## **Configuring Weekdone**

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

## Prerequisite

Browser Requirements: Internet Explorer 11 and above

## To configure Weekdone for SSO by using SAML:

- 1. In a browser, type <u>https://www.weekdone.com</u> and press **Enter**.
- 2. Type your Weekdone admin account credentials (Email and Password) and click Login.



Citrix Gateway

3. On the profile page, click the user profile icon at the top-right corner and select **Your account** under **Settings**.



4. In the left panel, select **Company setup** under **Settings**.



5. In the **Company setup** menu, select **SSO & SAML2**.



6. In the **Single sign-on SAML2** page, enter the values for the following fields:

Field Name	Description
SAML Name	Sign-in URL.
SAML SSO URL	IdP logon URL.
SAML Logout URL	Logout URL.
X.509 Certificate	Copy and paste the IdP certificate. The IdP certificate must begin and end with Begin Certificate andEnd Certificate <b>Note</b> : The IdP Certificate is provided by Citrix and can be accessed from the link below: <u>https://ssb4.mgmt.netscalergatewaydev.net/idp/saml/templatetes</u> <u>t/idp_metadata.xml</u>

= 🖂 Q 🕒		Settings
Setup > Company setup		Single sign-on SAML2
	SAML2 enables to c and allow them acc	communicate with your organization's IDP to get the information it needs to authenticate users ess into Weekdone. Contact us for more information.
	SAML name	https://weekdone.com/a/
	SAML SSO URL	This is your sign-in URL Please choose something unique and related to your company
	SAML Logout URL	This is the URL where users will be redirected after they log out
	X509 Certificate	BEGIN CERTIFICATE MIIG6zCCBNOgAwIBAgIJAIb8os82USoPMA0GCSqGSIb3DQEBCwUAMI
		Get this from your Identity Provider Save changes

7 Finally, click **Save Changes**.

## To configure Weekdone for User Account:

1. On the profile page, click the user profile icon at the top-right corner and select **Your account** under **Settings**.



2. In the left panel, select **Company setup** under **Settings**.



3. In the **Company setup** menu, select **People & Teams**.



4. In the **People & Teams** page, click **Add people**.

	Add people
Team manager	c î
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5. In the **INVITE PEOPLE BY EMAIL** section, type the email address of the user and click **Invite**.

https://weekdone.com/join/f0eb7a4	S Copy share link	
nsert e-mails, separated with a comr	Default Team 🗸	