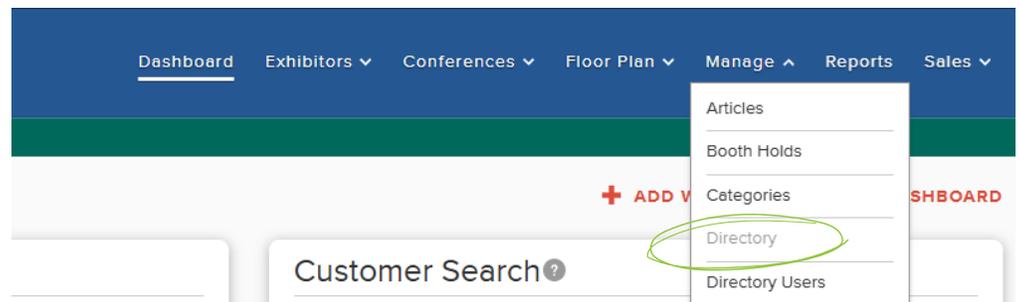


MYS Online Directory

Configuration Updates

Users can now enable/disable the MYS Online Directory to suit their events' needs and timelines. This document outlines the new configuration options and how to set them.

- 1 The new configurations will be controlled in the 'Manage > Directory' section of the show admin.



Note As with all Directory Management features, if you have logged into the production admin, when you select Manage > Directory, the system will automatically transition you over to the staging admin environment to make the updates.

- 2 The controls for the new configurations will display at the top of the page in the “STATUS” section. Any settings made to the status for the production environment are automatically live and do not require a publish.

STATUS			
	Enabled	Require Login to Access Directory	Directory Link
Production	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
Staging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open

- 3 Toggling the “Enabled” setting will turn the online directory on or off respectively for each environment.



IMPORTANT! Deactivating the directory will prevent attendees from accessing the directory. If you use the MYS mobile app and deactivate the directory, it will also prevent users from being able to sign into the app. Toggling this setting will open a confirmation window (see below).

DEACTIVATE PRODUCTION SITE



Deactivating the directory on the **Production** site will prevent attendees from accessing the directory.

Deactivating the directory will also impact the mobile app. If deactivated, it will prevent users from being able to sign into the app.

If you are not ready to deactivate please click No.

Deactivating the directory on **Production** will prevent anyone (your team, included) from being able to access the directory on **Production**. If you do not want to deactivate, please click No.

- 4 If enabled, the 'Require Login to Access Directory' setting will require all users to log in to their planner to access any directory or attendee view floor plan links (this includes exhibitor and session listings). Enabling this setting will open a confirmation window:

ENABLE LOGIN REQUIREMENT - PRODUCTION ×

By enabling this setting on Production all users will have to log into the planner to access the directory. If you do not want to enable this, please click No.

- 5 The 'Directory Link' button will open a window showing you the URL for your online directory. The Production directory link button will have a "Copy to Clipboard" button.

YOUR LIVE DIRECTORY LINK

Use this link to post on your website, include in email marketing and social posts:

- 6 The Staging directory link button will not have a "Copy to Clipboard" feature as staging links should not be shared with exhibitors or attendees and are only intended for testing and previewing your directory.

PREVIEW/TESTING PURPOSES ONLY ×

The staging link should not be shared with exhibitors or attendees; it is only for your team's use to preview/test on the staging environment.