



Microsoft Active Directory Guide

WinTech, LLC

311 East Warm Springs Rd • Suite 100

Las Vegas, NV 89119

Phone 702.284.7375 • Fax 702.360.2022



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Chapter 1: Quick Start Guide

To configure the ALICE Receptionist system to work with Microsoft Active Directory or other LDAP server, follow these steps on the ALICE Directory PC:

1. Install the ALICE Local installation. (Page 3-5)
2. Start the ALICE Web Services (Page 6)
3. Install the ALICE Admin Application (Page 7-8)
4. Install the ALICE Directory Application (Alice Directory Installation Manual)
5. Log into the ALICE Admin Application and import users from Microsoft Active Directory or a LDAP server (Alice Windows Admin Users Manual)

Chapter 3: Installing Alice Local software

The ALICE Local software package installs 2 major components:

- **ALICE Windows Services**

ALICE Windows Services provide communications between the Local ALICE Database, the Alice Receptionist Directory (ARD), Alice Receptionist Clients (ARC) and Alice Local Administrator. Any machine running one of these applications must be able to communicate with machines that the ALICE Windows Services are installed on. These services are typically installed on the ALICE Receptionist Directory (ARD) pc for simplicity, but they can be installed on any networked computer.

- **ALICE Local Database**

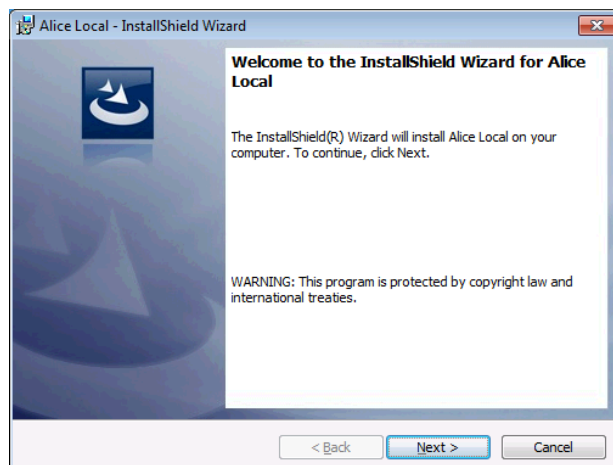
The ALICE Local Database contains all the local data that the ALICE system uses. It is typically installed on the Alice Receptionist Directory (ARD) computer but can be installed on any networked computer.

ALICE Local Installation

Installation of ALICE Local can be done on any networked computer or server but must be reachable by the ALICE Directory machine and any users running the Alice Admin or ALICE Client software.

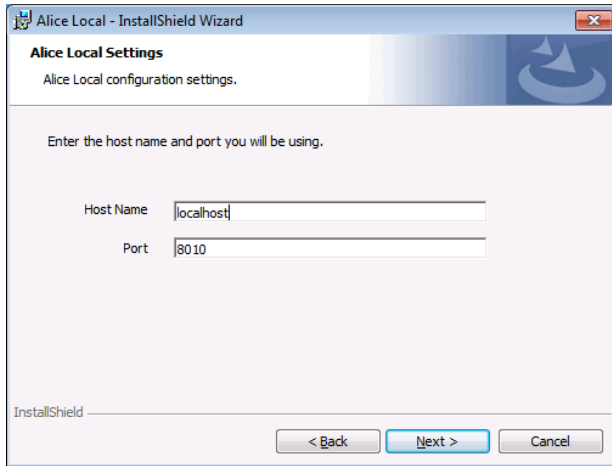
It is recommended to install the ALICE Local package on the ALICE Directory machine itself.

To install, launch the **ALICE Local** installation package.



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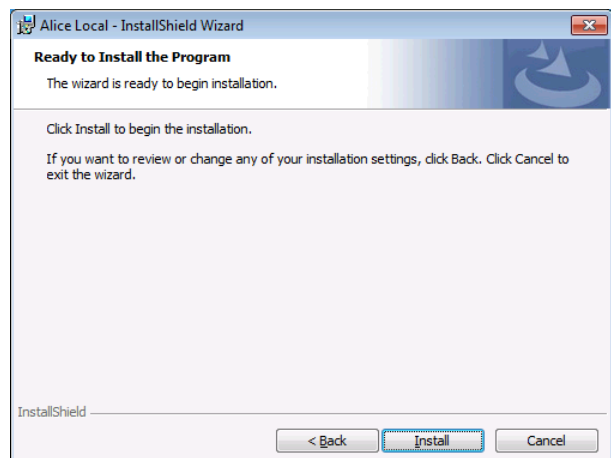
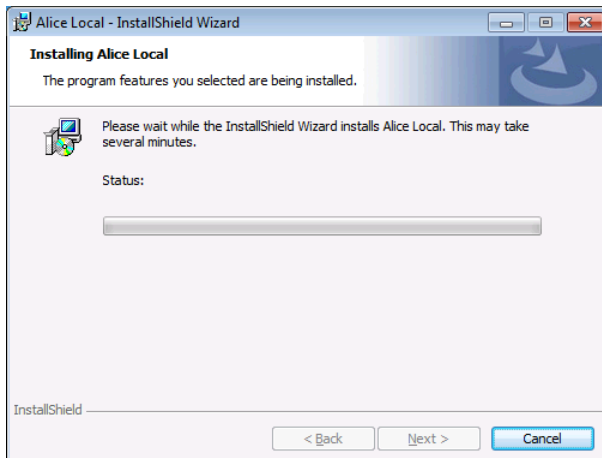


On the ALICE Local Settings screen you will need to specify the Host server and Port.

Host Name: (Default value: **localhost**) Enter the computer name of the machine you are running the installation on or you can enter “localhost”.

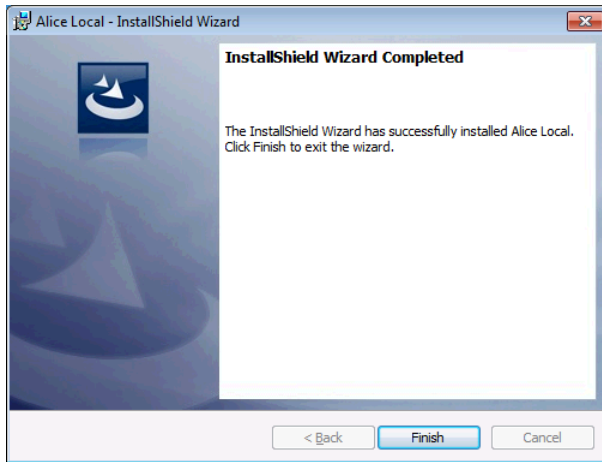
Port: (Default value: **8010**) The port number that will be used by other ALICE software to communicate with the services installed on this server. The default value is “8010”.

Complete the remaining screens following the Install wizard.



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When finished, the ALICE Local database and Windows Service files have been installed. The Windows Services must be started the after the installation is completed and before you install other ALICE software.

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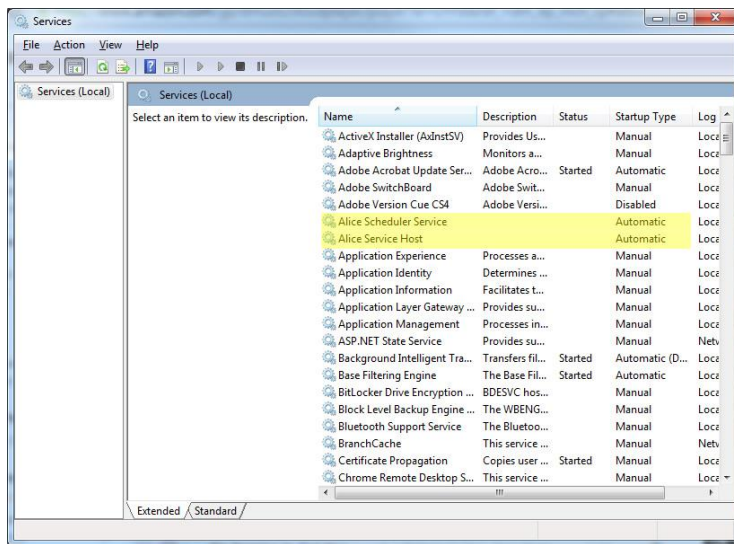
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Starting the ALICE Windows Services

Follow these steps to start the ALICE Windows Services:

Open the Windows Run command on the Start menu and type in “Services” to launch the Windows Services manager.



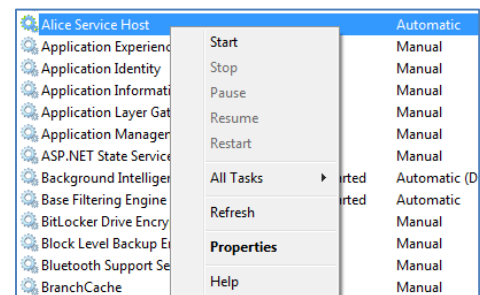
In the Services window you will see two services that have been installed by the ALICE Local installation:

- Alice Scheduler Service
- Alice Service Host

Both of these services must be started before continuing with any other ALICE Software installations.

Right Click on the **ALICE Service Host** service to open the menu and click on **Start**. Do the same for the **Alice Scheduler Service**.

Once both services show a status of “Started” you are ready to continue with other ALICE software installations.

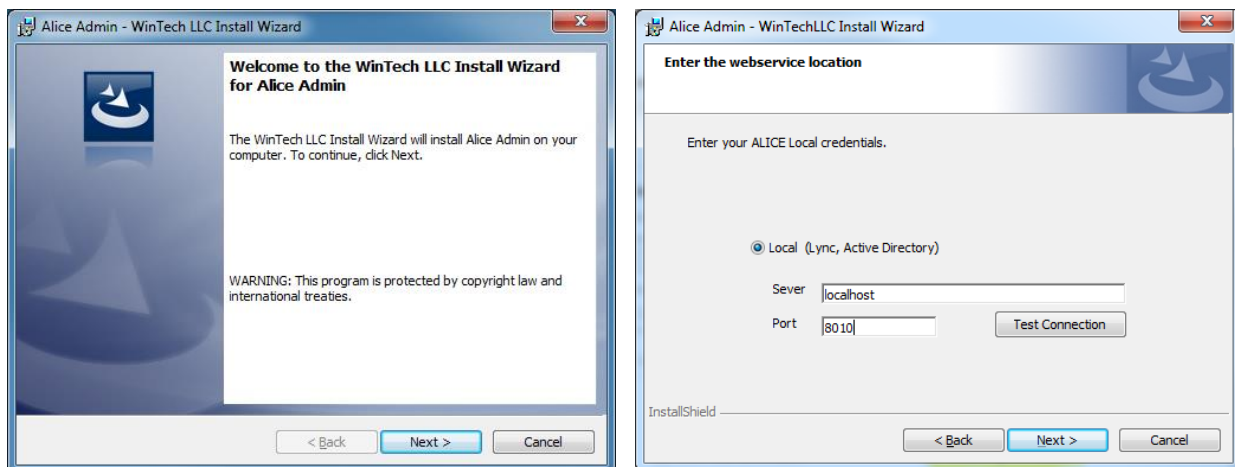


Chapter 4: Installing Alice Admin software

The ALICE Admin application allows the person responsible for managing users and content for a customer's ALICE system to update information easily and quickly. Alice Admin enables the customer to load their user data into the Local Administration application by importing the information directly from their Microsoft Active Directory or other LDAP server.

ALICE Administration for Windows installation

The ALICE Administration for Windows application is necessary to manage the users and employees which will be listed on your ALICE Directory system. If you've already completed the ALICE Local installation, follow these steps to install the ALICE Administration for Windows applications:



HostName: Specify the name of the full machine name on which the ALICE Local installation was installed. In some cases this will require both the computer name and domain. In most cases where the ALICE Local installation was completed on the same machine as the Admin Application the setting can simply be "localhost"

Port: Specify the port number that was used in the ALICE local installation for the Server Port Number (default is 8010).

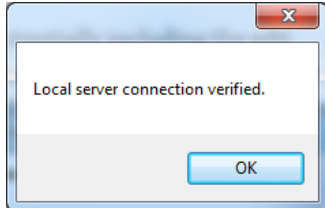
Test Connection: After entering the Server and Port values, click the Test Connection button to verify you can reach the ALICE Services installed on the Host machine. If you the test fails, check the

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local firewall on the Host machine and consider adding rules to allow communication through the Port number specified.



If you receive a “Local server connection verified” message you are ready to complete the installation process. Click the OK button and Next to continue.



Chapter 5: Active Directory or LDAP Information

To complete the configuration of the ALICE system to work with your Microsoft Active Directory or other LDAP server, you must provide the ALICE system with certain information about your server configuration. This section covers the information you will need to have prepared to connect ALICE to your Active Directory or LDAP server.

Connection Information

In order to retrieve or sync the list of employees from your Active Directory or LDAP server with the ALICE database you will need to have the following Server information ready before you perform an import:

1. Domain Name
2. Domain User Account (to connect to the Active Directory or LDAP server and retrieve a list of users). The user account used here should be a network **service account** and not an existing User's account. The ALICE importer will retain these login credentials so it can connect to your Active Directory in the future using these same credentials. So a service account which will not have its password expire is highly recommended.
3. Domain User Password

The data that the ALICE system retrieves from the server comes from the fields highlighted in the image below from Active Directory. If any of the required fields are empty, these users will not import into the ALICE system.

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Following is a list of fields that are imported and used by the ALICE Receptionist system from the Active Directory Import process:

The image shows two side-by-side screenshots of the 'Joe Brown Properties' dialog box. The left screenshot shows the 'General' tab with fields for First name (Joe), Last name (Brown), Display name (Joe Brown), Telephone number (111-222-3333), and E-mail (joe.brown@acem.com). The right screenshot shows the 'Organization' tab with fields for Title (Bookkeeper), Department (Accounting), and Company (Acem Ccl).

- *First Name
- Last Name
- Display Name
- *Phone Number
- E-mail
- Title
- Department
- Company

* = Required

The Import process will also import an employee photo if one exists for the employee.

To complete the import process, follow the instructions in the **Admin Windows App User Manual** which covers setting up your organization and importing employees from Active Directory and other servers.