

ThinkShield

ThinkShield Key Vault Portal Web Application User Guide



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ThinkShield Key Vault Portal Overview

Lenovo ThinkSystem SE350 Edge server (hereinafter Device) is supplied to customers in locked state for security reasons.

One-time code (Secure Activation Code) is generated and shipped to the customer admin separately from the Device. This code will be used for secure device claiming within the ThinkShield Key Vault Portal (hereinafter Portal).

The Device can be unlocked in three different ways:

1. Automatically
2. Manually
3. Via the Mobile App – *Action is done NOT on Portal side.*

The web application is available **worldwide**.

Supported languages:

- English
- Simplified Chinese
- Traditional Chinese
- French
- German
- Italian
- Spanish

Roles vs Capabilities

Roles →	Has a Lenovo ID	Base User	Edge User	Maintenance User	Org Admin
Function √					
Can Login to ThinkShield Key Vault Portal		x	x	x	x
Edit My Profile		x	x	x	x
Logout		x	x	x	x
Access to an Organization		x	x	x	x
Create an Organization	x				
Devices Tab			x	x	x
Claiming a Device			x	x	x
Unclaiming a Device			x	x	x
Automatic Activation			x	x	x
Manual Activation			x	x	x
Re-sync			x	x	x
Edit Device Name			x	x	x
Update Device Key				x	
Transfer					x
Import / Export Devices					x
Bulk Claim				x	x
Users Tab					x
Invite a User					x
Remove a User					x
Import / Export Users					x
Bulk Invite Users					x
Groups Tab				x	x
Create a Group				x	x
Delete a Group				x	x
Group Devices / Remove Devices from Group				x	x

Role Descriptions

Has a Lenovo ID

This user has a Lenovo ID account but does not have role permissions to any portal organizations.

Base User

This user can login to organizations but has no access to any capabilities. This user can also login to the ThinkShield Edge Mobile Management Application within the same organizations. This user is primarily used to onboard users from an external authentication service (e.g. Active Directory Federated Services, ADFS).

Edge User

This user can login to organizations. This user can also login to the ThinkShield Edge Mobile Management Application within the same organizations. This user is primarily used to give permissions to users who will activate the SE350 which physical presence to the device (at the “edge”). This user does not have the ability to conduct user or grouping functions.

Maintenance User

This user can login to organizations. This user can also login to the ThinkShield Edge Mobile Management Application within the same organizations. This user is primarily used to for maintenance users who will perform device actions (e.g. claim and activate) as well as device grouping. This user role is the only role who can update the device key in the event of motherboard failure which requires device key exchange.

Org Admin

This user can login to organizations. This user can also login to the ThinkShield Edge Mobile Management Application within the same organizations. This user has top level permissions within an organization. However, this user role cannot update the device key in the event of motherboard failure which requires device key exchange.

Capabilities

The following features are available based on [Role vs Capabilities](#):

1. [Claim Device](#) (add a Device to the Organization)
2. [Unclaim Device](#) (remove a Device from the Organization)
3. [Transfer](#) (send a Device to other Organization)
4. [Import Devices](#)
5. [Export Devices](#)
6. [Automatic activation](#)
7. [Manual activation](#)
8. [Re-sync](#)
9. [Create a Group](#)
10. [Group Devices](#)
11. [Remove Devices from Group](#)
12. [Delete a Group](#)
13. [Create an Organization](#)
14. [Edit My Profile](#)
15. [Logout](#)
16. [Edit Device Name](#)
17. [Update Device Key](#)
18. [Invite a User](#)
19. [Remove a User](#)
20. [Import Users](#)
21. [Export Users](#)
22. [Bulk Invite Users](#)
23. [Help/Contact Support](#)



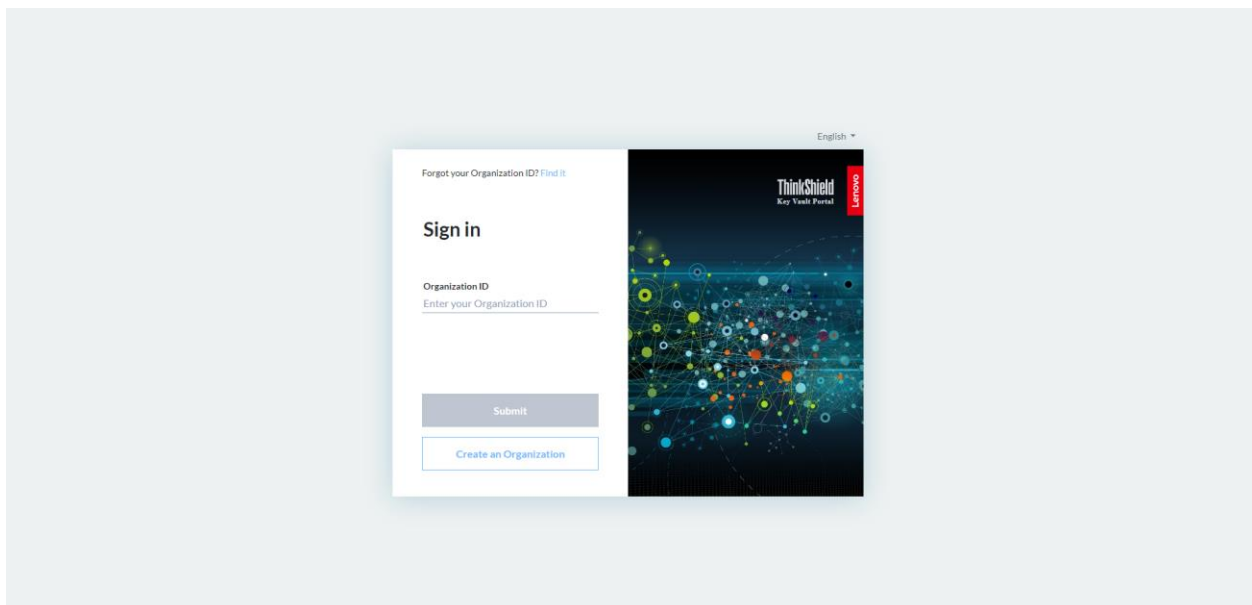
First Launch

Visit <https://portal.thinkshield.lenovo.com> as the starting location to:

- 1) Login to an organization
- 2) Create new organizations
- 3) Find your organization ID

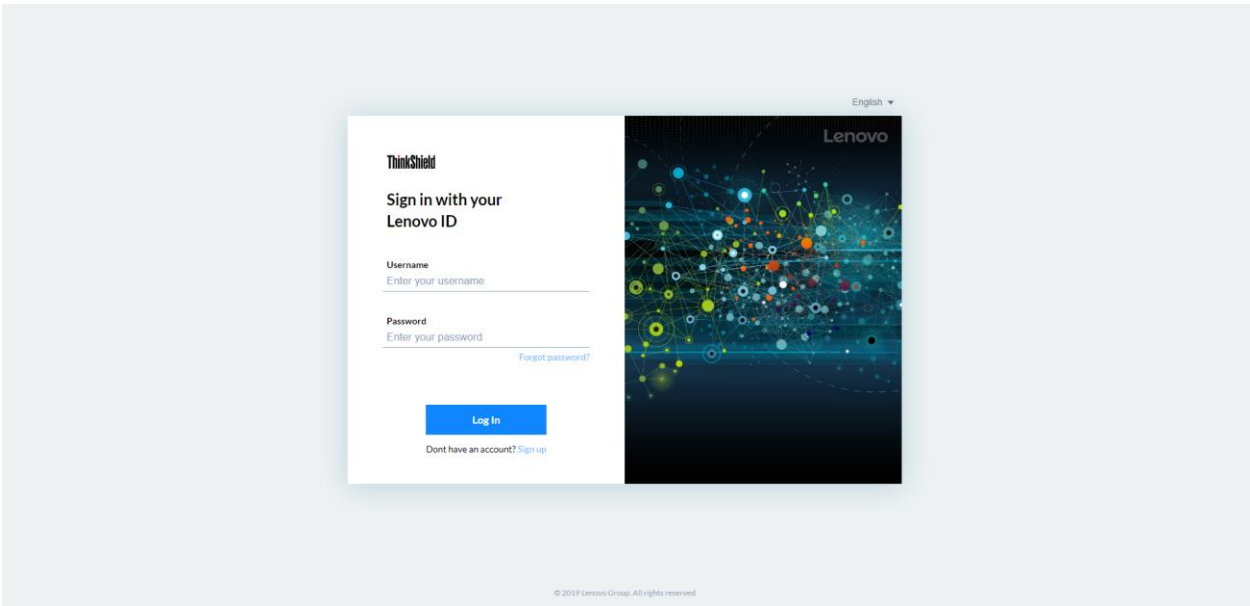
When logging into an organization, an organization ID is required. The organization ID is what uniquely identifies your organizations from other organizations. At anytime users can utilize the “Forgot your Organization ID? Find it” for their relevant information.

Note: You can also change language on this page.



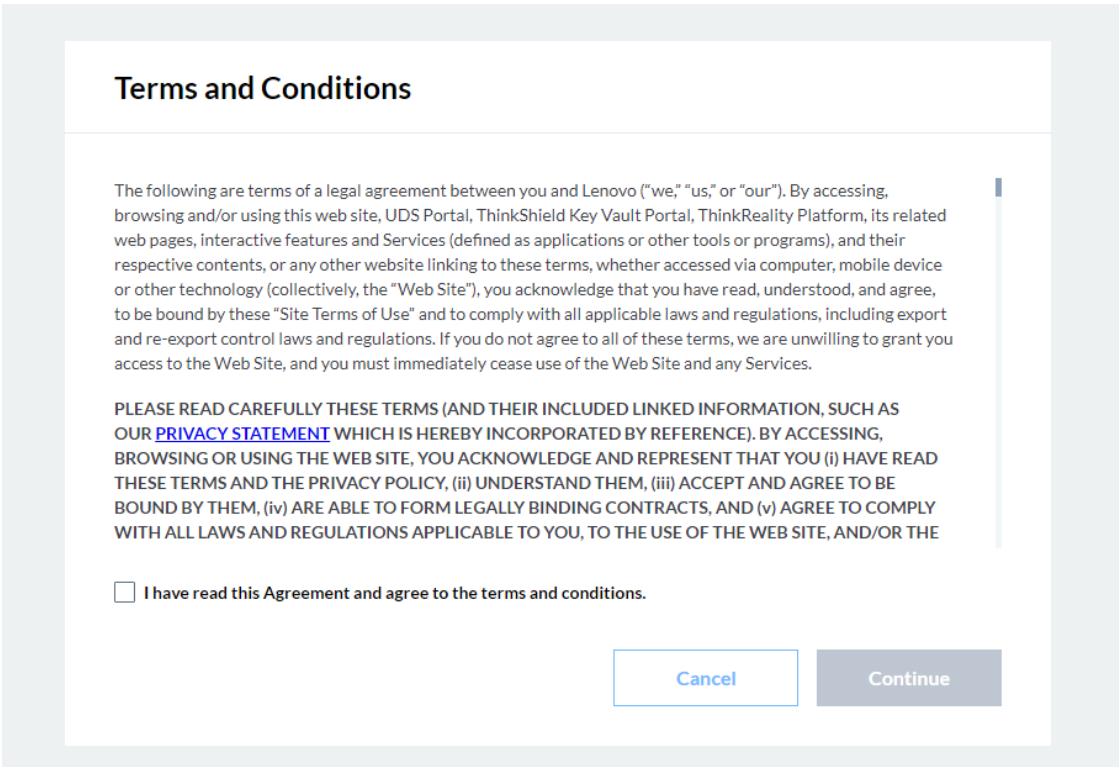


Log in using your Lenovo ID and password in 'Username' and 'Password' fields and click 'Log In' button. If you don't have Lenovo ID click 'Sign up' next to 'Don't have an account' and follow the instructions to create Lenovo account.



In order to use web application, you need to accept Terms and Conditions. Read and click 'Continue' button.

Note: Terms and Conditions are displayed only after user logs into the Portal for the first time.





In order to use web application, you need to accept Privacy Policy. Read and click 'Continue' button.
Note: Privacy Policy is displayed only after user logs into the Portal for the first time.

Privacy Policy

Lenovo recognizes that privacy is of great importance to individuals everywhere – our customers, website visitors, product users... everyone. This is why the responsible use and protection of personal and other information under our care is a core Lenovo value. To learn more about our privacy practices, please click any of the links below. If you have any further questions or concerns, please feel free to reach us at privacy@lenovo.com

[Lenovo Privacy Statement](#)

I have read this Policy and agree to the terms.

User is redirected to 'Devices' page after successful login.

Home / Devices

Organization Admin

Devices

Group Activate More

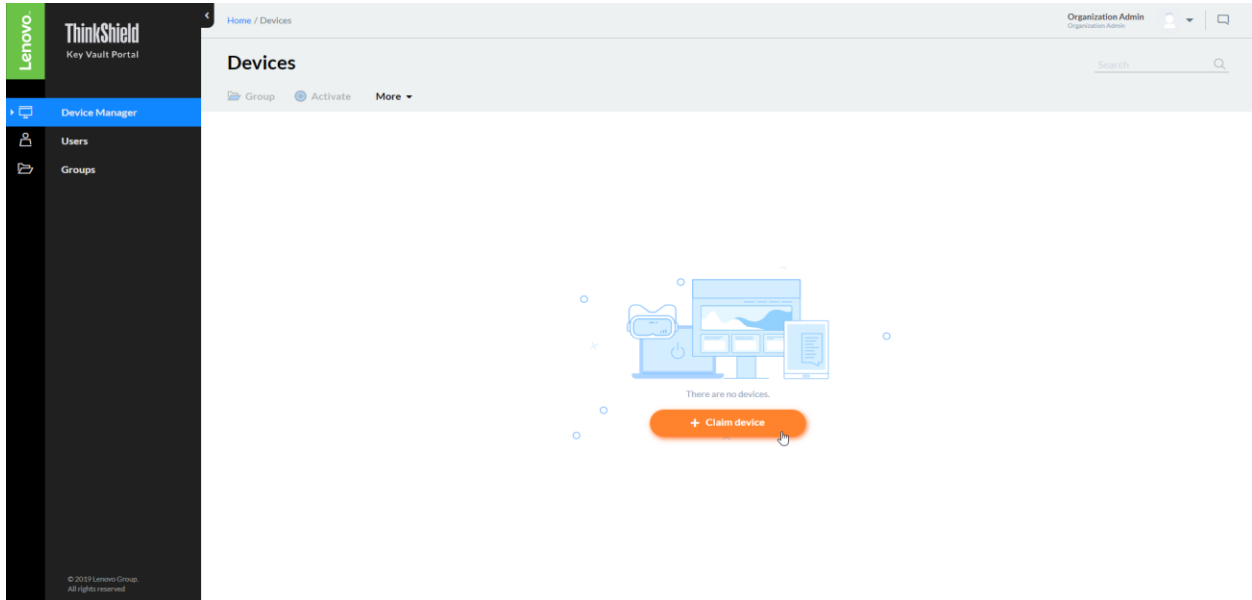
	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input type="checkbox"/> + STATUS				
<input type="checkbox"/> Ready	device9	7Z46	22222222	
<input type="checkbox"/> Ready	device10	7Z46	55555555	

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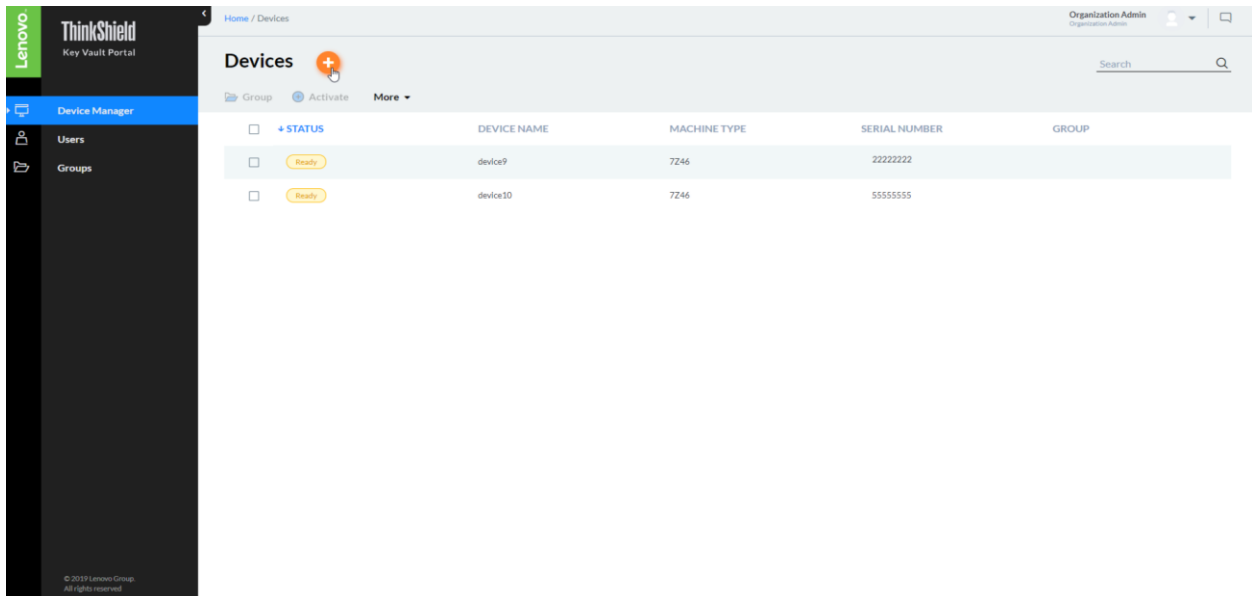


Claiming a Device

If there are no Devices in the Organization, click 'Claim device' in order to claim a Device.



If there are any Devices in the Organization, click '+ ' icon at the top of the page in order to claim a Device.



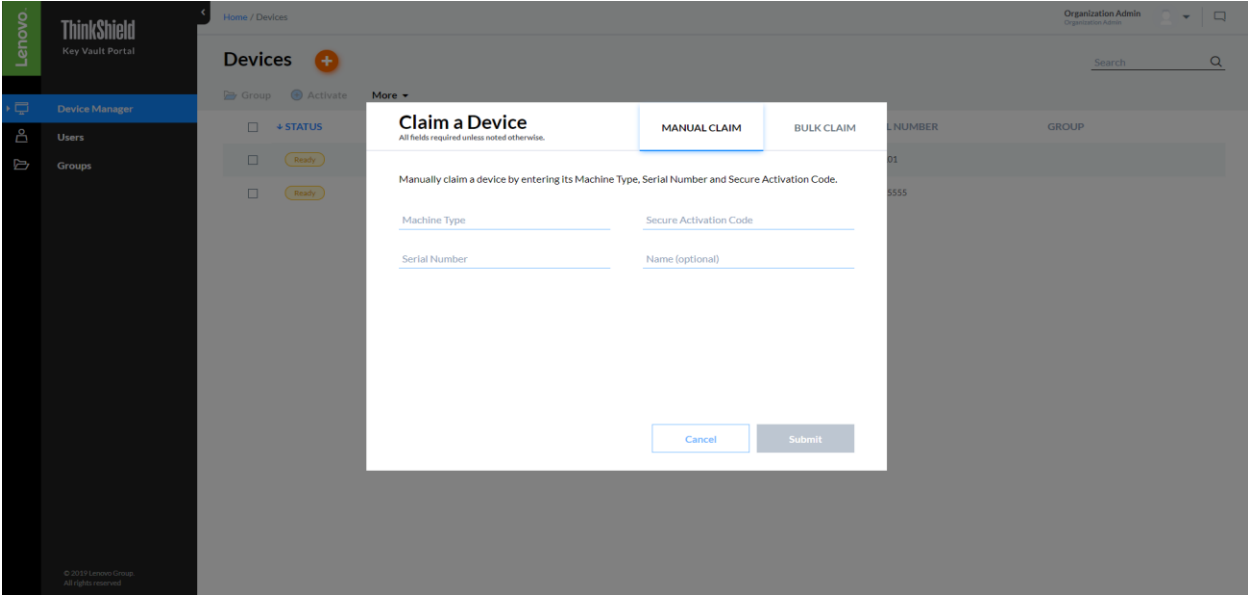


'Manual Claim' allows to claim one Device at a time. To claim a Device provide Machine Type, Serial Number and Activation Code, all these fields are required.

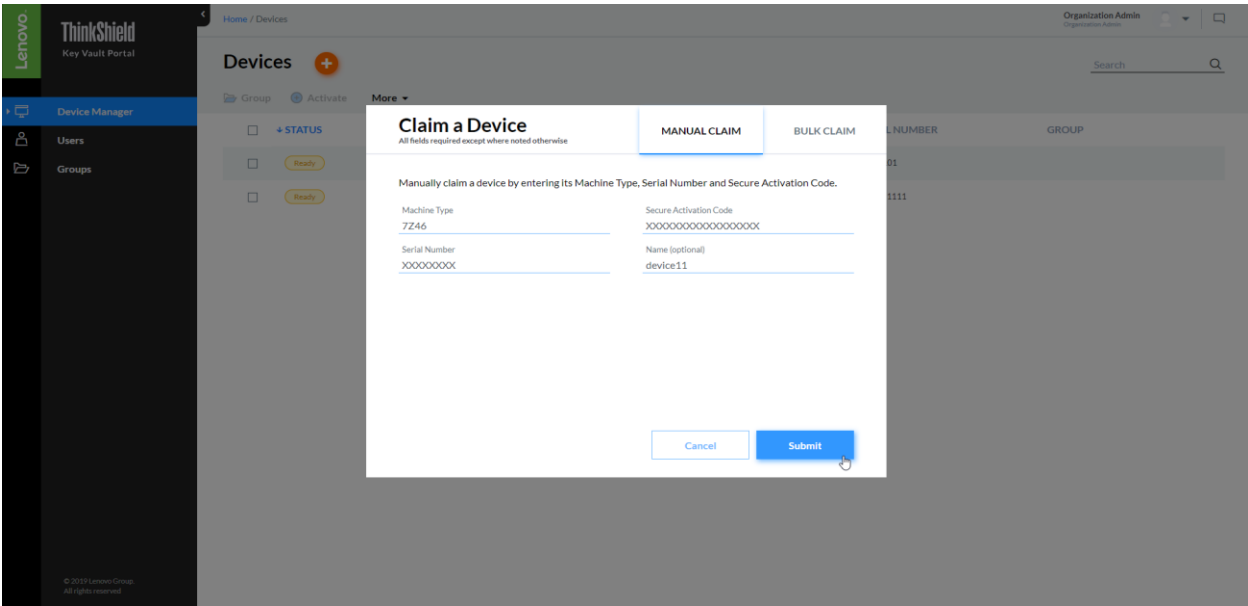
'Name*' field is optional, if you do not provide it, the system will generate a unique Device name.

Note: There are two Activations Codes that can be used to claim a Device. The first Activation Code is provided with the Activation Flyer (Secure Activation Guide). Another Activation Code can be read from a Device (for example, using Mobile App). Both codes are valid and can be used for Device claiming.

**Device Name must be unique within Organization.*

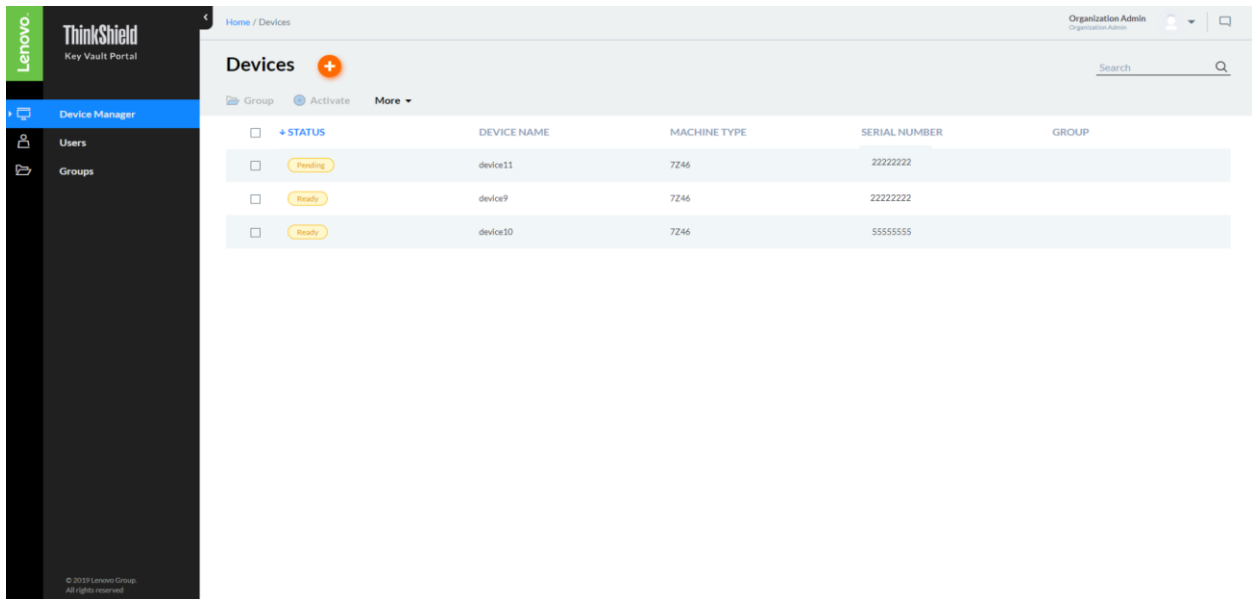


Click 'Claim' when all the data is provided.

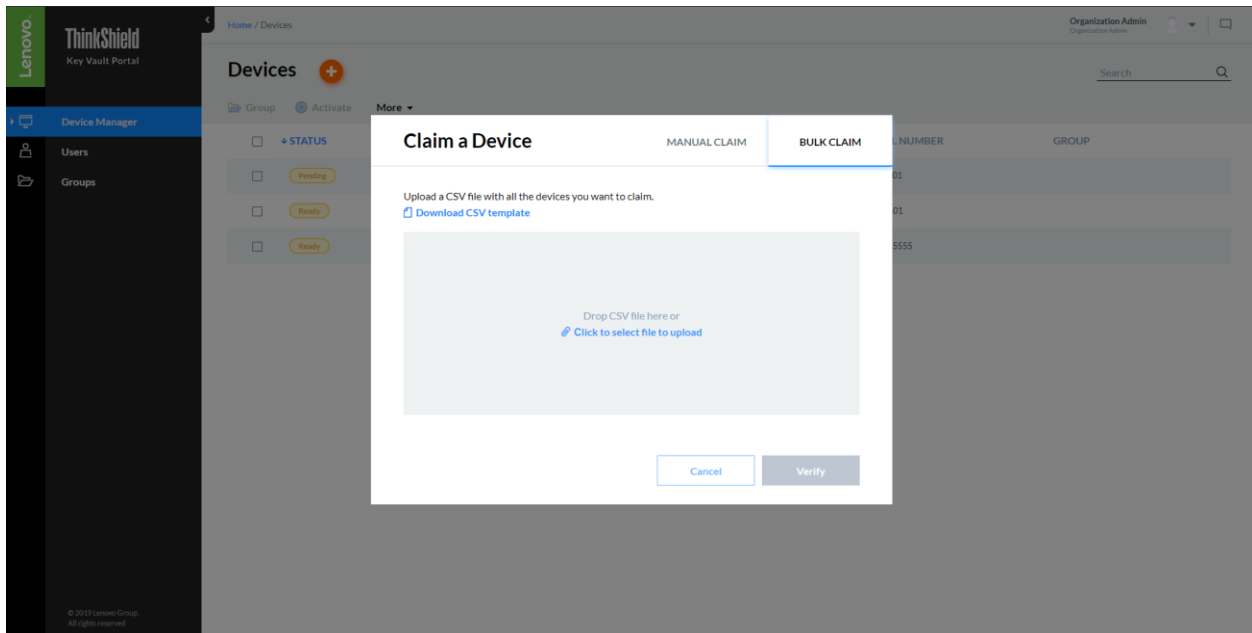




The Device starts displaying in the Devices list. The status of the Device is Pending.



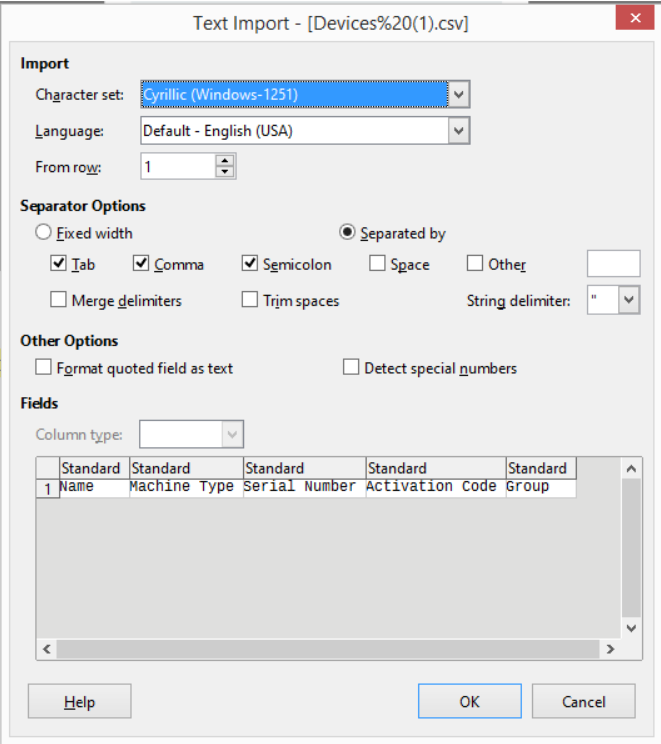
'Bulk Claim' allows to claim up to 1000 Devices at a time.





Download CSV template and fill in all the required data. The required fields are: Machine Type, Serial Number and Activation Code. All other fields are optional.

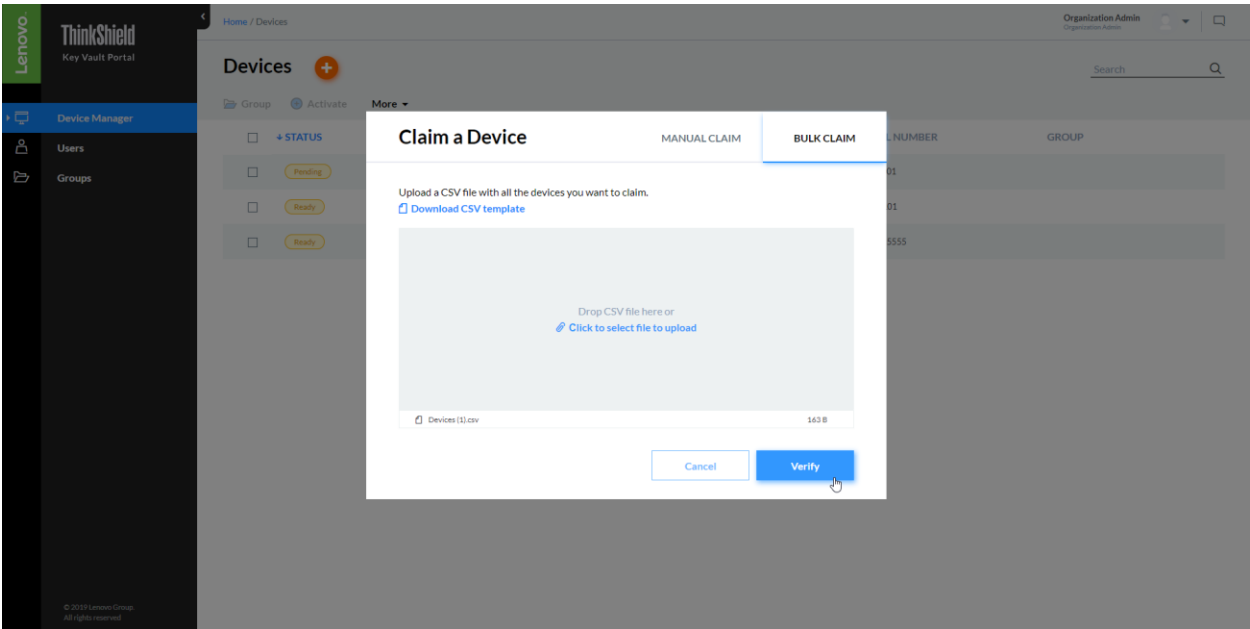
'Name' field will be generated by the system if you do not provide it.



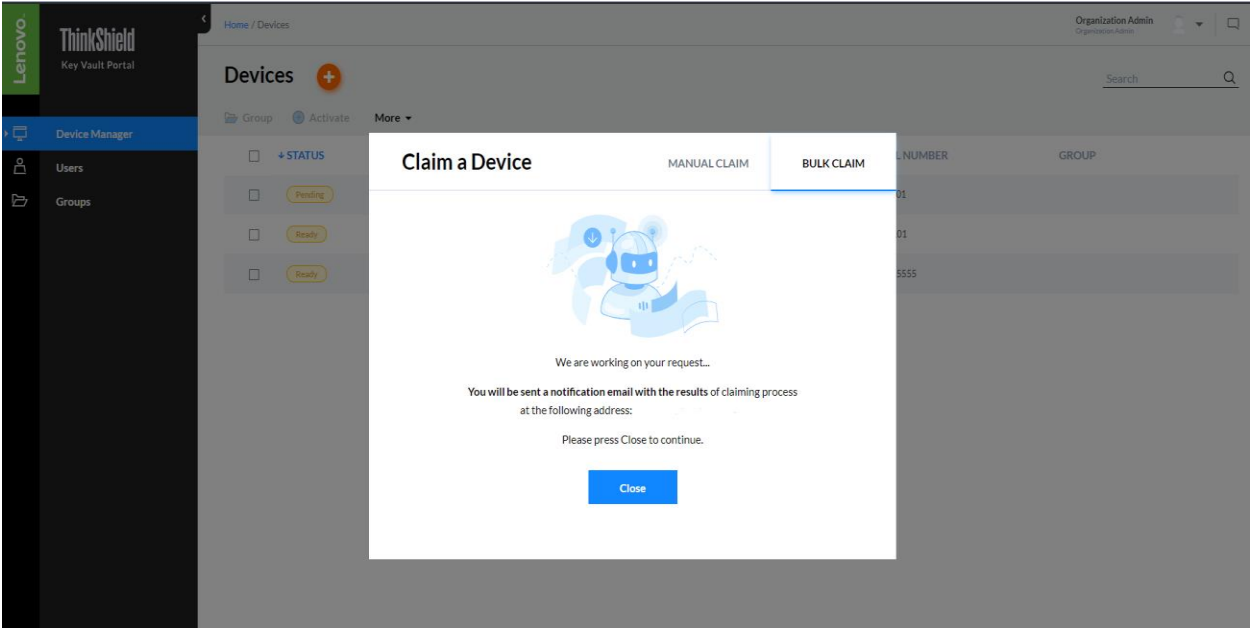
	A	B	C	D	E
1	Name	Machine Type	Serial Number	Activation Code	Group
2		7Z46	11111111	XXXXXXXXXXXXXXXXXXXX	
3		7Z46	22222222	XXXXXXXXXXXXXXXXXXXX	
4		7Z46	33333333	XXXXXXXXXXXXXXXXXXXX	
5					
6					



Upload a CSV file to the Portal. Click 'Verify' after the file has been uploaded.



As soon as the verification process is over you will get a confirmation email to the email address associated with your profile.





In case of successful upload, the Device(s) starts displaying in the Devices list. The status of the Device(s) is Pending.

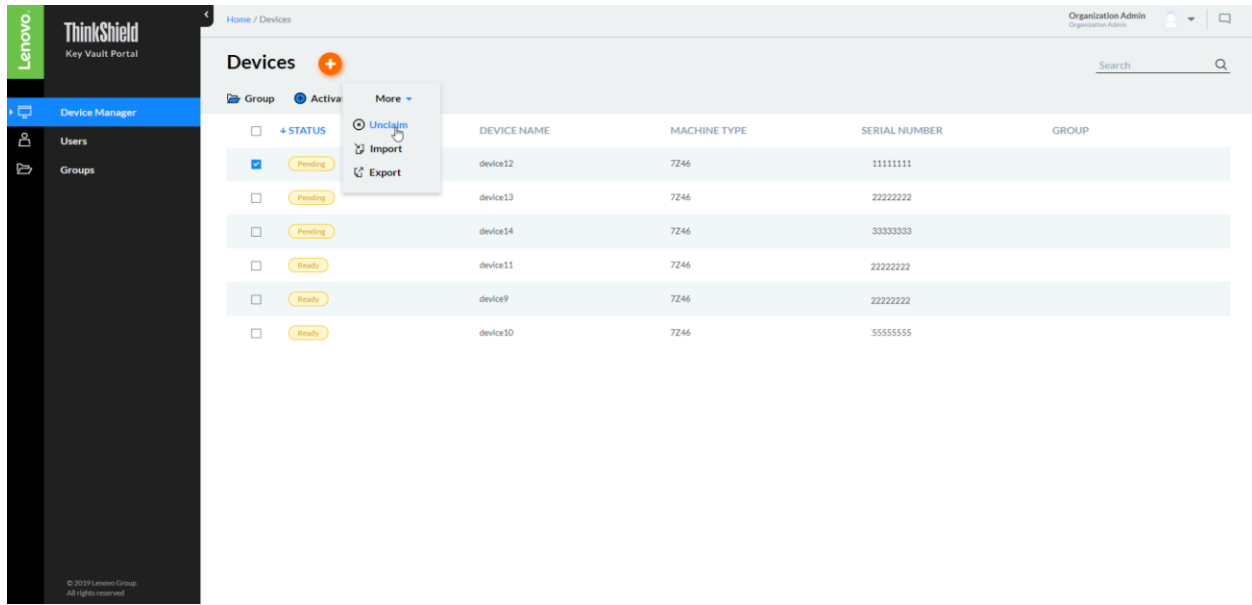
The screenshot shows the ThinkShield Key Vault Portal interface. The left sidebar contains navigation options: Device Manager, Users, and Groups. The main content area is titled 'Devices' and displays a table of device information. The table has columns for Status, Device Name, Machine Type, Serial Number, and Group. The status of each device is indicated by a yellow button labeled 'Pending' or 'Ready'.

STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
Pending	device11	7246	22222222	
Pending	device12	7246	11111111	
Pending	device13	7246	22222222	
Pending	device14	7246	33333333	
Ready	device9	7246	22222222	
Ready	device10	7246	55555555	

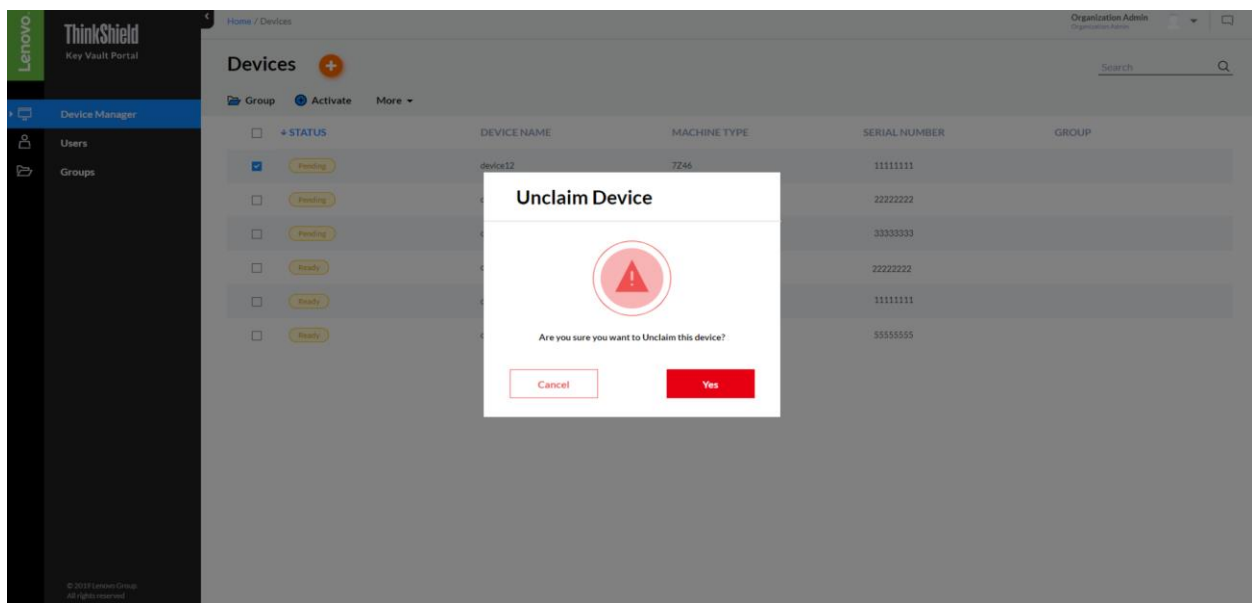


Unclaiming a Device

Check the Device(s) you want to unassign from the Organization and click 'Unclaim' in 'More' drop-down at the top of the page in order to unclaim a Device.



Confirm the action by clicking 'Yes' on 'Are you sure...?' pop-up.





The selected Device(s) are removed from the Organization list.

The screenshot shows the 'Devices' management interface in the ThinkShield Key Vault Portal. A green notification bar at the top states 'The device has been unclaimed successfully'. The interface includes a sidebar with 'Device Manager', 'Users', and 'Groups'. The main content area displays a table of devices with the following data:

<input type="checkbox"/>	+ STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input type="checkbox"/>	Pending	device13	7246	22222222	
<input type="checkbox"/>	Pending	device14	7246	33333333	
<input type="checkbox"/>	Ready	device11	7246	22222222	
<input type="checkbox"/>	Ready	device9	7246	22222222	
<input type="checkbox"/>	Ready	device10	7246	55555555	

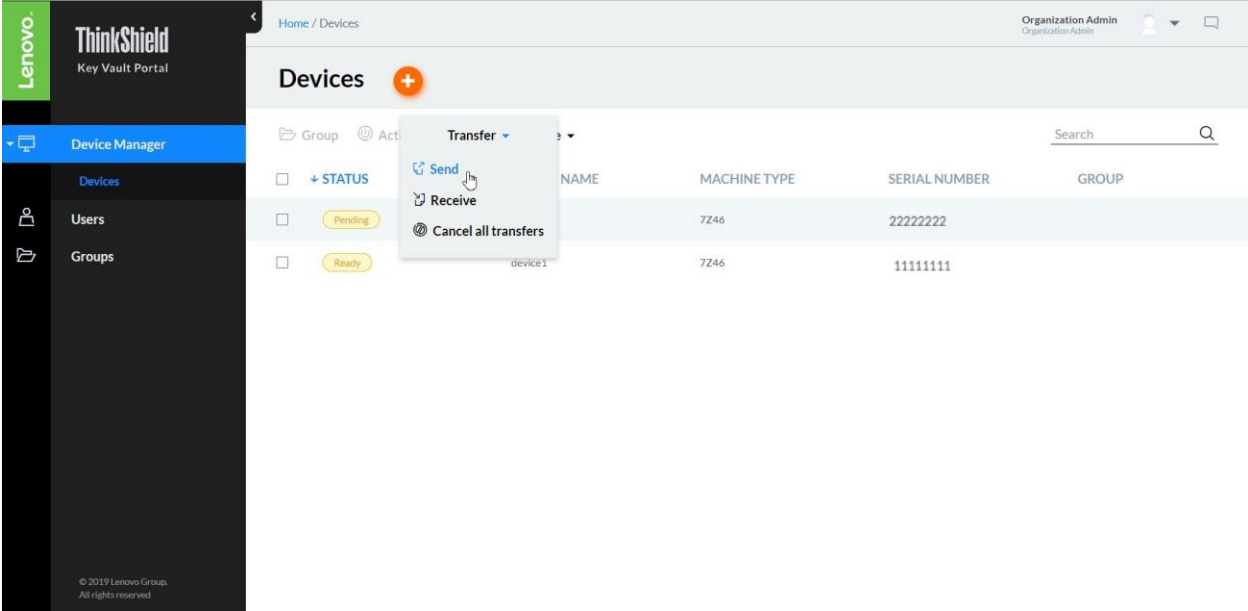


Transfer

'Transfer' option allows to send one Device or several Devices to other organization.

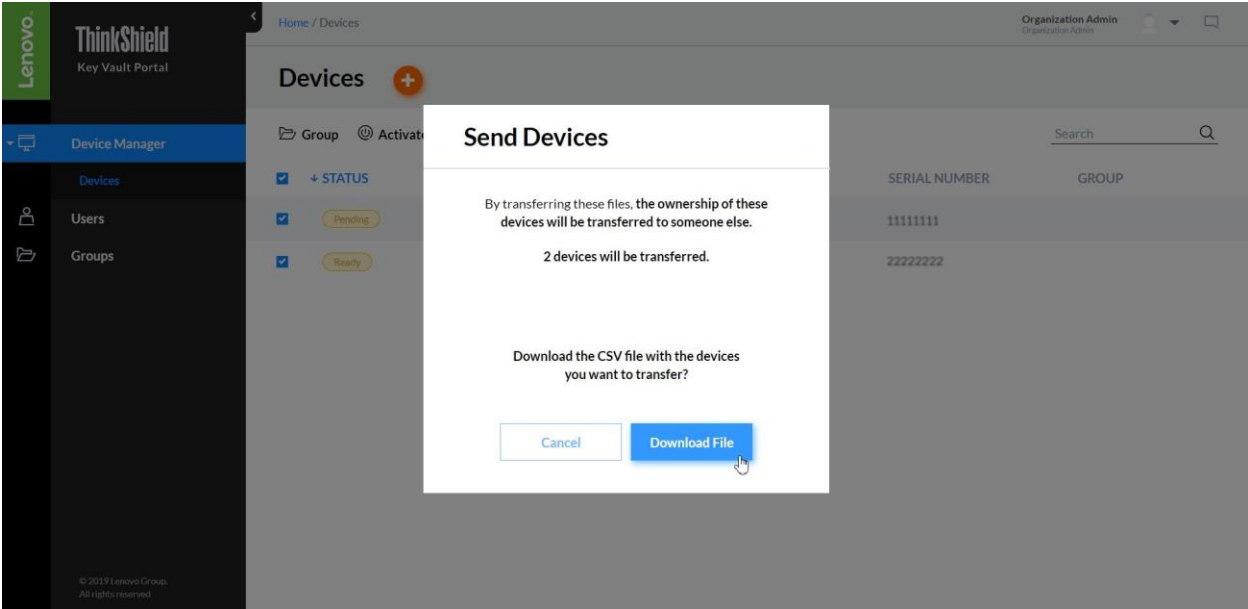
Send

To send the Devices to other organization check the Device(s) you want to transfer and click 'Send' in 'Transfer' drop-down at the top of the page.



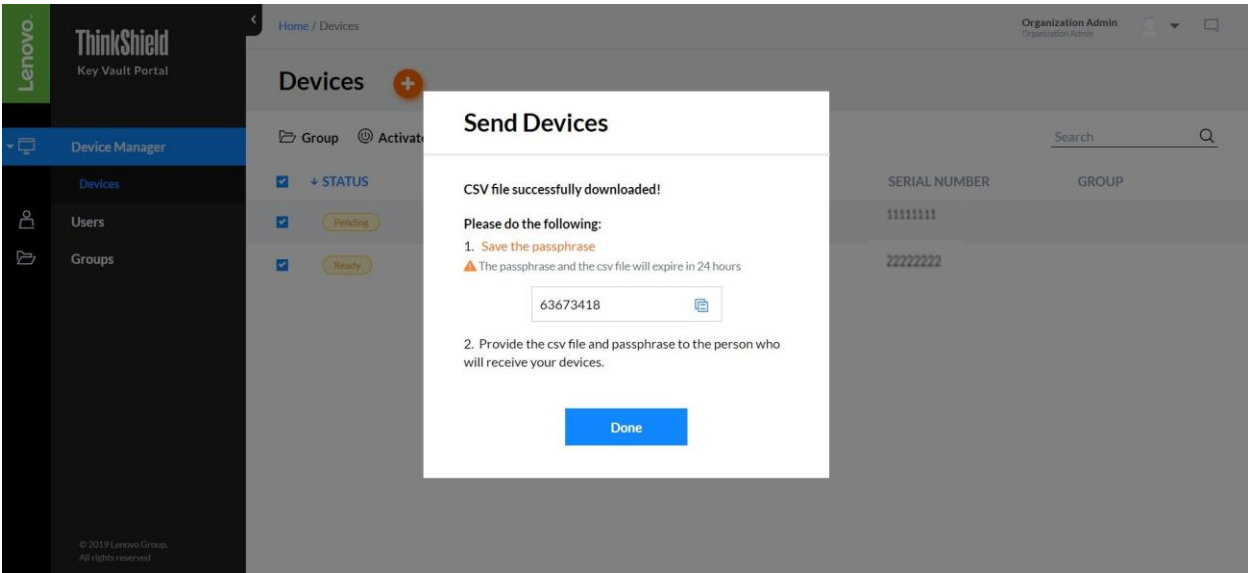


Click 'Download file' on the pop-up window 'Send Devices'. A .CSV file with the Device(s) you want to transfer will be downloaded to your computer.



After a .CSV file has been downloaded, the passphrase will be shown on 'Send Devices' pop-window. Copy and save the passphrase and click 'Done'. Provide the downloaded .CSV file and the passphrase to a person who will receive your Devices.

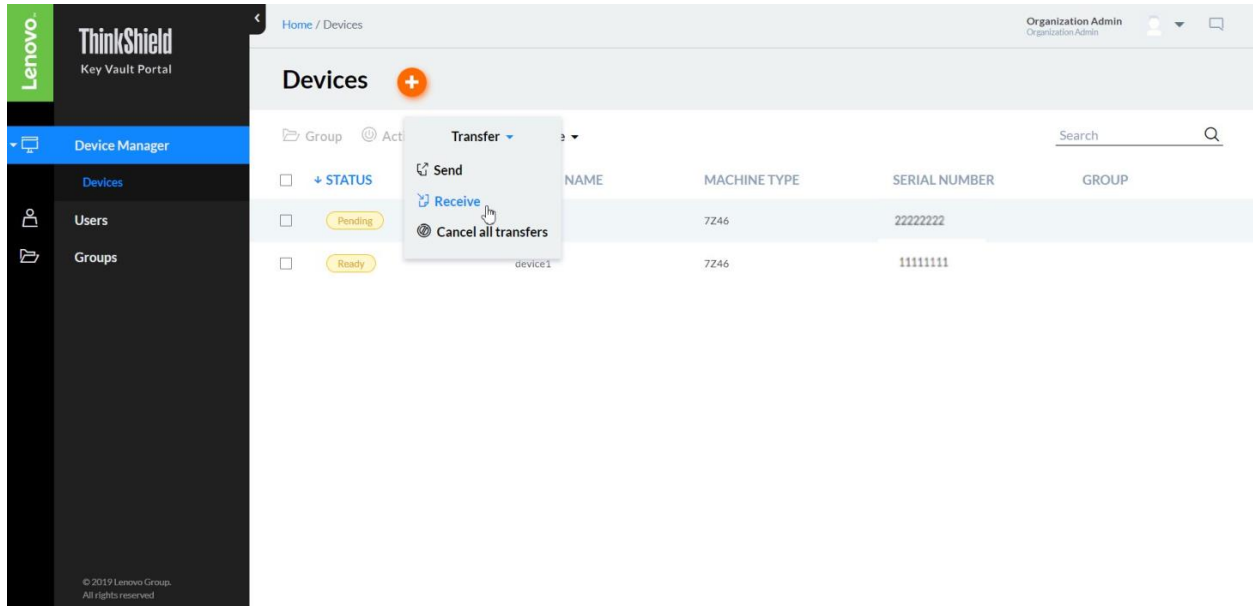
Note: The passphrase and a .CSV file expire after 24 hours. Please make sure you have sent them to a receiver within 24 hours after they were generated.



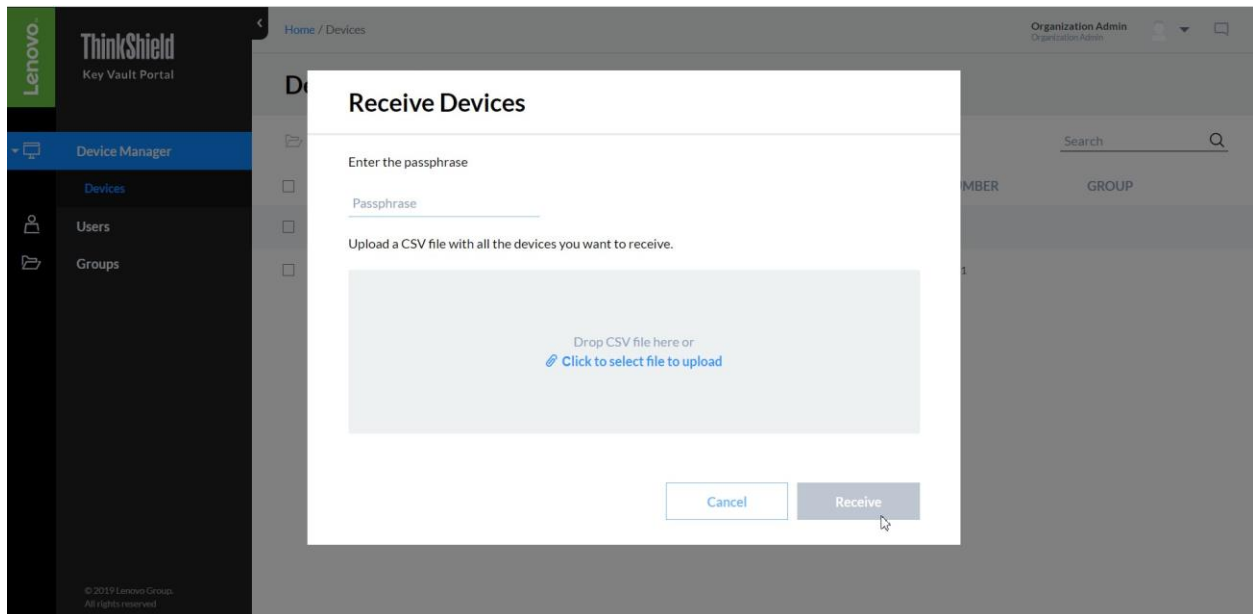


Receive

To receive the Device(s) from other organization click 'Receive' in 'Transfer' drop-down.



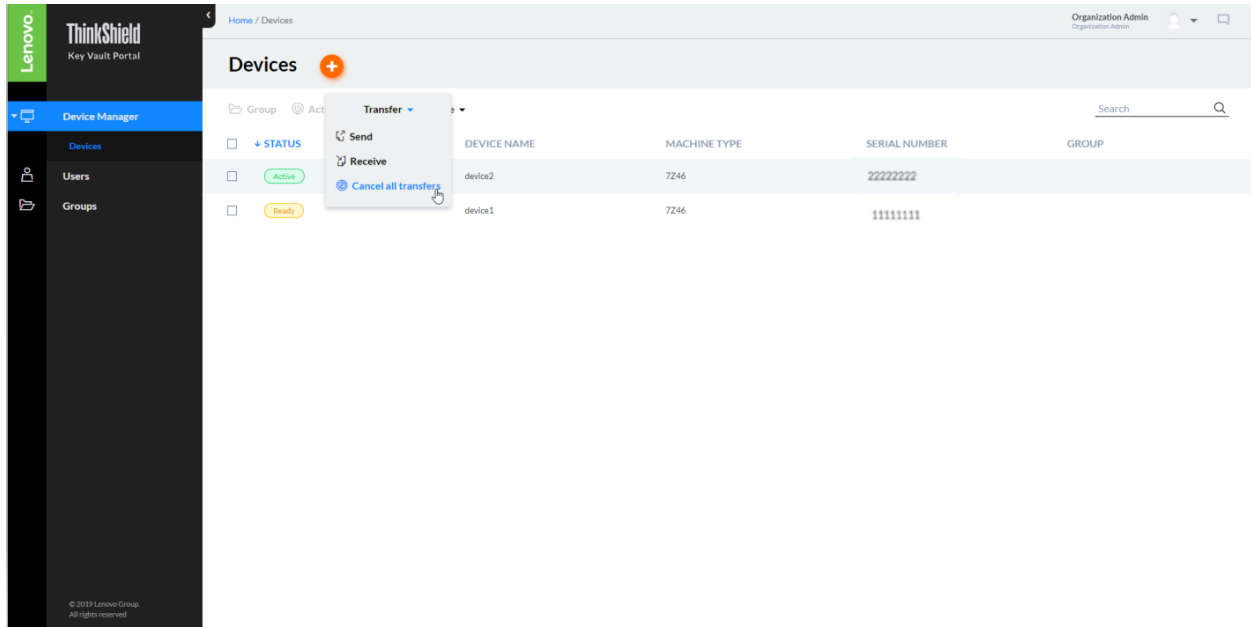
Provide a passphrase and upload a .CSV file with a list of Devices you received from other organization. Click 'Receive' after all the information has been provided. The Devices will be transferred to your organization.



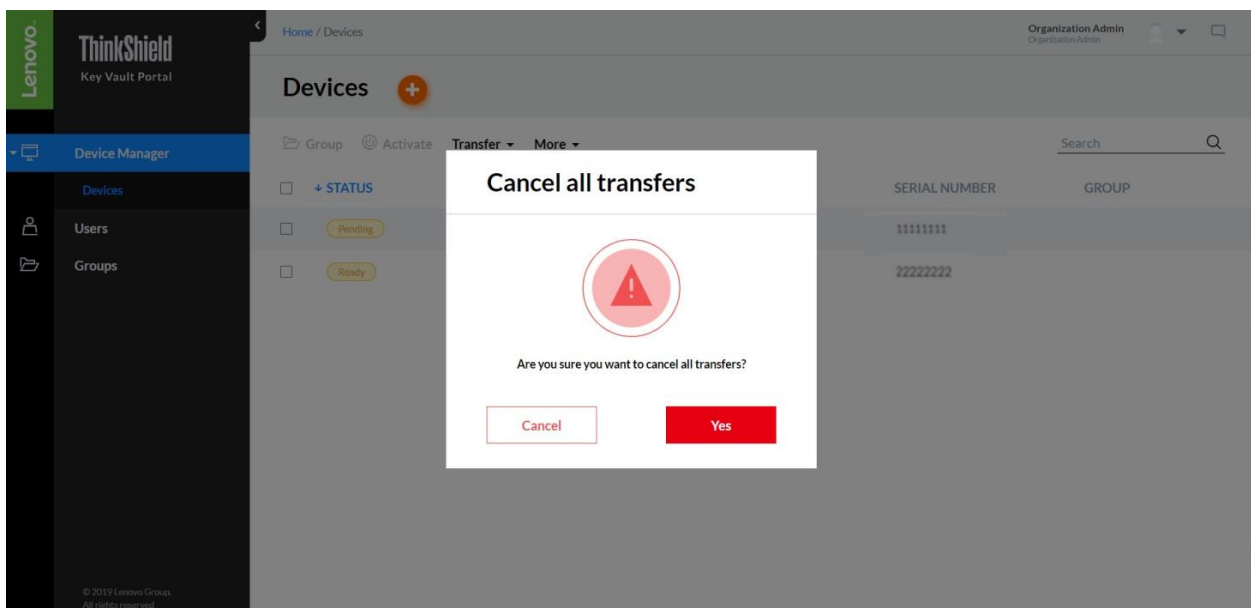


Cancel all Transfers

To cancel the transfer(s) click 'Cancel all transfers' in 'Transfer' drop-down at the top of the page. This will stop all your current transfers and a receiver will be unable to transfer the Device(s) to their organization.



Confirm the action by clicking 'Yes' on 'Cancel all transfers' pop-up.





All current transfers are canceled.

Lenovo ThinkShield Key Vault Portal

Device Manager

Users

Groups

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✓ All active transfer requests were cancelled

Devices +

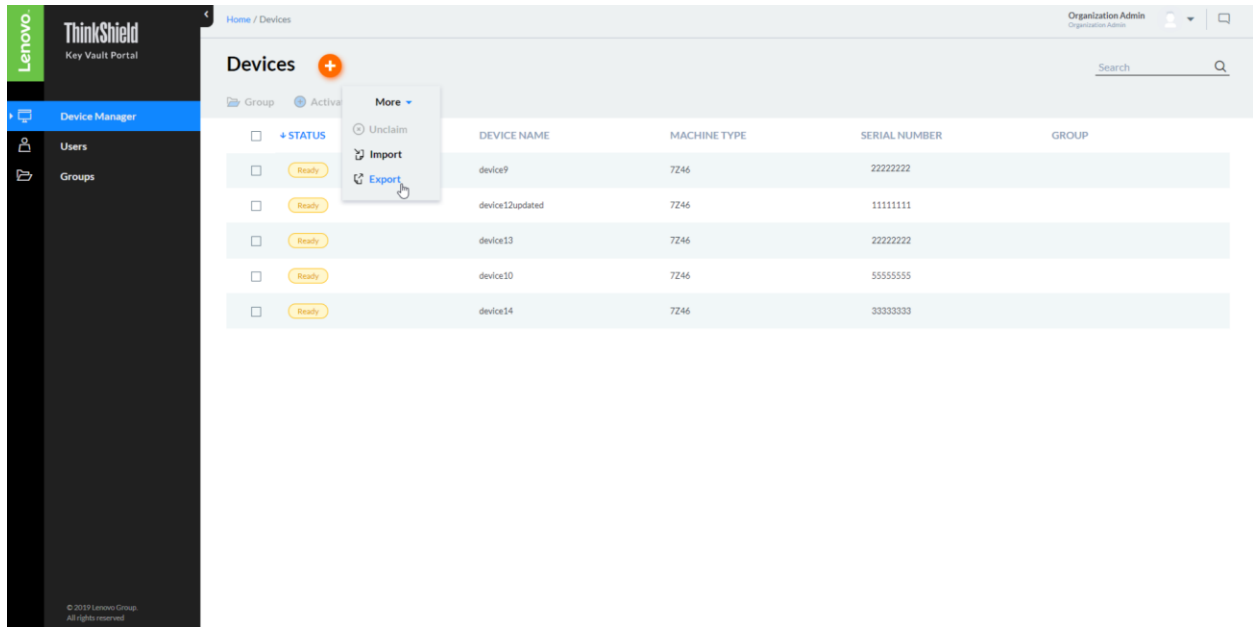
Group ⊞ Activate ⊞ Transfer ▾ More ▾ Search 🔍

<input type="checkbox"/>	↓ STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input type="checkbox"/>	Pending	device2	7Z46	22222222	
<input type="checkbox"/>	Ready	device1	7Z46	22222222	

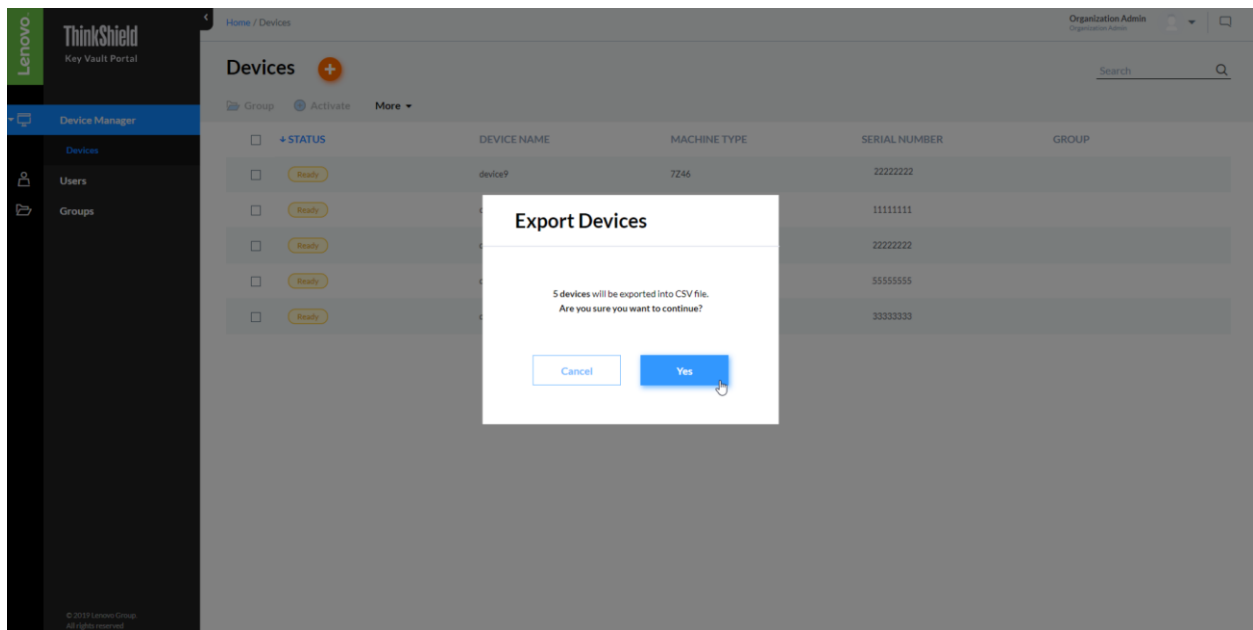


Export Devices

'Export' option allows to download a file with the list of all the Devices and their associated attributes. To export a list of Devices, click 'Export' in 'More' drop-down at the top of the page.



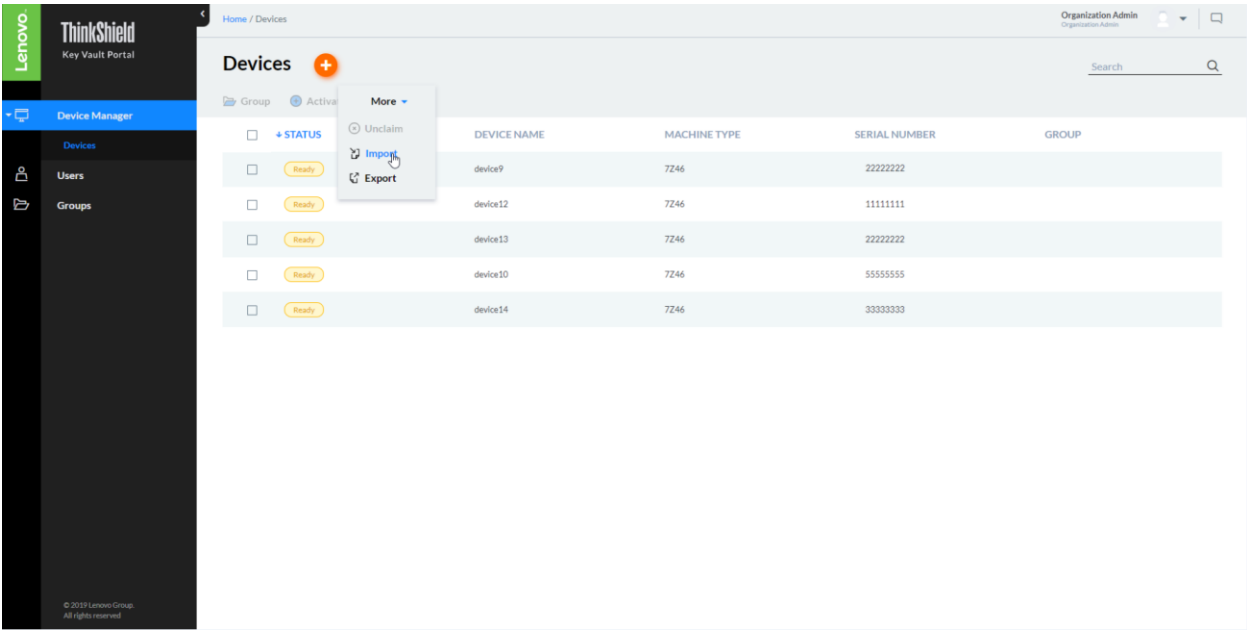
Click 'Yes' on 'Export Devices' pop-up to initiate downloading process.



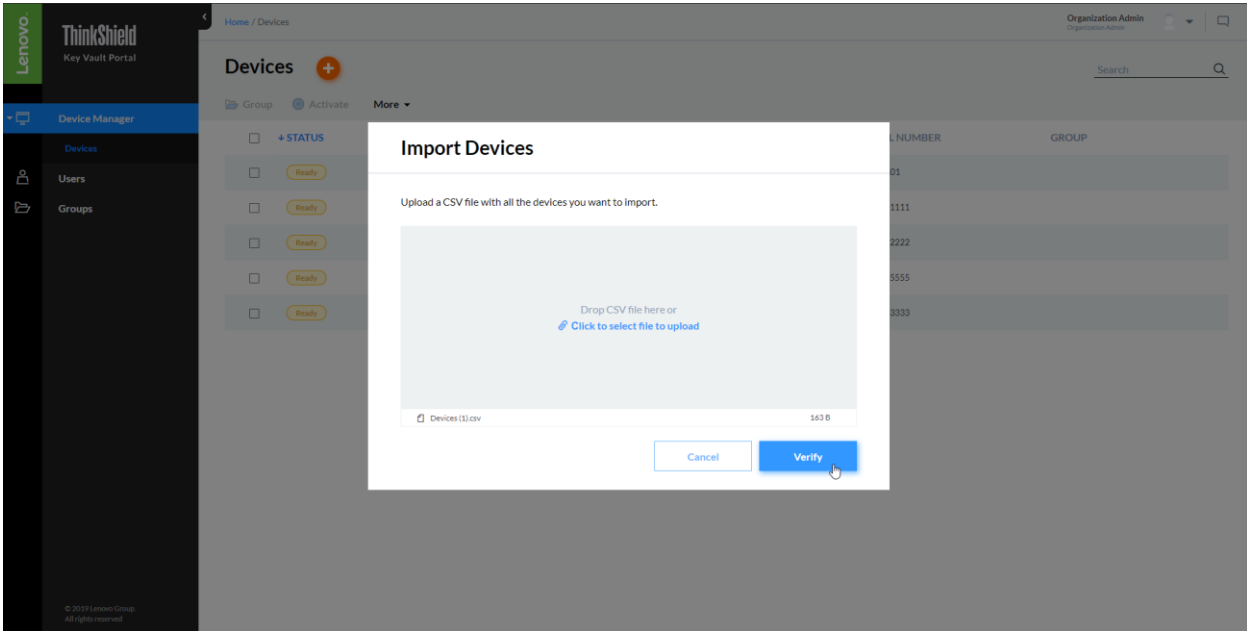


Import Devices

'Import' option allows to upload updated Devices information. To start importing process click 'Import' in 'More' drop-down at the top of the page.

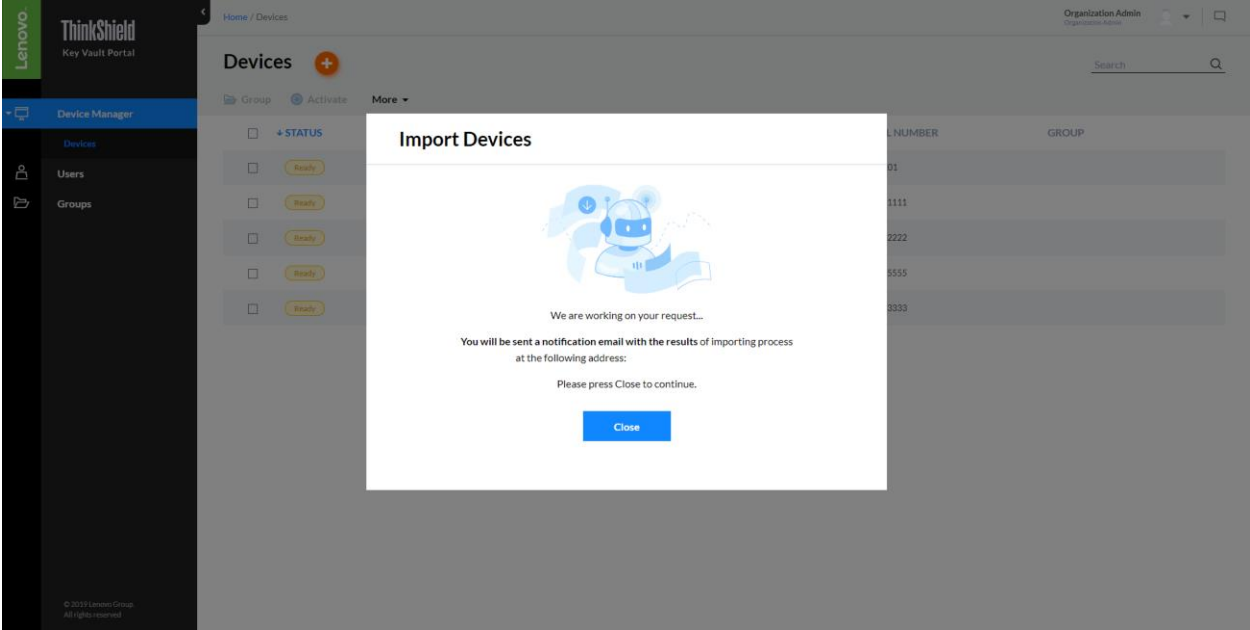


Upload a CSV file with all the devices you want to update and click 'Verify'.

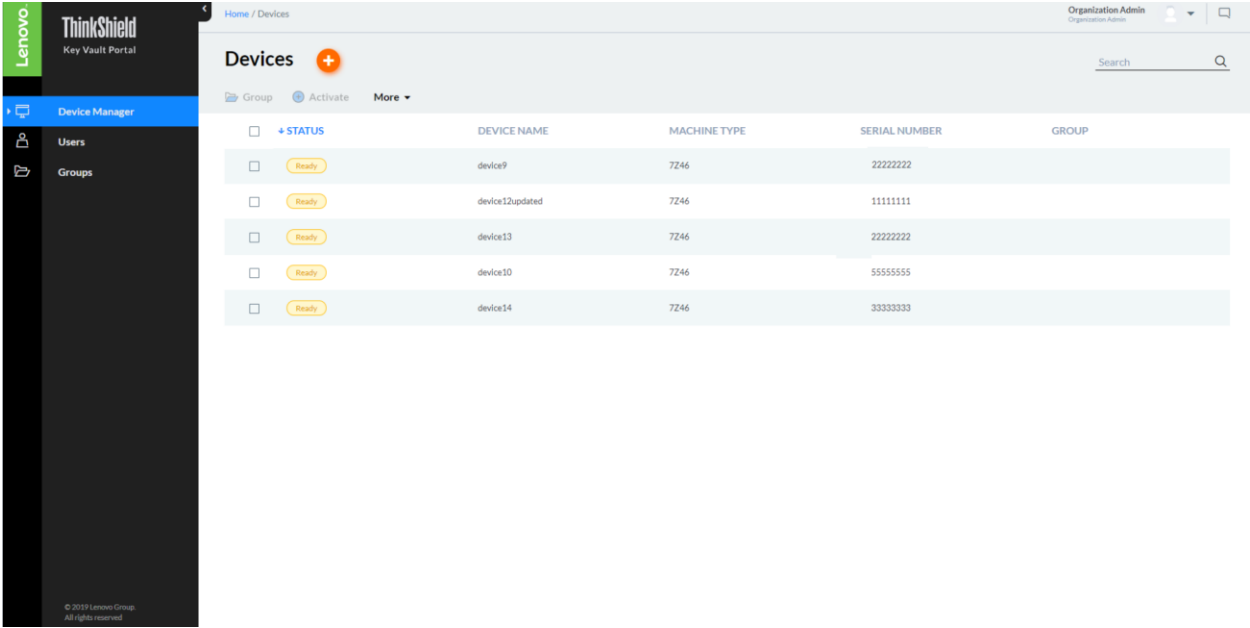




As soon as the updating process is over you will get a confirmation email to the email address associated with your profile.



In case of successful import, the updates will be reflected in the Devices list.





Automatic Activation

Check the Device(s) that need to be activated automatically and click 'Activate'.

The screenshot shows the 'Devices' page in the Lenovo ThinkShield Key Vault Portal. The left sidebar contains 'Device Manager', 'Users', and 'Groups'. The main content area has a 'Devices' header with a '+ STATUS' button and an 'Activate' button. Below the header is a table with columns: '+ STATUS', 'DEVICE NAME', 'MACHINE TYPE', 'SERIAL NUMBER', and 'GROUP'. The table contains five rows of device information.

+ STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input checked="" type="checkbox"/> Pending	device13	7Z46	22222222	
<input type="checkbox"/> Pending	device14	7Z46	33333333	
<input type="checkbox"/> Ready	device11	7Z46	22222222	
<input type="checkbox"/> Ready	device9	7Z46	22222222	
<input type="checkbox"/> Ready	device10	7Z46	55555555	

The status of such Devices will change to 'Ready'.

The screenshot shows the 'Devices' page after a successful activation. A green banner at the top reads 'The device has been activated successfully'. The table now shows that device13 has changed from 'Pending' to 'Ready'. The other devices remain in their previous states.

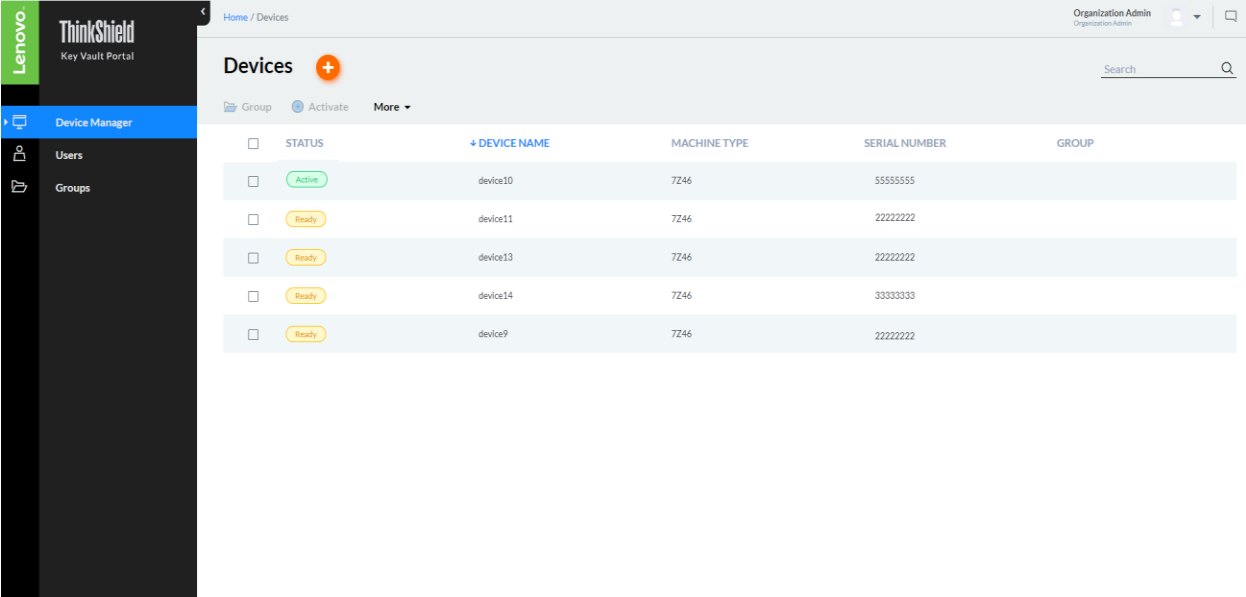
+ STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input type="checkbox"/> Pending	device14	7Z46	33333333	
<input type="checkbox"/> Ready	device11	7Z46	22222222	
<input type="checkbox"/> Ready	device9	7Z46	22222222	
<input type="checkbox"/> Ready	device13	7Z46	22222222	
<input type="checkbox"/> Ready	device10	7Z46	55555555	



Connect XClarity Controller management port to Internet. The Device will connect with the Portal and finish activation process automatically*. After successful activation, the Device will become unlocked. – Action is done NOT on Portal side.

* From device plug in the first call to the Portal happens after 10 minutes, thereafter the call happens every 5 minutes for 2 hours and 20 minutes. After that time the device requires a Device restart (or power cycle) to reinitialize this process.

Device status changes to Active on the Portal.



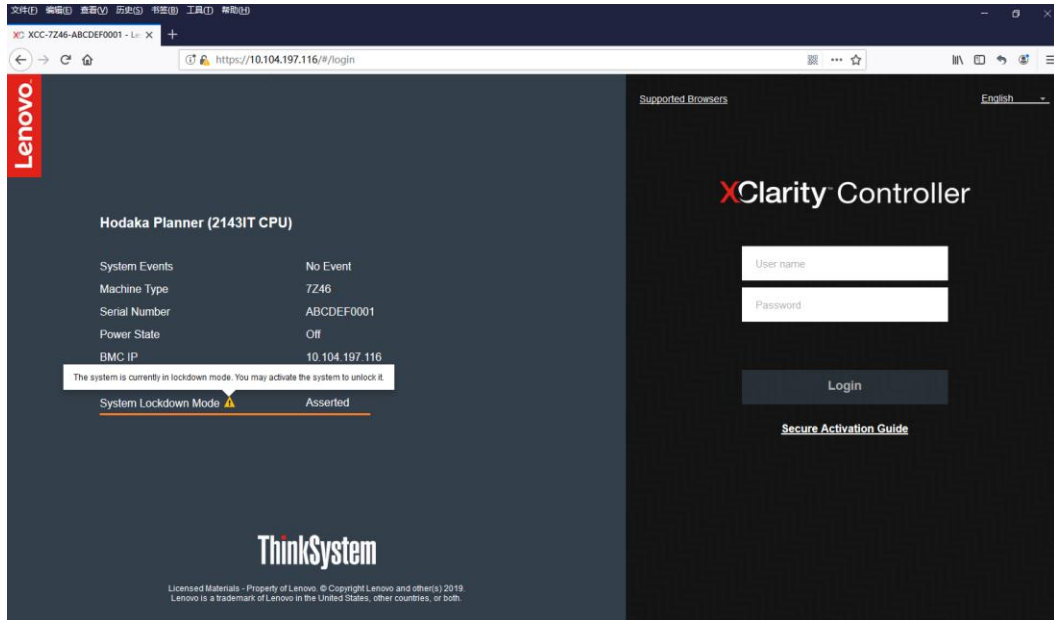


Manual Activation

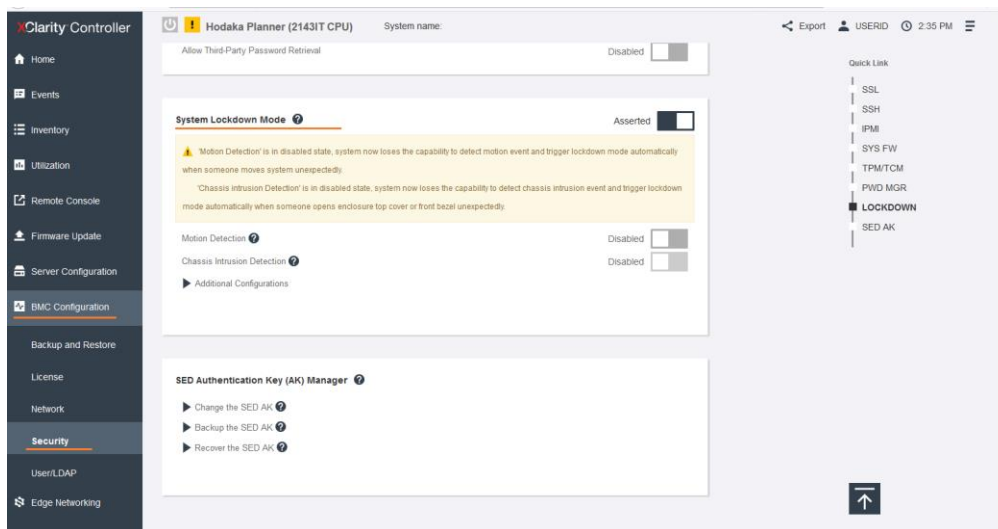
NOTE: to activate device manually actions should be performed on Portal (highlighted in green) and BMC web console (highlighted in blue).

Open BMC web console and check if system is in lockdown mode. Login with BMC credentials.

Note: If “System Lockdown Mode” is asserted state, system is currently in lockdown mode and needs to be activated. If “System Lockdown Mode” is de-asserted state, it means that system has been activated.

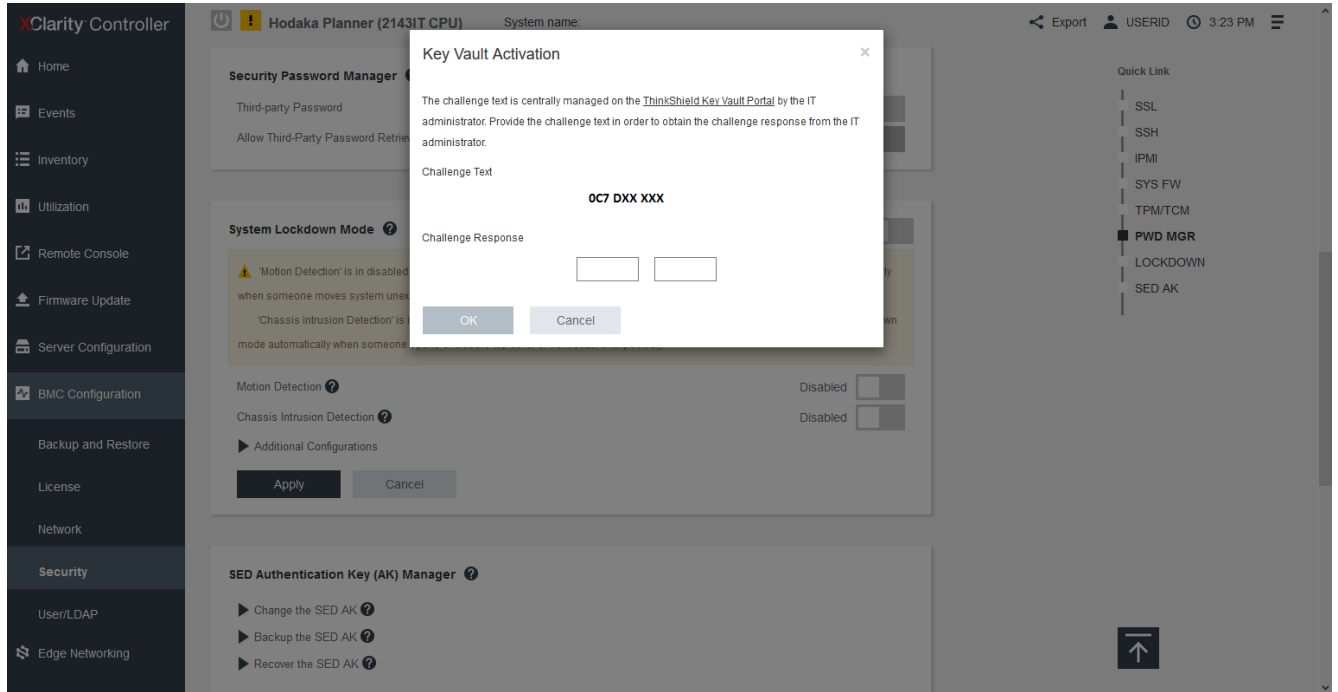


Go to “System Lockdown Mode” page.

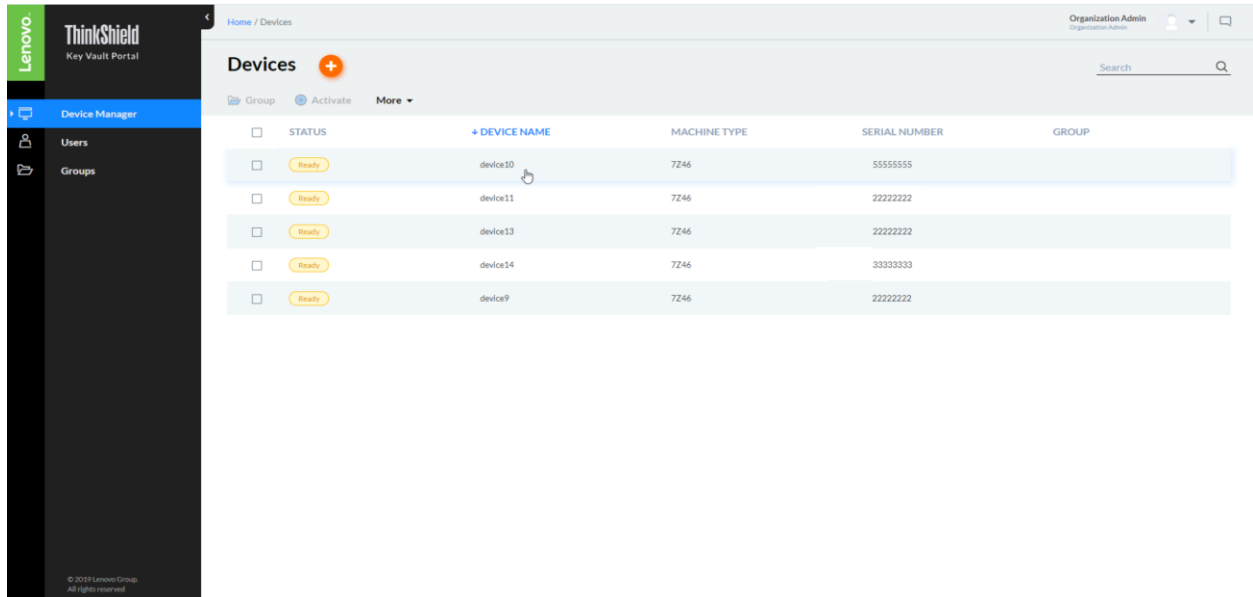




Scroll “System Lockdown Mode” toggle button to De-asserted state. Write down the **Challenge Text** from ‘Key Vault Activation’ pop-up.

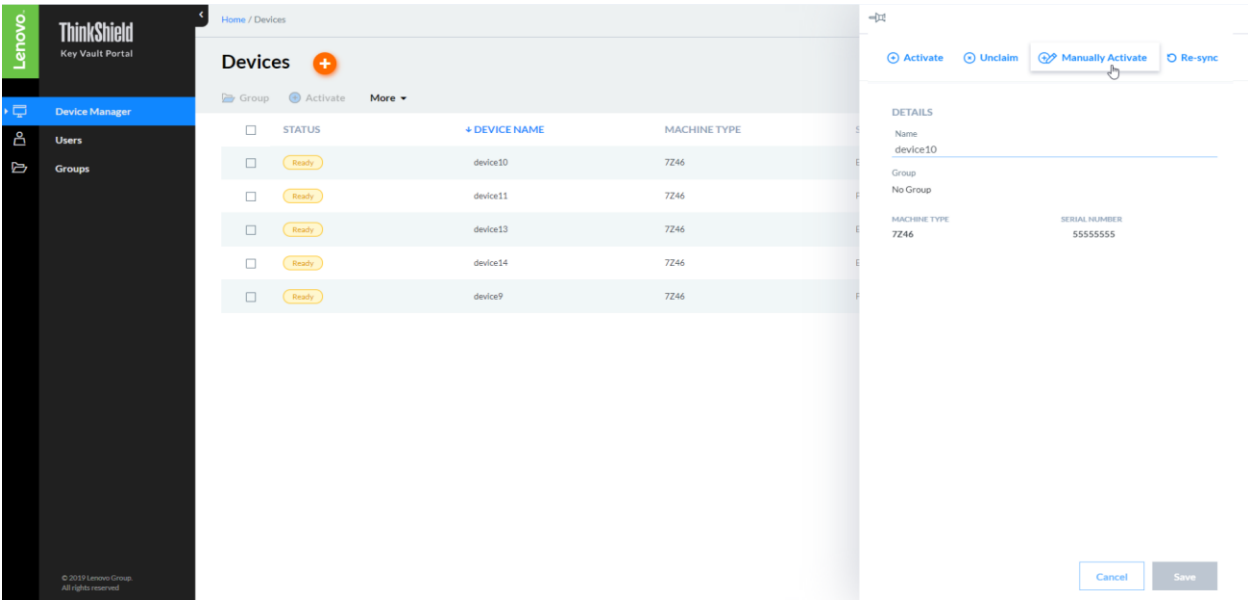


Log into Portal as Organization Admin and click on the Device that needs to be activated manually.

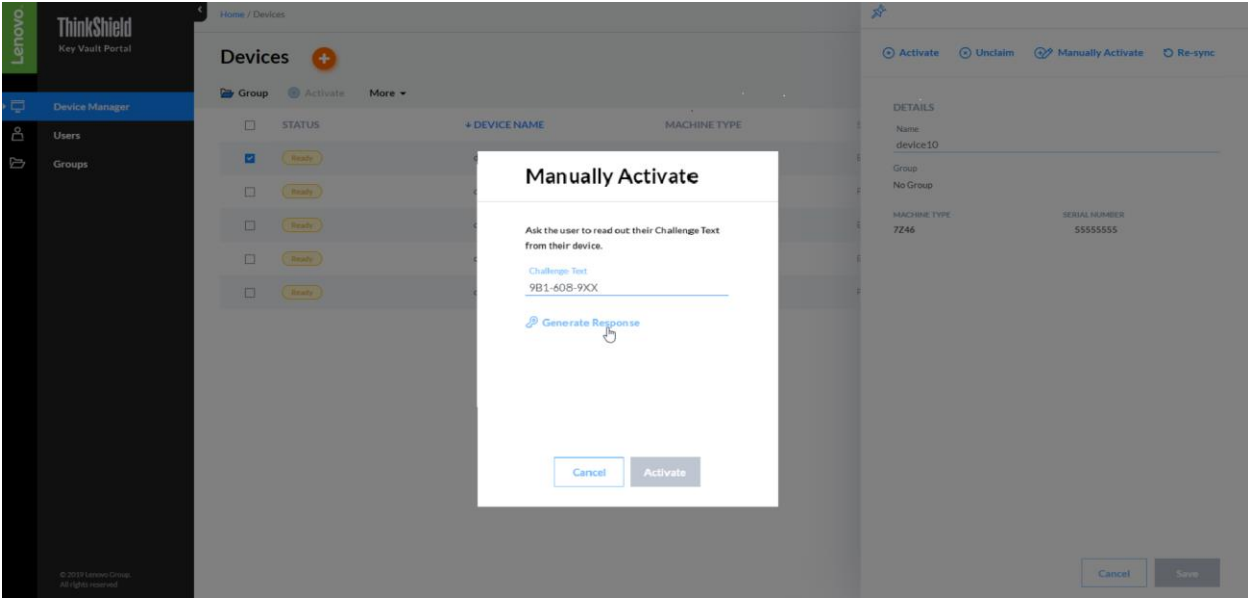




Click 'Manually Activate' button on the Device tray (Device top navigation panel).

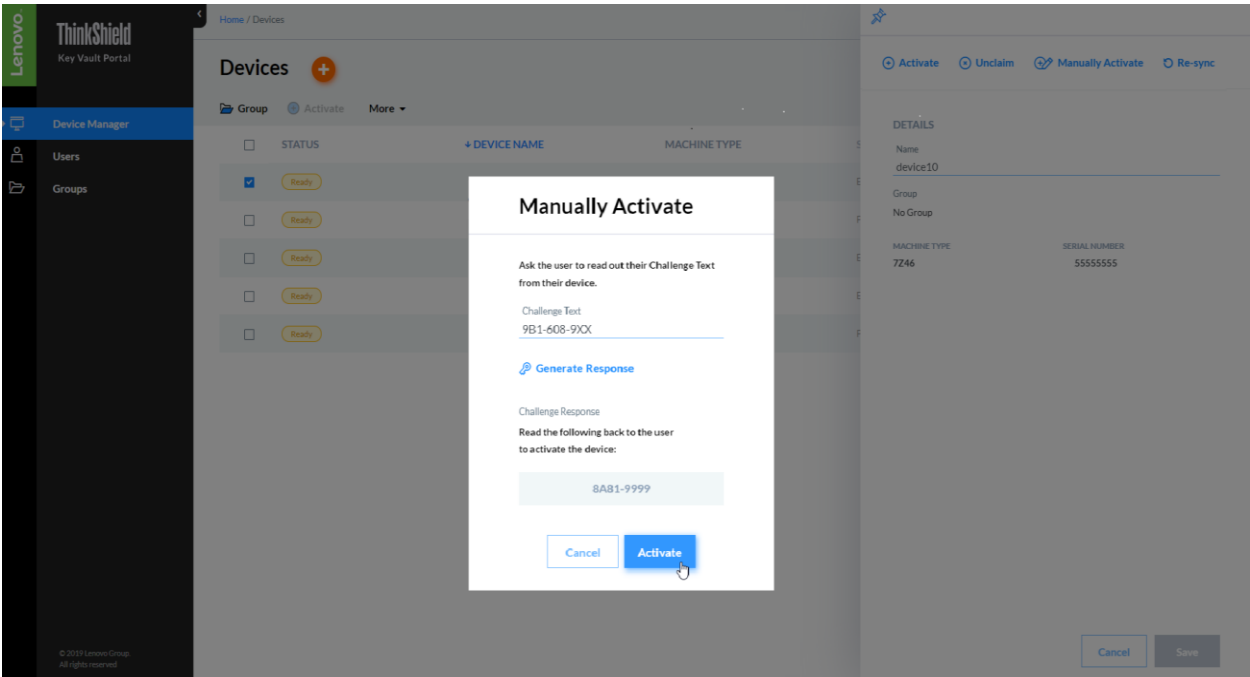


Provide Challenge Text from 'Key Vault Activation' pop-up into 'Manually Activate' pop-up and click 'Generate Response'. If Challenge Text is valid, the Challenge Response will be displayed on the screen.

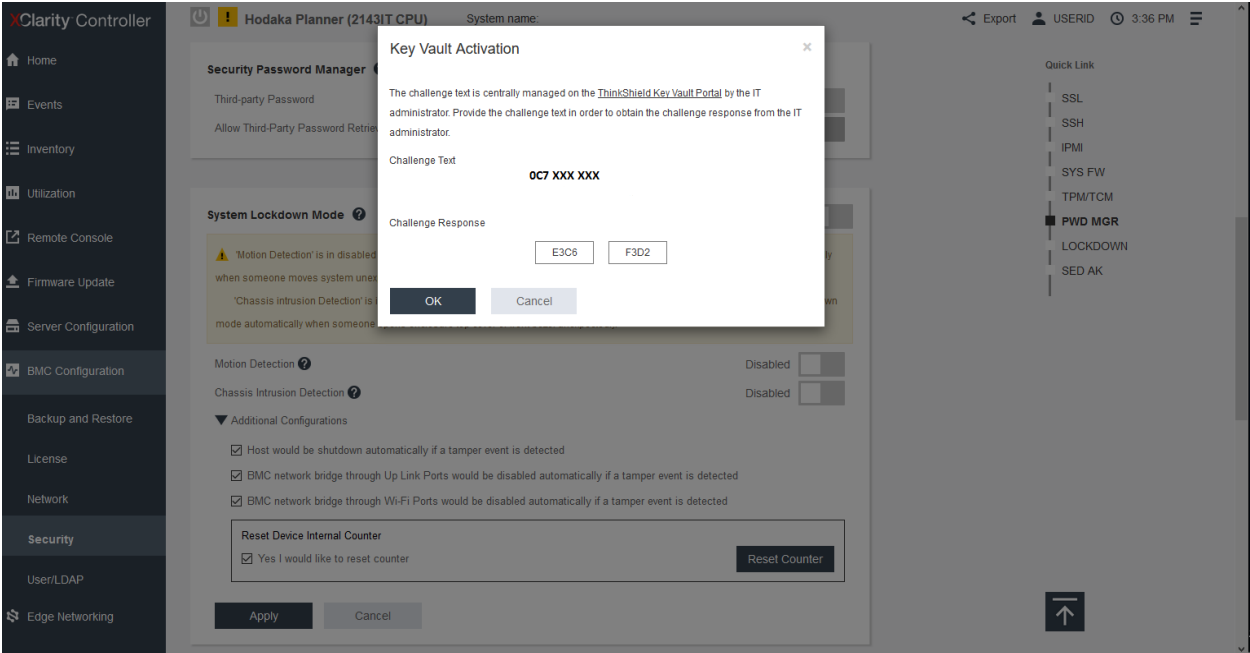




Write down 'Challenge Response'.

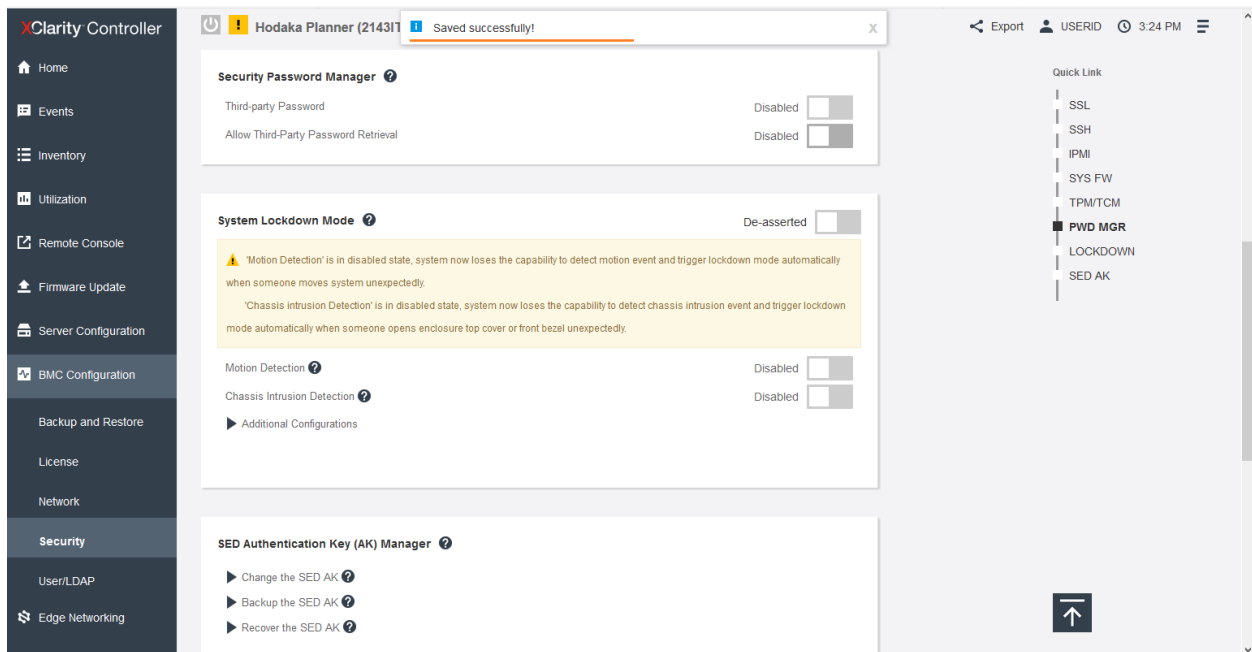


Provide 'Challenge Response' into 'Key Vault Activation' pop-up (BMC web console) and click 'OK'.

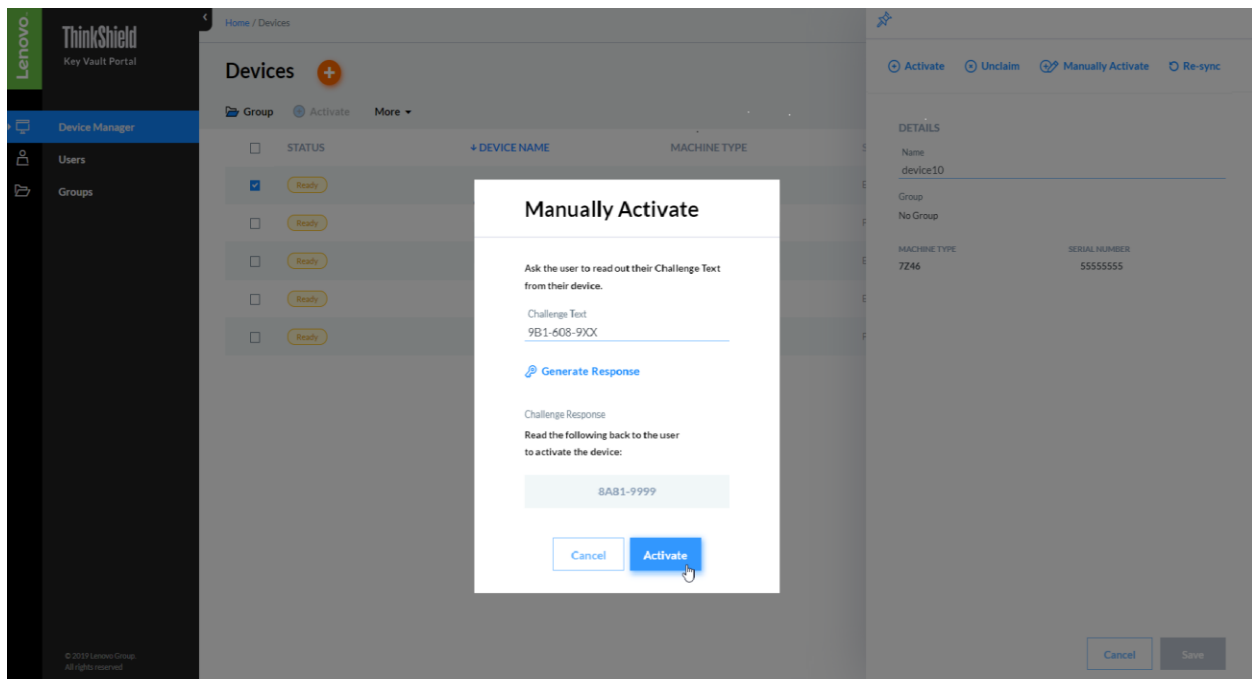




Click 'Apply'. System Lockdown Mode changes to De-asserted state. The Device gets activated.



Click 'Activate' button on 'Manually Activate' pop-up (Portal).





The Device changes its status to 'Manually Activated'.

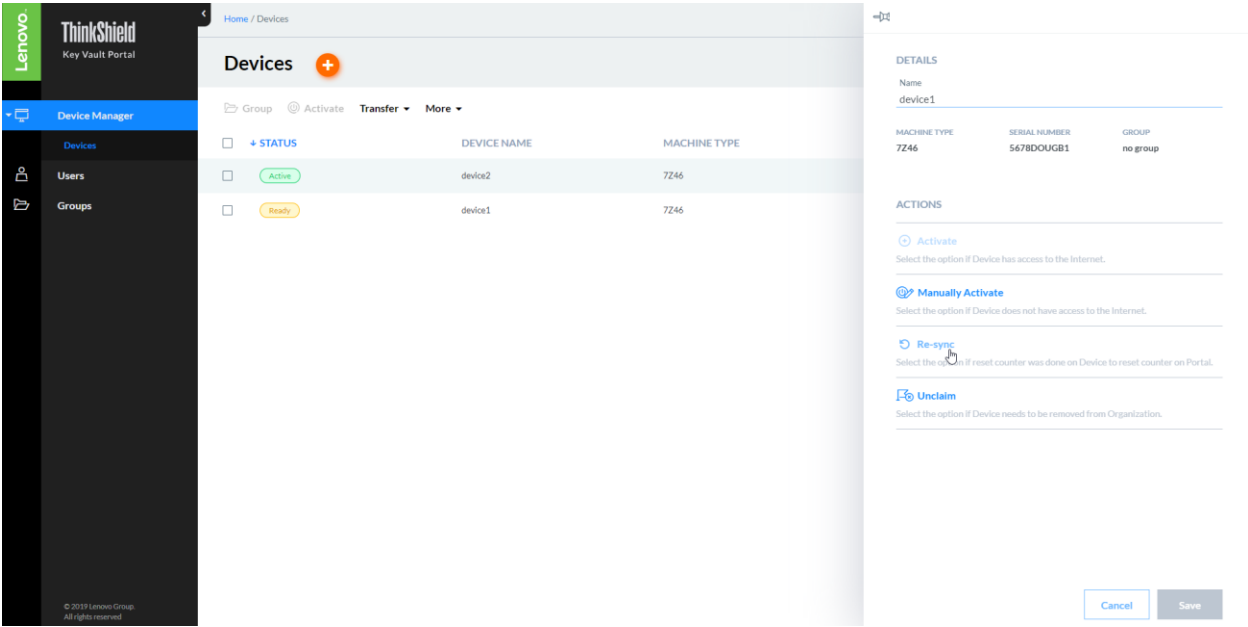
The screenshot shows the 'Devices' page in the ThinkShield Key Vault Portal. The left sidebar contains navigation options: 'Device Manager' (highlighted), 'Users', and 'Groups'. The main content area displays a table of devices with columns for STATUS, DEVICE NAME, MACHINE TYPE, SERIAL NUMBER, and GROUP. The first device, 'device10', has a status of 'Manually Activated', while the others are 'Ready'. The table also includes checkboxes for each row and an 'Activate' button in the top left of the table area.

STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
Manually Activated	device10	7Z46	55555555	
Ready	device11	7Z46	22222222	
Ready	device13	7Z46	22222222	
Ready	device14	7Z46	33333333	
Ready	device9	7Z46	22222222	

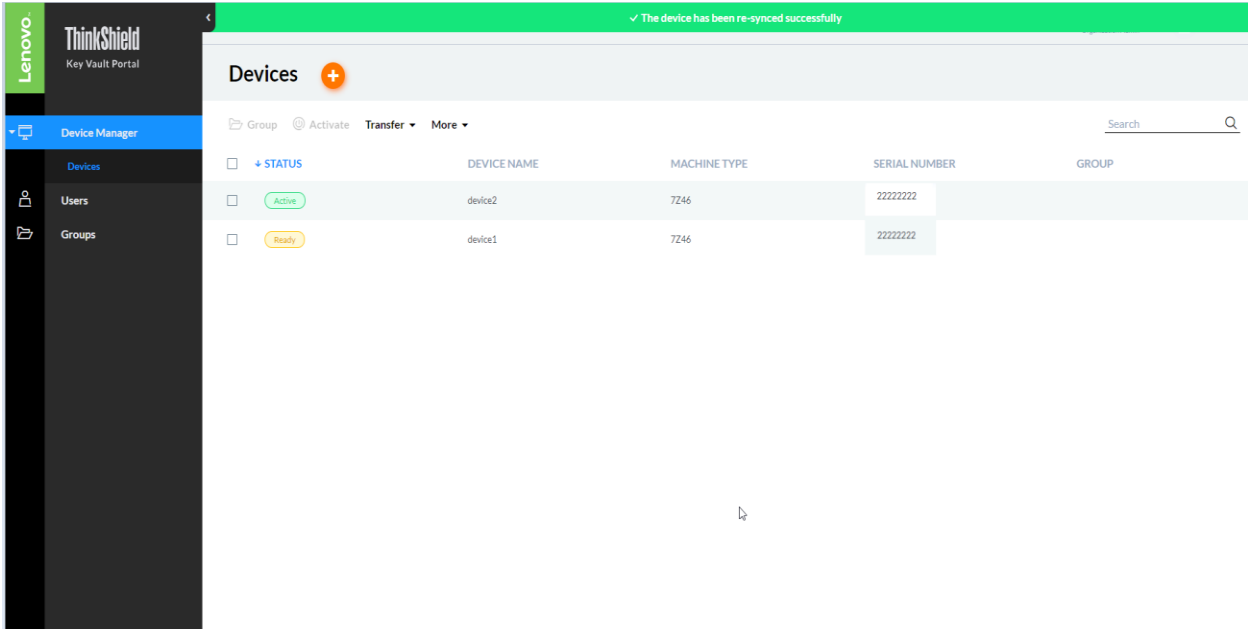


Re-sync

'Re-sync' counters option allows a user to reset the counters on the ThinkShield Key Vault Portal and a Device. To re-sync counters click 'Re-sync' on the Device tray.



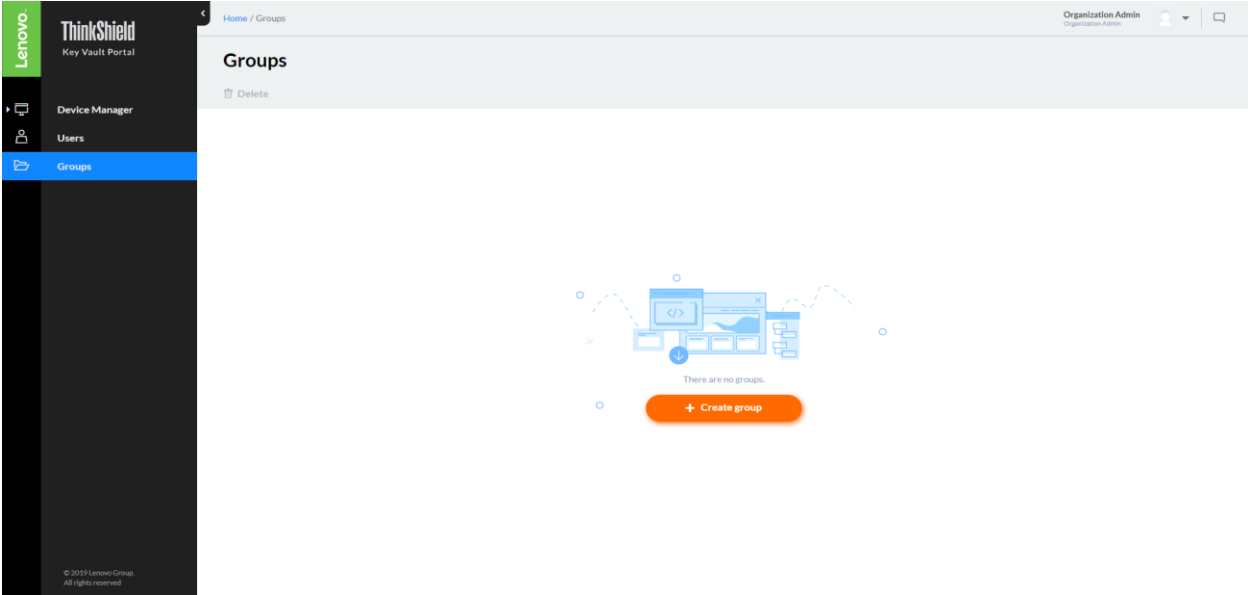
The counters are re-synced.



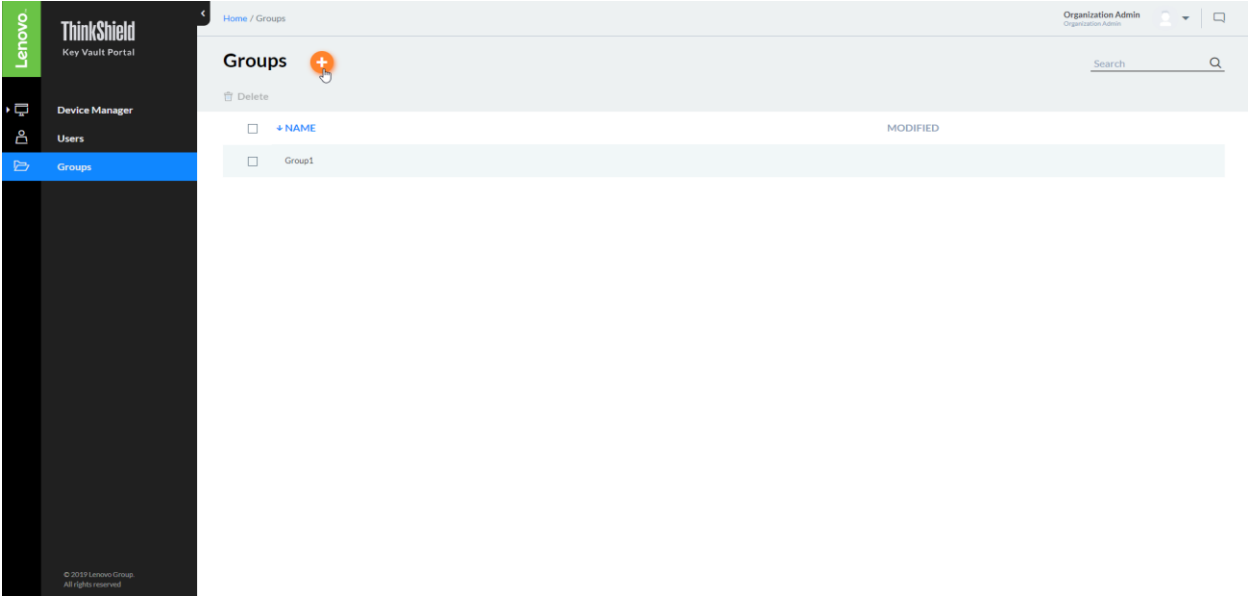


Create a Group

In order to add a new Group go to 'Groups' page and click 'Create Group'.



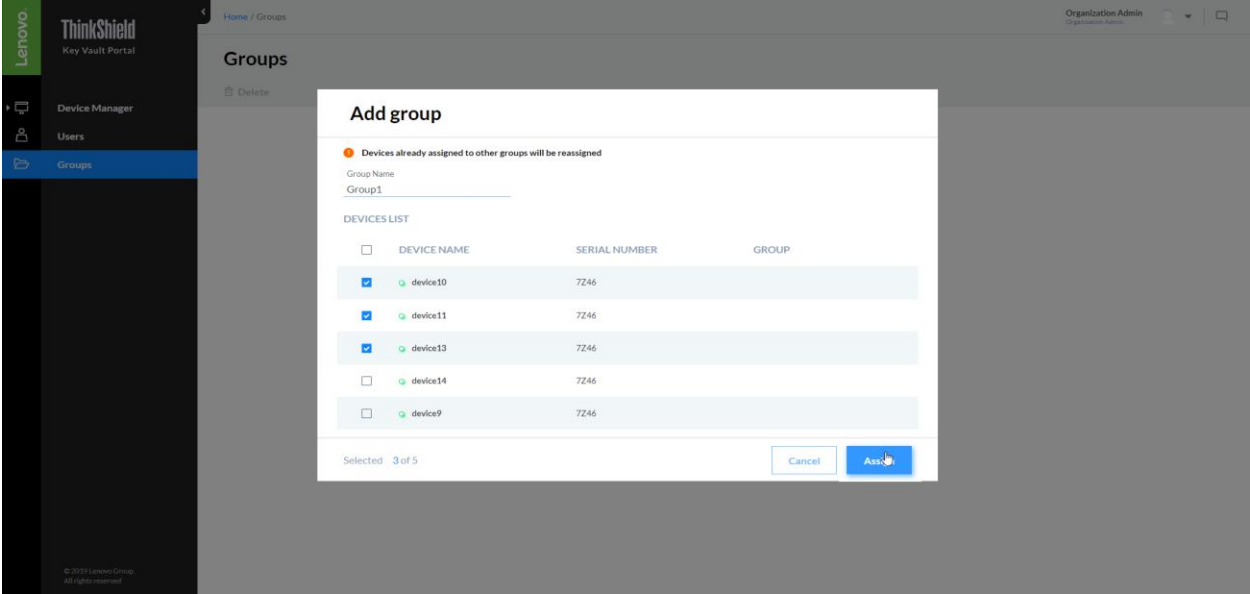
If there are Groups in the Organization, click '+' icon at the top of the page in order to add a new Group.





Fill in a required field 'Group Name' and check the Device(s) you want to assign to the Group. Click 'Assign'.

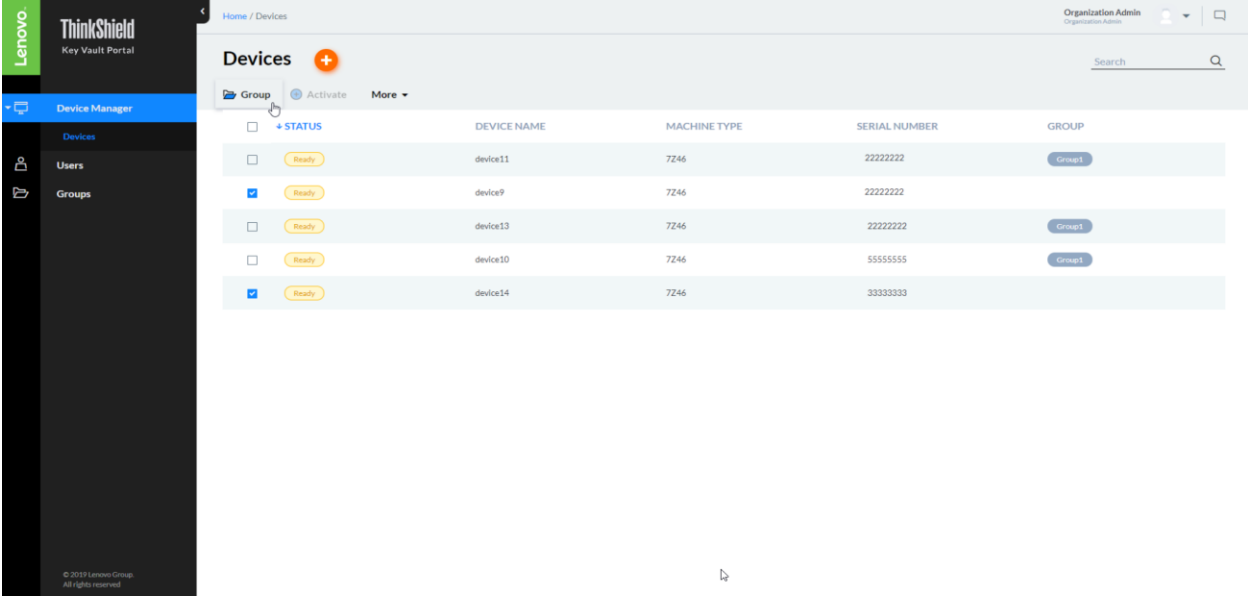
Please note that all the Devices that are already assigned to other groups will be reassigned.



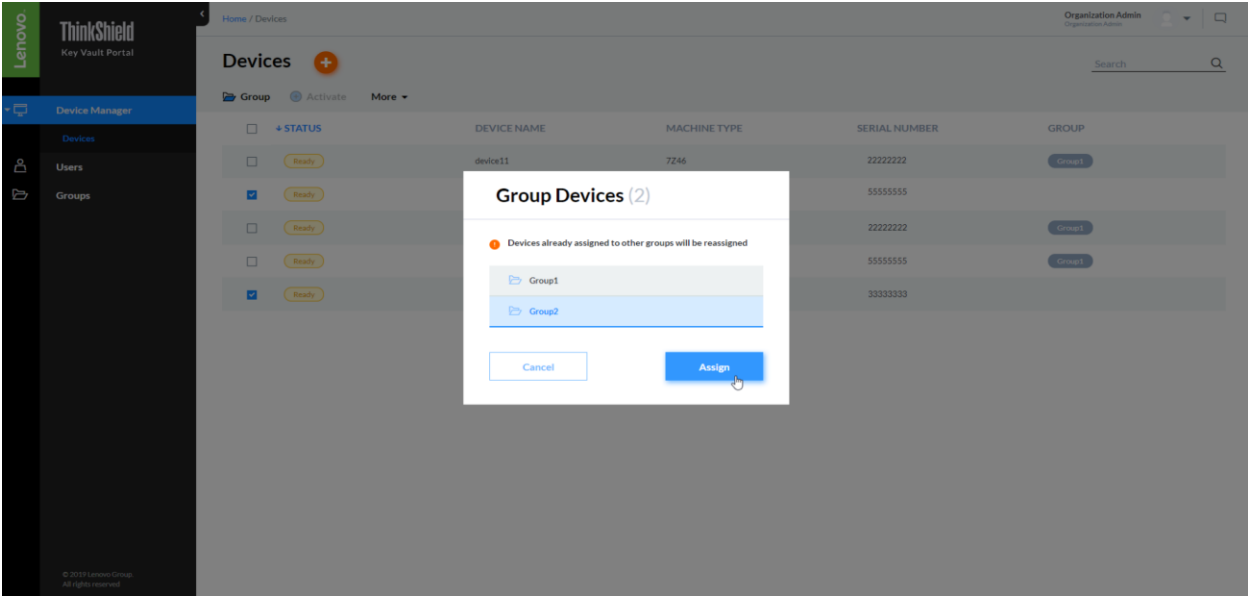


Group Devices

In order to assign a Device to the Group, go to the list of your Devices on 'Devices' page and check the Device(s) you want to assign to the Group. Click 'Group' at the top of the page.



Choose the Group you want to assign the Device(s) to and click 'Assign'.





The Device is assigned to the Group.

Note: You can see the name of the Group next to each assigned Device.

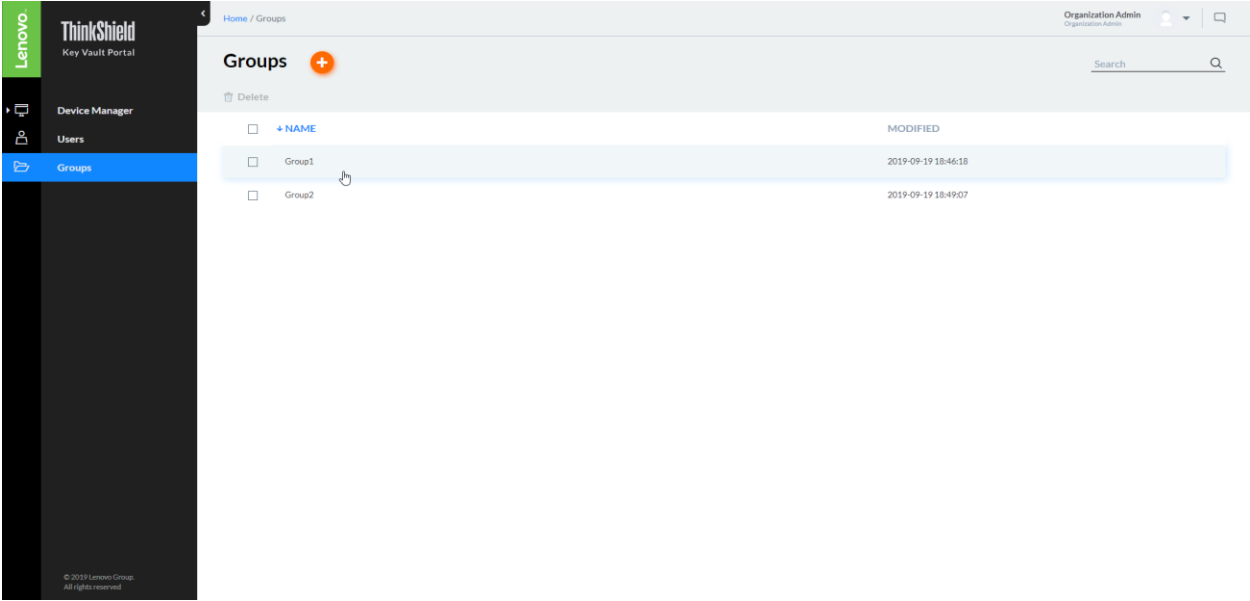
The screenshot shows the 'Devices' page in the ThinkShield Key Vault Portal. The interface includes a sidebar with navigation options: 'Device Manager', 'Devices', 'Users', and 'Groups'. The main content area displays a table of devices with columns for status, device name, machine type, serial number, and group. Each device row has a 'Ready' status indicator and a group name button.

<input type="checkbox"/>	+ STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
<input type="checkbox"/>	Ready	device11	7Z46	22222222	Group1
<input type="checkbox"/>	Ready	device9	7Z46	22222222	Group2
<input type="checkbox"/>	Ready	device13	7Z46	22222222	Group1
<input type="checkbox"/>	Ready	device10	7Z46	55555555	Group1
<input type="checkbox"/>	Ready	device14	7Z46	33333333	Group2

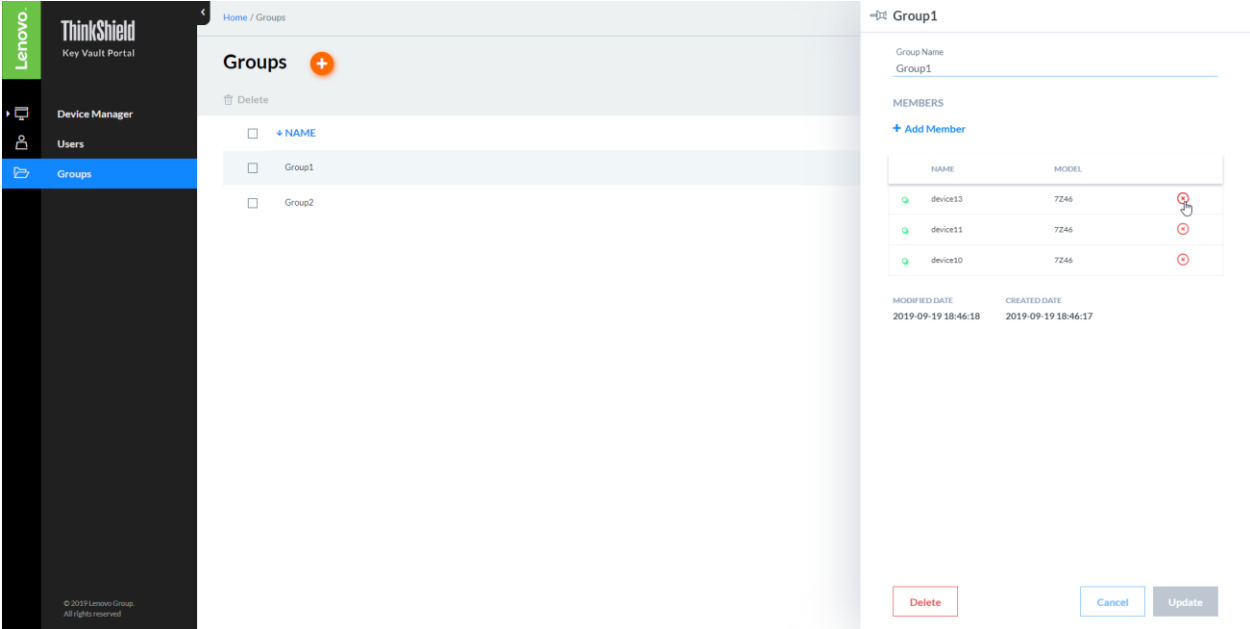


Remove Devices from Group

Select the Group by clicking on it.



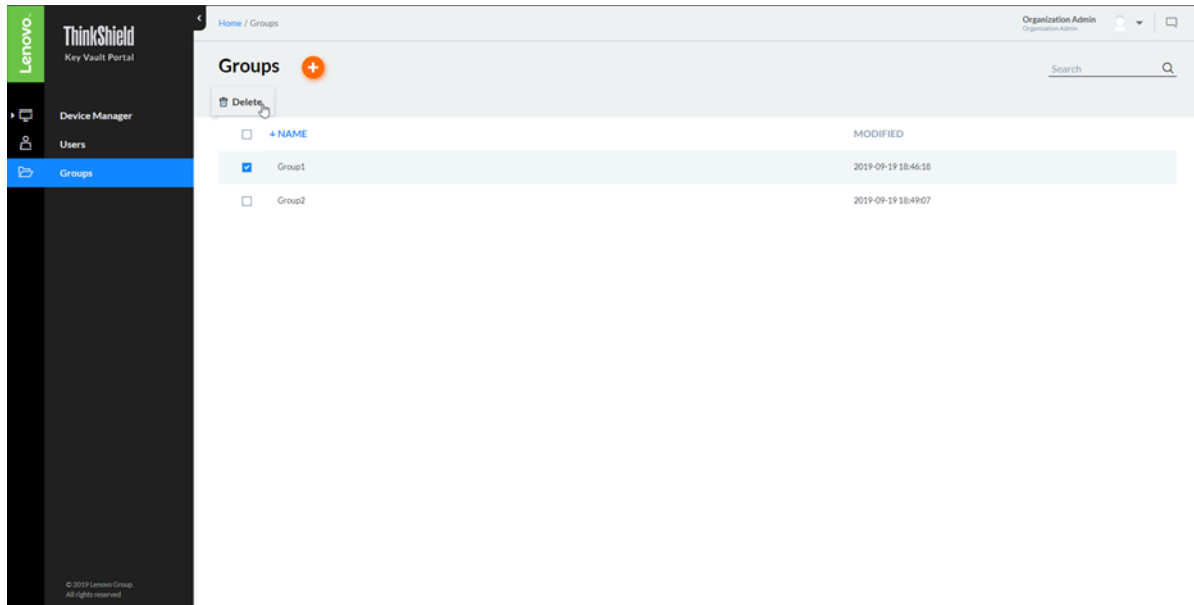
Click 'X' next to the Device that needs to be removed from the Group.



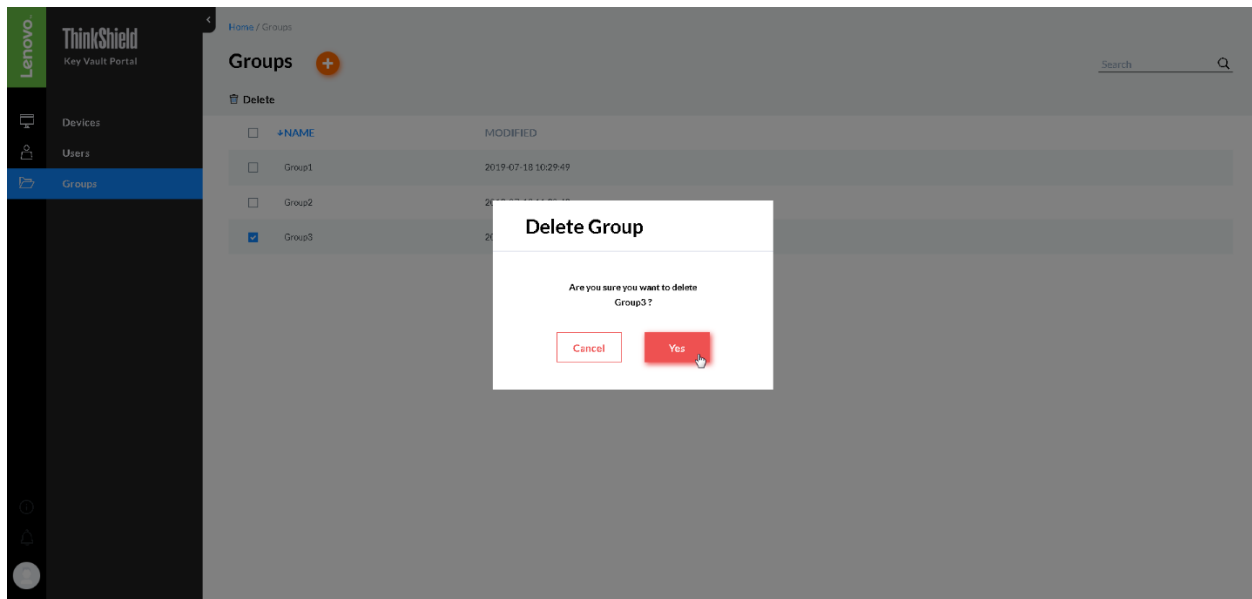


Delete a Group

Check the Group(s) you want to delete from the Organization and click 'Delete'.

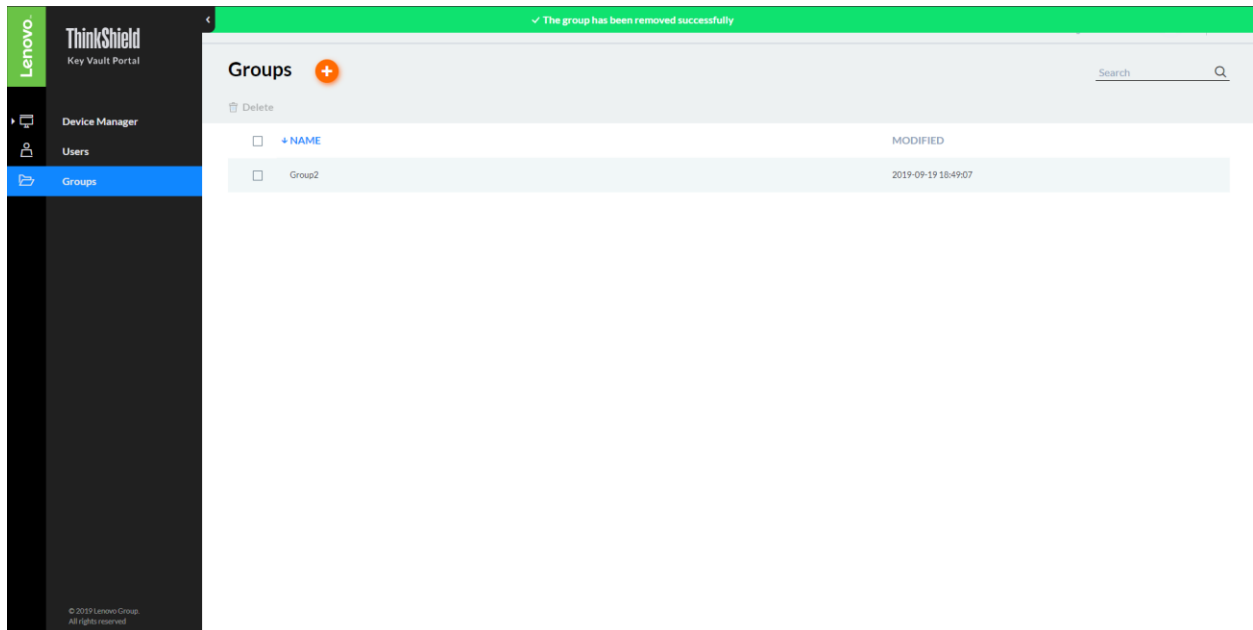


Click 'Yes' on 'Are you sure...?' pop-up.

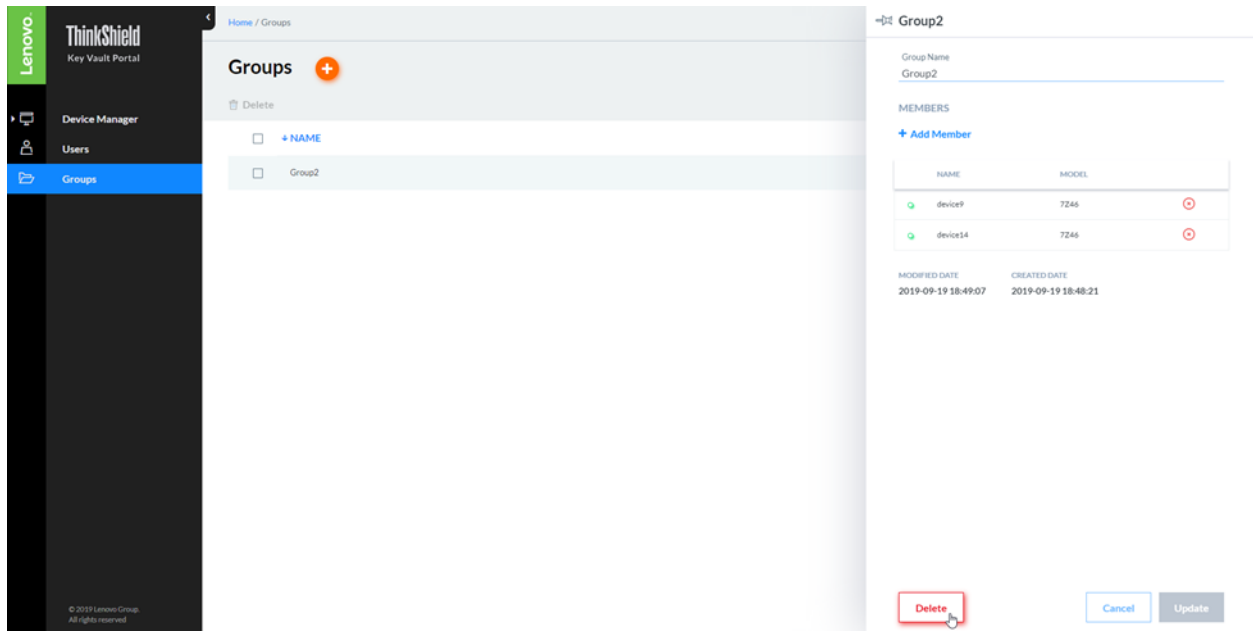




The Group is removed from the Organization



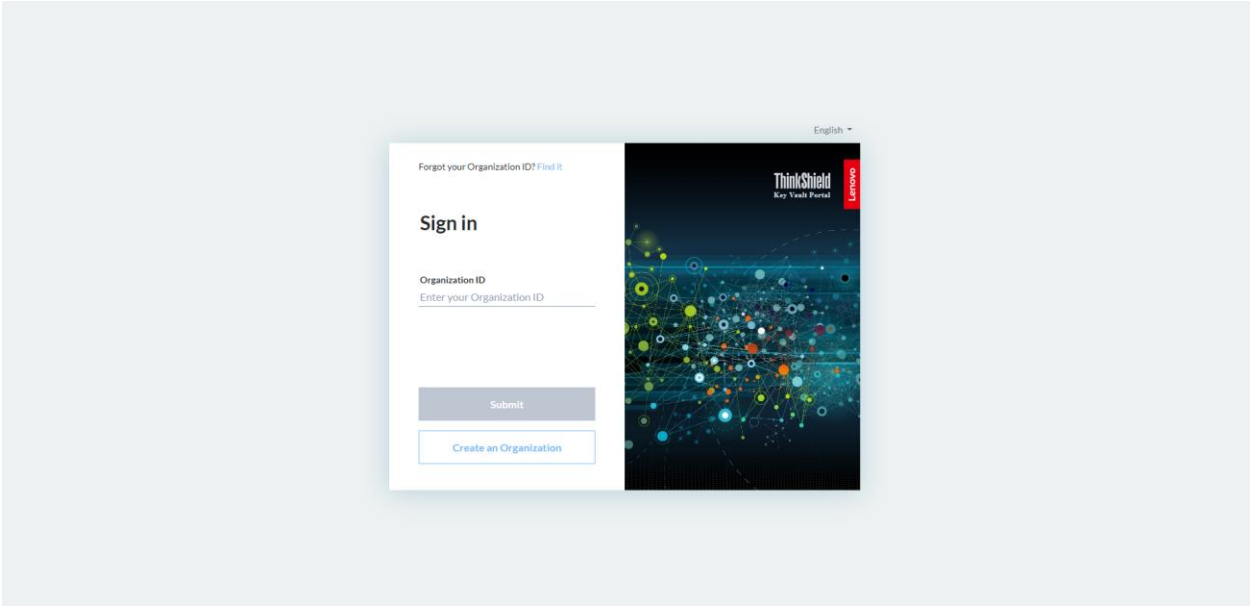
An alternative way to delete a group is to click 'Delete' button on the Group Tray.



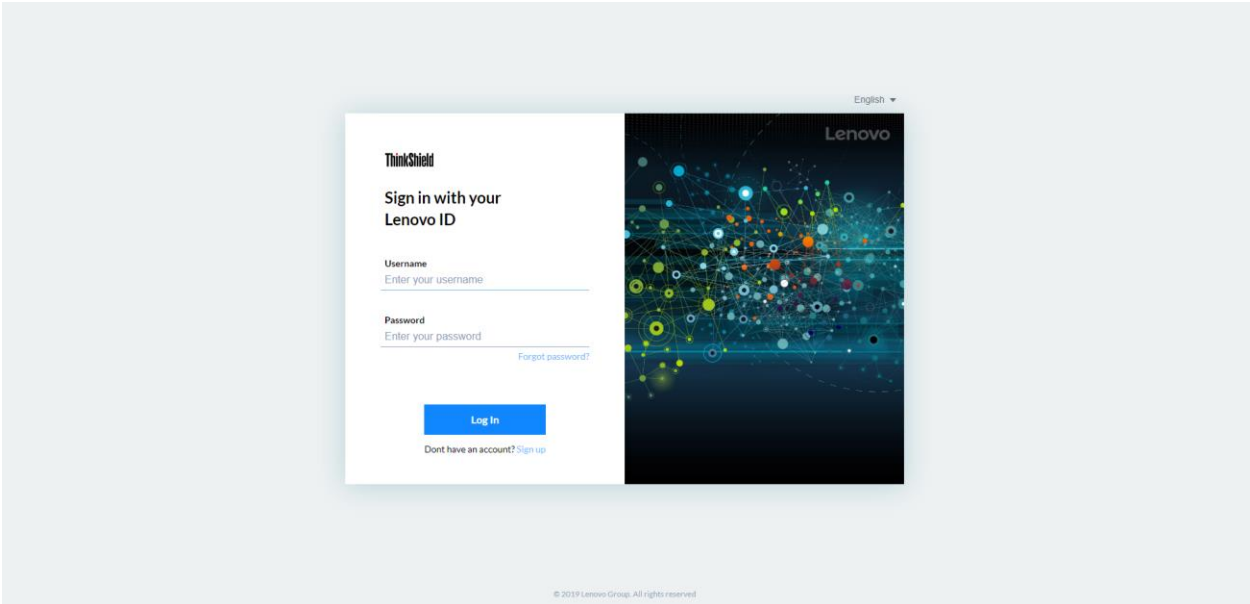


Create an Organization

To create a new organization go to <https://portal.thinkshield.lenovo.com/> and select the “Create Organization”.



Log in using your Lenovo ID and password in ‘Username’ and ‘Password’ fields and click ‘Log In’ button. If you don’t have Lenovo ID click ‘Sign up’ next to ‘Don’t have an account’ and follow the instructions to create Lenovo account.





Lenovo ID Authentication

Provide a unique Organization ID and select the Lenovo ID authentication type.


Note: The Organization ID will be required for logging in.

Sign up for an Organization ID

Enter a unique organization ID for your company's portal and select authentication type.

Organization ID ? Authentication type
organization100 Lenovo ID ▼

- Organization ID
- Create organization
- Go to Portal





For 'Lenovo ID' authorization type provide the required information about your Organization. Required fields are:

- Display Name
- Country
- First Name
- Last Name
- Address

Note: All other fields are optional.

Click 'Submit' after all the information is provided. The system will process your request and notify you as soon as the organization has been created.

Create organization

INFORMATION

Display Name _____ Country USA ▼

CONTACTS

First Name _____ Last Name _____

Address _____ Website (optional) _____

Click Submit to create your ThinkShield Key Vault Portal

Submit

Organization ID

Create organization

Go to Portal

Lenovo



Click 'Go to Portal' to log in to your Organization. Provide your Organization ID, enter your Lenovo ID credentials and click 'Log in' to enter your organization.

Your ThinkShield organization has been successfully created

[Go to Portal](#)

- Organization ID
- Create organization
- Go to Portal**

Lenovo



Active Directory Authentication

Provide a unique Organization ID and select the Active Directory authentication type.

Note: Make sure that your Organization ID name matches the IDP configuration.

Sign up for an Organization ID

Enter a unique organization ID for your company's portal and select authentication type.

Organization ID Authentication Type

▲ Please make sure that your organization details name matches the IDP configuration.

Organization ID
Create organization
Go to Portal

Lenovo

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For 'Active Directory' authorization type provide the required information about your Organization.
Required fields are:

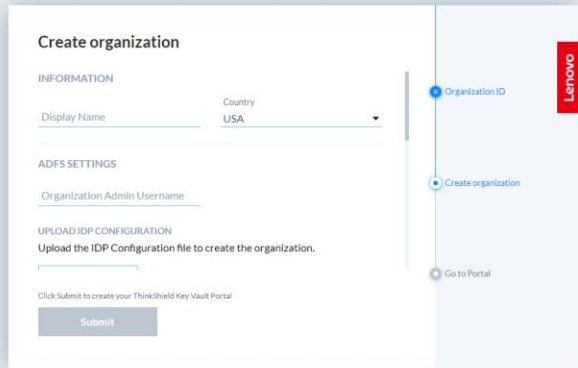
- Display Name
- Country
- First Name
- Last Name
- Address
- Organization Admin Username (Make sure your admin email matches the IDP configuration)

Note: All other fields are optional.

Required actions are:

- Upload IDP Configuration File (Obtain your IDP metadata from your service provider, ensure the metadata is in XML format).
- Download SAML Metadata (for upload to SAML server).

Click 'Submit' after all the information is provided. The system will process your request and send the Organization Admin Username specified an email verification to complete the organization creation.



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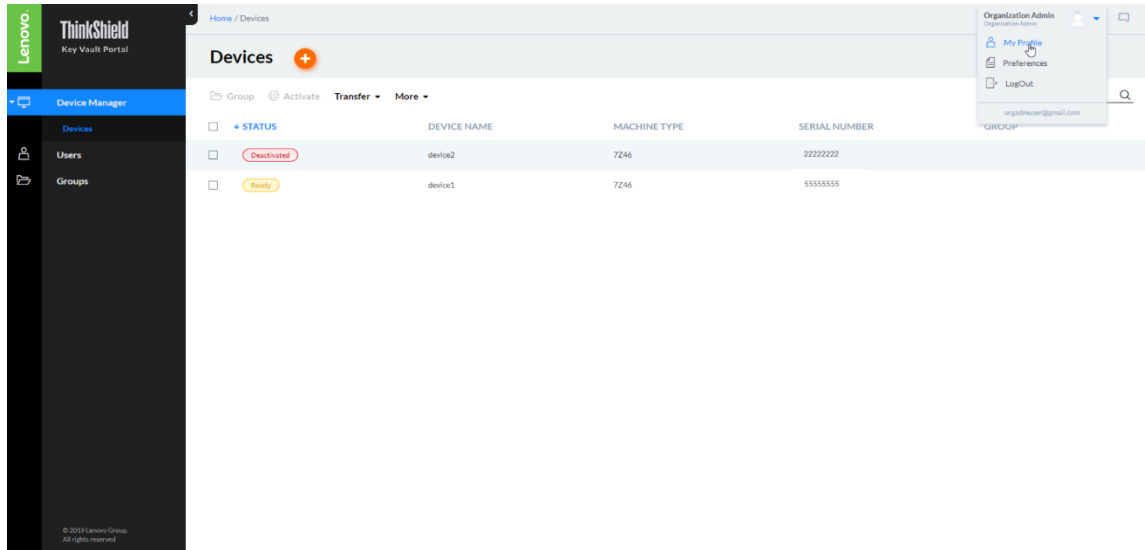
Click 'Go to Portal' to log in to your Organization. Provide your Organization ID, enter your Active Directory credentials and click 'Log in' to enter your organization.

The screenshot displays a web interface with a white background and a light blue sidebar on the right. In the center, there is a blue illustration of a megaphone with a checkmark inside a circle at its base, surrounded by confetti and streamers. Below this illustration, the text reads "Your ThinkShield organization has been successfully created". Underneath the text is a blue rectangular button with the text "Go to Portal" in white. The right sidebar is light blue and contains a vertical line with three circular markers. The top marker is filled with blue and labeled "Organization ID". The middle marker is also filled with blue and labeled "Create organization". The bottom marker is an outline and labeled "Go to Portal". A red vertical bar with the word "Lenovo" in white is positioned on the far right edge of the sidebar.



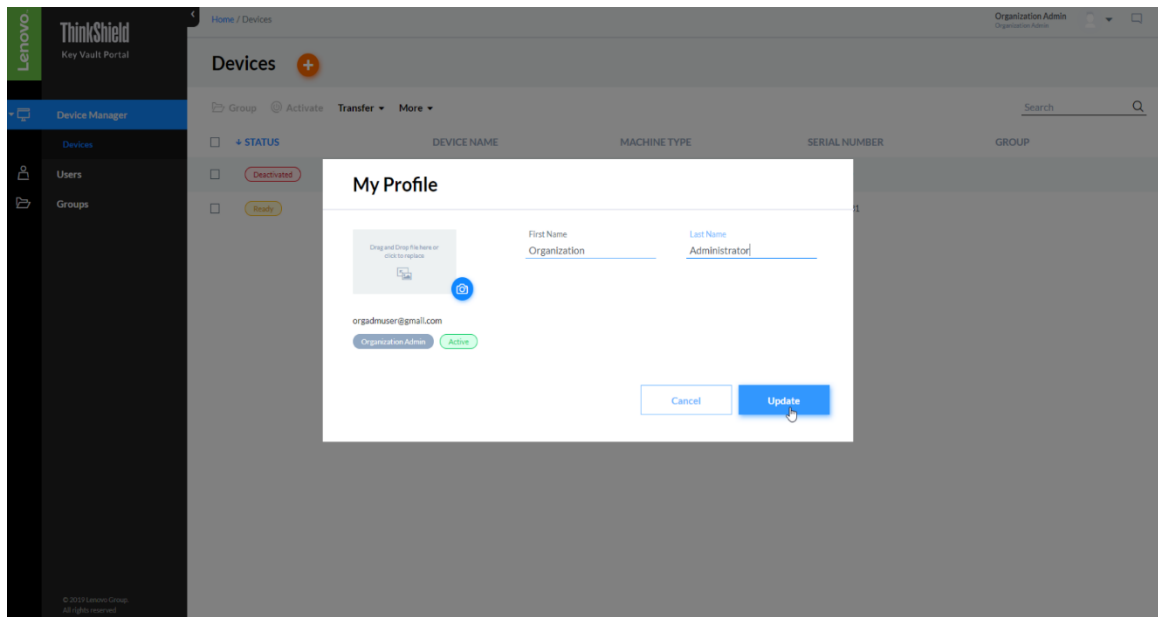
Edit My Profile

To edit profile information, click the 'User' icon in the right upper corner and select 'My Profile' from the drop-down.



In 'My Profile' pop-up window, edit/update your profile information and click 'Update'.

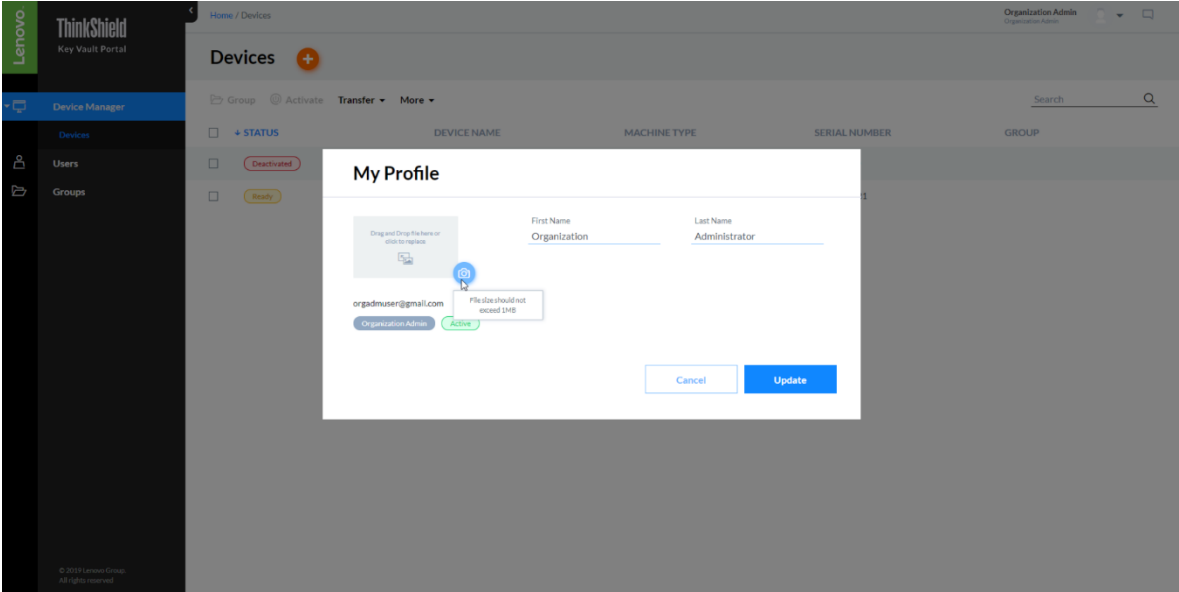
Note: The editable fields are 'First Name' and 'Last Name'.





In order to upload/update a profile picture, click the 'Photo' icon, upload an image from your computer and click 'Update'.

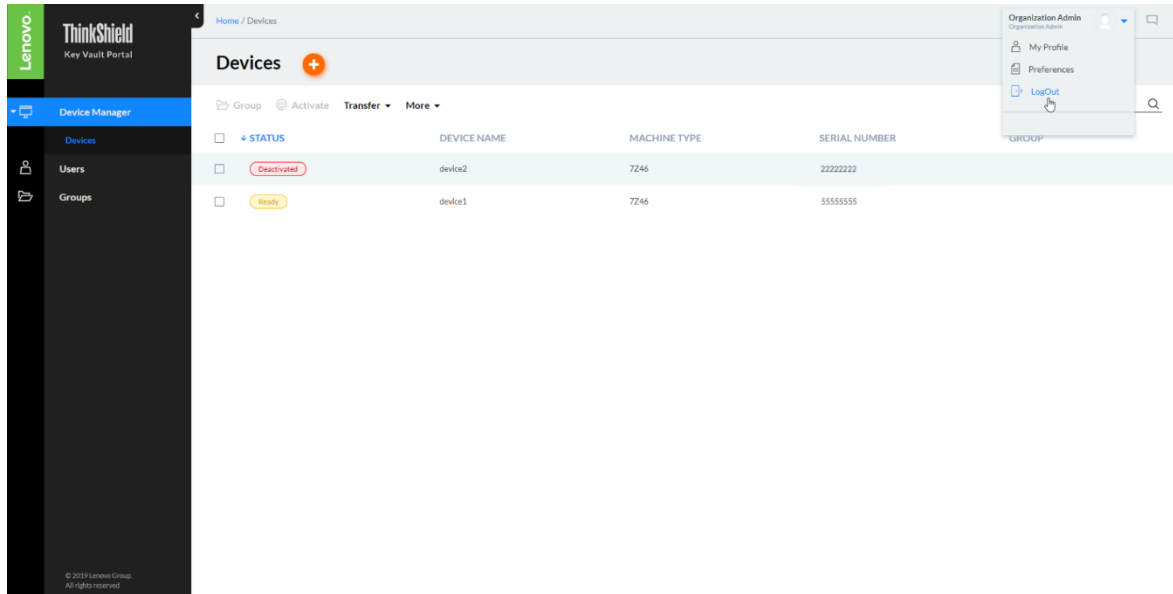
Note: An image size should not exceed 1 Mb.



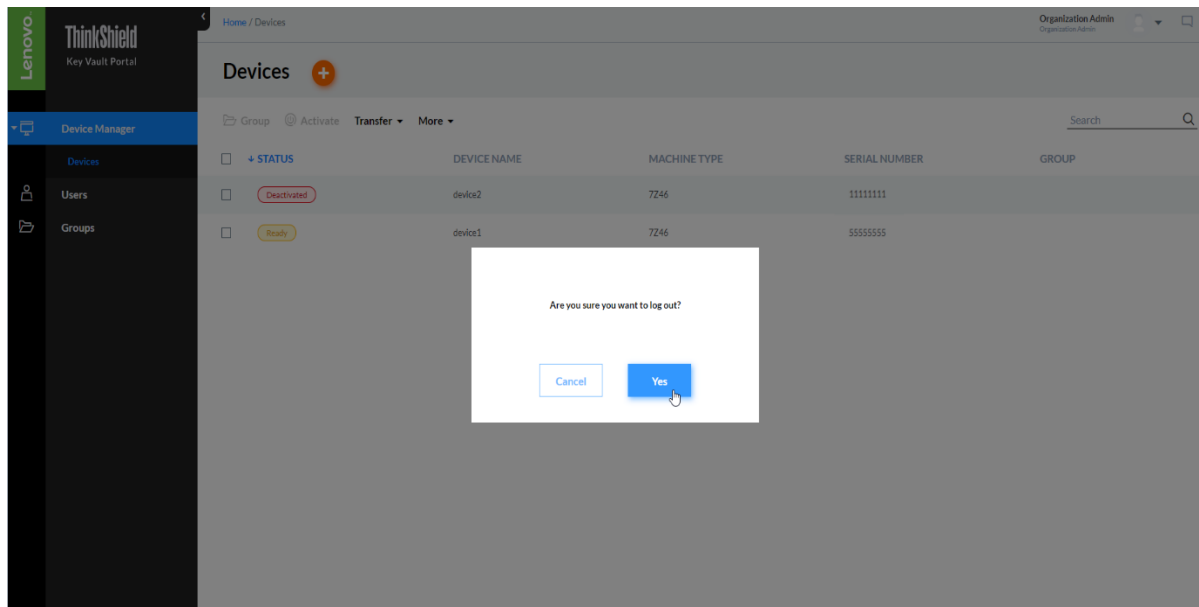


Logout

In order to log out from the profile, click the 'User' icon in the right upper corner and select 'Log Out' in the drop-down.



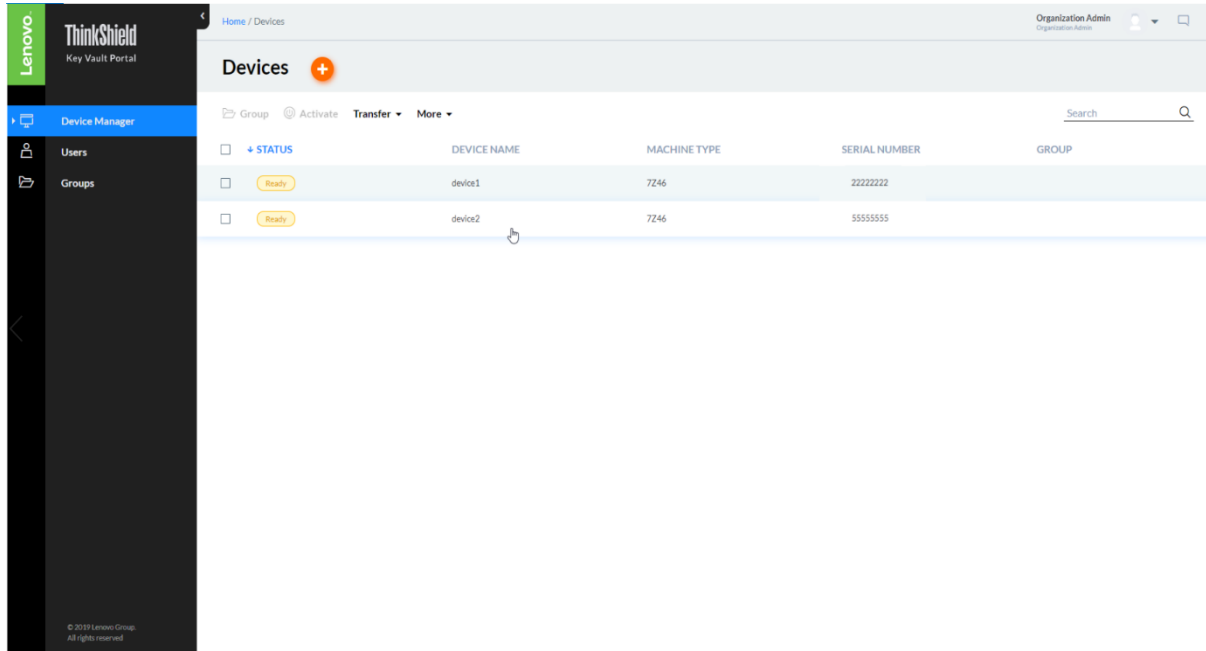
Confirm the action by clicking 'Yes' in the pop-up window.



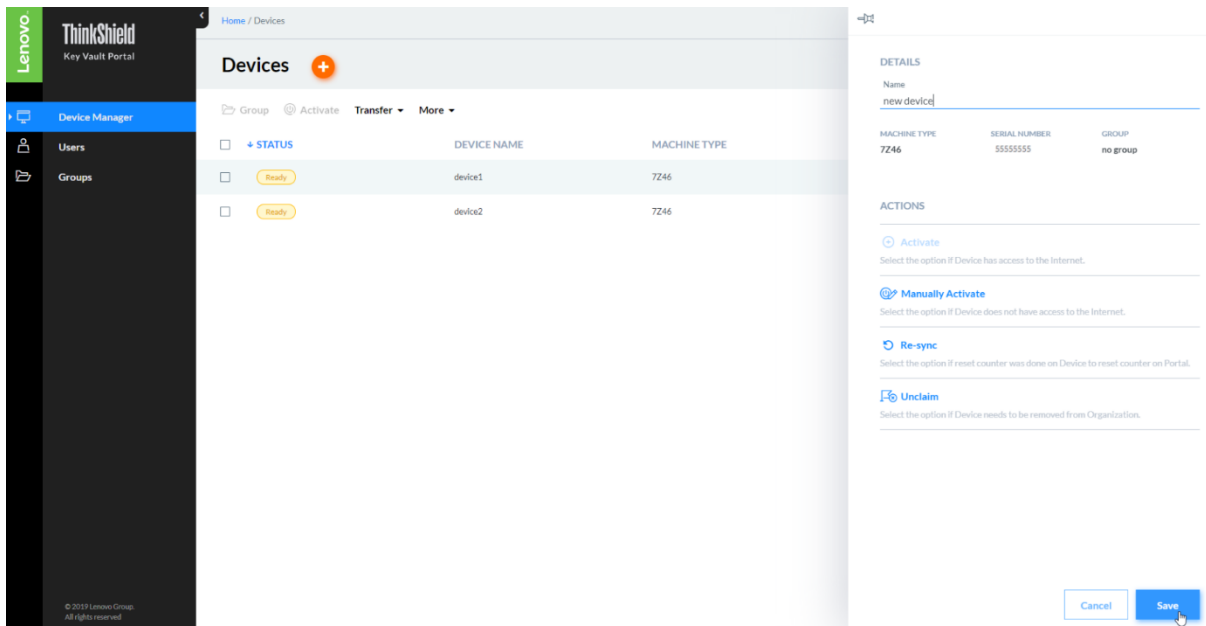


Edit Device Name

Select the Device you want to edit by clicking on it.



Update/edit a Device name on the device tray and click 'Save'.





A Device name is successfully updated.

Lenovo ThinkShield Key Vault Portal

Device Manager

Users

Groups

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✓ The changes have been performed successfully

Devices +

Group Activate Transfer More Search

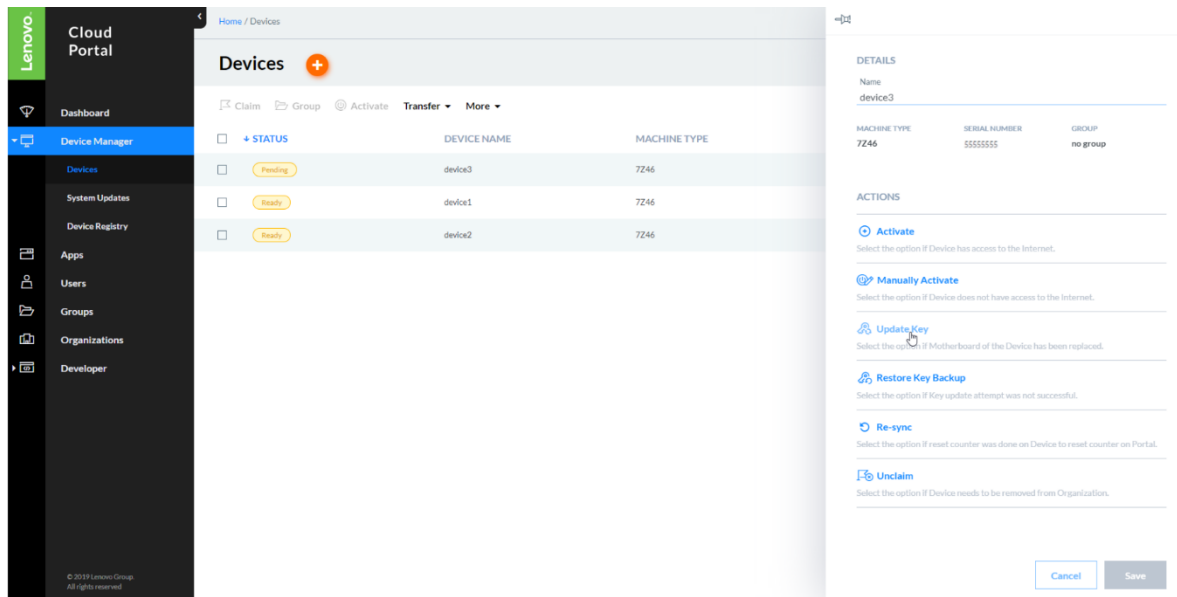
STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER	GROUP
Ready	device1	7246	22222222	
Ready	new device	7246	55555555	



Update Device Key

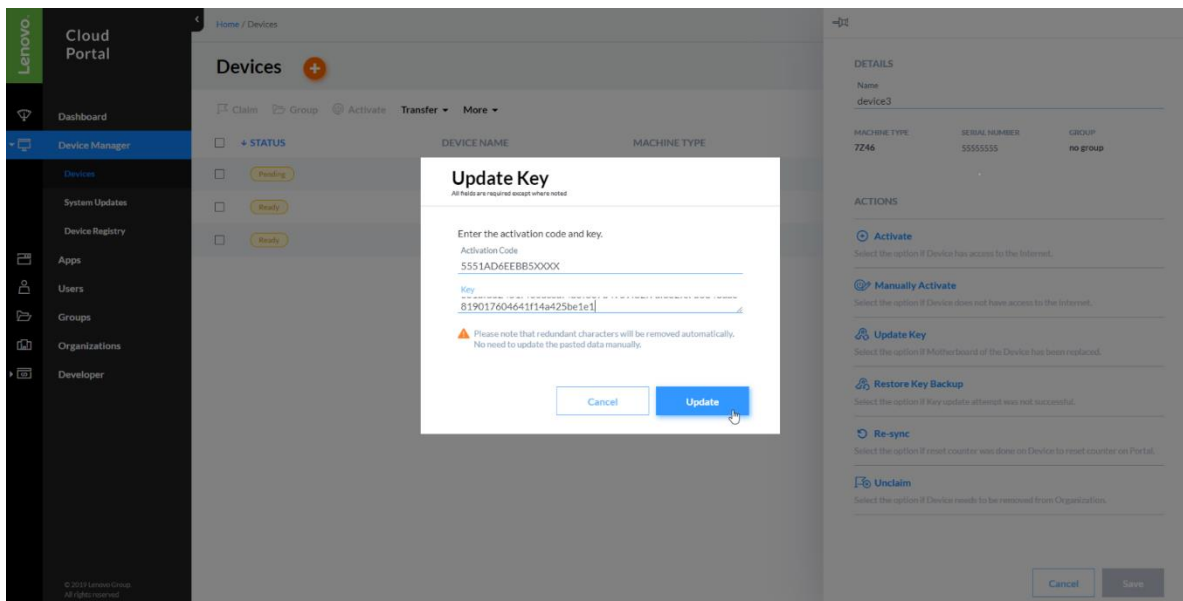
Update public key option is to facilitate exchange of a motherboard on failure when a new public / private key information is needed for an existing Machine Type and Serial Number.

Click the Device you want to update a key for to open a device tray. Select 'Update Key' on the device tray.



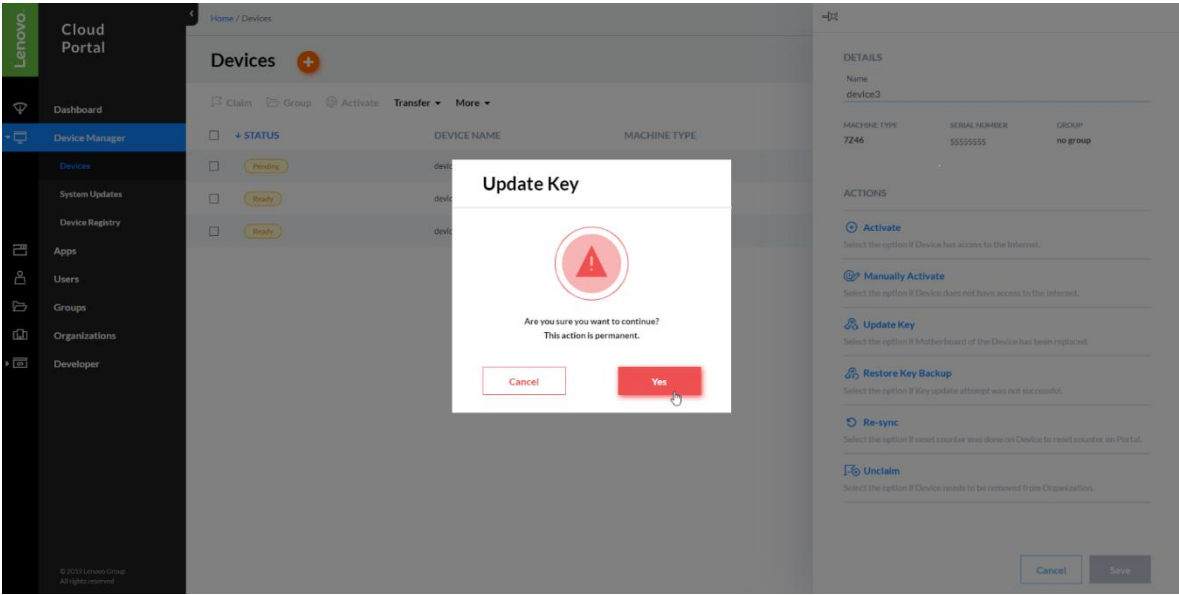
Provide Activation Code and old Public Key and click 'Update'.

Note: Old Public Key is displayed in the ThinkShield Mobile Application. (This option is available for Maintenance User)

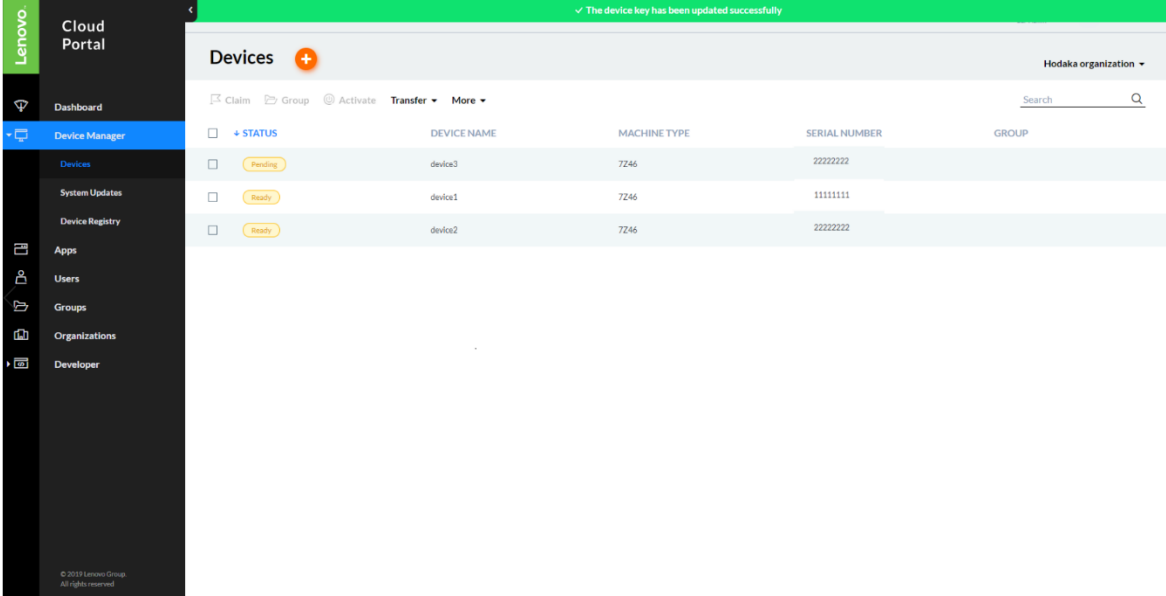




Confirm action by clicking 'Yes' in 'Update Key' pop-up window.



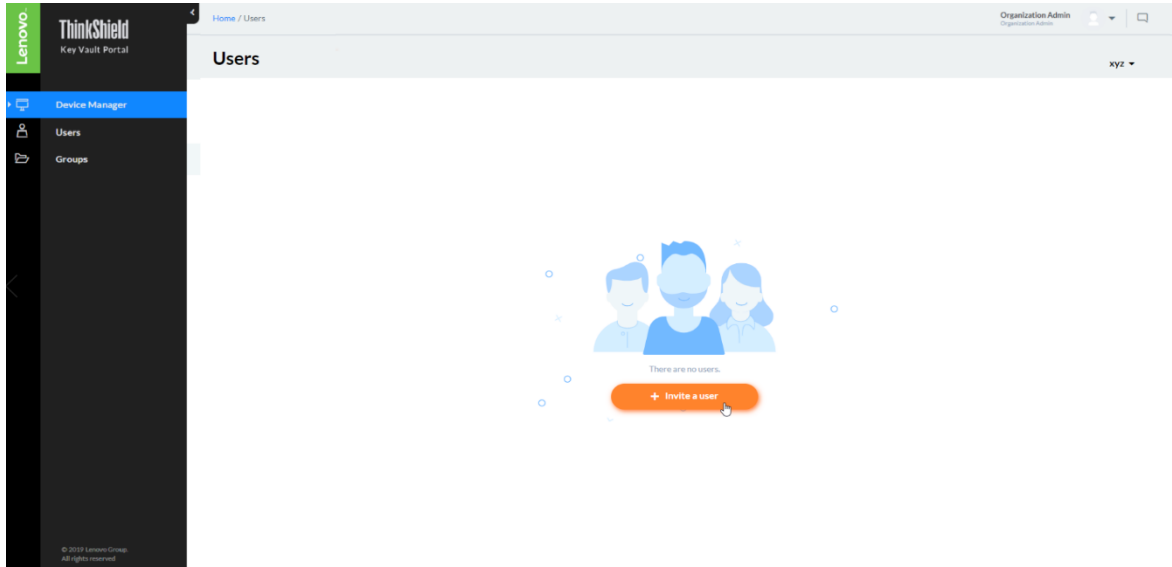
A public key is successfully updated.



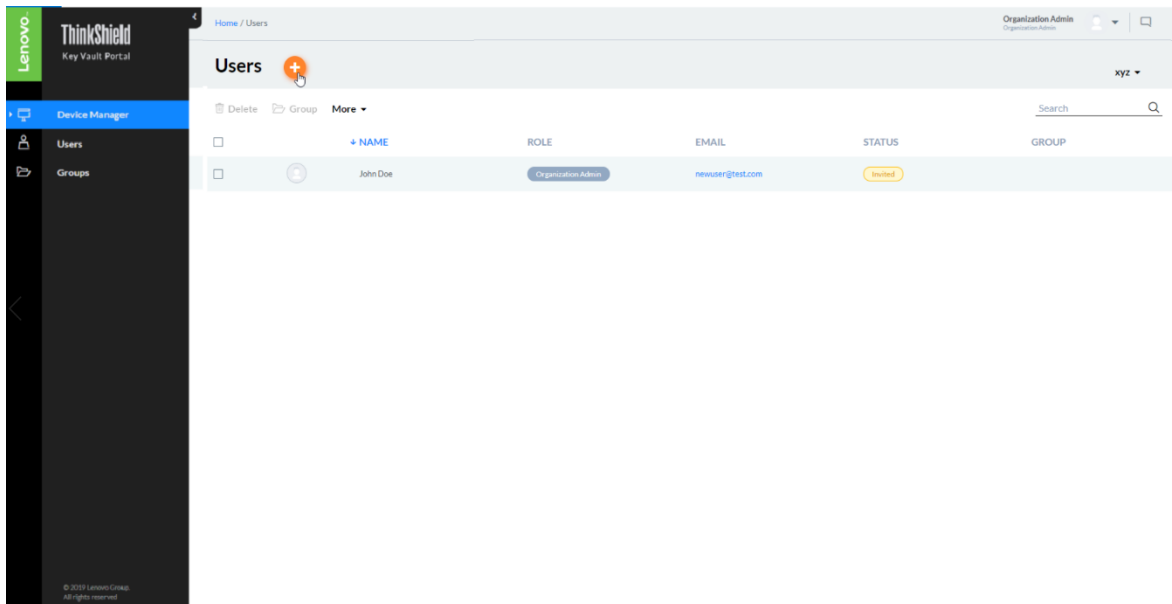


Invite a User

In order to invite a User to the Organization go to 'Users' page and click 'Invite a User'.



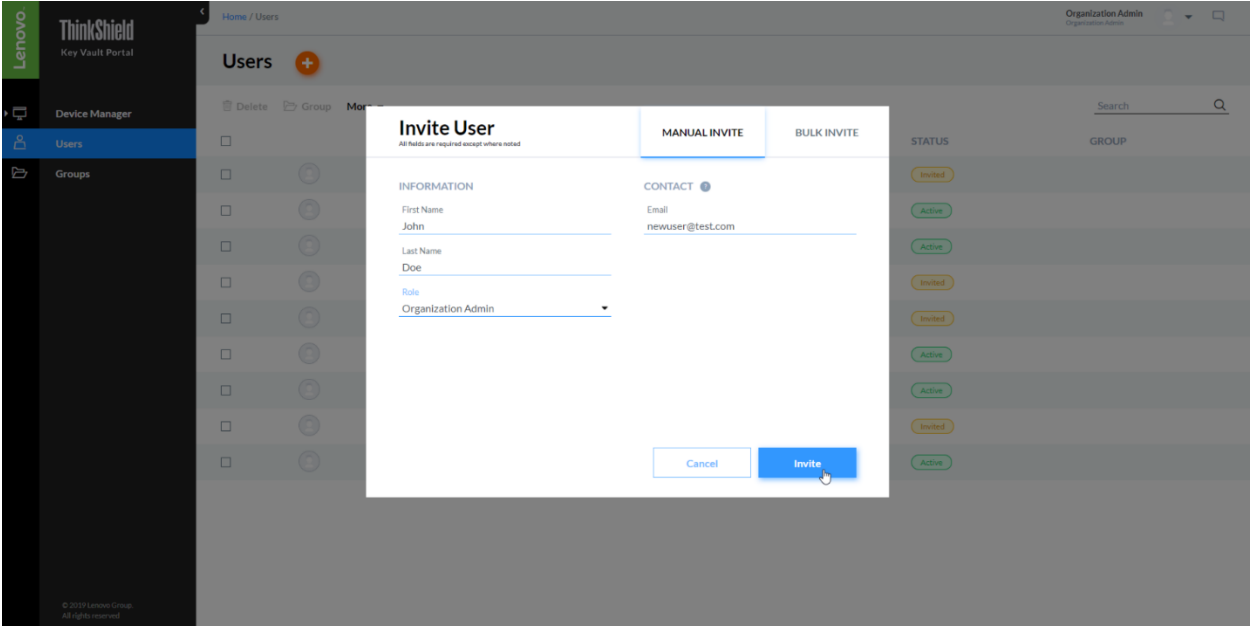
If there are users in the Organization click '+' icon at the top of the page in order to invite a new User.





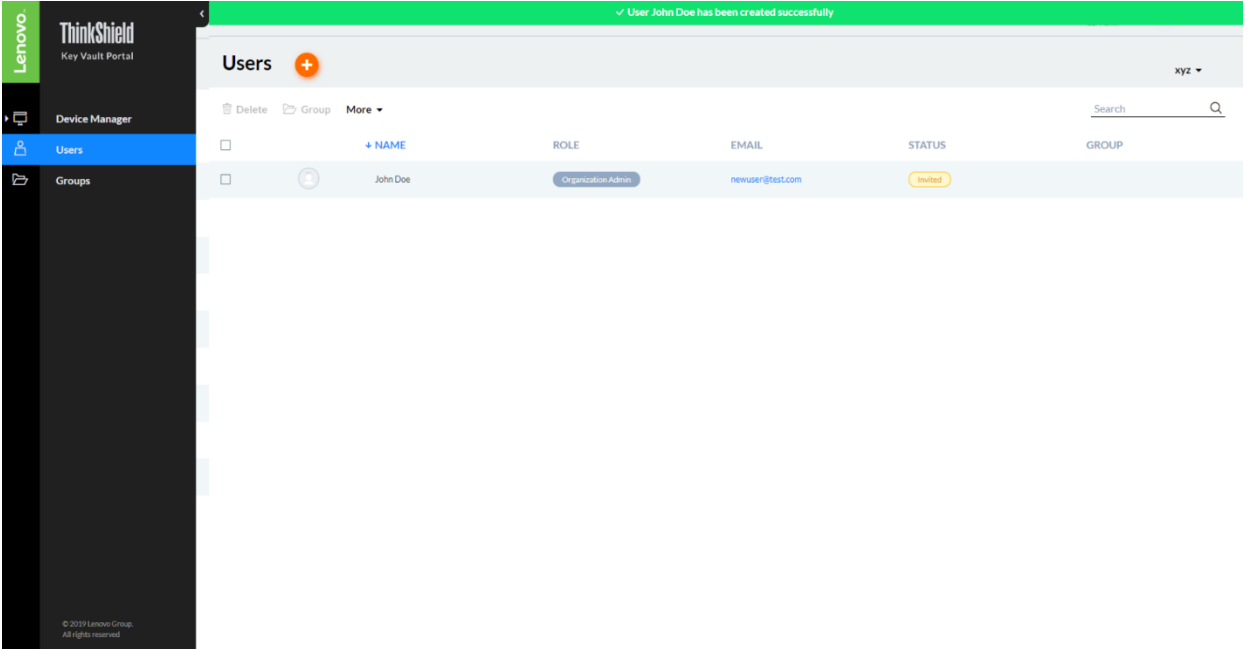
Select 'Manual Invite' tab on 'Invite User' pop-up window. Provide First Name, Last Name, Email Address, select a user role and click 'Invite'.

Note: Please make sure that the email address provided is correct. An email with an invitation will be sent to the email address provided.



A user is successfully invited to the Organization.

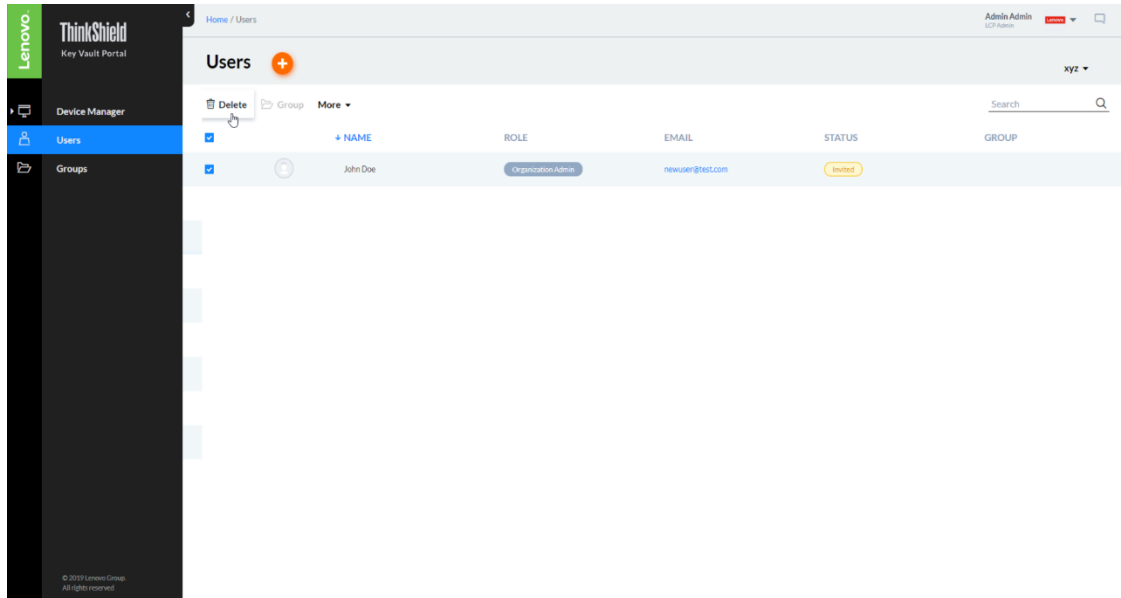
Note: All the invited users have 'Invited' status. As soon as a user accepts an invitation sent to their email address their status will change to 'Active'.



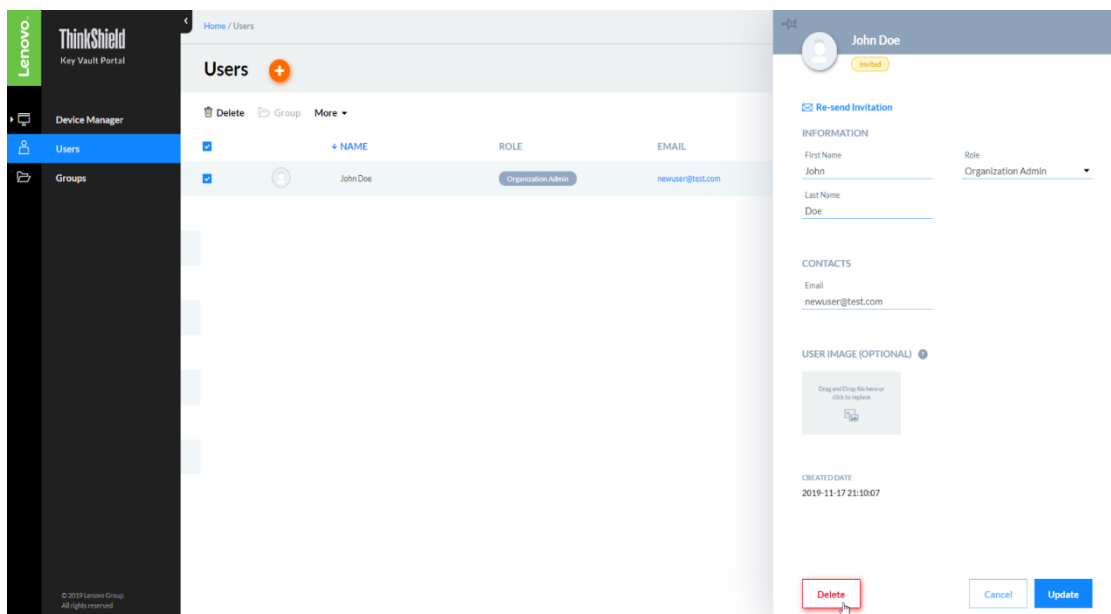


Remove a User

Check a User you want to remove from the Organization and click 'Delete' at the top of the page.

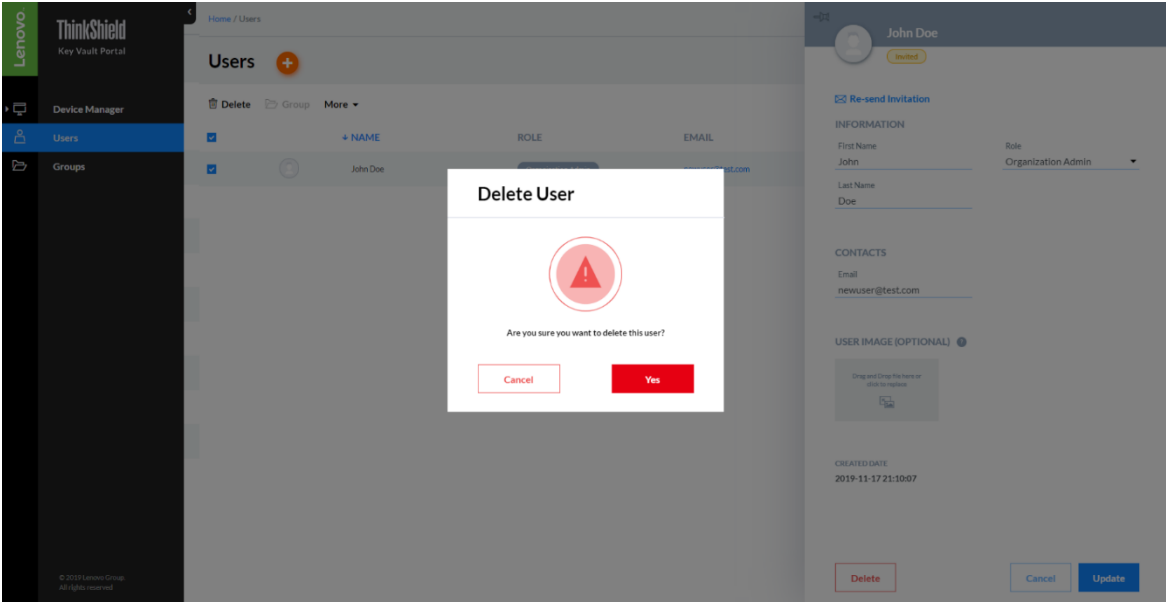
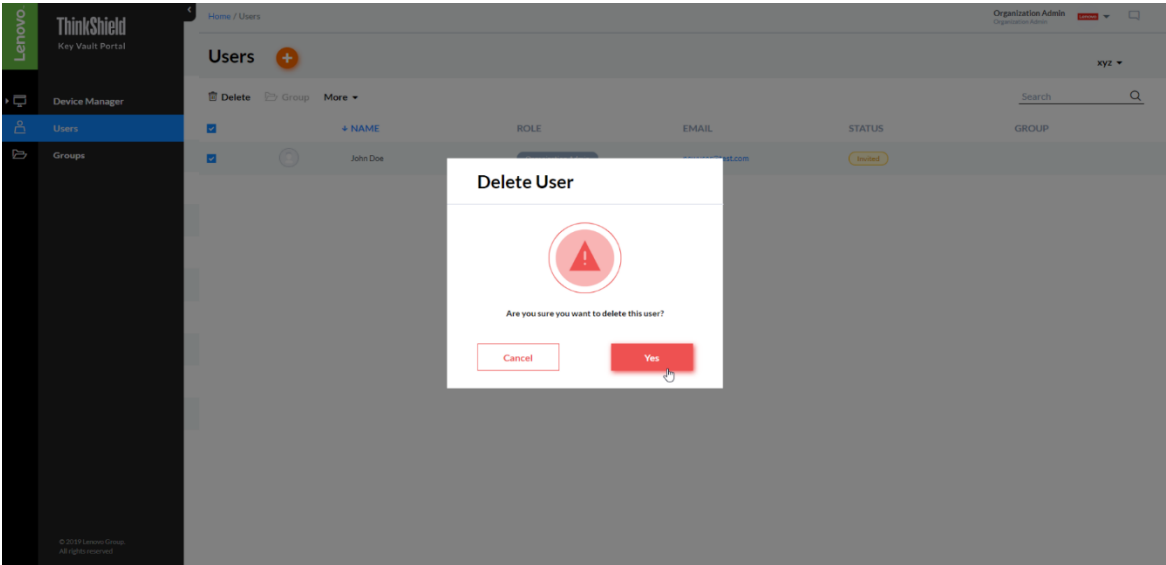


An alternative way to remove a User is to open a User tray by clicking on a User you want to remove and click 'Delete' at the bottom of the tray.



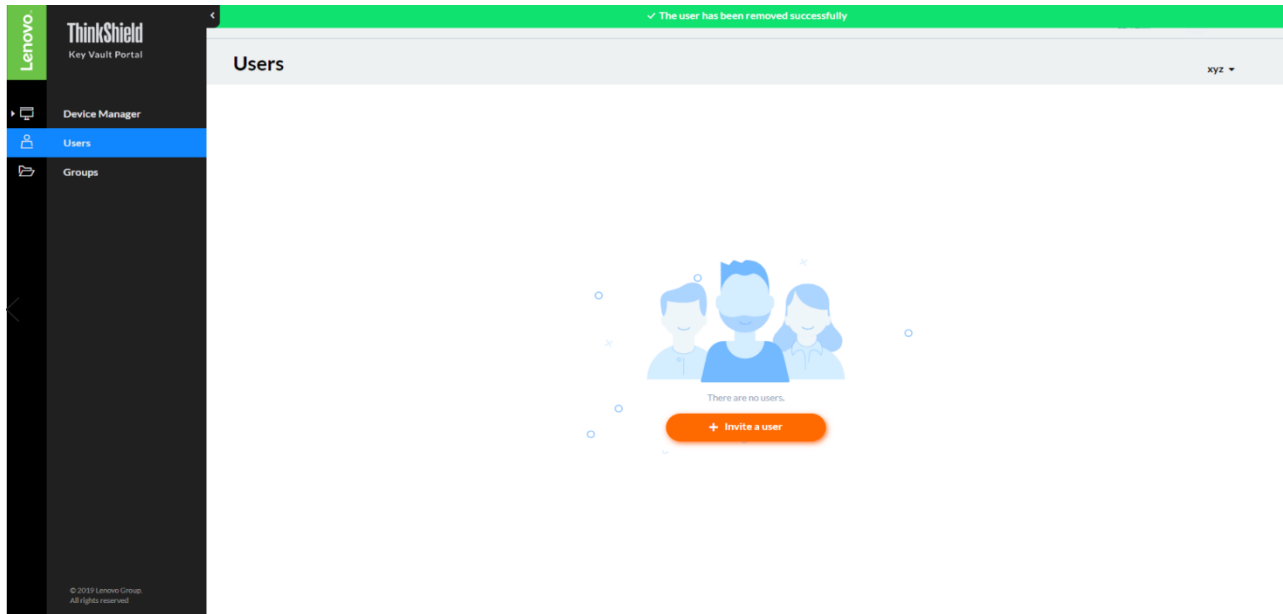


Confirm the action by clicking 'Yes' on the pop-up window.





A User is successfully removed from the Organization.





Import Users

'Import' option allows to upload updated/edited Users information.

To edit a user list open a .CSV file downloaded while exporting.

	A	B	C	D	E
1	First Name	Last Name	Role	Email	Action (update/delete)
2	User	Three	Organization Admin	<u>userthree@test.com</u>	
3	User	Two	Edge User	<u>usertwo@test.com</u>	
4	User	One	Maintenance User	<u>userone@email.com</u>	
5					
6					
7					
8					
9					
10					

Make necessary changes to the list and save the file.

Note: Available actions are update user's information or delete a user from the list.

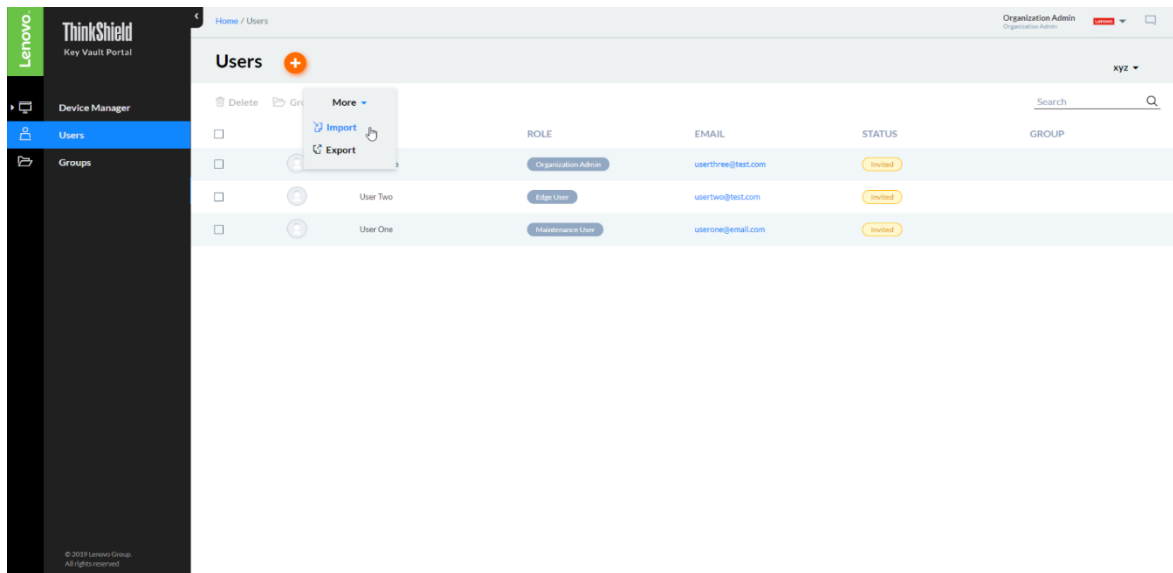
Put 'update' next to a User whose information you want to update. Editable fields are First Name, Last Name and Role.

Put 'delete' next to a User you want to remove from the Organization.

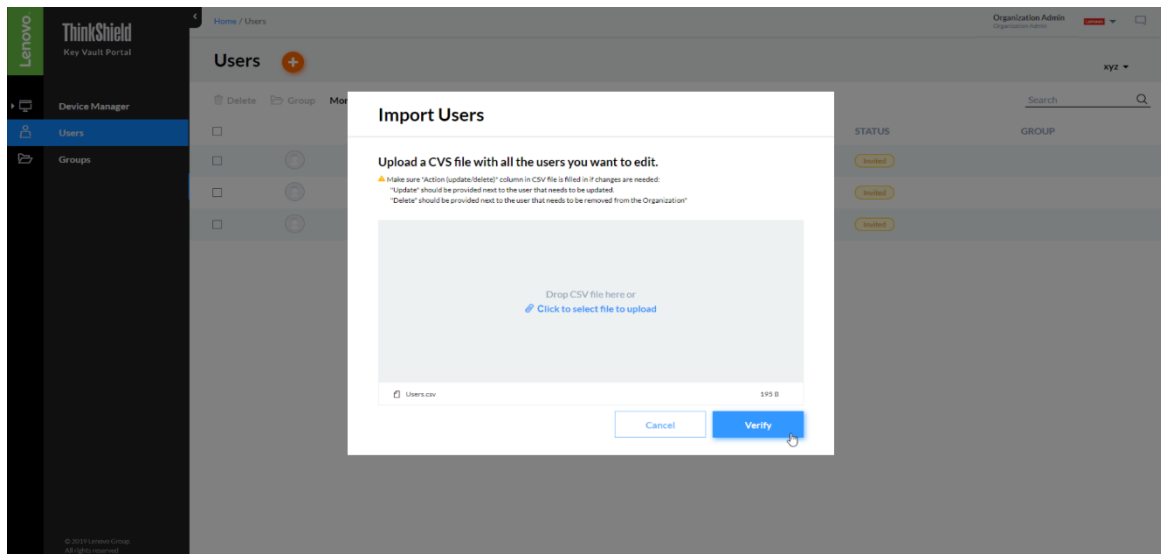
	A	B	C	D	E
1	First Name	Last Name	Role	Email	Action (update/delete)
2	User	Three	Edge User	<u>userthree@test.com</u>	update
3	User	Two	Edge User	<u>usertwo@test.com</u>	
4	User	One	Maintenance User	<u>userone@email.com</u>	delete
5					
6					
7					
8					
9					



To start importing process click 'Import' in 'More' drop-down at the top of the page.

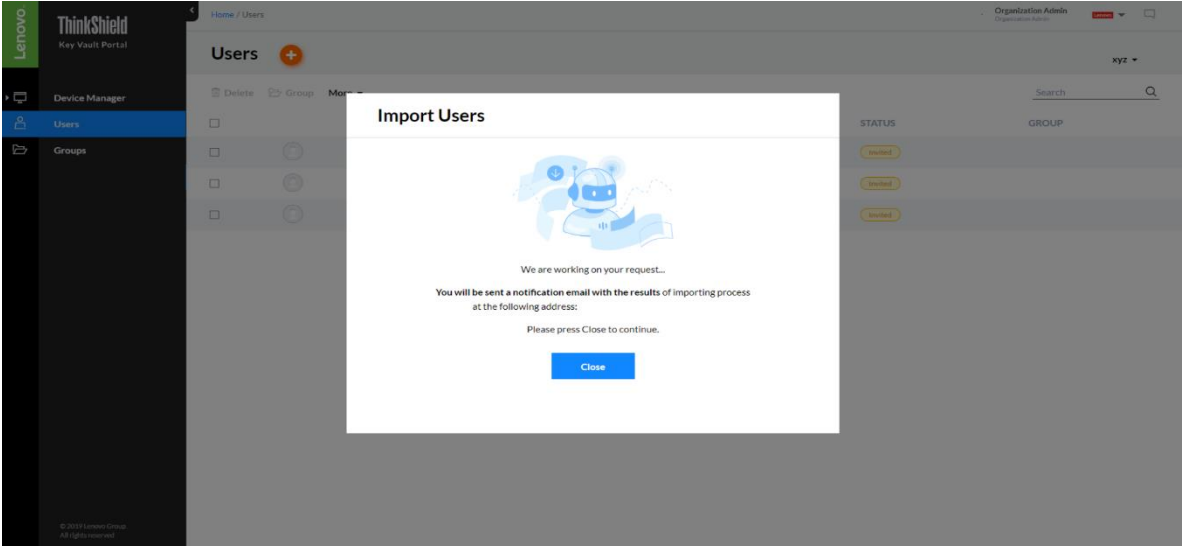


Upload a .CSV file to the Portal. Click 'Verify' after the file has been uploaded.

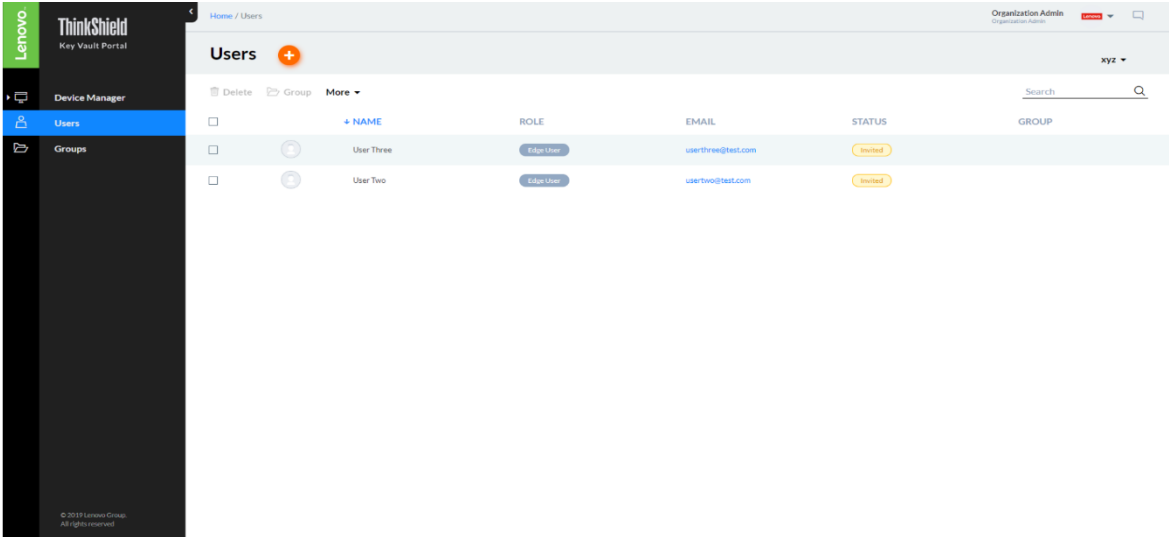




As soon as the verification process is over you will get a confirmation email to the email address associated with your profile.

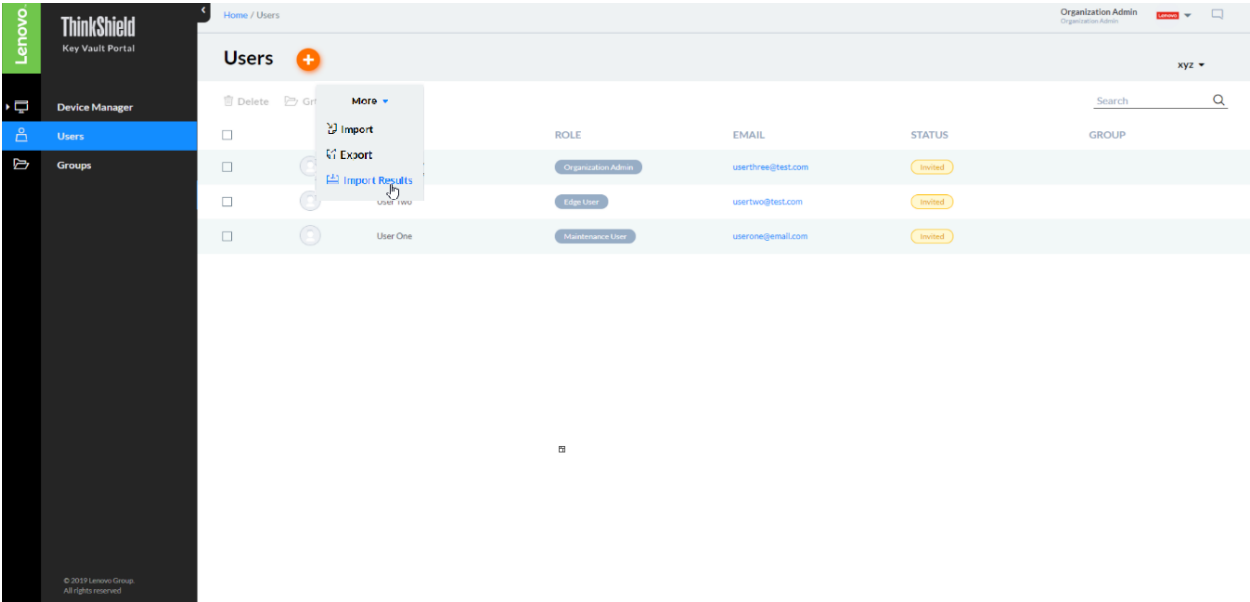


The User list is updated.





To see the detailed import results, click 'Import Results' in 'More' drop-down.





Select the file you want to view and click 'Download' icon in 'Action' section next to that file.

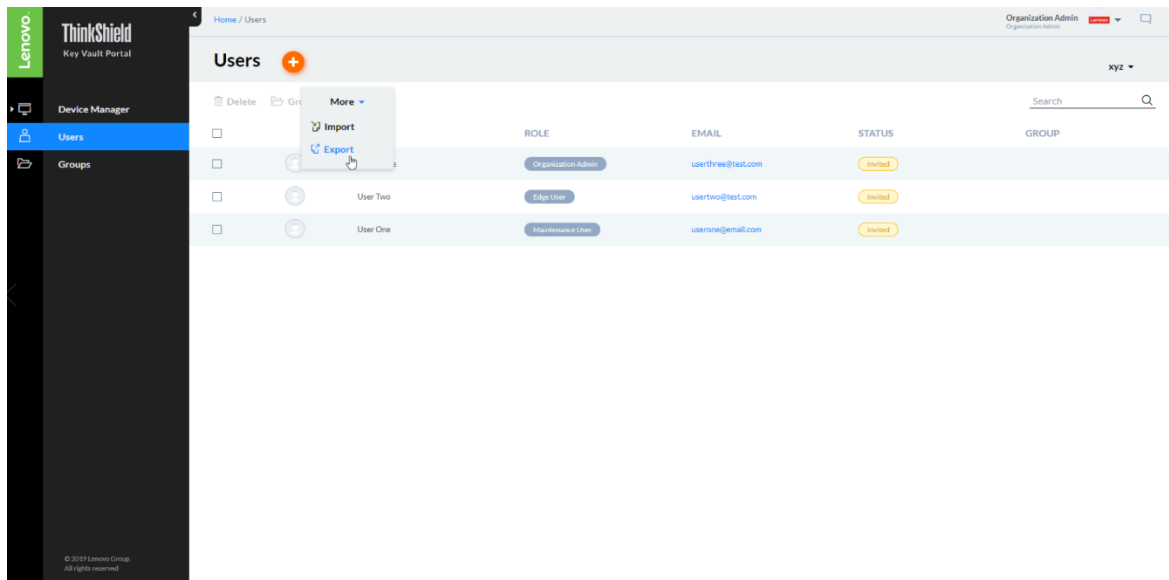
The screenshot shows the 'Users' management interface in the ThinkShield Key Vault Portal. A modal dialog titled 'Import Results' is displayed in the center, showing a table of imported files. The table has columns for FILE NAME, DATE, STATUS, and ACTION. There are five rows of data, each with a 'Download' icon in the ACTION column. At the bottom of the dialog are 'Cancel' and 'Download all' buttons.

FILE NAME	DATE	STATUS	ACTION
Users.csv	2019-10-02 10:34:37	Failed	Download
Users.csv	2019-10-25 11:18:23	Active	Download
Users.csv	2019-10-25 11:31:02	Active	Download
Users.csv	2019-10-25 11:31:53	Active	Download

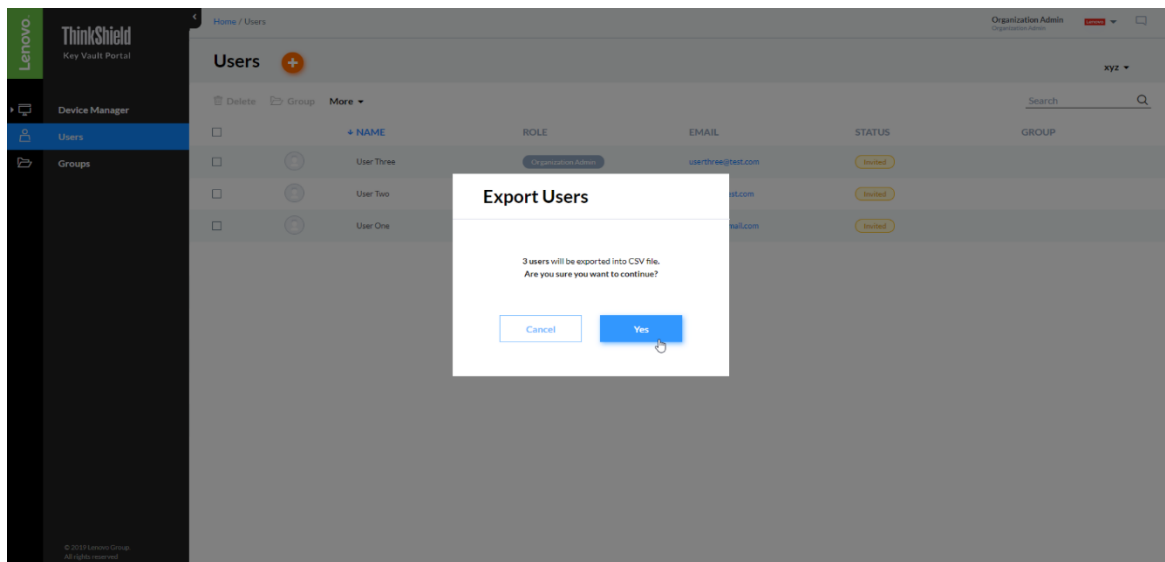


Export Users

'Export' option allows to download a file with the list of all the Users and their profile information. To export a list of Users, click 'Export' in 'More' drop-down at the top of the 'Users' page.



Confirm the action by clicking 'Yes' on 'Export Users' pop-up window.





A .CSV file with a list of Users is downloaded to your computer.

Import

Character set: Cyrillic (Windows-1251) [v]
Language: Default - English (USA) [v]
From row: 1 [v]

Separator Options

Fixed width Separated by

Tab Comma Semicolon Space Other []

Merge delimiters Trim spaces String delimiter: " [v]

Other Options

Format quoted field as text Detect special numbers

Fields

Column type: []

	Standard	Standard	Standard	Standard	Standards
1	First Name	Last Name	Role	Email	ACTIO
2	User	One	Edge User	userone@test.com	
3	User	Three	Maintenance User	userthree@test.com	
4	User	Two	Organization Admin	usertwo@test.com	

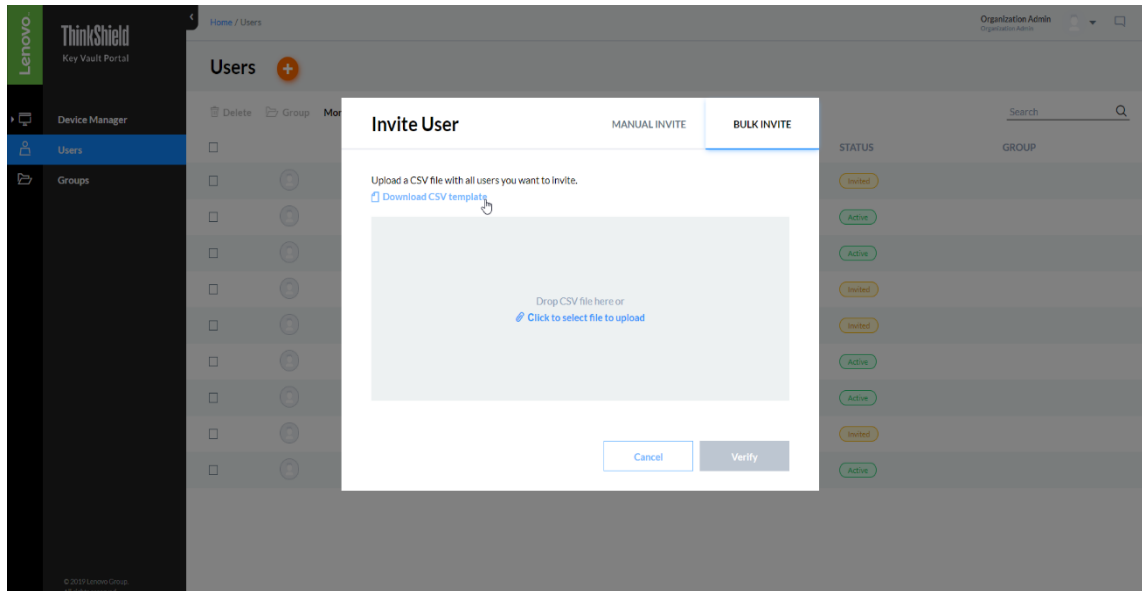
[Help] [OK] [Cancel]



Bulk Invite Users

'Bulk Invite' allows to invite up to 1000 Users at a time.

Select 'Bulk Invite' tab on 'Invite User' pop-up window and download .CSV template.





Fill in all the required data and save the file. The required fields are: First Name, Last Name, Role and Email Address.

Import

Character set: **Cyrillic (Windows-1251)**

Language: **Default - English (USA)**

From row: **1**

Separator Options

Fixed width Separated by

Tab Comma Semicolon Space Other

Merge delimiters Trim spaces String delimiter: **"**

Other Options

Format quoted field as text Detect special numbers

Fields

Column type: **Standard**

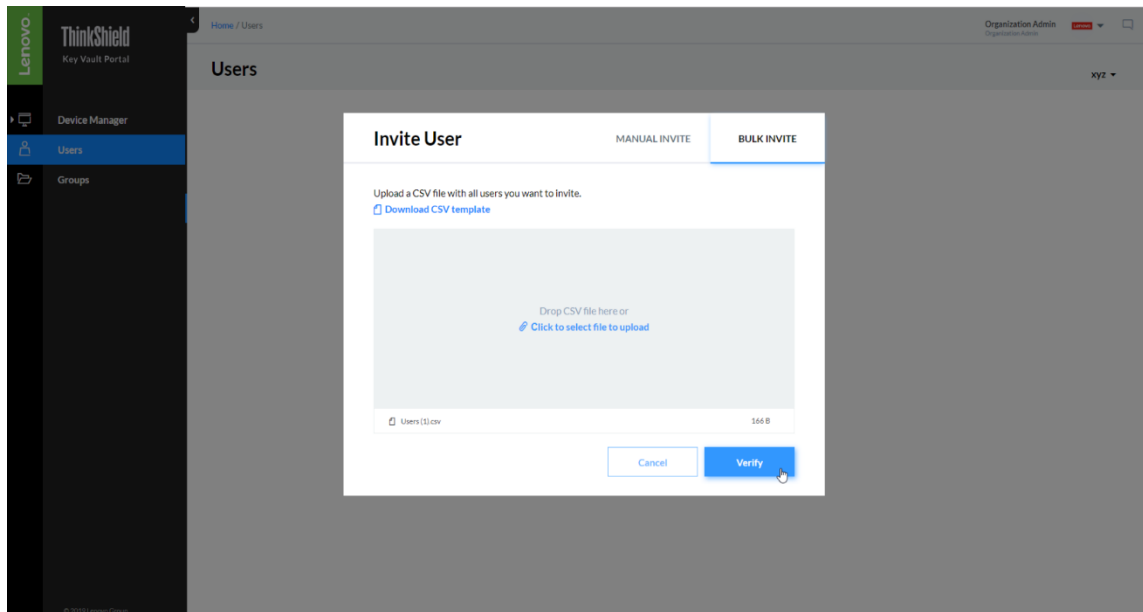
Standard	Standard	Standard	Standard	
1	First Name	Last Name	Role	Email

Buttons: **Help** **OK** **Cancel**

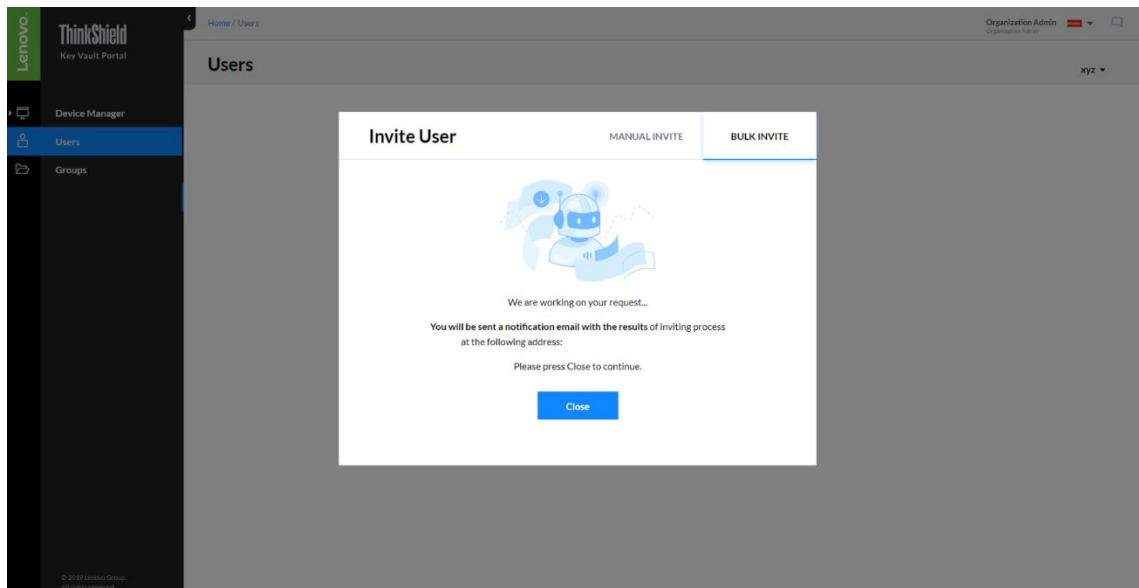
	A	B	C	D
1	First Name	Last Name	Role	Email
2	User	One	Edge User	userone@test.com
3	User	Two	Organization Admin	usertwo@test.com
4	User	Three	Maintenance User	userthree@test.com
5				
6				
7				
8				
9				
10				



Upload a CSV file to the Portal. Click 'Verify' after the file has been uploaded.



As soon as the verification process is over you will get a confirmation email to the email address associated with your profile.





In case of successful upload, the Users start displaying in the User list. The status of the Users is 'Invited'.

The screenshot shows the 'Users' page in the ThinkShield Key Vault Portal. The page header includes 'Home / Users' and 'Organization Admin'. The main content area displays a table of users with the following columns: NAME, ROLE, EMAIL, STATUS, and GROUP. There are three users listed, all with a status of 'Invited'.

NAME	ROLE	EMAIL	STATUS	GROUP
User One	Edge User	userone@test.com	Invited	
User Three	Monitoring User	userthree@test.com	Invited	
User Two	Organization Admin	usertwo@test.com	Invited	



Help/ Contact Support

Click 'Help' button at the top right corner of the screen. Select the document from the drop-down window and click on it. The document selected will be opened in a new tab.

The documents available are:

- ThinkShield Key Vault User Guide
- ThinkShield Key Vault Portal Troubleshooting Guide
- SE350 Product Guide

The screenshot shows the ThinkShield Key Vault Portal interface. The left sidebar contains navigation options: Device Manager, Devices, Users, and Groups. The main content area is titled 'Devices' and displays a table with columns for STATUS, DEVICE NAME, MACHINE TYPE, and SERIAL NUMBER. Two devices are listed: 'device1' (Active) and 'device2' (Ready). A help menu is open in the top right corner, listing 'Contact Support', 'ThinkShield Key Vault Portal User Guide', 'ThinkShield Key Vault Portal Troubleshooting Guide', and 'SE350 Product Guide'. The bottom of the page shows the version '1.2.0.7643c05d.20191206' and copyright information for Lenovo Group.

STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER
Active	device1	7246	22222222
Ready	device2	7246	11111111



To contact our Customer Support click 'Contact Support' in 'Help' drop-down or contact us directly at thinkshield@lenovo.com.

The screenshot shows the ThinkShield Key Vault Portal interface. On the left is a dark sidebar with the 'Lenovo ThinkShield Key Vault Portal' logo and navigation options: 'Device Manager', 'Devices', 'Users', and 'Groups'. The main content area is titled 'Home / Devices' and 'Devices' with a plus icon. Below this are controls for 'Group', 'Activate', 'Transfer', and 'More'. A table lists devices with columns for 'STATUS', 'DEVICE NAME', 'MACHINE TYPE', and 'SERIAL NUMBER'. The table contains two rows: 'device1' (Active) and 'device2' (Ready). A 'Contact Support' dropdown menu is open in the top right corner, listing 'ThinkShield Key Vault Portal User Guide', 'ThinkShield Key Vault Portal Troubleshooting Guide', and 'SE350 Product Guide'. The footer of the sidebar contains version information: 'Version: 1.0.0 | Released 2019/12/04 | © 2019 Lenovo Corporation'.

STATUS	DEVICE NAME	MACHINE TYPE	SERIAL NUMBER
Active	device1	7Z46	22222222
Ready	device2	7Z46	11111111