Add-On Products

WebTeam Central

Administrator Guide

Version: 5.10

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CHAPTER 1.

Introduction

This document provides a guide to setting up the administrative options in the WebTeam Central Web application.

Apart from the user options that each Web application user can configure individually, this Web application has a number of parameters that are applied to the entire application and can be configured only by the Web application administrator on the Administrative Options page.

This document is intended for Web application administrators to help them set up and adjust the application and it provides detailed information on each option available on the Administrative Options page.

This guide includes the following chapters:

- Introduction

  This chapter contains brief overviews of WebTeam Central, the WebTeam Central Web application and its Administrative Options page.

- Setting Up Administrative Options

  This chapter gives you a detailed description of administrative options to set up in order to change the WebTeam Central Web application view and behaviour.

For more information on entire the WebTeam Central Web application and its user options in particular, see **WebTeam Central User's Guide.**

WebTeam Central Overview

WebTeam Central is a Web-based Team calendar that offers advanced opportunities for increased productivity and improved customer service.

WebTeam Central gathers meetings scheduled from other Outlook calendars and gives companies and users the ability to collaborate regardless of the whereabouts of the individual user.

The graphical user interface to its functions is available via its integral part, Web application. Thus, its features are utilized through an Internet connection and a browser, which complies fully with the 'Microsoft Way' seen in Outlook Web Access.

The main window of the WebTeam Central Web application looks like this:

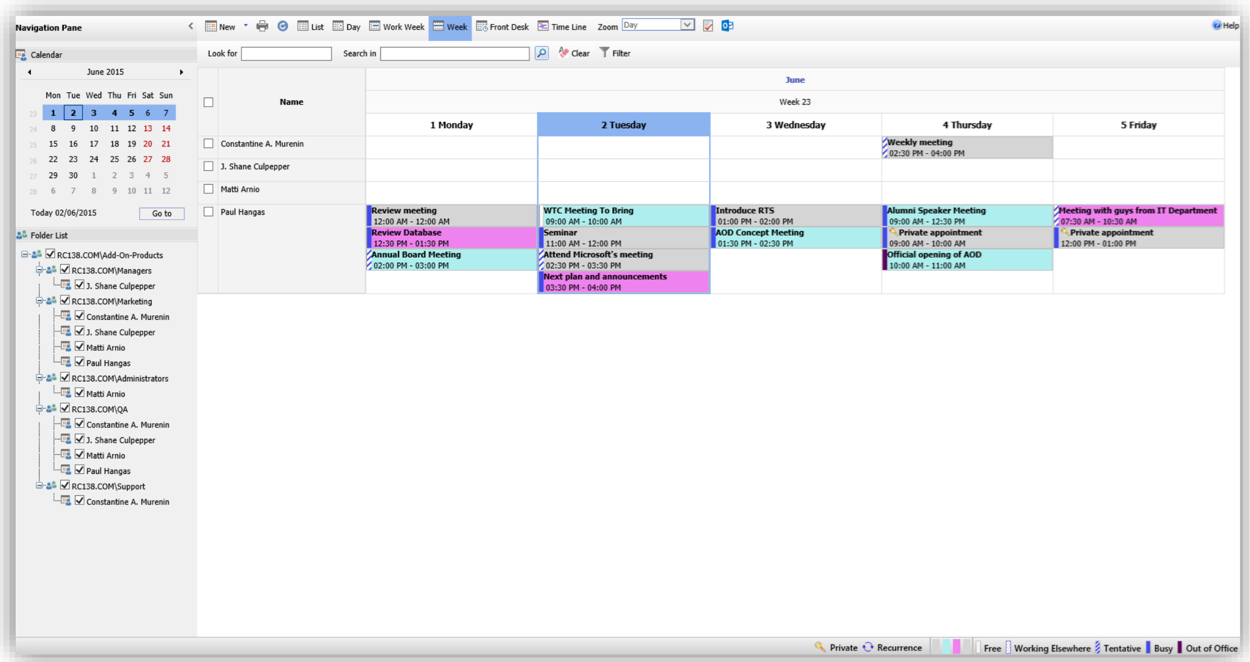


Figure 1. The main window of WebTeam Central Web application

To learn about the WebTeam Central Web application, refer to the **WebTeam Central User's Guide.**

To change the entire Web application's view and behaviour, you must log on to the application's Administrative Options page as a Web application administrator and set up the numerous options available on the page.

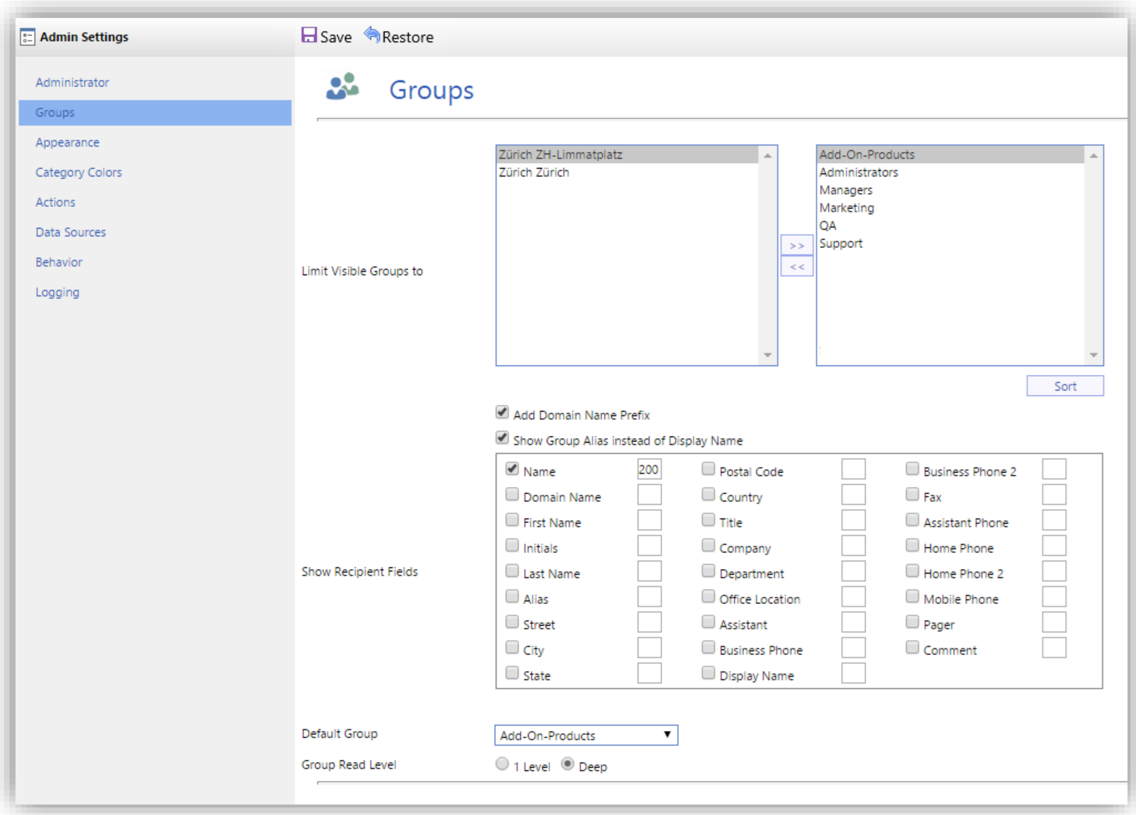


Figure 2. One section in the Administrative Options window

The **Setting Up Administrative Options** chapter gives a detailed description of logging in and setting up the administrative options.

Terminology

Term	Definition
Distribution list	A list of contacts combined into one or several groups with different properties.
IIS (Internet Information Service)	A Web server with integrated, reliable, scalable, secure, and manageable capabilities available over an intranet, the Internet, or an extranet, and is a tool for creating a strong communications platform for dynamic network applications.
Microsoft Exchange Server	Server software enabling you to send and receive e-mails and other forms of interactive communication through computer networks. Designed to interoperate with a software client application such as Microsoft Outlook.
Phone message	An e-mail message which has additional options for delivering information to a person while he or she is out or unavailable.
RTM (RealTime Manager)	The Windows application designed to configure RealTime Service.
RTS (RealTime Service)	This solution is aimed at collecting data from an Exchange Server and storing it in a WebTeam Central or Exchange Central database, Public Folder, or on a Global site.
WebTeam Central Web application, Web application, WTC	In this guide: a distributed application based around the Web, created with ASP.NET and hosted on Microsoft IIS. Throughout this Guide you will find the following references used: WebTeam Central and Web application. Both of them refer to the same product.
Guest User	User who has not logged in to the system

CHAPTER 2.

Setting Up Administrative Options

This chapter gives you information on how to log in to the Administrative Options page of the Web application and provides you with detailed description of all the administrative options available on this page.

This chapter contains the following sections:

- Quick Tour of Mandatory Setup
- Logging In
- Administrator
- Groups
- Appearance
- Category Colors
- Actions
- Permission Items Options
- Data Sources
- Behavior
- Applying or Discarding Changes

The **Quick Tour of Mandatory Setup** section, gives you a quick reference guide to the setup operations mandatory to perform. If these operations are not performed, the web application will not work correctly.

In the **Logging In** sections you can find instructions on how to correctly log in to the Administrative Options page to configure the options. The following sections describe how to set these options up.

The **Applying or Discarding Changes** sections instructs you on how to apply or discard the options you configure for WebTeam Central.

The administrative options are divided into several group and located on 7 sections:

- In the **Administrator** section you can change the administrator's login and password.
- In the **Groups** section you can define the limit of the groups that will be visible on the navigation pane of the main window of the WebTeam Central Web application, the field to be shown on the Web application main page, and the group read level.
- In the **Appearance** section you define the way the WebTeam Central Web application main page will look like with options set on the Administrator Options page. These options will have default values for the WebTeam Central Web application unless the user changes them in the User Options window provided that he or she is allowed to do that.
- In the **Category Colors** section you can set up colors for categories assigned to appointments.
- In the **Actions** section you specify the permissions to change the options set in this section and perform actions in the WebTeam Central Web application such as sending messages, organizing new meetings, and accessing Outlook Web Access. Also in this section you can set other permission options.
- In the **Data Sources** section you define the data sources for the WebTeam Central Web application such as OWA address and domain name.
- In the **Behavior** section you define auto-refresh options.

Quick Tour of Mandatory Setup

The table below gives a quick description of the mandatory operations you must perform when setting up the administrative options.

The **Operation** field gives an overview of an operation mandatory to perform. The **Section** field list the sections that you need to refer to in this document to perform the corresponding operation.

Operation	Section
Logging in to the Administrative Options page to configure the options	**Logging In**
Specifying an SQL Server and the name of the WebTeam Central database on this server, providing credentials for connecting to this database and testing the connection	**Data Sources Page:** • Calendar Database • SQL Server Name • SQL Server UserID • SQL Server Password

Logging In

The Administrative Options page is a part of the WebTeam Central Web application. During the WebTeam Central installation, administrative options are set to default values. By changing these options you set up and adjust the WebTeam Central Web application view and behaviour. Some options that you set up on the Administrative Options page are used as defaults for the WebTeam Central Web application unless the user changes them in the User Option window. If you want to change default options, you will have to log in to the Administrator page as a Web application administrator and make the necessary changes.

To start setting administrative options you first have to log in as a Web application administrator. To start the login procedure:

1. Open your Web browser and enter a path to the server with these options, depending on where you installed the WebTeam Central Web application. The path could contain the following:
   http://<servername>/<wtc>/admin or
   http://<servername>/<wtc>/admin/login.aspx

   where **<servername>** is a computer name where your Web application is installed, **<wtc>** is the name of the Web application.
   If you connect to the WebTeam Central from the local computer where the Web application is installed, the path will be as follows:
   http://localhost/WebTeamCentral/Admin or
   http://localhost/WebTeamCentral/Admin/login.aspx

2. The first page you will see is the login page on which you must enter the administrator's ID and password. The first time you log in as an administrator use *admin* as user ID and *admin* as a password. You will be able to change them to any other values.

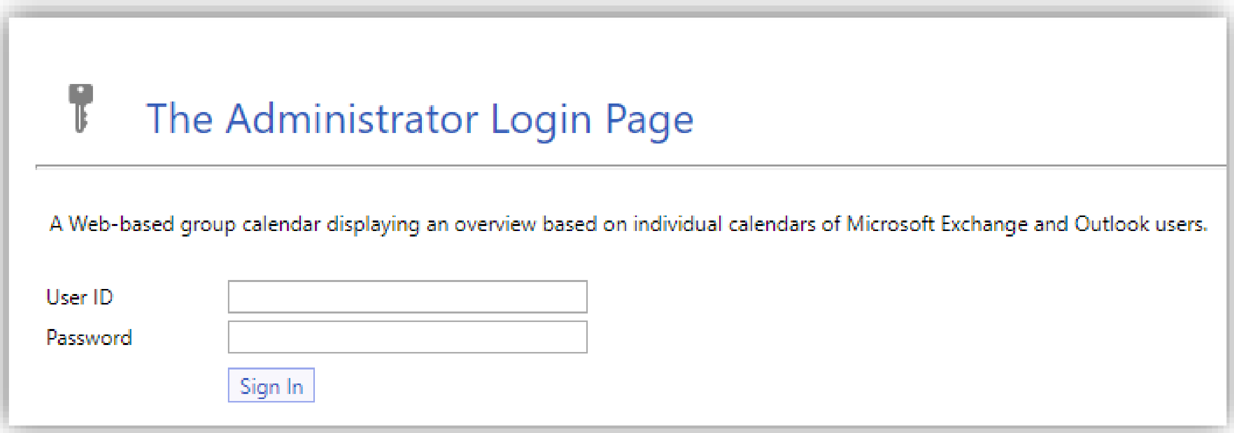


Figure 3. The Login page for administrator

3. Having entered user ID and password, click Login to open the administrator's options to proceed working as an administrator.

After logging in, you will get to the Options window, which has the following sections:

- Administrator
- Groups
- Appearance
- Category Colors
- Actions
- Data Sources
- Behavior
- Logging

Note that some options are marked with the security symbol . Selecting **Yes** will allow the user to perform that specific action in the WebTeam Central Web application provided that the Web application uses Windows Authentication on Internet Information Services. If Windows Authentication is not used then the specified action will not be allowed.

Administrator

On the **Administrator** section you can change the administrator's login and password.

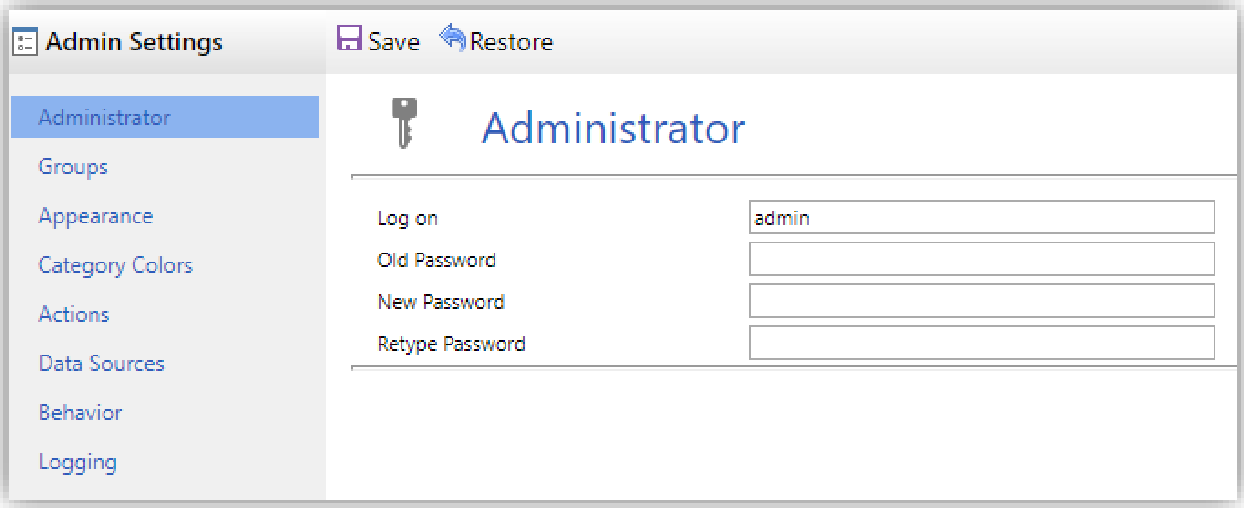


Figure 4. In the Administrator section you can change administrator's login and password

To change the administrator's login:

1. In the **Login** field enter the user ID that you want to use as the new administrator's login.
2. In the **Old Password** field enter your old administrator's password.
3. In the **New Password** field enter the new administrator's password. If you are changing only the login, the new and the old passwords will be the same. If you do not enter anything in the **New Password** and **Retype Password** field, you will get a message saying the password cannot be of zero length.
4. In the **Retype Password** field retype the password you entered in the **New Password** field.

To change the password:

1. In the **Login** field enter the current administrator ID.
2. In the **Old Password** field enter your old password.
3. In the **New Password** field enter the new password.
4. Repeat your new password in the **Retype Password** field to confirm your entry.

NOTE
If you made a mistake while retyping the new password, you will get a message saying that the password you type does not match and that you have to retype it.

After you have made all the necessary changes, click **Save** to save them.

To continue setting up the administrative options, click the **Groups** section.

Groups

In this section you can define the limit of the group to be visible on the navigation pane on the main page of the WebTeam Central Web application, the fields to be shown on the WebTeam central main page, and the group read level.

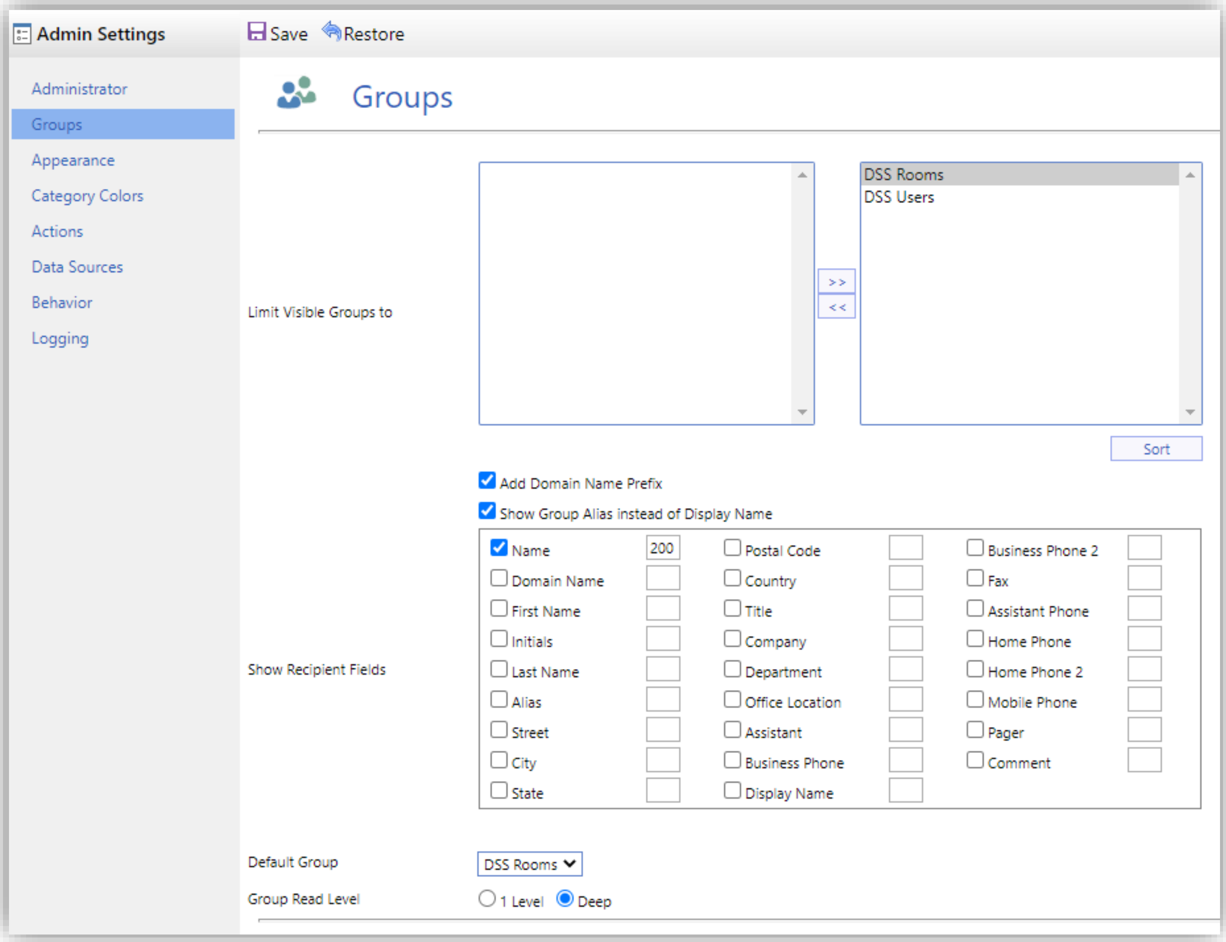


Figure 5. The Groups section with groups and fields setting

To limit visible groups, in the **Limit Visible Groups to** area, select a group in the left box and click >>, the group name will appear in the right box, all groups in the right box will remain visible.

If you want to reorganize position of contacts in a group, select the group on the right box and click **[Sort]** button. The User Sorting window appears:

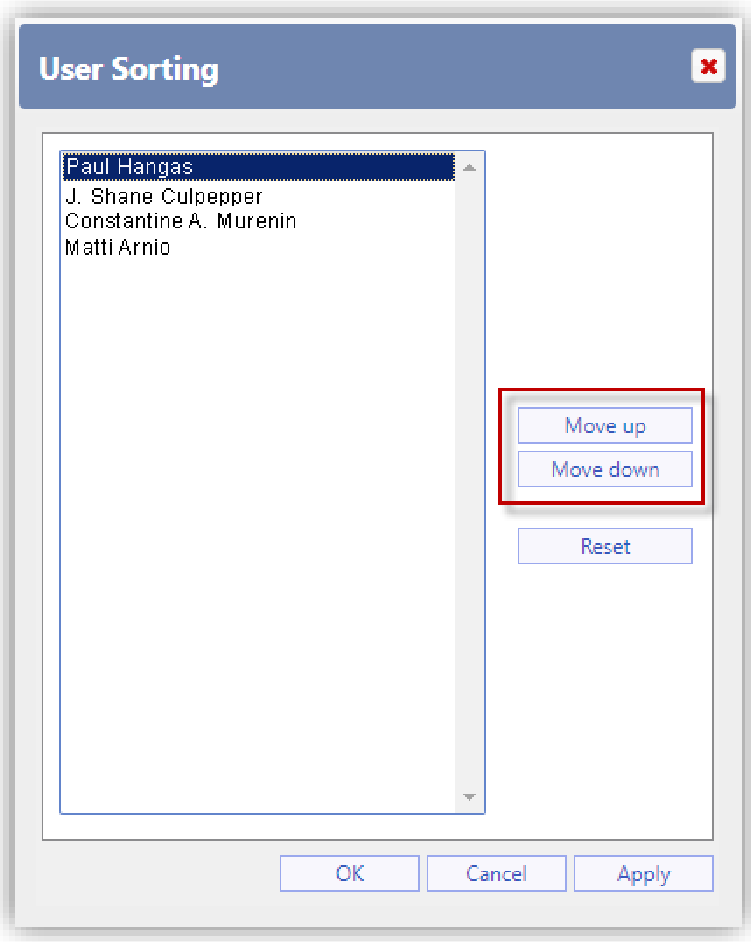


Figure 6. User Sorting window

Select the contact you want to reorganize and use **[Move up]/[Move down]** buttons to move this contact to the new position in the list.

If you want all contacts in the group to be sorted alphabetically, click **[Reset].**

Click **[OK]** to finish. You can see the result on **Navigation Pane**, **Folder List** section

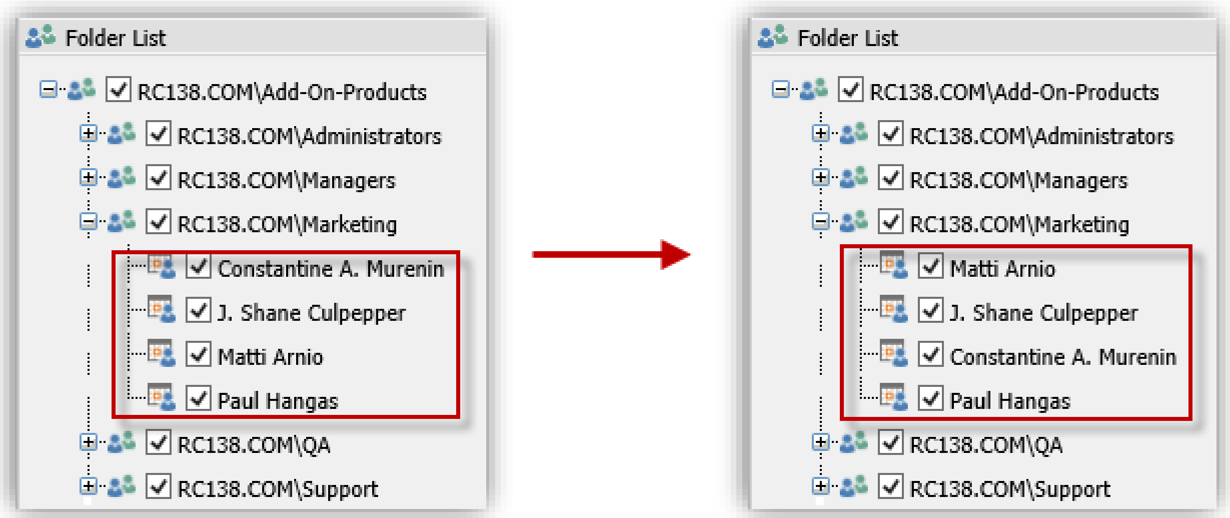


Figure 7. Order of contacts in Support group before and after being sorted

NOTE: This sorting establishment is applied for guest users. It is also applied for logged-in users who have not configured the order of group contacts.

If you want to know how the sorting function can be used by logged in users, please refer to ***How to customize order of contacts in a group*** section in **WebTeam Central User Guide.**

In the multiple-domain environment, if you need each group (visible in the left panel of the web application) to be prefixed with the name of the domain it belongs to, select **Add Domain Name Prefix.**

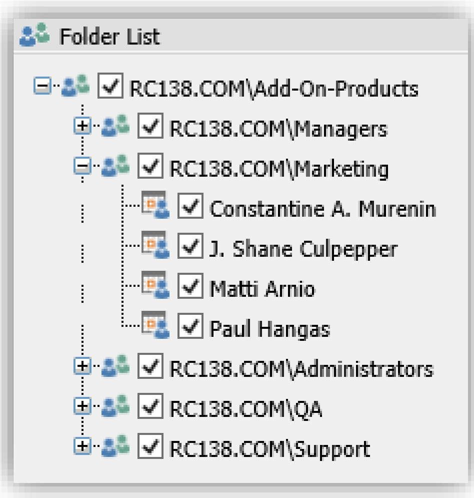


Figure 8. Groups prefixed with domain names

A domain name prefix is separated from a group name by backward slash character.

If you would like group Aliases to be shown in the **Groups** section instead of their Display Names, select the **Show group Alias instead of Display Name** checkbox.

In the **Show Recipient Fields** list, select what fields should be present on the WebTeam Central main page. These fields, which correspond to the fields of **Users** in the Active Directory, will be display in columns in List view of WTC main page. You also have to specified the widths of the selected fields otherwise there would be a message saying that you have to set width for the selected fields.

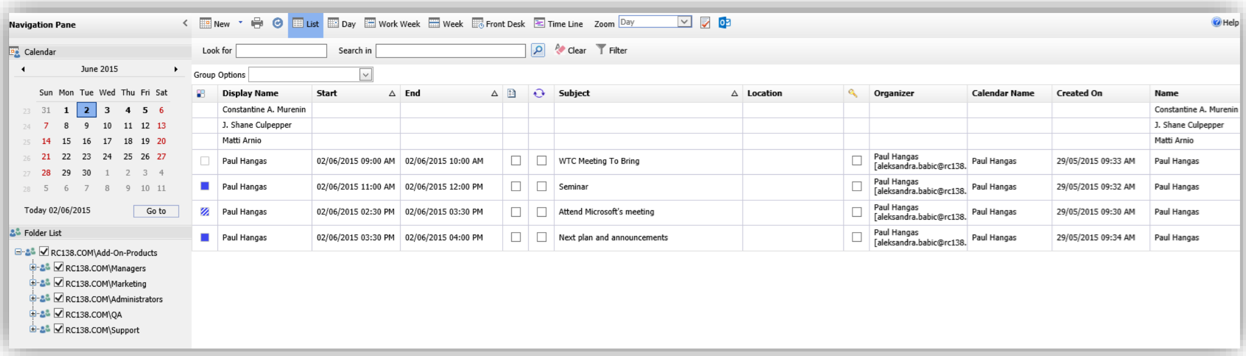


Figure 9. The List calendar view

To add more columns to the List view of WebTeam Central main page, follow the steps below:

1. The Administrator selects the field and specifies the width of the column that should be display in the **Show Recipient Fields** of the Group section of the Admin page. (For example, select the ***Business Phone*** as depicted in the figure below). Click Save before logging out the admin page.

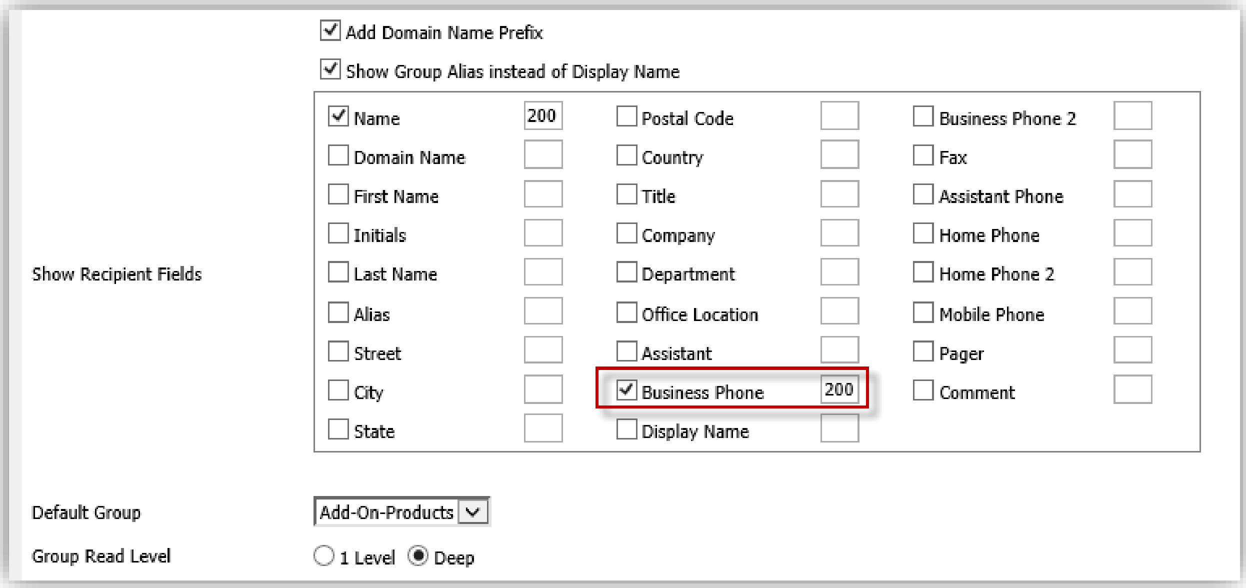


Figure 10. Select fields and specify width in the Groups section

2. On the WebTeam Central main page (list view), right click and select  .
3. Close the WTC page and re-enter the page, the list view of WebTeam Central will now display the new added column. (As an example, the Business Phone column is now displayed)

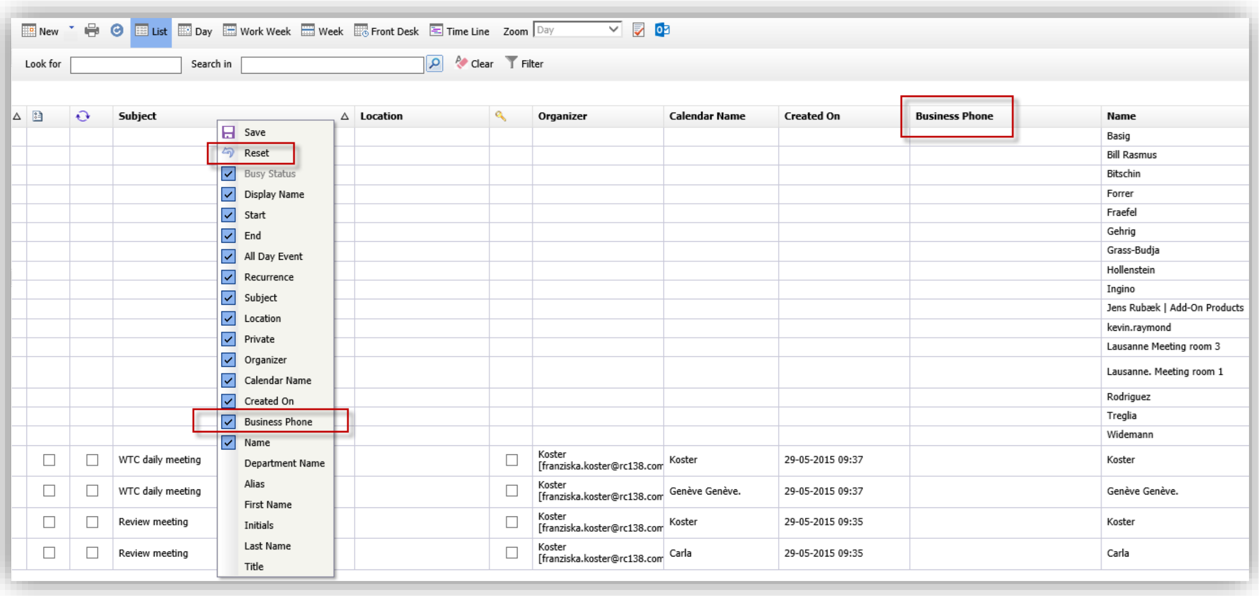


Figure 11. Configuring columns in the WTC main page

NOTE

- The total of the selected fields' widths should be approximate 400 pixels so as to get a better view when user chooses Week view or TimeLine (Week) view.
- The first field in the list is Name which corresponds to the **Full Name** field in the Active Directory. Unless it is specified manually therein, it is a combination of the **First Name, Initials,** and **Last Name** fields.
- When selecting fields to be displayed in the Web application, the users will be sorted alphabetically in the ascending order by the first field visible in the Web application.

The **Group Read Level** area of the **Groups** section contains two options:

- 1 level
- Deep

The group selected for synchronization in WebTeam Global Service can include other groups (subgroups) which, in turn, can contain other subgroups and so on. When the user clicks a group of calendars to view in the WebTeam Central Web application, this option determines whether the calendars of both the selected group and all subgroups will be show (Deep). Otherwise only calendars that belong to the selected group will be shown (1 level).

Click the **Appearance** section to continue setting up the administrative options.

Appearance

In this section you define what default settings will be applied to the WebTeam Central Web application main page, the way it will look and other behavioural options.

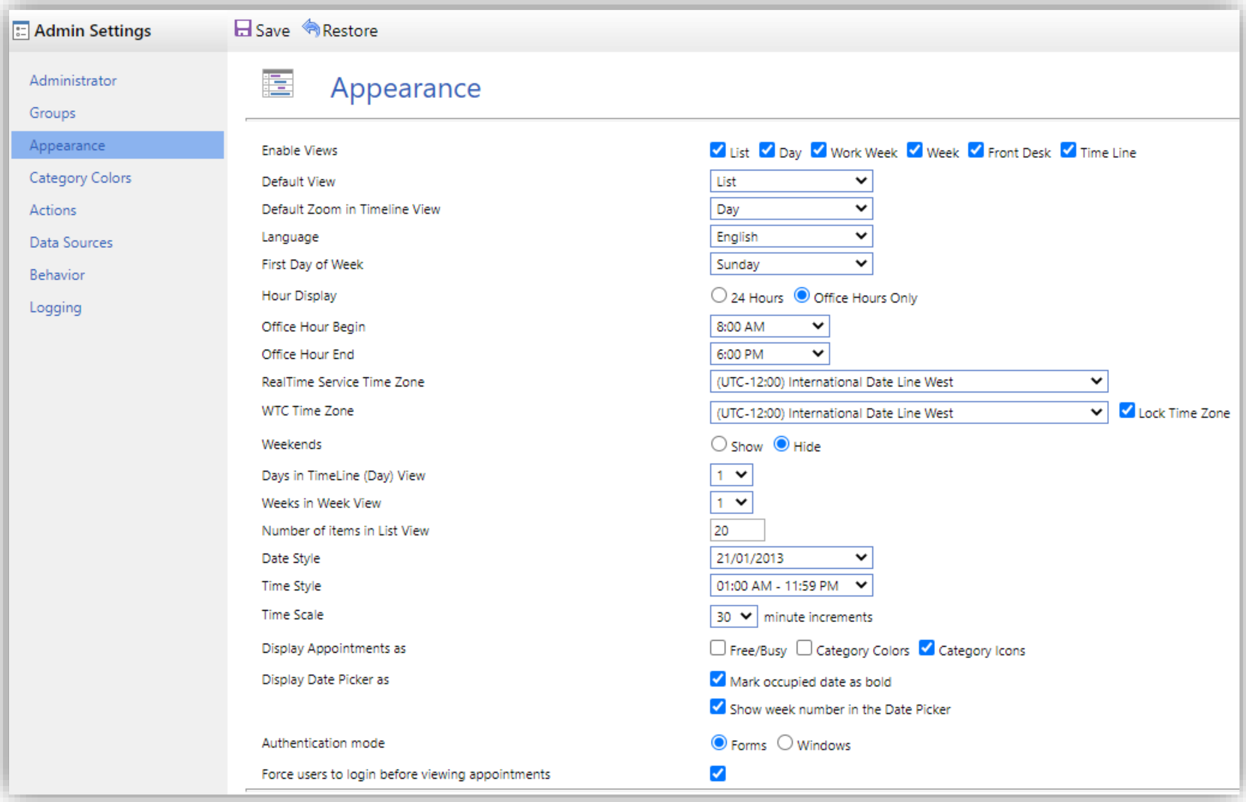


Figure 12. The Appearance section with settings of the main page view

Enable Views

Check on the view(s) you want to enable. Selection you make here will affects the options in the dropdown lists in ”**Default View**” and ”**Default Zoom in Timeline View**” and View options available in User’s interface.

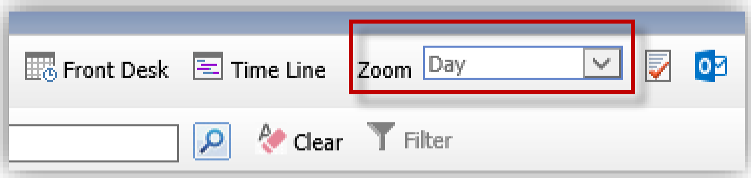
Default View

Select the calendar view of the main page of WebTeam Central Web application. This view option will be used as the default until the Web application user changes it on the **User Options** page. The possible options are **List, Day, Week, Work Week,** and **Time Line.**

By default, the view is set to **Day.**

Default Zoom in Timeline View

Select the default Zoom type for Timeline view of the main page of WebTeam Central Web application. This option will be used as the default whenever the Web application user selects ”**Time Line**” calendar view. It can be changed by the user in User Options (refer to **General Options** section in ***WebTeam Central – User Guide*** for more details).



The possible options are **Day, Week, Month, Quarter** and **Year.**

Language

Select what language should be used for the whole WebTeam Central Web application. Currently the possible options are **English, Danish, German, Dutch, French,** and **Swedish.**

By default the language is set to **English**.

Color Theme

From this list select what color theme you want to apply to the Web application. The possible options here are **Outlook 2007, Outlook 2003, Olive Green, Silver, Burgundy,** and **Dark Blue.**

By default the color theme is set to **Outlook 2007.**

First Day of Week

Using this list you can define what day weeks will start from. The possible options are **Sunday** and **Monday.** The default option is **Sunday.**

Hour Display

This option defines the hour presentation mode. You have two parameters to choose from:

- **24 Hours** – in this mode all hours of both day and night will be displayed in the calendar.
- **Office Hours Only** – in this mode only office hours will be displayed, for example, from 9 am to 5 pm. If this option is selected, you must also specify when the office hours begin and end.

The default option is set to **24 Hours.**

Office Hours Begin

Using this option you define the time when office hours begin. Select the starting hour from the list.

By default this option is disabled (see Hour Display).

Office Hours End

Using this option you define the time when office hours end. Select the ending hour from the list.

By default this option is disabled (see Hour Display).

RealTime Service Time Zone

Select the Time Zone with the same value as the time zone on the server which RealTime Service is installed.

WTC Time Zone

Select the Time Zone which you want to view appointment in.

Lock Time Zone checkbox is to apply this time zone value to all users. If this checkbox is not check, user will have Time Zone following user setting.

NOTE: After changing this setting, you have to close the browser and re-open it to see new setting applied.

Weekends

Using this option you can manage weekends on the calendar when the Week calendar view or TimeLine (week/month/quarter/year) view in WebTeam Central is selected. You have two options to choose from:

- **Show** – select this parameter to make weekends visible in the WebTeam Central calendar.
- **Hide** – select this parameter to make weekends hidden.

The default value is **Hide.**

Days in TimeLine (Day) View

Selecting more than 1 in this list means that the schedule for that many days will be displayed in the TimeLine (Day) view. Possible values are 1-7. The default value is 1**.**

Weeks in Week View

Selecting more than 1 in this list means that the schedule for several weeks will be displayed in **Week** and **Week Detail** view. Possible values are 1-5. The default value is 1.

Number of items in List View

Specify the number of items to be displayed in one page in List View. Possible values are from 1 to 50. The default value is 20.

Date Style

Select the date style from the options that are available in the list:

- 21/01/1999 – dd/mm/yyyy
- 21/01/99 – dd/mm/yy
- 21/1/99 – dd/m/yy
- 21.01.99 – dd.mm.yy
- 1999-01-21 – yyyy-mm-dd
- 21-01-1999 – dd-mm-yyyy
- 21-01-99 – dd-mm-yyyy
- 01-21-1999 – mm-dd-yyyy
- 01-21-99 – dd-mm-yy
- January 21,1999 – Month dd,yyyy

The default option is set to 21/01/1999 (dd/mm/yyyy)

Time style

Select the time style from the options that are available in the list:

- 01:00 - 23:59
- 1:00 - 23:59
- 01:00 AM - 11:59 PM
- 1:00 AM - 11:59 PM

The default option is set to 21/01/1999 (dd/mm/yyyy)

Time Scale

This option allows you to define the time scale for the calendar displayed in the Web application. The possible options are 15, 30 and 60 minutes. By default, the calendar grid appears with a time scale of 30 minutes.

Display Appointment as

Appointments can be displayed with Free/Busy color information, Category Color information or with Category Icons. By default all the options will be selected.

Display Date picker as

Select the **Mark occupied date as bold** checkbox to display the occupied date as bold in the Calendar.

Select the **Show week number in the Date Picker** check box to view the Date Picker with week numbers.

Click the **Category Colors** section to continue setting the administrative options

Authentication Mode

Forms

Forms mode works with the checkbox ’Force users to login before viewing appointments’. When you select ”**Forms**” as Authentication mode, this checkbox is available.

- If the checkbox is unchecked, user is NOT required to log in to view appointments. When visiting WebTeam Central link, the appointments are immediately displayed.
- If the checkbox is checked, user must log in before viewing appointments on this WTC panel:

Figure 13. Login panel when using AD on-premises

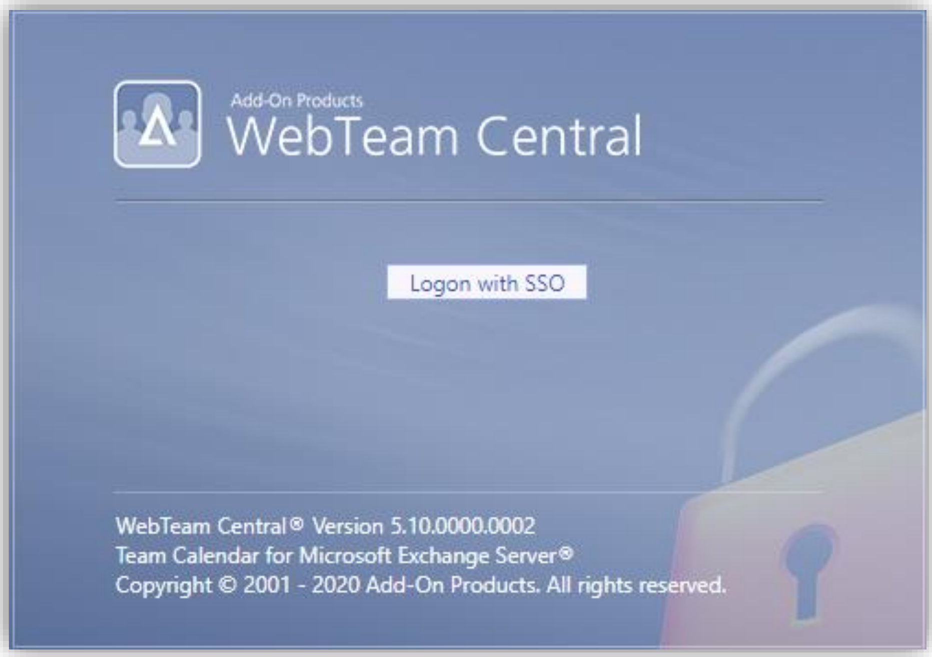


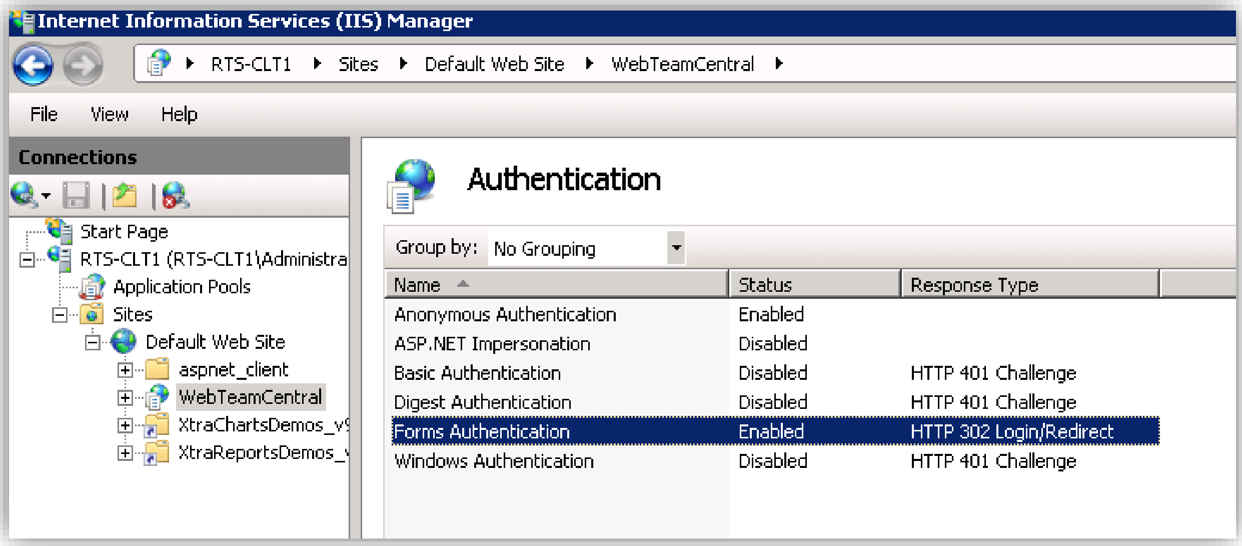
Figure 14. Login panel when using Windows Azure AD

NOTE: To log on with Single Sign-On, you need 2 conditions:

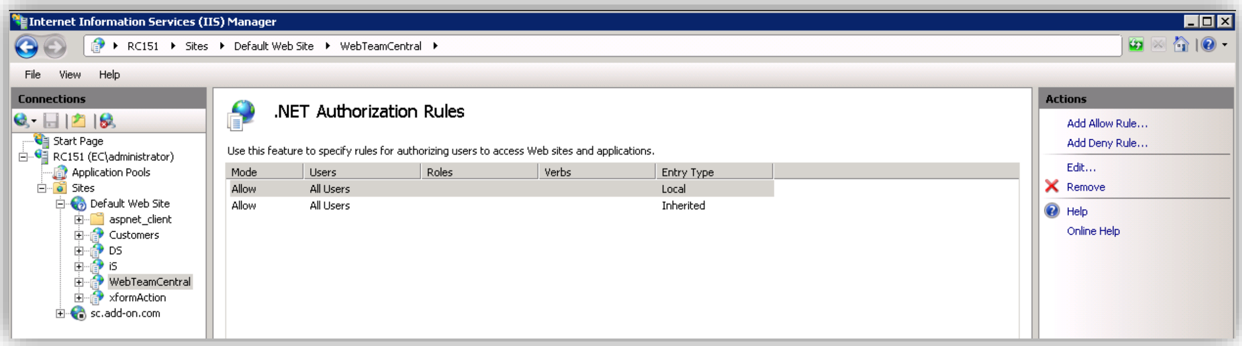
- Create an app in Azure portal and make proper settings and permissions. Refer to this appendix for more details.
- Run WebTeam Central with https. Refer to this appendix for more details.

To set up **Forms** mode, follow these steps:

Select **Forms** button and click **Save** button. Then go to **IIS\Default Web Site\WebTeamCentral**, enable **Forms Authentication** and **Anonymous Authentication** as following image.



After that, setup .NET Authorization Rules as the following figure:



You can check the result by accessing WebTeam Central.

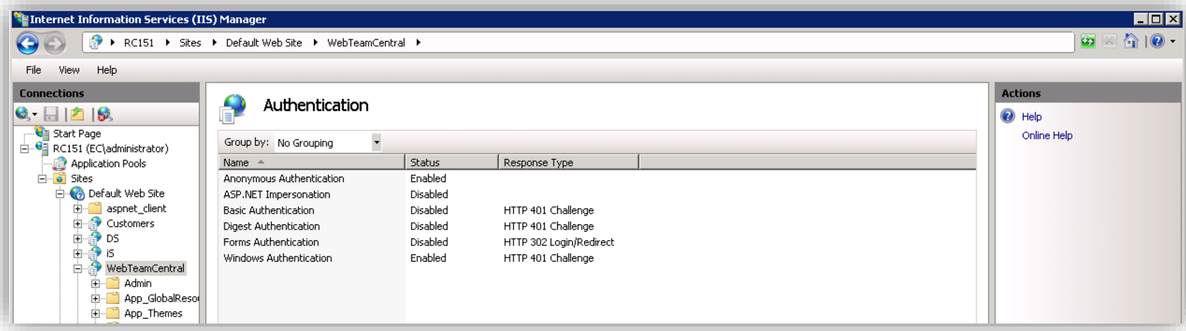
Windows

Windows mode does not work with the checkbox 'Force users to login before viewing appointments'. When you select "**Windows**" as Authentication mode, this checkbox is unavailable (greyed out).

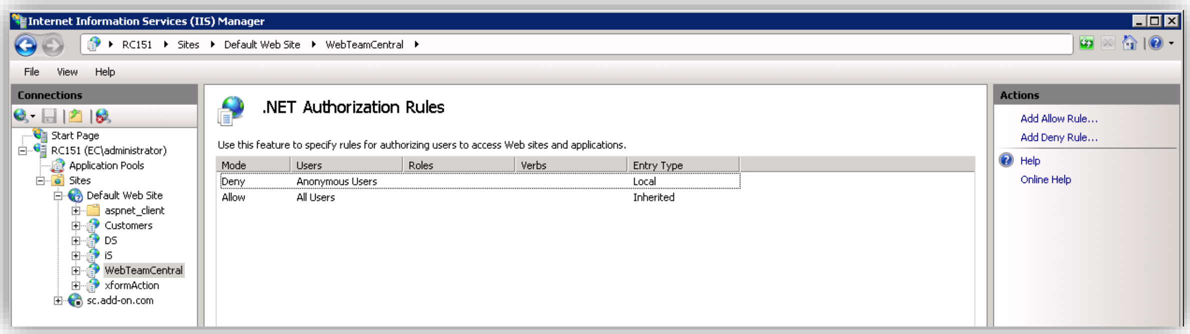
NOTE: With Windows authentication mode, user is NOT required to log in to view appointments but he cannot log out after logging in.

To set up **Windows** mode, follow these steps:

Click Windows button and click Save button. Then go to **IIS\Default Web Site\WebTeamCentral**, enable **Windows Authentication** and **Anonymous Authentication** as following image.



After that, setup .NET Authorization Rules as the following figure:



You can check the result by accessing WebTeam Central, the default page appears.

Category Colors

In this section you can set up colors for categories assigned to your appointments.

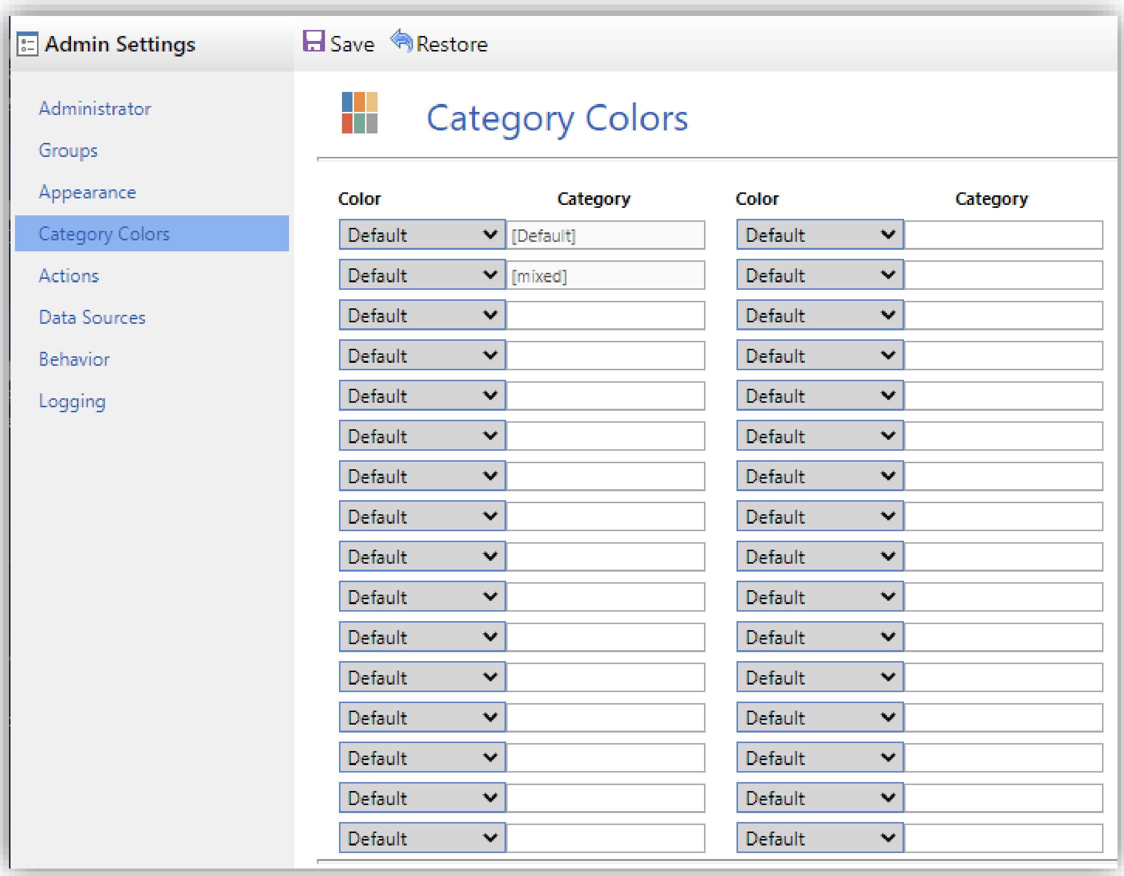


Figure 15. The Category Colors section of the Administrative Settings window

There are 32 rows of the Color and Category fields. Therefore, you can configure up to 32 category colors. You can assign one color for several categories, too.
To assign a color to a category:

1. In the **Color** field, select the color needed.
2. In the **Category** field, type in the name of the category. If you want to assign one color for a number of categories, type in all the categories by separating them with a semicolon (";").
3. Repeat Step 1-2 for as many category colors as you need.
4. Click **Save.**

The first two categories (**"[default]"** and **"[mixed]"**) are pre-defined and read-only. However, you can change their colors.

The **"[default]"** color marks any appointment the category of which has no color set up.

The **"[mixed]"** category color marks any appointment to which a number of categories are assigned ("mixed category") and the combination of these categories have no color set up.

After you set up a number of category colors, you can see them in the main window given that you selected to display appointments as **Category Colors** on the the **Appearance** section (see **Display Appointment as**).

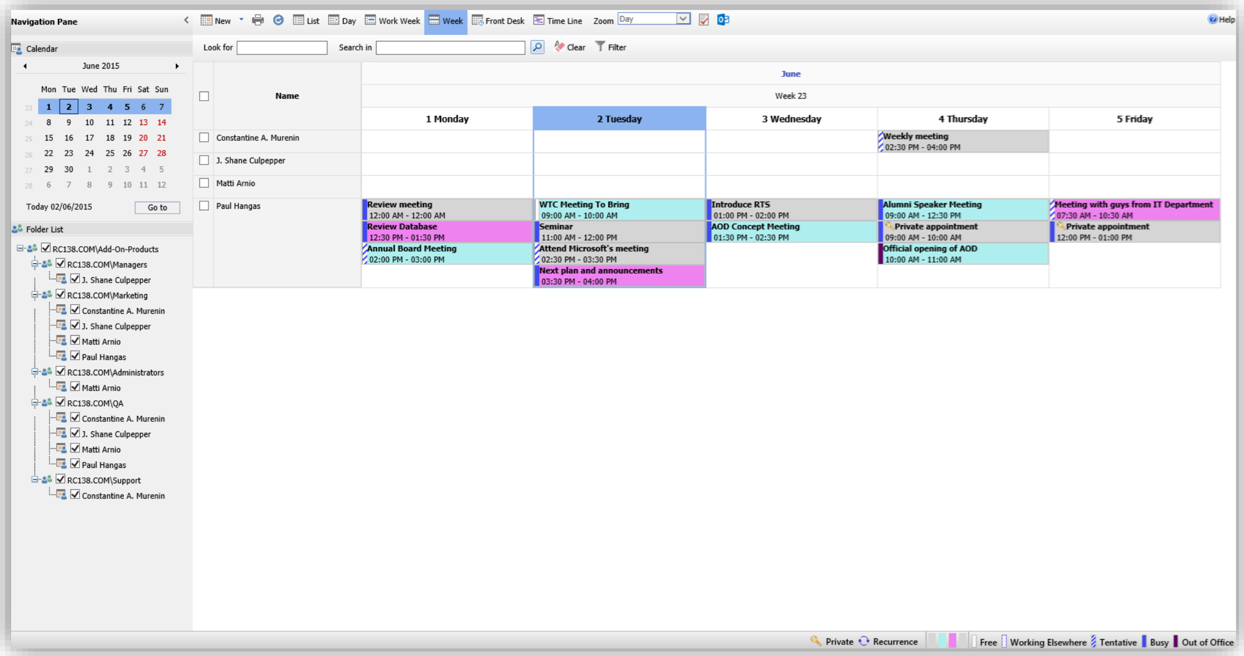


Figure 16. Category colors in the main page

1. The appointments in the main window are now marked with different colors according to the categories assigned to them.
2. In the Web application status bar, you can see all the categories, for which you have already specified colors, including two pre-defined categories. If you hold a cursor over one of the colors on the status bar, a tooltip with the corresponding category name will pop up.

Click the **Actions** section to continue setting the administrative options.

Actions

In this section you define whether the personalization of the WebTeam Central Web application is allowed as well as sending messages, organizing meetings, and whether views in calendar are restricted to folders with permission.

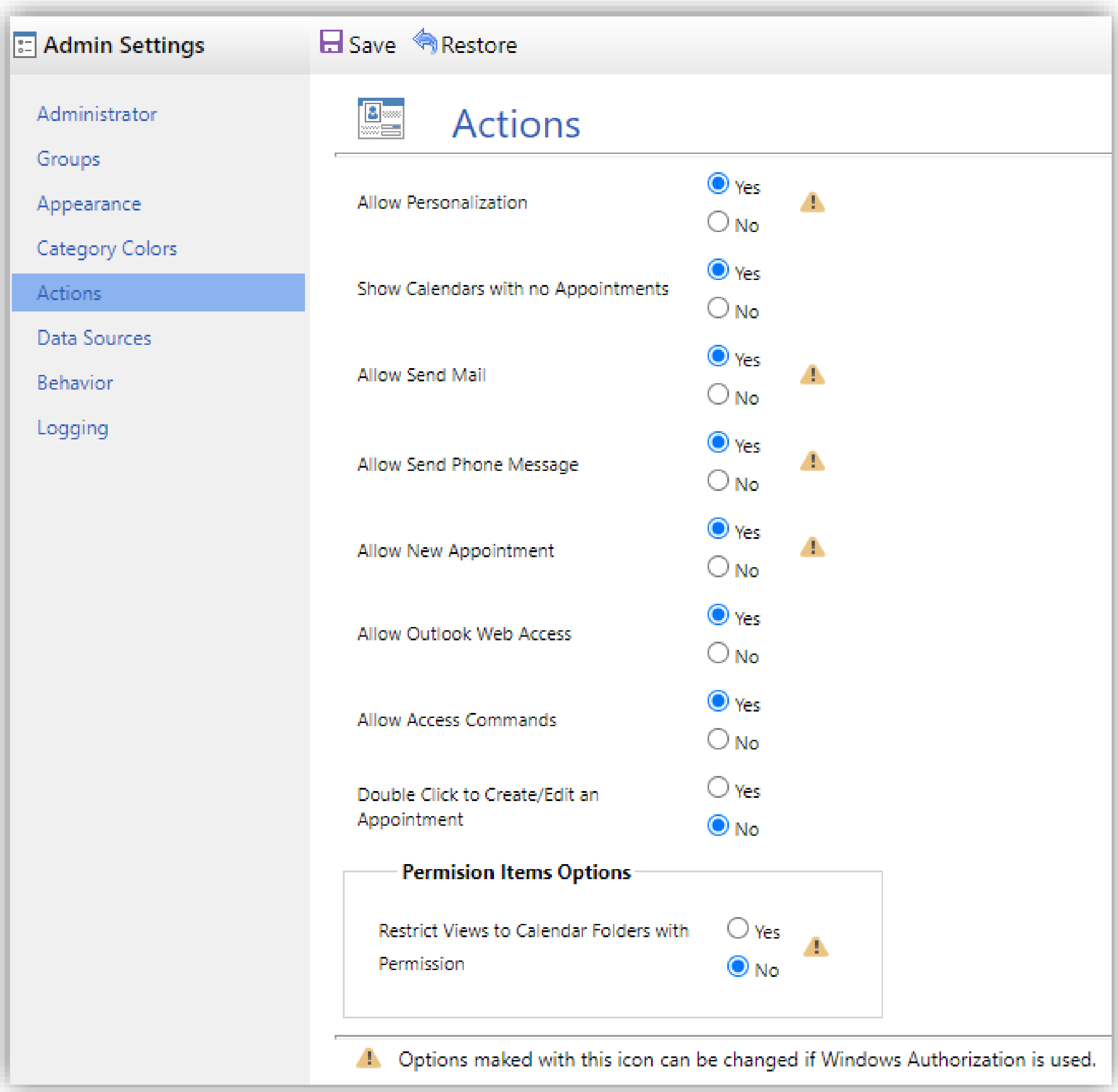


Figure 17. The Actions section of the Administrative Setting window

Allow Personalization

If this option is selected, each individual user can change the options set up on the Administrator Options page. In this way he or she can personalize the view on the WebTeam Central Web application main page in the User Options window. These user options are described in the User Options chapter of the **WebTeam Central Web application User's Guide.**

Show Calendars with no Appointments

Selecting **Yes** will result in all calendars being shown in Day Details, even if they have no appointment entries for that day.

By default this options is set to **Yes.**

Allow Send Mail

Select **Yes** to allow the user to send mails to the selected users from the WebTeam Central main page.

By default this options is set to **Yes.**

Allow Send Phone Message

If you select **Yes,** the option to send phone messages to the selected users will be available on the WebTeam Central main page.

By default this options is set to **Yes.**

Allow New Appointment

If you select **Yes,** the Web application user will be able to create new appointments.

By default this options is set to **Yes.**

Allow Outlook Web Access

If you select **Yes,** you allow user to use Outlook Web Access from the Web application toolbar bar. If Outlook Web Access is forbidden, the OWA button on the main window toolbar of the WebTeam Central Web application will be unavailable.

By default this options is set to **Yes.**

Allow Access Commands

Selecting **Yes** for this option you allow the user to resend and delete appointments which you sent to your addresses. If this option is activated, the **Commands** button on the WebTeam Central main toolbar is available. If the **Allow Access Commands** option is set to **No,** the **Commands** button is disabled.

Select Appointment On Double Click

If you select **Yes**, user will have to double click an appointment on the main page. Otherwise, you can open an appointment with one single click at it. By default this options is set to **No.**

Permission Items Options

Permissions Items Options are located in the **Actions** section below the **Actions** options. In this section you set whether you allow the user with Read permissions to work with calendar folders.

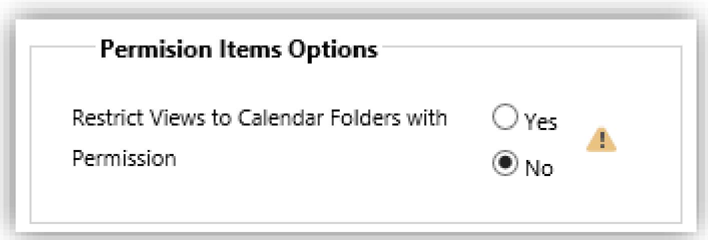


Figure 18. Permission options in the Actions section

Restrict Views to Calendar Folders with Permission

If you select **Yes,** you will display calendar folders only to which the user has Read permissions. If you select **No,** all the calendar folders will be visible.

Click the **Data Sources** section to continue setting the administrative options.

Data Sources

In this section you define Web access options, SQL Server options, SMTP Server options, and Domain Name option.

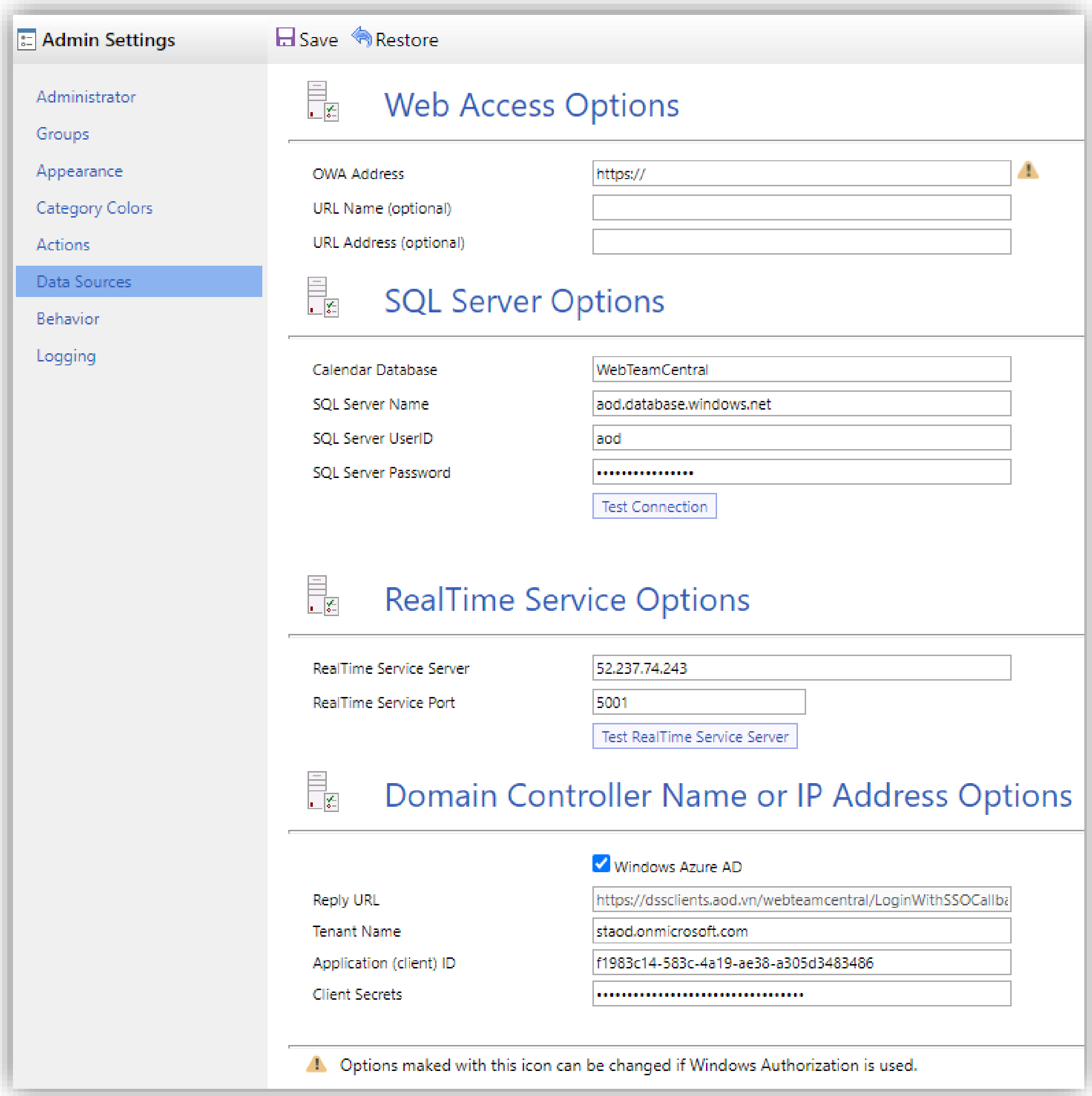


Figure 19. Data Sources section

OWA Address

Enter the address to the Outlook Web Access.

URL Name (optional)

Enter a name for a custom website. If this field is not empty, a custom button with the text entered here appears on the WebTeam Central main toolbar. It can be used for the user to access a certain website.

URL Address (optional)

This can be used for the users to access a certain website. Enter the URL address that the users should be redirected to when clicking a button on the WebTeam Central main toolbar. This button becomes available if you enter its name in the **URL Name** field described above.

Calendar Database

In this field enter the name of the Microsoft SQL Server database used to store calendar data.

NOTE It is important that authenticated users have permissions to read from and write to the database and the folders these databases are located in.

SQL Server Name

This option specifies the name or IP address of a Microsoft SQL Server on which the calendar database is located. This must correspond with the database path type in WebTeam Service – either the IP address or the name.

SQL Server UserID

The UserID used to log on to the SQL Server database.

SQL Server Password

The password used to log on to the SQL Server database.

When you entered all the necessary information, you can click the **Test Connection** button to verify the connection between WebTeam Central and SQL database.

Realtime Service Server

In this field enter the Server address that RealTime Service interacts with Exchange Server.

Realtime Service Port

The port you enter here must be identical to the one in ”Real time Calendar port” field when you setup RTS.

You can test the specified information by clicking **Test RealTime Service Server.**

Domain Controller Name or IP Address

Enter the Domain name or IP Address.

If ”Windows Azure AD” option is selected, WTC will use Signle Sign-On (SSO) to log the user in.

In order to enable SSO, you need 2 conditions:

- An app created in Azure portal. Refer to this Appendix for more details.
- Configure WebTeam Central to run with https. Refer to this Appendix for more details

NOTE: Go to this appendix to know how to retrieve values to fill in when selecting ”Windows Azure AD” option.

If this option is not selected, WTC will use AD on premises to check the logging-in user.

Click the **Behavior** section to continue setting the administrative options.

Behavior

In this section you define auto-refresh options.

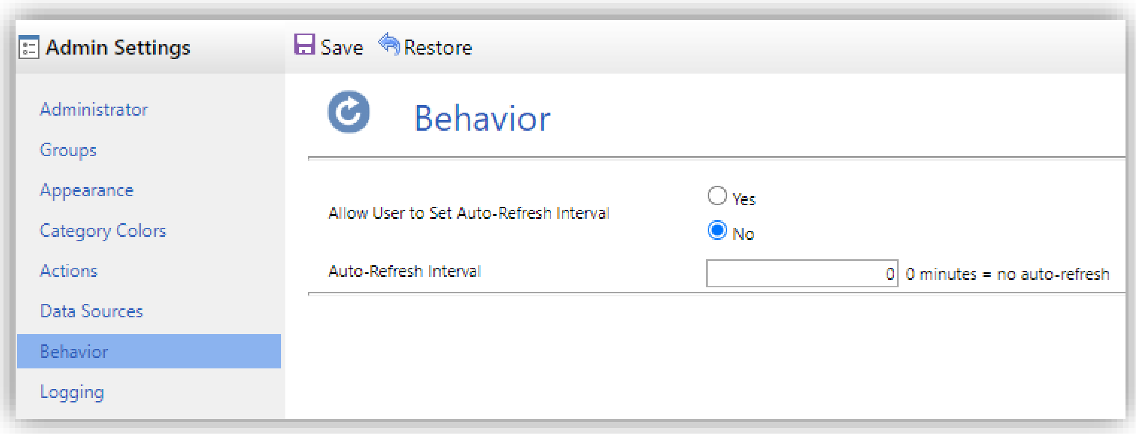


Figure 20. The Behavior section of the Administrative Setting window

For the **Allow User Set Auto-Refresh Interval** option select **Yes**, if you want to allow the user to set the auto-refresh interval on the **User Options** page of WebTeam Central. In this case the **Behavior** section becomes available on the **User Options** page of the Web application where the user can set the time interval. If you select **No**, the auto-refresh interval defined in the **Auto-Refresh Interval** field on the **Administrator Options** page will be used as the default one.

In the **Auto-Refresh Interval** field you define the interval for activating auto refresh. If you enter 0 in the **Auto-Refresh Interval** field, no refresh will be performed.

Auto-refresh is used to synchronize your calendar with the current status of the WebTeam Central database where all the appointments from other Outlook calendars are stored. If you do not synchronize your calendar, your information becomes out-of-date – no new appointments are displayed in the Calendar, no existing appointments are updated.

If the **Auto-Refresh Interval** option is set to 0 or the interval is too long and you want to refresh your calendar manually, click **Refresh** on the toolbar.

Logging

In this section, select level for file logging and level for logging to Windows Event log.

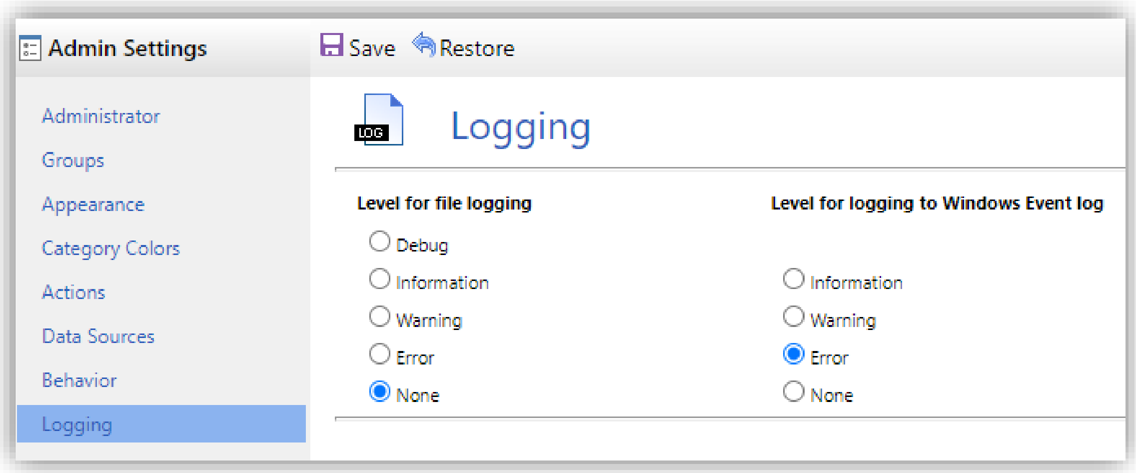


Figure 21. Logging section

Logging level	Description
Debug	Detailed (verbose) information about the event
Information	Events that pass noncritical information to the administrator, similar to a note that says: "For your information."
Warning	Events that provide forewarning of potential problems; although not a response to an actual error, a warning indicates that a component or application is not in an ideal state and that some further actions could result in a critical error.
Error	Events that indicate problems, but in a category that does not require immediate attention.
None	Nothing

Applying or Discarding Changes

Once you have finished changing the administrative options, you must apply the changes by clicking **Save.** Your changes will be saved to the WebTeam Central Web application configuration file. By default, its path is:

C:\inetpub\wwwroot\WebTeamCentral\Configuration\settings.config

Modified Administrator's credentials set up on the Administrator page are saved to a different configuration file. By default, its path is:

C:\inetpub\wwwroot\WebTeamCentral\Configuration\admin.config

While being on any of the sections you can click Save to save changes you made or Restore to discard changes. If you click Restore, you will get a message saying that the configuration in all sections will be restored. This message will prompt you to click OK if you want to continue restoring the configuration, or Cancel to stop the procedure. If you click OK, all of the options on all of the sections will be set to the values which were selected before your changes. When there are any changes in certain section in Options, if you navigate to another section without clicking Save there will be a message warning you might lose the changes you have made since your last save.

CHAPTER 3.

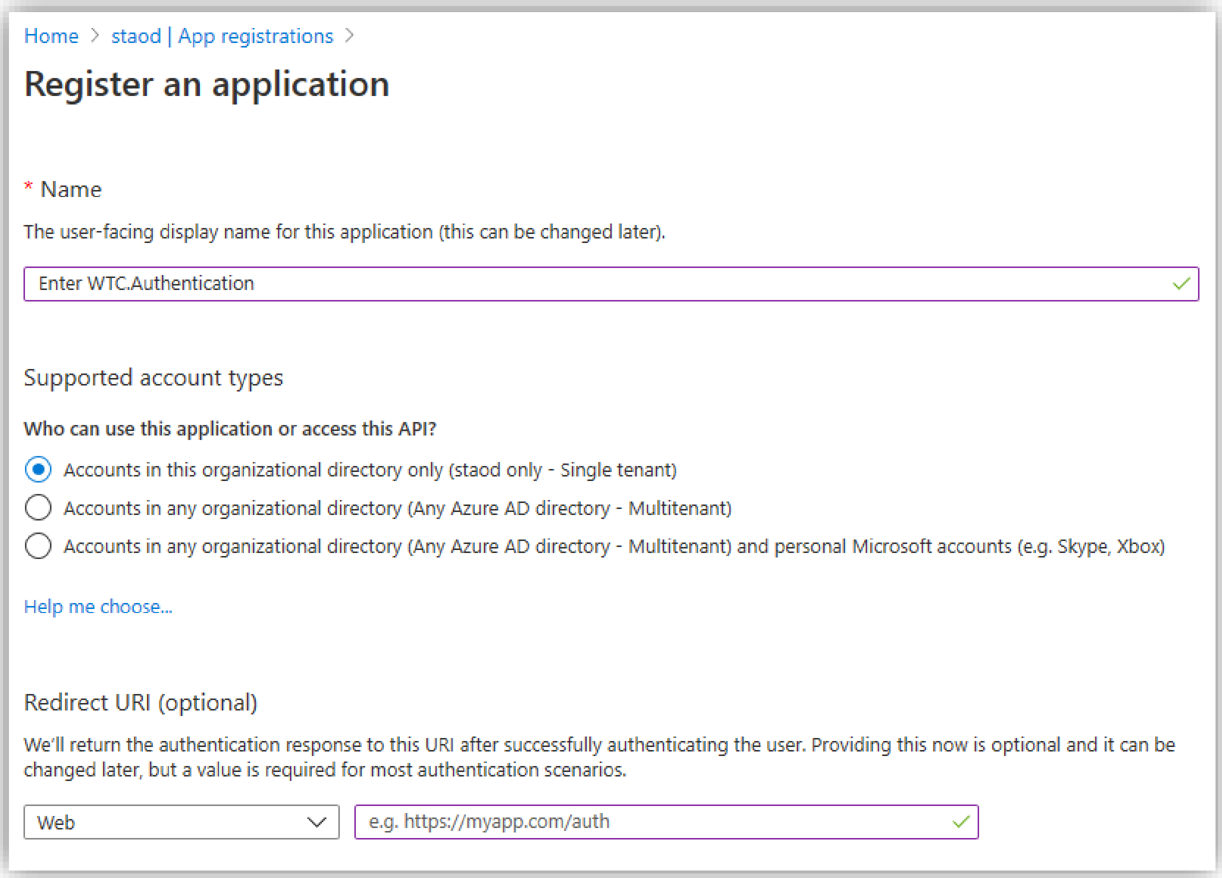
Appendices

Appendix A – How to create an app for WebTeam Central on Azure

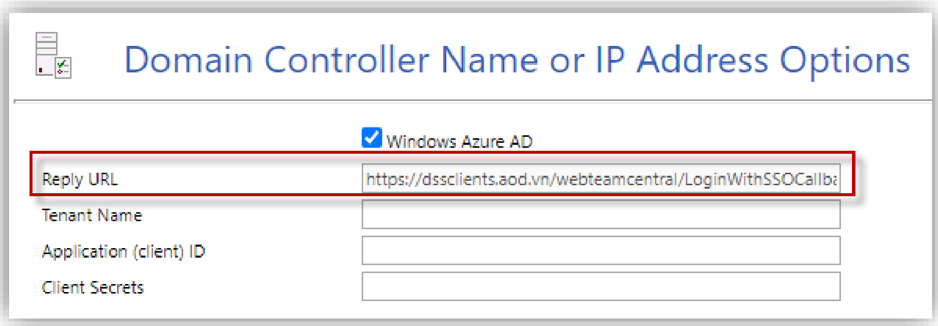
Follow these steps to create WebTeam Central app on Azure portal:

1. Log on Azure portal with your Azure account.
2. If your account gives you access to more than one, click your account in the top right corner, and set your portal session to the desired Azure AD tenant.
3. In the left-hand navigation pane, click the **Azure Active Directory** service (if it absent, click on All services and find it by name), click **App registrations → New registration**.
4. When the **Register an application** page appears, enter your application's registration information:

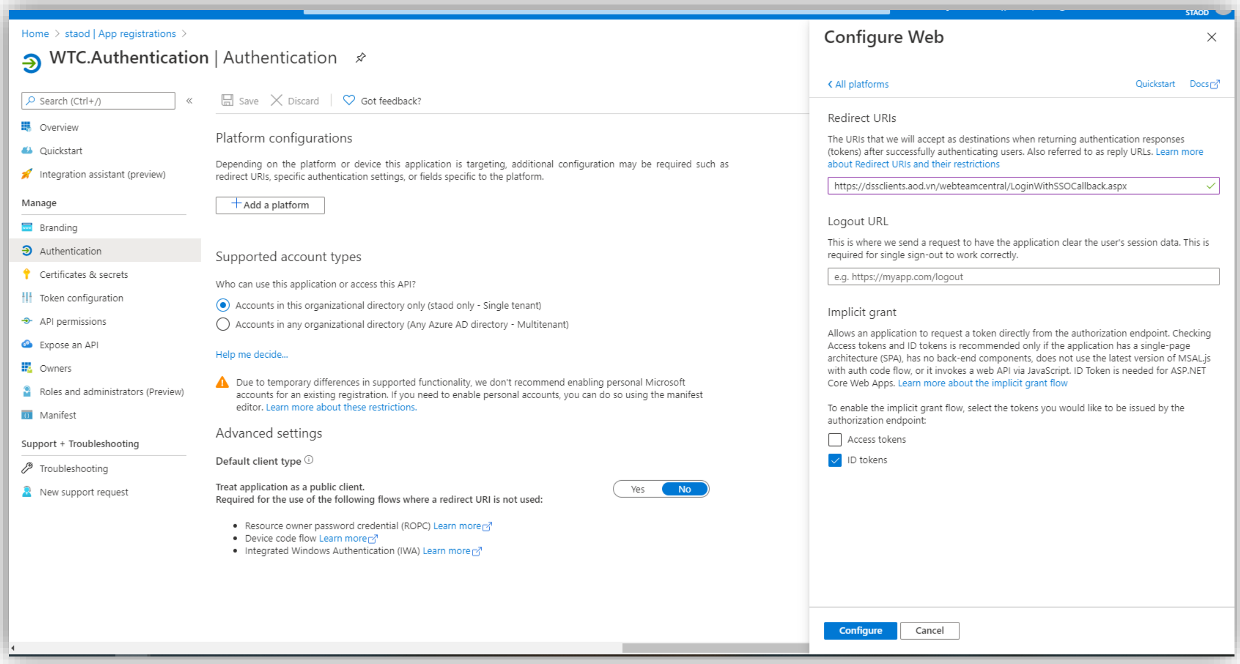
- **Name**: Enter WTC.Authentication (or any name you want).
  Note: Name of the web app must not include spaces or digits.
- **Supported account types**: Select 'Accounts in this organizational directory only'.
- **Redirect URI**: This can be left blank for now.



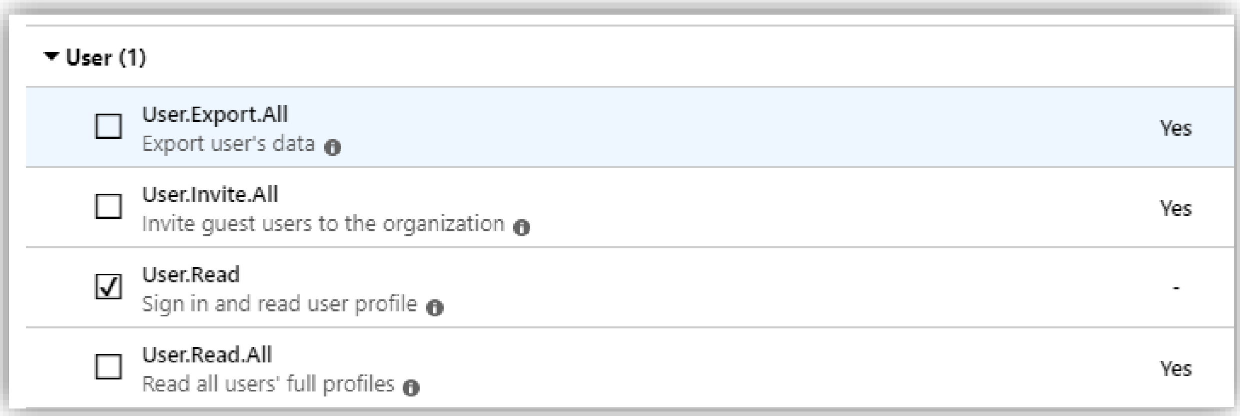
5. When finished, click **Register**.
6. Go to **WTC Admin page > Data Sources > Domain Controller Name or IP Address Options,** copy the Reply URL:



7. Go back to **Authentication** in Azure portal, click [**Add a platform**] button. Select **Web applications > Web**, add the Redirect URI as shown inthe figure below:

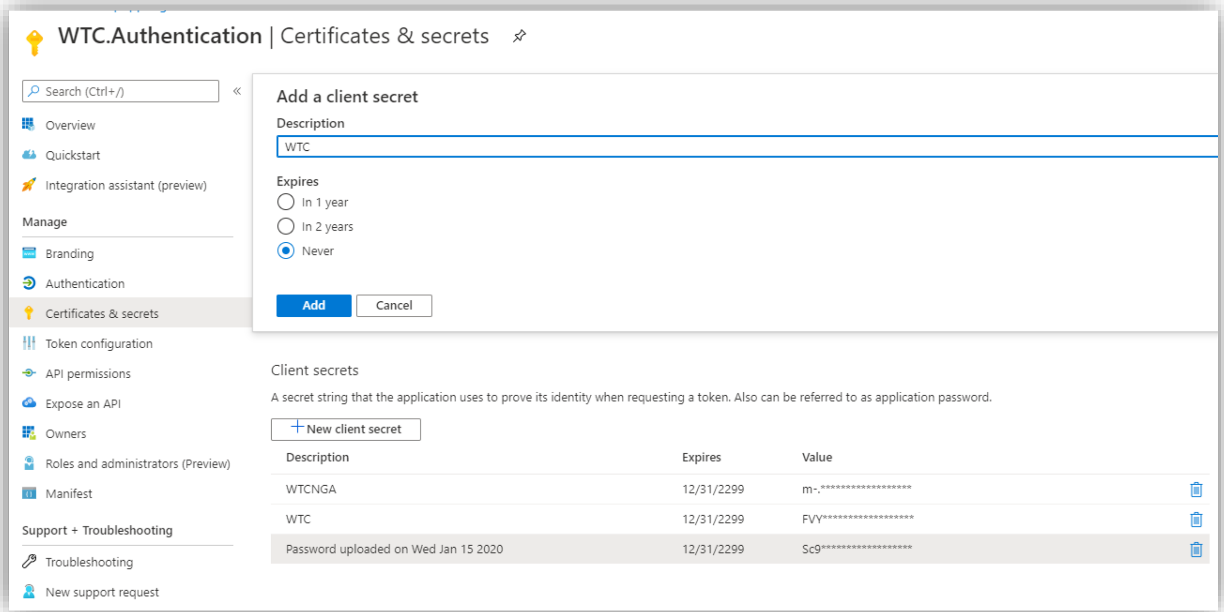


8. Then click the **API Permissions** section on the menu → **Add a permission**. Select tab **Microsoft APIs** → Click [**Microsoft Graph]**. In the opened panel, click [**Delegated permissions**], scroll down to Directory and check on permissions as shown in the following figure:

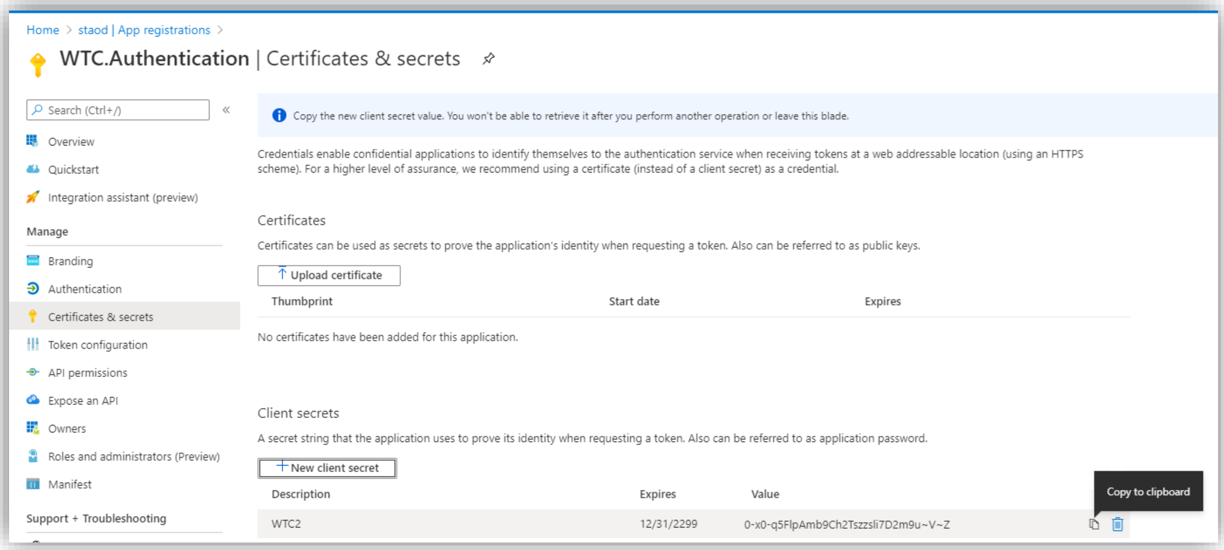


After that, click [**Grant admin consent…**] to finish.

9. Go to **Certificates & secrets → New client secret** (key):
   Note: Select ‘**Never**’ for **Expires**

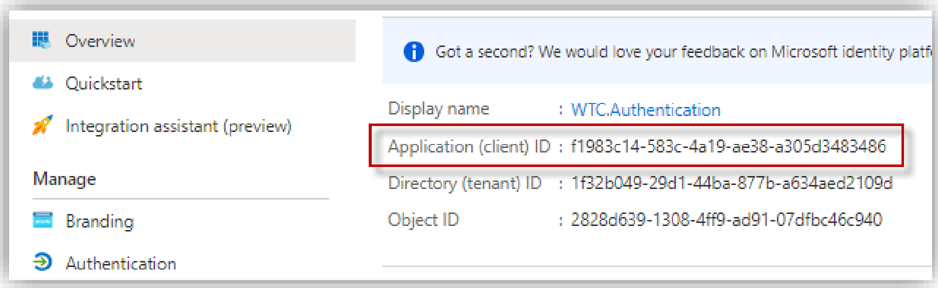


10. Click [**Add**] button and copy the Value of the client secret as shown in the figure below:



Be sure to copy the key for use in WebTeam Central (**Client Secrets** field in **WTC Admin page > Data Sources > Domain Controller Name or IP Address Options**), as it is not accessible once you leave this page.

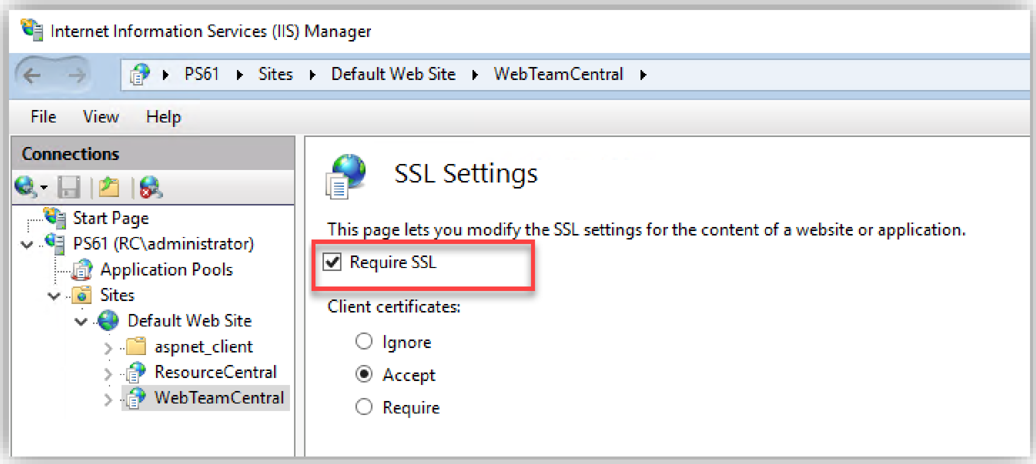
11. Click [**Overview**] to go back. The **Application (Client) ID** field will contain App principal ID for later use in WebTeam Central (**WTC Admin page > Data Sources > Domain Controller Name or IP Address Options**).



Appendix B – How to set up WebTeam Central to run with https

Follow these steps to set up WebTeam Central to run with https:

1. Go to **Admin Page > Appearance**. Select **Forms** for **Authentication mode**
2. On the WTC server, open IIS and enable **Require SSL**



3. Run WebTeam Central website with https.