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The AD Pro Toolkit includes over 200 pre-defined Active Directory Reports. Reports can be customized, exported and run on an automated schedule.

How to run AD Reports

To run a report follow these steps.

Step 1. Choose report category.

From the sidebar menu select a report category.



Step 2. Select a report from the list

Step 3. Click Run to generate the report

By default, the reports will run for the entire domain. Click browse if you want to report on an OU or group.

Click "Columns" to customize the report.

Click "Run" to generate the report.

All Us	ers		Export Columns Add to Favorite					
Path:	Entire domain is selected by default	Browse			Run	Stop		
Drag a d	Drag a column header here to group by that column							
	displayName	sAMAccountName	status	department	title	1		
1	Administrator	Administrator	Enabled					
2	Guest	Guest	Disabled					
3	krbtgt	krbtgt	Disabled					
4	Harris Nora	Nora.Harris2	Enabled	Human Resources	HR Specialist	Killeen		
5	Farley, Jeffrey	Jeffrey.Farley	Enabled	Human Resources	HR Specialist	Indepe		
6	Cleveland Saldana	Cleveland.Saldana	Disabled	Human Resources	HR Specialist	Miami S		
7	Tonya Hughes	Tonya.Hughes	Disabled	Human Resources	HR Specialist	Oakdalı		
8	Dana McCrady	Dana.McCrady	Disabled	Human Resources	HR Specialist	Wilming		
9	Robert Knight	Robert.Knight	Enabled	Human Resources	HR Specialist	Center		
10	Kevin Poole	Kevin.Poole	Enabled	Human Resources	HR Specialist	Laurel :		
11	Hershel Fleming	Hershel.Fleming	Disabled	Human Resources	HR Specialist	Worthir		
12	Carole Berry	Carole.Berry	Disabled	Human Resources	HR Specialist	Roswel		
13	Kim Alexander	Kim.Alexander	Enabled	Human Resources	HR Specialist	Las Vec		
14	Darlene McCoy	Darlene.McCoy	Disabled	Human Resources	HR Specialist	West L		
15	Cory Dupopt	Corv Dupopt	Disabled	Human Desources	HD Specialist	Watert		

Step 4. Export Report

To export a report, click the export button and choose your format.

	Export to PDP	to Favorites Stop	
status department tit	de	م	

Create Custom Reports

If you don't see the report you need you can create your own reports with the report builder.

Click on Custom Reports.



Choose a report category.



Complete the form to create your own custom report.

You can add multiple conditions if needed.

Schedule Reports

To schedule automated emails, click on "Schedule Repots".

📐 AD Pro Toolkit							
(오) Management Tools 닏 Reports	~ ~	Schedule Reports	•	—		1	
Favorite Reports		Add Ed	lit	Delete	Email Set	ting	
Settings	~	Drag a column header here to	group b	y that column			
o ^r License		Task Name Delete accounts	···· ···	Start Time Sunday, 30 Ju	Last Run Time Wednesday	Next Run Time Thursday, 1	LastStatus Success
? Help		All Users in OU Password expired		Monday, 15 J Monday, 15 J	Thursday, 1 Thursday, 1	Friday, 19 Ju Friday, 19 Ju	Success Success
		Domain admin group UPdate Users		Tuesday, 16 J Thursday, 18	Monday, 12	Tuesday, 13 Tuesday, 13	Success Could not f
		Disabled Accounts		Friday, 19 Jul Friday, 23 Au	Friday, 19 J Friday, 06 S Friday, 06 S	Friday, 19 Ju Saturday, 07 Saturday, 07	Success
		Health Check		Wednesday, Friday, 04 Oct	Friday, 06 S Saturday, 0.	Saturday, 07 Saturday, 07	Success Success : 0
		cert report Disable Users		Monday, 07 O Thursday, 10	Monday, 07 Monday, 14	Tuesday, 08 Tuesday, 15	Success Success
				1	1	1	