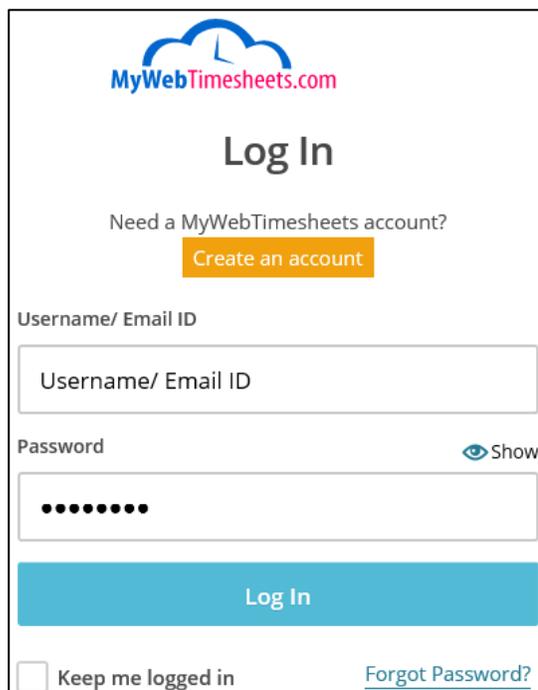


# Configuring MyWebTimesheets

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

To configure MyWebTimesheets for SSO through SAML, follow the steps below:

1. In a browser, type the URL, <https://live1.mywebtimesheets.com/> and press **Enter**.
2. Type your credentials, and click **Log In**.



The screenshot shows the login page for MyWebTimesheets.com. At the top is the logo with a blue cloud icon and the text "MyWebTimesheets.com". Below the logo is the heading "Log In". Underneath is the text "Need a MyWebTimesheets account?" followed by an orange button labeled "Create an account". There are two input fields: "Username/ Email ID" and "Password". The password field has a "Show" toggle with an eye icon. Below the input fields is a large blue button labeled "Log In". At the bottom left is a checkbox labeled "Keep me logged in" and at the bottom right is a link labeled "Forgot Password?".

3. From the landing page, click **System Setup**.

Duration	Total hours	Holiday	Time-off	Submitted on	Status	
07-02-16 - 13-02-16	14	-	-	08-02-16 07:35 AM	Waiting for Approval	<a href="#">View</a>
03-01-16 - 09-01-16	25	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>
27-12-15 - 02-01-16	17	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>
20-12-15 - 26-12-15	34	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>
29-11-15 - 05-12-15	39	-	-	30-11-15 10:59 AM	Approved	<a href="#">View</a>
08-11-15 - 14-11-15	43	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>
01-11-15 - 07-11-15	45	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>
25-10-15 - 31-10-15	41.4	8	8		Working On	<a href="#">Edit</a> <a href="#">View</a>
18-10-15 - 24-10-15	46	-	-		Working On	<a href="#">Edit</a> <a href="#">View</a>

**Timesheet Queries**

No Discussions found!

By Customer ? [In The Current Year](#) [All Customers](#) | By Project ? [In The Current Year](#) [All Projects](#)

No timesheet logged | AENP - Addo Elephant National Park | JRA - John Ronan Architects LLC | 5 hours

- On the **System Settings** page, under Security Management section, click **Company SAML Settings**.

**Project Management**

[Project/Task Settings](#) • [Project Approval Path](#) • [Milestone Types](#) • [Activity Types](#) • [Positions](#) • [Project Groups](#) • [Permission Setup](#) • [List Items](#)

**Security Management**

[Filters](#) • [Application Users](#) • [Give permissions for users to apply leave/apply overtime for other users](#) • **[Company SAML Settings](#)** • [Roles](#) •

[Network Security](#) • [SCIM User Provisioning](#) •

- The SAML Settings page appears.

Type the following information on the SAML Settings page:

- i. **Login URL**- enter the IdP URL, SAML 2.0 endpoint, for example, <https://example.com/saml/login>
- ii. **Logout URL**- enter the IdP Log off URL, for example, <https://example.com/cgi/tmlogout>
- iii. **Certificate**- To upload your IdP certificate, follow the steps below:
  - a. Remotely access your NetScaler instance using PuTTY.
  - b. Navigate to /nsconfig/ssl folder (using shell command `cd /nsconfig/ssl`) and press **Enter**.
  - c. Type `cat <certificate-name>` and press **Enter**.

```

1  -----BEGIN CERTIFICATE-----
2  MIIFPzCCBCegAwIBAgIQApjY189Tw/6/mHRS5nGDuzAMBgqhkiG9w0BAQsFADBN
3  NQs...
4  allc...
5  MTg...
6  BAe...
7  LjE...
8  ADC...
9  yVj...
10 Kjf...
11 vde...
12 RK2...
13 RYC...
14 MBa...
15 +Cc...
16 Y2V...
17 BBy...
18 LyS...
19 OjE...
20 NDC...
21 dC5...
22 GGH...
23 Y2V...
24 dDA...
25 PAe...
26 +Xz...
27 gSt...
28 c+r...
29 UOZLmXrmupreLcnaJjorJiWlCzckpobu9TqenWwqLNDQ04Iz/m7wzQpAzy4ND
30 6ED5
31 -----END CERTIFICATE-----
32

```

- d. Copy the text between -----BEGIN CERTIFICATE----- and -----END

- iv. **Is Enabled**- Click the radio button against **Yes**, to enable the settings.
6. Click **Save**. The configuration settings get saved.