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1) Vocalis Company Management Platform

The company management platform can manage users, groups, and company information. It can manage users and groups through a web browser. Users and groups are managed by business units. Every company independently manages their own accounts and groups. Operators manage company accounts and distribute accounts. Every company can add secondary management. Users and groups can be managed at different levels. The management levels are as follows:

Company Administrator: They are the company's manager and are responsible for the management of company groups, accounts, and department management.

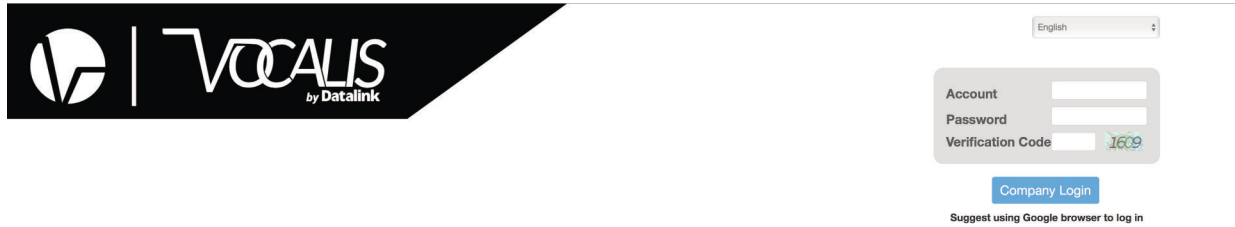
Company Department Administrator: This is the department administrator of the company's users and is responsible for the management of the platform groups, accounts, and their sub-secondary management.

Sub-Secondary Administrator: The sub-secondary administrator of the company department administrator is responsible for groups and accounts on their platform.

Company Management Website: <https://vocalis.org/ptt/>

Department Management Website: <https://vocalis.org/ptt/part/>

Sub-Secondary Management Website: <https://vocalis.org/ptt/part/>



Company Platform Login Page

2) Company Management Platform Function

Company management is used to manage users and groups. This includes looking up and modifying users, managing friends, adding groups, editing groups, managing departments, modifying the administrator password, etc. Company administrators can log in to the company management platform with their account and password which are assigned by the Vocalis operator. Company administrators can manage users and groups.

2.1) User Management

2.1.1) Create User

Company administrators must first select the billing account that is allotted by the operator. After selecting the account bill associated with the account they can set the user account information. This includes the user account, password, username, groups, default groups, speech priority, phone number, and a number of user functions.

VOCALIS by Datalink

Create User->

Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]

Account: *Must be number or English letter, The length should not exceed 15

Password: *The length should not exceed 12

Confirm Password: *

User Name: *The length should not exceed 15

Group:

Filter	Company	Department
Demio(203209)	DEMO1(30034)	Datalink(24439)

Add Remove

Default Group: Not in group

Priority: Level 1 Level 10 is the highest speaking level. The higher the speech level, the higher the speech priority

Phone Number:

Function: ☐ Select All ☒ Contact ☐ View location ☒ Call logs ☐ Monitor ☐ Stun ☐ GPS positioning ☐ Platform audio ☒ Display the group members ☐ Last group ☐ Stun protection ☐ Private call ☒ Change group ☐ Only listen ☐ Do not disturb when private call ☐ All call ☐ Receive SOS ☐ Dispatcher account ☒ Management Group

Description:

IMEI: Machine Type: [IMEI] The format is: the model of the machine-the imei of the device. For example: T200-861456124545123

Password For Application: whether enabled: ☐ Yes ☐ No after setting the APP password, enter the APP password to enter the setting interface of the mobile phone dispatcher

ICCID: SIM card number, IC card unique identification number

Create

1) Use Order: This is a dropdown menu that allows you to select the billing account associated with the user you are creating. You must have open billing accounts to create a user. These billing accounts are allotted by the operator. The user who is added is automatically associated with the order. The user will automatically be suspended when the account bill expires. You can renew the account bills or buy new bills in order to ensure the normal function of your users.

2) Account: This section is for the account name. It cannot be more than 15 characters. This is the login information the user will use to access the system.

3) Password: This is where you define the accounts password. The password cannot exceed 12 characters.

4) Confirm Password: Input the account password again to ensure it is consistent with the password entered above.

5) User Name: The user name cannot be more than 15 characters. It can only contain characters and numbers. It cannot contain special characters. This can be a name (ex. JacobWingo). It is easier to change this name so if you have positions that change often this would be a good place to input the name of the employee here rather than the Account field.

VOCALIS by Datalink

Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]

Account: *Must be number or English letter, The length should not exceed 15

Password: *The length should not exceed 12

Confirm Password: *

User Name: *The length should not exceed 15

Group: Filter Company: Department

Default Group: Not in group

Priority: Level 1

Phone Number:

Function: ☐ Select All ☒ Contact ☐ View location ☒ Call logs ☐ Monitor ☐ Stun ☐ GPS positioning ☐ Platform audio ☐ Display the group members ☐ Last group ☐ Stun protection ☐ Private call ☐ Change group ☐ Only listen ☐

Do not disturb when private call ☐ All call ☐ Receive SOS ☐ Dispatcher account ☐ Management Group

Description:

IMEI: Machine Type: IMEI: The format is: the model of the machine-the imei of the device. For example: T200-861456124545123

Password For Application Setting Option: whether enabled: ☐ Yes ☐ No after setting the APP password, enter the APP password to enter the setting interface of the mobile phone dispatcher

ICCID: SIM card number, IC card unique identification number

6) Group: This section allows you to add multiple groups for the user account. You can add groups by clicking on them in the right. To remove them select the group you want to remove on the left and click remove.

7) Default Group: If you select “not in group” the user will not be in any group when they log in. When a user is not in a group they will not be able to transmit or receive audio. When you select a default group that is the group that the user will be put in when logged in. They will be able to transmit and receive audio from that group. It is recommended to use a default group so the user is able to receive audio. The default group must be in the users group to be selected.

8) Priority: This setting allows you to select the users speech priority. This is selected through a drop-down list. Users with a higher priority cannot be interrupted by users with a lower priority. Users with a lower priority can be interrupted by users with a higher priority. Users of the same priority must speak one at a time and cannot interrupt one another.

9) Phone Number: This is not necessary for creating an account and is just a convenient place to record the users mobile phone number.

VOCALIS
by Datalink

Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]

Account: *Must be number or English letter, The length should not exceed 15

Password: *The length should not exceed 12

Confirm Password: *

User Name: *The length should not exceed 15

Group: Filter ☒ All Company Department

Default Group: Not in group

Priority: Level 1 Level 10 is the highest speaking level, The higher the speech level, the higher the speech priority

Phone Number:

Function: ☐ Select All ☒ Contact ☒ View location ☒ Call logs ☐ Monitor ☐ Stun ☐ GPS positioning ☐ Platform audio ☐ Display the group members ☐ Last group ☐ Stun protection ☒ Private call ☒ Change group ☐ Only listen

Do not disturb when private call ☐ All call ☐ Receive SOS ☐ Dispatcher account ☒ Management Group

Description:

IMEI: Machine Type: IMEI: The format is: the model of the machine-the imei of the device. For example: T200-861456124545123

Password For Application: whether enabled: ☐ Yes ☐ No after setting the APP password, enter the APP password to enter the setting interface of the mobile phone dispatcher

Setting Option:

ICCID: SIM card number, IC card unique identification number

Create

10) Functions

10.1) Contact: Checking this setting allows the user to add friends to their contact list. Allowing the user to check their contacts in the dispatcher station or mobile application.

10.2) Private Call: Checking this setting allows the user to make one to one private calls.

10.3) View Location: Checking this allows the user to check group members location in either the mobile application or the PC dispatcher.

10.4) Change Group: Checking this allows the user to change between the different groups they have available to their account.

10.5) Call Logs: Checking this allows the user to check recorded call logs at the dispatcher.

10.6) GPS Positioning: Checking this allows the user to upload their GPS information to the server so it's available to the PC dispatcher or mobile application. If this is not checked the user cannot be seen on the map even if the radio or cellphone has GPS functionality.

10.7) Monitor: Checking this allows the user to monitor group communication without having to enter the group.

10.8) Platform Audio: Checking this allows for the user to have their audio recorded on the company platform. If this is not checked the user audio is not recorded.

10.9) Stun: Checking this means this user can be forced to disconnect.

10.10) Display the Group Members: Checking this shows all group members to the user.

10.11) Call All Group Members: Checking this allows one user join multiple groups and speak to all of the groups without having to enter into each group. This is only suitable for use on the PC dispatcher.

10.12) Only Listen: Checking this option means that the user can only hear voice from others and is unable to speak.

10.13) Last Group: Checking this option allows the user to enter into the group they were last in rather than the default group when logging in. So they will automatically be entered into the last group rather than their default group.

10.14) Do Not Disturb if Private Calling: Checking this means that another user cannot interrupt this user when they are in a private call.

10.15) Receive SOS: Checking this allows the user to receive SOS's. All users can send SOS's. If this is not checked this user will not receive SOS's.

10.16) Video: If your license allows checking this enables video functions. Allowing the user to send pictures or video to others.

10.17) NFC: Checking this allows the user to use NFC check in and check the user's patrol check-ins.

VOCALIS by Datalink

Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]

Account: *Must be number or English letter, The length should not exceed 15

Password: *The length should not exceed 12

Confirm Password: *

User Name: *The length should not exceed 15

Group: Filter: All Company Department

Default Group: Not in group

Priority: Level 1 Level 10 is the highest speaking level, The higher the speech level, the higher the speech priority

Phone Number:

Function: ☐ Select All ☒ Contact ☐ View location ☒ Call logs ☐ Monitor ☐ Stun ☐ GPS positioning ☐ Platform audio ☒ Display the group members ☐ Last group ☐ Stun protection ☒ Private call ☒ Change group ☐ Only listen ☐ Do not disturb when private call ☐ All call ☐ Receive SOS ☐ Dispatcher account ☒ Management Group

11 Description:

12 IMEI: Machine Type: IMEI: The format is: the model of the machine-the imei of the device. For example: T200-861456124545123

13 ICCID: SIM card number, IC card unique identification number

Create

11) User Description: This is a text box used to record any other information you may want to include about the user. It can be use for any pertinent information about the user not defined in the other sections. An example would be additional contact information for this user. (Not Required)

12) IMEI: Allows you to keep track of the device being used by this account. (Not Required)

13) ICCID: Allows you to keep track of the specific SIM in this device. (Not Required)

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by Datalink

~ User Management

- Create User
- Bulk Create (Excel)
- Bulk Create (Online)
- User Details
- Modify User
- Contact

Bulk Create (Excel)->

Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]

Download Excel Template: [Download](#)

Please Select An Excel File: [please select file](#)

[Create](#)

2.1.2) Bulk Create (Excel)

This function allows you to bulk create accounts via an Excel file. Select the **Use Order** you would like to use to create from the drop down menu. Then click download to download the template. In Excel you will fill in the information. After you have entered the information click “please select file” to choose the Excel file to upload. Finally click create to finish the process.

User Account (Required)	User Name (Required)	User Password (Dispensable,default:111111)	Phone (Dispensable)	Priority (Dispensable,default:Level 1 Fill in the corresponding level from 1 to 10)	Belong To The Group (Dispensable:Fill in the group id, separated by commas)	Default Group ID (Dispensable)	User Description (Dispensable)	(Dispensable:Fill in the corresponding number of [Stun:5],[Only listen:6],[Private call:7],[Change gro 11],[GPS positioning:12],[Platform audio:13],[All c
example	abc	111111		1	923924	924		3,7,9

Template Screenshot

Pay close attention to punctuation and symbols when filling in the template. If the format is incorrect an error will be reported when you click create.

The screenshot shows the 'Bulk Create (Online)' form in the VOCALIS interface. The form is titled 'Bulk Create (Online)->' and includes a sidebar with navigation options like 'User Management', 'Group Management', 'Orders Center', etc. The form fields are as follows:

- 1** Use Order: 32153-2020-05-31 10:59:59(Use Status: 1/2) [PTT call]
- 2** Account Prefix: RadioTest
- 3** Password: (empty)
- Confirm Password: *
- 4** Name Prefix: Demo
- 5** Account Starting Number: 1
- 6** Name Starting Number: 1
- 7** Quantity: 5
- Group: (empty)
- Filter: All Company Department
- Default Group: Not in group
- Priority: Level 1
- Phone Number: (empty)
- Function: Select All Contact View location Call logs Monitor GPS positioning Platform audio Display the group members Last group Stun protection
- Private call Change group Only listen Do not disturb when private call All call Receive SOS Dispatcher account Management Group
- Password for Application Setting Option: whether enabled Yes No
- Description: (empty)

2.1.3) Bulk Create (Online)

Bulk Create (Online) allows you to create multiple users through the company management platform. This process is very similar to creating a normal user account. You start by selecting your Use Order (1). Then you define your Account Prefix (2) (Example: "RadioTest"). Then the password is defined (3). It will be the same for all batch created users. Next you create a name prefix (4) (Example: "Demo"). Then you define the account starting number (5) and the name starting number (6) (Example: 1). Finally you enter the quantity (7). This cannot exceed the number of open slots within the Use Order. (Example: 5). The rest of information is the same as normal account creation. If done like the examples you will create 5 accounts named RadioTest1, RadioTest2, RadioTest3, etc... With the name Demo1, Demo2, Demo3, etc...

2.1.4) User Details

Administrators can search for user details in several different ways:

- 1) **User ID:** Allows you to input the user ID and search for that specific ID.
- 2) **User Name:** If you know the user you are looking for you can type their user name or part of their user name and view all users with that user name.
- 3) **User Account:** Allows you to search for a specific user with their account name.
- 4) **Phone Number:** Allows you to search for a specific user with their phone number. This must be added to their account to work. Phone numbers can be added at the time of user creation or modified later.
- 5) **Description:** Allows you to search for a specific user with the information contained in their user description.
- 6) **Department:** Provides you with a dropdown list to select a department and will display users in that department.
- 7) **Group Name:** Allows you to search for users with a group name that they are a part of.
- 8) **Group ID:** Allows you to search for users with the Group ID. This is generated when you create a group.
- 9) **Default Group ID:** Allows you to search for users using their default group ID. A default must be set up for this to work.
- 10) **Order ID:** Allows you to search for users by the Order ID.
- 11) **Pause Time:** You can search for users based on their pause time. A start date and an end date must be entered.
- 12) **List All:** Allows you to view all users.

Below the search you can further refine your results. Using the drop down menus. The two options are Usage Status and Online Status.

Usage Status: You are given the option of sorting by either Normal or Pause. Once selected your search results will be filtered by your selection (1).

Online Status: You are given the option of sorting by Online or Offline. Once selected your search results will be filtered by your selection (2).

There is also the option to export the currently listed users to an Excel file.

ID	Time	Order ID	Account	Name	Default Group	Status	Online	Positioning	Priority	Phone Number	Description	Pause Time	Activation Time	Function	Department	Contact
<input type="checkbox"/>	148832262	2020-01-15	18468	Clive	Clive	Datalink	Normal	Offline	view	Level 1		12:00:00	00:00:00	[Contact][Private call] [Change group][View...]	Not def	Modify
<input type="checkbox"/>	148832265	2020-01-15	18468	Don	Don	Datalink	Normal	Offline	view	Level 1		12:00:00	00:00:00	[Contact][Private call] [Change group][View...]	Not def	Modify
<input type="checkbox"/>	148832266	2020-01-15	18468	Bill	Bill	Datalink	Normal	Offline	view	Level 1		12:00:00	00:00:00	[Contact][Private call] [Change group][View...]	Not def	Modify
<input type="checkbox"/>	148832260	2020-08-15	11216	Despatch	Despatch	Datalink	Normal	Offline	view	Level 1		12:00:00	00:00:00	[Contact][Private call] [Change group][View...]	Not def	Modify

Your “view” results (search results) can be sorted by time(4), account(5), name(6), group(7), status(8), and end time(9). Account information can be modified by clicking the name in the account column (10). The check boxes to the left of the user details (11) can be checked and then you can use the options at the bottom to activate, pause, delete, join group, synchronize, modify passwords, modify user names, or add a contact (12). You also have the option to select all to modify something for all users (13).

Note: Using the pause function will only disable the user from logging in normally. If the user is currently logged in when they are paused they will be able to continue use until they log off. Once logged off they will not be able to login again. Stunning a user (if available) would force them to disconnect. You may want to stun a user if they are online then pause the account.

VOCALIS
by Datalink

dataLink Logout

- User Management

- Create User
- Bulk Create (Excel)
- Bulk Create (Online)
- User Details
- Modify User
- Contact

+ Group Management

+ Orders Center

+ Department

+ Patrol Management

+ Multimedia Management

+ Audio List

+ Find location

+ Personal Center

Modify User->

User Account:

Order End Time: 2020-05-31

Status:

User Account:

User Name:

Default Group:

Priority:

Phone Number:

Function: ☐ Select All ☒ Contact ☒ View location ☒ Call logs ☒ Monitor ☒ Stun ☒ GPS positioning ☒ Platform audio ☒ Display the group members ☒ Last group ☒ Stun protection ☒ Private call ☒ Change group ☒ Only listen ☒ Do not disturb when private call ☒ All call ☒ Receive SOS ☒ Dispatching Account ☒ Management Group

Group:

Password:

Description:

Password For Application Setting Option: ☐ whether enabled ☐ Yes ☒ No

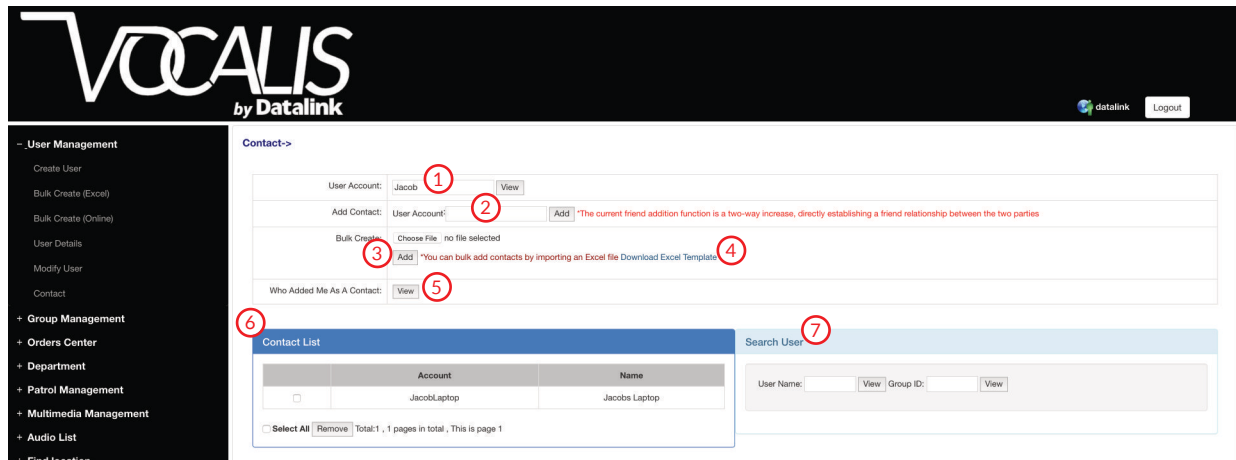
IMEI:

ICCID:

2.1.5) Modify User

Administrators can modify the user's account, user's name, default group, priority level, etc. This is very similar to user creation. When you finish your modifications to the user you can save them by clicking save at the bottom of the page.

Important Note: If you want to modify the User Account you must first click modify. The User Account will then be editable. Once you have made your changes click modify again to finalize them. If you are modifying the user account you should do this separately from any other modifications.



2.1.6) Contact

The contact section allows you to view and edit contacts by User Account. First you must type in the user account and click view (1). You will then see a screen similar to the one above. You can add contacts via their User Account (2). You can also bulk create contacts with an Excel file (3). You can download a template for this by clicking “Download Excel Template.” (4) Below bulk creation you can view who has added you as a contact (5). At the bottom of this screen is your contact list (6). Next to your contact list you can search for users by their User Name or Group ID (7) and add them individually or multiple accounts by checking the check boxes next to the users you would like to add. There is a check box to select all if you want to select all the users found in your search.

2.2) Group Management

2.2.1) Create Group

Administrators can create groups, add members to the group, and modify existing groups. The Group ID is automatically generated by the system this means you can have multiple groups with the same name although this is not recommended. When you create a group you first give it a name (8) and then you can input a responsible person (9) and their phone number (10) although this is not necessary to create a group. There is also a check box to toggle whether the group will display members of the group (11).

2.2.2) Group List

	Group ID	Time	Group Name	Display Member	The number of member	Responsible Person Name	Responsible Person Phone	Company	Operation
<input type="checkbox"/>	24439	2019-02-28 12:33:40	Datalink	Yes	11	clive	--	datalink	Relevance Group Modify Relevance Group Member Modify Delete
<input type="checkbox"/>	30534	2019-07-05 23:43:04	DEMO1	Yes	3	Clive	--	datalink	Relevance Group Modify Relevance Group Member Modify Delete
<input type="checkbox"/>	33229	2019-09-04 08:27:13	Demo-2	Yes	3	Fiona	--	datalink	Relevance Group Modify Relevance Group Member Modify Delete

Similar to users you can search groups by Group Name (1) or Group ID (2). You can also list all groups as well (3).

2.2.3) Modify Group

Under Modify Group an administrator can edit the Group Name (4), add a Dispatcher Account (5), modify the Responsible Person's Name (6), modify the Responsible Person's Phone number (7), and toggle the Display Member function (8). This is all done by typing in the change and then clicking the Modify or Save Button. The group can be selected through a drop down menu at the top of the page (9) and deleted by clicking the delete button at the end of the top row (10).

Dispatching Account:

Adding an account into the Dispatcher Account field changes the group into a special kind of group. This is useful if you would like the dispatcher to be able to hear members of multiple groups and be able to respond to them. When this is enabled the dispatcher can hear all members of this group and be heard by all members of this group. Members of this group cannot speak over this group.

If you would like to disable this feature in a group then you just need to clear out the Dispatcher Account field and save. This will return the group to normal group functionality.

2.2.4) Member

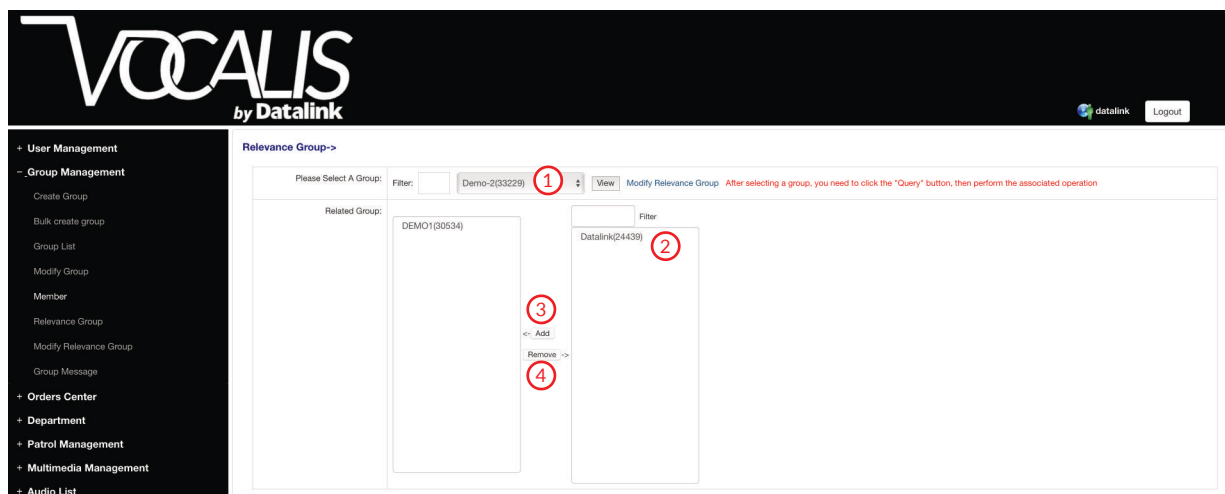
Under the Member section you can activate, pause, add contacts, change functions, and delete users (1). Group members cannot exceed 2000. To add a user to the group fill in the User Account field then click Add (2). Add contact and Function will show pop ups to allow for changes to be made (pictured below 5, 6). Next to the Member List (3) there is a Search User (4) function to aid in adding members to the group.

Activate/Pause: Either activates or pauses all members of this group

Add Contact: When this operation is clicked a box will appear allowing you to add a contact to everyone in the group. When the contact is added they will add all members of the group to their contacts as well.

Function: This allows you to modify the user rights of all members of the group.

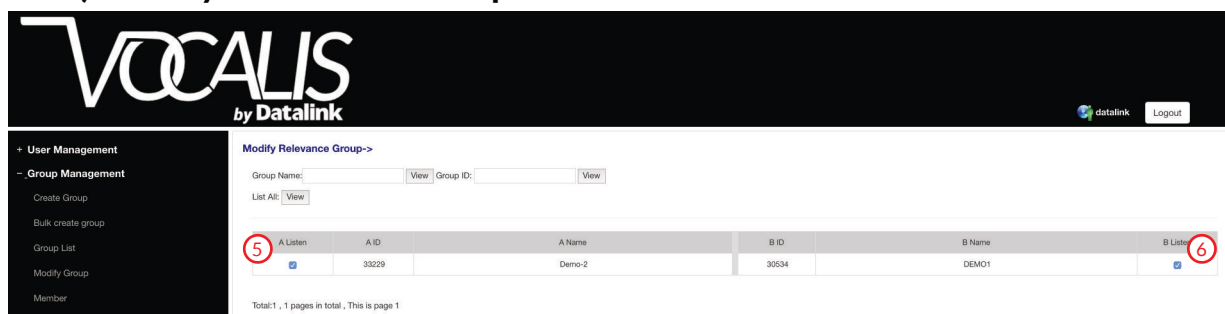
Delete User: This is a button you likely will never want to click. There are circumstances where it could come in handy though. This will **PERMANENTLY** delete all the users in the group from the company platform. **(USE EXTREME CAUTION)**



2.2.5) Relevance Group

You can use relevance groups to allow communication between two whole groups. You can establish relevance groups with multiple other groups. To add a relevance group select one group from the drop down (1) then select the group you would like from the box on the right (2). Then click add (3). To remove simply select the related group from the box on the left and click remove (4).

2.2.6) Modify Relevance Group



Under Modify Relevance group you can change the listening privileges of the relevance groups. If A Listen is checked (5) they will be able to hear group B. If B listen is checked (6) they will be able to hear group A. This allows you to relate two groups but only allow one to listen. One group must be checked for listening privileges. If one group is not checked the relevance group is invalid.

2.2.7) Group Messages

Group Messages allows you to send a message to all the users of a specified group when they first log on. First you select the group to send the message to (1). Then you type your message (must not exceed 24 characters) (2). Finally click add (3).

2.3) Order Center

The order center contains the annual account records and orders.

2.3.1) Annual Order

From the Annual Order page you can view the remaining number of annual accounts assigned to the company (4) and your company's transaction history (5). You can view the transaction history by selecting a start date (6) and an end date (7) then hit view (8).

VOCALIS by Datalink

dataLink Logout

- + User Management
- + Group Management
- Orders Center
 - Annual Account
 - Order
- + Department
- + Patrol Management
- + Multimedia Management

Order->

Order ID: (1) View (2) Orders expiring soon (3) View all orders

Order ID	Time	Start Time	End Time	Number Of Accounts	Remaining Accounts	Status	Function	Remark
29420	2019-05-03 12:24:21	1Year		2	2	Inactive	(4) Activate Order	

Total: 1 , 1 pages in total , This is page 1

2.3.2) Order

From this page you can view specific orders by Order ID (1), orders that are expiring soon (2), and all orders (3). Inactive orders cannot add users.

Inactive orders can be activated by clicking “Activate Order.” (4) You will be taken to a new screen that allows you to change the quantity of orders you would like to activate. Click confirm at the bottom of the screen to complete activation.

2.4) Department Management

Administrators can create departments. Departments are accessed through <https://vocalis.org/ptt/part/> and allows for a subset of users to be managed by a separate login from the main login. This is defined when you create the Department.

2.4.1) Create Department

Under Create Department you first need to enter the department account (1). This is not associated to any other accounts and is used to access a web portal similar to the company portal. Then you add a name (2). This can be different from account name and could allow you to easily identify the department if you had to abbreviate the name for the account field. Then you enter the password and confirm it (3). Below that you have drop down arrows and check boxes that allow you to manage what the department can control (4). Once the appropriate authorizations have been selected click create (5).

2.4.2) Modify Department

Under Modify Department you can change the name (you must click save after doing this) (6), restore the password to the default (111111) (7), or delete the department entirely (8).

2.4.3) Member

The member page allows you to add accounts to the department selected in the drop down box at the top of the page (1). It functions exactly like the member page under Group Management.

You can also assign accounts to a department via a dropdown menu in User Details which is part of the User Management section (2).

ID	Time	Order ID	Account	Name	Default Group	Status	Online	positioning	Priority	Phone Number	Description	Pause Time	Activation Time	Function	Department	Contact
<input type="checkbox"/>	148832262	2020-01-15	18468	Clive	Clive	Datalink	Normal	Offline	view	Level 1				[Contact][Private call] [Change group][View...]	Not def	Modify
<input type="checkbox"/>	148832265	2020-01-15	18468	Don	Don	Datalink	Normal	Offline	view	Level 1				[Contact][Private call] [Change group][View...]	Not def	Modify
<input type="checkbox"/>	148832266	2020-01-15	18468	Bill	Bill	Datalink	Normal	Offline	view	Level 1				[Contact][Private call] [Change group][View...]	Not def	Modify

2.4.4) Edit Authority

Edit authority allows you to change the authorizations of already created departments. You select the department with the dropdown menu (3). Then change the authorization via the check boxes (4). To finalize the changes click save at the bottom of the page (5).

2.5) Patrol Management

For patrol functions you will need a radio or cellular device that supports either NFC or GPS. A Patrol License must also be purchased for this

2.5.1) NFC Programming Software

NFC Programming Software Account: The system automatically assigns a software account number for logging in to the NFC card to write the verification value (1).

NFC Programming Software Password: The default password for the NFC programming software is the same as the company platform. This can be set here (2). This must be more than 6 characters and no special characters are allowed.

You will need to download the Corget NFC app from our website and the manual for the Corget NFC app. <https://vocalis.live/resources.html>

2.5.2) Create Patrol Event

To create a patrol event enter the Patrol Event Name (3). Click Create Event Result (4). Type in the result message (5). Click okay (6). Your new event will show up on the right side (7) with any other patrol event results. To add the result to the event click the name and it will be added to the left side (8). To remove an event result click remove (9). Finally click create when you are done (10).

2.5.3) Patrol Event List

The Patrol Event List allows you to view all of your patrol events. You can filter them by Patrol Event Name (1), Patrol Event ID (2), or List All (3). You are also able to Modify the event (4) or Delete the event (5). Modifying the event takes you to a screen that functions exactly like the Create Patrol Event option.

2.5.4) Create Patrol Point

NFC

Select NFC from the dropdown menu (6). Fill in the (7). Either fill in the NFC Verification Value (8) or allow the system to automatically generate the value (9) (it's best to let the system automatically generate the value). You can add a note in the remark field (10). Then click the patrol event associated with this patrol point from the options on the right hand side (11). Finally click create (12). To remove a patrol event click the event you would like to remove in the left hand box (13) then click remove (14).

Create Patrol Point->
Create patrol point successfully

Patrol Point Type: **GPS Position** (1)

Patrol Point Name: **GPS Test** (2)

Patrol Point Location: Search Location: **500 Dearing Street, Athens, Georgia 30606, United States** (3) | Longitude: -83.3900928497 | Latitude: 33.95366384068 | View (4)

Patrol Point Location: **500 Dearing Street, Athens, Georgia 30606, United States (You can drag the red point on the map)** (5)

Patrol Point Range: **500** (6) Meter

Remark: (7)

Patrol Events: **Test(415)** (8)

Create (9)

GPS Patrol Point

Select GPS Position from the dropdown menu (1). Enter a name into the Patrol Point Name field (2). Search for a location (3) or input the Longitude and Latitude (4). Drag the blue marker by clicking on the white dot to position the patrol point where you would like it (5). Set the Patrol Point Range (default is 500 meters) (6). This is in meters and denotes the distance away from the patrol point the user can be to activate it. Add a note in the remark field (7). Add a patrol event by clicking on the event in the left hand box (8). Finally click create (9).

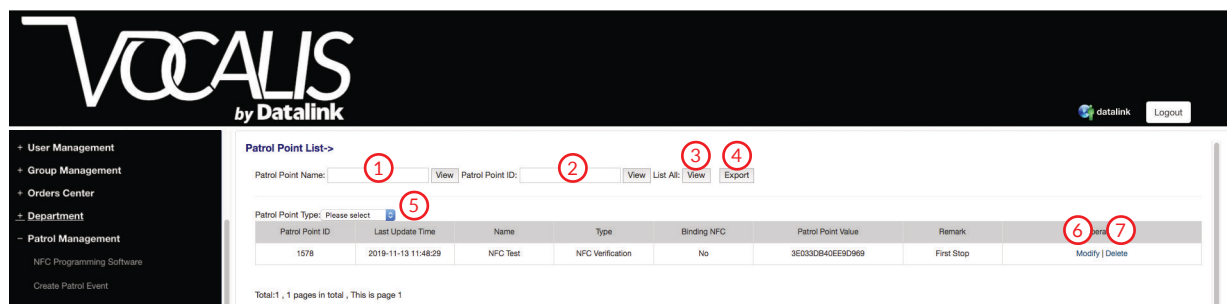
Patrol Point-Bulk Create (Excel)->

Download Excel Template: **Download** (10)

Please Select An Excel File: **please select file** (11)

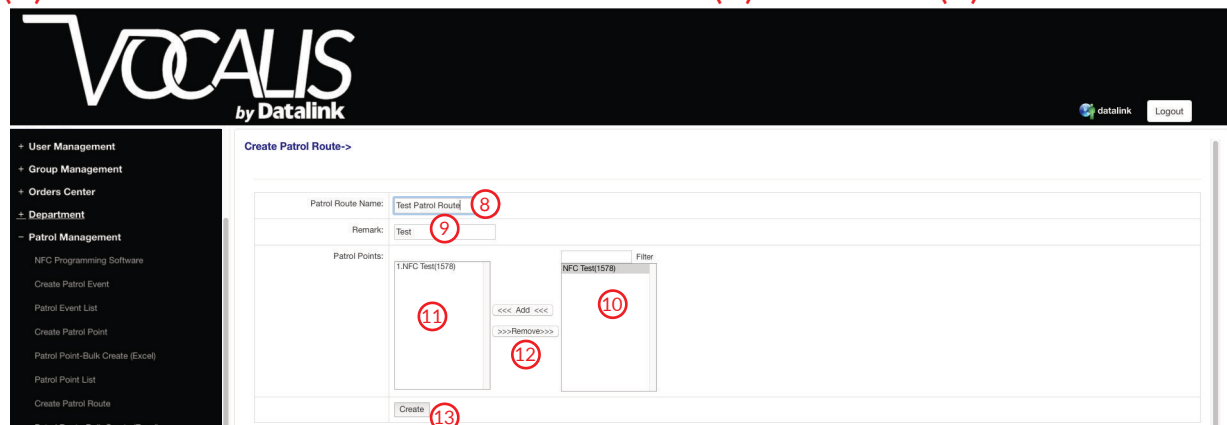
Create (12)

Note: Patrol Points can be created in bulk with Excel. Click the Patrol Point-Bulk Create (Excel) menu option. Download the template (10). Follow the template and save. Then click "please select file" (11) to upload your Excel file. Finally click create (12). You will be notified of any errors. Follow the template carefully.



2.5.5) Patrol Point List

From the Patrol Point List option you can search for a patrol point by name (1), Patrol Point ID (2), List All (3), and export the list as an Excel file (4). You can further filter the list by type (NFC or GPS) through the drop down menu (5). Individual Patrol Points can be modified (6) or deleted (7).



2.5.6) Create Patrol Route

To create a Patrol Route fill in the Patrol Route Name Field (8). Add a note in the Remark Field (9). Click on the Patrol Points you would like to add to the Patrol Route. These are located in the box on the right (10). When clicked they will be automatically added to the Patrol Route. To remove a point select it in the left box (11) and click remove (12). Finally click Create (13) to create the Patrol Route.

Note: Patrol Routes can also be created in bulk via an Excel file. The process is the same as the bulk creation for Patrol Points. There will just be a different Excel template to download and fill out.

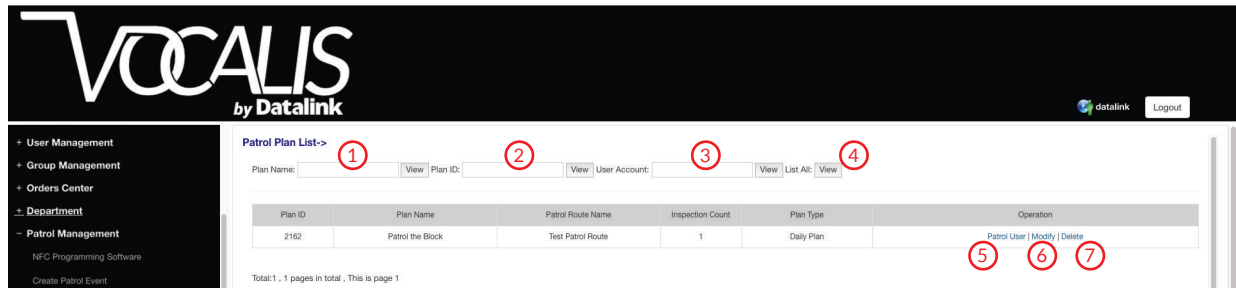
2.5.7) Patrol Route List

The patrol route list can be searched by Patrol Route Name (1), Patrol Route ID (2), Patrol Point (3), or List All (4). You can also Modify the Patrol Route (5) or Delete it (6).

2.5.8) Create Patrol Plan

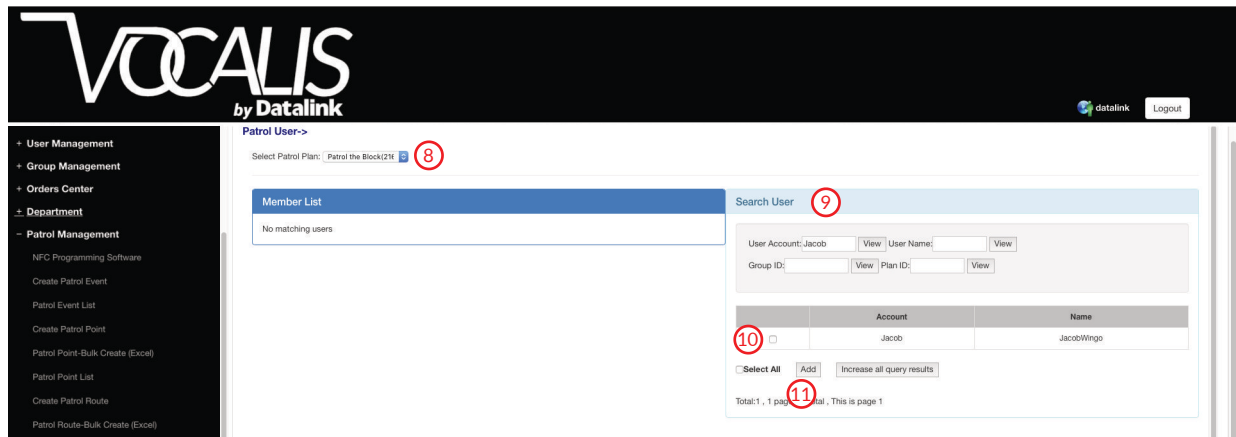
A Patrol Plan creates a schedule for your patrol routes. First enter the Plan Name (7). Decide what days of the week the using the check boxes next to Effective Date (8). Set the Inspection Time (9). Use the drop down menu to select the Patrol Route for this Patrol Plan (10). Finally you can select whether each patrol point has a specific time it needs to be activated (11) (All time is in military time). Finally click create to create the Patrol Plan (12).

Note: Patrol Plans can also be created in bulk via Excel. Again this is the same process as before. You will download a template, fill it out, and upload the filled out template.



2.5.9) Patrol Plan List

The Patrol Plan List list can be searched by Plan Name (1), Plan ID (2), User Account (3), or List All (4). You can also modify the Patrol User (5), Modify the Patrol Plan (6), or Delete it (7).



2.5.10) Patrol User

This allows you to assign users to a selected patrol plan. Select the Patrol Plan from the drop down menu (8). Search for a user using the search options (9). Select the user with the check box (10). Finally click Add (11).

Patrol Dispatch User

The Patrol Dispatch user option allows you to assign a dispatcher to be able to monitor Patrols from the Vocalis Dispatch Console. The Patrol Dispatch User option functions similarly to the Patrol User selection. You search for the dispatcher you would like to add with the search options. Then check the box next to the user you would like to add. Finally click add. Now the next time this dispatcher logs in to the Dispatch Console they will be able to monitor patrols. If this is not enabled they will not have access to the patrol function.

2.5.11) Patrol Event Record

You can check the patrol event records with this menu option. First you select a range of dates (1). Then you select a Patrol Point (2), a Patrol Event (3), an Event Result (4), and finally a User Account (5). Click view to see the results and export to download a Excel file of those results (6).

2.5.12) Patrol Record

You can check the patrol records with this menu option. Select a range of dates (7). Then you can view using the Patrol Point drop down menu (8), User Account (9), or User Name (10). You can also export these records to an Excel file (11).

Patrol Calendar

Time: 2019-11-01 - 2019-11-14 View

Patrol Plan: NewPlan(2163) User: Please select Export send report configuration

Number of planned inspections:14
Total actual inspections:0 (in the plan, out the plan)
Number of missed inspections:14
Number of events:0

2019-11-01	2019-11-02	2019-11-03	2019-11-04	2019-11-05	2019-11-06
Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0
2019-11-07	2019-11-08	2019-11-09	2019-11-10	2019-11-11	2019-11-12
Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0	Number of planned inspections:1 Total actual inspections:0 (in the plan, out the plan) Number of missed inspections:1 Number of events:0

2.5.13) Patrol Calendar

The Patrol Calendar gives you a quick overview of patrol information. You can select a range of dates (1). Then a Patrol Plan from the dropdown menu (2). You can further refine your search by picking a User from the dropdown menu (3). This can also be exported as an Excel file (4).

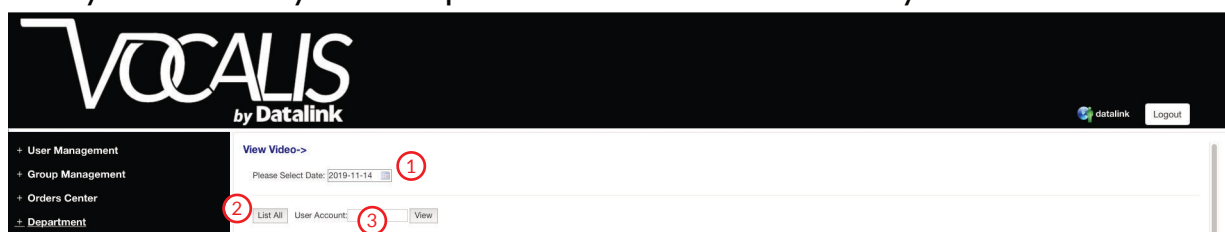
Patrol Overview

A patrol consists of several parts. First is a Patrol Event. The patrol event is simply what happens when the User gets to the Patrol Point. A Patrol Point is either an NFC reader or a GPS location. The Patrol Point needs a Patrol Event attached to it. A Patrol Route consists of multiple Patrol Points and is the route in which the patrol will be performed. Finally you have the Patrol Plan. This is simply the scheduling for the Patrol Route. Once you have a Patrol Plan you can assign users to this plan.

A Patrol Plan is a scheduling of a Patrol Route. A Patrol Route consists of Patrol Points. Patrol Points have Patrol Events that trigger when activated either through NFC or GPS proximity.

2.6) Multimedia Management

Multimedia Management allows you to view video and pictures. This feature is only available if you have purchased video features in your order.



2.6.1) View Video

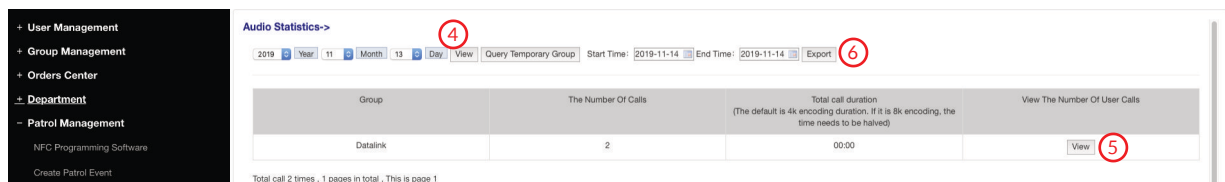
First select a date (1). Then you can either list all videos from that day (2) or select a specific User Account to view (3). Videos are saved for one month. Videos can either be played back online or downloaded for local viewing.

2.6.2) Query Uploaded Files

This functions very similarly to the view video search. It allows you to look up uploaded multimedia files.

2.7) Audio List

Audio List allows you to search audio and provides you with audio statistics. Audio is saved for 3 months. This feature requires an order with this capability enabled. This is included with PTT call. If the order does not have a recording functionality then the audio will not be recorded.



2.7.1) Audio Statistics

Audio statistics can be searched by day (4). Once listed the system will show the group, number of calls, total call duration, and an option to view the number of calls by user (5). The system can export one month of recording statistics at a time, but records are kept 3 months in the past. To do this select your start and end date then click export (6).

VOCALIS
by Datalink

data link Logout

+ User Management
+ Group Management
+ Orders Center
+ Department
+ Patrol Management

NFC Programming Software
Create Patrol Event
Patrol Event List
Create Patrol Point
Patrol Point-Bulk Create (Excel)
Patrol Point List
Create Patrol Route

View Audio->

2019 Year 11 Mon Day 00 Hour 00 minutes Time

Group: Datalink(24439) View Filter Account: View

☐ Auto play Display: 20 Items Voice Coding: 4K Sort: Ascend

Query Temporary Group

	Time Ascend Descend	Duration (minutes)	Group	User	Play	Save
<input type="checkbox"/>	14:3:26	00:01	Datalink	JacobWingo	Play	Download
<input type="checkbox"/>	14:3:29	00:02	Datalink	JacobWingo	Play	Download

☐ Select All Download Encrypted voice batch download is not decryptable and must be downloaded separately

2.7.2) View Audio

When there is a call recording storage module in the system the user can review audio recordings of calls made within their company. Content can either be played within the browser (1) or downloaded (2). To search recordings specify a date and a time as well as the group you would like to view then click view (3). There will be a column for time, duration, group, user, play, and save. If the group is a temporary group the group information will not be provided and recording information of a single call will not be saved.

2.8) Personal Center

The Personal Center allows you to create administrators, view administrators, modify passwords, GPS polling, expiration reminders. user logs, login records, and statistics.

2.8.1) Create Administrator

You can create an administrator account that can log in from the <https://vocalis.org/ptt/> website. First input an Account name to use (1). Then create a password (2). Finally you can set up what functions they have authority to change (3). This could be used to allow someone to administer everything on the account but not access recordings or orders. This isn't something you need to have but could come in handy depending on your use case.

Account	Authority	Actions
TestAdmin	[User Details][Group List][Enquiry Order][View Department][Patrol Event List][Patrol Point List][Patrol Route List][Patrol Plan List][Patrol Dispatcher User][Patrol User][Patrol Event Record][Patrol Record][Patrol Calendar][View Video][Query uploaded files][View Audio][Us...	Edit authority (4) Restore Password (5) Delete (6)

2.8.2) View Administrator

This allows you to see all of your administrators, edit their authority (4), restore their password to default (5), or delete them (6).

2.8.3) Modify Password

You can modify the password for your company login. First enter your old password (1). Next enter your new password and confirm it (2). Finally click modify (3).

2.8.4) GPS Polling

The GPS Polling option allows you to set the interval at which GPS data is polled (4). If the value is set to 0 seconds GPS polling will be turned off and the positioning of personnel will not be visible on the dispatching station. The minimum value of the position upload interval is 5 and is generally set between 5 and 30.

2.8.5) Expiration Reminder

When the status of your expiration reminder is on you will receive an expiration reminder 15 days before the account expires. This message will appear every day when first turning on or logging in to the device. The content of the message can be personalized. You can use a * as a place holder for the number of days. If the device does not support text broadcast then the expiration reminder cannot be broadcast to that device. Click open to turn on the expiration notice and click close to turn off the expiration notice.

+ User Management

+ Group Management

+ Orders Center

Department

Patrol Management

NFC Programming Software

Create Patrol Event

Patrol Event List

Create Patrol Point

Patrol Point-Bulk Create (Excel)

Patrol Point List

Create Patrol Route

Patrol Route-Bulk Create (Excel)

Patrol Route List

Create Patrol Plan

Patrol Plan-Bulk Create (Excel)

Patrol Plan List

User Log->

User Account:

View

Group ID:

View

Order ID:

View

List All

Time	Company	Department	User	Log
2019-11-06 15:05:35	datalink	-	JacobLaptop	Create User:Bill Number:11216
2019-11-06 15:05:35	datalink	-	JacobLaptop	Set Password
2019-11-05 18:52:24	datalink	-	-	Add Administrator:TestAdmin
2019-11-05 14:19:09	datalink	-	-	Create Department:TestDept
2019-11-05 14:17:33	datalink	-	-	Delete Department:TestDept
2019-11-05 14:12:47	datalink	-	-	Create Department:TestDept
2019-11-05 14:10:49	datalink	-	-	Delete Department:TestDept
2019-11-05 14:04:32	datalink	-	Jacob	DeptTest
2019-11-05 14:02:23	datalink	-	-	Create Department:TestDept
2019-11-05 10:49:56	datalink	-	Jacob	Set Default Group:24439
2019-11-05 10:49:56	datalink	-	Jacob	Join Group:24439
2019-11-05 10:48:30	datalink	-	Jacob	Exit Group:24439
2019-11-04 11:54:30	proxy	-	PENSAR1	Delete User:Pensar1
2019-11-04 11:54:30	proxy	-	PENSAR	Delete User:Pensar
2019-10-29 17:22:29	datalink	-	Jacob	Create User:Bill Number:32153

2.8.6) User Log

The User Log allows you to view all of the following changes: creation of new users, deletion of users, modification of default groups, activation of users, user order information, and periodically suspended users. This allows you to check the activity of users to monitor things like accidental deletion and viewing users who have recently expired. You can search by User Account (1), Group ID (2), Order ID (3), or just List All (4).

<ul style="list-style-type: none"> + User Management + Group Management + Orders Center + Department - Patrol Management <ul style="list-style-type: none"> NFC Programming Software Create Patrol Event 	Login Record->	
	Time	IP Address
11-14		
15:42:32	125.239.	
12:20:43	99.116.	
11:01:54	99.116.	
11-13		
11:27:06	99.116.	

2.8.7) Login Record

View the time and IP record of logins to the Company Web Portal.

<ul style="list-style-type: none"> + User Management + Group Management + Orders Center + Department - Patrol Management <ul style="list-style-type: none"> NFC Programming Software Create Patrol Event 	Statistics->	
Total Users:	12	
Normal Users:	12	
Online Users:	1	
The Number Of Groups:	3	
Number Of Accounts:	19	

2.8.8) Statistics

This gives you a quick overview of some basic statistics. Total Users, Normal Users, Online Users, Number of Groups, and Number of Accounts.