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).
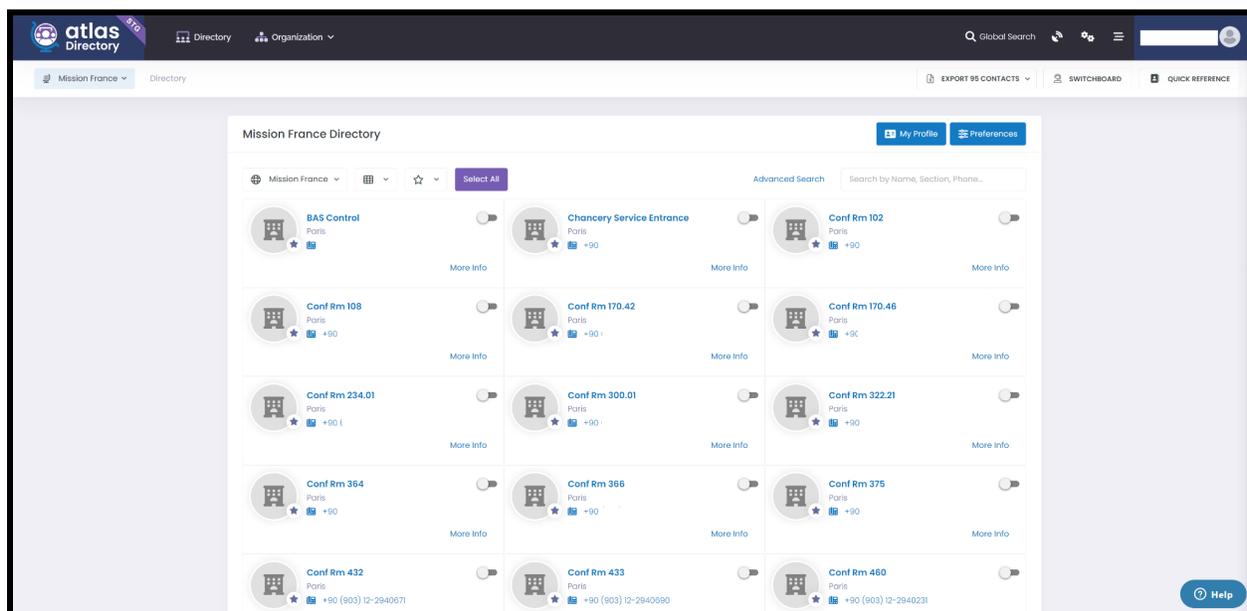
Global Search

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 **all** Post directories.
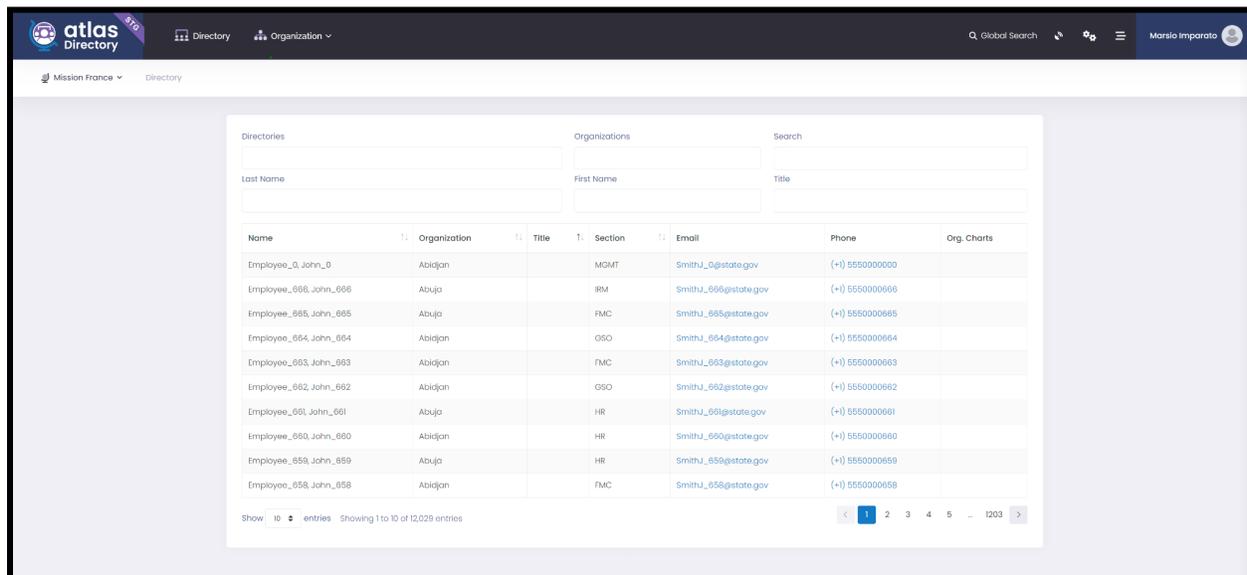
RECENT ACTIVITY

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.
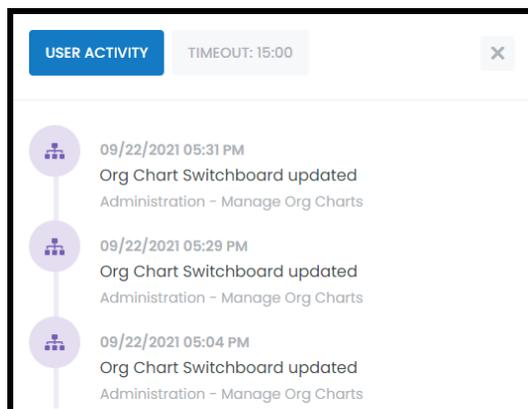
OPTION 1

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.
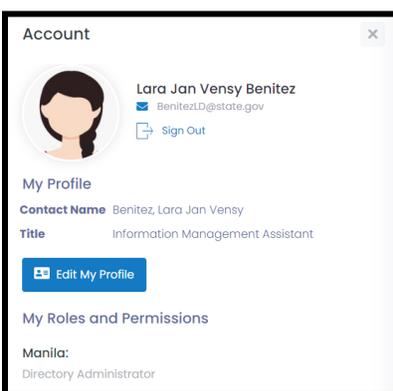
Figure-4

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.

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

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.
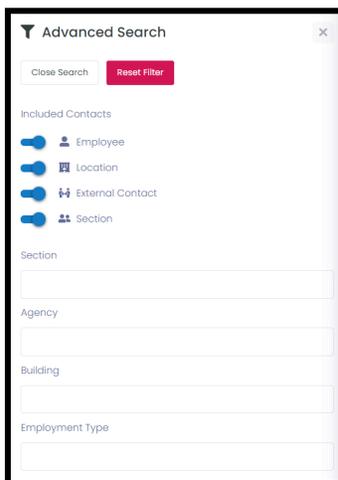
LIST AND ICON VIEWS

To switch to **List View**, select the **List icon** in the top left corner of the page.
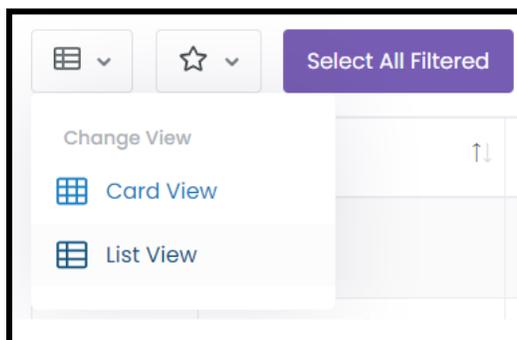
You can also show the list that is most important to you by using the **Sort Order to Favorites First, Alphabetical,** or **By Section**.

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.
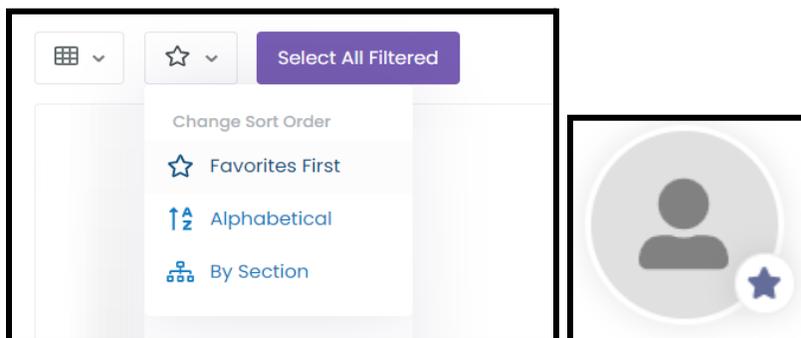
EXPORTING

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**.
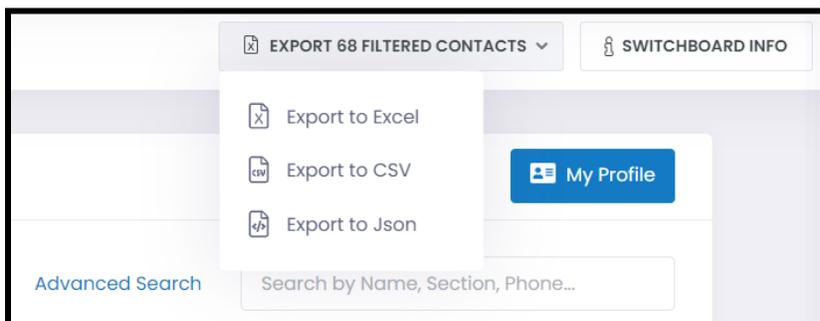
VIEWING A CONTACT'S DETAILS

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.