



OT2 Admin Center

Subscription Administrator Guide

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1 OpenText™ OT2 Subscription Admin

OT2 Admin Center provides Subscription Administrators a unified interface to support the intuitive control of applications, subscriptions, users and their access. In OT2 Admin Center, you can configure settings at the tenant and the subscription level. Subscription administrators can only manage subscriptions after an Admin Center tenant has been setup.

This guide provides an overview of how subscription administrators can use OT2 Admin Center to manage a subscription, including configure settings for subscriptions to OT2 apps, assign users to groups and manage their permissions.

2 Getting started

2.1 Managing your tenants and subscriptions

Your Admin Center tenant contains all of the OT2 app subscriptions that you can assign to users in your organization. Each subscription specifies usage details for an app, for example, the length of time users are permitted to use an app, the maximum number of users who can subscribe to that app, and other subscription details configured by your OpenText Account Executive.

As a subscription administrator, you can perform the following general tasks to manage subscriptions in Admin Center:

2.1.1 Invite users to subscribe to apps

To make an app available to users in your organization, you can invite one or more users to subscribe to that app. Admin Center then sends an email invitation to those users automatically. Users can then click a link in that email to accept the invitation and access the app until the subscription expires.

2.1.2 Connect apps to applications and services

Each app can be integrated with different applications and services. For example, you can connect apps to on-premises content repositories, such as OpenText Content Server and OpenText Documentum Server, and OT2 services such as the Job Scheduler service.

Your system administrator must first install and configure all of the on-premises software components that are required for your apps. Your tenant administrator must also configure tenant settings, for example, authentication and repository connection settings. After these tenant settings are configured, you can connect apps to applications and services as needed in Admin Center.

For more information about the applications and services that are required for your apps, contact your tenant or system administrator.

2.2 Understanding the tenant and subscription administrator roles

In Admin Center, two types of administrator roles are available: tenant administrators and subscription administrators.

Tenant administrators can perform the following tasks in Admin Center:

- Manage all of the subscriptions on a tenant.
- Configure settings that are common to all subscriptions on a tenant, for example, connection settings.

Subscription administrators can manage only the subscriptions that a tenant administrator or another subscription administrator has made available to them in Admin Center.

A tenant administrator must set up an Admin Center tenant before subscription administrators can manage subscriptions.

Tenant administrators can add any number of tenant and subscription administrators to a tenant. Subscription administrators can also add any number of subscription administrators to subscriptions.

2.3 Understanding auto-provisioning and user and group synchronization

Your tenant administrator can choose to set up auto-provisioning if your organization is using an external user source, such as Microsoft Active Directory, to authenticate users on your Admin Center tenant. Auto-provisioning enables Admin Center to add users to subscriptions automatically when they sign in to the OT2 platform.

If your organization is using Microsoft Azure Active Directory, your tenant administrator can also choose to set up user and group synchronization on your tenant. In this case, Azure Active Directory runs a process to synchronize user and group information between Azure Active Directory and Admin Center automatically. Users and groups are then assigned to subscriptions automatically during the synchronization process.

If your tenant administrator chooses not to configure auto-provisioning or user and group synchronization, you must invite users to subscriptions in Admin Center.

Before managing a subscription, contact your tenant administrator to find out whether auto-provisioning or user and group synchronization has been configured on your tenant.

2.4 Sample workflow: managing a subscription

The following is a sample workflow that you can follow when you manage a subscription for the first time. You can adapt the sequence of the workflow steps to suit your needs.

Note

A tenant administrator must set up your tenant before you can manage subscriptions in Admin Center.

1. Open the subscription you want to manage. For more information, see **Browsing to and opening subscriptions**.
2. If required, complete the following tasks to integrate your app with on-premises repositories and services:
 - a. Connect your app to an on-premises repository. For more information, see **Connecting an app to one or more repositories**.
 - b. Generate client credentials for your app. For more information, see **Generating client credentials for an app**.
 - c. Create and run jobs for your app. For more information, see **Creating and running jobs**.
3. **[Optional]** Customize the emails that Admin Center sends for the subscription. For more information, see **Customizing the image displayed in subscription emails** and **Customizing the reply address and sender name in subscription emails**.
4. **[Optional]** If you want to allow other users to manage the subscription, add subscription administrators. For more information, see **Adding a subscription administrator**.
5. If your tenant administrator has not configured auto-provisioning or user and group synchronization on your tenant, assign users to the subscription. For more information, see **Assigning users to subscriptions**.
6. **[Optional]** Create one or more subscription groups to assign subscriptions to groups of users and manage users who are subscribed to apps. For more information, see **Creating and managing subscription groups**.
7. **[Optional]** Assign app roles to users, subscription groups, or tenant groups if you want to assign permissions to groups of users. For more information, see **Assigning app roles to user and groups**.

2.5 Browsing to and opening subscriptions

By default, the Subscriptions page is opened after you sign in to Admin Center as a subscription administrator. This page lists all of the subscriptions that you are permitted to manage and assign to users.

To open a subscription, you can click any of the subscriptions in the list. When you click a subscription, the subscription's **Details** page is opened and different links appear on the navigation menu. These links point to pages that let you configure settings for the subscription that is open.

To return to the **Subscriptions** page, click the name of your tenant in the breadcrumb trail.

2.6 Viewing subscription information

The **Details** page lists information about your subscription, for example, the status of the subscription, number of days left in the subscription, subscription plan, and URL.

Open a subscription and then click **Details** on the navigation menu.



Tip

You can also manage your subscription on the **Details** page. For more information, see **Managing your subscription**.

2.7 Viewing the tenant administrators list

The **Tenant admins** page lists all of the tenant administrators that are assigned to your tenant. You can consult this list if, for example, you need to obtain contact information for a tenant administrator.

1. In Admin Center, click the name of your tenant in the breadcrumb trail.
2. Click **Tenant admins** on the navigation menu.

2.8 Opening subscriptions and apps on the My Apps page

The **My Apps** page displays all of the subscriptions you are permitted to manage and all of the apps you are permitted to use. You can use this page to view and access all of your subscriptions and apps from a central location.

On the **My Apps** page, subscriptions appear on app tiles that are displayed below their tenant tile. If you are permitted to manage a subscription, a **Configure** link also appears on the app tile for that subscription.

 **Tip**

If a subscription administrator changes the name of a subscription, you will need to use a new URL to access the corresponding app. For more information, see **Renaming your subscription**.

In this scenario, you can obtain the new app URL from the **My Apps** page. The **My Apps** page always has the latest URLs for app subscriptions.

1. In Admin Center, click **My Apps** in the breadcrumb trail.
 2. Do one of the following:
- If you want to open and manage a subscription in Admin Center, click **Configure** on an app tile.
 - If you want to open an app, click the app name displayed on an app tile.

 **Tip**

The Configure link appears on an app tile only if you are a subscription administrator for that app. Otherwise, the **Configure** link is not displayed.


3 Connecting apps to external repositories and services

You can connect the apps that are associated with your subscriptions to external repositories and services.

3.1 Connecting an app to one or more repositories

On the **Repository connection** page, you can connect an app to repositories such as Content Server and Documentum Server.

Your tenant administrator determines which repository connections are available for each app. Some apps allow you to connect to one repository at a time and some apps allow you to connect to multiple repositories at a time.

1. Open a subscription and then click **Repository connection** on the navigation menu.
2. In the **Repository connection** area, click the **Add** button .
3. In the **Choose connection** dialog box, select the repository or repositories that you want to connect the app to.

4. For more information about the available connections, contact your tenant administrator.
5. Click **OK**.

3.2 Generating client credentials for the Tunnel Agent

If your app requires the Tunnel Agent, you may need to provide client credentials, that is, a client ID and client secret, to your system administrator. These values enable the Tunnel Agent to request OAuth access tokens to communicate securely with Admin Center.

Tenant administrators can also generate client credentials for all apps on your tenant. However, you may need to generate these values for a specific app if, for example, your system administrator chooses to use different client credentials for each app on your tenant.


Contact your tenant or system administrator to determine whether you need to generate client credentials for your app.



Tip

For more information about the Tunnel Agent, see the [OpenText OT2 Tunnel Agent Configuration Guide](#) on [OpenText My Support](#).

3.2.1 Generating client credentials for an app

1. Open a subscription and then click **API service credentials** on the navigation menu.
2. On the **API service credentials** page, click the **Add** button .
3. In the **Description** box, type a description for the credentials.
4. In the **Access token lifetime (seconds)** box, specify the length of time, in seconds, that the OAuth access token will be valid for after it is generated. The default value is 900 seconds.
5. In the **Refresh token lifetime** box, specify the length of time, in seconds, that the OAuth refresh token will be valid for after it is generated. The default value is 28800 seconds.
6. **[Optional]** In the **Redirect URLs** area, specify one or more redirect URLs that authorization requests are permitted to use.
7. To add a URL, type a URL in the box and click **Add**. Each URL must start with http or https, for example, <https://mysite.com/oauth2>. You can add up to three redirect URLs.
8. When the Tunnel Agent uses the client ID to make an authorization request with a redirect URL, users are redirected to that URL only if it matches one of the redirect URLs you have specified.
9. **[Optional]** In the **Roles** area, select one or more app roles you want to assign to the client ID that you will generate.

10. App roles specify the actions that users can perform in an app. Whenever the Tunnel Agent uses the client ID to access a resource, the permissions defined within the assigned app roles are applied to the API client when the app is accessed. For more information about app roles, see **Assigning app roles to user and groups**.
11. Click **Add** to generate the client credentials.
12. Click **Copy secret** to copy the client credentials to your clipboard. Paste these values to a location where you can access them later.
13. Click **Ok**.

You must provide the client credentials you generated to your system administrator.

3.2.2 Changing the expiry periods for access tokens

After generating client credentials, you can optionally increase or decrease the expiry periods for the OAuth access tokens that are used to communicate with Admin Center.

1. Open a subscription and then click **API service credentials** on the navigation menu.
2. Click the **More options** button \dots in the row that corresponds to the credentials for which you want to change the access token expiry periods and select **Edit OAuth client credential**.
3. In the **Access token lifetime (seconds)** and **Refresh token lifetime (seconds)** boxes, specify new expiry periods for the OAuth access and refresh tokens as needed. You can type new numeric values or use the arrow buttons to select new values.
4. Click **Update**.

3.2.3 Regenerating a client secret value

If you need to change the client secret value you are using for security reasons, you can generate a new client secret value for an existing client ID. After you regenerate a client secret value, the new client secret value is associated with the existing client ID and the old client secret value is disabled.

1. Open a subscription and then click **API service credentials** on the navigation menu.
2. Click the **More options** button \dots in the row that corresponds to the credentials for which you want to regenerate the client secret value and select **Regenerate OAuth client secret**.
3. The **Regenerate credentials** dialog box displays the description, client ID, and access token expiry periods for the new client secret value you will generate. These values are read-only.
4. Click **Regenerate** to generate a new client secret value.
5. Click **Copy secret** to copy the client secret value you generated to your clipboard and paste this value to a location where you can access it easily later.

3.2.4 Revoking access tokens

If needed, you can revoke the OAuth access tokens that the Tunnel Agent uses to communicate with Admin Center. When you revoke an access token, that access token is disabled and can no longer be used by the Tunnel Agent to communicate with Admin Center.

You can revoke access tokens if, for example, you need to change your existing access tokens for security reasons.

Note

You can revoke only subscription-level access tokens. You cannot revoke tenant-level access tokens.

If you need to use a new access token after revoking an access token, you must generate new client credentials. For more information, see **Generating client credentials for an app**.

1. Open a subscription and then click **API service credentials** on the navigation menu.
2. Click the **More options** button \dots in the row that corresponds to the credentials for which you want to revoke the access token and select **Revoke OAuth client token**.
3. When prompted to revoke the access token, click **Revoke**.
4. To confirm that the access token has been revoked, click the **More options** button \dots and select **Revoke OAuth client token**. The **Last Revoked Token** box displays the date and time the access token was revoked.

3.3 Configuring app-specific settings

The **Configuration** page displays app-specific settings that you can configure, for example, connection settings and options to enable functionality for your app. Your OpenText Account Executive determines which settings are available for each app.

For more information about the settings on this page, see the documentation for your app on [OpenText My Support](#).

3.4 Creating and managing jobs


In Admin Center, you can create and run jobs to enable your app to perform background tasks, for example, data synchronization.

You must create all of the jobs that are required for your app. Some apps require specific jobs to be created and some apps do not require jobs to be created. For more information about the jobs you need to create, see the documentation for your app on [OpenText My Support](#).


3.4.1 Creating and running jobs

The Jobs list page lets you create and run jobs for the subscription that is currently open. You can choose to run jobs manually or automatically at specific intervals. You can also temporarily disable jobs that you do not want to run for a period of time. For more information about jobs, see **Creating and managing jobs**.


3.4.1.1 To create a job:

1. Open a subscription and then click **Jobs > Jobs list** on the navigation menu.
2. Click the **Add** button .
3. In the **Job name** box, type a name for the job.
4. **[Optional]** In the **Description** box, type a description for the job.
5. Do one of the following:
 - If you want to run the job manually, select **Manual**.
 - If you want to run the job automatically, select **On a schedule**, and click **ADD A SCHEDULE** to define a schedule for the job.
6. Select the type of job you want to run and then specify parameter values for the job as needed.
7. For more information about the jobs that are available for your app and parameter values to specify, see the documentation for your app on [OpenText My Support](#).
8. Click **Save**.

3.4.1.2 To run a job manually:


1. Open a subscription and then click **Jobs > Jobs list** on the navigation menu.
2. Click the **More options** button  for the job you want to run and select **Run now**.

3.4.1.3 To disable a job:

1. Open a subscription and then click **Jobs > Jobs list** on the navigation menu.
2. Click the **More options** button  for the job you want to disable and select **Disable job**.
3. When prompted to disable the job, click **Disable**.

3.4.2 Monitoring jobs

The **Jobs history** page lets you monitor all jobs that are currently running for your app and all jobs that you ran previously. You can view the status of each job, the time at which each job started to run, and duration of each job. You can also view the log file for each job.

1. Open a subscription and then click **Jobs > Jobs history** on the navigation menu.
2. If you want to open the log file for a job, click the **Log** button  in the row that corresponds to the log file you want to view.

4 Customizing subscription emails

You can optionally customize the image, reply address, and sender name displayed in emails that Admin Center sends for your subscription, for example, emails that invite users to subscribe to an app and emails that invite users to become subscription administrators.

You can configure email settings for subscriptions if you want to override the default email settings that your tenant administrator configured.

4.1 Customizing the image displayed in subscription emails

Before customizing the image, you must save the .png, .gif, or .svg image file you want to use in a public location, for example, a shared folder on an on-premises server.

1. Open a subscription and then click **Email notifications > Logo** on the navigation menu.
2. In the text box, type the fully qualified URL of the image file you want to use, for example, `https://server.domain.com/PublicFolder/logo.png`. The URL must start with `https`.
3. Click **APPLY**.
4. Click **Save**.

4.2 Customizing the reply address and sender name in subscription emails

1. Open a subscription and then click **Email notifications > Sender** on the navigation menu.
2. In the **Sender** box, type the reply email address you want to use.
3. In the **Display Name** box, type the sender name you want to use.
4. Click **Save**.

5 Managing users and groups

You can add and remove subscription administrators, invite users to subscriptions, and assign app roles to enable users and groups to inherit permissions associated with your app.

5.1 Customizing the image displayed in subscription emails

You can add subscription administrators if you want to allow other users to manage a subscription. Subscription administrators can configure settings only for subscriptions that they have been invited to manage.


When you add a subscription administrator to a subscription, an email invitation is sent to that user. The user must click the link in that email to register an account and sign in to Admin Center. The user must use that email link and account to sign in to Admin Center in the future.



Tip

If you want to allow a user to manage multiple subscriptions, you must send that user a separate invitation for each subscription.

5.1.1 Adding a subscription administrator

1. Open a subscription and then click **Admins** on the navigation menu.
2. Click the **Add** button .
3. In the text box, do one of the following:
 - Type the email address that belongs to the user you want to add.
 - Type the first few letters of an email address to search for and select the email address that belongs to the user you want to add.
4. Click **Invite**.

5.2 Assigning users to subscriptions

To enable users to access apps, you can invite users to join subscriptions. Admin Center automatically sends an email to each user that you invite to a subscription. Each user must click the link in that email to register an account on the OT2 platform, join the subscription, and access the app.

If auto-provisioning or user and group synchronization is not configured on your tenant, you can do any of the following to send invitations to users:

- Invite users to a subscription one at a time. For more information, see **Inviting users to a subscription one at a time**.
- Invite multiple users to a subscription at the same time. For more information, see **Inviting multiple users to a subscription at the same time**.
- Add users to subscription groups. For more information, see **Creating and managing subscription groups**.
- Assign an app role to a tenant group. For more information, see **Assigning app roles to users or groups on the Roles page**.

Note

For more information about auto-provisioning and user and group synchronization, see **Understanding auto-provisioning and user and group synchronization**.

5.2.1 Managing subscription users

The **Users** page lists all users who are currently subscribed to an app and all users who have been invited to subscribe to that app. You can use this page to view the status of each subscription user.

You can also use this page to invite one or more users to a subscription. You can choose to invite users to a subscription one at a time or invite multiple users to a subscription at the same time.

After inviting users to a subscription, you can also perform the following tasks on the **Users** page:

- Resend email invitations. For more information, see **Resending email invitations**.
- Edit the app roles assigned to each user. For more information, see **Assigning app roles to user and groups**.
- Remove users from the subscription. For more information, see **Removing a user from a subscription**.


5.2.1.1 Inviting users to a subscription one at a time

You can invite users to a subscription one at a time if, for example, you need to send invitations to only a few users.



Tip

Alternatively, you can upload a .csv file to invite multiple users to a subscription at the same time. For more information, see **Inviting multiple users to a subscription at the same time**.

1. Open a subscription and then click **Users** on the navigation menu.
2. Click the **Add** button .
3. In the text box, do one of the following:
 - Type the email address that belongs to the user you want to invite.
 - Type the first few letters of an email address to search for and select the email address that belongs to the user you want to invite.
4. If applicable, select one or more app roles that you want to assign to that user. For more information, see **Assigning app roles to user and groups**.

Note

If the list is empty, no app roles have been defined for your app.

5. Click **Invite** to send an invitation to that user.
6. Repeat the previous steps to invite additional users to the subscription as needed.

5.2.1.2 Inviting multiple users to a subscription at the same time

If you want to invite multiple users to a subscription at the same time, you can upload a .csv file to import the users you want to invite.

You must first create a .csv file that contains information about each user you want to import. For more information, see **Creating a .csv file to import users**.

You can then upload that file in Admin Center to import the users. After you upload the file, Admin Center sends an invitation to each user specified within the file.

1. Open a subscription, and then click **Users** on the navigation menu.
2. Click **Import users**.
3. Click **Choose .csv file** and select the .csv file you created.
4. Click **Add users** to start the import process.
5. When the import process is complete, click **Finish**.

Note

If you close the dialog box while the import process is in progress, the process continues in the background until it is complete. In this scenario, you can click the Import users button to check the progress of the import process.

If errors occur during the import process, you can click Download error report to download a .csv file that provides more information about the errors.

5.2.1.3 Creating a .csv file to import users

Before importing users to Admin Center, you must create a .csv file that contains information about each user you want to invite.

In each row, you must specify a user's first name, last name, and email address in the first, second, and third columns respectively.

If you want to assign app roles to a user, you can also specify one or more app roles in the fourth column. If you specify multiple app roles, use a semi-colon (;) to separate each app role. Otherwise, leave the fourth column blank if you do not want to assign app roles to a user. For more information about app roles, see **Assigning app roles to user and groups**.

5.2.1.3.1 Example:

If you create the .csv file in Microsoft Excel, you must specify the column values in the following order and format:

First name	Last name	Email address	Role
John	Doe	johndoe@company.com	Developer
Jane	Doe	janedoe@company.com	Tester
Anne	Smith	asmith@company.com	Tester
Tom	Brown	tbrown@company.com	Developer; Tester

Note

In the first row of the .csv file, column headings are optional. If you provide column headings, the column names (including capitalization and spacing) must match the column names shown in the example. If you choose not to provide column headings, Admin Center processes the first row as user information.

The size of the .csv file must not exceed 5 MB.

You can upload only UTF-8 encoded .csv files. When you create your .csv file, ensure that the file is saved in the UTF-8 format.

5.2.2 Resending email invitations

If needed, you can resend email invitations to users if their status is **Invitation Pending** on the **Users** page. The **Invitation Pending** status indicates that a user has been invited to subscribe to an app, but has not yet accepted the invitation to join the subscription.

1. Open a subscription and then click **Users** on the navigation menu.
2. Click the **More options** \dots button in the row that corresponds to the user you want to resend the invitation to.
3. Click **Resend invite**.
4. **[Optional]** In the text box, type a new email address to send the invitation to.
5. Click **Resend**.

5.2.3 Removing a user from a subscription

If needed, you can resend email invitations to users if their status is **Invitation Pending** on the **Users** page. The **Invitation Pending** status indicates that a user has been invited to subscribe to an app, but has not yet accepted the invitation to join the subscription.

1. Open a subscription and then click **Users** on the navigation menu.
2. Click the **More options** \dots button in the row that corresponds to the user you want to remove and select **Remove user**.
3. When prompted to remove the user, click **Remove from role**.

5.2.4 Synchronizing users between OTDS and Admin Center manually

Note

This procedure applies only to the OpenText Core for Capital Projects app.

Whenever a user accepts an invitation to join a subscription, that user is added to Admin Center and an account is automatically created in OpenText Directory Services (OTDS). In some cases, for example, if a resource is not running or if an error occurs, accounts may not be created automatically for one or more users in OTDS. In these cases, you can synchronize users between OTDS and Admin Center manually to ensure that accounts are created on both systems.

1. Open a subscription and then click **Users** on the navigation menu.
2. Click **Consolidate users**.
3. When prompted to consolidate users, click **Yes**.

5.3 Creating and managing subscription groups

You can create one or more subscription groups if you want to invite a group of users to a subscription or assign an app role to a group of users. For more information about app roles, see **Assigning app roles to user and groups**.

You can add the following types of users and groups to a subscription group:

- Any users who are currently subscribed or have been invited to subscribe to one or more apps on your tenant.
- Tenant groups that were created by your tenant administrator.
- Subscription groups that you previously created.

When you add users or groups to a new subscription group, Admin Center automatically sends those users or group members an invitation to subscribe to the app.

Subscription groups can be used only by the subscription in which they are created.

5.3.1 Creating a subscription group

5.3.1.1 To create a subscription group:

1. Open a subscription and then click **Groups** on the navigation menu.
2. Click **Create group**.
3. In the **Group name** box, type a name for the subscription group.
4. **[Optional]** In the **Description** box, type a description for the subscription group.
5. Click **Create**.

5.3.1.2 To add a user or existing group to one or more subscription groups:

1. Open a subscription and then click **Groups** on the navigation menu.
2. In the text box, do one of the following:
 - Type the first few letters of an email address that belongs to a user who is currently subscribed or has been invited to subscribe to one or more apps on your tenant.
 - Type the first few letters of a name that belongs to an existing tenant group or subscription group.
3. Select the email address or name that belongs to the user or group you want to add.
4. In the **Select group** list, select one or more subscription groups to which you want to add the user or group you selected in the previous step.
5. Click **Add to groups**.

5.3.1.3 To view the users and groups in each subscription group:


1. Open a subscription and then click **Groups** on the navigation menu.
2. In the **Subscription Groups** list, click the name of the subscription group you want to view. The subscription group's page lists all of the users and groups that belong to the subscription group you selected.




Tip

If you want to add more users or groups to the subscription group you selected, you can use the text box on the subscription group's page to search for and select a user's email address or group name, and then click **Add to group**.

5.3.2 Editing the name and description of a subscription group

1. Open a subscription and then click **Groups** on the navigation menu.
2. In the **Subscription groups** list, click the name of the subscription group you want to edit.
3. On the subscription group's page, click the **Edit** button .
4. Edit the name and description of the subscription group as needed.
5. Click **Save**.

5.3.3 Deleting a subscription group

1. Open a subscription and then click **Groups** on the navigation menu.
2. In the **Subscription groups** list, place your pointer on the name of the subscription group you want to delete and click the **Delete** button  in the corresponding row.
3. When prompted to delete the group, click **Delete**.

5.4 Assigning app roles to user and groups

App roles enable you to assign subscriptions and sets of permissions to users and groups.

Each OT2 app has a different set of app roles and each app role has a different set of permissions. If you assign an app role to a user or to a group that a user belongs to, Admin Center automatically sends that user an email invitation to join the subscription associated with the app role. The user also inherits the permissions defined within the app role. These permissions specify the actions that the user can perform within the associated app.

Your OpenText Account Executive specifies which app roles are available for each app, the permissions for each app role, and whether Admin Center automatically assigns a default app role to each user who is added to a subscription.

In Admin Center, you can assign app roles to users and groups in multiple ways. The following options are available:

- You can assign app roles to users, subscription groups, and tenant groups on the **Roles** page. For more information, see **Assigning app roles to users or groups on the Roles page**.
- You can assign app roles to users when you invite them to subscriptions. For more information, see **Inviting users to a subscription one at a time** and **Inviting multiple users to a subscription at the same time**.
- You can edit user app roles on the **User details & roles** page after inviting users to subscriptions. For more information, see **Viewing and editing app roles on the User details & roles page**.

Note

You can also assign app roles to client credentials that you generate for an app. For more information, see **Generating client credentials for an app**.

5.4.1 Assigning app roles to users or groups on the Roles page

On the Roles page, you can assign app roles to the following types of users and groups:

- Users who are currently subscribed or have been invited to subscribe to apps on your tenant.
- Subscription groups that you have created in Admin Center.
- Tenant groups that were created by your tenant administrator.

For more information about app roles, see **Assigning app roles to user and groups**.



Tip

For more information about subscription groups, see **Creating a subscription group**.

For more information about the tenant groups that are available on your tenant, contact your tenant administrator.

5.4.1.1 To assign a user or group to one or more app roles:

1. Open a subscription and then click **Roles** on the navigation menu.
2. In the text box, do one of the following:
 - Type the first few letters of an email address that belongs to a user who is currently subscribed or has been invited to subscribe to one or more apps on your tenant.
 - Type the first few letters of a name that belongs to an existing tenant group or subscription group.

3. Select the email address or name that belongs to the user or group you want to assign app roles to.
4. In the **Select role** list, select one or more app roles you want to assign.
5. Click **Add to roles**.

5.4.1.2 To view the users and groups assigned to each app role:

1. Open a subscription and then click **Roles** on the navigation menu.
2. In the **Subscription Roles** list, click the name of the app role you want to view.
The app role's page lists all of the users, tenant groups, and subscription groups that are currently assigned to the app role you selected.




Tip

If you want to assign more users or groups to the app role you selected, you can use the text box at the top of the app role's page to search for and select a user's email address or a group name, and then click **Add to role**.


5.4.2 Removing app roles from users or groups on the Roles page

You can remove app roles you previously assigned to users or groups on the **Roles** page.

1. Open a subscription and then click **Roles** on the navigation menu.
2. In the **Subscription Roles** list, click the name of the app role from which you want to remove users or groups.
3. Do one of the following:
 - If you want to remove the app role from one user or group, place your pointer on the name of the user or group from which you want to remove the app role, and then click the **Remove** button  in the corresponding row.
 - If you want to remove the app role from multiple users or groups, select the users and groups from which you want to remove the app role, and then click the Remove button that appears above the list of users and groups.
4. When prompted to remove the users or groups, click **Remove**.

5.4.3 Viewing and editing app roles on the User details & roles page

On the **User details & roles** page, you can view all of the app roles that are currently assigned to users, assign app roles to users, and remove app roles from users.

1. Open a subscription and then click **Users** on the navigation menu.
2. Click the **More options** button  in the row that corresponds to the user you want to view app roles for and select **User details & roles**.

On the **User details & roles** page, the **Effective roles** area displays all of the app roles that are currently assigned to that user.

3. To edit the app roles associated with that user, do the following:
 - a. In the **Application roles** area, select one or more app roles to assign to the user. Clear the check box beside each app role you want to remove from the user.

Note

If the list is empty, no app roles have been configured for your app.

- b. Click **Save**.

6 Managing your subscription

6.1 Sharing the My Apps page URL with users

The **My Apps** page lists all of the subscriptions and apps that a user who is signed in to the OT2 platform is permitted to access.

Tenant and subscription administrators can access the **My Apps** page from Admin Center. Users who do not have access to Admin Center can click the **My Apps** link in their email invitations to access the page. For more information, see **Assigning users to subscriptions**.

If needed, you can also share the **My Apps** page URL to enable users to access the page without having to use the link in their email invitation. The URL has the form tenant URL/mc/myapps, where tenant URL is the URL of your Admin Center tenant.

To view the contents of the **My Apps** page, users must sign in to the OT2 platform using the credentials they created when they joined their subscriptions.



Tip

For more information about your Admin Center tenant URL, contact your OpenText Account Executive.

6.2 Sharing the subscription URL with users

Each subscription has a unique URL that enables users to access the app associated with the subscription.

A link to the subscription URL appears in each user's email invitation if you invite users to join a subscription. The subscription URL also appears on the **Details** page in Admin Center.

If needed, you can provide this URL to users who cannot locate their email invitations or to users who have been added to a subscription through auto-provisioning. For example, you can copy the URL to your clipboard and paste it in an email.

6.3 Renaming your subscription

If needed, you can specify a new name for your subscription.

Note

The subscription name is part of the URL that is used to access your app. If you rename your subscription, all users who are currently using your app will need to use a new URL to access the app.

In this scenario, users must visit the **My Apps** page to obtain the new URL for the app. The **My Apps** page always has the latest URLs for app subscriptions.

For more information, see **Sharing the My Apps page URL with users**.

1. Open a subscription and click **Details** on the navigation menu.
2. Click **Edit name**.
3. In the **Subscription name** box, type a new name for your subscription.
4. Click **Save**.

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