Stellar
Active Directory Manager

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Introduction

This is the first release of *Stellar Active Directory Manager* tool documentation. The contents will be updated periodically to incorporate new information, updates, customer feedback, and corrections.

Stellar Active Directory Manager, from Stellar Information Technology Private Limited, is a tool that meets all your requirements related to Windows Active Directory Management. It is a simple, easy-to-use Management tool that helps Active Directory Administrators with their day-to-day activities across the domains from a central platform. The tool also offers a simple and robust mechanism to generate reports on various Active Directory objects and query Active Directory. An intuitive and easy-to-use interface, helps handle a variety of complex tasks like Bulk Management of User accounts, and other Active Directory objects in an efficient manner. The tool also lets you manage Domains, Services, Event Logs, Registry, Printers and more.

Key Features

- Eliminates repetitive logon, everyday and complex tasks associated with AD Management.

- Hierarchical representation of various network resources of domain and support for various operations.

- Facilitates creation, deletion and management of AD objects in Bulk.

- OU-based administration.

- Manages Account Policy and Audit Policy on the server and target computers.

- Manages Printers and other devices remotely and locally.

- Manages Shares available over the network.

- Enables creation of network drive from Shares.

- Enables viewing of sessions, files and disk space of target computers.

- Manages Services, Objects, Events and Job scheduling.

- Query Active Directory for multiple users and computers.
- Generates AD Reports.

☞Note	In this documentation set, *Stellar Active Directory Manager* will be sometimes referred to as *Active Directory Manager* or ADM and Active Directory will be referred to as AD.

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Installation

This documentation assumes you have installed Windows Server and AD (Active Directory) on the servers that you want to use as Domain Controllers. It also assumes:

- A basic understanding of what AD is, how it works, and why your organization uses it to access, manage, and secure shared resources across your network.
- A thorough understanding of how AD is deployed and managed in your organization.
- An understanding of the mechanism your organization uses to configure and manage Active Directory settings.
- You have installed Windows Server and AD on the servers that you want to use as Domain Controllers.

This section will describe in detail the following topics:

- System Requirements
- Installing Active Directory Manager
- Uninstalling Active Directory Manager
- Registering Active Directory Manager

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System Requirements

Before you start installing the *Stellar Active Directory Manager*, ensure that your computer meets the following requirements.

Operating Systems

- Windows Server 2003
- Windows Server 2008
- Windows 7
- Windows 8
- Windows XP
- Windows Vista

Hardware Requirements

- x86 or x64 Processor
- RAM: Minimum 1 GB, Recommended 2GB

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Installing Active Directory Manager

You need to follow few simple and intuitive steps to install *Stellar Active Directory Manager*. This section includes the sequential steps to install the tool.

Before you start installation, ensure that you have the tool setup file - `StellarActiveDirectoryManager.exe` on your machine. You can either download the executable file or buy it online.

After downloading the file, double click on it to invoke the installer and follow the instructions to install the tool.

1. *Stellar Active Directory Manager Setup Wizard* is displayed.
2. Click **Next** to continue with the installation process.
3. Select **I accept the agreement** and click **Next** to continue.
4. Specify the destination location to install the tool. You can either install it in the default location that is displayed or you can *Browse* to select a different install location.
5. Select the default *Start Menu Folder* or *Browse* to select another folder to create the Program shortcuts in the selected folder, and continue with the install process.
6. Select the required *Additional Tasks* option to create tool shortcuts like *Create a desktop icon* and *Create a Quick Launch icon*.
7. The setup is ready to start the installation process. Check the details. If you need to edit the details, click **Back** to return to previous screens, edit the details as required, and proceed with the installation.
8. Click **Install** to start the installation process.
9. By default the *Launch Stellar Active Directory Manager* check box option is selected. If you decide to invoke the tool at a later stage, you may clear the selection. Click **Finish** to complete the install process.
10. After the successful installation, *Stellar Active Directory Manager* is launched. Before you proceed to use the tool, you will be prompted to register the tool.
11. Alternatively you can launch the tool later through Windows Start Menu. To launch the tool from the Start Menu:
12. Click *Start > All Programs > Stellar Active Directory Manager*.

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Uninstalling Active Directory Manager

If you need to uninstall the tool, follow the steps mentioned below:

1. Click *Start > All Programs > Stellar Active Directory Manager > Uninstall Stellar Active Directory Manager* to Uninstall the tool.
   OR
   Go to *Windows > Control Panel> Add Remove Programs > Stellar Active Directory Manager > Uninstall*. A corresponding alert is displayed.
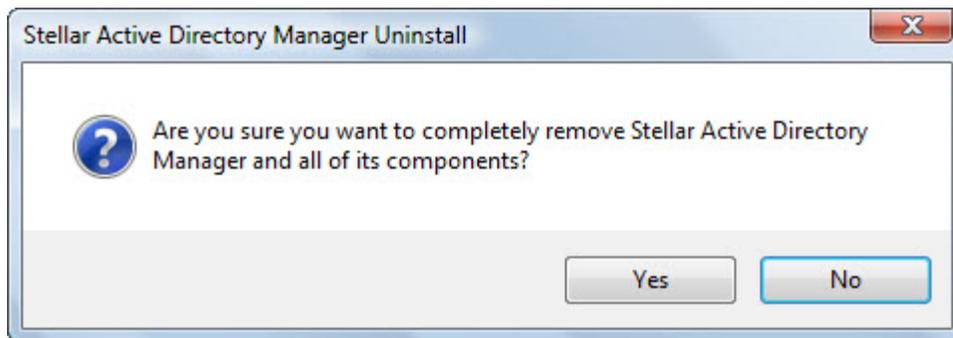
2. Click **Yes** to continue uninstalling the *Active Directory Manager.* After the successful uninstallation, the following alert is displayed. Click **OK** to complete the uninstallation process.
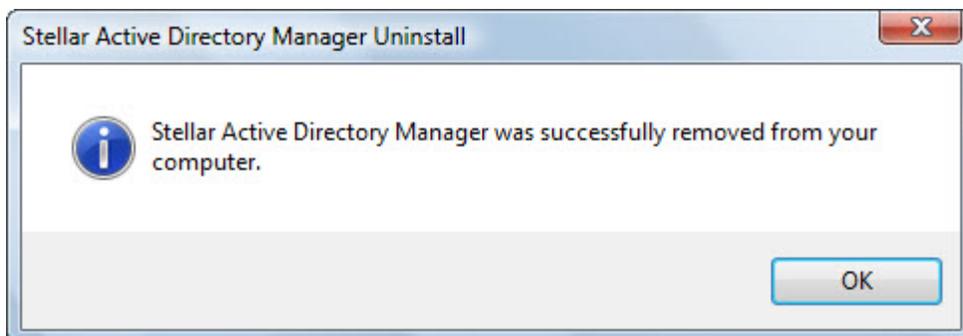
Note | Sometimes the uninstall process fails to remove all the files from the install folder. In such cases, it is recommended that you remove the files manually, before re-installing the tool.

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Registering Active Directory Manager

When you launch the tool for the first time, you will be prompted to enter a security key (which you will receive from Stellar in your email). Click on **OK** to enter the key to register the software.

After registering *Stellar Active Directory Manager,* you can use the software for a period of one year.

In case you want to use the tool for more than a year, you will have to renew your subscription. To renew your subscription, select `Help > Purchase`. Clicking on *Purchase* will take you to the buy page of the software. Once you renew it, you will receive a *User Name* and *Registration Key* in your mail. Go to `Tools > Register` to renew your copy of *Active Directory Manager*.

You will be able to use the software till your subscription expires.

Note	You need an active internet connection to purchase the product online. In case of any issues, please contact support@stellarinfo.com for assistance.

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User Guide Introduction

The User Guide contains sequential steps to guide and assist you through the various *Active Directory Manager* functions. Each function is explained in detail in the corresponding sections. The guide covers the following major topics:

- User Management
- Group Management
- Computer Management
- Group Policy Management
- Query Management
- Container Management

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Getting Started

When you launch the tool after registration, you will be prompted to enter and verify the password to lock the application. This is a safety option and can be skipped. However, it is recommended to lock the application when not in use.

Active Directory Manager User Interface

On launching the tool, the *Stellar Active Directory Manager* node appears in the left panel. On expanding the node, you will see the sub-nodes that help you manage the AD objects on local as well as Domain Computers. The *Computers* node represents the computers which are added to this domain. On expanding this node, various sub-nodes are displayed and helps you manage the objects on the computer.

The SADM User Interface is intuitive and easy to use. This section will explore the interface as follows:

- **Left Panel** - displays the SADM node and sub-nodes - Users, Groups, Computers, Containers/OUs.
- **Middle Panel** - displays the tree of the selected sub-node. For example if you select Users in the left panel the middle panel will display the complete list of users.
- **Right Pane**l - displays the details of each object selected in the middle panel.
- **Menu Bar** - displays the available menus.
- **Tool Bar** - displays the toolbar options associated with each menu.

Refer the illustration below to identify the above sections in the interface.
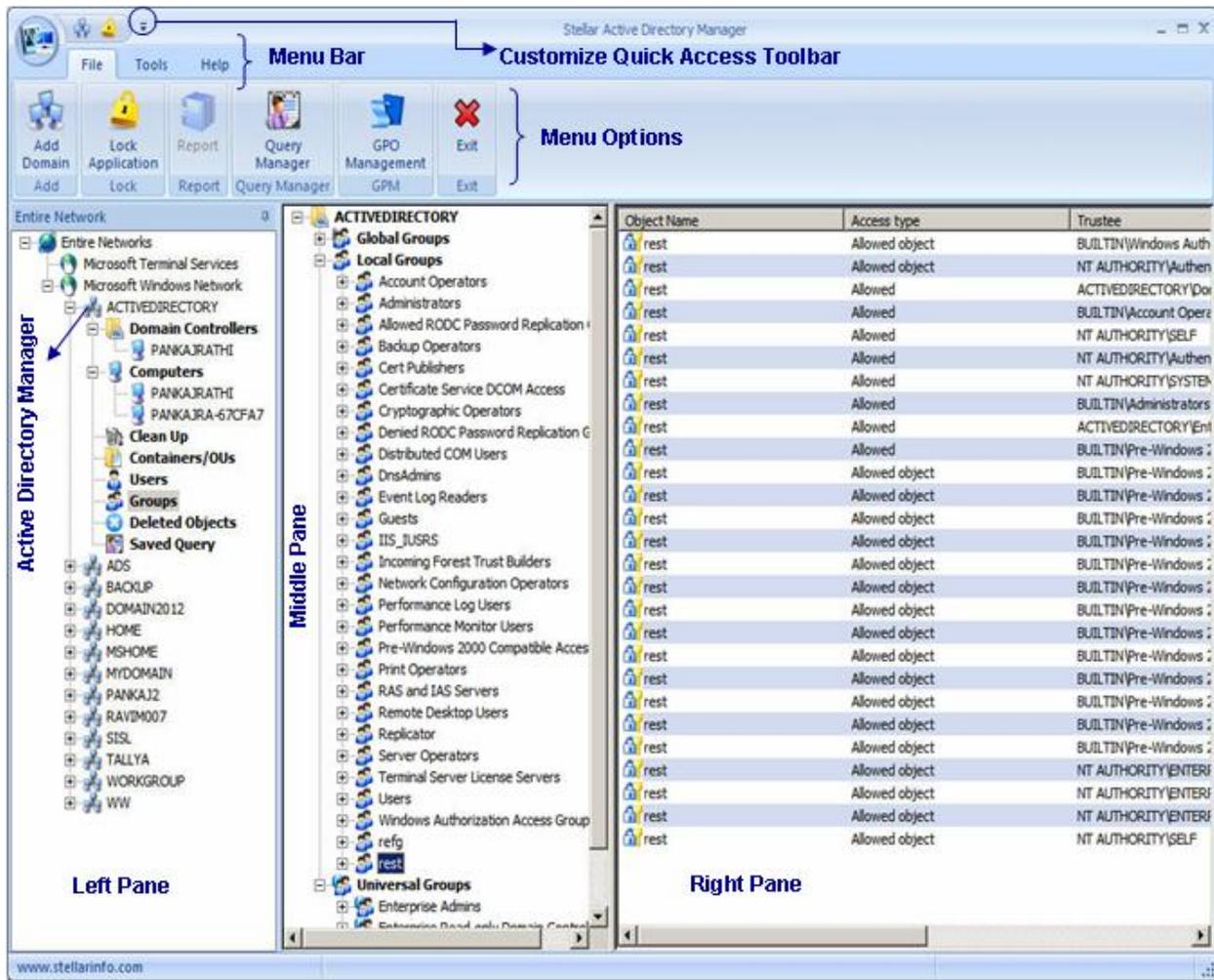
You can manage single or multiple domains. You can also add domains manually as required. The illustration below displays the *Stellar Active Directory Manager* GUI and the available functions.

The table below shows the available menu options and the description of each.

Name	Description
File Menu Options	
Add Domain	Click to add a new domain manually. The new domain will be listed in the left panel under the *Stellar Active Directory Manager* node.
Lock application	Use this option to lock your application when unattended for a long duration.
Reports	Use this option to generate the various AD Reports.
Query Manager	Use this option to query Active Directory for multiple Users and Computers.
Group Policy Management	Use this option to manage user settings on multiple computers at once, specify options for groups of computers and

	users, link group policies, and manage and enforce group policies.
Tools Menu Options	
Online Activation	Use this option to activate the tool online.
Manual Activation	Use this option to activate the tool manually.
Update	Use this option to check for and download online tool updates.
Apply Filter	Use this option to apply filters to your selection.
Help Menu Options	
Purchase	This option is available only with demo copies of the tool. Use this option to place online order for the tool.
Submit Enquiry	Use this option to submit your enquiry. Clicking the option leads to Stellar's support page.
Knowledgebase	Jumps to Stellar's Online Support page.
Help	Displays the tool documentation.
About	Displays the company details
Quick Access Toolbar	Use this option to customize the toolbar and keyboard shortcuts. For details refer to Customize Quick Access Toolbar.

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Customize Quick Access Toolbar

Active Directory Manager includes menus and commands. You can change the way these menus and commands appear by using the *Customise Quick Access Toolbar* option. This option helps customize the toolbar and keyboard shortcuts to provide immediate access to the options. You can also choose to display the toolbar buttons below or above the ribbon. The *Minimize the Ribbon* feature can be efficiently used when you need to display more number of objects and details in the left and the right panel simultaneously.

To customize the toolbar:

1. Click the drop-down arrow button on the top-left corner of the interface or on the top-right corner of the left panel. The options available are:

2. Select the *More Commands..* option to display the *Customize* dialog.

To customize the toolbar:

3. Select a menu option from *Choose Commands from* drop-down list. The selected menu displays the corresponding commands in the left panel.
4. Select a command and click **Add** to append it in the right panel and click **OK** to save the changes.
5. **Reset** option allows you to return to the previous selection.
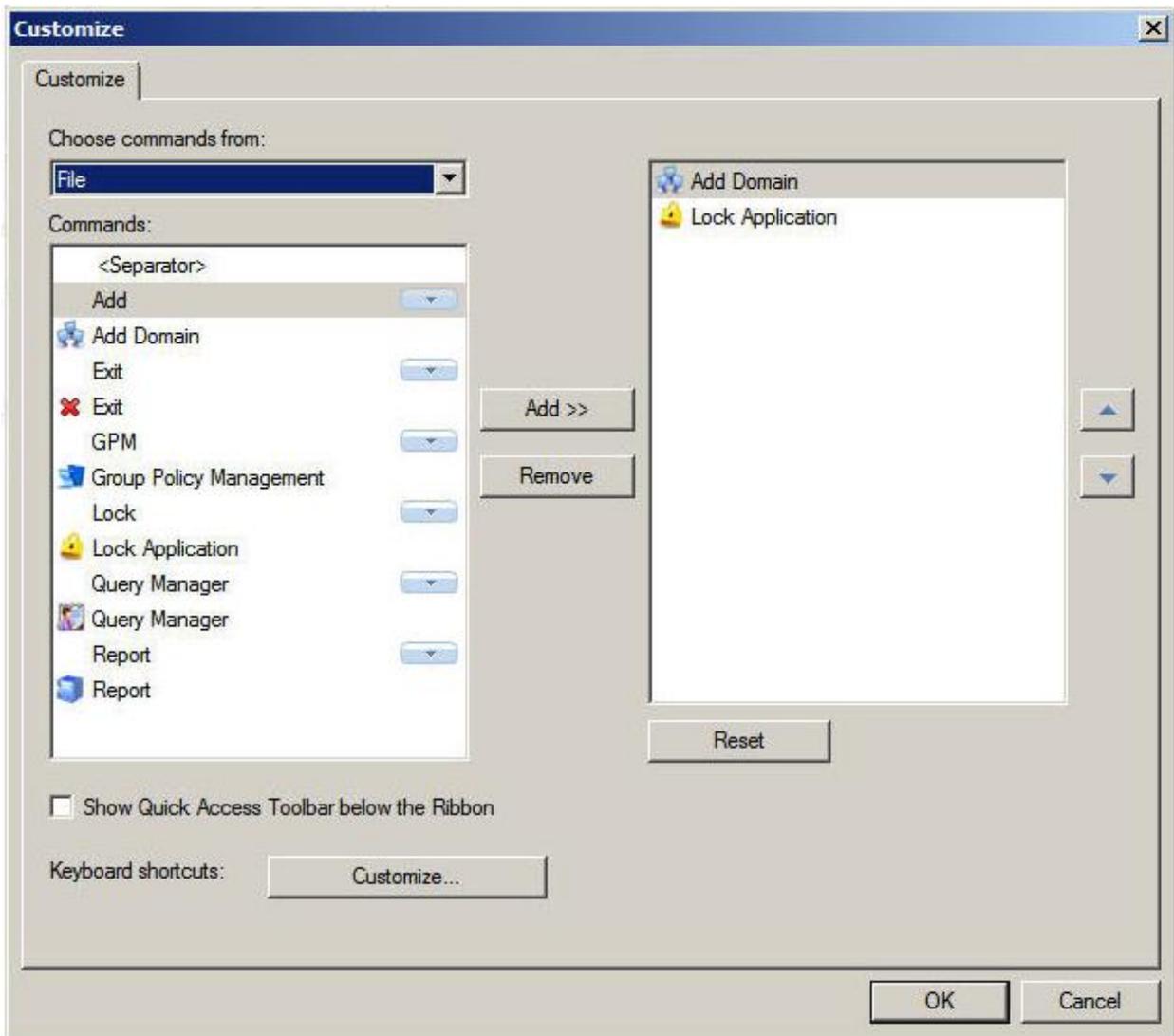
6. Click **Customize** to display the *Customize Keyboard* dialog as illustrated below.

Customize Keyboard   ✕

Categories:

File
Tools
Help
Print Preview

Commands:

About
Add Domain
Exit
Filter
Help
Knowledgebase
Lock Application
Manual Activation

Current Keys:

Press new shortcut key:

A

Assigned to:

[Unassigned]

Set Accelerator for:

Default

Description:

Assign   Remove   Reset All   Close
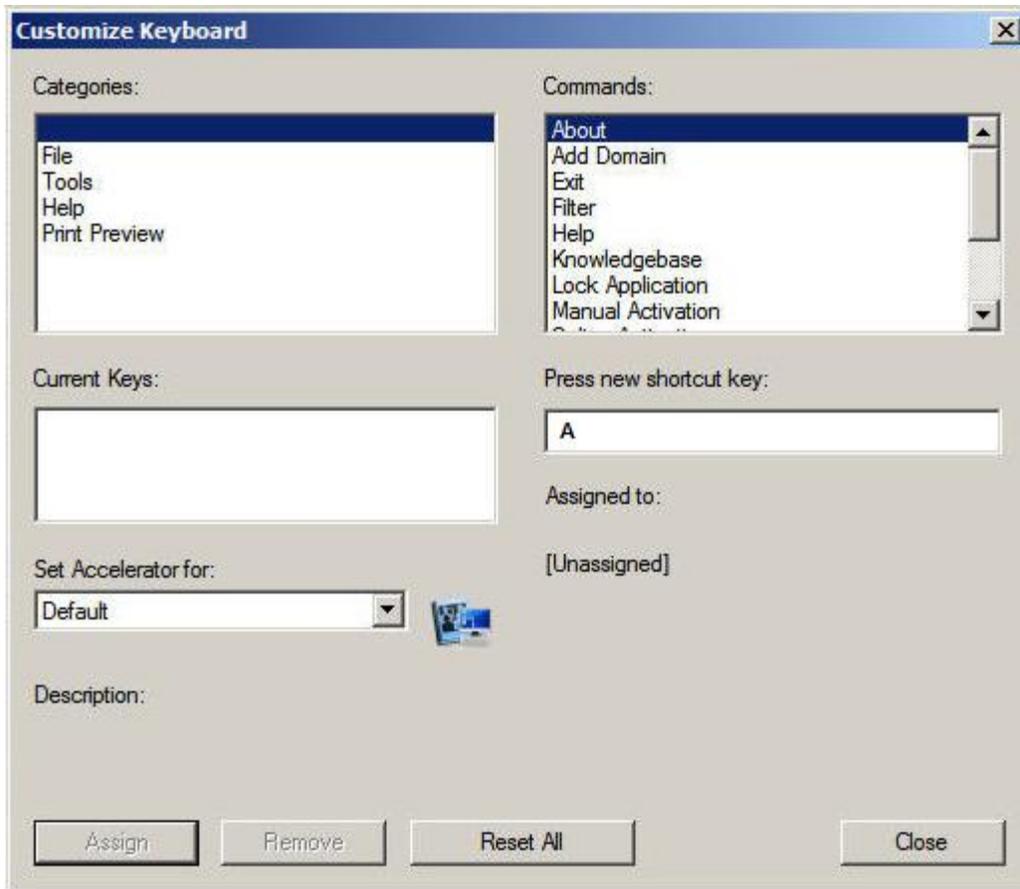
7. In the *Customize Keyboard* dialog, select the menu that contains the command you want to assign a shortcut to. Enter a new shortcut key in the *Press new shortcut key* text box. If the key combinations entered matches an existing shortcut, it will be displayed against *Assigned to* field. It means you need to define a different set of keys. The non-matching key combination will be displayed against *[Unassigned]* field. Click **Assign** to save the key combination. The *Description* field displays the command description. The new shortcut created will be displayed in the *Current Keys* list box. Click **Close** to save the changes and exit the dialog,
8. The *Set Accelerator for* option specifies when the keyboard shortcut is available. If *Default* is selected, it indicates that the keyboard shortcut is available in general.
9. Click **Reset All**, to restore all of the keyboard shortcuts available when you first started AD Manager.

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Adding a Domain Manually

With *Active Directory Manager* you can manage a single or multiple domains. After installation, when you invoke the tool, by default the existing domains are listed in the left panel. However, if the domains are not listed in the left panel, you can add them manually. You can add any number of domains. With *Active Directory Manager,* you can manage local and remote domains from a central location.

To add a domain:

1. Click the *Add Domain* toolbar option. The *Add Domain Manually* dialog is displayed.

2. In the dialog, type the *Domain Name*, *User Name* and *Password*. Click **Add Domain**. The domain added, is appended to the list in the left panel. You can expand the domain node to display the child nodes corresponding to Organizational Units, Domain Controllers, and Groups- local, global, and universal.

You can right-click the domain name node in the left panel and view its Properties and FSMO Roles.

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Domain Properties

You can view the properties of any of the domains listed in the left panel.

To view the domain properties:

- Select the domain in the left panel and right-click, select *Properties* from the pop-up menu. The *Domain Properties* dialog is displayed.

The dialog displays the following details:

Domain Name: The selected domain name is automatically populated.
Description: You can enter a domain description as required.
Object Information: These are system generated details and cannot be modified.

After viewing the details, click **OK** to exit the dialog.

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View FSMO Roles

The FSMO is responsible for managing and ensuring the smooth running of the AD infrastructure. The role includes five level of operations that are automatically installed.

To view the FSMO roles:

- Right-click the domain name in the left panel, select *View FSMO Roles*. The *FSMO Roles* screen is displayed as illustrated below:
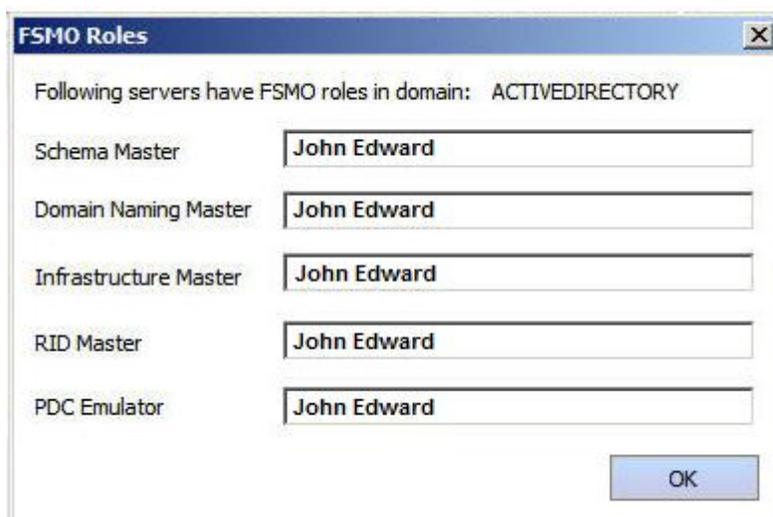
The screen displays five level of operations as described below:

Operations	Description
Schema Master	The Schema Master controls all updates and modifications to the schema. The schema is shared between every Tree and Domain in a forest and must be consistent between all objects.
Domain Naming Master	A new Domain added to a forest must have a unique name within the forest. The Domain naming master is responsible for identifying the entire forest area, and must be available when adding or removing a Domain in a forest.
Infrastructure Master	The user-group references are modified or updated by the Infrastructure Master.
RID Master	The RID Master's responsibility is to allocate RIDs to DCs within a Domain.
PDC Emulator	The PDC Emulator handles changes to user accounts and emulates an NT PDC for backward compatibility.

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User Management

Managing Active Directory is challenging to most IT Administrators. In a large and complex windows network, manual configuration of user properties is a herculean task and also error-prone. To perform these tasks the administrator needs to be very efficient, as it demands specialization as well as quick action. *Stellar Active Directory Manager* makes it possible to manage single as well as multiple users simultaneously and thus saves time and effort. The User Management module helps perform the following functions efficiently:

- Creating New User
- Single User Management
- Single User Properties
- Bulk User Management

The above functions are further explained in detail in the subsequent sections.

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Create New User

Routine tasks of Administrators include creating multiple users which requires time and effort. With Active Directory Manager, you can create users manually or you can create bulk users by importing .CSV file that contains the necessary user attributes. Thus, with a single attempt you can create users in bulk and save on time.

To create a new user:

1. Select `All Users > New User`. The *Create New User* dialog is displayed.
2. Click *Browse* to select the container in which you want to create the user. By default the **Users** container of the selected domain is populated.
3. Type the *User Name*, *Password* and *Confirm Password*.

3. Select the option *Copy Properties of another user*, to create a new user with the properties of an existing user.
4. Click *Set Properties* to set the new user properties.
5. You can continue to add more users to the container by selecting the option, *Add another User*.
6. Click *Create*, to create the user in the selected container.

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Single User Management

The Active Directory Manager helps the administrator to modify user attributes and reset password, rename user, move user to another container, etc.

Under the *Active Directory* node, select the sub-node *Users* and double-click to expand the list. The expanded list is displayed in the middle panel as illustrated below. Select a user and right-click to view the available management options.
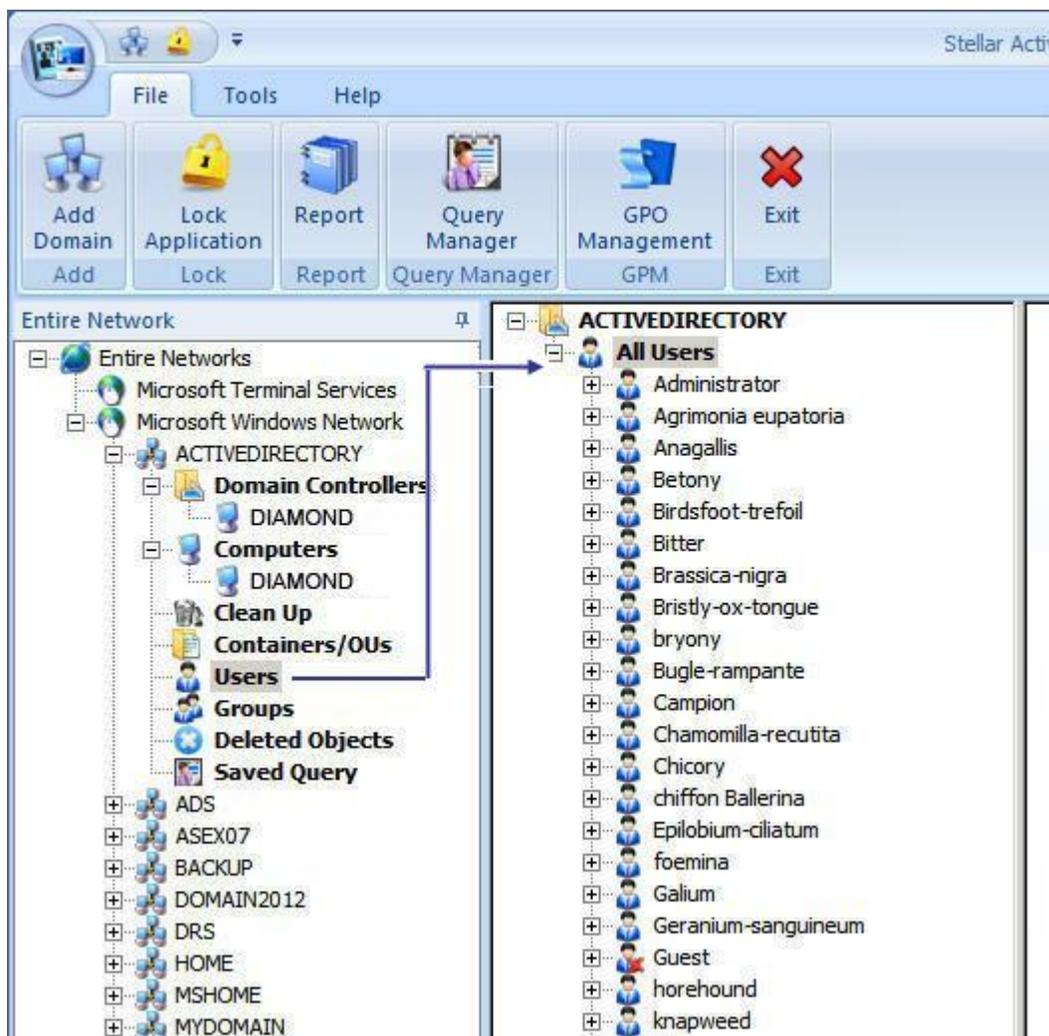
Copying a User

Use this option to copy a selected user to another container. To copy a user:

1. Select *User > Copy*. The *Copy User* dialog is displayed.
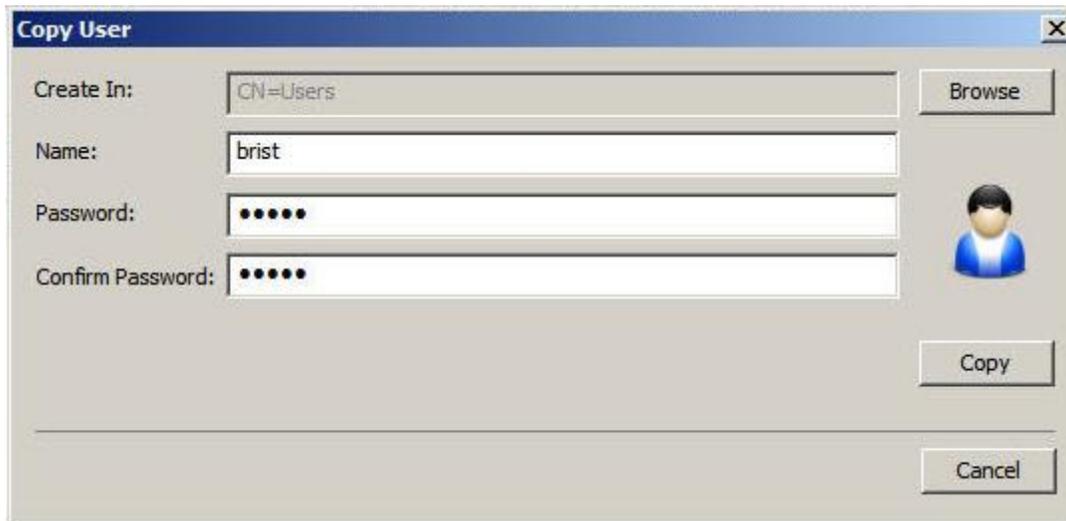
2. In the dialog, type and confirm the password and click on **Copy**. The corresponding container list is displayed.

3. Select the container where you want to copy the user and click **OK**.

Moving a User

Use this option to move a user from one container to another. To move a user:

- Select *User > Move*. Select the container to which you want to move the user and click **OK** to complete the action.

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Disable Account

Use this option to remotely disable any user account.

▪ Select *User > Disable Account*. Click **Yes** to confirm the action.

Enable Account

Use this option to remotely enable a user account.

▪ Select *User > Enable Account*. Click **Yes** to confirm the action.

Reset Password

Use this option to remotely reset the user password in any domain.

1. Select *User > Reset Password*.
2. In the *Reset Password* dialog, enter the new password and for security purpose it is recommended to select the option *User must change password at next logon.*
3. If the user account is locked, you can unlock it by selecting the corresponding check box option.

Unlock Account

Use this option to remotely unlock the locked out user account.

▪ Select *User > Unlock Account*. Click **Yes** to confirm the action. This menu option is enabled only if the user account is locked, else the option appears disabled in the right-click menu.

Delete User

Use this option to remotely delete a user in any domain.

▪ Select *User > Delete*. Click **Yes** to confirm the action.

Rename User

Use this option to remotely rename a user in any domain.

- Select *User > Rename*. In *Rename User* dialog enter the applicable details and click **OK** to save the changes.
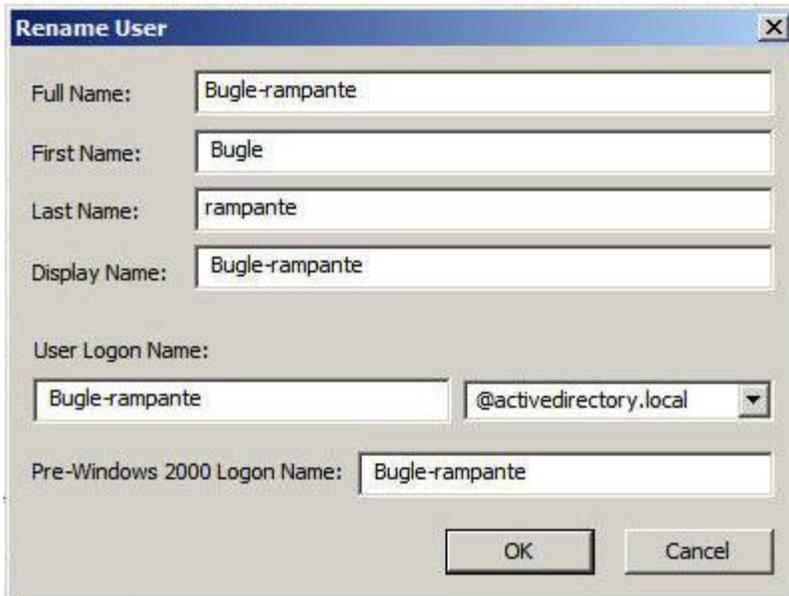
View Logon Information

Use this option to view the total number of successful and failed logon information of any user account.

- Select *User > View Logon Information*. Click **OK** to exit the dialog.
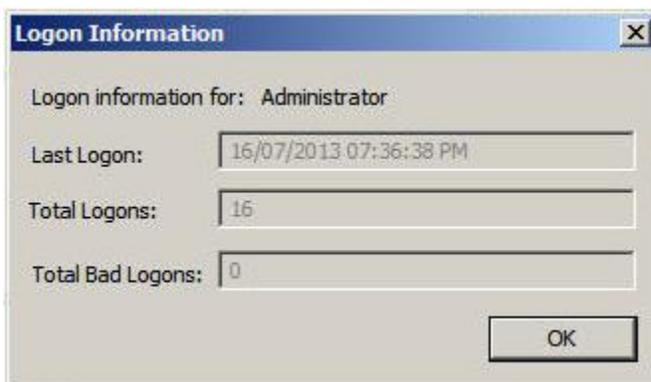
View Details

Use this option to remotely view the details of any selected user.

- Select *User > View Details*. The user details like the *Attribute Name* and *Attribute Value* is displayed in the right panel.

Permissions

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Use this option to view the permissions of any user.

- Select *User > Permissions*. The permission details like the *Object Name*, *Access Type*, *Trustee*, and *Permission Type* are displayed in the right panel.

Set Group Attributes

This option helps you set Group attributes of a user. You can add a user to a group, remove user from the group or set the user primary group.

- *Add to Group*

Select *User > Add to Group*. When the *Add to Group* dialog is displayed select the group to which you want to add the user and click **OK**.

- *Remove from Group*

Select *User > Remove from Group*. In the *Remove from Group* dialog, select the group, to remove the user from the group and click **OK**.

- *Set Primary Group*

Select *User > Set Primary Group*. In the *Set Primary Group* dialog, select the group and click **OK**.

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Single User Properties

The *Stellar Active Directory Manager*, helps the administrator to set and modify the individual user attributes and reset password, rename user, move user to another container and enable or disable a user account. The illustration below displays the User Properties' tabbed dialog. Each tab page is explained in detail in the subsequent sections

General

Use this page to modify the user properties like Display Name, define password limitations like U*ser Cannot Change the Password*, *Password Never Expires*, *Must Change the Password at Next Logon* and so on. You can also modify the user's other attributes such as *Office*, *Telephone number*, *E-mail* and *Web Page* as well.

Contact

Use this page to modify the user contact details and instructions if any.

Account and Member of

Use this page to modify the user account options, *Group Name* and *Container Path* details. The account options that can be modified are:

Account Options	Description
Store Password using reversible encryption	If the option is enabled, the settings decides if the operating system stores the password using reversible encryption. By default the option is disabled.
Smart Card is required for interactive logon	If the option is selected, the user can only log on to the computer interactively using a smart card. If the option is cleared then the user can log on to the computer using any method. By default the option is disabled.
Account is trusted for delegation	If enabled, allows a service running under this account to perform operations on behalf of other user accounts. By default, this option is enabled.
Account is sensitive and cannot be delegated	You can use this option if the account is a temporary account and cannot be assigned for delegation by another account.
Use DES encryption types for this account	Provides support for the Data Encryption Standard and depends on the level of encryption being used by your organization.
Do not require Kerberos pre-authentication	Enable this option if the user does not require identity authentication. By default this option is disabled. It is advised that this option should be used with caution as enabling this option provides additional security.

Profile

Use this page to configure the user profile environment when a user remotely connects to a terminal server and also to modify the *Terminal Services Profile.* The User and Terminal Services user profile that can be modified are:

User / Terminal Profile Options	Description
Profile Path	Use this option to set the complete profile path assigned to the user when the user connects to a terminal server. You must assign a separate *Terminal Profile* for the Terminal Services session.
Logon Script	Use this option to set the script path for the user.
Local path	Specify a path to a home folder to be used for the User and the Terminal Services sessions. The folder can be either a local folder or a network share.
Connect and To	Specify the drive and the profile path to connect to.

Modifications made in the Terminal Profiles applies only to Terminal Services. You can also restrict the user from logging to other Terminal Server by selecting the corresponding check box option.

Organization

Use this page to set the organization details like *Department* and *Company* and *User's* title.

To specify the user's manager:
1. Click *Change* and then select the user's manager from the *Select User* dialog box. When you specify a manager, the user shows up as a direct report in the manager's account.
2. Click **OK** to apply the changes.
3. The Object name is displayed in a default format, which is the canonical name.

Dial-in and Remote

Use this page to set the dial-in properties that are used allow or deny a connection attempt by a user. The properties that can be set are:

Property Name	Description
Remote Access Permission (Dial-in or VPN)	Use this property to set remote access permission to explicitly allow, deny, or determine through remote access policies.
Verify Caller ID	If this property is enabled, the server verifies the caller's phone number. If the caller's phone number does not match the configured phone number, the connection attempt fails.
Callback Options	If this property enabled, the server calls the caller back (*Always Callback to*) during the connection process. The phone number that is used by the server is *Set by Caller* or the network administrator.
Assign a Static IP Address	Use this property to assign a specific IP address to a user when a connection is made.
Remote Options	Use this option to configure remote control for the connection.
Enable Remote Control	Enable this property to remotely view or control a user's session.
Require User's Permission	Enable this property to seek permission to view or participate in the session.
Level of Control	Click *View the User's session* to specify that the user's session can be viewed only, or click *Interact with the session* to specify that the user's session can be actively controlled.

Terminal Services

You can use Terminal Services Configuration to configure per-connection settings on a terminal server. You can configure the following settings by using *Terminal Services Configuration*:

Terminal Services Configuration	Description
Start the following program at log on	Enable the option to configure an initial program for the connection.
Program File Name	Type the file name of the program that you want to start when the user logs on to the terminal server.
Start in	Type the working directory path for the program.
Client Devices	Select the appropriate client devices as required
Sessions	Select the required options to *End a Disconnected Session*, set *Active Session Limit* and to set *Idle Session Limit*.
Disconnect from session	Enable the option to disconnect the user from the session.
End Session	Enable the option to end the session and delete it from the server permanently.
Allow Reconnection	
From any client	Enable this option to allow the user to reconnect to a disconnected session from any computer.
From Originating client only	Enable this option to allow the user to reconnect to a disconnected session from only the client computer where the session originated.

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Bulk User Management

Active Directory Manager allows you to create and manage multiple user accounts in the Active Directory at a single attempt. You can import the user attributes from a single .CSV file while creating user accounts, and common configuration and modifications like Enabling and Disabling the users, moving home folders, or resetting passwords can be performed with few mouse clicks, thereby minimizing your time and effort. It also allows you to manage multiple attributes of user accounts in just a single step. The module, allows you to manage the user accounts and the entire Active Directory efficiently.

The common Active Directory management functions, administration and attribute changes that can be performed with ease are:

- Enable/Disable/Delete/Move/Unlock Users
- Modify Attributes for Multiple Users
- Move Home Folder
- Reset Passwords for Multiple Users
- Manage Groups and Memberships

Enable Users

Use this option to enable multiple Active Directory users simultaneously.

To enable multiple users:

1. Select *All Users > Bulk User Management > Enable Users*. The *Select Users* dialog is displayed.
2. Select the users to enable and click **OK**. Click **Yes** to confirm the action.

Disable Users

Use this option to disable multiple Active Directory users simultaneously.

To disable multiple users:

1. Select *All Users > Bulk User Management > Disable Users*. The *Select Users* dialog is displayed.
2. Select the users to disable and click **OK**. Click **Yes** to confirm the action.

Delete Users

Use this option to delete multiple Active Directory users.

1. Select *All Users > Bulk User Management > Delete Users*. The *Select Users* dialog is displayed.
2. Select the users to delete and click **OK**. Click **Yes** to confirm the action.

Unlock Users

Use this option to unlock multiple Active Directory users.

1. Select *All Users > Bulk User Management > Unlock Users*. The *Select Users* dialog is displayed.
2. Select the users to unlock and click **OK**. Click **Yes** to confirm the action.

Move Users

Use this option to move multiple Active Directory users to a different Container.

1. Select *All Users > Bulk User Management > Move Users*. The *Select Users* dialog is displayed.
2. Select the Users to move and select the Container to move to and click **OK**. Click **Yes** to confirm the action.

Move Home Folder

Use this option to move Home Folder.

1. Select *All Users > Bulk User Management > Move Home Folder*. The *Move Home Folder* dialog is displayed.
2. In the *Move Home Folder to* text box specify the drive and the home folder name.
3. In the *Move Profile to* text box specify the folder path and click **OK**.

Reset Password

As an administrator you can bulk reset password options with few mouse clicks, thereby avoiding multiple steps involved.

1. Select *All Users > Bulk User Management > Reset Password*.
2. In the *Reset Password* dialog, enter the new password and for security purpose it is recommended to select the option *User must change password at next logon*.
3. If the user account is locked, you can unlock it by selecting the corresponding check box option.

Add to Group

Use this option to assign a Group to multiple users.

- Select *All Users > Bulk User Management > Add to Group*. The *Add Group* list is displayed. Select the Group that you want to assign to the selected list of users, and click **OK** to save the changes.

Remove from Group

Use this option to remove list of users from a Group.

- Select *All Users > Bulk User Management > Remove from Group*. Select the Group that you want to remove for the selected list of users, and click **OK** to save the changes.

Set Primary Group

Use this option to assign a Primary Group to multiple users.

- Select *All Users > Bulk User Management > Set Primary Group.* Select the group that you want to set as the primary group for the selected list of users, and click **OK** to save the changes.

View Group Membership

Use this option to view group membership of multiple users.

- Select *All Users > Bulk User Management > View Group Membership*. Select the userS from the list to view the group membership.

Change Profile Attributes

Use this option to bulk change the user profile attributes.

- Select *All Users > Bulk User Management > Change Profile Attributes*. The *Change Profile Attributes* dialog is displayed. The following user profile attributes can be changed.

User Profile Options	Description
Profile Path	Specify the complete profile path.
Logon Script	Specify the script path for the Users.
Local path	Specify a path to a home folder to be used for the Users
Connect and To	Specify the drive and the profile path to connect to.

Change Contact Attributes

Use this option to bulk change the user contact attributes.

- Select *All Users > Bulk User Management > Change Contact Attributes*. The *Contact Attributes* dialog is displayed. Change the attributes as required and click **OK** to save the changes.

Change Address Attributes

Use this option to bulk change the user address attributes.

- Select *All Users > Bulk User Management > Change Address Attributes*. The *Address Attributes* dialog is displayed. Change the attributes as required and click **OK** to save the changes.

Manage User Workstation

Use this option to manage user workstation.

- Select *All Users > Bulk User Management > Manage User Workstation*. The *Logon To* dialog is displayed. Add or remove computers as required and click **OK** to save the changes.
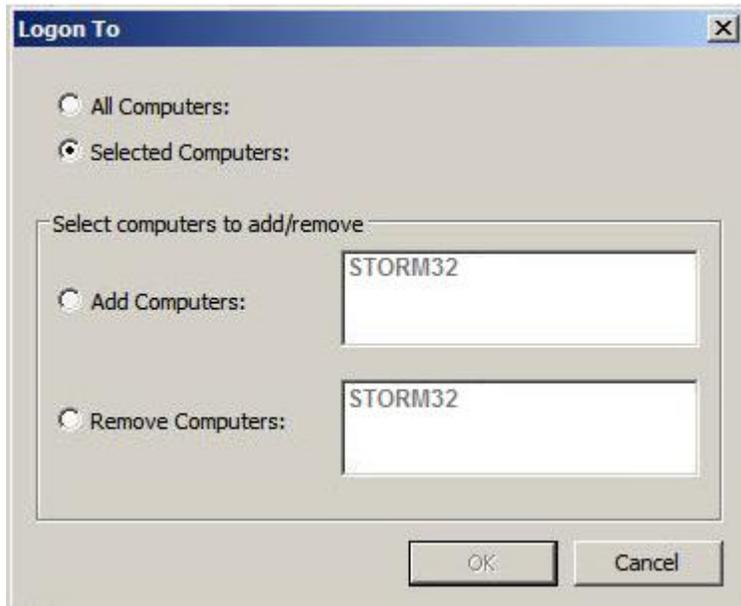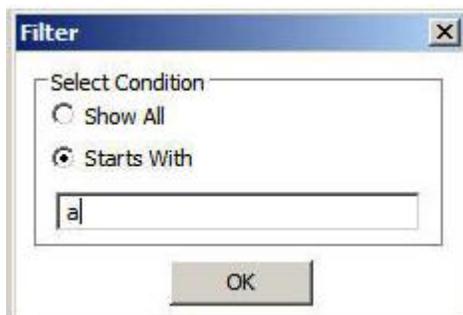
Stellar
Active Directory Manager

Filter Users

Filtering the user list helps you manage the list more efficiently. You can choose to view a list of only those users whose name begins with a certain alphabet.

To filter users:

1. Select *All Users > Apply Filter*. The *Filte*r dialog is displayed. In this example, create a filter designed to retrieve users whose name begins with the alphabet **a**.

2. Under **Select Condition**, select the radio button *Starts With* and type **'a'** in the text box and click **OK**, to display an alphabetically filtered list of users whose name begins with **'a'**. *Show All* displays the complete list.

Stellar
Active Directory Manager

Export Users

Active Directory holds valuable organizational information. This information can be very useful from an administrative point of view. Using the below mentioned options, you can extract and store information about specific users in a .CSV format for future use. The Export options are:

Export Users to .CSV File

This option allows you to export a blank user template that contains standard user attribute values, which can be applied while creating bulk users. The two export options are:

Export Blank User Template

To Export Blank User Template:

1. Select *Export Users to .CSV File > Export Blank User Template*.
2. In the *Import/Export file path* dialog, *Browse* to select the file path, and click **OK** to complete the process.
3. After the blank template is created successfully, a corresponding message is displayed.
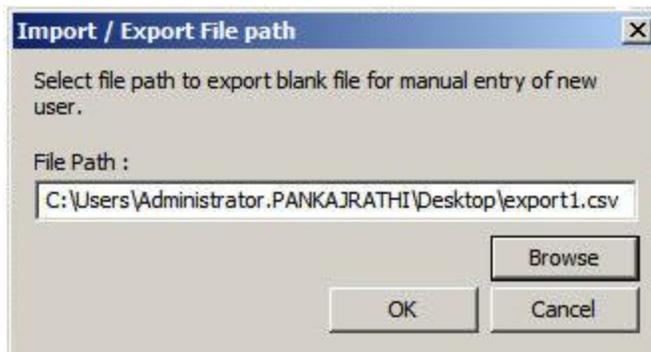
	The blank template created, is used to add users manually. You cannot import users to the blank template.

Export Users

To export users:

1. From the middle panel, select *All Users > Export Users to .CSV File > Export Users*.
2. In the *Import/Export File Path* dialog, specify the `.csv` file path to export the users.

3. Click **OK** to continue with the export process.
4. From the *Select Users* list, choose the users to export.
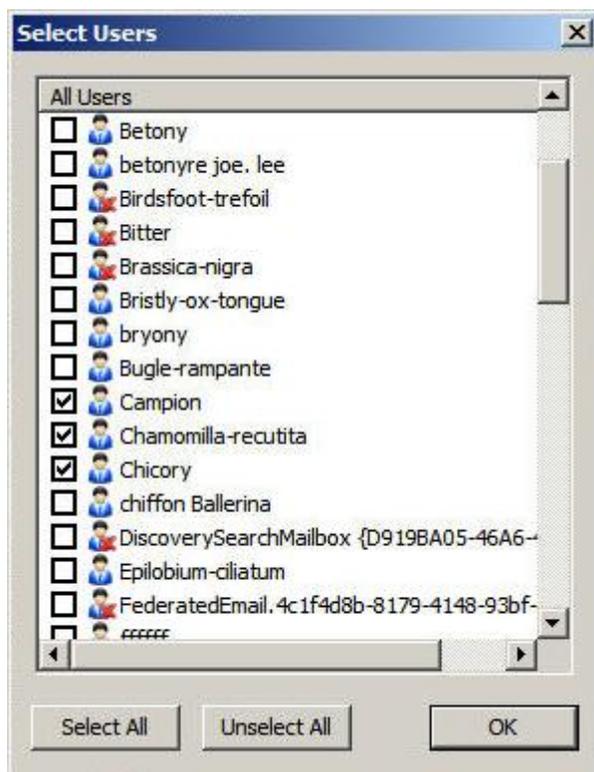
5. Click **OK** to continue. After the users are exported successfully, a corresponding message is displayed.

The users are exported along with their properties. The exported users can be restored later as required.

Stellar
## Active Directory Manager

Import Users

Active Directory Manager provides you the flexibility to import user details from a .CSV file. The .CSV file should contain the attribute names as defined in the Active Directory.

To Import Users:

1. Select *All Users > Import Users from .CSV File.*
2. In the *Import/Export file path* dialog type the .csv file path or *Browse* to select the file.
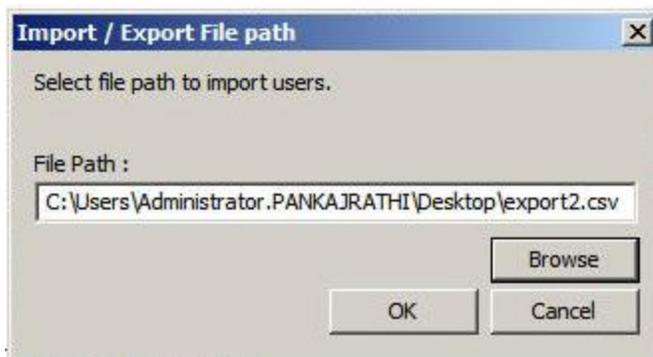
3. From the *Select Users to Import* list, choose the users to import from the .CSV file.

Select User(s) to import

All users in file

☑ Campion
☑ Chamomilla-recutita
☐ Chicory

| Select All | Unselect All | OK |
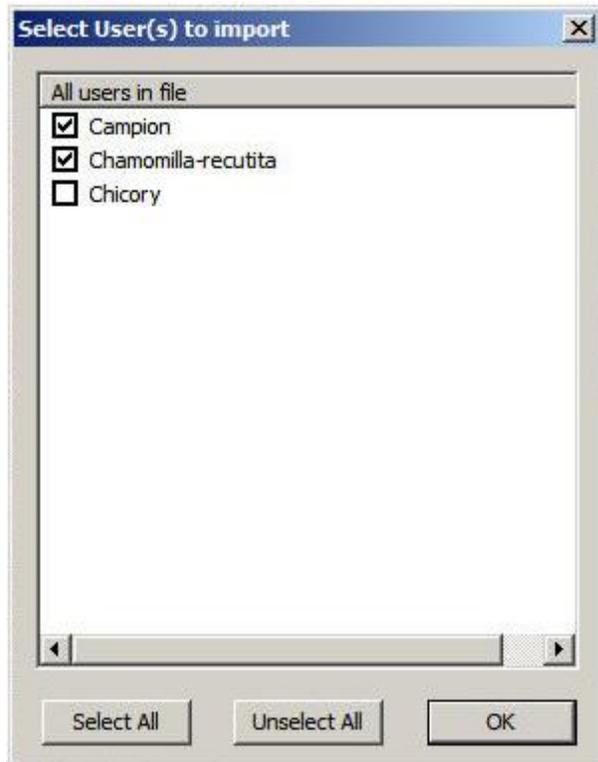
After the successful import of the users, a corresponding message is displayed. The imported users are displayed in the hierarchy as normal users.

> **☞ Note** It is advised, that you carry out the import process cautiously as duplicate user names if any, will be replaced. It means if a user name already exists in AD then it will be replaced by the new imported user with the same name.

Stellar
Active Directory Manager

Cleaning up Users

Over a period of time, User accounts become obsolete and needs elimination. With *Active Directory Manager* you can trace all the inactive, disabled, account-expired users in Active Directory. If your organization uses an Active Directory housekeeping policy, you must follow it to clean up the users. The cleaning up process enhances the performance of your Active Directory.

To clean users:

1. Select `Active Directory > Clean up`. The *Clean Up* dialog is displayed.

2. From the **Select Object** option choose *Users*.
3. From **Select Days and Type** option, choose the number of days the user has been *Inactive For*. To narrow down the result further, select *Exclude Never Logon* to omit the display of

users who never logged on to any computer and select *Exclude Disabled*, to exclude the disabled user names in the result.

4. Choose *Select All* to *Delete* or *Disable* the user accounts.
5. After deleting or disabling the user accounts click **OK**.

Stellar
Active Directory Manager

Group Management

Managing Active Directory Groups is a tedious task for most Active Directory administrators, as it requires time and effort. Configuring groups and assigning various group attributes is a complex procedure and involves multiple steps even to achieve simple tasks. *Active Directory Manager* eases the otherwise complicated task of managing Active Directory Groups. The two important aspects of Group Management are:

- Create New Group
- Bulk Group Management

Stellar
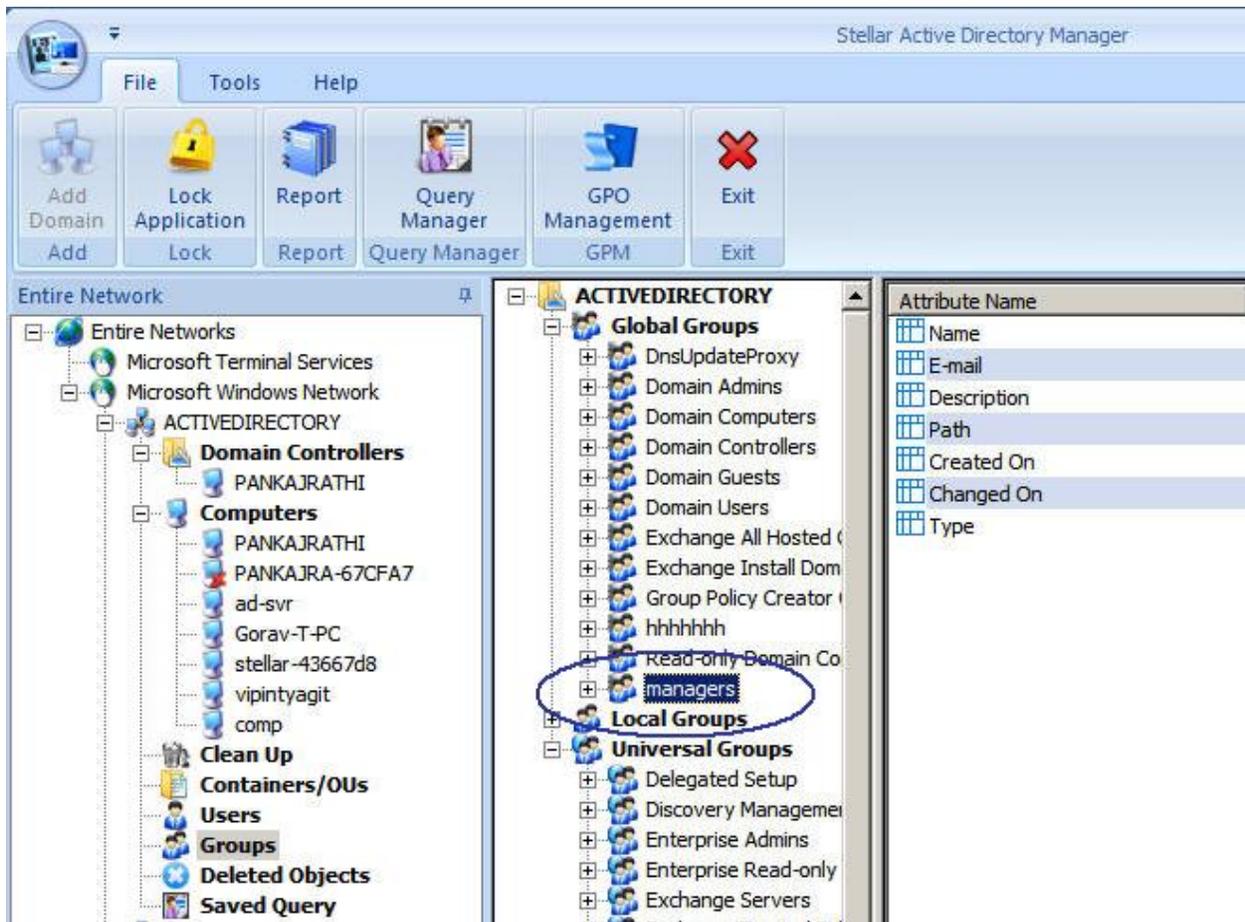## Active Directory Manager

Create a New Group

Creating new groups in Active Directory is accomplished in much the same manner as creating a new user or a new OU. After creating the group, you can manage its memberships.

To create a new group:
1. Double-click **Groups** in the left panel.
2. In the middle panel, select `Active Directory > Global Groups > New Group`. The *Create New Group* dialog is displayed.

3. Type the *Group Name*. The name specified in this field is automatically populated in *Group Name (Pre-Windows 2000).*
4. Select a *Group Scope - Global.* The group scope establishes where the group can be used and what types of objects it can contain. There are three options for Group Scope:
5. *Domain Local* - a domain local group can only be used within a single domain. A domain local group can have users, global groups and universal groups as members.
6. *Global* - a global group can be used throughout a domain tree, that is, the current domain and all child domains. A global group can have users and other global groups as members.
7. *Universal Group* - a universal group can be used anywhere and can have users, global groups and other universal groups as members.
5. Select a *Group Type*. The group type establishes what services can be applied to the group. There are two options for Group Type.
• *Security* - A security group is used to assign permissions to network resources.
• *Distribution* - The Distribution group is used for e-mail distribution lists or for grouping purposes.
6. Click *Create* to create the new defined group. After the group is created successfully, a corresponding message is displayed.
7. The new group is added under the **Global Groups** in the middle panel as displayed in the following illustration.
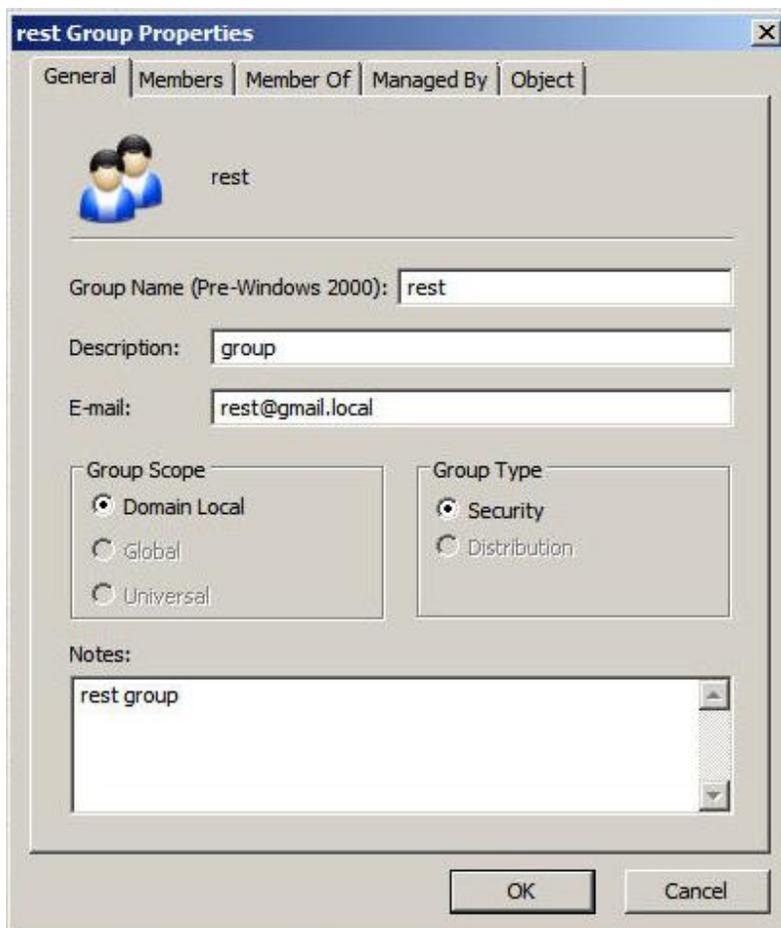
Stellar
Active Directory Manager

Single Group Properties

After creating a group, you can define its properties to match your requirements.

To view, modify or define group properties:

- Select *Group > Properties*. The selected *Group Properties* dialog is displayed. The illustration below displays the properties for a group called 'rest'.

The various group properties are:

General

Use this option to view and modify the General options of the group.

General Options	Description
Group Name (Pre-Windows 2000)	It is the Group name.
Description	It is the description of the Group.
E-mail	It is the E-mail id of the Group.
Group Scope	Select the Group Scope from the available options. The options available are:
Domain Local	A domain local group can only be used within a single domain. A domain local group can have users, global groups and universal groups as members.
Global	A global group can be used throughout a domain tree, that is, the current domain and all child domains. A global group can have users and other global groups as members.
Universal	A universal group can be used anywhere and can have users, global groups and other universal groups as members.
Group Type	Select a Group Type. The options available are:
Security	A security group is used to assign permissions to network resources.
Distribution	Select the Distribution option if you intend to use the group for e-mail distribution lists or for grouping purposes. The primary purpose of this type of group is to group relate objects together.
Notes	Use this option to write group specific comments or notes.

Members

Displays the list of members of the group. You can **Add** more members or remove members as required. The list displays the Member Name and the complete folder Path.

Member Of

The list displays groups from the current domain and groups that are maintained in the global Catalog, for example, the Universal Groups.
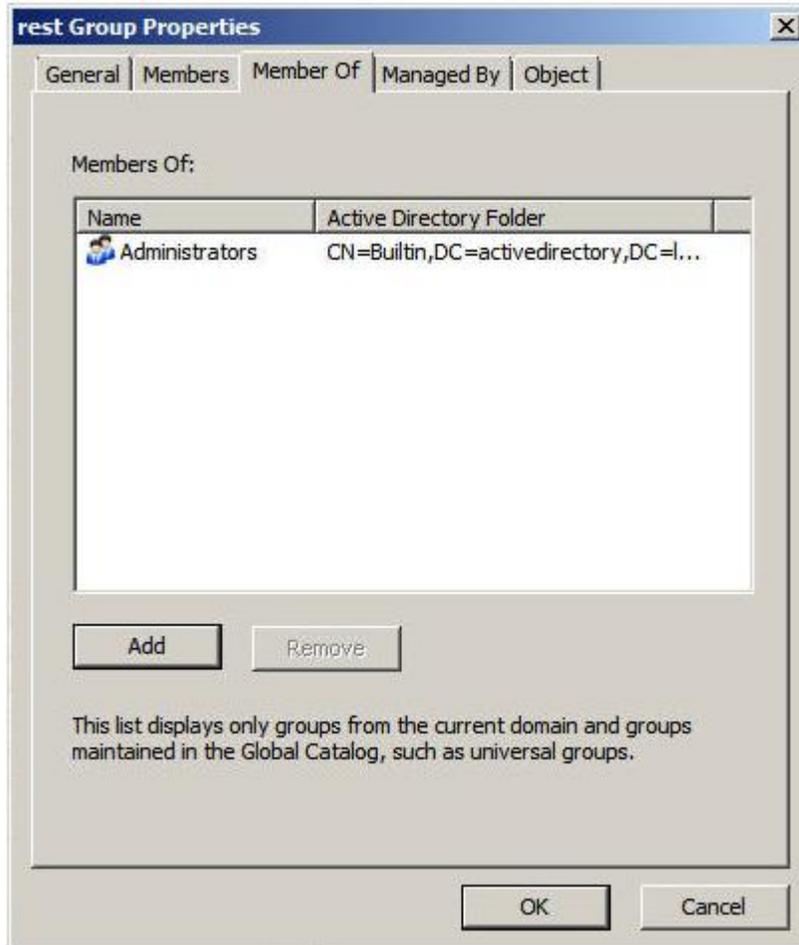
Managed By

Displays the Administrator details. The details can be changed as required. Select the option *Manager can update membership list* to enable the Manager to update the list.

Object

Displays the complete object details like the *Canonical Object Name*, *Path*, *Category* and the *Object Class*.

Stellar
Active Directory Manager

Single Group Management

The Active Directory Manager helps the administrator to modify group attributes, rename group, move group to another container, etc.

In left panel select the group created and right-click to view the available options to manage the group.

Copying a Group

Use this option to copy a selected group to another container. To copy a group:

1. Select *Group > Copy*. The *Copy Group* dialog is displayed.
2. *Browse* to selection the location to copy the Group and assign a group Name.
3. Click **OK** to copy the group. If the operation is successful a corresponding message is displayed.

Moving a Group

Use this option to move a group from the current container to another container.
- Select *Group > Move*. Select the container to which you want to move the Group.

Renaming a Group

Use this option to remotely rename a user in any domain.

- Select *Groups > Group Name > Rename*. In *Rename Group* dialog enter the *Common Name* and *Pre-Windows 2000 Name* and click **OK** to save the changes.

Deleting a Group

Use this option to remotely delete a Group.

- Select *Groups > Group Name > Delete*. Click **Yes** to confirm the action.

Adding Member to Group

To add a member to a Group:

1. Select *Groups > Group Name > Add Member*.
2. From the *Select Member* list, choose the member to add to the group and click **OK**

Removing a Member

To remove a member from the Group:

1. Select *Groups > Group Name > Remove Member*.
2. From the *Select Member* list, choose the member to remove and click **OK**

Copying to Server

To copy a group to another computer:
1. Select *Groups > Group Name > Copy to Server*.
2. In the *Copy Group to other Computer* dialog, click *Find* to select the computer to copy the Group and click **OK**.

**Copying Members to Group**

To copy members to the Group:

1. Select *Groups > Group Name > Copy Members to Group*.
2. In the *Copy Member to Group* dialog, type the Group name and click **OK**.
3. Select the members to copy and click **OK**.

Viewing Group Details

To view details of the group:

- Select *Groups > Group Name > View Group Details*. The group details are displayed in the right panel as illustrated below.
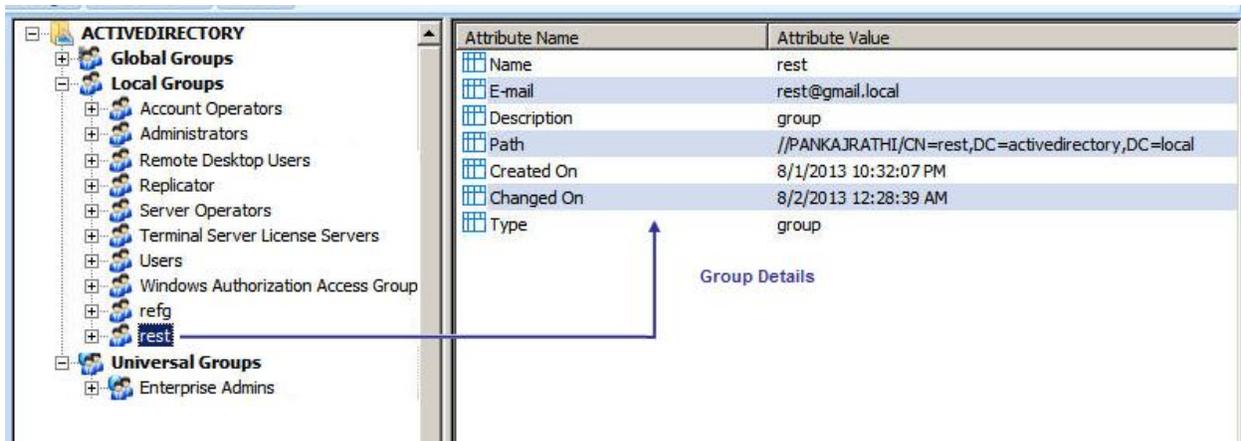
Viewing Group Members

To view direct members:

1. Select *Groups > Group Name > View Group Members> View Direct Members Only.*
2. The *Direct Group Members* list is displayed in the right panel.

To view all members:

1. Select *Groups > Group Name > View Group Members > View All Members.*
2. The list displays all the members in the Group in the right panel.

Viewing Group Permissions

To view the permissions of the selected group:
  ▪ Select *Groups > Group Name > Permissions.* The permissions are displayed in the right panel.
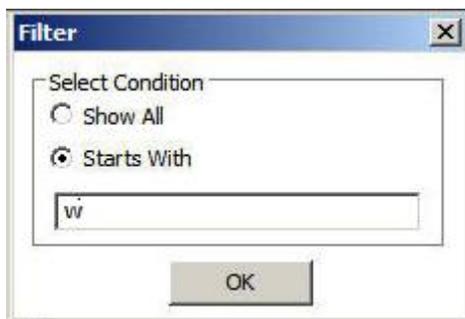
Stellar
Active Directory Manager

Filter Groups

Filter groups is similar to filtering the users. Filtering the group list helps you manage the list more efficiently. You can choose to view an alphabetically filtered list or the complete list of groups.

To filter groups:

1. Select *All Groups > Apply Filter*. The *Filter* dialog is displayed. In this example, create a filter designed to retrieve groups whose name begins with the alphabet **w**.

2. Under **Select Condition**, select the radio button *Starts With* and type '**w**' in the text box and click **OK**, to display an alphabetically filtered list of groups whose name begins with '**w**'. *Show All* displays the complete list.

# Stellar
Active Directory Manager

Bulk Group Management

Bulk Group Management allows you to add members, remove members from the selected groups, move groups to a different container, view group memberships, delete groups, copy groups to a server and copy members from a single group to multiple groups.

Adding Members to Group

To add members to Groups:

1. Select *Global Groups > Bulk Group Management > Add Members*.
2. From the *Select Groups* list, choose one or more groups and click **OK**
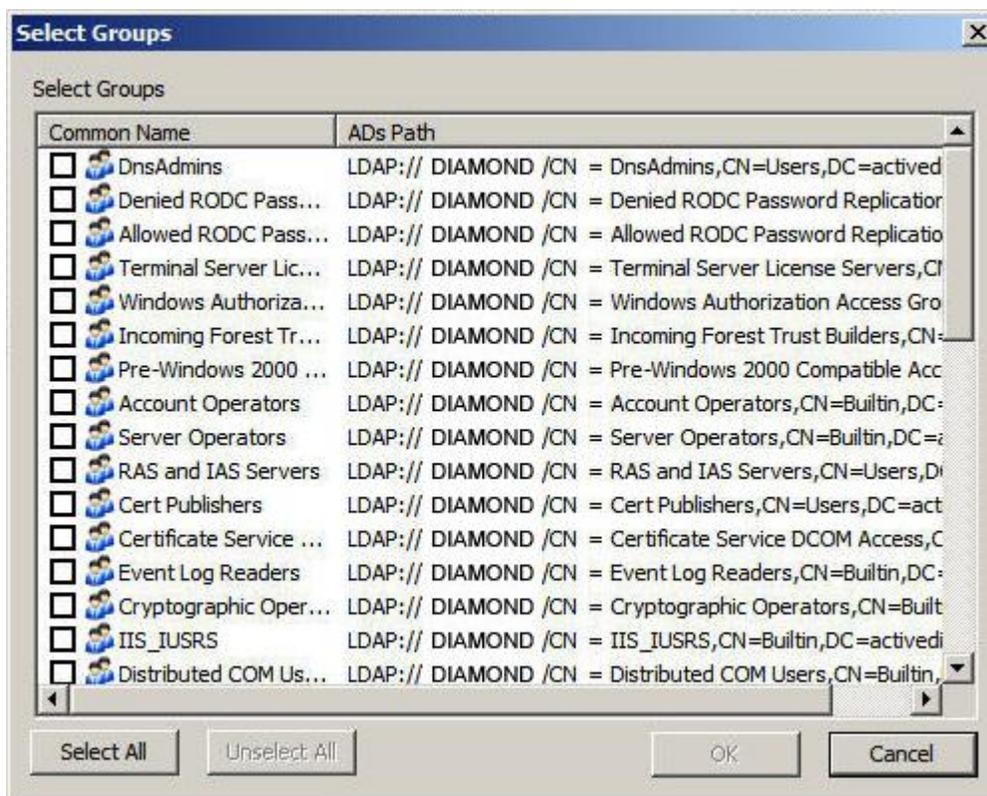
Removing Members from Groups

To remove members from Groups:

1. Select *Global Groups > Bulk Group Management > Remove Members*.
2. From the *Select Groups* list, choose one or more groups and click **OK**.

Moving Groups

To move groups from one container to another:

1. Select *Global Groups > Bulk Group Management > Move.*
2. From the *Select Groups* list, choose one or more groups to move and click **OK**
3. From the *Select Container* list, select the container where you want to move the selected groups and click **OK**.

Viewing Group Membership

To view direct group members:

1. Select *Global Groups > Bulk Group Management > View Group Members > View Direct Group Members Only.*
2. The *Direct Groups Members* list is displayed. Click **OK** to exit the list.

To view all members:

1. Select *Global Groups > Bulk Group Management > View Group Members > View All Members.*
2. The list displays all the members in the Group. Click **OK** to exit the list.

Deleting Groups

Use this option to delete groups in bulk.

To delete groups in bulk:

1. Select *Global Groups > Bulk Group Management > Delete Groups.*
2. From the *Select Group* dialog, select the groups to delete and click **OK**.
3. When prompted to confirm deletion, click **Yes**.

Copying Groups to Server

Use this option to copy selected groups to a different server without affecting the original groups.

To copy groups to the Server:

1. Select *Global Groups > Bulk Group Management > Copy to Server.*
2. From the *Select Groups* dialog, select the groups to copy to the Server and click **OK**.
3. In the *Copy Group to other Computer* dialog, enter the target server name and click **OK**.
4. You will be prompted to enter the login credentials. Type the details and click **OK**.

Copying Members to multiple groups

Use this option to copy single group members to multiple groups.

To copy members to multiple groups:

1. Select *Global Groups > Bulk Group Management > Copy Members to Multiple Groups.*
2. From the *Select Group to Copy Members* dialog, select the group to copy the members and click **OK**.
3. In the *Select Group* dialog, select multiple groups where you want to copy the members and click **OK**.
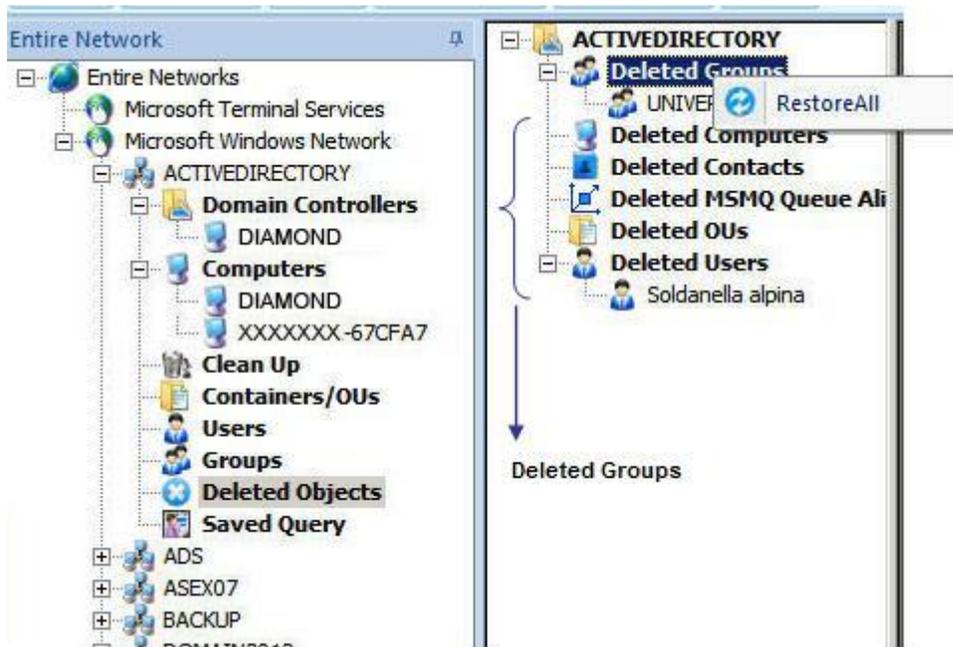
Stellar
Active Directory Manager

Restoring Deleted Objects

All the deleted Active Directory objects are listed under **Deleted Objects** in the left panel. Selecting **Deleted Objects** in the left panel expands the list in the middle panel and displayed under **Deleted Groups** as illustrated below.

In *Active Directory Manager*, you can restore all the deleted objects if required.

To restore deleted objects:

1. Select `Active Directory` > `Deleted Objects` > `Deleted Groups`, right-click and select the *RestoreAll* option.
2. The deleted objects will be restored in their original containers.

You can also restore a single deleted object. For example, to restore a single deleted user:

- Select the user to restore under **Deleted Users**, right-click and select *Restore*.

Computer Management

Stellar
Active Directory Manager

Computer Management

Active Directory Manager allows you to manage computers in workgroup, current domain and remote domain by performing a number of tasks like move computers, enable, disable or add computers and modify their attributes, add jobs, install services, run queries and many other tasks on single and bulk computers.

The Key features of Computer Management are:

- Create New Computer
- Single Computer Properties
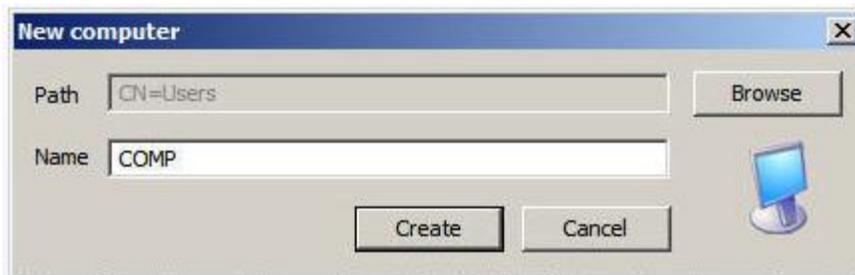- Single Computer Management
- Bulk Computer Management

Stellar
Active Directory Manager

Create New Computer

With Active Directory Manager you can create one or more computers. Once the computer is created you can view and modify the different system properties.

To create a new computer:

1. Select *Computers > New Computer*.
2. In the *New Computer* dialog, type a computer *Name* and specify the *Path*. The default path is set to Users. However, you can *Browse* and select a different path as well.

You can perform various tasks on the new computer created, which is part of the workgroup, the current domain or a remote domain.

Stellar
Active Directory Manager

Single Computer Properties

With *Active Directory Manager* you can view the different system properties. The property pages are used to view and modify the properties.

To view the System Properties of the computer:

- Select `<Computer Name> > Properties`. The *System Properties* dialog is displayed. Each of the tabbed property page is described in detail subsequently. The System Properties are:
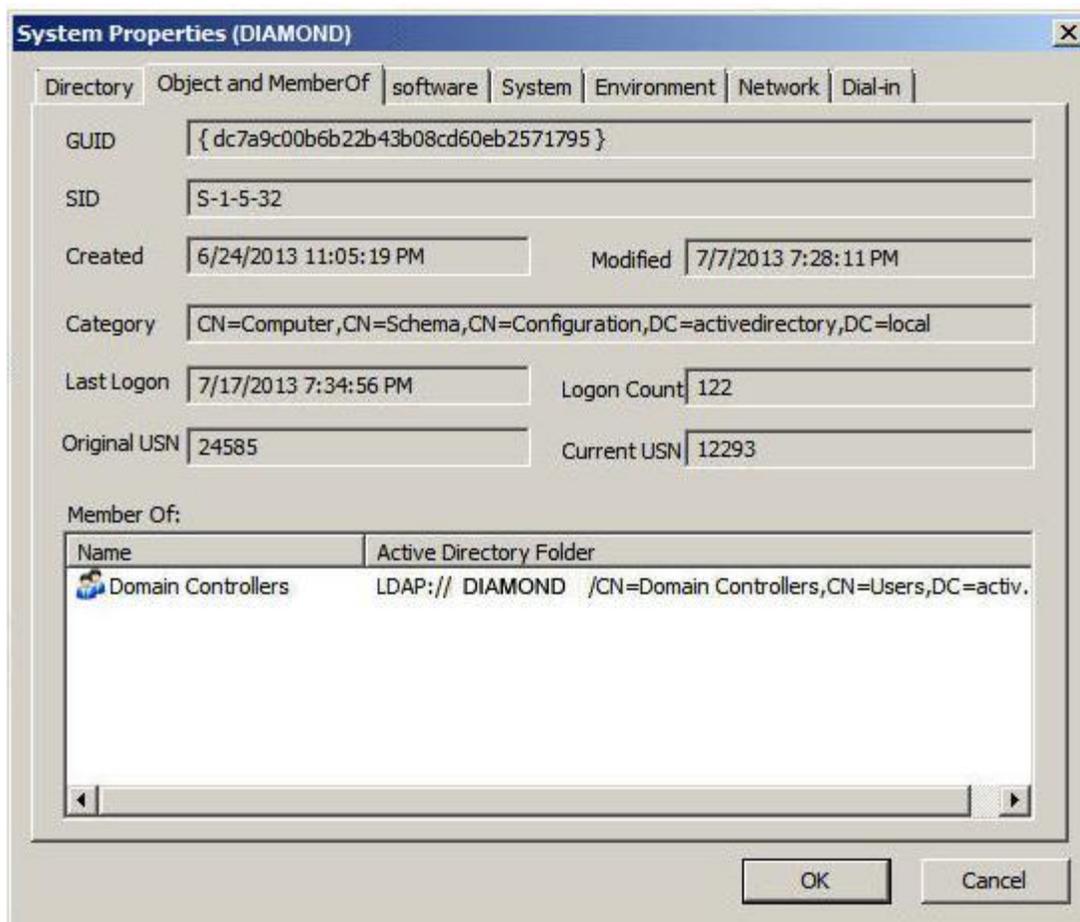
Directory

The **Directory** tab displays the following settings.

Directory Settings	Description
Description	It is the computer description.

Location	It is the computer location.
Managed By	Displays the manager details.
Directory Path and Names	These are system generated properties and cannot be modified.
Pre Windows 2000	Displays the computer name.
DNS	Displays the DNS name
DN	Displays the DN name
Path	Displays the complete path
Operating System	
OS	Displays the operating system details
Version	Displays the OS version details
SP	Displays the service pack details.

Object and Member of

The **Object and Member of** tab displays the following details and each field is described in detail below.


Object and Member of Settings	Description
GUID	Specify the globally unique identifier

|	(GUID). Every object stored in Active Directory is assigned a GUID and it never changes.
SID	Specify the Security Identifier of the computer.
Created	The date and time when the computer account was created.
Modified	The date and time when the computer account was modified.
Category	It is the object category and cannot be changed.
Last Logon	Specify the time that the user last logged into the domain.
Logon Count	It is the number of times the user logged in.
Original USN	It is the original identifier for controlling directory replication in Microsoft Windows 2000.
Current USN	It is the current identifier for controlling directory replication in Microsoft Windows 2000
Member of	It displays a list of groups in the domain where the user's account is located

Software

The **Software** tab displays the *Computer Name*, *Operating System* and the list of software installed on the computer.
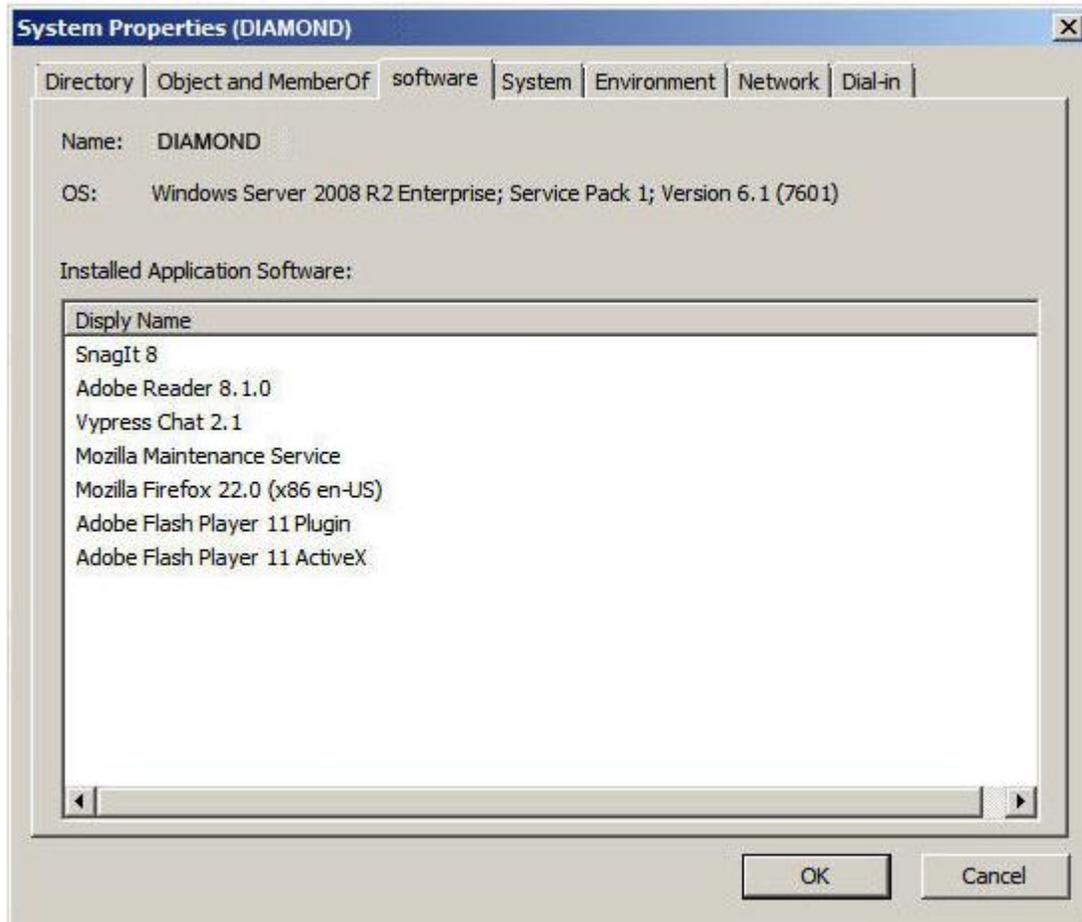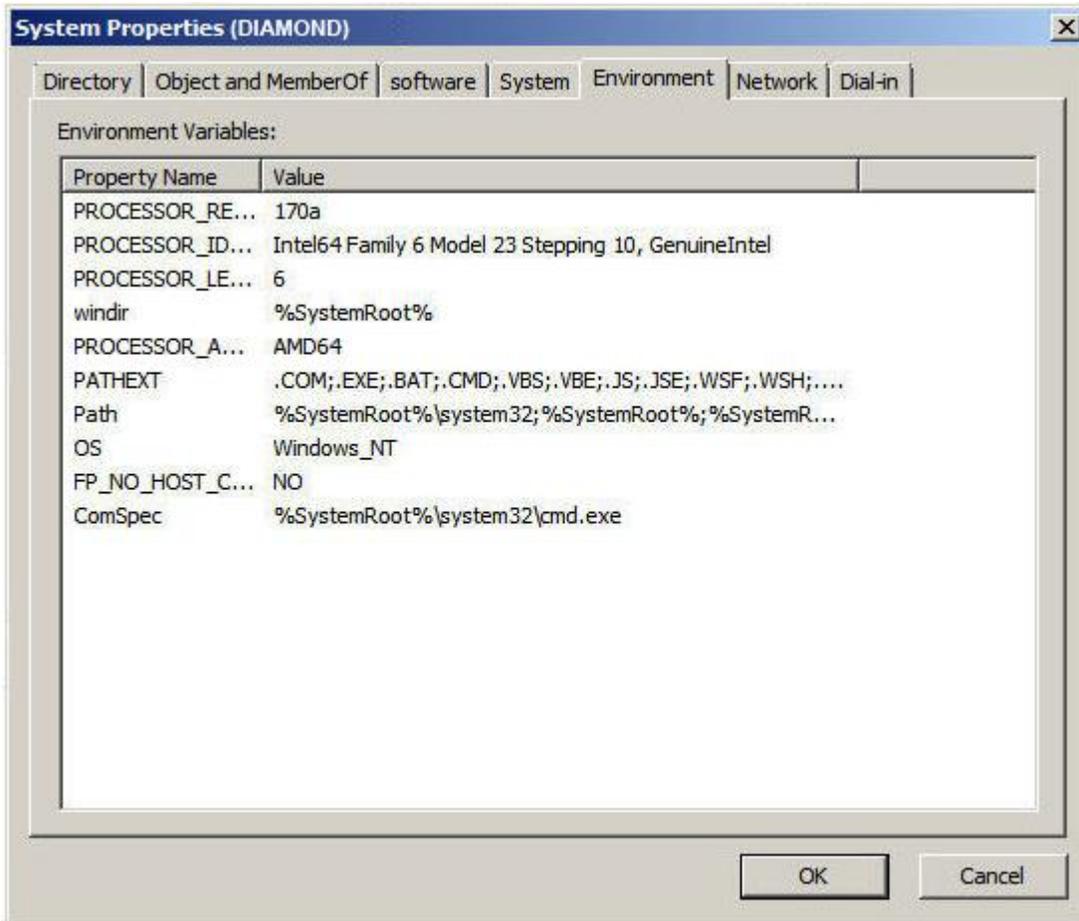
System

The **System** tab displays the CPU information, logged on user detail like the *User Name*, *Logon Server* and *Logon Domain*, and other aspects of system information like the *Property Name* and the *Value*.
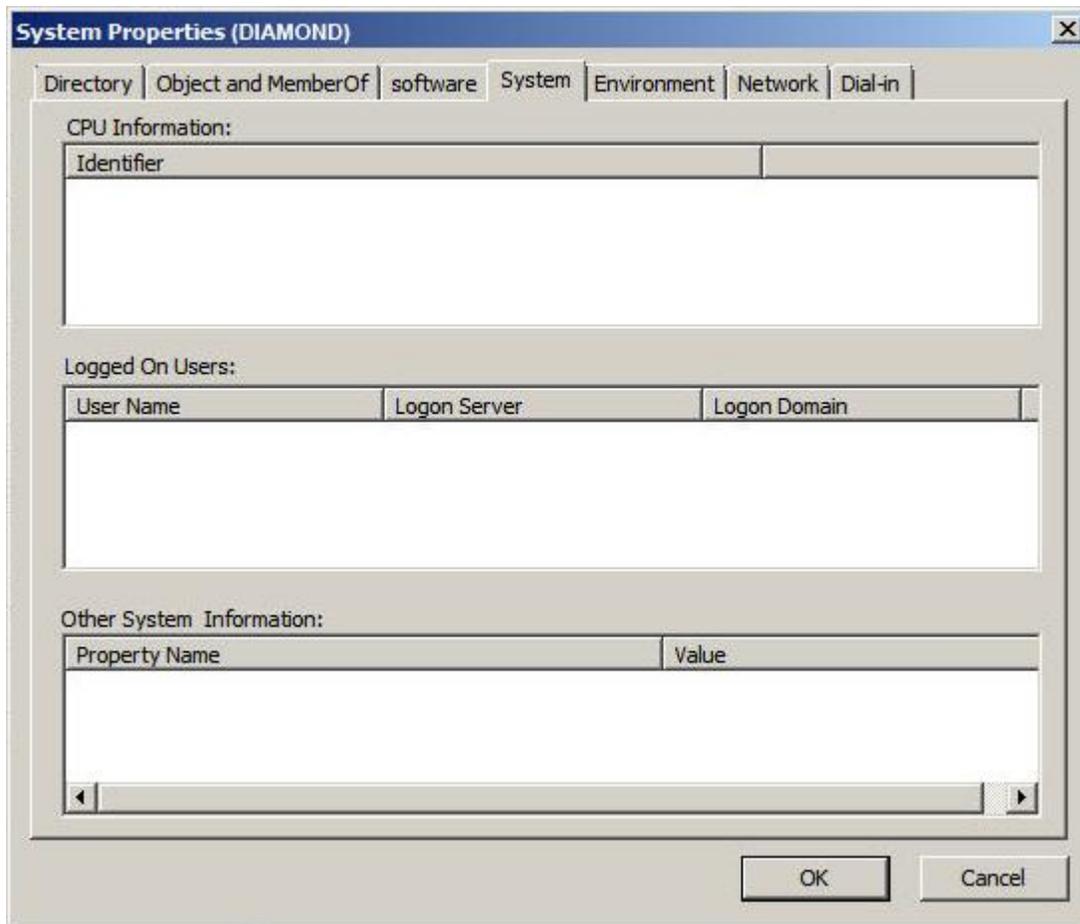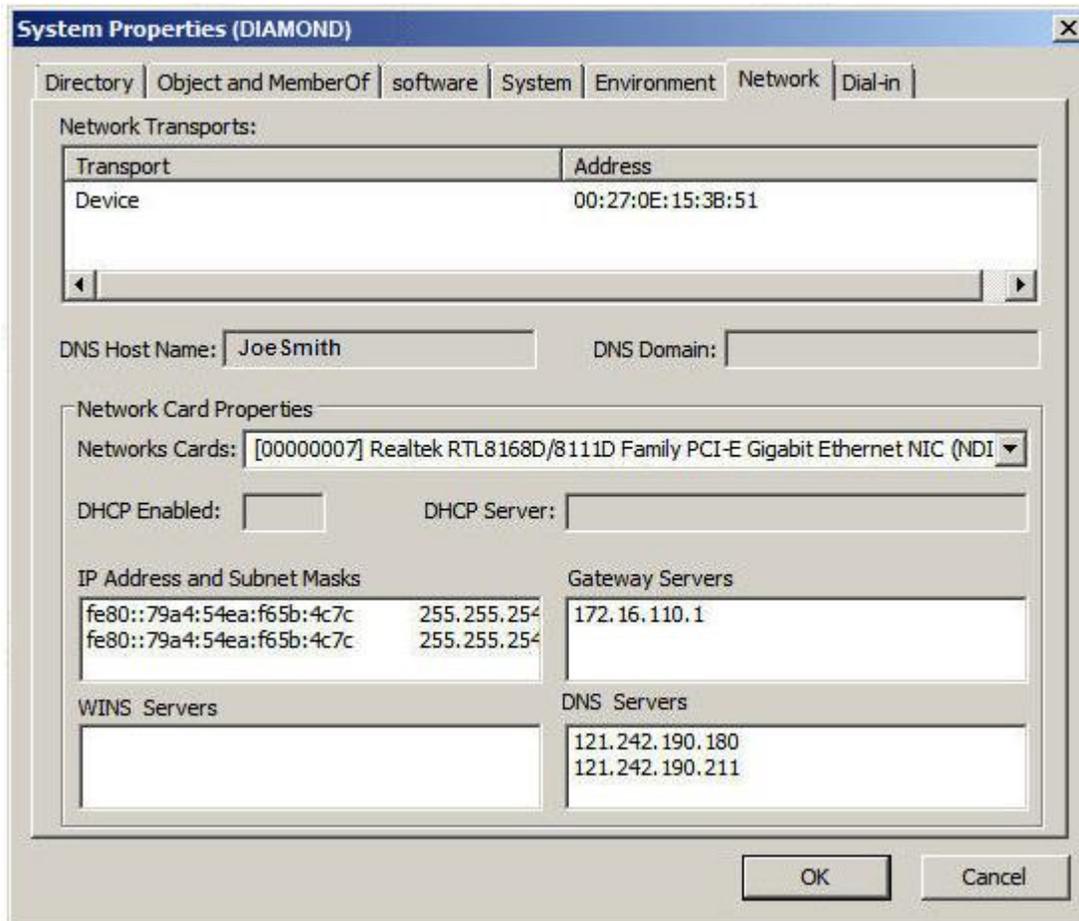
Environment

The **Environment** tab displays the *Property Name* and *Value* of the available environment variables.
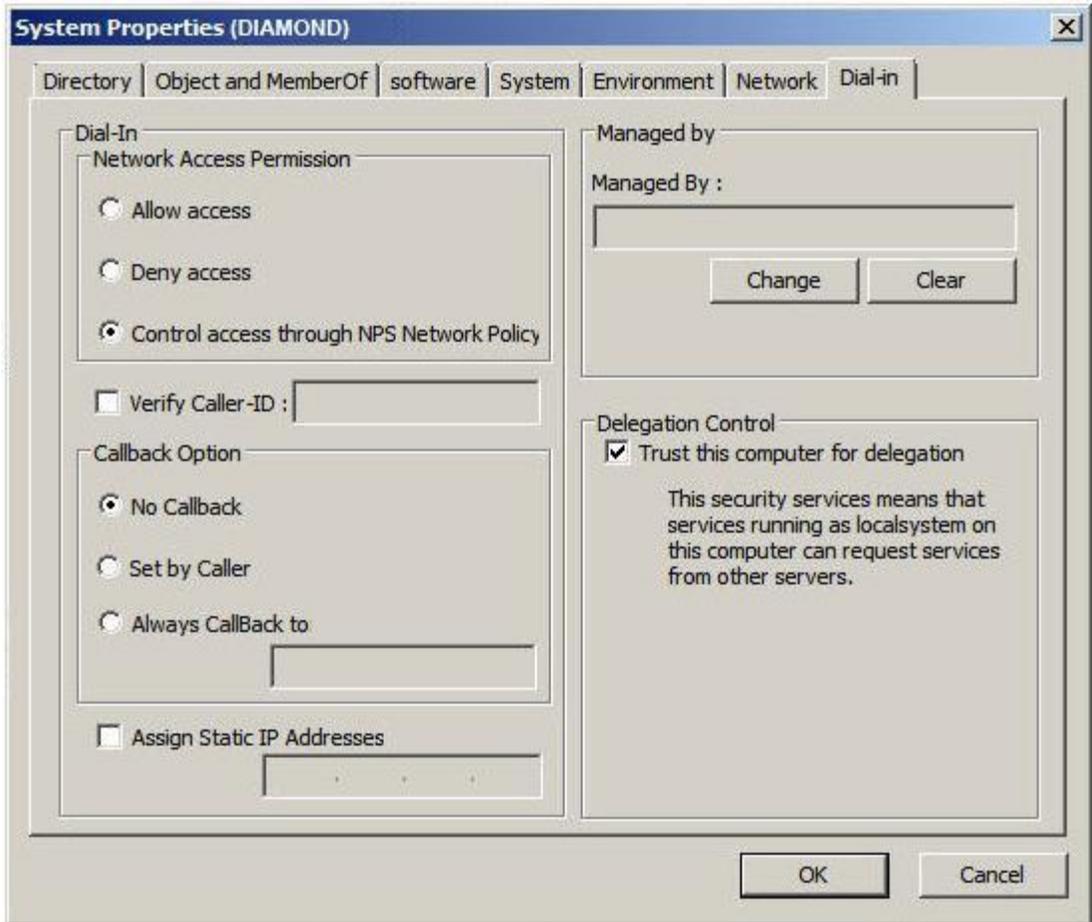
Network

The **Network** tab displays the *Network Transports*, *Network Card* and other Network specifications as displayed in the illustration below and followed by the description of each field.

Property Name	Description
Network Transports	Displays the transport name and address.
DNS Host Name	Displays the DNS Host Name.
DNS Domain	Displays the DNS Domain name.
Network Card Properties	
Network Cards	Select the network card from the drop-down list.
DHCP Enabled	If the option is enabled, this server protocol automatically provides an Internet Protocol (IP) host with its IP address and other related configuration information.
DHCP Server	It is the computer running the DHCP Server service that holds information about available IP addresses and related configuration information.
IP Address and Subnet masks	Displays the IP Address and the subnet masks.
Gateway Servers	Displays the Gateway Server address.
WINS Servers	Displays the IP address of the server on which WINS service is running.

DNS Servers	Displays the IP address of the server on which DNS service is running.

Dial-in

The **Dial-in** tab displays the following details and is followed by the description of each field.

Property Name	*Description*
Network Access Permission	Use this property to set network access permission to explicitly allow, deny, or determine through network access policies.
Verify Caller ID	If this property is enabled, the server verifies the caller's phone number. If the caller's phone number does not match the configured phone number, the connection attempt fails.
Callback Options	If this property is enabled, the server calls the caller back (*Always Callback to*) during the connection process. The phone number that is used by the server is *Set by Caller* or the network administrator.

Assign a Static IP Address	Use this property to assign a specific IP address to a user when a connection is made.
Managed By	Use this property to specify the Administrator details.
Delegation Control	
Trust this computer for delegation	If enabled, allows a service running under on this computer to perform operations on behalf of other servers. By default, this option is enabled.

Stellar
Active Directory Manager

Single Computer Management

With Active Directory Manager, you can perform various tasks on one or more computers, which are part of the workgroup, current domain or a remote domain.

Move Computer

Use this option to move computers from one container to another just through few clicks and save your time.
To move computers:
1. Select *<Computer Name> > Move Computer*. The *Select Container* list is displayed.

2. From the *Select Containers* list, select the container where you want to move the computer, and click **OK**.

Disable Account

Use this option to disable an account.

To disable an account:
1. Select *<Computer Name> > Disable Account.*
2. An alert message is displayed, click **Yes** to confirm. A corresponding message confirms that the Computer account has been disabled.

Delete

Use this option to delete the computer.

To delete a computer:

1. Select *<Computer Name> > Delete.*
2. You will be prompted to confirm the action. Click **Yes** to delete the computer. A corresponding successful deletion message is displayed.

Add Computer to Group

Use this option to add the selected computer to other groups for managing them efficiently.

To add computer to Group:
1. Select *<Computer Name> > Add Computer to Group.* The *Select Group* list is displayed.
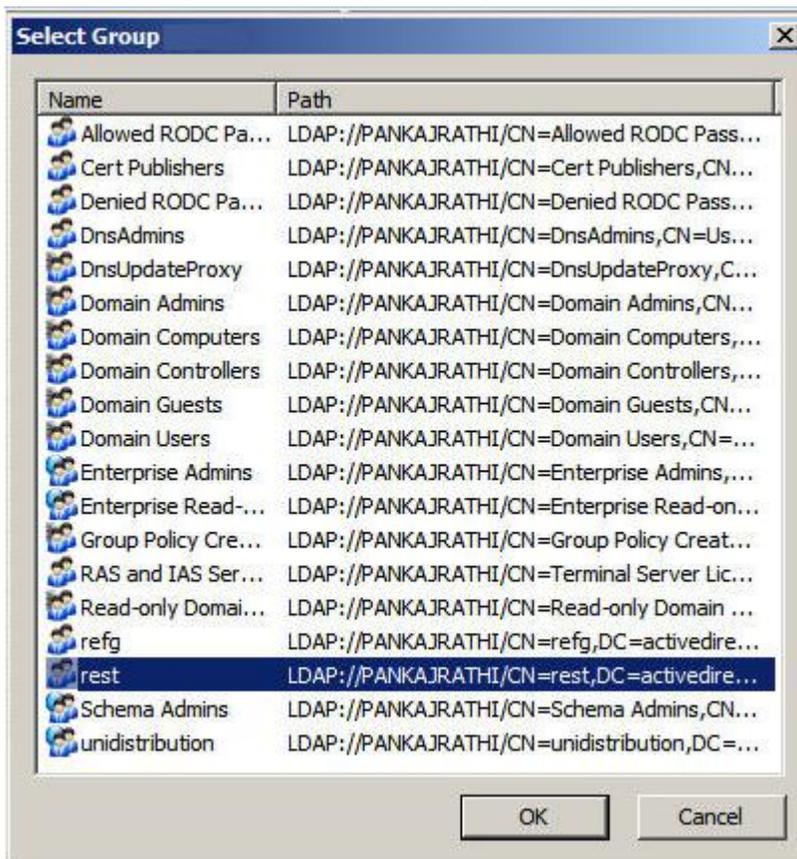
2. From the list select the group to which you want to add the computer, and click **OK**.

Remove Computers from Group

Use this option to remove the selected computer from other groups.

To remove the selected computer from Group:
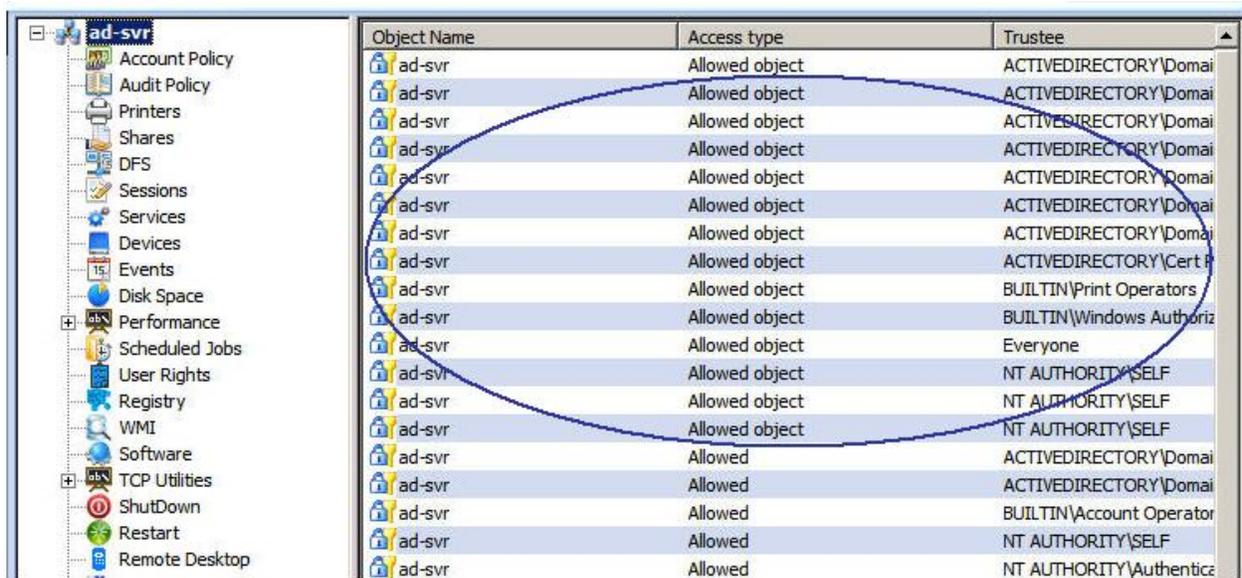1. Select *<Computer Name> > Remove Computer from Group.*
2. From the *Select Group* list, select the group from which you want to remove the computer, and click **OK**.

List Permissions

Use this option to list selected computer permissions.

To list the permissions:
1. Select *<Computer Name> > List Permissions.*
2. The computer permissions are displayed in the right panel, as illustrated below.

Send Message

You can use this option to send message to other accounts only if the Messenger Services is enabled on the user and receiver computers. The message sent is displayed on the receiver's console.

To send message:

1. Select *<Computer Name> > Send Message.* The *Send Message* dialog is displayed.

2. In the Send Message dialog, type the content and click **OK**.

Change Common Details of Computer

Use this option to change the common details of the computer.

To change the common details of the computer:

1. Select *<Computer Name> > Change Common Details of Computer.* The *Modify Computer Attribute* dialog is displayed.
2. In the dialog you can select and modify attributes like *Managed by*, *Location* and *Description* of the computer and click **OK** to save the changes made.

Stellar
Active Directory Manager

Bulk Computer Management

With Active Directory Manager, you can manage computers in bulk. As an administrator you can select one or more computers from the list of computers available and perform different operations on them as listed below:

- Enable/Disable Computers
- Move Computers
- Remove from Domain
- Add/Remove Computers to Group
- Set Primary Group of Computers
- Change Common Details of Computers

Enable Computers

Use this option to remotely enable multiple disabled computers.

To enable computers:
1. Select *Computers > Bulk Computer Management > Enable Computers*. The *Computer List* dialog is displayed.
2. Select the computers to enable and click **OK** to save the changes and display the status report.

Disable Computers

Use this option to remotely disable multiple computers.

To enable computers:
1. Select *Computers > Bulk Computer Management > Disable Computers*. The *Computer List* dialog is displayed.
2. Select the computers to disable and click **OK** to save the changes and display the status report.

Move Computers

Use this option to move computers from one container to another container.

To move computers:
1. Select *Computers > Bulk Computer Management > Move Computers*. The *Computer List* dialog is displayed.
2. Select the computers to move and click **OK.**
3. From the *Select Container* list, select the container to which you want to move the selected computers, and click **OK** to save the changes and display the status report.

Remove from Domain

Use this option to remove multiple computers from a selected domain.

To remove computers:
1. Select *Computers > Bulk Computer Management > Remove Computers*. The *Computer List* dialog is displayed.
2. Select the computers to remove and click **OK.**
3. When prompted to confirm the removal, click **OK**.

Add Computers to Group

Use this option to add computers to a Group for improved management.

To add computers to Group:
1. Select *Computers > Bulk Computer Management > Add Computers*. The *Computer Lis*t dialog is displayed.
2. Select the computers to add and click **OK.**
3. From the *Group List*, select the Group to which you want to add the computers and click **OK** to save the changes and display the status report.

Remove Computers from Group

Use this option to remove computers from a Group.

To remove computers from a Group:
1. Select *Computers > Bulk Computer Management > Remove Computers*. The *Computer Lis*t dialog is displayed.
2. Select the computers to remove and click **OK.**
3. From the *Members List*, select the members to delete from the group and click **OK** to save the changes and display the status report.

Set Primary Group of Computers

Use this option to set the primary group of computers.

To set the primary group of computers:
1. Select *Computers > Bulk Computer Management > Set Primary Group of Computers*. The *Computer Lis*t dialog is displayed.
2. Select the computers for which you want to set the primary group and click **OK.**
3. From the *Group List*, select the Group to assign as the primary group and click **OK** to save the changes and display the status report.

Change Common Details of Computers

Use this option to change the common details of computers.

To change the common details of computers:
1. Select *Computers > Bulk Computer Management > Change Common Details of Computers*. The *Computer Lis*t dialog is displayed.
2. Select the computers to modify the common details and click **OK.**
3. From the *Modify Attribute List* dialog, select the attributes to modify and click **OK** to save the changes and display the status report.

Stellar
Active Directory Manager

Computer Features

SADM allows you to manage a local computer along with the domain computers. When you expand the computer node then you see following child nodes that help you manage the computer:

- Account Policy
- Audit Policy
- Printers
- Shares
- DFS
- Session
- Services
- Devices
- Events
- Disk Space
- Performance
- Scheduled Jobs
- User Rights
- Registry
- WMI
- Software
- TCP Utilities
- Shutdown and Restart
- Remote Desktop
- Manage Computers
- Shared Folder

Stellar
Active Directory Manager

Account Policy

All security policies are computer-based policies. Account policies are defined on computers, but they affect how user accounts can interact with the computer or domain. Account policies contain two subsets:

- *Password Policy* - This security setting determines the period of time, in days that a password must be used before the user can change it or the system requires the user to change it. The policy also determines the least number of characters that the password may contain.
- *Account Lockout Policy* - Account Lockout Policy determines what happens when a user enters a wrong password.

Password Policy	Description
Password History	

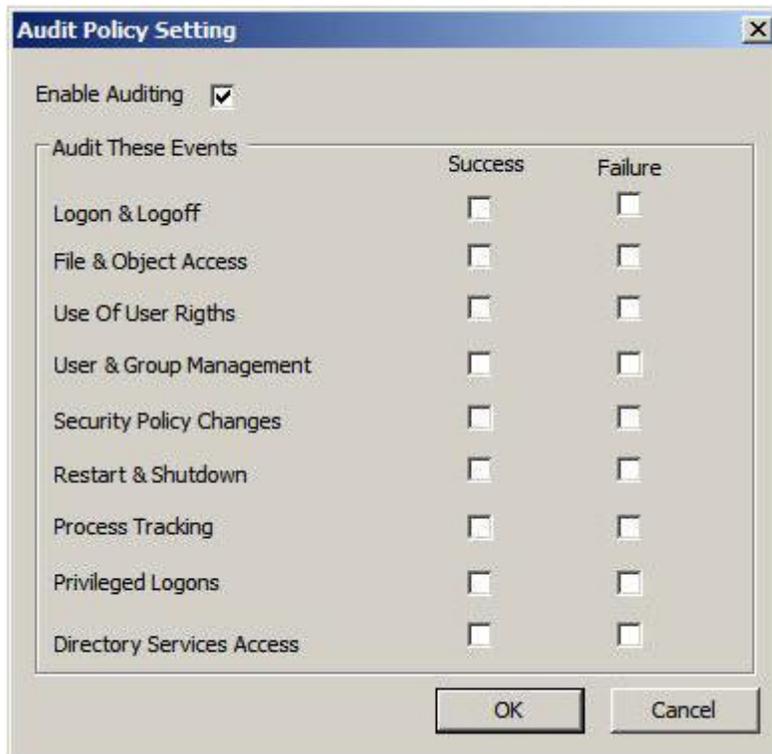|	
Don't Keep Password History	Select this option if you do not want to keep password history. By default the password history is saved.
Remember Password	Enter the number of passwords that you want the computer to remember.
Maximum Password age	This security setting determines the period of time (in days) that a password can be used before the system requires the user to change it.
Password Never Expires	Select this option if you want to retain the password till you decide to reset.
Password Expires in	Enter the number of days after which the password should be reset. If you set the value to '0', then it is equivalent to 'Password Never Expires'.
Minimum Password Age	This security setting determines the period of time (in days) that a password must be used before the user can change it. If the maximum password age is set to 0, the minimum password age can be set to any value.
Allow Changes immediately	Select this option to reset password immediately as required.
Allow Changes in	Enter the number of days after which the password can be reset.
Minimum Password Length	This security setting determines the least number of characters that a password for a user account may contain. You can set any value, but ensure that it is not less than seven (7) characters, or you can establish that no password is required by setting the number of characters to 0.
Permit Blank Password	Select this option if want to establish that no password is required.
At least….Characters	Enter the minimum length of the password. If the value is set to '0' then it is equivalent to 'Blank Password'.
Account Lockout	This security setting determines the number of minutes a locked-out account remains locked-out.
No Account Lockout	Select this option if you do not want the account to be locked-out.
Lockout After	Specify the number of bad logon attempts after which the account should be locked-out.
Reset Count After…..Minutes	This setting determines the number of minutes that should elapse, after a failed logon attempt, for the failed logon counter to be reset.
Lockout Duration	This security setting determines the number of minutes a locked-out account remains.
Forever (Until Admin Unlock)	Use this setting if you want the locked-out account to remain locked-out before the administrator has to unlock the account explicitly. By default, this setting is disabled.
Duration…Minutes	This security setting determines the number of minutes a locked-out account remains locked-out.
Forcibly disconnect remote users from server when logon hour expires	Use this setting to forcibly disconnect remote users when their specific logon hour expires.

Stellar
Active Directory Manager

Audit Policy

As an administrator you can establish an organizational computer system audit policy for information security. Configuring Audit policy settings that monitor the creation or modification of objects enables you to track potential security problems, helps to ensure user accountability, and provides evidence in the event of a security breach. You can specify whether to audit successes or failures for the specific access request to each user. The options for each of the audit settings are identical:

- *Enable Auditing*: If this option is not selected, no audit event is generated for the associated action.
- *Success*: An audit event is generated when the requested action succeeds.
- *Failure*: An audit event is generated when the requested action fails.

To configure the Audit Policy setting:

1. From the left panel click `Computers > <Computer Name>`. The selected computer features are displayed in the middle panel.
2. Select **Audit Polic**y, the corresponding setting screen is displayed. There are nine different kinds of events for which you can specify Audit Policy settings as illustrated below.

Events	Description
Logon & Logoff	Audit this to record each instance of a user logging

|	
	on to or logging off from another computer in which this computer is used to validate the account.
File & Object Access	Audit this to record when someone has used a file, folder, printer, or other object.
Use of User Rights	Audit this to record when someone accesses an Active Directory Domain Services object that has its own system access control list.
User & Group Management	Audit this to record when someone has changed an account name, enabled or disabled an account, created or deleted an account, changed a password, or changed a user group.
Security Policy Changes	Audit this to record attempts to change local security policies and to see if someone has changed user rights assignments, auditing policies, or trust policies.
Restart & Shutdown	Audit this to record when someone has shut down or restarted the computer, or when a process or program tries to do something that it does not have permission to do. For example, if a malicious software attempts to change a setting on your computer without your permission, system event auditing would record it.
Process Tracking	Audit this to record when events such as program activation or a process exiting occurs.
Privileged Logons	Audit this to record when someone performs a user right.
Directory Services Access	Audit this to record when someone accesses an Active Directory Domain Services object that has its own system access control list.

Stellar
Active Directory Manager

Printers

With *Active Directory Manager*, you can perform various tasks on a Printer.

The **Printers** node in the middle panel, when expanded, displays all the printers that are installed on the computer in the right panel. SADM enables you to manage the local as well network printers on domain. You can perform various operations to manage printers.

You can select the Printer and view the details in the right panel as displayed in the illustration below.
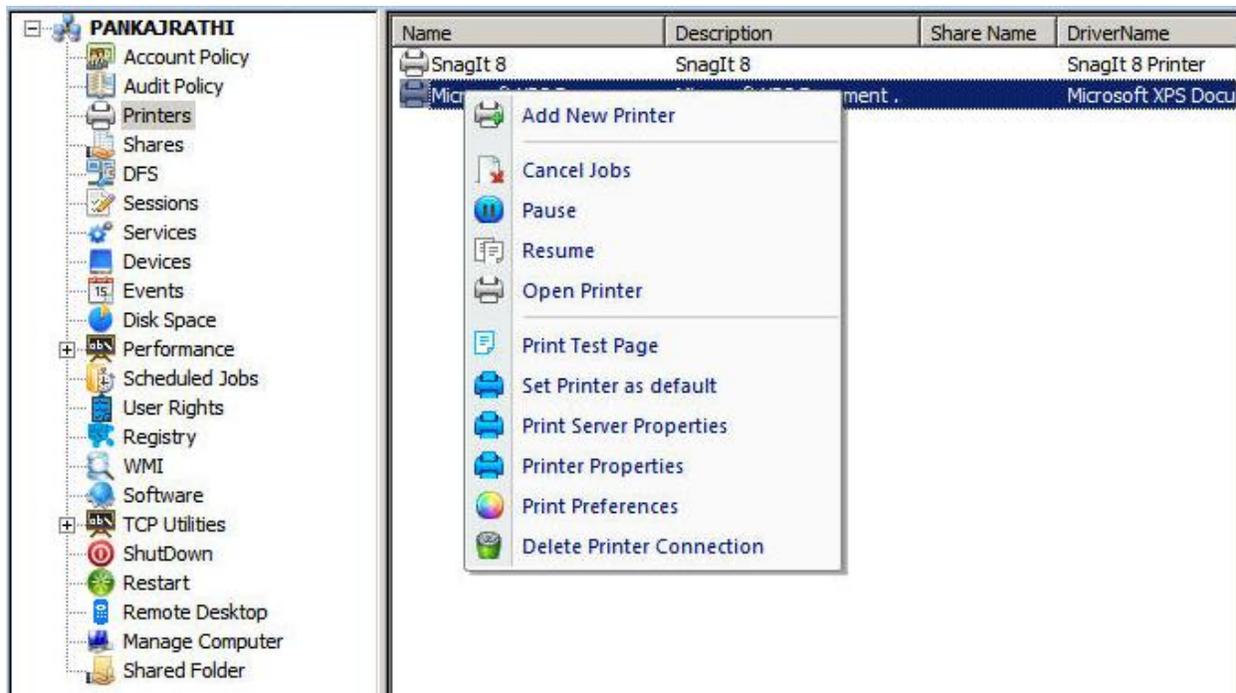
You can perform the following tasks on a Printer. All tasks are self-explanatory.

- Add a New Printer
- Cancel Jobs
- Pause
- Resume
- Open Printer
- Print Test Page
- Set Printer as Default
- Print Server Properties
- Printer Properties
- Print Preference
- Delete Printer Connection

Stellar
Active Directory Manager

Shares

The **Shares** node enables you to view and manage all shared drives, folders and files on the local and remote computers. You can expand this node to view all the shared folders in the middle panel and further expand the listed folders to view their sub-folders and constituent files in the right panel.

1. Right click the **Shares** node to display the share details in the right panel with the information, such as *Name*, *Path*, *Access Mask*, and *Allow Maximum*.
2. You can select a share and perform the following tasks:

- Open
- Explore
- Search
- Create Shortcut
- Map Network Drive

Stellar
Active Directory Manager

DFS

The **DFS** node in the middle panel corresponds to the Distributed File System (DFS) root. DFS, is a set of client and server services that helps to organize many distributed file shares into a distributed file system.

To view the DFS details:

- Click the **DFS** option and view the details like *Name*, *Root*, *State* and the *Status* in the right panel.

Stellar
Active Directory Manager

Session

The **Sessions** node displays all the users connected to the system. Click the **Sessions** node to view the list of connected users in the right panel. It displays the following information for the connected users: *Transport Name*, *User Name*, *Active Time* (in Seconds), and *Client Type*.

Stellar
Active Directory Manager

Services

The **Services** node enables you to view and manage all the Windows services related to local and remote computers. You can use the configuration options available under this node to start or stop a service, delete a service, and perform all services configuration operations that you are authorized for. You can view all the services running on the computer in the right panel by clicking the **Services** node. SADM allows you to perform various operations on services. Right click the **Services** node in the middle panel, to view the functions that can be executed to manage services, as displayed in the illustration below.

Following are the operations that you can perform to the manage services:

- Change Start Mode
- Manual
- Automatic
- Disabled
- Start
- Stop
- Resume
- Pause
- Delete
- Start
- Interrogate Service Update on Service Manager

Stellar
Active Directory Manager

Devices

When you click the **Devices** node in the middle panel, the right panel displays all the devices installed on a system as illustrated below.

The device details displayed are- *Name*, *Service*, *Description* and *Manufacturer*.
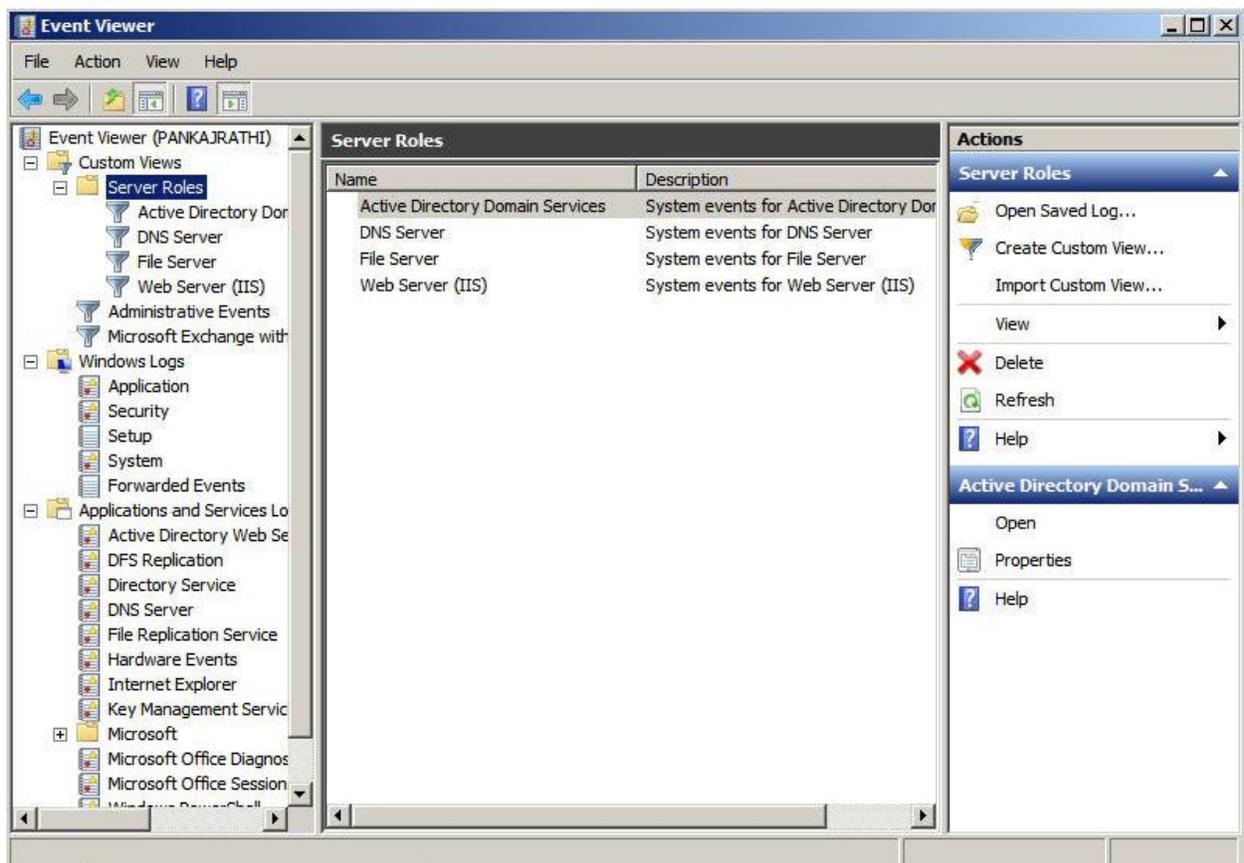
Stellar
Active Directory Manager

Events

Events log helps you to determine those conditions, which caused any error in the user system. It helps you to record important events like low memory conditions, restart operations, failing hard drive, etc. Events help save any big occurrence for data loss, disk damages, disk corruptions, OS errors etc. All events configured for auditing in the Audit Policy section are registered in Windows event logs and can be viewed by using the **Events** node in the middle panel.

To view Events:

1. Click the **Events** node. The *Event Viewer* is displayed. You can expand a node in the left panel to view various categories of events in the right list pane as illustrated below. You can double-click each sub-node to view related events in the right list pane.

2. Use the available menu options to manage the events as required.

Stellar
Active Directory Manager

Disk Space

Under the **Disk Space** node, you can view the disk space available on the various hard disk drives installed on the computer. The Disk Space node displays the entire information related to the logical drives like *Name*, *Drive Type*, *Description* and *Size*.

To view the Disk Space:

1. Click the **Disk Space** node in the middle panel. The right panel displays all the available logical drives.

2. You can select a drive and perform the following functions: *Open*, *Explore*, *Search*, *Create Shortcut* and *Map Network Drive*.

Stellar
Active Directory Manager

Performance

Active Directory Manager helps to view performance counters of operating system functioning, applications, services, or drivers. Data received from performance helps to identify and resolve problems, functioning, and performance of the applications for a computer. You can also view performance object and counters of remote domain and manage them.

To view the performance:

1. Click or expand the *Performance* node to view all the objects to be analyzed for a computer in the middle panel.

2. Double-click any performance object name to view its respective performance counters in the right panel.
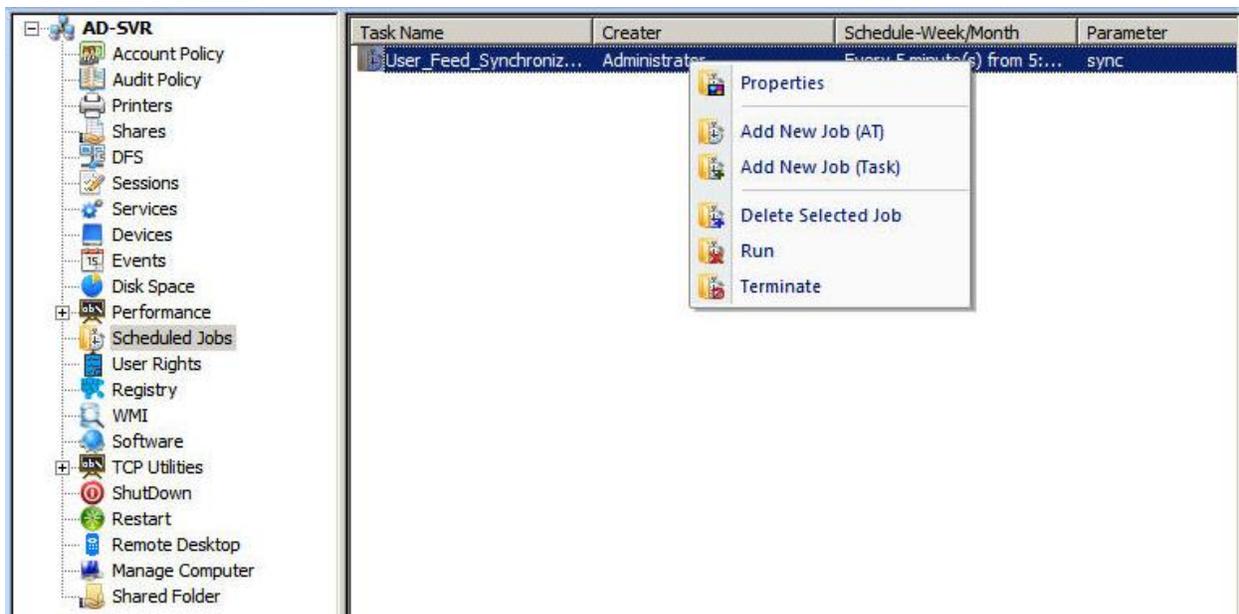
Stellar
Active Directory Manager

Scheduled Jobs

The *Scheduled Jobs* node displays the scheduled Windows jobs.

To view the Scheduled Jobs:

- Click the **Scheduled Jobs** node in the middle panel. The Windows jobs are displayed in the right panel as illustrated below:

Scheduled jobs can be configured by right clicking any of the jobs displayed in the right panel and selecting the appropriate option. The options available are:

- Properties
- Add New Job (AT)
- Add New Job (Task)
- Delete Selected Job
- Run
- Terminate

Stellar
Active Directory Manager

User Rights

The **User Rights** node lists all the available user rights in the right panel as displayed in the illustration below. Each user rights node can be expanded to display all the users who have been granted that particular right.
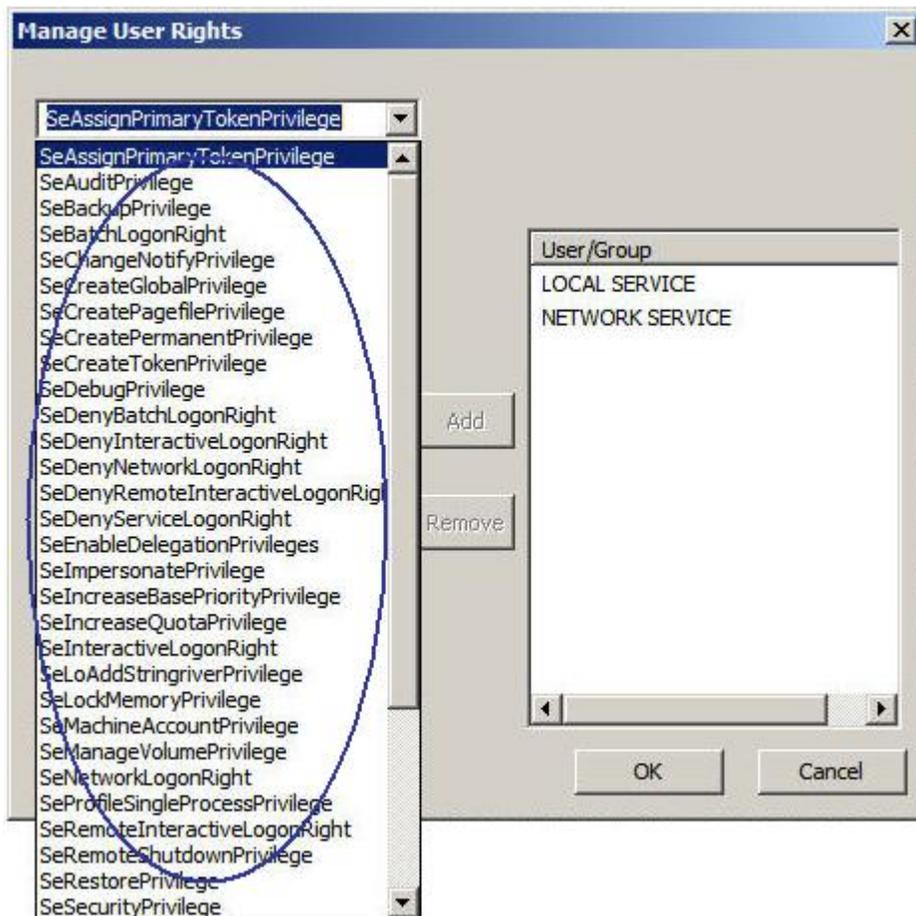

To assign more rights to a user:

1. Select an object in the middle panel and right-click, choose **Add Rights** to add additional rights to an existing user. The *Manage User Rights* dialog is displayed.
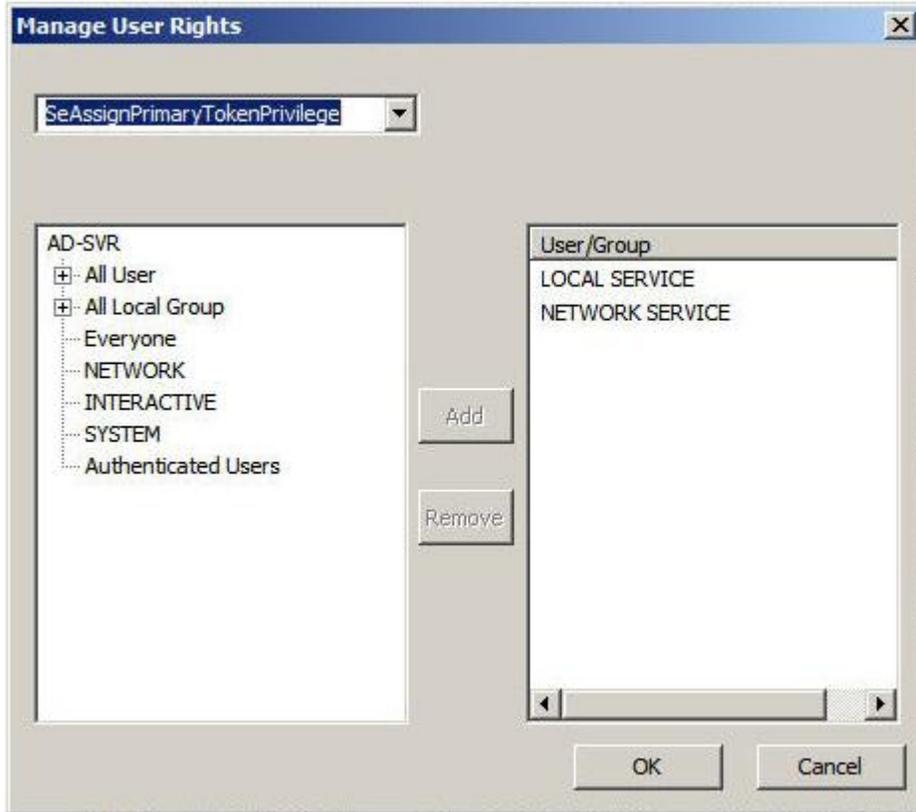
2. From the *Manage User Rights* dialog, select the User or Group from the left dialog pane and click on **Add**. The selected User or Group is listed in the right dialog pane.
3. From the drop-down list select the rights to assign to the selected User or Group.

Manage User Rights [x]

SeAssignPrimaryTokenPrivilege [▼]

| SeAssignPrimaryTokenPrivilege [▲] |
| SeAuditPrivilege |
| SeBackupPrivilege |
| SeBatchLogonRight |
| SeChangeNotifyPrivilege |
| SeCreateGlobalPrivilege |
| SeCreatePagefilePrivilege |
| SeCreatePermanentPrivilege |
| SeCreateTokenPrivilege |
| SeDebugPrivilege |
| SeDenyBatchLogonRight |
| SeDenyInteractiveLogonRight |
| SeDenyNetworkLogonRight |
| SeDenyRemoteInteractiveLogonRigl |
| SeDenyServiceLogonRight |
| SeEnableDelegationPrivileges |
| SeImpersonatePrivilege |
| SeIncreaseBasePriorityPrivilege |
| SeIncreaseQuotaPrivilege |
| SeInteractiveLogonRight |
| SeLoAddStringriverPrivilege |
| SeLockMemoryPrivilege |
| SeMachineAccountPrivilege |
| SeManageVolumePrivilege |
| SeNetworkLogonRight |
| SeProfileSingleProcessPrivilege |
| SeRemoteInteractiveLogonRight |
| SeRemoteShutdownPrivilege |
| SeRestorePrivilege |
| SeSecurityPrivilege [▼] |

User/Group

LOCAL SERVICE
NETWORK SERVICE

Add

Remove

[◄]   [►]

OK   Cancel

Click **OK** to apply the rights and exit the dialog.

Stellar
Active Directory Manager

Registry

You can view or modify software registries on a computer by clicking the **Registry** node in the middle panel.

To view or modify a registry value:

1. Click the **Registry** node in the middle panel to launch the *Registry Editor* as illustrated below.
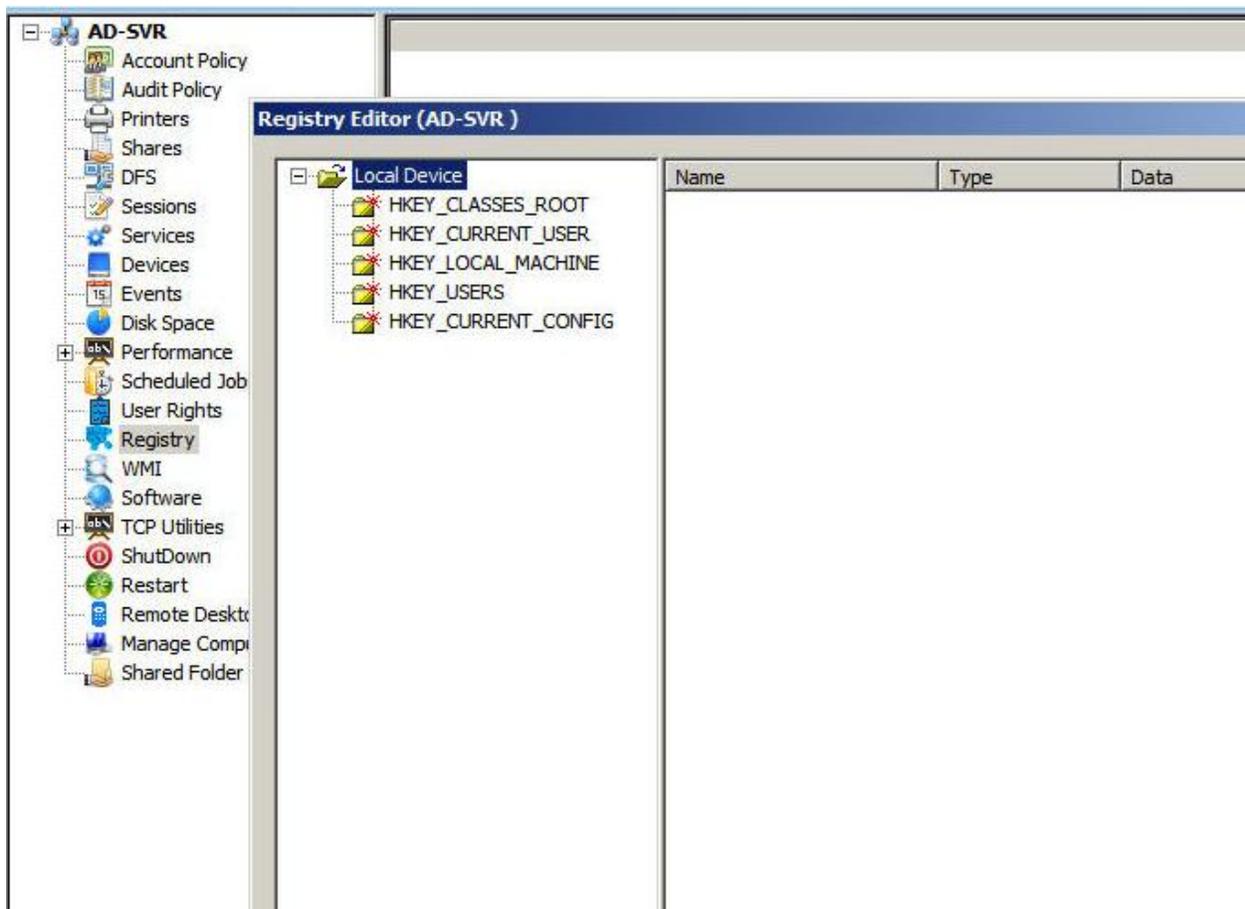
2. In the *Registry Editor*, use the left panel to browse the registry location.
3. Double-click the registry file in the left panel to view the registry value name and registry value data.
4. Make the required changes and click the **OK** button.

Stellar
Active Directory Manager

Window Management Instrumentation

Windows Management Instrumentation (WMI) is a technology built into Windows that allows for improved manageability of computers in a networked environment. WMI is used to gather system statistics, monitor system health, and manage system components. Ensure that the service is running and properly configured for your environment.

You can terminate a process or set different priorities for the processes.

To terminate a process:

- Select **WMI** in the middle panel and select the process in the right panel, right-click > *Terminate.*

To set execution priorities of processes:

- Select **WMI** in the middle panel and select the process in the right panel and right-click to display the menu options. The options are:

• Real Time
• High

- Above Normal
- Normal
- Below Normal
- Low

Stellar
Active Directory Manager

Software

The **Software** node displays details of the software installed on the computer.

To display the software details:

- Click the **Software** node in the middle panel. The right panel displays the software name and version as illustrated below.

Stellar
Active Directory Manager

TCP Utilities

The **TCP Utilities** node lists the network utilities. The available utilities are Trace Route, Ping, Telnet, and FTP.

Trace Route

To use the Trace Route utility:

1. Click *TCP Utilities* in the middle panel to expand the list.
2. Click the *Trace Route* utility, the corresponding dialog box is displayed.
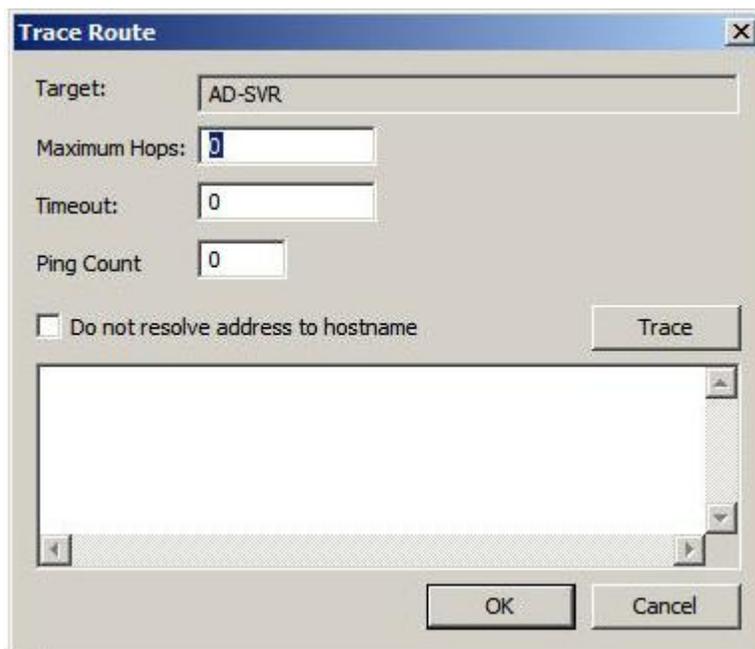
3. Enter the following details:
4. *Target* - It is the computer name.
5. *Maximum Hops* - it is the maximum number of hops on the path.
6. *Timeout* - Specifies the number of milliseconds to wait for each reply.
7. *Do not resolve address to host name* - Disables resolving IP addresses to host names.
4. Click the **Trace** button to start. Click **OK** to exit the dialog.

Ping

Ping verifies configurations and tests IP connectivity.

To use the Ping utility:

1. Click the *Ping* utility in the middle panel, the corresponding dialog box is displayed.
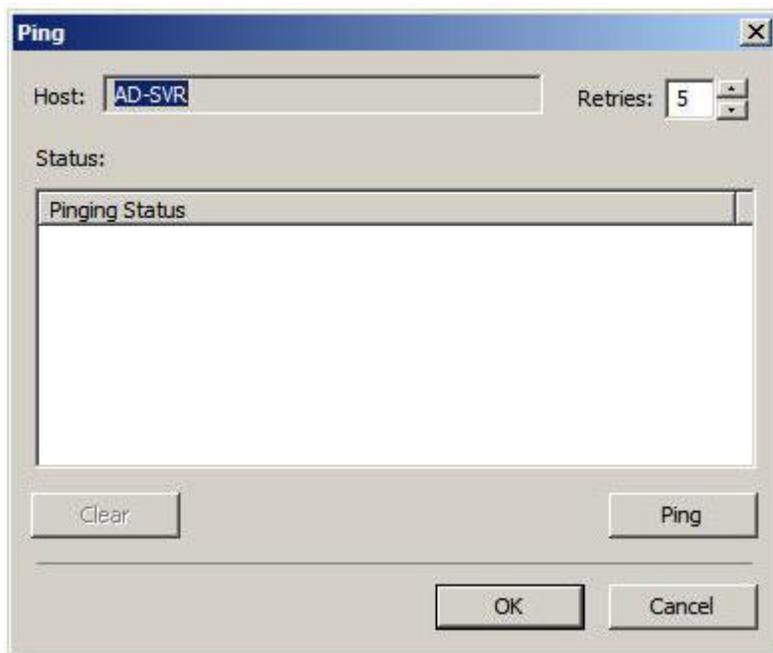
2. The computer name to ping is populated in the *Host* text field. Select the number of *Retries* from the drop-down list.
3. Click the **Ping** button.

Telnet

The **Telnet** utility uses terminal-based login to remotely access network devices that are running Telnet server software.

To use the Telnet utility:

- Click the *Telnet* utility in the middle panel. The tool starts the utility. Use the utility as required.

FTP

The FTP utility transfers files of any size between computers running Windows Server 2003 operating systems and any computer running File Transfer protocol server software.

To use the FTP utility:

- Click the *FTP* utility in the middle panel. The tool starts the utility. Use the utility as required.

Stellar
Active Directory Manager

Shutdown and Restart

The Shutdown and the Restart features in the middle panel should be used cautiously to remotely shutdown or restart the destination computer.

To shutdown the computer:

- Click the *Shutdown* option in the middle panel. Click **Yes** when prompted to confirm.

To restart the computer:

- Click the *Restart* option in the middle panel. Click **Yes** when prompted to confirm.

Stellar
Active Directory Manager

Remote Desktop

You can use the **Remote Desktop** option to connect to another computer on the network. Ensure that you have the required credentials to connect to the remote computer.

To connect to remote desktop:

- Click the *Remote Desktop* option, and type the password to connect to the target computer.

Stellar
Active Directory Manager

Manage Computers

You can use the **Computer Management** option to manage other computers on the net.

To manage computers:

- Click the **Manage Computers** option in the middle panel. The *Computer Management* screen is displayed. Use the available options and utilities as required.
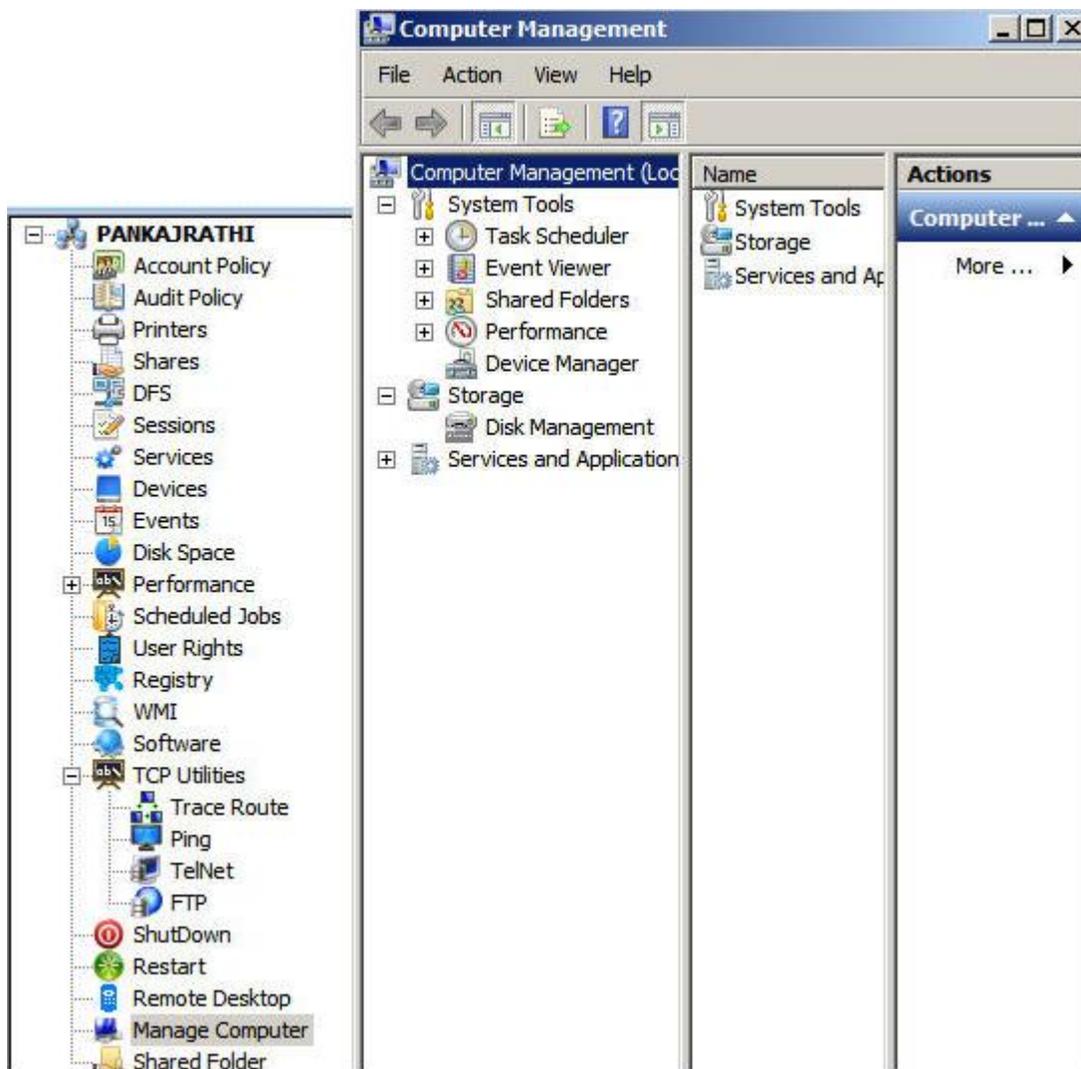
Stellar
Active Directory Manager

Shared Folder

You can use the **Shared Folder** option to view and manage all the shared folders on the local computer.

To view and manage the Shared Folders:

- Click the *Shared Folder* option in the middle panel, the corresponding screen is displayed. Manage the folders as required.
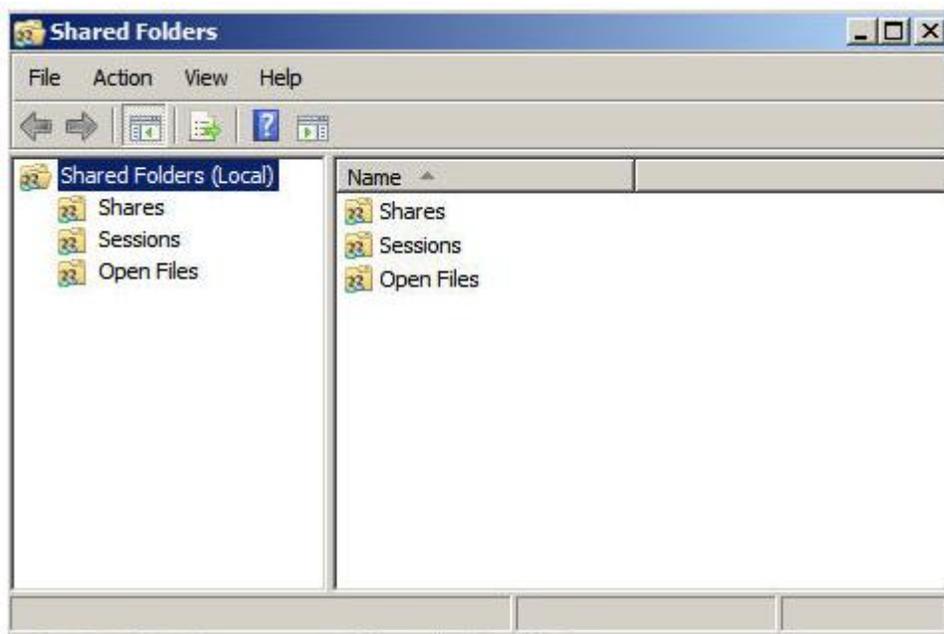
Stellar
Active Directory Manager

Domain Controllers

You can use ADM tool to view and manage various types of domain controllers. The tool provides many options to manage the DC, which in a normal scenario takes more time in administering. On expanding the Domain Controllers node, you can view all the controllers configured as domain controllers. The domain functions are the same as that of the Computer functions.

The tool provides the following functions for a DC:

- Account Policy
- Audit Policy
- Printers
- Shares
- DFS
- Session
- Services
- Devices
- Events
- Disk Space
- Performance
- Scheduled Jobs
- User Rights
- Registry
- WMI
- Software
- TCP Utilities
- Shutdown and Restart
- Remote Desktop
- Manage Computers
- Shared Folder

Stellar
Active Directory Manager

Cleaning up Computers

Over a period of time, Computer accounts become obsolete and needs elimination. With *Active Directory Manager* you can trace all the inactive, disabled, account-expired computers in Active Directory. If your organization has an Active Directory housekeeping policy, follow it to clean up the computers. The cleaning up process enhances the performance of your Active Directory.

To clean computers:

1. Select `Active Directory > Clean up`. The *Clean Up* dialog is displayed.

2. From the **Select Object** option choose *Computers*.
3. From **Select Days and Type** option choose the number of days the computer has been *Inactive For*. To narrow down the result further, select *Exclude Never Logon* to omit the display of computers that has never been logged on to and select *Exclude Disabled*, to exclude the disabled computer names in the result.
4. Choose *Select All* to *Delete* or **Disable** the computer accounts.
5. After deleting or disabling the computer accounts click **OK**.

Stellar
Active Directory Manager

Group Policy Management

Group Policy objects play a powerful role in how the network is managed and secured. As an administrator you can manage user settings on multiple computers at once, thus every change to Group Policy affects multiple users and computers. You can use Group Policy to specify options for groups of computers and users. With Active Directory you can enable or disable all the required GPOs in any domain completely or partially. You can also enforce group policies, link group policies or remove links.

This section includes:

- Enable or Disable Group Policy Settings
- Link Group Policies
- Enforce Group Policies
- Disable GPO Links
- Remove Links

Stellar
Active Directory Manager

Enable or Disable Policy Settings

Active Directory Manager helps administrators in managing the Group Policy Objects of selected domains.

To enable or disable the GPOs:

1. Go to `File > GPO Management`. The *Group Policy Management* screen is displayed.
2. Choose *Select All* to select all the available GPOs.
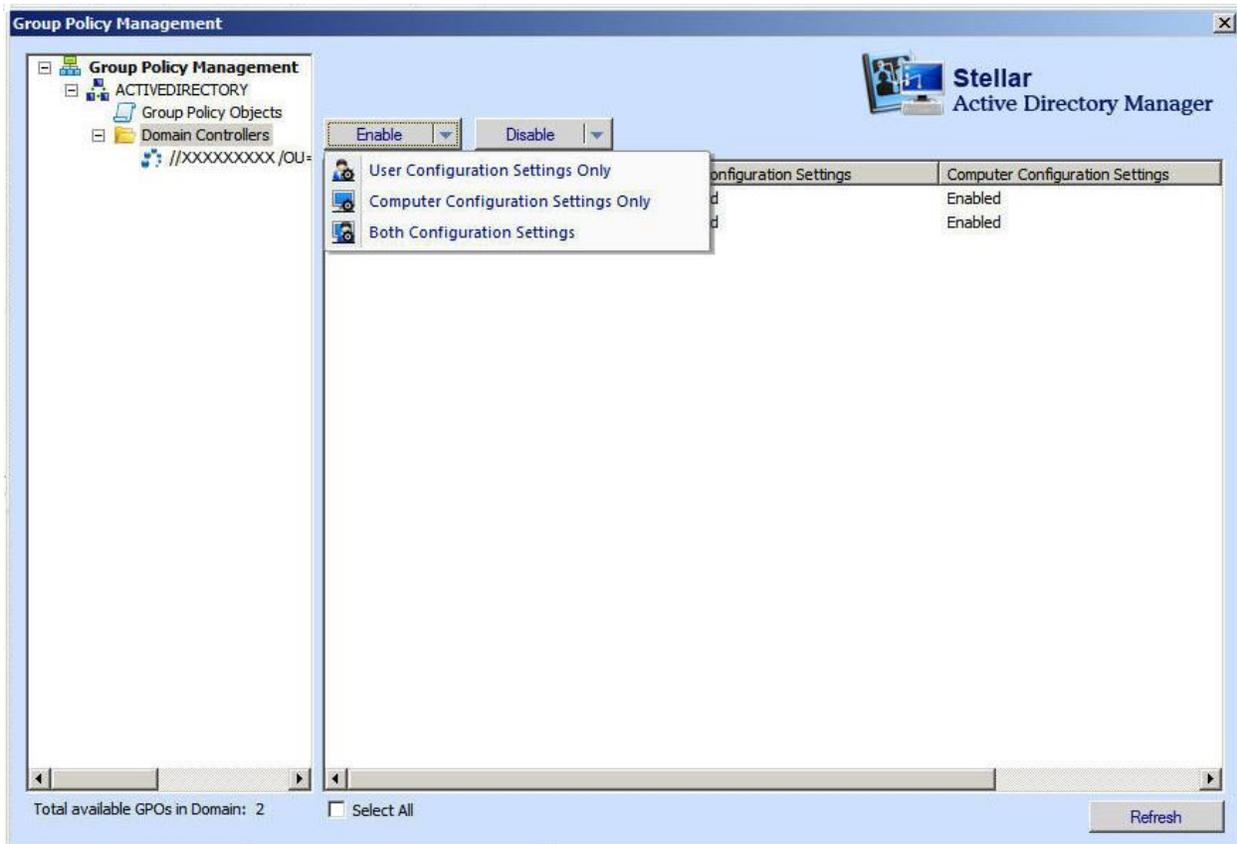
Enable

With this feature, administrators can enable all the required GPOs in any domain completely or partially, with a single mouse-click instantly. The options available are:

User Configuration Settings Only - select this option to enable the GPO of user configuration settings alone.

Computer Configuration Settings Only - select this option to enable the GPO of computer configuration settings alone.
Both Configuration Settings - select this option to enable the GPO of both the configuration settings.

Disable

With this feature, administrators can disable all the required GPOs in any domain completely or partially, with just a single mouse-click instantly. The options available are:

User Configuration Settings Only - select this option to disable the GPO of user configuration settings alone.
Computer Configuration Settings Only - select this option to disable the GPO of computer configuration settings alone.
Both Configuration Settings - select this option to disable the GPO of both the configuration settings.

Stellar
Active Directory Manager

Link Group Policies to OUs

A Group Policy Object can be associated or linked to one or more Active Directory containers, such as a site, domain, or organizational unit. Multiple containers can be linked to the same GPO, and a single container can have more than one GPO linked to it. If multiple GPOs are linked to one container, you can prioritize the order in which the GPOs are applied.

When you link GPOs to Active Directory containers, you can implement Group Policy settings for a broad or narrow portion of the organization, as required.

To link group policies to OU:

1. Go to `File > GPO Management`. The *Group Policy Management screen* is displayed. In the left panel click the *Group Policy Objects*, to list all the GPOs available in the domain.
2. Choose *Select All* to select all the available GPOs or click the check box against each GPO name to select individual GPOs.
3. Click *Link GPO*. The Linked GPOs are listed in the right panel. The panel displays the selected *GPO Name*, its *Link Status*, *Enforce Status* and *GPO Status.*
4. The right panel displays two tab options- *Manage* and *Enforce*. Click the down arrow on the *Manage* tab to display the three available link options as illustrated below.
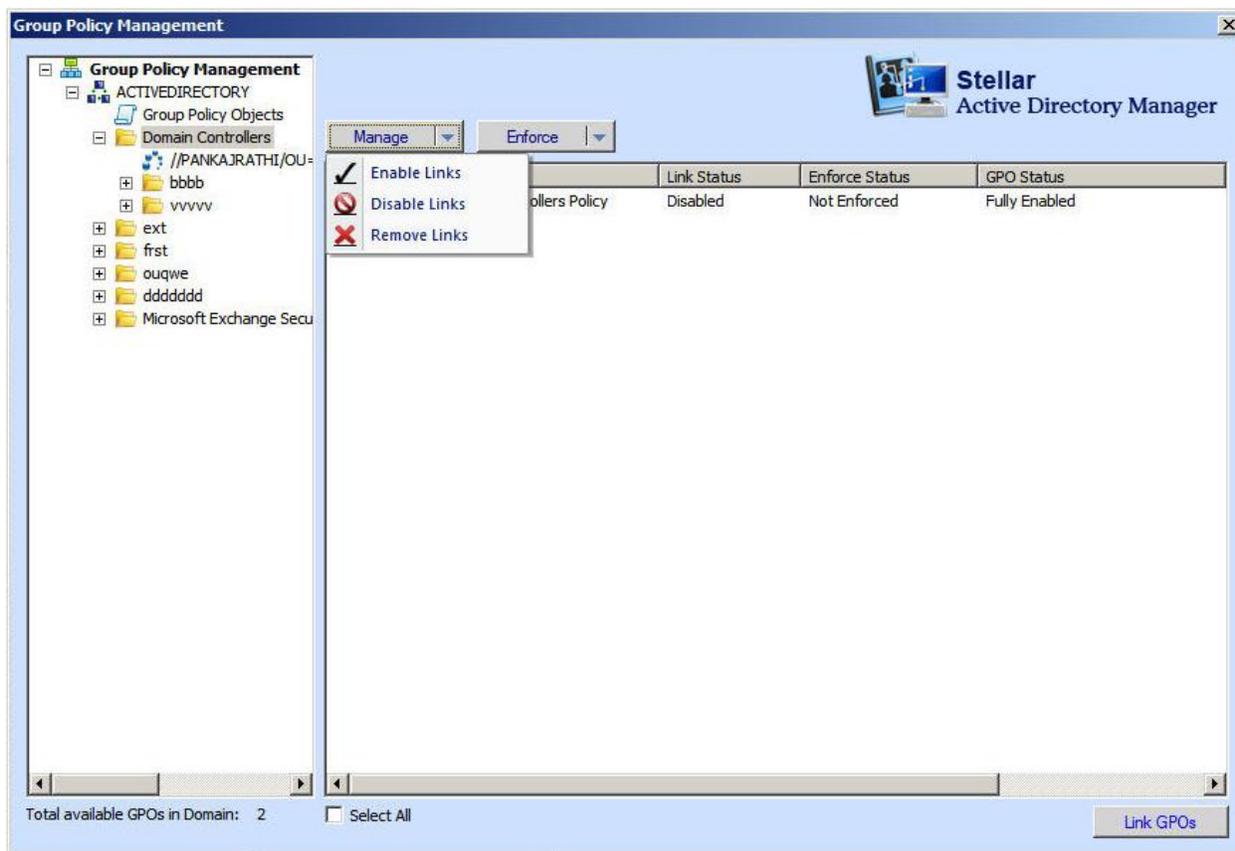
3. Select *Enable Links*. The *Select GPOs* screen is displayed
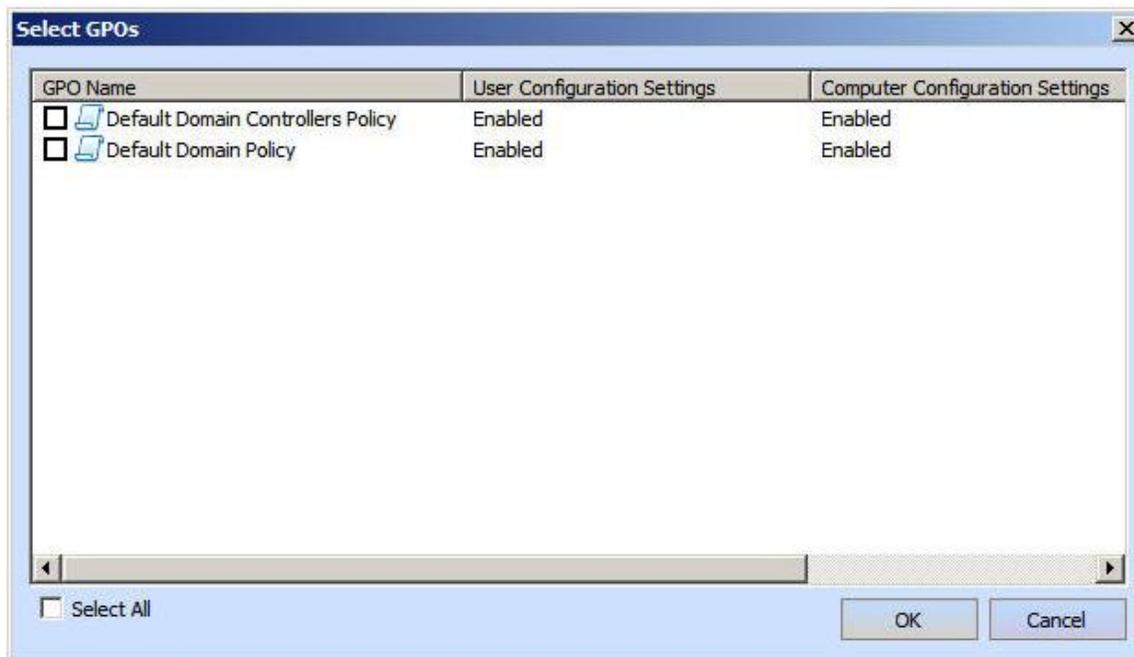
4. Select the GPOs for which you want to enable the link. You can either choose *Select All* option to enable the link for all the GPOs available in the list or you can choose individual GPO link to enable. Click **OK** to save and return to the main screen. On the main screen, when the Link is

enabled, the **Group Policy** is linked to the OU, and the policy applies to the objects within the OU.

Stellar
Active Directory Manager

Enforce Group Policies

The Group Policy Management allows you to enforce a GPO link. You can specify that the settings in a GPO link should take precedence over the settings of any child object by setting that link to **Enforced**. GPO-links that are enforced cannot be blocked from the parent container. With enforcement, the parent GPO link always has precedence. By default, GPO links are not enforced.

To enforce a GPO link:

1. Click the down arrow on the *Enforce* tab to display the two available options as illustrated below.
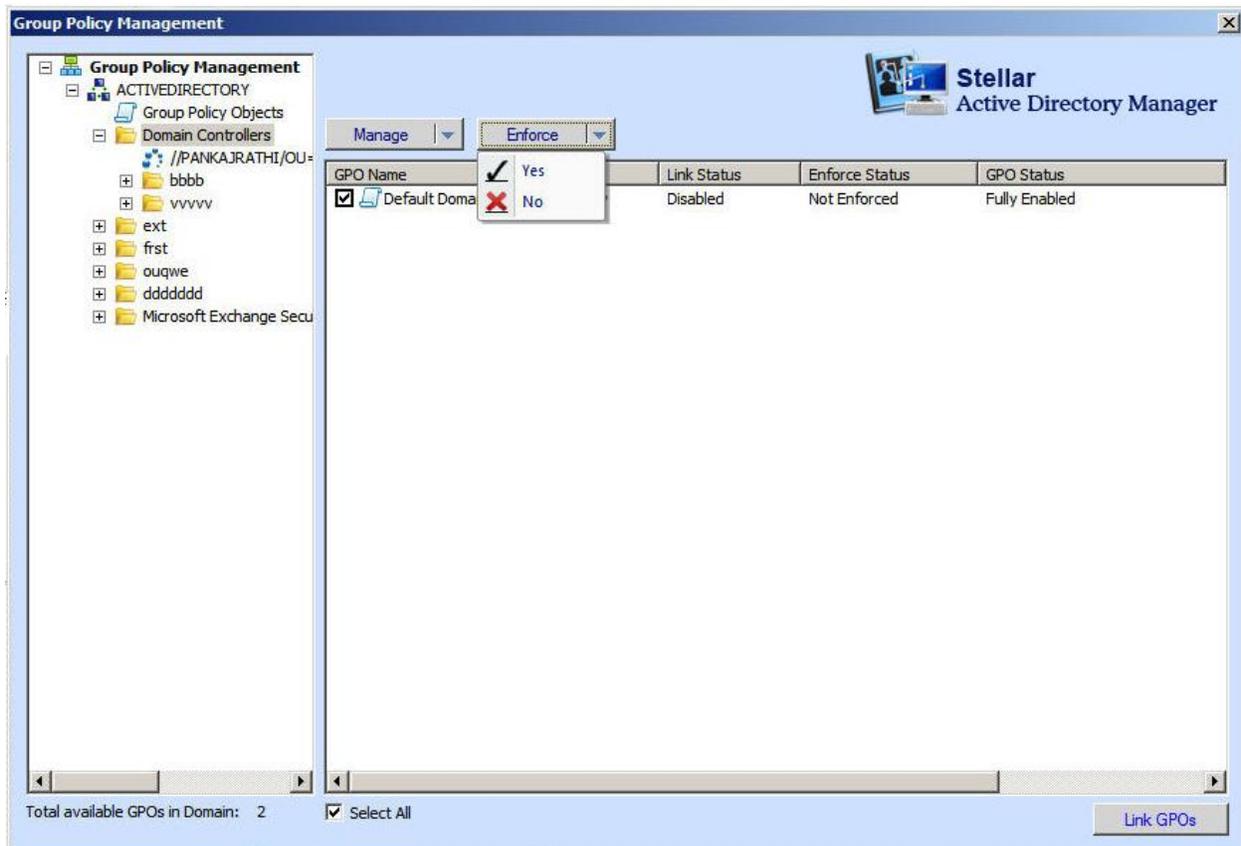
3. Select **Yes** to enforce group policy. The *Select GPOs* screen is displayed.
4. Select the GPOs. You can either choose *Select All* option to link all the GPOs available in the list or you can choose individual GPO link to enforce. Click **OK** to save and return to the main screen. When the policy is enforced, the policy or more specifically its settings cannot be overwritten by a policy that is applied later.

Stellar
Active Directory Manager

Disable GPO Links

You can disable GPO links if you no longer want the settings to apply to users and computers in the site, domain, or organizational unit and Active Directory containers.

To disable a GPO link:

1. Select *Group Policy Objects*. In the right panel click the down arrow on the *Manage* tab.
2. Click *Disable Links*. From the *Select GPOs* list, choose the GPOs and click **OK**.
3. After the links are disabled, a corresponding message is displayed.

Stellar
Active Directory Manager

Remove Links

You can remove links to a GPO if you no longer want the links to exist in the Organizational Unit.

To remove a GPO link:

1. Select *Group Policy Objects.* In the right panel click the down arrow on the *Manage* tab.
2. Click *Remove Links.* From the *Select GPOs* list, choose the GPOs and click **OK**.
3. After the links are removed, a corresponding message is displayed.

Query Management

Stellar
Active Directory Manager

Query Management

Active Directory Manager supports a flexible search engine that is used to retrieve and display Active Directory information. You can use the Query Management option to retrieve information from **All Users**, **All Groups** objects and also from any of the containers. You can create new queries with custom filters. The new queries are saved and displayed in the left panel under the corresponding containers.

This section includes the following topics:

- Create a New Query
- Export a Query File
- Import a Query File
- View a Query
- Delete a Query

Stellar
Active Directory Manager

Create New Query

Active Directory Manager allows you to retrieve any attribute data User objects' first name, last name telephone, address and other details, that you require from the Active Directory. The option also helps you to query Active Directory Group and Computer objects. A logical query creation enhances performance.

Note   The query created in this section will be used as a reference for all the related query management options. In this section we will create a query and assign a Name - **add** and query it on the Object **Users**, to display all names that begin with the alphabet **a**.

To create a new query:

1. Select `File > Query Manager`. The *Query Manager* displays four options as illustrated below:
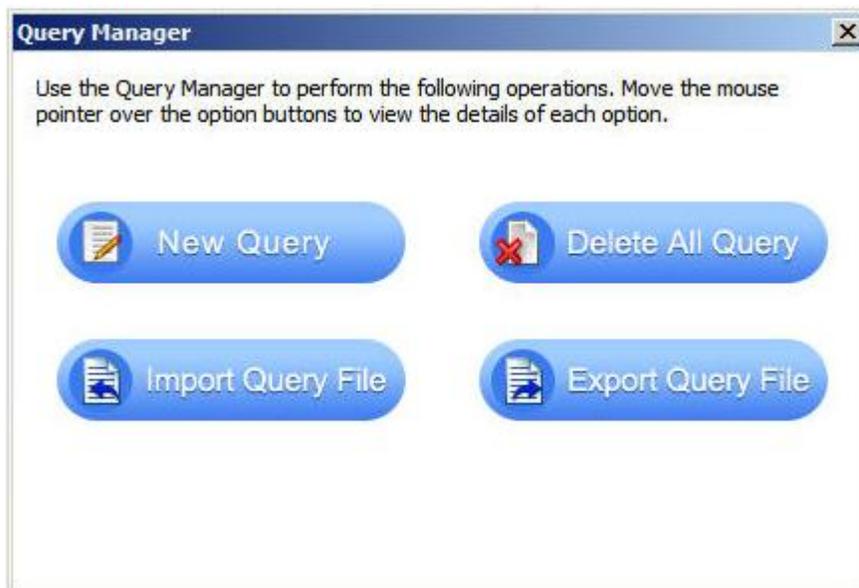
2. Click the *New Query* option, the corresponding dialog is displayed. The illustration below displays the list of objects on which you can base your query.

2. Type a name for the query in the *Query Name* field.
3. To *Query for Object*, select the specific object from the drop-down list.
4. Specify the *Field Name* to query.
5. Apply the *Conditions* and *Value* for the query filter and click **Add**.
6. You can add more *Field Names* and *Conditions* to narrow down the query result. The query *Field Name*, *Condition* and *Value* are displayed in the lower panel.
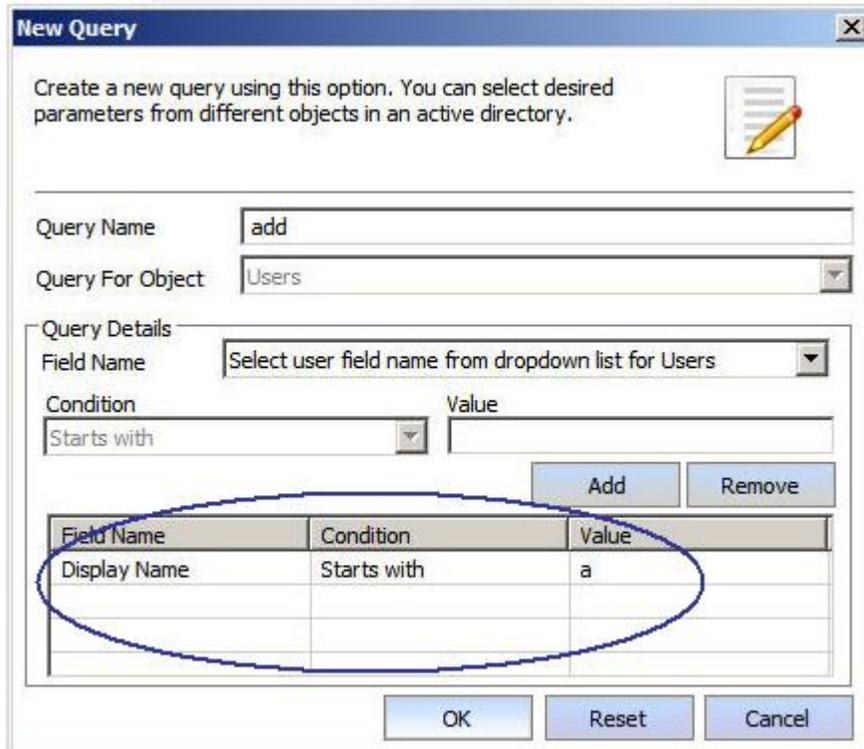
7. Click **OK** to save the query. The Query created and saved is displayed in the left pane as illustrated below.
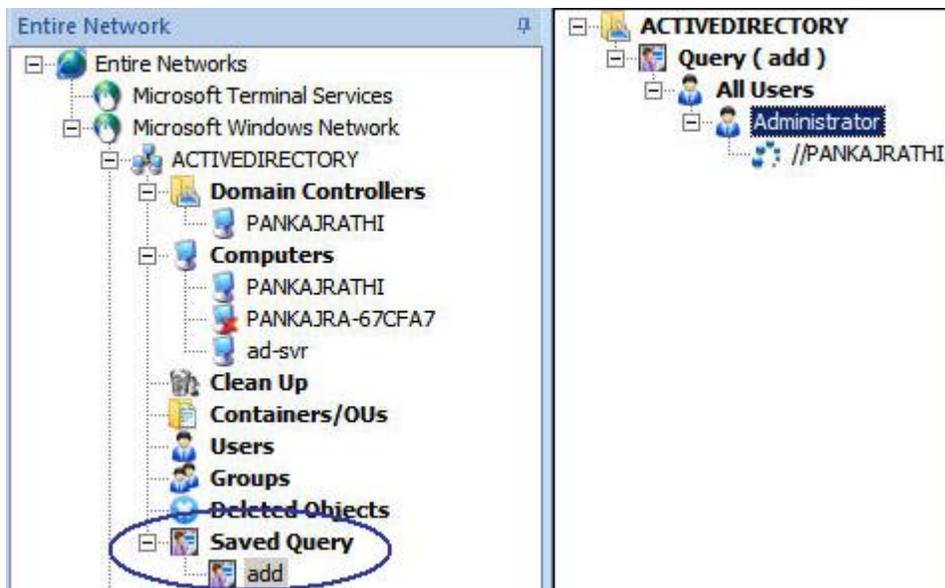
Stellar
Active Directory Manager

View Query

All the queries that you create and save are listed in the left panel under **Saved Query**. You can view individual saved queries as required.

To view a saved query:

1. Under **Saved Query**, select *<Query Name >*, right-click and choose *View Query*. The *View Query* dialog is displayed.

2. Click **OK** to exit the *View Query* screen.

Import a Query File

This option allows you to import a saved query file from different computers or domains.

To import a saved query file:

1. From the *File* menu options click *Query Manager > Import Query File*.

2. From the *Import File* dialog, *Browse* to select the query file residing on a different computer or domain controller. The query file name has a `.ini` extension. Click **Open**, to import the query file.
3. A *Successful Import* alert is displayed. Click **OK**. The query imported from the file is listed under **Saved Query** of the current computer.

Stellar
Active Directory Manager

Export a Query File

You can use the **Export a Query File** option, to export a saved query from the current computer or domain to another computer.

To export a saved query:

1. Select the query in the left panel under **Saved Query**.
2. From the *File* menu options click *Query Manager > Export Query File*.
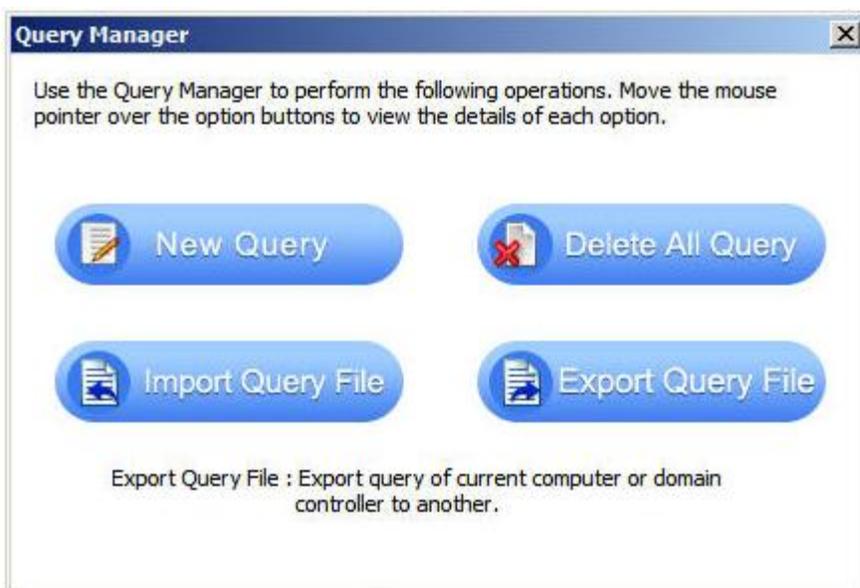
2. From the Ex*port File* dialog, *Browse* to the query file and click **Open.**
3. A *Successful Export* alert is displayed. Click **OK**.
4. The exported query is displayed in the left panel under **Saved Query** of the computer or domain where you have exported the query file.

Stellar
Active Directory Manager

Executing a Query

You can execute a saved query as required.

To execute a saved query:

1. In the left panel under **Saved Query**, double-click the query to execute. The middle panel displays the query name and the query result as illustrated below.
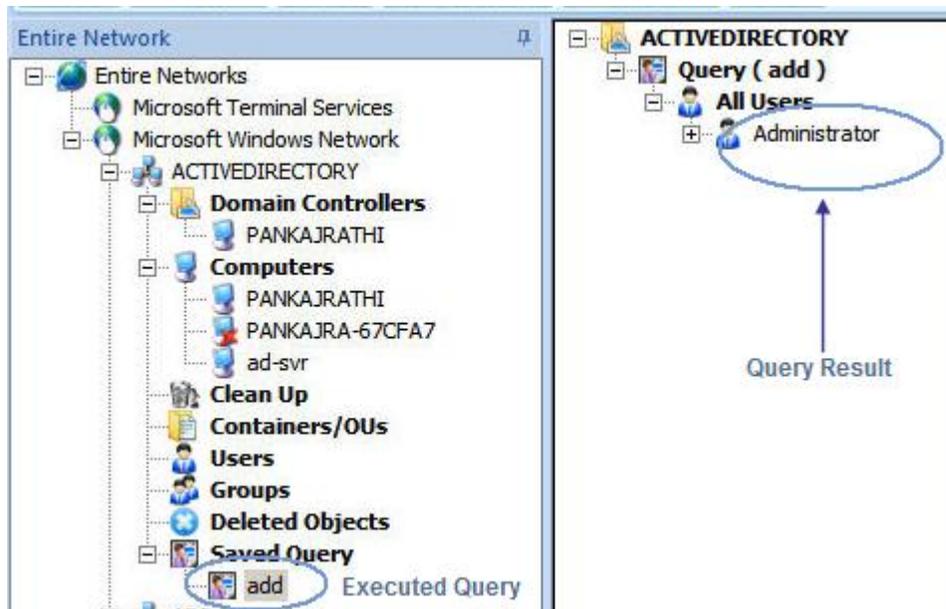
2. In the above illustration, the saved query (add) executed, displayed the result - `Administrator`. It means you defined a query to display the user names that starts with the alphabet **a** and `Administrator` is the only name found. If you select `Administrator` in the middle panel, the right panel will display the corresponding attributes as illustrated below.

Attribute Name	Attribute Value
Name	a
Full Name	a
Description	Built-in account for administering the computer/domain
Profile Path	
Login Script	
Home directory	
Account Status	Enabled
Workstations	
Lastlogon	8/2/2013 3:58:17 AM
Account expires	Never
Created On	6/24/2013 10:54:35 PM
Changed On	8/4/2013 10:55:54 PM
Type	user

ACTIVEDIRECTORY
- Query (add)
  - All Users
    - Administrator
      - //PANKAJRATHI/

Administrator Attributes

Stellar
Active Directory Manager

Delete a Query

This option allows you to delete saved queries from a computer.

To delete a saved query:

1. From the *File* menu options click `Query Manager > Delete All Query.` This option will delete all the defined queries in the computer.
2. When prompted to confirm deletion, click **Yes** to delete the queries.
3. To delete a single query, select the query to delete under **Saved Queries** in the right panel, right-click and select *Delete Query.*

Stellar
Active Directory Manager

Container Management

Containers or Organizational Units (OUs) are used in Windows AD to implement objects as logical business units, and are an important part of the Active Directory system. OUs in AD logically comprise AD objects including other OUs. The Containers/OUs node in the left tree panel can be expanded to display all user-defined and in-built OUs in the middle panel. Each OU can be further expanded to display all AD objects that are logically grouped under it. As an administrator you can create containers for logical grouping and setting permissions.

This section includes:

- Creating Organizational Unit
- Container Properties
- Managing Containers

Stellar
Active Directory Manager

Create New Organizational Unit

With *Stellar Active Directory Manager*, you can create an Active Directory Organizational Unit with a specific name in a specific Active Directory folder.

To create an Organizational Unit:

1. Select *Active Directory > New > Organizational Unit*.
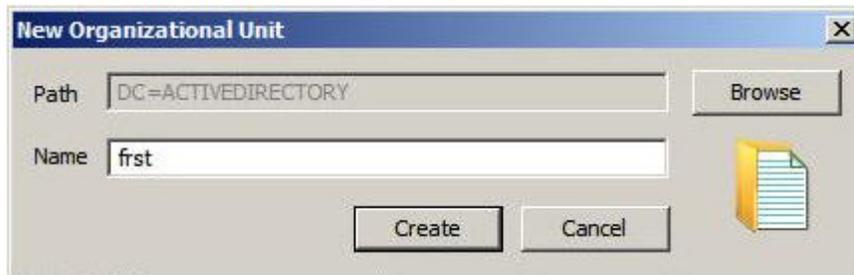
2. In the *New Organization Unit* dialog, type the container *Name*. You can either create the OU in the default location or click *Browse* to select another location. Click **Create** to create the new container.
3. The new container created is displayed in the middle panel under **ACTIVEDIRECTORY** as displayed in the following illustration.
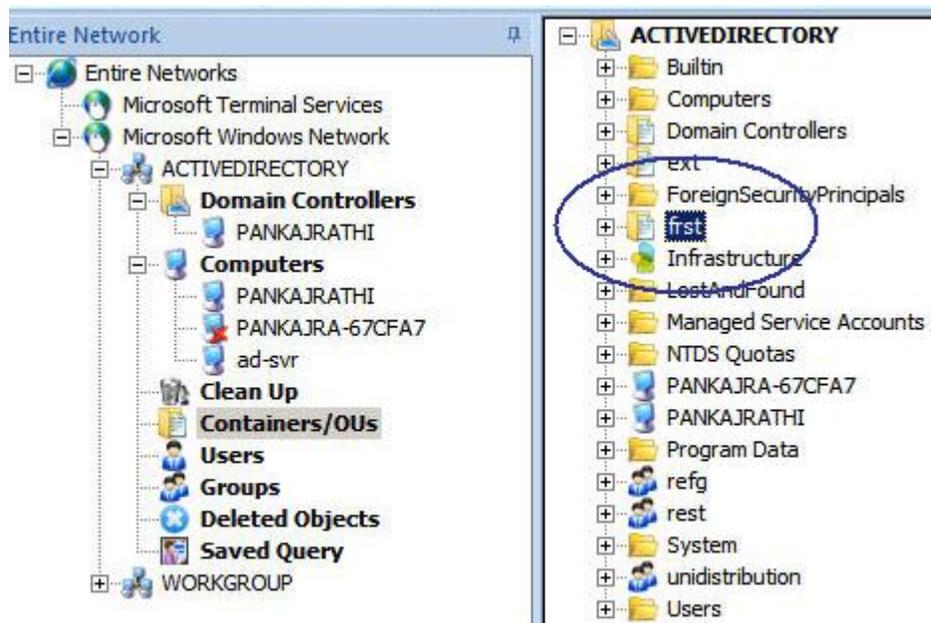
4. After creating the container, you can Move, Rename, Delete the container or View Permissions and Properties.
5. Double-click the new OU created to expand the tree. You will notice that the new OU created includes Users, inetOrgPerson, Contacts, Computers, Groups, MSMQ Queue aliases, Shared folders and Printers as illustrated below. Except Shared Folders and Printers, you can create the other objects listed in the the new OU. You can only view the Shared Folders and the Printers.
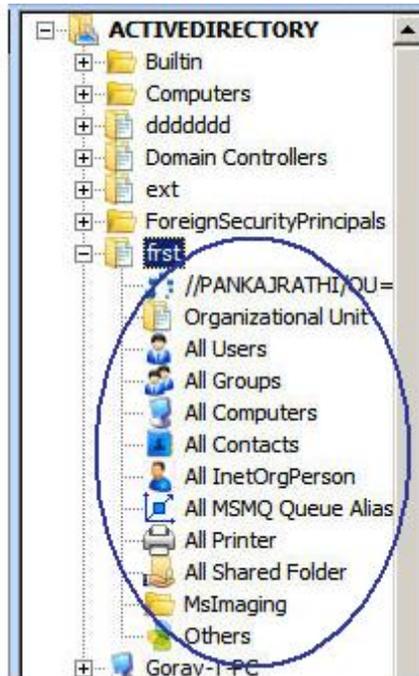
To add an object to the OU selected:

6. Select *New > <object name>*. You can create one of the following objects:
   - Computer
   - Group
   - User
   - Contact
   - InetOrgPersons
   - MSMQ Alias

7. Follow the on-screen instructions to create a new object in OU.
8. When the process is completed, a new object appears in the selected container/OU as a child node in the middle panel.
9. You can select each object created in the middle panel to view the details in the right panel.

Stellar
Active Directory Manager

Container Properties

With Active Directory Manager, you can set and change the following properties of Organizational Units:

- Description
- Street
- City
- State/province
- Zip/Postal Code
- Country/region
- [Managed By] Name

The *Object Info.* section displays the Object details and USNs.

To view and change the Organizational Unit properties:

1. Select `OU Name > Properties`. The *OU Properties* dialog is displayed.

2. In the *OU Properties* dialog, you can modify the General Info and the Managed By fields. Make changes as required and click **OK** to save the changes. None of the editable properties affects the way Windows work.

Stellar
Active Directory Manager

Managing Containers

You can manage the containers by performing various operations as listed below:

- Moving a Container
- Renaming a Container
- Deleting a Container
- Viewing Permissions

Moving a Container

Use this option to move a container.

1. To move the container, right-click the organizational unit and select *Move*.
2. In the *Select Container* list click the folder to which you want to move the organizational unit and click **OK**.
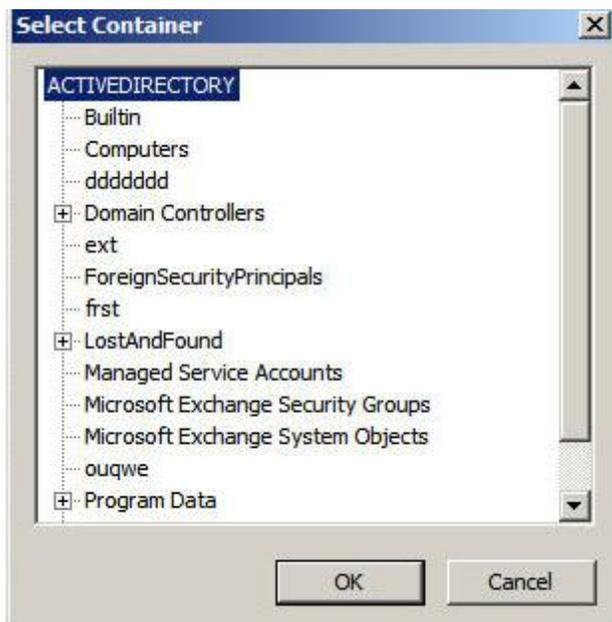
Renaming a Container

Use this option to rename the container.

1. To rename the container, right-click the organizational unit and select *Rename*.
2. In the *Rename OU* dialog, type the *New Name* and click **OK** to save the changes.

Deleting a Container

Use this option to delete a selected container.

- To delete the container, right-click the organizational unit and select *Delete.* Click **Yes** to confirm.

Viewing Permissions

Use this option to view container permissions.

- To view the container permissions, right-click the organizational unit and select *Permissions.* The Permissions are displayed in the right panel.

Report

Stellar
Active Directory Manager

Reports

Active Directory Manager provide you with a number of report for you to assess and analyze the user account, groups, OUs & GPOs, printers, contacts, event logs and other details of your Active Directory. To work with reports, you need to familiarize yourself with the following buttons of the software:

Button	Description
Save	Use this option to save the generated report in either of the four formats - XLS, CSV, PDF or HTML. Once you click this option, ▪ Select a format type (either *XLS*, *CSV*, *PDF* or *HTML*) from **Select Report Format** dialog box. ▪ Click **OK.** ▪ Browse to a desired location to save the report and click **Save**. ▪ Click **OK** again.
Print	Use this option to print a hard copy of the generated report. Once you click this option, Click **Yes**. Select a printer from **Print** dialog box. Click **OK**.
Print Preview	Use this option to preview the report before saving or printing it.
Help	Use this option to access *Active Directory Manager* user manual.

This section includes the following topics:

- User Reports
- Group Reports
- OU & GPO Reports
- NTFS Reports
- Exchange Reports

- Other User Reports
- Computer Reports
- Contact Reports
- Printer Reports
- Event Log Reports

Stellar
Active Directory Manager

User Reports

User Reports option of *Stellar Active Directory Reporting* module allows you to view user reports of a domain.

The different user reports you can view, are as follows:

Report Option	Description
All Users	This option lists all the users which exist on a domain.
Enable Users	This option lists all those users which are enabled on a domain.
Disable Users	This option lists all those users which are disabled on a domain.
Inactive Users	This option, by default, lists all the users of a domain which are inactive for last 30 days.*
Users in a group	This option lists those users who exist in a specified group of a domain. Once you choose this option, ▪ **Select Group** dialog box will open. ▪ Select a group from the *Select group from list* section. ▪ Click **OK**.
Users With Logon Script	This option lists those users who are assigned a logon script.
Users Without Logout Script	This option lists those users who have not been assigned a logon script.
Dial in Allow Access	This option lists those users who are assigned a dial in access.
Dial in Deny Access	This option lists those users who have been denied a dial in access.
Recently Modified Users	This option, by default, lists those user accounts which have been modified in last 30 days.*
Recently Created Users	This option, by default, lists those user accounts which have been created in last 30 days.*
Recently Deleted Users	This option, by default, lists those user accounts which have been deleted in last 30 days.*
Users With Empty Attributes	This option lists those users on whom the empty attributes criteria is applicable. Once you choose this option, ▪ **Select Empty Attributes** dialog box will open. ▪ Select either *Match Selected Attributes (All)* or *Match Selected Attributes (Anyone)* radio option. ▪ To select an attribute / column head, select an attribute from *Available Attributes* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column. ▪ To remove an attribute / column head, select an

	attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column. ▪ Click **OK**.
Users Without Managers	This option lists those users accounts which are not managed by a manager in the domain.
Manager Based Users	This option lists those users accounts which are managed by a manager in the domain.
Users in More than One Group	This option lists those users who are members of two or more groups.

Note   *By default, a report will be generated for a period of thirty days. You can customize a report by changing the number of days in *Enter the no. of days* field and clicking **Generate**, to view a report for the specified number of days.

To view User Reports:

1. On *Stellar Active Directory Reporting* screen, select *User Reports.*
2. On next screen, under **User Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
Active Directory Manager

Group Reports

Group Reports option of *Stellar Active Directory Reporting* module allows you to view group reports of a domain.

The different group reports you can view, are as follows:

Report Option	Description
All Groups	This option lists all the existing groups of a domain.
Global Groups	This option lists all the global groups of a domain.
Local Groups	This option lists all the local groups of a domain.
Universal Groups	This option lists all the universal groups of a domain.
Groups Type and Scope	This option lists the groups of a domain as per group type and group scope. Once you choose this option, ▪ **Search Setting for Groups** dialog box will open. ▪ Select a group scope (**Global**, **Local** or **Universal**) and group type (**Security** or **Distribution**) to filter the report. ▪ Click **OK**.
Managed Groups	This option lists groups which are managed in a domain.
UnManaged Groups	This option lists the groups which are not managed in a domain.
Top Big Groups	This option lists the groups in a hierarchical manner, which rank higher in its member count than other groups in domain. Once you choose this option, ▪ **List Groups With Highest Members** dialog box will open. ▪ Enter a number in *Enter a number to list top big groups in a domain:* field, in *Search Group* section. ▪ Click **OK**.
Groups without Members	This option lists all the groups of the domain which do not have any members.
Group Members in a User	This option lists the group(s) in which a (selected) user is a member of. Once you choose this option, ▪ **Select User** dialog box will open. ▪ Select a user from the *Select User from List* section. ▪ Click **OK**.
Security Groups	This option lists the security groups of a domain
Distribution Groups	This option lists the distribution groups of a domain.

To view Group Reports:

1. On *Stellar Active Directory Reporting* screen, select *Group Reports*.
2. On next screen, under **Group Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.

4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
Active Directory Manager

OU & GPO Reports

OU & GPO Reports option of *Stellar Active Directory Reporting* module allows you to view OU (Organizational Unit) and GPO (Group Policy Object) reports of a domain.

The different OU & GPO reports you can view, are as follows:

Report Option	Description
Organizational Unit	
All OUs	This option lists all OUs present in a domain.
Empty OUs	This option lists all the empty OUs in a domain.
GPO Linked OUs	This option lists OUs that are linked with GPO (Group Policy Objects). Report is generated for existing OUs of a selected domain.
GPO Blocked Inheritance OUs	This option lists OUs whose GPOs are blocked from inheritance.
Recently Modified OUs	This option, by default, lists those OUs which have been modified in last 30 days.*
Recently Created OUs	This option, by default, lists those OUs which have been created in last 30 days.*
User Only OUs	This option lists OUs that contain only users. Report is generated only for existing OUs of a domain.
Computer Only OUs	This option lists OUs that contain only computers. Report is generated only for existing OUs of a domain.
Group Policy Objects Report	
All GPOs	This option lists all GPOs present in active directory.
Disabled GPOs	This option lists all GPOs which are disabled. Report will list GPOs with either computer or user configuration setting are disabled or both.
Unused GPOs	This option lists GPOs which are not in use since they were linked to a GPO.
Recently Created GPOs	This option, by default, lists GPOs which were created in last 30 days.*
Recently Modified GPOs	This option, by default, lists GPOs which were modified in last 30 days.*
Frequently Modified Computer Setting GPOs	This option lists GPOs with frequently modified computer settings.
Frequently Modified User Setting GPOs	This option lists GPOs with frequently modified user settings.
Domain Linked GPOs	This option lists GPOs which are linked to a domain.
OU Linked GPOs	This option lists GPOs which are linked with any OUs.
Site Linked GPOs	This option lists GPOs which are linked with any site.
GPO Blocked Inheritance Containers	This option lists OUs whose inheritance is blocked.
Computer Setting Disabled GPOs	This option lists all GPOs with disabled computer settings.

User Setting Disabled GPOs	This option lists all GPOs with disabled user settings.
Frequently Modified GPOs	This option lists all GPOs which are frequently modified.

Note *By default, a report will be generated for a period of thirty days. You can customize a report by changing the number of days in *Enter the no. of days* field and clicking **Generate**, to view a report for the specified number of days.

To view OU & GPO Reports:

1. On *Stellar Active Directory Reporting* screen, select *OU & GPO Reports.*
2. On next screen, under **OU & GPO Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
Active Directory Manager

NTFS Reports

NTFS Reports option of *Stellar Active Directory Reporting* module allows you to view different kinds of reports on folders (as per their access types and permissions) of the domain's computers.

The different NTFS reports you can view, are as follows:

Report Option	Description
All Share	This option lists all the shared folders of a domain.
Permission For Folders	This option lists all the permissions of a shared folder of a domain's computer. Once you choose this option, ■ **Select Folder For Permission** dialog box will open. ■ Select the folder, whose permissions report you want to view. (Incase you want to view a particular sub folder's report, click on **Get Subfolders** button after selecting a folder.) ■ After selecting the necessary folder / sub folder, click **OK**.
Non-Inheritable Folders	This option lists all the folders which cannot be inherited. Once you choose this option, ■ **Select Folder For Permission** dialog box will open. ■ Select the folder, whose permissions report you want to view. (Incase you want to view a particular sub folder's report, click on **Get Subfolders** button after selecting a folder.) ■ After selecting the necessary folder / sub folder, click **OK**.
Folder Accessible By Account	This option will list all the permissions a user has on a particular folder / sub folder. Once you select this option, ■ **Select Account and folder** dialog box will open up. ■ Select an account type (**Users**, **Groups**, or **All**) from *Choose Account Type* section. ■ Select an user account from *Select Account* drop list. ■ Select a folder from **Select Folder for Permission** dialog box. (Incase you want to view a particular sub folder's report, click on **Get Subfolders** button after selecting a folder.) ■ Select access type (**FullControl** or **AnyControl**) from *Access Type* section.

To view NTFS Reports:

1. On *Stellar Active Directory Reporting* screen, select *NTFS Reports*.
2. On next screen, under **NTFS Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.

Stellar
Active Directory Manager

Exchange Reports

Exchange Reports option of *Stellar Active Directory Reporting* module allows you to view Microsoft Exchange reports of a domain.

The different exchange reports you can view, are as follows:

Report Option	Description
General Report	
Mail Enabled Users	This options lists users who are mail enabled. Mail enabled users are those who can receive messages only at an external mail address, they have no dedicated mail boxes in an exchange server but they are listed in the global address list.
Mail-Box Enabled Users	This options lists users who are Mail-Box enabled. Such users have a dedicated mail-box in the exchange server.
Users Without Mail-Box	This option lists users who do not have a dedicated Mail-box in the exchange server.
Users With E-mail Proxy Enabled	This options lists users whose proxy e-mails are enabled. Such users have proxy email addresses.
Users With Filtered E-mail Proxy Enabled	This options lists users whose proxy enabled e-mails are filtered. Once you select this option, ▪ **Enter Proxy Address** dialog box opens. ▪ Enter the address you want to find. ▪ Click **OK**.
Mail Enabled Groups	This option lists groups which are mail enabled. In such groups, emails can be sent to all the members of the group.
Groups With E-mail Proxy Enabled	This option lists all the groups of a domain who have proxy email addresses.
Groups With Filtered E-mail Proxy Enabled	This option lists groups whose proxy enabled e-mails are filtered. Once you select this option, ▪ **Enter Proxy Address** dialog box opens. ▪ Enter the address you want to find. ▪ Click **OK**.
Distribution List	
Distribution List Members	This option lists contact and user details of users who are members of distribution lists of a domain.
Non Distribution List Members	This option lists contact and user details of users who are not members of any distribution lists in a domain.

Delivery Recipient Setting

Users With Default Sending Message Size	This option lists users who have a default limit on the size of emails they can send.
Users With Restricted Sending Message Size	This option lists users who have restrictions on the size of emails they can send.
Users With Default Recipient Size	This option lists users who have a default limit on the number of recipients they can send emails to.
Users With Restricted Recipient Size	This option lists users who have restrictions on number of recipients they can send emails to.
Users With Default Receiving Message Size	This option lists users who have a default size limit on the size of emails they receive.
Users With Restricted Receiving Message Size	This option lists users who have restrictions on the size of emails they receive.
Users With Default Storage Limit	This option lists users who have set the default limit for their Exchange storage mailbox size. Whenever a new mailbox is created, if no specific storage size is specified, then the default storage limit is applied on the mailbox.
Users With MailBox Size Limit	This option lists users who have limits set on their Exchange mailbox storage size.
Users Hidden From Exchange Address List	This option lists all users who are hidden from Exchange Address list. In some organizations, few email addresses are kept confidential and they are not listed in the global address list.
Users Accept Messages From Everyone	This option lists users who can accept messages from anyone and have no restriction on them in receiving emails.
Users Based on ForwardTo	This option lists users whose emails are forwarded to any specific user.

Feature Based Report

Users With POP3 Enabled	This option lists all users who have enabled their POP3 feature.
Users With POP3 Disabled	This option lists all users who have disabled their POP3 feature.
Users With OMA Enabled	This option lists all users who have enabled their Outlook Mobile Access (OMA*) feature. Such users can access their Outlook accounts (& all its features) using a browser from mobile devices.
Users With OMA Disabled	This option lists all users who have disabled their Outlook Mobile Access (OMA*) feature. Such users will not be able to access their Outlook accounts using a browser from mobile devices.
Users With OWA Enabled	This option lists all users who have enabled their Outlook Web Access (OWA) feature. Such users can access their Outlook accounts (& all its features) using a any web browser.
Users With OWA Disabled	This option lists all users who have disabled their Outlook Web Access (OWA) feature. Such users will not be able to access their Outlook accounts using a web browser.
Users With IMAP4 Enabled	This option lists all users who have enabled their IMAP4 (Internet Mail Access Protocol v4) feature.
Users With IMAP4 Disabled	This option lists all users who have disabled their IMAP4 (Internet Mail Access Protocol v4)

	feature.
Active Sync Enabled Users	This option lists all users who have enabled active synchronization feature. Using this feature, a user can automatically synchronize Outlook data with Microsoft Exchange server and their mobile devices.
Active Sync Disabled Users	This option lists all users who have disabled active synchronization feature. With this feature disabled, users will not be able to automatically synchronize Outlook data with Microsoft Exchange server and their mobile devices.

Note   *OMA feature is available in Microsoft Exchange Server 2003 only.

To view Exchange Reports:

1. On *Stellar Active Directory Reporting* screen, select *Exchange Reports*.
2. On next screen, under **Exchange Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
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Other User Reports

Other User Reports option of *Stellar Active Directory Reporting* module allows you to view user reports of a domain.

The different other user reports you can view, are as follows:

Report Option	Description
Passwords Report	
Users Can't Change Password	This option lists those users who cannot change their passwords.
Users Whose Passwords Never Change	This option lists those users whose passwords will never expire.
Password Expired Users	This option lists those user accounts whose passwords have expired.
Soon-to-Expire Users Passwords	This option, by default, lists those users whose passwords will expire in coming 30 days.*
Password Changed Users	This option, by default, lists those users who have changed their passwords in last 30 days.*
Password Unchanged Users	This option, by default, lists those users who have not changed their passwords in last 30 days.*
Users Must Change Password at Next Logon	This option will list users who will have to change their passwords at next login.
Accounts Report	
Recently Account Expired Users	This option, by default, lists those users whose accounts have expired in last 30 days.*
Soon-to-Expire User Accounts	This option, by default, lists those users whose accounts will expire in coming 30 days.*
Account Never Expire Users	This option lists those users whose accounts will never expire in the domain.
Account Expired Users	This option lists user accounts that have expired in the domain.
Locked Out Users	This option lists those user accounts which have been locked out due to frequent bad login attempts.
Logon Report	
Recently Bad Logged On Users	This option, by default, lists those users who experience bad logon due to incorrect passwords. Report lists users with unsuccessful logins in last 30 days.*
Recently Logged On Users	This option, by default, lists users who have logged on in last thirty days. Report is generated with the help of users last logon time.*
Users Never Logged On	This option lists users who have never logged on in the domain.
Terminal Service Report	

Users Terminal Service Properties	This option lists users who have terminal service properties.
Users With Terminal Server Access	This option lists users who have access to terminal servers.

Note   *By default, a report will be generated for a period of thirty days. You can customize a report by changing the number of days in *Enter the no. of days* field and clicking **Generate**, to view a report for the specified number of days.

To view Other User Reports:

1. On *Stellar Active Directory Reporting* screen, select *Other User Reports*.
2. On next screen, under **Other User Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

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Computer Reports

Computer Reports option of *Stellar Active Directory Reporting* module allows you to view different kinds of reports on all the domain's computers.

The different computer reports you can view, are as follows:

Report Option	Description
All Computers	This option lists all the computers of a domain.
Domain Controllers	This option lists all the domain controllers of the active directory.
OS Based	This option lists all the computers which have the same operating system installed in them. Once you choose this option it will open **Operating System Version** dialog box and will prompt you to select an operating system.
Enable Computers	This option will list all the enabled computers of the domain.
Disable Computers	This option will list all the disabled computers of the domain.
Inactive Computers	This option will list all the inactive computers of the domain.
Managed Computers	This option will list all the computers of a domain which are managed by an administrator or any other user.
Unmanaged Computers	This option will list all the computers of a domain which are not managed by an administrator or any other user.
Recently Modified Computers	This option will list all those computers which have been modified in the last thirty days.*
Recently Created Computers	This option will list all computers which have been created / added to the active directory in the last thirty days.*
Computer Trusted for Delegation	This option will list all the computers of the domain which can perform operations on behalf of servers.

> **Note** By default, a report will be generated for a period of thirty days. You can customize a report by changing the number of days in *Enter the no. of days* field and clicking **Generate**, to view a report for the specified number of days.

To view Computer Reports:

1. On *Stellar Active Directory Reporting* screen, select *Computer Reports*.
2. On next screen, under **Computer Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.

4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

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Contact Reports

Contact Reports option of *Stellar Active Directory Reporting* module allows you to view all active directory contacts and emails contacts.

The different contact reports you can view, are as follows:

Report Option	Description
All Contacts	This option lists all the contacts of the selected domain in an active directory.
Mail Enabled Contacts	This option lists only those contacts which have enabled email-ids with them.

To view Contact Reports:

1. On *Stellar Active Directory Reporting* screen, select *Contact Reports*.
2. On next screen, under **Contacts Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
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Printer Reports

Printer Reports option of *Stellar Active Directory Reporting* module allows you to view reports on all the domain printers.

The different printer reports you can view, are as follows:

Report Option	Description
All Printers	This option lists all the printers attached to the domain.
Managed Printers	This option lists all the printers which are managed using administrator.
UnManaged Printers	This option lists all the printers which are attached to the domain but are not managed using administrator.
Recently Created Printers	This option, by default, will list all the printers created within last 30 days.*
Recently Modify Printers	This option, by default, will list all the printers modified within last 30 days.*
Enable Printer	This option will list all the enabled printers of the domain.
Disable Printer	This option will list all the disabled printers of the domain.
Recently Deleted Printers	This option will list all the deleted printers.

Note *By default, a report will be generated for a period of thirty days. You can customize a report by changing the number of days in *Enter the no. of days* field and clicking **Generate**, to view a report for the specified number of days.

To view Printer Reports:

1. On *Stellar Active Directory Reporting* screen, select *Event Log Reports*.
2. On next screen, under **Printer Reports**, click on the appropriate option (listed above) and the application will display the corresponding report.
3. Once a report is displayed, click on *Add Remove Columns* to open **Column Customization** dialog box.
4. To select an attribute / column head, in **Column Customization** dialog box, select an attribute from *Available Attribute* column and click on *Add Columns* button. The attribute will move to *Selected Attributes* column.
5. To remove an attribute / column head, in **Column Customization** dialog box, select an attribute from *Selected Attributes* column and click on *Remove Columns* button. The attribute will move to *Available Attribute* column.
6. Use the Move Up / Move down buttons to move the attributes up or down (to change the order of columns).

Stellar
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Event Log Reports

Event Log Reports option of *Stellar Active Directory Reporting* module, will scan all the events of a domain and list them. In other words, you can view all the events performed using *Active Directory Manager* software.

To view Event Log Reports:

1. On *Stellar Active Directory Reporting* screen, select *Event Log Reports*.
2. On next screen, click on *Event Log* option under **Event Log Reports**. *Active Directory Manager* will start processing event objects for domains.
3. Wait for event log processing to complete as it may take some time to complete the processing. Application will list all the events that has occurred.
4. Click **Stop** to abort event processing at any time. Incase, you abort event processing midway, application will display only the processed events.
5. Number of events will be listed in bottom center of the screen.