



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 the days 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'.

Figure 2.1. Installation(a)



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

Figure 2.2. Installation(b)



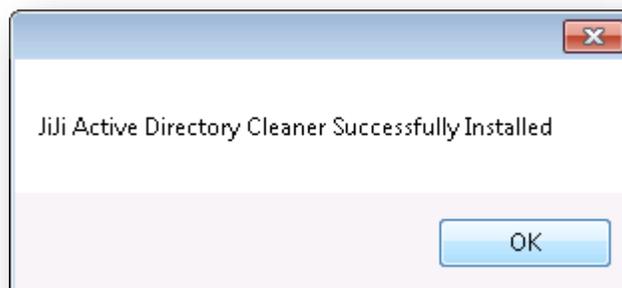
- Select the installation path and click 'Install'.

Figure 2.2. Installation(c)



- Now, Jiji Active Directory Cleaner is installed successfully.

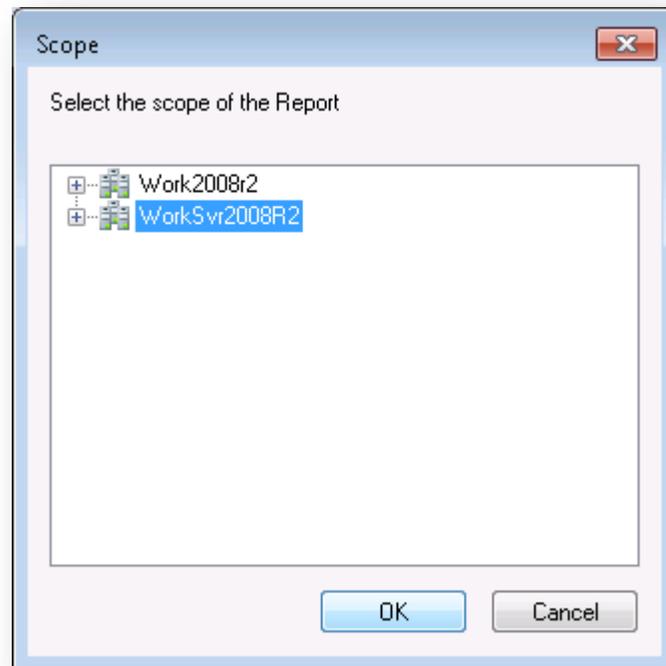
Figure 2.2. Installation(d)



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



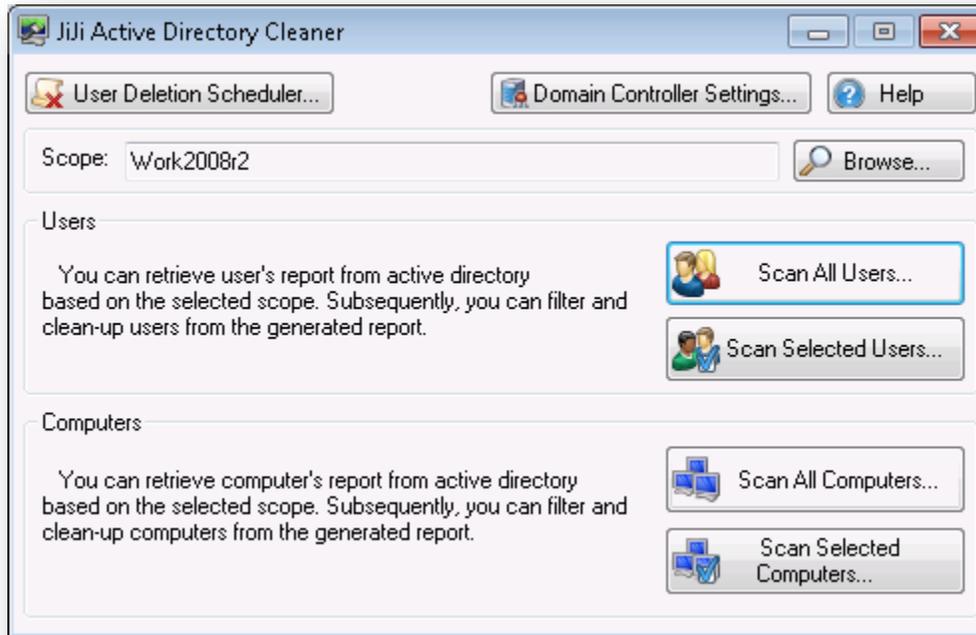
SCAN USERS

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

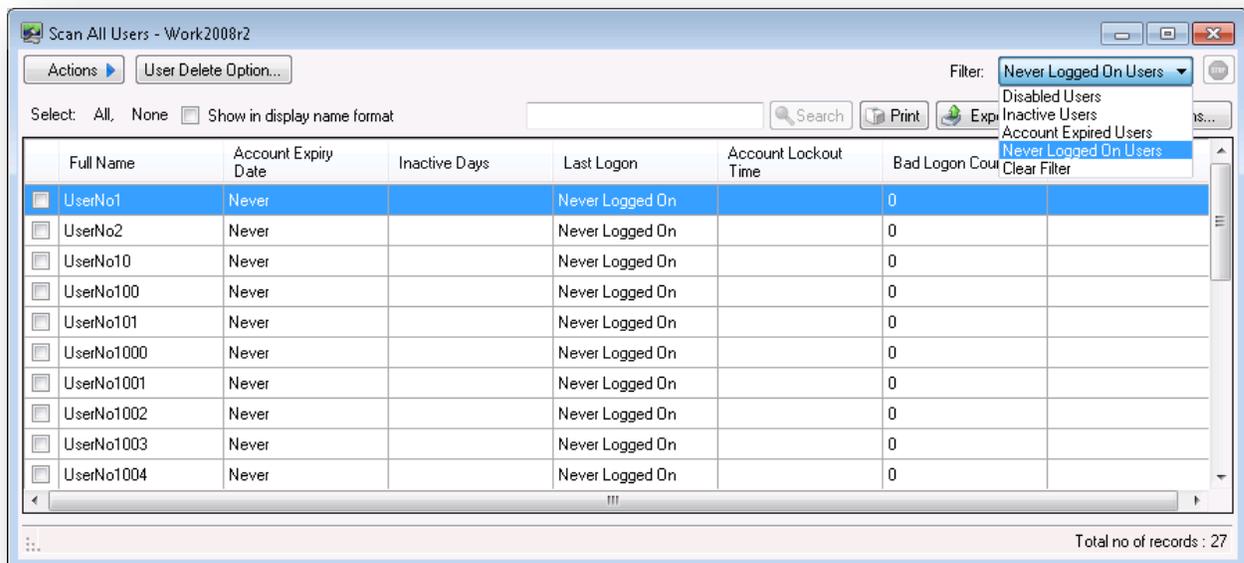
- Launch JiJi Active Directory Cleaner.
- Click 'Scan All Users' button to open 'Scan All Users' window.

Figure 2.6. Scan all Users(a)



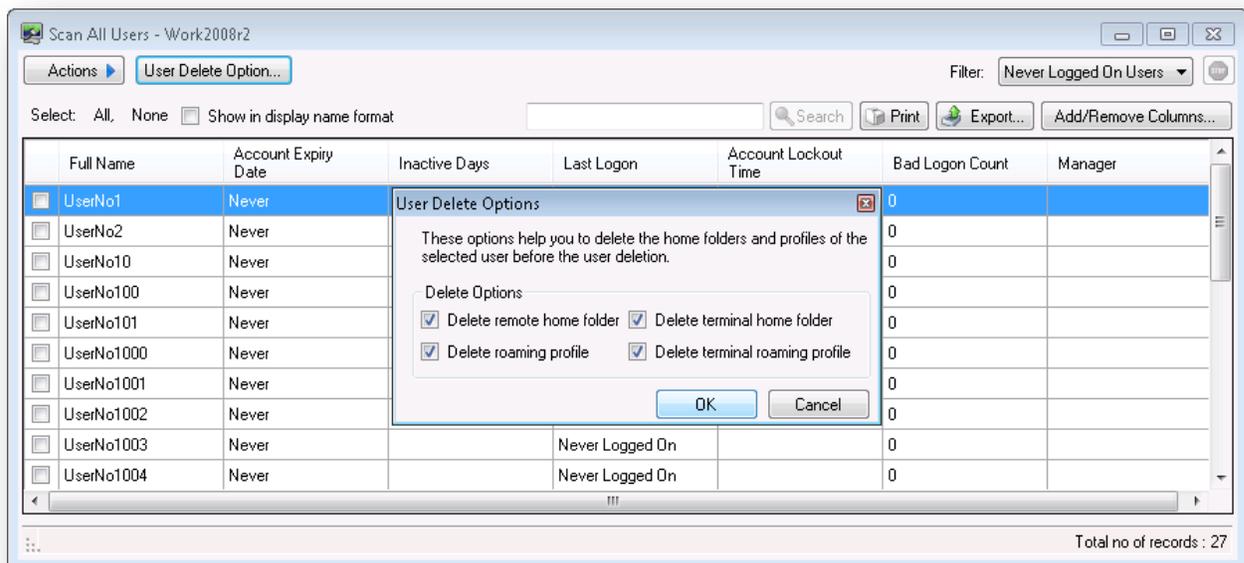
- Select any one of the filter options as per your need as shown in Fig 7.

Figure 2.7. Scan all Users(b)



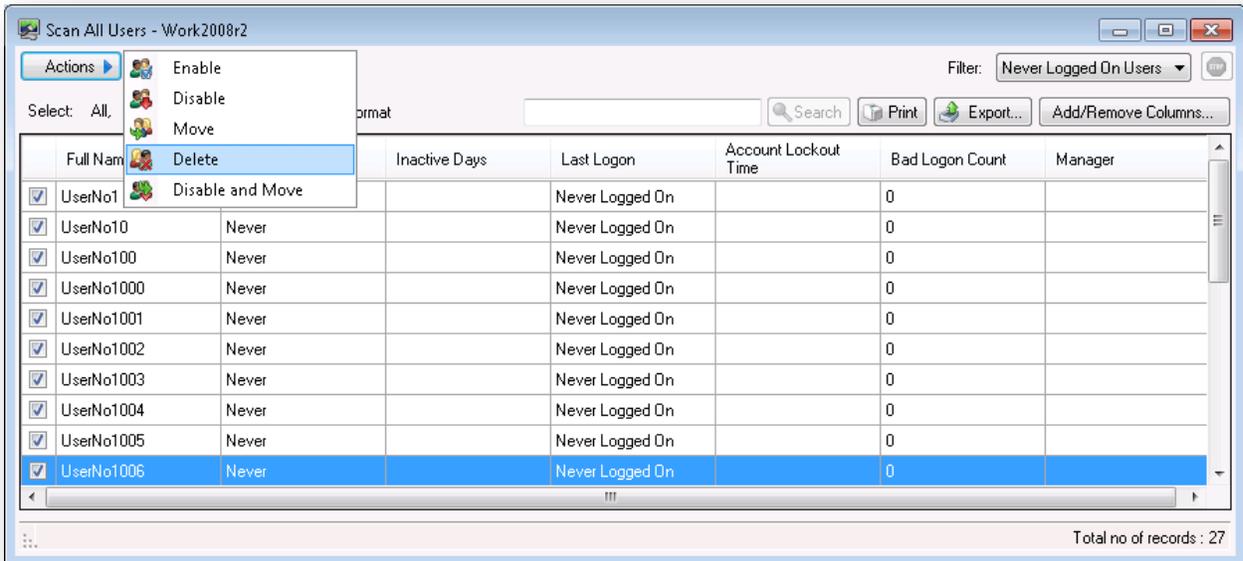
- If you do not need any filter actions then select 'Clear Filter' option.
- To delete user's profiles and folders before user deletion, click 'User Delete Options' button. A window will be opened.
- Select the necessary options to delete and click 'Ok'.

Figure 2.8. Scan all Users(c)



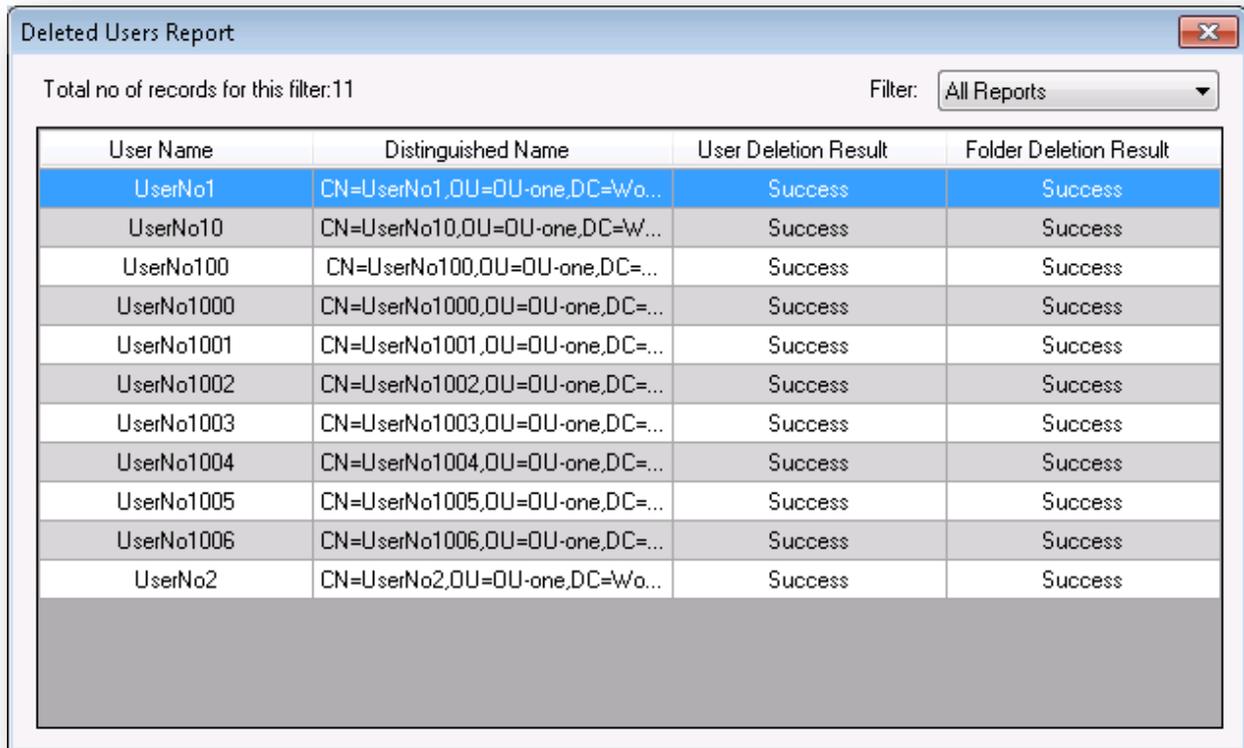
- To perform clean up actions, select the users from the generated report and click 'Actions' button.
- Select any of the necessary actions such as Enable, Disable, Move, Delete or Disable and Move. Here 'Delete' option is selected.

Figure 2.9. Scan all Users(d)



- 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)



The screenshot shows a window titled "Deleted Users Report" with a close button in the top right corner. Below the title bar, it displays "Total no of records for this filter: 11" and a "Filter:" dropdown menu set to "All Reports". The main content is a table with four columns: "User Name", "Distinguished Name", "User Deletion Result", and "Folder Deletion Result". The table lists 11 users, all with a "Success" result for both deletion types. The first row is highlighted in blue.

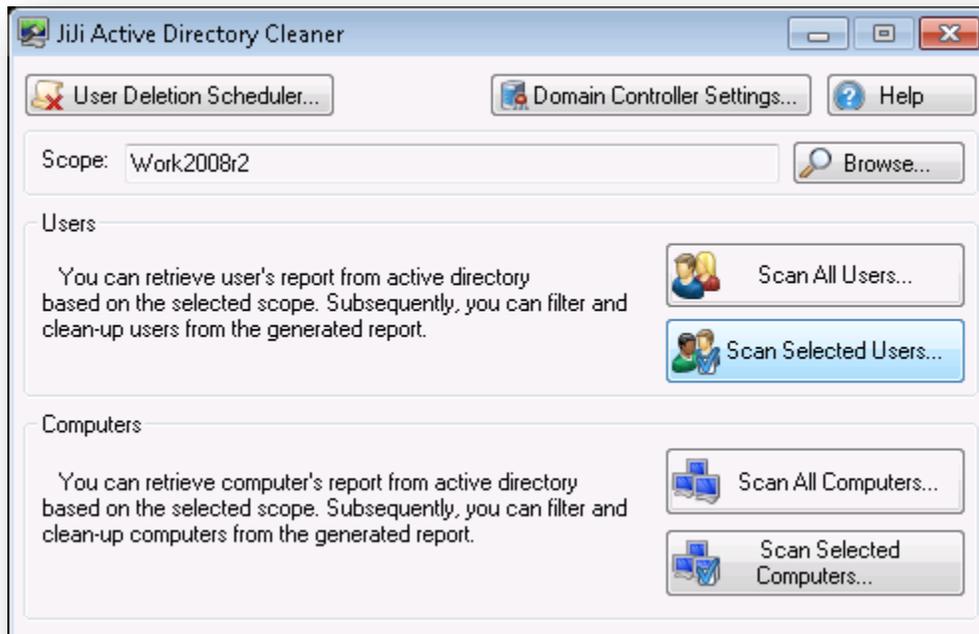
User Name	Distinguished Name	User Deletion Result	Folder Deletion Result
UserNo1	CN=UserNo1,OU=OU-one,DC=Wo...	Success	Success
UserNo10	CN=UserNo10,OU=OU-one,DC=W...	Success	Success
UserNo100	CN=UserNo100,OU=OU-one,DC=...	Success	Success
UserNo1000	CN=UserNo1000,OU=OU-one,DC=...	Success	Success
UserNo1001	CN=UserNo1001,OU=OU-one,DC=...	Success	Success
UserNo1002	CN=UserNo1002,OU=OU-one,DC=...	Success	Success
UserNo1003	CN=UserNo1003,OU=OU-one,DC=...	Success	Success
UserNo1004	CN=UserNo1004,OU=OU-one,DC=...	Success	Success
UserNo1005	CN=UserNo1005,OU=OU-one,DC=...	Success	Success
UserNo1006	CN=UserNo1006,OU=OU-one,DC=...	Success	Success
UserNo2	CN=UserNo2,OU=OU-one,DC=Wo...	Success	Success

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.

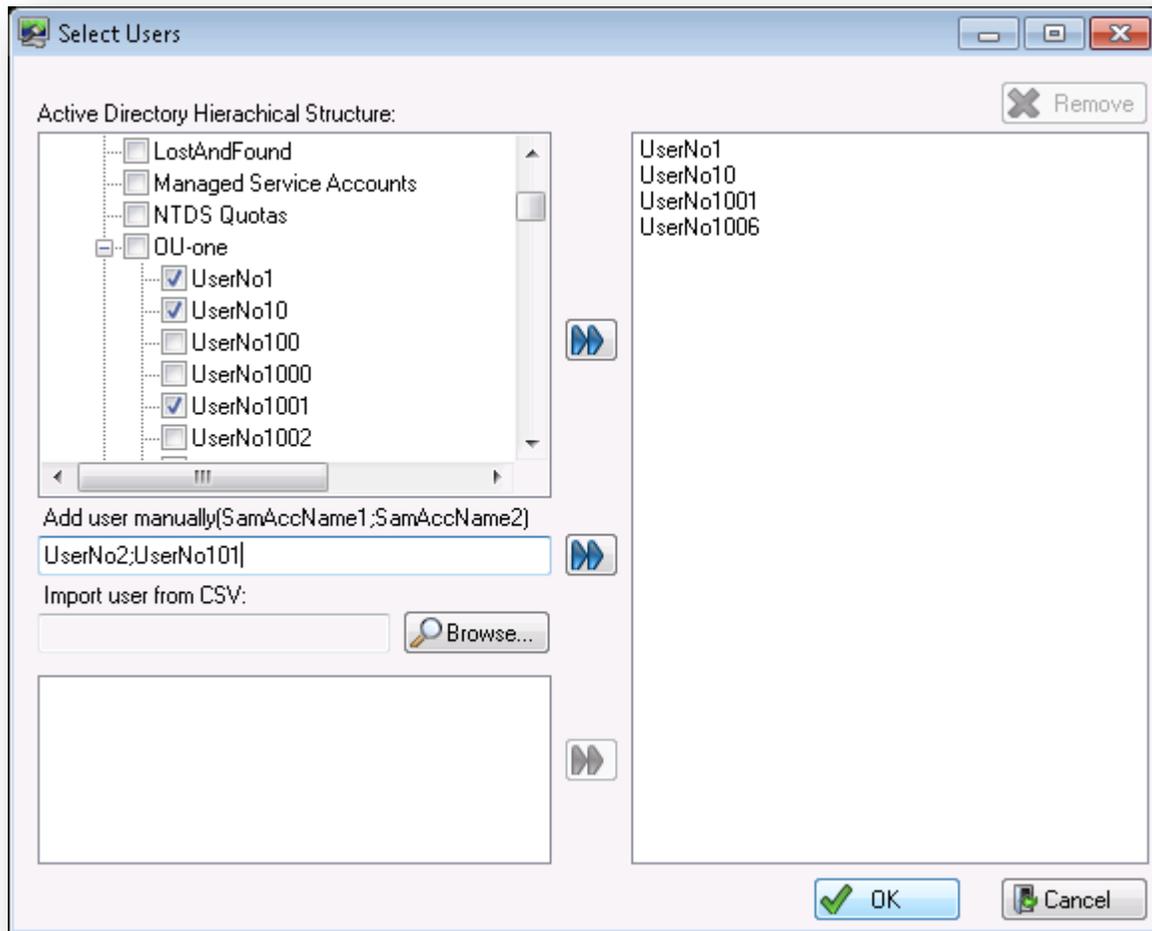
- Click 'Scan Selected Users' button to open 'Select Users' window.

Figure 2.11. Scan Selected Users(a)



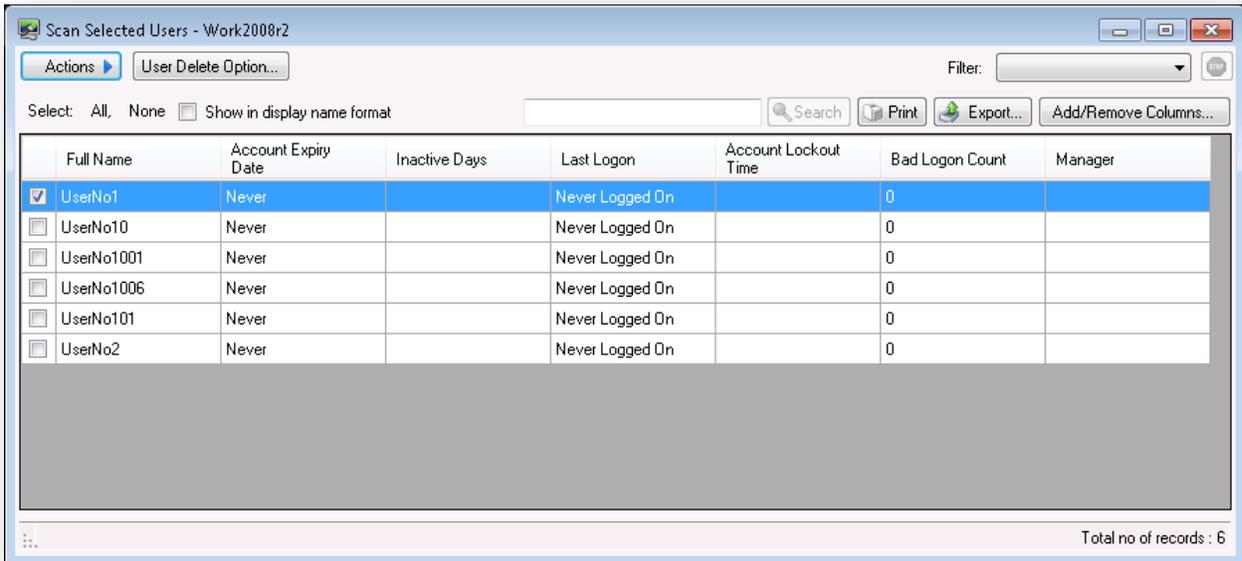
- Select users from the Active Directory hierarchical structure or using samaccount name or by importing from CSV file

Figure 2.12. Scan Selected Users(b)



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

Figure 2.13. Scan Selected Users(c)



The screenshot shows a window titled 'Scan Selected Users - Work2008r2'. The window contains a table with the following columns: Full Name, Account Expiry Date, Inactive Days, Last Logon, Account Lockout Time, Bad Logon Count, and Manager. The first row is selected, showing 'UserNo1' with an expiry date of 'Never', 'Never Logged On' for last logon, and a bad logon count of 0. The status bar at the bottom right indicates 'Total no of records : 6'.

	Full Name	Account Expiry Date	Inactive Days	Last Logon	Account Lockout Time	Bad Logon Count	Manager
<input checked="" type="checkbox"/>	UserNo1	Never		Never Logged On		0	
<input type="checkbox"/>	UserNo10	Never		Never Logged On		0	
<input type="checkbox"/>	UserNo1001	Never		Never Logged On		0	
<input type="checkbox"/>	UserNo1006	Never		Never Logged On		0	
<input type="checkbox"/>	UserNo101	Never		Never Logged On		0	
<input type="checkbox"/>	UserNo2	Never		Never Logged On		0	

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

SCAN COMPUTERS

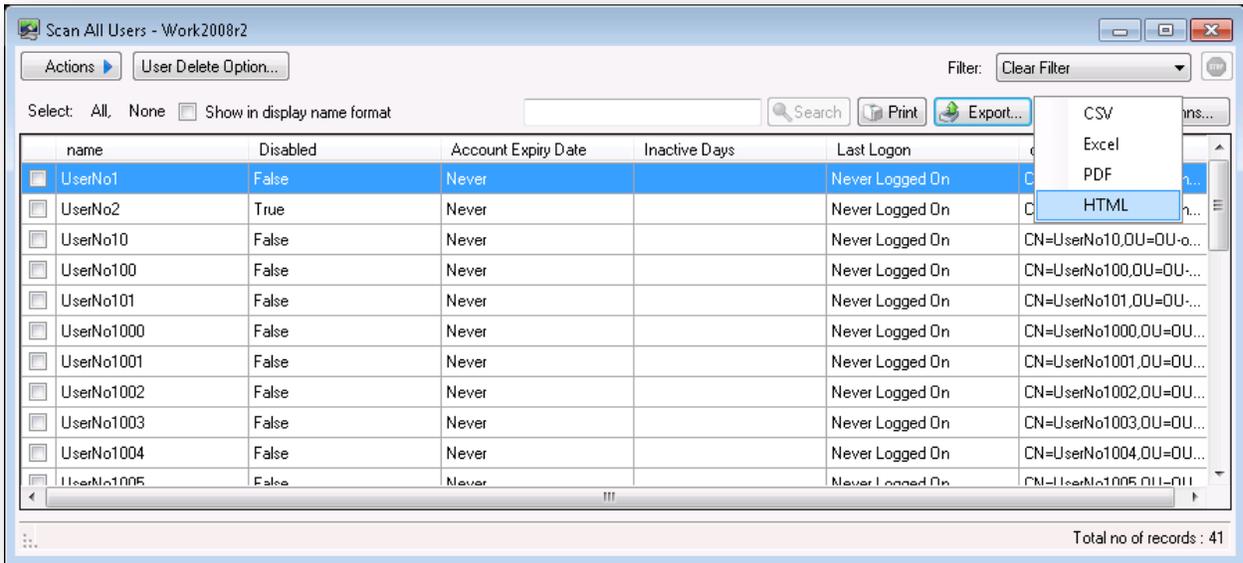
Similar to scanning users as seen in section 6, you can also scan computers as follows:

- 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.

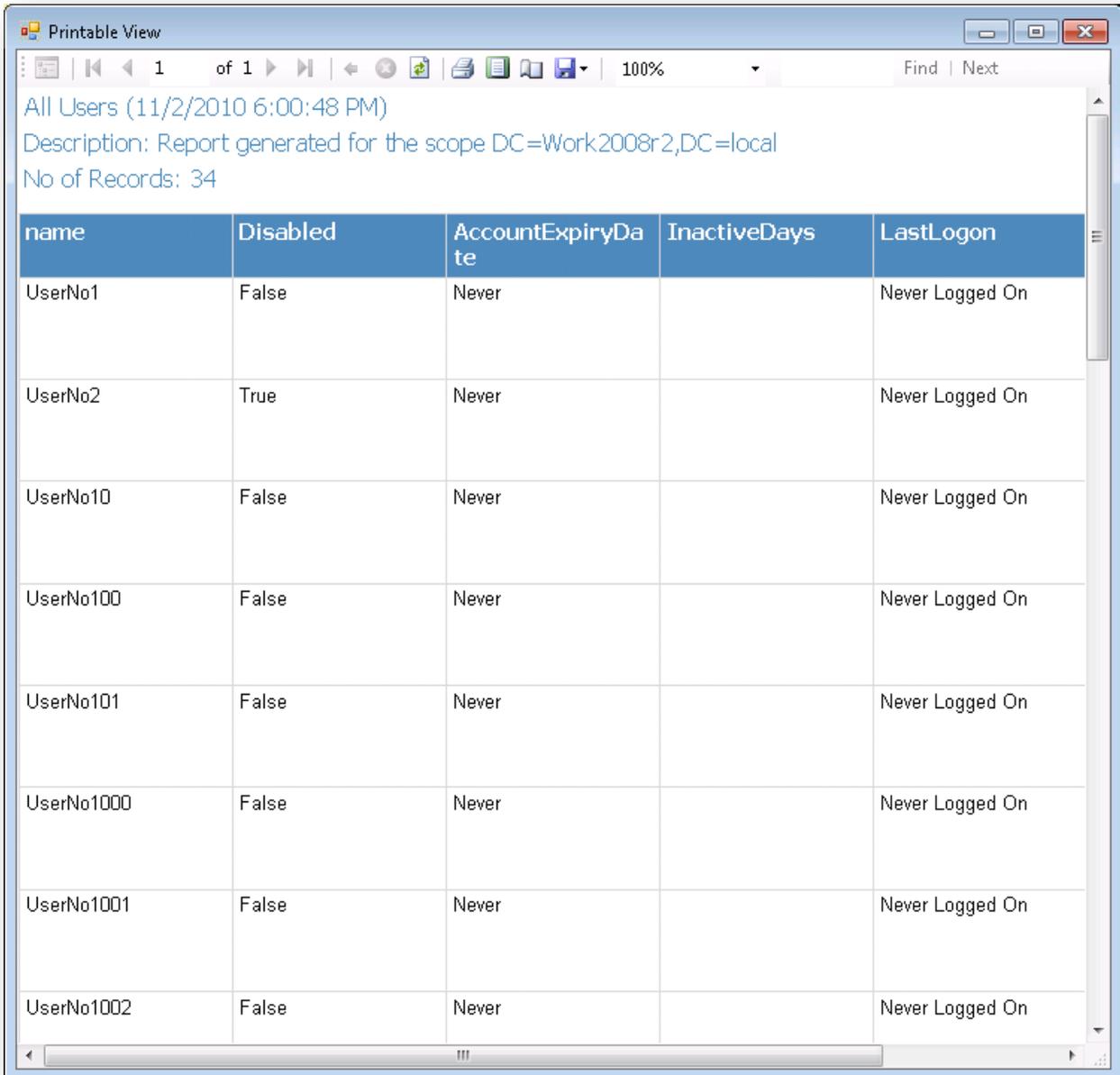
Figure 2.14. Export



PRINT

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

Figure 2.15. Print Preview



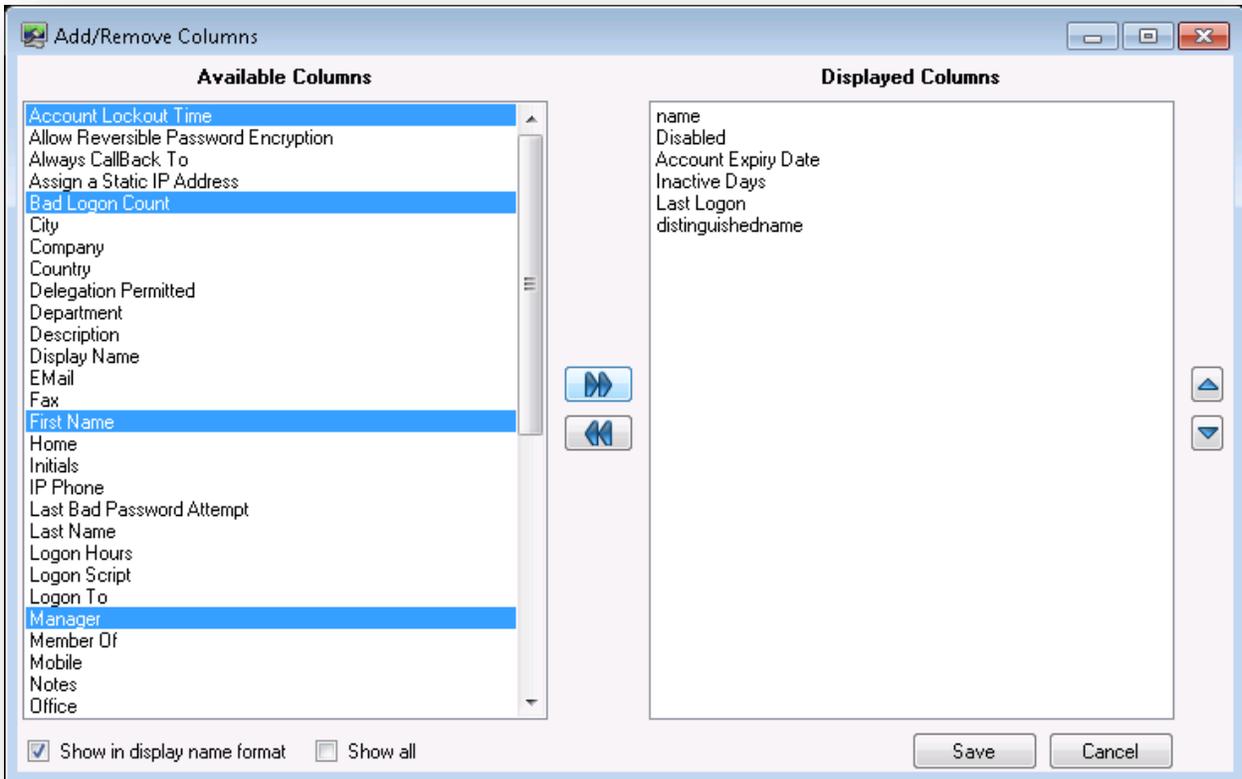
name	Disabled	AccountExpiryDate	InactiveDays	LastLogon
UserNo1	False	Never		Never Logged On
UserNo2	True	Never		Never Logged On
UserNo10	False	Never		Never Logged On
UserNo100	False	Never		Never Logged On
UserNo101	False	Never		Never Logged On
UserNo1000	False	Never		Never Logged On
UserNo1001	False	Never		Never Logged On
UserNo1002	False	Never		Never Logged On

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 Columns' to 'Displayed Columns'.

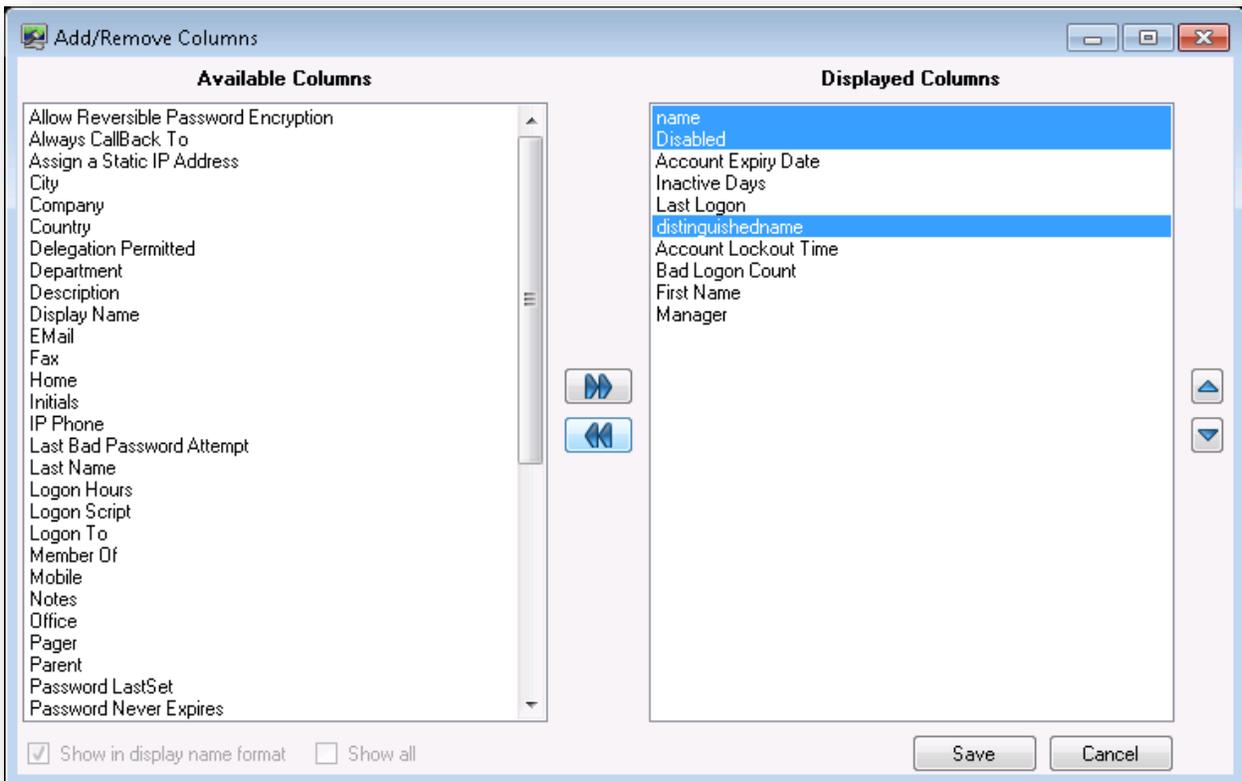
Figure 2.16. Add/Remove Columns(a)



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

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

Figure 2.17. Add/Remove Columns(b)



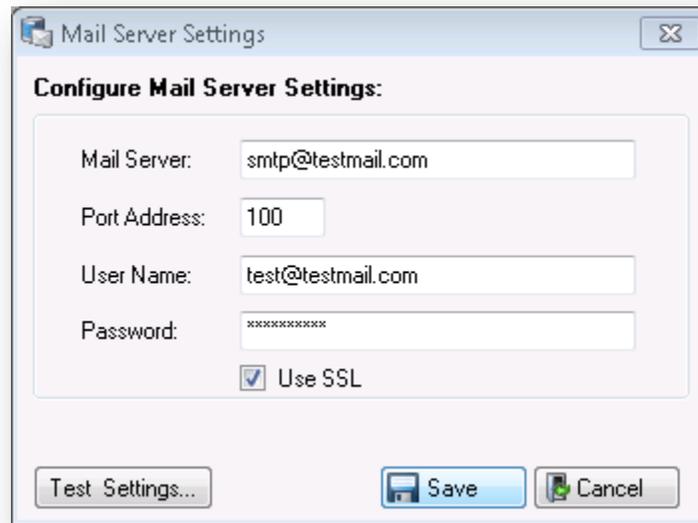
USER DELETION SCHEDULER

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

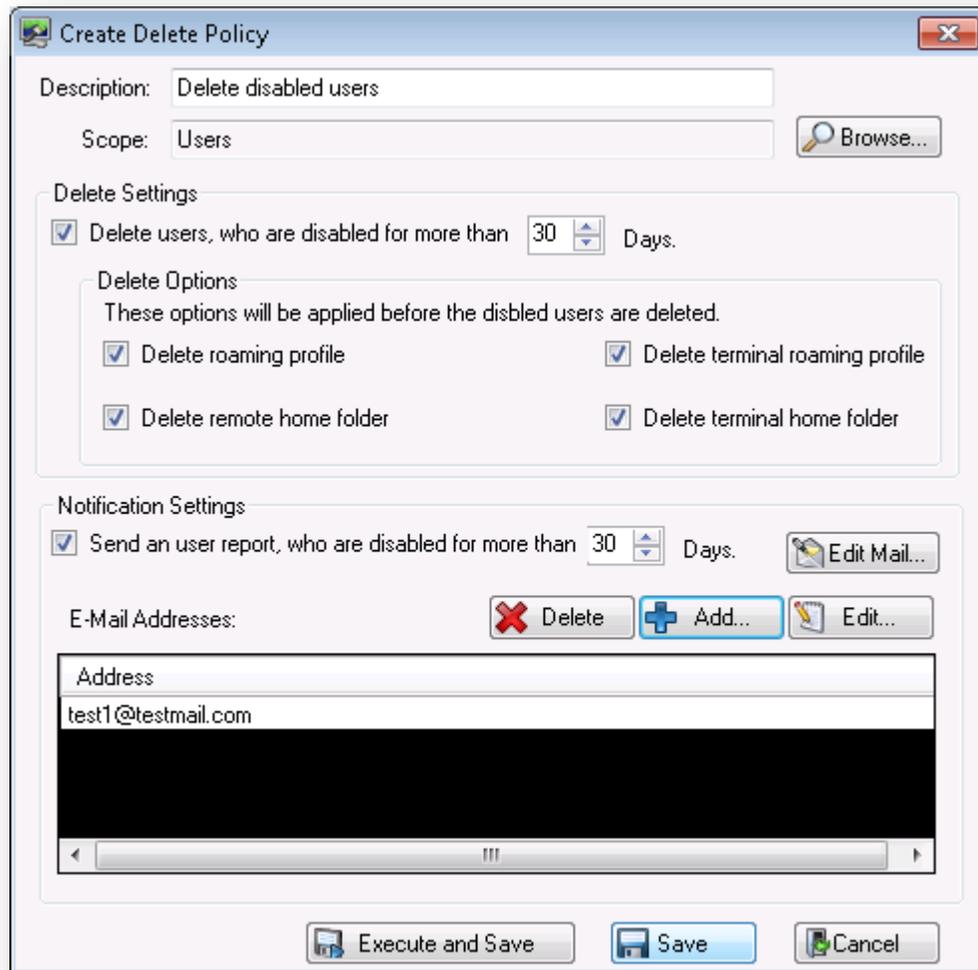


Create Delete Policy

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

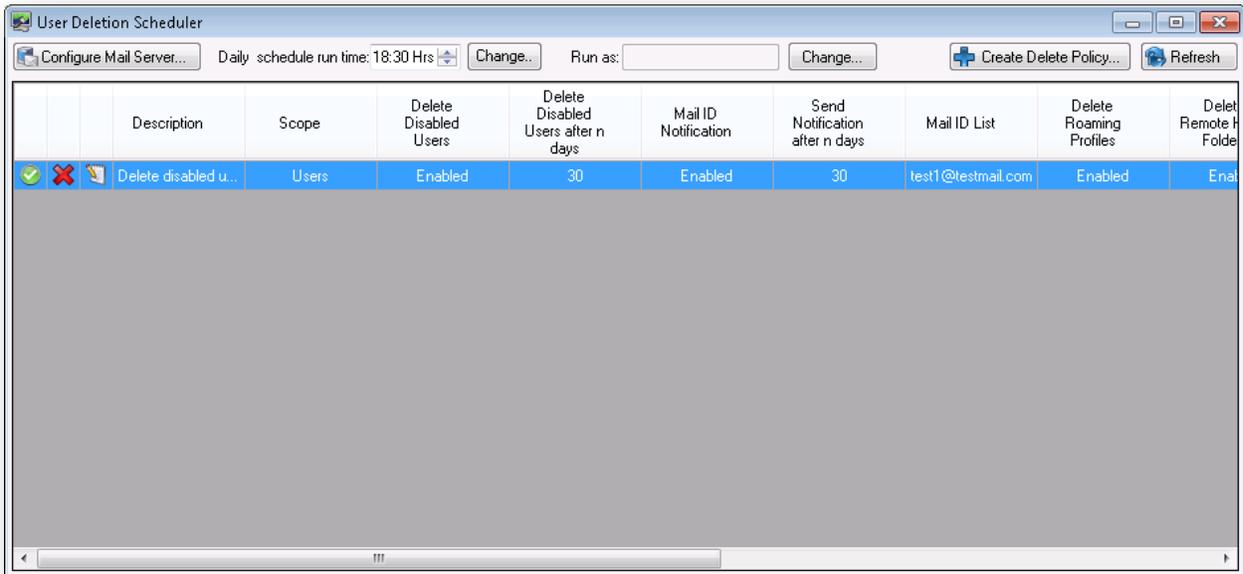
- Click 'Create Delete Policy' button in 'User Deletion Scheduler' window. Type the policy description and select the scope to apply this policy.
- Select Delete settings to delete the disabled users and Notification Settings to send disabled users report. Both options can also be selected.
- In Delete 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)



- 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..

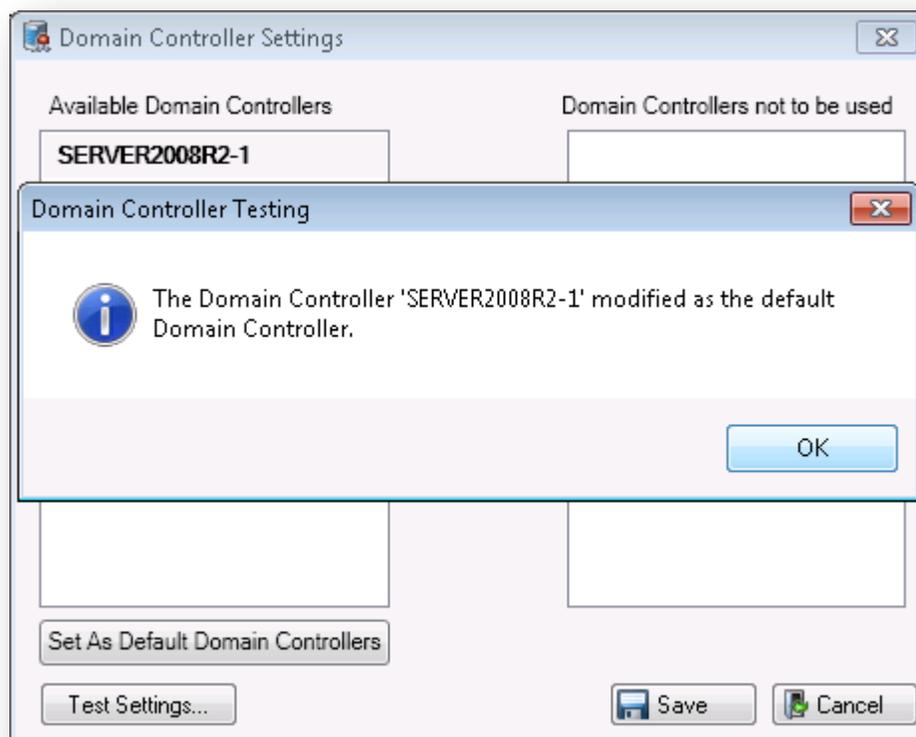
Figure 2.20. Create Delete Policy(b)



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



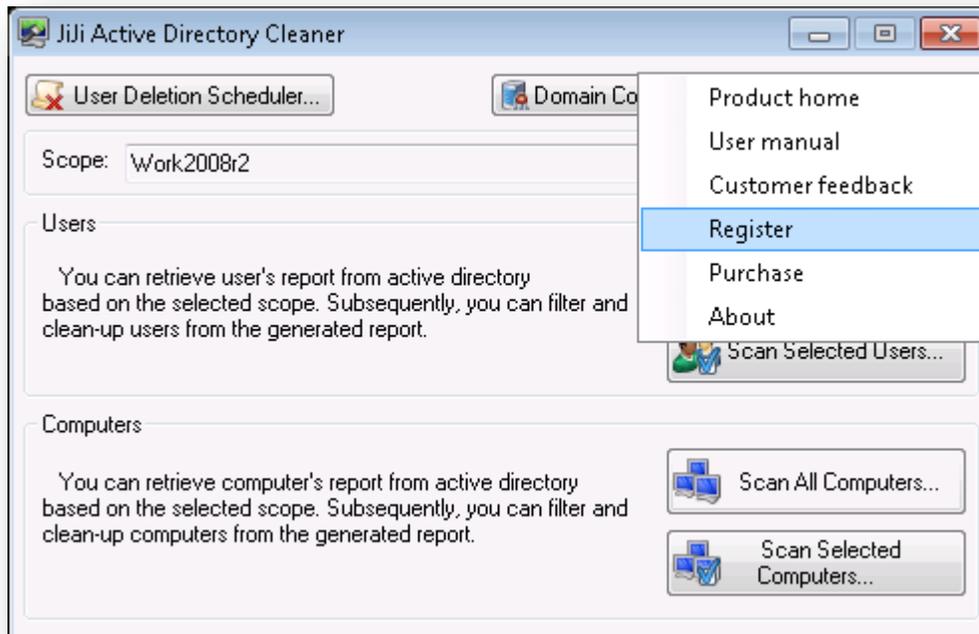
- You can also make any of the Domain Controller to be unused by clicking and moving it to right.

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.

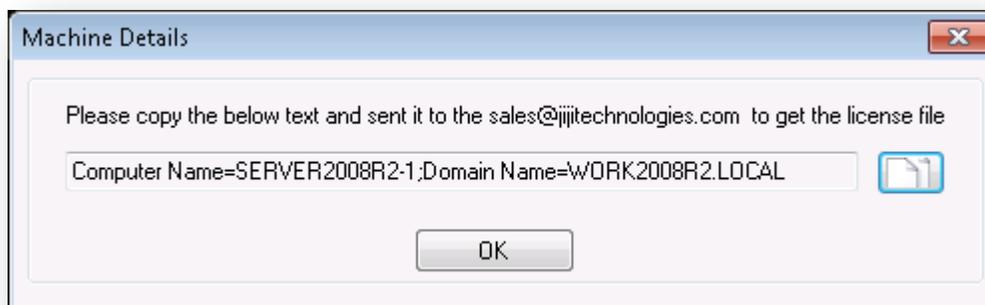
- Click 'Help' button and then select 'Register'.

Figure 2.22. Licence Registration(a)



- 'Machine Details' dialogue box will be opened.

Figure 2.23. Licence Registration(b)



- 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)

