

# LeavePlanner.com

## Intranet Integration

## LeavePlanner.com Intranet Integration

The aim of this document is to give clear instructions on integrating LeavePlanner.com with your intranet. By integrating LeavePlanner.com with your intranet your users can be securely logged in via a single click.

This document is designed to read by your System Administrator or the person responsible for looking after your intranet.

### System Requirements

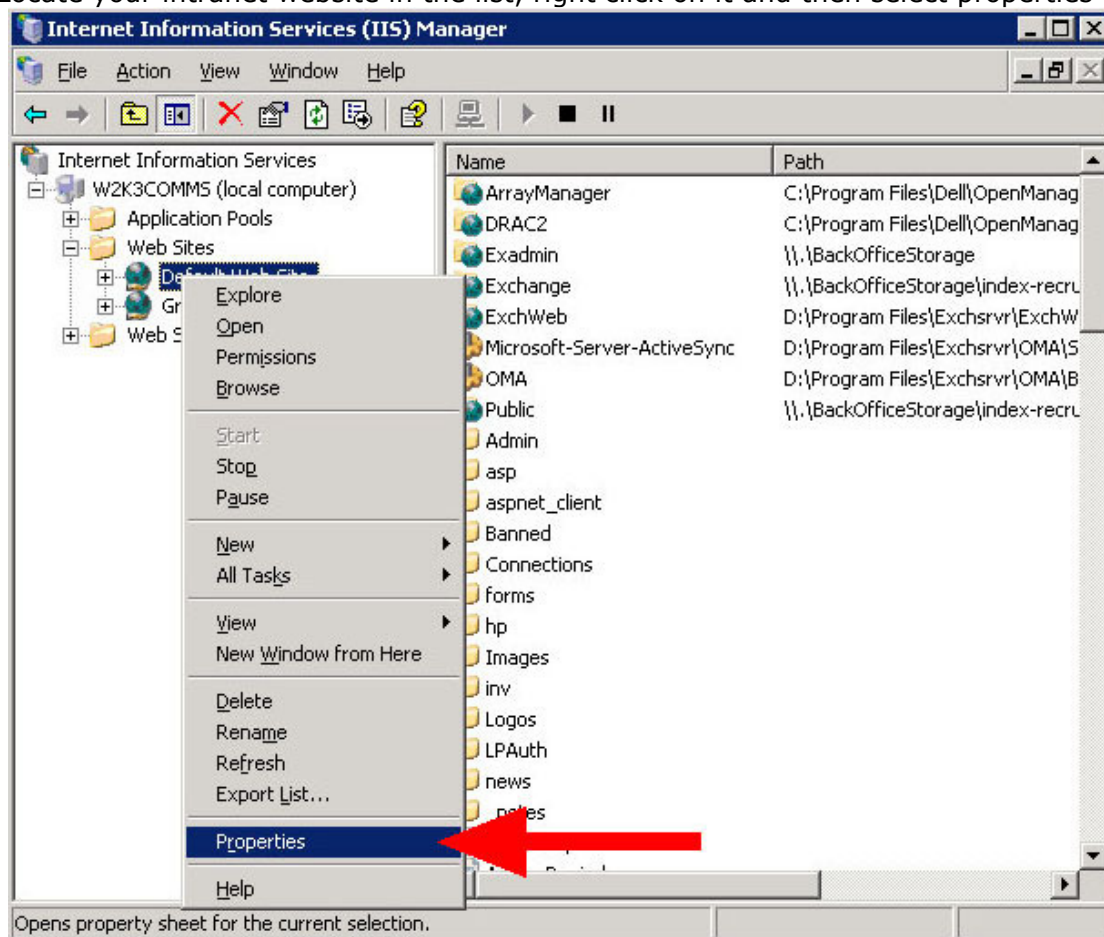
- \* Microsoft IIS 6.0 or higher
- \* Active Directory

### Setup the Intranet Server for Authenticated Logins

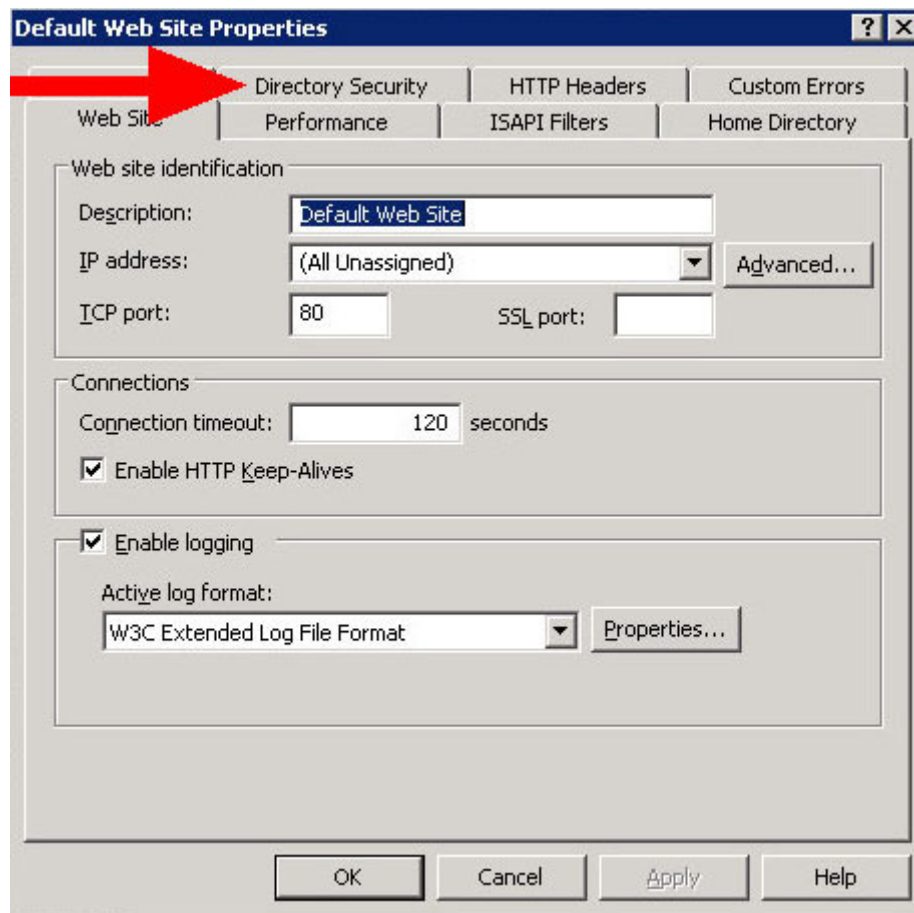
Authenticated logins ensure that your users are authenticated to your intranet web server. As long as every user has a valid Network Account and is logged in to the network then they will not notice any difference when browsing the intranet.

The following instructions are based on IIS 6.0.

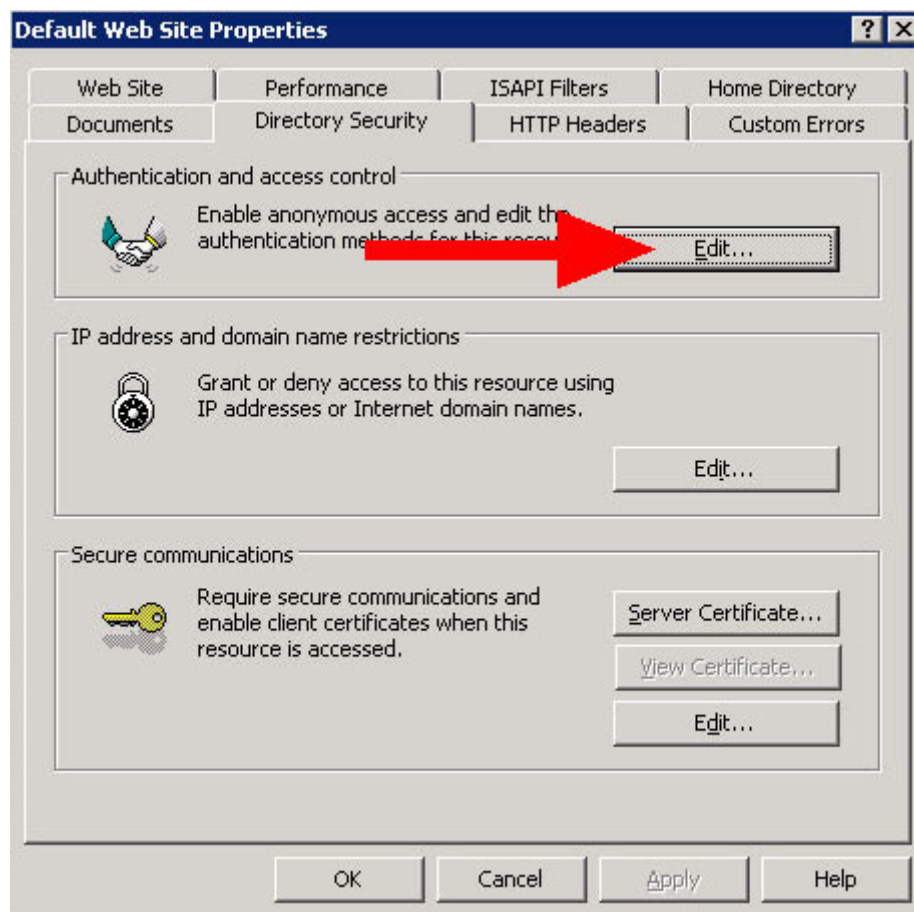
1. Login to your web server and run the IIS Management Console.
2. Locate your intranet website in the list, right click on it and then select properties



3. Click on "Directory Security"

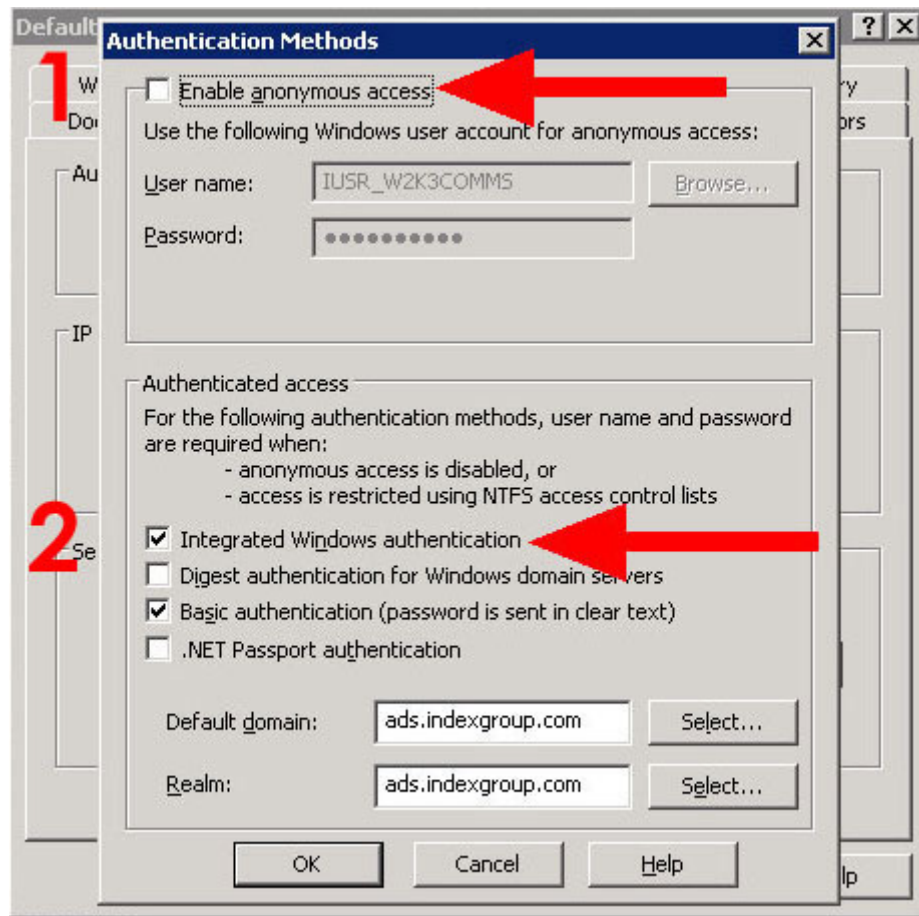


4. Click the Edit button next to Authentication and access control.



5. Ensure that the following is true:

- The check box for "Enable anonymous access" is **unchecked**
- The check box for "Integrated Windows authentication" is **checked**
- The name of your Domain or Active Directory is in the "Default domain"
- The name of your Domain or Active Directory is in the "Realm"



6. Click OK and then OK again. You can now close the IIS Management Console.

## Download and install the LPintraAuth.asp webpage

The authentication process is carried out by a single ASP page which needs to be downloaded from the LeavePlanner.com website.

The URL for the page, which is saved as a Text file for download purposes only, is <http://help.leaveplanner.com/downloads/IntranetAuthentication.zip>

1. Log into LeavePlanner.com as an Administrator and navigate to your Organisation Settings page (Organisation Admin > Organisation Settings). Scroll down to "Intranet Integration" and locate your personal Company "Intranet Key". This is a unique reference that we generate for your company. Either write down or copy the Key into your clipboard (we suggest CTRL-C!).

2. Download LPintraAuth.txt and open it in a text editor like Notepad. Near the top of the file there is the following line.

```
strCOCode = "Please Paste Your LeavePlanner Key Here"
```

3. Paste your LeavePlanner.com Key in between the " " so it will look something like

```
strCOCode = "91QD9618EC43AFF6EAQWCAQWEE6H86FF"
```

4. Once you have entered your key save your changes and rename the file to "LPintraAuth.asp"

5. Place the newly saved "LPintraAuth.asp" somewhere within your intranet website.

6. Create a link to "LPintraAuth.asp" on your intranet.

## Update LeavePlanner.com with your Intranet Details

Now that your system is ready and primed for intranet integration we need update the LeavePlanner.com system with a couple of details.

1. Log into LeavePlanner.com as an Administrator and navigate to your Organisation Settings page (Organisation Admin > Organisation Settings). Scroll down to "Intranet Integration".

2. In the "Intranet URL" box type the full URL (with http://) to the "LPintraAuth.asp" file you placed on your intranet.

i.e. If the name of your server is **intranet** and you created a folder in the root of your website called **lp** and inside this folder you saved the **LPintraAuth.asp** page then you would enter the following:

```
http://intranet/lp/LPintraAuth.asp
```

3. Click "Save Changes".

4. You have now completed the Intranet setup for your company; we now need to update each users account in LeavePlanner with their Active Directory Username

5. Click "User Admin" and then "Manage Users"

6. Select your first user from the left hand menu.

7. In the "AD Username (DOMAIN\Username)" box type the full Network Account Username for this user.

i.e. If your Active Directory short name is **domain** and your username is **fbloggs** then you would type

```
domain\fbloggs
```

8. Click "Save"

8. Repeat Step 6 for every user that has a valid Active Directory Account