

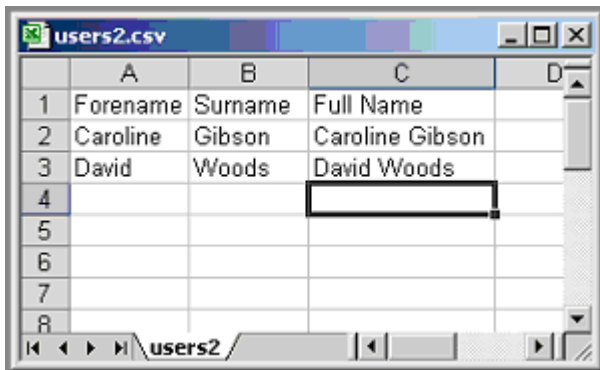
Introducing User Creation Wizard

Welcome to User Creation Wizard. This software is designed to allow you to create a batch of users in one operation, with just a simple CSV (Comma Separated Values) file, which you can save from a program such as Microsoft Excel.

Getting Started

The first step to creating a batch of users is to create the CSV file which contains their names. The basic details required for a CSV file are the forename, surname and full name of each user you want to create. There are additional fields you can specify too, which we will look at later.

To create your CSV file, start a program such as Microsoft Excel and decide which column should represent which piece of data. In the example below, we are using column A for the forename, B for the surname and C for the full name.



	A	B	C	D
1	Forename	Surname	Full Name	
2	Caroline	Gibson	Caroline Gibson	
3	David	Woods	David Woods	
4				
5				
6				
7				
8				

1.1 – A CSV file showing two users which User Creation Wizard can create

In figure 1.1, you can see Excel with 3 rows; 1 – the header row – contains optional column headings which User Creation Wizard can use to detect which column corresponds to which piece of data. Underneath this, rows 2 and 3, are the actual data which could be used to create two users.

Note: You do not need to specify a header row, as you can map columns to data types in User Creation Wizard itself.

Below is a complete list of column headers you can specify. You must include spaces as shown, but they are not case sensitive.

- Forename
- Surname
- Full Name
- Username
- Password
- Group
- Logon Script
- Profile Path

You are not limited to just these columns, either. You can specify any name for a column, and if

User Creation Wizard doesn't recognize it, it will give it a title of "User Defined #1" through to "User Defined #5".

Tip: User Defined Fields

The user defined fields are all assigned their own variables with you can use in home directory paths, logon scripts and profile paths. See the later chapter on Variables for more information.

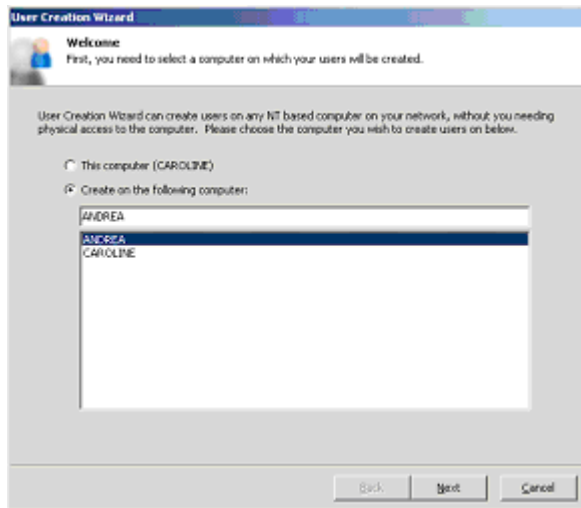
If you are using Excel, you can obviously use formulas to generate the full name from the forename and surname, but make sure you are happy with your file before saving as a CSV file or your formulas will be lost.

2. Creating a Batch of Users

User Creation Wizard allows you to create a batch of users on any NT-based computer on your network. This means Windows NT4 workstation or server, Windows 2000 (All Editions), Windows XP Home or Professional, and Windows .NET Server (All Editions)

2.1 Selecting a Computer

To select a computer, you first need to load User Creation Wizard. The first page of the wizard allows you to enter a computer on which to create a batch of users. You can either enter a NetBIOS style name manually, or you can choose a specific computer.



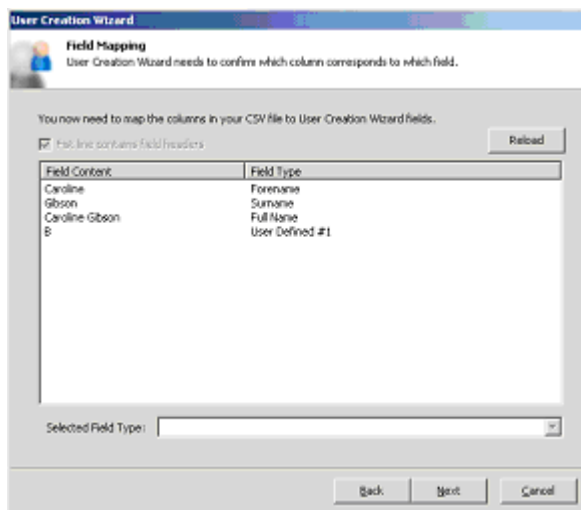
2.1 The Computer Selection page.

The top radio button labeled "This computer," allows you to create users on the computer you are physically working at. The radio button below it, marked "Create on the following computer:" allows you to choose another computer. Upon selecting this option, you will be asked if you want to enumerate all the computers on your network so you can choose one, rather than typing the name of one.

2.2 Mapping user fields to CSV fields

When you click on next, you will be asked for the filename of a prepared CSV file. You can use the “Browse” button to choose one using a Windows file browser, and once chosen, you can edit the file by clicking the Edit button. This will load whatever application is registered to handle CSV files – not necessarily the program you created the file in.

Clicking on Next will start the CSV auto-detect system, whereby User Creation Wizard will attempt to figure out what column in your CSV file should be used for each piece of user information, such as username, password, etc.



2.2 Defining data fields in your CSV file

If you defined a “header row” in your CSV file (as per the example in Chapter 1), then User Creation Wizard will use this to determine what each column’s data is for. The checkbox marked “First line contains field headers” will be checked and disabled under these circumstances.

Warning: First Line Contains Field Headers

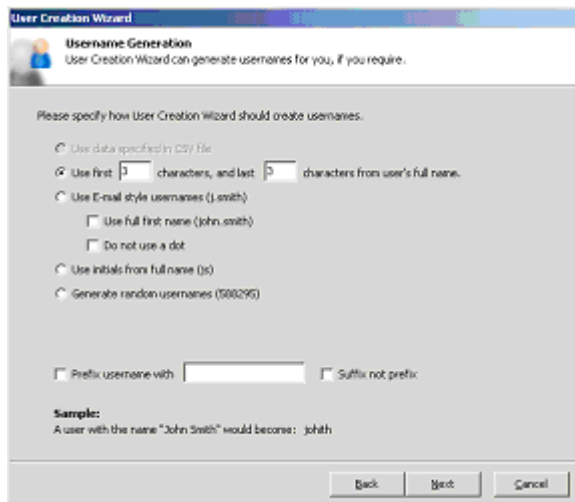
This checkbox tells User Creation Wizard to ignore the first line of a CSV file if it contains field headers for each column of your CSV file. If your CSV file does use field headers, but User Creation Wizard does not automatically recognize them, then you must check this box manually, or User Creation Wizard will assume the first row of your CSV file specified user data, and will create a user account using the data.

The first line of your CSV file will be shown in the main list box on this page. You can select each piece of data, and define what it should be used for during the user creation process by using the drop-down menu at the bottom of this page.

If you find your data is out of date, then you should try clicking “Reload.” This is especially relevant if you click on back and choose another CSV file.

2.3 Username Generation

User Creation Wizard can generate unique usernames for you, based on rules you specify, or can use username data supplied in your CSV file data source.



2.3 The username generation page

There are several rules you can use to generate usernames, all based on a user's real names. Each one is discussed below.

Use Data Specified in CSV File

If your CSV file has a defined username column, then this option will use the username data from the CSV file rather than generating a username. If no username column is defined then this option will not be available.

Use first X characters, last X characters from full name

This option takes the user's full name, and uses a certain amount of characters from the start and end of it to generate the username. You can set how many characters are taken from either side of the name, and the default number is 3.

Use Email Style Usernames

This options takes the first initial of a person's forename, and the entire surname, and joins them together with a "dot". The name "John Smith," would become "j.smith".

There are some modifiers for this option that allow you to use the entire first name rather than just the first initial, and remove the use of a "dot" character, giving "johnsmith" and "jsmith" as usernames, respectively.

Use Initials From Full Name

This option simply uses the first character from the forename and surname as the username.

Generate Random Usernames

Generates a random numeric username for each user.

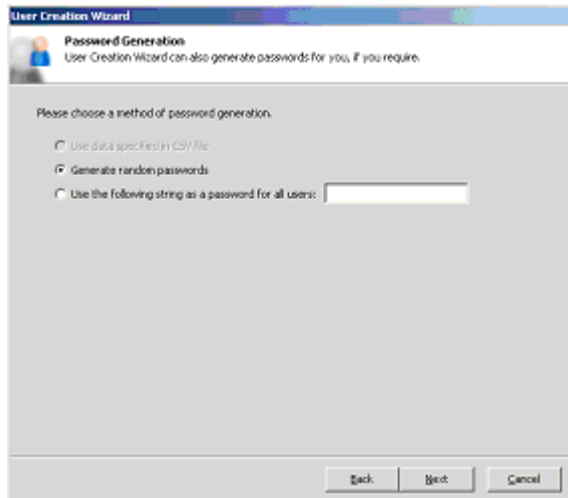
Appending and prefixing strings to usernames

User Creation Wizard also allows you to add static strings of text to either the beginning or end of the username. For example, if you were creating user accounts for all users in a marketing department in a company, you could append "mkt" to each username, for example, so you know which department a person is in just by looking at their username.

To do this, simply check the box marked "Prefix username with," and enter a string in the box provided. To add the string to the end of a username instead of the beginning, simply check "Suffix not prefix."

2.4 Password Generation

In addition to being able to generate usernames for your users, User Creation Wizard can generate passwords too. There are not based on any information about the user, and are entirely pseudo-random. You can also take passwords from your CSV file in the same way you take usernames from it, or you can set every user's password to a specific static string.



2.4 The password generation page

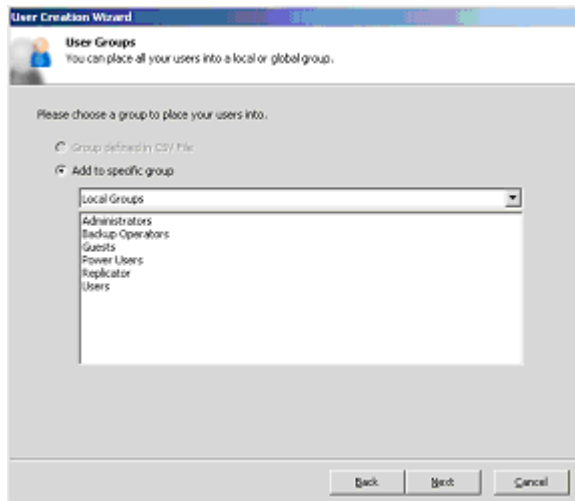
The password generation page, shown in figure 2.4, has 3 options. The first allows you to specify and use a password in your CSV file. If you have not defined a password field in your CSV file then this option will not be available.

The second option – “Generate random passwords” – generates a random numeric password for each user. The final option allows you to specify a static string for each user's password. We recommend specifying passwords in your CSV file.

2.5 Group Assignment

It is possible for User Creation Wizard to assign your created users to a security group on your network, or the local computer. You can assign user's to a specific local group, a specific global group (usually on a server), or you can specify a group for each user in your CSV file.

This final option offers the greatest flexibility, as you can assign each user to a completely different group.



2.5 The Group Assignment Window

The first option on this page is labeled "Group defined in CSV file." You can use this if you have specified a group in your CSV file, otherwise the option will be unavailable. The second option allows you to assign all the created users to a specific local or global group.

This page displays local and global groups on the computer you have selected to create your users on. If you chose a domain controller to create users on, then you will probably have several local group and several global groups available for placing users in. If you chose a workstation, you will probably only have local groups.

To choose between the two, simply select either "Local Group" or "Global Groups" from the drop down menu.

If you specify a group in your CSV file, then you may specify either a local or a global group and User Creation Wizard will attempt to detect which type of group it is.

2.6 Duplicate Avoidance

User Creation Wizard offers a method of duplicate avoidance for usernames based on “rules,” much like message filtering rules in a mail client. With these rules, you can choose up to 3 actions to perform if a username already exists. The majority of these actions will always fix the problem on the first attempt, while some of these actions will not.

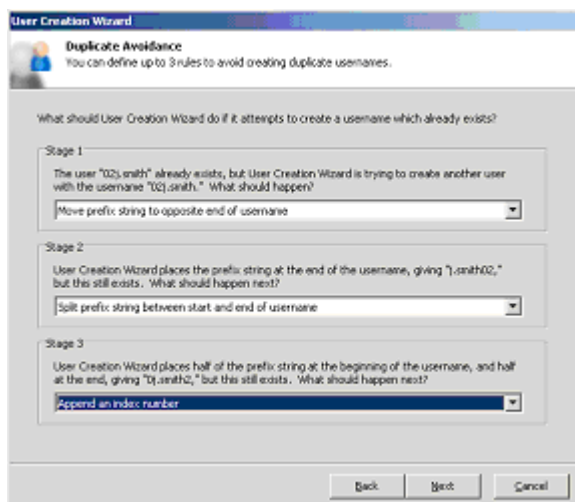
Consider this example:

1. User Creation Wizard creates a user account called “j.smith”
2. User Creation Wizard attempts to create another user account called “j.smith”, but realizes this already exists.
3. The duplicate avoidance rules are checked, and User Creation Wizard appends an index number “1” to the username, resulting in the username “j.smith1”.

This example used a duplicate avoidance rule which appends an index number to a username if it already exists. If “j.smith1” already existed in the above example, then User Creation Wizard would continue incrementing the index number until it found a username which wasn’t already in use, or until it ran out of integer values to try.

This is an example of one rule which will always succeed in generating a unique username. Others include:

- Skip creation of the user altogether
- Append a random number to a username
- Delete the original user
- Regenerate the username (only applicable if you are using randomly generated usernames)



2.6 The duplicate avoidance rules page.

You can define up to 3 rules which will be processed in the event of a username already existing. As mentioned, most of these rules will always succeed in fixing the duplicate problem, but others will not. The use of such rules should only take up the first two rule slots, and the final one should be

taken with a rule that will succeed in fixing the duplicate username.

The rules which will not necessarily always fix duplicates are:

- Move prefix string to opposite end of username
- Split prefix string between start and end of username

Consider this example: A system already has a user named "98carson." User Creation Wizard is told to create another user named 98carson (the "98" part is a static prefix string), but finds this already exists. The three duplicate rules in use are as follows:

1. Move prefix string to opposite end of username
2. Split prefix string between start and end of username
3. Append an index number

So, User Creation Wizard takes the "98" prefix, and moves it to the opposite end of the username, resulting in the username "carson98". The problem is fixed, and user carson98 is created. However, later in the batch job, User Creation Wizard comes across another user whose username will be 98carson. User Creation Wizard moves the prefix string to the end of the username, resulting in carson98, but finds this username also exists, so moves to the second rule, and splits the prefix string in two, and places one half at the start and one half at the end of the username, resulting in 9carson8.

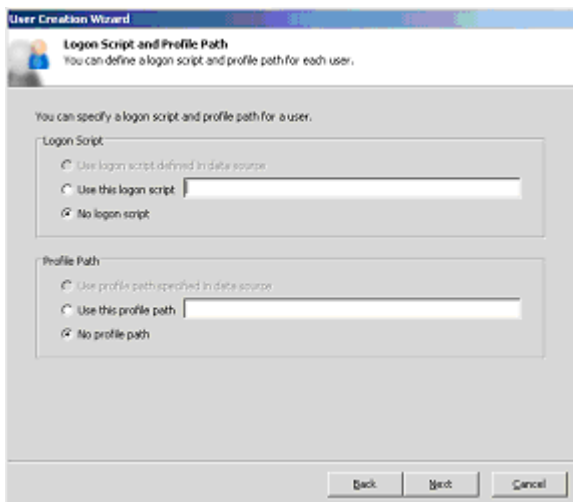
If User Creation Wizard then came across another 98carson, it would try carson98, 9carson8, and then apply the last rule, which is guaranteed to fix the problem, and result in a username 98carson1.

Remember that, when setting rules, if you choose a rule which is guaranteed to fix a duplicate, then subsequent rule slots will not be available, and you will be able to set no further rules.

2.7 Logon Scripts and Profile Paths

With User Creation Wizard, you can assign a logon script and profile path to each of the created users using one of two methods. You can, as with most other options, obtain the logon script and profile path from the CSV file you are using with User Creation Wizard, or you can specify your own.

Specifying your own logon script and profile path allows you to use User Creation Wizard variables. Variables are explained in the following chapter, but here is a basic overview. If you were to enter `\\servername\%username%` into the profile path box, and then create a batch of users, each user would have their profile path set to a share on `\\servername` named after their username. For example, 98carson's profile path would be `\\servername\98carson`.



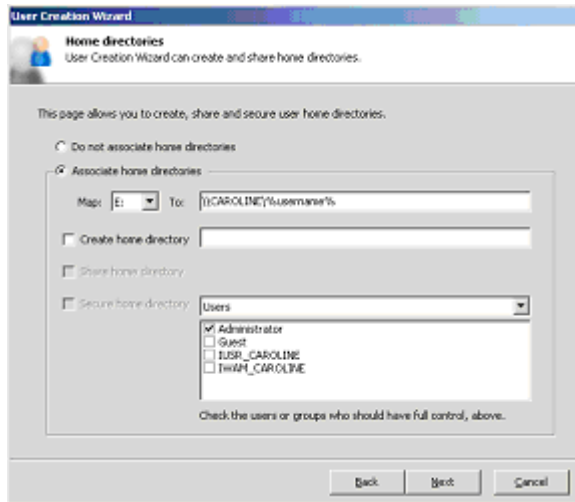
2.7 Logon Script and Profile Path page.

Figure 2.7 shows the page where you can set up logon scripts and profile paths. Both of these options have 3 settings – you can either obtain the information from a CSV file (if the data is contained in the CSV file, if not the option will be unavailable). You can specify your own, or you can choose not to have logon script or profile path.

As mentioned previously, you can specify variables in the relevant text boxes if you are specifying your own logon script and profile path. See the next chapter for more information on variables.

2.8 Home Directories

One of the most powerful things you can do in User Creation Wizard is to do with home directories. User Creation Wizard can create, share and secure home directories for each of your users.



2.8 The home directory page

The first thing to do when setting up a home directory for a group of users is to select the option marked "Associate Home Directories", and then choose a drive to map to the home directory, and a UNC path to the home directory, much like the user management tools in Windows NT/2000/XP/.NET allow you to. This information is simply placed in the user account, and is not directly related to creating the home directories.

Warning: Home Directory Paths

When entering a home directory path, it is important that you make use of the %username% variable, unless you want to set each user's home directory to the same place. The home directory must be \\servername\\%username% if you want to be able to share and secure the home directory automatically. The home directory can be automatically created regardless of whether the home directory is set according to the above rule.

Creating home directories automatically

To enable the automatic creation of home directories, check the box marked "Create home directory." You must then enter a path to where the home directory should be created. This should be in the following format:

```
\\ServerName\d$\Home\%username%
```

You should not enter a normal share such as \\ServerName\HomeDirectories if you want to automatically share and secure home directory. Doing this requires that you use a default administrative share (ie, c\$).

The only exception to this is if you are creating users on the computer you are physically working at, and the home directories are also going on the same computer, and then you can use paths such as

C:\HomeDirectories\%username%. You should always include %username% at the end of this string.

Sharing home directories

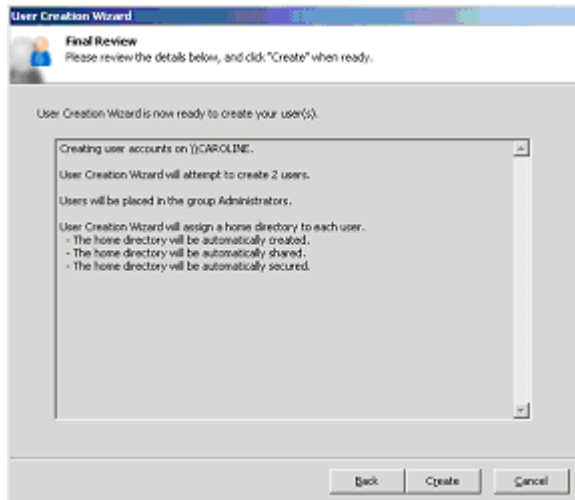
User Creation Wizard can automatically share home directories, if you check the option marked "Share home directories." It can only share them using the current user's username as the share name, which is why the last directory in your previously specified home directory share should always be %username% - eg, \\Servername\%username%.

Securing Home Directories

As well as sharing home directories, User Creation Wizard is able to assign basic permissions to shared home directories. By default, the user who the home directory is created for always has full control, but you can also specify any other users or groups which should also have full control. Make sure you check the box marked "Secure home directory," and then tick each group or user who should have full control.

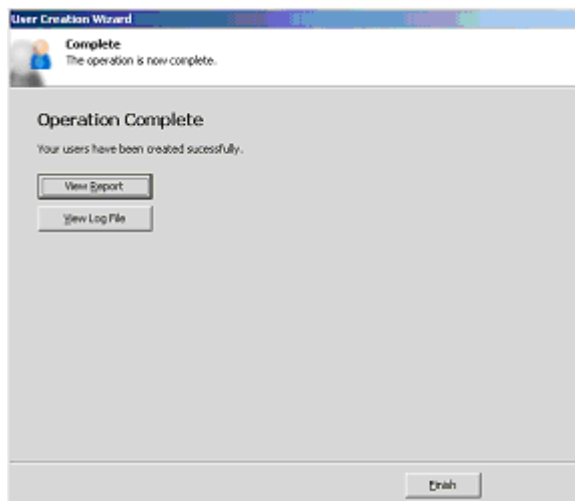
2.9 Creating Your Users

Now that we have been through all the options, you are now ready to create your users. User Creation Wizard will show a brief summary of what it is about to do, and how many users it is going to create. If you have been following the examples, your pre-creation report may look something like the following figure.



2.9 The pre-creation report page

When you are ready, simply click "Create," and User Creation Wizard will create your users. This may take some time depending on how many users you are creating. When the operation is complete, we recommend reviewing the log file and the report file by using the buttons shown in the figure, below.



2.10 Operation Complete. This screen is shown after the user creation job is finished.

For more information on the reports and log files, see the chapter devoted to this subject, later in this documentation.

3. Variables

User Creation Wizard employs a system of variables, which you can use when defining logon scripts, profile paths and home directories. For example, including the variable “%username%” (without the quote marks) in any of the fields mentioned above, would cause User Creation Wizard to replace it with the username of the user who is currently being created.

A list of variables

Below is a table containing all the possible variables, and what User Creation Wizard will replace them with. Note that the information that User Creation Wizard replaces variables with always relates to the user which is being created at the time.

Variable	Expands To
%username%	Username of the user being currently created.
%forename%	The Forename of the user being currently created.
%surname%	The Surname of the user being currently created.
%fullname%	The Full Name of the user being currently created.
%group%	The Group the current user will be placed in.
%userdef1%	User Defined Variable 1
%userdef2%	User Defined Variable 2
%userdef3%	User Defined Variable 3
%userdef4%	User Defined Variable 4
%userdef5%	User Defined Variable 5

The User Defined variables are only available if you set any of the fields in your CSV file to a User Defined type.

Examples Of Use

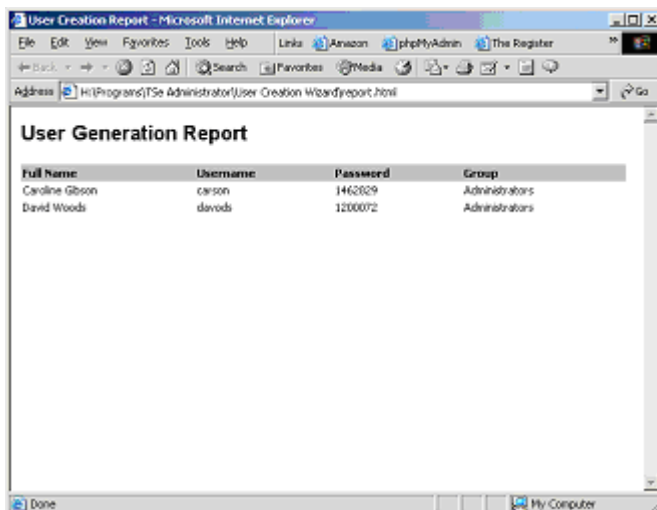
Using these variables allows you to create complex logon script and profile paths, and home directories. For example, if you are creating a group of users for a Marketing division of a company, you could assign them all into a group called “Marketing,” and then set the following string up in their home directory creation paths.

```
\\ServerName\D$\HomeDirs\%group%\%username%
```

All the home directories for the batch of users you create would be placed in
\\ServerName\D\$\HomeDirs\Marketing.

4. Log files and Reports

User Creation Wizard automatically creates a log file and a report file for each batch creation.



4.1 The User Generation Report, viewed in Internet Explorer.

On the final page of the User Creation Wizard, you are given the option to view both the log file, and the report file. It is recommended you always view the report if you generated random passwords for your users, and that you make a copy of the report file for future reference. The report is formatted as shown in figure 4.1. The Full Name, Username, Password and Group of each user is listed, along with any User Defined fields you set up.

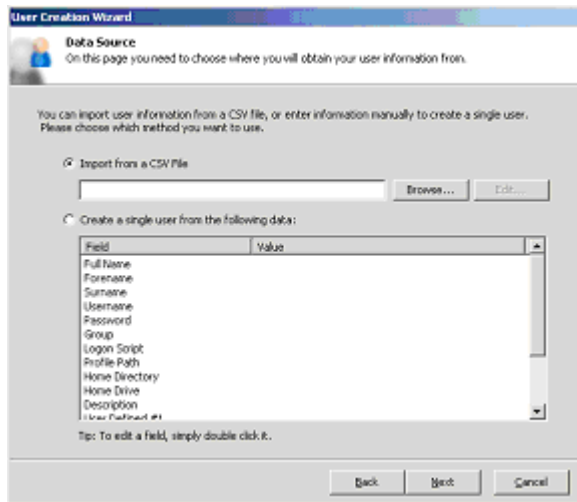
Reports are date and time stamped, and named report.dd-mm-yyyy-hhmm.html, and are saved in the reports directory of your User Creation Wizard installation.

The log file generated by User Creation Wizard contains errors and problems encountered during the batch creation process. A list of common entries in this log file is listed below.

Log Entry	Meaning
The name has already been shared.	This means that User Creation Wizard attempted to share a directory whose share name was already in use by another directory.
Access Denied	Means you don't have sufficient privileges to create users or home directories, or share/secure home directories.

5. Creating a single user

Creating a single user is much the same as creating a batch of users. To create a single user, first choose a computer to create the user on, as shown in Chapter 2. On the screen where you would normally choose a CSV file, you need to make some changes.



5.1 The Data Source Selection page

Instead of selecting "Import from a CSV File," you should select "Create a single user from the following data." You can then double click any of the fields in the list box, and enter appropriate information for your user, then just follow the other steps as indicated in Chapter 2.