

goTenna PRO MANAGEMENT PORTAL
USER GUIDE

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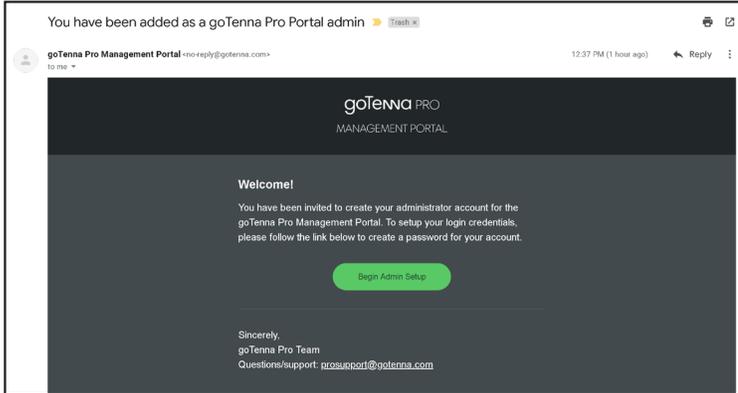
USER GUIDE

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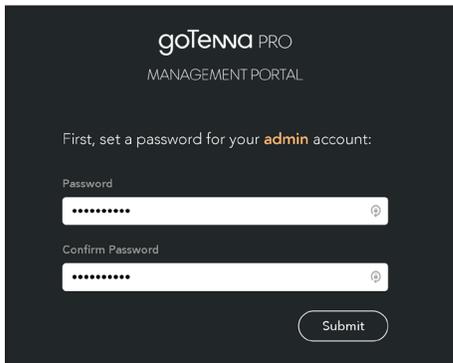
WHAT IS THE MANAGEMENT PORTAL

Thank you for purchasing one of our goTenna Pro Radios or GO Deployment Kits. One of the software tools that accompanies this product is the **goTenna Pro Management Portal**. The Portal, as we call it, is an online, web based, organization management system. It provides your Organization Admins, those who manage the Pro Radios for your functional groups, methods for: Adding new users, managing which groups they belong to, and deploying frequency sets. As part of your on-boarding process, you will receive(or already have) an invite to complete your Admin or User account creation. "If you did not receive and invite, or you are in need of customer support, please contact: prosupport@gotenna.com



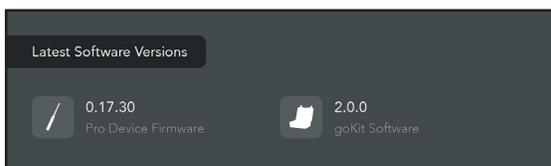
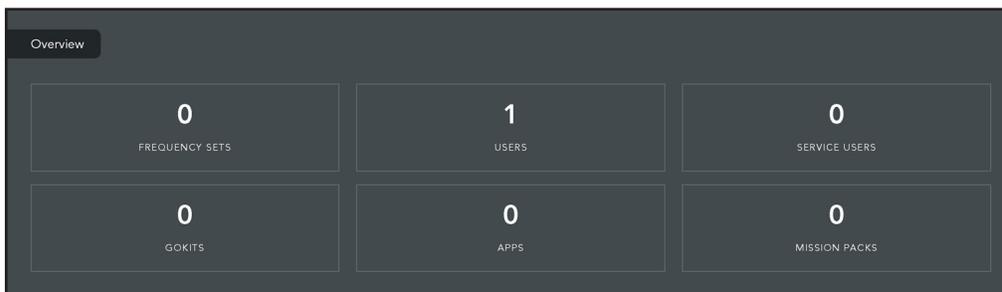
ACCESSING THE MANAGEMENT PORTAL FOR THE FIRST TIME

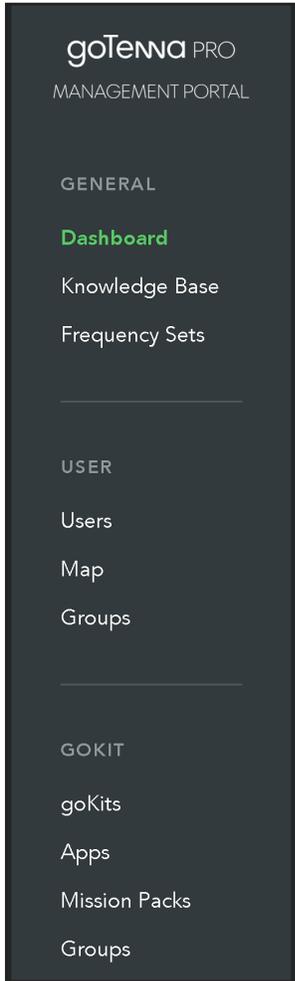
- Provide your goTenna Customer Success Manager with your Organization Name and the Admin user's email.
- The Admin user will then receive an email to confirm their Portal account. During this verification process, the Admin user will be prompted to create a unique login password.
- The Admin user can then visit portal.gotenna.com and log in using their Portal credentials.



HIGH LEVEL FEATURES

Once an Admin user logs into Portal, they are greeted by their Dashboard. The Dashboard will provide a statistical overview of your Portal account.





SIDE MENU GUIDE

The Side Menu in Portal allows the Admin to take all of the actions needed to manage their Frequency Sets, Users, and goKits.

KNOWLEDGE BASE

This link will open our Pro Support Knowledge base in a new browser tab. Here is where you will find additional documentation, videos, and support for our goTenna Pro Products.

FREQUENCY SETS

Create and manage Frequency Sets. This will be covered in more detail in the Frequency Sets section of this document.

USERS

Manage User Accounts:

- Create, Edit, or Delete your goTenna Pro Users.

Managing Organization Groups:

- Create, Edit, or Delete Groups.
- Assign Users to Groups.
- Add Frequency Sets to Groups.
- Add Service User permissions to a Group.

This will be covered in more detail in the Users and Groups sections of this document.

GOKIT

Manage goKits:

- Add goKits to your organization.

Manage goKit groups:

- Add goKits, Frequency Sets, and Applications.

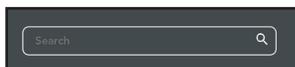
This will be covered in more detail in the goKit section of this document.

SEARCHING TABLES

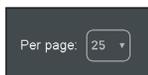
While using the Management Portal, you will mostly be interacting with a series of data tables. For very large organizations, this can become cumbersome. To improve the experience, we have provided top level tools for navigating large data sets. These include:

A search input.

When interacting with the search bar, you can search specific columns by appending "column_name:" before the query. Example: "Name: John", will search the name column for anything close to "John".

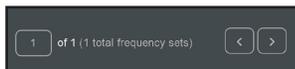


A setting to change the number of rows per page.



Page navigation controls.

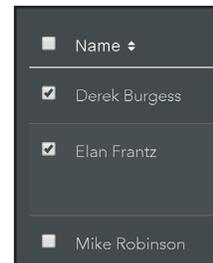
You can enter a page directly, or click between pages.



ROW FUNCTIONALITY

Throughout the Management Portal, you will interact with various database tables. There are several common features found on each row:

Select/Deselect Multiple Rows

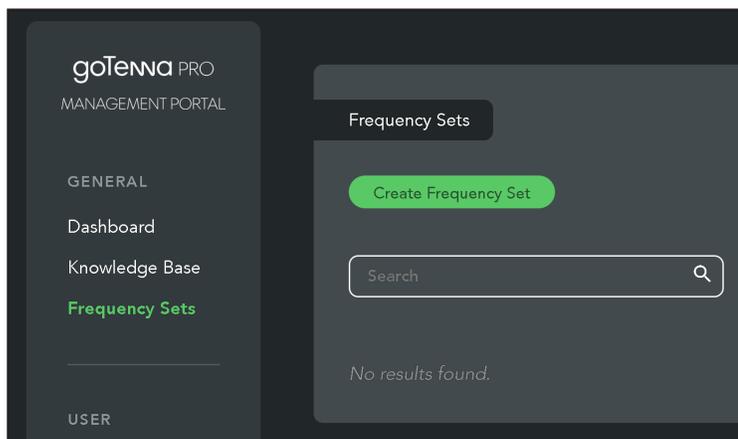


Batch Functions, which include methods for deleting or adding multiple users to a group.



View/Edit/Delete Row

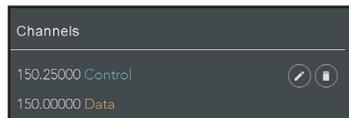




MANAGING FREQUENCY SETS

In order to create frequency sets, first; select Frequency Sets from the Side Menu. This will take you to the Frequency Set database within the portal. Click the Create Frequency Set button.

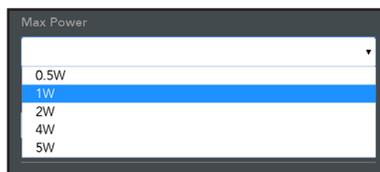
Once a frequency set has been created, you can edit or delete it by using the buttons at the end of the row.



CREATING A FREQUENCY SET

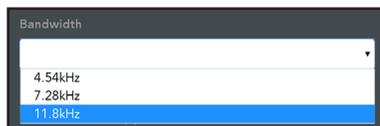
Fill out the form by providing:

- **A name for the frequency set:** This will help you identify it throughout the Pro products.



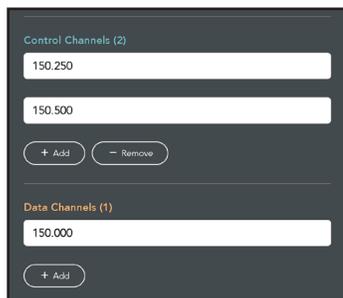
— **Max Power:** The frequency's transmission power. You may select from 0.5 to 5 watts.

***Note about Transmission Power:** Lower power will result in a relatively longer battery life, shorter transmission distance. Higher power will result in a relatively shorter battery life, longer transmission range.*



— **The Bandwidth:** The frequency's transmission power. You may select from 0.5 to 5 watts.

***Note about Transmission Power:** Lower power will result in a relatively longer battery life, shorter transmission distance. Higher power will result in a relatively shorter battery life, longer transmission range.*

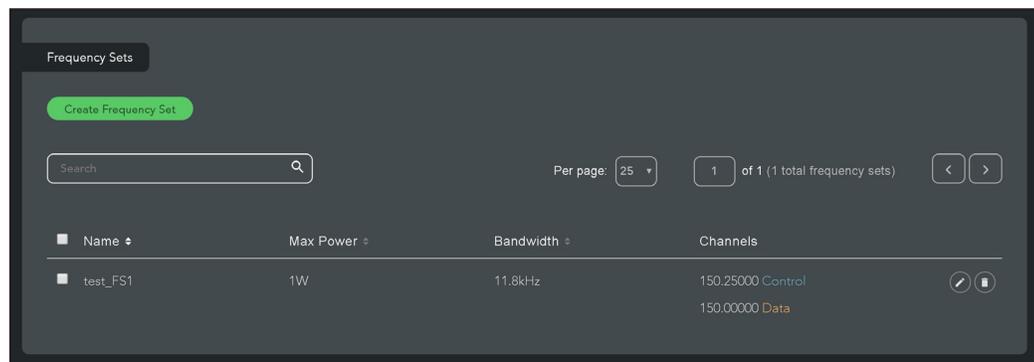
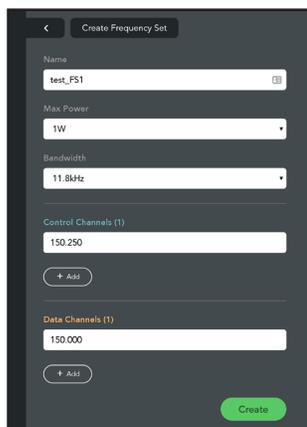


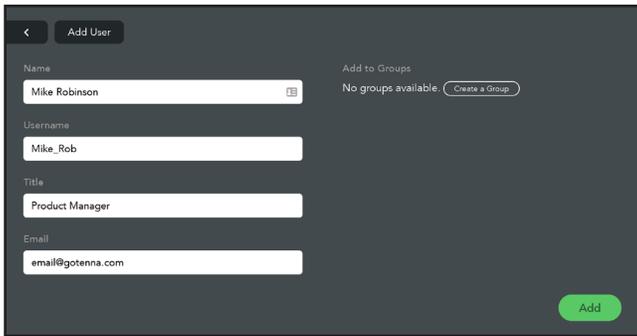
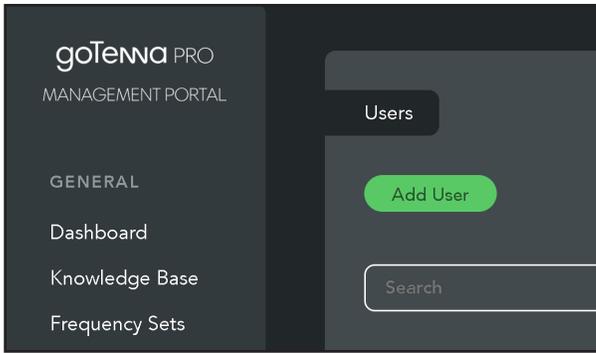
— **One or more Control Channel:** Control channels are where transmissions originate.

— **One or more Data Channel:** Data channels are where data packets are sent.

Once each of these values is supplied, click the **Create** button.

The frequency set will be created and available for assignment to a group. More on this later.





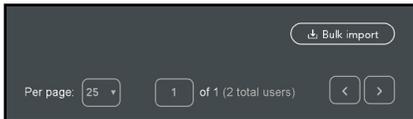
ADDING A NEW USER

Fill out the form by providing:

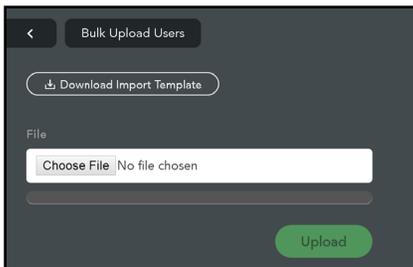
- **The person’s full name.**
 - **Their title within your organization.**
 - **A username for them to use within the goTenna Pro system.**
 - **Their organization email address.**
- Once the required fields are provided, click **Add**.
 - The user account will be created. The newly added user will need to verify their account and create their password via email address your entered.
 - When adding a new user to your organization- you have the option to also assign them to a group. You may have noticed our organization does not have any groups yet. We will cover this step in a later section.

BULK IMPORT MULTIPLE USERS USING CSV DOCUMENT

In short, bulk upload of users allows you to download a template, fill that template out, and upload it to the database. Allowing for a large number of user accounts to be created at once.



- Click the Bulk Import button to begin.



- From the upload file interface, you can download our .csv file template, by clicking **Download Import Template**. We highly recommend that you use the template file to avoid unwanted validation errors.

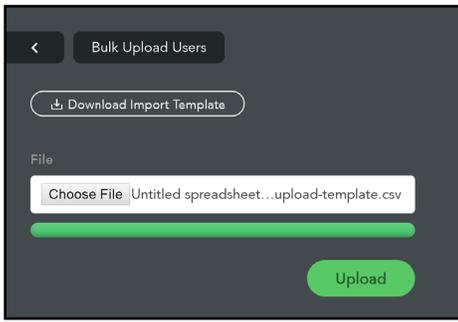
	A	B	C	D	E	F
1	Name	Title	Username	Email	Groups	
2	Jane Doe	Operator	jane-doe	jane@example.com	Group North Group East Group West	
3						

- Using your spreadsheet tool of choice.
- Follow the format outlined in the spreadsheet template.

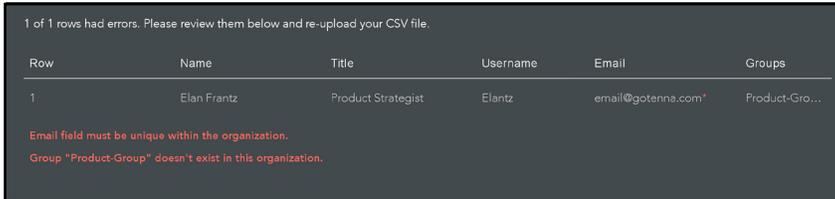
	A	B	C	D	E
1	Name	Title	Username	Email	Groups
2	Elan Frantz	Product Strategis	Elantz	email@gotenna.com	Product-Group
3					

¹ We use Google Sheets in this screenshot, you can use Excel, or OpenOffice, they will all open and save CSV format.

BULK IMPORT MULTIPLE USERS USING CSV DOCUMENT (CONT.)



- When you are done filling out the CSV template, save it as a new file OR over the template you downloaded.
- Return to the goTenna Management Portal click Choose File.
- Locate the completed CSV file and click Open.
- Click **Upload**.



Here we see that the Management Portal has reported validation errors in our CSV file.

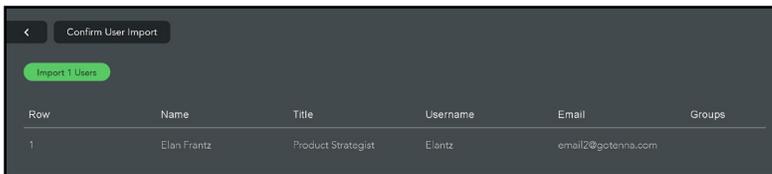
Validation errors include:

- Formatting Errors
- Duplicate Entries
- Unknown Groups

When this happens, as you can see here- you will be presented with a screen that informs you of each row that contains validation errors.

We suggest you keep this window open, and:

- Return to your spreadsheet tool and edit the CSV template to resolve errors.
- Save this out as a new file.
- Return to the bulk upload view, and click Cancel.
- Repeat the process upload the new file.



Successful Upload: If the upload is successful and no validation errors are detected, you can review the data and when ready, click the Import # Users button.

NOTE: During user creation, our servers send emails to each user, asking them to create a password and login. When uploading thousands of users at once, some users may not get their emails for several minutes.

Name	Title	Email	Username	Groups
Derek Burgess	Admin	derek@gotenna.com	durgess	Product Group
<input checked="" type="checkbox"/> Elan Frantz	Product Strategist	email2@gotenna.c...	Elantz	
<input type="checkbox"/> Mike Robinson	Product Manager	email@gotenna.com	Mike_Rob	Product Group

MANAGING GROUPS

Groups allow you to assign specific frequency sets to specific groups of users. Likewise, Groups also allow you to offer a specific user, or set of users, Service User permissions. **Service user permissions are required for a user to share frequency set QR codes or manually enter frequencies.**

In order for a user to have access to frequencies and permissions, they'll need to be added to a Group; the frequencies and permissions they have will be dictated by the Group(s) they're assigned to.

CREATING A NEW GROUP

- Click the Create Group button.
- Name the Group.
- If you'd like to grant the users within this Group Service User permissions, click the box to apply Service User permission.
- Add users to the Group - To do so, select their name from the Users picklist on the left, then click the right arrow. This will move the user into the Group picklist.
- Add Frequency Sets to the Group - To do so, follow the same steps from before, selecting one or more frequency sets from the picklist and moving them into the Group picklist.
- Once the Group has the necessary Users and Frequency Sets, click the Create button.

APPLY ONE OR MORE GROUPS TO MULTIPLE USERS

Now that we have some groups- If we go back on the Users table, you can now add one or more user to a group by clicking on the checkbox at the start of each row. Once selected the Add to Groups button will appear. Clicking that will display a dialog window where you can select one or more groups to add the user(s) to.

USER GROUPS (CONTINUED)

	A	B	C	D	E
1	Name	Title	Username	Email	Groups
2	Daniel Prado Rox	Program Managé	Dan_Prado	email3@gotenna	Engineering Product Group
3					

The screenshot shows a 'Users' management interface. At the top left is a tab labeled 'Users'. Below it is a green 'Add User' button and a 'Bulk import' button with a download icon. A search bar is present with a magnifying glass icon. Below the search bar, it says 'Per page: 25' and '1 of 1 (4 total users)' with navigation arrows. A table lists user details:

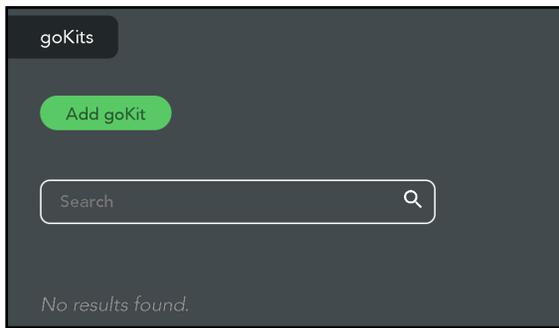
Name	Title	Email	Username	Groups	Confirmed
Daniel Prado Rodr...	Program Manager	email3@gotenna.c...	Dan_Prado	Engineering Product Group	No Reinvite

The screenshot shows the 'Add User' form. It has a back arrow and an 'Add User' button at the top. The form fields are:

- Name: Daniel Prado Rodríguez
- Username: Dan_Prado
- Title: Program Manager
- Email: email3@gotenna.com

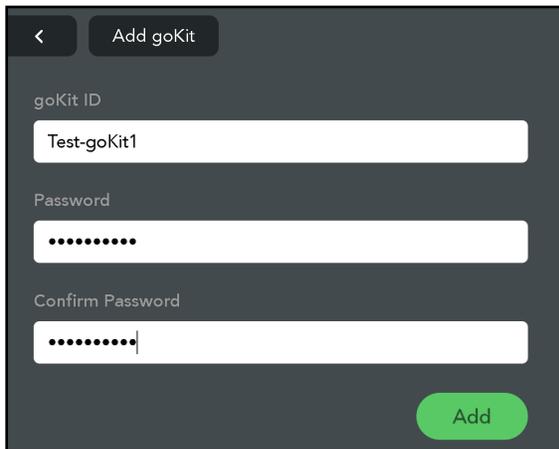
On the right side, under 'Add to Groups', there are two checked checkboxes: 'Engineering' and 'Product Group'. A green 'Add' button is at the bottom right.

Lastly: When adding a new user, all of your organizations groups will appear to the right, where you can select one or more groups to add the user to.



MANAGING GOKITS

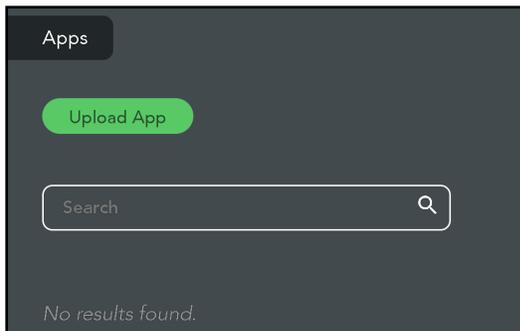
In order to use your goKit, you'll need to add it into the Management Portal. This will allow you to manage which Groups have access to the goKit, which frequency sets those using that goKit have access to, and you can manage the Apps stored on the goKit for offline download. goKits are managed much like Users and Groups. To add a new goKit, click the Add goKit button.



ADDING A NEW GOKIT

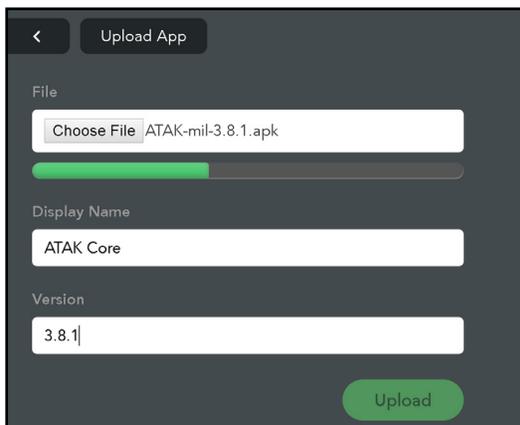
Start by clicking the Add goKit button. From the the add goKit interface, give the goKit a name and a password. That's it for now.

GOKITS APPS



UPLOADING APPS TO PORTAL

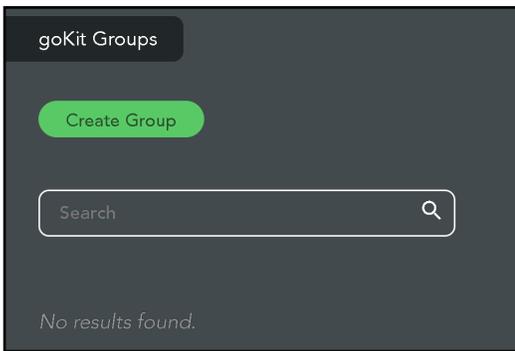
Portal, and so too, goKit, can house your organizations applications. With the goKit's deployment mode, apps stored within Portal can be downloaded, offline, in the field. If App upload is an active feature for your organization, you'll see Apps on the Side Menu within the goKit field.



UPLOADING APPS

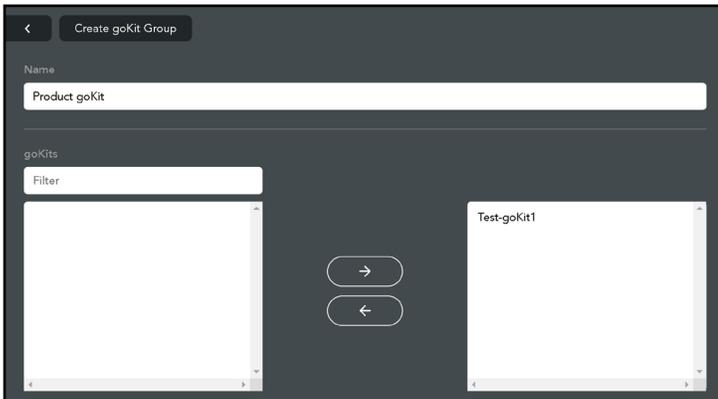
In order to upload a new App, select Apps from the Side Menu:

- Click the Upload App button.
- From the upload app interface, click the Choose File button. Select the app file from your local machine.
- The app will begin to upload. While this happens, give it a name and a version number for your records.
- Once the upload is complete, click the Upload button to add it into the database.



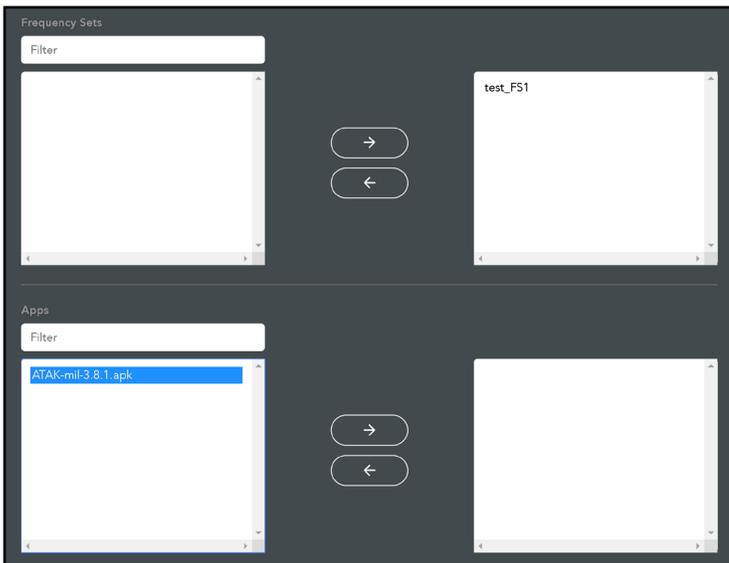
MANAGING GOKIT GROUPS

Much like Users, you can create goKit Groups which allow you to partition which Frequency Sets and Applications each goKit has available for use in the field. Likewise, you can assign specific Group access to the goKit itself; only that Group will have login access to the goKit.

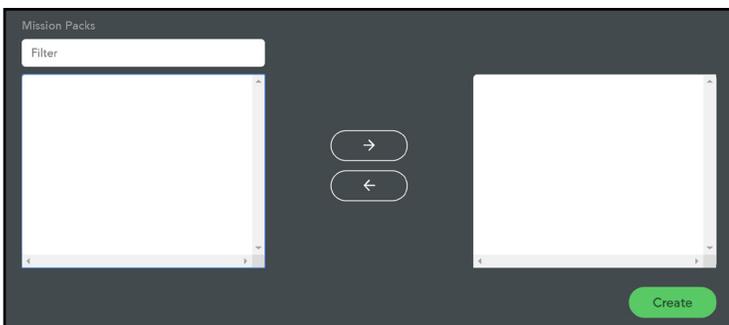


MANAGING GOKIT GROUPS

- Click the Create Group button.
- Name the goKit Group.
- Add a goKit to the Group - To do so, select the goKit from the picklist on the left, then click the right arrow. This will move the goKit into the Group picklist.

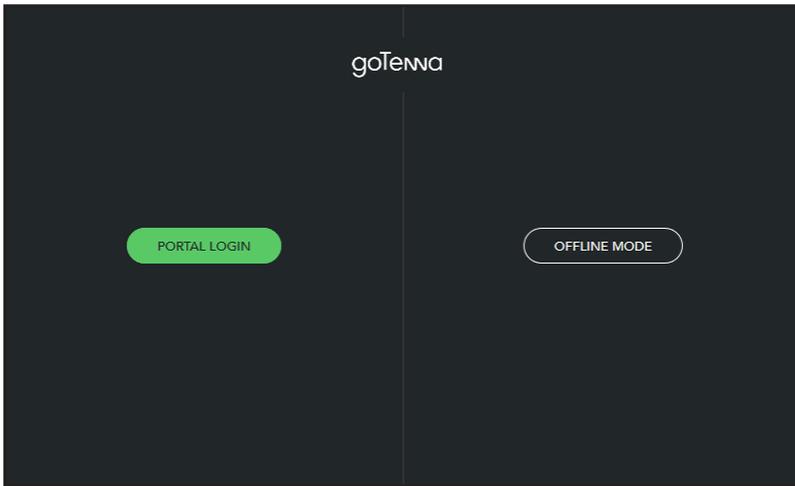


- Add Frequency Sets to the goKit Group.
- Add Apps to the goKit Group.



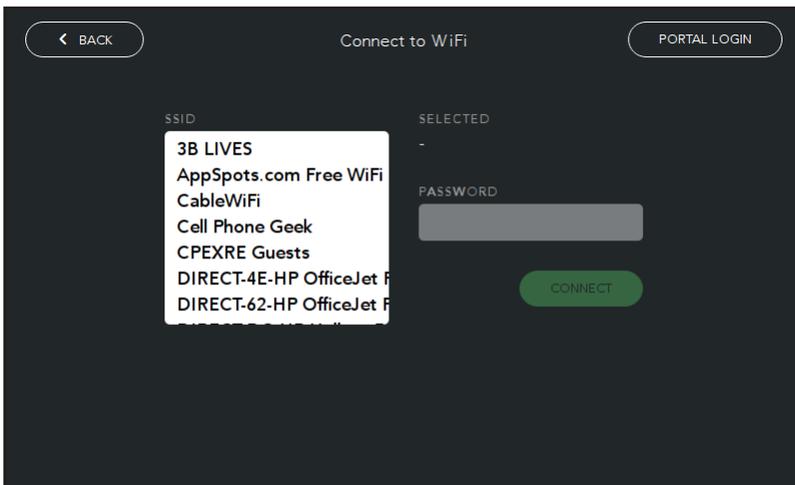
- Once the goKit Group has the desired goKits, Frequency Sets, Apps, and/or mission packs, click the Create button.

GOKIT ONBOARDING

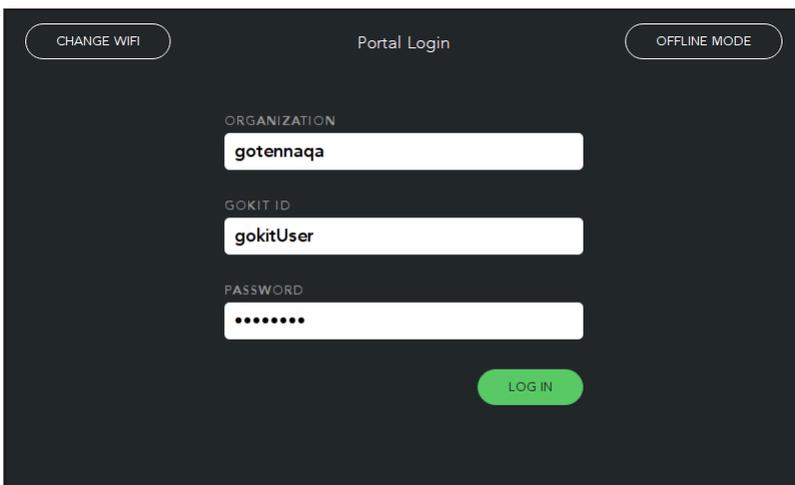


The first page displayed to the user is the selection between Portal Login and Offline Mode.

PORTAL LOGIN ONBOARDING



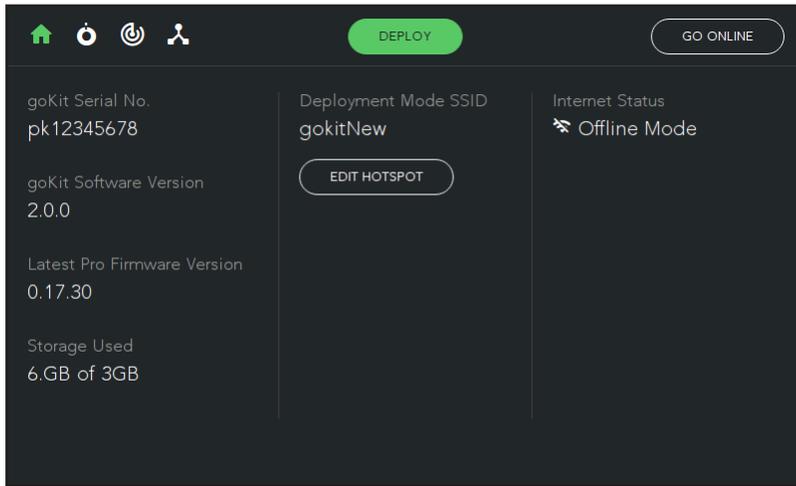
If you select **PORTAL LOGIN** you will be prompted with WiFi network selection page as shown here. Please select the WiFi network you want the goKit to be connected, enter the password and tap on **CONNECT**.



On this screen enter your **goKit user credentials from portal** (rather than regular user as in release 1.0).

Note: Please make sure to read section about new goKit user creation (Page 3) if you have not done so already.

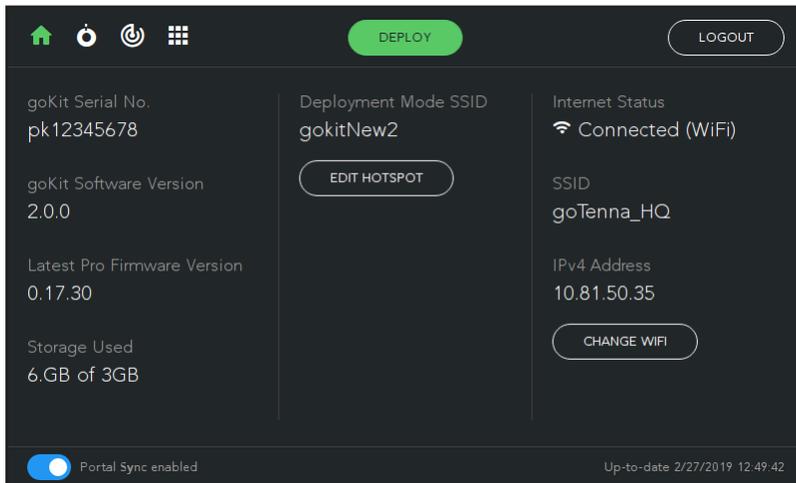
OFFLINE MODE ONBOARDING



With release 1.2 user may finish the goKit onboarding without using the portal credentials. The user will be taken directly to the home screen without any further questions.

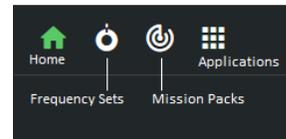
Note: The internet settings will be disabled.

HOME PAGE MODE



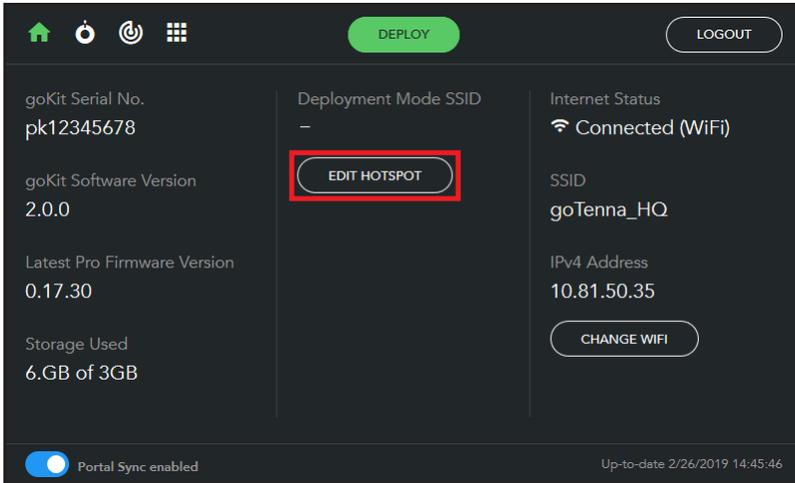
Home Page

The home screen mostly includes general information about the goKit, Deployment Mode SSID, and network settings.

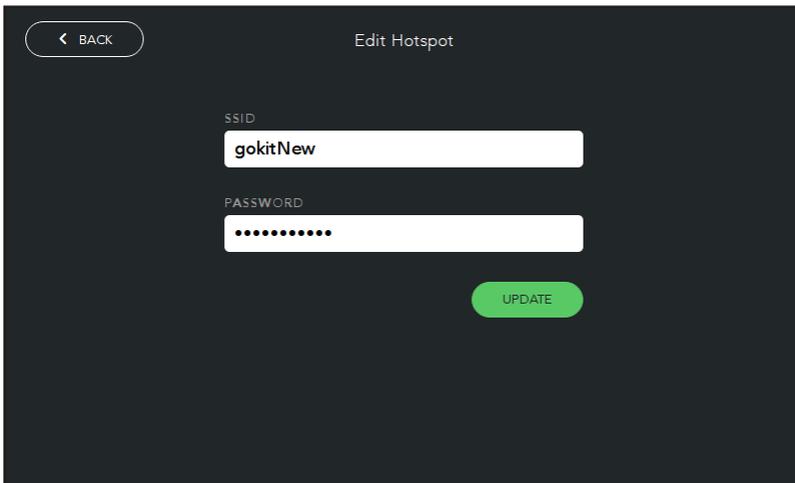


Above you can see the legend for the navigation bar for Home page mode.

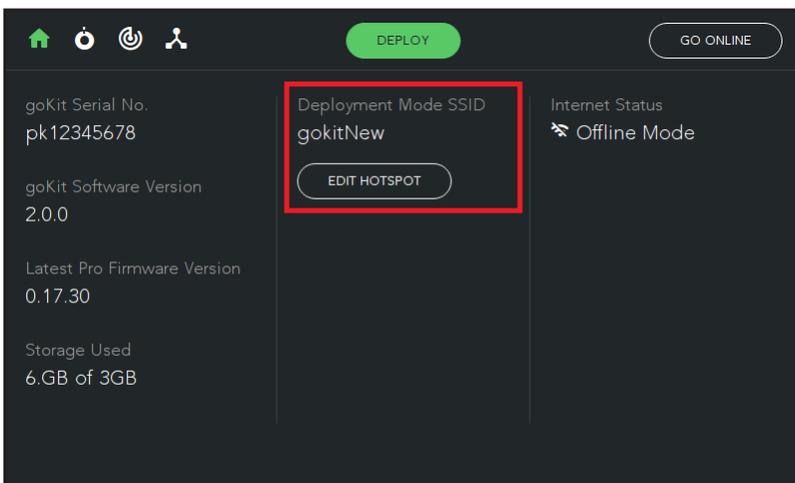
HOTSPOT SETTINGS



The goKit Hotspot can be changed from the Home screen. Tap on **EDIT HOTSPOT** button to change these settings.

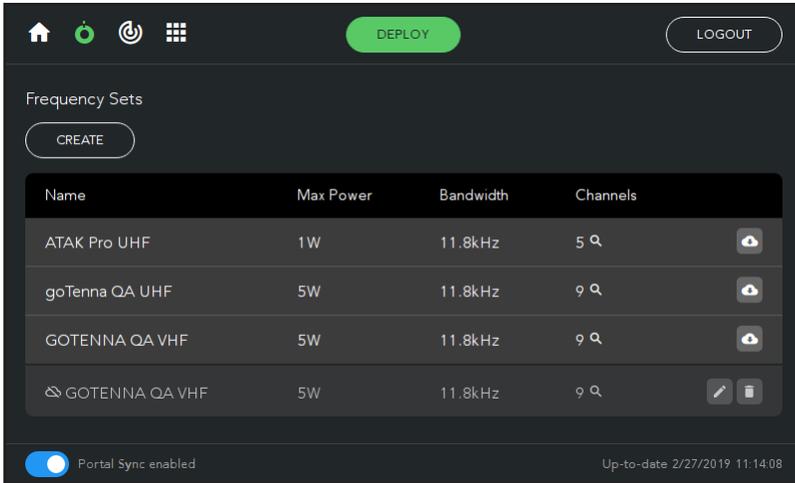


On the next screen input your SSID and PASSWORD for the Hotspot network. Tap on **UPDATE** button to apply the input.



Once saved, the new Deployment Mode SSID will be displayed on the home page.

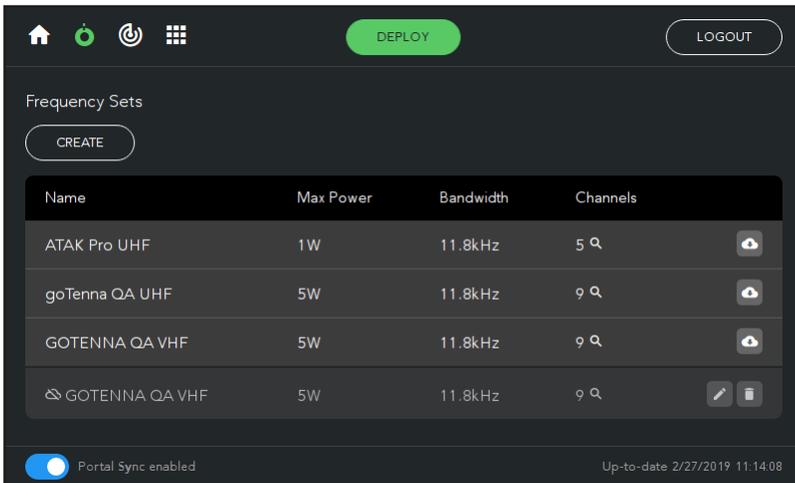
FREQUENCY SETS



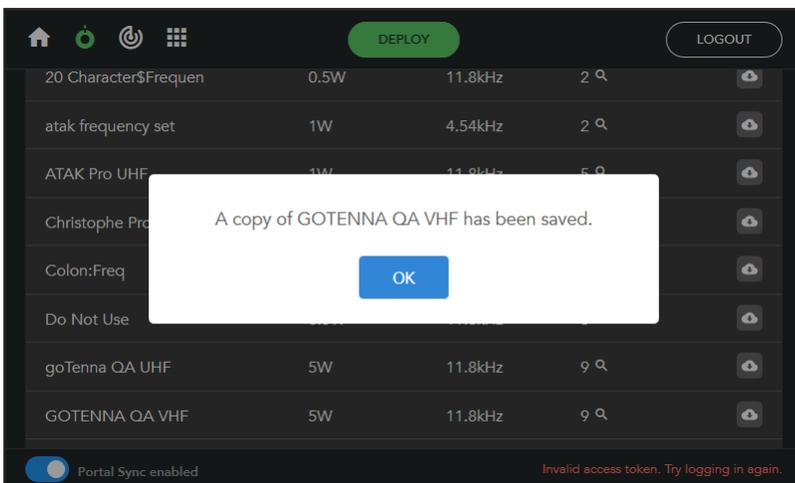
This page displays both Portal (top of the list) and Offline Frequency sets (bottom of the list).



Channels for Frequency Set can be previewed by pressing magnification glass. 

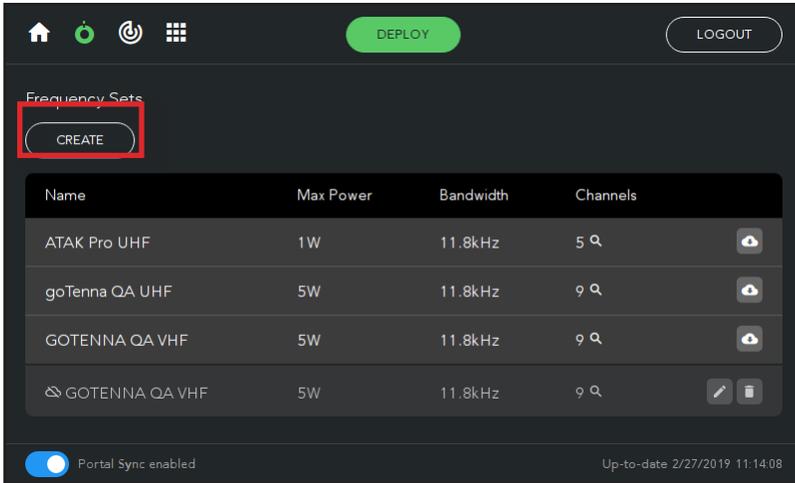


Users can save offline copy of the portal frequency by pressing the cloud button on the right side of the portal frequency set row. 

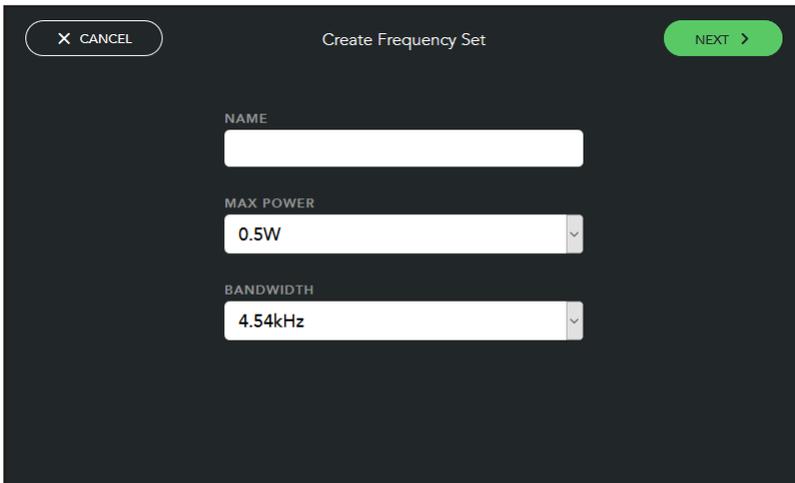


If the selected frequency set is saved to goKit successfully, confirmation dialog will be displayed as shown.

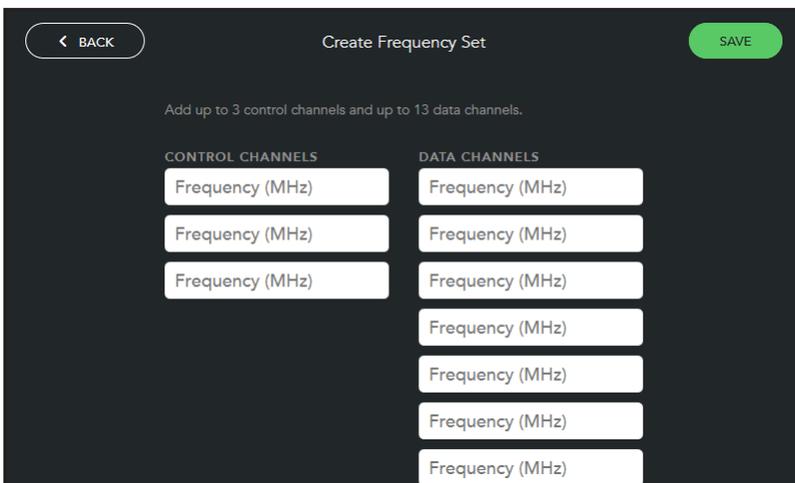
CREATE FREQUENCY SET



To create Frequency Set select the **CREATE** button.

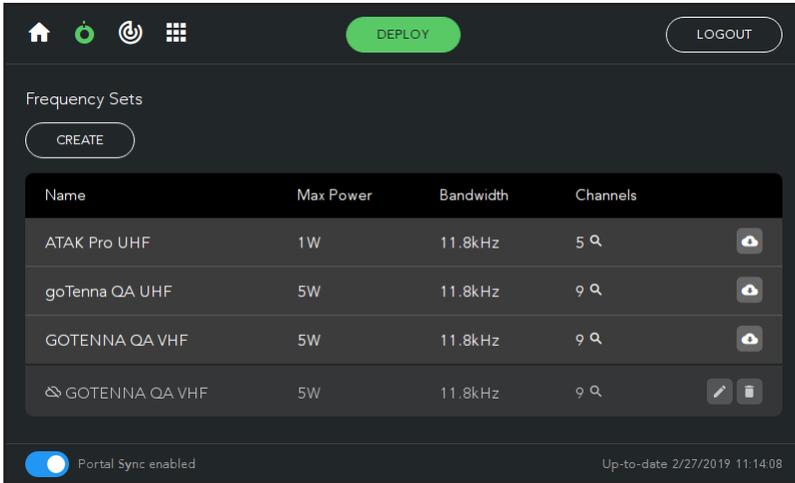


Input the Name, Max Power, Bandwidth, and tap **NEXT**.

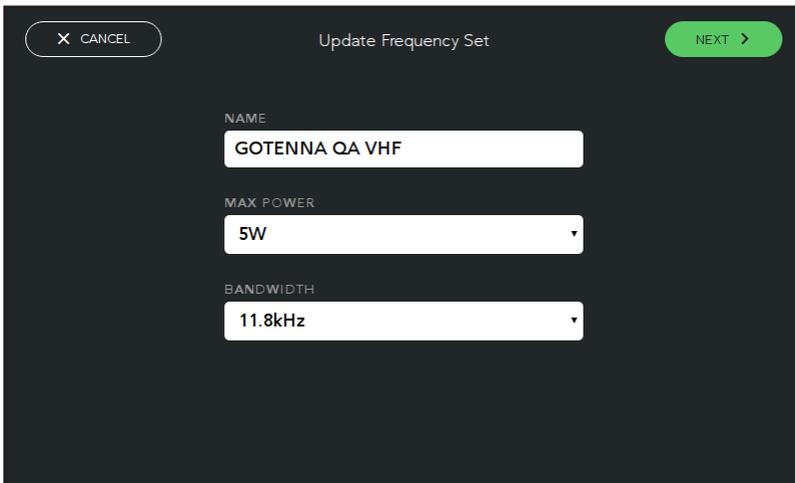


After this the user has to enter Control and Data channels and press **SAVE** button. If the entered values are valid the goKit will create an offline Frequency Set. The created Frequency Set will appear in the bottom section of the Frequency Setlist.

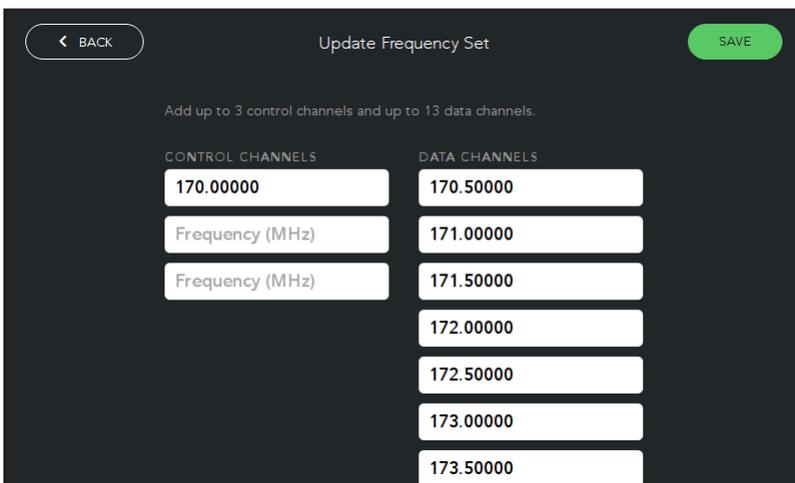
EDITING EXISTING FREQUENCY SET



To edit the offline Frequency Set tap the pen icon on the right side of the frequency set row.

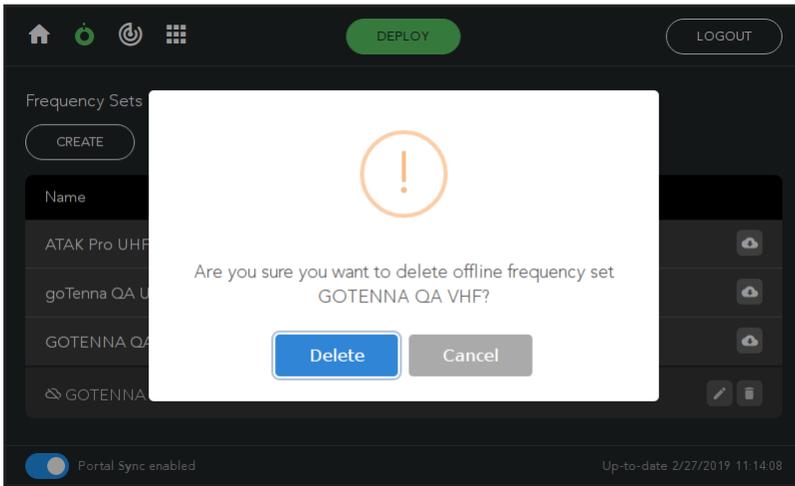


On this page you can see the existing Name, Max Power, and Bandwidth. These can be modified. By tapping **NEXT** you can get to the following screen.



On this page you can change Control and Data channels. By tapping **SAVE** Frequency Set can be saved.

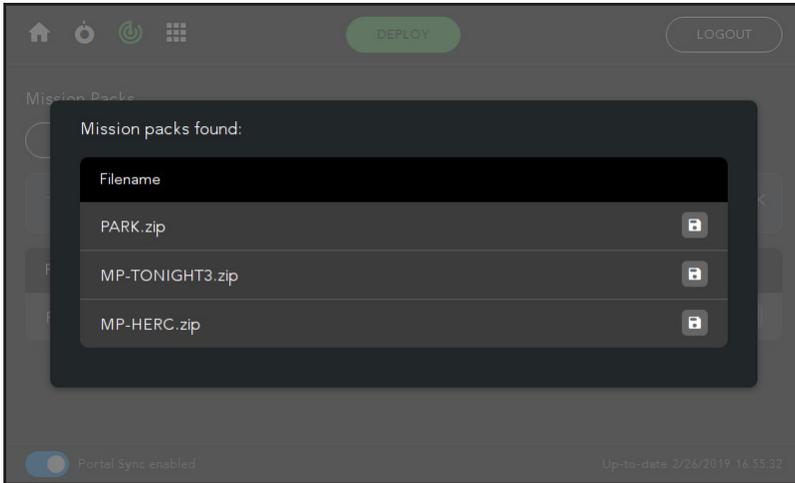
DELETE OFFLINE FREQUENCY SET



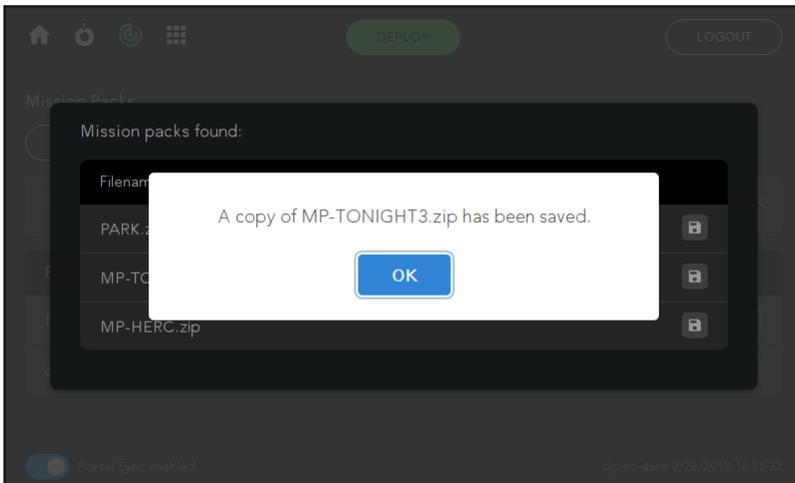
The offline Frequency Set can be deleted by clicking on trash bin icon. Users will be prompted with dialog box that will ask user to confirm delete action.



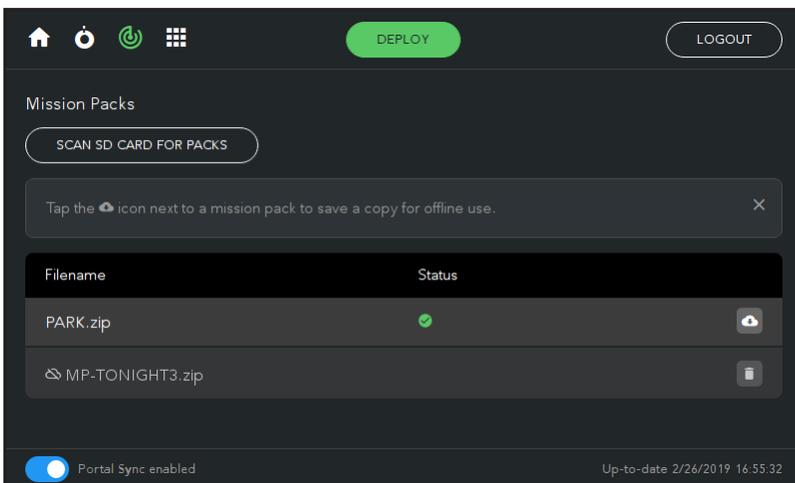
MISSION PACKS DOWNLOAD VIA SD CARD



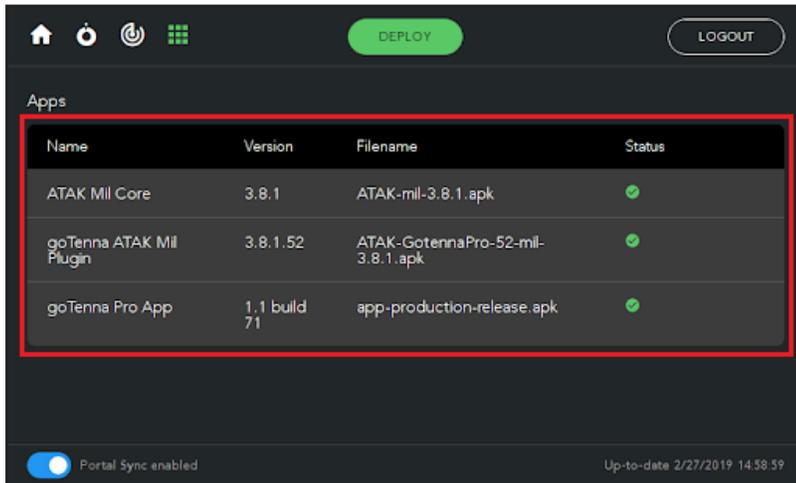
1. Prepare micro SD card with mission packs under 'mission_packs' folder.
2. Plug in an external micro SD card with mission packs to goKit's micro SD card slot.
3. Go to Mission Packs page and tap on **"SCAN SD CARD FOR MISSION PACKS"** to load mission packs from SD card as shown left.



4. Tap on Save icon to save a mission pack to gokit.



5. Saved mission pack is added to mission packs list as shown left.



Applications can be previewed on goKit by tapping on the last item of the Navigation bar.

goTenna

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