Configuring PlanMyLeave

Configuring PlanMyLeave for single sign-on (SSO) enables administrators to manage users of Citrix ADC. Users can securely log on PlanMyLeave by using the enterprise credentials.

Prerequisite

Browser Requirements: Internet Explorer 11 and above

To configure PlanMyLeave for SSO by using SAML:

- 1. In a browser, type <u>https://live1.planmyleave.com/</u> and press **Enter**.
- 2. Type your PlanMyLeave admin credentials (**Username/ Email ID** and **Password**) and click **Log In**.

PlanMyleave Easy Online Leave Management		
Log In		
Need a PlanMyLeave account?	Create an account	
Username/ Email ID		
and the last	in and	
Password	Show	
Log In		
Keep me logged in	Forgot Password?	

Citrix Gateway

3. To create SSO, click **System Setup** that is present in the main menu.

PlanMyleave Easy Online Leave Management		MOBILE VERSION MY CALENDARS	much blue
Users Enter search keywords	Q Quick Add 🕸 Quick Action		A 🗎 0 🗡 🖡
LMS Dashboard Reports Users	Social Intranet System Setup		
My Calendar		My Leave Balances Future Leave Balances	FAQ
August • 2018 •		8	
Sun Mon Tue	Wed Thu Fri Sat		

4. In the **System Setup** page, scroll down and navigate to **Security Management**, and click **Company SAML Settings.**

Leave Settings Leave Management · Leave Types · Leave Policies · Leave Approval Path · Set Holidays · Leave balances engine · Leave Reminder emails · Calendar Feed · Set Restricted Days · Clock In/Out Settings · Approval Path Set · Attach leave types to multiple users · TOIL and Overtime Overtime Types · TOIL & Overtime Settings · Shifts Set Shifts · Schedule Template · User Schedules · User Schedule Exceptions · Timesheets
Leave Management • Leave Types • Leave Policies • Leave Approval Path • Set Holidays • Leave balances engine • Leave Reminder emails • Calendar Feed • Set Restricted Days • Clock In/Out Settings • Approval Path Set • Attach leave types to multiple users • TOIL and Overtime Overtime Types • TOIL & Overtime Settings • Shifts Set Shifts • Schedule Template • User Schedules • User Schedule Exceptions • Timesheets
TOIL and Overtime Overtime Types • TOIL & Overtime Settings • Shifts Set Shifts • Schedule Template • User Schedule Exceptions • Timesheets
Overtime Types • TOIL & Overtime Settings • Shifts Set Shifts • Schedule Template • User Schedule Exceptions • Timesheets
Shifts Set Shifts • Schedule Template • User Schedule Exceptions • Timesheets
Set Shifts • Schedule Template • User Schedules • User Schedule Exceptions • Timesheets
Timesheets
Security Management
Filters • Give permissions for users to apply leave/apply overtime for other users • Company SAML Settings • Roles • Network Security • SCIM User Provisioning •

5. In the **Update SAML Settings** page, enter the values for the following fields:

Field	Description
Login URL	IdP Logon URL
Logout URL	IdP Logout URL
Certificate	Browse, copy and paste the IdP certificate. The IdP certificate must begin and end with Begin CertificateandEnd Certificate Note: The IdP certificate is provided by Citrix and can be accessed from the link below: https://ssb4.mgmt.netscalergatewaydev.net/idp/saml/templatetest /idp_metadata.xml
Is Enabled	Click Yes .

Update SAML	Settings
Login URL *	
Logout URL	
Certificate *	
Is Enabled	● Yes ◎ No
	Save Cancel

6. Finally, click **Save**.

Note: Make note of the **Consumer Service URL (ACS)** and **Entity ID** as it is required for IDP configuration.

SAML Settings	* •
Login URL :	
Logout URL :	
Is Enable : Yes	
SAML Configuration	
Consumer Service URL (ACS) :	
EntityID :	
Metadata	
Click here to download the XML file.	