

e-Manager

Setting Up a New Conference User



Setting up a new user is a simple 2 Stage process.

Stage 1: Create the Contact

1. Select “Add a Contact” (from drop down or click button)
2. Complete Add a Contact form and click “Submit” button (on bottom right)
3. View Contact screen displays...

Stage 2: Assign the Conference Account

- ... From View Contact screen, click “Add an Account” button (on bottom right)
4. Complete Add an Account form, click “Submit” button (on bottom right)
 5. View Account screen displays

How to Open the Add a Contact Screen...

The screenshot shows the Genesys Business Manager interface in a Microsoft Internet Explorer browser window. The browser title is "Business Manager - Microsoft Internet Explorer". The address bar shows the URL: <https://admin.conferencing.com/onepage/servlet/FWControllerServlet?mvcapp=FWMMyOnePage&command=myonepage&rid=21>. The page header includes the Genesys logo, "Conferencing", and "GENESYS BUSINESS MANAGER". There are navigation links for "Home Page", "Logout", "e-Manager", and "Permissions". A welcome message reads "Welcome Williams1 Brian1 | May 23, 2008".

The main content area features a navigation bar with tabs for "Location", "Customer", "Contact", and "Account". The "Contact" tab is selected, and a dropdown menu is open, showing "Add a Contact" and "View/Modify a Contact". A red circle with the number "1" is placed over the "Add a Contact" option, and a yellow callout box with the text "Select from Dropdown" points to it.

Below the navigation bar, there is a "View Contact" section for "Company: Genesys North America - Bedford" and "Contact: Williams (2008-04) Brian". There are tabs for "Customer", "Contact", and "Account". The "Contact" tab is active, showing details for "Brian Williams (2008-04)", including "no defined function", "32 Crosby Drive", "City Bedford", "Zip Code 01730", "State Massachusetts", "Country United States", "Email brian.williams@genesys.com", and "Office Phone number 781-761-6382".

At the bottom of the contact details, there are buttons for "Modify", "Add a contact", and "Account". A red circle with the number "2" is placed over the "Add a contact" button, and a yellow callout box with the text "Click Button" points to it.

“Add a Contact” Screen Displays...

The screenshot shows the 'Add a Contact' form in the Genesys Business Manager interface. The form is titled 'Add a Contact' and has three tabs: 'Customer', 'Contact', and 'Account'. The 'Contact' tab is selected. The form contains the following fields:

- Title (dropdown menu)
- Job Title (dropdown menu)
- First Name* (text input)
- Last Name* (text input)
- Mailing Address* (text input)
- City* (text input)
- Zip Code* (text input)
- Country* (dropdown menu)
- State (text input)
- Contact Email* (text input)
- Phone Number* (text input)
- Phone Type (dropdown menu, currently set to 'Office')

A red arrow points from the 'Add a Contact' title to the 'Contact' tab. A yellow callout box with the text 'Complete All Required * Fields' is positioned above the form. A green arrow points from a yellow callout box with the text 'Then Click "Submit"' to the 'Submit' button at the bottom right of the form.

“View Contact” Screen Displays...

Business Manager - Microsoft Internet Explorer

Address <https://admin.conferencing.com/onepage/servlet/FWControllerServlet?mvcapp=FWMMyOnePage&command=myonepage&rid=21> Go Links >>

Genesys Conferencing GENESYS BUSINESS MANAGER

Home Page Logout e-Manager Permissions

Welcome Williams1 Brian1 | May 23, 2008

Location | Customer | Contact

View Contact

Company: Genesys Non
Contact: Williams (2008-04) Brian

Customer Contact Account

Contact Brian Williams (2008-04)
Function no defined function
Mailing Address 32 Crosby Drive

City Bedford Zip Code 01730
State Massachusetts Country United States

Email brian.williams@genesys.com
Office Phone number 781-761-6382

Modify Add a contact Add an account

Done Internet

The Contact is now created

Click “Add an Account” to create conference account

“Add an Account” Screen Displays...

Business Manager - Microsoft Internet Explorer

Address <https://admin.conferencing.com/onepage/servlet/FWControllerServlet?mvcapp=FWMyOnePage&command=myonepage&rid=21> Go Links >>

Genesys Conferencing GENESYS BUSINESS MANAGER

Home Page Logout e-Manager Permissions

Welcome Williams1 Brian1 | May 23, 2008

Location | Customer | Contact | Account

Add an Account Company: Genesys North America - Bedford
Contact: Williams (2008-04) Brian

Customer Contact Account

Begin Date May 23, 2008
End Date
Fulfillment email to the contact Yes No
Email insertion acknowledge to brianswilliams@hotmail.com
Fulfillment email to the others Yes No
Enter Additional email

Add an account View accounts

Error on page. Internet

When screen displays simply
Click the red button to create the account

“View Account” Screen Displays

The screenshot shows the Genesys Business Manager interface. At the top, the browser title is "Business Manager - Microsoft Internet Explorer" and the address bar shows the URL: <https://admin.conferencing.com/onepage/servlet/FWControllerServlet?mvcapp=FWMyOnePage&command=myonepage&rid=21>. The page header includes the Genesys logo, "Genesys Conferencing", and "GENESYS BUSINESS MANAGER". Navigation links for "Home Page", "Logout", "e-Manager", and "Permissions" are visible. A welcome message reads "Welcome Williams1 Brian1 | May 23, 2008".

A horizontal menu bar contains "Location", "Customer", "Contact", and "Account". Below this, the "View Account" section is active, displaying "Company: Genesys No" and "Cont".

Below the company information, there are tabs for "Customer", "Contact", and "Account". The "Account" tab is selected, showing a table with the following data:

Meeting Number	Access Number	PIN	Begin Date	End Date	
4917996		7660	May 23, 2008	-	Modify

Below the table is an "Add an account" button.

The Account is now created

End