

National Défense Defence nationale

Assistant Deputy Minister (Information Management)



Enterprise Mobile Device Management (EMDM) Administration Console

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Revision History

Date	Version	Amendment	Author
13 May 2018	0.a	First draft	Andrew Mayotte
17 May 2018	0.b	Edits and screenshots	Andrew Mayotte
25 May 2018	0.c	Additional edits and screenshots	Andrew Mayotte
30 May 2018	1.0	First release	Andrew Mayotte
4 June 2018	1.1	Minor edits and formatting	Andrew Mayotte
5 June 2018	1.2	Clarified password resets, expanded user extract instructions, added disable/enable work space instructions	Andrew Mayotte
7 June 2018	1.3	Clarified account modification, changed SSC browser recommendation, formatted certain screenshots, tested device wipe	Andrew Mayotte
9 February 2019	2.0	Added iOS EMDM Admin console instructions	Andrew Mayotte
14 February 2019	2.1	Clarified Knox work space only deletion section, removed Entrust token Annexes, instead linking to SSC's documents	Andrew Mayotte

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1. Introduction

Intended Audience

This document is intended to be used by the following personnel:

- Service Management Centres (SMC)
- Defence Service Operations Centre (DEFSOC)
- EMDM Partner Administrators

EMDM Service Description

Shared Services Canada's (SSC) EMDM service provides a controlled and secure management of Android and iOS mobile devices for the Government of Canada.

In addition, Android devices are registered with "Knox Mobile Enrollment" and iOS devices are registered with "Apple Device Enrollment Program" to streamline the activation of devices and ensure devices cannot be used outside the EMDM service.

The EMDM services utilises the BlackBerry Unified Endpoint Management (UEM) v12.9 platform.

2. Prerequisites to access the EMDM Administration Console

2.1 Administrator account

EMDM partner administrators will receive the following information from SSC:

- Username and password
- Entrust Self-Service One-Time Password (OTP) to configure their security token (see section 2.2 below)

2.2 Entrust IdentityGuard Token

A token, also called "hard token" or "soft token", is required in order to access the EMDM Administration Console. The token is obtained either by using the Entrust IdentityGuard application installed on an Android or iOS smartphone or by using an Entrust hard token device. Follow the steps in one the documents below to complete this requirement:

- Entrust IdentityGuard Self-Service User Guide for Android Soft Token SSC (EDC)
- Entrust IdentityGuard Self-Service User Guide for iOS Soft Token SSC (EDC)
- Entrust IdentityGuard Self-Service User Guide for Hard Token SSC (EDC)

Note: The above documents from SSC are hosted on GCPedia. In order to access those documents, you must be on the DWAN. In addition, it's possible that you may have to copy/paste the hyperlink into a web browser in order to access the documents.

2.3 Citrix Client installation

The EMDM Administration Console is a web application that runs in a Citrix container hosted on a SSC server. The Citrix client must be installed prior to accessing the EMDM Administration Console. Follow the steps below to install the Citrix Client on a DWAN PC:

1. Go to the Control Panel (Start button -> Control Panel) and select Programs.



2. Click Run Advertised Programs (32-bit)



3. Navigate to Citrix Client (7, 10) (NBIS) Install/Upgrade and click the Run button.

vea:	Al Areas 👻			
ategory:	All Categories 👻			
he following pro	ograms are available for both operating system deployment and soft	vare distribution:		
Program Name	•	Next Run Time	Last Run Time	
CFPAS / SI CGCM / CM Chrome (7.1 Cisco AnyC	EPFC (7.10) (NBIS) - Install/Upgrade - Installer/Mise à niveau MGC (7.10) (NBIS) - Install/Upgrade - Installer/Mise à niveau 10) (NBIS) - Install/Upgrade - Installer/Mise à niveau ionnect (7.10) (NBIS) - Install/Upgrade - Installer/Mise à niveau			
DMCS / SC DMCS / SC DMS / SGE	(7.10) (NBIS) - Install/Upgrade - Installer/Mise à niveau GD (7) (NBIS) - Install/Upgrade - Installer/Mise à niveau O (7) (NBIS) - Install/Upgrade - Installer/Mise à niveau IGBD (7.10) (NBIS) - HTTP Installer/Mise à niveau			
DRMIS / S	IGRD (7.10) (NBIS) - Install/Upgrade - Installer/Mise à niveau			

4. Once the Citrix Client installation has completed, the Citrix Receiver Add Account screen may appear. If it does, click the Close button.



3. Accessing the EMDM Administration Console

3.1 Connect to the SSC portal

1. In a web browser, go to <u>https://appadmin-dev1.ssc-spc.gc.ca/vpn/index.html</u> and enter your administrator username (admin.firstname.lastname) and password and click Log On.

		CDOQ - EDC/CDE
	User name	admin.bradford.davis
Shared Services Canada Services Partagés Canada	Password	••••••
		Log On

2. At the next screen, enter the hard or soft token value from Entrust IdentityGuard, and click Submit:

Shared Services Canada Services Partagés Canada	Additional Information Required Please type your response below. Enter a response from your token with serial number	
	Submit	

3. You should be presented with the following page

← → ● https://appadmin-dev1.ssc-spc.gc.ca/Citrix/NetscalerSSL P - 🔒 C	ک 🕲 Citrix Receiver 🗙 🗘 🗘 🔅
Eichier Edition Affichage Favoris Outils ?	Admin-Mayotte, Andr 🔻
All Categories	Q Search All Apps
Web Browser	
Details Notepad++	

3.2 Connect to the EMDM Administration Console

1) Click the Web Browser icon

срос	2 🐠	APPS
All Ca	ategories	
	Web Browser	
N	Details	

2) Click the Firefox browser icon to launch Firefox through Citrix. *Note: Do not use Internet Explorer or Google Chrome as those browsers have technical issues with the EMDM administration console.*



3) Firefox will launch within the Citrix environment



- 4) If asked "How do you want to open this HTTP link", choose Firefox from the list.
- 5) You should now be in Firefox within the SSC EDC portal with a blank page:

I	_		
	II\ 🗉	;	≡

- In the Firefox address bar copy and paste the following address <u>https://emdm-game-4a.prod.global.gc.ca/admin/index.jsp</u> which is the EMDM Administration Console link for DND/CAF.
- 7) You will likely get a connection is not secure warning page on the next screen, if so click the "Advanced" button, and then click the "Add Exception..." button

	🔔 Insec	ure Connection	×	+	-		x
$\overline{\langle}$	→ C	企	i	nttps://emdm-game-4a.prod.global.gc.ca/admin/index.jsp 🛛 💀 😒 🏠	liiN	•	≡
							^
	2	Your co The owner of e from being sto Learn more Report er)nn Imdm: Ien, Fi	ection is not secure game-4a.prod.global.gc.ca has configured their website improperly. To protect your information refox has not connected to this website. e this to help Mozilla identify and block malicious sites Go Back Advanced			
		emdm- The cert The serv An addi Error co	game- ificate rer mig tional de: SE	4a.prod.global.gc.ca uses an invalid security certificate. is not trusted because the issuer certificate is unknown. Jht not be sending the appropriate intermediate certificates. root certificate may need to be imported. C_ERROR_UNKNOWN_ISSUER Add Exception			
							~

8) Click the "Confirm Security Exception" button

	Add Security Exception	x				
You Legi	are about to override how Firefox identifies this site. timate banks, stores, and other public sites will not ask you to do this.					
Server						
Location:	https://emdm-game-4a.prod.global.gc.ca/admin/index.jsp	:				
Certificate St	atus					
This site atte	empts to identify itself with invalid information.					
Unknown Id	Unknown Identity					
The certifica	te is not trusted because it hasn't been verified as issued by a trusted authority using a secure signatur	e.				
✓ Permane	ntly store this exception					
	<u>Confirm Security Exception</u> Cancel					

9) This will take you to the EMDM Administration Console sign in page.

B EMDM-GAME - LP 2	× +	_ _ ×
\leftarrow \rightarrow C \textcircled{a}	🛈 🔒 https://emdm-game-4a.prod.global.gc.ca/admin/index.jsp 🛛 🐨 💟 🏠	lii\ ⊡ ≡
	Government Gouvernement	
	EMDM-GAME - LP Z	
	Sign in	
	, , , , , , , , , , , , , , , , , , ,	
	Username Domain	
	Password Sian in using	
	Microsoft Active Directory authentication 🔹	
	Sign in	
	Deutsch (Deutschland) English (United States) Español (España) Français (France) ⊟★™ (⊟★)	

10) Add the EMDM Administration Console as a Bookmark in Firefox for quicker access in the future

👜 EMDM-GAME - LP 2	× +	- 🗆 X
← → ♂ ŵ	🛈 🗟 https://emdm-game-4a.prod.global.gc.ca/admin/index.jsp 🛛 💀 💌 💌	\ ⊡ ≡
🌣 Most Visited 6 Getting Started	EMDM-GAME - LP 2 Page Bookmarked Name: EMDM-GAME - LP 2 Folder: EBookmarks Toolbar VV Tags: Separate tags with commas V Done Remove Bookmark	
	Government Gouvernement of Canada du Canada EMDM-GAME - LP 2	
	Sign in	
	Username Domain	
	Password Sign in using Microsoft Active Directory authentication 🔻	
	Sign in	
	Deutsch (Deutschland) English (United States) Español (España) Français (France) 日本語(日本)	
	© 2018 BlackBerry. All rights reserved.	

11) Entrer your Admin username (admin.firstname.lastname) and password. Next click Sign In. *Note: Do not touch the Domain or Sign in using fields.*



12) Once signed in, you should see the following:

	/	8	EMDM-GAME - LP 2	
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/ •										
\leftarrow	→ C ▲ Not secure	https://emdm-game-4a.prod.global	.gc.ca/adm	in/inde	x.jsp)			\$	r] :
•	EMDM-GAME - LP 2 v12.8								Log out Help ▼	
h.c	Daabbaard	Multiple selection on		Searc	:h		Q		1-:	2 of 2
~	Dasibuaru	FILTERS		\mathbf{T}	No	filters selected				
ൣ	Users V	MDM (BlackBerry UEM)	>			Display name	Email address	MDM (BlackBerry UEM)	BlackBerry Enterprise Identity	+
	All users	BlackBerry Enterprise Identity	>			DND, EMDM (DND/MDN)	EMDM.DND@forces.gc.ca	Enabled		
						Testing, EMDM (DND/MDN)	EMDM.Testing@forces.gc.ca	Enabled		

4. Managing mobile devices

4.1 Quick user search (Android & iOS)

Before you can manage a user's device, you first need to find the user and open their EMDM user account.

1. To search for an EMDM user, type a user's name into the Quick Search field located near the top of the EMDM Administration Console



2. Click on the user to open their EMDM user account

EN EN	MDM-GAME - LP 2	×	+								-		x
$\left(\leftarrow \right) \rightarrow 0$	C 🕜	(D 🎤 🚯 https://emdm-ga	ime-4a.prod.g	lobal.	gc.ca	/admin/index.jsp		🛡 🚖		111	•	Ξ
🗘 Most Visi	ited 🛛 👲 Getting Sta	rted 👜 EN	IDM-GAME - LP 2										
EMDM - v12.8	-GAME – LP 2									🚨 🔻 Log out	Help	•	
00 11607		ø	Multiple selection on		may	otte		Q				1 - 1	of 1
All us		FILT	ERS		Ŧ	No	filters selected						
Mana	iged devices	MDI	/ (BlackBerry UEM)	>		۲	Display name	Email address	MDM (BlackBerr UEM)	y BlackBerry Identity	Enterp	orise	+
		Blac	жвеггу Enterprise Identity	>			MAYOTTE, ANDREW (DND/MDN)	ANDREW.MAYOTTE	Enabled				^

3. You should now be viewing the user's EMDM user account information



4.2 Reset device unlock password (Android & iOS)

The device must have network connectivity for this command to be successful.

<u>Note for Android devices:</u> Android devices have 2 different passwords, one to unlock the device itself and one to access the Knox workspace. The user can choose to use the same password for both. If they do, they will likely require a <u>Knox work space password reset</u> in addition to a device unlock password reset.

Note for iOS devices: iOS devices use one password to both unlock the device and access the work apps.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's mobile device (e.g. Samsung Galaxy S7 or Apple iPhone 8)



3) Under Manage Device, select Unlock device and clear password



4) In the Unlock device and clear password window click on Unlock and clear

5) Within a minute or two, the user's device will unlock and prompt them to create a new device unlock password

Android device screen:

• • ô	🖇 🛱 📶 61% 🛢 3:07 PM
Create Device Pass	sword

ΟК

New password:

Confirm:

iOS device screen:

M Passcode Re You must set an passcode within	equirement iPhone unlock n 59 minutes.
Later	Continue
New Pa Enter a strong pa more letters/num special cha	asscode asscode with 8 or bers including one tracter (#&!).
	Manu Information and an and a state

4.3 Reset Knox work space password (Android only)

This command resets the Android Knox work space password, prompting the user to create a new password. The device must have network connectivity for this command to be successful.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's Android device (e.g. Samsung Galaxy S8)



3) Under Manage Device, select Reset work space password

B EMDM-GAME - LP 2 X						<u> </u>		x
← → C ▲ Not secure https://emdm-gam	e-4a.prod.global.gc.ca/admin/in	dex.jsp					☆	:
EMDM-GAME - LP 2 v12.8	ers 🔔 Dept - DND-MDM	👤 Global - Certificate	(Indirect)	Global - Distribution (Indi	rect)	Log out Help	•	^
Users ~ All users Managed devices	HERPRISE IDENTITY							
Summary	Samsung Galaxy S7							
Activated d	evice •	Manage device	e					
Device Samsun	g Galaxy S7		K.⊿		***			1
Home carrier Not available		View device report	View device actions	Lock device	Unlock device and clear password			
IMEI 3591180844212	51	***		***				
Phone number 16132940647		Specify device password and lock	Delete all device data	Reset work space password	Delete only work data			
Software version Android 7.0	1		Ē,					
Security patch lo 2018-03-01	evel	Disable work space	Enable work space	Update device	Remove device			
Ownership Work Edit				momaton				
Activation type Work and perso KNOX)	nal - full control (Samsung	IT policy and p	rofiles					
	•	Apps						
Date and time of May 21, 2018, 0 Last contact tim	activation 7:35 PM (-04:00) e	BlackBerry Dy	namics apps					
May 24, 2018, 0 17 minutes ago	9:36 AM (-04:00)							•

4) In the Reset work space password window, click on Reset

eset work spa	ce password	0			
msung Galaxy S7					
nt to reset the work sp;	ace password?				
	Cancel	Res	et		
	eset work space msung Galaxy S7 nt to reset the work space	eset work space password msung Galaxy S7 nt to reset the work space password? Cancel	eset work space password ⑦ msung Galaxy S7 nt to reset the work space password? Cancel Res	eset work space password ⑦ msung Galaxy S7 nt to reset the work space password? Cancel Reset	eset work space password ⑦ msung Galaxy S7 nt to reset the work space password? Cancel Reset

5) Within a minute or two, the user's Knox work space will prompt them to create a new Knox work space password

4.4 Remote device wipe (Android & iOS)

This command wipes all data from the device and returns the device to its factory settings and deactivates it from EMDM. The device must have network connectivity for this command to be successful.

Note for Android devices: This command also disables the Android Factory Reset Protection.

Note for Apple devices: This command does <u>NOT</u> remove the Apple Activation Lock feature. If a user was logged into the device with an iCloud / Apple ID, the device will prompt for that account after wiping.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's mobile device (e.g. Samsung Galaxy S8 or Apple iPhone 8)



- Important: If the device was lost or stolen, capture any pertinent device information (make, model, IMEI, phone number, carrier, etc.) as this will be required for the military police investigation as well as to request a replacement device.
- 4) Under Manage Device, select **Delete all device data**



5) In the Delete all device data window, click on **Delete all device data**



6) Within a minute or two, the device will perform a factory reset, wiping all data in the process. The EMDM Administration console will display a confirmation when the remote device wipe has been initiated

	8
Delete all device data Samsung Galaxy S7	
Successful. This device will be removed from the system.	
ОК	

Android device:



iOS device:



4.5 Disable/Re-enable Knox work space (Android only)

This command disables or re-enables a user's access to the Android Knox work space on the device. This command does not delete the work space. The device must have network connectivity for this command to be successful.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's Android device (e.g. Samsung Galaxy S8)



3) Select **Disable work space** or **Enable work space** depending on the circumstance



4) Confirm the command

Disable:

G	Disable work space Samsung Galaxy S7	0		8
Do y	rou want to disable the work space?			
		Cancel	Disable	

Re-enable:

 Samsung Galaxy S7 Do you want to enable the work space?
Do you want to enable the work space?

Note: When the Knox workspace is disabled, the following message will appear on the device when the user attempts to access the workspace:

Ç w	··
	the second se
	\sim
	l º J
	WORKSPACE
	ℜ Workspace has been locked.
7	Contact your IT admin to reset your
	workspace lock type.
-	
$(1,2,2,\ldots,n)$	(OPEN MDM)

4.6 Set device re-activation password (Android & iOS)

This command creates a device activation password in order to activate a new device or reactivate an existing device.

Note: Instructions on how to activate a mobile are available separately from this document.

1) Search for the user and open their EMDM user account



2) Under the user's profile, select Set activation password

- 3) In the Set activation password window:
 - a. Activation option: Default device activation
 - b. Activation password: Set device activation password
 - c. Device activation password: <set a device activation password of your choosing (e.g. Canada150)>
 - d. Activation period expiration: <set a device activation password expiry period of your choosing (e.g. 2 days)>
 - e. Activation period expires after the first device is activated: Optional
 - f. Activation email template:
 - i. Android: Default activation email
 - ii. iOS: Apple DEP activation email

Android:

Devi	ce activation	
Activa	tion option*	
Defau	ult device activation	
Activa	ition password*	
Set d	levice activation password	
Device	e activation password *	
•••	۲	
Activa	tion period expiration *	
2	days 💌	
🗹 Ad	tivation period expires after the first device is activated	
Activa	ition email template	
Defau	ult activation email	



Device activation			
Activation option*			
Default device activation			
Activation password*			
Set device activation passwo	rd 🗸		
Device activation password*			
•••	۲		
Activation period expiration*			
2 days 🗸			
Activation period expires at	ter the first device	e is activated	
Activation email template			
Apple DEP activation email	•		
	_		

4) Click **Submit** to set a device activation password and send the user an email with information (i.e. activation password) they will require to activate their device

4.7 Remote restart device (iOS only)

You can remote restart an iOS device from within the EMDM administration console. The device must have network connectivity for this command to be successful.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's iOS device (e.g. Apple iPhone 8)



3) Under Manage device, select Restart device



4) In the Restart device window, confirm the command by selecting Restart

5) Within a minute or two, the device will restart.

4.8 View device information (Android & iOS)

You can view detailed information about a user's device (e.g. Last contact time, phone number, OS version, etc.) from within the EMDM administration console.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's mobile device (e.g. Samsung Galaxy S8 or Apple iPhone 8)



3) Under Manage Device, select View device report



4) A window will open with a full hardware/software report of that user's device. You can export the report to a .csv file by clicking on the arrow in the top right hand corner of the report.

	BlackBerry UE	- 🗖 🗙	
A Not see	cure https://emdm-game-4a.prod.global.gc.ca/admin/device	e/viewDeviceReport.do?deviceId=49&userId=101&sharedDeviceGroupId=0	
			*
Device	report		
MAYOT	TTE, ANDREW (DNDVMDN) MAYOTTE@forces.gc.ca		
Samsung	g Galaxy S7	Ð	
Comp	pliance violations defined by the assigned co	mpliance profile	
OS violat	tion	False	
Non-assi	igned app is installed	False	
Required	d app is not installed	False	
Restricte	ed app is installed on the device	False	
Restricte	ed OS version is installed on the device	False	
Restricte	ed device model	False	
Required	d security patch level is not installed	False	
Gene	ral		
Hardware	e vendor name	Samsung Electronics	
Model ID)	heroltebmc	
Model nu	umber	Galaxy S7	
Device for	orm factor	Handheld	
OS versi	on	Android 7.0	
Device of	wnership	Work	
Activation	n state	The device is activated.	
Date and	time of activation	May 21, 2018 7:35:06 PM (-04:00)	
Last cont	tacted	May 24, 2018 12:03:06 PM (-04:00)	
Battery le	evel	60.0	
UDID		146e16ef9a7d0e142b9891413ded8f6e88afe53150643f77769feac37fde833d	
Languag	e	en_CA	
IMEI		359118084421251	
Perimete	er UUID	dffd031e-8ab1-453d-a188-1fdd539f4dfd	
Reactiva	tion count	0	
Last peri	meter state changed	May 21, 2018 7:37:35 PM (-04:00)	
Workspa	ice password configured	True	
Personal	I hotspot	False	
Organiza	ation information	True	
Devic	e status and specifications		
Bluetooth	h enabled	True	
В	Bluetooth type supported	v4.2, A2DP, LE, apt-X	
В	Bluetooth MAC address	14:9F:3C:A2:26:3A	
Wi-Fi ena	abled	True	
W	Vi-Fi networks supported	Wi-Fi 802.11 a/b/g/n/ac	
V	Vi-Fi SSID	Blocked	
V	Vi-Fi IP address	Blocked	۳

4.9 View device actions (Android & iOS)

This function displays the actions that were taken or are in progress on a device as a result of commands sent from the EMDM Administration Console, such as locking a device, resetting the Knox work space password, or deleting device data.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's mobile device (e.g. Samsung Galaxy S8 or Apple iPhone 8)



3) Under Manage Device, select View device actions

😨 EMDM-GAME - LP 2 🗙		i≜ _ □	ı x
← → C ▲ Not secure http	ps ://emdm-game-4a.prod.global.gc.ca/admi	n/index.jsp 1	* :
V12.8	MANAGED DEVICES ENTERPRISE	Log out Help ▼	
Managed devices	Summary Samsung Galaxy S7		
	Activated device	▼ Manage device	
	Device Samsung Galaxy S7		
	Home carrier Not available	View device report View device actions Lock device Unlock device and clear password	
	IMEI 359118084421251		
	Phone number 16132940647	Specify device Delete all device data Reset work space Delete only work data password and lock password	
	Software version Android 7.0		
	2018-03-01 Ownership	Disable work space Enable work space Update device Remove device information	
	Activation type Work and personal - full control (Samsung KNOX)	IT policy and profiles	
		▶ Apps	
	Date and time of activation May 21, 2018, 07:35 PM (-04:00) Last contact time May 25, 2018, 06:59 AM (-04:00) 0 minutes ago	 BlackBerry Dynamics apps 	-
	-		
(Battery level 80.0%		
	Internal storage 19456.0 MB free / 65536.0 MB total		

4) A window will appear displaying the actions that were taken or are in progress on a device as a result of commands sent from the EMDM Administration Console

	BlackBerry	y UEM - Google Chrome	_ D X
A Not secure https://	/emdm-game-4a.prod.	global.gc.ca/admin/device/view	DeviceActions.do?deviceId=
Device actions MAYOTTE, ANDREW (DN	DVMDN)(ANDREW.MAYC)TTE@forces.gc.ca)	C
Samsung Galaxy S7			
Date modified	Date created	Action	Status
5/23/2018, 10:00:08 AM	5/23/2018, 9:58:34 AM	Send IT policy and profiles	Command completed by device

4.10 Update device information (Android & iOS)

This command polls the device for updated information, such as OS version, current carrier or battery level. The device must have network connectivity for this command to be successful.

- 1) Search for the user and open their EMDM user account
- 2) Under the user's profile, select the user's mobile device (e.g. Samsung Galaxy S8 or Apple iPhone 8)



3) Under Manage Device, select Update device information



4) A Successful message will appear if the EMDM Administration Console is able to contact the device and poll information from it.



5) You can then run the <u>View device information</u> command to get an up to date information report of the device.

4.11 Delete work space only data (Android & iOS)

Do not use this command!

Android devices are registered with "Knox Mobile Enrollment" and iOS devices are registered with "Apple Device Enrollment Program". This command breaks the management of those devices and requires a factory reset in order to activate them again. As such, do not use this command.

5. General administration

5.1 Extract EMDM user list

This function allows exporting of user and device information into a .csv file format document.

1) From the left hand side menu, select Managed devices



2) In the top right of the screen, select Advanced

	A-GAME - LP 2 X												- -	i X
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		os	>			8	Display name	Email address	Model	os	Home carrier	Last contact	BlackBerry Dynamics	+
		Home carrier Group	>				Admin- Belcourt, Eryck(DND/							*
		User IT policy Ownership	>				Admin- Gagnon, Ian (DND/MDN)							
		Compliance violation	>				Admin- Mayotte, Andrew							
		BlackBerry Dynamics	>				(DND/MDN) Admin-Stone, Jarrod							
							(DND/MDN) AGGARWAL, AMIT (DND/MDN)	AMIT.AGGA	Galaxy S8+	•		2018-06-05 06:27:56 -04:00		Т
							Barry, Annie MJJA (SSC/SPC)	Annie.Barry spc.gc.ca					Enabled	
							CHOUINARD, BERNARD (DND/MDN)	BERNARD	Galaxy S7	•		2018-06-05 05:34:40 -04:00		1
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							LOPEZ, PIERRE (DND/MDN)	PIERRE.LO	Galaxy Note 8	•		2018-06-05 07:25:35 -04:00		
	۲						MAYOTTE, ANDREW (DND/MDN)	ANDREW.M	Galaxy S7	•		2018-06-05 07:12:17 -04:00		
							Predescu,							*

3) Select Submit to access Advanced view



4) At the top right of the user/device list, select the (+) sign and then select the information you want included in the report

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	Out of compliance	>				LOPEZ, PIERRE	Galaxy Note		16133258		Work	2018-06-05 07:25:35	PIERRE	E.L.
						(DNID/MDNI)	0					0.4-00		

5) Select all the users by clicking on the top left box. Once all users are selected, click on the Export button at the top of the list (right pointing arrow)

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	Roaming	>				Andrew (DND/MDN)							danni
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	Device IT policy	>				AGGARW	Galavy S9+	<u>.</u>	1612/155		Work	2018-06-05	
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	Out of compliance	>				LOPEZ,	Galaxy Note	<u>.</u>	16122259		Work	2018-06-05	Lonez P2
	Supervised device					(DND/MDN)	8		10133230		WORK	-04:00	Lopez.i z

- 6) The user list will be exported to a .csv file. However, this .csv file is contained within the SSC Citrix environment. Here is how you bring the data over to your DWAN PC:
 - a. In the Opening export.csv window, select Open with... and click the Browse... button

Opening export.csv	x
You have chosen to open:	
export.csv	
which is: csv File	- 1
from: https://emdm-game-4a.prod.global.gc.ca	
What should Firefox do with this file?	
Open with <u>B</u> rowse	
○ <u>S</u> ave File	
Do this <u>a</u> utomatically for files like this from now on.	
OK Cancel	

b. Select Notepad, then click OK

Choose Helper Application	x
Csv File export.csv Send this item to:	
Google Chrome	^
Notepad Notepad	=
Windows Wordpad Application	
Microsoft Visual Studio 2012	
Internet Explorer	~
Browse OK Cancel	

c. Click OK

	Opening export.csv						
You have chosen to	open:						
export.csv							
which is: csv i	which is: csv File						
from: https://	emdm-game-4a.prod.global.gc.ca						
What should Firefo	x do with this file?						
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Do this <u>a</u> utomatically for files like this from now on.							
	OK Cancel						

d. With the extract now open in Notepad (within the SSC EDC Citrix environment), select all the data (Ctrl-A) and copy it (Ctrl-C)

export - Notepad	- 🗆 X
Eile Edit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp	
Local user,05 compromised,Display name,Model,05,Phone number,Home carrier,Current carrier,Ownership,Last contac	t,Userna 🔨
<pre>false, "Admin-Belcourt, Eryck(DND/MDN)",,,,,,,admin.enyck.belcourt,,,,Dept - DND-MDM,WP-04,,,,,,DS,,,,,DS, false, "Admin-Mayotte, Andrew (DND/MDN)",,,,,,,admin.ian-Bagnon,,,Dept - DND-MDM,WP-04,,,,,,DS,,,,,DS, false, "Admin-Stone, Jarrod (DND/MDN)",,,,,,,admin.jarrod.stone,,,Dept - DND-MDM,WP-04,,,,,,DS,,,,,,DS, false, "Barry, Annie MJJA (SSC/SPC)",,,,,,Barry.MJJA,Annie.Barry@ssc-spc.gc.ca,,Dept - DND-MDM,WP-04,,,,,,, false, No, "AGGARWAL, AMIT (DND/MDN)",Galaxy S8+,Android,16134155613, Bell,Work,2018-06-05 10:27:56.023,Aggarwal. false, No, "AGCARWAL, AMIT (DND/MDN)",Galaxy S7,Android,16132944861,Bell,Work,2018-06-03 03:57:35.877,Davis.B,B false, No, "CHOUINARD, BERNARD (DND/MDN)",Galaxy S7,Android,16132944668,Bell,Work,2018-06-03 03:57:35.877,Davis.B,B false, No, "CHOUINARD, SUDM/MDN)",Galaxy S7,Android,16132944668,Bell,Work,2018-06-03 03:57:35.877,Davis.B,B false, No, "LOPEZ, PIERE (DND/MDN)",Galaxy S7,Android,16132944668,Bell,Work,2018-06-05 11:25:35.868,Lopez.P false, No, "LOPEZ, PIERE (DND/MDN)",Galaxy S7,Android,16132940647,Bell,Work,2018-06-05 11:25:35.868,Lopez.P false, No, "LOPEZ, PIERE (DND/MDN)",Galaxy S7,Android,16132940647,Bell,Work,2018-06-05 11:12:17.919,Mayotte.A false, "Predescu, Marian (DND/MDN)", ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</pre>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

- e. On your DWAN PC, open Notepad (Start -> search for Notepad > select Notepad)
- f. Paste the data into the new Notepad window.
- g. Save the Notepad as a .csv file

 h. You can then import that .csv file into Excel using Excel's Data Import feature Excel's Data Import feature will ensure the data is properly imported into Excel. Do not open the CSV directly into Excel as some of the data (i.e. IMEI numbers) will become corrupt. Always use the Excel Data Import feature.

5.2 Modify a user's EMDM account information

The EMDM service is synchronized with the DWAN Active Directory. As such, if a user requires a username and/or email address modification, the change must first occur in the DWAN Active Directory. The synchronization delay is 24 to 48 hours.