



atlas Directory

ATLAS Directory Administration Manual

For Use by Post Administrators

ATLAS DIRECTORY ADMIN MANUAL CONTENTS

ATLAS Directory Admin Manual Contents	0
About ATLAS Directory	1
Accessing ATLAS Directory	1
Welcome to ATLAS Directory!	2
Organization Menu	2
Buildings	3
Sections	4
Local Information	7
Contacts Menu	8
Employees	9
Bulk Edit Feature	12
Bulk Import via Excel Spreadsheet	13
External Contacts	13
Locations	14
Household Members	16
Registrations	17
Contact Lists	18
Contact Health Check	22
Administration Menu	23
Org Charts	23
Phone Trees	28
Holidays	32
Positions	36
Agencies	39
Print Templates	41
Directory Configuration	43
Directory Log	49

Directory Administrators	49
Edit ICASS Assignments	53
ICASS Inventory	53
Radio	55
Neighbourhood	55
Repeaters	56
Groups	57
Radio Inventory	58
Radio Assignments	59
Radio Schedules	61
Radio Dashboard and Radio Checks Sidebar Menu	62
SAFE←→ATLAS Directory Synchronization Explained	65
FAQs	65
Important	65

ABOUT ATLAS DIRECTORY

The Directory is an enhanced telephone directory utilizing existing contact, position and assignment information from ATLAS Workflows. It also synchronizes contact information with SAFE. Employees can view their profile and view other employees , external contacts, and locations throughout the mission. The application includes Charts, Telephone Trees, and other custom exporting.

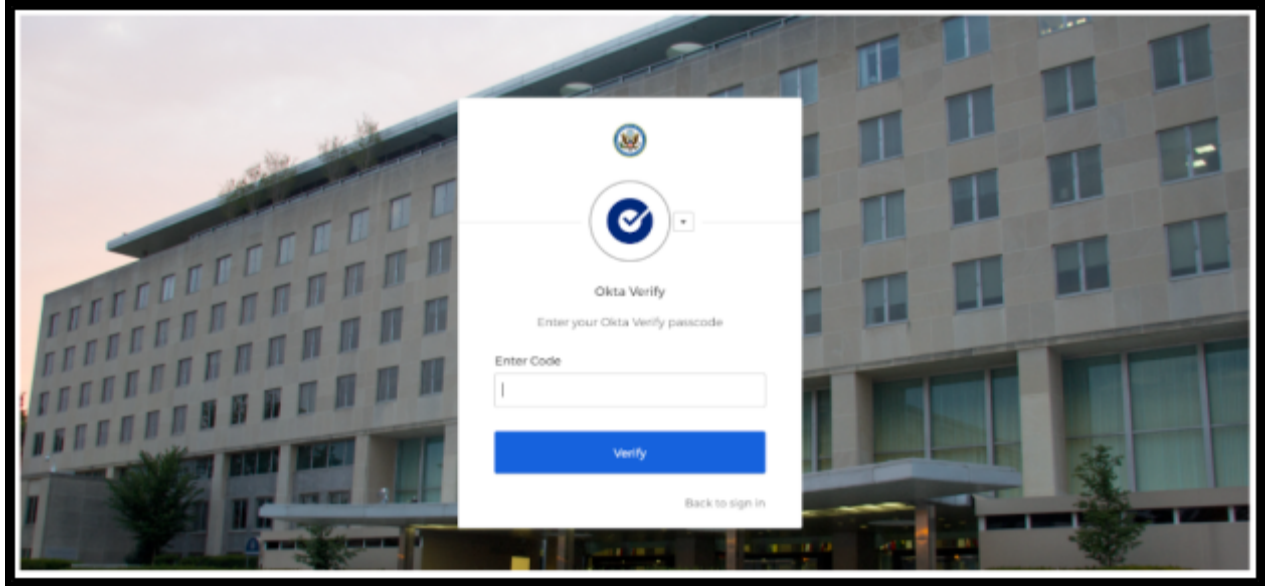
- This manual is intended for use by ATLAS Directory Post Administrators.

ACCESSING ATLAS DIRECTORY

ATLAS Directory is available online at directory.state.gov and accessible via Okta Verify.

Users can sign in from any web browser by logging in via **Okta Verify**. (If you have SAFE, you have an Okta Verify account.) Don't have an Okta account? Reach out to Post's IMO section or submit a request to adg-support@state.gov.

Go to directory.state.gov and enter your Okta Verify username and password. Then, you will be asked to enter a code. Open the Okta Verify app on your smartphone, find the six-digit number for login.state.gov and enter it into the website. Be quick—the number changes every 30 seconds.



Once signed in, your browser will take you to ATLAS Directory automatically.

WELCOME TO ATLAS DIRECTORY!

ORGANIZATION MENU

The **Organization Menu** allows Administrators to manage Buildings, Sections, and Local Information.

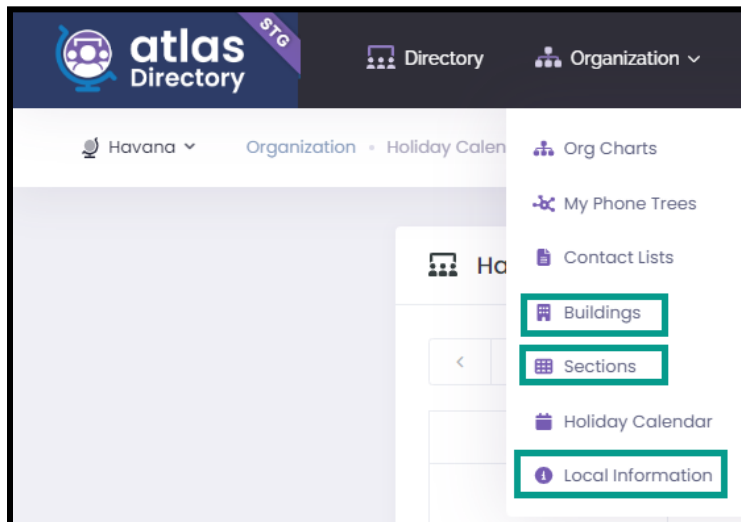


Figure-1

BUILDINGS

From the **Buildings** page, Post Admin can add, edit, or delete buildings.

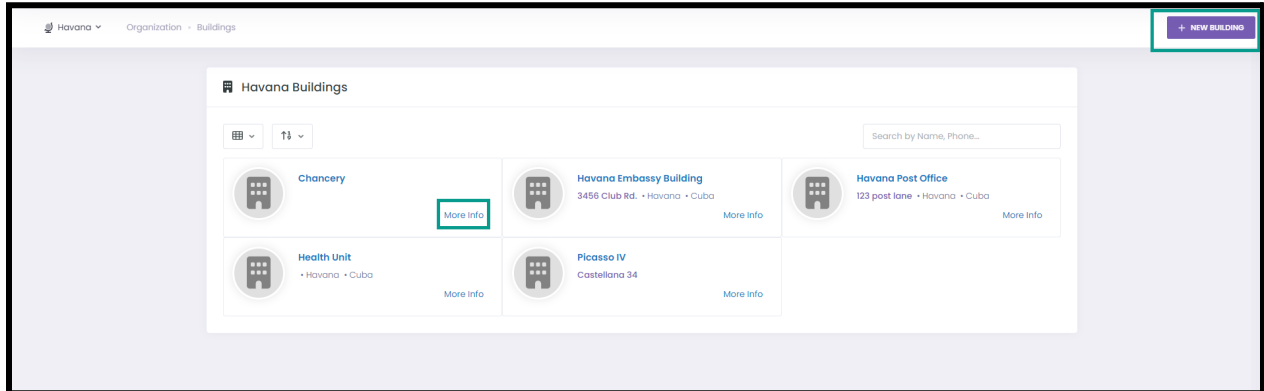


Figure-2

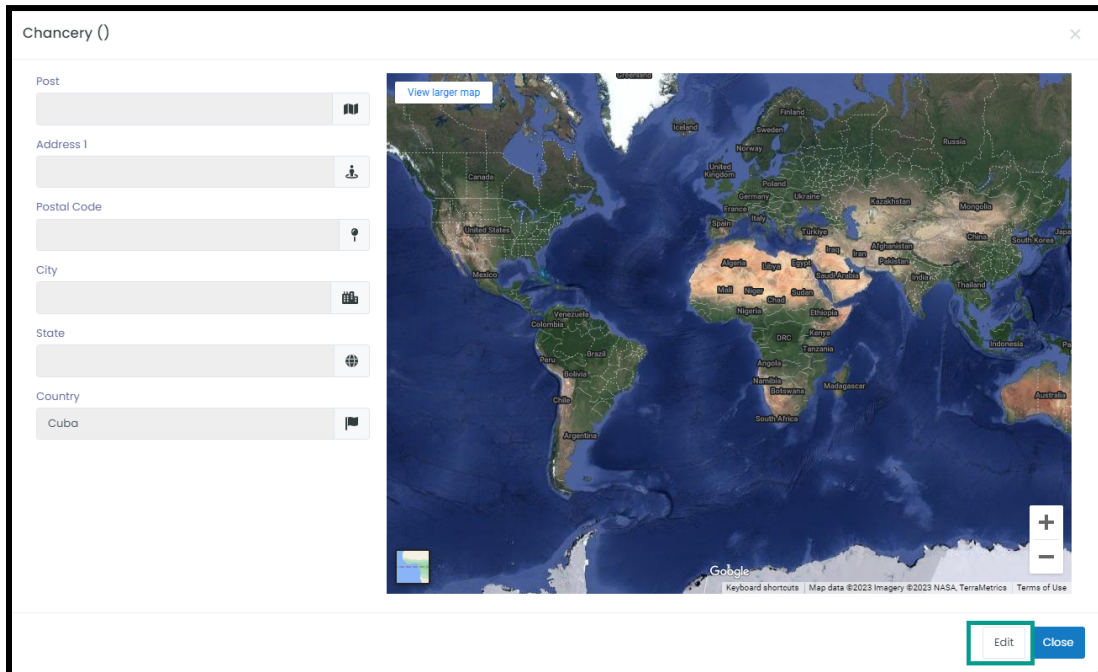


Figure-3

Havana: Create New Building

Building Name

Address Line 1

Address Line 2

Postal Code

City

State

Country Cuba

CANCEL SAVE CHANGES

Figure-4

SECTIONS

The Sections menu allows you to add, edit, delete, or rearrange your post's sections.

Havana Sections

MANAGE SECTIONS TOOLS NEW SECTION

Update Supervisors

Match SAFE Sections by Name

Remove Sections without Employees

Management Office (MGT)

IMO (M3T/IM07)

Consular Section (CONS)

AG (CONS/AG)

Regional Security Office (RSO)

Local Guard Force (RSO/LGF)

Marine Security Guard (RSO/MSG)

ACT (ACT - Havana)

Department of Homeland Security (DHS)

OIA (DHS/OIA)

Department of Defense (DOD)

DOT (DOT)

Executive Office (EXEC)

GSA (GSA)

Shipping and Customs (MGT 2/SSO/SHC)

Help

Figure-5

Create a new section by clicking on the **New Section** button and completing the form.

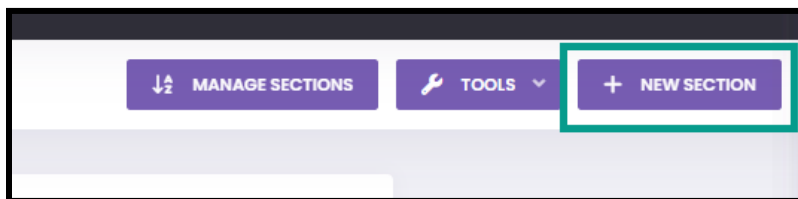


Figure-6

Havana: Create New Section

Abbreviation Building

Name Country Cuba (+53)

Post Phone Number

Parent Section Fax Number

Order Email Address

Sync with SAFE List in Directory

Section Head Section Deputy

Current Occupant Current Occupant

Please note: the mapping rule in the column "SAFE Section" is only applied when importing a new Employee (ATLAS Directory -> SAFE). To overwrite the Section imported from SAFE (SAFE -> ATLAS Directory) go to the SAFE Sections Import Rules, [here](#)

[Help](#)

Figure-7

Delete sections by switching to the **List View** (Figure-8) and using the ellipsis option or from the **Card View** by selecting **More Info** to access the Delete option. (Figure-9, Figure-10)

- Note that if the Section has child sections, you must **delete** these sections before deleting the parent section.

Havana Sections

Change View: Card View List View

Complete Code	Name	Safe Section	Employees	Organization	Parent Section	Directory Listed	Building
MGT	Management Office					false	Management Office
MGT/MO7	IMO				MGT	false	IM

Buttons: [Delete](#)

Figure-8

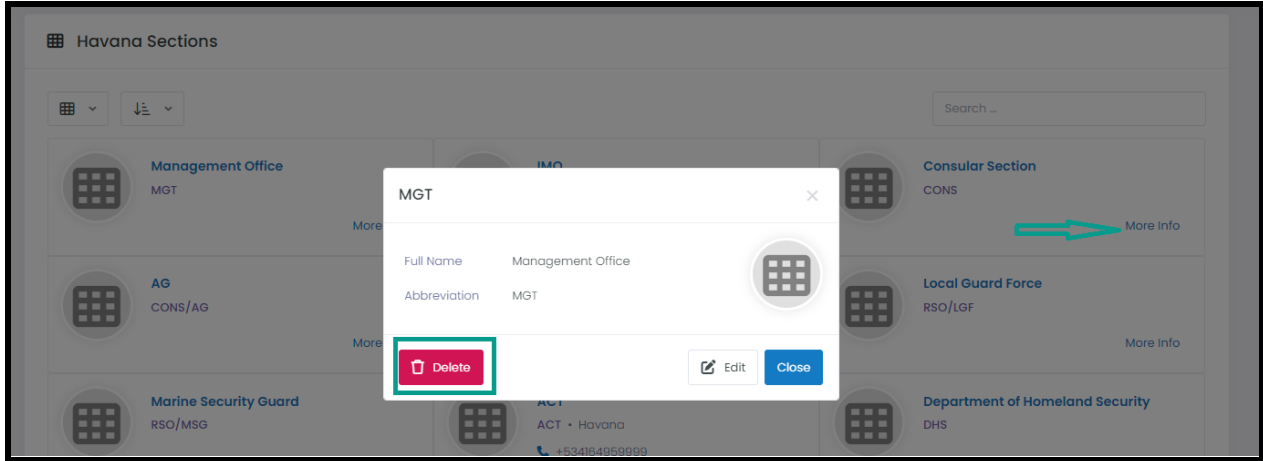


Figure-9

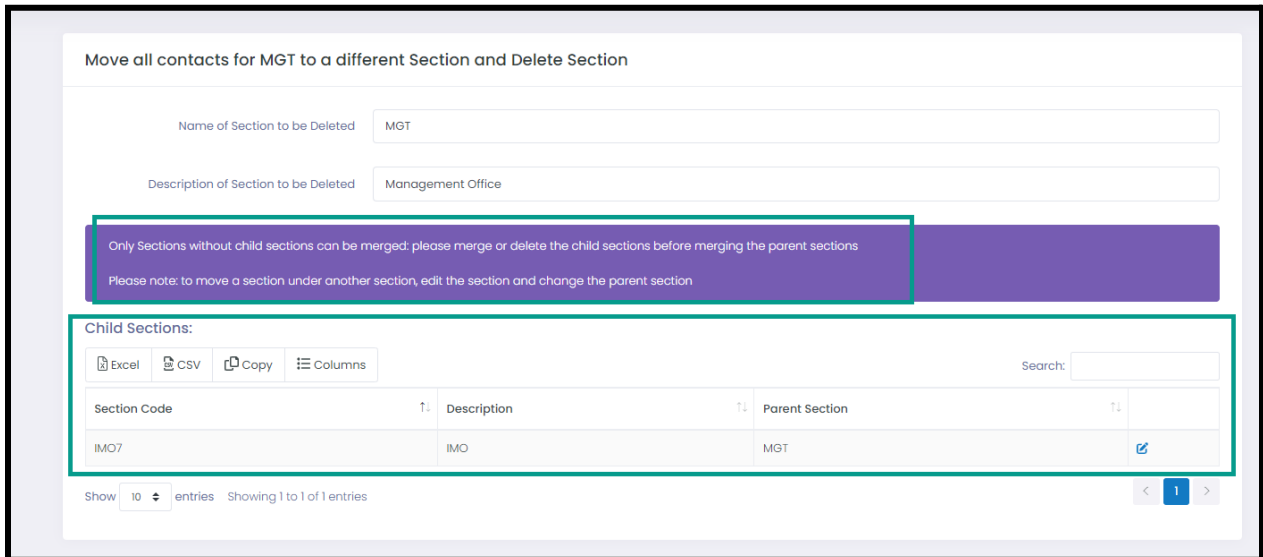


Figure-10

You can rearrange and save the custom order for all the sections; a drag and drop feature is also available. Switch to **Hierarchy View** or click on **Manage Sections** to access the page. See Figure-11.

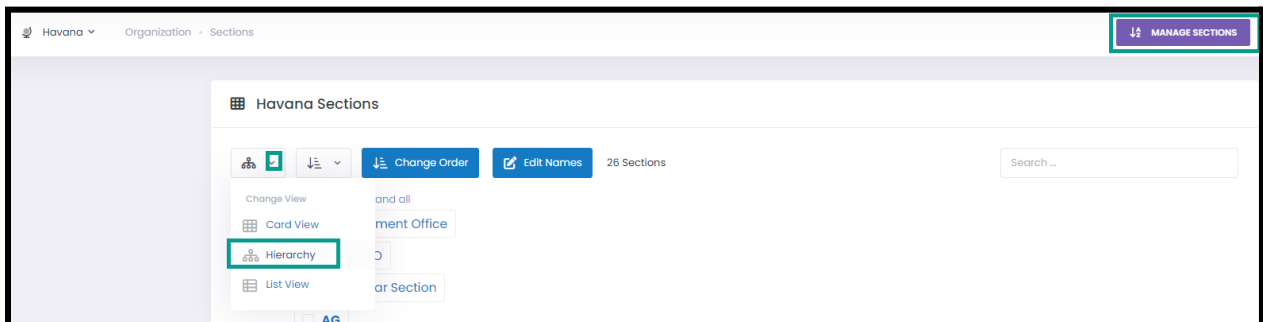


Figure-11

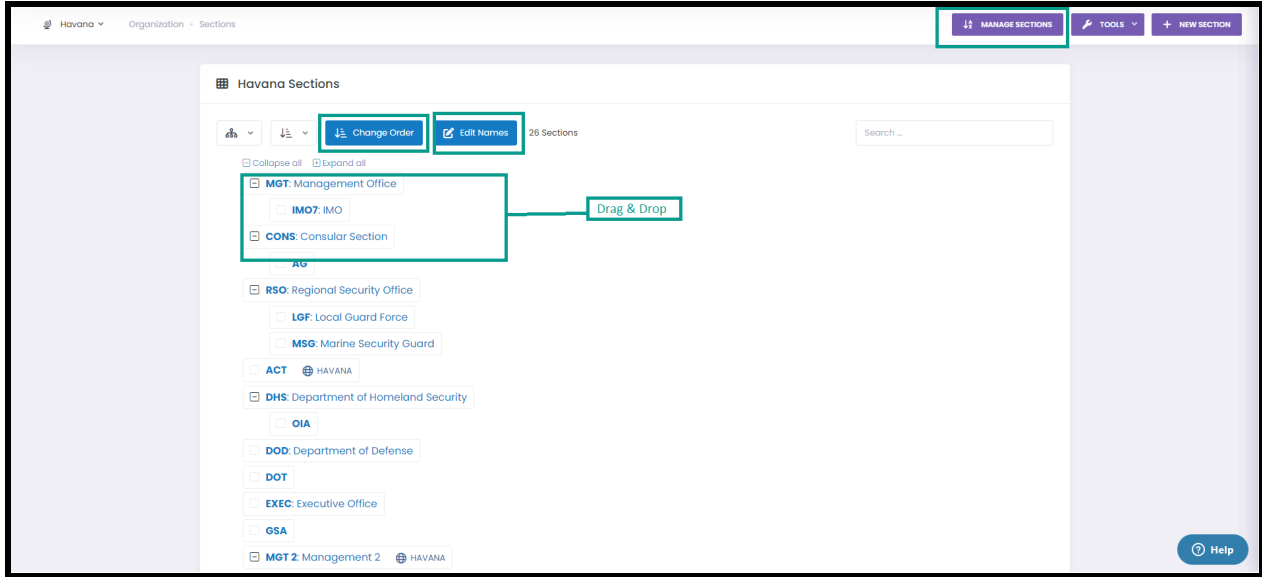


Figure-12

LOCAL INFORMATION

This page displays information about each Organization that is part of your post. **NOTE:** This is not editable. See Figure-14. In the image provided, only one tab is present. However, at a multi-organization post, you would see separate tabs. The switchboard number and hours are pulled from the Directory configuration settings (Figure-13). All other fields are synced with our [Key Officers](https://keyofficers.state.gov/list/) Application (<https://keyofficers.state.gov/list/>).

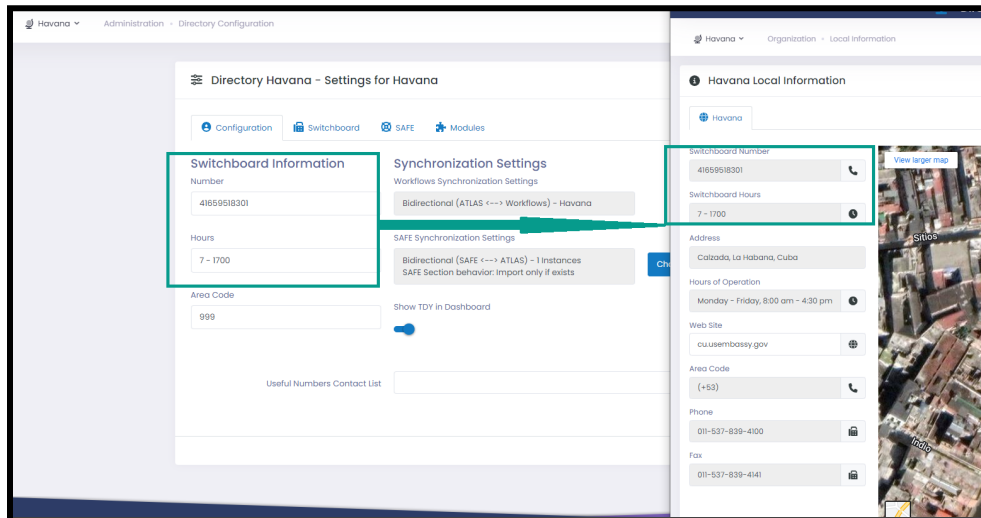


Figure-13

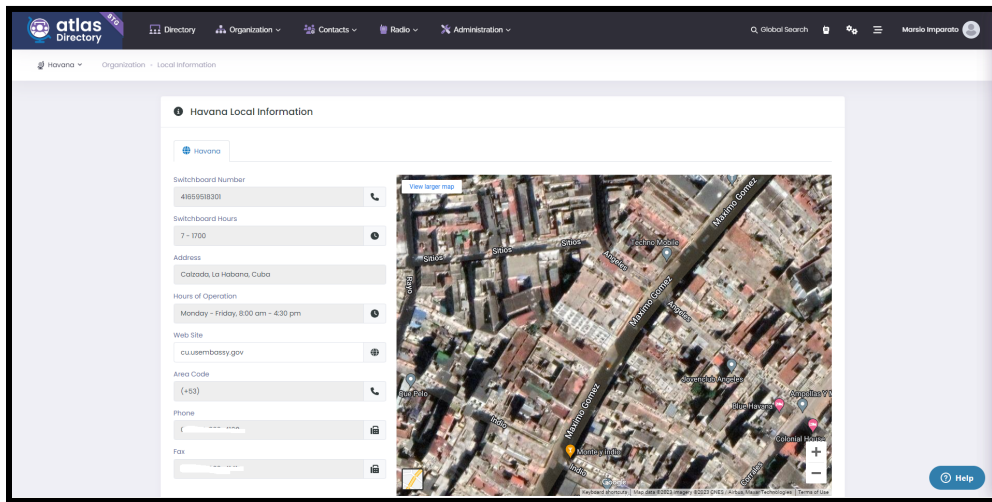


Figure-14

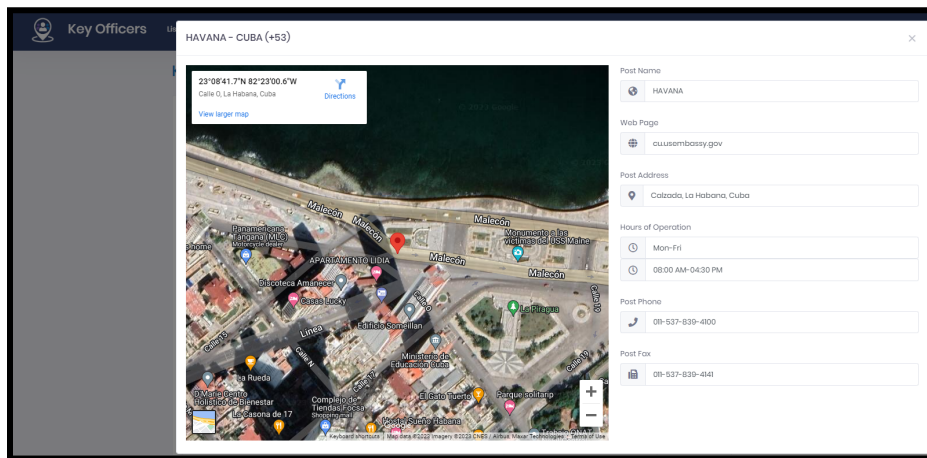


Figure-15

CONTACTS MENU

In ATLAS Directory, the Contacts Menu is only accessible to users with administrative permissions. Located to the right of the Organization Menu on the Top Banner, the Contacts Menu allows a user with elevated permissions to manage different types of contacts and contact features highlighted in the Directory. Contacts Menu features include:

- Manage Employees
- Manage External Contacts
- Manage Locations
- Manage Household Members
- Manage Registrations

- Manage Contact Lists
- Contact Health Checks.

See Figure-16.

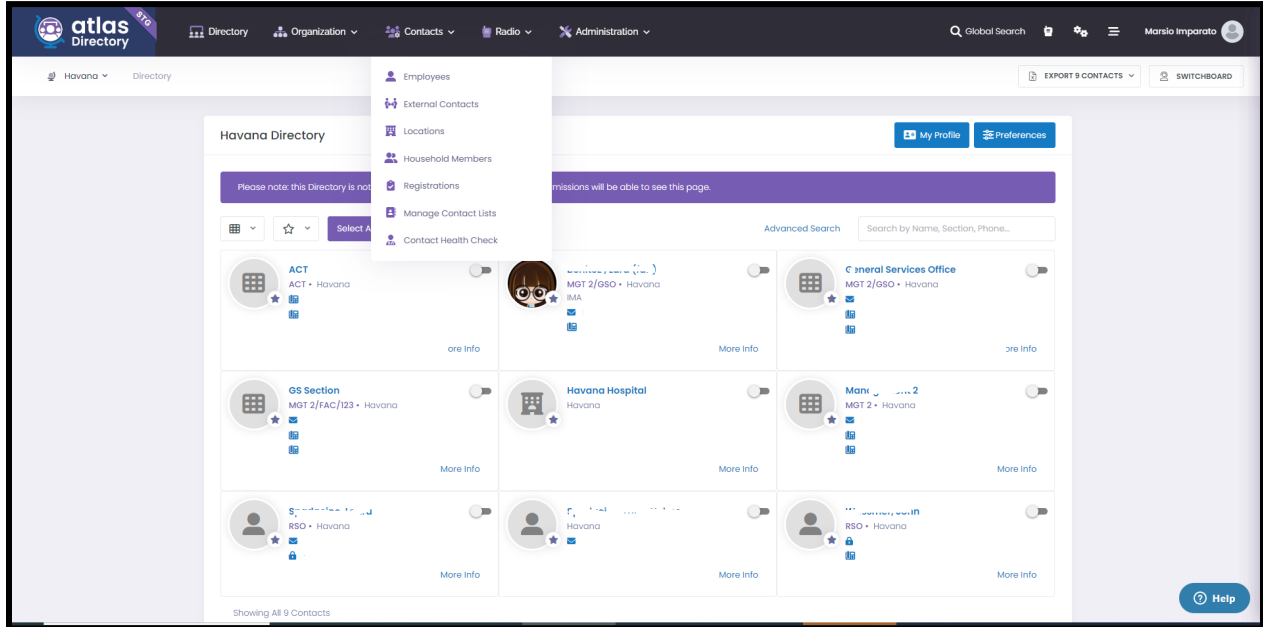


Figure-16

EMPLOYEES

Select Employees under the Contacts drop-down menu. The **Manage Current Employees** page allows you to manage all current employees with an active status at a post or mission. Here you have the option to filter by **Name, Status, Post, Agency, Section, Position Agency, and Employee Agency**. You can also use the Search bar to filter.. Please see Figure-2 below.

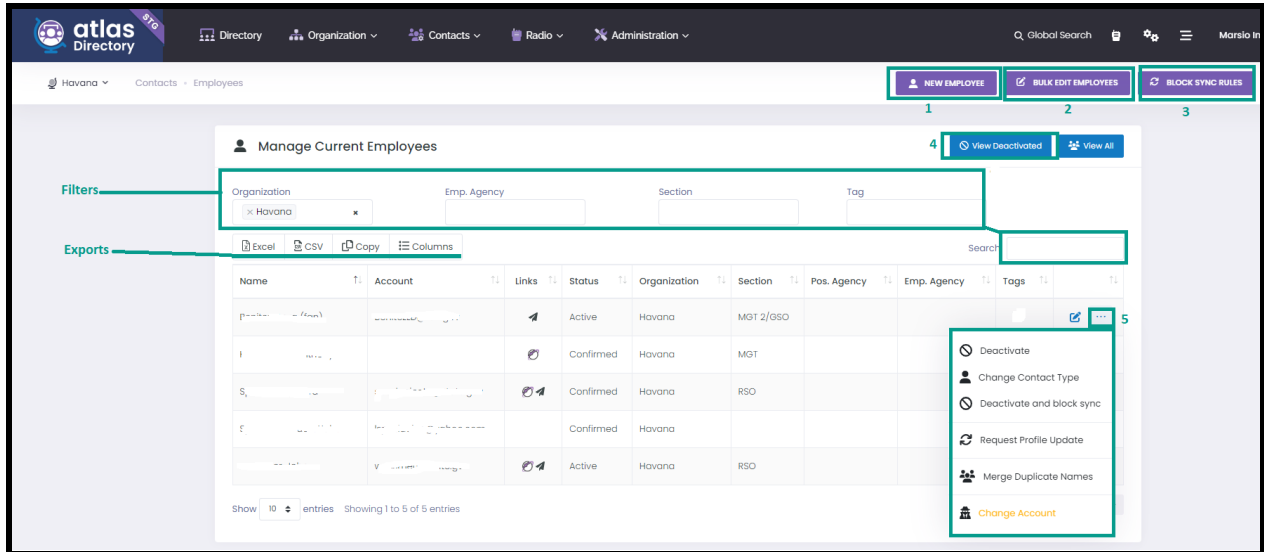








Figure-17

Select the **View Deactivated(4)** button to view all employee accounts that have been deactivated at Post(s). To view all employees at Post(s), select the **View All** button.

To return to the **Manage Current Employees** page, select the **View Current** button.

By selecting the ellipsis (5) you can access several actions for the selected employee:

-  **Deactivate:** Deactivate the current assignment for the employee (e.g., if the employee has departed post)
-  **Change Contact Type:** Change the contact type to Employee, Location, External Contact, or Household Member
-  **Deactivate and Block Synchronization:** Deactivate the assignment and add the contact to the block sync rules list (3)
-  **Request Profile Update:** Forces the user to check and confirm profile info when accessing ATLAS Directory
-  **Merge Duplicate Names:** Searches for duplicate contacts with the same name; if found it merges them into one
-  **Change Account:** Set a new default OKTA account to be linked to an ATLAS Directory account for the selected contact

Select the **New Employee (1)** button to add a new employee manually or select the **Bulk Edit Employees (2)** button to edit the existing employee records in bulk.

To go to the **New Employee Wizard** page, select the **New Employee** button. From here you can search existing employees' OKTA accounts and add them to the Directory organization. If the OKTA account does not exist, you can create a new OKTA account and add the new employee. See Figure-18 below.

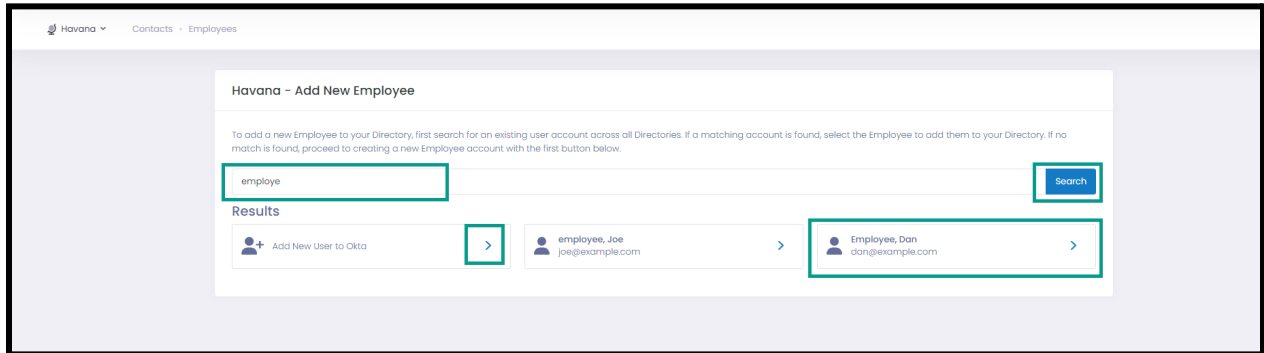


Figure-18

You can select an employee to edit the user's information including their Assignment and Position. When you select the **Create New Employee** button, this will take you to the Create New Employee page. See Figure-19 below.

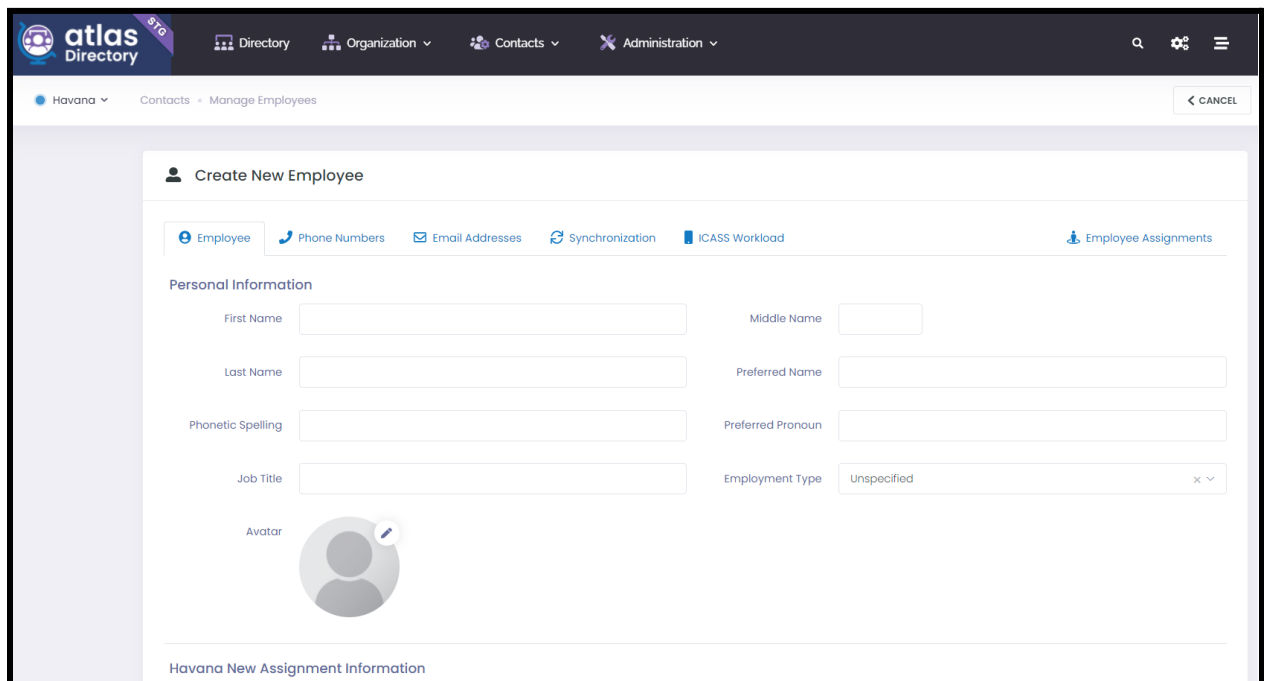


Figure-19

Here you can add all the Employee’s personal information, phone number(s), email address(es), synchronize the Employee’s contact information with SAFE, and add the ICASS accountable phone numbers for the location in the ICASS Workload tab, you can then move to the right side of the screen to all of the Employee’s Assignment information and set their status as Active to include them as a current employee at the Post. (Figure-20).

Figure-20

Select the Save Changes button to save the New Employee or select the Cancel button to disregard changes and return to the Manage Current Employees page.

BULK EDIT FEATURE

From the Manage Current Employees page, select the Bulk Edit Employees button (Figure-21). On the Bulk Edit Employees page, you can search by Post or use the general search bar to make changes to your list of employees, you can also view all imports listed below.

Post	Name	Account	Title	Section	Position	Position Agency	Employee Agency
Havana			IMA	MGT 2/OSO			
Havana				RSO	140 - Developer		
Havana							
Havana				RSO			

Figure-21

BULK IMPORT VIA EXCEL SPREADSHEET

Select the **Bulk Import** button then **Export Employees** link to generate and download the list of your employee contacts in the **Import** format. Fill in the Excel document and upload it into the ATLAS Directory under Step 2. You will select the **Choose File** button and then select the **Next** button to complete the Bulk Import. (Figure-22 and 23)

- Note: This tool will only update existing records. It will not import new contact records.

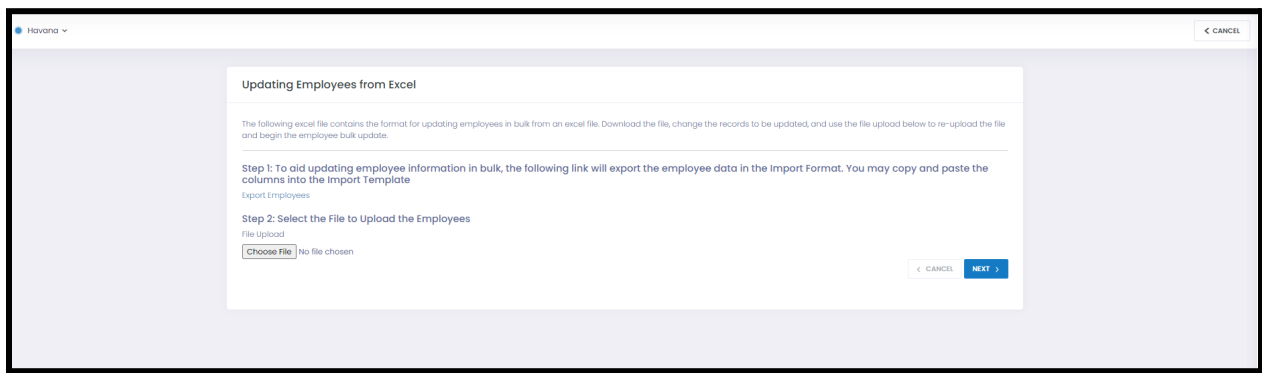


Figure-22

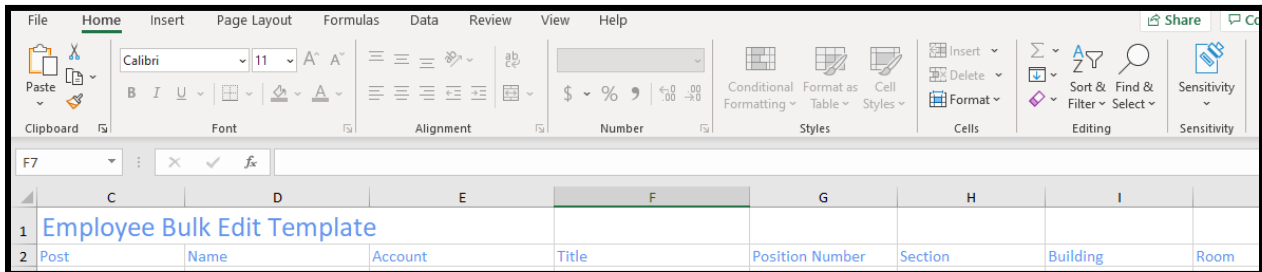


Figure-23

EXTERNAL CONTACTS

Select **Manage External Contacts** under the Contacts drop-down menu. Here, you can search by **Name, Status, Post, Section, Position Agency, Employee Agency** or use the general search bar. You can also export by Excel, CSV, Copy to Clipboard, or adjust the columns. You can **Edit the External Contacts, Deactivate, or Change the Contact Type** within the list. You can also select the **View Deactivated** button or the **View All** button to view these lists of external contacts. (Figure-24)

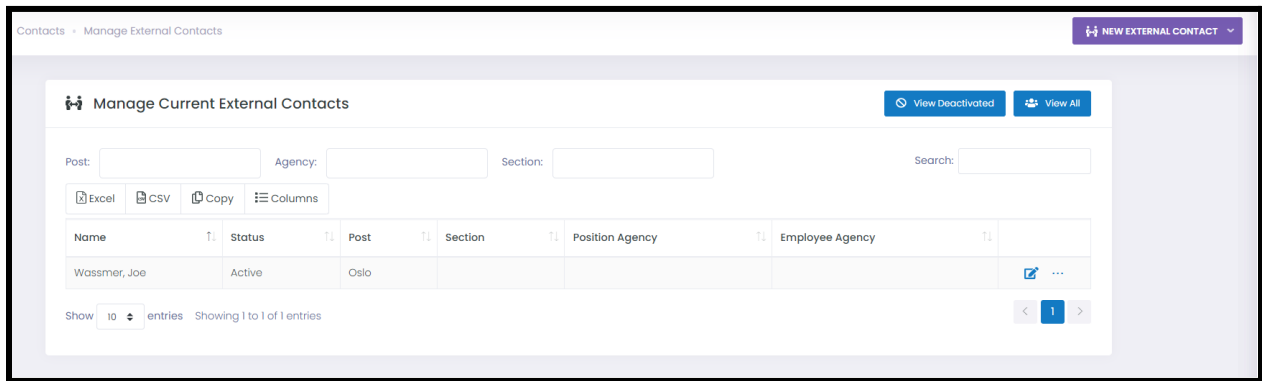


Figure-24

Select the **New External Contact** button to create a New External Contact. Here you can add the user’s Personal Information, update the status of their assignment to Active to include them at Post, add Phone Numbers, add Email Addresses, and sync the user with SAFE in the Synchronization tab. Finally, you can add ICASS accountable phone numbers for the location in the ICASS Workload tab. Select the **Save Changes** button to save the new External Contact or select the Cancel button to disregard changes and return to the previous page. (Figure-25)

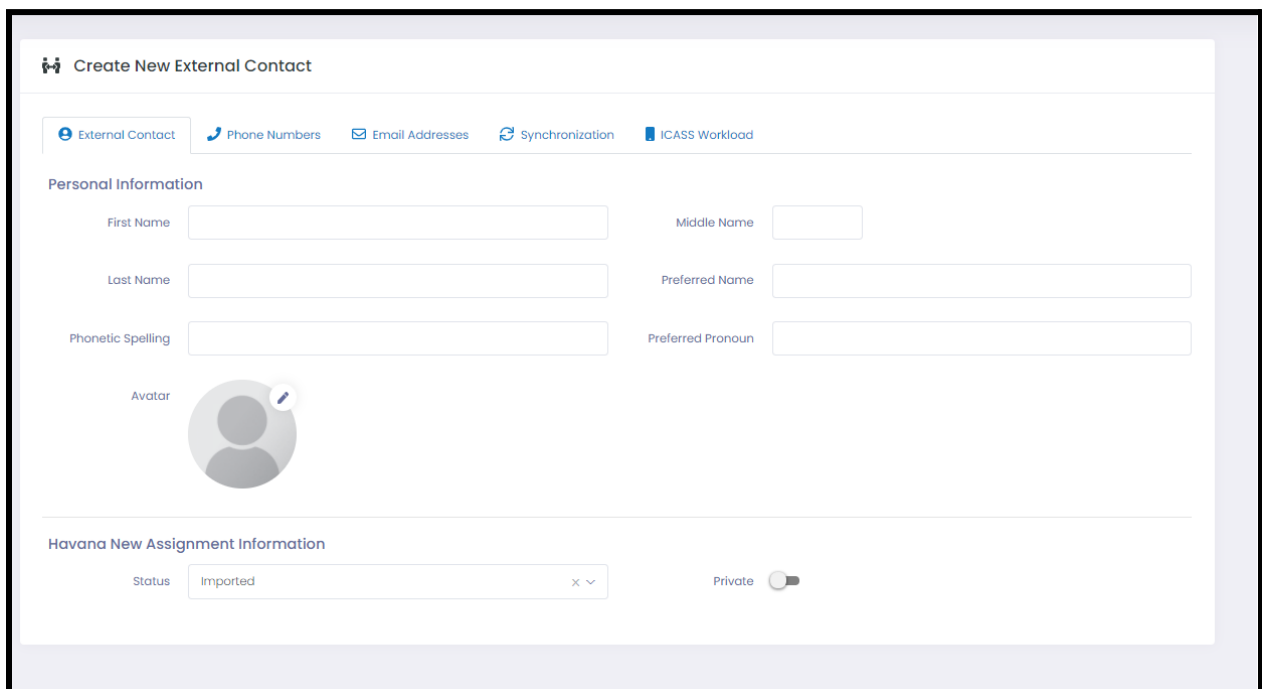


Figure-25

LOCATIONS

From the Contacts drop-down menu, select **Manage Locations**. Here you can search locations by **Name, Status, Post, Section, Position Agency, Employee Agency** or use the general search bar. You can also export the locations list by Excel, CSV, Copy to Clipboard, or adjust the columns. You can edit the listed Locations, Deactivate, or Change the Contact Type within the list using the (...) button. You can also select the **View Deactivated** button or the **View All** button to view the list of locations. (Figure-26)

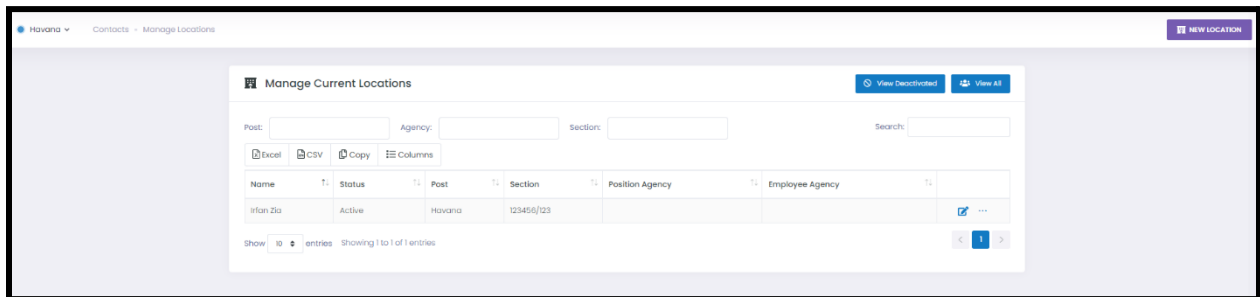


Figure-26

To view the Create New Location page, select the **New Location** button. The Create New Location page gives you the ability to add a Display Name, Avatar, make the location private or include the location in the Directory list as public. You can also select the Section, Building, Floor, and Room location.

At the top of the page, you can add Phone Numbers, Email Addresses, and Synchronization with SAFE within the tabs. Finally, you can add ICASS accountable phone numbers for the location in the ICASS Workload tab. Select the **Save Changes** button once you are satisfied with the information entered in for the new Location. You will then see the new location listed on the Manage Locations page. (Figure-27)

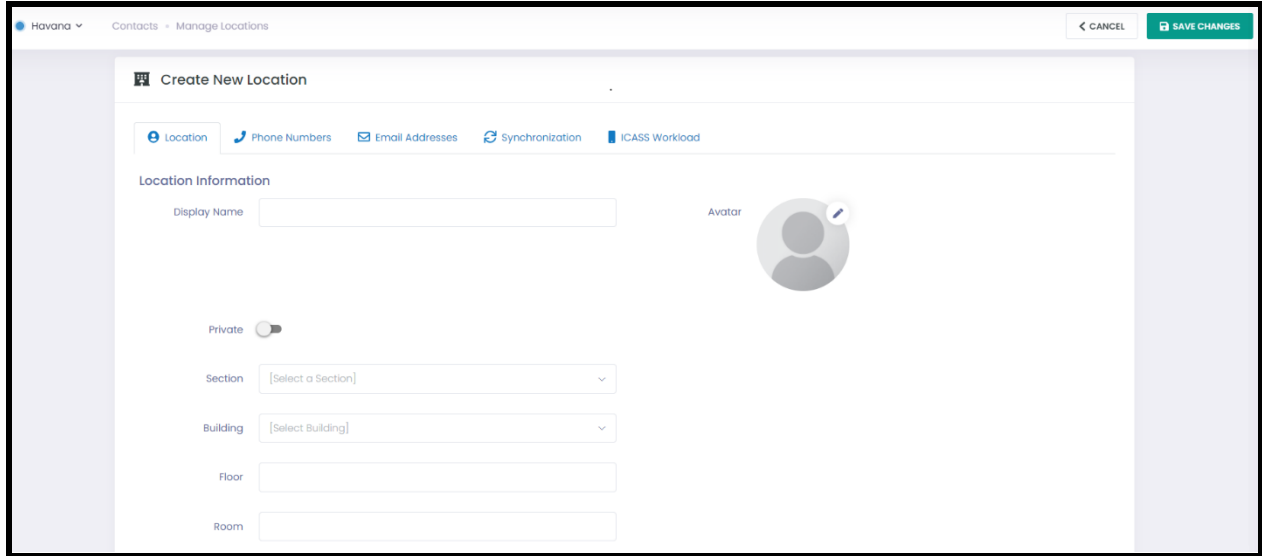


Figure-27

HOUSEHOLD MEMBERS

From the Contacts drop-down menu, select **Manage Household Members** to add and edit household members at a Post or Mission. Here you can search current household members by Name, Status, Post, Related Employee or use the general search bar. You can also export the household members list by Excel, CSV, Copy to Clipboard, or adjust the columns. You can edit household members listed, Deactivate, or Change the Contact Type within the list. You can also select the View Deactivated button or the View All button to view these lists of household members. (Figure-28)

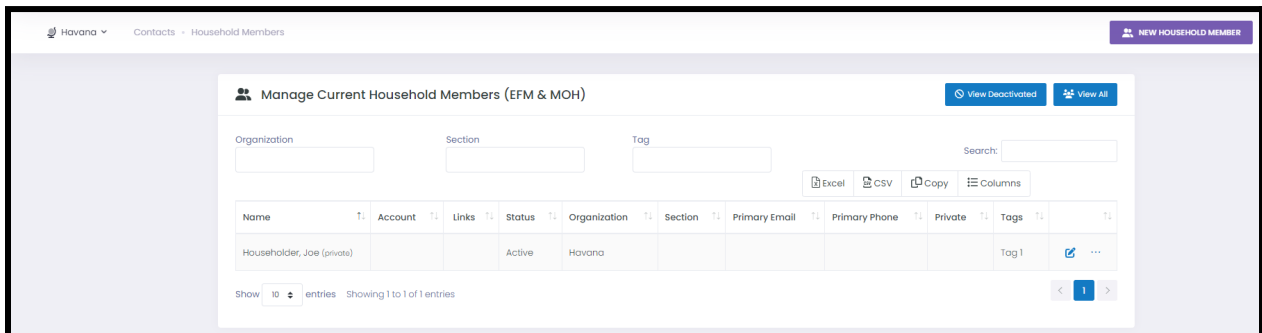


Figure-28

Select the New Household Member button to go to the **Create New Household Member** page. You can enter the new user's Personal Information in the fields below. (Figure-29)

Figure-29

At the top of the page, you can add Phone Numbers, Email Addresses, and Synchronization with SAFE or Workflows within the tabs. Finally, you can add ICASS accountable phone numbers for the location in the ICASS Workload tab. Select **Save Changes** button once you are satisfied with the information entered in for the new Household Member.

REGISTRATIONS

In the Contacts drop-down menu, select **Manage Registrations**. The Manage Registrations button will bring you to the Pending Registrations Page. Here you can filter the Pending Registrations list by column headers or use the general search bar, along with the option to export the list of registrations by Excel, CSV, Copy to Clipboard or edit the filters for each column. In the top, right corner, you can switch between Pending, Approved, and Rejected registrations. Each of these selections will bring you to the corresponding list of registrations for the post or mission. To approve, reject, or manage the registration, click on the > in the View column. (Figure-30)

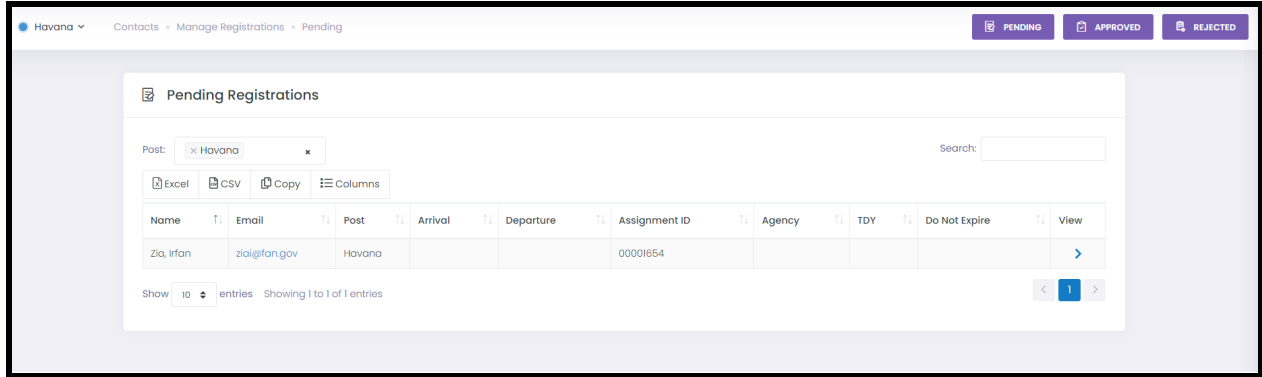


Figure-30

CONTACT LISTS

Select Contacts to go to the **Manage Contacts List** page.

- (Note that a Print Template needs to already be available to create a contact list, see [PRINT TEMPLATES](#) for more information).

In the **Contact List page** you can edit and add Contact Lists for the Post or Mission. You can switch between the card view or list view, and export the list by Excel, CSV, or copy the list to your clipboard. You can also use the search bar to search through the Contact Lists and you can edit the Contact List, publish, copy, or delete with the (...) options. Please see Figure-31 below.

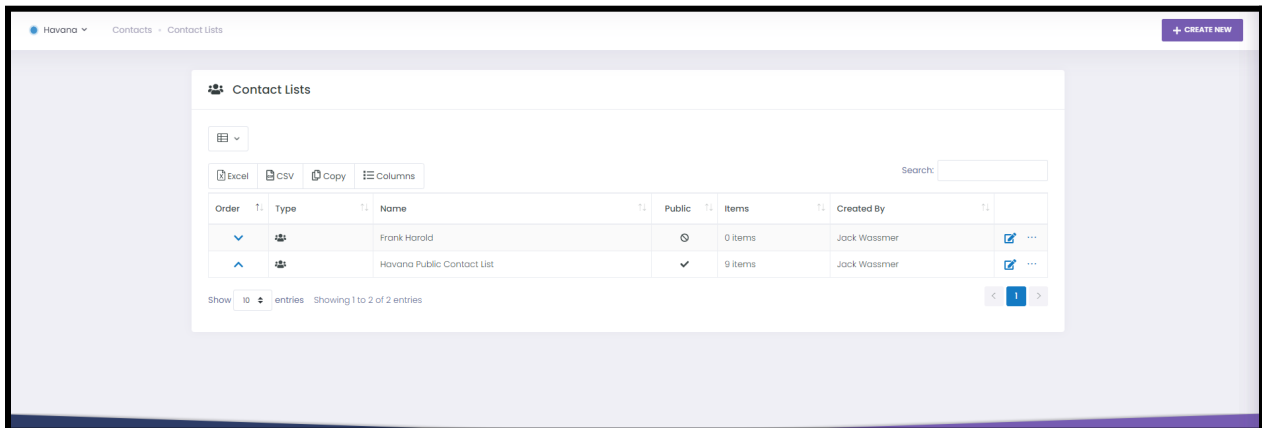


Figure-31

Select the **Create New** button. You can then create a New Contact List by adding in the Name of the list, selecting a Print Template, and whether the Contact List should be published or not. You can also Add Employees to the list with the **Add Employee** button which will open a list of employees to choose from. Please see Figure-32 below.

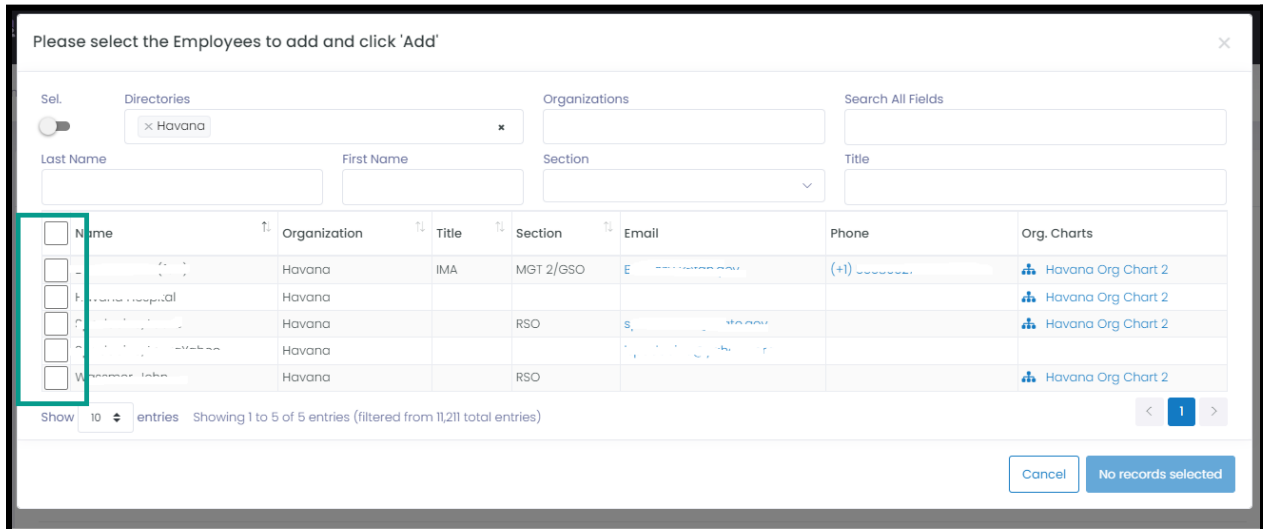


Figure-32

Once an employee is added, you can edit each contact in the list and adjust the order of the list. Please see Figure-33 below.

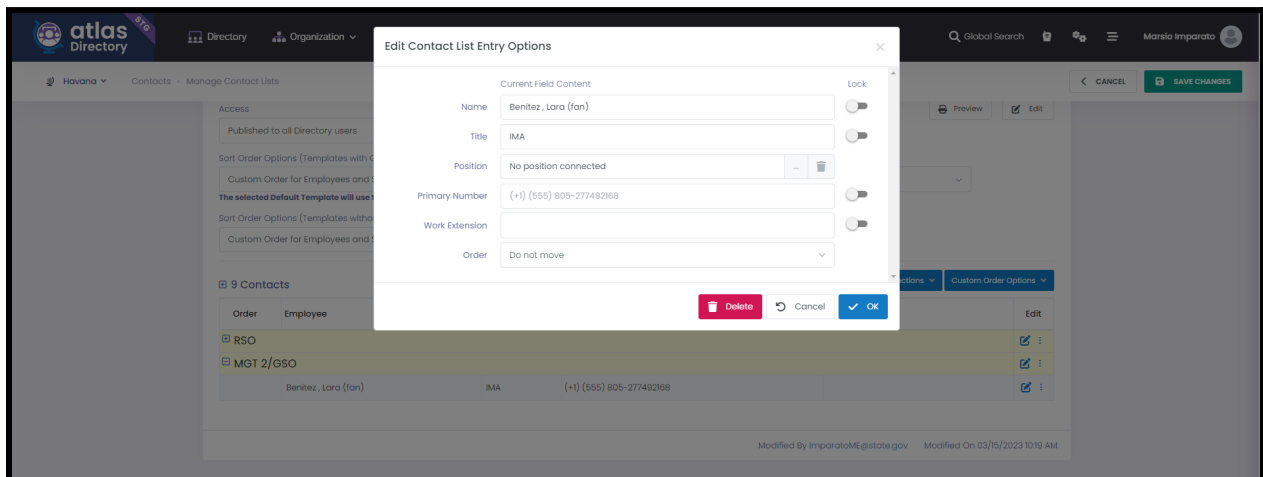


Figure-33

Once you select OK in the Edit Contact List Entry Options modal, you will see the adjusted contact list with your additions. Please see Figure-34 below.

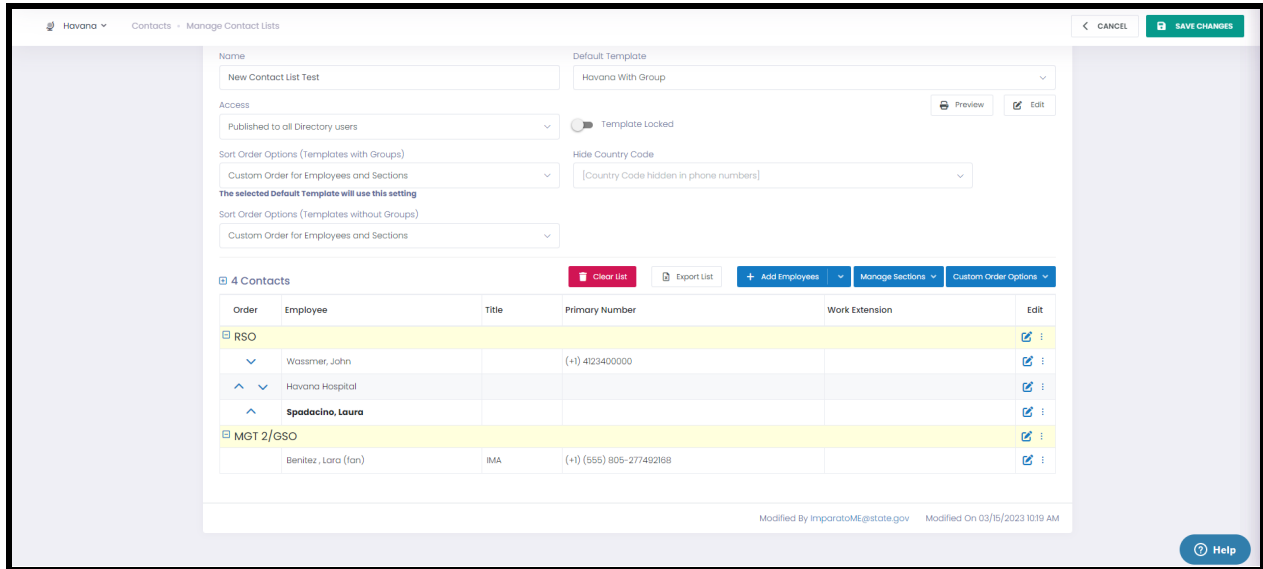


Figure-34

On this page you also have several options to rearrange the Sections, Employees, and Section Heads order (option to show them on top of the sections in bold style), depending if you are using a grouped or ungrouped print template the correspondent options are highlighted.

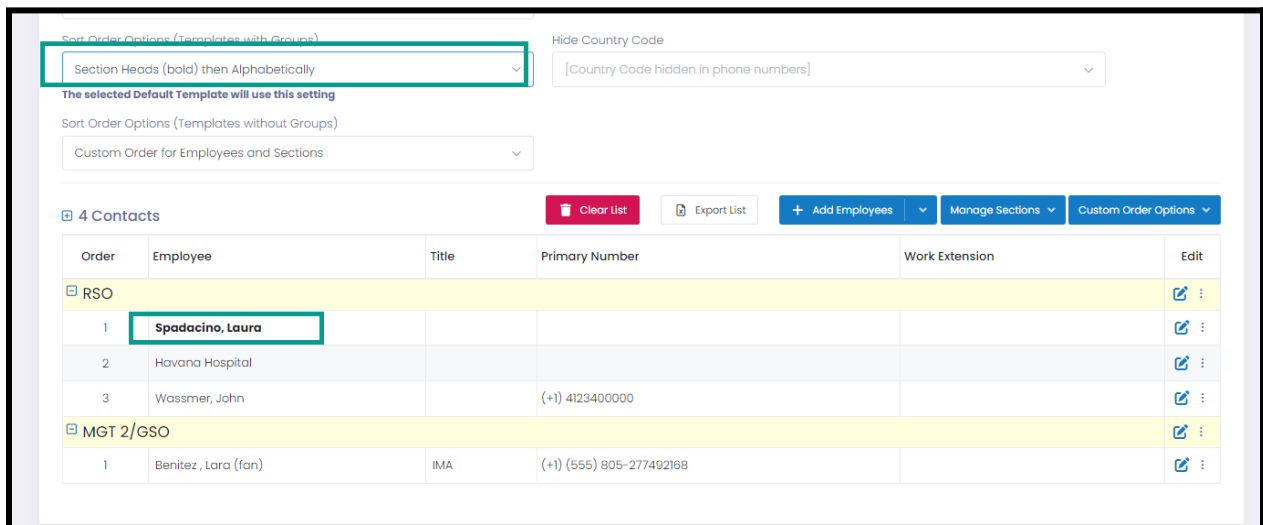


Figure-35

In the same page you can also rearrange the sections, by selecting the **Manage Sections** or **Custom Order Options** (Figures 35 and 36).

Note that all **Sections Titles** can be edited and customized for the target Contact List, just use the edit button to edit the title.

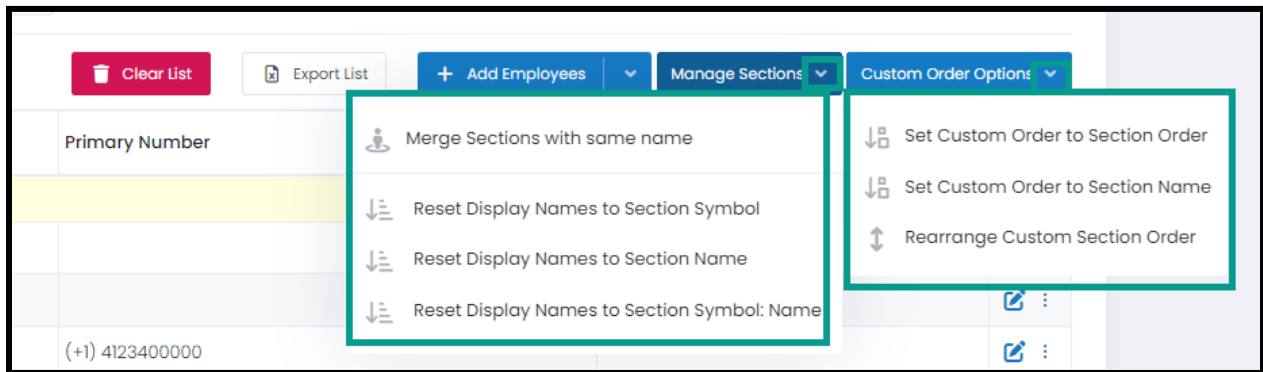


Figure- 35



Figure- 36

Select the **Save Changes** button and you will see the new list under the Manage Contact Lists page.

Additionally, you can also add contacts to your Contact List from the main Directory page, use the Search or Advance Search to filter your selection and add your filtered selection to the Contact list using the **Add to Contact List** dropdown. See Figure-37 below.

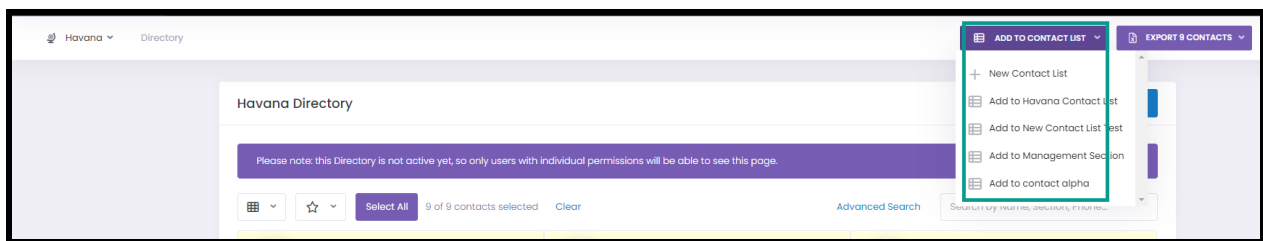


Figure-37

CONTACT HEALTH CHECK

Under the **Contacts Menu** drop-down, select **Contact Health Check**. In the Contact Health Check page for Post, you will see a list of contacts that may need corrective action. A prompt above the list says, “Below are contacts that may be in need of corrective action. This could include a contact that has been removed from SAFE or Workflows and hasn’t been removed from the Directory or a contact that exists twice in the same Directory.”

You can filter the error type and then you must check a box for one or many contacts, at this time the options appear to **Fix selected assignments** and the menu gives the Admin options on how to reconcile the record. See Figure-38

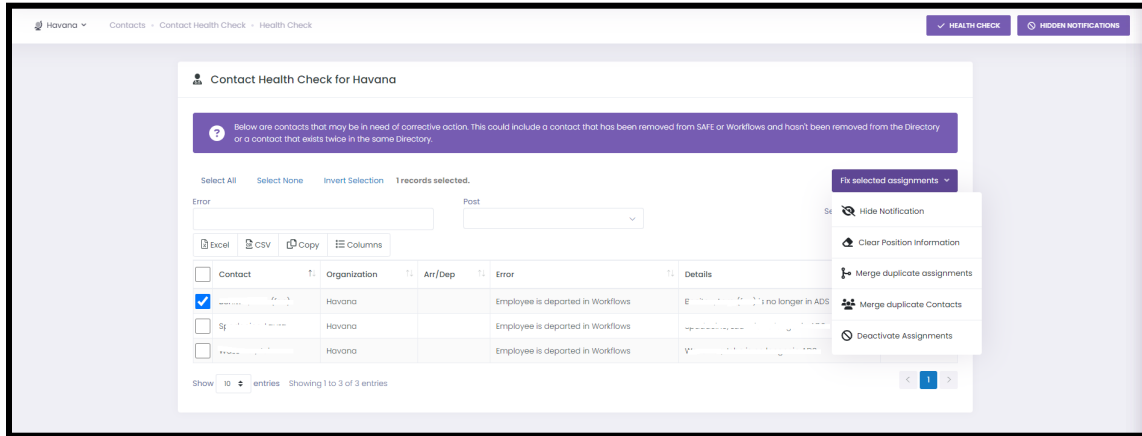


Figure-38

You can export the list with Excel, CSV, Copy the list to their clipboard, or edit the columns within the list. You can also select the magnifying glass button to go to the Edit Employee page to make any adjustments necessary. Please see Figure-39 below.

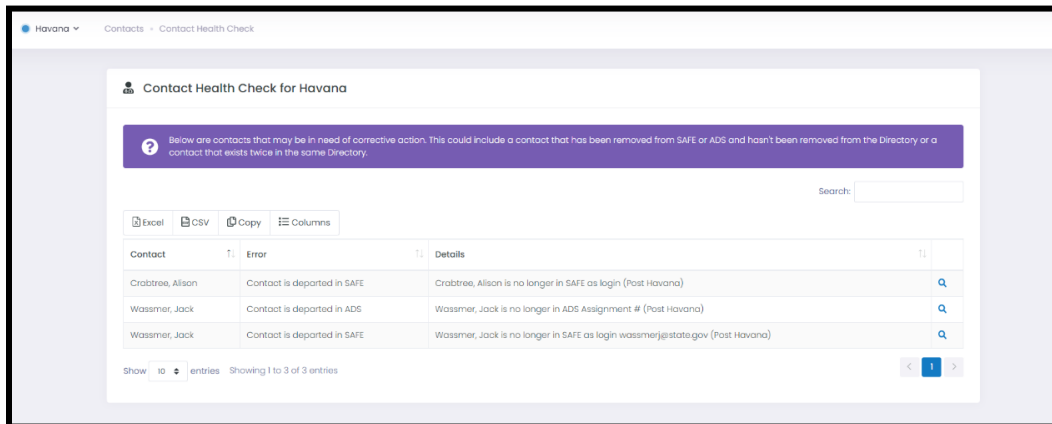


Figure-39

ADMINISTRATION MENU

The Administration Menu allows the Directory Administrator to manage the different functions of ATLAS Directory. Through the Administration drop-down menu, you can manage **Org Charts, Phone Trees, Holidays, Positions, Agencies, Print Templates, Directory Configuration, Directory Log, Manage Administrators, and Manage ICASS Workload**, when selecting any one of these options from the menu. On the top left-hand side of the page, select your Post/s, and the selections you make within the Administration menu will affect the data stored throughout the application for the Post/s(Figure-40(1)). For example, when you create an Org Chart in the Administration Menu, the Org Chart will be available in the Organization menu for that Post.

ORG CHARTS

On the main Dashboard of ATLAS Directory, you will see the Administration drop-down menu at the center top of the page. Select the Administration drop-down to see the list of features you can manage. Please see Figure-40 and 41 below.

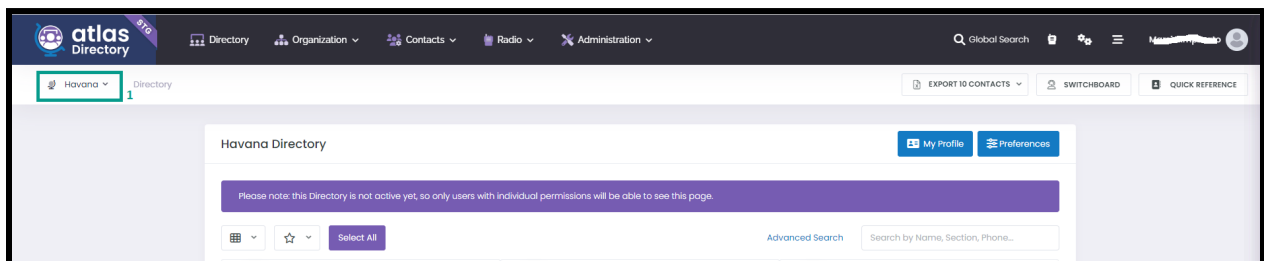


Figure-40

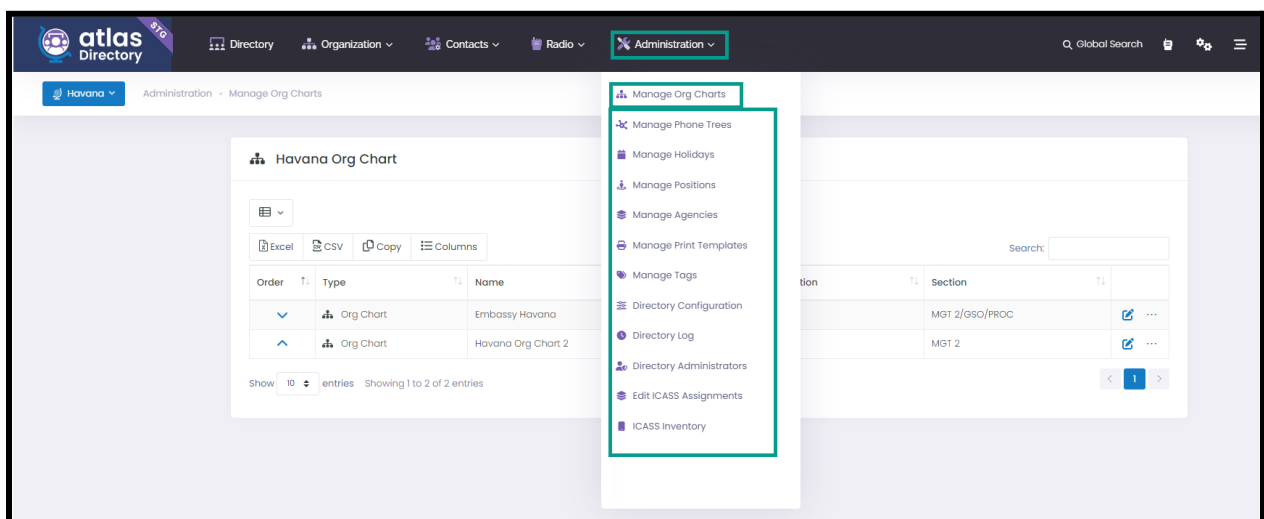


Figure-41

From the drop-down list, select **Manage Org Charts**. This will bring you to the Manage Org Charts landing page. Notice that the Post selector is set to Oslo in the example below. Use this drop-down to make sure you are working in the correct Post. In this example, we changed to Havana. The Manage Org Charts will adjust to show the selected Posts' data. Please see Figure-42 below.

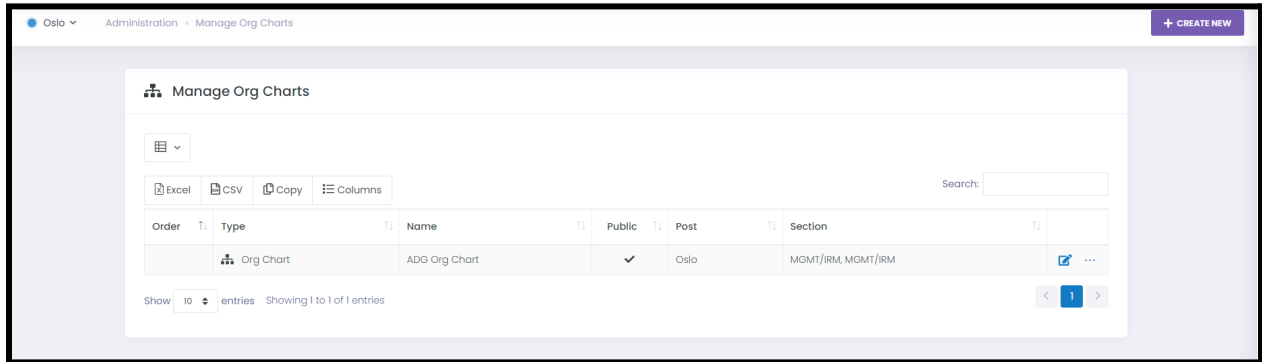


Figure-42

Select the Create New button to create a new Org Chart. This will bring you to Figure-43 below, which shows the **Create New Org Chart** page. You have the option to customize the Org Chart with fields such as Name, Post(s), Section(s), Chart Type, as well as display properties that determine what information is included under the employee's name on the Org Chart. The **Published** toggle determines if the Org Chart is available in the Organization drop-down menu to be viewed as an official Org Chart for the Post. If the Org Chart is not published, it will remain in the Manage Org Charts page, and will not be available for Directory users to see. You also have the option to either select Import Only Employee with Position or Import ALL Employees from Post with the Import Wizard.

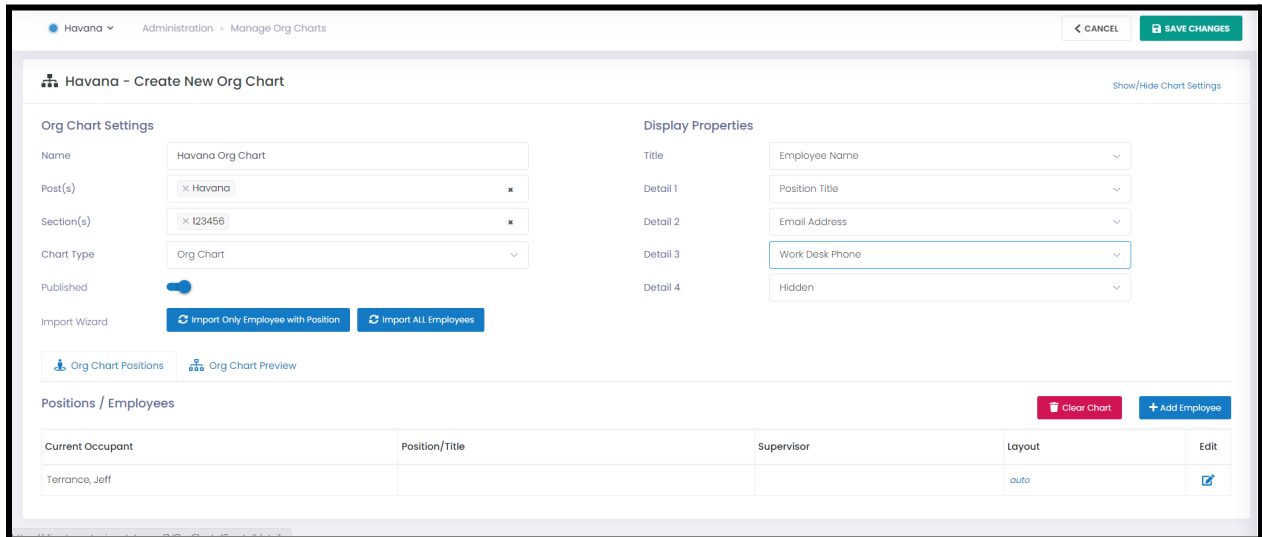


Figure-43

Once you have set your fields and designed your layout for your Org Chart, move down the page. Note that in the top right corner, you can **Show/Hide** the **Chart Settings**. Select the **Add Employee** button to bring you to the Employee Selection page, which is shown in Figure-44 below.

Name	Post	Section	Email	Phone	
Boetticher, Jeremy	Havana				Select >
ExternalC, Jack	Havana				Select >
Fields, Mary	Havana	123456			Select >
Green, Joe	Havana	123456			Select >
James, Joe	Havana	123456			Select >
Jones, Will	Havana	123456			Select >
Katz, Daniel	Havana	123456			Select >
Terrance, Jeff	Havana	123456			Select >
Wassmer, Jack	Havana	123456	wassmerj@state.gov		Select >

Figure-44

Select the Employee(s) you would like to include in your Org Chart. You can edit the information listed for each node including their Name, Title, Work Phone Number, Email Address, Layout, Color, Supervisor, and Order. Please see Figures 45 and 46 below.

Current Occupant	Position/Title	Supervisor	Layout	Edit
James, Joe (3)	Program Manager		auto	
↻ Katz, Daniel	Dev Manager	James, Joe	auto	
↻ Terrance, Jeff	Test Manager	James, Joe	auto	
↻ Jones, Will (1)	Production Manager	James, Joe	auto	
↻ Fields, Mary	Production Associate	Jones, Will	auto	

Figure-45

Edit Chart Node Options

Current Field Content

Name	Vacant IMS	Lock	<input checked="" type="checkbox"/>
Title	IMS	Lock	<input checked="" type="checkbox"/>
Email Address		Lock	<input type="checkbox"/>
Position	INFORMATION MANAGEMENT SPEC		
Layout	Default		
Color	Navy		
Supervisor	(vacant) IPS		
Order	1. Vacant IMS		
Special Node	Default		

Figure-46

Notice that in the tabs, you can either stay in the Org Chart Positions view or in Org Chart Preview view, shown below in Figure-47.

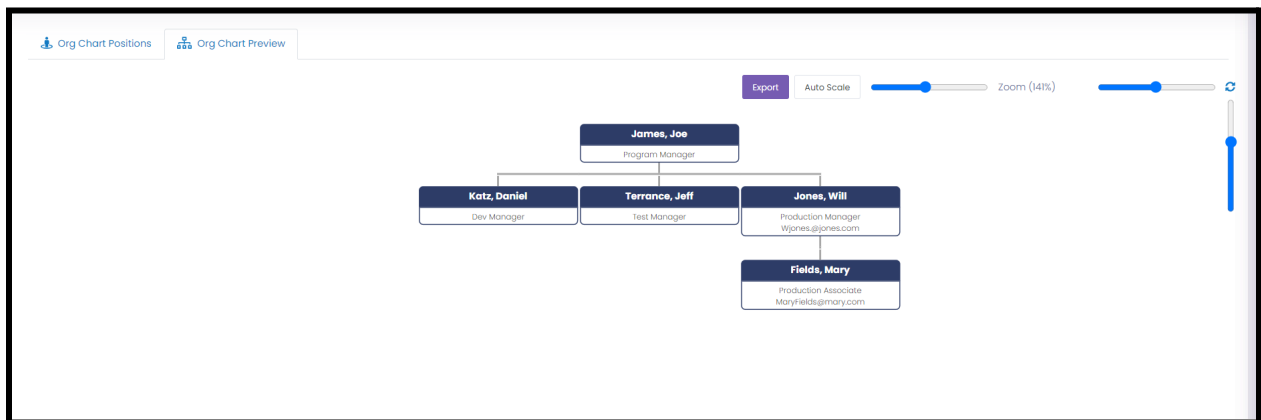


Figure-47

You also have the option to add a **Vacant Position**, or another Org Chart as a node so that a user can easily access a different organization within this Org Chart. To do this, Select the drop-down arrow next to the Add Employee button. Then select Add Org Chart. Please see Figure-48 below.

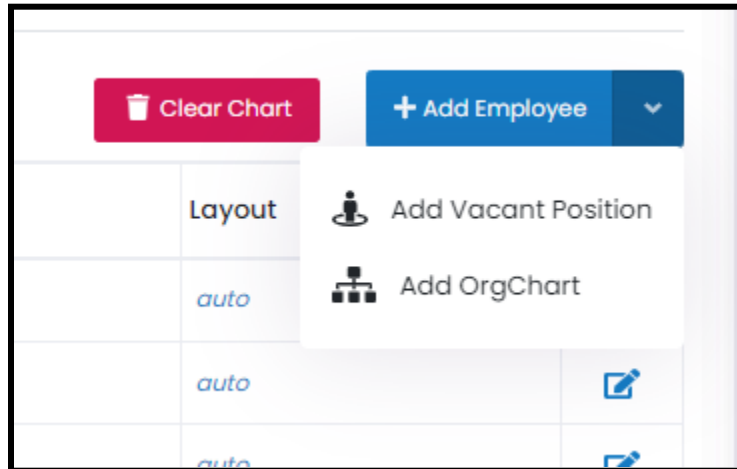


Figure-48

A pop-up window will appear giving you the option to select any published Org Chart at Post. Please see Figure-49 below.

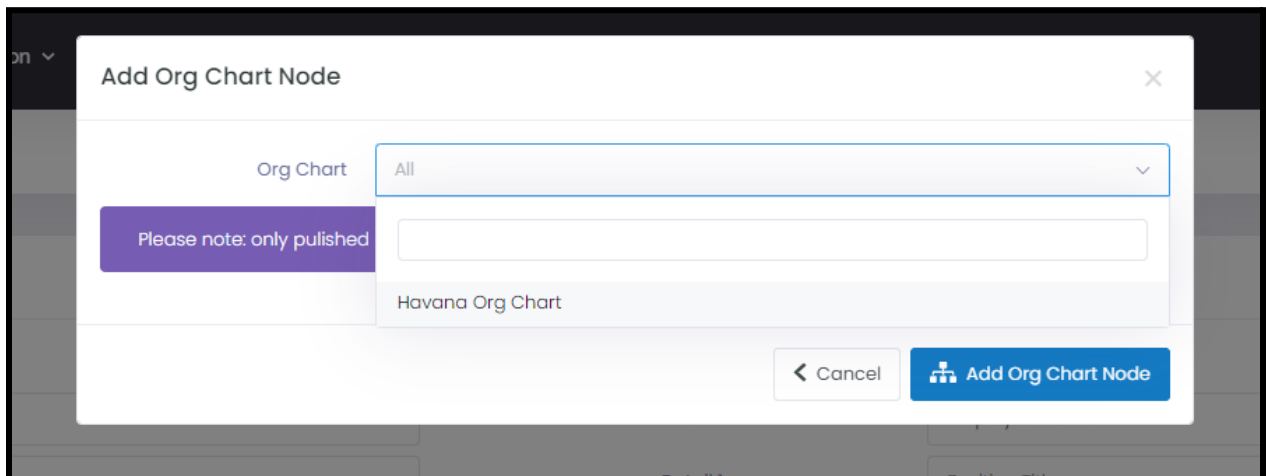


Figure-49

Select the **Save Changes** button in the top right corner. Next, go to the Organization drop-down menu and select Org Charts. You will see that your Org Chart is available (as long as you selected the Published toggle) in the Directory Org Charts page.

Select the **View** link from the Organization/Org Chart menu option and you will see your Org Chart with all the information you entered in earlier. Please see Figure-50 below.

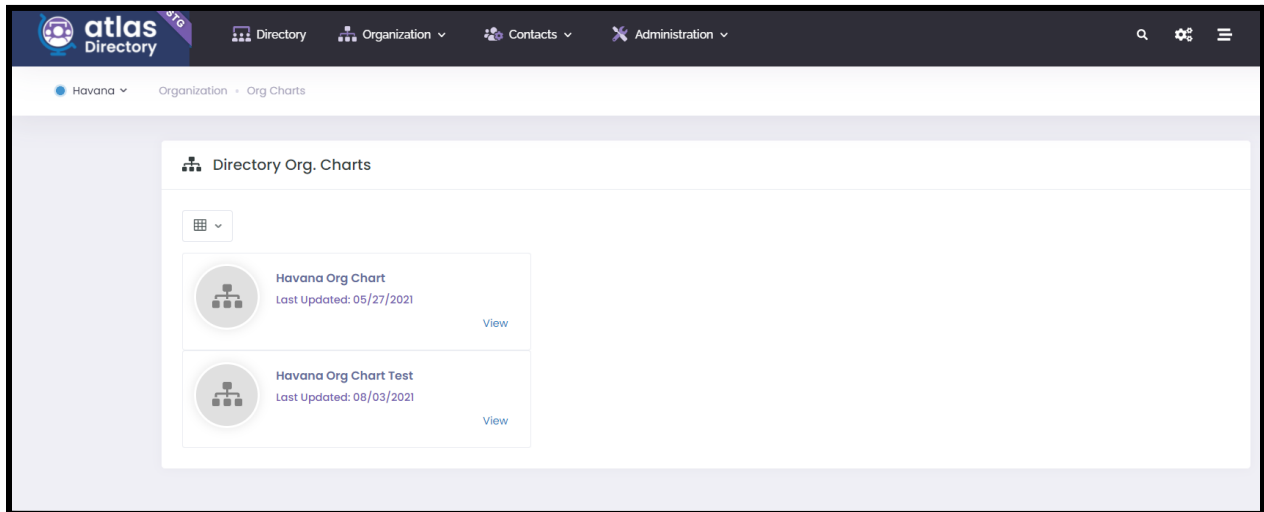


Figure-50

PHONE TREES

Within the Administration menu is **Manage Phone Trees**. Select Manage Phone Trees within the Post you would like to work in. Please see Figure-51 below.

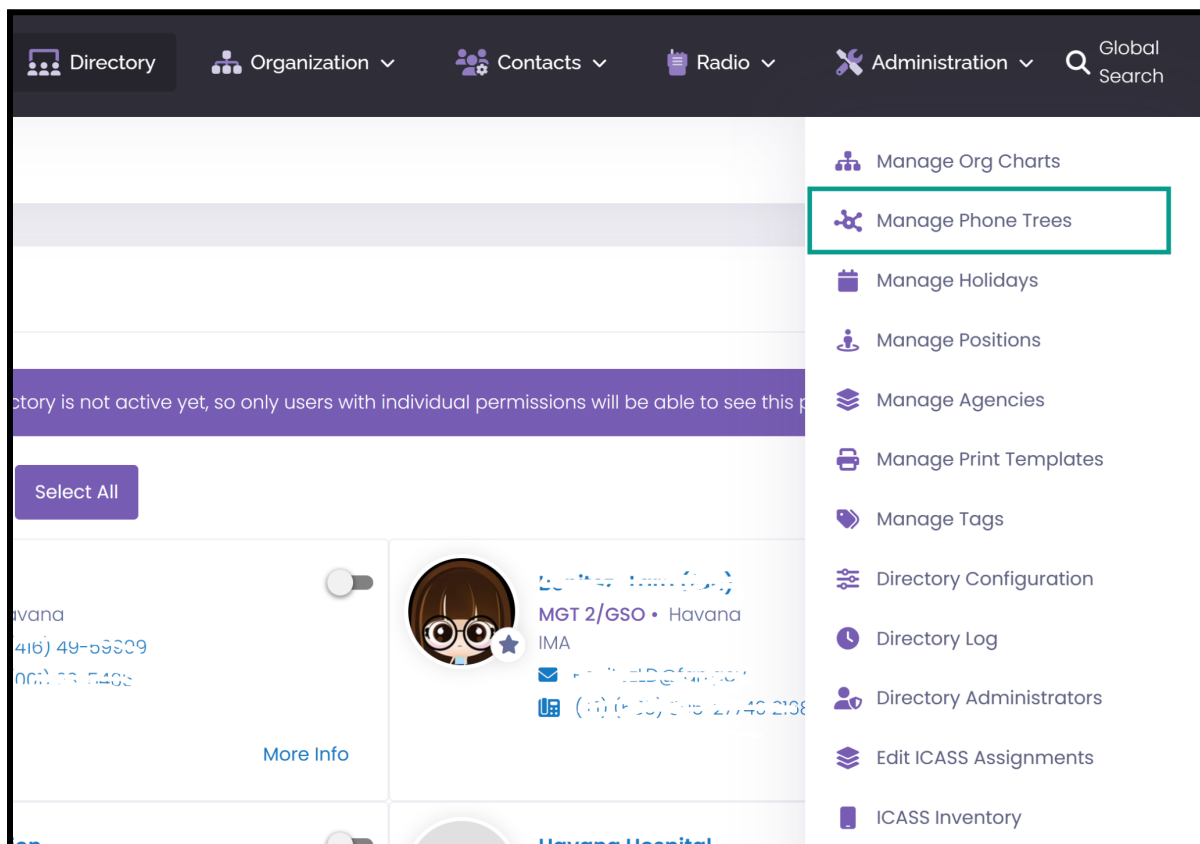


Figure-51

The **Manage Phone Trees** page shows all the Phone Trees created for Post, including the Name of the Phone Tree, whether it is Active in the Directory or not, the Post(s), and the Section(s). The user can export this list with Excel, CSV, Copy the list to your clipboard, and customize the columns. See Figure-52 below.

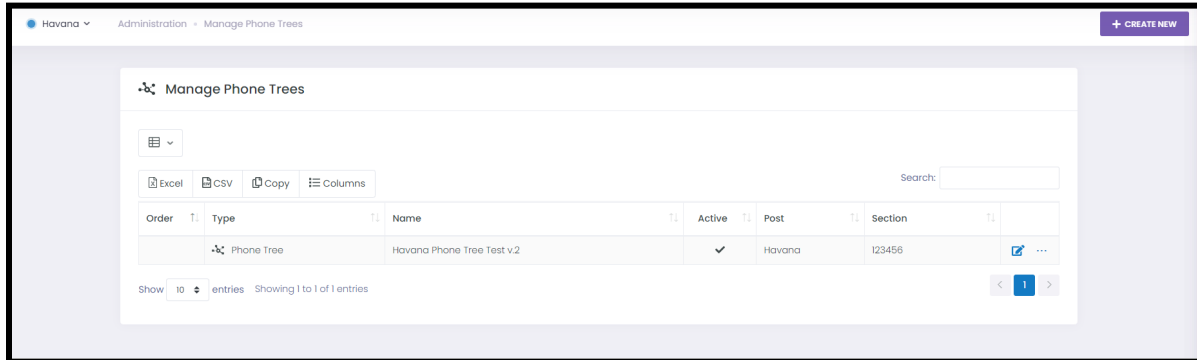


Figure-52

Select the **Create New** button to go to the Create New Phone Tree page. You will notice that the new Phone Tree page is similar to the new Org Chart page. You can also **copy an Org Chart** to create a phone tree, when in Administration, Manage Org Charts, use the Copy function from the ellipsis (...) on the right side, and then open the new copy.

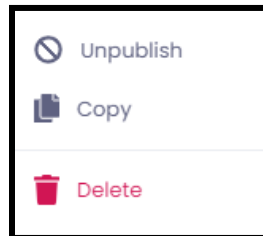


Figure-53

You can change the Chart type from Org Chart to Phone Tree and use the copied information as a base for your Phone Tree.

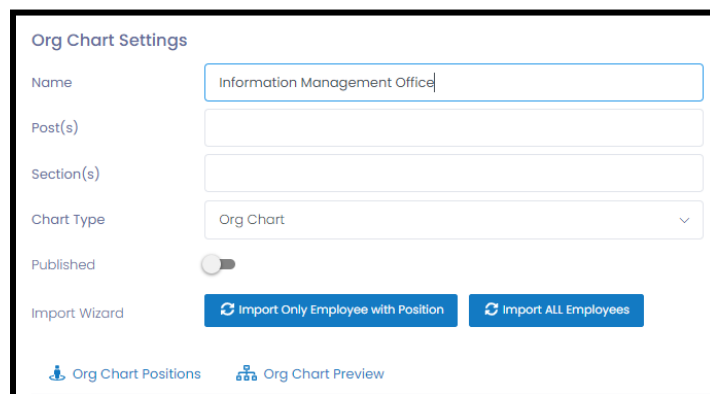


Figure-54

You can edit the fields such as Name, Post(s), Section(s), Chart Type, as well as the Display Properties to determine what information is included under the employee's name on the Phone Tree. The Published toggle determines if the Phone Tree is available in the Organization drop-down menu to be viewed as an official My Phone Trees of the Post. If the Phone Tree is not published, it will remain in the My Phone Trees page and it will not be available within the published Phone Trees for Post in the Organization drop-down menu. You can either select Import Only Employee with Position or Import All Employee from Post with the Import Wizard. See Figure-55 below.

Havana Administration - Manage Phone Trees

Havana - Create New Phone Tree

Phone Tree Settings

Name

Post(s)

Section(s)

Chart Type: Phone Tree

Active:

Import Wizard

Import Only Employee with Position

Import All Employees

Display Properties

Title: Employee Name

Detail 1: All Numbers

Detail 2: Hidden

Detail 3: Hidden

Detail 4: Hidden

Phone Tree Names

Phone Tree Preview

Names in the Phone Tree

Clear Chart

+ Add Employee

Order	Current Occupant	Called by	Callback	Custom Callback	Layout	Edit
-------	------------------	-----------	----------	-----------------	--------	------

Figure-55

To begin setting up your Phone Tree, fill in the information and select the Add Employee button to add occupants. Once done, select the Save Changes button. See Figure-56 below.

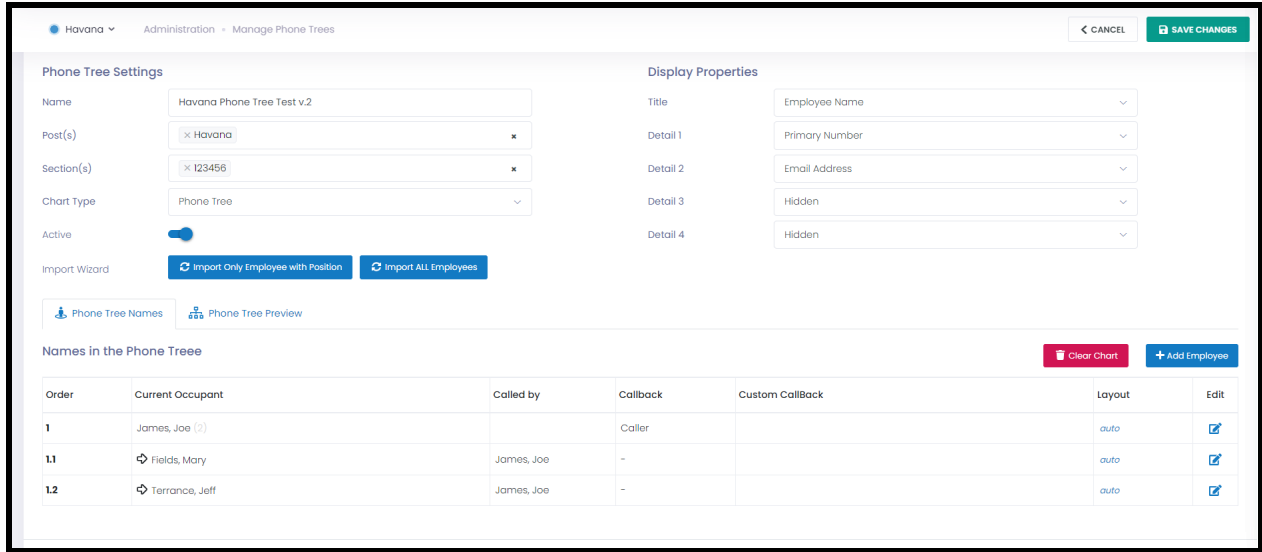


Figure-56

Next, go to the Organization drop-down menu, and select My Phone Trees in the correct Post you just created one in. Confirm that the details you entered are available from the original Phone Tree you created. See Figure-57 below.

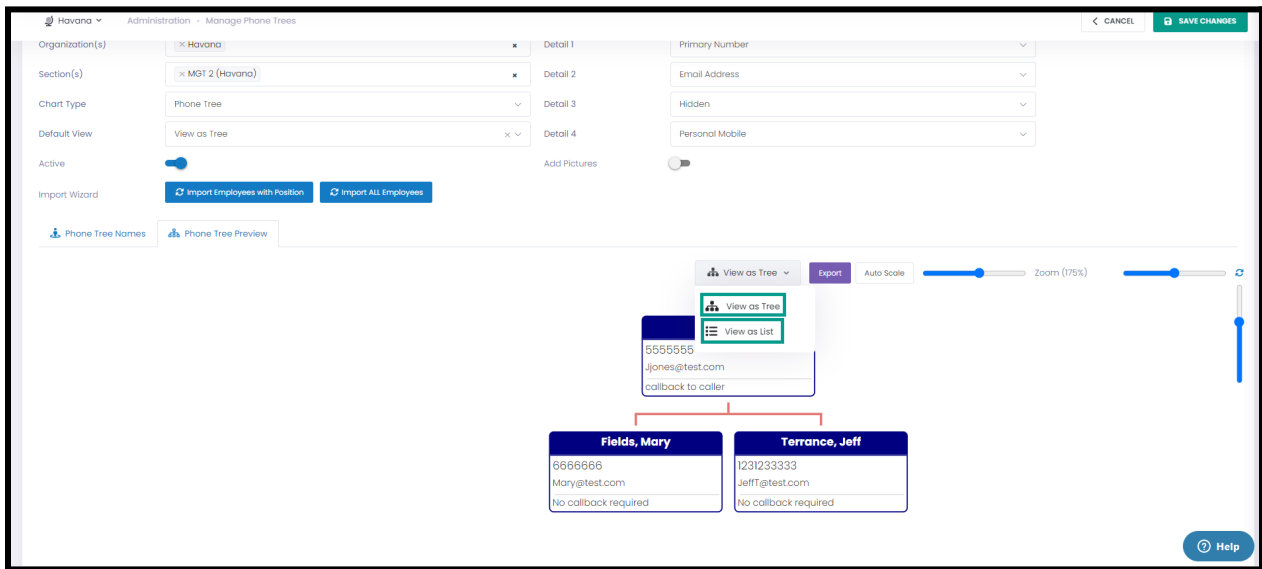


Figure-57

HOLIDAYS

You can add and edit the holidays recognized at Post. You can do this by going to the Administration drop-down menu and selecting **Manage Holidays**. This will take you to the

Manage Holidays page. You can filter the Holidays by Year. You can export the list with Excel, CSV, Copy the list to your clipboard, and select the columns you want to add or hide. You can Import Federal Holidays and ICS Files. Finally, you can **Create Calendar Groups** to make it easy to see the combined holidays. Please see Figure-58 below.

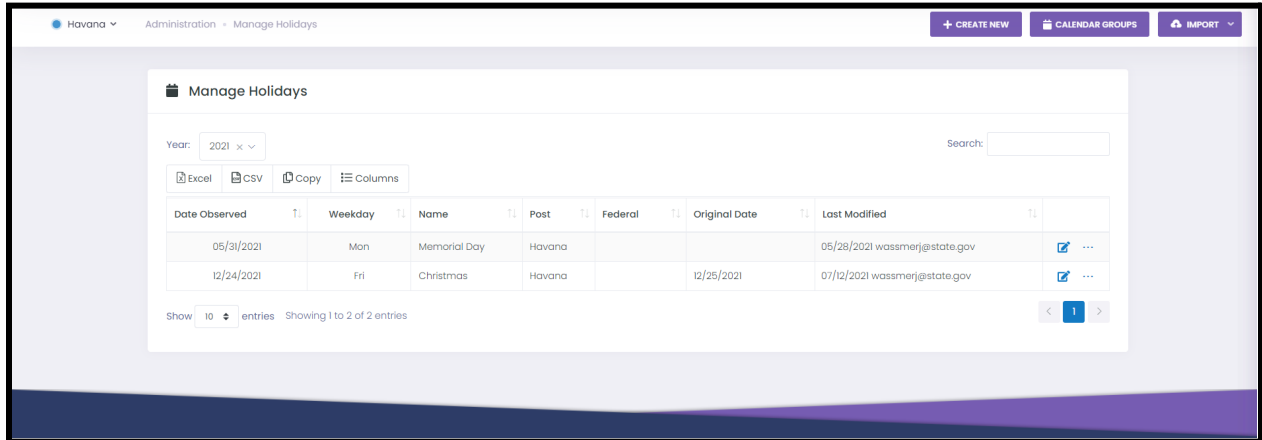


Figure-58

Select the **Create New** button to go to the Create New Calendar page. Creating a New Calendar Group gives you the opportunity to connect certain holidays to a particular group of Posts. You can add the Name of the Calendar Group and select a Post from the drop-down. Select the **Save Changes** button to save. Please see Figure-59 below.

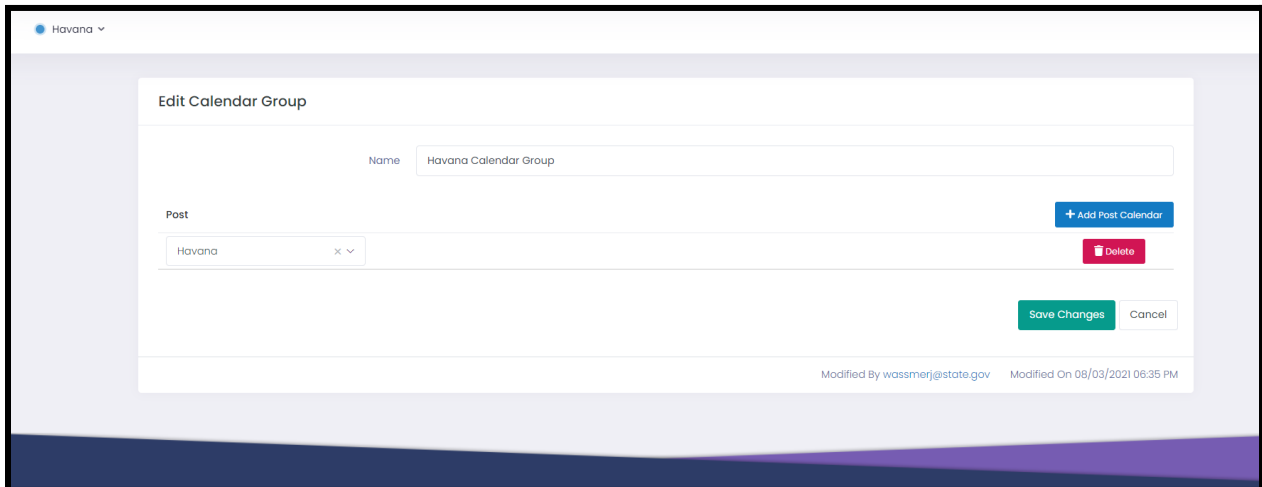


Figure-59

Once you are back at the Manage Holidays page, select the Create New button. On the **Create New Holiday** page, the user can enter the Name of the holiday, the date of the Holiday, the date the Holiday is observed, and toggle the slider for Federal Holiday. You can also enter in the

Federal Name, and which Post the Holiday should be associated with. Enter the information for the Holiday and select the Save Changes button. Please see Figure-60 below.

The screenshot shows a web form titled "Create New Local Holiday" within the "Administration - Manage Holidays" section. The form contains the following fields and controls:

- Name:** A text input field containing "Labor Day".
- Holiday:** A date picker field showing "09/06/2021".
- Holiday Observed:** A date picker field showing "09/06/2021".
- Is Federal Holiday:** A toggle switch that is currently turned on (blue).
- Federal Name:** A text input field containing "Labor Day".
- Post:** A dropdown menu showing "Havana".

At the top right of the form area, there are two buttons: a grey "CANCEL" button and a green "SAVE CHANGES" button.

Figure-60

Once your Holiday is saved, you can now go to the Organization drop-down menu and then select Holiday Calendar, and you will see your available Holiday with a color code. You can also choose between different views, month, week, or day. Please see Figure-61 below.

The screenshot displays the "Havana Holiday Calendar" interface. At the top, there is a navigation bar with the "atlas Directory" logo and menu items for "Directory", "Organization", "Contacts", and "Administration". The breadcrumb trail shows "Havana > Organization > Holiday Calendar".

The main content area features a "Holidays List" button in the top right. Below it, there are navigation controls for the calendar, including arrows for previous and next months, a "today" button, and the current month "DECEMBER 2021". A "month" view selector is also present.

The calendar grid shows the following data:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Christmas	25
26	27	28	29	30	31	1

A red box labeled "Christmas" is positioned over the date 24th. A "Help" button is located in the bottom right corner of the calendar area.

Figure-61

In the top right corner, a user can select Holiday List to go to the list of all Holidays recognized at post. Select the Holiday list and you will be brought to the Post's Holiday List. Here a user can view all the Holidays at the Post, and export the list by Excel, CSV, Copy the list to clipboard or adjust the columns listed below. Please see Figure-62 below.

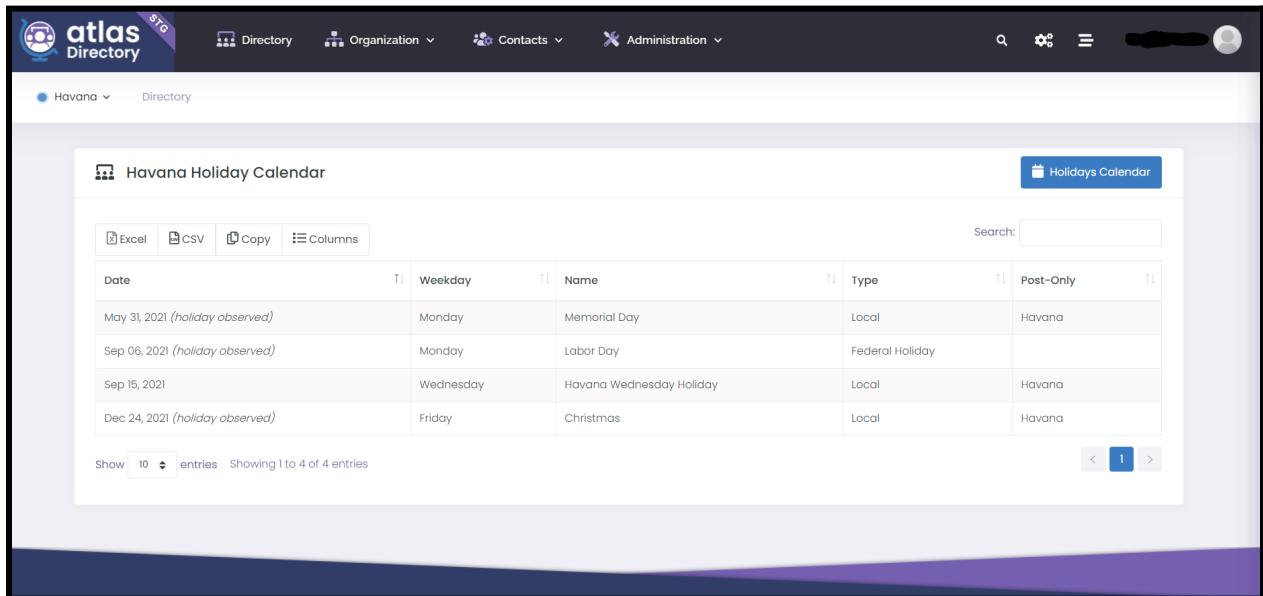


Figure-62

POSITIONS

The **Manage Positions** feature allows a user with the correct permissions to create and manage the positions list for a Post, which is used to **classify employees** with a position. Once you create a new position, you will see the available position when managing users with the Contacts drop-down menu. Please see the Manage Positions page with Figure-63 below. This page allows you to export the Positions list with Excel, CSV, Copy to clipboard, and customize the columns. You can use the search bar to search for specific positions. You can also create a new position with the **Create New** button in the top right corner, or sync positions from ATLAS Workflows with the ATLAS Workflows button. The **Validate** button redirects to a page with a list of positions not synced with ATLAS Workflows. The **Closed** positions button shows the list of closed positions and gives the option to reopen them.

Havana Administration Manage Positions

Office: Search:

Excel CSV Copy Columns

Office	Position Number	Title	Current Occupant	Position ICASS	Supervisor	Synced	
Havana	345345	Manager			HAV-8956: Manager		✎ ⋮
Havana	1231234	Developer 1a			345345: Manager		✎ ⋮
Havana	45645	Developer 2			345345: Manager		✎ ⋮
Havana	58495849	Developer 3			45645: Developer 2		✎ ⋮
Havana	489304	Intern - Developer			58495849: Developer 3		✎ ⋮
Havana	1178	Developer			1231234: Developer 1a		✎ ⋮
Havana	435943	Test Manager		9784.0	345345: Manager		✎ ⋮
Havana	1411	Developer	✎ ⋮			↻	✎ ⋮

Show 10 entries Showing 1 to 8 of 8 entries

Figure-63

Select the Create New button. This will bring you to the **Create New Position** page. See Figure-64 below. Enter the Position Number, Title, ICASS Information, select the Post organization, optionally the old position number, and the position’s Supervisor. Select the Save Changes button, and you will then see your new position in the list of Positions.

Havana

[← CANCEL](#) [SAVE CHANGES](#)

Create New Position

Position Number

Position Title

Position ICASS

Organization/Office

Old Position Number

Supervisor

[Help](#)

Figure-64

Next, go to the Contacts drop-down menu, and select **Manage Employees**. Find the employee you wish to modify and select the Edit icon. From the Edit Employee page, scroll down to the Position in the Assignment Information section, and select the (...) button. Select a Position from the list and click the Select button. Once confirmed, select the Save Changes button. Please see Figure-65 and 66 below.

Search:

Excel CSV Copy Columns

Title	Post	Code	ICASS Agency	
Developer	Havana	1178		Select >
Developer 1	Havana	1231234		Select >
Developer 2	Havana	45645		Select >
Developer 3	Havana	58495849		Select >
Intern - Developer	Havana	489304		Select >
Manager	Havana	345345		Select >
Test Manager	Havana	435943	9784.0: DOD SOCOM SOCPAC	Select >

Show 10 entries Showing 1 to 7 of 7 entries (filtered from 1,592 total entries)

Cancel

Figure-65

Havana Contacts - Manage Employees CANCEL SAVE CHANGES

Havana Assignment Information (#00000772)

Status: Active

Arrival Date: 08/05/2021

Departure Date: 08/01/2022

Position: 435943: Test Manager

Pos. ICASS Code: 9784.0: DOD SOCOM SOCPAC

Pos. Agency: HHS - CDC - DIVISION OF GLOBAL HEALTH PROTECTION

Emp. ICASS Code:

Employee Agency:

Private:

Section: HR Section

Building: Havana Post Office

Floor: 3

Room: 123

Radio Call Sign:

TDY:

Deactivate on:

Figure-66

AGENCIES

Select the Administration drop-down menu, then select **Manage Agencies**. The Directory Agencies page shows all available ICASS Agencies for the Post you have selected in the top left corner of the screen. You can sort the list by ICASS or by Alphabetical. The search bar in the right corner of the page allows you to search by Code or by Name. Please see Figure-67 below.

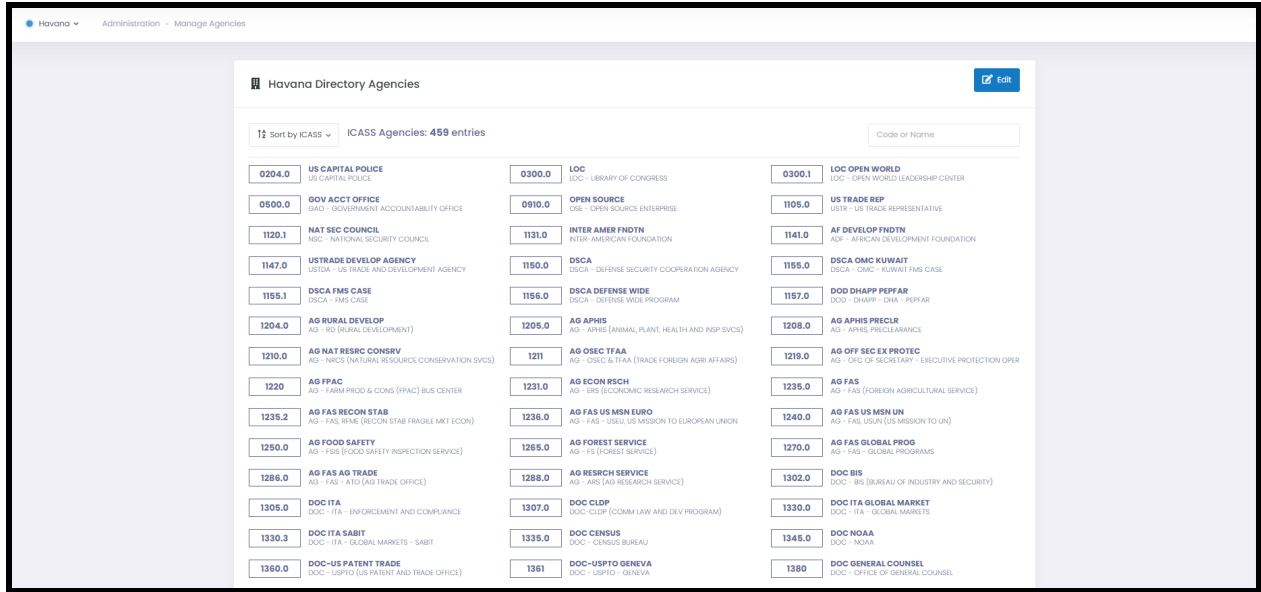


Figure-67

Select the Edit button. The **Edit Directory Agencies** page automatically includes all Agencies to be edited. You can adjust this by selecting individual Agencies to be removed from the selected list or by selecting Deselect All to individually deselect which Agencies you would like to be included at Post. You can edit the list or change the view to show the Normal List or Selected First. You can also Bulk Import multiple positions if you have a positions list that you would like to include at Post. Please see Figure-68 below.

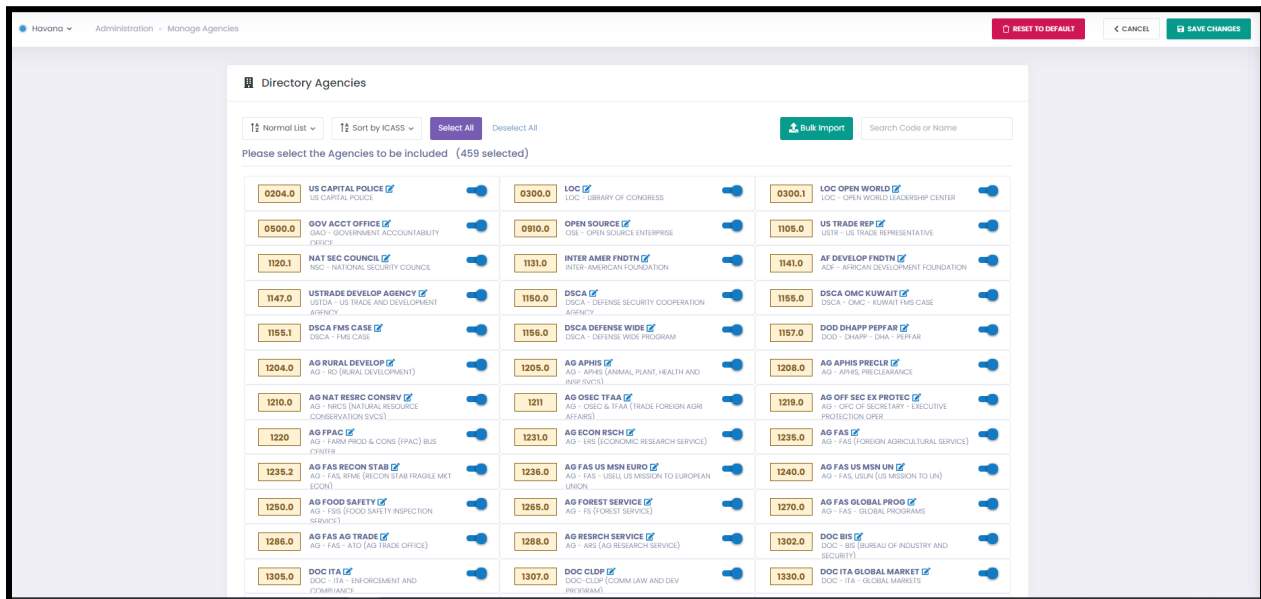


Figure-68

Select the **Save Changes** button once your list of Agencies for Post is complete.

To confirm that the list of Agencies you have adjusted or added is operating in Post, go to the Contacts tab. Find the employee you wish to modify and select the Edit icon. From the Edit Employee page, scroll down to the Assignment Information section and select the Emp. ICASS Code drop-down. Once confirmed, select the Save Changes button. Please see Figure-69 below.

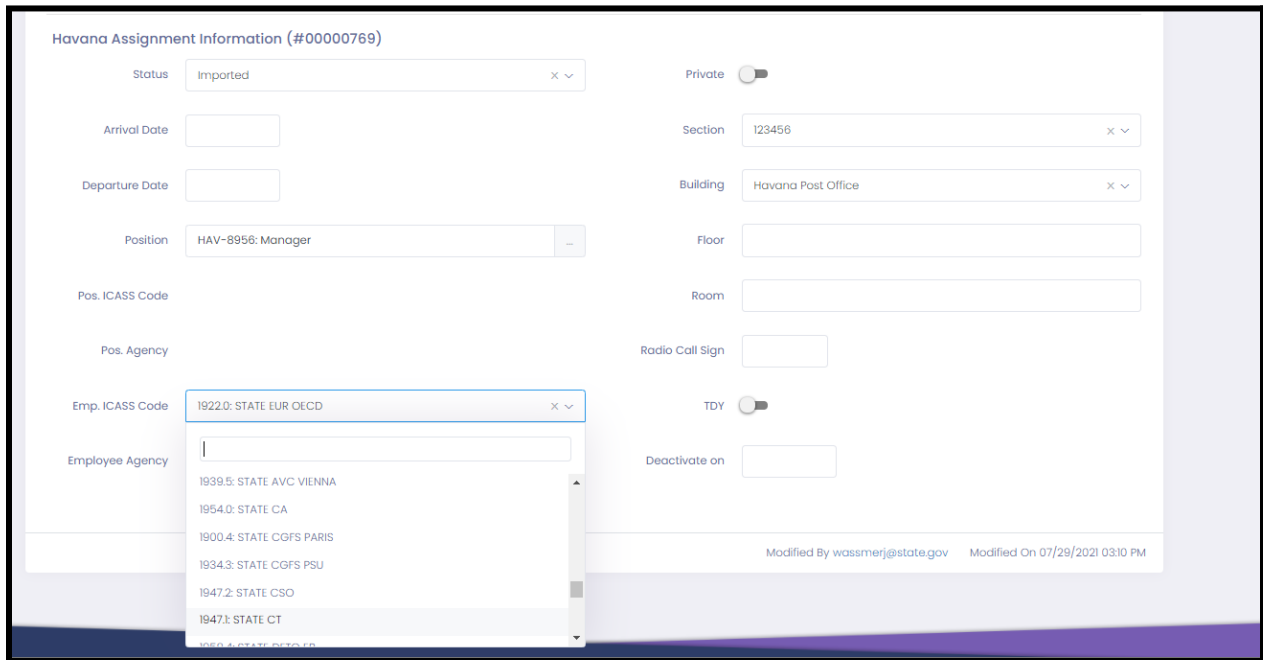


Figure-69

PRINT TEMPLATES

Select the Administration drop-down menu, and then select **Print Templates**. This will take you to the Print Templates page. Please see Figure-70 below. The Print Templates page allows you to create different types of Print Templates for printing ATLAS Directory Contact Lists.

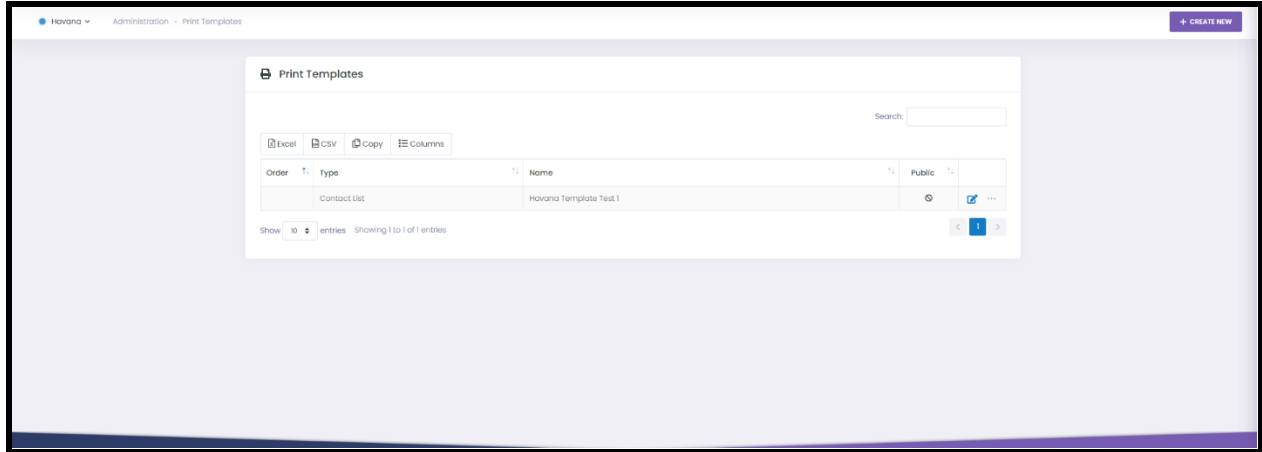


Figure-70

Select the Create New button. On the **Create New Templates** page, you can fill in the Template name and can select between three template forms to create from. You can choose between Create New Template, Create from Local Template to pull a template from a local source if available, and Create from System Template to pull from another Post. Within Create New, you can choose between Contact List, Phone Card, or Vertical Layout. Fill in the information you would like for your template, and then select the Create button. The Print Preview window will show up, allowing you to make changes before printing. Select the **Save Changes** button and confirm that the new Print Template is available. Please see Figure-71 and 72 below.

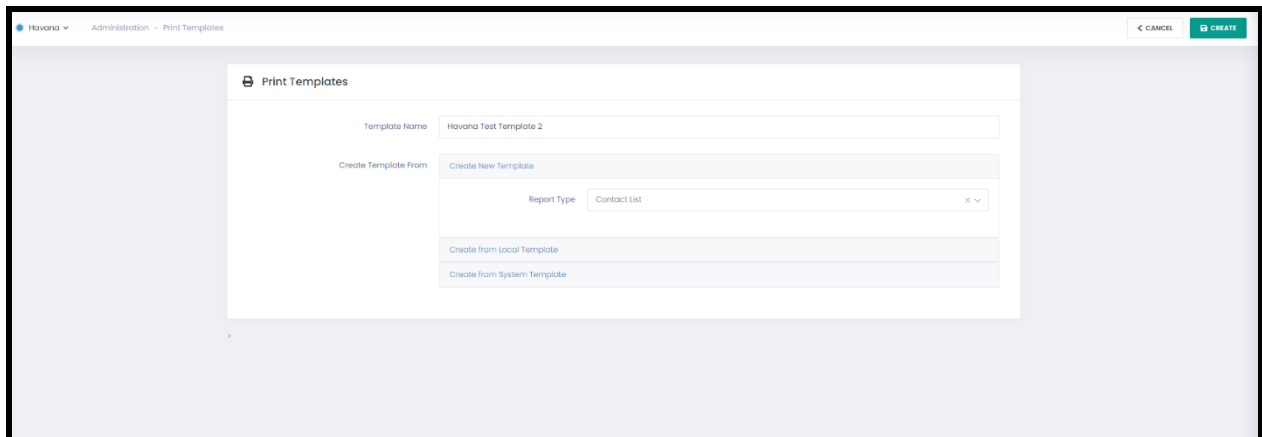


Figure-71

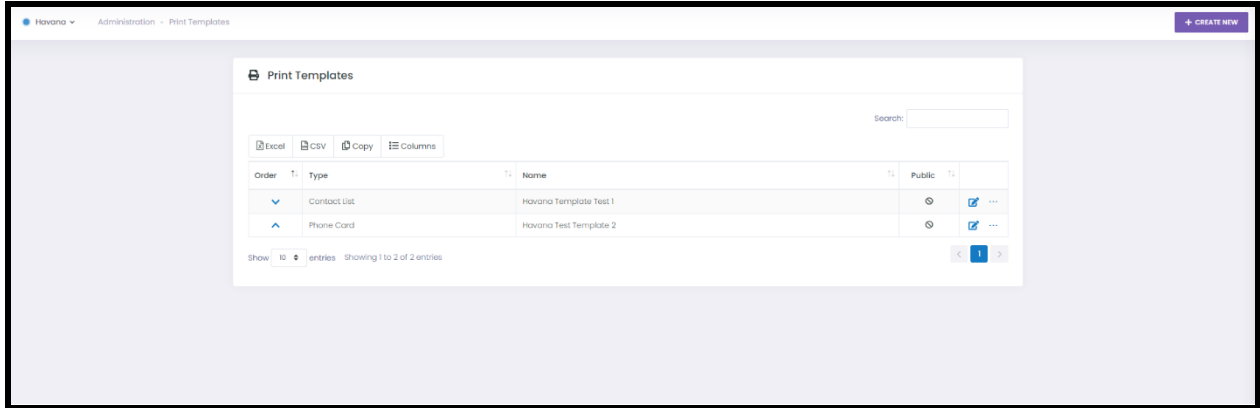


Figure-72

If you select the Edit button for a Print Template, you will be taken to the **Print Template Preview** page. Under Name & Publish Settings, the user can adjust the name, if the template is published, and the list you would like to preview in the preview window. The Details List includes all of the details you can select to be shown on your Contact List Print Template for each individual. In the Body section, you can select the Theme, Text Color, Font and Font Size. In the Page Layout Section, you can adjust Page Size, Orientation and Margins. The user can adjust Column Headers, the page Header or Footer with a Header Preview feature, and finally a user can adjust the Group details in the Template. Please see Figure-73 below.

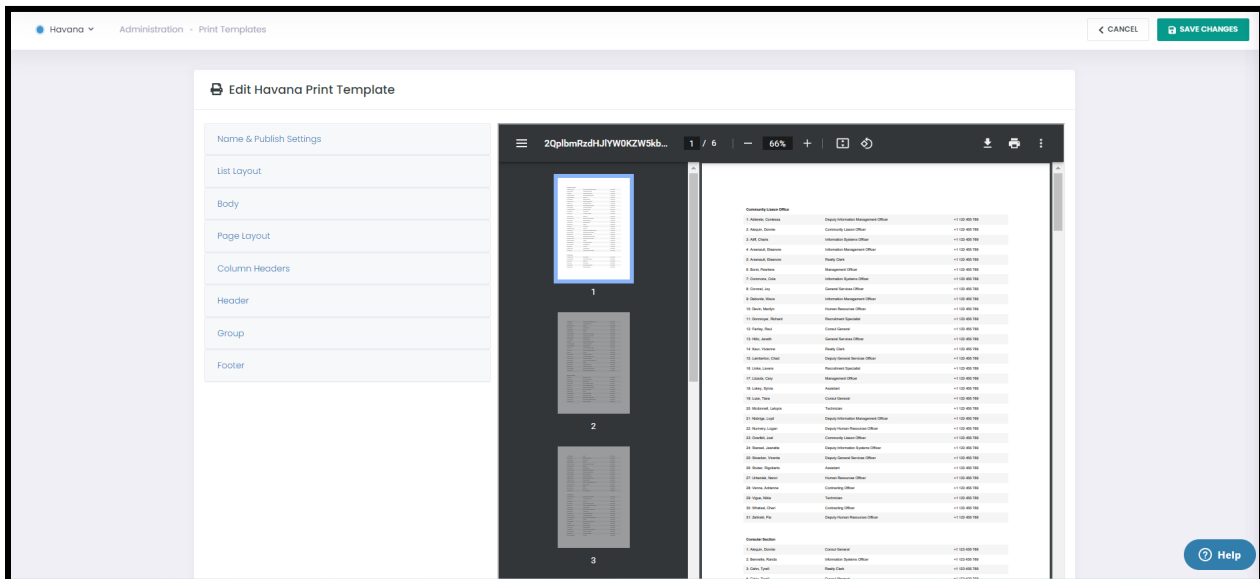


Figure-73

Select **Save Changes** to save the adjustments you have made to the Print Template. You can access these details anytime by selecting Edit in the Print Templates page.

DIRECTORY CONFIGURATION

Directory Configuration is located in the Administration drop-down menu. On the **Directory Configuration** page, the table shows columns with the name of the Post, Switchboard Numbers, Switchboard Hours, if SAFE Sync is synced or not, as well as the Order of the table. In the top right corner, the user with permissions has the ability to view the **Synchronization Log** to see the history of SAFESync, Synchronize Now to sync with SAFE, or Reset Order of the list. When you select Synchronize Now, you will see a green prompt which says Full Sync with Post Requested. Please see Figure-74 below. This page allows you to edit the configuration for each organization within your post.

The screenshot shows the Atlas Directory Administration interface. The top navigation bar includes 'atlas Directory', 'Directory', 'Organization', 'Contacts', 'Radio', and 'Administration'. The user 'Marsio Imperato' is logged in. The main content area is titled 'Directory Configuration' and features a table with the following data:

Organization	Switchboard Numbers	Switchboard Hours	SAFE Sync	Enabled Modules	Order
Havana	41859518301	7 - 1700	Bidirectional (SAFE <--> ATLAS)	ICASS Workload	

A green notification banner at the top right states: 'Full synchronization requested for Havana'. A red button labeled 'Edit organization settings' is located to the right of the Havana organization entry. Below the main table, there is a section for 'Havana Synchronization Details' with a table showing synchronization history:

Name	Post	Last Workflows Sync	SAFE Sync Setting	Last SAFE Sync
Havana Hospital	Havana	07/25/2022 02:46 PM	Bidirectional (SAFE <--> ATLAS)	
Householder, Joe	Havana		Bidirectional (SAFE <--> ATLAS)	
S...	Havana	04/12/2023 08:58 PM	Bidirectional (SAFE <--> ATLAS)	04/12/2023 08:58 PM
S...	Havana		Bidirectional (SAFE <--> ATLAS)	
V...	Havana	03/13/2023 08:29 AM	Bidirectional (SAFE <--> ATLAS)	09/02/2022 01:46 PM

Figure-74

Organization Configuration Tab

Clicking on the edit button on the right of the organization item opens the page in Figure-75. From this page, Configuration Tab, you can edit the switchboard information, change the SAFE

sections synchronization options, and add a Contact List that will be shown to users when clicking the *Quick Reference* button .

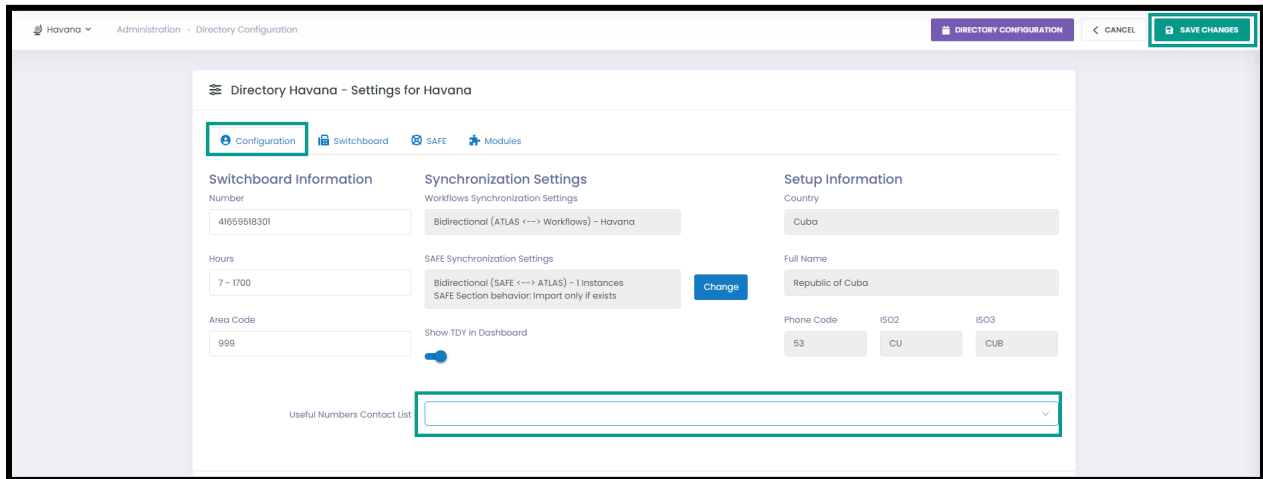


Figure-75

Figure-76 below shows the Switchboard tab, where you can configure the instructions shown to users when they click on the Switchboard button from the ATLAS Directory Dashboard. You can also set specific formatting rules for phone numbers shown in the contact cards.

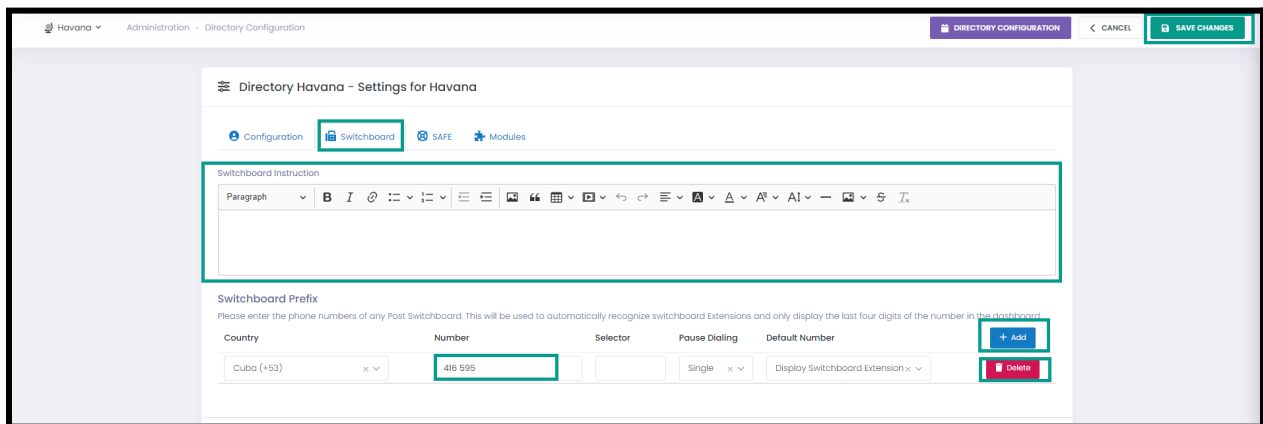


Figure-76

Figure-77 shows the SAFE tab, here you can see the list of linked organizations and also enable **synchronization for Household Members**.

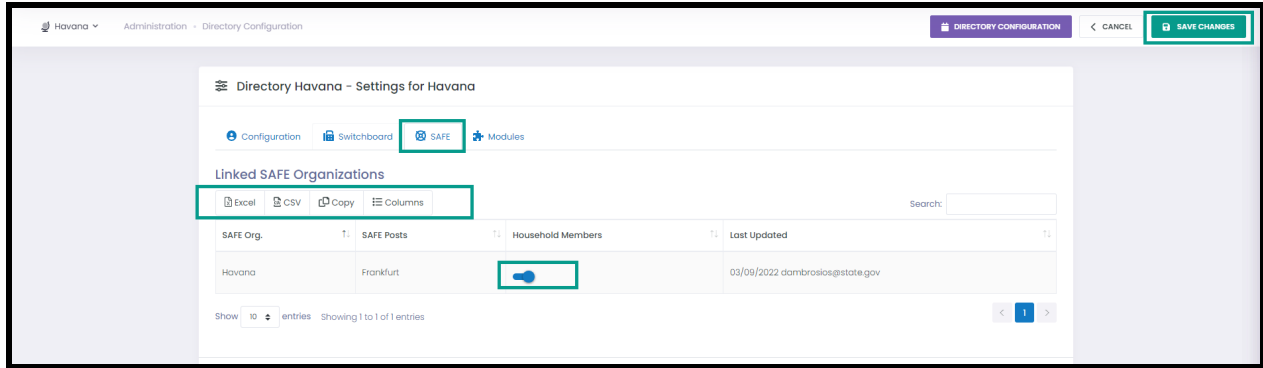


Figure-77

Figure -78 shows the Module Tab, here you can enable display the ICASS Countable devices tab in the user profiles, add a Distribution Group email address to receive AFN Module related notifications and enable notifications for expiring AFN Activation requests. **Note: The AFN Module is in the pilot stage at the time of writing this guide.**

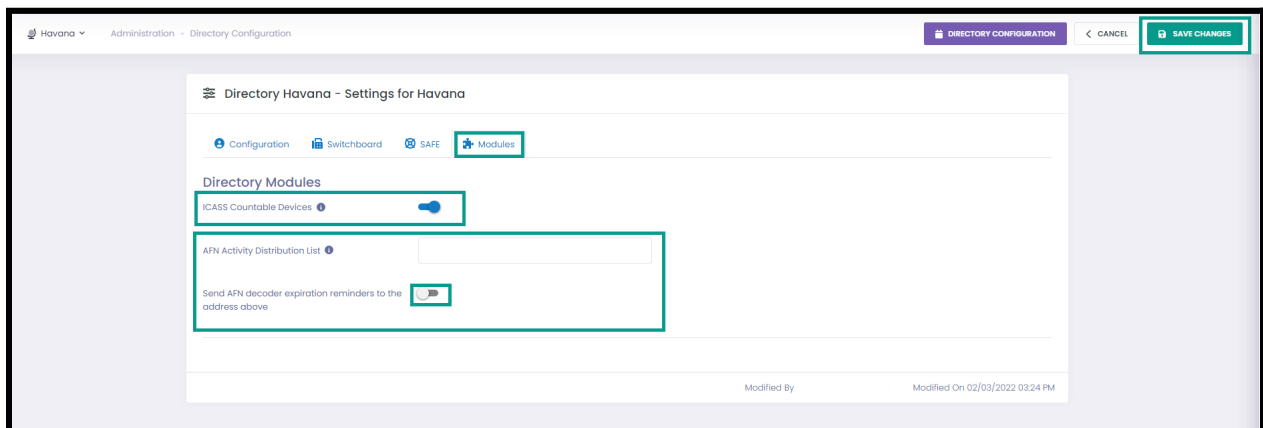


Figure-78

Customization Tab

From the **Customization tab** (Figure-79) you can edit the registration instructions shown to users submitting a new registration request to your post (this will appear as a banner on the top of the registration form). Additionally you can enable/disable:

- Mobile Work Numbers Public
- Work Phones Public
- Display Contacts Tags in Dashboard
- Display External Organizations in Dashboard
- Disable Exporting Contacts (from the Dashboard) for Non-Admin Users

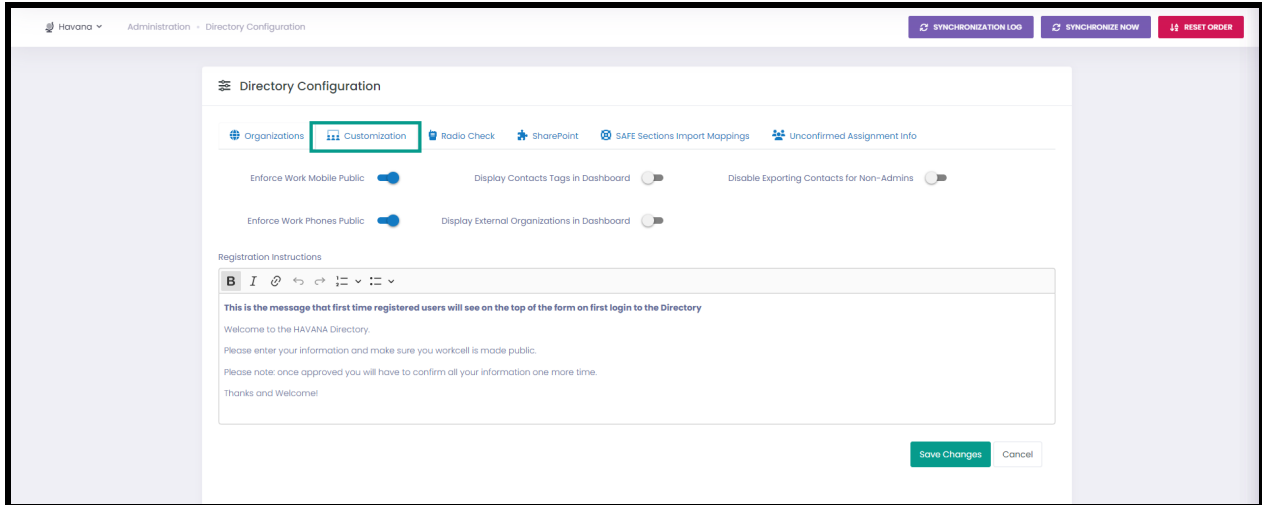


Figure-79

Radio Check Tab

From the Radio Check tab (Figure-80) you can **enable/disable** the Radio Module in your Directory instance. The advanced configuration button redirects to another page (Figure-81), where you can enable/disable Radio Check entries (if disable you can only edit the Configuration for the Radio module) and also set the events types to be included in the IRM Radio Checks report percentage of success.

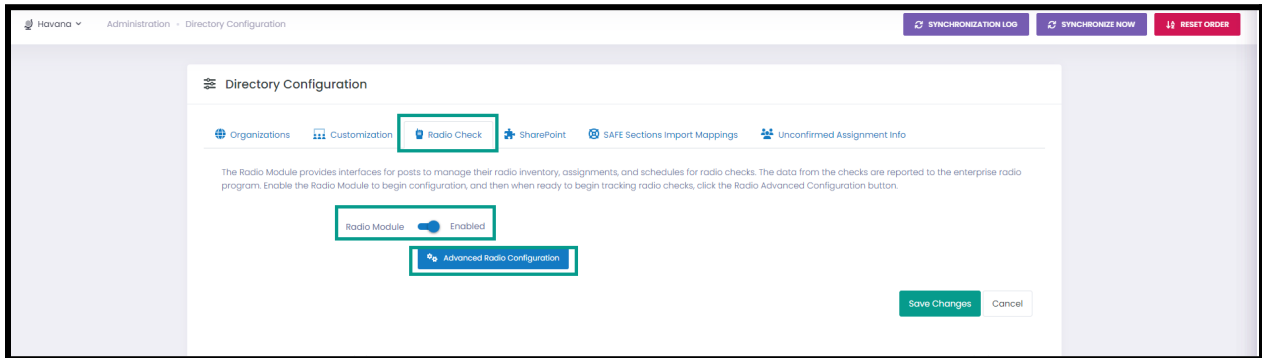


Figure-80

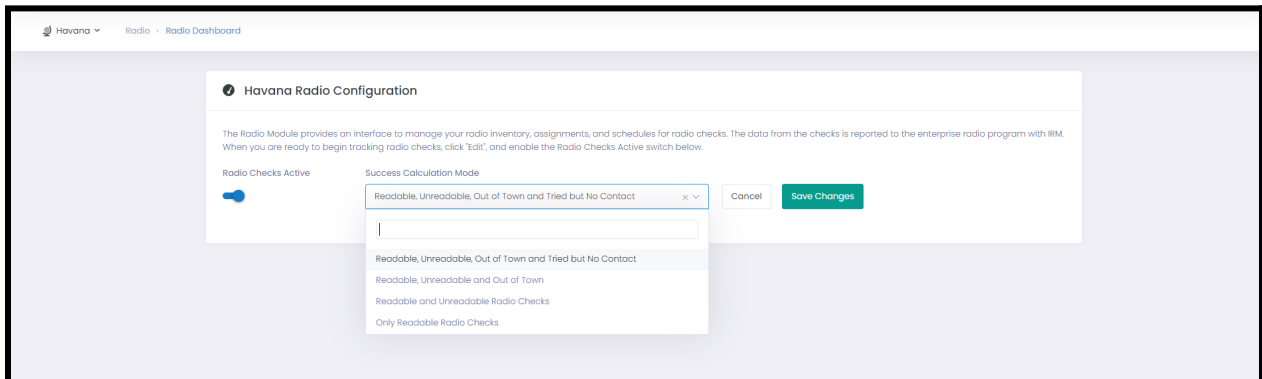


Figure-81

Sharepoint Tab

ADG can supply posts that have requested a Sharepoint API that will synchronize the Directory instance with a SP list in your SP Site. This tab allows you to enable/disable sync and customize the information that you want to include in the SharePoint List(Figure-82).

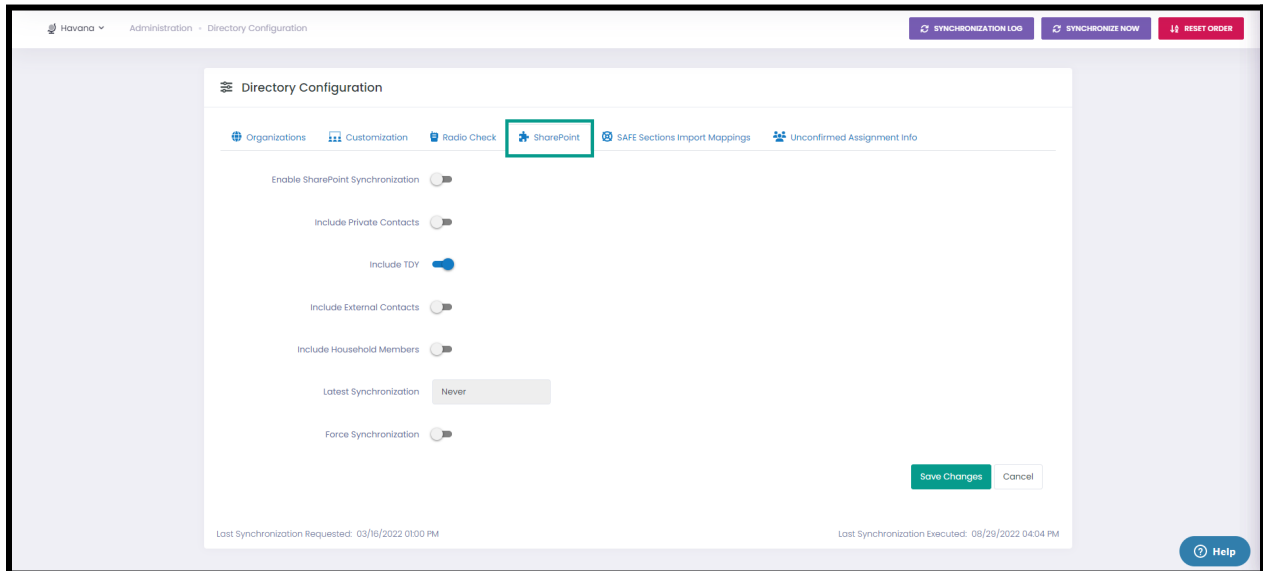


Figure-82

SAFE Import Mappings Tab

From this tab you can map SAFE sections to sections that you have created in your Directory instance (Figure-83). To add a new mapping just click on the **Add Mapping** button, select the SAFE section and the Directory section that you wish to map to (Figure-84 and 85).

- **Note:** This setting doesn't automatically update existing employees' sections. It will be used only for the new employee imports that occur after you have saved the mapping rule.

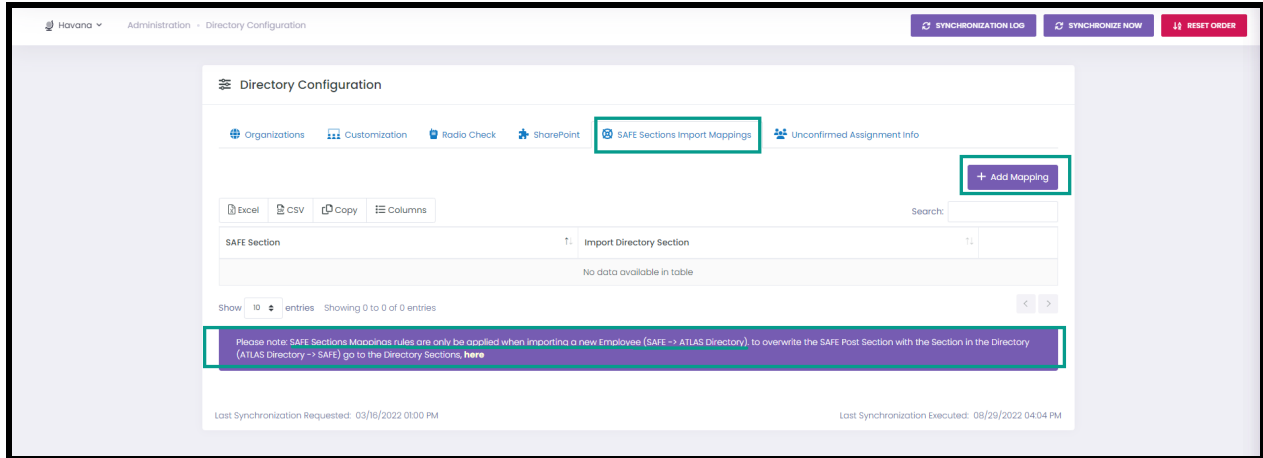


Figure-83

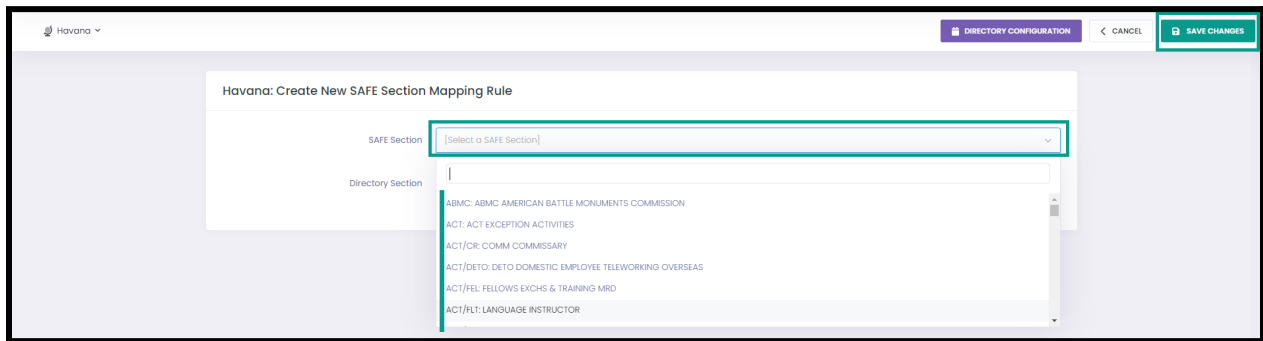


Figure-84

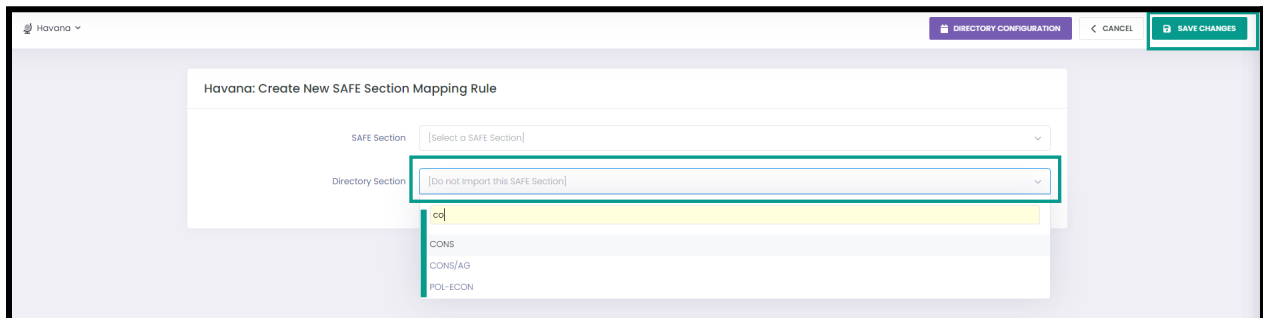




Figure-85

Unconfirmed Assignment Info Tab

This tab (Figure-86) lets you see the list of employees that haven't validated their assignment profile information. You can also force users to validate their assignment information individually, by clicking on the  icon for the selected assignment, or force all the listed assignments by clicking on the  icon.

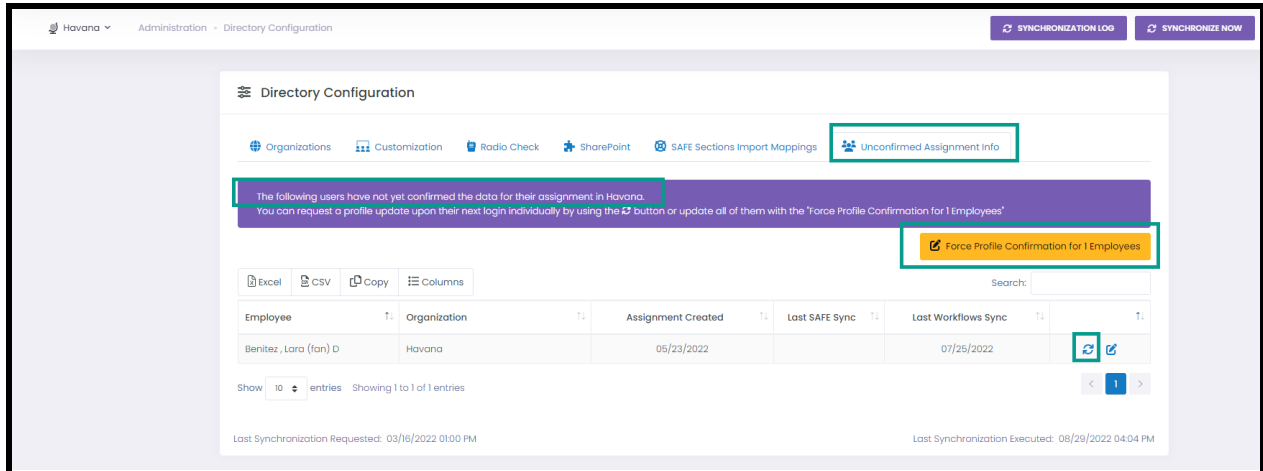


Figure-86

DIRECTORY LOG

The **Directory Log** is located in the Administration drop-down menu. This allows you to view the Directory Updates Log and the Details history. You can see the Time, Operation, Contact, and Details for the log listed from recent to oldest. Please see Figure-87 below.

Time	Operation	Contact	Details
07/29/2021 09:02 AM	Update	Gordon, Stephanie Melissa	Arrival Date: 12/01/2020 IsTDY: False DoNotDeactivateAtDepartureDate: False
07/29/2021 08:49 AM	Update	Gordon, Stephanie Melissa	Arrival Date: 12/01/2020 IsTDY: False DoNotDeactivateAtDepartureDate: False

Figure-87

DIRECTORY ADMINISTRATORS

From the Administration drop-down menu, select **Manage Administrators**. To add or change the Role of a user, you must already have the Directory Administrator or Permissions Manager role. The Directory Administrator can grant different levels of permissions to manage different features across the Atlas Directory and the users can be given access to one or more roles.

See the table below to describe the roles available:

ROLE	DESCRIPTION
Building Manager	All users can see the buildings but a Building Manager can add, edit and remove Building records from within the Organization menu.
Calendar Manager	The Calendar Manager will be able to manage the local and federal holidays for the post calendar from the Administration menu/Manage Holidays.
Configuration Manager	The Configuration Manager will have access to the Directory Configuration and Directory Log menu items of the Administration drop down only.
Contact List Manager	The Contact List Manager enables an admin to create new and manage existing Contact Lists.
Dashboard Manager	Allows an employee from another post to have access to the Directory dashboard for a post at which they do not have an assignment.
Directory Administrator (highest level of permission)	A Directory administrator can manage and edit all menu items on the Contacts and Administration menus, as well as Managing Administrators to add new roles.
Directory Contact Manager	The Directory Contact manager can manage all components of the Contacts menu, including external contacts and locations.
Directory Contact Reader	The Directory Contact Reader can access all components of the Contacts menu, including external contacts and locations, but not edit.
ICASS Administrator	The ICASS Administrator can add and manage ICASS devices
Org. Chart Manager	The Org. Chart Manager can add, manage and delete Organizational charts for the mission.
Permissions Manager	The role of Permissions Manager can add, amend or remove permissions from the Administration/ Manage Administrators

	menu.
Permissions reader	The role of Permissions Reader can see the Administrators table but cannot add, amend or remove permissions.
Phone Tree Manager	The Phone Tree Manager can add, manage, and delete Phone Trees for the mission.
Position Manager	The role of Positions Manager can add, amend, and synchronize positions with Workflows, from the Administration/ Manage Positions menu item. This role can also validate positions that may have changes or conflict with ADS.
Print Template Manager	The Print Template Manager can create new and managing existing templates for the Contact Lists and reporting.
Radio Admin	Access to all Radio Module features (Manage, Edit, Add, Delete)
Radio Admin Read Only	Access to all Radio Module features - Read only
Radio Assignments	Manage radio Assignments
Radio Check-Add Only	Enter new radio checks (usually granted to MSG)
Radio Check-Manage	Manage all radio Checks items
Radio Check-Read Only	Can view all Radio Check items
Radio Checks Events Manager	Manage Radio Checks events
Radio Configuration	Manage Radio Module settings (repeaters, neighborhood zones, schedules, etc.)
Radio Inventory	Manage Radio Inventory entries
Registration Manager	The Registration is the only role that will receive an email notification of a new registration for the post or mission.
Section Manager	All users can see the Sections but a Section Manager can add, edit and remove Sections records from within the Organization menu.

The Administrators list can be exported to Excel, CSV, Copied to Clipboard, and the columns can be adjusted. You can add an Administrator by selecting the Add Administrator button in the top right corner. Please see Figure-88 below.

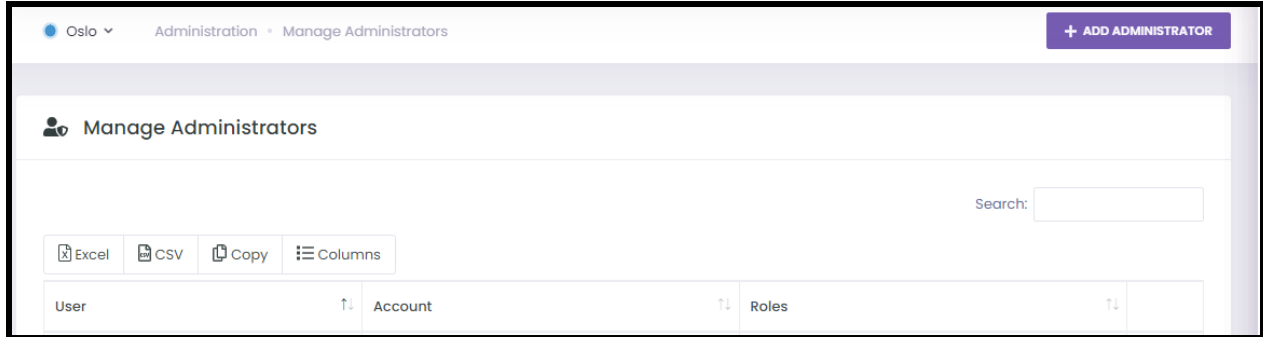


Figure-88

The Directory Administrator can select an individual from Post by clicking the Edit Permissions button. Please see Figure-89 below.

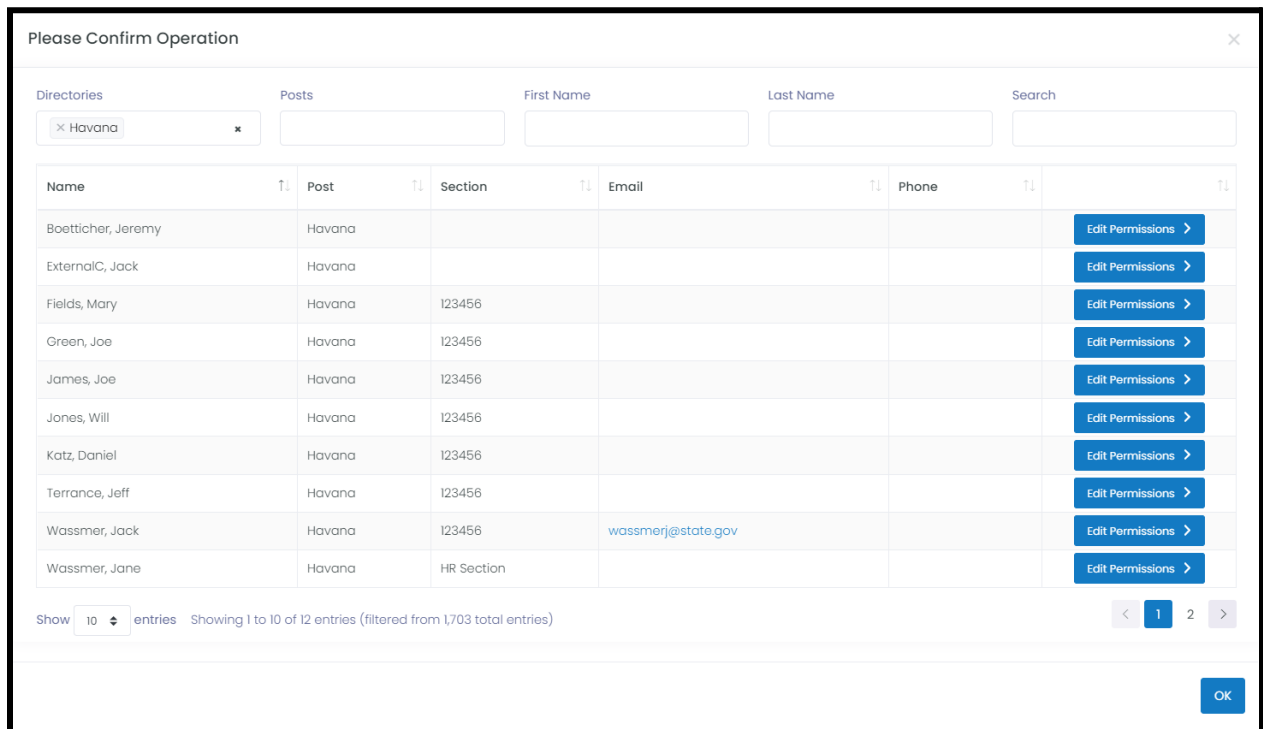


Figure-89

The **Edit Permissions** page allows you to view the Display Name, Roles Last Modified By field, and the Roles Last Modified On field. Lastly, you can Add Role, Delete, and change the Role(s) of the user from the drop-down list. Please see Figure-90 below. Select the Save Changes

button, and you should now see your new Administrator available in the list of the Manage Administrators page.

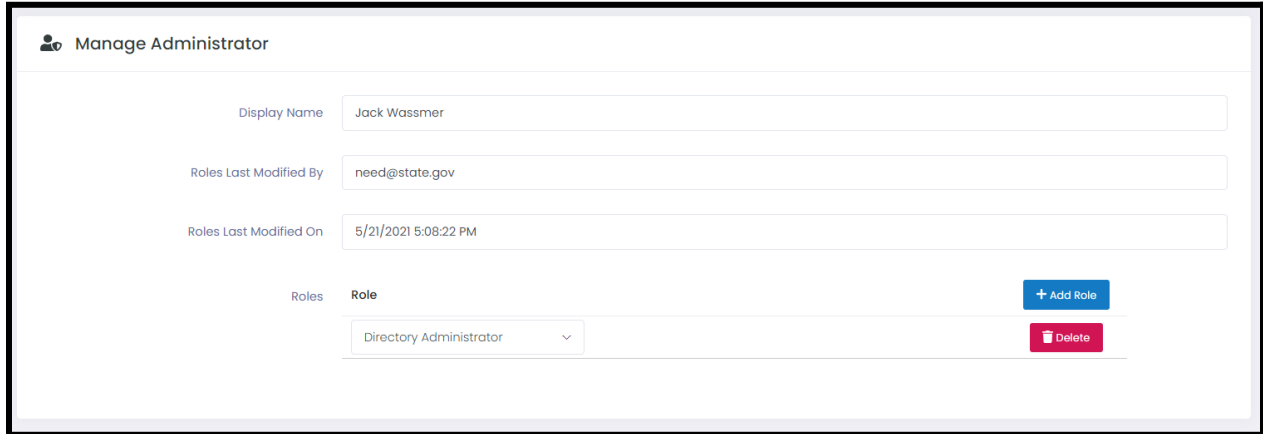


Figure-90

EDIT ICASS ASSIGNMENTS

This menu item lets you manage ICASS agency assignments for all ATLAS Directory employees.

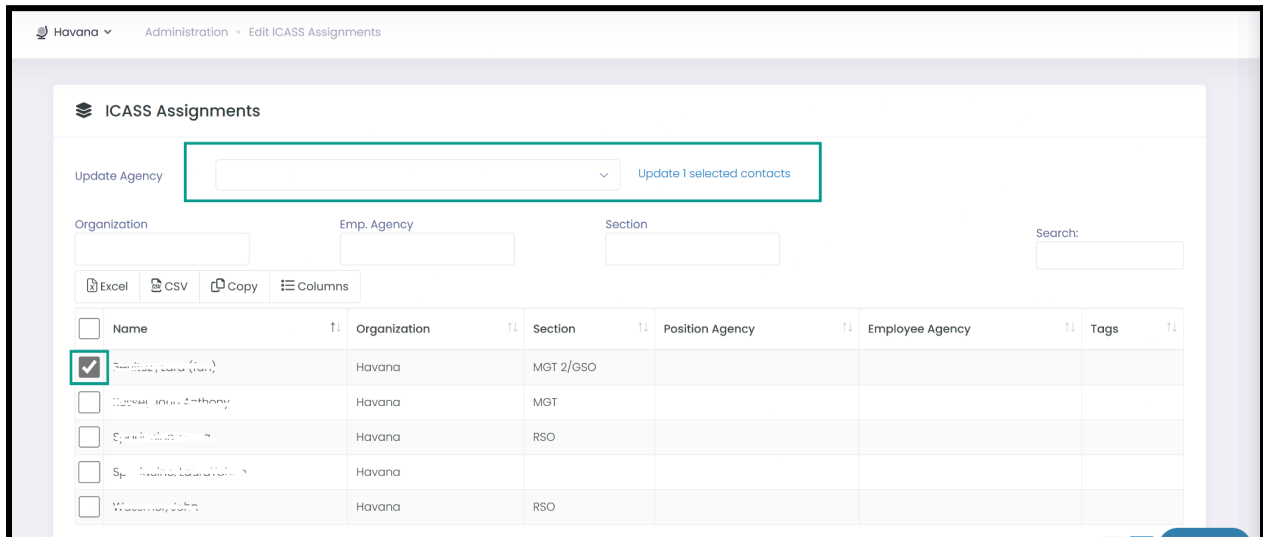


Figure-91

ICASS INVENTORY

The **Manage ICASS Inventory** page allows you with permissions to enter ICASS numbers for countable devices that can be used throughout the application. The Manage ICASS Inventory list can be exported to Excel, CSV, Copied to Clipboard, and columns can be adjusted. The list

shows the Post organization, Agency Code, Category, ILMS tag, Number/Call Sign, Model. Please see Figure-92 below. Select the Create New button to add an ICASS countable item or Sim Carriers to manage the carriers list.

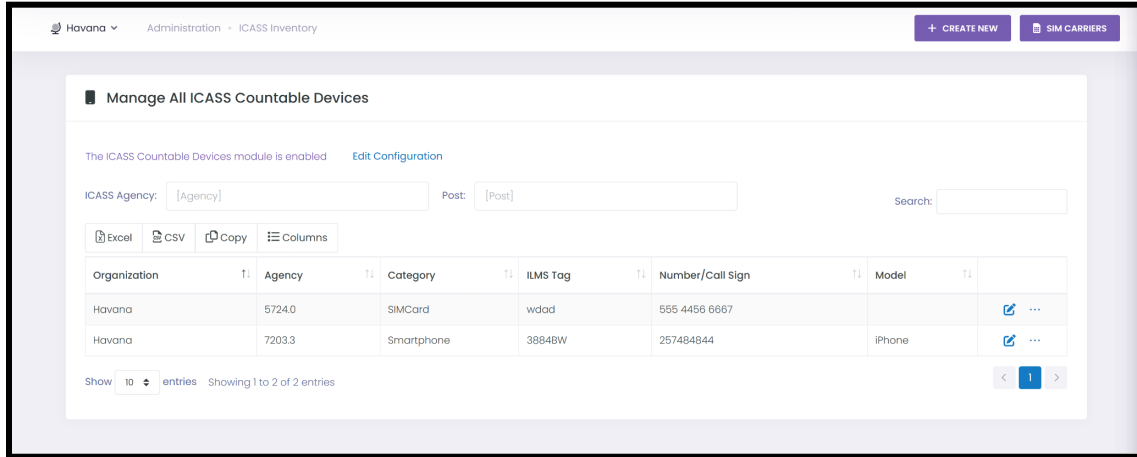


Figure-92

On the **Create ICASS Countable** page, fill in the Number, ILMS tag Serial Number, and Agency(mandatory fields). Select the **Save Changes** button and you should see the new ICASS item available in the Manage ICASS Inventory table. See Figure-93 below. At the bottom of the form you can also see the list of assignments for the selected item and you also have the option to manage them.

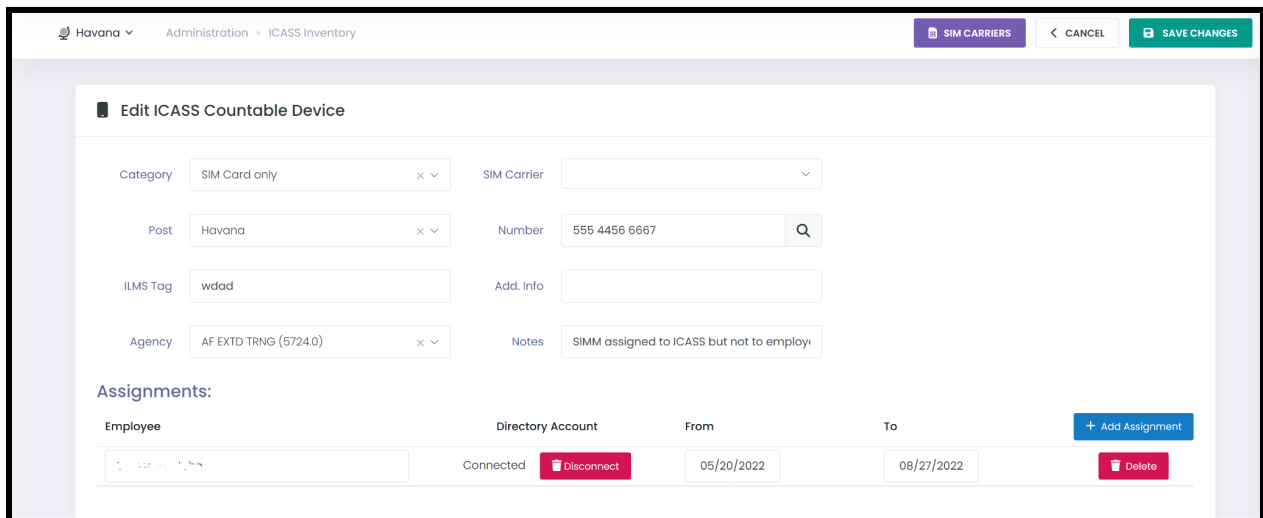


Figure-93

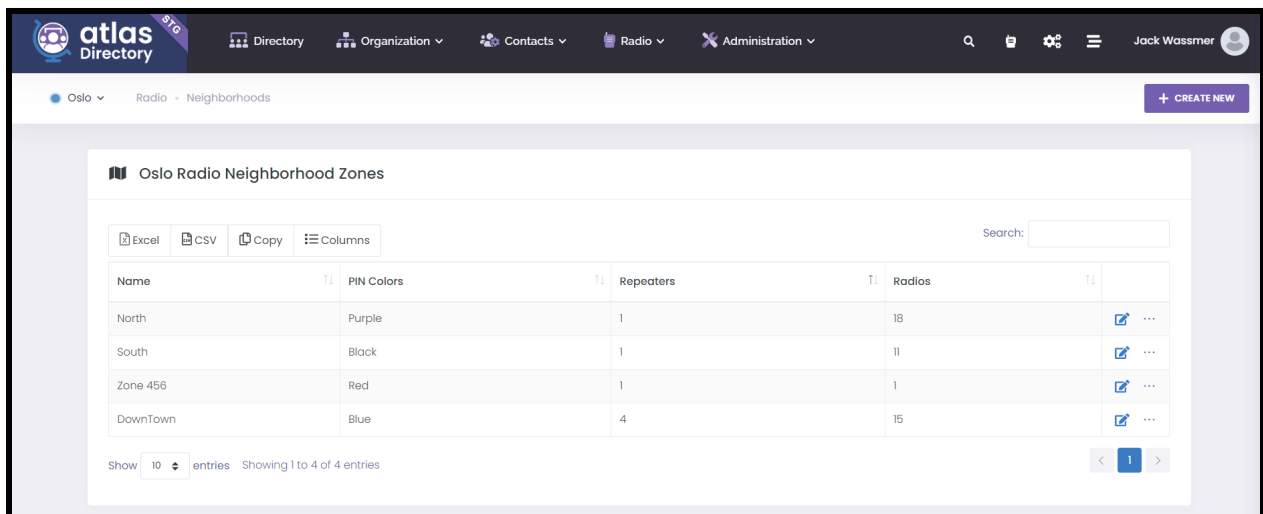
RADIO

To access the Radio drop-down in ATLAS Directory, first an instance must turn on the Radio Module configuration. This must be done at the System Admin level. You can request access to the Radio Module for your Post by contacting ADG-support@state.gov.

Creating Neighborhoods, Repeaters, and Groups in the Radio drop-down is how a Post can begin to set up their Radio features at Post. This is how we can physically and logically group the Radios. Next you must create the Radio Inventory at Post, their assignments, and their schedules to combine all of these elements and create schedules.

NEIGHBOURHOOD

The physical areas, called **Neighborhood Zones**, must be set up at Post. You can do this by selecting Neighborhoods, and then select Create New to add a Neighborhood (i.e. North, South, Downtown etc.). Please see Figure-94 below.



The screenshot shows the ATLAS Directory interface for the Oslo Radio Neighborhood Zones. The table lists four neighborhoods: North, South, Zone 456, and Downtown. Each row includes columns for Name, PIN Colors, Repeaters, and Radios. The table also features a search bar, export options (Excel, CSV, Copy), and a 'CREATE NEW' button.

Name	PIN Colors	Repeaters	Radios	
North	Purple	1	18	Edit More
South	Black	1	11	Edit More
Zone 456	Red	1	1	Edit More
Downtown	Blue	4	15	Edit More

Figure-94

Add in the Name and the color you'd like to show on the Map associated with the neighborhood. Please see Figure-95 below.

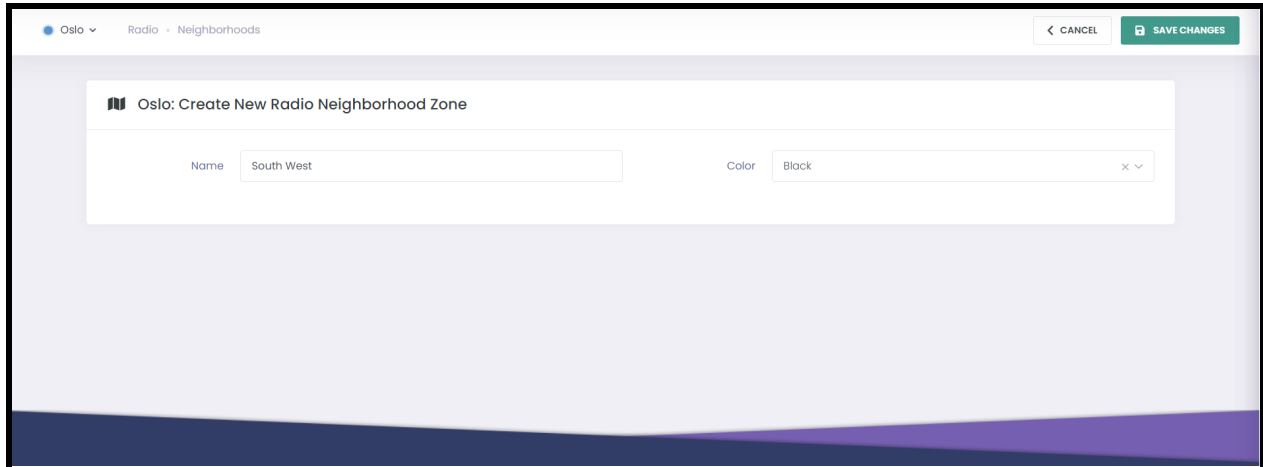


Figure-95

REPEATERS

Repeaters are the **antennas** at Post. We may want to specify which Neighborhood and physical address the repeater is located in. The Map engine will give you an exact address to select from once you enter in an address, and then automatically set the latitude and longitude for this Repeater. Please see Figure-96 and 97 below.

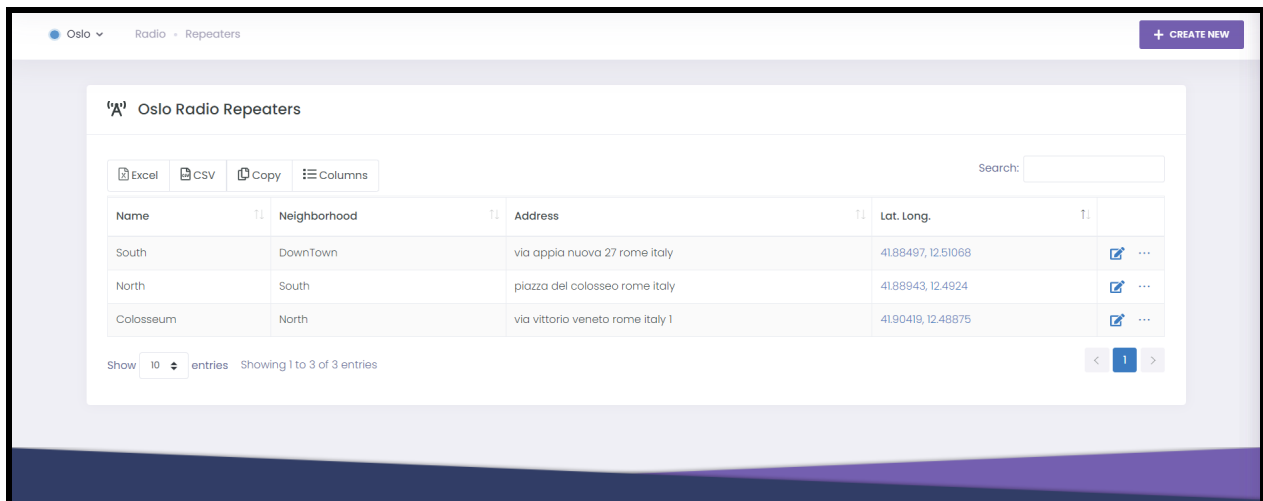


Figure-96

Oslo - Radio - Repeaters

Oslo: Create New Radio Repeater

Name: Financial District

Address: [Empty]

Neighborhood: DownTown

Lat. Long.: [Empty]

Figure-97

GROUPS

Next you must manage **Groups**, which are meant to be set logically for our Post. The benefit of having groups set up is that you can turn on and off the radio check functionality for individual groups. When a radio is set to a group that is turned off, it will be automatically excluded from the radio check. If the radio check is turned on, the radio will be included in the check for that group. If you edit or create a group, you can adjust the name, description and whether or not it is exempted from the radio check. Please see Figure-98 and 99 below.

Oslo - Radio - Groups

Oslo Radio Groups

Excel CSV Copy Columns Search: [Empty]

Name	Description	Has Radio Check	
IPC	IPC Radios	✓	[Edit] [Delete]
MGT	Management	✓	[Edit] [Delete]
MSG	Marines	✓	[Edit] [Delete]
RSO	Regional Security Office	✓	[Edit] [Delete]
Schools	Radio Assigned to Schools	✓	[Edit] [Delete]
Spare	Unassigned Radios	⊘	[Edit] [Delete]

Show 10 entries Showing 1 to 6 of 6 entries

Figure-98

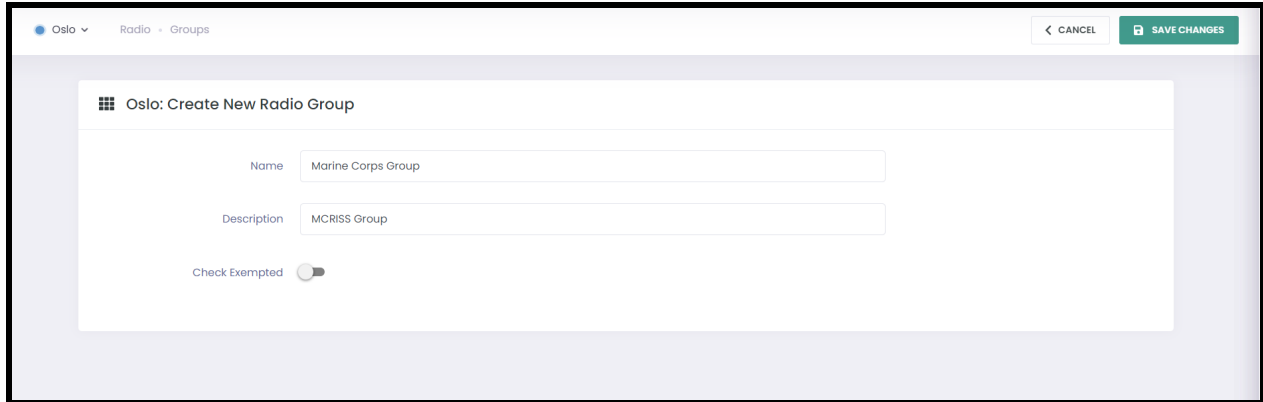


Figure-99

RADIO INVENTORY

Radio Inventory is the **physical list of devices** that are available at Post. Please see Figure-100 below. When you open one of the Radios, you will see all of the information listed in the Edit Radio page that identifies this Radio. When we assign the radio to someone, we can specify the Agency, Post and who the radio is issued to. You can select **New Assignment** to manage the list of assignments for this radio, either from the list of the radios, or the list of the assignments. Serial Number and AIM Tag are meant to identify this specific radio along with Manufacturer, Model Number, Code Plug, whether they are encrypted, as well as the Assignment history for this radio. Please see Figure-101.

Going back to the Manage Radio page, you can also Bulk Import Radios. Select Bulk Import, download the template, and follow the instructions for filling out the form to import a list of radios. Please see Figure-102 below.

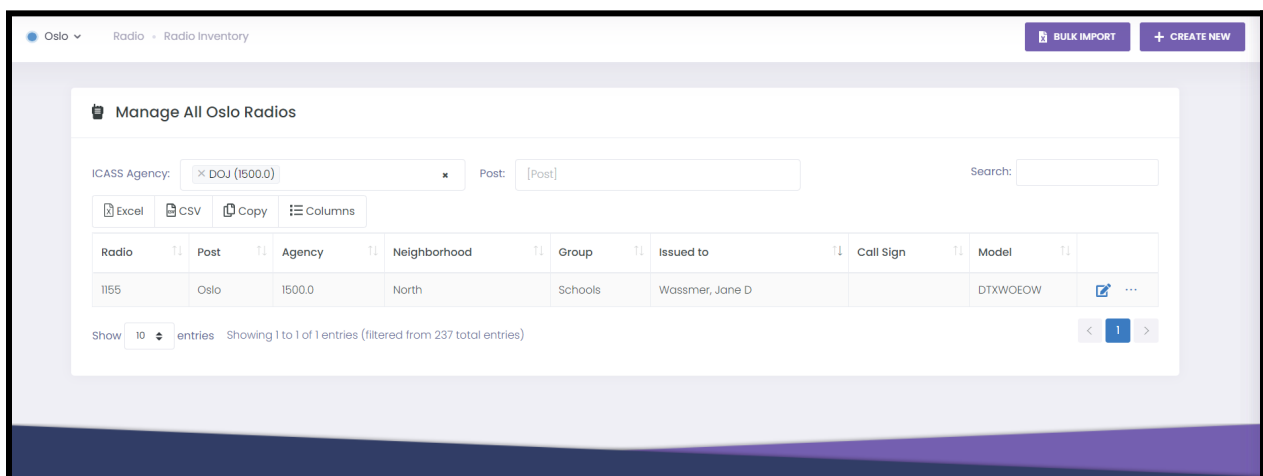


Figure-100

Oslo - Radio - Radio Dashboard

[← CANCEL](#) [SAVE CHANGES](#)

Create New Radio

Radio: 7879 [Edit](#) Agency: Post: Oslo

Serial Number: 7658900gyf97f AIM Tag: 67TU8 Code Plug: RSO

Manufacturer: Motorola Model Number: 728xi Encrypted:

Notes: Radio note

Assignment History

Status	Employee	From	To
--------	----------	------	----

AIMTag = The field is required [Help](#)

Figure-101

Oslo

Import Radios

1 Upload File 2 Preview and Save

Please select the file containing the External Contacts and Locations to be imported

[Download Template](#) [View Instructions](#)

[Choose File](#) No file chosen

Please select the Excel spreadsheet containing the contacts to be imported

[Next >](#)

Figure-102

RADIO ASSIGNMENTS

This page includes assigned Radios and people that need Radios that have not been assigned yet. Required Radios column will show all those who have Radio requirements that are not yet met. Within an employee Profile, in the Assignment section, you can adjust the number of

Required Radios for an employee. The Issued Radio column will show you all the serial numbers for radios currently issued to an employee. Please see Figure-103 below.

Select Edit to see the **Radio Assignment details** for an individual including Current radios and those that have been returned. For each radio you can see the radio serial number, Agency, EAC Member, Group and Neighborhood. Select Edit in the Radio Assignment page. Here you can adjust Radio details for the assigned radios like start and end date, Agency, Neighborhood and Exemption Status and Assignment Status. Please see Figure-104 and 105 below.

Issued to	User Organization	Section	Agency	Group	Required Radios	Issued Radios
Benitez, Lara (an) D	Havana		STATE ICASS (1901.0)	Spare		0001, 0006
Havana Hospital	Havana					0004
Householder, Joe	Havana					0002
Spadacino, Laura	Havana				2 radio required Assign New Radio	0009
Wassmer, John	Havana		STATE DS (1942.0)			0008, 0007

Figure-103

Add Radio Assignment

Radio: Unassigned Radio #1039 Terminate any existing assignment for the radio

Employee: Benitez, Lara (Oslo)

Figure-104

Figure-105

RADIO SCHEDULES

Radio schedules are the heart of all Radio features in the Atlas Directory application. All of the information entered at setup will be used to actually perform the Radio Check through the Radio Schedule. Select Schedule from the Radio drop-down menu, and then edit a Radio Schedule. In the **Radio Check Schedule Edit** page, you can adjust the name of the Schedule, enable or disable, but most importantly you must set the Active date and times. Start and End times will be used for the Radio Check Schedule [instance](#). The application will automatically set the time zone you are working in. The **frequency** will set how often this Radio Check will occur, as well as the option to set it to On Demand where you can perform Radio Checks manually. Success rate threshold for Post can be adjusted as well. **Enterprise Reporting** will send your results to IRM to collect Radio Check results and create comprehensive reports from that information. Please refer to Figure-106 below.

In the **Filters** section, you will define which groups and zones you would like to take part in these schedules. If you specify no group at all, it means you want [all groups](#) included. This is also how zones work.

In the **Radios** section, you will see all of the radios that have been set up for the groups and zones you have selected for this specific radio check.

Events History will show the history for these Radio Checks that have occurred, and collect this information automatically. Please refer to Figure-107 below.

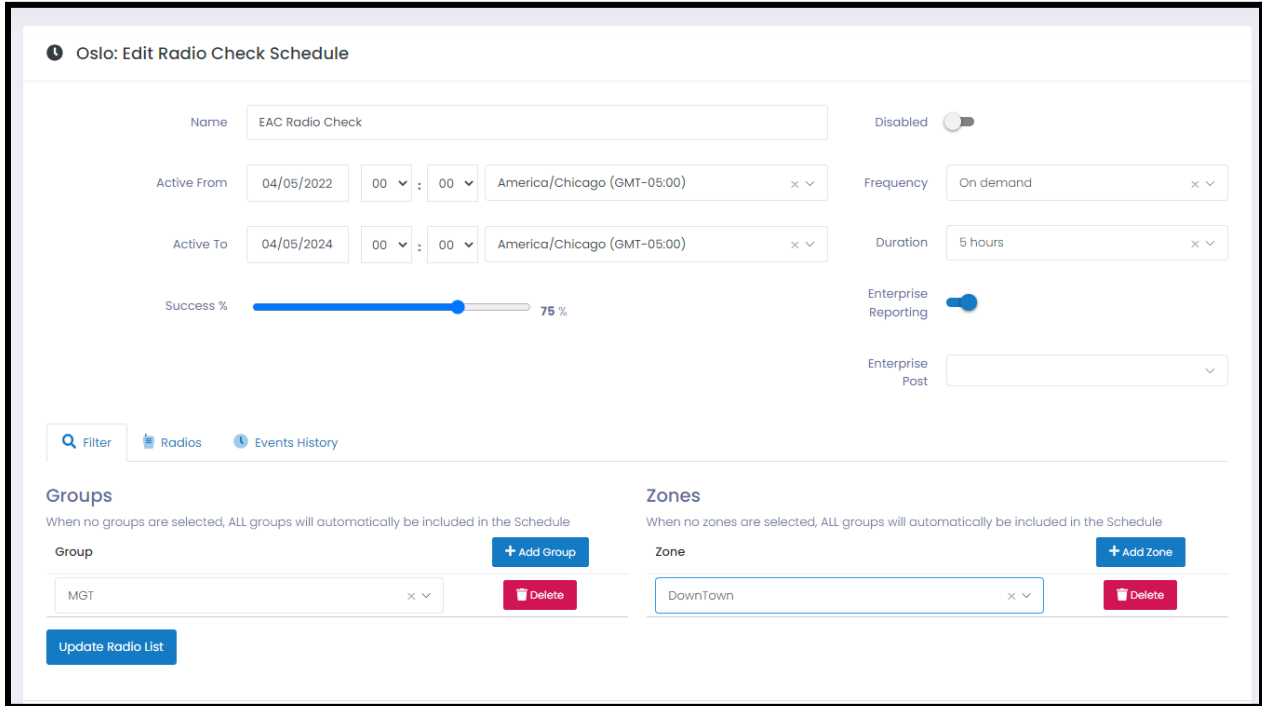


Figure-106

RADIO DASHBOARD AND RADIO CHECKS SIDEBAR MENU

The **Radio Dashboard** displays the information previously configured. The ongoing radio checks will be available to see as well as other active scheduled events. Select Edit Series to go back to the Edit Radio Schedule page we were just on. You can also select Status where we can see the status for this particular event. Please see Figure-107 below.

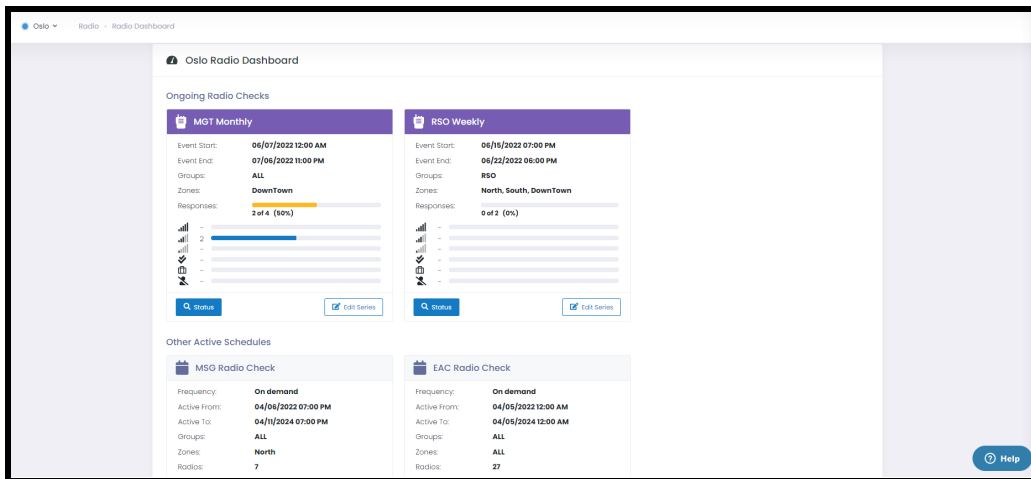


Figure-107

In the status page you can see the Radios and their reported status during radio checks.

There are two ways to perform a **Radio Check**. Either every employee calls Post 1, or Post 1 calls every employee. In the latter, the status page should be used where the Post selects the Radio they are calling, and then reports the results of that call. Please see Figure-108 below.

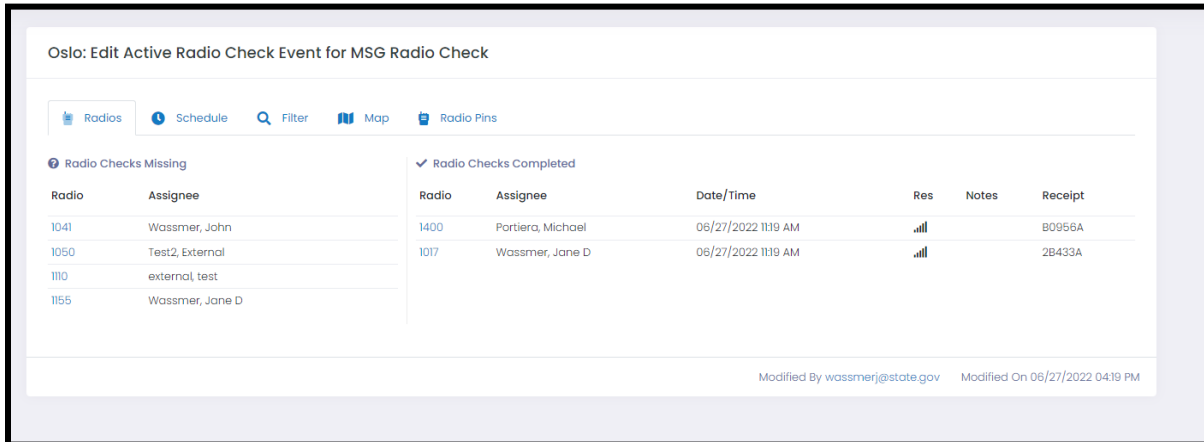



Figure-108

If Post prefers that every employee calls Post 1, there is a Radio button  in the top right corner that can be used to report a Radio Check at any time. The system automatically adjusts the radios included in current Radio Checks for all ongoing checks. Please see Figure-109 below.

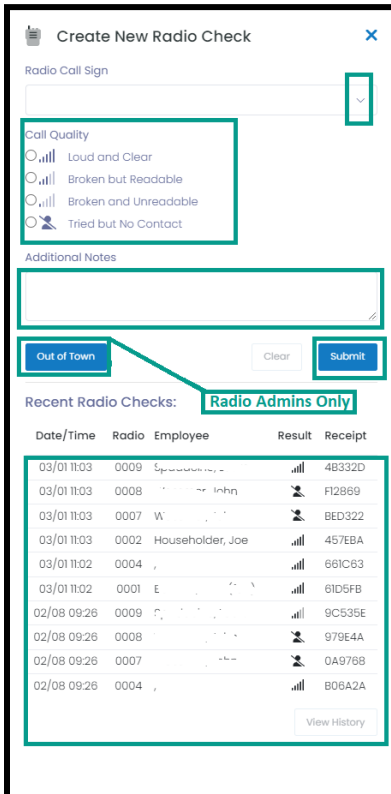


Figure-109

FAQs

1. Is a SAFE account automatically created when an employee is added to Directory? **No**
2. When a Directory record is deleted, is the record in SAFE also deleted? **No**
3. When a SAFE account is deleted, is the record in Directory also deleted? **No**
4. When a SAFE account is created and the Post has a Directory enabled, is a Directory entry automatically created? **Yes**
5. If the Directory synchronization is set to bidirectional, are all changes (**phone numbers, email addresses, and Radio call-sign only**) automatically updated on both sides? **Yes**

IMPORTANT

ATLAS Directory does **NOT** create a SAFE entry. However, a new SAFE entry created for your Post will feed into your Directory if all the criteria match. For example, for a new entry, if the criteria 'Type' matches the **active** 'Types' in Post's SAFE system (this includes EFMs), the new SAFE entry will then feed into Directory.

ATLAS Directory will receive SAFE entries and will synchronize Phone Numbers, Email Addresses and Radio Call-Sign information but it **will not update other profile information nor delete entries.**