 contacts get the sub-list name?

A: No, the sub-list name will not shown up in the device, only the contacts are shown on the handset that are contained within the sub-list.

Q: If the Corporate Administrator assigns a contact to an end user and a sub-list; where the sub-list contains the same contact, will the handset see the contact twice?

A: No, contact appears only once.

Q: On Master-List management, the Corporate Administrator can only view groups. Why is the Corporate Administrator not allowed to assign a group to an end user?

A: A group is automatically added to the end user when they are added as a member of the group. To assign groups, go to Manage Groups and select the group to which the end user needs to be member. Once the changes are save to the group, the view groups on Master-List management shows the assigned groups.

Q: The Corporate Administrator does not see any sub-lists, why?

A: The organization currently does not have any sub-lists set up. To add a new sub-list use the "Add New Sub-List" under Manage sub-list management.

Q: The Corporate Administrator would like to assign a sub-list to an end user without adding him/her to the sub-list. Where can that be done?

A: To do so; go to the Master-List Management, select the end user to which the sub-list needs to be added. In the "Manage Contacts via Sub-List" tab click on the assign sub-list button. From here the Corporate Administrator can select the sub-list which they want to assign to the end user.

Q: If the Corporate Administrator changes a sub-list, will that change the contact and group to whom the sub-list has been distributed to?

A: Yes, the changes will reflect in the contact and groups whom the sub-list is distributed.

Q: The Corporate Administrator does not see any groups, why?

A: The organization doesn't have groups at the moment. To add a new group, use the "Add New Group" under Manage Group management.

Q: The Corporate Administrator has added a group; does that mean that it is distributed to its members?

A: Yes, when a group is saved, it will be distributed to its members.

Q: The Corporate Administrator has updated a group and added a member (end user); does anything need to be changed on the Master-List management to ensure the end user receives the group?

A: No, the group will be distributed to the end user automatically. After updating the group the changes can be seen on end user's "view groups" tab under Master-List management.