

ManageEngine
Identity Manager Plus

Admin Guide

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About Identity Manager Plus

Identity Manager Plus is a cloud-based, single sign-on (SSO) solution for enterprises. It delivers SSO to cloud-based and on-premises applications, and provides intelligence on application usage and access.

Features

Enterprise SSO: Provide one-click access to enterprise applications by enabling SSO. With Enterprise SSO, users can access all their corporate applications in one click just by signing in once using one set of credentials.

Access management: Ensure that the right employees have access to the right applications by assigning or revoking application access to users in bulk.

Reporting and analytics: See comprehensive reports detailing when a given user accessed an application. Audit administrators' activities with an exclusive report that gives details on modifications made to directories, users, and applications.

Supported directories

Identity Manager Plus provides out-of-the-box integrations with the following directories and applications:

- * Azure Active Directory (AD)
- * Salesforce
- * G Suite Directory
- * Zendesk
- * Zoho Directory
- * Slack

You can also import users from other directories or systems, including on-premises AD, manually or with a CSV file. This makes it easy to provide users with access to the applications they need.

Supported applications

Identity Manager Plus supports any application—cloud-based or on-premises—that is SAML-enabled. Even if you have a custom application that supports the SAML protocol, it can be configured for SSO in Identity Manager Plus.

Getting started

Signing up

Signing up for Identity Manager Plus is quite easy. You can use your existing Azure AD, G Suite, or Zoho account to sign up.

Identity Manager Plus Already have an account? [LOG IN](#)

Start your 30 day free trial.

Company

Email

Name

Password

Your country as per IP address: 121.204.91.20 is INDIA (2000)

I agree to the [Terms of Service](#) and [Privacy Policy](#)

[SIGN UP](#)

or sign in using

What do I get with Identity Manager Plus ?

- SSO to enterprise applications including any SAML-based in-house applications.
- Built-in reports to track application usage and user activity, audit admin activities.
- Centralized console to control access to applications.
- Fully cloud-powered and scalable solution with built-in directory.

Logging in

Administrators and end users can log in to Identity Manager Plus using their Azure AD, G Suite, or Zoho account credentials; or they can use the email addresses they signed up with.

Admin portal and user portal

The admin portal provides access to all the functionalities of Identity Manager Plus. It contains the dashboard, application settings, directory settings, and reports. Only users with Admin or Super Admin roles can log in to the admin portal.

The user portal provides access to the SSO-enabled enterprise applications. All types of users can log in to the user portal.

User roles

Identity Manager Plus employs three types of user roles to control the privilege a user has within the service. These roles are:

User role	Admin portal							User portal
	Dashboard	Add, modify, and remove applications	Add, modify, and remove directories	Add and modify users	Remove users	Reports on application access and usage	Report on admin activities	
Super Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Admin	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
User	No							Yes

To learn how to change a user's role, [click here](#).

Subscription

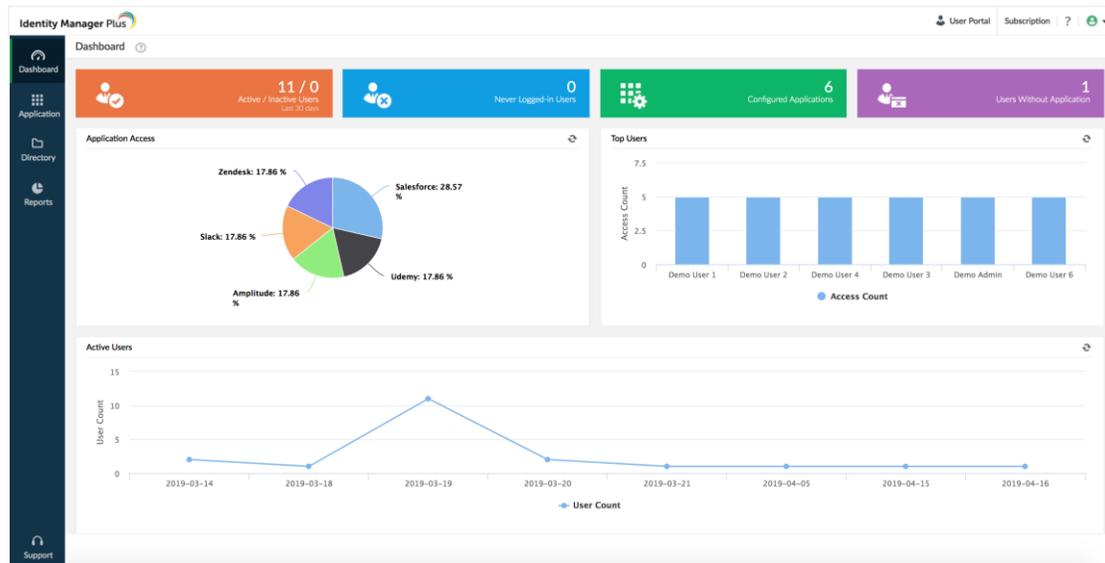
Identity Manager Plus subscription costs are based on the number of users using the service for single sign-on. Pricing starts at \$1 per user, per year.

Dashboard

When you log in to Identity Manager Plus as an Admin, the dashboard is the first page you see. The dashboard shows you key metrics related to users and applications in neat graphical charts, including:

- Active and inactive users
- Users who have never logged in
- Users without application access
- The most frequently used applications
- Top users

and more.



Directory

The directory menu allows you to integrate directories with Identity Manager Plus, manage the users in those directories, and control users' access to enterprise applications.

Note: When you sign up for Identity Manager Plus, a Zoho directory will be automatically created and added as the default directory. If you're an existing Zoho enterprise user, then your Zoho directory will be added as the default directory. Any new directory that you add, such as Azure AD or G Suite, will be synchronized with the default Zoho directory.

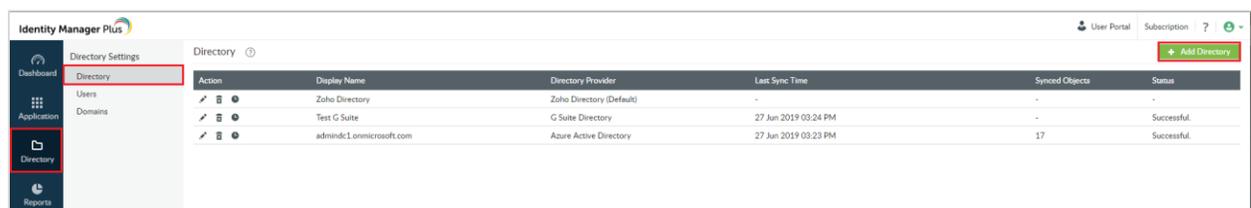
Directory settings

Here you can add, modify, and delete directories.

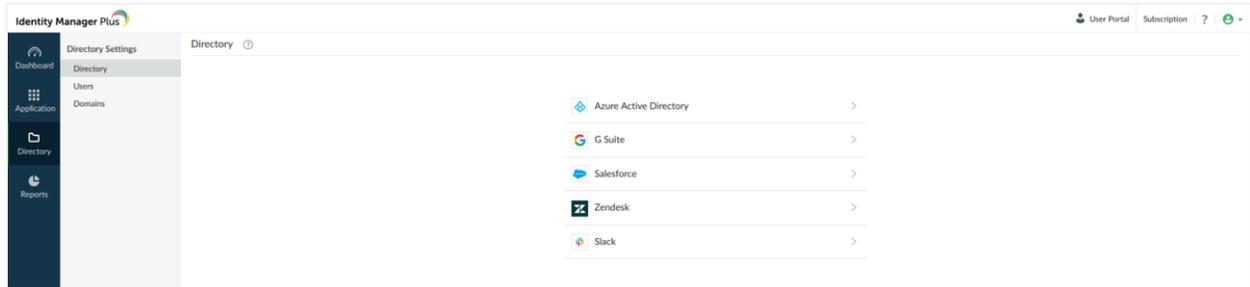
- [Adding an Azure Active Directory](#)
- [Adding a G Suite directory](#)
- [Adding Slack](#)
- [Adding Salesforce](#)
- [Adding Zendesk](#)
- [Modifying the directory settings](#)

Adding an Azure Active Directory

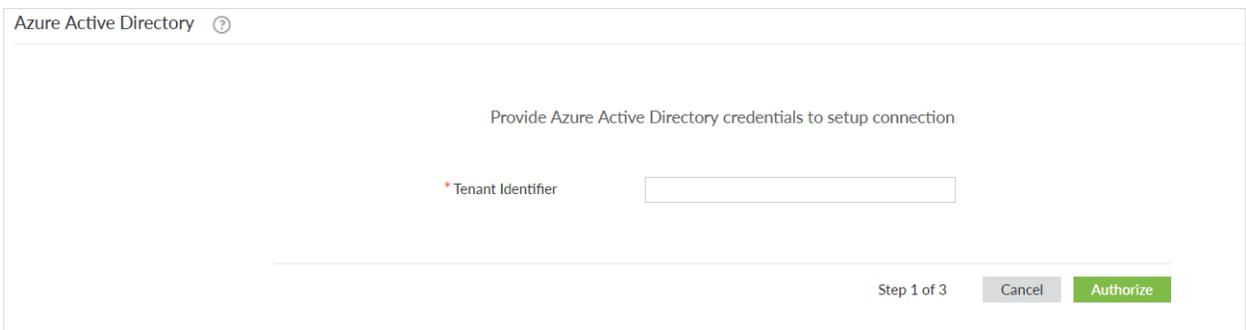
1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Directory**.
3. Click **Add Directory**.



4. Select **Azure Active Directory**.

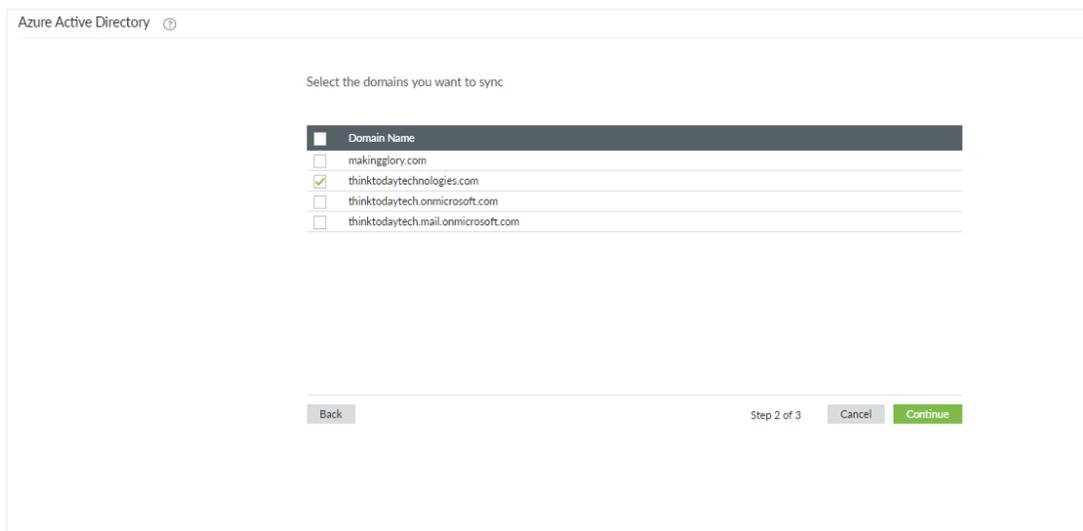


5. Enter the **Tenant Identifier** name.



6. Click **Authorize**. You'll be taken to the Azure AD portal, where you've to grant Identity Manager Plus the required permissions.

7. Then, **Select the Domains** you want to configure and click **Continue**.



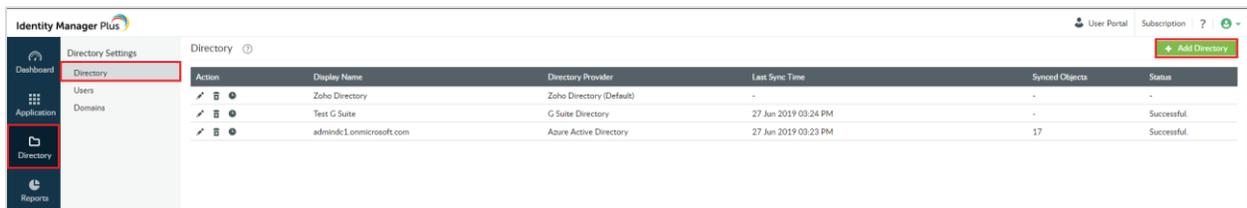
Note: You can manage and verify the domains you've added using the [Domains Settings](#) page.

8. Finally, Select the Users you want to add to Identity Manager Plus and click **Import**.

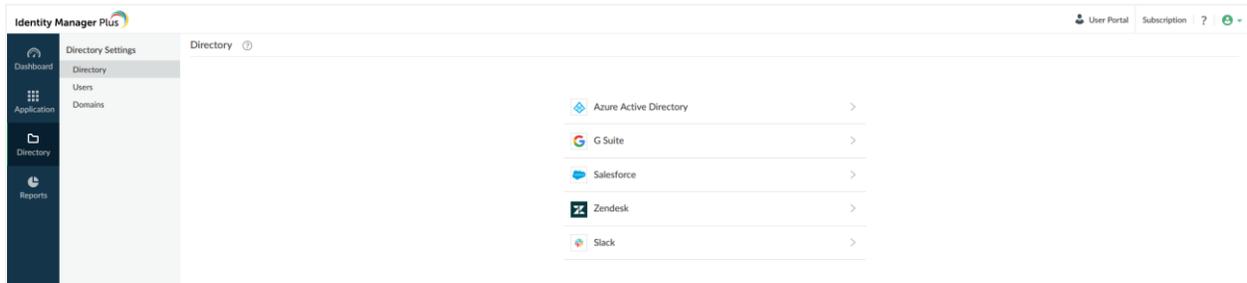
The Azure AD tenant has now been integrated in Identity Manager Plus. To import the users into Identity Manager Plus, go to Users menu, click Add Users, and choose the [Import from Directory](#) option.

Adding a G Suite Directory

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory** → **Directory Settings** → **Directory**.
3. Click **Add Directory**.



4. Select **G Suite**.



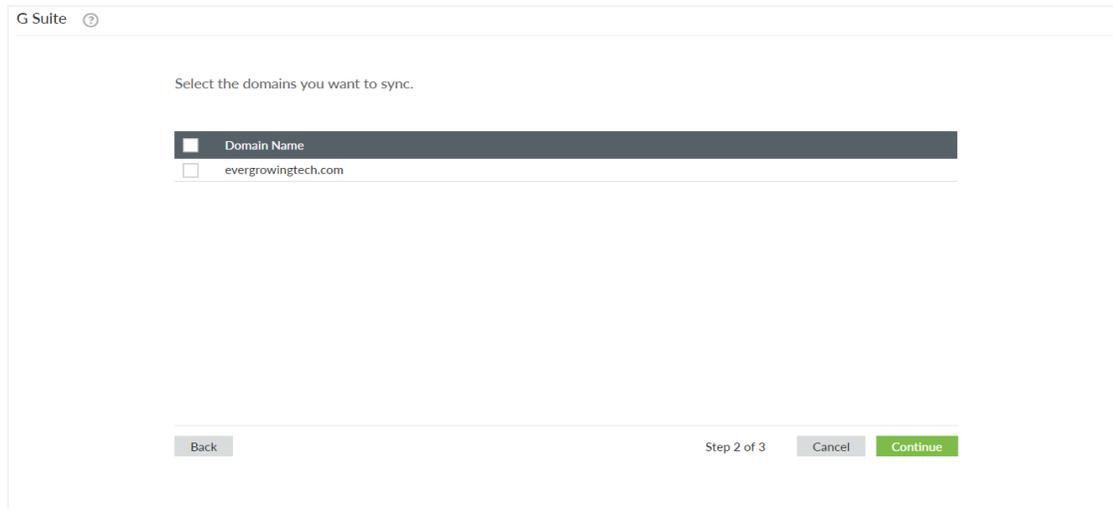
5. Enter the **Directory Name**.

Authorize Identity Manager Plus to access your G Suite user data

* Directory Name

Step 1 of 3

6. Click **Authorize**. You'll be taken to your G Suite admin portal, where you've to grant Identity Manager Plus the required permissions.
7. Then, **Select the Domains** you want to configure and click **Continue**.



G Suite ?

Select the domains you want to sync.

<input type="checkbox"/>	Domain Name
<input type="checkbox"/>	evergrowingtech.com

Back Step 2 of 3 Cancel Continue

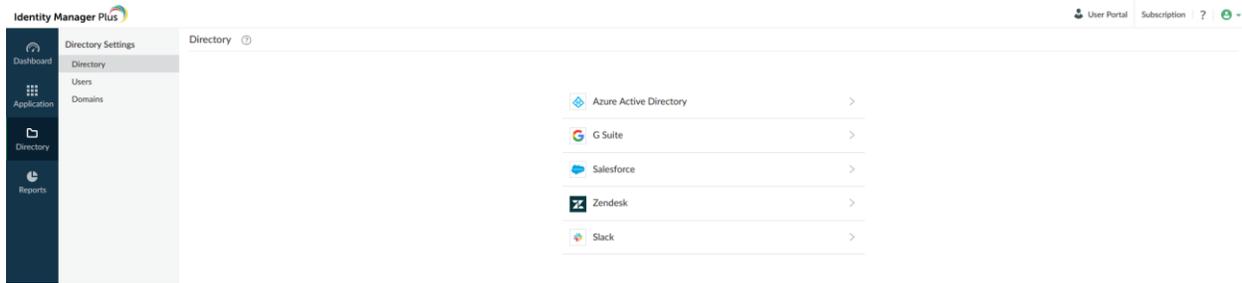
Note: You can manage and verify the domains you've added, using the [Domains Settings](#) page.

8. Finally, **Select the Users** you want to add to Identity Manager Plus and click **Import**.

The G Suite directory has now been integrated in Identity Manager Plus. To import the users into Identity Manager Plus, go to Users menu, click Add Users, and choose the [Import from Directory](#) option.

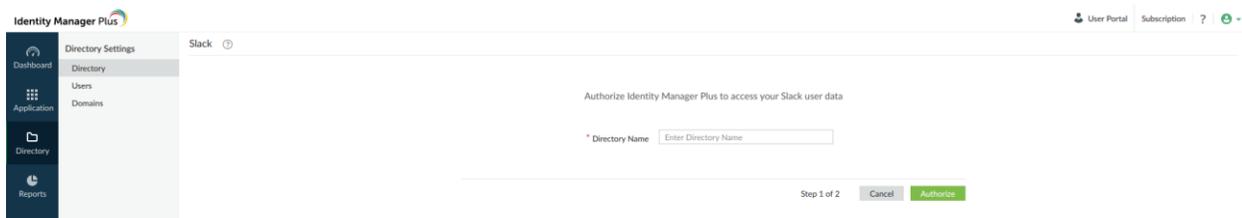
Adding Slack

1. **Log in** to Identity Manager Plus as an **Admin** or **Super Admin**.
2. Navigate to **Directory -> Directory Settings -> Directory**.
3. Click **Add Directory**.



4. Select **Slack**.

5. Enter the **Directory Name** of your Slack subscription.



6. Click **Authorize**.

7. You'll be taken to the Slack login page.

8. Login with your Slack account. Make sure your account has been assigned the **Workspace Primary Owner, Workspace Owners, or Workspace Admin** role.

9. Once successfully authenticated, you'll be redirected to Identity Manager Plus.

10. A list of users who will be synchronized with Identity Manager Plus will be shown.

11. Click **Finish**.

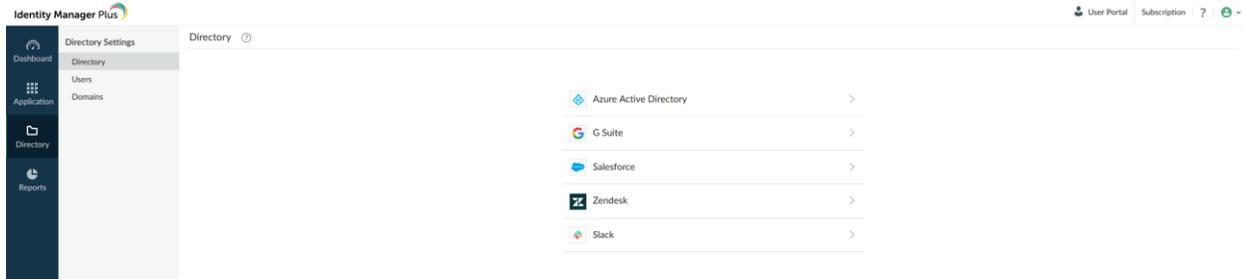
The Slack instance has now been integrated in Identity Manager Plus. To import the users into Identity Manager Plus, go to **Users** menu, click **Add Users**, and choose the [Import from Directory](#) option.

Adding Salesforce

Prerequisites

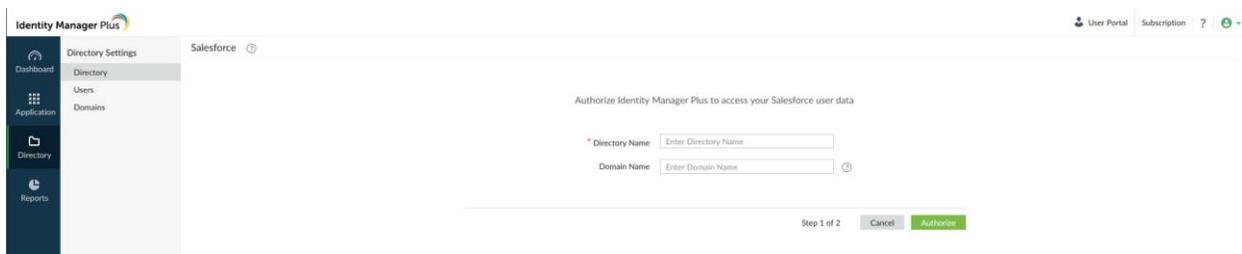
- Only Enterprise, Unlimited, and Developer editions can be configured with Identity Manager Plus. Salesforce Essentials and the Professional Edition are not supported since they lack API access.

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory** → **Directory Settings** → **Directory**.
3. Click **Add Directory**.



4. Select **Salesforce**.
5. Enter a user-friendly name for your Salesforce application in the **Directory Name** field.
6. Enter the **Domain Name** (if applicable).

Note: If you have created a domain in Salesforce and enabled the **Prevent login from https://login.salesforce.com** setting, you must enter the Domain Name in addition to the Directory Name.



7. Click **Authorize**. You'll be taken to your Salesforce portal.

8. Log in to Salesforce by entering your credentials.

Note: We recommend using the credentials of a user who has been assigned the **System Administrator profile**. If you use another profile, make sure the user has been assigned **Modify All permission for all standard objects** under Standard Object Permissions.

9. Once successfully authenticated, you'll be automatically redirected to Identity Manager Plus again.

10. Back in Identity Manager Plus, you'll be shown a list of users.

11. Click **Finish**.

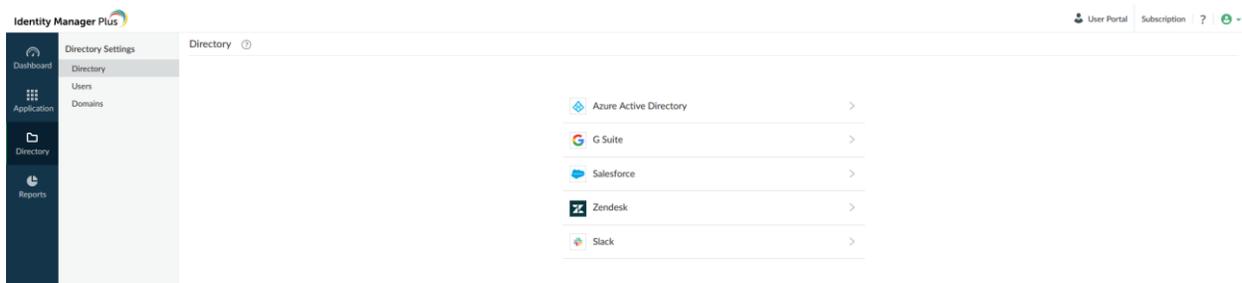
The Salesforce directory has now been integrated in Identity Manager Plus. To import the users into Identity Manager Plus, go to **Users**, click **Add Users**, and choose the [Import from Directory](#) option.

Adding Zendesk

1. Log in to Identity Manager Plus as an Admin or Super Admin.

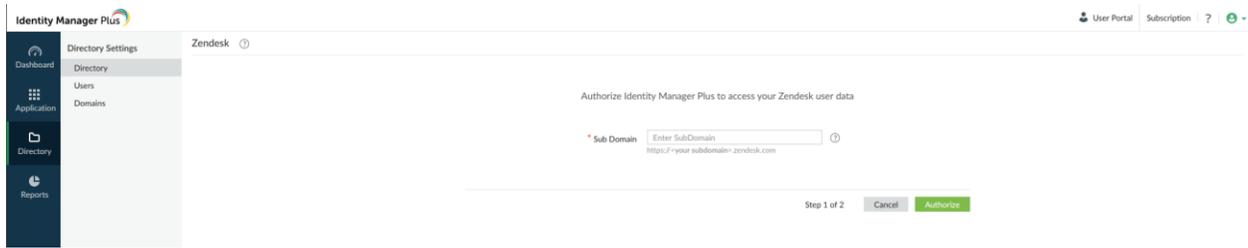
2. Navigate to **Directory** → **Directory Settings** → **Directory**.

3. Click **Add Directory**.



4. Select **Zendesk Directory**.

5. Enter the **Sub Domain**.



6. Click **Authorize**. You'll be taken to your Zendesk portal.
7. Log in to Zendesk by entering your credentials.
8. Once successfully authenticated, you'll be automatically redirected to Identity Manager Plus again.
9. Back in Identity Manager Plus, you'll be shown a list of users.
10. Click **Finish**.

The Zendesk directory has now been integrated in Identity Manager Plus. To import the users into Identity Manager Plus, go to **Users**, click **Add Users**, and choose the [Import from Directory](#) option.

Modifying directory settings

You might need to modify the directory settings for three reasons:

Change domain selection: You want to add more domains from the directory or remove the selected ones.

Change user selection: You want to add more users from the directory or remove the selected ones.

Reauthorization: If the user account you used to configure the directory has been deleted or the password has been changed, you must reauthorize the permissions required by Identity Manager Plus.

To modify the domain settings:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Directory**.
3. You'll see a list of directories you've added in a table.
4. Click the **edit icon** under the **Action** column.



Action	Display Name	Directory Provider	Last Sync Time
  	Zoho Directory	Zoho Directory (Default)	-
  	Test G Suite	G Suite Directory	27 Jun 2019 03:24 PM
  	admindc1.onmicrosoft.com	Azure Active Directory	27 Jun 2019 03:23 PM

5. Make the necessary changes and finish the process.

Synchronizing users

The synchronize option can be used to synchronize the list of users and their account status between the directory service and Identity Manager Plus. For example, during synchronization, any deleted user account in Azure AD or G Suite will be automatically disabled in Identity Manager Plus.

To synchronize user accounts:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Directory**.
3. You'll see a list of directories you've added in a table.
4. Click the **clock icon** under the **Action** column to schedule automatic sync.

Action	Display Name	Directory Provider	Last Sync Time
  	Zoho Directory	Zoho Directory (Default)	-
  	Test G Suite	G Suite Directory	27 Jun 2019 03:24 PM
  	admindc1.onmicrosoft.com	Azure Active Directory	27 Jun 2019 03:23 PM

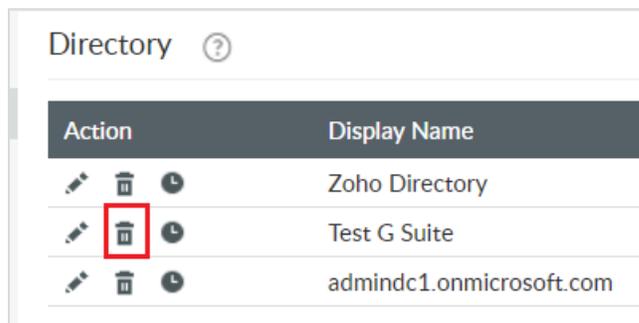
5. Alternatively, hover the mouse over a directory. A **Sync Now** link will appear below the Last Sync Time column. Click that link to run the synchronization immediately.

Action	Display Name	Directory Provider	Last Sync Time
  	Zoho Directory	Zoho Directory (Default)	-
  	Test G Suite	G Suite Directory	27 Jun 2019 03:24 PM Sync Now
  	admindc1.onmicrosoft.com	Azure Active Directory	27 Jun 2019 03:23 PM

Deleting a directory

To remove a directory from Identity Manager Plus:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Directory**.
3. You'll see a list of directories you've added in a table.
4. Click the **delete icon** under the **Action** column.



Action	Display Name
  	Zoho Directory
  	Test G Suite
  	admindc1.onmicrosoft.com

User Management

The Users menu allows you to manage the users from different directories and centrally assign them access to the applications they need.

Adding users

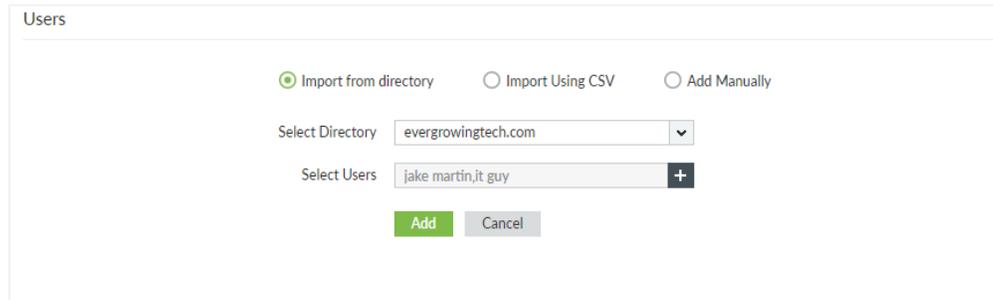
You can manually import users, or directly import them from the directories you've added or from a CSV file.

Note: All the imported users will be added to the default Zoho directory.

To add users:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Users**.
3. Select an import option: Import from Directory, Import Using CSV, or Add Manually.

4. If you select the **Import from Directory** option:
 - a) Select the directory from the drop-down.
 - b) Click the + symbol to add users from the directory.



Users

Import from directory Import Using CSV Add Manually

Select Directory: evergrowingtech.com

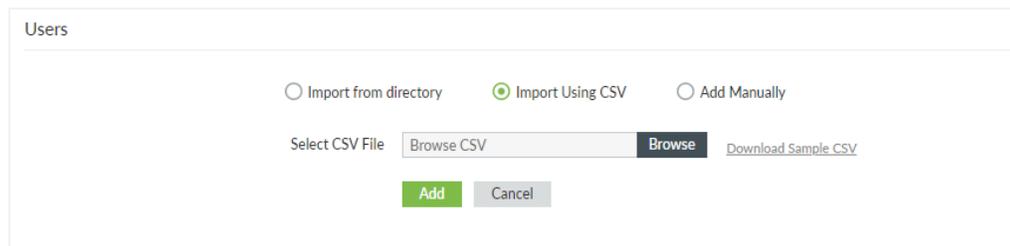
Select Users: jake martin,it guy

Add Cancel

- c) Click Add.

5. If you select the **Import Using CSV** option:

- Click Browse and select the CSV file that contains the list of users.
- Click the + symbol to select users from the CSV file.



Users

Import from directory Import Using CSV Add Manually

Select CSV File: Browse CSV **Browse** [Download Sample CSV](#)

Add Cancel

- Click Add.

6. If you select the **Add Manually** option:

- Enter the email address of the user in the field provided.
- To add more users, click the + symbol.

The screenshot shows a 'Users' form with three radio buttons: 'Import from directory', 'Import Using CSV', and 'Add Manually' (which is selected). Below the radio buttons are two input fields for email addresses. The first field contains 'johndoe@identitymanagerplus.com' and has a red 'x' icon. The second field contains 'simons@identitymanagerplus.com' and has a red 'x' icon and a green '+' icon. At the bottom of the form are two buttons: 'Add' (highlighted in green) and 'Cancel'.

- Click Add.

The users will be sent an invitation email, which they can use to log in to Identity Manager Plus and access the applications assigned to them.

To view the list of invited users:

1. Click the **Invited Users** button from the Users page.

The screenshot shows the 'Users' page with a search bar and a table of users. The 'Invited Users' button is highlighted in red. The table has columns for Action, Username, Email, Application(s), Role, and Last Login. The data in the table is as follows:

Action	Username	Email	Application(s)	Role	Last Login
<input type="checkbox"/>	Demo Admin	idmp-demo-admin+t0@zohotest.com	6 Apps	Super Admin	25 Jun 2019 03:11 PM
<input type="checkbox"/>	Demo User 1	idmp-demo-user+1t0@zohotest.com	5 Apps	User	26 Apr 2019 10:24 AM
<input type="checkbox"/>	Demo User 3	idmp-demo-user+3t0@zohotest.com	5 Apps	User	17 Apr 2019 12:47 PM
<input type="checkbox"/>	Demo User 2	idmp-demo-user+2t0@zohotest.com	5 Apps	User	17 Apr 2019 12:45 PM
<input type="checkbox"/>	Demo User 4	idmp-demo-user+4t0@zohotest.com	5 Apps	User	17 Apr 2019 01:12 PM
<input type="checkbox"/>	Demo User 5	idmp-demo-user+5t0@zohotest.com	5 Apps	User	17 Apr 2019 01:13 PM
<input type="checkbox"/>	Demo User 7	idmp-demo-user+7t0@zohotest.com	5 Apps	User	15 Apr 2019 10:03 PM
<input type="checkbox"/>	Demo User 8	idmp-demo-user+8t0@zohotest.com	5 Apps	User	15 Apr 2019 10:04 PM
<input type="checkbox"/>	Demo User 6	idmp-demo-user+6t0@zohotest.com	5 Apps	User	15 Apr 2019 10:05 PM
<input type="checkbox"/>	Demo User 10	idmp-demo-user+10t0@zohotest.com	5 Apps	User	15 Apr 2019 10:06 PM
<input type="checkbox"/>	Demo User 9	idmp-demo-user+9t0@zohotest.com	0 Apps	User	15 Apr 2019 10:07 PM

2. You'll see a list of users to whom the invitation has been sent.
3. To resend invitations, hover over the user entry under the Status column. A small mail icon will appear. Click it to resend invitation.

Action	Email	Invited Time	Last Modified Time	Status
<input type="checkbox"/>	demouser@zohocorp.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent
<input type="checkbox"/>	globaladmin@outlook.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent Resend Invitation
<input type="checkbox"/>	idmpadminuser@zohocorp.com	17 Jun 2019 02:51 PM	17 Jun 2019 02:51 PM	Invitation Sent
<input type="checkbox"/>	idmptestuser@zohocorp.com	17 Jun 2019 02:51 PM	17 Jun 2019 02:51 PM	Invitation Rejected
<input type="checkbox"/>	sivabharath@idmp.co.in	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent
<input type="checkbox"/>	sivasubramanian.t@gmail.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Rejected
<input type="checkbox"/>	sivayuvan7775@hotmail.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent

4. Alternatively, you can also select multiple users using the checkbox located beside before the Actions column and choose **Resend Invitation** from the **Manage** drop-down.

Manage	Email	Invited Time	Last Modified Time	Status
<input type="checkbox"/>	demouser@zohocorp.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent
<input type="checkbox"/>	globaladmin@outlook.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent
<input checked="" type="checkbox"/>	idmpadminuser@zohocorp.com	17 Jun 2019 02:51 PM	17 Jun 2019 02:51 PM	Invitation Sent
<input checked="" type="checkbox"/>	idmptestuser@zohocorp.com	17 Jun 2019 02:51 PM	17 Jun 2019 02:51 PM	Invitation Rejected
<input checked="" type="checkbox"/>	sivabharath@idmp.co.in	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent
<input type="checkbox"/>	sivasubramanian.t@gmail.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Rejected
<input type="checkbox"/>	sivayuvan7775@hotmail.com	17 Jun 2019 02:49 PM	17 Jun 2019 02:49 PM	Invitation Sent

5. To remove users from the Invited Users list, select the users and click **Delete** from the **Manage** drop-down.

Note:

- Users have to accept the invitation sent to them to access Identity Manager Plus.
- If a user has rejected an invitation, no more invitations can be sent to that user.
- If a user, who was previously deleted from Identity Manager Plus, is imported again, an invitation email will not be sent. They'll be automatically added.

Managing users

You can enable, disable, or delete users from Identity Manager Plus.

- Disabling a user will block them from accessing the applications assigned to them. However, details of the applications assigned to the user will still be retained. You can enable the user to reinstate their access at a later point.

- Deleting a user will completely remove their information from Identity Manager Plus and also revoke their application access. If a deleted user is added again, they need to be assigned application access from scratch.

To manage users:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Users**.
3. Select the users you want to manage.
4. In the **Manage** drop-down at the top of the table:
 - Select **Enable, Disable, or Delete** based on the action you want to perform.

name	Email	Application(s)	Role	Last Activity
aha	kirubhasan@gmail.com	6 Apps	Super Admin	21 Feb 2019 06:20 PM
in2	kirubhaakaran.s+3@zohocorp.com	2 Apps	User	No Activity
in	kirubhaakaran.s+5@zohocorp.com	6 Apps	User	No Activity
	kirubhaakaran.s+61@zohocorp.com	1 Apps	User	No Activity
test	kirubhaakaran.s+56@zohocorp.com	7 Apps	User	21 Feb 2019 06:19 PM

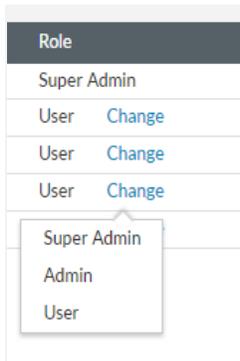
- Select **Assign Application** to grant the selected users access to one or more applications.
 - Select **Unassign Application** to revoke the access users have to one or more applications.
5. You can also click the link under the Application(s) column to assign or unassign applications to individual users.

Changing a user's role

User roles play an important role in determining what privilege a user has inside Identity Manager Plus. To change a user's role:

1. Select a user and hover the mouse under the **Role** column of the respective user.

2. A **Change** link will appear.



Role
Super Admin
User Change
User Change
User Change
Super Admin
Admin
User

3. Click that link and select a role.

Note: There must always be at least one user assigned the Super Admin role.

Domains

The domains you added during directory configuration can be managed and verified here. You can add a new domain, delete a domain, and sync newly added domain users with Identity Manager Plus.

Managing a domain

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Directory > Directory Settings > Users**.
3. To add a domain, click **Add Domain**, and enter the **Domain Name**.
4. To delete a domain, click the delete icon under the Action column.
5. To sync newly created users with Identity Manager Plus, hover the mouse over a domain, and click Sync now.

Note: The domain needs to be verified to automatically sync users with Identity Manager Plus.

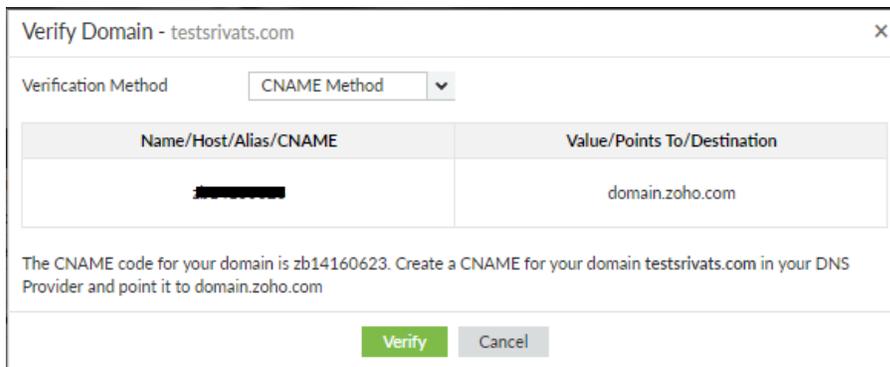
Verifying a domain

Domain verification is an essential step to ensuring that the domain you've added is valid (not expired), and that the user who added the domain has the required privileges to sync users in that particular domain with Identity Manager Plus. This step ensures that the domain is not a spoofed domain, and it prevents any loss of service due to the misuse of domain names. You can choose from two different verification methods:

- **CNAME Method:** Add a unique 'CNAME' record specified by ManageEngine in the domain's DNS Manager.
- **HTML Method:** Upload the given HTML file under the root of your website.

To verify a domain:

1. Click the **Click to Verify** link under the Status column.



Verify Domain - testsrivats.com

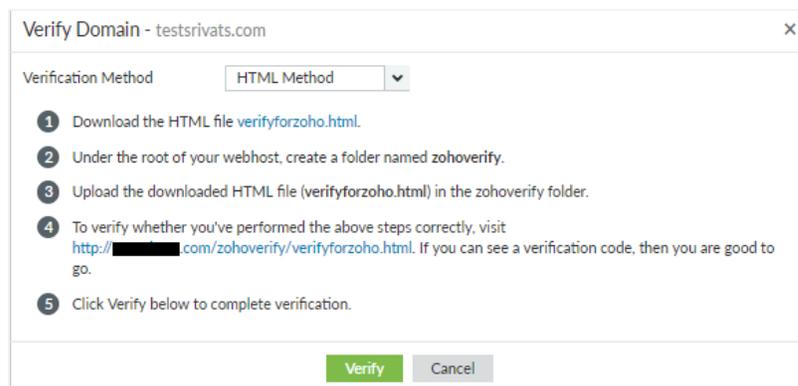
Verification Method: CNAME Method

Name/Host/Alias/CNAME	Value/Points To/Destination
testsrivats.com	domain.zoho.com

The CNAME code for your domain is zb14160623. Create a CNAME for your domain testsrivats.com in your DNS Provider and point it to domain.zoho.com

Verify Cancel

2. Select a **Verification Method** from the drop-down.



Verify Domain - testsrivats.com

Verification Method: HTML Method

- 1 Download the HTML file [verifyforzoho.html](#).
- 2 Under the root of your webhost, create a folder named zohoverify.
- 3 Upload the downloaded HTML file (verifyforzoho.html) in the zohoverify folder.
- 4 To verify whether you've performed the above steps correctly, visit [http://\[redacted\].com/zohoverify/verifyforzoho.html](http://[redacted].com/zohoverify/verifyforzoho.html). If you can see a verification code, then you are good to go.
- 5 Click Verify below to complete verification.

Verify Cancel

CNAME Method

1. Copy the CNAME code.
2. The code generated (which follows the format zb*****) is different for each domain added in Identity Manager Plus.
3. Log in to your account where your domain's DNS is hosted.
4. Open your Domain Management Page to update the DNS Records.
5. Locate the option to add CNAME records. (Generally found under DNS Records. You can also consult the help page of your registrar.)
6. In the Name/ Host/ Alias/ CNAME, add the CNAME code zb*****.
7. In the Value/ Points To/ Destination field, add "domain.zoho.com".
8. Click Save.

HTML Method

1. Download the HTML file verifyforzoho.html.
2. Under the root of your webhost, create a folder named "zohoverify".
3. Upload the downloaded HTML file (verifyforzoho.html) in the zohoverify folder.
4. To verify whether you've performed the above steps correctly, visit <http://sree.zoho.com/zohoverify.html>. If you can see a verification code, then you are good to go.
5. Click Verify to complete verification.

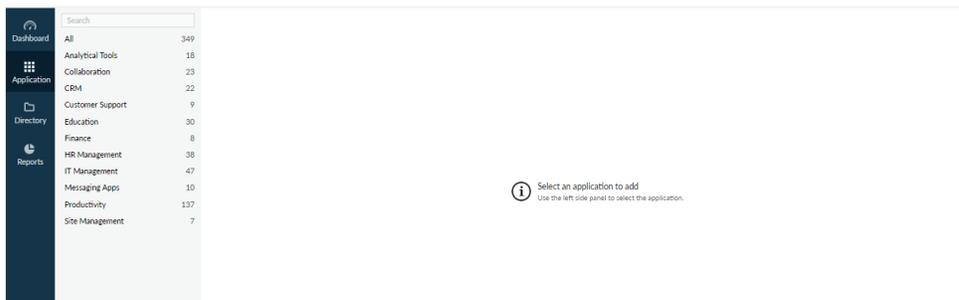
Application

The application menu allows you to configure and enable SSO for your enterprise applications. Identity Manager Plus comes pre-integrated with over 300 popular business applications. If your application is missing from the list, use the custom application option to add it manually.

Enabling SSO for an application

i) Add an application for SSO

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to Application and click **Add Application**.
3. Select an application from the list available in the left-side panel, or add your custom application.



Tip: Use the search option or click on a category to quickly get to the application you want to add.

4. Enter the **Application Name** and a **Description**.

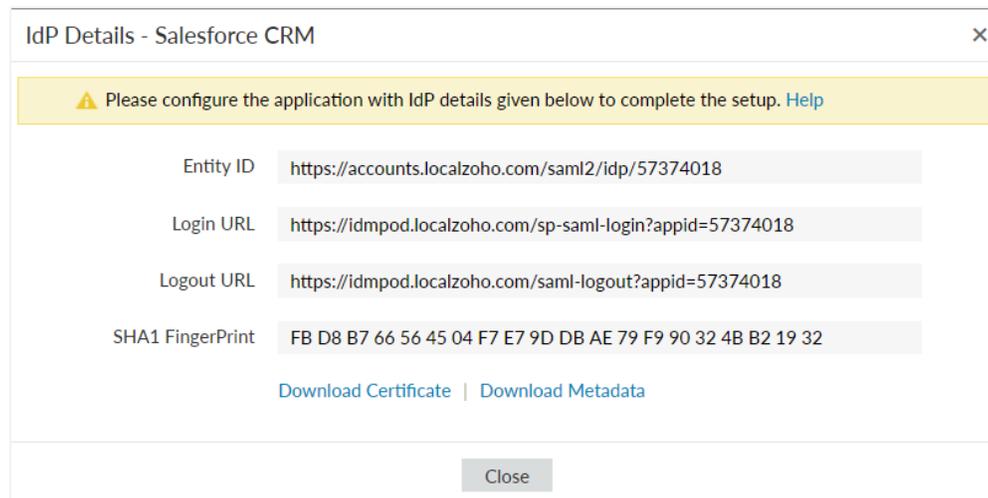
BetterWorks

* Application Name [Description](#)

* Domain Name

* ACS URL ⓘ

5. Enter the **domain name**, **SP identifier**, or **instance URL** as required by the application.
6. Click **Add**. The application will be added to Identity Manager Plus.
7. A pop-up containing the IdP details for that application will be shown as soon as you add the application.



8. Copy the **Login URL** and **Logout URL**, and download the **metadata file**; or just copy the **SHA1 Fingerprint** based on the requirements set by your application.
9. Follow the procedure mentioned in your application to enable SAML SSO to finish the setup.

Adding a custom SAML application

1. In the **Application** menu, click the **Add Custom Application** link in the bottom of the left-side panel.
2. Enter the **Application Name** and a **Description**.
3. If the application has a **Metadata file**, click **Browse** and **select the XML file**.

Add Custom Application

*Application Name Description

*Upload Metadata

OR

*ACS URL ?

*SSO URL ?

SLO URL

*Entity ID ?

RelayState

4. If you don't have a metadata file, enter the following details:
 - a. In the **SAML Redirect URL** field, enter the SAML redirect URL your application service provider supplies. The URL value can be found in the application's default login page or in the SSO configuration page.
 - b. Enter the **Assertion Consumer Service (ACS) URL** your application service provider provides in the ACS URL field. This value can also be found in the application's SSO configuration page.
 - c. In the **Entity ID** field, enter the Entity ID that your application service provider supplies. This value can also be found in the application's SSO configuration page.
5. Click **Add**.
6. A pop-up containing the IdP details for that application will be shown as soon as you add the application.
7. Copy the Login URL and Logout URL, and download the metadata file or certificate file, or copy the SHA1 FingerPrint based on the requirements set by your application.
8. Follow the procedure mentioned in your application to enable SAML SSO to finish the setup.

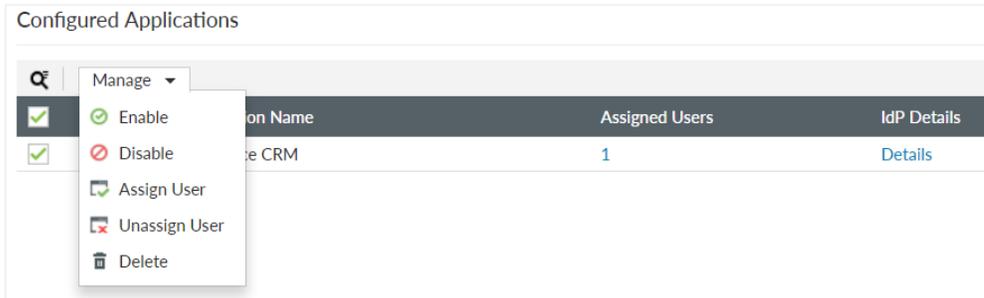
Managing applications

You can enable, disable, or delete applications from Identity Manager Plus.

- **Disabling an application** will block users from accessing that application. In this case, the configuration details of the application will be retained. You can re-enable the application to allow users to access it through SSO.
- **Deleting an application** will completely remove the application information from Identity Manager Plus. If you want to enable SSO for a deleted application, you need to configure the application from scratch by uploading the metadata file or other necessary information.

To manage applications:

1. Log in to Identity Manager Plus as an Admin or Super Admin.
2. Navigate to **Application**. You'll see a list of applications configured for SSO, the users assigned to each, and the IdP details for each application.
3. Select the applications you want to manage.
4. In the **Manage** drop-down at the top of the table:
 - Select **Enable, Disable, or Delete** based on the action you want to perform.
 - Select **Assign User** to choose users and grant them access to the selected applications.
 - Select **Unassign User** to revoke the access a user or users have to the selected applications.



5. You can also click the link under the Assigned Users column to assign or revoke the access users have to an application.
6. Click the **Details** link under the **IdP Details** column to view the identity provider details. Copy these details and configure them in the application (service provider) to enable SSO.

SCIM-based automated user provisioning

With the proliferation of cloud applications, it's imperative that enterprises ensure employees gain access to applications they need as soon as they join the organization or move to a new position, as well as have their access permissions revoked when they leave. System for Cross-domain Identity Management (SCIM) is an open standard that facilitates automated provisioning and deprovisioning of user accounts in cloud applications.

Identity Manager Plus supports SCIM-based automated user provisioning. It can be configured to automatically provision users to a cloud application when they're assigned to that application. For example, when users are imported from Azure Active Directory and assigned to the Slack application, user accounts will be automatically created for each of these users in Slack.

Identity Manager Plus supports two provisioning features:

- **Create user:** A new account will be automatically created in the cloud application when a user is assigned to that application in Identity Manager Plus. If there is an existing disabled account for that user, the account will be enabled.

- **Delete user:** Deletes or disables the user account in the cloud application when the user is deleted or unassigned from the application in Identity Manager Plus.

The following applications are supported for automated user provisioning:

- [Bonusly](#)
- [Monday.com](#)
- [Peakon](#)
- [Pingboard](#)
- [Proxyclick](#)
- [ScreenSteps](#)
- [Slack](#)
- [Tableau Online](#)
- [ThousandEyes](#)
- [Velpic](#)

Reports

The Reports menu provides insight into application access and usage. If you log in as a Super Admin, you can also view the actions performed by other users with Admin or Super Admin privilege.

The reports can be exported in various file formats, which includes CSV, PDF, HTML, and XLS. You can also customize the reports by adding or removing fields in the reports to view only the data that is relevant to you.

The following reports are available:

Admin Activities Audit

Provides a detailed audit trail of actions performed by users with Admin and Super Admin roles for a specified period. With this report, you can view the operation performed, who performed it, when it was performed, and more.

Admin Activities ⓘ

Export As ▾ 📄 More

Period: 01/10/2018 12:00 AM - 01/08/2019 11: ⓘ

🔍 1-25 of 29 25 ▾ 🔄 Add/Remove Columns

Date	User Name	Operation Type	Subject	Attributes	Remarks	Client Details	Result Status
16 Apr 2019 10:20 AM	Demo Admin	Add User	-	-	Added user(s) idmp-demo-user+10010@zohotest.com, ...	Details	Success
15 Apr 2019 10:41 PM	Demo Admin	Update Application	Udemy	Details	-	Details	Success
15 Apr 2019 10:41 PM	Demo Admin	Update Application	Zendesk	Details	-	Details	Success
15 Apr 2019 10:41 PM	Demo Admin	Update Application	Slack	Details	-	Details	Success
15 Apr 2019 10:40 PM	Demo Admin	Update Application	Udemy	Details	-	Details	Success
15 Apr 2019 10:40 PM	Demo Admin	Update Application	Slack	Details	-	Details	Success
15 Apr 2019 10:39 PM	Demo Admin	Update Application	Amplitude	Details	-	Details	Success
15 Apr 2019 10:39 PM	Demo Admin	Update Application	Zendesk	Details	-	Details	Success
15 Apr 2019 10:38 PM	Demo Admin	Update Application	Airtable	Details	-	Details	Success
15 Apr 2019 10:38 PM	Demo Admin	Update Application	Salesforce	Details	-	Details	Success
15 Apr 2019 10:35 PM	Demo Admin	Update Application	Amplitude	Details	-	Details	Success
15 Apr 2019 10:34 PM	Demo Admin	Update Application	Slack	Details	-	Details	Success
15 Apr 2019 10:34 PM	Demo Admin	Update Application	Zendesk	Details	-	Details	Success
15 Apr 2019 10:34 PM	Demo Admin	Update Application	Udemy	Details	-	Details	Success
15 Apr 2019 10:34 PM	Demo Admin	Update Application	Airtable	Details	-	Details	Success
15 Apr 2019 10:33 PM	Demo Admin	Update Application	Salesforce	Details	-	Details	Success
15 Apr 2019 10:08 PM	Demo Admin	Assign App(s) to User(s)	-	-	Assigned application(s) Salesforce, Airtable, Zendesk, Sl...	Details	Success
15 Apr 2019 10:00 PM	Demo Admin	Remove App(s) from User(s)	-	-	Unassigned application(s) Airtable from user(s) Demo U...	Details	Success
15 Apr 2019 10:00 PM	Demo Admin	Assign App(s) to User(s)	-	-	Assigned application(s) Salesforce, Airtable, Udemy, Ze...	Details	Success
15 Apr 2019 09:53 PM	Demo Admin	Add User	-	-	Added user(s) idmp-demo-user+10@zohotest.com, id...	Details	Success
15 Apr 2019 09:48 PM	Demo Admin	Add Directory	GSuite IDMP Demo	Details	-	Details	Success
15 Apr 2019 09:47 PM	Demo Admin	Add Directory	-	Details	-	Details	Success
15 Apr 2019 09:46 PM	Demo Admin	Add Domain	identitymanagerplusedemo.com	Details	Add Domain "identitymanagerplusedemo.com"	Details	Success
15 Apr 2019 09:45 PM	Demo Admin	Add Application	Zendesk	Details	-	Details	Success
15 Apr 2019 09:45 PM	Demo Admin	Add Application	Amplitude	Details	-	Details	Success

Applications

Shows the details of the applications added in Identity Manager Plus, such as the name, description, assigned users, created time, and modified time.

Applications ⓘ

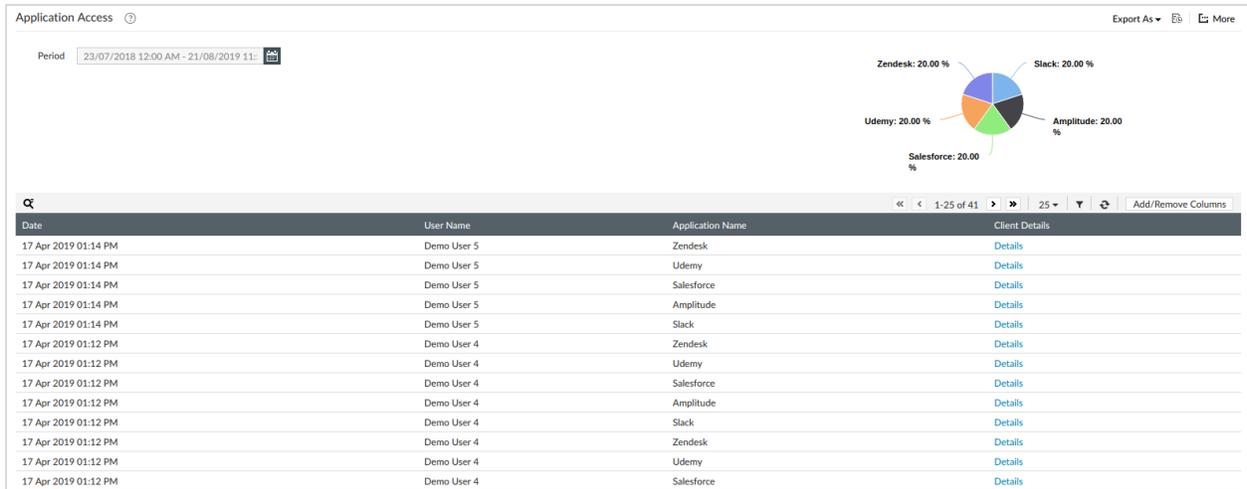
Export As ▾ 📄 More

🔍 1-6 of 6 25 ▾ 🔄 Add/Remove Columns

Application Name	Description	Assigned Users	Created Time	Modified Time
Salesforce	CRM applications for sales	10	15 Apr 2019 09:44 PM	15 Apr 2019 10:38 PM
Airtable	Collaboration platform	5	15 Apr 2019 09:44 PM	15 Apr 2019 10:38 PM
Udemy	Online video course platform	6	15 Apr 2019 09:45 PM	15 Apr 2019 10:41 PM
Zendesk	Customer service and engagement platform	10	15 Apr 2019 09:45 PM	15 Apr 2019 10:41 PM
Slack	Collaboration hub for work	10	15 Apr 2019 09:44 PM	15 Apr 2019 10:41 PM
Amplitude	Product Analytics tool	10	15 Apr 2019 09:45 PM	15 Apr 2019 10:39 PM

Application Access

Reveals when an application was accessed, who accessed it, the client IP, and the agent used to access the application during the specified period.



Application Usage

Shows how many times a user has logged in to an application during a specific period. You can also see the last time an application was used by a user.

Application Usage ⓘ

Application: All

Period: 23/07/2018 12:00 AM - 21/08/2019 11:00 AM

User Name	No. of Logins	Last Login
Demo Admin	6	15 Apr 2019 10:01 PM
Demo User 1	5	17 Apr 2019 12:44 PM
Demo User 3	7	17 Apr 2019 12:48 PM
Demo User 2	8	17 Apr 2019 12:46 PM
Demo User 4	10	17 Apr 2019 01:12 PM
Demo User 5	5	17 Apr 2019 01:14 PM

Assigned Applications

Lists the users assigned to the selected application.

Assigned Applications ⓘ

Application: AirTable

Email	User Name	Assigned By	Initial Assignment	Modified Time
demouser1@zohocorp.com	DemoUser1	vigneshwar	31 Jul 2019 07:03 PM	31 Jul 2019 07:13 PM
demouser2@zohocorp.com	DemoUser2	-	30 Jul 2019 12:49 AM	30 Jul 2019 12:49 AM
demouser3@zohocorp.com	DemoUser3	-	30 Jul 2019 12:49 AM	30 Jul 2019 12:49 AM

Newly Added Users

Lists the users who were added during a specific period.

Newly Added Users ⓘ

Export As ▾ ⌂ More

Period

Email	User Name	Added By	Mode of Addition	Directory Type	Directory Name	Created Time	Last Login
demouser1@zohocorp.com	DemoUser1	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser2@zohocorp.com	DemoUser2	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	12 Aug 2019 04:55 PM
demouser3@zohocorp.com	DemoUser3	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser4@zohocorp.com	DemoUser4	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser5@zohocorp.com	DemoUser5	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser6@zohocorp.com	DemoUser6	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser7@zohocorp.com	DemoUser7	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:27 PM	No Activity
demouser8@zohocorp.com	DemoUser8	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:26 PM	No Activity
demouser9@zohocorp.com	DemoUser9	Siva	Imported user from directory	ZOHO	ZOHO DIRECTORY	21 Aug 2019 01:26 PM	No Activity

Inactive Users

Lists the users who haven't logged in or whose sessions are idle for a long time.

Inactive Users ⓘ

Export As ▾ ⌂ More

Inactive for

Email	User Name	Days Since Last Logon	Created Time	Last Activity	Application(s)
demouser1@zohocorp.com	DemoUser1	22	16 Jul 2019 06:58 PM	30 Jul 2019 01:10 AM	2
demouser2@zohocorp.com	DemoUser2	18	02 Aug 2019 09:01 PM	02 Aug 2019 08:59 PM	0
demouser3@zohocorp.com	DemoUser3	14	31 Jul 2019 05:21 PM	07 Aug 2019 11:49 AM	1

Deleted Users

Lists the users whose accounts have been deleted.

Deleted Users ⓘ

Export As ▾ ⌂ More

Deleted within

Email	User Name	Deleted By	Deleted Since (Days)	Created Time	Deleted Time
demouser1@zohocorp.com	DemoUser1	Siva	0	18 Jun 2019 12:00 PM	21 Aug 2019 12:55 PM
demouser2@zohocorp.com	DemoUser2	Siva	0	11 Aug 2019 01:59 PM	21 Aug 2019 12:55 PM
demouser3@zohocorp.com	DemoUser3	Siva	0	11 Aug 2019 07:10 PM	21 Aug 2019 12:55 PM

Disabled Users

Lists the users whose accounts have been disabled.

Disabled Users ⓘ

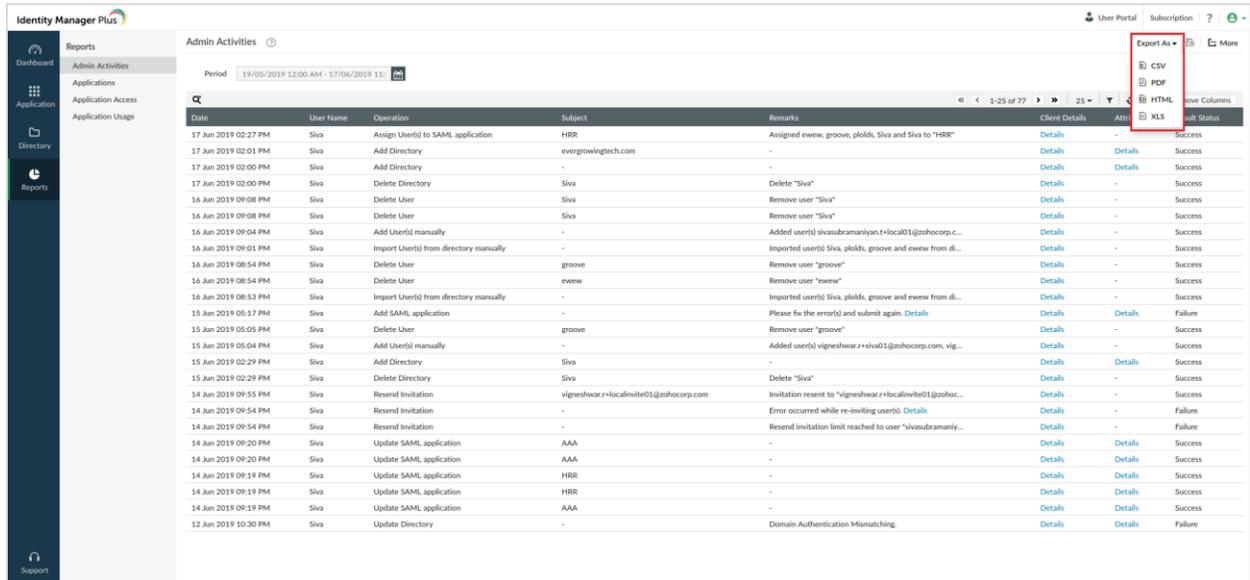
Export As ▾ ⌂ More

Disabled within

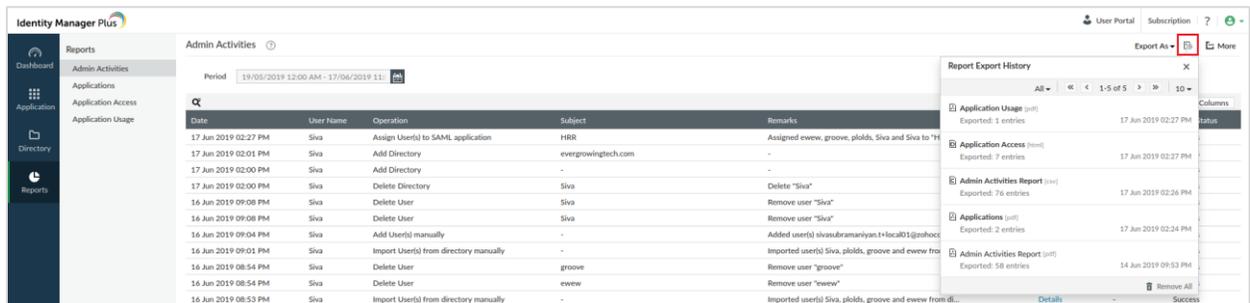
Email	User Name	Disabled By	Disabled Since (Days)	Disabled Time	Created Time
alpha3@vigzohotest.ga	alpha3	vigneshwar	0	21 Aug 2019 12:52 PM	20 Aug 2019 07:15 PM
alpha2@vigzohotest.ga	alpha2	vigneshwar	0	21 Aug 2019 12:52 PM	20 Aug 2019 07:15 PM
beta1@vigzohotest.ga	beta1	vigneshwar	0	21 Aug 2019 12:52 PM	20 Aug 2019 07:15 PM

Exporting the reports

1. Select the desired report, and in the top-right corner, click the **Export As** menu.



2. Select the file format. Supported formats: CSV, PDF, HTML, and XLS.
3. The report will be queued for export.
4. Click the **Report Export History** icon that is present next to the Export As menu.



5. Hover over the report that you exported. You'll get three options.
 - Click the **Download** icon to download and save the report.
 - Click the **Mail** icon to send the report via email.
 - Click the **Delete** icon to remove the report from the Report Export History list.

Report Export History		
All	1-3 of 3	10
Applications [html]	Export request has been queued...	25 Jun 2019 05:17 PM
Admin Activities Report [pdf]	Exported: 5 entries	25 Jun 2019 05:10 PM
Admin Activities Report [csv]	Exported: 5 entries	25 Jun 2019 05:10 PM

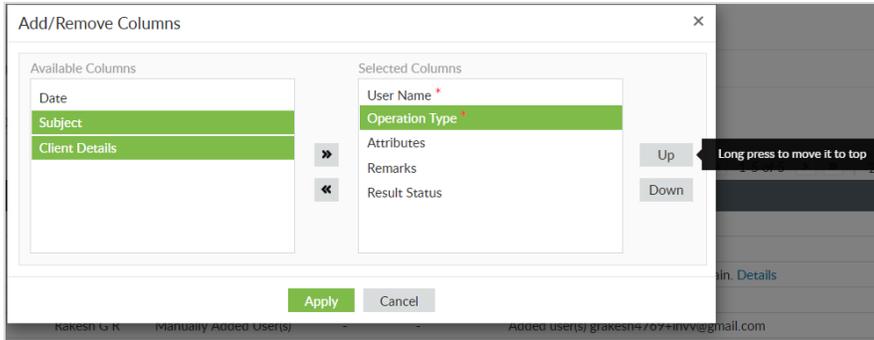
6. Click **More** to view the **Export Settings**. Here you can modify the **description** of the report and also choose to **include the product logo** in the report header.

Customizing the reports

1. Select the desired report and click the **Add/Remove Columns** button.

Reports		Admin Activities	Export As	More			
Admin Activities	Period	27/05/2019 12:00 AM - 25/06/2019 11:00 PM					
Applications	Search		1-5 of 5	25			
Application Access				Add/Remove Columns			
Application Usage							
Date	User Name	Operation Type	Subject	Attributes	Remarks	Client Details	Result Status
21 Jun 2019 05:30 PM	Rakesh G R	Added a Directory	-	Details	Domain Already Configured.	Details	Failure
21 Jun 2019 05:30 PM	Rakesh G R	Added a Directory	-	Details	Domain Already Configured.	Details	Failure
21 Jun 2019 05:05 PM	Rakesh G R	Added a Domain	-	Details	Please fix the error(s) and submit again. Details	Details	Failure
30 May 2019 05:40 PM	Rakesh G R	Manually Added User(s)	-	-	Added user(s) lztb@idmpod.gq	Details	Success
30 May 2019 05:40 PM	Rakesh G R	Manually Added User(s)	-	-	Added user(s) grakesh4769+invv@gmail.com	Details	Success

2. **To add a field**, select the field from the **Available Columns** list and click the **>>** arrow to move it to the **Selected Columns**.
3. **To remove a field**, select the field from the **Selected Columns** list and click the **<<** arrow to move it to the **Available Columns**.
4. You can also select the order in which the fields appear by selecting a field and clicking the **Up** or **Down** buttons.



Note: Fields marked as mandatory cannot be removed.

Managing Subscription

The subscription menu shows your current subscription plan, how long the subscription is valid, the total number of users included in your subscription, and how many users you currently have in Identity Manager Plus.

To upgrade or modify your subscription plan, click Manage.

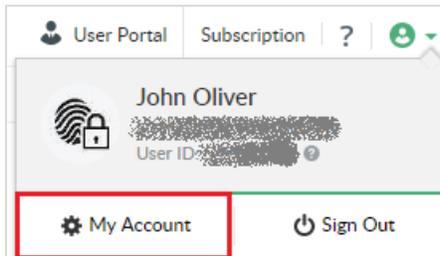
Subscription[Plan & Pricing](#)

Current Plan	Standard
Active Users	21/800
Expiration Date	15 Feb 2020 12:00 AM
Product Name	Identity Manager Plus
Product Version	4.0
Build	4000-Beta

[Manage](#)

Settings

You can modify your profile information, security settings, two-factor authentication options, and more using the **My Account** option available under the user profile in the top-right corner.



Support

If you have any questions or need technical assistance, contact support@identitymanagerplus.com or call +1-408-916-9890.

About Identity Manager Plus

Identity Manager Plus is a cloud-based, single sign-on (SSO) solution for enterprises. It provides end users secure, one-click access to their applications, allows admins to centrally manage access to applications, and delivers deep insights into application usage and accesses.

Get Quote

Start Free Trial

Personalized Demo