

Administrator Guide

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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:





| | | ok for | Search in | 🔎 🖑 Clear 🍸 Filter | | | |
|---|----|------------------------|---|--|--|--|--|
| Calendar June 2015 | Lo | ok tor | search in | 🦉 💎 Gear T Hiter | | | |
| | | | | | June | | |
| Mon Tue Wed Thu Fri Sat Sun | | Name | | | Week 23 | | |
| 8 9 10 11 12 13 14 | | | 1 Monday | 2 Tuesday | 3 Wednesday | 4 Thursday | 5 Friday |
| s 15 16 17 18 19 <mark>20 21</mark> | | Constantine A. Murenin | | | | Weekly meeting 02:30 PM - 04:00 PM | |
| 6 22 23 24 25 26 27 28 | | J. Shane Culpepper | | | | 02:30 PM - 04:00 PM | |
| 7 29 30 1 2 3 4 5 8 6 7 8 9 10 11 12 | | Matti Arnio | | | | | |
| | _ | | Review meeting | WTC Meeting To Bring | Introduce RTS | Alumni Speaker Meeting | Meeting with guys from IT Department |
| Foday 02/06/2015 Go to | | Paul Hangas | 12:00 AM - 12:00 AM | 09:00 AM - 10:00 AM | 01:00 PM - 02:00 PM | 09:00 AM - 12:30 PM | 07:30 AM - 10:30 AM |
| Folder List | | | Review Database 12:30 PM - 01:30 PM | Seminar 11:00 AM - 12:00 PM | AOD Concept Meeting 01:30 PM - 02:30 PM | Private appointment 09:00 AM - 10:00 AM | Private appointment 12:00 PM - 01:00 PM |
| RC138.COM\Add-On-Products | | | Annual Board Meeting 02:00 PM - 03:00 PM | Attend Microsoft's meeting 02:30 PM - 03:30 PM | | Official opening of AOD 10:00 AM - 11:00 AM | |
| G-25 ✓ RC138.COM\Managers | | | 5 02:00 PM - 03:00 PM | Next plan and announcements 03:30 PM - 04:00 PM | | 10:00 AM - 11:00 AM | |
| Constantine A. Murenin S. J. Shane Culpeper Matti Arnio Matti Arnio Paul Hangas Cl38.COM/Administrators | | | | | | | |
| - 🥶 🗹 J. Shane Culpepper - 🚭 🗹 Matti Arnio - 🚭 🗹 Paul Hangas | | | | | | | |

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.



| Admin Settings | 🗔 Save Restore | | |
|-----------------|-------------------------|--|------|
| Administrator | 🕹 Group | | |
| Groups | | 5 | |
| Appearance | | | |
| Category Colors | | Zürich ZH-Limmatplatz Add-On-Products Zürich Zürich | - |
| Actions | | Managers Marketing | |
| Data Sources | | QA | |
| Behavior | | >> Support | |
| Logging | Limit Visible Groups to | | |
| | | | |
| | | | |
| | | · · · · · · · · · · · · · · · · · · · | |
| | | | Sort |
| | | ✓ Add Domain Name Prefix ✓ Show Group Alias instead of Display Name | |
| | | Show Group Allas instead of Display Name Name 200 Postal Code Business Phone 2 | |
| | | Domain Name Country Fax | |
| | | First Name Title Assistant Phone | |
| | | Initials Company Home Phone | |
| | Show Recipient Fields | Last Name Department Home Phone 2 | |
| | | Alias Office Location Mobile Phone | |
| | | Street Assistant Pager | |
| | | City Business Phone Comment | |
| | | State Display Name | |
| | | | |
| | Default Group | Add-On-Products | |
| | | 1 Level Deep | |

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:

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:
/admin">http://servernames/swtc>/admin or
/admin/login.aspx">http://servernames/swtc>/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.

| i. | The Administrator Login Page |
|---------------------|--|
| A Web-b | based group calendar displaying an overview based on individual calendars of Microsoft Exchange and Outlook users. |
| User ID Password | |
| | Sign In |

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 ^(A). 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.



| E Admin Settings | 🗟 Save Restore | | |
|--|---|----------|--|
| Administrator Groups | 🕴 Admini | istrator | |
| Appearance Category Colors Actions Data Sources | Log on Old Password New Password Retype Password | admin | |
| Behavior Logging | | | |

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.
- 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.



| E Admin Settings | E Save Restore | | | |
|------------------|-------------------------|-----------------------------|-----------------|------------------|
| Administrator | 🕹 Group | s | | |
| Groups | | | | |
| Appearance | | | A DSS Ro | |
| Category Colors | | | DSS Us | |
| Actions | | | | |
| Data Sources | | | | |
| Behavior | Limit Visible Groups to | | >> | |
| Logging | canit visible droups to | | | |
| | | | | |
| | | | _ | |
| | | | | Sort |
| | | Add Domain Name Prefix | | Sort |
| | | Show Group Alias instead of | Display Name | |
| | | Name 200 | Postal Code | Business Phone 2 |
| | | Domain Name | | |
| | | First Name | Title | Assistant Phone |
| | | Initials | Company | Home Phone |
| | Show Recipient Fields | Last Name | Department | Home Phone 2 |
| | | Alias | Office Location | Mobile Phone |
| | | Street | Assistant | Pager |
| | | City | Business Phone | Comment |
| | | State | Display Name | |
| | Default Group | DSS Rooms 🗸 | | |
| | | | | |
| | Group Read Level | 🔾 1 Level 💿 Deep | | |

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:



| User Sorting | |
|--|-------------------------------|
| Paul Hangas J. Shane Culpepper Constantine A. Murenin Matti Arnio | Move up Move down Reset |
| OK | Cancel Apply |

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

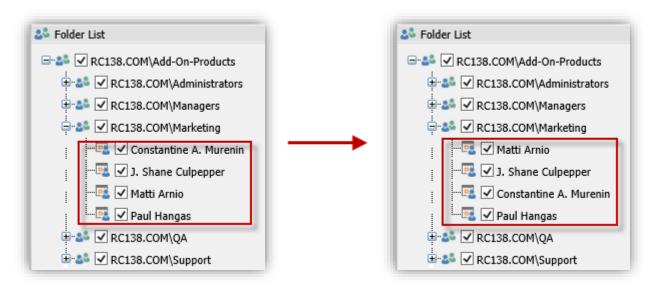


Figure 7. Order of contacts in Support group before and after being sorted

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.**

| 🕹 Folder List |
|---------------------------------|
| 🖃 💵 🗹 RC138.COM\Add-On-Products |
| 🖶 🎿 🗹 RC138.COM\Managers |
| 🖨 ቆ 🗹 RC138.COM\Marketing |
| |
| 🔤 🚾 🗹 J. Shane Culpepper |
| |
| |
| 🖶 🝰 🗹 RC138.COM\Administrators |
| 🖶 🎿 🗹 RC138.COM\QA |
| 🗄 🚢 🗹 RC138.COM\Support |

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.



| Calendar | | Loo | k for | Search in | | 2 | 🔆 Clear 🍸 Filter | | | | | | | |
|--|----------------------------|-------|------------------------|---------------------|---------------------|---|-----------------------------|---|----------|---|---|---------------|---------------------|---------------------|
| June 2015 | • | Group | Options | | | | | | | | | | | |
| Sun Mon Tue Wed Thu | u Fri Sat | 8 | Display Name | | End 4 | 0 | Subject | △ | Location | ٩ | Organizer | Calendar Name | Created On | Name |
| 23 31 1 2 3 4 | 5 6 | | Constantine A. Murenin | | | | | | | | | | | Constantine A. Mure |
| 24 7 8 9 10 11 | 12 13 | | J. Shane Culpepper | | | | | | | | | | | J. Shane Culpepper |
| 25 14 15 16 17 18 | 19 20 | | Matti Arnio | | | | | | | | | | | Matti Arnio |
| 26 21 22 23 24 25 27 28 29 30 1 2 | 26 27 3 4 | | Paul Hangas | 02/06/2015 09:00 AM | 02/06/2015 10:00 AM | | WTC Meeting To Bring | | | | Paul Hangas [aleksandra.babic@rc138. | Paul Hangas | 29/05/2015 09:33 AM | Paul Hangas |
| 28 5 6 7 8 9 | | | Paul Hangas | 02/06/2015 11:00 AM | 02/06/2015 12:00 PM | | Seminar | | | | Paul Hangas [aleksandra.babic@rc138. | Paul Hangas | 29/05/2015 09:32 AM | Paul Hangas |
| Today 02/06/2015 | Go to | - | Paul Hangas | 02/06/2015 02:30 PM | 02/06/2015 03:30 PM | | Attend Microsoft's meeting | | | | Paul Hangas [aleksandra.babic@rc138. | Paul Hangas | 29/05/2015 09:30 AM | Paul Hangas |
| Folder List | | | Paul Hangas | 02/06/2015 03:30 PM | 02/06/2015 04:00 PM | | Next plan and announcements | | | | Paul Hangas Faleksandra.babic@rc138. | Paul Hangas | 29/05/2015 09:34 AM | Paul Hangas |
| C138.COM/Add-On-Pro | gers ting listrators | | | | | | | | | | | | | |

Figure 9. The List calendar view

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

 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.

| | 🗹 Add Domain Name | Prefix | | | | | | | | | |
|-----------------------|--------------------|--|-----------------|-----|------------------|--|--|--|--|--|--|
| | Show Group Alias i | Show Group Alias instead of Display Name | | | | | | | | | |
| | ✓ Name | 200 | Postal Code | | Business Phone 2 | | | | | | |
| | Domain Name | | Country | | E Fax | | | | | | |
| | First Name | | Title | | Assistant Phone | | | | | | |
| | Initials | | Company | | Home Phone | | | | | | |
| Show Recipient Fields | Last Name | | Department | | Home Phone 2 | | | | | | |
| | Alias | | Office Location | | Mobile Phone | | | | | | |
| | Street | | Assistant | | Pager | | | | | | |
| | City | | Business Phone | 200 | Comment | | | | | | |
| | State | | Display Name | | | | | | | | |
| | | | | | | | | | | | |
| Default Group | Add-On-Products 🗸 | | | | | | | | | | |
| Group Read Level | 🔿 1 Level 💿 Deep | | | | | | | | | | |

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

- 2. On the WebTeam Central main page (list view), right click and select 🥱 Reset
- 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)



| ook for | | Sear | ch in | | | 🔎 🔌 Cle | ar 🝸 Fi | ilter | | | | |
|---------|---|--------------------|---|-----------------|---|----------|---------|---------------------------------------|----------------|------------------|----------------|---------------------------|
| | 0 | Subject | _ | | ⊿ | Location | ٩ | Organizer | Calendar Name | Created On | Business Phone | Name |
| | | | | Save | | | | | | | | Basig |
| | | | 5 | Reset | | | | | | | | Bill Rasmus |
| | | | Image: A start of the start of | Busy Status | | | | | | | | Bitschin |
| | | | ~ | Display Name | | | | | | | | Forrer |
| | | | | Start | | | | | | | | Fraefel |
| | | | | | | | | | | | | Gehrig |
| | | | | All Day Event | | | | | | | | Grass-Budja |
| | | | | | | | | | | | | Hollenstein |
| | | | | | | | | | | | | Ingino |
| | | | | | | | | | | | | Jens Rubæk Add-On Produ |
| | | | | | | | | | | | | kevin.raymond |
| | | | | | | | | | | | | Lausanne Meeting room 3 |
| | | | | | | | | | | | | Lausanne. Meeting room 1 |
| | | | | | | | | | | | | De Marine |
| | | | ~ | Created On | | | | | | | | Rodriguez Treglia |
| | | | Image: A start of the start of | Business Phone | | | | | | | | Widemann |
| | | | Image: A start of the start of | Name | | | | Koster | | | | |
| | | WTC daily meeting | | Department Name | | | | [franziska.koster@rc138.com | Koster | 29-05-2015 09:37 | | Koster |
| | | WTC daily meeting | | Alias | | | | Koster | Genève Genève. | 29-05-2015 09:37 | | Genève Genève. |
| | | wire duily meeting | | First Name | | | | [Iranziska.koster@rc158.com | ocheve ocheve. | 25 05 2015 05.57 | | deleve deleve. |
| | | Review meeting | | Initials | | | | Koster [franziska.koster@rc138.com | Koster | 29-05-2015 09:35 | | Koster |
| | | Review meeting | - | Last Name | | | | Koster [franziska.koster@rc138.com | Carla | 29-05-2015 09:35 | | Carla |

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 <u>first field visible</u> 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.

| E Admin Settings | 🗟 Save 🥱 Restore | |
|-------------------------|--|---|
| Administrator Groups | E Appearance | |
| Appearance | Enable Views | 🗹 List 🗹 Day 🗹 Work Week 🗹 Week 🗹 Front Desk 🗹 Time Line |
| Category Colors | Default View | List 🗸 |
| Actions | Default Zoom in Timeline View | Day 🗸 |
| Data Sources | Language | English 🗸 |
| Behavior | First Day of Week | Sunday 🗸 |
| Logging | Hour Display | O 24 Hours Office Hours Only |
| cogging | Office Hour Begin | 8:00 AM 🗸 |
| | Office Hour End | 6:00 PM 💙 |
| | RealTime Service Time Zone | (UTC-12:00) International Date Line West |
| | WTC Time Zone | (UTC-12:00) International Date Line West 🗸 V Lock Time Zone |
| | Weekends | O Show 🖲 Hide |
| | Days in TimeLine (Day) View | 1 🗸 |
| | Weeks in Week View | 1 🗸 |
| | Number of items in List View | 20 |
| | Date Style | 21/01/2013 🗸 |
| | Time Style | 01:00 AM - 11:59 PM 💙 |
| | Time Scale | 30 V minute increments |
| | Display Appointments as | 🗌 Free/Busy 🔲 Category Colors 🗹 Category Icons |
| | Display Date Picker as | Mark occupied date as bold |
| | | Show week number in the Date Picker |
| | Authentication mode | Forms O Windows |
| | Force users to login before viewing appointments | |

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.

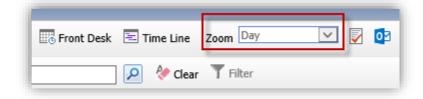
Default View

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:

| | ebTeam Central |
|-----------|----------------------|
| User name | |
| Password | |
| | Remember my password |
| | Logon |
| | |

Figure 13. Login panel when using AD on-premises

| | ^{d-On Products} VebTeam Central | |
|--------------|--|---------|
| | Logon with SSO | |
| Team Calenda | ntral® Version 5.10.0000.0002 r for Microsoft Exchange Server® 2001 - 2020 Add-On Products. All rights r | eserved |

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 <u>appendix</u> 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.

| Internet Information Services (II | 5) Manager es ▶ Default Web Site ▶ WebTeamC | entral 🕨 | |
|-----------------------------------|---|----------|-------------------------|
| File View Help | | | |
| Connections | Authentication | | |
| Start Page | Group by: No Grouping 🔹 | | |
| Application Pools | Name 🔺 | Status | Response Type |
| 🗄 📲 🚺 Sites | Anonymous Authentication | Enabled | |
| 🖻 😌 Default Web Site | ASP.NET Impersonation | Disabled | |
| 🗄 🖳 aspnet_client | Basic Authentication | Disabled | HTTP 401 Challenge |
| 🕀 🔐 🔐 WebTeamCentral | Digest Authentication | Disabled | HTTP 401 Challenge |
| 🗄 🔂 XtraChartsDemos_v | Forms Authentication | Enabled | HTTP 302 Login/Redirect |
| 🗄 📻 XtraReportsDemos_v | Windows Authentication | Disabled | HTTP 401 Challenge |
| | | | |
| | | | |

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

| → C) (+ RC151 → Sites | ▶ Default W | /eb Site 	▶ WebTeam | Central 🕨 | | | |
|---|-------------------------------|---|-----------------------------------|-----------------------------|--------------------------|-----------------------------------|
| onnections | P . | NET Authoriza | tion Rules | | | Actions Add Allow Rule |
| Start Page GEL Administrator) GEL Administrator GEL Administrator GEL Administrator GEL Administrator | Use this fea Mode Allow | ature to specify rules fo Users All Users | r authorizing users to a Roles | access Web sites and applic | ations. Entry Type Local | Add Deny Rule Edit X Remove |
| Operault Web Site Operault Web Site Operault Web Site Operault Strends O | Allow | All Users | | | Inherited | Help Online Help |

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.



| Internet Information Services (IIS | Manager Default Web Site WebTeamCe | entral 🕨 | | | |
|--|--|--|--|--|--------------------------------|
| File View Help | | | | | |
| Connections Image: Start Page Image: Start Page Image: Start Page | Group by: No Grouping | | | | Actions Help Online Help |
| Application Pools Application Pools Application Pools O Default Web Site O Default Web Site O Site O S | Name * Anonymous Authentication ASP-NET Impersonation Basic Authentication Digest Authentication Forms Authentication Windows Authentication | Status Enabled Disabled Disabled Disabled Disabled Enabled | Response Type HTTP 401 Challenge HTTP 401 Challenge HTTP 302 Login/Redirect HTTP 401 Challenge | | |

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

| RC151 Sites Default Web Site WebTeamCentral | | | | | | | |
|---|---|-------------------------------------|-------------|---------------------------|----------------------------------|---------------------------------|---|
| File View Help | ı. 🍨 | NET Authoriza | ition Rules | | | | Actions |
| | Use this feature to specify rules for authorizing users to access Web sites and app | | | access Web sites and appl | cations. | Add Allow Rule Add Deny Rule | |
| Application Pools | Mode Deny Allow | Users Anonymous Use All Users | Roles | Verbs | Entry Type Local Inherited | | Help Online Help |
| B G Customers B G DS B G IS B G IS | | | | | | | |
| webleam⊂entral webleam⊂entral formAction €-€ sc.add-on.com | | | | | | | |

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.



| Admin Settings | 🗟 Save Resto | re | | |
|-------------------------|---------------|---------------|-----------|----------|
| Administrator Groups | Ca | tegory Colors | ; | |
| Appearance | Color | Category | Color | Category |
| Category Colors | Default | ✓ [Default] | Default 🔹 | / |
| Actions | Default | ➤ [mixed] | Default | / |
| Data Sources | Default | • | Default | / |
| Behavior | Default | • | Default | / |
| Logging | Default | • | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | 1 |
| | Default | ~ | Default | 1 |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | ~ | Default | / |
| | Default | * | Default | / |

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 **Appearance** section (see **Display Appointment as**).



| Calendar | Look for | Search in | 🔎 🖑 Clear 🍸 Filter | | | |
|---|------------------------|---|--|--------------------------------------|--|---|
| June 2015 | | | | June | | |
| Mon Tue Wed Thu Fri Sat Sun | _ | | | | | |
| 73 1 2 3 4 5 6 7 | Name | | | Week 23 | | |
| 24 8 9 10 11 12 13 14 | | 1 Monday | 2 Tuesday | 3 Wednesday | 4 Thursday | 5 Friday |
| 25 15 16 17 18 19 20 21 | Constantine A. Murenin | | | | Weekly meeting 02:30 PM - 04:00 PM | |
| 26 22 23 24 25 26 27 28 | J. Shane Culpepper | | | | 02:30 PM - 04:00 PM | |
| 27 29 30 1 2 3 4 5 | | | | | | |
| 28 6 7 8 9 10 11 12 | Matti Arnio | | | | | |
| Today 02/06/2015 Go to | Paul Hangas | Review meeting 12:00 AM - 12:00 AM | WTC Meeting To Bring 09:00 AM - 10:00 AM | Introduce RTS 01:00 PM - 02:00 PM | Alumni Speaker Meeting 09:00 AM - 12:30 PM | Meeting with guys from IT Department 07:30 AM - 10:30 AM |
| Folder List | | Review Database | Seminar | AOD Concept Meeting | Private appointment | Private appointment |
| RC138.COM\Add-On-Products | | 12:30 PM - 01:30 PM Annual Board Meeting | 11:00 AM - 12:00 PM Attend Microsoft's meeting | 01:30 PM - 02:30 PM | 09:00 AM - 10:00 AM Official opening of AOD | 12:00 PM - 01:00 PM |
| ÷ ♣ ☑ RC138.COM\Managers | | 02:00 PM - 03:00 PM | 02:30 PM - 03:30 PM | | 10:00 AM - 11:00 AM | |
| Lang J. Shane Culpepper | | | Next plan and announcements 03:30 PM - 04:00 PM | | | |
| 나 이 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 | | | | | | |
| | | | | | | |

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.

| E Admin Settings | 🗟 Save 🥱 Restore | |
|------------------|---|--|
| Administrator | Actions | |
| Groups | | |
| Appearance | Allow Personalization | Yes No |
| Category Colors | | Yes |
| Actions | Show Calendars with no Appointments | |
| Data Sources | | • Yes |
| Behavior | Allow Send Mail | |
| Logging | Allow Send Phone Message | ● Yes ○ No |
| | Allow New Appointment | ● Yes ○ No |
| | Allow Outlook Web Access | ● Yes ○ No |
| | Allow Access Commands | ● Yes ○ No |
| | Double Click to Create/Edit an Appointment | ○ Yes ● No |
| | Permision Items Options | |
| | Restrict Views to Calendar Folders with Permission | n ○ Yes ● No |
| | Options maked with this icon car | n be changed if Windows Authorization is used. |

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.

| Permision Items Options | | |
|---|---------------|---|
| Restrict Views to Calendar Folders with Permission | ⊖ Yes ◉ No | 4 |

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.

| E Admin Settings | E Save 🗟 Restore | | | | | |
|-------------------------|---|--|--|--|--|--|
| Administrator Groups | Web Access Options | | | | | |
| Appearance | OWA Address | Address https:// | | | | |
| Category Colors | URL Name (optional) | | | | | |
| Actions | URL Address (optional) | | | | | |
| Data Sources | | | | | | |
| Behavior | SQL Server | SQL Server Options | | | | |
| | | | | | | |
| Logging | Calendar Database | WebTeamCentral | | | | |
| | SQL Server Name | aod.database.windows.net | | | | |
| | SQL Server UserID | aod | | | | |
| | SQL Server Password | | | | | |
| | | Test Connection | | | | |
| | RealTime Service Options | | | | | |
| | RealTime Service Server | 52.237.74.243 | | | | |
| | RealTime Service Port | 5001 | | | | |
| | | Test RealTime Service Server | | | | |
| | Domain Controller Name or IP Address Options | | | | | |
| | ✓ Windows Azure AD | | | | | |
| | Reply URL https://dssclients.aod.vn/webteamcentral/LoginWithSSOCallba | | | | | |
| | Tenant Name | staod.onmicrosoft.com | | | | |
| | Application (client) ID | f1983c14-583c-4a19-ae38-a305d3483486 | | | | |
| | Client Secrets | | | | | |
| | Options maked with this icon | can be changed if Windows Authorization is used. | | | | |

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 <u>Appendix</u> for more details.
- Configure WebTeam Central to run with https. Refer to this Appendix for more details

NOTE: Go to this <u>appendix</u> 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.



| E Admin Settings | 🖬 Save 🦄 Restore | |
|-------------------------------|---|-----------------------------|
| Administrator Groups | C Behavior | |
| Appearance Category Colors | Allow User to Set Auto-Refresh Interval | ○ Yes ● No |
| Actions | Auto-Refresh Interval | 0 minutes = no auto-refresh |
| Data Sources | | |
| Behavior | | |
| Logging | | |

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 | or file logging and level for logging to Windows Event log. |
|-----------------------------------|---|
| E Admin Settings | ☐ Save 🥱 Restore |

| E Admin Settings | 🖬 Save Restore |
|------------------|-----------------|
| Administrator | |

| · · · · · · · · · · · · · · · · · · · | |
|---------------------------------------|---|
| Level for file logging | Level for logging to Windows Event log |
| O Debug | |
| O Information | O Information |
| O Warning | O Warning |
| O Error | Error |
| None | ○ None |
| | |
| | Debug Information Warning Error |

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 <u>Azure portal</u> 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**.
- 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.

| Home > staod App registrations > | | | |
|---|--|--|--|
| Register an application | | | |
| | | | |
| * Name | | | |
| The user-facing display name for this application (this can be changed later). | | | |
| Enter WTC.Authentication | | | |
| | | | |
| Supported account types | | | |
| Who can use this application or access this API? | | | |
| Accounts in this organizational directory only (staod only - Single tenant) | | | |
| Accounts in any organizational directory (Any Azure AD directory - Multitenant) | | | |
| Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox) | | | |
| Help me choose | | | |
| | | | |
| Redirect URI (optional) | | | |
| We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios. | | | |
| Web V e.g. https://myapp.com/auth / | | | |
| Redirect URI (optional) We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios. | | | |

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



| Domain C | ontroller Name or IP Address Options |
|-------------------------|---|
| Reply URL | Windows Azure AD |
| Tenant Name | https://dsschents.aud.vn/webteantcentral/Luginwith550calluc |
| Application (client) ID | |
| Client Secrets | |

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

| • WTC.Authentication Authentication Authentication Authentication • Callion • Search (Cth+7) • « Save × Discard • Configurations • Configuration Redirect URis • Overview Platform configurations Paending on the platform or device this application is targeting, additional configuration may be required such as required for subscard Redirect URis The usis that we will accept as destinations when the usis that we will accept as destinations when the usis that we will accept as destinations about feedirect URis and their restrictions Manage Platform Platform Platform Supported account types Logout URI This is where we send arequest to have the application required for single sign-out to use (correct), accounts in any organizational directory (Ary Azure AD directory -// Algour AD directory -// A | Home $>$ staod App registrations $>$ | | Configure Web × |
|--|---|---|--|
| P Search (Cuti+) Save × Discard C deficient (Cuti+) A definent (Cuti+) <th>WTC.Authentication</th> <th>n Authentication 👒</th> <th></th> | WTC.Authentication | n Authentication 👒 | |
| Platform configurations Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URs, specific authentication settings, or fields specific to the platform. Manage Add a platform Adda platform Supported account types Contriguration Supported account types Contriguration Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory only (stad only - Single tenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) Advanced settings Default client type 0 Treat application as a public client. Resurce owner password credential (ROPC) Learn morego⁰ New support request New support request New cource owner password credential (ROPC) Learn morego⁰ New cource owner password credential (ROPC) Learn morego⁰ New cource owner password credential (ROPC) Learn morego⁰ New cource owner password credential | | 🗟 save 🗙 Discard 💝 Got feedback? | |
| ② Authentication Supported account types required for single sign-out to work correctly. ③ Certificates & secrets Who can use this application or access this API1 · · · · · · · · · · · · · · · · · · · | Quickstart Integration assistant (preview) Manage | Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform. | The URIs that we will accept as destinations when returning authentication responses (tokens) after successfully authenticating users. Also referred to as reply URLs. Learn more about Redirect URIs and their restrictions [https://dssclients.aod.vn/webteamcentral/LoginWithSSOCallback.aspx // Logout_URL |
| Who can use this application or access this API? Who can use this application or access this API? Accounts in this organizational directory only (stad only - Single tenant) Accounts in this organizational directory (Any Azure AD directory - Multitenant) Convers Poles and administrators (Preview) Advanced settings Default client type 0 Totubleshooting Default client type 0 Texa policition as a public client. Required for the use of the following flows where a redirect URI is not used: New support request | - | Supported account types | |
| | | Accounts in this organizational directory only (staod only - Single tenant) Accounts in any organizational directory (Any Azure AD directory - Multitenant) Help me decide Due to temporary differences in supported functionality, we don't recommend enabling personal Microsoft accounts for an existing registration. If you need to enable personal accounts, you can do so using the manifest editor. Learn more about these restrictions. Advanced settings Default client, type O Treat application as a public client. Resource owner password redential (ROPC) Learn moreg⁸ Beriou co fonu Learn moreg⁸ | Implicit grant Allows an application to request a token directly from the authorization endpoint. Checking Access tokens and ID tokens is recommended only if the application has a single-page architecture (SPA), has no back-end components, does not use the latest version of MSALjs with auth code flow, or it invokes a veb XPU is alvaScript. ID Token is needed for ASP.NET Core Web Apps. Learn more about the implicit grant flow To enable the implicit grant flow, select the tokens you would like to be issued by the authorization endpoint. |

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:

| ▼ User (1 | ▼ User (1) | | | |
|--------------|---|-----|--|--|
| | User.Export.All Export user's data 🕤 | Yes | | |
| | User.Invite.All Invite guest users to the organization 👩 | Yes | | |
| \checkmark | User.Read Sign in and read user profile 🌘 | - | | |
| | User.Read.All Read all users' full profiles 👩 | Yes | | |



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

 Go to Certificates & secrets → New client secret (key): Note: Select 'Never' for Expires

| WTC.Authentication | n Certificates & secrets 🛛 🖈 | | | |
|---|---|---|--|----|
| Search (Ctrl+/) « Search (Ctrl+/) « Overview Quickstart Integration assistant (preview) Manage Branding Authentication Certificates & secrets | Add a client secret Description WTC Expires In 1 year In 2 years Never Add Cancel | | | |
| Coken configuration API permissions Expose an API Cowners | Client secrets A secret string that the application uses to prove its identity w How client secret Description | hen requesting a token. Also can Expires | be referred to as application password. Value | |
| Roles and administrators (Preview) Manifest | WTCNGA | 12/31/2299 | m-,********** | |
| Support + Troubleshooting | WTC | 12/31/2299 | FVY************** | Ū. |
| Troubleshooting New support request | Password uploaded on Wed Jan 15 2020 | 12/31/2299 | Sc9****** | Û |

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

| Home > staod App registrations > | | | | | | |
|---|--|--------------------------|---|-------------------|--|--|
| ₽ Search (Ctrl+/) « | 1 Copy the new client secret value. You won't be able to retrieve it after | you perform another ope | ration or leave this blade. | | | |
| Uverview Quickstart Integration assistant (preview) | Credentials enable confidential applications to identify themselves to th scheme). For a higher level of assurance, we recommend using a certific | | | PS | | |
| Manage | Certificates Certificates can be used as secrets to prove the application's identity wh | nen requesting a token. | Also can be referred to as public keys. | | | |
| Authentication | Thumbprint S | tart date | Expires | | | |
| Certificates & secrets Token configuration API permissions | No certificates have been added for this application. | | | | | |
| Expose an API Owners Roles and administrators (Preview) Manifest | Client secrets A secret string that the application uses to prove its identity when require New client secret | esting a token. Also can | be referred to as application password. | _ | | |
| Support + Troubleshooting | Description WTC2 | Expires 12/31/2299 | Value 0-x0-q5FlpAmb9Ch2Tszzsli7D2m9u~V~Z | Copy to clipboard | | |

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.

 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).

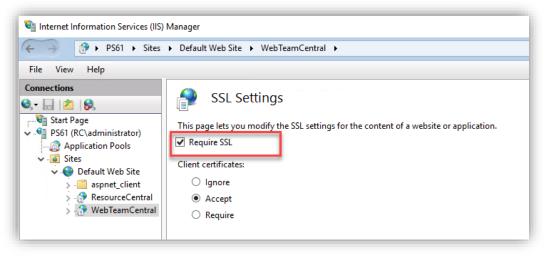


| Overview | Got a second? We would love your feedback on Microsoft identity |
|-----------------------------------|---|
| i Quickstart | |
| 🚀 Integration assistant (preview) | Display name : WTC.Authentication |
| | Application (client) ID : f1983c14-583c-4a19-ae38-a305d3483486 |
| Manage | Directory (tenant) ID : 1f32b049-29d1-44ba-877b-a634aed2109d |
| 🔤 Branding | Object ID : 2828d639-1308-4ff9-ad91-07dfbc46c940 |
| Authentication | |

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 > Apprearance. Select Forms for Authentication mode
- 2. On the WTC server, open IIS and enable Require SSL



3. Run WebTeam Central website with https.