

Active Directory Organization and User Management

Summary

This article provides a summary for managing Active directory Organizations and Users.

Applies To

This article applies to MachPanel v6 and above.

Active Directory Domain

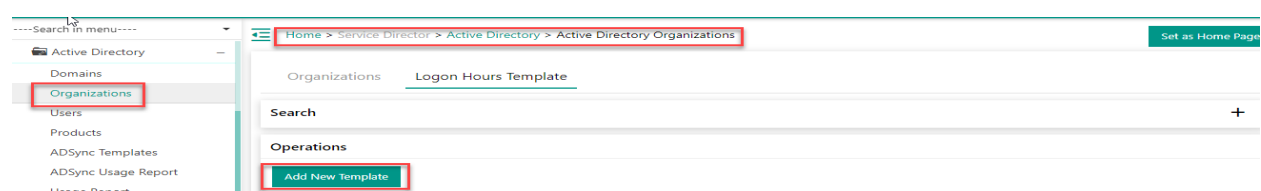
To add an Active Directory Domain, Please review following KB:

<http://kb.machsol.com/Knowledgebase/Article/50263>

Active Directory Organizations (OU) Management

Organizational units (OU) are Active Directory containers into which you can place users, groups, computers, and other organizational units. An organizational unit cannot contain objects from other domains.

1. After the successful integration of the servers you can create Active Directory Organizations from the following path: **Home >> Service Director >> Active Directory >> Organizations**
2. There is new filter to search organization with Enterprise services enabled as shown below:
3. To add a new Organization Unit, click on **Add Organization Unit** button.
4. You can also perform bulk operations by selecting the organization as highlighted in green.
5. You can also **Add AD User, Add Users in Bulk, Update users in bulk, Enable ADSync**, create **Security Groups** on the single organization under **Options**. To add **Security Group** review KB: <http://kb.machsol.com/Knowledgebase/Article/55552>
6. You can also Sync Organization from Backend, using **Sync from backend** option. Please review more details at the following KB: <http://kb.machsol.com/Knowledgebase/Article/54533>
7. You can also add and manage Logon Hours Template using this interface



Active Directory Organization and User Management



Available to Resellers

Select Reseller:

Type and press enter to search

Selectable

Selected *

Available to Customers

Select Customer:

Type and press enter to search

Selectable

Selected *

Save Cancel

Active Directory Organization Management:

---Search in menu---

Active Directory

Domains

Organizations

Users

Products

ADSync Templates

ADSync Usage Report

Usage Report

Data Centers

Web Hosting

DNS Manager

Domain Names

Exchange Hosting

SharePoint Hosting

Home > Service Director > Active Directory > Active Directory Organizations

Set as Home Page

Organizations Logon Hours Template

Search

Operations

Add Organization Unit

	Organization Name	Organization Internal name	Users	Details	Subscriptions	Options
<input type="checkbox"/>			25	Active Directory Domain: ADSync Enabled: No ADSync Template: Subscriptions: Yes Customer:	<input checked="" type="checkbox"/>	Manage

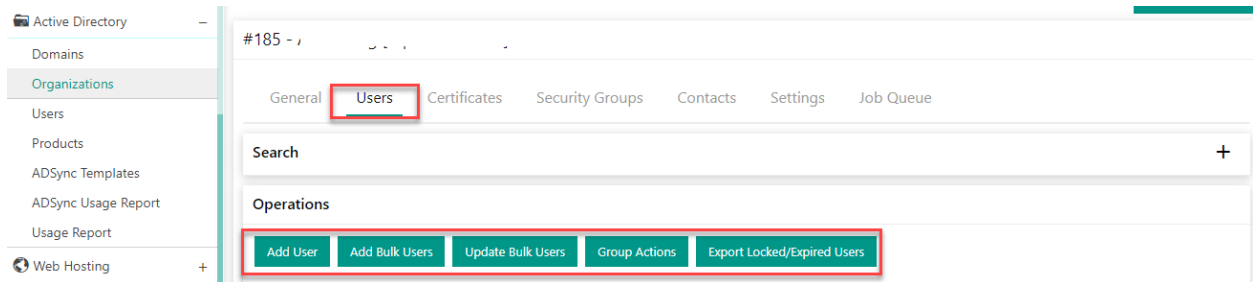
- You can also add **Users, Security Groups, Contacts**, assign **Certificates** to users and **set password policies** for Active Directory organizations.



Active Directory Organization and User Management

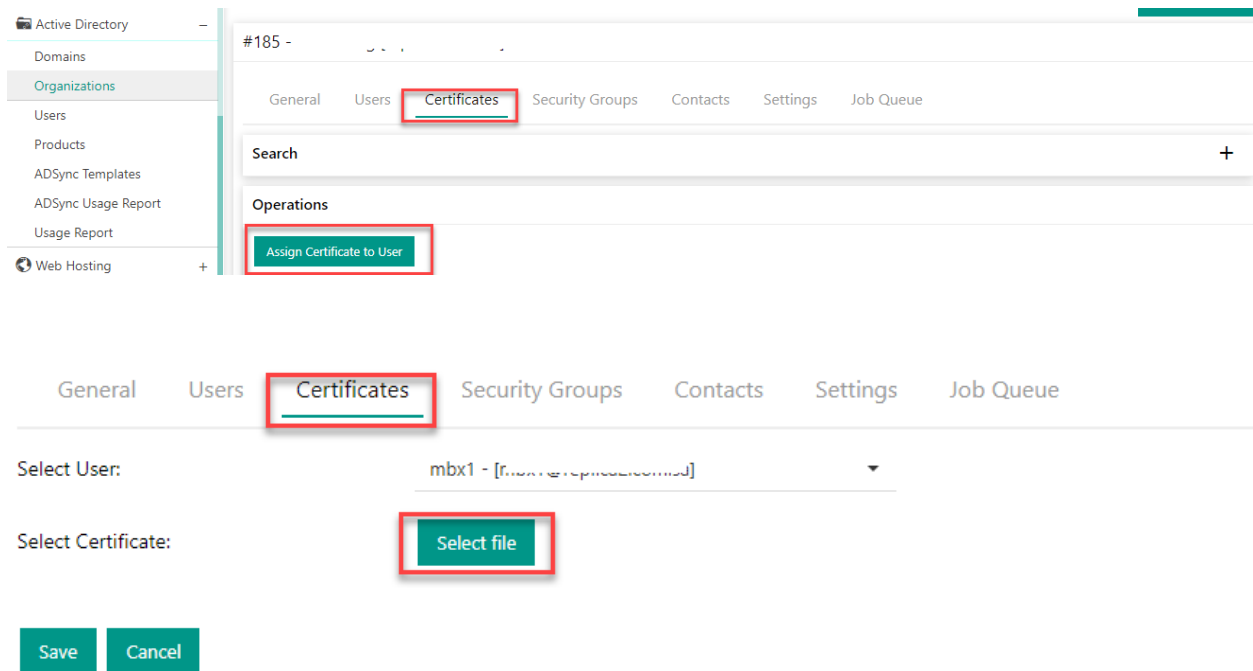
Users

- You can add user, Add Bulk User (Using CSV), Update Bulk User (Using CSV), perform Group Actions on number of Users selected and also Export locked/Expired Users



Certificates

- You can upload certificate and assign to user

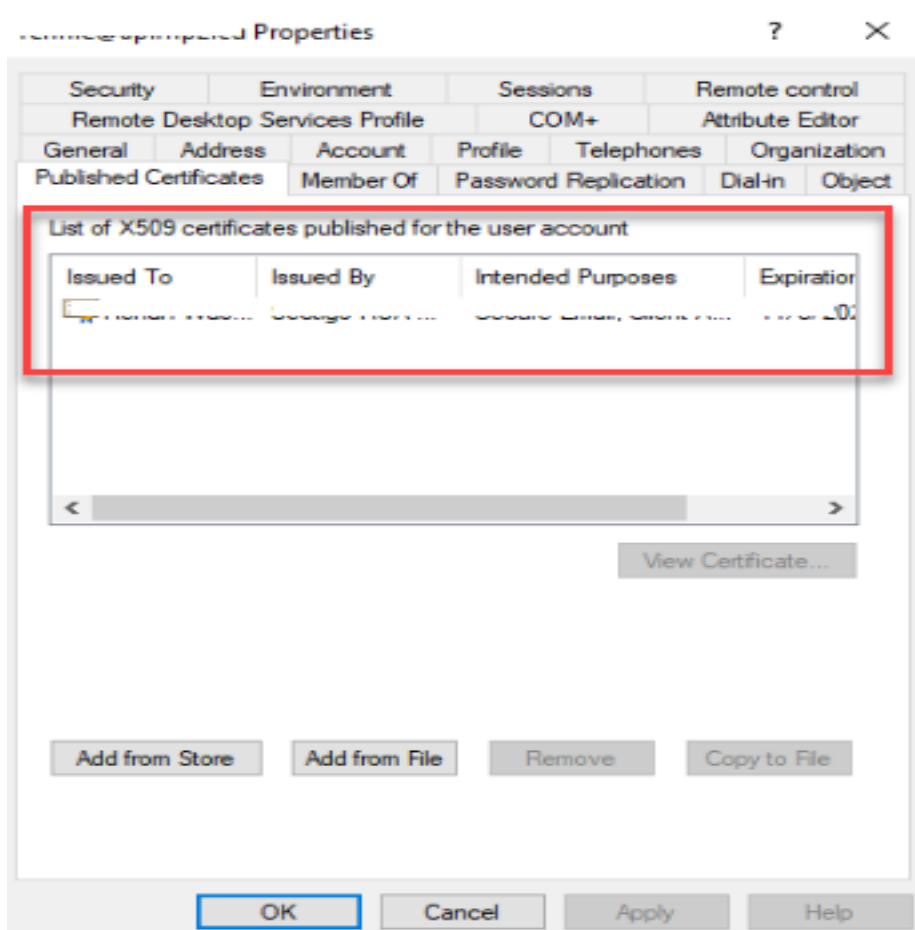


- The client side certificate '.Cer' and '.p7b' are supported.
- After selecting the certificate it will shown as below

Active Directory Organization and User Management

General	Users	Certificates	Security Groups	Contacts	Settings	Job Queue
Search +						
Operations						
Assign Certificate to User						
Certificate	Issued From IT	Start Date IT	End Date IT	Status	User details IT	Options
BC12550A0F4D63A47F	CA=Certificat RSA Client Authentication Manchester, C=GB	11/07/2022 01:00:00	11/08/2023 00:59:59	expir...	Logon Name: [username] UPN: [username@pmproposed] Display Name: [pmproposed]	

- After the job is completed in Job Queue it shown under Certificates listing and also you can verify directly on AD user under Published Certificates.



Security Groups

- You can create Security Groups (Domain Level, Global and Universal)

General Users Certificates **Security Groups** Contacts Settings Job Queue

Search +

Operations

Add Security Group

General Users Certificates **Security Groups** Contacts Settings Job Queue

Security Group

*Display name: _____

Group Scope: ☐ Domain Local ☒ Global ☐ Universal

Group Members:

Type and press enter to search

Selectable

Selected

Automatically add users in group: ☐

Save Cancel

Contacts

- You can add Mail Contact, add bulk Mail Contact (Using CSV) and Export to Excel

General Users Certificates Security Groups **Contacts** Settings Job Queue

Search +

Operations

Add Mail Contact Add Bulk Mail Contact Export to Excel

Active Directory Organization and User Management

Settings:

- Under Defaults
 - o You can set Ad user Password settings

The screenshot shows the 'Settings' tab selected in the top navigation bar. Below it, the 'Defaults' sub-tab is selected. The 'AD User Password' section is visible, showing four options that are currently unchecked:

- ☐ User must change password at next logon
- ☐ User cannot change password
- ☐ Password never expires
- ☐ Send Email alert for Password expiry to users

- Also you can 'Send Email Alert' for Password expiry to users

This screenshot shows the same 'AD User Password' section, but the 'Send Email alert for Password expiry to users' option is now checked. Below this option, there are input fields for scheduling the email alerts:

Notify users everyday during the last 1 days before expiration, At Hour(s): 00 Minutes: 00

- You can also apply password policy (steps to create password policy shown below):

The screenshot shows two sections for policy selection:

Password Policy
Select Policy: New Policy

Logon Hours Template
Select Template: --- Select ---

Active Directory Organization and User Management

- Also below permissions can also be allowed, under Other configuration.

Other configuration

Update Profile Allowed:

☒

Change Password Allowed:

☒

Unlock Account Allowed:

☒

(Allow users to unlock their accounts using the method enrolled)

Save

- Click **Password Policies** tab to add new Policy

Home > Service Director > Active Directory > Active Directory Organizations > Organization

#124 - 7025.com [7025.com]

General Users Security Groups Contacts **Settings** Job Queue

Defaults Password Policies Enrollment

Operations

Add Policy

Policy Name II	Precedence II	Options
Strict	5	<div>Edit Remove</div>

- Now select password policy.

Home > Service Director > Active Directory > Active Directory Organizations > Organization

#124 - 7025.com [7025.com]

General Users Security Groups Contacts **Settings** Job Queue

Defaults Password Policies Enrollment

AD User Password

Options:

☐ User must change password at next logon

☐ User cannot change password

☒ Password never expires

Password Policy

Select Policy: Strict

Logon Hours Template

Select Template: --- Select ---

Other configuration

Update Profile Allowed:

☒

Change Password Allowed:

☒

Unlock Account Allowed:

☒

(Allow users to unlock their accounts using the method enrolled)

Save

Active Directory Organization and User Management

- You can also setup Enrollment Option

General Users Certificates Security Groups Contacts Settings Job Queue

Defaults Password Policies **Enrollment**

Enrollment Options

Allowed methods for user verification for password recovery and unlock account.

Email: ☒

Security Questions: ☒ No. of Questions: ☒ 1 ☐ 2 ☐ 3

Save

Job Queue

- Under the Job Queue you can see the jobs added for this particular organization

General Users Certificates Security Groups Contacts Settings **Job Queue**

Group Actions Log

Search +

Operations

Reset Tries Count **Clear Completed/Cancelled Jobs** **Cancel Failed Jobs listed**

Active Directory Users Management

- To add a new user to the active directory, navigate to the path: **Home >> Service Director >> Active Directory >> Users.**
- You can select users and remove, enable, disable, unlock as shown by yellow block.
- Click on **Add User** button to create a new AD user.

Active Directory

Groups

Users

Active Directory Templates

Active Directory Usage Report

User Report

Event Viewer

Web Console

LDAP Manager

Exchange Monitoring

StandardTask Monitoring

Virtual Machine Monitor

CRM Monitoring

Backup Monitoring

Home - Active Directory - Active Directory - Active Directory Users

Active Directory Users

Group Actions

Search

Operations

Add User

Add Bulk Users

Update Bulk Users

Enable

Disable

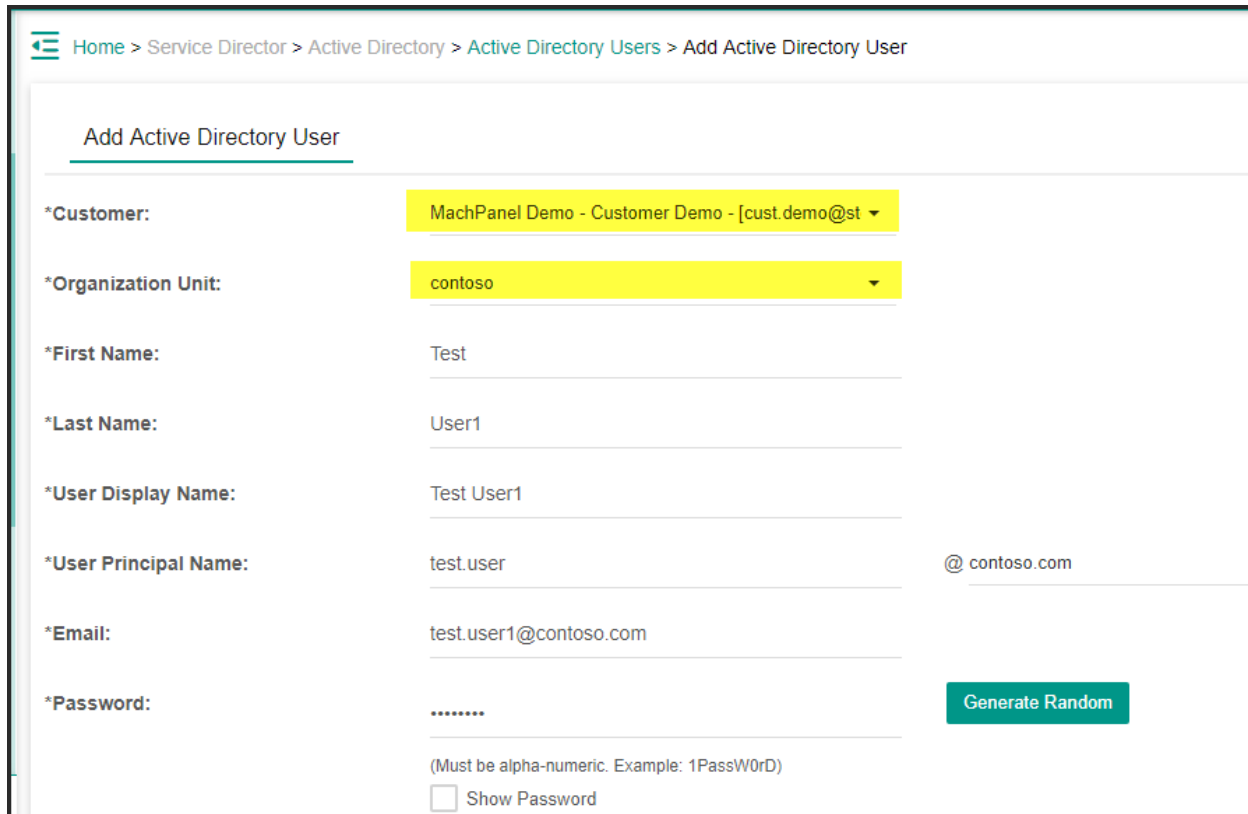
Unlock

	Status	User ID	Contact		Status
<input checked="" type="checkbox"/>	Active	MDX2701 (mdx.2701@testingpfuse.local)	Login Reason: Replication Status: Active Directory Domain: Client: Computer: Password:		

Active Directory Organization and User Management

Important Note: Please note that when you delete a Mailbox, SharePoint, Lync or CRM user the Active Directory User is not get deleted. You can remove AD users in bulk as highlighted in green.

- Select customer name, organizational unit from the dropdown list and provide user display name, UPN, email address and password.



The screenshot shows the 'Add Active Directory User' form within the Service Director interface. The breadcrumb trail at the top reads: Home > Service Director > Active Directory > Active Directory Users > Add Active Directory User. The form title is 'Add Active Directory User'. The fields are as follows:

- *Customer:** A dropdown menu showing 'MachPanel Demo - Customer Demo - [cust.demo@st'.
- *Organization Unit:** A dropdown menu showing 'contoso'.
- *First Name:** A text input field containing 'Test'.
- *Last Name:** A text input field containing 'User1'.
- *User Display Name:** A text input field containing 'Test User1'.
- *User Principal Name:** A text input field containing 'test.user', followed by a separate field for '@ contoso.com'.
- *Email:** A text input field containing 'test.user1@contoso.com'.
- *Password:** A text input field with masked characters '.....'. To the right of this field is a green button labeled 'Generate Random'.

Below the password field, there is a note: '(Must be alpha-numeric. Example: 1PassW0rD)' and a checkbox labeled 'Show Password'.

Note: If the organization is already subscribed to a service such as Exchange, Lync, SharePoint, CRM etc. then you will also see a section to enable that service on the Active Directory User.

- Click on **Optional fields** section to expand. You can provide here the AD user contact information, organization\company details and customize company logo etc.
- Click on **Enable Exchange Service** section to expand. You can provide here the details to Add a mailbox, select Distribution List Membership and Public Folder permissions.
- Click **Save** when done.

Active Directory Organization and User Management

Bulk Active Directory Users Management

1. You can also add Active Directory users in Bulk from the path: **Home >> Service Director >> Active Directory >> Users.**
2. Select **Users** and click on **"Update Bulk User"** button.

Home > Service Director > Active Directory > Active Directory Users > Add Active Directory User

Update Bulk Users

Select Customer: Customer Demo - [cust.demo@storetest.com] #1 - Mai ▾

*Organization Unit: contoso ▾

Select user to clone: None ▾

CSV file to import: [Select File](#) [Sample CSV file](#)

☐ Send password email to alternate email if password being updated

☐ Retain existing attribute values for empty field in CSV

[Save](#) [Cancel](#)

- To add bulk **Logon Hours Template** for Active directory users. Navigate to Path: **Home > Service Director > Active Directory > Active Directory Users**
- In **Search** field filter your AD users by "Organization name" and select all users and apply **Logon Hours Template** as shown below:

Home > Service Director > Active Directory > Active Directory Users

Active Directory Users Group Actions

Search: Filter your AD users by "Organization Name" and select all Users

Operations: [Add User](#) [Add Bulk Users](#) [Update Bulk Users](#) [Remove](#) [Enable](#) [Disable](#) [Unlock](#)

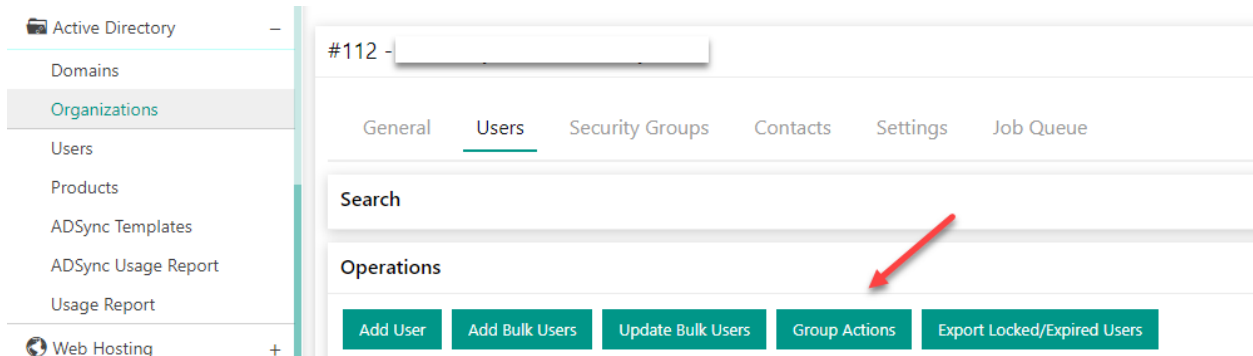
	Status	User ID	Details
<input checked="" type="checkbox"/>	Active	AD Test [ADTestSigninContoso@contoso.com]	<div>Logon Name: ADTestSigninRhoit Organization Name: CONTOSO Active Directory Domain: RHOIT-4ad6-9761-754686d19543 Customer: #1 - Customer Demo Logon Hours Template: N/A</div>

Logon Hours Template: [Select Logon Hours Template](#) [Working Hours](#) [Template 1](#)

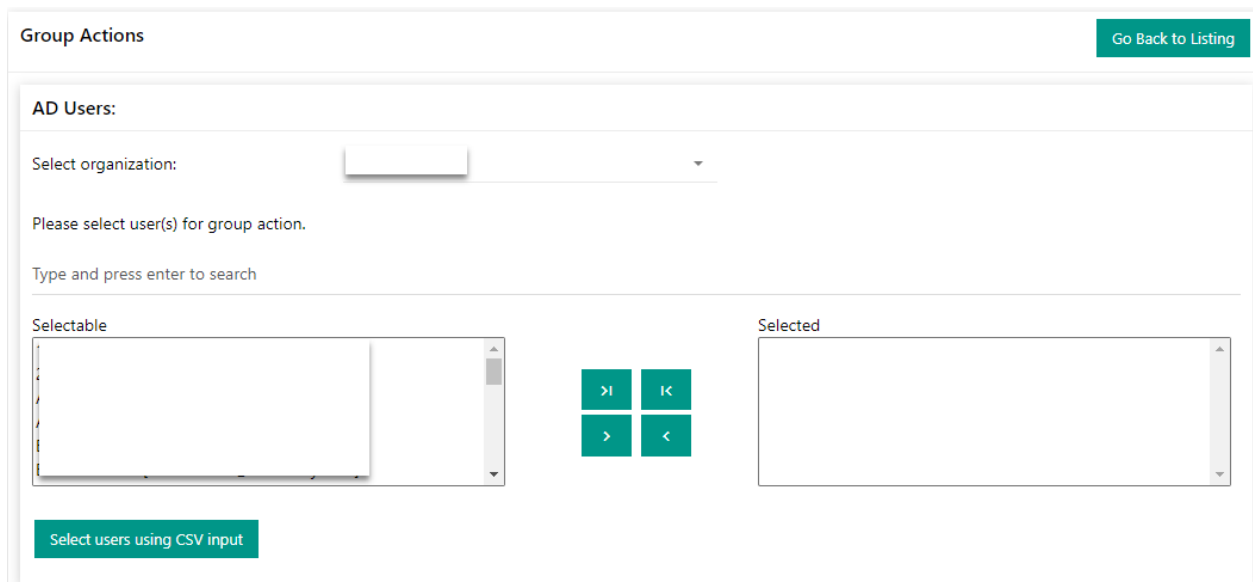
Active Directory Organization and User Management

Group Actions

- You can perform Group Action to multiple user of an particular Active Directory Organization at the path: **Home >> Service Director >> Active Directory >> Organization** and click Manage the respective organization. Then under Users menu click **Group Actions**



- You can select multiple users and perform multiple operation available on this interface.



Active Directory Organization and User Management

ADSync Usage Report

- You can view **ADSync Organization Report** and **Users Synchronized** under respective tabs at the path: Home >> Service Director >> Active Directory >> ADSync Usage Report.

The screenshot shows the MachPanel interface with the left sidebar containing navigation options like Home, Customer Manager, Help Desk, Service Director, General, Active Directory, Domains, Organizations, Users, Products, ADSync Templates, ADSync Usage Report (highlighted), Usage Report, and Data Centers. The main content area displays the path Home > Service Director > Active Directory > ADSync Usage Report. It features two tabs: 'ADSync Organization report' (selected) and 'Users synchronized'. Below the tabs is a search bar and an 'Export to Excel' button. A table lists synchronization data for the 'contoso' organization, showing 6 users synchronized and 999 users not synchronized, totaling 1005 users. The interface also includes a 'Displaying: 1- 1 of 1' indicator and a 'Displaying per page: 80' dropdown.

Organization Name	Customer Name	Owner	Users synchronized	Users not synchronized	Total Users
contoso	Customer Demo [MachPanel Demo]	Host Admin (Provider)	6	999	1005

- You can View Active Directory **Usage Report** which covers Organization, User and Security Group.

Note: The Active Directory Usage report will be shown for AD domains which are provisioned via **Active Directory Service Plan**. See details at KB:

<http://kb.machsol.com/Knowledgebase/Article/55557>

The screenshot shows the MachPanel interface with the left sidebar containing navigation options like Active Directory, Domains, Organizations, Users, Products, ADSync Templates, ADSync Usage Report, Usage Report (highlighted), Data Centers, Web Hosting, DNS Manager, and Exchange Hosting. The main content area displays the path Home > Service Director > Active Directory > Usage Report. It features three tabs: 'Organization Usage Report' (selected), 'User Usage Report', and 'Security Group Usage Report'. Below the tabs is a search bar with filters for 'MachSol, Inc. [Host Admin (Provider)]', 'Customer Name', 'Organization Name', and an 'ADSync Enabled' checkbox. A 'Search' button is present. Below the search bar is an 'Export to Excel' button.

Active Directory Organization and User Management

<https://kb.machsol.com/Knowledgebase/53476/Active-Directory-Organization-an...>