%Lepide

CONFIGURATION GUIDE

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

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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:

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← → C () localhost:7777/S	earchUser.jsp			☆ 요 😩 :
M Gmail 🖪 YouTube 🍳 Maps				
Lepide		Active Directory Self Ser	vice	0 🛱 🛈 A
Dashboard	Configuration	Support Search by (Name Email)	Select Domain Select Domain US8200 cm	
User Enrollment	Search User			
Self Service Configuration	12 record (s) found in LDSP200.com			
Password Synchronization Application Configuration	First Name : -	Last Name : -	Display Name : Administrator	Organization Unit : Users
	First Name : admin001	Last Name : -	Display Name : admin001	Organization Unit : Prema
	First Name : ADMIN1	Last Name : -	Display Name : ADMIN1	Organization Unit : Users
	First Name : super	Last Name : admin	Display Name : super admin	Organization Unit : Don't Edit/2C Move/2C Delete
	First Name : Superadmin	Last Name:1	Display Name : Superadmin 1	Organization Unit : abced TEST
	First Name : ADMIN_RAHUL	Last Name : -	Display Name : ADMIN_RAHUL	Organization Unit : Admin Account
	First Name : superadmin	Last Name : -	Display Name : superadmin	Organization Unit : Prema
	First Name : admin123	Last Name : -	Display Name : admin123	Organization Unit : Admin Account
	First Name : Admin	Last Name : 02	Display Name : Admin 02	Organization Unit : Pradeep AD OU
	First Name : Admin Acc 01	Last Name : -	Display Name : Admin Acc 01	Organization Unit : Arpit Test OU
	First Name : Admin Acc 02	Last Name : -	Display Name : Admin Acc 02	Organization Unit : Arpit Test OU
	First Name : admin	Last Name : -	Display Name : admin	Activate Windows Organization Unit: Prema So to Settings to activate Windows.

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

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M Grail 🖬 YouTube 💡 Maps	
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Soon-to-expire password users. : (Expiring in next 10 days)	
Password expired users : (Expired in last 7 v days)	
Disabled users	
Generate	
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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.

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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 <u>https://www.lepide.com/contactus.html</u> 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

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