GlobalSoft

AT GlobalSoft Bulk Import for Active Directory

User Guide

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Introduction

AT GlobalSoft Bulk Import for Active Directory lets you import the information related to Users, Groups, Computers, and Contacts from Excel, CSV (comma separated values), and semicolon-separated formats to Microsoft Active Directory.

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If you have any questions about this Agreement, please contact AT GlobalSoft Ltd at info@atglobalsoft.com

Installation

System Requirements

The product works on the following systems (32-bits and 64-bits):

- *Windows 2000*

- *Windows 2003*

- *Windows XP*

- *Windows Vista*

- *Windows 7*

- *Windows 2008.*

The product works with Active Directory running on:

- *Windows 2000 Server*

- *Windows 2003 Server*

- *Windows 2008 Server.*

Prerequisites

AT GlobalSoft Bulk Import for Active Directory requires Microsoft .NET Framework 2.0 or higher to work. If the required version of .NET framework is not found, during the setup process you will be prompted to download and install the latest version from the Microsoft website.
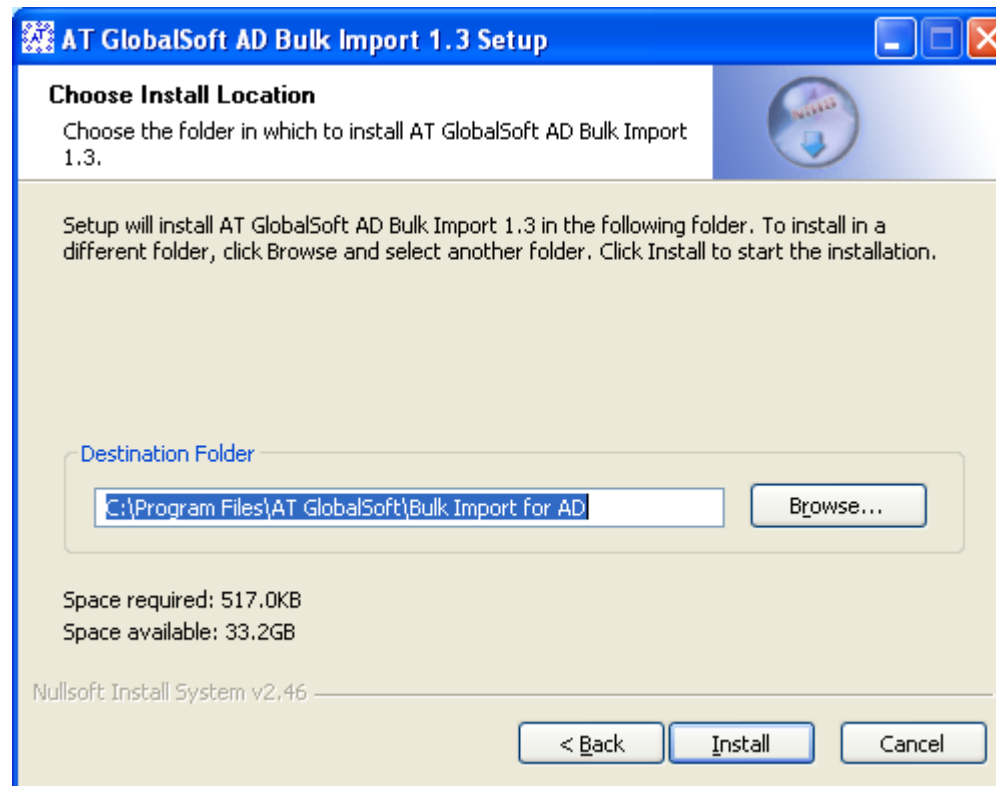
Run the AT GlobalSoft Bulk Import for AD Setup Wizard.


Press "Next" button =>
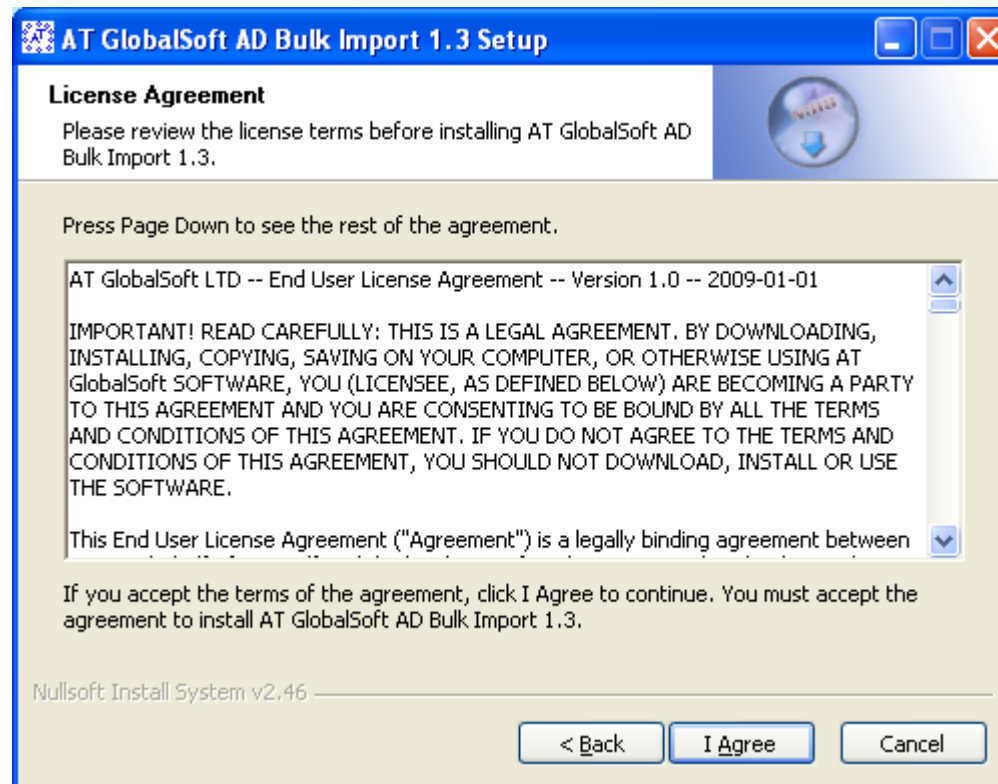
Read the License Agreement and if you agree press the "I Agree" button =>

If the default installation path is OK press "Install" button =>

Sometimes there is no Microsoft .NET Framework installed on your Windows machine, or the installed version is outdated. If this occurs, the following dialog will appear. If you don't have the .NET Framework 2.0 installation package on your hard drive, you can download it from the Internet: in this

case please press "Yes" button. If you press "No" button, you will have to install Microsoft .NET Framework manually and then run the Setup Wizard again.
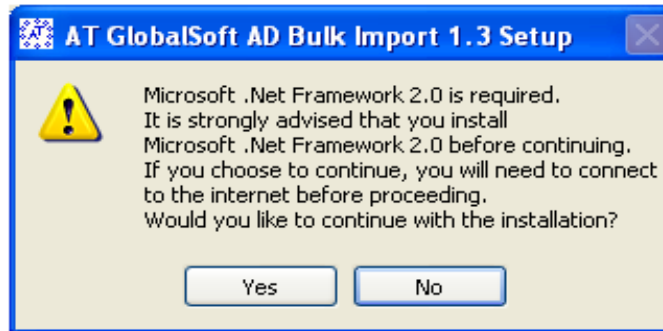
After successful installation you can start AT GlobalSoft Bulk Import for AD.
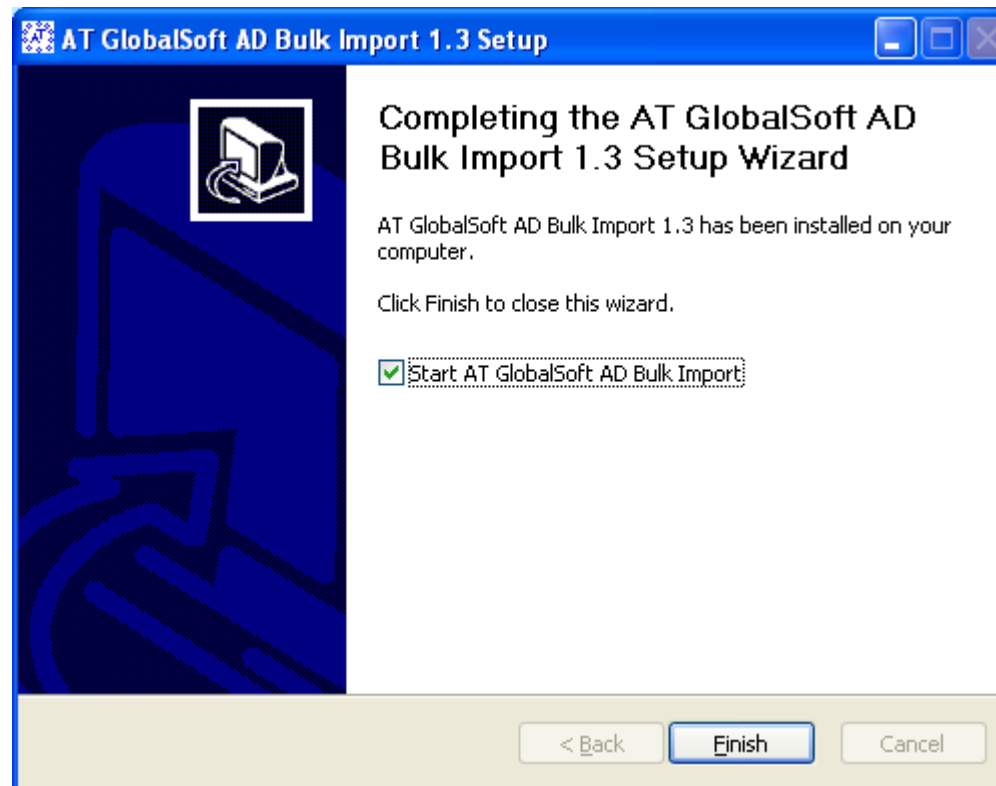
Using the Product

Supported Active Directory Objects

Using this product you can import the following Active Directory objects into the Active Directory:

- Users

- Computers

- Groups

- Contacts

Supported File Formats

The product can read the Active Directory objects from files with the following formats:

- Microsoft Excel

- CSV (comma-separated values)

- Semicolon-separated.

Domain Selection

By default the Bulk Import Manager automatically finds out the current domain of your computer. You can see it like "DC: YourFullDomain". On the following picture you can see the test domain "dc2008.local".

Bulk Import Manager for Active Directory - [AD Users]

File | View | Tools | Help

Show: All ▾ | Select: None ▾ | Check objects existence in AD | Domain: dc2008.local | | Search | Cancel
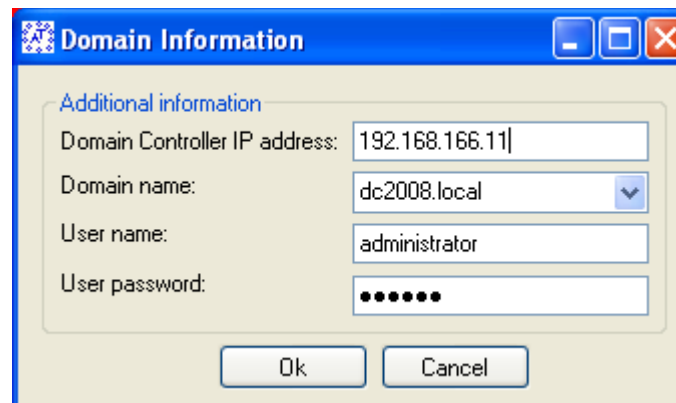
AD Contacts | AD Users | AD Computers | AD Groups

> Check objects existence in AD.
> Green color or 0 - doesn't exist.
> Red color or 1 - exists.
> Yellow or 2 - can't check

		status	name	sn	givenname			distinguishednar	samaccountname	memberof	accountexpires
	☐	1	administrator					CN=administra...	administrator	CN=Group;CN=U...	0
	☐	0	Guest			Guest	description	CN=Guest,CN...	Guest	CN=Guests,CN=B...	12907198800000...
	☐	1	krbtgt			krbtgt	description	CN=krbtgt,CN...	krbtgt	CN=Test_CN,CN...	92233720368547...
✏	☑	0	administrator 1		administrator	administrator		CN=administra...	administrator 1	CN=Test_2,CN=...	92233720368547...
	☐	1	user	user surname	user	user		CN=user,CN=...	user	CN=Users of rem...	0
	☐	1	test1	test1 surname	test1	test1	description	CN=test1,CN=...	test1		12931473600000...
	☐	1	test2	test2 surname	test2	test2		CN=test2,CN=...	test2		12940635600000...
	☐	1	test3	test3 surname	test3	test3		CN=test3,CN=...	test3		0
	☐	1	test4	test4 lastname	test4	test4		CN=test4,CN=...	test4		92233720368547...
	☐	1	test5	test5		test5		CN=test5,CN=...	test5		92233720368547...
	☐	0	Test User		test6	Trial		CN=test6,OU...	test6		92233720368547...
	☐	0	Test User 1		test7	Trial		CN=test7,OU...	test7		92233720368547...
✳	☐	2									

12 Active Directory objects were found and 1 were selected.

The Bulk Import for Active Directory can work with different domains not only with your current domain. You can change the domain if:

1. *Your organization has more than one domain and you want to use another one. In this case you will be able to select it from a drop down list with all domains.*

2. *You want to use the domains from another Domain Controller. In this case you will have to enter all needed information manually.*

To change the domain, click on the "dc2008.local" (it can be different domain) link. You will see the following dialog:

Change the information and press "Ok" button. Then you will be able to load the users from the different domain.

Advise: *if you change the information manually, enter the* **FULL** *domain name.*

Load AD objects into the Bulk Import Manager

To load the AD objects into the Bulk Import for Active Directory you can use three ways:

1. Use the main menu. "File" -> "Load users". Select the file with AD objects and it will be loaded.
2. Drag and drop the file with AD objects onto needed panel. For example you opened the Users panel. Now open the files browser you want, drag and drop the file from browser onto User panel. After that it will be loaded too.
3. Add some AD objects manually.

Warning: There is undefined behavior if you load the file with AD users (for example) into groups or another panel (not Users panel) and try to import them.

If some errors occur you will see an error message box and you can find an error details in the log files near the application ("c:\Program Files\AT GlobalSoft\Bulk Import for AD\Logs\" or "c:\Program Files (86x)\AT GlobalSoft\Bulk Import for AD\Logs\" if you have 64 bits system or the different application path you entered during the installation).

Note: You MUST have the domain administrator permissions to have the ability to import Active Directory objects.

Check AD objects existence in Active Directory

The Bulk Import Manager has the ability to check the objects existence in the Active Directory before the import operation. It can be useful if you have a lot of objects to import and you want to see is there a reason to spend time in future to process again the existed objects. After you checked them you can select only not existed objects or maybe you will want to edit the existed object and import it with different name.

Note: During the import operation all existed objects will be skipped.

Import AD objects into the Active Directory

You can operate with one AD object or with group. If you want to see or select specific group of objects you can use the drop down boxes onto toolbar: "Show" and "Select" drop down controls. These controls will help you to find objects you want to import.

"Show" drop down control has the following items:

- *"All" – show all AD objects;*
- *"None" – hide all objects;*
- *"Existed objects in AD" – show only existed objects in the Active Directory;*
- *"Non existed in AD" – show objects which don't exist in the Active Directory;*

"Select" drop down control has the following items:

- *"All" – select all AD objects;*
- *"None" – remove the selection from all objects;*
- *"Existed objects in AD" – select only existed objects in the Active Directory;*
- *"Non existed in AD" – select objects which don't exist in the Active Directory;*

If you checked the AD objects existence, modified all properties and made all preparations, now you can import the selected AD objects into the Active Directory. Go to the main menu and press "Tools"->"Import AD objects". After that all selected objects will be imported into the Active Directory. If the selected object already exists in the AD it will be skipped.

WARNING!!! The import operation will be applied to all selected AD objects, even they are hidden. Be careful.

You can import your objects into the different Organizational Units. Read the next paragraph.

## Create new OU's and import AD objects into these Organizational Units

When you press the "Tools"->"Import AD objects" the Import tool starts to check are there Organizational Units (OU) in the loaded records which are different with Organizational Units from the Active Directory. If an application finds such Units it will ask you to import the selected objects into the found OU's. If you agree the Bulk Import Manager will create all OU's during the import operation and import selected AD objects into the newly created OUs.

Usually the Bulk Import Manager is looking for the Organizational Units in "destinationOU" property of AD object.

Example: *you have two loaded AD objects with different "destinationOU" properties:*

- *"OU=testOU1,OU=testOU2"*
- *"OU=testOU3,OU=testOU4"*

But you selected for import operation only first one. So, two OU's will be created (testOU2 and testOU1) and selected object will be imported into the testOU1. OU testOU2 is a parent of the testOU1.
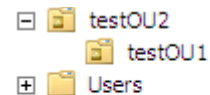
Search tool

You can find the search control at the top and right side of the application. Using this search tool you can find an object you need. Just enter some search phrase (AD object name, phone, etc.) and press "Search" button. The search will be applied to the objects you CAN SEE. If you want to clear the search result you have to press the "Clear" button.

Product Performance

Please note that if the Bulk Import needs to import a lot of objects into the Active Directory, the process can take significant time. This time will be even more in case of a remote domain controller. If the domain controller is in the same building with the machine where the product is installed, the speed of the AD objects importing will be significantly higher than in cases like when the domain controller is in Europe and you are in the US.

Feedback and suggestions form

You can help us to help you! If you see some problems with product or you don't like something or you want to change something you can open the feedback form ("Help"->"Feedback and Wishes") and write your feedback or suggestions. Almost 40% features were done after the reviewing of customer's suggestions and feedbacks. If you want to change your life – change the things you can.

Product Registration

You can register the Bulk Import for Active Directory when the trial period is expired or before this. To do this, please click the "Help" ->"Register Product" main menu item. If you have purchased a registration key, enter it into the following dialog and press "Register" button. If you don't have a key yet, you can purchase it via our online reseller Plimus at https://www.plimus.com/jsp/buynow.jsp?contractId=2830246

Contacting AT GlobalSoft Company

If you have any questions, comments, feature requests or other feedback about the product, please contact us at support@atglobalsoft.com.

If you have any questions or assistance with the purchase process, please contact our sales team at sales@atglobalsoft.com.