



ECS User Manual

Updated January 2022

COMMUNICATION SECURITY GROUP, INC. PROPRIETARY: This document includes data that shall not be disclosed outside of the recipient's company and shall not be duplicated, used or disclosed - in whole or in part - as per the Communication Security Group, Inc. Non-Disclosure Agreement.

Summary

Summary



1 - Introduction	1
1.1 Functionality Represented in this Guide	1
1.2 Start Using the ECS	1
1.3 Sign in to the ECS	2
1.4 Navigate on the ECS	3
2 - Admin List	4
2.1 Adding a New Admin	4
2.2 Searching an Admin	5
3 - Group List	6
3.1 Creating a New Group	6
3.1.a Group Area	8
3.1.b Users Area	12
3.1.c Members Area	13
3.2 Open & Delete a existing Group	14
3.3 Editing a Group	15
4 - Log Off	17

1. Introduction

1

1. Introduction

This guide introduces the **Enterprise Communications Service (ECS)**. It provides a step-by-step guide on how to use the main features of the application.

The ECS is a web-based, user friendly communication platform which allows users to conduct conference calls, send broadcast messages and manage group messaging for fast and effective communication.

1.1 Functionality Represented in this Guide

Your ability to view and/or use the functionalities of the ECS described in this guide will depend on the ECS installation and your user role (permissions on the ECS).

1.2 Start Using the ECS

To access ECS, **you need to be registered as an Admin** on your company Stack. When you have a valid registration, you will receive the access link to the ECS portal.



1. Introduction

2

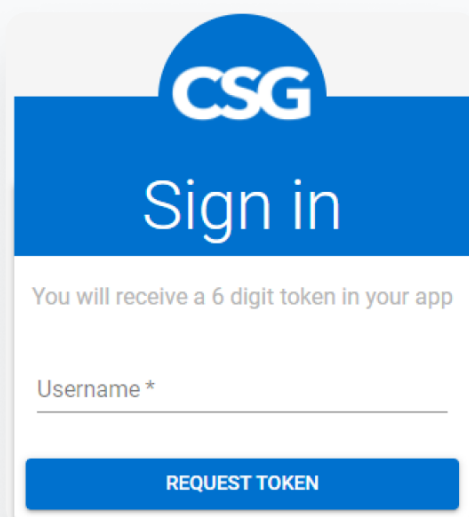
1. Introduction

1.3 Sign in to the ECS

When accessing the ECS Portal, you must:

1

Enter your **Username**, then click **Request Token** to continue.



The image shows a mobile app interface for CSG. At the top is the CSG logo. Below it is a blue header with the text 'Sign in'. Underneath, a message states 'You will receive a 6 digit token in your app'. There is a text input field labeled 'Username *'. At the bottom is a blue button labeled 'REQUEST TOKEN'.

2

You will receive a message from the ECS portal on the Cellcrypt app informing you of the Token for login:

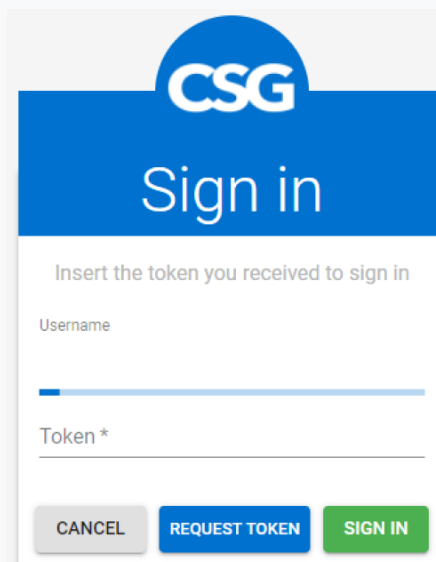
Your requested access token is: ef5115

Today 14:47

3

Enter the **Token** received per message within the estimated time, then click **Sign In** to enter ECS.

Note: If you miss the deadline to place the Token, click **Request Token** to receive a new one.



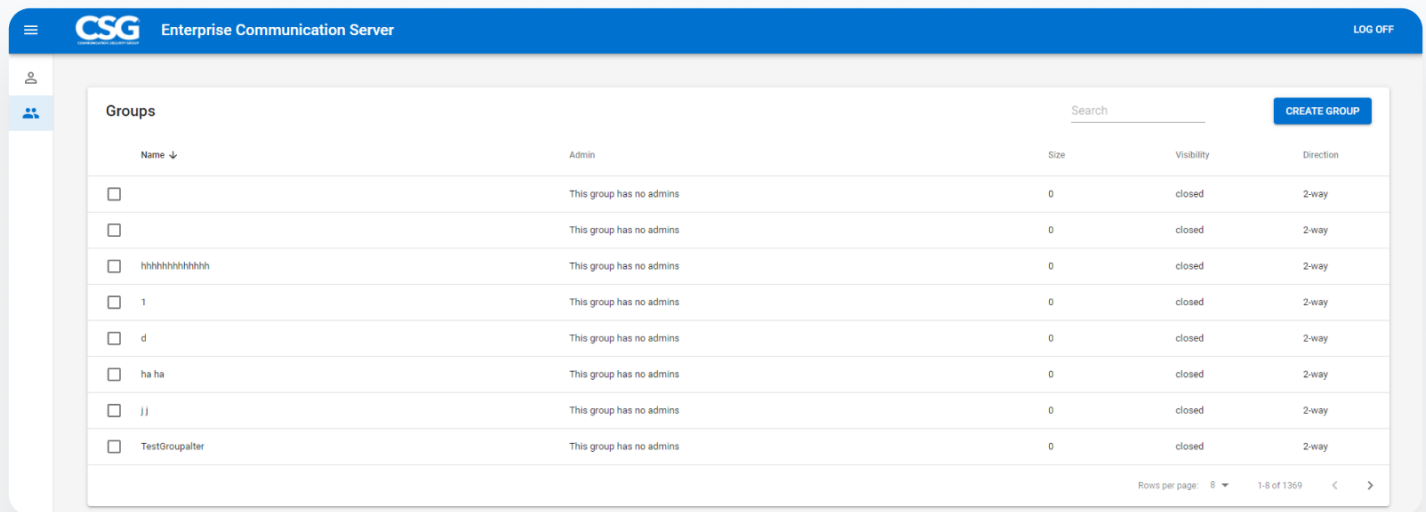
The image shows the same CSG mobile app interface as before, but now with an additional 'Token *' input field below the 'Username' field. At the bottom, there are three buttons: 'CANCEL' (grey), 'REQUEST TOKEN' (blue), and 'SIGN IN' (green).

1. Introduction

1. Introduction

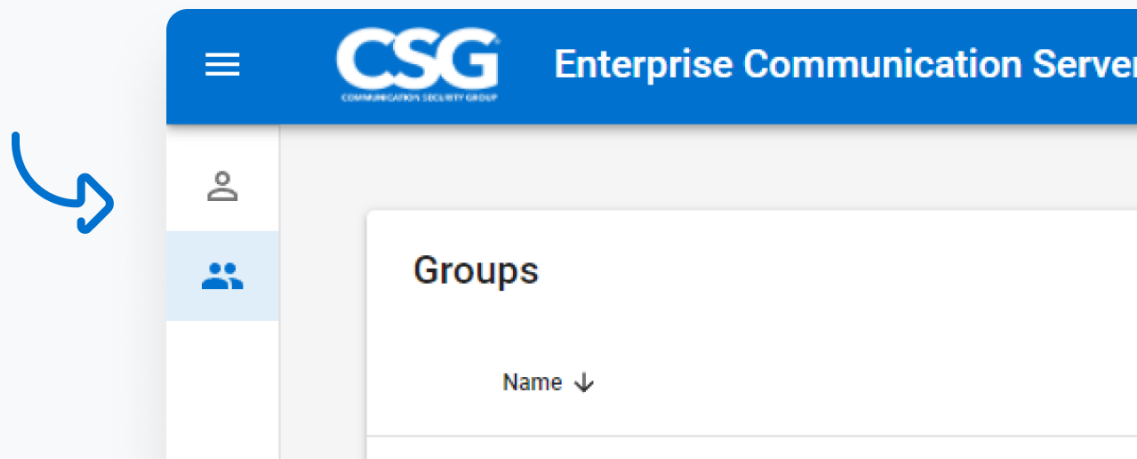
3

4 After signing in to the ECS you'll be taken to the **Home** page:



1.4 Navigate on the ECS

The ECS Control Panel is located on the left of all pages within the ECS. You can use the Control Panel to navigate to all functionalities within the ECS.



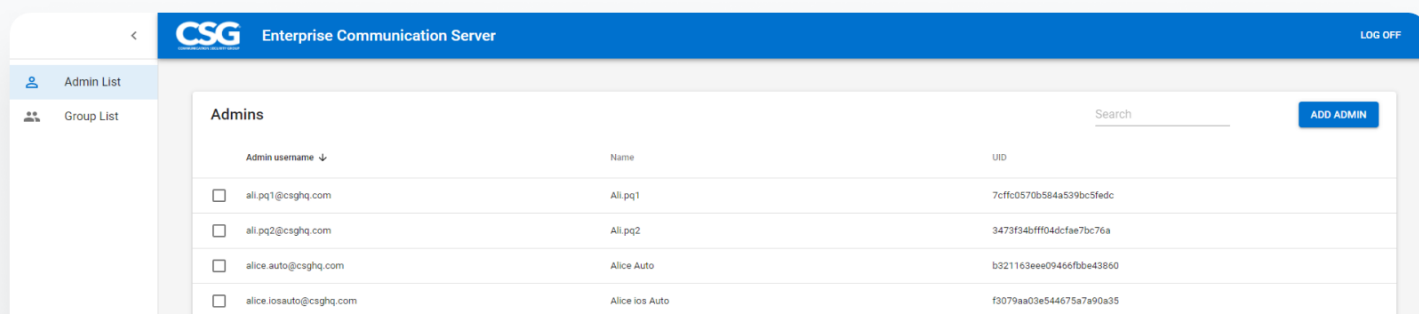
2. Admin List

4

2. Admin List

In the **Admin List** page you can:

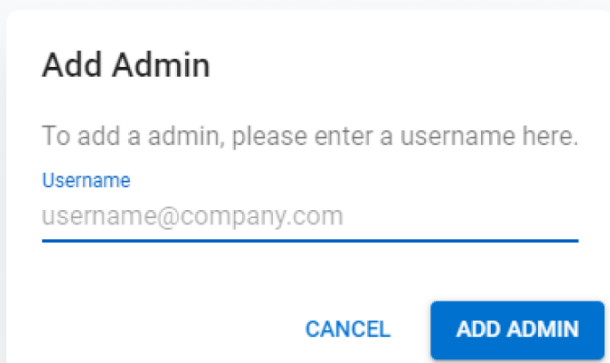
1. Add;
2. Search or;
3. Delete ECS Admins.



Admin username ↓	Name	UID
<input type="checkbox"/> ali.pq1@csghq.com	Ali.pq1	7cffc0570b584a539bc5fedc
<input type="checkbox"/> ali.pq2@csghq.com	Ali.pq2	3473f34bfff04dcfae7bc76a
<input type="checkbox"/> alice.auto@csghq.com	Alice Auto	b521163eee09466fbae43860
<input type="checkbox"/> alice.iosauto@csghq.com	Alice ios Auto	f3079aa03e544675a79a90a35

2.1 Adding a New Admin

To add a new Admin, click the **ADD ADMIN** button on the right top of the portal. A Popup will show up:



Add Admin

To add a admin, please enter a username here.

Username

username@company.com

CANCEL **ADD ADMIN**

Type the new admin **Username**, then click **ADD Admin** to finish.



2. Admin List

5

2. Admin List

2.2 Searching an Admin

To add a new Admin, click the field on the right top of the Admin List tab and **type the Admin Username, Email or Alias**.


As you type the Admin information, the platform will automatically filter Admins related to what you typed:

Admins			<input type="text" value="test"/>	<button>ADD ADMIN</button>
Admin username ↓	Name	UID		
<input type="checkbox"/> postquantum.test@csgqh.com	Tester PostQuantum	c171ac1cd8d24bd197f81999		
			Rows per page: 8	1-1 of 1

2.3 Deleting Admins

To Delete one or more Admins, select the contacts you want to delete selecting the checkbox on the left side of the Admin email: ☐ ali.pq1@csghq.com

Then click on the **Delete** icon on the top right of the screen:

1 selected			
Admin username ↓	Name	UID	
<input checked="" type="checkbox"/> postquantum.test@csgqh.com	Tester PostQuantum	c171ac1cd8d24bd197f81999	
			Rows per page: 8 1-1 of 1

3. Group List

3. Group List

In the **Group List** page you can:

1. Create;
2. Search;
3. Open and;
4. Delete Groups.

3.1. Creating a New Group

To create a new group, click the **CREATE GROUP** button on the right top of the Admin List tab.

You'll be redirected to the Group Creation page:

Group Name

SAVE

Alias
Admin
Visibility
Direction

If left empty, a random alias will be created
No members in the group yet
Closed
2-way

Users
Search
ADD ALL

Members
Search

+1 + iOS Tester 1
iostester01@csgq.com
ADD TO GROUP

ÀT À Joao Testerson
iostester03@csgq.com
ADD TO GROUP

AQ ABruno Q Tst2 Quatro cinco
bruno.qtester2@csgqh.com
ADD TO GROUP

aQ áBruno Qtwo
bruno.quantum1@csgqh.com
ADD TO GROUP

AS Add Contact Tests Subscriber
add.contact.tests.subscriber@csgqh.com
ADD TO GROUP

AE Ah Eh
alicetesteletra@csgqh.com
ADD TO GROUP

Aa Ah ah
alice.testletra12@csgqh.com
ADD TO GROUP

AQ All Qsantos
ADD TO GROUP

+

3. Group List

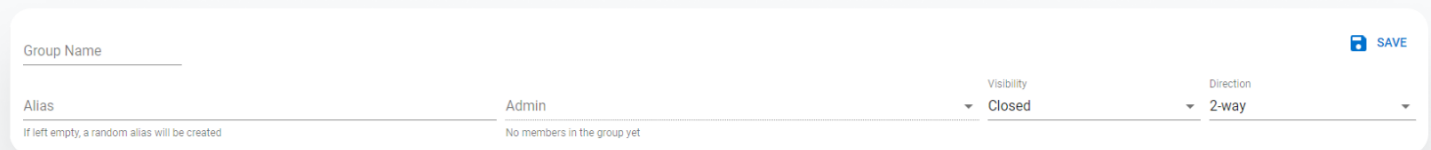
7

3. Group List

The Group List page is divided into three areas:

1

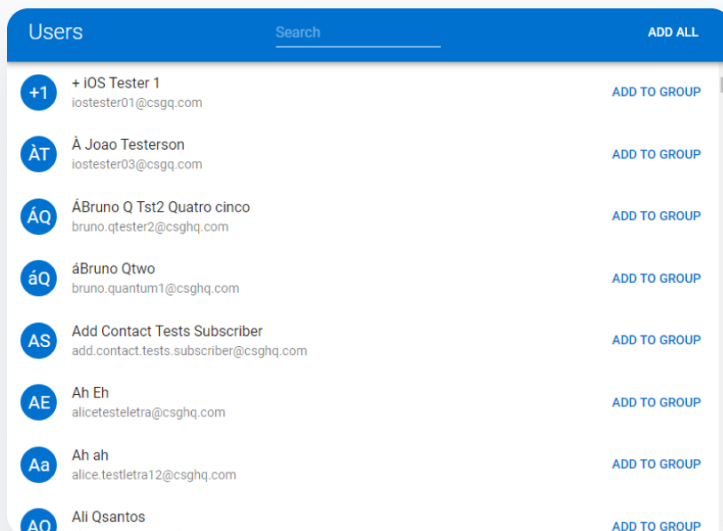
Group Area - Where you will fill in the group information;



The Group Area form is a white rectangular box with a light gray border. It contains several input fields and dropdown menus. At the top left is a 'Group Name' field. Below it are 'Alias' and 'Admin' fields. To the right of the 'Admin' field is a 'Visibility' dropdown menu set to 'Closed'. Further right is a 'Direction' dropdown menu set to '2-way'. A 'SAVE' button with a blue icon is in the top right corner. Below the 'Alias' field, there is a small text note: 'If left empty, a random alias will be created'. Below the 'Admin' field, there is a small text note: 'No members in the group yet'.

2

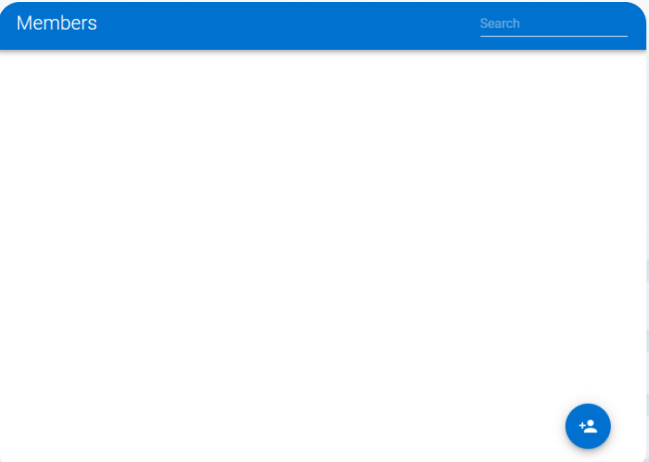
Users Area - Where you can find all your company's subscribers and;



The Users Area is a blue header bar with the word 'Users' on the left, a 'Search' field in the center, and an 'ADD ALL' button on the right. Below the header is a list of users. Each user entry consists of a circular icon with a letter or symbol, followed by the user's name and email address, and an 'ADD TO GROUP' button on the right. The users listed are: '+1 iOS Tester 1' (iostester01@csgq.com), 'À Joao Testerson' (iostester03@csgq.com), 'Á Bruno Q Tst2 Quatro cinco' (bruno.qtester2@csgqh.com), 'â Bruno Qtwo' (bruno.quantum1@csgqh.com), 'AS Add Contact Tests Subscriber' (add.contact.tests.subscriber@csgqh.com), 'AE Ah Eh' (alicetesteletra@csgqh.com), 'Aa Ah ah' (alice.testletra12@csgqh.com), and 'AQ Ali Qsantos' (ali.quantum3@csgqh.com).

3

Members Area - Where you can view and manage the members of the group you are creating.



The Members Area is a blue header bar with the word 'Members' on the left and a 'Search' field on the right. Below the header is a large white rectangular area for viewing and managing group members. In the bottom right corner of this area, there is a small blue circular button with a white icon of two people.

3. Group List

8

3. Group List

3.1.a Group Area

To fill in the group data, you must enter the **Group Name**, **Alias**, which subscribers will be the **Admins**, whether it is an **Open or Closed** group and the group's communication **Direction**.

Group Name & Alias

Group Name

Alias

If left empty, a random alias will be created

Create a name for the group and enter an Alias if you prefer.

Attention: The Alias is unique to each contact/group and cannot be changed later. If you don't want to create a custom Alias, ECS will create a random one for you.

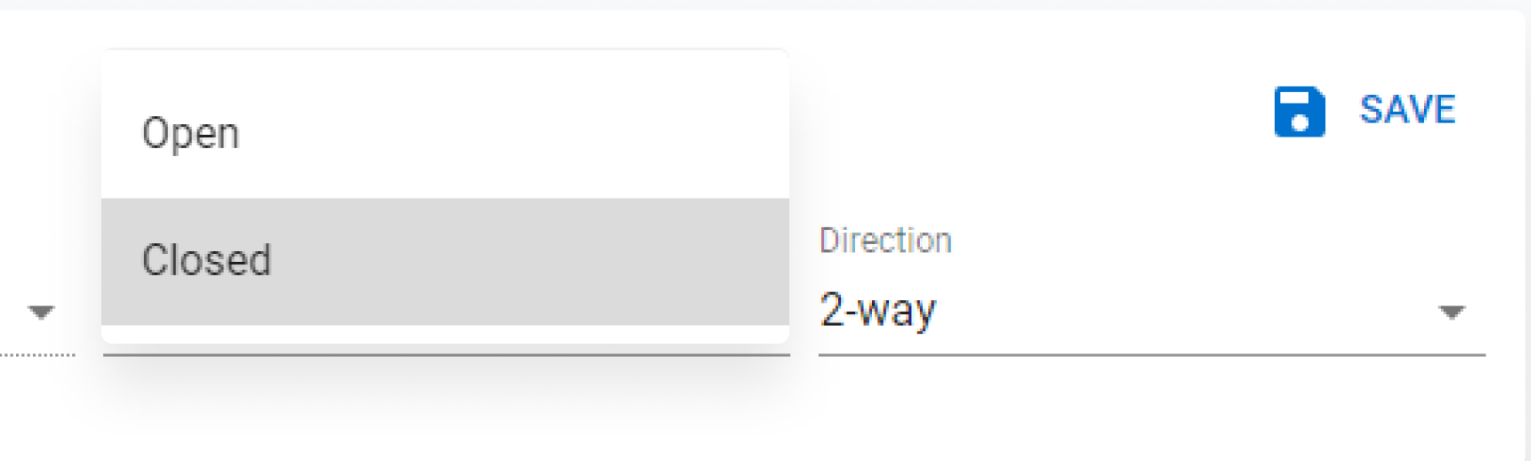
3. Group List

9

3. Group List

Visibility

Visibility setting is to define whether the group is visible to other subscribers (Open) or only for you and the subscribers you add (Closed).



The screenshot shows a settings card for a group. On the left, a dropdown menu for 'Visibility' is open, showing 'Open' and 'Closed' options. 'Closed' is currently selected and highlighted in grey. To the right of the dropdown is a 'Direction' dropdown menu showing '2-way'. In the top right corner of the card is a blue floppy disk icon followed by the text 'SAVE'.

Open: Means the group can be found if searched by name or alias by any app users.

Closed: Only you and the subscribers you add to the group will know of its existence.



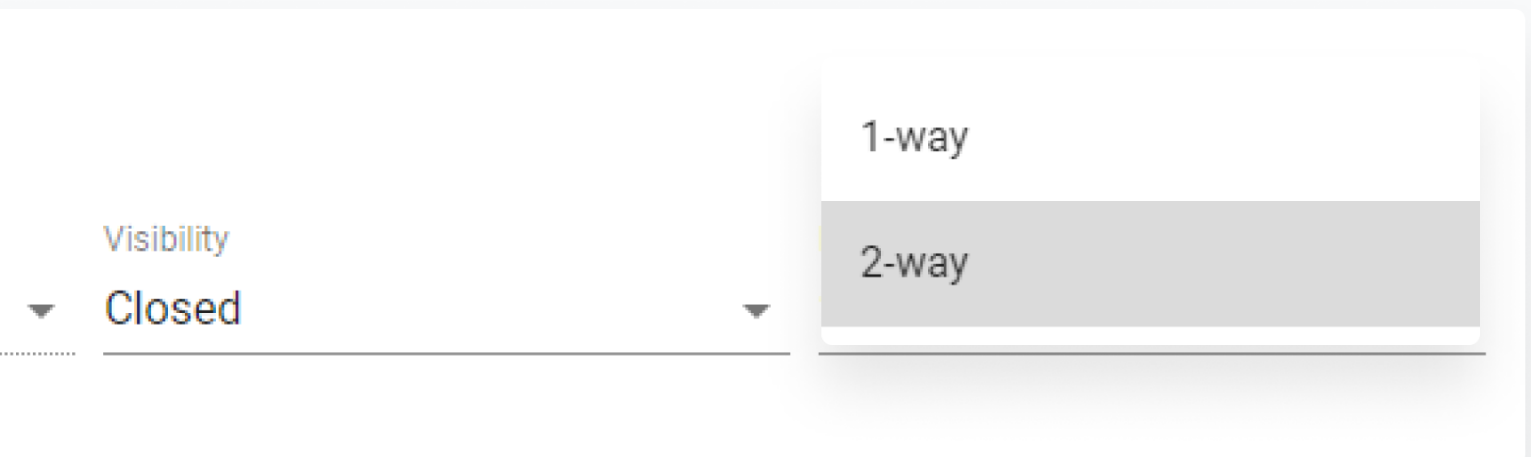
3. Group List

10

3. Group List

Direction

The **Direction** setting is to define if only one person will be allowed to send messages (1-way) or if all subscribers added to it will be able to send messages (2-way).



The screenshot shows a settings interface for a group. On the left, there is a dropdown menu labeled 'Visibility' with the option 'Closed' selected. To the right of this is another dropdown menu for 'Direction'. This menu is open, showing two options: '1-way' and '2-way'. The '2-way' option is currently selected and highlighted with a grey background.

1-way - It means that only Admins will be able to send messages in the group.

2-way - All members will be able to message the group.



3. Group List

11

3. Group List

Admin

Once added all members to the group, click on the Admin dropdown and select one or more members who will be the Admins of the group.

Admin

Search

☒ alicetesteletra@csghq.com

☐ alice.testletra12@csghq.com

☐ bruno.quantum1@csghq.com

☐ iostester01@csgq.com

☐ iostester03@csgq.com

Note: See how to add contacts to groups in item 3.1.b



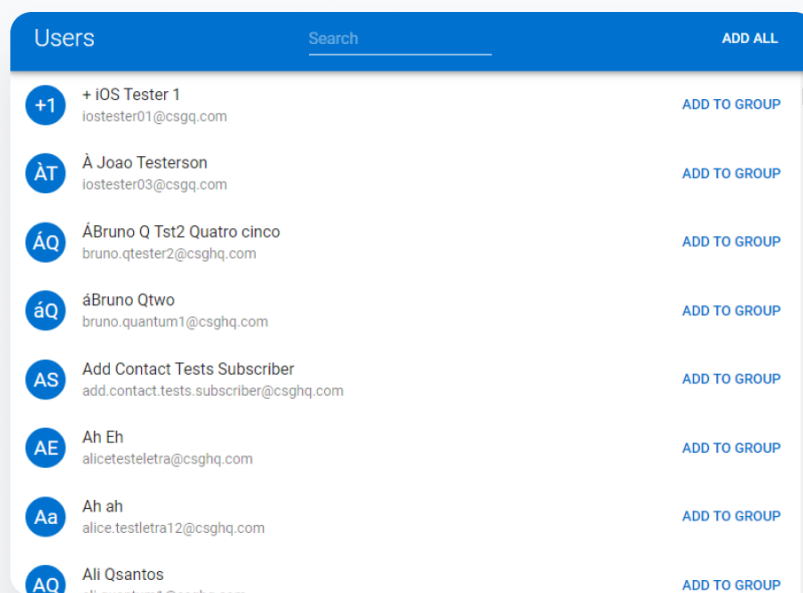
3. Group List

12

3. Group List

3.1.b Users Area

In the Users area you can search and add members to groups.



To search for users, use the search field at the top center of the Users area.

To add contacts to the group, click the button on the right side of each contact.

You can also **Add All** your company members by clicking on the top right of the Users area.



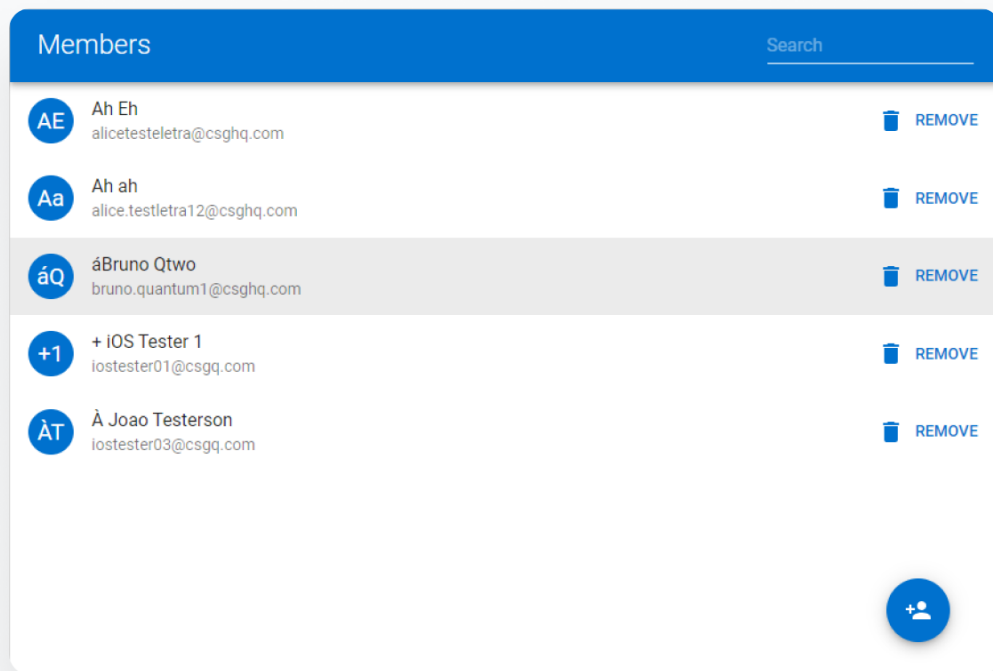
3. Group List


13


3. Group List


3.1.c Members Area

In the Members area you can search, add, and remove members of the group you're creating.



To search for users, use the search field  at the top right of the Members area.

To add contacts to the group, click on the button  on the bottom right of the Members area and type the contact email/alias or use the **Users** area.

To remove contacts from the group you are creating, click the button  on the right side of each contact.

3. Group List

14

3. Group List

When you have completed all the previous steps, click





on the

top right of the Group area to finish creating the group.

3.2 Open & Delete a existing Group

To open an existing group, search for it or select the group you want to open in the Group List tab:

1 selected						
Name ↓	Admin	Size	Visibility	Direction		
<input checked="" type="checkbox"/>	This group has no admins	0	closed	2-way		
<input type="checkbox"/>	This group has no admins	0	closed	2-way		
<input type="checkbox"/> hhhhhhhhhhhh	This group has no admins	0	closed	2-way		
<input type="checkbox"/> 1	This group has no admins	0	closed	2-way		
<input type="checkbox"/> d	This group has no admins	0	closed	2-way		
<input type="checkbox"/> ha ha	This group has no admins	0	closed	2-way		
<input type="checkbox"/> jj	This group has no admins	0	closed	2-way		
<input type="checkbox"/> TestGroupalter	This group has no admins	0	closed	2-way		
					Rows per page: 8 1-8 of 1379 < >	

After selecting the group, two options will appear in the upper right corner of the area:



To Open the group, click on  to open the group details.

To Delete the group, click on  and confirm.



3. Group List

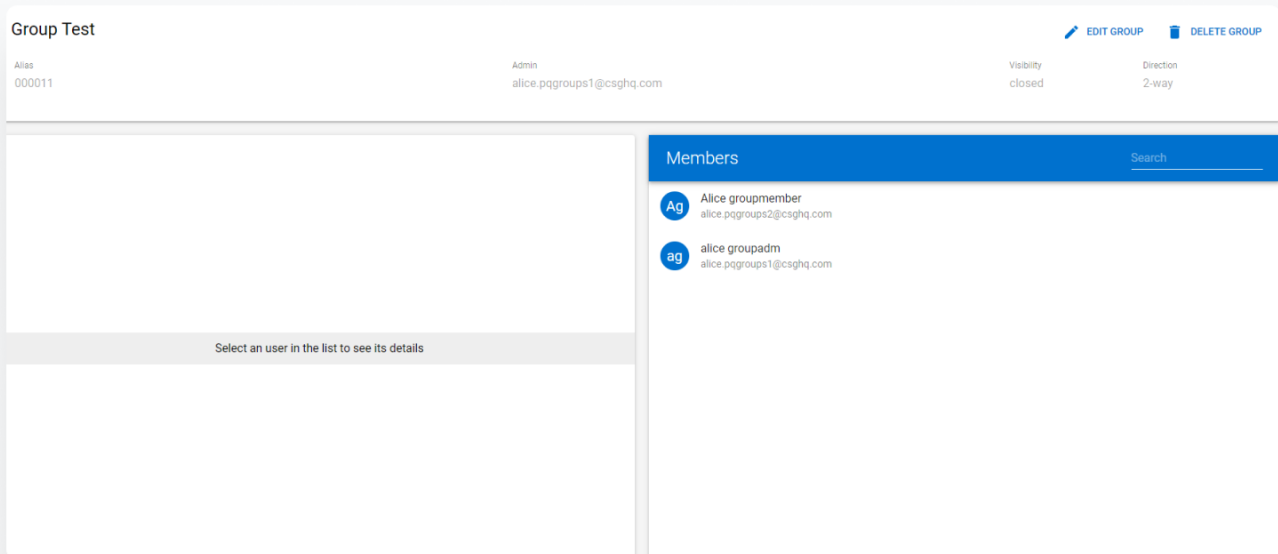
15

3. Group List

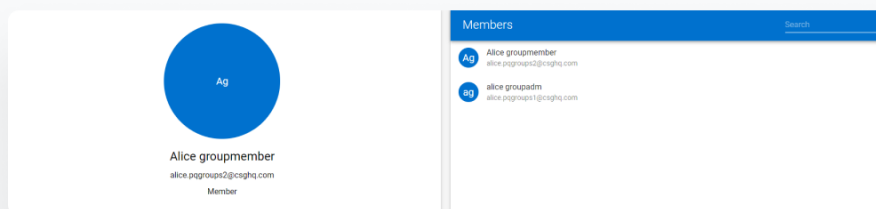
3.3 Editing a Group

To edit a group, open the group information screen as taught in item 3.2 of this guide.

Once open, you'll be redirected to the group information screen:




On this screen you can edit or delete the group, as well as being able to check the status of each group member by clicking on it.



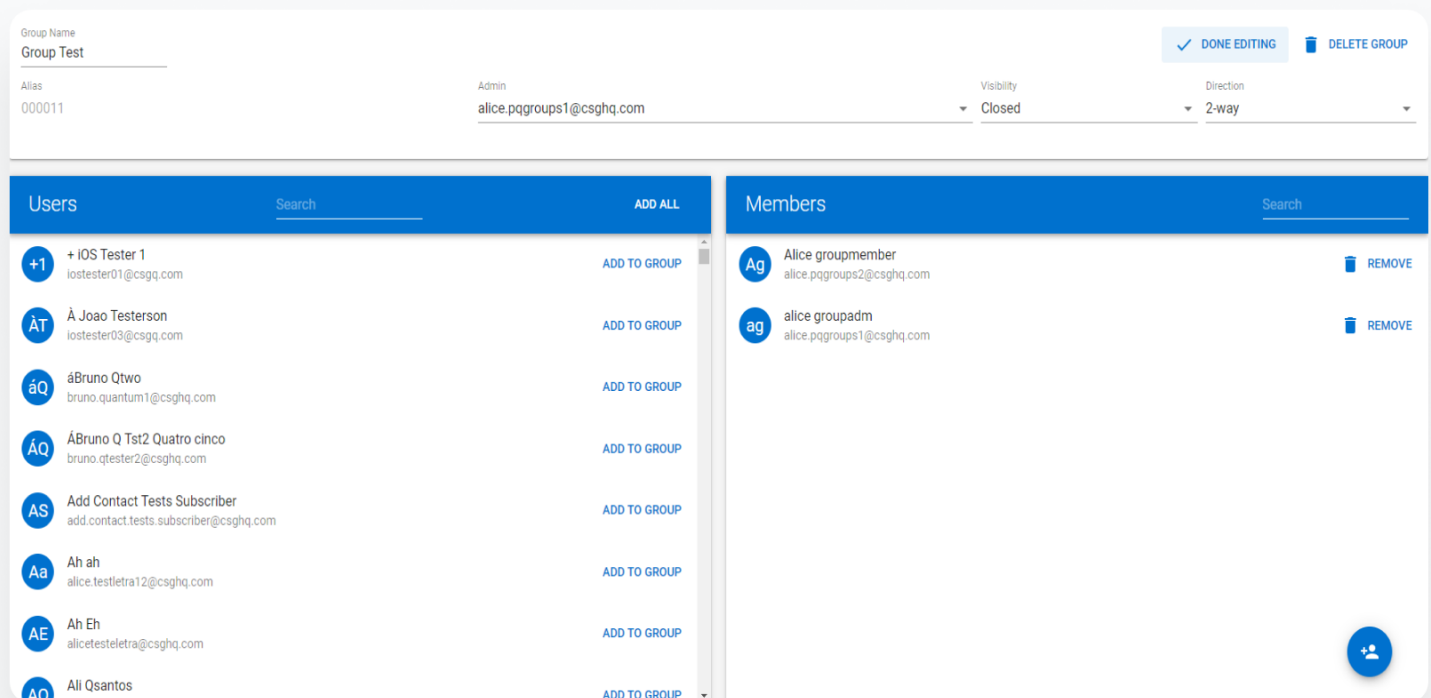
3. Group List

16

3. Group List

To **Edit** the group, click on  on the top right of the Group information area.

You'll be redirected to the Edit Group Screen:



The screenshot shows the 'Edit Group' interface. At the top, there's a header with 'Group Name' (Group Test), 'Alias' (000011), 'Admin' (alice.pqgroups1@csgqh.com), 'Visibility' (Closed), and 'Direction' (2-way). There are buttons for 'DONE EDITING' and 'DELETE GROUP'. Below the header, there are two main sections: 'Users' and 'Members'. The 'Users' section has a search bar and a list of users with 'ADD TO GROUP' buttons. The 'Members' section has a search bar and a list of members with 'REMOVE' buttons. A blue button with a plus icon is at the bottom right of the 'Members' section.

Group Name	
Group Test	

Alias	Admin	Visibility	Direction
000011	alice.pqgroups1@csgqh.com	Closed	2-way

Users	
+1	+ IOS Tester 1 iostester01@csgqh.com
AT	À Joao Testerson iostester03@csgqh.com
âQ	âBruno Qtwo bruno.quantum1@csgqh.com
ÂQ	ÂBruno Q Tst2 Quatro cinco bruno.qtester2@csgqh.com
AS	Add Contact Tests Subscriber add.contact.tests.subscriber@csgqh.com
Aa	Ah ah alice.testetra12@csgqh.com
AE	Ah Eh alicetesteetra@csgqh.com
AQ	Ali Qsantos alicetestetra@csgqh.com

Members	
Ag	Alice groupmember alice.pqgroups2@csgqh.com
ag	alice groupadm alice.pqgroups1@csgqh.com

On this screen you can edit the **Name**, **Admins**, **Visibility** and **Direction** of the group.

Note: To understand how to use each option, see item 3.1 of this guide.

Once you finish editing, click  to end the process.


To delete the group, click  and confirm.

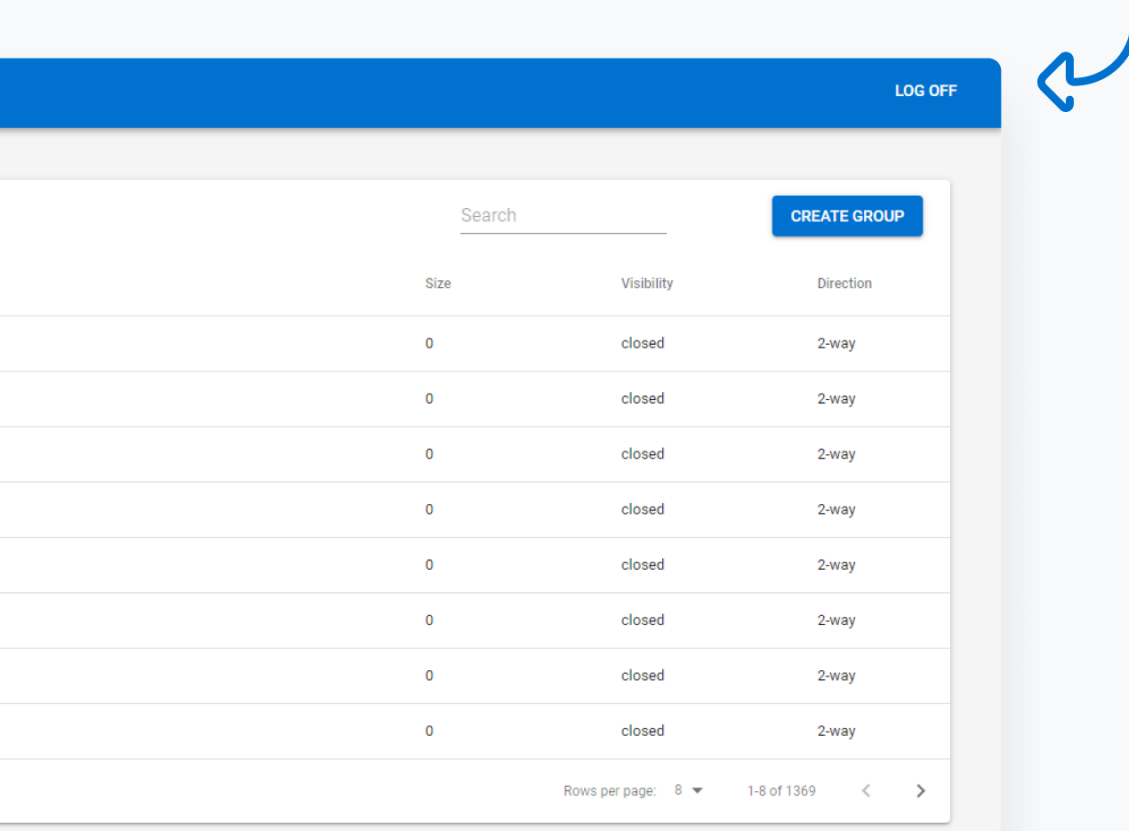


4. Log Off

17

4. Log Off

To Log Off the ECS Portal, click on the  button on the top right of the Portal header:





Support@Cellcrypt.com

CELLCRYPT INC.

Secure offices, 7467 Ridge Road,
Suite 310, Hanover, MD 21076, USA

Rua Lauro Linhares 2010 - Torre A - Sala 201 - 208
Trindade, Florianópolis/SC, Brazil

info@cellcrypt.com