

# Using rDirectory Community Edition



Version 1.4



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## Introduction

The purpose of this Guide is to introduce you to the features available in rDirectory Community Edition. The Community Edition provides organizations with a base-line level of functionality for a web-based Employee Directory including the ability for end-users to self-service their Global Address List (GAL) information.

The Community Edition is provided free of charge to the Active Directory community by Namescape. You have 45 days to evaluate the Community Edition. After that, we only ask that you register with us to get your free Community Edition activation key.

Our purpose in making the Community Edition available for free is to introduce you to the power of the full rDirectory product, with the hope that you will consider Namescape when your needs progress to require more than what is available in this Community Edition.

The purpose of Chapter One is to:

- Outline the differences between the Community Edition and the commercial editions
- Provide an overview of the Community Edition to prepare you for Chapter Two



**Note:** This guide assumes a familiarity with the Site Manager Wizard described in the Installation and Setup Guide, and a basic understanding of the terminology associated with Microsoft Active Directory technology (e.g., schema, objects, classes, and attributes).

## Conventions Used in this Document

The following graphic conventions are used throughout this document:



**Note:** Indicates extra information regarding the use of the product or this document.



**Upgrade:** Indicates additional features available when you upgrade to a commercial edition of rDirectory.



Indicates a specific step you are to perform to follow along with the example

## Community Edition Support

Support for the Community Edition is limited. The Community Edition uses the same code base as our commercial editions, and if you have problems installing the product, and are unable to find the answers you need in the Installation and Setup Guide, we would like to know about it. For installation issues, you can email us at [support@namescape.com](mailto:support@namescape.com)

## ***Community Edition vs. the Commercial Editions***

The rDirectory commercial editions are designed to allow you to easily create custom directory applications that match the unique nature of your organizations people and resources – so that rDirectory becomes your organizations custom directory, for your specific kinds of people and resources. rDirectory is also designed to allow you to easily change these applications as your needs evolve, and as you discover new uses for Active Directory.

Active Directory is largely viewed as a network management tool, but with rDirectory, you can easily and securely extend the value of Active Directory to everyone and begin to unleash its application potential, leverage you Active Directory investment, and achieve synergy with your other IT resources.

The commercial editions also provides several real and immediate time savers for network administrators by allowing you to securely delegate common chores to non IT staff such as:

- Password Reset (using Q&A profiles, and optional Self-Service portal)
- Group Membership Management (including self-subscribing email lists)
- Identity Information Management (delegate management of any information to any role)

Simply put, the commercial editions of rDirectory turn Active Directory into an enterprise-wide platform for securely publishing, accessing and maintaining information about virtually any corporate resource while at the same time shifting daily administration chores off the overburdened IT staff.

### **Community Edition**

The rDirectory Community Edition installs as a fixed configuration, single Catalog website that provides organizations with a professional Employee Directory (white-pages) application with basic self-service capabilities.

The Community Edition provides web-based access to the information found in the Global Address List (GAL), with the following key features:

- Self-service of Global Address List (GAL) information using Operator Permissions
- The ability to navigate User, Group, and organizational relationships
- Ambiguous Name Resolution (ANR) searches for broad search matches
- A Results Grid with built-in paging and sorting, and hyper-linked email addresses
- Export to Outlook Contact capabilities

## Standard Edition

The Standard Edition is the perfect upgrade for the budget-minded organization with modest customization needs. Like the Community Edition, the Standard Edition provides a single Catalog of users, however with the Standard Edition you can make the common customizations that many organizations ask for.

The additional features available in the Standard Edition include:



Expanded use of your schema:

- ✓ Add virtually any Global Catalog attribute to Search or Results
- ✓ Add virtually any Schema attribute to custom Detail or Edit forms
- ✓ Include Photo in Detail and Edit forms



Customized Searching with:

- ✓ Advanced Multi-Criteria Searching for complex searches
- ✓ Custom PickLists for more accurate searches
- ✓ Optional Wildcard support for broader searches
- ✓ AutoSearch capability to fill the Search Results or find Operators account on startup



Customized Search Results with:

- ✓ Custom Data formats including Hyperlinks
- ✓ Custom Results Sorting
- ✓ Optional Disabled Accounts filter



Customized Detail Pages with:

- ✓ Photos
- ✓ Additional custom forms including 'Linked' forms for Manager, Secretary, ...
- ✓ Custom Data formats including Hyperlinks



Customized Edit Pages with:

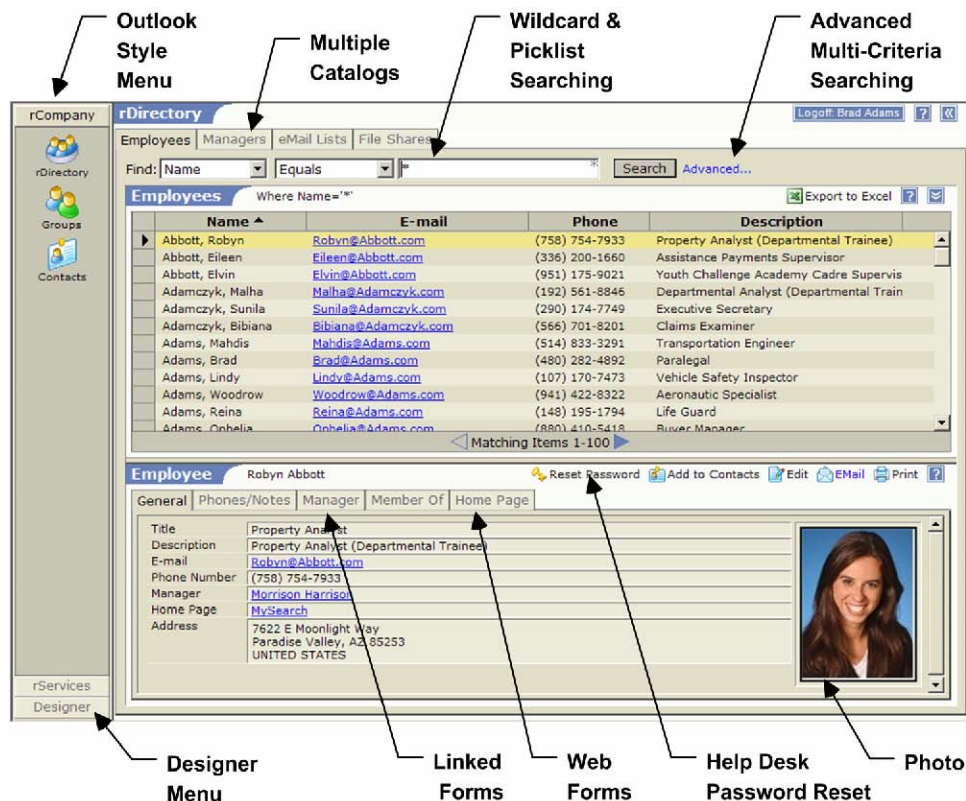
- ✓ Additional edit attributes including Photos
- ✓ Custom PickLists and Validators to control data integrity
- ✓ Edit Delegation that is not limited by Operator Permissions so you can delegate editing of any attribute to non-administrators using Roles.

## Enterprise Edition

The full Enterprise Edition of rDirectory includes too many additional features to list here, however some of the key differences between the Standard Edition and the Enterprise Edition are:

-  Full use of the schema, including Groups, Contacts and other classes and attribute types
-  Creation of multiple Catalogs for different types of objects, Users, or Groups
-  More extensive and flexible Roles that allow different views and capabilities for different users, such as a different HR Edit page and SELF Edit page.
-  Web Forms that can leverage other web applications such as SharePoint
-  Query Based Email for search-based email broadcasts
-  Integrated Password Reset with Q&A Profiles for secure Help Desk Password Reset, plus an optional Self-Service Password Management product
-  Group Membership Delegation
-  More Customizable Catalogs including LDAP Filters, Search Scope, and integration of Contacts and Users in the same Catalog
-  Audit Logs and Email Notification for all Password Reset and Edit operations

Below is a sample screen shot of the Enterprise Edition that highlights some of the features not available in the Community Edition:



Outlook Style Menu

Multiple Catalogs

Wildcard & Picklist Searching

Advanced Multi-Criteria Searching

Logoff: Brad Adams

Find: Name Equals Search Advanced...

Export to Excel

| Name              | E-mail               | Phone          | Description                              |
|-------------------|----------------------|----------------|------------------------------------------|
| Abbott, Robyn     | Robyn@Abbott.com     | (758) 754-7933 | Property Analyst (Departmental Trainee)  |
| Abbott, Eileen    | Eileen@Abbott.com    | (336) 200-1660 | Assistance Payments Supervisor           |
| Abbott, Elvin     | Elvin@Abbott.com     | (951) 175-9021 | Youth Challenge Academy Cadre Supervis   |
| Adamczyk, Malha   | Malha@Adamczyk.com   | (192) 561-8846 | Departmental Analyst (Departmental Train |
| Adamczyk, Sunila  | Sunila@Adamczyk.com  | (290) 174-7749 | Executive Secretary                      |
| Adamczyk, Bibiana | Bibiana@Adamczyk.com | (586) 701-8201 | Claims Examiner                          |
| Adams, Mahdis     | Mahdis@Adams.com     | (514) 833-3291 | Transportation Engineer                  |
| Adams, Brad       | Brad@Adams.com       | (480) 282-4892 | Paralegal                                |
| Adams, Lindy      | Lindy@Adams.com      | (107) 170-7473 | Vehicle Safety Inspector                 |
| Adams, Woodrow    | Woodrow@Adams.com    | (941) 422-8322 | Aeronautic Specialist                    |
| Adams, Reina      | Reina@Adams.com      | (148) 195-1794 | Life Guard                               |
| Adams, Onbelia    | Onbelia@Adams.com    | (880) 410-5418 | Buyer Manager                            |

Matching Items 1-100

Employee: Robyn Abbott

Reset Password Add to Contacts Edit EMail Print

General Phones/Notes Manager Member Of Home Page

Title: Property Analyst  
Description: Property Analyst (Departmental Trainee)  
E-mail: Robyn@Abbott.com  
Phone Number: (758) 754-7933  
Manager: Morrison, Harrison  
Home Page: MySearch  
Address: 7622 E Moonlight Way  
Paradise Valley, AZ 85253  
UNITED STATES

Designer Menu

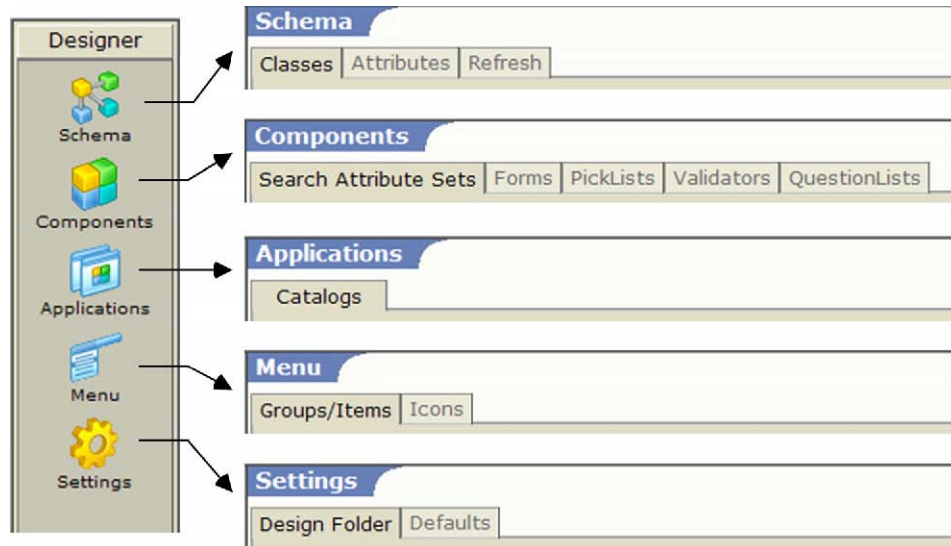
Linked Forms

Web Forms

Help Desk Password Reset

Photo

The commercial editions also include a Designer Menu that provides full control of the design and customization of your rDirectory web site. Below is a graphic that provides a high-level depiction of the functionality available on the Enterprise Edition Designer Menu.



## Getting Ready

To follow along with the examples in this guide, these conditions must first exist:

- 1) rDirectory must be configured for use with Active Directory and not ADAM. (The Community Edition does support ADAM, but this guide is intended for Active Directory)
- 2) rDirectory must be configured to use Forms Authentication (this is the default).
- 3) When you logon to the rDirectory website, you must logon as a normal user (not an Administrator account) whose First and Last Name attributes are populated (this is done automatically when a user is added with the standard Users & Computers utility).

If you have just installed rDirectory Community Edition for use with Active Directory, and accepted all the Site Manger defaults by clicking Next, then the first two requirements are satisfied. If you are using a lab environment, and only have an Administrator account, you will need to create a normal user account to logon as (do not set 'force password change on next logon').

After you have met these requirements, access the rDirectory Community Edition website and logon with the account described above.

## rDirectory Logon

The screenshot shows the rDirectory Logon interface. At the top is a customizable logon header with the rDirectory logo. Below this is a form titled 'Logon' containing three input fields: 'User Name', 'Password', and 'Domain'. The 'Domain' field is a dropdown menu currently showing 'NAMESCAPE'. Below the input fields is a checkbox labeled 'Remember Logon' and a 'Logon' button. Arrows point from labels on the right to each of these elements: 'Customizable Logon Header (logon.htm)' points to the header, 'User Name Box' points to the User Name field, 'Password Box' points to the Password field, 'Domain Selector' points to the Domain dropdown, 'Use Cookie to Remember Logon' points to the Remember Logon checkbox, and 'Logon Button' points to the Logon button.

When you first access the rDirectory web site, you will see the Logon screen above.



**Note:** If you select Windows Integrated Authentication in the Site Manager, then end-users will be automatically logged-on using their Windows credentials and they will not see this screen.

### To Logon:

Enter your logon name and password as you would when you normally logon to Windows



**Note:** In the User Name Box, you may logon with a username, a domain/username, or a User Principal Name (UPN).

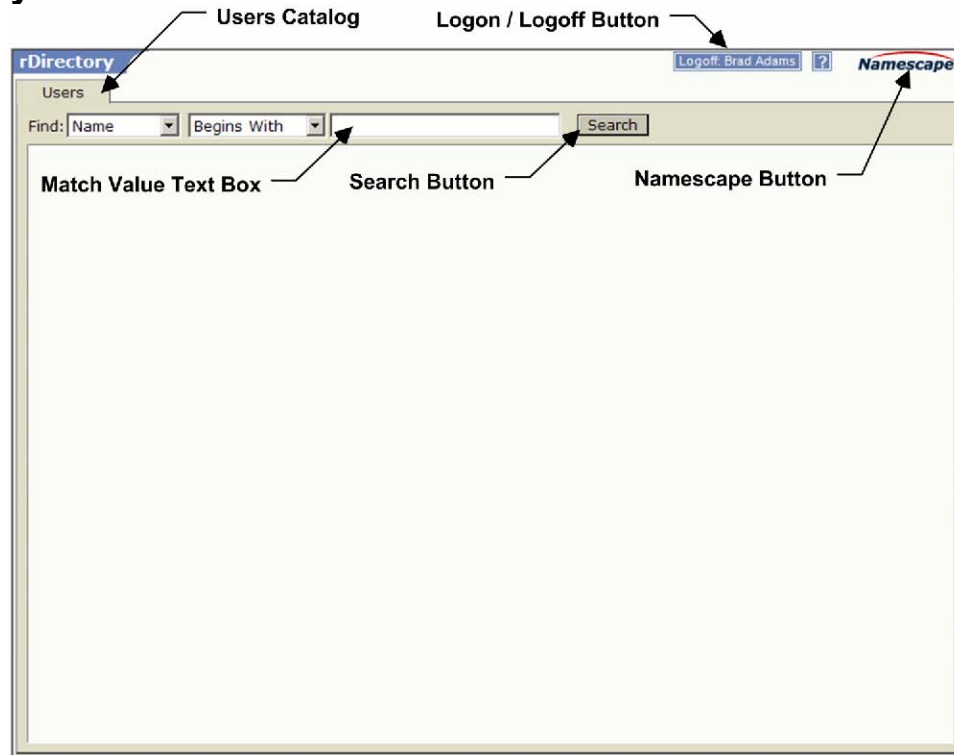


**Note:** Checking the Remember Logon checkbox will create a cookie to save your logon name and password in an encrypted form for subsequent access.

## Getting Familiar

Before diving into the details, take a minute to become familiar with the screens and controls of the rDirectory Community Edition website.

### Website layout



After you login, you will see the above screen.

#### Namescape Button

The Namescape Button takes the end-user to a page on the Namescape web-site containing news and information about rDirectory.



**Upgrade:** The Namescape Button is only present in the Community Edition. Upgrading to either commercial edition will remove this button.

#### Logon / Logoff Button

The Logon / Logoff Button shows who is currently logged on, and when pressed, logs them off and returns to the Logon screen.



**Note:** The Logon / Logoff Button serves different roles depending on the Authentication Mode selected in the Site Manager Wizard, and will not appear at all if Anonymous Authentication is selected. The functionality described above is for the Forms Authentication mode.

#### Users Catalog

The Community Edition contains one preconfigured Catalog called Users.



**Upgrade:** With the Enterprise Edition of rDirectory, you can create any number of Catalogs for various kinds of people and resources.

## Catalog layout

To see the Catalog Layout screen below, perform the following steps:

- ➔ Accept **Name** as the Search Attribute and **Begins With** as the Match Method
- ➔ In the Match Value textbox, enter a character or word that will match users in your directory. The character 'a' is used in the screen below.
- ➔ Press **Enter** or click the **Search** button

The screenshot shows the rDirectory interface with the following components labeled:

- Search Controls:** Includes the 'Find:' dropdown set to 'Name', the 'Begins With' dropdown, the 'Match Value' text box containing 'a', and the 'Search' button.
- Results Grid:** A table listing search results for users where the name begins with 'a'. The table has columns: Name, E-mail, Phone, and Description. The results include users like Abbott, Robyn; Adams, Brad (highlighted); and others.
- Detail Page:** Shows the details for the selected user, Brad Adams. It includes tabs for General, Organization, Phones/Notes, and Member Of. The General tab is active, showing fields like Title (Domestic Services Supervisor), Description (Paralegal), Office (Phoenix Headquarters), Business Phone, E-mail (Brad@Adams.com), and Address.
- Edit Button:** A button labeled 'Edit' is shown next to the user's name in the results grid, with a note indicating it opens the Edit Page.

**Note:** The actual screens you see will reflect the data in your directory, and will not exactly match the screens shown above.

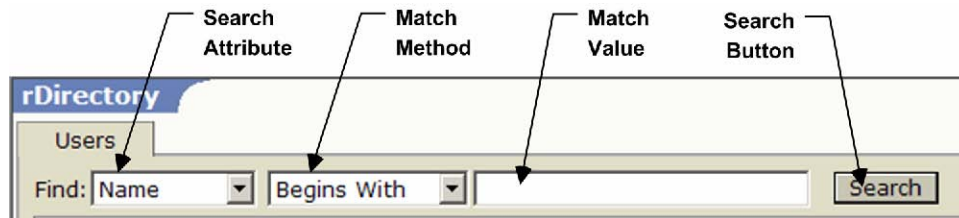
**Note:** The Community Edition is preconfigured to filter out users whose First Name and Last Name values are empty, such as Administrator accounts. If you do not see users that you expect, this is the likely reason.

**Note:** The Edit button will only appear when the operator is viewing his or her own account.

Each Catalog (there is only one in the Community Edition) consists of the four sections highlighted above:

- Search Controls
- Results Grid
- Detail Page
- Edit Page (opened by the Edit Button)

## Search Controls



The Community Edition supports single-criteria searching by either Name, Description, Department, State, or Country. Different attributes may have different search capabilities:

- Searching by Name uses ANR searching (described below).
- Name, Description, Department, and State each support all four Match Methods: (Begins With, Contains, Equals, Not Equals)
- The Country attribute uses a PickList to restrict searching to pre-set values, and only supports two Match Methods (Equals and Not Equals)

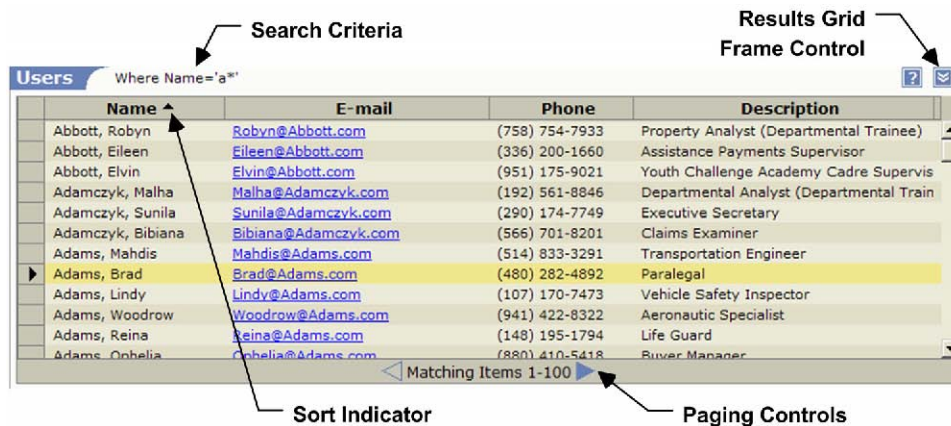


**Note:** The Department attribute will not be available to search on if it is not in your Global Catalog. To make Department searchable, promote it to be in the Global Catalog using the Schema Management Snapin from Microsoft, then re-run the Site Manager to refresh the rDirectory schema.



**Upgrade:** With either commercial edition of rDirectory, you can make virtually any attribute in the Global Catalog searchable, use PickLists on most attributes, and use Advanced Multi-Criteria searches. See Chapter Two for additional search features available with the commercial editions.

## Results Grid



When a search is executed, the Results Grid is filled with users that match the search criteria. The Results Grid will page the results if there are more than 100. Contents of the Results Grid may be sorted, and scrolled. The Detail Page for the first user in the Results Grid is opened automatically, and selecting the row of another user in the Results Grid will open the Detail Page for that user.



**Upgrade:** With the Enterprise Edition of rDirectory, you can also send email to all users in the Results Grid, export the contents of the Result Grid to Excel, and define what attributes you want listed in the Results Grid.

## Search Criteria

The Search Criteria indicates the criteria used to fill the Results grid.

## Results Grid Frame Control

The Results Grid Frame Control will toggle the Results Grid between a split screen and full screen mode. In a split screen mode, the Detail Page will display below the Results Grid. In a full screen mode, the Detail Page will display in a new window.

 **Note:** The split screen mode is not available to users whose screen resolution is 800x600.

## Sort Indicator

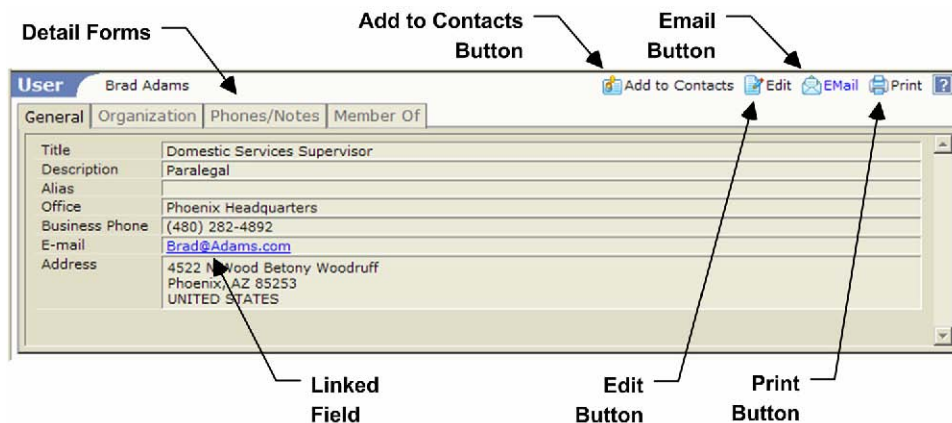
The Sort Indicator shows how the Result Grid is currently sorted. Click on a column header to change the Result Grid sorting. The initial sort order is determined by the search attribute.

 **Upgrade:** With either commercial edition of rDirectory, you can specify the initial sort order of the Result Grid independent of which attributes the end-user searched on.

## Paging Controls

The Results Grid only displays one page of results at a time, with 100 users per page. If more than one page of results is available, paging controls are presented as shown in the screen above, allowing you to click the forward and backward arrows to view other result pages. If less than one page of results are found, you will see the exact number of users matched.

## **Detail Page**



The Detail Page contains three or four Detail Forms, and two to four tool bar buttons.

 **Note:** The Member Of form will only appear if the selected user is a member of a group.

## Detail Forms

The Detail Page contains Detail Forms that show information and relationships about the currently selected user.

 **Upgrade:** With the Standard Edition of rDirectory, you control the attributes and Forms that appear on the Detail page, and have an additional Form Type called a Linked Form. Linked Forms can show information about linked objects such as a Manager, or Group Owner.

 **Upgrade:** With the Enterprise Edition of rDirectory, you get an additional Detail Form Type called a Web Form, and can place Roles on Detail Forms and Detail Attributes to make them dynamic. Web Forms open a web page by forming a URL from directory data. A simple example is a user's home-page (which might be their SharePoint MySite), but Web Forms can also pass attributes such as Employee ID to a custom web page that links in data from another source.

## Linked Fields

Attributes displayed on a Detail Form may be presented as hyper-links using the directory data. Linked fields can navigate to related directory objects, or can launch Outlook to send mail to the current user.

 **Upgrade:** With the commercial Editions of rDirectory, the linking protocol is extensible to open any application supported in your browser. With the Enterprise Edition, a Labeled URL format also allows user-friendly labels to be displayed for web links rather than an often-obscure URL addresses.

## Add to Contacts Button

The Add to Contacts Button exports contact information as a vCard that user's can add to their Outlook Contacts.

## Edit Button

The Edit button, when available, opens the Edit Page and allows editing of the selected user.

 **Note:** The Edit button in the Community Edition uses a SELF Role and Operator Permissions. It will only appear when the operator is viewing his or her own account, and only if they have permissions to edit their own GAL information (If the Edit button does not appear for some users, see the 'Troubleshooting Common Errors' Appendix in the Installation and Setup Guide).

## Email Button

The Email button appears if the selected user has an email address, and when clicked, launches an email client (e.g., Outlook) to send email to the current user.

## Print Button

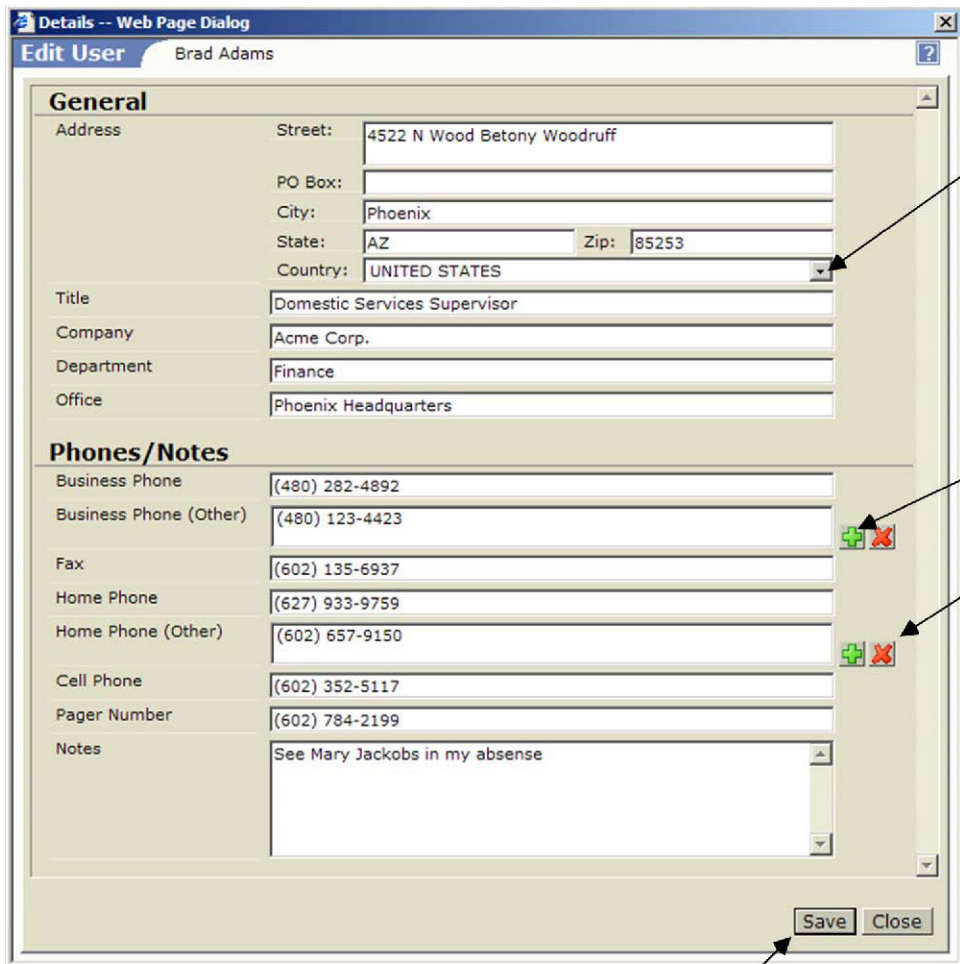
The Print button opens a printer-friendly version of the Detail Page and allows printing of details.

## Edit Page

The Edit Page allows end-users to self-service the standard Global Address List (GAL) attributes shown below. No Proxy Account is used, so the end-users native Active Directory permissions determine what they can edit.

 **Note:** The Edit button in the Community Edition uses a SELF Role and Operator Permissions. It will only appear when the operator is viewing his or her own account, and only if they have permissions to edit their own GAL information (If the Edit button does not appear for some users, see the 'Troubleshooting Common Errors' Appendix in the Installation and Setup Guide).

 **Note:** By default, end-users do not have native permissions to edit their Title, Company and Department attributes. However, these are available on the Community Edit Page and will appear only if the end-user has been given permissions to modify these. See the section on Editing in Chapter Two for more details.



**Details -- Web Page Dialog**  
**Edit User** Brad Adams

**General**

Address

Street: 4522 N Wood Betony Woodruff

PO Box:

City: Phoenix

State: AZ Zip: 85253

Country: UNITED STATES

Title: Domestic Services Supervisor

Company: Acme Corp.

Department: Finance

Office: Phoenix Headquarters

**Phones/Notes**

Business Phone: (480) 282-4892

Business Phone (Other): (480) 123-4423

Fax: (602) 135-6937

Home Phone: (627) 933-9759

Home Phone (Other): (602) 657-9150

Cell Phone: (602) 352-5117

Pager Number: (602) 784-2199

Notes: See Mary Jackobs in my absense

Country Picklist

Add Item Button

Delete Item Button

Save Button

Save Close

# Using rDirectory Community Edition

## Catalog Operations

This chapter introduces you to the basic operations of Searching, Exporting, Linking and Editing available to users of the rDirectory Community Edition.

 **Note:** The examples below are dependent on the data in your Active Directory.

### Searching

#### Searching by Name

Searching by Name uses a special search facility called Ambiguous Name Resolution (ANR) that searches for a match in any of the following attributes:

- First-Name, Last-Name, Common-Name, Email Address, and Sam-Account-Name

 **Note:** Normally, the ANR facility built into Active Directory searches more attributes than just these five, but rDirectory has a facility to exclude certain attributes from being included in ANR searches. You can exclude attributes from the ANR search process by editing the SchemaRules.config XML file found in the /Framework/Config/Store/System directory and adding an entry such as: `<ExcludeANRAttribute LdapName="comment" />`

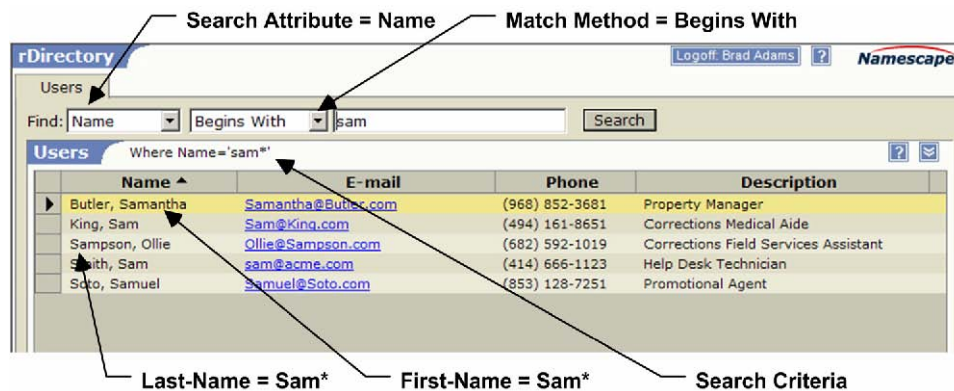
For example, an ANR search for a name that Begins With 'sam' will return someone with a first name of 'Samantha' and someone with a last name of 'Sampson'.

 **Note:** This example assumes your directory contains specific First Name and Last Name values that both start with the same set of characters. To make this example easier, you may try using single characters such as 'a' or 'b' as Match Values in the example below.

To see an example of searching by Name, perform the following steps:

- ➔ Accept **Name** as the Search Attribute and **Begins With** as the Match Method
- ➔ Enter **'Sam'** as the Match Value (or another value that will match your users)
- ➔ Press **Enter** or click **Search**

You will see a screen similar to this:



Note the following:

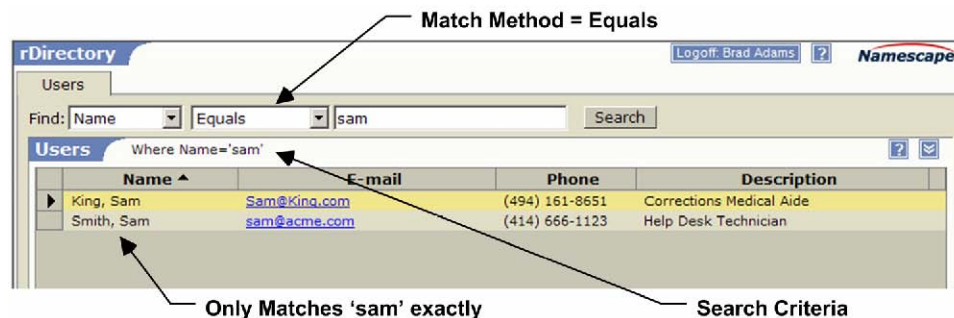
- Searching is not case sensitive.
- When the Match Criteria is 'Begins With', the resulting Search Criteria contains a trailing wildcard (e.g., 'sam\*') to match only the beginning of the Name.

**Upgrade:** With the full version of rDirectory, you can allow end-users to enter full or partial wildcard patterns, and to search by the first and last name values separately.

To see the effect that Match Method has on searching by Name, perform the following steps:

- ➔ Change the Match Method to **Equals**
- ➔ Enter '**Sam**' as the Match Value (or another value that will match your users)
- ➔ Press **Enter** or click **Search**

You will see a screen similar to this:



Note the following:

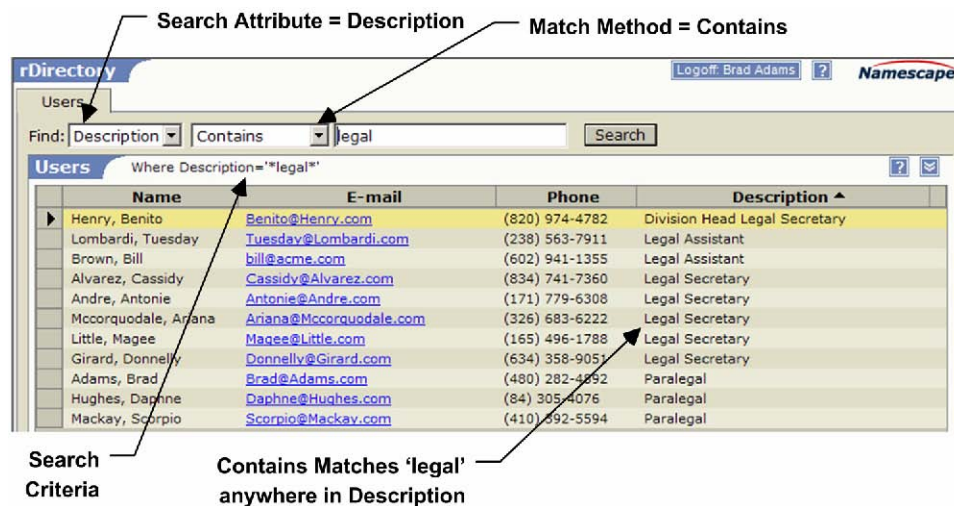
- When the Match Criteria is 'Equals', the resulting Search Criteria contains no wildcards (e.g., 'sam') so only exact matches are found.

## Searching by Description

To see an example of searching by Description with another Match Method, perform the following steps:

- ➔ Change the Search Attribute to **Description**
- ➔ Change the Match Method to **Contains**
- ➔ Enter **'legal'** as the Match Value (or another value that will match your descriptions)
- ➔ Press **Enter** or click **Search**

You will see a screen similar to this:



Note the following:

- When the Match Criteria is 'Contains', the resulting Search Criteria contains both a leading and trailing wildcard (e.g., '\*legal\*') and matches the phrase when it appears anywhere in the Search Attribute.

## Searching by Department

The Department attribute will be available for searching, and be included in the search results, if it is in your Global Catalog. By default, the Department attribute is in the Global Catalog so you will not see Department as a search option unless your schema has been modified to replicate the Department attribute to the Global Catalog.

To make the Department attribute searchable, perform the following steps:

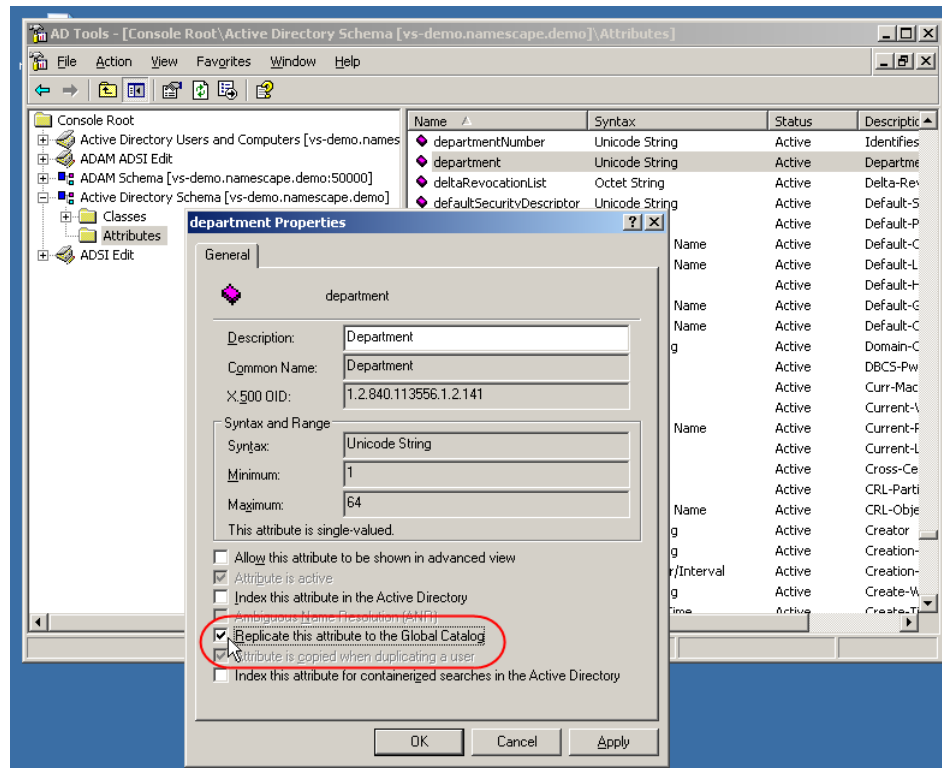
- ➔ Use the Active Directory Schema MMC Snap-in to check 'Replicate this attribute to the Global Catalog' for the Department attribute as shown below:



**Note:** This is a reversible schema change.



**Note:** You will need Schema Admin permissions to perform this step.



- ➔ After the schema has been modified, re-run the Site Manager to completion (this will re-read the schema). After this, the Department attribute should be available for searching. If it is not, re-check that the 'Replication this attribute to the Global Catalog' is still checked, wait a bit for any replication to occur, and re-run Site Manager again to re-read the schema.

## Searching by Country

To see an example of using a PickList to search, perform the following steps:

- ➔ Change the Search Attribute to **Country**
- ➔ Accept the Match Method of **Equals**
- ➔ Select '**United States**' from the PickList of countries
- ➔ Press **Enter** or click **Search**

If any users have their Country field set, you will see a screen similar to this:



Note the following:

- If no users have a Country value, you can also try changing the Match Value to 'Not

Equals'. This will locate all users who have any other country than United States, or any user that has no Country value filled in.

**Upgrade:** With the full version of rDirectory, you can define custom PickLists and attach them to search and edit fields. For example, you can create a custom list of Departments, Skills, Cities, or Offices that are used for both Editing and Searching. Custom PickLists are a simple but powerful way to assure consistent data on editing, and provide simple accurate searches that are custom to your culture.

## Exporting

### Exporting Contact Information to Outlook

End-users may export the details of a selected user into their Outlook Contacts.

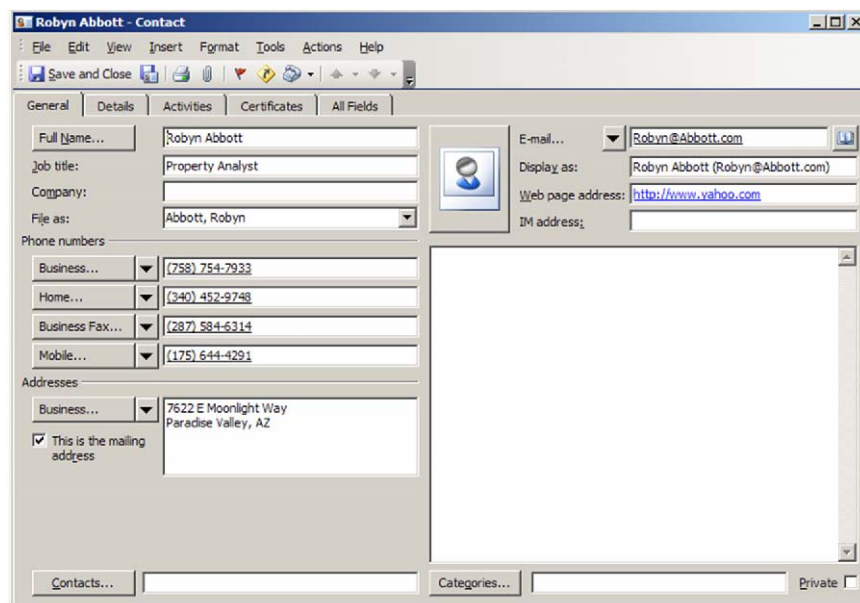
To export user details to Outlook, perform the following steps:

- ➔ Select a user in the Results Grid to display their Detail Page
- ➔ Click the **Add to Contacts** button  on header of the Detail Page



You may be prompted to 'Open' or 'Save' the resulting vCard. Select Open.

When the vCard is opened, Outlook will launch allowing the user to save users information in their Contacts.



**Upgrade:** With the full version of rDirectory, you can disable the Add To Contacts feature, or limit

access to it with Roles.

## Linking

In addition to Finding, Editing, and Exporting information with rDirectory, end-users may also navigate links to access details of related users and groups.

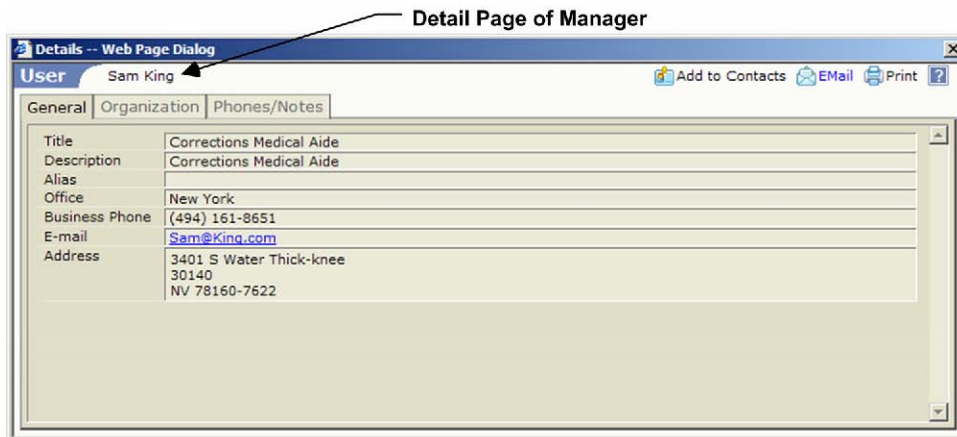
### Navigating User Relationships

To see an example of Linking to a related user, perform the following steps:

- ➔ Locate a user known to have a **Manager** assigned, and open their Detail Page
- ➔ On the Detail Page, click the **Organization** tab
- ➔ Click the **Manager Link** as shown below (you must view the details of a user that has a Manager for this link to be available)



When you click on the Manager Link, you will see a screen similar to the one below:



Note the Following:

- A Manager Link opens a new Detail Page for that user.
- If the Manager has a Manager, or other subordinates, you can continue to navigate these relationships as well.

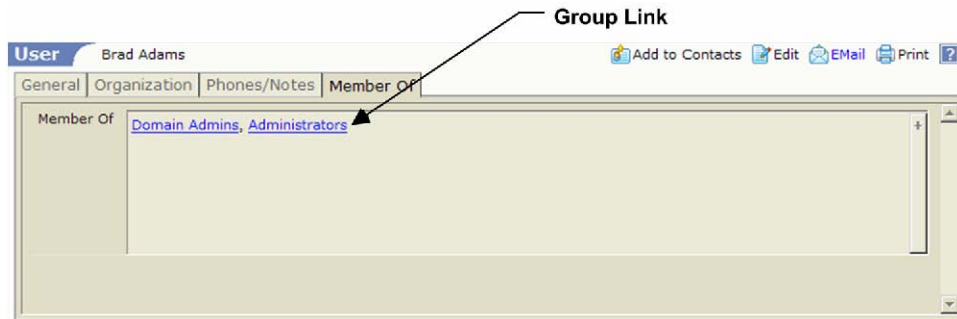
To prepare for the next example:

- ➔ Close any new Detail Pages you have opened.

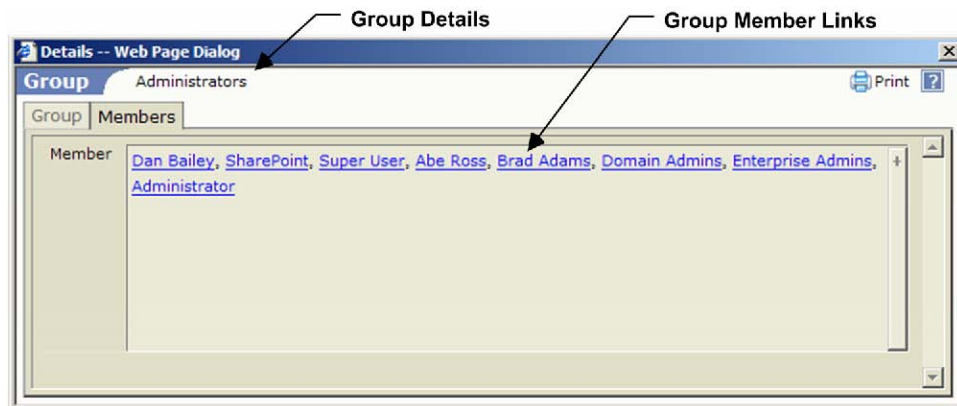
## Navigating Group Relationships

To see Linking to group objects in action, perform the following steps:

- ➔ Close the Managers Detail Page
- ➔ Locate a user that is a member of at least one group, and open their Detail Page
- ➔ On the Detail Page, click the **Member Of** tab
- ➔ Click the **Member Of** link as shown below (you will need to be viewing an user that is the member of a group for Member Of form to be displayed)



- ➔ Click on a **Group Link**. This will open a new Detail Page for that Group.
- ➔ Click on the **Members** tab to see other members of that Group, as shown below.



Note the Following:

- A Group Detail Page is opened rather than a User Detail Page. The Group Detail Page has different tabs, or forms, of information that are appropriate to groups.
- You can continue to explore and navigate relationships of these groups and their members.

To prepare for the next example:

- ➔ Close any new Detail Pages you have opened.

**Upgrade:** With the full version of rDirectory, object links can be any type of object. For example, a Building object may contain links to Room objects in that building.

## Editing

### Editing Global Address List Information

The Community Edition provides a limited self-service capability that allows end-users to update their own Global Address List (GAL) information using their own native Active Directory permissions.

To see an example of editing, perform the following steps:

- ➔ Open the Detail Page for the account you are logged on as to see the screen below:  
(The Edit capability is only available when the operators is viewing their own account)



- ➔ Click on the Edit Button to open the Edit Page shown below



**Note:** By default, end-users do not have native permissions to edit their Title, Company and Department attributes. However, these are available on the Community Edit Page and will appear only if the end-user has been given permissions to modify these. (To verify this, logon as a user who has full administrative rights over their own account). You can modify the DACL's to grant users permissions over these attributes; however this procedure is beyond the scope of this documentation.



**Upgrade:** With the full version of rDirectory, you can use a Proxy Account and Roles to easily delegate edit permissions without the need to modify DACL's. Roles can also be applied at the attribute level; for instance to allow the HR director and no one else to change the Manager or upload a Photo.

**Details -- Web Page Dialog**

**Edit User** Brad Adams

**General**

Address

Street: 4522 N Wood Betony Woodruff

PO Box:

City: Phoenix

State: AZ Zip: 85253

Country: UNITED STATES

Title: Domestic Services Supervisor

Company: Acme Corp.

Department: Finance

Office: Phoenix Headquarters

**Phones/Notes**

Business Phone: (480) 282-4892

Business Phone (Other): (480) 123-4423

Fax: (602) 135-6937

Home Phone: (627) 933-9759

Home Phone (Other): (602) 657-9150

Cell Phone: (602) 352-5117

Pager Number: (602) 784-2199

Notes: See Mary Jackobs in my absense

Save Close

Country Picklist

Add Item Button

Delete Item Button

Save Button

➔ Change any value and click the **Save** button to write the changes to the directory.

Note the Following:

- When you click Save, the Detail Page is refreshed with the new information.
- There are no Validators in the Community Edition to require any particular format for the information entered, and the only PickList available is for Countries.

**Upgrade:** With the full version of rDirectory, you can create custom Validators and PickLists to assure consistent data is entered. You can edit virtually any kind of attribute, for example Distinguished Names (e.g.; Manager, Group Members), Photos, and URL's. You can even require user to fill in their password reset Q&A profile using the same Edit Page.

### Disabling Editing

If you do not want anybody to be able to self-service his or her information, you can disable editing in the Community Edition as follows:

- ➔ Locate the Defaults.config file in the /Framework/Config/Store/System directory under which rDirectory is installed.
- ➔ Using an editor such as Notepad, find the line that reads:
 

```
<Setting Name="DisableCommunityEdit" Value="False" />
```
- ➔ Change False to True, and save the file.

## ***Registering the Community Edition***

To register the Community Edition and receive your free, non-expiring Community Edition Key, visit [www.namescape.com](http://www.namescape.com) and fill out the Community Registration form. You will need to provide your name, a valid organizational email address, and your phone number.

## ***Unlocking the full rDirectory features***

Simply by adding a commercial edition evaluation or license key to your already installed Community Edition, you can unlock additional features of rDirectory. There is no need to install any additional software, and the evaluation version is fully documented in a step-by-step fashion so you can begin creating custom Active Directory solutions in no time.

## ***Summary***

This guide has introduced you to the features and capabilities of the Community Edition of rDirectory. The Community Edition provides a free, professional web-based Employee Directory with the ability for end-users to self-service their Global Address List (GAL) information, find information about their organization, and explore the Manager and Group relations that exist in Active Directory.

However, the real power of rDirectory is its ability to be easily and completely customized for to your organization's unique needs, so that it becomes your organizations custom directory, for your people and your resources.

If the Community Edition meets your needs today, please feel free to use it free of charge. Then, as your needs and directory initiatives progress, please keep Namescape in mind when you are ready to explore more advanced ways to leverage Active Directory.

Randy Bradley

President, Namescape Corp.

For more information, please visit us at:

[www.namescape.com](http://www.namescape.com)

or call us at

1-480-922-9909 8am-5pm M-F MST (-7 GMT)