

# Console Basics

VMware Workspace ONE UEM 2203

You can find the most up-to-date technical documentation on the VMware website at:

<https://docs.vmware.com/>

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# Working in the UEM Console

# 1

Workspace ONE UEM allows you to view and manage every aspect of your MDM deployment. With this single, web-based resource, you can quickly and easily add new devices and users to your fleet, manage profiles, and configure system settings.

Acquaint yourself with security settings and interface features such as the Getting Started Wizard, menu icons, sending feedback, and global search.

For more information about how VMware handles information collected through Workspace ONE UEM, such as analytics, see the VMware Privacy Policy at <https://www.vmware.com/help/privacy.html>.

## Supported Browsers

The Workspace ONE Unified Endpoint Management (UEM) console supports the latest stable builds of the following web browsers.

- Chrome
- Firefox
- Safari
- Microsoft Edge

Comprehensive platform testing has been performed to ensure functionality using these web browsers. If you run the UEM console with an older version browser or on a non-certified browser, you can experience minor issues.

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**Note** If using IE to access the UEM console, navigate to **Control Panel > Settings > Internet Options > Security** and ensure that you have a security level or custom security level that includes the **Font Download** option being set to **Enabled**.

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**Table 1-1. Supported Platforms**

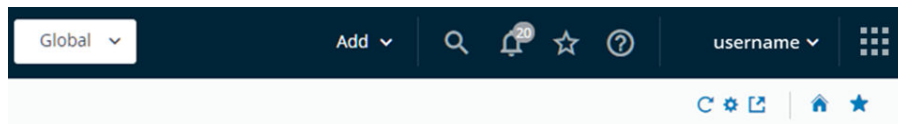
■ Android 5.0+	■ QNX 6.5+
■ Apple iOS 11.0+	■ Windows Desktop (8/8.1/RT/10)
■ Apple macOS 10.9+	■ Windows Rugged (Mobile 5/6 and Windows CE 4/5/6)
■ Chrome OS (latest)	








Limited support might be available for other devices or operating systems. Workspace ONE Direct Enrollment is supported on iOS and Android devices only. For more information, see the topic **Workspace ONE Direct Enrollment** in the **Workspace ONE UEM Managing Devices** documentation.




Refer to each platform-specific guide by searching the online help, visiting docs.vmware.com, or contacting VMware Support for more information.

## Header Menu

The **Header Menu** appears at the top of nearly every page of the Workspace ONE UEM powered by AirWatch, enabling you to access to the following functions and features.



- **Organization Group** – Select the Organization Group (the tab labeled Global) to which you want to apply changes.
- **Add** – Quickly create an admin, device, user, policy, content, profile, internal application, or public application.
- **Global Search** – () Search all aspects of your deployment within the UEM console, including devices, users, content, applications, configuration settings, admins, pages, and more.
- **Notifications** – () Stay informed about important console events with Notifications. The number badge on the Notifications bell icon indicates the number of alerts that require your attention.
- **Saved** – () Access your favorite and most-utilized pages within the UEM console.
- **Help** – () Browse or search the available guides and UEM console documentation.
- **My Services Selector** – () Use this menu button to select between all Workspace ONE services that are available to you.
- **Account** – View your account information. Change the **Account Role** that you are assigned to within the current environment. Customize settings for contact information, language, **Notifications**, view history of **Logins**, and **Security** settings including PIN reset. You can also **Log out** of the UEM console and return to the Login screen.
- **Refresh** – () See updated stats and info without leaving the current view by refreshing the screen.
- **Available Sections** – () Customize the view of the Monitor Overview by selecting only the sections you want to see. Available only on the Monitor screen.

- **Export** – () Produces a full (or filtered, if filtering is used) listing of users, devices, profiles, apps, books, or policies to an XLSX or CSV (comma-separated values) file. You can view and analyze these files with MS Excel.
- **Home** – () Use this icon to assign any screen in the UEM console as your home page. The next time you open the UEM console, your selected screen displays as your home page.
- **Save** – () Add the current page to the Saved page list for quick access to your favorite UEM console pages.

## Global Search

Using a modular design with a tabbed interface, Global Search runs searches across your entire deployment. Global Search applies your search string to a single tab at a time, which produces faster results. Apply the same string to another area of the Workspace ONE UEM by selecting another tab.

After running a global search, select the following tabs to view the results.

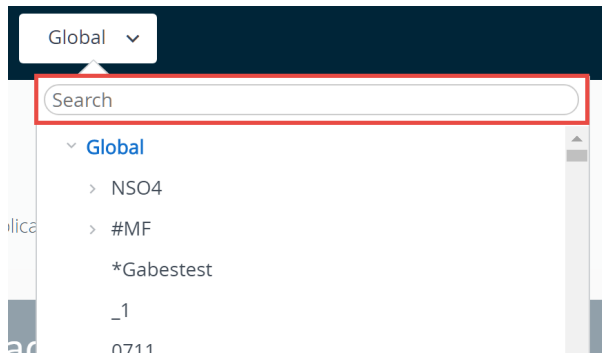
- **Devices** – Returns matches to Device friendly name and Device Profile name searches.
- **Accounts** – Returns matches to user name and administrator name searches.
- **Applications** – Returns matches to internal, public, purchased, and Web application searches.
- **Content** – Returns matches to any content that appears on devices.

You can use the asterisk \* as a wildcard in your search parameters in the following ways.

- Entering **\*device** returns ruggeddevice, appledevice, mobiledevice
- Entering **m\*e** returns manufacture, Maine, merge
- Entering **admin\*** returns administrator, administration, admins
- Entering **\*tern\*** returns internal, external, alternate
- To include an asterisk as part of your search parameter, enclose it in double quotes or precede it with a backslash.
  - Entering **micro""** returns micro\*
  - Entering **valueable\\*** returns valueable\*

## Search for an Organization Group

You can also perform a search for an organization group by selecting the organization group drop-down menu. The Search bar displays above the list.



## Search for Settings

You can search for settings by initiating a search from the Configurations page. Navigate to **Groups & Settings > Configurations** and enter your keyword in the search text box.

Groups & Settings

### Configurations

Establish the foundational settings, customizations and integrations

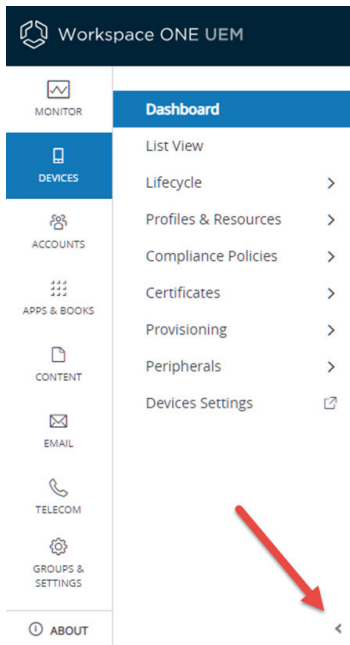
 Enter a name or category

## Collapse and Expand the Submenu

You can collapse the left panel submenu of the Workspace ONE UEM to create more screen space for device information. You can also expand or reopen a collapsed submenu.

- 1 To temporarily collapse the submenu, select the "less-than" arrow shown here.





- 2 To expand or reopen the collapsed submenu, select the "greater-than" arrow at the bottom-left of the screen, next to the "About" icon.

## Customize the UI with Branding

Workspace ONE UEM allows extensive customization options. These options allow you to brand your tools and resources according to the color scheme, logo, and overall aesthetic of your organization.

Branding can be configured in support of multi-tenancy, so different divisions of your enterprise can have their unique look and feel at their organization group level. For more information, see [Organization Groups](#).

- 1 Select the organization group you want to brand and then navigate to **Groups & Settings > All Settings > System > Branding**.
- 2 Configure logo and background settings on the **Branding** tab.
- 3 Upload a Company Logo by uploading a file saved on your computer. The suggested resolution of the uploaded image is 800x300.
- 4 Upload a background for the login page by uploading a file saved on your computer. The suggested resolution of the uploaded image is 1024x768.
- 5 Upload a background for the Self-Service Portal (SSP) login page by uploading a file saved on your computer. The suggested resolution of the uploaded image is 1024x768.
- 6 Configure customizations to the **Colors** section in the **Branding** tab.
- 7 Configure the settings on the **Custom CSS** tab. Enter customized CSS code for advanced branding.

- 8 Select **Save**.

## Join or Leave the Customer Experience Improvement Program

The VMware Customer Experience Improvement Program (CEIP) provides information that VMware uses to improve its products and services, to fix problems, and to advise you on how best to deploy and use VMware products. This program is only available to on-premises deployments of Workspace ONE UEM.

**Before you begin:** Workspace ONE UEM participates in VMware's Customer Experience Improvement Program ("CEIP"). Details regarding the data collected through CEIP and the purposes for which it is used by VMware are set forth at the Trust & Assurance Center at <http://www.vmware.com/trustvmware/ceip.html>.

For more information about how VMware handles information collected through Workspace ONE UEM, such as analytics, see the VMware Privacy Policy at <https://www.vmware.com/help/privacy.html>.

**About this task:** The CEIP prompt appears when you install or upgrade Workspace ONE UEM. You must make a selection. You can change your selection any time afterwards from the UEM console by taking the following steps.

- 1 Navigate to **Groups & Settings > All Settings > Admin > Product Improvement Programs**.
- 2 If you want to participate in the CEIP, enable the check box next to **Join the VMware Customer Experience Improvement Program**.
  - a If you do not want to participate in the CEIP, deactivate (clear) this check box.
- 3 Select the **Save** button

# Logging In to the Console

## 2

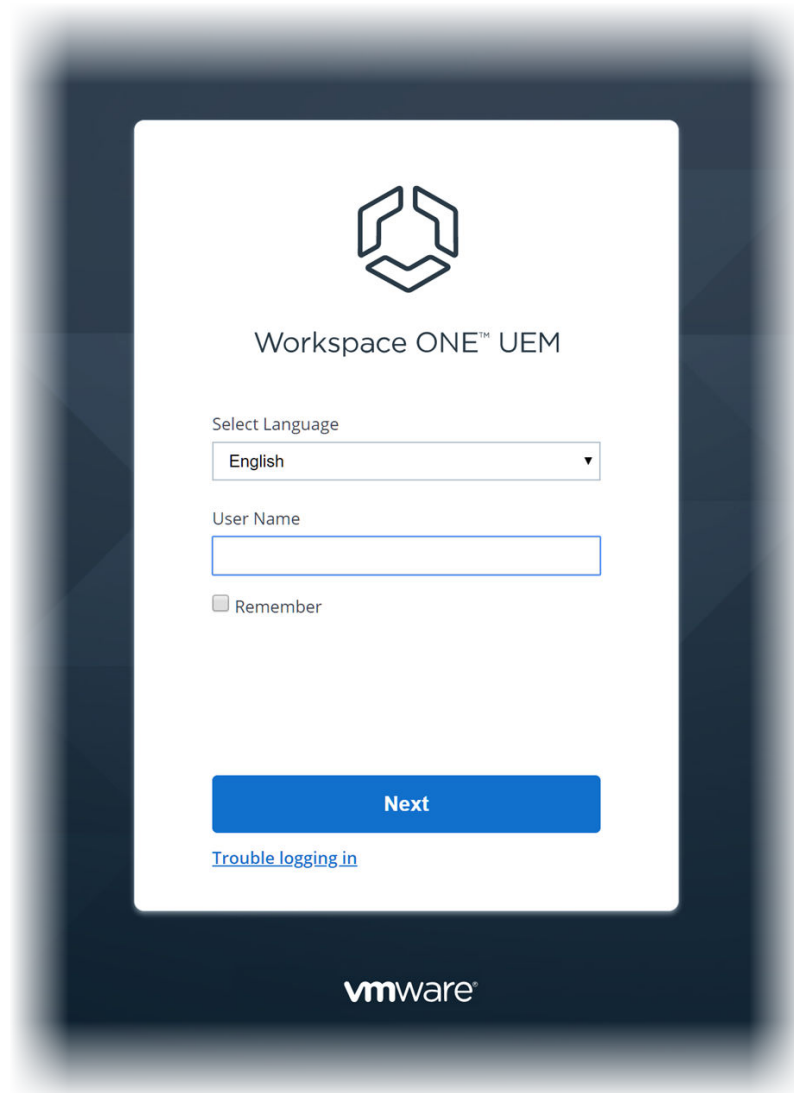
Before you can do anything in Workspace ONE UEM, you must first log in to the console.

Before you can log in to the Workspace ONE UEM console, you must have the **Environment URL** and **log in credentials**. How you obtain this information depends on your type of deployment.

- **SaaS Deployment** – Your **Account Manager** provides your Environment URL and user name/password. The URL is not customizable, and generally follows the format of **awmdm.com**.
- **On-premises** – The on-premises URL is customizable and follows the format **awmdm.<YourCompany>.com**.

Your Account Manager provides the initial setup credentials for your environment. Administrators who create more accounts to delegate management responsibility can also create and distribute credentials for their environment.

After your browser has successfully loaded the UEM console **Environment URL**, you can log in using the **User Name** and **Password** provided by your Workspace ONE UEM administrator.



1 Enter your **User Name**.

- The Workspace ONE UEM console saves the user name and the type of user (SAML or non-SAML) in the browser cache.
  - If SAML user, admin is directed to SAML login.
  - If non-SAML user, admin must enter a password.
- If the **Remember** check box is enabled, then the **User Name** text box is pre-populated with the last logged-in user the next time you visit your Environment URL.

2 Enter your **Password**.

- If you are logging in for the first time, you are prompted for the login password. Enter it to proceed.
- If you have logged in before and you are allowing your default browser to remember user names and passwords, then the **Password** text box auto-completes with the password saved in the browser cache.

### 3 Select the **Log In** button.

- Your default home screen (which is customizable) opens upon login. Learn how to customize your home screen by visiting [Header Menu](#).

## Password Expiration

Basic administrators are notified by email 5 days before their password expires with another email notification the day before. On-premises administrators can change this default 5-day period by navigating to **Groups & Settings > All Settings > Admin > Console Security > Passwords** while in the Global organization group. Dedicated SaaS administrators must contact support to make changes to this setting.

You can make a custom password expiration notification for your admins by navigating to **Groups & Settings > All Settings > Devices & Users > General > Message Template** and select 'Administrator' as the **Category** and 'Admin Password Expiry Notification' as the **Type**.

For information about Enrollment User Password Settings, which are managed separately from Admin Console Passwords, see the system settings page by navigating to **Groups & Settings > All Settings > Devices & Users > General > Passwords**.

## Session Timeouts and Logouts

There are two basic scenarios under which you can be logged out of the Workspace ONE UEM console.

- 1 Explicit Logout (including closing the browser window and inactivity logouts.)
  - If you have configured your default browser to remember your user name and password, then upon the next login, the browser pre-populates the user name text box with the last user to log in successfully.
  - If you have configured your browser to forget user names and passwords, then the user name and type of user (SAML / non-SAML) are wiped from the browser cache.
- 2 Session Invalidation (including load balancer issues and sessions timeouts due to admin setting.)
  - Non-SAML users log back in using a saved user name and selecting the **Log In** button.
  - SAML users can log back into the console without any clicks.

## Login Lockouts

System Administrators and AirWatch Administrators can configure the **Maximum invalid login attempts** before admins are locked out of the console by navigating to **Groups & Settings > All Settings > Admin > Console Security > Passwords**.

You are locked out from the UEM console in two scenarios: 1) when you make failed login attempts greater than the maximum number of invalid login attempts and 2) when you answer your password recovery question incorrectly three times while trying to reset your password.

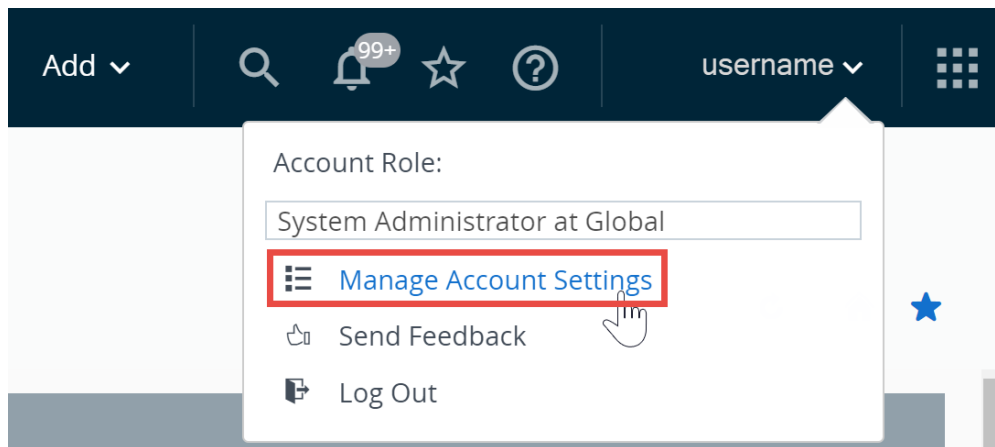
When this happens, you must either reset your password using the troubleshooting link on the login page or you must get assistance from an admin to unlock your account using the Admin List View. You receive an email notification when your account is locked and again when it becomes unlocked.

## Research Account Lockout Console Events

When Basic Administrator accounts are locked out or unlocked in Workspace ONE UEM, a console event is generated. Both events generate a logging level 5 (warning) event. In addition to reviewing the basic login history directly from **Account Settings**, you can research Admin account lockouts or unlock console events by taking the following steps.

- 1 Navigate to **Monitor > Reports and Analytics > Events > Console Events**.
- 2 Select "Warning and above" from the **Severity** drop-down filter at the top of the **Console Event** listing.
- 3 Select "Login" from the **Category** drop-down filter.
- 4 Select "Administration" from the **Module** drop-down filter.
- 5 Apply more filters as you might require including **Date Range**.

## Manage Account Settings



Administrators of Workspace ONE UEM have console specific account settings allowing you to configure user contact information, notification preferences, login history, and security configuration including password recovery.

## Manage Account Settings: User

Ensure you can be reached by entering your personal information in the **User** tab including email, up to four different phone numbers, time zone, and locale.

## Manage Account Settings: Notifications

Use the Notifications settings on the **Account Settings** page to enable or deactivate APNs Expiration alerts, select how to receive alerts, and change the email to which it sends alerts. For more information, see [Configure Notifications Settings](#).

## Manage Account Settings: Logins

Review your entire login history including login date and time, the source IP address, login type, source applications, browser make and version, OS platform, and login status.

## Manage Account Settings: Security

You can reset your login password, reset the password recovery questions, and reset your four-digit security PIN.

## Manage Account Settings: Password

The **Password** accompanies your account user name when you log into the UEM console. You can **Reset** this password at any time.

## Manage Account Settings: Password Recovery Questions

The **Password Recovery Questions** are the method by which you reset your password. You must define this question together with its answer when you log in to the UEM console for the first time. You can select a new password recovery question by selecting the **Reset** button. This action logs out the user automatically. Upon logging back in, they are presented with the **Security Settings** screen where they are required to select from the list of Password Recovery Questions and supply the answer.

Admins who never selected a password recovery question and do not have a **Reset** button for Password Recovery Questions must have their accounts deleted and re-created. Upon logging in for the first time after their account is re-created, they are required to define a password recovery question and answer.

You are locked out from the login page when you answer a Password Recovery Question incorrectly more than three times. When this happens, you must reset your password using the troubleshooting link on the login page. Alternatively, you can get assistance from an admin to unlock your account using the Admin List View. You receive an email notification when your account is locked and again when it becomes unlocked.

## Manage Account Settings: Security PIN

Establish security for the UEM console by creating a **Security PIN**. The PIN acts as a safeguard against accidentally wiping a device or deleting important aspects of your environment, such as users and organization groups. The Security PIN also works as a second layer of security. It presents an added point of authentication by blocking actions made by unapproved users.

When you first log in to the UEM console, you are required to establish a Security PIN.

**Reset** your security PIN every so often to minimize security risks.

## Restrict UEM Console Actions

In a scenario when the console for Workspace ONE UEM console is left unlocked and unattended, an extra safeguard is provided against malicious actions that are potentially destructive. You can place those actions out of reach of unauthorized users in such a scenario.

- 1 Navigate to **Groups & Settings > All Settings > System > Security > Restricted Actions**.
- 2 Configure the **Send Message to All** setting. Enable this setting to allow a system administrator to send a message to all devices in your deployment from the Device List View. It can also be used to send a message to a specific group.
- 3 You can require that certain UEM console actions require admins to enter a PIN. Configure the **Password Protect Actions** by enabling or disabling the following actions.

**Note** Denoted by \* below, some actions always require a PIN and as a result cannot be deactivated.

Setting	Description
<b>Admin Account Delete</b>	Prevents the deletion of an admin user account in <b>Accounts &gt; Administrators &gt; List View</b> .
<b>*Regenerate VMware Enterprise Systems Connector Certificate</b>	Prevents the regeneration of the VMware Enterprise Systems Connector certificate in <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; VMware Enterprise Systems Connector</b> .
<b>*APNs Certificate Change</b>	Prevents the disabling of APNs for MDM in <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; Apple &gt; APNs For MDM</b> .
<b>Application Delete/Deactivate/Retire</b>	Prevents the deletion, deactivation, or retirement of an application in <b>Apps &amp; Books &gt; Applications &gt; List View</b> .
<b>Content Delete/Deactivate</b>	Prevents the deletion or deactivation of a content file in <b>Content &gt; List View</b> .
<b>*Data Encryption Toggle</b>	Prevents the Encryption of user information setting in <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Security &gt; Data Security</b> .
<b>Device Delete</b>	Prevents the deletion of a device in <b>Devices &gt; List View</b> . Admin security PIN is still required for bulk actions even when this setting is deactivated.



Setting	Description
<b>*Device Wipe</b>	Prevents any attempt to perform a device wipe from the Device List View or Device Details screens.
<b>Enterprise Reset</b>	Prevents any attempt to perform an enterprise reset on a device from the <b>Devices Details</b> page of a Windows Rugged, Rugged Android, or QNX device.
<b>Enterprise Wipe</b>	Prevents any attempt to perform an enterprise wipe on a device from the <b>Devices Details</b> page of a device.
<b>Enterprise Wipe (Based on User Group Membership Toggle)</b>	Prevents any attempt to perform an enterprise wipe on a device when it is removed from a user group. This setting is an optional setting that you can configure under <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; General &gt; Enrollment</b> on the <b>Restrictions</b> tab. If you <b>Restrict Enrollment to Configured Groups</b> on this tab, you then have the added option of performing an enterprise wipe a device when it is removed from a group.
<b>*Organization Group Delete</b>	Prevents any attempt to delete the current organization group from <b>Groups &amp; Settings &gt; Groups &gt; Organization Groups &gt; Organization Group Details</b> .
<b>Profile Delete/Deactivate</b>	Prevents any attempt to delete or deactivate a profile from <b>Devices &gt; Profiles &amp; Resources &gt; Profiles</b> .
<b>Provisioning Product Delete</b>	Prevents any attempt to delete a provisioning product from <b>Devices &gt; Provisioning &gt; Products List View</b> .
<b>Revoke Certificate</b>	Prevents any attempt to revoke a certificate from <b>Devices &gt; Certificates &gt; List View</b> .
<b>*Secure Channel Certificate Clear</b>	Protects from any attempt to clear an existing secure channel certificate from <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Advanced &gt; Secure Channel Certificate</b> .
<b>User Account Delete</b>	Prevents any attempt to delete a user account from <b>Accounts &gt; Users &gt; List View</b> .
<b>Change in Privacy Settings</b>	Prevents any attempt to alter the privacy settings in <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; General &gt; Privacy</b> .
<b>Delete Telecom Plan</b>	Prevents the deletion of a telecom plan in <b>Telecom &gt; Plan List</b> .
<b>Override Job Log Level</b>	Prevents attempts to override the currently selected job log level from <b>Groups &amp; Settings &gt; Admin &gt; Diagnostics &gt; Logging</b> . Overriding the Job Log Level is useful when a device or group of devices is having an issue. In this case, the admin can override those device settings by forcing an elevated log level to Verbose, which logs the maximum level of console activity, making it ideal for troubleshooting.
<b>*App Scan Vendor Reset/Toggle</b>	Prevents the resetting (and subsequent wiping) of your app scan integration settings. This action is performed in <b>Groups &amp; Settings &gt; All Settings &gt; Apps &gt; App Scan</b> .
<b>Shut Down</b>	Prevents any attempt to shut down the device in <b>Devices &gt; List View &gt; Device Details</b> .
<b>Maximum invalid PIN attempts</b>	Defines the maximum number of invalid attempts at entering a PIN before the console locks down. This setting must be between 1 and 5.

## Select Password Protect Actions

Restricted Console Actions provide an added layer of protection against malicious actions that are potentially destructive to your Workspace ONE UEM console.

- 1 Configure settings for restricted actions by navigating to **Groups & Settings > All Settings > System > Security > Restricted Actions**.
- 2 For each action you protect by requiring admins to enter a PIN, select the appropriate **Password Protect Actions** button for **Enabled** or **Deactivated** as appropriate.

This requirement provides you with granular control over which actions you want to make more secure.

**Note** Some actions always require a PIN and as a result cannot be deactivated. Denoted by \* following.

- 3 Set the maximum number of failed attempts the system accepts before automatically logging out the session. If you reach the set number of attempts, you must log into the Workspace ONE UEM console and set a new security PIN.

Setting	Description
Admin Account Delete	Prevents the deletion of an admin user account in <b>Accounts &gt; Administrators &gt; List View</b> .
Regenerate VMware Enterprise Systems Connector Certificate	Prevents the regeneration of the VMware Enterprise Systems Connector certificate in <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; VMware Enterprise Systems Connector</b> .
*APNs Certificate Change	Prevents the disabling of APNs for MDM in <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; Apple &gt; APNs For MDM</b> .
Application Delete/Deactivate/Retire	Prevents the deletion, deactivation, or retirement of an application in <b>Apps &amp; Books &gt; Applications &gt; List View</b> .
Content Delete/Deactivate	Prevents the deletion or deactivation of a content file in <b>Content &gt; List View</b> .
*Data Encryption Toggle	Prevents the Encryption of user information setting in <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Security &gt; Data Security</b> .
Device Delete	Prevents the deletion of a device in <b>Devices &gt; List View</b> . Admin security PIN is still required for bulk actions even when this setting is deactivated.
*Device Wipe	Prevents any attempt to perform a device wipe from the Device List View or Device Details screens.
Enterprise Reset	Prevents any attempt to perform an enterprise reset on a device from the <b>Devices Details</b> page of a Windows Rugged, Rugged Android, or QNX device.
>Enterprise Wipe	Prevents any attempt to perform an enterprise wipe on a device from the <b>Devices Details</b> page of a device.

Setting	Description
<b>Enterprise Wipe (Based on User Group Membership Toggle)</b>	Prevents any attempt to perform an enterprise wipe on a device when it is removed from a user group. This setting is an optional setting that you can configure under <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; General &gt; Enrollment</b> on the <b>Restrictions</b> tab. If you <b>Restrict Enrollment to Configured Groups</b> on this tab, you then have the added option of performing an enterprise wipe a device when it is removed from a group.
<b>*Organization Group Delete</b>	Prevents any attempt to delete the current organization group from <b>Groups &amp; Settings &gt; Groups &gt; Organization Groups &gt; Organization Group Details</b> .
<b>Profile Delete/Deactivate</b>	Prevents any attempt to delete or deactivate a profile from <b>Devices &gt; Profiles &amp; Resources &gt; Profiles</b> .
<b>Provisioning Product Delete</b>	Prevents any attempt to delete a provisioning product from <b>Devices &gt; Provisioning &gt; Products List View</b> .
<b>Revoke Certificate</b>	Prevents any attempt to revoke a certificate from <b>Devices &gt; Certificates &gt; List View</b> .
<b>*Secure Channel Certificate Clear</b>	Protects from any attempt to clear an existing secure channel certificate from <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Advanced &gt; Secure Channel Certificate</b> .
<b>User Account Delete</b>	Prevents any attempt to delete a user account from <b>Accounts &gt; Users &gt; List View</b> .
<b>Change in Privacy Settings</b>	Prevents any attempt to alter the privacy settings in <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; General &gt; Privacy</b> .
<b>Delete Telecom Plan</b>	Prevents the deletion of a telecom plan in <b>Telecom &gt; Plan List</b> .
<b>Override Job Log Level</b>	Prevents attempts to override the currently selected job log level from <b>Groups &amp; Settings &gt; Admin &gt; Diagnostics &gt; Logging</b> . Overriding the Job Log Level is useful when a device or group of devices is having an issue. In this case, the admin can override those device settings by forcing an elevated log level to Verbose, which logs the maximum level of console activity, making it ideal for troubleshooting.
<b>*App Scan Vendor Reset/ Toggle</b>	Prevents the resetting (and subsequent wiping) of your app scan integration settings. This action is performed in <b>Groups &amp; Settings &gt; All Settings &gt; Apps &gt; App Scan</b> .
<b>Shut Down</b>	Prevents any attempt to shut down the device in <b>Devices &gt; List View &gt; Device Details</b> .
<b>Maximum invalid PIN attempts</b>	Defines the maximum number of invalid attempts at entering a PIN before the console locks down. This setting must be between 1 and 5.

## Configure Required Notes for Action

You can require administrators to enter notes using the **Require Notes** check box and explain their reasoning when performing certain Workspace ONE UEM console actions.

- 1 Navigate to **Groups & Settings > All Settings > System > Security > Restricted Actions**.
- 2 If you require that your admins enter a note before taking any of these actions, make sure that you modify the role with the **Add Note** resource (permission).

For more information, see [Create Administrator Role](#).

Setting	Description
Lock Device	Require a note for any attempt to lock a device from <b>Device List View</b> or <b>Device Details</b> .
Lock SSO	Require a note for any attempt to lock an SSO session from <b>Device List View</b> or <b>Device Details</b> .
Device Wipe	Require a note for any attempt to perform a device wipe from <b>Device List View</b> or <b>Device Details</b> .
Enterprise Reset	Require a note for any attempt to enterprise reset a device from the <b>Device Details</b> page of a Windows Rugged or Rugged Android device.
Enterprise Wipe	Require a note for any attempt to perform an enterprise wipe from <b>Device Details</b> .
Override Job Log Level	Require a note before attempts to override the default job log level from <b>Groups &amp; Settings &gt; Admin &gt; Diagnostics &gt; Logging</b> .
Reboot Device	Require a note before a reboot attempt from <b>Devices &gt; List View &gt; Device Details</b> .
Shut Down	Require a note before a shut down attempt from <b>Devices &gt; List View &gt; Device Details</b> .

# Using the Getting Started Wizard

# 3

The Getting Started Wizard serves as a checklist that walks you through the settings step by step for Workspace ONE UEM powered by AirWatch. It presents only those modules within your specific deployment which produces an on-boarding experience tailored to your configuration.

## Navigate the Getting Started Wizard

The Getting Started Wizard main menu operates in a way that is most convenient to you. It not only tracks how far along you are in the configuration process, it can be started, paused, restarted later, and rewound to review and even change prior responses.

- Select **Start Wizard** to initiate the first step in a submodule. Here, you answer questions and access the exact pages within the UEM console to configure settings for each feature. As you complete each submodule, the percentage counter in the upper-right corner progresses and displays how far along you are in completing the submodule.
- If you stop a submodule before completing it, select **Continue** to return to where you left off.
- You can opt out of any submodule by selecting **Skip Section**, which temporarily deactivates the Continue button and inserts a **Resume Section** link. Enable the Continue button once more by selecting this link.

The Getting Started page is split into four submodules: Workspace ONE, Device, Content, and Application. Each submodule has its own set of steps. Steps that are shared among all submodules are tracked automatically so you never have to complete the same step twice.

- **Workspace ONE** – Representing unimpeded access from any employee or corporate owned device. Secure connectivity to enterprise productivity apps such as email, calendar, contacts, documents, and more. Instant, Single Sign-On (SSO) access to mobile, cloud, and Windows applications. Powerful data security that protects the enterprise and employees against compromised devices.

For more information about Workspace ONE, see [VMware Workspace ONE Documentation](#).

- **Device** – Perform actions on MDM enrolled devices such as lock, notify, or enterprise wipe. Deploy profiles to configure email, restrictions, settings, and more. Configure compliance rules to ensure that security policies are being met in your device fleet. View how best to manage your devices from the Dashboard and Monitor.

- **Content** – Deploy content & access it on the go within the Content Locker application. View & Manage your content with Content Dashboards, Reports, and Logs. Use Personal Content to share and collaborate with others. Integrate with existing repositories and deploy your content to mobile devices.
- **Application** – Deploy internally developed or publicly available free or purchased applications. Deploy a custom App Catalog to allow users to search and download applications. Integrate with compliance or app control profiles by making allowlist and denylist of applications. Configure advanced application management options like app scanning.

## Navigate the Workspace ONE, Device, Content, and Application Wizards

Each of the four submodules displays a list of sections representing features that you can configure or ignore, according to the needs of your organization. Features not configured display an empty **Incomplete** check box while configured features display a green **Complete** check mark.

- Select the **Configure** button to begin defining settings for the feature you are interested in.
- Review or change settings of a complete feature by selecting the **Edit** button.
- The percentage completed progress bar progresses as you complete each feature.
- Most features have a **Video** button next to the **Configure** or **Edit** button. This video lets you see the feature in action and aid your understanding of how it may be useful to your organization.
- Some features in the submodule can be skipped without penalty toward the percentage completed progress bar. Where available, select the **Skip This Step** button to remove the feature from your list. To display the feature once again, select the **Reactivate** button.

Some features and functions have prerequisites. For example, Mobile Single Sign-On requires that you have already configured Enterprise Connector, Active Directory, and Workspace ONE Access. Where possible, you are provided with a button to initiate the configuration of these required features.

## Enable the Getting Started Wizard Manually

For a new Workspace ONE UEM implementation, access the Getting Started page from the main menu, located above the **Monitor** icon in the left panel. However, you can manually enable the Getting Started Wizard at any time. Manually enabling the Getting Started Wizard restarts the walk-through.

- 1 Select any organization group other than the top level group.
- 2 Navigate to **Groups & Settings > Groups > Organization Groups > Organization Group Details**. Ensure that you are currently at a customer-level organization group and **Save** your changes.

- 3 Navigate to **Groups & Settings > All Settings > System > Getting Started**.
- 4 Select **Enable** for each of the Getting Started sections that you want to be made available.
  - Getting Started Workspace ONE Status
  - Getting Started Device Status
  - Getting Started Content Status
  - Getting Started Application Status
- 5 **Save** changes to the page.

For more information, see [Organization Groups](#).

# Main Menu

# 4

The **Main Menu** allows you to navigate to all the features available to your role and Mobile Device Management (MDM) deployment within Workspace ONE UEM powered by AirWatch.

<b>Getting Started</b>	Ensure that all aspects of a basic successful deployment are established. Getting Started is organized to reflect only those modules within a Workspace ONE UEM console deployment that you are interested in. Getting Started produces an on-boarding experience that is more tailored to your actual configuration.
<b>Monitor</b>	View and manage MDM information that drives decisions you must make and access a quick overview of your device fleet. View information such as the most denylisted apps that violate compliance. Track module licenses with the Admin Panel Dashboard and monitor all devices that are currently out of compliance. Select and run Industry Templates to streamline the onboarding process with industry-specific apps and policies for your iOS devices.
<b>Devices</b>	Access an overview of common aspects of devices in your fleet, including compliance policies and status, ownership type breakdown, last seen, platform type, and enrollment type. Swap views according to your own preferences including full Dashboard, list view, and detail view. Access additional tabs, including all current profiles, enrollment status, Notification, Wipe Protection settings, compliance policies, certificates, product provisioning, and printer management.
<b>Resources</b>	Access and manage resource elements you install on devices, including apps & books, sensors, device profiles, device updates, scripts, and installation orders. Also view application analytics and logs with application settings, time schedules, and geofences.
<b>Accounts</b>	Survey and manage users and administrators involved with your MDM deployment. Access and manage user groups, roles, batch status, and settings associated with your users. Also, access and manage admin groups, roles, system activity, and settings associated with your administrators.
<b>Content</b>	Access detailed overview of content use including storage history trends, user and content status, engagement, and user breakdown. Manage and upload content available to users and devices. Also, access batch import status, content categories, content repositories, user storage, VMware Content Locker homescreen configuration, and all other content-specific settings.
<b>Email</b>	Access detailed overview of email information related to your deployment. Such information includes email management status, managed devices, email policy violations, deployment type, and time last seen.



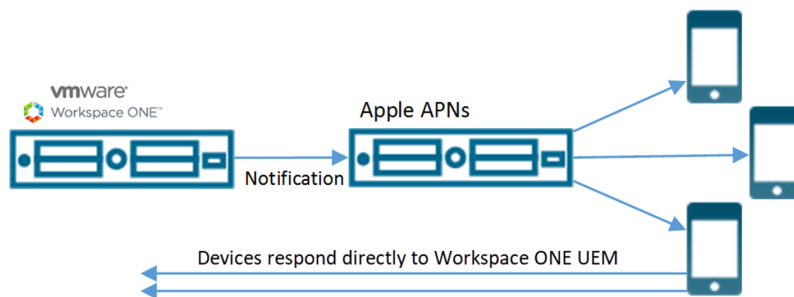
<b>Telecom</b>	Access detailed overview of telecom-enabled devices including use history, plan use, and roaming data. View and manage telecom use and track roaming, including call, Short Message Service (SMS), and content settings.
<b>Groups &amp; Settings</b>	Manage structures, types and statuses related to organization groups, smart groups, app groups, user groups, and Admin Groups. Access <b>Configurations</b> , which is a categorized and curated list of links that lead directly to the settings pages you need.

# APNs Certificates for Workspace ONE UEM

## 5

To manage iOS devices, you must first obtain an Apple Push Notification Service (APNs) certificate. Workspace ONE UEM communicates with Apple devices securely and reports information back to the UEM console using APNs certificates.

Per the Apple Enterprise Developer Program, an APNs certificate is valid for one year and then requires renewal. The UEM console sends reminders through Notifications as the expiration date nears. Your current certificate revokes when you renew from the Apple Development Portal, which prevents device management until you upload the new one. Upload your certificate immediately after you renew it. It is a best practice to use one certificate for your production environment and a separate certificate for your test environment.



## APNs Certificate Expiration, Workspace ONE UEM

The Notifications button in the header bar of the console alerts you when your APNs for MDM certificates are close to expiring, allowing you to act.

For more information, see [Chapter 9 Console Notifications](#).

## Generate a New APNs Certificate, Workspace ONE UEM

Before you can manage iOS devices with Workspace ONE UEM, you must first generate an APNs Certificate to enable and maintain secure communications between your iOS devices and the Workspace ONE UEM console.

You can follow the steps outlined in the [Chapter 3 Using the Getting Started Wizard](#) or generate a new APNs certificate manually by taking the following steps.

- 1 Navigate to **Groups & Settings > All Settings > Devices & Users > Apple > APNs for MDM**.

- 2 Select the **Generate New Certificate** button. Step 1 Sign Request displays.
- 3 Select the link 'MDM\_APNsRequest.plist' and select a save location. You upload this file to Apple in the following step.
- 4 You can learn how to upload a certificate from the Apple Push Certificates Portal by selecting the **instructions** link. Provided on this page is a convenient **Go To Apple** button that opens the Apple Push Certificates Portal in a new tab of your browser.
- 5 You need two items to continue:
  - The Workspace ONE UEM Certificate Request, which is the PLIST file that you saved to your device.
  - A corporate Apple ID that is dedicated to MDM for your company. Select the link provided ('Click here') to proceed with the creation of the Apple ID. Afterward, a new tab opens in your browser.
- 6 Click **Next** to advance to the next page where you must enter your **Apple ID** and upload the **Apple-issued Workspace ONE UEM MDM certificate** (PEM file).
- 7 Select **Save**.

**Results:** Your APNs certificate generates.

**What to do next:** Check the connectivity of your APNs certificate over the HTTP/2 protocol. See the section titled **Review APNs Connectivity over HTTP/2**.

## Renew an Existing APNs Certificate in Workspace ONE UEM

To enable and maintain secure communications between your iOS devices and Workspace ONE UEM, you must occasionally renew APNs Certificates.

You can follow the steps outlined in the [Chapter 3 Using the Getting Started Wizard](#) or renew expired APNs certificates manually by taking the following steps.

- 1 Navigate to **Groups & Settings > All Settings > Devices & Users > Apple > APNs for MDM**.
- 2 Select the **Renew** button and follow the instructions.
- 3 Select the link 'MDM\_APNsRequest.plist' and select a save location. You must upload this file to Apple in the next step.
- 4 You can learn how to upload a certificate from the Apple Push Certificates Portal by selecting the **instructions** link. Provided on this page is a convenient **Go To Apple** button that opens the Apple Push Certificates Portal in a new tab of your browser.
- 5 You need two items to continue:
  - The Workspace ONE UEM Certificate Request, which is the PLIST file that you saved to your device.
  - The Apple ID that you originally used to create the certificate, which is displayed in item 2 of the Step 1 Sign Request. See the section titled **Generate a New APNs Certificate**.

- 6 Click **Next** to advance to the next page where you must enter your **Apple ID** and upload the **Apple-issued Workspace ONE UEM MDM certificate** (PEM file).
- 7 Select **Save**.

**Results:** Your existing APNs certificate renews.

Select the connectivity of your APNs certificate over the HTTP/2 protocol. See the next section titled **Review APNs Connectivity over HTTP/2**.

## Review APNs Connectivity over HTTP/2 in Workspace ONE UEM

You can review the connectivity between Workspace ONE UEM and the Apple HTTP/2 API endpoint, `api.push.apple.com:443`. This review allows you to ensure APNs functionality over an HTTP/2 connection after generating a new certificate or following a certificate renewal.

This connectivity test is only for testing APNs over the default HTTP/2 connection. Any connectivity failures from this test do not impact APNs functionality over a legacy connection.

- 1 Navigate to **Groups & Settings > All Settings > Devices & Users > Apple > APNs for MDM**.
- 2 Select the **Test Connection** button. The Workspace ONE UEM console conducts an internal test to determine whether connectivity over the new HTTP/2 protocol is functional.

**Results:** Because this test only centers on the HTTP/2 protocol, test failures here do not affect current APNs communication. If the HTTP/2 connectivity test fails, the steps you take depend upon the cause of the failure.

- 1 **Expired Certificate** – The certificate you are using for the test has expired. Request a renewal by following the **Renew an Existing APNs Certificate** instructions on this page.
- 2 **Invalid Certificate** – The certificate you are using for the test, while not expired, is invalid for another reason. You can request a certificate renewal or wait a few minutes and test the connection again.
- 3 **Unknown Error** – Typically occurs during a temporary loss of Internet access. Wait a few minutes and test the connection again.
- 4 **APNs Client Deactivated** – While rare, this cause means that Apple has returned an internal error or that the APNs service is unavailable. Wait a few minutes and test the connection again.

# Assignment Groups

# 6

Assignment Groups is an umbrella term used to categorize certain management grouping structures within Workspace ONE UEM powered by AirWatch. Organization Groups, Smart Groups, and User Groups each have full feature sets and are distinct from each other.

One feature these groups have in common is the way they can be used to assign content to user devices easily. Assignment Groups enables an administrator to manage these three grouping structures from a single location.

Navigate to **Groups & Settings > Groups > Assignment Groups**.

Groups & Settings > Groups

Assignment Groups

Filters

Group Type

All

Assigned

All

+

ADD SMART GROUP

You can use the list view to assign multiple organization groups, smart groups, and user groups to one or more profiles, public applications, and policies.

## Assignment Group List View

The Assignment Groups List View organizes three kinds of groups that have the function of assigning content to devices: organization groups, smart groups, and user groups. You can create a listing of only those groups you are interested in seeing.

Navigate to **Groups & Settings > Groups > Assignment Groups** and the Assignment Groups List View displays. The only assignment groups listed for viewing are those managed by the OG that the administrator is currently in.

## Assignment Group List View: Sort by Columns

You can sort the listing of groups by individual columns by selecting the column header.

## Assignment Group List View: Filter Groups

You can filter groups by **Group Type** (Smart Groups, Organization Groups, and User Groups). You can also filter by how or whether they have been **Assigned** (Assignments, Exclusions, All, and None).

## Assignment Group List View: Select Links

Four columns in the Assignment Groups Listing page serve a specific function and require a special mention.

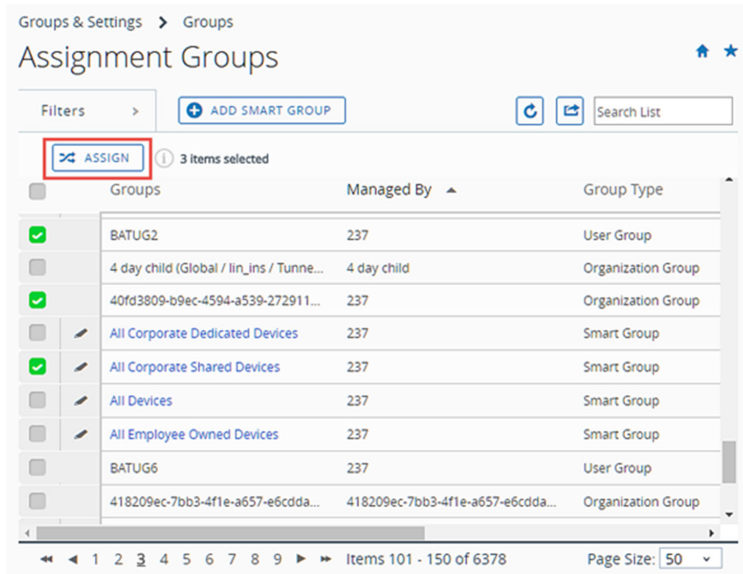
- The **Groups** column features a link for each **Smart Group**. You can select this link to edit the smart group.
- If you select non-zero values in the **Assignments** column, the View Assignments page displays, even for assigned organization groups and user groups. This function allows you to view and confirm assignments to profiles, public applications, and compliance policies. For more information, see [View Assignments](#).
- If you select non-zero values in the **Exclusions** column, the View Assignments page displays, even for excluded organization groups and user groups. The View Assignments page allows you to view and confirm exclusions from profiles, public applications, and compliance policies.
- If you select the **Devices** column number, the Devices List View page displays. The Device List View contains the listing of all devices in the selected organization group, smart group, or user group.

## Assign One or More Assignment Groups

You can assign groups to device profiles, public applications, and compliance policies. You can also assign multiple groups of each individual type (organization, smart, or user) in a single sitting.

To assign public applications, you can configure different app policies for different groups of users. For more information, see **Use Flexible Deployment to Assign Applications** in the **VMware Workspace ONE UEM Mobile Application Management Guide**, which can be found on [docs.vmware.com](https://docs.vmware.com).

- 1 Navigate to **Groups & Settings > Groups > Assignment Groups**.
- 2 Select one or more groups in the listing and select **Assign** above the column header.



- 3 The **Assign** page displays the **Organization Groups**, **Smart Groups**, and **User Groups** you selected.
- 4 Assign them by initiating a search for a **Profile**, a **Public Application**, and **Compliance Policy**. You may choose up to 10 profiles, up to 10 public applications, and a single compliance policy.  
  
You can only choose multiple entities of a single type per session. For example, you may assign multiple groups to up to 10 different profiles in a single command. However, you may not, in a single command, assign multiple groups to 10 profiles, 10 apps, **and** a compliance policy. If you have multiple entities of multiple types, you must undertake separate assignment sessions for each type (profiles, apps, and policies).
- 5 Select **Next** to display the **View Device Assignment** page which you can use to confirm the groups assignment.
- 6 Select **Save & Publish** to finalize the assignment.

## How to Delete Groups

You can delete an assignment group, be it an organization group, smart group, user group, or admin group, provided you first remove all of the group's assignments and empty the group. For more information about deleting each type of group, see the following topics.

- Organization Group – [Delete an Organization Group](#)
- Smart Group – [Unassign a Smart Group](#)
- User Group – [User Groups List View](#)
- Admin Group – [Admin Groups List View](#)

This chapter includes the following topics:

- [Organization Groups](#)

- [Smart Groups](#)
- [User Groups](#)
- [Admin Groups](#)
- [View Assignments](#)

## Organization Groups

Think of organization groups as individual branches on a family tree, with each leaf as a device user. Workspace ONE UEM powered by AirWatch identifies each leaf and establishes its standing in the family tree using organization groups (OG). Most customers make OG trees look like their corporate hierarchy: Executives, Management, Operations, Sales, and so forth.

You can also establish OGs based on Workspace ONE UEM features and content.

You can access organization groups by navigating to **Groups & Settings > Groups > Organization Groups > List View** or through the organization group drop-down menu.

- Build groups for entities within your organization (Management, Salaried, Hourly, Sales, Retail, HR, Exec, and so on).
- Customize hierarchies with parent and child levels (for example, 'Salaried' and 'Hourly' as children under 'Management').
- Integrate with multiple internal infrastructures at the tier level.
- Delegate role-based access and management based on a multi-tenant structure.

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**Note** The **Organization Groups List View** defines "Active Devices" as only those devices that have reported back to the Workspace ONE UEM console within the prior 8 hour period.

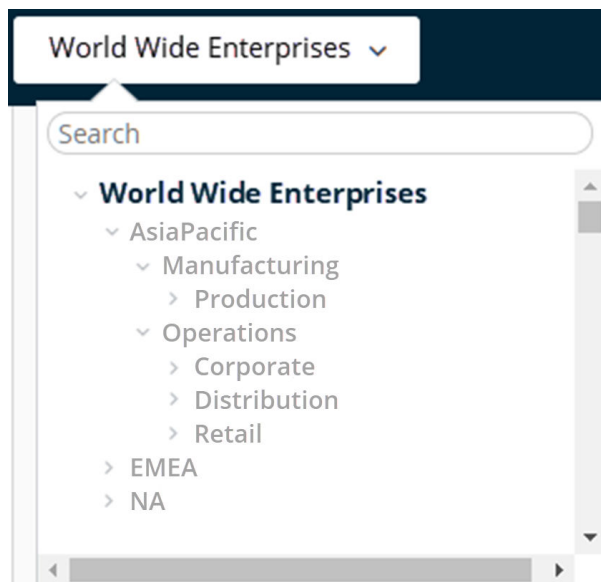
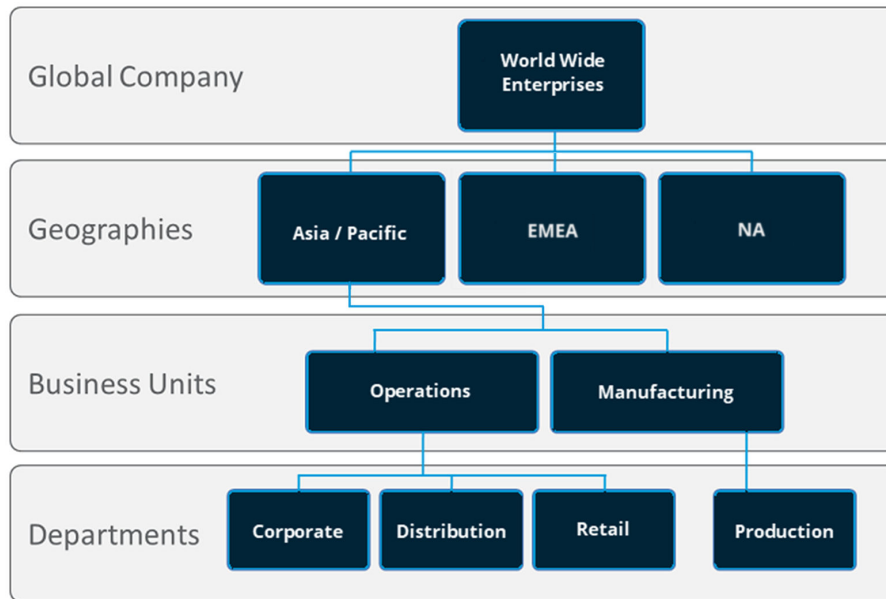
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## Characteristics of Organization Groups

Organization groups can accommodate functional, geographic, and organization entities and enable a multi-tenancy solution.

- **Scalability** – Flexible support for exponential growth.
- **Multi-tenancy** – Create groups that function as independent environments.
- **Inheritance** – Streamline the setup process by setting child groups to inherit parent configurations.





Using the example of the organization group drop-down menu, profiles, features, applications, and other MDM settings can be set at the 'World Wide Enterprises' level.

Settings are inherited down to child organization groups, such as **AsiaPacific** and **EMEA** or even further down to grand-child **AsiaPacific > Manufacturing** or even great grand-child **AsiaPacific > Operations > Corporate**.

Settings between sibling organization groups such as **AsiaPacific** and **EMEA** take advantage of the multi-tenant nature of OGs, by keeping these settings separate from one another. However, these two sibling OGs do inherit settings from their parent OG, **World Wide Enterprises**.

Alternatively, you can opt to override settings at a lower level and alter only the settings that you want to change or keep. These settings can be altered or carried down at any level.

## Considerations for Setting Up Organization Groups

Before setting up your organization group (OG) hierarchy in the Workspace ONE UEM console, first decide on the group structure. The group structure allows you to make the best use of settings, applications, and resources.

- **Delegated Administration** – You can delegate administration of subgroups to lower-level administrators by restricting their visibility to a lower organization group.

### ▼ Retail Company

LA store

NY store

- **Corporate administrators** can access and view everything in the environment.
- **LA manager** has access to the LA OG and can manage only those devices.
- **NY manager** has access to the NY OG and can manage only those devices.

- **System Settings** – Settings can be applied at different levels in the organization group tree and inherited down. They can also be overridden at any level. Settings include device enrollment options, authentication methods, privacy setting, and branding.

### ▼ Shipping Company

Delivery Drivers

Warehouse Scanners

- **Overall company** establishes an enrollment against the company Active Directory server.
- **Driver devices** override the parent authentication and allow a token-based enrollment.
- **Warehouse devices** inherit the AD settings from the parent group.

- **Device Use Case** – A profile can be assigned to one or several organization groups. Devices in those groups can then receive that profile. Refer to the Profiles section for more information. Consider configuring devices using profile, application, and content settings according to attributes such as device make, model, ownership type, or user groups before creating organization groups.

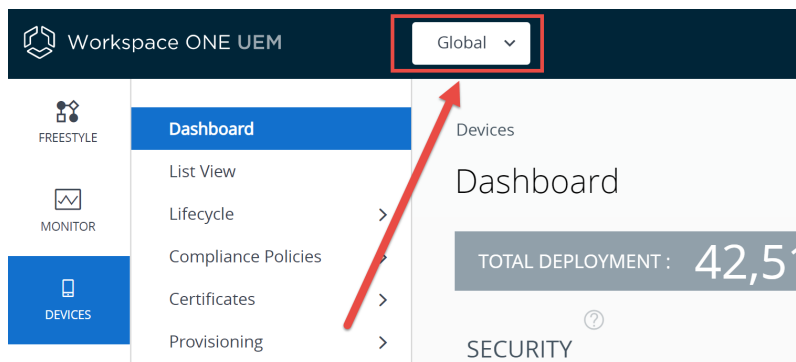
### ▼ Company

Executive  
Sales

- **Executive** devices cannot install applications and have access to the Wi-Fi sales network.
- **Sales** devices are allowed to install applications and have VPN access.

## Changing Organization Groups

You can change organization groups by selecting the OG indicator at the top-right of the screen.



When selected, a drop-down menu displays your OG hierarchy, allowing you to change to another organization group.

## Compare Two Organization Groups

You can compare the settings of one organization group to another to mitigate version migration issues. The Organization Group Compare feature is only available for on-premises customers.

You can perform the following tasks when you compare OG settings.

- Upload XML files containing the OG settings from different Workspace ONE UEM software versions.
- Eliminate the possibility of a difference in configuration causing problems during version migration.
- Filter the comparison results, allowing you to display only the settings you are interested in comparing.
- Search for a single setting by name with the search function.

An example of a version migration scenario is when a User Acceptance Testing (UAT) server has been upgraded, configured, and tested, you can compare the UAT settings to the production settings directly.

- 1 Navigate to **Groups & Settings > All Settings > Admin > Settings Management > Settings Comparison**.
- 2 Select an OG in your environment from the left drop-down menu (labeled with the numeral **1**). Alternatively, upload the XML settings file by selecting the **Upload** button and selecting an exported OG setting XML file.
- 3 Select the comparison OG on the right drop-down menu (labeled with the numeral **2**).
- 4 Display a list of all settings for both selected organization groups by selecting the **Update** button.
  - Differences between the two sets of OG settings are automatically highlighted.
  - You can optionally enable the **Show Differences Only** check box. This check box displays only those settings that apply to one OG but not the other.
  - Individual settings that are empty (or not specified) display in the comparison listing as 'NULL'.

## Create Organization Groups

You must create an organization group (OG) for each business entity where devices are deployed. Understand that the OG you are currently in is the parent of the child OG you are about to create.

- 1 Navigate to **Groups & Settings > Groups > Organization Groups > Details**.

- 2 Select the **Add Child Organization Group** tab and complete the following settings.

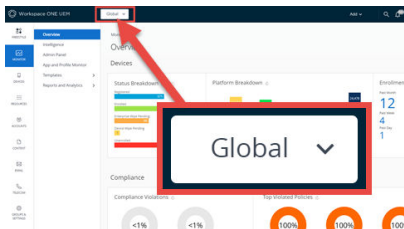
Setting	Description
Name	Enter a name for the child organization group (OG) to be displayed. Use alphanumeric characters only. Do not use odd characters.
Group ID	<p>Enter an identifier for the OG for the end users to use during the device login. Group IDs are used during the enrollment of group devices to the appropriate OG.</p> <p>Ensure that users sharing devices receive the <b>Group ID</b> as it might be required for the device to log in depending on your Shared Device configuration.</p> <p>If you are not in an on-premises environment, the Group ID identifies your organization group across the entire shared SaaS environment. For this reason, all Group IDs must be uniquely named.</p>
Type	Select the preconfigured OG type that reflects the category for the child OG.
Country	Select the country where the OG is based.
Locale	Select the language classification for the selected country.
Customer Industry	This setting is only available when <b>Type</b> is Customer. Select from the list of Customer Industries.
Time Zone	Select the time zone for the OG's location.

- 3 Select **Save**.

## Delete an Organization Group

You can delete an organization group (OG) provided it contains no OG children and no devices anywhere in its downline.

- 1 Move to the OG you want to delete by selecting it from the OG drop-down menu.



- 2 Navigate to **Groups & Settings > Groups > Organization Groups > Details**.
- 3 At the bottom of the **Details** screen, check the counts for **Devices in Organization Group** and **Child Organization Groups**. If either entry is not zero, then you are prohibited from deleting the OG and the **Delete** button is unavailable.

You must move all devices from this OG into another OG. Any child OGs downline of the OG you want to delete must also contain no devices before they are deleted.

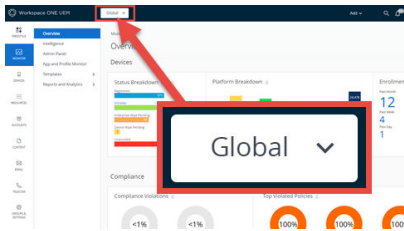
- 4 Once the counts for **Devices in Organization Group** and **Child Organization Groups** are both zero, then you may proceed with deleting the OG.
- 5 Select the **Delete** button.

- 6 The **Restricted Action - Organization Group Delete** screen displays and provides warnings about preparations you may need to take before deleting the OG.
- 7 Before you are allowed to proceed with the deletion, you must enter your 4 digit security PIN, which you selected when you enrolled as a UEM admin. Reset this PIN by selecting the *Forgot Security PIN?* link.

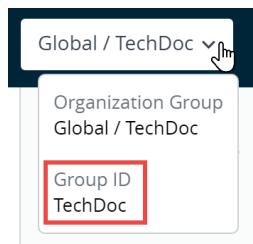
## Identify the Group ID for Any Organization Group

You can identify the group ID for any organization group (OG) by taking the following steps.

- 1 Move to the OG you want to identify by selecting it from the OG drop-down menu.



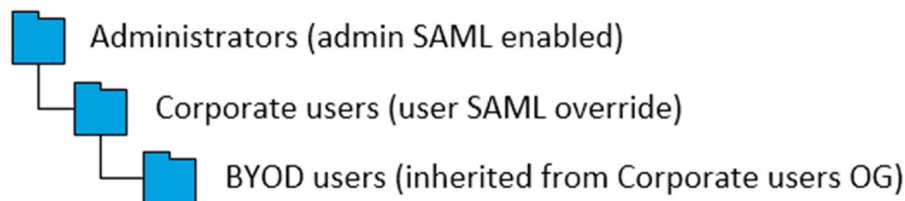
- 2 Hover your pointer over the OG label. A popup displays the name and group ID for the currently selected organization group.



## Inheritance, Multi-Tenancy, and Authentication

The concept of overriding settings on a per-organization group basis, when combined with organization group (OG) characteristics such as inheritance and multi-tenancy, can be further combined with authentication. This combination provides for flexible configurations.

The following organization group model illustrates this flexibility.



In this model, **Administrators**, generally in possession of greater permissions and functionality, are positioned at the top of this OG branch. These administrators log into their OG using SAML that is specific to admins.

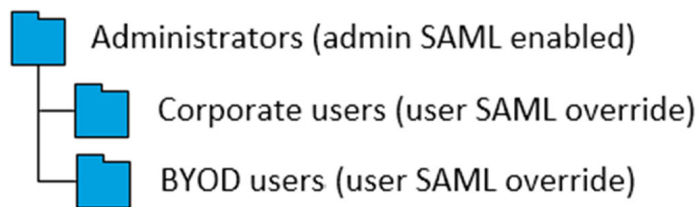
**Corporate users** are subservient to administrators so their OG is arranged as its child. Being users and not administrators, their SAML login setting cannot inherit the administrator setting. Therefore, the Corporate users' SAML setting is overridden.

**BYOD users** differ from Corporate users. Devices used by BYOD users belong to the users themselves and likely contain more personal information. So these device profiles might require slightly different settings. BYOD users might have a different terms of use agreement. BYOD devices might need different enterprise wipe parameters. For all these reasons and more, it might make sense for BYOD users to log into a separate OG.

And while not subservient to Corporate users in a corporate hierarchy sense, placing BYOD users as a child of Corporate users has advantages. This arrangement means that BYOD users inherit settings applicable to ALL corporate user devices simply by applying them to the Corporate users OG.

Inheritance also applies to SAML authentication settings. Since BYOD users is a child of Corporate users, BYOD users inherit their SAML for users' authentication settings.

An alternate model is to make BYOD users a sibling of Corporate users.



Under this alternate model, the following is true.

- All device profiles meant to apply globally to ALL devices, including compliance policies, and other globally applicable device settings are applied to two organization groups instead of one. The reason for this duplication need is because inheritance from Corporate users to BYOD users is no longer a factor in this model. Corporate users and BYOD users are peers and therefore there is no inheritance.
- Another SAML override must be applied to BYOD users. This override is necessary because the system assumes it is inheriting SAML settings from its parent, Administrators. Such an assumption is a mistake because BYOD users are not administrators and do not have the same access and permissions.
- BYOD users continue to be handled separately from Corporate users. This alternate model means that they continue to enjoy their own device profile settings.

What factor determines which model is the best? Compare the number of globally applicable device settings with the number of group-specific device settings. Basically, if you want to treat all devices in generally the same way, then consider making BYOD users a child of Corporate users. If maintaining separate settings is more important, then consider making BYOD users a sibling of Corporate users.

## Organization Group Restrictions

If you attempt to configure an organization group (OG)-limited setting, the settings pages under **Groups & Settings > All Settings** notify you of the limitation.



This setting can be enabled only at organization group of type "Customer".

The following restrictions apply to creating Customer-level organization groups.

- Whether you are in a software-as-a-service (SaaS) or on-premises environment, you cannot create nested customer OGs.

## Organization Group Type Functions and Customizations

The type of an organization group can have an impact on what settings an admin can configure.

- **Global** – The top-most organization group. Usually, this group is called Global and has type Global.
  - For hosted SaaS environments, you are not able to access this group.
  - On-premises customers can turn on Verbose logging at this level.
- **Customer** – The top-level organization group for each customer.
  - A customer organization group cannot have any children/parent organization groups that are of the customer type.
  - Essential workflows can only occur within a customer type OG or within its hierarchy. These workflows include adding a device, register and enroll a device, user group mapping, smart group creation and mapping, changing the OG on a device (or moving a device from one OG to another), and device check-out.
  - Some settings can only be configured at a Customer group. These settings filter down to lower OGs. Some examples include autodiscovery email domains, Volume Purchase Program settings, Device Enrollment Program settings (before AirWatch 8.0), and personal content.
- **Container** – The default organization group type.
  - All organization groups beneath a customer organization group must be of the container type. You can have containers between Partner and Customer groups.
- **Partner** – Top-level organization group for partners (third-party resellers of Workspace ONE UEM).
- **Prospect** – Potential customers. Similar to a customer organization group. Might have less functionality than a true customer group.

There are additional Organization Group types such as Division, Region, and the ability to define your own Organization Group type.

### Add Organization Group Type

You can add custom organization group types. These types do not have any special characteristics and function identically to the Container Organization Group type.

To create your own OG type...

- 1 Navigate to **Groups & Settings > Groups > Organization Groups > Types** and then select the **Add Organization Group Type** button.
- 2 Enter the **Name** you want for the OG Type and its **Description**.
- 3 Select **Save**.

### Adding Devices at Global

The Global organization group (OG) is designed to house Customer and other types of OGs. Given the way inheritance works, if you add devices to Global and configure Global with settings intended to affect those devices, you are also affecting all the Customer OGs underneath. This undermines the benefits of multitenancy and inheritance.

For more information, see [Reasons You Should Not Enroll Devices in Global](#).

## Override Versus Inherit Setting for Organization Groups

The hierarchy of the organization group (OG) structure you make determines which OGs are children and which are parents. Child OGs inherit settings from their parent OGs but you can elect to override this inheritance.

Each system settings page applies its settings according to two types of inheritance / override options regarding organization group hierarchy: 1) Current Setting and 2) Child Permission. The OG it applies settings to is the OG you are currently in.

In other words, if you are in the Employees\Warehouse OG, then changes you make to settings apply to that OG and all OGs that are children of the Warehouse OG.

For example, the **Branding** settings page, found by navigating to **Groups & Settings > All Settings > System > Branding**, controls all the custom background images, logos, and color schemes for the OG visible in the organization group drop-down.

Applying our example earlier, you can import a new background image, new logo, a different color scheme, all specific to the Employees\Warehouse OG. If you want, you can also configure the settings to apply to the Warehouse OG **only**. This option is enabled by changing the inheritance of this OG on the settings page.

### Child Permission

Think of the Child Permission setting as the parent OG's attitude toward the child OG. There are three different settings for Child Permission: **Inherit or Override**, **Inherit Only**, and **Override Only**.

The **Inherit or Override** setting simply means that the parent has no preference for the child's permissions. When a parent's Child Permission setting is **Inherit or Override**, the Current Setting of the child OG determines whether they override or inherit settings. Child Permissions are set to **Inherit or Override** by default.



A Child Permission setting of **Inherit Only** on the parent forces inheritance on all children. This setting means that all children have the same settings as the parent. A Child Permission setting of **Override Only** removes the inheritance effect on all child OGs, requiring you to configure settings specific to that child OG.

Child Permission settings affect only the children one level down. Such settings have no impact on grandchildren or lower OGs.

## Current Setting

If Child Permission is the parent's attitude toward the child, then the Current Setting of an OG is the child's attitude toward the parent. An OG's Current Setting can only be **Inherit** or **Override**.

A Current Setting of **Inherit** means that the child OG accepts all the settings of the parent OG. Select a Current Setting of **Override**, and the child rejects the parent and is on its own. The override selection means you can make new settings for the child.

You can only change an OG's Current Setting provided the parent OG's Child Permission setting is **Inherit** or **Override**.

Continuing the example from above, if you wanted to affect **Branding** settings to the Warehouse OG *only*, you can change the Current Setting for each child OG of Warehouse to **Override** provided the Child Permission for Warehouse is the default **Inherit** or **Override**. You can then configure **Branding** settings for the children of Warehouse as you see fit, either different from Warehouse or the same.

## Changing Permission Settings

You cannot change the Current Setting of a child if its parent's Child Permission setting does not allow it. For example, if MomandDadOG's Child Permission setting is **Override Only**, you cannot change the Current Setting of JuniorOG to **Inherit**. In short, the parent OG's Child Permission settings take precedence over the child OG's Current Setting.

When you change the Current Settings of a child from **Override** to **Inherit**, changing the Child Permission setting of its parent to **Inherit Only** locks the child OG's Child Permission setting. You are not able to change the child permission setting in this scenario. This behavior does not apply if the child OG setting is never overridden.

The work-around to this behavior is that you must change the Child Permission settings on the parent OG back to **Inherit** or **Override**, unlocking the Child Permission setting of the child OG.

The larger strategy is to plan ahead, configuring inheritance and override settings to the OG levels that make sense given the hierarchy structure you want.

## Reasons You Should Not Enroll Devices in Global

There are several reasons enrolling devices directly to the top-level organization group (OG), commonly known as Global, is not a good idea. These reasons are multitancy, inheritance, and functionality.

### Multitenancy

You can make as many child organization groups as you need and you configure each one independently from the others. Settings you apply to a child OG do not impact other siblings.

### Inheritance

Changes made to a parent level OG apply to the children. Conversely, changes made to a child level OG do not apply to the parent or siblings.

### Functionality

There are settings and functionality that are only configurable to Customer type organization groups. These include wipe protection, telecom, and personal content. Devices added directly to the top-level Global OG are excluded from these settings and functionality.

The Global organization group (OG) is designed to house Customer and other types of OGs. Given the way inheritance works, if you add devices to Global and configure Global with settings intended to affect those devices, you are also affecting all the Customer OGs underneath. This undermines the benefits of multitenancy and inheritance.

## Smart Groups

Smart groups are customizable groups within Workspace ONE UEM powered by AirWatch that determine which platforms, devices, and users receive an assigned application, book, compliance policy, device profile, or provision.

When you create organization groups, you typically base them on the internal corporate structure: geographical location, business unit, and department. For example, "North Sales," "South HR." Smart groups, however, offer the flexibility to deliver content and settings by device platform, model, operating system, device tag, or user group. You can even deliver content to individual users across multiple organization groups.

You can create smart groups when you upload content and define settings. However, their modular nature means you can also create them at any time, so they are available to be assigned later.

The main benefit of smart groups is their reusability. It might be intuitive to make a new assignment every time you add content or define a profile or policy. Instead, if you define assignees to smart groups only once, you can simply include those smart groups in your definition of content.

## Smart Group List View

View the entire list of smart groups by navigating to **Groups & Settings > Groups > Assignment Groups**. Admins can only see groups which they can manage based on their permissions settings.

Groups & Settings > Groups

## Assignment Groups

Filters ADD SMART GROUP Search List

ASSIGN DELETE 1 item selected

	Groups	Managed By	Group Type	Assignments	Exclusions	Devices
<input type="checkbox"/>	addednow	Global	Smart Group	0	0	0
<input type="checkbox"/>	AFW Demo User	Bhavesh Kumar	Smart Group	3	1	0
<input checked="" type="checkbox"/>	all	Sday_regression	Smart Group	2	0	106
<input type="checkbox"/>	all	mattknox	Smart Group	5	0	0
<input type="checkbox"/>	ALL	Escalation Management	Smart Group	1	0	0
<input type="checkbox"/>	All Android	JimLeKnox	Smart Group	4	0	0
<input type="checkbox"/>	all anr	anr	Smart Group	0	0	0
<input type="checkbox"/>	all anr1	anr	Smart Group	0	0	0
<input type="checkbox"/>	All ChromeOS	Global	Smart Group	1	0	5
<input type="checkbox"/>	All Corporate Dedicated Devices	govt	Smart Group	0	0	0

Items 1 - 50 of 6378 Page Size: 50


The columns **Groups**, **Assignments**, **Exclusions**, and **Devices** each feature links which you can select to view detailed information.

- Selecting links in the **Assignments** or **Exclusions** columns display the **View Smart Group Assignments** screen.
- Selecting a link in the **Devices** column displays the **Devices > List View** showing only those devices included in the smart group.
- You can **Filter** your collection of groups by **Group Type** (Smart, Organization, User, or all) or by **Assigned** status. Assigned status shows whether the group is assigned, is excluded, both, or neither.
- You can **Assign** a smart group directly from the listing.

## Unassign a Smart Group

You can unassign a smart group from an application, book, policy, profile, or product. This action removes the associated content from all devices in the smart group.

- To unassign smart groups from applications, books, compliance policies, device profiles, or product provisions. Follow the navigation paths shown.
  - **Native Apps** – Navigate to **Resources > Apps > Native** and select the **Public**, or **Internal** tab.
  - **SaaS Apps** – Navigate to **Resources > Apps > SaaS** and select the **Public**, or **Internal** tab.
  - **Books** – Navigate to **Resources > Books > List View** and select the **Public**, **Internal**, or **Web** tab.
  - **Compliance Policy** – Navigate to **Devices > Compliance Policies > List View**.
  - **Device Profile** – Navigate to **Resources > Profiles & Baselines > Profiles**.
  - **Product Provision** – Navigate to **Devices > Provisioning > Product List View**.

- 2 Locate the content or setting from the listing and select the **Edit** icon  from the actions menu.
- 3 Select the **Assignment** tab or locate the **Smart Groups** text box.
- 4 Select Delete (X) next to the smart group that you want to unassign. This action does not delete the smart group. It simply removes the smart group assignment from the saved setting.
- 5 Follow the required steps to **Save** your changes.

## Delete a Smart Group

When you have no further use for a smart group, you can delete it. You can only delete one smart group at a time. Selecting more than one smart group causes the **Delete** button to be unavailable.

Before you can delete a smart group, it cannot be assigned to any device product. If you are certain the smart group you want to delete is unassigned, then take the following steps.


- 1 Navigate to **Groups & Settings > Groups > Assignment Groups** and locate the smart group you want to delete from the listing.
- 2 Select the check box to the left of the smart group you want to delete.
- 3 Select **Delete** from the actions menu that displays.

**Results:** The unassigned smart group has been removed.

## Edit a Smart Group

You can edit an established smart group. Any edits that you apply to a smart group affects all policies and profiles to which that smart group is assigned.

Here is an example of a typical need to edit a smart group. Assume a smart group for executives is assigned to a compliance policy, device profile, and two internal apps. If you want to exclude some of the executives from one or more of the assigned content items, then simply edit the smart group by specifying **Exclusions**. This action prevents not only the two internal apps from being installed on the excluded executives' devices but also the compliance policy and device profile.

- 1 Navigate to **Groups & Settings > Groups > Assignment Groups**.
- 2 Select the **Edit** icon () located to the left of the listed smart group that you want to edit. You can also select the smart group name in the **Group** column. The **Edit Smart Group** page displays with its existing settings.
- 3 In the **Edit Smart Group** page, alter **Criteria** or **Devices and Users** (depending upon which type the smart group was saved with) and then select **Next**.
- 4 In the **View Assignments** page, you can review which profiles, apps, books, provisions, and policies can be added or removed from the devices as a result

- 5 Select **Publish** to save your smart group edits. All profiles, apps, books, provisions, and policies tied to this smart group update their device assignments based on this edit.

**Results:** The **Console Event** logger tracks changes made to smart groups, including the author of changes, devices added, and devices removed.

## Research Smart Group Events Using Console Event Logger

You can track the changes to smart groups, and when they were made and by whom, by using the **Console Event** logger. Such tracking can be useful when troubleshooting devices.

- 1 Navigate to **Monitor > Reports & Analytics > Events > Console Events**.
- 2 Select **Smart Groups** from the **Module** drop-down filter at the top of the **Console Event** listing.
- 3 Apply more filters as you might require including **Date Range**, **Severity**, and **Category**.
- 4 Where applicable, select the hypertext link in the **Event Data** column which contains extra detail that can assist your research efforts.

## Create and Assign a Smart Group

You can create a smart group defined by platform, ownership, user group, OS version, model, device tag, enterprise OEM, and even individual devices by friendly name.

For example, you can make a smart group containing all employee-owned iPhone Touch devices with iOS version earlier than 9.0.2. Add to this same smart group all Android devices by HTC version 2.0 with OS version 4.1 or greater. Out of this group, you can exclude devices in the user group "full time." To this highly customized pool of \*devices, you can assign 10 device profiles, 10 applications, or a compliance policy.

\*Some restrictions might apply due to the multiplatform nature of this customized device pool. For example, there might be apps you want to assign that do not offer an Android version.

You can assign a smart group two ways.

## Assign Smart Group While Creating Device Product

You can assign a smart group when you add or create an application, book, compliance policy, device profile, or product provision.

- 1 Complete the **Assigned Groups** drop-down menu.
- 2 Select a smart group from the drop-down menu. Smart groups available are managed only within the organization group (OG) to which the resource is being added, or to a child OG below it.
- 3 If no smart group matches the desired assignment criteria, then select the **Create a Smart Group** option. You can assign more than one smart group per application, book, compliance policy, device profile, or product provision.
- 4 Select **Save** to include the assignment.

## Assign Smart Group While Managing the Smart Group

You can also assign a smart group during the process of managing the smart group itself.

- 1 View the entire list of smart groups by navigating to **Groups & Settings > Groups > Assignment Groups**.
- 2 Select one or more smart groups you want to assign and select **Assign**. The **Assign** page displays. Select the Groups link at the top of the **Assign** page to display the **Groups** page. On this page, the organization groups that manage the smart groups are displayed. Return to the Assign page by selecting the **Close** button.
- 3 On the **Assign** page, use the search box to view the list of eligible products and assign it to the selected smart groups.
- 4 Select **Next** to display the **View Device Assignment** page and confirm the assignment status.
- 5 Select **Save & Publish**.

## Create a Smart Group

Before you can assign a smart group to an application, book, compliance policy, device profile, or product provision, you must create a smart group.

Watch the following video for five best practice tips on making smart groups.



(How to Make a Smart Group, Smartly)

### Procedure

- 1 Select the applicable **Organization Group** (OG) to which your new smart group applies and from which it can be managed. Selecting an OG is optional.
- 2 Navigate to **Groups & Settings > Groups > Assignment Groups** and then select **Add Smart Group**.
- 3 Enter a **Name** for the smart group.
- 4 Optionally, you can enable the **Device Preview** to see which devices are included in the smart group you have designed. This device preview is deactivated by default to improve performance.
- 5 Configure the smart group type.
  - **Criteria**

The **Criteria** option works best for groups with large numbers of devices (more than 500) that receive general updates. This method works best because the inherent details of these groups can reach all endpoints of your mobile fleet.
  - **Devices or Users**

The **Devices or Users** option works best for groups with smaller numbers of devices (500 or fewer) that receive sporadic, although important, updates. This method works best because of the granular level at which you can select group members.

Switching between **Criteria** and **Devices or Users** erases any entries and selections you might have made.

- a In the **Criteria** type, select qualifying parameters to add in the smart group. If no selection is made in any setting, then that filtering is not applied toward the criteria.

Setting	Description
<b>Organization Group</b>	<p>This criteria option filters devices by organization groups selected. You can select more than one OG.</p> <p>You must select a Customer type OG or an child OG with a Customer type parent OG. Assigning the smart group to a non-customer type OG is not allowed. For more information, see <a href="#">Changing Organization Groups</a> and <a href="#">Create Organization Groups</a>.</p>
<b>User Group</b>	This criteria option filters devices by user groups selected. You can select more than one user group.
<b>Ownership</b>	This criteria option filters devices by ownership type selected.
<b>Tags</b>	This criteria option filters devices according to device tags. You can select more than one tag.
<b>Platform and Operating System</b>	<p>This criteria option filters devices by platform and OS selected. You can select multiple combinations of each.</p> <p>While Platform is a criterion within a smart group, the platform configured in the device profile or compliance policy always takes precedence over the smart group's platform. For instance, if you make an iOS device profile and assign it to a smart group, the profile is only assigned to iOS devices even if the smart group includes Android devices.</p>
<b>OEM &amp; Model</b>	<p>This criteria option applies only to Android and Windows Desktop platform selections made in <b>Platform and Operating System</b>.</p> <p>You can select one or more original equipment manufacturers and multiple models per OEM.</p> <p>New Android OEMs and models get added to the drop-down menu when devices are enrolled or synced.</p>
<b>Model (Legacy)</b>	<p>This criteria option filters non Android and non Windows Desktop devices by model. Individual models displayed are based on the selections made in <b>Platform and Operating System</b>.</p> <p>Select from the list of presented models to include in your smart group.</p>
<b>Enterprise OEM Version</b>	<p>This criteria option filters devices by enterprise original equipment manufacturer version. You can select more than one Enterprise OEM version.</p> <p>An Enterprise OEM version is a software-based classification applicable to OEM device models. For example, an Enterprise OEM version can be supplementary software support for devices such as Motorola's Mobility Extensions (MX) or Samsung SAFE. An Enterprise OEM version can also be an OEM's particular flavor of the Android operating system such as those offered by Honeywell, LG, and Sony among others.</p>
<b>Management Type</b>	Filter devices according to the way the device is managed.
<b>Enrollment Category</b>	Filter devices according to the way the device is enrolled.



Setting	Description
<b>Additions</b>	This criteria option adds individual devices and users that are not included in the filtering criteria. You can select more than one device and more than one user.
<b>Exclusions</b>	This criteria option excludes individual devices, individual users, and user groups that are included in the filtering criteria. You can exclude more than one device, more than one user, and more than one user group.

- b Use the **Devices or Users** type to assign content and settings to special cases outside of the general enterprise mobility criteria. Enter the device friendly name in **Devices** and user name (first name or last name) in **Users**. You must **Add** at least one device or user or you cannot save the smart group.

Setting	Description
<b>Devices</b>	Add a device to this Smart Group by entering the device friendly name. You can add more than one device using this method.
<b>Users</b>	Add users to this smart group by entering the user name, first name, or last name. You can add more than one user using this method.

- 6 Select **Save** when complete.

## Exclude Groups in Profiles and Policies

You can exclude groups from the assignment of device profiles and compliance policies with as much ease as assigning groups to these device products.

### Prerequisites

You must have the groups defined before you initiate this task. At a minimum, you must be able to make a smart group comprised of the users you want to exclude. This task allows you to make a new smart group on the fly but if you prefer to exclude an organization group or user group, then see [Create Organization Groups](#) and [User Groups](#) respectively.

### Procedure

- 1 While adding a device profile or compliance policy, select **Yes** next to the **Exclusions** setting to display the **Excluded Groups** option.
- 2 In the **Excluded Groups** setting, select groups that you want to exclude from the assignment of this profile or policy.
  - You can enter the first few letters of the group by name and the auto-search function shows you all the groups whose name corresponds to the string you entered.
  - You can select one or more organization groups, user groups, or smart groups.
  - You can make a new smart group by selecting the **Create Smart Group** button.
- 3 Select **Save and Publish** (for device profiles) or **Next** (for compliance policies) and continue the process for those tasks.

## Results

If you select the same group in both the **Assigned Groups** and **Excluded Groups** settings, then the profile or policy fails to save.

## Example

You want a compliance policy to apply to all device users except executives.

## What to do next

Preview the affected devices by selecting **View Device Assignment**.

# User Groups

You can group sets of users into user groups which, like organization groups, act as filters for assigning profiles and applications. When configuring your environment in Workspace ONE UEM, align user groups with security groups and business roles within your organization.

You can assign profiles, compliance policies, content, and applications to users and devices with user groups. You can add your existing directory service groups into Workspace ONE UEM or create user groups from scratch.

As an alternative to user groups, you can also manage content by assigning devices according to a preconfigured range of network IP address or custom attributes.


## User Groups List View


The User Groups List View page features useful tools for common user group maintenance and upkeep, including viewing, merging, deleting user groups, adding missing users, and syncing user groups.

You can use the User Groups List View to create lists of user groups immediately, based on criteria that is most important to you. You can also add new user groups individually or in bulk.

Navigate to **Accounts > User Groups > List View**.

Action	Description
Filters	Display only the desired user groups by using the following filters. <ul style="list-style-type: none"> <li>■ User Group Type.</li> <li>■ Sync Status.</li> <li>■ Merge Status.</li> </ul>
Add	
Add User Group.	Perform a one-off addition of either a Directory-Based User Group or a Custom User Group.
Batch Import	Import new user groups in bulk by using a comma-separated values (CSV) file. You can organize multiple user groups at a time by entering a unique name and description.
Sorting and Resizing Columns	Columns in the List View that are sortable are Group Name, Last Sync On, Users, and Merge Status. Columns that can be resized are Group Name and Last Sync On.

Action	Description
Details View	View basic user group information in the Details View by selecting the link in the <b>Group Name</b> column. This information includes group name, group type, external type, manager, and number of users. Details View also includes a link to the group-mapping settings in <b>All Settings &gt; Devices &amp; Users &gt; General &gt; Enrollment</b> in the <b>Grouping</b> tab.
Export (  )	Save an XLSX or CSV (comma-separated values) file of the entire unfiltered or filtered List View. Both file formats can be viewed and analyzed with MS Excel.

The **User Groups List View** also features a selection check box and **Edit** icon to the left of the user. Selecting the **Edit** icon () enables you to make basic changes to the user group. You can make bulk actions on user groups by selecting one or more groups which reveals the action buttons for the listing.

## More Actions for User Groups

You can select more than one user group by selecting as many check boxes as you like. Doing so modifies the available action buttons and also makes the available actions apply to multiple groups and their respective users.

Action	Description
<b>Sync</b>	Copy recently added user group users to the temporary table, manually, ahead of the scheduled, automated Active Directory sync by Workspace ONE UEM and Workspace ONE Express.  <b>Note</b> The user attributes synchronization process continues even if a duplicate user is encountered. When such a sync failure occurs, an entry is made to the console event log for troubleshooting purposes, called DuplicateUserSyncFailure. Review this and other console event log entries by navigating to <b>Monitor &gt; Reports and Analytics &gt; Events &gt; Console Events</b> .
<b>View Users</b>	Displays the <b>User Group Members</b> screen, enabling you to review the user names of all the members in the selected user group.
<b>More Actions</b>	
<b>View and Merge</b>	View, Add, and Remove users recently added to the temporary user group table. User group users that appear in this table await the automated user group sync in Workspace ONE UEM and Workspace ONE Express.
<b>Add Missing Users</b>	Combine the temporary user group table with the Active Directory table, making the addition of these new users in the user group official.
<b>Delete</b>	Delete a user group.

## Add Users to User Groups

You can add users to user groups as the need arises. If you do not want to wait for the Active Directory synchronization of user groups, which is a scheduled, automatic occurrence, then you can manually sync user groups.

When you have a new user to add to one or more user groups, follow these steps.

- 1 Navigate to **Accounts > Users > List View**.

- 2 Select one or more users in the listing by inserting a check mark in the check box to the left.
- 3 Select the **More Actions** button and then select **Add To User Group**. The **Add Selected Users Into Custom User Group** page displays.
- 4 You can add users to an **Existing User Group** or create a **New User Group**.
- 5 Select the **Group Name**.
- 6 Select **Save**.
- 7 Navigate to **Accounts > User Groups > List View**.
  - a The Active Directory (AD) synchronization (which is an automated, scheduled process) copies these pending user group users to a temporary table. Then these user group users are reviewed, added, or removed.
  - b If you do not want to wait for the automated AD sync, you can synchronize manually. Start a manual synchronization by selecting the user group to which you added users, then select the **Sync** button.

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**Note** The user attributes synchronization process continues even if a duplicate user is encountered. When such a sync failure occurs, an entry is made to the console event log for troubleshooting purposes, called DuplicateUserSyncFailure. Review this and other console event log entries by navigating to **Monitor > Reports and Analytics > Events > Console Events**.

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- 8 You can optionally select **More > View and Merge** to perform maintenance tasks such as review, add, and remove pending user group users.
- 9 Combine the temporary table of pending user group users with the Active Directory user group users by selecting **More > Add Missing Users**.

## Add User Groups Without Directory Integration, Custom

Creating a user group outside of your existing Active Directory structure allows you to create specialized groups of users at any time. Customize user groups according to your deployment by specifically designing access to features and content, which might be preferred depending upon the kind of user group you need.

For instance, you can create a temporary user group for a specific project requiring specialized apps, device profiles, and compliance policies.

For more information about adding user groups in bulk, see [Batch Import User Groups](#).

Custom user groups can only be added at a customer level organization group.

- 1 Navigate to **Accounts > User Groups > List View** and select **Add** and then **Add User Group**.
- 2 Change the user group **Type** option to **Custom**.
- 3 Enter the **Group Name** and **Description** used to identify the user group in the Workspace ONE UEM console.

- 4 Confirm the organization group that manages the user group and select **Save**.
- 5 You can then add users to this new user group by navigating to **Accounts > Users > List View**.

Add multiple users by selecting check boxes to the far-left of each listed **user name**. Next, select the **Management** button above the column headings and select **Add to User Group**.

## Add User Groups With Directory Integration

An alternative to custom user groups without active directory integration is through user group integration that applies your existing active directory structure, providing many benefits.

Once you import existing directory service user groups as Workspace ONE UEM user groups, you can perform the following.

- **User Management** – Reference your existing directory service groups (such as security groups or distribution lists) and align user management in Workspace ONE UEM with the existing organizational systems.
- **Profiles and Policies** – Assign profiles, applications, and policies across a Workspace ONE UEM deployment to groups of users.
- **Integrated Updates** – Automatically update user group assignments based on group membership changes.
- **Management Permissions** – Set management permissions to allow only approved administrators to change policy and profile assignments for certain user groups.
- **Enrollment** – Allow users to enroll with existing credentials and automatically assign an organization group.

The administrator must designate an existing organization group as the primary root location from which the administrator manages devices and users. Directory services must be enabled at this root organization group.

You can add your existing directory service groups into Workspace ONE UEM. While integration does not immediately create user accounts for each of your directory service accounts, it ensures that Workspace ONE UEM recognizes them as user groups. You can use this group to restrict who can enroll.

For more information about adding directory user groups in bulk, see [Batch Import User Groups](#).

Making user groups with directory integration fosters an aligned approach to device management: device enrollment plus subsequent updates, administrative overview, and user management are each in lockstep with your existing directory service structure.

**Before you begin:** Ensure that the user group **Type** is **Directory**.

- 1 Navigate to **Accounts > User Groups > List View**, select **Add** then **Add User Group**.

Setting	Description
<b>Type</b>	<p>Select the type of User Group.</p> <ul style="list-style-type: none"> <li>■ <b>Directory</b> – Create a user group that is aligned with your existing active directory structure.</li> <li>■ <b>Custom</b> – Create a user group outside of your organization's existing Active Directory structure. This user group type grants access to features and content for basic and directory users to customize user groups according to your deployment. Custom user groups can only be added at a customer level organization group.</li> </ul>
<b>External Type</b>	<p>Select the external type of group you are adding.</p> <ul style="list-style-type: none"> <li>■ <b>Group</b> – Refers to the group object class on which your user group is based. Customize this class by navigating to <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; Directory Services &gt; Group</b>.</li> <li>■ <b>Organizational Unit</b> – Refers to the organizational unit object class on which your user group is based. Customize this class by navigating to <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; Directory Services &gt; Group</b>.</li> <li>■ <b>Custom Query</b> – You can also create a user group containing users you locate by running a custom query. Selecting this external type replaces the Search Text function but displays the Custom Query section.</li> </ul>
<b>Search Text</b>	<p>Identify the name of a user group in your directory by entering the search criteria and selecting <b>Search</b> to search for it. If a directory group contains your search text, a list of group names displays.</p> <p>This option is unavailable when <b>External Type</b> is set to <b>Custom Query</b>.</p>
<b>Directory Name</b>	<p>Read-only setting displaying the address of your directory services server.</p>
<b>Domain and Group Base DN</b>	<p>This information automatically populates based on the directory services server information you enter on the <b>Directory Services</b> page (<b>Groups &amp; Settings &gt; System &gt; Enterprise Integration &gt; Directory Services</b>).</p> <p>Select the <b>Fetch DN</b> plus sign (+) next to the <b>Group Base DN</b> setting, which displays a list of distinguished name elements from which you can select.</p>
<b>Custom Object Class</b>	<p>Identifies the object class under which your query runs. The default object class is 'person' but you can supply a custom object class to identify your users with a greater success and accuracy.</p> <p>This option is available only when <b>Custom Query</b> is selected as <b>External Type</b>.</p>
<b>Group Name</b>	<p>Select a <b>Group Name</b> from your <b>Search Text</b> results list. Selecting a group name automatically alters the value in the Distinguished Name setting.</p> <p>This option is available only after you have completed a successful search with the <b>Search Text</b> setting.</p>
<b>Distinguished Name</b>	<p>This read-only setting displays the full distinguished name of the group you are creating.</p> <p>This option is available only when <b>Group</b> or <b>Organizational Unit</b> is selected as <b>External Type</b>.</p>
<b>Custom Base DN</b>	<p>Identifies the base distinguished name which serves as the starting point of your query. The default base distinguished name is 'AirWatch' and 'sso'. However, if you want to run the query with a different starting point, you can supply a custom base distinguished name.</p> <p>This option is available only when <b>Custom Query</b> is selected as <b>External Type</b>.</p>

Setting	Description
<b>Organization Group Assignment</b>	<p>This optional setting enables you to assign the user group you are creating to a specific organization group (OG).</p> <ul style="list-style-type: none"> <li>■ This option is available only when <b>Group</b> or <b>Organizational Unit</b> is selected as <b>External Type</b>.</li> <li>■ You must select a "Customer" type OG. Assigning the user group to a non-customer type OG is not allowed.</li> </ul>
<b>User Group Settings</b>	<p>Select between <b>Apply default settings</b> and <b>Use Custom settings for this user group</b>. See the <b>Custom Settings</b> section for additional setting descriptions. You can configure this option from the permission settings after the group is created.</p> <p>This option is available only when <b>Group</b> or <b>Organizational Unit</b> is selected as <b>External Type</b>.</p>
<b>Custom Query - Query</b>	<p>This setting displays the currently loaded query that runs when you select the <b>Test Query</b> button and when you select the <b>Continue</b> button. Changes you make to the <b>Custom Logic</b> setting or the <b>Custom Object Class</b> setting are reflected here.</p>
<b>Custom Logic</b>	<p>Add your custom query logic here, such as user name or admin name. For example, "cn=jsmith". You can include as much or as little of the distinguished name as you like. The <b>Test Query</b> button allows you to see if the syntax of your query is correct before selecting the <b>Continue</b> button.</p>
<b>Custom Settings - Management Permissions</b>	<p>You can allow or disallow all administrators to manage the user group you are creating.</p>
<b>Default Role</b>	<p>Select a default role for the user group from the drop-down menu.</p>
<b>Default Enrollment Policy</b>	<p>Select a default enrollment policy from the drop-down menu.</p>
<b>Auto Sync with Directory</b>	<p>This option enables the directory sync, which detects user membership from the directory server and stores it in a temporary table. Administrators approve changes to the console unless the Auto Merge option is selected.</p> <p>If you want to prevent user groups from automatically syncing during a scheduled sync, this setting must be deactivated.</p>
<b>Auto Merge Changes</b>	<p>Enable this option to apply sync changes automatically from the database without administrative approval.</p>
<b>Maximum Allowable Changes</b>	<p>Use this setting to set a threshold for the number of automatic user group sync changes that can occur before approval must be given.</p> <p>Changes more than the threshold need admin approval and a notification is sent to this effect.</p> <p>This option is available only when <b>Auto Merge Changes</b> is enabled.</p>
<b>Add Group Members Automatically</b>	<p>Enable this setting to add users to the user group automatically.</p> <p>If you want to prevent user groups from automatically syncing during a scheduled sync, this setting must be deactivated.</p>

Setting	Description
<b>Send Email to User when Adding Missing Users</b>	Enable to send an email to users when missing users are being added to the user group. Adding missing users means combining the temporary user group table with the Active Directory table.
<b>Message Template</b>	<p>This option is available only when <b>Send Email to User when Adding Missing Users</b> is enabled.</p> <p>Select a message template to be used for the email notification during the addition of missing users to the user group.</p> <p>When adding active directory users new to the Workspace ONE UEM console, the message template availability depends upon the enrollment mode as configured in <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; General &gt; Enrollment</b> selecting <b>Authentication</b>, and making a choice in the <b>Devices Enrollment Mode</b> option.</p> <p>When <b>Open Enrollment</b> is selected as the <b>Devices Enrollment Mode</b>, a User Activation email template is available in the <b>Message Template</b> drop-down. This email message enables the new AD user to enroll.</p> <p>When <b>Registered Devices Only</b> is selected as the <b>Devices Enrollment Mode</b>, a Device Activation email template is available in the <b>Message Template</b> drop-down. This email message enables the new AD user to enroll their devices. If <b>Require Registration Token</b> is enabled, the device can be registered with the token embedded in the message.</p>

For more information on Distinguished Name, search for Microsoft's TechNet article entitled "Object Naming" at <https://technet.microsoft.com/>.

- 2 Select **Save**.

## Edit Your User Group Permissions

Fine-tuning user group permissions allows you to reconsider who inside your organization can edit certain groups. For example, if your organization has a user group for company executives, you might not want lower-level administrators to have management permissions for that user group.

Use the **Permissions** page to control who can manage certain user groups and who can assign profiles, compliance policies, and applications to user groups.

- 1 Navigate to **Accounts > User Groups > List View**.
- 2 Select the **Edit** icon of an existing user group row.
- 3 Select the **Permissions** tab, then select **Add**.
- 4 Select the **Organization Group** you want to define permissions for. You must select an organization group (OG) that is within the root OG hierarchy of the user group. The OG you select must also be of a "customer" type. For more information, see [Organization Group Type Functions and Customizations](#).
- 5 Select the **Permissions** you want to enable.
  - **Manage Group (Edit/Delete)** – Activate the ability to edit and delete user groups.



- **Manage Users Within Group and Allow Enrollment** – Manage users within the user group and to allow a device enrollment in the OG. This setting can only be enabled when Manage Group (Edit/Delete) is also enabled. If Manage Group (Edit/Delete) is deactivated, then this setting is also deactivated.
  - **Use Group For Assignment** – Use the group to assign security policies and enterprise resources to devices. This setting can only be changed if Manage Group (Edit/Delete) is deactivated. If Manage Group (Edit/Delete) is enabled, then this setting becomes locked and uneditable.
    - This setting is deactivated when the user group is managed by a parent OG and you want to assign the group from one of its children OGs.
- 6 Select the **Scope** of these permissions, that is, which groups of administrators are allowed to manage or use this user group. Only **one** of the following options may be active.
- **Administrator Only** – The permissions affect only those administrators at the parent OG.
  - **All Administrators at or below this Organization Group** – The permissions affect the administrators in the OG and all administrators in all child OGs underneath.

## Access User Details

After your users and user groups are in place, you can view all user information regarding user details, associated devices, and interactions.

Access user information from any location in the Workspace ONE UEM console where the user name is displayed, including each of the following pages in the console.

- User Group Members (**Accounts > User Groups > Details View > More > View Users**)
- Users List View (**Accounts > Users > List View**)
- Administrators List View (**Accounts > Administrators > List View**).

The User Details page is a single-page view.

- All associated user groups.
- All Devices associated with the user over time and a link to all enrolled devices.
- All devices a user has checked-out in a Shared Device Environment and a link to complete check-in/check-out device history.
- All device- and user-specific event logs.
- All assigned, accepted, and declined Terms of Use.

## Encrypt Personal Details

You can encrypt personally identifiable information including first name, last name, email address, and phone number.

- 1 Navigate to **Groups & Settings > All Settings > System > Security > Data Security** from the Global or Customer-level organization group for which you want to configure encryption.

- 2 Enable the **Encrypt User Information** setting, then select individual user data settings to activate encryption. Doing so deactivates the search, sort, and filter functionality.
- 3 Click **Save** to encrypt user data so it is not accessible in the database. Doing so limits some features in the Workspace ONE UEM console, such as search, sort, and filter.

## Admin Groups

Admin groups enable you to assemble subsets of administrator accounts for assigning roles and permissions beyond the permissions that come from having an admin account in Workspace ONE UEM powered by AirWatch.

Admin groups can be used to assign roles and permissions granting access to the console that is specific to a special project. You can add your existing directory service administrators into admin groups or create admin groups from scratch using custom queries.

For example, if you have a new business directive, you might need to assign special admin access to a group of training facilitators. You might create an admin group, run a custom query for training facilitators, and assign a role that is specific to the new business effort. For more information, see [Admin Accounts](#).

## Admin Groups List View

The Admin Groups List View page in features useful tools for common user group maintenance and upkeep. Such upkeep includes adding, viewing, merging, and deleting user groups and missing users.

View this page by navigating to **Accounts > Administrators > Admin Groups**.

Display the **Edit Admin Group** page by selecting the hypertext name in the **Group Name** column of the list view. Use this page to change the name of the admin group. You can also add and remove roles that are applicable to group members. For more information, see [Admin Roles](#).

Display the **Admin Group Members** listing by selecting the hypertext link number in the **Admin** column. This listing shows you the names of all the administrators in the admin group.

You can also download an **XLSX** or **CSV** (comma-separated values) file of the **Admin Groups List View**. You can then view and analyze this file with MS Excel. Select the **Export** button and choose a download location.

Access the following actions and maintenance functions by selecting the radio button next to the group name.

Action	Description
Sync	Copy recently added admin group users to the temporary table, manually, ahead of the scheduled, automated Active Directory sync by Workspace ONE UEM.
More Actions	

Action	Description
View and Merge	View, Add, and Remove users recently added to the temporary admin group table. Admin group administrators that appear in this table await the automated Workspace ONE UEM admin group sync.
Delete	Delete an admin group.
Top, Up, Down, Bottom	You can edit the ranking of each admin group as it appears in the listing. Moving the groups in this way is useful for when you have more admin groups than a single page can display.
Add Missing Users.	Combine the temporary admin group table with the Active Directory table, making the addition of these new admins in the group official.

## Add Admin Groups

You can add admin groups in Workspace ONE UEM powered by AirWatch to assign additional roles and permissions to your admins for special projects by taking the following steps.

- 1 Navigate to **Accounts > Administrators > Admin Groups** and select **Add**. Complete the applicable settings.

Setting	Description
<b>External Type</b>	<p>Select the external type of admin group you are adding.</p> <ul style="list-style-type: none"> <li>■ <b>Group</b> – Refers to the group object class on which your admin group is based. Customize this class by navigating to <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; Directory Services &gt; Group</b>.</li> <li>■ <b>Organizational Unit</b> – Refers to the organizational unit object class on which your admin group is based. Customize this object class by navigating to <b>Groups &amp; Settings &gt; All Settings &gt; System &gt; Enterprise Integration &gt; Directory Services &gt; Group</b>.</li> <li>■ <b>Custom Query</b> – You can also create an admin group containing administrators you locate by running a custom query. Selecting this external type replaces the Search Text function but displays the Custom Query section.</li> </ul>
<b>Directory Name</b>	Read-only setting displaying the address of your directory services server.
<b>Domain and Group Base DN</b>	<p>This information automatically populates based on the directory services server information you enter on the <b>Directory Services</b> page (<b>Accounts &gt; User Groups &gt; Settings &gt; Directory Services</b>).</p> <p>Select the <b>Fetch DN</b> plus sign (+) next to the <b>Group Base DN</b> setting, which displays a list of Base Domain Names from which you can select.</p>
<b>Search Text</b>	<p>Enter the search criteria to identify the name of an admin group in your directory and select <b>Search</b> to search for it. If a directory group contains your search text, a list of group names displays.</p> <p>Also, you can apply default roles to the admin group you are creating. After a successful search is run, select the <b>Roles</b> tab and then select the <b>Add</b> button to add a new role. Or edit an existing role by changing the <b>Organization Group</b> and <b>Role</b> selection.</p> <p>This setting is available only when <b>Group</b> or <b>Organizational Unit</b> is selected as the <b>External Type</b>.</p>
<b>Custom Object Class</b>	<p>Identifies the object class under which your query runs. The default object class is 'person' but you can supply a custom object class to identify your admins with greater accuracy.</p> <p>This setting is available only when <b>Custom Query</b> is selected as <b>External Type</b>.</p>

Setting	Description
<b>Custom Base DN</b>	Identifies the base distinguished name which serves as the starting point of your query. The default is 'airwatch' and 'sso' but you can supply a custom base distinguished name if you want to run the query from a different starting point. This setting is available only when <b>Custom Query</b> is selected as <b>External Type</b> .
<b>Group Name</b>	Select a <b>Group Name</b> from your <b>Search Text</b> results list. Selecting a group name automatically alters the value in the Distinguished Name setting. This setting is available only after you have completed a successful search with the <b>Search Text</b> setting.
<b>Distinguished Name</b>	Read-only setting that displays the full distinguished name of the admin group you are creating. This setting is available only after you have completed a successful search with the <b>Search Text</b> setting.
<b>Rank</b>	Read-only setting that displays the rank of the admin group once it is created. You can change an admin group's rank by navigating to <b>Groups &amp; Settings &gt; Groups &gt; Admin Groups</b> and moving its relative position using the More action button  to the right of the admin group listing.
<b>Auto Sync</b>	This option enables the directory sync, which detects user membership from the directory server and stores it in a temporary table. An administrator approves all changes to the console unless the <b>Auto Merge</b> option is enabled.
<b>Auto Merge</b>	Enable this option to apply sync changes automatically from the database without administrative approval.
<b>Maximum Allowable Changes</b>	Use this setting to set a threshold for the number of automatic admin group sync changes that can occur before approval must be given. This option is available only when <b>Auto Merge</b> is enabled.
<b>Add Group Members Automatically</b>	Enable this option to add administrators automatically to the admin group.
<b>Time Zone</b>	Enter the time zone associated with the admin group. This required setting impacts when the scheduled, automated Active Directory sync runs.
<b>Locale</b>	Select the localization setting (language) associated with the admin group. This setting is required.
<b>Initial Landing Page</b>	Enter the initial landing page for administrators in the admin group. The default setting for this required setting is the Device Dashboard but you can set it to any page of your choice.
Custom Query	
<b>Query</b>	This setting displays the currently loaded query that runs when you select the <b>Test Query</b> button and when you select the <b>Continue</b> button. Changes you make to the <b>Custom Logic</b> option or the <b>Custom Object Class</b> setting are reflected here.
<b>Custom Logic</b>	Add your custom query logic here, such as an admin name. For example, "cn=jsmith". You can include as much or as little of the distinguished name as you like. The <b>Test Query</b> button allows you to see if the syntax of your query results in a successful search before selecting the <b>Continue</b> button.

For more information on Distinguished Name, search for Microsoft's TechNet article entitled "Object Naming" at <https://technet.microsoft.com/>.

- 2 Select **Save**.

## View Assignments

As a convenience, you can preview and confirm the device profiles, apps, books, channels, and compliance policies that are included in (and excluded from) the assigned groups within Workspace ONE UEM powered by AirWatch.

### Procedure

- 1 Navigate to the group listing in **Groups & Settings > Groups > Assignment Groups** and locate a group that has been assigned to at least one entity.
- 2 In the **Assignments** column, select the hyperlinked number to open the **View Assignments** page. This page displays only those categories that contain **Assignments** or **Exclusions** in the group.

### What to do next

Above the header row in the **View Assignments** screen, you can use the **Refresh** button, the **Export** button, and the **Search List** text box to help you locate and confirm that the specific profile, app, book, channel, and compliance policy has been assigned.

# Configurations

# 7

Configurations are a curated list of settings pages that are categorized, searchable, and logically organized making them easy to use. Configurations enable you to identify and jump directly to essential settings pages in Workspace ONE UEM powered by AirWatch and Workspace ONE Express. Get started by navigating to **Groups & Settings > Configurations**.

Groups & Settings

Configurations 



Establish the foundational settings, customizations and integrations to provide employees with the resources they need to drive your business forward.

RESET

Q Enter a name or category

Name	Category
> APNs For MDM	Apple Device Management Enrollment Platform Setup
> Android EMM Registration	Android BYOD Corporate Devices Platform Setup Rugged Devices Shared Device/CICO
> Apple Automated Enrollment	Apple Education Enrollment Staging
> Apple Device Enrollment Program	Apple Corporate Devices Enrollment Platform Setup Shared Device/CICO
> Apple School Manager	Apple Class Management Education Education Shared IP... Platform Setup
> AppleCare	Apple Purchase Date Warranty
> Certificate Authorities	Authentication Certificates Encryption Enterprise Certificat... Identity Identity Verification Integration Non-repudiation Public Key Infrastruc... +3
> Chrome OS EMM Registration	BYOD Chrome OS Corporate Devices Enrollment Platform Setup Shared Device/CICO
> Cloud Connector	Authentication Certificates Integration Network User Management
> Content	Apps Content Secure Content
> Content Locker Sync	Apps Content Secure Content
> Content Scheduler	Apps Content Secure Content

1 - 41 of 41 Items

Each Configuration can be inspected by selecting the 'greater than' left arrow to expand the row and reading the description. Once expanded, you can also read the official documentation on the Configuration by selecting the **Learn More** button.

## Searchable

You can search for Configurations and categories by making entries in the search bar located above the listing.

## Categorized

All the Configurations are categorized by attributes and use cases so you can quickly locate the ones you need the most. Clicking on categories acts like a filter, eliminating Configurations from view that are not part of the selected category. To clear out selected categories and reset the view, click the 'x' next to the category name or select the Reset button above the search bar.

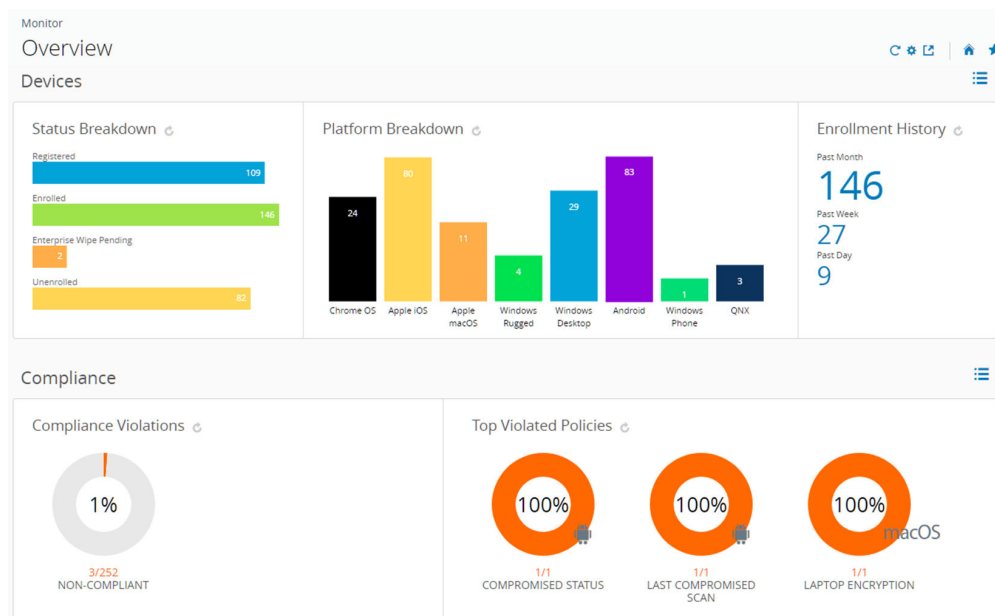
## Portable Categories

You can share Configuration categories with other administrators that include category combinations. For example, if you select **Platform Setup**, **Apple**, and **Enrollment**, you can share this combination of categories by copying the URL in the address bar of your browser.

# Console Monitor

# 8

The Console Monitor in Workspace ONE UEM is your central portal for fast access to critical information. With its colorful bar and donut graphs, you can quickly identify important issues and act from a single location.



Selecting any bar or donut graph on the page displays the **Device List View**. This list view contains all the devices specific to the metric you selected. You can then perform actions such as sending a message to those devices.

For example, select the Antivirus Status donut graph. Within seconds, the **Device List View** displays with a list of devices whose lack of antivirus software has triggered a policy violation. Select all the devices in this list by clicking the check box to the far left of each device. You can also select the "select all" check box below the **Add Device** button. The action button cluster displays above the listing. Select the **Send** button to send a message to the users of the selected devices. You can select an Email, a push notification, or an SMS text message.

The **Monitor > Overview** page provides summary graphs and detailed views.



- **Devices** – View the exact number of devices.
  - Status breakdown of all devices including registered, enrolled, enterprise wipe pending, device wipe pending and unenrolled.




- Platform breakdown of devices enrolled in Workspace ONE UEM.
- Enrollment history over the past day, past week, and past month.
- **Compliance** – View which devices are violating compliance policies.
  - All compliance policies currently violated by devices, including apps, security settings, geolocation, and more.
  - Top violated policies, covering all types of compliance policies established.
  - Denylisted Apps, including all denylisted apps installed on devices, ranked by order of instances of violation.
  - Devices lacking the apps that you want to be installed and ready for your users.
- **Profiles** – View which profiles are out of date.
  - Latest Profile Version, including devices with old versions of each profile.
- **Apps** – View which applications are associated with devices.
  - Latest Application Version, including devices with old versions of each application.
  - Most Installed Apps, ranked by devices that have the application currently installed.

For more information see, [Tracking and Monitoring Your Application Deployment](#).
- **Content** – View devices with content that is out of date.
  - Latest Content Version, including each file that is out of date ranked by order of instance.
- **Email** – View devices that are currently unable to receive email.
  - Devices Blocked from email, including devices blocked by default, denylisted or unenrolled.
- **Certificates** – View which certificates are set to expire.
  - Certificates expiring within one month, one to three months, three to six months, six to 12 months and greater than 12 months. Also, view certificates that have already expired.

The set of devices shown varies depending on your current organization group, including all devices in child organization groups. Switch to lower organization groups and automatically update device results by using the organization group drop-down menu.

Toggle between views by selecting the **List View** icon () and **Chart View** icon (). Select any metric to open the Device List View for that specific set of devices. You can then perform actions such as sending a message to those devices.

Customize the Monitor by selecting the **Available Sections** icon (). Select or deselect check boxes representing available sections (Devices, Compliance, Profiles, and so on) and select **Save** to craft the Monitor Overview.

## Workspace ONE Intelligence

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**Note** You must have a Cloud Services account to access Workspace ONE Intelligence.

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Custom reporting and advanced analytics from Workspace ONE Intelligence can provide you with deeper insights about your device fleet. Such insights include enhanced visibility on performance issues, highly effective planning tools, and faster deployment times.

Ensure that you are in a customer type organization group, then navigate to **Monitor > Intelligence**, select the **Next** button to see how Intelligence works, and opt-in to take advantage of the service.

You can opt out of Intelligence custom reporting at any time.

For more information, see the [VMware Workspace ONE Intelligence Products](#) guide.

## Industry Templates for iOS

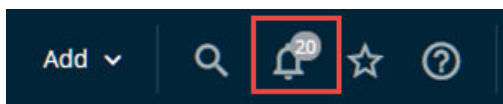
An Industry Template is a collection of mobile applications and device profiles that you can push to your devices, greatly expediting the deployment process.

You can select templates in support of industries such as healthcare and retail and you can edit these templates to fit your needs. For more information, see [Apple Industry Templates](#).

# Console Notifications

## 9

Notifications are a communication tool designed to keep you informed about events that can impact your operation of Workspace ONE UEM. The Notifications button is located next to the Global Search magnifying glass icon.

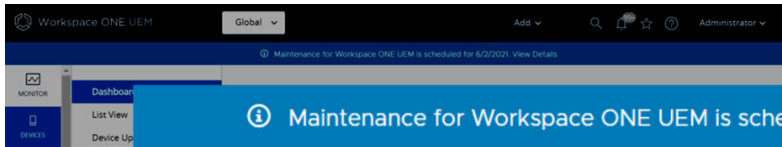


There are many different kinds of notifications.

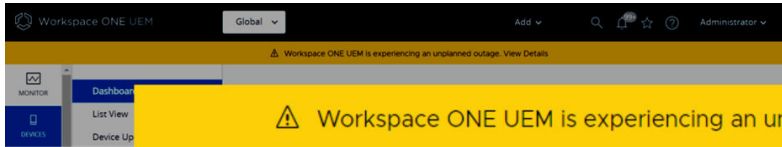
- **Application APNs Certificate Expiration** – You are notified 30 days before APNs for Applications expire, which is a Critical Priority alert. This notification helps you avoid the hassles involved with expired certificates and keeps the apps functional on your devices.
- **App Removal Protection** – This High Priority alert displays when the Application Removal threshold is crossed. You can act by selecting the Review App Removal link on the Notifications pop-up.
- **Device App Log Storage Alert** – This notification is a High Priority alert which displays when your storage log exceeds 75% of its capacity. Purge your logs or increase the limit by contacting your support representative. This alert can be dismissed.
- **Enterprise App Repository Updates** – This notification is an informational alert which displays when there is an **App Update Available** from the curated catalog of enterprise apps that you can apply to devices in your fleet.
- **List View Export** – This notification appears when the Device or User list view export you requested has been completed and is ready for examination. This notification is an Info Priority level and can be dismissed.
- **Maintenance and Upgrade Notifications** – These bell icon notifications are informational alerts that let you know when an upgrade or maintenance patch is available. Includes notifications for Workspace ONE UEM and Workspace ONE Assist.

Console banner notifications are informational alerts that let you know when an upgrade patch is available or when a maintenance event is planned or unplanned. The console banner notifications shown are visible to all SaaS admins and include the following subcategories.

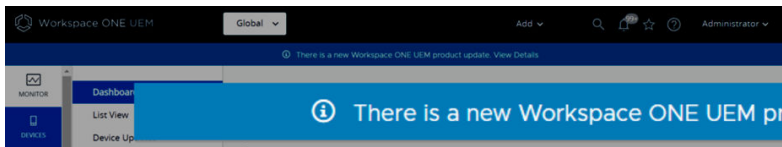
- **Maintenance**



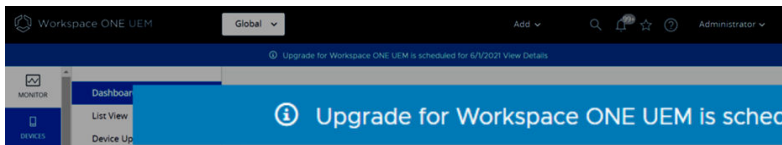
## ■ Outages



## ■ SaaS Product Announcements



## ■ Upgrade



- **MDM APNs Expiring** – You are notified 30 days before APNs for MDM certificates expire, which is a Critical Priority alert. After the APNs certificate expires, the Critical Priority alert is reduced to a High Priority alert. This notification helps you avoid the hassles involved with expired certificates and keeps your devices in contact with Workspace ONE UEM.
- **Peer-to-Peer Server Update Required** – You are notified when a new version of the peer-to-peer server becomes available and that you can upgrade your server to avoid service disruptions.
- **Provisioning Profile Expiration** – You are notified when a provisioning profile containing applications expires, requiring you to regenerate the provisioning profile and update it. This notification is a Critical priority level and cannot be dismissed.
- **Token (DEP) Errors** – You are notified when DEP synchronization fails due to an expired DEP token.
- **Token (VPP and DEP) Expiration** – You are notified when a token is due to expire, so you can renew the token and avoid service disruption.
- **User Group Merge Pending** – This notification lets you know that the user group merge process is pending and in need of admin approval. Such notification happens in two scenarios:
  - You have the Auto Merge Changes setting deactivated on your Directory-based User Group, which means all changes need approval.

- You have the Auto Merge Changes enabled and the number of changes exceed the Maximum Allowable Changes threshold. The portion of changes above the threshold need admin approval.
- **VPP App Auto Update** – High priority alerts that notify you when an application installed with Apple Volume Purchase Program has an updated version you can install.

## Manage Console Notifications

When there are active notifications that require your attention, a numeral badge appears on the Notifications icon indicating the number of active alerts. Display the **Notifications** pop-up by selecting this bell-shaped icon.

You can manage the notifications you receive. This management includes viewing the list of active alerts, Renewing your APNs, Dismissing expired alerts, viewing the list of dismissed alerts, and Configuring Notification Settings.

Each alert displays the organization group under which the APNs for an MDM certificate is located. The alert also shows the expiration date of the certificate and a link to Renew your APNs.

- **View Active Alerts** – The default view displays the list of active alerts.
- **Renew your APNs** – Displays the Change Organization Group (OG) screen. This screen appears when the OG that manages the device with the impending license expiration is different than the OG you are currently in. Renew this APNs license by selecting **Yes** to change your OG automatically.

Renew the license and keep the device in contact with Workspace ONE UEM by following the instructions on the **APNs For MDM** settings page.

- **Dismiss Alert** – Close the expired alert and send it to the Dismissed alert listing by selecting the **X** button. You cannot close critical priority notifications.
- **Dismiss All** – Close all active alerts and send them to the Dismissed alert listing.
- **View Dismissed Alerts** – View the listing of dismissed alerts by selecting the **Dismissed** tab at the top of the Notifications pop-up.

## Configure Notifications Settings

Use the Notifications settings on the **Account Settings** page to enable or deactivate APNs Expiration alerts, choose how to receive alerts, and change the email to which it sends alerts.



- 1 Select the **Account** drop-down, which is accessible from almost every page on the Workspace ONE UEM console, then select **Manage Account Settings** and select the **Notifications** tab.

You can also access the notification settings page by selecting the gear icon located in the lower-right corner of the Notifications pop up screen.

- 2 Select your notification method when each of the following events occurs.

Setting	Description
<b>MDM APNs Expiring</b>	This notification helps you avoid the hassles involved with expired certificates and keeps your devices in contact with Workspace ONE UEM.
<b>List View Export</b>	You can trigger an alert when the exportation of a User List View or Device List View is complete.
<b>User Group Merge</b>	You can trigger an alert when the Active Directory database changes sync with Workspace ONE UEM and you have Auto Merge Changes deactivated.
<b>VPP App Auto Update</b>	You can trigger an alert when an application installed with Apple Volume Purchase Program has an updated version you can install.
<b>Application APNs Certificate Expiration</b>	This notification helps you avoid the hassles involved with expired certificates and keeps applications functional on your devices.
<b>Provisioning Profile Expiration</b>	You are notified when a provisioning profile containing applications expires, requiring you to regenerate the provisioning profile and update it.
<b>Apple Business Manager Device Token Expiring</b>	You are notified when a DEP token is due to expire and that you can renew to avoid disruption.
<b>Apple Business Manager Location Token Expiring</b>	You are notified when a location token is due to expire and that you can renew to avoid disruption.
<b>Apple Business Manager Device Token Error</b>	You are notified when DEP synchronization fails due to an expired DEP token.
<b>API Utilization</b>	You are notified when the number of API (Application Programming Interface) calls reaches 50%, 75%, 90%, and 100% of the daily API limit.
<b>Enterprise App Repository Updates</b>	You are notified when an app in your catalog of curated enterprise apps has an update that can be applied to devices.

- 3 For each event, select between **None**, **Console**, **Email**, and **Console and Email**, unless specified otherwise.

Selections of **Email** and **Console and Email** require you entering at least one email address in the **Send email(s) to:** field. You can enter multiple email addresses separated by commas.

- 4 **Save** or **Cancel** your changes.

# Event Logs

# 10

Events are records of administrative and device actions that the Workspace ONE UEM console stores in logs. Export event logs as CSV files. You can also configure the Workspace ONE UEM console to send the event logs to your Security Information and Event Management tools or Business Intelligence systems.

The event logs show both device events and Workspace ONE UEM console events. Device events show the commands sent from the console to devices, device responses, and device user actions. Console events show actions taken from the Workspace ONE UEM console including login sessions, failed login attempts, admin actions, system settings changes, and user preferences.

You can filter the date range, severity level, category, or module.

Severity levels include the following descriptions.

- **Critical** – Indicates a failure in a primary Workspace ONE UEM console system.
- **Error** – Indicates a failure in a non-primary Workspace ONE UEM console system.
- **Warning** – Indicates an issue in the future if action is not taken.
- **Notice** – Indicates unusual conditions.
- **Information** – Indicates normal operational data.
- **Debug** – Indicates useful information for troubleshooting.

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**Note** If your selected **Date Range** option returns more than 10,000 events , then a banner message displays recommending that you select a smaller date range. If you prefer a larger date range, then run an event report for each multiple child OG rather than a single event report on a single parent OG.

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## Console Events

Console events show MDM actions from the Workspace ONE UEM console that include the following examples: Login sessions, Failed login attempts, Admin actions, System settings changes, and User preferences.

- 1 Navigate to **Monitor > Reports and Analytics > Events > Console Events**.
- 2 Filter the information to focus and narrow the list of devices.

Choose from:

- Date Range (see **Note** above)
- Severity
- Category
- Module

- 3 Click the **Event Data** option to view information for a specific console event.

## Device Events

Device events is a listing of several different kinds of events logged by the system. It lists Mobile Device Management (MDM) commands to devices, device responses, and device user actions. You can filter the log by date range, the severity level, category, or module.

Severity levels for device events include the following descriptions.

- **Emergency** – Indicates a catastrophic MDM failure requiring immediate attention.
- **Alert** – Indicates a failure of a foundational MDM system requiring attention.
- **Critical** – Indicates a failure in a primary MDM system.
- **Error** – Indicates a failure in a non-primary MDM system.
- **Warning** – Indicates an issue in the future if action is not taken.
- **Notice** – Indicates unusual conditions.
- **Information** – Indicates normal operational data.
- **Debug** – Indicates useful information for troubleshooting.

Take the following steps to examine device event logs.

- 1 Navigate to **Monitor > Reports and Analytics > Events > Device Events**.
- 2 Filter the information to focus and narrow the list of devices.

Choose from:

- Date Range (see **Note** above)
- Severity
- Category
- Module

- 3 Select the **Friendly Name** option to view data about a specific device.
- 4 Select the **User** option to perform various functions, including **Add Device**, **Edit** options, and **Change Organization Group**.



## Change Syslog Settings

You can make Syslog setting changes. Navigate to the settings page at **Groups & Settings > All Settings > System > Enterprise Integration > Syslog**.

Alternatively, you can select the **Syslog** menu item located below the **Device Events** menu item at **Monitor > Reports and Analytics > Events > Syslog**.

For more information, see [Syslog Integration](#).

## Change Event Settings

You can change the minimum logging level for Console and Device events. Navigate to **Groups & settings > All Settings > Admin > Events** and select the **Event Settings** button.

Set the minimum log level for **Device** and **Console** events. Events that meet the selected levels and above for both Device and Console are captured and stored by the Workspace ONE UEM database and displayed in the Workspace ONE UEM console on the **Monitor > Reports & Analytics > Events > Device Events and Console Events** pages.

# Freestyle Orchestrator

# 11

Use the Freestyle Orchestrator to create customized workflows designed to fulfill a specific goal. You can install resources (like apps, scripts, and profiles) based on conditions that you define.

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**Note** The Freestyle Orchestrator is currently available for macOS and Windows devices only.

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## Custom Workflows Made Easy

Freestyle Orchestrator is a no-code IT orchestration platform that gives you drag and drop ease and flexibility to create workflows using the resources, condition, and group features.

## Resources As Building Blocks

Resources can be installed on a device, like an app, device profile, or script (Windows PowerShell or macOS Shell Script). Resources can also be a mechanism native to the device, like a sensor. When you make a Freestyle Workflow, you gain the power to leverage all these resources to accomplish a task that you define.

Navigate to Resources and configure apps, profiles, scripts, and sensors to utilize within a workflow and apply them to devices based on granular criteria.

For more information, see the [Freestyle Orchestrator Guide](#).

# Other Enterprise Systems for Integration

# 12

Take advantage of advanced MDM functionality by integrating your environment for Workspace ONE UEM powered by AirWatch with existing enterprise infrastructures including directory services, email management with SMTP, and content management repositories.

- **Email Relay (SMTP)** – Provide security, visibility, and control for mobile email.
- **Directory Services (LDAP/AD)** – Take advantage of existing corporate groups to manage users and devices.
- **Microsoft Certificate Services** – Use existing Microsoft certificate infrastructure for a Workspace ONE UEM deployment.
- **Simple Certificate Enrollment Protocol (SCEP PKI)** – Configure certificates for Wi-Fi, VPN, Microsoft EAS and more.
- **Email Management Exchange 2010 (PowerShell)** – Securely connect Workspace ONE UEM to enforce policies with corporate email servers.
- **BlackBerry Enterprise Server (BES)** – Integrate with BES for streamlined BlackBerry management.
- **Third-party Certificate Services** – Import certificate management systems to be managed within the Console.
- **Lotus Domino Web Service (HTTPS)** – Access Lotus Domino content and features through your AW deployment.
- **Content Repositories** – Integrate with SharePoint, Google Drive, SkyDrive, file servers, and network shares.
- **Syslog (Event log data)** – Export event log data to be viewed across all integrated servers and systems.
- **Corporate Networks** – Configure Wi-Fi and VPN settings, provision device profiles with user credentials for access.
- **System Information and Event Management (SIEM)** – Record and compile device and console data to ensure security and compliance with regulations and corporate policies.

For more information on how to integrate Workspace ONE UEM with these infrastructures, see Workspace ONE Access Documentation. See also **VMware Tunnel Admin Guide**, the **AirWatch Logging Guide**, and the **AirWatch Installation Guide**, each available on docs.vmware.com. You can also search for these topics on docs.vmware.com.

# Role-Based Access

# 13

You can make roles that grant specific kinds of access to the Workspace ONE UEM powered by AirWatch. You define roles for individual users and groups based on UEM console access levels you find useful.

For example, help desk administrators within your enterprise might have limited access within the console, while the IT Manager has a greater range of permissions.

To enable role-based access control, you must first set up the administrator and user roles within the UEM console. Specific resources, also known as permissions, define these roles which enable and deactivate access to various features within the UEM console. Roles can also be created for end users who need access to the Self-Service Portal.

Since roles (and specifically resources or permissions) determine what users and admins can and cannot do in the UEM console, care must be taken to grant the correct resources or permissions. For example, if you require admins enter a note before a device can be enterprise wiped, the role must not only have the permissions to enterprise wipe a device but also add a note.

Roles are important to maintain the security of your device fleet. An example of this is the creation of staging users, which is an elevated level administrator privilege. Treat staging user credentials the same as administrator privileges and do not disclose the user credentials.

This chapter includes the following topics:

- [Default and Custom Roles](#)
- [User Roles](#)
- [Admin Roles](#)
- [How Do You Create a Restrictive Help Desk Admin and Add a Role Giving It Specific Functions](#)

## Default and Custom Roles

There are several default roles already provided by Workspace ONE UEM powered by AirWatch from which you can select. These default roles are available with every upgrade and help quickly assign roles to new users. If you require further customization, you can create custom roles to tailor the user privileges and permissions further.

Unlike default roles, custom roles require manual updates with every Workspace ONE UEM upgrade.

Each type of role includes inherent advantages and disadvantages. **Default Roles** save time in configuring a brand new role from scratch, logically suit various administrative privileges, and automatically update alongside new features and settings. However, Default Roles might not be a precise fit for your organization or MDM deployment, which is why Custom Roles were created.

## Default End-User Roles

Roles are available by default to end users in the Unified Endpoint Management Console.


- **Full Access Role** – Provides full permission to perform all the tasks on the Self-Service Portal.
- **Basic Access Role** – Provides all permissions except MDM commands from the Self-Service Portal.

**Custom Roles** allow you to customize as many unique roles as you require, and to tweak large or small changes across different users and administrators. However, Custom Roles must be manually maintained over time and updated with new features.

## Edit a Default End-User Role to Create a Custom User Role

If none of the available default roles provide the proper fit for your organization, consider modifying an existing user role and creating a custom user role.

Create a custom end-user role by editing a default role included with the UEM console.

- 1 Ensure that you are currently in the organization group you want the new role to be associated with.
- 2 Navigate to **Accounts > Users > Roles**.
- 3 Determine which role from the list best fits the role you want to create. Then edit that role by selecting the edit icon (  ) to the far right. The **Add/Edit Role** page displays.
- 4 Edit the **Name**, **Description**, and **Initial Landing Page** text boxes as necessary. Review each of the check boxes. These options represent the various permissions, selecting and deselecting those options as necessary.
- 5 Select **Save** to save your changes, overwriting the prior settings of the role in favor of the new settings.

## Default Administrator Roles

The following roles are available by default to administrators in the Workspace ONE UEM console.

Use the Admin Role Compare tool to compare the specific permissions of two admin roles. For more information, see [Create Administrator Role](#).

Role	Description
<b>System Administrator</b>	<p>The System Administrator role provides complete access to a Workspace ONE UEM environment. This role includes access to the Password and Security settings, Session Management, and UEM console audit information. This information is located the <b>Administration</b> tab under <b>System Configuration</b>.</p> <p>This role is limited to environment managers, for example, SaaS Operations teams for all SaaS environments hosted by VMware.</p>
<b>AirWatch Administrator</b>	<p>The AirWatch Administrator role allows comprehensive access to the Workspace ONE UEM environment. However, this access excludes the <b>Administration</b> tab under <b>System Configuration</b>, because that tab manages top-level UEM console settings.</p> <p>This role is limited to VMware employees with access to environments for troubleshooting, installation, and configuration purposes.</p>
<b>Console Administrator</b>	<p>The Console Administrator role is the default admin role for shared SaaS environments. The role features limited functionality surrounding compliance policy attributes, report authoring, and organization group selection.</p>
<b>Device Manager</b>	<p>The Device Manager role grants users significant access to the UEM console. However, this role is not designed to configure most System Configurations. These configurations include Active Directory (AD)/Lightweight Directory Access Protocol (LDAP), Simple Mail Transfer Protocol (SMTP), Agents, and so on. For these tasks, use a top-tier role like the AirWatch Administrator or System Administrator.</p>
<b>Report Viewer</b>	<p>The Report Viewer role allows viewing of the data captured through Mobile Device Management (MDM). This role limits its users to generating, viewing, exporting, and subscribing to reports from the UEM console.</p>
<b>Content Management</b>	<p>The Content Management role only includes access to VMware Content Locker management. Use this role for specialized administrators responsible for uploading and managing a device content.</p>
<b>Application Management</b>	<p>The Application Management role allows admins with this access to deploy and manage the device fleet's internal and public apps. Use this role for an application management administrator.</p>
<b>Help Desk</b>	<p>The Help Desk role provides the tools necessary for most Level 1 IT Help Desk functions. The primary tool available in this role is the ability to see and respond to device info with remote actions. However, this role also contains report viewing and device searching abilities.</p>
<b>App Catalog Only Administrator</b>	<p>The App Catalog Only Admin role has much the same permissions as Application Management. Added to these permissions are abilities to add and maintain admin and user accounts, admin and user groups, device details, and tags.</p>
<b>Read Only</b>	<p>The Read Only role provides access to most of the UEM console, but limits access to read-only status. Use this role to audit or record the settings in a Workspace ONE UEM environment. This role is not useful for system operators or administrators.</p>
<b>Horizon Administrator</b>	<p>The Horizon Administrator role is a specially designed set of permissions for complementing a Workspace ONE UEM configuration integrated with VMware Horizon View.</p>
<b>NSX Administrator</b>	<p>The NSX Administrator role is a specially designed set of permissions intended to complement VMware NSX integrated with Workspace ONE UEM. This role offers the full complement of system and certificate management permissions, allowing administrators to bridge endpoint security with data center security.</p>
<b>Privacy Officer</b>	<p>The Privacy Officer role provides read access to Monitor Overview, Device List View, View system settings, and full edit permissions for privacy settings.</p>

## Edit a Default Admin Role to Create a Custom Admin Role

If the available default roles provide no proper fit for admin resources in your organization, consider modifying an existing default role into a custom admin role.

Create a custom administrator role by editing a default role included with the UEM console.

- 1 Ensure that you are currently in the organization group with which you want the new role to be associated.
- 2 Navigate to **Accounts > Administrators > Roles**.
- 3 Determine which role from the list best fits the role you want to create. Select the check box for that role.
- 4 Select **Copy** from the actions menu above the listing. The **Copy Role** page displays.
- 5 Edit specific settings of the copy in the resulting **Copy Role** page. Create a unique **Name** and **Description** for the customized role.
- 6 Select **Save**.

**What to do next:** For more information, see [Create Administrator Role](#).

## User Roles

User roles in Workspace ONE UEM powered by AirWatch allow you to enable or deactivate specific actions that logged-in users can perform. These actions include controlling access to a device wipe, device query, and managing personal content. User Roles can also customize initial landing pages and restrict access to the Self-Service portal.

Creating multiple user roles is a time saving measure. You can make comprehensive configurations across different organization groups or change the user role for a specific user at any time.

### Create a New User Role

In addition to the preset Basic Access and Full Access roles, you can create customized roles. Having multiple user roles available fosters flexibility and can potentially save time when assigning roles to new users.

- 1 Navigate to **Accounts > Users > Roles** and select **Add Role**. The **Add/Edit Role** page displays.
- 2 Enter a **Name** and **Description**, and select the **Initial Landing Page** of the SSP for users with this new role.

For existing user roles, the default **Initial Landing Page** is the **My Devices** page.

- 3 Select from a list of options the level of access and control end users of this assigned role have in the SSP.
  - Click **Select None** to clear all check boxes on the page.



- Select all the check boxes on the page by selecting **Select All**.

4 **Save** the changes to the role. The added user role now appears in the list on the Roles page.

**What to do next:** From the Roles page, you can view, edit, or delete roles.

## Configure a Default Role

A default role is the baseline role from which all user roles are based. Configuring a default role enables you to set the permissions and privileges users automatically receive upon enrollment.

- 1 Navigate to **Devices > Device Settings > Devices & Users > General > Enrollment** and select the **Grouping** tab.
- 2 Configure a default level of access for end users in the Self-Service Portal (SSP) by selecting a Default Role.

These role settings are customizable by organization group. Choose from the following.

- **Full Access** - Grants users with access to higher SSP functions such as install/remove profiles and apps, reset passcodes, send device messages, and write-access to content.
- **Basic Access** - Grants users with a low impact access. They can register their own device, view-only (but not install) profiles and apps, view their own account, and query and find their own device.
- **External Access** - Users with External Access have all the abilities as basic access users but they also have read-only access to content on the SSP that is explicitly shared with them.

- 3 Select **Save**.

## Assign or Edit the Role of an Existing User

You can edit the role for a specific user, for example, to grant or restrict access to Workspace ONE UEM functions.

If you edit a role that is in use by a user, the edit does not take effect until the user logs out and then logs back in.

- 1 Select the appropriate organization group.
- 2 Navigate to **Accounts > Users > List View**.
- 3 Search for the specific user that you want to edit from the list. Once you have identified the user, select the Edit icon under the check box. The **Add/Edit User** screen displays.
- 4 In the **General** tab, scroll to the **Enrollment** section and select a **User Role** from this drop-down menu to change the role for this specific user.
- 5 Select **Save**.

## Admin Roles

Admin roles allow you to enable or deactivate permissions for every available setting and resource in Workspace ONE UEM powered by AirWatch. These settings grant or restrict console abilities for each member of your admin team, enabling you to craft a hierarchy of administrators specific to your needs.

Creating multiple admin roles is a time saving measure. Making comprehensive configurations across different organization groups means you can change the permissions for a specific administrator at any time.

### Making Admin Role Changes Effective

If you edit a role that is in use by an administrator, the edit does not apply until the administrator logs out and then logs back in.

### Admin Roles List View

The Administrator Roles List View can be found by navigating to **Accounts > Administrators > Roles**.

You can delete an unused role from your library of administrator roles. You cannot delete a role that is assigned to an admin. Select an unassigned role you want to delete and select the **Delete** button.

You can edit an existing role's name, description, and specific permissions. Select the pencil icon to the left of the role name from the listing and the **Edit Role** screen displays, enabling you to make changes.

You can also download an **XLSX** or **CSV** (comma-separated values) file containing the entire **Administrators Roles List View**. You can then view and analyze this file with MS Excel. Select the **Export** button and choose a download location. For information about exporting roles for the purpose of later importing them, see the section on this page called **Export Admin Roles**.

### Create Administrator Role

You can create administrator roles which define specific tasks that can be performed in Workspace ONE UEM. You then assign these roles to individual admins.

- 1 Navigate to **Accounts > Administrators > Roles** and select **Add Role** in the UEM console.

## Create Role

Name\*

Description\*

Categories Content Management

	Read	Edit	Category	Name	Description	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Content Management	Batch Import	Batch import content within the all content view.	<a href="#">Details</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Content Management	Categories	Create and edit content categories.	<a href="#">Hide</a>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Content Category Create	Controls access to create content category for devices.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Content Category Edit	Controls access to edit content category details for devices.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Content Category Delete	Controls access to delete content category for devices.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Content Category View	Controls access to view content for category devices.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Content Category	Gives access to Content Category	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Content Management	Download Content	Download content within the All Content view.	<a href="#">Details</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Content Management	Manage Content	Add new content, and manage existing content.	<a href="#">Details</a>
			Content		Remotely install and update	

[SAVE](#) [CANCEL](#)

2 In the **Create Role**, enter the **Name** and **Description** of the role.

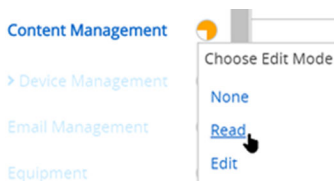
3 Select from the list of **Categories**.

The **Categories** section organizes top-level categories such as **Device Management** under which are located subcategories including **Applications**, **Browser**, and **Bulk Management** among others. This category subdivision enables an easy and quick role creation process. Each subcategory setting in the right panel has a **Read** and **Edit** check box.

When you select from the **Categories** section, its subcategorized contents (individual settings) populate in the right panel. Each individual setting features its own **Read** and **Edit** check box and a "select all" style **Read** and **Edit** check box in the column heading. This arrangement allows for a flexible level of control and customization while creating roles.

Use the **Search Resources** text box to narrow down the number of resources from which you can select. Resources are generally labeled the same way as they are referred to in the UEM console itself. For example, if you want to limit an admin role to editing App Logs, then enter "App Logs" in the **Search Resources** box and a listing of all resources that contain the string "App Logs" displays.

4 Select the appropriate **Read** and **Edit** check box in the corresponding resource options. You can also choose to clear any of the selected resources.

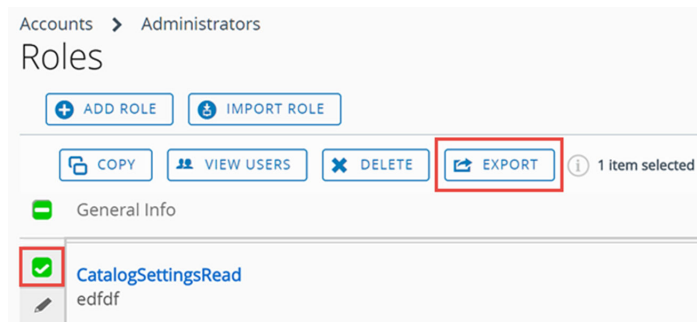


- 5 To make blanket category selections, select **None**, **Read**, or **Edit** directly from the **Categories** section without ever populating the right panel. Select the circular icon to the right of the Category label, which is a drop-down menu. Use this selection method when you are certain you want to select none, read-only, or edit capabilities for the entire category setting.
- 6 Select **Save** to finish creating the Custom Role. You can now view the added role in the list on the **Roles** page. From here, you can also edit the role details or delete the role.

**What to do next:** You must update the custom role after each Workspace ONE UEM version update to account for the new permissions in the latest release.

## Export Admin Roles

Administrator roles are a portable resource. This portability can save time if you manage more than one Workspace ONE UEM environment. You can export settings from one environment as an XML file, then import that XML file into another environment. Be aware that such activity can cause versioning issues.



- 1 Navigate to **Accounts > Administrators > Roles**.
- 2 Select the check box next to the administrator role that you want to export. Doing so displays actions buttons above the role listing. If you select more than one admin role, the Export action is not available.
- 3 Select **Export** and save the XML file to a location on your device.

## Import Admin Roles

- 1 Navigate to **Accounts > Administrators > Roles** and select **Import Role**.
- 2 In the Import Role page, select **Browse** and locate the previously saved XML file. Select **Upload** to upload the admin role to the Category listing for validation.
- 3 Workspace ONE UEM performs a series of validation checks including an XML file check, importing role permission check, duplicate role name check, and blank name and description check.
- 4 Check the resource settings and verify their imported role specifications by selecting specific **Categories** in the left pane.

- 5 You can also edit the resources and the **Name** and **Description** of the imported role based on your needs. If you want to keep both the existing role and the imported role, then rename the existing admin role before importing the new role.
  - a If the role you are importing is named the same as an existing role in your environment, then a message displays. "A role with this name exists in this environment. Would you Like to override the existing role?"
  - b If you select No, then the existing role in your environment remains untouched and the role import is canceled.
  - c If you select Yes, then you are prompted for the security PIN, which if entered correctly, replaces the existing role with the imported role.
- 6 Select **Save** to apply the imported role to the new environment.

## Versioning Issues When Importing and Exporting Admin Roles

There can be cases where an exported role is imported into an environment running an earlier version of Workspace ONE UEM. This earlier version might not have the same resources and permissions that comprise the imported role.

In these cases, Workspace ONE UEM notifies you with the following message.

There are some permissions in this environment that are not found in your imported file. Review and correct the highlighted permissions before saving.

Use the category listing page to deselect the highlighted permissions. This action allows you to save the role to the new environment.


## Copy Role

You can save time by making a copy of an existing role. You can also change the permissions of the copy and save it under a different name.

- 1 Select the check box next to the role you want to copy.
- 2 Select the **Copy** button. The **Copy Role** page displays.
- 3 Make your changes to the **Categories**, **Name**, and **Description**.
- 4 When finished, select **Save**.

## Rename an Admin Role

If you are importing an admin role named the same as an existing admin role, you might find it useful to rename the existing role first. Renaming a role enables you to keep both the old and the new role in the same environment.





- 1 Navigate to **Accounts > Administrators > Roles** and select the **Edit** icon () of the role you want to rename. The **Edit Role** page displays.
- 2 Edit the **Name** of the role and optionally, the **Description**.

- 3 Select **Save**.

## Read/Edit Indicator in Categories for Admin Roles

There is a visual indicator in the **Categories** section that reflects the current selection of read-only, edit, or a combination of each. This indicator reports what the setting is without requiring you to open and examine the individual subcategory settings.


The indicator features a circular icon located to the right side of the Category listing that reports the following.

	All options in this category have the edit capability (which by definition means that they also have read-only capability).
	Most category settings have the edit capability enabled, but edits are deactivated for at least one subcategory.
	All category settings have read-only enabled (edit deactivated).
	Most category settings are read-only, but edits are enabled for at least one subcategory.

## Assign a Role or Edit the Role Loadout of an Admin

You can assign roles which expands the capabilities of an Admin in the Workspace ONE UEM console. You can also edit the existing role loadout, potentially limiting or expanding an admin's capabilities.

If you edit a role loadout that is in use by an administrator, the edit does not take effect until the administrator logs out and then logs back in.

- 1 Navigate to **Accounts > Administrators > List View**, locate the admin account whose role loadout you want to change, and select the Edit icon () to the left of the admin account username. The **Add/Edit Admin** page displays.
- 2 Select the **Roles** tab and then choose from among the following, **a**, **b**, or a combination of both:
  - a If you want to add a new role to the admin account, select the **Add Role** button, then enter the **Organization Group** and **Role** details for each role that you add.
  - b If you want to delete an existing role from the admin account, select the role and then select the **Delete** button.

- 3 Select **Save**.

## View the Resources of an Admin Role

You can view all the resources, or permissions, of any administrator role, including custom and default roles. This view can help you determine what an admin can, and cannot, do in the UEM console.

Roles are composed of hundreds of resources, also called permissions, which allow access (read only or edit) to a specific function within the UEM console.

The **View Role** and **Edit Role** screens are the same except that the **Edit Role** screen allows you to make and save changes with the **Save** button.

To view or edit the resources of an admin role, take the following steps.

- 1 Navigate to **Accounts > Administrators > Roles**.
- 2 Locate the admin role you want to see the permissions for. If you have a large library of admin roles, use the **Search List** bar in the upper-right corner to narrow the listing.
- 3 Select from among the following choices, **a** or **b**:
  - a To **view the role**, select the name of the role, which is a link, and the **View Role** screen displays containing all the permissions associated with the role. When finished auditing administrator roles, select **Close**.

### View Role




Name \*

Description \*

Categories Search Resources

	Read	Edit	Category	Name	Description
<input type="checkbox"/>	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	App User Comments	<a href="#">Details</a>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Groups	<a href="#">Details</a>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Publish	<a href="#">Details</a>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Workflow	<a href="#">Details</a>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Wrapping	<a href="#">Details</a>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Applications	<a href="#">Details</a>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Books	<a href="#">Details</a>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Internal Apps	<a href="#">Details</a>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Notify	<a href="#">Details</a>	

[CLOSE](#)

- b To **edit the role**, select the Edit icon () to the left of the role name, and the **Edit Role** screen displays. Edit the role by adding or removing **Read** and **Edit** check marks. When finished editing the role, select **Save**.

## Edit Role



Name \*

Description \*

Categories

	Read	Edit	Category	Name	Description
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
▼ Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	App User Comments	<a href="#">Details</a>
▶ Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Groups	<a href="#">Details</a>
▶ Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Publish	<a href="#">Details</a>
▶ API	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Workflow	<a href="#">Details</a>
Apps & Books	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Application Wrapping	<a href="#">Details</a>
Assist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Applications	<a href="#">Details</a>
Blueprints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Books	<a href="#">Details</a>
▶ Configurations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Internal Apps	<a href="#">Details</a>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apps & Books	Notify	<a href="#">Details</a>

**SAVE** **CANCEL**

Some facts about the listing, whether you select View or Edit.

- Role Categories are listed in the left panel. There might be role subcategories which you can expand to view. Select the '>' indicator to expand the category.
- For more information about the orange-colored read/edit visual indicators seen on this screen, see the section on this page entitled **Read/Edit Indicator in Categories for Admin Roles**.
- Select a specific category in the left panel and the category, name, and description of each resource displays on the right panel.
  - The **Details** link to the far right reveals each specific read-only and edit function within the UEM console.
- You can use the **Search Resources** text box to locate a specific function by name. This search feature makes it easy to locate a specific tag-related function and assign it to a role.
  - For example, if you want to make an admin role that can only add a tag to a device, enter the word "tag" in the **Search Resources** text box and press the enter key. Every resource that contains the string "tag" in the Category or Name or Description or Description **Details**, appears in the right panel.

**Note** Keep in mind, "Staging" as in Staging Devices, also includes the "tag" string.

**What to do next:** You can apply these steps to making your own roles by visiting the section on this page entitled **Create Administrator Role**.



## Compare Two Roles

When creating an administrator role, it is often easier to modify an existing role than it is to create one from scratch. The Compare Roles tool lets you compare the permissions settings of any two administrator roles for the sake of accuracy or to confirm your deliberate settings differences.

- 1 Navigate to **Accounts > Administrators > Roles**.
- 2 Locate any two listed roles, including roles that appear on different pages, and select those roles.
- 3 Select **Compare**. The **Compare Roles** page displays featuring a list of categories. Selecting a specific category on the left populates all the details of that category on the right.

### Compare Roles

Role 1: **App Catalog Only Administrator** Role 2: **ComExpGrid** ☐ Show All Permissions

The permissions that are different between the two roles are highlighted below. Please select a category to compare the permissions.

Categories: **All** Search Resources

Category	Name	Description	Role 1 Read Edit	Role 2 Read Edit	
Accounts	Add/Edit	Add or edit admin accounts.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Accounts	Batch Import	Batch import administrative accounts.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Accounts	Change Password	Change administrative passwords.	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Hide</a>
Admin User Change Password		Controls access to dedicated functionality to change Admin Account passwords.  	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Accounts	Terms of Use	View admin account Terms of Use.	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Accounts	View	View admin accounts.	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Admin Groups	Add/Edit	Add or edit admin groups.	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Admin Groups	Manage	Perform actions on admin groups, such as sync or merge.	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>
Admin Groups	Members	View admin group	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Details</a>

**EXPORT** **CANCEL**

- If you have fewer than two or more than two roles selected, the **Compare** button does not display.
- Role subcategories can be viewed in the right panel by selecting the **Details** link to the far-right side. Collapse the role subcategory by selecting the **Hide** link.
- There is an **All** category in the left panel that, when selected, displays all the parent categories on the **Compare Roles** page. When you enter a search parameter in the **Search Resources** bar, the right panel only displays matching category and resources (also known as permissions) listings.
- The search function is persistent. This persistence means that if you have a parameter in the **Search Resources** bar, selecting the **All** category displays only the matching categories and resources. The search function is persistent even after you select specific resources and make **Read** and **Edit** selections.

- By default, only those categories and subcategories whose settings are different are displayed. You can display all the permissions including those settings that are identical across the two selected roles by enabling the **Show All Permissions** check box.
- If you select two roles that have identical permissions across the board, the console displays this message at the top of the **Compare Roles** page.

"There are no differences in permissions between the two roles."

**What to do next:** You can optionally select **Export** to create an Excel-viewable XLSX or CSV file (comma-separated values). The export file contains all settings for Role 1 and Role 2, enabling you to analyze the differences between them.

## How Do You Create a Restrictive Help Desk Admin and Add a Role Giving It Specific Functions

You can make a custom role that allows a help desk admin to do only the things in Workspace ONE UEM powered by AirWatch that you allow them to do. Learn how accounts, roles, and programmable permissions all work together to get you where you need to go.

**Use Case:** You need dedicated help desk resources to shoulder the task of adding users and devices without impacting your other administrators. These admins must also allowlist and denylist devices. At the same time, limiting the points of access to higher console abilities is crucial. You want to add a handful of admin accounts and give these accounts the ability to add users and devices, allowlist and denylist devices, and nothing else.

The role being made in this use case is outfitted with just a handful of console functions: adding users and devices, and allowlisting and denylisting devices. This role prohibits all other functions in Workspace ONE UEM.

### Prerequisites

You must have an existing administrator account. This use case makes a custom role based on the "help desk" role, included with Workspace ONE UEM powered by AirWatch, and assigns it to your admin account.

### Procedure

- 1 Navigate to **Accounts > Administrators > Roles**.

The full listing of Administrator Roles displays.

- 2 Enter the keyword 'help' in the search text box in the upper-right corner of the screen.

All roles containing the text string 'help' display in the listing.

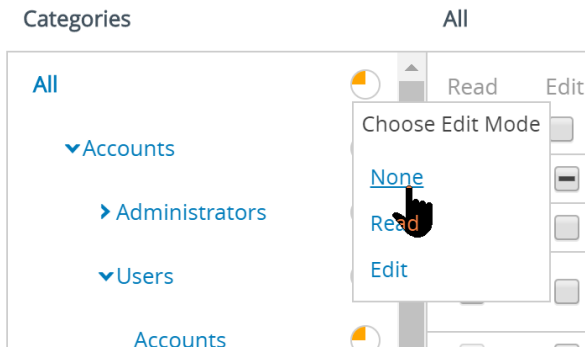
- 3 Select the **Help Desk** role by selecting the check box to the left of the role name.

A new button cluster appears under the main button cluster.

- 4 Select the **Copy** button.

The **Copy Role** screen displays.

- 5 Enter the **Name** and **Description** for your custom help desk role.
- 6 Select the orange pie chart to the right of the **All** category on the left side of the **Copy Role** screen. Select **None** from the **Choose Edit Mode** popup that displays.



This action removes all permissions from this custom help desk role, giving you a clean slate. So the only permissions these admins have are the ones you give them here.

- 7 Enable the following eight permissions. You can find the location of each permission check box by following the category, subcategory, and permission name from the table.

Remember also that you can type the permission name in the **Search Resources** text box and jump directly to its location.

Category > Subcategories	Permission Name (check box)
Accounts > Users > Accounts	User Accounts Add (Edit)
Accounts > Users > Accounts	User Accounts Edit (Edit)
Accounts > Users > Accounts	User Registration Edit (Edit)
Accounts > Users > Accounts	User Registration (Read)
Device Management > Devices List View	Device List View Access (Read)
Device Management > Devices List View	Devices (Read)
Settings > Devices & Users > General	Add Denylist Device (Edit)
Settings > Devices & Users > General	Add Allowlisted Device (Edit)

Starting at the top of the table, here is a walk through of the first four permissions as an example. The first permission name we need (called User Accounts Add) can be found in the **Copy Role** screen by selecting the "Account" category from the left panel.

In the same left panel, select the "Users" subcategory and lastly, select "Accounts" which is under Users. You can now see all the permissions in the right panel of the **Copy Role** screen.

In this "Accounts > Users > Accounts" subcategory, there are four check boxes we are interested in.


1 & 2) Select the **Details** link in "Add/Edit" to reveal two permissions from the list. Enable those check boxes as indicated in the table. "User Accounts Add" gets the Edit check box and "User Accounts Edit" also gets the Edit check box.

3) Next, select the **Details** link for "Add Device" above. You should see the next permission in our list: "User Registration Edit," which also gets the Edit check box.

4) One permission from this subcategory remains, called "User Registration" and it is found by selecting the **Details** link for "View". It gets the Read check box.

Follow the same process for the remaining four permissions in the table, starting with "Device List View Access".

- 8 Select **Save** to finalize the custom help desk role definition.
- 9 Assign this custom role to your existing administrator account by navigating to **Accounts > Administrators > List View** and locate your administrator account from the listing.

- 10 Select the Edit icon () to the left of your admin account.

The **Add/Edit Admin** screen displays.

- 11 Select the **Roles** tab.
- 12 Assign the custom help desk role to the administrator account.

This use case dictates that only nine UEM Console functions are assigned to your administrator role. Despite this, you can add this custom help desk role and other roles to your admin account, even if your admin account already has one or more roles assigned to it.

- 13 Select **Save** to finalize the role assignment.

## Results

When administrators with only this custom help desk role log into your Workspace ONE UEM environment, the only functions they have access to is the **Add** button, from which they can only select from two choices: Device and User. They also have access to the **Devices** main menu button which includes **List View** and **Lifecycle > Enrollment Status**, which is where you add allowlisted and denylisted devices.

# Self-Service Portal Into Workspace ONE UEM

# 14

Introduce device end users to the Self-Service Portal (SSP) and empower them to perform basic device management tasks, investigate issues, and fix problems, thus reducing the number of support issues. So while administrators have access to Workspace ONE UEM, device end users have the SSP.

## Configure the Default Login Page for the SSP

You can set the default authentication method displayed on the Self-Service Portal of Workspace ONE UEM depending on your organization's and users' needs.

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**Note** This setting is only accessible at the Global level for on-premises customers.

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Configure this setting by navigating to **Groups & Settings > All Settings > Installation > Advanced > Other** and set the **SSP Authentication Type** to:

- **Email** – Prompts users for their email address if you have set up auto discovery.
- **Legacy** – Prompts users for their Group ID and credentials (username/password).
- **Dedicated** – Prompts users for only their credentials (username/password). This option defaults a single Group ID for single-customer environments.

## Log Into the SSP

Log in using the same credentials (**Group ID**, **username**, and **password**) used to originally enroll in Workspace ONE UEM.

## Select a Language for the SSP

The Self-Service Portal automatically matches the browser default language. However, you can override this default setting by choosing from the **Select Language** drop-down on the login screen.

## Change Your Password for the SSP

You may use the **Account** page to change the password associated with your Workspace ONE UEM account. This password will be used for device enrollment and logging into the SSP.

Change your password by selecting the **Account** button located at the top-right of the Self Service Portal screen. The **User Account** page displays allowing you to select the **Change** button next to the **Current Password** field.

---

**Note** If a device end user logs into the SSP to change a shared device passcode before it expires, this new passcode adopts the expiration time from the OG associated with the shared device, not the OG the end user is managed from.

For example, assume you have an OG structure with 'Parent' at the top and 'Child' underneath. Assume that the end user account is managed from 'Parent' with a passcode expiration of 90 days. Assume also that the shared device is managed by 'Child' with a passcode expiration of 30 days. In this scenario, when the end user logs into the Self Service Portal and changes the shared device passcode before it expires, the new passcode expiration goes from 90 days (Parent) to 30 days (Child).

The workaround is to ensure that you configure the shared device passcode on the OG the users are managed from.

As the admin, if you change the end user's shared device passcode in the **Add/Edit User** screen from the Workspace ONE UEM console, it correctly adopts the expiration time of the OG the end user is managed from.

---

## Access the Self Service Portal on Devices

You can access the Self-Service Portal (SSP) from your workstations or devices by navigating to **https://<AirWatchEnvironment>/MyDevice**. If you have a device that supports Web Clips or Bookmarks, your administrator can supply these shortcuts enabling you to access the SSP directly.

## Self Service Portal (SSP) Customizations

You can alter the default login page background by configuring Branding settings.

Navigate to **Groups & Settings > All Settings > System > Branding** and select the **Upload** button in the **Self-Service Portal Login Page Background** setting. Select a custom background image with a suggested size of 1024x768 pixels.

## Self-Service Portal Actions Matrix

Each of the major device platforms supports various basic and advanced SSP actions in Workspace ONE UEM.

Action	Android	iOS	macOS	Win Mobile	Win 7	Win Desktop
<b>Basic Actions</b>						
Change Passcode.	✓					
Clear (SSO) Passcode.	✓	✓				✓
Delete Device.	✓	✓	✓	✓	✓	✓
Delete Registration.	✓	✓		✓	✓	✓
Device Query	✓	✓	✓		✓	✓
Device Wipe	✓	✓	✓	✓		
Download Hub.			✓		✓	
Enterprise Wipe	✓	✓	✓	✓	✓	✓
Locate Device.	✓	✓		✓		✓
Lock Device/Screen.	✓	✓	✓	✓	✓	
Lock SSO.		✓				
Make Noise.	✓	✓				
Resend Enrollment Message.	✓	✓		✓	✓	✓
Send Message.	✓	✓	✓	✓	✓	✓
Set Roaming.		✓				
Sync Device.	✓	✓				
View Enrollment Message.*	✓	✓		✓	✓	✓
<b>Advanced Actions</b>						
Generate App Token.	✓	✓	✓	✓	✓	✓
Manage Email.				✓	✓	✓
Review Terms of Use.	✓	✓	✓	✓	✓	✓
Revoke Token.	✓	✓	✓	✓	✓	✓
Upload S/MIME Certificate.	✓	✓	✓	✓	✓	✓

\* As a security feature, this action is not available for accounts that enrolled with a token.

## Remote Actions in the SSP

End users can perform remote actions over-the-air to the selected device from within the Self Service Portal. Your administrator determines the selected device's action permissions and available actions in the SSP, which vary based on platform. Allowed actions are split between **Basic Actions** and **Advanced Actions** on the main access page.

Administrators have several remote actions and options for managed devices available to them. However, when devices are employee-owned, those employees might want to access similar management tools for their own use. The Self Service Portal (SSP) provides a means for employees to use some key MDM tools without any IT involvement. If you enable it, end users can run the SSP in a web browser and access key MDM support tools. You can also enable or deactivate the displays of information and the ability to perform remote actions from the SSP.

The administrator determines action permissions, therefore device users might have limited actions available. See the applicable platform guide, available on docs.vmware.com. You can also search the online help for platform-specific options.

### Basic Remote Actions

Basic remote actions appear on the Basic Actions subtab of the selected device in the self-service portal. The actions available depend upon enrollment status, device platform, and action permissions.

Action	Description
<b>Change Passcode</b>	<p>Set a new passcode for the selected device.</p> <p>If a device end user logs into the SSP to change a shared device passcode before it expires, this new passcode adopts the expiration time from the OG associated with the shared device, not the OG the end user is managed from.</p> <p>For example, assume you have an OG structure with 'Parent' at the top and 'Child' underneath. Assume that the end user account is managed from 'Parent' with a passcode expiration of 90 days. Assume also that the shared device is managed by 'Child' with a passcode expiration of 30 days. In this scenario, when the end user logs into the Self Service Portal and changes the shared device passcode before it expires, the new passcode expiration goes from 90 days (Parent) to 30 days (Child).</p> <p>The workaround is to ensure that you configure the shared device passcode on the OG the users are managed from.</p> <p>As the admin, if you change the end user's shared device passcode in the <b>Add/Edit User</b> screen from the Workspace ONE UEM console, it correctly adopts the expiration time of the OG the end user is managed from.</p>
<b>Clear Passcode</b>	Clear the passcode on the selected device and prompt for a new passcode. This action is useful if users forget their device passcode and are locked out of their device.
<b>Delete Device</b>	Remove the device from the Self Service Portal.
<b>Delete Registration</b>	Delete any pending enrollment record from the Self Service Portal.
<b>Device Query</b>	Request the device to send a comprehensive set of MDM information to the Workspace ONE UEM Server.
<b>Device Wipe</b>	Wipe all data from the selected device, including all data, email, profiles, and MDM capabilities and returns the device to factory default settings.



Action	Description
<b>Download Hub</b>	Download and install the Workspace ONE Intelligent Hub to the device from which you are viewing the SSP.
<b>Enterprise Wipe</b>	Wipe all corporate data from the selected device and removes the device from Workspace ONE UEM. All the enterprise data contained on the device is removed, including MDM profiles, policies, and internal applications. The device returns to the state it was in before the installation of Workspace ONE UEM.
<b>Locate Device</b>	Activate the GPS feature to locate a lost or stolen device. This action is hidden when privacy settings are restrictive.
<b>Lock Device/Screen</b>	Locks the selected device so that an unauthorized user cannot access it, which is useful if the device is lost or stolen. End users can also use the GPS feature to locate the device.
<b>Lock SSO</b>	Lock the single sign-on passcode for apps on this device. The next SSO app opened will prompt for a passcode.
<b>Make Noise</b>	Ring a device by remotely causing it to ring.
<b>Resend Enrollment Message</b>	Send another copy of the initial enrollment email, SMS, or QR code to the device intended to register.  As a security feature, the email address that appears in the resend enrollment message form is read-only for accounts that enrolled with a token.
<b>Send Message</b>	Send a message using email, phone notification or SMS to the device.
<b>Set Roaming</b>	Set whether roaming is enabled for this device.
<b>Sync Device</b>	Outfit devices with the latest company policies, content, and apps.
<b>View Enrollment Message</b>	See the actual email, SMS, or QR code that comprised the initial enrollment message.  As a security feature, this action is not available for accounts that enrolled with a token.

**Note** Registration and Enrollment actions only display in the SSP when the enrollment of a selected device is still pending.

## Advanced Remote Actions

Advanced remote actions appear on the Advanced Actions subtab of the selected device in the self-service portal. The actions available depend upon enrollment status, device platform, and action permissions.

Action	Description
<b>Generate App Token</b>	Generate a token that the device can use to access secure applications.
<b>Manage Email</b>	Manage devices connected to an email account.
<b>Review Terms of Use</b>	Review past terms of use for this account.
<b>Revoke Token</b>	Revokes the token for a selected application.
<b>Upload S/MIME Certificate</b>	Upload an S/MIME Certificate for a corporate email account.

## Select a Device in the SSP

After logging in to the SSP, the My Devices page displays all the devices associated with the account. Each enrolled device appears in its own tab across the top of the Self Service Portal page. Select the tab representing the device you want to view and manage.

The device status is listed under the name of the device on the tab. Those statuses include **Discovered**, **Enrolled**, **Pending Enrollment**, **Unenrolled**, and **Enterprise Wipe Pending**.

## Add a Device in the SSP

You can add a device directly from the self-service portal.

- 1 Select **Add Device** on the **My Devices** page.
- 2 Complete the required text boxes: **Friendly Name**, **Platform**, **Device Ownership**, and **Message Type** as applicable.
- 3 Select **Save** to add the new device to the SSP account.

---

**Note** The status of a newly added device sets to "Pending Enrollment" until it is fully enrolled.

---

## Device Information in the SSP

When a user logs in to the SSP, their primary device appears in the main viewer. The main view page displays basic information such as **Enrollment Date**, the **Last Seen** date, and the device **Status**.

The **Go to Details** button displays tabs containing information about the selected device under the selected user account.

- **Summary** – Displays summarized information for Compliance, Profiles, Apps, Content, Friendly Name, Asset Number, UDID number, and Wi-Fi MAC Address.
  - A device's friendly name can be edited directly from the **Summary** tab view by selecting the edit icon to the right of the **Friendly Name** text box.

---

**Note** The **Device Summary** User role resource controls the visibility of the **Summary** tab in the SSP. If specific pieces of information are restricted from a user role's view by way of a deactivated resource such as **Device Apps**, **Device Compliance**, or **Device Profiles**, then corresponding information normally appearing on the **Summary** tab is also hidden. For detailed instructions on limiting resources for user and admin roles, see [Create a New User Role](#) and [Create Administrator Role](#).

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- **Compliance** – Shows the compliance status of the device, including the name and level of all compliance policies that apply to the device.
- **Profiles** – Shows all the MDM profiles (including automatic profiles) that have been sent to the devices enrolled under your user account. This tab also shows the status of each profile.

- **Apps** – Displays all applications installed on the selected device and provides basic app information.
- **Security** – Shows general security information about a particular device enrolled under your user account.

## Token-Based Security Measures

As a security feature, the following changes have been made for accounts that have enrolled with a token.

- Email Address and Phone Number on both the **Add Device** screen and **Account** screen have been made read-only.
- The View Enrollment Message action has been removed.

## Product Improvement Program Setting

The Self Service Portal is included in VMware's Product Improvement Program, allowing you to impact the quality and effectiveness of our products. When enabled, this program tests only on usability data, which is essential to ensuring our customers' real-world needs are being met.

You can opt in or opt out of the Product Improvement Program at any time by navigating to **Groups & Settings > All Settings > Admin > Product Improvement Programs**.

To learn more about this program, see <https://resources.workspaceone.com/view/9yfbk6r2pzldhjlhrz9>.

# Terms of Use

# 15

You can enforce terms of use (TOU) on all managed devices within Workspace ONE UEM powered by AirWatch.

Ensure that all users with managed devices agree to the policy by defining and enforce terms of use (TOU). If necessary, users must accept the TOU before proceeding with enrollment, installing apps, or accessing the UEM console. The UEM console allows you to customize fully and assign a unique TOU to each organization group and child organization group.

The TOU displays during each device enrollment. Get access to the following functions.

- Set version numbers.
- Set platforms to receive the TOU.
- Notify users by email with the TOU updates.
- Create language-specific copies of the TOU.
- Create multiple TOU agreements and assign them to organization groups based on platform or the type of ownership.
- Meet the liability requirements of specific groups by customizing TOU.

## View Terms of Use Acceptance

While compliance policies can be configured to help enforce terms of use acceptance, you can also see who has and who has not accepted the agreement. Then, if necessary, you can contact those individuals directly.

- 1 Navigate to **Groups & Settings > All Settings > System > Terms of Use**.
- 2 Use the **Type** drop-down menu to filter based on the agreement type, for example, Enrollment. The **Users / Devices** column displays devices that have accepted/not accepted/ been assigned the terms of use.

- 3 Select the appropriate number in the **Devices** column for the terms of use row to see device information pertaining to that agreement. Optionally, access the drop-down menu for the row and select one of the following.

<b>View Devices or Users</b>	Display all devices and their acceptance statuses. You can filter by organization group.
<b>View Previous Versions</b>	View previous iterations of the agreement.
<b>View Terms of Use</b>	View the terms of use agreement.

## Track Terms of Use Acceptance With Reports

You can track user acceptance for terms of use, enabling you to take possible action.

View details regarding specific organization groups, console acceptances, and device enrollment acceptances. View the acceptances directly in the Workspace ONE UEM console or export the report in XLSX or CSV format, both viewable with MS Excel.

- 1 Navigate to **Monitor > Reports and Analytics > Reports > List View**.
- 2 Search for and generate the **Terms of Use Acceptance Detail** report by selecting the report title.
- 3 Select the **Organization Groups**.
- 4 Select the **Terms of Use Type**.
- 5 Select the **Report Format**.
- 6 Select **Download** to save the report.

VMware Workspace ONE UEM does not provide legally binding sample text. Your company legal team must review any text examples provided.

## Create Enrollment Terms of Use

You can create an agreement about terms of use (TOU) specific to enrollment purposes. You can also limit the distribution of the TOU by device platform, ownership type, and enrollment type.

You can make TOU agreements specific to an organization group. Ensure that your current active organization group is correct for the TOU you are creating.

- 1 Navigate to **Devices > Device Settings > Devices & Users > General > Enrollment** and select the **Terms of Use** tab.
- 2 Select the **Add New Enrollment Terms of Use** button and complete the following options.

Setting	Description
<b>Name</b>	Enter a unique name for the new TOU.
<b>Type</b>	This option is pre-populated as <b>Enrollment</b> .

Setting	Description
<b>Version</b>	This option is automatically tracked and populated accordingly.
<b>Platforms, Device Ownership, and Enrollment Type</b>	<p>If you do not want to make your TOU for any specific category of device, then keep the default selection of <b>Any</b> for these options.</p> <p>If you prefer to specify a platform, ownership, and enrollment, you can select one or more of these categories and define the limitations specific to your TOU.</p> <ul style="list-style-type: none"> <li>■ If you select <b>Selected Platform</b> option, then select your desired platforms from the list that appears. Your TOU applies to the device platforms you select, excluding all others.</li> <li>■ If you select <b>Selected Ownership Types</b> option, then you must choose your desired ownership from the list that appears. Your TOU applies to the ownership types you select, excluding all others.</li> <li>■ If you select <b>Selected Enrollment Types</b> option, then you must choose your desired enrollment from the list that appears. Your TOU applies to the types of enrollment you select, excluding all others.</li> </ul>
<b>Notification</b>	Send an email to users whenever the TOU is updated by selecting this check box. The notification email is sent when you select <b>Save</b> in step 5.
<b>Select Language</b>	Optionally, for localization purposes, you can enter a TOU agreement for each language applicable to your needs by making a choice in the <b>Select Language</b> drop-down.

- 3 In the text box provided, enter your customized TOU. The editor provides a basic text entry tool to create a TOU or paste in an existing TOU. To paste text from an external source, right-click the text box and select **Paste as plain text** to prevent any HTML or formatting errors.
- 4 Select **Save**.

**Results:** You can enforce MDM terms of use acceptance by creating a compliance policy for **MDM Terms of Use Acceptance**.

## Create Application or Console Terms of Use

You can create application-based terms of use (TOU) to notify end users when a specific application collects data or when it imposes restrictions.

When users run these applications from your enterprise app catalog, they must accept the agreement to access the application. You can set TOU for app versions, make language-specific TOU, and remove apps if the TOU is not accepted.

Console TOU display when an administrator logs in to the Workspace ONE UEM console for the first time. For the UEM console, you can set TOU version numbers and create language-specific copies of the TOU. For Applications, assign the TOU when adding or editing an application using the **Terms of Use** tab.

- 1 Navigate to **Groups & Settings > All Settings > System > Terms of Use**.
- 2 Select **Add Terms of Use**.
- 3 Enter a **Name** for the terms of use and select the **Type**, which can be **Console** or **Application**.

- 4 Configure settings such as a **Version** number and a **Grace Period**, depending on the **Type** you selected.
- 5 Enter your TOU in the text box provided. The editor provides a basic text entry tool to create a TOU or paste in an existing TOU. If you are pasting text from an external source, right-click the text box and choose **Paste as plain text** to prevent any HTML or formatting errors.
- 6 Select **Save**.

# User and Admin Accounts

# 16

To enroll devices in Workspace ONE Express and Workspace ONE UEM, you must create and integrate user accounts. Likewise, administrator accounts must be created and assigned so Admins can easily manage users and devices.

## User Account List View

The console allows you to establish a complete user and admin infrastructure. It provides configuration options for authentication, enterprise integration, and ongoing maintenance.

The **List View** page, which you can find by navigating to **Accounts > Users > List View**, provides useful tools for common user account maintenance and upkeep within Workspace ONE UEM.

Accounts > Users

### List View

Filters ▾ ADD ▾ LAYOUT ▾ EXPORT ▾ Search List

Security Type	General Info	Status	Enrollment Organization Group	Devices	User Groups	Contact Info
Enrollment Organization Group	<input type="checkbox"/> Clarence Bodicker Clarence Bodicker	Active	Workspace1	0	0	cbodicker@ocp.com
Enrollment Status	<input type="checkbox"/> Richard Jones Richard Jones	Active	bhagyalotus1	0	0	djones@ocp.com
User Group	<input type="checkbox"/> Alex Murphy Alex Murphy	Active	sdkbr	1	0	amurphy@ocp.com
User Role	<input type="checkbox"/> Bob Morton Bob Morton	Active	Guru	0	0	rmorton@ocp.com
	<input type="checkbox"/> Joseph Cox Joseph Cox	Active	Anjana	1	0	jcox@ocp.com
	<input type="checkbox"/> Anne Lewis Anne Lewis	Active	iOS Dev	14	0	alewis@ocp.com
	<input type="checkbox"/> Emil Antonowsky Emil Antonowsky	Active	Sujan	2	0	tavenger@ocp.com
	<input type="checkbox"/> Leon Nash Leon Nash	Active	sdk	1	0	lnash@ocp.com

Items 1 - 50 of 172265 Page Size: 50 ▾




## Customize List View

You can use the User Accounts List View to create customized lists of users immediately. You can also customize the screen layout based on criteria that is most important to you. You can export this customized list for a later analysis and add new users individually or in bulk.

Action	Description
<b>Filters</b>	View only the desired users by using the following filters. <ul style="list-style-type: none"> <li>■ Security Type</li> <li>■ Enrollment Organization Group</li> <li>■ Enrollment Status</li> <li>■ User Group</li> <li>■ User Role</li> <li>■ Status</li> </ul>
<b>Add button</b>	<ul style="list-style-type: none"> <li>■ <b>Add User</b> – Perform a one-off addition of a basic user account. Add an employee or a newly promoted employee that needs access to MDM capabilities.</li> <li>■ <b>Batch Import</b> – Add multiple users into Workspace ONE by importing a comma-separated values (CSV) file. Enter a unique name and description to group and organize multiple users at a time. For more information, see <a href="#">Batch Import Users and Devices</a>.</li> </ul>
<b>Layout button</b>	Enables you to customize the column layout. <ul style="list-style-type: none"> <li>■ <b>Summary</b> – View the <b>List View</b> with the default columns and view settings.</li> <li>■ <b>Custom</b> – Select only the columns in the <b>List View</b> you want to see. You can also apply selected columns to all administrators at or below the current organization group.</li> </ul>
<b>Sorting</b>	Most columns in the <b>List View</b> (in both <b>Summary</b> and <b>Custom</b> Layout) are sortable including <b>Devices</b> , <b>User Groups</b> , and <b>Enrollment Organization Group</b> .
<b>Export button</b>	<p>You can save an <b>XLSX</b> or <b>CSV</b> (comma-separated values) file of the entire User List View that can be viewed and analyzed with MS Excel. If you have a filter applied to the User List View, the exported listing reflects the filtered results.</p> <p>Select the <b>Export</b> button, select the format (<b>XLSX</b> or <b>CSV</b>), then navigate to <b>Monitor &gt; Reports &amp; Analytics &gt; Exports</b> to view and download the resulting report.</p>

## Interact with User Accounts

The list view also features a check box to the left of each user account. View user details by selecting the hypertext user name in the General Info column.

The **Edit** icon  enables you to make basic changes to the user account. Selecting a single check box causes three action buttons to appear, **Send Message**, **Add Device**, and **More Actions**.

You can select multiple user accounts using the check box, which, in turn, modifies the available actions.

Action	Description
Send Message.	Provide immediate support to a single user or group of users. Send a User Activation (user template) email to a user notifying them of their enrollment credentials.
Add Device.	Add a device for the selected user. Only available for single user selections.

Action	Description
<b>More Actions</b>	Display the following options.
Add to User Group.	Add selected users to new or existing user group for simplified user management. For more information, see <a href="#">User Groups List View</a> and <a href="#">Edit Your User Group Permissions</a> .
Remove from User Group.	Remove selected users from the existing user group.
Change Organization Group	Manually move the user to a different organization group. Update the available content, permissions, and restrictions of a user if they change positions, get a promotion, or change office locations.
Delete	If a member of your organization permanently ends employment, you can quickly and completely delete a user account. Deleting account information is the equivalent of the account never having existed in the first place. A deleted account cannot be reactivated. If a deleted account owner returns, a new account must be created for them.
Activate	Activate a previously deactivated account if a user returns to an organization or must be reinstated in the company.
Deactivate	<p>Deactivation is a security measure. Deactivate is used when a user is missing in action, their device is out-of-compliance, or their device is lost or stolen. All the information about a deactivated account is kept, such as name, email address, password, enrollment organization group, and so forth.</p> <p>A deactivated account simply means no one with these account credentials is allowed to log in while the account is deactivated. Once the security issue is resolved (user is located, device becomes compliant, the device is recovered) then you can Activate the account.</p>

This chapter includes the following topics:

- [User Authentication Types](#)
- [Basic User Accounts](#)
- [Directory-Based User Accounts](#)
- [Batch Import Feature](#)
- [Admin Accounts](#)

## User Authentication Types

Before any devices can be enrolled, each device user must have an authentic user account recognized by Workspace ONE UEM. The type of user authentication you select depends upon the needs of your organization.

### Authentication Proxy

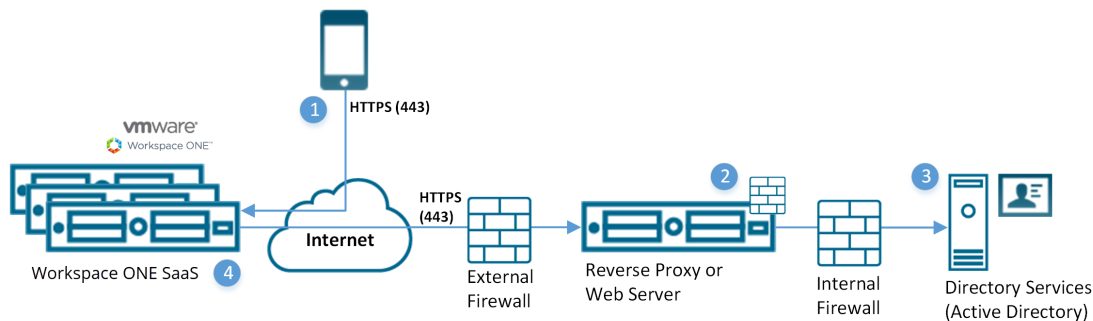
The authentication proxy delivers directory services integration across the cloud or across hardened internal networks. In this model, the Workspace ONE UEM server communicates with a publicly facing Web server or an Exchange ActiveSync Server. This arrangement authenticates users against the domain controller.

## PROS

- Offers a secure method to proxy integration with AD/LDAP across the cloud.
- End users can authenticate with existing corporate credentials.
- Lightweight module that requires minimal configuration.

## CONS

- Requires a public facing Web server or an Exchange ActiveSync server which ties into an AD/LDAP server.
- Only feasible for specific architecture layouts.
- Much less robust solution than VMware Enterprise Systems Connector.
- Cannot be used for Workspace ONE Direct Enrollment.



- 1 Device connects to Workspace ONE UEM to enroll device. User enters their directory services user name and password.
  - User name and password are encrypted during transport.
  - Workspace ONE UEM does not store the user's directory services password.
- 2 Workspace ONE UEM relays the user name and password to a configured Authentication Proxy endpoint that requires authentication (for example, Basic Authentication).
- 3 The user's credentials are validated against the corporate directory services.
- 4 If the user credentials are valid, the Workspace ONE UEM server allows the device to complete a device enrollment.

## Active Directory with LDAP Authentication and VMware Enterprise Systems Connector

The Active Directory with LDAP authentication and VMware Enterprise Systems Connector provides the same functionality as traditional AD & LDAP authentication. This model functions across the cloud for Software as a Service (SaaS) deployments.

## PROS

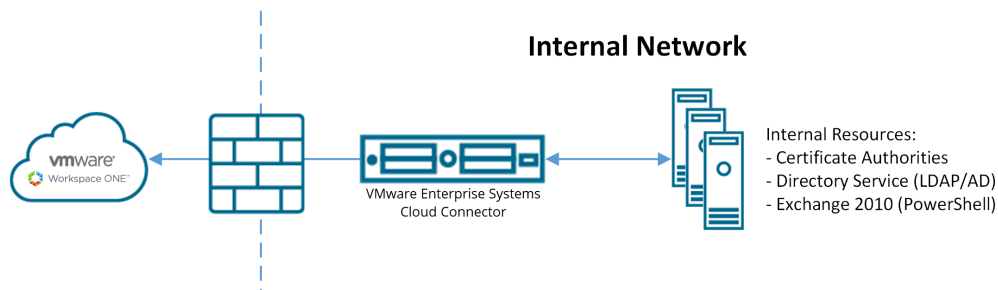
- End users authenticate with existing corporate credentials.

- Requires no firewall changes, as communication is initiated from the VMware Enterprise Systems Connector within your network.
- Transmission of credentials is encrypted and secure.
- Offers secure configuration to other infrastructure such as BES, Microsoft AD CS, SCEP, and SMTP servers.
- Can be used for Workspace ONE™ Direct Enrollment.

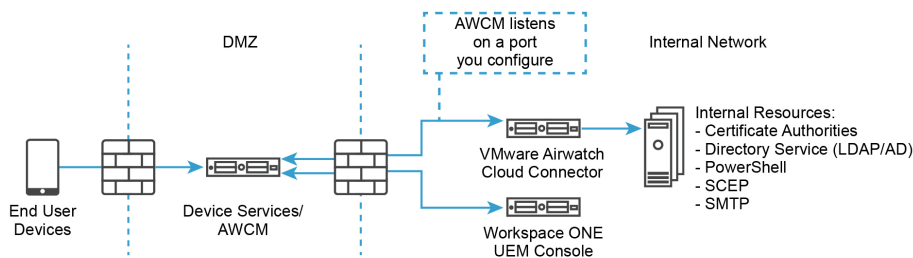
## CONS

- Requires VMware Enterprise Systems Connector to be installed behind the firewall or in a DMZ.
- Requires extra configuration.

## SaaS Deployment Model



## On-premises Deployment Model



## SAML 2.0 Authentication

The Security Assertion Markup Language (SAML) 2.0 Authentication offers single sign-on support and federated authentication. Workspace ONE UEM never receives any corporate credentials.

If an organization has a SAML Identity Provider server, use SAML 2.0 integration. Ensure that the Identity Provider returns the `objectGUID` attribute as part of the SAML response.

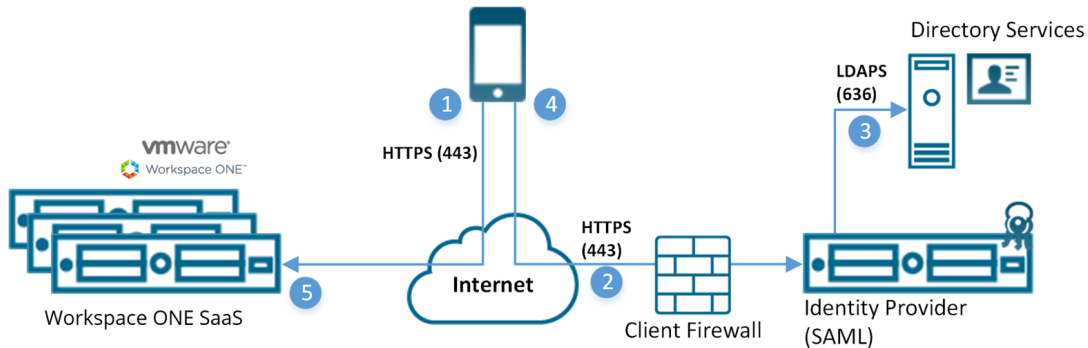
## PROS

- Offers single sign-on capabilities.
- Authentication with existing corporate credentials.
- Workspace ONE UEM never receives corporate credentials in plain-text.

- Can be used for Workspace ONE Direct Enrollment when paired with a SAML Directory User.
- Multi-domain environments are supported for Administrators only.

## CONS

- Requires corporate SAML Identity Provider infrastructure.
- Cannot be used for Workspace ONE Direct Enrollment when paired with a SAML Basic User.
- Configuring SAML with Workspace ONE Access as IDP with Local Basic User feature enabled does not support the authentication of Basic Users.



- Device connects to Workspace ONE UEM for enrollment. The UEM server then redirects the device to the client specified identity provider.
- Device securely connects through HTTPS to client provided identity provider and user enters credentials.
  - Credentials are encrypted during transport directly between the device and SAML endpoint.
- Credentials are validated against directory services.
- The identity provider returns a signed SAML response with the authenticated user name.
- The device responds back to the Workspace ONE UEM server and presents the signed SAML message. The user is authenticated.

For more information, see [Set Up Directory Services Manually](#) and scroll down to the SAML section.

- SaaS apps are not available to SAML administrators who authenticate using Workspace ONE Access.

## SaaS App Functionality for SAML Admins

SaaS applications, as well as other Workspace ONE Access policies and functions, are unavailable to you if you are a SAML administrator who authenticates using Workspace ONE Access. You will see the following error message when you navigate to the SaaS Apps page.

*Check that your administrator account exists in both UEM and IDM systems and that the domain in Workspace ONE UEM exactly matches the same account's domain in VMware Identity Manager.*

To restore SaaS app accessibility, you must log into Workspace ONE UEM using basic authentication and you must also enable Workspace ONE Access at your organization group.

## Token-Based Authentication

The Token-based authentication offers the easiest way for a user to enroll their device. With this enrollment setting, Workspace ONE UEM generates a token, which is placed within the enrollment URL.

For **single-token authentication**, the user accesses the link from the device to complete an enrollment and the Workspace ONE UEM server references the token provided to the user.

For added security, set an expiration time (in hours) for each token. Setting an expiration minimizes the potential for another user to gain access to any information and features available to that device.

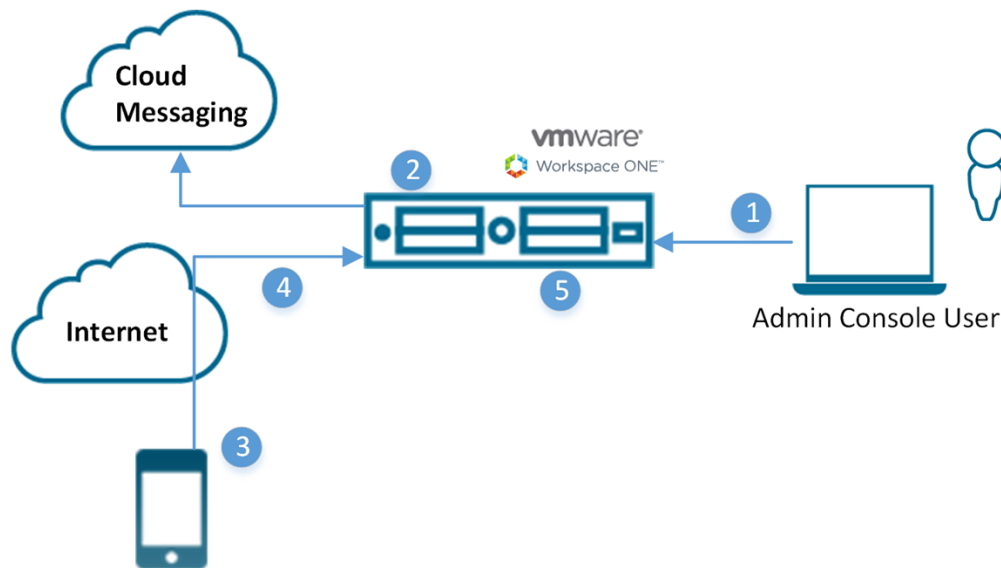
You can also decide to implement two factor authentication to take end-user identity verification a step further. With this authentication setting, the user must enter their user name and password upon accessing the enrollment link with the provided token.

### PROS

- Minimal work for an end user to enroll and authenticate their device.
- Secure token use by setting expiration.
- User does not need credentials for single-token authentication.

### CONS

- Requires either Simple Mail Transfer Protocol (SMTP) or Short Message Service (SMS) integration to send tokens to device.



- 1 Administrator authorizes user device registration.
- 2 Single use token generated and sent to user from Workspace ONE UEM.
- 3 User receives a token and navigates to enrollment URL. User is prompted for token and optionally two-factor authentication.
- 4 Device enrollment process.
- 5 Workspace ONE UEM marks token as expired.

---

**Note** SMTP is included with SaaS deployments.

---

## Enable Security Types for Enrollment

After Workspace ONE UEM is integrated with a selected user security type and before enrollment, enable each authentication mode you plan to allow.

- 1 Navigate to **Devices > Device Settings > Devices & Users > General > Enrollment** in the **Authentication** tab.

## 2 Select the appropriate check boxes for the **Authentication Mode** setting.

Setting	Description
Add Email Domain	This button is used for setting up the Auto-Discovery Service to register email domains to your environment.
<b>Authentication Mode(s)</b>	<p>Select the allowed authentication types, which include:</p> <ul style="list-style-type: none"> <li>■ <b>Basic</b> – Basic user accounts (ones you create manually in the UEM console) can enroll.</li> <li>■ <b>Directory</b> – Directory user accounts (ones that you have imported or allowed using directory service integration) can enroll. Workspace ONE Direct Enrollment supports Directory users with or without SAML.</li> <li>■ <b>Authentication Proxy</b> – Allows users to enroll using Authentication Proxy user accounts. Users authenticate to a web endpoint. <ul style="list-style-type: none"> <li>■ Enter <b>Authentication Proxy URL</b>, <b>Authentication Proxy URL Backup</b>, and <b>Authentication Method Type</b> (choose between HTTP Basic and Exchange ActiveSync).</li> </ul> </li> </ul>
<b>Source of Authentication for Intelligent Hub</b>	<p>Select the system the Intelligent Hub service uses as its source for users and authentication policies.</p> <ul style="list-style-type: none"> <li>■ <b>Workspace ONE UEM</b> – Select this setting if you want Hub Services to use Workspace ONE UEM as the source of users and auth policies.</li> </ul> <p>When you configure the <b>Hub Configuration</b> page for Hub Services, enter the Hub Services tenant URL.</p> <ul style="list-style-type: none"> <li>■ <b>Workspace ONE Access</b> – Select this setting if you want Hub Services to use Workspace ONE Access as the source of users and auth policies.</li> </ul> <p>When you configure the <b>Hub Configuration</b> page for Hub Services, enter the Workspace ONE Access tenant URL.</p> <p><b>Note</b> If you enable Workspace ONE Access as the source of authentication for Intelligent Hub, and you use a command line to enroll for staging purposes, then this configuration is bypassed in favor of the credentials supplied in the command line.</p> <p>For details about Workspace ONE Intelligent Hub, see the <a href="#">VMware Workspace ONE Hub Services Documentation</a>.</p> <p>For details about Workspace ONE Access, see the <a href="#">VMware Workspace ONE Access Documentation</a>.</p>
<b>Devices Enrollment Mode</b>	<p>Select the preferred device enrollment mode, which includes:</p> <ul style="list-style-type: none"> <li>■ <b>Open Enrollment</b> – Essentially allows anyone meeting the other enrollment criteria (authentication mode, restrictions, and so on) to enroll. Workspace ONE Direct Enrollment supports open enrollment.</li> <li>■ <b>Registered Devices Only</b> – Only allowed users to enroll using devices you or they have registered. Device registration is the process of adding corporate devices to the UEM console before they are enrolled. Workspace ONE Direct Enrollment supports allowing only registered devices to enroll but only if registration tokens are not required.</li> </ul>
<b>Require Registration Token</b>	<p>Visible only when <b>Registered Devices Only</b> is selected.</p> <p>If you restrict enrollment to registered devices only, you also have the option of requiring a registration token to be used for enrollment. This increases security by confirming that a particular user is authorized to enroll. You can send an email or SMS message with the enrollment token attached to users with Workspace ONE UEM accounts.</p>



Setting	Description
<b>Require Intelligent Hub Enrollment for iOS</b>	Select this check box to require iOS device users to download and install the Workspace ONE Intelligent Hub before they can enroll. If deactivated, Web Enrollment is available.
<b>Require Intelligent Hub Enrollment for macOS</b>	Select this check box to require macOS device users to download and install the Workspace ONE Intelligent Hub before they can enroll. If deactivated, Web Enrollment is available.

3 Select **Save**.

## Basic User Authentication

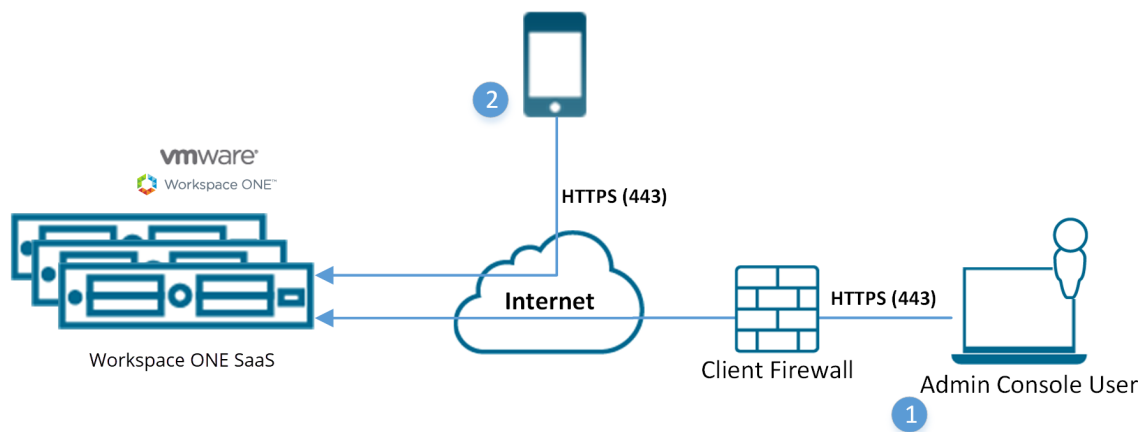
You can use Basic Authentication to identify users in the Workspace ONE UEM architecture but this method offers no integration to existing corporate user accounts.

### PROS

- Can be used for any deployment method.
- Requires no technical integration.
- Requires no enterprise infrastructure.

### CONS

- Cannot be used with Auto Discovery.
- Credentials only exist in Workspace ONE UEM and do not necessarily match existing corporate credentials.
- Offers no federated security or single sign-on.
- Workspace ONE UEM stores all user name and passwords.
- Cannot be used for Workspace ONE Direct Enrollment.



- 1 Console user logs in to Workspace ONE UEM SaaS using local account for authentication (Basic Authentication).
  - Credentials are encrypted during transport.

- (for example, user name: jdoe@air-watch.com, password: Abcd).
- 2 Device user enrolls device using local Workspace ONE UEM account (Basic Authentication)
    - Credentials are encrypted during transport.
    - (for example, user name: jdoe2, password 2557).

## Active Directory with LDAP Authentication

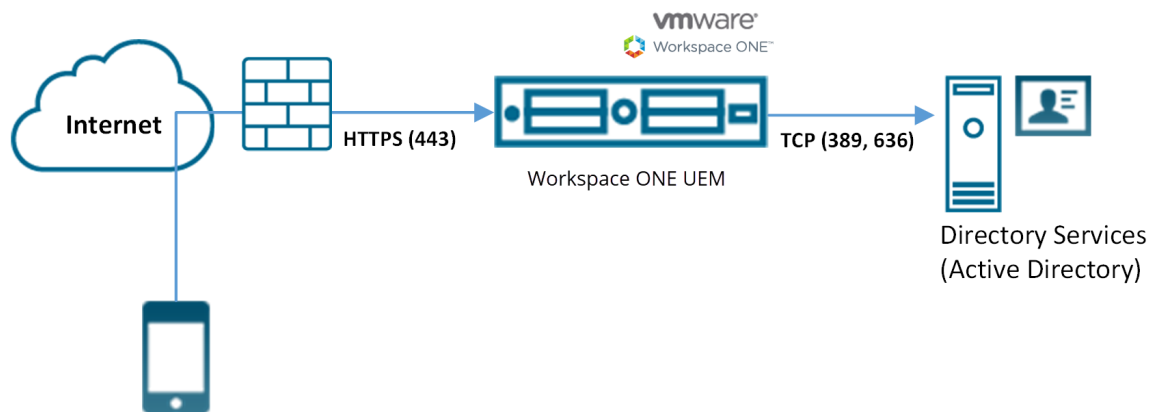
Active Directory (AD) with Lightweight Directory Access Protocol (LDAP) authentication is used to integrate user and admin accounts of Workspace ONE UEM with existing corporate accounts.

### PROS

- End users now authenticate with existing corporate credentials.
- Secure method of integrating with LDAP / AD.
- Standard integration practice.
- Can be used for Workspace ONE Direct Enrollment.

### CONS

- Requires an AD or other LDAP server.



- 1 Device connects to Workspace ONE UEM to enroll device. User enters their directory services user name and password.
  - User name and password are encrypted during transport.
  - Workspace ONE UEM does not store the user's directory services password.
- 2 Workspace ONE UEM queries the client's directory services through a secure LDAP protocol over the Internet using a service account for authentication.
- 3 The user's credentials are validated against the corporate directory service.
- 4 If the user credentials are valid, the Workspace ONE UEM server allows the device to complete a device enrollment.

## Basic User Accounts

Create basic user accounts for your end users if you are not integrating a directory service with Workspace ONE UEM. Basic user accounts are also useful for testing purposes because they can be created quickly and disposed of afterward.

### Pros

- Can be used for any deployment method.
- Requires no technical integration.
- Requires no enterprise infrastructure.
- Can enroll into potentially multiple organization groups.

### Cons

- Credentials only exist in Workspace ONE UEM and do not necessarily match existing corporate credentials.
- Offers no federated security.
- Single sign on not supported.
- Workspace ONE UEM stores all user names and passwords.
- Cannot be used for Workspace ONE Direct Enrollment.

## Create Basic User Accounts

You can create basic user accounts for each user to authenticate and log in to the Workspace ONE UEM system. You can then send basic users a notification with instructions on activating their account including a password reset link that expires in 24 hours.

This topic details creating user accounts one at a time. To create user accounts in bulk, see [Batch Import Users and Devices](#).

- 1 Navigate to **Accounts > Users > List View**, select **Add** then **Add User**. The **Add / Edit User** page displays.
- 2 In the **General** tab, complete the following settings to add a basic user.

Setting	Description
Security Type	Select <b>Basic</b> to add a basic user.
User name	Enter a user name with which the new user is identified.
Password	Enter a password that the user can use to log in.
Confirm Password	Confirm the password.
Full Name	Complete the <b>First Name</b> , <b>Middle Name</b> , and <b>Last Name</b> of the user.

Setting	Description
Display Name	Represent the user in the UEM console by entering a name.
Email Address	Enter or edit the user's email address.
Email user name	Enter or edit the user's email user name.
Domain	Select the email domain from the drop-down setting.
Phone Number	Enter the user's phone number including plus sign, country code, and area code. This option is required if you intend to use SMS to send notifications.
<b>Enrollment</b>	
Enrollment Organization Group	Select the organization group into which the user enrolls.
Allow the user to enroll into additional Organization Groups	You can allow the user to enroll into more than one organization group. If you Enable this option but leave <b>Additional Organization Groups</b> blank, then any child OG created under the <b>Enrollment Organization Group</b> can be used as a point of enrollment.
Additional Organization Groups	This setting only appears when the option to allow the user to enroll into additional OGs is <b>Enabled</b> . This setting allows you to add additional organization groups from which your basic user can enroll.
User Role	Select the role for the user you are adding from this drop-down setting.
<b>Notification</b>	
Message Type	Select the type of message you want to send to the user, <b>Email</b> , <b>SMS</b> , or <b>None</b> . Selecting SMS requires a valid entry in the <b>Phone Number</b> option.
Message Template	The basic user activates their account with this notification. For security reasons, this notification does not include the user's password. Instead, a password reset link is included in the notification. The basic user selects this link to define another password. This password reset link expires in 24 hours automatically. Select the template for email or SMS messages by selecting one from this drop-down setting. Optionally, select <b>Message Preview</b> to preview the template and select the <b>Configure Message Template</b> to create a template.

- 3 You can optionally select the **Advanced** tab and complete the following settings.

Setting	Description
<b>Advanced Info Section</b>	
Email Password	Enter the email password of the user you are adding.
Confirm Email Password	Confirm the email password of the user you are adding.
User Principal Name	Enter the principal name of the basic user. This setting is optional.
Category	Select the User Category for the user being added.

Setting	Description
Department	Enter the user's department for administrative purposes.
Employee ID	Enter the user's employee ID for administrative purposes.
Cost Center	Enter the user's cost center for administrative purposes.
Certificates Section	
Use S/MIME	Enable or Deactivate Secure Multipurpose Internet Mail Extensions (S/MIME). If enabled, you must have an S/MIME-enabled profile and you must upload an S/MIME certificate by selecting <b>Upload</b> .
Separate Encryption Certificate	Enable or Deactivate encryption certificate. If enabled, you must upload an encryption certificate using <b>Upload</b> . Generally, the same S/MIME certificate is used for signing and encryption, unless a different certificate is expressly being used.
Old Encryption Certificate	Enable or deactivate a legacy version encryption certificate. If enabled, you must <b>Upload</b> an encryption certificate.
Staging Section	
Enable Device Staging	Enable or deactivate the staging of devices. If enabled, you must select between <b>Single User Devices</b> and <b>Multi User Devices</b> . If <b>Single User Devices</b> , you must select between <b>Standard</b> , where users themselves log in and <b>Advanced</b> , where a device is enrolled on behalf of another user. See <a href="#">Device Staging</a> for more information.

- 4 Select **Save** to save only the new user or select **Save and Add Device** to save the new user and proceed to the **Add Device** page.

## Directory-Based User Accounts

Integrating with an existing directory service enables you to pull in users automatically. It eliminates the need of having to add users manually to the Workspace ONE UEM.

Every directory user you want to manage through Workspace ONE UEM must have a corresponding user account in the UEM console.

You can directly add your existing directory services users to Workspace ONE UEM using one of the following methods.

- Batch upload a file containing all your directory services users. The act of batch importing automatically creates a user account.
- Create user accounts one at a time by entering the directory user name and selecting **Check User** to auto-populate remaining details.
- Do not import in bulk nor manually create user accounts and instead allow all directory users to self-enroll at enrollment time.

## Pros

- End users authenticate with existing corporate credentials.
- Detects and syncs changes from the directory system into Workspace ONE UEM automatically. For instance, when you deactivate users in AD, the corresponding user account in Workspace ONE UEM console is marked inactive.
- Secure method of integrating with your existing directory service.
- Standard integration practice.
- Can be used for Workspace ONE Direct Enrollment.
- SaaS deployments using the AirWatch Cloud Connector require no firewall changes and offers a secure configuration to other infrastructures, such as Microsoft ADCS, SCEP, and SMTP servers.

For more information regarding syncing of account statuses, see the section below entitled **Directory User Status Syncing**.

## Cons

- Requires an existing directory service infrastructure.
- SaaS deployments require additional configuration due to the AirWatch Cloud Connector being installed behind the firewall or in a DMZ.

## Directory User Status Syncing

When you make users inactive in your directory service, it impacts the corresponding Workspace ONE UEM and Workspace ONE Express account in a similar way but only assuming these prerequisite conditions.

- Syncing of removed users works with Active Directory only.
- The user name you entered in the **Bind User Name** option must have Active Directory administrator privileges.
  - Check on this name by navigating to **Groups & Settings > All Settings > System > Enterprise Integration > Directory Services**, and in the **Server** tab, look for the **Bind User Name** text box.
  - Workspace ONE Express customers can find the **Bind User Name** text box in the same **Server** tab by navigating to **Groups & Settings**, then select **Directory Services** from the **Name** column.
- You can allow non administrators in Active Directory access to the deleted objects container provided you follow the steps outlined in the following Microsoft Support article. <https://support.microsoft.com/en-in/help/892806/how-to-let-non-administrators-view-the-active-directory-deleted-object>.

- Furthermore, the recycle bin must be enabled using the Active Directory Administrative Center but only if you are deleting users in AD.
  - a Open the **Active Directory Administrative Center**.
  - b Select the domain, then right-click the domain.
  - c Select **Enable Recycle Bin**. Once enabled, the recycle bin cannot be deactivated.

## Create a Directory-Based User Account

You must create accounts for each user in the Workspace ONE UEM system and directory users authenticate using your existing corporate credentials.

This topic details creating user accounts one at a time. To create user accounts in bulk, see [Batch Import Users and Devices](#).

- 1 Navigate to **Accounts > Users > List View** and select **Add** and then **Add User**. The **Add / Edit User** page displays.
- 2 In the **General** tab, complete the following settings to add a directory user.

Setting	Description
<b>Security Type</b>	Add an Active Directory user by choosing <b>Directory</b> as the Security Type.
<b>Directory Name</b>	This pre-populated setting identifies the Active Directory name.
<b>Domain</b>	Choose the domain name from the drop-down menu.
<b>User name</b>	Enter the user's directory user name and select <b>Check User</b> . If the system finds a match, the user's information is automatically populated. The remaining settings in this section are only available after you have successfully located an active directory user with the <b>Check User</b> button.
<b>Full Name</b>	<p>Use <b>Edit Attributes</b> to allow any option that syncs a blank value from the directory to be edited. Edit Attributes also enables you to populate matching user's information automatically.</p> <p>If a setting syncs an actual value from the directory, then that setting must be edited in the directory itself. The change takes effect on the next directory sync. Complete any blank option returned from the directory in <b>Full Name</b> and select <b>Edit Attributes</b> to save the addition.</p>
<b>Display Name</b>	Enter the name that displays in the admin console.
<b>Email Address</b>	Enter or edit the user's email address.
<b>Email user name</b>	Enter or edit the user's email user name.
<b>Domain (email)</b>	Select the email domain from the drop-down menu.
<b>Phone Number</b>	Enter the user's phone number including plus sign, country code, and area code. If you intend to use SMS to send notifications, the phone number is required.
<b>Enrollment</b>	
<b>Enrollment Organization Group</b>	Select the organization group into which the user enrolls.

Setting	Description
<b>Allow the user to enroll into additional Organization Groups</b>	Choose whether or not to allow the user to enroll into more than one organization group. If you select <b>Enabled</b> , then complete the <b>Additional Organization Groups</b> .
<b>User Role</b>	Select the role for the user you are adding from this drop-down menu.
<b>Notification</b>	
<b>Message Type</b>	Choose the type of message you may send to the user, <b>Email</b> , <b>SMS</b> , or <b>None</b> . Selecting SMS requires a valid entry in the <b>Phone Number</b> text box.
<b>Message Template</b>	Choose the template for email or SMS messages from this drop-down setting. Optionally, select the <b>Message Preview</b> to preview the template and select the <b>Configure Message Templates</b> link to create a template.

- 3 You may optionally select the **Advanced** tab and complete the following settings.

Setting	Description
<b>Advanced Info Section</b>	
<b>Email Password</b>	Enter the email password of the user you are adding.
<b>Confirm Email Password</b>	Confirm the email password of the user you are adding.
<b>Distinguished Name</b>	For directory users recognized by Workspace ONE UEM, this text box is pre-populated with the distinguished name of the user. Distinguished Name is a string representing the user name and all authorization codes associated with an Active Directory user.
<b>Manager Distinguished Name</b>	Enter the distinguished name of the user's manager. This text box is optional.
<b>Category</b>	Choose the user category for the user being added.
<b>Department</b>	Enter the user's department for your company's administrative purposes.
<b>Employee ID</b>	Enter the user's employee ID for your company's administrative purposes.
<b>Cost Center</b>	Enter the user's cost center for your company's administrative purposes.
<b>Custom Attribute 1–5 (for Directory users only)</b>	Enter your previously configured custom attributes, where applicable. You may define these custom attributes by navigating to <b>Groups &amp; Settings &gt; All Settings &gt; Devices &amp; Users &gt; Advanced &gt; Custom Attributes</b> .
<b>Note</b> Custom attributes can be configured only at Customer organization groups.	
<b>Certificates Section</b>	
<b>Use S/MIME</b>	Enable or deactivate the use of Secure/Multipurpose Internet Mail Extensions (S/MIME). If enabled, you must have an S/MIME-enabled profile and you must upload an S/MIME certificate by selecting <b>Upload</b> .
<b>Separate Encryption Certificate</b>	Enable or deactivate the use of a separate encryption certificate. If enabled, you must upload an encryption certificate using <b>Upload</b> . Generally, the same S/MIME certificate is used for signing and encryption, unless a different certificate is expressly being used.



Setting	Description
<b>Old Encryption Certificate</b>	Enable or deactivate a legacy version encryption certificate. If enabled, you must <b>Upload</b> an encryption certificate.
<b>Staging Section</b>	
<b>Enable Device Staging</b>	<p>Enable or deactivate the staging of devices.</p> <p>If enabled, you must choose between <b>Single User Devices</b> and <b>Multi User Devices</b>.</p> <p>If <b>Single User Devices</b>, you must select between <b>Standard</b>, where users themselves log in and <b>Advanced</b>, where a device is enrolled on behalf of another user.</p> <p>See <a href="#">Device Staging</a> for more information.</p>

- 4 Select **Save** to save only the new user or select **Save and Add Device** to save the new user and proceed to the **Add Device** page.

## Batch Import Feature

If you have several dozen or more users to add to Workspace ONE UEM, you can batch-create users and user groups or batch-import them from your directory service.

Making a batch import means taking a supplied template in a comma-separated values format. Then filling it out with your own data and uploading the completed template.

**Note** The downloadable template files are supplied from the Workspace ONE UEM console, specific to and located within the type of batch import you want. Select from the links below to see the specific navigation paths within the Workspace ONE UEM console you must take to access these downloads.

## Changes in External LDAP and AD User Directories

Once your user and user group batch list are uploaded, changes to your external LDAP/AD user directories are not updated in Workspace ONE UEM. These user and user group changes must be updated manually or uploaded as a new batch.

## Batch Import Users and Devices

You can batch import multiple users and devices into the console. You can also visit the Batch Status page to check on the status of a batch job. Navigate to **Accounts > Users > Batch Status**.

The Batch Status screen displays a list of all batch import jobs you have requested, including the job's status.

To begin the process of batch importing users or devices, take the following steps.

- 1 Navigate to **Accounts > Users > Batch Status** or **Devices > Lifecycle > Enrollment Status > Add** and select **Batch Import**.
- 2 Enter the basic information including a **Batch Name** and **Batch Description**.
- 3 Select the applicable batch type from the **Batch Type** drop-down menu.

- 4 Select and download the template that best matches the kind of batch import you are making. Choose from among the following.

- **Denylisted Devices** – Import a list of known, non-compliant devices by IMEI, Serial Number, or UDID. Denylisted devices are not allowed to enroll. If a denylisted device attempts to enroll, it is automatically blocked.
- **Allowlisted Devices** – Import pre-approved devices by IMEI, Serial Number, or UDID. Use this template to import a list of known, trusted devices. The ownership and group ID associated to this device is automatically applied during enrollment.
- **User and/or Device** – Select between a **Simple** and an **Advanced** CSV template. The simple template features only the most often-used options while the advanced template features the full, unabridged compliment of import options.
- **Change Organization Group** – Move users to a different organization group.

- 5 Open the CSV file. Confirm whether or not users are part of the enrollment organization group (OG).

The CSV file features several columns corresponding to the options on the **Add / Edit User** page. When you open the CSV template, notice that sample data has been added to each column in the template. The sample data is presented to inform you what kind of data is required and what format it must be in. Do not stray from the format presented by the sample data.

---

**Note** A CSV file (comma-separated values) is simply a text file whose extension has been changed from "TXT" to "CSV". It stores tabular data (text and numbers) in plain text. Each line of the file is a data record. Each record consists of one or more fields, separated by commas. It can be opened and edited with any text editor. It can also be opened and edited with Microsoft Excel.

---

- 6 Navigate to **Groups & Settings > All Settings > Devices & Users > General > Enrollment** and select the **Grouping** tab.

For a directory-based enrollment, the **Security Type** for each user must be **Directory**.

**Result:** If the **Group ID Assignment Mode** is set to **Default**, your users are part of the enrollment OG.

- 7 Enter data for your organization's users, including device information (if applicable) and save the file.
- 8 Return to the Batch Import page and select **Choose File** to locate and upload the CSV file that you had previously downloaded and filled out.
- 9 Select **Save**.

## Batch Import User Groups

To save time, you can import multiple Lightweight Directory Access Protocol (LDAP)/Active Directory (AD) user groups into the Workspace ONE UEM console. You can batch import user groups in much the same way as individual users, by completing a supplied template and uploading it.

- 1 Navigate to **Accounts > User Groups > List View** and select **Add**.
- 2 Select **Batch Import**.
- 3 Enter the basic information including **Batch Name** and **Batch Description** in the Workspace ONE UEM console.
- 4 Under **Batch File (.csv)**, select the **Choose File** button to locate and upload the completed CSV file.
- 5 Alternately, select the link **Download template for this batch type** and save the comma-separated values (CSV) file and use it to prepare a new importation file.
  - Open the CSV file, which has several columns corresponding to the settings that display on the **Add User Group** page. Columns with an asterisk are required and must be entered with data. Save the file.
  - The last column heading in the CSV file template is labeled "GroupID/Manage (Edit and Delete)/Manage(Users and Enrollment)/UG assignment/Admin Inheritance." This column heading corresponds to the settings and abides by the logic of the **Permissions** tab of the **Edit User Group** page. For details, see [Edit Your User Group Permissions](#).
- 6 Select **Import**.
- 7 If the Batch Import does not complete successfully, view and troubleshoot errors by selecting **Accounts > Batch Status**. You can view specific batch import errors by clicking the **Errors** hyperlink.

## Editing Basic Users with Batch Import

The Batch Import feature lets you edit and move users in groups rather than one at a time. The users must exist in Workspace ONE UEM for such a procedure to work. Edit the following settings in the CSV file and use Batch Import to upload this file.

You can edit and move users in groups rather than one at a time by changing certain columns in the CSV file you upload as part of a batch import procedure. Such column manipulation is only applicable to two kinds of user authentication: basic user authentication and authentication proxy.

- |                          |                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| ■ Password (Basic only). | ■ Department.                                                                                                                   |
| ■ First Name.            | ■ Email user name.                                                                                                              |
| ■ Middle Name.           | ■ Email Password.                                                                                                               |
| ■ Last Name.             | ■ Authorized organization groups (at and below the given Group ID only).                                                        |
| ■ Email Address.         | ■ Enrollment user category (this category is accessible to the user, otherwise, defaulted to 0).                                |
| ■ Phone Number.          | ■ Enrollment user role (this role is accessible to the user, otherwise, it assumes the default role of the organization group). |
| ■ Mobile Number.         |                                                                                                                                 |
- 

Such basic user editing applies only to [Basic User Authentication](#) and [Authentication Proxy](#).

## Move Users Between Organization Groups with Batch Import

Batch import can be used to move multiple users to a different organization group.

- 1 From the Batch Import screen, enter the basic information including a Batch Name and a Batch Description in the Workspace ONE UEM console.
- 2 Choose **Change Organization Group** from the list of templates and save the CSV file somewhere accessible.
- 3 Enter the applicable **Group ID** of the user's existing organization group, **user name** to be moved, and **Target Group ID** of the user's new organization group.
- 4 Return to the Batch Import screen, select **Choose File** to locate and upload the saved CSV file and select **Open**.
- 5 Select **Save**.

## Admin Accounts

Administrator Accounts enable you to maintain settings, push, or revoke features and content, and much more with Workspace ONE Express and Workspace ONE UEM.

### Admin Account List View

Accounts > Administrators

### List View

Filters ADD BATCH IMPORT EXPORT

Role	User Name	First Name	Last Name	Email	Role Name	Admin Type	Terms of Use	Organization Group	Status
	ws1admin1	s	s	s@s.com	System Administrator	Basic		ws1	Active
	ws1blr	ws1blr	ws1blr	ws1blr@ws1blr.com	System Administrator	Basic	Default 8	Global	Active
	ws1ex	ws1	ex	noreply@vmware.com	AirWatch Administrator	Basic	Default 8	ws1ex	Active
	ws1ex1908	ws1	ex	noreply@vmware.com	AirWatch Administrator	Basic	Default 8	ws1ex1908	Active
	ws1gs	ws1	gs	noreply@vmware.com	Help Desk	Basic	Default 8	1810ws1gs	Active
	ws1mac_admin	ws1	admin	a@d.com	AirWatch Administrator	Basic		ws1mac	Active
	WS1Test@test.com	GEM	User	WS1Test@test.com	Console Administrator	Basic		Workspace ONE Test	Active
	WS1Test1@test.com	GEM	User	WS1Test1@test.com	Console Administrator	Basic		Bethany Test B	Active
	WS1TestA@test.com	GEM	User	WS1TestA@test.com	Console Administrator	Basic	Default 8	WS1 Test A	Active
	WS1TestB@test.com	GEM	User	WS1TestB@test.com	Console Administrator	Basic		WS1 Test B	Active
	WS1TestC@test.com	GEM	User	WS1TestC@test.com	Console Administrator	Basic	Default 8	WS1 Test C	Active
	WS1TestD@test.com	GEM	User	WS1TestD@test.com	Console Administrator	Basic	Default 8	WS1 Test D	Active
	WS1TestE@test.com	GEM	User	WS1TestE@test.com	Console Administrator	Basic	Default 8	WS1 Test E	Active
	WS1TestF@test.com	GEM	User	WS1TestF@test.com	Console Administrator	Basic	Default 8	WS1 Test F	Active
	WS1TestG@test.com	GEM	User	WS1TestG@test.com	Console Administrator	Basic	Default 8	WS1 Test G	Active
	wsadmin	s	s	s@s.com	System Administrator	Basic		awtogg	Active
	wymanraynorhaxjqs1be@vmware.com	Wyman	Raynor	wymanraynorhaxjqs1be@vmware.com	AirWatch Administrator	Basic		AirWatch_Tenant_52993	Active
	xanderleannon8eryeoh8@vmware.com	Xander	Leannon	xanderleannon8eryeoh8@vmware.com	AirWatch Administrator	Basic		AirWatch_Tenant_66148	Active

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You can implement key management functions for ongoing maintenance and upkeep of admin accounts by navigating to **Accounts > Administrators > List View**.

Display the **Add/Edit Admin** page by selecting the hypertext link in the **user name** column. This link enables you to update current roles assigned quickly or change roles within your organization quickly to keep their privileges up-to-date. You can also alter general admin information and reset a password.

You can **Filter** the list of administrators to include all roles or limit the listing to only a specific role you want to see. You can also download an **XLSX** or **CSV** (comma-separated values) file of the filtered or unfiltered **Administrators List View**. You can then view and analyze this file with MS Excel. Select the **Export** button and choose a download location.

Display the action buttons applicable to that admin by selecting the radio button next to the administrator user name.

- **View History** – Track when admins log in and out of the Workspace ONE UEM console or Workspace ONE Express.
- **Deactivate** – Change the status of an admin account from active to inactive. This feature allows you to suspend the management functions and privileges temporarily. At the same time, this feature enables you to keep the defined roles of the admin account for later use.
- **Activate** – Change the status of an admin account from inactive to active.
- **Delete** – Remove the admin account from the console. Such an action is useful for when an administrator ends employment.

- **Reset Password** – Available to basic administrators only. Sends an email to the basic admin's email address on record. The email contains a link that expires in 48 hours. To reset the password, the basic admin must select the link and answer the password recovery question. This enables the basic admin to change their own password.

Directory-based administrators must reset their passwords using the active directory system.

Temporary administrators cannot reset their password. Another admin must delete then re-create the temporary admin account.

## Create an Admin Account

You can add Admin Accounts from the **Administrators List View** page, providing access to advanced features of the Workspace ONE UEM console and Workspace ONE Express. Each admin that maintains and supervises the console must have an individual account.

- 1 Navigate to **Accounts > Administrators > List View**, select **Add**, then **Add Admin**. The **Add/Edit Admin** page displays.
- 2 Under the **Basic** tab, for the **User Type** setting, select either **Basic** or **Directory**.
  - If you select **Basic**, then fill in all required settings on the **Basic** tab, including user name, password, First Name, and Last Name.
  - You can enable **Two-Factor Authentication** where you select between Email and SMS as a delivery method and the token expiration time in minutes.
  - You can also select a **Notification** option, choosing between None, Email, and SMS. The Admin receives an auto-generated response.
  - If you select **Directory**, then enter the **Domain** and **user name** of the admin user.
- 3 Select the **Details** tab and enter additional information, if necessary.
- 4 Select the **Roles** tab and then select the **Organization Group** followed by the **Role** you want to assign to the new admin. Add new roles by using **Add Role**.
- 5 Select the **API** tab and choose the **Authentication** type.
- 6 Select the **Notes** tab and enter additional **Notes** for the admin user.
- 7 Select **Save** to create the admin account with the assigned role.

## Create a Temporary Admin Account

You can grant temporary administrative access to your environment for support, demonstrations, and other time limited use cases.

- 1 Navigate to **Accounts > Administrators > List View**, select **Add**. Select the **Add Temporary Admin** option.

Alternatively, you can select the **Help** button from the header bar that appears at the top-right corner of almost every page of Workspace ONE UEM and Workspace ONE Express and select **Add Temporary Admin**.

- 2 In the **Basic** tab, select to add a temporary admin account based on **Email Address** or **user name** and complete the following settings.

Setting	Description
<b>Email Address</b>	Enter the email address on which the temporary admin account is based. Available only when Email Address radio button is selected.
<b>User name</b>	Enter the user name on which the temporary admin account is based. Available only when the user name radio button is selected.
<b>Password / Confirm Password</b>	Enter and confirm the password that is associated with the Email Address or user name.
<b>Expiration Period</b>	Select an <b>Expiration Period</b> which defaults to 6 hours. You can also set this drop-down menu to <b>Inactive</b> to create the account now and activate it later.
<b>Ticket Number</b>	Optionally, you can add the Ticket Number from ZenDesk, Bugzilla, JIRA, or other help desk tool as a reference marker.

- 3 In the **Roles** tab, you can add, edit, and delete roles applicable to the temporary admin account.
- Add a role by selecting the **Add Role** button and then select the organization group and role for which the temporary admin account applies.
  - Edit an existing role by selecting the edit icon (✎) and select a different organization group and role.
  - Delete a role by selecting the delete icon (✖).

## Directory User Status Syncing

When you make users inactive in your directory service, it impacts the corresponding Workspace ONE UEM and Workspace ONE Express account in a similar way but only assuming these prerequisite conditions.

- Syncing of removed users works with Active Directory only.
- The user name you entered in the **Bind User Name** option must have Active Directory administrator privileges.
  - Check on this name by navigating to **Groups & Settings > All Settings > System > Enterprise Integration > Directory Services**, and in the **Server** tab, look for the **Bind User Name** text box.
  - Workspace ONE Express customers can find the **Bind User Name** text box in the same **Server** tab by navigating to **Groups & Settings**, then select **Directory Services** from the **Name** column.
- You can allow non administrators in Active Directory access to the deleted objects container provided you follow the steps outlined in the following Microsoft Support article. <https://support.microsoft.com/en-in/help/892806/how-to-let-non-administrators-view-the-active-directory-deleted-object>.

- Furthermore, the recycle bin must be enabled using the Active Directory Administrative Center but only if you are deleting users in AD.
  - a Open the **Active Directory Administrative Center**.
  - b Select the domain, then right-click the domain.
  - c Select **Enable Recycle Bin**. Once enabled, the recycle bin cannot be deactivated.



# Using UEM Functionality With a REST API

# 17

You can configure external applications to use the core product functionality of Workspace ONE UEM by integrating REST APIs with the UEM infrastructure and facilitate connectivity. You can also select an OAuth token URL closest to your data center to authenticate API calls.

## Getting Started with REST APIs

Using simplified REST software architecture, Workspace ONE UEM REST APIs currently support multiple functionalities, including organization group, console administration, mobile application, mobile device, email, enrollment user, profile, smart group, and user group management.

Using REST-based APIs provide several benefits to enterprises, including eliminated cost and time spent developing applications in-house. Workspace ONE UEM REST APIs are fully able and ready to integrate with enterprise servers, programs, and processes. Additionally, Workspace ONE UEM REST APIs are more efficient, can run smoothly and can be easily branded with enterprises. These APIs are intended for application developers, and this guide provides an understanding of design and architecture of the API library to facilitate custom development and integration with Workspace ONE UEM.

## Accessing API Documentation

Review detailed API documentation by navigating to the Workspace ONE UEM API Help page.

Do this in SaaS environments by replacing the "cn" in your URL with "as" and then append `/api/help` after `.com`.

For example, API documentation for a SaaS environment's URL

```
https://cn4855.awmdm.com
```

is

```
https://as4855.awmdm.com/api/help
```

## Datacenter and Token URLs for OAuth 2.0 Support

Workspace ONE UEM supports the OAuth 2.0 industry standard protocol for secure authentication and authorization for REST API calls.

Workspace ONE Token Service is the Token Issuer for OAuth authentication and is currently supported only in SaaS environments. The Token URLs are region-specific.

**Table 17-1. Region-Specific Token URLs**

Region	Workspace ONE UEM SaaS Data Center Location	Token URL
Ohio (United States)	All UAT environment	<a href="https://uat.ueauth.vmwservices.com/connect/token">https://uat.ueauth.vmwservices.com/connect/token</a>
Virginia (United States)	United States	<a href="https://na.ueauth.vmwservices.com/connect/token">https://na.ueauth.vmwservices.com/connect/token</a>
Virginia (United States)	Canada	<a href="https://na.ueauth.vmwservices.com/connect/token">https://na.ueauth.vmwservices.com/connect/token</a>
Frankfurt (Germany)	United Kingdom	<a href="https://emea.ueauth.vmwservices.com/connect/token">https://emea.ueauth.vmwservices.com/connect/token</a>
Frankfurt (Germany)	Germany	<a href="https://emea.ueauth.vmwservices.com/connect/token">https://emea.ueauth.vmwservices.com/connect/token</a>
Tokyo (Japan)	India	<a href="https://apac.ueauth.vmwservices.com/connect/token">https://apac.ueauth.vmwservices.com/connect/token</a>
Tokyo (Japan)	Japan	<a href="https://apac.ueauth.vmwservices.com/connect/token">https://apac.ueauth.vmwservices.com/connect/token</a>
Tokyo (Japan)	Singapore	<a href="https://apac.ueauth.vmwservices.com/connect/token">https://apac.ueauth.vmwservices.com/connect/token</a>
Tokyo (Japan)	Australia	<a href="https://apac.ueauth.vmwservices.com/connect/token">https://apac.ueauth.vmwservices.com/connect/token</a>
Tokyo (Japan)	Hong Kong	<a href="https://apac.ueauth.vmwservices.com/connect/token">https://apac.ueauth.vmwservices.com/connect/token</a>

## Create an OAuth Client to Use for API Commands (SaaS)

You can create an OAuth client to use for API commands, supported in SaaS environments only. Create an OAuth client for your SaaS environment by taking the following steps.


- 1 Navigate to **Groups & Settings > Configurations**.
- 2 Enter `OAuth` in the search text box labeled 'Enter a name or category'.
- 3 Select **OAuth Client Management** that appears in the results. The **OAuth Client Management** screen displays.
- 4 Select the **Add** button.
- 5 Enter the **Name**, **Description**, **Organization Group**, and **Role**.

---

**Note** For more information about specific REST API permissions for the role you select, see the section in this topic entitled **Create a Role That Can Use REST APIs**.

---

- 6 Ensure that the **Status** is **Enabled**.
- 7 Select **Save**.

- 8 **IMPORTANT:** Copy the **Client ID** and **Client Secret** to clipboard and save them before you close this screen. Select the clipboard icon () to send the **Client Secret** to the clipboard. You cannot return here to retrieve these pieces of information after you select **Close**.
- 9 Use the client ID, Client Secret, and Token URL to generate the access token in the following format:

API call: POST {Region-Specific Token URL from section above}

Key	Value
grant_type	client_credentials
client_id	{CLIENT ID generated on UEM console}
client_secret	{CLIENT SECRET generated on UEM console}

- 10 Use the access token returned to authorize future API requests to Workspace ONE UEM API servers. The access token must be provided in the request headers in the following format.

API call: {UEM API}

Key	Value
Authorization	[Access Token]

## Create a Role That Can Use REST APIs

Each API call you intend to make has a corresponding resource (or permission) that you must include in the role you assign to the OAuth Client. So the permissions to include in the role you assign line up with the kinds of API calls you are making.

Use the information in the following table to help you select which permissions you must include in the role you assign. Then visit [Create Administrator Role](#) for instructions on making that role.

Table 17-2. REST API Role Permissions

			R e a d O n l y / E d i t
Category	Name	Description	
REST > Admins	REST API System Groups	Access to organization group information	E d i t
	REST API System Admin	Access to admin info	E d i t
	REST API System Users	Access to User Info	E d i t
	REST API Admins Write	Enables access to all write/update APIs in Admin users collection	E d i t
	REST API Admins Execute	Enables access to all execute APIs in Admin users collection	E d i t
	REST API Admins Delete	Enables access to all Delete APIs in Admin users collection	E d i t
	REST API Admins Read	Enables access to all READ only APIs in Admin users collection	R e a d O n l y
REST > Apps	REST API MAM Blob	Upload download content	E d i t

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	Rest API MAM Apps	Access to managed apps	E d i t
	REST API Apps Write	Enables access to all write/update APIs in Apps collection	E d i t
	REST API Apps Execute	Enables access to all execute APIs in Apps collection	E d i t
	REST API Apps Delete	Enables access to all Delete APIs in Apps collection	E d i t
	REST API Apps Read	Enables access to all READ only APIs in Apps collection	R e a d O n l y
<b>REST &gt; Compliance Policy</b>	Rest API Compliance Policy Delete	Enables access to all Delete APIs in Compliance Policy collection	E d i t
	Rest API Compliance Policy Execute	Enables access to all Execute APIs in Compliance Policy collection	E d i t
	Rest API Compliance Policy Write	Enables access to all Write APIs in Compliance Policy collection	E d i t

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	Rest API Compliance Policy Read	Enables access to all READ only APIs Compliance Policy collection	R e a d O n l y
<b>REST &gt; Custom Attributes</b>	Rest API Custom Attributes Execute	Enables access to all execute APIs in Custom Attributes collection	E d i t
	Rest API Custom Attributes Write	Enables access to all write APIs in Custom Attributes collection	E d i t
	Rest API Custom Attributes Delete	Enables access to all Delete APIs in Custom Attributes collection	E d i t
	Rest API Custom Attributes Read	Enables access to all READ only APIs in Custom Attributes collection	R e a d O n l y
<b>REST &gt; Devices</b>	REST API MDM Smart Groups	Access to smart group info	E d i t
	REST API MDM User Groups	Access to User Groups	E d i t

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API MDM Profiles	Send Lock/Unlock Commands	
	REST API MDM Devices	send lock/unlock commands	
	REST API BLOBS Write	Enables access to all write/update only APIs in BLOBS collection	
	REST API BLOBS Execute	Enables access to all execute only APIs in BLOBS collection	
	REST API BLOBS Delete	Enables access to all delete only APIs in BLOBS collection	
	REST API Devices Write	Enables access to all write/update APIs in Devices collection	
	REST API Devices Execute	Enables access to all execute APIs in Devices collection	
	REST API Devices Delete	Enables access to all Delete APIs in Devices collection	E d i t
	REST API Devices Advanced	Enables access to all Advanced APIs in Devices collection	

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API BLOBS Read	Enables access to all read only APIs in BLOBS collection	R e a d O n l y
	REST API Devices Read	Enables access to all READ only APIs in Devices collection	R e a d O n l y
<b>REST &gt; REST Enterprise Integration</b>	REST API Enterprise Integration Read	Enables access to all READ only APIs in Enterprise Integration	R e a d O n l y
<b>REST &gt; Groups</b>	REST API Groups Write	Enables access to all write/update APIs in Organization Group collection	E d i t
	REST API Groups Execute	Enables access to all execute APIs in Organization Group collection	E d i t
	REST API Groups Delete	Enables access to all Delete APIs in Organization Group collection	E d i t



Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API Smart Groups Write	Enables access to all write APIs in Smart Groups collection	
	REST API Smart Groups Execute	Enables access to all execute APIs in Smart Groups collections	
	REST API Smart Groups Delete	Enables access to all Delete APIs in Smart Groups collection	
	REST API User Groups Write	Enables access to all write/update APIs in User Groups	
	REST API User Groups Execute	Enables access to all execute APIs in User Groups	
	REST API User Groups Delete	Enables access to all Delete APIs in User Groups	
	REST API Cart Write	REST API to save and edit Cart data	
	REST API Cart Delete	REST API to delete Cart data	
	REST API Apple School Manager Write	REST API to initiate Apple School Manager sync	

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API Apple School Manager map	REST API to map an enrollment user to a member from Apple School Manager	
	REST API Class Assignments Save	REST API call to save class assignments	
	REST API Class Write	REST API to save and edit class data	
	REST API Class Delete	REST API to delete class data	
	REST API Education settings Write	REST API to save and edit Education settings	
	REST API Education settings Read	REST API to view Education settings	E d i t
	REST API Groups Read	Enables access to all READ only APIs in Organization Group collection	
			R e a d O n l y

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API Smart Groups Read	Enables access to all READ only APIs in Smart Groups collection	
	REST API User Groups Read	Enables access to all READ only APIs in User Groups	
	REST API Apple School Manager Sync Read	REST API to check the Apple School Manager sync status	
	REST API Apps For Device Read	REST API to get a list of apps eligible for a device	R e a d O n l y

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API Class Read	REST API to view class data	R e a d O n l y
<b>REST &gt; Products</b>	Rest API Products Execute	Enables access to all execute APIs in Products collection	E d i t
	Rest API Products Write	Enables access to all write APIs in Products collection	E d i t
	Rest API Products Delete	Enables access to all Delete APIs in Products collection	E d i t
	Rest API Products Read	Enables access to all READ only APIs in Products collection	R e a d O n l y
<b>REST &gt; Profiles</b>	Updates Policy Write access	Enables access to all WRITE APIs in Updates Policy collection	E d i t
	Updates Policy Execute access	Enables access to all EXECUTE APIs in Updates Policy collection	E d i t

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	Updates Policy Delete access	Enables access to all DELETE APIs in Updates Policy collection	E d i t
	Rest API Profiles Write	Enables access to all write APIs in Profiles collection	E d i t
	Rest API Profiles Execute	Enables access to all execute APIs in Profiles collection	E d i t
	Rest API Profiles Delete	Enables access to all Delete APIs in Profiles collection	E d i t
	Updates Policy Read access	Enables access to all READ only APIs in Updates Policy collection	R e a d O n l y
	Rest API Profiles Read	Enables access to all READ only APIs in Profiles collection	R e a d O n l y
<b>REST &gt; Users</b>	REST API Users Write	Enables access to all write/update APIs in Enrollment users collection	E d i t

Table 17-2. REST API Role Permissions (continued)

			R e a d O n l y / E d i t
Category	Name	Description	
	REST API Users Execute	Enables access to all execute APIs in Enrollment users collection	
	REST API Users Delete	Enables access to all Delete APIs in Enrollment users collection	
	Rest API User Tokens Read	Enables access to Enrollment user tokens for APIs in Enrollment User collection	
	REST API Users Read	Enables access to all READ only APIs for Enrollment users collection	R e a d O n l y