



USER PROFILE MANAGER 2.1

USER GUIDE

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Contents

Introducing User Profile Manager	3
<i>Managed Profiles</i>	<i>3</i>
Installation.....	4
Managing Windows User Profiles with ForensiT User Profile Manager	5
<i>Getting Started.....</i>	<i>5</i>
<i>Assigning Profiles</i>	<i>8</i>
<i>Renaming Profiles.....</i>	<i>10</i>
<i>Deleting Profiles</i>	<i>11</i>
<i>Copying Profiles.....</i>	<i>12</i>
<i>Changing the Profile Type</i>	<i>14</i>
<i>Unassigned Profiles</i>	<i>15</i>
<i>Temporary Profiles</i>	<i>16</i>
<i>Mandatory Group Profiles.....</i>	<i>18</i>
<i>Customizing the Profile List.....</i>	<i>19</i>
Licensing	21
<i>Volume Licensing.....</i>	<i>21</i>
<i>Activating Your License.....</i>	<i>21</i>
<i>How does the Activation Work?.....</i>	<i>23</i>
<i>Deactivating Your License</i>	<i>23</i>
<i>Managing your licenses</i>	<i>25</i>
<i>Automating License Activation.....</i>	<i>26</i>

Introducing User Profile Manager

Why a User Profile Manager?

A User Profile is where Windows stores your stuff. It is where your Desktop, “My Documents”, “My Pictures” and “My Music” files are all saved. Your User Profile is also where Windows keeps all the information that makes your computer personal to you, like your desktop wallpaper, Internet favorites and the lists of documents you've recently opened.

As the Windows operating system has developed, User Profiles have become ever more important and are now an integral part of the way that Windows organizes data. In some circumstances however, this tying of data to a single user account is not always appropriate. If you need to logon to a different domain, Windows will create a new profile for you and you lose all your settings. In companies and organizations around the world, many personal computers are not personal at all: computers are shared by work colleagues, by students, and by members of voluntary and community groups.

Managed Profiles

When User Profile Manager is installed on a computer, it actively monitors who is logging onto the machine and automatically assigns the appropriate user profile. For example, you can assign a single profile to a group of users so that they all share the same desktop.

Additionally, User Profile Manager enables you to easily copy, delete and rename user profile data on your computers.

Whether you are looking to manage the data Windows has stored for you on your machine, or you are an Administrator looking after a network of computers, User Profile Manager has been developed to give you a simple but powerful tool to make your life easier. We hope you like it.

Installation

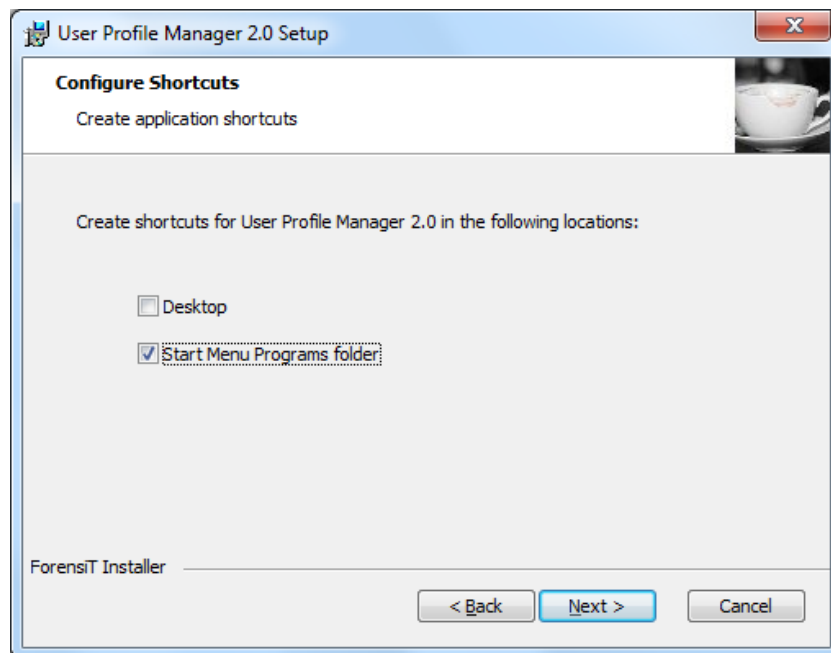
Installing User Profile Manager

User Profile Manager uses a standard Windows installer program.

There are two different installer programs available: one for Windows 7 and Windows Vista, and one for Windows XP. Download the appropriate installer for your version of Windows from the ForensiT website at <http://www.forensit.com/downloads.html>

Run the installer program and complete the installation as prompted.

Note: If you are responsible for creating an image which will be deployed to workstations in your organization, you may not want to add User Profile Manager to the Windows Start Menu.



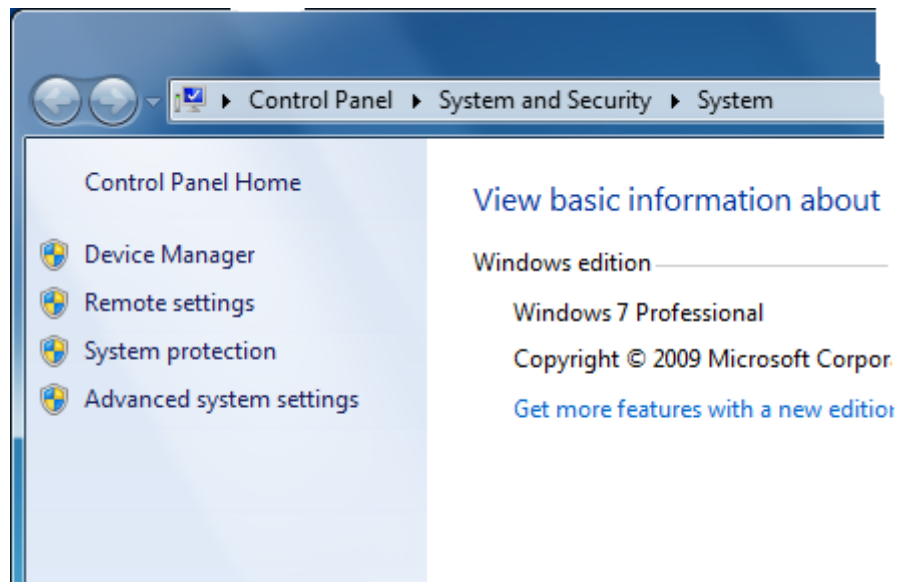
Managing Windows User Profiles with ForensiT User Profile Manager

This chapter will show you how to use the powerful features of User Profile Manager to manage User Profiles on your computer.

Getting Started

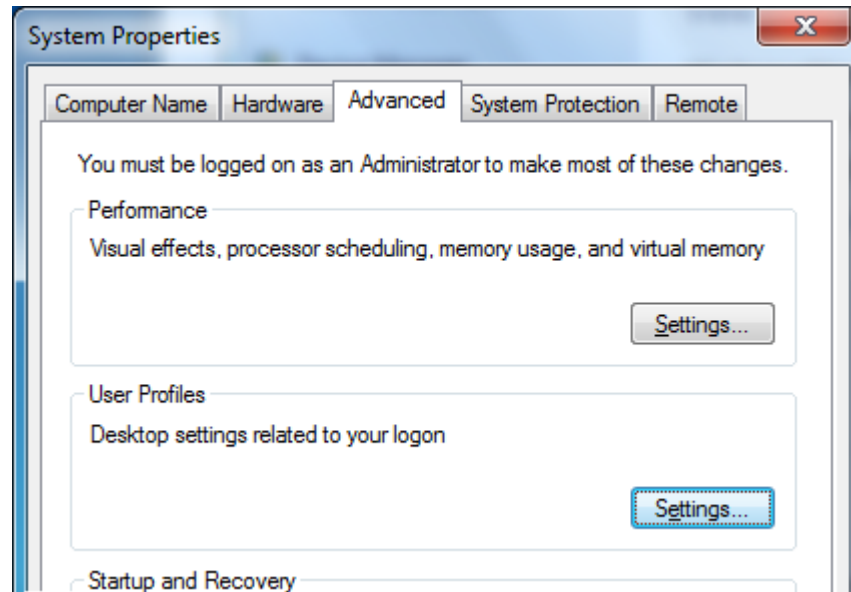
There are two different ways to launch User Profile Manager. User Profile Manager has been written to integrate with the Windows shell and replaces the standard Windows “User Profiles” dialog box.

Click the Windows Start button and then right-click on “Computer” and choose “Properties”. On Windows 7 you will see “System” Control Panel page. Choose “Advanced system settings” from the menu on the left



MANAGING USER PROFILES

Click on the “Advanced” tab on the “System Properties” dialog box and then click the “Settings” button in the “User Profiles” section.



User Profile Manager will now launch instead of the standard Windows “User Profiles” dialog box.

User Profile Manager can also be launched in this way if you have added “Computer” to your desktop, as well as by clicking on “System and Security” and then “System” in Control Panel.

The second way to launch User Profile Manager is directly from the Control Panel. Click the Windows “Start” button; click “Control Panel.” and then “User Accounts”. Click “User Profile Manager”.

MANAGING USER PROFILES

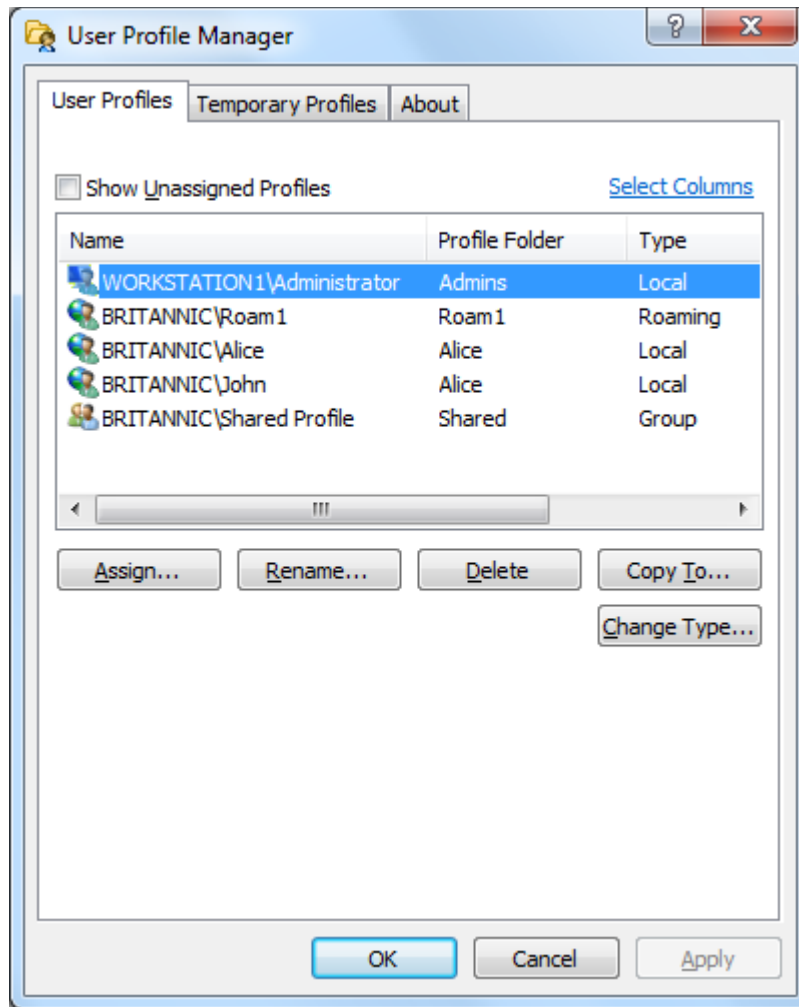


Accessing User Profile Manager through the Windows Control Panel

Note: you must be an Administrator to run User Profile Manager.

Assigning Profiles

One of the most powerful features of User Profile manager is that it allows you to configure a profile so that it can be used by more than one user. You can assign the same profile to individual user accounts, or you can assign a profile to groups of users. For example, you can assign a profile to the “Administrators” group so that whenever any Administrator logs onto the machine they will use the same profile. Assigning profiles is also useful when users work-share and share a computer. If you have a computer that is used by many users you may want to assign a single profile to a group, and make all the users a member of the group: this will simplify administration of the machine and significantly reduce the amount of disk space used.

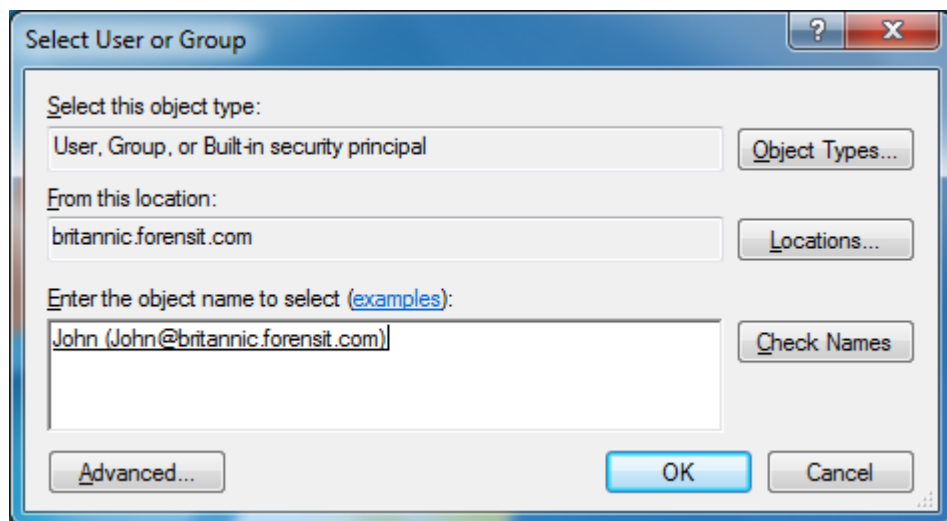


The User Profile Manager Profile List

MANAGING USER PROFILES

In the profile list in the screenshot above, the “Admins” profile is shared by the local Administrator account, and the BRITANNIC domain’s “Domain Admins” group. The two domain users, Alice and John, are both using Alice’s profile. Finally, the “Shared Profile” domain group has been assigned the “Shared” profile; this means that whenever a member of the “Shared Profile” group logs onto the machine they will use that profile.

To assign a user profile to another user or group select the profile that you want to assign in the profile list so that it is highlighted, and click on the “Assign...” button. User Profile Manager will now display the standard Windows “Select User or Group” dialog box that may be familiar to you from assigning permissions.

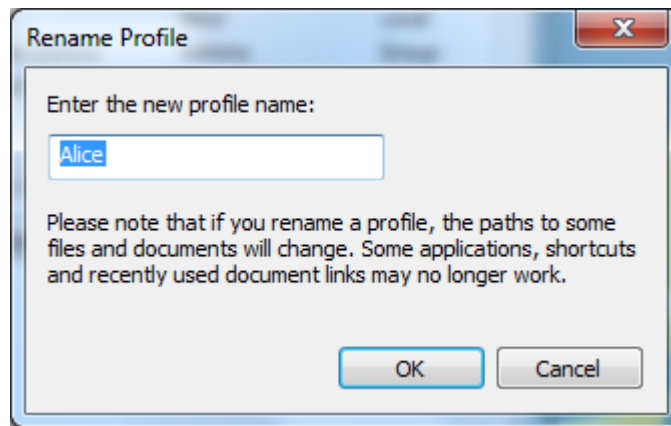


Enter the name of the user or group who you want to use the profile and click “Ok.” User Profile Manager will ask you to confirm that you want to assign the profile. Click “Yes” to confirm. User Profile Manager will now assign the profile to the user or group that you specified.

Renaming Profiles

To make administration easier it is sometimes useful to rename a profile. For example, Alice's profile might be called something like Alice.DOMAIN.003, and you may want it to be just named "Alice." Alternatively, if you are assigning a profile to a group of users you may want to rename the profile to the name of the group. User Profile Manager provides a simple method for renaming profiles.

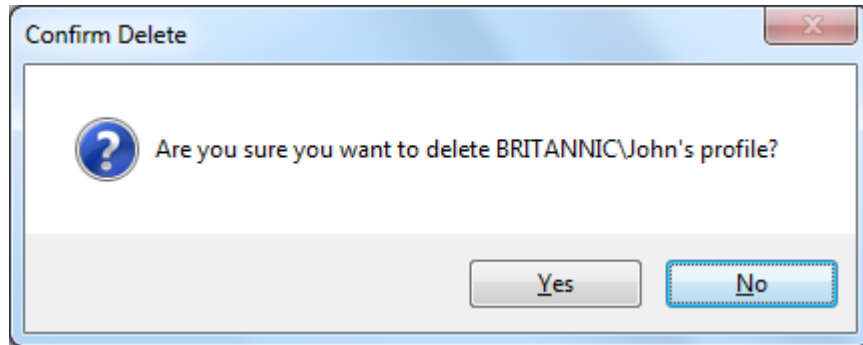
To rename a profile select the profile that you want to rename in the profile list so that it is highlighted, and click on the "Rename..." button. User Profile Manager will display the name dialog box..



Enter the new profile name and click "OK". User Profile Manager will ask you to confirm that you want to rename the profile. Click "Yes" to confirm.

Deleting Profiles

To delete a profile select the profile that you want to delete in the profile list so that it is highlighted, and click on the “Delete” button. User Profile Manager will ask you to confirm that you want to delete the profile.



Click “Yes” to confirm.

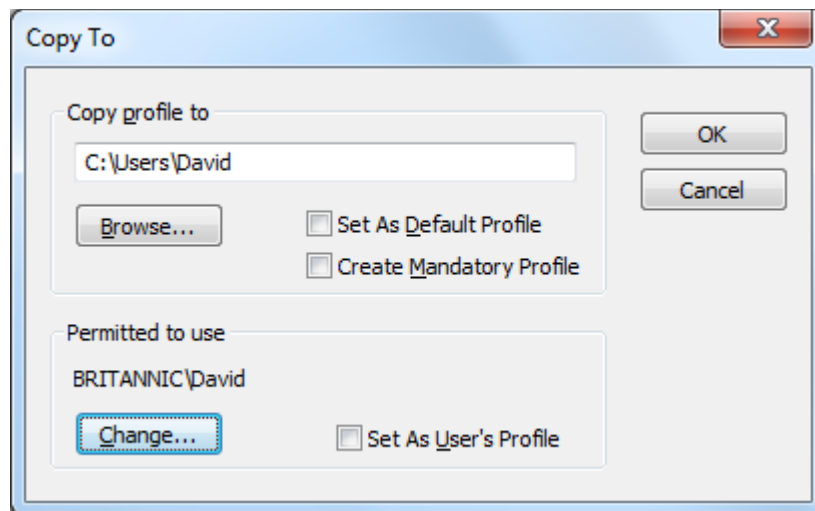
If a profile is assigned to more than one user, only the “link” to the profile is deleted, not the profile itself. For example, in the profile list above, Alice and John are both using Alice’s profile. If we delete John’s profile, John is deleted from the profile list, but the profile itself is not deleted. Alice can continue to use her profile as before and no data will have been lost. If John logs on, Windows will create a new profile for him based on the machine’s default profile.

Copying Profiles

User Profile manager provides a powerful mechanism for creating new profiles. You can take an exact copy of a user's profile and assign it directly to a new user; you can create a new default profile from an existing profile just by putting a tick in a box; you can also create a backup profile and copy it to another location.

To copy a profile select the profile that you want to copy in the profile list so that it is highlighted, and click on the “Copy To...” button.

The User Profile manager “Copy To” dialog box is designed to be similar to the familiar Windows “User Profiles” “Copy To” dialog box., however the functionality is substantially different.



To make a copy of a profile enter the path to where the copy of the profile should be created. Generally, you will want to create the copy of the profile in the Windows “Profiles Directory” – typically “C:\Documents and Settings” – but you can copy the profile to other locations for backup purposes.

To make a copy of the profile in the Profiles Directory simply add the name of the profile you want to create to the directory path. For example, to create a profile called “Copy” the path should be “C:\Documents and Settings\COPY”.

To assign a copy of a profile to a user tick the “Set As User’s Profile” check box. The check box will only be available if you are creating a copy of a profile in the Profiles Directory. To select the user who the profile should be assigned to, click the “Change...” button. User Profile Manager will display the standard Windows “Select User or Group” dialog box. (See “Assigning Profiles” above.)

MANAGING USER PROFILES

If you tick the “Set As User’s Profile” check box but do not change the user, the new copy of the profile will be assigned to the original user. For example, if we were copying Alice’s profile, Alice would use the new copy of her profile the next time she logged on. This “forking” of the profile might be useful in some support scenarios, because you can always assign Alice’s original profile back to her later. See “Unassigned Profiles” below.

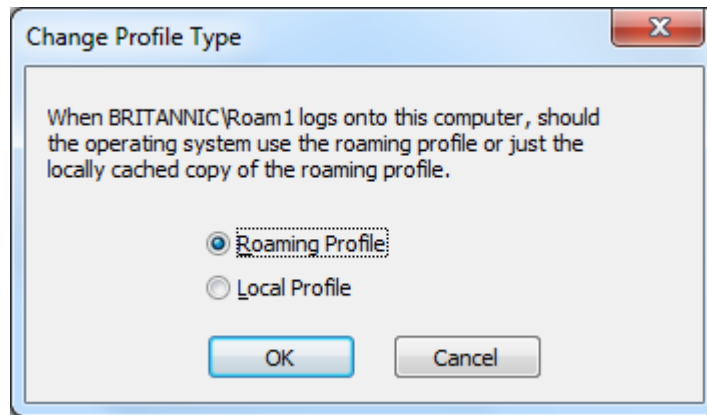
When you are ready click the “OK” button to copy and assign the profile.

To create a new default profile simply tick the “Set As Default Profile” check box. When you do this, the other options will be greyed out. Click “OK.” User Profile manager will create a new default profile. This means that whenever Windows needs to create a profile for a user logging onto the machine, it will use the copied profile as a template. The user will get a copy of the data and settings of the profile you selected.

To create a mandatory profile based on the existing profile that you have selected, just tick the “Create Mandatory Profile” check box.. When you do this, the other options will be greyed out. Click “OK”. User Profile Manager will create a new mandatory profile at the location you have specified . To assign the mandatory profile to a group or to a user account, see the “Mandatory Group Profiles” section below.

Changing the Profile Type

User Profile Manager replicates the standard Windows “User Profiles” functionality that allows you to change the type of a profile a user with a roaming profile uses.

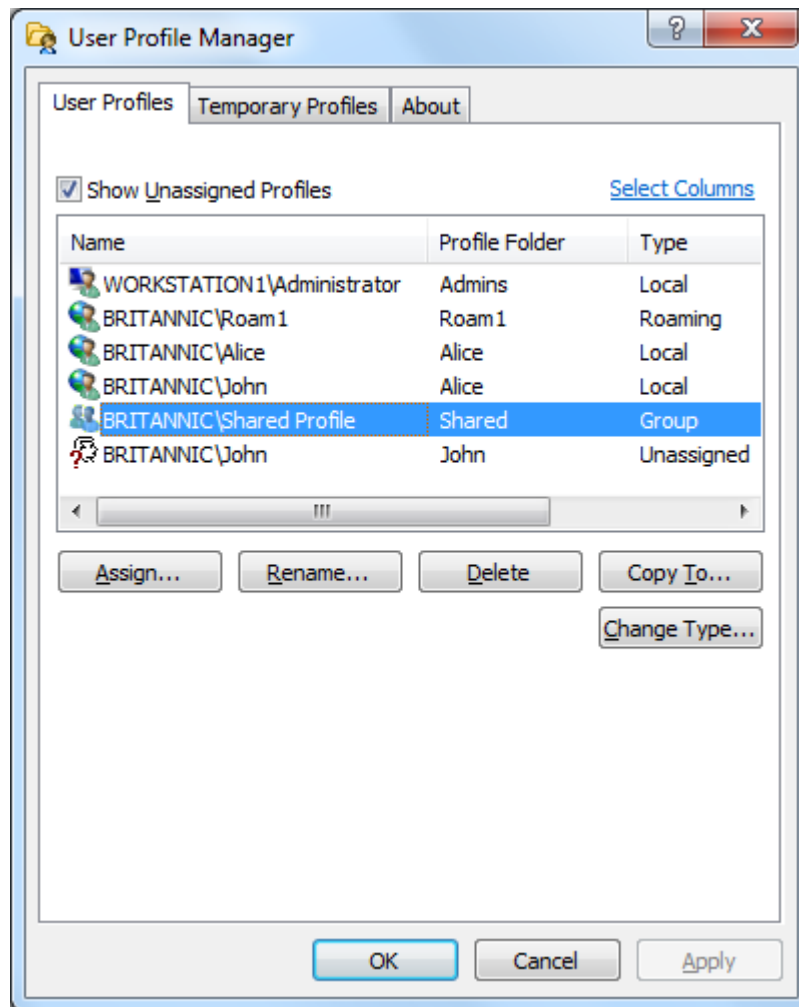


To change the profile type select the profile that you want to change in the profile list so that it is highlighted, and click on the “Change Type...” button.

Unassigned Profiles

An “Unassigned” Profile is a profile that exists on the computer but which isn’t used by anyone. For example, say John logs onto the computer; Windows will create a new profile called “John.” But then you use User Profile Manager to assign Alice’s profile to John so that they both use the same profile. John’s original profile is now unassigned.

To show unassigned profiles tick the “Show Unassigned Profiles” check box. User Profile Manager will display any unassigned profiles at the bottom of the profile list.

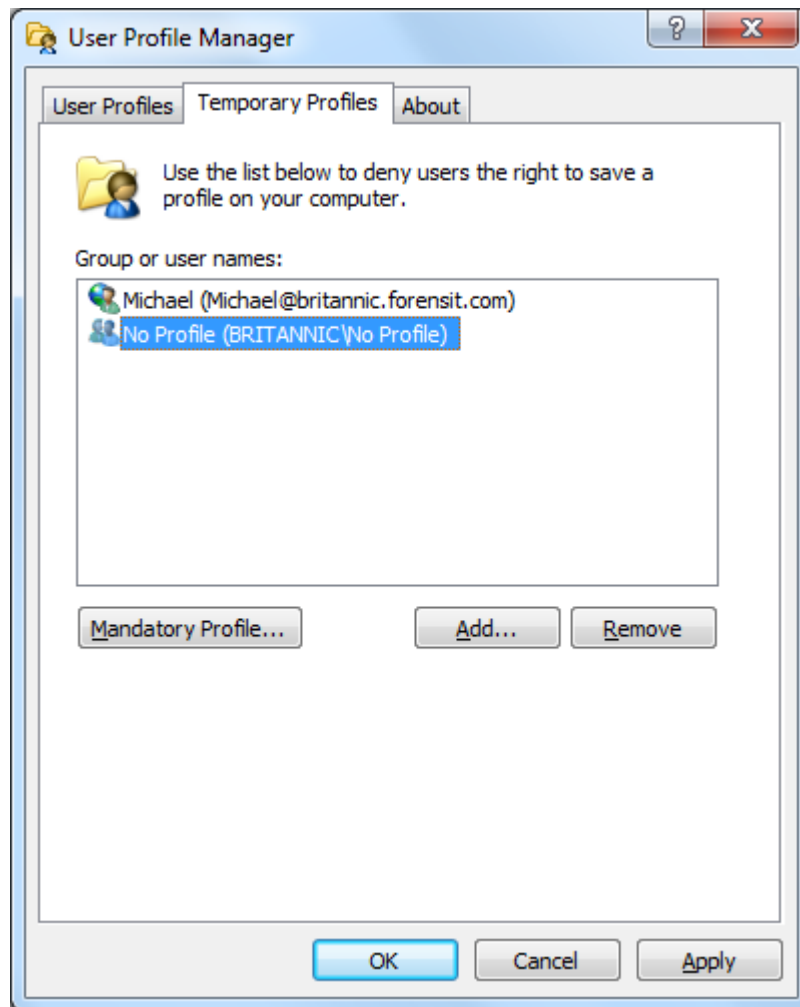


You can assign, rename, delete or copy an unassigned profile just like you can any other profile.

Temporary Profiles

User Profile Manager gives you the power to stop users being able to save a profile on a computer. This can be very useful if, for example, a machine is used by a large number of people to access a particular resource.

WARNING! If you add a user to the Temporary Profiles list ALL the DATA saved in their profile WILL BE DELETED. If you add a group to the Temporary Profiles list, ALL MEMBERS of the group will have the data saved in their profile DELETED.



To add a User or Group to the Temporary Profiles List click on the User Profile Manager “Temporary Profiles” tab. Click the “Add...” button. User Profile Manager will display the standard Windows “Select User or Group” dialog box. (See “Assigning Profiles” above.) Enter the name of the user or group who you want add to the

MANAGING USER PROFILES

Temporary Profiles list and click “Ok.” Click User Profile Manager “Apply” or “Ok” button to save the changes.

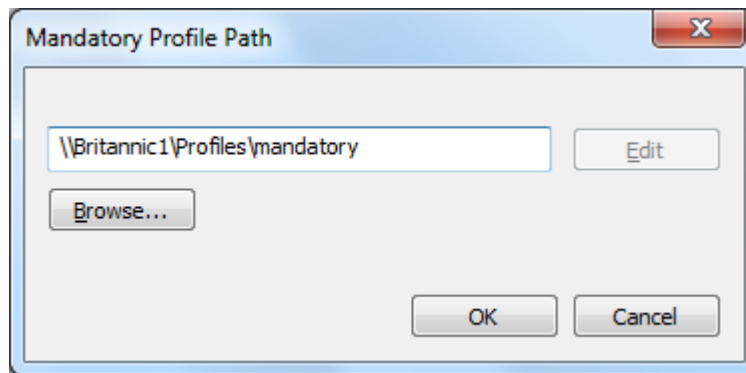
To remove a User or Group to the Temporary Profiles List select the User or Group that you want to remove in the Temporary Profiles list so that it is highlighted, and click on the “Remove button. Click User Profile Manager “Apply” or “Ok” button to save the changes.

Mandatory Group Profiles

By using User Profile Manager you can assign a mandatory profile to a group of users; this can be either a local group or a domain group. You can also assign mandatory profiles to local users.

For example, say a machine is used by both students and teachers. By assigning a different mandatory profile to each group, you can quickly and easily enforce a different standard desktop for each group without having to assign mandatory profiles to individual user accounts. You can create a new mandatory profile based on an existing user profile by using the User Profile Manager's profile copying functionality; see the "Copying Profiles" section above.

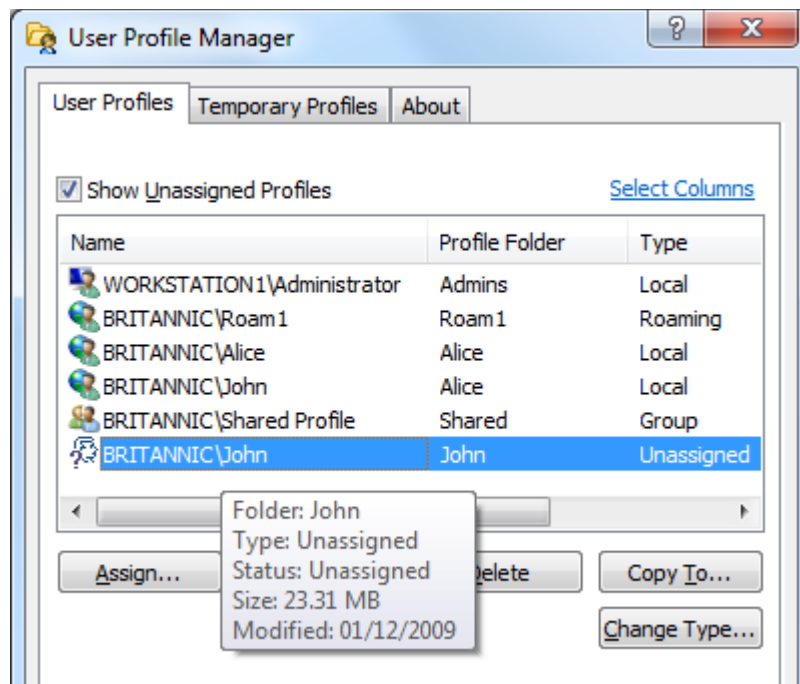
To assign a mandatory group profile click on the "Mandatory Profile..." button.



Click the "Edit" button to change the mandatory profile path. You can either type the location, or click the "Browse" button to select the location of the profile. The profile can either be on the local machine, or on the network. If the profile is on the network, you should always use a UNC path such as \\Server\Share\Profile. Click "OK" to save the path.

Customizing the Profile List

User Profile Manager gives you detailed information about each profile saved on your computer. This information is viewed by column in the profile list, and is also available if you hover your mouse over the name of the user of the profile. You can choose which columns to display, and the order in which they appear.



Name. This is the name of the user or group to whom the profile is assigned. Where a profile is unassigned, User Profile Manager will attempt to show the last user of the profile. If a user is using a profile because they are a member of a group, they will not be listed in the profile list. The name column cannot be moved or hidden.

Profile Folder. The name of the user's profile folder in the Profiles Directory.

Type. The type of profile. A profile can be a "Local" profile, a "Roaming" profile, a "Group" profile, or an "Unassigned" profile.

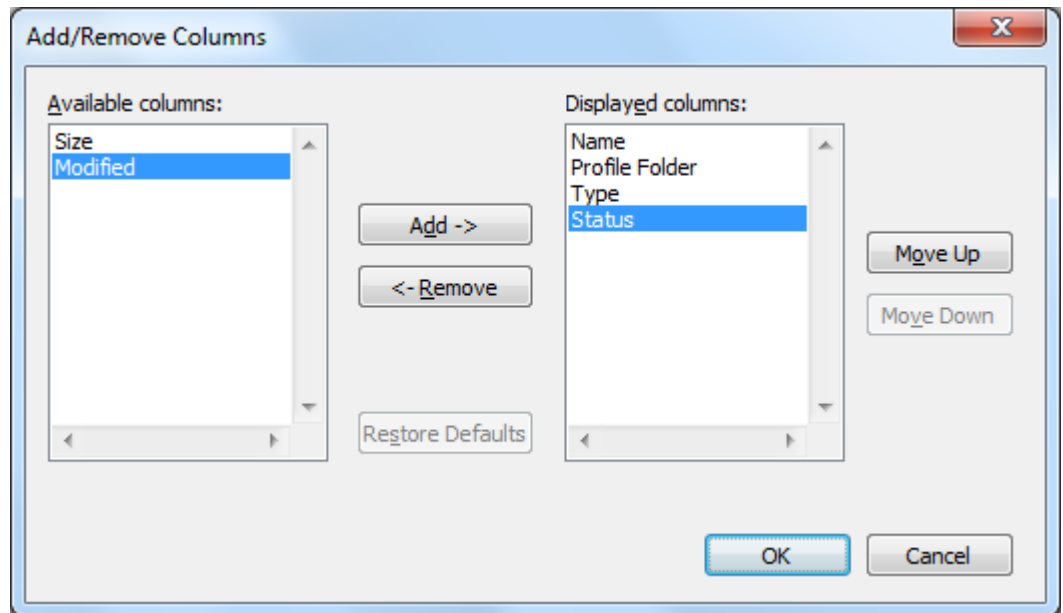
Status. The current status of the profile. Generally the status of the profile will be the same as the type. However, if you have added a user to the temporary profiles list and that user is logged in, the status will be "Temporary" although the type of profile is local. Also, if you change the type of a roaming profile its status will not change until the user next logs on.

MANAGING USER PROFILES

Size. The size of the profile.

Modified. The date when the profile was last changed; usually this is the last date on which the user logged on.

To customize the Profile List click on the “Select Columns” link.



Using the “Add/Remove Columns” dialog box, you can choose which columns of information you want to show, and the order in which they appear.

To add a column, select it in the “Available columns” list and click the “Add ->” button. To remove a column, select it in the “Displayed columns” list and click the “<- Remove” button. To change the position of a column, select it in the “Displayed columns” list and use the “Move Up” and “Move Down” buttons. Click “OK” when you have finished.

Licensing

This chapter shows you how to activate your ForensiT User Profile Manager license.

Volume Licensing

If you have purchased 100 licenses or more, and have maintenance and support, you are entitled to use the Volume License (VL) version of User Profile Manager. The Volume License version does *not* require activation on each machine that you install User Profile Manager on.

If you are not already using Volume Licensing and you would like to, you just need to logon at <https://www.ForensiT.com/manage> and follow the on-screen instructions.

Note that if you choose to use Volume Licensing, the license management features described below will not be available.

Activating Your License

When you purchase ForensiT User Profile Manager you will receive a license number that you can use to activate your software. If you purchase User Profile Manager online, the license number will be generated immediately and will be shown on the order confirmation page. The license number will also be emailed to you.

To activate User Profile Manager start the control panel applet and click on the “About” tab.

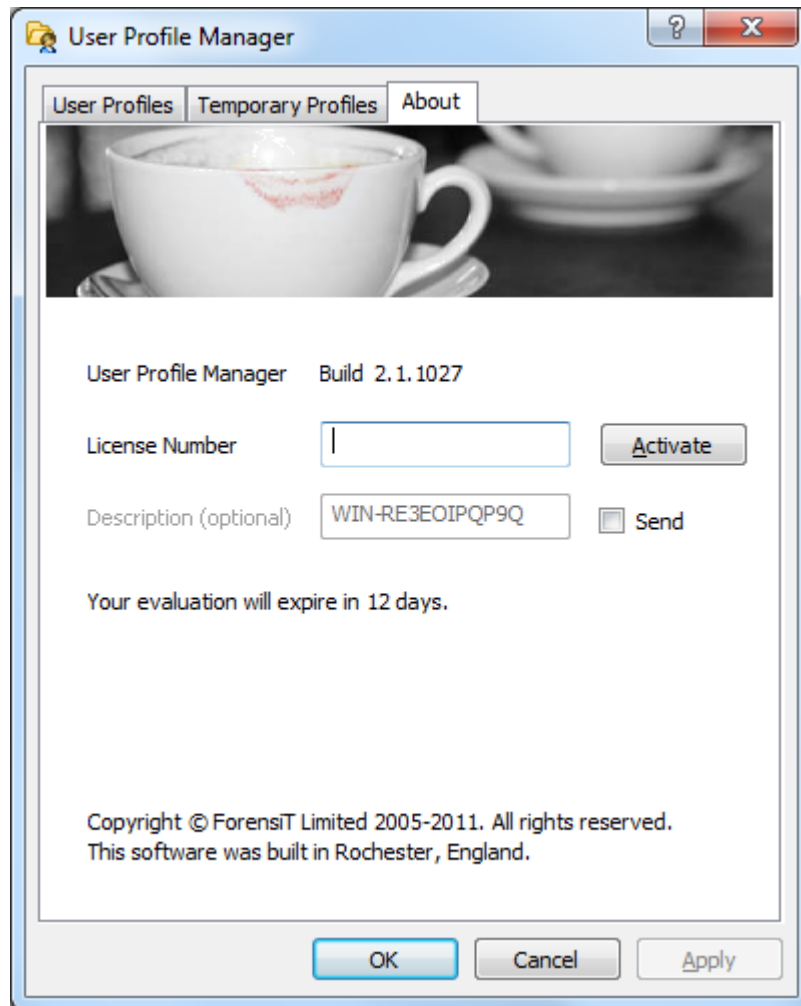
Enter your license number.

Optionally, you can also choose to include a description of the computer. If you are responsible for a large number of computers, the description will allow you to identify which machines you have licensed when you visit the ForensiT website. (See below.)

Note that the description will be stored with your licensing information on the ForensiT website.

The description defaults to the computer name, but can be anything you want (up to 80 characters.)

L I C E N S I N G

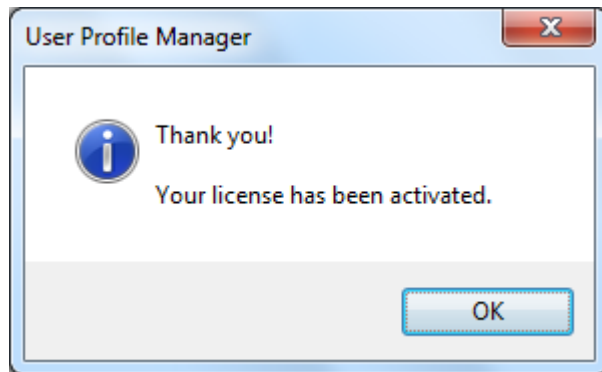


To enter a description, tick the “Send” checkbox and type in the description you want to use.

When you are ready, click the “Activate” button.

User Profile Manager now needs to contact the ForensiT licensing server to activate your license. You will be asked whether User Profile Manager can connect to the internet. Click “Yes” if you are happy for the connection to be made.

Activating your license should only take a few seconds. You will then see the following message.



If your machine is not connected to the internet, please contact support@ForensiT.com

How does the Activation Work?

When you activate your User Profile Manager license, User Profile Manager creates a one-way encrypted hash value based on the “Tag” or Serial Number of the machine, or on the MAC address. The hash is unique to the machine and cannot be decrypted to give away any information that might identify you or your machine.

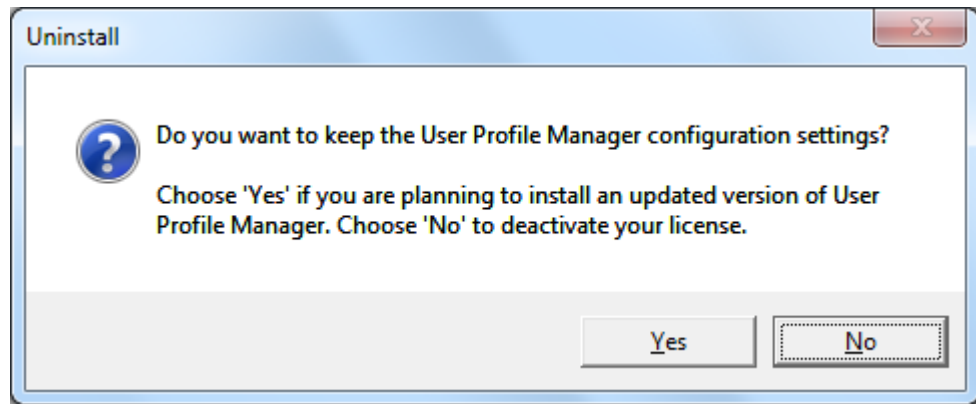
Because the hash value is unique, you can install User Profile Manager as many times as you want on the same machine and only ever use one software license.

If you choose to include a description when you activate your license, your machine can then of course be identified.

Deactivating Your License

To deactivate your license, you must uninstall User Profile Manager. During the uninstall process you will be prompted to deactivate the license.

L I C E N S I N G



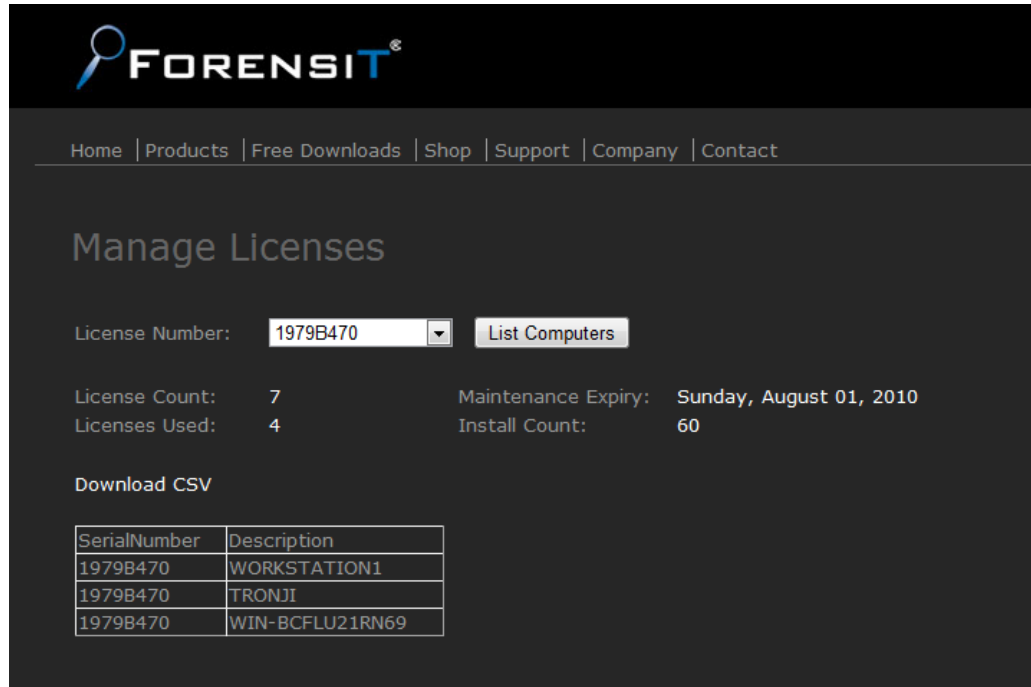
Once the license is deactivated, you can use it again on a different machine.

Note you can only deactivate a license and transfer it to another machine if you have a current maintenance and support agreement with us.

Managing your licenses

You can see how many licenses you have used, together with information about which machines you have licensed, by visiting the ForensiT website at <https://www.ForensiT.com/manage>

A username and password allowing you to access the site will be sent you with your license number.



The screenshot shows the ForensiT website interface. At the top is the logo and a navigation menu with links: Home, Products, Free Downloads, Shop, Support, Company, and Contact. The main heading is 'Manage Licenses'. Below this, there is a 'License Number' dropdown menu set to '1979B470' and a 'List Computers' button. The license details are as follows:

License Count:	7	Maintenance Expiry:	Sunday, August 01, 2010
Licenses Used:	4	Install Count:	60

Below the details is a 'Download CSV' link and a table of installed licenses:

SerialNumber	Description
1979B470	WORKSTATION1
1979B470	TRONJI
1979B470	WIN-BCFLU21RN69

If you have multiple licenses, choose the license number from the dropdown list.

Click on “List Computers” to get a list of machines that have descriptions. You can download the list as a .csv file if required.

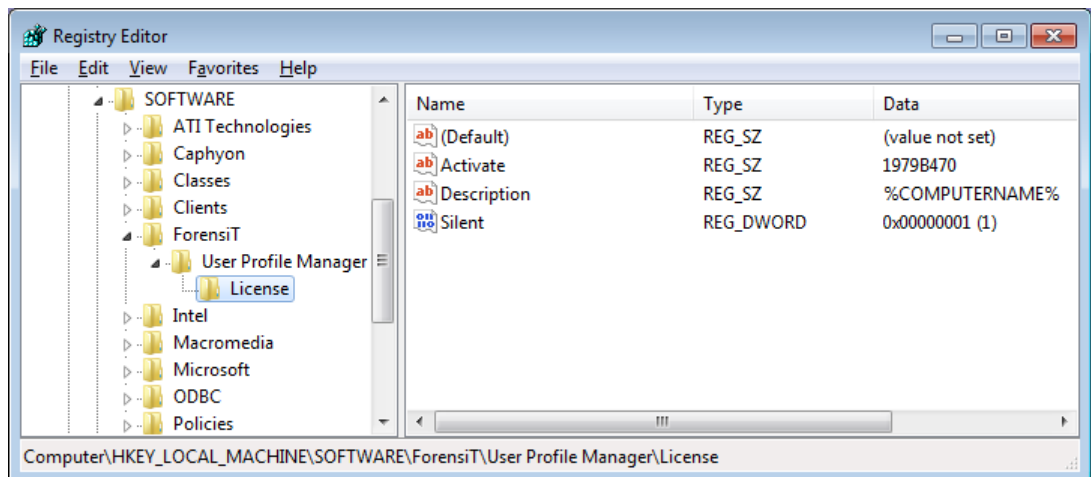
Automating License Activation

If you are including User Profile Manager as part of your organization's load set image, to be deployed on a large number of machines using software such as Symantec Ghost, you may want to automate the activation process. To do this, carry out the following steps.

1. Run regedit.
2. Under the HKEY_LOCAL_MACHINE\SOFTWARE\ForensiT\User Profile Manager registry key create a new key called 'License'

Note on Windows 7 and Windows Vista 64-bit machines, create the 'license' key under the HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\ForensiT\User Profile Manager registry key.

3. Add a new String value called 'Activate' and set the value to be your license number.
4. Optionally, add a new String value called 'Description' and add some description text. You can use environment variables such as %COMPUTERNAME%
5. Additionally, you can also suppress any "license expired" dialog boxes during the automatic license activation. To do this create a new DWORD (32-bit) Value called 'Silent' and set the Value data to 1.



User Profile Manager will attempt to activate the license the first time a machine with the load set image boots up by automatically connecting to the Internet.

