TELUS

Link™ Manager

User Guide

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What is the TELUS Link™ Manager?

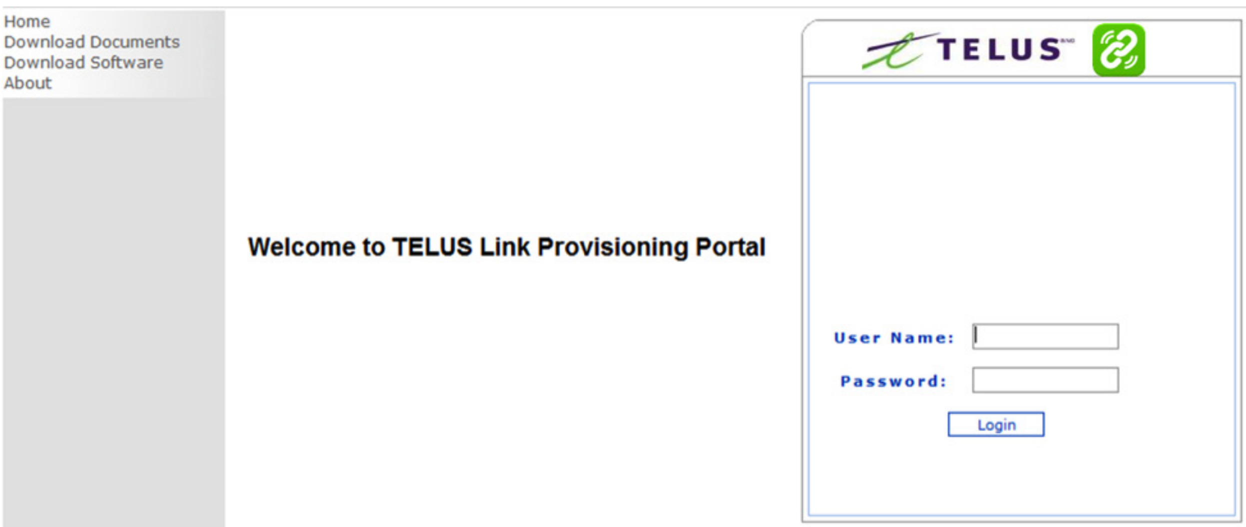
The TELUS Link™ Manager allows Administrators to:

- View all PTT users within their own organization
- View licenses
- View Service Status (active/Inactive)
- View, add, delete, and modify Groups

Accessing the Manager

Using your Web browser, enter the following URL: telus.com/TELUSLinkManager

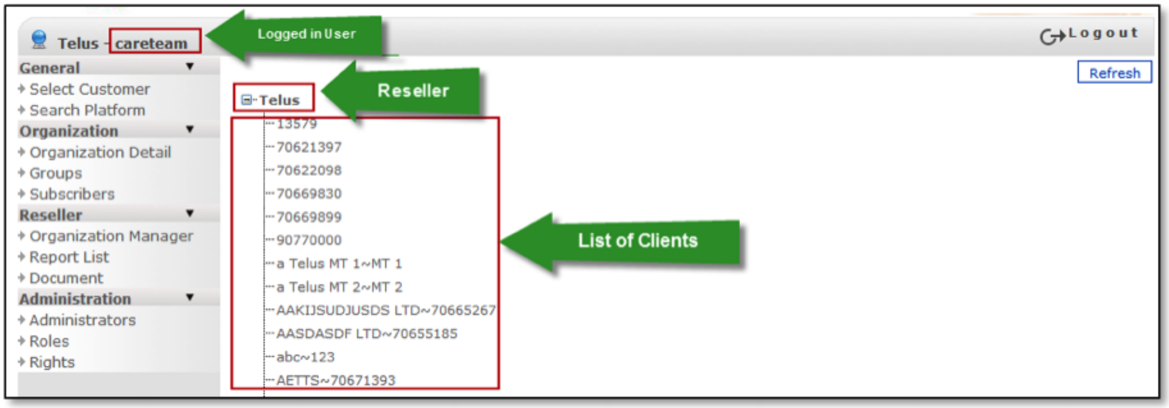
On the Home page, enter the User Name and Password provided to you in the respective fields.



The Graphical User Interface

The TELUS Link™ Manager appears as below:

On the Welcome page, a header appears as a grey colored bar at the top. The left hand side of the header displays the selected Reseller and/or its organization, and the logged-in user.



Managing Client

This system allows users to identify the member and group details of their own organization, enabling each organization's administrators to manage their own environment autonomously.

Viewing All Organization Members

Under the Organization heading, navigate to the Subscribers sub-heading. A full listing of the members of the organization will be displayed.

Viewing Licenses

To view licenses, select a user within the list of Subscribers, then navigate to the License Details tab to view the user's current license.

Subscriber Status

To verify a subscriber's status, select a user within the list of Subscribers. Beside their User Name will be one of two status indicators.

- Red indicates that the user is suspended in the TELUS systems
- Green indicates that the user is properly provisioned in the Manager and should be able to use the services provisioned on their account

Managing Groups

You can add, edit, and delete a group for your own a selected organization.

When adding a new group, you can create a Radio Channel or Broadcast group.

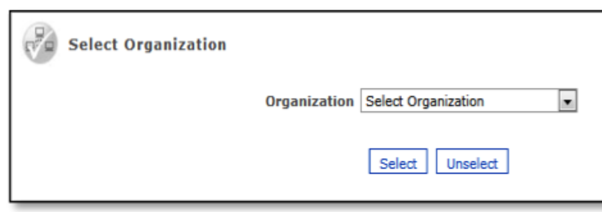
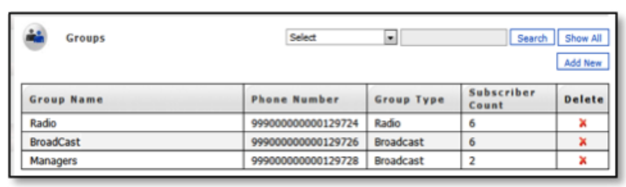
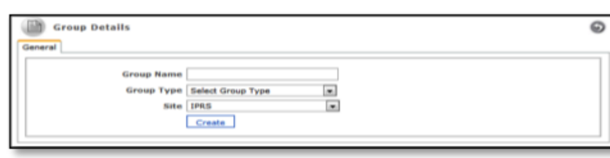
Radio Channels:

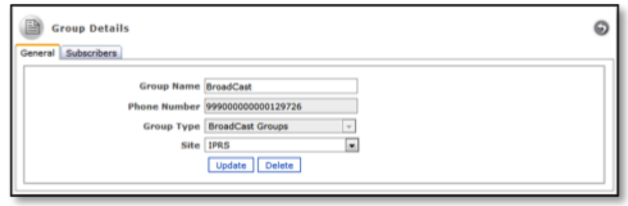
- Closely mimic the operational functionality of a traditional 2-way radio channel
- You can listen to only one radio channel at a time
- You will only receive messages sent on a channel if you are on that channel
- The member list only displays currently connected contacts
- This is the lowest priority communication: one-to-one and one-to-many broadcast calls take precedence
- You can specify radio channels as your default group

Broadcast Groups:

- Communication within a broadcast group has priority over radio channels
- Messages will be received by all online members of a broadcast group
- Member list displays all contacts—even when offline
- Calls will stay active until ended or idle for 45 seconds

Follow these steps to create a new group.

Step	Actions	Screenshot
1	Go to the Organization link and click the Groups sub-link. This opens the Select Organization page.	
2	Find the required organization in the Organization drop-down menu and click the Select button. This opens the Groups window.	
3	Click the Add New button to add a group to the selected organization. This opens the Group Details page.	

4	In the General tab, ■ In Group Name, enter a unique name for the group. ■ In Group Type, select the required type of Group: Radio Channels or Broadcast Groups. ■ Click the Create button to create this group. You will be redirected to the Subscribers tab.	
5	Select the required subscriber(s) from the Available Subscribers list box and move it to the Selected Subscribers list box. Click Submit to save the changes.	

To edit a Group, ensure you are still in the Groups window and select the Group you wish to edit. Users can change the Group name and Group members.

To delete a Group, ensure you are still in the Groups window and select the red “x” icon under the delete column, next to the Group you wish to remove.

Subscriber Details

Select the required subscriber from the appropriate organization; this opens the *Subscriber Details* page.

You can view the *General* tab for more details on the subscriber’s status, or modify select fields.

You can view the license type of the subscriber in the *License Details* section.

If you want to modify the selected Groups of this subscriber, go to the *Group Details* tab.