

Active Directory Tool

Version 1.0

Usage Guide

APR25-2023

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Preface

As part of an effort to reduce the amount of time spent updating or viewing user data periodic updates will be released. Therefore, some functions that are described in this document may not be supported by all versions of this tool. Contact the technical support when a product does not function correctly or as described in this document.

Note:

This document was accurate at publication time. To find the latest version of this document, go to the repository (<https://github.com/Kichuwa/Active-Directory-Tools>)

Purpose:

This document provides information on operation of the *Active Directory* Tool.

Audience:

This document is intended for for IT Support or Administrators with heightened privileges in windows server who are assigned to edit a user, view user information, or unlock users/ devices.

Revision History:

Revision	Date	Description
01	April 25, 2023	Release of AD tool

Note:

Help can be found by reaching out to soulierdarren@gmail.com or leaving an issue ticket at (<https://github.com/Kichuwa/Active-Directory-Tools/issues/new>)

Introduction

Description

The *Active Directory Tool* provides a consolidated GUI method for viewing, unlocking, or copying memberships of users in Active Directory. The *Active Directory Tool* uses direct integration with the domain in which the tool is used.

User Interface:

When using the *Active Directory Tool*, search for a user or group and then select the provided options for operations. The tool reduces the amount of steps needed to manually complete the tasks of user editing or hunting down users in a domain forest.

While the *Active Directory Tool* handles modification of users data, specifically User Group Management, it is not intended to replace the Active Directory User Control.

Purpose

The *Active Directory Tool* simplifies the steps needed to search for, edit users, and view information of Active Directory. The *Active Directory Tool* provides a multi-button UI for users to choose a less-complex method in modification or interaction of a desired user.

Deployment

The *Active Directory Tool* is provided as a standalone Powershell File (.ps1).

Prerequisite

Powershell (v.5 or Newer)

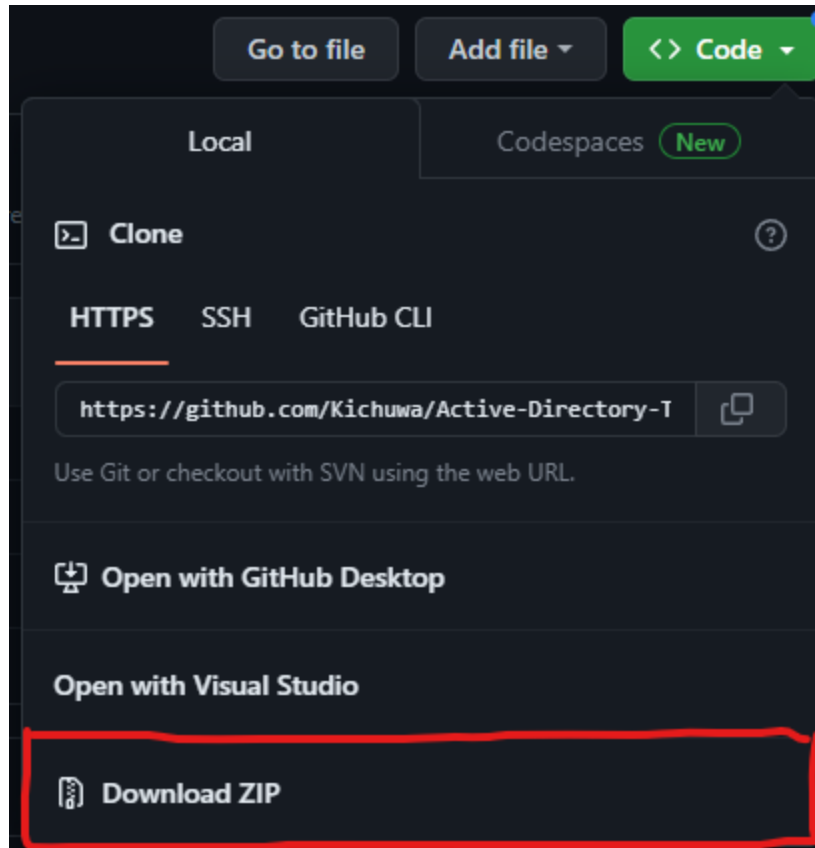
IDE (Optional)

PS1 File

Obtain the PowerShell (.ps1) file from the release repository:

(<https://github.com/Kichuwa/Active-Directory-Tools>)

Locate and click the code button and download as .zip to obtain the tool kit.



Unzip the downloaded folder

Locate the file named "Active Directory Tool.ps1"

Usage

To run the file you have 2 options:

1. Open the file in an Integrated Development Environment (IDE) such as Powershell ISE or Visual Studio Code with PowerShell add-on support.
2. Directly run the file from the command line

Example:

```
CMD> C:\Program Files\WindowsPowerShell\powershell.exe "C:\Temp\GetServices.ps1"
```

Functionality

Search

Searching for users or groups is simple and has many options to offer to the users desired function. This feature is located on the top left of the program and can perform different searches based on button selection.

Source Group:

Searching by source group will populate the “Source” list box and pull any organizational unit (OU) that has a close match to the input given.

Destination Group:

Searching by destination group will populate the “Destination” list box and pull any organizational unit (OU) that has a close match to the input given.

Name:

Searching by name will populate the “Source” list box and return any users that have a close match to the input given.

Active Directory Tool

Search: da

Search Source Group

Search Destination Group

Search By Name

Clear

Source:

- Dell DataDomain
- Darren Soulier
- Linda Christiansen
- Amanda Hanson
- Linda Nguyen
- Brenda Hebert
- Dave Ujke
- Dawn Deragon
- DNS Update
- Daniel Grooms
- Amanda Peterson-Teschner
- Bryon Daley
- Daniel Duffy
- Rebecca Daley
- Daunte Gordon

Destination:

DnsUpdateProxy

User Info

Show Group Members

Copy All Users

Lockout Location

Show Help

Show Users Groups

Copy Selected Users

Unlock User

Verbose:

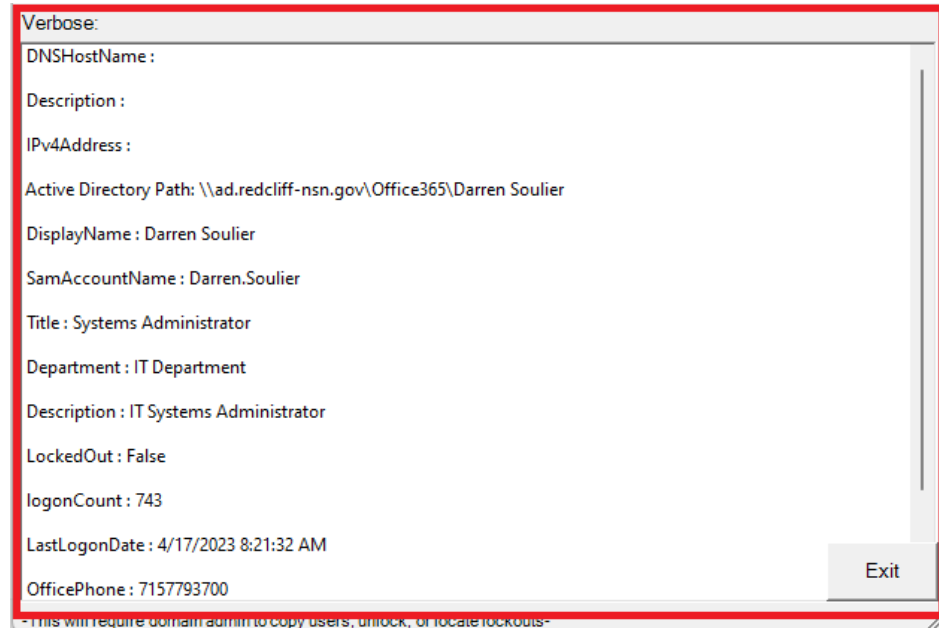
Exit

-This will require domain admin to copy users, unlock, or locate lockouts-

Example: Search Input

User Info

Selecting a user and clicking the “User Info” button will return a selection of info relate to the desired user. This info is largely information that can be found in active directory with the exception of a few extra bits of information. Parts of this information pulls from the hardware if the station the user is located at has static settings.



Example: Output Of User Information

Information Provided:

- **DNSHostName:** Name of PC
- **Description:** Description of device
- **IPv4Address:** Staticly assigned IPv4 address of device
- **Active Directory Path:** Location of user in Active Directory forest
- **DisplayName:** User's name
- **SamAccountName:** User's name in domain.
- **Title:** User's job title
- **Department:** User's job department
- **Description:** User's official title
- **LockedOut:** Notification if user is locked out.
- **LogonCount:** Number of times logged in
- **LastLogonDate:** Date of last time logged on recorded in Active Directory
- **OfficePhone:** Users work phone
- **whenCreated:** User creation date
- **whenChanged:** Last known change to user recorded

Show Group Members

Finding out who is a part of a certain group can be performed by selecting a group and clicking the “Show Group Members” button. Once this action is performed the “Source” list box will populate with any members found in the group. A count of the users will also be provided in the “Verbose” text box below the button console.

The screenshot shows the 'Active Directory Tool' window. It has a search section on the left with a text box containing 'it' and four buttons: 'Search Source Group', 'Search Destination Group', 'Search By Name', and 'Clear'. To the right of the search section is a 'Source' list box containing 'Performance Monitor Users', 'IT', and 'ITDepartment'. Further right is an empty 'Destination' list box. Below these is a row of four buttons: 'User Info', 'Show Group Members', 'Copy All Users', and 'Lockout Location'. Below that is another row of four buttons: 'Show Help', 'Show Users Groups', 'Copy Selected Users', and 'Unlock User'. At the bottom is a large 'Verbose' text box containing the text '8 users found.' and an 'Exit' button in the bottom right corner. A footer note at the very bottom states: '-This will require domain admin to copy users, unlock, or locate lockouts-'.

Example: Verbose Output of User Count

Note:

Attempting to use the “Show Group Members” on a user will return an error notifying the user that the action cannot be performed in the “Verbose” message box.

Show User Groups

Finding out what groups a user belongs to can be accomplished by selecting a user and clicking the “Show Users Groups.” This will populate the “Destination” list box. The name(s) of the groups that the user is a part of will be found after “name=.”

The screenshot shows the 'Active Directory Tool' window. It has three main sections: 'Search:', 'Source:', and 'Destination:'. The 'Search:' section has a text box with 'da' and buttons for 'Search Source Group', 'Search Destination Group', 'Search By Name', and 'Clear'. The 'Source:' section is a list box containing a list of users, with 'Darren Soulier' selected. The 'Destination:' section is a list box containing a list of groups, including '@{name=IT}', '@{name=Administrators}', '@{name=Domain Admins}', '@{name=Domain Users}', '@{name=VPNUsers}', and '@{name=ITDepartment}'. Below these sections is a grid of buttons: 'User Info', 'Show Group Members', 'Copy All Users', 'Lockout Location', 'Show Help', 'Show Users Groups' (highlighted with a black border), 'Copy Selected Users', and 'Unlock User'. At the bottom is a 'Verbose:' section with a text area containing the message 'Ensure you haven't highlighted a user already.' and an 'Exit' button. A footer note states '- This will require domain admin to copy users, unlock, or locate lockouts -'.

Example: A User's Groups

Note:

Attempting to use the “Show Users Groups” on a group will return an error notifying the user that the action cannot be performed in the “Verbose” message box.

Copying

Copying users to a new group is accomplished depending on volume of users that will be added.

Copy All Users:

Selecting this option will copy all users in the “Source” list box to the desired destination group. It is recommended to ensure that all users that are being copied are reviewed prior to copying.

Copy Selected Users:

Selecting this option allows for a granular approach to copying users. This can be accomplished by selecting one or multiple users. To select multiple users, hold CTRL + Click the users to be copied.

The screenshot displays the 'Active Directory Tool' window. It features a search bar on the left with the text 'it' and buttons for 'Search Source Group', 'Search Destination Group', 'Search By Name', and 'Clear'. The 'Source' list on the right contains 11 user names: Stanley Schrock, Libby Aufderheide, Jon Gary, Trevor Gary, John Klucarich, Evan Cutler, Midwest Professionals 2, Carolyn, Darren Soulier VPN, Darren Soulier, and Denise Carlson. The 'Destination' list on the right shows 'Performance Monitor Users', 'IT', and 'ITDepartment', with 'ITDepartment' selected. Below these lists is a grid of buttons: 'User Info', 'Show Group Members', 'Copy All Users', 'Lockout Location', 'Show Help', 'Show Users Groups', 'Copy Selected Users', and 'Unlock User'. A 'Verbose' section at the bottom indicates '11 users found.' and includes an 'Exit' button. A footer note states: '-This will require domain admin to copy users, unlock, or locate lockouts-'.

Example: Selecting A Desired Destination For Copying

Lockout Location

If a user has been locked out due to too many invalid login attempts this option can alert the user if this is true and provide name of the device that they were locked from.

Unlock User

If a user has been confirmed to be in a locked state this option can be used to unlock said account. This can be accomplished by simply selecting a user and then clicking the “Unlock User” button.

The screenshot shows the 'Active Directory Tool' window. The 'Search:' field contains 'dar'. The 'Source:' list shows 'Darren Soulier' and 'Darren Soulier VPN', with 'Darren Soulier VPN' selected. The 'Destination:' field is empty. Below the search fields are buttons for 'Search Source Group', 'Search Destination Group', 'Search By Name', and 'Clear'. A row of buttons includes 'User Info', 'Show Group Members', 'Copy All Users', and 'Lockout Location'. Another row includes 'Show Help', 'Show Users Groups', 'Copy Selected Users', and 'Unlock User'. The 'Verbose:' text box displays 'Account has been unlocked.' An 'Exit' button is in the bottom right. A footer note states: '-This will require domain admin to copy users, unlock, or locate lockouts-'.

Example: User Unlock Success

Note:

If the user is not locked out a notification will be given in the “Verbose” text box. Additionally, if no user or a group is selected an error will also be given in the “Verbose” text box.

Help

This option outputs easy to follow instructions on how to copy over users to the “Verbose” text box. This option is helpful if a user needs a quick reminder on how to perform a copy.

Active Directory Tool

Search:

Source:

Destination:

Search Source Group

Search Destination Group

Search By Name

Clear

User Info

Show Group Members

Copy All Users

Lockout Location

Show Help

Show Users Groups

Copy Selected Users

Unlock User

Verbose:

Permissions within this app are based on your user account.

Search for the source and destination groups using the search boxes.

After highlighting a group from each box, select 'Copy All Users' to copy all the users from the left to the right group.

You can also search for users by username or name which will be displayed in the first box.

Highlight users from the first box and choose 'Copy Selected Users' to copy only these users to the destination group.

Highlight a user and select 'Show Users Groups' to fill the second box with all the groups that the user belongs to.

Exit

-This will require domain admin to copy users, unlock, or locate lockouts-

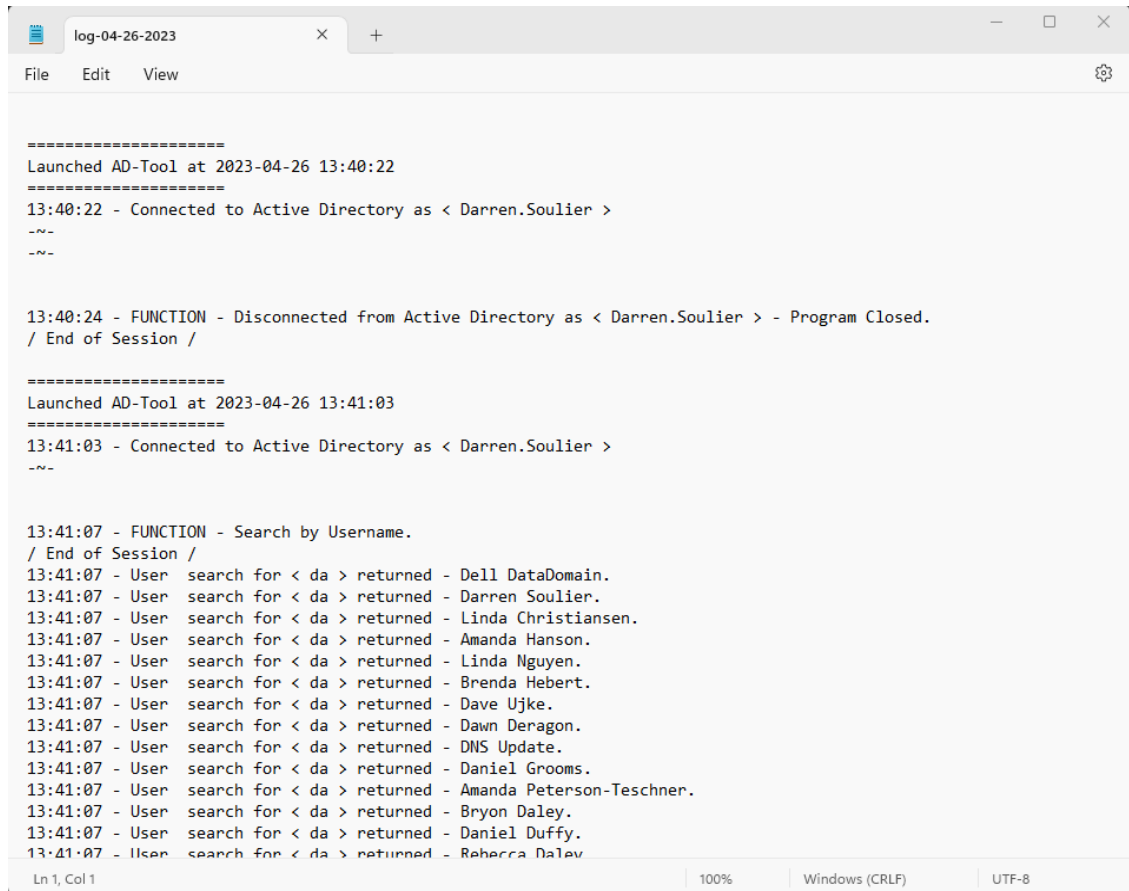
Example: Help Output Screen

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Logging

Every Action completed by the operator is logged by the tool. This is stored as a text file for other users to review.

The default storage route for this tool is C:\Temp\AD-Tool but can easily be edited to store within a shared drive so that all edits may be compiled.



```
=====
Launched AD-Tool at 2023-04-26 13:40:22
=====
13:40:22 - Connected to Active Directory as < Darren.Soulier >
--~
--~

13:40:24 - FUNCTION - Disconnected from Active Directory as < Darren.Soulier > - Program Closed.
/ End of Session /

=====
Launched AD-Tool at 2023-04-26 13:41:03
=====
13:41:03 - Connected to Active Directory as < Darren.Soulier >
--~
--~

13:41:07 - FUNCTION - Search by Username.
/ End of Session /
13:41:07 - User search for < da > returned - Dell DataDomain.
13:41:07 - User search for < da > returned - Darren Soulier.
13:41:07 - User search for < da > returned - Linda Christiansen.
13:41:07 - User search for < da > returned - Amanda Hanson.
13:41:07 - User search for < da > returned - Linda Nguyen.
13:41:07 - User search for < da > returned - Brenda Hebert.
13:41:07 - User search for < da > returned - Dave Ujke.
13:41:07 - User search for < da > returned - Dawn Deragon.
13:41:07 - User search for < da > returned - DNS Update.
13:41:07 - User search for < da > returned - Daniel Grooms.
13:41:07 - User search for < da > returned - Amanda Peterson-Teschner.
13:41:07 - User search for < da > returned - Bryon Daley.
13:41:07 - User search for < da > returned - Daniel Duffy.
13:41:07 - User search for < da > returned - Rebecca Daley
```

Example: Log Example

Appendix A

Problems and Known Limitations

This appendix includes the following topics:

- Detection Issues
- Show Help

Detection Issues

Occasionally the Active Directory Tool has issue with pulling information related to a user when attempting to use “Show Users Groups.” The current cause of this issue is under investigation but can be resolved by restarting the tool.

Show Help

This feature may be retired in favor of a different operation and moved to a toolbar to conserve space and give room for new features.