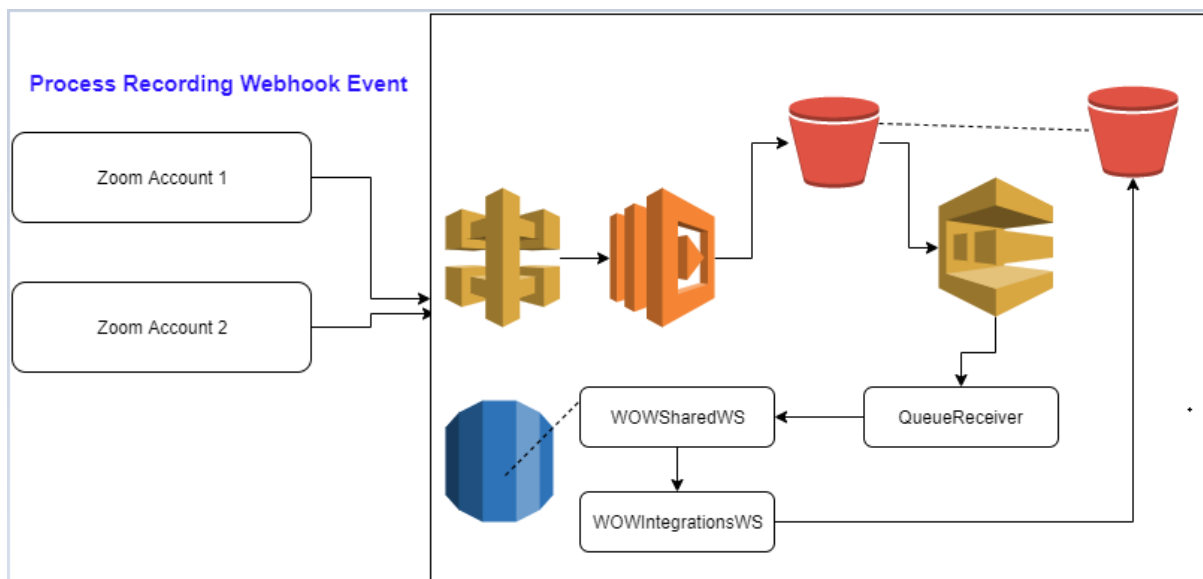
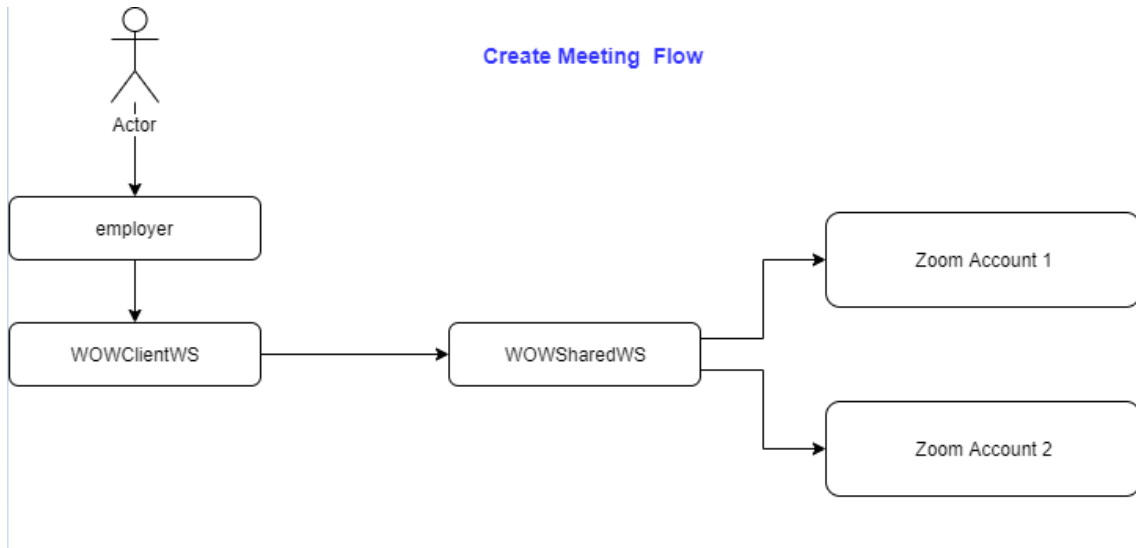


MyNextHire-Zoom Integration FAQs



How to procure Zoom hosts?

Login to <https://zoom.us/>

Go to ADMIN – Billing

Current Plans

Your paid subscription start date is Mar 1, 2020 (UTC), and will automatically renew on Apr 1, 2020 (UTC).

Plan Name	Quantity	Details	Billing Period	Service Effective Date	Next Invoice Date	Next Invoice Amount	Status
Pro	32 hosts	100 participants	Monthly	Mar 1, 2020	Apr 1, 2020	\$479.68	Active

[Add/Edit](#)
[Cancel Subscription](#)

Click on Add/Edit. Add required number of hosts and click on continue.

1. Select a plan

2. Payment

The price of your additional 1 host will be prorated and added to your existing monthly billing cycle. Your monthly subscription for all hosts will renew on Apr 1, 2020.

Pro hosts

Current Plan

Monthly

\$494.67

monthly cost

Billed monthly

Save \$989

Annual

\$412.23

monthly cost

\$4,946.70 Billed annually

Your subscription will renew on Apr 1, 2020.

Cancel

Continue

Account Changes

Pro

+ 1 host

\$14.99/mo/host

\$14.99 monthly

New Monthly Total

Start Apr 1, 2020

\$494.67

before taxes

What is today's charge?

Charges auto-renew

(unless cancelled before next renewal date)

VISA

MasterCard

Discover

AMERICAN EXPRESS

PayPal

All amounts shown in U.S. dollars

Need help? Call us at

1.888.799.5926

Verify payment method & new account charges and click on Update.

How to add new Groups & Zoom users?

Groups are logical separation of users. It makes easy to track users per client, control default settings etc.

To add new group, navigate to ADMIN --- User Management --- Group Management

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

▼ User Management

Users

Group Management

Groups

Q Search

+ Add Group

Group Name	Description	Number of Members	
citiustech	CitiusTech	28	Delete
smaclify		3	Delete

Click on Add Group. Enter group name and description(optional) and click on Add

Group Setting:

We need to set default values for various parameters for newly created Group. In future if we add any new user to the group, all group defaults also get applied to the user.

Click on Group Name -- Group Settings

Groups

Delete

Group Settings

Profile of Group

Group Name

citiustech

Group Description

CitiusTech

Group Admins

No group admins added

Group Members (28)

Q Search

+ Add Members

<input type="checkbox"/>	Email	Name	Role
<input type="checkbox"/>	amal.kumar14@gmail.com (Mark Email)		Member

Groups members will use the following settings by default. If you don't want the settings below to be changed, you can lock the settings here. [Learn More](#)

Schedule Meeting

Schedule Meeting

In Meeting (Basic)

Host video



Using account setting

Start meetings with host video on

In Meeting (Advanced)

Invitation Email Branding

Email Notification

Participants video



Using account setting

Start meetings with participant video on. Participants can change this during the meeting.

Other

Key Attributes & default values [Meeting]:

- Host Video – Enabled
- Participants Video – Enabled
- Audio Type – Telephone and Computer Audio
- Join Before Host – Enabled
- Use Personal Meeting ID (PMI) when scheduling a meeting – Disabled
- Use Personal Meeting ID (PMI) when starting an instant meeting – Disabled
- Only authenticated users can join meetings – Disabled
- Require a password when scheduling new meetings – Disabled
- Require a password for instant meetings – Disabled
- Embed password in meeting link for one-click join – Disabled
- Require password for participants joining by phone – Disabled
- Mute participants upon entry – Disabled
- Upcoming meeting reminder – Disabled
- Chat – Enabled
- Private Chat – Enabled
- Play sound when participants join or leave – Enabled
- Screen Sharing – Enabled
- Who Can Share? – All participants
- Who can start sharing when someone else is sharing? – Only Host
- Annotation – Enabled
- Whiteboard – Enabled
- Remote Control – Enabled
- Allow removed participants to rejoin – Disabled
- Group HD Video – Disabled/Locked
- Virtual Background – Enabled
- Email Notification – Disable All Notifications

Key Attributes & default values [Recording]:

- Local Recording – Disabled
- Cloud Recording:
 - Record active speaker with shared screen - Enabled
 - Record gallery view with shared screen - Disabled
 - Record active speaker, gallery view and shared screen separately - Disabled
 - Record an audio only file - Enabled
 - Save chat messages from the meeting / webinar - Enabled
 - Add a timestamp to the recording - Disabled
 - Display participants' names in the recording - Enabled
 - Record thumbnails when sharing - Enabled
 - Optimize the recording for 3rd party video editor - Disabled
 - Save panellist chat to the recording – Disabled
- Automatic Recording – Enabled
 - Record in the cloud - Enabled
 - Host can pause/stop the auto recording in the cloud – Enabled
- Only authenticated users can view cloud recordings – Disabled
- Require password to access shared cloud recordings – Disabled
- The host can delete cloud recordings – Enabled
- Auto delete cloud recordings after days – 7 Days
- Recording consent - Disabled
- Multiple audio notifications of recorded meeting - Disabled

Adding New Users:




Click on Users -- Click on Add Users

NOTE: New users must be added to the existing Group.

Users You can add 0 more Licensed user(s) and unlimited basic users. [Document](#)

[Users](#) [Pending](#) [Advanced](#)

[Advanced Search](#) [Import](#) [Export All](#) [+ Add Users](#)

<input type="checkbox"/>	Email/Name ID	First Name	Last Name	Role	Type	
<input type="checkbox"/>	 fctconnect@gmail.com	MyNextHire.c...		Owner	Licens	Edit
<input type="checkbox"/>	 yigit@myrealthire.com	Yigit		Admin	Licens	Edit
<input type="checkbox"/>	 amir.husein12@gmail.com			Member	Licens	Edit ...

Add Users

Add users with their email addresses

mnh.admin@mynexthire.com, mnh.admin+1@mynexthire.com, mnh.admin+2@mynexthire.com

User Type: ☐ Basic ☒ Licensed ☐ On-Prem

Feature: ☐ Large Meeting ☐ Webinar

Department: e.g. Product

Job Title: e.g. Product Manager

Location: e.g. San Jose

User Group: MyNextHire

Add Cancel

As shown in above screenshot we can enter comma separated emails.

Please select appropriate User Group and click on Add.

NOTE:

It is mandatory that entered email should be working as Zoom sends email with verification link. While clicking on verification link make sure that you are already not logged-in to any other Zoom account. If logged-in, please logout and click on Activate Account.

Virtual Email Ids:

For Gmail based email ids we can create virtual email address on the fly without having to create alias.

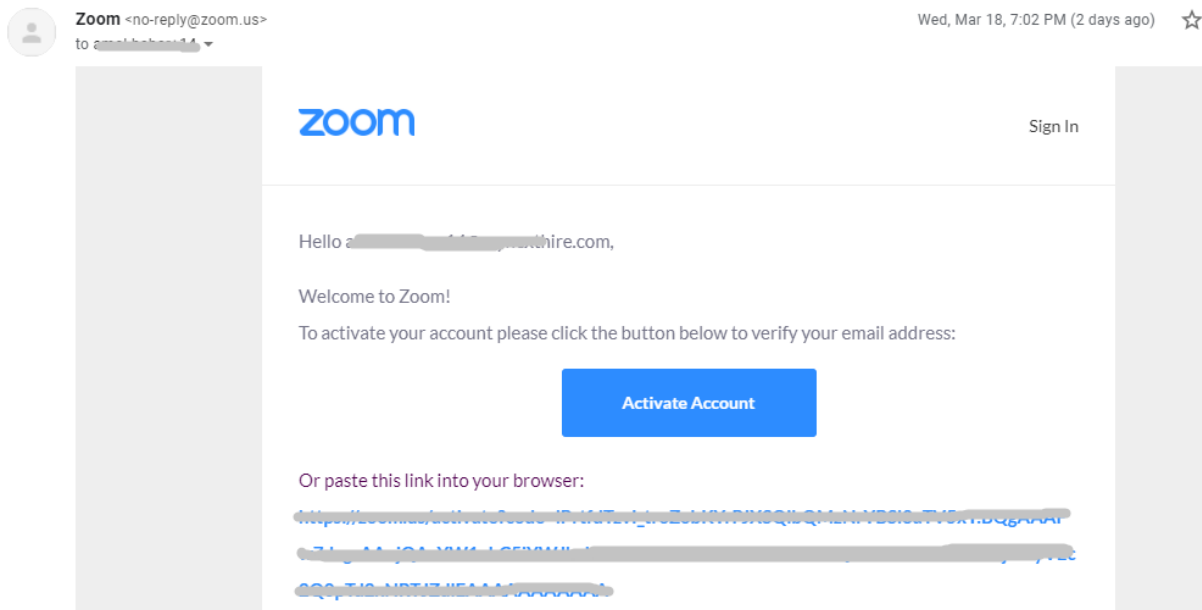
E.g.:

mnh.admin+1@mynexthire.com, mnh.admin+2@mynexthire.com

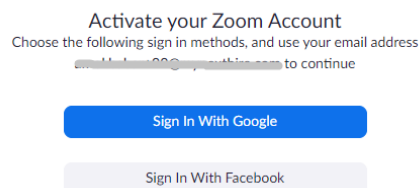
All the emails sent on above email ids will be received by

mnh.admin@mynexthire.com

We use this workaround to create multiple Zoom hosts.

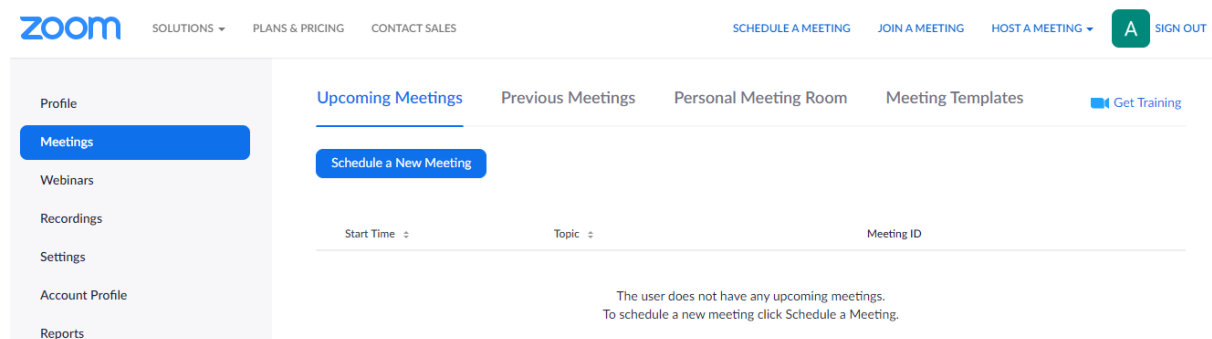


Clicking on Activate Account will open new tab



Click on Sign In With Google

After successful authentication & verification, user will be redirected to Zoom website.



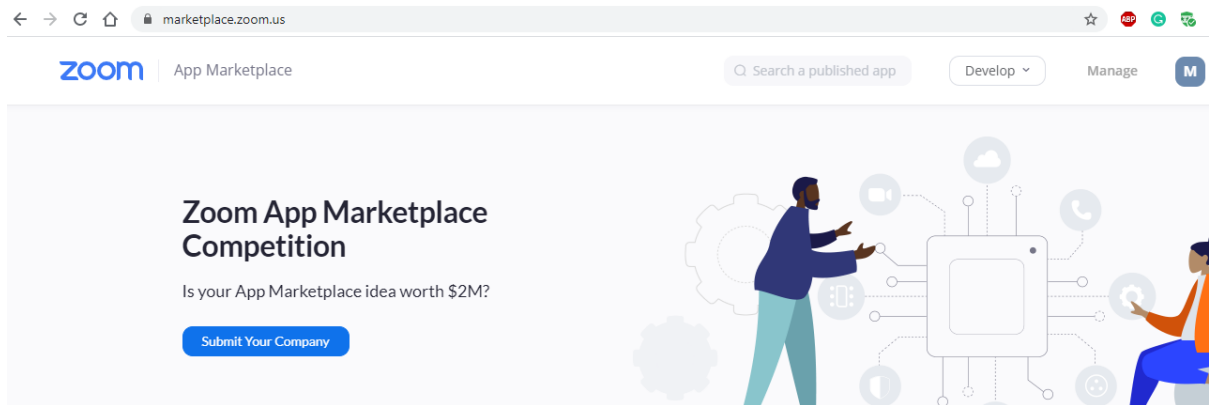
Click on Sign Out.

Repeat the same procedure, to verify other Zoom users.

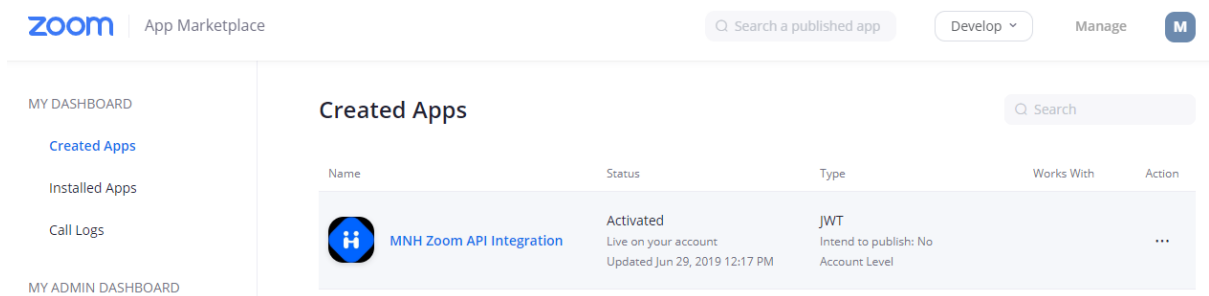
How to configure Webhook URLs for various Zoom Events?

Head to <https://marketplace.zoom.us/>

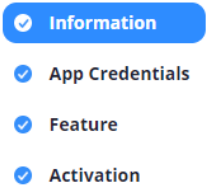
Login with Zoom account credentials



Click on Manage



Click on MNH Zoom API Integration App



Intent to publish: No Account-level app JWT Credentials

App Name	24/50	Short Description	42/150
MNH Zoom API Integrati		App to integrate zoom APIs with MyNextHire	
Company Name			
Smaclify Technologies			

Name

Amol Babar

Click on Feature -- Add new event subscription -- Enter Subscription Name, Event notification endpoint URL and select all the events, which we are interested in

Event Subscriptions

This feature allows you to subscribe to interested events and receive Webhook notifications.

+ Add new event subscription

 Cloud Recording

Subscription Name

Name this particular event subscription

Cloud Recording

Event notifications can be subscribed for all users in the account.

Event notification endpoint URL

Destination URL for this app to receive subscribed event notifications

Event types

Click on the button below to select interested event types.

2 events added

Event types

- Meeting
- Webinar
- Recording**
- Zoom Rooms
- User
- User Activity
- Account
- Zoom Phone

2 Added

☒ All Recordings have completed
 ☐ Recording Transcript files have completed
 ☐ Recording Started
 ☐ Recording Stopped
 ☐ Recording Paused
 ☐ Recording Resumed
 ☐ Recording Renamed
 ☐ Recording files have been deleted to Trash
 ☐ Recording files have been permanently deleted

[↓ Scroll for more](#)

Done

Click Done and then Save!

How to get Zoom host ids/user's metadata?

Call internal API with MNH OAuth token.

https://staging.mynexthire.com/employer/api/settings/zoom_users_metadata/get?access_token=*****

Below users are authorized to call this API:

1. system@smaclify.com
2. amol.babar@smaclify.com
3. vivek.jade@mynexthire.com

Sample Response JSON:

```
[
  {
    "id": "Y541ssatkad6a2s-Opasa4",
    "firstName": "MNH",
    "lastName": "IQA",
    "email": "mnh.admin@mynexthire.com",
    "verified": true,
    "createdAt": "2020-03-09T04:46:21.000+0000",
```

```

    "status": "active",
    "pmi": 9112299776
  },
  {
    "id": "asdasdasdojmasNNJKa2s-Opasa4",
    "firstName": "",
    "lastName": "",
    "email": "mnh.admin+1@mynexthire.com",
    "verified": false,
    "createdAt": "2020-03-19T04:34:23.000+0000",
    "status": "active",
    "pmi": 9112299773
  }
]

```

Here *id* represents Zoom host id which needs to be configured in MNH.

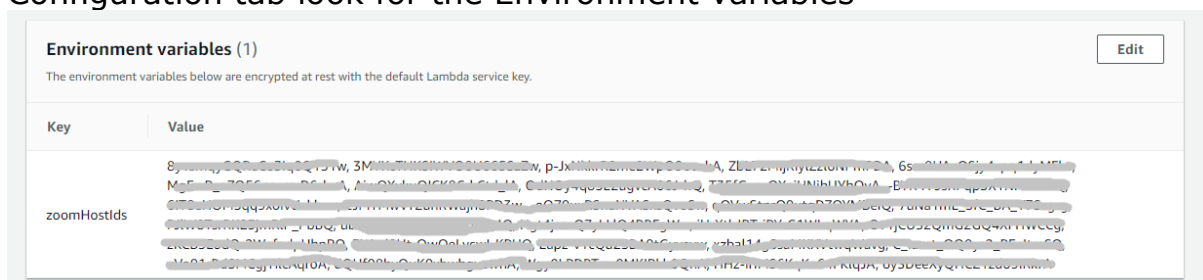
How to whitelist Zoom host ids in MNH so that webhook events are processed?

In order to process webhook events for new Zoom host ids, it needs to be whitelisted in the Lambda.

Lambda function name for IQA & PROD:

1. [IQA/PROD]_Zoom_Webhook_Events_Receiver

Go to AWS Lambda console and click on intended Lambda function. In Configuration tab look for the Environment variables



We can edit environment variable by clicking on Edit. We can configure comma separated host ids as environment variable against *zoomHostIds*. New host ids can be appended to the existing ones.

How recordings are processed & mapped to relevant conference id?

MNH relies on recording webhook events received from Zoom. Webhook endpoints are hosted on AWS Lambda + AWS APIGateway.

Lambda function names: [IQA/PROD]_Zoom_Webhook_Events_Receiver

Lambda code is in GitHub at :

<https://github.com/mynexthire/AWSLambda.git>

Lambda function do certain validations like if host is whitelisted or not, file extension etc

All webhook events are logged at:

smaclifywow.[iqa/prod].partners/zoom/zoom_webhook_events_log/DATE/
ZOOM_HOST/

Lambda then downloads recording from Zoom and uploads it at temporary location in S3: smaclifywow.[iqa/prod].external.

File naming format for recording:

ZOOM_EVALUATION.150000008_15639200970001563920141000.MP4

E.g.:

ZOOM_EVALUATION.ZOOM_CONFERENCE_ID_RECORDING_START_END_
TIMESTAMPS.MP4

S3 bucket triggers file upload event details to SQS:

smaclifywow_[iqa/prod]_ExternalMediUpload, these SQS messages are then processed by SQSQueueReceiver based on the conference id which is present in the file name. QR then do lookup on *conference_details* table to find out client id, evaluation id. Once required details are retrieved recordings will be copied to

smaclifywow.[iqa/prod].mediastore/CLIENT_ID and relevant entry will be added in the *document* table with application id, client id, document source type, document source id

Also, S3 buckets, smaclifywow.[iqa/prod].external/ has lifecycle rule which deletes files after 30 days

How to enable Zoom video interviews for client?

Override setting id 3 & 10 in *client_preferences* table. Copy *default_value* column values from *master_preferences* table and edit it with any JSON editor to avoid errors.

NOTE:

Recommended JSON editor: <https://jsoneditoronline.org/>

They don't send data across their servers. All formatting and data processing happen on the UI only.

Setting Id 3:

Set *enabled* attribute as true

E.g.:

```
{  
  "enabled": true,  
  "provider_key": "zoom"
```

```
}
```

Setting Id 10:

Set *host_user_id* It's a list of Strings i.e. Zoom Host Ids

Don't update *api_key* & *api_secret_key* attributes, unless client bringing their own Zoom account credentials

E.g.:

```
{  
  "api_key": "*****",  
  "api_secret_key": "*****",  
  "host_user_id": ["ZoomHost1", "ZoomHost2"]  
}
```