

Bulk Modify Users: AD Pro Toolkit

Table of Contents

- Overview 1
- Warning 1
- Bulk Update Using new CSV Template..... 1
 - Step 1. Create a CSV Template 1
 - Step 2. Run the Bulk Modify Users Tool 2
- Bulk Update users by Exporting a list of users 3

Overview

In this guide, you will learn how to bulk update Active Directory users using the AD Pro Toolkit. This is useful if you need to update information for a lot of Active Directory users. For example, you need to update the office, street, manager, city, state, job title, company and so on.

Warning

This tool is very powerful, and you can easily change the settings on multiple accounts at once. Use the following tips.

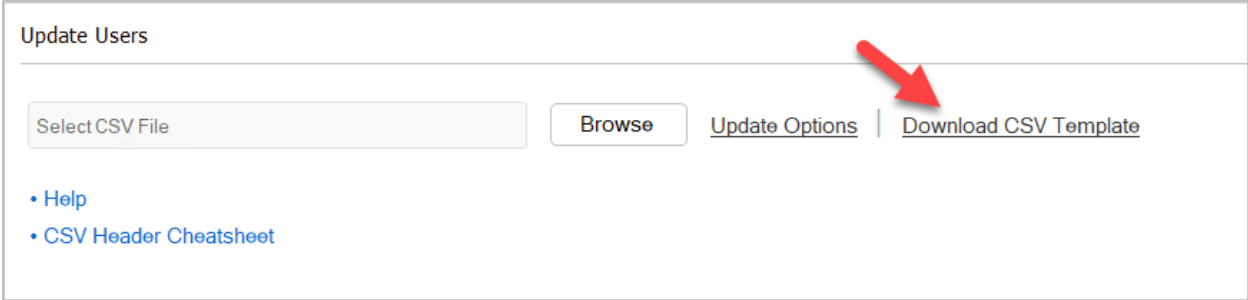
1. **Run a small test first** – Before trying to mass update accounts you should do a test run on a small number of accounts to ensure they update as expected.
2. **CSV Headers are case sensitive** – The CSV header must match the correct spelling of the LDAP name. You can add and remove columns just make sure they are spelled correctly.
3. **Existing user values** – If an attribute already has a value, the tool will overwrite it. If the cell is blank in your CSV template, then that attribute is ignored for the user.
4. **Remove option** – You can remove values by adding remove in the CSV file. You can update and remove attributes at the same time.

Bulk Update Using new CSV Template

Step 1. Create a CSV Template

1. From the home page click on “Bulk Modify users” and click “download csv template”.

Bulk Modify Users: AD Pro Toolkit



2. Modify the CSV template and add your accounts and details that you want to update.

Tips

1. You can use one of the columns below to identify the accounts.
 - o sAMAccountName (default)
 - o EmployeeID
 - o EmployeeNumber
 - o UserPrincipalName
2. You can remove any columns from the spreadsheet that you don't need.
3. You can use the export tool to generate a CSV template, this is a huge time saver. More details on this below.

In this example, I'm going to update the description, office, city, state, title, department and company.

My CSV template looks like this. I'm using the sAMAccountName attribute to identify the accounts, I've also removed the columns I don't need.

	A	B	C	D	E	F	G	H	
	sAMAccountName	description	physicalDeliveryOfficeName	l	st	title	department	company	
	Adam.Hickey	IT Staff	Nixa Office	Nixa	MO	Helpdesk	IT	Active Directory Pro	
	Agnes.Dibble	IT Staff	Nixa Office	Nixa	MO	Helpdesk	IT	Active Directory Pro	
	Agnes.Zarate	IT Staff	Nixa Office	Nixa	MO	Sysadmin 1	IT	Active Directory Pro	
	Alan.Gilchrist	IT Staff	Nixa Office	Nixa	MO	Sysadmin 2	IT	Active Directory Pro	

When your CSV file is configured save it and move to step 2.

Step 2. Run the Bulk Modify Users Tool

1. From the home page click on "Bulk Modify Users".
2. Select your CSV template and click run.

Bulk Modify Users: AD Pro Toolkit

Note: If you are not using sAMAccountName to identify accounts, then you need to click “Update Options” and select the column you are using.

- 3. Review logs for errors.

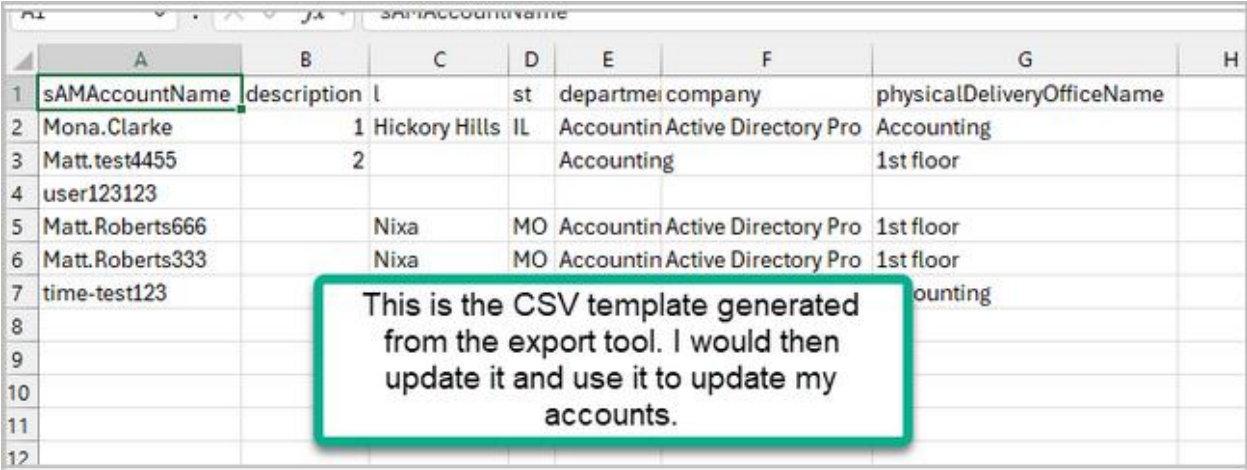
If the update failed for any accounts the log will display an error.

Bulk Update users by Exporting a list of users

With the export tool you can export a list of accounts and the specific fields you want to update. This will save you time from manually creating a CSV template.

In this example, I’m going to generate a list of all users in the Accounting OU.

- 1. Click on “Management Tools > Export
- 2. Click “Browse” to select an OU or group. In this example, I’m going to select my Accounting OU.
- 3. Click “Columns” and add/remove the columns you want to update.
- 4. Click “Run” to preview and then click export and select “Export to CSV”.
- 5. Now you should have a CSV template with the list of users and attributes you want to update. Next, just update the CSV with the new details and run the tool to process the csv.



The image shows a screenshot of a spreadsheet representing a CSV template. The columns are labeled A through H. Row 1 contains the headers: sAMAccountName, description, l, st, departme, company, and physicalDeliveryOfficeName. Rows 2 through 7 contain sample data for users like Mona.Clarke, Matt.test4455, user123123, Matt.Roberts666, Matt.Roberts333, and time-test123. A callout box with a green border is overlaid on the spreadsheet, containing the text: "This is the CSV template generated from the export tool. I would then update it and use it to update my accounts."

	A	B	C	D	E	F	G	H
1	sAMAccountName	description	l	st	departme	company	physicalDeliveryOfficeName	
2	Mona.Clarke	1	Hickory Hills	IL	Accountin	Active Directory Pro	Accounting	
3	Matt.test4455	2			Accounting		1st floor	
4	user123123							
5	Matt.Roberts666		Nixa	MO	Accountin	Active Directory Pro	1st floor	
6	Matt.Roberts333		Nixa	MO	Accountin	Active Directory Pro	1st floor	
7	time-test123						ounting	
8								
9								
10								
11								
12								