

How to Use LibreOffice Mail Merge to Create Active Directory Logons

These slides show how to use LibreOffice to create Active Directory logons. In reality, the process creates a batch file using dsadd and dsmod.

It would be helpful/easier to get a copy of the example files from

\\brazil\data

\\brazil.minnesota.edu\data

\\peru\data

Preuss

9/24/2012



Recycle Bin



Adobe Reader
X



LibreOffice
3.6



Mozilla
Firefox

Logon to your favorite operating system that has LibreOffice installed.

This process is easier if you copy the example files from

- \\brazil\data
- \\brazil.minnesota.edu\data
- \\134.29.228.101\data

or

- \\peru\data



Location: firefox (C:\Program Files (x86)\Mozilla Firefox)

Libraries > Documents > libreoffice-mailmerge

Search libreoffice-mailmerge

Organize Share with Burn New folder

Documents library
libreoffice-mailmerge

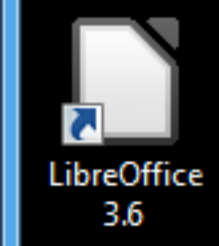
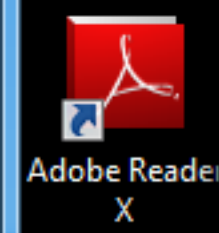
Arrange by: Folder

- 2272.ods
- 2272-merge.odt

2 items

These are the examples files. The files may change from time to time, but the general procedure usually does not change.

Hint: Do not rename the files. Renaming these files will create even more work for you.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

[Toolbar icons]

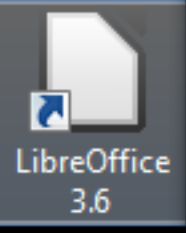
ANS [Formula bar]

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSc
3													
4													
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6													
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25													

data | Sheet2 | Sheet3

Sheet 1 / 3 | Default | Sum=0 | 100%

This example begins with the spreadsheet file. The spreadsheet has example data for Alphonse Albatross to help you.



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names2.pdf (application/pdf Object)

brazil.minnesota.edu/image/names2.pdf

zenon

Names 2 List

These names are pra... Administration burial... es are from the Veterans

The group names are... code. You have been... mpic Committee country

The data format is la... code... ess, city, state, and zip

Group Aleksin

Aarhus, Tove, W, Ab... 000

Abbey, Samuel, , Ab... 000

Abbott, George, A, A... -4000

Abbott, Harry, H, Ab... 000

Abbott, Hobart, Gerald, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abbott, Leroy, E, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abbott, Milton, M, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abbott, Thomas, Richard, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abel, James, A, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abel, Raymond, August, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

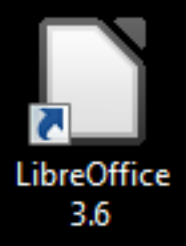
Aberle, Emil, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abernathy, Sterling, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Abge, Bain, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Able, James, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Open the appropriate names list from D2L or brazil.minnesota.edu. Look for your organization unit name. This example is using the organizational unit zenon.



2272.ods

File Edit View

Arial

ANS

1	usern
2	Alpho
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23	
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Sheet 1 / 3

Firefox

names2.pdf (application/pdf Object)

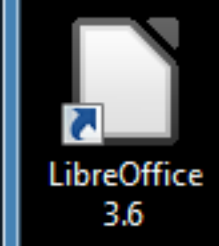
brazil.minnesota.edu/image/names2.pdf

Google

zenon

Byrne, James, E, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byrne, Maurice, B, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byrne, William, J, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byrnes, Edward, J, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byrnes, Patrick, J, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byron, Andrew, , Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Byron, John, , Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000
Bysiry, Frank, J, Caron, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Highlight all the names in your organizationa unit section. Copy this information to the spreadsheet.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

[Icons]

Arial 12 [Icons]

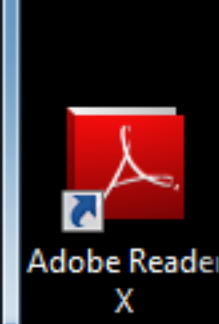
J3

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSc
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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data | Sheet2 | Sheet3

Sheet 1 / 3 | Default | Sum=0 | 100%

Paste all the names into the ln (last name) column of the spreadsheet.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools **Data** Window Help

J3:J60

5000 West National Avenue, Milwaukee, WI, 53295-4000

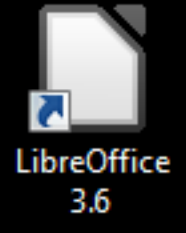
	A	B	F	G	H	I	J	K	L
42							Byer, Peter, , Caron, 5000 West National Avenue, Milw		
43							Byers, Frank, , Caron, 5000 West National Avenue, Mi		
44							Byington, Floyd, N, Caron, 5000 West National Avenue		
45							Byk, Frank, , Caron, 5000 West National Avenue, Milw		
46							Bykowski, John, P, Caron, 5000 West National Avenue		
47							Byram, Charles, C, Caron, 5000 West National Avenue		
48							Byrd, Arthur, E, Caron, 5000 West National Avenue, M		
49									
50							Byrd, Carbe, , Caron, 5000 West National Avenue, Milw		
51							Byrd, Judson, E, Caron, 5000 West National Avenue, M		
52							Byrd, Larry, A, Caron, 5000 West National Avenue, Mi		
53							Byrne, James, E, Caron, 5000 West National Avenue, M		
54							Byrne, Maurice, B, Caron, 5000 West National Avenue		
55							Byrne, William, J, Caron, 5000 West National Avenue, I		
56							Byrnes, Edward, J, Caron, 5000 West National Avenue		
57							Byrnes, Patrick, J, Caron, 5000 West National Avenue,		
58							Byron, Andrew, , Caron, 5000 West National Avenue, M		
59							Byron, John, , Caron, 5000 West National Avenue, Milw		
60							Bysiry, Frank, J, Caron, 5000 West National Avenue, M		
61									
62									
63									
64									
65									
66									

data | Sheet2 | Sheet3

Sheet 1 / 3 | Default | Sum=0 | 100%

- Define Range...
- Select Range...
- Sort...
- Filter
- Form...
- Subtotals...
- Validity...
- Multiple Operations...
- Text to Columns...
- Consolidate...
- Group and Outline
- Pivot Table
- Refresh Range

Leave all the names you copied highlighted
Select the Data menu. Under the Data Menu
select the Text to Columns menu.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

J3:J60

Text to Columns

Import

Character set: Unicode

Language: Default - English (USA)

From row: 1

Separator options

Fixed width

Separated by

Tab Comma Other

Semicolon Space

Merge delimiters

Text delimiter: "

Other options

Quoted field as text

Detect special numbers

Fields

Column type: Standard

	Standard	Standard	Standard	Standard	Standard	Standard	Standard
1	Butler,	Henry,	,	Abbot,	5000	West	National
2	Butler,	John,	M,	Abbot,	5000	West	National
3	Butler,	John,	,	Abbot,	5000	West	National
4	Butler,	Lawrence,	O,	Abbot,	5000	West	National
5	Butler,	Michael,	,	Abbot,	5000	West	National
6	Butler,	Morris,	,	Abbot,	5000	West	National
7	Butler,	Richard,	J,	Abbot,	5000	West	National

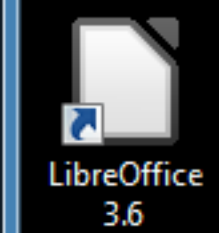
OK Cancel Help

The data is comma separated (CSV). It is also space separated. In this example, space and tab are selected delimiters. Select Ok once you are done.

Checking comma instead of space would also work.

K	L
5000 West National Avenue, Milv	
5000 West National Avenue, Mi	

5000 West National Avenue, Milv
5000 West National Avenue, M



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

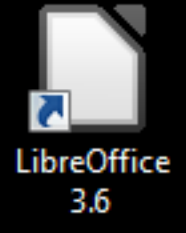
Arial 12

E3

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSc
3								Henry,	,	Butler,			Abb
4								John,	M,	Butler,			Abb
5								John,	,	Butler,			Abb
6								Lawrence,	O,	Butler,			Abb
7								Michael,	,	Butler,			Abb
8								Morris,	,	Butler,			Abb
9								Richard,	J,	Butler,			Abb
10								Thomas,	F,	Butler,			Abb
11								Thomas,	,	Butler,			Abb
12								Vivyon,	,	Butler,			Abb
13								Walter,	W,	Butler,			Abb
14								William,	H,	Butler,			Abb
15								William,	H,	Butler,			Abb
16								Simon,	J,	Butrym,			Abb
17								Henry,	C,	Butt,			Abb
18								Paul,	T,	Butt,			Abb
19								Horace,	,	Butterfield,			Abb
20								Ira,	,	Butterfield,			Abb
21								Joseph,	,	Butterfield,			Abb
22								Luther,	J,	Butterfield,			Bart
23								William,	E,	Butterfield,			Bart
24								Harry,	Rob	Butterworth,			Bart
25								Terrv.	.	Butterworth,			Bart

Sheet1 / 3 | Default | Sum=0 | 100%

The first name and middle initial were in the wrong columns. Use cut and paste to move the first name and middle initial to the correct columns.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

The example uses find and replace to find all the commas in the highlighted areas and replace each comma with nothing.

F	G	H	I	J	K	L
		Peter,	,	Byer,		Care
		Frank,	,	Byers,		Care
		Floyd,	N,	Byington,		Care
		Frank,	,	Byk,		Care
		John,	P,	Bykowski,		Care
		Charles,	C,	Byram,		Care
		Arthur,	E,	Byrd,		Care
		Carbe,	,	Byrd,		Care
		Judson,	E,	Byrd,		Care
		Larry,	A,	Byrd,		Care
		James,	E,	Byrne,		Care
		Maurice,	B,	Byrne,		Care
		William,	J,	Byrne,		Care
		Edward,	J,	Byrnes,		Care
		Patrick,	J,	Byrnes,		Care
		Andrew,	,	Byron,		Care
		John,	,	Byron,		Care
		Frank,	J,	Bysiry,		Care

Sheet 1 / 3

Sum=0 100%

Find & Replace

Search for
|

Replace with

Match case
 Entire cells

Find Find All Replace Replace All

More Options Help Close



Recycle Bin



Adobe Reader

2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

	I	J	K	L
rd	F	Bydynkowski		Bart
		Byer		Care
		Byers		Care
	N	Byington		Care
		Byk		Care
	P	Bykowski		Care
es	C	Byram		Care
	E	Byrd		Care
		Byrd		Care

Untitled - Notepad

File Edit Format View Help

```
Henry Butler
John M Butler
John Butler
Lawrence O Butler
Michael Butler
Morris Butler
Richard J Butler
Thomas F Butler
Thomas Butler
Vivyon Butler
Walter W Butler
William H Butler
William H Butler
Simon J Butrym
Henry C Butt
Paul T Butt
Horace Butterfield
Ira Butterfield
Joseph Butterfield
Luther J Butterfield
William E Butterfield
Harry Robert Butterworth
Terry Butterworth
Frederick W Buttke
Gustav Buttlaff
Charles H Butts
George E Butts
Raymond W Butzine
Albert Buursma
Stanley Buvid
Dagmar Buxbaum
David E Buxbaum
Ellsworth J Buxrude
Lawson Buxton
William Buyers
```

64

65

data Sheet2 Sheet3

Sheet 1 / 3 Default Sum=0 100%

This example copies the first name, middle initial, and last name to notepad. We want to recombine all three columns into one column.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial

A3

1	usern	ou
2	Alphonse Albatross zenc	
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25		

data Sheet2 Sheet3

Sheet 1 / 3 Default Sum=0 100%

Text Import

Import

Character set: Unicode

Language: Default - English (USA)

From row: 1

Separator options

Fixed width

Separated by

Tab Comma Other

Semicolon Space

Merge delimiters

Text delimiter: "

Other options

Quoted field as text

Detect special numbers

Fields

Column type: Standard

0	Standard
1	Henry->>Butler
2	John->M->Butler
3	John->>Butler
4	Lawrence->O->Butler
5	Michael->>Butler
6	Morris->>Butler

This example selects the Fixed width option. Then paste all the data from notepad into cell A3. Select OK when you are ready.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

A3:A60 Henry Butler

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<u>usern</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>
2	Alphonse Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSc
3	HenryButler							Henry		Butler			Abb
4	JohnMButler							John	M	Butler			Abb
5	JohnButler							John		Butler			Abb
6	LawrenceOButler							Lawrence	O	Butler			Abb
7	MichaelButler							Michael		Butler			Abb
8	MorrisButler							Morris		Butler			
9	RichardJButler							Richard	J	Butler			
10	ThomasFButler							Thomas	F	Butler			
11	ThomasButler							Thomas		Butler			
12	Vivyon Butler							Vivyon		Butler			
13	WalterWButler							Walter	W	Butler			
14	WilliamHButler							William	H	Butler			
15	WilliamHButler							William	H	Butler			
16	Simon J Butrym							Simon	J	Butrym			
17	HenryCButt							Henry	C	Butt			
18	PaulTButt							Paul	T	Butt			
19	Horace Butterfield							Horace		Butterfield			
20	Ira Butterfield							Ira		Butterfield			
21	Joseph Butterfield							Joseph		Butterfield			
22	Luther J Butterfield							Luther	J	Butterfield			
23	William E Butterfield							William	E	Butterfield			Bart
24	Harry Robert Butterworth							Harry	Rob	Butterworth			Bart
25	Terry Butterworth							Terry		Butterworth			Bart

Find & Replace

Search for: \t

Replace with: |

Match case

Entire cells

Current selection only

Backwards

Regular expressions

Similarity search

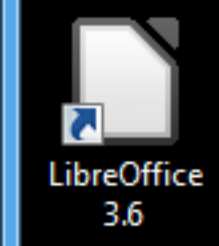
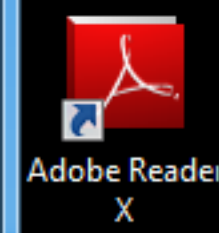
Search for Styles

Search in: Formulas

Search direction: Rows Columns

Search in all sheets

LibreOffice uses regular expression. Set find and replace to use regular expression. The \t is regular expression for the tab character. Replace all the tab characters in the highlighted text with underscore or _.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

A3:A60 Henry_Butler

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>
2	Alphonse Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSc
3	Henry Butler							Henry		Butler			Abb
4	John M Butler							John	M	Butler			Abb
5	John Butler							John		Butler			Abb
6	Lawrence O Butler							Lawrence	O	Butler			
7	Michael Butler							Michael		Butler			
8	Morris Butler							Morris		Butler			
9	Richard J Butler							Richard	J	Butler			
10	Thomas F Butler							Thomas	F	Butler			
11	Thomas Butler							Thomas		Butler			
12	Vivyon Butler							Vivyon		Butler			
13	Walter W Butler							Walter	W	Butler			
14	William H Butler							William	H	Butler			
15	William H Butler							William	H	Butler			
16	Simon J Butrym							Simon	J	Butrym			
17	Henry C Butt							Henry	C	Butt			
18	Paul T Butt							Paul	T	Butt			
19	Horace Butterfield							Horace		Butterfield			
20	Ira Butterfield							Ira		Butterfield			
21	Joseph Butterfield							Joseph		Butterfield			Abb
22	Luther J Butterfield							Luther	J	Butterfield			Bart
23	William E Butterfield							William	E	Butterfield			Bart
24	Harry Robert Butterworth							Harry	Rob	Butterworth			Bart
25	Terry Butterworth							Terry		Butterworth			Bart

Sheet 1 / 3

Find & Replace

Search for:

Replace with:

Match case

Entire cells

Current selection only

Backwards

Regular expressions

Similarity search

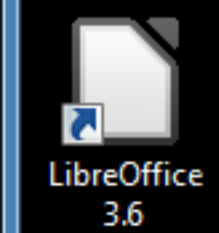
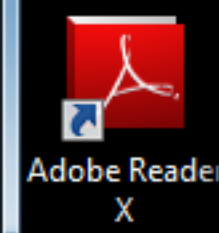
Search for Styles

Search in: Formulas

Search direction: Rows Columns

Search in all sheets

This example now replaces all the double underscores or __ with a single underscore or _



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

A49:AMJ49

41	Edward_F_Bydynkowski							Edward	F	Bydynkowski			Bart
42	Peter_Byer							Peter		Byer			Caro
43	Frank_Byers							Frank		Byers			Caro
44	Floyd_N_Byington							Floyd	N	Byington			Caro
45	Frank_Byk							Frank		Byk			Caro
46	John_P_Bykowski							John	P	Bykowski			Caro
47	Charles_C_Byram							Charles	C	Byram			Caro
48	Arthur_E_Byrd							Arthur	E	Byrd			Caro
								Carbe		Byrd			Caro
								Judson	E	Byrd			Caro
								Larry	A	Byrd			Caro
								James	E	Byrne			Caro
								Maurice	B	Byrne			Caro
								William	J	Byrne			Caro
								Edward	J	Byrnes			Caro
								Patrick	J	Byrnes			Caro
								Andrew		Byron			Caro
								John		Byron			Caro
								Frank	J	Bysiry			Caro

65

data Sheet2 Sheet3

Sheet 1 / 3 Default Sum=0 100%

The highlighted row is unneeded. The example deletes the row.

- Format Cells...
- Row Height...
- Optimal Row Height...
- Insert Rows
- Delete Rows
- Delete Contents...
- Hide
- Show
- Cut
- Copy
- Paste
- Paste Special...



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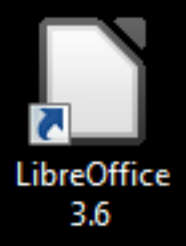
File Edit View Insert Format Tools Data Window Help

Arial 12

A3 Henry_Butler

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry Butler							Henry		Butler		
4	John_M Butler							John	M	Butler		
5	John Butler							John		Butler		
6	Lawrence_O Butler							Lawrence	O	Butler		
7	Michael Butler							Michael		Butler		
8	Morris Butler							Morris		Butler		
9	Richard_J Butler							ard	J	Butler		
10	Thomas_F Butler							mas	F	Butler		
11	Thomas Butler							mas		Butler		
12	Vivyon Butler							on		Butler		
13	Walter_W Butler							er	W	Butler		
14	William_H Butler							am	H	Butler		
15	William_H Butler							am	H	Butler		
16	Simon_J Butrym							on	J	Butrym		
17	Henry_C Butt							y	C	Butt		
18	Paul_T Butt								T	Butt		
19	Horace Butterfield							ace		Butterfield		
20	Ira Butterfield									Butterfield		
21	Joseph Butterfield							eph		Butterfield		
22	Luther_J Butterfield							er	J	Butterfield		
23	William_E Butterfield							william	E	Butterfield		
24	Harry_Robert Butterworth							Harry	Rob	Butterworth		
25	Terry Butterworth							Terrv		Butterworth		

The userdn should have a single underscore or _ instead of a space between each part of the name. This is the time to fix any mistakes.



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Arial 12

B2 = zenon

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler							Henry		Butler		
4	John_M_Butler							John	M	Butler		
5	John_Butler							John		Butler		
6	Lawr							Lawrence	O	Butler		
7	Mich							Michael		Butler		
8	Morr							Morris		Butler		
9	Rich							Richard	J	Butler		
10	Thon							Thomas	F	Butler		
11	Thon							Thomas		Butler		
12	Vivv							Vivyon		Butler		
13	Walt							Walter	W	Butler		
14	Willi							William	H	Butler		
15	Willi							William	H	Butler		
16	Sim							Simon	J	Butrym		
17	Henr							Henry	C	Butt		
18	Paul_T_Butt							Paul	T	Butt		
19	Horace_Butterfield							Horace		Butterfield		
20	Ira_Butterfield							Ira		Butterfield		
21	Joseph_Butterfield							Joseph		Butterfield		
22	Luther_J_Butterfield							Luther	J	Butterfield		
23	William_E_Butterfield							William	E	Butterfield		
24	Harry_Robert_Butterworth							Harry	Rob	Butterworth		
25	Terry_Butterworth							Terrv		Butterworth		

Sheet 1 / 3 Default Sum=0 100%

First, change the name of the organizational unit to your organizational unit.

If you double click on the small black box, Calc will copy the ou name to all rows.



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Arial 12

E2 =CONCATENATE(H2,I2,B2)

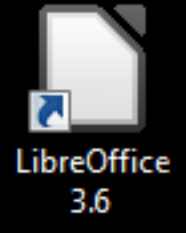
	A	B	C	D	E	F	G	H	I	J	K	L
1	usrdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid
		zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
16	Simon_C_Buttrick	zenon	mait	local								
17	Henry_C_Butt	zenon	mait	local				Paul	T	Butt		
18	Paul_T_Butt	zenon	mait	local				Horace		Butterfield		
19	Horace_Butterfield	zenon	mait	local				Ira		Butterfield		
20	Ira_Butterfield	zenon	mait	local				Joseph		Butterfield		
21	Joseph_Butterfield	zenon	mait	local				Luther	J	Butterfield		
22	Luther_J_Butterfield	zenon	mait	local				William	E	Butterfield		
23	William_E_Butterfield	zenon	mait	local				Harry	Rob	Butterworth		
24	Harry_Robert_Butterworth	zenon	mait	local				Terrv		Butterworth		
25	Terry_Butterworth	zenon	mait	local								

Sheet 1 / 3 Default Sum=0 100%

The example has copied the data from B2, C2, and D2 to all rows.

Remember to change the organizational unit name. Some of you need to change mait to dragon.

This example creates the samid out of the first name, middle initial, and organizational unit name. Since it is a relative formula, you may double click on the small black box in the lower right side of cell E1.



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Arial 12

F2 =LEN(E2)

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon							
4	John_M_Butler	zenon	mait	local	JohnMzenon							
5	John_Butler	zenon	mait	local	Johnzenon							
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon							
7	Michael_Butler	zenon	mait	local	Michaelzenon							
8	Morris_Butler	zenon	mait	local	Morriszenon							
9	Richard_J_Butler	zenon	mait	local	RichardJzenon							
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon							
11	Thomas_Butler	zenon	mait	local	Thomaszenon							
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon							
13	Walter_W_Butler	zenon	mait	local	WalterWzenon							
14	William_H_Butler	zenon	mait	local	WilliamHzenon							
15	William_H_Butler	zenon	mait	local	WilliamHzenon							
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon							
17	Henry_C_Butt	zenon	mait	local	HenryCzenon							
18	Paul_T_Butt	zenon	mait	local	PaulTzenon			Paul	T	Butt		
19	Horace_Butterfield	zenon	mait	local	Horacezenon			Horace		Butterfield		
20	Ira_Butterfield	zenon	mait	local	Irazenon			Ira		Butterfield		
21	Joseph_Butterfield	zenon	mait	local	Josephzenon			Joseph		Butterfield		
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon			Luther	J	Butterfield		
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon			William	E	Butterfield		
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon			Harry	Rob	Butterworth		
25	Terry_Butterworth	zenon	mait	local	Terryzenon			Terry		Butterworth		

Sheet 1 / 3 Default Sum=14 100%

The example uses the length calculation to help keep the samid less than 15 characters. The example copies the relative formula to all rows.



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Arial 12

F2:F59 =LEN(E2)

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>In</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	10		Henry		Butler		
4	John_M_Butler	zenon	mait	local	JohnMzenon	10		John	M	Butler		
5	John_Butler	zenon	mait	local	Johnzenon	9		John		Butler		
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14		Lawrence	O	Butler		
7	Michael_Butler	zenon	mait	local	Michaelzenon	12		Michael		Butler		
8	Morris_Butler	zenon	mait	local	Morriszenon	11		Morris		Butler		
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	13		Richard	J	Butler		
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	12		Thomas	F	Butler		
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11		Thomas		Butler		
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11		Vivyon		Butler		
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12		Walter	W	Butler		
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13		William	H	Butler		
15	William_H_Butler	zenon	mait	local	WilliamHzenon	13		William	H	Butler		
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11		Simon	J	Butrym		
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11		Henry	C	Butt		
18	Paul_T_Butt	zenon	mait	local	PaulTzenon	10		Paul	T	Butt		
19	Horace_Butterfield	zenon	mait	local	Horacezenon	11		Horace		Butterfield		
20	Ira_Butterfield	zenon	mait	local	Irazenon	8		Ira		Butterfield		
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11		Joseph		Butterfield		
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12		Luther	J	Butterfield		
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13		William	E	Butterfield		
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16		Harry	Rob	Butterworth		
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10		Terry		Butterworth		

Sheet 1 / 3 Default Sum=683 100%

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Arial 12

G2 =A2

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry			Butler		
4	John_M_Butler	zenon	mait	local	JohnMzenon	10	John	M		Butler		
5	John_Butler	zenon	mait	local	Johnzenon	9	John			Butler		
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14	Lawrence	O		Butler		
7	Michael_Butler	zenon	mait	local	Michaelzenon	12	Michael			Butler		
8	Morris_Butler	zenon	mait	local	Morriszenon	11	Morris			Butler		
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	13	Richard	J		Butler		
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	12	Thomas	F		Butler		
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11	Thomas			Butler		
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11	Vivyon			Butler		
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12	Walter	W		Butler		
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13	William	H		Butler		
15	William_H_Butler	zenon	mait	local	WilliamHzenon	13	William	H		Butler		
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11	Simon	J		Butrym		
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11	Henry	C		Butt		
18	Paul_T_Butt	zenon	mait	local	PaulTzenon	10	Paul	T		Butt		
19	Horace_Butterfield	zenon	mait	local	Horacezenon	11	Horace			Butterfield		
20	Ira_Butterfield	zenon	mait	local	Irazenon	8	Ira			Butterfield		
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11	Joseph			Butterfield		
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12	Luther	J		Butterfield		
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William	E		Butterfield		
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16	Harry	Rob		Butterworth		
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry			Butterworth		

Sheet 1 / 3 | Default | Sum=0 | 100%

The example makes the first part of the upn the same as the userdn. The example copies the relative formula to all cells.



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Arial 12

G2:G59 =A2

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry_Butler	Henry		Butler		
4	John_M_Butler	zenon	mait	local	JohnMzenon	10	John_M_Butler	John	M	Butler		
5	John_Butler	zenon	mait	local	Johnzenon	9	John_Butler	John		Butler		
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14	Lawrence_O_Butler	Lawrence	O	Butler		
7	Michael_Butler	zenon	mait	local	Michaelzenon	12	Michael_Butler	Michael		Butler		
8	Morris_Butler	zenon	mait	local	Morriszenon	11	Morris_Butler	Morris		Butler		
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	13	Richard_J_Butler	Richard	J	Butler		
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	12	Thomas_F_Butler	Thomas	F	Butler		
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11	Thomas_Butler	Thomas		Butler		
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11	Vivyon_Butler	Vivyon		Butler		
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12	Walter_W_Butler	Walter	W	Butler		
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13	William_H_Butler	William	H	Butler		
15	William_H_Butler	zenon	mait	local	WilliamHzenon	13	William_H_Butler	William	H	Butler		
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11	Simon_J_Butrym	Simon	J	Butrym		
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11	Henry_C_Butt	Henry	C	Butt		
18	Paul_T_Butt	zenon	mait	local	PaulTzenon	10	Paul_T_Butt	Paul	T	Butt		
19	Horace_Butterfield	zenon	mait	local	Horacezenon	11	Horace_Butterfield	Horace		Butterfield		
20	Ira_Butterfield	zenon	mait	local	Irazenon	8	Ira_Butterfield	Ira		Butterfield		
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11	Joseph_Butterfield	Joseph		Butterfield		
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12	Luther_J_Butterfield	Luther	J	Butterfield		
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William_E_Butterfield	William	E	Butterfield		
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16	Harry_Robert_Butter	Harry	Rob	Butterworth		
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry_Butterworth	Terry		Butterworth		

Sheet 1 / 3 Default Sum=0 100%



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Arial 10

K3

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>In</u>	<u>display</u>	<u>empid</u>
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry_Butler	Henry		Butler		
4	John_M_Butler	zenon	mait	local	JohnMzenon	10	John_M_Butler	John	M	Butler		
5	John_Butler	zenon	mait	local	Johnzenon	9	John_Butler	John		Butler		
6	Lawrence_O_Butler	zenon						Lawrence	O	Butler		
7	Michael_Butler	zenon						Michael		Butler		
8	Morris_Butler	zenon						Morris		Butler		
9	Richard_J_Butler	zenon						Richard	J	Butler		
10	Thomas_F_Butler	zenon						Thomas	F	Butler		
11	Thomas_Butler	zenon						Thomas		Butler		
12	Vivyon_Butler	zenon						Vivyon		Butler		
13	Walter_W_Butler	zenon						Walter	W	Butler		
14	William_H_Butler	zenon						William	H	Butler		
15	William_H_Butler	zenon						William	H	Butler		
16	Simon_J_Butrym	zenon						Simon	J	Butrym		
17	Henry_C_Butt	zenon						Henry	C	Butt		
18	Paul_T_Butt	zenon						Paul	T	Butt		
19	Horace_Butterfield	zenon						Horace		Butterfield		
20	Ira_Butterfield	zenon						Ira		Butterfield		
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11	Joseph_Butterfield	Joseph		Butterfield		
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12	Luther_J_Butterfield	Luther	J	Butterfield		
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William_E_Butterfield	William	E	Butterfield		
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16	Harry_Robert_Butter	Harry	Rob	Butterworth		
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry_Butterworth	Terry		Butterworth		

Sheet 1 / 3 Default Sum=0 100%

The example copies the data from column A to column K.



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Search: K3:K59 Henry_Butler

	A	B	C	D	E	F	G	H	I	J	K	L
1	<u>userdn</u>	<u>ou</u>	<u>dc2</u>	<u>dc3</u>	<u>samid</u>	<u>length</u>	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>
2	Alphonse Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	11	Henry_Butler	Henry		Butler	Henry Butler	
4	John_M_Butler	zenon	mait	local	Johnzenon	11	John_M_Butler	John	M	Butler	John_M_Butler	
5	John_Butler	zenon	mait	local	Johnzenon	11	John_Butler	John		Butler	John_Butler	
6	Lawrence_O_Butler	zenon	mait	local	Lawrencezenon	11	Lawrence_O_Butler	Lawrence	O	Butler	Lawrence_O_Butler	
7	Michael_Butler	zenon	mait	local	Michaelzenon	11	Michael_Butler	Michael		Butler	Michael_Butler	
8	Morris_Butler	zenon	mait	local	Morriszenon	11	Morris_Butler	Morris		Butler	Morris_Butler	
9	Richard_J_Butler	zenon	mait	local	Richardzenon	11	Richard_J_Butler	Richard	J	Butler	Richard_J_Butler	
10	Thomas_F_Butler	zenon	mait	local	Thomaszenon	11	Thomas_F_Butler	Thomas	F	Butler	Thomas_F_Butler	
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11	Thomas_Butler	Thomas		Butler	Thomas_Butler	
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11	Vivyon_Butler	Vivyon		Butler	Vivyon_Butler	
13	Walter_W_Butler	zenon	mait	local	Walterzenon	11	Walter_W_Butler	Walter	W	Butler	Walter_W_Butler	
14	William_H_Butler	zenon	mait	local	Williamzenon	11	William_H_Butler	William	H	Butler	William_H_Butler	
15	William_H_Butler	zenon	mait	local	Williamzenon	11	William_H_Butler	William	H	Butler	William_H_Butler	
16	Simon_J_Butrym	zenon	mait	local	Simonzenon	11	Simon_J_Butrym	Simon	J	Butrym	Simon_J_Butrym	
17	Henry_C_Butt	zenon	mait	local	Henryzenon	11	Henry_C_Butt	Henry	C	Butt	Henry_C_Butt	
18	Paul_T_Butt	zenon	mait	local	Paulzenon	11	Paul_T_Butt	Paul	T	Butt	Paul_T_Butt	
19	Horace_Butterfield	zenon	mait	local	Horacezenon	11	Horace_Butterfield	Horace		Butterfield	Horace_Butterfield	
20	Ira_Butterfield	zenon	mait	local	Irazenon	8	Ira_Butterfield	Ira		Butterfield	Ira_Butterfield	
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11	Joseph_Butterfield	Joseph		Butterfield	Joseph_Butterfield	
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12	Luther_J_Butterfield	Luther	J	Butterfield	Luther_J_Butterfield	
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William_E_Butterfield	William	E	Butterfield	William_E_Butterfield	
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16	Harry_Robert_Butterworth	Harry	Rob	Butterworth	Harry_Robert_Butterworth	
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry_Butterworth	Terry		Butterworth	Terry_Butterworth	

Sheet 1 / 3 Default Sum=0 100%

Find & Replace

Search for:

Replace with:

Match case

Entire cells

Buttons: Find, Find All, Replace, Replace All, More Options, Help, Close

The example replaces all the underscore or _ with spaces.

This is the display name. This is a good place to put any special designations to the name, such as Dr, III, Jr, etc ...



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File Edit View Insert Format Tools Data Window Help

Arial 12 MSctc*34

	G	H	I	J	K	L	M	N	O
1	<u>upn</u>	<u>fn</u>	<u>mi</u>	<u>ln</u>	<u>display</u>	<u>empid</u>	<u>pwd</u>	<u>desc</u>	<u>memberof1</u>
2	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a <u>fictious</u> person. Do not trust!	people
3	Henry_Butler	Henry		Butler	Henry Butler	8		5000 West	Abbot
4	John_M_Butler	John	M	Butler	John M Butler	9			
5	John_Butler	John		Butler	John Butler	10			
6	Lawrence_O_Butler	Lawrence	O	Butler	Lawrence O Butler	11			
7	Michael_Butler	Michael		Butler	Michael Butler	12			
8	Morris_Butler	Morris		Butler	Morris Butler	13			
9	Richard_J_Butler	Richard	J	Butler	Richard J Butler	14			
10	Thomas_F_Butler	Thomas	F	Butler	Thomas F Butler	15			
11	Thomas_Butler	Thomas		Butler	Thomas Butler	16			
12	Vivyon_Butler	<u>Vivyon</u>		Butler	<u>Vivyon</u> Butler	17			
13	Walter_W_Butler	Walter	W	Butler	Walter W Butler	18			
14	William_H_Butler	William	H	Butler	William H Butler	19			
15	William_H_Butler	William	H	Butler	William H Butler	20			
16	Simon_J_Butrym	Simon	J	<u>Butrym</u>	Simon J <u>Butrym</u>	21			
17	Henry_C_Butt	Henry	C	Butt	Henry C Butt	22			
18	Paul_T_Butt	Paul	T	Butt	Paul T Butt	23			
19	Horace_Butterfield	Horace		<u>Butterfield</u>	Horace <u>Butterfield</u>	24		5000 West	Abbot
20	Ira_Butterfield	Ira		<u>Butterfield</u>	Ira <u>Butterfield</u>	25		5000 West	Abbot
21	Joseph_Butterfield	Joseph		<u>Butterfield</u>	Joseph <u>Butterfield</u>	26		5000 West	Abbot
22	Luther_J_Butterfield	Luther	J	<u>Butterfield</u>	Luther J <u>Butterfield</u>	27		5000 West	Barbel
23	William_E_Butterfield	William	E	<u>Butterfield</u>	William E <u>Butterfield</u>	28		5000 West	Barbel
24	Harry_Robert_Butter	Harry	Rob	<u>Butterwort</u>	Harry Robert <u>Butterwort</u>	29		5000 West	Barbel
25	Terry_Butterworth	Terry		<u>Butterwort</u>	Terry <u>Butterworth</u>	30		5000 West	Barbel

The example made up an employee id number for each employee.

The easiest way to create a unique password for each logon is to end the password with a number. Then copy the passwords allowing Calc to change the number.

Passwords must be as complex or more complex than shown.



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File Edit View Insert Format Tools Data Window Help

Arial 12

02:059 people

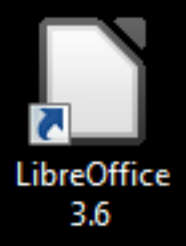
	L	M	N	O	P	Q	R	S	T	U
1	<u>empid</u>	<u>pwd</u>	<u>desc</u>	<u>memberof1</u>	<u>memberof2</u>	<u>office</u>	<u>tel</u>	<u>email</u>	<u>hometel</u>	<u>pager</u>
2	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0000	Alphonse_Albatross	555-1001	555-2000
3	8	MSctc*35	Retired	people	Abbot,	Avenue	Milwaukee	WI,	53295-4000	
4	9	MSctc*36	Retired	people	Abbot,					
5	10	MSctc*37	Retired	people	Abbot,					
6	11	MSctc*38	Retired	people	Abbot,					
7	12	MSctc*39	Retired	people	Abbot,					
8	13	MSctc*40	Retired	people	Abbot,					
9	14	MSctc*41	Retired	people	Abbot,					
10	15	MSctc*42	Retired	people	Abbot,					
11	16	MSctc*43	Retired	people	Abbot,					
12	17	MSctc*44	Retired	people	Abbot,					
13	18	MSctc*45	Retired	people	Abbot,					
14	19	MSctc*46	Retired	people	Abbot,					
15	20	MSctc*47	Retired	people	Abbot,					
16	21	MSctc*48	Retired	people	Abbot,					
17	22	MSctc*49	Retired	people	Abbot,					
18	23	MSctc*50	Retired	people	Abbot,					
19	24	MSctc*51	Retired	people	Abbot,	Avenue	Milwaukee	WI,	53295-4000	
20	25	MSctc*52	Retired	people	Abbot,	Avenue	Milwaukee	WI,	53295-4000	
21	26	MSctc*53	Retired	people	Abbot,	Avenue	Milwaukee	WI,	53295-4000	
22	27	MSctc*54	Retired	people	Barbel,	Avenue	Milwaukee	WI,	53295-4000	
23	28	MSctc*55	Retired	people	Barbel,	Avenue	Milwaukee	WI,	53295-4000	
24	29	MSctc*56	Retired	people	Barbel,	Avenue	Milwaukee	WI,	53295-4000	
25	30	MSctc*57	Retired	people	Barbel,	Avenue	Milwaukee	WI,	53295-4000	

Sheet 1 / 3 Default Sum=0 100%

The example made up a description for each logon.

It is strongly suggested to make everyone a member of the people group in your organizational unit.

The second group division is listed in the lab. The example does not show removing the comma after the group name. The commas need to be removed.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

R2:R59 Σ = 555-0000

	L	M	N	O	P	Q	R	S	T	U
1	<u>empid</u>	<u>pwd</u>	<u>desc</u>	<u>memberof1</u>	<u>memberof2</u>	<u>office</u>	<u>tel</u>	<u>email</u>	<u>hometel</u>	<u>pager</u>
2	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0000	Alphonse_Albatross	555-1001	555-2000
3	8	MSctc*35	Retired	people	Abbot,	Z162	5550001	WI,	53295-4000	
4	9	MSctc*36	Retired	people	Abbot,	Z163	5550002	WI,	53295-4000	
5	10	MSctc*37	Retired			Z164	5550003	WI,	53295-4000	
6	11	MSctc*38	Reti			Z165	5550004	WI,	53295-4000	
7	12	MSctc*39	Reti			Z166	5550005	WI,	53295-4000	
8	13	MSctc*40	Reti			Z167	5550006	WI,	53295-4000	
9	14	MSctc*41	Reti			Z168	5550007	WI,	53295-4000	
10	15	MSctc*42	Reti			Z169	5550008	WI,	53295-4000	
11	16	MSctc*43	Reti			Z170	5550009	WI,	53295-4000	
12	17	MSctc*44	Reti			Z171	5550010	WI,	53295-4000	
13	18	MSctc*45	Reti			Z172	5550011	WI,	53295-4000	
14	19	MSctc*46	Reti			Z173	5550012	WI,	53295-4000	
15	20	MSctc*47	Reti			Z174	5550013	WI,	53295-4000	
16	21	MSctc*48	Reti			Z175	5550014	WI,	53295-4000	
17	22	MSctc*49	Reti			Z176	5550015	WI,	53295-4000	
18	23	MSctc*50	Reti			Z177	5550016	WI,	53295-4000	
19	24	MSctc*51	Reti			Z178	5550017	WI,	53295-4000	
20	25	MSctc*52	Retired	people	Abbot,	Z179	5550018	WI,	53295-4000	
21	26	MSctc*53	Retired	people	Abbot,	Z180	5550019	WI,	53295-4000	
22	27	MSctc*54	Retired	people	Barbel,	Z181	5550020	WI,	53295-4000	
23	28	MSctc*55	Retired	people	Barbel,	Z182	5550021	WI,	53295-4000	
24	29	MSctc*56	Retired	people	Barbel,	Z183	5550022	WI,	53295-4000	
25	30	MSctc*57	Retired	people	Barbel.	Z184	5550023	WI.	53295-4000	

Sheet 1 / 3 Default Sum=0 100%

The example makes up the office location and telephone number.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

S2 =A2

	L	M	N	O	P	Q	R	S	T	U
1	<u>empid</u>	<u>pwd</u>	<u>desc</u>	<u>memberof1</u>	<u>memberof2</u>	<u>office</u>	<u>tel</u>	<u>email</u>	<u>hometel</u>	<u>pager</u>
2	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0000	Alphonse Albatross	555-1001	555-2000
3	8	MSctc*35	Retired	people	Abbot,	Z162	5550001	WI,	53295-4000	
4	9	MSctc*36	Retired	people	Abbot,	Z163	5550002	WI,	53295-4000	
5	10	MSctc*37	Retired				5550003	WI,	53295-4000	
6	11	MSctc*38	Retired				5550004	WI,	53295-4000	
7	12	MSctc*39	Retired				5550005	WI,	53295-4000	
8	13	MSctc*40	Retired				5550006	WI,	53295-4000	
9	14	MSctc*41	Retired				5550007	WI,	53295-4000	
10	15	MSctc*42	Retired				5550008	WI,	53295-4000	
11	16	MSctc*43	Retired				5550009	WI,	53295-4000	
12	17	MSctc*44	Retired				5550010	WI,	53295-4000	
13	18	MSctc*45	Retired				5550011	WI,	53295-4000	
14	19	MSctc*46	Retired				5550012	WI,	53295-4000	
15	20	MSctc*47	Retired				5550013	WI,	53295-4000	
16	21	MSctc*48	Retired				5550014	WI,	53295-4000	
17	22	MSctc*49	Retired				5550015	WI,	53295-4000	
18	23	MSctc*50	Retired				5550016	WI,	53295-4000	
19	24	MSctc*51	Retired				5550017	WI,	53295-4000	
20	25	MSctc*52	Retired	people	Abbot,	Z179	5550018	WI,	53295-4000	
21	26	MSctc*53	Retired	people	Abbot,	Z180	5550019	WI,	53295-4000	
22	27	MSctc*54	Retired	people	Barbel,	Z181	5550020	WI,	53295-4000	
23	28	MSctc*55	Retired	people	Barbel,	Z182	5550021	WI,	53295-4000	
24	29	MSctc*56	Retired	people	Barbel,	Z183	5550022	WI,	53295-4000	
25	30	MSctc*57	Retired	people	Barbel,	Z184	5550023	WI,	53295-4000	

Sheet 1 / 3 Default Sum=0 100%

The example uses a relative formula to copy the userdn to the email column.



Recycle Bin

Adobe Reader
XLibreOffice
3.6Mozilla
Firefox

2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

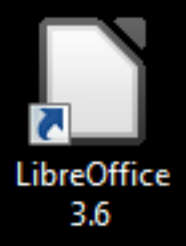
Arial 12

Z3 student assistant

	S	T	U	V	W	X	Y	Z	AA
1	email	hometel	pager	mobile	fax	iptel	webpg	title	dept
2	Alphonse_Albatross	555-1001	555-2000	555-3000	555-4000	555-5000	brazil.minnesota.edu	Vice President of the Unnecessary	Lost and F
3	Henry_Butler	555-1000	555-1999	555-2999	555-3999	555-4999	brazil.minnesota.edu	student assistant	
4	John_M_Butler	555-999	555-1998	555-2998	555-3998	555-4998	brazil.minnesota.edu		
5	John_Butler	555-998	555-1997	555-2997	555-3997	555-4997	brazil.minnesota.edu		
6	Lawrence_O_Butler	555-997	555-1996	555-2996	555-3996	555-4996	brazil.minnesota.edu		
7	Michael_Butler	555-996	555-1995	555-2995	555-3995	555-4995	brazil.minnesota.edu		
8	Morris_Butler	555-995	555-1994	555-2994	555-3994	555-4994	brazil.minnesota.edu		
9	Richard_J_Butler	555-994	555-1993	555-2993	555-3993	555-4993	brazil.minnesota.edu		
10	Thomas_F_Butler	555-993	555-1992	555-2992	555-3992	555-4992	brazil.minnesota.edu		
11	Thomas_Butler	555-992	555-1991	555-2991	555-3991	555-4991	brazil.minnesota.edu		
12	Vivyon_Butler	555-991	555-1990	555-2990	555-3990	555-4990	brazil.minnesota.edu		
13	Walter_W_Butler	555-990	555-1989	555-2989	555-3989	555-4989	brazil.minnesota.edu		
14	William_H_Butler	555-989	555-1988	555-2988	555-3988	555-4988	brazil.minnesota.edu		
15	William_H_Butler	555-988	555-1987	555-2987	555-3987	555-4987	brazil.minnesota.edu		
16	Simon_J_Butrym	555-987	555-1986	555-2986	555-3986	555-4986	brazil.minnesota.edu		
17	Henry_C_Butt	555-986	555-1985	555-2985	555-3985	555-4985	brazil.minnesota.edu		
18	Paul_T_Butt	555-985	555-1984	555-2984	555-3984	555-4984	brazil.minnesota.edu		
19	Horace_Butterfield	555-984	555-1983	555-2983	555-3983	555-4983	brazil.minnesota.edu		
20	Ira_Butterfield	555-983	555-1982	555-2982	555-3982	555-4982	brazil.minnesota.edu		
21	Joseph_Butterfield	555-982	555-1981	555-2981	555-3981	555-4981	brazil.minnesota.edu		
22	Luther_J_Butterfield	555-981	555-1980	555-2980	555-3980	555-4980	brazil.minnesota.edu		
23	William_E_Butterfield	555-980	555-1979	555-2979	555-3979	555-4979	brazil.minnesota.edu		
24	Harry_Robert_Butter	555-979	555-1978	555-2978	555-3978	555-4978	brazil.minnesota.edu		
25	Terry_Butterworth	555-978	555-1977	555-2977	555-3977	555-4977	brazil.minnesota.edu		

Sheet1 / 3 Default Sum=0 100%

The example makes up the data for home telephone, pager, mobile, fax, ip telephone, and personal web page.



2272.ods - LibreOffice Calc

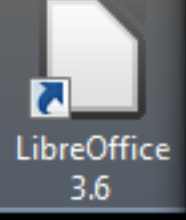
File Edit View Insert Format Tools Data Window Help

AA2:AA59 Lost and Found

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	title	dept	company	mgr	hmdir	hmdrv	profile	locscr	mustchpwd	canchpwd	reversiblep
2	Vice President of the Unnecessary	Lost and Found	mait	Preuss	not used	h:			no	yes	no
3	student assistant	Lost and Found									
4	student assistant	Lost and Found									
5	student assistant	Lost and Found									
6	student assistant	Lost and Found									
7	student assistant	Lost and Found									
8	student assistant	Lost and Found									
9	student assistant	Lost and Found									
10	student assistant	Lost and Found									
11	student assistant	Lost and Found									
12	student assistant	Lost and Found									
13	student assistant	Lost and Found									
14	student assistant	Lost and Found									
15	student assistant	Lost and Found									
16	student assistant	Lost and Found									
17	student assistant	Lost and Found									
18	student assistant	Lost and Found									
19	student assistant	Lost and Found									
20	student assistant	Lost and Found									
21	student assistant	Lost and Found									
22	student assistant	Lost and Found									
23	student assistant	Lost and Found									
24	student assistant	Lost and Found									
25	student assistant	Lost and Found									

Sheet 1 / 3 Default Sum=0 100%

The example makes up the data for title and department.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

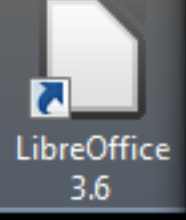
AC2:AC59 Σ = Preuss

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	<u>title</u>	<u>dept</u>	<u>company</u>	<u>mgr</u>	<u>hmdir</u>	<u>hmdrv</u>	<u>profile</u>	<u>locscr</u>	<u>mustchpwd</u>	<u>canchpwd</u>	<u>reversiblep</u>
2	Vice President of the Unnecessary	Lost and Found	mait	Preuss	not used	h:			no	yes	no
3	student assistant	Lost and Found	mait	Preuss							
4	student assistant	Lost and Found	mait	Preuss							
5	student assistant	Lost and Found	mait	Preuss							
6	student assistant	Lost and Found	mait	Preuss							
7	student assistant	Lost and Found	mait	Preuss							
8	student assistant	Lost and Found	mait	Preuss							
9	student assistant	Lost and Found	mait	Preuss							
10	student assistant	Lost and Found	mait	Preuss							
11	student assistant	Lost and Found	mait	Preuss							
12	student assistant	Lost and Found	mait	Preuss							
13	student assistant	Lost and Found	mait	Preuss							
14	student assistant	Lost and Found	mait	Preuss							
15	student assistant	Lost and Found	mait	Preuss							
16	student assistant	Lost and Found	mait	Preuss							
17	student assistant	Lost and Found	mait	Preuss							
18	student assistant	Lost and Found	mait	Preuss							
19	student assistant	Lost and Found	mait	Preuss							
20	student assistant	Lost and Found	mait	Preuss							
21	student assistant	Lost and Found	mait	Preuss							
22	student assistant	Lost and Found	mait	Preuss							
23	student assistant	Lost and Found	mait	Preuss							
24	student assistant	Lost and Found	mait	Preuss							
25	student assistant	Lost and Found	mait	Preuss							

Sheet1 / 3 Default Sum=0 100%

The example made up the company name and manager name.

You may be the manager of the logons you create.



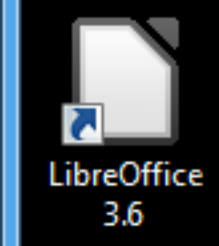
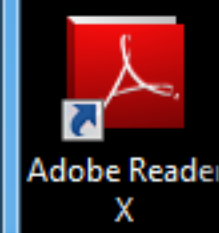
2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

AD2:AD59 not used

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	title	dept	company	mgr	hmdir	hmdrv	profile	locscr	mustchpwd	canchpwd	reversiblep
2	Vice President of the Unnecessary	Lost and Found	mait	Preuss	not used	h:			no	yes	no
3	student assistant	Lost and Found	mait	Preuss	not used						
4	student assistant	Lost and Found	mait	Preuss	not used						
5	student assistant	Lost and Found	mait	Preuss	not used						
6	student assistant	Lost and Found	mait	Preuss	not used						
7	student assistant	Lost and Found	mait	Preuss	not used						
8	student assistant	Lost and Found	mait	Preuss	not used						
9	student assistant	Lost and Found	mait	Preuss	not used						
10	student assistant	Lost and Found	mait	Preuss	not used						
11	student assistant	Lost and Found	mait	Preuss	not used						
12	student assistant	Lost and Found	mait	Preuss	not used						
13	student assistant	Lost and Found	mait	Preuss	not used						
14	student assistant	Lost and Found	mait	Preuss	not used						
15	student assistant	Lost and Found	mait	Preuss	not used						
16	student assistant	Lost and Found	mait	Preuss	not used						
17	student assistant	Lost and Found	mait	Preuss	not used						
18	student assistant	Lost and Found	mait	Preuss	not used						
19	student assistant	Lost and Found	mait	Preuss	not used						
20	student assistant	Lost and Found	mait	Preuss	not used						
21	student assistant	Lost and Found	mait	Preuss	not used						
22	student assistant	Lost and Found	mait	Preuss	not used						
23	student assistant	Lost and Found	mait	Preuss	not used						
24	student assistant	Lost and Found	mait	Preuss	not used						
25	student assistant	Lost and Found	mait	Preuss	not used						

Sheet 1 / 3 Default Sum=0 100%



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

AE2:AE59

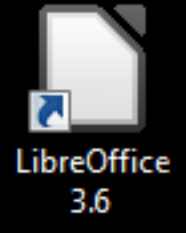
	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	<u>title</u>	<u>dept</u>	<u>company</u>	<u>mgr</u>	<u>hmdir</u>	<u>hmdrv</u>	<u>profile</u>	<u>locscr</u>	<u>mustchpwd</u>	<u>canchpwd</u>	<u>reversiblep</u>
2	Vice President of the Unnecessary	Lost and Found	mait	Preuss	not used	h:			no	yes	no
3	student assistant	Lost and Found	mait	Preuss	not used	h:					
4	student assistant	Lost and Found	mait	Preuss	not used	h:					
5	student assistant	Lost and Found	mait	Preuss	not used	h:					
6	student assistant	Lost and Found	mait	Preuss	not used	h:					
7	student assistant	Lost and Found	mait	Preuss	not used	h:					
8	student assistant	Lost and Found	mait	Preuss	not used	h:					
9	student assistant	Lost and Found	mait	Preuss	not used	h:					
10	student assistant	Lost and Found	mait	Preuss	not used	h:					
11	student assistant	Lost and Found	mait	Preuss	not used	h:					
12	student assistant	Lost and Found	mait	Preuss	not used	h:					
13	student assistant	Lost and Found	mait	Preuss	not used	h:					
14	student assistant	Lost and Found	mait	Preuss	not used	h:					
15	student assistant	Lost and Found	mait	Preuss	not used	h:					
16	student assistant	Lost and Found	mait	Preuss	not used	h:					
17	student assistant	Lost and Found	mait	Preuss	not used	h:					
18	student assistant	Lost and Found	mait	Preuss	not used	h:					
19	student assistant	Lost and Found	mait	Preuss	not used	h:					
20	student assistant	Lost and Found	mait	Preuss	not used	h:					
21	student assistant	Lost and Found	mait	Preuss	not used	h:					
22	student assistant	Lost and Found	mait	Preuss	not used	h:					
23	student assistant	Lost and Found	mait	Preuss	not used	h:					
24	student assistant	Lost and Found	mait	Preuss	not used	h:					
25	student assistant	Lost and Found	mait	Preuss	not used	h:					

data Sheet2 Sheet3

Sheet 1 / 3 Default Sum=0 100%

This example creates the home directory in the Writer document.

The example uses the letter h: for home directories.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

AK2:AK59 = no

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
1	mgr	hmdir	hmdrv	profile	locscr	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculat
2	Preuss	not used	h:			no	yes	no	no	86	no	
3	Preuss	not used	h:			no	yes	no	no			Semester E
4	Preuss	not used	h:			no	yes	no	no			12/
5	Preuss	not used	h:			no	yes	no	no			
6	Preuss	not used	h:			no	yes	no	no			Today's Dat
7	Preuss	not used	h:			no	yes	no	no			09/
8	Preuss	not used	h:			no	yes	no	no			
9	Preuss	not used	h:			no	yes	no	no			
10	Preuss	not used	h:			no	yes	no	no			
11	Preuss	not used	h:			no	yes	no	no			
12	Preuss	not used	h:			no	yes	no	no			
13	Preuss	not used	h:			no	yes	no	no			
14	Preuss	not used	h:			no	yes	no	no			
15	Preuss	not used	h:			no	yes	no	no			
16	Preuss	not used	h:			no	yes	no	no			
17	Preuss	not used	h:			no	yes	no	no			
18	Preuss	not used	h:			no	yes	no	no			
19	Preuss	not used	h:			no	yes	no	no			
20	Preuss	not used	h:			no	yes	no	no			
21	Preuss	not used	h:			no	yes	no	no			
22	Preuss	not used	h:			no	yes	no	no			
23	Preuss	not used	h:			no	yes	no	no			
24	Preuss	not used	h:			no	yes	no	no			
25	Preuss	not used	h:			no	ves	no	no			

Sheet 1 / 3 Default Sum=0 100%

The example does not force a password change. The example does allow logons to change passwords. The example does not allow reversable password encryption. The password does not allow passwords to not to expire.



Recycle Bin

Adobe Reader
XLibreOffice
3.6Mozilla
Firefox

2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

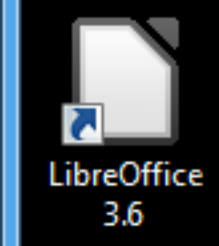
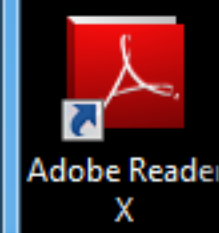
AL2:AL59 Σ = =SANS10

	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	profile	locscr	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator		
2			no	yes	no	no	86	no			
3			no	yes	no	no	86		Semester End Date		
4			no	yes	no	no	86		12/19/12		
5			no	yes	no	no	86				
6			no	yes	no	no	86		Today's Date		
7			no	yes	no	no	86		09/24/12		
8			no	yes	no	no	86				
9			no	yes	no	no	86		Number of Days		
10			no	yes	no	no	86		86		
11			no	yes	no	no	86				
12			no	yes	no	no	86				
13			no	yes	no	no	86				
14			no	yes	no	no	86				
15			no	yes	no	no	86				
16			no	yes	no	no	86				
17			no	yes	no	no	86				
18			no	yes	no	no	86				
19			no	yes	no	no	86				
20			no	yes	no	no	86				
21			no	yes	no	no	86				
22			no	yes	no	no	86				
23			no	yes	no	no	86				
24			no	yes	no	no	86				
25			no	yes	no	no	86				

data Sheet2 Sheet3

Sheet 1 / 3 Default

The formula in AN10 is =AN4-AN7. This gives the number of days between the two dates. The example uses the absolute formula to copy the number of days to each row.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

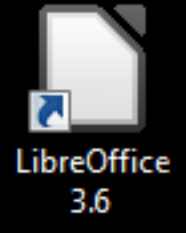
Arial 12

AM2:AM59

	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	profile	locscr	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator		
2			no	yes	no	no	86	no	Semester End Date		
3			no	yes	no	no	86	no	12/19/12		
4			no	yes	no	no	86	no	Today's Date		
5			no				86	no	09/24/12		
6			no				86	no	Number of Days		
7			no				86	no	86		
8			no				86	no			
9			no				86	no			
10			no				86	no			
11			no				86	no			
12			no				86	no			
13			no				86	no			
14			no				86	no			
15			no				86	no			
16			no				86	no			
17			no				86	no			
18			no				86	no			
19			no	yes	no	no	86	no			
20			no	yes	no	no	86	no			
21			no	yes	no	no	86	no			
22			no	yes	no	no	86	no			
23			no	yes	no	no	86	no			
24			no	yes	no	no	86	no			
25			no	yes	no	no	86	no			

Sheet1 / 3 | Default | Sum=0 | 100%

The example enables all accounts at creation.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Formula bar: E24 =CONCATENATE(H24,I24,B24)

	A	B	C	D	E	F	G	H	I	J	K	L
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	
3	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry_Butler	Henry		Butler	Henry Butler	
4	John_M_Butler	zenon	mait	local	JohnMzenon	10	John_M_Butler	John	M	Butler	John M Butler	
5	John_Butler	zenon	mait	local	Johnzenon	9	John_Butler	John		Butler	John Butler	
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14	Lawrence_O_Butler	Lawrence	O	Butler	Lawrence O Butler	
7	Michael_Butler	zenon	mait	local	Michaelzenon	12	Michael_Butler	Michael		Butler	Michael Butler	
8	Morris_Butler	zenon	mait	local	Morriszenon	11	Morris					
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	13	Richa					
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	12	Thom					
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11	Thom					
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11	Vivyo					
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12	Walte					
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13	Willia					
15	William_H_Butler	zenon	mait	local	WilliamHzenon	13	Willia					
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11	Simon					
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11	Henry					
18	Paul_T_Butt	zenon	mait	local	PaulTzenon	10	Paul					
19	Horace_Butterfield	zenon	mait	local	Horacezenon	11	Horac					
20	Ira_Butterfield	zenon	mait	local	Irazenon	8	Ira_B					
21	Joseph_Butterfield	zenon	mait	local	Josephzenon	11	Josep					
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	12	Luther					
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William_E_Butterfield	William	E	Butterfield	William E Butterfield	
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRobertzenon	16	Harry_Robert_Butter	Harry	Rob	Butterworth	Harry Robert Butterwo	
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry_Butterworth	Terry		Butterworth	Terry Butterworth	
26	Frederick_W_Buttke	zenon	mait	local	FrederickWzenon	15	Frederick_W_Buttke	Frederick	W	Buttke	Frederick W Buttke	

The example reviews the samid column. No listing may be over 15 characters. The example will adjust the middle name until all samid are less than 15 characters.

The example will also check that no two logons have the same samid or userdn.



2272.ods - LibreOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 12

116

	A	B	C	D	E	F	G	H	I	J	K	L
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11	Thomas_Butler	Thomas		Butler	Thomas Butler	1
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11	Vivyon_Butler	Vivyon		Butler	Vivyon Butler	1
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12	Walter_W_Butler	Walter	W	Butler	Walter W Butler	1
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13	William_H_Butler	William	H	Butler	William H Butler	1
15	William_H_Butler	zenon	mait	local	WilliamJzenon	13	William_H_Butler	William	J	Butler	William H Butler	2
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11	Simon_J_Butrym	Simon	J	Butrym	Simon J Butrym	2
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11	Henry_C_Butt	Henry	C	Butt	Henry C Butt	2
18	Paul_T_Butt	zenon	mait	local	PaulTzenon	11	Paul_T_Butt	Paul	T	Butt	Paul T Butt	2
19	Horace_Butterfield	zenon	mait	local	HoraceBzenon	11	Horace_Butterfield	Horace		Butterfield	Horace Butterfield	2
20	Ira_Butterfield	zenon	mait	local	IraBzenon	11	Ira_Butterfield	Ira		Butterfield	Ira Butterfield	2
21	Joseph_Butterfield	zenon	mait	local	JosephBzenon	11	Joseph_Butterfield	Joseph		Butterfield	Joseph Butterfield	2
22	Luther_J_Butterfield	zenon	mait	local	LutherJzenon	11	Luther_J_Butterfield	Luther	J	Butterfield	Luther J Butterfield	2
23	William_E_Butterfield	zenon	mait	local	WilliamEzenon	13	William_E_Butterfield	William	E	Butterfield	William E Butterfield	2
24	Harry_Robert_Butterworth	zenon	mait	local	HarryRzenon	11	Harry_Robert_Butterworth	Harry	R	Butterworth	Harry R Butterworth	2
25	Terry_Butterworth	zenon	mait	local	Terryzenon	10	Terry_Butterworth	Terry		Butterworth	Terry Butterworth	3
26	Frederick_W_Buttke	zenon	mait	local	Frederickzenon	14	Frederick_W_Buttke	Frederick		Buttke	Frederick W Buttke	3
27	Gustav_Buttlaff	zenon	mait	local	Gustavzenon	11	Gustav_Buttlaff	Gustav		Buttlaff	Gustav Buttlaff	3
28	Charles_H_Butts	zenon	mait	local	CharlesHzenon	13	Charles_H_Butts	Charles	H	Butts	Charles H Butts	3
29	George_E_Butts	zenon	mait	local	GeorgeEzenon	12	George_E_Butts	George	E	Butts	George E Butts	3
30	Raymond_W_Butzine	zenon	mait	local	RaymondWzenon	13	Raymond_W_Butzine	Raymond		Butzine	Raymond W Butzine	3
31	Albert_Buursma	zenon	mait	local	Albertzenon	11	Albert_Buursma	Albert		Buursma	Albert Buursma	3
32	Stanley_Buvid	zenon	mait	local	Stanleyzenon	12	Stanley_Buvid	Stanley		Buvid	Stanley Buvid	3
33	Dagmar_Buxbaum	zenon	mait	local	Dagmarzenon	11	Dagmar_Buxbaum	Dagmar		Buxbaum	Dagmar Buxbaum	3
34	David_E_Buxbaum	zenon	mait	local	DavidEzenon	11	David_E_Buxbaum	David	E	Buxbaum	David E Buxbaum	3
35	Ellsworth_J_Buxrude	zenon	mait	local	Ellsworthzenon	14	Ellsworth_J_Buxrude	Ellsworth	J	Buxrude	Ellsworth J Buxrude	4

Sheet 1 / 3

LibreOffice 3.6

The document "2272.ods" has been modified.
Do you want to save your changes?

Save Discard Cancel

The example saves the spreadsheet. Note, the example does not change the name. This is very important in LibreOffice.



2272-merge.odt - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

Default Arial 10

```

Dsadd user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -samid "<samid>"

Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -upn "<upn>@<dc2>.<dc3>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -fn "<fn>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mi "<mi>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -ln "<ln>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -display "<display>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -empid "<empid>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -pwd "<pwd>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -desc "<desc>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -email "<email>@<dc2>.<dc3>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -hometel "<hometel>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -pager "<pager>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mobile "<mobile>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -fax "<fax>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -iptel "<iptel>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -webpg "<webpg>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -title "<title>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -dept "<dept>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -company "<company>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mgr "<mgr>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -hmdir "\\chile\<ou>home\<samid>"

```

Find

Page 1 / 1 | Words: 181 | Default | English (USA) | 100%

This is the writer document used for this example. The highlighted items are variable names that will be replaced in the merge.

Currently LibreOffice uses a three par identifier for the variables. The parts are document name, tab name, column name. Please do not change the spreadsheet name or tab name.



2272-merge.odt - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

Default Arial 10

```

Dsadd user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -samid "<samid>"

Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -upn "<upn>@<dc2>.<dc3>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -fn "<fn>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mi "<mi>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -ln "<ln>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -display "<display>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -empid "<empid>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -pwd "<pwd>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -desc "<desc>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -email "<email>@<dc2>.<dc3>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -hometel "<hometel>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -pager "<pager>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mobile "<mobile>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -fax "<fax>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -iptel "<iptel>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -webpg "<webpg>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -title "<title>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -dept "<dept>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -company "<company>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mgr "<mgr>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -hmdir "\\chile\<ou>\home\<samid>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -hmdrv "<hmdrv>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -profile "<profile>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -loscr "<locscr>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -mustchpwd "<mustchpwd>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -canchpwd "<canchpwd>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -reversiblepwd "<reversiblepwd>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -pwdneverexpires "<pwdneverexpires>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -acctexpires "<acctexpires>"
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -disabled "<disabled>"

md e:\<ou>\home\<samid>
icacls e:\<ou>\home\<upn> /grant:r <samid>:F /T /C
  
```

Find

Page 1 / 1 | Words: 181 | Default | English (USA) | 100%

The example begins the merge by selecting the Tools menu. Under the Tools menu, select the mail merge wizard.



2272-merge.odt - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

Default Arial 10

1 2 3 4 5 6 7 8

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Select address list
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalize document
8. Save, print or send

Select starting document for the mail merge

Select the document upon which to base the mail merge document

- Use the current document
- Create a new document
- Start from existing document
- Start from a template
- Start from a recently saved starting document

Help << Back Next >> Finish Cancel

Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -disabled "<disabled>"

md e:\<ou>\home\<samid>

icacls e:\<ou>\home\<upn> /grant:r <samid>:F /T /C

Find

Page 1 / 1 Words: 181 Default English (USA) 100%

This is the first screen in the mail merge wizard. You may skip to step 8. Save, print or send.

File Edit View Insert Format Table Tools Window Help

[Icons]

Default | Arial | 10 | [Icons]

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Select address list
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalize document
8. Save, print or send

Select starting document for the mail merge

Select the document upon which to base the mail merge document

- Use the current document
- Create a new document
- Start from existing document

Help << Back Next >> Finish Cancel

Mail Merge

Status: Creating documents...

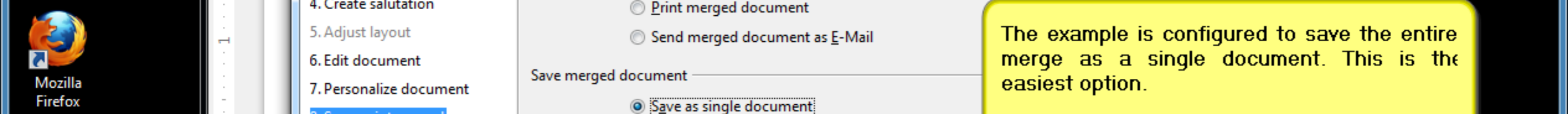
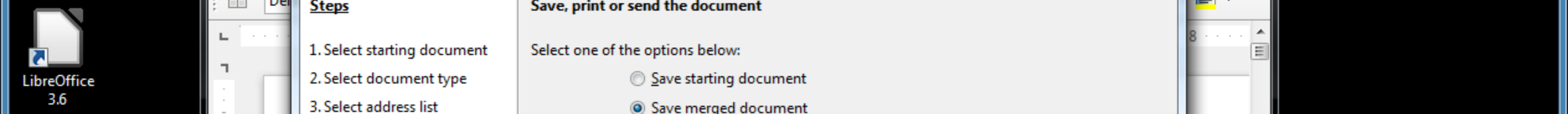
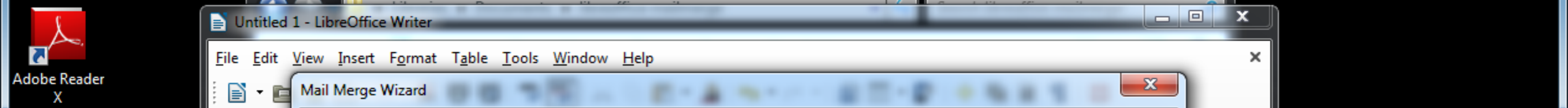
Progress: 23 of 58

Cancel

The merge is happening.

```
Dsmod user "cn=<userdn>,ou=<ou>,dc=<dc2>,dc=<dc3>" -disabled <disabled>
md e:\<ou>\home\<samid>
icacls e:\<ou>\home\<upn> /grant:r <samid>:F /T /C
```

Find [Icons]



Untitled 1 - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Select address list
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalize document
8. Save, print or send

Save, print or send the document

Select one of the options below:

- Save starting document
- Save merged document
- Print merged document
- Send merged document as E-Mail

Save merged document

- Save as single document
- Save as individual documents
- From To

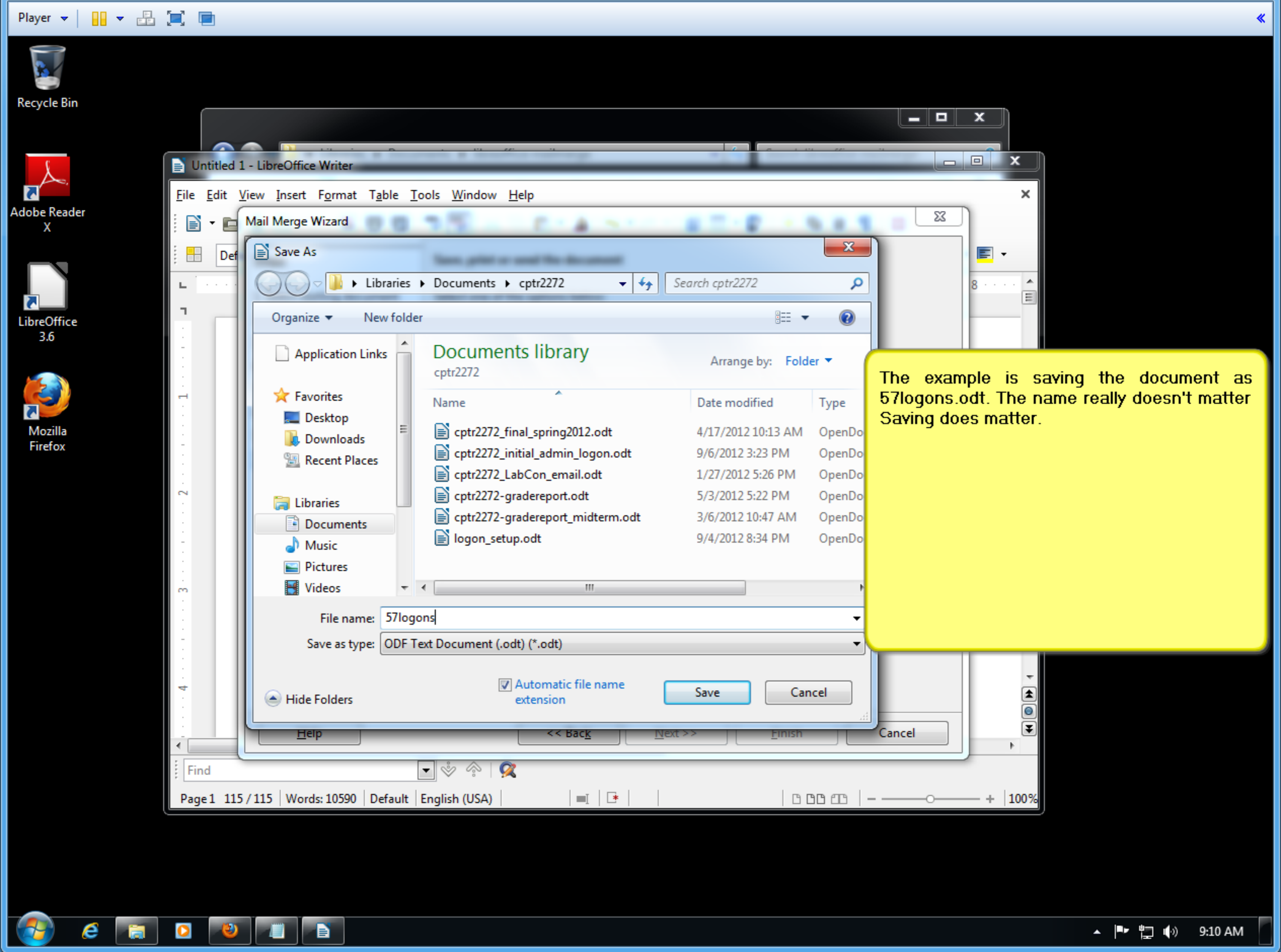
Save Documents

Help << Back Next >> Finish Cancel

Find

Page 1 115 / 115 | Words: 10590 | Default | English (USA) | 100%

The example is configured to save the entire merge as a single document. This is the easiest option.



The example is saving the document as 57logons.odt. The name really doesn't matter. Saving does matter.

Mail Merge Wizard

Save As

Libraries > Documents > cptr2272

Search cptr2272

Organize New folder

Documents library
cptr2272

Name	Date modified	Type
cptr2272_final_spring2012.odt	4/17/2012 10:13 AM	OpenDo
cptr2272_initial_admin_logon.odt	9/6/2012 3:23 PM	OpenDo
cptr2272_LabCon_email.odt	1/27/2012 5:26 PM	OpenDo
cptr2272-gradereport.odt	5/3/2012 5:22 PM	OpenDo
cptr2272-gradereport_midterm.odt	3/6/2012 10:47 AM	OpenDo
logon_setup.odt	9/4/2012 8:34 PM	OpenDo

File name: 57logons

Save as type: ODF Text Document (.odt) (*.odt)

Automatic file name extension

Save Cancel

Page 1 115 / 115 | Words: 10590 | Default | English (USA) | 100%

The example open the document 57logons.odt. The information for Alphonse is completed.

57logons.odt - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

Toolbar with icons for file operations, editing, and formatting. Font settings: Default, Arial, 10.

```

Dsadd user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -samid "AlphonseAzenon"

Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -upn "Alphonse_Albatross@mait.local"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -fn "Alphonse"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -mi "A"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -ln "Albatross"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -display "Alphonse AAlbatross"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -empid "7"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -pwd "MSctc*34"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -desc "This is a fictious person. Do not trust!"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -email "Alphonse_Albatross@mait.local"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -hometel "555-1001"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -pager "555-2000"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -mobile "555-3000"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -fax "555-4000"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -iptel "555-5000"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -webpg "brazil.minnesota.edu"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -title "Vice President of the Unnecessary"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -dept "Lost and Found"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -company "mait"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -mgr "Preuss"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -hmdir "\\chile\zenonhome\AlphonseAzenon\"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -hmdrv "h:"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -profile ""
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -loscr ""
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -mustchpwd "no"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -canchpwd "yes"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -reversiblepwd "no"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -pwdneverexpires "no"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -acctexpires "86"
Dsmod user "cn=Alphonse_Albatross.ou=zenon.dc=mait.dc=local" -disabled "no"

```

```

md e:\zenon\home\AlphonseAzenon
icacls e:\zenon\home\Alphonse_Albatross /grant:r AlphonseAzenon:F /T /C

```

Find



Recycle Bin



Adobe Reader
X



LibreOffice
3.6



Mozilla
Firefox

```
Untitled - Notepad
File Edit Format View Help
REM This creates 57 logons from libreoffice mail merge
REM Preuss 9/24/2012
REM Do not forget to replace the " marks!!!!
REM Do not forget to save as .bat!!!
```

The example uses notepad, but you may use any text editor. The notepad document is ready for the information from 57logons.odt.



Recycle Bin

Adobe Reader
XLibreOffice
3.6Mozilla
Firefox

57logons.odt - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help



Default

```
icacis e:\zenon\name\Henry_Butler /grant.r Henryzenon.F / / C
```

```
dsadd group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon
dsmod group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon -addmbr "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"
```

```
dsadd group "cn=Abbot,,ou=zenon,dc=mait,dc=local" -samid Abbot,zenon
dsmod group "cn=Abbot,,ou=zenon,dc=mait,dc=local" -samid Abbot,zenon -addmbr "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"
```

The example selected all the text in 57logons.odt. This was done with Ctrl A combination. Then the copy command is issued.

```
Dsadd user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -samid "JohnMzenon"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -upn "John_M_Butler@mait.local"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -fn "John"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -mi "M"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -ln "Butler"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -display "John M Butler"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -empid "9"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -pwd "MSctc*36"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -desc "Retired"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -email "John_M_Butler@mait.local"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -hometel "555-999"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -pager "555-1998"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -mobile "555-2998"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -fax "555-3998"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -iptel "555-4998"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -webpg "brazil.minnesota.edu"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -title "student assistant"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -dept "Lost and Found"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -company "mait"
```

Find

Page 1 3 / 115 | Words: 10776 Selected: 10776 | Default | Multiple Languages

100%



Recycle Bin

Adobe Reader
XLibreOffice
3.6Mozilla
Firefox

Untitled - Notepad

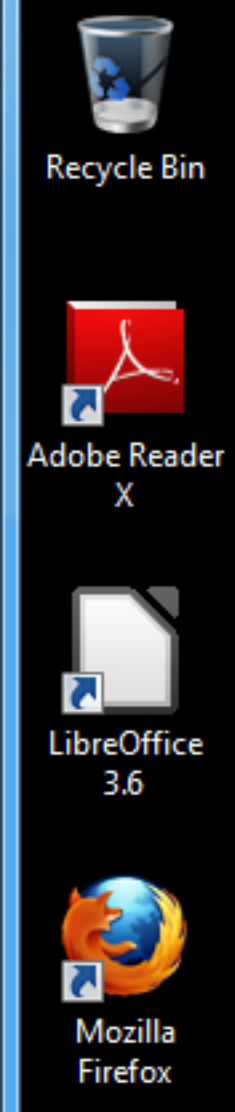
File Edit Format View Help

```
REM This creates 57 logons from libreoffice mail merge
REM Preuss 9/24/2012
REM Do not forget to replace the " marks!!!!
REM Do not forget to save as .bat!!!
```

```
Dsadd user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -samid "AlphonseAzenon"

Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -upn "Alphonse_Albatross@mait.local"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -fn "Alphonse"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -mi "A"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -ln "Albatross"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -display "Alphonse A Albatross"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -empid "7"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -pwd "MSctc*34"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -desc "This is a fictious person. Do not trust!"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -email "Alphonse_Albatross@mait.local"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -hometel "555-1001"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -pager "555-2000"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -mobile"555-3000"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -fax "555-4000"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -iptel "555-5000"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -webpg "brazil.minnesota.edu"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -title "Vice President of the Unnecessary"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -dept "Lost and Found"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -company "mait"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -mgr "Preuss"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -hmdir "\\chile\zenonhome\AlphonseAzenon\"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -hmdrv "h:"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -profile ""
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -loscr ""
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -mustchpwd "no"
Dsmod user "cn=Alphonse_Albatross,ou=zenon,dc=mait,dc=local" -canchpwd "yes"
```

All the data from 57logons.odt is pasted into the notepad document.



Untitled - Notepad

File Edit Format View Help

Save As

Documents > libreoffice-mailmerge

Search libreoffice-mailmerge

Organize New folder

Documents library

Name	Date modified	Type
.-lock.57logons.odt#	9/24/2012 9:11 AM	ODT# File
57logons.odt	9/24/2012 9:11 AM	OpenDoc
2272.ods	9/24/2012 9:07 AM	OpenDoc
2272-merge.odt	9/7/2012 2:05 PM	OpenDoc

File name: 54logon.bat

Save as type: All Files (*.*)

Encoding: ANSI

Save Cancel

The example is saving the document as a batch file as shown in the Save As box.



Recycle Bin

Documents window showing the Documents library with folders like Desktop, Downloads, and Recent Places.

libreoffice-mailmerge window showing a file list:

Name	Date modified	Type	Size
54logon	9/24/2012 9:15 AM	Windows Batch File	162 KB
57logons	9/24/2012 9:11 AM	OpenDocument Text	28 KB
2272.ods	9/24/2012 9:07 AM	ODS File	22 KB
2272-merge	9/7/2012 2:05 PM	OpenDocument Text	15 KB

Logon to the server, in this case using Remote Desktop Connection. Copy the 54logons.bat file to the server.



Recycle Bin

Command Prompt

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\preuss>cd Documents
C:\Users\preuss\Documents>_
```

The example could run the batch file by double clicking. However, the command prompt is open. The documents directory is the location of the batch file.





Recycle Bin

The example batch file, 54logon.bat is listed in the directory. This is the correct location.

Command Prompt

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\preuss>cd Documents

C:\Users\preuss\Documents>dir
Volume in drive C has no label.
Volume Serial Number is D4C0-800C

Directory of C:\Users\preuss\Documents

09/24/2012  09:12 AM    <DIR>          .
09/24/2012  09:12 AM    <DIR>          ..
09/24/2012  09:15 AM             164,932  54logon.bat
09/07/2012  01:16 PM              394  lab33.bat
09/12/2012  02:27 PM              390  lab33output.txt
09/07/2012  01:32 PM              515  lab34.bat
09/12/2012  03:08 PM              353  lab34output.txt
           5 File(s)          166,584 bytes
           2 Dir(s)  22,539,870,208 bytes free

C:\Users\preuss\Documents>_
```





Recycle Bin

The example starts the batch file by typing the batch file and pressing enter.

Command Prompt

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\preuss>cd Documents

C:\Users\preuss\Documents>dir
Volume in drive C has no label.
Volume Serial Number is D4C0-800C

Directory of C:\Users\preuss\Documents

09/24/2012  09:12 AM    <DIR>          .
09/24/2012  09:12 AM    <DIR>          ..
09/24/2012  09:15 AM             164,932  541ogon.bat
09/07/2012  01:16 PM              394  lab33.bat
09/12/2012  02:27 PM              390  lab33output.txt
09/07/2012  01:32 PM              515  lab34.bat
09/12/2012  03:08 PM              353  lab34output.txt
           5 File(s)          166,584 bytes
           2 Dir(s)  22,539,870,208 bytes free

C:\Users\preuss\Documents>541ogon_
```





Recycle Bin

Command Prompt

```
C:\Users\preuss\Documents>md e:\zenon\home\FrankJzenon
C:\Users\preuss\Documents>icacls e:\zenon\home\Frank_J_Bysiry\on:F /T /C
Successfully processed 0 files; Failed processing 0 files
C:\Users\preuss\Documents>dsadd group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon
dsadd failed:cn=people,ou=zenon,dc=mait,dc=local:The specified name.:This may be caused by allowing dsadd to auto-generate a name. Try specifying the -samid switch with a value.
type dsadd /? for help.
C:\Users\preuss\Documents>dsmo group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon -addmbr "cn=Frank_J_Bysiry,ou=zenon,dc=mait,dc=local"
dsmod succeeded:cn=people,ou=zenon,dc=mait,dc=local
C:\Users\preuss\Documents>dsadd group "cn=Caron,,ou=zenon,dc=mait,dc=local" -samid Caron,zenon
Error code = 0x80005000
type dsadd /? for help.
C:\Users\preuss\Documents>dsmo group "cn=Caron,,ou=zenon,dc=mait,dc=local" -samid Caron,zenon -addmbr "cn=Frank_J_Bysiry,ou=zenon,dc=mait,dc=local"
Error code = 0x80005000
type dsmod /? for help.C:\Users\preuss\Documents>
```

The example is done running the batch file. Usually there are errors of trying to create the same group many times over.

In this case, the batch file needs editing. There is an extra comma after the group names that needs to be removed. Then rerun the batch file.

