



JiJi Password Expiration Notification User Manual

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OVERVIEW

Password Expiration is used to limit the length of time that a user can continue to use the same password. After the expiration, the user cannot authenticate with the same and need help desk professionals to reset it. So, before the password reaches its maximum password age, notifications can be sent to the users to change their passwords. Similarly account expiration can also be notified.

JiJi Password Expiration Notification tool is used to notify user password and account expiration details to the users. The Administrator can set it to notify the expiry details to the users from the specified day before the expiry date till they change their passwords. Managers can be notified about the user's password and account expiration to advise them to change their passwords. Detailed report of all notifications can be sent to e-mail ids of responsible persons.

FEATURES

- ✓ Proactive password and account expiration auditing solution for Active Directory.
- ✓ Automatically checks the Active Directory daily and send password and account expiry status message and report.
- ✓ Useful for VPN users, Outlook Web Access(OWA) users, Mac/Linux Users, File share users, Service accounts.
- ✓ Send Custom Email Notifications to Users, Managers and Admins.
- ✓ Send password expiry warning message to users.
- ✓ Send Password Expiration Notification to Manager.
- ✓ Send Password Expiration Summary Report to Admins daily.
- ✓ Calculates Password Expiry Date of Users depending on the Domain Policy and Windows 2008 Fine Grained Password Policy.
- ✓ View Password and Account Expiration Report with Password Expire Date, Account Expire Date, MaxPasswordAge (Maximum Password Age).
- ✓ Supports Windows 7, Windows 2008 systems.

SYSTEM REQUIREMENTS

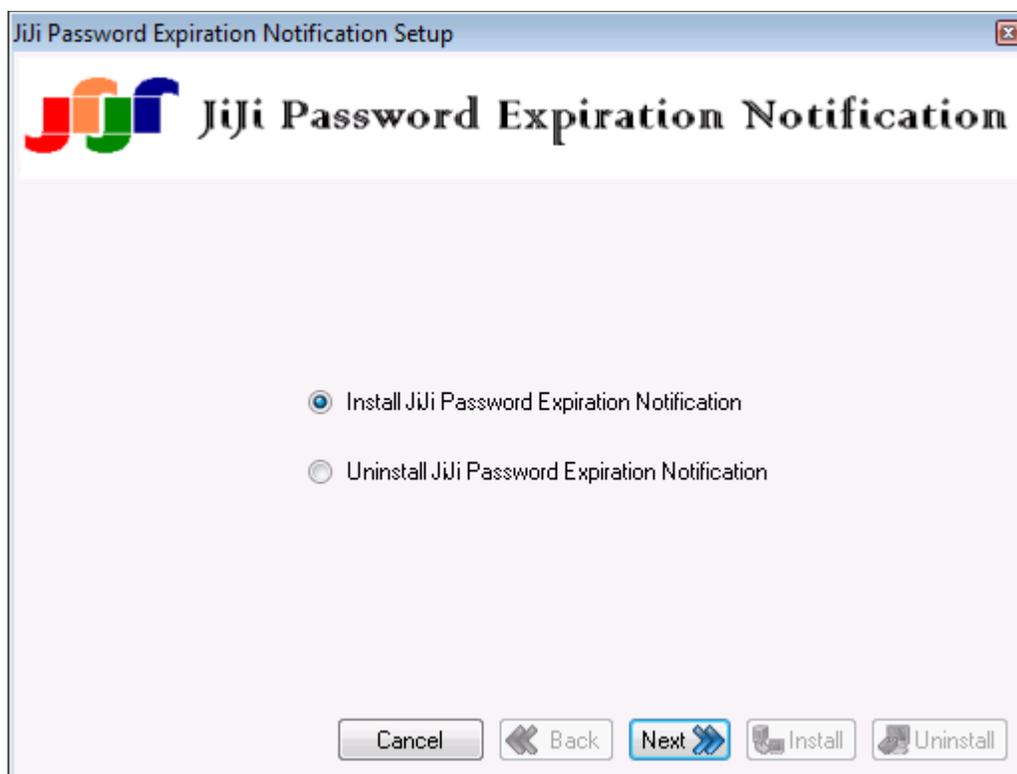
- Dot Net Framework 3.5.
- Windows Active Directory Domain setup.
- Supports up to Microsoft Windows 7 and Microsoft Windows 2008 R2 systems.
- Both x86 & x64 platforms are supported.

INSTALLATION

Follow these steps to install JiJi Password Expiration Notification tool.

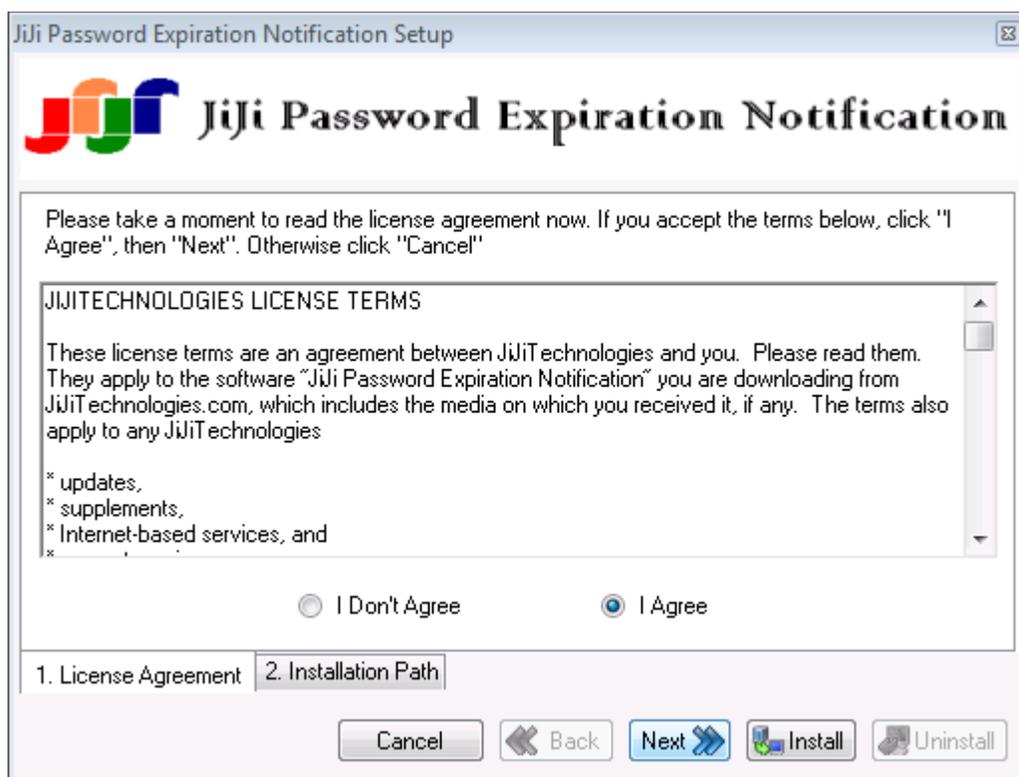
- Click JiJi Password Expiration Notification setup. Installation wizard will be opened.
- Select 'Install JiJi Password Expiration Notification' and click 'Next'.

Figure 1.1. Install JiJi Password Expiration Notification



- Read the license terms and click 'I agree'.

Figure 1.2. JiJiTechnologies license terms



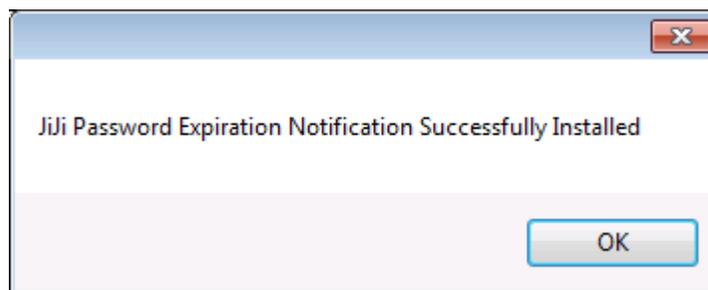
- Select the installation path and click 'Install'.

Figure 1.3. Select the installation path



- Now, the Jiji Password Expiration Notification tool is installed successfully.

Figure 1.4. Jiji Password Expiration Notification tool is installed successfully



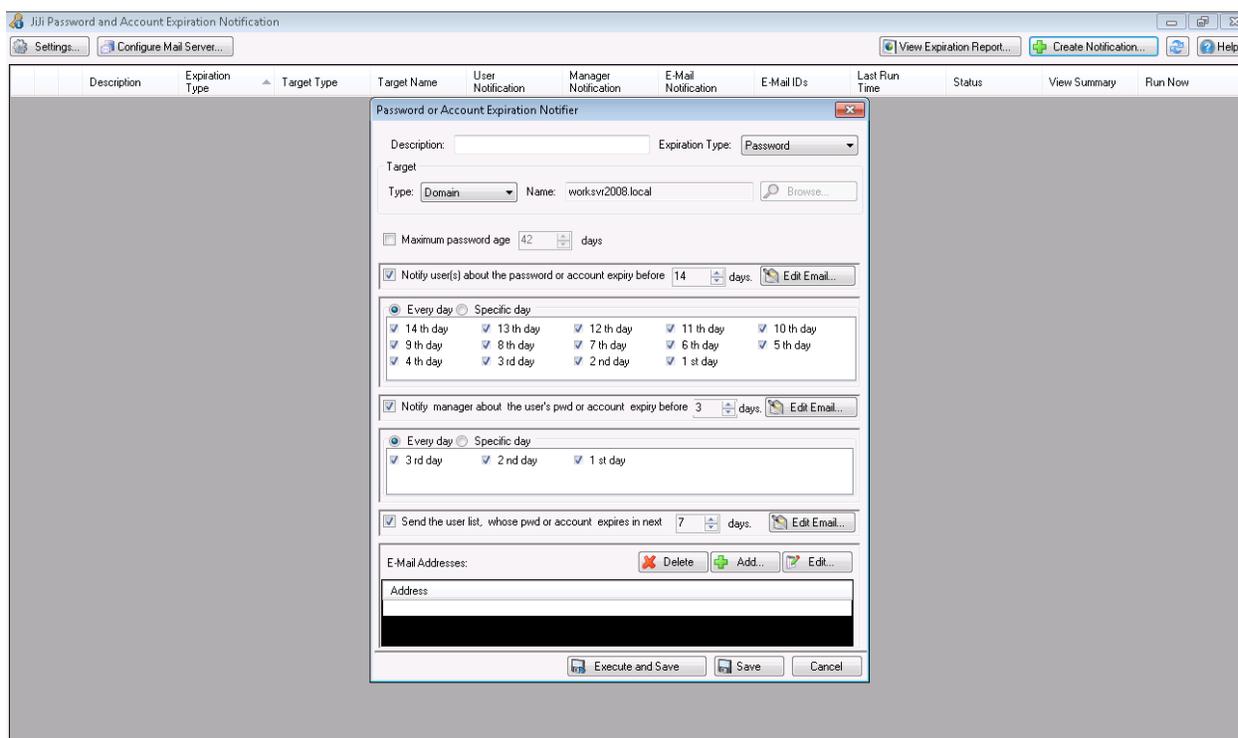
WORKING WITH JiPEN

Following are the procedures to work with JiJi Password Expiration Notification.

Create Notification

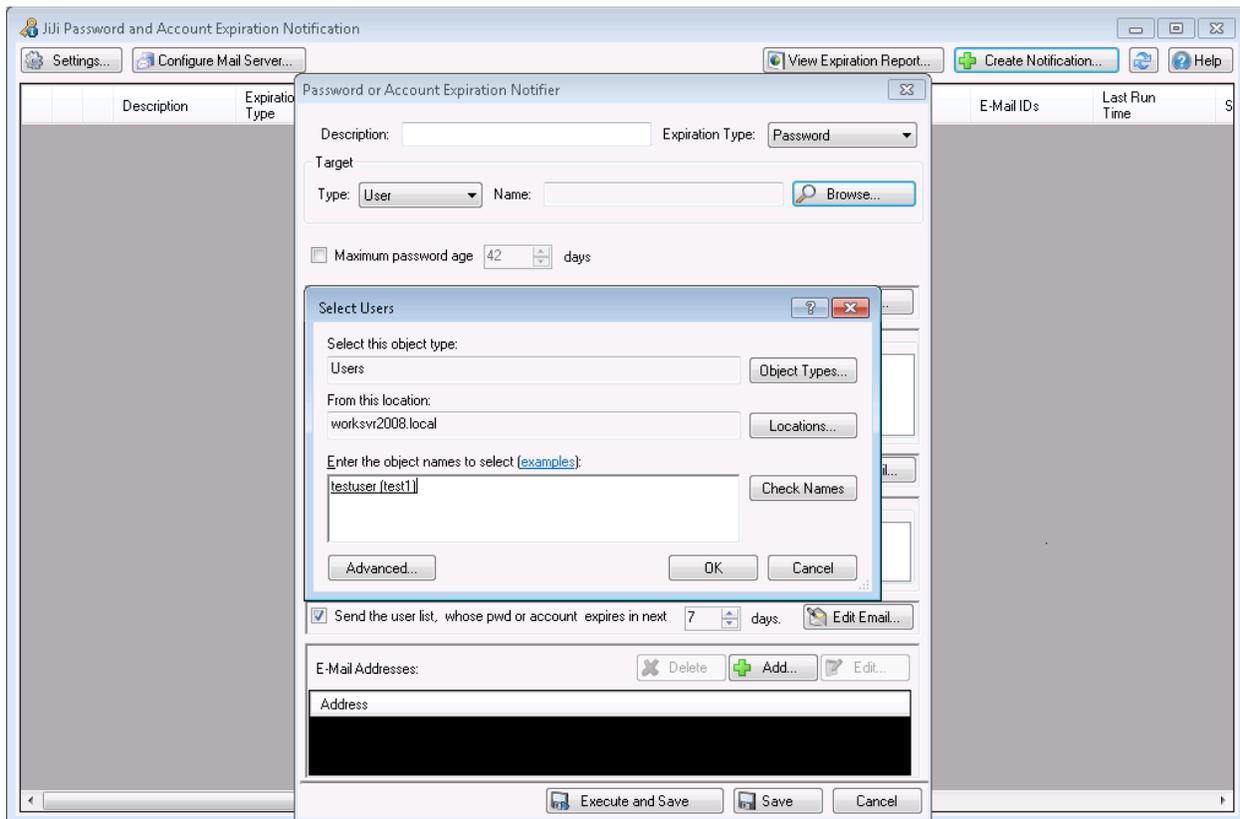
- Open JiJi Password Expiration Notification tool.
- Click 'Create Notification' button. A window will be opened as shown below.

Figure 1.5. Create Notification



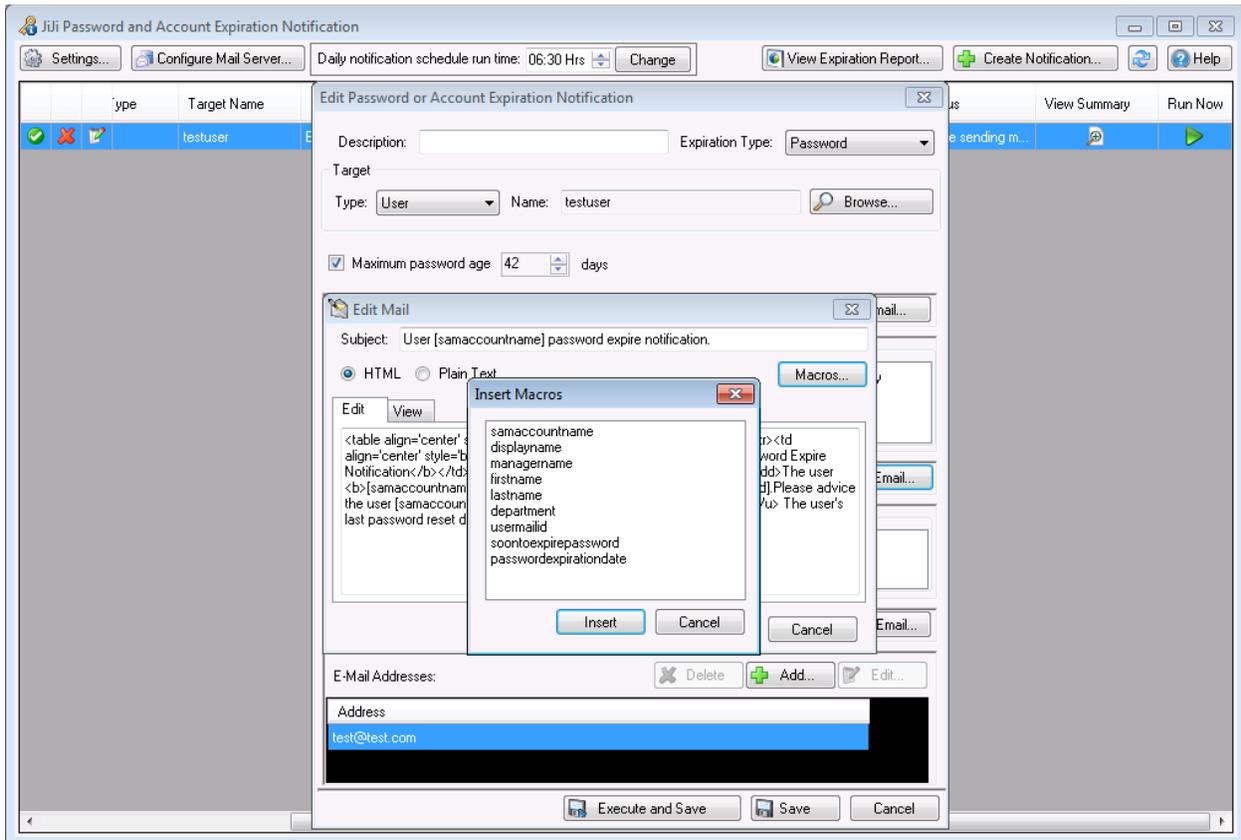
- Select expiration type as either password expiration or account expiration. Then, select the scope to which the notification is to be sent.

Figure 1.6. Password or Account Expiration Notification



- Define your own Maximum password age. If you don't specify, it will be taken from the domain policy or Windows 2008 Fine Grained Password Policy.
- Specify the number of days before the expiration so that the notification will be sent to the users from that day onwards.
- Select 'Every day' to notify about the password expiration every day after the specified day or select 'Specific day' to to send notification on selected days only.
- To edit mail content, click 'Edit Email' button. A wizard will be opened as shown below. You can insert macros to make it informative. Here [passwordexpirationdate] is used to menti on the password expiration date.

Figure 1.7. Edit Password or Account Expiration Notification



- You can edit the mail either in html or text format.

Figure 1.8. Edit the mail either in Html or Text format

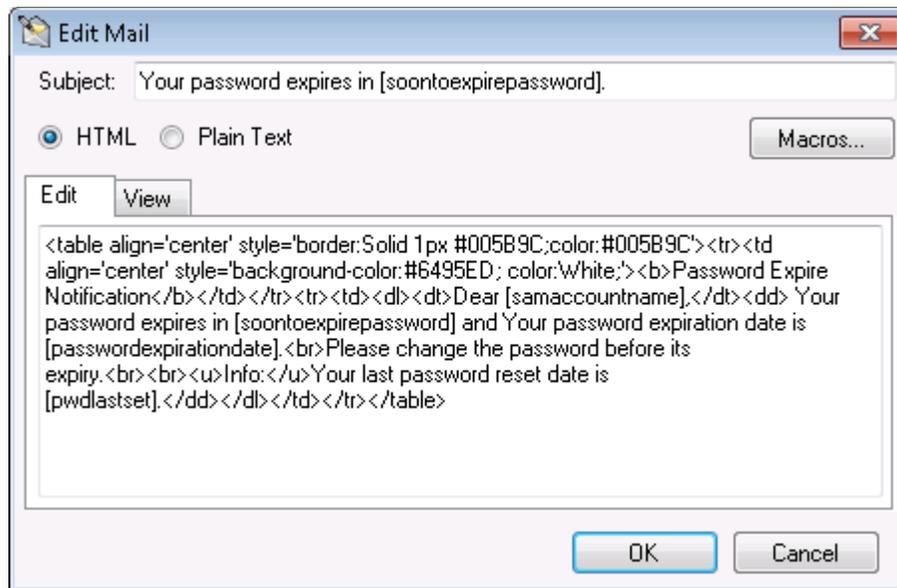
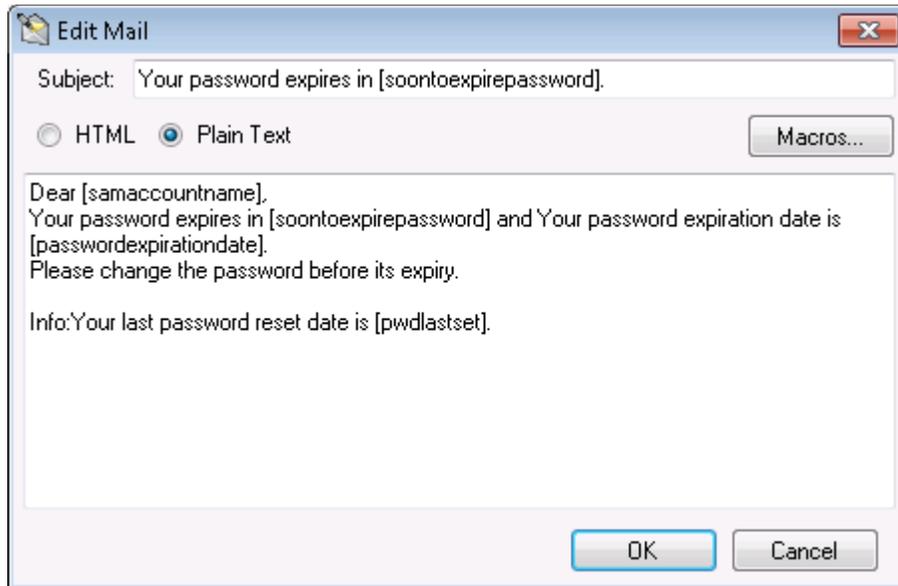
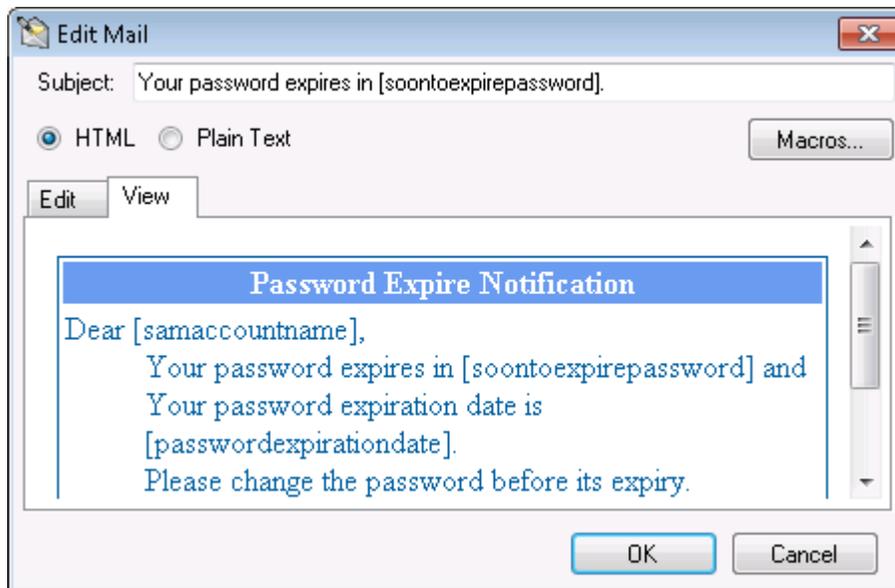


Figure 1.9. Edit the mail in Text format



- This shows the HTML view of e-mail.

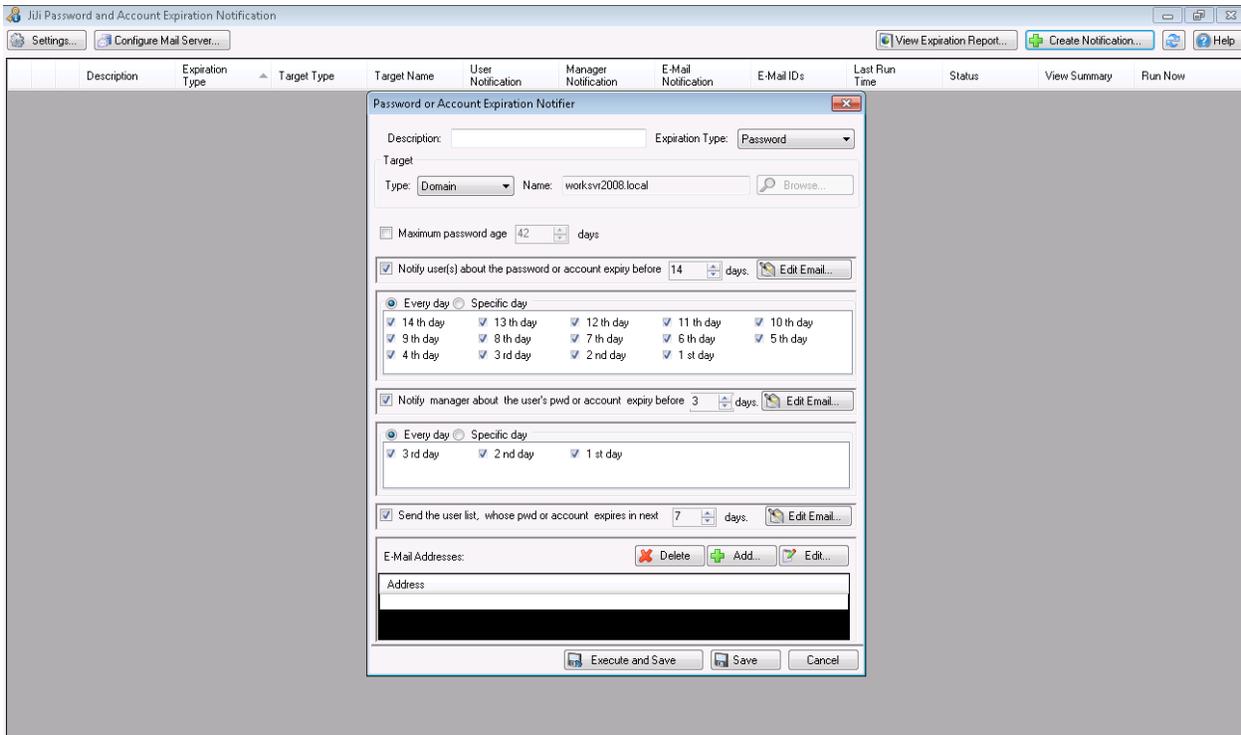
Figure 1.10. HTML view of e-mail.



- Select and specify number of days before the expiration so that the notification will be sent to the managers from that day onwards.
- Next, Check the checkbox to send the report of user whose password or account expires in N day.

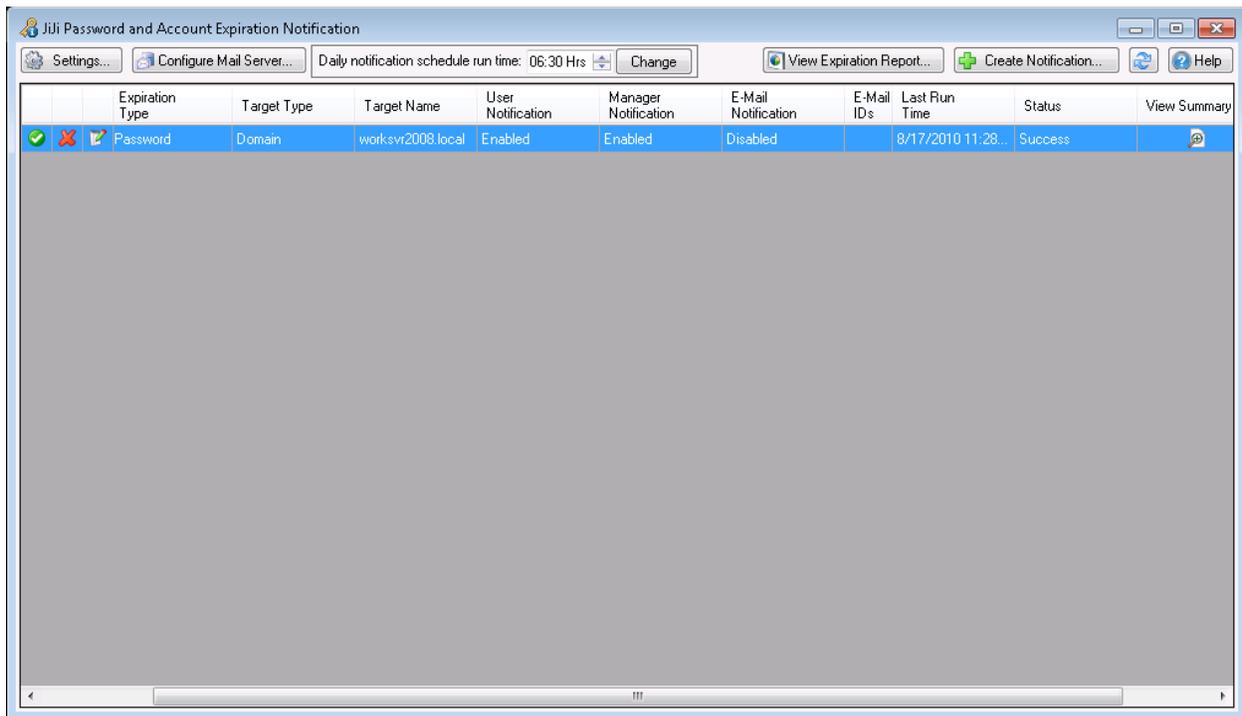
- Now select any one of the report types such as Html, PDF, Excel, CSV and enter the e-mail address to send notification reports.
- If you need to run and save the notification, click 'Execute and Save' button otherwise just save the settings.

Figure 1.11. Run and Save the Notification.



- Now, you can view the scheduled notification as shown below. Change the daily notification schedule run time as per your wish.

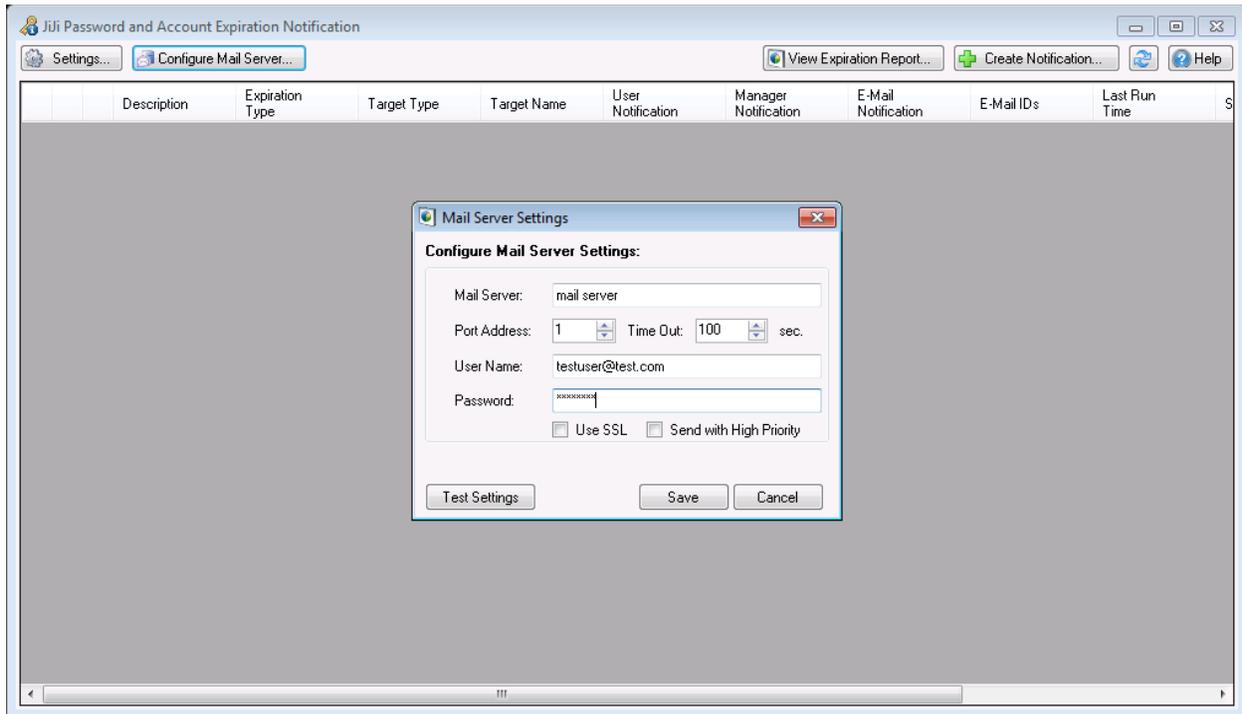
Figure 1.12. Change the daily notification schedule



Configure Mail Server Settings

- To configure e-mail settings, click 'Configure Mail Server' button in the JiJi Password Expiration Notification Window.
- Mail Server Settings window will be opened. Enter the mail server details and then test the settings.

Figure 1.13. Mail Server Settings



- If test is success, save the settings.

View Expiration Report

- To view account or password expiration reports, click 'View Expiration Report' button in the Jiji Password Expiration Notification Window.
- Report will be displayed as shown below. You can also select scope to view the reports.

Figure 1.14. Report will be displayed

Name	SAMAaccountName	EmailID	MaxPasswordAge	PasswordExpiryDat	PasswordLastSet	AccountCreated	TimeSpanToAccou	M
<input checked="" type="checkbox"/> TestUser1	TestUser1	TestUser1@ijitec...	42	Never	8/11/2010 5:43...	7/29/2010 10:46...	00:00:00	Te
<input type="checkbox"/> TestUser2	TestUser2		42	Never	8/12/2010 10:19...	7/29/2010 10:47...	00:00:00	
<input type="checkbox"/> TestUser3	TestUser3		42	Never	8/4/2010 9:58:0...	7/29/2010 10:48...	00:00:00	
<input type="checkbox"/> TestUser4	TestUser4	TestUser2@ijitec...	42	Never	8/11/2010 5:43...	7/29/2010 10:48...	00:00:00	
<input type="checkbox"/> TestUser5	TestUser5		42	Never	8/4/2010 9:58:4...	7/29/2010 10:49...	00:00:00	
<input type="checkbox"/> TestUser6	TestUser6	TestUser6@ijitec...	42	Never	8/11/2010 5:43...	7/29/2010 10:51...	00:00:00	
<input type="checkbox"/> test1	test1		1	Never	7/31/2010 7:57...	7/31/2010 2:27...	00:00:00	
<input type="checkbox"/> test2	test2		42	Never	7/31/2010 7:58...	7/31/2010 2:28...	00:00:00	
<input type="checkbox"/> NetShareUser	user		1	Never	8/11/2010 5:40...	8/4/2010 8:01:4...	00:00:00	
<input type="checkbox"/> ServiceTestUser	ServiceTestUser		42	9/15/2010 1:33...	8/4/2010 1:33:4...	8/4/2010 8:03:4...	00:00:00	
<input type="checkbox"/> user45	user45	user45@ijitec...	42	Change Passwor...		8/4/2010 9:29:1...	32972.16:54:27...	Go
<input type="checkbox"/> User1	test	user1@test.com	1	Change Passwor...		8/6/2010 12:32...	00:00:00	
<input type="checkbox"/> TreeTest1	TreeTest1		1	8/10/2010 4:37...	8/9/2010 4:37:4...	8/9/2010 11:07...	00:00:00	
<input type="checkbox"/> testuser	testuser	testuser@test.com	1	Change Passwor...		8/10/2010 6:34...	00:00:00	
<input type="checkbox"/> mahesh	mahesh		42	Change Passwor...		8/11/2010 11:16...	00:00:00	
<input type="checkbox"/> testuser25	testuser256		1	Never	8/12/2010 12:06...	8/11/2010 11:32...	00:00:00	
<input type="checkbox"/> user1	user1		1	8/13/2010 9:23...	8/12/2010 9:23...	8/12/2010 3:52...	00:00:00	
<input type="checkbox"/> user2	user2		1	8/13/2010 9:23...	8/12/2010 9:23...	8/12/2010 3:53...	00:00:00	

Export

You can export and save the generated reports in CSV, Excel, PDF, HTML formats.

Print

- You can print the generated account and password expiration report by clicking 'Print' button.
- A printable view will be opened as shown below.

Figure 1.15. A printable view

Printable View

1 of 1

100%

Find | Next

Password and Account Expiration Report
 Description: Report Generation Date & Time: (8/12/2010 12:36:48 PM)
 No of Records: 22

Name	SAMAccountName	EmailID	MaxPasswordAge	PasswordExpiryDate
TestUser1	TestUser1	TestUser1@jjitech.com	42	Never
TestUser2	TestUser2		42	Never
TestUser3	TestUser3		42	Never
TestUser4	TestUser4	TestUser2@jjitech.com	42	Never
TestUser5	TestUser5		42	Never
TestUser6	TestUser6	TestUser6@jjitech.com	42	Never
test1	test1		1	Never
test2	test2		42	Never
NetShareUser	user		1	Never
ServiceTestUser	ServiceTestUser		42	9/15/2010 1:33:42 PM
user45	user45	user45@jiji.w	42	Change Password at Next Logon Enabled
User1	test	user1@test.com	1	Change Password at Next Logon Enabled
TreeTest1	TreeTest1		1	8/10/2010 4:37:47 PM

- Now you can print the report.

Settings

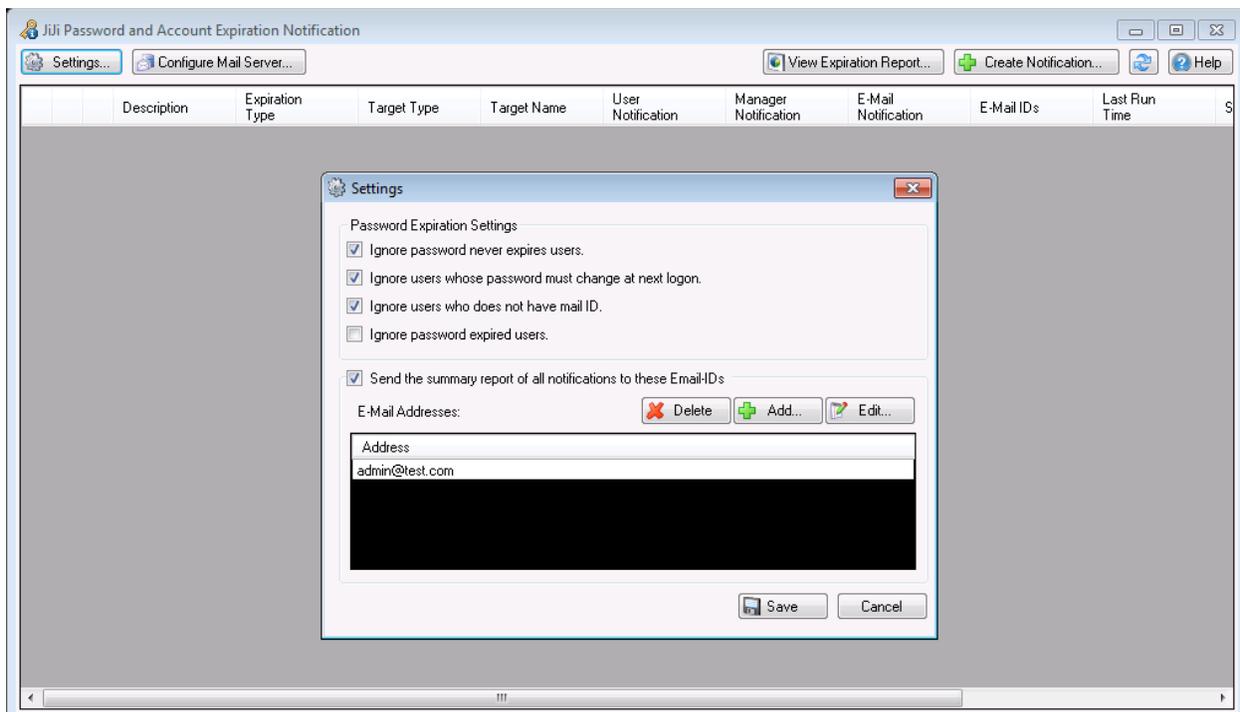
Following are the password expiration settings that can be made to JiJi Password Expiration Notification tool.

- Ignore Password Never Expire users – If you select this option, notification will not be sent to the users whose password never expires.
- Ignore users whose password must change at next logon – Some users may have to change their passwords on every logon. So you can select this option to ignore them.
- Ignore users who do not have mail id – Select this option to neglect the users without e-mail id from notification.
- Ignore password expired users - Select this option to exclude the users whose passwords were already expired.
- Send the notification summary report of all notifications to the mentioned e-mail ids – You can add e-mail ids of authorised persons to send the notification summary.

Do the following to change the default settings.

- Click 'Settings' button in the JiJi Password Expiration Notification Window, check the settings check boxes as per your need and then save it.

Figure 1.16. Settings button

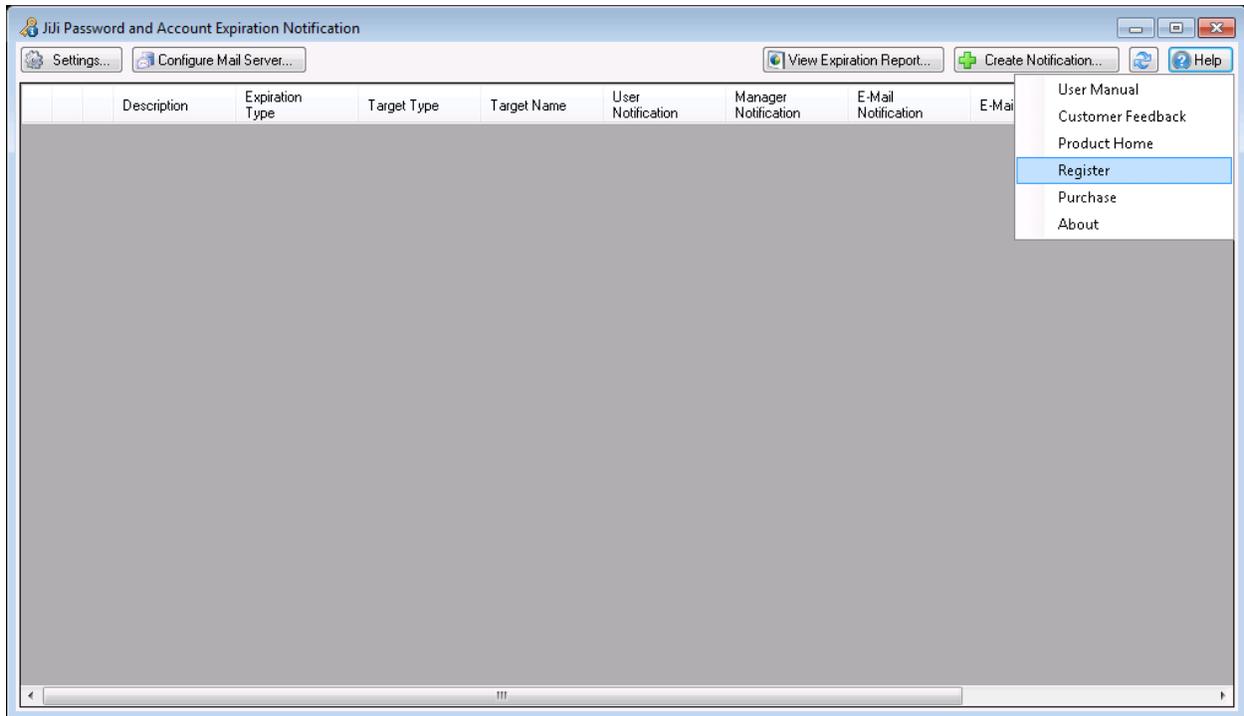


LICENSE REGISTRATION

Only limited features are available in the trial version. Get the license file to use all the features.

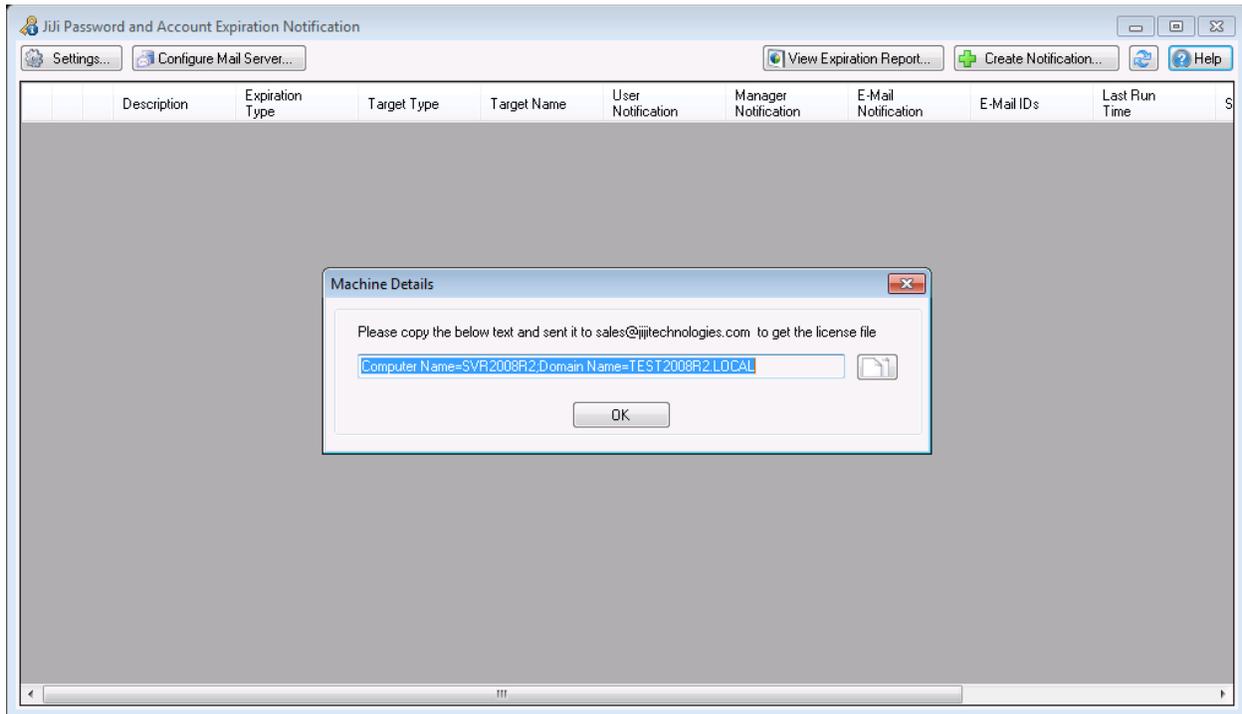
- Go to help and click 'License' menu.

Figure 1.17. License menu.



- License Registration dialogue box will be opened.

Figure 1.18. License Registration dialogue box



- Copy the details shown in that dialogue box and send it to sales@jijitechnologies.com to get the license file.