

# 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' 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.
- o 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

JiJi Password Expi	ration Noti	fication Setup			E
JÛſ	JiJi P	assword	Expirati	on No	tification
		Install III Passa	word Eupiration Not	ification	
		🔘 Tristali Juli Pass	ssword Expiration N	Notification	
		Cancel	Back Ne	xt 💓 🖫 l	nstall 🖉 Uninstall

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

Figure 1.2. JiJiTechnologies license terms

JiJi Password Expiration Notification Setup	X
JII Password Expiration Notificatio	)n
Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel"	
JIJITECHNOLOGIES LICENSE TERMS These license terms are an agreement between JiJiTechnologies and you. Please read them. They apply to the software "JiJi Password Expiration Notification" you are downloading from JiJiTechnologies.com, which includes the media on which you received it, if any. The terms also apply to any JiJiTechnologies	Î
* updates, * supplements, * Internet-based services, and *	Ŧ
○ I Don't Agree I Don't Agree	
1. License Agreement 2. Installation Path	
Cancel 🔣 Back Next ≫ 🛃 Install 🚚 Unins	tall

• Select the installation path and click 'Install'.

Figure 1.3. Select the installation path

JiJi Password Expiration Notification Setup
JII Password Expiration Notification
Select a path to install JiJi Password Expiration Notification.
am Files/JiJiTechnologies/Password Expiration Notification
1. License Agreement 2. Installation Path
Cancel 🔣 Back Next ≫ 퉳 Install 🚚 Uninstall

• 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

🔏 JiJi Password and Account Expiration Notification									
Settings Configure Mail Server						💽 View	Expiration Report	👍 Create Notificatio	n 🔊 🙆 Help
Description Expiration Type Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail IDs	Last Run Time	Status	View Summary	Run Now
	Password or Ac	ount Expiration No	tifier			<b>—</b>			
	Description:		1 00001	Expiration Type:	Password	•			
	Type: Domain	ssword age 42	days	31	Browse				
	Notify user(s	) about the password	or account expiry be	fore 14 🚔 da	ys. 🐚 Edit Email				
	<ul> <li>Every day</li> <li>14 th day</li> <li>9 th day</li> <li>4 th day</li> </ul>	<ul> <li>Specific day</li> <li>✓ 13 th day</li> <li>✓ 8 th day</li> <li>✓ 3 rd day</li> </ul>	<ul> <li>✓ 12 th day</li> <li>✓ 7 th day</li> <li>✓ 2 nd day</li> </ul>	<ul> <li>✓ 11 th day</li> <li>✓ 6 th day</li> <li>✓ 1 st day</li> </ul>	I 10 th day I 5 th day				
	Notify mana     Every day     S rd day	gerabout the users p	pwdoraccount exp Istday	iry before <u>3</u> ,	Jays. [ Edit Email				
	Send the us	er list, whose pwd or	account expires in r	next 7 🚔 daj	vs. 📉 Edit Emai				
	E-Mail Address	*5:		📕 Delete 🛛 🔂 4	vdd 🥂 📝 Edit				
			Execute an	d Save 🛛 🔚 S	iave Canc	el			

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

-		
🖓 JiJi Password and Account Expiration N	otification	
🚳 Settings	View Expiration Report	🛟 Create Notification 🔝 😰 Help
	Password or Account Expiration Notifier	
Description Expiratio		E-MailIDs Last Run S
	Description: Expiration Type: Password -	
	Target	
	Tune: Uner Name:	
	Type. User Value.	
	Maximum password age 42 🔄 days	
	Select Users	
	Ubject Types	
	From this location:	
	Worksvi2006.local	
	Enter the object names to select (examples):	
	testuser (test1) Check Names	
	Advanced OK Cancel	
	🗹 Send the user list, whose pwd or account expires in next 7 🚖 days. 🐚 Edit Email	
	E-Mail Addresses: 🖉 E dit	
	Address	
		-
	Lancel	×

#### 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 mention the password expiration date.

JiJi Password and Account Expiration Not	fication 🕞 🗉 🖾
Settings Configure Mail Server	Daily notification schedule run time: 06:30 Hrs 🔄 Change 💽 View Expiration Report 🔂 🚱 Help
ype Target Name	Edit Password or Account Expiration Notification III III IIII IIII IIII IIIII IIIII IIII
V 🗶 😰 testuser	Description: Expiration Type:   Target   Type:   User   Name:   lestuser   Image:   Image:<
	test@test.com
•	Execute and Save Cancel

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

🖄 Edit Mail	<b>—</b> ×
Subject: Your password expires in [soontoexpirepassword].	
💿 HTML 🔘 Plain Text	Macros
Edit View	
<pre>align='center' style='background-color:#6495ED; color:White;'&gt;<b>Pa: Notification</b>Notificationvotificationvotificationpassword expires in [soontoexpirepassword] and Your password expira [passwordexpirationdate]. vor&gt;Please change the password before its expiry. votification&lt;</pre>	<td ssword Expire /dt&gt;<dd> Your ition date is</dd></td 
ОК	Cancel

#### 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.

😫 Edit Mail	×
Subject: Your password expires in [soontoexpirepassword].	
● HTML ── Plain Text	Macros
Edit View	
	*
Password Expire Notification	
Dear [samaccountname], Your password expires in [soontoexpirepassword] Your password expiration date is [passwordexpirationdate].	and
Please change the password before its expiry.	-
ОК	Cancel

- 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.

. 📑 Configure	Mail Server							💽 Viev	Expiration Report	🕂 Create Notificatio	n 🧯
Description	Expiration Type	→ Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail IDs	Last Run Time	Status	View Summary	Run N
			Password or Acc	ount Expiration No	otifier			<b>EXE</b>			
			Description:			Expiration Type:	Password	-			
			Target								
			Type: Domain	▼ Name	worksvr2008.loc	al	P Browse				
			📃 Maximum pa	ssword age 42	🔶 days						
			Notify user(s	about the password	l or account expiry be	efore 14 🌲 da	ıys. 🐚 Edit Email.				
			Every day	Specific day							
			✓ 14 th day	13 th day	✓ 12 th day	11 th day	✓ 10 th day				
			✓ 4 th day	✓ 3 rd day	✓ 2 nd day	✓ 1 st day	all o triddy				
			Notify mana	ger about the user's	pwd or account exp	iry before 3 🚔	days. 📉 Edit Ema	<u>l</u>			
			Every day	🕥 Specific day 👘							
			✓ 3 rd day	🛛 2 nd day	Ist day						
			Send the us	er list, whose pwd or	account expires in I	next 7 🚔 da	ys. [ 📉 Edit Ema	il			
			E-Mail Addresse	·S:		💢 Delete 🛛 🛟 .	Add 📝 Edit.				
			Address								
					6						
					🗟 Execute an	nd Save 🛛 🗟 🗄	Gave Can	sel			

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.

	JiJi Passwo	rd and Account	t Expiration Notificat	tion							
9	3 Settings	Change Configure Mail Server Daily notification schedule run time: 06:30 Hrs 🔶 Change					💽 View Expiration Report 🛛 🚽 Create Notification 🖉 😢 H				
		Expiration Type	Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail Last Run IDs Time	Status	View Summary	
0	) 样 🗹	Password	Domain	worksvr2008.local	Enabled	Enabled	Disabled	8/17/2010 11:28	Success	Þ	
1										•	

#### 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

🔏 JiJi Password and Account	Expiration Notificat	ion							
Settings	Mail Server				💽 View E	xpiration Report	🕂 Create Notification	າ 🔊 🌊	🕜 Help
Description	Expiration Type	Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail IDs	Last Run Time	s
		<u> </u>				-			
		💽 Mail	Server Settings		<b>—</b> ×	<b>.</b>			
		Config	ure Mail Server S	Settings:					
		Ма	il Server: mail :	server					
		Po	rt Address: 1	🚔 Time Out: 10	00 🚔 sec.				
		Us	er Name: testu	iser@test.com					
		Pa	ssword:	00					
			🗖 U	lse SSL 🔲 Send v	vith High Priority				
		Test	Settings	Save	Cancel				
•									Þ

• 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.

<b>Q</b> P	assword And Acco	unt Expiration Repo	rt						×
Sele	ect: All, None [	🍃 Print 🌛 Export	Search			Scop	e: worksvr2008	C Bro	owse
	Name	SAMAccountName	EmailD	MaxPasswordAge	PasswordExpiryDat	PasswordLastSet	AccountCreated	TimeSpanToAccou	Mi 🔺
	TestUser1	TestUser1	TestUser1@jijitec	42	Never	8/11/2010 5:43:	7/29/2010 10:46	00:00:00	Te
	TestUser2	TestUser2		42	Never	8/12/2010 10:19	7/29/2010 10:47	00:00:00	
	TestUser3	TestUser3		42	Never	8/4/2010 9:58:0	7/29/2010 10:48	00:00:00	
	TestUser4	TestUser4	TestUser2@jijitec	42	Never	8/11/2010 5:43:	7/29/2010 10:48	00:00:00	
	TestUser5	TestUser5		42	Never	8/4/2010 9:58:4	7/29/2010 10:49	00:00:00	
	TestUser6	TestUser6	TestUser6@jijitec	42	Never	8/11/2010 5:43:	7/29/2010 10:51	00:00:00	
	test1	test1		1	Never	7/31/2010 7:57:	7/31/2010 2:27:	00:00:00	_
	test2	test2		42	Never	7/31/2010 7:58:	7/31/2010 2:28:	00:00:00	-
	NetShareUser	user		1	Never	8/11/2010 5:40:	8/4/2010 8:01:4	00:00:00	
	ServiceTestUser	ServiceTestUser		42	9/15/2010 1:33:	8/4/2010 1:33:4	8/4/2010 8:03:4	00:00:00	
	user45	user45	user45@jiji.vv	42	Change Passwor		8/4/2010 9:29:1	32972.16:54:27	Go
	User1	test	user1@test.com	1	Change Passwor		8/6/2010 12:32:	00:00:00	
	TreeTest1	TreeTest1		1	8/10/2010 4:37:	8/9/2010 4:37:4	8/9/2010 11:07:	00:00:00	
	testuser	testuser	testuser@test.com	1	Change Passwor		8/10/2010 6:34:	00:00:00	
	mahesh	mahesh		42	Change Passwor		8/11/2010 11:16	00:00:00	
	testuser25	testuser256		1	Never	8/12/2010 12:06	8/11/2010 11:32	00:00:00	
	user1	user1		1	8/13/2010 9:23:	8/12/2010 9:23:	8/12/2010 3:52:	00:00:00	
	user2	user2		1	8/13/2010 9:23:	8/12/2010 9:23:	8/12/2010 3:53:	00:00:00	-
•				III					F.
								No of records	: 52:

#### Figure 1.14. Report will be displayed

#### 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				- • •
i 📰   🕅 🖣 1 🛛 o	of 1 🕨 🕅   🔃 🔞 🛃	🎒 🔲 🛄 🛃 -   100	% -	Find   Next
Password and Acco	ount Expiration Repor	rt		·
Description: Report	t Generation Date & 1	Time: ( 8/12/2010 :	12:36:48 PM)	
No of Records: 22				
Name	SAMAccountNam	EmailID	MaxPasswordAg	PasswordExpirvD
	e		e	ate
TestUser1	TestUser1	TestUser1@jijitech.c om	42	Never
TestUser2	TestUser2		42	Never
TestUser3	TestUser3		42	Never
TestUser4	TestUser4	TestUser2@jijitech.c om	42	Never
TestUser5	TestUser5		42	Never
TestUser6	TestUser6	TestUser6@jijitech.c om	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
•	III			•

• 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.

liji Password and Account Expire	ation Notifica	tion							
🚳 Settings 🚮 Configure Mail S	Server				💽 View E	xpiration Report	🕂 Create Notification	າ 🞅	🕜 Help
Description	Expiration Type	Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail IDs	Last Run Time	s
	_								
	E.	🔆 Settings				×			
		Password Expiration	Settings						
		Ignore password r	never expires users.						
		<ul> <li>Ignore users who:</li> <li>Ignore users who</li> </ul>	se password must on does not have mail l	ange at next logon. D					
		Ignore password (	expired users.						
		Send the summary	y report of all notifica	tions to these Email-IE	)s				
		E-Mail Addresses:		🔀 Delete	🔶 Add	📝 Edit			
		Address							
		admin@test.com				_			
					Save	Cancel			
•			III						Þ

#### 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.

🔏 JiJi Password and Account B	expiration Notificati	ion						- • •			
🚳 Settings 🚮 Configure I	🚡 Settings 🔄 Configure Mail Server						💽 View Expiration Report ] 💠 Create Notification 📚 🔞 Help				
Description	Expiration Type	Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mai	User Manual Customer Feedback Product Home Register Purchase About			
•								Þ			

• License Registration dialogue box will be opened.

🔏 JiJi Passwor	d and Account	Expiration Notific Mail Server	ation			View E	xpiration Report	🕂 Create Notifica	tion 😂 [	e 🔀
	Description	Expiration Type	Target Type	Target Name	User Notification	Manager Notification	E-Mail Notification	E-Mail IDs	Last Run Time	s
			Machine Details Please copy the br Computer Name=	elow text and sent it to	o sales@ijiitechnolog Name=TEST2008R3 OK	ies.com to get the lic 2.LOCAL	ense file			
•										Þ

#### 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.