Integrating Office Timesheets with Azure Active Directory

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Configuring Office Timesheets to use Azure Active Directory Authentication

To configure Office Timesheets for using Azure Active Directory Authentication you'll need to adjust Office Timesheets' Password Options and configure Azure to allow access from Office Timesheets, register the application and adjust some a few additional items:

1) Log into Azure and go to Azure Active Directory - >App Registration -> New registration



2) Register a new Application that will be used by Office Timesheets



The **Redirect URL** should correspond to the Office Timesheets login page, and can be found within the **Password Options** page in the *System Configuration* tab here:

Sign Out =				admin	
View Sheets	Import / Export	Reports	Process Management	Billing/Invoicing	System Configuration
Time Entry Options	Company Info E-mail Account Auditing Miscellaneous	Options Regional Options	Change Password	User Accounts Security Policies Password Options Welcome Email Accounts	Activate About/Updat
Password Options			·		
Use for usernames a	nd passwords —				
Windows domain name *Note: You should config Authentication to work pr *Note: Your current name If using Office Timest Require combination of n Minimum character lengt Maximum length of passo Create random password	ure IIS manually if operly. - admin neets for Accounts numbers and chara h of passwords: words: I for User Accounts	you want Window and Passwords - icters: 14 ~ s ~	ws		
Authentication Setting	gs via Azure Active	Directory			
Enable Azure AD Tenant ID Application (client) ID Client secret Redirect URI	https://localhos	st/OTS_75038/Pa	ages/Login.aspx 🖨		
		Clear Re	set Save		

3) If your Office Timesheets installation (including OnDemand accounts) has a mobile instance then you'll need to add a **Redirect URL** for the mobile site as well...



The **Redirect URL** should correspond to the Office Timesheets Mobile login page, and can be found on the Office Timesheets **Password Options** page in the *System Configuration* tab here:

Sign Out =				admin	
View Sheets	Import / Export	Reports	Process Management	Billing/Invoicing	System Configuration
Time Entry Options	Company Info Company Info Company Info Company Info Auditing Miscellaneous	Options Regional Options	Change Password	User Accounts Security Policies Password Options Welcome Email Accounts	Activate About/Updat
Password Options		<u>`</u>	^		
Use for usernames	and passwords				
Windows domain nam *Note: You should con Authentication to work *Note: Your current na If using Office Time Require combination of Minimum character ler Maximum length of pa Create random passw	e figure IIS manually if property. me - admin esheets for Accounts of numbers and chara light of passwords: sswords: ord for User Account	you want Window and Passwords - icters:	ия		
Authentication Set Enable Azure AD Tenant ID Application (client) ID Client secret Redirect LIRI Redirect URI OTS Mol	https://localhos	e Directory	iges/l ogin aspr 1 038/Login 1		

4) Next, you'll need to assign the **User.Read** permission to the application you added. This permission is typically assigned automatically upon creation of the application. However, you'll need to make sure the permission is correct.

The permission should be as follows:

\equiv Microsoft Azure	A Search resources, services, and docs (G+/)	
Home > Default Directory >	DTS_APP	
🅤 OTS_APP AF	permissions 🖈 …	×
✓ Search (Ctrl+/)	≪ 🕐 Refresh ♡ Got feedback?	
Overview		
📣 Quickstart	1 The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or	×
💉 Integration assistant	app. This column may not reflect the value in your organization, or in organizations where this app will be used. Learn more	
Manage	Configured permissions	
🔤 Branding	Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured	
Authentication	permissions should include all the permissions the application needs. Learn more about permissions and consent	
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for Default Directory	
Token configuration	API / Permissions name Type Description Admin consent req Status	
API permissions	✓Microsoft Graph (1)	
🙆 Expose an API	User.Read Delegated Sign in and read user profile No	
App roles		

If this permission is not present on the page as shown above then you'll need to remove all existing permissions, and add the correct permission that the Office Timesheets app needs: (Microsoft Graph User.Read)...



5) Next, you'll need to create a **Client Secret** and save the secret key to the Office Timesheets application...

≡ Microsoft Azure 🔎 Search	n resources, services, and docs (G+/)	🛛 🖓 🖉	© R 🔵	
Home > Default Directory > OTS_APP		Add a client secret		×
OTS_APP Certificate	es & secrets 👒 …	7		
		Description	OTS_APP_Client	
P Search (Ctrl+/) «	♥ Got feedback?	Expires	24 months	~
Overview	Credentials enable confidential applications to identify themselves to the auther scheme). For a higher level of assurance, we recommend using a certricate (inst	ntication ead of a		
Quickstart				
X Integration assistant	Certificates			
Manage	Certificates can be used as secrets to prove the application's identity when requ	esting a 1		
Branding				
Authentication	T Upload certificate			
📍 Certificates & secrets	Thumbprint Start	fate		
Token configuration	No certificates have been added for this application.			
API permissions				
Expose an API				
App roles	Client secrets			
A Owners	A secret string that the application uses to prove its identity when requesting a	token. Al		
Roles and administrators Preview	+ New client secret			
III Manifest	Description Expires Value			
Support + Troubleshooting	No effort correct have been created for this application			
Troubleshooting	No cient secrets have been created for this approaction.			
Rew support request				
		1		
		3		
		Add Cancel		

Copy the Secret Key Value...

Microsoft Azure 🔑 Search	h resources, services, and docs (G+/)			ک.	Ę ¢ ⊗ 0	DEFAULT DIR	ECTORY
me > Default Directory > OTS_APP							
OTS_APP Certificat	tes & secrets 🛷 …						>
Search (Ctrl+/) «	♡ Got feedback?						
Overview	Credentials enable confidential applic	ations to identify themselves to	o the authentication serv	ice when receiving token	s at a web addressable loc	ation (using an HTTPS	
Quickstart	scheme). For a higher level of assuran	ce, we recommend using a cer	tificate (instead of a clier	nt secret) as a credential.			
Integration assistant	Certificates						
inage	Certificates can be used as secrets to	prove the application's identity	when requesting a toke	n. Also can be referred to	as public keys.		
Branding			jj				
Authentication	↑ Upload certificate						
Certificates & secrets	Thumbprint		Start date	Expires	Certificate ID		
Token configuration	No certificates have been added for the	his application.					
API permissions							
Expose an API							
App roles	Client secrets						
Owners	A secret string that the application us	es to prove its identity when re	questing a token. Also c	an be referred to as appli	cation password.		
Roles and administrators Preview	L New diant encode						
Manifest	Proventised et	Further.	Malace		6		
pport + Troubleshooting	OTS ARR Client	10/1/2022	value		Secret ID		
Troubleshooting	OTS_AFF_OIEIT	10/1/2025	ULU/G			-bila-5calli024120 U	

Insert the secret key's Value into the Client secret field of Office Timesheets' Password Options...

Sign Out =					adm
View Sheets	Import / Export	Reports	Process Management	Billing/Invoicing	System Configuration
Time Entry Options	Company Info E-mail Account Auditing Miscellaneous	Options Regional Options	Change Password User	User Accounts Security Policies Password Options Welcome Email Accounts	Activate About/Updates
Password Options					
Use for usernames an Office Timesheets Windows domain name Note: You should configu Authentication to work pro "Note: Your current name If using Office Timeshe Require combination of nu Minimum character length Maximum length of passw Create random password Authentication Setting: Enable Azure AD	d passwords — re IIS manually if perly. - admin sets for Accounts mbers and chare of passwords: ords: for User Account s via Azure Active	you want Windov and Passwords - ccters:	VS	/	
Tenant ID Application (client) ID Client secret Redirect URI Redirect URI OTS Mobile	ULd7Q- https://localhos https://localhos	st/OTS_75038/Pa st/OTSMobile_75 Clear Re:	iges/Login.aspx ta 5038//Login ta set Save		

Be sure to **Save** the any changes to this options page.

6) Next, copy the Office Timesheets Application ID and Tenant ID...

≡ Microsoft Azure 🔎 Search r	esources, services, and docs (G+/)		
Home > Default Directory >			
₩ OTS_APP 🖈 …		×	
✓ Search (Ctrl+/) «	📋 Delete ⊕ Endpoints 🐱 Preview features		
Overview			•
🗳 Quickstart			
🚀 Integration assistant	Display name OTS_APP	Client credentials 0 certificate, 1 secret	
Manage	Application (client) ID 97e36e70	Redirect URIs 2 web, 0 spa, 0 public client	ł
🔜 Branding		Application ID URI	
Authentication	Directory (tenant) ID	Add an Application ID UK	
📍 Certificates & secrets	6ab1649f-	OTS_APP	
Token configuration	Supported account types My organization only		
API permissions			

Insert these copied values into Office Timesheets' Password Options; and check **Enable Azure AD** and **Save** the settings.

Sign Out =			U	admin	
View Sheets	Import / Export	Reports	Process Management	Billing/Invoicing	System Configuration
Time Entry Options	Company Info E-mail Account Auditing Miscellaneous	Options Regional Option	Change Password	User Accounts Security Policies Password Options Welcome Email Accounts	Activate About/U
Password Options					
	d passwords —				
Office Timesheets			v		
Windows domain name					
Authentication to work pro *Note: Your current name	perly. - admin	ir you want windo	JWS		
If using Office Timeshe	ets for Account	s and Passwords			
Require combination of nu	mbers and char	racters: 🔲			
Minimum character length Maximum length of passw	of passwords: ords:	0 V 14 V			
Create random password	for User Accour	nts 🗹			
Authentication Settings	s via Azure Activ	e Directory			
Enable Azure AD					
Tenant ID	6ab1649f-			-	
Application (client) ID	97e36e70-				
Client secret	ULd7Q~	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			
Redirect URI Redirect URI OTS Mobile	https://localho https://localho	ost/OTS_75038/F ost/OTSMobile_7	Pages/Login.aspx 🖨 75038//Login 😭	-	
		Clear R	eset Save		

Assigning the Azure User IDs to an Office Timesheets Employees

To allow an Azure user to log into Office Timesheets, the user must be assigned to an Office Timesheets employee record.

There are two methods that can be used to assign an Azure User Account to an Office Timesheets Employee record.

The first method that can be used to assign an Azure User Account to and Office Timesheets Employee record is by using the Azure User's "User Principle Name". In most cases the Azure User's Principle Name is the same as their email address. When this is the case, then this typically makes the assignment much easier, as the Timesheet administrator doesn't require access to the Microsoft Azure Active Directory Portal; and they can simply apply the employee email address (that's associated with the Azure User Account). Also, this can be done in mass if the email address is already populated in the Office Timesheets employee record as there is a built-in tool to copy all employee's email addresss into their employee Azure ID field with a single click command.

The second method that can used to assign an Azure User Account to an Office Timesheets Employee record is by using the Azure User's Azure "**Object ID**". This will require the Office Timesheet Administrator to have to access to the Microsoft Azure Active Directory Portal to obtain each user's Azure Active Directory Object ID.

Using Azure Principle Name (***Most Popular Method***)

Using the Azure User's User Principle Name is the most commonly used method of association with an Office Timesheet Employee, because it's often the same as the employee's email address. If this is the case, then you'll definitely want to use this option.

If you decide to use this option, you'll need to go to **System Configuration -> Password Options** in Office Timesheets; and check the box **Use User Principal Name as Azure ID**. Also, assuming the email field has been populated for all employee records in Office Timesheets, you'll also want to check the box **Copy Email To Azure ID**. Once these options have been activated press the **Save** button.

Sign Out +				
View Sheets Import / Exp	port Reports	Process Management	Billing/Invoicing	System Configuration
Company In	fo		User Accounts	
E-mail Acco	unt 🌔		Security Policies	
Time Entry Options Auditing	Options	Change Password	Reserved Options	Activate About/Updates
🔆 Miscellaneo	us		Welcome Email	
Options	Regional Options	User	Accounts	System
Password Options				
Use for usernames and password	5	<u></u>		
Office Timesheets		<u>~</u>		
Windows domain name				
*Note: You should configure IIS manua	ally if you want Window	WS		
*Note: Your current name - James Bol	ne			
If using Office Timesheets for Acco	ounts and Passwords			
Require combination of numbers and	characters:			
Maximum length of passwords:				
Create random password for User Acc	counts 🔽			
Authentication Settings via Azure	Active Directory ——			
Enable Azure AD				
Use User Principal Name as Azure ID				
Copy Email To Azure ID				
Tenant ID		1181		
Application (client) ID		153		
Client secret	(Msq5Y4J		
Redirect URI	http://localhost/OTS	6/Pages/Login.aspx 🖺	1	
Redirect URI OTS Mobile	http://localhost/OTS	SMobile/Login 🛅		
	Clear	Reset Sa	ve	

Again, assuming the email field has already been populated for each employee record in Office Timesheets, then skip ahead to the topic *Logging into Office Timesheets using Azure Authentication*.

If an employee's record did not contain the employee email address, then you'll need to manually enter the email address in to the Employee's record in Office Timesheets. To do this, click Process Management ->

Employee. Next, open the employee's record and enter the employee's email address into the *Azure ID* field; and click **Save & Close**.

Employee									×
Save & Close	Definition Rates	Groups	Dependencies	Notes	Default Elements	Custom Fields	Electronic Signature	Terms	Time Off
Actions					Show				
Full Name									
First Name	Cindy								
M.I.									
Last Name	Anderson								
Display Name/ID	Cindy Anderson								_
E-Mail									_
Windows Login			-						
Azure ID	cindy.anderson@iookoutsoi	tware.com							
Status	Active			<u> </u>					
Reporting Period	Weekly			<u> </u>					
Holiday Group	{No selection}			<u>~</u>					
Manager	{No selection}			~					
Company Code	{No selection}			\sim					
ADP File Number / Pay ID									
Lock Dates									
Time Entry						12/01/2021			
Expense Entry						12/01/2021			
Do not allow Time and/or Expens	e Entries prior to these dat	es.							
Approval Start Date						11/30/2021			
Do not show Time and/or Expens	e Sheets prior to this date.								

Repeat this for each employee record as needed.

Using the Azure Object ID

Using the Azure User's Object ID is typically used as the method of association with an Office Timesheet Employee when the User Principal Name is not the same as the user's email address within the Azure Active Directory User Profile. If this is the case, then you'll want to use this option.

To use this method, select the desired Azure User with the Azure Active Directory Portal and copy its "**Object ID**"...

Home > Default Directory > Users >	≡ Microsoft Azure 🔎 Se	earch resources, services, and docs (G+/)	∑ I _v	a 🐵 🖉 🗲	DEFAULT DIRECTORY
Profile × View of Edit & Reset password & Revoke sessions Delete & Refresh & Cot feedback? Anange A profile A signed roles Administrative units A signed roles Administrative units A signed roles Administrative units A profile A surve role assignments Authentication methods Activity Say Larve role assignments Authentication methods Identity Findpal Name User Yindpal Name View more Ide Info	Home > Default Directory > Users				
Licenses Audintentication methods Autivity Sign-in logs Autivity Sign-in logs Autivitie Auti		file			×
 Profile Assigned roles Administrative units Groups Applications Licenses Devices Azure role assignments Authentication methods Activity Name First name James User type Member Object ID Isuer Manage 828 collaboration View more Job info 	X Diagnose and solve problems	≪	Revoke sessions 📋 Delete	🕐 Refresh 🛛 🞘 Got feedback	?
 Assigned roles Administrative units Groups Applications Licenses Devices Azture role assignments Authentication methods Activity Authentication methods Activity Sign-in logs Audit logs Toubleshooting + Support Object ID User Principal Name User View more Jab info 	A Profile				
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 A groups Applications Licenses Devices Azure role assignments Azure role assignments Authentication methods Identity Ativity Sign-in logs Juser Principal Name User type Member Object ID Isuer Devices Manage B2B collaboration 	Administrative units	JB	40	۲. ۲	
Applications Licenses Devices Azure role assignments Authentication methods Identity Activity Name First name James Sign-in logs Jobiert ID User Principal Name User type Manage B2B collaboration View more Job info	A Groups		20	Λ	
 Licenses Sep 5 Sep 12 Sep 19 Sep 26 Devices Activity Authentication methods Identity Sign-in logs Audit logs User Principal Name User type Member Object ID Issuer Manage 828 collaboration View more Job info 	Applications		0		
 Devices Azure role assignments Authentication methods Activity Sign-in logs Audit logs Audit logs User Principal Name User type Member Object ID Isuer Devices Manage B2B collaboration View more Job info 	🔓 Licenses		Sep 5 Sep 12 Se	p 19 Sep 26	
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 Authentication methods Activity Sign-in logs Audit logs User Principal Name User type Member Object ID Issuer Manage 828 collaboration View more Job info 	Azure role assignments	6/4/2017, 5:00:41 AW			
Activity Name First name Last name Image: Sign-in logs James James Image: Audit logs User Principal Name User type Image: Troubleshooting + Support Object ID Issuer Image: Object ID Issuer Manage B2B collaboration Image: View more Job info	Authentication methods	Identity			
 Sign-in logs Audit logs User Principal Name User type Member Object ID Issuer Manage B2B collaboration View more Job info 	Activity	Name	First name	Last name	
Audit logs User Principal Name User type Member Object ID User vice Issuer Manage B2B collaboration View more Job info	Sign-in logs		James		
Troubleshooting + Support Object ID Issuer Issuer Manage B2B collaboration View more	Audit logs	User Principal Name	User type		
Image: Big Support request Object ID Issuer Image: Big Support request Image: Big Support request Manage: Big Support request Image: View more Image: Big Support request Image: Big Support request	Troubleshooting + Support		Member		
View more	New support request	2190e2c6-fcd6-46f3-b53f-c21	l Issuer	Manage B2B collabora	tion
Job info		View more			
		Job info			

Next, Insert the "Object ID" into the **Azure ID** field of the corresponding Office Timesheets employee record...

Sign Out ≑	admin
View Sheets Import / Exp	ort Reports Process Management Billing/Invoicing System Configuration
View Element Items Second Expense Timesheet Template Timesheet Template	s Process Custom Fields Rate Tables Custom Fields Custom Fields Rate Tables Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fie
Employee	x
Save & New X Cancel	Definition Rates Groups Dependencies Notes Default Elements Custom Fields Electronic Signature Terms
Actions	Show
M.I. Last Name Display Name/ID E-Mail Windows Login	Administrator admin
Azure ID	2190e2c6-fcd6-46f3-b53f-c21bf65563ee
Status	Active
Reporting Period	(No selection)
Holiday Group	{No selection}
Manager	(No selection)
Company Code	{No selection}
ADF File Number / Pay ID	
Lock Dates	
Expense Entry	
Do not allow Time and/or Expens	e Entries prior to these dates.
Approval Start Date	07/29/2011
Do not show Time and/or Expense	e Sheets prior to this date.

Repeat the steps above for all users.

Logging into Office Timesheets using Azure Authentication

1) Log out Office Timesheets; and close your browser session. Next, open a new browser session and type in the URL you use to access your Office Timesheets account. Upon the first login, you'll see the following permission request, which you'll need to **Accept**...

Permissions	requested
OTS_APP App info	
This application is	not published by Microsoft.
This app would like	e to:
✓ Sign you in and r	ead your profile
Consent on beha	If of your organization
Accepting these permiss your data as specified in statement. You can char https://myapps.microso	sions means that you allow this app to use 1 their terms of service and privacy 1ge these permissions at ft.com. Show details
Does this app look susp	icious? Report it here

2) Done!

Bypassing Azure AD Authentication

If you wish to bypass Microsoft Azure Active Directory Authentication, and authenticate through Office Timesheets simply type of the following text after the URL you use to access Office Timesheets: **?code=IgnoreAzure**.