

# ATLAS Directory User Manual



## HOME PAGE

In ATLAS Directory, the Directory menu is accessible to all users. Located at the top left of the menu bar, the Directory lists all the Contacts that are being added or imported. The user can view, search, select Post (if you handle more than one), and export Contacts.

The default view is Card View and is sorted Alphabetically. This page displays the Contact's information including the Name, Nickname, Section, Post, Position, Photo, public Phone Number(s), and public Email Address(es). Please see Figure-1 below.

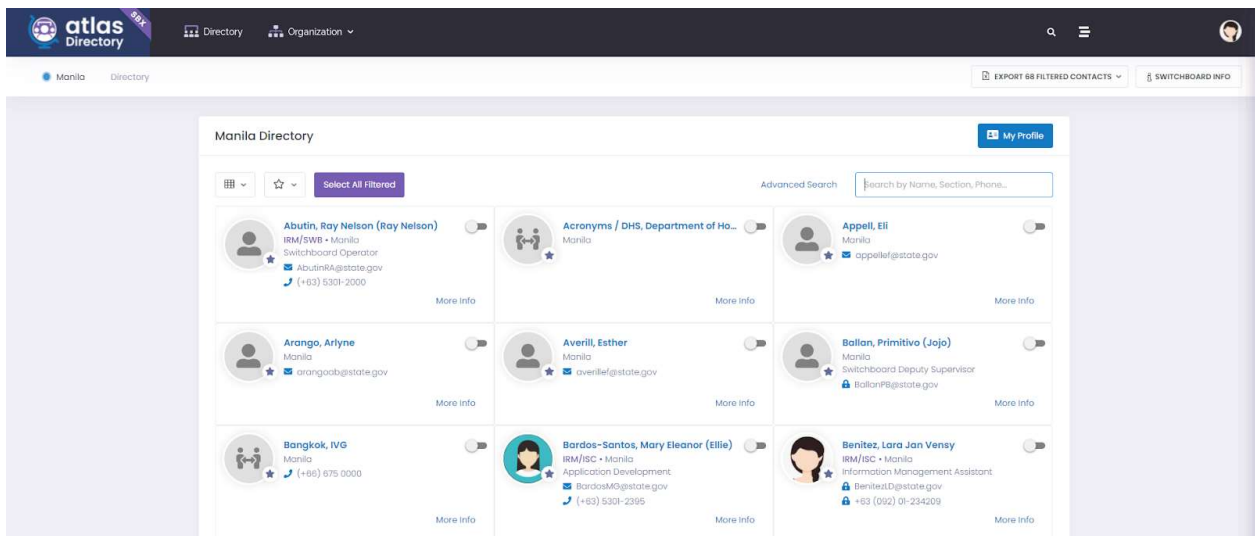


Figure-1

On the Directory page, at the right side of the menu bar, select the Magnifying Glass icon button to go to Global Search. This allows a user to search across other Post directories. Please see Figure-2 below.

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The screenshot shows the Atlas Directory web application interface. At the top, there is a navigation bar with the Atlas Directory logo, a "Directory" link, and an "Organization" dropdown menu. Below the navigation bar, there is a search bar with fields for "Directories", "Posts", "First Name", "Last Name", and "Search". The main content area displays a table of directory entries with columns for Name, Post, Section, Email, and Phone. The table contains 10 entries, with the first entry being "Aberlich, Jeremiah" and the last being "Abu, Ikar".

Name	Post	Section	Email	Phone
Aberlich, Jeremiah	Tel Aviv			
Abu, Igal	Tel Aviv		aboi@state.gov	
Abrahami, Enid	Tel Aviv		abrahamex@state.gov	
Abramson, Joel	Toronto		abramsonpad@state.gov	
Abreu, Adalgiza	Santa Domingo		abreux@state.gov	(+1) 8097889090
Abu Haadi, Khader	Jerusalem, Embassy		abuhadik@state.gov	(+972) 02253556
Abu Shaina, Omar	Ottawa		abusainao@state.gov	
Abu-laban, Mohammad	Jerusalem, Embassy		abulabanm@state.gov	(+972) 502042698
Abu-Rmelleh, Abir Saeed	Jerusalem, Embassy		abu-rmellehos@state.gov	
Abu, Ikar	Tel Aviv		abufk@state.gov	

Figure-2

At the right side of the Global Search icon, select the List icon button to view the Recent Activity tab. You can view the user's activity, the time stamp, the role of the user, and the page which was modified. The other tab will also show the session timeout counter. After 15 minutes of inactivity, the system will automatically logout the user. Please see Figure-3 below.

The screenshot shows a "USER ACTIVITY" popup window. At the top, there is a "TIMEOUT: 15:00" indicator and a close button (X). The main content area displays a list of recent activity items, each with a timestamp and a description of the activity.

Timestamp	Activity Description
09/22/2021 05:31 PM	Org Chart Switchboard updated Administration - Manage Org Charts
09/22/2021 05:29 PM	Org Chart Switchboard updated Administration - Manage Org Charts
09/22/2021 05:04 PM	Org Chart Switchboard updated Administration - Manage Org Charts

Figure-3

At the top right side of the menu bar, select the Profile icon button to open a popup window. This will show you additional information about your profile. You can also edit your profile by selecting the Edit My Profile button. Please see Figure-4 below.

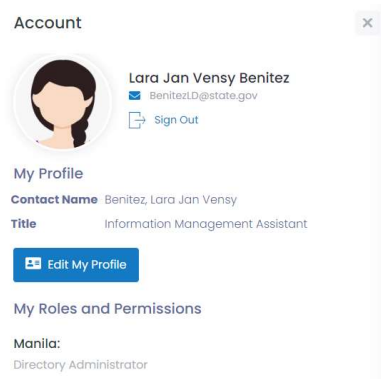


Figure-4

Once you are back at the Directory page, select the My Profile button in the right corner of the page. This is another way you can access your profile information. This will bring you to Figure-5 below, which shows the My Directory Profile. You can review your data and confirm if all information is accurate. Update your Personal Information, Profile Photo, and Assignment Information in the Employee tab. You can also add or update the phone number(s) and email address(es) in the Phone Number tab and Email Address tab respectively. Finally, you can view your Post Assignments or you can Register to New Post under the My Assignments tab. Select the Save Changes button to save all changes or select the “Cancel” button to disregard changes and return to the Directory page.

Notice that at the bottom of the page, the Modified By and Modified On are updated with your email address and the date/time that the entry is modified.

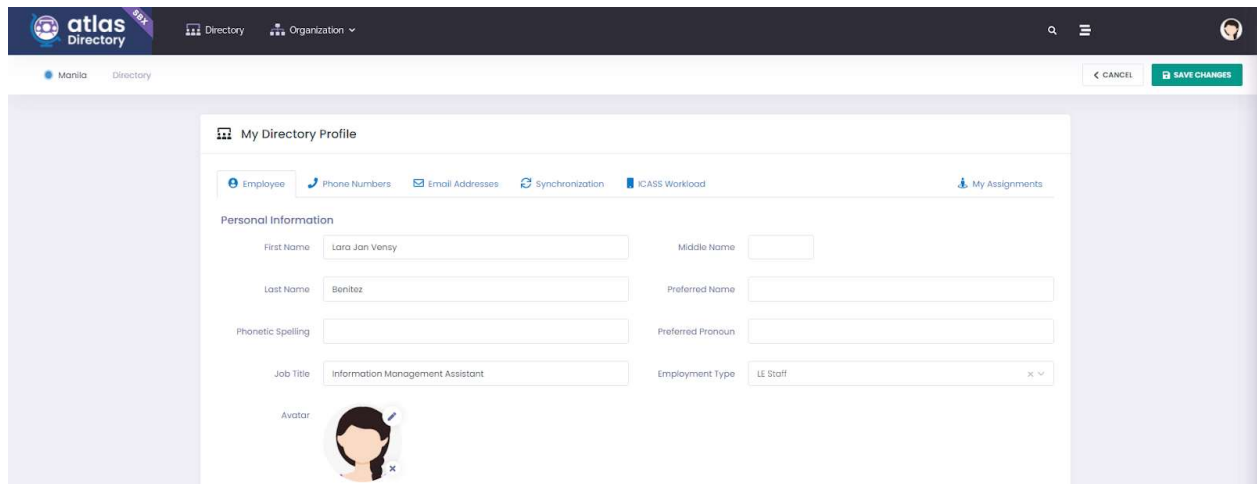


Figure 5

**NOTE:** Only Directory Admin can edit a user’s first and last name. User’s profiles will appear like this:

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## My Directory Profile

Employee: Tamara, Anggie   Phone Numbers   Email Addresses   Business Card   AFN   My Assignments

### Personal Information

First Name	<input type="text" value="Darth"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="Vader"/>	Preferred Name	<input type="text"/>
Phonetic Spelling	<input type="text"/>	Preferred Pronoun	<input type="text"/>
Job Title	<input type="text" value="Administrative Clerk"/>	Employment Type	<input type="text" value="LE Staff"/>
Avatar		OKTA Account	TamaraAl@state.gov

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### Jakarta Assignment Information (#00110263)

Arrival Date	<input type="text"/>	Section	<input type="text" value="MGT/GSO/PAW (Jakarta)"/>
Departure Date	<input type="text"/>	Building	<input type="text" value="Hang Jebat Warehouse (Jakarta)"/>

You can also search using the search bar in the right corner of the page. It will allow you to search by Name, by Section, or by Phone. Use the Advanced Search to narrow your search results. In the “Advanced Search” select the Reset Filter button to clear the form. Please see Figure-6 below.

A screenshot of the "Advanced Search" modal window. It has a title bar with a close button (X). Below the title are two buttons: "Close Search" and "Reset Filter". Underneath, there are four filter categories, each with a blue toggle switch and a plus icon: "Employee", "Location", "External Contact", and "Section". Below these are five input fields for search criteria: "Section", "Agency", "Building", and "Employment Type".

Figure-6

You can switch to the List View by selecting the List icon button in the top left of the page. Please see Figure-7 below.

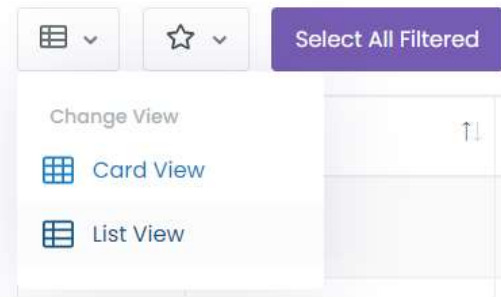


Figure-7

You can also show the list that is most important to you by using the Sort Order to Favorites First, Alphabetical, or By Section. You can add to Favorites by clicking the Star icon next to the Profile photo. If you see a yellow star icon, this means that the Contact is already added as Favorites. Please see Figure-8 below.

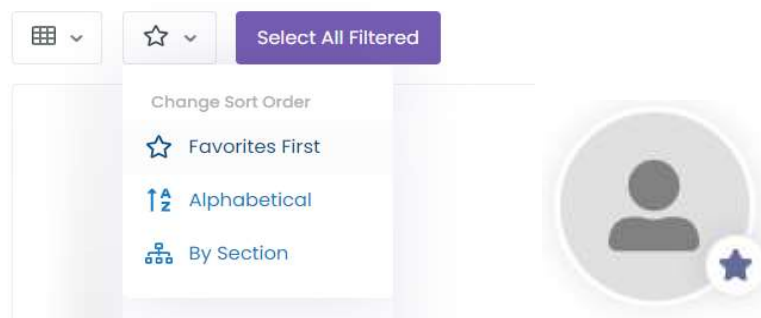


Figure-8

The user can export the list to Excel, CSV, or JSON format. You can toggle the slider if you want to manually select a Contact or select the Select All Filtered button to highlight all Contacts to be exported. Select the Export Contact button. Please see Figure-9 below.

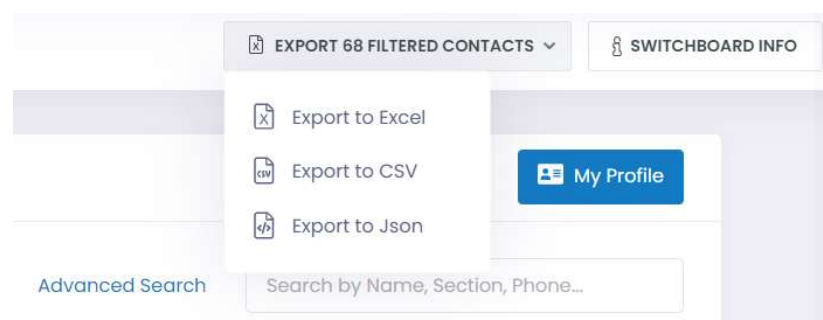
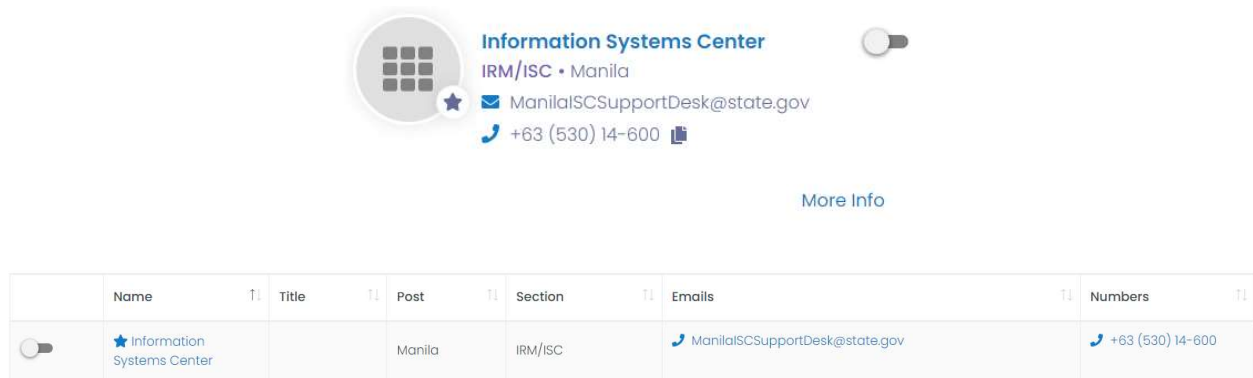


Figure-9

In the Card View or List View, select the More Info link to display a more detailed list about the Contact. You can also Click to Email, Click to Call, or Copy the information. Please see Figure-10 below.



The screenshot displays a contact card for 'Information Systems Center' with a grid icon, a star, and contact details: 'IRM/ISC • Manila', 'ManilaISCSupportDesk@state.gov', and '+63 (530) 14-600'. A 'More Info' link is visible below the card. Below the card is a table with columns: Name, Title, Post, Section, Emails, and Numbers. The table contains one row for the 'Information Systems Center' contact.

	Name	Title	Post	Section	Emails	Numbers
<input type="checkbox"/>	★ Information Systems Center		Manila	IRM/ISC	ManilaISCSupportDesk@state.gov	+63 (530) 14-600

Figure-10

Once you are back at the Directory page, scroll down to the bottom of the page. It shows the number of the filtered contact result and you can select Show More or Show All to display additional Contact and Show first 15 elements to only display 15 Contacts.

