



AD Administration 1.0

User Guide

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Our web site: <https://www.boostsolutions.com>

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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

<https://www.boostsolutions.com/download-documentation.html>

2. Installation

2.1 Product Files

After you download and unzip the AD Administration zip file from <https://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\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.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file that contains the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2016/2019/Subscription Edition.
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\BoostSolutions.ADAdministrationSetup16.1.wsp	A SharePoint solution package that contains AD Administration files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\ADAdministration\Install.config	A file containing the configuration information for the installer.

2.2 System Requirements

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

SharePoint Server Subscription Edition

Operating System	Microsoft Windows Server 2019 Standard or Datacenter Microsoft Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 and above Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 and above Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2013

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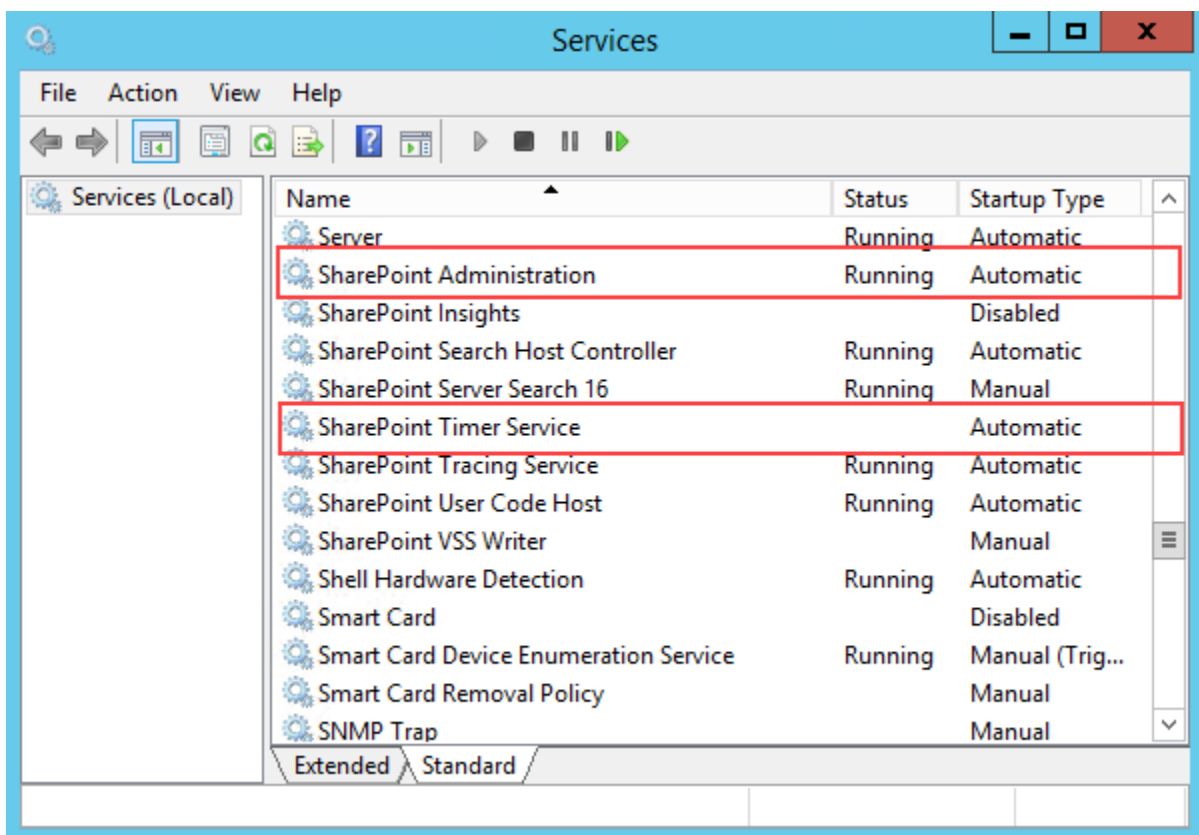
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 and above Microsoft Edge Mozilla Firefox Google Chrome

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 Service**.



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

- a. Download the zip file (*.zip) of AD Administration from the BoostSolutions website, then extract the file.
- b. 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 2016** 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 2016**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN

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

```
stsadm -o addsolution -filename BoostSolutions.ADAdministrationSetup16.1.wsp  
stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp
```

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

```
stsadm -o deploysolution -name BoostSolutions.ADAdministrationSetup16.1.wsp  
-allowgacdeployment -url [virtual server url] -immediate  
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.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.ADAdministrationSetup16.1.wsp  
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.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.adadministrationsetup16.1.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.ADAdministrationSetup16.1.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.ADAdministrationSetup16.1.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.ADAdministrationSetup16.1.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.adadministrationsetup16.1.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.adadministrationsetup16.1.wsp.
- i. Select "boostsolutions.adadministrationsetup16.1.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.FoundationSetup16.1.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.FoundationSetup16.1.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.FoundationSetup16.1.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.foundationsetup16.1.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.foundationsetup16.1.wsp.
- s. Select "boostsolutions.foundationsetup16.1.wsp".
- 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. Click **Settings**  and then 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**.

BoostSolutions AD Administration 1.14.1031.0



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

AD Administration Settings 1.14.1031.0




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)

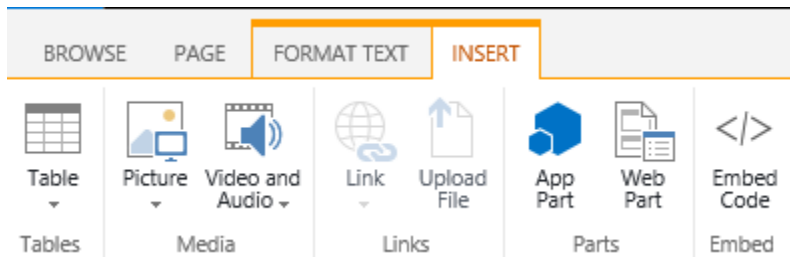
Deactivate

Active

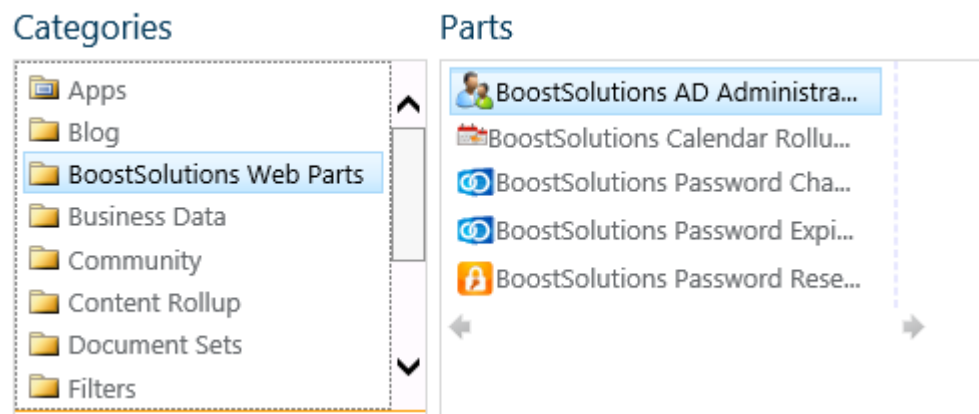
3. Add AD Administration Web Part

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 AD Administration Web Part. Click **Settings**  and then click **Edit Page**. 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**.

BoostSolutions Software



License Management Center
License Management Center



AD Administration
[General Settings](#) | [AD Administration User Permissions](#) | [View User Permissions](#) |
License Management

4.1 Configure General Settings

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



AD Administration
[General Settings](#) | [AD Administration User Permissions](#) | [View User Permissions](#) |
License Management

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).

View Logs

- **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 and action performed with the AD Administration Web Part.

From		12 AM	00	To		12 AM	00	Action	Filter
Timestamp:	Log Message:							Action:	Log Details:
9/18/2017 5:01:32 AM	David was modified successfully.							Edit AD user	i:0#.w br\zhuxing Details
9/14/2017 6:12:13 PM	yw8 was modified successfully.							Edit AD user	i:0#.w br\yw1 Details
9/14/2017 6:07:34 PM	yw8 was modified successfully.							Edit AD user	i:0#.w br\yw1 Details
6/22/2017 10:49:41 AM	YW was modified successfully.							Edit OU	SHAREPOINT\system Details
6/22/2017 10:49:09 AM	a'b was modified successfully.							Edit AD user	SHAREPOINT\system Details
6/22/2017 10:48:41 AM	The user i:0#.w br\yw8 was added to yw_adg5.							Add AD user to AD group	SHAREPOINT\system
6/22/2017 10:48:29 AM	The user BR\yw8 was removed from yw_adg5.							Remove AD user from AD group	i:0#.w br\yw1
6/22/2017 10:48:01 AM	The user BR\yw8 was added to yw_adg5.							Add AD user to AD group	i:0#.w br\yw1
6/22/2017 10:47:42 AM	The user BR\yw8 was removed from yw_adg5.							Remove AD user from AD group	i:0#.w br\yw1
6/22/2017 10:46:49 AM	The user i:0#.w br\yw8 was added to yw_adg5.							Add AD user to AD group	i:0#.w br\yw1
6/22/2017 10:46:31 AM	The user BR\yw8 was removed from yw_adg5.							Remove AD user from AD group	i:0#.w br\yw1
5/19/2017 3:19:02 PM	gptest was deleted successfully.							Delete AD group	i:0#.w br\yw1 Details
5/19/2017 3:18:32 PM	gptest was created successfully.							Create AD group	i:0#.w br\yw1

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
First name:		David
Last name:		Lee

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.



AD Administration

[General Settings](#) | [AD Administration User Permissions](#) | [View User Permissions](#) | [License Management](#)

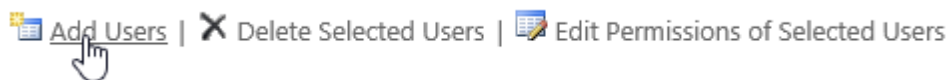


You can find another entry for **AD Administration User Permissions** directly under **BoostSolutions Software**.





4.2.1 Assign Permissions to Users

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



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.

Users
You can enter user names, group names, or e-mail addresses. Separate with semi-colons.

Users:

Annette Young



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.

Organizational Units

Specify the Organizational Units you want these users to have permission to manage using the SPB AD Administration web part.

Note: Make sure the users to whom you want to delegate control have the necessary permissions in Active Directory.

Domain name:

Username:

Password:

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



























- ☒ **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, disable computers and add computers into groups. (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	 
First name:	 
Initials:	 
Last name:	 
Display name:	 
Description:	 
Office:	 
Telephone number:	 
E-mail:	 
Web page:	 
<input type="checkbox"/> Add New Property	
Address	 
Telephones	 
Organization	 
New tab	

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**.

 Add Users
 |
  Delete Selected Users
 |
  Edit Permissions of Selected Users

<input type="checkbox"/>	Display Name	User Name	Type	Permissions
<input type="checkbox"/>	Annette Young	BR\annette	User	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password, Manage Computer, Delete Computer
<input type="checkbox"/>	Henry	BR\henry	User	Manage User, Delete User

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.

 Add Users  Delete Selected Users  Edit Permissions of Selected Users				
<input type="checkbox"/>	Display Name	User Name	Type	Permissions
<input type="checkbox"/>	Annette Young	BR\annette	User	Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password, Manage Computer, Delete Computer
<input checked="" type="checkbox"/>	Henry	BR\henry	User	Manage User, Delete User

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.

 Add Users  Delete Selected Users  Edit Permissions of Selected Users				
--	--	--	--	--

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**.

 AD Administration

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.

View User Permissions

Display Name	User Name	Type	Permissions inherited from	Permissions
Annette Young	BR\annette	User		Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password
Henry	BR\henry	User		Manage User, Delete User

4.3 Configure Web Part Layout and AD Properties Settings

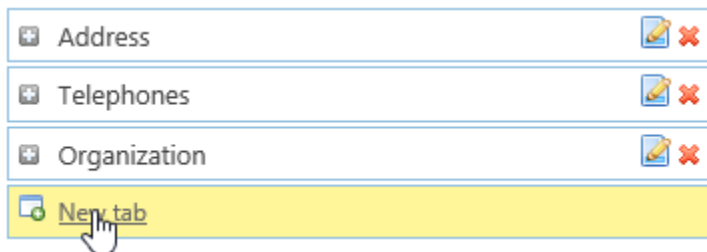
By default, AD Administration provides four tabs, including default AD properties. You can configure the Web Part layout AD properties settings on the **Add Users/Edit Users** page.

4.3.1 Manage Tabs

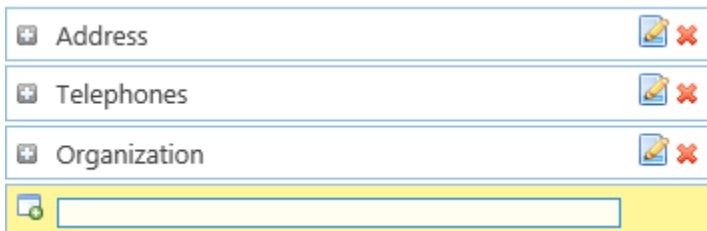
ADA provides four tabs (General, Address, Telephones and Organization) by default that includes almost all common AD properties.

Add a Tab

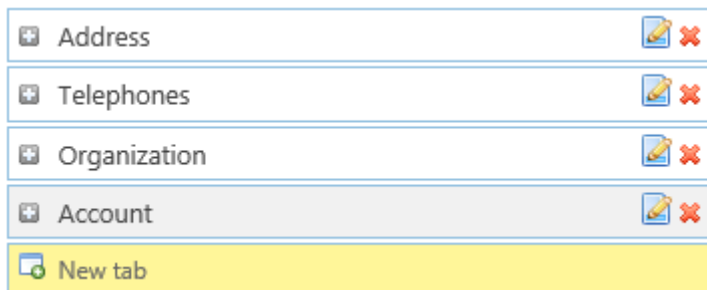
- a. Click **New Tab** or the add icon before it to add a tab.




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

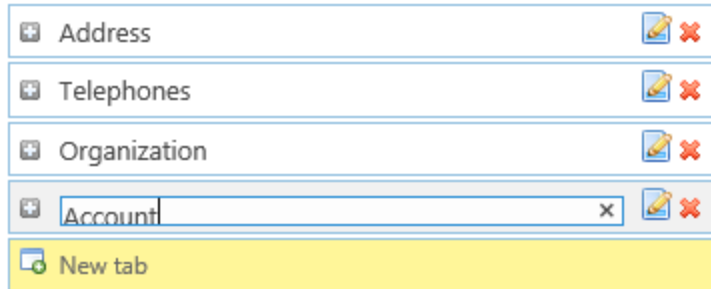


- c. Press the Enter key or click elsewhere of the tab to confirm.



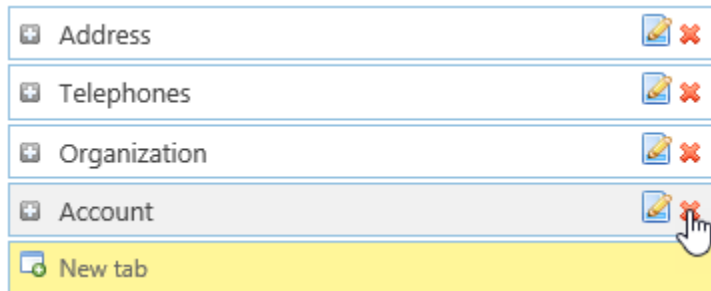
Edit a Tab

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

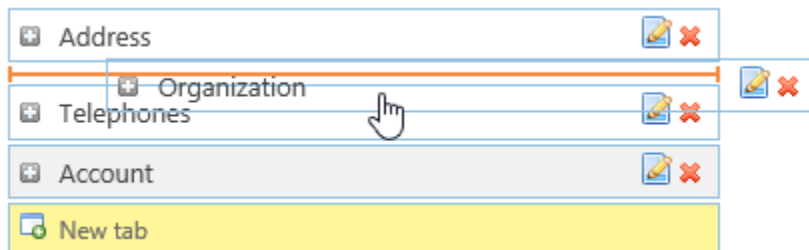
To delete a tab, click the delete icon next to the edit icon of the tab.



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


Change the Positions of Tabs

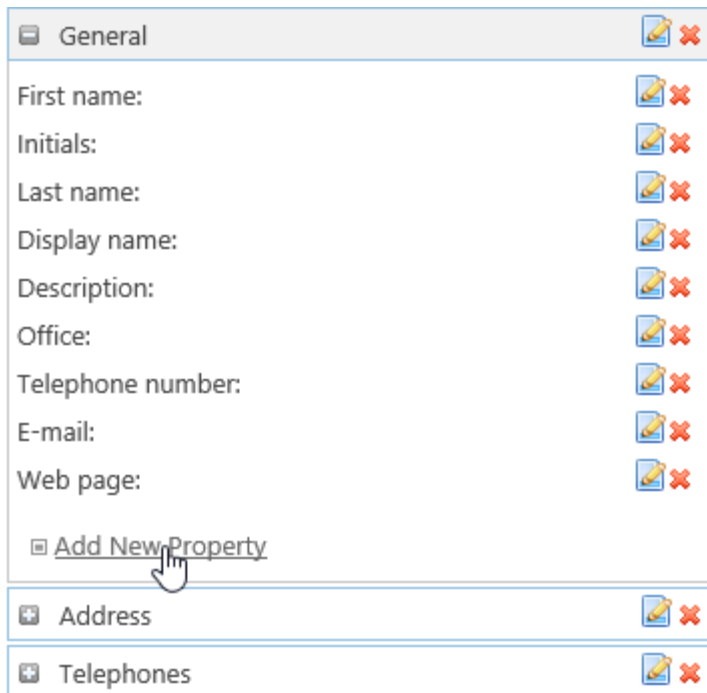
You can drag and drop the tabs to adjust the positions of tabs.



4.3.2 Manage Properties

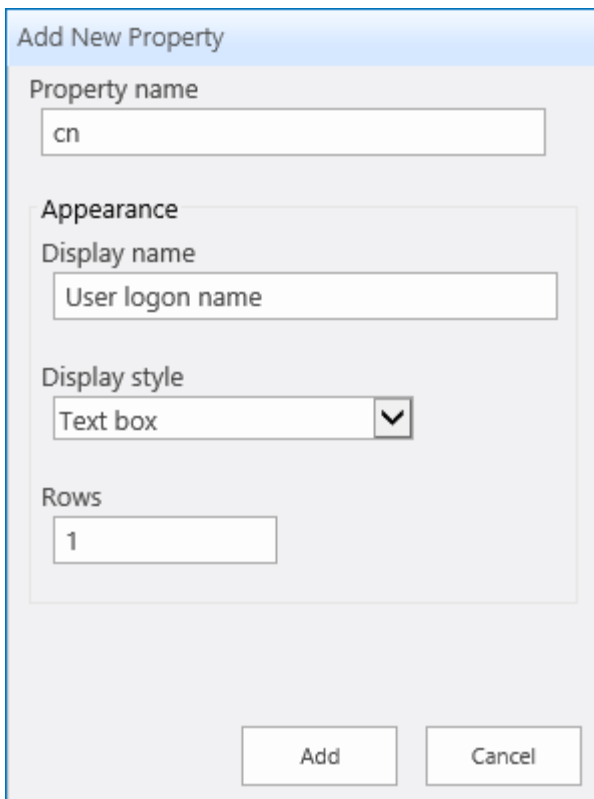
Add a Property

- 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 'General' tab of a user's profile in SharePoint AD Administration. It lists several properties: First name, Initials, Last name, Display name, Description, Office, Telephone number, E-mail, and Web page. Each property has a pencil icon for editing and a red 'X' icon for deleting. At the bottom of the 'General' section, there is a link labeled 'Add New Property' with a mouse cursor hovering over it. Below the 'General' tab are two other tabs: 'Address' and 'Telephones', each also with edit and delete icons.

- 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. It contains the following fields and controls:

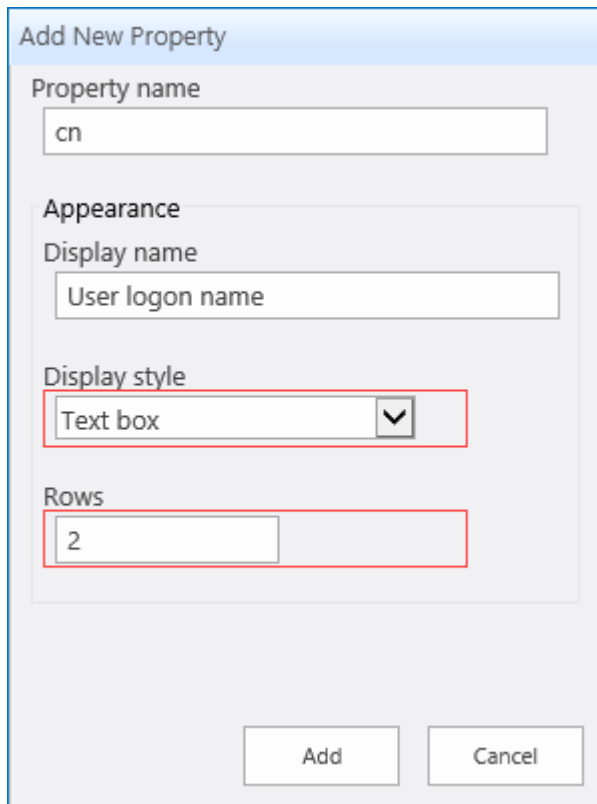
- Property name:** A text box containing 'cn'.
- Appearance:** A section containing:
 - Display name:** A text box containing 'User logon name'.
 - Display style:** A dropdown menu with 'Text box' selected and a downward arrow.
 - Rows:** A text box containing '1'.
- Buttons:** 'Add' and 'Cancel' buttons 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.

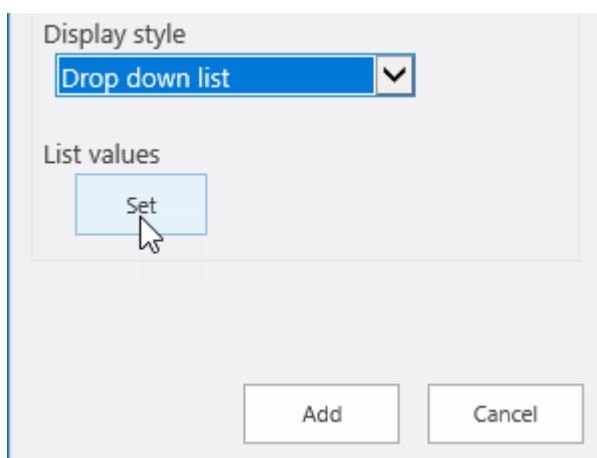
- **Text box:** allows user to edit a property in its text box. You can specify the number of rows for the text box of this property.



The screenshot shows the 'Add New Property' dialog box. It has a title bar 'Add New Property'. Inside, there are four sections: 'Property name' with a text box containing 'cn'; 'Appearance' with a 'Display name' text box containing 'User logon name'; 'Display style' with a dropdown menu showing 'Text box' (highlighted with a red box); and 'Rows' with a text box containing '2' (also highlighted with a red box). At the bottom 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**.



This screenshot is a close-up of the 'Add New Property' dialog box. The 'Display style' dropdown is set to 'Drop down list'. Below it, the 'List values' section contains a 'Set' button, which is highlighted with a mouse cursor. The 'Add' and 'Cancel' buttons are visible at the bottom.

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.

The screenshot shows a dialog box for managing property values. It has three main sections: 'New Value:', 'Current Values:', and a bottom section with 'OK' and 'Cancel' buttons. In the 'New Value:' section, there is a text input field containing 'HR' and a small 'X' icon to its right, followed by an 'Add' button. In the 'Current Values:' section, there is a list box containing 'Marketing' and 'Sales', with 'Sales' selected and highlighted in blue. To the right of the list box is a 'Remove' button. Below the list box is a text input field containing 'Sales', and to its right is an 'Edit' button.

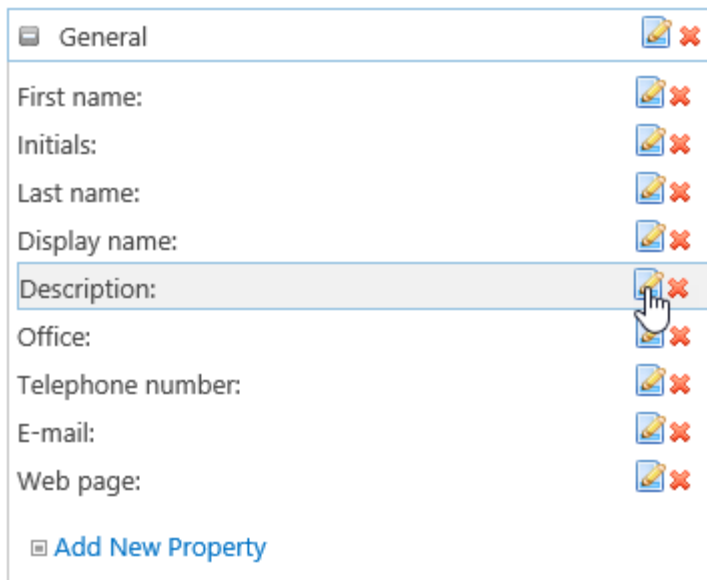
- **Text (Read-only):** display the property as read-only status on the Web Part, so that users cannot edit this property.

The screenshot shows the 'Add New Property' dialog box. It has a title bar 'Add New Property' and a light blue header. Below the header, there are three sections: 'Property name' with a text input field containing 'employeeid'; 'Appearance' with a 'Display name' text input field containing 'Employee ID'; and 'Display style' with a dropdown menu showing 'Text (Read-only)' and a downward arrow. At the bottom of the dialog box are 'Add' and 'Cancel' buttons.

Edit a Property

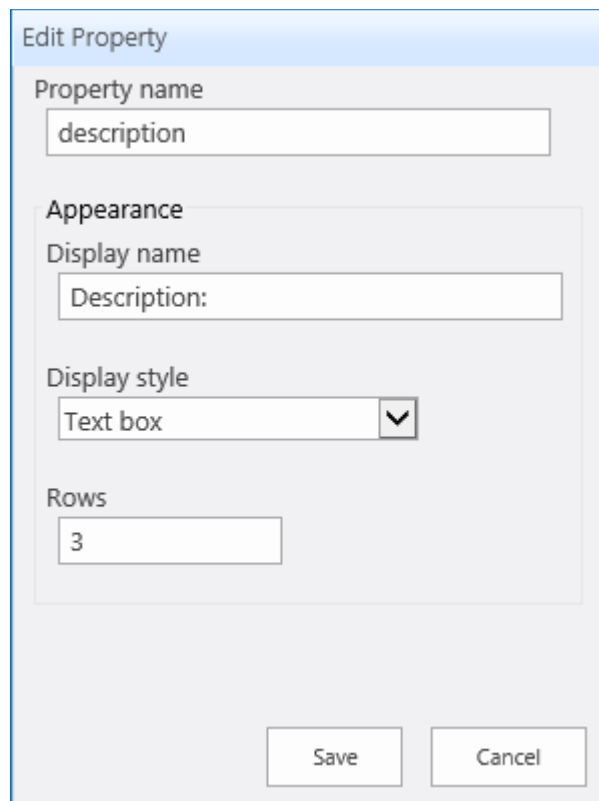
- a. Click the edit icon  on the right side of the property or double click on the property to display

the property details.



The screenshot shows the 'General' tab of the Active Directory Properties dialog box. It lists various properties: First name, Initials, Last name, Display name, Description, Office, Telephone number, E-mail, and Web page. Each property has an edit icon (pencil) and a delete icon (X) to its right. The 'Description' property is currently selected, and a mouse cursor is clicking the edit icon for it. At the bottom, there is a link to 'Add New Property'.

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



The screenshot shows the 'Edit Property' dialog box. The 'Property name' field contains 'description'. The 'Appearance' section is expanded, showing the 'Display name' field with 'Description:', the 'Display style' dropdown menu set to 'Text box', and the 'Rows' field set to '3'. At the bottom, there are 'Save' and 'Cancel' buttons.

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
telephoneNumber

Appearance

Display name
Telephone number:

Display style
Text box ▼

Rows
1

☒ Allow multiple entries

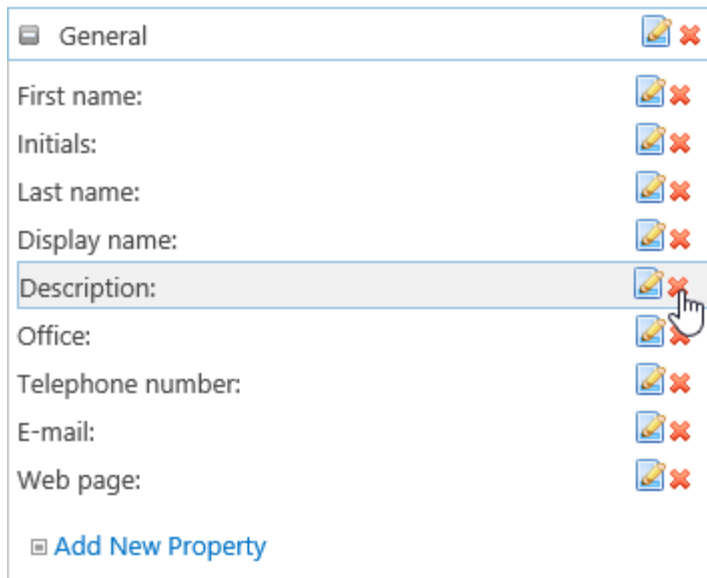
Additional Entry

Display name for additional entry
Telephone (Others)

Save Cancel

Delete a Property

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



The screenshot shows the 'General' tab of the SharePoint AD Administration interface. It contains a list of properties, each with an edit icon (pencil) and a delete icon (red X). The properties are: First name, Initials, Last name, Display name, Description (highlighted), Office, Telephone number, E-mail, and Web page. At the bottom, there is a link to 'Add New Property'.

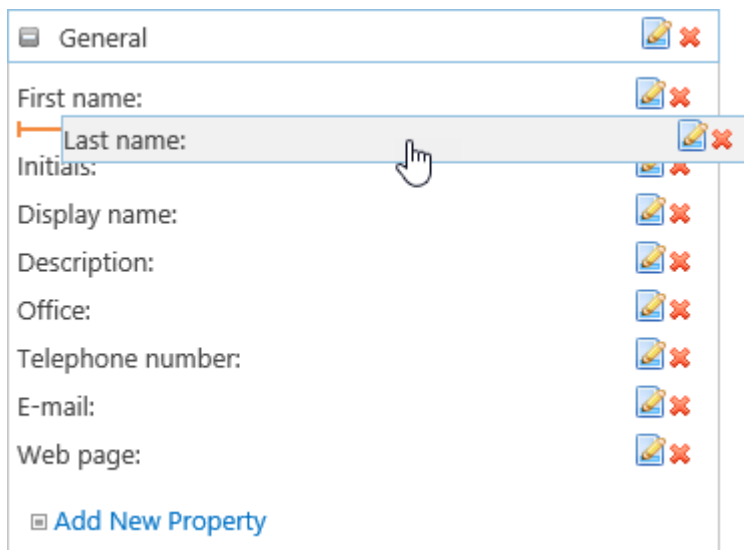
Property	Edit	Delete
First name:		
Initials:		
Last name:		
Display name:		
Description:		
Office:		
Telephone number:		
E-mail:		
Web page:		

[Add New Property](#)

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.



The screenshot shows the 'General' tab of the SharePoint AD Administration interface. The 'Last name' property is highlighted, and a mouse cursor is shown dragging it. The properties are: First name, Last name, Initials, Display name, Description, Office, Telephone number, E-mail, and Web page. At the bottom, there is a link to 'Add New Property'.

Property	Edit	Delete
First name:		
Last name:		
Initials:		
Display name:		
Description:		
Office:		
Telephone number:		
E-mail:		
Web page:		

[Add New Property](#)

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**, four 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 those four 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 Central Administration.

The screenshot displays the AD Administration Web Part interface. At the top, there are 'Actions' and 'Settings' dropdown menus. The left sidebar is titled 'Organization' and lists four OUs: 'Administrative', 'Development', 'HR', and 'IT'. The 'Administrative' OU is selected and highlighted. The main content area is titled 'Administrative' and contains a form with the following fields: 'Description:', 'Street:', 'City:', 'State/province:', 'Zip/Postal Code:', and 'Country/region:'. The 'Country/region' field is a dropdown menu with a downward arrow. At the bottom left, there are two tabs: 'Alphabetical' and 'Sites'. At the bottom right, there are 'Save' and 'Cancel' buttons.

For **Susan**, only one OU 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 one OU. 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 displays the SharePoint AD Administration interface. At the top, there are two tabs: 'Actions' and 'Settings'. Below these, the 'Organization' tab is selected, showing a list of organizations. The 'HR' organization is highlighted. To the right of the list, a form is displayed for editing the 'HR' organization. The form includes fields for 'Description', 'Street', 'City', 'State/province', 'Zip/Postal Code', and 'Country/region'. The 'Country/region' field is a dropdown menu. At the bottom right of the form, there are 'Save' and 'Cancel' buttons. At the bottom left of the interface, there are three tabs: 'Alphabetical', 'Sites', and 'Organization'.

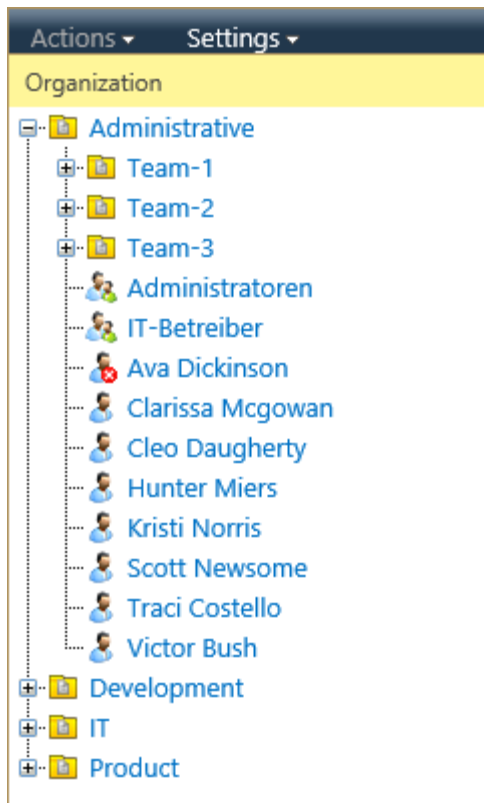
5.1 Three Views of Users

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

The screenshot shows the view selection tabs at the bottom of the SharePoint AD Administration interface. There are three tabs: 'Organization', 'Alphabetical', and 'Sites'. The 'Sites' tab is currently selected and highlighted in yellow.

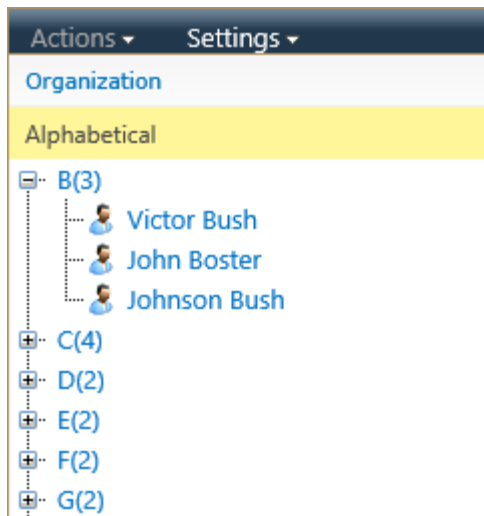
5.1.1 Organization

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.

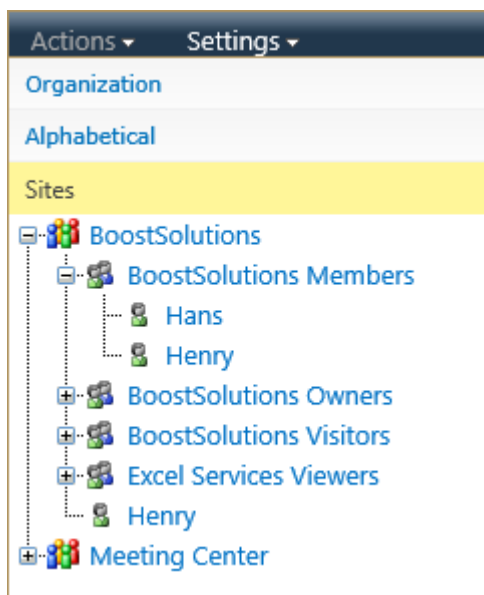


If a SharePoint environment contains many users, the Alphabetical view will display users summarized in object sets. This can be configured in the **Appearance Settings** of the Web Part, see [5.2.3 Appearance Settings](#) for details.

Note This functionality is not fully supportable for Asian languages.

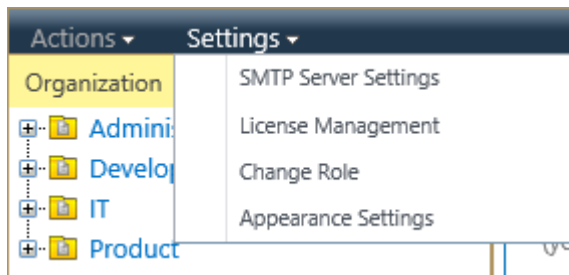
5.1.3 Sites

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 a dialog box titled "SMTP Server Settings". It contains several input 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. The first is "Use default Windows user login credentials" (selected). The second is "Use custom user login credentials".
- Custom Credentials:** If the second radio button is selected, there are two text input fields labeled "Username:" and "Password:".
- SSL:** A checkbox labeled "Enable SSL connection" which is currently unchecked.
- Buttons:** A "Send Test Email" button is located below the SSL checkbox. At the bottom right of the dialog are "Save" and "Cancel" buttons.

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:

☒ BR\annette

Organizational Units you can manage: Administrative,Development,IT,Product

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

The following roles are also available:

☐ BR\document team

The permissions for this role are available due to membership in this group: BR\document team

Organizational Units you can manage: Braintimes

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

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

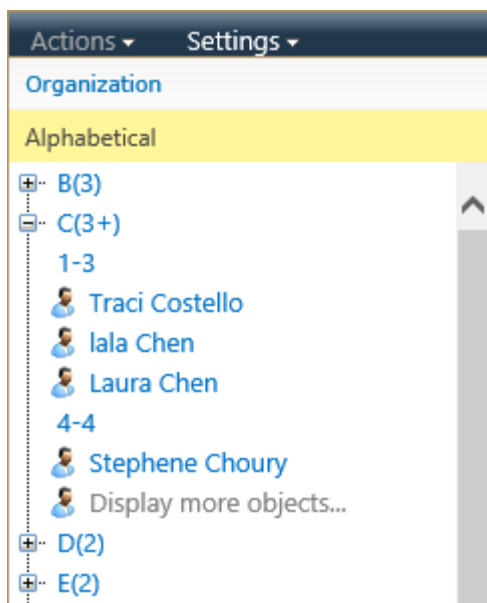
Specify how many objects to display in a set:

3

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.

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**.

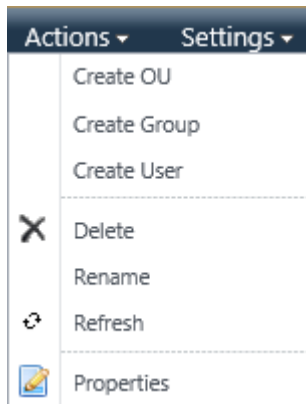


Note For an optimal performance, it is recommended that each set contains no more than 1,000 objects.

5.3 The Actions Menu

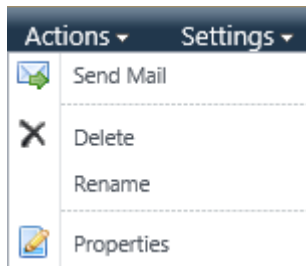
The **Actions** menu contains several commands that help you manage OUs, groups and users, and send emails.

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

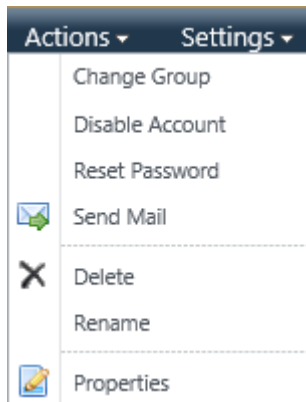


Note that if you select a root OU, the **Rename** and **Delete** commands will be unavailable.

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.

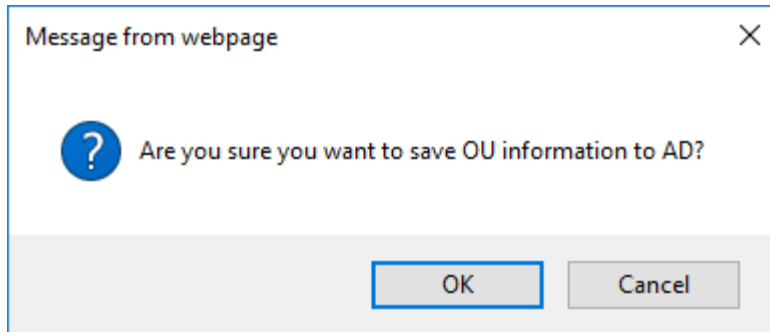
6.1 Manage OUs

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**.

The screenshot displays the AD Administration Web Part interface. On the left, under the 'Organization' tab, a tree view shows the directory structure. The 'Administrative' OU is selected, and its contents are listed: Team-1, Team-2, Team-3, Administratoren, IT-Betreiber, and a list of users including Ava Dickinson, Clarissa McGowan, Cleo Daugherty, Hunter Miers, Kristi Norris, Scott Newsome, Traci Costello, and Victor Bush. Below the tree, 'Alphabetical' and 'Sites' are listed. On the right, the 'Create in:' field is set to 'br.local/Braintimes/Administrative'. The form fields are filled with: Name: 'Team-4', Description: (empty), Street: 'No. 18 Zhongguancun South Street', City: 'Beijing', State/province: (empty), Zip/Postal Code: (empty), and Country/region: 'China'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

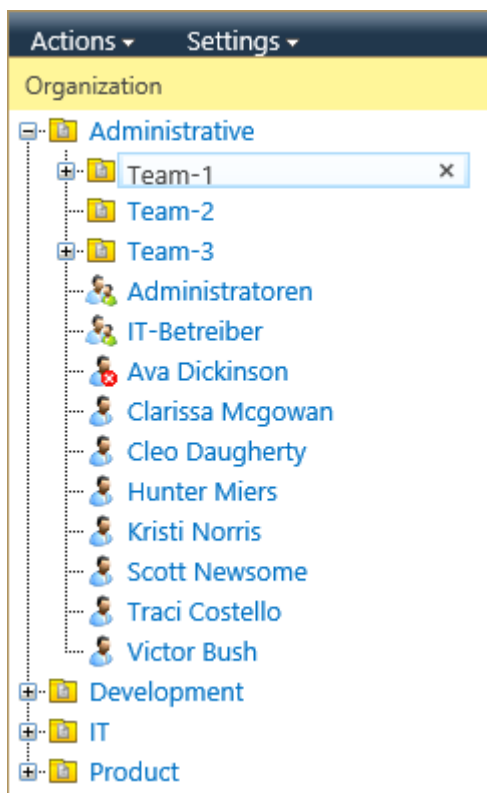


6.1.2 Delete an OU

- 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**.

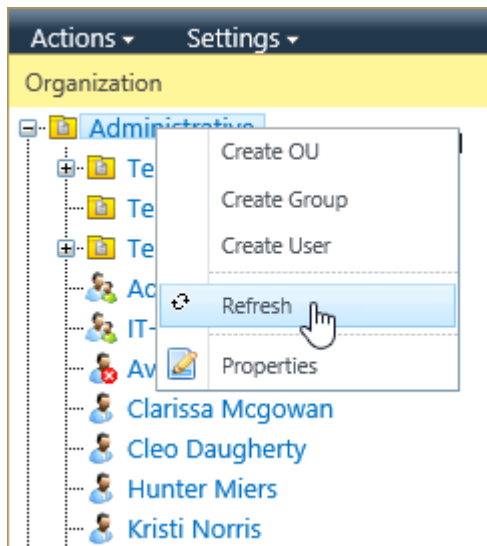
6.1.3 Rename an OU

- 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: br.local/Braintimes/Administrative

Group name: admin-group

Group name (pre-Windows 2000): admin-group

Description:

Email: admin-group@mail.boostsolutions.com

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.

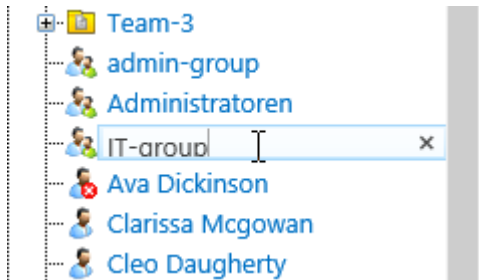
- c. After all information is entered, click **Save**. A message will ask you if you are confirmed to save the group information to AD. Click **OK**.

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

- 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**.)
- 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

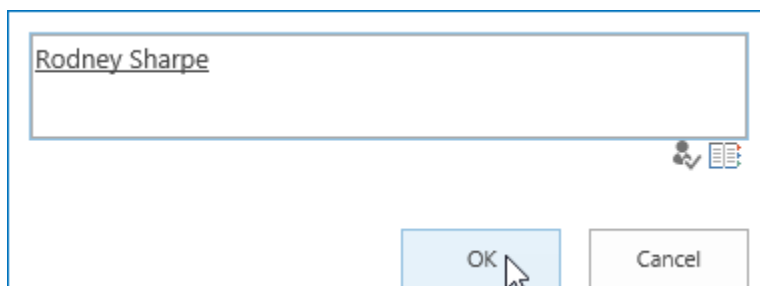
- Select the group for which you want to edit the properties and click **Properties** on the **Actions** menu. (Or right-click on a group and click **Properties**. Or just click on the group.)
- On the right side of the Web Part, edit the properties of the group under the **Group** tab.

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

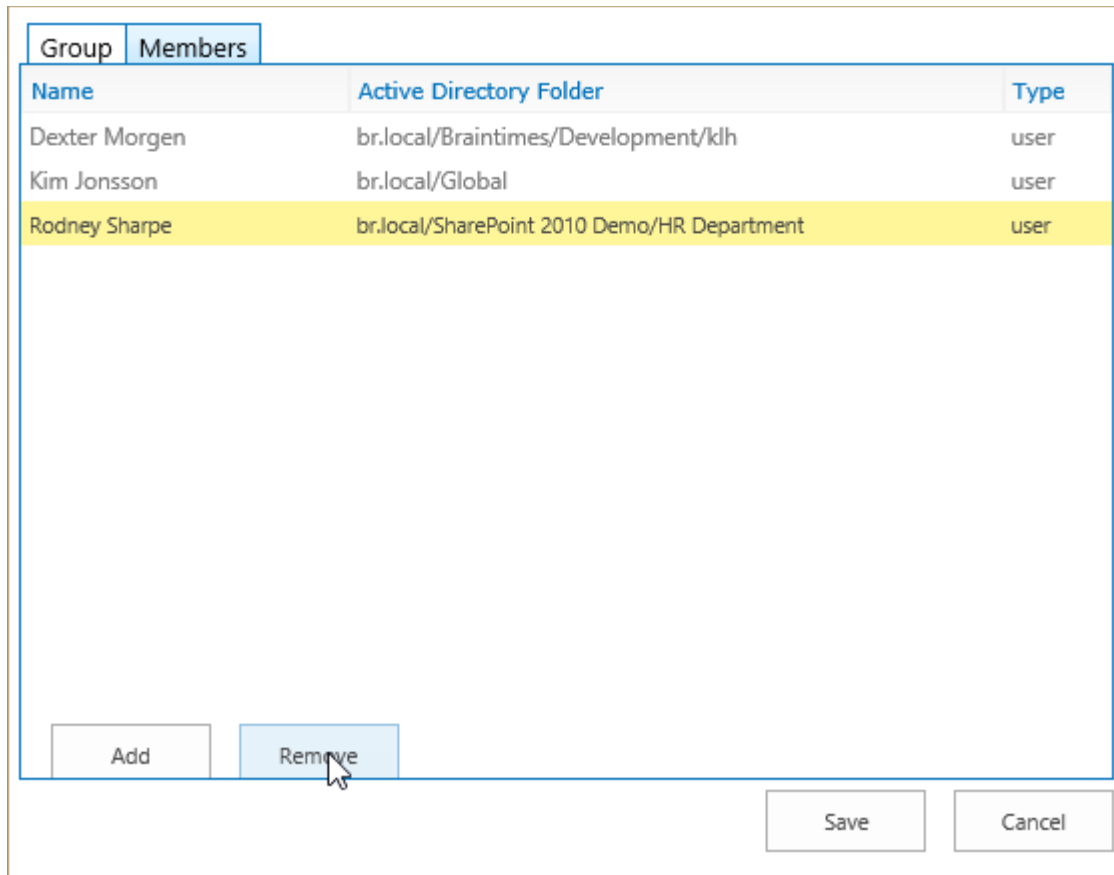
- Select the group for which you want to add members and click **Properties** on the **Actions** menu. (Or right-click on a group and click **Properties**. Or just click on the group.)
- On the right side of the Web Part, under the **Members** tab, click **Add**.
- Type the name of the users/groups that you want to add, and click the people picker  to verify or look up a user/ group from the directory. Click **OK**.



- d. 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**.



Name	Active Directory Folder	Type
Dexter Morgen	br.local/Braintimes/Development/klh	user
Kim Jonsson	br.local/Global	user
Rodney Sharpe	br.local/SharePoint 2010 Demo/HR Department	user

Buttons: Add, Remove, Save, Cancel

- 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: br.local/Braintimes/Administrative

First name:	<input type="text" value="Lena"/>	Initials:	<input type="text"/>
Last name:	<input type="text" value="Wong"/>		
Full name:	<input type="text" value="Lena Wong"/>		
User logon name:			
	<input type="text" value="lena.wong"/>	<input type="text" value="@br.local"/>	
User logon name (pre-Windows 2000):			
	<input type="text" value="BR\"/>	<input type="text" value="lena.wong"/>	

Next > Cancel

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

Create in: br.local/Braintimes/Administrative

Password:

Confirm password:

☒ User must change password at next logon

☐ User cannot change password

☐ Password never expires

☐ Account is disabled

< Back Next > Cancel

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

Create in: br.local/Braintimes/Administrative

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

	Name	Active Directory Folder
<input type="checkbox"/>	Administratoren	br.local/Braintimes/Administrative/Administratoren
<input type="checkbox"/>	IT-group	br.local/Braintimes/Administrative/IT-group
<input type="checkbox"/>	Projektteam - 1	br.local/Braintimes/Administrative/Team-1/ Projektteam - 1
<input checked="" type="checkbox"/>	admin-group	br.local/Braintimes/Administrative/admin-group
<input type="checkbox"/>	klhgroup1	br.local/Braintimes/Development/klh/klhgroup1
<input type="checkbox"/>	klhgroup2	br.local/Braintimes/Development/klh/klhgroup2
<input type="checkbox"/>	Gusers	br.local/Braintimes/Development/lhf/Gusers
<input type="checkbox"/>	pg-Group1	br.local/Braintimes/Development/penggan/pg-Group1
<input type="checkbox"/>	pg-Group2	br.local/Braintimes/Development/penggan/pg-Group2
<input type="checkbox"/>	ARBTest	br.local/Braintimes/Development/cly/ARBTest
<input type="checkbox"/>	SubARB	br.local/Braintimes/Development/cly/SubARB
<input type="checkbox"/>	G1	br.local/Braintimes/Development/cly/G1

< 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

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

The following user has been created in br.local/Braintimes/Administrative:

Full name: Lena Wong

User logon name: lena.wong

User must change password at next logon

User in group(s):
br.local/Braintimes/Administrative/admin-group

[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](#)

Then you will be directed to another page where you can add the user to a SharePoint group or grant permissions.

- b. In this page, enter the user name or look the user up in via the directory.

Invite people

Shared with

They'll also get access to the 'BoostSolutions' site and the sites that share permissions with it.

lena.wong

Include a personal message with this invitation (Optional).

HIDE OPTIONS

☒ Send an email invitation

Select a group or permission level

Edit

Share Cancel

Select checkbox of **Send an email invitation** if you decide to send a custom welcome email to this user.

Select a SharePoint group or permission level for this user.

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

Edit the Properties of this User



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

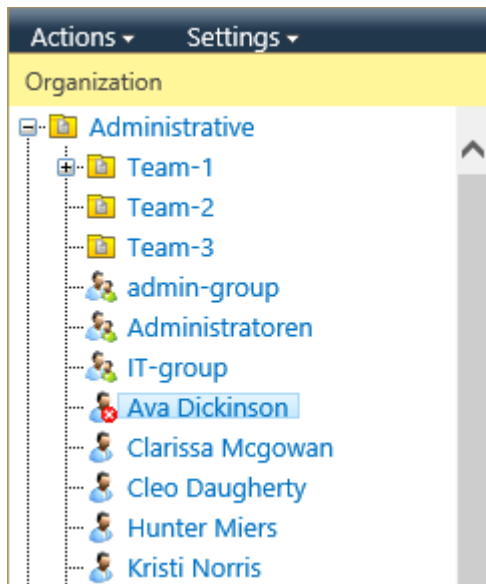
6.3.2 Change Group for a User



- 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

- a. 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**.)
- b. On the right side of the Web Part, reset the user password following the password policy. Then click **Reset**.

Reset password for user: Lena Wong

Password:

Confirm password:

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

Maximum password age: 25

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

- 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**.)
- 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

- Select the user you want to rename and then click **Rename** on the **Actions** menu. (Or right-click on the user and click **Rename**.)
- 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 other 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. Troubleshooting & Support

Troubleshooting FAQ:

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

Contact Info:

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

Request a New Product or Feature: feature_request@boostsolutions.com

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

- a. Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
- b. 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: 8fa4fcbb-eab9-475d-8b8f-10d2c7b27e1e98226161275d49c683442a828de45bdd

☐ Farm License
Farm ID: {8fa4fcbb-eab9-475d-8b8f-10d2c7b27e1e}
Number of Users: 43 user(s)

☐ Site Collection License
Site Collection ID: Select a site collection
Site Collection:

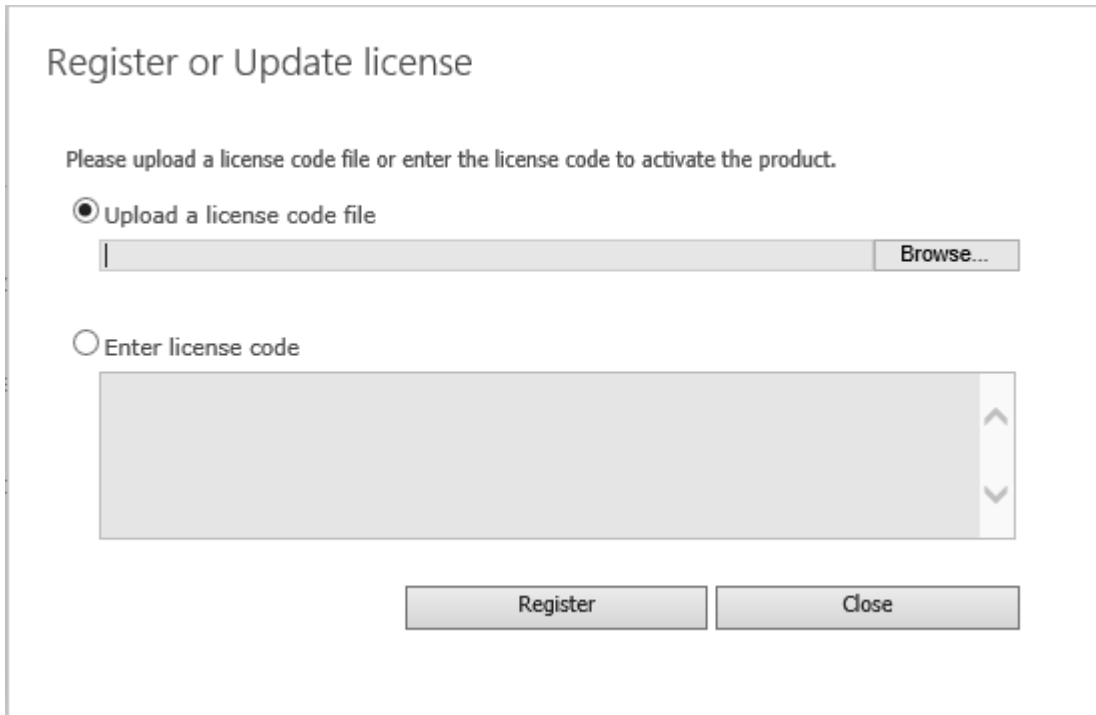
Download Close

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.

- c. Send the above information to us (sales@boostsolutions.com) to generate a license code.

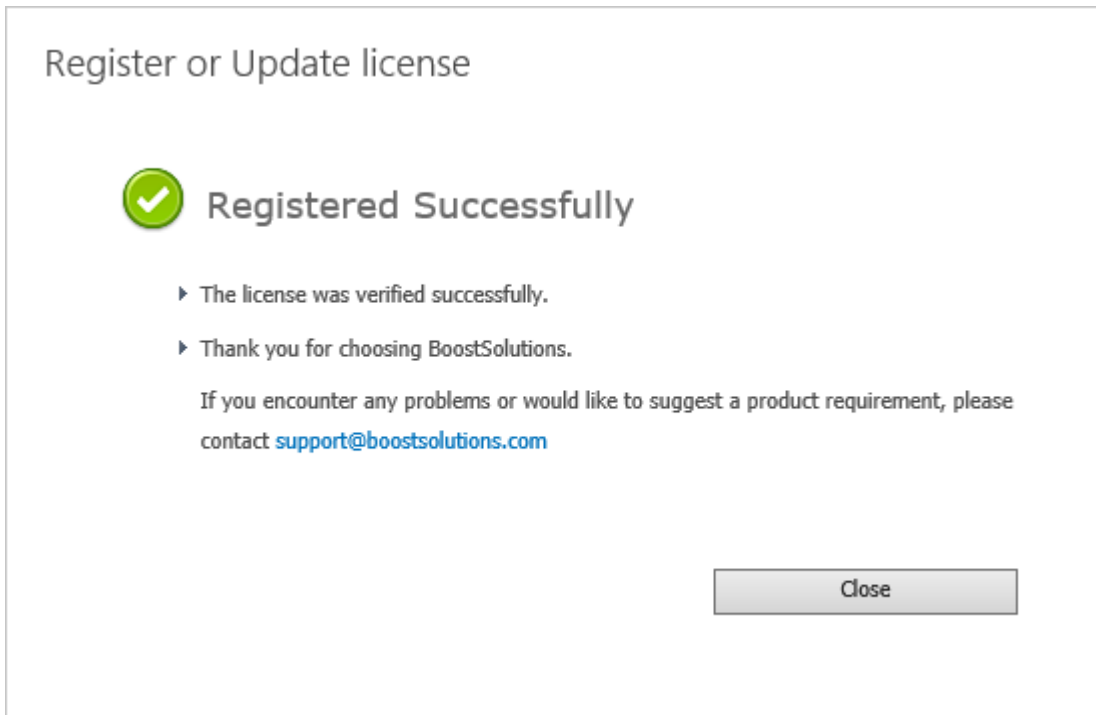
License Registration

- a. 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 dialog box is titled "Register or Update license". Below the title is the instruction: "Please upload a license code file or enter the license code to activate the product." There are two radio buttons: "Upload a license code file" (selected) and "Enter license code". The "Upload a license code file" option has a text input field with a "Browse..." button. The "Enter license code" option has a large text area with up and down arrow buttons. At the bottom are "Register" and "Close" buttons.

- 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 dialog box is titled "Register or Update license". It features a green checkmark icon and the text "Registered Successfully". Below this, there are two bullet points: "The license was verified successfully." and "Thank you for choosing BoostSolutions." A message follows: "If you encounter any problems or would like to suggest a product requirement, please contact support@boostsolutions.com". At the bottom right is a "Close" button.

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