


My Account - Group Capcodes

The Group Capcodes option will display a list of Group Capcode Leaders and allow users to manage the group.

From the Manage Devices menu, select **MESSAGE ROUTING**, then **GROUP CAPCODES** to access the Group Leader List below.

Group Capcode Leaders are listed below. Click View/Modify to manage the Group.

 **SEARCH for a specific device.**



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GROUP NAME	GROUP NUMBER	PIN	CAPCODE	ACTION
TPS AMATP	(800) 216-3133	1001443	276070	VIEW/MODIFY

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CANCEL | UPDATE

Click **VIEW/MODIFY** to display the list of Group Capcode Members for the selected Leader.

Group Leader attributes and group members are displayed below. Click the  to edit group leader attributes. Click the desired action to manage members. Click  for additional info about this page.

 **SEARCH for a specific group member.**

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP MANAGE TEMPLATES | ADD MEMBERS
 Group Capcode: 0276070 Encrypted? No



Capcode Name: Name Defit Group Purpose: Default Purpose 


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MEMBER NAME	MEMBER NUMBER	PIN	MEMBER CAPCODE	CAPCODE TYPE	ACTION
TEST DEVICE 6	(214) 786-2238		22667555	OTA	CHANGE TEMPLATE REMOVE MEMBER
TEST DEVICE 6	(214) 786-2327		5456454	OTA	CHANGE TEMPLATE REMOVE MEMBER



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Click the  icon to edit the **Capcode Name** and **Group Purpose**.

Group Leader attributes and group members are displayed below. Click the  to edit group leader attributes. Click the desired action to manage members. Click  for additional info about this page.

 **SEARCH for a specific group member.**


Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP MANAGE TEMPLATES | ADD MEMBERS
 Group Capcode: 0276070 Encrypted? No



Capcode Name: Group Purpose:  


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MEMBER NAME	MEMBER NUMBER	PIN	MEMBER CAPCODE	CAPCODE TYPE	ACTION
TEST DEVICE 6	(214) 786-2238		22667555	OTA	CHANGE TEMPLATE REMOVE MEMBER
TEST DEVICE 6	(214) 786-2327		5456454	OTA	CHANGE TEMPLATE REMOVE MEMBER


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Click  to save updates. Click  to cancel without saving changes.

Group Leader attributes and group members are displayed below. Click the  to edit group leader attributes. Click the desired action to manage members. Click  for additional info about this page.

 [SEARCH for a specific group member.](#)

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP [MANAGE TEMPLATES](#) | [ADD MEMBERS](#)
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test 

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
MEMBER NAME	MEMBER NUMBER	PIN	MEMBER CAPCODE	CAPCODE TYPE	ACTION
TEST DEVICE 6	(214) 786-2238		22667555	OTA	CHANGE TEMPLATE REMOVE MEMBER
TEST DEVICE 6	(214) 786-2327		5456454	OTA	CHANGE TEMPLATE REMOVE MEMBER

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Add Member(s):

Select the **ADD MEMBERS** link to display a list of available members to add to the Group Leader.

Eligible devices for Group Capcode are listed below. Select the device(s) to be added as group members and click Add at the bottom of the page.

 [SEARCH for a specific device.](#)

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test

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
DEVICE NUMBER	PIN	CAPCODE	HOLDER NAME	<input type="checkbox"/>
(214) 786-2703		0022667569	TEST DEVICE 3	<input type="checkbox"/>
(214) 786-2717		0022667570	TEST DEVICE 2	<input type="checkbox"/>
(214) 786-2841		0022667572	T6U	<input type="checkbox"/>

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[CANCEL](#) | [ADD](#)

Select the checkbox beside the device(s) to be added as group members.

Eligible devices for Group Capcode are listed below. Select the device(s) to be added as group members and click Add at the bottom of the page.

 [SEARCH for a specific device.](#)

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test

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DEVICE NUMBER	PIN	CAPCODE	HOLDER NAME	<input type="checkbox"/>
(214) 786-2703		0022667569	TEST DEVICE 3	<input checked="" type="checkbox"/>
(214) 786-2717		0022667570	TEST DEVICE 2	<input type="checkbox"/>
(214) 786-2841		0022667572	T6U	<input checked="" type="checkbox"/>

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[CANCEL](#) | [ADD](#)

Click **ADD** to add the members to the group.

Select a template for each member to establish programming guidelines and click Submit
To program with the same template for all new members, select the in the Template column.

DEVICE NUMBER	PIN	CAPCODE	HOLDER NAME	TEMPLATE
(214) 786-2703		0022667569	TEST DEVICE 3	<input type="text" value=""/>
(214) 786-2841		0022667572	T6U	<input type="text" value=""/>

[CANCEL](#) | [SUBMIT](#)

Select a template for each member individually by clicking the down arrow beside each device or to select the same template for all members listed click the . Click **SUBMIT** to save the changes or **CANCEL** to return to the **ADD MEMBERS** to Capcode Group list.

Remove Member(s):

Select the **REMOVE MEMBER** link to remove the device from the Group Leader.

Group Leader attributes and group members are displayed below. Click the to edit group leader attributes.
Click the desired action to manage members. Click for additional info about this page.
[SEARCH](#) for a specific group member.

Group Leader: (800) 216-3133 [1001443] **Group Name:** TPS AMATP [MANAGE TEMPLATES](#) | [ADD MEMBERS](#)
Group Capcode: 0276070 **Encrypted?** No

Capcode Name: CC Test **Group Purpose:** Group Purpose Test

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MEMBER NAME	MEMBER NUMBER	PIN	MEMBER CAPCODE	CAPCODE TYPE	ACTION
TEST DEVICE 6	(214) 786-2238		22667555	OTA	Remove this Member? YES NO
TEST DEVICE 6	(214) 786-2327		5456454	OTA	CHANGE TEMPLATE REMOVE MEMBER

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Select **YES** to remove the Member, select **NO** to return to View Group CapCode Member(s) without saving changes.

INFO

- Remove Member
- Your request has been submitted for processing. Please allow up to 5 min to complete the transaction.

[CLOSE](#)

Select **CLOSE** to return to View Group CapCode Member(s).

Manage Templates:

Select the **MANAGE TEMPLATE** link to display the existing templates available for the Group Leader. A template allows customers to predefine the secondary capcode configurations.

Templates for over-the-air programming preferences are listed below.
Click the desired action to manage templates.

Group Leader: (800) 216-3133 [1001443] **Group Name:** TPS AMATP
Group Capcode: 0276070 **Encrypted?** No

Capcode Name: CC Test **Group Purpose:** Group Purpose Test [CREATE NEW TEMPLATE](#)

GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
Default Template Title	<input type="checkbox"/>		Default	<input type="checkbox"/>	EDIT

NOTE: If a template has not been created for a Group Leader a Default Template will be assigned.

Create New Templates:

Select the **CREATE NEW TEMPLATE** link to add a new template. The New Template Programming Preferences window will display. Group Title must be unique.

New Template - Programming Preferences [X]

Group Title:

MailDrop Enable:

MailDrop Folder:

Alternate Alert Type: [v]

Priority Enable:

[CANCEL](#) | [SUBMIT](#)

Select **SUBMIT** to save the Template or **CANCEL** to return to Manage Templates.

INFO [X]

New template has been created and is available for use when programming group members.

[CLOSE](#)

Select **CLOSE** to return to Manage Templates. The newly created template will display in the list.

Templates for over-the-air programming preferences are listed below. Click the desired action to manage templates.					
Group Leader: (800) 216-3133 [1001443]		Group Name: TPS AMATP			
Group Capcode: 0276070		Encrypted? No			
Capcode Name: CC Test		Group Purpose: Group Purpose Test			
CREATE NEW TEMPLATE					
GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
Default Template Title	<input type="checkbox"/>		Default	<input type="checkbox"/>	EDIT DELETE
test template	<input type="checkbox"/>		Audio	<input checked="" type="checkbox"/>	EDIT DELETE
test template 2	<input checked="" type="checkbox"/>	testing	Default	<input checked="" type="checkbox"/>	EDIT DELETE

Click **EDIT** to modify the Template settings.

Templates for over-the-air programming preferences are listed below. Click the desired action to manage templates.					
Group Leader: (800) 216-3133 [1001443]		Group Name: TPS AMATP			
Group Capcode: 0276070		Encrypted? No			
Capcode Name: CC Test		Group Purpose: Group Purpose Test			
CREATE NEW TEMPLATE					
GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
<input type="text" value="Default Template Title"/>	<input type="checkbox"/>	<input type="text"/>	Default <input type="button" value="v"/>	<input type="checkbox"/>	EDIT DELETE

To Enable the **MailDrop** click the checkbox below MailDrop Enable.

NOTE: If the MailDrop is Enabled, the MailDrop Folder is required and the Alternate Alert Type is Default and can not be modified.

Templates for over-the-air programming preferences are listed below. Click the desired action to manage templates.					
Group Leader: (800) 216-3133 [1001443]		Group Name: TPS AMATP			
Group Capcode: 0276070		Encrypted? No			
Capcode Name: CC Test		Group Purpose: Group Purpose Test			
CREATE NEW TEMPLATE					
GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
<input type="text" value="Default Template Title"/>	<input type="checkbox"/>	<input type="text"/>	Default <input type="button" value="v"/>	<input type="checkbox"/>	EDIT DELETE

NOTE: If the MailDrop is not Enabled a MailDrop Folder cannot be added.

Select an **ALTERNATE ALERT TYPE** from the drop down menu as illustrated below.



Templates for over-the-air programming preferences are listed below.
Click the desired action to manage templates.

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test CREATE NEW TEMPLATE

GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
Default Template Title	<input type="checkbox"/>		Default	<input type="checkbox"/>	EDIT DELETE

Default
 ----- Select -----
 Vibe
 Audio
 Chirp
 Default
 Pleasing 1
 Pleasing 2
 Pleasing 3
 Pleasing 4
 Pleasing 5
 Pleasing 6
 Pleasing 7
 Silent
 Vibe & Chirp

To set a unique priority alert used for an incoming message select the check box below **PRIORITY ENABLE**. If Priority is not Enabled a normal alert will be received for capcode messages. Click  to save updates. Click  to cancel without saving changes.

Delete Templates:

Select **DELETE** to remove the Template, at least one Template is required.

Templates for over-the-air programming preferences are listed below.
Click the desired action to manage templates.

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test CREATE NEW TEMPLATE

GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
Default Template Title	<input type="checkbox"/>		Default	<input type="checkbox"/>	EDIT DELETE
test template	<input type="checkbox"/>		Audio	<input checked="" type="checkbox"/>	EDIT DELETE
test template 2	<input checked="" type="checkbox"/>	testing	Default	<input checked="" type="checkbox"/>	EDIT DELETE

Delete Template ✕

The selected template will no longer be available for over-the-air programming.

CANCEL | CONFIRM

Click **CONFIRM** to delete the Template. Click **CANCEL** to return to the **Manage Template** link without deleting the Template. The deleted Template will no longer display in the list.

Templates for over-the-air programming preferences are listed below.
Click the desired action to manage templates.

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test CREATE NEW TEMPLATE

GROUP TITLE	MAILDROP ENABLE	MAILDROP FOLDER	ALTERNATE ALERT TYPE	PRIORITY ENABLE	ACTION
test template	<input type="checkbox"/>		Audio	<input checked="" type="checkbox"/>	EDIT DELETE
test template 2	<input checked="" type="checkbox"/>	testing	Default	<input checked="" type="checkbox"/>	EDIT DELETE

Change Template:

To change the template for a member select the **CHANGE TEMPLATE** link beside the member you wish to change and select a Template from the drop down list. To view the Template attributes hover over the Template name in the drop down.

Group Leader attributes and group members are displayed below. Click the to edit group leader attributes.
Click the desired action to manage members. Click for additional info about this page.
 SEARCH for a specific group member.

Group Leader: (800) 216-3133 [1001443] Group Name: TPS AMATP MANAGE TEMPLATES | ADD MEMBERS
Group Capcode: 0276070 Encrypted? No

Capcode Name: CC Test Group Purpose: Group Purpose Test

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MEMBER NAME	MEMBER NUMBER	PIN	ACTION
TEST DEVICE 6	(214) 786-2238		<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px;"> <p>Title: test template</p> <p>Enable MailDrop? No</p> <p>MailDrop Folder:</p> <p>Alert Type: AUDIO</p> <p>Enable Priority ? Yes</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>test template</p> <p>test template 2</p> </div> <div style="margin-left: 5px;"> </div> </div>
TEST DEVICE 6	(214) 786-2327		<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> </div> <div>MOVE MEMBER</div> </div>

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Click to save updates. Click to cancel without saving changes.

You will receive the below pop up. Select **CLOSE** to return to View Group CapCode Member(s).

INFO

- Reprogram Group Capcode
- Your request has been submitted for processing. Please allow up to 5 min to complete the transaction.

CLOSE