

Threema Work

The Company Directory

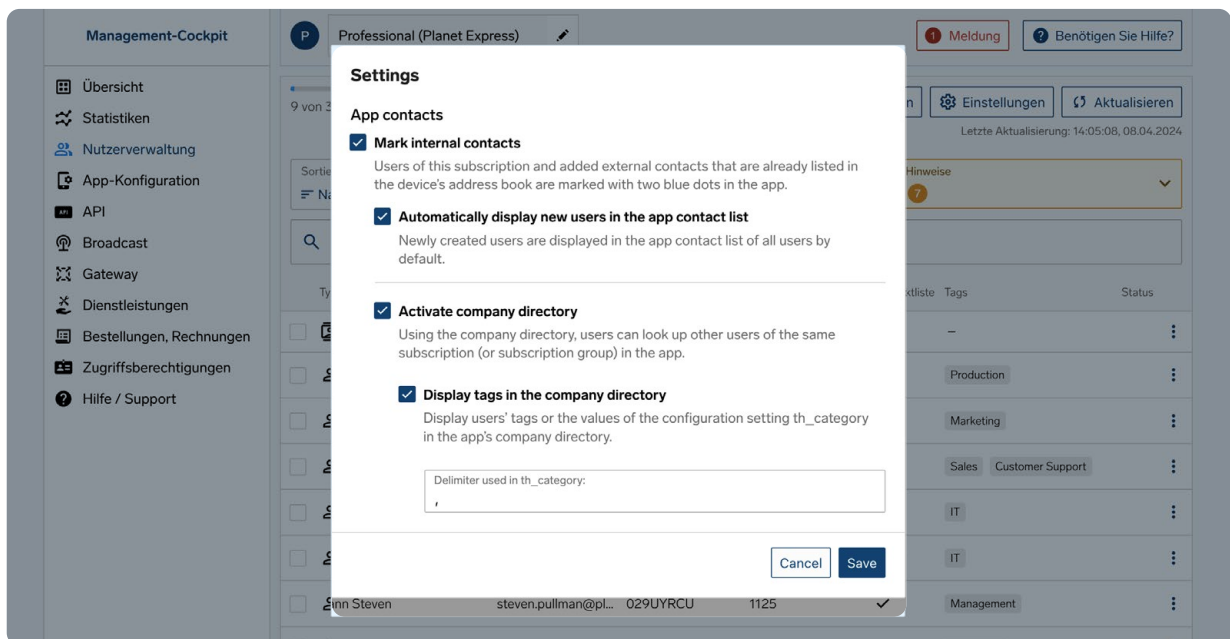
VERSION: 04/2024



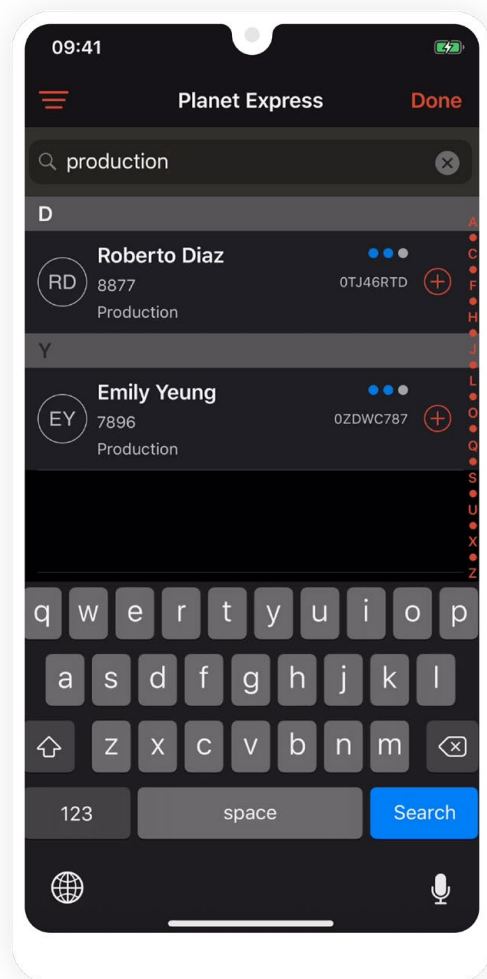
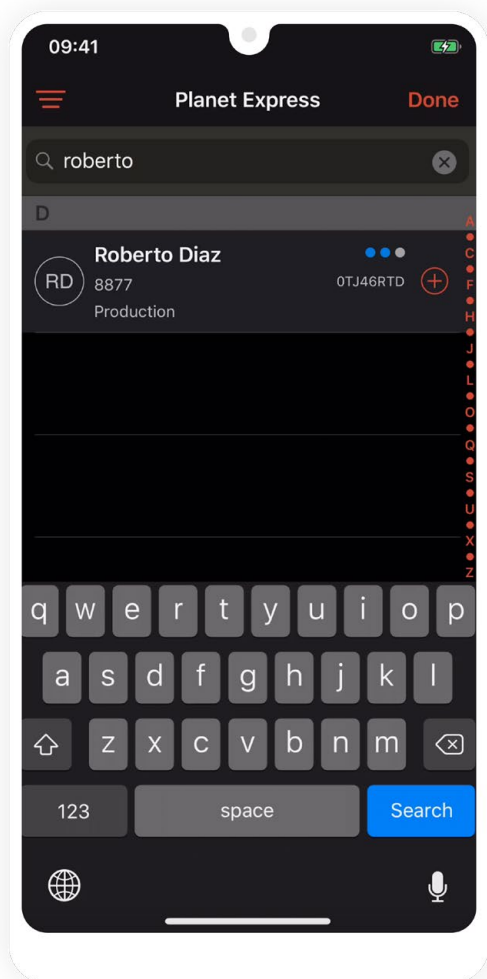
1. Company Directory Instruction Manual

The company directory feature allows your users to look up other users of the same subscription directly in the app. Contacts can be found easily and quickly by entering a first or last name, or by means of categories, which could represent departments, for example.

- 1 In the management cockpit, navigate to “App contacts > Settings” and activate “Company Directory.”



- 2 Contacts that aren't "In contact list" will not be displayed in the users' contact list on the phone. However, they can be found via the company directory and added to the contact list manually.
- 3 In the app, users can look up other users by entering their first and/or last name. Alternatively, users can be found by searching for tags/categories which can be added by the administrator in the configuration setting [th_category].



- 4 To be able to find said tags, you will need to activate «Display tags in the company directory». If you have added more than one tag per user, please add the delimiter you used to separate the entries.

The screenshot displays the Threema Work interface. At the top, the user is logged in as 'Luka Miller'. The navigation menu on the left includes 'Management cockpit', 'Overview', 'Statistics', 'User management', 'App configuration', 'API', 'Broadcast', 'Gateway', 'Services', 'Orders & invoices', 'Access privileges', and 'Help / Support'. The main content area is titled 'Professional (Planet Express)' and shows '9 of 350 users active'. Below this, there are buttons for 'Add', 'Export', 'Settings', and 'Refresh'. A section for 'Licenses for MDM systems' shows 'planet_express_mdm_license_1' with '0 of 100 users active'. A search bar and sorting options are present. The user list table is as follows:

Type	Name	Username	Threema ID	Employee no.	In contact list	Tags	Status
<input type="checkbox"/>	Planet Express		*TBCDWFK		✓	-	
<input type="checkbox"/>	Diaz Roberto	roberto.diaz@plan...	0TJ46RTD	8877	-	Production	
<input type="checkbox"/>	Elsen Chase	chase.elsen@plane...	0BMCV62K	5842	-	Marketing	
<input type="checkbox"/>	Gonzales Corena	corena.gonzales@...	0PRYABTH	1236	✓	Sales Customer Support	
<input type="checkbox"/>	Lambros Ronni	ronni.lambros@pla...	0BM4K389	3354	✓	IT	
<input type="checkbox"/>	Miller Luka	luka.miller@planet...	0N45ADPK	2863	✓	IT	
<input type="checkbox"/>	Pullmann Steven	steven.pullman@pl...	029UYRCU	1125	✓	Management	
<input type="checkbox"/>	Beussac Delabie	delabie.beussac@...	07UDA7E	5954	✓	Marketing	