

## Guide to How to use AD-HIT

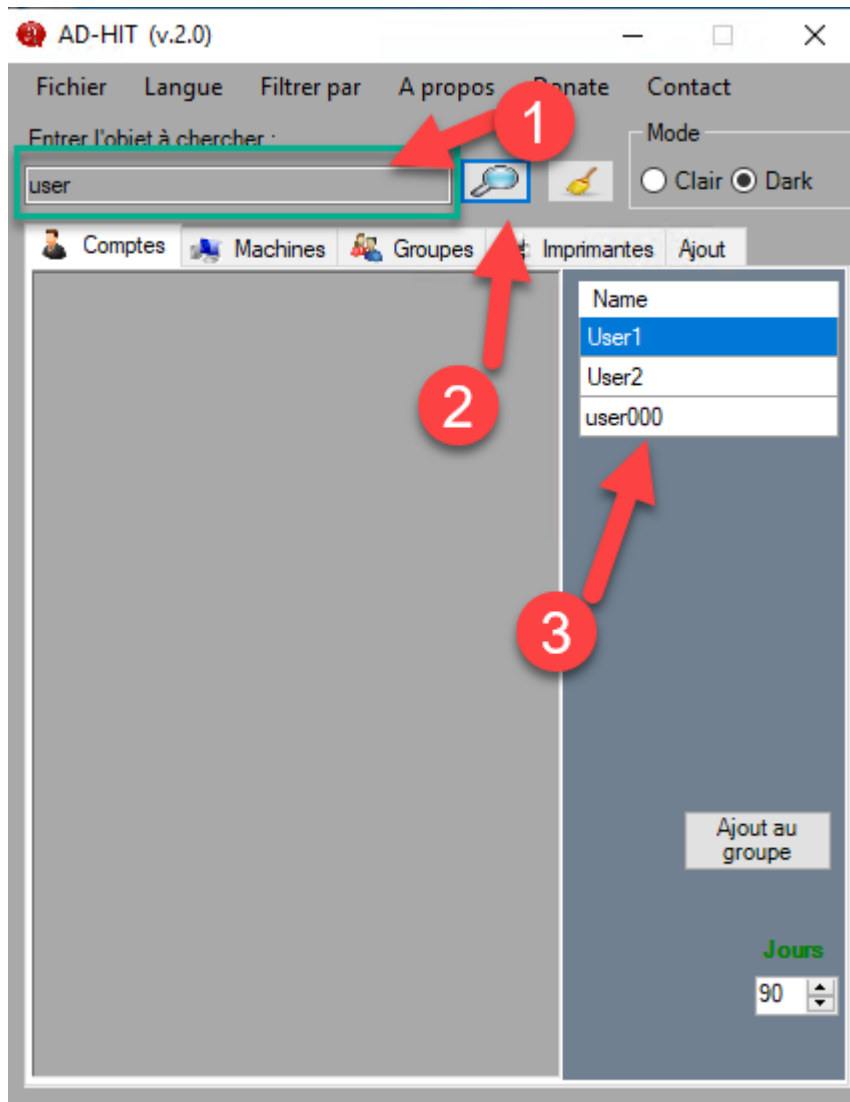
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## 1. How to Search:

Enter the objects to search, you must enter minimum 3 characters

2- To search you can only click “Enter” or click on search icons

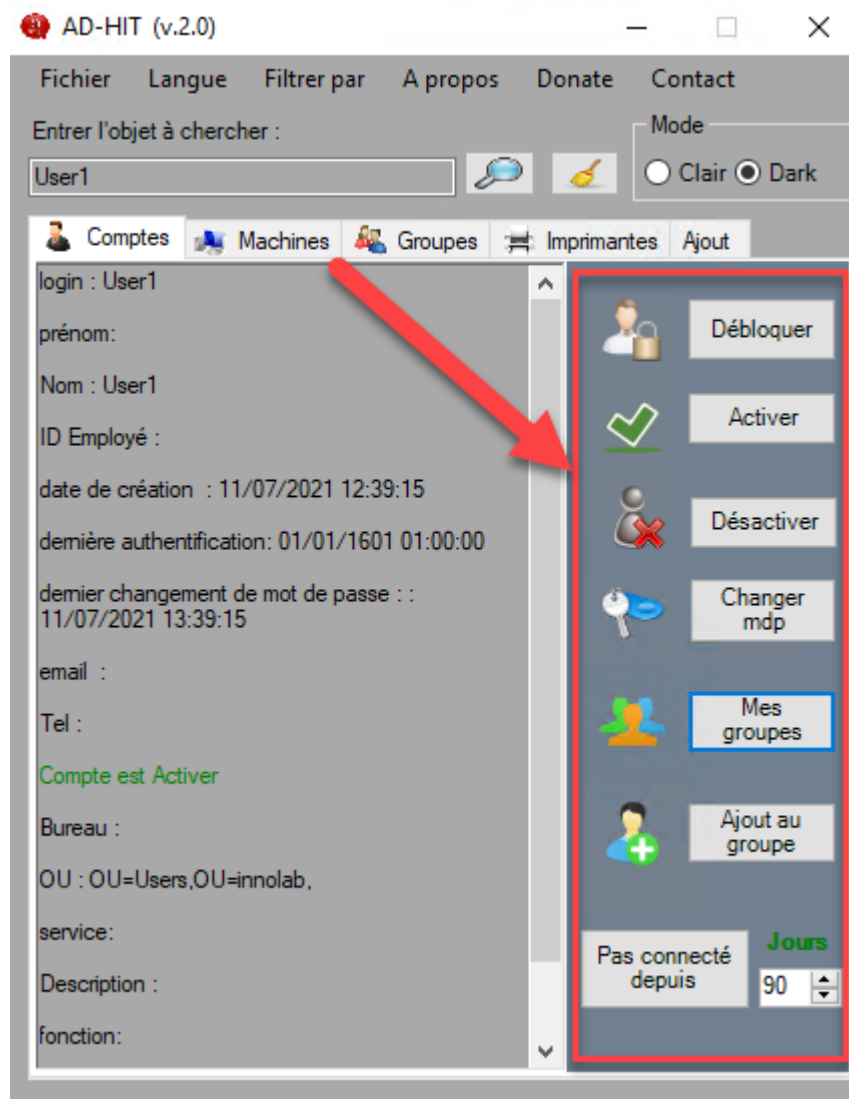
3-you can choose your objects from list if there are many results, you can also continue to enter the characters and search will be automatically refresh



## 2. Use Option:

When user is selected, you can chose to list his groups, add it to groups, unlock, disable and reset passwords.

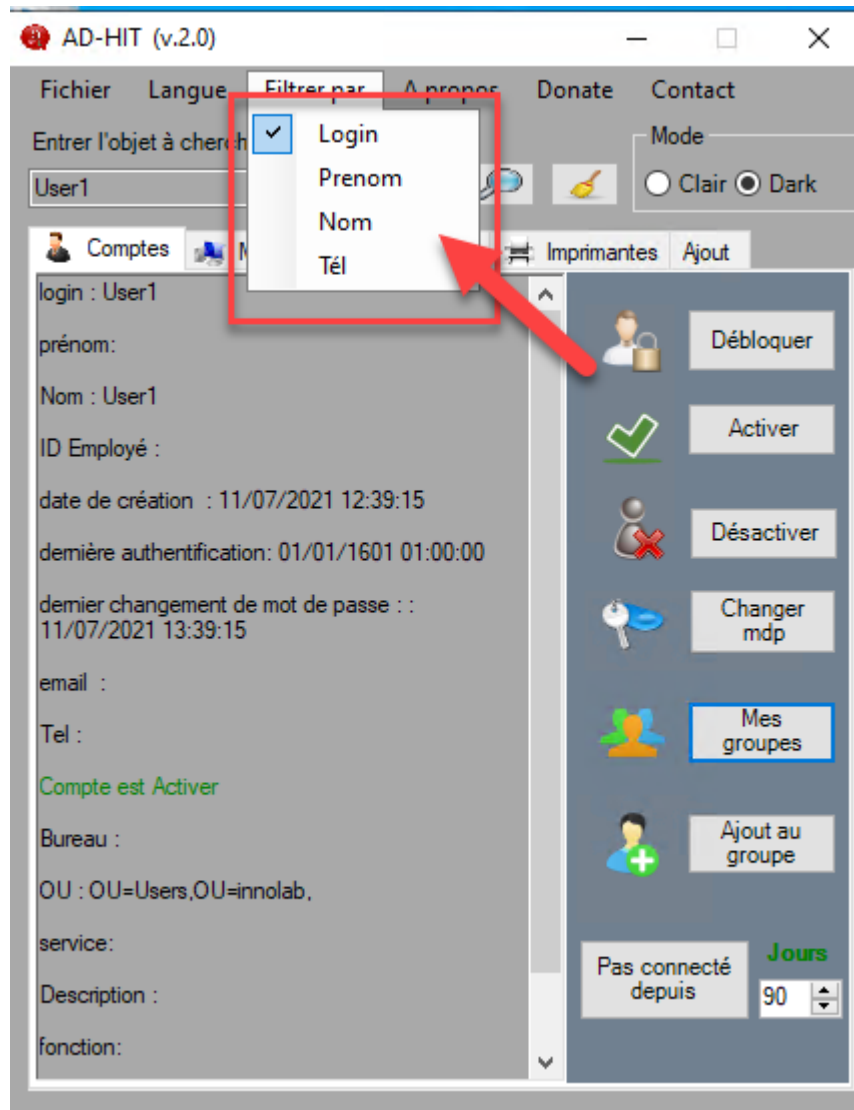
PS: if the account is locked this will be showing and you can unlock it, if no result showing the account is not locked



### 3. Filter of Search:

You can search by login, first name, last name or Phone number.

PS: the filter of search work only for Users objects



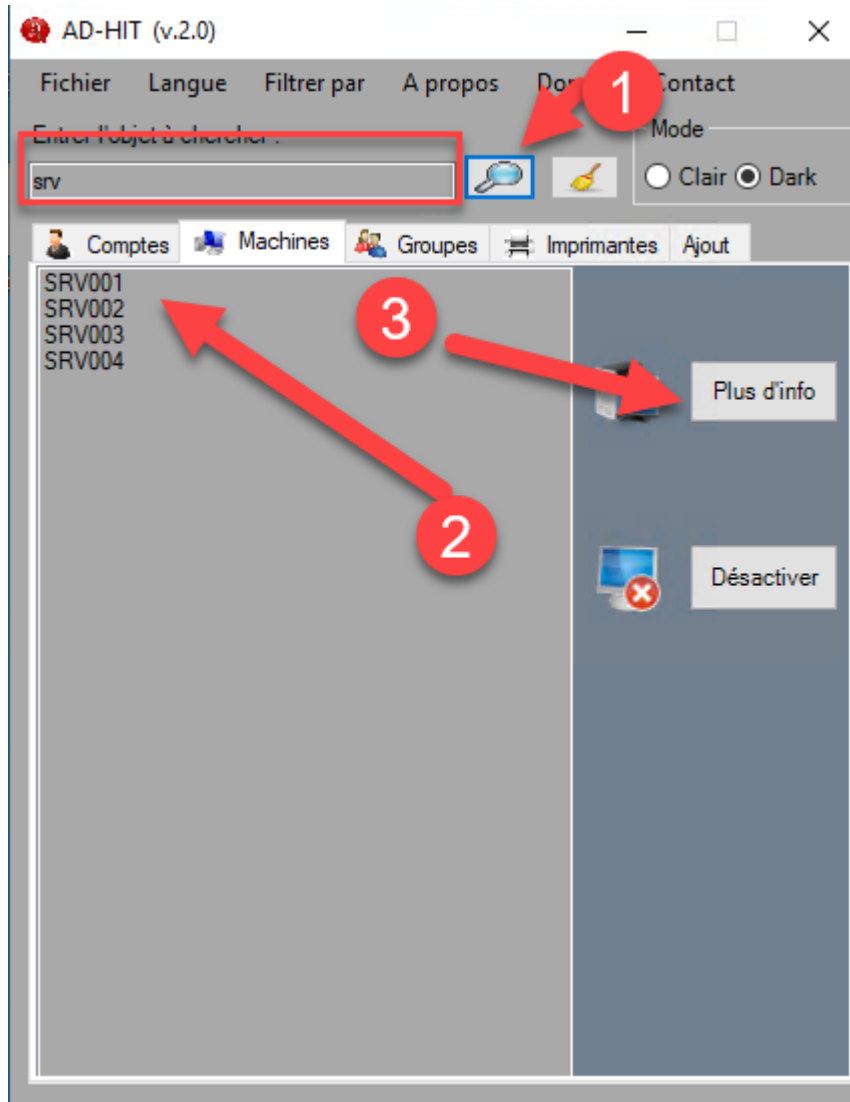
#### 4. Search Computers, Groups or Printers:

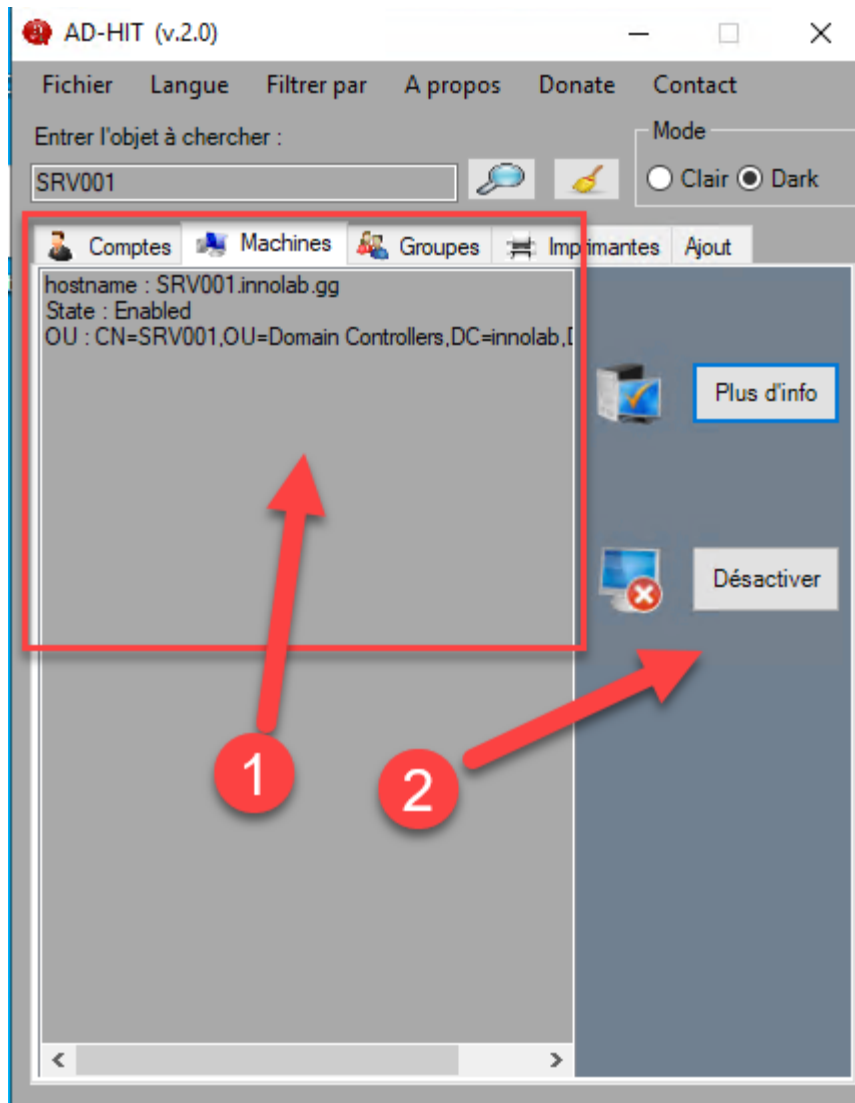
To search a Computers, Groups or Printers, you must first search the objects, and select it, after you can click on List members, or more info.

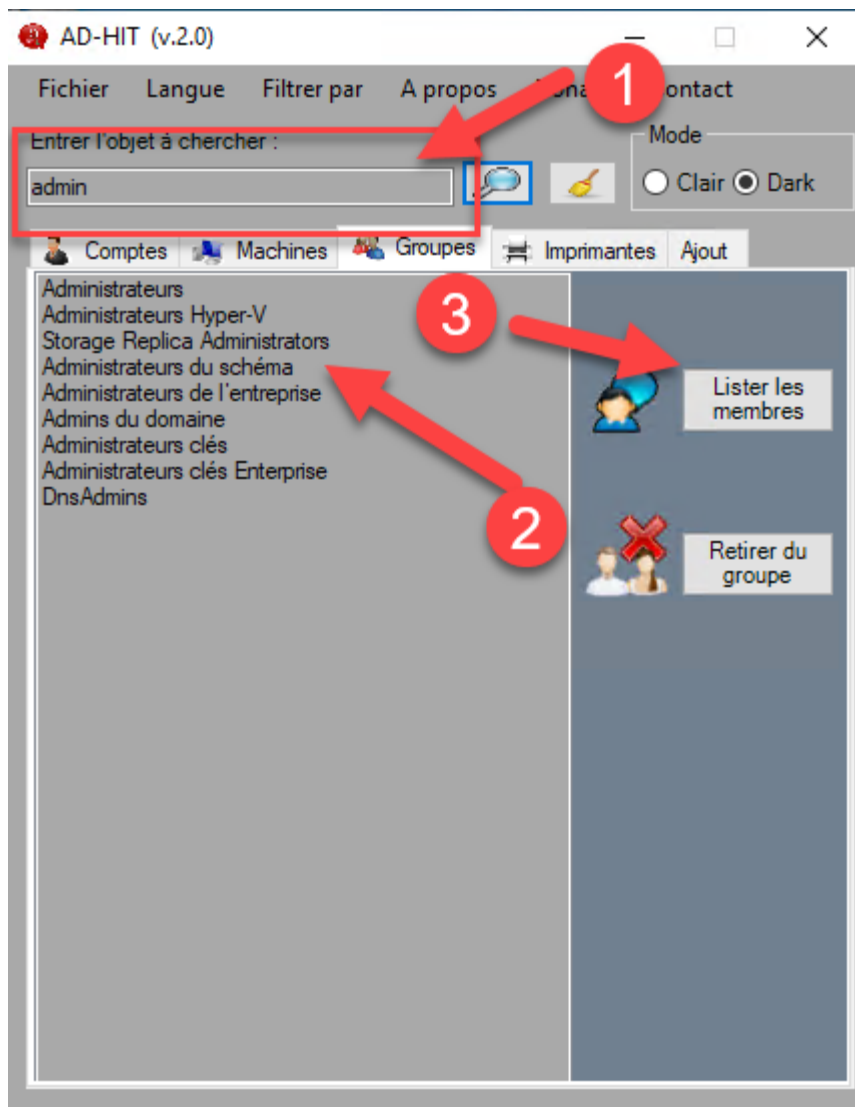
1-enter the characters of objects to search

2-Select object from list

3-Click more info or list members

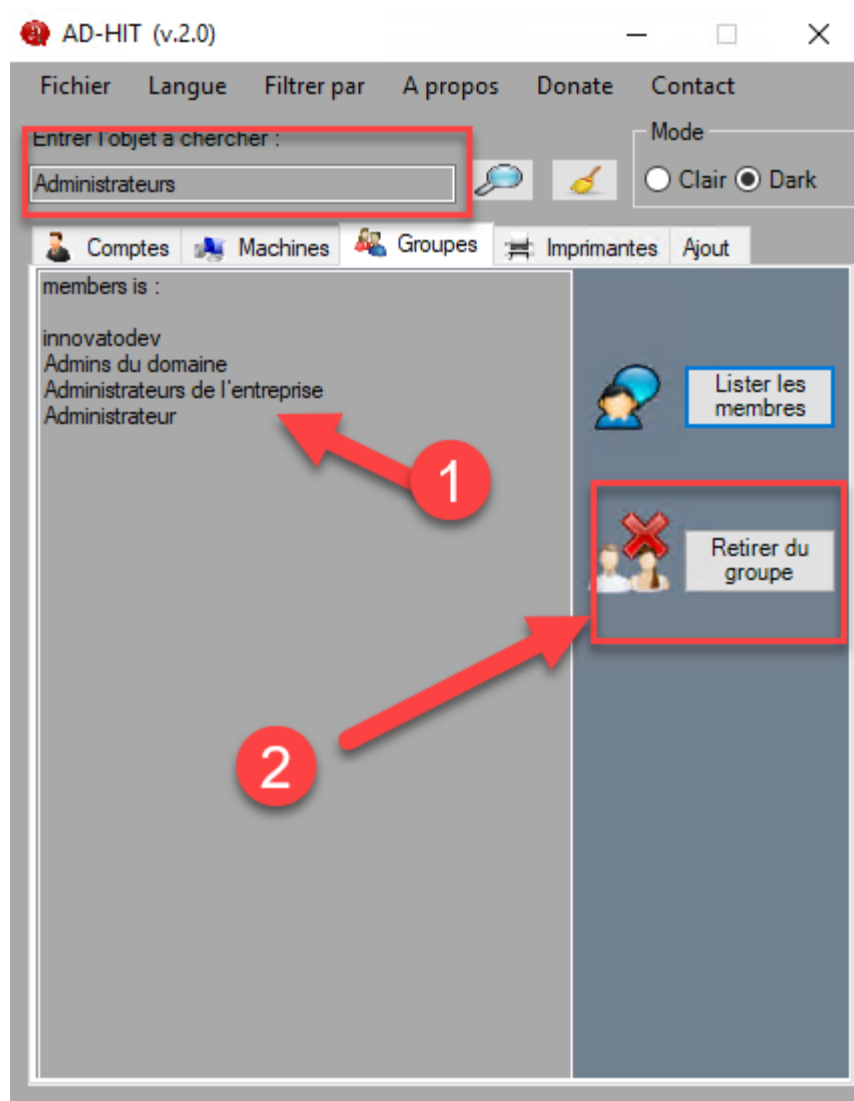






## 5. Remove Members from Groups

Select members, and then click remove

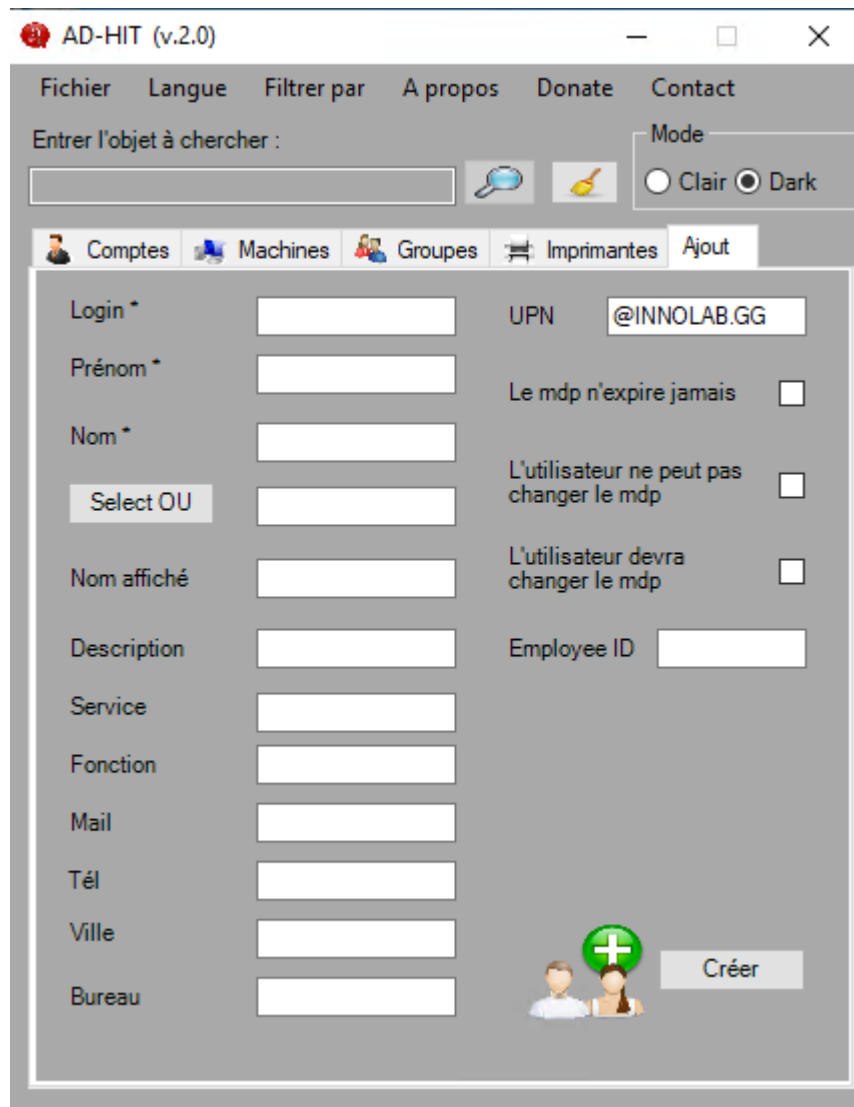




## 6. Create User

From Create User Tab, you must enter the value, Select the OU from list and click Create

PS: you must fill in the fields with characters



The screenshot shows the AD-HIT (v.2.0) application window. The title bar includes the application name and version, and standard window controls. The menu bar contains 'Fichier', 'Langue', 'Filtrer par', 'A propos', 'Donate', and 'Contact'. Below the menu is a search bar labeled 'Entrer l'objet à chercher :'. To the right of the search bar are icons for a magnifying glass and a key, and a 'Mode' dropdown menu with 'Clair' and 'Dark' options. Below this is a tabbed interface with tabs for 'Comptes', 'Machines', 'Groupes', 'Imprimantes', and 'Ajout'. The 'Ajout' tab is active, displaying a form for creating a new user. The form has two columns of fields. The left column includes 'Login \*', 'Prénom \*', 'Nom \*', 'Select OU' (a button), 'Nom affiché', 'Description', 'Service', 'Fonction', 'Mail', 'Tél', 'Ville', and 'Bureau'. The right column includes 'UPN' (with the value '@INNOLAB.GG'), 'Le mdp n'expire jamais' (checkbox), 'L'utilisateur ne peut pas changer le mdp' (checkbox), 'L'utilisateur devra changer le mdp' (checkbox), and 'Employee ID'. At the bottom right of the form is a green circular button with a white plus sign and a 'Créer' button. There are also small icons of two people next to the 'Créer' button.

AD-HIT (v.2.0)

Fichier Langue Filtrer par A propos Donate Contact

Entrer l'objet à chercher :

Mode  
☐ Clair ☒ Dark

Comptes Machines Groupes Imprimantes Ajout

Login \* UPN @INNOLAB.GG

Prénom \*

Nom \*

Select OU

Nom affiché

Description

Service

Fonction

Mail

Tél

Ville

Bureau

Le mdp n'expire jamais ☐

L'utilisateur ne peut pas changer le mdp ☐

L'utilisateur devra changer le mdp ☐

Employee ID

Créer

## 7. Clear search

To clear a result or search just click broom icon

