Lepide

CONFIGURATION GUIDE

ACTIVE DIRECTORY SELF SERVICE

Table of Contents

1 Introduction

Welcome to the Installation and Configuration Guide for Lepide Active Directory Self Service. In this guide, we have covered the steps required for successful installation, uninstallation, license activation, and using Lepide Active Directory Self Service for the first time. A brief overview of policy configuration has also been included in this document.

2 System Requirements

Before you install Lepide Active Directory Self Service, make sure that your computer meets the following requirements:

2.1 Minimum System Requirements

- Intel Processors
- 8 GB RAM
- Disk Space: 500 MB

2.2 Supported Platforms

One of the following Windows operating systems (Recommended):

- Windows Server 2016
- Windows Server 2019
- Windows Server 2022

2.3 Supported Browsers for Software Access

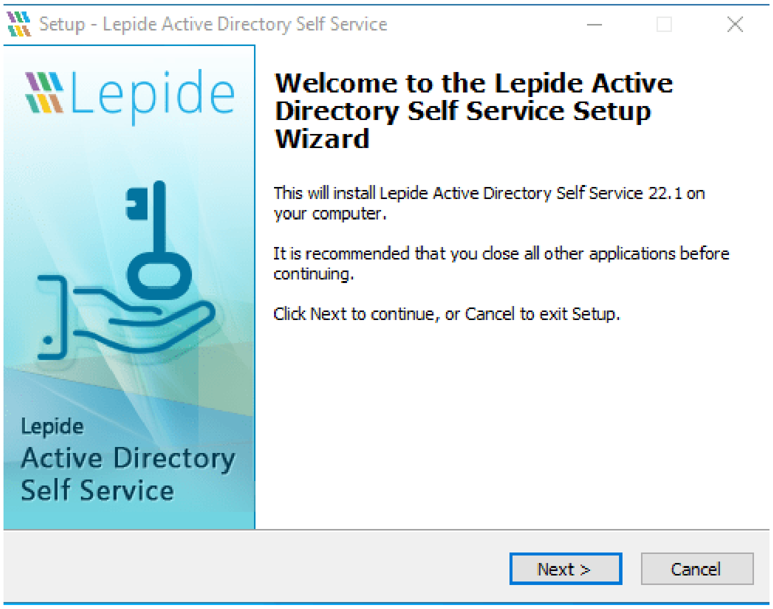
- Firefox 126.0 and above
- Google Chrome 119.0 and above
- Edge 126.0 and above

3 Installing Lepide Active Directory Self Service

To start the installation, download the setup file of Lepide Active Directory Self Service from https://www.lepide.com/active-directory-self-service/download.html and save it on the disk. Make sure that the host computer meets the entire system requirements as discussed in Section System Requirements of this guide and has sufficient memory available.

After you have downloaded the installer file, execute the following steps to install the software:

1. Double-click the Lepide Active Directory Self Service installer file. Click on Run & then Yes, to run the File & The following LADSS Setup wizard will start:



Setup - Lepide Active Directory Self Service

Welcome to the Lepide Active Directory Self Service Setup Wizard

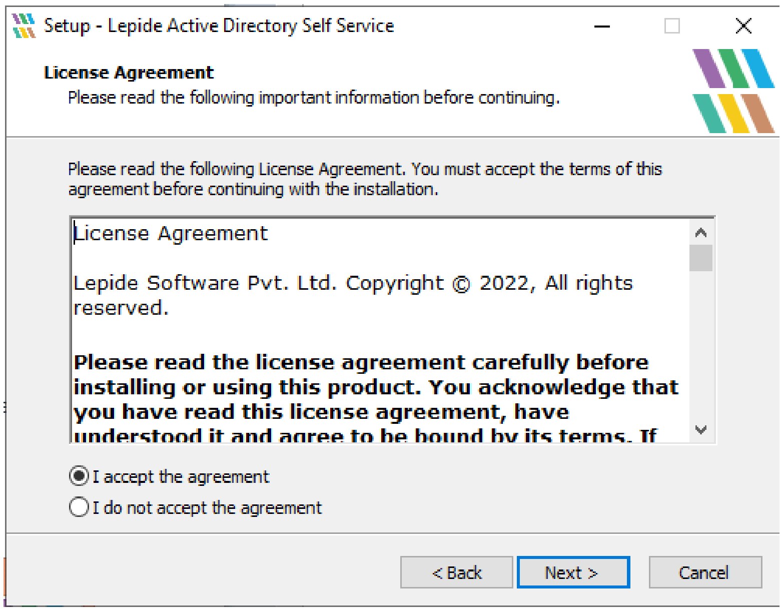
This will install Lepide Active Directory Self Service 22.1 on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

Figure 1: Setup Wizard

2. Click **Next** to continue. The following dialog box is displayed:



Setup - Lepide Active Directory Self Service

License Agreement

Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

License Agreement

Lepide Software Pvt. Ltd. Copyright © 2022, All rights reserved.

Please read the license agreement carefully before installing or using this product. You acknowledge that you have read this license agreement, have understood it and agree to be bound by its terms. If

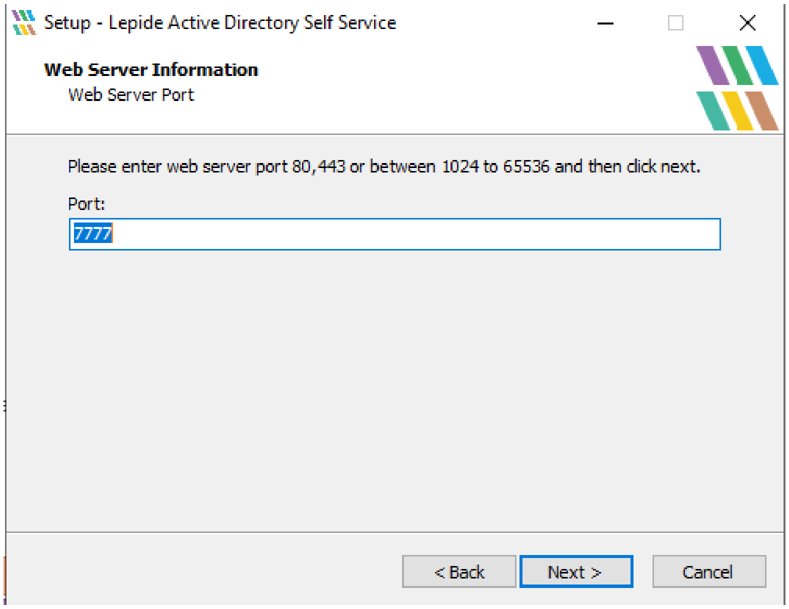
● I accept the agreement

○ I do not accept the agreement

Figure 2: Setup Wizard License Agreement

3. Accept the license agreement and click **Next**

4. The user needs to enter the Web Server Port Number that can vary from 1 to 65535. Here, 7777 is the default port number



Setup - Lepide Active Directory Self Service

Web Server Information

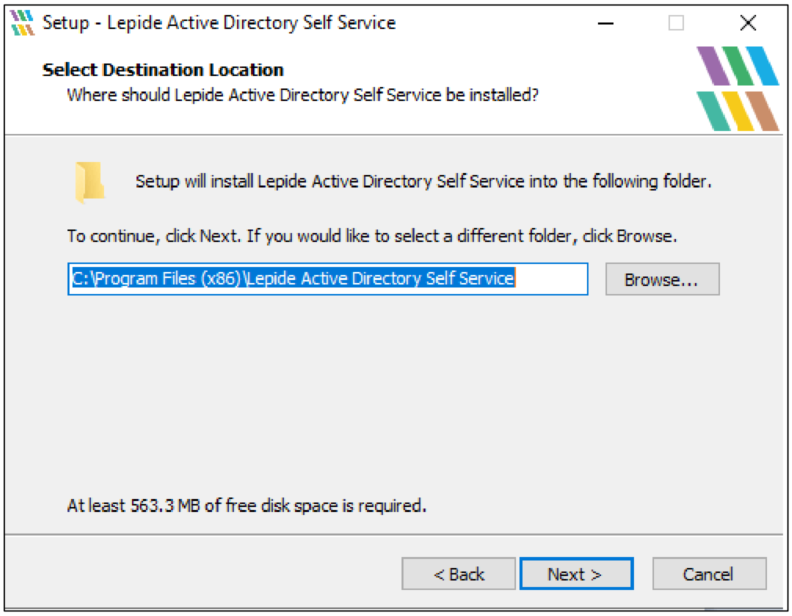
Web Server Port

Please enter web server port 80,443 or between 1024 to 65536 and then click next.

Port: 7777

Figure 3: Setup Wizard Port Information

5. After specifying the Port Number, click **Next** to continue
6. Here, the user can change the destination location for installing Lepide Active Directory Self Service software. Click **Next** to proceed


Setup - Lepide Active Directory Self Service

Select Destination Location

Where should Lepide Active Directory Self Service be installed?

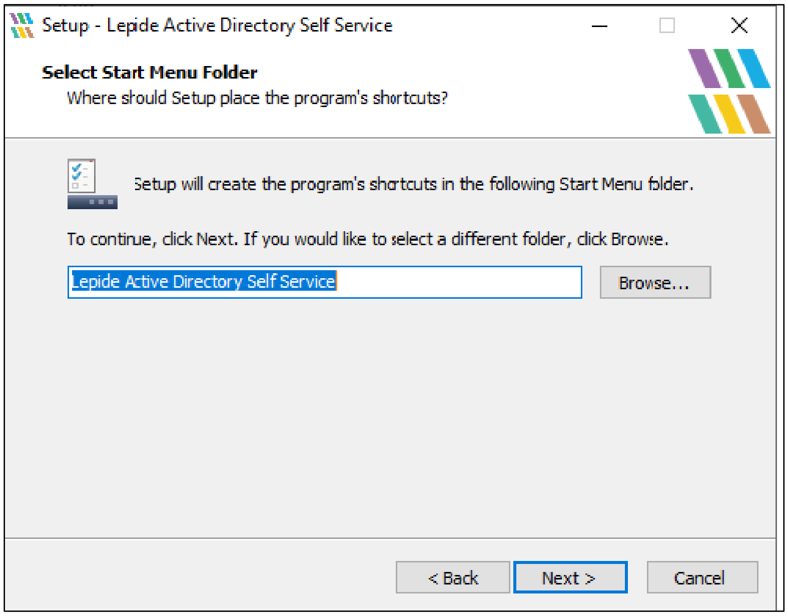
Setup will install Lepide Active Directory Self Service into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Program Files (x86)\Lepide Active Directory Self Service

At least 563.3 MB of free disk space is required.

Figure 5: Setup Wizard Destination Location


Setup - Lepide Active Directory Self Service

Select Start Menu Folder

Where should Setup place the program's shortcuts?

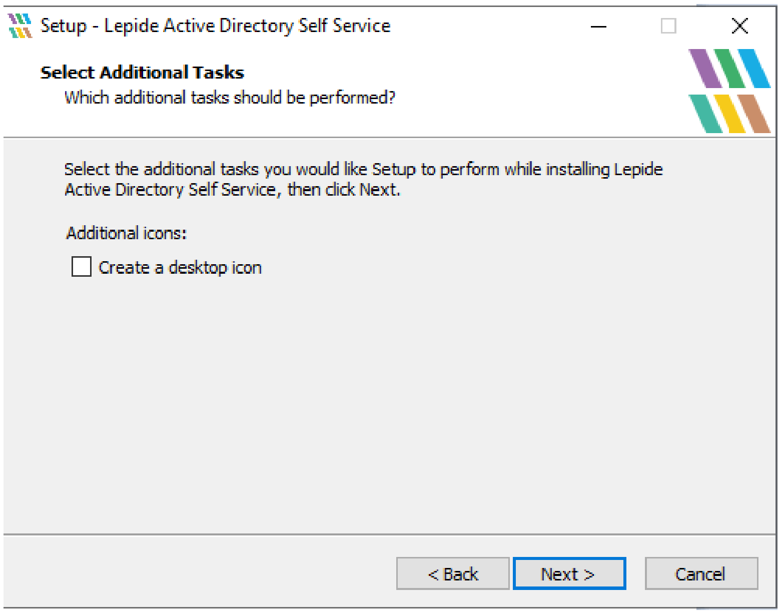
Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

Lepide Active Directory Self Service

Figure 4: Setup Wizard Start Menu Folder

7. Click **Browse** if you want to change the location of the shortcuts folder in the Start Menu and then click **Next**



Setup - Lepide Active Directory Self Service

Select Additional Tasks

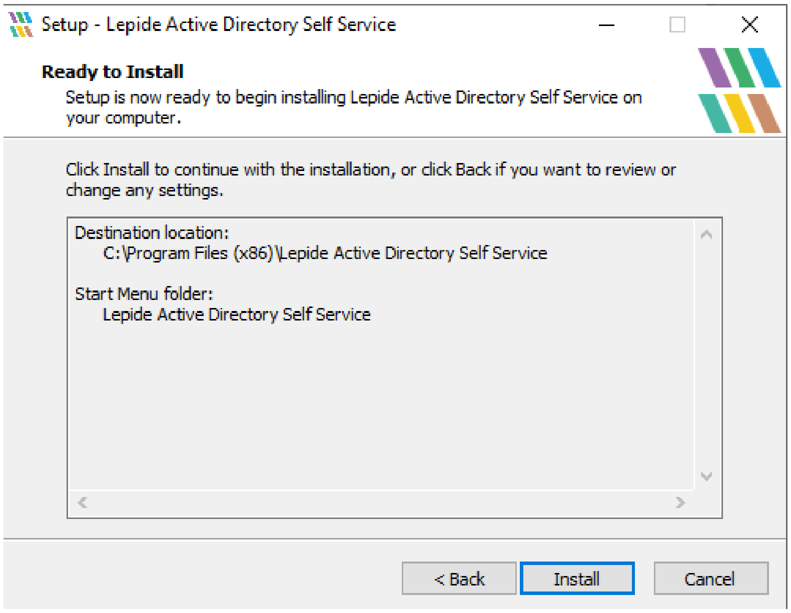
Which additional tasks should be performed?

Select the additional tasks you would like Setup to perform while installing Lepide Active Directory Self Service, then click Next.

Additional icons:

□ Create a desktop icon

Figure 6: Setup Wizard Additional Tasks



Setup - Lepide Active Directory Self Service

Ready to Install

Setup is now ready to begin installing Lepide Active Directory Self Service on your computer.

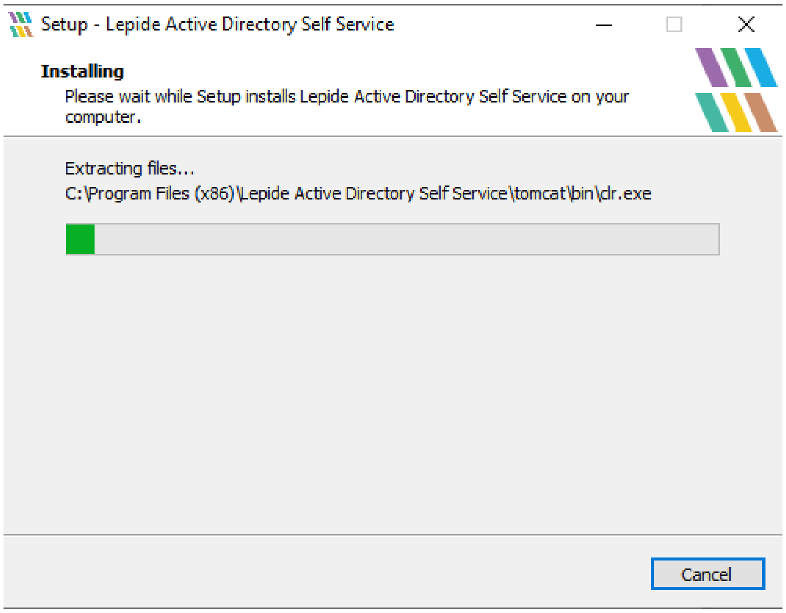
Click Install to continue with the installation, or click Back if you want to review or change any settings.

Destination location:
C:\Program Files (x86)\Lepide Active Directory Self Service

Start Menu folder:
Lepide Active Directory Self Service

Figure 7: Setup Wizard Ready to Install

8. Select the additional task if required and click **Next**. Setup is now ready to start the installation process
9. Click **Install** to start the installation process



Setup - Lepide Active Directory Self Service

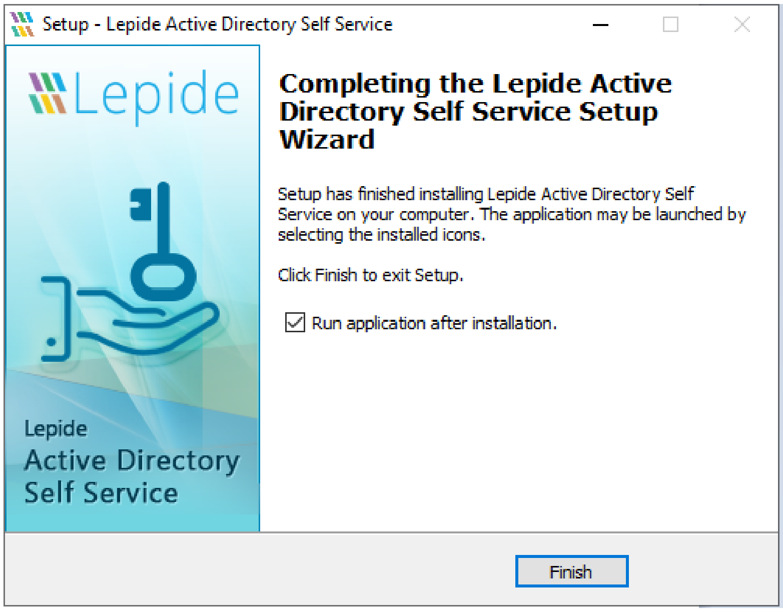
Installing

Please wait while Setup installs Lepide Active Directory Self Service on your computer.

Extracting files...
C:\Program Files (x86)\Lepide Active Directory Self Service\tomcat\bin\clr.exe

Figure 8: Setup Wizard Installing

10. When the installation process is complete, the following message box will appear on the installation wizard:



Setup - Lepide Active Directory Self Service

Completing the Lepide Active Directory Self Service Setup Wizard

Setup has finished installing Lepide Active Directory Self Service on your computer. The application may be launched by selecting the installed icons.

Click Finish to exit Setup.

☑ Run application after installation.

Figure 9: Setup Wizard Install Finished

11. Click the **Finish** button to complete the installation process and to run the application

4 Launching the Solution

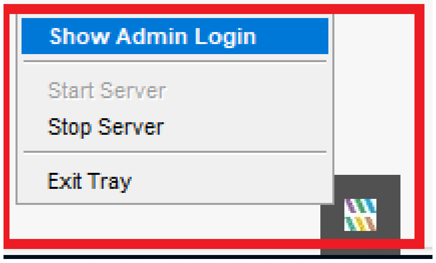


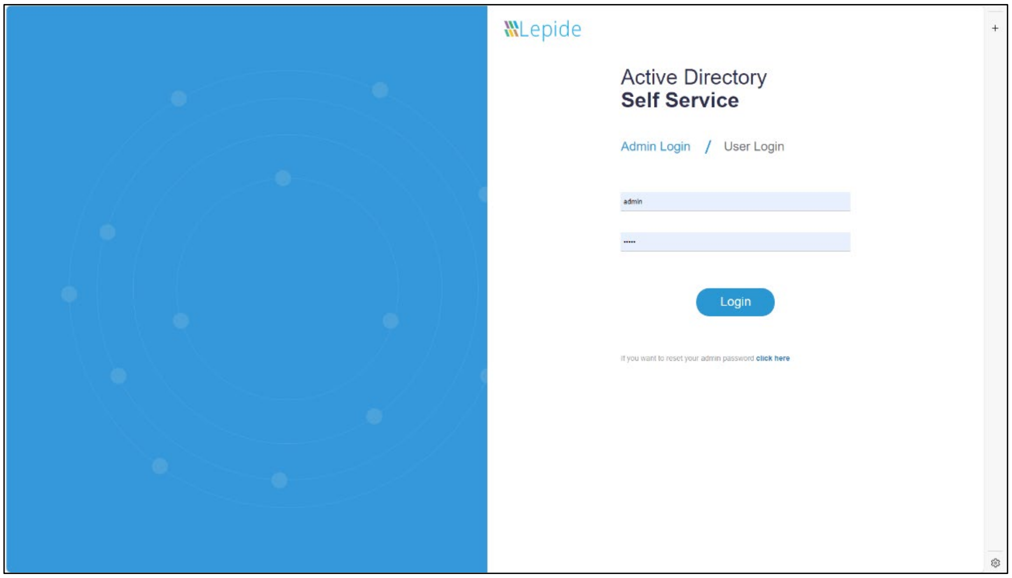
Figure 10: System Tray Menu

Once the Solution is installed, it will be added to the system tray. Right-click on the icon and it displays four options to choose from:

- Show Admin Login: This option lets you directly go to the Admin Login section in case you have closed the browser tab where LADSS was running previously
- Start Server: Choosing this option will start the application server
- Stop Server: Choosing this option will stop the application server
- Exit Tray: Choosing this option will remove the application from the system tray

5 Admin Login

Getting started with Lepide Active Directory Self Service is a straightforward process. As soon as you launch the Solution, you will be prompted to login. Use **admin** as the default username and password for first time use.



admin

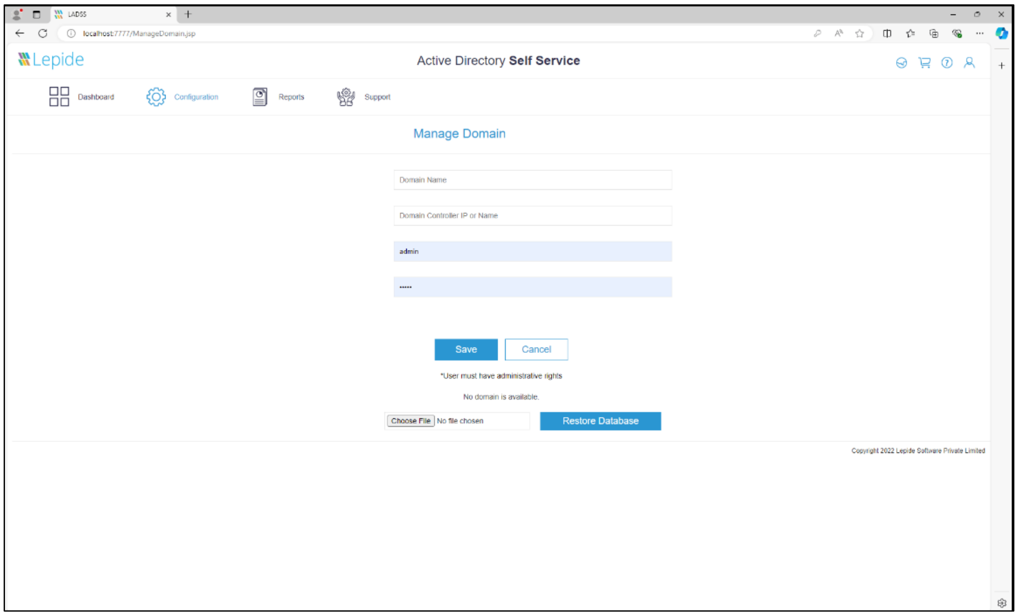
•••••

If you want to reset your admin password click here

Figure 11: Admin Login

6 Add Domain

When you log into the Solution, you need to add the domain for which the self-service actions are to be configured.



*User must have administrative rights

No domain is available.

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Figure 12: Manage Domain

To add a domain, follow the steps below:

1. Type the domain name in the Domain text field
2. Type the name of the primary domain controller in the Domain Controller text field. You can also provide the IP Address instead of the system name
3. Type the domain administrator name in the Username text field of the user who has the privilege to reset a password and unlock an account in the particular domain
4. Provide the domain admin password in the Password field
5. Click the **Save** button
6. The new domain details will be verified and if correct, the domain will be successfully added. Now, Lepide Active Directory Self Service is ready to be configured as required for self-service activities

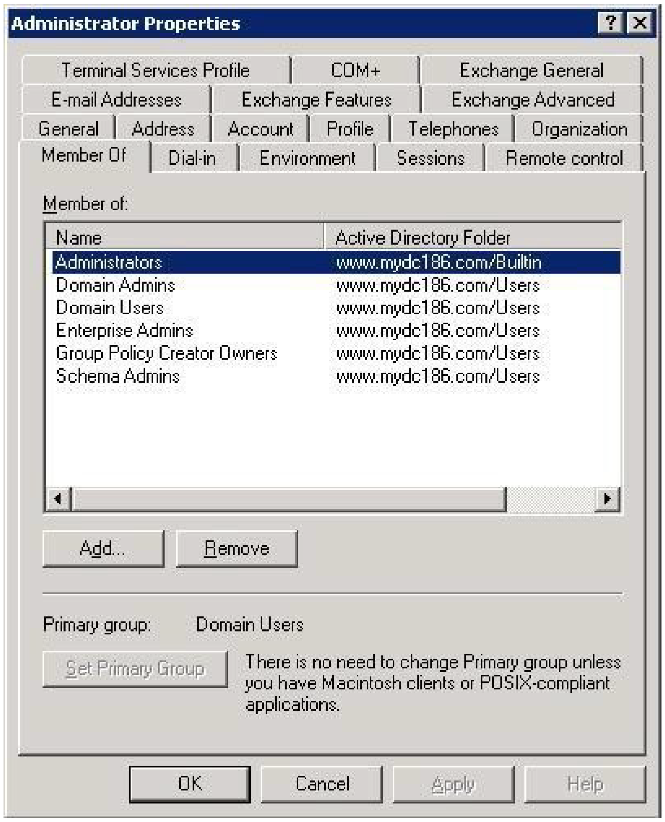
NOTE: The User can also restore the environment and added domain (if added earlier), after choosing a valid backup file created earlier and then selecting Restore Database Option

6.1 User Account Privileges

The user account provided here should be a member of the following groups: Administrators, Domain Admins, Enterprise Admins, Schema Admins, Group Policy Creator and Owner.

Follow the steps below to provide the rights mentioned above:

1. Go to **Administrative Tools**
2. Open **Active Directory Users and Computers**
3. Select **User Properties**
4. Click **Member Of**
5. Click **Add Group**
6. Select the following Groups: Administrators, Domain Admins, Enterprise Admins, Schema Admins, Group Policy Creator and Owner
7. Click **Apply** and then click **OK**



Member of:

Name	Active Directory Folder
Administrators	www.mydc186.com/Builtin
Domain Admins	www.mydc186.com/Users
Domain Users	www.mydc186.com/Users
Enterprise Admins	www.mydc186.com/Users
Group Policy Creator Owners	www.mydc186.com/Users
Schema Admins	www.mydc186.com/Users

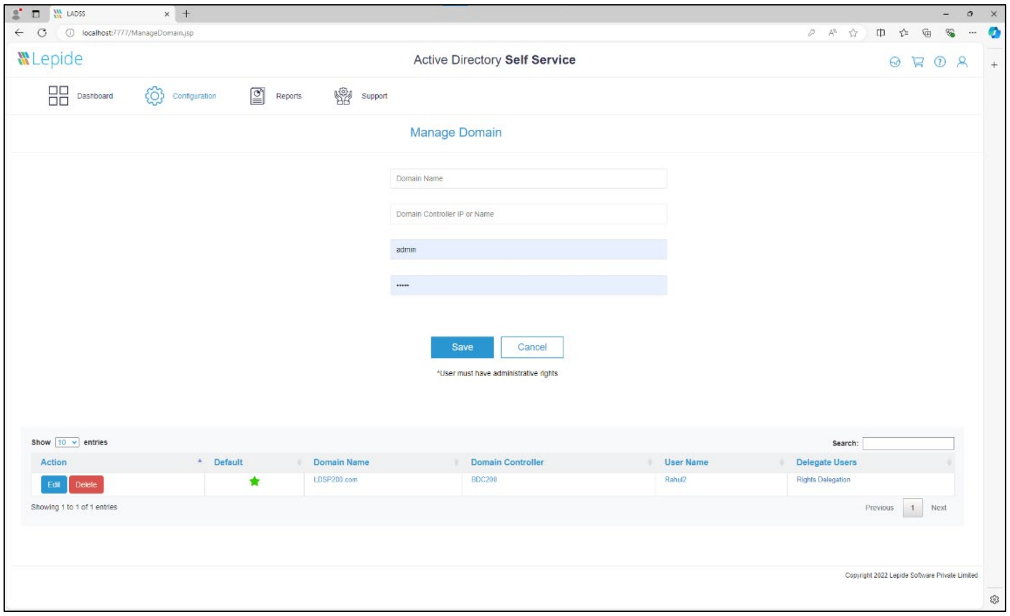
Primary group: Domain Users

There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.

Figure 13: Administrator Properties

6.2 Manage Domain

Multiple domains can be added and managed with Lepide Active Directory Self Service. Go to the manage domain section and enter the details for the domain that is to be added. Existing domain details can also be edited, and a particular domain can be set as the default domain.



LADSS
localhost:7777/ManageDomain.jsp
Lepide
Active Directory Self Service
Dashboard
Configuration
Reports
Support
Save
Cancel

Manage Domain

Domain Name

Domain Controller IP or Name

admin

*****

*User must have administrative rights

Show 10 entries Search:

Action	Default	Domain Name	Domain Controller	User Name	Delegate Users
Edit Delete	★	LDSP200.com	BDC200	Rahul2	Rights Delegation

Showing 1 to 1 of 1 entries Previous 1 Next

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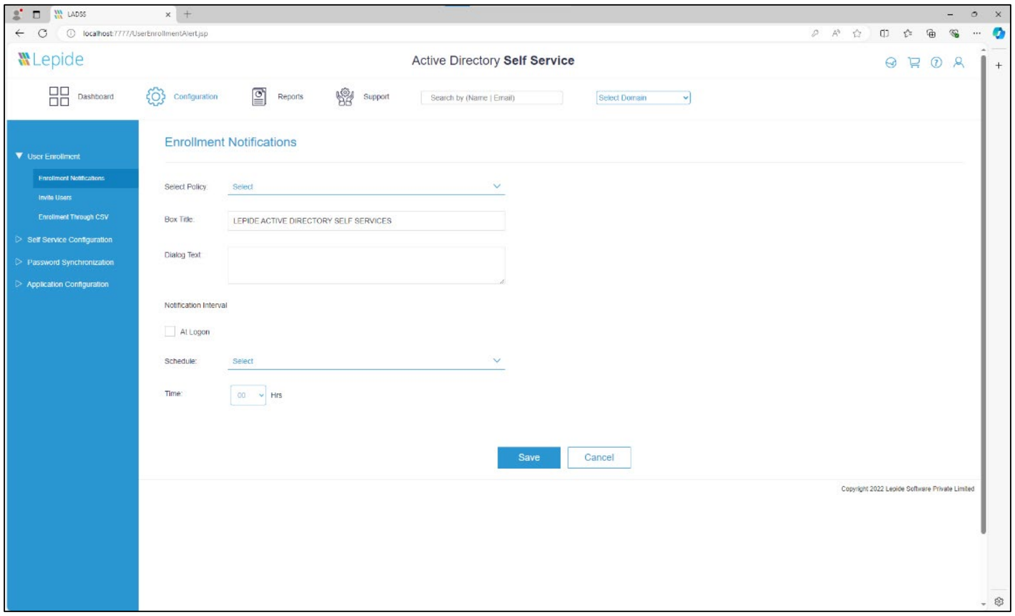
Figure 14: Manage Domain

7 User Enrollment

This section allows you to enroll users with the software. You can send invites to users through email and ask them to enroll with the Solution or bulk enroll them using CSV files.

7.1 Invite Users to Enroll

You can notify domain users via email to enroll themselves to use features like Self Reset Password, Unlock Account, Update Active Directory Attributes, and Automatic Password Reset. You can schedule notifications to be sent at prescribed times to all unenrolled users, for existing policies.



Enrollment Notifications

Select Policy: Select

Box Title: LEPIDE ACTIVE DIRECTORY SELF SERVICES

Dialog Text:

Notification Interval

□ At Logon

Schedule: Select

Time: 00 Hrs

Figure 15: Enrollment Notifications

7.1.1 Enroll Users through Notifications

You can send enrollment Notifications directly to all the OU Members that come under the selected policy. To use this feature follow the steps below:

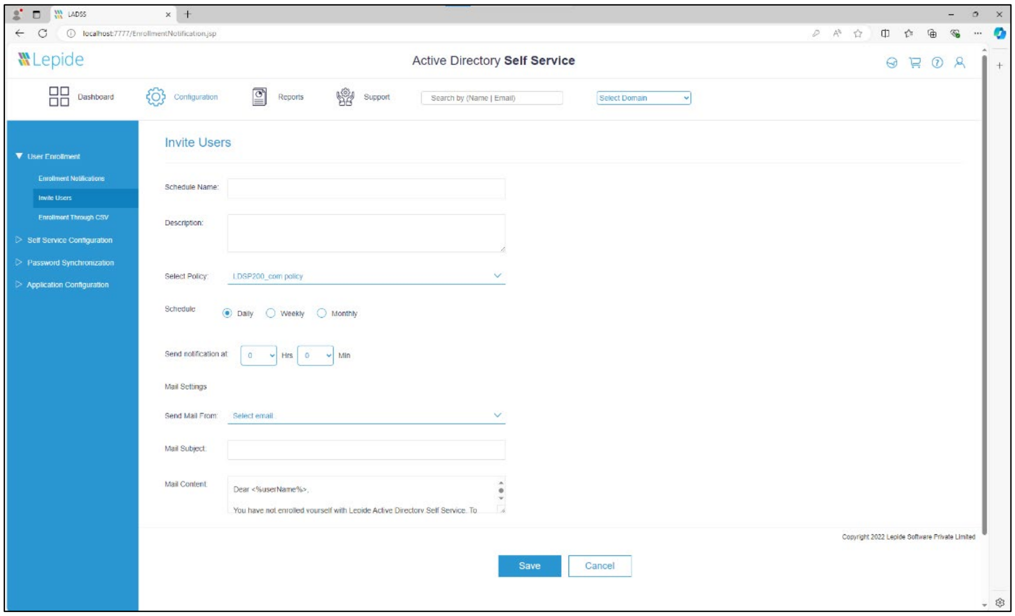
1. Click the enrollment notification tab
2. Select Policy from the drop-down list displayed
3. Enter the Policy Title in the displayed Title text field
4. Enter the policy text to be displayed in the text field
5. Select Notification Interval at Logon if you want the notification to be delivered immediately after the user login
6. Select schedule on daily, weekly and monthly basis from the schedule drop down list
7. Select the time to display a notification
8. Click Save to finish

7.1.2 Schedule New Notification

You can create new notifications for sending notifications to users at scheduled times. Click the Add Notification tab to get started:

1. Provide a name for the schedule.
2. Provide a Description.
3. Select the policy which is to be applied to the users who enroll themselves.

4. Select the time interval when the notification is to be sent. Choose from daily, weekly or monthly options.
5. In the mail setting section, provide the sender's email address.
6. Provide a mail subject for the notification email.
7. Provide mail content that is to be delivered to users. The current URL (http://localhost:7777/LADSS/UserLoginAction.do?method=populate) is for demonstration purposes only and so will need to be edited.
8. Click **Save** to finish.



Invite Users

Schedule Name:

Description:

Select Policy: LDSP200_com policy

Schedule ● Daily ○ Weekly ○ Monthly

Send notification at 0 Hrs 0 Min

Mail Settings

Send Mail From: Select email

Mail Subject:

Mail Content: Dear <%userName%>,

You have not enrolled yourself with Lepide Active Directory Self Service. To

Figure 16: Enrollment Notification

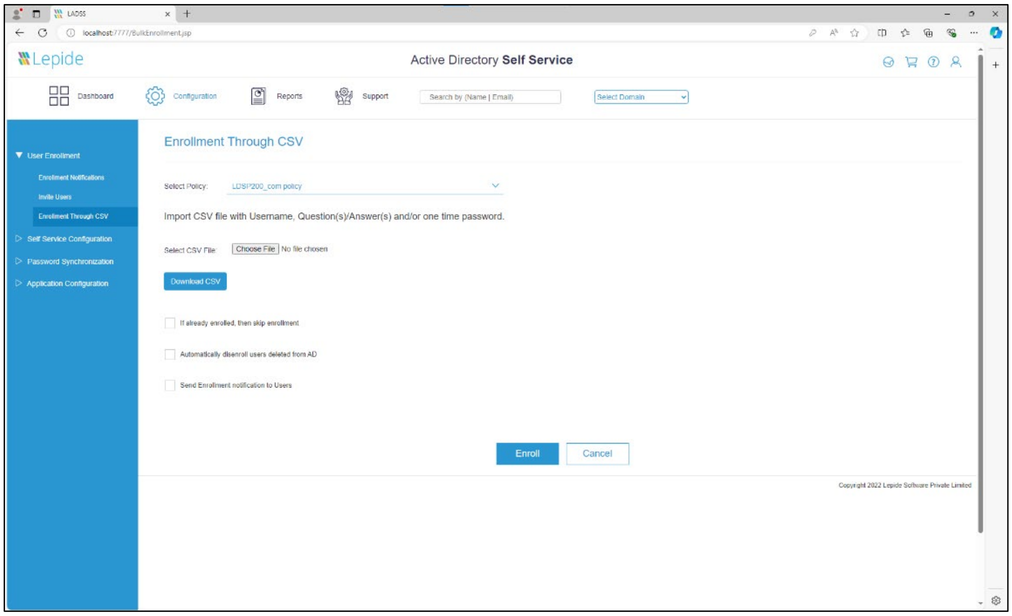
7.2 Bulk Enrollment

This section allows you to enroll multiple users at once using a CSV file. You can also send notifications to users who have been newly enrolled. The notification mail generally contains Question and Answer details for the user to authenticate enrollment from their behalf.

To enroll users, follow the steps below:

1. Select the policy for which the preselected users are to be enrolled.
2. Click **Browse** and select the CSV file which contains user data.
3. Select the checkbox **'If already enrolled then skip enrollment'** to avoid enrollment of already enrolled users.

4. Select the checkbox **Automatically disenroll users deleted from AD** to remove enrollment of those users who have been deleted from AD.
5. Select **Send enrollment status notification to Users** to let respective users know about their enrollment status. If selected:
   - Provide the admin mail address from whom the notification email will be sent
   - Provide a suitable email subject
   - Provide email content for the body section of the email
6. Click **Enroll** to successfully enroll users in bulk



Enrollment Through CSV

Select Policy: LDSP200_com policy

Import CSV file with Username, Question(s)/Answer(s) and/or one time password.

Select CSV File: No file chosen

□ If already enrolled, then skip enrollment

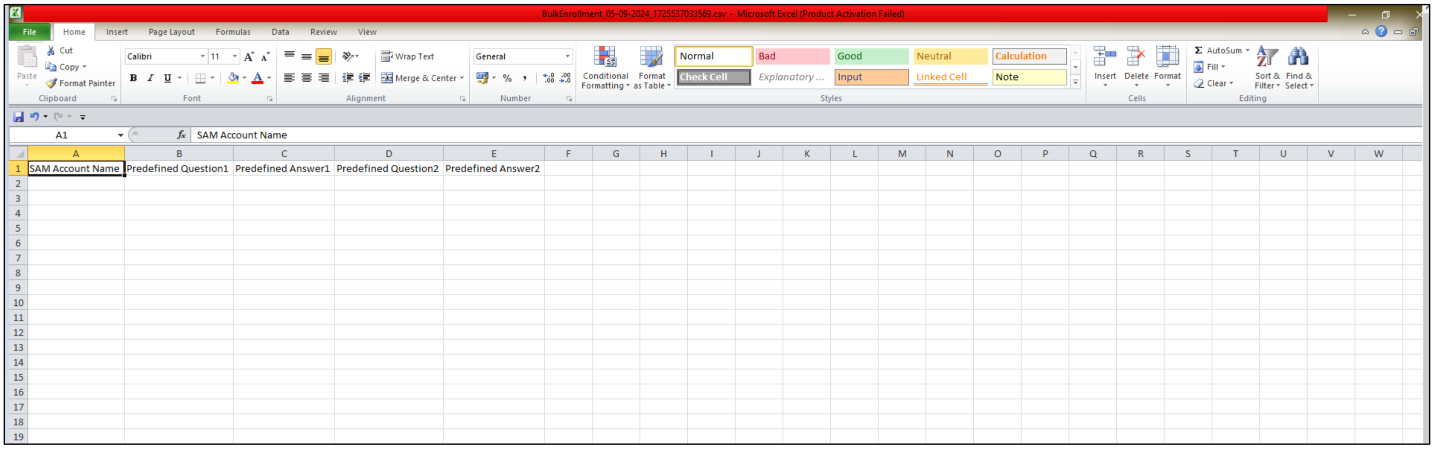
□ Automatically disenroll users deleted from AD

□ Send Enrollment notification to Users

Figure 17: Enrollment through CSV

7.2.1 Download CSV

Click **Download CSV** to download a blank CSV file with the correct format to enter data. Provide a username, a question and then an answer. For multiple questions, provide a question and then an answer and then the next question and next answer. Check the sample CSV image below:



BulkEnrollment_05-09-2024_1725537033569.csv - Microsoft Excel (Product Activation Failed)
File
Home
Insert
Page Layout
Formulas
Data
Review
View
A1
SAM Account Name

A	B	C	D	E
SAM Account Name	Predefined Question1	Predefined Answer1	Predefined Question2	Predefined Answer2

Figure 18: Sample CSV File

8 Policy Configuration

Policies help to preconfigure self-service actions that can be performed by domain users. Once a domain is added, a default policy gets automatically created for that particular domain. By default, self-password reset, unlock account, and on behalf actions are included. More settings such as expiry notification schedule, self-update attributes and automatic account unlock actions can be configured. This default policy can be edited or new policies can be created as per requirements.

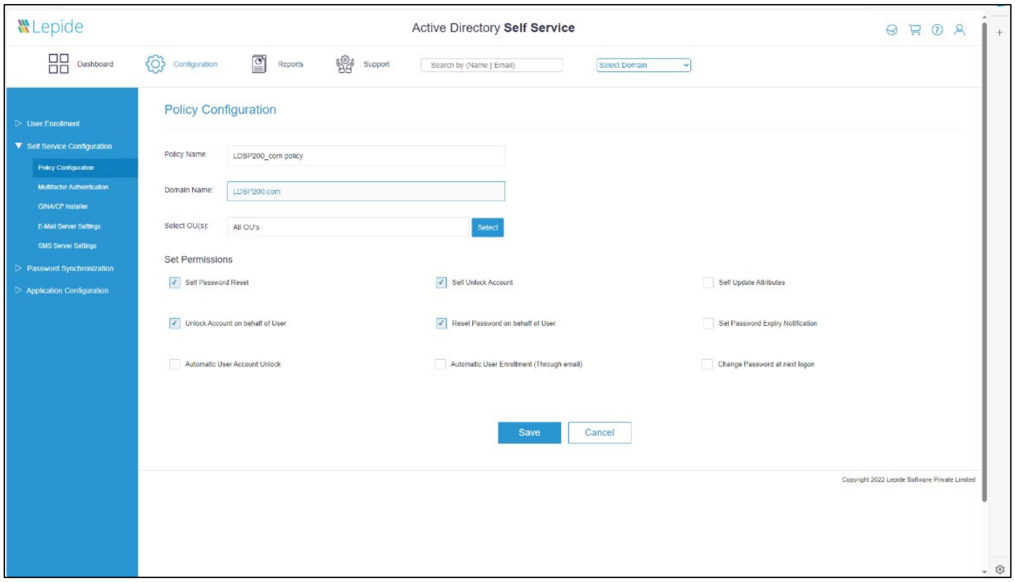
In order to manage a policy, follow the steps below:

1. Provide a policy name
2. Choose the domain for which policy is to be configures from the Select Domain drop-down menu
3. Select required OU's
4. The next step is to set permissions for the policy

   a) Check self-password reset option if you want domain users to reset their AD account password on their own
   b) Check Self Unlock Account option if you want domain users to unlock their account on their own
   c) Check Self Update Attributes option if you want domain users to self-update their AD attributes. You can choose which attributes can be edited
   d) Check Reset Password on behalf of User option if you want domain users to reset password on behalf of their coworkers
   e) Check Unlock Account on behalf of User option if you want domain users to unlock account on behalf of their coworkers
   f) Check Set Password Expiry Notification option to preset password expiry reminder

g) Check Automatic User Account Unlock option to allow software to automatically unlock expired AD accounts after a specified time interval

5. Click **Save** to finish policy configuration.



Policy Configuration

Policy Name: LDSP200_com policy

Domain Name: LDSP200.com

Select OU(s): All OU's

Set Permissions

☑ Self Password Reset ☑ Self Unlock Account □ Self Update Attributes

☑ Unlock Account on behalf of User ☑ Reset Password on behalf of User □ Set Password Expiry Notification

□ Automatic User Account Unlock □ Automatic User Enrollment (Through email) □ Change Password at next logon

Figure 19: Policy Configuration

9 Multifactor Authentication

Lepide Active Directory Self Service allows users to authenticate using multiple options and validate their account for unlock and reset activities. Users can validate through:

1. Security Question and Answer
2. One Time Password

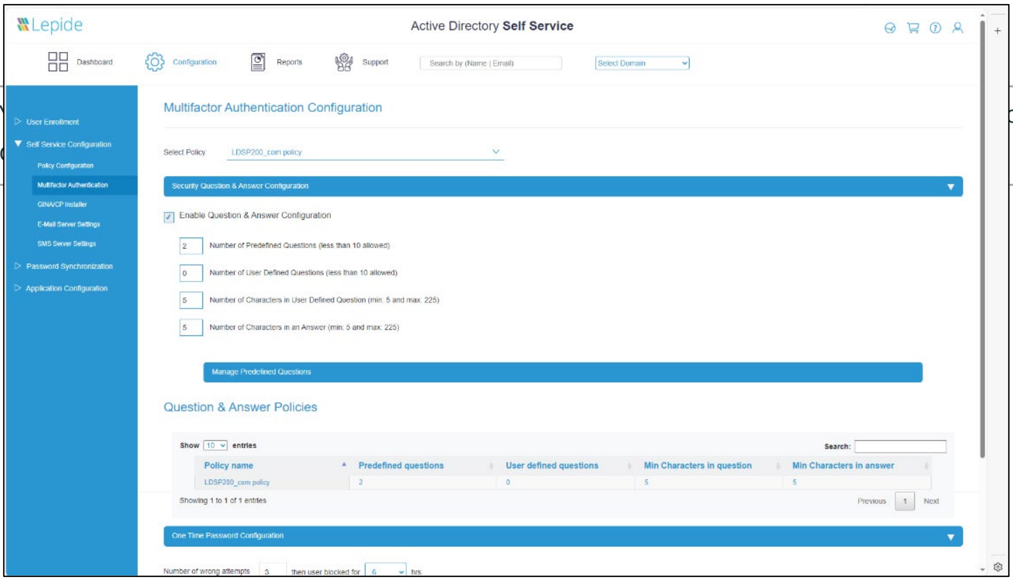
Before performing any configuration, select the policy for which these authentication settings will be applicable. Select the appropriate policy from the list of configured policies provided in the Select Policy drop-down menu.

9.1 Security Question and Answer Configuration

NOTE: Y

own Tab

(


Active Directory **Self Service**

Multifactor Authentication Configuration

Select Policy: LDSP200_com policy

Security Question & Answer Configuration

☑ Enable Question & Answer Configuration

- 2 Number of Predefined Questions (less than 10 allowed)
- 0 Number of User Defined Questions (less than 10 allowed)
- 5 Number of Characters in User Defined Question (min: 5 and max: 225)
- 5 Number of Characters in an Answer (min: 5 and max: 225)

Manage Predefined Questions

Question & Answer Policies

Show 10 entries Search:

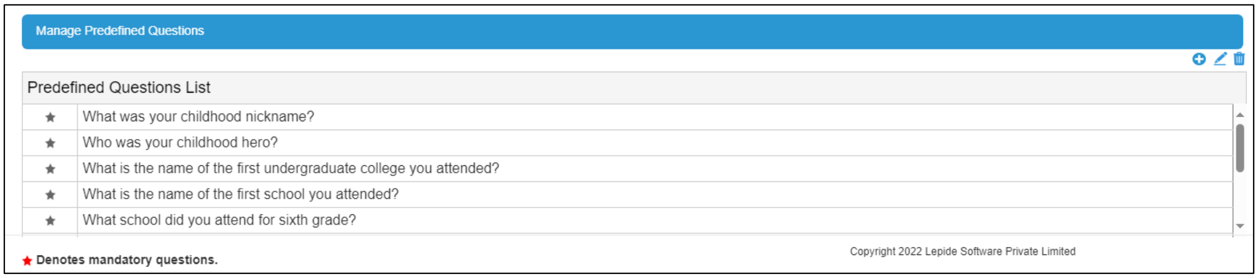
Policy name	Predefined questions	User defined questions	Min Characters in question	Min Characters in answer
LDSP200_com policy	2	0	5	5

Showing 1 to 1 of 1 entries Previous 1 Next

One Time Password Configuration

Number of wrong attempts 3 then user blocked for 6 hrs.

Figure 20: Select Policy


Manage Predefined Questions

Predefined Questions List

- ★ What was your childhood nickname?
- ★ Who was your childhood hero?
- ★ What is the name of the first undergraduate college you attended?
- ★ What is the name of the first school you attended?
- ★ What school did you attend for sixth grade?

★ Denotes mandatory questions.

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Figure 21: Manage Predefined Questions

Question and Answer Settings

Enter the details as given in the table below to perform Q&A settings.

Number of Predefined Questions	Mention the number of predefined questions that you want the domain users to select while enrolling. (Less than 10 allowed)
Number of User Defined Questions	Mention the number of user-defined questions that you want the domain users to create. (Less than 10 allowed)

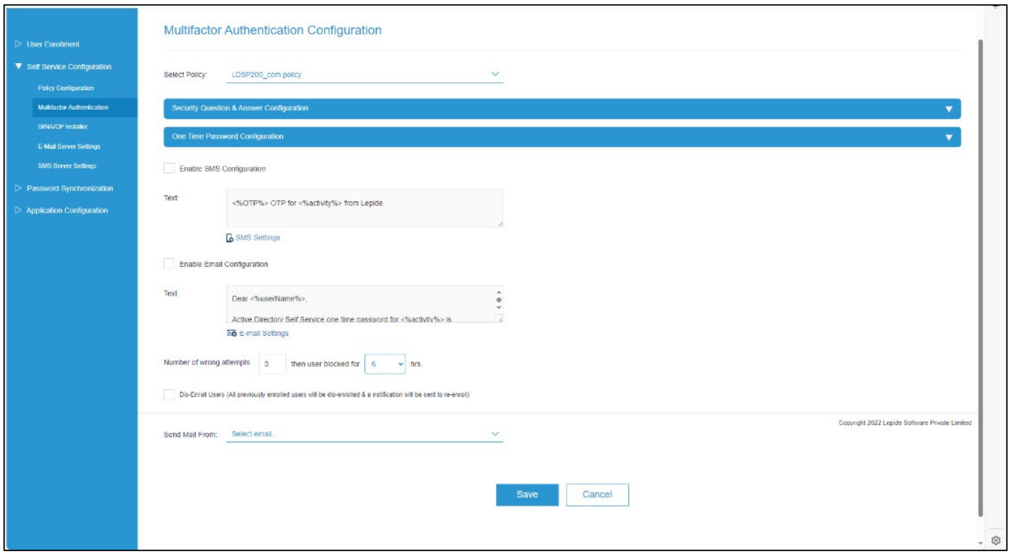
Number of Characters in User Defined Question	Mention the number of characters that a user defined question can contain. (Minimum 5 characters and maximum 225 characters allowed)
Number of Characters in an Answer	Mention the number of characters that an answer can contain. (Minimum 5 characters and maximum 225 characters allowed)

9.2 One Time Password Configuration

This section allows you to configure OTP settings for self-service actions.

You can either enable sending OTP through both SMS and email or either one of them. If needed, the OTP notification text can be edited.

You can also use the SMS and email settings link to perform required settings (if this has not been done previously).


User Enrollment
Self Service Configuration
Policy Configuration
Multifactor Authentication
GINA/CP Installer
E-Mail Server Settings
SMS Server Settings
Password Synchronization
Application Configuration
Security Question & Answer Configuration
One Time Password Configuration
SMS Settings
E-mail Settings
Save
Cancel
Copyright 2022 Lepide Software Private Limited

Multifactor Authentication Configuration

Select Policy: LDSP200_com policy

□ Enable SMS Configuration

Text: <%OTP%> OTP for <%activity%> from Lepide

□ Enable Email Configuration

Text: Dear <%userName%>,

Active Directory Self Service one time password for <%activity%> is

Number of wrong attempts 3 then user blocked for 6 hrs.

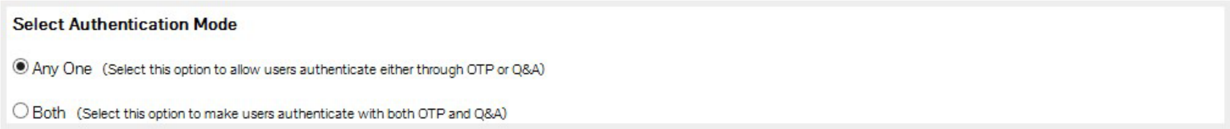
□ Dis-Enroll Users (All previously enrolled users will be dis-enrolled & a notification will be sent to re-enroll)

Send Mail From: Select email..

Figure 22: Enable SMS Configuration

9.3 Authentication Mode

This option appears when both security questions and OTP have been enabled. You can choose whether users authenticate themselves with both Q&A and OTP or just with either one of them.



Select Authentication Mode

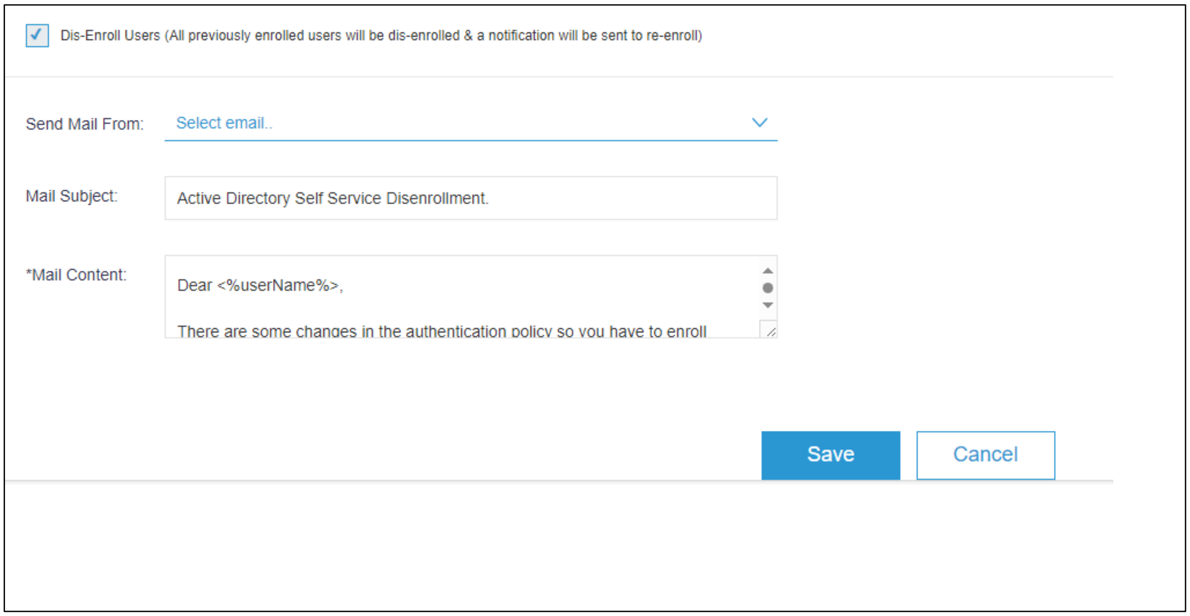
● Any One (Select this option to allow users authenticate either through OTP or Q&A)

○ Both (Select this option to make users authenticate with both OTP and Q&A)

Figure 23: Select Authentication Mode

9.4 Disenrollment

Check this to dis-enroll all currently enrolled users with previous policies. If you have made some changes in the authentication modes or created new policies and you wish users to register as per the new settings, you can select this option to automatically dis-enroll them.



☑ Dis-Enroll Users (All previously enrolled users will be dis-enrolled & a notification will be sent to re-enroll)

Send Mail From: Select email..

Mail Subject: Active Directory Self Service Disenrollment.

*Mail Content: Dear <%userName%>,

There are some changes in the authentication policy so you have to enroll

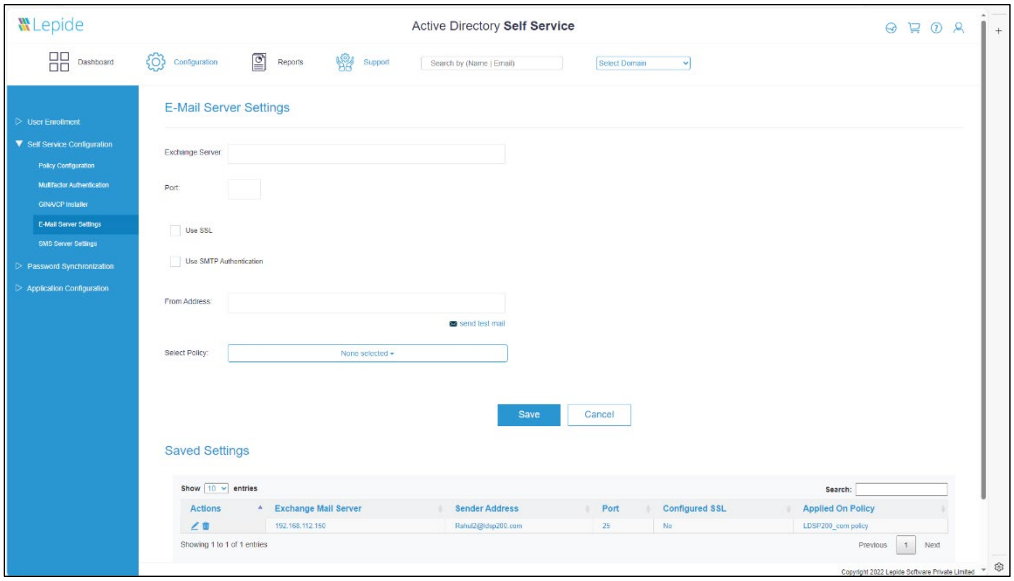
Figure 24: Disenrollment

Users will receive a notification email informing them that they need to re-enroll with LADSS. You can select the mail sender and edit the email subject and content.

10 E-mail Server Settings

You need to configure the Mail server for sending Scheduled Reports from the Solution. You can edit the settings later if you want to use another Server as per your mail server. Multiple exchange servers can also be configured for using specific mail servers for different domains.

- To perform mail server settings, click the E-mail Server Settings option under the Configuration tab.



E-Mail Server Settings

Exchange Server:

Port:

□ Use SSL

□ Use SMTP Authentication

From Address:

Select Policy: None selected

Saved Settings

Show 10 entries

Search:

Actions	Exchange Mail Server	Sender Address	Port	Configured SSL	Applied On Policy
	192.168.112.150	Rahul2@ldsp200.com	25	No	LDSP200_com policy

Showing 1 to 1 of 1 entries

Figure 25: Email Server Settings

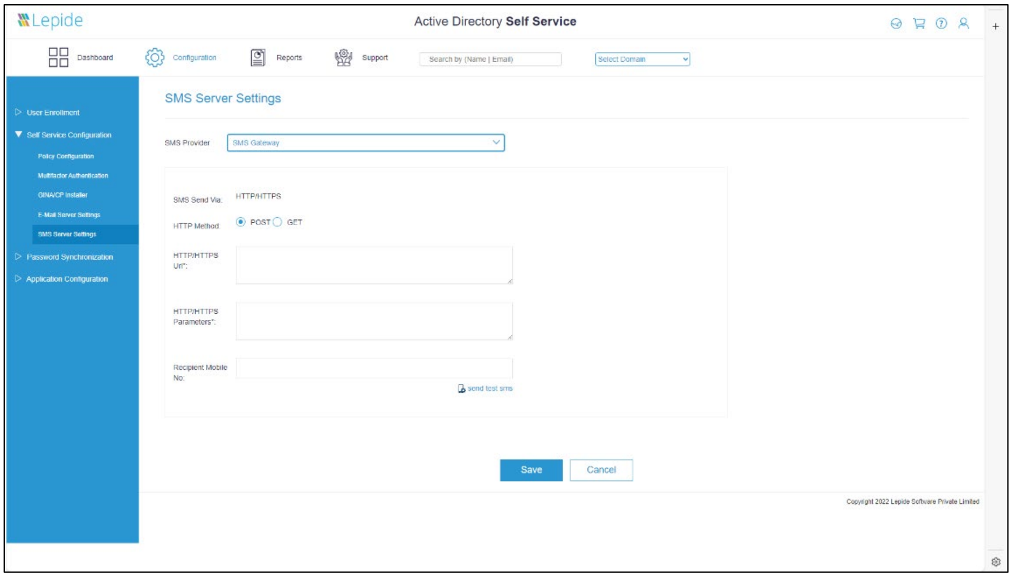
To configure email server settings, follow the steps below:

1. **Exchange Mail Server:** Type the Exchange Mail Server Name or IP Address.
2. **Port**: Enter mail server port number.
3. **Use SSL:** Enable secure socket layer connection if applicable.
4. **SMTP** Authentication: Provide SMTP Username and SMTP Password in the given fields.
5. **From Address:** Provide sender's Email address in the given field. This email address will be used for sending all the scheduled reports.
6. Click **Save** to complete adding email server. It is recommended that you use the **Send Test Email** button to test the mail server configuration.

11 SMS Server Settings

To send OTP via SMS, you need a GSM modem and a SIM card for communication. Install the modem on the system where the software is installed. SMS data charges will apply as per your service provider.

Alternatively, you can configure SMS Server Settings **through SMS Gateway** via get & Post Method by providing the HTTP/(s) Url and Parameters along with a mobile Number as shown in the image below:



SMS Server Settings

SMS Provider: SMS Gateway

SMS Send Via: HTTP/HTTPS

HTTP Method: ● POST ○ GET

HTTP/HTTPS Url*:

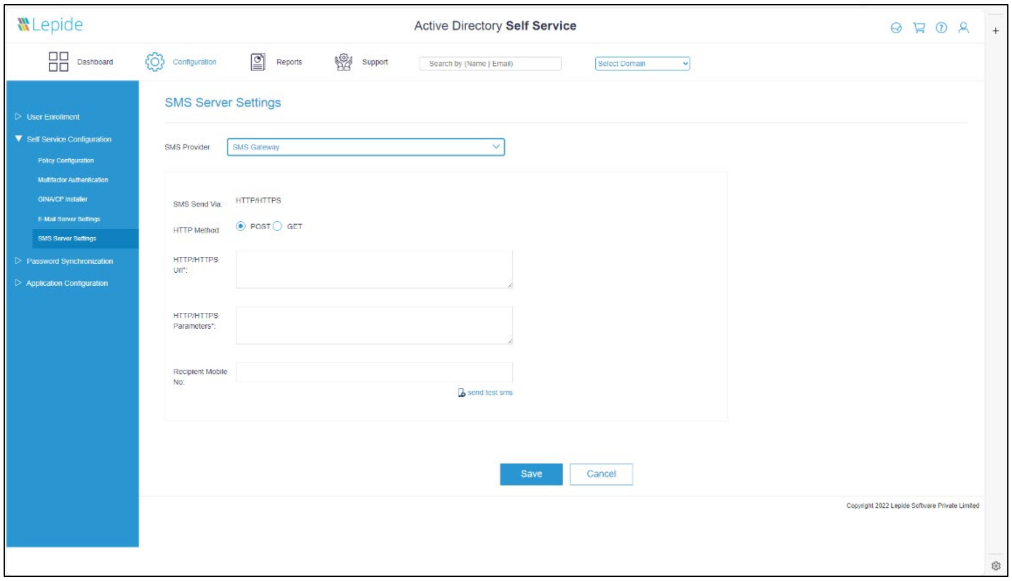
HTTP/HTTPS Parameters*:

Recipient Mobile No:

Figure 26: SMS Server Settings

To configure SMS server settings **through GSM Gateway**, follow the steps below:

1. The **SMS Provider** is by default selected as GSM Modem
2. Enter the **COM Port** number as 3
3. Enter the **Number of Attempts** to be made for sending the OTP
4. Enter the **Time-out** value until which the software will attempt sending the SMS
5. Enter the **Baud Rate** value. It is the rate at which information is transferred into your communication channel
6. Enter a valid **Recipient Mobile Number** from which the SMS will be sent
7. Click **Save** to complete the SMS settings. It is recommended that you use the **Send Test SMS** button to test the SMS server configuration.



SMS Server Settings

SMS Provider: SMS Gateway

SMS Send Via: HTTP/HTTPS

HTTP Method: ● POST ○ GET

HTTP/HTTPS Url*:

HTTP/HTTPS Parameters*:

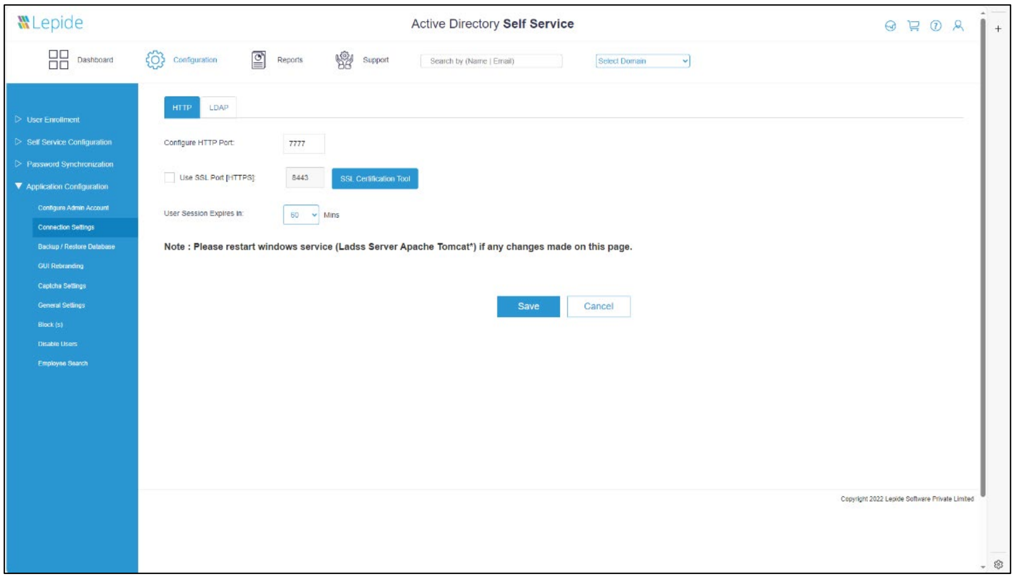
Recipient Mobile No:

Figure 27: SMS Server Settings

12 Connection Settings

Web Server settings can be updated to change the port number. By default, the preconfigured HTTP port number is 7777. The given port number is used to connect with the software from anywhere in the domain.

1. **Configure HTTP Port:** You can change and enter another port number as per your priorities
2. Set **User Session Expiry** duration: Select the time interval after which user session will automatically expire if no activity has been performed in the selected time
3. **SSL Port [HTTP]:** Select the Use SSL Port [HTTPS] check box if Secure Socket Layer (SSL) is used in your network. LADSS automatically uses a default certificate to populate the HTTPS port field
4. To import your own SSL trusted certificate, click on the **SSL Certification Tool** tab. Enter the required company details and generate a CSR file. Follow the onscreen process to successfully incorporate SSL security.



Configure HTTP Port: 7777

□ Use SSL Port [HTTPS]: 8443

User Session Expires in: 60 Mins

Note : Please restart windows service (Ladss Server Apache Tomcat*) if any changes made on this page.

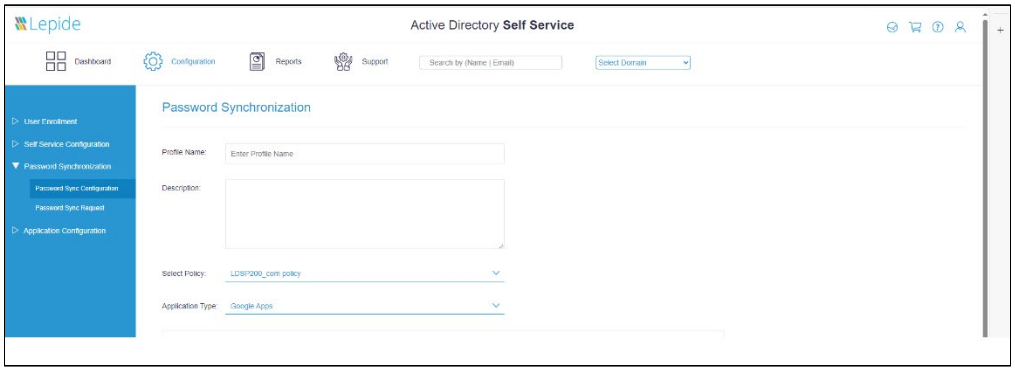
Figure 28: Connection Settings

13 Password Synchronization

Password Synchronization enables the synchronization of third party applications and allows you to reset those particular passwords from the solution itself. Currently, password sync is supported for Office 365, IBM AS400 and Google Apps.

Follow the steps below to enable password synchronization:

1. Enter profile name of your choice
2. Provide a description
3. Select the policy on which the settings will be applicable
4. Now select the Application type



Password Synchronization

Profile Name: Enter Profile Name

Description:

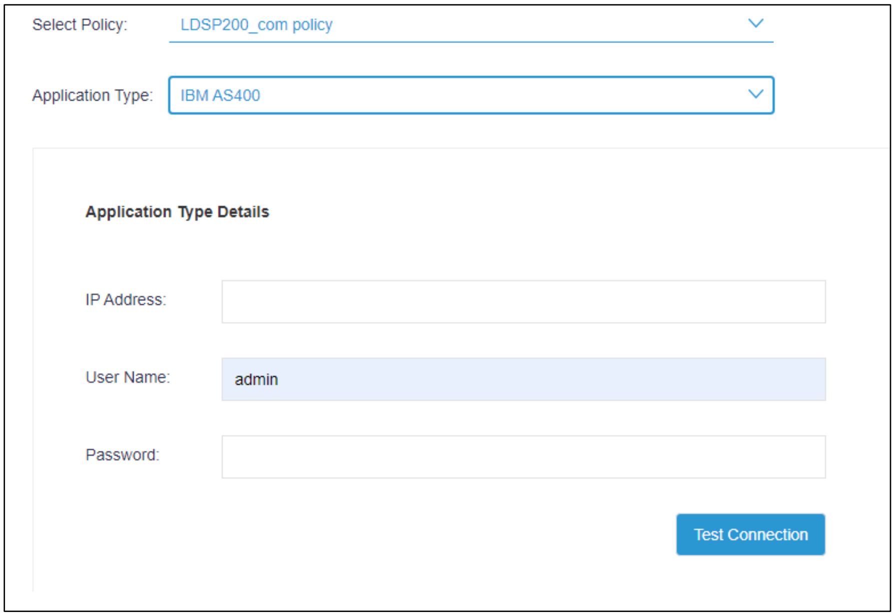
Select Policy: LDSP200_com policy

Application Type: Google Apps

Figure 29: Password Synchronization

Application type details for IBM:

1. Enter IP Address of your IBM Server.
2. Enter Username of the server account.
3. Enter Password



Select Policy: LDSP200_com policy

Application Type: IBM AS400

Application Type Details

IP Address:

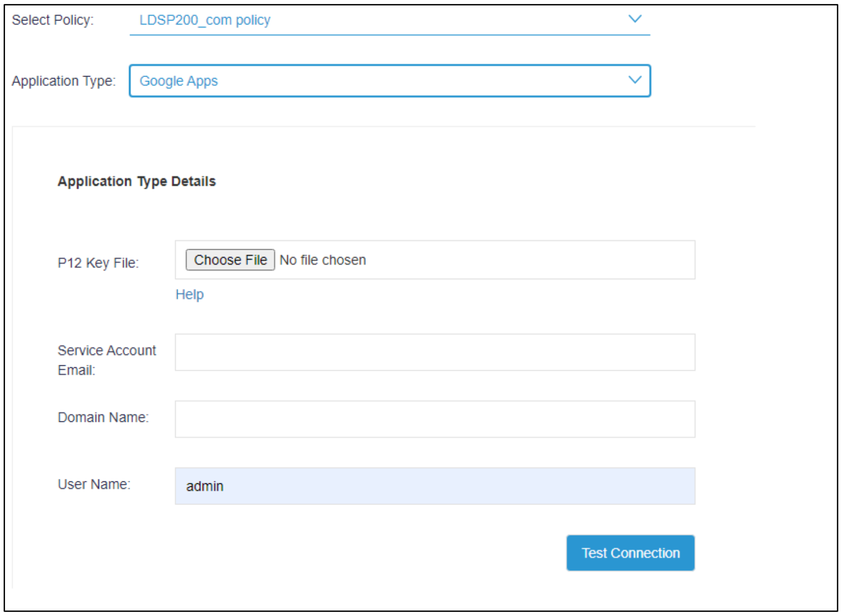
User Name: admin

Password:

Figure 30: Application Type Details

Application type details for Google Apps:

1. Browse and select the P12 Key File. To generate a P12 key file, refer to this link: https://www.lepide.com/guide/ladss-generate-P12-key.pdf
2. Enter the service account email address.
3. Enter Domain name
4. Enter Username



Select Policy: LDSP200_com policy

Application Type: Google Apps

Application Type Details

P12 Key File: Choose File No file chosen

Help

Service Account Email:

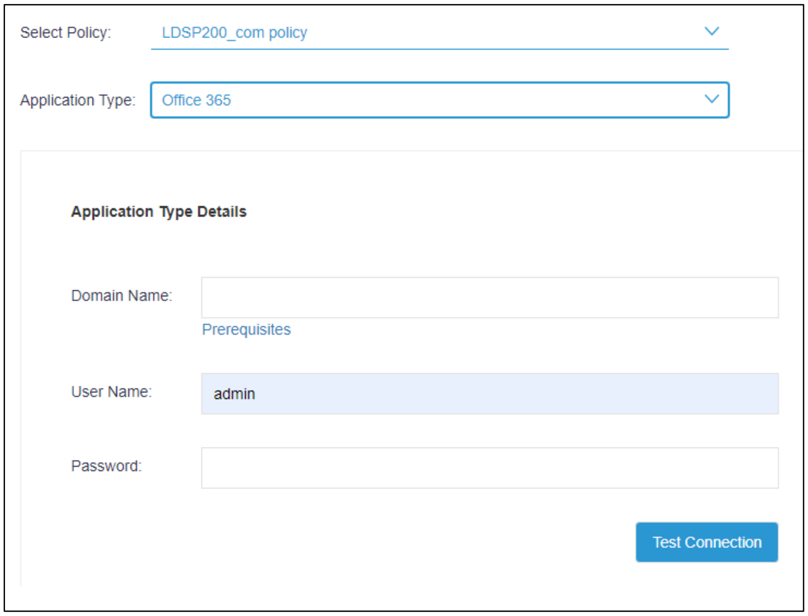
Domain Name:

User Name: admin

Figure 31: Application Type Details for Google Apps

Application type details for Office 365:

1. Enter the domain name of your Office 365 account.
2. Enter a valid username
3. Enter password



Select Policy: LDSP200_com policy

Application Type: Office 365

Application Type Details

Domain Name:

User Name: admin

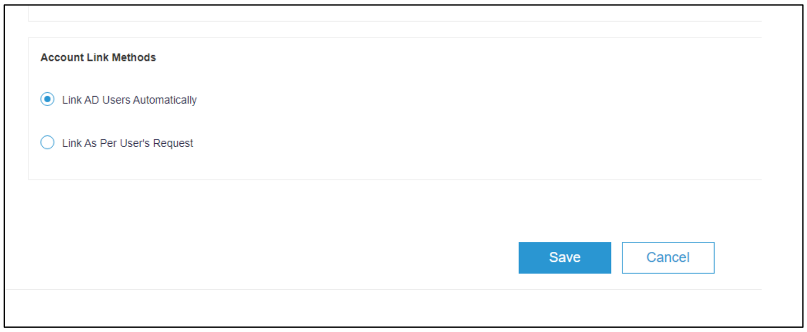
Password:

Figure 32: Application Type Details for Office 365

You can test the connection in every case after entering the respective details.

Account Link methods

1. Link AD users automatically: Use this method to link all users within the selected policy automatically.
2. Link as per user's request: Use this method to link accounts when a particular user requests for synchronization.
3. Click **Save** to finish the password sync settings.



Account Link Methods

● Link AD Users Automatically

○ Link As Per User's Request

Figure 33: Account Link Methods

14 Backup/Restore Database

The Backup/Restore Database settings section comprises of three sub-sections:

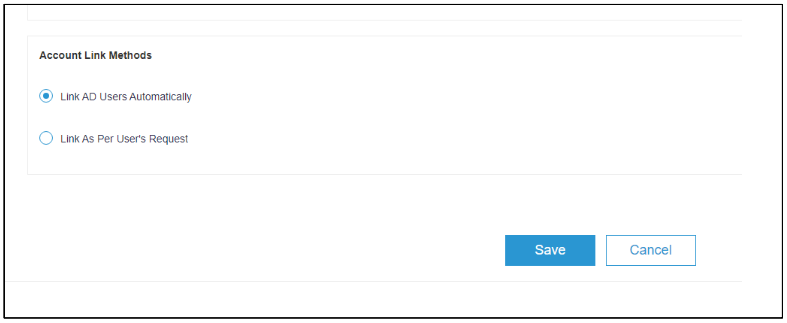
1. Create New Backup
2. Set Schedule Time
3. Restore Backup

14.1 Create New Backup

In this section you can create a backup of the application's existing database. Running a database backup will create a database export file and store it in your system.

To create a backup you need to click on the **Backup** button.

Lepide Active Directory Self Service stores the backup in a zipped file format in its system files where the solution was installed. For example: *C:\Program Files\Lepide Active Directory Self Service\tomcat\bin\backup*



Account Link Methods

● Link AD Users Automatically

○ Link As Per User's Request

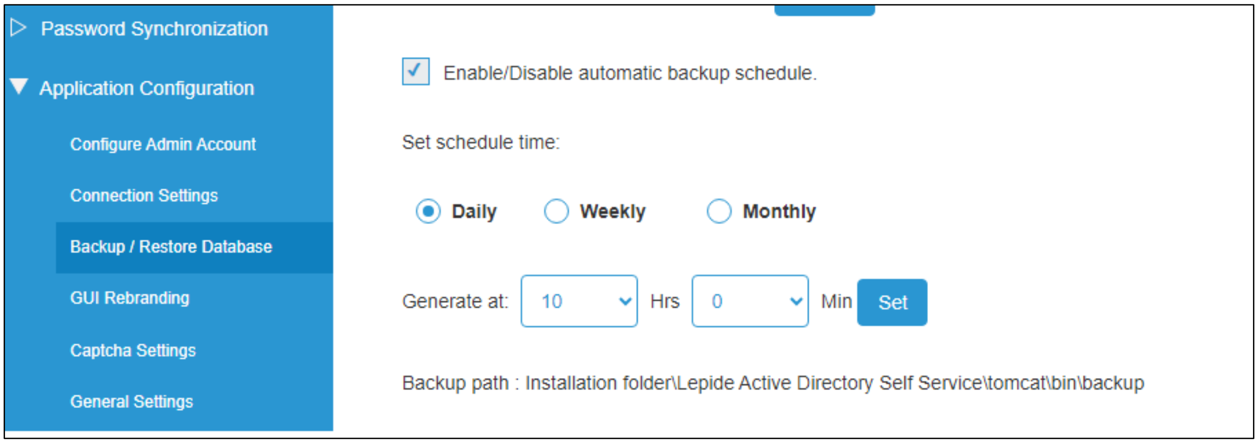
Figure 34: Create Backup

14.2 Set Backup Schedule

To schedule running a database backup you need to execute the following steps:

1. Select the Daily, Weekly or Monthly option.
2. Select the backup process start time from the dropdown.
3. Click on the Set button to complete the process.

You can enable or disable the automatic backup schedule option by using the given checkbox.



☑ Enable/Disable automatic backup schedule.

Set schedule time:

● Daily ○ Weekly ○ Monthly

Generate at: 10 Hrs 0 Min

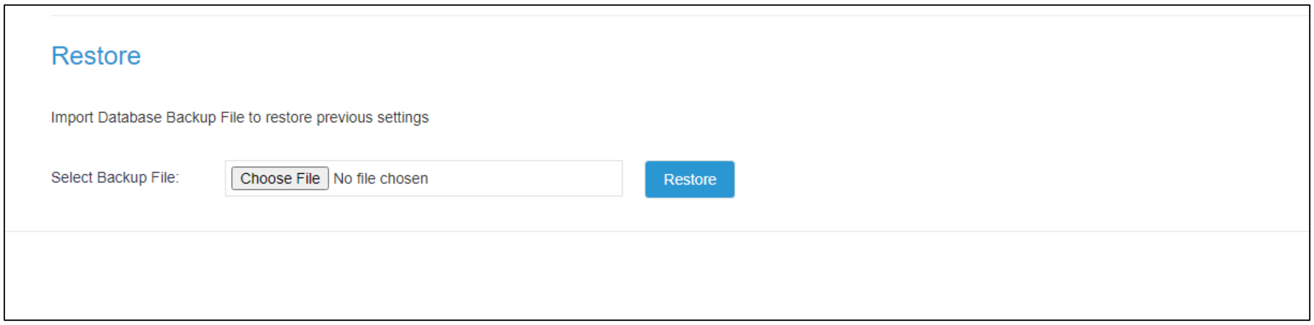
Backup path : Installation folder\Lepide Active Directory Self Service\tomcat\bin\backup

Figure 35: Set Schedule Time

14.3Restore Backup

This section explains how to use an existing backup to restore the application's database.

Use the **Browse** button to select a backup file. Click the **Restore** button to restore the application's database using backup.



Restore

Import Database Backup File to restore previous settings

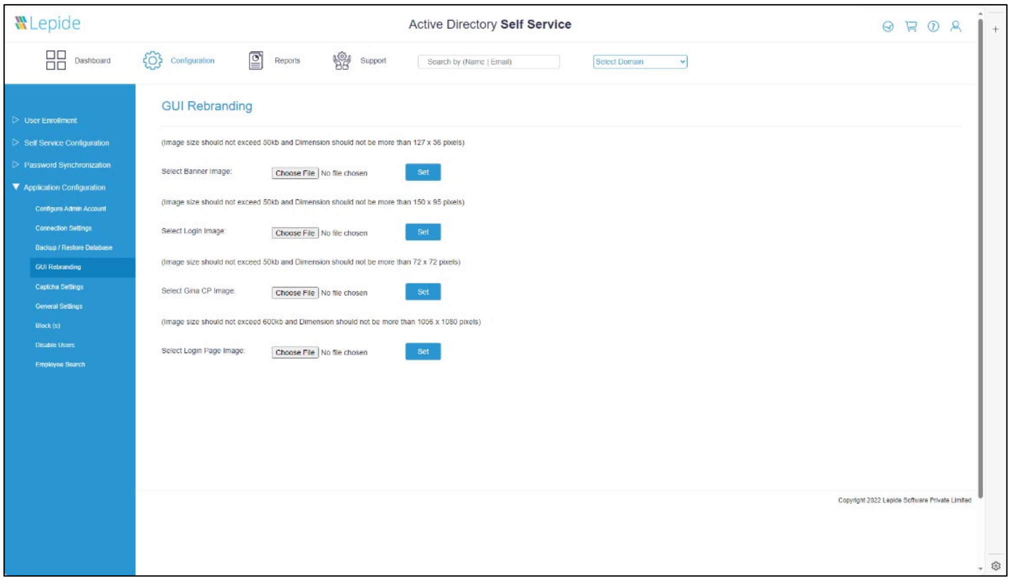
Select Backup File: No file chosen

Figure 36: Restore Backup

15 GUI Rebranding

You can customize the application's GUI by using your company’s logo and banner image. To rebrand the GUI of the application you need to execute the following steps:

1. Click on the **Browse** button in the Select Banner Image field and browse a Banner Image file as per your choice. Click on the **Set** button to upload the image.
2. Click on the **Browse** button in the Select Login Image field to browse a Login Image file as per your choice. Click on the **Set** button to upload the image.



GUI Rebranding

(Image size should not exceed 50kb and Dimension should not be more than 127 x 36 pixels)

Select Banner Image: Choose File No file chosen Set

(Image size should not exceed 50kb and Dimension should not be more than 150 x 95 pixels)

Select Login Image: Choose File No file chosen Set

(Image size should not exceed 50kb and Dimension should not be more than 72 x 72 pixels)

Select Gina CP Image: Choose File No file chosen Set

(Image size should not exceed 600kb and Dimension should not be more than 1056 x 1080 pixels)

Select Login Page Image: Choose File No file chosen Set

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Figure 37: GUI Rebranding

16 Captcha Settings

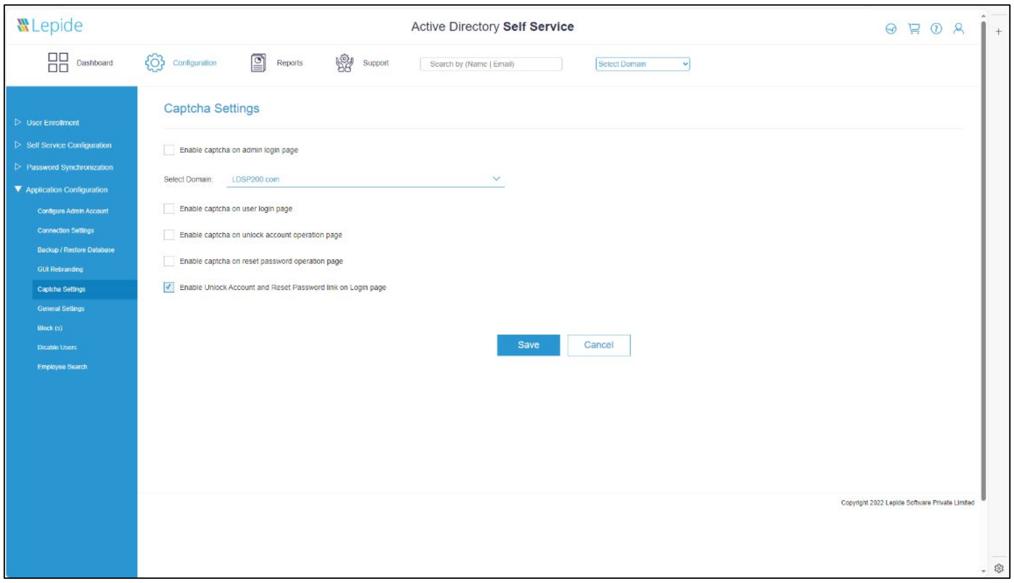
You can enable captcha on the login pages and other self-service activity pages to ensure more authenticity and an added layer of security.

Select the first checkbox to enable captcha on the Admin Login page.

For enabling captcha on rest of the options, first select the respective domain.

1. Select the second checkbox to enable captcha on the User Login page.
2. Select the third checkbox to enable captcha on the Unlock Account operation page.

3. Select the fourth checkbox to enable captcha on the Reset Password operation page.



Captcha Settings

□ Enable captcha on admin login page

Select Domain: LDSP200.com

□ Enable captcha on user login page

□ Enable captcha on unlock account operation page

□ Enable captcha on reset password operation page

☑ Enable Unlock Account and Reset Password link on Login page

Figure 38: Captcha Settings

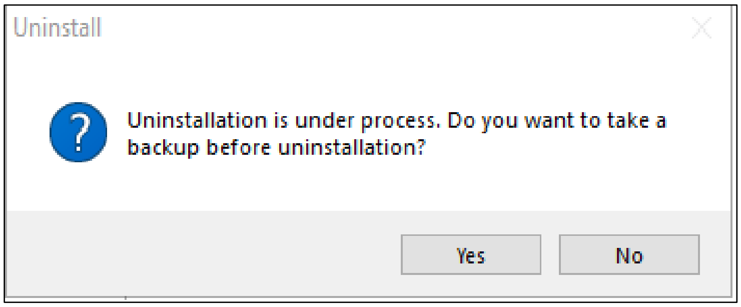
17 Uninstalling the Solution

To remove Lepide Active Directory Self Service, follow the instructions below:

1. Click **Start**, go to **Control Panel/Settings**. The Control Panel window appears.

2. Double click the **Add or Remove Programs** icon or the **Program and Features** option (Windows 8 and above). A list of the programs installed on your computer appears.

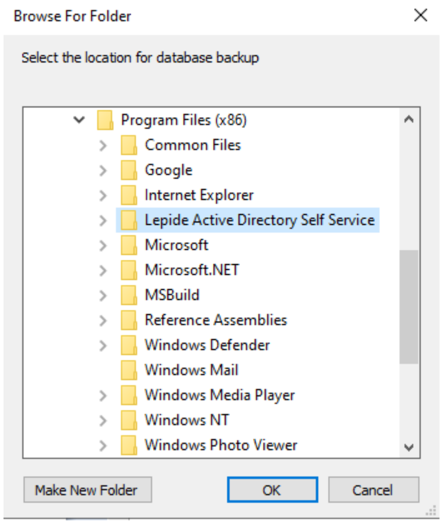
3. Select **Lepide Active Directory Self Service** and click the **Uninstall** button. A backup instruction message appears onscreen before un-installing the software.



Uninstallation is under process. Do you want to take a backup before uninstallation?

Figure 39: Uninstall

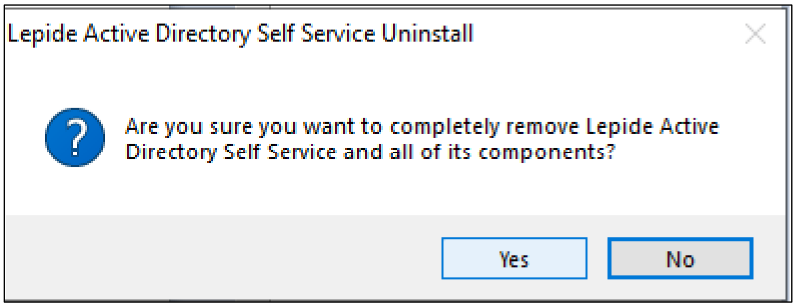
4. Click the **Yes** button to take a backup at your preferred location and click **Ok**.



Browse For Folder

Select the location for database backup

Figure 40: Browse for Folder



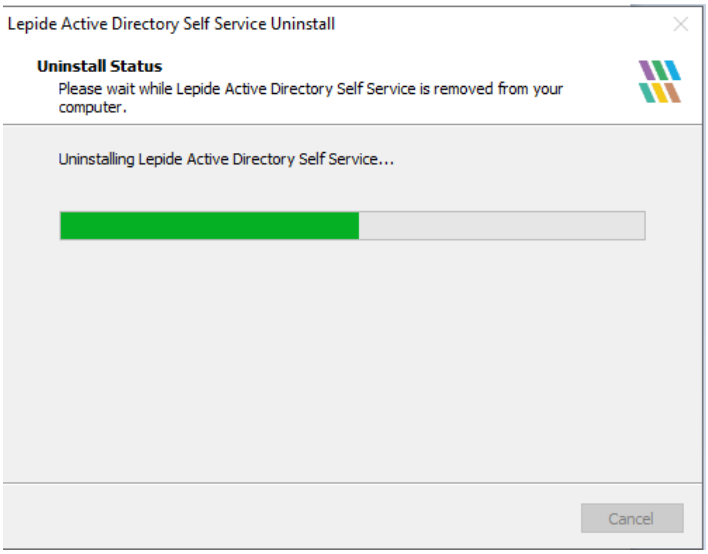
Lepide Active Directory Self Service Uninstall

Are you sure you want to completely remove Lepide Active Directory Self Service and all of its components?

Figure 41: Confirm Uninstallation

5. Click **Yes** to start the un-installation process.

6. The uninstallation process is in progress.



Lepide Active Directory Self Service Uninstall

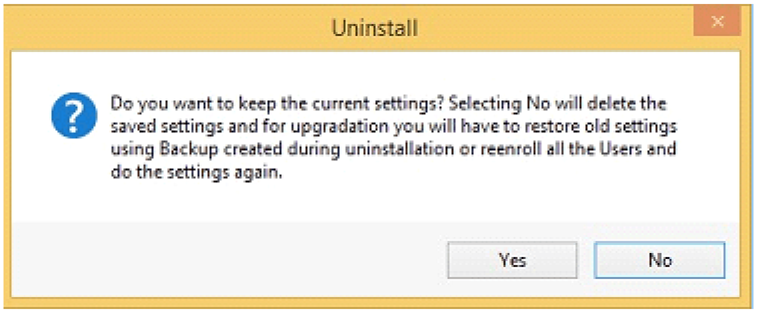
Uninstall Status

Please wait while Lepide Active Directory Self Service is removed from your computer.

Uninstalling Lepide Active Directory Self Service...

Figure 42: Uninstall Status

7. The solution confirms whether you wish to keep the current settings or delete them. Click Yes/No as required.

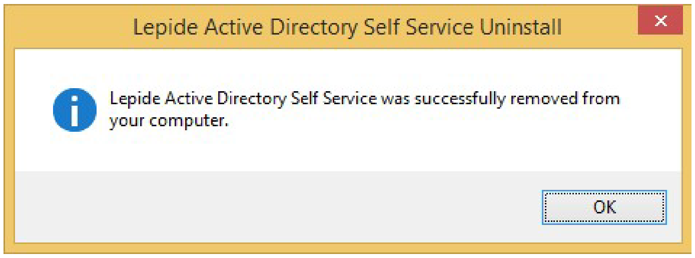


Uninstall

Do you want to keep the current settings? Selecting No will delete the saved settings and for upgradation you will have to restore old settings using Backup created during uninstallation or reenroll all the Users and do the settings again.

Figure 43: Choose Whether to Keep the Current Settings

8. Lepide Active Directory Self Service will be successfully uninstalled from your computer system.



Lepide Active Directory Self Service Uninstall

Lepide Active Directory Self Service was successfully removed from your computer.

Figure 44: Uninstall Confirmation

- To remove the remaining elements, delete its program installation folder manually and then empty the Recycle Bin as well.

- After following the steps above, Lepide Active Directory Self Service will be uninstalled successfully from your computer system.

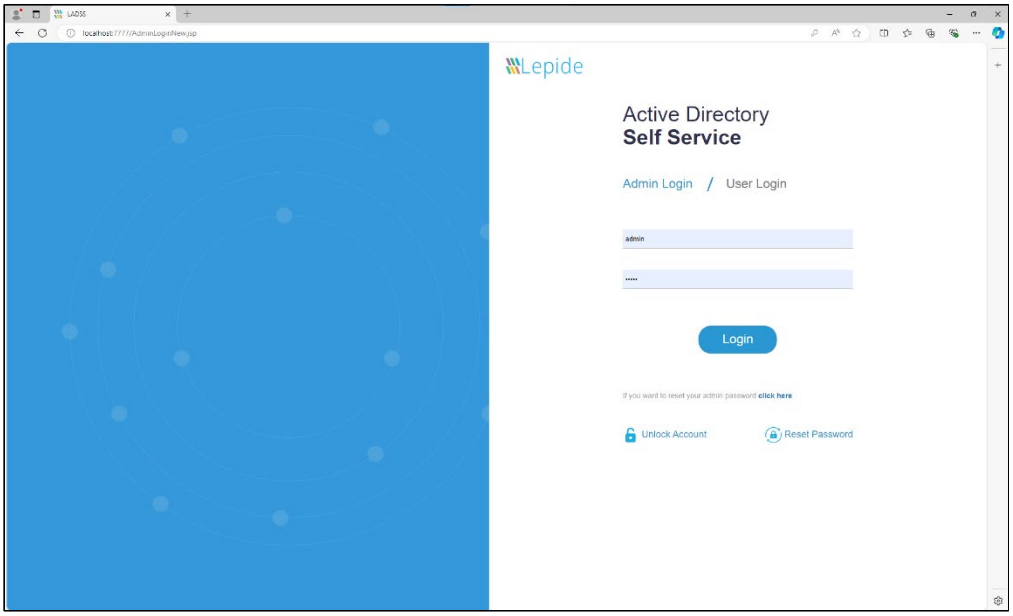
18 License Activation

The free version of Lepide Active Directory Self Service offers a license for 50 Users only. When enrolling more than 50 Users, you will need to purchase additional licenses.

To purchase licenses, contact our sales team at sales@lepide.com.

If you are using the free version of the product, follow these steps to purchase a license and activate it following these steps:

1. Open the web interface of software and login with administrator credentials



localhost:7777/AdminLoginNew.jsp

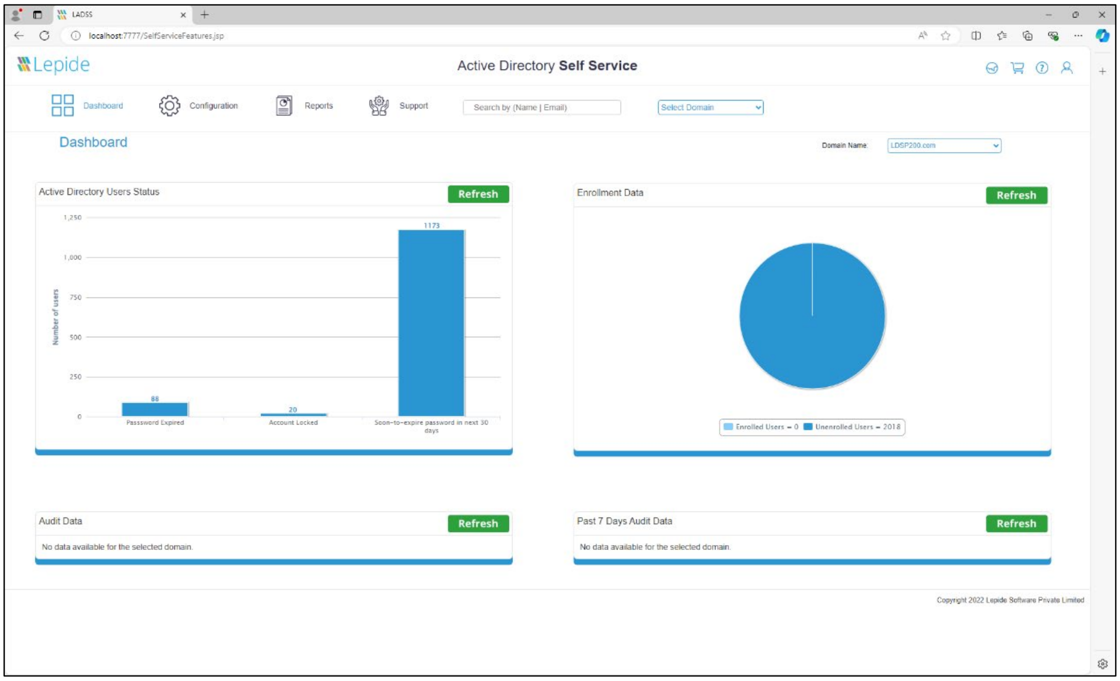
admin

•••••

If you want to reset your admin password **click here**

Figure 45: Login

2. The Dashboard is the default screen that opens up.



localhost:7777/SelfServiceFeatures.jsp

Domain Name: LDSP200.com

No data available for the selected domain.

No data available for the selected domain.

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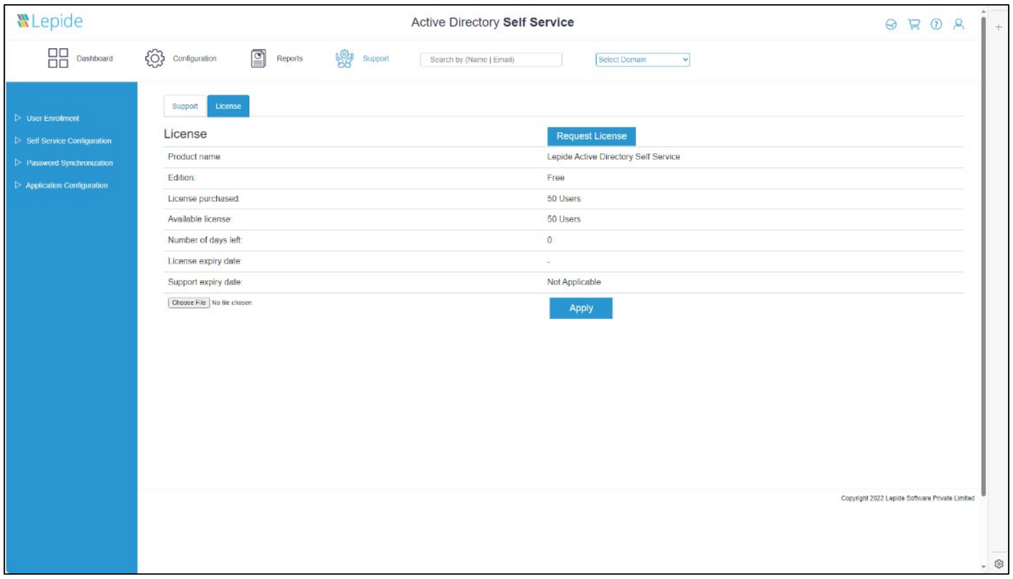
Figure 46: Dashboard

3. Go to the **Support** tab and click on **License** in the left pane.

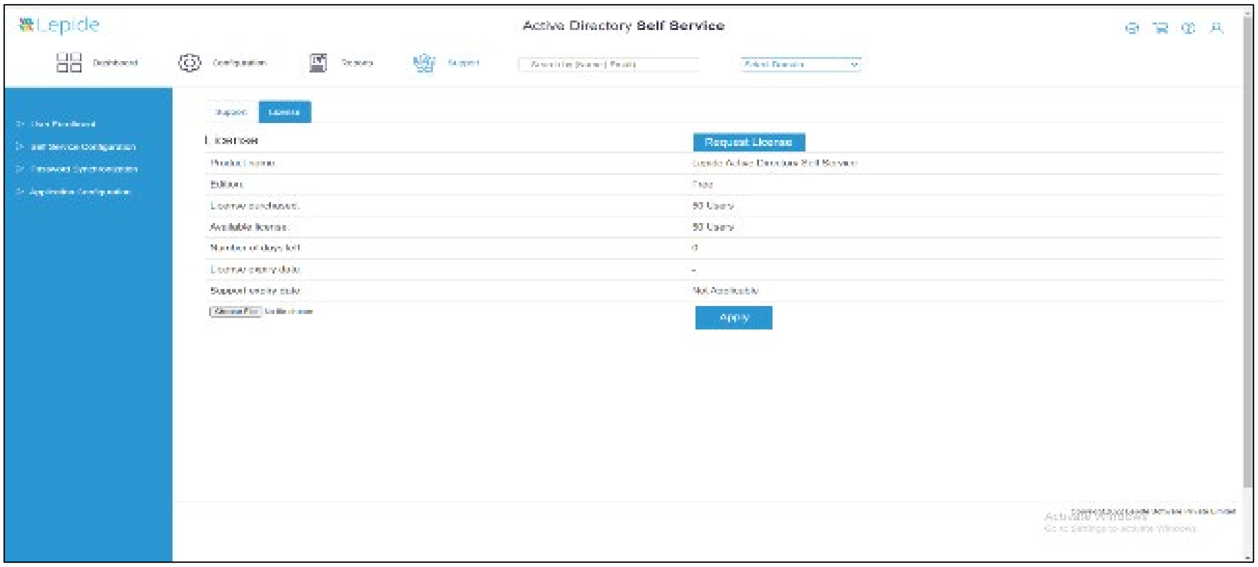


License

Product name	Lepide Active Directory Self Service
Edition:	Free
License purchased	50 Users
Available license:	50 Users
Number of days left:	0
License expiry date:	-
Support expiry date:	Not Applicable

Figure 47: License Details

4. Click on the Request License link on the right-top corner. License request file is saved by default on this location: **C:\Documents and Settings\User\My Documents\Downloads** by the name of **adss(alphanumeric code).request**.
5. Send this file to the Lepide Software sales team at sales@lepide.com.
6. Lepide will send you a license activation file as per the license purchased.
7. Save that file to the local disk.



Licenses

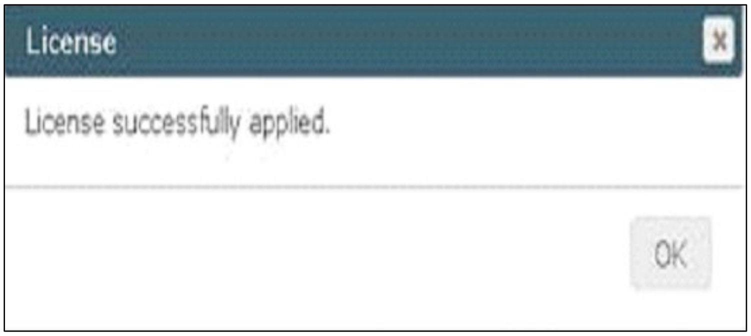
Product name:	Lepide Active Directory Self Service
Edition:	Free
License purchased:	50 Users
Available license:	50 Users
Number of days left:	0
License expiry date:	-
Support expiry date:	Not Applicable

Choose File No file chosen

Figure 48: Select License File

8. Open software web-interface and Go to the **Support, License** page. And click on **Browse** button against the **Select License File** field.
9. Locate and add the license activation file to the path provided.

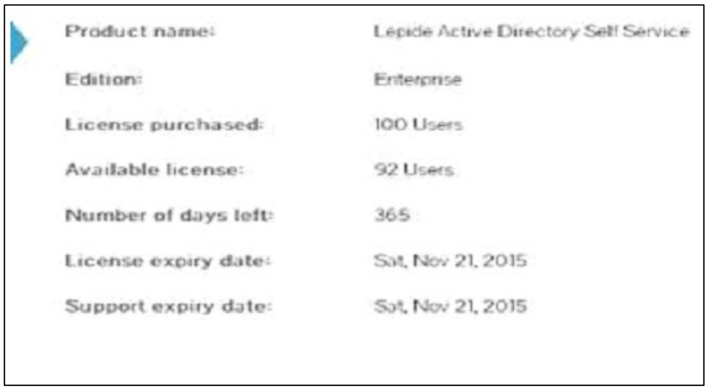
10. Click on the **Apply** button to activate the license. The following message appears.



License successfully applied.

Figure 49: License Successfully Applied

11. Click on **OK** and the license details will be displayed on the screen:



Product name:	Lepide Active Directory Self Service
Edition:	Enterprise
License purchased:	100 Users
Available license:	92 Users
Number of days left:	365
License expiry date:	Sat, Nov 21, 2015
Support expiry date:	Sat, Nov 21, 2015

Figure 50: License Details

19 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/

20 Trademarks

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