

Admin / Moderator - Provisioning

CMA (and CMS) will allow configurable spaces, user profiles and roles

An Admin/ Moderator logging into user portal can;

1. Create User profile categories or groups (on CMM or Portal)

What types of users and role model work for me and my organisation.

1. How many user groups do i need?
2. Create a user group example; Host, Guest, Owner, Hands-off

2. Assign privileges to user profiles/groups/roles

	Host	Guest	Owner	Hands-off user
CMA & Member Management				
Can change host/guest passcode	☒	☐	☒	☒
Can add/remove members from this space	☐	☐	☐	☐
Can create spaces	☐	☐	☐	☐
Can send Invites	☐	☐	☐	☐
Can change Join information (and add special dial numbers)	☐	☐	☐	☐
Can delete a space	☐	☐	☐	☐
Can change a space title	☐	☐	☐	☐
Can schedule Audio meetings	☐	☐	☐	☐
Can schedule Video meetings	☐	☐	☐	☐
Can lock a space (so only hosts can enter)	☐	☐	☐	☐
Can make space searchable	☐	☐	☐	☐
Can change a members role (to: Host for example)	☐	☐	☐	☐
Can change a space default Layout	☐	☐	☐	☐

Global User Settings				
Which templates are members allowed when they are creating new spaces a. You can create any type of space (host /guest, closed or public) b. You can create one type of template (host/guest or public or closed) b. None				
InMeeting Experience				
Can remove Participants	☐	☐	☐	☐
Can present in a meeting / share screen	☐	☐	☐	☐
Mute and unmute an individual participant, or all Guest participants simultaneously	☐	☐	☐	☐
Make participant important	☐	☐	☐	☐
Can record a meeting	☐	☐	☐	☐
Can stream Video	☐	☐	☐	☐
View diagnostic Information about your call	☐	☐	☐	☐
In Meeting Chat	☐	☐	☐	☐
Add Participants as Guest if not already member	☐	☐	☐	☐
Turn video on/off for one or all	☐	☐	☐	☐
Can change layout during meeting	☐	☐	☐	☐
Can end a meeting	☐	☐	☐	☐

3. Configure space settings (Provisioning either on CMM or Portal)

	Configurations for all spaces
☒	Host/Guest Meetings allowed
☐	Public Meetings allowed

☒	Closed Meetings allowed (all hosts)
☐	Require Passcode for Host
☐	Require Passcode for Guest
	Passcode
☐	Passcode expire
☐	Passcode expiry rules
☐	New Passcode rules
☐	Allow guest to join meeting before host
☐	Space allows One Click meetings
☐	Add corporate join and login page
	Assign a space layout
	Assign SIP URI for participants
	☐ Assign multiple SIP URIs
	☐ Assign One SIP URI for all participants
	Assign Multiple Meeting IDs (if yes additional configurations)
	☐ Allow separate OneClick joins for roles
	☐ Allow OneClick join for all participants
☐	Show Call in option
☐	Show Call me option

4. Admin will pick a user from AD/LDAP

5. Assign one of the user groups/profiles/roles to the user

6. Create or select from an existing space

Creating a new space

- a. Add a new space title
- b. Customise space : Add/change Avatar
- c. Make this space searchable
- d. Select a default Layout
- e. Default checked all options: Host/Guest, Public, Closed
- f. Lock this space?

View space information

- a. View space title editable
- b. Members (add more members)
- c. Layout (change)
- d. This space allows: Host/Guest, Public, Closed (can edit)
- e. Lock : Stop Guests and Public without passcode from entering
- f. Autogenerated Access Methods based on roles (Host, Guest etc) what can a user edit?
 - i. SIP URIs
 - ii. Meeting IDs (Space / Meeting link)
 - iii. Company join link
 - iv. Join Link with Secret (if allowed)
 - v. Passcode for Host (can edit)
 - vi. Passcode for Guest (can edit)
- g. Join Information including dial in numbers, email etc (can edit)
- h. Join button
- i. Send Invites

7. An admin can view all users join any space with ownership rights to manage an ongoing meeting

- a. At any time the Admin can rename, add and remove spaces, owners and members of a space
- b. An admin can join any ongoing meeting as host/owner
- c. An admin will get all host controls upon joining a space

8. An admin can delete any space

9. Add members to a space

1. Can select a user from AD
2. Select a profile for this user. The profile can give this user Host, Guest and Owner rights

10. An Admin can create space templates (when CMA supports)

11. Download diagnostic and analytics report

- a. An admin can download diagnostic reports
- b. An admin can generate utilisation reports

