

ADHQ™

Using the User Client

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General Information

What is the ADHQ User Client?

ADHQ has two main parts: a service and its admin console, as well as a user client. The service and admin console will be used by your ADHQ Administrator to manage the service and configure profiles, and is outside the scope of this document.

The second piece, the ADHQ User Client, is used to log in to ADHQ and access whatever functionality is granted to your profiles by your ADHQ Administrator. This may include things like running reports, making changes to Active Directory objects, managing scheduled tasks, etc.

What does it look like?

Well...it depends. ADHQ is a highly-customizable program and the appearance of the user interface may change drastically according to the profile configuration set by the ADHQ Administrator.

There are two main user interfaces that you may encounter while using ADHQ. This document will describe a full-featured instance of each UI type, though it is very possible that the profiles you have access to do not provide all of the functionality described. Keep in mind that you may not see all of the tabs shown in the screenshots below, nor have access to any/all of the tools shown as examples. Don't blame us; it's your ADHQ Admin's fault!

Installing the ADHQ User Client

Minimum System Requirements

The following requirements must be met in order to install and run the ADHQ User Client.

- A PC running MS Server 2008/2012/2016, Windows 7, Windows 8, or Windows 10.
- Connection to a 2008, 2012, or 2016 Active Directory network.
- 115MB of disk storage for the software.
- Network user account with domain administrative rights and administrator privileges on the local machine
- To send email via Exchange the user must have an Exchange mailbox and be a member of the local Administrator's group
- To report on Exchange attributes the user must have an Exchange mailbox, be a member of the local Administrator's group, and have Exchange Admin privileges
- To modify or report on Office 365 users or licenses the user must have an Office 365 account with Global Administrator privileges. The account information must be entered into the Office 365 tab of the Options dialog. The account must not have multi-factor authentication enabled.
- To report on Exchange 2016 mailboxes the user must have an Exchange mailbox on an Exchange 2016 server and have Exchange Administrator privileges.
- Office 365 and/or Exchange 2016 require the following items to be installed:
 - .NET Framework Version 4.5 (Office 365 only and Exchange 2016)
 - Windows Management Framework Version 3.0 (Office 365 and Exchange 2016)
 - AzureAD PowerShell Module Version 1.0 (Office 365 only)

Installation Notes

The ADHQ User Client installation file is called **adhqclient80.exe**. Install this program to any machine you wish to use to manage Active Directory.

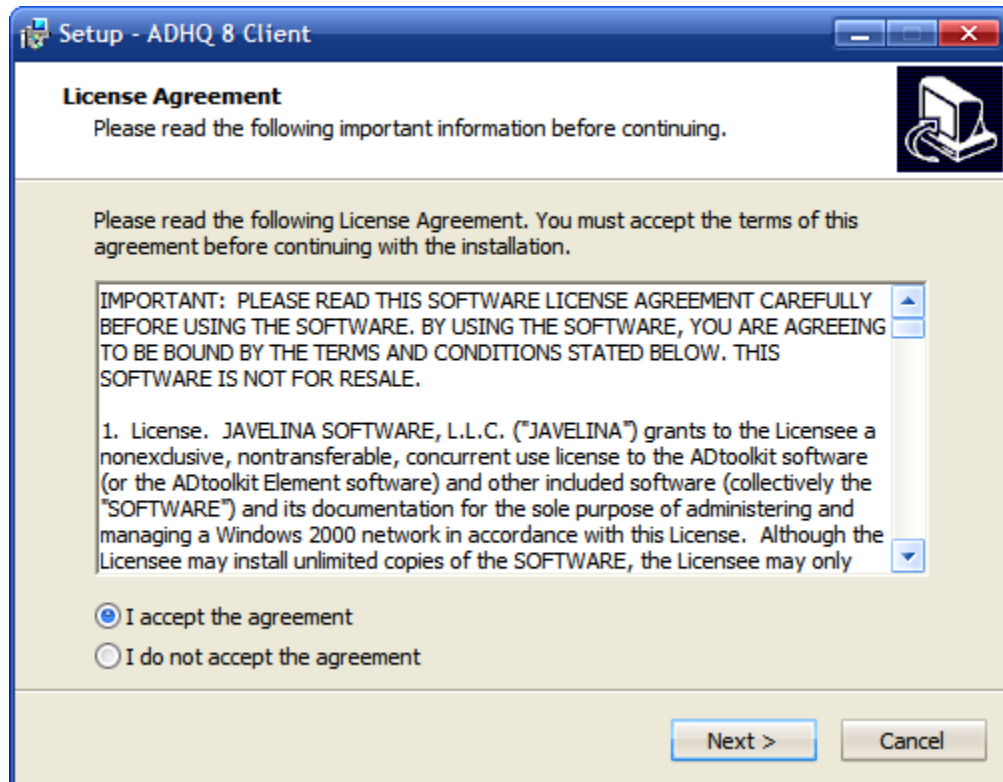


Figure 1: ADHQ Install

Read the End-User License Agreement and check the box indicating that you accept the terms. The default settings for the remaining pages are sufficient for a standard installation.

Profiles

In order to ensure that technicians execute only the actions they are allowed to, users must be assigned to ADHQ profiles before they can use the software. If your ADHQ Administrator has already added you to one or more profiles, you'll be ready to log in immediately after installing the software. If not, give them a call and ask them nicely to take care of that while you read the following section about all the profile permissions they'll most likely refuse to give you.

What are profiles?

An ADHQ profile is a collection of settings that defines how the members of the profiles can use the ADHQ User Client. Profiles can be used to limit which areas of the directory are visible to users, which tools can be executed on objects within those areas, or even show/hide entire tabs of the ADHQ User Client.

Logging In

If your user account has been added to multiple profiles, you'll see the Logon dialog immediately after launching ADHQ. Select your ADHQ server and profile, then click **OK** to begin using ADHQ. The **Auto-logon to this profile** checkbox can be selected to have ADHQ automatically use this profile for future sessions.

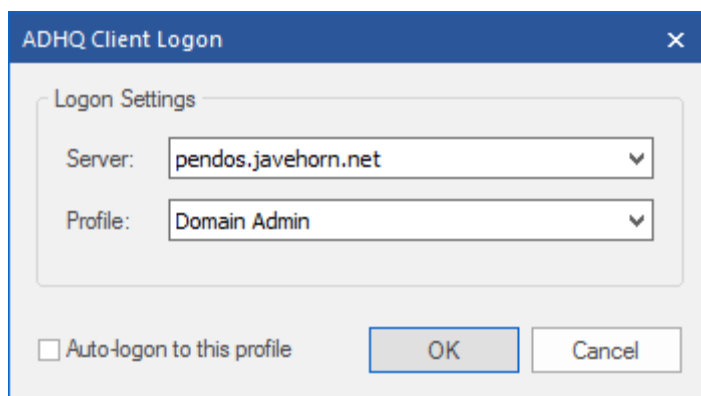


Figure 2: Logon dialog

Switching Profiles

If you've chosen to automatically logon to a profile, or if you want to switch to another profile while using ADHQ, you can access this logon dialog again with the **Connect To** menu item. This option is available from the menu button in the Simple View, and from the File menu in the Advanced View.

User Interface Types

The ADHQ User Client will show one of two different styles of user interface when launched. The following sections of this document will describe these two interfaces and the capabilities offered by each.

Simple View

The Simple View trades many features of ADHQ in exchange for a simple search box that give technicians access to only a specific set of tools, without the extra complexity of the full UI. There are no collections, reports, security tools, scheduled tasks, or custom tool views.

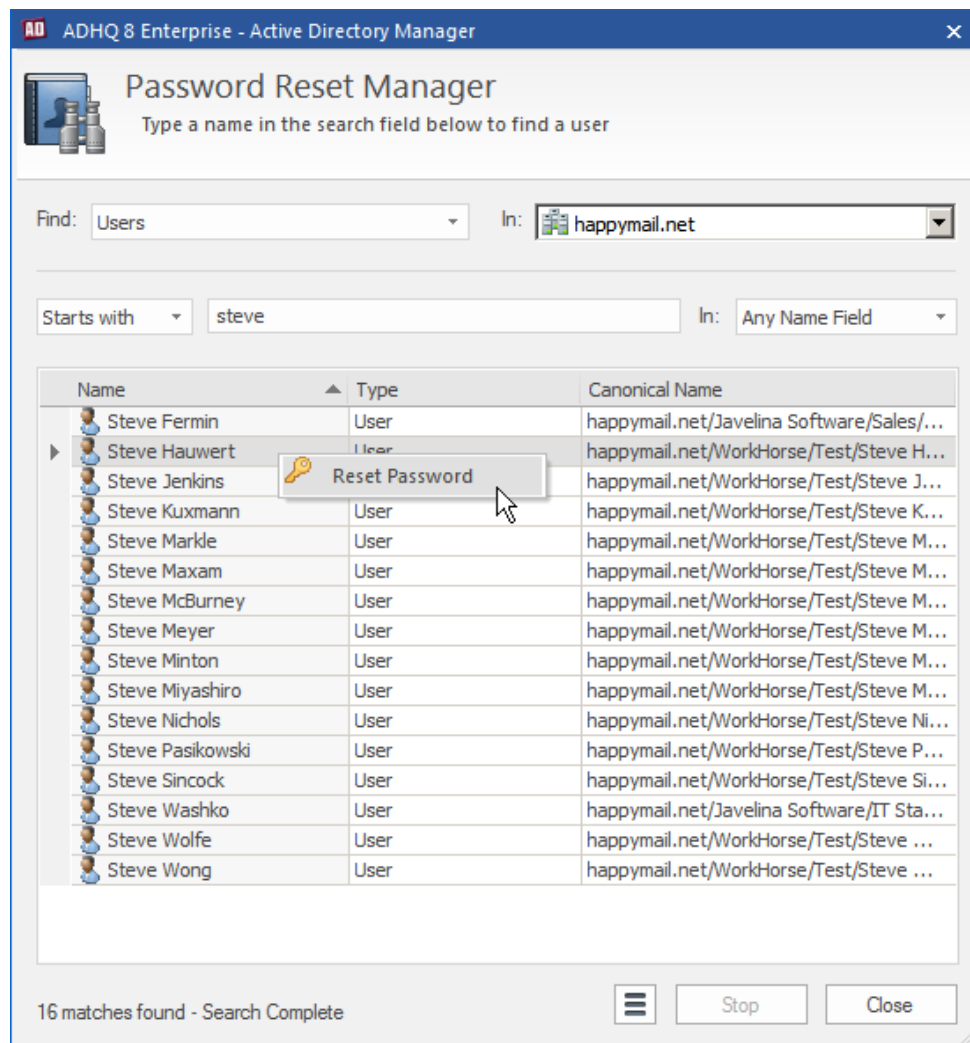


Figure 3: Example of a Simple View profile, the Reset Password Admin

The Simple View is composed of a single dialog, which contains a search field and a results list. Technicians can search for the object they wish to modify by typing the first few characters of the object name in the search field, and then run a tool by right-clicking on any object that appears in the results list below. The screenshot above shows the Reset Password Admin profile, which uses a Simple View and restricts technicians to running only the Reset Password tool.

The button with 3 horizontal lines at the bottom of the UI is the menu button. From here you can access the Logon dialog, access help for the program, and modify program settings.

Advanced View

The Advanced View, on the other hand, contains access to all of ADHQ's functionality. It has separate views for running bulk tools, generating reports on Active Directory objects, generating security reports, managing scheduled tasks, and creating/running custom tools.

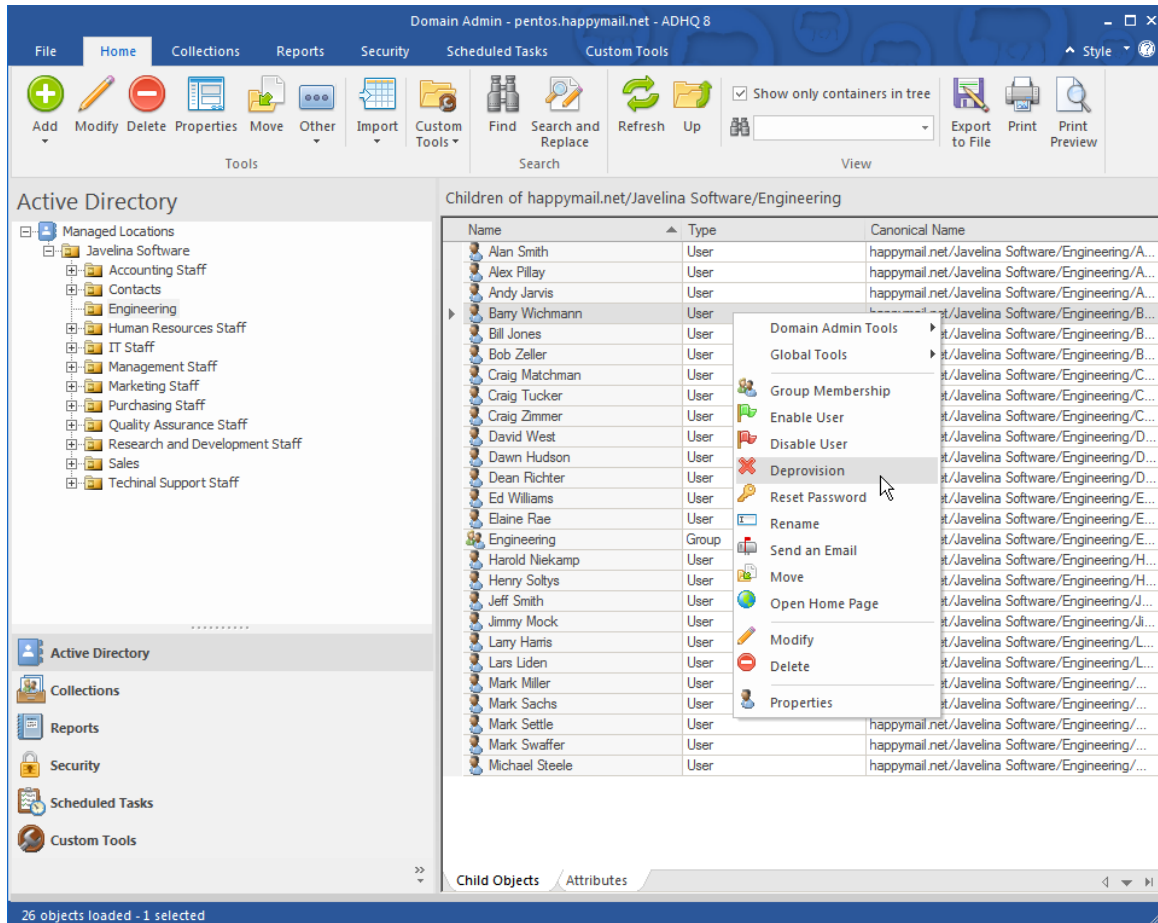


Figure 4: Advanced View

A brief description of each of these views can be found below. If you'd like more information about how any these views work, please consult the ADHQ User Manual. A link to the user manual can be found within the product (from the File menu in the Advanced View or from the menu button in the Simple View) or on the web site.

Home Tab

Browse and modify Active Directory by navigating through the tree and running ADHQ tools on selected items. The Home View will be your primary working view for every-day ADHQ usage. Users that have used Microsoft's Active Directory Users and Computers will feel right at home in the Home View Interface. It consists of a tree on the left containing the locations you can manage, and a tab view on the right which shows either the child objects or AD attributes of the currently selected tree item.

Collections Tab

Create custom sets of Active Directory objects for bulk manipulation. The contents of a collection can be specified directly, or can be defined by a filter. This makes collections especially useful for managing sets

of objects that change over time, or that exist across several OUs. ADHQ Tools can be run on a collection of objects by opening the collection and selecting a tool from the tool menus in the ribbon.

Reports Tab

Create and run reports on Active directory objects. A report in ADHQ contains header and footer information, page layout settings, column options, a report scope, and output settings. Reports are sorted by object type into categories, which are accessed via ribbon buttons. Select a report from the tree on the left, then modify its properties in the Properties Pane and Preview Pane to the right. Click the Run button in the ribbon to confirm the scope and output settings and launch the report. After the report finishes running, save the output in whatever format you'd like: Text, CSV, PDF, even HTML.

Security Tab

Create and run security reports to get information about Active Directory and file ACLs. Security reports work exactly like the Active Directory reports in the Reports tab. Run security reports to unearth information about the ACLs on Active Directory objects, Files and Shares, Mailboxes, or Printers. The security tab also contains tools for modifying ACLs. Use the Analyze & Clean tools to identify and repair common security problems, and the Search & Replace tools to quickly make changes to ACLs throughout your network.

Scheduled Tasks Tab

Create or modify ADHQ tasks that run automatically on a schedule. Select a task from the list on the left, and use the Task Settings pane on the right to modify the schedule, the account used to the run the task, and the list of task actions. Tasks can perform many kinds of actions including: running ADHQ tools or reports, executing external programs, sending emails, running PowerShell scripts, etc. Use the Enable/Disable buttons in the ribbon to toggle the state of the currently selected task.

Custom Tools Tab

Create custom tools to modify Active Directory objects. Tools are categorized into types, which are accessed from the ribbon. After selecting a tool category, select a tool from the list on the left, and use the Tool Editor on the right to modify the tool's settings. The Operation tree in the upper left corner of the Tool Editor contains a hierarchical display of the tool, from the tool itself at the root of the tree, down to individual controls. Select a part of the tool in the Operation Tree or to load its settings into the Property Pane. Then use the Property Pane to control how the item behaves, or provide de fault values for the controls in the Preview Pane. After you've created your tool, save it and use the Edit Custom Tools Menu button in the ribbon to add the tool to the Custom Tools menu on the Home and Collections tab.

Sharing resources

Almost anything you can create with ADHQ (collections, reports, and custom tools) can be shared with other ADHQ users. There are 3 levels of sharing, which are described in detail below:

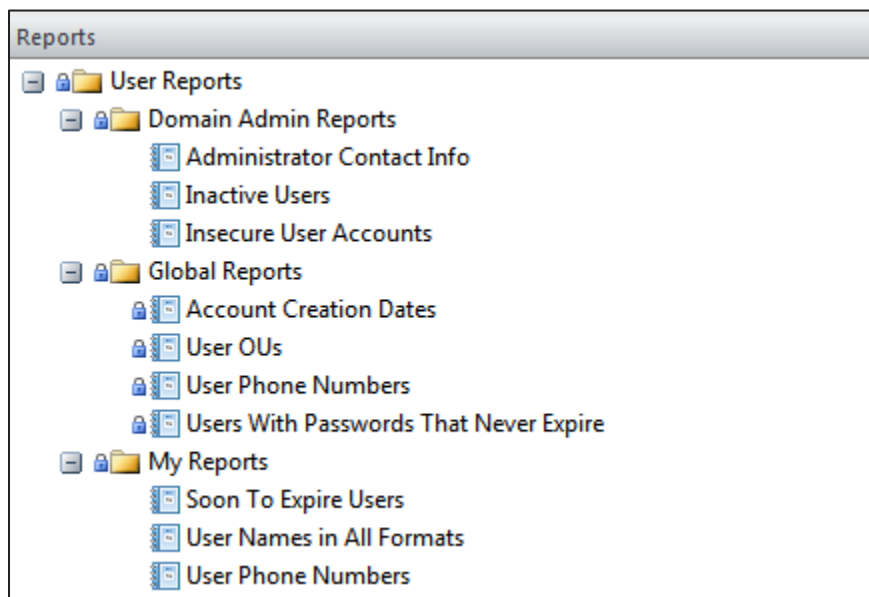


Figure 5: Sharing levels

Local Resources (e.g. My Collections, My Custom Tools)

Resources saved as “My” resources are saved to the local machine that the ADHQ User Client is running from. These resources are not shared with other users that are using ADHQ and, if you log in to the service from another computer, you will not have access to them.

Profile Resources (e.g. Domain Admin Reports, Domain Admin Tools)

Resources saved under a folder with your profile name are shared with any other user who logs in to that same profile, no matter which computer they are running from.

Global Resources (e.g. Global Collections, Global Custom Tools)

Resources saved as global resources are available to **all** users running the ADHQ user client, from any computer.

Within the ADHQ interface, any resource that you do not have permission to modify will appear in the grids with a lock icon. You can see an example of this in the Global Reports section of the screenshot above. These items may still be used, but they will open in read-only mode when selected.

Note: Sharing a resource at the Profile or Global level will potentially allow it to be modified by other users. We recommend keeping a local copy of any resources that you want to ensure stick around unchanged.