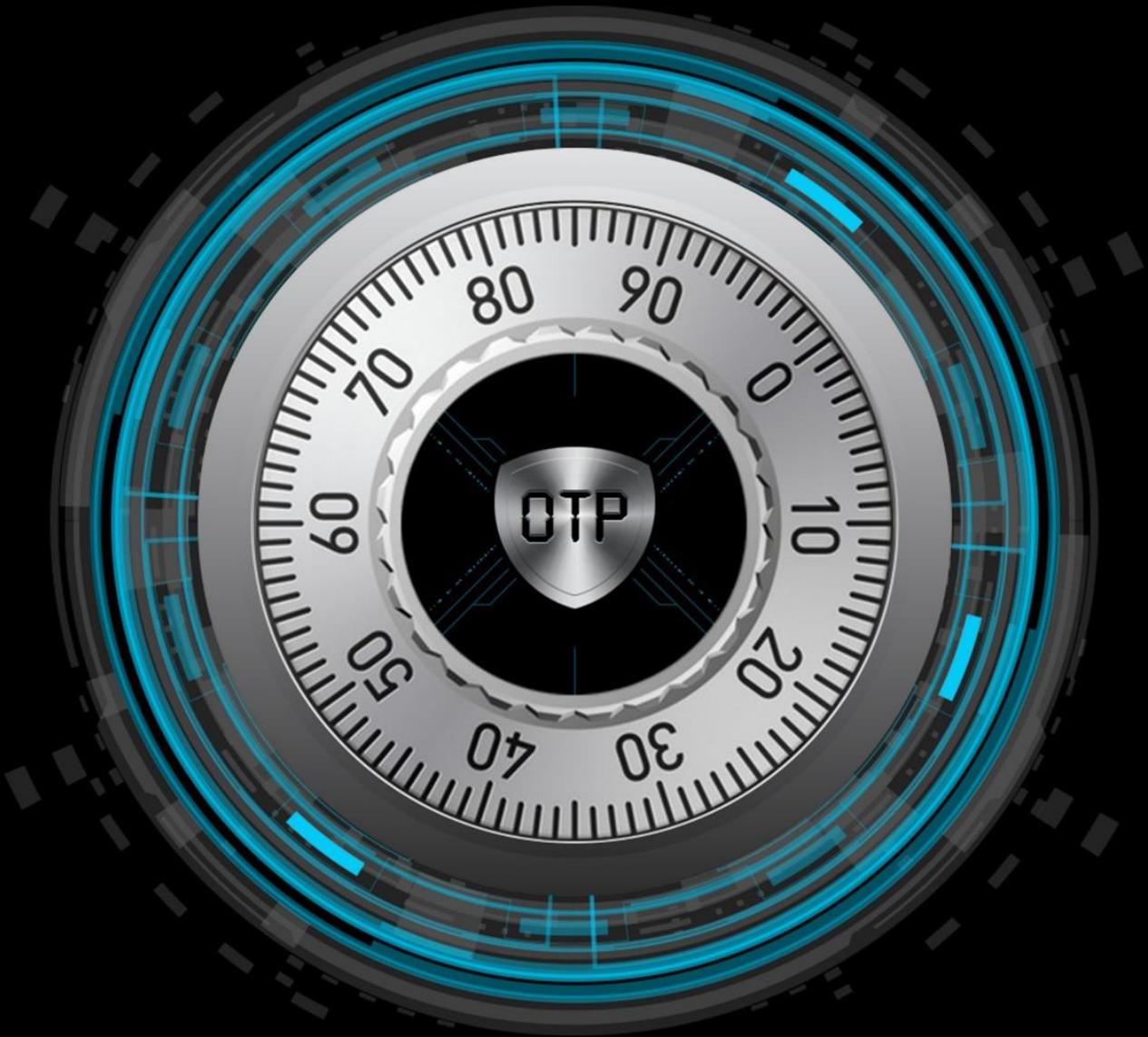


ONE TIME PIN

User Guide



This documents purpose is to guide the Administrator in a step-by-step basis to use the OTP system in the correct process flow. This process will be a walkthrough on how the program should respond, what the user can expect from the program and how in case of misunderstandings, how the flow of the program is meant to be



Step 1

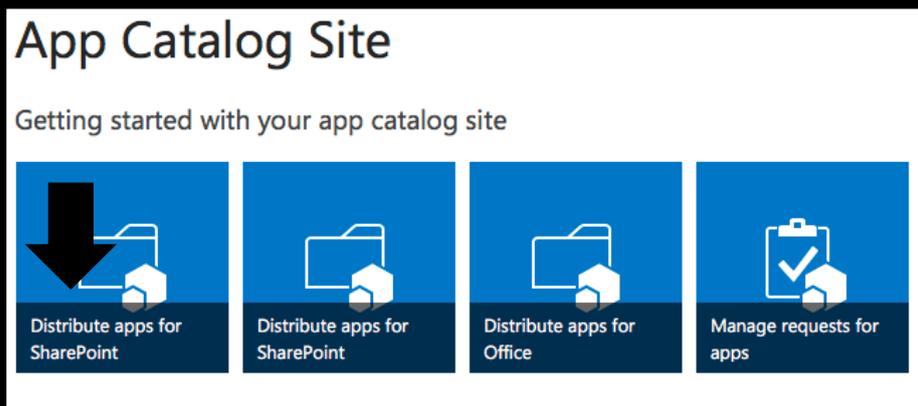
Installation Steps (APP Store):

1. Download the SharePoint OTP App from the SharePoint App Store
2. Add the App to your environment's App Catalog.

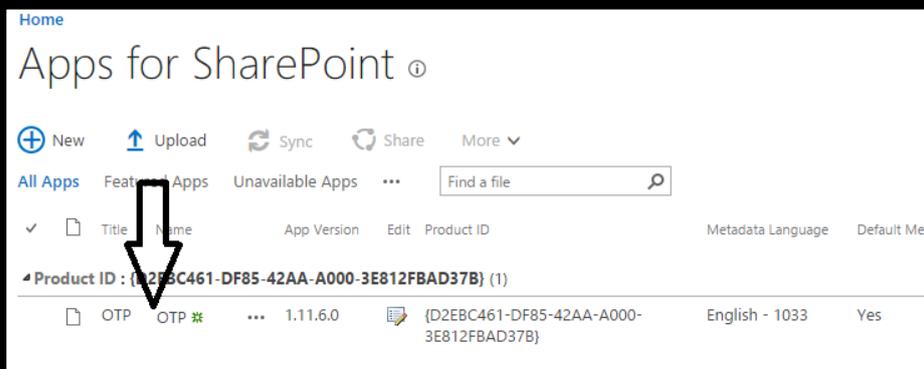
Proceed to Step 2

Installation Steps (Manual APP File):

1. Download the OTP App.
2. Go to App Catalog in your environment.
3. After creation of App Catalog click on 'Distribute apps for SharePoint'.



4. Add the APP to the Sites App Catalog by dragging or uploading the .app file.





5. In your Site Collection, you go to Site Contents->Add App and select the app.
6. Open The App and obtain a licence by clicking "Create your Account"

Create An OTP Administrator Account

Account Name

Email Address

The above details will be used for support notification email, new version notifications and licence key verification.

[Create Your Account](#) [Update Account](#)

7. Once you have received the key enter it into the OTP Licensing Details Box and click "Activate Licence"

OTP Licensing Details

Enter the Licence Key below

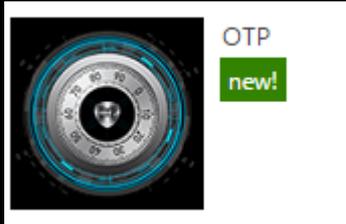
[Activate Licence](#)



Step 2

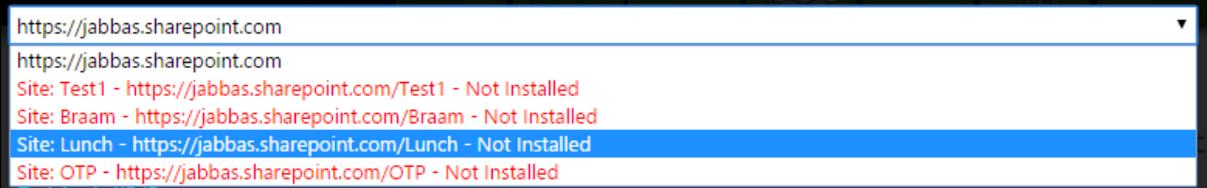
How to activate the App on a site.

1. Click on newly added app in Site Contents.



2. Select the site you want to add the APP to:

Select the site you wish to activate the APP on.



3. After Selection, click on Activate and the not ACTIVE white text should change to activated.
4. To check if this process worked click on view running apps and at the bottom you should see a list of running apps including the new OTP app.



Title	Script Src	Sequence	Description	ID
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5. Your App should now be activated on the required page and you can now browse there to view the work



Step 3

To View List of Registered OTP users

1. Navigate to the advanced options section at the bottom of the configuration page and click on view all user profiles

The screenshot shows a list view titled "new item or edit this list". Below the title is a search bar labeled "Find an item". The list has two columns: "Title" and "OTPDate". The items are:

Title	OTPDate
scott	2016-03-08T10:15:21+02:00
nicole	2016-03-08T09:59:45+02:00
scott	2016-03-08T10:13:32+02:00
jason	2016-03-03T12:37:06+02:00

2. Find the Name you want to delete in the list and delete it by clicking on the ellipse and then deleting the item.

The screenshot shows the "OTPPProfiles" list view. The "nicole" item is selected, and a context menu is open over it. The menu options are:

- Edit Item
- Delete Item
- View Delete Item
- Advanced



Step 4

Troubleshooting Tips

1. Ensure User is a site collection admin
2. Ensure that the app is installed on the root site collection and not a subsite.
3. Ensure Scripts are allow to be run, Activate via central admin

`/_layouts/15/online/TenantSettings.aspx`

4. <https://support.office.com/en-us/article/Turn-scripting-capabilities-on-or-off-1f2c515f-5d7e-448a-9fd7-835da935584f?ui=en-US&=amp&rs=en-US&ad=US&fromAR=1>
5. NO Sites appearing in the drop down list
6. Original version of OTP installed in the environment.
7. Turn Debugging on under advanced mode.
8. Check the console and debugging window using f12