



Business critical Push-to-Talk and collaboration

Login to GroupTalk web admin

Sign in to GroupTalk web admin at: <https://admin.grouptalk.com>

Use “PASSWORD” to login. Enter your *email address* in the field *Username** and enter your *Password* in the field *Password**.

If you have forgotten your Password, click “Forgot password?” to reset your password.

Add users

When you are logged into the web admin:

1. Select **Users** in the menu on the left.
2. Press the “plus icon” in the top right corner.

Press to add a user

Disabled	First name	Last name	User categories	Email	Phone	Login ID	License durc
	Elisabeth	Cruz	Mobile users	elisabeth.cruz@csecurity.com	+46765611232	808637	annual
	Marcus	Due	Central dispatchers	marcus.due@csecurity.com	+46768999445	817732	annual
	Tom	Jonsson	Central dispatchers, Mobile user	tom.jonsson@csecurity.com	+46769008767	521592	annual
	Adam	Person	Mobile users	adam.person@csecurity.com	+46750900812	476459	annual
	Caroline	Smith	Mobile users	info@csecurity.com	+46765678453	660443	annual
5 total							

The screenshot shows the GroupTalk web admin interface for adding a user. The user's name is Caroline Smith, email is info@csecurity.com, and phone number is +46765678453. The license duration is set to Annual, and the user categories are Mobile users. The roles assigned are Mobile, Web, Reader, Admin, and Private call. The password is set to 'Password set, login id: 660443'. The interface also shows a 'Locked for editing' checkbox and a 'YOU LACK PERMISSION TO VIEW THIS USER'S LOCATION DATA' message.

3. Enter user information and press Create.

At a minimum you need to fill in the fields for **Name**, **License** and **User Categories**.

For smartphone users it is recommended to fill in the field for **Phone** (in international format that starts with “+”) to facilitate account set-up in the GroupTalk app using SMS and the field for **Email** to be able to send the user an introductory email.

For dedicated PTT devices the **Phone** and **Email** fields are often left empty and “*One-time Code*” authentication is used.

GroupTalk mobile app

Smartphone users can find the GroupTalk mobile app on [Google Play](#) or [Apple Appstore](#).



Search for *GroupTalk Sweden*.

- Download the GroupTalk app.
- Start the app and select *SMS as authentication method*.
- Follow the on screen instructions and accept all requests for phone resources.
- Finally *Select account to go online*.
- In the app click on “Select Group” and select the PTT Group to communicate in.
- Press and Hold the PTT button at the bottom of the screen when talking.