

Klynke Time Management Deployment Guide

Report Time
Your Way

Deployment Guidance for IT Admin

Prerequisites

- Active Microsoft 365 subscription
- Active Klynke Time Management subscription



Klynke Subscription

- Klynke Time Management is subscribed via AppSource or the Azure Marketplace
- After subscribing the user is diverted to portal.klynke.com to activate the subscription

Consent

- After subscription activation a Tenant IT Administrator needs to consent the access of Klynke
- In addition to the Administrator consent, each user needs to consent Klynke to operate on behalf of the user

Configuration

- The first user to sign-in will trigger automatic configuration of Klynke. This takes up to 10 min
- The automatic configuration process will assign the first signed-in user the Klynke Administrator role

Klynke Administrator

- Has the responsibility to assign users to Klynke

Deployment Guidance for Teams Users

1. Go to the Microsoft Teams store
2. Search for Klynke Time Management
3. Click add



Online Documentation Links



[Getting started with Klynke](#)

An online step-by-step guide that describes the steps that needs to be taken to be all set to start using Klynke. It includes the technical configuration of Klynke.



[Klynke Quick Guide](#)

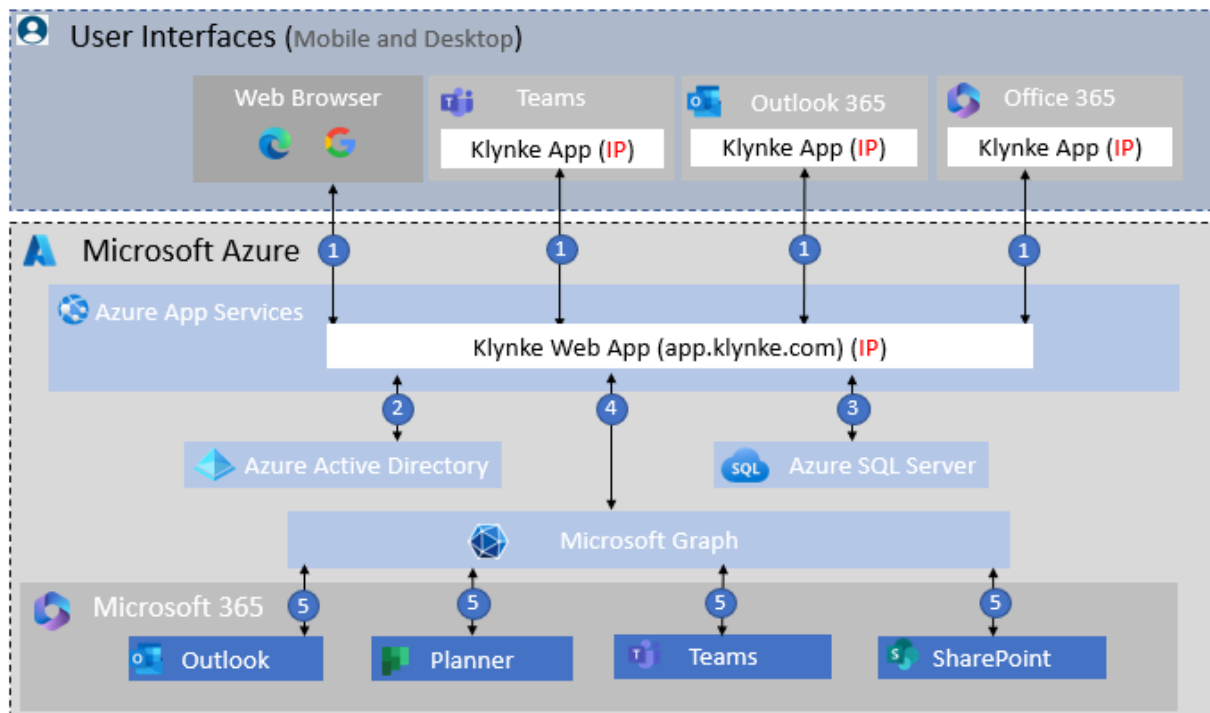
An online documentation with a condensed and illustrated instructions on how to use Klynke. Learn how to make time tracking simple. Walk through the basics with this quick-reference guide, easy to use, and a great training handout.

Technical Contact

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Klynke Time Management Reference Architecture



- 1 Users access Klynke via the Klynke Web app using web browser or via the Klynke Teams App directly within Office application.
- 2 The Klynke Web app authenticates and sign-in users via Azure AD and use SSO for the Klynke App.
- 3 The Klynke subscription is verified in Azure SQL server.
- 4 The Klynke Web App gets Access Token from the Azure AD on behalf of the signed-in user for authorization to access data in Microsoft 365 via the Microsoft Graph.
- 5 Klynke Web App reads and writes data behalf of the user via the Microsoft Graph in the user's own Microsoft 365 environment, so data never leaves the user's own environment. Klynke stores all data in SharePoint.