

JiJi Active Directory Cleaner

User Manual

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OVERVIEW

JiJi Active Directory Cleaner is a simple housekeeping tool, used to maintain your Active Directory clean and secure. It is a major security threat to keep unwanted User/Computer accounts and expired data in Active Directory. Inactive, disabled Users/Computers turn to be a crap everyday. As thedays pass, these craps grow rapidly and affects the performance severely. Housekeeping regulates Active Directory perfectly for the SOX compliance audits. JiJi Active Directory cleaner is very reliable and provides a cheaper clean up solution for your Active Directory.

FEATURES

- ✓ Old users/computers cleanup.
- ✓ Old users' folder and profile cleanup.
- ✓ Cleanup automation through schedules.
- ✓ Generating reports from the desired scope of Active Directory.
- ✓ Users can sort the columns of their interest.
- ✓ Reports can be exported to PDF, CSV, HTML and Excel formats.
- ✓ Helps to do actions like delete, move, disable, enable users/computers in bulk.

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

Steps to install JiJi Active Directory Cleaner are given below.

• Double click the 'JiJi Active Directory Cleaner' setup to open the installation wizard. Select 'Install Active Directory Cleaner' and click 'Next'.

| JiJi Active Directory Cleaner Setup | |
|---|--------------------|
| JiJi Active Directory | Cleaner |
| | |
| Install Juli Active Directory Cleaner | |
| Uninstall JiJi Active Directory Cleaner | |
| | |
| | natali Ilininatali |
| | |

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

| JiJi Active Directory Cleaner Setup | |
|---|---|
| JiJi Active Directo | ry Cleaner |
| Please take a moment to read the license agreement now. If you accep Agree'', then ''Next''. Otherwise click ''Cancel'' | ot the terms below, click ''I |
| JIJITECHNOLOGIES LICENSE TERMS These license terms are an agreement between JiJiTechnologies and y They apply to the software "JiJi Active Directory Cleaner" you are down JiJiTechnologies.com, which includes the media on which you received apply to any JiJiTechnologies * updates, * updates, | ou. Please read them. loading from d it, if any. The terms also |
| * Internet-based services, and | - |
| 🔘 I Don't Agree 🛛 💿 I Agree | |
| 1. License Agreement 2. Installation Path | |
| Cancel o Back Next 💥 | 🕨 🍓 Install 🖉 Uninstall |
| | |

• Select the installation path and click 'Install'.

| JiJi Active Directory C | leaner Setup | |
|-------------------------|--|-----------------------|
| JÛſ | JiJi Active Directory | y Cleaner |
| | | |
| 6-11 | | |
| Select | a path to install JMI Active Directory Lleane | :r |
| L:\Prog | gram Files WWI echnologies Active Directory Cleane | Q Browse |
| | | |
| | | |
| | 1 | |
| 1. License Agreement | 2. Installation Path | |
| | Cancel 🔣 Back Next ≫ | 🍓 Install 🖉 Uninstall |
| _ | | |

• Now, JiJi Active Directory Cleaner is installed successfully.

Figure 2.2. Installation(d)



SELECT SCOPE

After installation, select the scope such as domain or OU for which clean -up operations have to be performed.

2.5. Select Scope to Cleanup

| Scope 💌 |
|--------------------------------|
| Select the scope of the Report |
| |
| OK Cancel |

SCAN USERS

You can generate reports for the selected or entire users, filter it and perform the necessary clean up

actions using generated reports.

Scan All Users

- Launch JiJi Active Directory Cleaner.
- o Click 'Scan All Users' button to open 'Scan All Users' window.

Figure 2.6. Scan all Users(a)

| 📡 User Deletion Scheduler | troller Settings 🕜 Help |
|---|--|
| Scope: Work2008r2 | 🔑 Browse |
| Users You can retrieve user's report from active directory based on the selected scope. Subsequently, you can filter and clean-up users from the generated report. | Scan All Users |
| Computers You can retrieve computer's report from active directory based on the selected scope. Subsequently, you can filter and clean-up computers from the generated report. | Scan All Computers Scan Selected Computers |

• Select any one of the filter options as per your need as shown in Fig 7.

| Figure 2.7. So | an all Users(b |) |
|----------------|----------------|---|
|----------------|----------------|---|

| S 😒 | Scan All Users - Work2 Actions 🕨 User Dele | 2008r2 te Option | | | | Filter: Neve | r Logged On Users 🔻 💿 |
|------|---|-------------------------|---------------|-----------------|-------------------------|----------------------|---|
| Sele | ect: All, None 📃 | Show in display name fo | rmat | | Search [| Disab | led Users ve Users 15 unt Expired Users |
| | Full Name | Account Expiry Date | Inactive Days | Last Logon | Account Lockout Time | Bad Logon Coul Clear | r Logged On Users |
| | UserNo1 | Never | | Never Logged On | | | |
| | UserNo2 | Never | | Never Logged On | | 0 | E |
| | UserNo10 | Never | | Never Logged On | | 0 | |
| | UserNo100 | Never | | Never Logged On | | 0 | |
| | UserNo101 | Never | | Never Logged On | | 0 | |
| | UserNo1000 | Never | | Never Logged On | | 0 | |
| | UserNo1001 | Never | | Never Logged On | | 0 | |
| | UserNo1002 | Never | | Never Logged On | | 0 | |
| | UserNo1003 | Never | | Never Logged On | | 0 | |
| | UserNo1004 | Never | | Never Logged On | | 0 | |
| • | | | | m | | | ۱. |
| ÷., | | | | | | | Total no of records : 27 |

- If you do not need any filter actions then select 'Clear Filter' option.
- To delete user's profiles and folders before user deletion, click 'User Delete Options' button. A window will be opened.
- Select the necessary options to delete and click 'Ok'.

Figure 2.8. Scan all Users(c)

| Actions User D | rk2008r2 elete Option | | | | Filter: Neve | er Logged On Users | • |
|--------------------|--------------------------|---------------------|--|-------------------------|-----------------|--------------------|-----|
| elect: All, None [| Show in display name fo | ormat | | Search [| Print 🌛 Export | Add/Remove Colu | mns |
| Full Name | Account Expiry Date | Inactive Days | Last Logon | Account Lockout Time | Bad Logon Count | Manager | |
| UserNo1 | Never | User Delete Options | | X | 0 | | |
| UserNo2 | Never | These options hel | These options help you to delete the home folders and profiles of the selected user before the user deletion. Delete Options | | | | |
| UserNo10 | Never | selected user befo | | | | | |
| UserNo100 | Never | Delete Options | | | | | |
| UserNo101 | Never | Delete remote | home folder 📝 Delete t | erminal home folder | 0 | | _ |
| UserNo1000 | Never | 📝 Delete roaming | g profile 🛛 📝 Delete t | erminal roaming profile | 0 | | _ |
| UserNo1001 | Never | | | | 0 | | _ |
| UserNo1002 | Never | | 0 | K Cancel | 0 | | _ |
| UserNo1003 | Never | | Never Logged On | | 0 | | _ |
| UserNo1004 | Never | | Never Logged On | | 0 | | _ |
| | | | | | | | Þ |

- To perform clean up actions, select the users from the generated report and click 'Actions' button.
- Select any of the necessary actions such as Enable, Disable, Move, Delete or Disable and Move. Here 'Delete' option is selected.

Figure 2.9. Scan all Users(d)

| Actions 🕨 🎎 | Enable | | | | Filter: Never I | Logged On Users 🔻 🧧 |
|----------------|-----------------|-------|----------------------|-------------------------|-----------------|---------------------|
| Select: All, 🌉 | Disable Move | ormat | | Search 🗊 P | rint 🌛 Export | Add/Remove Columns |
| Full Nam 🎉 | Delete | Inact | tive Days Last Logon | Account Lockout Time | ad Logon Count | Manager |
| 🗸 UserNo1 💐 | Disable and Mov | e | Never Logged On | 0 | | |
| 🗸 UserNo10 | Never | | Never Logged On | 0 | | = |
| 🗹 UserNo100 | Never | | Never Logged On | 0 | | |
| 🗾 UserNo1000 | Never | | Never Logged On | 0 | | |
| 🗹 UserNo1001 | Never | | Never Logged On | 0 | | |
| 🗹 UserNo1002 | Never | | Never Logged On | 0 | | |
| 🗹 UserNo1003 | Never | | Never Logged On | 0 | | |
| 🗹 UserNo1004 | Never | | Never Logged On | 0 | | |
| UserNo1005 | Never | | Never Logged On | 0 | | |
| UserNo1006 | Never | | Never Logged On | | | |
| • | | | III | | | ۱. |

• Finally, selected Never Logged On users were deleted and the deletion report is shown in Fig 10. Similarly, you can enable, disable or move users to another location.

Figure 2.10. Scan all Users(e)

| D | eleted Users Report | | | × |
|---|-----------------------------------|-----------------------------|----------------------|------------------------|
| | Total no of records for this fill | ter:11 | Filter: | All Reports 🔹 |
| | User Name | Distinguished Name | User Deletion Result | Folder Deletion Result |
| | UserNo1 | CN=UserNo1,0U=0U-one,DC=Wo | Success | Success |
| | UserNo10 | CN=UserNo10,0U=0U-one,DC=W | Success | Success |
| | UserNo100 | CN=UserNo100,0U=0U-one,DC= | Success | Success |
| | UserNo1000 | CN=UserNo1000,0U=0U-one,DC= | Success | Success |
| | UserNo1001 | CN=UserNo1001,0U=0U-one,DC= | Success | Success |
| | UserNo1002 | CN=UserNo1002,0U=0U-one,DC= | Success | Success |
| | UserNo1003 | CN=UserNo1003,0U=0U-one,DC= | Success | Success |
| | UserNo1004 | CN=UserNo1004,0U=0U-one,DC= | Success | Success |
| | UserNo1005 | CN=UserNo1005,0U=0U-one,DC= | Success | Success |
| | UserNo1006 | CN=UserNo1006,OU=OU-one,DC= | Success | Success |
| | UserNo2 | CN=UserNo2,0U=0U-one,DC=Wo | Success | Success |
| | | | | |
| | | | | |
| | | | | |
| l | | | | |
| | | | | |

Scan Selected Users

In Scan Selected Users option, you can select the specific users to get their reports. Use those reports to find out the user status and perform cleanup operations as that was followed in Scan All Users option.

• Click 'Scan Selected Users' button to open 'Select Users' window.

Figure 2.11. Scan Selected Users(a)

| 😫 JiJi Active Directory Cleaner 🛛 🙀 Domain Con | ntroller Settings) 🕜 Help |
|---|--|
| Scope: Work2008r2 | P Browse |
| Users You can retrieve user's report from active directory based on the selected scope. Subsequently, you can filter and clean-up users from the generated report. | Scan All Users Scan Selected Users |
| Computers You can retrieve computer's report from active directory based on the selected scope. Subsequently, you can filter and clean-up computers from the generated report. | Scan All Computers Scan Selected Computers |

• Select users from the Active Directory hierarchical structure or using samaccount name or by importing from CSV file

Figure 2.12. Scan Selected Users(b)

| Active Directory Hierachical Structure: | 🕺 Select Users | | (| |
|---|---|---|------|----------|
| UserNo1 Wanaged Service Accounts WTDS Quotas OU-one UserNo10 UserNo100 UserNo1000 UserNo1000 UserNo1001 UserNo1002 UserNo2;UserNo101 Import user from CSV: Browse | Active Directory Hierachical Structure: | | | X Remove |
| Add user manually(SamAccName1;SamAccName2) UserNo2;UserNo101 Import user from CSV: Browse Browse Concel | LostAndFound Managed Service Accounts NTDS Quotas OU-one UserNo1 UserNo10 UserNo100 UserNo1000 UserNo1001 UserNo1001 UserNo1002 | UserNo1 UserNo10 UserNo1001 UserNo1006 | | |
| UserNo2;UserNo101 Import user from CSV: Browse M OK Cancel | Add user manually(SamAccName1;SamAccName2) | | | |
| Image: Cancel | UserNo2;UserNo101 Import user from CSV: | | | |
| OK 💽 Cancel | | | | |
| | | | 🖋 ОК | 🔀 Cancel |

• Reports of those selected users were obtained as shown below.

Figure 2.13. Scan Selected Users(c)

| <mark>9</mark> S | can Selected Users - V | Vork2008r2 | | | | | |
|------------------|------------------------|-------------------------|---------------|-----------------|-------------------------|------------------|-------------------------|
| A | ctions 🕨 User Delet | e Option | | | | Filter: | - |
| Sele | ect: All, None 📃 🤉 | ihow in display name fo | rmat | | Search 🕻 | 🕽 Print 🌛 Export | Add/Remove Columns |
| | Full Name | Account Expiry Date | Inactive Days | Last Logon | Account Lockout Time | Bad Logon Count | Manager |
| 7 | UserNo1 | Never | | Never Logged On | | | |
| | UserNo10 | Never | | Never Logged On | | 0 | |
| | UserNo1001 | Never | | Never Logged On | | 0 | |
| | UserNo1006 | Never | | Never Logged On | | 0 | |
| | UserNo101 | Never | | Never Logged On | | 0 | |
| | UserNo2 | Never | | Never Logged On | | 0 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | Total no of records : 6 |

• Now, you can follow the same steps as that followed to cleanup users using 'Scan all Users' option.

SCAN COMPUTERS

Similar to scanning users as seen in section 6, you can also scan computers as follows:

- Click 'Scan all Computers' or 'Scan Selected Computers' button to retrieve computer report of all or selected Computers from Active Directory.
- Use this generated report to filter and then clean-up Computers.

EXPORT

You can export the generated reports on user's account status and save it in any of the formats such as CSV, Excel, PDF, HTML.

Figure 2.14. Export

| Scan All Users - Work2 | 008r2 | | | | |
|------------------------|---------------------------|---------------------|---------------|----------------------|--------------------------|
| Actions 🕨 User Dele | te Option | | | Filter: | Clear Filter 🔹 🔍 |
| Select: All, None 📄 🤅 | Show in display name form | at | | Search 🕼 Print 🌛 Exp | ort CSV ins |
| name | Disabled | Account Expiry Date | Inactive Days | Last Logon | e Excel |
| UserNo1 | False | Never | | Never Logged On | C PDF 1 |
| UserNo2 | True | Never | | Never Logged On | C HTML n = |
| UserNo10 | False | Never | | Never Logged On | CN=UserNo10,0U=0U-o |
| UserNo100 | False | Never | | Never Logged On | CN=UserNo100,0U=0U |
| UserNo101 | False | Never | | Never Logged On | CN=UserNo101,0U=0U |
| UserNo1000 | False | Never | | Never Logged On | CN=UserNo1000,0U=0U |
| UserNo1001 | False | Never | | Never Logged On | CN=UserNo1001,0U=0U |
| UserNo1002 | False | Never | | Never Logged On | CN=UserNo1002,0U=0U |
| UserNo1003 | False | Never | | Never Logged On | CN=UserNo1003,0U=0U |
| UserNo1004 | False | Never | | Never Logged On | CN=UserNo1004,0U=0U |
| LiserNo1005 | Falea | Navar | | Never Logged On | CN-LleerNo1005 OLL-OLL |
| | | | | | 4 |
| | | | | | Total no of records : 41 |
| | | | | | |

PRINT

Using this option, you can print the generated user account status reports. Print preview is shown in Fig15.

Figure 2.15. Print Preview

| 🖳 Printable View | | | | | × |
|------------------|----------------------|-----------------------|--------------|-----------------|----|
| 1 | of 1 🕨 🕅 🖨 🔇 |) 🛃 🗐 🛍 🚽 1009 | 6 - | Find Next | |
| All Users (11/2 | /2010 6:00:48 PM) | | | | - |
| Description: Re | port generated for t | he scope DC=Work2008r | 2,DC=local | | |
| No of Records: | 34 | | | | |
| name | Disabled | AccountExpiryDa te | InactiveDays | LastLogon | Ξ |
| UserNo1 | False | Never | | Never Logged On | |
| UserNo2 | True | Never | | Never Logged On | |
| UserNo10 | False | Never | | Never Logged On | - |
| UserNo100 | False | Never | | Never Logged On | - |
| UserNo101 | False | Never | | Never Logged On | |
| UserNo1000 | False | Never | | Never Logged On | - |
| UserNo1001 | False | Never | | Never Logged On | - |
| UserNo1002 | False | Never | | Never Logged On | |
| • | I | III | 1 | E E | .4 |

ADD/REMOVE COLUMNS

You can customize the report columns using 'Add/Remove columns' option. Steps to add or remove columns are given below.

- Click 'Add/Remove Columns' button in 'Scan All Users' window. Add/Remove Columns window will be opened.
- To add columns, select the necessary columns and click "to move from 'Available Colunms' to' Displayed Columns'.

| 🛃 Add/Remove Columns | | | X |
|--|---|--------|----------|
| Available Columns | Displayed Columns | | |
| Account Lockout Time Allow Reversible Password Encryption Always CallBack To Assign a Static IP Address Bad Logon Count City Company Country Delegation Permitted Department Description Display Name EMail Fax First Name Home Initials IP Phone Last Bad Password Attempt Lagon Hours Logon Form Member Of Mobile Notes Office | name Disabled Account Expiry Date Inactive Days Last Logon distinguishedname | | |
| 🗹 Show in display name format 🛛 🔲 Show all | Save | Cancel | |

Figure 2.16. Add/Remove Columns(a)

• If you need to exclude some of the columns from the reports, you can select it from the Displayed

Colums and click to move it to Available Columns so that those colums will not be available in the reports.

Figure 2.17. Add/Remove Columns(b)

| Available Columns Displayed Columns Allow Reversible Password Encryption Avasign a Static IP Address Image: Displayed Columns City Company Account Expiry Date Account Expiry Date Delegation Permitted Account Lockout Time Bad Logon Count Description Account Lockout Time Bad Cogon Count Display Name First Name Manager E Mail First Name Manager Last Bad Password Attempt Last Name Image: Im |
|---|
| Allow Reversible Password Encryption Awsign a Static IP Address City Company Country Delegation Permitted Description Display Name EMail Fax Home Initials IP Phone Last Bad Password Attempt Last Bad Password Attempt Last Bad Password LastSet Password LastSet Password LastSet Password LastSet Password LastSet Show in display name format |
| |

USER DELETION SCHEDULER

This option is used to schedule the deletion operation to be done automatically. For this you have to create a deletion policy to delete the disabled users and send the notification of users who were disabled for more than the specified number of days.

Configure Mail Server Settings

- To send the disabled user's report, you have to configure mail server settings.
- Click 'Configure Mail Server' button in 'User Deletion Scheduler' window. 'Mail Server Settings' window will be opened.
- Enter the details and click 'Test Settings'. If test result is success, then save the settings.

Figure 2.18. Mail Server Settings

| 🖏 Mail Server Setti | ngs |
|---------------------|-------------------|
| Configure Mail Se | erver Settings: |
| Mail Server: | smtp@testmail.com |
| Port Address: | 100 |
| User Name: | test@testmail.com |
| Password: | ****** |
| | Vse SSL |
| | |
| Test Settings | 🔚 Save 🕞 Cancel |
| | |

Create Delete Policy

After configuring the mail server settings, create a new policy to delete the users who were disabled for 'n' number of days.

- Click 'Create Delete Policy' button in 'User Deletion Scheduler' window. Type the policy description and select the scope to apply this policy.
- Select Delete settings to delete the disabled users and Notification Settings to send disabled users report. Both options can also be selected.
- In Delete settings, specify the number of days after which the disabled users can be deleted. If you have not made any changes with 'Delete Options' already, here you can select the options to delete the folders and profiles of the users who are to be deleted.
- In Notification settings, Select the number of days to find the users disabled for more than the specified number of days and then edit the e-mail text if necessary.
- Finally, add the e-mail id and save the settings.

Figure 2.19. Create Delete Policy(a)

| Description: Delete disabled users |
|--|
| Scope: Users Drowse |
| Delete Settings |
| Delete users, who are disabled for more than 30 Days. |
| Delete Options These entires will be applied before the disklad users are deleted |
| Delete roaming profile V Delete terminal roaming profile |
| |
| Delete remote home folder Delete terminal home folder |
| Notification Settings |
| Send an user report, who are disabled for more than 30 🚔 Days. 🕅 Edit Mail |
| E-Mail Addresses: 🔀 Delete 🕂 Add 🕅 Edit |
| Address |
| test1@testmail.com |
| |
| |
| |
| 🙀 Execute and Save 🛛 🕞 Save 🕞 Cancel |

- Now, you can change the daily schedule run time as per your wish.
- The added schedule will run every day at the time what you have mentioned. Details of this schedule can be viewed as shown in the Fig 20..

Figure 2.20. Create Delete Policy(b)

| 🛃 Configure | Mail Server Dailu | | | | | | (- | | |
|-------------|-------------------|-------------------|-----------------------------|---|-------------------------|--------------------------------------|--------------------|-------------------------------|----------------------------|
| | | schedule run time | 18:30 Hrs 🔶 🛛 Cha | nge Run as: | | Change | 📫 Create De | lete Policy | 🛃 Refresh |
| | Description | Scope | Delete Disabled Users | Delete Disabled Users after n days | Mail ID Notification | Send Notification after n days | Mail ID List | Delete Roaming Profiles | Delet Remote H Folde |
| 📀 💢 🕲 | Delete disabled u | Users | Enabled | 30 | Enabled | 30 | test1@testmail.com | Enabled | Ena |
| | | | | | | | | | |
| | | | | | | | | | ŀ |

DOMAIN CONTROLLER SETTINGS

- Click 'Domain Controller Settings' button in JiJi Active Directory Cleaner window.
- Select any of the Domain Controller and click 'Set as Default Domain Controller' button. A message box will be opened, stating that the selected Domain Controller is set as default.

Figure 2.21. Domain Controller Settings

| 🍓 Domain Controller Settings | | [X] |
|---|------------------|-----------------------------------|
| Available Domain Controllers | I | Domain Controllers not to be used |
| SERVER2008R2-1 | | |
| Domain Controller Testing | | EX |
| The Domain Controller Domain Controller. | r 'SERVER2008R2- | 1' modified as the default |
| | | ОК |
| | | |
| Set As Default Domain Controllers | | |
| Test Settings | | 🔚 Save 🛛 🕞 Cancel |
| _ | _ | |

• You can also make any of the Domain Controller to be unused by clicking and moving it to right.

LICENSE REGISTRATION

Only limited features are available in the trial version. You have to get the license file to use the entire features of JiJi Active Directory Cleaner.

• Click 'Help' button and then select 'Register'.

Figure 2.22. Licence Registration(a)

| 😥 JiJi Active Directory Cleaner | |
|---|--|
| User Deletion Scheduler Scope: Work2008r2 Users You can retrieve user's report from active directory based on the selected scope. Subsequently, you can filter and clean-up users from the generated report. | Product home User manual Customer feedback Register Purchase About Scan Selected Users |
| Computers You can retrieve computer's report from active directory based on the selected scope. Subsequently, you can filter and clean-up computers from the generated report. | Scan All Computers Scan Selected Computers |

• 'Machine Details' dialogue box will be opened.

Figure 2.23. Licence Registration(b)

| ас | chine Details 🗾 💌 |
|----|--|
| | Please copy the below text and sent it to the sales@jijitechnologies.com to get the license file |
| | Computer Name=SERVER2008R2-1;Domain Name=WORK2008R2.LOCAL |
| | ΟΚ |
| | |

- Copy the details given in the dialogue box and send it to sales@jijitechnologies.com to get the license file.
- After getting the license file, open the registration window and browse the license file.
- Select the scope such as Domain, Organizational Unit or Group to be cleaned using JiJi Active Directory Cleaner and then close the window.

Figure 2.24. Licence Registration(c)

| Registration | - • • |
|--|------------------------|
| License File Path: | Browse |
| Scope | 😂 Browse |
| Registered License | |
| License Domain Computer Number of License Valid From | License Valid Until |
| | |
| | |
| | |
| | |