Importing Users from an External Directory

RiskVision users can be created based on the available LDAP servers and the selected user records in an external directory.

The LDAP server must be configured correctly before importing users. The LDAP test facility may be helpful, as well. The Base DN configured for the LDAP server will be used as the root of the external directory tree.

To import users from an external directory:

1. In the Administration application, navigate to Users > Users.

2. In the More Actions drop-down menu, select Import from a Directory. The Import Users from a Directory dialog appears.

3. Select the desired domain from the domain drop-down list.

4. Enter a search base, such as OU=IT. This base will be joined with the base DN configured for the Authentication connector. Put another way, only tree nodes under the base DN node can be specified as the search base.

5. Enter a search filter to avoid being overwhelmed with names.

   Click **Search** to query the external directory and populate the Available Users list.

6. In the **Available Users** list, select users to be imported by clicking on the name. Use shift+click to select a range of users. Use ctrl+click to select another name without deselecting the first. Click the → arrow to move users from the **Available Users** list to the **Selected Users** list.

7. To import the selected users, click **OK,** or click **Cancel** to return to the table of users without importing