



ATLAS Directory Menu User Manual

VERSION 1.1. LAST UPDATED SEPTEMBER 28, 2023

ATLAS DIRECTORY

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

The default view is **Card View**, which is sorted alphabetically. This page displays the Contact's information including: Name, Nickname, Section, Post, Position, Photo, Public Phone Number(s), and Public Email Address(es).

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GLOBAL SEARCH

To run a **Global Search**, select the **Magnifying Glass icon**, located on the right side of the menu bar. This allows a user to search across <u>all</u> Post directories.





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sion France - Directory											
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	Employee_0, John_0	Abidjan		MGMT	SmithJ_0@state.gov		(+1) 5550000000				
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	Employee_665, John_665	Abuja		FMC	SmithJ_665@state.ge	ov	(+1) 5550000665				
	Employee_664, John_664	Abidjan		GSO	SmithJ_664@state.ge	ov	(+1) 5550000664				
	Employee_663, John_663	Abidjan		FMC	SmithJ_663@state.ge	ov	(+1) 5550000663				
	Employee_662, John_662	Abidjan		GSO	SmithJ_662@state.go	ov	(+1) 5550000662				
	Employee_661, John_661	Abuja		HR	SmithJ_66l@state.go	9V	(+1) 5550000661				
	Employee_660, John_660	Abidjan		HR	SmithJ_660@state.g	ov	(+1) 5550000660				
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RECENT ACTIVITY

Recent Activity allows you to view a user's activity, time stamp, role(s), and any page the user has modified. The other tab will also show the session timeout counter. **NOTE:** After 15 minutes of inactivity, the system will automatically log the user out.

To view **Recent Activity**, select the **List icon**, located to the right of **Global Search** in the top menu bar.







VIEWING MY PROFILE

OPTION **1**

Navigate to the top right section of the menu bar and select the **Profile icon**. The popup window displays additional information about your profile. You can also edit your profile by selecting the **Edit My Profile** button.



OPTION 2

To reach the **My Directory Profile**, select the **My Profile** button, located in the right corner of the main Directory page.

Here, you can review your personal data and/or update your Personal Information, including your **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, **Modified By** and **Modified On** are updated with your email address and the date/time that the entry is modified.





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	Personal Information	on					
	First Name	Marsio	Middle Name				
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	Job Title	COMPUTER PROGRAMMER	Employment Type	Unspecified		××	
	Avatar	S	OKTA Account In	nparatoME@state.gov			
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			Deactivat	ite on			
				Modified By Imparatol	ME@state.gov Modifie	d On 09/28/2023 (06:39 AM

NOTE: Only Directory Admin can edit a user's **first** and **last name**. Users' profiles will have the first and last name grayed out.

My Directory I	Profile			
e Employee: Tamar	a, Anggie 📞 Phone Numbers 🖂 Email Addresses 🖅 I	Business Card 🔊 AFN	🤹 My Assignments 🛛 🍔	191
Personal Information	on			
First Name	Darth	Middle Name		
Last Name	Vader	Preferred Name		
Phonetic Spelling		Preferred Pronoun		
Job Title	Administrative Clerk	Employment Type	LE Staff ×	~
Avatar		OKTA Account	TamaraAl@state.gov	
Jakarta Assignmer	nt Information (#00110263)			
Arrival Date		Section	MGT/GSO/PAW (Jakarta)	~
Departure Date		Building	Hang Jebat Warehouse (Jokarta)	. ~





SEARCH

To run a **Search** in ATLAS Directory, navigate to the search bar in the right corner of the page. Here you are able to search by Name, Section, or Phone. Use the **Advanced Search** to narrow your search results.

In the Advanced Search select the Reset Filter button to clear the form.

▼ Advanced Search	×
Close Search Reset Filter	
Included Contacts	
🗬 💄 Employee	
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📢 🖬 External Contact	
📢 👪 Section	
Section	
Agency	
Building	
Employment Type	
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LIST AND ICON VIEWS

To switch to **List View**, select the **List icon** in the top left corner of the page.



You can also show the list that is most important to you by using the **Sort Order to Favorites First, Alphabetical,** or **By Section**.





To **Add to Favorites**, click the **Star icon** next to the Profile photo. A **yellow star icon** displays for any Contact already added to Favorites.



EXPORTING

To export a list to Excel, CSV, or JSON format, toggle the slider to either **Manually Select** a Contact or select the **Select All Filtered** button to highlight all Contacts to be exported. Then select **Export Contact**.

	े EXPORT 68 FILTERED CONTACTS ∽
	X Export to Excel
	Export to CSV
	Barbort to Json
Advanced Search	Search by Name, Section, Phone

VIEWING A CONTACT'S DETAILS

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.





FILTERS

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 Contacts and **Show First 15 Elements** to only display fifteen Contacts.

Showing 15 of 1436 Filtered Contacts	Show More	Show All	Show first 15 elements
Showing 15 of 1436 Filtered Contacts	Show More	Show All	Show first 15 elements