## LSEG WORKSPACE MEETING PREP USER ACTIVATION GUIDE FOR ADMINISTRATORS

Meeting Prep is an Al-driven Microsoft® application that delivers reports on public companies. It is powered by LSEG® data and news and is easily accessible through Microsoft Teams.

LSEG Workspace users can download Meeting Prep from the Microsoft Teams app store and access their Workspace data in Meeting Prep.

Administrators should follow the instructions below to enable users in their organisation to access Workspace data in Meeting Prep.

#### **Pre-requisites**

The pre-requisites for a customer accessing Workspace data in Meeting Prep are:

- The customer must have an LSEG-granted licence (SCIM access) in place to perform tenant registration.
- The customer's administrator requires Workspace access and an administrator role to access Workspace admin tools.
- ① Current access to Workspace admin tools does not cover the tenant registration process; additional privileges are required.

To request licenses and permissioning, you can contact LSEG Support through MyAccount, or speak to your dedicated Account Team.

#### Enabling users to access Workspace data in Meeting Prep

Enabling users involves performing the following procedures:

- Accessing the Workspace admin tool
- Finding your Entra Tenant ID
- Registering your tenant in the Workspace admin tool
- Setting up the gallery app in the Entra admin portal
- Provisioning users in the Entra admin portal
- ① This document also has a section containing Useful links.

If you experience any problems performing the steps outlined in this document, you should raise an issue in MyAccount.



### Accessing the Workspace admin tool

To access the Workspace admin tool:

- 1. Log in to Workspace.
- 2. Either:
  - Navigate to admin tools, or
  - Enter cpurl://cdn./rap/admin-tools/ into the Search bar.



The Workspace admin tool is launched.

### Finding your Entra Tenant ID

Your Microsoft Entra Tenant ID is the authentication identification code for your organisation that is assigned by Microsoft. You will need this ID to register your tenant in the Workspace admin tool.

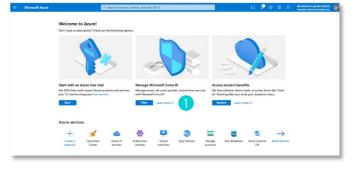
To find this code:

1. Log in to https://portal.azure.com/#home.

The Microsoft Azure Welcome page opens (opposite).

2. Click the Manage Microsoft Entra ID View 1 button.

The **Overview** page opens (opposite). The Tenant ID <sup>2</sup> is shown under the Basic Information section.

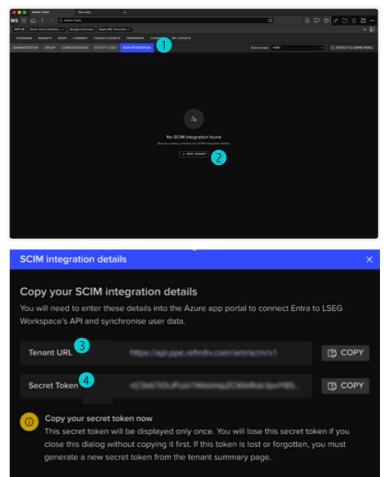


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# Registering your tenant in the Workspace admin tool

To register your tenant in the Workspace admin tool:

- 1. On the SCIM INTEGRATION tab ①, click + NEW TENANT. ②
- 2. Enter your organisation's Tenant Name and Tenant ID, and click **CREATE**.
- 3. When all the following tasks have been completed (denoted by a green check box), the setup has been successful.
  - Creating application
  - Certifying application
  - Certifying service account
  - Assigning license
  - Creating tenant configuration
- 4. Make a note of the Tenant URL 3 and Secret Token 4 that are generated and displayed.
- The Secret Token is valid for six months. To obtain another one after it has expired, you must re-link the Entra tenant to Workspace by generating a new Entra Secret Token using the steps described above.



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#### Setting up the gallery app in the Entra admin portal

To set up the gallery app in the Entra admin portal:

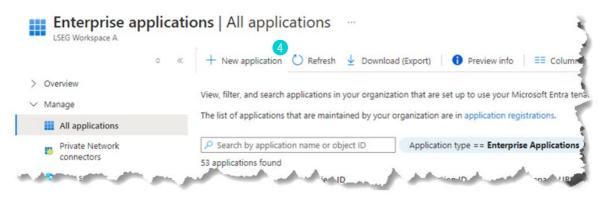
- 1. Log in to https://portal.azure.com/#home.
- 2. Click the Manage Microsoft Entra ID View button.
- 3. The Overview page opens.

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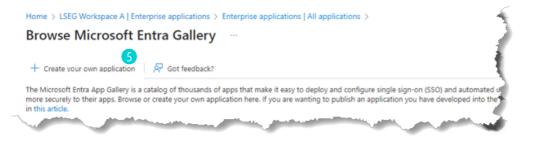
4. To open the menu, click the Manage 2 menu item, and then click Enterprise Applications. 3

Overview	Azure Active Direc	tory is now Microsoft Entra ID. Learn more 🖸		
Preview features Diagnose and solve problems Manage	Overview Monitor	ing Properties Recommendations Tutorials		
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Enterprise applications	License	Microsoft Entra ID P2	Devices	200,543

5. Select **New application** in the new page.



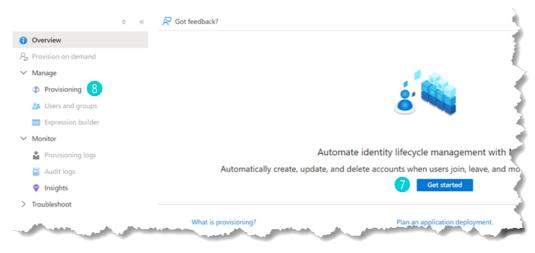
#### 6. Click Create your own application. 5



7. In the resulting side panel, input LSEG SCIM as the app name and select **Integrate any other** application you don't find in the gallery (non-gallery). **6** 

Home > LSEG Workspace A   Enterprise applications Browse Microsoft Entra Galler			Create your own application	×
+ Create your own application 🔰 🎘 Got feedback	a		R Got feedback?	
	s of apps that make it easy to deploy and configure single or create your own application here. If you are wanting to	application that is not in the gallery, you can create your own application here.		
	Single Sign-on : All User Account Management : A	All Categories : All	What are you looking to do with your application?	
Cloud platforms			Configure Application Proxy for secure remote access to an on-premises applie	cation
Amazon Web Services (AWS)	Google Cloud Platform	Oracle	Register an application to integrate with Microsoft Entra ID (App you're develo Integrate any other application you don't find in the gallery (Non-gallery)	ping)
aws	Google Cloud	œ.	6	

- 8. Click Create. A new page with the application overview will open.
- 9. Click the **Provisioning** tab on the left-hand side of the screen.
- 10. Click **Get started 7** on the new page or **Provisioning 8** on the side panel.



11. Select Automatic from the Provisioning Mode drop down list.

12. Enter **Tenant URL 9** and **Secret Token** (10) obtained from Step 4 in Registering your tenant in the Workspace admin tool.

/m	
^	Admin Credentials
	Admin Credentials
	Microsoft Entra needs the following information to connect to LSEG-SCIM-TEST's API and synchronize user data.
	Tenant URL * ()
9	
	Secret Token
10	
	Test Connection 1
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- () Ensure Provisioning Status is set to Off.
- 13. Click Test Connection. 1

If successful, a green tick will appear on screen, which means that your app has successfully been registered.

🤣 Testing connection to temp-test

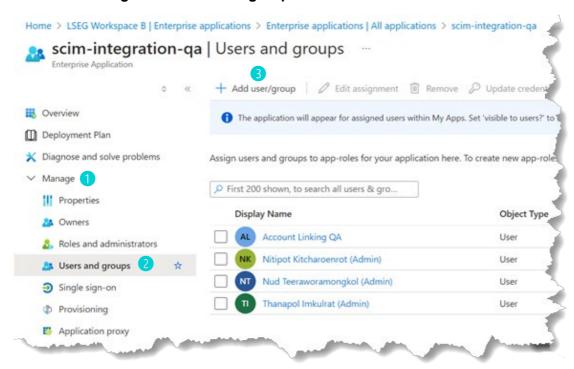
The supplied credentials are authorized to enable provisioning

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#### Provisioning users in the Entra admin portal

To provision users in the Entra admin portal:

- 1. Click **Provisioning** in the left-hand panel.
- 2. Select Manage 1 > Users and groups. 2



- 3. On the resulting screen, select Add user/group. 3
- 4. Click **None Selected** in the resulting Add Assignment screen. A new panel displays on the right side of the screen.

5. Choose the users you want to enable 4 and click the **Select** button at the bottom of the right hand panel.

#### Users and groups

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2 results found			
All Users	Groups		
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6. Click the **Assign 5** button at the bottom of the left side panel.

Home > scim-integration-ppe | Users and groups >

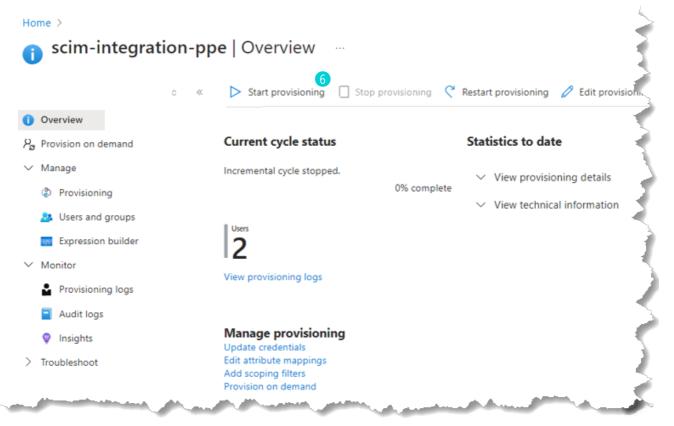
#### Add Assignment

LSEG Workspace B

Users and groups		
1 user selected.		
Select a role		
User		
Assign 5		

A green tick will appear on screen indicating a successful assignment.

7. Navigate to the **Overview** option in the left side panel and select **Start Provisioning 6** from the top of the page. This will provision all the users that have been added.



Once complete, the cycle status will display as '100 % complete'.

### **Useful links**

For more information, click the below links.

- Quickstart: Add an enterprise application
- Microsoft Entra on-premises application provisioning to SCIM-enabled apps

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