TEKTELIC TEMPO

SET-UP GUIDE

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	2023		Flow and Certificates & secrets

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1 Getting Started

1.1 Overview

The TEKTELIC TEMPO Application integrates seamlessly with TEKTELIC's TEMPO Tablet and Smart Room Devices to create an end-to-end room booking solution. The TEMPO application provides users with an intuitive and practical platform to easily book, cancel or modify meetings remotely from their PC or mobile device, or right at the meeting room location using the TEMPO Tablet. The information collected through the application allows users to better understand the utilization demand and trends for their office's shared meeting room spaces.

TEKTELIC's TEMPO Application is fully integrated with the leading meeting booking software platforms, Microsoft Azure and Google GSuite. The web-based application provides a bridge from the organization's meeting booking software to the TEMPO Tablet physically located at the meeting room location.

1.2 Setup Requirements

In order to ensure an efficient setup please ensure you have the following:

- 1) LoRaWAN gateway operating on Tektelic network server
 - https://lorawan-ns-eu.tektelic.com/
 - https://lorawan-ns-na.tektelic.com/
- 2) Tektelic TEMPO tablet with commissioning information
- 3) Access to Kona Core (Formally Tektelic Network Server)
- 4) Access to TEMPO Application (Formally Book Now Application)
 <u>https://tempo.tektelic.com/</u>

If you are missing any of the above items please contact Tektelic via the support portal <u>https://support.tektelic.com</u>

NOTE: You will also require details for the Microsoft Outlook or Google Gmail account you integrating with. For Microsoft Azure this is a Tenant ID, Client ID, and Client Secret. For Google GSuite this is an API Key, Client ID, and Client Secret. Further Details on enabling the appropriate permissions for Microsoft Calendar and Google Calendar access can be found in the Appendices of this document. You canals raise a ticket through the Tektelic support portal, or contact either Microsoft or Google for support.

2 **TEMPO Application Setup Flow**

Setup flow can be performed only by office manager (has administrator rights). When logging in in for the first time you will be prompted with set up flow in the below order. The information entered in the setup flow can be edited at a later date by navigating to the respective menu within the application. See users guide located on the support portal for more detail.

1) SMTP Settings

Enter the credentials of the email account that will be used to send outgoing mail from the application (such as password resets to users)

2) Welcome page

Read the information on the welcome page and if you have all the items select checkbox "I have checked list above" and click "Continue" button.

TEKTELIC Set u	up Tempo Application				
(1) Welcome Page	2 Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	Devices Registration
Please proceed thro	ough a quick setup flow to comple	te the setup of your Tempo.			
You would need you	ur Tempo tablet, Network Server a	nd Microsoft/Google accour	it to configure and synchronize y	our system.	
Before we start, plea	ase make sure you have all the iter	ns below checked:			
Gateway, Temp	po tablet, and Smart Room sensor	(optional). You will need at le	ast one Gateway to have your en	d devices (Tablets and Sensors	s) connected.
	D (GW ID). It is written on a sticker				in the second
• DevEUI, A to find the	ppEUI and AppKEY of your Tempo em.	Tablets and Smart Room Se	nsors. Check the e-mail from you	ur sales representative or packa	age with your device
Tektelic Kona C	Core Network Server account. If yo	u don't have it - please conta	ct Tektelic support.		
	ccess to your Google Workspace ((Suite) or Microsoft 365 busi	ness. Please note, that if you war	nt to use TEMPO with Google W	/orkspace - you need
	ain registered first.				
✓ I have checked li	ist above				

3) Network Sever Settings (KONA Core)

Select the region of your network server account and enter the login credentials of NS – username (email) and password and click "Connect" button. You will see the message "Successfully logged in".

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	•	0	0	0	6
Welcome Page	Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	Devices Registration
	Enter the login credentials from netw which you have already used or use we sent you in email		Group of devices Create	e new group and go to the next step	
	Europe O North America	a.	sgoncharenko_ble_as	set	
		a	Test for Support Porta	l (NS-1350)	
	Username yvoroninaz@tektelic.com		CT Application		
	Password	SHOW	My Application		
	Change account		yvoronina_tablet		
	\checkmark Connected to network server				
		Success Successfully logged-in		×	Next step

After connecting to your account on TEKTELIC NS you have 3 options:

- Select created before on TEKTELIC NS Group of devices and click "Next step" button.

TEKTELIC Set up	p Tempo Application				
Welcome Page	2 Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	6 Devices Registration
	Enter the login credentials from netw which you have already used or use we sent you in email		Group of devices Create	new group and go to the next step	
		-	CT Application		
	Europe North Americ	a	My Application		
	Username yvoroninaz@tektetic.com		✓ yvoronina_tablet		
	Password	SHOW	Balenko-test		
	Change account		LeapX AC Switch		
	\checkmark Connected to network server				
v1.3.3					Next step

- Create new group. To do this click on "Create new group and go to the next step" and fill the name of Group of Devices.

- Change account to another one. Click the "Change account" button and enter the login credentials of NS – username (email) and password and click "Connect" button. You will see the message "Successfully logged in".

4) Calendar settings

Make integration with your existing calendar. Choose your service provider: Google calendar (Appendix B) or Microsoft Outlook Calendar (Appendix A). Make sure that you sign with rights of admin.

TEKTELIC S	et up Tempo Application				
₩elcome Page	Network Server Settings	3 Calendar settings	Gateways registration	Buildings and Rooms Registration	6 Devices Registration
Please cl Microsof	to make an integration with your existing loose your service provider: Google cale Outlook calendar . ake sure that you sign in with rights of ac	endar or			
G	Google				
v1.3.3				Previous step	Next step

Note that if using Microsoft Outlook Calendar the setting it up involves 4 steps. After each step click "I have completed this step" to go to the next one. After the last step with API permissions click on the "Next Step" button to go to the Gateway Registration step.

		Tektelic Communications Inc.				Dark mode	
Home						2) Dank mode	
Users	~	Rooms & equipment					
Groups	~						
Roles		+ Add resource C Refresh			🔎 Search	Ƴ Filter ≡	
Resources	~	Name	Email	Туре			
Rooms & equipment							
Sites				Room			
Billing	~			Room			
Support	\sim			Equipment			
Settings	\sim	100		Equipment			
Setup				Equipment			
Reports	~	100		Equipment			
Health	~	1000 C		Room			
Imin centers				Room			
				Room			
Security		and the second se		Room			
Compliance		and the second second		Room			
Azure Active Directory Exchange		-		Room			
Exchange SharePoint						0	
SharePoint Teams				Room		e	
				Room			
Previous step	ompleted this s						

- Go to the <u>https://admin.microsoft.com/Adminportal/Home?source=applauncher#/ResourceMailbox</u> to the Room & Equipment and click the "+ Add resource" button.

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cpuprent Abree Image: Control and the	û Home		Rooms & equinment			Add resource			
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oppignent name name name name name v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v I I I I I v	n Roles		+ Add resource O Refresh			Learn more about resource types			
Image: Section of the section of t	Resources	^	Name	Erral	Туре	Resource type			
	Rooms & equipment				Room	Room		~	
	Sites				Room	Name *			
Control Control Control Control V Control Control Control Control Control Control Control Control Control Control Control Control	3 Billing	~				Server.			
	🖓 Support	~			Equipment	The resource name appears in the address book, a	and in the T	o and From lines in meeting invitations and responses.	
Forgen	Settings	~			Equipment	Email *		Domains	
Gradiente Capetry	🤊 Setup				Equipment		@	tektelic.com V	
Copyety C		~			Equipment				
Room 12 The number of yeagle and can the non-more than the common of the	∂ Health	\sim			Room	Capacity			
The noted of people dc can be the non-to-can be reappoint at the case date. Noon Lacation					Room				
Location	Admin centers					The number of people who can fit in the room or	use the equ	aproved at the same time.	
Rear	Security		-		Room	Location			
	Compliance		and the second se		Room				
Ne Directory Room	Azure Active Directory		and the second se		Room	Phope number			
	R Exchange		and the second sec		Room				
	SharePoint		and the second sec		Room	_		,	
kon	🖟 Teams		1.00		Room	Energy Course			
	Mmin centers Security Compliance Azure Active Directory		-		Room Room Room Room	12 The number of people who can fit in the room or	use the equ	sproot at the same time.	
kon					Room	-			
kon	7 Teams		1.00		Room	Save			

- Add resource as shown on screenshots.

Previous step Next step

New registration 🕁 Endpoints 🥢 Tro	ubleshooting 🛓 Download 🖼 Preview features 🛛 🤇	Got feedback?	
Try out the new App registrations search pre-	view! Click to enable the preview. $ ightarrow$		
Starting June 30th, 2020 we will no longer ad to Microsoft Authentication Library (MSAL) ar	d any new features to Azure Active Directory Authentication Librar d Microsoft Graph. Learn more	y (ADAL) and Azure AD Graph. We will continue t	
applications Owned applications			
	er these results		
Start typing a name or Application ID to fill			
 Start typing a name or Application ID to fill splay name Tektelic Tempo 			
splay name			

- Go to the <u>https://portal.azure.com/#blade/Microsoft_AAD_RegisteredApps/ApplicationsListBlade</u> and find Tektelic Tempo application.

➢ Search (Cmd+/) ≪ ♣ Overview	○ Refresh ○ Got feedback? Configured permissions							
 Quickstart Integration assistant 	Applications are authorized to call APIs when they are granted permissions by users/admins as part of the cor all the permissions the application needs. Learn more about permissions and consent							
Nanage	+ Add a permission 🗸 Grant adn	nin consent for	r ACME Communications Inc.					
Branding	API / Permissions name	Туре	Description					
Authentication	Microsoft Graph (7)							
Certificates & secrets	Calendars.Read	Delegated	Read user calendars					
Token configuration	Calendars.Read	Application	Read calendars in all mailboxes					
API permissions	Calendars.Read.Shared	Delegated	Read user and shared calendars					
Expose an API	Calendars.ReadWrite	Delegated	Have full access to user calendars					
App roles Preview	Calendars.ReadWrite	Application	Read and write calendars in all mailboxes					
Owners	Calendars.ReadWrite.Shared	Delegated	Read and write user and shared calendars					
Roles and administrators Preview	User.Read	Delegated	Sign in and read user profile					

- Go to API permission tab and click "Grand admin access for ACME Communication Inc.".

Previous step Next step

5) Gateway Registration

If you have already registered your gateways on the Kona Core (Network Server) and added your account details to the TEMPO Application (step 3) then simply select the Gateways Group and go to the next step.

TEKTELIC Set up Tempo Applicat	ion		
Velcome Page Network Server Set	ings Calenc	Gateways registration Buildings and Rooms Registration	Devices Registration
Gateway groups C +	Add gateway group	Gateways	+ Add gateway
YT_GWs	1	Gateway name Gateway ID Gateway model GW-647FDA007AA1 647FDAFFFE007AA1 Kona Micro EU GW	1
✓ voronina_gw	1	Gateway name Gateway ID Gateway model 647FDAFFFE00A547 647FDAFFFE00A547 Kona Micro EU GW	1
O.R.Test	1		
LeapX Gateways	1		
test tempo gateway group			
v1.3.3		Previous step	Next step

Here you can either create a new gateway group by clicking "+ Add gateways group" button and fill the group name, then click the "Add group" button.

TEKTELIC Set u	p Tempo Application				
Welcome Page	Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	6 Devices Registration
Gateway groups	C + Add g	ate			
TKperf_2.6.g		Add gateway grou	p		
test		Enter group name Tempo			
roman_ch_g	w				
My Gateway	s	Clear fo	Add group		
add		1			
v1.3.3				Previous step	Next step

Version

After completing the previous step select the created group and click "Add gateway" button. Fill all fields as Gateway ID and Gateway model and click "Add gateway" button.

TEKTELIC Set up Tem	npo Application				
Welcome Page	Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	6 Devices Registration
Gateway groups C	+ Add gate	Add gateway	×		+ Add gateway
voronina_gw		Enter gateway id	0/18		
O.R.Test		Enter gateway model		e gateways in this group	
LeapX Gateways				udd gateway	
test tempo gateway	group	Clear for	m Add gateway		
✓ Tempo1		1			
v1.3.3				Previous step	Next step

6) Buildings and Rooms Registration

Create a Building by clicking the "+ Add building" button and adding building name, building country, building time zone, building address and working day.

TEKTELIC Set up Te	empo Application			
Welcome Page	Network Server Settings	Add building	×	Buildings and Rooms Registration
Buildings (0)		Building country		
	You have no registered building + Add building	Building time zone Building address Working day ● Start time End time Image: Start time End time Image: Mon Image: True Image: Wed Image: Mon Image: True Image: True Image: Mon Image: True Image: True Image: Mon Image: True Image: True Image: True Image: True Image: True Image: True		I have no registered rooms yet
		Clear form Add building		Previous step Next step

Select the created building and add a Room by clicking the "+ Add Room" button and adding the room name, room email, floor, room capacity, enable/disable "Enable false booking for this room" and room equipment.

TEKTELIC Set up Tempo Application				
Welcome Page Network Server Settings	Add room	×	3 Buildings and Rooms Registration	6 Devices Registration
Buildings 0	Room name			+ Add room
Building meme Building address Building building address	Room email Floor Room capacity Enable false booking for this room Room equipment Tv Web Camera Projector Whiteboard	•	ı have no registered rooms yet + Add room	
v133			Previous step	

After creating Building and click "Next step" button.

7) Devices Registration

If you have already registered your devices on the Kona Core (Network Server) and added your account details to the TEMPO Application then simply select Device and go to the next step.

Welcome Page	Network Server	Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	Devices Registratio
Devices 0						+ Add device
	Device type Add	Device name test	Device EUI 647FDA000005ABE	Assign to room	× •	
	Device type Add	Device name Tablet	Device EUI 647FDA0000061F0	Assign to room	× =	
	Device type Add	Device name SRS	Device EUI 647FDA000000C2E2	Assign to room	Z . 1	
	Device type Add	Device name SRS	Device EUI 647FDA000000C1E1	Assign to room	Z . I	
	Device type Add	Device name Tablet	Device EUI 647FDA000007AE7	Assign to room	× =	

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Here you can either create a new gateway group by clicking "+ Add device" button and fill in all necessary fields, then click the "Add device" button. Note: in this step you have the option to assign the device to the room. Click on "Assign to room" and select from the drop-down list the name of room.

TEKTELIC Set up T	empo Application				
Welcome Page	Network Server Settings	Add device	×	Buildings and Rooms Registration	6 Devices Registration
Devices		Device type			+ Add device
	Device type Device name Add SRS	Device EUI	0/18	× •	
	Device type Device name Add Tablet	Application EUI	0/16	× =	
	Device type Device name Add Sensor-CB01	Application key	0/32	× =	
	Device type Device name Add BLE_Rev(B)	Assign to room		× *	
	Device type Device name Add SRS			Building name Building	
v1.3.3	_	Clear form Add dev	vice	Previous step	Finish

Also, you have the following option at this step:

- Edit existing device information. Click on the pencil button. After changes click "Edit device" button to apply changes.

TEKTELIC Set up 7	empo Application		_		
Welcome Page	Network Server Settings	Edit device	×	Buildings and Rooms Registration	6 Devices Registration
Devices		Device name test			+ Add device
	Device type Device name Add test	Device EUI	16/18	× =	
	Device type Device name Add Tablet	Application EUI	16/18	Z	
	Device type Device name Add SRS	Application key	32/32	Z	
	Device type Device name Add SRS	Assign to room Room		Z	
	Device type Device name Add Tablet			Z	
	Destanting Destanting	Clear form	Edit device	Previous step	Finish

Version

Confidential

- Delete existing device. To do this click trash button.

- Assign the device to room. Click on "Assign to room" button and click on the pop-up window with information about the room.

Welcome Page	Network Server Settings	Calendar settings	Gateways registration	Buildings and Rooms Registration	Devices Registratic
Devices			Room, 1 Floor, Building , building address		+ Add device
	Device type Device name Add SRS	Device EUI 647FDA000000C2E2	Assign to room	/ 1	
	Device type Device name Add SRS	Device EUI 647FDA000000C1E1	Assign to room	× =	
	Device type Device name Add Tablet	Device EUI 647FDA000007AE7	Assign to room	/ =	
	Device type Device name Add Sensor-CBo1	Device EUI 647FDA000000CB01	Assign to room	/	
	Device type Device name Add BLE_Rev(B)	Device EUI 647FDA000007B8B	Assign to room	/	
	Device time Device serve	Device FUI	Deem earry Flage Duil	dina nama	

Note: if using an EU device: we strongly recommend adding channels 867.1, 867.3, 867.5, 867.7 and 867.9 to the CF list on network server. This is done by selecting the advanced network settings at either the device or application level.

If there is any difficultly with the above steps, please refer to Network Server (Kona Core) documentation located on the support portal <u>https://support.tektelic.com/</u>. This platform can also be used to contact a member of our support team directly.

3 Appendix A - Microsoft (Azure, Outlook) Credentials

3.1 Log in to Azure

Login to <u>https://portal.azure.com</u> with admin credentials for your Microsoft account. Select All Applications and add Graph Explorer to the list of user applications.

3.2 App registration

1. On the Home page choose Azure service "App registrations".

Microsoft Azure	P Search resources, services, and docs (5+7)
	Welcome to Azure! Don't have a subscription? Check out the following options.
	Start with an Azure free trial Manage Azure Active Directory Access student benefits Get 300 Yee credit howard Azure poducts and services, plus 12 months of popular free services. Manage Azure Active Directory Access student benefits Start Usam more of View Usam more of Even more of
	Azure services + Creates resours Yegistanticer Yegist
	Navigate * Subscriptions. (iii) Resource groups Iiii All resources. Iiii Dashboard
	Microsoft Learn C/ training free online training free Microsoft Acure Monitor Monitor your apps and infrastructure Security Center Social Management Secure your apps and infrastructure

2. Add a new application by clicking "+ New registration".

Microsoft Azure	P Search resources, services, and docs (G+/)	I I I I I I I I I I I I I I I I I							
ome >									
pp registrations 👒			×						
+ New registration 🔀 Endpoints 🖉 Troubleshooting 🞍 Download (Preview) 🗢 Got feedback?								
Welcome to the new and improved App registrations (now Generally Available). See what	t's new and learn more on how it's changed. 🛥								
Starting June 30th, 2020 we will no longer add any new features to Azure Active Directo Microsoft Graph. Learn more.	y Authentication Library (ADAL) and Azure AD Graph. We will continue to provide technical support and security updates but we will no longer provide f	feature updates. Applications will need to be upgraded to Microsoft /	luthentication Library (MSAL) and						
All applications Owned applications									
9 Start typing a name or Application ID to filter these results									
Display name	Application (client) ID	Created on	Certificates & secrets						
No results.									
	This account isn't listed as an owner of any applications in this directory.								
	View all applications in the directory								

3. Register the new application by adding a Name, choose supported account type "Accounts in any organizational directory (Any Azure AD directory - Multitenant)" and click "Register".

	Microsoft Azure	${\cal P}$ Search resources, services, and doos (G+ η	Σ	Ð	0 ©	?	9	
Hor	me > App registrations >							
Re	egister an applicati	on						×
* N	ame							
The	user-facing display name for this a	oplication (this can be changed later).						
TE	MPO							
-								
Sup	oported account types							
Who	o can use this application or acces	this API?						
		ectory only (Tektelic Communications Inc. only - Single tenant)						
		ectory (Any Azure AD directory - Multitenant) ectory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)						
	Personal Microsoft accounts only	ecoly (with vector vector), - whitteenend and betougn wereasting red-ox/bet vector						
	o me choose							
med	o me choose							
Rec	direct URI (optional)							
Weil	Il return the authentication respons nged later, but a value is required fo	e to this URI after successfully authenticating the usar. Providing this now is optional and it can be or most authentication scenarios.						
W	eb 🗸	e.g. https://myapp.com/auth						
8y p	proceeding, you agree to the Micro	oft Platform Policies (2*						
	Register							

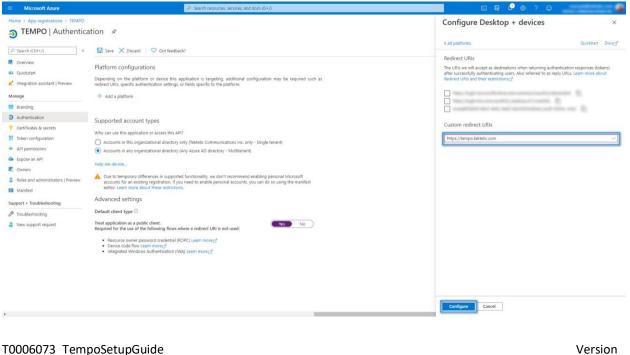
3.3 Authentication of the Application

1. On the app registration menu panel choose "Authentication".

2. In advanced settings choose "Treat application as a public client" as "YES". Click on the button "+ Add platform" and on the right side choose "Mobile and desktop applications".

Microsoft Azure	P Search resources, services, and docs (G+/)	N 67 🖉 🛛 ? 📿	- 4
Home > App registrations > TEMPO TEMPO Authentica	ation *	Configure platforms	×
Search (Ctrl+/) Search (Ctrl+/)	Save X Discard C G dot freeback? Platform configurations Depending on the platform or device the application is targeting, additional configuration may be required such as inderect Units, specific authentication settings, or fields specific to the platform. + Add spatial	West of polynations West displays web server application. JNT, Java, Python Configure twose client applications. Jnessript.	
Branding		Mobile and desktop applications	
Authentication Certificates & secrets	Supported account types	06 / macOS Objective-C, Swift, Xamarin Java, Kotin, Xamarin	
 Token configuration API permissions 	Who can use this application or access this API Accounts in this organizational directory only (Rebail: Communications inc. only - Single tenant) Accounts in two organizational directory (kin Azure & D directory - Multitement)		
Expose an API Owners	Hep me decide	applications	
 Roles and administrators Preview Manifest 	Due to temporary differences in supported functionality, we don't recommend enabling personal Microsoft accounts for an existing registrance. Hyou need to enable personal accounts for an existing registrance. Hyou need to enable personal accounts, you can do so uting the manifest editor. Learn more about these restrictions.	Windows, UWP, Console, IoT & Limited- entry Devices, Classic IOS + Android	
Support + Troubleshooting	Advanced settings		
Troubleshooting	Default client type ①		
2 New support request	Treat application as a public client. Required for the use of the following flows where a redirect URI is not used: • Rescue commer pastscord credential (RDRC) Lean monect ⁴ • Device code flow Lear morect ⁴ • Unitegrated Windows Authentication (WA) Lear morect ⁶		

3. Add "Custom redirect URIs" - TEMPO URI <u>https://tempo.tektelic.com/</u> and click the button "Configure".



T0006073_TempoSetupGuide 0.9 TEKTELIC Communications Inc.

4. Save all changes.

<pre>> Properties > TreeD { under control of the second of</pre>	■ Microsoft Azure	,P Search resources, services, and docs (G+/)	x & © 0 ? 0
Control C			
 Overlay Overlay	TEMPO Authentica	ation 🖈	×
	Search (Ctrl+r) C Overview Ouclostart Integration assistant Preview Manage Branding Automication Arl premissions API permissions API permissions API permissions Convers Roles and administrators Preview Manifest Support + Troubleshooting Provibleshooting Provibleshooting	Since is the control function of the specifies	×
		Advanced settings	

3.4 Certificates & secrets

1. Choose on the left menu "Certificates & secrets".

2. Click on the button "Add client secret", fill description and expires as "Custom" on 2 years. Then click on the button "Add".

≡ Microsoft Azure	Search resources, services, and docs (G+/)	E 🕼 🗘	영 ⑦ & admin@tektelic-dev.com
Home > App registrations > Tektelic Ten	npo	Add a client secret	×
🔶 Tektelic Tempo Cer	tificates & secrets 👒 🐇		
•		Description	TEMPO
✓ Search «	R Got feedback?	Expires	Recommended: 180 days (6 months)
Overview	Credentials enable confidential applications to identify themselves to the authentication service when receiving toke		Recommended: 180 days (6 months)
duickstart	scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credentia		90 days (3 months)
🚀 Integration assistant			365 days (12 months)
Manage	Application registration certificates, secrets and federated credentials can be found in the tabs below.		545 days (18 months)
📰 Branding & properties			730 days (24 months)
Authentication	Certificates (0) Client secrets (1) Federated credentials (0)		Custom
📍 Certificates & secrets	A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as a		
Token configuration	A sector staning matrixe application uses to prove its facility which requesting a token. Also can be referred to as a		
 API permissions 	+ New client secret		
🔷 Expose an API	Description Expires Value 🛈		
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A Owners			
🎄 Roles and administrators			
11 Manifest			
Support + Troubleshooting			
Troubleshooting			
New support request		Add Cancel	

3. Copy Your Client Secret

Note::::::::::::::::::::::::::::::::::::	Microsoft Azure		$\mathcal P$ -Search resources, services, and docs (G	i+/)		д @ ? ©
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3.5 API permissions

1. Choose on the left menu "API permissions". Click on the "+ Add permission" button and on the right side choose Microsoft Graph.

Microsoft Azure	P.3	earch resources, services, and docs (G+/)			🔜 🛛 🖓 👶	
TEMPO API permis				Request API permission	ns	
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Expose an AP) Owners Roles and administrators Preview Manifest upport + Troubleshooting				Anure Storage Secure massively scalable object and data lake storage for unstructured and semi-structured data	Data Export Service for Microsoft Dynamics 365 Export data from Microsoft Dynamics CRM organization to an external destination	• Son Dynamics 365 Business Central Programmatic access to data and functionality in Dynamics 365 Business Central
Troubleshooting New support request				Dynamics CRM Access the capabilities of CRM business software and ERP systems	Flow Service Embed flow templates and manage flows	Programmatic access to intune data
				Office 365 Management APIs Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity logs	OneNote Create and manage notes, lists, pictures, files, and more in OneNote notebooks	Power BI Service Programmatic access to Dashboard resources such as Datasets, Tables, and Rowsin Power BI
				SharePoint	S Skype for Business	Vammer

2. Click on the "Delegated permissions" button and add the next permission to Microsoft Graph for TEMPO (use Search to quickly find permissions):

- Read user calendars;
- Read user and shared calendars;
 Have full access to user calendars;
- Read and write user and shared calendars;

the permissions the application needs. + Add a permission \checkmark Grant admir API / Permissions name	Learn more a	pranted permissions by users/admins as part boost permissions and consent	of the consent process. The list of co	Request API permissions	sint
API / Permissions name	consent for			Delegated permissions Your application needs to access the API as the signed-in i	Application permissions Your application runs as a background service or daemon without a signed-in user.
		Tektelic Communications Inc.			agree of over
	Туре	Description	Admin consent req	Select permissions	espan
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				Calendars.ReadWrite () Have full access to user calendars	
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3. Click on the "Application permissions" button and add the next permission to Microsoft Graph for TEMPO (use Search to quickly find permissions):

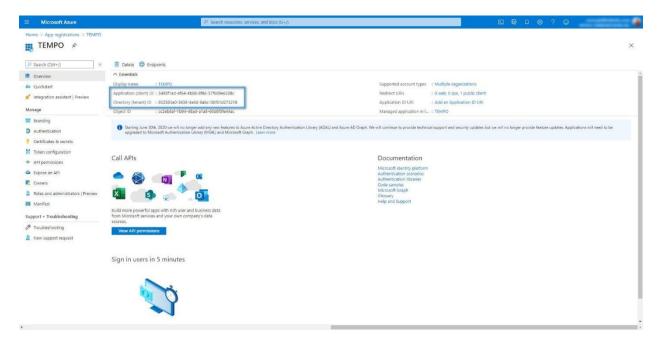
- Read calendars in all mailboxes;
- Read and write calendars in all mailboxes;

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Overview Quickstart	A You are editing permission(s) to you	ar application, s	sers will have to consent even if they ve already done so p	previously.		sc//graph.microsoft.com/ Docs (3) of permissions does your application require?		
Integration assistant Preview	Configured permissions Applications are authorized to call AP(s v all the permissions the application needs	when they are	granted permissions by users/admins as part of the o	consent process. The list of co	Your app	nd permissions flication needs to access the API as the signed-in user.	Application permissions Your application runs as a backg signed-in user.	round service or daemon without a
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Certificates & secrets	API / Permissions name	Туре	Description	Admin consent req	Perm		A	lmin consent required
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upport + Troubleshooting					_			
⁹ Troubleshooting								
New support request								
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3.6 Copy Keys

For Integration with Tempo Application you will require:

• tenantID and clientID (Overview tab);



• clientSecret (Certificates & secrets tab).

≡ Microsoft Azure		${\cal P}$ Search resources, services, and docs (G	+/)		E G	۵ و و و
Home > App registrations > TEMPO	s & secrets 👒					Update application credentials 2:45 PM Successfully updated application TEMPO credentials
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Manage	scheme). For a higher level of assurance, we	recommend using a certificate (instead of a cire	nt secrety as a crecientias.			
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? Certificates & secrets	T Upload certificate					
Token configuration API permissions	Thumbprint No certificates have been added for this ap	Start date	Expires			
Expose an API						
Roles and administrators Preview	Client secrets					
Manifest	A secret string that the application uses to	prove its identity when requesting a token. Also o	an be referred to as application password.			
Support + Troubleshooting	+ New client secret					
Troubleshooting	Description	Expires	Value	Copy to clipboard		
New support request	TEMPO	12/31/2299	0.5_A2Z-m.XPp4QbAwu7F8w_1pcvmyHF9d	0		

3.7 Paste copied credentials to BNA

1. Log in to the TEMPO Application (<u>https://tempo.tektelic.com/</u>) as an OFFICE ADMIN.

Log in Enter your email and password. If you have no account - request an access	
5 mil	
Passward Brow	
Login	
Forgot password? <u>Restore access</u>	

2. Click on the user icon and choose the "Profile" menu item.

TEKTELIC		OVERVIEW BOOKINGS BUILDINGS FLOORS ROOMS	
Overview			Last week Logout
O Booked rooms =	2 Available rooms +	O False-booked rooms +	
✓ Meeting rooms efficiency			More ->
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40%			
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✓ Meeting rooms utilization			More -
0 %	Maan 0 % ↓		
Bookings by Employee			
V1.2.3	BOWINGS EALS	E BORVING EELGENRY	

3. Go to the Settings tab. In the dropdown list choose Calendar Integration and then choose the Outlook option in the Active calendar integration list. TenantID, ClientID, and ClientSecret were obtained in Step 6 above.

TEKTELIC	v				0	OVERVIEW	BOOKINGS BUILDINGS FLOORS ROOMS USERS DEVICES	0
Overview							Profile	×
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Meeting rooms efficiency							O Google Calendar	
80%								
80%								
20%								
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			- M	eeting rooms efficiency	False booking rate		Save changes	
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0 /0		¥						
Bookings by Employee								
NAME VI 2.3	EMAD		BOOWTHIOS.		EALSE BORN	une.		

4. Click on the Save changes button to save calendar integration.

TEKTELIC		OVERVIEW BOOKINGS BUILDINGS FLOORS ROOMS USERS DEVICES O
Overview		Profile Settings X
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Bookings by Employee		
MAARE EMAN	волитиов	EALRE BIOTIVINDE

4 Appendix B – Google (GSuite, Gmail) Credentials

4.1 Create a New project

1. Go to Google Cloud Platform (<u>https://console.cloud.google.com/</u>) and log in as Administrator.

2. Click on the ... button and then click on the NEW PROJECT button in the open popup window to create a new project.

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DASHBOARD ACTIVITY	RECOMMENDATIONS								/ CUSTO	MIZE
How Google Cloud is helpi	ng during CDVID-19. Learn more								DISMISS	
	So Project info	Select from		NEW PROJECT	d Platform status	I				
	Report B	RECENT ALL			is deshboard					
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	→ Go to project settings	D anna B D anna anna A			ecks					
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	Trace				ing rofs. Have you set up Error Reporting?	1				
	-> Get started with Stackdriver Trace			CANCEL OPEN	up Error Reporting					
	Getting Started IPI Explore and enable APIs Deploy a prebuilt solution	1		3 days ago	Ing GKE and serverless users in the real world	I				
	Add dynamic logging to a running application				o continuous deployment for Cloud Run is a snap					

3. Fill all fields and click on the CREATE button.

≡ Google Cloud Platform	Q Search products and resources	×.	# E 0 A I 🙆
New Project			
Project name * TEMPO			
Project ID: tempo-290209. It cannot be changed later. EDIT			
Corganization * e			
Location* DROWSE			
CREATE			

4.2 Add a Google Calendar API for a new project

1. Click on the GO TO APIS OVERVIEW button.

	😫 TEMPO 🔫					B. (?)	1 1
DASHBOARD ACTIVITY	RECOMMENDATIONS						CUSTON
	Project info Project name TEMPO	I	RPI APIs Requests (requests/sec)	1	Google Cloud Platform status All services normal		
	Project ID tempo-291313 Project number 286544552812		No data is available for the selected time frame.	0.8	→ Go to Cloud status dashboard		
	ADD PEOPLE TO THIS PROJECT		No data is available for the selected time name.	0.4	Set up alerting policies		
-	 → 00 to project settings O Resources 	ı	3.15 3.30 3.45 4.PM → Go to APIs overview	- 0	Create uptime checks. View all dashboards		
	This project has no resources	i			Go to Monitoring		
	No trace data from the past 7 daya				No sign of any errors. Have you set up Error Reporting?		
	S Getting Started	ı			🖬 News 👔		
	RPI Explore and enable APIs				5 tips for more interactive meetings with O&A and Polis, rolling out to Google Meet 20 hours ago Why build apps on a cloud-native database like MongoDB Atlas? 21 hours ago Turm any Dataflow pipeline into a reusable template		
	Monitor errors with Error Reporting				21 hours ago → Read all news		

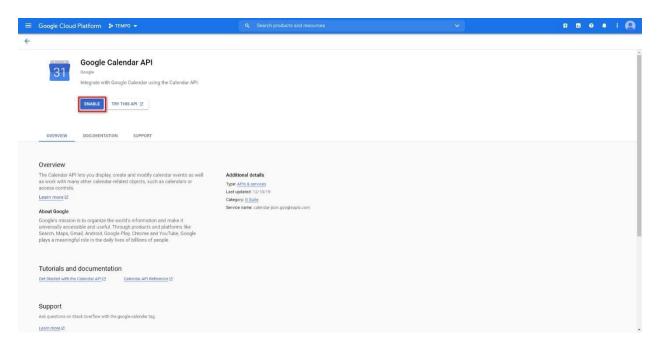
2. Click on the +ENABLE APIS AND SERVICES button.

	🕯 ТЕМРО 👻					5 0 🔹 i
PI APIs & Services	APIS & Services + ENABLE A	PIS AND SERVICES				
Dashboard				1 hour 6	hours 12 hours 1 day 2 days 4 days	7 days 14 days 30 days
# Library						
0+ Credentials	Traffic	±	Errors	± Median	latency	±
		1.0/n		100%		1.0
OAuth consent screen		0.8/8		80%		0.8
Domain verification		0.6/s		60%		0.6
o Page usage agreements					▲ No data is available for the selected time t	rame.
		0.4/6		40%		0.4
		0.2/n		20%		0.2
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	Name J R	equests Errors (%) Later	ky, median (ms) Latency, 95% (ms)			
	BigQuery API					
	BigQuery Storage API					
	Cloud Datastore API					
	Cloud Debugger API					
	Cloud Logging API					
	Cloud Monitoring API					
	Cloud SQL					
	Cloud Storage					
	Cloud Storage API					
	Cloud Trace API					
	Google Cloud APIs					
	Google Cloud Storage JSON API					
	Service Management API					
a	Service Usage API				Rows per page: 50 • 1	

3. Using the search field find Google Calendar API and choose it.

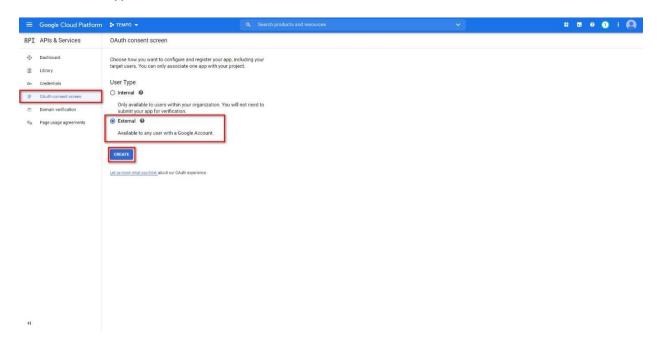
≡ Google Cloud Platform S TEM	PO 🛨	Search products and resources	# 12 0 + i 🙆
← Search	Q Calendar API	×	
2 results			
31	Google Calendar API Google Integrate with Google Calendar using the Calendar API.		
31	CalDAV API Google The CalDAV API lets you manage your Google calendars and ev	ents.	

4. Click on the ENABLE button on the Google Calendar API page.

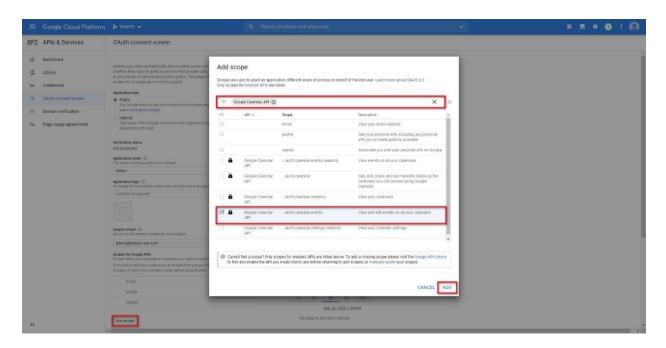


4.3 Setup OAuth consent screen

1. On the APIs & Services page click on the OAuth consent screen. On the opened page choose External user type and click on the CREATE button.



2. Add scope by click on the ADD SCOPE button. In the opened window using the search field find and that choose Google Calendar API. Click on the ADD button to save changes.



3. Fill the next fields: Application type, Application name, Support email, Authorized domains (add tektelic.com), Application Homepage link (add https://tempo.tektelic.com).

	т 🕽 темро 👻 🔍	Search products and resources	¥	ii 🛛 0 3 i 🙆
RPI APIs & Services	OAuth consent screen			
Dashboard H Library	Before your users authenticate, this consent screen will allow them to choose whether they want to grant access to their private data, as well as give them a link to your terms of service and privacy policy. This page configures the consent screen for all applications in this project.	About the consent screen The consent screen tells your users who is requesting access to their data and what kind of data		
O+ Credentials	Application type	you're asking to access OAuth verification		
Domain verification	Public Any Google Account can grant access to the scopes required by this app. Learn more about scopes	To protect you and your users, your consent screen and application may need to be verified by Google.		
Vo Page usage agreements	Intrinal Diffuence interaction Diffuence interaction Diffuence interaction Diffuence Diff	Vertification is negurated from applic marked as Markelia and attach and the following is that - Your applicate a steambility and/or restricted steambility and a steam number of authority - Your application and an application and a - Your application and a steambility and application and - Your application and an application and - Your application and - Your application and - Your consent curves and application and winefed by Doogle, your can this they run application between the Your Boogle, your and they your apply will believe before its werlind, - Uri a known what you before application are winefed by Doogle, your can they have a steambility - Your application and the steam application and - Your application and - Your application and - Your application and - Your application - Your application - Your applicat		
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	Brown in the content screen. Must be hosted on an Authorad Domain. https:// or http:// Applicator.text.exif.action.com/ Brown on the content screen. Must be hosted on an Authorad Domain. https:// or http:// Disease.com/actionad/ https:// or http://			
a	Instanti of registre			

4. Click on the SAVE button to save the data

4.4 Create Credentials

Google Cloud Platform	🕽 ТЕМРО 👻			# 12 0 1 i (
PI APIs & Services	APIS & Services + ENABLE APIS AND	SERVICES		
Dashboard			1 hour 6 hours	12 hours 1 day 2 days 4 days 7 days 14 days 30 days
Library				
>+ Credentials	Traffic	± Errors	± Median late	ncy 🛨
9 OAuth consent screen		0.06/n	120%	0.201
		mg	- 100%	0.200
Domain verification			80%	0.199
o Page usage agreements		0.03/%	00%	0.198
		1.	40%	0.197
			20%	
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	₩ Filter Name ↓ Requests	Errors (%) Latency, median (ms)	Latency, 95% (ms)	Θ
	Google Calendar API 7,671	0 198	259	
	BigQuery API			
	BigQuery Storage API			
	Cloud Datastore API Cloud Debugger API			
	Cloud Legging API			
	Cloud Monitoring API			
	Cloud SQL			
	Cloud Storage			
	Cloud Storage Cloud Storage API			
	Cloud Storage API			
	Cloud Storage API Cloud Trace API			

1. On the APIs & Services page click on the Credential menu item.

4.4.1 Create an OAuth Client ID

1. Click on the +CREATE CREDENTIALS button and click on the OAuth Client ID item in the dropdown list.

	Google Cloud Platform	Q. Search products and		and resources		~		ii 🛛 0 0 i 🙆	
API	APIs & Services	Credentials	+ CREATE CREDENTIALS	T DELETE					
•	Dashboard	Create credentials to ac	API key Identifies your project using a	" simple API key to check quota and access					
#	Library	A To protect y	OAuth client ID Bequests user consent so you	r app can access the user's data	oogle. <u>Learn more</u>				CONFIGURE CONSENT SCREEN
0+	Credentials		Service account						
Η¥.	OAuth consent screen	API Keys	Enables server-to-server, app-le	evel authentication using robot accounts					
	Domain verification	Name Name	Help me choose Asks a few questions to help y	ou decide which type of credential to use	ons	Key	Usage with all services (last 30 days)		
W ₀	Page usage agreements	No API keys to displa			_				
		OAuth 2.0 Client IDs							
		Name Name		Creation date 🔸			Туре	Client ID	
		No GAuth clients to di	splay						
		Service Accou	ints						Manage service accounts
		Email		Name 🕇	Usage with all se	ervices (last 30 days) 🚳			
		No service accounts t	o display						
<1									

2. Select the Web application type for the Application type field. Fill the Name field. Click on the +ADD URI button and type the next URI:

T0006073_TempoSetupGuide 0.9 TEKTELIC Communications Inc. Version

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<u>https://tempo.tektelic.com:8081/identity/api/google/oauth/process-access-code</u> in the URI field. Click on the SAVE button for saving settings.

	Google Cloud Platform	\$• ТЕМРО →	Search products and resources	×	ti 🗉 0	0	1 🙆
API	APIs & Services	← Create OAuth client ID					
	Dashboard Library	A client ID is used to identify a single app to Google's OAuth servers. If your a multiple platforms, each will need its own client ID. See Setting up OAuth 2.0 information.					
0+	Credentials	Application type * Web application					
₩.	OAuth consent screen	Learn more about 0Auth client types					
	Domain verification	Name * TEMPO					
π_0	Page usage agreements	The name of your OAuth 2.0 client. This name is only used to identify the client in console and will not be shown to end users.	the				
		The domains of the URIs you add below will be automatically add your <u>Out-In consent screen as automatically add</u> Por use with requests from a browser + ADD URI Muthorized redirect URIs					

3. ClientID and Client secret are displayed in the next window. Those data can be copied in the future. Click on the OK button to close the window.

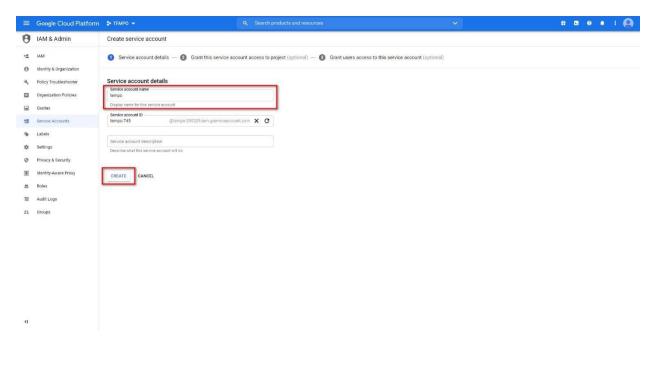
=	Google Cloud Platform	\$• TEMPO 👻	Q. Search products and resources	×	# 58 0 19 : 🚇
RPI	APIs & Services	Credentials + CREATE CREDENTIALS			
٠	Dashboard	Create credentials to access your enabled APIs. Learn more			
出	Library	A To protect you and your users, your consent screen and app		CONFIGURE CONSENT SCREEN	
0*	Credentials				
IP	OAuth consent screen	API Keys			
	Domain verification	Name Creation date Vo API keys to display	OAuth client created	Usage with all services (last 30 days)	
W ₀	Page usage agreements	OAuth 2.0 Client IDs	The client ID and secret can always be accessed from Credentials in APIs & Services		
		Name Creation date TEMPO Sep 21, 2020	 OAuth is limited to 100 sensitive scope logins until the <u>OAuth</u> consent screen is verified. This may require a verification process that can take several days. 	Client ID 371295339259-1917 🖪	/ # ±
		Service Accounts	Your Client ID		Manage service accounts
		Email Name No service accounts to display	Your Client Secret		
			OK.	נ	
¢I			OAuth client created		

4.4.2 Create a Service Account

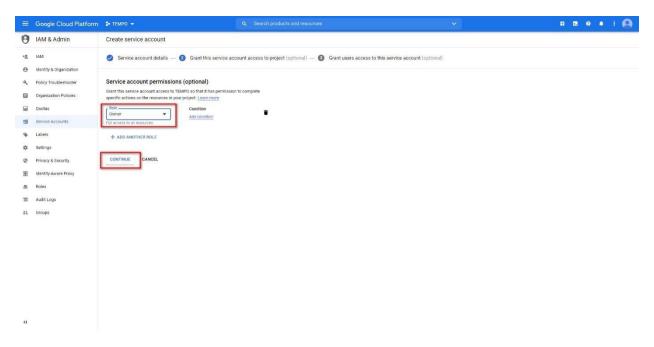
1. Click on the +CREATE CREDENTIALS button and click on the Service Account item in the dropdown list.

=	Google Cloud Platform	🕽 темро 👻	Q. Search products a	nd resources	×)		# 12 0 A I 🙆
API	APIs & Services	Credentials	+ CREATE CREDENTIALS				
¢	Dashboard	Create credentials to ac	API key Identifies your project using a simple API key to check quota and access				
ш	Library	A Remember t	OAuth client ID Requests user consent so your app can access the user's data				CONFIGURE CONSENT SCREEN
04	Credentials		Service account Enables server-to-server, app-level authentication using robot accounts	1			
IV	OAuth consent screen	API Keys	Enables server-to-server, app-level authentication using robot accounts				
⊡ ≅o	Domain verification	No API keys to displa	Help me choose Asks a few questions to help you decide which type of credential to use	ons Key	Usage with all services (last 30 days)		
		OAuth 2.0 Clie	ant IDe				
		Name Name	Creation date 🗸		Туре	Client ID	
		No OAuth clients to d	isplay				
		Service Accou	ints				Manage service accounts
		Email	Name 🕇	Usage with all services (last 30 days)			
		No service accounts !	to display				
<							

2. Fill the Service account name field. If necessary, change the name of the Service account ID and add the Service account description. Click on the CREATE button to complete the first step.



3. Click on the Select a role field and add Owner role to the Project. Click on the CONTINUE button to complete the second step.



4. Click on the DONE button to complete the third step.

	Google Cloud Platform	🕽 темро 👻	Q Search products and resources	¥		5 0 A I 🙆	
θ	IAM & Admin	Create service account				HIDE INFO PANEL	
•2	IAM	Service account details —	Grant this service account access to project (optional) — 3 Grant users access to thi	is service account (optional)	Permissions		
ભ ચ	Identity & Organization Policy Troubleshooter	Grant users access to this se			Show inherited permissions		
	Organization Policies	Grant access to users or groups that new Learn more	ed to perform actions as this service account.		Filter tree	0	
	Quotas	Service account users role	0		Role / Member 🕇	Inheritance	
앮	Service Accounts	Grant users the permissions to deploy job			Owner (2)		
ø	Labels	Service account admins role	0				
\$	Settings	Grant users the permission to administer					
0	Privacy & Security	DONE					
æ	Identity-Aware Proxy						
-	Roles						
10	Audit Logs						
11	Groups						
</td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							

5. Click on the EDIT button of the created Service Account.

	Google Cloud Platform	🔹 темро 👻		Q. Search products and resource	-13	~	11 12 0 13 i 🚇
API	APIs & Services	Credentials	+ CREATE CREDENTIALS	re			
٠	Dashboard	Create credentials to a	ccess your enabled APIs. Learn more				
#	Library	A To protect	you and your users, your consent screen and a	pplication need to be verified by Google. Lear	n more		CONFIGURE CONSENT SCREEN
0+	Credentials						
ι¥.	OAuth consent screen	API Keys					
	Domain verification	Name Name	Creation date $~\downarrow~$	Restrictions	Key	Usage with all services (last 30 days)	
w_0	Page usage agreements	No API keys to displ	ау				
		OAuth 2.0 Cli	ent IDs				
		Name Name	Creation date 🔸	Туре		Client ID	
		TEMPO	Oct 2, 2020	Web	application	1	/ • ±
		Service Acco	ounts				Manage service accounts
		Email			Name 🕇	Usage with all services (last 30 days)	
		tempo	Desp. 2111 as periods out on		TEMPO	0	
<1							

6. Click on the ADD KEY button and select the Create a new key item in the dropdown list.

≡	Google Cloud Platform	\$• ТЕМРО →		ii 🖸 0 1 i 🙆
θ	IAM & Admin			
•± 0	IAM Identity & Organization	Service account details		
عر	Policy Troubleshooter			
	Organization Policies	Description		
	Quotas	Email		
헨	Service Accounts	Unique ID		
•	Labels			
*	Settings Privacy & Security	Service account status		
0 	Identity-Aware Proxy	Disabiling your account allows you to preserve your policies without having to dely Construct currently active	de il.	
	Roles	DISABLE SERVICE ACCOUNT		
1	Audit Logs	SHOW DOMAIN-WIDE DELEGATION		
	Groups	Keys Add a new key pair or upload a public key certificate from an existing key p note that public certificates need to be in RSA_XSOP_PEM format. Learn me upload key tomat. Create new key Upload existing key Key creation date Key expiration date Key expiration date Key expiration date	ur. Mease re alloog	
<1				

7. Choose the JSON in the Key type checklist and click on the CREATE button.

=	Google Cloud Platform	\$ TEMPO +	Q. Search products and resources	~	ii 12 0 0 i 🙆
θ	IAM & Admin				
2 0 4	IAM Identity & Organization Policy Troubleshooter Organization Policies	Service account details Name TEMPO Description			
	Quotas	Email tempo-938@tempo-291313.iam.gserviceaccount.com			
<u>ଗ</u> ା ଡ	Service Accounts	Unique ID 111073914160201989127	Create private key for "TEMPO"		
\$		Service account status Disabiling your account allows you to preserve your policies without having 1	Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost. Key type (a) _sDON		
100 A	Identity-Aware Proxy Roles	Account currently active DIBABLE SERVICE ACCOUNT SHOW DOMAIN WIDE DELEGATION	Recommended P12 For backward compatibility with code using the P12 format		
21	Audit Logs Groups	Add a new key pair or upload a public key certificate from an existing i note that public certificate and to be in RSA_XS09_PEM format Law upload key formats	CANCEL		
		ADD KEY + Type Status Key Key creation date Key expiration d No rows to display	a.		
۲I		SAVE CANCEL			

8. The private key will be saved automatically on your computer.

					ii 🗷 🛛 i 🙆
0	IAM & Admin				
12 19 14	IAM Identity & Organization Policy Troubleshooter	Service account details Name TEMPO			
۰	Organization Policies	Description			
	Quotas	Email			
에 영 4	Service Accounts Labels Settings	Unique ID	Private key saved to your computer		
*	Privacy & Security	Service account status	tempo-291313- json allows access to your cloud resources, so store	Press and a lower more	
E	Identity-Aware Proxy	Disabling your account allows you to preserve your policies Caccount currently active	 temportano raisona aportanona accesa to your closo resources, so store 	n secure. <u>Costinite</u>	
	Roles	DISABLE SERVICE ACCOUNT			
10	Audit Logs	SHOW DOMAIN-WIDE DELEGATION		CLOSE	
11	Groups	Keys Add a new par or upload a public key certificate from upload explore anti-public certificates from upload key tormats NOV KEY + Type Solaha Key © CANCEL			
	tempo-291313-fbjson ^				Show all X

9. Click on the SAVE button to save changes.

≡ G	oogle Cloud Platform	\$• TEMPO 🛩	Q. Search products and resources	Ý	11 12 0 0 i 🙆
0 IA	M & Admin				
 ▲ IAM → Ide Ide → Ide → Poi <l< th=""><th>M withy & Organization withy & Organization ganization Policies ganization Policies outes wite Accounts bels trings vacy & Security antity-Aware Proxy</th><th>Service account details Name TEMPO Description Email</th><th>from an existing key pair. Please</th><th></th><th></th></l<>	M withy & Organization withy & Organization ganization Policies ganization Policies outes wite Accounts bels trings vacy & Security antity-Aware Proxy	Service account details Name TEMPO Description Email	from an existing key pair. Please		
		SAVE CANCEL	(and a set of a set o		
<1					

4.5 Add Service account to room permissions

- 1. Go to <u>https://calendar.google.com/calendar/u/0/r/settings</u> and log in as the administrator.
- 2. Select the Room calendar from the Settings for my calendars list.

← Settings				
General	^	Language and region		
Language and region		And a second sec		
Time zone World clock		Torina Ministra Dispating		
Event settings		The second		
View options		Transmitter Transmitter		
Events from Gmail				
Working Hours Main work location		Time zone		
Keyboard shortcuts		Display secondary time zone		
Add calendar	~	and other to pass the day		-
Import & export		And and the second second		
Settings for my calendars		Ask to update my primary time zone to currently a set of the set o		ion
• 144444-2011		Learn more about how Google Calendar works across time	zones	
• sense				
Boardroom	_	World clock		
 Specification in the second sec	_	Add time zone		
	net.	Event settings		
· International and	-	Default duration 60 minutes	*	

3. At the Calendar settings menu item scroll down until the Share with specific people settings and click on the +ADD PEOPLE button.

← Settings			III G Suite 🕤
General	Access permissions		
Add calendar 🗸 🗸	Make available to public	See all event details ~	
Import & export	Make available for	The distance many is	
Settings for my calendars	Get shareable link		
 Tamatic law 	Learn more about sharing your calendar		
Boardroom	_Share with specific people _		
Calendar settings	snare with specific people		
Auto-accept invitations	+ Add people		
Access permissions	Learn more about sharing your calendar with someone		
Share with specific people Event notifications			
All-day event notifications	Event notifications		
Other notifications	Receive notifications for events on this calendar. Opting into these notifications may alert and be visible to the calendar	owner(s)	
Integrate calendar	+ Add notification		
Remove calendar			
 Appendix and the second second	All-day event notifications		
specifica francisco da.	Receive notifications for all day events on this calendar. Opting into these notifications may alert and be visible to the calendar	owner(s)	
· sporter man in rest into	+ Add notification		
· tenso isang tisang t			

4. Paste Service account email from Step 4.2 of this guide to the Add email or name field. Select the Make changes and manage sharing list item at the Permissions dropdown list. Click on the SENT button to get room calendar permission for the Service account.

← Settings		 G Suite
General Add calendar v Import 6, export	Access permissions Make available to public See all event details + Make available for +	
Settings for my calendars	Gret shareable link Learn more about shurng your calmfar	
Bourdroom Calendar settings Auto-accept invitations Access permissions Share with specific people Event notifications Ail-day event notifications Other notifications integrade calendar	Share with specific people Same with specific people Same with specific people Same with specific people <td></td>	
Remove calendar	All-day event notifications All-day event notifications Revew inditiduous for all day events on this cannots Compares the finance inditiduous may ainst and be visible to the calendar tomer(s) Add notification	

- 5. Repeat steps 5.2 5.4 for all rooms calendar.
- 6. Paste copied credentials to TEMPO Application.

1. Log in to TEMPO Application (<u>https://tempo.tektelic.com/</u>) as an OFFICE ADMIN.

Log in Enter your email and password. If you have no account - request an access	
Password	stow
Login	

2. Click on the user icon and choose the Profile menu item.

TEKTELIC		OVERVIEW BOOKINGS BUILDINGS FLOORS ROOMS	USERS DEVICES
Overview			Last week Logout
O Booked rooms -	2 Available rooms +	O False-booked rooms +	
✓ Meeting rooms efficiency			More +
100%			
80%			
80%			
40%			
20%			
0% Sat, 12 Sep Sun, 13 Sep	Mon, 14 Sep Tue, 15 Sep Meeting rooms efficiency False booking rate	Wed, 10 Sep Thu, 17 Sep	Fri, 18 Sep
✓ Meeting rooms utilization			More ->
Vitable affice	Maan O %		
Bookings by Employee	BOWDER CALL	SE BAVENING SERVICING	
v1.2.3	DISONTHING . EAL	SE BOOKING EELPIENCY	

3. Go to the Settings tab. In the dropdown list choose Calendar Integration and then choose the Google Calendar option in the Active calendar integration list. Google Calendar API Key was

obtained in Step 4.2.8 above. OAuth ClientID and OAuth ClientSecret were obtained in Step 4.1.3 above.

Overview					Reserved.		_	Profile	Settings	×
0 Booked rooms =		11 Available rooms +			Calendar Inte		~			
✓ Meeting rooms efficiency				(Outlook	ndar integration	1			
			-							
		Meeting room	e fitzency • False booking rate							
≁ Meeting rooms utilization		Meeting room	s officiency is False booking rate							
Meeting rooms utilization	¥	 Meeting complexity Even these 0 % 	e efficiency • False booking rate	Ť			Save changes			

4. Click on the Save changes button to save calendar integration.

TEKTELIC	OVERV	IEW BOOKINGS BUILDINGS FLOORS ROOMS USERS DEVICES 🧿
Overview		Profile Settings X
O Booked rooms =	2 Available rooms +	Calendar Integration 👻
-b		Active calendar integration
✓ Meeting rooms efficiency		 Outlook Google Calendar
100%		
80%		(head) "servers, account" (regard, of "linear) Million" (reveal, inte, of "linear) institution on an account of the Andrew Statement of Terraris, 1
80%		W ^{**} — Allow Provide and the second strategy and the second s
40%		Reading and the second se
20%		
0% Thu, 17 Sep Fri, 18 Sep	Sat, 19 Sep Sun, 20 Sep M	on, 21
	Meeting rooms efficiency False booking rate	Condi liner (g
A Meeting rooms utilization		Could Chief Rever
Whole office	Main	
0 %	0%	Save changes
Bookings by Employee		
VAARE ENAAM	BORNTHOR LAI RE BORNTHOR	