ENTRÉNOC

HOW-TO GUIDE: ACTIVE DIRECTORY SERVICE

ACTIVE DIRECTORY SERVICE OVERVIEW

Active Directory Service allows large organizations to deactivate personnel accounts in Entré using their Active Directory. When personnel are disabled in the Active Directory, `Entre.ActiveDirectory` queries both the Active Directory and Entré databases, compares the information, then updates the `AD_KEY` table for that personnel record in Entré. The status of the associated personnel account and their badges is changed to inactive. Active Directory Service only disables accounts in Entré. To re-enable an account in Entré, manually set the user to active.

CONFIGURE ACTIVE DIRECTORY SERVICE

① Run Setup

Go to **C:\Program Files\DMP\Entre\Entre.ActiveDirectory**. To begin setup, right-click **Entre.ActiveDirectory.exe** and select **Run as Administrator**.

② Create the Output File

Matches between personnel in the Active Directory and Entré are logged in **usersToDisable.csv**.

Set the output path to the location where you want to save the list of users to disable. For example, **C:\Program Files\DMP\Entre\Entre.ActiveDirectory\usersToDisable.csv**.

③ Connect the Active Directory

1. Enter your Active Directory information into the following fields:
    - **User Name**—Your Active Directory username
    - **Password**— Your Active Directory password
    - **Domain**—The name of your Active Directory domain
    - **Match Field**—The identifying personnel key, such as an account name, to match in the Active Directory database. For example, **accountnames**.
2. To confirm the connection to the Active Directory database, press **Test**.

④ Connect the Entré Database

1. Enter your Entré database information into the following fields:
    - **User Name**—Your Entré SQL database username
    - **Password**— Your Entré SQL database password
    - **Server**—The Entré SQL database server address. For example, **127.0.0.1**.
    - **Instance**—The Entré SQL instance name. For example, **MSSQLSERVER**. If no instance exists, leave this field blank
    - **Database**—The name of your Entré database.
2. To confirm the connection to the Entré database, press **Test**.
3. Press **Save**.

Optional: Change the Polling Interval

📋 **Note:** The Entré service must be stopped for any changes to the configuration file to take effect.

The Active Directory Service polls the Active Directory and Entré databases periodically to check for differences between dependent columns.

To change the polling interval, open **app.config** and modify the `value` of the related attribute: `<add key="Polling_Interval_Milliseconds" value="30000" />`. Save and close the configuration file.

The default value of the polling interval attribute is `30000` milliseconds.

```
41      <appSettings>
42        <add key="Update_Settings" value="true" />
43        <add key="Polling_Interval_Milliseconds" value="30000" />
44        <add key="AD_Settings_FilePath" value="..\..\..\ActiveDirectorySettings.cfg" />
45        <add key="Entre_License_FilePath" value="..\..\..\..\vx.license.properties" />
46        <add key="ClientSettingsProvider.ServiceUri" value="" />
47      </appSettings>
```

⑤ Install and Start the Service

1. To install the service, right-click **EntreActiveDirectory-InstallService.bat** and select **Run as Administrator**.
2. To run the service, right-click **EntreActiveDirectory-RunService.bat** and select **Run as Administrator**.
3. Verify that the installation was successful by opening **Task Manager** and locating **Entre.ActiveDirectory** in the **Services** tab.
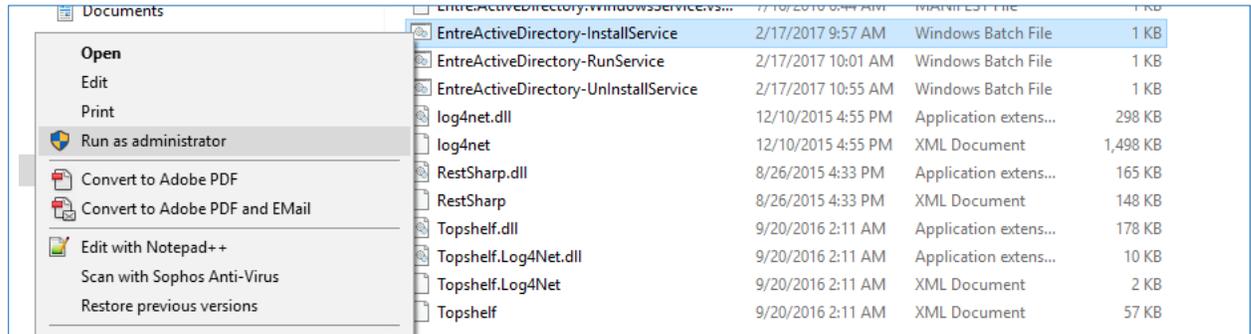
⑥ Edit the Personnel Record

For the Active Directory Service to match records between entries in the Active Directory and Entré, each personnel record must be associated with the identifying personnel key.

1. Go to **Personnel** and edit the users that you want to associate with the Active Directory.
2. In **Active Directory Key**, enter the name of the field to match from the Active Directory.
3. Press **Save and Close**.
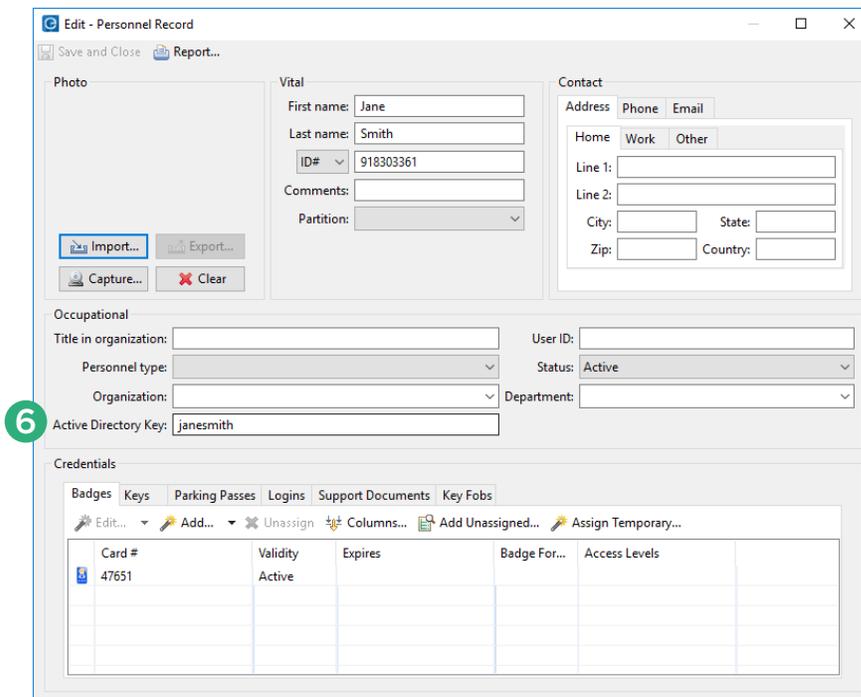
⑦ Create an Automation Rule

To automate the Active Directory Service, create an Automation Rule to set users to inactive in Entré based on their status in the Active Directory.

1. Name the automation rule.
2. In **Trigger**, choose from the following options:
   - **Periodic**—Initiate the automation rule periodically (hourly, daily, weekly, or monthly)
   - **Event**—Initiate the automation rule when an event occurs
   - **Software Schedule**—Initiate the automation rule on a schedule (previously created in **Software Schedules**)
   - **Manual Only**—Initiate the automation rule manually
3. In **Actions**, add **CSV import** and direct it to the same location where **usersToDisable.csv** is saved. For example, **C:\Program Files\DMP\Entre\Entre.ActiveDirectory**.
4. Press **Save and Close**.
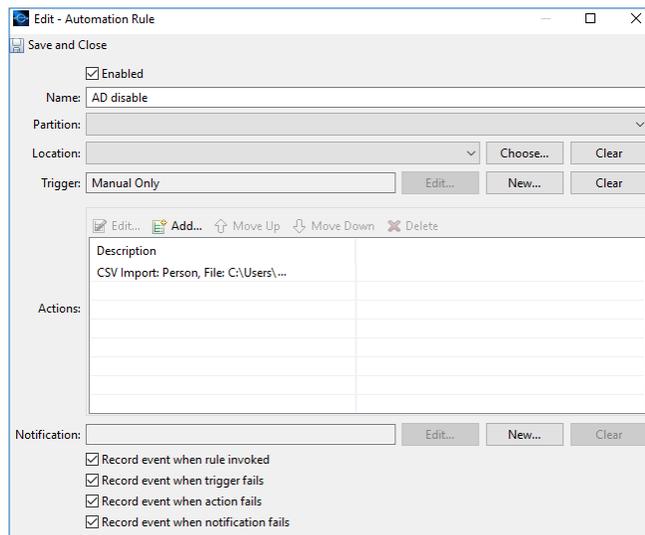
START AND TEST ACTIVE DIRECTORY SERVICE

Start Active Directory Service

If the Active Directory Service is not already running, go to **Task Manager** and select the **Services** tab. Right-click **Entre.ActiveDirectory** and select **Start**.

Test Active Directory Service

When a user is disabled in the Active Directory, their account name will be entered into **usersToDisable.csv**. You can also view the status changes in Entré by going to the **Personnel List**. To test the Active Directory Service, create an active test user in the Active Directory and in Entré. Set the user to inactive. At the designated polling interval, ensure that the user has been added to **usersToDisable.csv**.

📝 **Note:** To make an account that has been disabled with Active Directory Service active again, it must be manually re-enabled in the Active Directory and Entré.