



CONFIGURATION GUIDE

How to Search for Users and Report on Disabled Users in Active Directory Self Service 18.1

Table of Contents

1	Introduction.....	3
2	Purpose of this Document	3
3	Search for Users	3
	3.1 Account Information Displayed.....	4
4	Disabled User Reporting	4
5	Support	6
6	Trademarks	6

1 Introduction

Active Directory Self Service (ADSS) comes with the ability to search across the whole Active Directory (AD) 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 help you become familiar with the User Search and Disabled User Reporting functionality provided in Lepide ADSS.

3 Search for Users

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

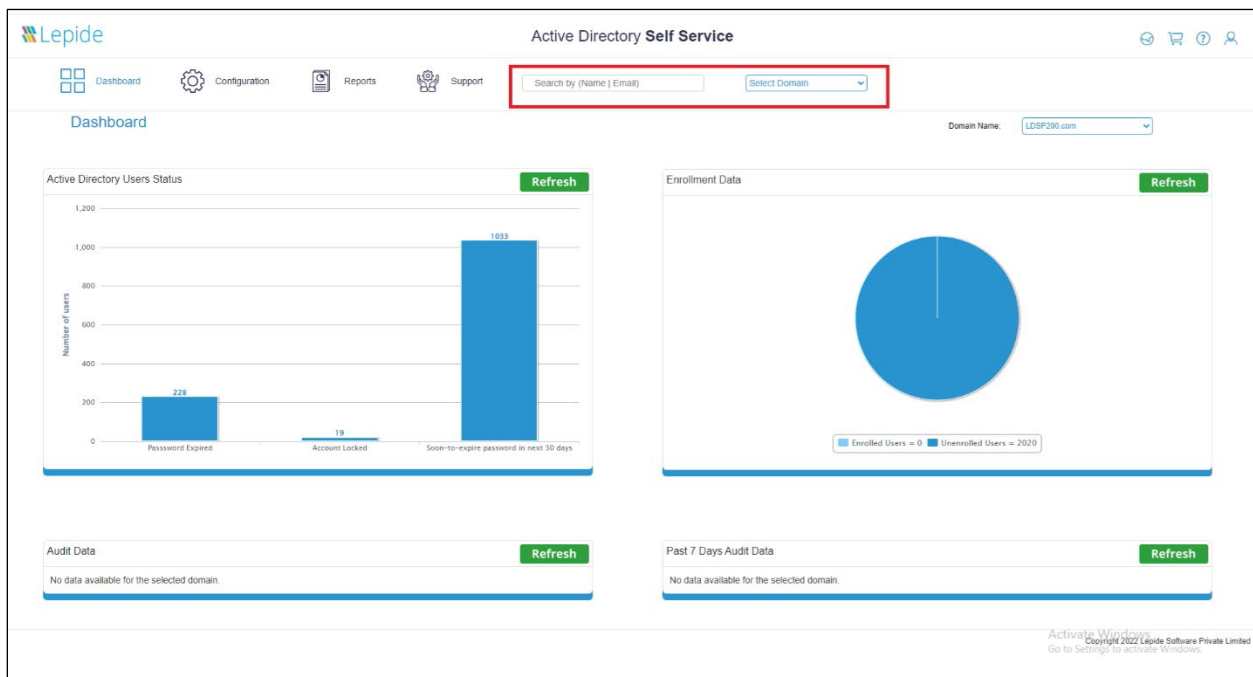


Figure 1: Search for Users

3.1 Account Information Displayed

The following information will be displayed if you are looking for a user using the search box in Lepide Active Directory Self Service:

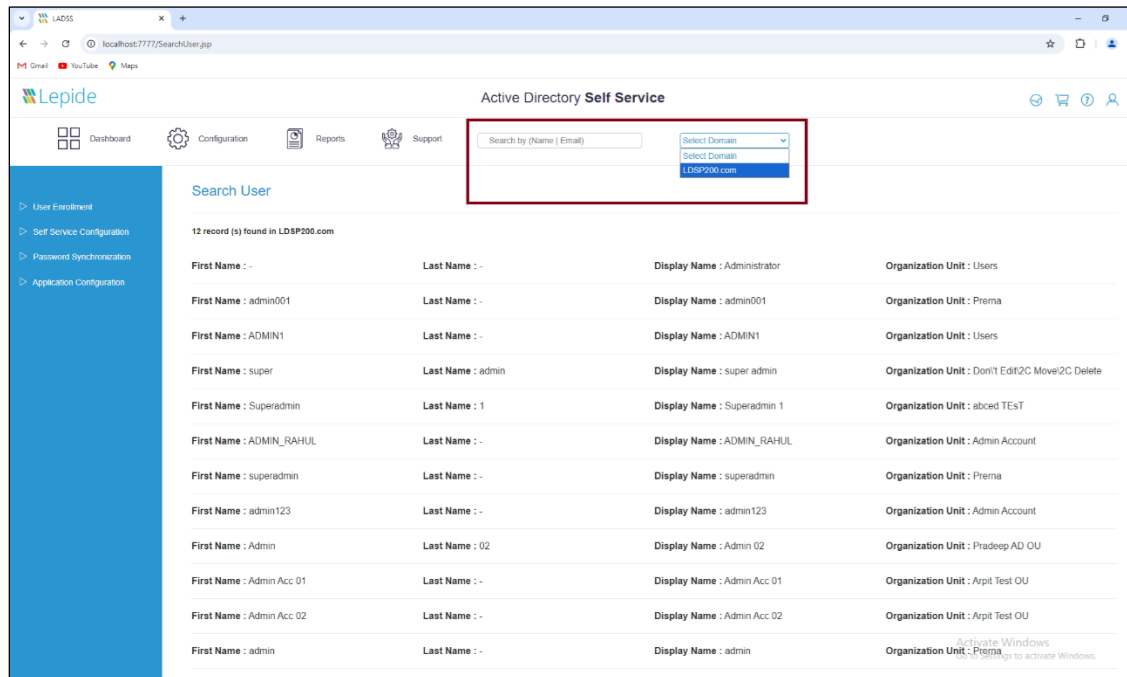


Figure 2: Search Box Results

4 Disabled User Reporting

The Solution shows a report for all disabled users in the domain. This report can be found under:

Reports, General Reports, Disabled Users

The screenshot shows the 'Active Directory Self Service' web application. The 'Reports' tab is selected, and the 'General Reports' sub-tab is active. Under 'General Reports', the 'Disabled users' option is selected and highlighted with a red box. Other options include 'Locked out users', 'Soon-to-expire password users', and 'Password expired users'. Each option has a corresponding 'days' dropdown menu. A 'Generate' button is located at the bottom right of the report configuration area. The domain is set to 'LDSP200.com' and 'All OUs' are selected.

Figure 4: Disabled Users Report

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.

The screenshot shows the 'Generate' button clicked, resulting in a table of disabled users. The table has columns for 'Display Name', 'SAM Account Name', 'OU Name', and 'Email'. A red box highlights the 'EXPORT AS' button, which offers options for CSV, PDF, and HTML. The table shows 10 entries, with the first few being 'User134', 'User135', 'User146', and 'User147'.

Display Name	SAM Account Name	OU Name	Email
-	SN11000-C05FG3VCCL7S	Users	-
-	krbtgt	Users	-
-	User134	new temp	-
-	User135	new temp	-
-	User146	new temp	-
-	User147	new temp	-
-	test6	Users	test@ldsp200.com
-	PfFeb86e4e60ede4867b	Admin Account	publicfoldermailbox@ldsp200.com
-	Raj	ldsp200	-
-	15	SPARTANS	-

Figure 3: Export Options

5 Support

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

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

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

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

Alternatively, visit <https://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

To read more about the solution, visit <https://www.lepide.com/active-directory-self-service/>

6 Trademarks

Lepide Data Security Platform, Lepide Data Security Platform App, Lepide Data Security Platform App Server, Lepide Data Security Platform (Web Console), Lepide Data Security Platform Logon/Logoff Audit Module, Lepide Data Security Platform for Active Directory, Lepide Data Security Platform for Group Policy Object, Lepide Data Security Platform for Exchange Server, Lepide Data Security Platform for SQL Server, Lepide Data Security Platform SharePoint, Lepide Object Restore Wizard, Lepide Active Directory Cleaner, Lepide User Password Expiration Reminder, and LiveFeed are registered trademarks of Lepide Software Pvt Ltd.

All other brand names, product names, logos, registered marks, service marks and trademarks (except above of Lepide Software Pvt. Ltd.) appearing in this document are the sole property of their respective owners. These are purely used for informational purposes only.

Microsoft®, Active Directory®, Group Policy Object®, Exchange Server®, Exchange Online®, SharePoint®, and SQL Server® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

NetApp® is a trademark of NetApp, Inc., registered in the U.S. and/or other countries.

