# Users' Guide

## Thank you for evaluating and purchasing AD Bulk Users 4!

This document contains information to help you get the most out of AD Bulk Users, importing and updating large numbers of Active Directory users is now quick and easy.

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# **Quick Introduction**

AD Bulk Users is a simple to use yet powerful application that allows you to import or update large numbers of Active Directory users.

# System Requirements

Microsoft .Net 4.0 Framework

Microsoft Windows 2000, 2003, 2008, 2008 R2, 2012 and 2012 R2

Microsoft Exchange 2003, 2007, 2010 and 2013.

PowerShell 2.0 is required for the creation of Exchange mailboxes and to run PowerShell scripts.

# Main features

- · Import Active Directory Users
- · Import from CSV file, Excel (xls and xlsx) and ODBC sources such as MS SQL and Oracle
- · Update Active Directory Users
- · Built in scheduler, schedule importing, updating and deletion of users
- · Command line operation supported
- · No server components or agents to install

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· No changes or modifications to Active Directory schema required

# **Getting Started**

## **Connecting to Active Directory**

1. Start by entering the name of the domain you want to connect to, this is done by clicking the Domain button in the ribbon.



2. The next step is to specify a user account that will be used to connect to connect to Active Directory and import/update the user objects. Click the Authentication button to enter a username and password to be used for the connection, if you don't specify a username and password then the credentials of the user running the program will be used.



- 3. You now need to select a Domain Controller that will be used for the import/update. When you click the Domain Controller button in the ribbon you will see a list of DCs discovered in your domain, click the one you want to use and then click OK.
- 4. The next step is to specify where the new users will be created. Click the Destination button in the ribbon to see your domain tree, click an Organizational Unit (OU) and the OK; this is the location where the new users will be created. If you are modifying existing users there is no need to specify a destination OU.

# Formatting the Data for Import

AD Bulk Users reads the users to import or update from a data source such as an Excel spread sheet or SQL Table, you don't manually enter usernames into the program. The data source can be a CSV file, Text file; Excel (XLS and XLSX) spread sheet or ODBC data source such as SQL, Oracle and Access.

The import file can be formatted using the CSV (comma separated value) format or semicolon separated format allowing easy preparation using a spreadsheet program such as Excel.

## **Creating New Users**

You can import any of the attributes found below and place them in the import file in any order. As shown in the example below, row 1 contains the column header, this is the attribute name you wish to import such as givenName (first name). The attribute names can be placed in any order, you don't need to use all the attributes names, simply add the attributes you require. The column header (sAMAccountName,givenName,sn) tells the program what to expect in the rows beneath. Using a spreadsheet allows you to construct the file quickly or import your user data from elsewhere.

Below is an example file that will create 9 new users, the columns shown are the minimum required to create a new user. You can add additional columns such as description, telephoneNumber, mail etc.

	А	В	С	D	E
1	sAMAccountName	userPrincipalName	password	givenName	sn
2	testu1	%username%@domain.com	123456	testu1	testu1
3	testu2	%username%@domain.com	123456	testu2	testu2
4	testu3	%username%@domain.com	123456	testu3	testu3
5	testu4	%username%@domain.com	123456	testu4	testu4
6	testu5	%username%@domain.com	123456	testu5	testu5
7	testu6	%username%@domain.com	123456	testu6	testu6
8	testu7	%username%@domain.com	123456	testu7	testu7
9	testu8	%username%@domain.com	123456	testu8	testu8
10	testu9	%username%@domain.com	123456	testu9	testu9

# Modify Existing Active Directory User Accounts

AD Bulk Users can be used to modify existing Active Directory Users. To update existing users add a column to your CSV/Excel or table named Modify and set the value to TRUE. Alternatively you can check the highlighted checkbox below when opening your file.

Open File Open Database	Options	Validate	Start Stop	Export
Source	Options	Validation	Import	Log
Open File File: C:\Users\jsmith\Des CSV Options Encoding: Unicode (UTF Delimiter: @ Comma	ktop \BulkUser: isting users (si 8) O Tab	s.xlsx ets Modify to TR Code F	<b>UE)</b> 'age: 65001 ‡	
Quote: " Escape: \				

Below is an example Excel file that will update the description, telephoneNumber and company attributes for each user in the file. The file can be saved to CSV, XLS or XLSX format. AD Bulk Users will search for the user in Active Directory using the sAMAccountName value, the Modify column tells the program we are updating existing users, the remaining columns are those to be updated. If the check box above has been checked the Modify column is not needed.

### Example file that will update 3 existing users:

	А	В	С	D	E
1	sAMAccountName	Modify	description	telephoneNumber	company
2	pjones	TRUE	Sales	1234	Acme Consultants
3	jsmith	TRUE	Purchasing	1235	
4	tlee	TRUE	HR	1236	

Example file that will update add 3 existing users to two groups:

	A	В	C
1	sAMAccountName	Modify	AddToGroup
2	pjones	TRUE	Sales;Purchasing
3	jsmith	TRUE	Sales;Purchasing
4	tlee	TRUE	Sales;Purchasing
			_

Example file that will change the password for 3 existing users:

	А	В	С
1	sAMAccountName	Modify	password
2	pjones	TRUE	Pass123
3	jsmith	TRUE	Pass124
4	tlee	TRUE	Pass125

### Opening your Data Source (CSV, Text, Excel)

To open the file containing your users click Open File in the ribbon, you will then see the Open File dialog box below. Click the three dots ... in the File text box to browse for your CSV, Text or Excel file. If your file contains users that already exist in Active Directory (i.e. you are not creating new users) then check 'Set Modify to true', this tells the program we are updating existing users. When you click OK the program will read your file and display the contents in the data grid.

Open File Open Database	Options	Validate	Start Stop	Export
Source	Options	Validation	Import	Log
Open File File: C:\Users\jsmith\Desk	.top\UserImpo	ort.xlsx		
CSV Options	:			
Encoding: Unicode (UTF- Delimiter:  Comma ( Quote:	-8) )) Tab	Code P Other	age: 65001 🌲	
Escape: \ Comment: #				
		OK	Cancel	

If your CSV or Text file is semi-colon or tab separated then you will needs to change the Delimiter from the default Comma.

### File Encoding and International Characters

If your file contains characters that are not in the English alphabet you may need to change the Encoding option so it matches the encoding of your file.

Open File
File: C:\Users\jsmith\Desktop\UserImport.xlsx ····
Set Modify to true
CSV Options
Encoding: Unicode (UTF-8) Code Page: 65001 🗘
Delimiter:   O Comma   Tab  O Other
Quote:
Escape: \
Comment: #
OK Cancel

## **Opening ODBC Data Source**

If you want to read your users from a database then you first need to create a connection to the data source in Windows using the Data Sources (ODBC) control panel.



When you have created a connection to your database click on the Open Database button in the ribbon, you will then be able to select the Data Source you created, specify credentials (if needed) for the connection and select a table name that contains the data.

	Scheduler					
	Destination	Open F	File Open Database	Options	Validate	Start Stop
er						
			Source	Options	Validation	Import
	Open D	)atabase			-	
	Datas	Source:	NewUsersviewHRData		• _	Refresh
	Usern	ame:	admin			
	Passw	vord:	•••••			
			Remember Credent	tials		
	Table	Name:	NewUsers			
			Set Modify to true			
	Tes	t Connec	tion		ОК	Cancel
		_				

# Previewing the data to be imported

When you open a file or connect to a database the program will display each user found in the main window, each row represents one user. The column headers contain the attributes that will be created/updated. To preview of how the user will look when created in Active Directory, double click a row to bring up the preview window (shown below), click the 'Previous' and 'Next' buttons to step through each user.

Main	Settings Sche	duler							
•~			Profile	Telephones	Organiza	ition		1	
	~		Member Of Dial-ir	n Remote control R	emote Desktor	o Services Profile			
Domain Auther	tication Domain Des	tination (	General	Address	Accour	nt			
Do	main Connection		First name:	Jane	Initials:	г			
Users Log			Last name:	Smith					
AMAccountName	userPrincipalName	givenName	Display name:	Jane Smith			OfficeName	telephoneNumber	mail
Ismith	Jsmith@domaim.com	Jane						0123 456 789	Jsmith@domain.@
Jones	PJones@domaim.com	Peter	Description:	Sales Manager				0124 456 789	PJones@domain
bloggs	Tbloggs@domaim.com	Thomas	Office:	London Office				0125 456 789	Tbloggs@domain
alex	Aalex@domaim.com	Jane						0123 456 789	Aalex@domain.c
green	Fgreen@domaim.com	Peter						0124 456 789	Fgreen@domain.
Ibelfast	Hbelfast@domaim.com	Thomas	Telephone number:	0123 456 789		Other		0125 456 789	Hbelfast@domair
ijob	Bjob@domaim.com	Jane	E-mail:	Jsmith@domain.com				0123 456 789	Bjob@domain.co
HJeol	BHJeol@domaim.com	Peter				Others		0124 456 789	BHJeol@domain.
ihicks	Ghicks@domaim.com	Thomas	Web page:	www.nome.com		Other		0125 456 789	Ghicks@domain.
bell	Sbell@domaim.com	Jane						0123 456 789	Sbell@domain.co
thill	Hhill@domaim.com	Peter						0124 456 789	Hhill@domain.co
link	Alink@domaim.com	Thomas						0125 456 789	Alink@domain.cc
wood	Lwood@domaim.com	Jane						0123 456 789	Lwood@domain.
smith	osmith@domaim.com	Peter						0124 456 789	osmith@domain.
Inewb	dnewb@domaim.com	Thomas						0125 456 789	dnewb@domain.
jackson	pjackson@domaim.com	Jane						0123 456 789	pjackson@domai
gee	ggee@domaim.com	Peter						0124 456 789	ggee@domain.co
/corpral	Ycorpral@domaim.com	Thomas						0125 456 789	Ycorpral@domair
									- F

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# Validating the data before import

When you have opened the file containing your users or connected to the database the program will load the users so they are visible in the main window, before we import the users we need to validate the file so the data is imported into Active Directory correctly. To validate the users click the Validate button in the ribbon. The program checks for common problems such as the password meeting the domain password policy. If the validation fails you will see a message showing which user(s) have a problem and the cause, a common problem would be two or more users with the same username. If the validation passes then the Start button will be enabled allowing you Start the import/update.



## Starting the Import

Click the Start button in the ribbon to start the import/update, the program will automatically switch to the Log tab showing a progress of the import. You can stop the import at any time by clicking the Stop button, the program will finish creating a user and stop before it starts creating or updating the next user, it will not stop in the middle of creating/updating a user.

# How long will the import take?

The speed you can create new users will depend on how many columns you have in your file or table and the speed of your server and network.

Creating the home folder, Exchange mailbox and running PowerShell scripts will increase the time needed to create a user. You can expect to create approximately 4 users a second, 240 users in 1 minute (without mailbox or home folders). 15,000 new users will take approximately 1 hour. When testing we regularly import 100,000 new users which takes approximately 6 hours.

# **Import Status and Log**

When the import starts the program will switch to the Log tab and show the progress of the import, any errors will be displayed in red in the Status column. Hover your mouse over the error to see more details. The log can be exported to CSV, Excel and PDF. You can filter row to search for users or errors.

8 🕨 🔳 🔻		AD	Bulk Users b	y Dovestones S	Software		
Main S	Settings Scheduler						\$
Domain Authentication	Domain Destination Open File	Open Database	Options	Validate	Start Stop	Export	
Domain C	onnection	Source		Validation	Import	🕘 CSV	
Users Log						强 XLS	
Time	User	Action	Statu	IS		🖹 XLSX	<b>^</b>
8:57:06 AM	Welds 197282 (Valerie Keck)	Create		User created successfully			
8:57:06 AM	Taked 197483 (Todd Huynh)	Create	ate User created successfully		User created successfully		
8:57:06 AM	Derving84 (Tangela Wheeler)	Create	User	User created successfully			
8:57:07 AM	Woodist85 (John Hooper)	Create	User	User created successfully			
8:57:07 AM	Lospay86 (Nancy Hull)	Create	User	User created successfully			
8:57:07 AM	Ovion 195687 (Lonnie Brand)	Create	User	User created successfully			
8:57:07 AM	Congavoke88 (Kenneth Kittrell)	Create	User	User created successfully			
8:57:07 AM	Wousing89 (Phyllis Davis)	Create	User	User created successfully			
8:57:07 AM	Eneas 198390 (Christine Angelo)	Create	User	User created successfully			
8:57:07 AM	Therong 197591 (David Abbott)	Create User created successfully		stully			
8:5/:U/ AM	Deeplettace 197592 (Merle Robinson)	Create	User	User created successfully			
0:57:07 AM	Asim 195795 (James Allen)	Create	User	User created successfully			
8:57:07 AM	Leoper95 (Brian Kelley)	Create	User	User created successfully			
8:57:07 AM	Agirdly 198296 (Shawn Barbosa)	Create	Crea	ting user	arony.		U
Creating user	96/3000. 0 error(s).			-			1.

# **Scheduling Active Directory Imports and Updates**

Version 4 of AD Bulk Users has a built-in scheduler which means you can schedule imports and updates to Active Directory. A typical use would be to import newly added users to the HR database or school records system.

To add, edit and view scheduled imports click on the Scheduler tab in the ribbon and then click 'Open Scheduler' as shown below.

- 🔳			AD B
Main	Settings Scheduler		
Schedule Imports and Updates Scheduler	Scheduler File Edit		
Users Log	Name	Trigger	Last Run Date
sAMAccountName	Import from HR	Daily	

## Create a new schedule

To create a new scheduled import click the icon highlighted below, this will start the schedule wizard.

Trigger	Last F
Daily	
	Trigger Daily

Below is a walkthrough of the Schedule Wizard.

1. Enter a name for the schedule (e.g. Import from HR).

chedule Wizard	×
Schedule Wizard	
Schedule Name	
Schedule Hume	
Please enter the schedule name:	
Import from HR	
	Next > Cancel

2. Select the frequency you want the schedule to run.

Schedule Wizard	x
Schedule Wizard	
Trigger Type	
Please select the frequency:	
Once	
O Daily	
() Weekly	
O Monthly	
	Next > Cancel

3. Select when you want the schedule to run.

Schedule Wizard	x
Schedule Wizard	
Weekly Trigger	
Start Time: 12:00 AM	
Days of the week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday	
Next > Cance	

4. Specify credentials used for connecting to the domain.

Schedule Wizard		x
Schedule Wizard		
Domain		
Domain:	domain.com 👻	
Username:	administrator_	
Password:	•••••	
Domain Controller:	dc1.domain.com	
Destination OU:	DC=Domain,DC=Com	
	Test Connection	
Note: Credentials m	nust be supplied for the Local System account to be able to connect to AD	
	Next > Can	icel

5. Select the source of the data.

Schedule Wizar	rd 📃	3
🔶 Schedu	ule Wizard	
Data S	Source	
Source:	Database 👻	
	File Database	
	Next > Cancel	

6. If you chose a file in the previous step then you will see the screen below, select the file to be imported, encoding and delimiter.

Schedule Wizard
Schedule Wizard
File Source
File: H:\NewUsers.csv ····
Set Modify to true
CSV Options
Encoding: Unicode (UTF-8)  Code Page: 65001
Delimiter: 🔘 Comma 🔘 Tab 🔹 O Other
Quote:
Escape: \
Comment: #
Next > Cancel

If you chose database in the previous step then you will see the screen below, select the data source, username and password for the connection and a table name.

Schedule Wizard	×
Schedule W	izard
Database	Source
Data Source:	NewUsersViewHRData   Refresh
Username:	Admin
Password:	••••
Table Name:	NewJsers
	Set Modify to true
	Test Connection
	ivext > Cancel

7. On the step below you can specify options for the import. Each schedule you create can have different options.

Schedule Wizard	X
Schedule Wizard	
Options	
	_
ID Column	
ID Column: sAMAccountName	_
Behaviour	-
Create new and update existing users	
☑ Only create Exchange mailboxes for new users	
☑ Only create home folders for new users	
$\checkmark$ Only create TS home folders for new users	
Only create profile paths for new users	
Only create TS profile paths for new users	-
Next > Cancel	

8. On the step below you can choose to have a home folder or profile folder created.

Schedule Wizard	x			
Cabadada Wirand				
Home Folders				
Profile Home Folder Remote Desktop Services Home Folder Profile Path Remote Deskt				
Always create home folder at the following path:				
Local path:				
Connect: Z: To:				
Folder Permissions: Full Control				
Set user as folder owner				
Re-apply permissions if home folder already exists				
Create home folder as a share				
Hide the shared folder				
Next > Cancel				

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9. If you are creating users with an Exchange mailbox you will need to specify the Exchange server version and mailbox database to use.

Schedule Wizard	x
Schedule Wizard	
Exchange	
General Advanced	٦ I
Exchange Server Version: 2010   Detect Now	
Default Mailbox Database: Students	
	_
Next > Cancel	

10. The log produced during when the schedule is running can be saved to a specified location. If the schedule is reoccurring then check 'Append timestamp to log file name' to avoid overwriting the log file.

Schedule Wizard	X
Schedule Wi	zard
Log	
🗹 Save log t	o file
Format:	CSV -
File:	H:\ImportLog.csv ····
	Append timestamp to log file name
	Next > Cancel

11. The final step is to review the schedule summary.



## Edit a schedule

To edit an existing schedule highlight the schedule then click the icon shown below.

Scheduler		
File Edit		
🖻 🖪 🖪 💁		
Name Trigger La		
Import from HR	Daily	

## Delete a schedule

To delete an existing schedule highlight the schedule then click icon shown below.

Scheduler			
File Edit			
Name Trigger La			
Import from HR Daily			

# **Settings and Options**

Settings affect all imports; Options only affect your current import. When using the built-in scheduler you will be able to set Options for each schedule.

			AD	) Bulk Users b	y Dovestones S	oftware	
Main Settings	Scheduler						
				2	$\checkmark$		
Domain Authentication Domain	Destination	Open File	Open Database	Options	Validate	Start	Stop
Options			inere	-	-		
Users Log							
Options	ID Column						
Home Folders	ID Column:	sAMAccoun	tName	•			
Exchange	Behaviour						
	Create	new and und	late evicting users				

Review the options before each import as you may have different requirements and depending on what you are doing. For example if you wanted to update the telephone numbers for all of your users Active Directory may contain a phone number for the user but your source does not, to avoid overwriting the phone number that exists in Active Directory with an empty value check the option 'Do not modify attributes with empty values'.

User Modification
Do not modify attributes with empty values
Do not move users even if a destinaion OU column is specified
Do not modify users passwords even if a password column is specified

# **Options (applied per import)**

Below is a screen shot of the main Options tab. Each option is covered individually below.

Options		x
	ID Column	
Options		
Home Folders	ID Column: SAMAccountName	
Exchange	Behaviour	
	Create new and update existing users	
	Only create Exchange mailboxes for new users	
	Only create home folders for new users	
	Only create TS home folders for new users	
	Only create profile paths for new users	
	Only create TS profile paths for new users	
	Validation	
	$\blacksquare$ Validate passwords against the domain password policy	
	User Creation	
	Create new users enabled	
	Increment "sAMAccountName" if another user exists with the same value	
	Increment "cn" if another user exists with the same value	
	Increment "userPrincipalName" if another user exists with the same value	
	User Modification	
	Do not modify attributes with empty values	
	Do not move users even if a destinaion OU column is specified	
	Do not modify users passwords even if a password column is specified	
	User Deletion	
	Do not delete users even if a delete column is specified	
	Other	
	Create groups that do not exist	
	QK	Cancel

## ID Column

The first option on the Options tab is the ID Column, the attribute set here is used to locate users in Active Directory. The ID Column needs to be a unique value in the domain such as sAMAccountName, userPrincipalName, employeeNumber, employeeID or mail (email address). The default is sAMAccountName (user name) as this is mandatory and unique in the domain. Other attributes such as userPrincipalName, employeeID etc are optional and not guaranteed to be unique.

ID Column	
ID Column:	sAMAccountName 🔹

### **Behaviour**

Choosing the option "Create new and update existing users" will make the application automatically detect the action (create a new user or update an existing user) based on whether the user already exists in Active Directory. The sub-options determine whether a mailbox or home folders/profile paths should be created when using this option. If a user does already exist you may not want the program to attempt to recreate the mailbox or recreate the home folder.

Behaviour
Create new and update existing users
🗹 Only create Exchange mailboxes for new users
☑ Only create home folders for new users
☑ Only create TS home folders for new users
☑ Only create profile paths for new users
☑ Only create TS profile paths for new users

## Validation

The validation section contains the option for the program to compare the passwords in the import source with the domain password policy. When validating the data source if the password does not meet the domain password policy then validation will fail.

Validation	
Validate passwords against the domain password policy	

## **User Creation**

The User Creation section contains several options, each is covered individually below.

User Creation	
Create new users enabled	
$\checkmark$ Increment "sAMAccountName" if another user exists with the same value	
Increment "cn" if another user exists with the same value	
Increment "userPrincipalName" if another user exists with the same value	
	-

### **Create new users enabled**

This option will set the userAccountControl attribute so the user account is created enabled rather than disabled, this is check by default.

### Increment "sAMAccountName" if another user exists with the same value

When importing new users it is possible the username (sAMAccountName) is already in use in the domain, when this option is checked the program will search the domain for a user with the same sAMAccountName value. If a user with the same username (sAMAccountName) exists the program will append a number to the username so the user account can be created. The program will continue to increment the sAMAccountName value as required, "jsmith1", "jsmith2", "jsmith3" etc.

When this option is unchecked the program will not search the domain to see if the username is in use. The user will fail to be created if a user with the same sAMAccountName value is already exists.

#### Increment "cn" if another user exists with the same value

The cn value needs to be unique within the Organizational Unit (OU) where it will be created, when this option is checked the program will search the OU for a user with the same cn value, if the cn value is in use the program will append a number to the value so the account can be successfully created.

If it is unchecked the program will not search the OU to see if the username is in use. The user will fail to be created if the cn value is already in use.

If there is no cn column in your file (or data source) then the program will use the givenName (first name) and sn (last name) values to construct the cn value. The cn value is used to construct the distinguishedName which is unique in the domain.

#### Increment "userPrincipalName" if another user exists with the same value

As with the sAMAccountName the userPrincipalName needs to be unique within the domain. When this option is checked the program will append a number to the userPrincipalName so the account can be created. When this option is unchecked the user will fail to be created if the userPrincipalName is already in use.

# **Home Folders**

When a user is being created AD Bulk Users can create the users home folder and apply the correct permissions to the folder. The options below control how and where home folders are created.

Options	×
Options	Profile Home Folder Remote Desktop Services Home Folder Profile Path Remote Desktop Services Profile Path
Home Folders	Always create home folder at the following path:
Exchange	O Local path:
	Oconnect: Z: ▼ To: \\Server\Users\%username%
	Folder Permissions: Full Control
	Set user as folder owner
	Re-apply permissions if home folder already exists
	Create home folder as a share
	Hide the shared folder
	Share the folder if it already exists
4.0.1.4	<u>O</u> K <u>C</u> ancel

Below is an example file that will create a user and the users home folder.

	А	В	С	D	E	F
1	sAMAccountName	userPrincipalName	givenName	sn	password	createHomeFolder
2	Tlee	%username%@domain.com	Tommy	Lee	Password99	TRUE

# **Exchange Mailbox**

AD Bulk Users can create Exchange mailboxes or mail-enable users, this can be done for new users or existing users.

- Exchange Server 2003, 2007 and 2010 are supported.
- Requires Exchange Management Tools and PowerShell 2.0 installed on the computer running AD Bulk Users before the program can create mailboxes or mail-enable users.

Before a mailbox can be created the program needs to know what version of Exchange server you have and which mailbox database should be used.

You can set the Exchange server version and select which database to use on the Exchange **General** tab.

Options		x
Options	General Advanced	
Home Folders	Exchange Server Version: Auto Detect	
Exchange	Default Mailbox Database: ····	

If you have Exchange 2007 or 2010 then you can use the Exchange Management Tools installed on a Remote machine, this will impact on the performance of mailbox creation, if performance is not a concern click on the **Advanced** tab to configure this.

Options	General Advanced		
Home Folders	Run the Exchange Powe	rShell script locally	
Exchange	O Run the Exchange Powe	rShell script remotely using Windows Remo	ote Management
_	Computer Name:		Use SSL
	Authentication Mode:	Default 👻	No encryption
	Username:		☑ Use compression
	Password:		Skip CA check
	Application Name:	/wsman	Skip CN check
	Shell LIRT.	http://schemas.microsoft.com/pow	Skip revocation check
	Bort	5985 <sup>▲</sup>	Use UTF16
	Operation Timeout:	180000 + (milliseconds)	No machine profile
	Test Connection		
	Note: PowerShell is only use	d for Exchange Server version 2007 and 2	2010

# Settings (applies to all imports)

Below is a screen shot of the Settings tab, each setting is covered individually below.



### Attributes

The attributes (columns headers in your file/database) that AD Bulk Users recognizes can all be found under the Attribute setting. If you have added custom attributes to Active Directory and want to be able to populate them using AD Bulk Users you can do that here. The list attributes/columns can also serve as a reference when creating your import file/database table.

	E	dit	Remov	e Add	
Column Name 🔺	Description	T	pe	<u> </u>	
accountDisabled	Account is disa	bled A	ccount	Options	
AddToGroup	Removes the u	ser from A	dd To G	Group	
altRecipient	Forward to	Column			23
assistant	Assistant				
AutoUpdateOnRecipien	Automatically	Name:	dep	partment	
c	Country Code	Description	Der		
carLicense	Car License	Description	i: Dep	Jarunent	
cn	Common Name	Type:	Stri	ng Property Updater	Ŧ
со	Country Name				
company	Company	Options			
countryCode	Country Code	LDAP Pro	perty:	department	
CreateHomeDirectory	Create Home I	Default V	alue		1
CreateProfilePath	Create Profile	Derdarev	uluc.		
Delete	Delete	String	Manipu	lation	-
deliverAndRedirect	Deliver & Forw	Regex:			=
department	Department	Replace	Bv:		
description	Description	replace	27.		
destinationOU	Destination Ol	Case:		Original 🔹	
displayName	Display Name			🗹 Trim value	
displayNamePrintable	Simple Display				
division	Division	Validat	ion		
employeeID	Employee ID	Mus	t have	unique values	-

## Wildcards

To speed up the creation of your import file/table you can use wildcards to read the value from another column.

The following wildcards can be used throughout your CSV file or SQL table:

	Edit	Remove Add
Wildcard Name 🔺	Replacement Column Na	String Manipulation
%email%	mail	
%firstname%	givenName	
%firstNamefirst%	givenName	$\checkmark$
%firstNamelast%	givenName	$\checkmark$
%givenName%	givenName	
%initials%	initials	
%lastname%	sn	
%lastNamefirst%	sn	$\checkmark$
%lastNamelast%	sn	$\checkmark$
%sAMAccountName%	sAMAccountName	
%sn%	sn	
%username%	sAMAccountName	
%userPrincipalName%	userPrincipalName	

To create a new wildcard click the 'Add' button, in the Wildcard dialogue box enter a wildcard name such as employeeID and then select a column that the wildcard will read. You can use a Regular Expression if you want to manipulate the value such as reading the first or last character.

x
employeeID
employeeID 🔹
<u>Q</u> K <u>C</u> ancel

Below is an example import file that uses the wildcards %username% which reads the value from the sAMAccountName column, %givenName% and %sn% which read the values from the givenName and sn columns.

	А	В	С	D	E	F
1	sAMAccountName	userPrincipalName	givenName	sn	mail	password
2	Tlee	%username%@domain.com	Tommy	Lee	%givenName%.%sn%@domain.com	Password99

### Groups

### Adding a user to a group(s)

To add a user to a group(s) add a column named memberOf to your file or database, the value should be the distingusihedName of the group (E.g.

CN=Sales,OU=Groups,DC=Domain,DC=Com). By default users are added to the group and not removed from the group, if you want to reverse how the memberOf column works you can by editing the memberOf attribute in the attributes window.

## Adding a user to multiple groups

To add a user to multiple groups simply separate the distingusihedName of each group with a semi-colon as shown in the example below. The example below would create a new user and add the user to two groups.

	А	В	С	D	E	F
1	sAMAccountName	userPrincipalName	givenName	sn	password	memberOf
2	jsmith	%username%@domain.com	John	Smith	AbcDe99	CN=Group1,OU=Groups,DC=Domain,DC=Com <mark>;</mark> CN=Group2,OU=Groups,DC=Domain,DC=Com

### Add a user to a group(s) using friendly names

You can add a user to a group using a friendly name such as Group1 or Students2013 etc, to use friendly names you need to create a mapping between the friendly name and the distingusihedName of the group. To do this click on the Groups button in ribbon, you will then see the dialog box below, click Add to create a new friendly name to group mapping. Below is an example.

	Edit Remove Add
Friendly Name	Distinguished Name
Group1	CN=Group1,OU=Groups,DC=Domain,
Group2	CN=Group2,OU=Groups,DC=Domain,
Sales	CN=Sales,OU=Groups,DC=Domain,D
Students2013	CN=Students2013,OU=Groups,DC=D
un Manning	1
ap mapping	
riendly Name: Students2013	
riendly Name: Students2013	
Friendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Vistinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 iistinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com OK Cancel
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com OK Cancel
riendly Name: Students2013 iistinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 iistinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com
riendly Name: Students2013 Distinguished Name: CN=Students2	2013,OU=Groups,DC=Domain,DC=Com

### AddToGroup and RemoveFromGroup

When you have created a friendly name to group mapping you can use the column AddToGroup to add a user to a group(s). The example file below will create a new and add the user to three groups.

	Α	В	С	D	E	F
1	sAMAccountName	userPrincipalName	givenName	sn	password	AddToGroup
2	jsmith	%username%@domain.com	John	Smith	Pass2345	Group1;Group2;Group3

If you are modifying existing users you can use both columns in the same file/table to add users to groups and remove, in the example below separate

1 sAMAccountName Modify AddToGroup RemoveFromGro		А	В	С	D
2 ismith TRUE Group1:Group2 Group3	1	sAMAccountName	Modify	AddToGroup	RemoveFromGroup
	2	jsmith	TRUE	Group1;Group2	Group3

#### RemoveFromAllGroups

If you want to remove a user from all the groups it is a memberOf and you can add a column to your file/table named RemoveFromAllGroups and set the value to TRUE. In the example import file below the two existing users will be removed from all the groups they are members of.

1     sAMAccountName     Modify     RemoveFromAllGroup       2     jsmith     TRUE     TRUE		А	В	С
2 jsmith TRUE TRUE	1	sAMAccountName	Modify	RemoveFromAllGroups
	2	jsmith	TRUE	TRUE
3 pjones TRUE TRUE	3	pjones	TRUE	TRUE

# **PowerShell Scripts**

You can run PowerShell scripts after a user is created, modified or deleted. To add a PowerShell script click the PowerShell Scripts button in the ribbon. You will then see the window below, click Add to add a new script.



To execute a script against a user, add a column named "PSScripts" to your file/table and enter the Script Name as the column value. To run multiple scripts separate each Script Name with a semi-colon. The script can contain wildcards. If an error occurs during script execution, the error will be shown in the log.

To run scripts locally on the PC/server running AD Bulk Users you will need PowerShell 2.0 installed. To run scripts remotely click on the Advanced tab (shown below) to specify where the script should be run.

For the remote scripts to work, you need to have the Windows Remote Management service running on the client and remote machine. If you can't find the service, you should install it from the Add/Remove Windows Features in the control panel. To set the default configuration for the service, run the following command on the client and remote server:

## winrm quickconfig

PowerShell	Scripts		
	Edit	emove Add	
Script Nam	e Description		
Welcome e	email Sends welcome	email to new users	
werShell Script			53
General Advanced			
Q Run the script locally			
Run the script remote	elv using Windows Remote Management		
Computer Name			
computer Name:	Venus.domain.com		
Authentication Mode	e: Default 🔻	No encryption	
Username:	domain \administrator	Vise compression	
Password:	•••••	Skip CA check	
Application Name:	/wsman	Skip CN check	
	http://www.	Skip revocation check	
Shell UKI:	http://schemas.microsoft.com/powers	Use LITE 16	
Port:	5985 🤤		
Operation Timeout:	180000 🗘 (milliseconds)	INO machine profile	
Test Connection			
			ancel
			incei

### **Global Settings**

Language		
Language		
Default Language:	English (United Kingdom)	
	Note: You need to restart the a	pplication after changing the language.
Logging		
Enable logging		
Log file: C:\Users	\swd\Documents\ADBulkUsers\Lo	g\Trace.log
4014		OK Cancel

## Language

To change the language used by AD Bulk Users click Global Settings on the Settings ribbon, the default language is English (United States). The program will need to restart for the changes to take effect.

# **Special Columns**

The majority of columns you add

**Renaming a user** 

### Logging

Logging can be enabled to troubleshoot problems.

# Command line operation and ADBulkUsersCLI

The scheduler built-in to AD Bulk Users contains a wizard that will help you automate the import and updating of users, however if you do need to use a command line you can use ADBulkUsersCLI.exe. You can find the syntax and command line examples for ADBulkUsersCLI.exe below.

## AD Bulk Users 4 Command Line Syntax

ADBULKUSERSCLI.EXE [/?] [/LANG:{language}] [/LOG] [/SOURCE:{FILE|DB}] [/SETMODIFYTRUE] [/FILEPATH:{path}] [/DELIMITER:{char}] [/QUOTE:{char}] [/ESCAPE:{char}] [/COMMENT:{char}] [/CODEPAGE:{codepage}] [/ODBCSOURCE:{datasourcename}] [/ODBCUSERNAME:{username}] [/ODBCPASSWORD:{password}] [/ODBCTABLENAME:{tablename}] [/DOMAIN:{domainname}] [/DC:{domaincontroller}] [/USERNAME:{username}] [/PASSWORD:{Password}] [/OU:{destinationOU}] [/IDCOLUMN:{idcolumnname}] [/AUTODETECTUSERACTION] [/ONLYCREATEMAILBOXESNEWUSERS] [/ONLYCREATEHOMEFOLDERSNEWUSERS] [/ONLYCREATETSHOMEFOLDERSNEWUSERS] [/ONLYCREATEPROFILEPATHSNEWUSERS] [/ONLYCREATETSPROFILEPATHSNEWUSERS]

[/VALIDATEPASSWORDSAGAINSTPOLICY] [/CREATENEWUSERSENABLED] [/INCREMENTSAMACCOUNTNAME] [/INCREMENTCN] [/INCREMENTUSERPRINCIPALNAME] [/IGNOREEMPTYVALUES] [/NEVERMOVEUSERS] [/NEVERMODIFYPASSWORDS] [/NEVERDELETEUSERS] [/CREATEGROUPSTHATDONOTEXIST] [/ALWAYSCREATEHOMEFOLDER] [/DEFAULTHOMEDRIVE:{homedrive}] [/DEFAULTHOMEDIRECTORY:{homedirectory}] [/HOMEFOLDERPERMISSIONS:{FullControl|Modify}] [/REAPPLYPERMISSIONSTOHOMEFOLDER] [/SETUSERASHOMEFOLDEROWNER] [/CREATEHOMEFOLDERASASHARE] [/CREATEHOMEFOLDERASAHIDDENSHARE] [/SHAREHOMEFOLDERIFEXISTS] [/ALWAYSCREATETSHOMEFOLDER] [/DEFAULTTSHOMEDRIVE:{homedrive}] [/DEFAULTTSHOMEDIRECTORY:{homedirectory}] [/TSHOMEFOLDERPERMISSIONS:{FullControl|Modify}] [/REAPPLYPERMISSIONSTOTSHOMEFOLDER] [/SETUSERASTSHOMEFOLDEROWNER] [/CREATETSHOMEFOLDERASASHARE] [/CREATETSHOMEFOLDERASAHIDDENSHARE] [/SHARETSHOMEFOLDERIFEXISTS] [/ALWAYSCREATEPROFILEPATH] [/DEFAULTPROFILEPATH:{profilepath}] [/PROFILEPATHPERMISSIONS:{FullControl|Modify}] [/REAPPLYPERMISSIONSTOPROFILEPATH] [/SETUSERASPROFILEPATHOWNER] [/CREATEPROFILEPATHASASHARE] [/CREATEPROFILEPATHASAHIDDENSHARE] [/SHAREPROFILEPATHIFEXISTS] [/ALWAYSCREATETSPROFILEPATH] [/DEFAULTTSPROFILEPATH:{profilepath}] [/TSPROFILEPATHPERMISSIONS:{FullControl|Modify}] [/REAPPLYPERMISSIONSTOTSPROFILEPATH] [/SETUSERASTSPROFILEPATHOWNER] [/CREATETSPROFILEPATHASASHARE] [/CREATETSPROFILEPATHASAHIDDENSHARE] [/SHARETSPROFILEPATHIFEXISTS] [/EXCHANGEVERSION:{AutoDetect|V2003|V2007|V2010}] [/DEFAULTEXCHANGEMAILBOXDBNAME:{defaultDB}] [/EXCHANGESCRIPTMODE:{Local|Remote}] [/RMCOMPUTERNAME:{computername}] [/RMAUTHENTICATIONMODE:{Default|Basic|Negotiate|NegotiateWithImplicitCre

dential|Credssp|Digest|Kerberos}] [/RMUSERNAME:{username}] [/RMPASSWORD:{password}] [/RMAPPLICATIONNAME:{appname}] [/RMSHELLURI:{shelluri}] [/RMPORT:{portnumber}] [/RMOPERATIONTIMEOUT:{milliseconds}] [/RMUSESSL] [/RMNOENCRYPTION] [/RMUSECOMPRESSION] [/RMSKIPCACHECK] [/RMSKIPCNCHECK] [/RMSKIPREVOCATIONCHECK] [/RMUSEUTF16] [/RMNOMACHINEPROFILE] [/SAVELOGFILE] [/LOGFORMAT:{CSV|XLS|XLSX|PDF}] [/LOGFILEPATH:{logpath}] [/APPENDTIMESTAMPTOLOGFILENAME]

#### **General Options:**

/? /HELP	Displays command-line help
/LANG	Changes the application language (e.g. /lang:de)
/LOG	Enables application logging

#### **Source Options:**

/SOURCE Determines the type of the data source. Values: FILE, DB Default: FILE

/SETMODIFYTRUE Indicates whether to set Modify to true Default: False

#### **File Source Options:**

/FILEPATH The path of the source file Required if /SOURCE is FILE

#### **CSV File Source Options:**

- /DELIMITER The CSV delimiter character Default: ,
- /QUOTE The CSV quote character Default: "
- /ESCAPE The CSV escape character Default: \
- /COMMENT The CSV comment character Default: #
- /CODEPAGE The CSV file code page number Default: 65001 (UTF-8)

#### **Database Source Options:**

/ODBCSOURCE The ODBC data source name

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/ODBCUSERNAMEThe ODBC username/ODBCPASSWORDThe ODBC password/ODBCTABLENAMEThe ODBC table name

### **Domain Connection:**

/DOMAIN	The domain name (Required)
/DC	The domain controller address (Required)
/USERNAM	E The domain username
/PASSWOR	D The domain password
/OU	The destination OU (Required)

#### **Import Options:**

/IDCOLUMN The ID column name (Required)

#### **Behaviour Options:**

/AUTODETECTUSERACTION Auto detects the action (Create/Modify)
 /ONLYCREATEMAILBOXESNEWUSERS Only creates Exchange mailboxes for new users
 /ONLYCREATEHOMEFOLDERSNEWUSERS Only creates home folders for new users
 /ONLYCREATETSHOMEFOLDERSNEWUSERS
 /ONLYCREATEPROFILEPATHSNEWUSERS
 Only creates profile paths for new users
 /ONLYCREATETSPROFILEPATHSNEWUSERS
 Only creates TS profile paths for new users

#### **Validation Options:**

/VALIDATEPASSWORDSAGAINSTPOLICY Validates the passwords against the password policy

#### **User Creation Options:**

/CREATENEWUSERSENABLEDCreates new users enabled/INCREMENTSAMACCOUNTNAMEIncrements the sAMAccountName if it already exists/INCREMENTCNIncrements the cn if it already exists/INCREMENTUSERPRINCIPALNAMEIncrements the userPrincipalName if it already exists

#### **User Modification Options:**

/IGNOREEMPTYVALUES Ignores columns with empty values /NEVERMOVEUSERS Never moves the users /NEVERMODIFYPASSWORDS Never modifies the users passwords

#### **User Deletion Options:**

/NEVERDELETEUSERS Never deletes users

**Other Options:** /CREATEGROUPSTHATDONOTEXIST Creates groups that do not exist

#### **Home Folders Options**

/ALWAYSCREATEHOMEFOLDERAlways creates the home folders/DEFAULTHOMEDRIVEThe default home drive (e.g. "Z:")/DEFAULTHOMEDIRECTORYThe default home directory (e.g. "D:\homedir\%username%")/HOMEFOLDERPERMISSIONSThe home folder permissions (FullControl or Modify)/REAPPLYPERMISSIONSTOHOMEFOLDER Re-applies permissions to home folder if it alreadyexists

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/SETUSERASHOMEFOLDEROWNERSets the user as the folder owner/CREATEHOMEFOLDERASASHARECreates the folder as a share/CREATEHOMEFOLDERASAHIDDENSHARECreates the folder as a hidden share/SHAREHOMEFOLDERIFEXISTSShares the home folder if it already exists

## **Terminal Services Home Folders Options:**

/ALWAYSCREATETSHOMEFOLDER Always creates the TS home folders
 /DEFAULTTSHOMEDRIVE The default home drive (e.g. "Z:")
 /DEFAULTTSHOMEDIRECTORY The default home directory (e.g. "D:\homedir\%us ername%")
 /TSHOMEFOLDERPERMISSIONS The home folder permissions (FullControl or Modify)
 /REAPPLYPERMISSIONSTOTSHOMEFOLDER Re-applies permissions to home folder if it al ready exists
 /SETUSERASTSHOMEFOLDEROWNER Sets the user as the folder owner
 /CREATETSHOMEFOLDERASASHARE Creates the folder as a share
 /CREATETSHOMEFOLDERASAHIDDENSHARE Creates the folder as a hidden share

/SHARETSHOMEFOLDERIFEXISTS Shares the home folder if it already exists

## **Profile Path Options:**

/ALWAYSCREATEPROFILEPATHAlways creates the profile path folder/DEFAULTPROFILEPATHThe default profile path (e.g. "D:\profiles\%username%")/PROFILEPATHPERMISSIONSThe folder permissions (FullControl or Modify)/REAPPLYPERMISSIONSTOPROFILEPATH Re-applies permissions to folder if it already exists/SETUSERASPROFILEPATHOWNERSets the user as the folder owner/CREATEPROFILEPATHASASHARECreates the folder as a share/CREATEPROFILEPATHASAHIDDENSHARE Creates the folder as a hidden share/SHAREPROFILEPATHIFEXISTSShares the folder if it already exists

## **Terminal Services Profile Path Options:**

/ALWAYSCREATETSPROFILEPATHAlways creates the TS profile path folder/DEFAULTTSPROFILEPATHThe default TS profile path (e.g. "D:\profiles\%username%")/TSPROFILEPATHPERMISSIONSThe folder permissions (FullControl or Modify)/REAPPLYPERMISSIONSTOTSPROFILEPATH Re-applies permissions to folder if it already exists/SETUSERASTSPROFILEPATHOWNERSets the user as the folder owner/CREATETSPROFILEPATHASASHARECreates the folder as a share/CREATETSPROFILEPATHASAHIDDENSHARE Creates the folder as a hidden share/SHARETSPROFILEPATHIFEXISTSShares the folder if it already exists

## **Exchange Options:**

/EXCHANGEVERSIONThe Exchange version (AutoDetect, V2003,V2007 or V2010)/DEFAULTEXCHANGEMAILBOXDBNAMEThe default Exchange DB name/EXCHANGESCRIPTMODEThe Exchange PS script mode (Local or Remote)

## **Exchange Remote Runspace Properties:**

/RMCOMPUTERNAMEThe remote machine name/RMAUTHENTICATIONMODEThe authentication mode (Default, Basic, Negotiate,<br/>NegotiateWithImplicitCredential, Credssp, Digest or Kerberos}]/RMUSERNAMEThe remote connection username/RMPASSWORDThe remote connection password

The application name (default: /wsman) /RMAPPLICATIONNAME The shell URI (default: /RMSHELLURI http://schemas.microsoft.com/powershell/Microsoft.PowerShell) /RMPORT The remote management service porn (default: 5985) /RMOPERATIONTIMEOUT The operation timeout in milliseconds (default: 180000) /RMUSESSL Indicates whether to use SSL /RMNOENCRYPTION Indicates whether data encryption is used. /RMUSECOMPRESSION Indicates whether data compression is used Indicates whether the server certificate signature validation is skipped /RMSKIPCACHECK Indicates whether the server certificate's common name check is /RMSKIPCNCHECK skipped /RMSKIPREVOCATIONCHECK Indicates whether the revocation list check is skipped Indicates whether requests are formatted in UTF16 format /RMUSEUTF16 /RMNOMACHINEPROFILE Indicates whether the Windows profile of the user is loaded

### Log File Options:

/SAVELOGFILE Indicates whether to save the log file /LOGFORMAT The log file format (CSV, XLS, XLSX or PDF) /LOGFILEPATH The path of the log file /APPENDTIMESTAMPTOLOGFILENAME Indicates whether to append a timestamp to the log file name

## **Command Line Example:**

The following example imports the users from a CSV file and saves the log file:

ADBulkUsersCLI /filepath:"c:\users.csv" /domain:testdomain.com /dc:DC01.testdoma in.com /username:Administrator /password:pwd123

/ou:"OU=Test1,DC=testdomain,DC=com" /savelogfile /logfilepath:"c:\log.csv"

# Support

If you require assistance you can contact us via our support form at <u>http://www.dovestones.com/support</u> or send an e-mail to support@dovestones.com.