How to Search for Users and Report on Disabled Users in Lepide Active Directory Self Service 18.1
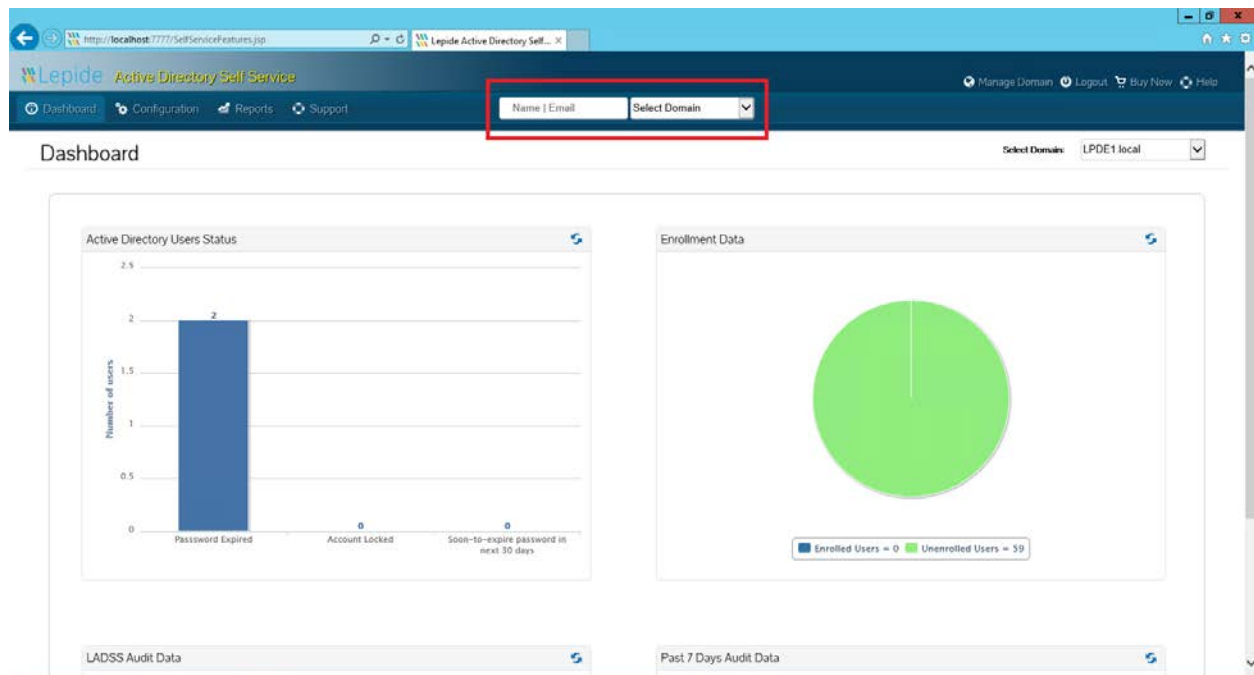
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1. Introduction

Active Directory Self Service comes with the ability to search across the whole Active Directory for your desired record. The powerful search functionality enables you to easily search for any users inside your AD.

2. Purpose of this Document

The purpose of this document is to make you familiar with the User Search and Disabled User Reporting functionality provided in Lepide ADSS.
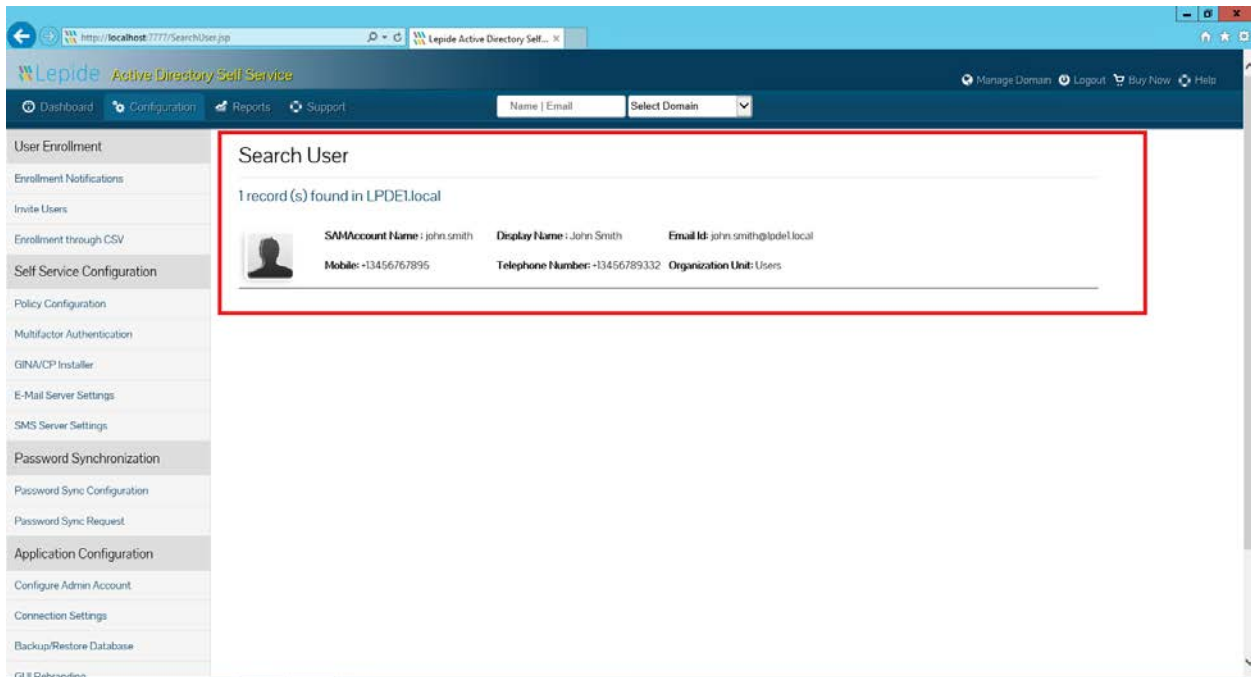
3. Search Users

The search option enables you to look for any user in your domain by just typing their email/name into the search box. This can be used in a multiple domain environment as well; simply select which domain you want to search for the user in.

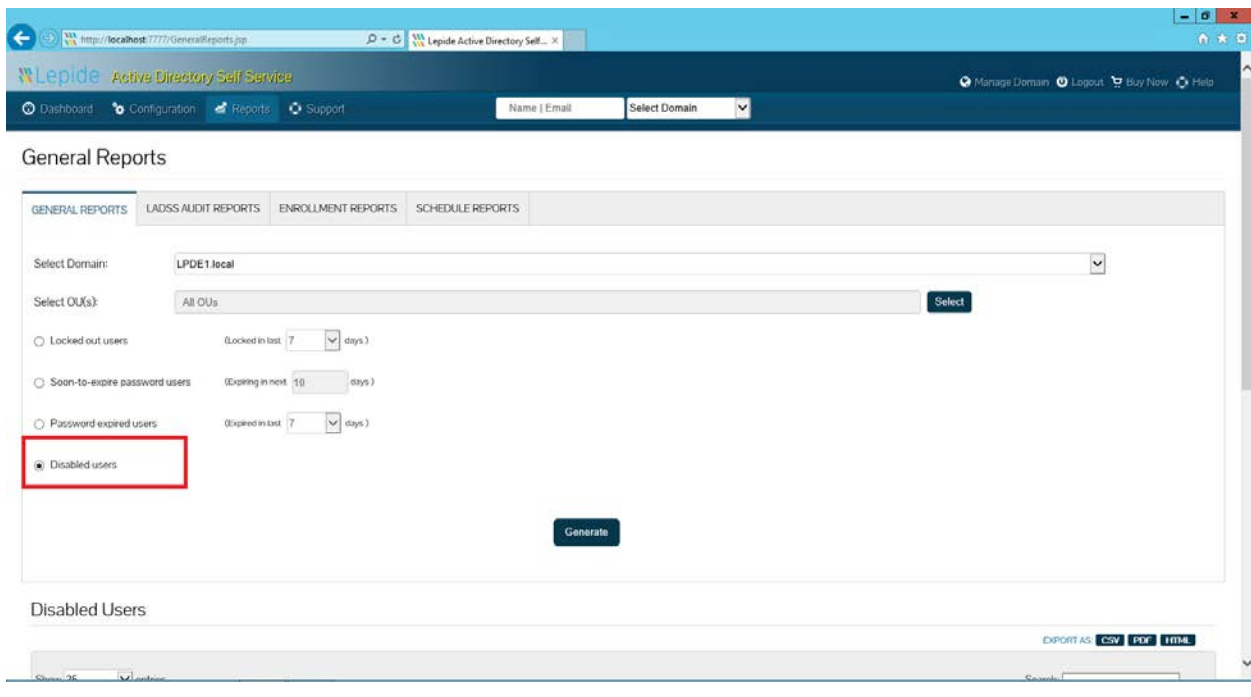## 3. 1 Account Information Displayed

You are going to be presented with the following information if you are looking for a user using the search box in Lepide Active Directory Self Service:
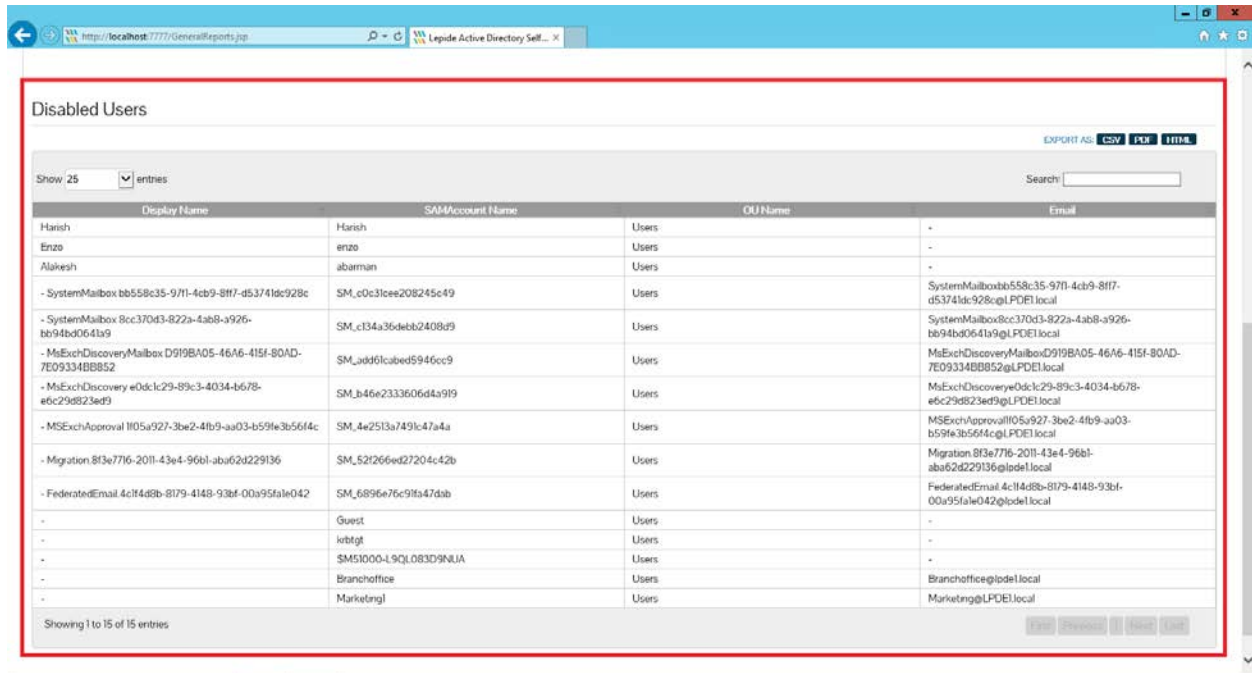
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4. Disabled User Reporting

The solution shows a report for all disabled users in the domain. This report is added under:

Reports →General Reports→Disabled Users

Click on "Generate" to fetch a list of disabled users from your domain. Admins can export the report in three formats: CSV, PDF and HTML.

5. Support

If you are facing any issues whilst installing, configuring or using the solution, you can connect with our team using the below contact information.

Product experts

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91 (0) -991-004-9028

Technical gurus

USA/Canada: +1(0)-800-814-0578

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Rest of the World: +91(0)-991-085-4291

Alternatively, visit http://www.lepide.com/contactus.html to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com   support@Lepide.com

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