PIN Entry Plus
List Management User Guide

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Overview

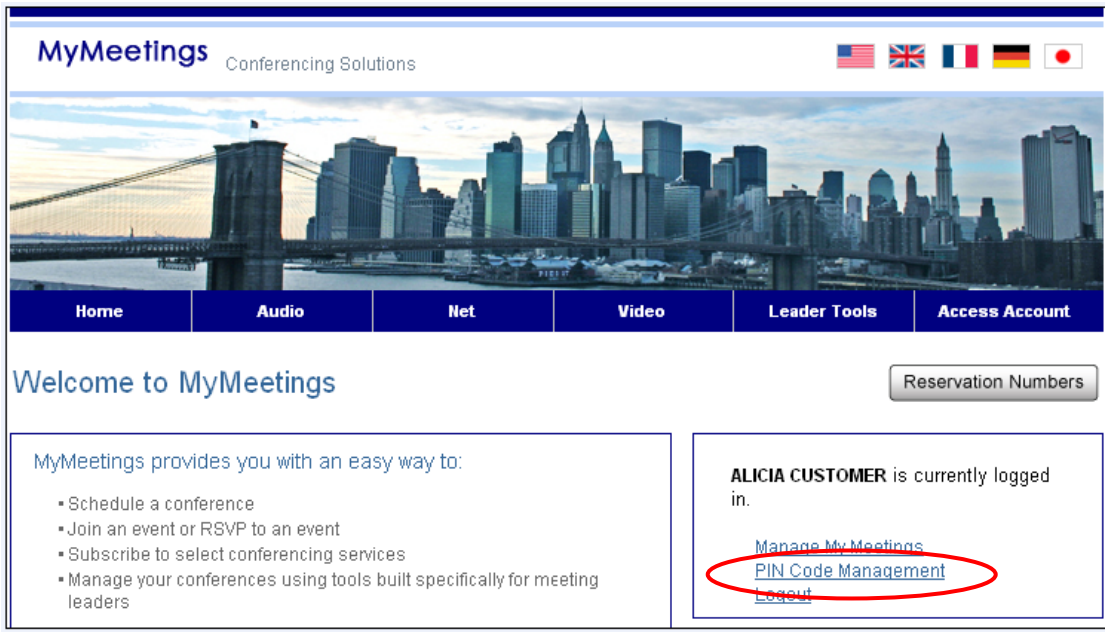
The PIN Code Management tool will allow conference users to upload a PIN code list for added security and/or participant identification.

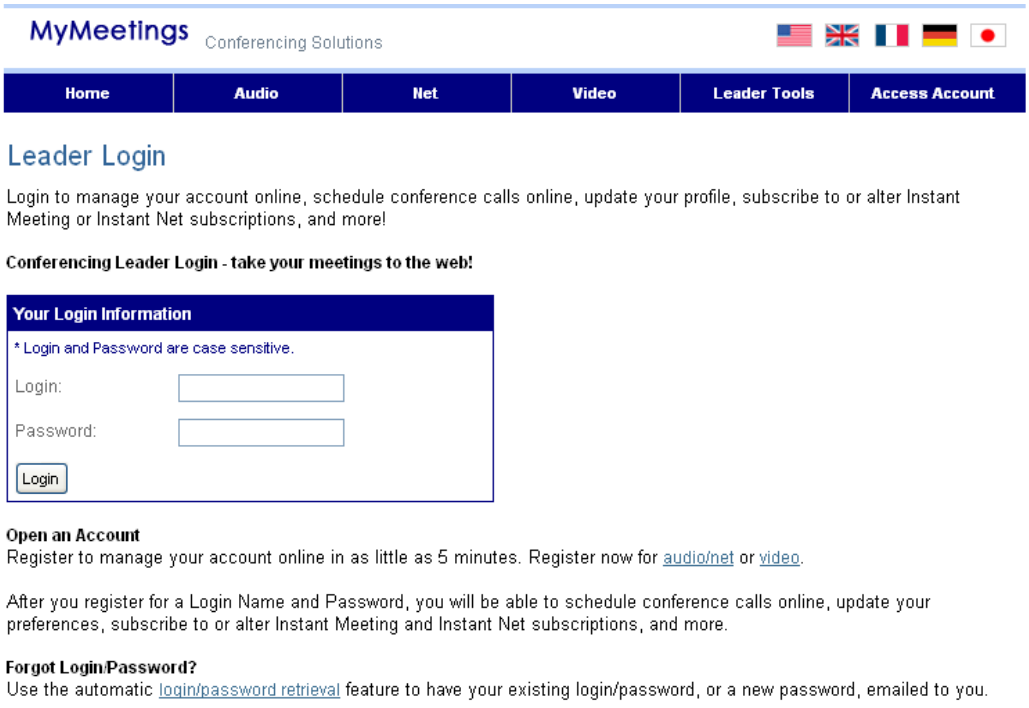
- Allows conferencing leaders to add a guest PIN list to their profiles (guest PIN lists allow external participants to be identified when they join a conference).
- Allows company designated Administrators to add, modify, or delete the company or account-level PIN code list.
- Allows participants to join a reserved audio call using a passcode for validation and a PIN code to identify their credentials
- Leaders will receive a participant list from a conference coordinator

Leader Instructions

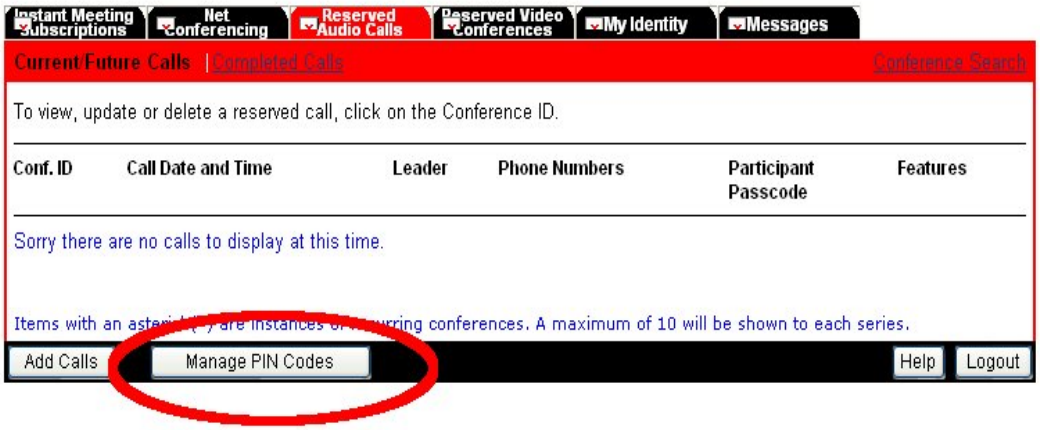
Uploading a Leader Guest PIN List via Manage My Meetings

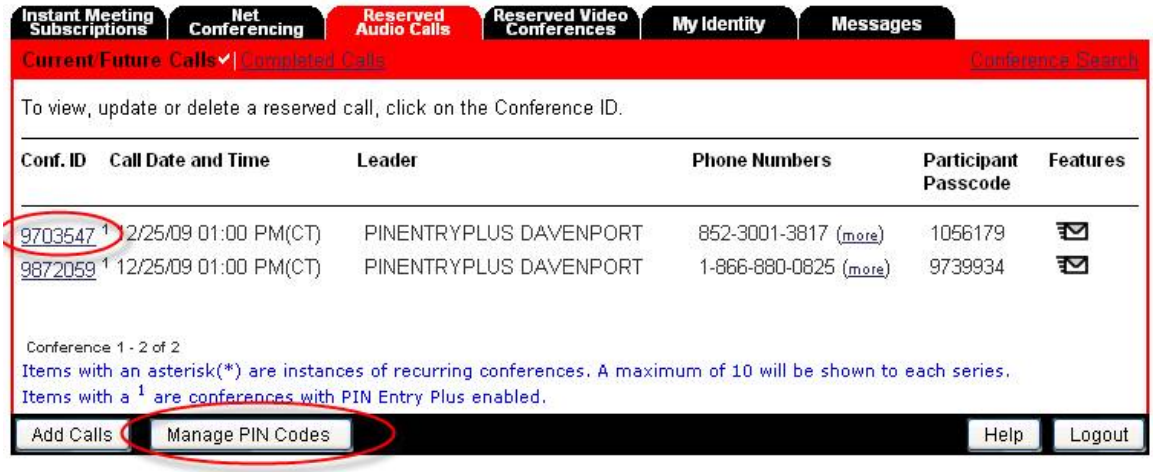
From http://mymeetings.com, a conference leader will select the “PIN Code Management” link from the Manage My Meetings (MMM) login box. Each conference leader must have a MMM login name and password to upload their guest PIN list.





From the Reserved Audio or My Identity tabs, select the “Manage PIN Codes” button to access the PIN Code Management site.





Conferences that have a 1 next to the conference ID have PIN Entry Plus enabled.

PIN Code Management Site

The PIN Code Management website allows leaders to:

- Upload and manage (view, modify, and delete) their PIN code list
- Add, modify or delete a new guest to their existing list
- Activate or inactivate a guest on their list
- Download the list to a CSV file format

The leader must create, validate and save the PIN Code list on their PC prior to uploading it to the PIN Code management site

The following fields must be included in the PIN code list within the columns as follows:

- Column A – PIN Entry Code (required field)
- Column B – First Name (required field)
- Column C – Last Name (required field)
- Column D – Company Name (required field)
- Column E – Phone Number
- Column F – Email Address
- Column G – City (required field)
- Column H – State, Country (required field)
- Column I – Other data, if needed

In addition:

- The PIN Code list must be in .CSV format
- The file must contain a header row exactly as shown below:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other

- The State/ Country column should contain either STATE or COUNTRY or both as shown below:

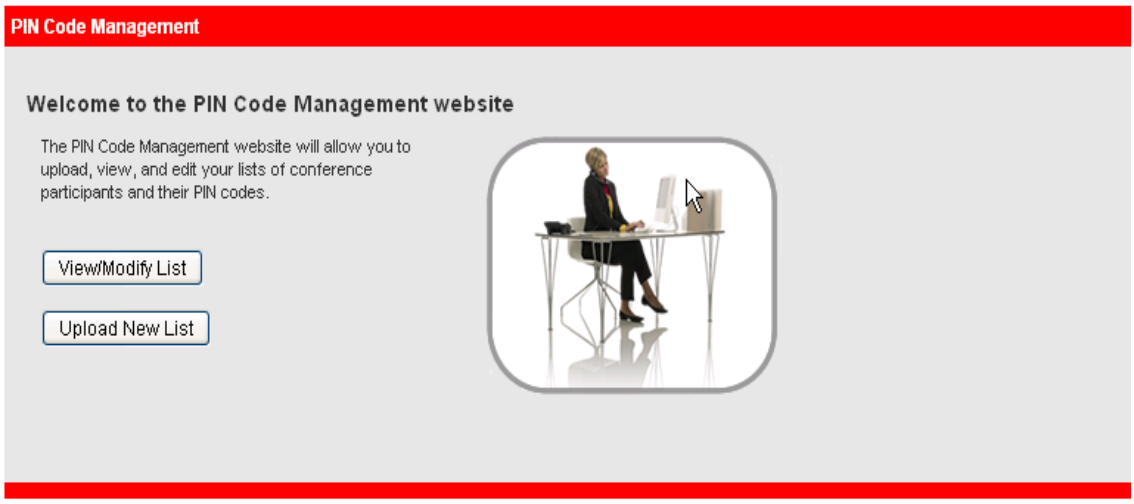
PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Uxbridge	UK	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du lac	WI USA	

- The PIN Code must be unique for each guest and assigned with a number between 2 and 10 characters in length
- Commas are not allowed (e.g. John,son) within fields

Below is a sample PIN Code list:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
1000	John	Doe	XYZ	555-555-5555	jdoe@xyz.com	Duluth	MN USA	
2000	Ed	Doe	XYZ	555-555-6666	eddoe@xyz.com	Dallas	TX USA	
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Salt Lake City	UT USA	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du Lac	WI USA	

Leader Access Screen



The PIN Code Management website allows the conference leader to add/modify/delete and download a list via a .CSV format.

- Once a guest PIN list is uploaded, it will take 24 hours to be available

- Updates to an existing list can take up to 20 minutes to be available

Add/Delete/Modify/View and Download PIN Code List

PIN Code Management

Current PIN Entry Code List

The list displayed below reflects the most recently uploaded list.

Leader Name: JOHN LEADER
Last Upload Date: November 18, 2009 02:40:27 PM (CT)*

* Note: The date listed above does not reflect the date when the list was edited; only the last time the list was uploaded.

Updates to PIN Entry Codes can take up to 20 minutes before becoming available.

Search

PIN Entry Code | Search List | Reset Search

Your search returned 11 results.

Insert a New PIN Download Excel Compatible Spreadsheet

PIN	First Name	Last Name	Company	Phone	Email	City	State/Country	Other	Edit	Delete	Active
175621	firstname1	lastname1	business1		firstname1.lastname1@test.com	city1	country 1	testing pin upload3			
175632	firstname2	lastname2	business2		firstname1.lastname1@test.com	city2	country 2	testing pin upload4			
175643	firstname3	lastname3	business3		firstname1.lastname1@test.com	city3	country 3	testing pin upload5			
175654	firstname4	lastname4	business4		firstname1.lastname1@test.com	city4	country 4	testing pin upload8			
175665	firstname5	lastname5	business5		firstname1.lastname1@test.com	city5	country 5	testing pin upload9			
186297	Carlos	Director	NA		carlos.director@company.com	NA	NA				
297408	Femke	Verkoper	Our Vendor Co			Amsterdam	Netherlands				

To upload a PIN Code list, select “Upload New List”.

PIN Code Management

Welcome to the PIN Code Management website

The PIN Code Management website will allow you to upload, view, and edit your lists of conference participants and their PIN codes.

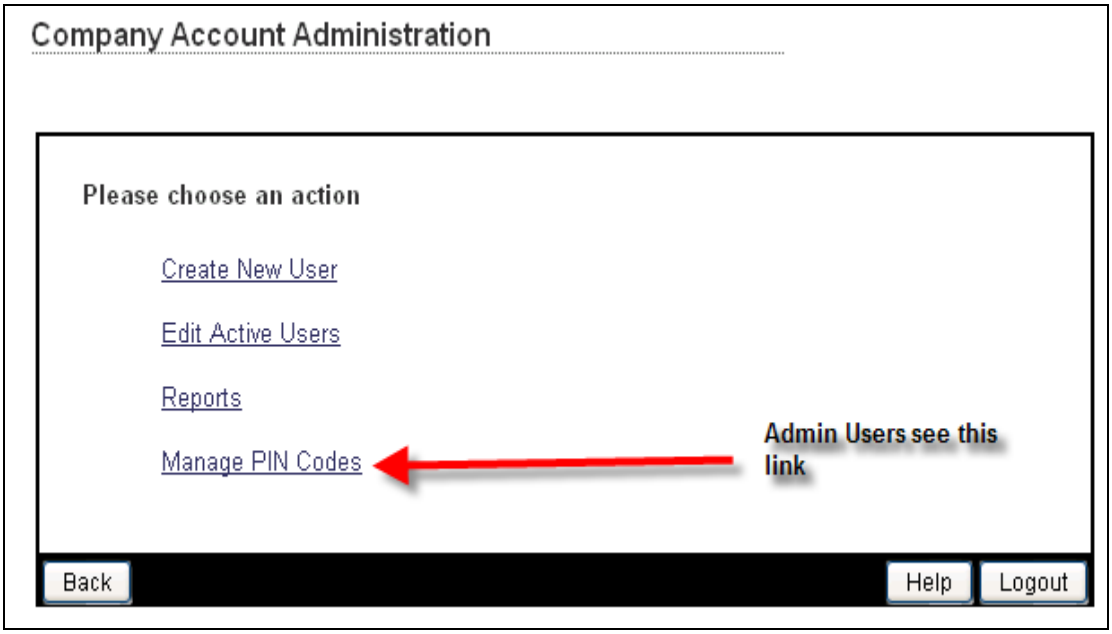
View/Modify List

Upload New List

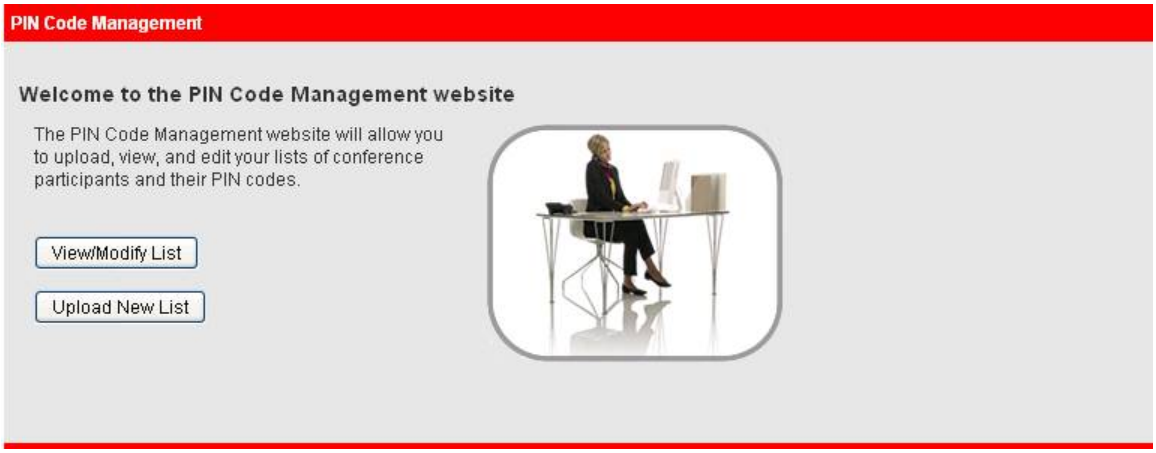
Select “Browse” to retrieve your list file from your PC, read and agree to the Conferencing Privacy Policy, and then select “Proceed”.

Administrator and Super Administrator Instructions

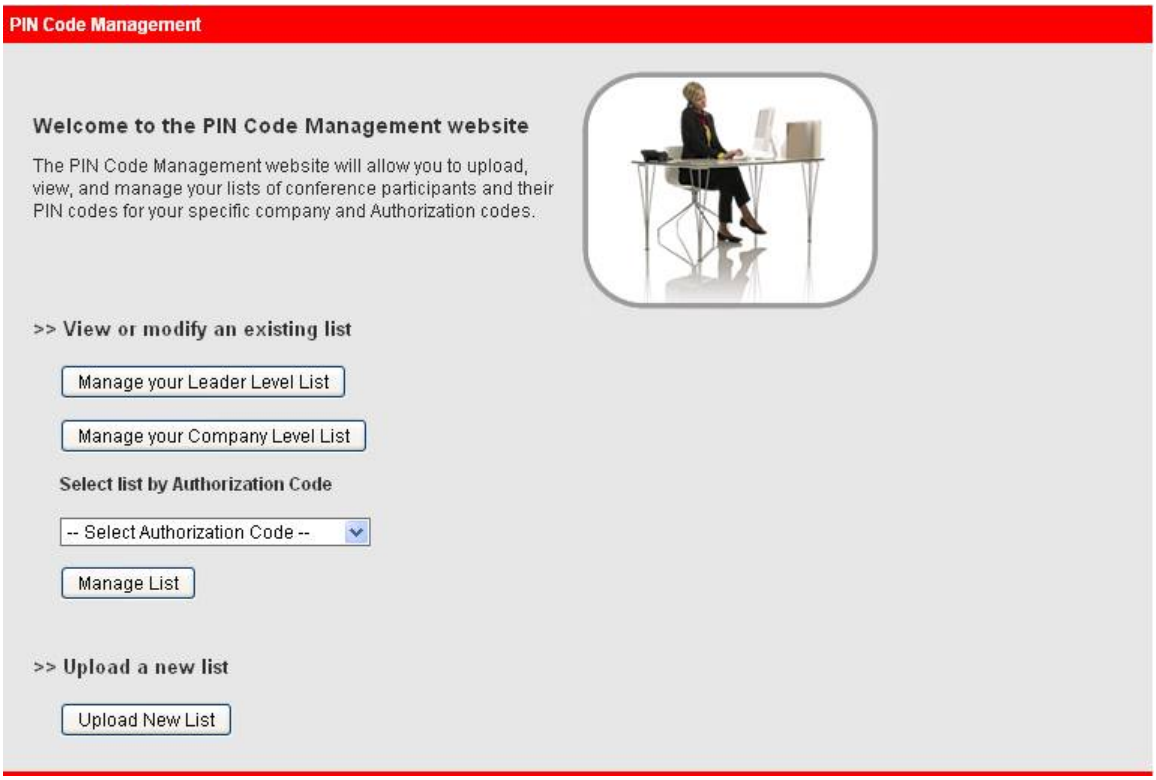
Within Manage My Meetings, Administrators can only manage their own list.
From http://mymeetings.com, administrators should select the “PIN Code Management” link from the Manage My Meetings (MMM) login box.
In the Company Account Administration screen, select the “Manage PIN Codes” link and the PIN Code Management site will be displayed.


Company Account Administration
Please choose an action
Create New User
Edit Active Users
Reports
Manage PIN Codes
Admin Users see this link
Back
Help
Logout

Administrator Access Screen



Super Administrator Access Screen



The PIN Code Management website allows Administrators to:

- Upload and manage (view, modify, and delete) their list

- Add, modify or delete an individual to their existing list
- Activate or deactivate a guest on their list
- Download the list to a CSV file format

The Administrator must create, validate and save the PIN Code list on their PC prior to uploading it to the PIN Code management site

The following fields must be included in the PIN C\code list within the columns as follows:

- Column A – PIN Entry Code (required field)
- Column B – First Name (required field)
- Column C – Last Name (required field)
- Column D – Company Name (required field)
- Column E – Phone Number
- Column F – Email Address
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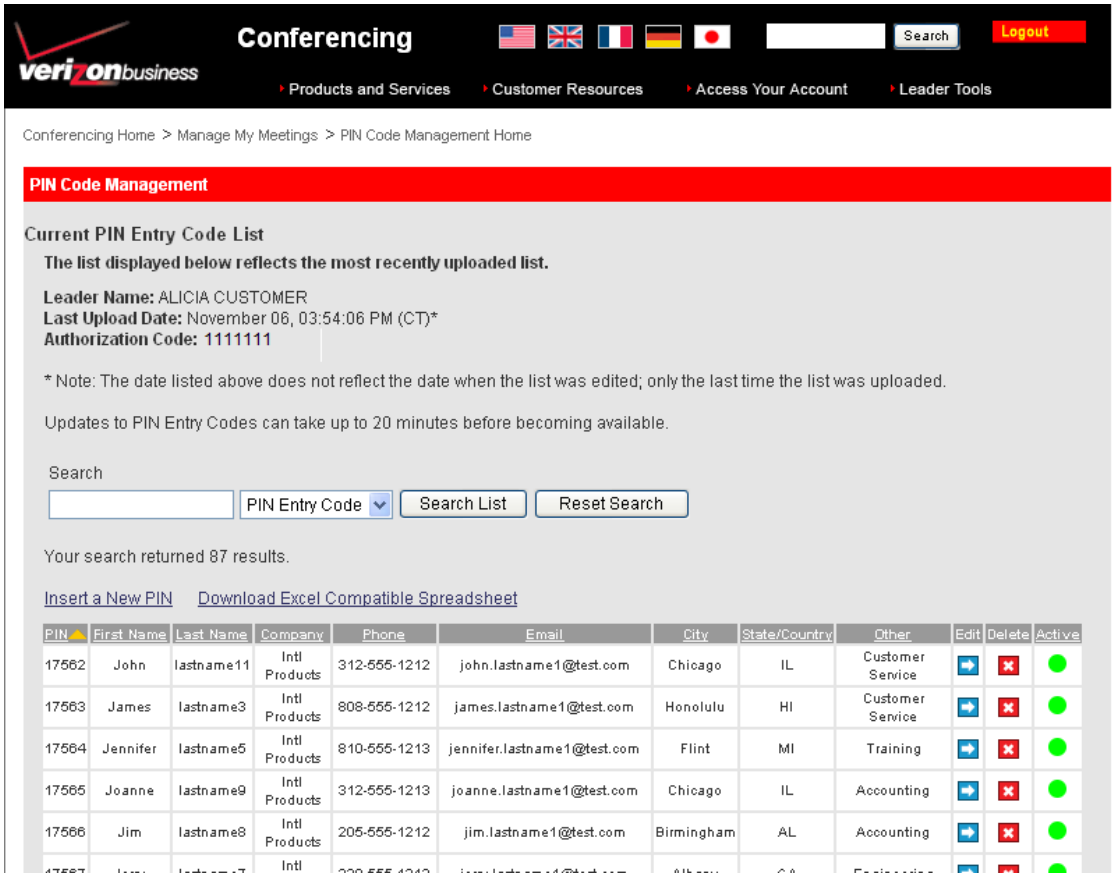
2000	Ed	Doe	XYZ	555-555-6666	eddoe@xyz.com	Dallas	TX USA	
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Salt Lake City	UT USA	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du Lac	WI USA	

View/Modify Screen for Leader, Authcode, or Company

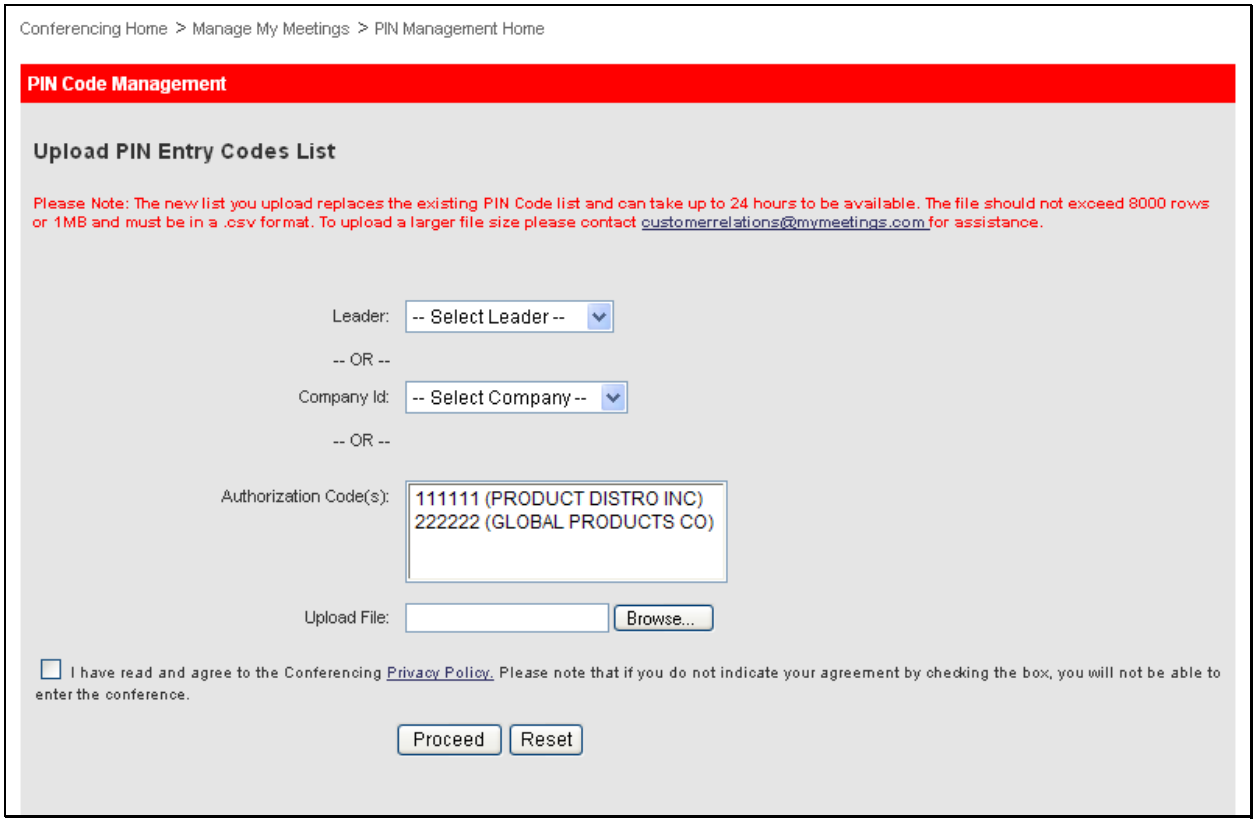
- Displays the PIN Code list for the entity chosen (leader, authcode or company)
- The user can insert a new PIN in the list, edit an existing entry in the list (the PIN Code itself cannot be edited), delete an entry and activate/deactivate an entry
- The list can be downloaded to a .CSV file format



PIN	First Name	Last Name	Company	Phone	Email	City	State/Country	Other	Edit	Delete	Active
17562	John	lastname11	Intl Products	312-555-1212	john.lastname1@test.com	Chicago	IL	Customer Service			
17563	James	lastname3	Intl Products	808-555-1212	james.lastname1@test.com	Honolulu	HI	Customer Service			
17564	Jennifer	lastname5	Intl Products	810-555-1213	jennifer.lastname1@test.com	Flint	MI	Training			
17565	Joanne	lastname9	Intl Products	312-555-1213	joanne.lastname1@test.com	Chicago	IL	Accounting			
17566	Jim	lastname8	Intl Products	205-555-1212	jim.lastname1@test.com	Birmingham	AL	Accounting			

PIN Code List Upload Screen for Super Administrator

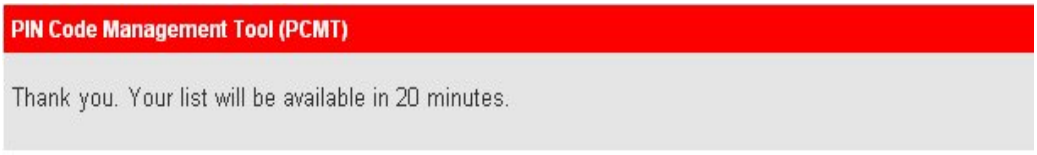
- Allows the Super Administrator to upload a list for the company, an authcode, or a leader.
- Any new list will override the previously uploaded file.
- The new list will be available 24 hours after upload.



Confirmation Screens

List Upload Confirmation for both leader and Administrator.

PIN Update Confirmation for both leader and Administrator.



Error Page for both leader and Administrator.

PIN Code Management Tool (PCMT)

Processing Error Encountered

The following errors were encountered during validation of the PIN code list and have caused the upload to halt. No changes have been made to the PIN code list for this update.

Error 1 Label: on *line 3* of the input file, the *3rd field* was missing.

Error 2 Label: on *line 3* of the input file, the *3rd field* was missing.

Error 3 Label: on *line 3* of the input file, the *3rd field* was missing.

- Conferencing Home
- Manage My Meetings
- Have Questions/Need Technical Assistance?

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