Configuring When I Work

Configuring When I Work for SSO enables administrators to manage their users using Citrix Gateway. Users can securely log on to When I Work using their enterprise credentials.

To configure When I Work for SSO through SAML, follow the steps below:

1. In a browser, type the URL, <u>https://wheniwork.com/</u> and press **Enter.** On the Landing page, click **Login.**



2. Type your credentials and click **Log In**.

When I Work			
G	LOG IN WITH	GOOGLE	
	OR		
EMAIL ADDRESS			
M			
PASSWORD			
a			
	LOGI	N	
FORGOT	PASSWORD?	SIGN UP	

Citrix Gateway

3. On the Dashboard page, click on your profile name at the top right corner. From the dropdown list, click **App Settings**.

☐ DASHBOARD	WORKCHAT 27 DAYS LEFT ON TRU	AL INVITE EMPLOYEES	\$ -	🔛 Nilkanth 🔺
			2	
HI NIlkanth! Let's get your schedule started.				MY SCHEDULE
ADD LOGO	쑴 INVITE EMPLOYEES	© CONFIGURE FEATURES		MY AVAILABILITY
Customize the look and feel of your schedule's login page. Add your company's logo to the login page of your account.	Quickly invite your staff here. If you know their email or mobile number, we'll invite them to access their schedule online.	Adjust how When I Work is used by your empl start of your week, 12/24 hours clock, etc. Tur features.	o;	APP SETTINGS
ADD LOGO >	INVITE EMPLOYEES	CONFIGURE FEATURES		ACCOUNT & BILLIN

- 4. On the App Settings page, click **SAML SSO** in the left pane.
- 5. On the SAML SSO Settings page, type the following information:

SAML SSO Settings		
	IDENTITY PROVIDER SETTINGS Your account allows for Just-in-Time provisioning. This means that when a new user is authorized through your identity Provider they will be automatically added to When I Work as an employee if they have not already been added. Please ensure that the following SAML assertions are sent: <i>firstName</i> and <i>lastName</i> Users are matched by email provided by the identity Provider. Please ensure that the Name ID format is email. ISSUER URL (ENTITY ID) ENDPOINT URL (SSO) https://w	
	SERVICE PROVIDER SETTINGS These settings must be used to setup your Identity Provider. A unique Identity Provider must be used for each account. CONSUMER URL https://sapp.wheniwork.com/rest/saml/auth. ENTITY ID	

- i. **Issuer URI (Entity ID)**: type a unique issuer ID. For example: yourcompany_NS_Confluence
- ii. **Endpoint URL (SSO)**: enter the IdP URL, SAML 2.0 endpoint, for example, https://example.com/saml/login
- iii. **Certificate Fingerprint (SHA256)**: enter the IDP certificate fingerprint, 0a0c1434f8c8e825fa6f833a296dc0624be1fbca37f6f17e804f20b0059f24b4

- iv. **Entity ID**: Type a unique issuer ID. For example, https://app.wheniwork.com/rest/saml/meta/<accountID>
- 6. Click Save.

The SAML SSO settings are completed.

For SP Initiated Flow:

After you log in to the application, a Third-Party Connect page appears. Click **SAML**.

The SP initiated flow is completed.

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	Third-Party Connect				
	QuickBooks	ırıturi Sign in with İntuit			
	Square	Square Sign in with Square			
	SAML				