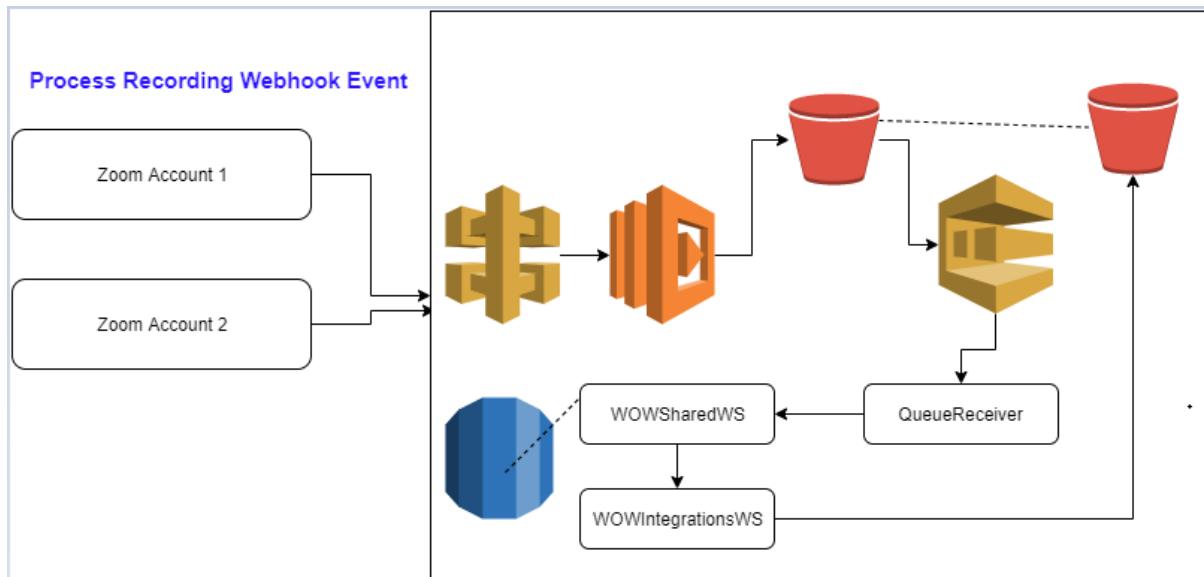
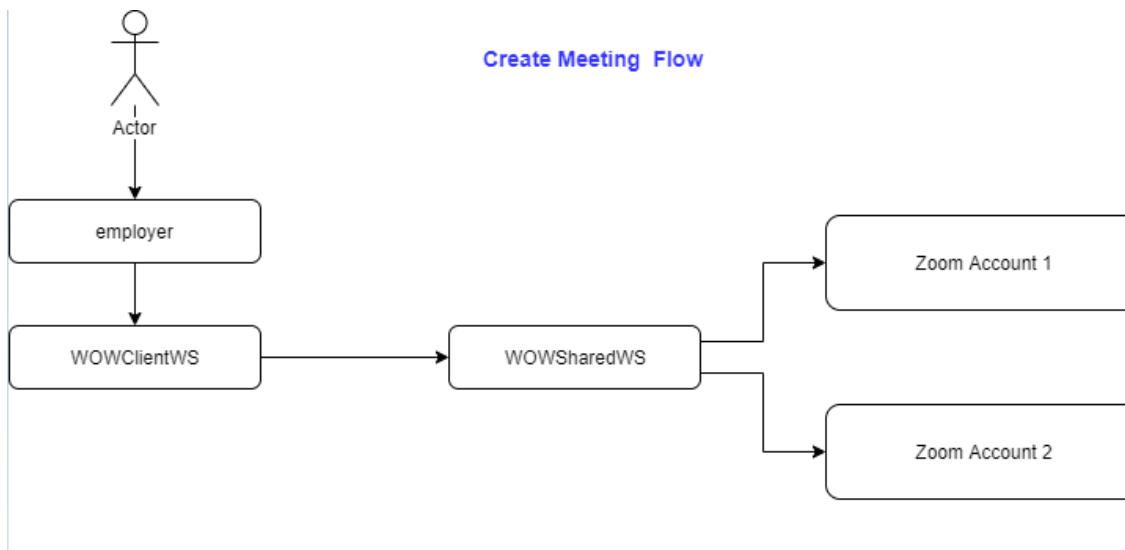


MyNextHire-Zoom Integration FAQs



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.

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.

1. Select a plan 2. Payment

Pro 33 hosts

Current Plan
Monthly
\$494.67
monthly cost
Billed monthly

Annual
\$412.23
monthly cost
\$4,946.70 Billed annually

Save **\$989**

Account Changes

Pro + 1 host \$14.99/mo/host	\$14.99 monthly
------------------------------------	--------------------

New Monthly Total \$494.67
Start Apr 1, 2020 before taxes

What is today's charge?

Charges auto-renew
(unless cancelled before next renewal date)

VISA MasterCard American Express PayPal

All amounts shown in U.S. dollars

Your subscription will renew on Apr 1, 2020.

Cancel Continue

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

The screenshot shows a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'ADMIN', 'User Management' is expanded, showing 'Users' and 'Group Management'. 'Group Management' is highlighted with a blue background. The main area is titled 'Groups' with a search bar and a '+ Add Group' button. A table lists groups with columns: Group Name, Description, Number of Members, and Delete button. Two groups are listed: 'citiustech' (CitiusTech, 28 members) and 'smacify' (3 members).

Group Name	Description	Number of Members
citiustech	CitiusTech	28
smacify		3

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

The screenshot shows the 'Profile of Group' section for 'citiustech'. It includes fields for 'Group Name' (citiustech), 'Group Description' (CitiusTech), and 'Group Admins' (No group admins added). Below this is the 'Group Members (28)' section, which includes a search bar and a '+ Add Members' button. A table lists members with columns: Email, Name, and Role. One member, 'amit.babbar14@gmail.com (Amit Babbar)', is listed.

Email	Name	Role
amit.babbar14@gmail.com (Amit Babbar)	Amit Babbar	

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	<input checked="" type="checkbox"/>
In Meeting (Advanced)	Start meetings with host video on	Using account setting
Invitation Email Branding		
Email Notification	Participants video	<input checked="" type="checkbox"/>
Other	Start meetings with participant video on. Participants can change this during the meeting.	Using account setting

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.

The screenshot shows a user management interface with the following details:

- Users:** You can add 0 more Licensed user(s) and unlimited basic users.
- Document:** A blue button labeled "Document".
- Filter Options:** Users, Pending, Advanced.
- Search:** Search bar and Advanced Search dropdown.
- Actions:** Import, Export All, + Add Users.
- User List:** A table with columns: Email/Name ID, First Name, Last Name, Role, Type, and a settings gear icon.
- Rows:** Three user entries are visible:
 - Email/Name ID: [letsconnect@simcellify.com](#), First Name: MyNextHire.c..., Last Name: , Role: Owner, Type: License, Actions: Edit, ...
 - Email/Name ID: [jithin@simcellify.com](#), First Name: MyNextHire.c..., Last Name: , Role: Admin, Type: License, Actions: Edit, ...
 - Email/Name ID: [Member 100@simcellify.com](#), First Name: MyNextHire.c..., Last Name: , Role: Member, Type: License, Actions: Edit, ...

The screenshot shows the 'Add Users' interface. At the top, there's a text input field containing three email addresses: 'mnh.admin@mynexthire.com, mnh.admin+1@mynexthire.com, mnh.admin+2@mynexthire.com'. Below this is a green circular icon with a white 'G'. Under 'User Type', the 'Licensed' option is selected. In the 'Feature' section, 'Large Meeting' is checked. The 'Department' field contains 'e.g. Product', 'Job Title' contains 'e.g. Product Manager', 'Location' contains 'e.g. San Jose', and 'User Group' contains 'MyNextHire'. At the bottom right are 'Add' and 'Cancel' buttons.

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.

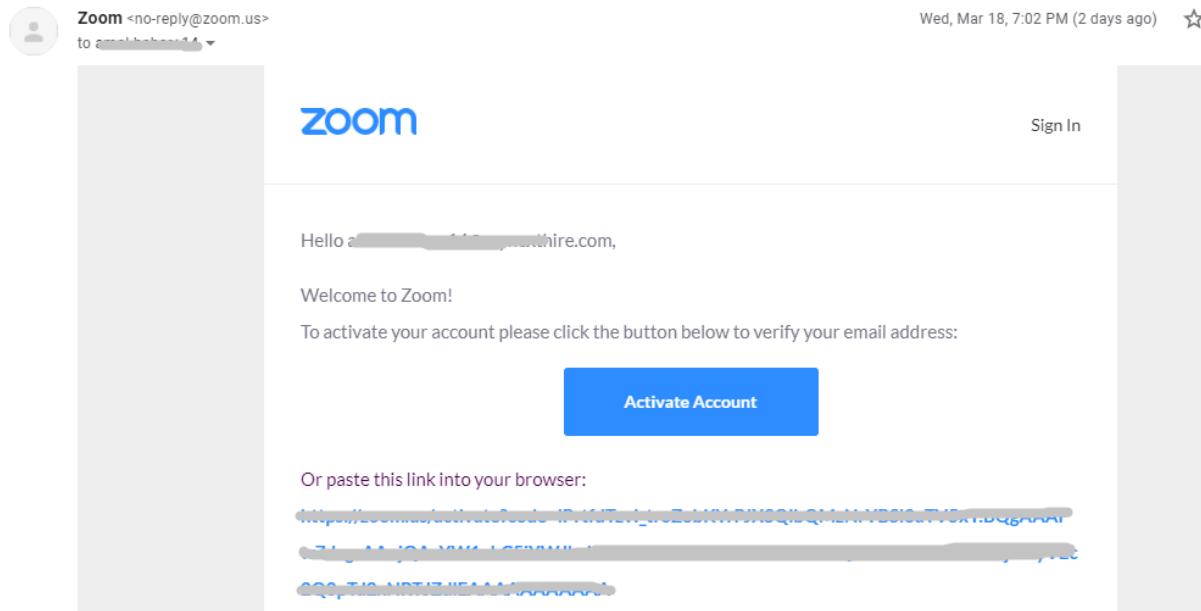
E.g.:

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

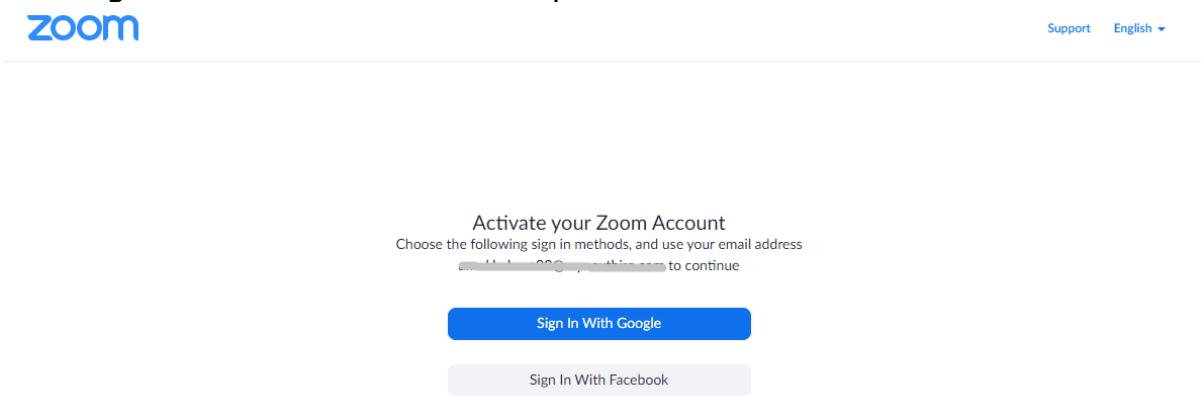
All the emails sent on above email ids will be received by

mnh.admin@mynexthire.com

We use this workaround to create multiple Zoom hosts.

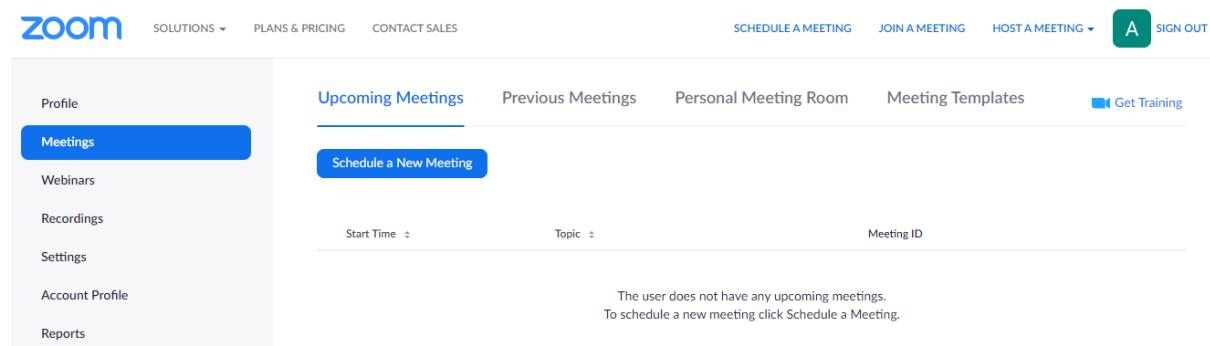


Clicking on Activate Account will open new tab



Click on Sign In With Google

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



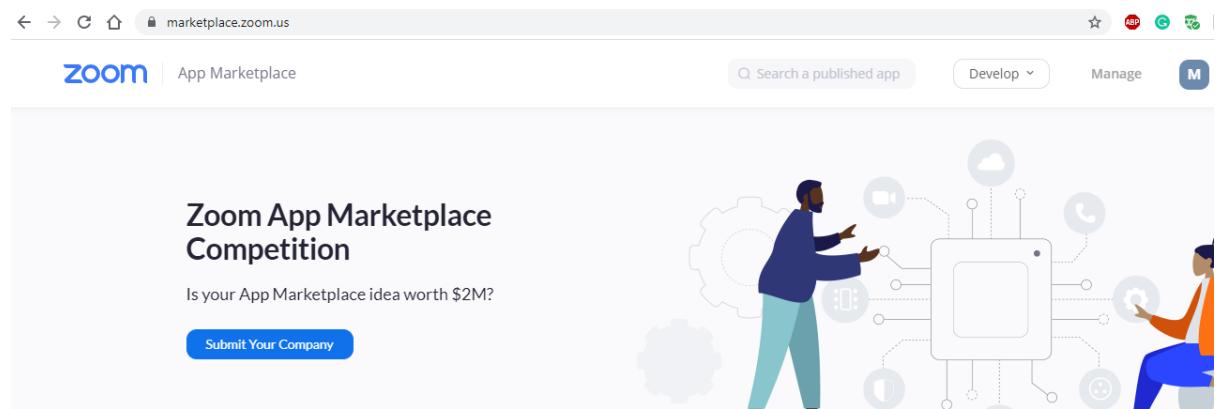
Click on Sign Out.

Repeat the same procedure, to verify other Zoom users.

How to configure Webhook URLs for various Zoom Events?

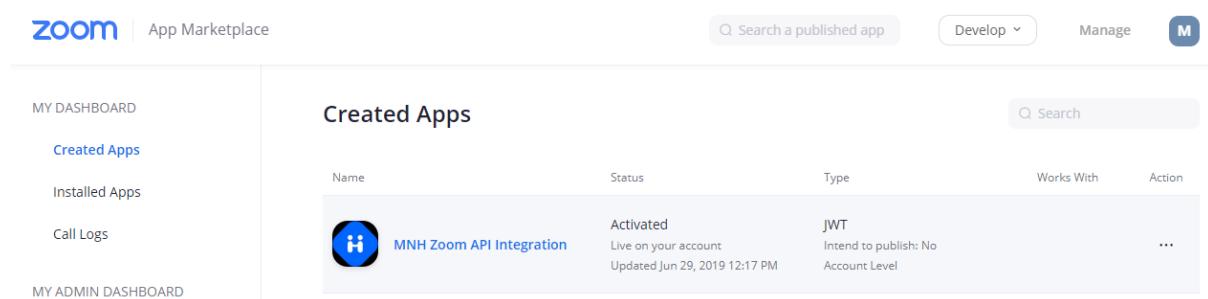
Head to <https://marketplace.zoom.us/>

Login with Zoom account credentials



The screenshot shows the Zoom App Marketplace competition landing page. At the top, there's a navigation bar with icons for back, forward, search, and user profile. The main heading is "Zoom App Marketplace Competition". Below it, a sub-heading asks "Is your App Marketplace idea worth \$2M?". A blue button labeled "Submit Your Company" is visible. To the right, there's a stylized illustration of two people interacting with a central computer chip, surrounded by icons for video, audio, and cloud storage. The URL "marketplace.zoom.us" is visible in the browser's address bar.

Click on Manage



The screenshot shows the "Created Apps" section of the Zoom App Marketplace. On the left, a sidebar lists "MY DASHBOARD" with "Created Apps" (which is selected and highlighted in blue), "Installed Apps", and "Call Logs". Below that is "MY ADMIN DASHBOARD". The main area has a heading "Created Apps" and a search bar. A table lists the created app "MNH Zoom API Integration". The table columns are Name, Status, Type, Works With, and Action. The app details are: Name - MNH Zoom API Integration, Status - Activated, Type - JWT, Works With - Intend to publish: No Account Level, and Action - three dots (...). The URL "marketplace.zoom.us" is visible in the browser's address bar.

Click on MNH Zoom API Integration App



MNH Zoom API Integration

Intent to publish: No Account-level app JWT Credentials

Information

- App Credentials
- Feature
- Activation

Basic Information

App Name 24/50 Short Description 42/150

MNH Zoom API Integrati

App to integrate zoom APIs with MyNextHire

Company Name

Smaclify Technologies

Developer Contact Information

Name

Amol Babar

Continue

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

Activation

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

[REDACTED]

Event types

Click on the button below to select interested event types.

2 events added

The screenshot shows a list of event types for Zoom recordings. The 'Recording' category is selected, indicated by a blue bar and green dot. Under 'Recording', the option 'All Recordings have completed' is checked (indicated by a blue checkmark). Other options like 'Recording Transcript files have completed', 'Recording Started', etc., are unchecked (indicated by grey circles). A 'Done' button is visible at the bottom right.

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",  
    "updatedAt": "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"]
}
```