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
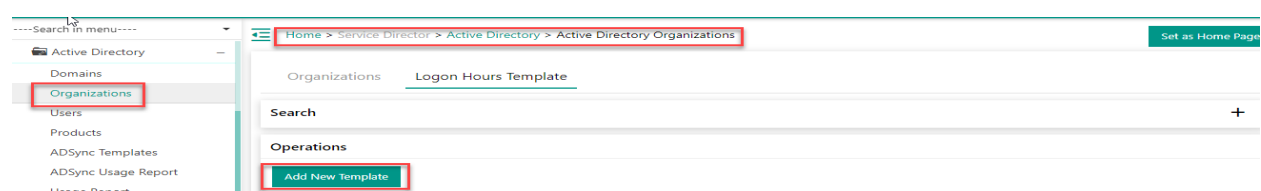
Available to Resellers

Select Reseller:

Type and press enter to search

Selectable		Selected *

Save   Cancel

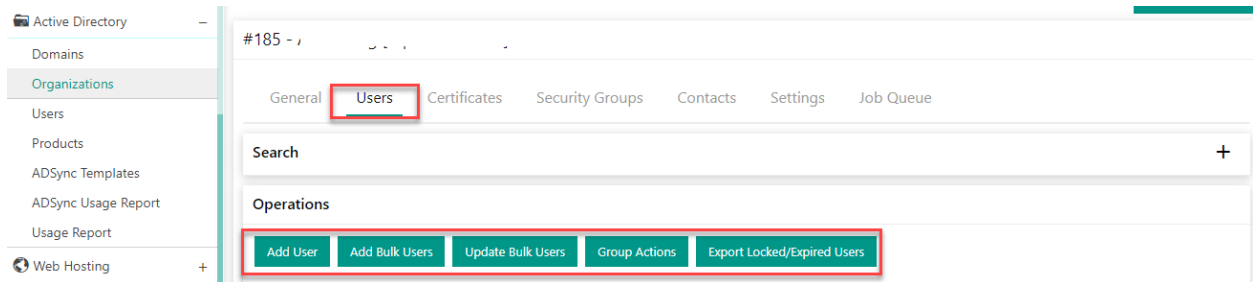# Active Directory Organization Management:

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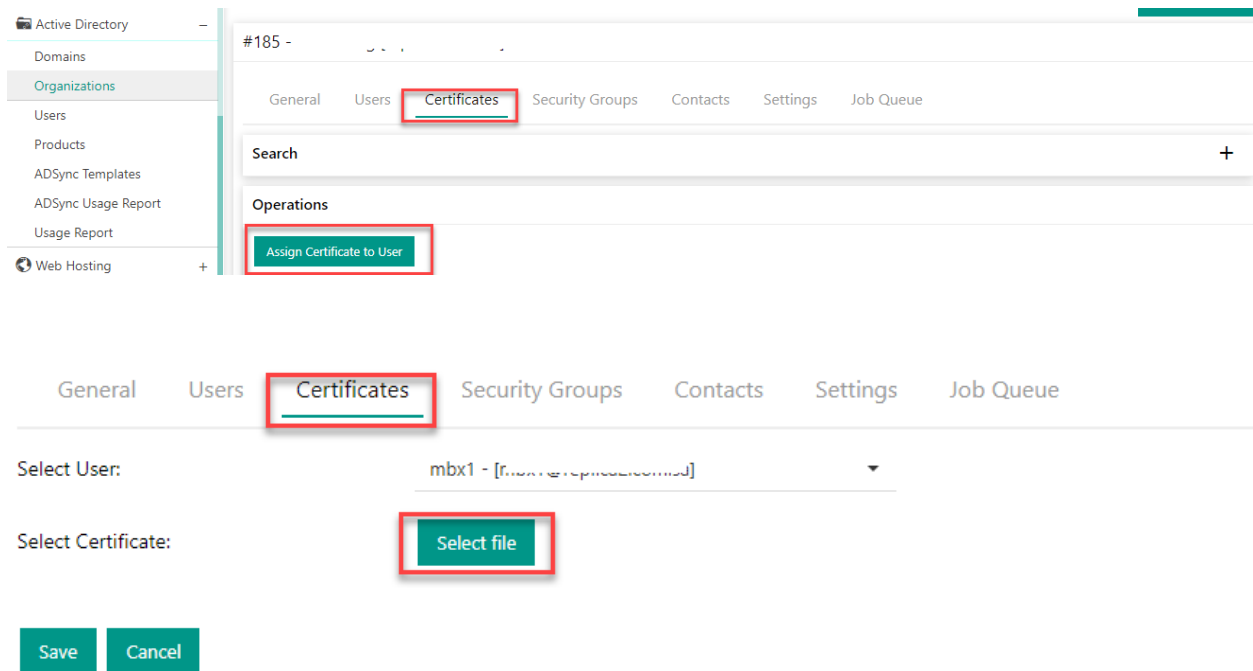
Users

- 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

Certificate	Issued From ⥮	Start Date ⥮	End Date ⥮	Status	User details ⥮	Options
DC42CF0A0F1DC2A47F 1	CN=Sectigo RSA Client Authentication Manchester, C=GB	11/07/202 2 01:00:00	11/08/202 3 00:59:59	-----	Logon Name: ------ UPN: ------- Display Name: -------	☰

- 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.
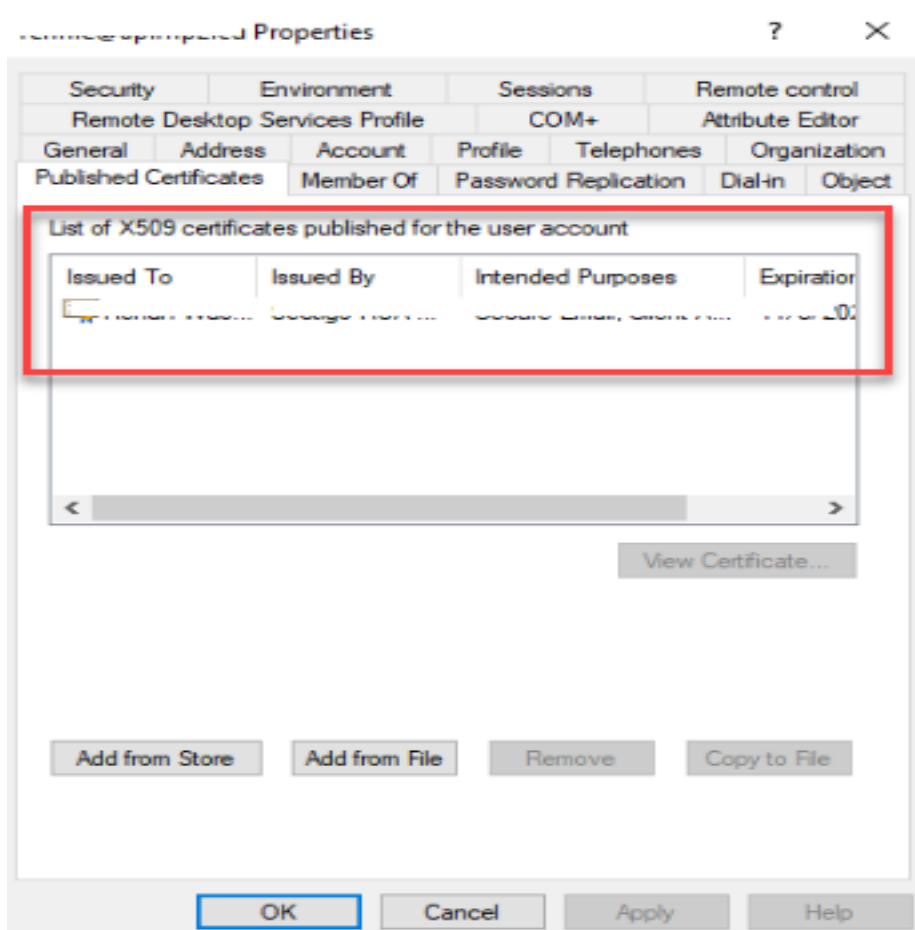
Security Groups

- 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

Settings:

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

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

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

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

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

- Now select password policy.

- You can also setup Enrollment Option

Job Queue

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

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.

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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.

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.

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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.

- 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:

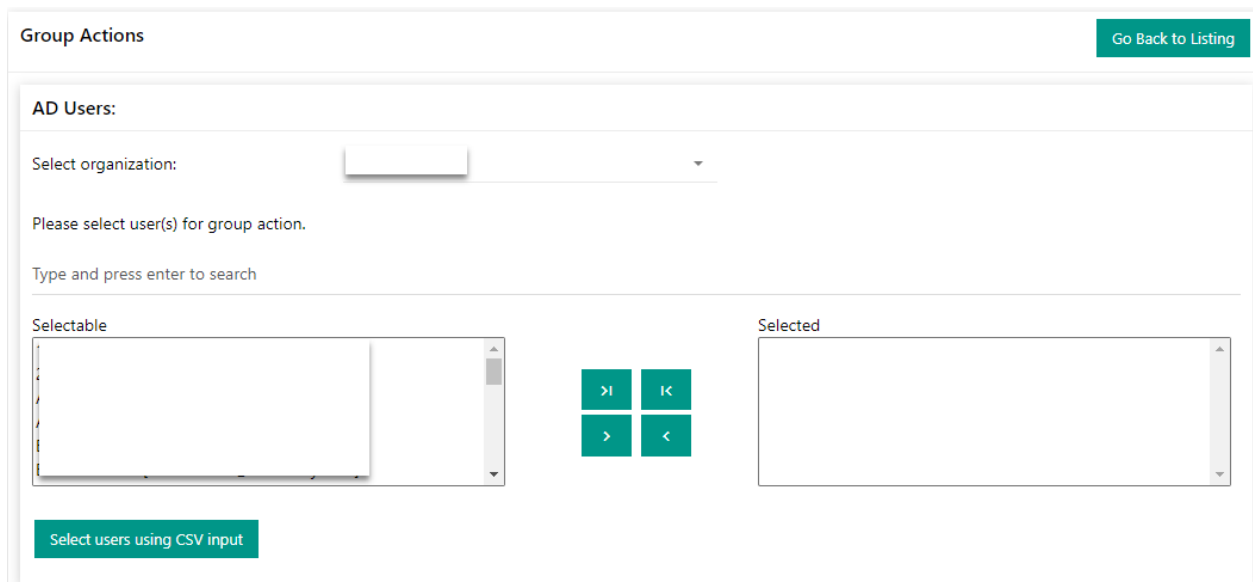# Active Directory Organization and User Management

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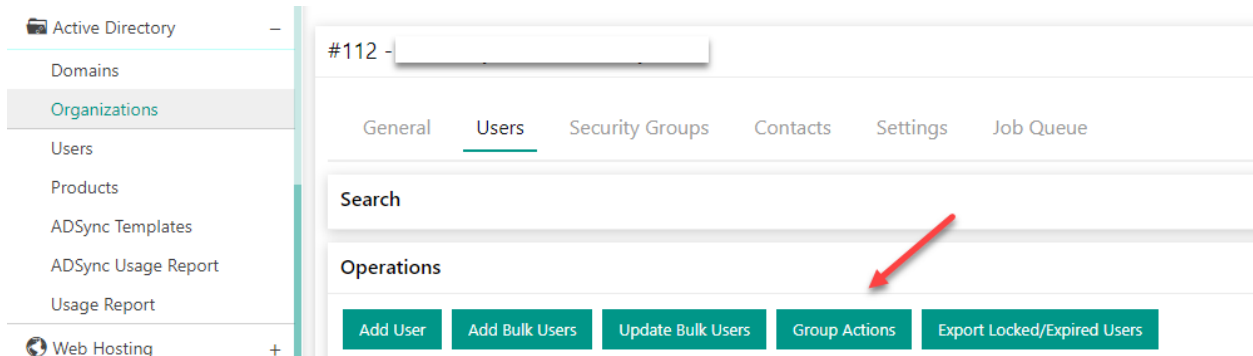
- You can select multiple users and perform multiple operation available on this interface.

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.

- 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

MachPanel Knowledgebase

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