

Threema Work

The Company Directory

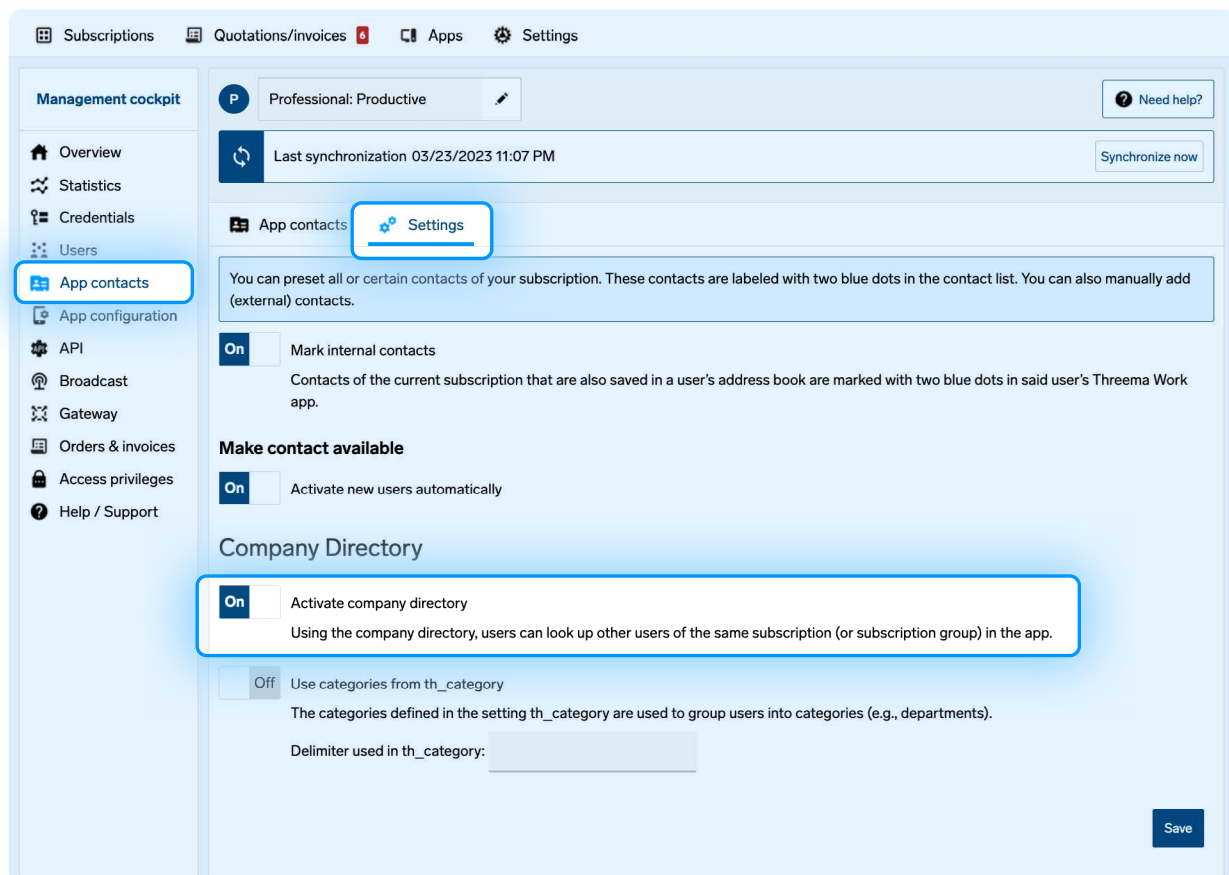
VERSION: 03/2023



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 activated in the "App contacts" tab 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.

Subscriptions Quotations/invoices Apps Settings

Management cockpit

Professional: Productive

Last synchronization 03/23/2023 11:07 PM

Synchronize now

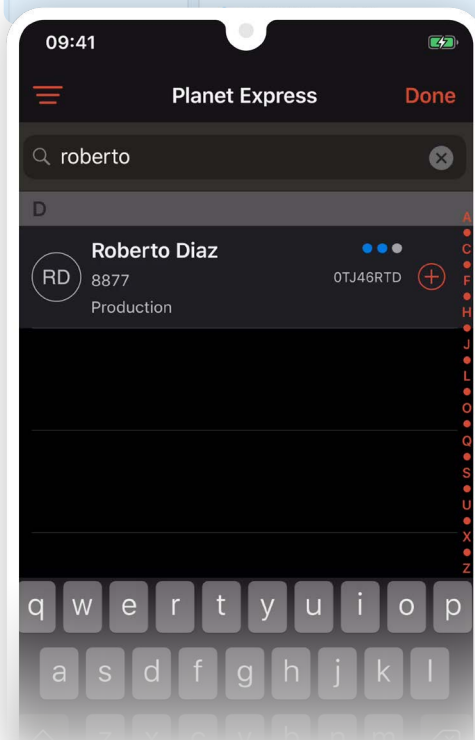
App contacts Settings

You can preset all or certain contacts of your subscription. These contacts are labeled with two blue dots in the contact list. You can also manually add (external) contacts.

It can take up to 24 hours until changes become effective on the users' end. However, the synchronization can be forced manually in the app by pulling down the contact list.

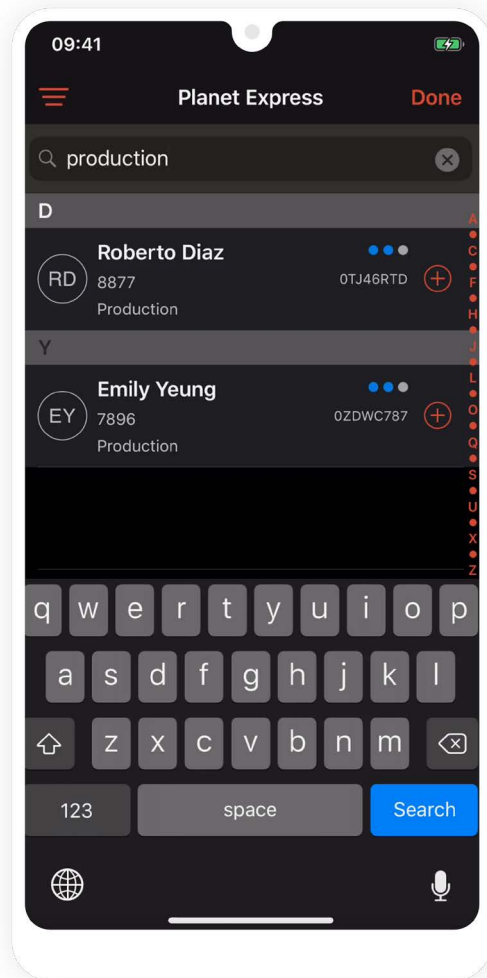
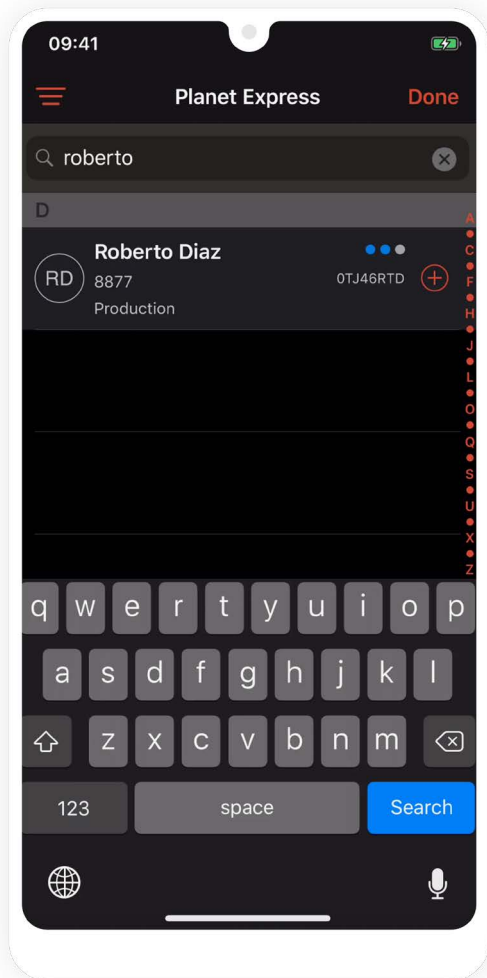
Add manually Select all Bulk edit Filter Filter

Threema ID	First name	Last name	Activated
*TBCDWFK	Planet Express		Yes
*TBCJKVC	Planet	Express	Yes
029UYRCU	Steven	Pullmann	No
0BM4K389	Ronni	Lambros	Yes
0BMCV62K	Chase	Elsen	Yes
0JAMTCCR	Roberto	Diaz	Yes
0N45ADPK	Luka	Miller	No
0PRYABTH	Corena	Gonzales	No
0S2END2T	Steven	Pullmann	Yes
0TJ46RTD	Roberto	Diaz	No
0TW4AFZE	Lisa	Goldmann	Yes
0ZDWC787	Emily	Yeung	No
		Reynosa	Yes



Example: Roberto Diaz' contact is deactivated in the "App contacts" list, which is why it isn't included in the contact list on the mobile device by default. If needed, Roberto Diaz' contact can be looked up in the company directory on the mobile device and added to the contact list by tapping the red plus.

- 3 In the app, users can look up other users by entering a first and/or last name. Alternatively, users can be found on the basis of categories, which could represent departments, for example.



- 4 If you have assigned multiple categories (e.g., multiple departments) to a user, make sure to activate “Use categories from th_category” and to specify the category delimiter as defined in the app configuration in the configuration setting [th_category].

Subscriptions Quotations/invoices Apps Settings

Management cockpit Professional: Productive Need help?

Overview Statistics Credentials Users App contacts App configuration API Broadcast Gateway Orders & invoices Access privileges Help / Support

Last synchronization 03/23/2023 11:07 PM Synchronize now

App contacts Settings

You can preset all or certain contacts of your subscription. These contacts are labeled with two blue dots in the contact list. You can also manually add (external) contacts.

☒ Mark internal contacts
Contacts of the current subscription that are also saved in a user's address book are marked with two blue dots in said user's Threema Work app.

Make contact available

☒ Activate new users automatically

Company Directory

☒ Activate company directory
Using the company directory, users can look up other users of the same subscription (or subscription group) in the app.

☒ Use categories from th_category
The categories defined in the setting th_category are used to group users into categories (e.g., departments).
Delimiter used in th_category: .

Save

Subscriptions Quotations/invoices Apps Settings

Management cockpit Professional: Productive Need help?

chase.elsen@planet.express.com Chat contents Communication Contacts Backups Profile

Name	Activated	Value	Default setting
th_lastname Last name of the user; visible in management cockpit and API.	<input checked="" type="checkbox"/>	Elsen	-
th_firstname First name of the user; visible in management cockpit and API.	<input checked="" type="checkbox"/>	Chase	-
th_category User category (e.g., group, department); visible in management cockpit and API.	<input checked="" type="checkbox"/>	Marketing, Sales	-
th_nickname The nickname appears in the contact details (as well as in push notifications).	<input checked="" type="checkbox"/>	Chase Elsen	-
th_linked_email The email address linked to a Threema ID is used for contact synchronization.	<input type="checkbox"/>	Off	-
th_linked_phone The phone number linked to a Threema ID is used for contact synchronization; it must be specified in international format, e.g., +41555114900.	<input type="checkbox"/>	Off	-