Z-Term V4 Administration Guide

The main purpose of Z-term is to allow for fast account termination process. Usually when an administrator terminates a departed user account, multiple consoles are used to get the job done. This app uses a template concept that allows for system administrators to save frequently-used settings for multiple IT systems. With just a click of the button, it will run chosen tasks simultaneously. Z-Term serves as a platform for employee separation process with an option for custom scripts.

Requirements

System Requirements

Z-Term requires .Net 3.5 installed on below systems

- Windows 7 X64 (Domain Joined)
- Windows Server 2008 X64 (Domain Joined)
- Windows Server 2008 R2 X64 (Domain Joined)

Permission Requirements

Z-Term uses current logon AD credentials. To run Z-Term as different user, use windows builtin "run as different user" function.

- Ability to modify Active Directory user (Active Directory Account Operator)
- Ability to modify Exchange Mailbox (Exchange Recipient Administrator role)
- Exchange Impersonation Role (to run "Cancel Meetings" task)
  follow Microsoft document on assigning the ApplicationImpersonation role
  http://msdn.microsoft.com/en-us/library/bb204095%28EXCHG.140%29.aspx
- Exchange Discovery Management role (to run "Remove Calendar Items" task)
  follow Microsoft document on assigning the Discovery Management role
  http://technet.microsoft.com/en-us/library/dd638205(v=exchg.141).aspx
- Ability to modify enable Lync user (CSAdministrator)

Supported Environments

- Active Directory (all versions)
- Exchange 2007 (all versions)
- Exchange 2010 / 2013 (all versions)
- Lync 2010 / 2013 (both Standard and Enterprise versions)

PowerShell Remoting

- PowerShell remoting is usually enabled by default, but please make sure it is enabled on your Exchange and Lync servers you are connecting to.
- Ensure all Exchange / Lync Servers are enable PS remoting. This is done by running "**Enable-Psremoting**" powershell command on Exchange/Lync server you wish to connect to.
- Fill out "Environment Config" portion of the form. Use "File" > "Save Environment Config" to save configuration to select template.
- Use "Options">"Environment Auto Discover" to automatically load environment configuration.
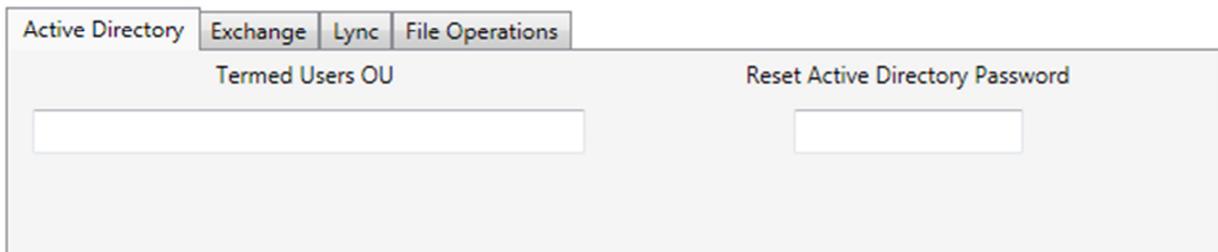
Templates
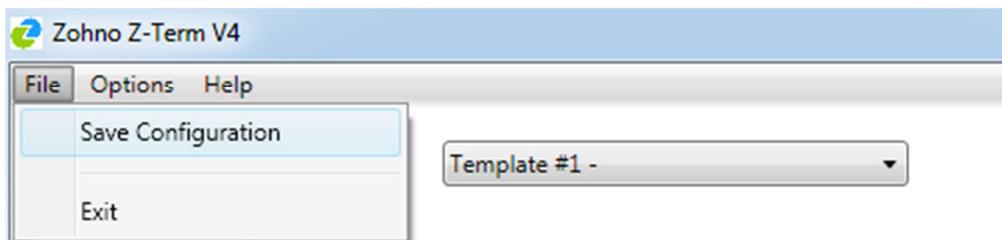
Templates feature allow administrator to easily save set of commonly used user information. For example, you can set a template for each part of the termination process.

Active Directory

Termed Users OU – an OU in DN format where user will be moved to when running "Move Users to Termed Users OU" Task

Reset Active Directory Password – This password will be used for "Reset Active Directory Password"

Disable Active Directory Account – Disable Active Directory Account

Reset Active Directory Password – Reset Active Directory Account

Move Users to Termed Users OU – Move user to OU specified in "Termed Users OU"

Remove AD Group Membership – Move user from all Active Directory Groups

Clear AD Manager Field – Clear Manager field in Active Directory

Description – Sets Active Directory description field

Notes – Sets Active Directory notes field

Remove Active Directory Account – Deletes Active Directory Account

Exchange 2010

Exchange Server – FQDN of Exchange 2010 CAS or Mailbox Server

Resource Mailboxes – List of mailboxes that are used for "Remove Calendar Items" Task.

Change Distribution List Ownership to – This retrieve list of distribution lists owned by termed users and assign the specified user as an owner

Set CustomAttribute5 to – This simply sets the customattribute of the mailbox

Set Out of Office to – Set out of office reply for termed user

Forward Email to – forwards termed user email to SamAccountname specified here

Grant full access permission to – This assigns full access permission to termed user mailbox. Choose SamAccountName or termed user's manager

Hide From Global Address List – Hides term user from Outlook Address Book.

Clear Out of Office Message – This remove existing out of office message from term user mailbox.

Remove Calendar Items – This go through resource mailboxes configured under "Environemnt Config > Exchange > Resource Mailboxes" and remove calendar items where term user is an organizer. *User account running Z-Term must have the "Exchange Discovery Management role" permissions.*

Cancel Meetings – This go through term user mailbox and cancel meetings where term user is an organizer of. The goal of this task is to avoid stale booking in resource and equipment mailboxes. *User account running Z-Term must have the "ApplicationImpersonation role" permissions.*

Disable Mailbox – Simply disable the mailbox. Only Exchange mailbox, not Active Directory user.

Forward Email to Manager in AD – Forward term user email to his manager in Active Directory

Export Mailbox to PST – Exports term user mailbox to specified location under "Environment Config > File Operations > PST Export Path". Make sure your environment supports the "New-MailboxExportRequest" powershell command. See his blog post for more info: http://bernasovsky.wordpress.com/2011/07/26/the-term-new-mailboxexportrequest-is-not-recognized/

Lync 2010

Lync FrontEnd Server – FQDN of Lync 2010 FrontEnd Server

Disable Lync Account – This is same as disabling Lync from Lync console

File Operations

Move Home Folder To – This looks up term user home folder directory in Active Directory and copies all data to specified path UNC here. Note that this copies the data and does not delete the original data.

Export User Settings to XML – This function exports term user information from Active Directory, Exchange and Lync data to XML file located in the same directory as Z-Term_V4_x64.exe. When user is accidently termed, this data can be used to recreate the account.

PST Export Path – UNC path for destination of PST export for "Export Mailbox to PST" Exchange Task