

# Job Aid: Creating a Shared Device Group of Users



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## Section 1: Creating a Shared Device for a Group of Users

The Described functionality allows for the setup and administration of a Shared Device group. This updated Group type allows for multiple users, associated together in one group, to have access to the same CellCast application. If CellCast has been set up with a Group Registration code as described below, the user experience is slightly altered to accommodate for many users utilizing the same device. All users must login by selecting their name from the list of users associated with that specific Shared Device group. Users are then prompted to enter their password. The password entry at this point will always occur as we must validate the user in some manner.

Once in, the individual users do not have the ability to enter their login settings and instead only have the option to log out and return to the user list.

All content is shared in a central repository on the device to prevent duplicates of files, but each user can only access the content that has been assigned to their user.

### Setup and Creation of Shared Device Group

This function must be turned on for the Shared Device options to appear.

1. Log into Course Manager (OPCM) using your assigned Administrator Credentials.
2. Hover over the Users & Groups caption on the top-level menu and select the Groups option from the drop-down menu.
3. Click on the Shared Devices button to switch views from available Groups to available Shared Devices. { see Figure 1 }



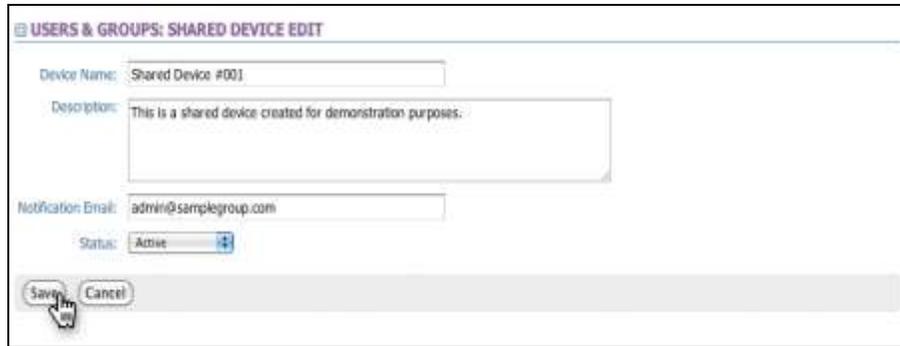
Figure 1

4. Click on the Add Shared Device button to begin the shared device creation process. { see Figure 2 }



Figure 2

5. On this next page, the only required field is the Device Name field. If you would like a description of each of the fields available, please see page 4. To proceed, provide a name, then press Save. { see Figure 3 }



**USERS & GROUPS: SHARED DEVICE EDIT**

Device Name: Shared Device #001

Description: This is a shared device created for demonstration purposes.

Notification Email: admin@samplegroup.com

Status: Active

Save Cancel

Figure 3

- The page will have refreshed to give you a display of the available options for the Shared Device you've just created. If you need to edit any of information you entered when creating the Shared Device, you can do so now by pressing Edit while under the Shared Device Information tab.
- Click on the Assignments tab, then click Assign within the Assigned Users heading to assign users to this device.
- Click on the Mobile tab, then click Add New Device under the Shared Device heading. { see Figure 4 }



**USERS & GROUPS: GROUP**

Shared Device Information Assignments **Mobile**

Shared Device: **Shared Device #001**

Shared Device

Add New Device Refresh List

Generate Mobile Registration Codes

Figure 4

- Within the popup presented, click on the drop-down list next to Phone/Device and select the device to be shared. { see Figure 5 } Shared Device functionality is currently only supported in the various Supported tablets, Android Tablet, Apple iPad, and BlackBerry Playbook. If maintaining a secure connection with this specific device, options are available to insert a Serial #, MEID, and/or a P-ESN. Please contact OnPoint support to learn more about these options.

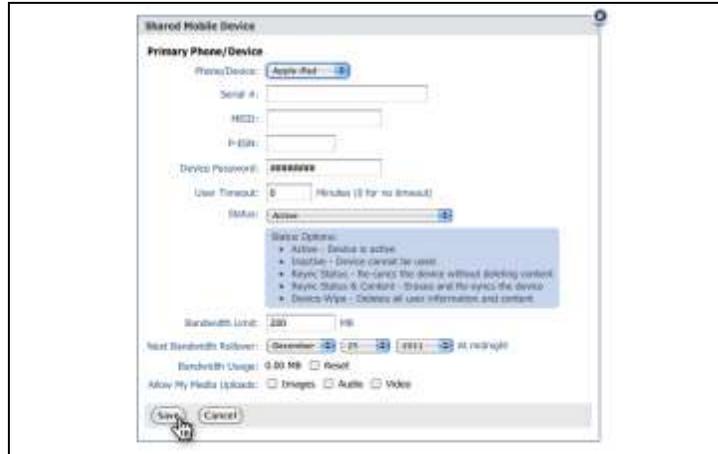


Figure 5

10. Make note of the Device Password (represented in the screenshot above as #####), as the manager of this device may need it to register or unregister an instance of CellCast on the device.
11. Press Save to finalize Device setup.
12. While under the Mobile tab, click on Generate Mobile Registration Codes to open a popup that will allow you to create a six-digit code that, when used, will enable multi-user sharing capabilities. Press Generate in this popup to create the Registration Code. { see Figure 6 }
  - a. If you would like the generate registration code to be sent to the email address provided when setting up the Shared Device, you can leave “Send mobile registration information...” checked. If you uncheck this, you will have to make a note of the registration code after you press Generate.
  - b. A time limit can be set for the life span of the registration code. By default, this registration code will become invalid after three days. To adjust this, simply change the number in the text box to the desired time frame in hours.



Figure 6

The Registration code created here is uniquely recognized by the applications to force the CellCast application to Group device mode when this registration code is entered.

**Note:** If the Registration creation page does not look like the above image, go back and ensure that you have a device type associated with the Shared Device Group.

### Available Fields for Shared Device Creation

1. Device Name – The identifying name of the shared device in the OnPoint system.
2. Description – If you have multiple shared devices with similar names, providing a description can help you make distinctions between these devices when viewing the listing on the Shared Devices page.
3. Notification Email – This is the email address that the Registration Code will be sent to for the shared device.
4. Status – There are three status options to choose from when creating a shared device: Active, Inactive, and Request Delete. Active makes the shared device available when viewing the shared device listing through the default filters. Inactive makes the shared device hidden when viewing through default filters, allowing you to create a shared device for use at a later date (you'll have to change your filters to show All or Inactive to see this device after creation). Request Delete is not relevant in the creation process, but can be used to mark the shared device for deletion after creation if you no longer need it.