

# OfficeExpert Web Interface - OA

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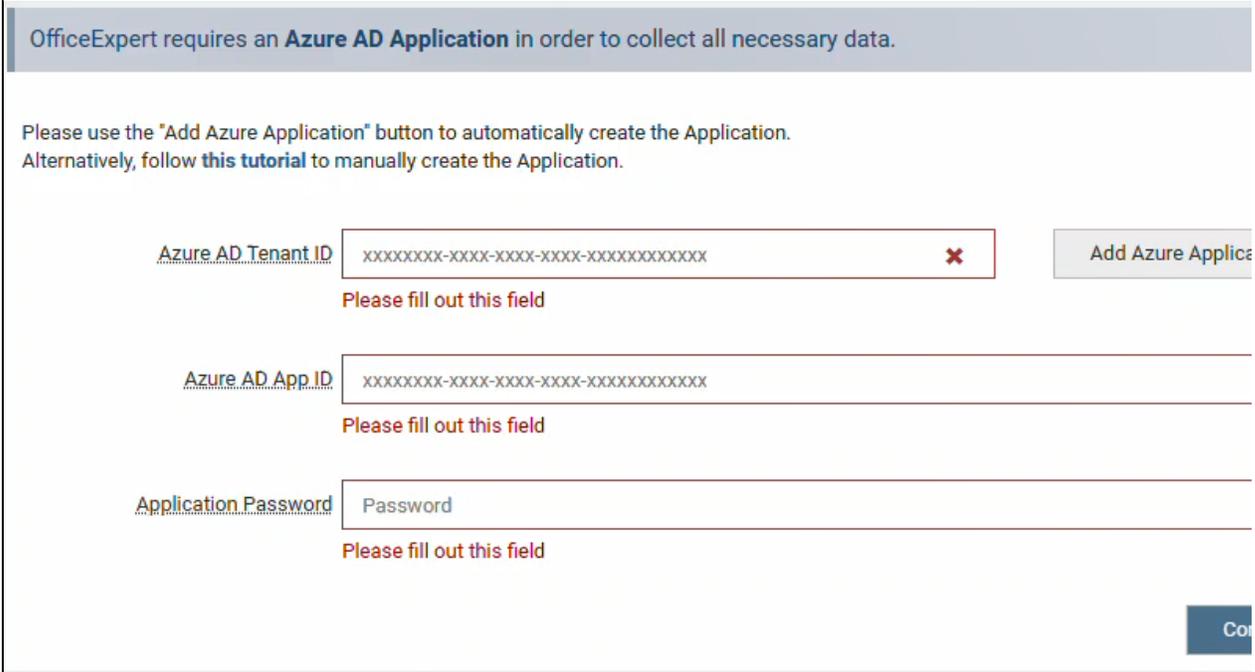
To connect to the panagenda OfficeExpert Web Interface, you have to enter the hostname (FQDN, see: Network Settings in [Starting the Virtual Appliance](#)) of the appliance into your web browser's address bar. panagenda OfficeExpert uses HTTPS for secure communication between its appliance and its web interface. For this reason, you have to accept the security certificate to proceed.

 There is also a video at the bottom of this page which demonstrates all the steps.

## Accessing the UI

In order to continue with the setup process, you need to register an Azure AD app first. When you access the OfficeExpert URL for the first time, you will be asked to enter the following information (see also screenshot below):

- Azure AD Tenant ID
- Azure AD App ID
- Application Password



OfficeExpert requires an **Azure AD Application** in order to collect all necessary data.

Please use the "Add Azure Application" button to automatically create the Application.  
Alternatively, follow [this tutorial](#) to manually create the Application.

**Azure AD Tenant ID**  

**Azure AD App ID**

**Application Password**

You can register an Azure AD app either manually or automatically:

### OPTION 1: Automated Azure AD App Registration

OfficeExpert can create this application automatically. During the automated creation process, OfficeExpert will perform the following steps:

 This process will create a **client secret**. If you want to use a **certificate** for authentication, you need to adjust this manually afterwards ([see here](#)).

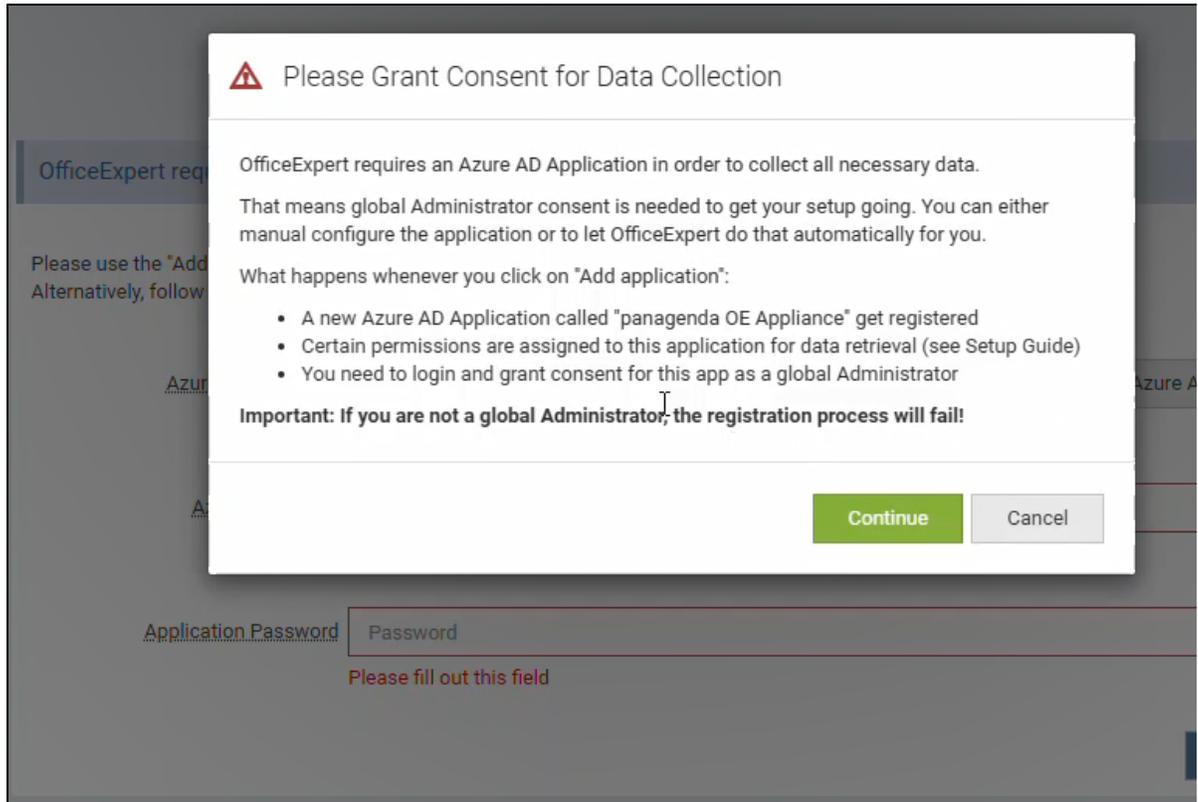
1. A new Azure AD App called "panagenda OE Appliance" is registered.

2. The application is granted certain permissions for data retrieval. For more details on that, please refer to the next section on manual application registration.
3. You need to log in and grant consent for this application as a **Tenant Administrator**.

 **If you are not a global administrator, the registration process will fail!**

To initiate the **automated Azure AD App registration**:

- Click on **Add Azure Application**:



- Click on **Continue and Sign in** with a global administrator account in order to start the automated creation and deployment of the Application on the Microsoft Azure environment. All the fields are filled in automatically during this process. Usually, the process is completed after 15 seconds at most.

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**Azure AD Tenant ID** xxxxxxxx-xxxx-xxxx-xxxxxxxxxxxx  
Please fill out this field

**Azure AD App ID** xxxxxxxx-xxxx-xxxx-xxxxxxxxxxxx  
Please fill out this field

**Application Password** Password  
Please fill out this field

**Application registration helper**

We are now creating the application for you. After the application is created, you will be prompted for consent.



In certain Azure environments, this may take longer and you will see a Microsoft notification stating "**Sorry, but we're having trouble signing you in**". You can either wait for some more seconds and **hit F5** on your keyboard, or you sign in to the Azure portal and click on "**Grant rights**".

- The following dialogues will appear. Please click on **Accept** on both windows:



## Permissions requested

panagenda app registration helper for OE  
[m.panagenda.com](https://m.panagenda.com)

This app would like to:

- Access the directory as you
- View your basic profile
- Maintain access to data you have given it access to
- Consent on behalf of your organization

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.  
[Show details](#)

Cancel

Accept

## Permissions requested

### Accept for your organization

panagenda OE Appliance

[App info](#)

This app would like to:

- ✓ Sign in and read user profile
- ✓ Read all users' full profiles
- ✓ Read all usage reports
- ✓ Read all channel messages
- ✓ Read all groups
- ✓ Read directory data
- ✓ Read activity data for your organization
- ✓ Read activity reports for your organization
- ✓ Read service health information for your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

 Please note that there is no need to accept the checkbox "Consent on behalf of your organization"!

Just click on the **Accept** buttons to finish the automated registration process.

- When done, you can close the pop-up window. Now you see data in all three fields. Please click on **Confirm** to continue.

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Azure AD Tenant ID

Azure AD App ID

Application Password

[Add Azure Applica](#)

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## OPTION 2: Manual Azure AD App Registration

Please fill in the **Azure AD App ID** and **Application Password** of your manually registered Azure Active Directory Application. For more details, refer to the following knowledge base article [Manual Azure AD Application Registration for OE Appliance for New Setups](#)

### Assigning OfficeExpert Admins

The last step before you can log in to OfficeExpert UI is to assign OfficeExpert Admin(s) to this new created Azure AD App. Please follow the following link for these steps: [User Role Mapping](#).

When done, click on the **Login screen** button:

Azure AD Application successfully verified.

Dont forget to assign applications roles as explained in this [knowledge base article](#).

[Login screen](#)

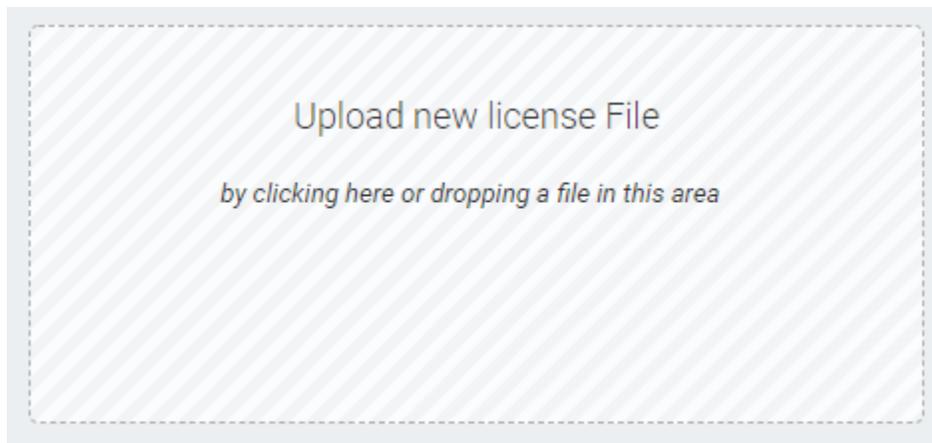
## Login

From now on, only the users who are assigned in the application as **Administrator** or **Viewers** (and **Users with an assigned partition**) are able to access the panagenda OfficeExpert web interface.



## Uploading the License File

When you log in for the first time as an administrator, you will be redirected to the license upload mask (later accessible via **Settings > License**). Upload your OfficeExpert license file by clicking in the corresponding area or by dragging and dropping the file to this area.



Please confirm the license agreement to proceed:

## Confirm License Upload

In order to upload the license file, you need to explicitly agree to panagenda's license and maintenance terms and conditions. These can be found [here](#).

I have successfully downloaded and read the license agreement

Cancel

Agree and Proceed



Please note that the available menu items depend on your OfficeExpert license.

VIDEO

Your browser does not support the HTML5 video element