AD Administration 1.0

User Guide

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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 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, 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\Foundtion\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundtion\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundtion\ 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.

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

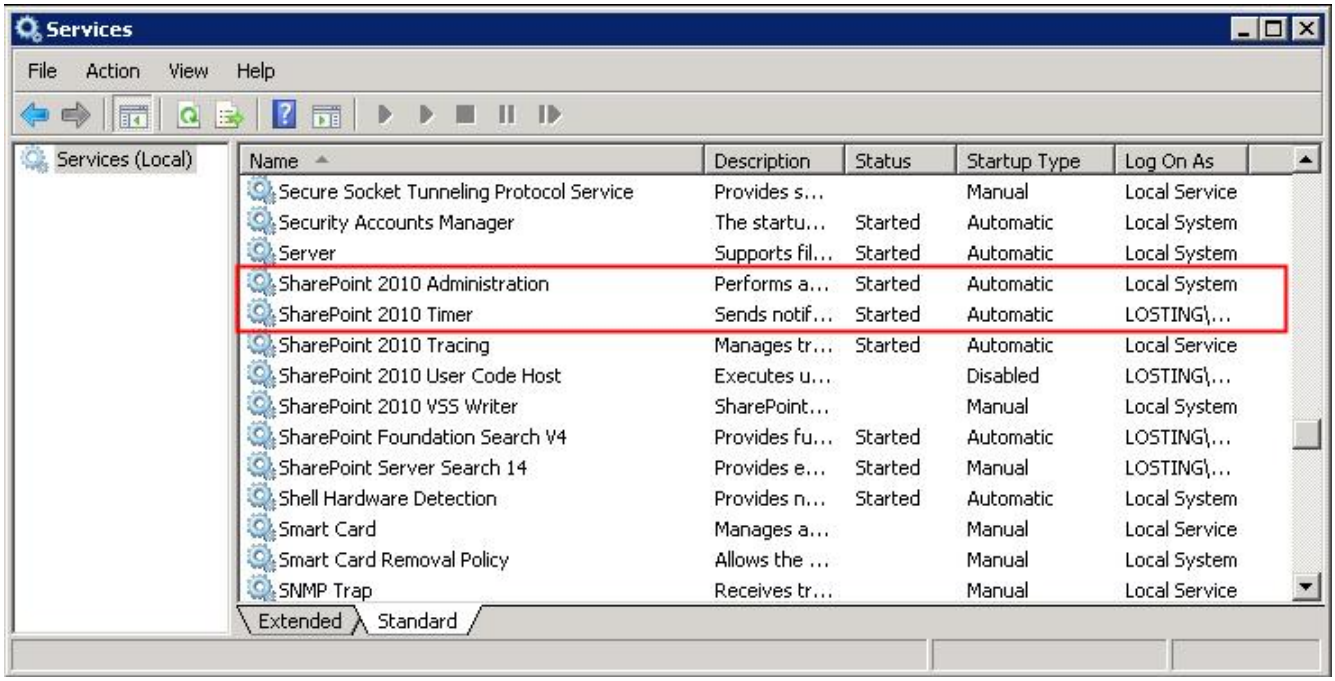
Operating System	Microsoft Windows Server 2003 x86/x64 Microsoft Windows Server 2008 x86/x64 Microsoft Windows Server 2008 R2
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 SP2 Microsoft .NET Framework 2.0 and above ***Note*** This product is not compatible 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

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 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**.

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**.

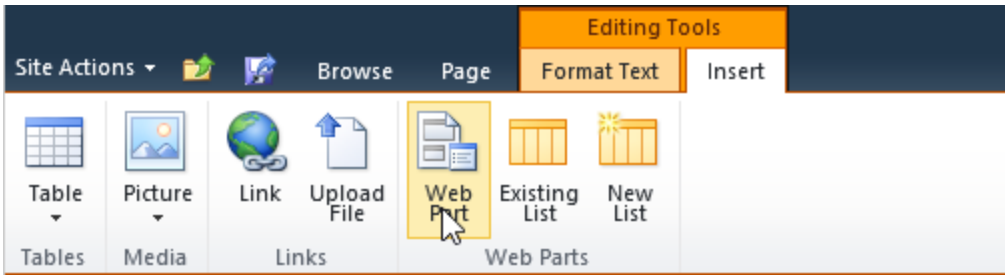
c. Find AD Self Service's features and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

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

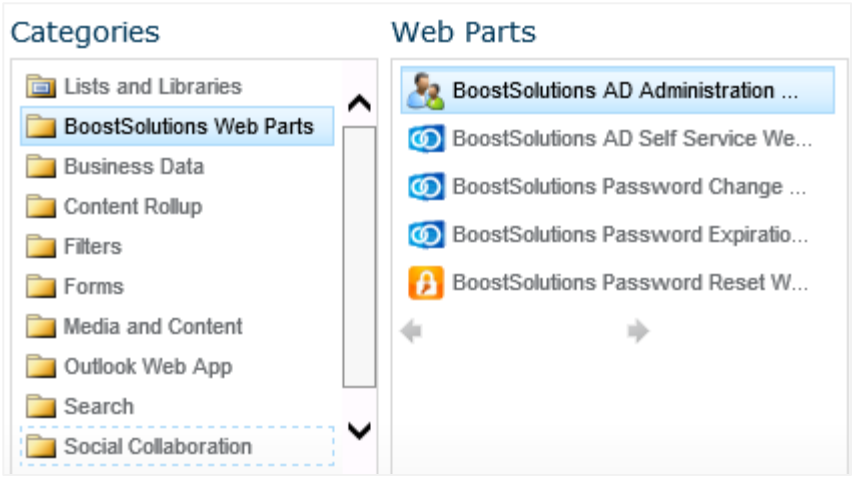
3. Add AD Administration Web Part

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**.

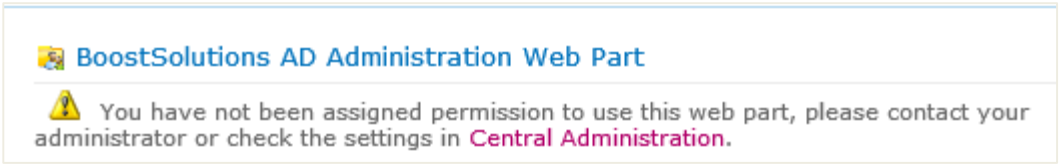


b. In the **Categories** section, click **BoostSolutions Web Parts**, select **BoostSolutions AD Administration** from the Web Part list, and then click **Add**.



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

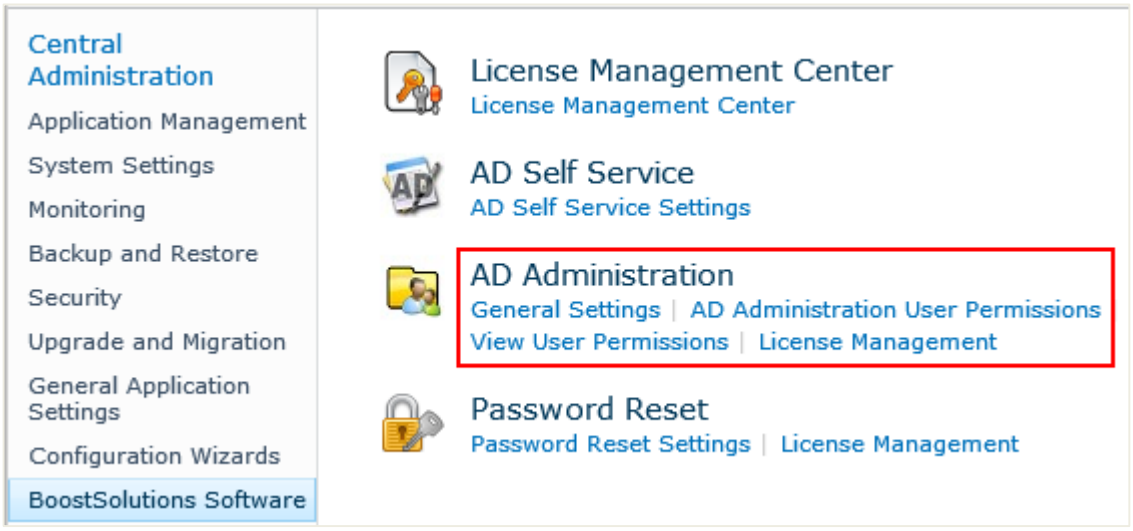
Then AD Administration Web Part will be added to the page. You need to configure the general settings of AD Administration in Central Administration and assign permission for users to use this Web Part (See *4. Configure ADA in Central Administration* for details.). If you did not add user permissions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



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**.



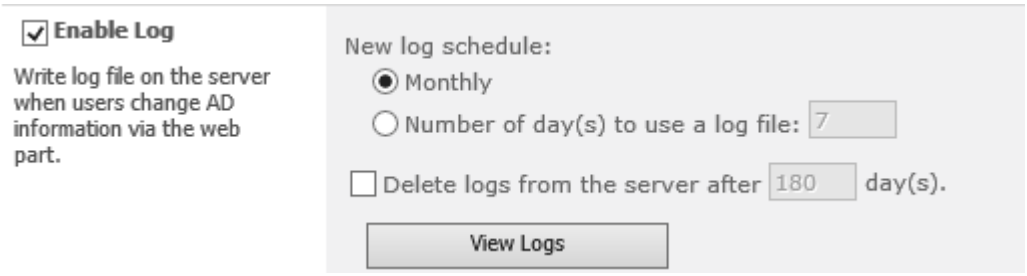
4.1 Configure General Settings

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.



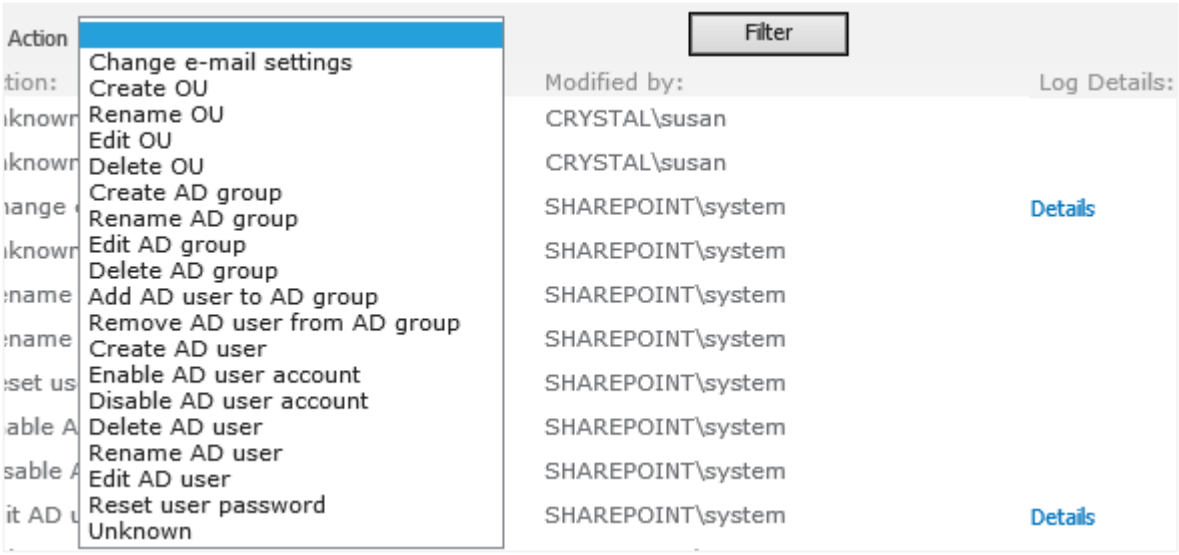
- **Monthly**: create a log once every month.
- **Number of day(s) to use a log file:** create a log after a number of days specified by the administrator.
- **Delete logs from the server after x day(s):** delete the log files from the server after a specified number of days.

4.1.2 View Logs

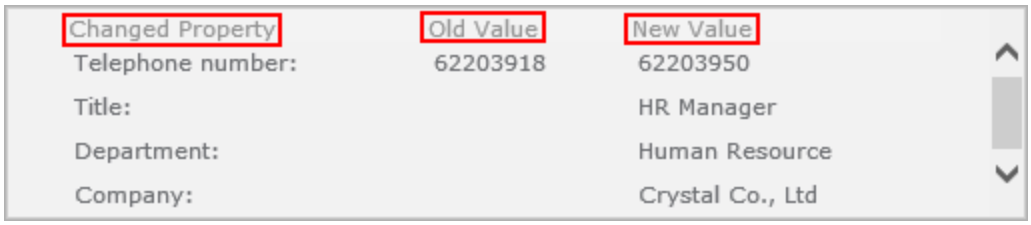
Click **View Logs**, in the open window you can view all changes made with AD Administration Web Part.

You can filter these results based on time range.

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



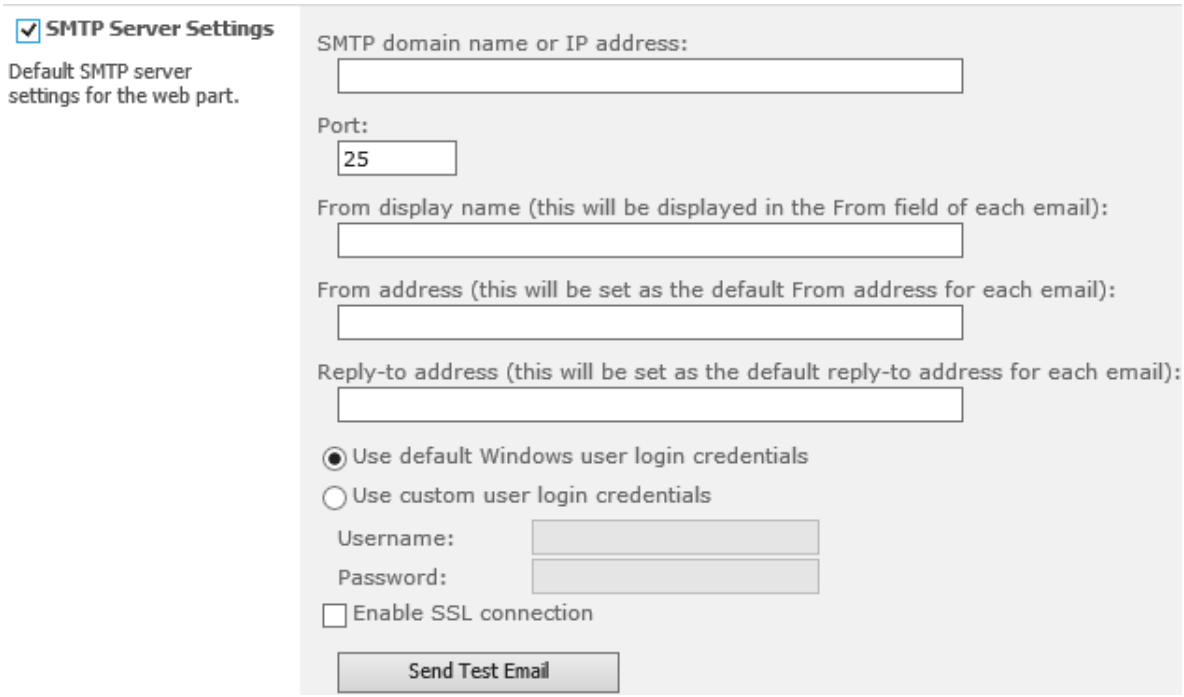
To display log details, click **Details** in the Log Details column. Then details such **Changed Property**, **Old Value** and **New Valu**e will be displayed in a window.



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.

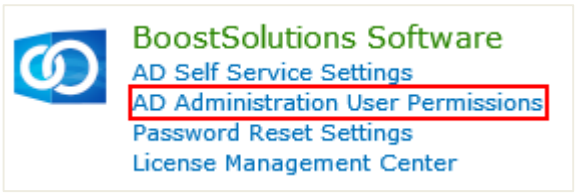


> ***Note*** There is no need to customize these settings if the SMTP server settings are already configured in the SharePoint Central Administration.

4.2 Manage AD Administration User Permissions

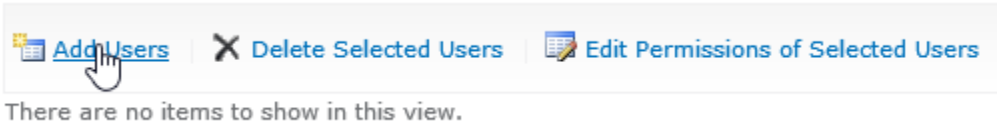
Click **AD Administration User Permissions** to enter the **User Permissions for AD Administration** page.

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



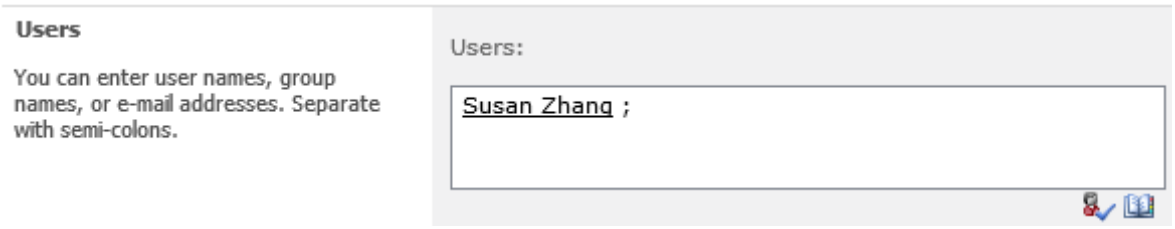
4.2.1 Assign Permissions to Users

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



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.

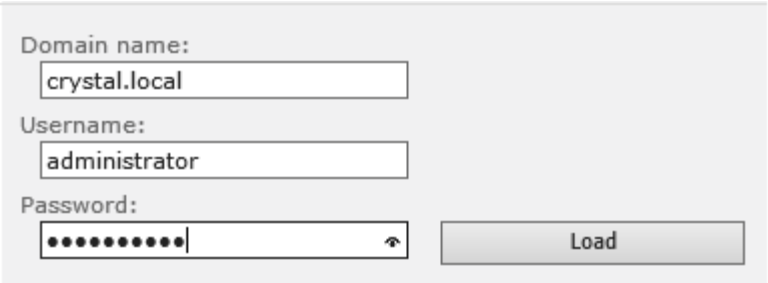


Specify OUs

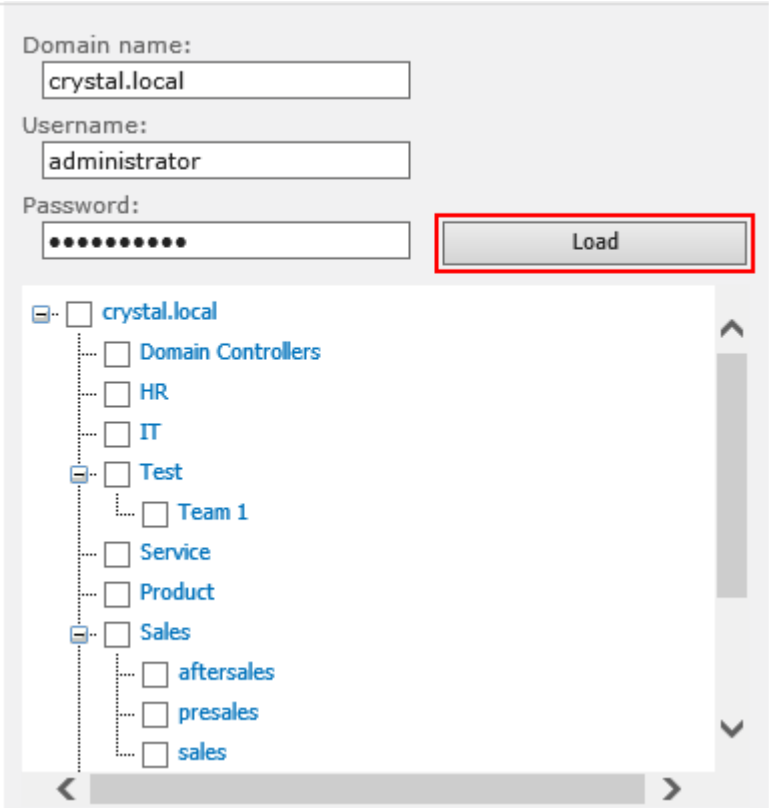
In **Organizational Units** section, specify which Organizational Units (OUs) the users/groups can manage using the AD Administration Web Part. To do this, you need to specify the **Domain name** and the administrator's credentials.

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

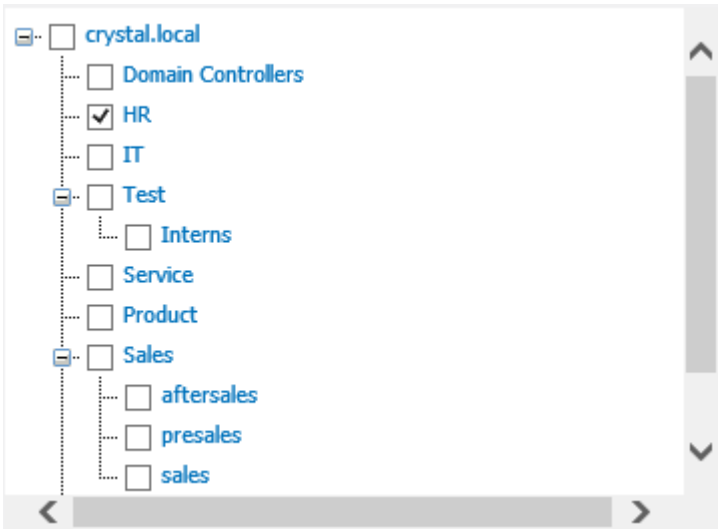
a. Enter the password of the administrator.



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

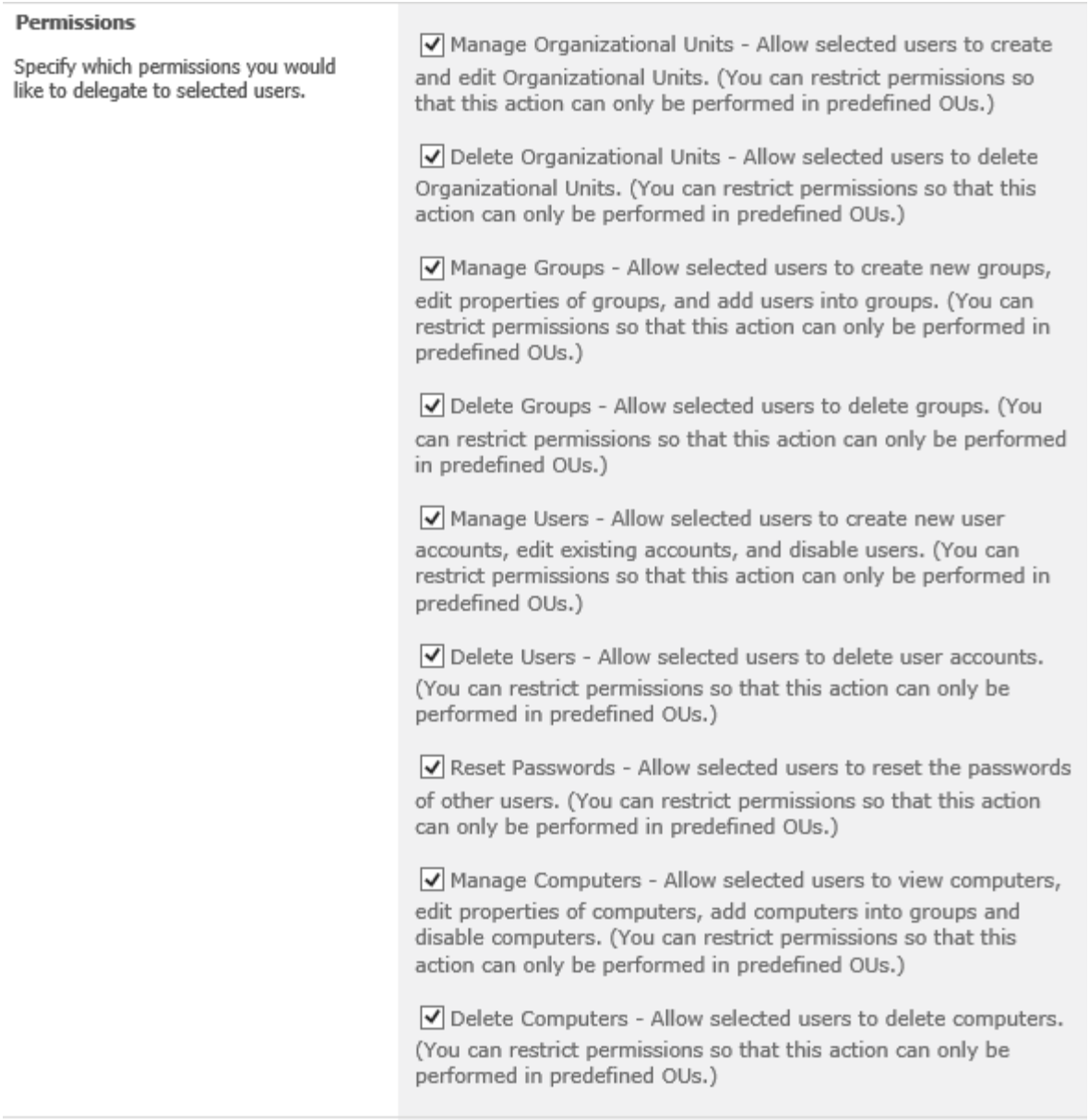


c. Specify the OUs that the users/groups can manage using the AD Administration Web Part.



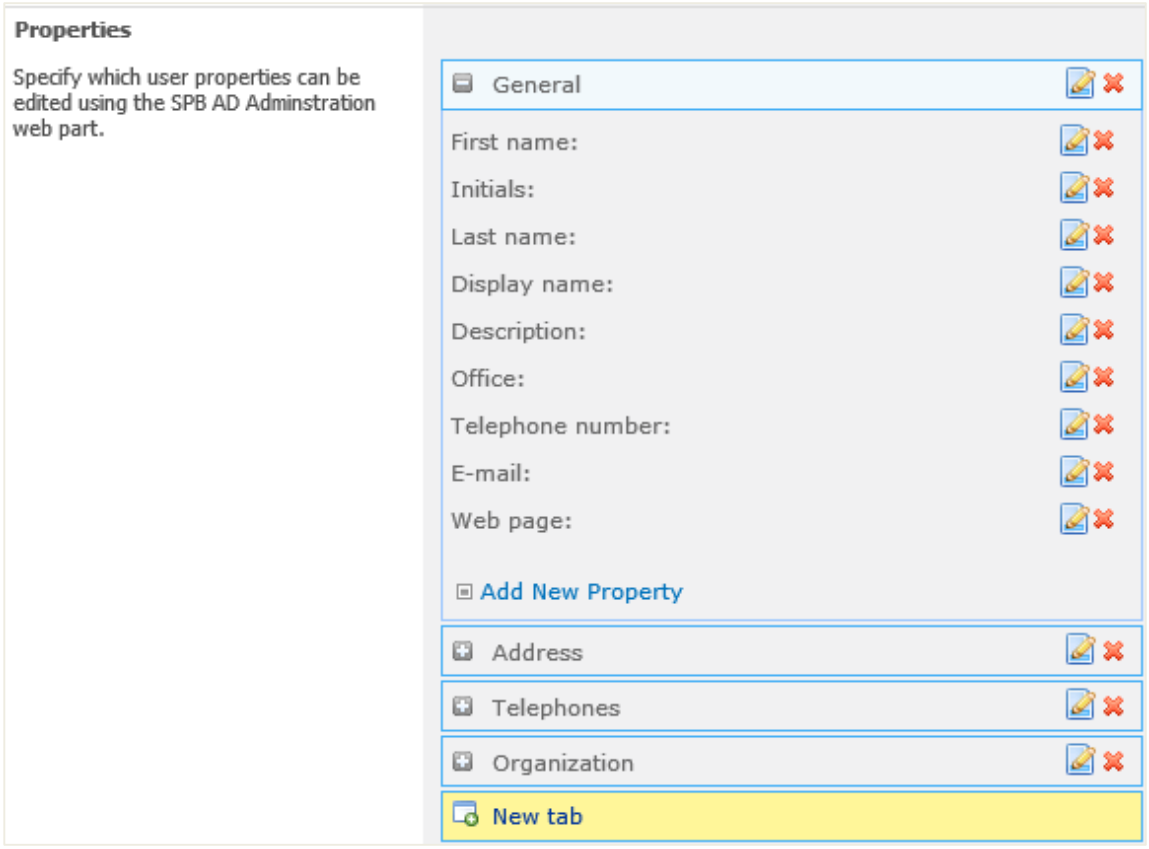
Specify Permissions

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



Specify Properties

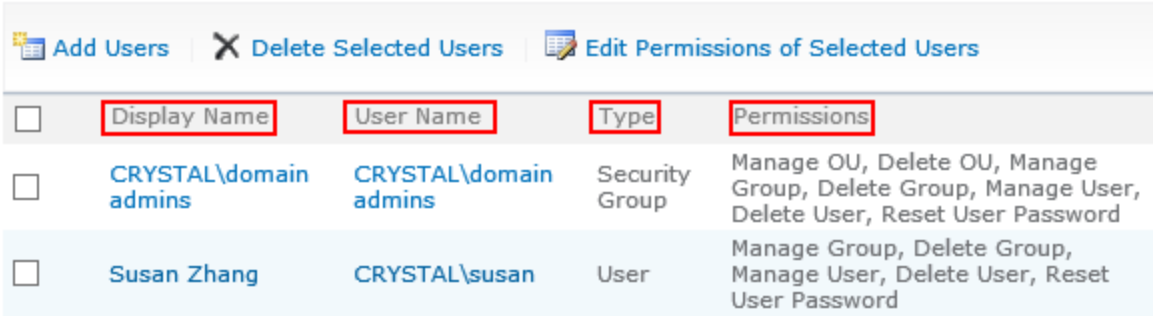
In the **Properties** section, specify which user properties can be edited using AD Administration Web Part. By default, AD Administration provides four tabs (General, Address, Telephones and Organization) that include almost all common AD properties.



You can manage the tabs and properties, see *4.3 Configure Web Part Layout and AD Properties Settings* for details.

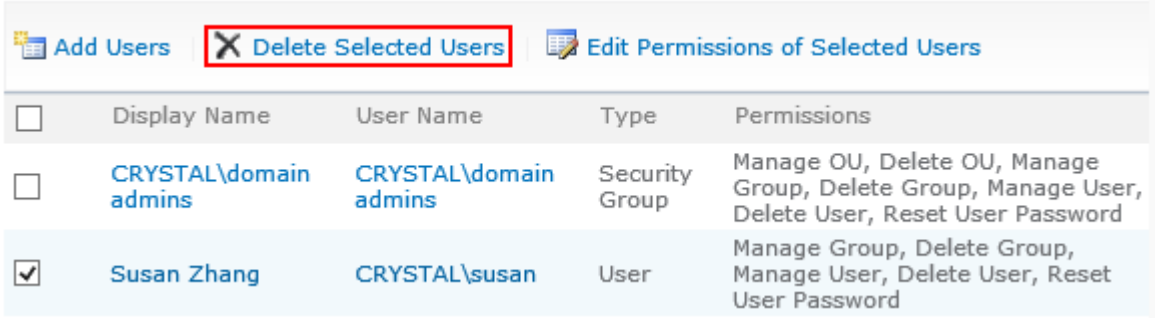
Scroll to the bottom of this page and click **Save** to have the users added to AD Administration.

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**.



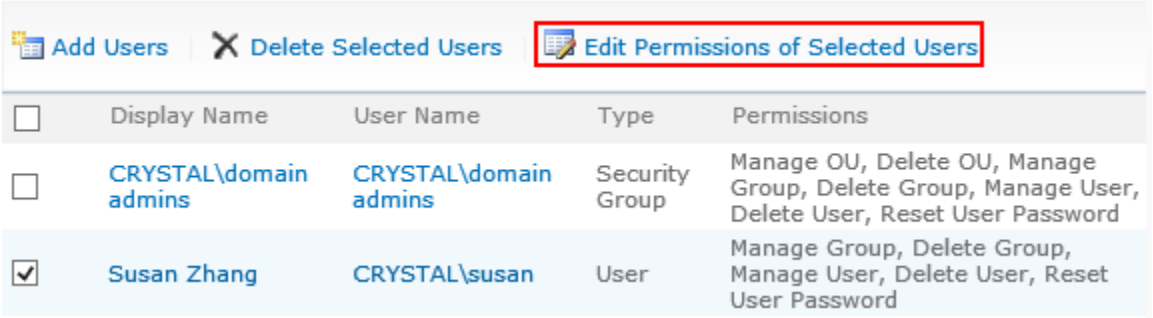
4.2.2 Delete Users

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



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.



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

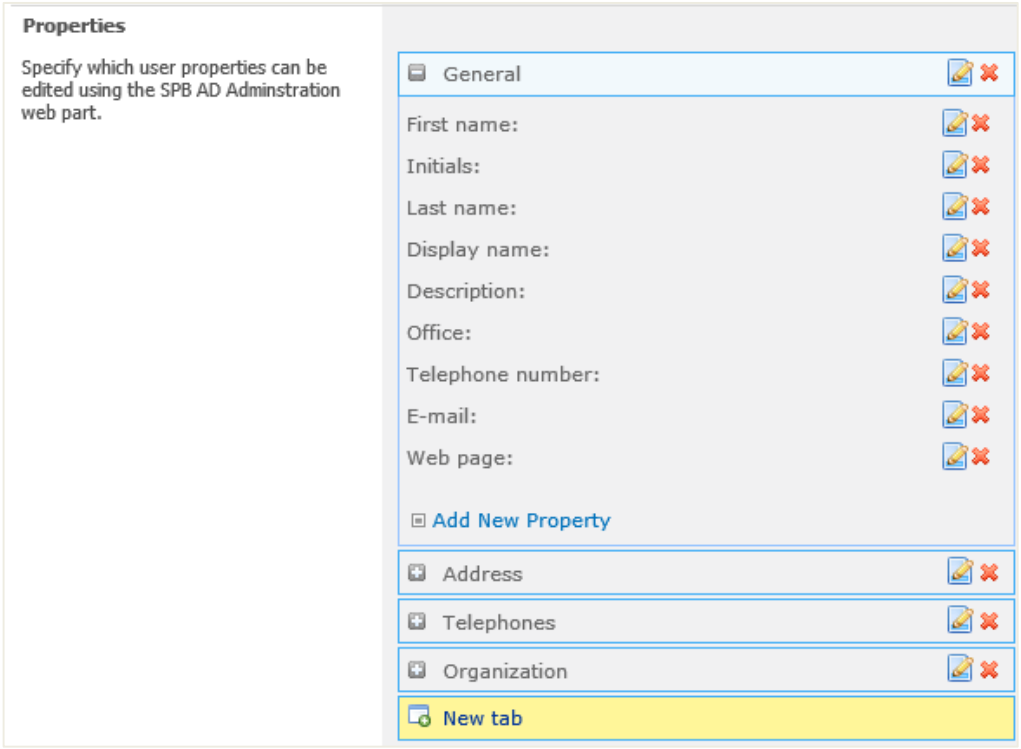
You can view permissions that you assigned for users. Click **View User Permissions**.

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.

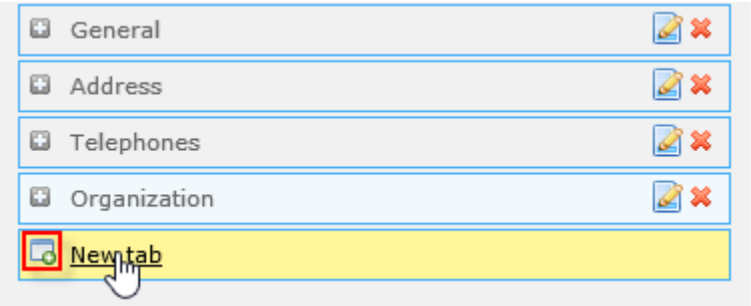


4.3.1 Manage Tabs

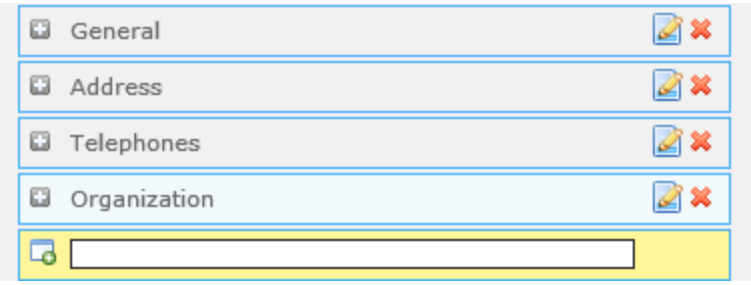
ADA provides four tabs (General, Address, Telephones and Organization) by default that includes almost all common AD properties.

Add a Tab

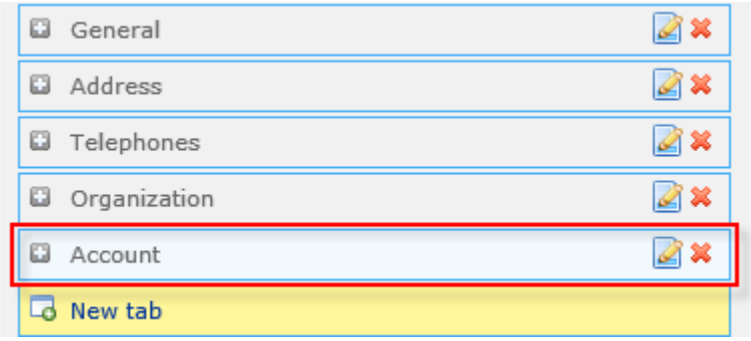
a. Click **New Tab** or the add icon before it to add a tab.



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

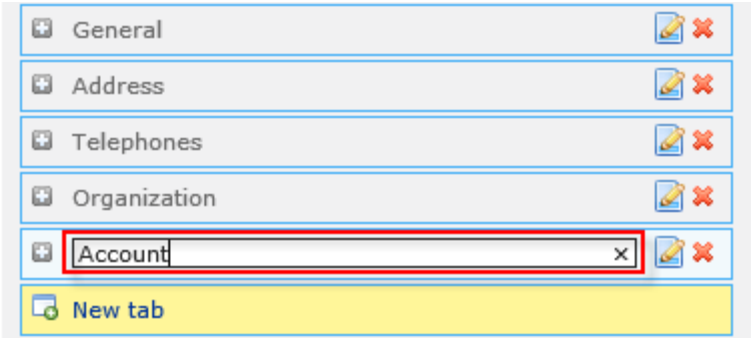


c. Press the Enter key or click elsewhere of the tab to confirm.



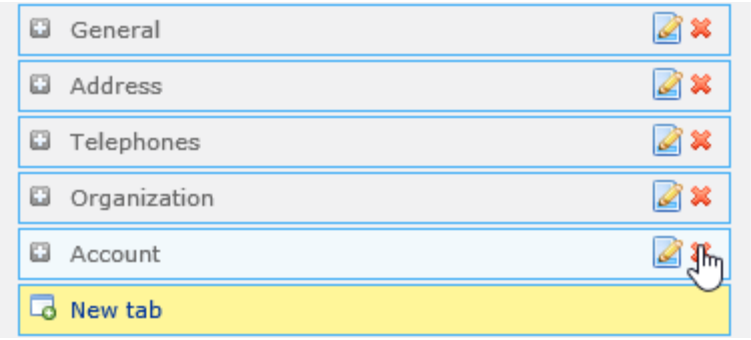
Edit a Tab

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

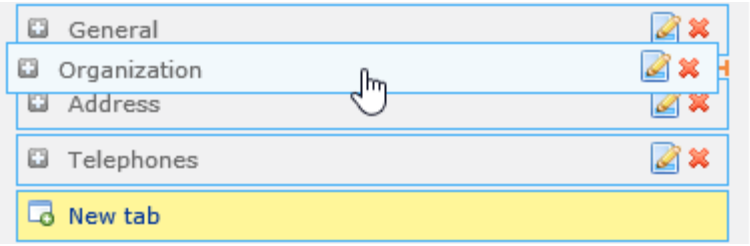
To delete a tab, click the delete icon next to the edit icon of the tab.



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.

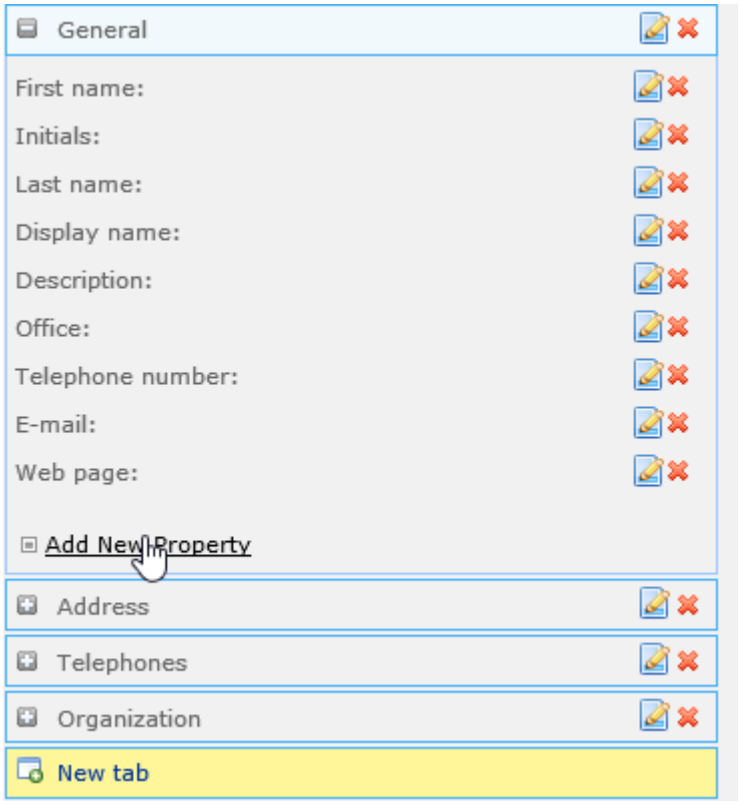


4.3.2 Manage Properties

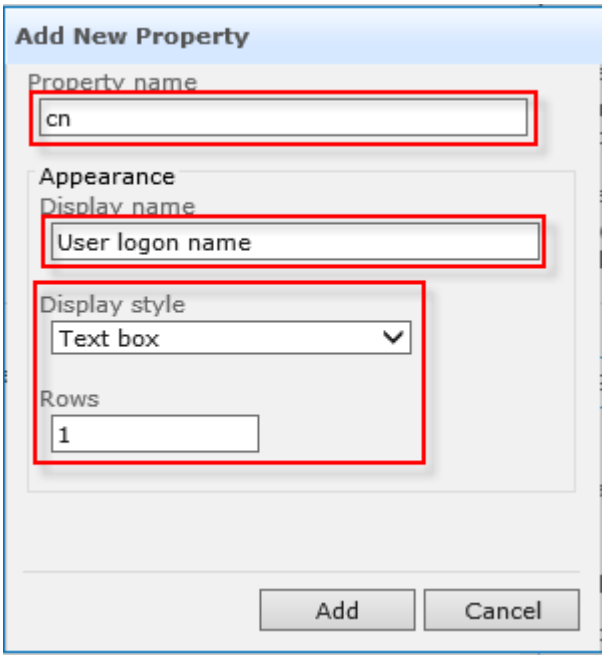
Add a Property

a. Click the icon before the tab name or double click on the tab to expand the tab where you want to add a property.

b. At the bottom of the all properties displayed, click **Add New Property**.



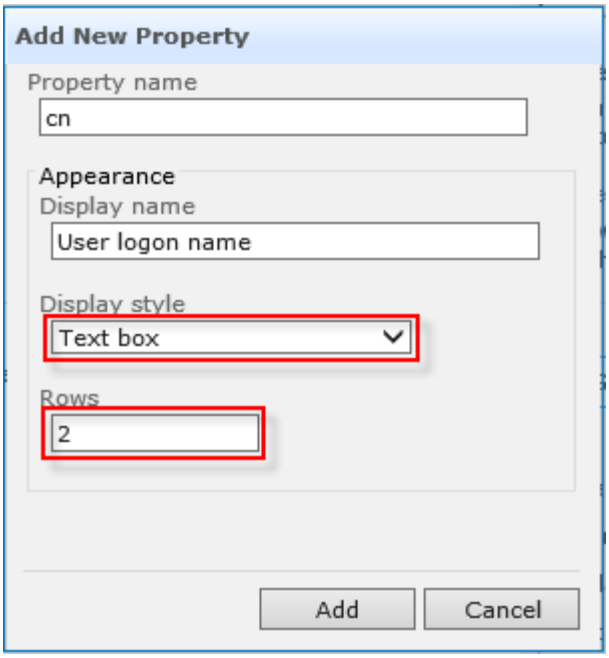
c. In the open window, type a name and a display name for the property. Then set the display style for this property. Click **Add**.



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."

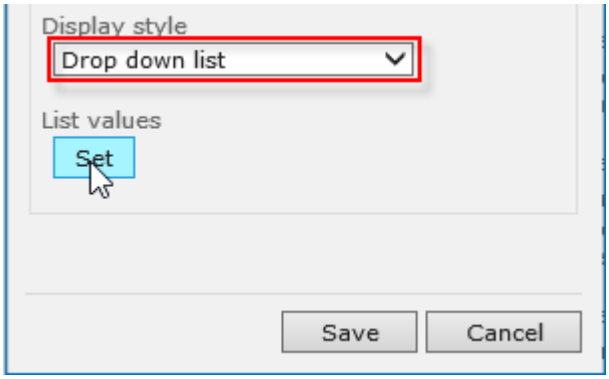
The **Display Style** allows you to specify how users can enter their AD property information, typing texts in the text box, or selecting values from the drop-down list or lookup column.

- **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.



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

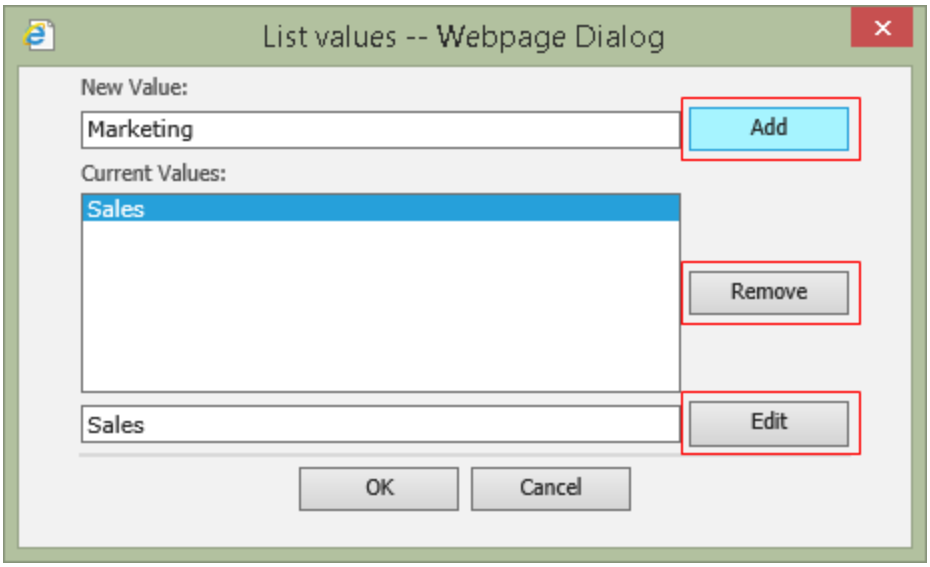
  To set list values, click **Set**.



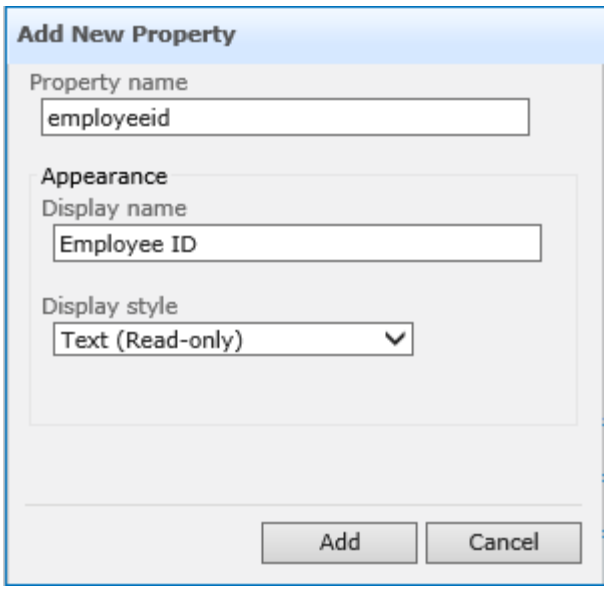
  To add a value, type a value in **New Value** text box, and then click **Add**.

  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.

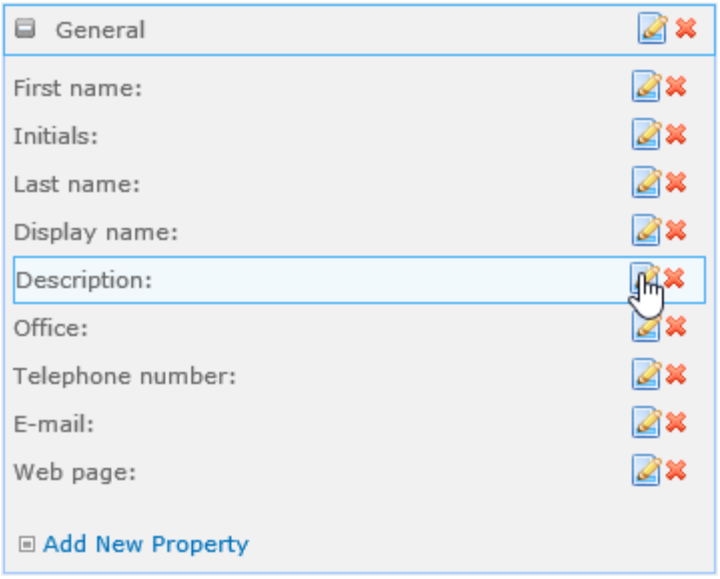


- **Text (Read-only)**: display the property as read-only status on the Web Part, so that users cannot edit this property.

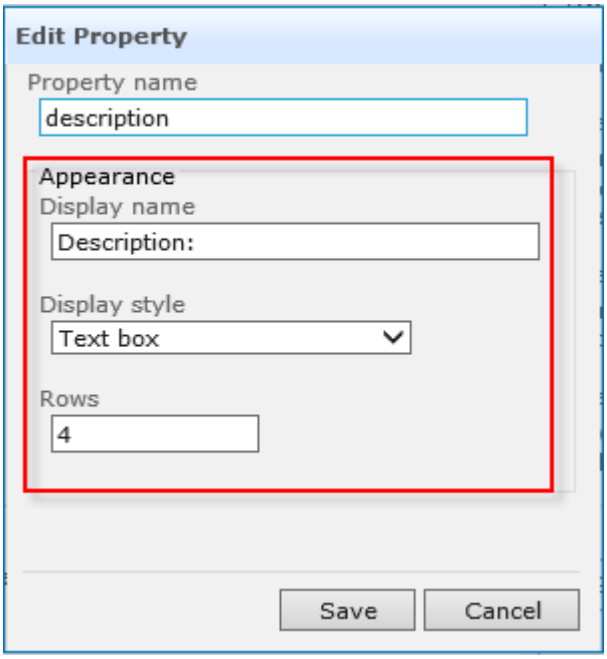


Edit a Property

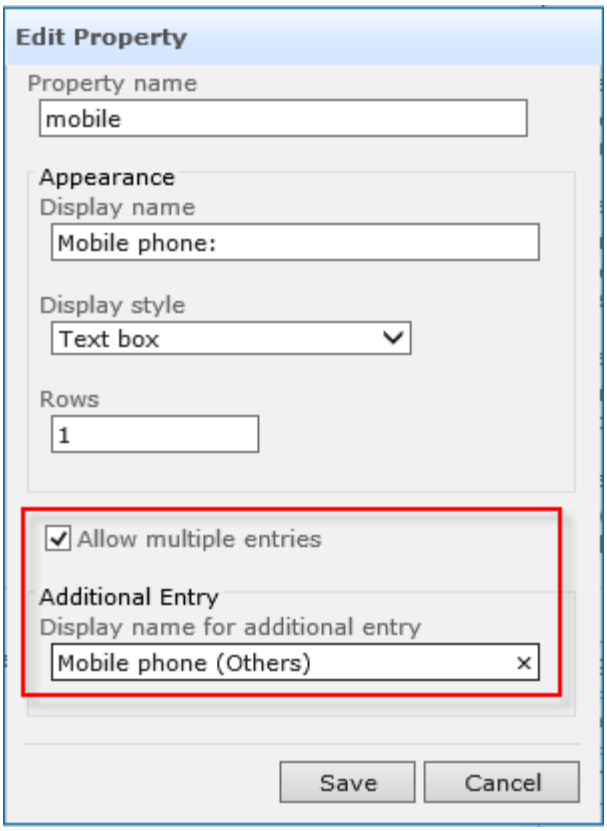
a. Click the edit icon on the right side of the property or double click on the property to display the property details.



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

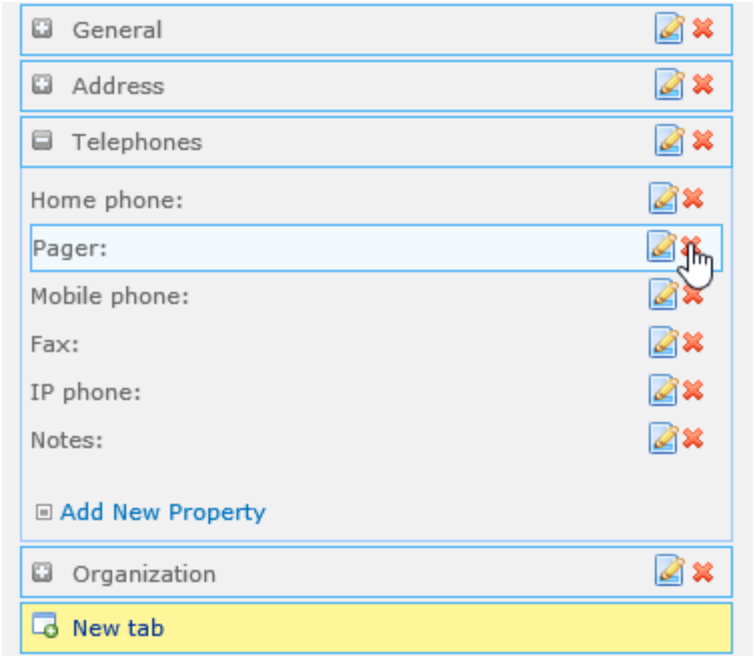


There are many AD properties with multiple entries, including Telephone number, Web page, Home Phone, Pager, Mobile Phone, Fax and IP phone. You can deselect the **Allow multiple entries** check box or change the display name for additional entry.



Delete a Property

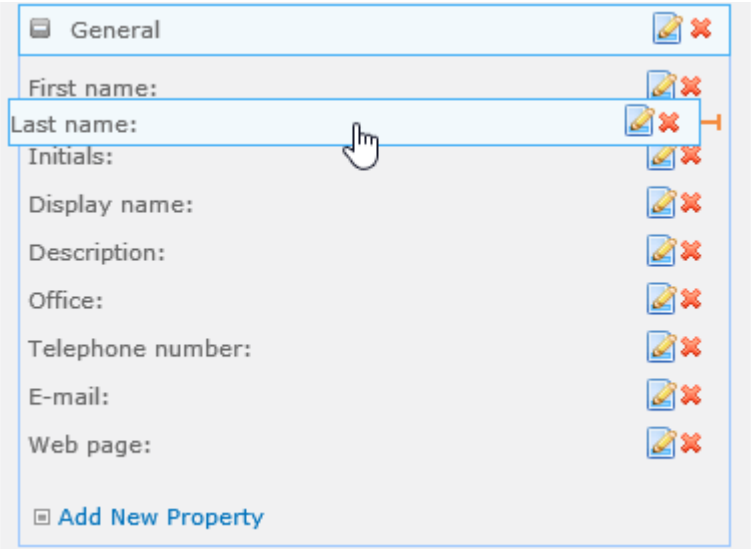
To delete a tab, click the delete icon next to the edit icon of the property.



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

Adjust the Positions of Properties

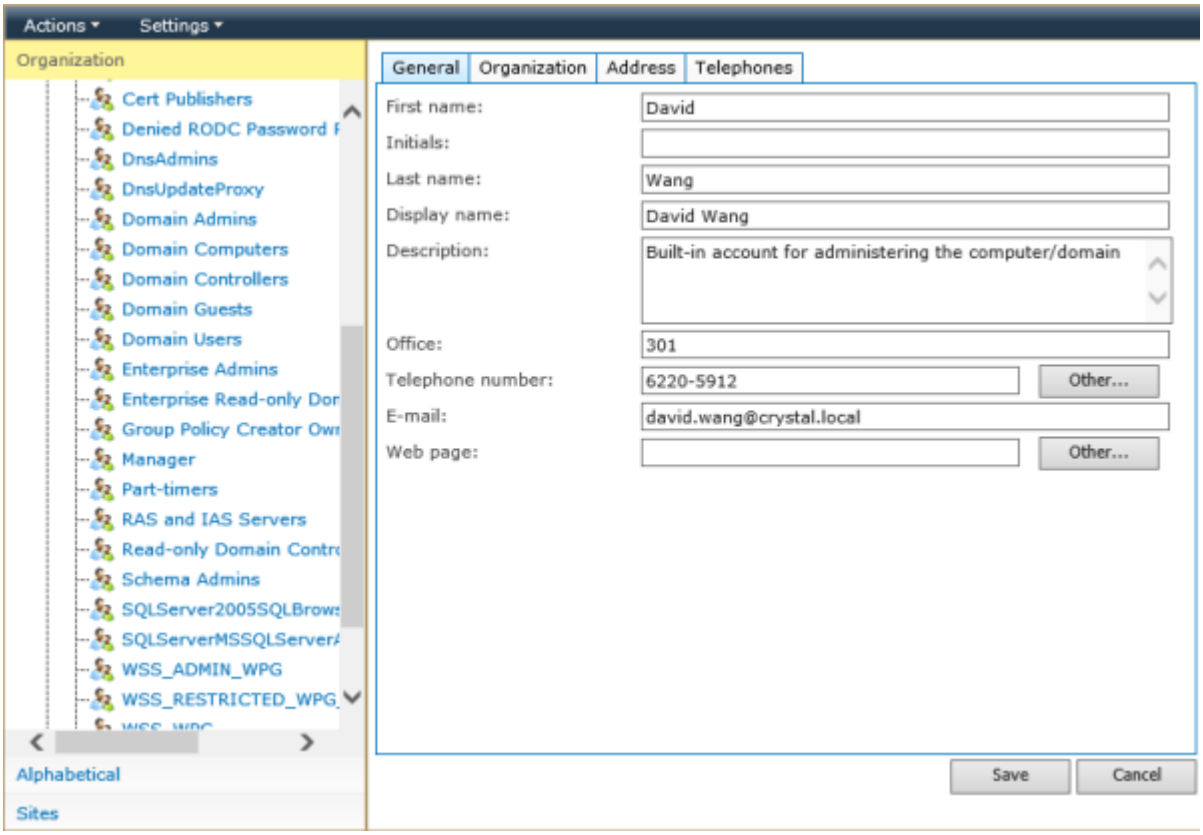
You can drag and drop the properties to adjust the positions of properties within a tab.



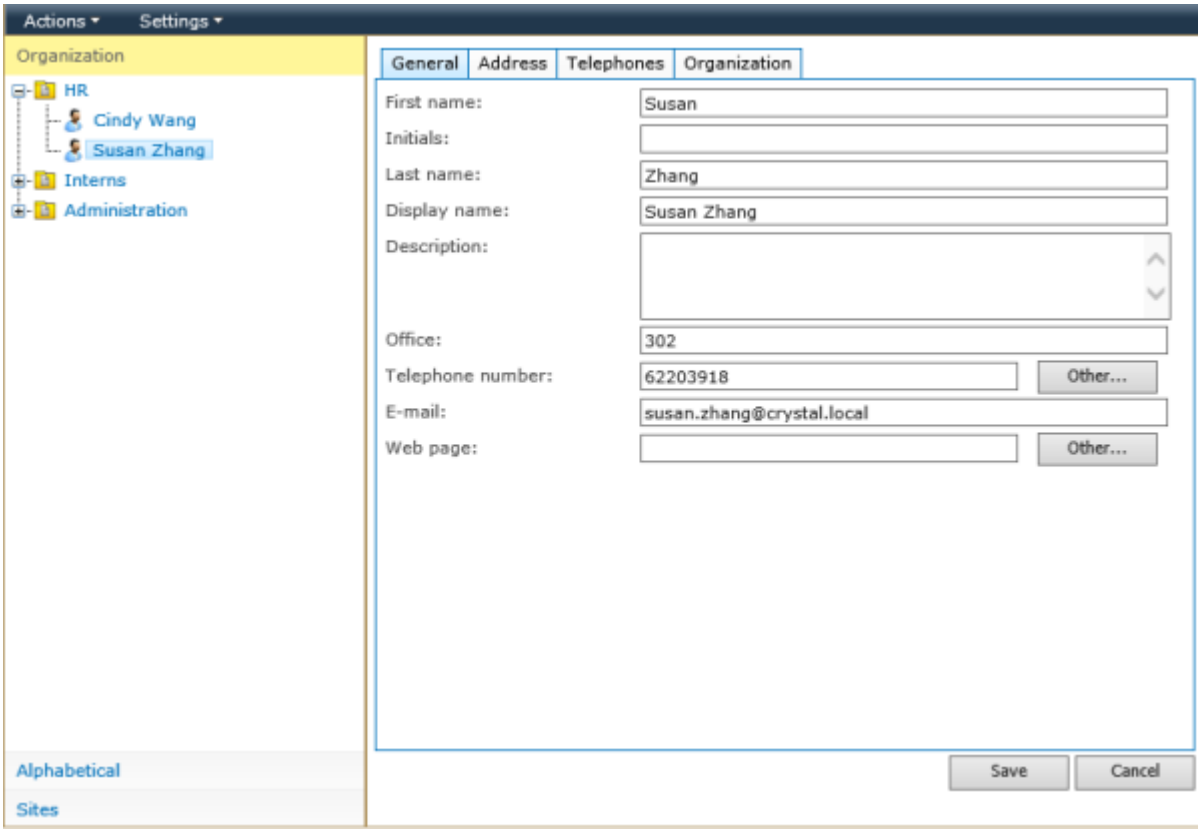
5. Get Familiar with the AD Administration Web Part

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.

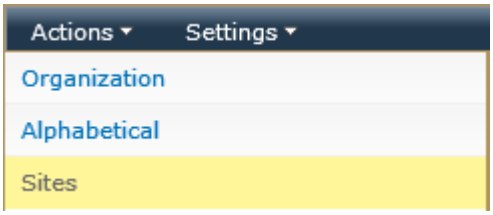


For **Susan**, only three OUs were select for her in Central Administration. When she logs on to the site where the Web Part is added, the Web Part will only display the three OUs. The display order of tabs remains unchanged as it was not adjusted in Central Administration. The user properties are also 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.



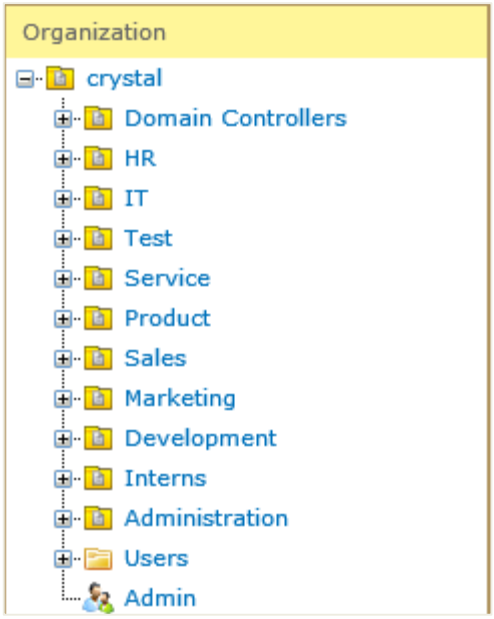
5.1 Three Views of Users

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



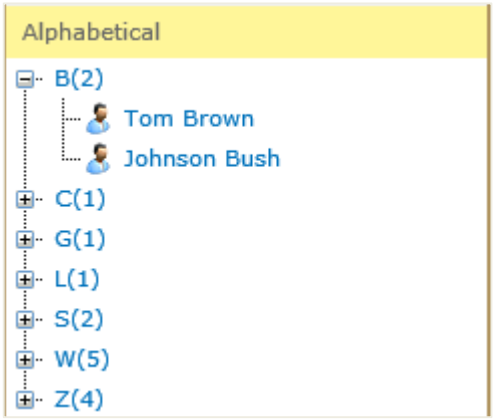
5.1.1 Organization

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.

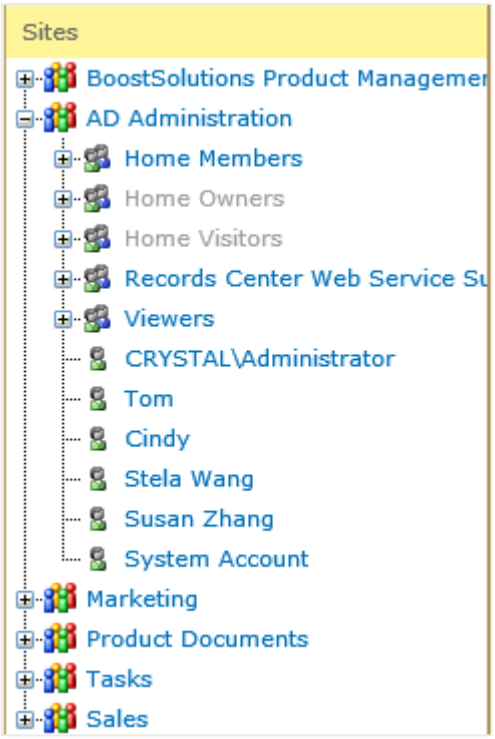


If a SharePoint environment contains many users, the Alphabetical view will display users summarized in object sets. This can be configured in the **Appearance Settings** of the Web Part, see *5.2.3 Appearance Settings* for details.

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

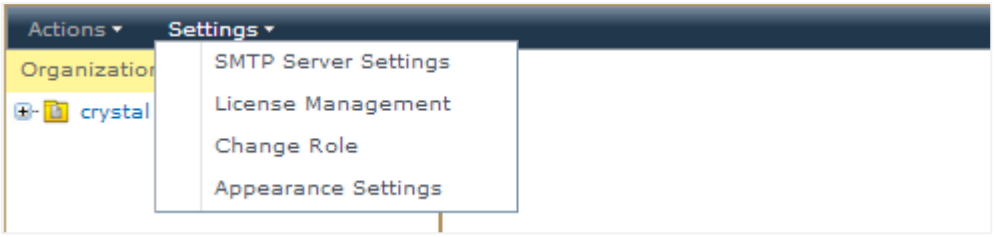
5.1.3 Sites

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



5.2 The Settings Menu

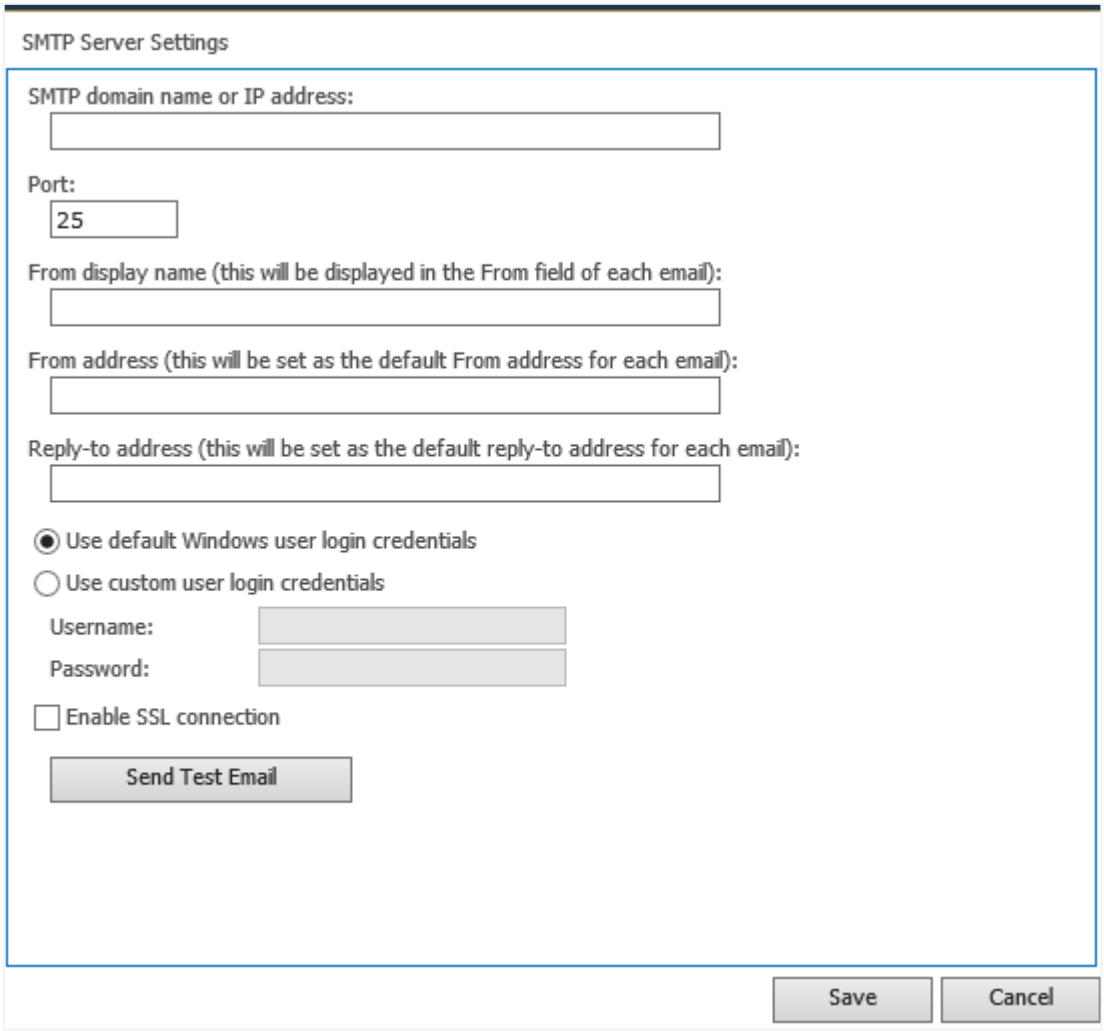
The ADA Web Part Settings Menu allows users to change the settings include **SMTP Sever Settings**, **License Management**, **Change Role** and **Appearance Settings**.



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.

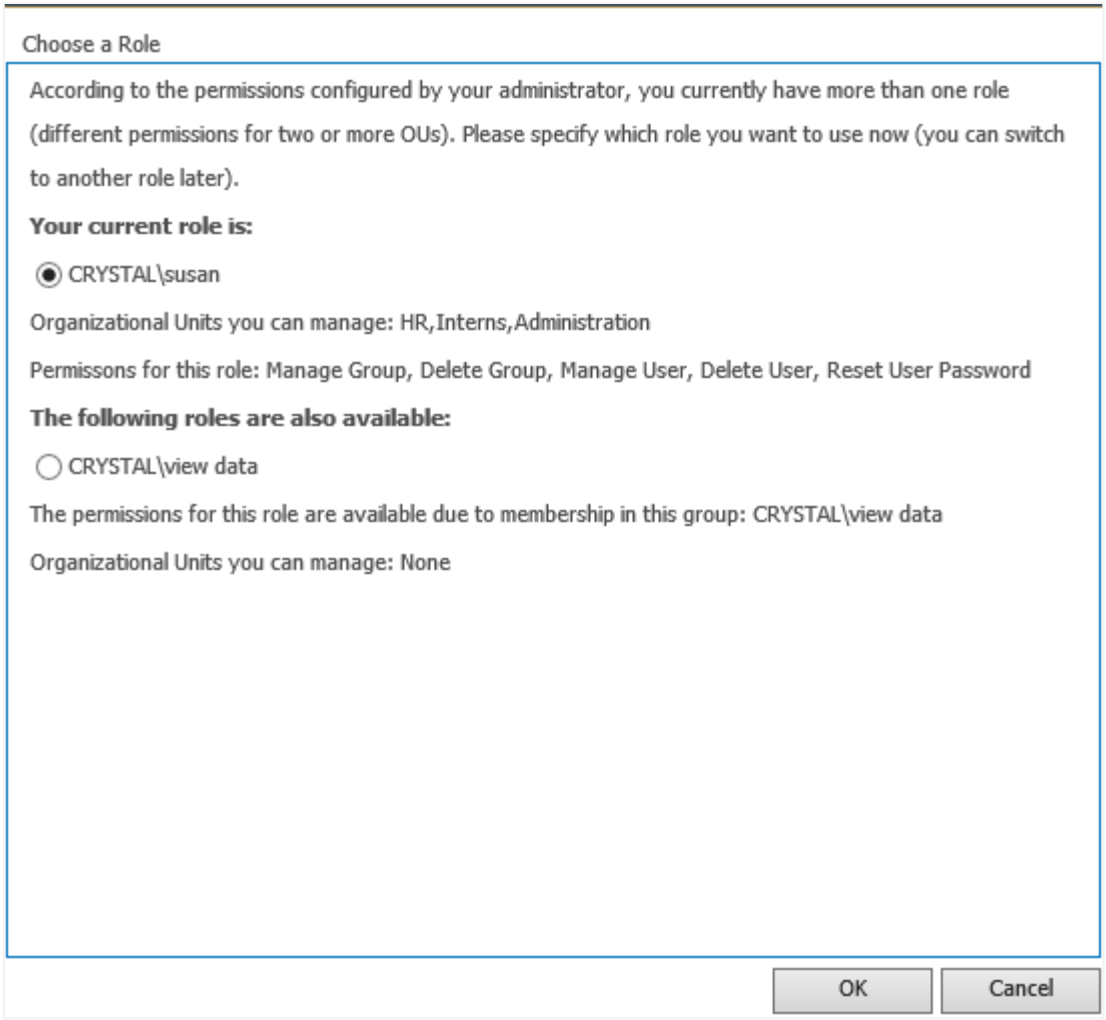


The configuration here is the same as that for AD Administration **General Settings** in Central Administration.

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.

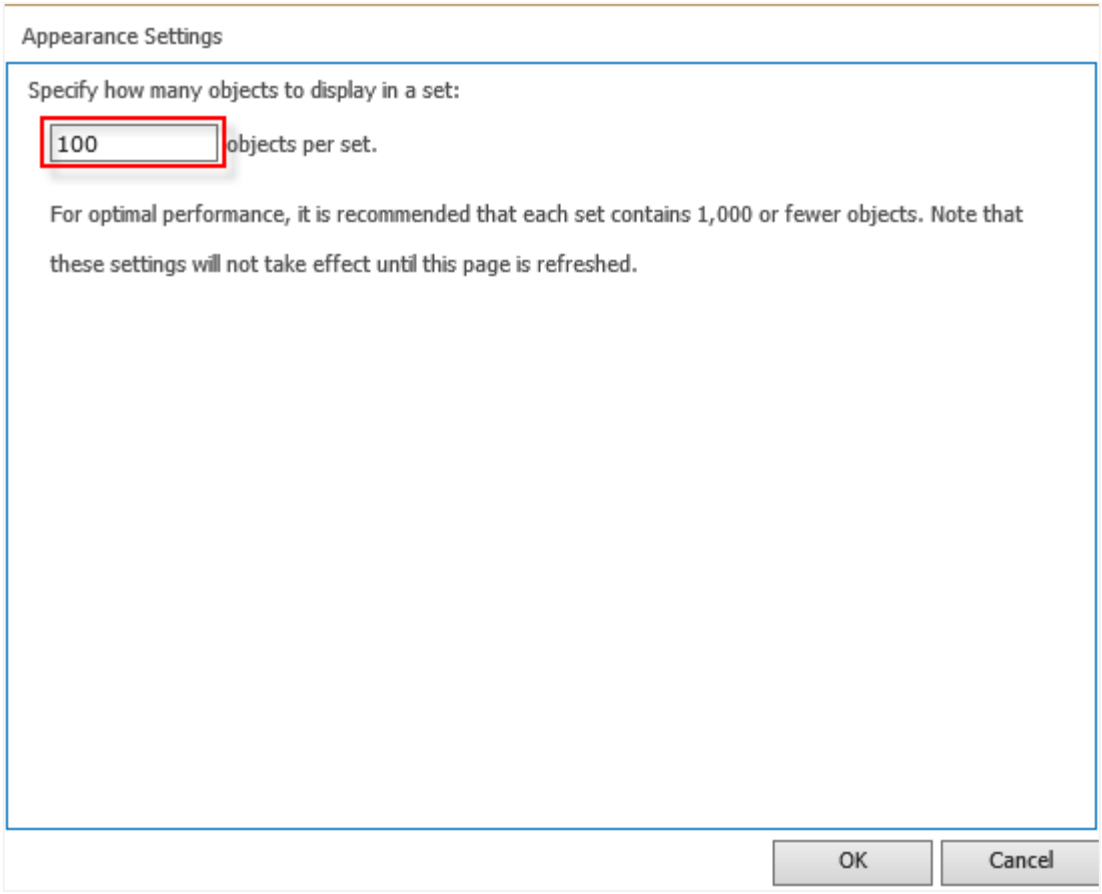
Take Susan for example. Susan is the manager of Human Resource department. She is also member of the View Data group.



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.



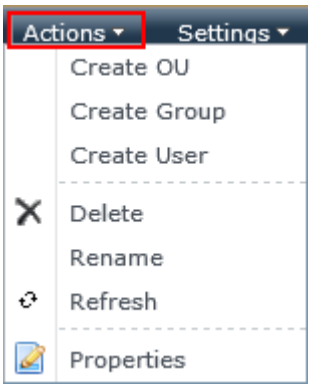
For example, specify the number of objects as 3, refresh the page and click **Alphabetical**. Users whose last names begin with the same letter **W** is displayed as below. The "1-3" or "4-5" set can be expanded or collapsed as required. To display more objects, click **Display more objects**.

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

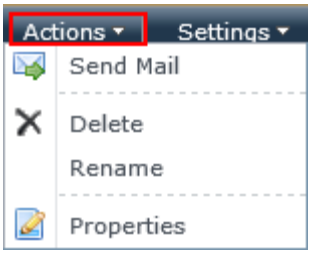
5.3 The Actions Menu

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

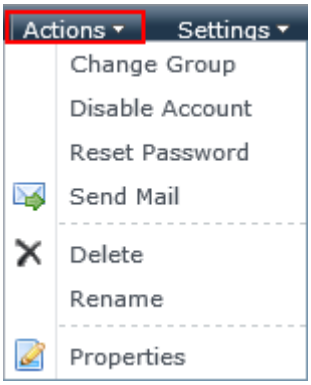
Select one OU and then click **Actions**. The menu displays as:



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

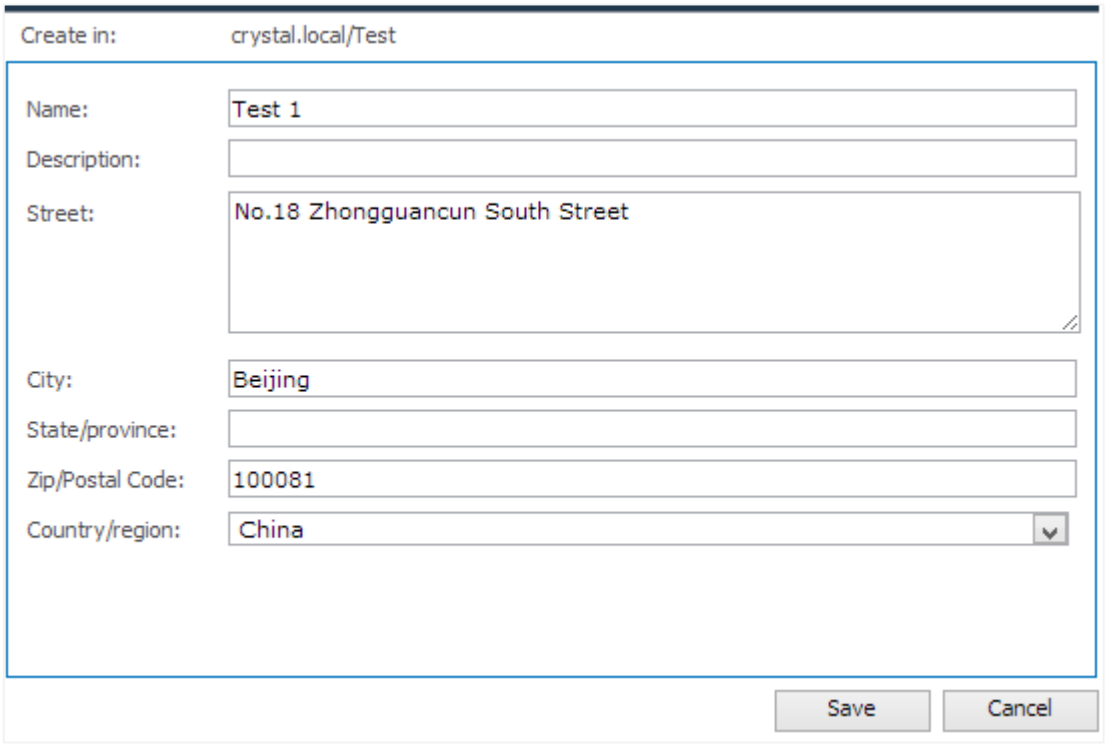
According to the permissions assign to users, they can manage AD with its OUs, groups and users, and even send emails directly in AD Administration Web Part.

6.1 Manage OUs

6.1.1 Create an OU

a. 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**.)

b. Enter relevant OU information on the right side of the Web Part. Click **Save**.



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

6.1.2 Delete an OU

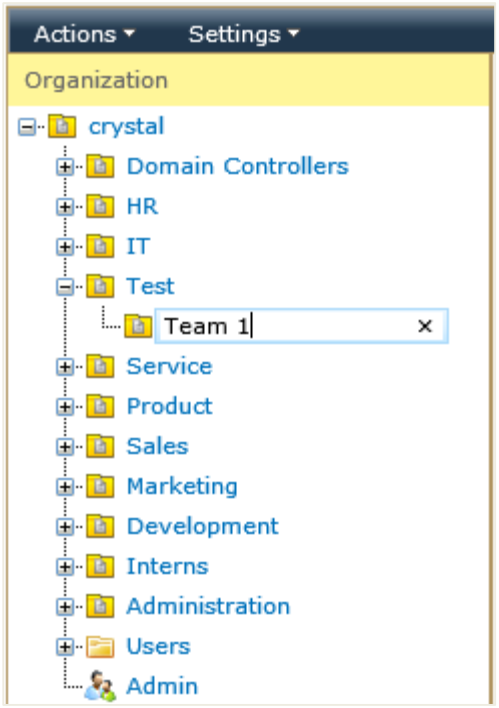
a. Select the OU you want to delete and click **Delete** on **Actions** menu. (Or right-click on the OU and click **Delete**.)

b. A message will ask you if you are confirmed with this deletion. Click **OK**.

6.1.3 Rename an OU

a. Select the OU you want to rename and click **Rename** on the **Actions** menu. (Or right-click on the OU and click **Rename**.)

b. 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** o 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

a. 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.)

b. On the right side of the Web Part, edit its properties.

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

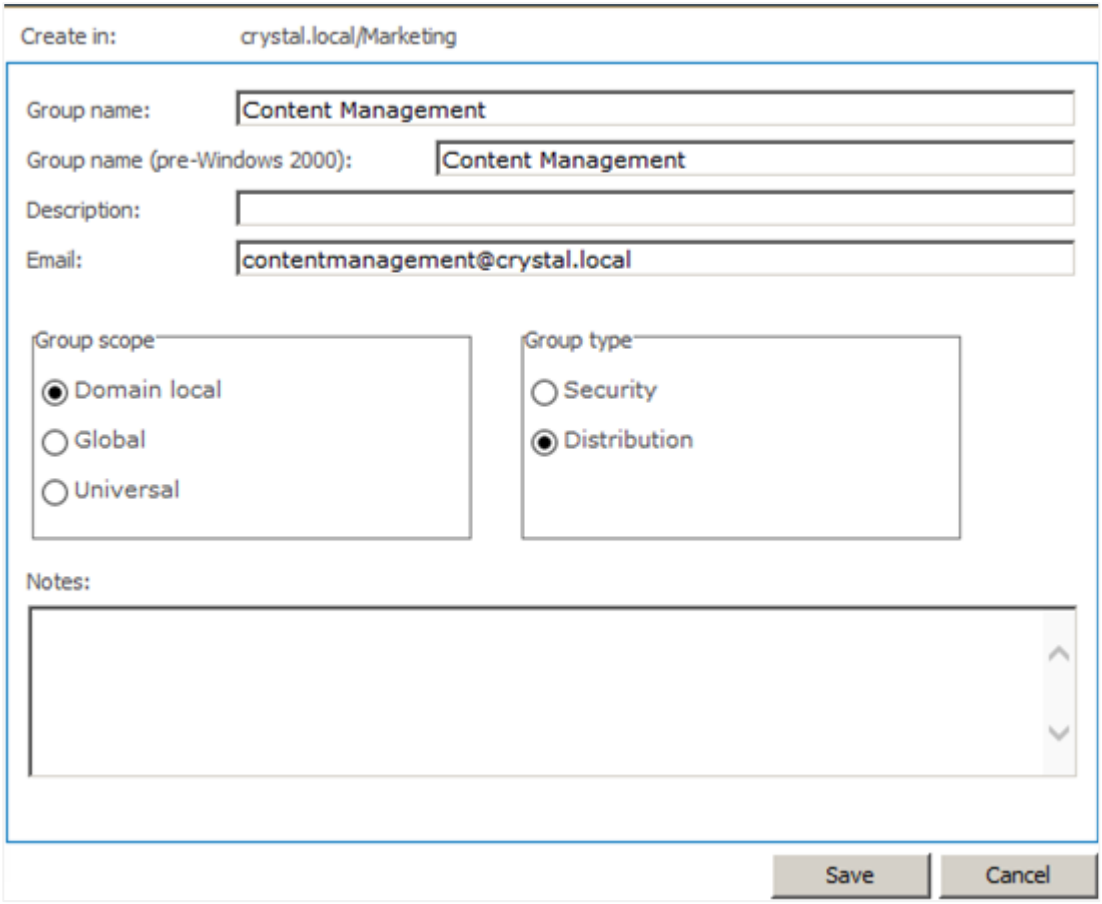
d. Click **OK**. Then the changes will be saved successfully.

6.2 Manage Groups

6.2.1 Create a Group

a. 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**.)

b. Type the relevant information for the group on the right side of the Web Part.



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

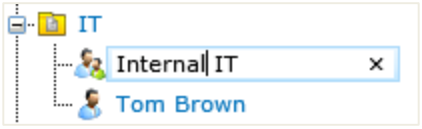
a. Select the group you want to delete and click **Delete** on the **Actions** menu. (Or right-click the group and then click **Delete**.)

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

a. 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.)

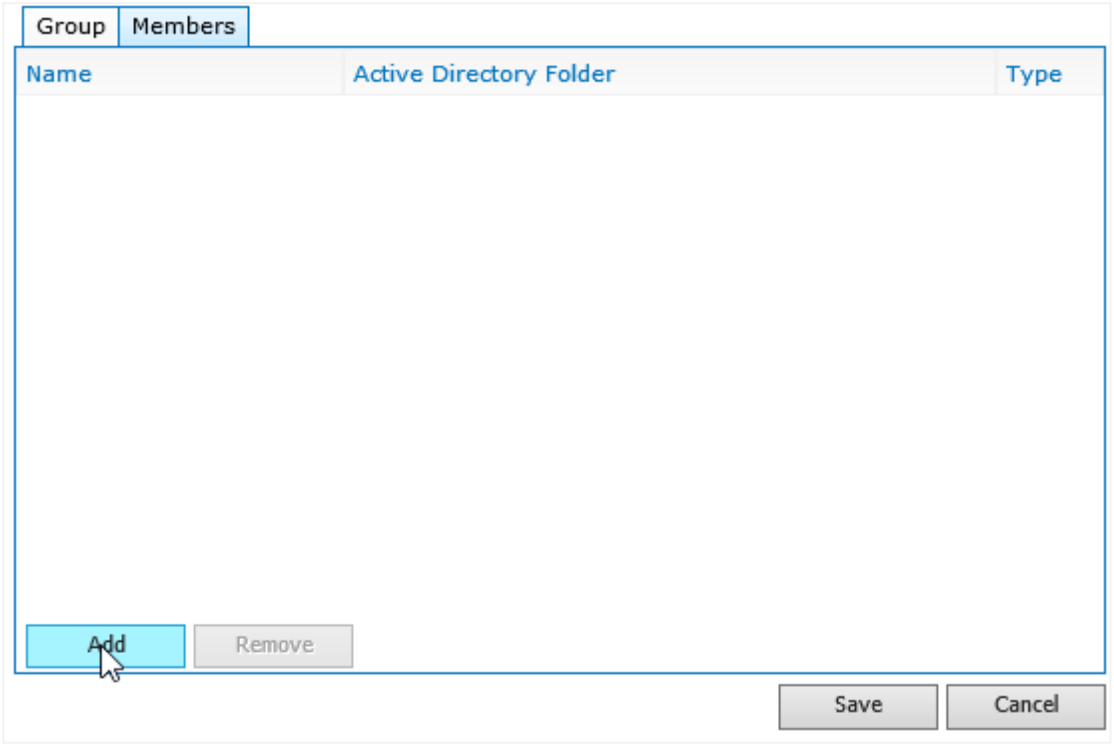
b. On the right side of the Web Part, edit the properties of the group under the **Group** tab.

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.

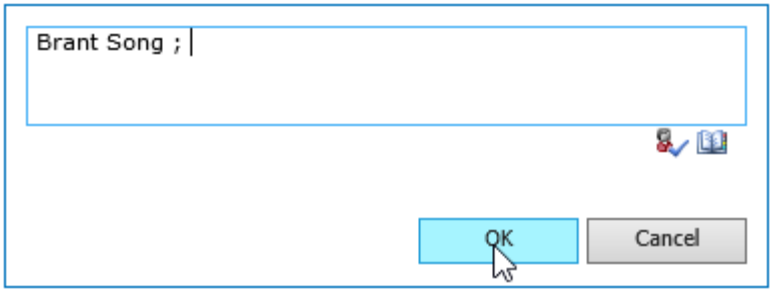
6.2.5 Add Users to or Remove Users from a Group

Add Users to a Group

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



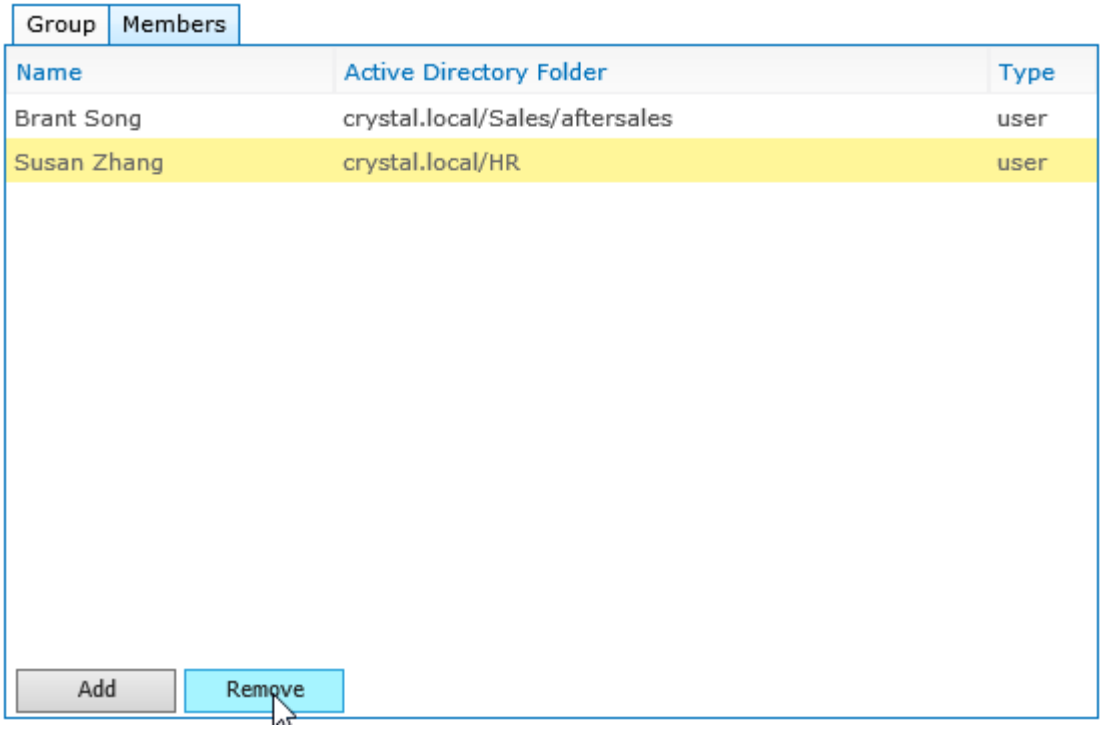
b. Type the name of the users/groups that you want to add, and click the people picker to verify or look up a user/ group from the directory. Click **OK**.



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**.



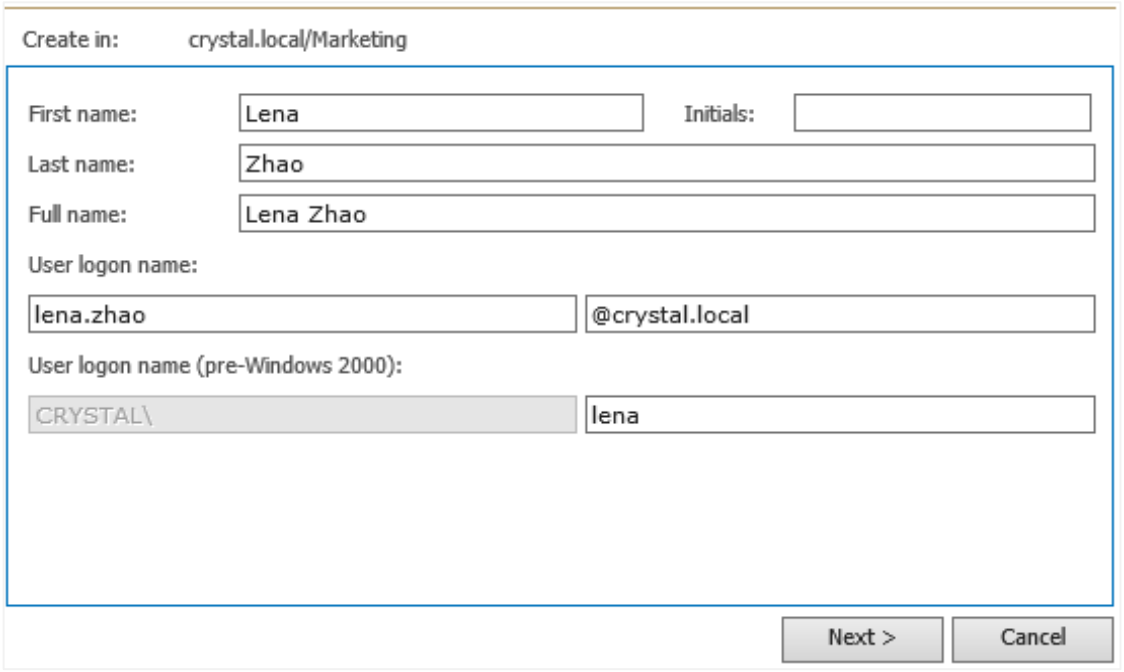
b. A message will ask if you are confirmed to remove the user from this group. Click **OK** and then it will be removed.

6.3 Manage Users

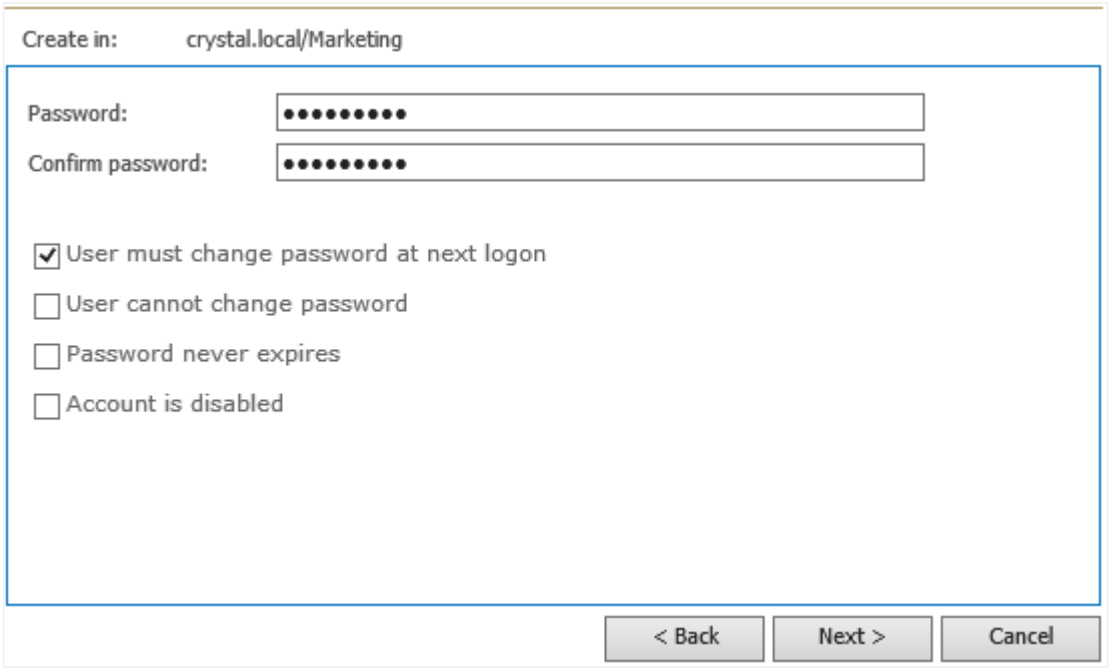
6.3.1 Create a User

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**.)

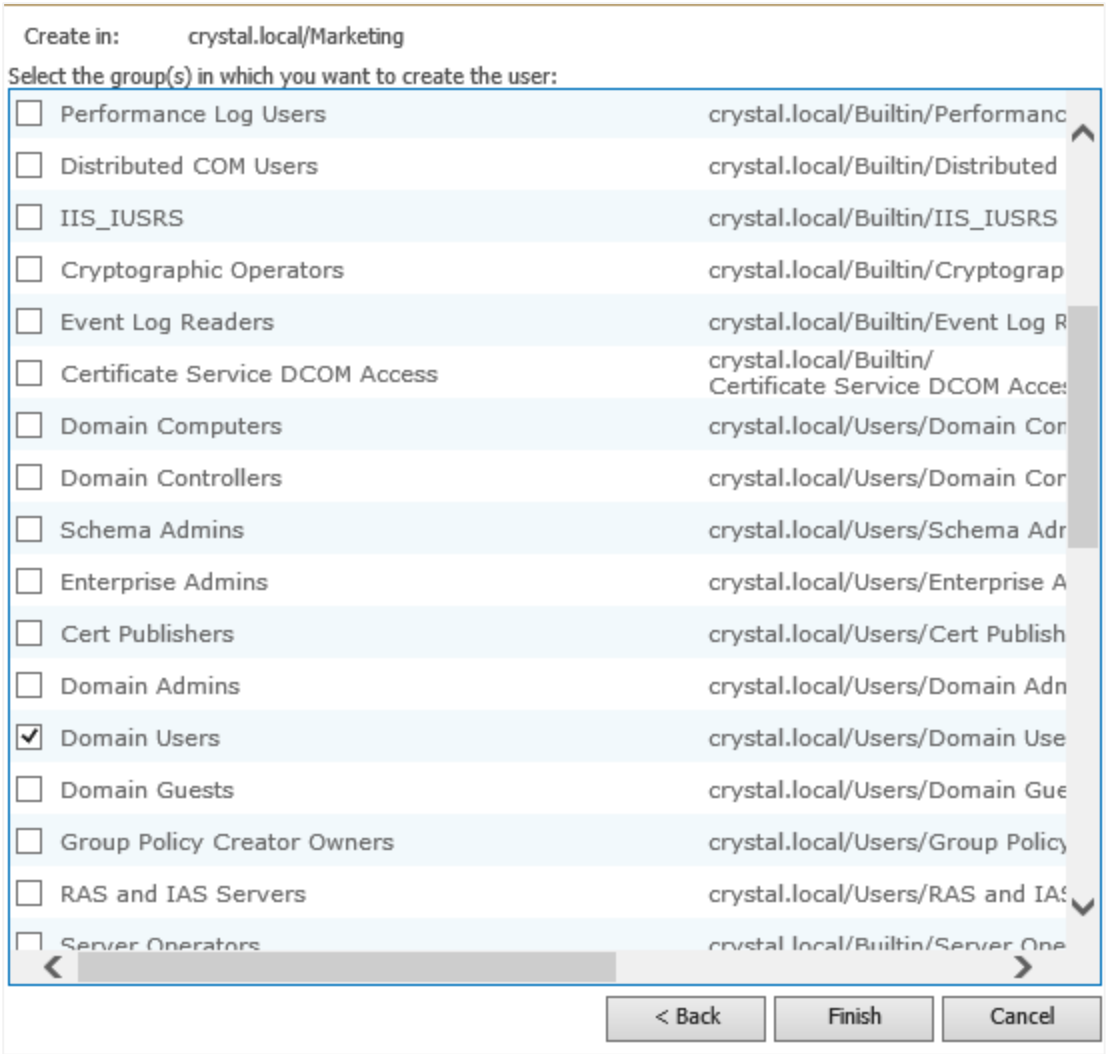
b. On the right side of the Web Part, enter the user information, and then click **Next**.



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



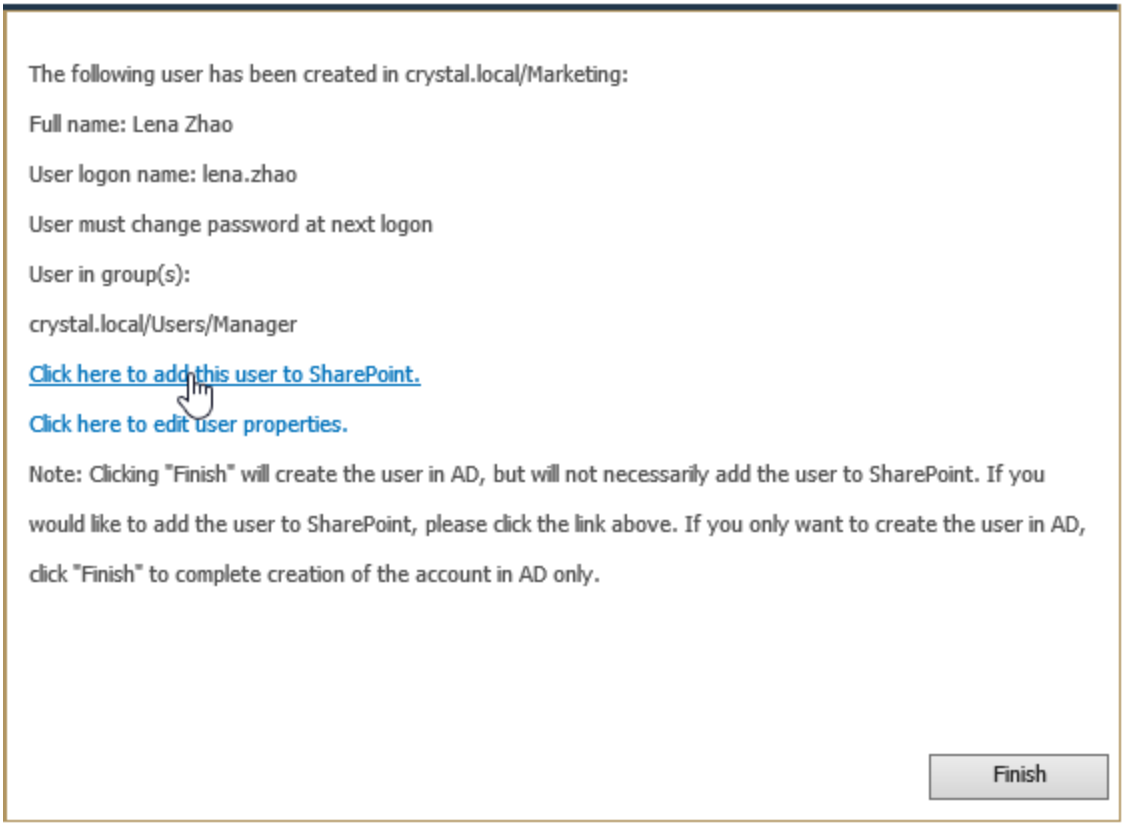
d. Select the group to which you want to add this user. This is optional. Click **Finish**.



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**.

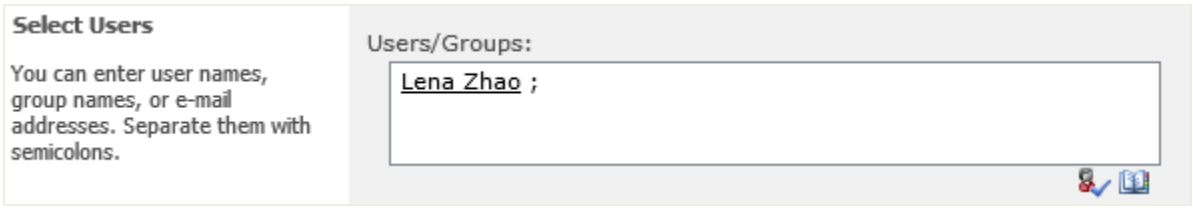
Add this User to SharePoint

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

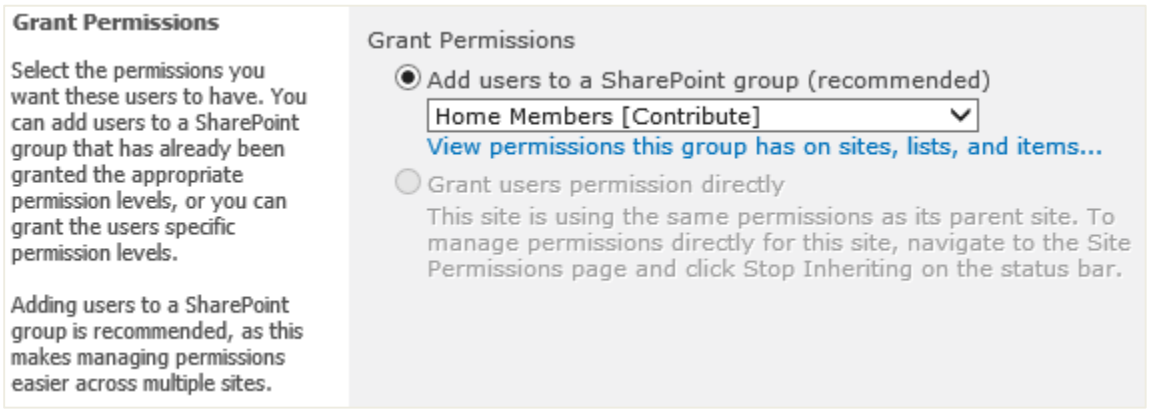


Then you will be directed to the **Grant Permissions** page.

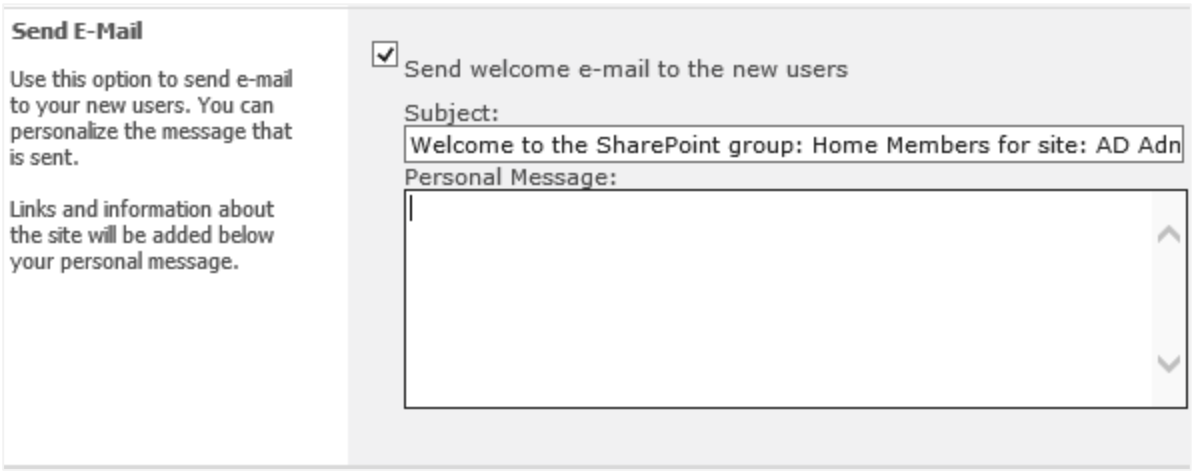
b. In the **Select Users** section, enter the user name or look the user up in via the directory.



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



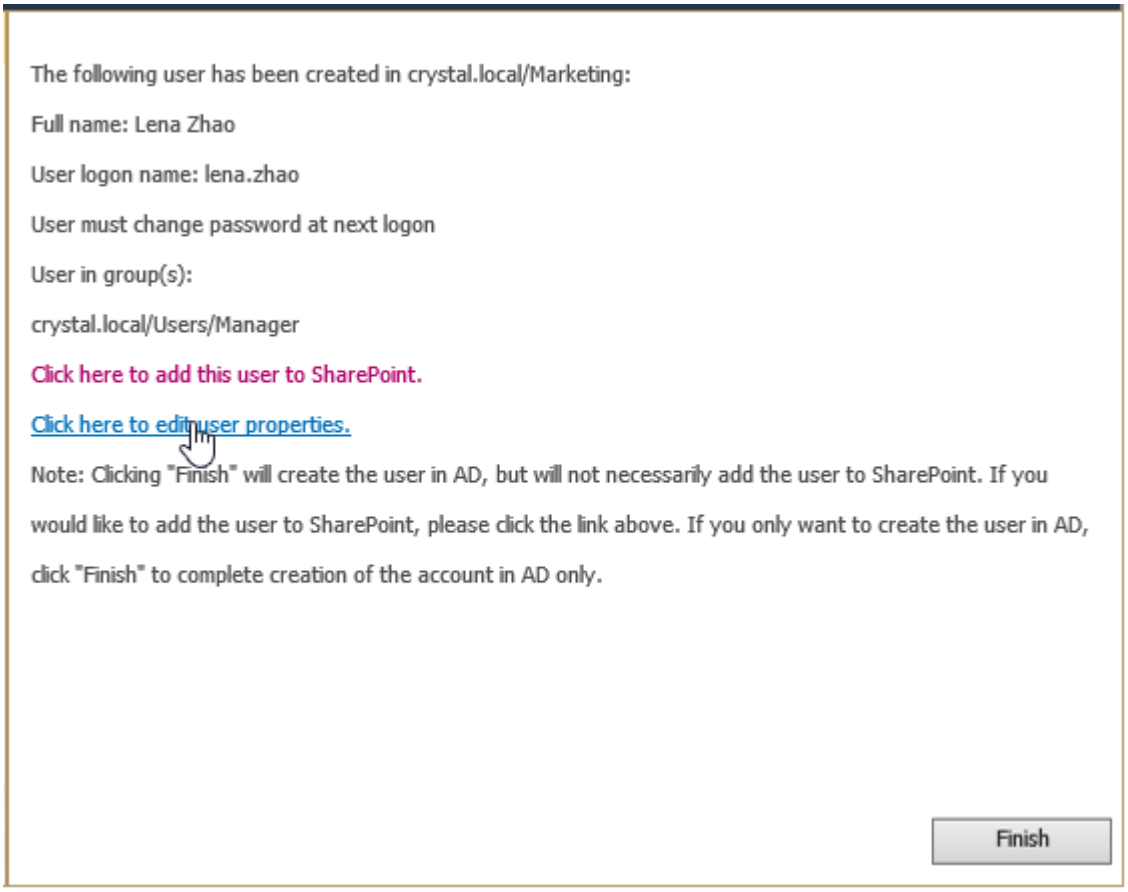
d. In the **Send E-mail** section, you can choose to send a custom welcome email to this user.



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

Edit the Properties of this User

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

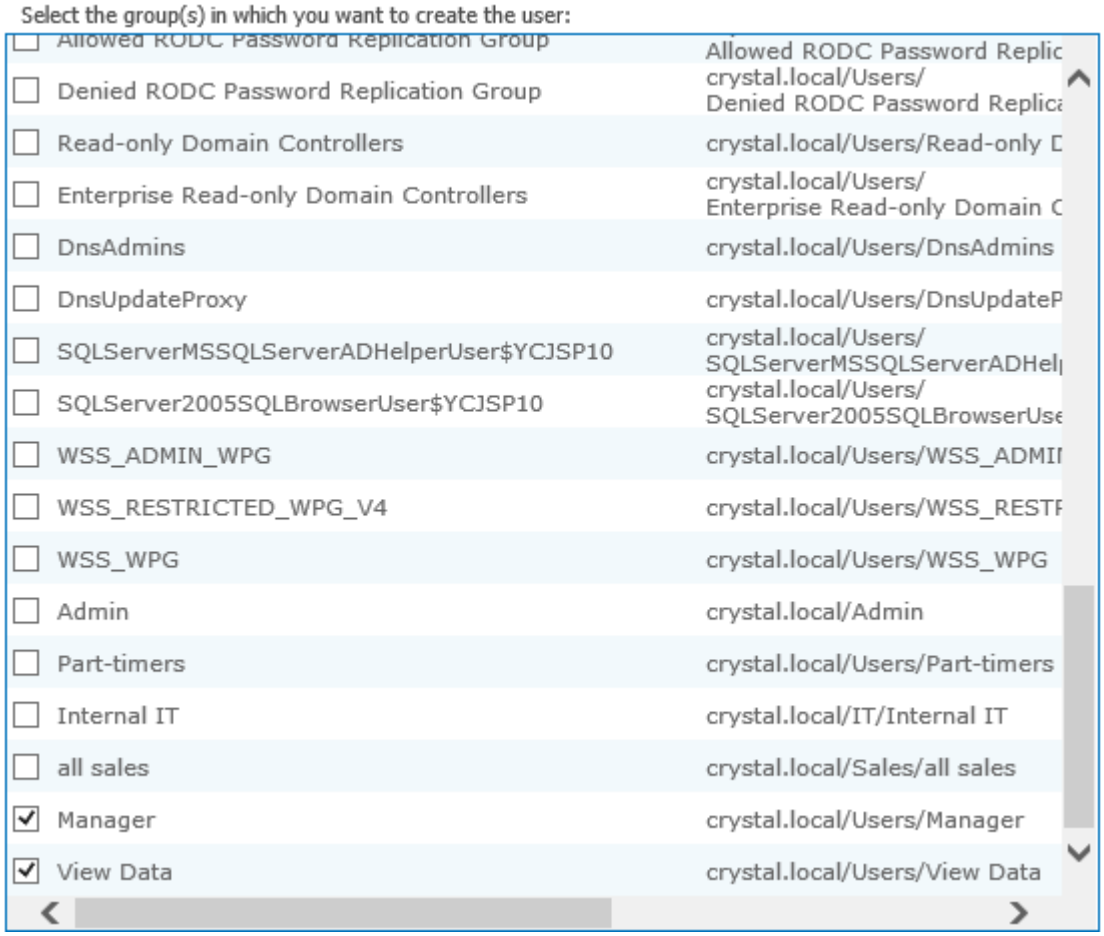


b. On the right side of the Web Part edit the properties of this user. See ***6.3.7 Edit AD Properties of a User*** for details.

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**.)

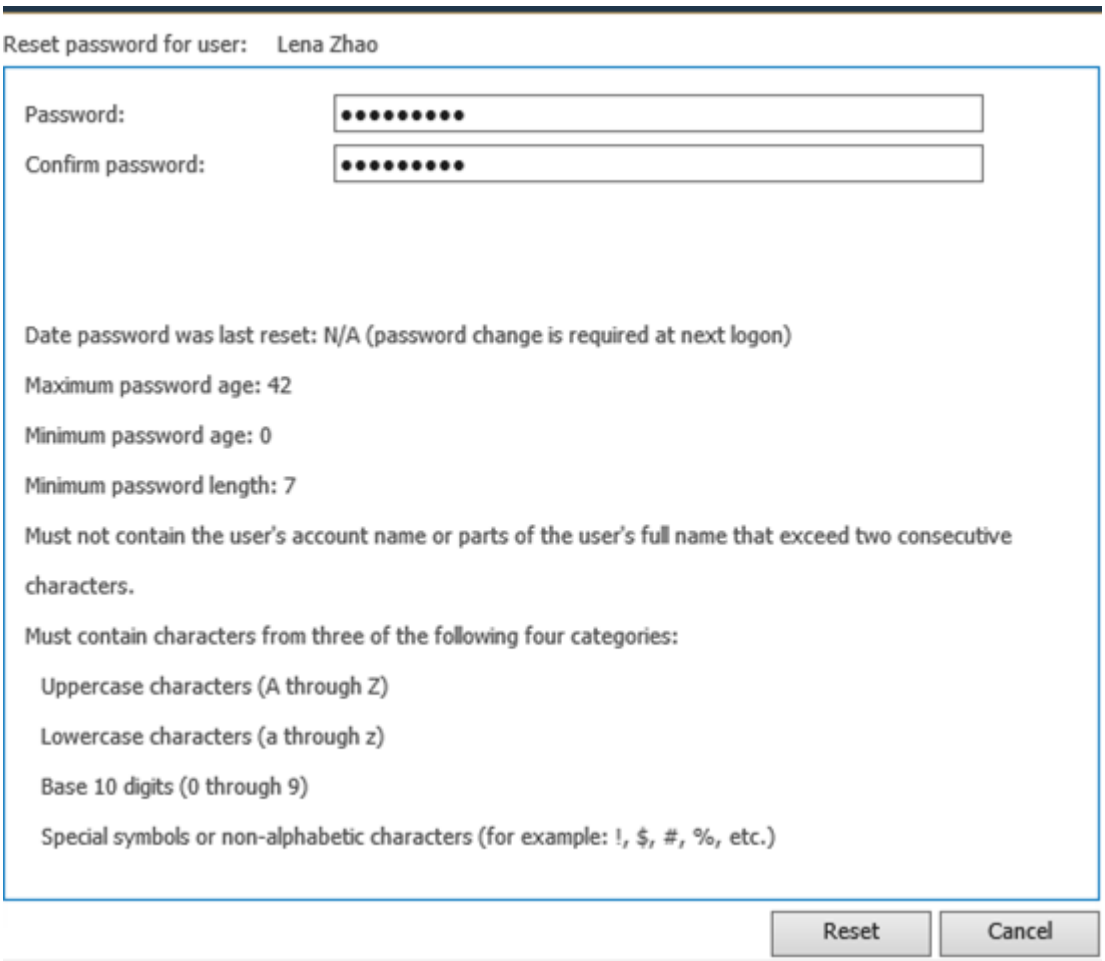
b. A message will ask if you are confirmed to disable this user account. Click **OK**. Then the user account is disabled. The user icon will turn to .

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**.



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

Technical Support (Basic): support@boostsolutions.com

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

Live chat:

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

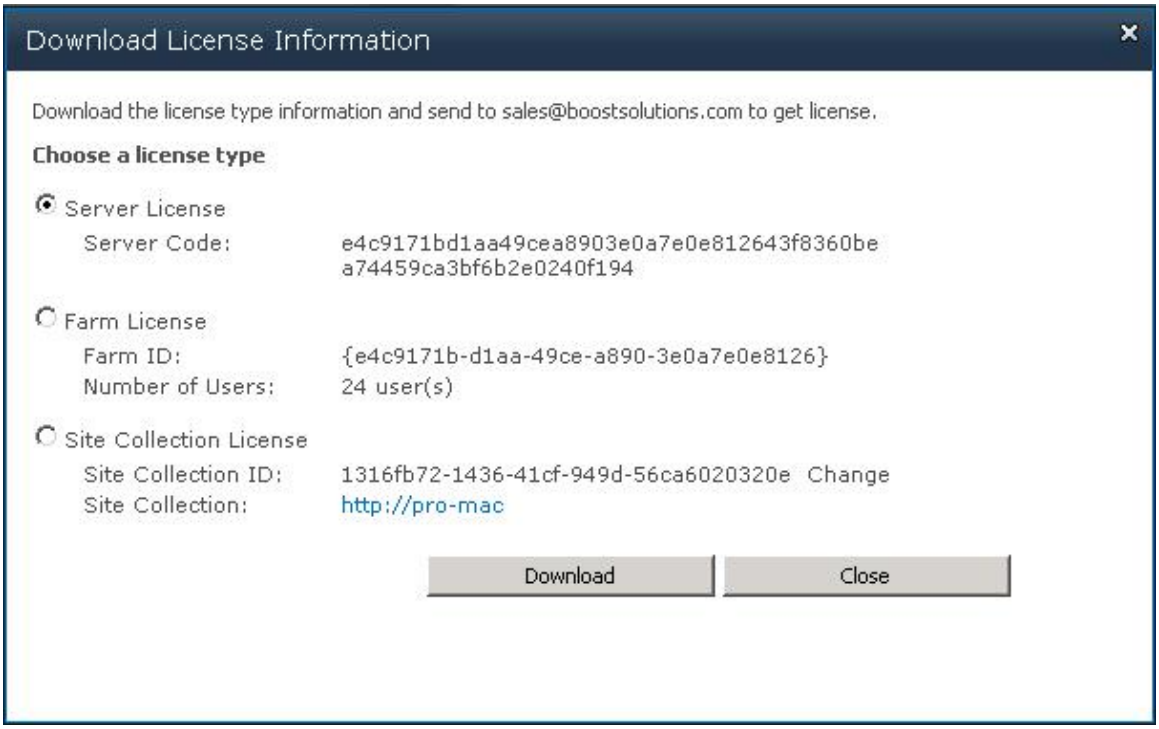
Appendix: License Management

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

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).



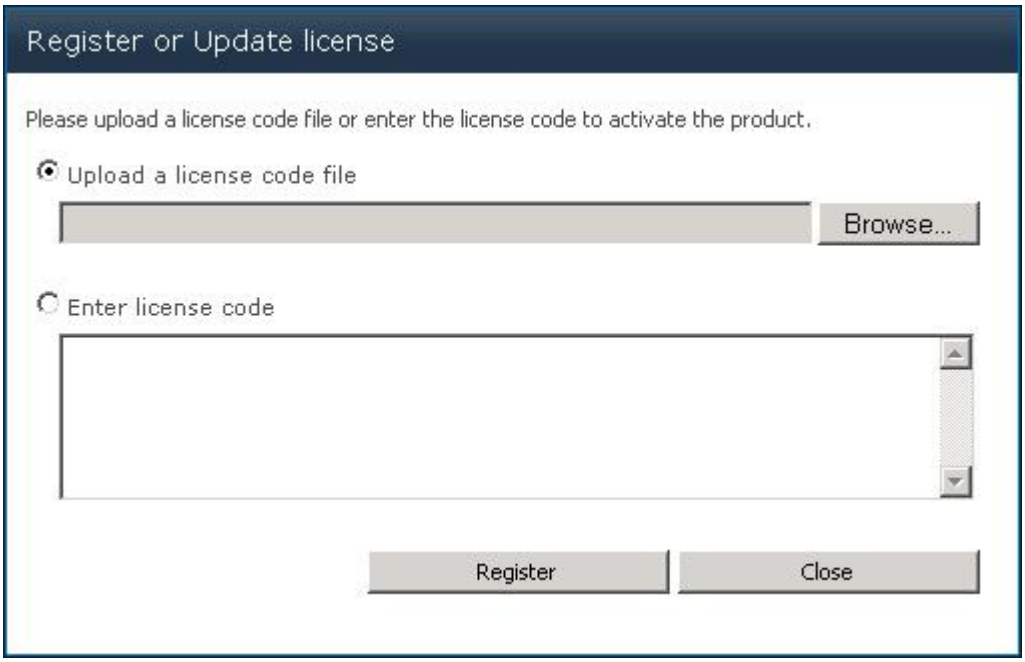
To create a license for you, you need to send us your SharePoint environment identifier. Note that different license types require different information. A server license needs a server code; a farm license needs a farm ID; and a site collection license needs a site collection ID.

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

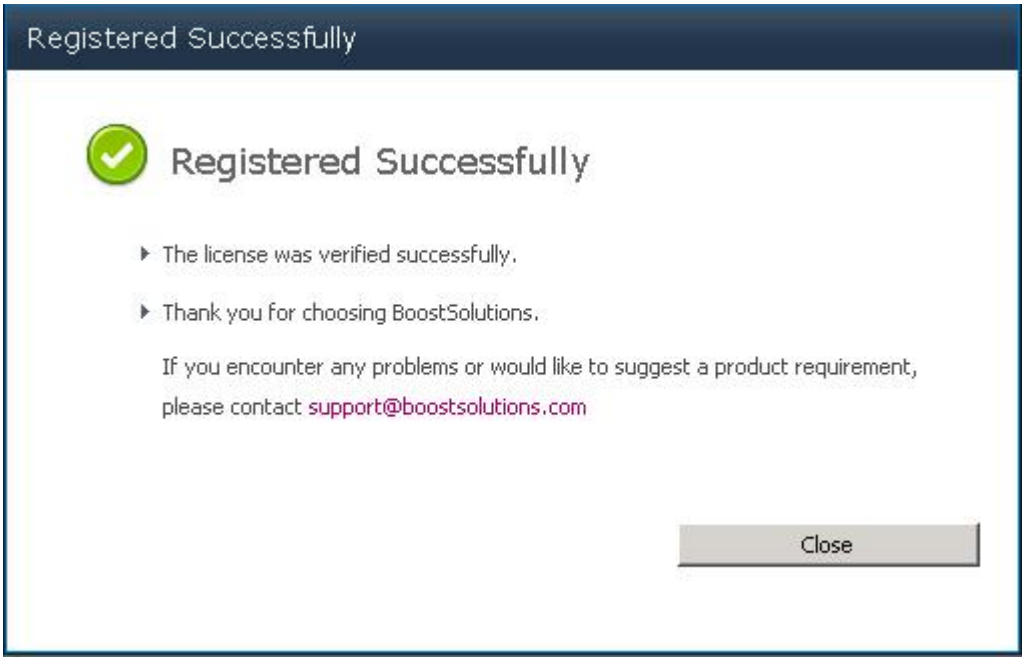
License Registration

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.



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.



For more information about license management, see BoostSolutions Foundation for details.