



EN



Dashboard

Talk groups

Users

Talk groups

Search Add to

Group name

Users

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AINA ADMIN CONSOLE GUIDE

Version 1.8.

Visit www.ainaptt.com to find additional solutions and more user guides. If you have any further questions, you can also email us at: sales@ainaptt.com

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SIGNING UP FOR AN AINA PTT ADMINISTRATOR ACCOUNT

1

Go to www.ainaptt.com/register, select your region and fill in the form to sign up and create an AINA PTT admin account. You will receive a confirmation email.



Sign up and start communicating in less than 5 minutes.

- ✓ Enjoy a forever free trial of AINA Small Talk for up to 5 users.
- ✓ Receive a 15% discount for AINA's PTT handheld devices.
- ✓ Easily manage PTT users, talk groups and devices all from one place.

Have an account? Sign in here.

Create an AINA PTT account

Complete the following registration process to create an AINA PTT administrator account for your company or team. With this account you can manage your AINA Small Talk subscription and AINA Kepler device registrations.

Company/Team name

Country

Email address

Username

Password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be entirely numeric.

Confirm password

If your company is in an EU country (not including Finland), please insert a valid VAT ID number.

Click 'SIGN UP' to complete.

2

Go to www.ainaptt.com/sign-in, select your region and sign in with your admin Username and Password you just created.



Sign up and start communicating in less than 5 minutes.

- ✓ Enjoy a forever free trial of AINA Small Talk for up to 5 users.
- ✓ Receive a 15% discount for AINA's PTT handheld devices.
- ✓ Easily manage PTT users, talk groups and devices all from one place.

Don't have an account yet? Sign up here.

Sign in

Username

Password

[Forgot password?](#)

SIGN IN

[Help](#) | [Contact](#)

AINA ADMIN CONSOLE

When you sign up for an AINA PTT admin account, you automatically get five free AINA Small Talk user accounts which can be used on the AINA Small Talk mobile application, AINA Dispatcher platform or AINA Kepler device.

You can edit these five users freely and assign them to as many groups as you would like without any extra charges. Only when you need to expand your team's or company's user base, we will need to ask you for your credit card details to activate your AINA Small Talk subscription.

Note! If you have a firewall installed at the site where you would like to use AINA Small Talk, please ensure that you open the following ports in order for the mobile application and dispatcher platform to function properly.

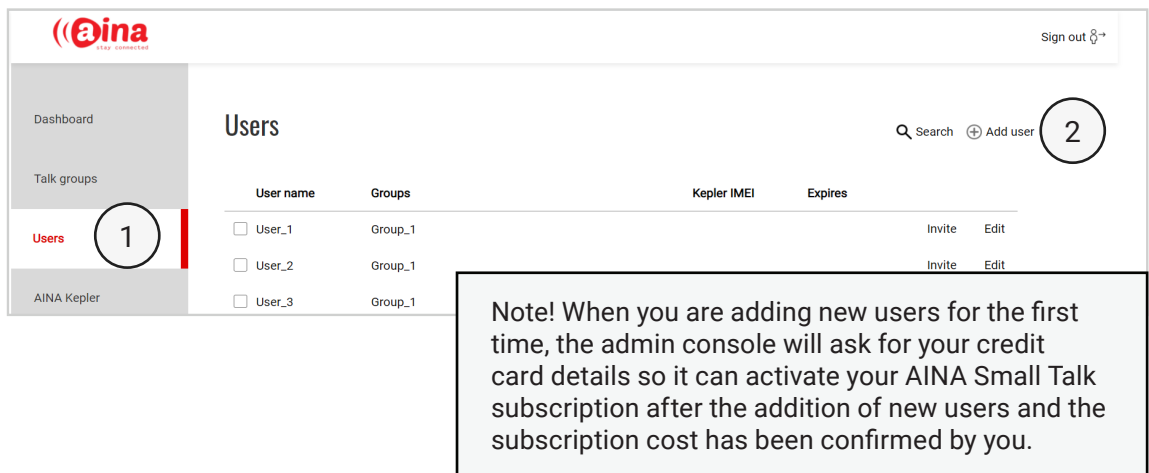
OUTBOUND (client to server)
TCP 7443 (dispatcher)
TCP 8000 (clients + web UI)
TCP 5061 (SIP port) (clients) (SIP assistance should be on)
UDP 16384-32768 (RTP)

INBOUND (server to client)
TCP ESTABLISHED, RELATED
UDP 16384-32768 (RTP)

1. Creating Users

1

(1) Click on the 'Users' tab on the left. (2) Click on 'Add user' on the top right corner.



User name	Groups	Kepler IMEI	Expires	Invite	Edit
☐ User_1	Group_1			Invite	Edit
☐ User_2	Group_1			Invite	Edit
☐ User_3	Group_1				

Note! When you are adding new users for the first time, the admin console will ask for your credit card details so it can activate your AINA Small Talk subscription after the addition of new users and the subscription cost has been confirmed by you.

2

Insert a User name and User role. If you would like to add more than one new user, click on the plus icon on the right. Continue doing this for all the new users you would like to add. When you have inserted the User name and User role for all new users, click on 'Save'.

The screenshot shows the AINA web interface. On the left is a sidebar with links: Dashboard, Talk groups, Users (highlighted), AINA Kepler, and Account. The main area is titled 'Users' and contains a table with columns 'User name' and 'Groups'. The table lists five users: User_1, User_2, User_3, User_4, and User_5, each with checkboxes and group assignments. To the right of the table is a form titled 'Add user/s' with three rows for adding new users. Each row has a 'User alias' input field and a 'User role' dropdown menu. The first two rows have a minus icon (-) to the right of the dropdown, and the third row has a plus icon (+). Below the form is a red 'SAVE' button. A callout box on the right contains two icons: a minus icon (-) with the text 'Click to delete the user.' and a plus icon (+) with the text 'Click to add a user.'

3

Finally, you will be shown the number of new users you are adding to your subscription, the price of this addition and the new total subscription price. Confirm the subscription update by clicking 'Confirm'.

The screenshot shows a confirmation screen with the AINA logo at the top. The title is 'Confirm AINA Small Talk subscription update'. The text reads: 'You are adding 3 AINA Small Talk user(s). Your credit card will be charged €17.40 for adding 3 users for the remainder of the billing period. The price includes € 3.37 (24%) of taxes. From Feb. 18, 2021 onwards the total subscription price will be € 18.60.' At the bottom are two red buttons: 'Confirm' and 'Cancel'.

The screenshot shows the AINA web interface with the 'Users' tab selected. The table now includes the newly added users: Dispatcher_1, User_1, User_2, User_3, User_4, User_5, and User_6. Each user row has 'Invite' and 'Edit' links. A callout box at the bottom states: 'From the Users tab, you will see the new and existing users.'

2. Editing Users

1

To edit an individual user's settings and preferences, simply click on 'Edit'.

Edit user

User alias: User_1	Role: User
Assign to group: 	Groups assigned to: Group_1 ☐ Add contacts from groups
PTT 1: None ☐ Lock PTT 1 talkgroup	PTT 2: None ☐ Lock PTT 2 talkgroup
Assign contacts: User_4 User_5	Assigned contacts: User_2 User_3
Emergency group: Group_1	Location update: Enabled
Assigned AINA Kepler: -----	Add alternative login method: None
Single Sign On account email: 	
☐ Enable Single Sign On	

User alias. The user's name that will be visible to other users, dispatchers and talk groups in the company or team.

Role. The 'User' role is for AINA Small Talk mobile app or AINA Kepler users. The 'Dispatcher' role is for team-members who will be using the dispatcher platform online.

Assign to group and Groups assigned to. Select the talk groups you would like this user to be a part of from the left column and transfer them to the right column.

PTT1 and PTT2. Assign which talk groups the user sees on the app or device first. You can also lock these groups if you do not want the user to change their PTT1 and PTT2 talk group.

Assign contacts and Assigned contacts. Select the contacts/users you would like this user to see and be able to make one-to-one calls to. Also, if you assign User_2 to User_1, for example, this will automatically assign User_1 to User_2 as a contact.

Emergency group. With AINA Small Talk you can initiate and receive emergency calls. Here you can select the talk group that will receive the emergency call when initiated by this user.

Location update. If enabled, users and dispatchers will be able to see AINA Small Talk or AINA Kepler users on the map in the application or dispatcher platform.

Assigned AINA Kepler. If your company or team is using AINA Kepler devices, here you can assign them straight to the user after they have been registered to your account.

Alternative login method and single sign on. If you know the user's SIM ID or mobile device's IMEI number, add this here so that when they install and open the AINA Small Talk app, they will automatically login. Similarly, you can allow the user to directly sign in with their Google or Microsoft account when enabling single sign on.

2

To edit the settings and preferences of multiple users at once, select them by ticking the box next the to user name and use the 'Select action' drop down menu to make the changes you would like.

Users

Search Add user

User name	Groups	Kepler IMEI	Expires	
☒ Dispatcher_1				Invite Edit
☐ User_1	Group_1, Group_2			Invite Edit
☐ User_2	Group_1, Group_2			Invite Edit
☐ User_3	Group_1, Group_2			Invite Edit
☐ User_4	Group_1			Invite Edit
☐ User_5	Group_1			Invite Edit
☒ User_6				Invite Edit

Select action:

- Delete users
- Add to group
- Assign Emergency group
- Assign as contacts
- Enable/Disable location update

Select action: ▾

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APPLY

3. Creating Talk Groups

1

(1) Click on the 'Talk groups' tab on the left. (2) Click on 'Add talk group' on the top right corner.

Dashboard

Talk groups

Users

AINA Kepler

Account

Talk groups

Group name

Users

Group_1

User_1, User_2, User_3, User_4, User_5

Edit

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Sign out

Search Add talk group

7

First, insert a Talk group name. Then, (1) select the users you would like to add to this talk group from the Assignable users table and (2) click on the two arrows pointing to the right to assign them to the talk group. Then, (3) click 'Save'.

From the Talk groups tab, you will see the new and existing groups.

4. Inviting Users to Start Using AINA Small Talk

Note! If you enable single sign on for a user (p.6), you do not need to invite them. Simply ask the user to sign in to AINA Small Talk using the same email address inserted in the Admin Console.

1

(1) Click on the 'Users' tab on the left. (2) Click on the 'Invite' next to the user's information. (3) Select Email, SMS or QR-code.

The screenshot shows the AINA Admin Console interface. On the left, the 'Users' tab is selected, indicated by a red vertical bar and a circled '1'. The main area displays a table of users with columns for 'User name', 'Groups', 'Kepler IMEI', and 'Expires'. The first user, 'User_1', is highlighted. To the right of the table, there are three options: 'Invite', 'Edit', and 'Assign Kepler'. The 'Invite' option is circled with a '2'. A dropdown menu is open next to 'Invite', showing three options: 'Email', 'SMS', and 'QR-Code'. The 'QR-Code' option is circled with a '3'. Below the table, there are two modal windows. The first is titled 'Email address' and contains a text input field and two buttons: 'CLOSE' and 'INVITE'. The second is titled 'Phone Number' and contains a text input field and two buttons: 'CLOSE' and 'INVITE'. To the right of these modals is a large QR code labeled 'QR code invitation'. Below the QR code is a 'Send with email:' section with a text input field and a 'Send' button.

Email. The user will receive a sign-in link to their email. The user will need to have the application installed and then click on the sign-in link on their mobile phone.

SMS. The user will receive a sign-in link as a text message. The user will need to have the application installed and then click on the sign-in link.

QR-Code. The user will receive a QR code to their email. To sign in, the user will need to open the app and read the QR code.

Note! If you change any of the user's individual settings or preferences, you will need to send them a new invitation.

5. Inviting Users to Start Using the Dispatcher Platform

1

If you have selected a user's role to be 'Dispatcher', you will find their login information for the dispatcher platform by first (1) clicking on the 'Users' tab on the left. (2) Then, click on the 'Invite' next to the user's information. (3) Select Credentials.

aina stay connected

Sign out

Dashboard

Talk groups

Users

AINA Kepler

Account

Users

Search Add user

User name	Groups	Kepler IMEI	Expires	
☐ Dispatcher_1				Invite Edit Credentials
☐ User_1	Group_1, Group_2			Invite Edit
☐ User_2	Group_1, Group_2			Invite Edit
☐ User_3	Group_1, Group_2			Invite Edit
☐ User_4	Group_1			Invite Edit

A pop up window will open with the dispatcher's login information, including their username and password, and sign-in webpage according to your region.

6. Registering an AINA Kepler Device

1

(1) Click on the 'AINA Kepler' tab on the left. (2) Then, click on 'Add new Kepler' on the top right corner.

aina stay connected

Sign out

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AINA Kepler

Account

Devices - AINA Kepler

Search Add new Kepler

IMEI number	PTT1	PTT2	Emergency	Assigned user	DMO
« Prev Next »					

2

Add the device's IMEI number which can be found on the device's sales box. If you would like to register more than one AINA Kepler, click on the plus icon on the right. When you are done, click on 'Save'.

3

Finally, assign an AINA Kepler to an AINA Small Talk user by first (1) clicking on 'Edit'. (2) Select 'Small Talk' for PTT1 and PTT2. Finally, (3) assign an existing user from the drop-down menu and (4) click 'Save changes'.

You can also assign a user by going to the 'Users' tab on the left and then going to the individual user's edit options.