



# **AD Administration 1.0**

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## **User Guide**

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# Contents

1.	Introduction .....	1
2.	Installation .....	2
2.1	Product Files .....	2
2.2	System Requirements .....	3
2.3	Installation .....	4
2.4	Upgrade.....	5
2.5	Uninstallation .....	5
2.6	Command Line Installation .....	5
2.7	Feature Activation.....	9
3.	Add AD Administration Web Part .....	11
4.	Configure AD Administration in Central Administration .....	13
4.1	Configure General Settings.....	13
4.1.1	Configure Log Schedule .....	13
4.1.2	View Logs.....	14
4.1.3	Configure SMTP Server Settings.....	15
4.2	Manage AD Administration User Permissions .....	15
4.2.1	Assign Permissions to Users.....	16
4.2.2	Delete Users.....	20
4.2.3	Edit User Permissions.....	21
4.2.4	View User Permissions.....	21
4.3	Configure Web Part Layout and AD Properties Settings .....	22
4.3.1	Manage Tabs.....	23
4.3.2	Manage Properties.....	24
5.	Get Familiar with the AD Administration Web Part.....	31
5.1	Three Views of Users .....	32
5.1.1	Organization .....	32
5.1.2	Alphabetical .....	33
5.1.3	Sites.....	34
5.2	The Settings Menu .....	34
5.2.1	SMTP Server Settings.....	35
5.2.2	Change Role .....	35
5.2.3	Appearance Settings .....	36
5.3	The Actions Menu.....	38

6.	Manage AD with AD Administration Web Part.....	39
6.1	Manage OUs.....	39
6.1.1	Create an OU.....	39
6.1.2	Delete an OU.....	40
6.1.3	Rename an OU.....	40
6.1.4	Refresh an OU.....	40
6.1.5	Edit the AD Properties of an OU.....	41
6.2	Manage Groups.....	41
6.2.1	Create a Group .....	41
6.2.2	Delete a Group .....	42
6.2.3	Rename a Group.....	42
6.2.4	Edit the AD Properties of a Group.....	43
6.2.5	Add Users to or Remove Users from a Group .....	43
6.3	Manage Users .....	44
6.3.1	Create a User .....	44
6.3.2	Change Group for a User .....	49
6.3.3	Disable a User Account .....	49
6.3.4	Reset User Password .....	50
6.3.5	Delete a User .....	51
6.3.6	Rename a User.....	51
6.3.7	Edit the AD Properties of a User.....	51
6.4	Manage Computer .....	51
6.4.1	Change Group for a Computer .....	51
6.4.2	Disable a Computer .....	51
6.4.3	Delete a Computer.....	52
6.4.4	Edit the AD Properties of a Computer .....	52
6.5	Send Emails to Croups/Users.....	52
6.5.1	Send an Email to a Group .....	52
6.5.2	Send an Email to a User .....	53
7.	Technical Limitations .....	54
8.	Troubleshooting & Support .....	55
	Appendix: License Management.....	56

## 1. Introduction

AD Administration (ADA) is a SharePoint Web Part that allows administrators to delegate user management permissions to specific users such as managers so that they can create, manage, and delete users and groups, reset users' passwords, and edit AD profile information from within a predefined OU.

### **Product Feature List**

- Grant specific users with the ability to manage AD object's properties
- Enable authorized users to manage OUs, users, groups and computers directly in SharePoint
- Add users to SharePoint right after they are created
- Send email to users/groups directly from within AD Administration Web Part
- Restrict users from managing certain properties
- Define delegation scope and permission for each user
- Display users, groups and sites in Organization view, Alphabetical view and Sites view
- Record each operation in a log file

### **About this User Guide**

This user guide is intended to instruct you on how to install/uninstall, configure and use SharePoint AD Administration. For the latest copy of this user guide and some other guides, please visit <http://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the AD Administration zip file from [www.boostsolutions.com](http://www.boostsolutions.com), you will find the following files:

Path	Descriptions
Setup.exe	A program to install and deploy the WSP solution packages to the SharePoint farm
EULA.rtf	The product End-User-License-Agreement
AD Administration_V1_User Guide.pdf	User guide of AD Administration in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0
Library\2.0\Setup.exe.config	A file that contains the configuration information for the installer
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file that contains the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ADAdministration\BoostSolutions.ADAdministrationSetup12.1.wsp	A SharePoint solution package that contains AD Administration files and resources for SharePoint 2007 or WSS 3.0.
Solutions\ADAdministration\BoostSolutions.ADAdministrationSetup14.1.wsp	A SharePoint solution package that contains AD Administration files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\ADAdministration\BoostSolutions.ADAdministrationSetup15.1.wsp	A SharePoint solution package that contains AD Administration files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ADAdministration\Install.config	A file containing the configuration information for

	the installer.
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## 2.2 System Requirements

Before you install AD Administration, make sure that your system meets the following requirements:

### SharePoint 2013

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8/9/10 Mozilla Firefox Google Chrome

### SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft SharePoint Foundation 2010 SP1 or Microsoft SharePoint Server 2010 SP1 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 7 and above Mozilla Firefox Google Chrome

### SharePoint 2007

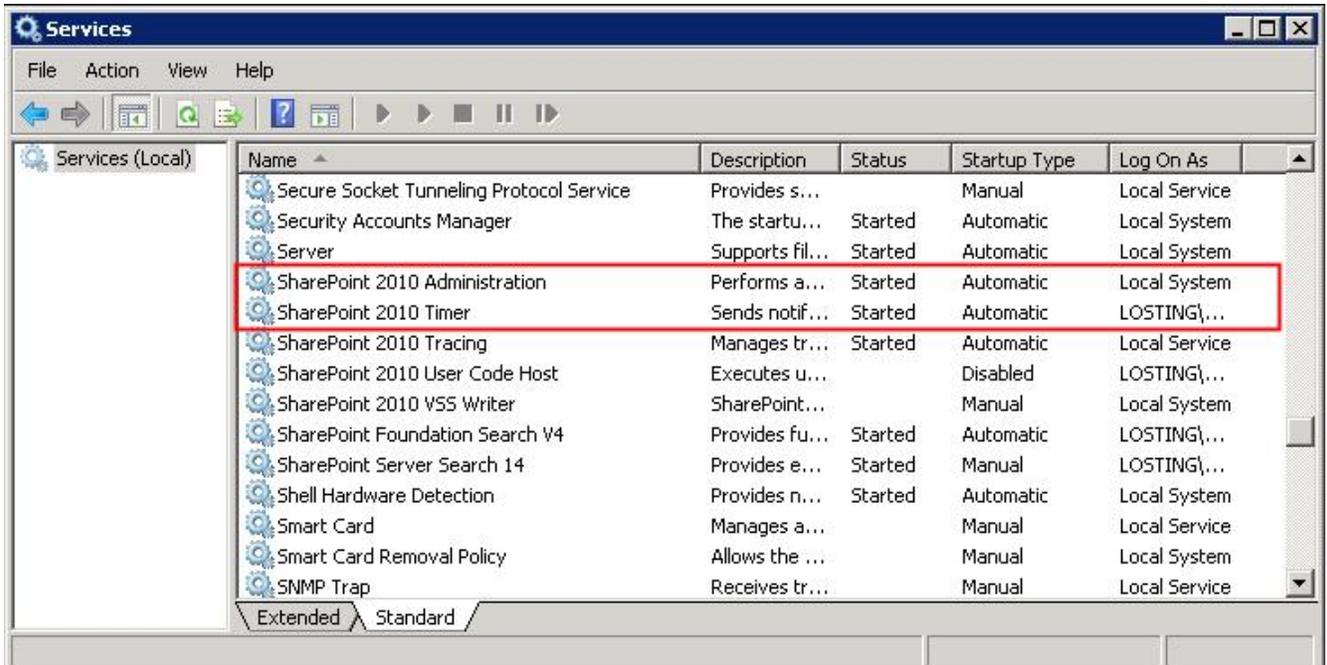
Operating System	Microsoft Windows Server 2003 x86/x64 Microsoft Windows Server 2008 x86/x64 Microsoft Windows Server 2008 R2
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 SP2 Microsoft .NET Framework 2.0 and above <b>Note</b> This product is not compatible with SPS 2003 and WSS v2.
Browser	Microsoft Internet Explorer 6 and above

## 2.3 Installation

Follow the steps below to install ADA on your SharePoint servers.

### Installation Preconditions

Before you install ADA, please make sure the following services are started on your SharePoint servers:  
**SharePoint Administration and SharePoint Timer.**



AD Administration must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

### Required Permissions

To perform this procedure, you must meet either of the following requirements:

- Member of the local server's **Administrators** group
- Member of the **Farm Administrators** group

### Install ADA on SharePoint Server

- Download the zip file (\*.zip) of AD Administration from the BoostSolutions website, then extract the file.
- Open the created folder and run the **Setup.exe** file.

**Note** If you cannot run the setup file, please right-click the **Setup.exe** file and choose Run as administrator.

- c. A system check is performed to verify if your machine meets all the requirements for installing ADA. After the system check is finished, click **Next**.
- d. Review and accept the End-User License Agreement and click **Next**.
- e. In the **Web Application Deployment Targets**, select the web applications you are going to install and click **Next**.

**Note** If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation. If you want to manually activate the product feature later, clear this check box.

- f. Upon completion of the installation, details are displayed showing the web applications where ADA has been installed. Click **Close**.

## 2.4 Upgrade

Download the latest version of AD Administration and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

## 2.5 Uninstallation

If you want to uninstall AD Administration, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

## 2.6 Command Line Installation

The following instructions are for installing the solution files for AD Administration in **SharePoint 2010** by using the SharePoint STSADM command line tool.

### Required Permissions

To use STSADM, you must be member of the local Administrators group on the server.

### Install AD Administration to SharePoint Servers

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.

- a. Extract the files from the product zip pack to a folder on one SharePoint server.
- b. Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN

- **SharePoint 2007**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN\stsadm.exe

- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.ADAdministrationSetup14.1.wsp
stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp
```

- d. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.ADAdministrationSetup14.1.wsp
-allowgacdeployment -url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment -
url [virtual server url] -immediate
```

- e. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.ADAdministrationSetup14.1.wsp
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

- f. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ADAdministration -url [site collection url] -force
stsadm -o activatefeature -name SharePointBoost.ADAdministration.Settings -url [site collection
url] -force
```

**Note:**

After install product using command line, you can check whether the product is installed and

deployed successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, check whether the solution "boostsolutions.adadministrationsetup14.1.wsp" is deployed to the web applications.
- d. On the Solution Properties page, click **Deploy Solution**.
- e. On the Deploy Solution page, in the Deploy When section, select **Now**.
- f. In the Deploy To? section, in the A specific web application list, click either All web applications or select a specific Web application.
- g. Click **OK**.

### **Remove AD Administration from SharePoint Server**

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ADAdministrationSetup14.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.ADAdministrationSetup14.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.ADAdministrationSetup14.1.wsp
```

#### **Note:**

After uninstall product using command line, you can check whether the product is removed and successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.

- c. On the Solution Management page, click “boostsolutions.adadministrationsetup14.1.wsp”.
- d. On the Solution Properties page, click **Retract Solution**.
- e. On the Retract Solution page, in the Deploy When section, select **Now**.
- f. In the Retract From section, in the A specific web application list, click All content web applications.
- g. Click **OK**.
- h. Wait a minute, and refresh the browser until you see “Not Deployed” as the status for boostsolutions.adadministrationsetup14.1.wsp.
- i. Select “boostsolutions.adadministrationsetup14.1.wsp”.
- j. On the Solution Properties page, click **Remove Solution**.

### **To remove BoostSolutions Foundation from SharePoint servers.**

The BoostSolutions Foundation is mainly designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, please do not remove Foundation from the servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp
```

#### **Note:**

After uninstall product using command line, you can check whether the product is removed and successfully in Central Administration.

- k. On the Central Administration Home page, click **System Settings**.

- l. In the Farm Management section, click **Manage farm solutions**.
- m. On the Solution Management page, click "boostsolutions.foundationsetup14.1.wsp".
- n. On the Solution Properties page, click **Retract Solution**.
- o. On the Retract Solution page, in the Deploy When section, select **Now**.
- p. In the Retract From section, in the A specific web application list, click All content web applications.
- q. Click **OK**.
- r. Wait a minute, and refresh the browser until you see "Not Deployed" as the status for boostsolutions.foundationsetup14.1.wsp.
- s. Select "boostsolutions.foundationsetup14.1.wspss".
- t. On the Solution Properties page, click **Remove Solution**.

## 2.7 Feature Activation

### Activate feature in site collection

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

- a. On the **Site Actions** menu , click **Site Settings**.
- b. Under **Site Collection Administration**, click **Site collection features**.
- c. Find the application feature and click **Activate**. After the feature is activated, the Status column lists the feature as **Active**.

#### **AD Administration 1.13.104.0**



Allows administrators to delegate user management capabilities to specific users so they can create, manage, and delete users and groups, reset other users' passwords, and edit AD profile information from within a predefined OU. (Powered by BoostSolutions)

Deactivate

**Active**

### Activate feature in Central Administration

- a. Enter Central Administration, on the Quick Lunch, click **System Settings**.
- b. On the System Settings page, under Farm Management, click **Manage farm features**.
- c. Find AD Self Service's features and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

**AD Administration 1.13.104.0**



Allows administrators to delegate user management capabilities to specific users so they can create, manage, and delete users and groups, reset other users' passwords, and edit AD profile information from within a predefined OU. (Powered by BoostSolutions)

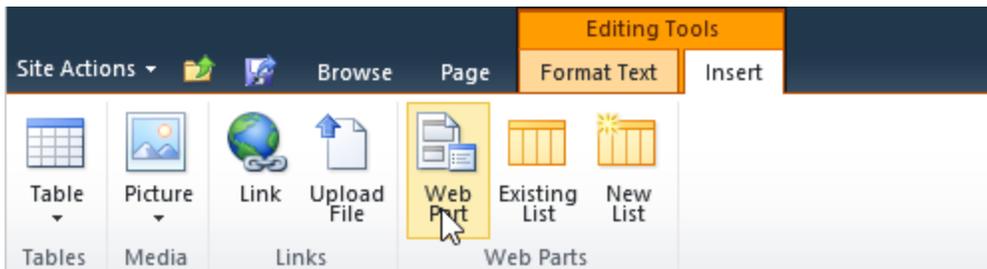
Deactivate

Active

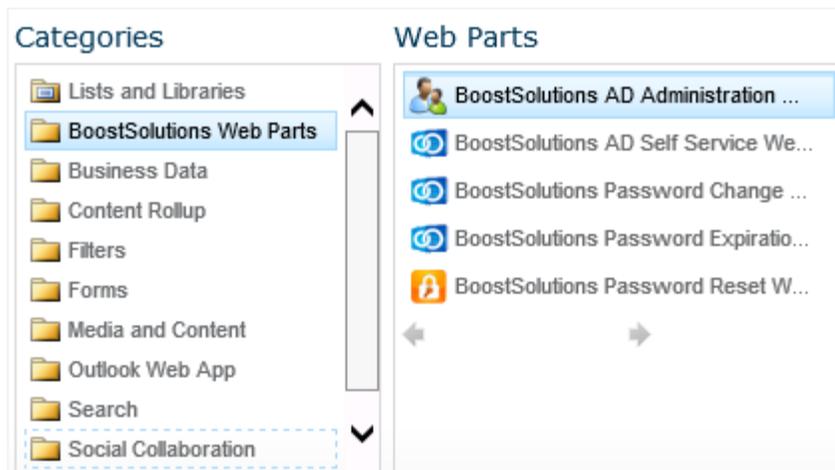
### 3. Add AD Administration Web Part

You can add the AD Administration Web Part to any SharePoint site in your site collection.

- a. Go to the page where you would like to add ADA Web Part. Click **Edit Page** on the **Site Actions** menu. On the ribbon, click **Insert** under the **Editing Tools** tab, and then click **Web Part**.



- b. In the **Categories** section, click **BoostSolutions Web Parts**, select **BoostSolutions AD Administration** from the Web Part list, and then click **Add**.



**Note** You must have customized pages permission to the current site to add and edit the Web Part.

Then AD Administration Web Part will be added to the page. You need to configure the general settings of AD Administration in Central Administration and assign permission for users to use this Web Part (See [4. Configure ADA in Central Administration](#) for details.). If you did not add user permissions in Central Administration, then the Web Part would be displayed as below:

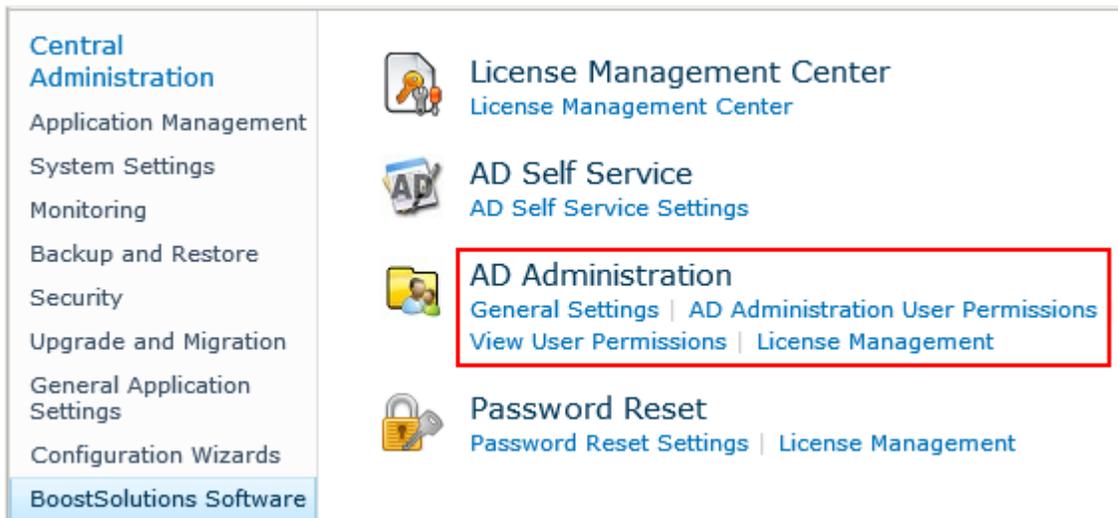
 **BoostSolutions AD Administration Web Part**

 You have not been assigned permission to use this web part, please contact your administrator or check the settings in **Central Administration**.

**Note** The Web Part will only display to users with the right permissions. Go to Central Administration and add AD Administration Web Part user permissions.

## 4. Configure AD Administration in Central Administration

On the Central Administration homepage, click **BoostSolutions Software**. Under **AD Administration**, you will find **General Settings**, **AD Administration User Permissions**, **View User Permissions** and **License Management**.



### 4.1 Configure General Settings

Click **General Settings** to enter the **General Settings** page.



The **General Settings** of AD Administration allows administrator to configure log and SMTP Server settings.

#### 4.1.1 Configure Log Schedule

The log schedule section provides you the options to specify how often a new log file should be generated or specify the number of days after which to delete the log files from the server. Select the **Enable Log** check box.

**Enable Log**  
 Write log file on the server when users change AD information via the web part.

New log schedule:  
 Monthly  
 Number of day(s) to use a log file:   
 Delete logs from the server after  day(s).

- **Monthly:** create a log once every month.
- **Number of day(s) to use a log file:** create a log after a number of days specified by the administrator.
- **Delete logs from the server after x day(s):** delete the log files from the server after a specified number of days.

### 4.1.2 View Logs

Click **View Logs**, in the open window you can view all changes made with AD Administration Web Part.

You can filter these results based on time range.

From   12 AM  00  To   12 AM  00

You can also filter these results based on the **Action** performed with the AD Administration Web Part.

Action	Modified by:	Log Details:
Change e-mail settings	CRYSTAL\susan	
Create OU	CRYSTAL\susan	
Rename OU	SHAREPOINT\system	<a href="#">Details</a>
Edit OU	SHAREPOINT\system	
Delete OU	SHAREPOINT\system	
Create AD group	SHAREPOINT\system	
Rename AD group	SHAREPOINT\system	
Edit AD group	SHAREPOINT\system	
Delete AD group	SHAREPOINT\system	
Add AD user to AD group	SHAREPOINT\system	
Remove AD user from AD group	SHAREPOINT\system	
Create AD user	SHAREPOINT\system	
Enable AD user account	SHAREPOINT\system	
Disable AD user account	SHAREPOINT\system	
Delete AD user	SHAREPOINT\system	
Rename AD user	SHAREPOINT\system	
Edit AD user	SHAREPOINT\system	
Reset user password	SHAREPOINT\system	<a href="#">Details</a>
Unknown		

To display log details, click **Details** in the Log Details column. Then details such **Changed Property**, **Old Value** and **New Value** will be displayed in a window.

Changed Property	Old Value	New Value
Telephone number:	62203918	62203950
Title:		HR Manager
Department:		Human Resource
Company:		Crystal Co., Ltd

### 4.1.3 Configure SMTP Server Settings

The **SMTP Server Settings** section allows you to customize the SMTP settings for the AD Administration Web Part.

SMTP domain name/IP address, port, from display name, from address and reply-to address can be customized. You can also use either the default Windows login credentials or that of another user. The settings also enable SSL connection.

**SMTP Server Settings**  
 Default SMTP server settings for the web part.

SMTP domain name or IP address:

Port:

From display name (this will be displayed in the From field of each email):

From address (this will be set as the default From address for each email):

Reply-to address (this will be set as the default reply-to address for each email):

Use default Windows user login credentials  
 Use custom user login credentials

Username:

Password:

Enable SSL connection

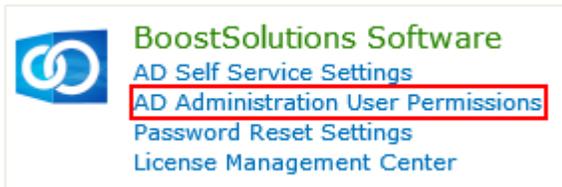
**Note** There is no need to customize these settings if the SMTP server settings are already configured in the SharePoint Central Administration.

## 4.2 Manage AD Administration User Permissions

Click **AD Administration User Permissions** to enter the **User Permissions for AD Administration** page.



You can find another entry for **AD Administration User Permissions** directly under **BoostSolutions Software**.



## 4.2.1 Assign Permissions to Users

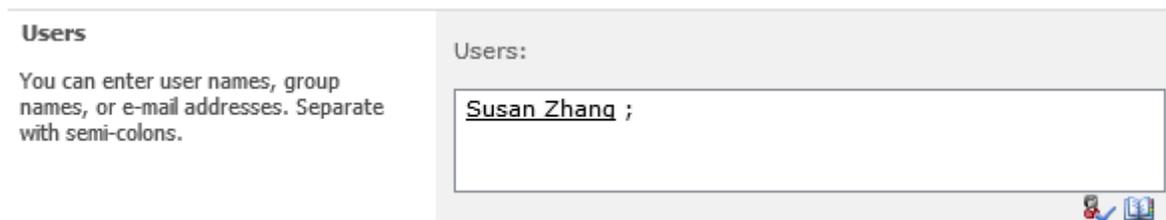
Click **Add Users** to enter the **Add Users** page.



There are no items to show in this view.

### Specify Users

In the **Users** section, type user/group names, or their email addresses. You can click the  icon to find users and groups. Click the people picker  icon to verify names.



### Specify OUs

In **Organizational Units** section, specify which Organizational Units (OUs) the users/groups can manage using the AD Administration Web Part. To do this, you need to specify the **Domain name** and the administrator's credentials.

**Note** By default, Domain name and Username are filled automatically, so you just need to type the password of administrator.

- a. Enter the password of the administrator.

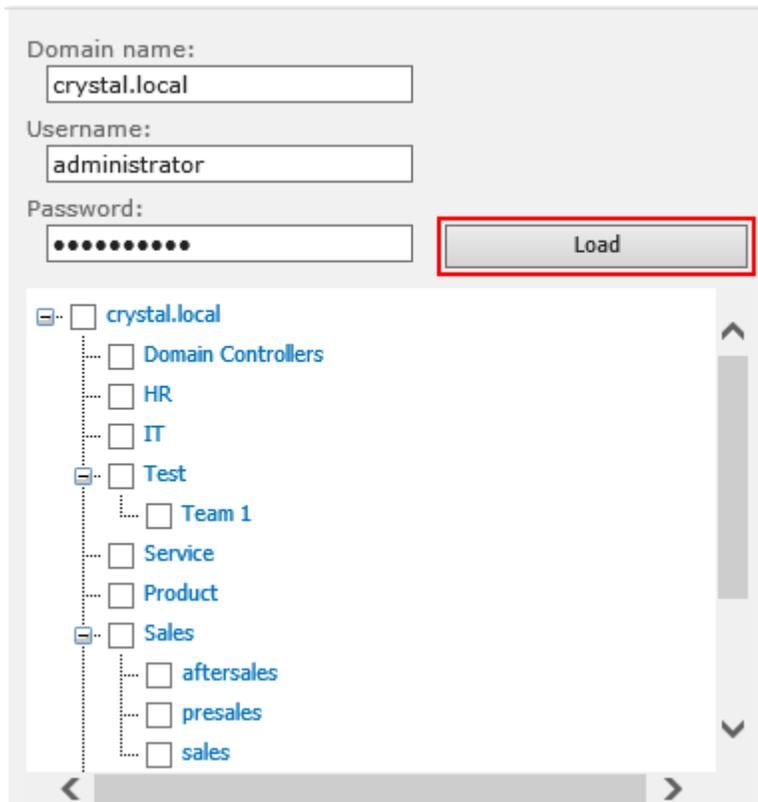


Domain name:

Username:

Password:

- b. Click **Load** to load the OU tree based on the login credentials.



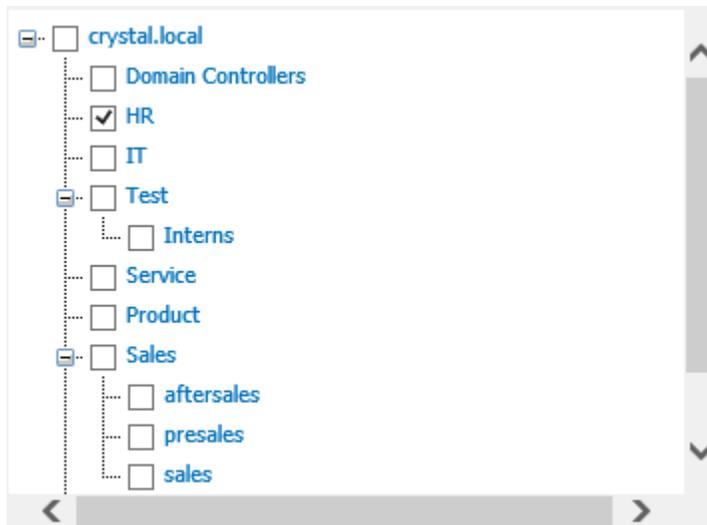
Domain name:

Username:

Password:

- crystal.local
  - Domain Controllers
  - HR
  - IT
  - Test
    - Team 1
  - Service
  - Product
  - Sales
    - aftersales
    - presales
    - sales

- c. Specify the OUs that the users/groups can manage using the AD Administration Web Part.



### **Specify Permissions**

In **Permissions** section, specify which permissions you would like to delegate to the selected users/groups. Select the check boxes according to your needs.

**Permissions**

Specify which permissions you would like to delegate to selected users.

- Manage Organizational Units** - Allow selected users to create and edit Organizational Units. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Delete Organizational Units** - Allow selected users to delete Organizational Units. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Manage Groups** - Allow selected users to create new groups, edit properties of groups, and add users into groups. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Delete Groups** - Allow selected users to delete groups. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Manage Users** - Allow selected users to create new user accounts, edit existing accounts, and disable users. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Delete Users** - Allow selected users to delete user accounts. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Reset Passwords** - Allow selected users to reset the passwords of other users. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Manage Computers** - Allow selected users to view computers, edit properties of computers, add computers into groups and disable computers. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- Delete Computers** - Allow selected users to delete computers. (You can restrict permissions so that this action can only be performed in predefined OUs.)

**Specify Properties**

In the **Properties** section, specify which user properties can be edited using AD Administration Web Part. By default, AD Administration provides four tabs (General, Address, Telephones and Organization) that include almost all common AD properties.

**Properties**

Specify which user properties can be edited using the SPB AD Administration web part.

General	Address	Telephones	Organization	New tab
First name: Initials: Last name: Display name: Description: Office: Telephone number: E-mail: Web page: <input type="checkbox"/> Add New Property				

You can manage the tabs and properties, see [4.3 Configure Web Part Layout and AD Properties Settings](#) for details.

Scroll to the bottom of this page and click **Save** to have the users added to AD Administration.

After you have added some users, their details will be displayed on the **User Permissions for AD Administration** page with **Display Name**, **User Name**, **Type**, and **Permissions**.

<input type="checkbox"/>	Display Name	User Name	Type	Permissions
<input type="checkbox"/>	CRYSTAL\domain admins	CRYSTAL\domain admins	Security Group	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password
<input type="checkbox"/>	Susan Zhang	CRYSTAL\susan	User	Manage Group, Delete Group, Manage User, Delete User, Reset User Password

## 4.2.2 Delete Users

Select the user you want you delete. Then click **Delete Selected Users** or the delete icon to delete the user.

<input type="checkbox"/>	Display Name	User Name	Type	Permissions
<input type="checkbox"/>	CRYSTAL\domain admins	CRYSTAL\domain admins	Security Group	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password
<input checked="" type="checkbox"/>	Susan Zhang	CRYSTAL\susan	User	Manage Group, Delete Group, Manage User, Delete User, Reset User Password

### 4.2.3 Edit User Permissions

Select the user you want you edit. Then click **Edit Permissions of Selected Users** or the edit  icon to enter the **Edit User** page.

<input type="checkbox"/>	Display Name	User Name	Type	Permissions
<input type="checkbox"/>	CRYSTAL\domain admins	CRYSTAL\domain admins	Security Group	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password
<input checked="" type="checkbox"/>	Susan Zhang	CRYSTAL\susan	User	Manage Group, Delete Group, Manage User, Delete User, Reset User Password

On the **Edit User** page, edit the permissions of the user and click **Save** to save your modification.

You can also click on either the display name or the user name of a user to access the **Edit User** page.

### 4.2.4 View User Permissions

You can view permissions that you assigned for users. Click **View User Permissions**.



Then you will be directed to the **View User Permissions** page. All users in a group will be displayed. Users will be displayed with **Display name**, **User name**, **Type**, **Permissions inherited from**, and the **Permissions** themselves.

Display Name	User Name	Type	Permissions inherited from	Permissions
Administrator	CRYSTAL\Administrator	SecurityGroup	CRYSTAL\domain admins	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password
Susan Zhang	CRYSTAL\susan	User		Manage Group, Delete Group, Manage User, Delete User, Reset User Password
Tom Brown	CRYSTAL\Tom Brown	SecurityGroup	CRYSTAL\domain admins	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password

### 4.3 Configure Web Part Layout and AD Properties Settings

By default, AD Administration provides four tabs, including default AD properties. You can configure the Web Part layout AD properties settings on the **Add Users** page.

**Properties**

Specify which user properties can be edited using the SPB AD Administration web part.

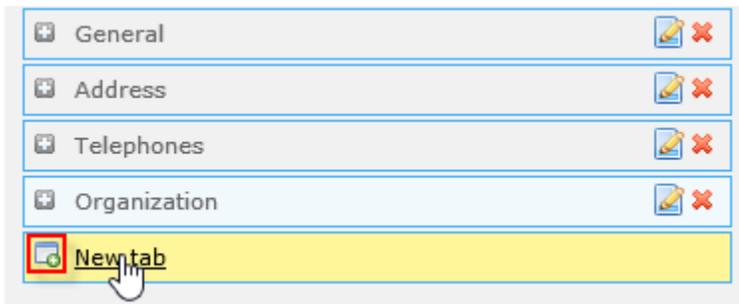
<div> <p> General  </p> <p>First name:  </p> <p>Initials:  </p> <p>Last name:  </p> <p>Display name:  </p> <p>Description:  </p> <p>Office:  </p> <p>Telephone number:  </p> <p>E-mail:  </p> <p>Web page:  </p> <p><input type="checkbox"/> Add New Property</p> </div>	<div> <p> Address  </p> <p> Telephones  </p> <p> Organization  </p> <p> New tab</p> </div>
--	--

### 4.3.1 Manage Tabs

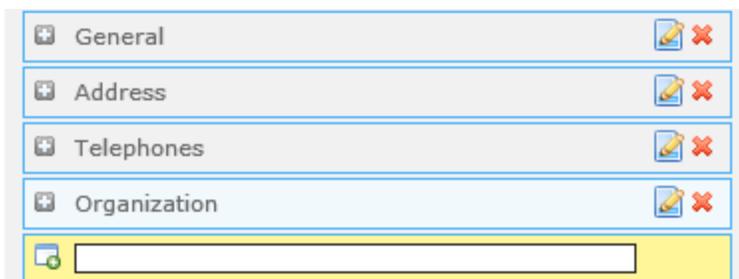
ADA provides four tabs (General, Address, Telephones and Organization) by default that includes almost all common AD properties.

#### **Add a Tab**

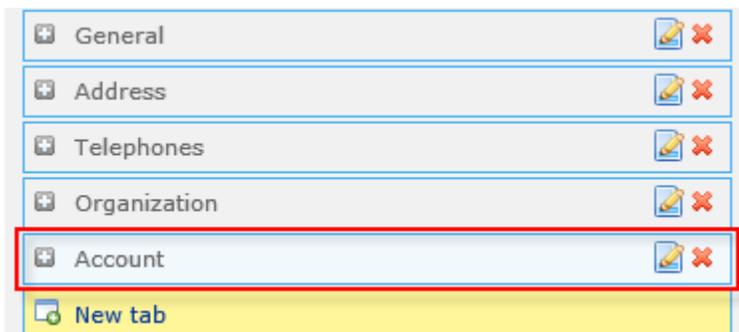
- Click **New Tab** or the add icon before it to add a tab.



- In the text box of the tab, type a name for the tab.

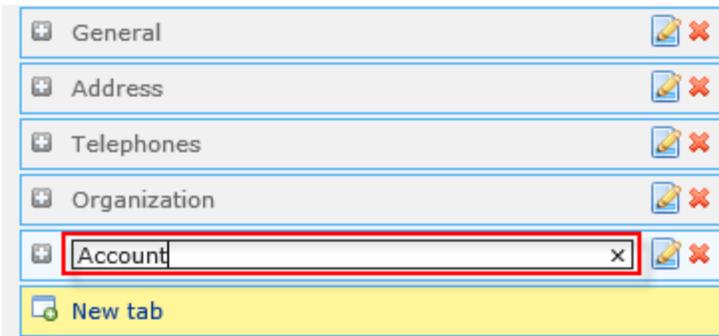


- Press the Enter key or click elsewhere of the tab to confirm.



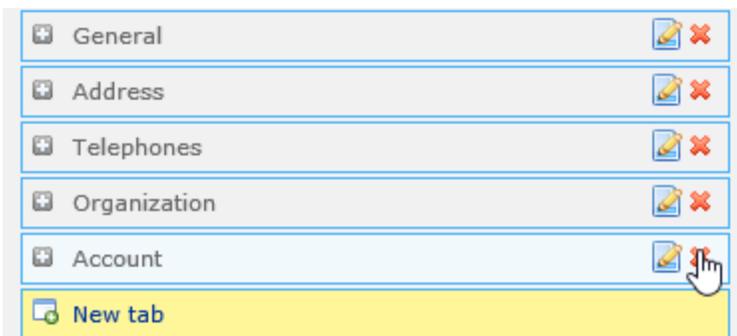
#### **Edit a Tab**

To edit a tab, click the edit icon  on the right side of the tab. Then you can change the name of the tab in its text box.



### **Delete a Tab**

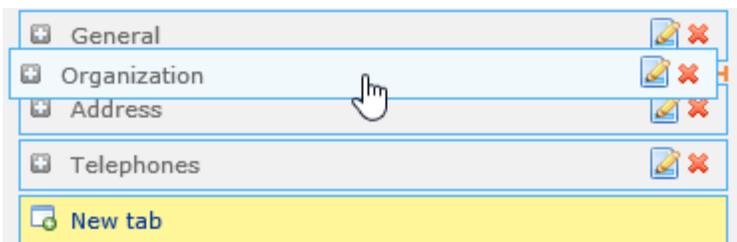
To delete a tab, click the delete icon next to the edit icon of the tab.



A message appears asking if you are confirmed with the deletion. Click **OK** if you are confirmed.

### **Change the Positions of Tabs**

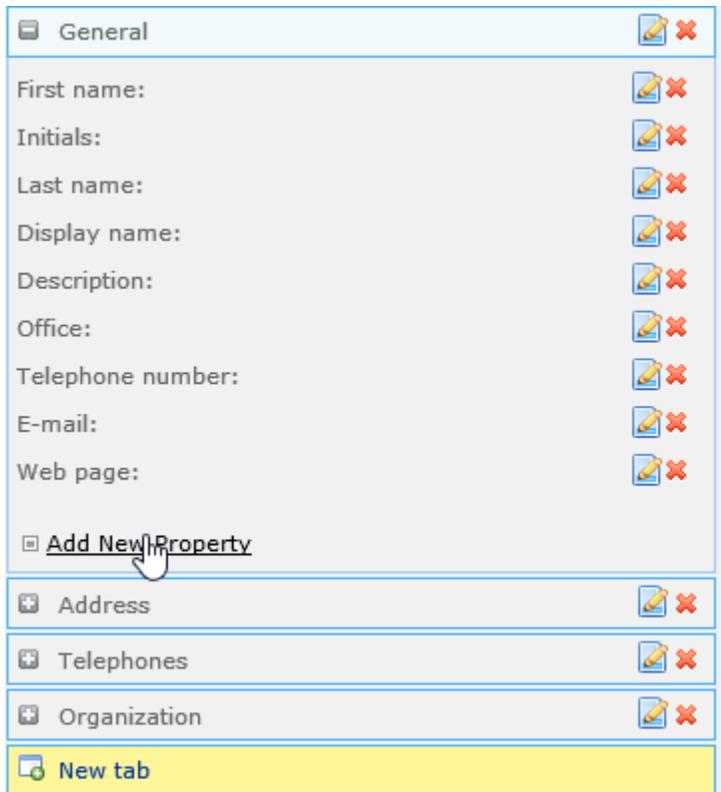
You can drag and drop the tabs to adjust the positions of tabs.



## **4.3.2 Manage Properties**

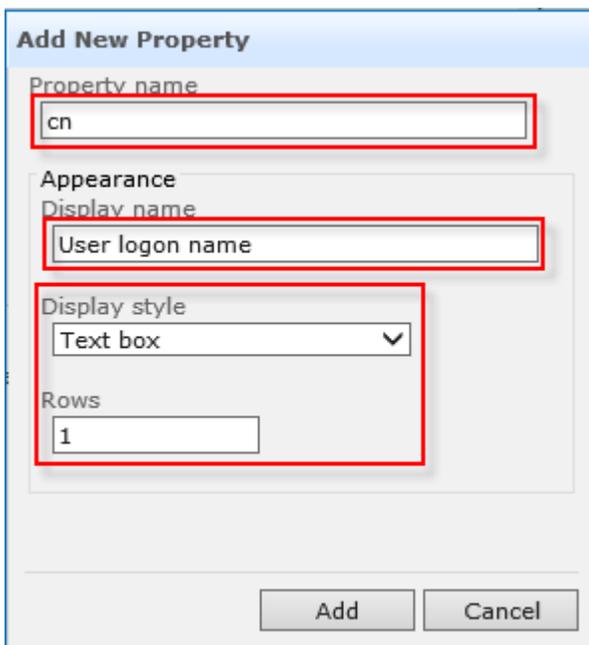
### **Add a Property**

- Click the  icon before the tab name or double click on the tab to expand the tab where you want to add a property.
- At the bottom of the all properties displayed, click **Add New Property**.



The screenshot shows the SharePoint user profile page. The 'General' tab is selected, and the 'Add New Property' button is highlighted with a mouse cursor. The 'General' tab contains the following fields: First name, Initials, Last name, Display name, Description, Office, Telephone number, E-mail, and Web page. Below these fields are three tabs: Address, Telephones, and Organization. At the bottom of the page is a 'New tab' button.

- c. In the open window, type a name and a display name for the property. Then set the display style for this property. Click **Add**.

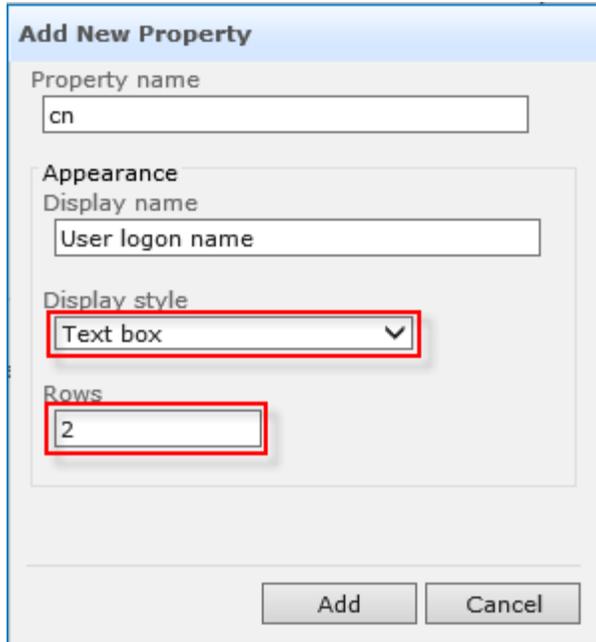


The screenshot shows the 'Add New Property' dialog box. The 'Property name' field contains 'cn'. The 'Appearance' section is expanded, showing the 'Display name' field with 'User logon name' and the 'Display style' dropdown menu set to 'Text box'. The 'Rows' field contains '1'. The 'Add' and 'Cancel' buttons are visible at the bottom.

**Note** Property name should be one that exists in AD. If the property name you entered does not exist in AD, a warning message will appear "This property name does not exist in AD."

The **Display Style** allows you to specify how users can enter their AD property information, typing texts in the text box, or selecting values from the drop-down list or lookup column.

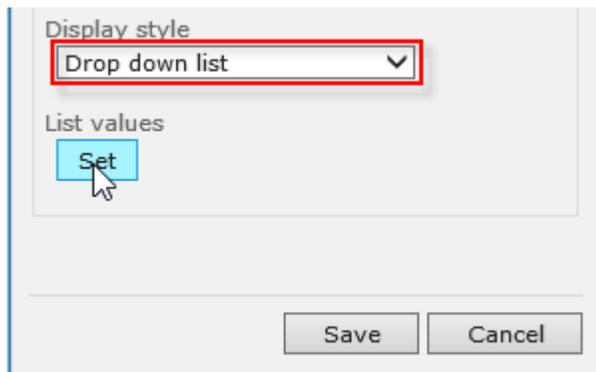
- **Text box:** allows user to edit a property in its text box. You can specify the number of rows for the text box of this property.



The screenshot shows the 'Add New Property' dialog box. The 'Property name' field contains 'cn'. The 'Appearance' section has 'Display name' set to 'User logon name'. The 'Display style' dropdown menu is set to 'Text box' and is highlighted with a red box. The 'Rows' field contains the number '2' and is also highlighted with a red box. At the bottom, there are 'Add' and 'Cancel' buttons.

- **Drop down list:** set customized predefined values into a drop-down list for users to choose.

To set list values, click **Set**.

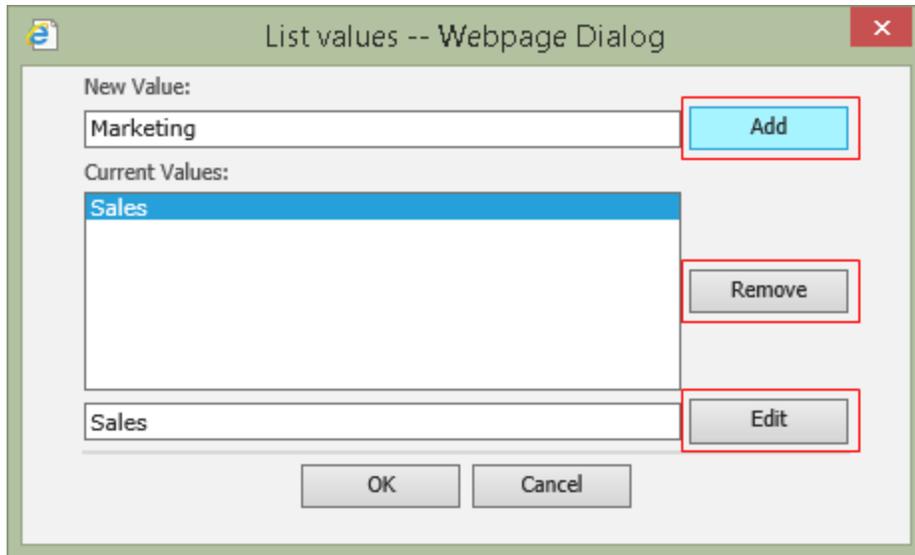


The screenshot shows the 'Add New Property' dialog box. The 'Display style' dropdown menu is set to 'Drop down list' and is highlighted with a red box. Below it, the 'List values' section has a 'Set' button highlighted with a blue box and a mouse cursor. At the bottom, there are 'Save' and 'Cancel' buttons.

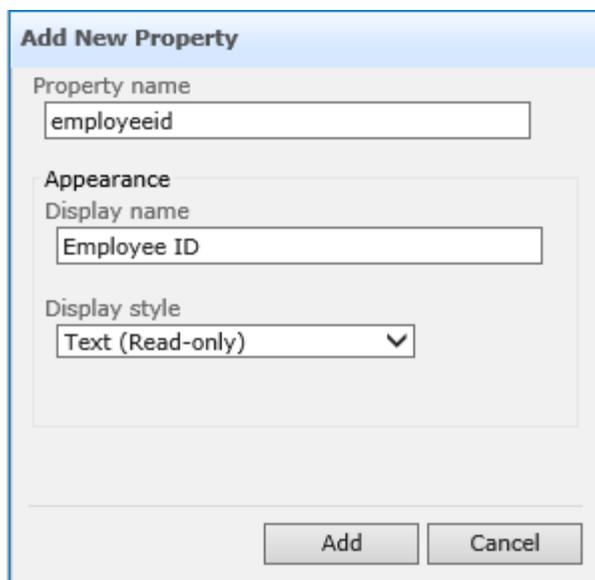
To add a value, type a value in **New Value** text box, and then click **Add**.

To remove a value, select the value, and then click **Remove**.

To edit a value, select the value, and then click **Edit**. Then you can change the value.

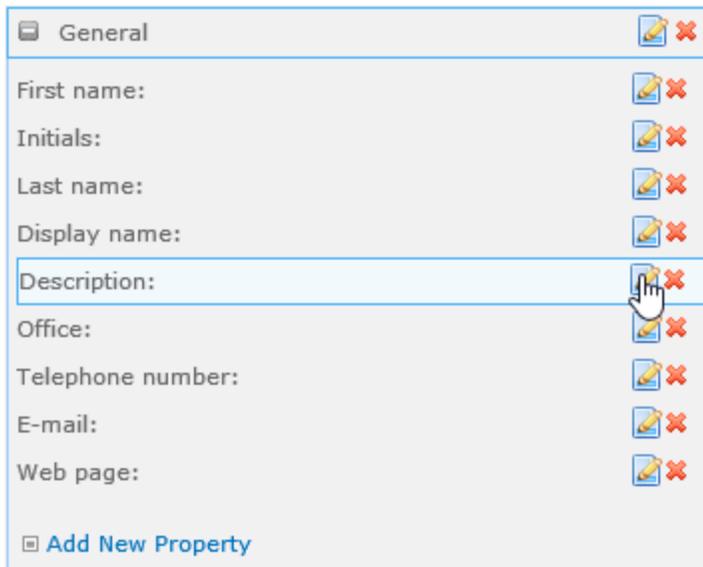


- **Text (Read-only):** display the property as read-only status on the Web Part, so that users cannot edit this property.



### **Edit a Property**

- a. Click the edit icon  on the right side of the property or double click on the property to display the property details.



General

First name: [edit] [delete]

Initials: [edit] [delete]

Last name: [edit] [delete]

Display name: [edit] [delete]

Description: [edit] [delete]

Office: [edit] [delete]

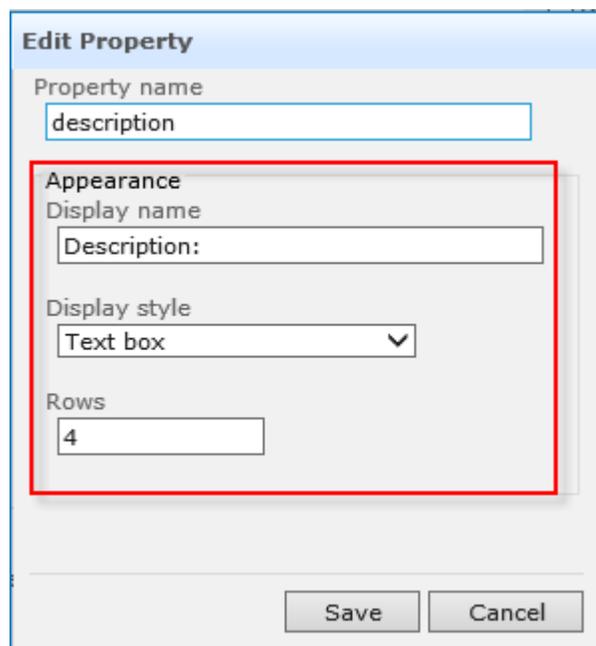
Telephone number: [edit] [delete]

E-mail: [edit] [delete]

Web page: [edit] [delete]

[Add New Property](#)

- b. In the **Appearance** section, modify the display name or display style and click **Save**.



**Edit Property**

Property name  
description

**Appearance**

Display name  
Description:

Display style  
Text box

Rows  
4

Save Cancel

There are many AD properties with multiple entries, including Telephone number, Web page, Home Phone, Pager, Mobile Phone, Fax and IP phone. You can deselect the **Allow multiple entries** check box or change the display name for additional entry.

**Edit Property**

Property name  
mobile

Appearance  
Display name  
Mobile phone:

Display style  
Text box

Rows  
1

Allow multiple entries

Additional Entry  
Display name for additional entry  
Mobile phone (Others) x

Save Cancel

### **Delete a Property**

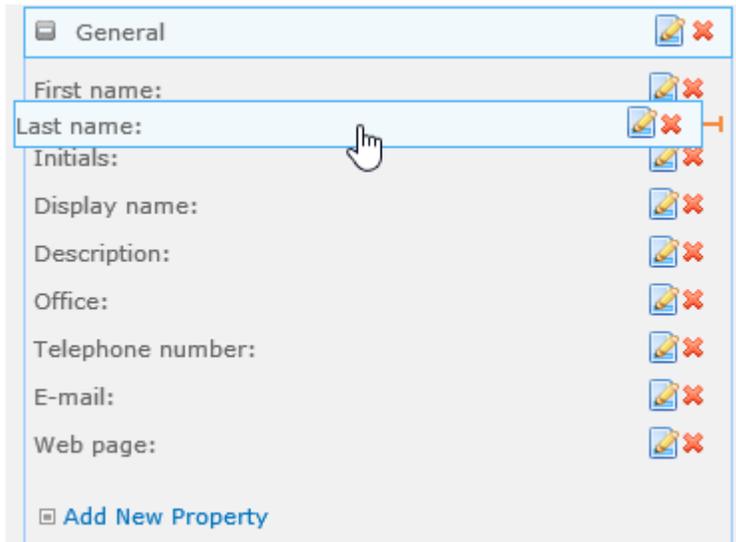
To delete a tab, click the delete icon next to the edit icon of the property.

General		
Address		
Telephones		
Home phone:		
Pager:		
Mobile phone:		
Fax:		
IP phone:		
Notes:		
<a href="#">Add New Property</a>		
Organization		
New tab		

A message appears asking if you are confirmed with the deletion. Click **OK** if you are confirmed.

### **Adjust the Positions of Properties**

You can drag and drop the properties to adjust the positions of properties within a tab.



## 5. Get Familiar with the AD Administration Web Part

According to the configurations for AD Administration Web Part users in Central Administration (CA), the Web Part will display the OUs, tabs and properties as configured.

For **David**, all the OUs were selected for him in Central Administration. When he logs on to the site where the Web Part is added, the Web Part will display all the OUs. The display order of tabs is adjusted as configured (The Organization tab is right after the General tab). The user properties are also displayed as preciously configured. He can manage AD with the OUs, groups and users via the Web Part according to the permissions set up for him in CA.

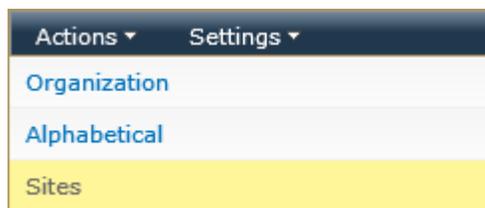
The screenshot shows the AD Administration Web Part interface. On the left, there is a tree view under the 'Organization' tab, listing various Organizational Units (OUs) such as 'Cert Publishers', 'Denied RODC Password F...', 'DnsAdmins', 'DnsUpdateProxy', 'Domain Admins', 'Domain Computers', 'Domain Controllers', 'Domain Guests', 'Domain Users', 'Enterprise Admins', 'Enterprise Read-only Dor...', 'Group Policy Creator Own...', 'Manager', 'Part-timers', 'RAS and IAS Servers', 'Read-only Domain Contro...', 'Schema Admins', 'SQLServer2005SQLBrow:', 'SQLServerMSSQLServerA...', 'WSS\_ADMIN\_WPG', 'WSS\_RESTRICTED\_WPG', and 'WSS\_WPG'. Below the tree view, there are navigation buttons for 'Alphabetical' and 'Sites'. On the right, there is a form with tabs for 'General', 'Organization', 'Address', and 'Telephones'. The 'General' tab is active, showing the following fields: 'First name: David', 'Initials: (empty)', 'Last name: Wang', 'Display name: David Wang', 'Description: Built-in account for administering the computer/domain', 'Office: 301', 'Telephone number: 6220-5912', 'E-mail: david.wang@crystal.local', and 'Web page: (empty)'. There are 'Other...' buttons next to the telephone number and web page fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

For **Susan**, only three OUs were select for her in Central Administration. When she logs on to the site where the Web Part is added, the Web Part will only display the three OUs. The display order of tabs remains unchanged as it was not adjusted in Central Administration. The user properties are also displayed as preciously configured. She can manage AD with the OUs, groups and users via the Web Part according to the permissions set up for her in Central Administration.

The screenshot shows the user profile page for Susan Zhang. The left sidebar displays the organizational structure under 'Organization', including 'HR' (with users Cindy Wang and Susan Zhang), 'Interns', and 'Administration'. The main content area has tabs for 'General', 'Address', 'Telephones', and 'Organization'. The 'General' tab is active, showing fields for First name (Susan), Initials, Last name (Zhang), Display name (Susan Zhang), Description, Office (302), Telephone number (62203918), E-mail (susan.zhang@crystal.local), and Web page. There are 'Other...' buttons for the telephone and web page fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

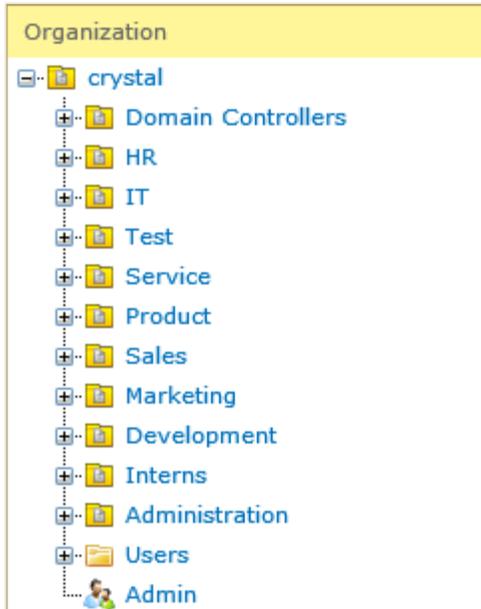
## 5.1 Three Views of Users

AD Administration offers three different views to display the structure and users in it, namely, **Organization**, **Alphabetical** and **Sites**.



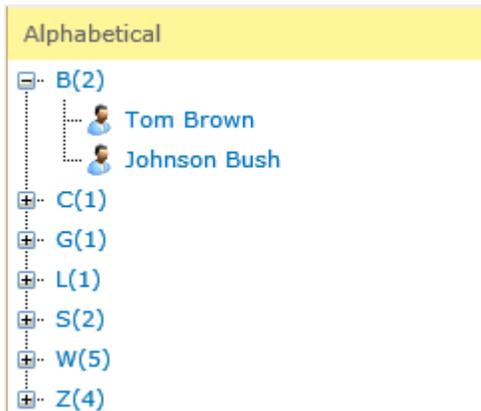
### 5.1.1 Organization

The Organization view is the default view for AD Administration Web Part. In this view, information is displayed according to the OU structure in Active Directory. You can see the OUs as well as the groups and users.



### 5.1.2 Alphabetical

The Alphabetical view displays all users alphabetically by the first letter of their last names. The number in brackets after the letter indicates the number of users whose last name begins with the letter.

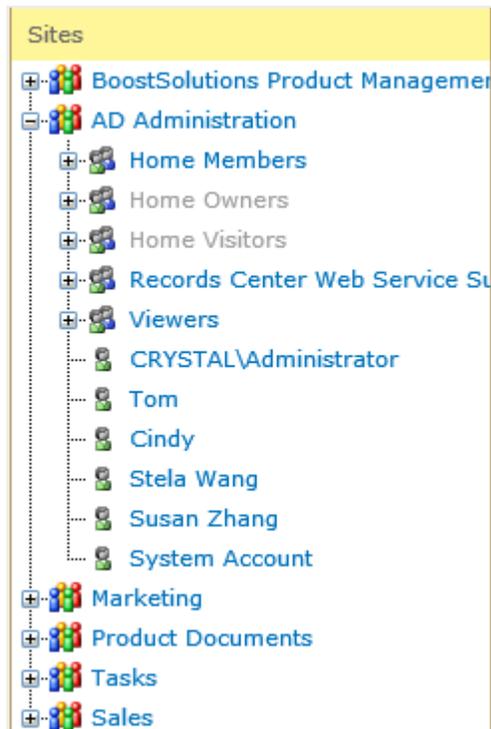


If a SharePoint environment contains many users, the Alphabetical view will display users summarized in object sets. This can be configured in the **Appearance Settings** of the Web Part, see [5.2.3 Appearance Settings](#) for details.

**Note** This functionality is not fully supportable for Asian languages.

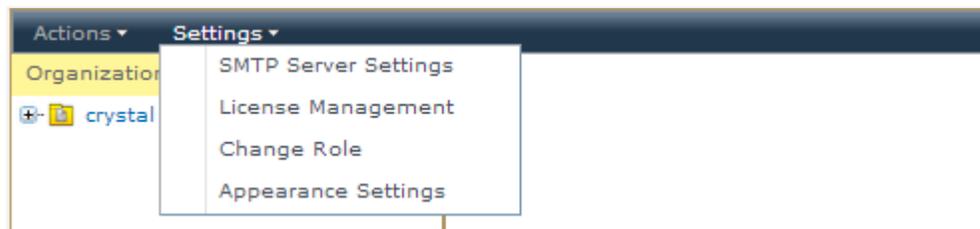
### 5.1.3 Sites

The Sites view displays the users and groups according to their permissions to the sites in the SharePoint environment.



## 5.2 The Settings Menu

The ADA Web Part Settings Menu allows users to change the settings include **SMTP Sever Settings**, **License Management**, **Change Role** and **Appearance Settings**.



**Note** The user must have **Customize Pages** permission to the site. Otherwise, the **Setting** menu is not available. If the user only has one role, the **Change Role** (see [5.2.2 Change Role](#) for details.) setting is not available.

## 5.2.1 SMTP Server Settings

Here users can customize SMTP server settings that are different from those configured for AD Administration Settings in Central Administration.

The screenshot shows the 'SMTP Server Settings' dialog box. It contains the following fields and options:

- SMTP domain name or IP address:** A text input field.
- Port:** A text input field containing the value '25'.
- From display name (this will be displayed in the From field of each email):** A text input field.
- From address (this will be set as the default From address for each email):** A text input field.
- Reply-to address (this will be set as the default reply-to address for each email):** A text input field.
- Authentication:** Two radio buttons:   
-  Use default Windows user login credentials   
-  Use custom user login credentials
- Custom Credentials:** If the second radio button is selected, there are two text input fields:   
- **Username:**   
- **Password:**
- Enable SSL connection:** A checkbox that is currently unchecked.
- Send Test Email:** A button.
- Save and Cancel:** Two buttons located at the bottom right of the dialog box.

The configuration here is the same as that for AD Administration **General Settings** in Central Administration.

## 5.2.2 Change Role

If a user has different permissions to two or more OUs, the user can specify which role he/she wants to use. Multiple roles are available because this user might be part of one or several groups for which permissions to AD Administration Web Part are delegated.

Take Susan for example. Susan is the manager of Human Resource department. She is also member of the View Data group.

Choose a Role

According to the permissions configured by your administrator, you currently have more than one role (different permissions for two or more OUs). Please specify which role you want to use now (you can switch to another role later).

**Your current role is:**

CRYSTAL\susan

Organizational Units you can manage: HR,Interns,Administration

Permissions for this role: Manage Group, Delete Group, Manage User, Delete User, Reset User Password

**The following roles are also available:**

CRYSTAL\view data

The permissions for this role are available due to membership in this group: CRYSTAL\view data

Organizational Units you can manage: None

OK Cancel

The user has to specify which role to use, and he/she can always change the selection via **Change Role**.

### 5.2.3 Appearance Settings

The **Appearance Settings** allows users to specify how many users should be displayed in one set of objects in the **Alphabetical** view. This makes the view ease to manage and reduces the loading time to pull information from AD into the Web Part; and this is especially useful if you need to manage a large number of users with their last names beginning with the same letter.

Appearance Settings

Specify how many objects to display in a set:

objects per set.

For optimal performance, it is recommended that each set contains 1,000 or fewer objects. Note that these settings will not take effect until this page is refreshed.

OK Cancel

For example, specify the number of objects as 3, refresh the page and click **Alphabetical**. Users whose last names begin with the same letter **W** is displayed as below. The "1-3" or "4-5" set can be expanded or collapsed as required. To display more objects, click **Display more objects**.

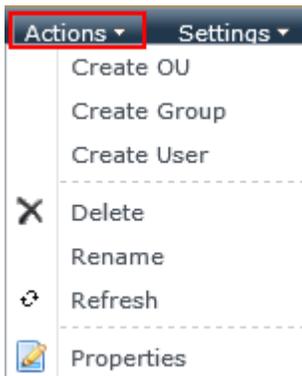


**Note** For an optimal performance, it is recommended that each set contains no more than 1,000 objects.

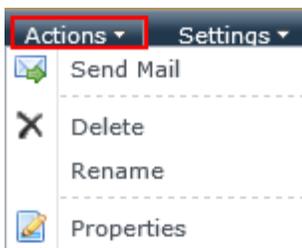
## 5.3 The Actions Menu

The **Actions** menu contains several commands that help you manage OUs, groups and users, and send emails.

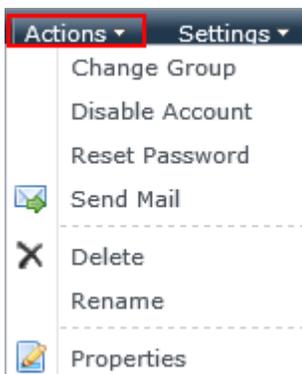
Select one OU and then click **Actions**. The menu displays as:



Select one group and then click **Actions**. The menu displays as:



Select a user and then click **Actions**. The menu displays as:



## 6. Manage AD with AD Administration Web Part

According to the permissions assign to users, they can manage AD with its OUs, groups and users, and even send emails directly in AD Administration Web Part.

### 6.1 Manage OUs

#### 6.1.1 Create an OU

- Select the OU in which you want to create an OU and click **Create OU** on the **Actions** menu. (Or right-click on the OU, and then click **Create OU**.)
- Enter relevant OU information on the right side of the Web Part. Click **Save**.

Create in: crystal.local/Test

Name: Test 1

Description:

Street: No.18 Zhongguancun South Street

City: Beijing

State/province:

Zip/Postal Code: 100081

Country/region: China

Save Cancel

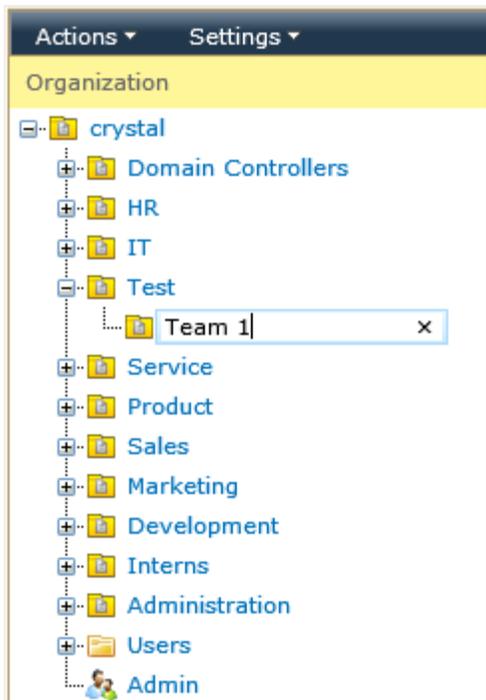
- A message will ask you if you are confirmed to save OU information to AD. Click **OK**.

## 6.1.2 Delete an OU

- Select the OU you want to delete and click **Delete** on **Actions** menu. (Or right-click on the OU and click **Delete**.)
- A message will ask you if you are confirmed with this deletion. Click **OK**.

## 6.1.3 Rename an OU

- Select the OU you want to rename and click **Rename** on the **Actions** menu. (Or right-click on the OU and click **Rename**.)
- Type a new name for the OU and click elsewhere of the editing field.



## 6.1.4 Refresh an OU

Select the OU you want to refresh and click **Refresh** on the **Actions** menu. (Or Right-click on the OU, and then click **Refresh**.) This will refresh the OU and expand it if it was collapsed before.



## 6.1.5 Edit the AD Properties of an OU

- Select the OU for which you want to edit the properties and click **Properties** on the **Actions** menu. (Or right-click on the OU and click **Properties**. Or just click on the OU.)
- On the right side of the Web Part, edit its properties.
- Click **Save**. A message will ask you if you are confirmed to save OU information to AD.
- Click **OK**. Then the changes will be saved successfully.

## 6.2 Manage Groups

### 6.2.1 Create a Group

- Select the OU in which you want to create a group and then click **Create Group** on the **Actions** menu. (Or right-click on the OU and click **Create Group**.)
- Type the relevant information for the group on the right side of the Web Part.

Create in: crystal.local/Marketing

Group name: Content Management

Group name (pre-Windows 2000): Content Management

Description:

Email: contentmanagement@crystal.local

Group scope

Domain local

Global

Universal

Group type

Security

Distribution

Notes:

Save Cancel

Type the group name and the pre-Windows 2000 group name will be added automatically. It ensures compatibility with pre-Windows 2000 system environment.

- c. After all information is entered, click **Save**. A message will ask you if you are confirmed to save the group information to AD. Click **OK**.

## 6.2.2 Delete a Group

- a. Select the group you want to delete and click **Delete** on the **Actions** menu. (Or right-click the group and then click **Delete**.)
- b. A message will ask if you are sure to remove this group. Click **OK** and then this group will be removed.

## 6.2.3 Rename a Group

- a. Select the group that you want to rename and click **Rename** on the **Actions** menu. (Or right-click on the group and then click **Rename**.)
- b. Type a new name or change the name for the group, and then click elsewhere of the editing filed.



## 6.2.4 Edit the AD Properties of a Group

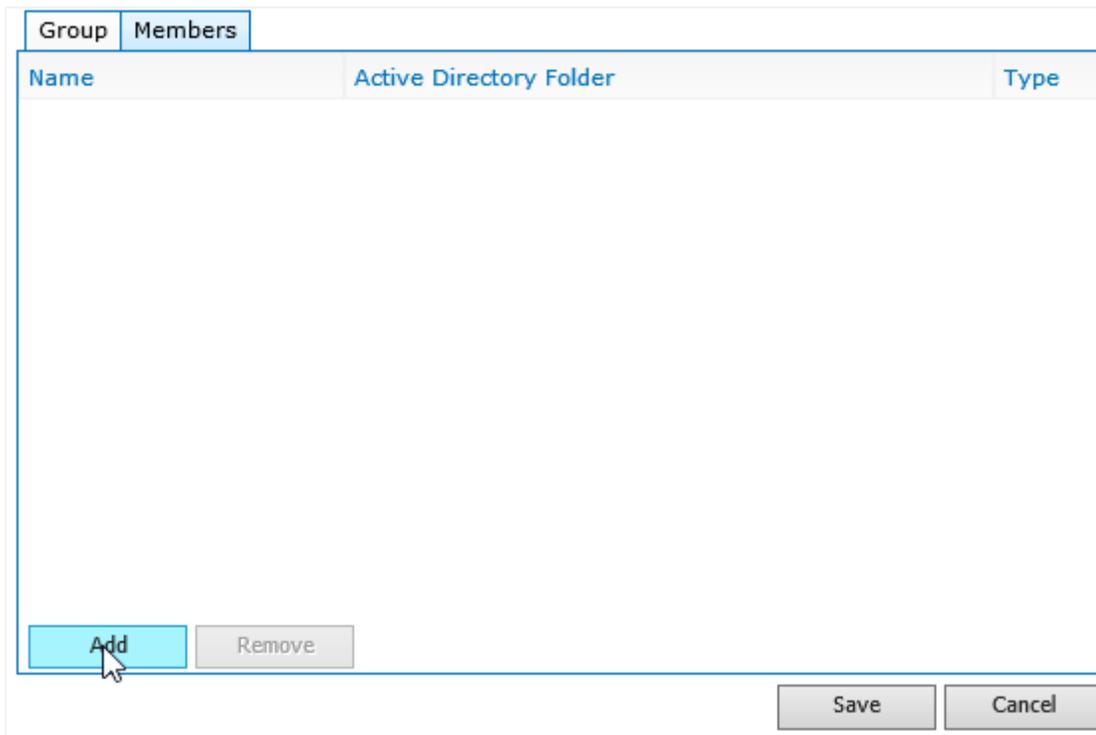
- Select the group for which you want to edit the properties and click **Properties** on the **Actions** menu. (Or right-click on a group and click **Properties**. Or just click on the group.)
- On the right side of the Web Part, edit the properties of the group under the **Group** tab.

Meanwhile, you can add members to this group or remove members from this group under the **Members** tab, see [6.2.5 Add Users to or Remove Users from a Group](#) for details.

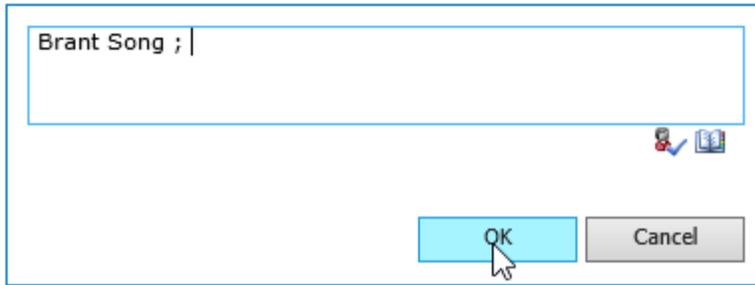
## 6.2.5 Add Users to or Remove Users from a Group

### Add Users to a Group

- Under the **Members** tab of a group, click **Add**.



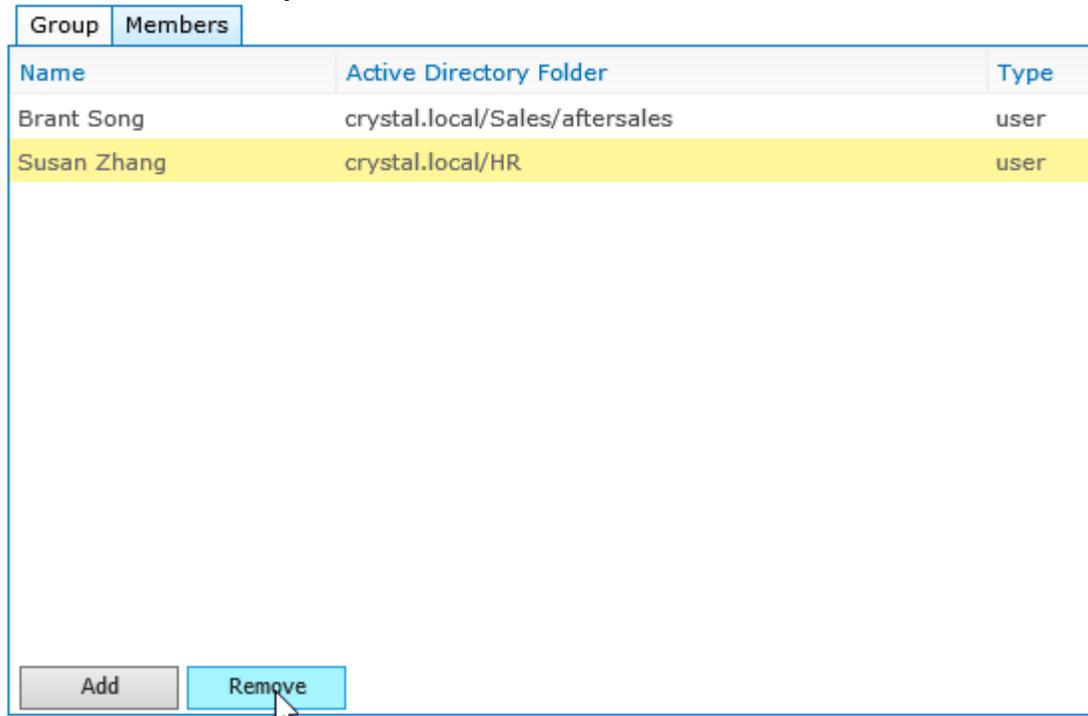
- Type the name of the users/groups that you want to add, and click the people picker  to verify or look up a user/ group from the directory. Click **OK**.



- c. Click **Save** and then the user is added a member of the group.

### **Remove Users from a Group**

- a. To remove the member you added, select the user and then click **Remove**.



- b. A message will ask if you are confirmed to remove the user from this group. Click **OK** and then it will be removed.

## **6.3 Manage Users**

### **6.3.1 Create a User**

- a. Select the OU in which you want to create a user and click **Create User** on the **Actions** menu. (Or right-click on any OU and click **Create User**.)

- b. On the right side of the Web Part, enter the user information, and then click **Next**.

Create in: crystal.local/Marketing

First name:  Initials:

Last name:

Full name:

User logon name:

User logon name (pre-Windows 2000):

- c. Set the password for this user and then click **Next**.

Create in: crystal.local/Marketing

Password:

Confirm password:

User must change password at next logon

User cannot change password

Password never expires

Account is disabled

- d. Select the group to which you want to add this user. This is optional. Click **Finish**.

Create in: crystal.local/Marketing

Select the group(s) in which you want to create the user:

<input type="checkbox"/>	Performance Log Users	crystal.local/Builtin/Performanc
<input type="checkbox"/>	Distributed COM Users	crystal.local/Builtin/Distributed
<input type="checkbox"/>	IIS_IUSRS	crystal.local/Builtin/IIS_IUSRS
<input type="checkbox"/>	Cryptographic Operators	crystal.local/Builtin/Cryptograp
<input type="checkbox"/>	Event Log Readers	crystal.local/Builtin/Event Log R
<input type="checkbox"/>	Certificate Service DCOM Access	crystal.local/Builtin/ Certificate Service DCOM Acces
<input type="checkbox"/>	Domain Computers	crystal.local/Users/Domain Cor
<input type="checkbox"/>	Domain Controllers	crystal.local/Users/Domain Cor
<input type="checkbox"/>	Schema Admins	crystal.local/Users/Schema Adr
<input type="checkbox"/>	Enterprise Admins	crystal.local/Users/Enterprise A
<input type="checkbox"/>	Cert Publishers	crystal.local/Users/Cert Publish
<input type="checkbox"/>	Domain Admins	crystal.local/Users/Domain Adn
<input checked="" type="checkbox"/>	Domain Users	crystal.local/Users/Domain Use
<input type="checkbox"/>	Domain Guests	crystal.local/Users/Domain Gue
<input type="checkbox"/>	Group Policy Creator Owners	crystal.local/Users/Group Policy
<input type="checkbox"/>	RAS and IAS Servers	crystal.local/Users/RAS and IA
<input type="checkbox"/>	Server Operators	crystal.local/Builtin/Server One

< Back      Finish      Cancel

At this stage, this user has only been added to AD, he/she has not yet been added to SharePoint. If you only want to create this user in AD, click **Finish**.

### **Add this User to SharePoint**

- a. Click the link **Click here to add this user to SharePoint**.

The following user has been created in crystal.local/Marketing:

Full name: Lena Zhao

User logon name: lena.zhao

User must change password at next logon

User in group(s):  
crystal.local/Users/Manager

[Click here to add this user to SharePoint.](#)

[Click here to edit user properties.](#)

Note: Clicking "Finish" will create the user in AD, but will not necessarily add the user to SharePoint. If you would like to add the user to SharePoint, please click the link above. If you only want to create the user in AD, click "Finish" to complete creation of the account in AD only.

Then you will be directed to the **Grant Permissions** page.

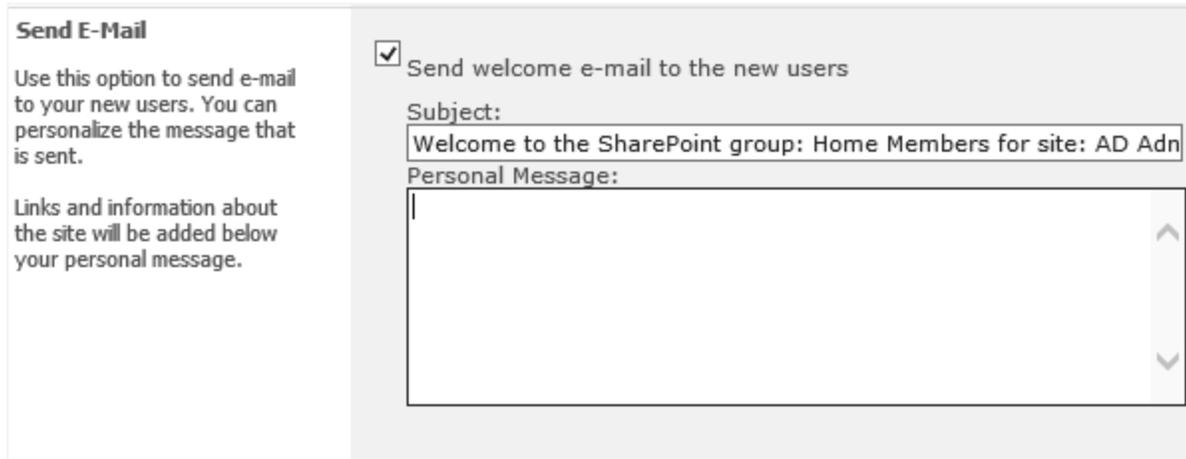
- b. In the **Select Users** section, enter the user name or look the user up in via the directory.

<p><b>Select Users</b></p> <p>You can enter user names, group names, or e-mail addresses. Separate them with semicolons.</p>	<p>Users/Groups:</p> <p><u>Lena Zhao</u> ;</p>
--	--

- c. In the **Grant Permissions** section, select the permissions for this user.

<p><b>Grant Permissions</b></p> <p>Select the permissions you want these users to have. You can add users to a SharePoint group that has already been granted the appropriate permission levels, or you can grant the users specific permission levels.</p> <p>Adding users to a SharePoint group is recommended, as this makes managing permissions easier across multiple sites.</p>	<p>Grant Permissions</p> <p><input checked="" type="radio"/> Add users to a SharePoint group (recommended)</p> <p>Home Members [Contribute] <input type="button" value="v"/></p> <p><a href="#">View permissions this group has on sites, lists, and items...</a></p> <p><input type="radio"/> Grant users permission directly</p> <p>This site is using the same permissions as its parent site. To manage permissions directly for this site, navigate to the Site Permissions page and click Stop Inheriting on the status bar.</p>
--	--

- d. In the **Send E-mail** section, you can choose to send a custom welcome email to this user.



**Send E-Mail**

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Send welcome e-mail to the new users

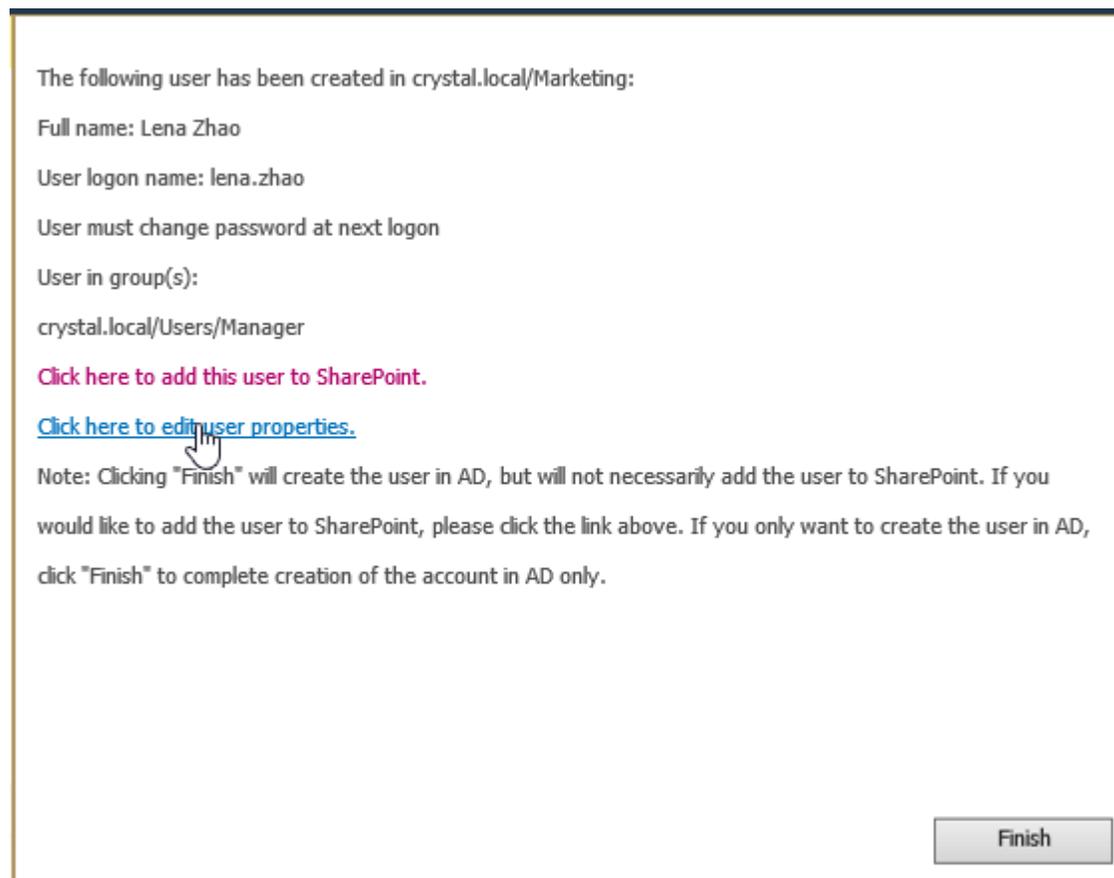
Subject:  
Welcome to the SharePoint group: Home Members for site: AD Adn

Personal Message:

- e. After all is done, click **OK**.

### **Edit the Properties of this User**

- a. Click the link **Click here to edit user properties**.



The following user has been created in crystal.local/Marketing:

Full name: Lena Zhao

User logon name: lena.zhao

User must change password at next logon

User in group(s):  
crystal.local/Users/Manager

[Click here to add this user to SharePoint.](#)

[Click here to edit user properties.](#)

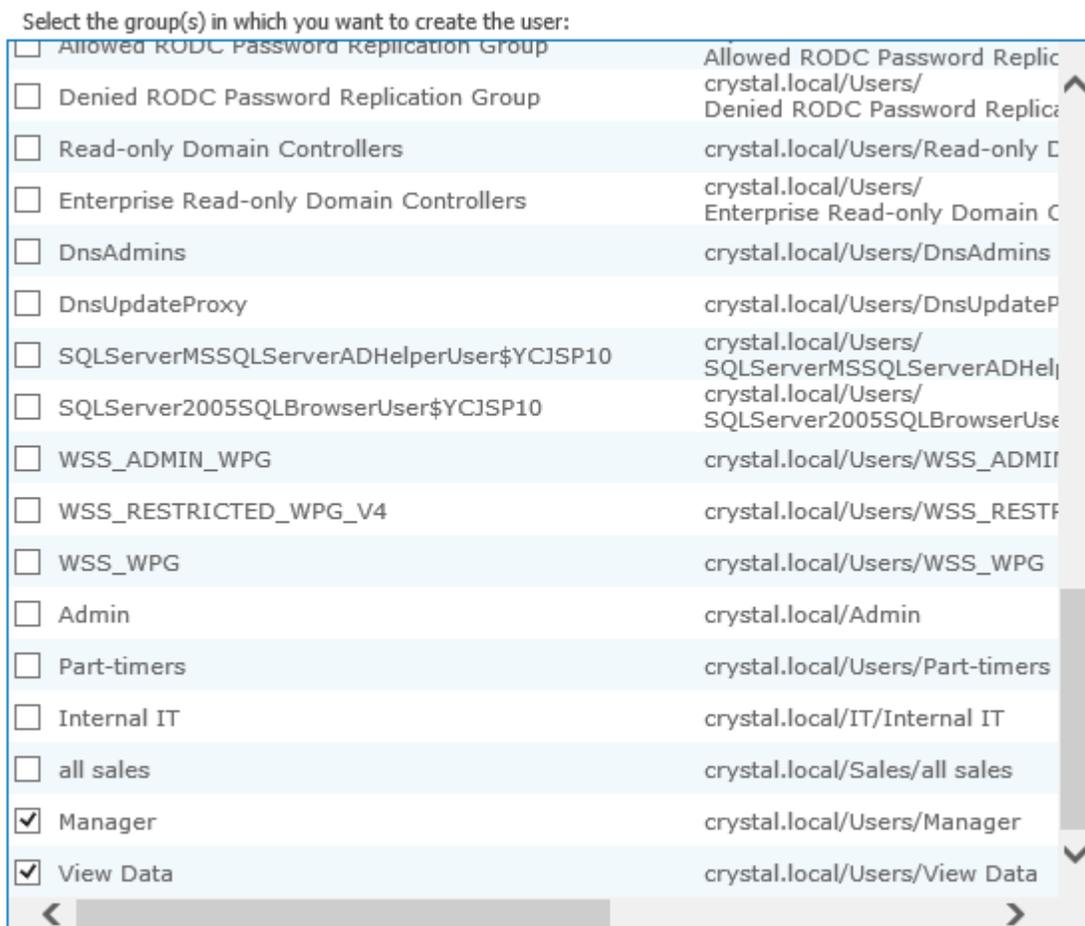
Note: Clicking "Finish" will create the user in AD, but will not necessarily add the user to SharePoint. If you would like to add the user to SharePoint, please click the link above. If you only want to create the user in AD, click "Finish" to complete creation of the account in AD only.

Finish

- b. On the right side of the Web Part edit the properties of this user. See [6.3.7 Edit AD Properties of a User](#) for details.

### 6.3.2 Change Group for a User

- a. Select the user for whom you want to change group and click **Change Group** on the **Actions** menu. (Or Right-click on the user and then click **Change Group**.)
- b. Clear the check box before a group name to remove this user from the group. Then add this user to another group(s) by clicking relevant check box(es). Click **OK** to confirm.



### 6.3.3 Disable a User Account

- a. Select a user for which you want to disable the account and click **Disable Account** on the **Actions** menu. (Or right-click the user and then click **Disable Account**.)
- b. A message will ask if you are confirmed to disable this user account. Click **OK**. Then the user account is disabled. The user icon  will turn to .



The procedure is similar if you want to enable a user. The **Disable Account** command will change to **Enable Account**. After the user account is enabled, the user icon  will turn back to .

### 6.3.4 Reset User Password

- Select the user for whom you want to reset the password and then click **Reset Password** on the **Actions** menu. (Or right-click on the user and click **Reset Password**.)
- On the right side of the Web Part, reset the user password following the password policy. Then click **Reset**.

Reset password for user: Lena Zhao

Password:	<input type="password" value="••••••••"/>
Confirm password:	<input type="password" value="••••••••"/>

Date password was last reset: N/A (password change is required at next logon)

Maximum password age: 42

Minimum password age: 0

Minimum password length: 7

Must not contain the user's account name or parts of the user's full name that exceed two consecutive characters.

Must contain characters from three of the following four categories:

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Special symbols or non-alphabetic characters (for example: !, \$, #, %, etc.)

### 6.3.5 Delete a User

- a. Select the user you want to delete and then click **Delete** on the **Actions** menu. (Or right-click on the user and then click **Delete**.)
- b. A message will ask if you are confirmed with the deletion. Click **OK**. Then the user will be removed.

### 6.3.6 Rename a User

- a. Select the user you want to rename and then click **Rename** on the **Actions** menu. (Or right-click on the user and click **Rename**.)
- b. The user name now becomes editable. Type a new name or change the name for the user, and then click elsewhere of the editing field.

### 6.3.7 Edit the AD Properties of a User

- a. Select the user for which you want to edit its properties and then click **Properties** on the **Actions** menu. (Or right-click on the user and click **Properties**. Or just click on the user.)
- b. On the right side of the Web Part, change the AD properties of the user and then click **Save**.
- c. A message will ask if you are confirmed to save user information to AD. Click **OK**.

## 6.4 Manage Computer

AD Administration enables you to manage computers in SharePoint, you can do these operation: edit properties, change group, enable/disable or delete computer.

### 6.4.1 Change Group for a Computer

- a. Select the computer that you want to change group and click **Change Group** on the **Actions** menu. (Or Right-click on the computer and then click **Change Group**.)
- b. Clear the check box before a group name to remove this computer from the group. Then add this computer to another group(s) by clicking relevant check box(es). Click **OK** to confirm.

### 6.4.2 Disable a Computer

- a. Select a computer that you want to disable and click **Disable Account** on the **Actions** menu. (Or right-click the computer and then click **Disable Account**.)

- b. A message will ask if you are confirmed to disable this computer account. Click **OK**. Then the computer account is disabled. The computer icon  will turn to .

The procedure is similar if you want to enable a computer. The **Disable Account** command will change to **Enable Account**. After the computer account is enabled, the computer icon  will turn back to .

### 6.4.3 Delete a Computer

- a. Select the computer you want to delete and then click **Delete** on the **Actions** menu. (Or right-click on the computer and then click **Delete**.)
- b. A message will ask if you are confirmed with the deletion. Click **OK**. Then the computer will be removed.

### 6.4.4 Edit the AD Properties of a Computer

- a. Select the computer for which you want to edit its properties and then click **Properties** on the **Actions** menu. (Or right-click on the computer and click **Properties**. Or just click on the computer.)
- b. On the right side of the Web Part, change the AD properties of the computer and then click **Save**.  
As with Active Directory, you can only edit the editable property of AD, such as Description property.
- c. A message will ask if you are confirmed to save computer information to AD. Click **OK**.

## 6.5 Send Emails to Croups/Users

You can send emails to groups or users directly in SharePoint via the Web Part.

### 6.5.1 Send an Email to a Group

- a. Select the group to which you want to send an email and then click **Send Mail** on the **Actions** menu. (Or right-click on the group and click **Send Mail**.)
- b. On the right side of the Web Part, enter the email address of a member of this group or select the **Send to all members of this group** check box if you want to send the email to all members of the group. Then enter the subject and content of the email. You can choose to write in plain text or use the Rich Text Format.
- c. Click **Send**. A window will show the progress. Then the addresses you send to will be displayed.

## 6.5.2 Send an Email to a User

- a. Select the user to which you want to send an email and then click **Send Mail** on the **Actions** menu. (Or right-click on the user and click **Send Mail**.)
- b. On the right side of the Web Part, enter the subject and content of this email. You can choose to write in plain text or use the Rich Text Format.
- c. Click **Send**. A window will show the progress. Then the address(es) you send to will be displayed.

## 7. Technical Limitations

There are the following limitations of AD Administration:

- The proxy account only supports domain administrators.

## 8. Troubleshooting & Support

### **Troubleshooting FAQ:**

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### **Contact Info:**

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

### **Live chat:**

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix: License Management

You can use a product without entering any license code for a trial of 30 days. To remove the limitation, you need to purchase a license to register the product.

### Find License Information

- Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
- Click **Download License Information**, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

**Choose a license type**

Server License  
Server Code: e4c9171bd1aa49cea8903e0a7e0e812643f8360be  
a74459ca3bf6b2e0240f194

Farm License  
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}  
Number of Users: 24 user(s)

Site Collection License  
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e Change  
Site Collection: http://pro-mac

Download Close

To create a license for you, you need to send us your SharePoint environment identifier. Note that different license types require different information. A server license needs a server code; a farm license needs a farm ID; and a site collection license needs a site collection ID.

- Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.

### License Registration

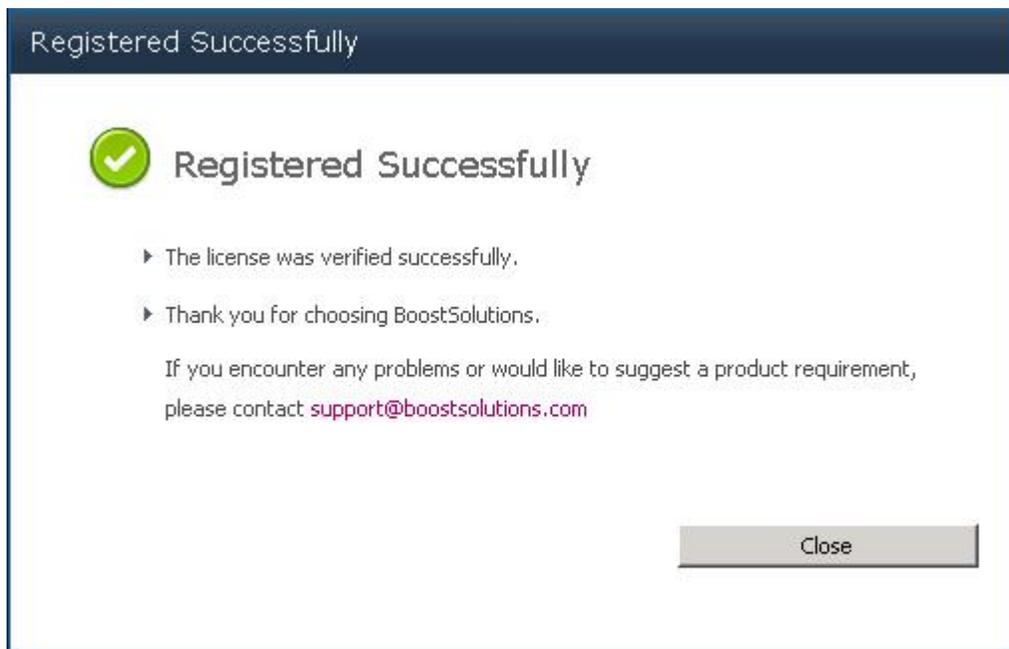
- When you receive a product license code, enter the **License Management Center** page.

- b. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". The main text reads: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". The "Upload a license code file" option has a text input field followed by a "Browse..." button. The "Enter license code" option has a large text input field. At the bottom of the dialog, there are two buttons: "Register" and "Close".

- c. Upload the license file or enter the license code and click **Register**. If the license is verified successfully, a window will appear showing that the product has been registered successfully.



The screenshot shows a dialog box titled "Registered Successfully". It features a green checkmark icon in a circle. The main text reads: "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions." A paragraph of text follows: "If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)". At the bottom right, there is a "Close" button.

For more information about license management, see [BoostSolutions Foundation](#) for details.