%Lepide

QUICK START GUIDE

ACTIVE DIRECTORY CLEANER

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1.Introduction

The **Active Directory Cleaner** enables you to configure alerts and remedial actions for inactive users. It can be configured while adding a domain or modifying an existing domain.

2. Configuring the Active Directory Cleaner

The Active Directory Cleaner option is found in Advanced Domain Configuration.

To display the Advanced Domain Configuration screen:

- 1. Click the **Settings** icon
- 2. Click on the **Active Directory Component** and the following screen will be displayed:

Sattings					
Sectored S					
Component Management				1	Actions
- S lepidesales.com	Iepidesales.com			Call operation on 1 2210/2022 11:30:00 MH (B)	lanidezalez zom
-B DM-LEPIDE\SQLEXPRESS(SQL	Component Change Audting Status	Health Monitoring Status	Non-Owner Malbox Agent Status	Detain	reproesaies.com
If leppsoft.onmicrosoft.com(Ex	م م	م ا	•	م م	X Remove
- If lepsp.onmicrosoft.com(Excha	Active Directory				Uninstall Agent
Ep lepsp-admin.onmicrosoft.com	The DC-LEPIDE lepide Connection successful on : 2/10/2022.	Connection successful on : 2/10/2022	. N/A	N/A	\$7 Refresh
B - Ba nie servers	Crown Policy	N/A	N/A	Data insertion successful on 12/10/2022 11:24:33 AM	
C less semicrosoft com/Office	In DCJ.EPIDE legide Connection successful on : 2/10/2022	N/A	N/A	N/A	Create Active Directory Backup
1 nuctechno.comicrosoft.com	if Data Insertion N/A	N/A	N/A	Data insertion successful on : 11/5/2021 4:25:19 PM	Create Group Policy Backup
- Ceneral Settings					
Delegation Control					De la contra la bia
Current Permission Scan Settings					import from Arthine
Message Delivery Settings					Archive Now
Default SQL Server Settings					
- 50 UEBA					Properties
Agent Settings					
LDSP Report Viewer (beta)					Manage Disk Space
	More Information				
	More Information				
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	More Information Auding Status	itoring, Lepide Active Directory Cleaner	and Lepide User Password Expiration	n Reminder in enabled	
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	C More Information Auding Satus Auding in of enabled Arther Oversity autoing, Group Policy Auding and Heath Mer Exchange Forer Auding, Nin-Ower Mailor Autors is Satelle	itaring, Lepide Active Directory Cleaner d	r and Lepide User Password Expiration	n Reminder is enabled	
	C ¹ More Information Auditog status Auditog and enabled Addre Directory Auditing, Group Pality Auditing and Health Mer Bothange Server Auditing, Nan-Owner Malibus Access is Stabile	itoring, Lepide Active Directory Cleaner d	r and Lepide User Password Expiration	n Reminder is enabled	
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	More Information Auditing Statute Auditing Statute And Development And Development	diseng, Lepide Adive Directory Ceaner 9 D Adi 194	e and Lepide User Password Expension	Neminder is enabled	
	More Information Auditory in defaulted Auditory in defaul	Alaring, Lepide Adive Directory Cleaner 9 9 AM 19 A	and Lepide User Password Expiration	n Reminder is enabled	

Figure 1: Active Directory Settings

3. Click **Properties** (found on the right-hand side of the screen)

The Domain Credentials dialog box is displayed:



		×
Omain Credentials Advanced Domain Configuration 4 IP Settings	Domain Credentials Please enter the domain credentials	
Database Settings Organizational Unit Settings Object Classes and Other Settings Archive Settings	Domain Name or IP : lepidesales.com	
	Password : Enable Audt @	
	Audting Method Without Agent Note : An agent for monitoring Non-owner mailbox access will be deployed.	
	With Agent	
	ОК	Cancel

Figure 2: Domain Credentials

4. Choose **Advanced Domain Configuration** (from the left-hand list of options) and the Advanced Domain Configuration dialog box is displayed:

							×
Domain Credentials Advanced Domain Configuration Bettings	Advanced Domain Configuration Please select component(s) and the server(s) to be audited						
Database Settings Organizational Unit Settings Object Classes and Other Settings Archive Settings	 Au Au Au 	idit Active Directory Idit Group Policy Idit Exchange Server	Active I Group I Health	Directory Backup 🕄 Policy Backup 🔌 Monitoring	Non-Owner Mail Active Directory User Password E	box Auditing Cleaner 🔧 xpiration Remin	م der م
		Component		Change Auditing	Health Monitoring	Non-Owner Ma	ilbox
	0	•	0	0	0		0
	~	Innidesales com	~	-	~		~
		Active Directory & E	vchango S				
		= DC-I EPIDE lepidesales of	m			N/A	
		Group Policy Server	c.			1073	
		IIII DC-I EPIDE lepidesales co	m		N/A	N/A	
						C	Q
						ОК	Cancel

Figure 3: Advanced Domain Configuration

- 5. Check the Active Directory Cleaner option to enable it
- 6. Once enabled, click the adjacent 📩 icon to open the Active Directory Cleaner settings dialog box.

2.1. Active Directory Cleaner Settings

Here you can configure settings to send notifications to inactive accounts and set up cleanup actions.

		×
Active Directory Cleaner Set	tings	
Please configure settings to send inact	ive accounts notification and set cleanup action(s).	
	Advanced Server Settings	E
Select OU :	All	
Set Time to Perform Actions/Send Notification :	10 - Hour(s) 00 - Minute(s)	
Notification Settings :		
Sender's Email Account :	LEPIDEALERTS	
Recipient Email Address :	0	
Action Settings :		
Select Action Template :	Do not perform any Action 🔹 🕂 🗡 🗙	
Send daily reports of inactive accounts		
Set Account Inactivity Period :	40 Day(s)	
Select Email Template :	Default Email Template1 🔹 🕈 🗡 🗙	
Select Account Status :	All	
	Apply Cancel	

Figure 4: Active Directory Cleaner Settings

1. Click the **Advanced Server Settings** link (top right of the dialog box) to select the domain controllers for which you want to enable the **Active Directory Cleaner:**

	×
Domain Controller Selections	
Please select domain controller(s) to find inactive accounts.	
Include : All -	ତ୍ୱ
Server Name	
DC-LEPIDE.lepidesales.com	Q
OK Cancel	

Figure 5: Select Domain Controllers

- 2. Check the domain controllers where you want to enable the cleanup feature. Uncheck the domain controllers where this feature is not required.
- 3. Click **OK** to apply the settings. It takes you back to the Active Directory Cleaner Settings dialog box.
- 4. **Organizational Unit**: You need to select the Organizational Units (OU's) for which the alerts will be generated. You can select **All** to select all Organizational Units.

Select OU :	All	
Figu	re 6: Option to select Organizational Unit	

To select specific Organizational Units, click the icon. The Organizational Unit Selection dialog box is displayed:



	CN=Users,DC=lepidesales,DC=com
	CN=Computers,DC=lepidesales,DC=com
 Foreign Security Principals	CN=ForeignSecurityPrincipals,DC=lepidesales,DC=com
 Program Data	CN=Program Data, DC=lepidesales, DC=com
 Microsoft	CN=Microsoft,CN=Program Data,DC=lepidesales,DC=con
 Managed Service Accounts	CN=Managed Service Accounts, DL=lepidesales, DL=con
 Keys	CN=Keys,DC=lepidesales,DC=com
 Domain Controllers	OU=Domain Controllers, DC=lepidesales, DC=com
	OU=US,DC=lepidesales,DC=com
 Lurope	OU=Europe,DC=lepidesales,DC=com
	OU=INDIA,DC=lepidesales,DC=com
	OU=LONDON,DC=lepidesales,DC=com
Iepidesales	DC=lepidesales,DC=com

Figure 7: Select the Organizational Units

- Check the boxes of Organizational Units to enable the cleanup for them. Uncheck the OUs where this feature is not required.
- Click **OK** to apply the settings.

It takes you back to the Active Directory Cleaner Settings dialog box:

	×
Active Directory Cleaner Settings	
Please configure settings to send inactive accounts notification and set cleanup ac	tion(s).
	Advanced Server Settings
	Advanced Server Settings
Select OU : All	
Set Time to Perform Actions/Send 10 - Hour(s) 00 - Minute(s) Notification :	
Notification Settings :	
Sender's Email Account : LEPIDEALERTS -	9
Recipient Email Address : testuser@cod.com	0
<	>
Action Settings :	
Select Action Template : test template *	D / X
Send daily reports of inactive accounts :	
Set Account Inactivity Period : 40 Day(s)	
Select Email Template : Default Email Template1	D / X
Select Account Status : All -	
Apply Cancel	

Figure 8: Active Directory Cleaner Settings

- 5. **Set Time**: Select the time at which either the action is to be performed, or the notification email sent.
- 6. **Notification Settings**: This section lets you configure the notification settings. It contains the following options.
 - a. **Sender's Email Account**: Select the email account from which you want to send the alert emails. The added email accounts of **Message Delivery Settings** will be listed here in the drop-down menu. You can also click the \bigcirc icon to add another account.
 - b. **Recipient Email Address:** Enter the email addresses of the recipients to which you want to send the notifications about the inactive accounts, their inactive period, and actions taken on inactive accounts.
- 7. Action Settings: Here, you can configure the action settings.
 - a. Select Action Template: An Action Template allows you to perform actions such

as random password setting, disabling accounts, moving accounts to a particular OU, and deleting accounts, after a specified number of days. You can also set notifications to inform the Administrator when the application automatically performs these actions.

See Section 2.2 below for more information on how to create, modify and delete Action Templates.

- 8. **Send Daily Reports**: Check this option to send daily reports for inactive accounts. With this option checked, the following settings become available:
 - a. **Select Account Inactivity Period:** Enter the number of days after which an account will be termed as an **Inactive Account**.
 - b. **Select Email Template**: Specify the email template which will be used when sending the alert email to the recipients. You can use the default email template, modify it, or create a new custom one. See section 2.3 for further information about email templates.
 - c. Select Account Status: This can be All, Enabled Only or Disabled Only

2.2. Action Templates

To Create a new Action Template:

• Click the • icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to add a new action template.

The following dialog box is displayed:

			×	
Create or modify ac performed on inact	tion template by solution template by solution template by solution in the second second second second second s	electing	the actions to be	
Select Action Template :	<new></new>	•		
Select Account Status :	All	-		
Account Type :	USER/COMPUTER	-		
Exclude Accounts :	Administrator	<u>^</u>	0	
		~		
Set Random Password Aft	er	50	Day(s) 🗌 Notify Administrator	
Disable Account After		60	Day(s) 🗌 Notify Administrator	
Move to OU After		75	Day(s) Notify Administrator	
OU Name :				
Delete Account After		365	Day(s) Notify Administrator	
	OK Ca	ncel		-

Figure 9: Creating an Action Template

- Follow the steps below to create a new template.
 - Select Action Template: Select New in the drop-down menu.
 Type a name for the Action Template in the Template Name text box.
 - Select Account Status: Select from All, Enabled only or Disabled only
 - Account Type: Select the account types to apply the action to:
 - **User/Computer**: Select this to apply the action on both user and computeraccounts.
 - **User Only**: Select this to apply the action only on user accounts.
 - **Computer Only**: Select this to apply the action only on computer accounts.

- **Exclude Accounts:**Click the 🕒 icon to add accounts to exclude.
 - $_{\odot}$ $\,$ Follow the steps below to choose which accounts to exclude:

Select Account(s)		Selected Account(s)	
Account Name	^	Account Name	
Alan		Administrator	
andy			
Anthony			
Ben			
Bruce		7	
DC-LEPIDE\$			
deep	<		
DM-LEPIDE\$		-	
dverma			
Gemma			
Guest			
Jill			
krbtgt			
mike.smith			
MIKE-LAPTOP\$			

Figure 10: Excluding the Users from AD Cleanup

- All user and computer accounts are listed in the left column under **Select Account(s)**.
- **Administrator** is by default excluded from the cleanup.
- From the left column, select the accounts to be excluded.
- Click the button to add them to the **Selected Accounts** column.
- Click the button to remove the selected account from the exclusion list.
- Click **OK** to apply the settings.



			×
Create or modify ac performed on inact	tion template by s ive accounts.	selecting	the actions to be
Select Action Template :	<new></new>	Ŧ	
Select Account Status :	All	.	
Account Type :	USER/COMPUTER	.	
Exclude Accounts :	Administrator	^	0
	1	~	
Set Random Password Aft	er	50	Day(s) 🗌 Notify Administrator
Disable Account After		60	Day(s) 🗌 Notify Administrator
Move to OU After		75	Day(s) 🗌 Notify Administrator
OU Name :			
Delete Account After		365	Day(s) Notify Administrator
	ОКС	ancel	

Figure 11: Creating an Action Template

From the Create or Modify Action Template dialog box:

- Select any of the following actions as required. You need to specify the number of days for an inactivity period for each option:
 - **Set Random Password After**: Select this option to applya random password to the inactive account.
 - **Disable Account After**: Select this option to disable the inactive account.
 - Move to OU After: Select this option to move the inactive account to an Organizational Unit. You can select the Organizational Unit where the account will be moved to.
 - **Delete Account After**: Select this option to delete the inactive accounts.

NOTE: For each action, you can select the **Notify Administrator** option to send a notification to the Administrator about the action taken on an inactive account.

- Click **OK** to return to the Active Directory Cleaner dialog box:

		×
Active Directory Cleaner Sett	ings	
Please configure settings to send inacti	ve accounts notification and set cleanup action(s).	
		Advanced Server Settings
Select OU :	All	
Set Time to Perform Actions/Send Notification :	10 - Hour(s) 00 - Minute(s)	
Notification Settings :		
Sender's Email Account :	LEPIDEALERTS T	
Recipient Email Address :		0
	<	>
Action Settings :		
Select Action Template :	test template 🔹 🕈 🗶 🗙	
Send daily reports of inactive accounts :		
Set Account Inactivity Period :	40 Day(s)	
Select Email Template :	Default Email Template 1 🔹 🕈 🗡 🗙	
Select Account Status :	All	
	Apply Cancel	

Figure 12: Active Directory Cleaner



To Modify an Action Template:

 Click the ricon to icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to modify the selected action template

					×
Create or modify a performed on inac	ction template by tive accounts.	selecting	the a	ctions to be	
Select Action Template :	New Action Template	*			
Select Account Status :	All	+			
Account Type :	USER/COMPUTER	*			
Exclude Accounts :	Administrator	^	0		
	<	>			
Set Random Password A	fter	50	Day(s)	Notify Administrator	
Disable Account After		60	Day(s)	Notify Administrator	
Move to OU After		75	Day(s)	Notify Administrator	
OU Name :					
Delete Account After		120	Day(s)	Notify Administrator	
	ОК	Cancel			

Figure 13: Modify an Action Template

You can change the actions to be taken on inactive accounts and set them for users, computers, or both. However, you **cannot** change the template name.

To Delete an Action Template:

• Click the icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to remove the selected template.

2.3. Email Templates

To Create an Email Template:

		×
Active Directory Cleaner Set	tings	
Please configure settings to send inact	ive accounts notification and set cleanup action(s).	
		Advanced Server Settings
Select OU :	All	
Set Time to Perform Actions/Send Notification :	10 - Hour(s) 00 - Minute(s)	
Notification Settings :		
Sender's Email Account :	LEPIDEALERTS T	
Recipient Email Address :		0
	<	>
Action Settings :		
Select Action Template :	test template	
Send daily reports of inactive accounts :		
Set Account Inactivity Period :	40 Day(s)	
Select Email Template :	Default Email Template1 🔹 🗘 🗙	
Select Account Status :	All 👻	
	Apply Cancel	

Figure 14: Active Directory Cleaner

• Click the • icon (next to the Select Email Template option) to add a new email template. The following dialog box will be displayed:



Create or mo	dify alert template by selecting the information
o be include	d in the alert emails.
Template Name :	1
Select :	Column Name
	SAM Account Name
	Account Type
	✓ Distinguished Name
	🗹 E-Mail
	🗹 Last Logon Time
	Inactivity Time(In days)
	Account Age(In days)
	Account Expires
	Account Status

Figure 15: Creating a New Alert Email Template

- Follow the steps below to add a new email template:
 - Provide a name for the template.
 - The Column Name section lets you select which columns you want to be added to the email.
 - Check the boxes of information to be included and uncheck the boxes to be excluded.
 - Click **OK** to add the template.

To Modify an Email Template:



 Select a template from the drop-down menu (from the Active Directory Cleaner Settings dialog box) and click the price icon to modify it. You can change the columns to be included in the email template by checking or unchecking the boxes.

Create or mo to be included	× dify alert template by selecting the information d in the alert emails.
Template Name :	Default Email Template1
Select :	Column Name SAM Account Name Account Type Distinguished Name E-Mail Last Logon Time Inactivity Time(In days) Account Age(In days) Account Expires Account Status
	Modify Cancel

Figure 16: Modifying an Alert Email Template

To Delete an Email Template:

Select a template from the drop-down menu (from the Active Directory Cleaner Settings dialog box) and click the x icon to remove the email template.

The following is a screenshot of the sample details filled in **Active Directory Cleaner Settings**:

		×
Active Directory Cleaner Sett	ings	
Please configure settings to send inactiv	e accounts notification and set cleanup action(s).	
	Advanced Server Settings	
Select OU :	All	
Set Time to Perform Actions/Send Notification :	10 - Hour(s) 00 - Minute(s)	
Notification Settings :		
Sender's Email Account :	LEPIDEALERTS -	
Recipient Email Address :	testuser@cod.com	
Action Settings :		
Select Action Template ·	test template	
Select Action Template .		
Send daily reports of inactive accounts :		
Set Account Inactivity Period :	40 Day(s)	
Colort Frank Terrelate -		
Select Email Template :	Default Email Template1 🔹 🕶 🗡 🗙	
Select Account Status :	All	
	Apply Cancel	

Figure 17: Sample Details

9. Click **Apply** to apply the Active Directory Cleaner Settings.

The following message box appears to confirm the successful configuration:



Figure 18: Successful Configuration of the Alert

10. Click **OK**.

4. 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 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/data-security-platform/.

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