



DocAve® Online Identity Manager

Quick Start Guide

For DocAve Online 3 Service Pack 15, Cumulative Update 1 Issued February 2017

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Using Identity Manager

This quick start guide details two use case scenarios to enable you to begin using Identity Manager. Refer to the sections below for the common use case scenarios.

Search for and Manage Users that have not Logged into Office 365 for One Month

1. Go to AvePoint Online Services and navigate to DocAve Online. All of the modules are displayed on the left pane under the **DocAve** tab. Click **Identity Manager** and select the Active Directory that you want to manage.

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DocAve Management		
Data Protection	What do you w	ant to do next?
Administration	AvePoint Identity Manager helps administrators easily manage cloud iden synchronized with Azure Active Directory, such as Office 365.	tities, licenses and access to applications and features
Report Center		
Storage Optimization	AvePoint	
Identity Manager		-

Figure 1: Accessing the Active Directory.

2. Click Manage Users on the Management page.

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DocAv	/e Ma	nagement			
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Create+	Manage Users	Manage Groups	Policy Enforcer		
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3. Click Add Users on the Manage Users page. The Add Users window appears.

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DocAve Management		
	Add Users	×
Group License Management Management N	+ + ×	
General M	Add and Add Cancel Continue and Close	
Search for users, an	Commit	
Add Users S	Add By:	

Figure 3: The Add Users window.

4. Select **Filter** to search for users. When configuring the **Criteria**, select **Audit** for the **Category**, **Login** for the **Rule**, **Have Not Logged in for _ Days** for the **Condition**, and enter **30** in the **Value** textbox. Click **Add** to add this criteria, and click **Search** to search for users.

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a Add Users	Select a Filter:	
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	Category Rule Condition Value	
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	Basic Filter Conditions	
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Figure 4: Configuring the filter criteria.

5. The users that have not logged into Office 365 for 30 days are displayed in the **Search Results** textbox. Click **Add and Close** to add the users to the list.

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DocAve Management	Add Users	×	
Group License A Management Ma	Add and Add Cancel		
Search for users, and	Add By: © Enter users © Select user sets ® Filter Select a Filter: Select One		
Display Name	Audit Login Have Not Lc 30 Category Rule Condition Value 1 Audit Login Have Not Log 30 Basic Filter Conditions (1) Image: Audit Image: A	Add Search Save Criteria	
	Search Results: We found 1 user accounts Tommy: Add Users	Add and Continue Add and Close Cancel	

Figure 5: Adding users to the list.

6. Now, you can manage the users you found from the search results through the buttons on the ribbon.

Identity Manager > Ave DocAve	PointShine8 > Management	> Manage Users	🙎 User: Shine	@AvePointSh	ine8.onmicro	05oft.com - 🕞 🙂 🖏
Group License Application Mailtox Delegation Management Management	Edit Delete Reset Details Users Password	Deleted Manage / Users Temporary Users	User Set User Filter	Job Monitor	Back	
General Management	Actions	Manage		Statistics	Commit	
Search for users, and add them to the list to manage them.						
Image:						
Tommy	Tommy@AvePoint.onmi	crosoft.com				

Figure 6: Managing users through the buttons on the ribbon.

Search for and Designate Users that Can Share Documents via

Delve

1. Go to AvePoint Online Services and navigate to DocAve Online. All of the modules are displayed on the left pane under the **DocAve** tab. Click **Identity Manager**, and select the Active Directory that you want to manage.

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Administration	AvePoint Identity Manager helps administrators easily manage cloud ider synchronized with Azure Active Directory, such as Office 365.	tities, licenses and access to applications and features
Report Center		
Storage Optimization	AvePoint	
Identity Manager		

Figure 7: Accessing the Active Directory.

2. Click **Policy Enforcer** on the **Management** page.

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Create+ Manage Manage Po Users Groups	olicy Enforcer		
Contribute Pr	olicy Enforcer		

Figure 8: Clicking Policy Enforcer.

3. Click **Create Profile** on the **Policy Enforcer** page.



Figure 9: Clicking Create Profile.

4. Enter a profile name and configure the **User Scope** to designate which users will be allowed or restricted from sharing documents via Delve.

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DocAve Management		
	H X	
Add Rule Remove Rule Configure Rule Activate Deactivate Save and Run now	Save Close	
Rule Management Commit	t	
Profile Name Enter a name for the profile you are about to create. You can choose to copy from an existing profile and then customize it, or configure new rules and settings for the selected nodes.	 Select an existing profile to of Create a new profile Name: Delve Policy Description: 	configure rules and settings
User Scope Designate users that are limited by each rule in this profile.	User Sets: Select Values User Filter: Select One Users: Tommy;	• •

Figure 10: Entering the profile name and configuring the user scope.

5. Click **Add Rule** on the ribbon or under the table of rules, and the **Add Rule** window appears. Select the **Office Delve Control** rule and click **OK** to add the rule to the profile.

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Add Rule Remove Rule Co	ок	Cancel			
Kule ii	0	Commit		_	^
	٠	🖏 Clear Filter	Search all pages O Search current page	Input Keyword	
		Rule Name	Description		
		Group Users Management	Control the users allowed to be added to the designated groups.		
		User Location	Ensure every new user has a location configured.		
		Office 365 Group Creation	Control the users allowed to create Office 365 groups.		
L Rule Name		Administrator Role Assignment	Control the users allowed to be assigned the administrator roles.		
		Application Access	Control users allowed to access specific applications.		
		License Assignment	Control the users allowed to be assigned with the specific licenses.		
		License Change	Ensure the selected users log in within the configured days after t		
		Password Change	Ensure the designated users have changed their passwords within.		
		Group Membership Restriction	Restrict users from being in the specific groups when the users co		
	✓	Office Delve Control	Control which users in your organization are allowed to share doc		
0 of 0 selected Add Rule Settings Scan Schedule			-	<u>f 1</u>	

Figure 11: Clicking Add Rule and adding the Office Delve Control rule to the profile.

6. Click the rule name. The **Configure Rule** window appears. Configure the rule settings and click **OK**.

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DocAve Management	Configure Bule		
Add Rule Remove Rule Configure Rule Manage	OK Cancel	X	
	Actions Office Graph / Office Delve Settings Specify whether or not to allow the designated users to enable the Office Graph / Office Delve settings.	Only allow users in the scope to opt in or out of Office Delve Only restrict users in the scope from enabling the Office Graph/Office Delve settings	
Rule Name Image: Office Delve Control	Custom Action Control whether or not user content is published to the Office Graph / Delve.	☑ Disable Delve	
1 of 1 selected Clear Selection	Recipient Enter the e-mail addresses of users who will receive e-mail notifications of this rule when the violations are identified.	Recipient Bill@avepoint.com	
Settings Scan Schedule Define a scan schedule for this ;	Send Notification Immediately Define whether or not to send notifications to the recipients configured above immediately when Policy Enforcer identifies any violations of this rule.	Send e-mail notifications immediately when Policy Enforcer identifies violations of this rule	
Send Periodic Reports Select whether or not to send da	Configure Rule: Office Delve Control	OK Cancel	

Figure 12: Configuring the rule settings.

7. Configure the **Scan Schedule** to define the schedule of this profile to scan rules, and then click **Save** to save this profile.

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Add Rule Remove Rule Configure Rule Activate Deactivate Save and Run now Save										
	Rule Manager	nent	Commt	1234qwer;						
V	Rule Name Office Delve Control	Status	Custom Action Settin On	Notification Recipient Bill@avepoint.com	Parameter Status Configured Value	×				
1 of 1 selected Clear Selection Show rows 15 • Go to 1 of 1 < >										
– Settin Scan S Define	dd Rule ngs	profile.		Every 1 day	s at 00 +: 00 +			-		

Figure 13: Configuring the Scan Schedule and clicking Save.

8. Now, the profile runs according to the schedule to check if the **Office Delve Control** rule has been violated, and you can also manage the profile through the buttons on the ribbon.

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Create	Profile Vie	ew Details	Edit	Delete	Policy Scope	Test Run	Show Report	Run Now	Show Report	Find Conflict	Conflict Report	Job Monitor	Back			
Profile Management					Test Run Actions		Conflict		Statistics	Commit						
Clear Filter											٩					
•	✓ Profile Name					Descrip	Description			Last Modified Time						
~	✓ Delve Policy									2016-	2016-11-14 16:28:14					

Figure 14: Managing the profile through the buttons on the ribbon.

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