

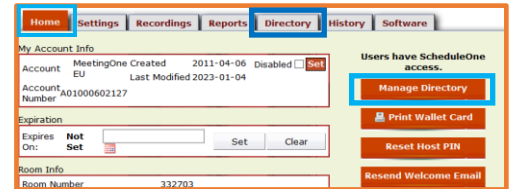
Directory

OAM (Online Account Management) allows you to create, maintain and use a directory of participants either at the audio room level or the AudioOne account level, valid for all the account rooms (**Rooms** tab > **Default Settings** button > **Directory** tab) that will be added to the room level Directory.

Create a Directory

Adding Individual Participants in an AudioOne Room directory

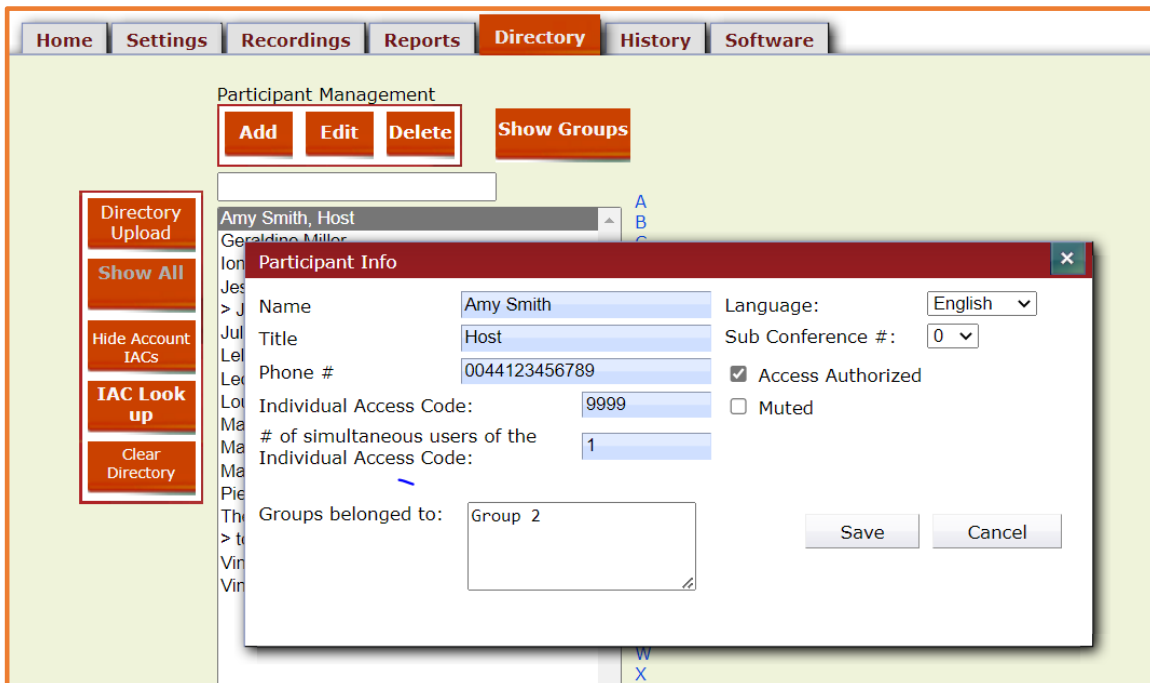
- Click the **Directory** tab, or the button **Manage Directory** from the **Home** tab.
 - Click **Add**
 - Enter participants information
 - Select the following:
 - Language (if necessary)
 - Sub Conference (if necessary)
 - Access Authorized (should be checked to access to the room)
 - Muted (will mute participant upon entry into the room)
 - Individual Access Code (*IAC will be auto generated if you do not add one)
- Click **Save**



*IAC (Individual Access Code) serves as the contact's ID within OAM and Click&Meet and may also be used as an Access Mode (see Access Modes for more information)

Edit/Delete Participants

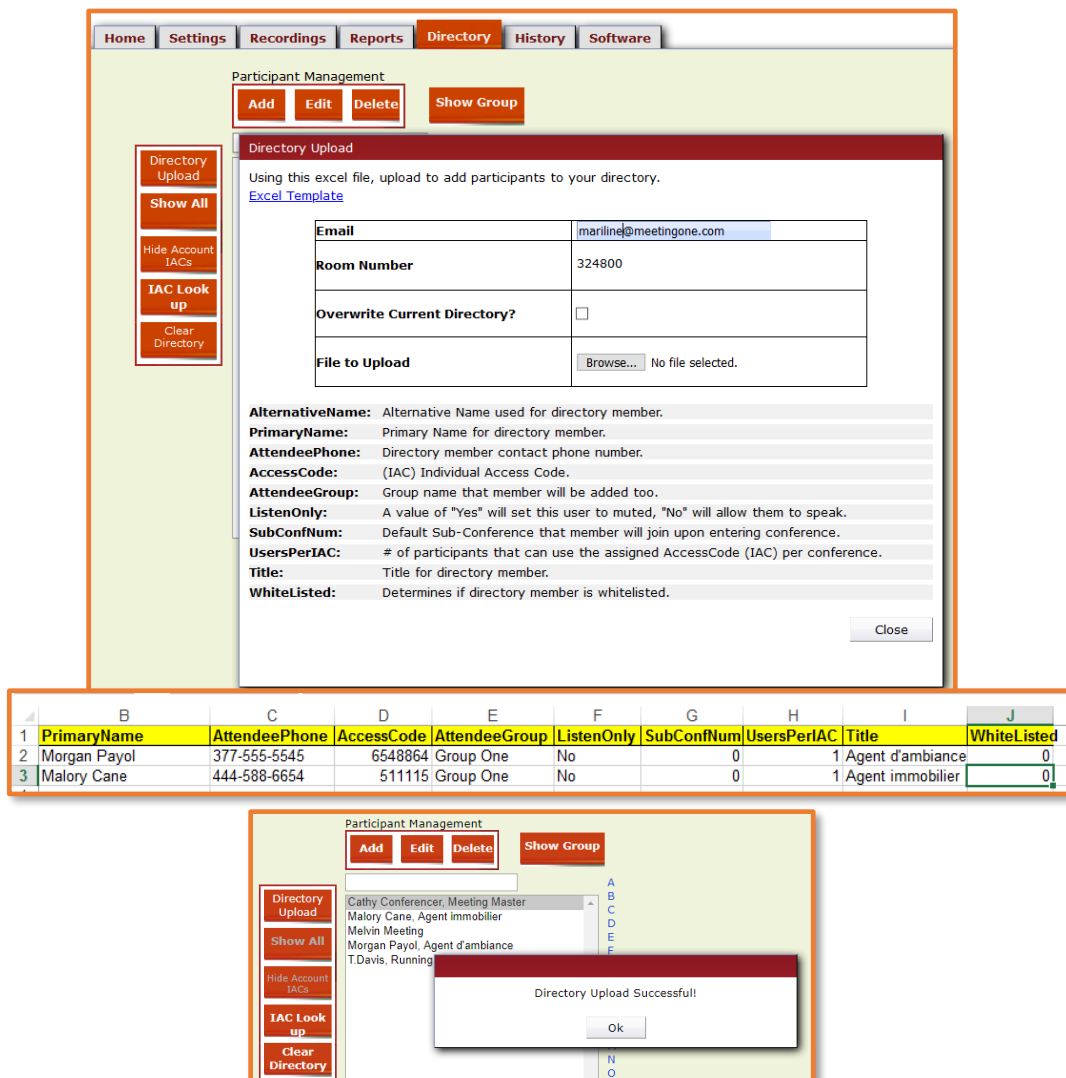
- Highlight the participant you would like to Edit or Delete from the Directory
- Click **Edit** to change participants information and click **Save**
- Click **Delete** to delete the participant from the Directory and then **OK** to confirm



Directory

Directory Upload

- Click the **Directory** Tab, or the button **Manage Directory** from the Home tab.
 - Click **Directory Upload**
 - Click **Excel Template** (to download the template to your computer)
 - Complete the required information on the spreadsheet and save it
- Click the **Directory** Tab
 - Click **Directory Upload**
 - Fill out the information needed in the table
 - Click **Choose File**
 - Select file from your computer
 - Click Open (upload will begin automatically)
- Once the Upload is complete, a notification of successful upload will appear, and your directory will be populated with the newly added participants



The screenshot shows the 'Participant Management' interface with the 'Directory' tab selected. A 'Directory Upload' dialog box is open, containing the following form fields:

Email	marline@meetingone.com
Room Number	324800
Overwrite Current Directory?	<input type="checkbox"/>
File to Upload	Browse... No file selected.

Below the form, a list of fields is defined:

- AlternativeName:** Alternative Name used for directory member.
- PrimaryName:** Primary Name for directory member.
- AttendeePhone:** Directory member contact phone number.
- AccessCode:** (IAC) Individual Access Code.
- AttendeeGroup:** Group name that member will be added too.
- ListenOnly:** A value of "Yes" will set this user to muted, "No" will allow them to speak.
- SubConfNum:** Default Sub-Conference that member will join upon entering conference.
- UsersPerIAC:** # of participants that can use the assigned AccessCode (IAC) per conference.
- Title:** Title for directory member.
- WhiteListed:** Determines if directory member is whitelisted.

Below the dialog, a table shows the directory data:

	B	C	D	E	F	G	H	I	J
	PrimaryName	AttendeePhone	AccessCode	AttendeeGroup	ListenOnly	SubConfNum	UsersPerIAC	Title	WhiteListed
1	Morgan Payol	377-555-5545	6548864	Group One	No	0	1	Agent d'ambiance	0
3	Malory Cane	444-588-6654	511115	Group One	No	0	1	Agent immobilier	0

A 'Directory Upload Successful!' notification dialog box is shown in the foreground of the interface.