



Access Rights Management. **Only much Smarter.**



# Access Rights Management

User Manual

8.0

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# Access Rights Management: For a Secure Network

We started in 2009 with the mission to raise our client's IT Security level. We knew IT Security does not end with the firewall, but with a protected network from within.

As of 2016 we have over 900 satisfied customers: 8MAN Access Rights Management has become a standard in companies and institutions worldwide.

This would not have been possible without the help of our clients, partners and distributors: Thank you all for the good collaboration!

In this document you find our whole product range: The 8MAN World. Please contact us if you have any questions.

Berlin 2017

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# 1. Why?



### 1.1 Protecting data, information and knowledge

Your firewall protects you from external threats. 8MAN access rights management protects data, information and knowledge within your network.

**Access rights management answers three central questions.**

#### **Personal level**

Who has access?

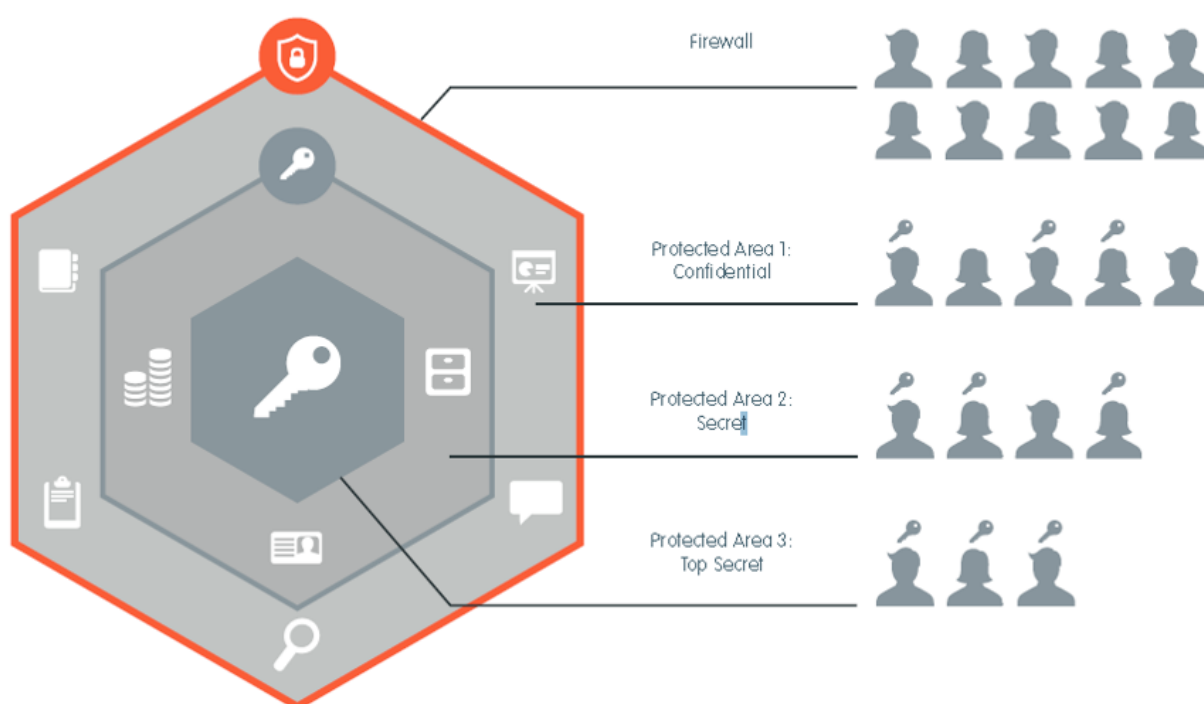
#### **Directory level**

What do they have access to?

**Decision level:**

Who should have access to what?

**Access rights management prevents unauthorized access to data and optimizes security relevant processes within your company network.**



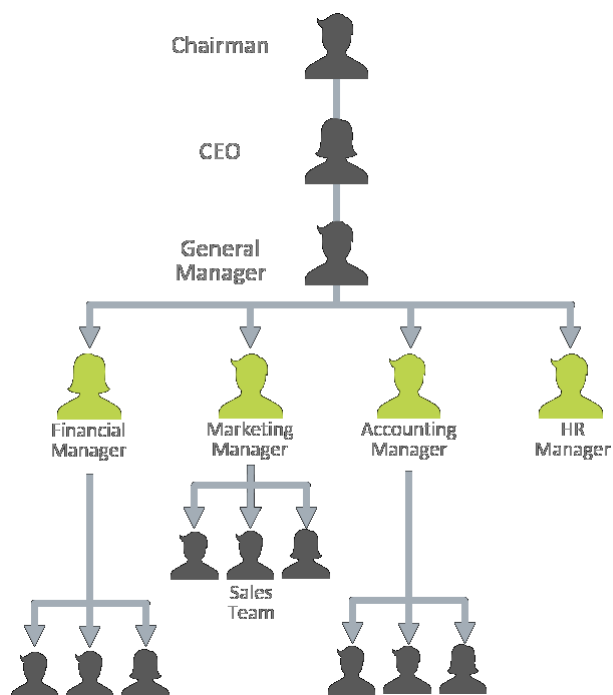
## 1.2 Decentralize security expertise

Security officers usually don't know where important data is stored or who has access to it.



8MAN access rights management delegates this responsibility to decision makers within your organization. They assign access rights and hold security expertise within your company.

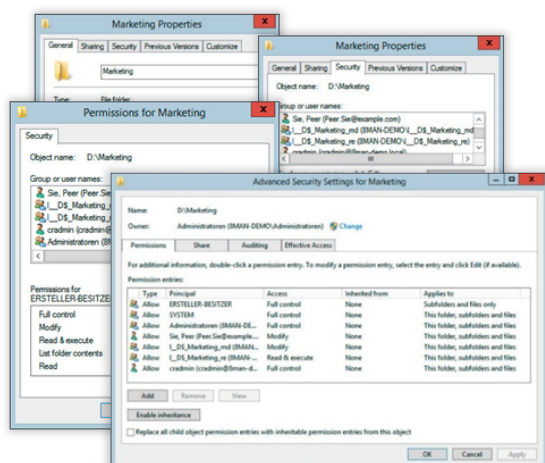
**With 8MAN managers become data protectors:**



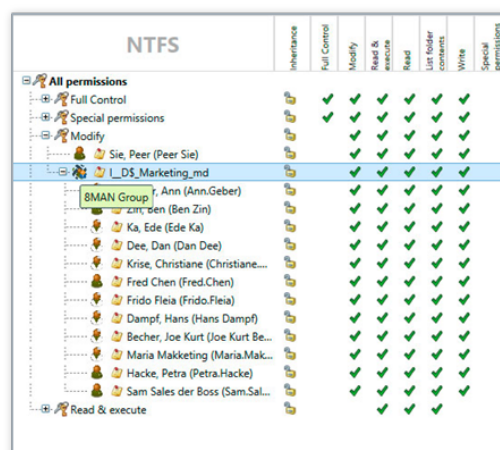
## 1.3 Simplify Security

Security measures are usually not adhered to if they are cumbersome and inefficient. Access Rights Management automates processes and unifies two opposing forces: Security + Efficiency.

**Access rights management with native tools:**



**8MAN Access Rights Management:**



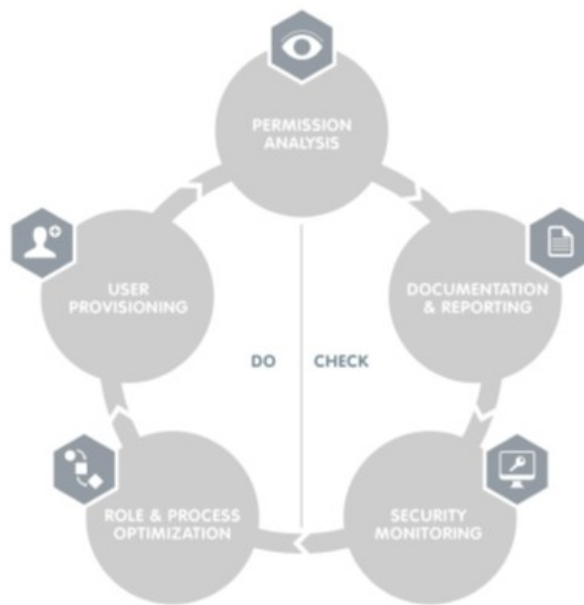
**8MAN Access Rights Management makes security efficient:**

Task	With Native Tools	With 8MAN
Capture the access rights situation in your network	n/a	3 minutes
Track every change to permissions and access rights	n/a	2 minutes
Make security relevant processes in a network transparent	n/a	2 minutes
Implementation of standard processes:		
User Provisioning, Documentation and audit-proof reports	Per request, inconsistent and time consuming	Automated, standardized and fast



## 2. The Core Disciplines of ARM





**8MAN Access Rights Management is based on five core disciplines:**

### PERMISSION ANALYSIS

Displays a comprehensive overview of the access rights situation to resources in your organization.

### DOCUMENTATION & REPORTING

Records any access rights activity in our logbook and creates audit proof reports

### SECURITY MONITORING

Monitors security relevant actions in Active Directory and on your file servers.

### ROLE & PROCESS OPTIMIZATION

Shortens your access rights management process and involves only the most important actors.

### USER PROVISIONING

Sets rules for the creation of new user accounts, the provisioning of rights and the editing of account details

## 2.1 Permission Analysis



8MAN analyzes the authorization situation in your company and shows who can access a given resource. In a central view, you can see the group memberships from Active Directory and the access rights to your file servers, SharePoint sites and Exchange. With this knowledge, you are able to take action and protect your company from internal security incidents.

8MAN puts you back in control. One click on the Resource view shows the actual condition of a scanned system and the employees with authorizations for it.

### **Available in all product versions:**

Permission Analysis is part of every 8MAN Version for Active Directory and file server.

If you want to analyze and administrate other technologies with 8MAN we recommend the following Add-On's:

[8MATE for Exchange](#)

[8MATE for SharePoint](#)

### 2.2 Documentation & Reporting



8MAN documents the activities in Active Directory, the file servers, SharePoint and Exchange. You can use the Calendar function to view the activities over the course of time. The mandatory comment function takes the burden off the administrator. Since a short note (a ticket number for instance) is stored, every activity is traceable, even a long time after

[To the services](#)

#### **Available in all product versions:**

Documentation and Reporting is part of every 8MAN Version for Active Directory and file server.

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[8MATE for Exchange](#)

[8MATE for SharePoint](#)

## 2.3 Security Monitoring



A great many employees make changes in Active Directory and to the file server. Security risks can arise without comprehensive monitoring. With our Active Directory Logga and File Server Logga, you can record all security-relevant activities in your company network. This allows you to trace what has been done in the network, by whom and when.

Security Monitoring can be combined with all base versions. It can be added with the following additions:

### Active Directory

[8MATE AD Logga](#)

[8MATE Alerts](#)

### Fileserver

[8MATE FS Logga](#)

### 2.4 Role & Process Optimization



The person with the best idea of who should have access and what they should be able to access is the data owner or the supervisor, not the administrator. By introducing a role concept for analysing and granting access rights, you are introducing the data awareness concept and corresponding action into the company.

You can map the organizational chart of your company with the data owner concept and cover all departments. Then you assign employees to the individual data owners. The data owners analyse or assign access rights to their staff.

An employee can use the [8MATE GrantMA](#) add-on module to request access rights via a Web portal. The data owner then decides on the access rights in the department with a simple workflow.

#### **Role & Process Optimization is only available for 8MAN Enterprise:**

There is one Add-On available:

[8MATE GranMA](#): The ARMSelf Service Portal

[To the services](#)

## 2.5 User Provisioning



### User creation

User Provisioning allows you to set up new users within seconds. Users are generated in a standardized manner and in conformity with the roles in your company. The access rights to file servers, SharePoint sites, Exchange and virtual servers as defined in the AD groups are issued at the same time. 8MAN generates a suitable email account so that the new colleague can start work immediately. You can schedule the activation to prepare for the event in the future or to limit the access period for project work. Whether help desk or data owner: The participants work with a reduced, simple interface in both cases. All accesses are set up in a few steps.

### Access Rights Management

Modify the authorizations of existing accounts by dragging and dropping in a simple interface.

### Account Management

Account management includes modifying Active Directory attributes, password resetting, activating and deactivating accounts and setting up out-of-office notifications centrally in Exchange, among many other tasks.



# 3. Additional ARM Disciplines





### **Threat & Gap Management**

Removes security relevant permission errors automatically and standardizes the access rights system according to your demands.



### **8MAN Ressource Integration**

Enables the administration of additional resources.



### **8MAN Application Integration**

Enables the automatic collaboration with other applications in your software landscape.

### 3.1 Resource Integration



#### Resource Integration

Enables the administration of additional resources.

### 3.1.1 +8MATE for SharePoint



#### Problem

The analysis and administration of authorisations on SharePoint is a complex matter. The on-board Microsoft resources do not allow for a holistic view of the authorised permissions of individual SharePoint resources. The administration of permissions is cumbersome and time-consuming. Changes that have been made in the permission structure are not discernible.

#### Solution

8MATE for SharePoint integrates all SharePoint resources in 8MAN. The analysis and administration of permissions takes place centrally and in line with the access rights management of other applications. You will benefit immensely from 8MAN's unique ability to display, analyse and change access rights. 8MAN displays the permissions in a tree structure. This allows you to quickly see who is authorised to access a given SharePoint resource. Using the scan comparison report, you can find out who has made changes to permissions and what they were, and you obtain a protocol of all activities that have been undertaken. 8MATE for SharePoint allows you to assign all permissions in the 8MAN interface. By using the Group Wizard and assigning naming conventions, you can standardise your authorisation assignment process.

### 3.1.2 +8MATE for Exchange



#### Problem

The administration of permissions with Microsoft Exchange is complex. The available Microsoft resources do not allow for a holistic view of access rights to public files and mailboxes. The administration of access rights is cumbersome and time-consuming.

#### Solution

8MATE for Exchange enables you to expand 8MAN to email resources. Thus, analysis and administration of permissions take place centrally and in line with the access management for other applications. In the familiar 8MAN overview, you see at a glance who is authorised to access public folders, mailboxes, mailbox folders and, for instance, calendars.

The administration of Exchange is essential to the onboarding process. The setup of mailboxes and assignment of permissions takes place right in 8MAN. Changes made with 8MAN are documented and are audit-proof.

Apart from the analysis and administration of permissions in Exchange, 8MATE has additional features:

- The ability to create Out-of-Office notifications without accessing an email account.
- Listing of proxies for mailboxes and Send As permissions.
- Administration of mail box sizes

### 3.2 8MAN Application Integration



#### **8MAN Application Integration**

Enables the automatic collaboration with other applications in your software landscape.

### 3.2.1 +8MATE Matrix 42



The 8MATE Matrix42 connects 8MAN with the IT Service Management Solution Matrix 42. In the solution built by Futuredat GmbH employees can order file server permissions by using the Matrix42 self service portal. Data Owners or Administrators check the order in a standardized process. In case of approval 8MAN starts automatically and creates the desired permissions on the file server. The whole process follows Microsoft Best Practice: For each permission an Active Directory group is created. All activities are tracked in Matrix42 and the 8MAN logbook.

### 3.3 Threat & Gap Management



#### Threat & Gap Management

Removes security relevant permission errors automatically and standardizes the access rights system according to your demands.

### 3.3.1 8MATE Clean!



#### Background / Value

The correction of permission inconsistencies and mistakes on file servers is only possible with extreme difficulty and effort. The implementation of best practices to solve these issues frequently fails at two hurdles: knowledge and time. Furthermore, classic Access Rights Management (ARM) has always only been focusing at the folder level.

The 8MATE "Clean!" starts a process that leads to a secure and standardized file server and permissions structure. Through a series of clear decisions and parameters, you define how security and structural problems will be resolved in your environment. Your requirements and the 8MAN best practices will be automatically implemented. Additionally, the archiving of stale or obsolete data is possible. The benefit being, the lesser the data, the simpler the administration.

#### What does 8MATE Clean! Achieve?

- Archives old file server data
- Removes automatically critical permissions
- Remove or replace direct permissions
- Standardizes existing permissions on your file server

**8MATE Clean! Is only available in combination with professional services. Please contact your local sales representative for further information.**



# 4. Permission Analysis



### 4.1 Active Directory

Active Directory is the leading system for administrators in Windows networks. 8MAN focuses on the analysis of users and groups and also on the creation of these objects. This happens in a scalable way across your entire domain and organizational structure. The 8MANgroup wizard can automatically create the appropriate security groups in Active directory.

## 4.1.1 Services for Administrators

### 4.1.1.1 Visualizing nested group structures

#### Background / Value

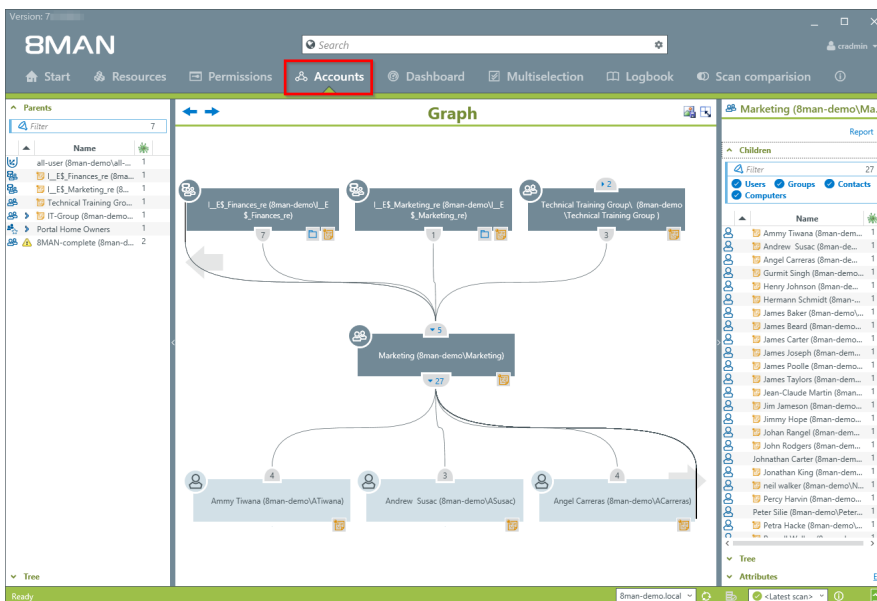
One of the most important concepts of every Active Directory (AD) is group structure. Administrators use groups to assign access rights to resources to individual users. This can create recursions or loops in your group structure. For example: The group "Marketing" assigns access rights to the appropriate file server directories for that department. At the same time this group is also a member (in a recursion) of the group "4th floor WiFi". The 8MAN graph shows and highlights the recursion within your Active Directory thereby helping you recognize errors and correct mistakes.

#### Additional Services

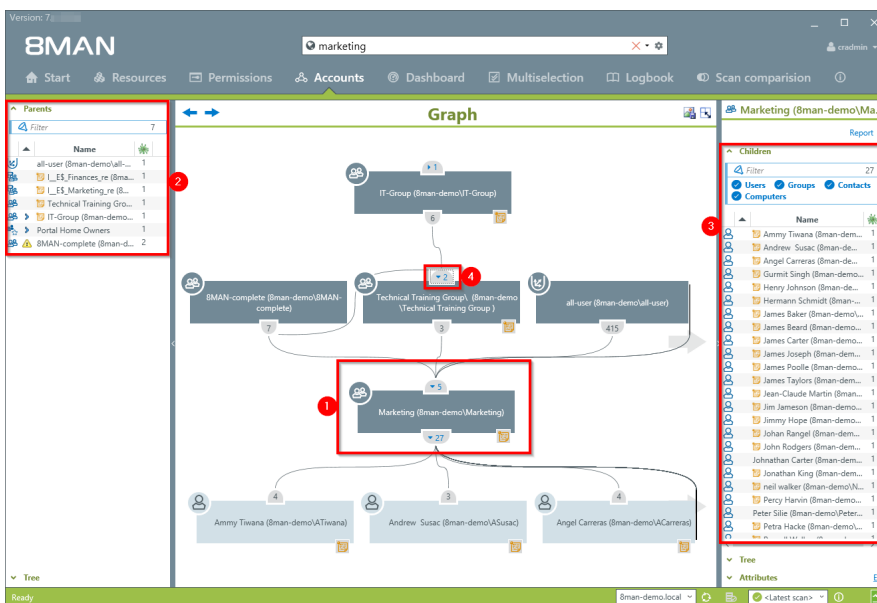
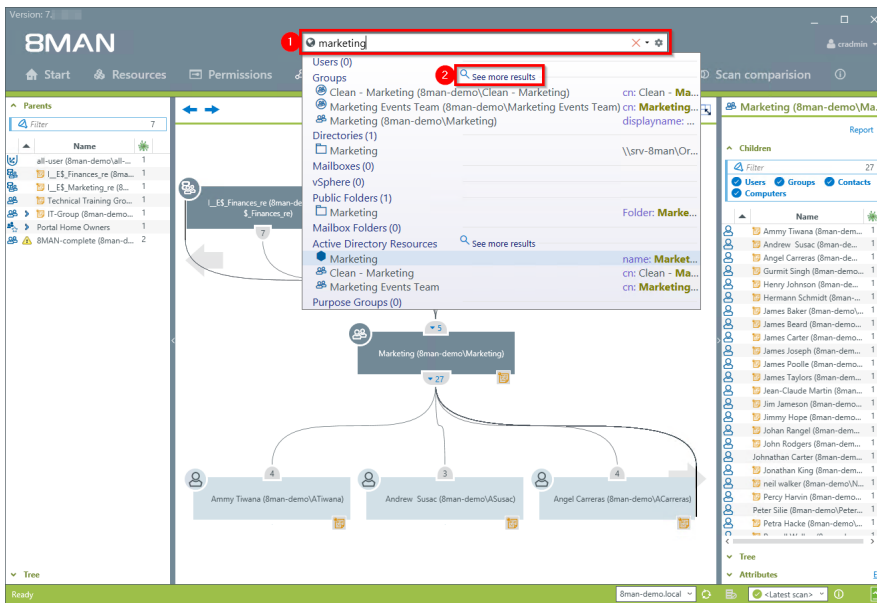
[Identifying the depth of nesting in your AD](#)

[Identifying recursive groups](#)

#### Step by step process



Switch to Accounts in the AD Graph view.



#### 4.1.1.2 Compare two different access rights situations (Scan Comparison)

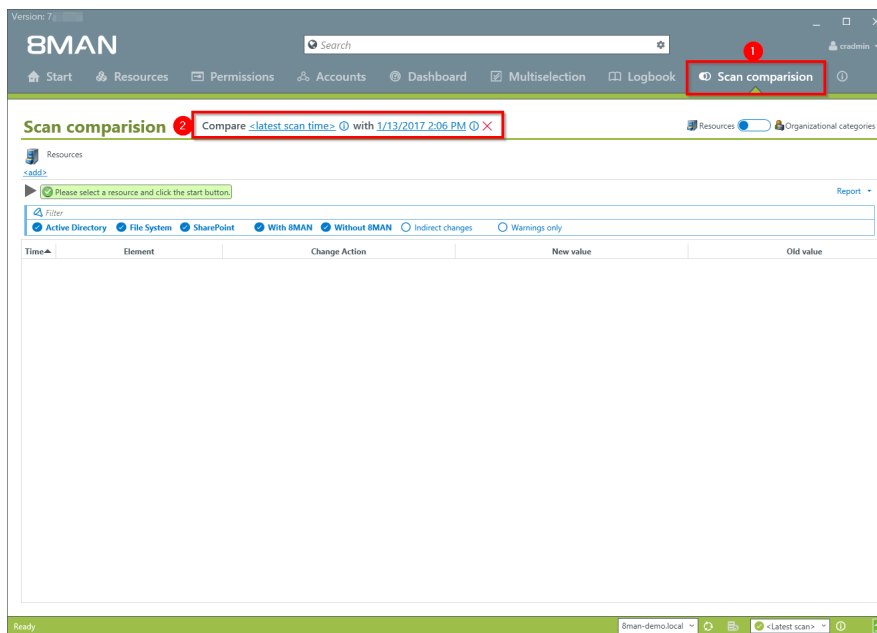
##### Background / Value

The scan comparison compares AD scans at two different points in time and shows you how your access rights situation has changed.

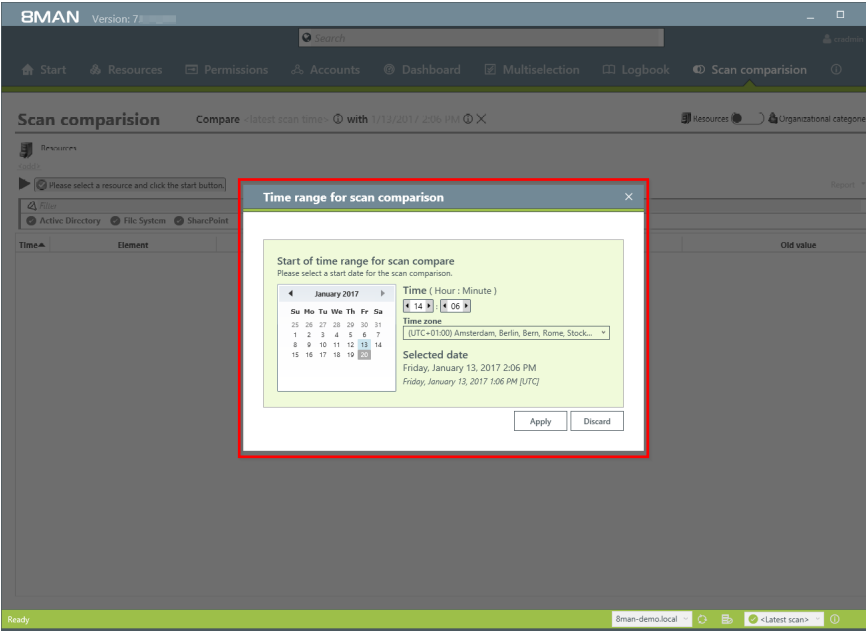
##### Additional Services

The scan comparison only takes two separate points in time into account. In order to be able to monitor all administrative actions made within a given time period to access rights on file servers you would require the 8MATE FS Logga. Alternatively to the Scan comparison you can use the [Report on Permission Differences](#).

##### Step by step process

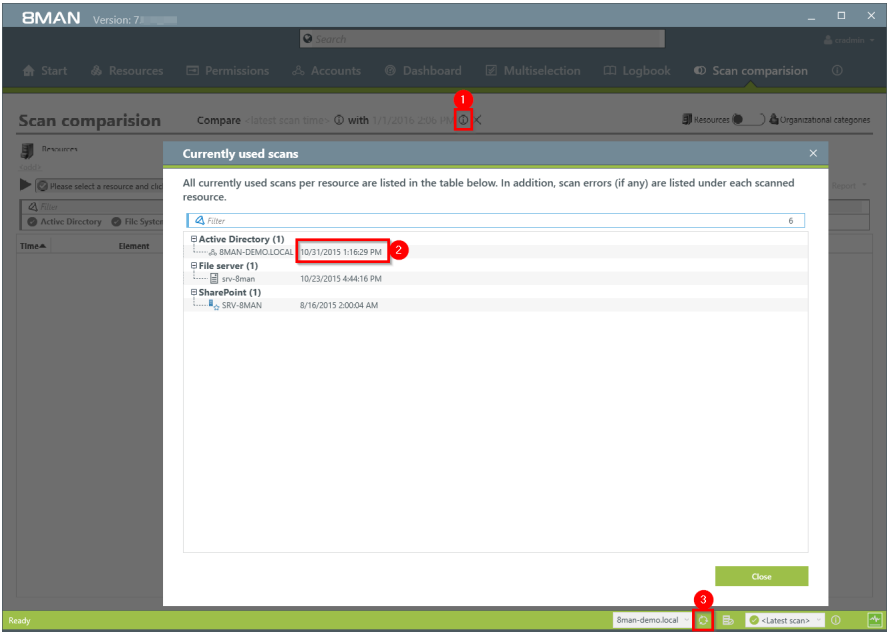


1. Click on "Scan comparison".
2. Select the two scans that you want to compare.



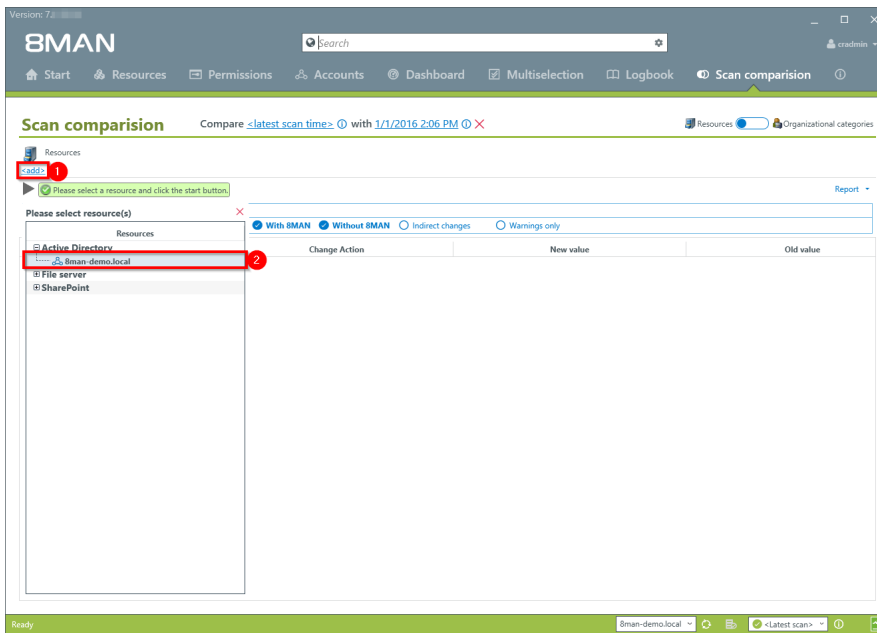
Select the date and time of both scans.

1.

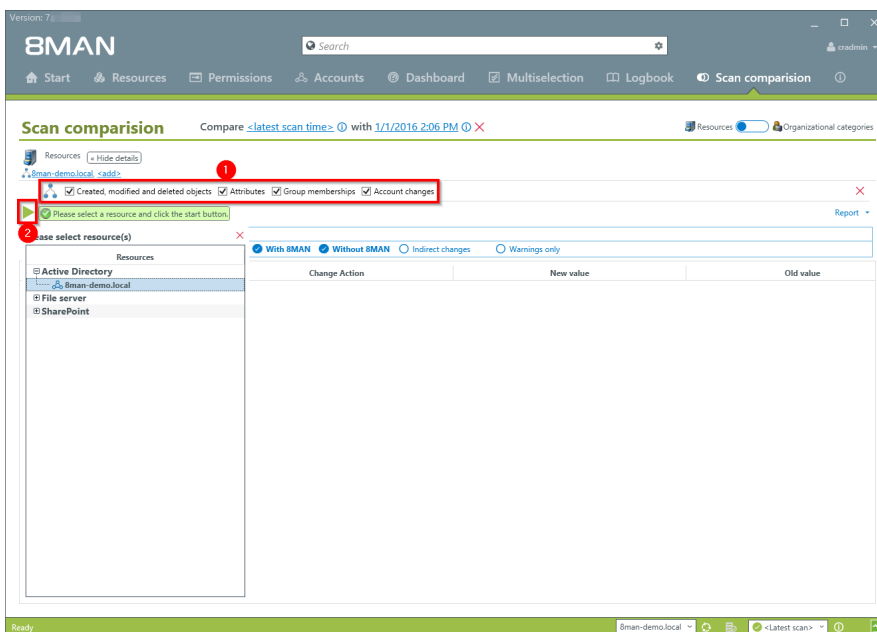


The comparison always compares existing scans.

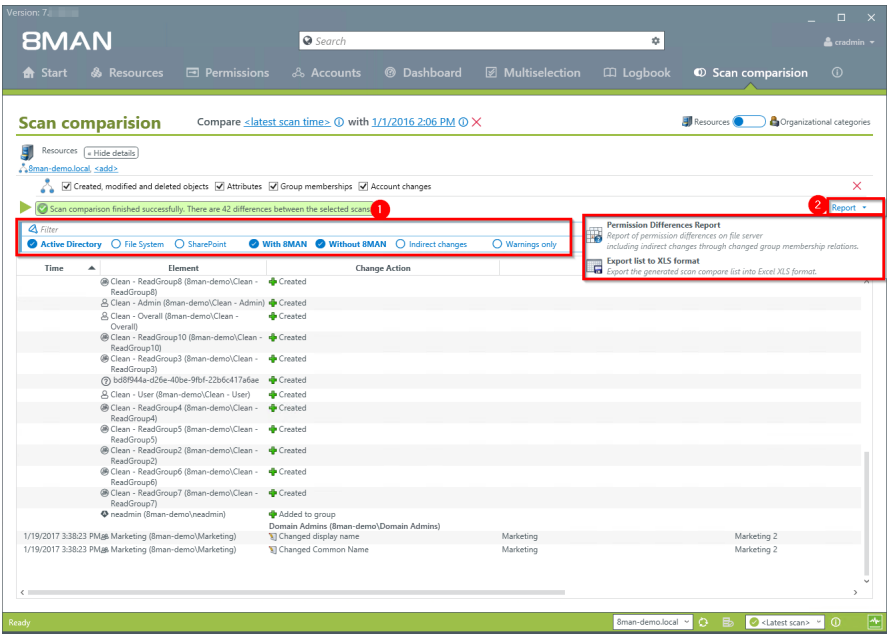
1. Click on the information symbol.
2. Date and time of the selected scan is indicated on the right-hand side.
3. In order to maximize accuracy you should run a current AD Scan before starting the scan comparison.



1. Click on "add resources".
2. Select the desired resource by double clicking on it.



1. Select the range of the comparison.
2. Start the comparison.



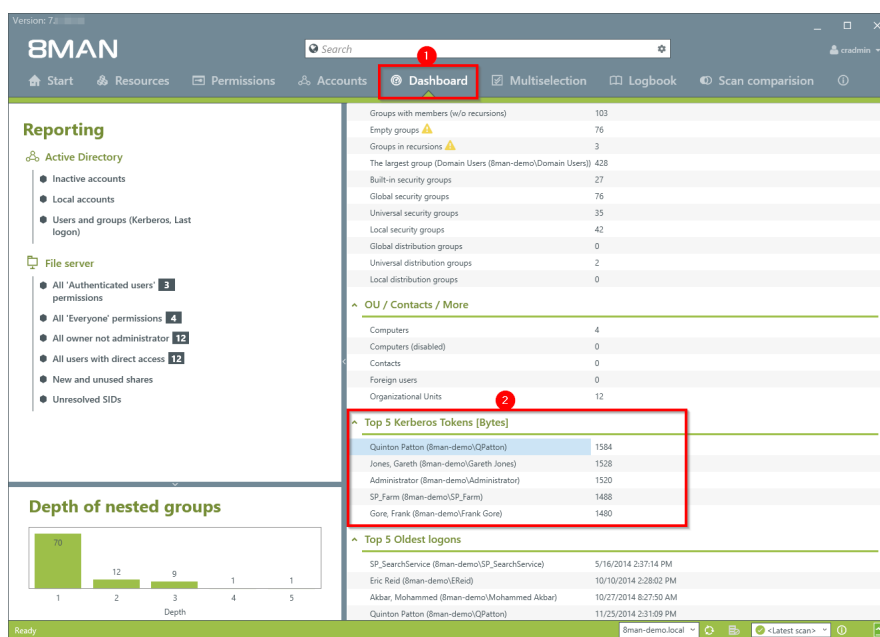
1. Use filters to focus on specific actions.
2. Generate a structured "Permission Differences Report" and /or export the results to .XLS.

### 4.1.1.3 Identify users with excess privileges (on the basis of Kerberos token size)

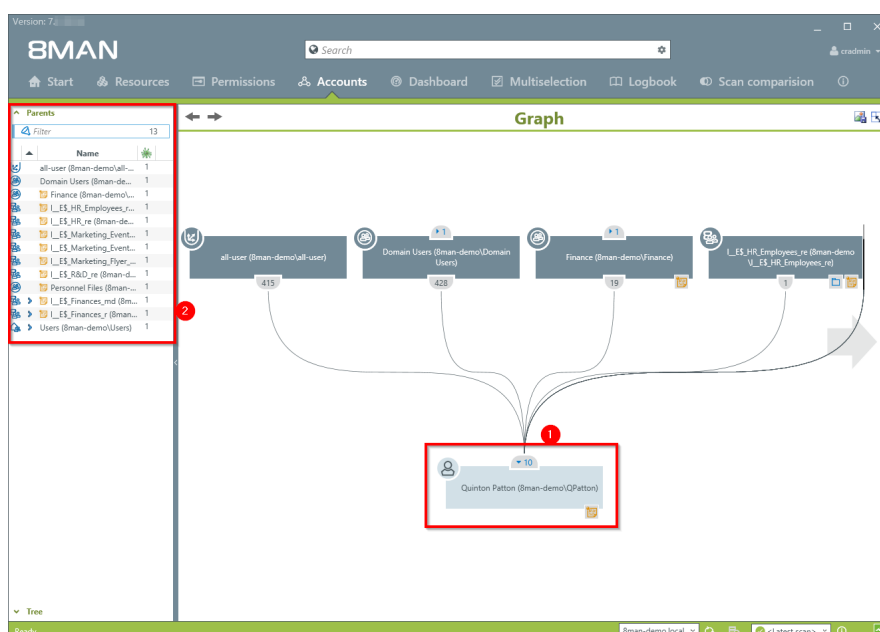
#### Background / Value

The size of a Kerberos token is a good indicator for identifying users with excessive access rights. The more group memberships a user has, the bigger their Kerberos token. Even if a group membership does not automatically grant privileges, it is worthwhile analyzing the listed users. Additionally, if a user exceeds his maximum Kerberos token size he can no longer register on the network.

#### Step by step process



1. Select the Dashboard.
2. Double-click on the user in the list "Top 5 Kerberos Tokens".



1. 8MAN automatically focuses on the selected user in the AD graph view.
2. All "parents", meaning groups in which the selected user is a direct or indirect member of, are shown on the left-hand side. If a group is very large, we recommend a flat list view.



#### 4.1.1.4 Identify nested groups based on their nested depth

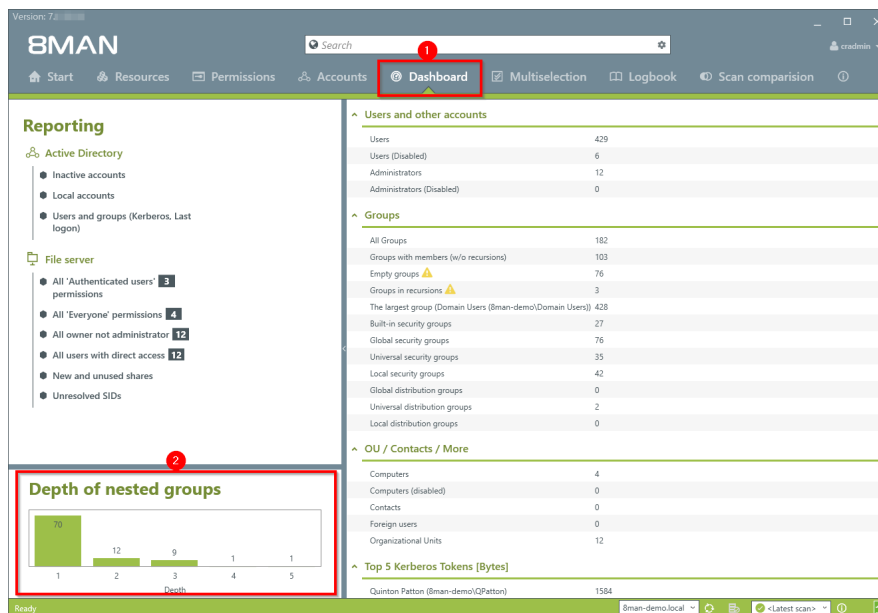
##### Background / Value

An AD that has grown over years often contains a large number of nested levels. The 8MAN dashboard shows nested groups up to level 10. According to Microsoft best-practice your AD should contain no more than 3 or 4 levels. 8MAN allows you to identify these critical areas of your AD and restructure them with minimal effort. In order to achieve low levels of nesting and maintain a well organized AD structure we recommend creating more groups with specific functionalities.

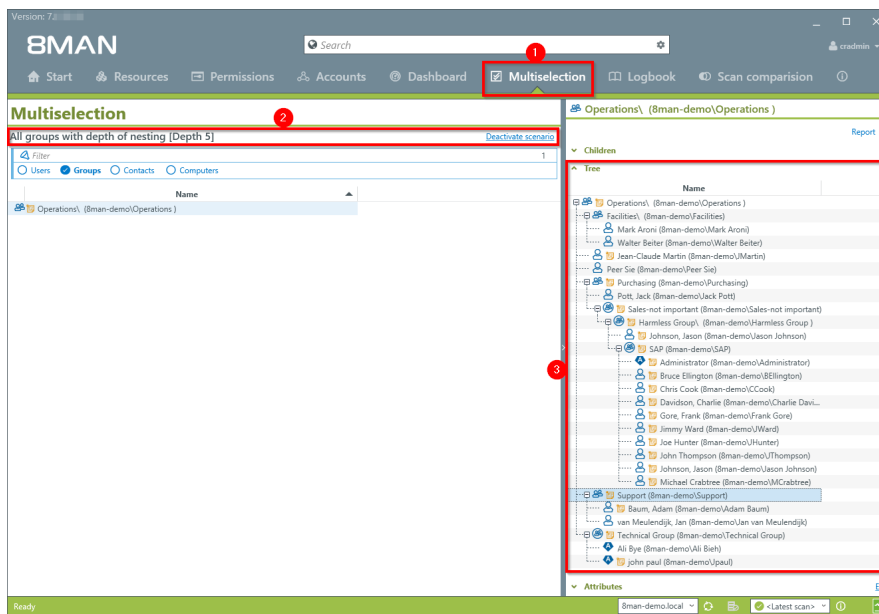
##### Additional services

[Reducing several groups to one group](#)

##### Step by step process



1. Select the Dashboard.
2. Click on any of the nested levels.



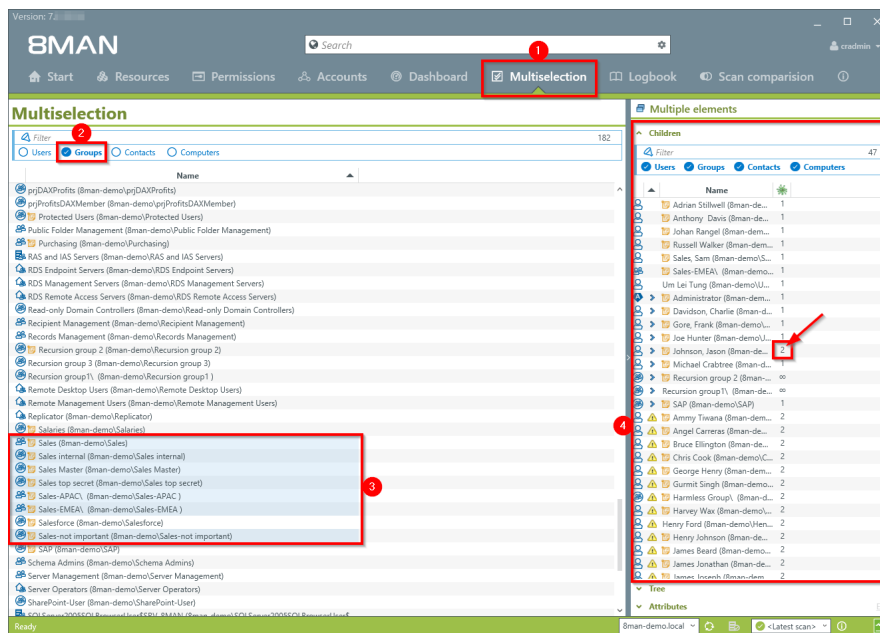
1. 8MAN automatically shows the Multiselection
1. In this scenario 8MAN automatically filters the groups by the selected nested level.
2. You can see the nested levels in the tree graph on the right hand side.

### 4.1.1.5 List all groups with members

#### Background / Value

Multiselection allows you to select several groups allowing you an overview of all members.

#### Step by step process



1. Select Multiselection.
2. Filter by groups.
3. Select the desired groups.
4. You can see an overview of all "children" of all selected groups. 8MAN also indicates if any users are included in multiple groups, for example Jason Johnson.

#### 4.1.1.6 Identify empty groups

##### Background / Value

Over time empty groups often accumulate in an AD structure. These empty groups reduce performance and diminish transparency. We recommend deleting these groups.



**Groups without members could include system groups. These should not be deleted.**

##### Step by step process

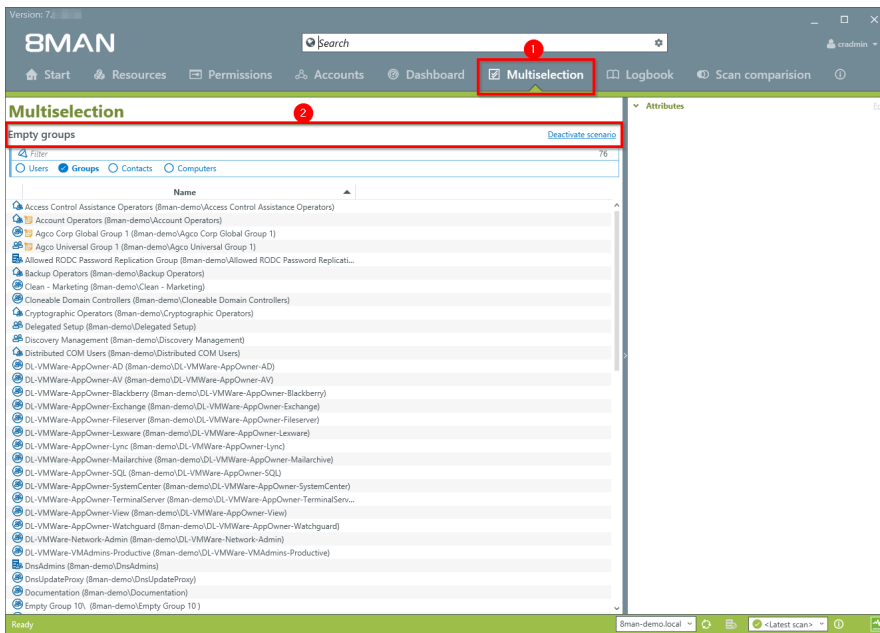
The screenshot shows the 8MAN software interface. The top navigation bar includes 'Start', 'Resources', 'Permissions', 'Accounts', 'Dashboard' (highlighted with a red box and a red circle with the number 1), 'Multiselection', 'Logbook', and 'Scan comparison'. The left sidebar shows 'Reporting' with sub-sections for 'Active Directory' and 'File server'. The main content area displays 'Users and other accounts' and 'Groups'. The 'Groups' section shows a table with columns for group name and count. The 'Empty groups' row is highlighted with a red box and a red circle with the number 2. Below the table is a bar chart titled 'Depth of nested groups' showing the distribution of group depths. The bottom status bar shows 'Ready' and '8man-demo local'.

Group Name	Count
All Groups	182
Groups with members (w/o recursions)	103
Empty groups	76
Groups in recursions	3
The largest group (Domain Users (8man-demo\Domain Users))	428
Built-in security groups	27
Global security groups	76
Universal security groups	35
Local security groups	42
Global distribution groups	0
Universal distribution groups	2
Local distribution groups	0

OU / Contacts / More	Count
Computers	4
Computers (disabled)	0
Contacts	0
Foreign users	0
Organizational Units	12

Top 5 Kerberos Tokens [Bytes]	Count
Quinton Patton (8man-demo\QPatton)	1584
Jones, Gareth (8man-demo\Gareth Jones)	1528

1. Select the Dashboard.
2. Click on "Empty Groups".



1. 8MAN automatically shows the Multiselection.
2. The scenario "Empty Groups" is active. The listed Groups are all empty.

4.1.1.7 Identify Recursive Groups

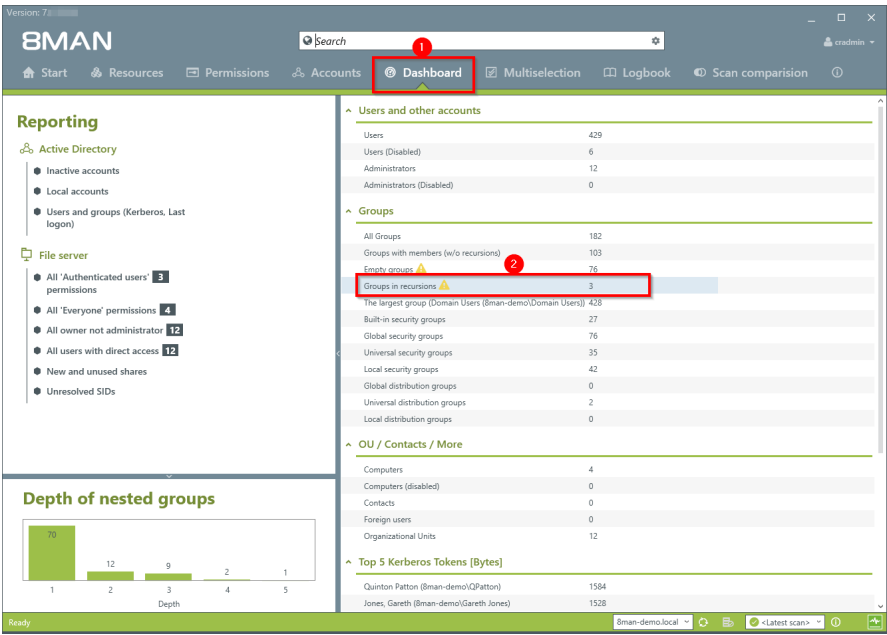
Background / Value

Groups can be members of other groups. Active Directory allows "children" to become "parents" within their own family tree. If the nested group structure loops in a circular way group membership assignments become ineffective and nonsensical. Through these recursions or circular nested groups every user who is a member of any of the recursive groups is granted all of the access rights of all of the groups. The consequence is a confusing mess of excessive access rights. 8MAN automatically identifies all recursions in your system. We highly recommend removing the recursion by breaking the chain of circular group memberships.

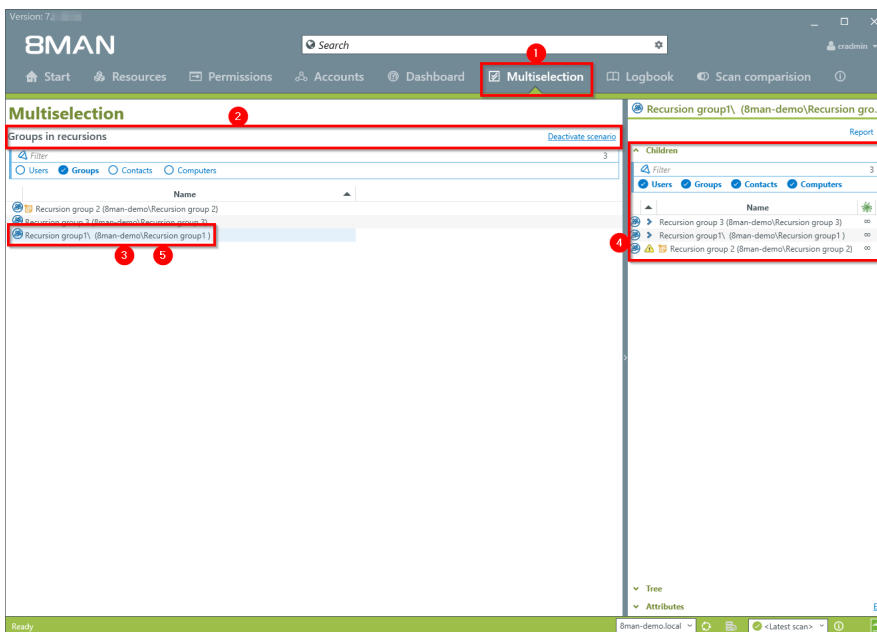
Additional Services

The deeper your group structure the more likely you are to have circular nested group structures. We therefore recommend keeping an eye on the number of [nested group levels](#).

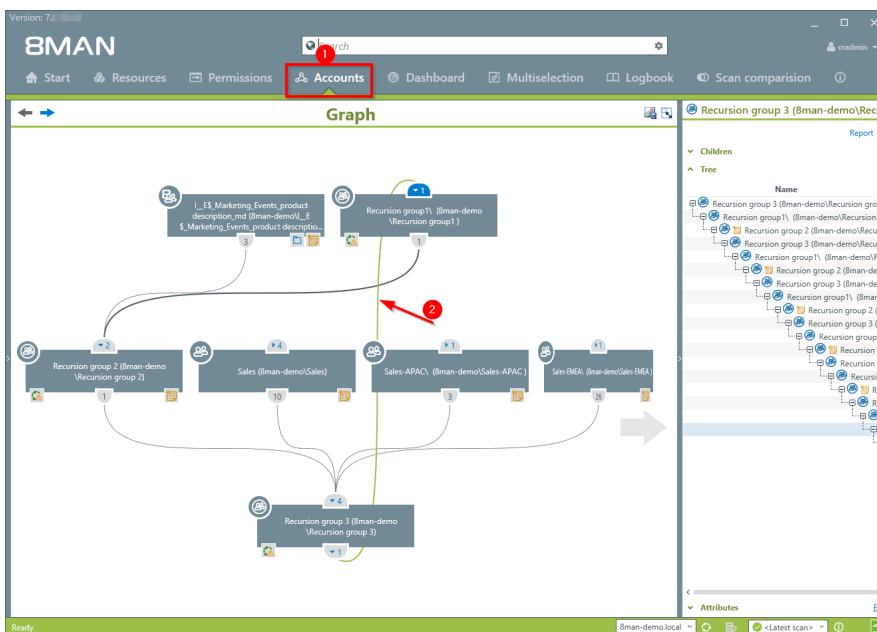
Step by step process



- 1. Select the dashboard.
- 2. Double-click on "groups in recursions".



1. 8MAN automatically selects Multiselection.
2. The scenario "groups in recursions" is active. 8MAN lists all groups included in the recursion.
3. Click on a Group.
4. 8MAN lists all users and groups in the selected recursion
5. Double-click on a group.



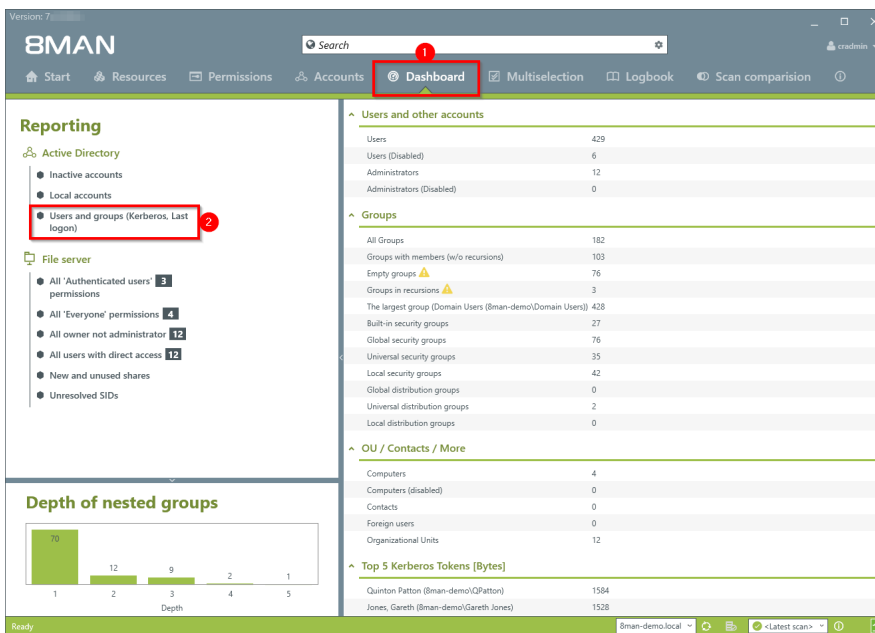
1. 8MAN switches to the account view. You can see an example of a recursion across 3 levels.
2. The recursion is indicated by the green line.

#### 4.1.1.8 Identify all users with passwords that do not expire

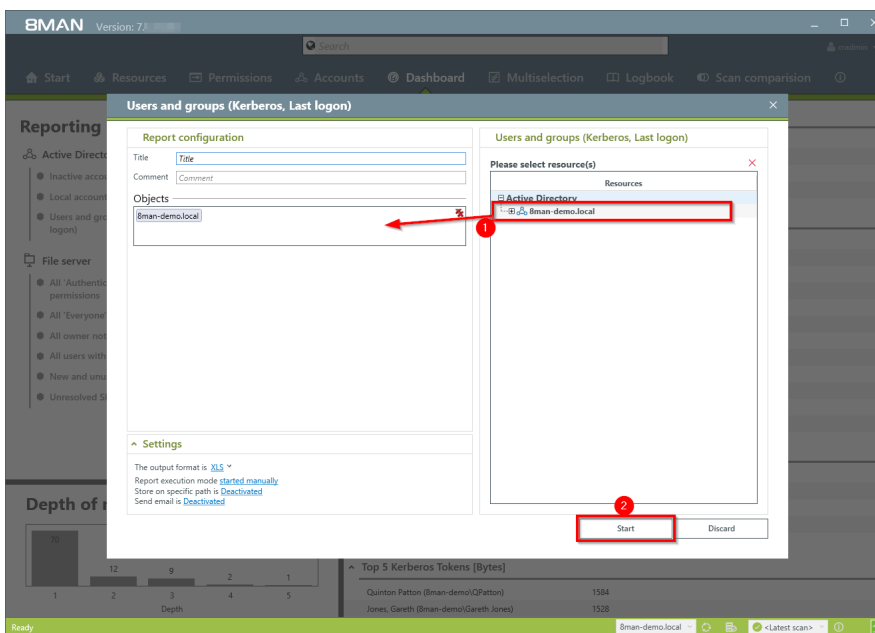
##### Background / Value

One key security requirement within any organization is that passwords are changed regularly. 8MAN scans your domain for user accounts where this requirement has not been activated. You can view this information in our reports for "Users" and "Groups".

##### Step by step process



1. Select the "Dashboard".
2. Click on "Users" and "Groups" in the "Reports" area.



1. Select the range of the report via drag & drop.
2. Run the report.

D3 PWD don't expire

1	Report über alle Benutzer für	8man-demo.local					
2							
3	DisplayName	IsDisabled	Account Expires	PWD don't exp. (Y)	Last Logon	Last Logon Timestamp	Type
5	Aber, Mark (8man-demo\Mark Aber)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
6	ADLogga Tester (8man-demo\ATester)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
7	Administrator (8man-demo\Administrator)	Nein	Account never expires	Ja	08.10.2016 21:00:02	08.10.2016 21:00:02	Benutzer
8	Alien, Arnold (8man-demo\Arnold Alien)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
9	Aloe, Vera (8man-demo\Vera Aloe)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
10	Ander, Coni (8man-demo\Coni Ander)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
11	Ander, Ole (8man-demo\Ole Ander)	Nein	Account never expires	Ja	N/A	10.03.2015 15:48:05	Benutzer
12	Andrea Azubi (8man-demo\Andrea Azubi)	Ja	Account never expires	Ja	N/A	N/A	Benutzer
13	Aner, Dominik (8man-demo\Dominik Aner)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
14	Angebrandt, Angie (8man-demo\Angie Angebrandt)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
15	Ann Essay (8man-demo\Ann Essay)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
16	Anna Lyse (8man-demo\Anna Lyse)	Nein	Account never expires	Ja	N/A	07.03.2016 17:44:11	Benutzer
17	Anna Ziese (8man-demo\Anna Ziese)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
18	Ansgar Agentor (8man-demo\Ansgar Agentor)	Nein	Account never expires	Ja	N/A	07.03.2016 17:38:41	Benutzer
19	Apfel, Adam (8man-demo\Adam Apfel)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
20	Arbeit, Andi (8man-demo\Andi Arbeit)	Nein	Account never expires	Ja	12.03.2015 10:44:56	10.03.2015 16:51:26	Benutzer
21	Arm, Armin (8man-demo\Armin Arm)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
22	Aroni, Mark (8man-demo\Mark Aroni)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
23	Aail, Claire (8man-demo\Claire Aail)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
24	Auer, Karl (8man-demo\Karl Auer)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
25	Auhss, Ann (8man-demo\Ann Auhss)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
26	Autsch, Anke (8man-demo\Anke Autsch)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
27	Azubi, Andy (8man-demo\Andy Azubi)	Nein	Account never expires	Ja	N/A	07.03.2016 10:44:09	Benutzer
28	Baba, Ali (8man-demo\Ali Baba)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
29	Bach, Klara (8man-demo\Klara Bach)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
30	Baer, Johannes (8man-demo\Johannes Baer)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
31	Baer, Roy (8man-demo\Roy Baer)	Nein	Account never expires	Ja	N/A	13.03.2015 10:21:15	Benutzer
32	Baern, Ai (8man-demo\Ai Baern)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
33	Balken, Don R. (8man-demo\Don R. Balken)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
34	Becher, Joe Kurt (8man-demo\Joe Kurt Becher)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
35	Belter, Walter (8man-demo\Walter Belter)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
36	Bert, Carmen (8man-demo\Carmen Bert)	Nein	Account never expires	Ja	N/A	N/A	Benutzer
37	Berndt, Bernd (8man-demo\Berndt Berndt)	Nein	Account never expires	Ja	N/A	N/A	Benutzer

Konfiguration: 8man-demo.local\_Benutzer 8man-demo.local\_Gruppen

Bereit 341 von 353 Datensätzen gefunden.

Open the report in Excel.

1. Select the tab "User".
2. Filter the column "PWD don't expire" by positive entries.

We recommend setting your security requirements so that passwords must be changed at least every 90 days.

#### 4.1.1.9 Analyze previous AD structures & situations

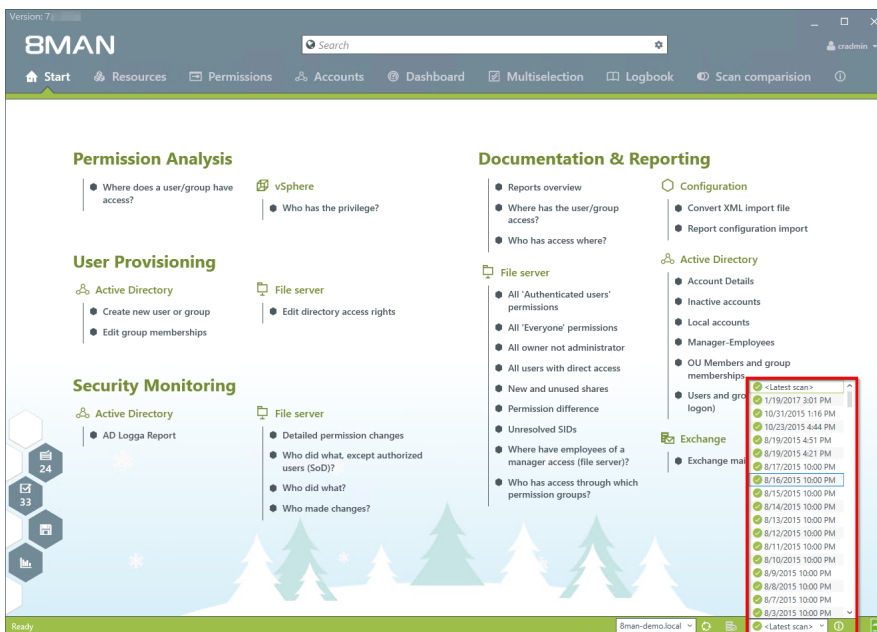
##### Background / Value

After the occurrence of data breaches and other security incidents it is often useful to review historical AD structures. This allows you to understand who had access and who could not possibly have had access during a given point in time. 8Man allows you to access historical scans in the usual "Look and Feel" to understand the security implications of AD access rights at the time of the incident.

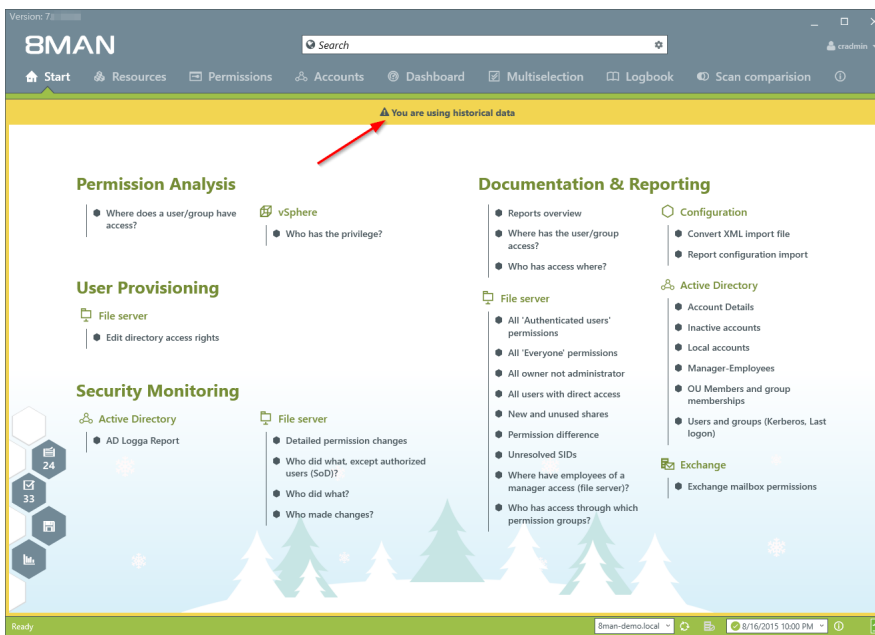
##### Additional Services

Alternatively you could also [compare two scans from different points in time](#).

##### Step by step process



Select the desired scan date.



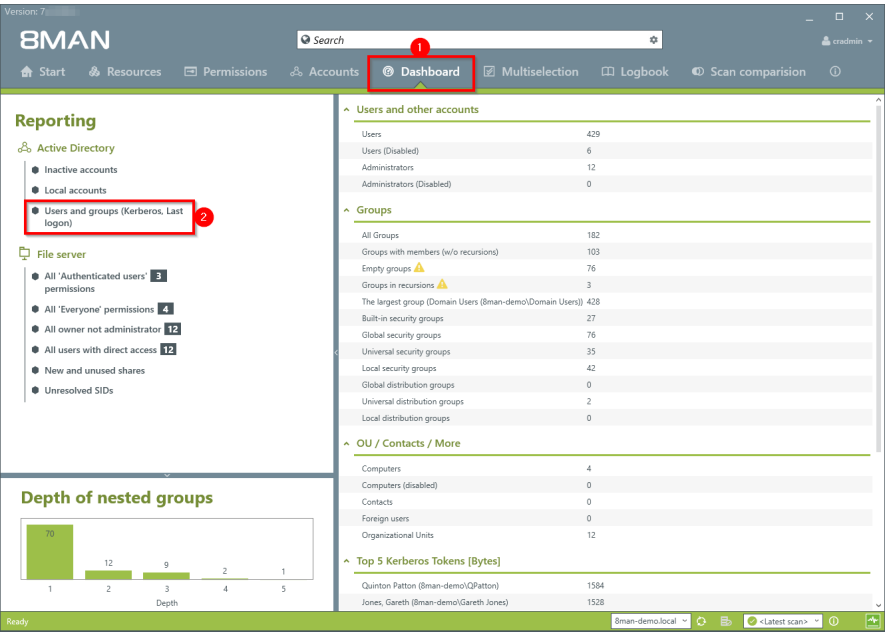
The warning and the orange frame indicate that you are viewing historical information.

4.1.1.10 Identifying temporary user accounts

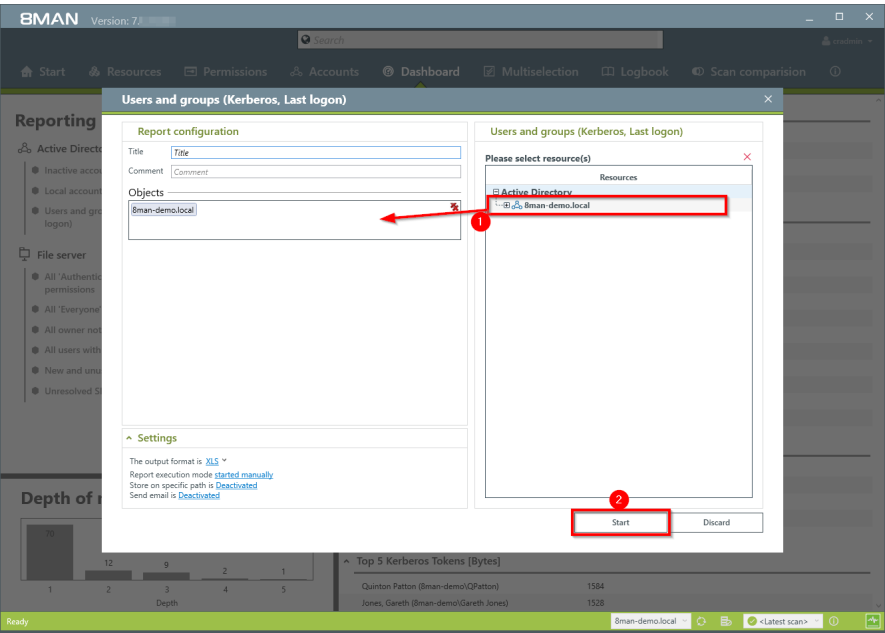
Background / Value

User accounts for external employees or interns should only exist temporarily. 8MAN allows you to maintain an overview of your temporary user accounts. You can view this information in our report for "Users and Groups".

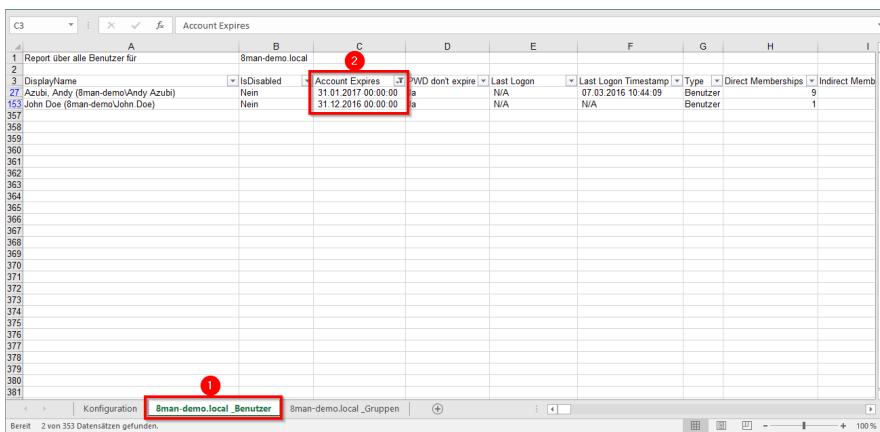
Step by step process



- 1. Select the "Dashboard".
- 2. Click on "Users" and "Groups" in the "Reports" area.



- 1. Select the range of the report via drag & drop.
- 1. Run the report.



Report über alle Benutzer für	Bman-demo.local	Account Expires	PWD don't expire	Last Logon	Last Logon Timestamp	Type	Direct Memberships	Indirect Memb
Display/Name	IsDisabled	Account Expires	PWD don't expire	Last Logon	Last Logon Timestamp	Type	Direct Memberships	Indirect Memb
Azubi, Andy (Bman-demo/Andy Azubi)	Nein	31.01.2017 00:00:00	a	N/A	07.03.2016 10:44:09	Benutzer		9
John Doe (Bman-demo/John Doe)	Nein	31.12.2016 00:00:00	a	N/A	N/A	Benutzer		1

Configuration: Bman-demo.local\_Benutzer

Open the report in Excel.

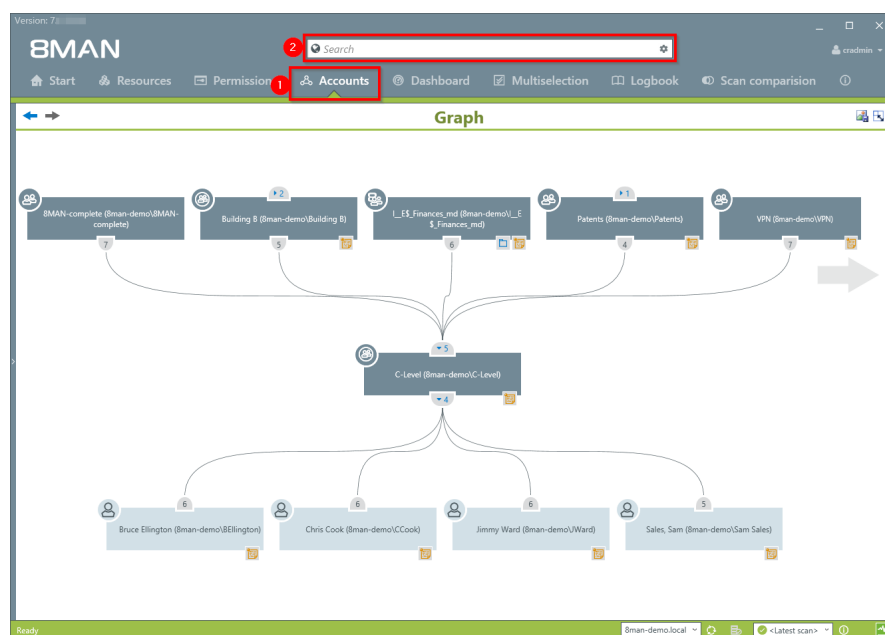
1. Select the tab "User".
  2. Filter the column "Account expires" by positive entries.
- We recommend checking with your HR department if any of these accounts are still needed.

#### 4.1.1.11 Identifying the most recent actions of a user account or AD group

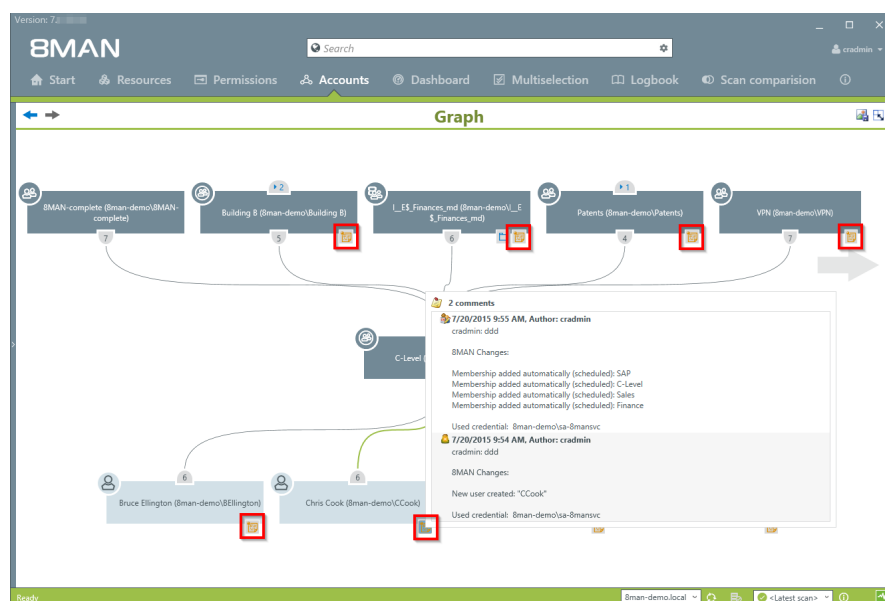
##### Background / Value

User accounts and AD groups have their own history. This is why it makes sense to review the previously performed actions and changes. 8MAN shows you a quick view of most recent activities or you can jump directly into the log book to receive a full report.

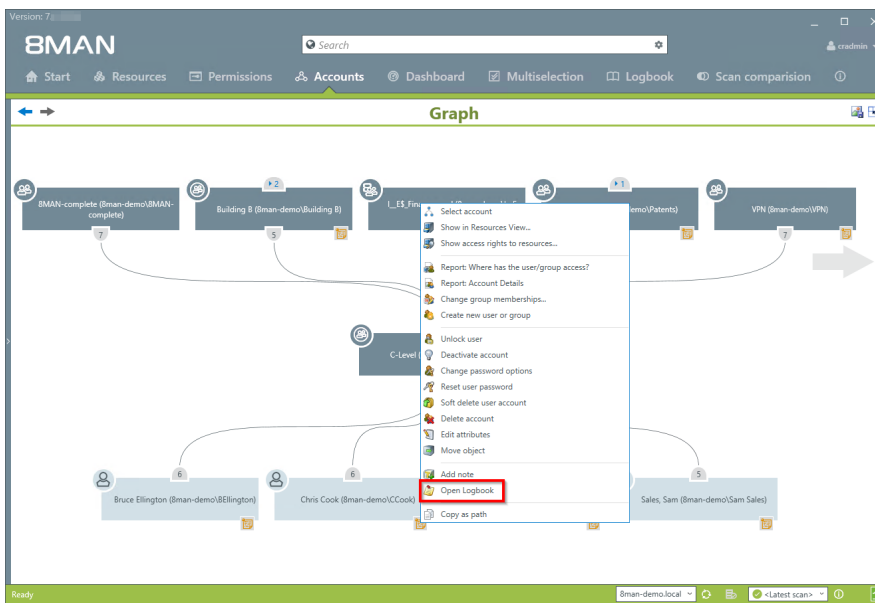
##### Step by step process



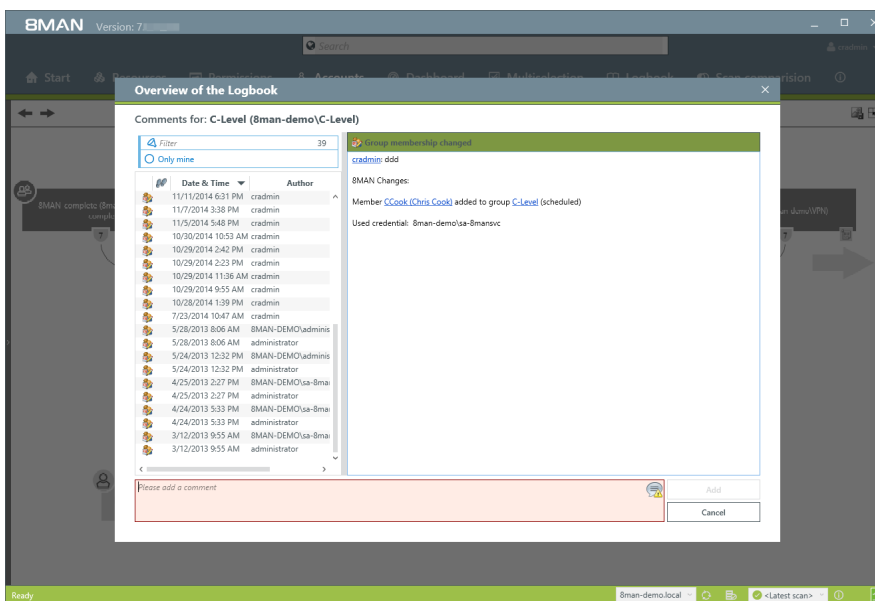
1. Select "Accounts".
2. Search for the desired user or group.



The note icon indicates that activities were recorded in the 8MAN log book. You can hover over the icon to see an overview of the latest activities related to the account.



Right-click on the desired object and select "Open Logbook" to view all recorded information.



Review past activities related to a user account.

You can enter a comment into the log book.

The footprint icon indicates that these actions were recorded by AD Logga.

### 4.2 Fileserver

8MAN shows all access rights to file server directories. Administrators and Data Owners can change permission in user friendly workflows. In addition 8MAN identifies and highlights security risks such as multiple or direct access rights, defective ACLs and unresolved SIDs.

## 4.2.1 Services for Administrators und Data Owners

### 4.2.1.1 Identifying access rights on a file server directory

#### Background / Value

8MAN quickly shows you all access rights on file server directories. Initially you should focus on the directories containing the most sensitive data. You simply need to know: Who has access?

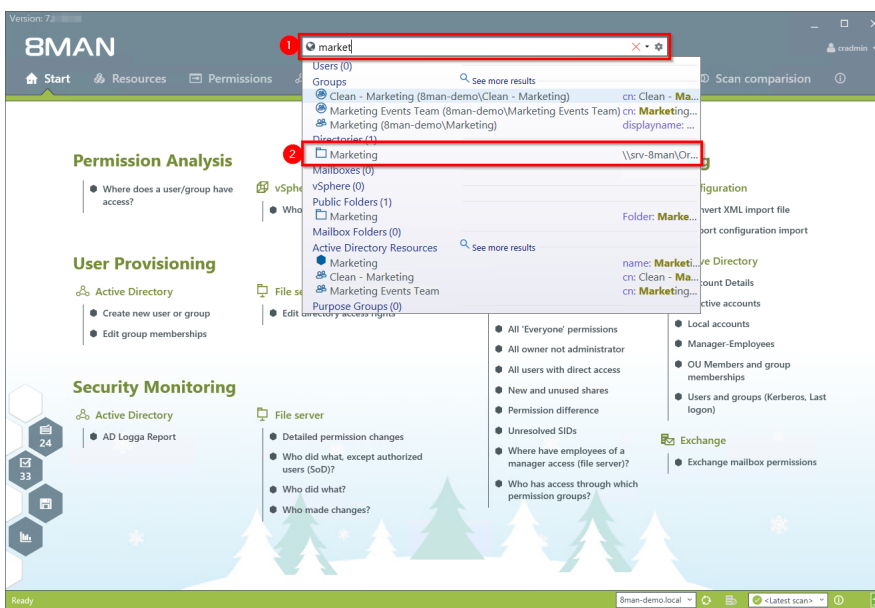
#### Additional Services

[Report: Who has access to what?](#)

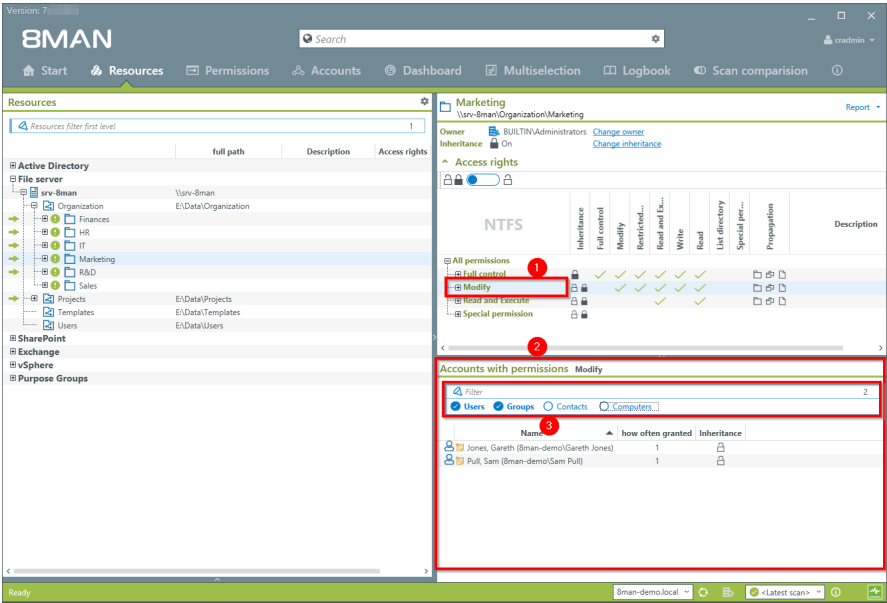
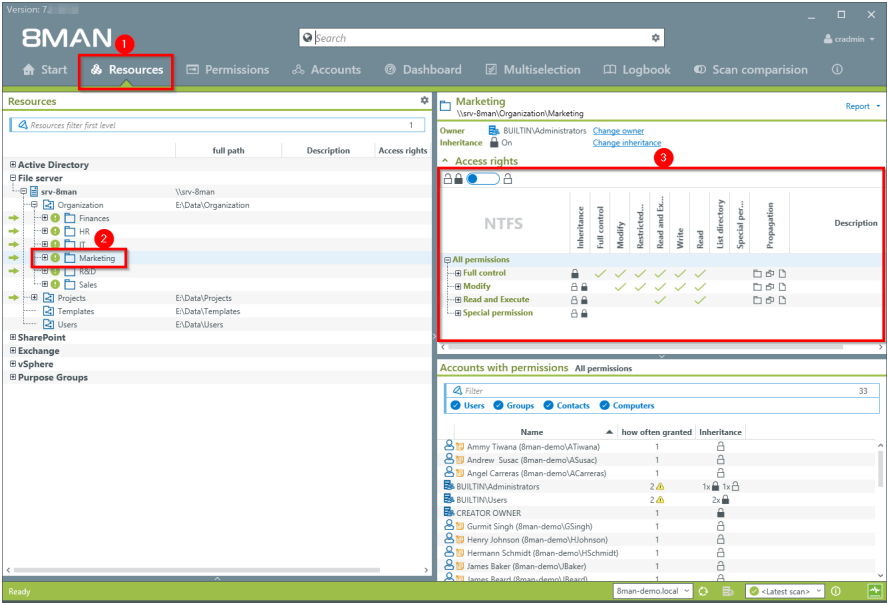
[Changing folder permissions](#)

[Monitoring access to sensitive data](#)

#### Step by step process



1. Search for the desired directory.
2. You can find your search result in the directory section.



### 4.2.1.2 Identifying a user and their access rights

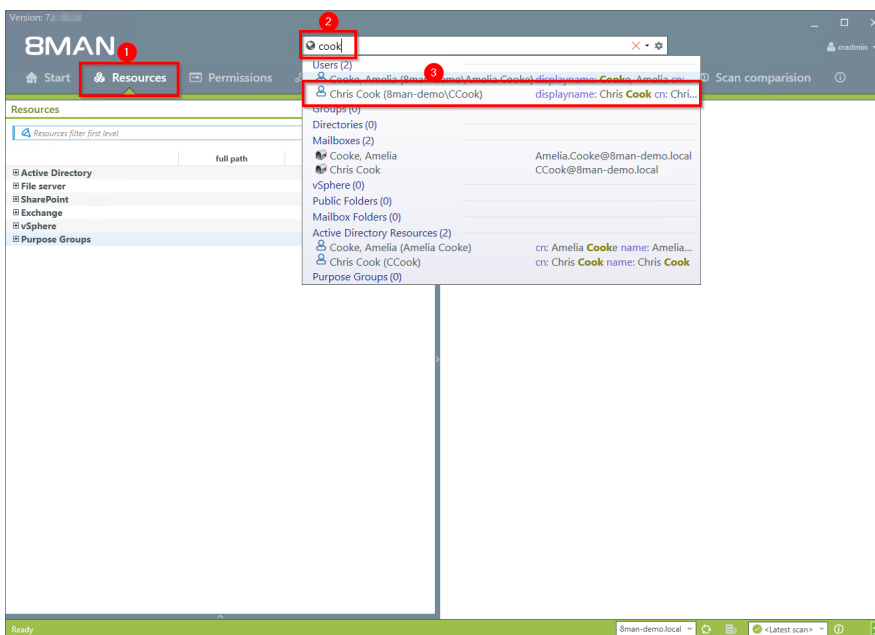
#### Background / Value

8MAN can also show you the user perspective, and which directories individual users have access to. This is important as it allows you to compare the rights of a given employee to the role that they fill in your organization. Here the "least privilege principle" applies. Employees who have changed departments several times often still have access rights from previous roles that could have been removed after taking on new roles.

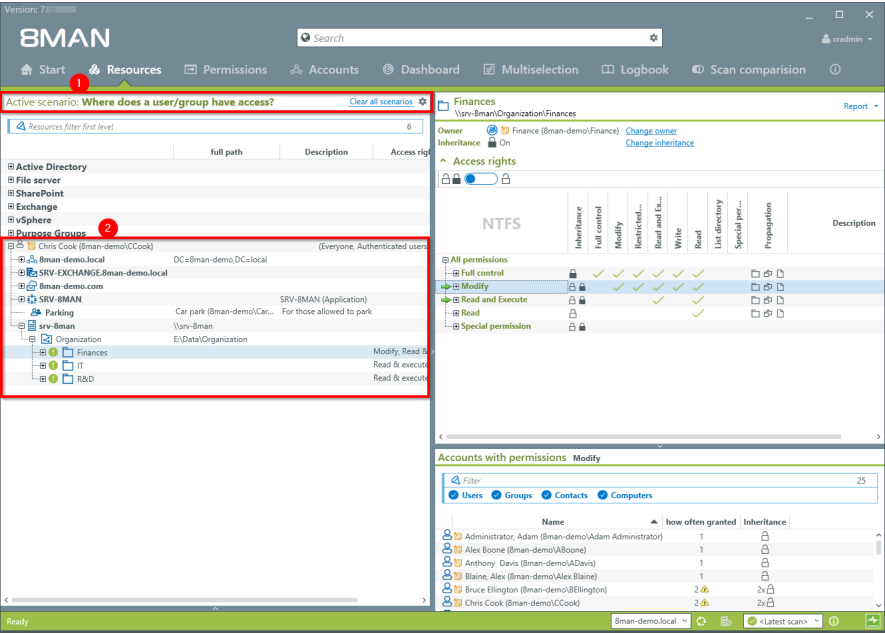
#### Additional Services

Alternatively, you can capture the same information in a report: [Which resources does a user have access to?](#)

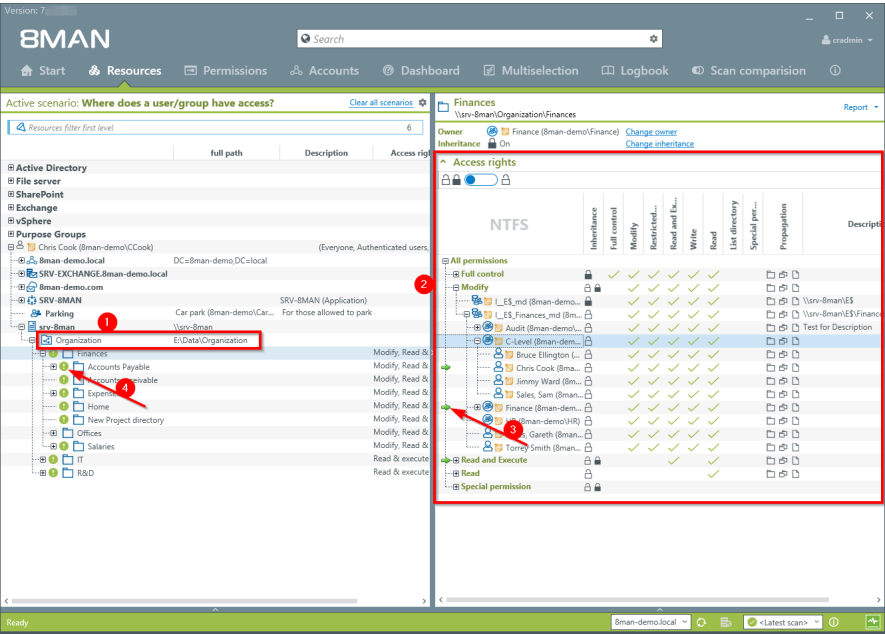
**In contrast to the dynamic view in the UI, the report does not show any information related to Active Directory, Exchange, vSphere und Purpose Groups.**



1. Select "Resources".
2. Enter the name of the person whose access rights you want to analyze.
3. Select the desired result in the "User" area.



1. 8MAN activates the scenario "Where does a user/group have access"
2. 8MAN shows all resources that "Chris Cook" can access. In the basic version you can view results for Active Directory and file servers. Depending on which AddOns have been chosen, you can also review access to other resources.



1. 8MAN shows all directories that "Chris Cook" can access on the file server. In this example we have focused on the "Finance" directory.
2. 8MAN shows the access rights for the "Finance" directory.
3. The green arrow indicates the user "Chris Cook". This helps you identify which resources "Chris Cook" can access, based upon the individual permission paths.
4. The green circle with the exclamation mark shows that the access rights on this directory differ from the "parent" directory.

### 4.3 +8MATE for Exchange

8MATE for Exchange expands 8MAN to include Exchange resources. This way the analysis and administration of access rights are standardized across various resources and systems. 8MAN shows you an overview, where you can see access rights to folders, email accounts, email folders or calendars on one easy to read screen.

The administration of exchange is closely connected to the onboarding process. The creation of Email Inboxes and the assignment of access rights happens directly in 8MAN. All changes are documented in revision proof reports.

Besides analysis and administration of access rights for Exchange, 8MATE for Exchange contains additional features:

- Generation of out-of-office messages without having access to the Emailaccount
- Listing of substitutes and deputies for Inboxes and "send as" access rights
- Administration of Account size and storage
- Management of mailing lists incl. members, managers and moderators
- Management of contacts
- Management of Mailboxes
- Making changes to Email addresses

### 4.3.1 Help Desk

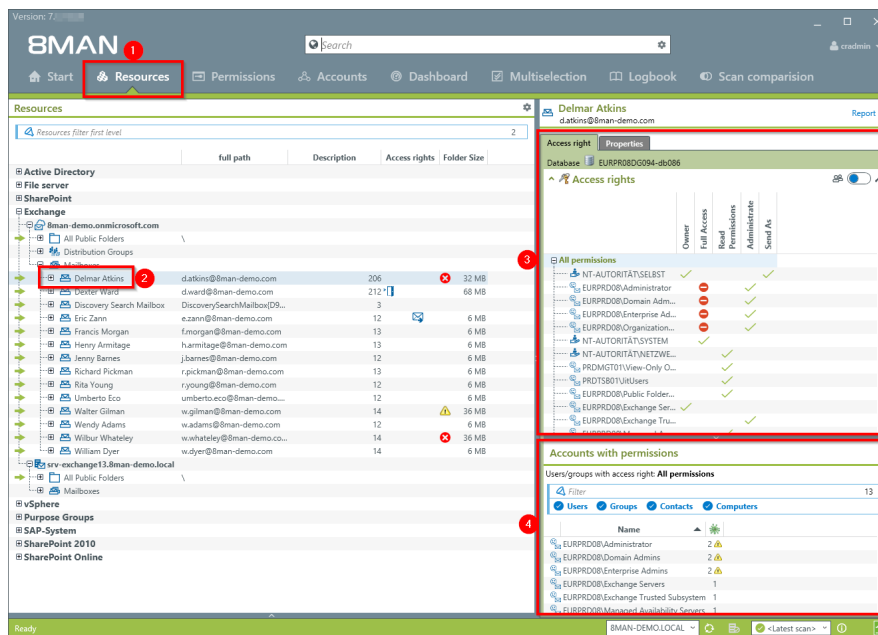
From release 7.5 onward, 8MATE Exchange supports the management of mailing lists. This way you can easily delegate cumbersome mailing list management tasks to your help desk.

#### 4.3.1.1 Identifying access rights on mailboxes

##### Background / Purpose

Who has access to which mailbox? 8MATE Exchange shows you all access rights in the resources view.

##### Step by step process



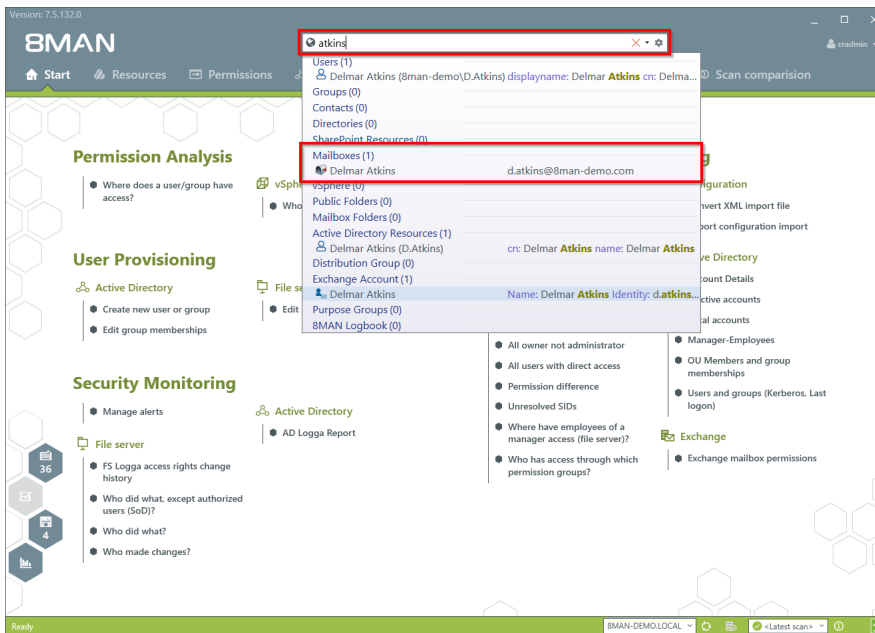
1. Select "Resources".
2. Navigate to the desired mailbox.
3. 8MAN shows you which users/groups have which rights.
4. 8MAN shows all accounts with access rights in a flat list.

### 4.3.1.2 Identifying mailbox properties

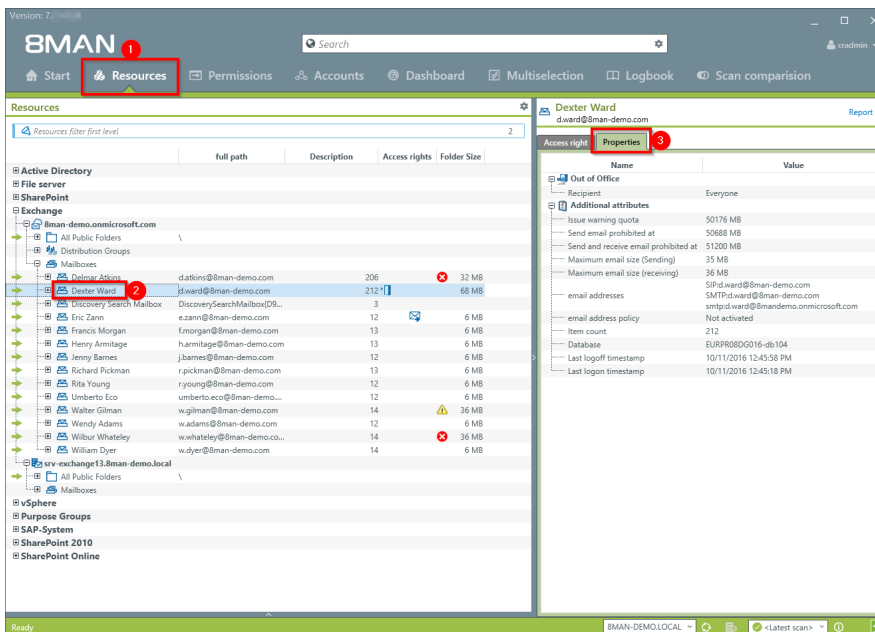
#### Background / Purpose

8MANE Exchange shows the properties of individual mailboxes.

#### Step by step process



Use the search field to find the desired mailbox.



1. 8MAN automatically changes to the resource view.
2. You are focusing on the desired mailbox.
3. Click on the tab "properties".

### 4.3.1.3 Identifying access rights on public folders

#### Background / Value

Keeping an overview of access rights to public folders can be extremely challenging with native tools. 8MAN shows you the access rights situation to public folders in the resource view.

Additional Services Report: Who has access to what? Report: Identify Mailbox access rights. Creating a Mailbox, change access rights to email accounts, change out-of office notice, change Mailbox size

Die Berechtigungen auf öffentliche Ordner im Blick zu behalten ist mit Bordmitteln komplex. Mit 8MAN sehen Sie in der Ressourcen-Ansicht die Rechtesituation auf öffentliche Ordner.

#### Additional services

Report: [Who has access to what?](#)

Report: [Identifying Mailbox access rights](#)

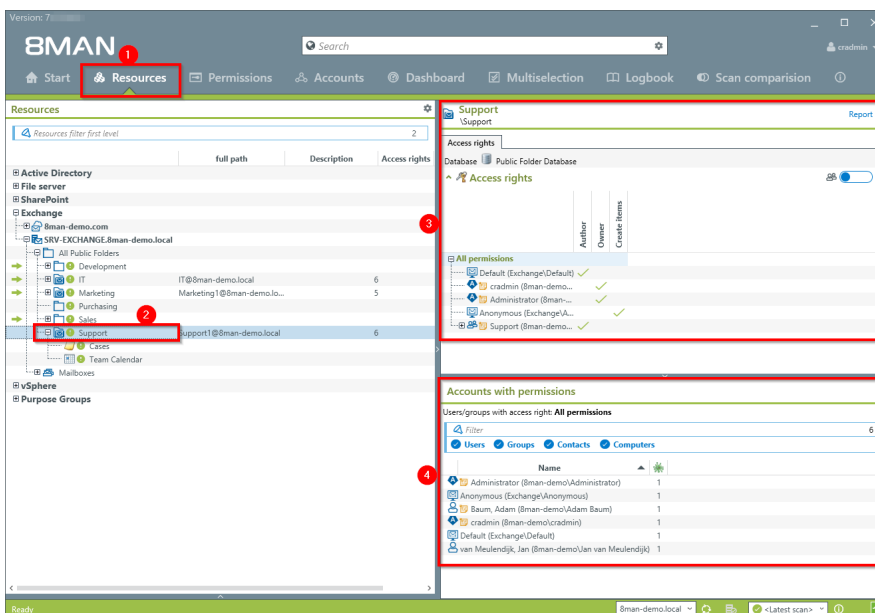
[Creating a Mailbox](#)

[Changing access rights to email accounts](#)

[Changing out-of office notice](#)

[Changing Mailbox size](#)

#### Step by step process



1. Select "Resources".
2. Navigate to the desired public folder.
3. 8MAN shows which users/groups have which access rights.
4. 8MAN shows accounts with access rights in a flat list view.

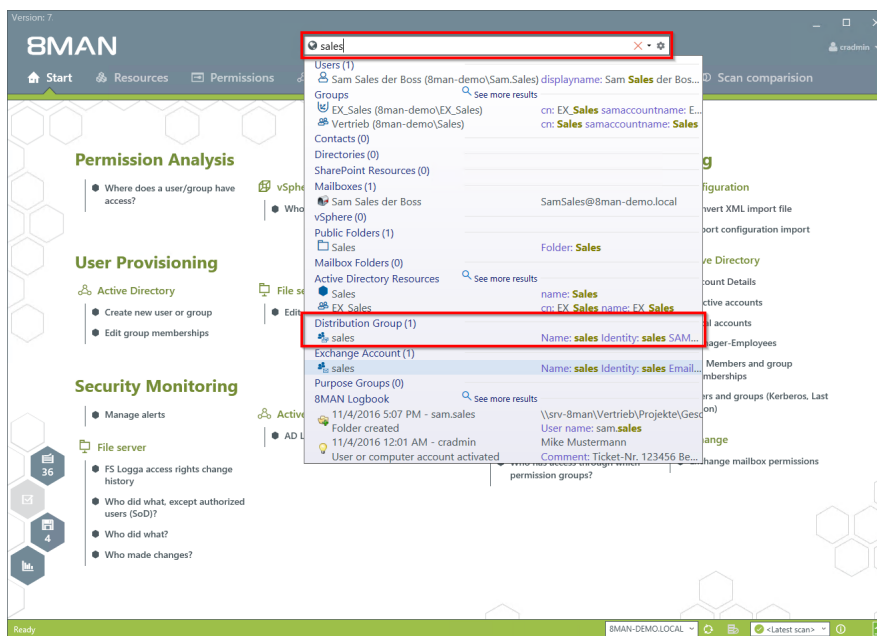
#### 4.3.1.4 Identifying permissions on distribution groups

##### Background / Value

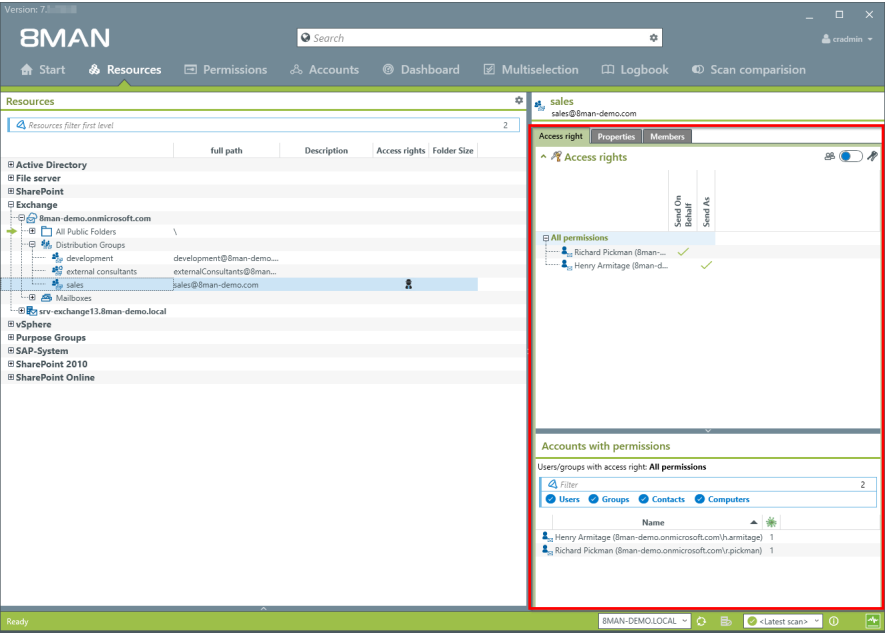
With 8MAN you can quickly check who is allowed to send Emails from which distribution list. The relevant cases are "send as" and "send on behalf of". The former is the most critical, since it is not easy to identify who actually sent the Email. In the scenario for "send on behalf" the PA or deputy sending the email is clearly recognizable.

Displaying these access rights is also possible with dynamic Exchange groups.

##### Step by step process



Use the search field to find the desired Distribution group.



8MAN shows all access rights on the right-hand side.

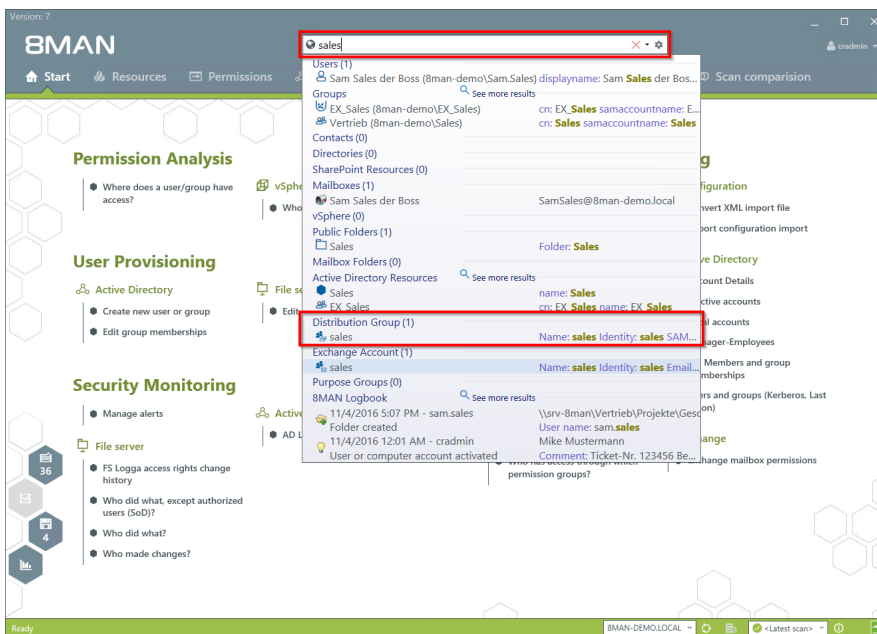
#### 4.3.1.5 Identifying members of distribution groups

## Background / Purpose

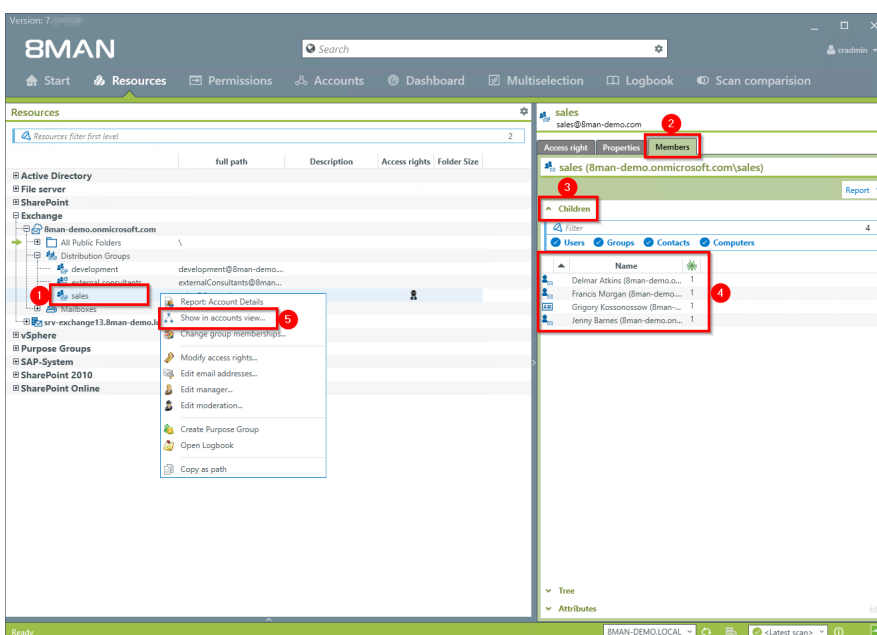
8MAN allows you to display all members and / or recipients of distribution lists. In typical 8MAN fashion this also includes nested group memberships.

**This is also possible for dynamic Exchange groups.**

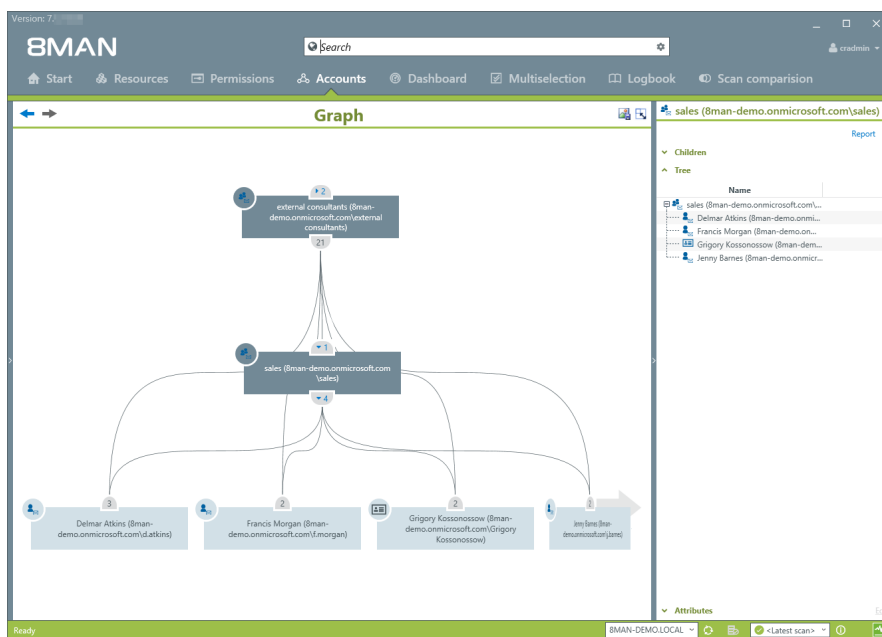
## Step by step process



Use the search field to find the desired Distribution group.



1. *Focus on the desired distribution group.*
2. *Select the tab "Members".*
3. *Open the "Children" area.*
4. *You can then see all members of the distribution group in a flat list.*
5. *Alternatively you can analyze the group in the accounts view. Right-click on the distribution group and select "Show in accounts view" from the context menu.*



*Use the accounts view to analyze recursions and group memberships.*

## 4.4 +8MATE for SharePoint

8MATE for SharePoint integrates all SharePoint resources within 8MAN. This way the analysis and administration of access rights are standardized across various resources and systems. Your organization benefits of 8MAN's capabilities to display information quickly and concisely allowing you to make changes with a few simple clicks.

8MAN shows access rights in a tree structure. This allows you to quickly see who has access to which SharePoint resources. The scan comparison report tells you which changes have been made to access rights and provides you with revision proof reports of all historical activities.

8MATE for SharePoint allows you to assign access rights to SharePoint resources within the 8MAN UI. You can also standardize group assignment and naming conventions with the 8MAN Group Wizard.

## 4.4.1 Services for Administrators and Data Owners

### 4.4.1.1 Identifying access rights on SharePoint resources

#### Background / Value

8MATE for SharePoint identifies all SharePoint access rights within 8MAN. This way the analysis and administration of access rights are standardized across various resources and systems.

#### Additional Services

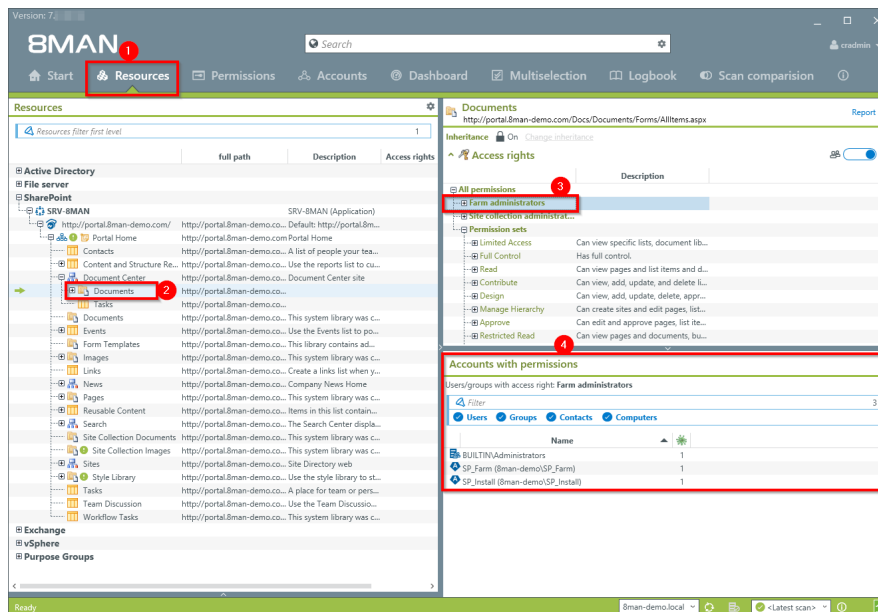
Report: [Who has access to what?](#)

Report: [What do users/groups have access to?](#)

[Changing access rights to SharePoint resources](#)

[Setting the naming convention for AD Groups](#)

#### Step by step process



1. Select "Resources".
2. Navigate to the desired SharePoint resource .
3. Select an access right.
4. 8MAN displays the accounts with access rights in a flat list.

## 4.4.2 Services for Administrators

### 4.4.2.1 Identifying divergent access rights in the tree structure

#### Background / Value

Just like file servers, SharePoint resources also inherit access rights. 8MAN shows divergent access rights, regardless of whether they were added or removed. If the chain of inheritance is broken, 8MAN will show this in the SharePoint tree structure. You can make corrections or leave them as is, if the directory has special protection requirements.

#### Additional Services

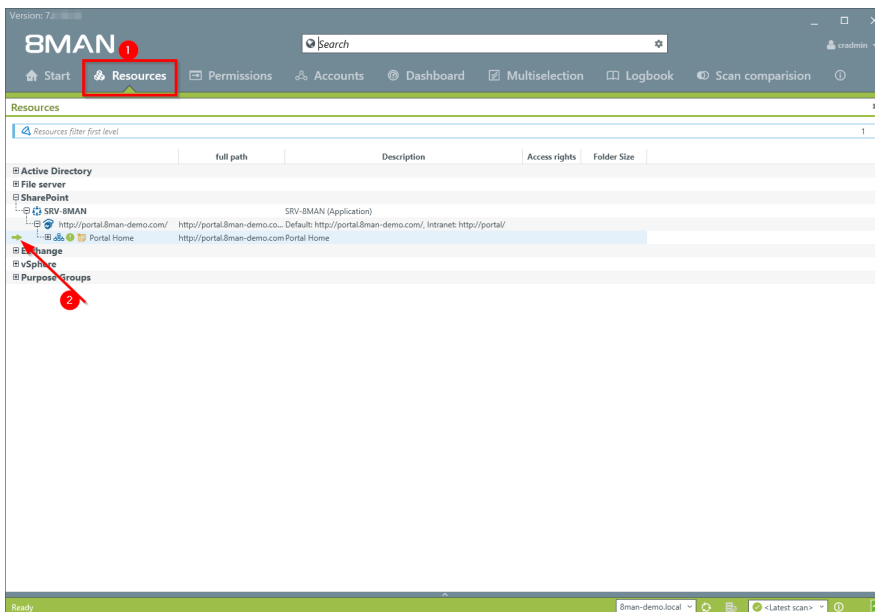
Report: [Who has access to what?](#)

Report: [What do users/groups have access to?](#)

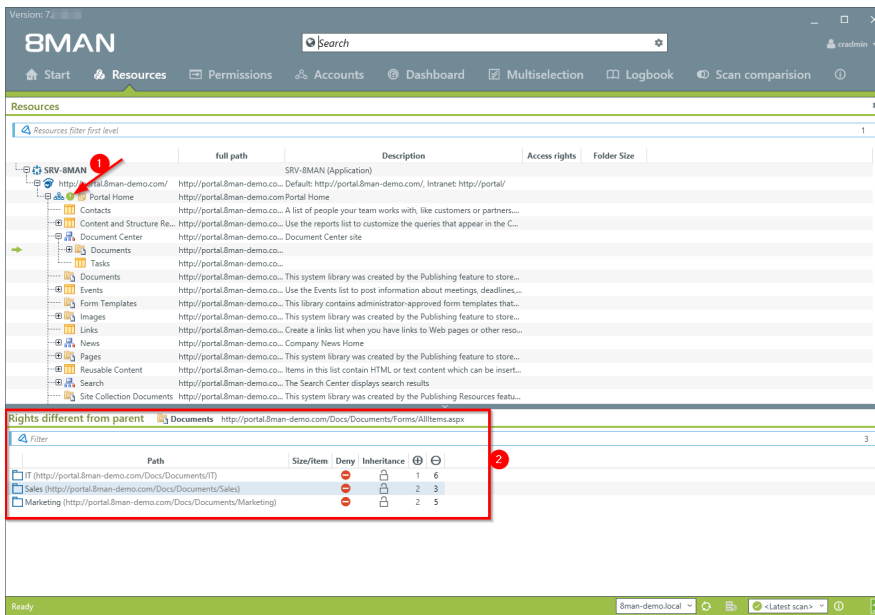
[Changing access rights to SharePoint resources](#)

[Setting the naming convention for AD Groups](#)

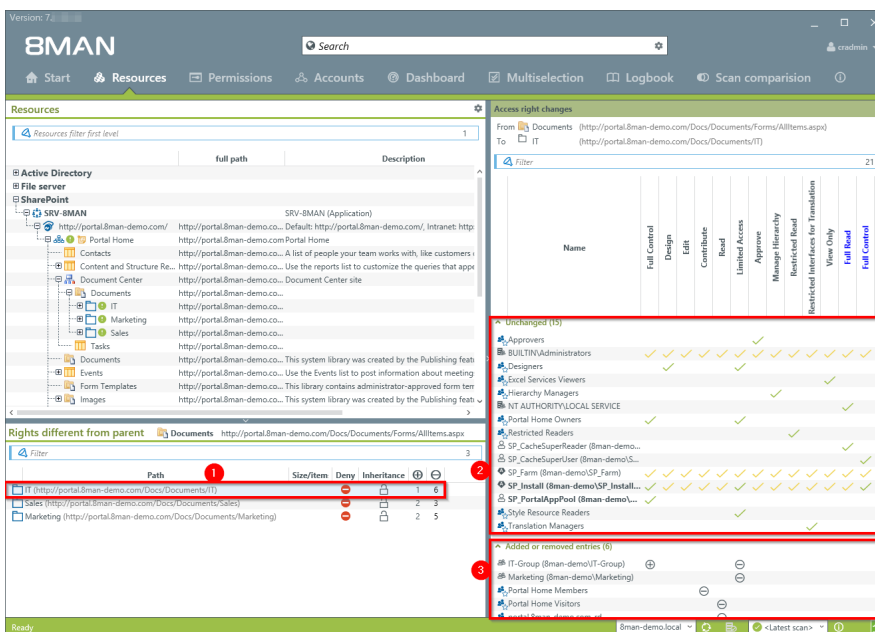
#### Step by step process



1. Select "Resources".
2. The green arrow indicates that some of the sub-directories contain divergent access rights.



1. The green circle with the exclamation mark indicates that the access rights of this directory differ from its parent.
2. The directories with divergent access rights are listed in a window below with a drill down option.



1. Select a sub-directory.
2. 8MAN shows all access rights, which correspond to the "parent" directory.
3. 8MAN shows all divergent access rights. A "Plus" signifies added access rights while a "Minus" signifies removed access rights.

## 4.5 +8MATE: Analyze & Act

### 4.5.1 Identifying recursive groups using the web client

#### Background / Value

Groups can be members of other groups. Active Directory allows "children" to become "parents" within their own family tree. If the nested group structure loops in a circular way group membership assignments become ineffective and nonsensical. Through these recursions or circular nested groups every user who is a member of any of the recursive groups is granted all of the access rights of all of the groups. The consequence is a confusing mess of excessive access rights. 8MAN automatically identifies all recursions in your system. We highly recommend removing the recursion by breaking the chain of circular group memberships.

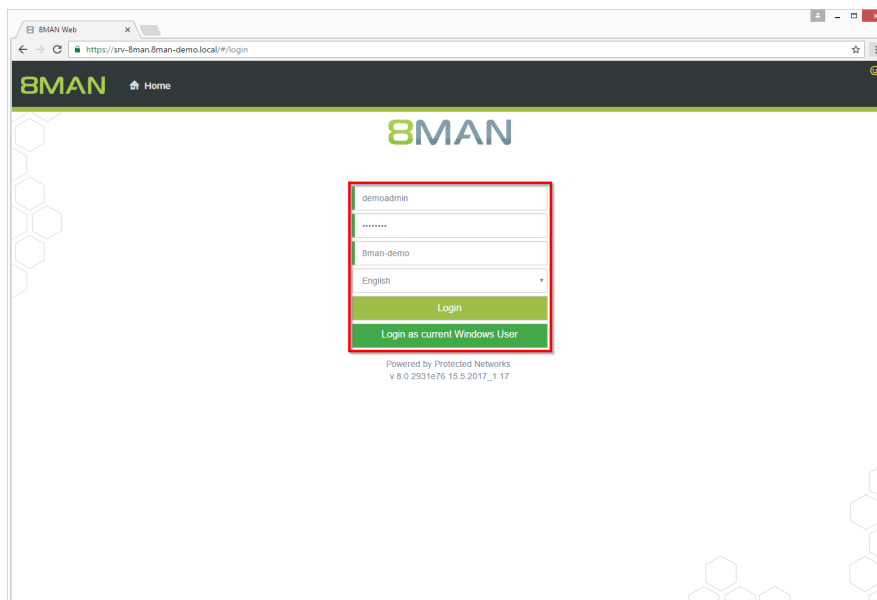
#### Additional Services

The deeper your group structure the more likely you are to have circular nested group structures. We therefore recommend keeping an eye on the number of [nested group levels](#).

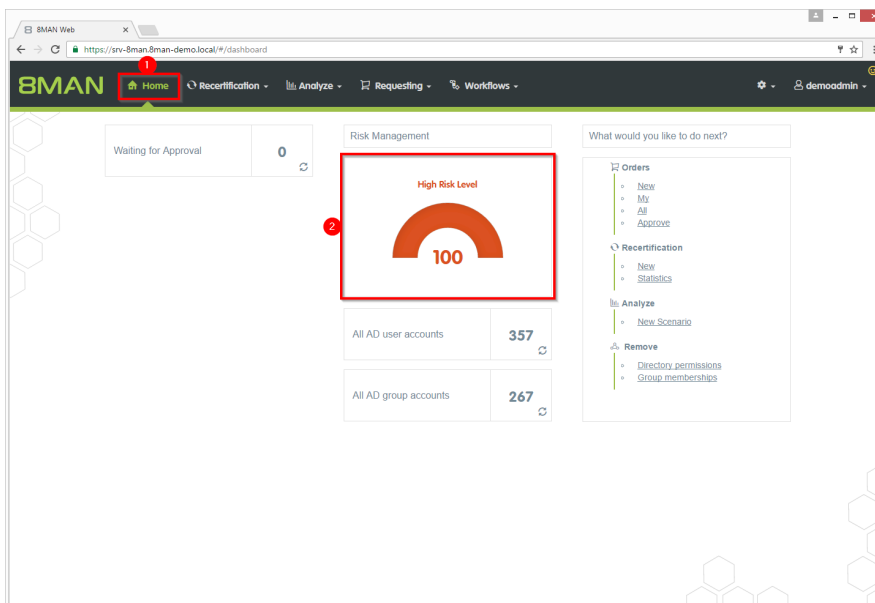
[Identifying recursive groups](#) (using the rich client)

Break the circle by [managing group memberships](#) (using the rich client) or [removing group memberships using the webclient](#).

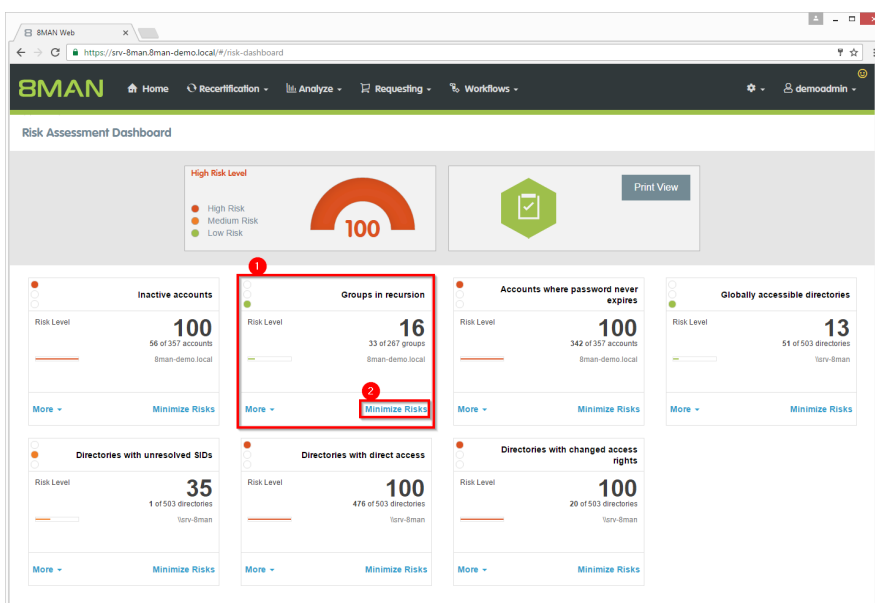
#### Step by step process



*Login to the web client.*



1. After login you see the web client homepage.
2. 8MAN shows an overall rating in the area "Risk Management". The higher the number the higher the risk level. Click the tile.



1. 8MAN shows a rating for the risk factor "Groups in recursion".
2. Click "Minimize risks".

The screenshot shows the 8MAN web interface. The navigation bar at the top includes 'Home', 'Recertification', 'Analyze', 'Requesting', and 'Workflows'. The main content area is titled 'Groups in recursion (33)'. Below the title is a table with columns 'Type', 'Name', and 'Requested Action'. The table lists various groups, including 'GutGetarteGruppe' and several 'Recursivgruppe' entries. On the right side, there are buttons for 'Direct Excel export' and 'Create Report'. Below these buttons is a section titled 'Available Actions' with a button for 'Execute script'.

1. 8MAN lists all groups in recursion.
2. Use sorting, filtering and grouping to analyze the data.
3. Select the rows to display in the grid and in the reports.
4. Export the data into Excel.
5. Create a report in PDF- oder CSV-format. Save the report or e-mail it.

## 4.5.2 Identifying users with never expiring passwords using the web client

### Background / Value

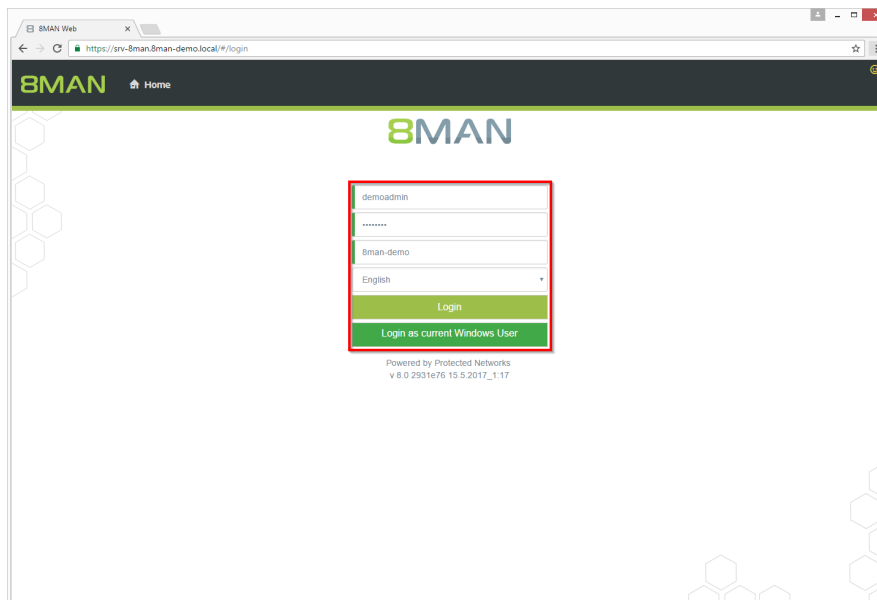
One key security requirement within any organization is that passwords are changed regularly. Use the scenario to find accounts where this requirement has not been activated. View this information in the web interface and create reports.

### Additional Services

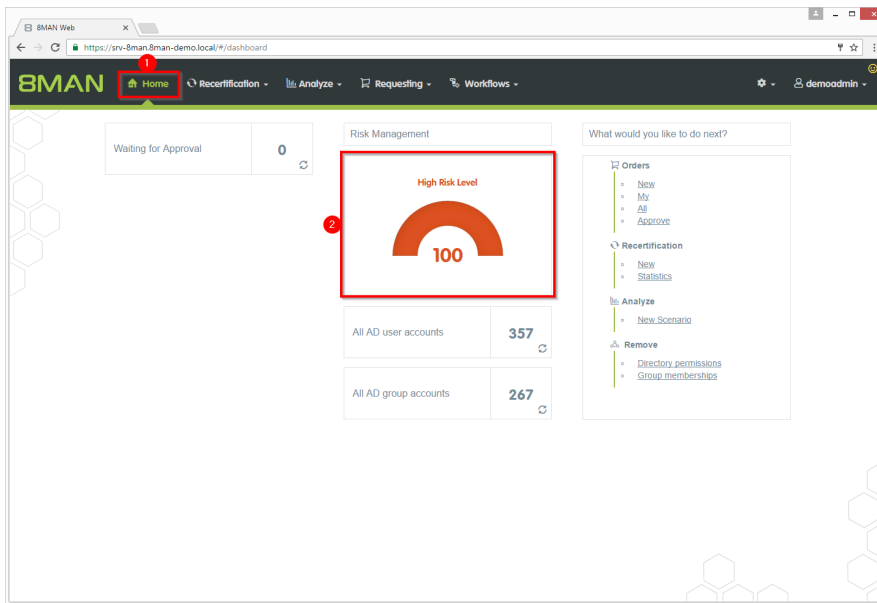
[Resetting passwords](#) (using the rich client)

[Changing password options](#) (using the rich client)

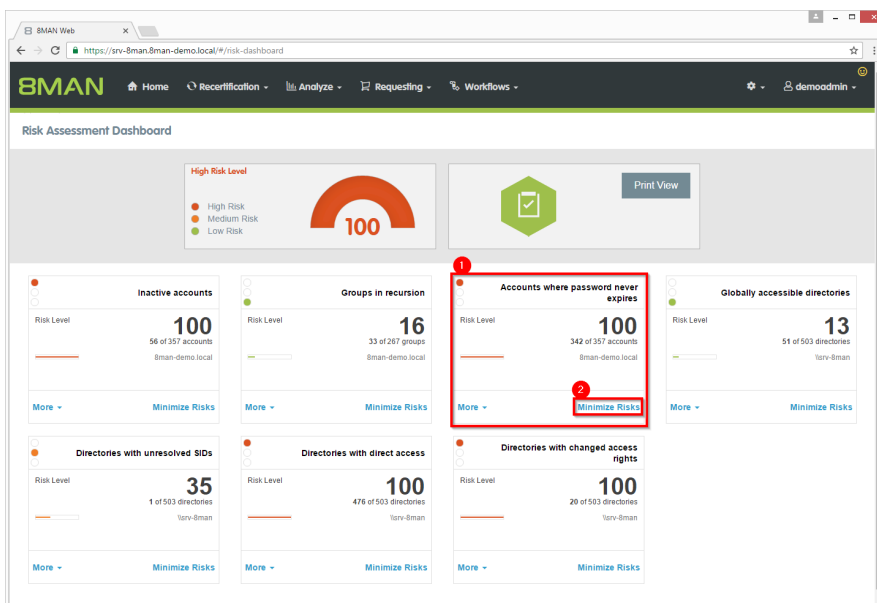
### Step by step process



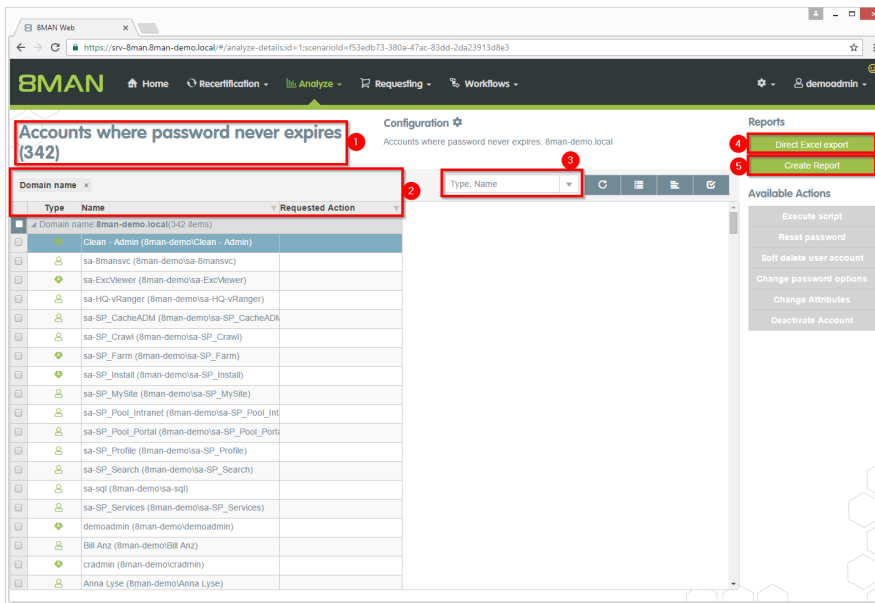
*Login to the web client.*



1. After login you see the web client homepage.
2. 8MAN shows an overall rating in the area "Risk Management". The higher the number the higher the risk level. Click on the tile.



1. 8MAN shows a rating for the risk factor "Accounts where password never expires".
2. Click on "Minimize risks".



1. 8MAN lists all accounts where password never expires.
2. Use sorting, filtering and grouping to analyze the data.
3. Select the rows to display in the grid and in the reports.
4. Export the data into Excel.
5. Create a report in PDF- oder CSV-format. Save the report or e-mail it.

### 4.5.3 Identifying globally accessible directories using the web client

#### Background / Value

If "Everyone accounts" are used for the assignment of access rights, (almost) everyone has access to the connected resources. The consequence is an excessive assignment of access rights and a high probability for unauthorized access. These go against the principle of least privilege and should therefore not be used. Before deleting permissions you should assign specific groups to the appropriate resources.

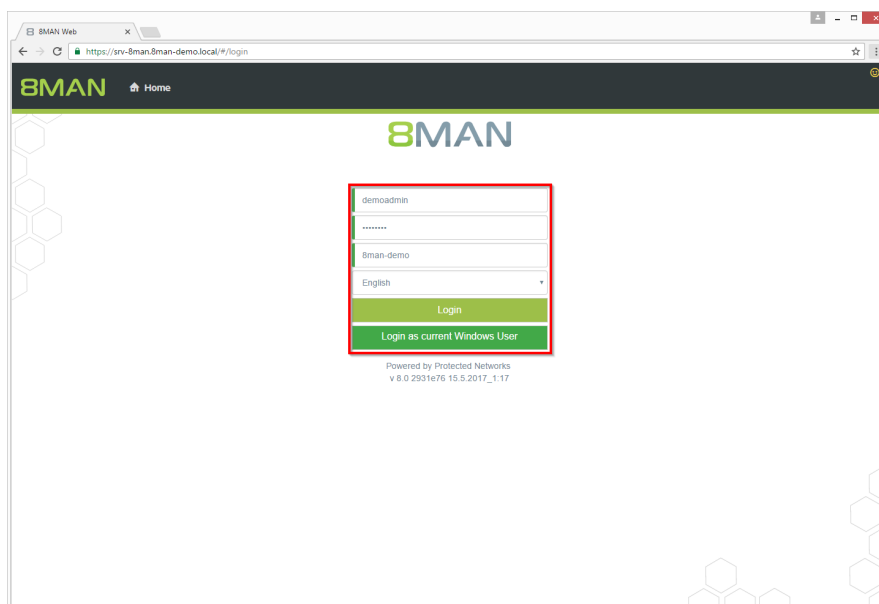
"Everyone accounts" are:

- Everyone
- Authenticated Users
- Domain-Users

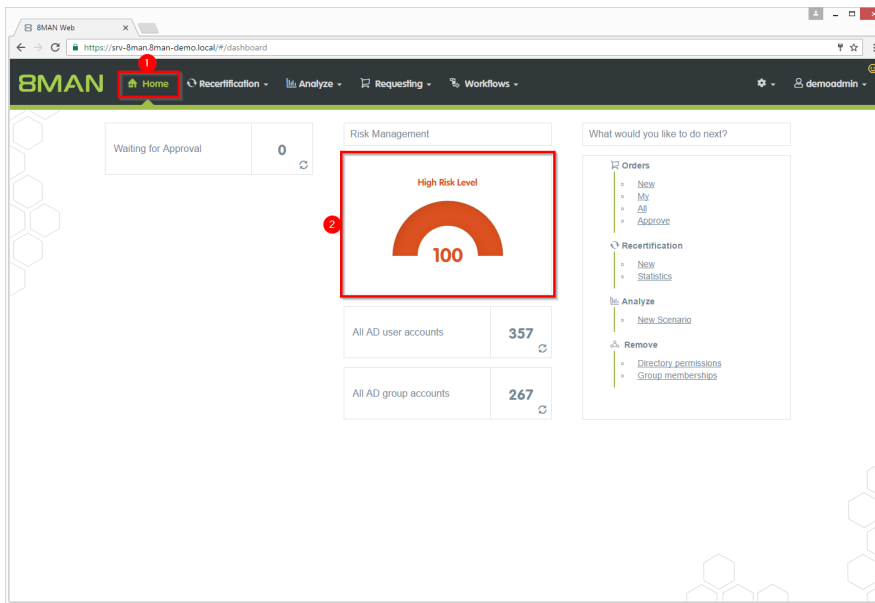
#### Additional Services

[Removing permissions from globally accessible directories in bulk](#)

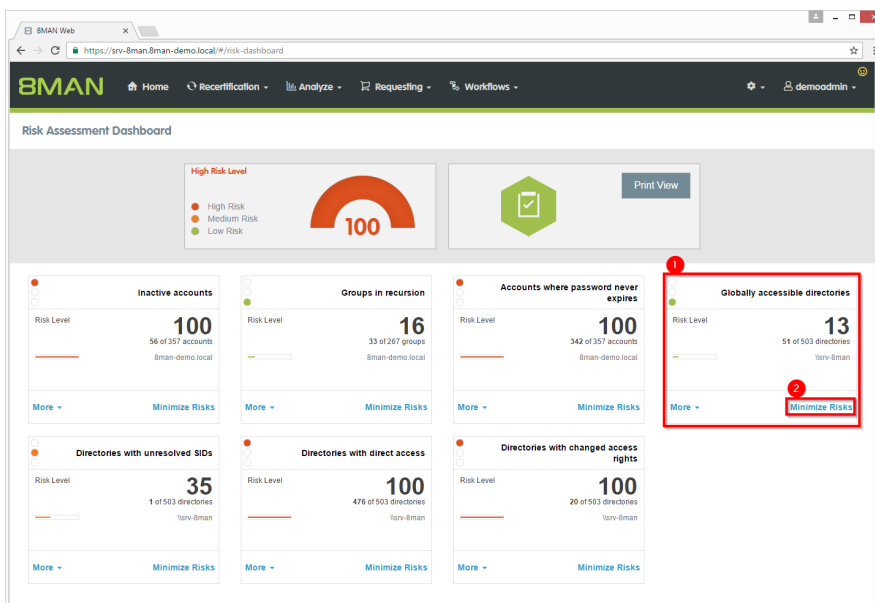
#### Step by step process



1. Login to the web client.



1. After login you see the web client homepage.
2. 8MAN shows an overall rating in the area "Risk Management". The higher the number the higher the risk level. Click the tile.



1. 8MAN shows a rating for the risk factor "Globally accessible directories".
2. Click "Minimize risks".

**Globally accessible directories [51]**

Drag columns here to create groups.

3 columns selected

Path	Account	Rights	Requested Action
\\srv-8man1cant\source\clean\1105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\1110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\1110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\2105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\2110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\2110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\3105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\3110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\3110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\10105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\10110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\10110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\6105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\6110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\6110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\5105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\5110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	
\\srv-8man1cant\source\clean\5110 - Ungewollte Berechtigung definiertJederErstBesitzAuthBen	Everyone	Full control	
\\srv-8man1cant\source\clean\7105 - NULL.DACL\NullDACL	Everyone	Full control	
\\srv-8man1cant\source\clean\7110 - Ungewollte Berechtigung definiertJederBerechtigung	Everyone	Full control	

**Reports**

Direct Excel export

Create Report

**Available Actions**

Execute script

Remove ACE

1. 8MAN lists all globally accessible directories.
2. Use sorting, filtering and grouping to analyze the data.
3. Select the rows to display in the grid and in the reports.
4. Export the data into Excel.
5. Create a report in PDF- oder CSV-format. Save the report or e-mail it.

#### 4.5.4 Identifying inactive accounts using the web client

##### Background / Value

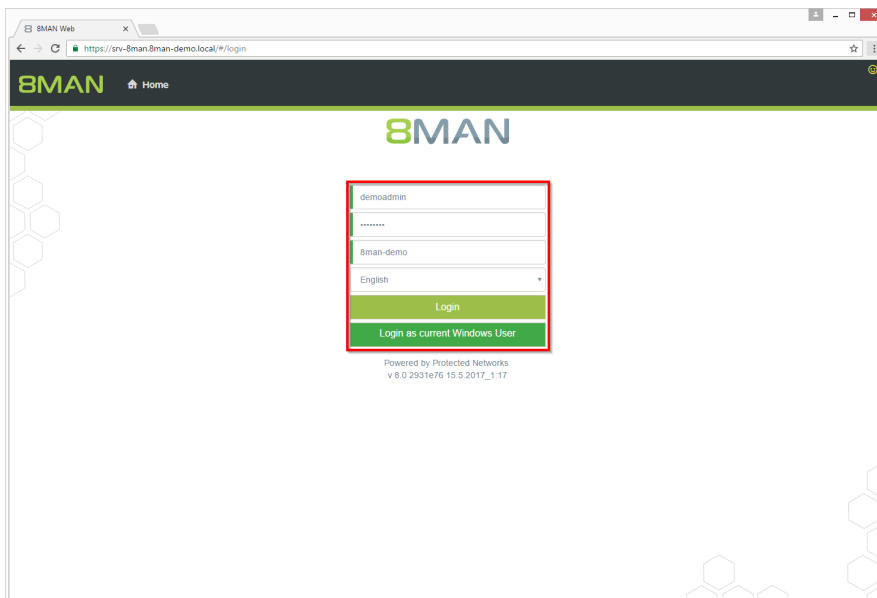
Inactive accounts can be used for data theft and manipulation without being detected. Since most inactive accounts are remnants of past employees, they are often a symptom of a communication problem between HR and IT. 8MAN displays all inactive accounts in Active Directory with a last logon older than 30 days. Remove or deactivate accounts that are no longer needed.

##### Additional Services

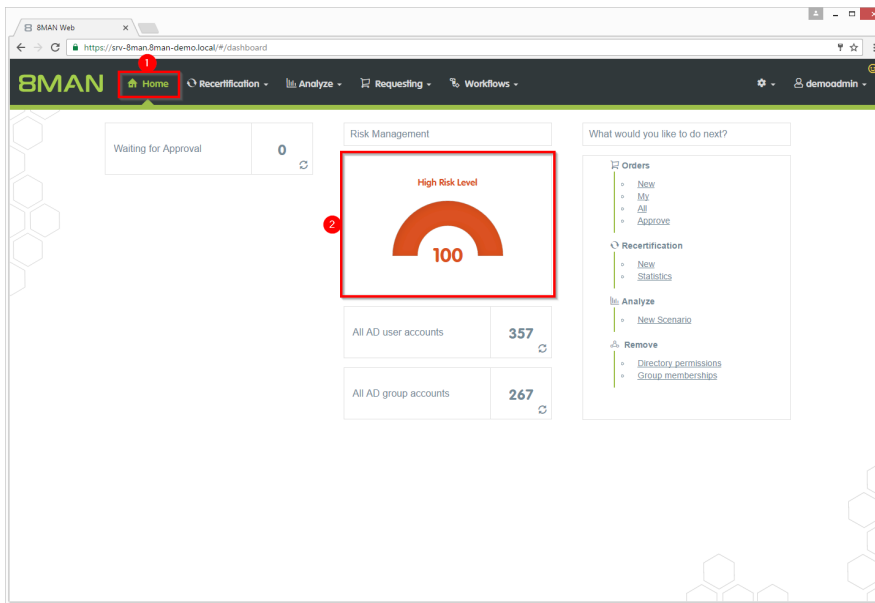
[Report: inactive accounts](#)

[Deactivating accounts in bulk](#) (8MATE Analyze & Act and 8MAN Enterprise required)

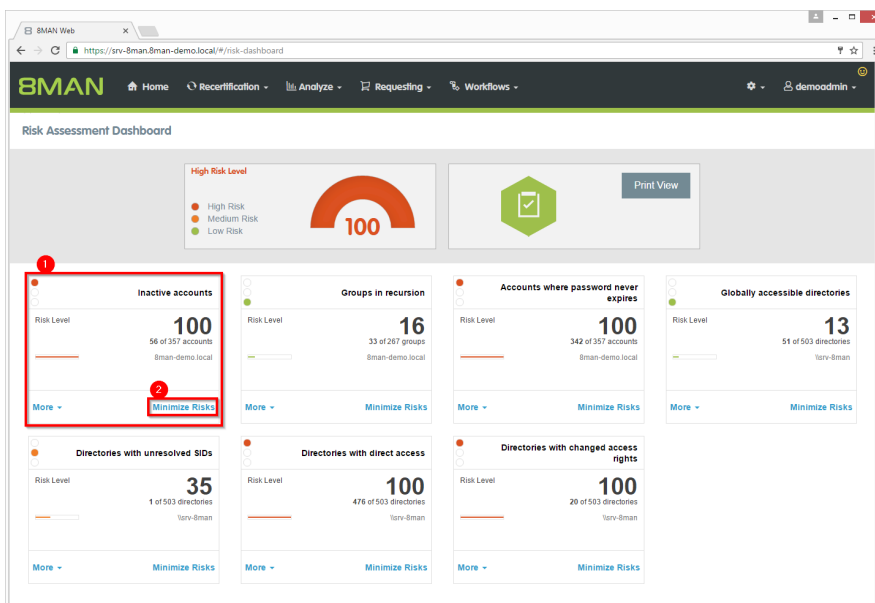
##### Step by step process



*Login to the web client.*



1. After login you see the web client homepage.
2. 8MAN shows an overall rating in the area "Risk Management". The higher the number the higher the risk level. Click the tile.



1. 8MAN shows a rating for the risk factor "Inactive accounts".
2. Click "Minimize risks".

1. Inactive accounts (56)

2. Configuration

3. 5 columns selected

4. Direct Excel export

5. Create Report

Type	Name	Last logon	Days since last logon	is activated	Requested Action
	Beth, Ai (8man-demo/Ai Beth)	2/28/2014	1174	true	
	Azubi, Andy (8man-demo/Andy Azubi)	3/7/2016	436	true	
	Pakdikoffa, Anna (8man-demo/Anna Pakdikoffa)	3/7/2016	436	true	
	Moe Zarella (8man-demo/Moe Zarella)	3/7/2016	436	true	
	Kai Serstauten (8man-demo/Kai Serstauten)	3/7/2016	436	true	
	Sue Permarkt (8man-demo/Sue Permarkt)	3/7/2016	436	true	
	Minni Ralwasser (8man-demo/Minni Ralwasser)	3/7/2016	436	true	
	Erkan Alles (8man-demo/Erkan Alles)	3/7/2016	436	true	
	Bill Anz (8man-demo/Bill Anz)	3/7/2016	436	true	
	Tom Ale (8man-demo/Tom Ale)	3/7/2016	436	true	
	Mel Odie (8man-demo/Mel Odie)	3/7/2016	436	true	
	Karl Kulatlon (8man-demo/Karl Kulatlon)	3/7/2016	436	true	
	Gitta Rensolo (8man-demo/Gitta Rensolo)	3/7/2016	436	true	
	Ansgar Agentor (8man-demo/WAgentor)	3/7/2016	436	true	
	Hacke, Petra (8man-demo/Petra Hacke)	3/7/2016	436	true	
	Krise, Christiane (8man-demo/Christiane.Krise)	3/7/2016	436	true	
	Sille, Peter (8man-demo/Peter Sille)	3/7/2016	436	true	
	Rosi Ne (8man-demo/Rosi Ne)	3/7/2016	436	true	
	Anna Lyse (8man-demo/Anna Lyse)	3/7/2016	436	true	

1. 8MAN lists all inactive accounts.
2. Use sorting, filtering and grouping to analyze the data.
3. Select the rows to display in the grid and in the reports.
4. Export the data into Excel.
5. Create a report in PDF- oder CSV-format. Save the report or e-mail it.



# 5. Documentation & Reporting



## 5.1 All Technologies

### 5.1.1 Reporting on 8MAN Access Rights Management activities (Logbook report)

#### Background / Value

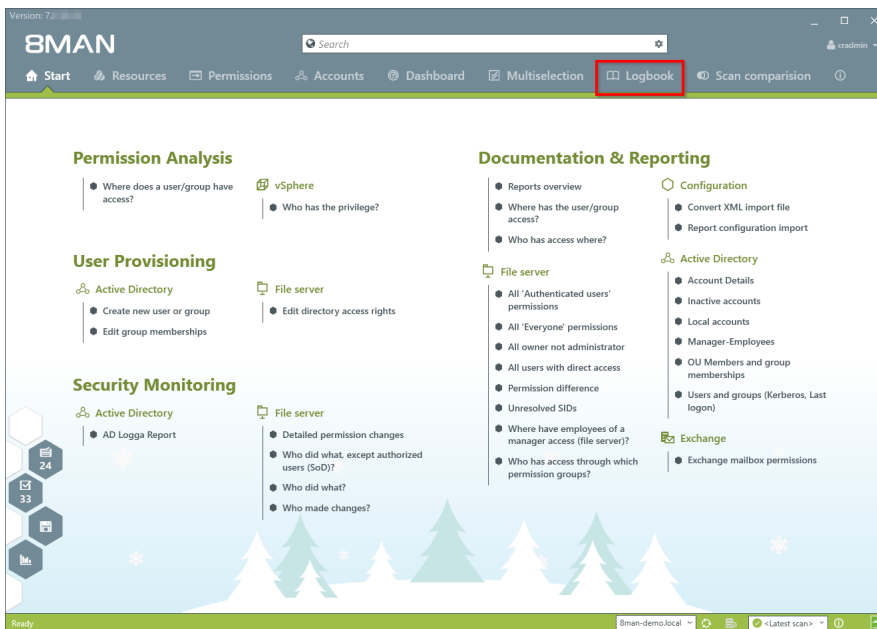
All changes made with 8MAN Enterprise are automatically recorded in the log book. This ensures compliance with a number of legal and best-practice standards and saves the time of manual documentation. The log book report allows you to capture events by person or event type within any desired time period. This ensures fully transparent processes and documentation.

If your license agreement includes 8MAN Visor as well as 8MATE AD Logga, AD events will be recorded in the log book.

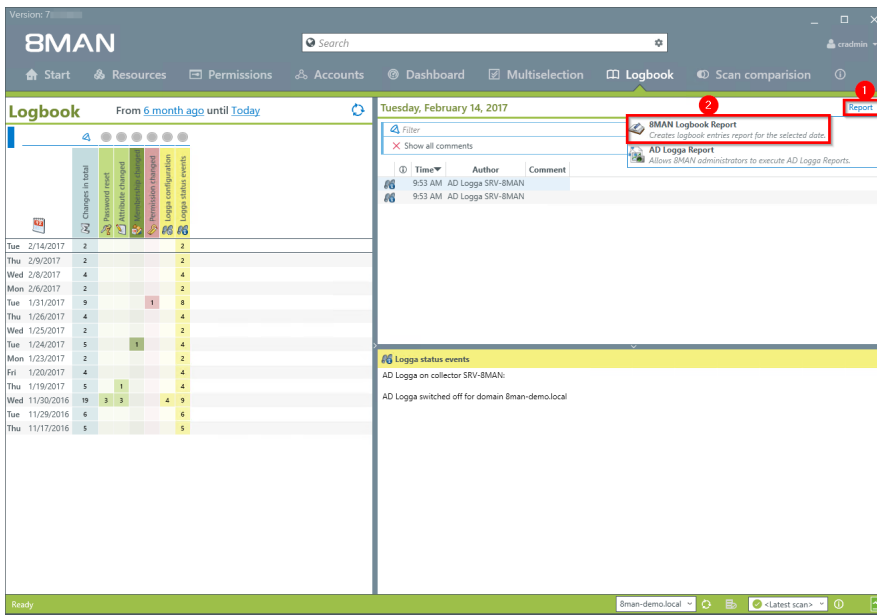
#### Additional Services

The [security monitoring](#) features expands documentation to include any administrative actions performed outside of 8MAN.

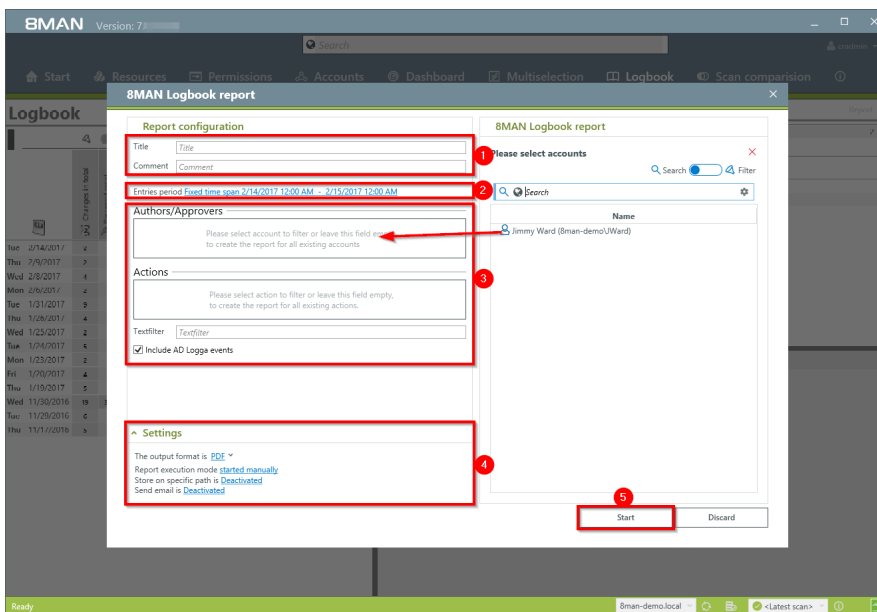
#### Step by step process



Select "Logbook".



1. Click on "Report".
2. Select "8MAN log book report".



1. Enter a title for the report and add a comment.
2. Select the desired time-period for the report.
3. Define the range of the report.
4. Define the desired report settings.
5. Start the report.

## 5.2 Active Directory

### 5.2.1 Reports for Managers

#### 5.2.1.1 Employees of a Manager

#### Background / Value

Data Owners that have some knowledge of Active Directory can view attributes and group memberships of their employees.

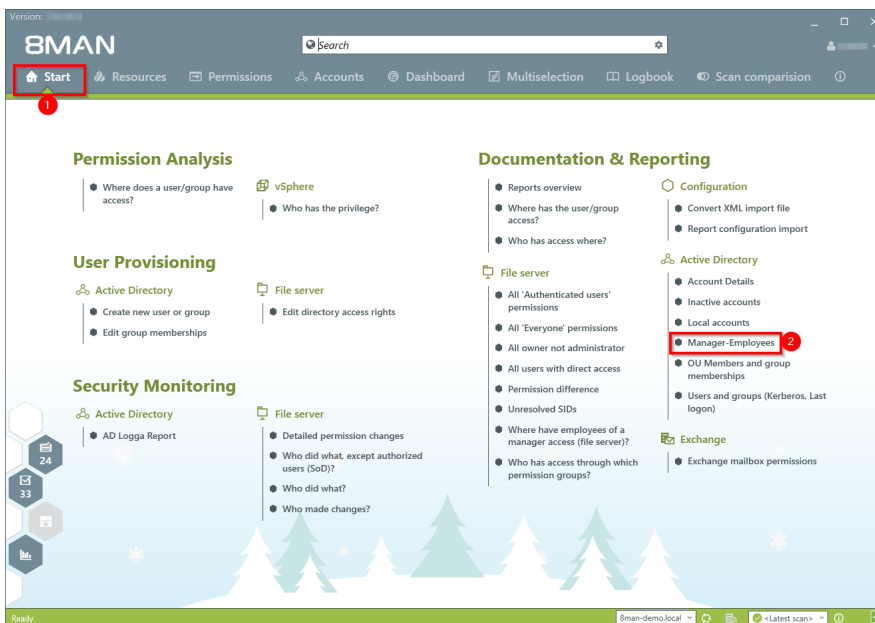
The report utilizes information from the attribute "manager" in Active Directory.

#### Additional Services

For more detailed information and the inclusion of assigned file server resources we recommend the report:

Where have employees of a manager access (file server)?

#### Step by step process



1. Select "Start".
2. Click on "Manager-Employees".

**Report configuration**

Title

Comment

**Selected manager**

Adrian Stillwell (Bman-demo\AStillwell)

☒ Resolve group membership

☒ Translate names of groups to purpose group name

**Settings**

The output format is [PDF](#)

Create report for [all accounts in one](#) document.

Report execution mode [started manually](#)

Store on specific path is [Deactivated](#)

Send email is [Deactivated](#)

**Manager-Employees**

Please select managers

Filter

Name

Adrian Stillwell (Bman-demo\AStillwell)

**Start** **Discard**

1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

## 5.2.2 Reports for administrators

### 5.2.2.1 Displaying user account details

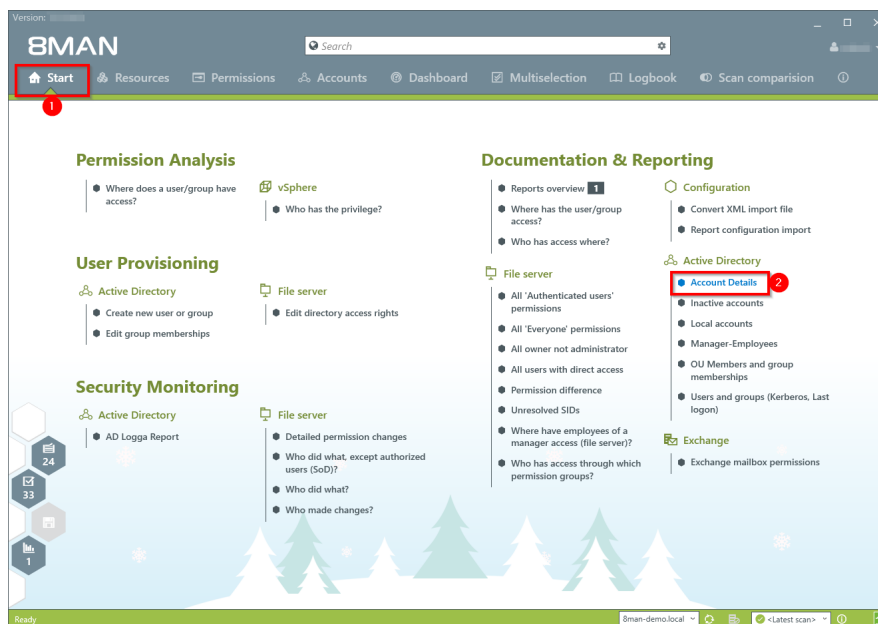
#### Background / Value

Capturing account details is key to a professional Active Directory Management.

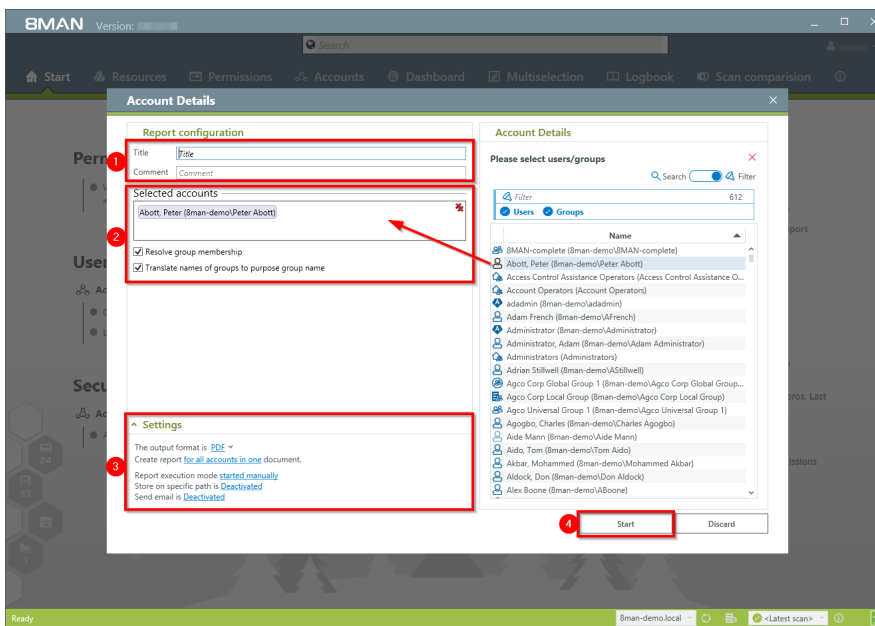
The following information is shown in a structured report:

- Expiration date of the account
- Display name
- User login name
- Common name
- Defined name
- E-mail address
- LDAP ADsPath
- Last login
- Object GUID
- Object SID
- SAM Account Name
- SAM Account type
- Group memberships
- Parents + children

#### Step by step process



1. Select "Start".
2. Click on "Account Details".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

### 5.2.2.2 Finding inactive accounts (users or computers)

#### Background / Value

Inactive accounts can be used for data theft and manipulation without being detected. Since most inactive accounts are remnants of past employees, they are often a symptom of a communication problem between HR and IT. 8MAN displays all inactive accounts in Active Directory. You can delete or deactivate old and redundant accounts.

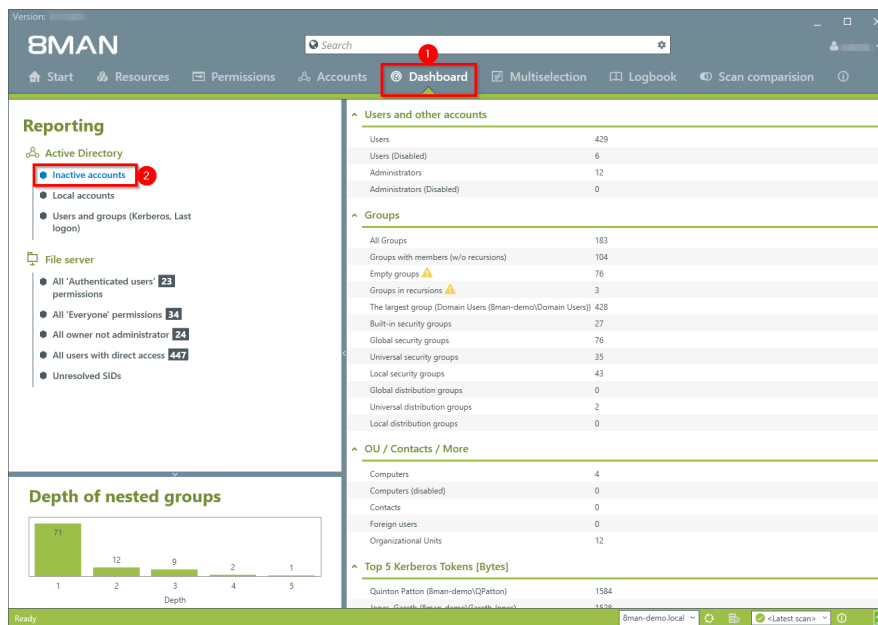
#### Additional Services

[Deleting a user and their permission](#)

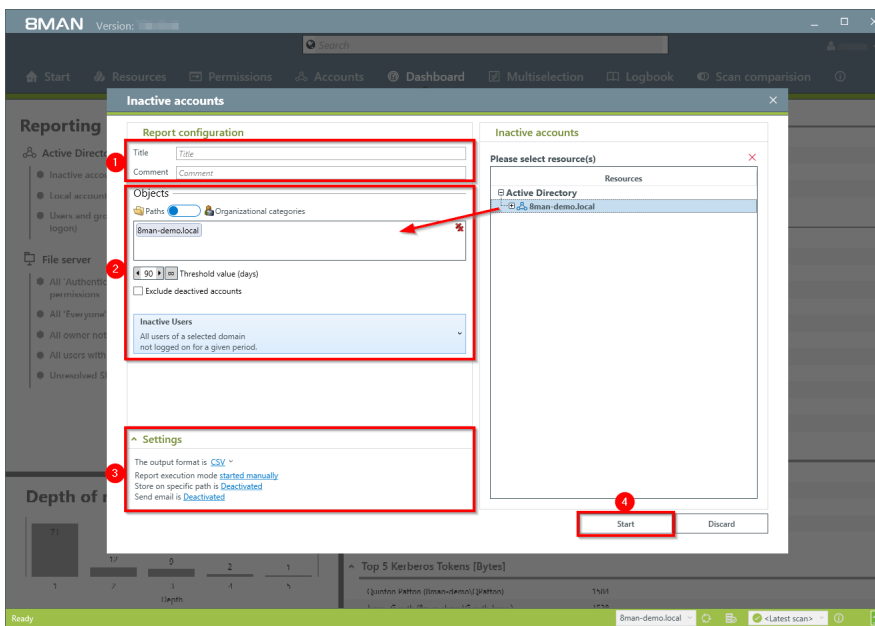
[Deleting a user account by using the "soft delete" feature](#)

[Deactivating a user account](#)

#### Step by step process



1. Select "Dashboard".
2. Click on "Inactive accounts".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

Name	Path	Last Logon Timestamp	Days (Difference to current date)
SP_SearchService (Bman-demo\SP_Se...)	CN=SP_SearchService,OU=Service Accounts,DC=Bman-demo	5/16/2014 4:37:14 PM	1006
Eric Reid (Bman-demo\Ereid)	CN=Eric Reid,OU=TestUsers,DC=Bman-demo,DC=local	10/10/2014 4:28:02 PM	859
Albar, Mohammed (Bman-demo\Moh...)	CN=Mohammed Albar,OU=TestUsers,DC=Bman-demo,DC=local	10/17/2014 9:27:50 AM	843
Quinton Patton (Bman-demo\QPatton)	CN=Quinton Patton,OU=TestUsers,DC=Bman-demo,DC=local	11/25/2014 3:31:09 PM	813
Adrian Stillwell (Bman-demo\AStillwell)	CN=Adrian Stillwell,OU=TestUsers,DC=Bman-demo,DC=local	5/27/2015 3:06:13 PM	630
Ali Mente (Bman-demo\Ali Mente)	CN=Ali Mente,OU=TestUsers,DC=Bman-demo,DC=local	6/24/2015 1:47:33 PM	603
Torrey Smith (Bman-demo\TSmith)	CN=Torrey Smith,OU=TestUsers,DC=Bman-demo,DC=local	6/24/2015 3:25:49 PM	602

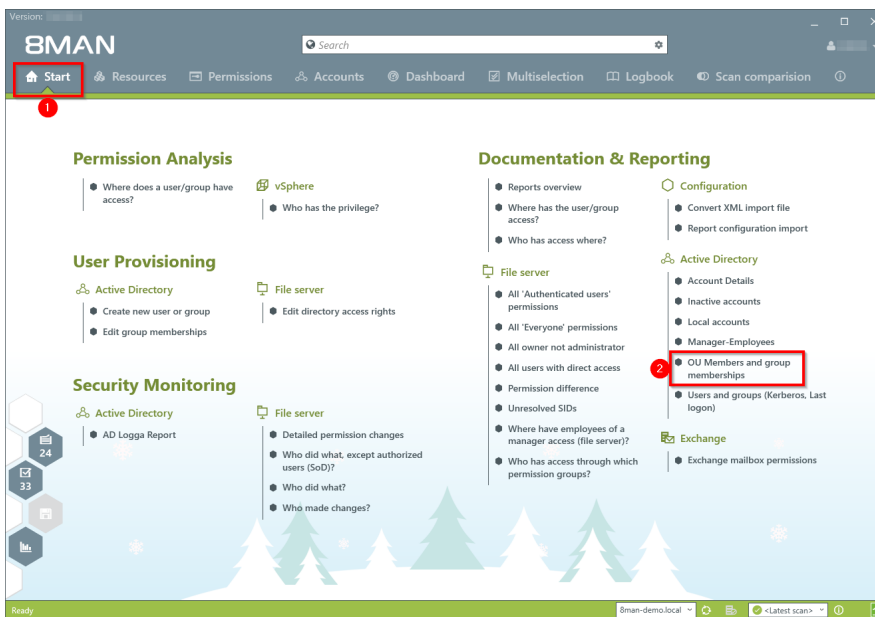
Review the data in the report. If using historical scan data there may be differences in the days since the last login.

### 5.2.2.3 Report: OU Mitglieder und Gruppenzugehörigkeiten

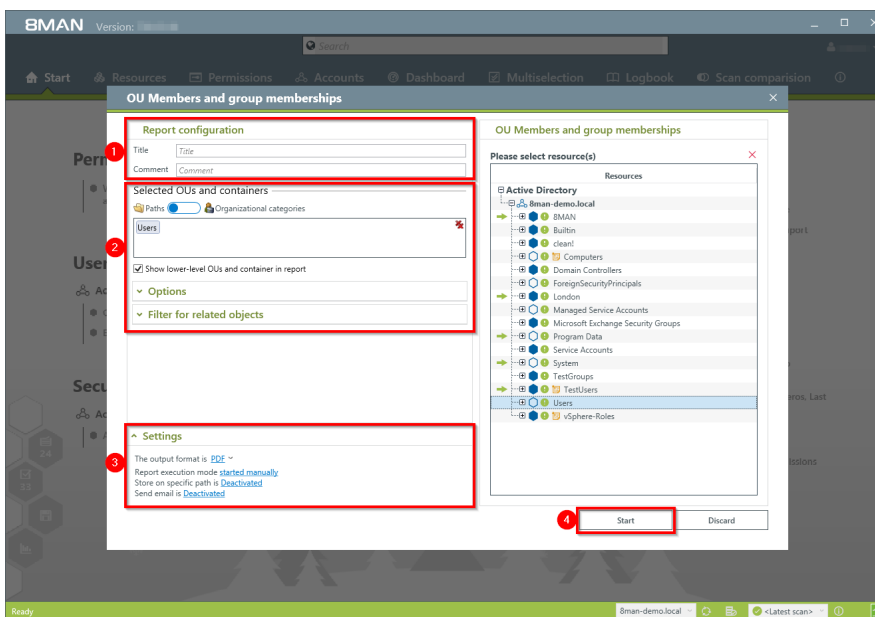
#### Background / Value

8MAN allows a quick review of any groups and user contained in an Organisational Unit (OU). This ensures that you can obtain a complete overview of all users and groups within any OU.

#### Step by step process



1. Select "Start".
2. Click on "OU members and group memberships".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

### 5.2.2.4 Identifying users and groups

#### Background / Value

The user and group report shows all users and groups in AD and some of their properties and attributes.

#### User accounts

Two key factors shown in this view are the Kerberos token and last logon timestamp. The latter shows you the last login of the AD accounts on your network, across all domain controllers.

The size of the Kerberos token is an expression of the number of group memberships. Many group memberships indicate the possibility of excessive and / or redundant access rights. If the maximum size of 64KB is exceeded, it is no longer possible for the user to log into the network.

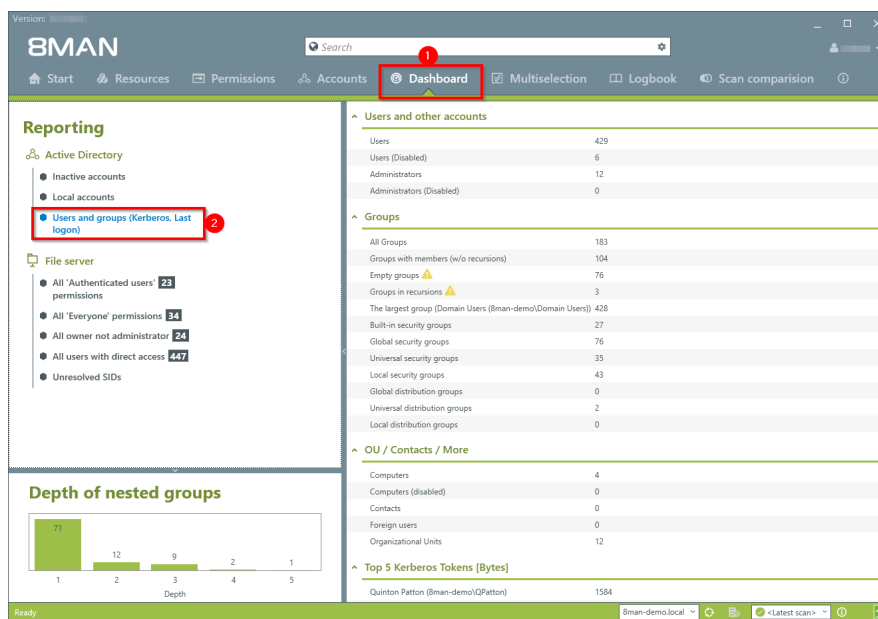
In addition the following information is also displayed:

- Account expiry date
- Password expires yes/no
- Admin account yes/no

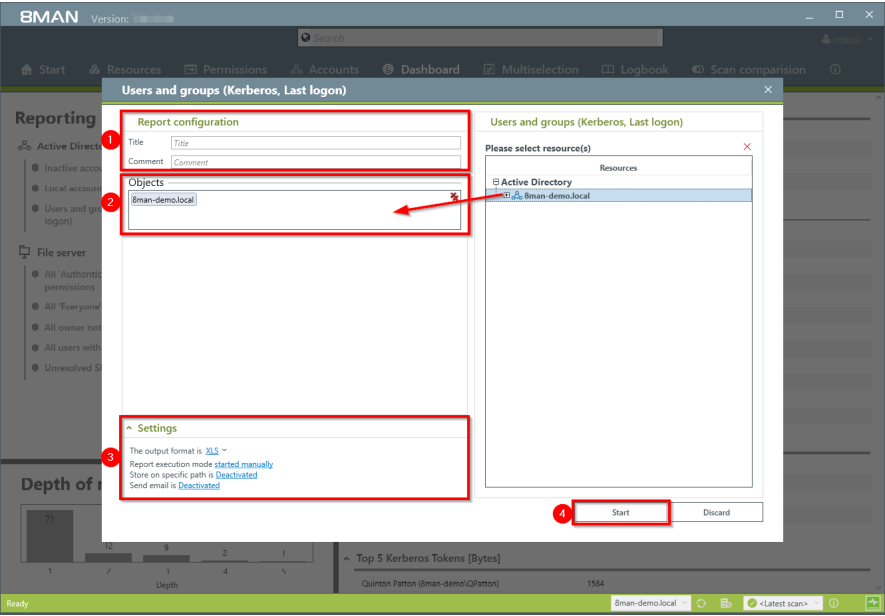
#### Groups

Displays direct and indirect group memberships as well as account type (local, global, universal)

#### Step by step process



1. Select "Dashboard".
2. Click on "Users and groups".



- 1. Enter a title for the report and add a comment.
- 2. Define the range of the report.
- 3. Define the desired report settings.
- 4. Start the report.

1	Report of all users for	Bman-demo.local							
2	Display Name	Disabled	Account Expires	PWD don't expir	Last Logon	Last Logon Timestamp	Ty	Direct Membership	Indirect Membership
4	Adrian French (Bman-demo\Adrian French)	No	Account never expires	Yes	N/A	N/A	User	2	1
5	adadmin (Bman-demo\adadmin)	No	Account never expires	Yes	N/A	N/A	User	4	4
6	Adam French (Bman-demo\AFrench)	No	Account never expires	No	N/A	N/A	User	2	1
7	Administrator (Bman-demo\Administrator)	No	Account never expires	Yes	2/16/2017 1:02:41 PM	2/14/2017 11:40:29 AM	User	10	18
8	Administrator, Adam (Bman-demo\Adam Administrator)	No	Account never expires	No	N/A	N/A	User	3	2
9	Adrian Stillwell (Bman-demo\AStillwell)	No	Account never expires	No	N/A	5/27/2015 3:06:13 PM	User	4	2
10	Agobho, Charles (Bman-demo\Charles Agobho)	No	Account never expires	No	N/A	N/A	User	2	1
11	Aide Mann (Bman-demo\Aide Mann)	Yes	Account never expires	No	N/A	N/A	User	2	1
12	Aido, Tom (Bman-demo\Tom Aido)	No	Account never expires	No	N/A	N/A	User	2	1
13	Akbar, Mohammed (Bman-demo\Mohammed Akbar)	No	Account never expires	No	N/A	10/27/2014 9:27:50 AM	User	2	1
14	Aldock, Don (Bman-demo\Don Aldock)	No	Account never expires	No	N/A	N/A	User	2	1
15	Alex Boone (Bman-demo\ABoone)	No	Account never expires	No	N/A	N/A	User	4	2
16	Alexandre Sourzac (Bman-demo\ASourzac)	No	Account never expires	No	N/A	N/A	User	3	1
17	Ali Eyye (Bman-demo\Ali Eyye)	No	Account never expires	No	N/A	N/A	User	3	8
18	Ali Menta (Bman-demo\Ali Menta)	No	Account never expires	No	5/29/2013 11:47:02 AM	6/24/2015 1:47:33 PM	User	3	4
19	Alan Johnson (Bman-demo\AJohnson)	No	Account never expires	No	N/A	N/A	User	2	1
20	Ammy Twana (Bman-demo\ATwana)	No	Account never expires	No	N/A	N/A	User	4	9
21	Anda, Lou (Bman-demo\Lou Anda)	No	Account never expires	No	N/A	N/A	User	2	1
22	Andrew, Susan (Bman-demo\ASusan)	No	Account never expires	No	N/A	N/A	User	3	7
23	Angel Carreras (Bman-demo\ACarreras)	No	Account never expires	No	N/A	N/A	User	4	9
24	Anick, Mike (Bman-demo\Mike Anick)	No	Account never expires	No	N/A	N/A	User	2	1
25	Anny Time (Bman-demo\ATime)	No	Account never expires	No	N/A	N/A	User	5	3
26	Anthony Davis (Bman-demo\ADavis)	No	Account never expires	No	N/A	N/A	User	6	8
27	Artan, Sam (Bman-demo\Sam Artan)	No	Account never expires	No	N/A	N/A	User	2	1
28	Aryshan, Don (Bman-demo\Don Aryshan)	No	Account never expires	No	N/A	N/A	User	2	1
29	Baba, Ali (Bman-demo\Ali Baba)	No	Account never expires	No	N/A	N/A	User	2	1
30	Back, Helen (Bman-demo\Helen Back)	No	Account never expires	No	N/A	N/A	User	3	1
31	Batteli, Luca (Bman-demo\Luca Batteli)	No	Account never expires	No	N/A	N/A	User	2	1
32	Banks, Robin (Bman-demo\Robin Banks)	No	Account never expires	No	N/A	N/A	User	2	1
33	Barne Kenyon (Bman-demo\BKenyon)	No	Account never expires	No	N/A	N/A	User	2	1
34	Barnes, Will (Bman-demo\Will Barnes)	No	Account never expires	No	N/A	N/A	User	2	1
35	Bart Postema (Bman-demo\BPostema)	No	Account never expires	No	N/A	N/A	User	7	1
36	Bath, But (Bman-demo\BBut)	No	Account never expires	No	N/A	N/A	User	2	1

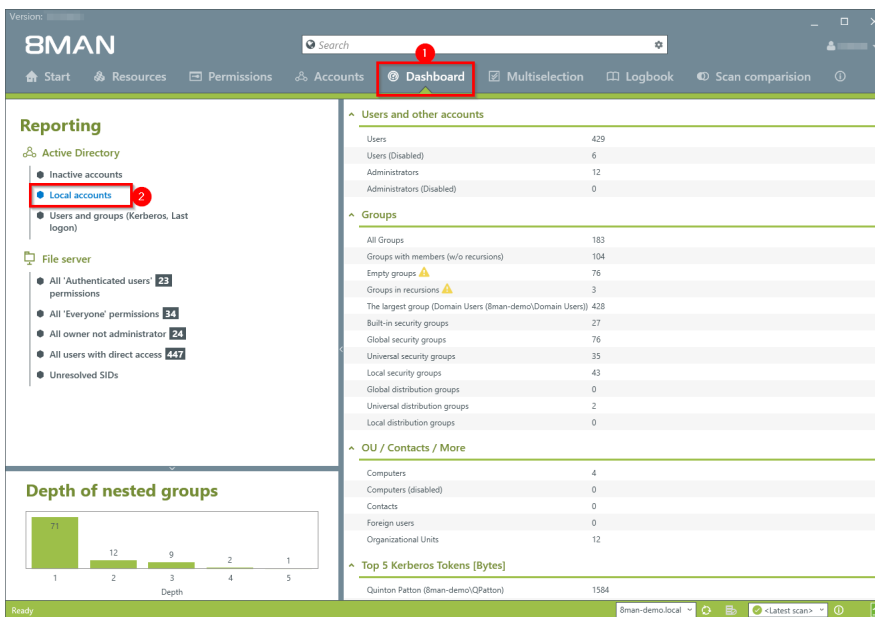
Open the report in Excel and apply the desired filters.

### 5.2.2.5 Identifying local accounts

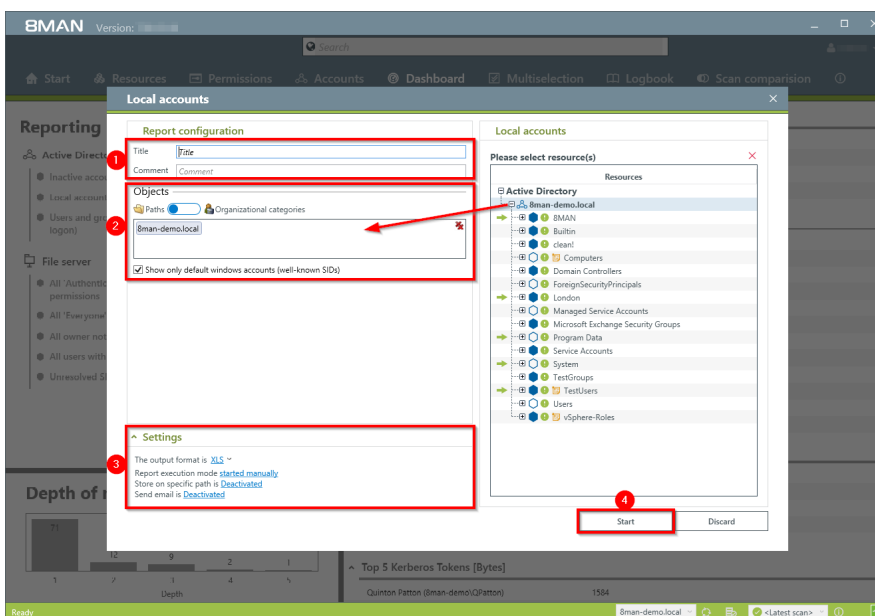
#### Background / Value

The local account report displays local administrative rights on end points. This way you can see which administrators and users have access to which end point. In this scenario the principle of "least privilege" applies. The report thereby gives you a complete picture regarding access rights in your organization as local accounts are not visible through AD group memberships.

#### Step by step process



1. Select "Dashboard".
2. Click on "Local accounts".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

### 5.2.3 Organizational Help for Administrators

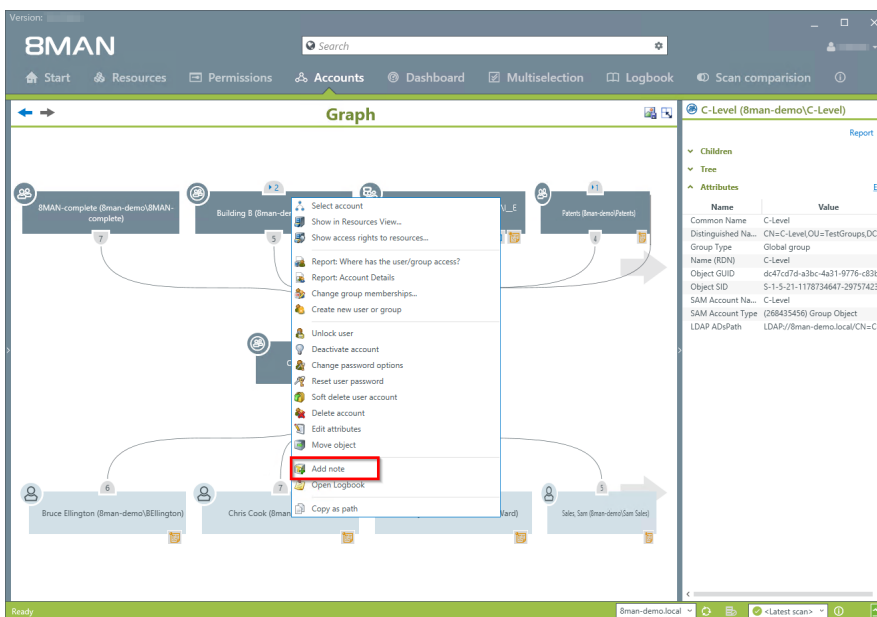
Besides automated documentation and reports 8MAN also includes a number of additional documentation features. These allow you to add post-its to objects manually or give AD groups aliases with the "purpose groups" feature.

#### 5.2.3.1 Add notes to user accounts and groups

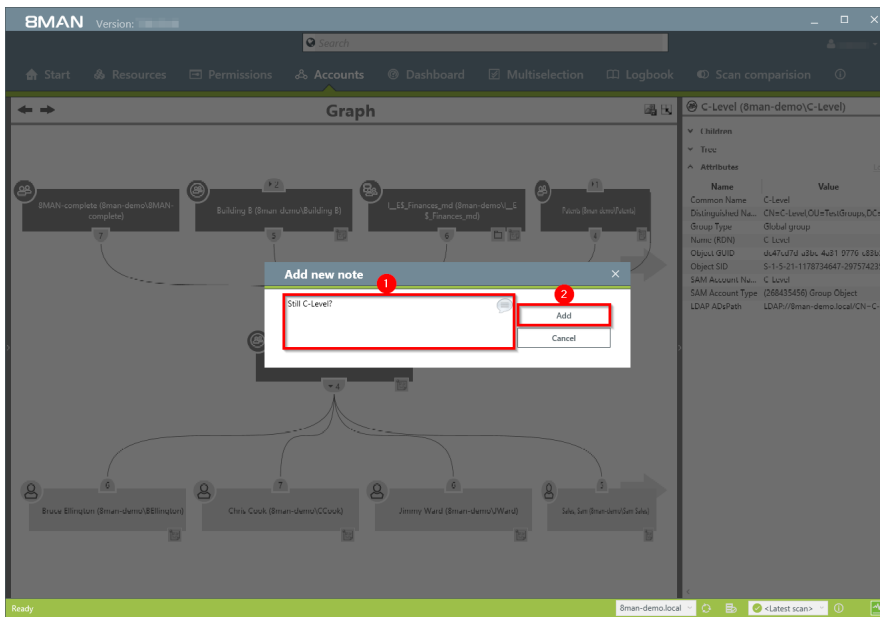
##### Background / Value

Flag user and group accounts with post-its. This allows you to add tasks directly to individual objects.

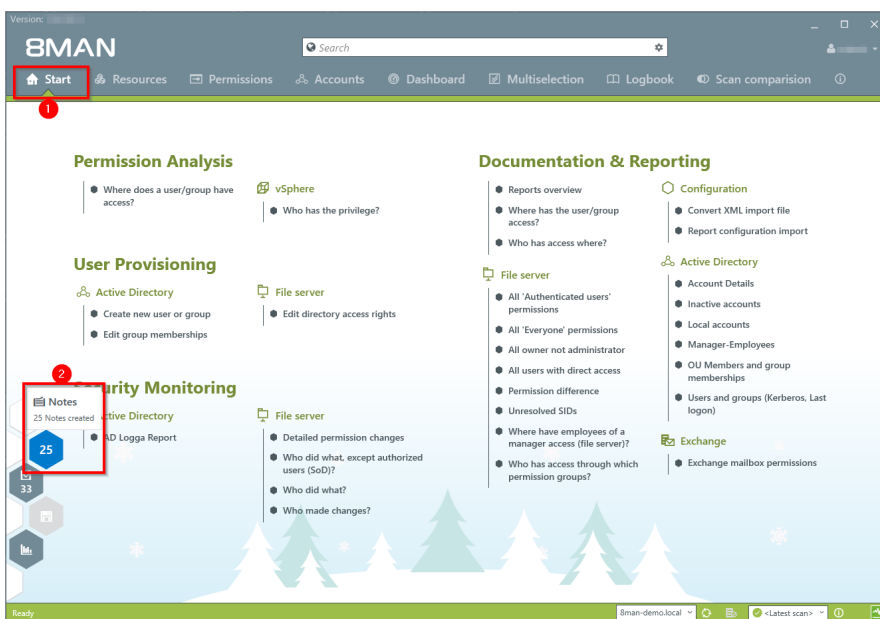
##### Step by step process



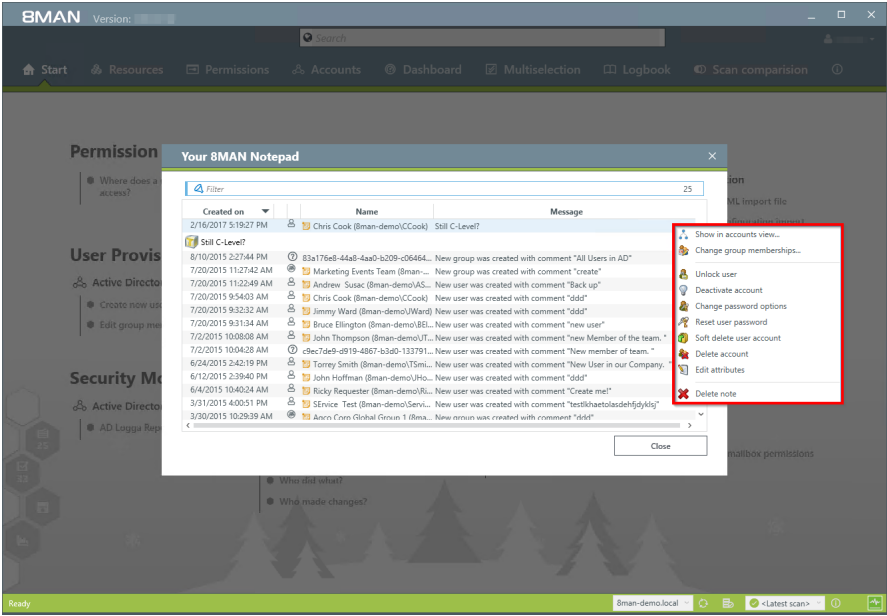
*Right-click on an account and select "Add Note" from the context menu.*



1. Add a comment.
2. Click on "Add".



1. Select "Start".
2. Click on the hexagon to access your notes.



The list shows all notes. You can trigger a number of different functionalities by right clicking on the note.

### 5.2.3.2 Purpose Groups: Giving aliases to groups

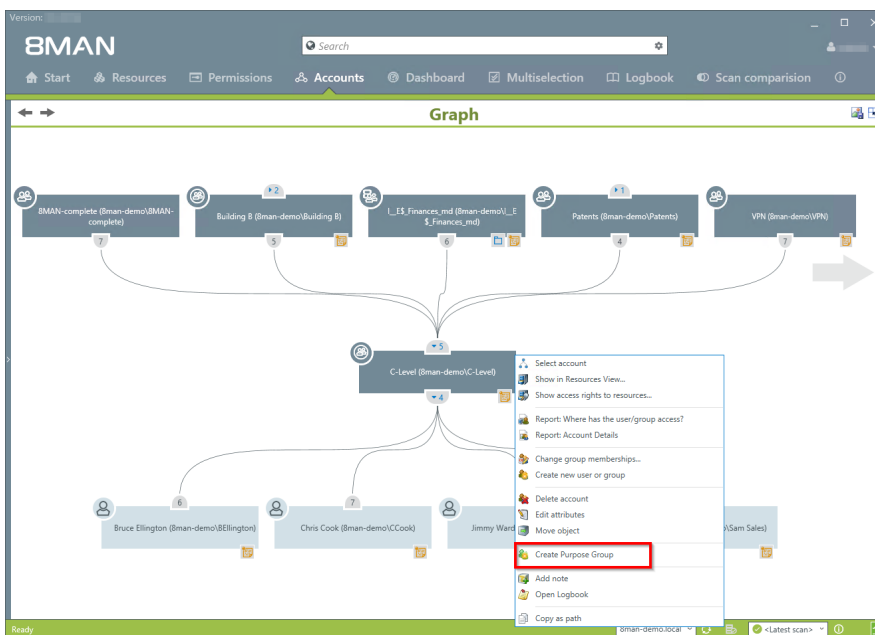
#### Background / Value

Purpose groups add clear descriptions to AD groups. Normally these groups have very technical naming convention and so it is often difficult for an Administrator to tell what the purpose of an AD group is. Adding aliases can make the picture much clearer.

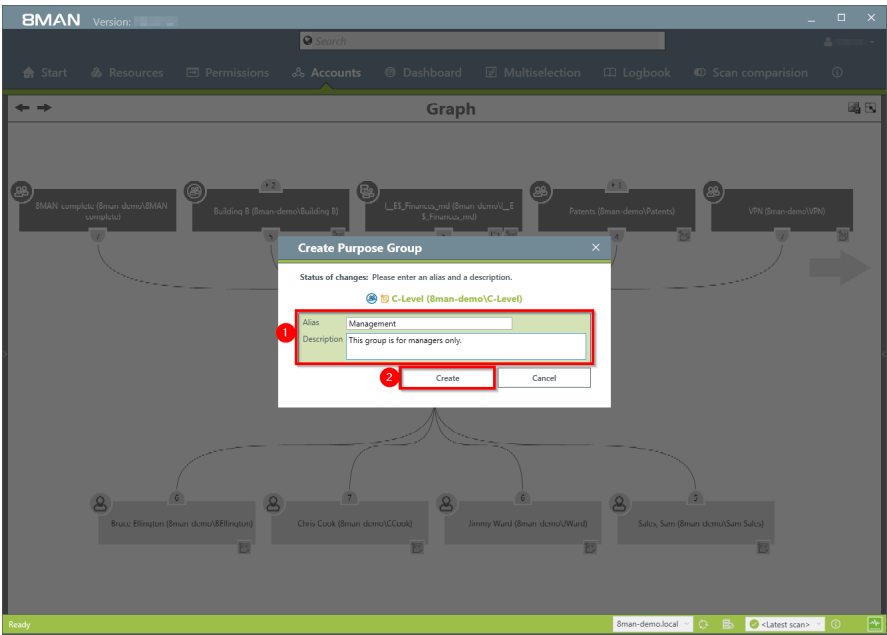
**The alias descriptions are only visible in the 8MAN UI. The actual group names remain the same in Active Directory.**

#### 5.2.3.2.1 Creating a purpose group

##### Step by step process



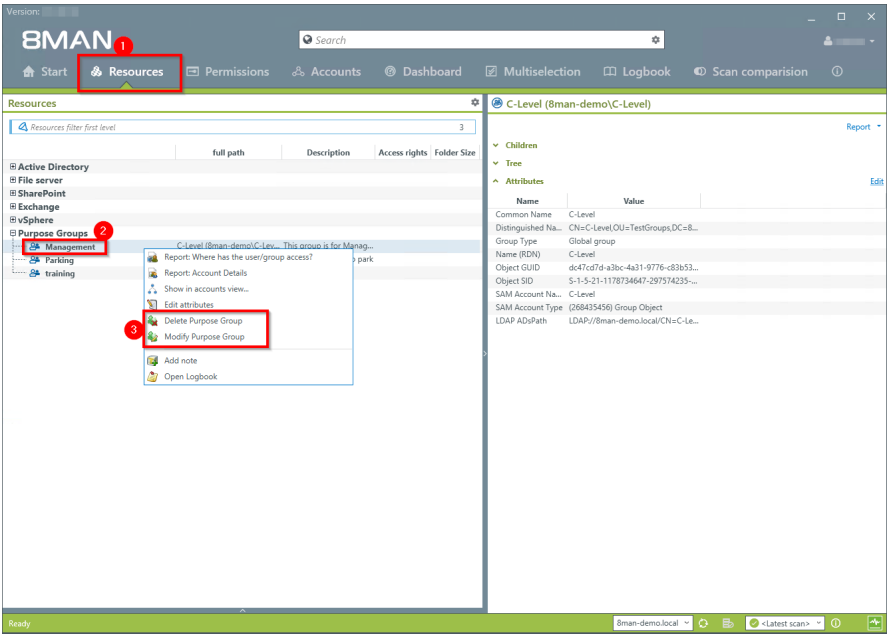
*Right-click on an AD group.  
Select "Create Purpose Group"  
from the context menu.*



1. Give the AD group an alias and add a description for the group.
2. Click on "Create".

5.2.3.2.2 Deleting or modifying a purpose group

Step by step process



1. Select "Resources".
2. Select the desired purpose group by right-clicking on it.
3. Select "Delete Purpose Group" or "Modify Purpose Group" from the context menu.

The removal process only affects the purpose group, the added description in 8MAN. Non changes are made to Active Directory.

## 5.3 File server

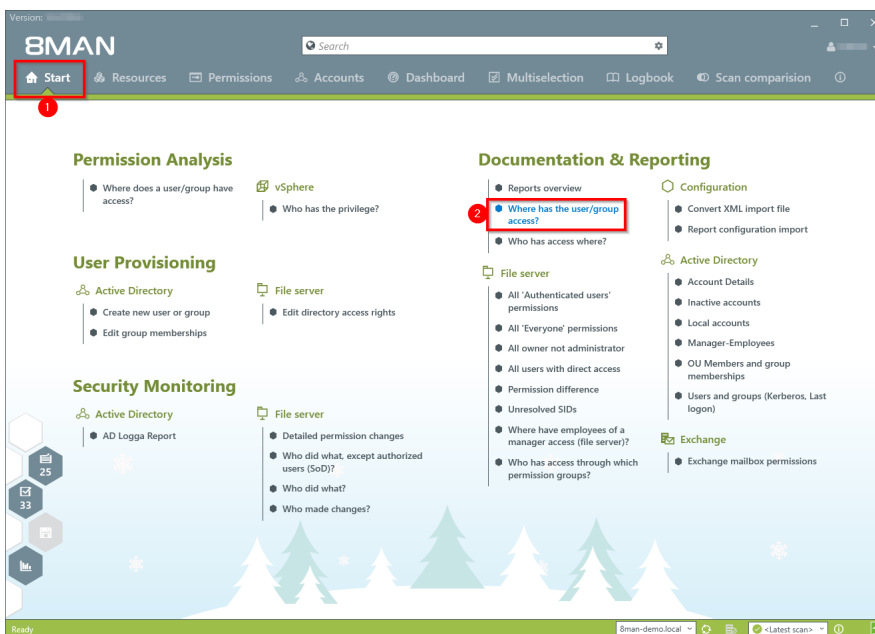
### 5.3.1 Management Reports

#### 5.3.1.1 Where do users and groups have access?

#### Background / Value

The report "where do users / groups have access?" Lists all access rights of user and group accounts to selected file server directories.

#### Step by step process



1. Select "Start".
2. Click on "Where has the user/group access?".

**Report-Konfiguration**

Titel

Kommentar

☐ Nur direkte Einträge

☐ Jeder ☐ Authentifizierter Benutzer ☐ Domänen Benutzer

☒ NTFS (ohne Share-Rechte)

Sam Sales der Boss (Bman-demo\Sam.Sales)

☐ Wo hat Benutzer/Gruppe keinen Zugriff

☒ Nur Pläne mit geänderten Berechtigungen berücksichtigen

Ressourcen

☐ Platz ☒ Organisations-Kategorien

in-Bman

**Einstellungen**

Das Ausgabeformat ist PDF \*

Erzeuge den Report für alle Konten zusammengefasst in einem Dokument.

Reportausführung wird manuell gestartet

Speichern ist deaktiviert

E-Mail Versenden ist deaktiviert

**Bitte Benutzer/Gruppen auswählen**

Bitte Benutzer/Gruppen auswählen 3 von 620 X

☒ Benutzer ☒ Gruppen

Name

Erstellungen eingehender Gesamtstrukturvertrauensstellung (Erstell...

Sam Sales der Boss (Bman-demo\Sam.Sales)

Urai, Sam (Bman-demo\Sam.Urai)

Start Verwerfen

1. Enter a title for the report and add a comment.
2. Define the range of the report. You are only able to add users where the manager attribute has been set and which have a valid Data Owner configuration.
3. Define the desired report settings.
4. Start the report.

### 5.3.1.2 Who has access to what?

#### Background / Value

Data owners and managers know who should have access to which resources. Full transparency is very important especially for directories containing sensitive information. The report "Who has access to what?" gives you a full overview of all access rights (for example "read only" and "write") including users who can execute these access rights.

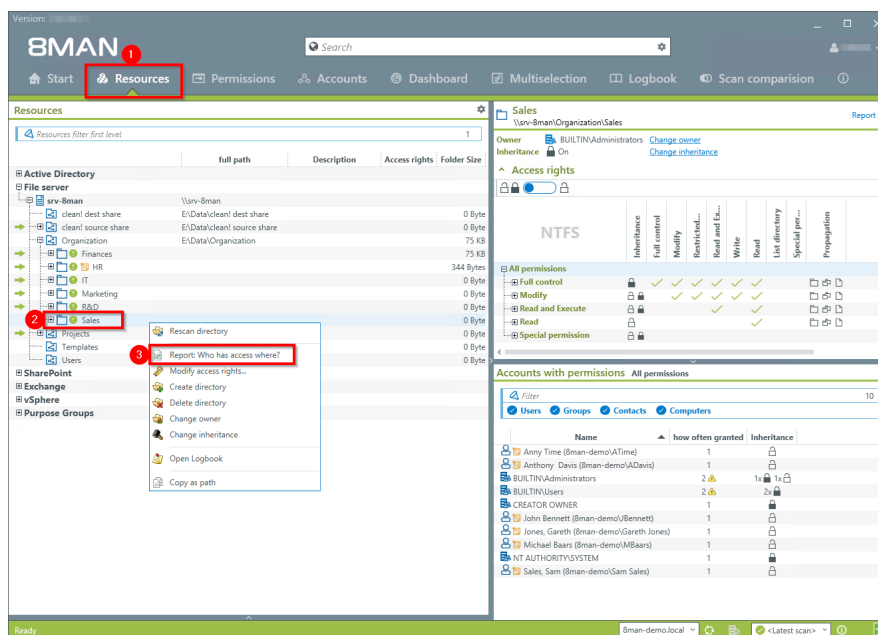
The report allows responsible managers to make information based decisions in order to answer two central questions:

- Who should have access to what? (Increase in data security)
- Which access rights should exist? (improvement of data integrity)

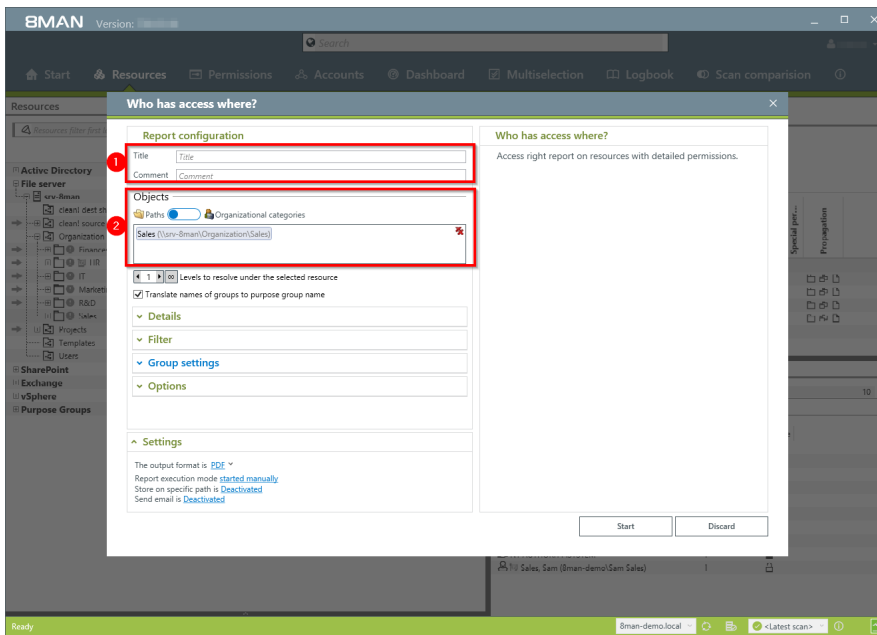
#### Additional Services

##### Changing directory access rights

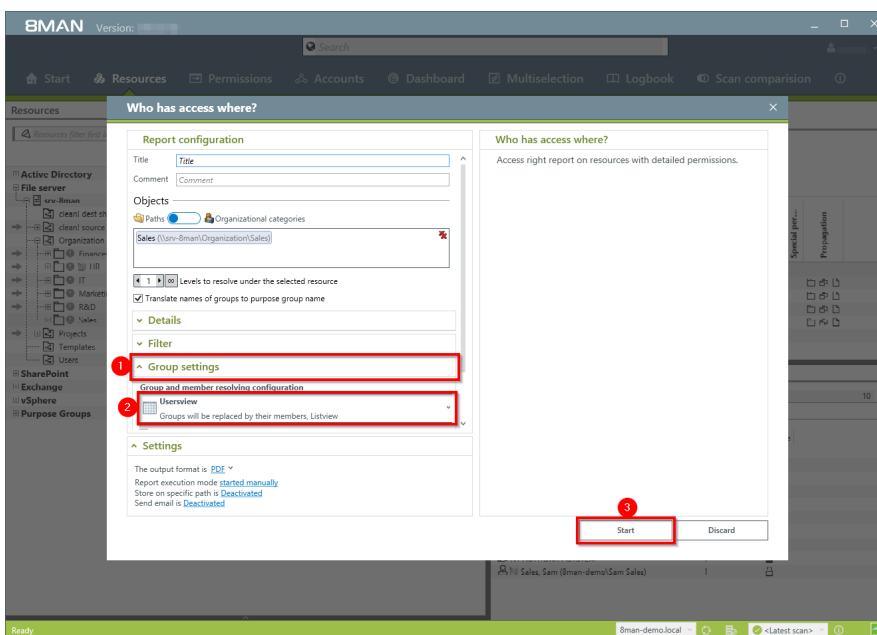
#### Step by step process



1. Select "Resources".
2. Right-click on a directory that you are responsible for.
3. Click on "Report: Who has access where?" from the context menu.



1. Name the report and add a comment.
2. The selected resource is automatically included in the list of objects to be analyzed. You can add further resources.



1. Open "Group Settings".
2. In order to reduce complexity we recommend selecting the user view. All other settings are targeted at expert users.
3. Start the report.

Protected Networks		8MAN Report: Who has access where?		Page 1
<b>Title</b>		8MAN Report: Who has access where?		
<b>Comment</b>		-		
<b>Used time zone</b>		W. Europe Standard Time (UTC+01:00:00)		
<b>Scantime</b>		8man-demo.local srv-8man	Active Directory File server	2/16/2017 10:00:02 PM 2/16/2017 10:00:03 PM
<b>Configuration</b>		Selected resources: - Sales (\\srv-8man\Organization\Sales)  Number of levels to resolve under the selected resource: 1 Show only resource objects with changed access rights. Resolve group members till level 1.		
<b>Scan problems</b>		No scan errors detected.		

*Verify whether the listed users should have access. You should also check to see if the access rights of some users can not be reduced for example from "full access" to "read & write". This ensures a higher level of data integrity.*

**Report for Sales (\\srv-8man\Organization\Sales)**

[illegible]

### 5.3.2 Reports for Administrators

#### 5.3.2.1 Identifying usage of "everyone"

## Background / Value

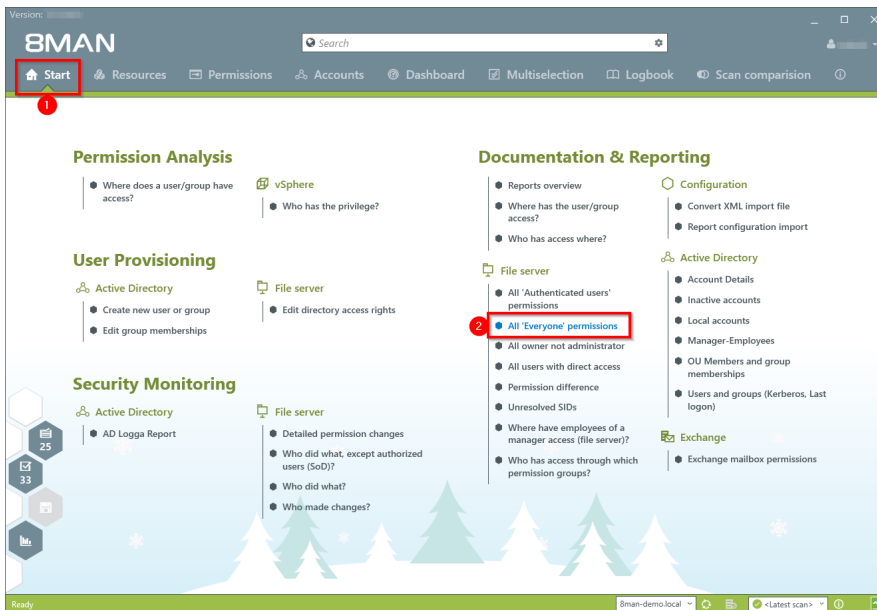
If the "Everyone" account is used for the assignment of access rights, (almost) everyone has access to the connected resources. The consequence is an excessive assignment of access rights and a high probability for unauthorized access. 8MAN displays all access rights for the "Everyone" account. These go against the principle of least privilege and should therefore not be used. Removing the "Everyone" account automatically is not possible. Before manually deleting accounts you should assign groups to the appropriate resources. Afterwards you can add the desired members to the group.

## Additional services

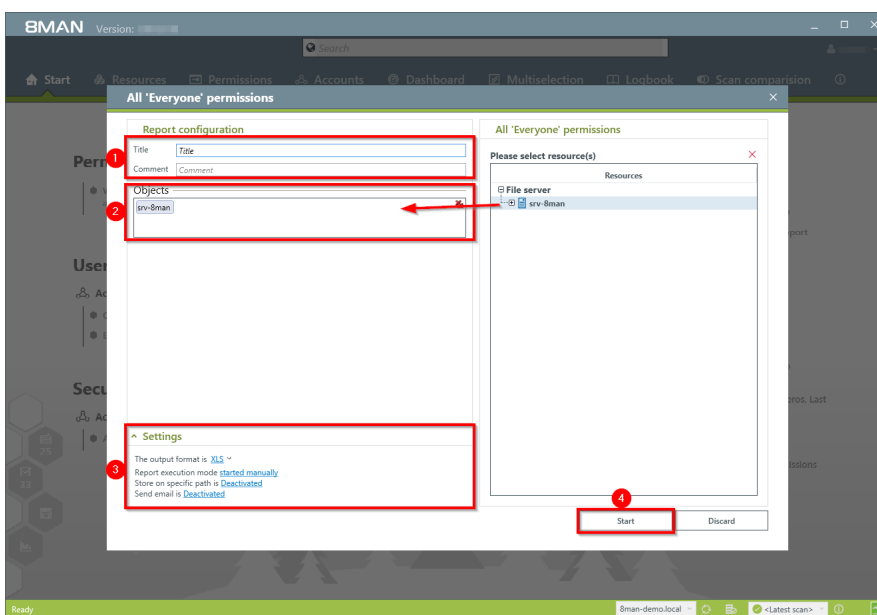
Also keep an eye on the critical **Authenticated Users**.

## Removing permissions from globally accessible directories in bulk

## Step by step process



1. Select "Start".
2. Click on "All 'Everyone' permissions".



1. Enter a title for the report and add a comment.
2. Define the range of the report. You are only able to add users where the manager attribute has been set and which have a valid Data Owner configuration.
3. Define the desired report settings.
4. Start the report.

Report for	Organization (\\srv-8man\\Organization)														
Path	Right	Deny													
\\srv-8man\\Organization\\R&D	Read & execute														
\\srv-8man\\Organization\\R&D\\Berlin Office	Read & execute														
\\srv-8man\\Organization\\R&D\\Coding	Read & execute														
\\srv-8man\\Organization\\R&D\\Coding\\Source Code	Read & execute														

*In the example you see directories that everyone has access to.*

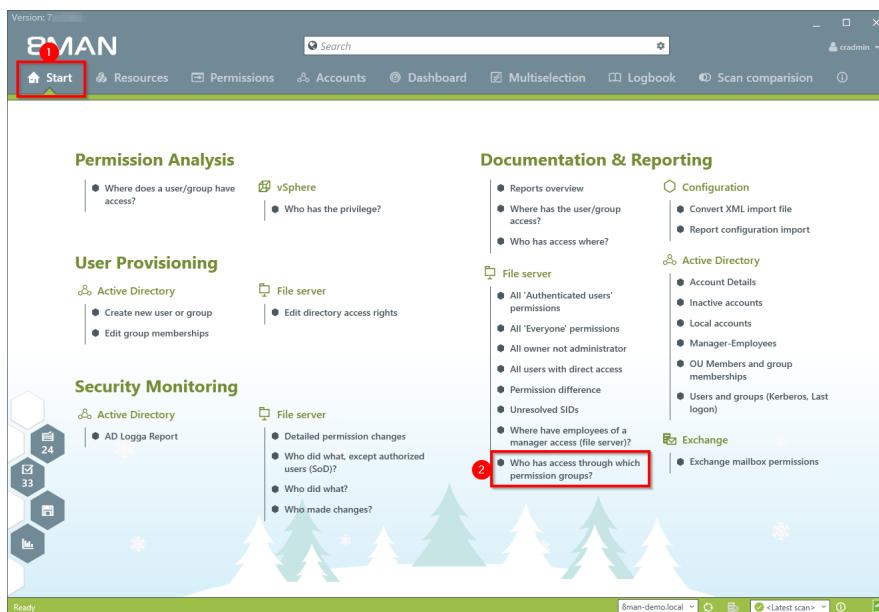
### 5.3.2.2 Wer kann wo über welche Berechtigungsgruppen zugreifen?

#### Background / Value

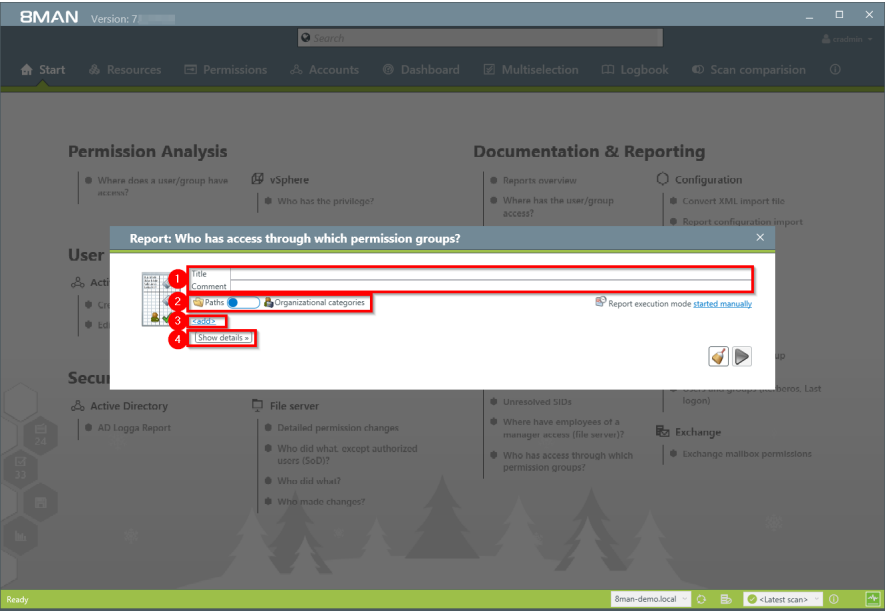
The report "Who has access through which permission groups?" shows the groups that give access to the selected resource and the users that are members of said groups.

Instead of analyzing individual directories you could also view this information in the Organizational Categories section of the Data Owner configuration.

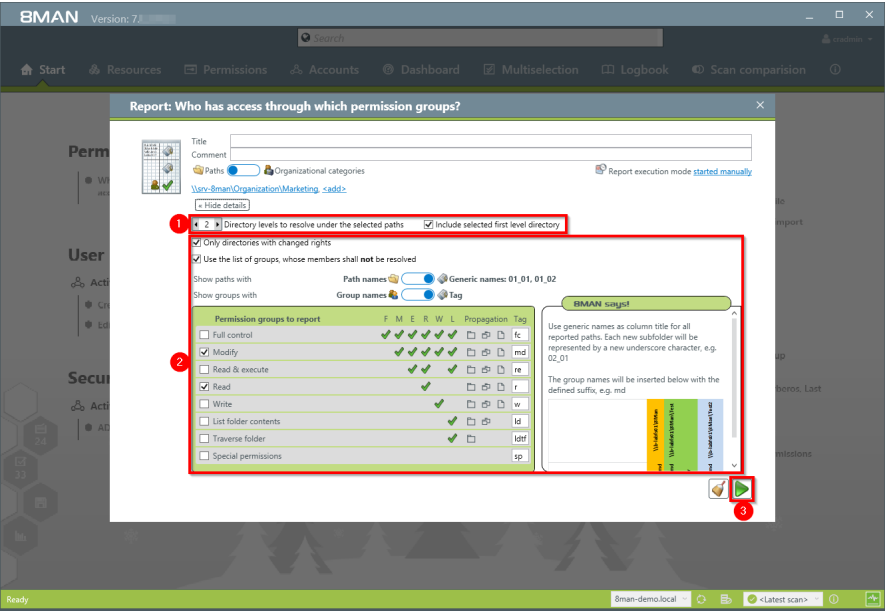
#### Step by step process



1. Select "Start".
2. Click on "Access Rights Groups".



- 1. Enter a title for the report and add a comment.
- 2. Define whether the report is organized by individual directories or by organizational categories from the Data Owner configuration.
- 3. Define the range of the report.
- 4. Click on "Show details".



- 1. To keep the report concise and meaningful, we recommend limiting the number of directory levels.
- 1. Add more filters and properties to specify the report further.
- 2. Start the report.

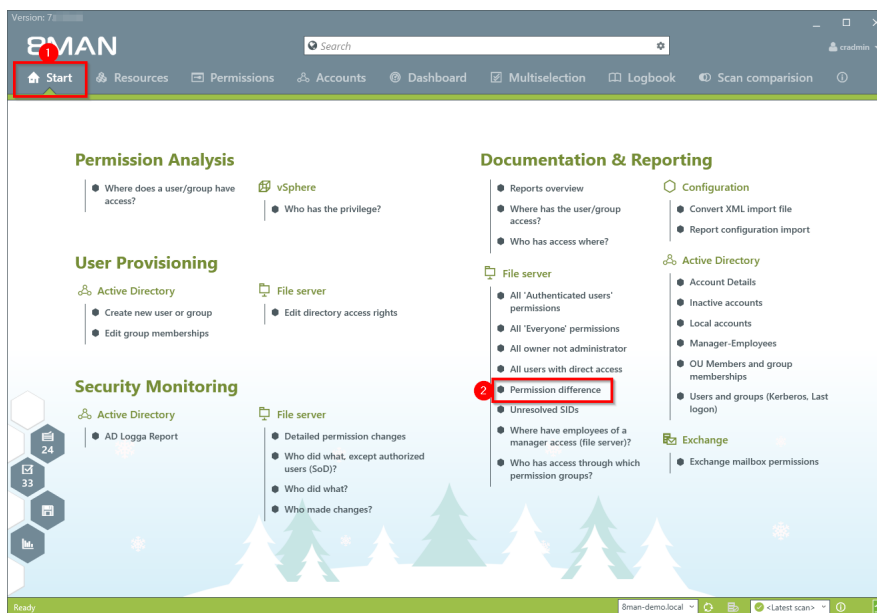
The report contains a list of all user accounts and file server paths, as well as the corresponding access rights groups.

### 5.3.2.3 Berechtigungsdifferenz-Report

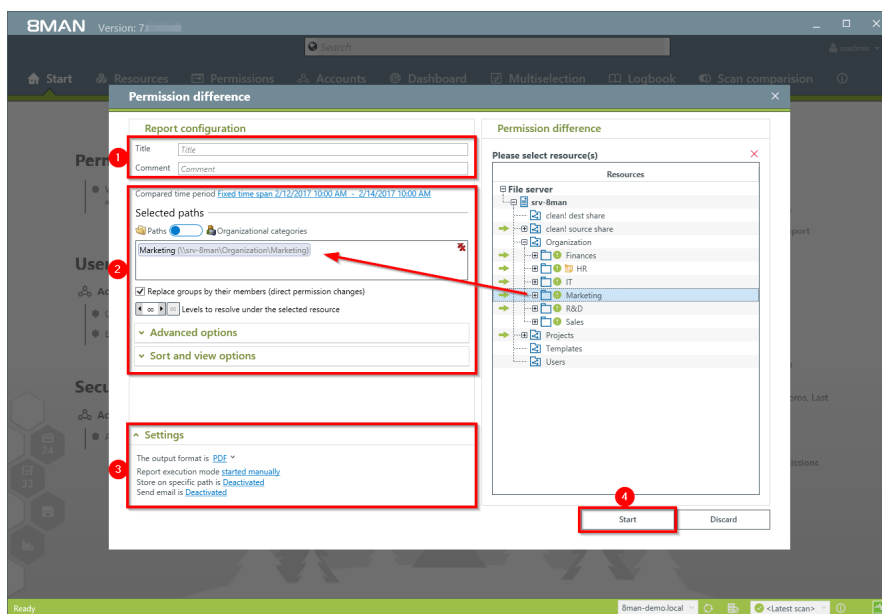
#### Background / Value

The "Permission differences" Report compares the access rights on your file server at two different points in time and shows you how your access rights situation has changed.

#### Step by step process



1. Select "Start".
2. Click on "Permission difference".



1. Enter a title for the report and add a comment.
2. Define the range of the report including the dates and times of comparison.
1. Define the desired report settings.
2. Start the report.

### 5.3.2.4 Identifying unresolved SIDs

#### Background / Value

SIDs (Security Identifiers) are character strings that are used to identify user and group accounts in Active Directory. SIDs become unresolved when users or groups with direct access rights are deleted in AD. By using unresolved SIDs insider threats can gain access to sensitive resources.

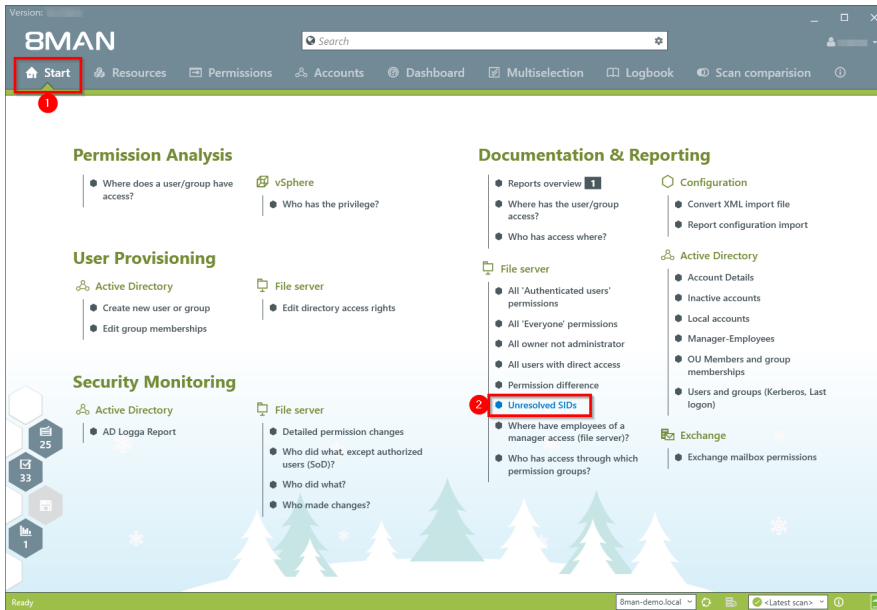
8MAN clearly identifies unresolved SIDs in your system.

#### Additional Services

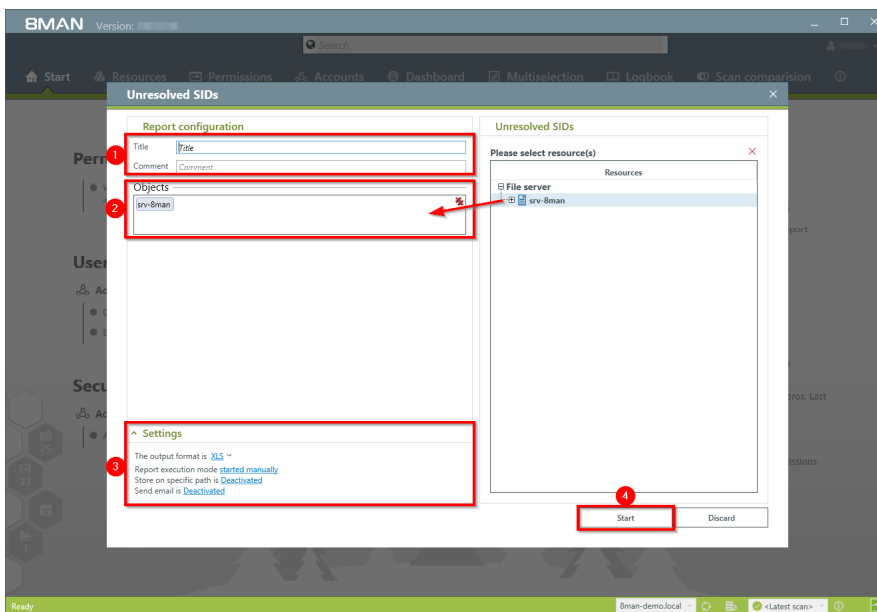
[Identifying and deleting unresolved SIDs](#) (using the rich client)

[Removing unresolved SIDs in bulk](#) (using the web client)

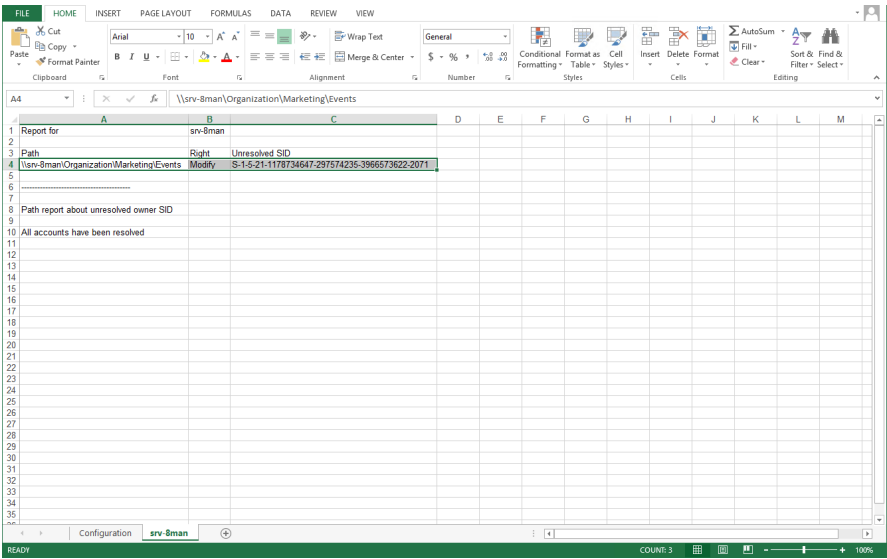
## Step by step process



1. Select "Start".
2. Click on "Unresolved SIDs".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.



Open the report in Excel. In this example an unresolved SID is identified for the directory "IT".

### 5.3.2.5 Identifying users with direct access

#### Background / Value

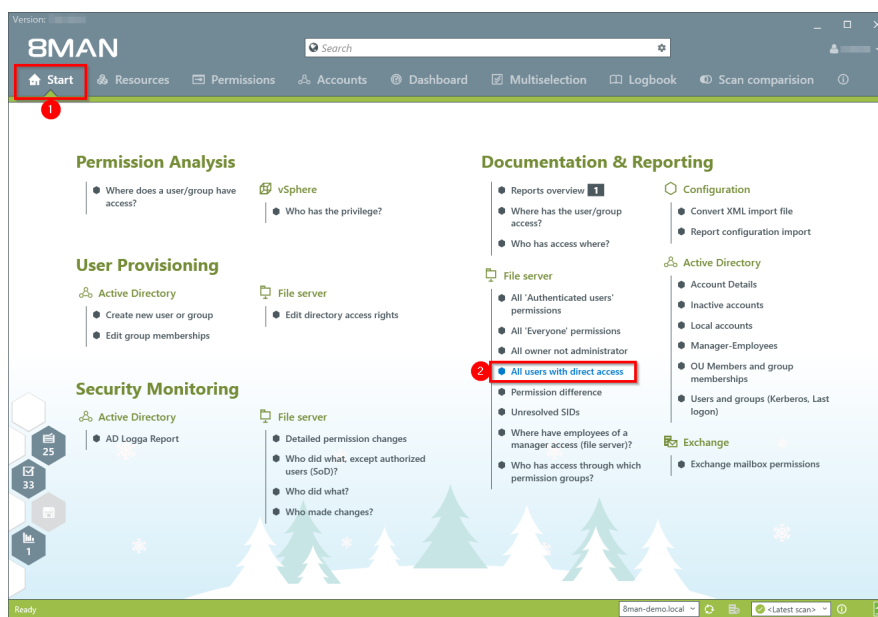
Direct access rights should be avoided at all costs and be replaced by group access rights. Firstly, direct access rights are inefficient because every user has to be managed independently. Secondly, each directory needs to be examined individually to ensure the removal of all direct access rights. 8MAN shows you all direct access rights on your file server(s) in one simple report.

**8MAN strictly adheres to Microsoft Best Practice and assigns a group for every access right.**

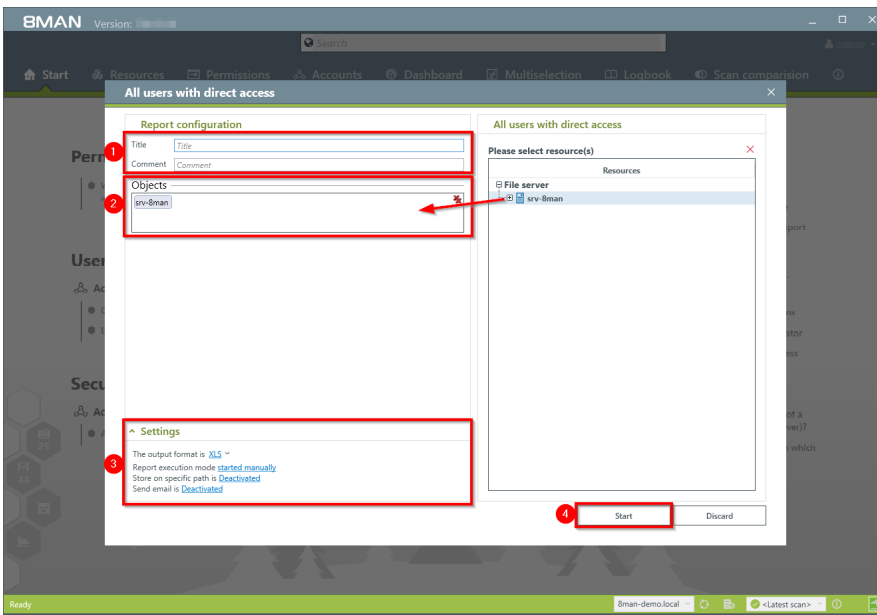
#### Additional Services

[Removing direct access rights](#) (using the rich client)

#### Step by step process



1. Select "Start".
2. Click on "All users with direct access".



1. Enter a title for the report and add a comment.
2. Define the range of the report including the dates and times of comparison.
3. Define the desired report settings.
4. Start the report.

[illegible]

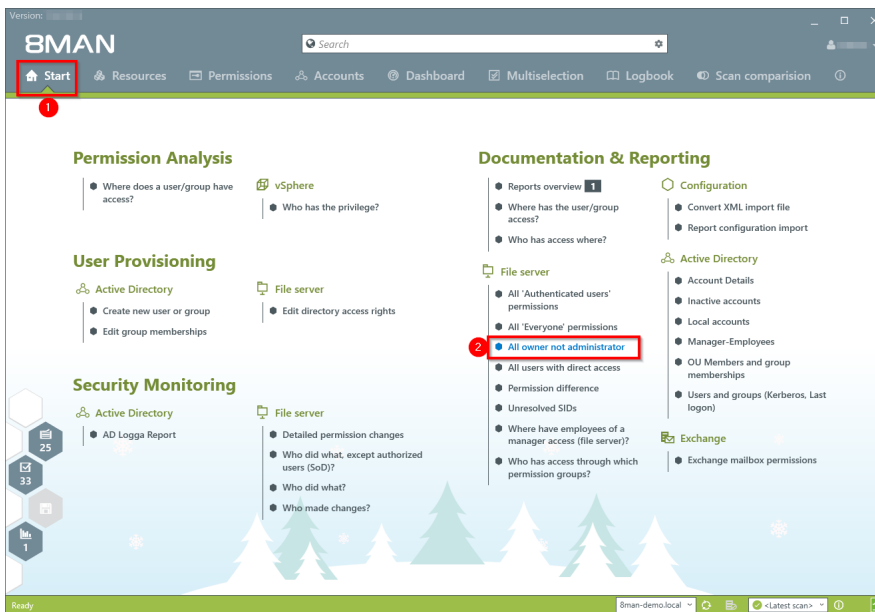
Open the report in Excel. 8MAN lists all directories with direct access rights.

### 5.3.2.6 Verzeichnisse identifizieren, deren Besitzer nicht Administratoren sind

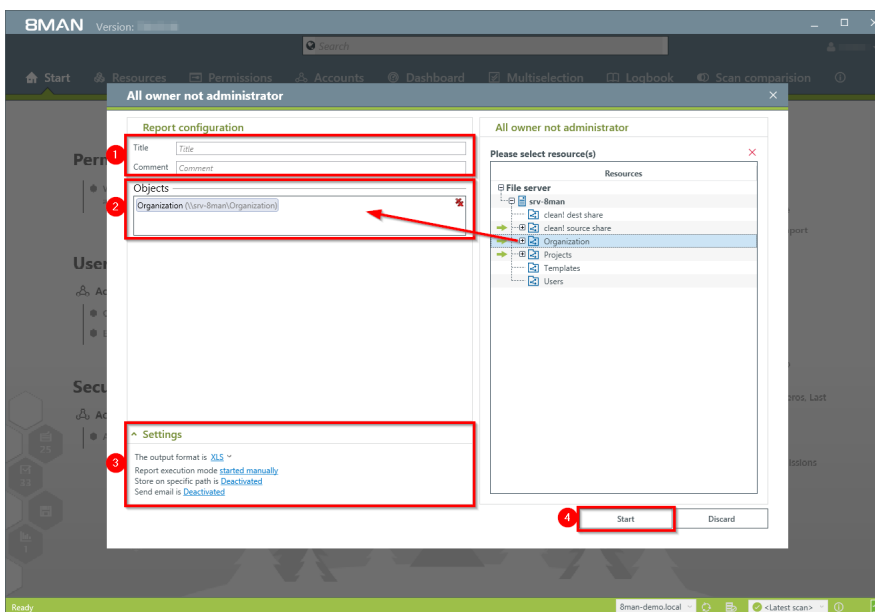
#### Background / Value

8MAN shows you all directories where the owner is not a local administrator group. By excluding these owners you can avoid undesired access right changes.

#### Step by step process



1. Select "Start".
2. Click on "All owner not administrator".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

	A	B	C	D	E	F	G	H	I	J	K
1	Report for	Organization (\\sv-8man\\Organization)									
2											
3	Path	Owners not Administrators									
4	\\sv-8man\\Organization	cradmin (8man-demo\\cradmin)									
5	\\sv-8man\\Organization\\Finances	Finance (8man-demo\\Finance)									
6	\\sv-8man\\Organization\\Finances\\Accounts Payable\\Accounts Open	cradmin (8man-demo\\cradmin)									
7	\\sv-8man\\Organization\\Finances\\Accounts Payable\\Accounts Paid\\New folder	cradmin (8man-demo\\cradmin)									
8	\\sv-8man\\Organization\\Marketing\\Events\\The Art of Security\\2011	cradmin (8man-demo\\cradmin)									
9	\\sv-8man\\Organization\\Marketing\\Events\\The Art of Security\\2012	cradmin (8man-demo\\cradmin)									
10	\\sv-8man\\Organization\\Marketing\\Events\\The Art of Security\\2013	cradmin (8man-demo\\cradmin)									
11											
12											
13											
14											
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34											
35											

Open the report in Excel. 8MAN lists all directories whose owners not administrators.

### 5.3.2.7 Das Konto "Authentifizierte Benutzer" auf Berechtigungen prüfen

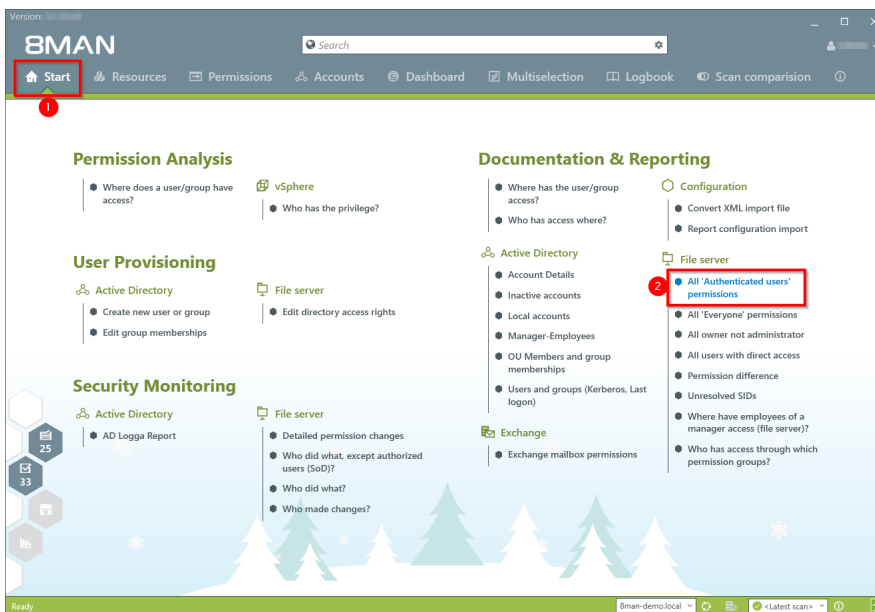
#### Background / Value

The report shows all directories where the account "Authenticated Users" has access. Just like the "Everyone" account, his technical user account should never be used to grant access to sensitive resources. Scan the report for sensitive directories and remove the access rights for "Authenticated Users".

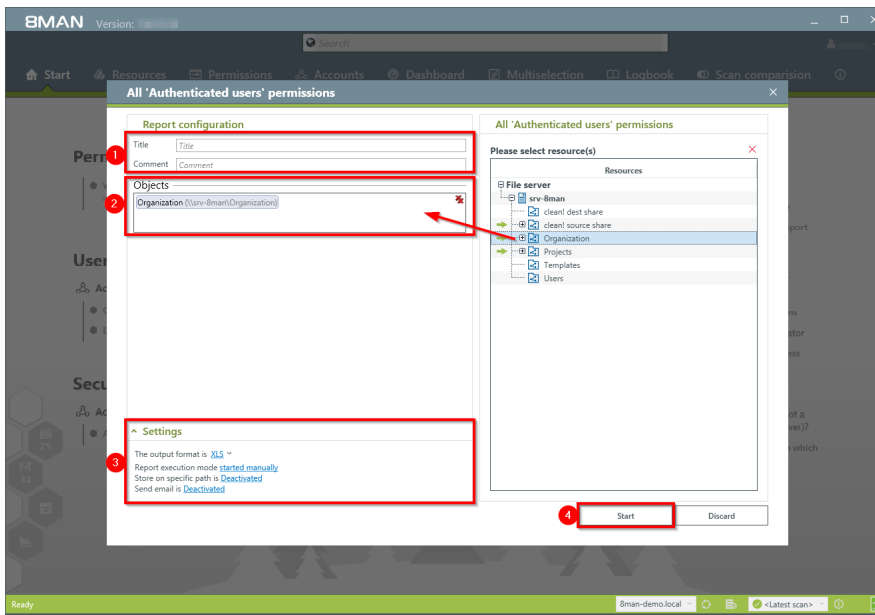
#### Additional Services

##### Identifying usage of "everyone"

#### Step by step process



1. Select "Start".
2. Click on "All 'Authenticated users' permissions".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

## 5.4 +8MATE for Exchange

In the areas of Documentation & Reporting the AddOn 8MATE for Exchange provides the following functionality.

Report: [Who has access to what?](#)

Report: [Identifying Mailbox access rights](#)

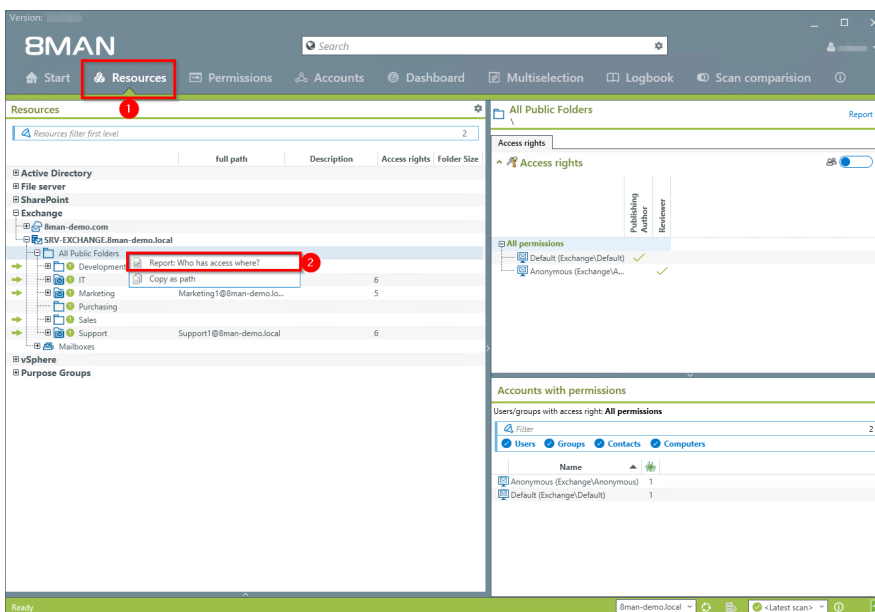
### 5.4.1 Management Reports

#### 5.4.1.1 Who has access to what?

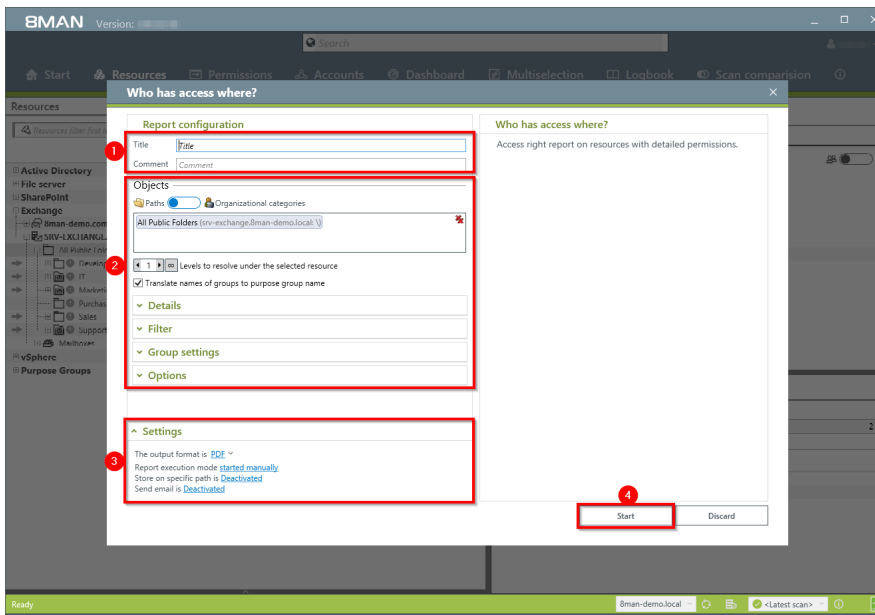
##### Background / Value

Managers and team leads know best who should have access to what. Having an understanding of your access rights situation is extremely important, especially for public Exchange folders and mailboxes. The report "who has access to what?" provides an overview of all users and their access to public folders. In addition 8MAN highlight the access right "send as", due to its potential risk.

##### Step by step process



1. Select "Resources".
2. Right click on any or all public folders. Select the report "Who has access where?" from the context menu.



1. Enter a title for the report and add a comment.
2. Define the range of the report. In order to reduce complexity, we recommend selecting "user view" in the "group settings" area. All other settings are targeted at expert users.
3. Define the desired report settings.
4. Start the report.

### 5.4.1.2 Identifying mailbox permissions

#### Background / Value

8MAN generates a variety of reports that shows Mailbox access rights. These include:

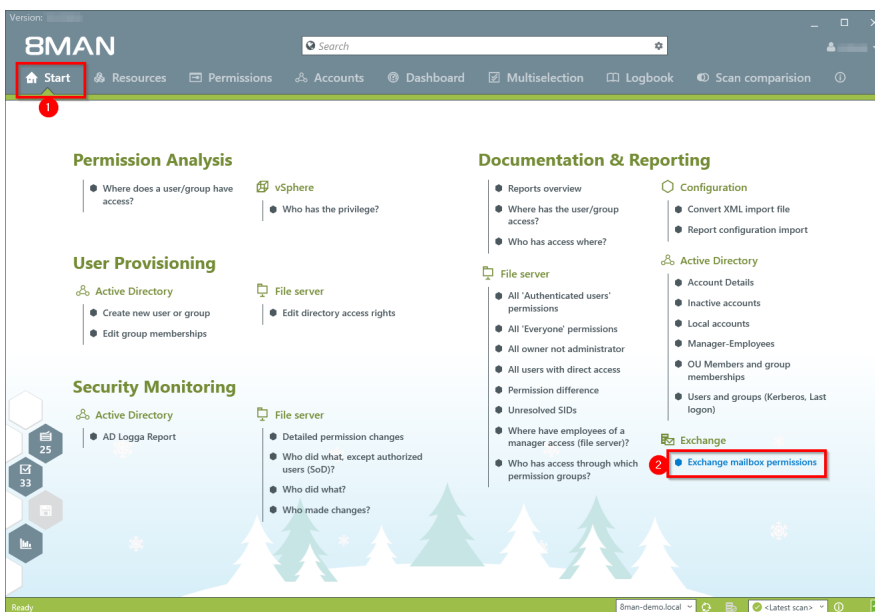
- Mailbox directories and their access rights
- Properties (Mailbox size)
- Deputies for Mailboxes
- Out of Office notices

Mailboxes and their directories require a high degree of security. However, in practice they often contain excessive access rights. It is extremely important to maintain an overview of these rights as folders often contain sensitive Emails.

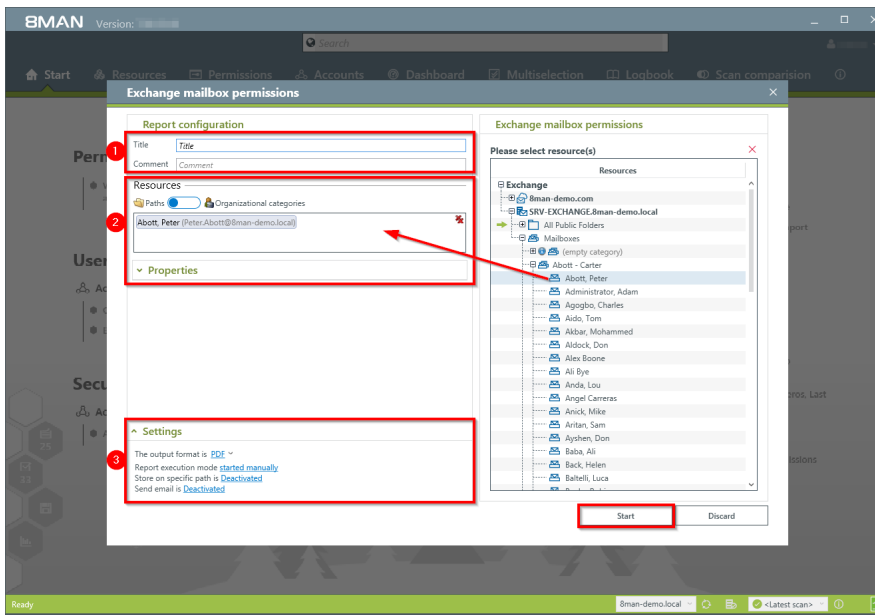
#### Additional Services

"Send As" access rights are shown in the report ["Who has access to what?"](#).

#### Step by step process



1. Select "Start".
2. Click on "Exchange Mailbox permissions".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

## 5.5 +8MATE for Sharepoint

In the areas of Documentation & Reporting the AddOn 8MATE for Exchange provides the following functionality.

Report: [Who has access to what?](#)

Report: [Where do users and groups have access?](#)

## 5.5.1 Management Reports

### 5.5.1.1 Who has access where?

#### Background / Value

Managers and team leads know best who should have access to what. Having an understanding of your access rights situation is extremely important, especially for sensitive SharePoint resources. The report "Who has access to what?" provides an overview of all users and their access to SharePoint.

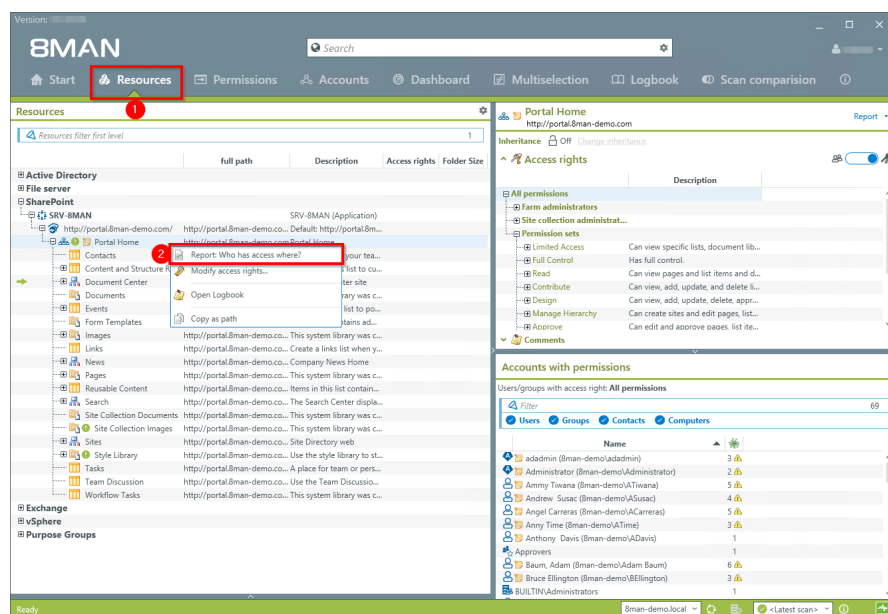
The report allows responsible managers to make information based decisions in order to answer two central questions:

- Who should have access to what? (Increase in data security)
- Which access rights should exist? (improvement of data integrity)

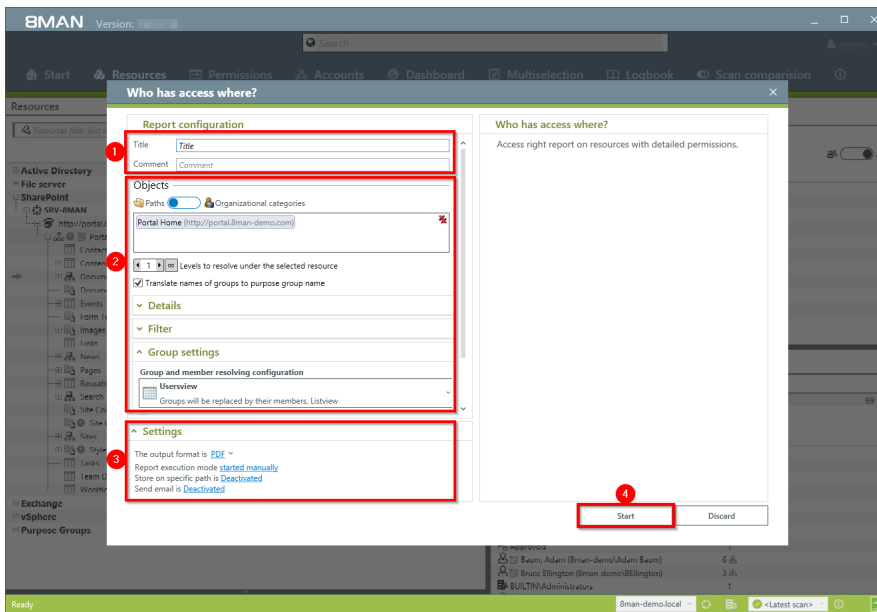
#### Additional Services

[Managing access rights to SharePoint resources](#)

#### Step by step process



1. Select "Resources".
2. Right-click on a SharePoint resource. Select the report "Who has access to what?" from the context menu.



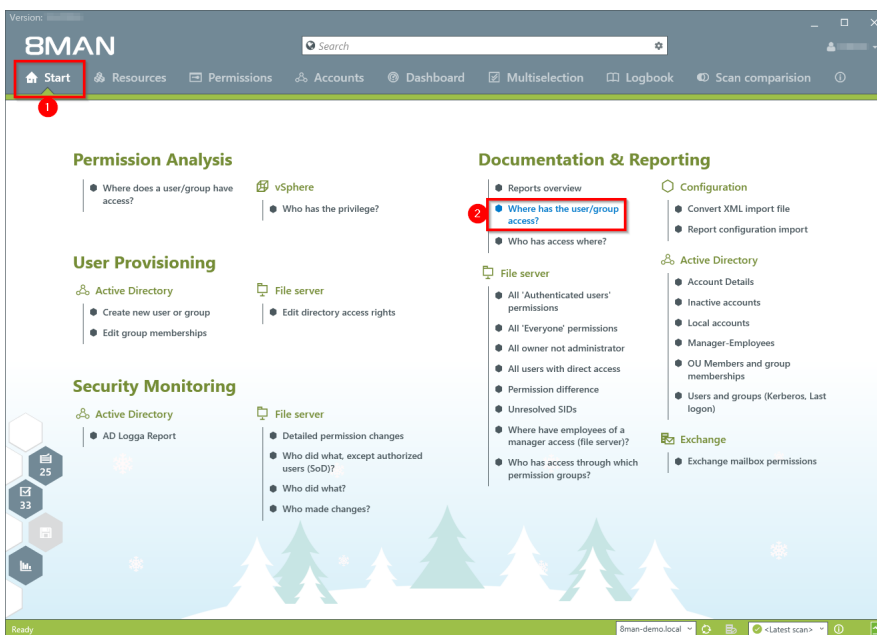
1. Enter a title for the report and add a comment.
2. Define the range of the report. In order to reduce complexity, we recommend selecting "usersview" in the "Group settings" area. All other settings are targeted at expert users.
3. Define the desired report settings.
4. Start the report.

### 5.5.1.2 Where do users and groups have access?

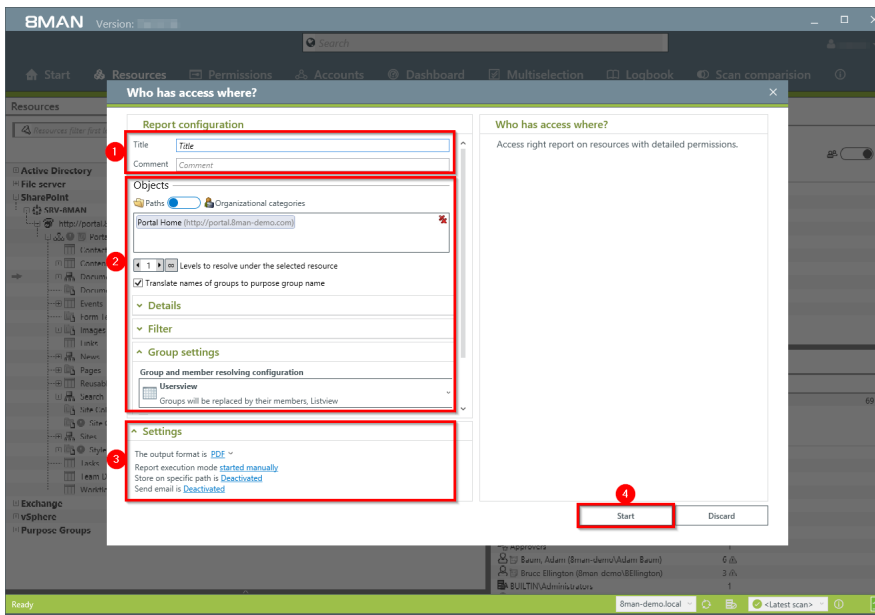
#### Background / Value

The report "Where has the user/group access?" lists the access rights of user and group accounts to selected file server directories in one simple document.

#### Step by step process



1. Select "Start".
2. Click on "Where do Users/Groups have access?".



1. Enter a title for the report and add a comment.
2. Define the range of the report. In order to reduce complexity, we recommend selecting "user view" in the "group settings" area. All other settings are targeted at expert users.
3. Define the desired report settings.
4. Start the report.

## 5.6 +8MATE: Analyze & Act

With Analyze & Act we combine services of Documentation & Reporting and User Provisioning. This includes flexible reports and bulk operations for user accounts and file server directories.

Analyze & Act is accessible via a web client.

You can find the services in the following areas:

### Documentation & Reporting

- All AD accounts
- Accounts with no password expire
- All groups in recursions
- Show directories to which all users have access

### **User Provisioning**

#### *Active Directory*

- Deactivating Accounts in bulk
- Changing password options in bulk
- Resetting passwords in bulk
- Changing attributes in bulk
- Executing scripts on user accounts in bulk
- Executing scripts for directories in bulk

#### *File server*

- Executing scripts for directories in bulk

### 5.6.1 Flexible Reporting

#### Background / Value

With the 8MATE Analyze & Act you can create flexible reports. Initially the reports are based on the following scenarios:

- All AD accounts
- Accounts with no password expire
- All groups in recursions
- Show directories to which all users have access

The "flexible" part refers to the free choice of attributes to be displayed in the report.

E.G.:

- E-Mail
- Telephone number
- Company
- Department
- Description
- Account expiration date

#### Complementary Services

Once the report has been created you can trigger the following services:

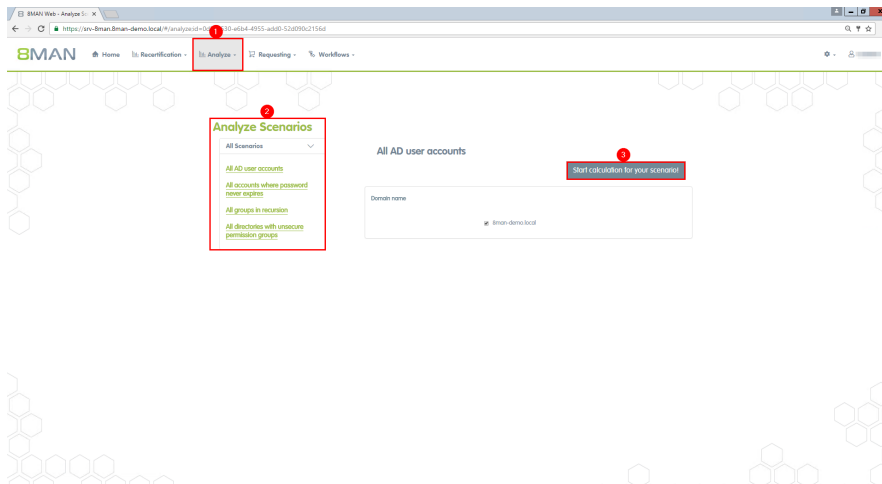
##### *Active Directory*

- Deactivate accounts in bulk
- Change password options in bulk
- Reset passwords in bulk
- Change attributes in bulk
- Execute scripts on user accounts in bulk

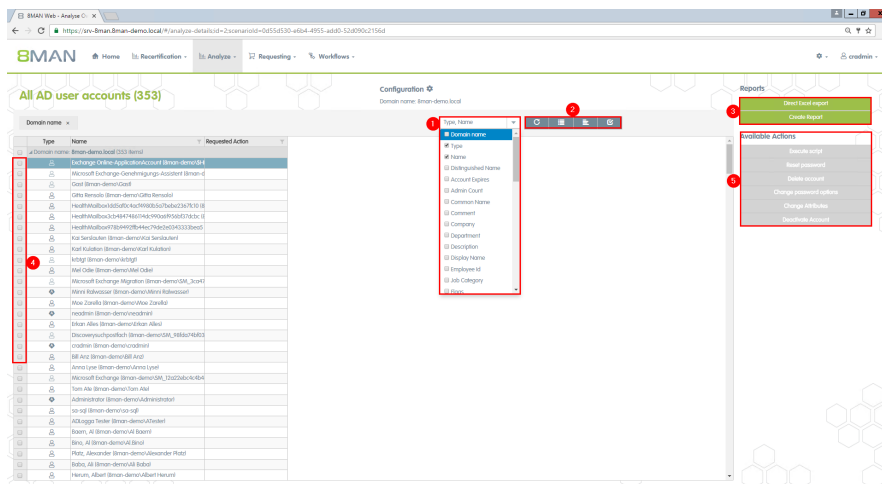
##### *File server*

- Execute scripts for directories in bulk

## The process in single steps



1. Click on „Analyze“.
2. Pick a scenario.
3. Press "Start the calculation...".



In the example all AD accounts are shown.

1. You can use the dropdown-menu to choose the listed attributes.
2. You can also group, sort and filter the items.
3. Export the data into Excel or create an 8MAN report.

If you wish to execute bulk operations with any items,

4. activate the checkboxes and
5. chose an action in the "Available Actions" list.

## 6. Security Monitoring



## 6.1 Active Directory

### 6.1.1 +8MATE AD Logga



#### The problem

Changes to Active Directory or file servers are made by a variety of employees. This means that you run the risk of serious security risks without comprehensive monitoring.

Security risks often occur when group memberships give unauthorized employees access to sensitive documents. If group memberships are revoked again immediately, the security incident is usually not recognized.

#### Confusing processes

Confusing processes can only be improved if the current process can be analyzed and understood. Who manages group memberships and resets passwords? Where do problems occur and where is more coordination required. Analyzing past mistakes can be very beneficial in designing a solid process for group assignments.

#### The solution

8MAN creates transparency of the access rights situation in Active Directory. The AD Logga expands this transparency to include the entire history of access rights changes in your system. This even includes any changes made outside of 8MAN. Security relevant temporary group memberships thereby become completely transparent. Through our configurable reports all activities related to user accounts, objects, groups and attributes become fully tracable and transparent.

AD Logga helps you in the following ways

- Giving Administrators a complete picture of all AD activity, allowing them to optimize processes.
- Auditors recognize security incidents and all involved parties. This way the appropriate remedies can be implemented.
- Management needs certainty. AD Logga provides this by capturing relevant internal security data and allows you to improve processes.

### 6.1.1.1 Monitoring changes to specific event types

#### Background / Value

The 8MATE AD Logga allows you to monitor current processes in your Active Directory. 8MAN even captures all changes made with native tools including temporary changes. From a security perspective any actions related to event types and event authors are extremely important.

#### Monitoring of event types

*Changes to:*

- Attributes
- Users
- Computers
- Groups
- Passwords
- Accounts
- Members

#### Monitoring of event authors

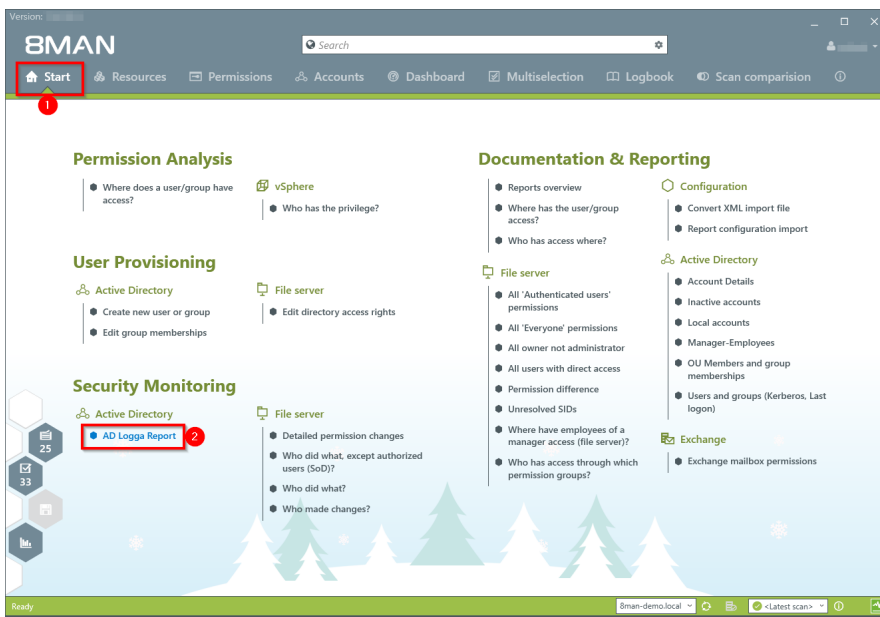
- User
- Group
- Computer

**Additionally you are able to filter according to object class and attribute. Please note that these settings are geared towards expert users. If you apply a filter for a rare object this may cause the report to deliver unexpected results.**

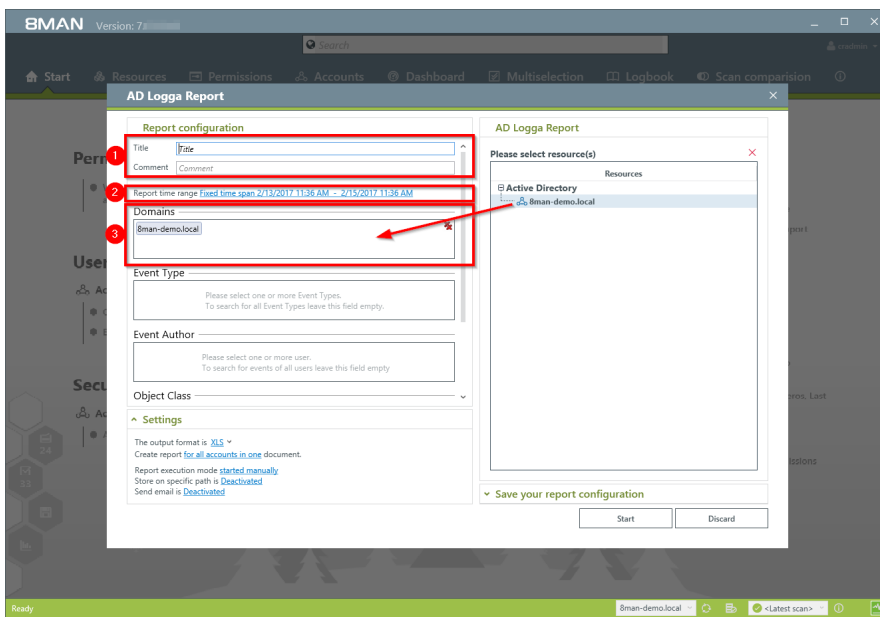
#### Additional services

[Setting alerts for AD objects](#)

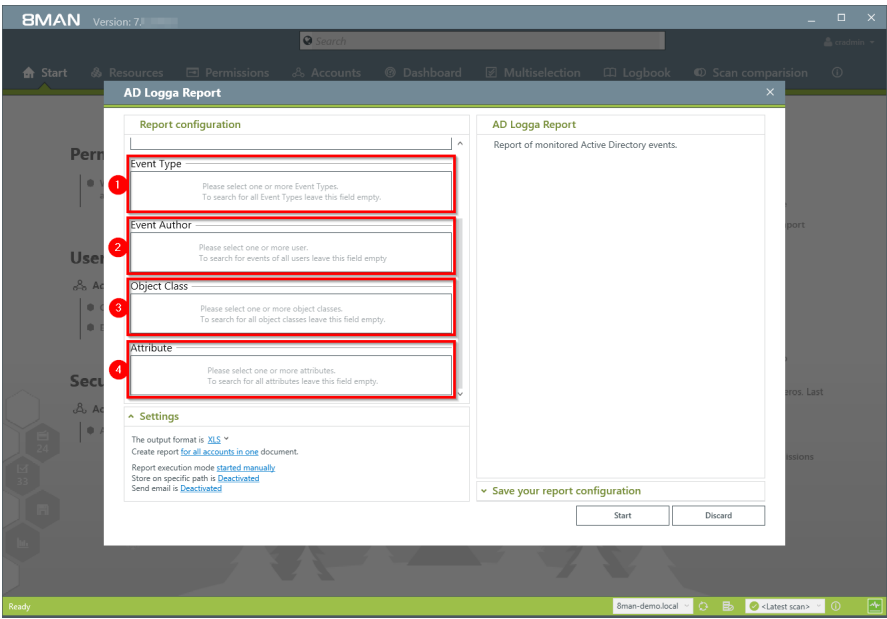
#### Step by step process



1. Select "Start".
2. Click on "AD Logga Report".

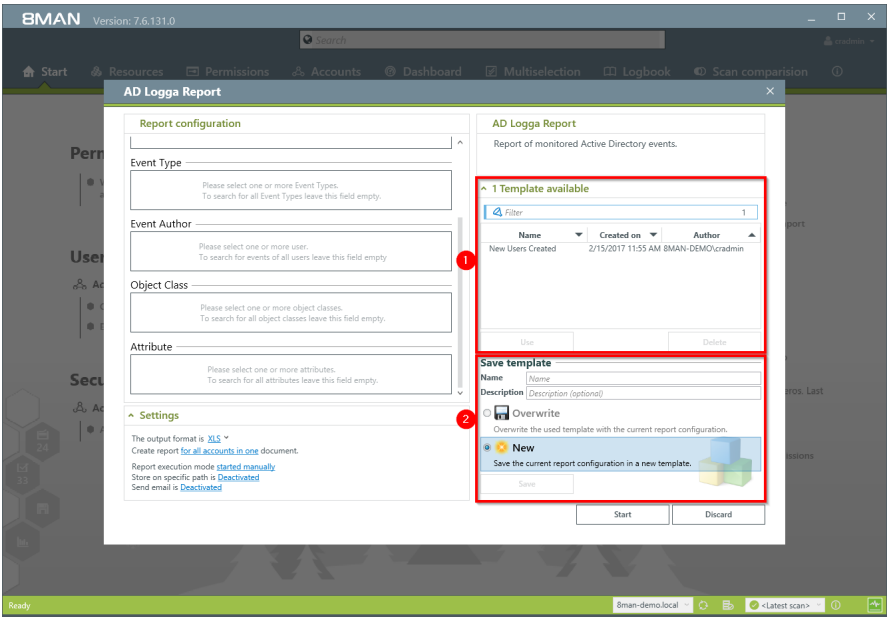


1. Enter a title for the report and add a comment.
2. Define the date range of the report.
3. Select domains whose events should be captured in the report.



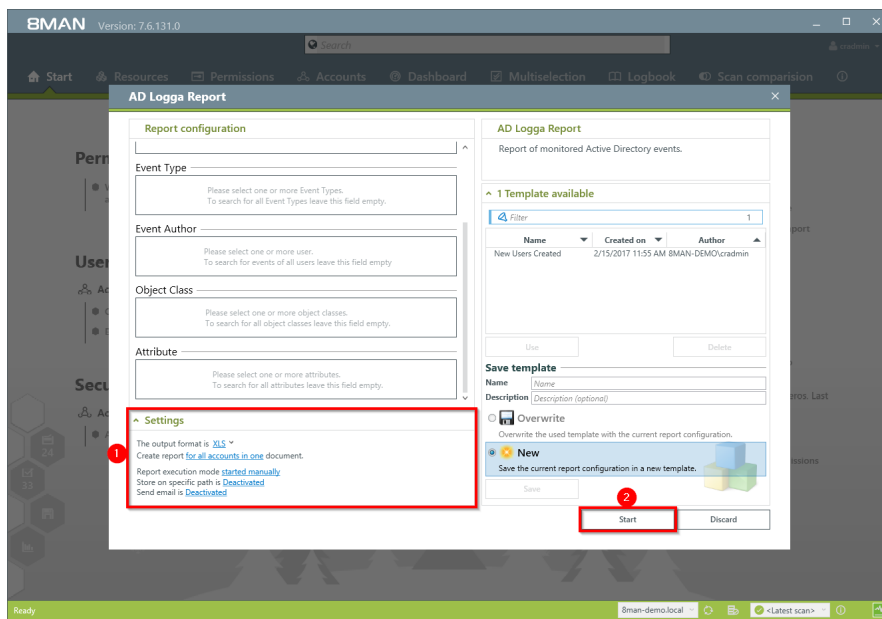
Define the range of the report by setting filters. By definition filters exclude the selected data.

1. Add the type of events that you would like to include in the report.
2. Add the authors of reports that you would like to include in the report.
3. Add all object classes that you would like to include in the report.
4. Add all attributes that you would like to include in the report.



By saving AD Logga report configurations as templates you can save valuable time by reusing complex report configurations.

1. Select an existing template.
2. Save the current configuration as a template.



1. Define the desired report settings.
2. Start the report.

### 6.1.1.2 Identifying temporary group memberships

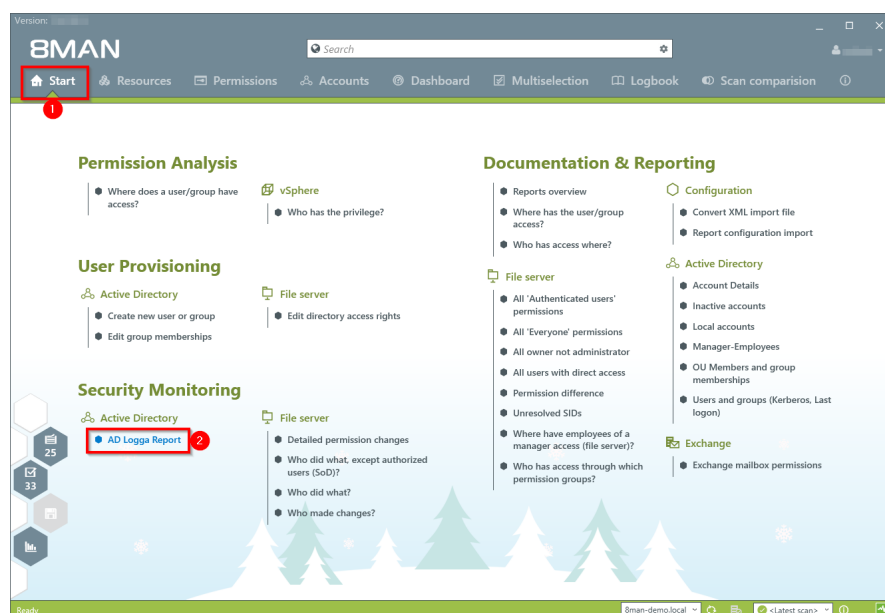
#### Background / Value

8MATE Logga closes a number of important security gaps. One of the most important one is temporary group memberships. Insider threats grant themselves access to secret directories, copy data and the revert back to the original state after performing their desired actions. Without the AD Logga these types of activities remain completely undetected.

#### Additional Services

[Setting alerts for AD objects](#)

#### Step by step process



1. Select "Start".
2. Click on "AD Logga Report".

**Report configuration**

Title

Comment

Report time range **Fixed time span** 2/13/2017 12:04 PM - 2/15/2017 12:04 PM

Domains

Event Type

Event Author

Object Class

**Settings**

The output format is **XLS**

Create report for **all accounts in one** document.

Report execution mode **started manually**

Store on specific path is **Deactivated**

Send email is **Deactivated**

**AD Logga Report**

Event Type  18

Account activated  
Account deactivated  
Account locked  
Account unlocked  
Added attribute  
Changed attribute  
Computer created  
Computer deleted  
Group created  
Group deleted  
Member added  
Member removed  
Other objects created  
Other objects deleted  
Removed attribute  
Reset password  
User created  
User deleted

1 Template available

**Start** Discard

1. Enter a title for the report and add a comment.
2. Define the range of the report. For the event type select "member added" and "member removed".
3. Define the desired report settings.
4. Start the report.

### 6.1.1.3 Identifying locked user accounts

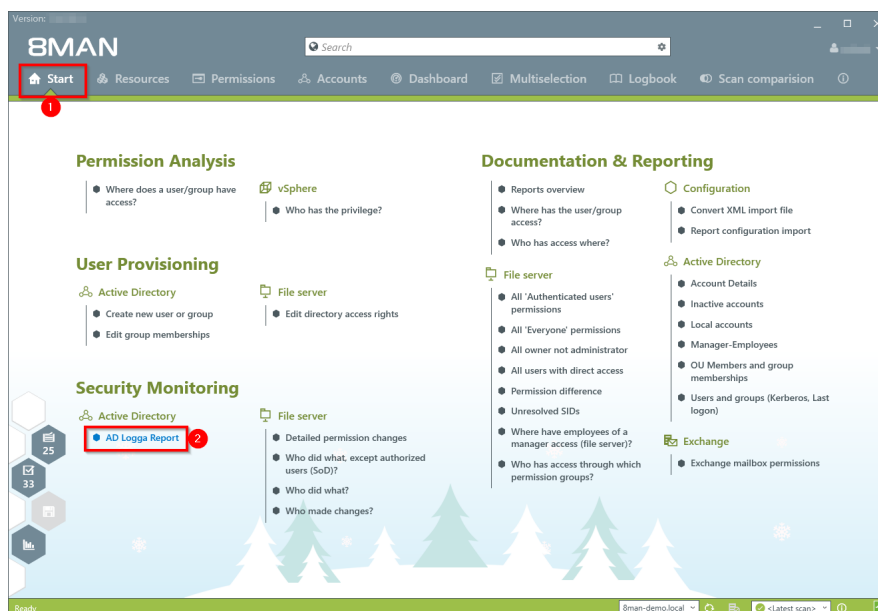
#### Background / Value

In the best case scenario, an attempted Login with someone else's account ends with a locked user account. The AD Logga shows you from which computer the attack occurred.

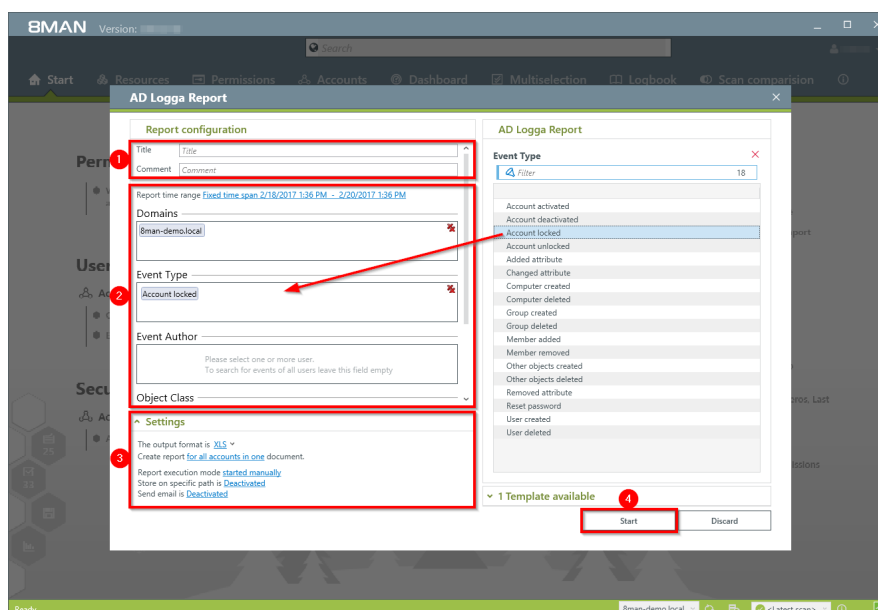
#### Additional services

#### Setting alerts for AD objects

#### Step by step process



1. Select "Start".
2. Click on "AD Logga Report".



1. Enter a title for the report and add a comment.
1. Define the range of the report.  
For the event type select "Account locked"
2. Define the desired report settings.
3. Start the report.

### 6.1.1.4 Monitoring password resets

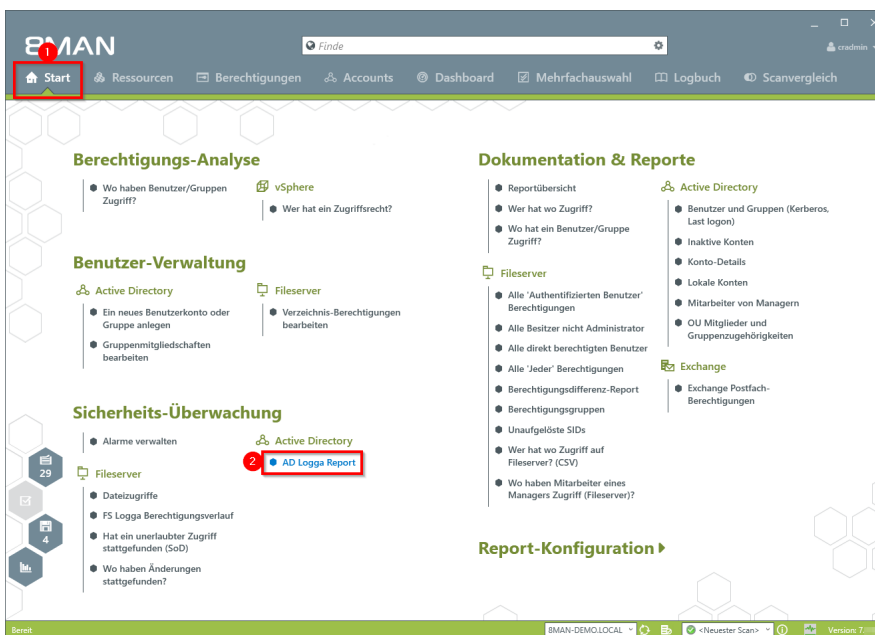
#### Background / Value

With the 8MATE AD Logga you can monitor the process of resetting passwords. Within this process there is an inherent security risk. For example, if a helpdesk employee secretly resets the password of a manager or executive, they can sign on with a temporary password and gain access to sensitive information. The Manager would probably not notice this and only be confused about why his password is no longer valid, perhaps even thinking that he forgot his password, and then simply request a new one from support.

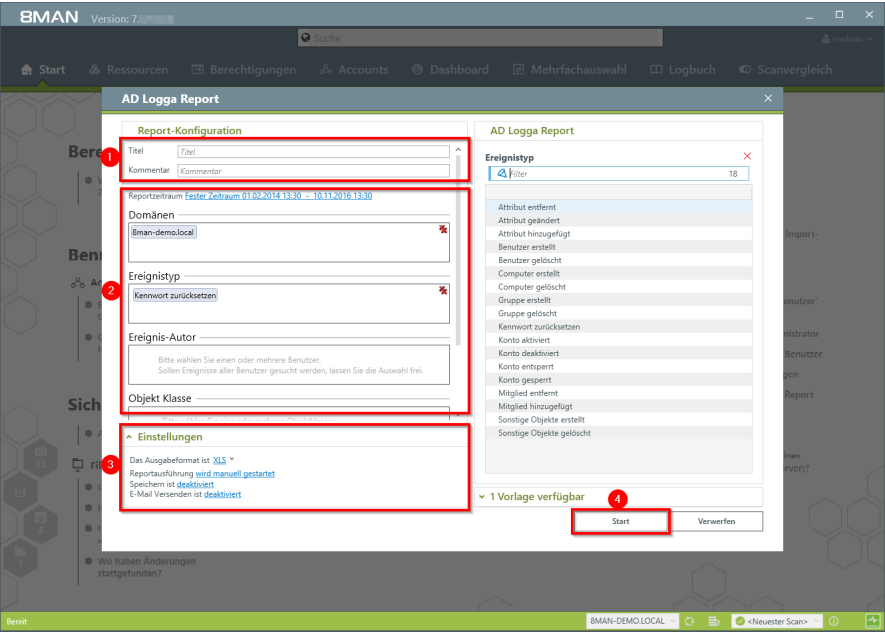
#### Additional Services

##### Setting alerts for AD objects

#### Step by step process



1. Select "Start".
2. Click on "AD Logga Report".



1. Enter a title for the report and add a comment.
2. Define the range of the report. For the event type select "reset password".
3. Define the desired report settings.
4. Start the report.

Zeit	Autor	Objekt	Objektklasse	Ereignis	Attribut Name
26.02.2014 16:56	cradmin (8man-demo/cradmin)	Bino, Al (8man-demo/Al Bino)	User(user)	Kennwort zurücksetzen	
28.02.2014 15:40:35	cradmin (8man-demo/cradmin)	Zifer, Lou (8man-demo/Lou Zifer)	User(user)	Kennwort zurücksetzen	
11.03.2014 09:15:01	Administrator (8man-demo/Administrator)	Zifer, Lou (8man-demo/Lou Zifer)	User(user)	Kennwort zurücksetzen	
13.03.2014 14:50:42	Administrator (8man-demo/Administrator)	Zifer, Lou (8man-demo/Lou Zifer)	User(user)	Kennwort zurücksetzen	
10.03.2015 11:49:04	readmin (8man-demo/readmin)	Borg, Inge (8man-demo/Inge Borg)	User(user)	Kennwort zurücksetzen	
10.03.2015 12:31:32	readmin (8man-demo/readmin)	Borg, Inge (8man-demo/Inge Borg)	User(user)	Kennwort zurücksetzen	
10.03.2015 15:12:28	Administrator (8man-demo/Administrator)	Krise, Christiane (8man-demo/Christiane Krise)	User(user)	Kennwort zurücksetzen	
10.03.2015 15:47:05	Administrator (8man-demo/Administrator)	Ander, Ole (8man-demo/Ole Ander)	User(user)	Kennwort zurücksetzen	
10.03.2015 16:50:09	readmin (8man-demo/readmin)	Aber, Mark (8man-demo/Mark Aber)	User(user)	Kennwort zurücksetzen	
11.03.2015 16:50:09	readmin (8man-demo/readmin)	Alien, Arnold (8man-demo/Arnold Alien)	User(user)	Kennwort zurücksetzen	
12.03.2015 16:50:09	readmin (8man-demo/readmin)	Aloe, Vera (8man-demo/Vera Aloe)	User(user)	Kennwort zurücksetzen	
13.03.2015 16:50:09	readmin (8man-demo/readmin)	Ander, Ole (8man-demo/Ole Ander)	User(user)	Kennwort zurücksetzen	
14.03.2015 16:50:09	readmin (8man-demo/readmin)	Ander, Con (8man-demo/Con Ander)	User(user)	Kennwort zurücksetzen	
15.03.2015 16:50:09	readmin (8man-demo/readmin)	Aner, Dominik (8man-demo/Dominik Aner)	User(user)	Kennwort zurücksetzen	
16.03.2015 16:50:09	readmin (8man-demo/readmin)	Angebrandt, Angie (8man-demo/Angie Angebrandt)	User(user)	Kennwort zurücksetzen	
17.03.2015 16:50:09	readmin (8man-demo/readmin)	Apfel, Adam (8man-demo/Adam Apfel)	User(user)	Kennwort zurücksetzen	
18.03.2015 16:50:09	readmin (8man-demo/readmin)	Arbet, Andi (8man-demo/Andi Arbet)	User(user)	Kennwort zurücksetzen	
19.03.2015 16:50:09	readmin (8man-demo/readmin)	Arm, Armin (8man-demo/Armin Arm)	User(user)	Kennwort zurücksetzen	
20.03.2015 16:50:09	readmin (8man-demo/readmin)	Aroni, Mark (8man-demo/Mark Aroni)	User(user)	Kennwort zurücksetzen	
21.03.2015 16:50:09	readmin (8man-demo/readmin)	Aul, Clane (8man-demo/Clane Aul)	User(user)	Kennwort zurücksetzen	
22.03.2015 16:50:09	readmin (8man-demo/readmin)	Auer, Karl (8man-demo/Karl Auer)	User(user)	Kennwort zurücksetzen	
23.03.2015 16:50:09	readmin (8man-demo/readmin)	Auhss, Ann (8man-demo/Ann Auhss)	User(user)	Kennwort zurücksetzen	
24.03.2015 16:50:09	readmin (8man-demo/readmin)	Autsch, Anke (8man-demo/Anke Autsch)	User(user)	Kennwort zurücksetzen	
25.03.2015 16:50:09	readmin (8man-demo/readmin)	Azuba, Andy (8man-demo/Andy Azuba)	User(user)	Kennwort zurücksetzen	
26.03.2015 16:50:09	readmin (8man-demo/readmin)	Baba, Ali (8man-demo/Ali Baba)	User(user)	Kennwort zurücksetzen	
27.03.2015 16:50:09	readmin (8man-demo/readmin)	Bach, Klara (8man-demo/Klara Bach)	User(user)	Kennwort zurücksetzen	
28.03.2015 16:50:09	readmin (8man-demo/readmin)	Baer, Johannes (8man-demo/Johannes Baer)	User(user)	Kennwort zurücksetzen	
29.03.2015 16:50:09	readmin (8man-demo/readmin)	Baer, Roy (8man-demo/Roy Baer)	User(user)	Kennwort zurücksetzen	
30.03.2015 16:50:09	readmin (8man-demo/readmin)	Baern, Al (8man-demo/Al Baern)	User(user)	Kennwort zurücksetzen	
31.03.2015 16:50:09	readmin (8man-demo/readmin)	Balken, Don R. (8man-demo/Don R. Balken)	User(user)	Kennwort zurücksetzen	
32.03.2015 16:50:09	readmin (8man-demo/readmin)	Becher, Joe Kurt (8man-demo/Joe Kurt Becher)	User(user)	Kennwort zurücksetzen	
33.03.2015 16:50:09	readmin (8man-demo/readmin)	Beiter, Walter (8man-demo/Walter Beiter)	User(user)	Kennwort zurücksetzen	

Open the report in Excel. On the tab "events" you can see a list of all passwords that have been reset.

### 6.1.1.5 Analysing AD Logga events with the logbook

#### Background / Value

By using the reports you can regularly analyze all the tracked events at a detailed level. You can find the information needed much faster by using the logbook.

#### Additional Services

[Monitoring changes to specific event types](#)

[Identifying temporary group memberships](#)

[Identifying locked user accounts](#)

[Monitoring password resets](#)

[Setting Alerts for Active Directory objects](#)

#### Step by step process

The screenshot shows the BMAN Logbuch interface. The top navigation bar includes 'Start', 'Ressourcen', 'Berechtigungen', 'Accounts', 'Dashboard', 'Mehrfachauswahl', 'Logbuch' (highlighted with a red box and a red circle with '1'), and 'Scanvergleich'. Below the navigation bar, the 'Logbuch' section is active, showing a calendar view on the left and a list of events on the right. The calendar view has a red box around the date 'Freitag, 7. Oktober 2016' with a red circle and '2' next to it. The list of events on the right shows a table with columns for 'Zeit', 'Autor', and 'Kommentar'. The first event is at 13:31, authored by 'cradmin (Bman-demo/cradmin)'. The second event is at 13:31, authored by 'cradmin (Bman-demo/cradmin)'. The third event is at 13:30, authored by 'cradmin (Bman-demo/cradmin)'. The fourth event is at 13:30, authored by 'cradmin (Bman-demo/cradmin)'. The fifth event is at 13:12, authored by 'Administrator (Bman-demo/Administrator)'. The sixth event is at 13:12, authored by 'cradmin'. The seventh event is at 13:04, authored by 'AD Logga SRV-BMAN'. The eighth event is at 13:03, authored by 'AD Logga SRV-BMAN'. The ninth event is at 12:58, authored by 'AD Logga SRV-BMAN'. The tenth event is at 12:56, authored by 'NT-AUTORITÄT/SYSTEM'. The eleventh event is at 12:42, authored by 'cradmin (Bman-demo/cradmin)'. The twelfth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The thirteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The fourteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The fifteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The sixteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The seventeenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The eighteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The nineteenth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The twentieth event is at 12:40, authored by 'cradmin (Bman-demo/cradmin)'. The bottom of the interface shows a status bar with 'Bereit', 'BMAN-DEMO.LOCAL', and 'Neuester Scan'.

1. Choose "Logbook".
2. Set the time frame for the logbook analysis.
3. Use the filters to focus on the desired events.
4. Select all events of one day.

The screenshot shows the 8MAN Logbuch interface. The top navigation bar includes links for Start, Ressourcen, Berechtigungen, Accounts, Dashboard, Mehrfachauswahl, Logbuch, and Scanvergleich. The main area displays a calendar view for the month of October 2016, with a sidebar on the left showing various event types. A detailed view of a specific event is shown on the right, with a table of results. Red circles 1, 2, and 3 highlight the following steps:

1. Select a cell (an event type) to filter the results to your request.
2. 8MAN displays all results. The footsteps indicate the AD Logga results. Select a result.
3. 8MAN displays all details to the result.

1. Select a cell (an event type) to filter the results to your request.
2. 8MAN displays all results. The footsteps indicate the AD Logga results. Select a result.
3. 8MAN displays all details to the result.

## 6.1.2 +8MATE Alerts

8MATE Alerts uses AD Logga monitoring technology and expands this with an alert function. If anyone manipulates sensitive accounts or groups the administrator or any other designated employee with an email address can be informed.

### 6.1.2.1 Setting alerts for groups

#### Background / Value

Employees receive their access rights through group memberships. Especially sensitive groups grant access to secret folders and other important resources. 8MATE Alerts allows you to actively monitor specific AD groups so that an alert is received if new members are added.

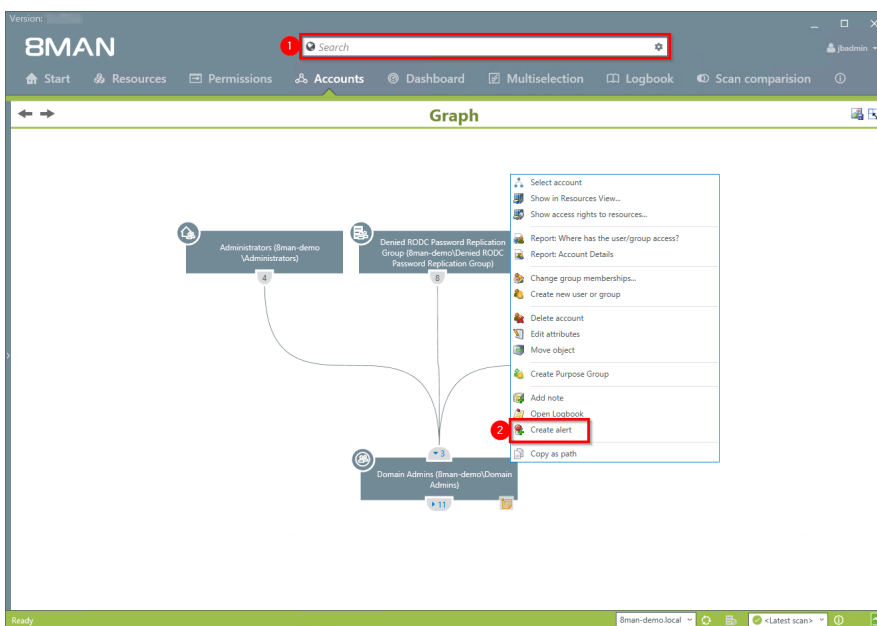
Due to the nested group structures in Active Directory it is important to monitor group memberships, that occur from new indirect memberships. For example: The group "secret data" is a member in the "C-Level" group which is being monitored. 8MATE Alerts will notify you even if members are only added to the "secret data" group since these users are also indirect members of the "C-Level" group.

#### Additional services

[Setting alerts for user accounts](#)

[Managing alerts](#)

#### Step by step process



1. Find the desired group by entering its name into the search field.
2. Right click on the group and select "Create alert" from the context menu.

**Create alert**

Create an alert for 'Domain Admins (8man-demo\Domain Admins)' that will execute the selected actions when occurred.

**Name** The name is used in the actions to identify the event (e.g. mail subject):  
Group memberships changed for Domain Admins (8man-demo\Domain Admins)

**Event** Group memberships changed

☒ Observe indirect group memberships

**Action Send email**

To: jadmin@8man-demo.local  
Enter multiple email addresses by separating them with a semicolon.

Language: English

Time zone: UTC Dublin, Edinburgh, Lisbon, London

**Action Write to Windows event log**

New policy to monitor domain admins group.

**Create** **Cancel**

1. Name the alert and add a comment.
2. Activate the checkbox to include indirect group memberships in the alert functionality.
3. You can select any number of email recipients. Additionally alerts can be displayed in the windows event display.
4. You must enter a comment.
5. Create the alert.

### 6.1.2.2 Setting alerts for user accounts

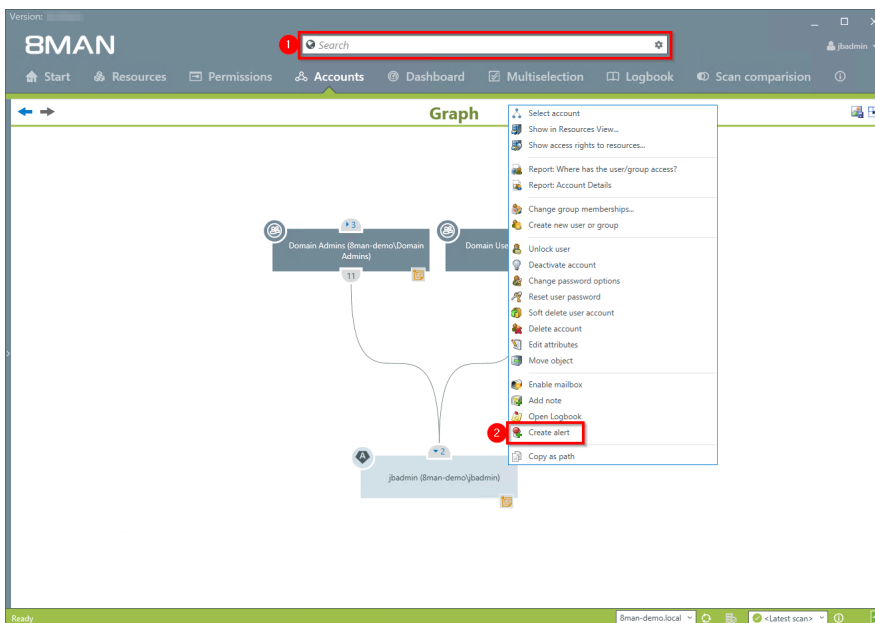
#### Background / Value

The 8MATE AD Logga allows you to monitor the process of resetting passwords. Within this process there is an inherent security risk. For example, if a helpdesk employee secretly resets the password of a manager or executive, they can sign on with a temporary password and gain access to sensitive information. In this scenario the designated users are informed.

#### Additional services

##### Setting alerts for groups

#### Step by step process



1. Find the desired user by entering their name into the search field.
2. Right-click on the user and select "Create alert" from the context menu.

**8MAN** Version: 1.0.0

Search

Start Resources Permissions Accounts Dashboard Multiselection Logbook Scan comparison

**Graph**

**Create alert**

Create an alert for 'Domain Admins (8man-demo\Domain Admins)' that will execute the selected actions when occurred.

1 **Name** The name is used in the actions to identify the event (e.g. mail subject).  
Account locked for jadmin (8man-demo\jadmin) max. 70 characters

2 **Event** Account locked

3 **Action** Send email  
To: cadmin@8man-demo.local  
Enter multiple email addresses by separating them with a semicolon.  
Language: English  
Time zone: (UTC) Dublin, Edinburgh, Lisbon, London

**Action** Write to Windows event log

4 **Comment** Demo

**Create** **Cancel**

Ready 8man-demo.local <Latest scan>

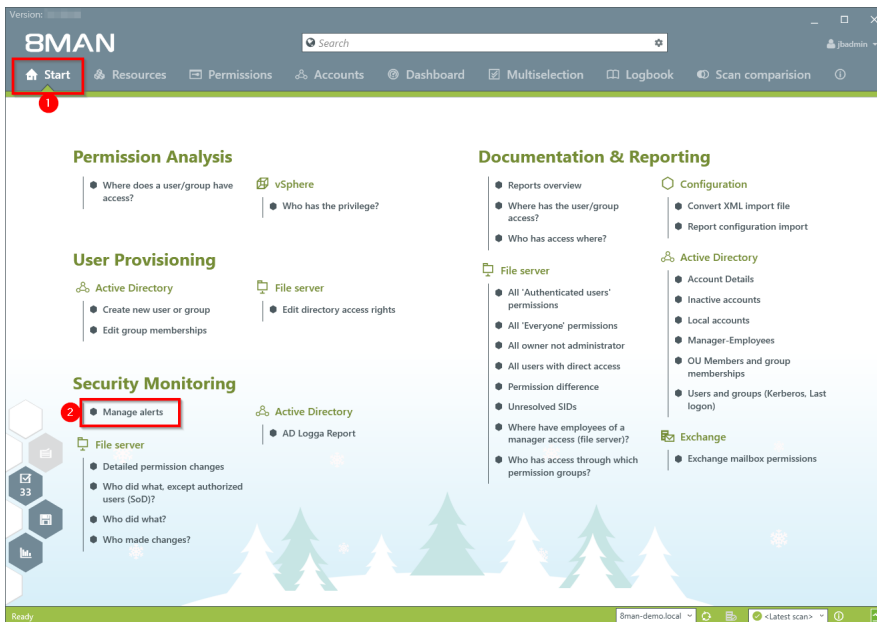
1. Enter a title for the alert.
1. Select an event for which you want to receive the alert.
2. You can select any number of email recipients. Additionally alerts can be displayed in the windows event log.
3. You must enter a comment.
4. Create the alert.

### 6.1.2.3 Managing alerts

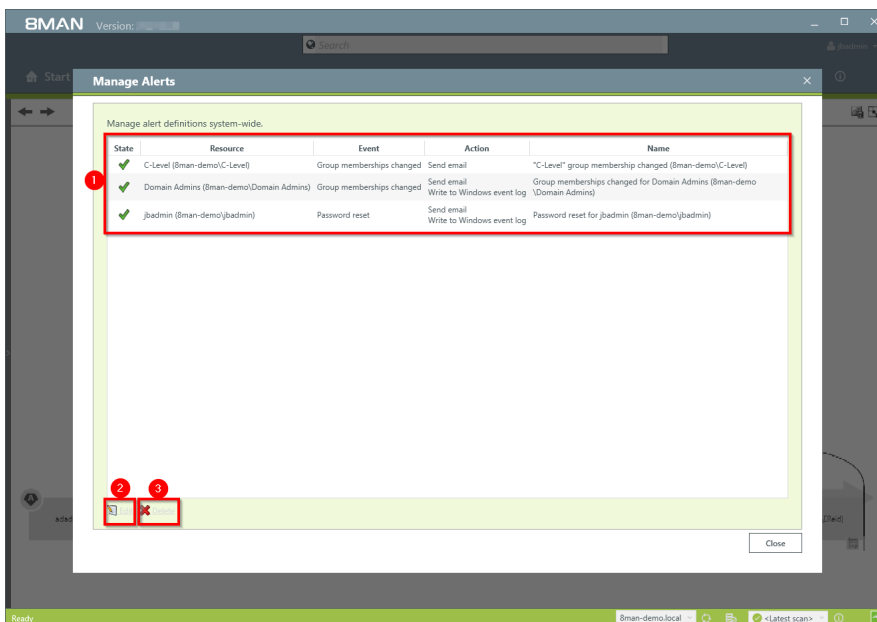
#### Background / Value

You can modify saved alerts at any time on the 8MAN home page.

#### Step by step process



1. Select "Start".
2. Click on "Manage alerts".



1. 8MAN displays a list of all alerts. Select the desired entry.
2. Edit the existing alert configuration.
3. Delete the alert. The modification of alerts is fully captured in the log book.

## 6.2 Fileserver

### 6.2.1 +8MATE FS Logga

#### The Problem

Security risks often arise when temporary access rights to sensitive documents are granted to unauthorized employees. These documents can then be read, deleted or even copied. If the access rights are removed immediately thereafter, then the security incident remains undiscovered. Who copied which files can no longer be understood.

#### Confusing processes

Confusing access rights assignments can not be improved if the current state can not be analyzed. Who grants rights to whom and why? Where are problems commonplace? Which activities require more coordination? Only by analyzing past mistakes can you implement a sensible access rights process for your organization.

#### The solution

8MAN creates transparency over the access rights situation on your file server. The FS Logga expands this transparency to the entire access and change history in your system. Even actions performed outside of 8MAN are captured. Temporary access rights and other changes with security implications become understandable immediately.

By configuring reports you can identify differences in your access rights structure. Access and changes of sensitive data, including deleting copying, moving and modifying are logged with the FS Logga.

#### This is what you can achieve with the FS Logga

- Administrators get a full picture of all actions being performed on a given file server. This allows you to optimize access rights processes.
- Auditors can easily identify security incidents related to sensitive data including the involved actors.
- The executive department can be certain: The FS Logga provides all necessary data for more security and process improvement and makes security related incidents completely transparent.

### 6.2.1.1 Monitoring access to sensitive data

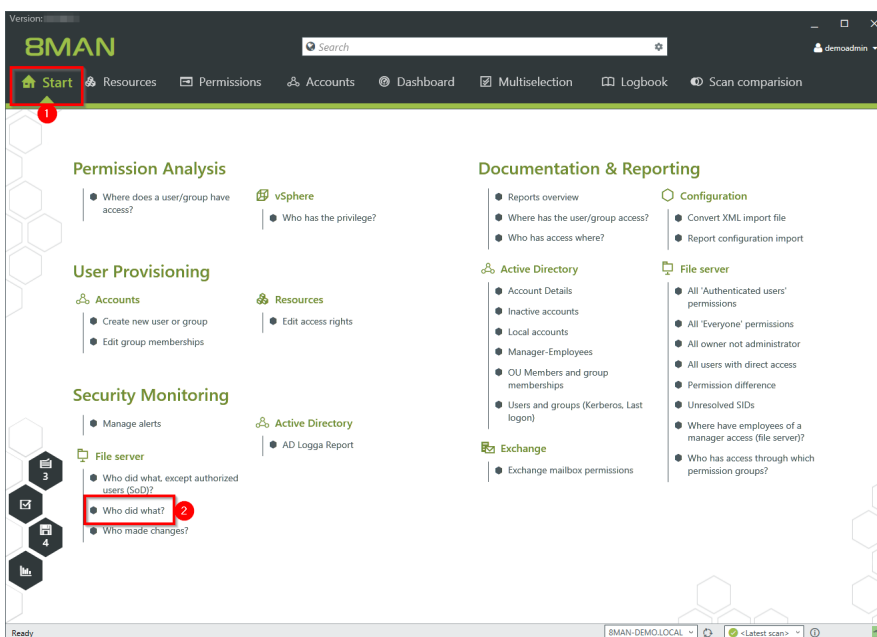
#### Background / Value

As a first step you have hopefully limited access rights to sensitive directories. As a second step we recommend the continuous monitoring of access by individual users, including the exact actions that they performed. This ensures full process transparency for especially sensitive data and information. As of version 8.0, the FS Logga reports can be executed in a timed manner. In addition, we have installed additional filter options. In previous versions, filter functions could only be applied to the finished Excel report.

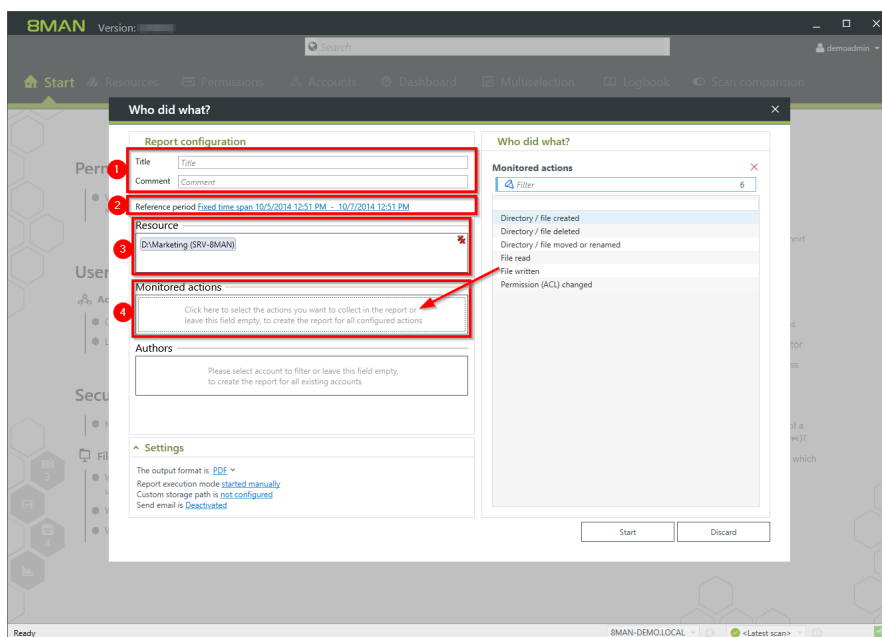
#### Additional services

##### [Change directory access rights](#)

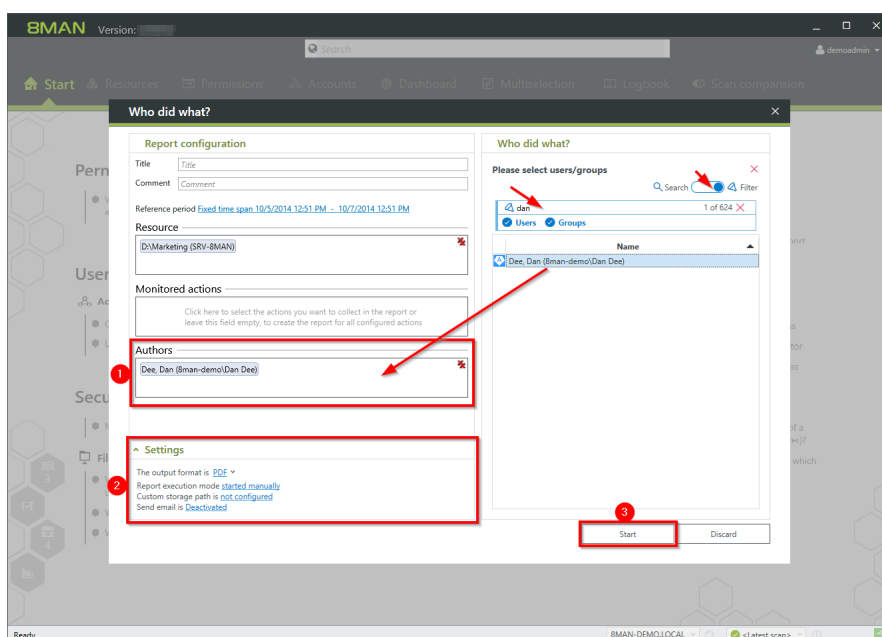
#### Step by step process



1. Select "Start".
2. Click on "Who did what?".



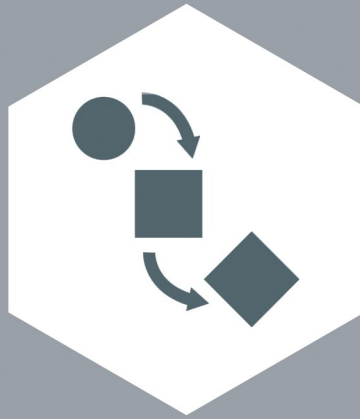
1. Enter a title for the report and add a comment.
2. Specify the period of time for logging events in the report.
3. Add resources. You can only add resources that are included in the FS Logga configuration.
4. Add recorded actions.



1. Add authors. Use filter and search to find the desired users.
2. Define the desired output settings:
  - Format: PDF or XLS
  - Scheduling of regular reports
  - Saving location
  - send via e-mail
3. Start the report.



## 7. Role & Process Optimization



## 7.1 Delegation of tasks

8MAN includes a variety of functionality that can benefit users who are not Administrators. 8MAN includes functionality that can benefit users that are not Administrators, depending on the size of your organization, sensitivity of your data as well as existing processes. Please note the following example:

Company Size	IT Manager / Auditor / Data Security Officer	Administrator	Data Owner (Manager / Team Lead)	Help desk
50+	Sees all reports	All 8MAN functionality		
500+	Sees all reports	Analyzing all access rights, Creating users, Managing user and group accounts	Analyzing and administrating access rights of their employees to file servers.	
>5.000	Sees all reports	Analyzing all access rights and administration of AD groups	Analyzing and administrating access rights of their employees to file servers.	Standardized user creation and continuous account management

### 7.1.1 Applying an 8MAN account to a specific security role or data owner

#### Background / Value

There are two possibilities of involving data security officers and auditors in security related processes.

- Grant the user read only access to 8MAN.
- Define which reports are relevant and 8MAN will send them to the user automatically in the desired frequency.

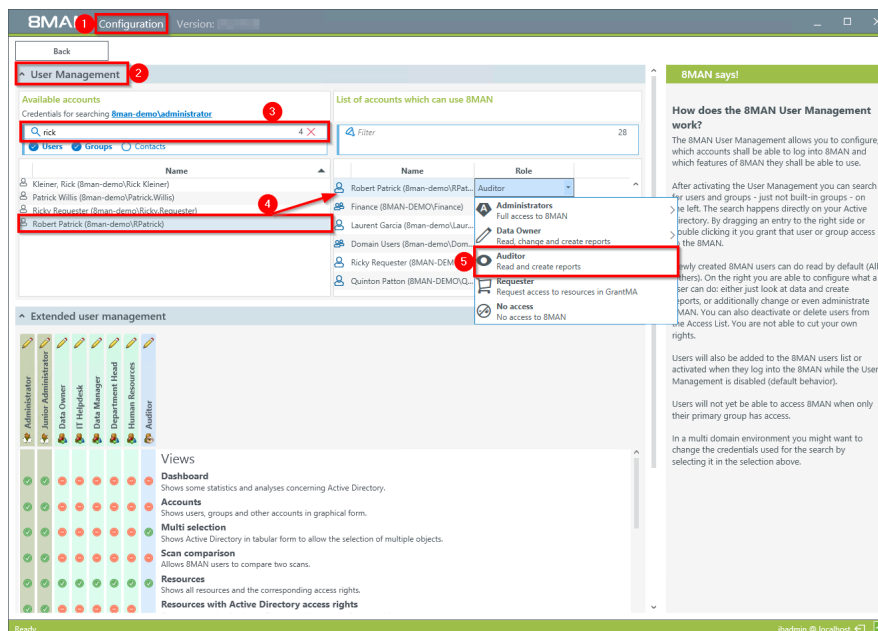
#### 7.1.1.1 Creating a read only account with 8MAN

#### Background / Value

Involve security officers in the process of access rights management by granting them read-only access. This allows them to generate their own reports.

These settings can be found in the 8MAN configuration module. You can find more detailed information in the Installation and Configuration Manual, chapter Managing 8MAN Users.

#### Step by step process



1. Start the 8MAN configuration.
2. Change to "User Management".
3. Use the search field to find the desired account.
4. Use drag&drop to move the account to the correct column.
5. In the column, select "Auditor".
6. The settings are active immediately.

### 7.1.1.2 Scheduling reports

#### Background / Value

You can involve security personell in the process of access rights management by assigning reports to the relevant security officers. 8MAN sends the reports in the desired frequency. The process is identical for all reports.

We recommend sending a selection of management reports to the role responsible for security. The reports are easy to read and only contain the necessary information.

#### 8MAN Management Reports:

##### Active Directory

[Employees of a Manager](#)  
[Displaying user account details](#)

##### File server

[Who has access to what?](#)  
Where do employees of a manager have access to?  
[Where do users and groups have access?](#)

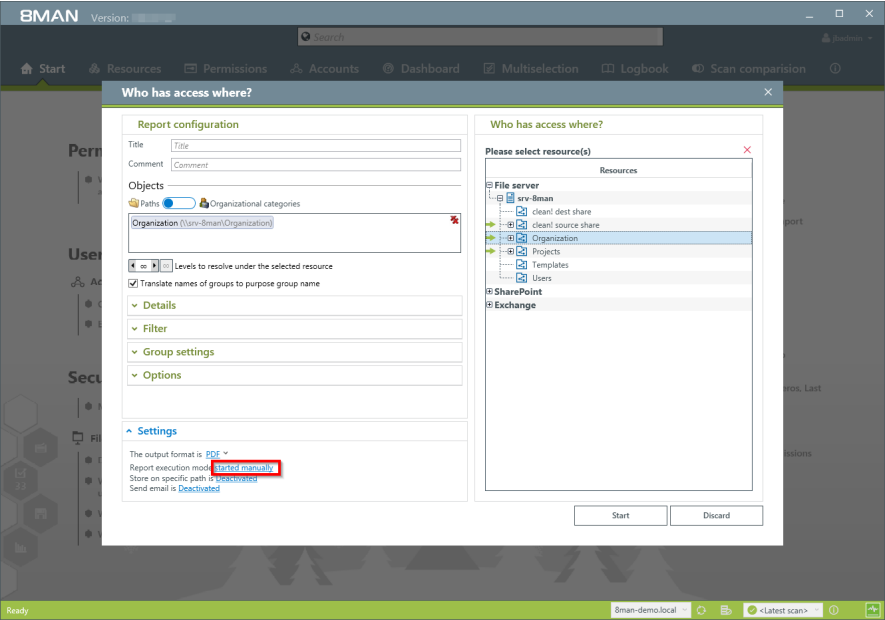
##### Exchange

[Who has access to what?](#)  
[Identifying mailbox permissions](#)

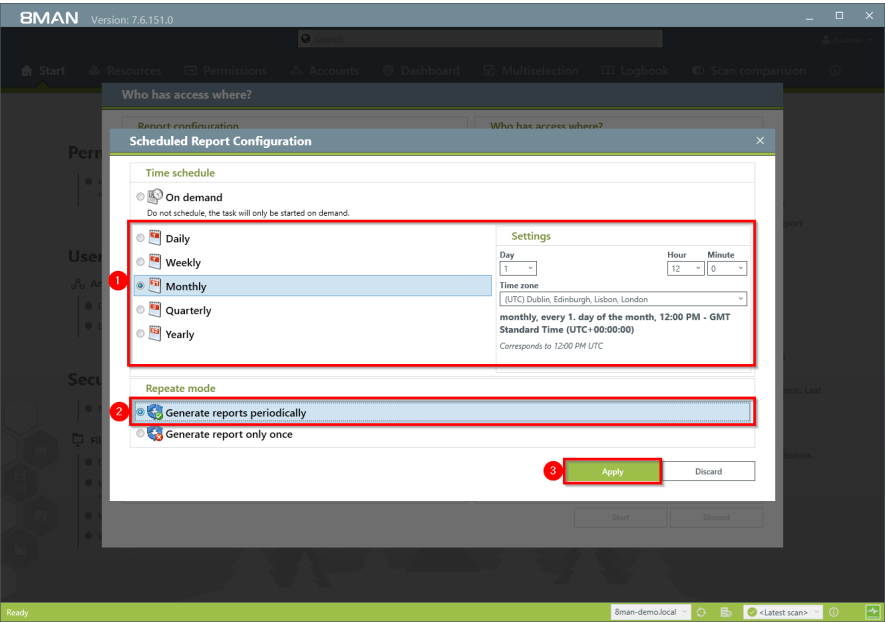
##### SharePoint

[Who has access where?](#)  
[Where do users and groups have access?](#)

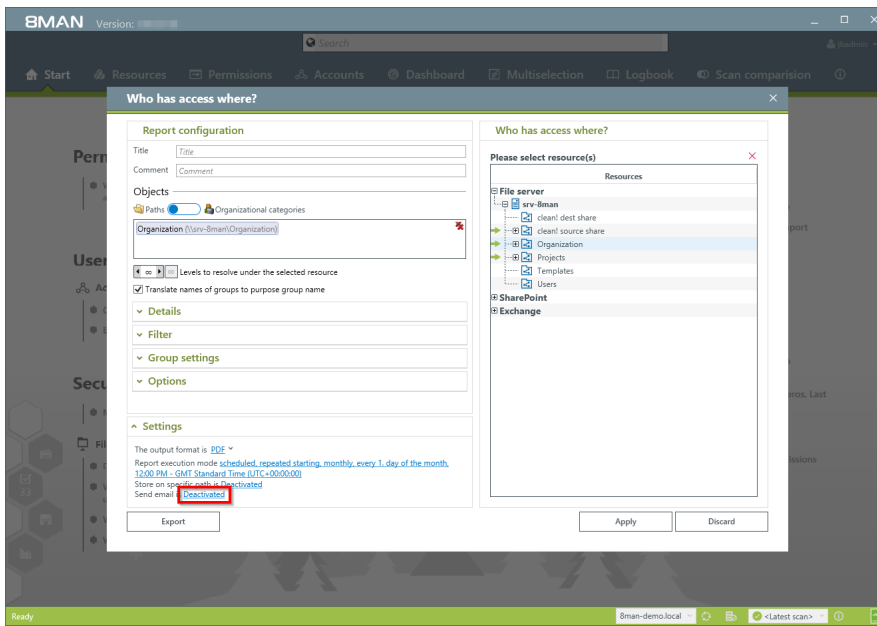
Step by step process



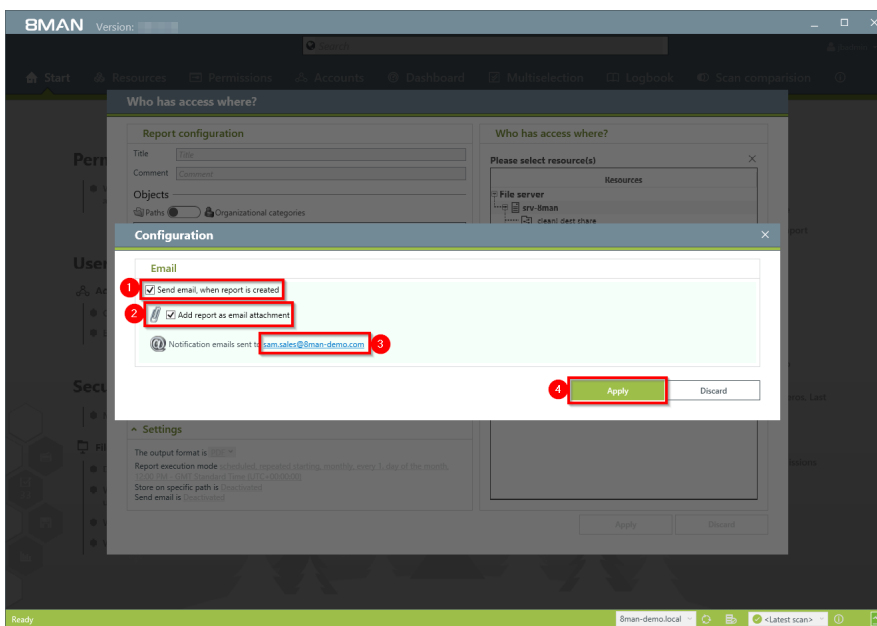
Select the desired report. Click on "started manually" in the "Settings" area.



1. Determine the frequency.
2. Activate the mode "Generate reports periodically".
3. Click on "Apply".



Click on "Deactivated".



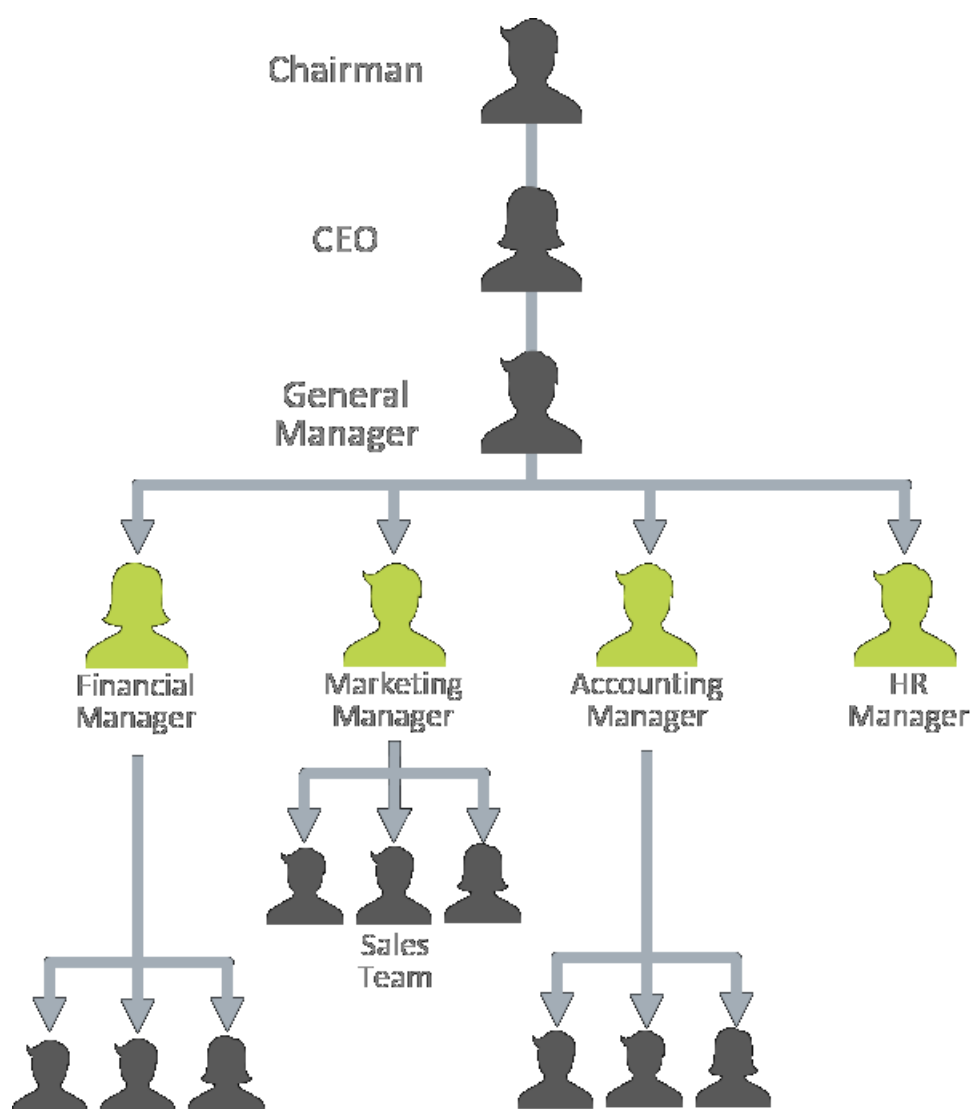
1. Activate emails.
2. Activate the option "Add report as email attachment".
3. Determine who should receive the email. You can enter more than one recipient.
4. Click on "Apply".

### 7.1.2 Delegating management of directory access rights to data owners

#### Background / Value

One of the most important processes in improving the security situation in your organization is the delegation of access rights to managers and team leads in your organization. As an Administrator you can, in close coordination with management, nominate Data Owners and assign resources. This has the distinct advantage that management decides who should have access to what information and is involved in the process of access rights assignment.

**Decentralize security expertise and transfer the responsibility for directory management to data owners.**



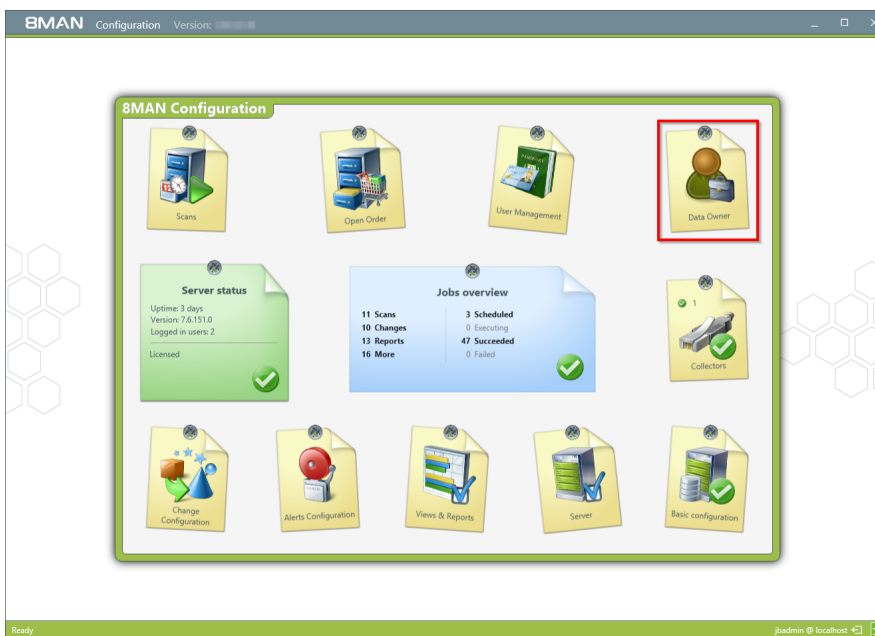
### 7.1.2.1 Defining data owners and assigning resources

#### Background / Value

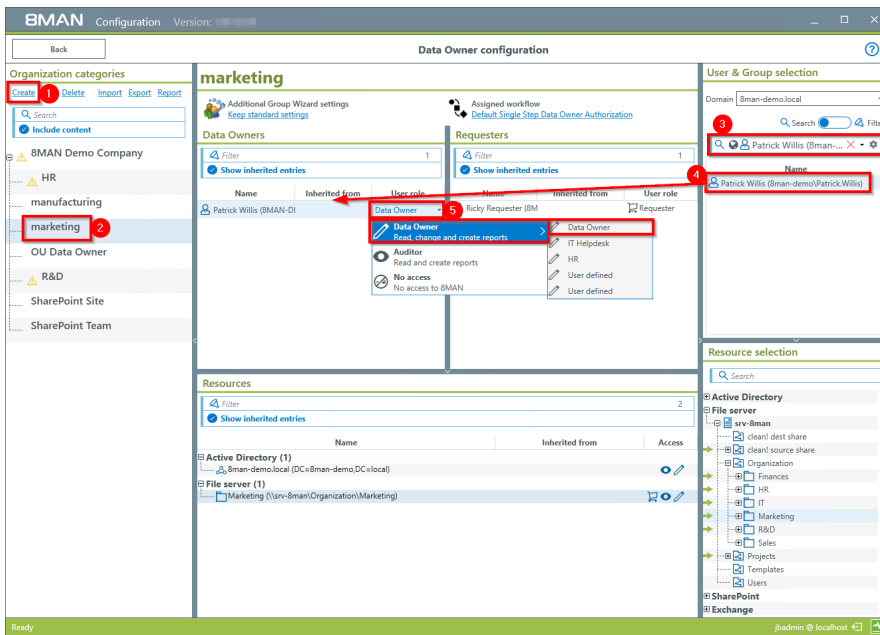
Data Owners and Managers have the responsibility to protect digital resources in their departments. 8MAN allows you to delegate this individual responsibility effectively. The following example shows a typical configuration.

These settings can be found in the 8MAN configuration module. You can find more detailed information in the Handbook for Installation and Configuration, chapter Managing 8MAN Users ff. and Data Owner ff.

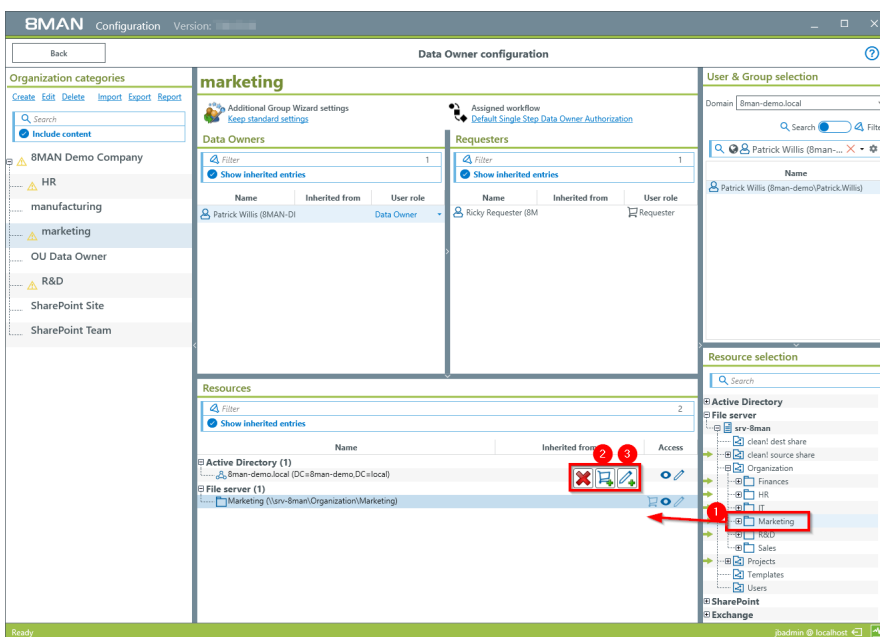
#### Step by step process



*Start the 8MAN configuration module and select "Data Owner".*



1. Create an organizational category, for example "Marketing".
2. Select the newly created category.
3. Use the search field to find the desired account.
4. Use drag & drop to move the account to the column "Data Owner".
5. Select the desired role in the column "User rights".



1. Use drag & drop to move resources out of the "Resource selection" into the "Resources" section. You are also able to search for resources.
  2. Mark the resources as "requestable" in 8MATE GrantMA.
  3. Mark the resources as "changeable".
- Please note the access to Active Directory is required to use the group wizard.

### 7.1.2.2 Enabling Data Owners to manage access rights to file server directories

#### Background / Value

8MAN allows you to delegate different roles and responsibilities relating to user management. We recommend starting with a simple definition of a Data Owner. This Data Owner is able to see (8MAN Visor) and change (8MAN Enterprise) access rights to file servers for their employees and areas of responsibility.

These settings can be found in the 8MAN configuration module. You can find detailed information in the Handbook for Installation and Configuration, chapter Managing 8MAN Users ff. and Data Owner ff.

### 7.1.3 Delegating user provisioning processes to the help desk

User provisioning processes are easy to delegate. With 8MAN you can delegate all of these responsibilities to your help desk. We recommend starting with the delegation of simple account management. Depending on the qualifications of your employees it is possible to expand the responsibilities gradually.

#### Processes that you can delegate to help desk with 8MAN

##### Active Directory

- Create a user from a template
- Delete a user and their access right Manage attributes
- Activate / Deactivate user account
- Unlock user
- Reset password
- Delete user account ("Soft Delete")

##### Exchange

- Create Exchange mailbox
- Manage mailbox size
- Manage out of office notices
- Change access rights to mailboxes

### 7.1.3.1 Defining your help desk and assigning resources with 8MAN

#### Background / Value

8MAN relieves Administrators and allows the delegation of standard processes to your help desk. To do this, you must define help desk responsibilities and assign a domain.

These settings can be found in the 8MAN configuration module. You can find detailed information in the Handbook for Installation and Configuration, chapter Managing 8MAN Users ff. and Data Owner ff.

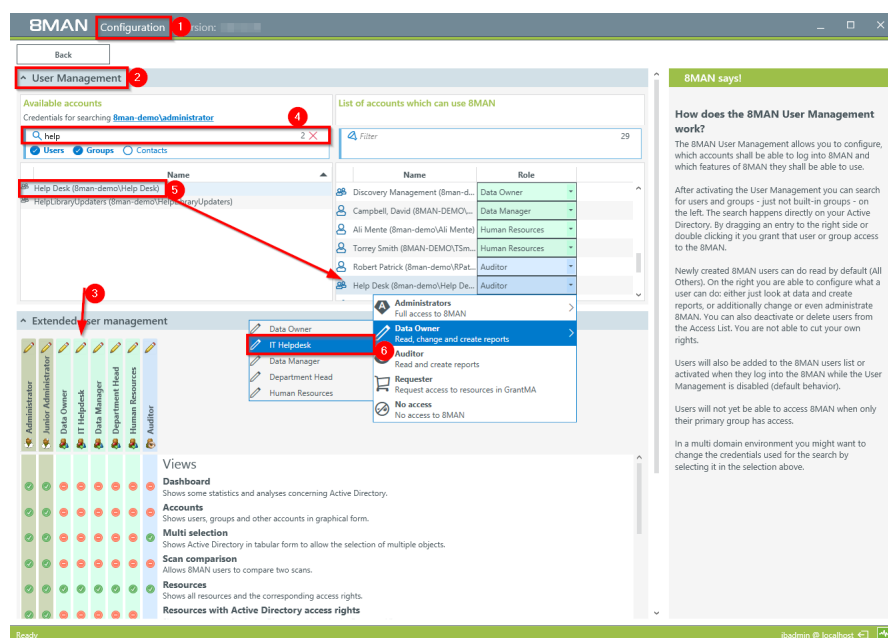
### 7.1.3.2 Assigning responsibilities to help desk employees

#### Background / Value

8MAN allows you to define very specific responsibilities to individual help desk employees. The following example shows a typical assignment of responsibilities.

These settings can be found in the 8MAN configuration module. You can find more detailed information in the Handbook for Installation and Configuration, chapter Managing 8MAN Users ff.

#### Step by step process



1. Start the 8MAN configuration module.
2. Select "User Management".
3. Select a change role (columns 3-7). Change the name of the role by clicking on the pen icon. You can then activate or deactivate the individual views and functionalities of the role "Help Desk" as desired.
4. Use the search field to find the desired account.
5. Use drag & drop to move the account into the right-hand column.
6. Assign the role "Help Desk" to the account.

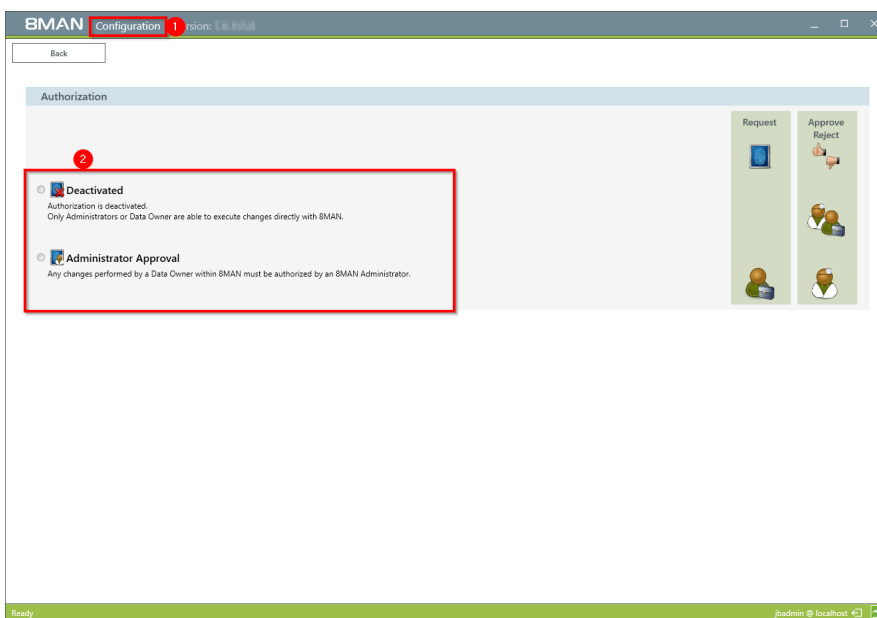
## 7.2 Creating approval processes

### 7.2.1 The simple authorization process. Approving and rejecting actions as an Administrator

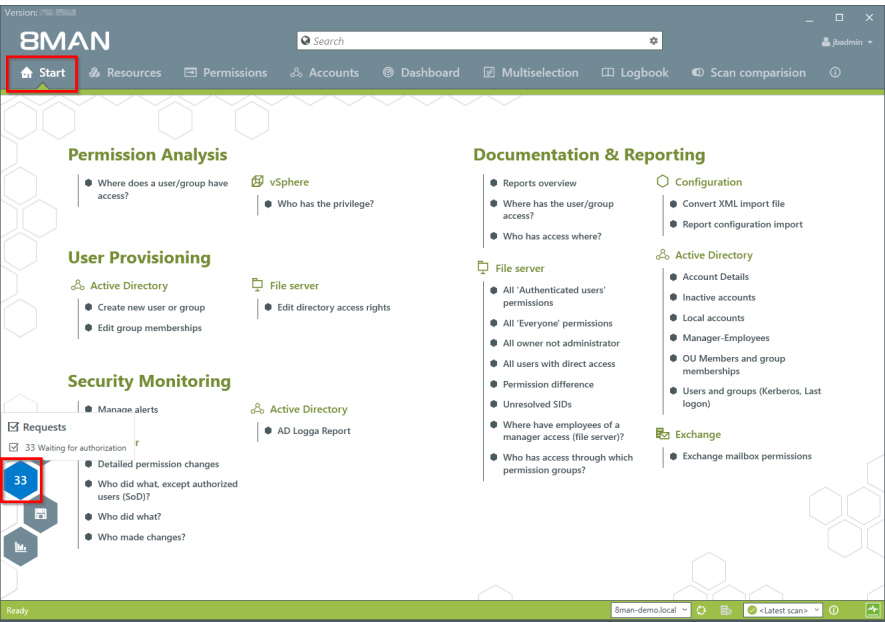
#### Background / Value

8MAN allows you to fully empower your data owners and help desk, or to keep them on a tight leash. Initially, especially for help desk we highly recommend enabling the "request mode" to require approval of certain access rights changes. Once you have established processes you can gradually remove the requirement for approvals.

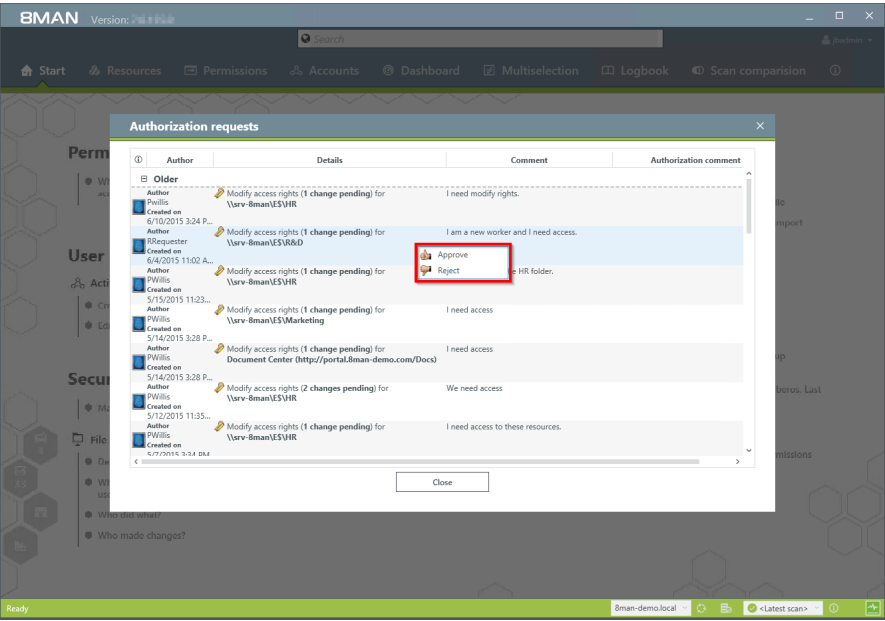
#### Step by step process



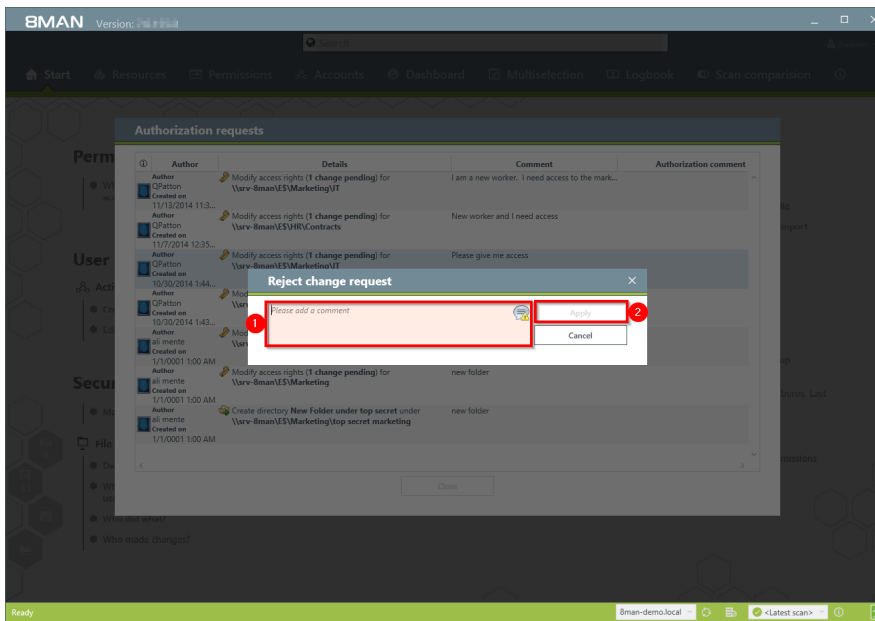
*In the 8MAN configuration module select "Change Configuration">"Authorization".  
Activate or deactivate the administrator approval mode.*



Administrators are able to see open requests on the home page. Click on the hexagon.



Right click on a request and make your decision.



1. You must enter a comment.
2. Click on "Apply".

### 7.2.2 +8MATE GrantMA: Designing complex approval flows.



#### The problem

Administrators spend a lot of time on the assignment of access rights. In the classical process the decision (Manager) over access rights is separated from the technical implementation (Administrator). The Administrator generally doesn't know you should have which access rights.

#### The Solution

It is much more efficient to combine the responsibility and technical implementation of access rights into one smooth process. This way only the actors necessary for the process to work are involved. 8MATE GrantMA uses a workflow that only involves an employee and their supervisor (Data Owner).

- The employee requests access rights to needed resources via a web portal.
- The data owner decides which requests are approved for his area of responsibility.

#### The GrantMA workflow has the following advantages:

- The Administrator is no longer part of the process and can focus on his core responsibilities.
- The Data Owner decides who can access which information since he is the one that knows which employees need access to which resources in order to do their job.
- All changes are saved in the 8MAN log book.

#### 7.2.2.1 Ressourcenverantwortliche im Webclient definieren

##### Background / Value

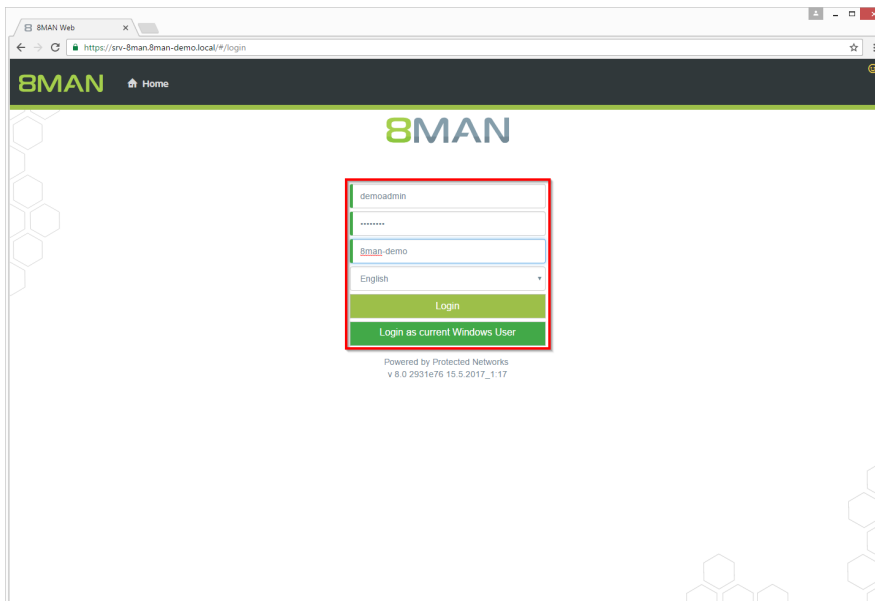
With version 8.0 8MAN releases new features to move the GrantMA configuration into the web client. We inserted the new role "Resource Owner". Assign this role completely using the web client. Due to the requirements of our customers we designed a direct assignment between the Resource Owner and the resource - without the need of creating organizational categories in the data owner configuration.

**The functionality is deactivated by default. Please contact support for activating.**

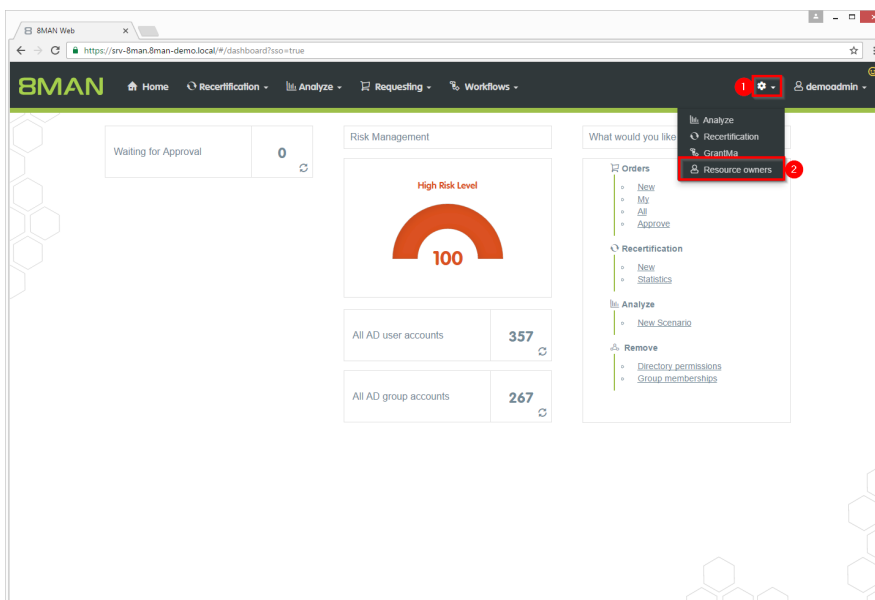
## Additional Services

### Defining individual approval workflows

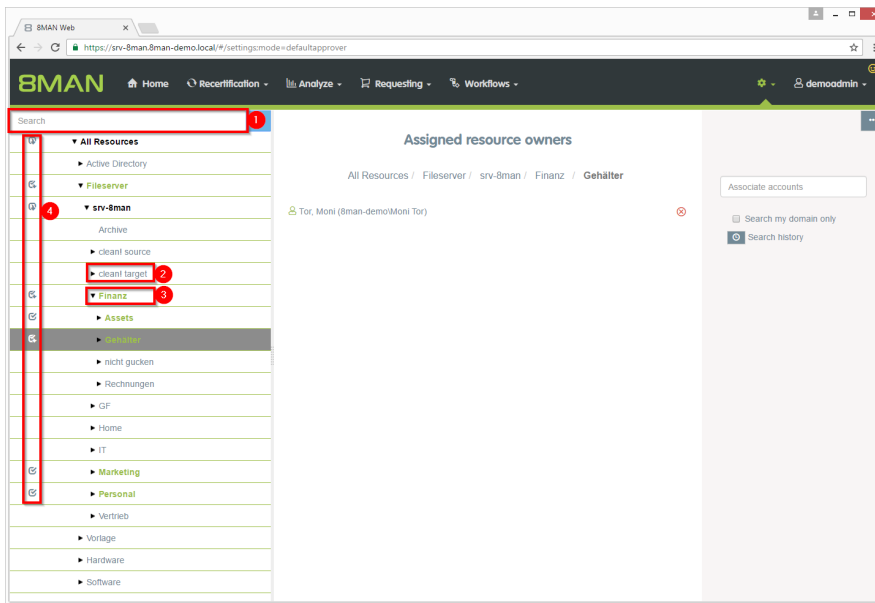
## Step by step process



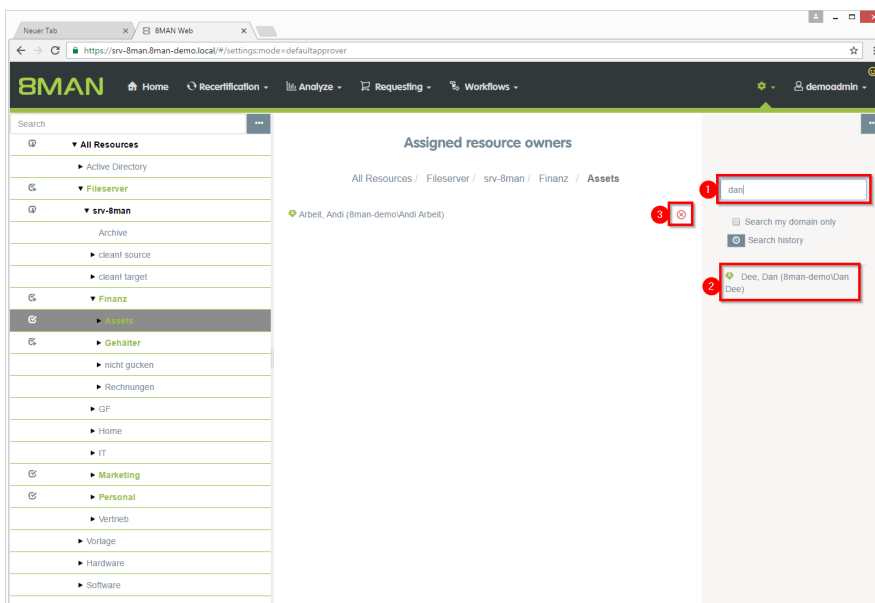
Login to the web interface with admin credentials.



1. Click the gear-wheel.
2. Select "Resource owners".



1. Search for resources or alternatively navigate through the tree.
2. Gray text color indicates that no resource owner is assigned to the directory.
3. Green text color indicates an existing assignment.
4. The icons indicate assignments and assignments in subdirectories.



1. Find an user or a group.
2. Click a search result to set an assignment.
3. Delete an existing assignment.

My approval process 5

What is your approval process there for?

1. Approval step

Add Approver

Data Owners of the requested organization category

BMAN Admin

Manager of requester

Owner of requested resource

Data Owners of Organization category...

User / Group...

Create workflow Cancel

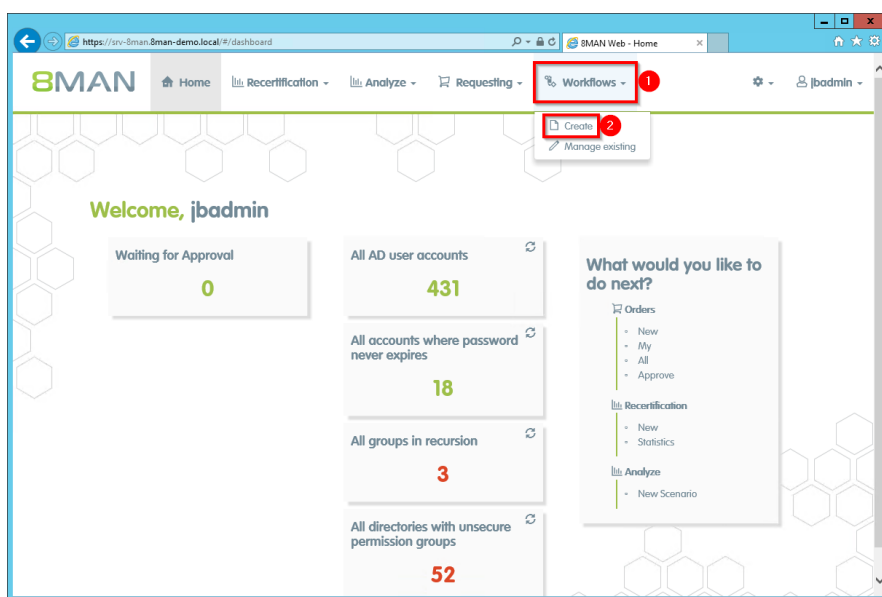
*Design individual workflows with the new role resource owner as an approver.*

### 7.2.2.2 Defining individual approval workflows

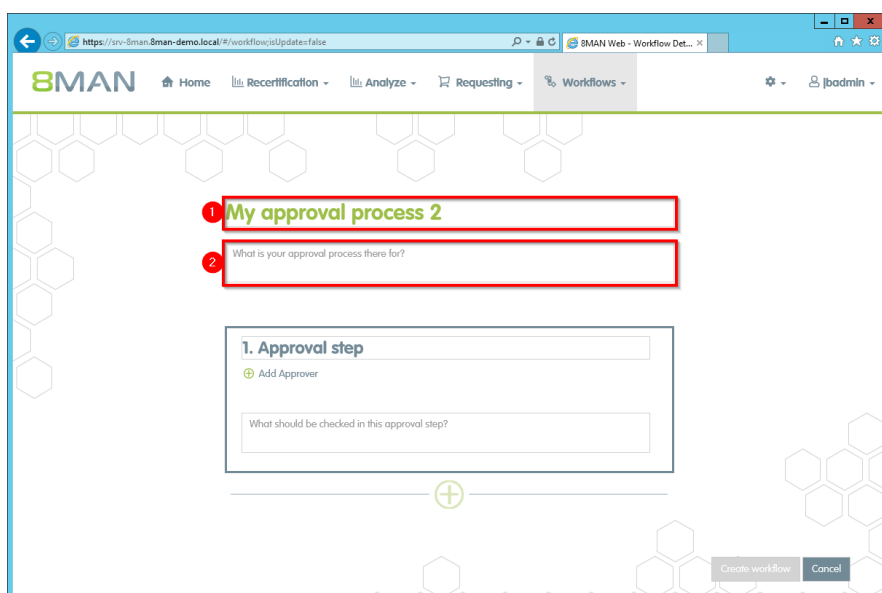
#### Background / Value

8MATE GrantMA allows you to design individual approval workflows for each organizational category. You can design as many steps in the process as required. The last approver in the process is also the one making the formal change request.

#### Step by step process



1. Select "Workflows".
2. Click on "Create".



1. Give the workflow a title.
2. Give a short, concise description of the workflow's purpose.

The screenshot shows the 8MAN web application interface. At the top, there's a navigation bar with the 8MAN logo and several menu items: Home, Recertification, Analyze, Requesting, and Workflows. The main content area is titled "My approval process 2" and contains a workflow diagram. The diagram consists of four steps, each highlighted with a red box and a numbered circle:

1. Approval step
2. Add Approver
3. What should be checked in this approval step?
4. A plus icon in a box, indicating a continuation or end of the process.

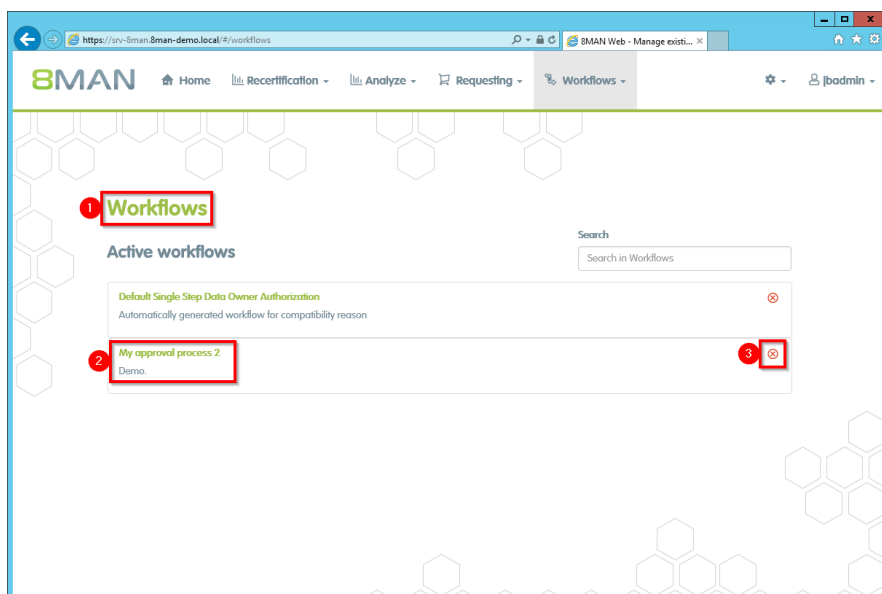
The workflow is titled "My approval process 2" and has a "Demo" label. The interface also includes a top status bar with a search icon, a lock icon, and a tab labeled "8MAN Web - Workflow Det...".

1. Name the approval step.
2. Add one or more approvers

**You can also add multiple approvers for any step, which can be useful in case of vacation or illness.**

3. Describe the approval step.
4. Add any additional steps in the approval process.

1. Add an additional step.
2. Delete an approval step.
3. Generate the workflow.



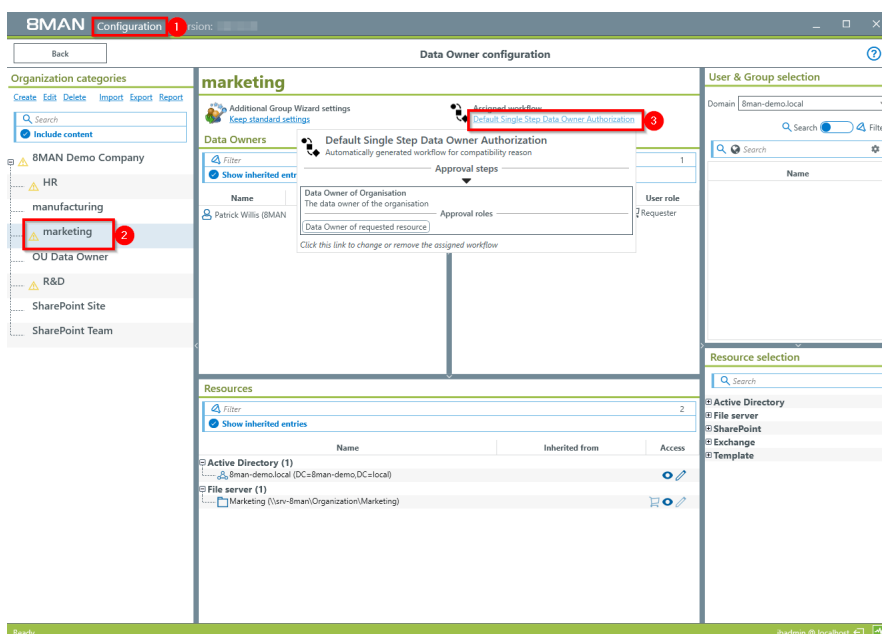
1. You have created a new workflow. 8MAN switches to the "Manage workflows" view.
2. Click on a workflow to make changes.
3. Delete the workflow.

### 7.2.2.3 Assigning approval workflows to individual resources

#### Background / Value

Connecting available resources with individual workflows.

#### Step by step process



1. Start the 8MAN configuration module and select "Data Owner".
2. Select an organizational category.
3. Assign the desired workflow.

## 7.3 Data Owner: Recertification of existing access rights

### Background / Value

Safety regulations demand for the implementation of the principle of least privilege. This is why data owners must check periodically the access rights situation of their resources.

With the re-certification process you obtain the possibility to check and change the access rights situation to your resources.

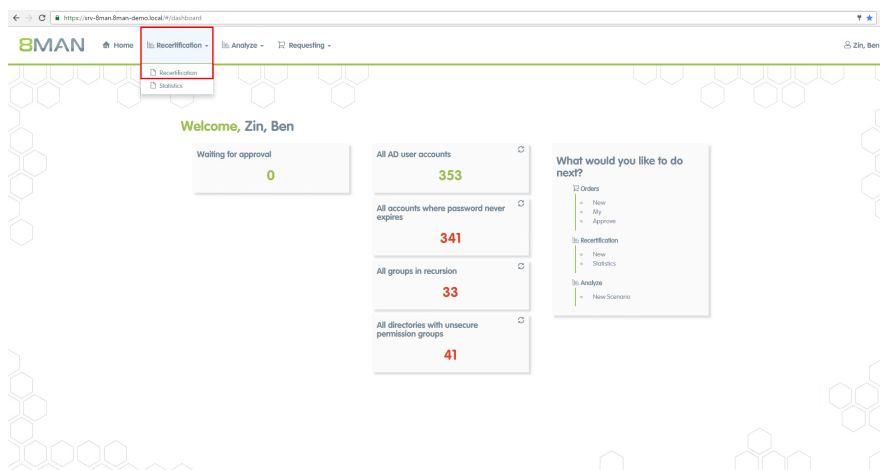
You receive an e-mail with the instructions to the re-certification process. Then you decide for each user and resource if the access right should stay or be removed.

**Your desired changes will be transferred automatically to the administrator.**

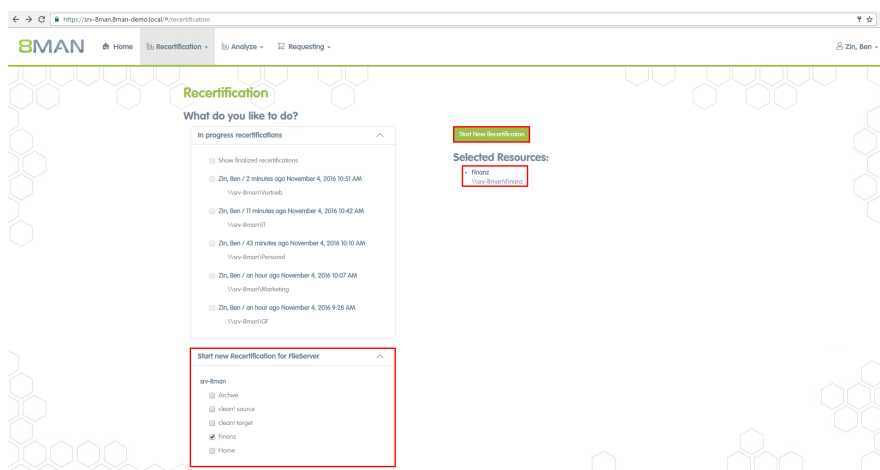
### Complementary Services

[Change file server access rights](#)

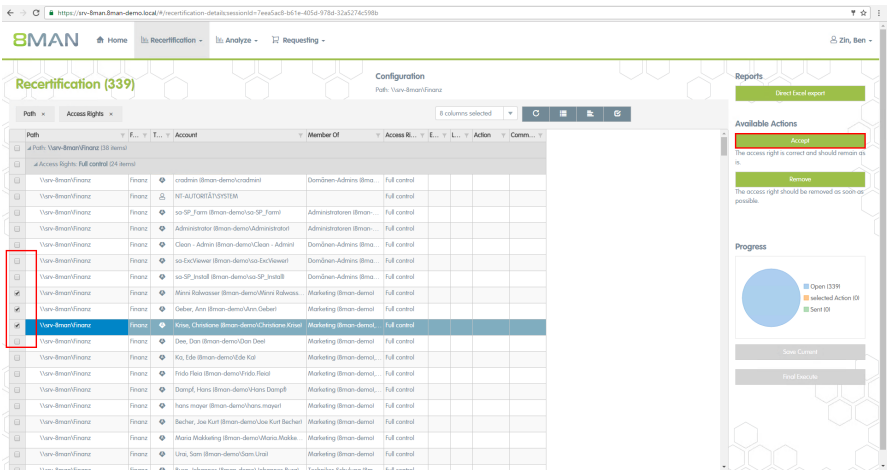
### The process in single steps



Click on "Recertification".

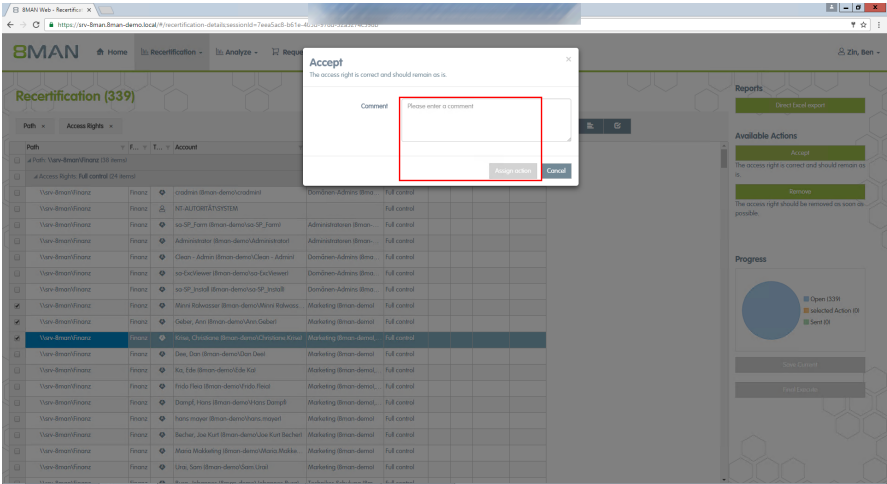


Click on "Start new Recertification". Click on one or more directories. The directories selected are shown on the right. Click on "Start new recertification".

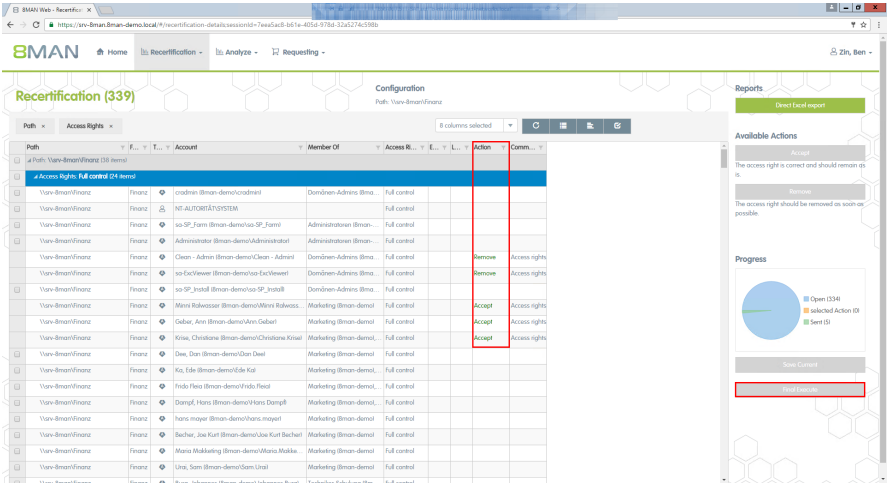


You can either accept or remove the permissions. Activate all Users which should keep their permissions first. Click on "Accept".

Subdirectories are only displayed, if they contain deviating permissions.



Please fill in a comment. Your notes will be saved in the system for documentation.



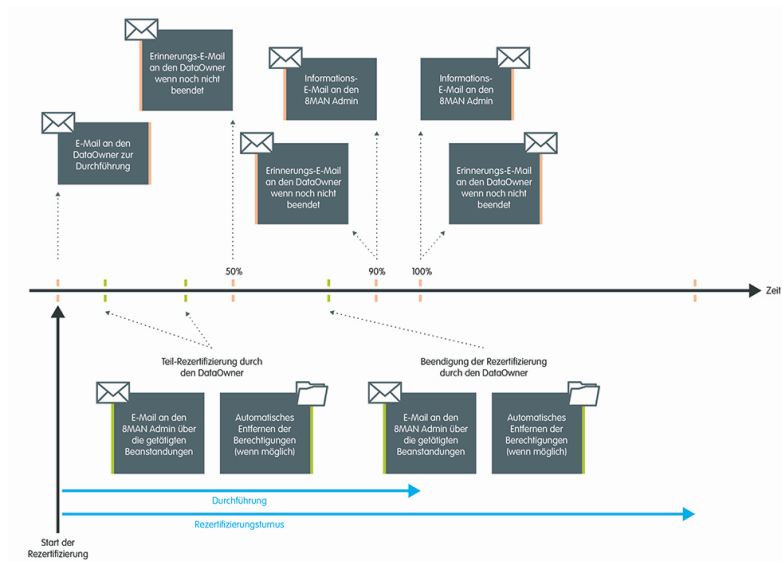
Do the same for the permissions you want to remove. Your decision is marked in the column "action". Click on "Final Execute". The Administrator gets a list of your decisions for implementation.

Temporary permissions of user accounts, which are also authorized with a permission that never expires, will become ineffective and not be shown in the marked column above.



If you click on "Final execute" your administrator receives almost every time an e-mail with your desired changes. This is why we recommend to do the recertification in one go.

### 7.3.1 E-mail notifications for recertification



*8MAN sends you an automatic reminder when the recertification is complete.*



**If you don't finish the recertification within the period, 8MAN stops the process and you and your administrator receive an email about the missing execution.**

## 7.4 +8MATE GrantMA workflows for employees

By using the 8MATE GrantMA self-service portal, employees are able to request access to individual resources in your organization. The next few pages contain examples of some common workflows.

### Service overview

[Requesting file server access rights from Data Owners](#)

Initiating an order through procurement (Open Order)

[HR requests a user account creation from help desk](#)

### 7.4.1 Requesting file server access rights from Data Owners

#### Background / Value

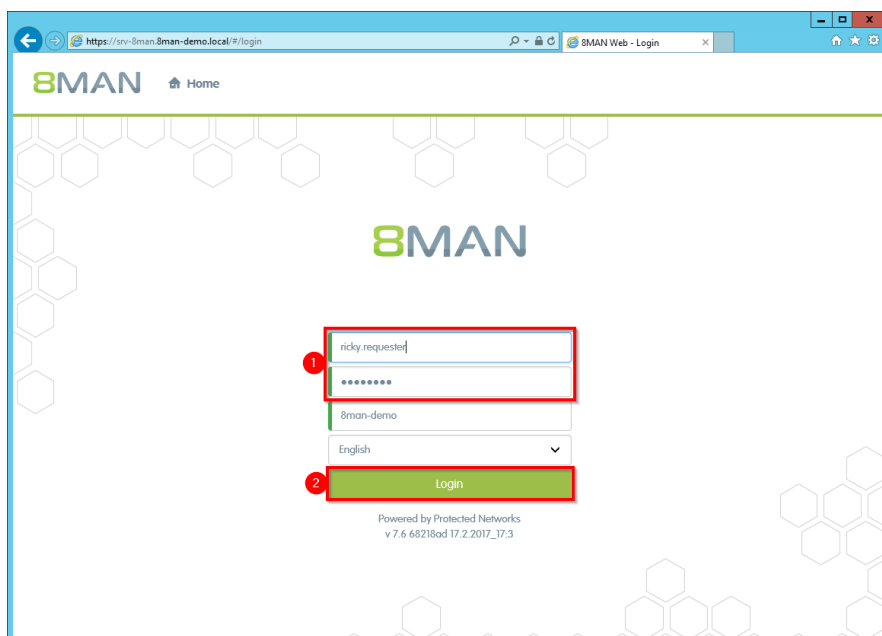
Employees can request access rights to file server directories from Data Owners by using the 8MATE GrantMA self-service portal.

You can configure a variety of different processes and involve the relevant decision makers, depending on your security requirements.

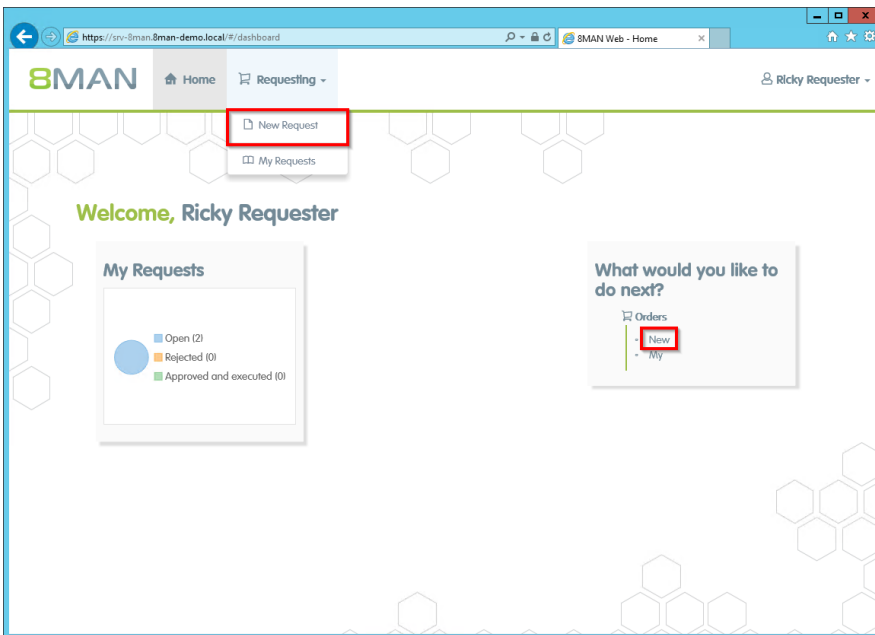
#### Additional Services

##### [Creating approval workflows](#)

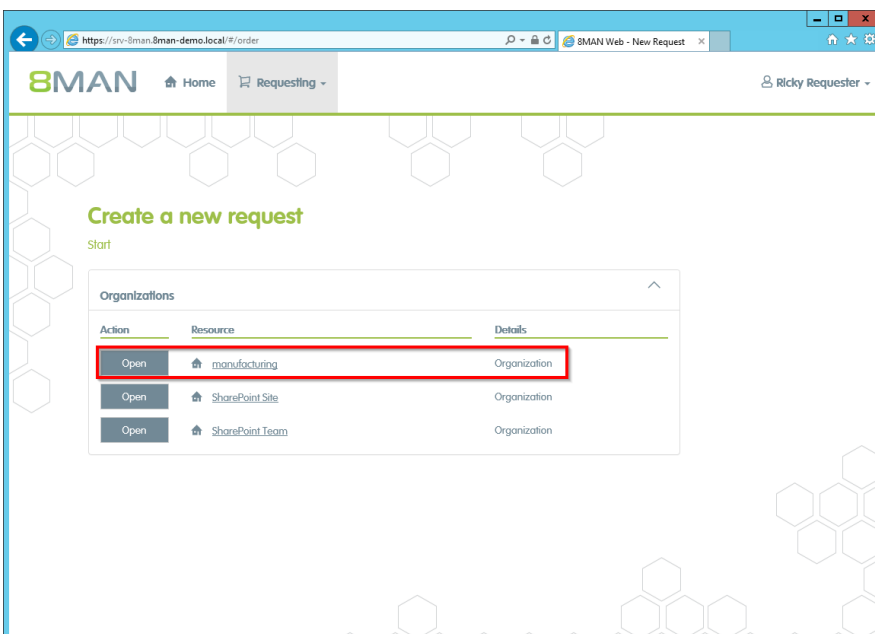
#### Step by step process



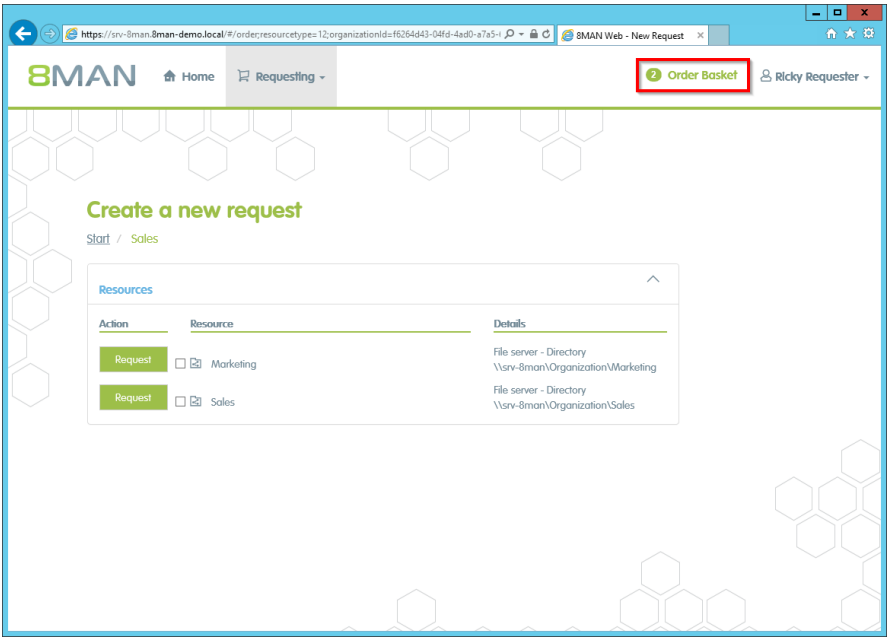
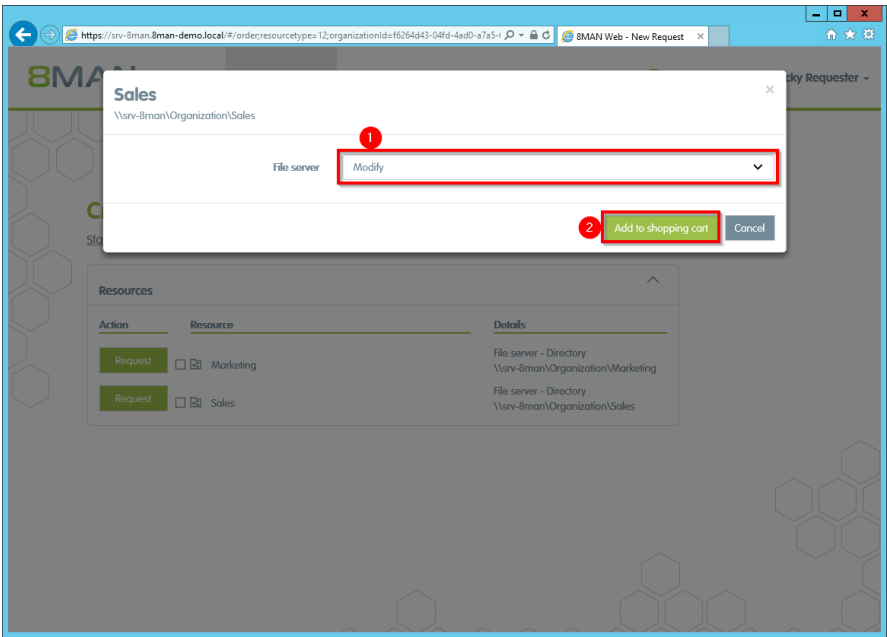
1. Enter your username and password.
2. Click on "Login".

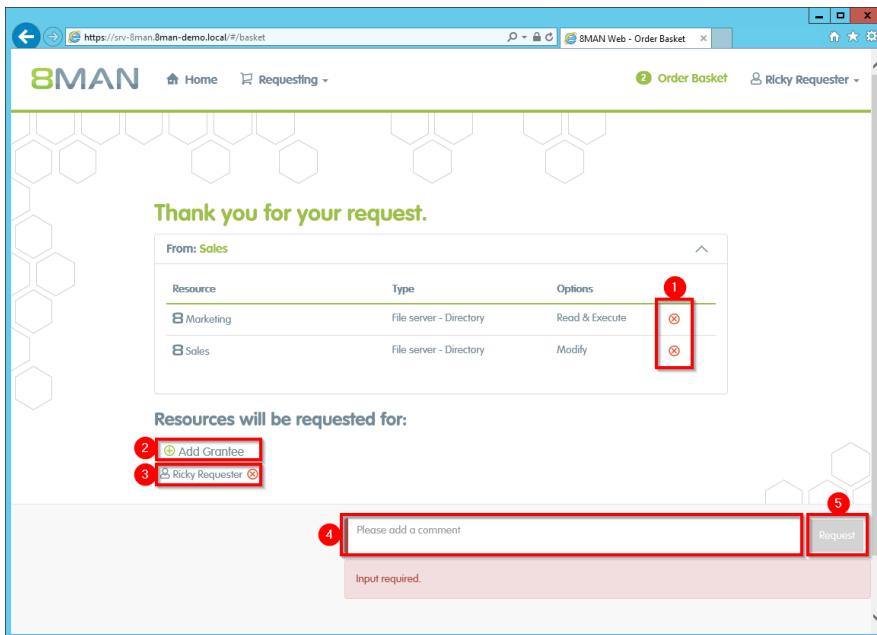


Click on "New Request".

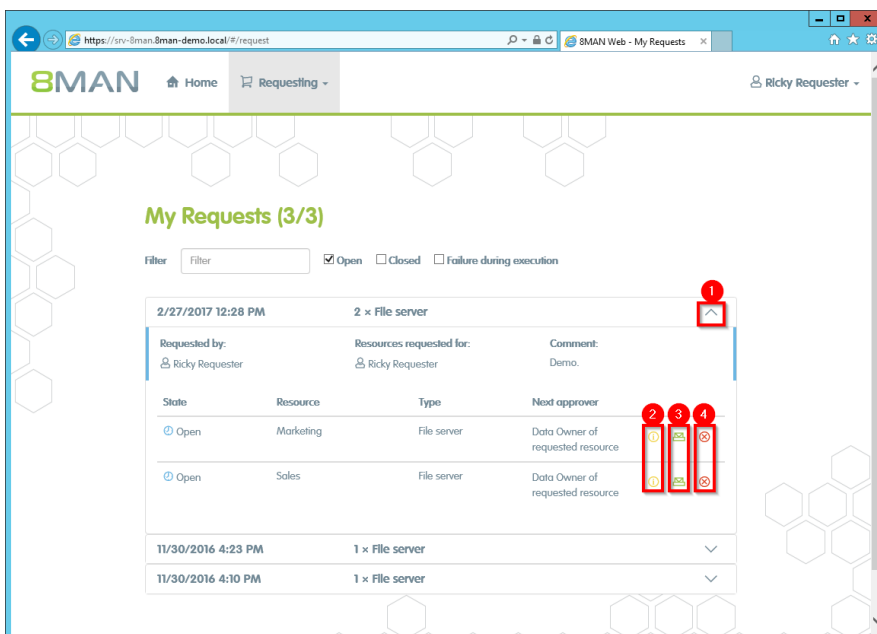


8MAN will show the person requesting access to new resources the exact resources that are available to them. Select the desired resource and click on "order".





1. Delete the order entries.
2. Add a recipient to your order. You are able to request access for other users.
3. Remove the recipient. You can also remove yourself and only request access for other users.
4. You must enter a comment.
5. Start the request.



Once confirmed, 8MAN shows you an overview of your requests.

1. Open or close the detail view of an order.
2. You can see more details.
3. Resend a notification email to the approver.
4. Cancel your order.

## 7.4.2 Requesting directories

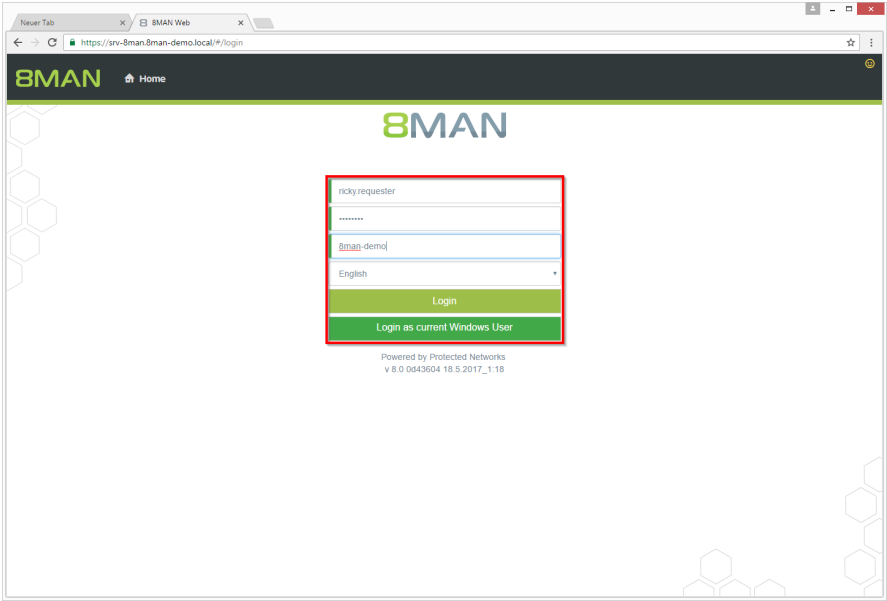
### Background / Value

Order new directories using the GrantMA self service portal. This feature is useful for companies that follow restrictive policies for directory creation. We recommend that you allow the creation of directories up to the level three or four below the share only after requesting and approving. Find resources quickly with the search.

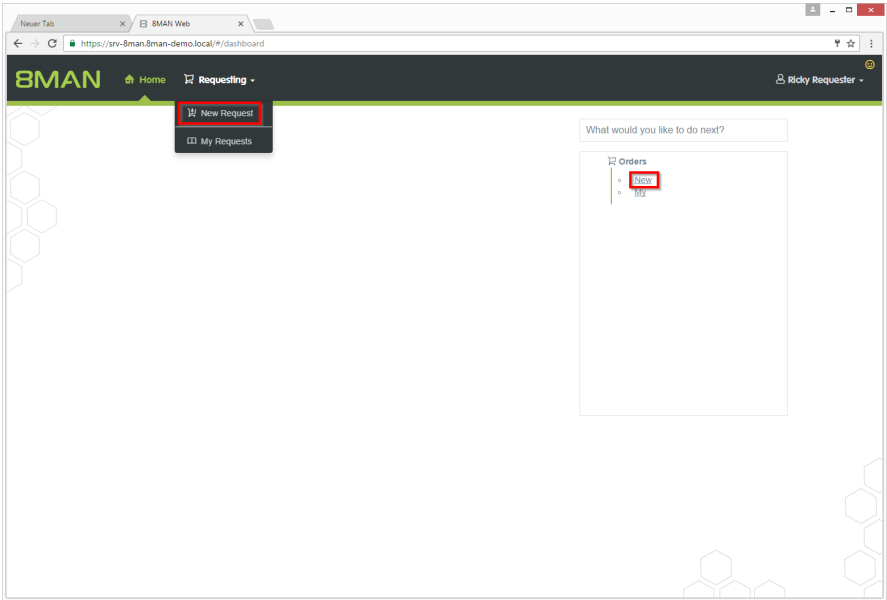
Additional Services

[Requesting file server permissions from the data owner](#)

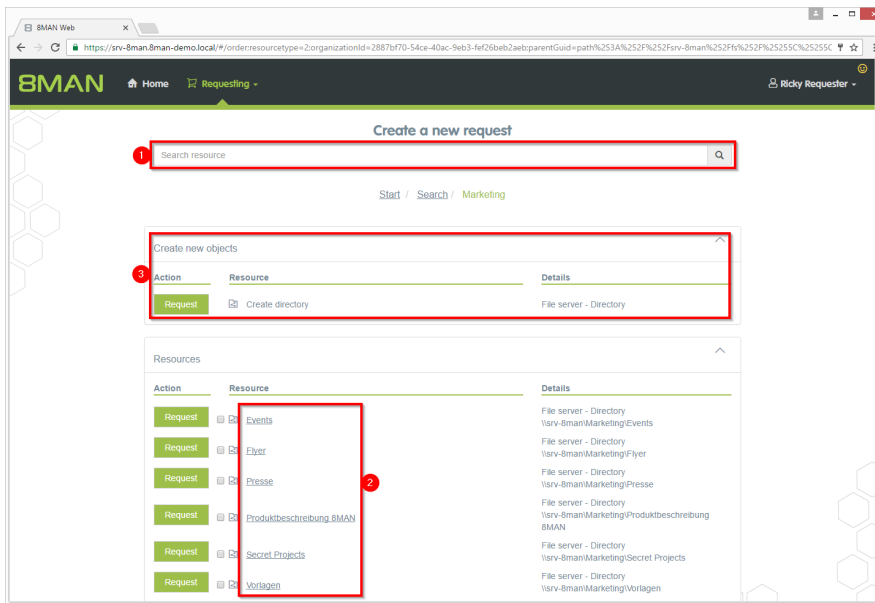
Step by step process



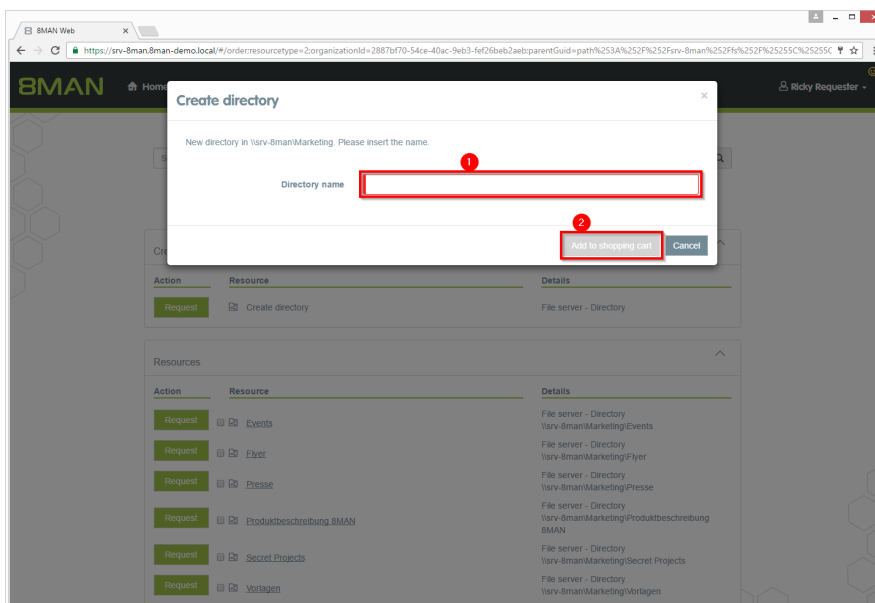
*Log in as the requester.*



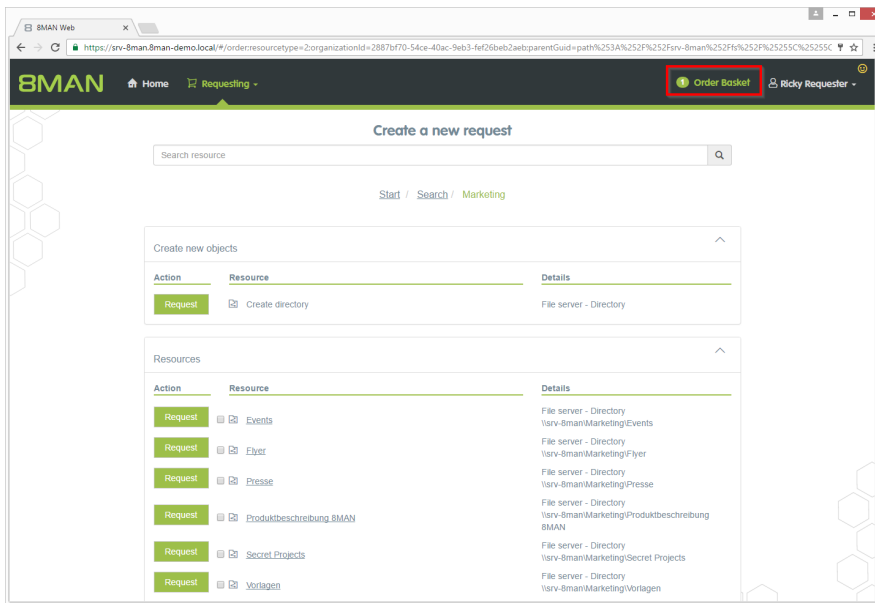
*Start a new request.*



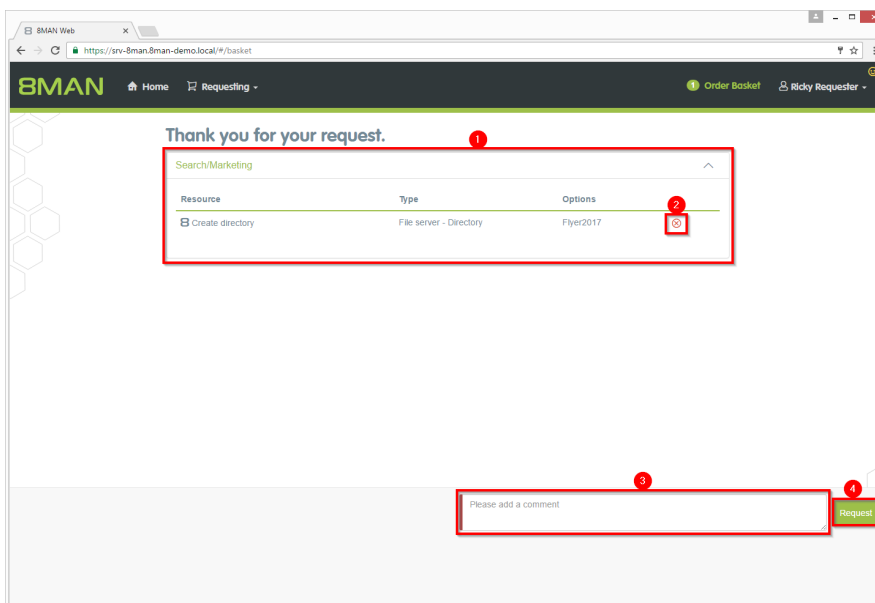
1. Find the desired resource.
2. Alternatively: Navigate to the desired resource.
3. Click "Request" in the "Create new objects" area.



1. Give the new directory a name.
2. Place the order in the shopping cart.



Click the shopping cart.



1. 8MAN will show you the order basket with your requests.
2. Alternatively, delete your request.
3. You must enter a comment, e.g. a ticket number.
4. Close your request.

### 7.4.3 GrantMA: Allowing HR employees to request user account creation from the helpdesk

#### Background / Value

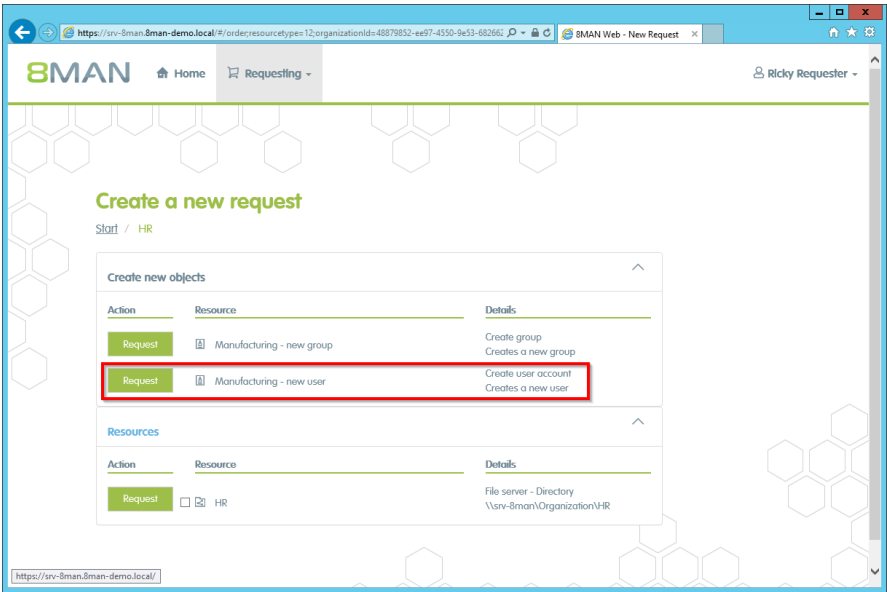
The 8MATE GrantMA self-service portal allows HR employees to create user accounts for new employees. Instead of sending user information to IT, the entry and creation of a new user account are combined into one simple step. IT simply has to approve the request.

**This process is especially useful for departments with high employee turnover and/or a project oriented approach.**

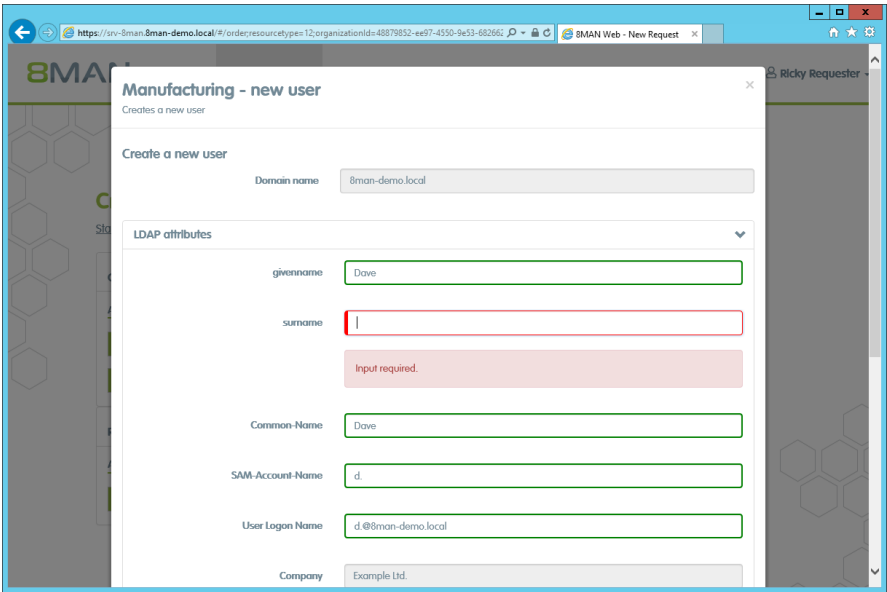
#### Step by step process

1. Enter your user name and password.
2. Click on "Login".

Click on "New Request".



Select "new user" and click on "Request".



Enter the relevant information for the new user. Fields indicated in red are mandatory or contain invalid entries.

8MAN Web - New Request

SAM-Account-Name: d.demo

User Logon Name: d.demo@8man-demo.local

Company: Example Ltd.

Manager: CN=Adrian Stillwell, OU=TestUsers, DC=8man-demo, DC=local

Pers.Nr.:

Location: Berlin

Beschreibung: This is an automatically generated description for 'Dave Demo' with the

Password options

Add to shopping cart Cancel

After entering all required information click on "Add to shopping cart".

8MAN Home Requesting - Order Basket Ricky Requester

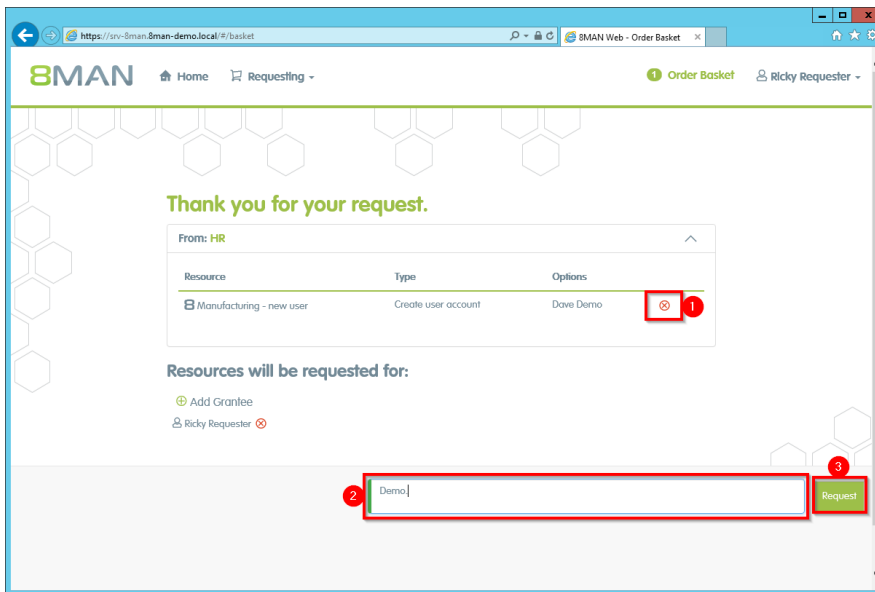
## Create a new request

Start / HR

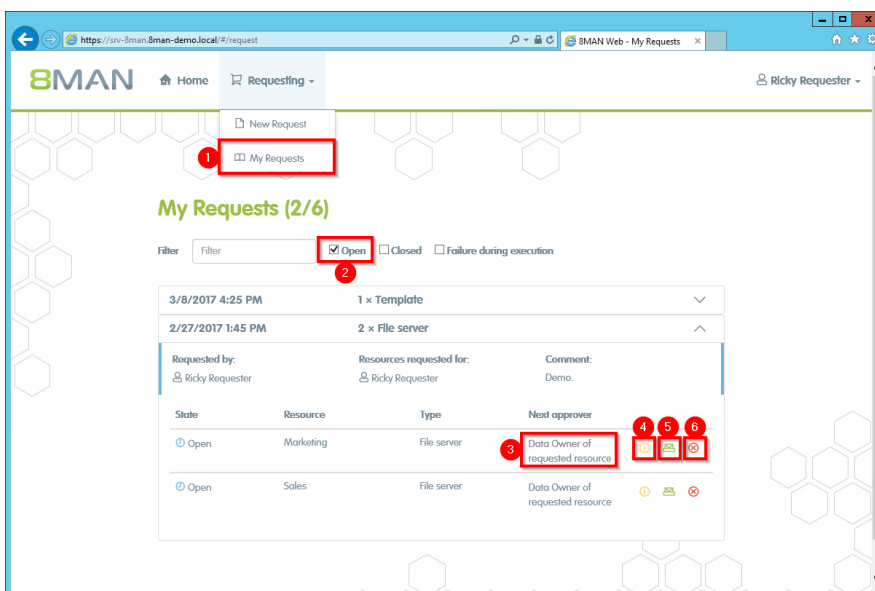
Action	Resource	Details
Request	Manufacturing - new group	Create group Creates a new group
Request	Manufacturing - new user	Create user account Creates a new user

Action	Resource	Details
Request	HR	File server - Directory \\srv-8man\Organization\HR

Add additional resources if desired. Click on "Order Basket".



1. You can delete an order entry.
2. You must enter a comment.
3. Start the order.



1. Select "My Requests" to view all requests.
2. Filter by "Open".
3. You can see which approvals are next in line.
4. View additional details.
5. Resend a notification email to the approver.
6. Cancel your order.

## 7.5 +8MATE GrantMA Workflows for Data Owner / Administratoren

### 7.5.1 Informing approvers of new requests via email

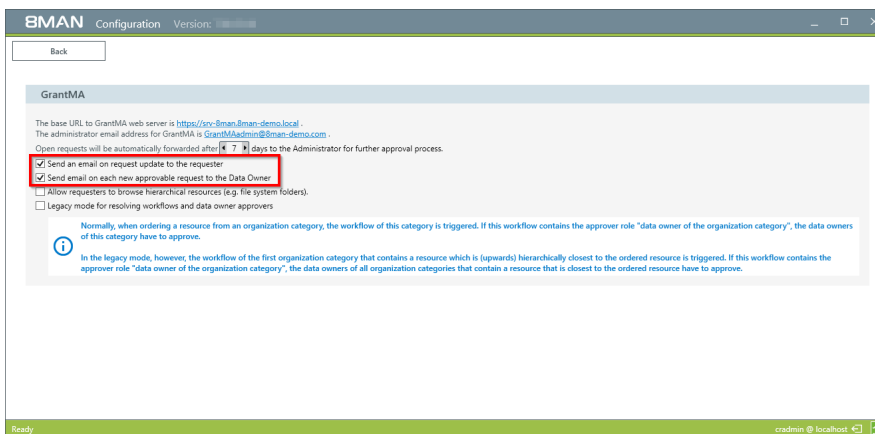
#### Background / Value

To prevent approvers from having to proactively check for open approval requests on the 8MNA home page, we recommend activating approval emails.

#### Additional services

##### Creating / Changing approval processes

#### Step by step process



Navigate to "Change configuration -> GrantMA" in the 8MAN configuration. Activate the Email option. We recommend activating both options so that both the requestor and the approver are kept informed.



Example of an Email notification.

## 7.5.2 Approving or denying a request in the self service portal

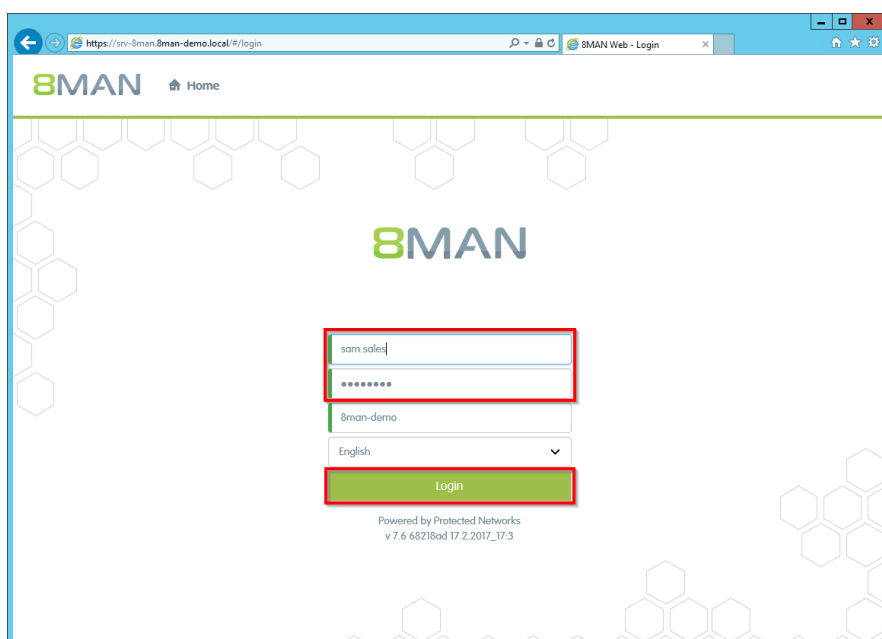
### Background / Value

Depending on the chosen settings, you will receive approval requests for individual ordering processes. This allows administrators and data owners to stay in the loop.

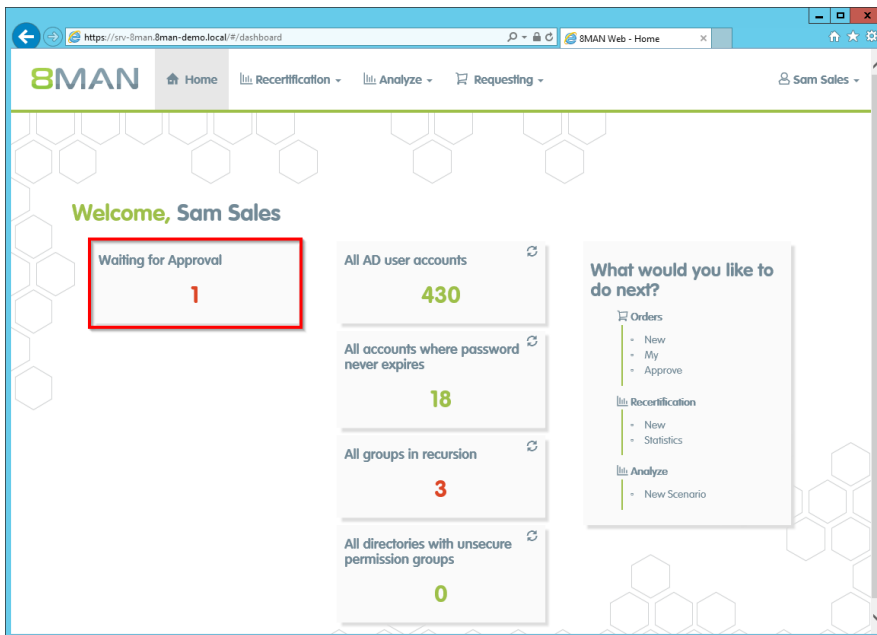
### Additional Services

#### Defining individual approval workflows

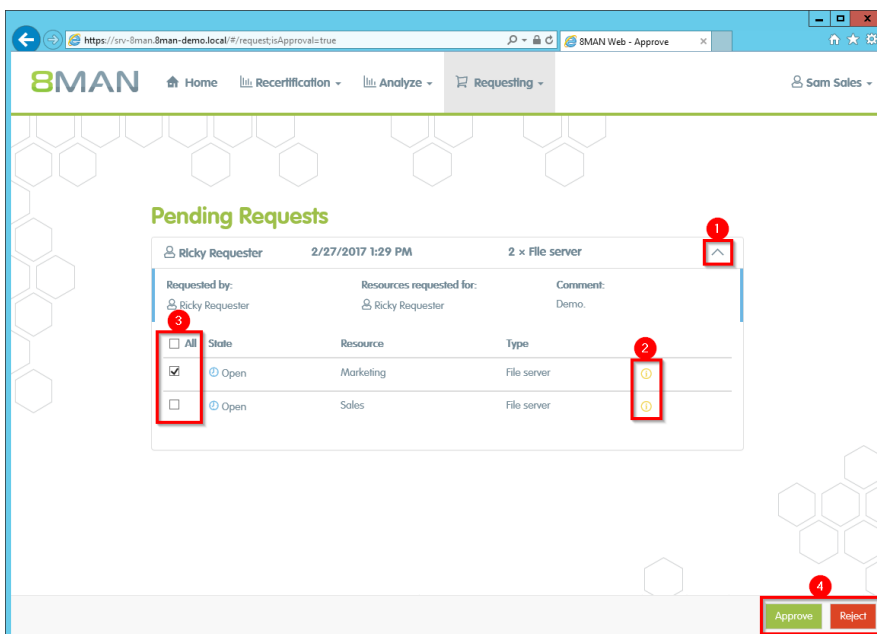
### Step by step process

A screenshot of a web browser showing the 8MAN login page. The browser's address bar displays 'https://env-8man.8man-demo.local/#/login'. The page features the 8MAN logo at the top left and a 'Home' link. The main content area has a decorative hexagonal pattern on the left and right sides. In the center, there is a login form with a red border. The form contains a username field with 'sam.saleh' entered, a password field with masked characters, a dropdown menu for language selection (currently showing 'English'), and a green 'Login' button. Below the login form, it says 'Powered by Protected Networks v 7.6 68218ad 17.2.2017\_17:3'.

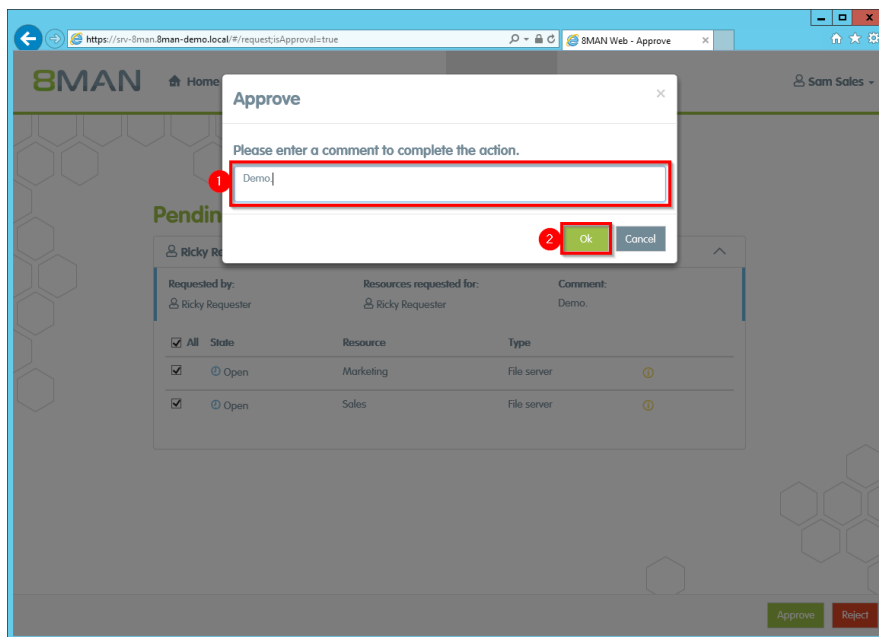
*Log in with approver credentials.*



Click on "Waiting for Approval".  
In this example there is 1 request waiting for approval.  
Click on the tile.



1. Open a pending request to see the position.
2. View details to the individual positions.
3. Select one or more positions.
4. Click on "Approve" or "Reject".



1. You must enter a comment.
2. Click on "OK".

The comment is stored in the logbook and ensures revision-proof documentation.

# 8. User Provisioning



## 8.1 Active Directory

### 8.1.1 Administrator

#### 8.1.1.1 Creating a user account

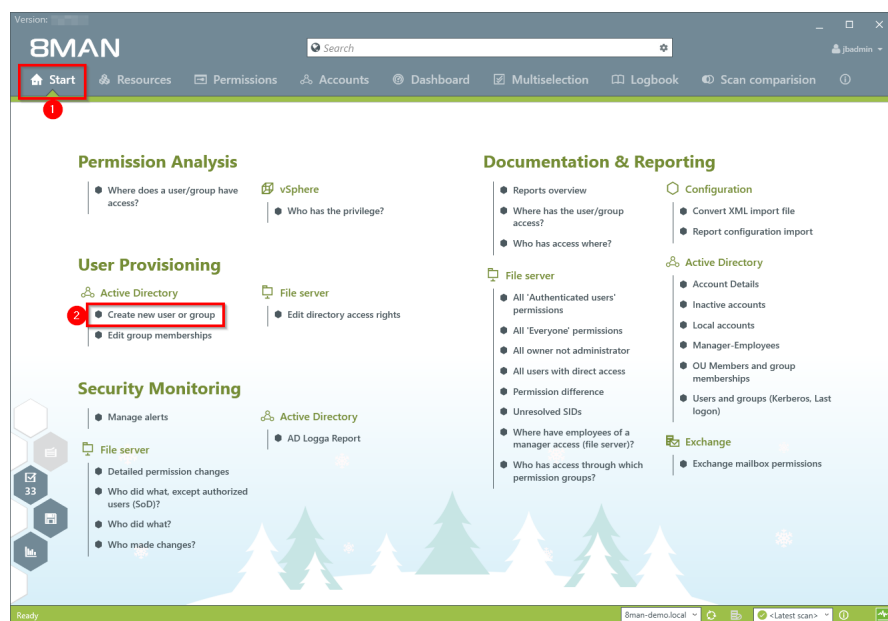
##### Background / Value

With 8MAN you can quickly create standardized user accounts. You can specify this process by creating the appropriate templates for different roles and then delegate it to your help desk.

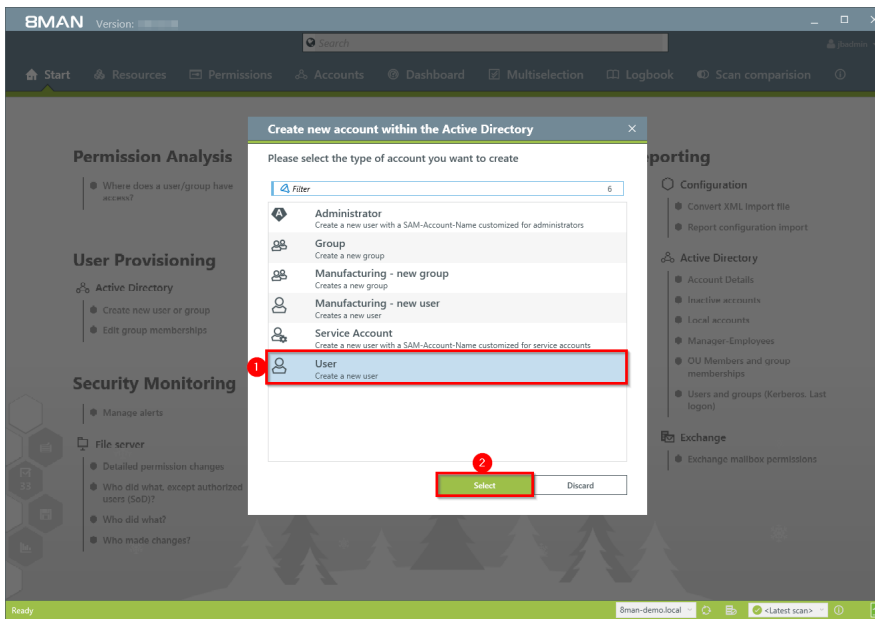
##### Additional Services

Creating templates for account creation (Part II Technical documentation)

##### Step by step process

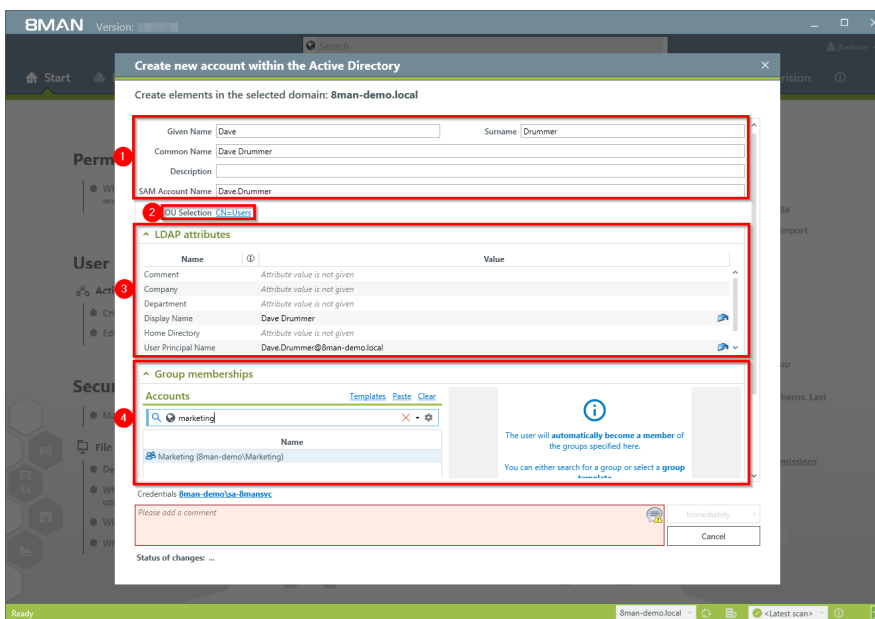


1. Click on "Start".
2. Click on "Create new user or group".

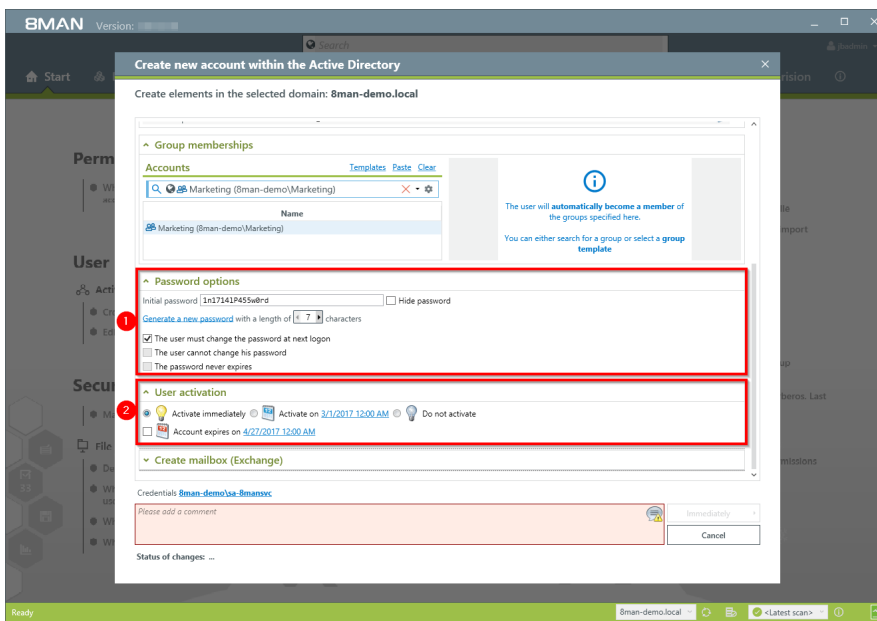


8MAN offers 4 standard templates. You can generate as many of your own templates as you wish. We recommend using templates as a foundation as this simplifies and speeds up the process.

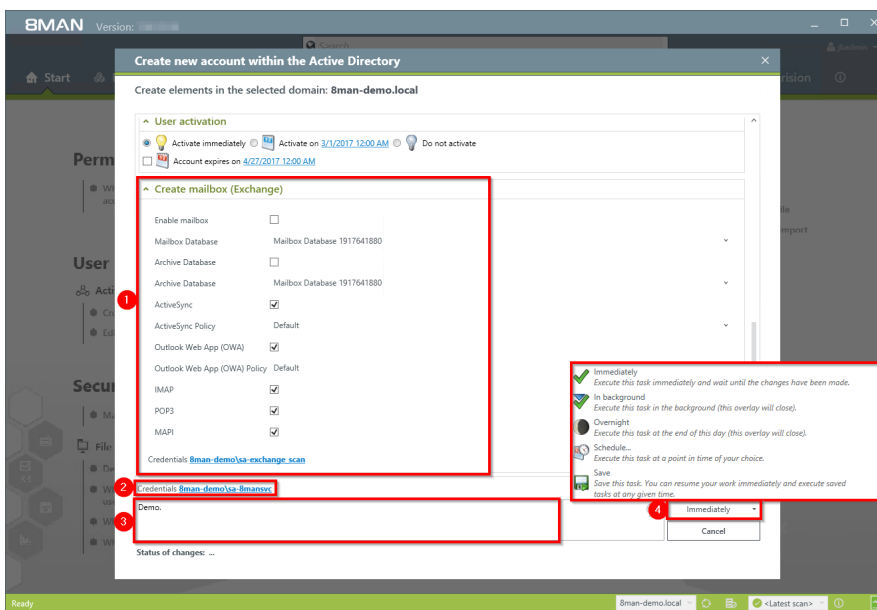
1. Select a User template.
2. Click on "select".



1. Enter the required information.
2. Modify the OU if desired.
3. Add any additional LDAP attributes.
4. You can designate group memberships while creating the user.



1. Determine your password options.
2. 8MAN allows you to decide when you want to activate or deactivate the account.



1. Determine the email settings. You are able to email activate it later, if you create the account without a mailbox.
2. Determine which credentials are used in order to create the new account in AD.
3. You must enter a comment.

**Sensitive administrative actions should always contain an explanation why the account is being created and/or what it is for. We recommend adding a ticket number and information who requested the account creation.**

4. Complete the action immediately or later, or save the job and complete it later.

### 8.1.1.2 Creating groups and adding users

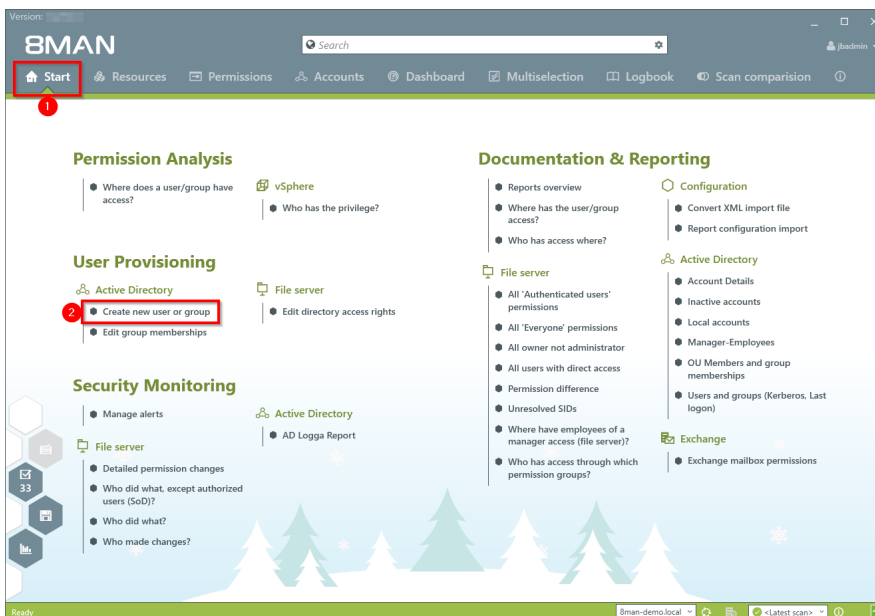
#### Background / Value

8MAN allows you to create standardized groups quickly and easily. Each process is automatically documented.

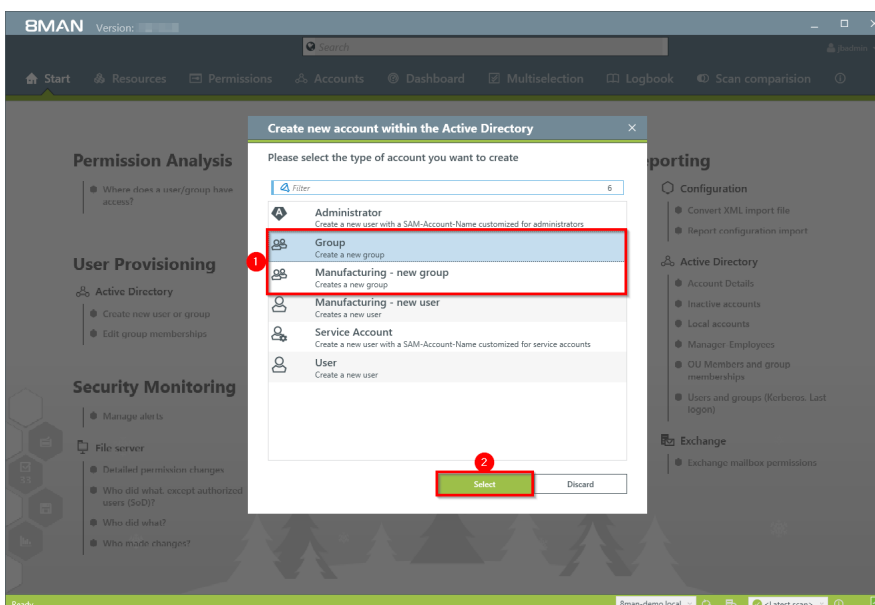
#### Additional Services

#### Managing group memberships

#### Step by step process

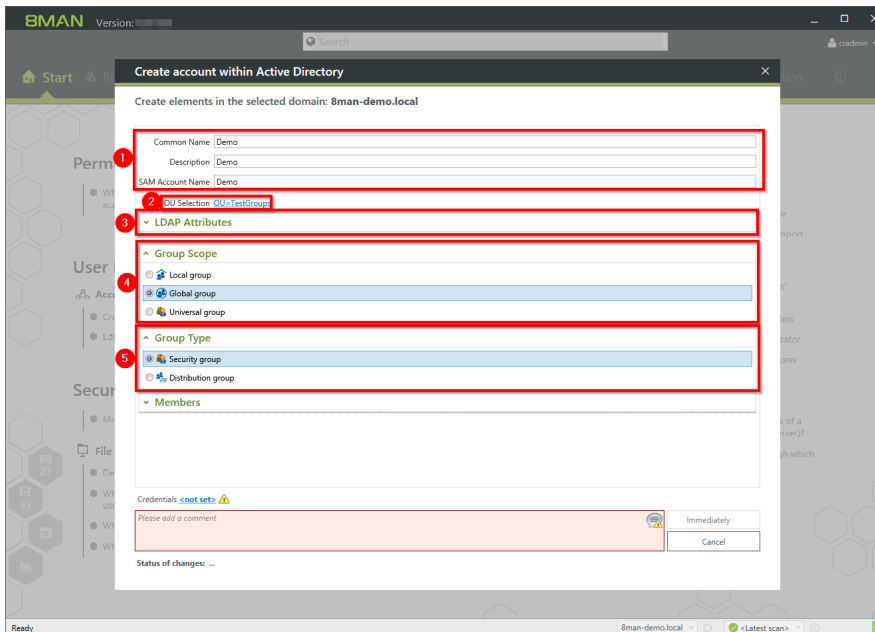


1. Select "Start".
2. Click on "Add a new user account or group".

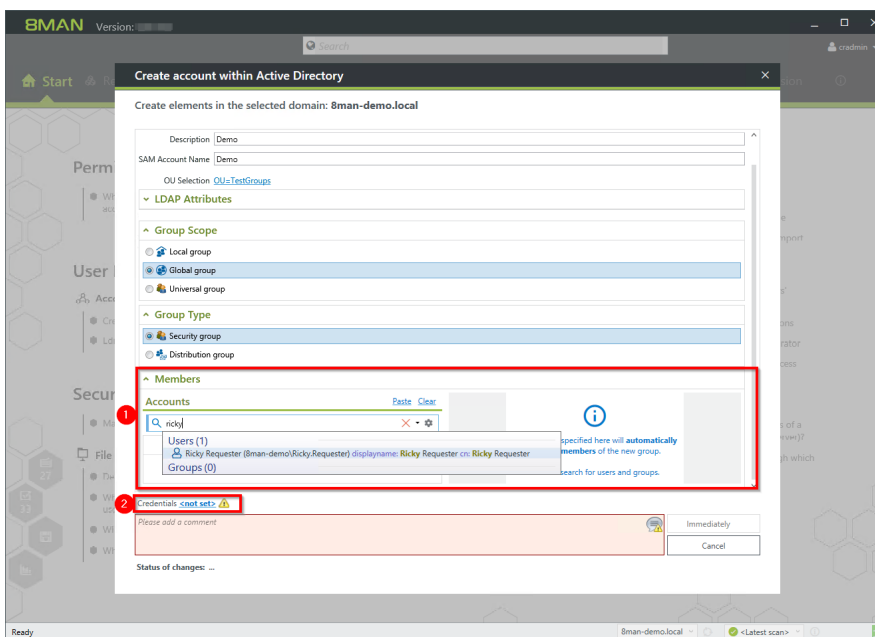


8MAN offers 4 standard templates. You can generate as many of your own templates as you wish. We recommend using adapted templates as a foundation as this simplifies, standardizes and speeds up the process.

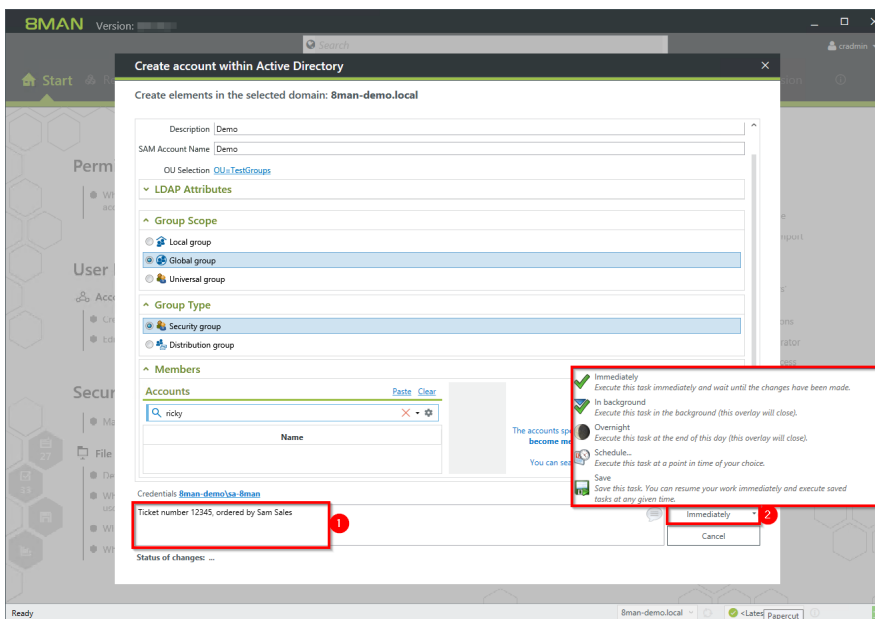
1. Select a group template.
2. Click on "Select".



1. Enter the required information.
2. Change the OU if desired.
3. Add additional LDAP attributes.
4. Determine the group scope.
5. Determine the group type.



1. You can designate users while creating the group.
2. Determine the login information for creating the new group in AD.



1. You must enter a comment.

**Sensitive administrative actions should always contain an explanation why the account is being created and/or what it is for. We recommend adding a ticket number and information who requested the account creation.**

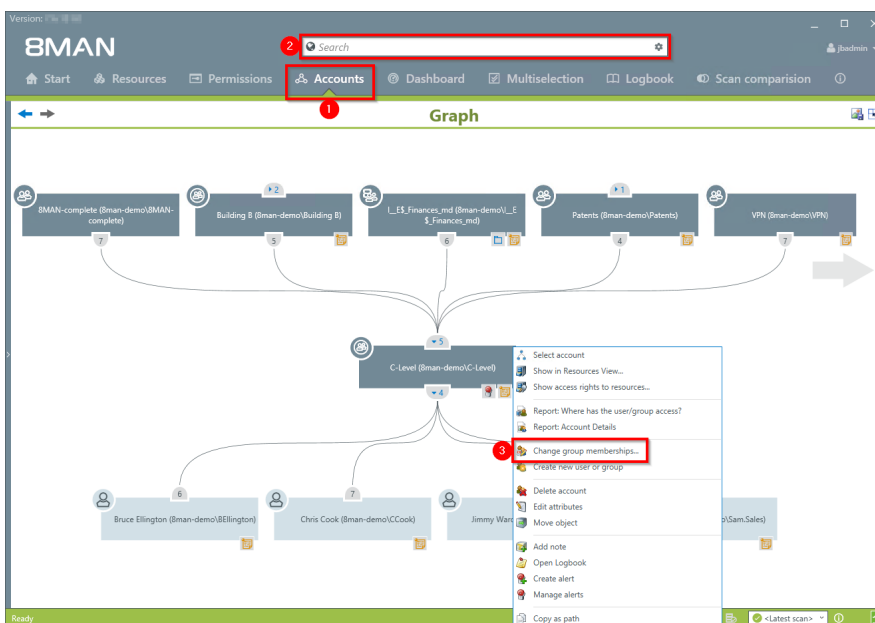
2. Complete the action immediately or later, or save it as a job.

### 8.1.1.3 Managing group memberships

#### Background / Value

8MAN allows you to manage group memberships quickly and easily. You can also see which group(s) the group is a member of.

#### Step by step process

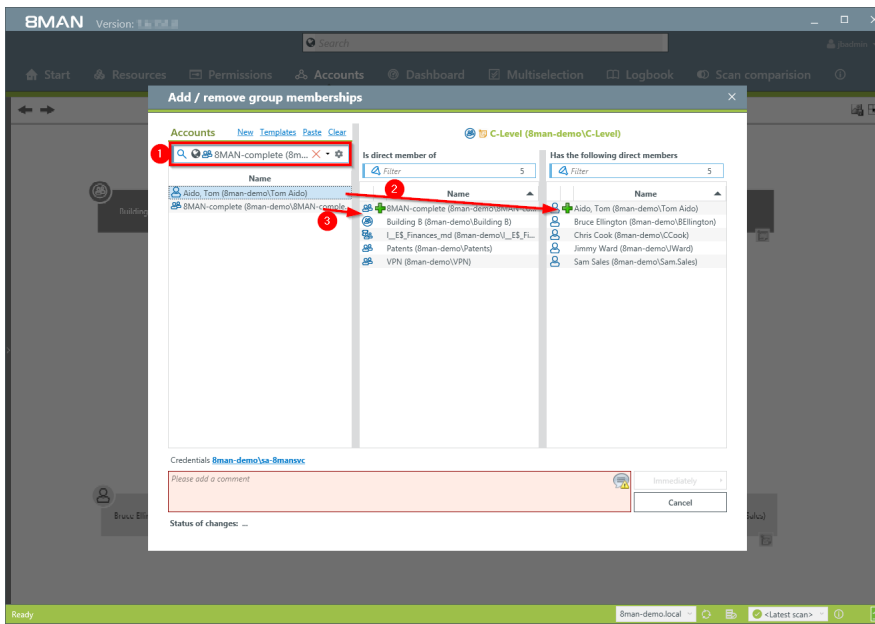


1. Select "Accounts".

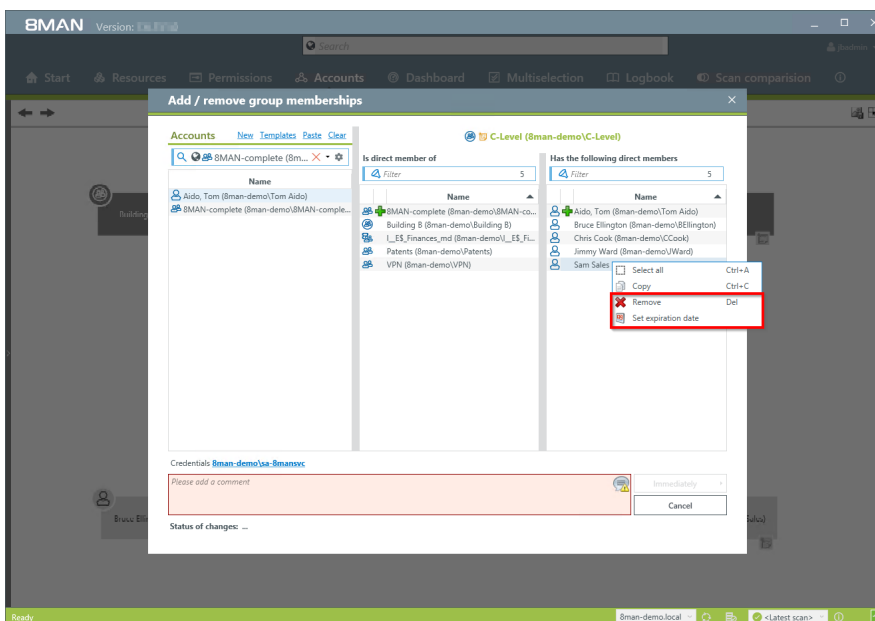
2. Use the search field to find the desired account.

3. Right-click on the account and select "Change group memberships" in the context menu.

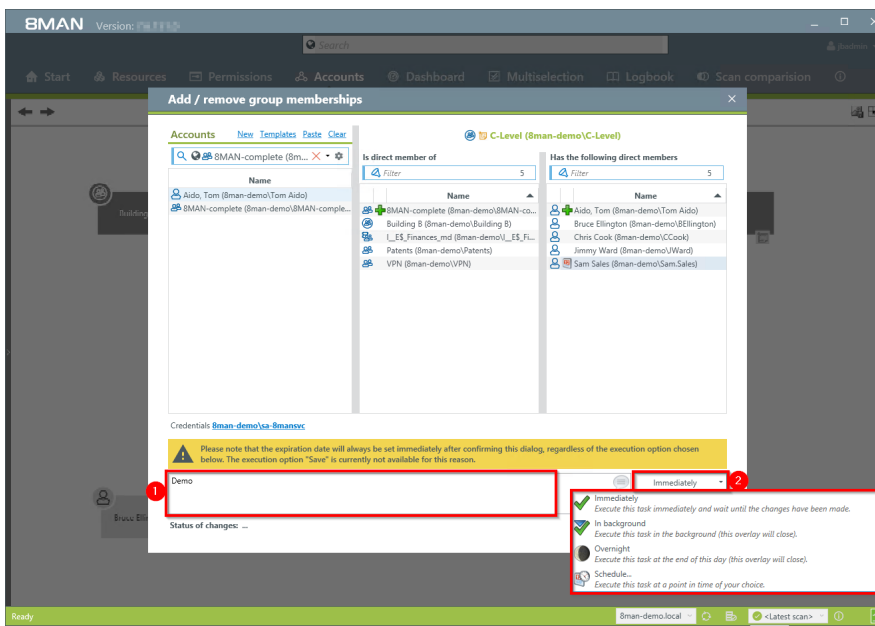
Alternatively you can also select "Edit group memberships" on the 8MAN home page.



1. Use the search field to find the desired user or group.
2. Use drag & drop to move users and groups into the right column to add new group members (children).
3. Use drag & drop to move a group to the middle column. This creates a new group membership (parent).



Right-click and use the context menu to remove memberships (parents and children) immediately or on a designated date.




1. You must enter a comment.
1. Make changes immediately or save and schedule them for later.

8.1.1.4 Deleting empty groups

Background / Value

Over time, empty groups accumulate in your Active Directory. These reduce performance and diminish transparency. We recommend deleting these groups. 8MAN always deletes user accounts and groups including all permissions on file servers. This prevents unauthorized SIDs and reduces security risks.



Groups without members could be system groups. These should not be deleted.

Step by step process

Version: 7.0.0.0

8MAN

Search

Start Resources Permissions Accounts **Dashboard** Multiselection Logbook Scan comparison

Reporting

Active Directory

- Inactive accounts
- Local accounts
- Users and groups (Kerberos, Last login)

File server

- All 'Authenticated users' permissions 3
- All 'Everyone' permissions 4
- All owner not administrator 12
- All users with direct access 12
- New and unused shares
- Unresolved SIDs

Depth of nested groups

70

12

9

1

1

1 2 3 4 5

Depth

Users and other accounts

Users	429
Users (Disabled)	6
Administrators	12
Administrators (Disabled)	0

Groups

All Groups	182
Groups with members (w/o recursions)	103
Empty groups	76
Groups in recursions	3
The largest group (Domain Users (8man-demo\Domain Users))	428
Built-in security groups	27
Global security groups	76
Universal security groups	35
Local security groups	42
Global distribution groups	0
Universal distribution groups	2
Local distribution groups	0

OU / Contacts / More

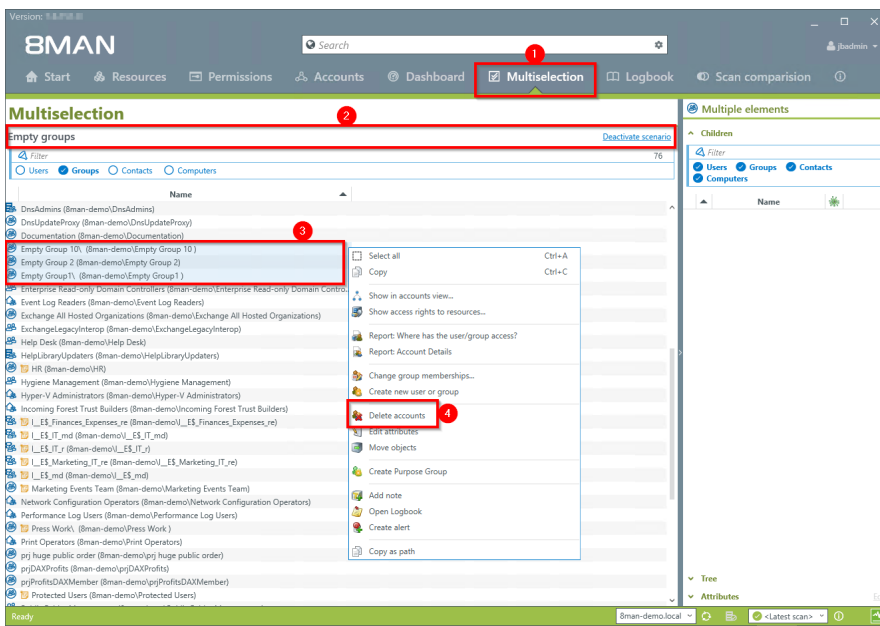
Computers	4
Computers (disabled)	0
Contacts	0
Foreign users	0
Organizational Units	12

Top 5 Kerberos Tokens (Bytes)

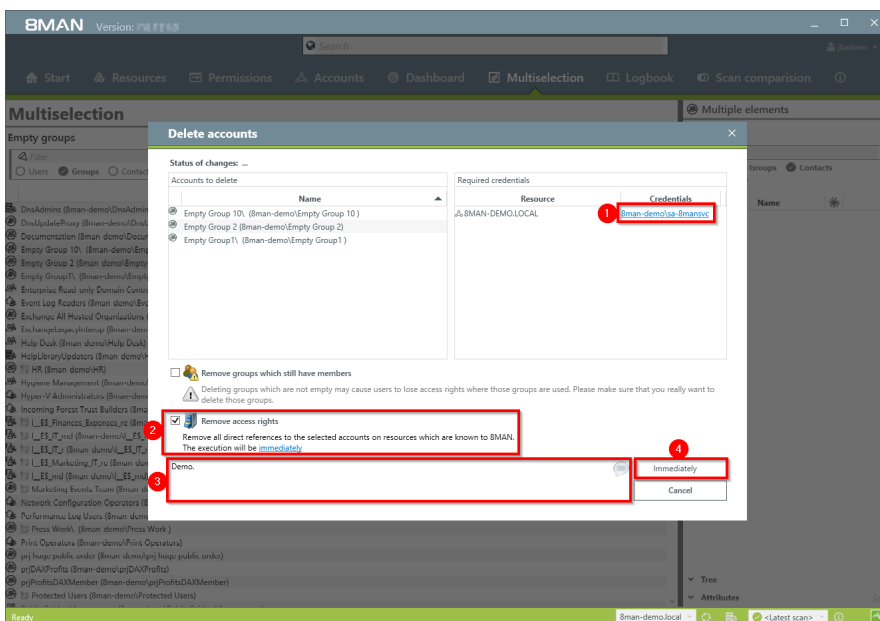
Quinton Patton (8man-demo\QPatton)	1584
Jones, Gareth (8man-demo\Gareth Jones)	1528

Ready 8man-demo.local <Latest scan>

1. Switch to the Dashboard.
2. Double-click on "Empty groups".



1. BMAN automatically switches to the multi-select view.
2. The scenario "Empty groups" is active. The listed groups are all empty.
3. Select the groups that you are sure can be deleted.
4. Right-click and select "Delete Account" from the context menu.



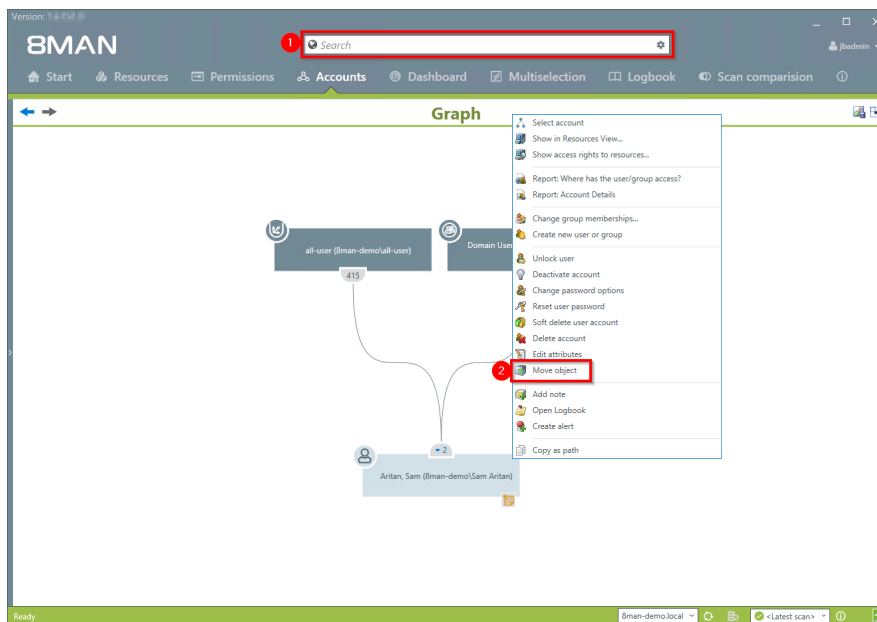
1. If required change the login which will be used to delete the group in AD.
2. Activate the option "Remove access rights" and prevent the occurrence of unresolved SIDs.
3. You must enter a comment.
4. Start the deletion process.

### 8.1.1.5 Moving objects in Active Directory

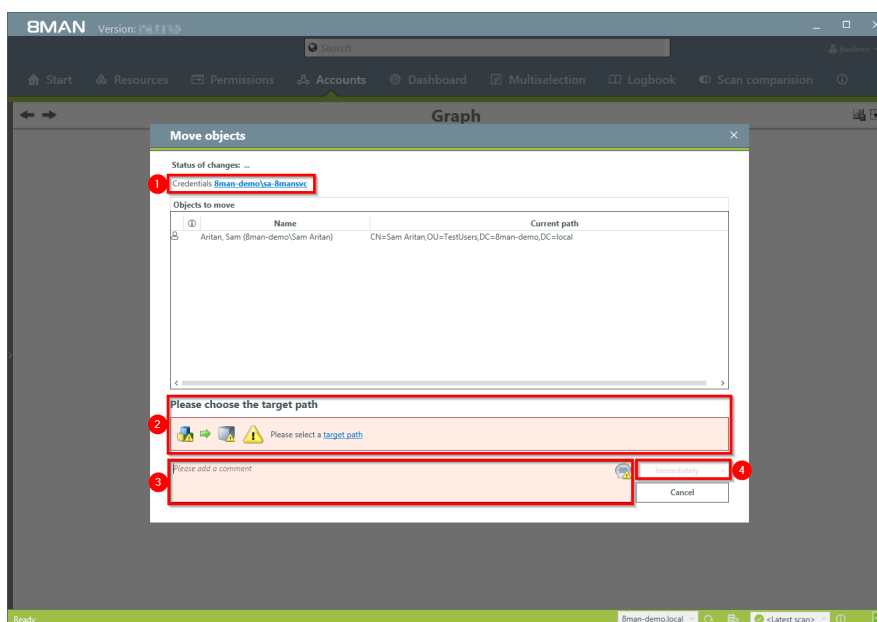
#### Background / Value

8MAN is able to move objects, meaning user accounts, group accounts and computers from one OU into another. This may be required if one of your users moves location or new group policies are applicable. 8MAN fully documents all movement among OUs.

#### Step by step process



1. Use the search field to find the desired object.
2. Right-click on the object. You can do this in the "Accounts" view. Then select "move object".



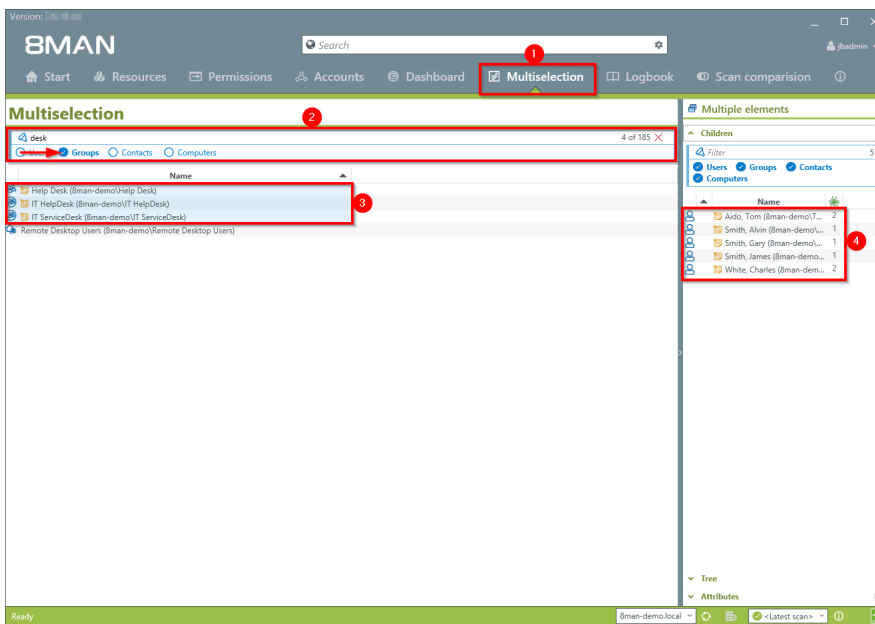
1. If required change the login which will be used to move the object.
2. Select a destination path.
3. You must enter a comment.
4. Start the process.

### 8.1.1.6 Reducing multiple groups to a single group

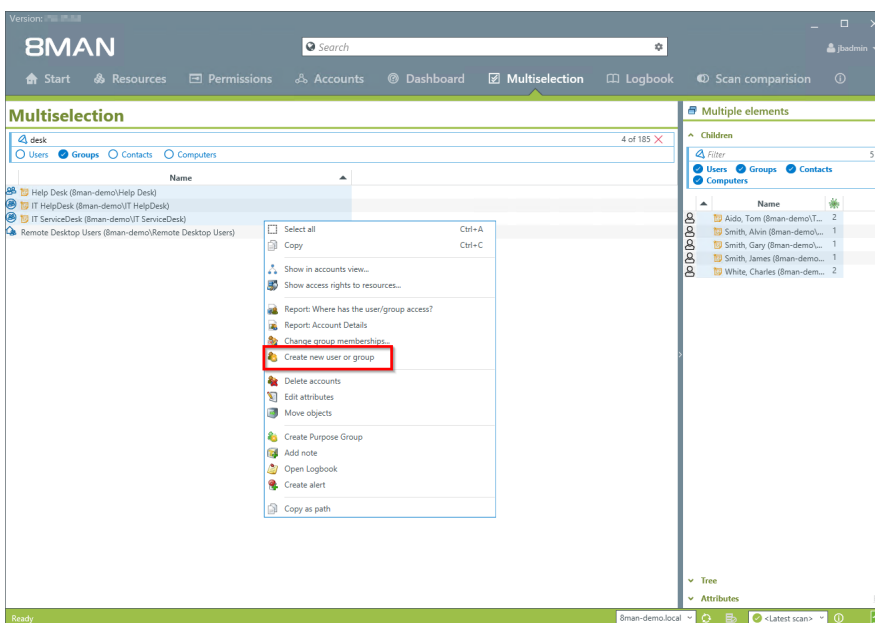
#### Background / Value

On organized AD should have a limited number of groups. 8MAN allows you to easily combine historically accumulated and unnecessary groups. The following example shows the creation of a central help desk group. 8MAN allows you to simply copy all of the desired members and then combine them into one group.

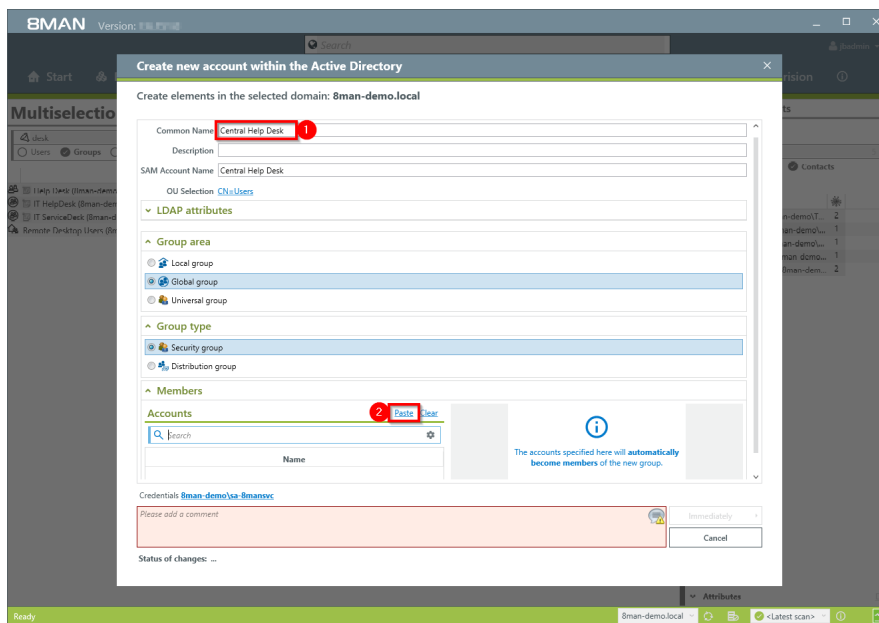
#### Step by step process



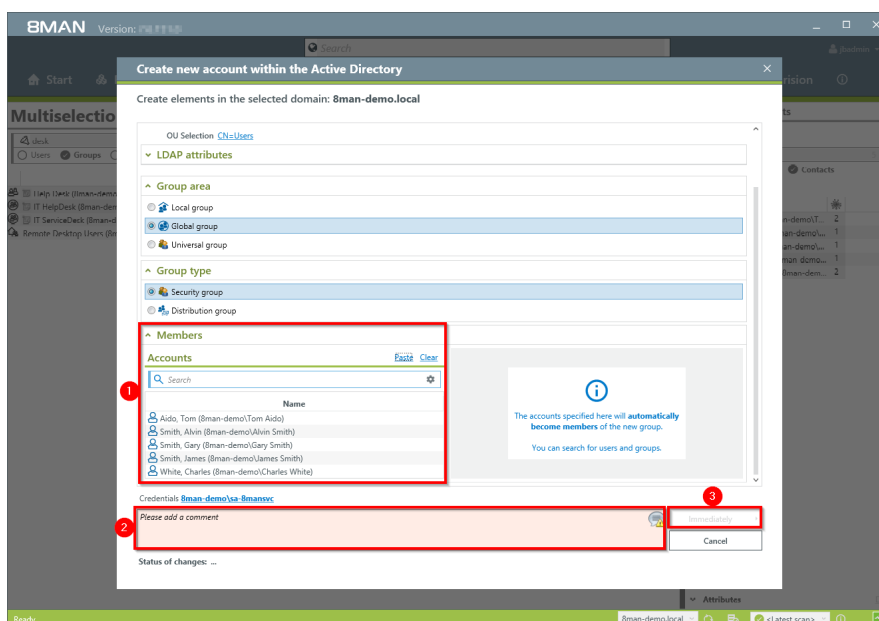
1. Select "Multiselection".
2. Apply filters to find the desired groups.
3. Select the groups.
4. Select all desired users and copy them into the clipboard. (For example CTRL+A and CTRL+C).



Right-click and select "Create new user or group".



1. Name the new group.
2. In the "Members" area click on "Paste".



1. All members of the previously selected groups are now in the new group "Central Help Desk".
2. You must enter a comment.
3. Start with the creation of a new group.

## 8.1.1.7 Changing password options

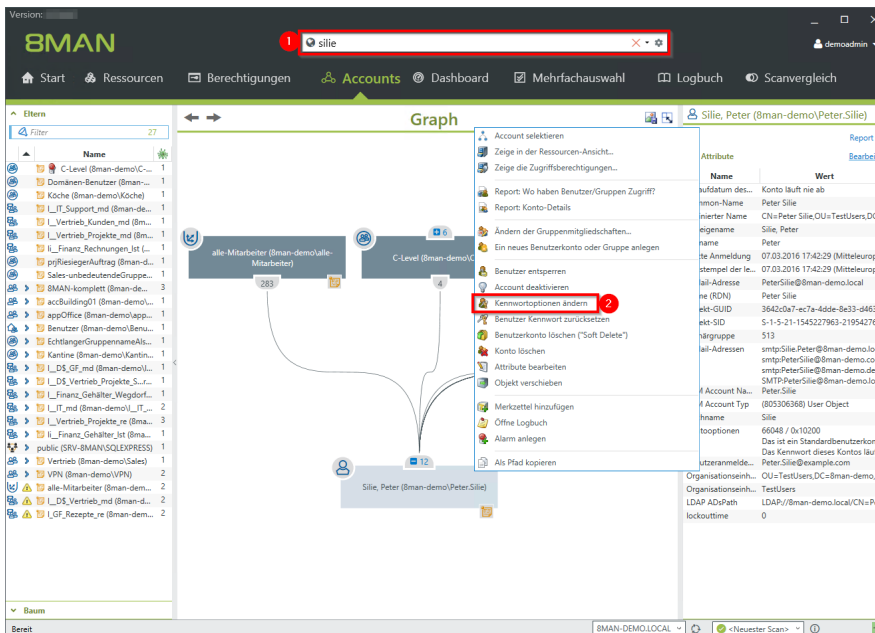
### Hintergrund/Mehrwert

Passwords should be changed regularly. Set the required password options.

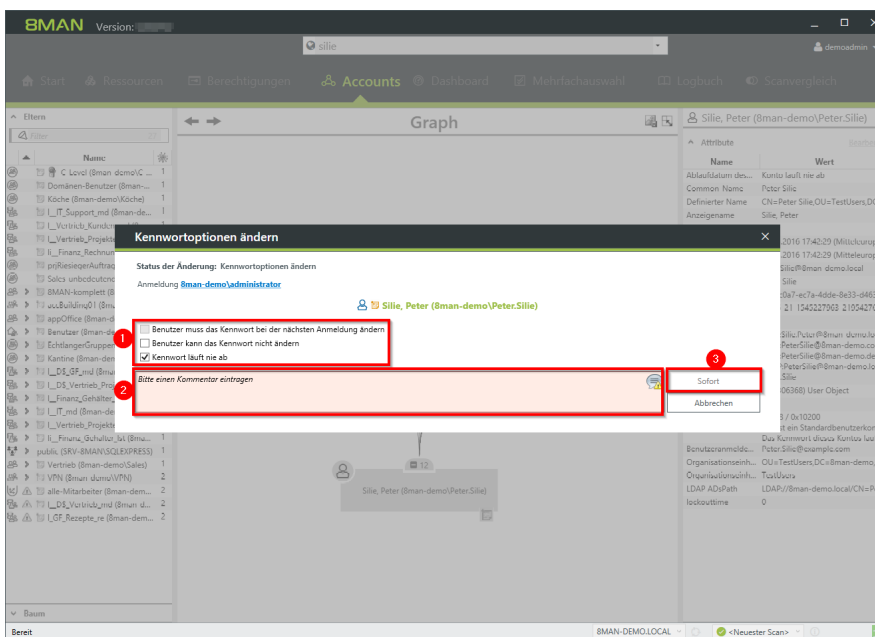
### Additional Services

[Changing password options in bulk](#)

## Step by step process



1. Finden Sie den gewünschten Benutzer mit der Suche.
2. Rechtsklicken Sie den Benutzer, z. B. in der Accounts-Ansicht und wählen "Kennwortoptionen ändern" im Kontextmenü.



1. Legen Sie Kennwortoptionen fest.
2. Sie müssen einen Kommentar eingeben, z. B. "Ticketnummer", "Beauftragt von" oder "Genehmigt von".
3. Starten Sie das Rücksetzen.

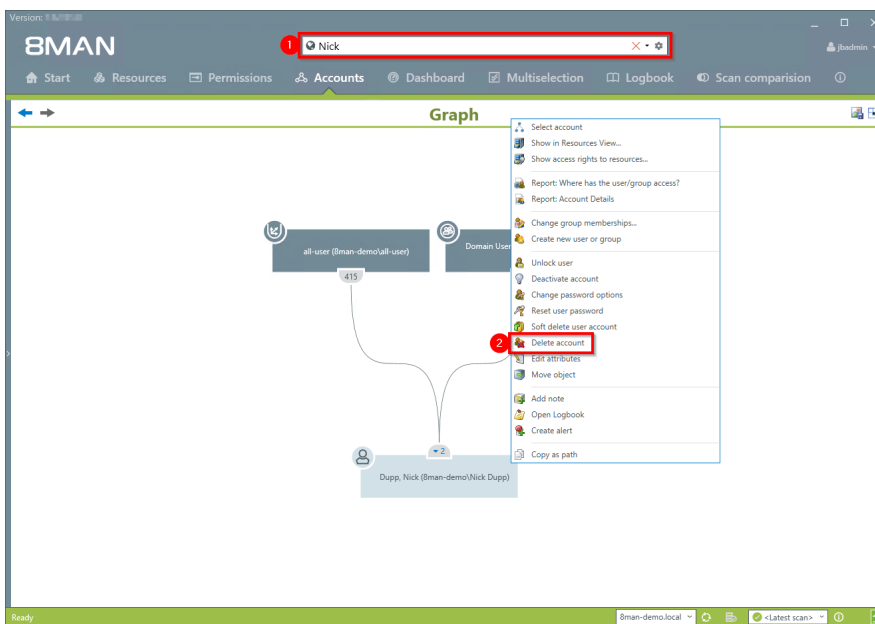
## 8.1.2 Helpdesk

### 8.1.2.1 Removing a user and their permissions

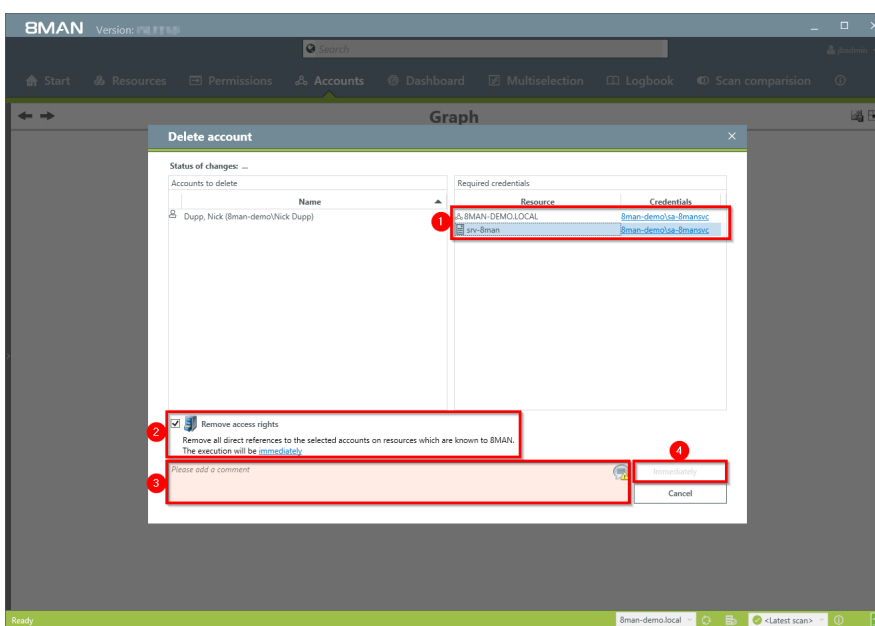
#### Background / Value

With 8MAN you can delete the user from AD and remove all of their access rights on the file server in one easy action.

#### Step by step process



1. Use the search field to find the desired user.
2. Right-click on the user and select "Delete account" from the context menu. You can do this in the accounts view.



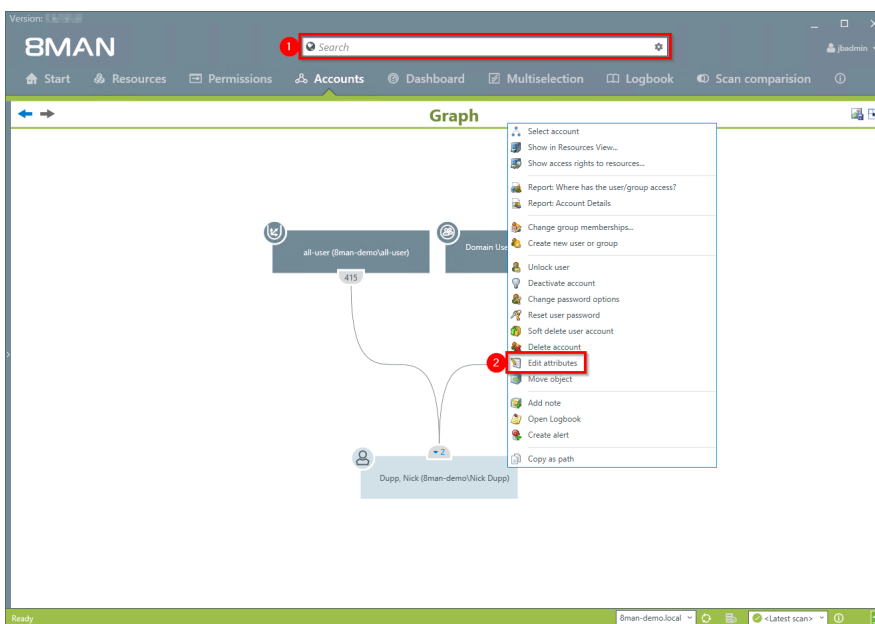
1. If required change the credentials to remove the access rights.
1. Activate the option "Remove access rights" to avoid unresolved SIDs on file servers.
2. You must enter a comment, for example "ticket number" or "authorized by".
3. Start the process.

### 8.1.2.2 Managing group and user attributes

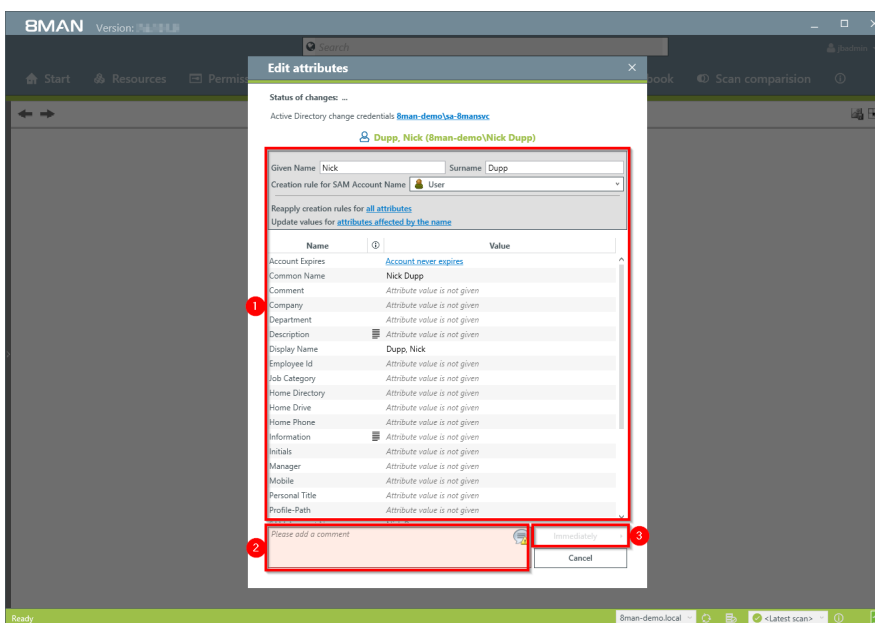
#### Background / Value

With 8MAN you can easily manage attributes for users accounts in a flat list. All actions are automatically documented.

#### Step by step process



1. Use the search field to find the desired user or group.
2. Right-click on the user or group. You can do this in the accounts view.



1. Change the desired attributes.
2. You must enter a comment.
3. Start or plan the change.

### 8.1.2.3 Unlocking user accounts

#### Background / Value

Unlocking user accounts is one of the most frequently performed action of most help desks. 8MAN makes the password reset revision proof. All actions are documented in the logbook.

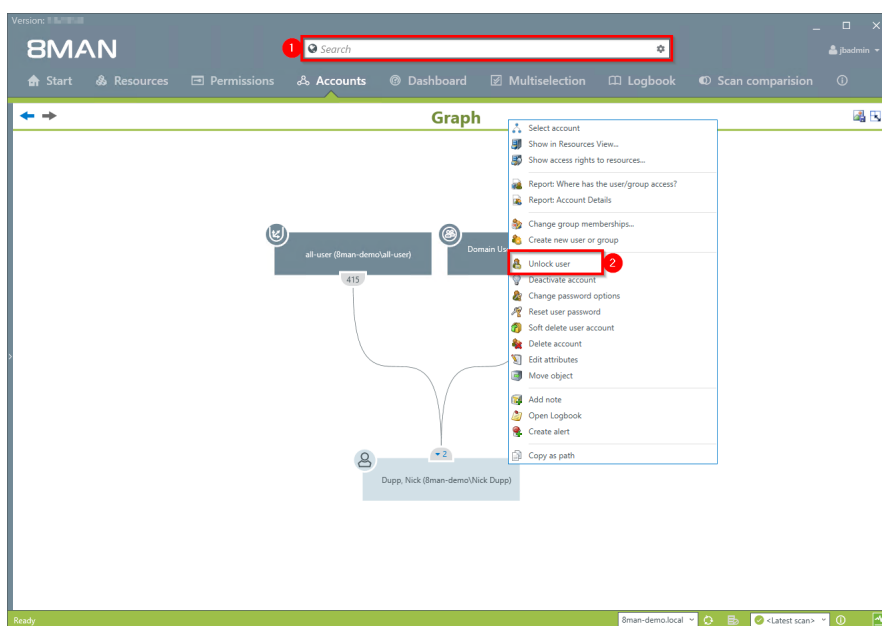
#### Additional Services

If employees use native tools to unlock a sensitive account, AD Logga will capture all activity. Especially sensitive accounts can be monitored with 8MATE Alerts.

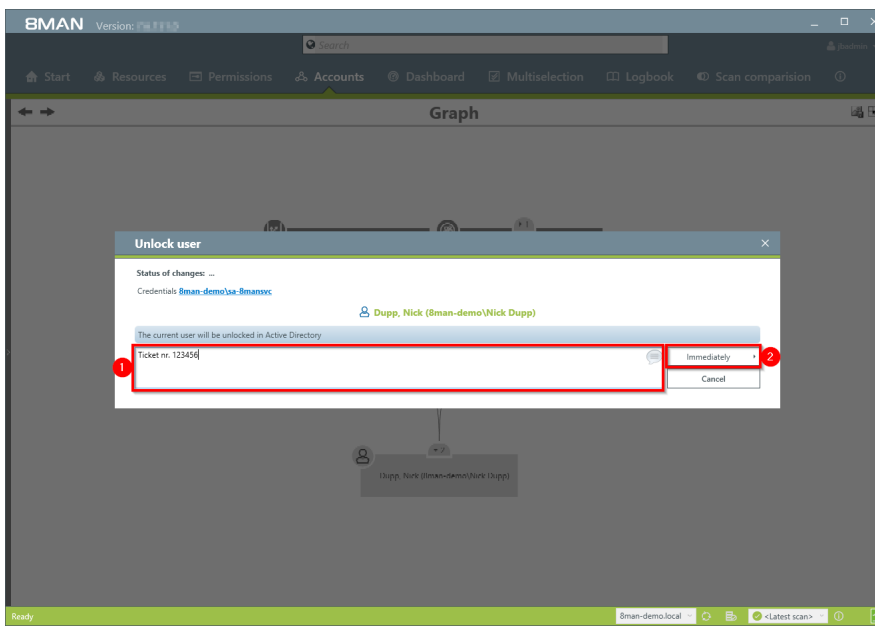
[AD Logga: Identifying locked user accounts](#)

[8MATE Alerts: Monitoring a user account](#)

#### Step by step process



1. Use the search field to find the desired user or group.
2. Right-click on the user or group and select "Unlock user" from the context menu. You can do this in the accounts view.



1. You must enter a comment, for example "ticket number" or "authorized by".
2. Start the unlocking process.

### 8.1.2.4 Deactivating a user account

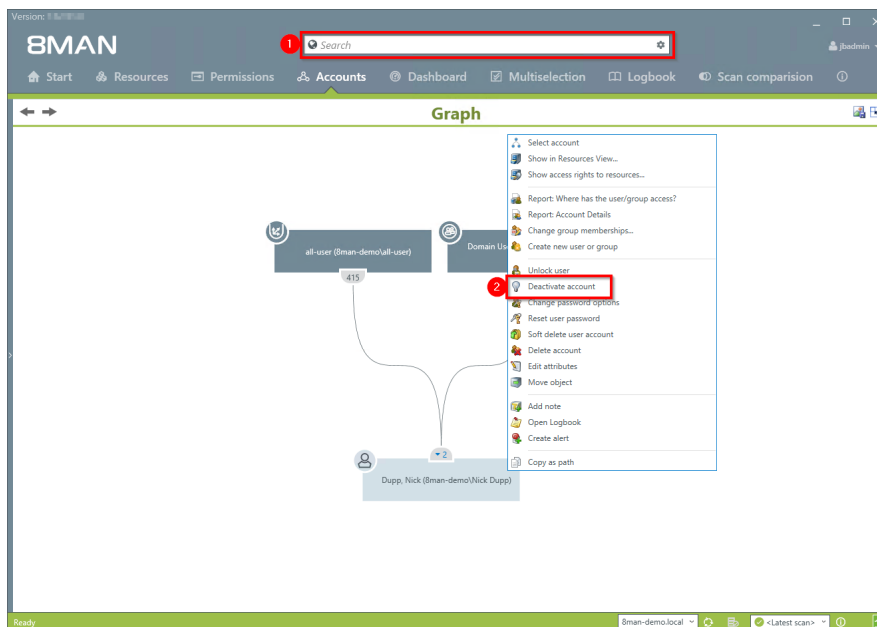
#### Background / Value

If you deactivate an account with 8MAN, this is equivalent to a normal deactivation in Active Directory. The user account remains in the OU.

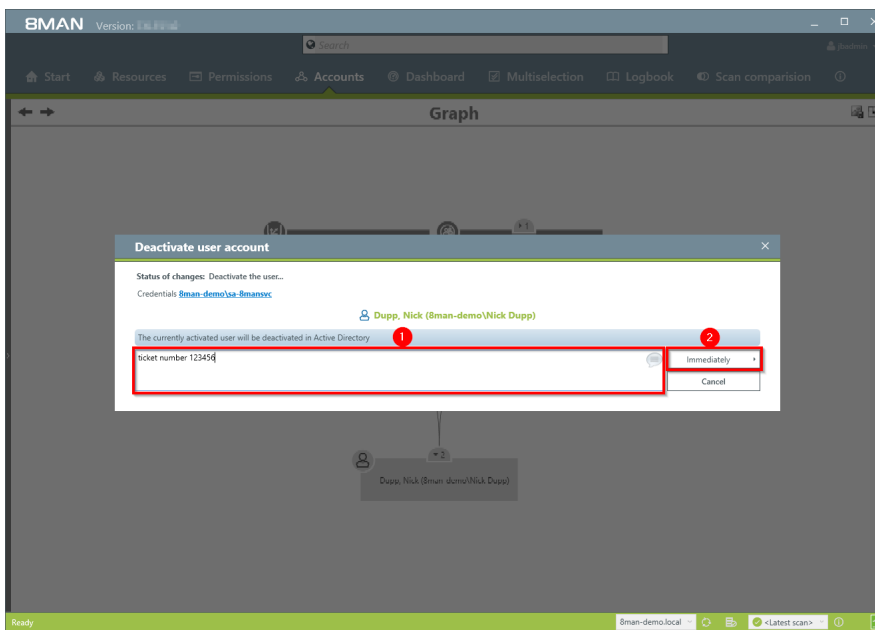
#### Additional services

##### Deleting a user with soft delete

#### Step by step process



1. Use the search field to find the desired user.
2. Right-click on the user and select "deactivate account" from the context menu. You can do this in the accounts view.



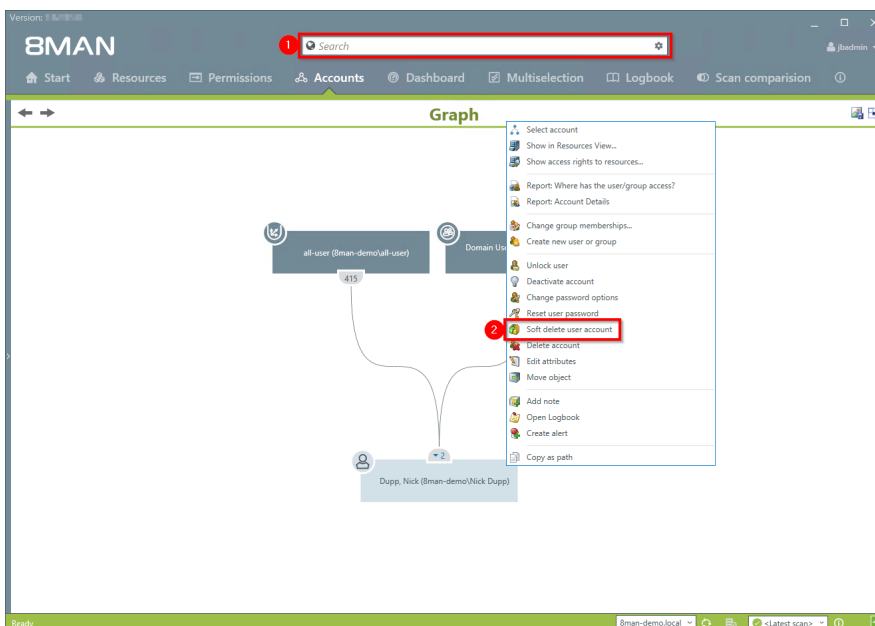
1. You must enter a comment, for example "ticket number" or "authorized by".
2. Start the process.

### 8.1.2.5 Deleting a user account by using the "soft delete" feature

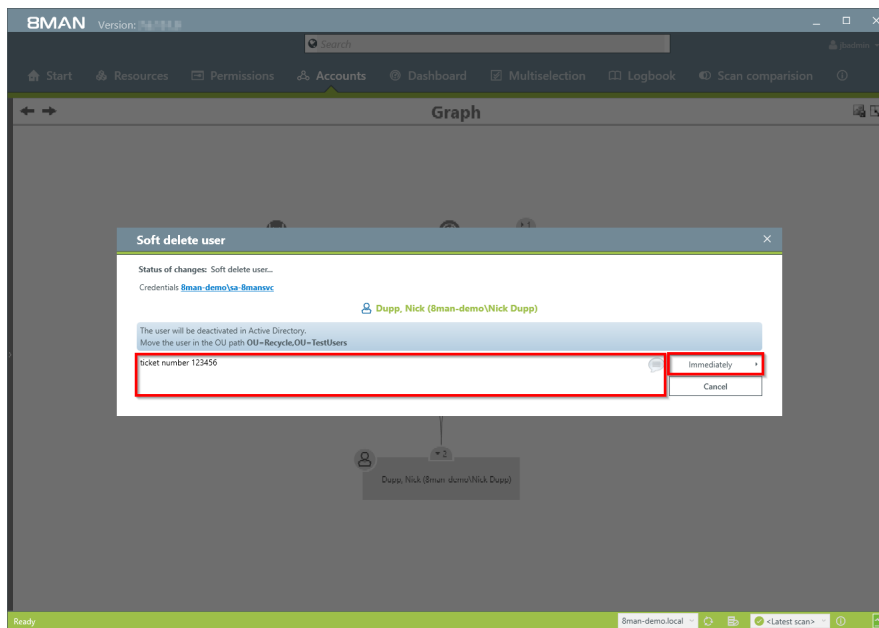
#### Background / Value

When deleting a user with "soft delete" all of their access rights remain intact. The account is moved to a "Trash" OU and deactivated. This account can no longer be used since the "Trash" OU is part of a strictly limited group policy.

#### Step by step process



1. Use the search field to find the desired user.
2. Right-click on the user and select "soft delete account" from the context menu. You can do this in the accounts view.



1. You must enter a comment, for example "ticket number" or "authorized by".
2. Start the process.

### 8.1.2.6 Resetting passwords

#### Background / Value

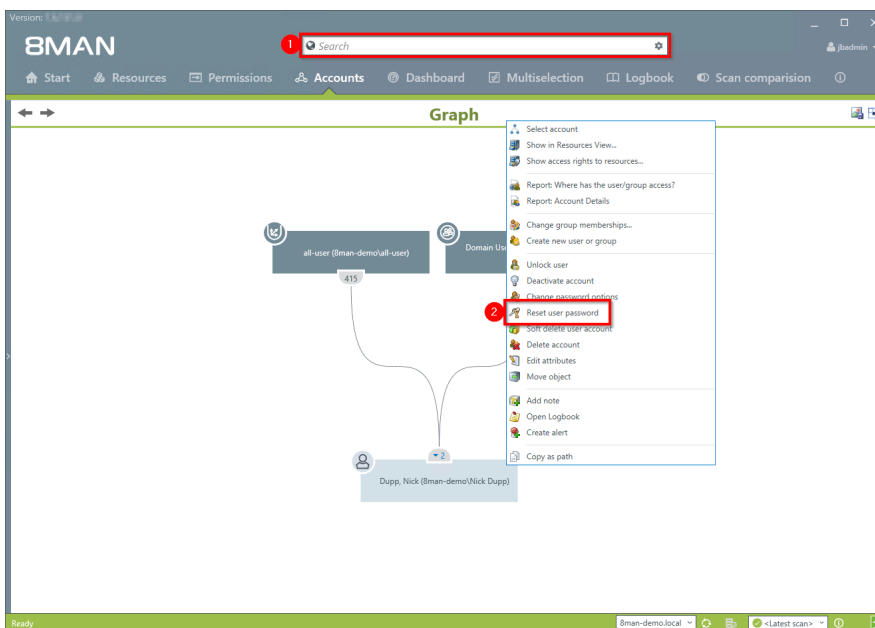
Resetting passwords is one of the most common tasks performed by help desks. 8MAN allows an easy and secure way of resetting passwords. All sensitive actions are documented in the log book. If an employee uses native tools to reset a password and illegally tries to access that user account, the incident is captured with AD Logga. Especially sensitive user accounts can be monitored with 8MATE Alerts.

#### Additional services

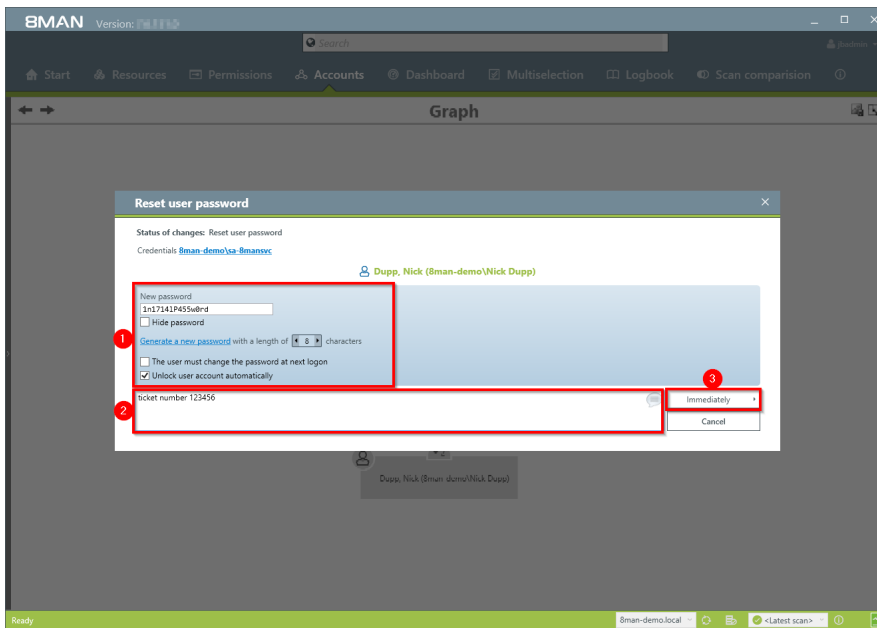
[8MATE AD Logga: Identifying locked accounts](#)

[8MATE Alerts: Monitoring a user account](#)

#### Step by step process



1. Use the search field to find the desired user.
2. Right-click on the user and select "reset user password". You can do this in the accounts view.



1. Determine your password options.
2. You must enter a comment, for example "ticket number" or "authorized by".
3. Start the reset process.

## 8.2 Fileserver

### 8.2.1 Data Owner

#### 8.2.1.1 Changing folder permissions

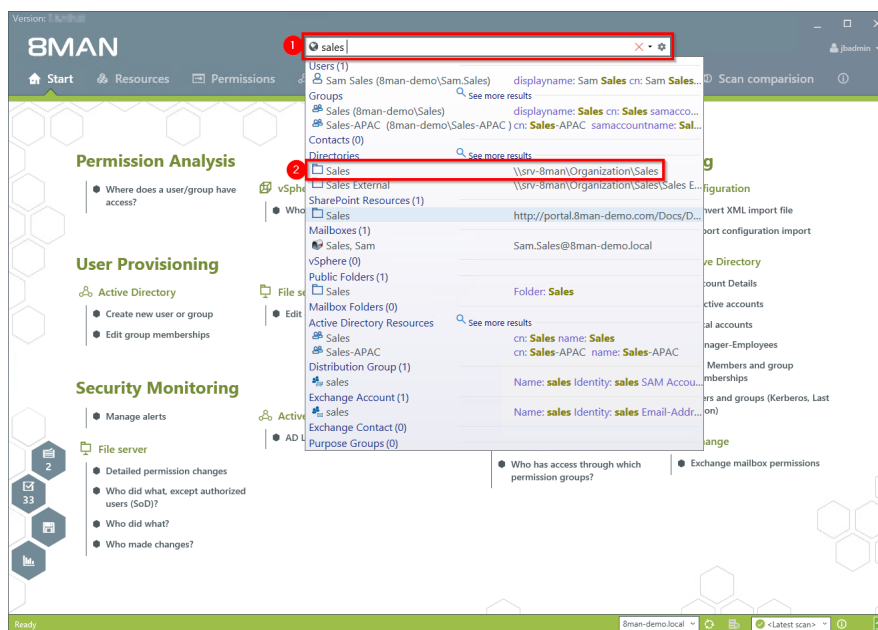
##### Background / Value

Access rights should be easy to assign and revoke. You can do this quickly and easily for the employees in your department. You don't need any special knowledge of Active Directory and / or file servers.

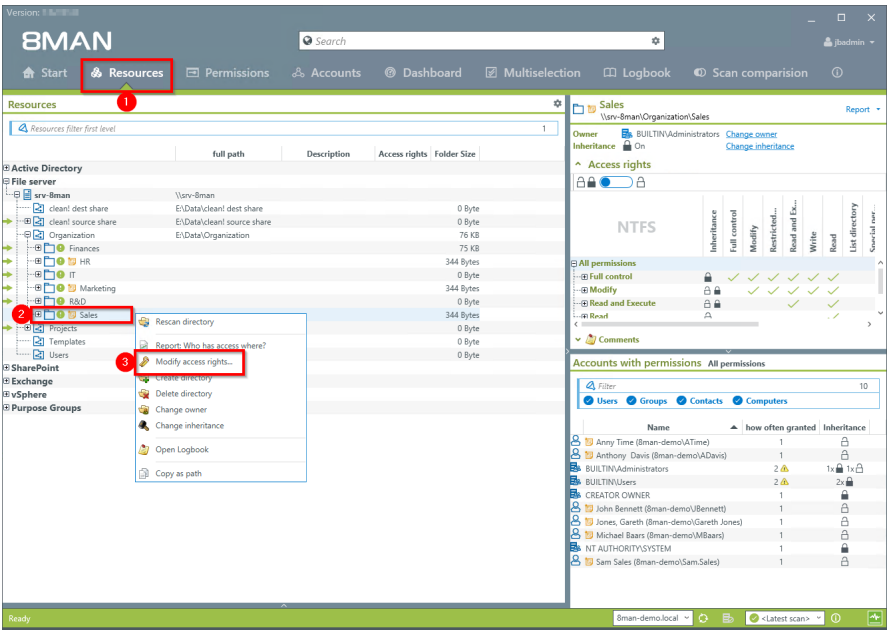
Simply decide what type of access rights you would like to assign: modify or read and execute.

**In order to maintain data integrity we recommend assigning change rights only to carefully selected employees.**

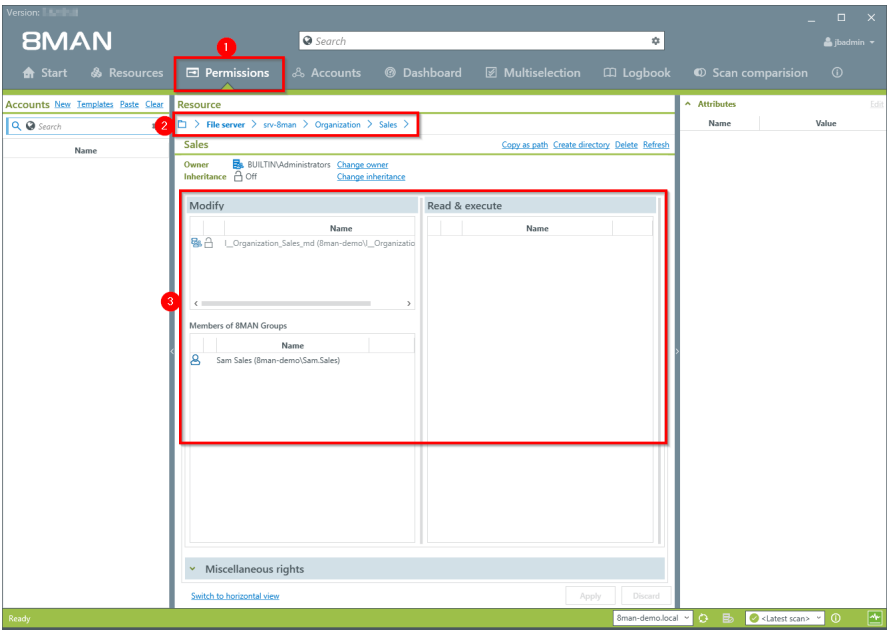
##### Step by step process



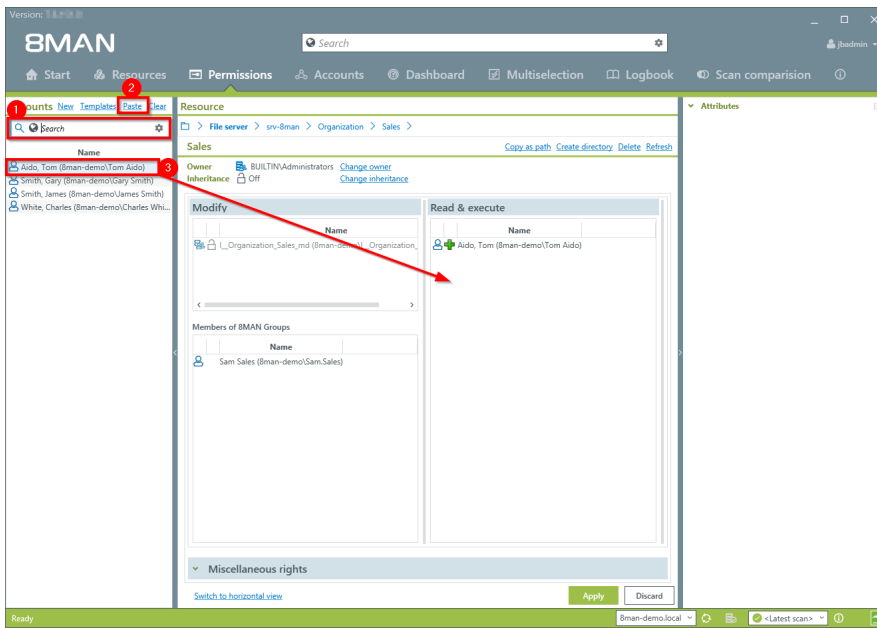
1. Use the search field to find the desired directory.
2. Click on the search result.



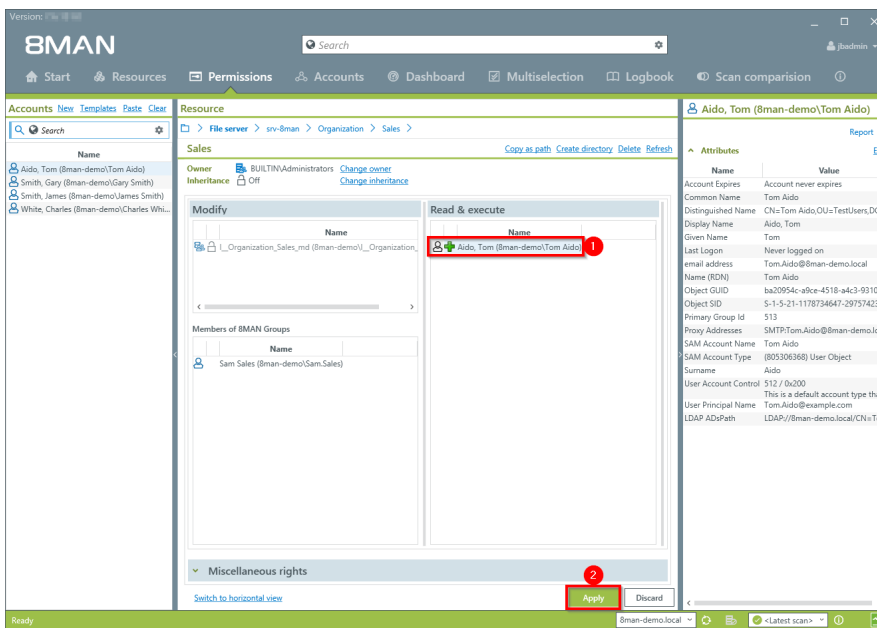
1. 8MAN switches to the "Resources" view.
2. Select a sub-directory if desired by right-clicking on it.
3. Select "Modify access rights..."



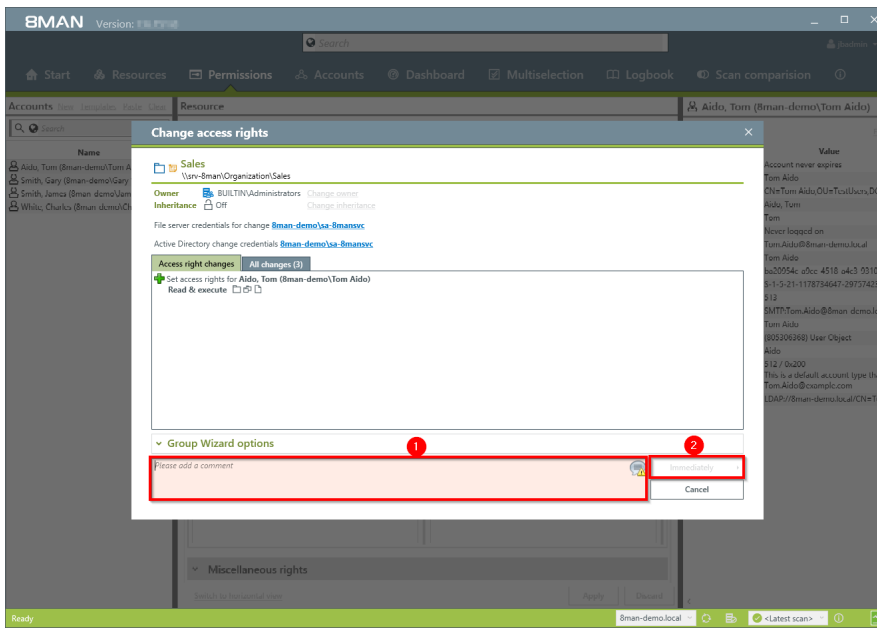
1. 8MAN switches to the "Permissions" view.
2. 8MAN shows you the directory that you are working on. You can change this directory.
3. 8MAN shows you all existing access rights in the categories "Modify" and "Read & execute".



1. Use the search field to find the desired user or group.
2. You can enter the content into the clipboard, for example an 8MAN Text. 8MAN will then find known objects and filter them from the text.
3. Use drag & drop to move the users into a column and assign corresponding access rights.



1. The user is added to the column.
2. Click on "Apply".



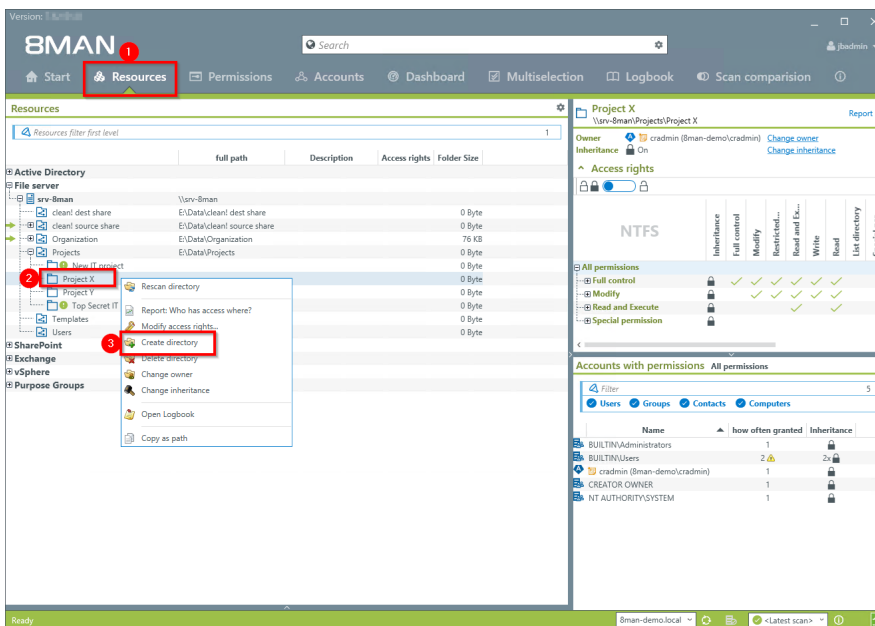
1. You must enter a comment.
2. Start the access rights change.

### 8.2.1.2 Creating a protected file server directory

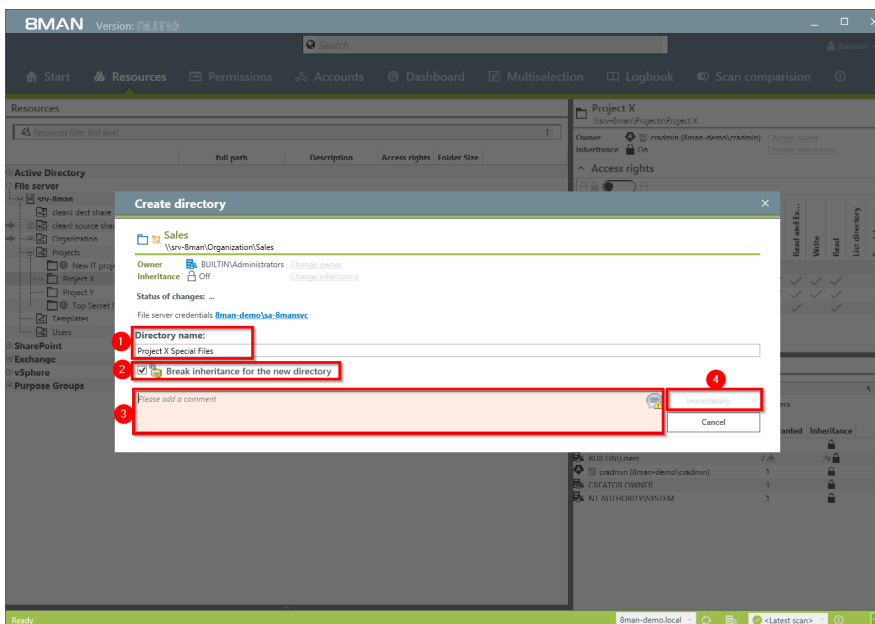
#### Background / Value

Managers and team leads can use 8MAN quickly and easily to create protected file server directories. This is done by creating a directory, removing all inherited rights and then adding new access rights. The result is a protected directory that only selected users have access to.

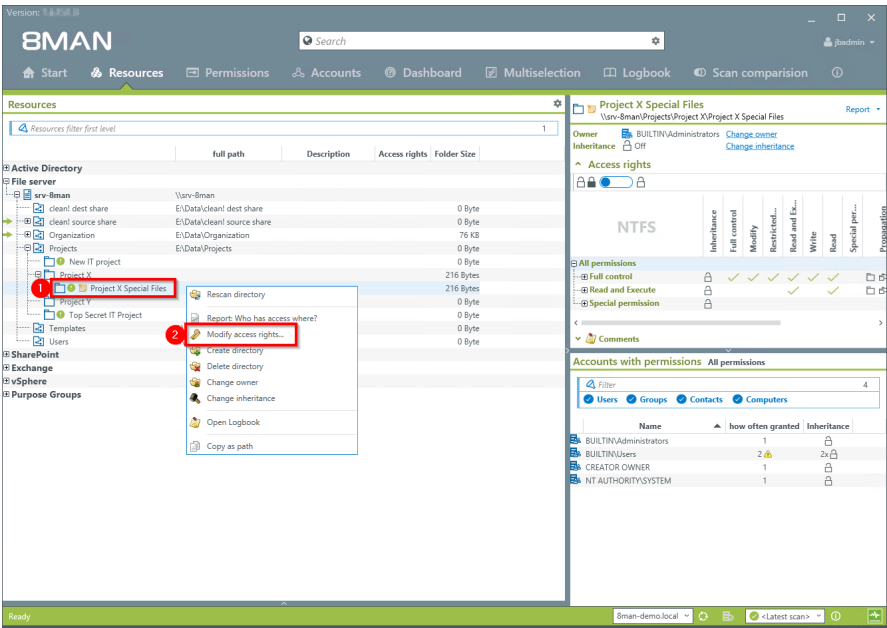
#### Step by step process



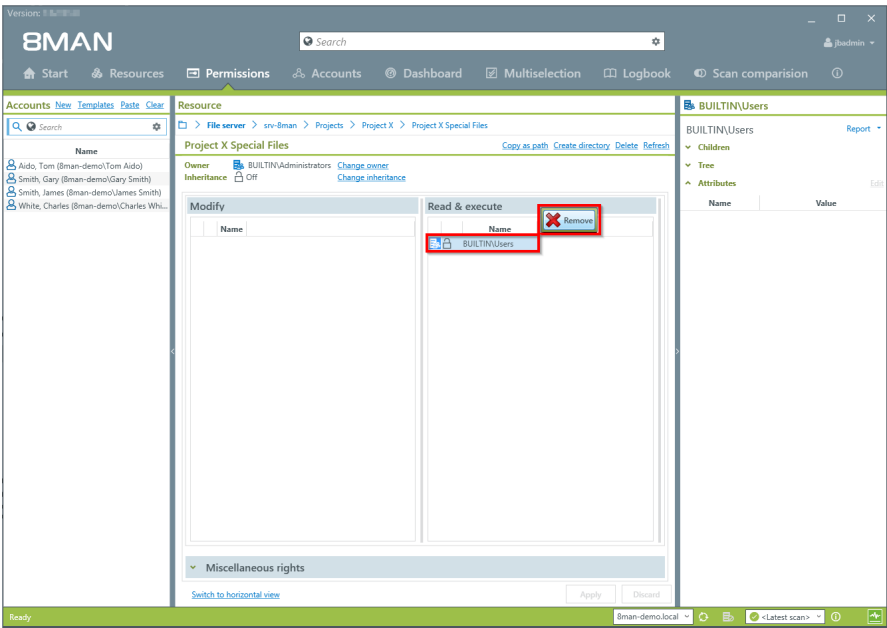
1. Select "Resources".
2. Navigate to the desired folder.
3. Right-click on the desired object and select "Create directory" from the context menu.



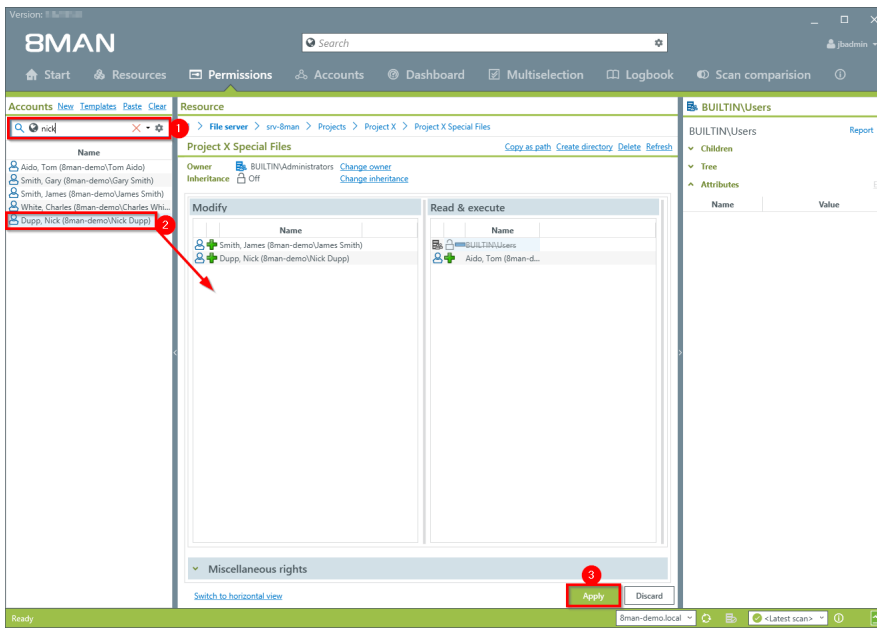
1. Name the directory.
2. Activate the option.
3. You must enter a comment.
4. Start the creation of a new directory.



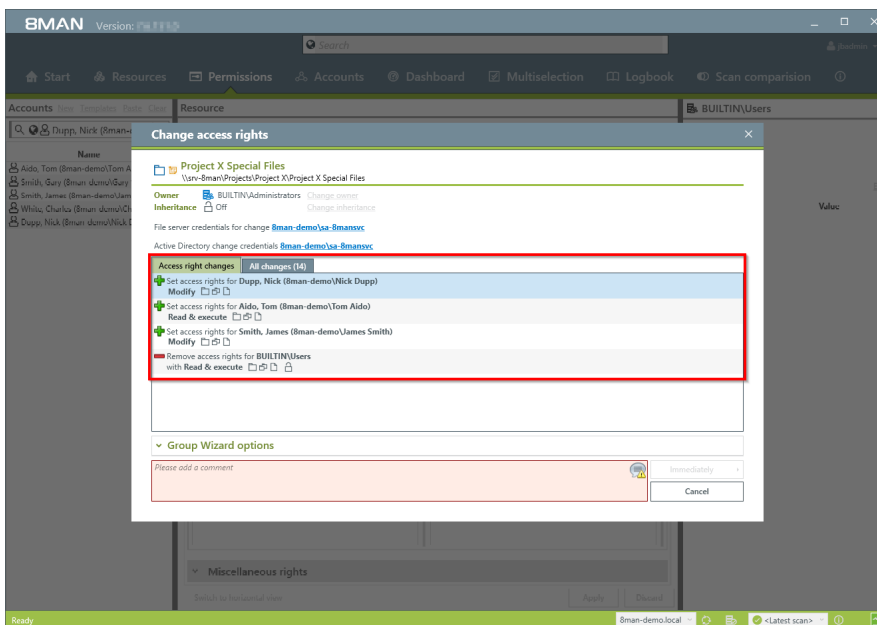
1. Navigate to the newly created directory.
2. Right-click on the directory and select "Modify access rights..." from the context menu.



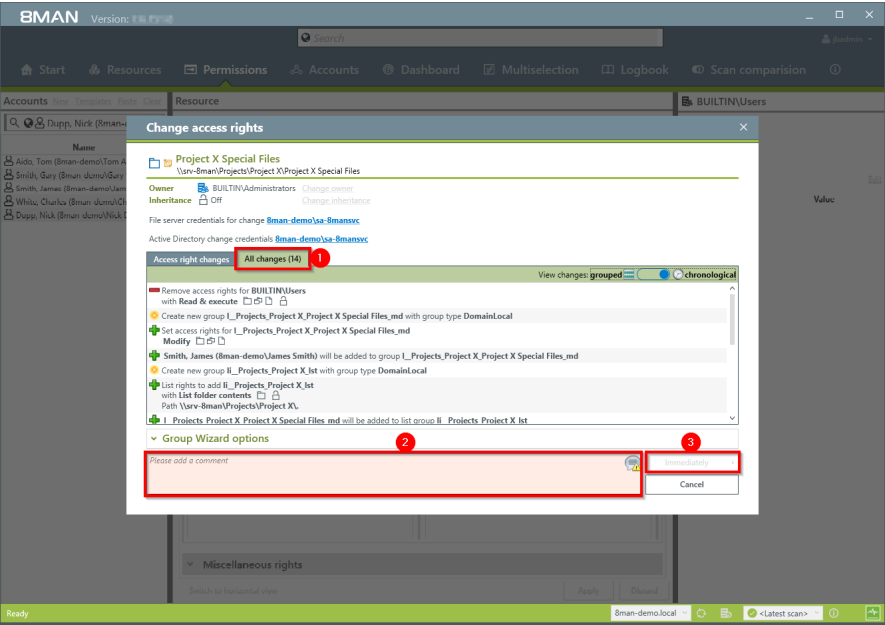
Remove all unnecessary access rights.



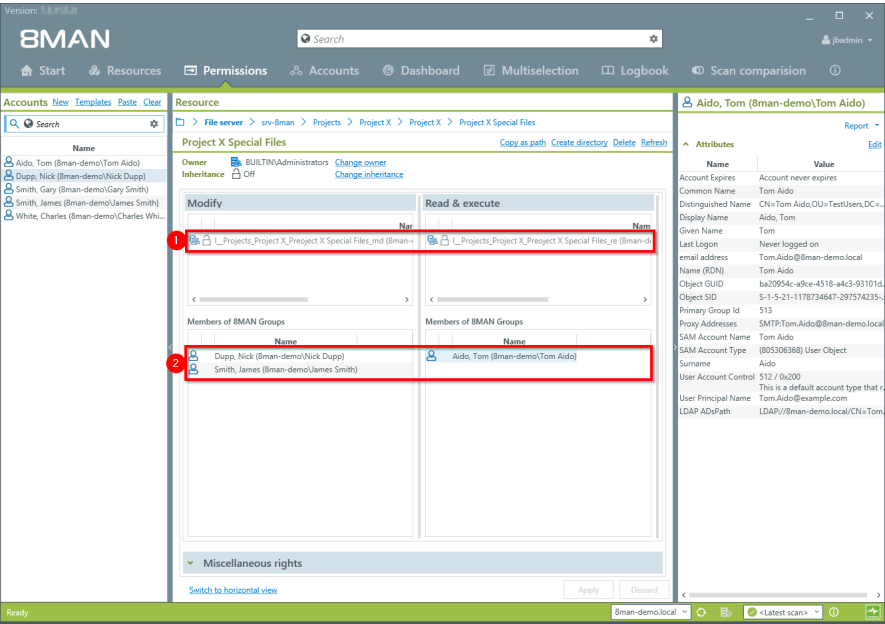
1. Use the search field to find the desired users and groups.
2. Use drag & drop to move the desired accounts into the access rights columns.
3. Start the process.



8MAN lists all planned access right changes. In the following example "Sam Sales" receives "change" rights to a new protected directory.



1. Click on the tab "All changes". You can then see all individual steps performed by the Group Wizard.
2. You must enter a comment.
3. Start the process.



After the execution, 8MAN will show you the result.

1. New, automatically created groups.
2. Members of the new groups.

## 8.2.2 Administrator

### 8.2.2.1 Removing multiple access rights on file server directories

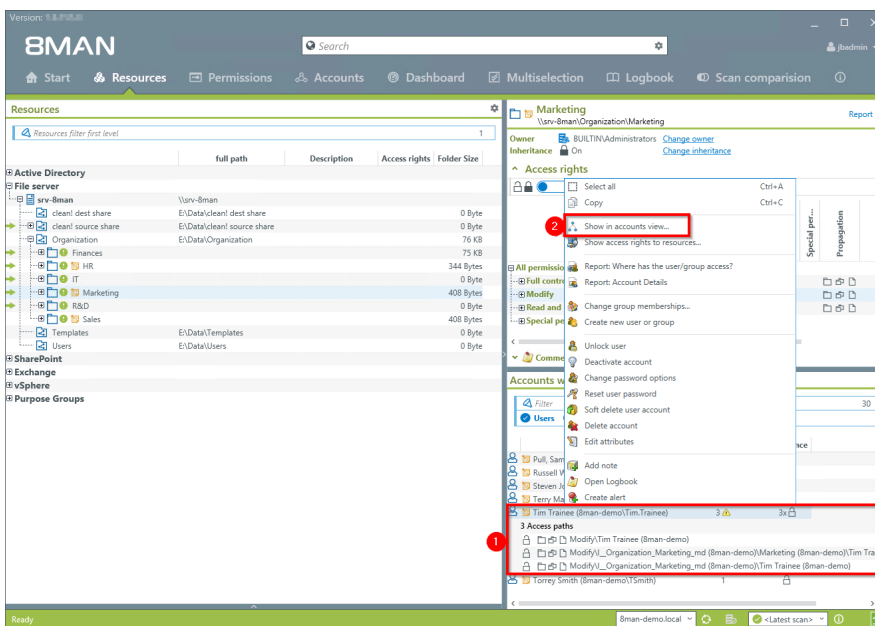
#### Background / Value

Multiple access rights often occur through nested AD group memberships. They are often a symptom of a confusing group and AD structure. Access rights to a particular resource should only be achieved through one group membership. 8Man allows you to remove multiple access rights quickly and easily.

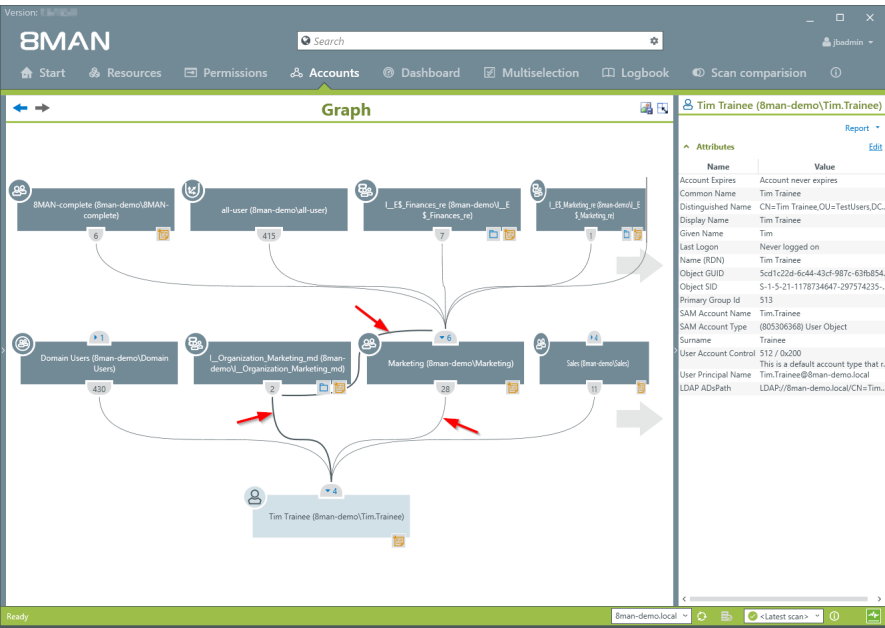
#### Additional services

Identifying multiple access paths to file server directories

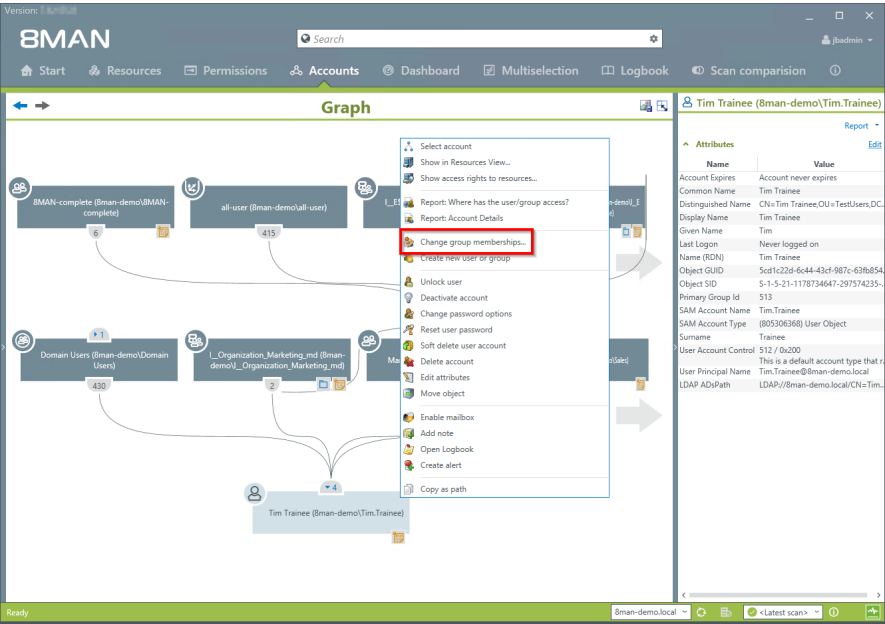
#### Step by step process



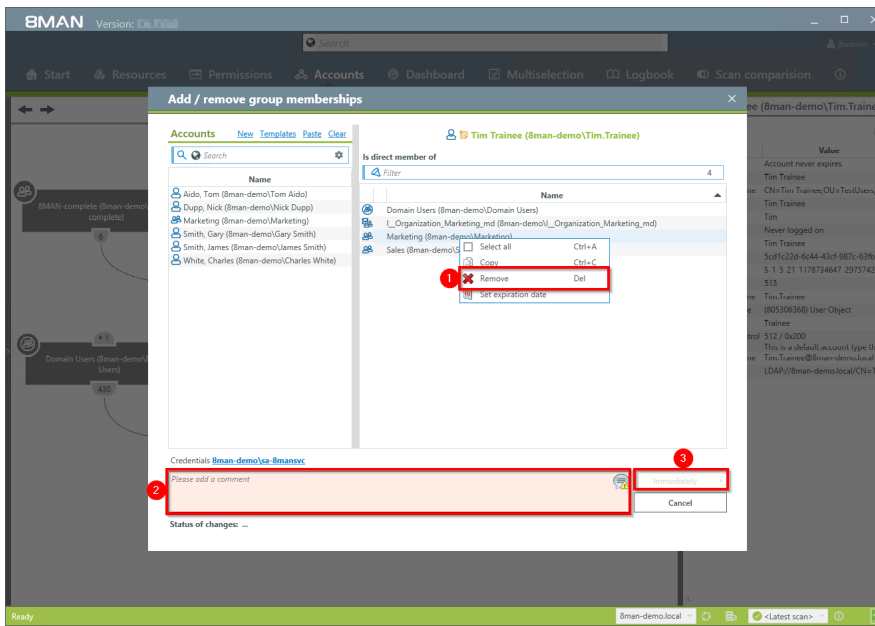
1. You have identified "Tim Trainee" as having multiple access paths.
2. Right-click on the account and select "Show in account view" from the context menu.



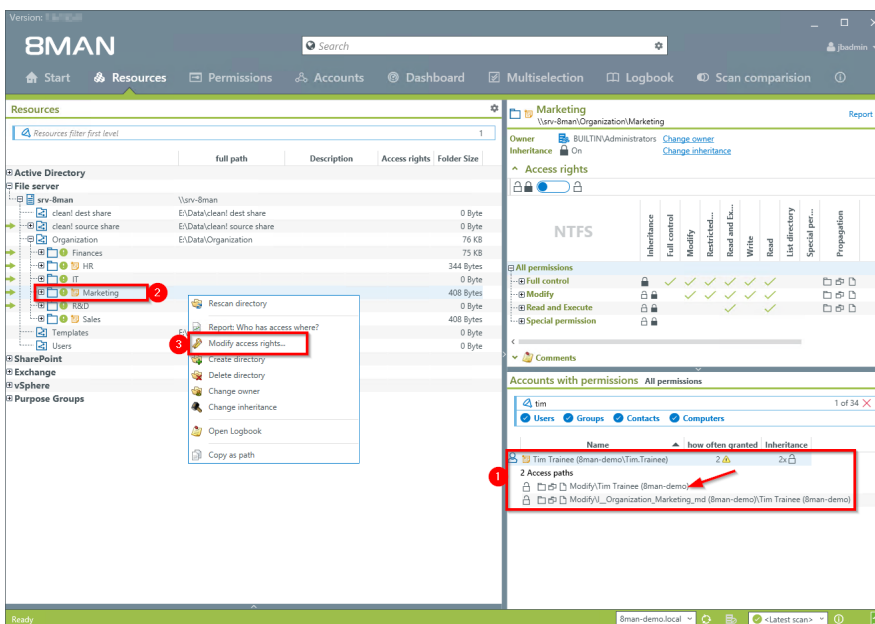
Use the AD graph to analyze multiple access paths.



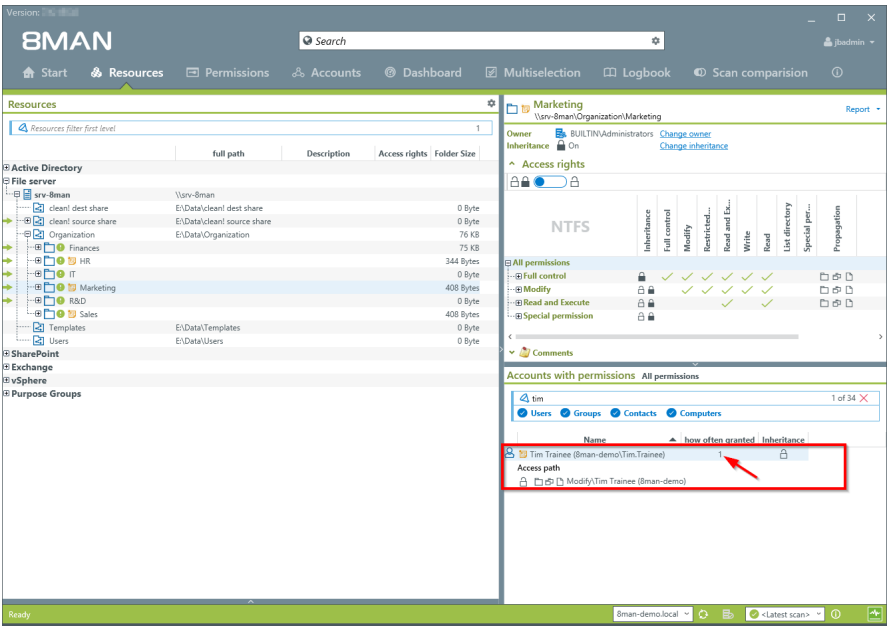
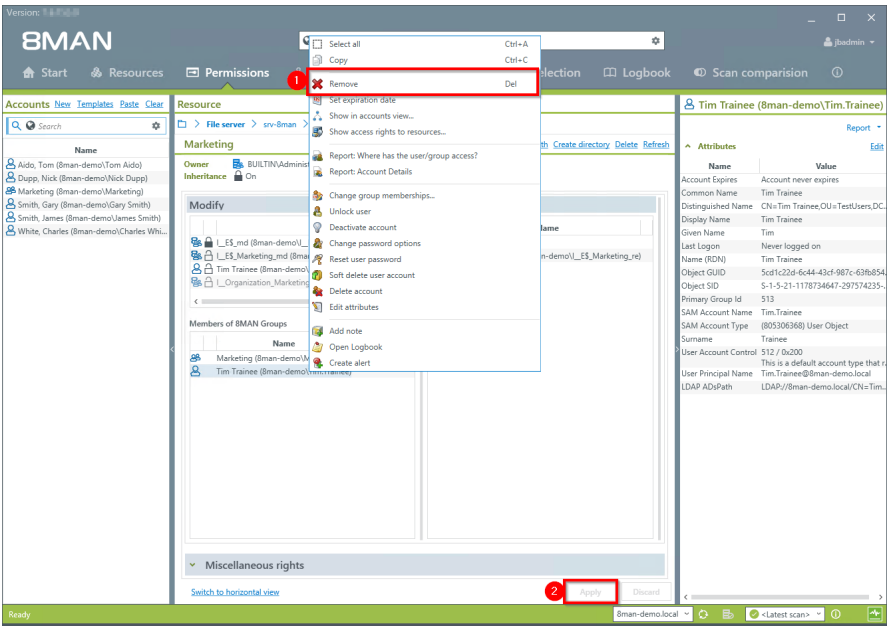
Right-click on the account and select "Change group memberships" from the context menu.



1. Remove the group membership.
2. You must enter a comment.
3. Start the process.



1. After removing all unnecessary group memberships you still need to remove the direct access rights.
2. Right-click on the desired directory.
3. Select "Change access rights" from the context menu.



### 8.2.2.2 Removing direct permissions

#### Background / Value

Direct access rights should be avoided at all costs and replaced by group access rights. Firstly, direct access rights are inefficient because every user is managed independently. Secondly, each directory needs to be examined individually to ensure the removal of all direct access rights. 8MAN shows you all direct access rights on your file server(s). You can then use drag & drop to turn direct access rights into group access rights.

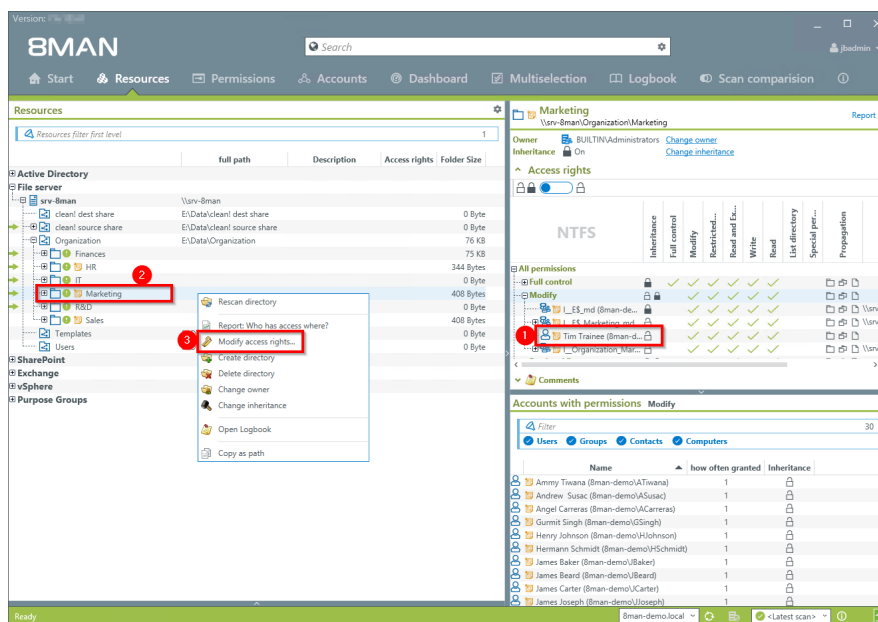
#### Additional Services

8MATE Clean! allows you to automatically remove direct access rights and turn them into group memberships.

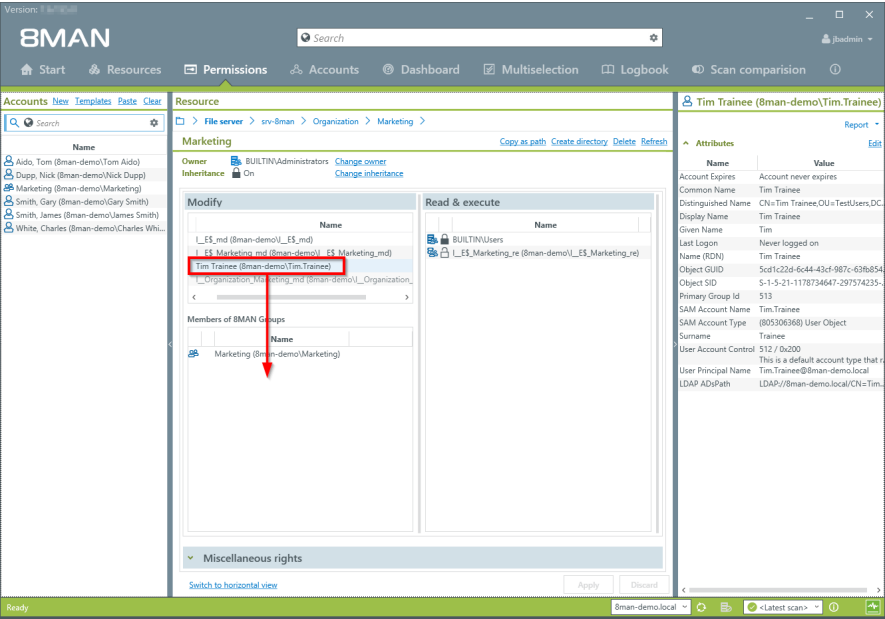
[8MATE Clean! Handbook: Replacing direct permissions with group memberships](#)

[8MATE Clean! Handbook: Deleting direct access rights](#)

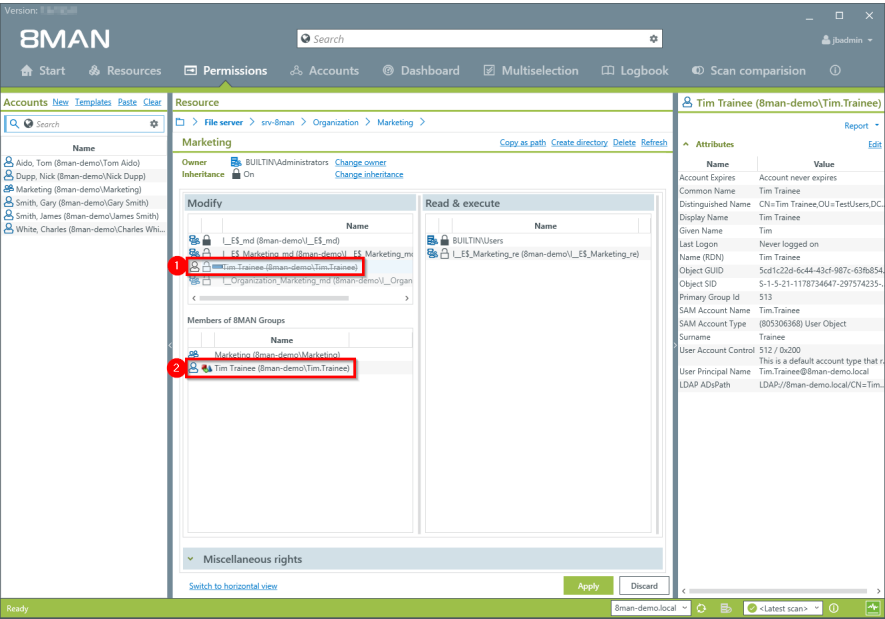
#### Step by step process



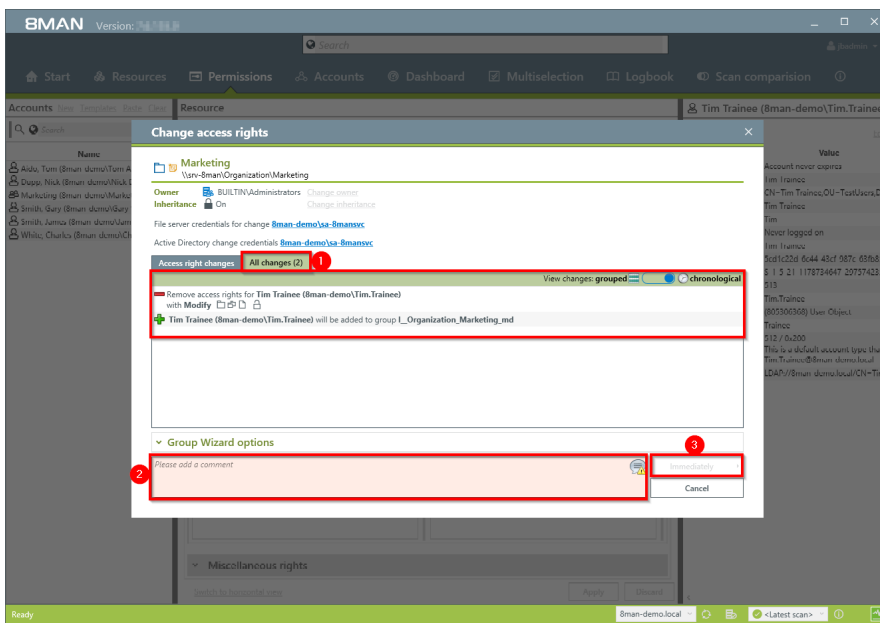
1. You have identified direct access rights.
2. Right-click on the affected directory.
3. Select "Modify access rights" from the context menu.



Drag the user into the 8MAN group.



1. The direct access right for "Tim Trainee" will be removed.
2. The group membership will be assigned.
3. Click on "Apply".



1. You can see the individual steps in the detail view.
2. You must enter a comment.
3. Start the change process.

### 8.2.2.3 Removing corrupted inheritance

#### Background / Value

Broken ACLs (Access Control Lists) interfere with NTFS inheritances on file servers. As a consequence the sub-directory will not receive the correct inheritance, despite this feature being activated. 8MAN shows all so called "Broken ACLs" and removes these by reapplying the proper inheritances.

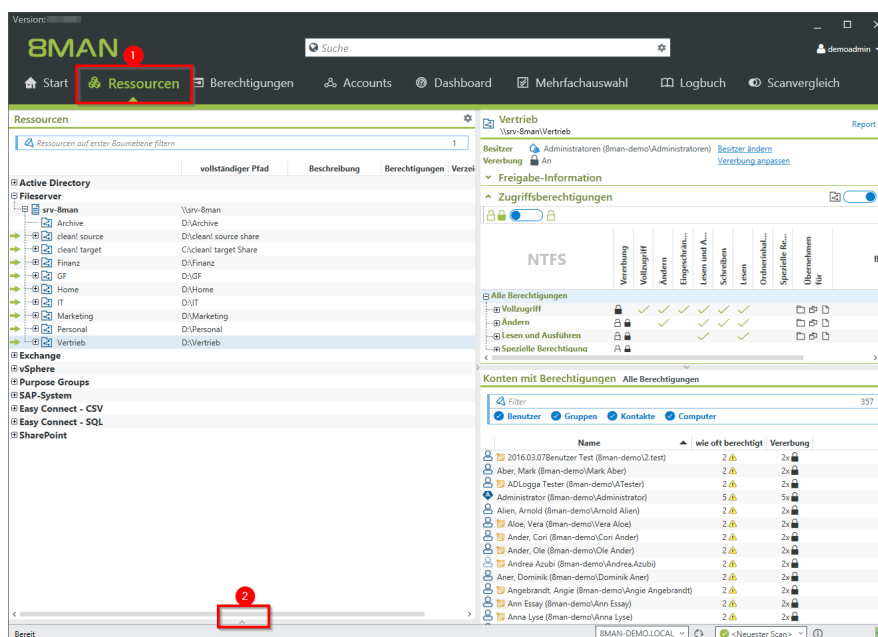
#### Step by step process

Sogenannte "Broken ACLs" (Access Control Lists) sind Fehler in der NTFS-Vererbung auf dem Fileserver. Die Folgen: Das Unterverzeichnis erhält nicht die korrekt vererbten Berechtigungen, obwohl die Vererbung aktiviert ist. 8MAN zeigt "Broken ACLs" und entfernt diese über die erneute Anwendung der Vererbungsfunktion.

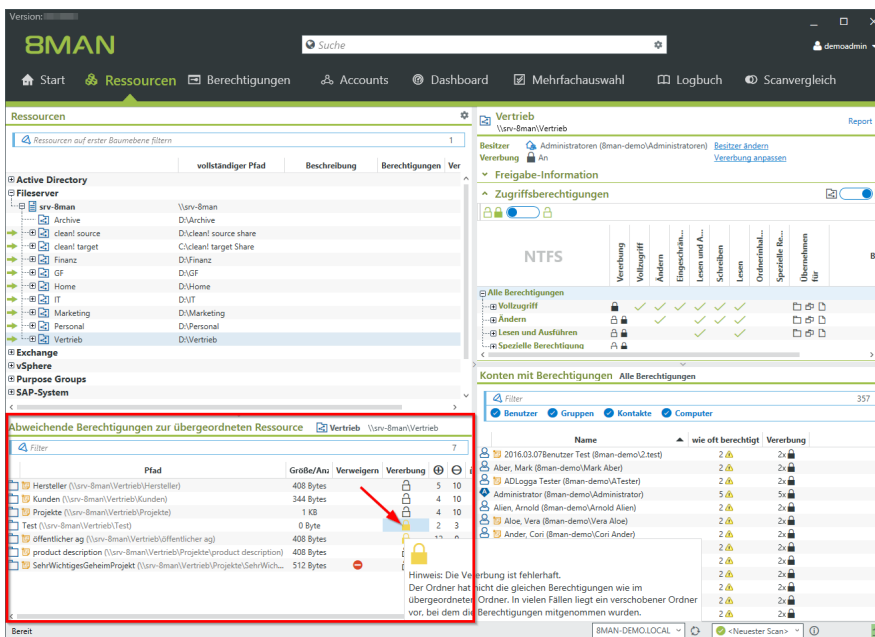
#### Weiterführende Services

Abweichende Berechtigungen im Bulk entfernen (im Webclient)

#### Der Prozess in einzelnen Schritten



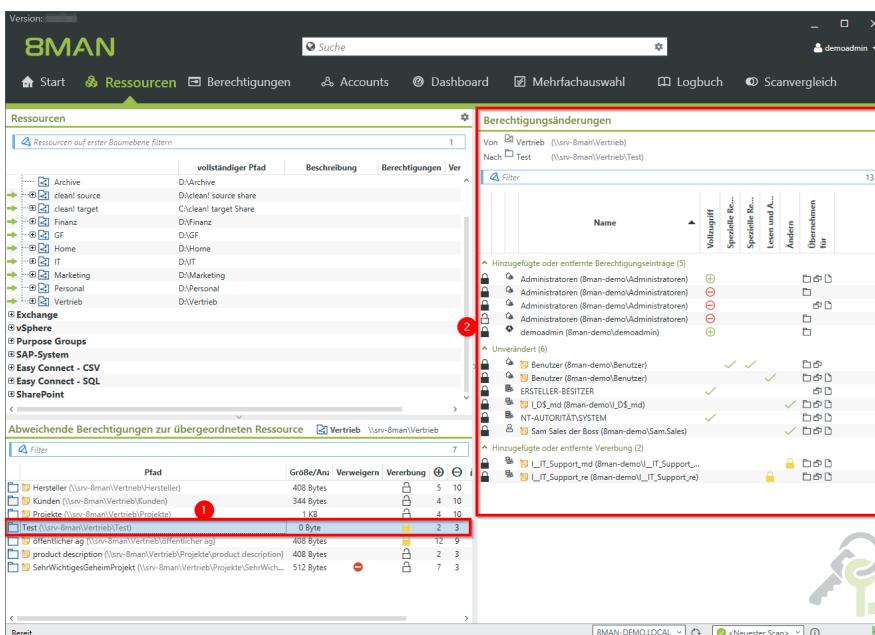
1. Wählen Sie "Ressourcen".
2. Klappen Sie den Bereich auf.



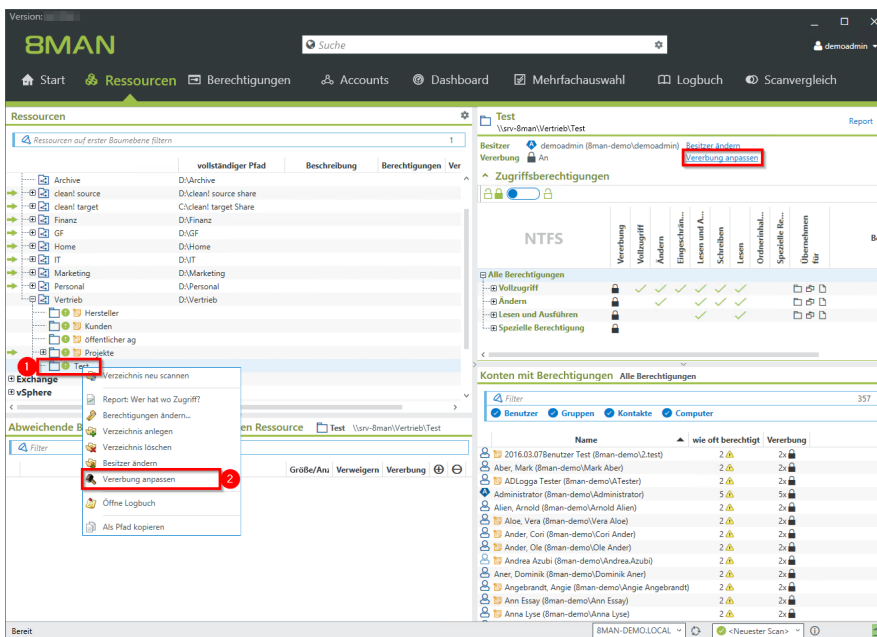
8MAN listet alle  
Unterverzeichnisse mit  
abweichenden Berechtigungen  
auf.

An dem gelben Schloss erkennen Sie eine fehlerhafte Vererbung.

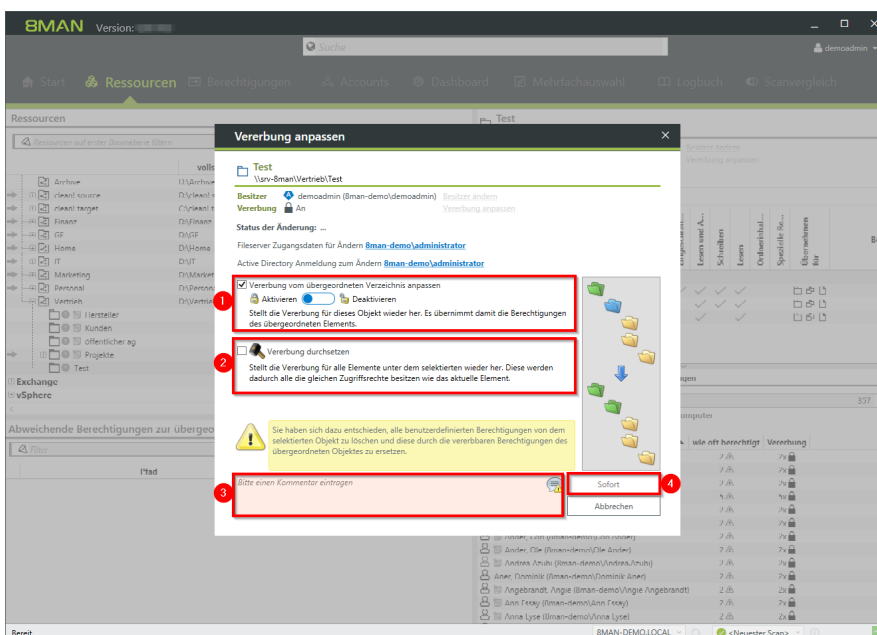
**Nutzen Sie die Sortierfunktion in der Spalte "Vererbung".**



1. Klicken Sie auf einen Eintrag.
2. 8MAN zeigt Ihnen in allen Details, welche Berechtigungen sich im Vergleich zum übergeordneten Verzeichnis ändern.



1. Navigieren Sie zu dem Unterverzeichnis, bei dem Sie die fehlerhafte Vererbung korrigieren wollen.
2. oder 3. Klicken Sie auf "Vererbung anpassen".



1. Aktivieren Sie die Vererbung.
2. Setzen Sie die Vererbung auf die Unterverzeichnisse durch. Im Beispiel hier für alle Unterverzeichnisse von "Test".
3. Sie müssen einen Kommentar eingeben.
4. Starten Sie die Ausführung.

Click on the arrow to view divergent access rights for the activated resource.

Select the desired file server. 8MAN indicates the broken ACLs with a yellow exclamation mark. See example "Home".

Select the identified directory and click on the hammer icon in the top right-hand corner.

Select the identified directory and click on the hammer icon in the top right-hand corner.

Click on the inheritance slide lock to interrupt the chain of inheritance. This way the ACL is renewed. Comment your action and click on **"Now"**.

**You can then activate the inheritance.**

You can then verify if the broken ACL is still shown.

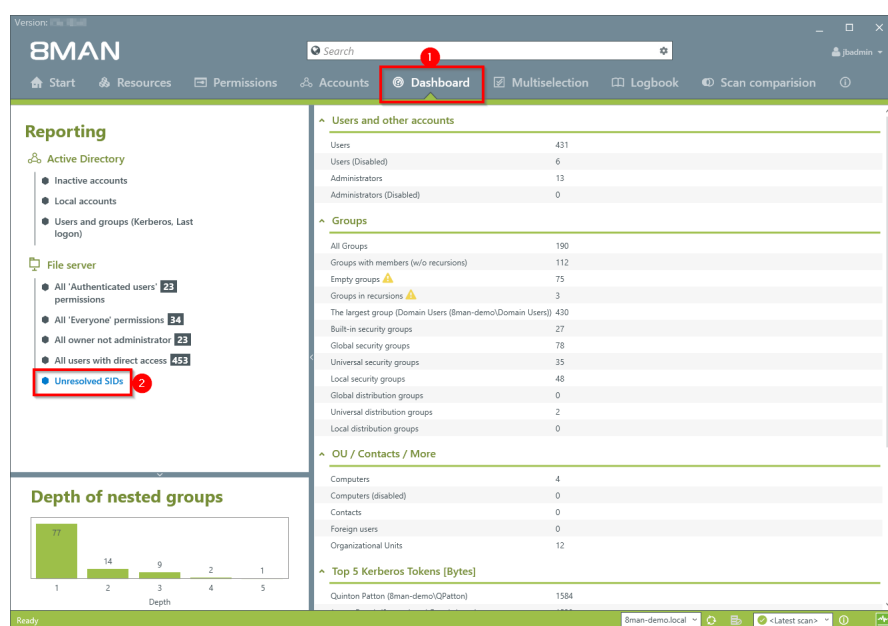
**You can sort the entries in the column "Inheritance".**

### 8.2.2.4 Identifying and deleting unresolved SIDs

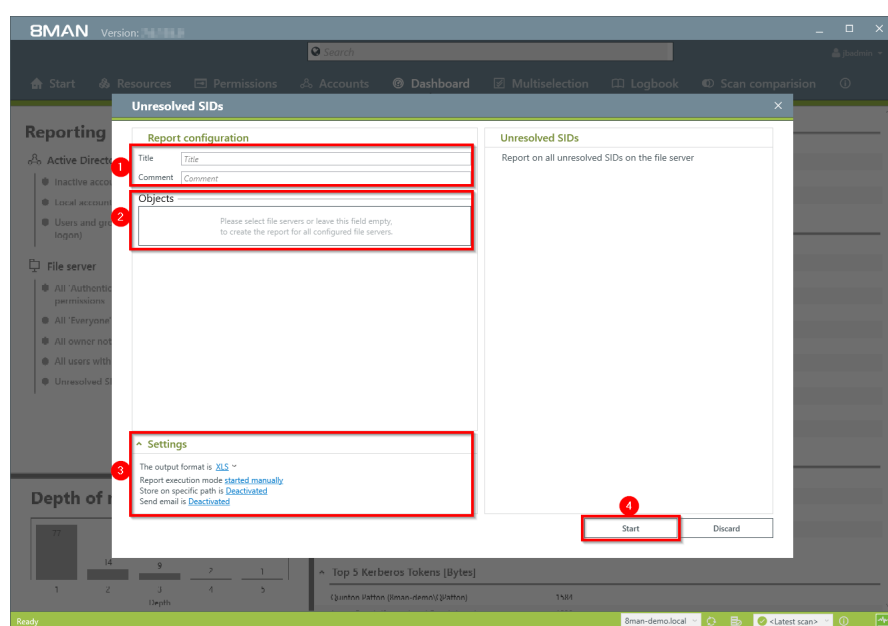
#### Background / Value

SIDs (Security Identifiers) are character strings that are used to identify user and group accounts in Active Directory. SIDs become unresolved when users or groups with direct access rights are deleted in AD. Unresolved SIDs allow manipulation of the security token. By using unresolved SIDs insider threats can gain access to sensitive resources. 8MAN clearly identifies unresolved SIDs in your system allowing you to easily delete them.

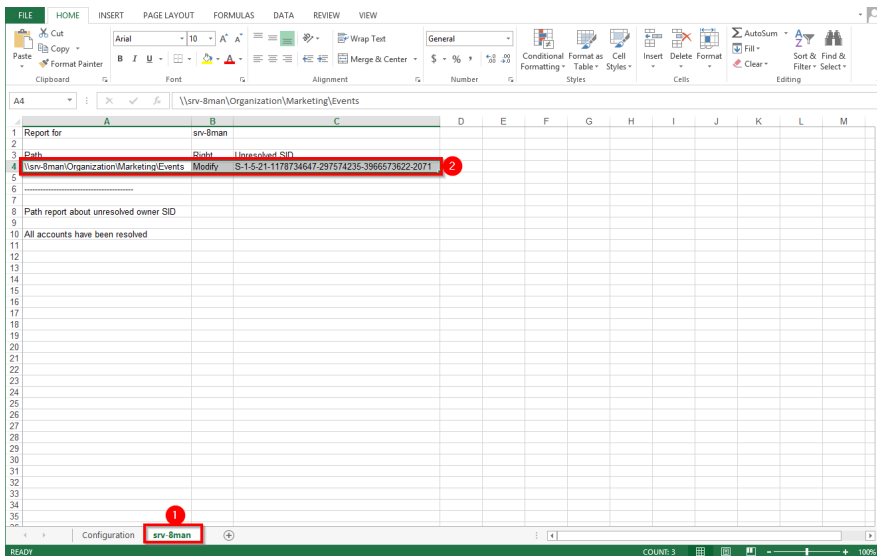
#### Step by step process



1. Select "Dashboard".
2. Click on "Unresolved SIDs".

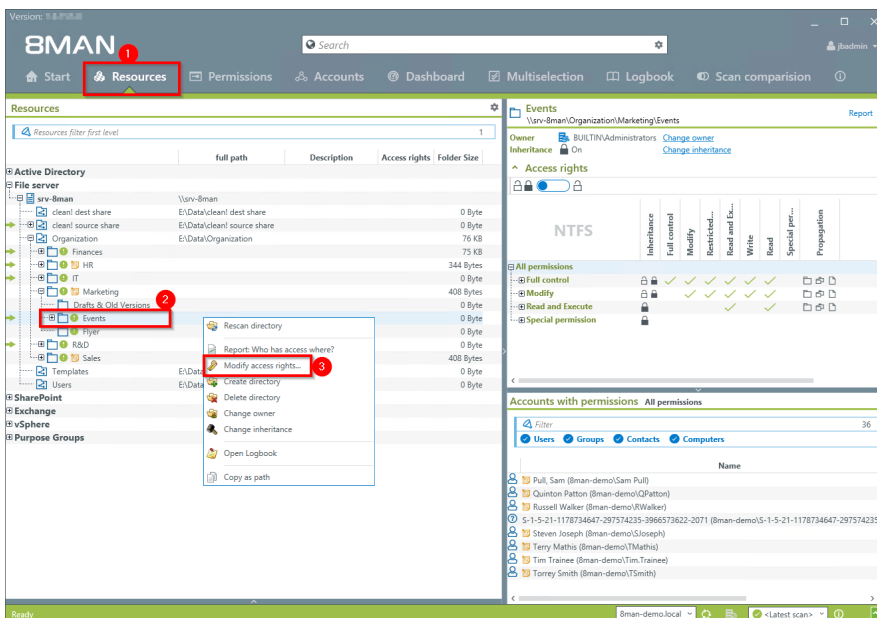


1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

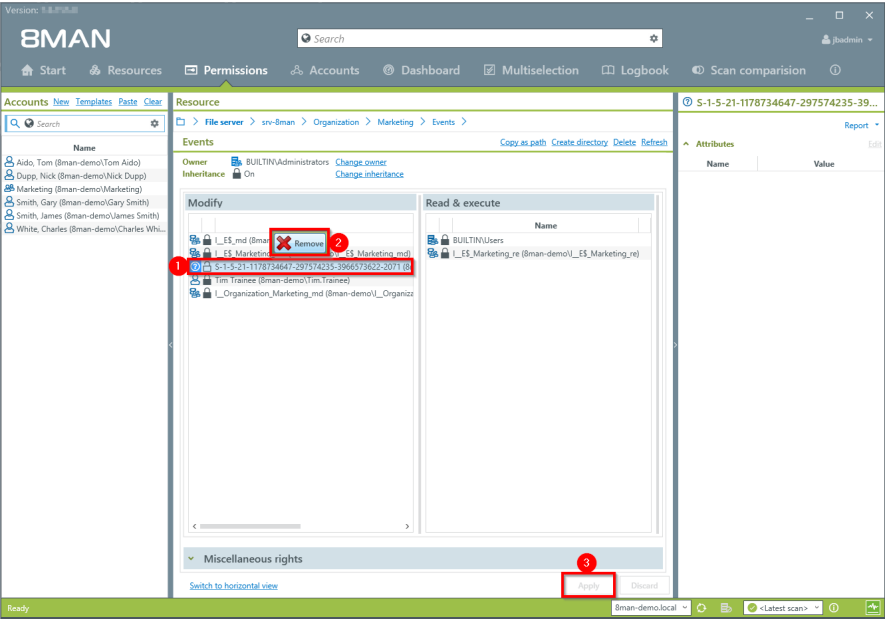


Open the report in Excel.

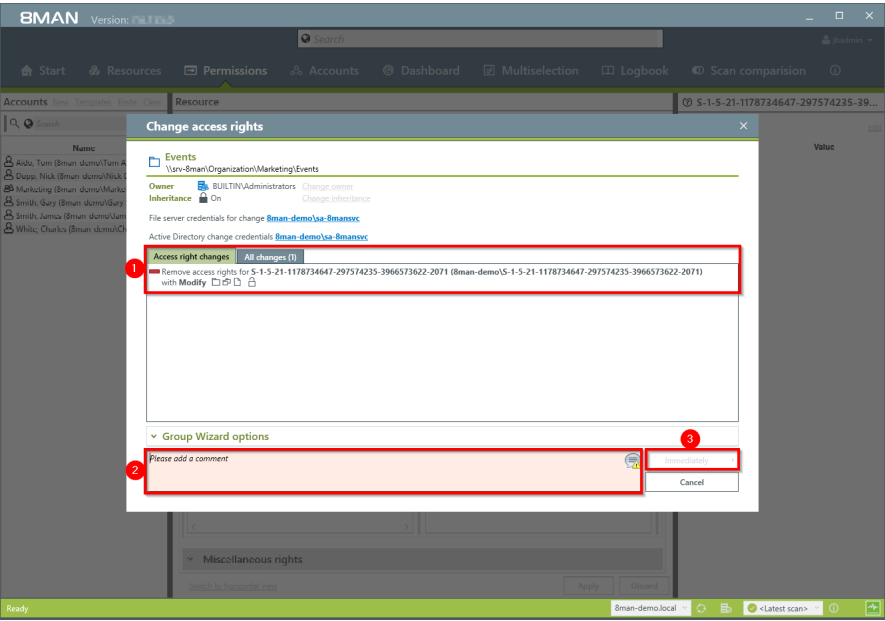
1. Switch to the file server tab.
2. All unresolved SIDs are listed in the report.



1. Select "Resources".
2. Select an affected directory.
3. Right-click on the directory and select "Modify access rights" from the context menu.



1. Select the SID.
2. Click on "Remove".
3. Click on "Apply".



1. 8MAN lists all planned changes.
1. You must enter a comment.
2. Start the removal process.

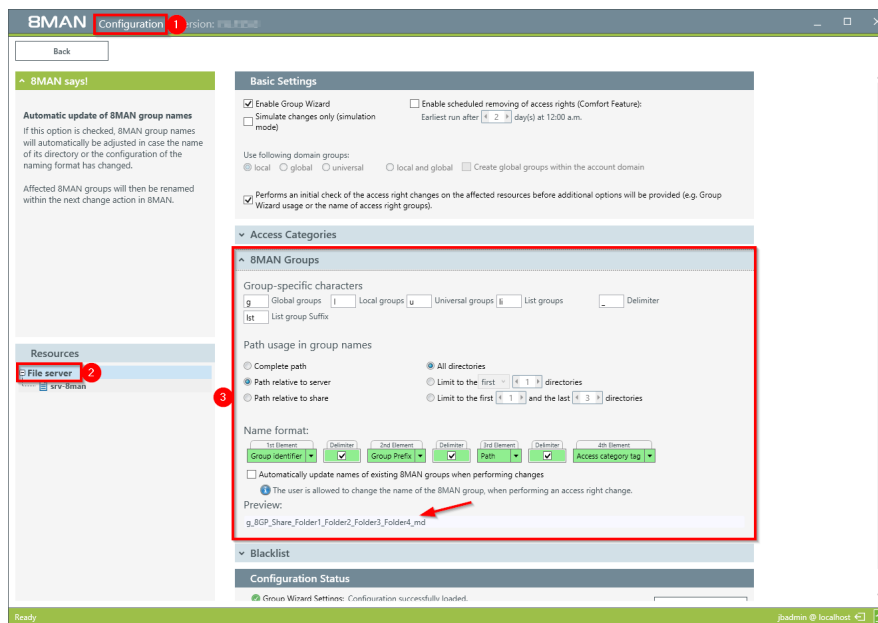
### 8.2.2.5 Determining naming conventions for access groups

#### Background / Value

8MAN puts an end to random naming of groups. Administrators determine the appropriate naming convention, which will be used for all AD groups created with 8MAN Group Wizard.

You can determine the naming convention in the 8MAN configuration module.

#### Step by step process



1. Start the configuration module and navigate to "Change Configuration" - >"File server".
2. Select the desired SharePoint resource. You can enter different settings for each resource.
3. Determine the naming convention. Please note that 8MAN will show you a preview.

### 8.2.2.6 Changing directory ownership

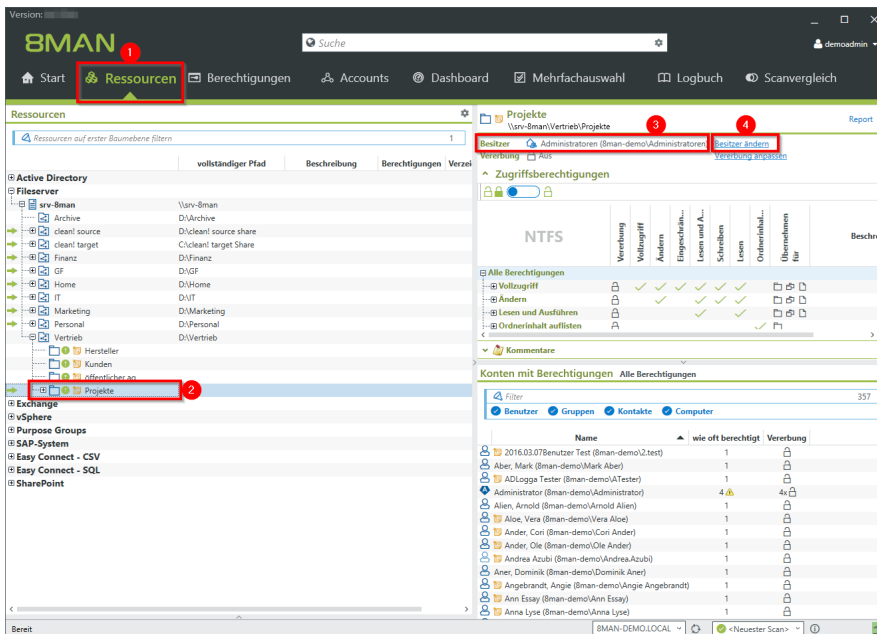
#### Background / Value

Mit 8MAN ändern Sie einfach den Besitzer von Verzeichnissen. Schließen Sie die User vom Besitz von Verzeichnissen aus, können Sie unerwünschte Berechtigungsänderungen verhindern.

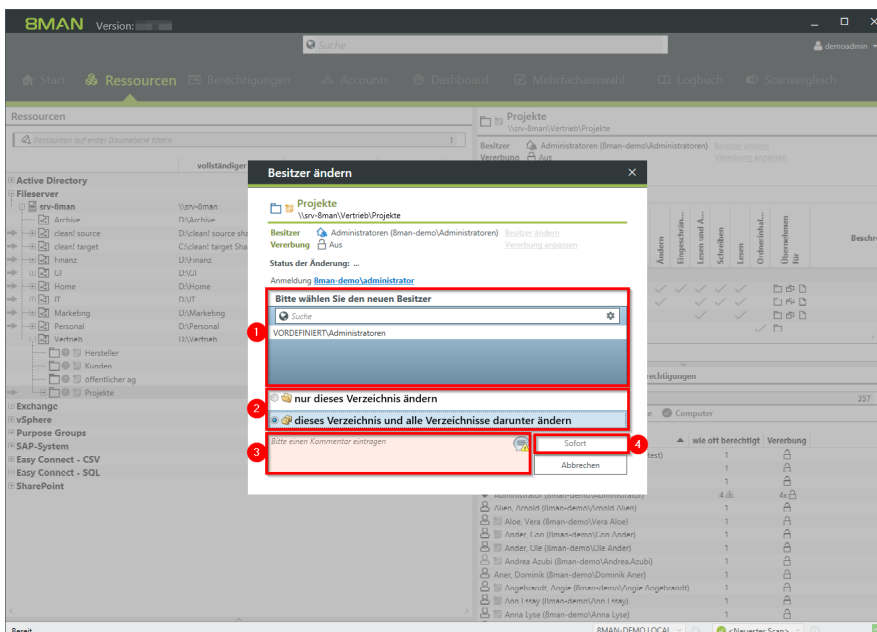
#### Additional Services

Verzeichnisse identifizieren, deren Besitzer nicht Administratoren sind

## Step by step process



1. Wählen Sie "Ressourcen".
2. Navigieren Sie zum gewünschten Verzeichnis. Alternativ nutzen Sie die Suche.
3. 8MAN zeigt Ihnen den aktuellen Besitzer.
4. Klicken Sie auf "Besitzer ändern".



1. Wählen Sie einen neuen Besitzer.
2. Legen Sie fest, ob die Änderung nur für das aktuelle oder auch für alle untergeordneten durchgeführt wird.
3. Sie müssen einen Kommentar eingeben.
4. Starten Sie die Ausführung.

### 8.3 +8MATE for Exchange

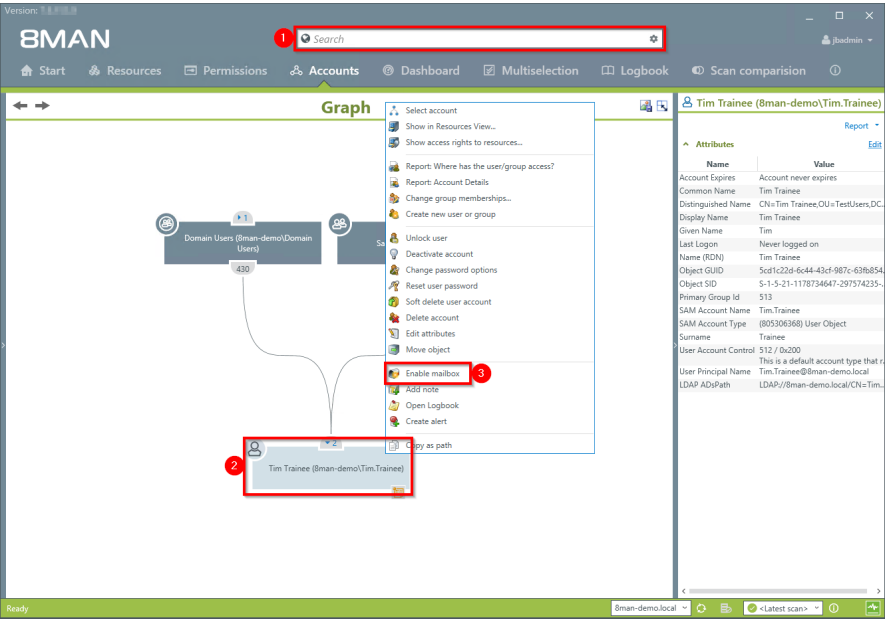
8.3.1 Help Desk

8.3.1.1 Creating a mailbox (email enable users)

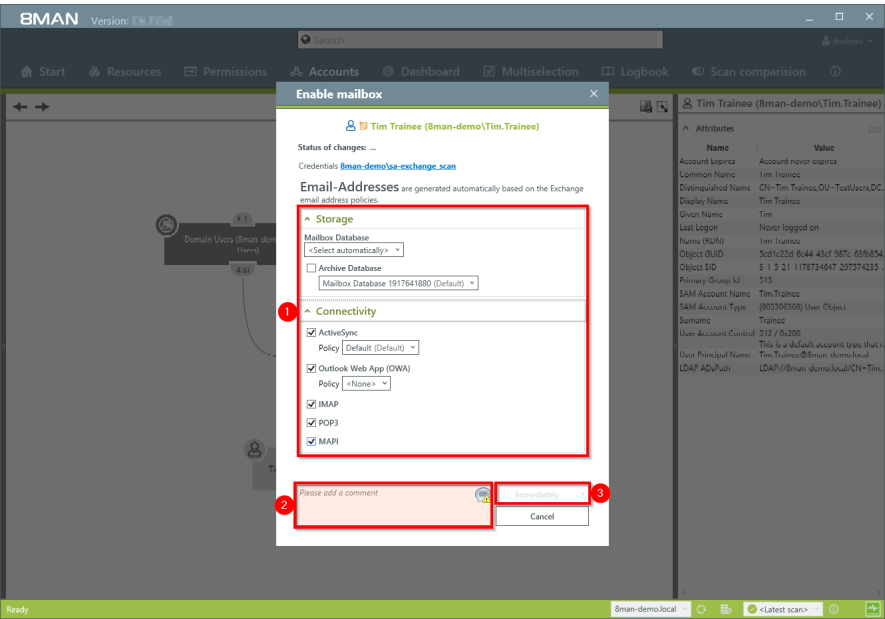
Background / Value

If your license agreement includes 8MATE for Exchange you can create Mailboxes (email enable users) with 8MAN.

Step by step process



1. Select the desired User or distribution group (type: universal).
2. Right-click on the user. You can do this in the Accounts view.
3. Click on "Enable mailbox" from the context menu. This option is only available if no mailbox has been created yet.



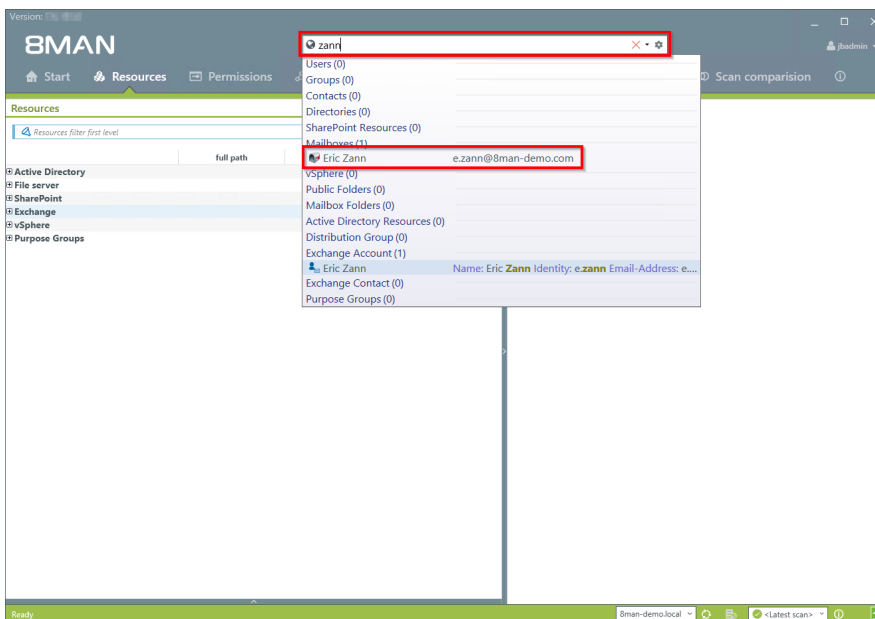
1. Determine the Exchange options.
2. You must enter a comment, for example a ticket number.
3. Start the creation of the mailbox.

### 8.3.1.2 Changing mailbox permissions

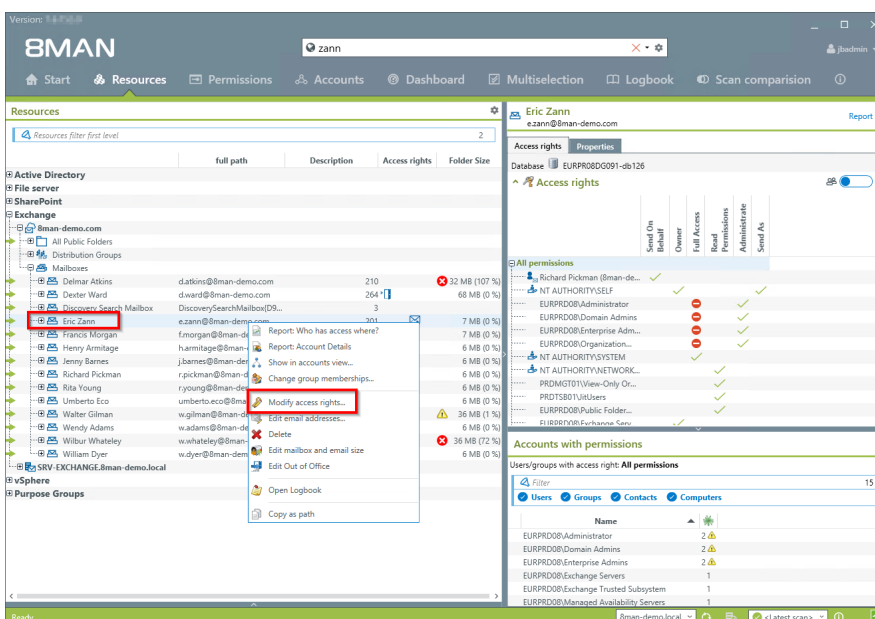
#### Background / Value

8MATE Exchange displays the access rights to Mailboxes in the resource view. Mailbox access rights are shown as follows: "Owner", "Full access", "Read Access rights" and "Administrate". Additionally you can also assign the following access rights to individual users: "Full access", "Send as" and "Receive as".

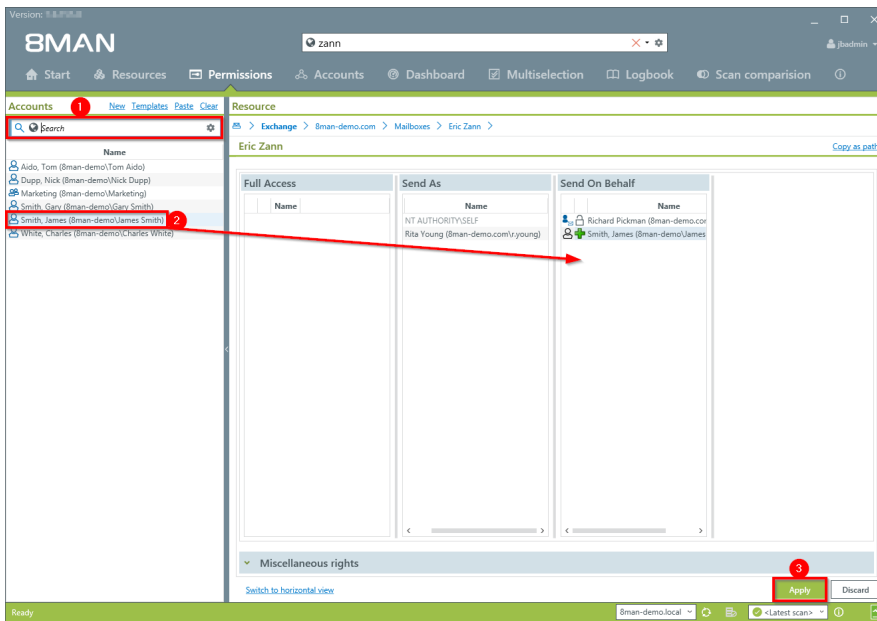
#### Step by step process



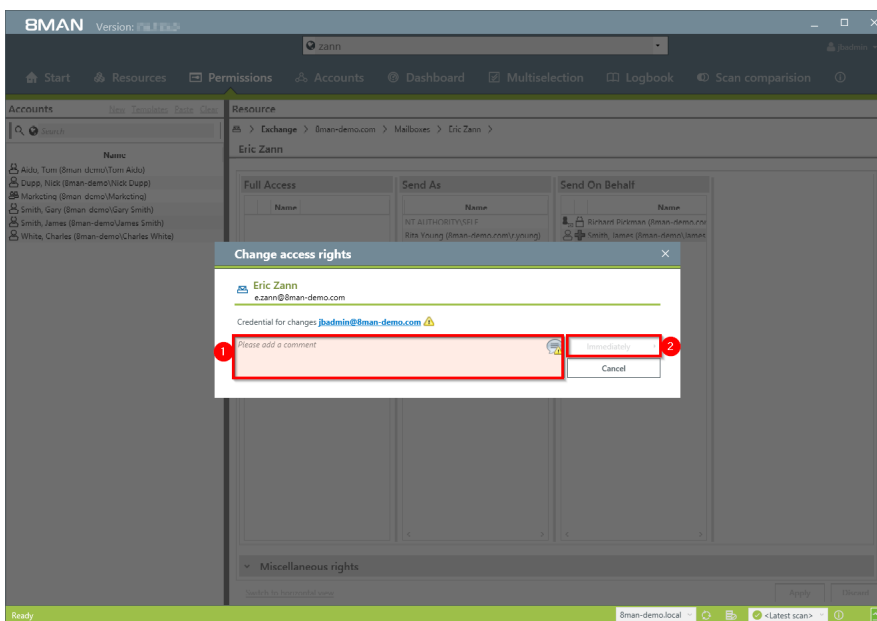
Use the search field to find the desired mailbox.



Right-click on the mailbox and select "Modify access rights" from the context menu.



1. Use the search field to find the desired account.
2. Use drag & drop to move the account to an access rights column.
3. Click on "Apply".



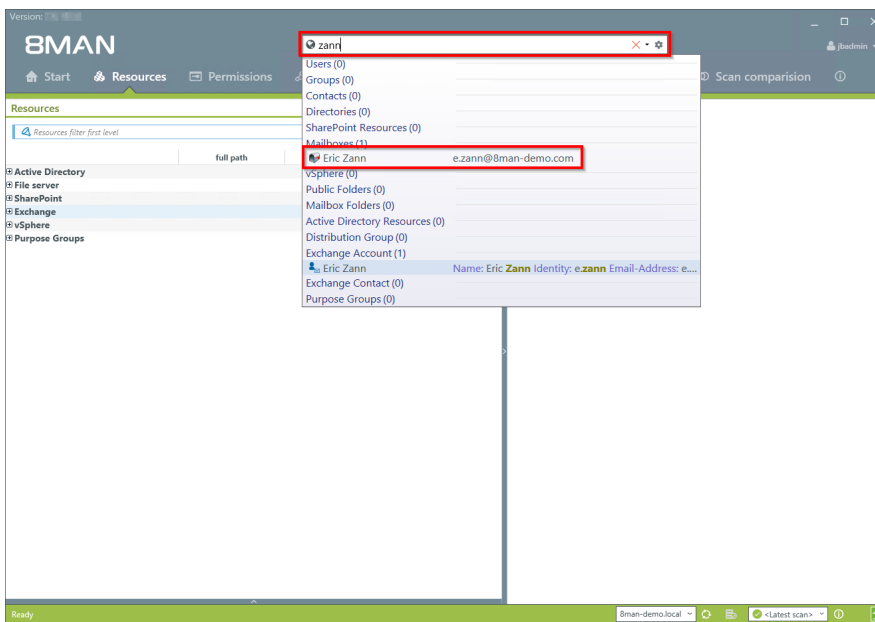
1. You must enter a comment, for example a ticket number.
2. Start the access rights change.

### 8.3.1.3 Managing out of office notices

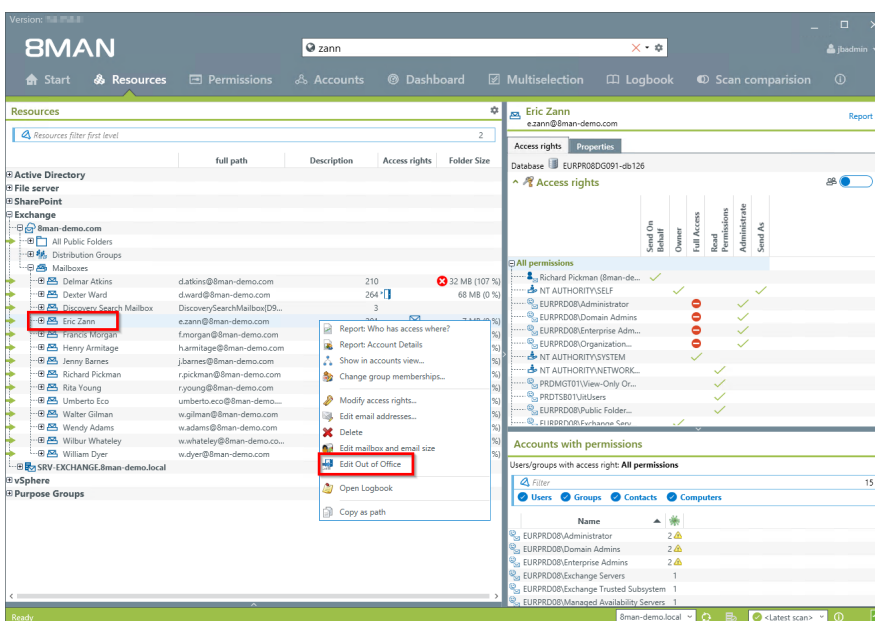
#### Background / Value

8MAN allows help desk to set out of office notices for employees without gaining access to email content.

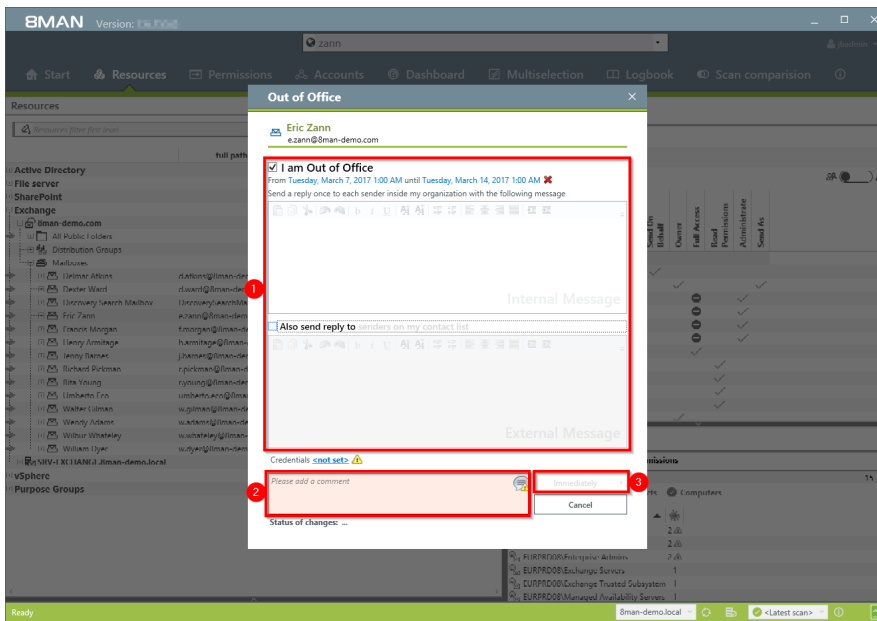
#### Step by step process



Use the search field to find the desired Mailbox.



Right-click on the Mailbox and select "Edit Out of Office" from the context menu.



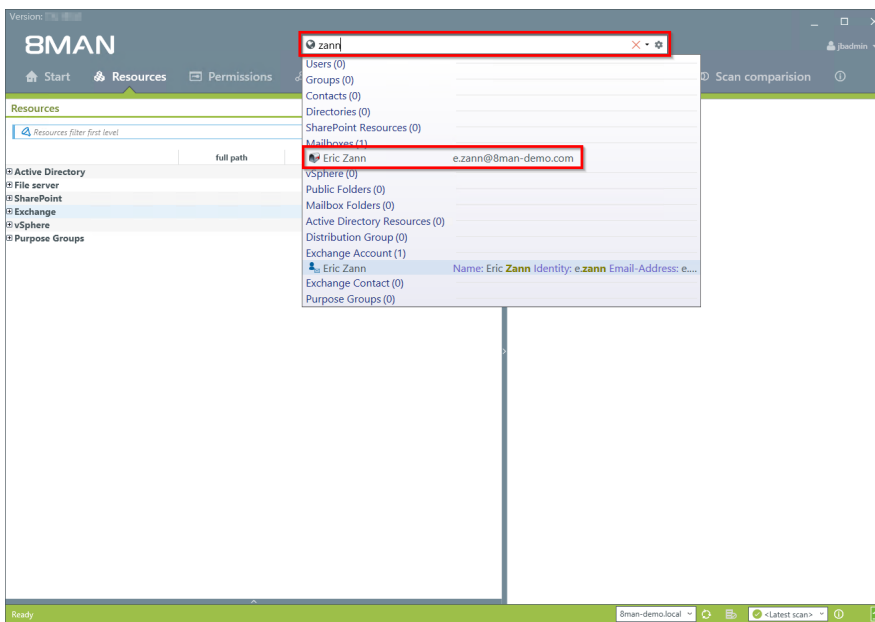
1. Determine the out of office settings.
2. You must enter a comment, for example a ticket number.
3. Start the process.

### 8.3.1.4 Managing mailbox and email size

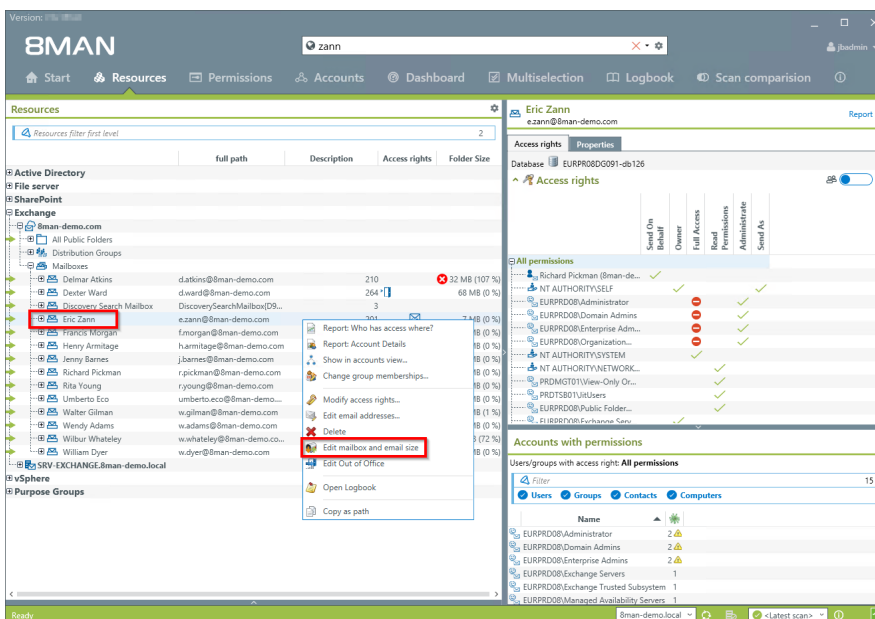
#### Background / Value

Managing mailbox size is a common task for help desk. 8MAN allows you to make these quickly and efficiently.

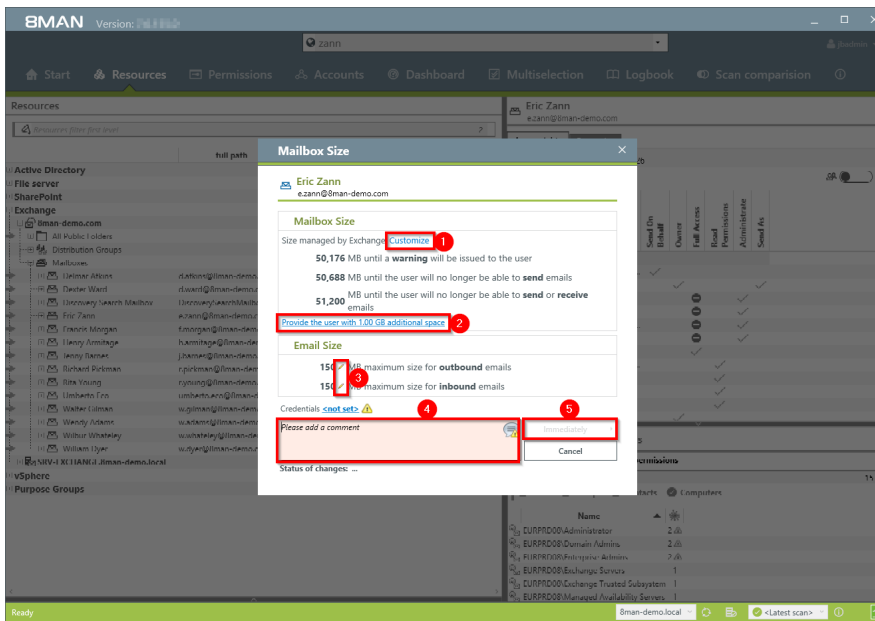
#### Step by step process



Use the search field to find the desired mailbox.



Right-click on the Mailbox and select "Edit mailbox and email size" from the context menu.



1. Click on "Customize" to change the mailbox size.
2. Quickly add 1 GB of storage. The increments can be adjusted in the configuration module.
3. Click on the pen icon to edit the maximum email size.
4. You must enter a comment, for example a ticket number.
5. Start the process.

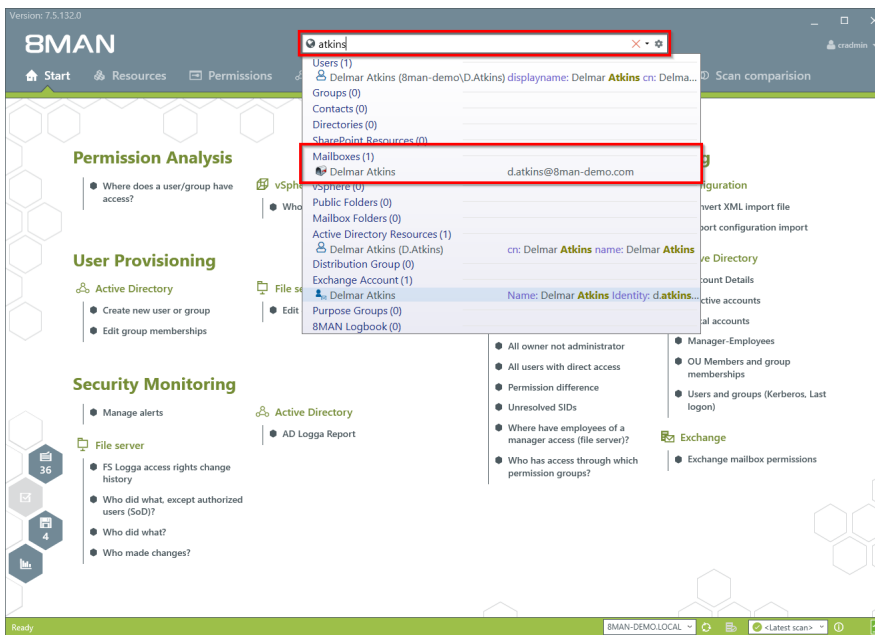
### 8.3.1.5 Managing email addresses

#### Background / Value

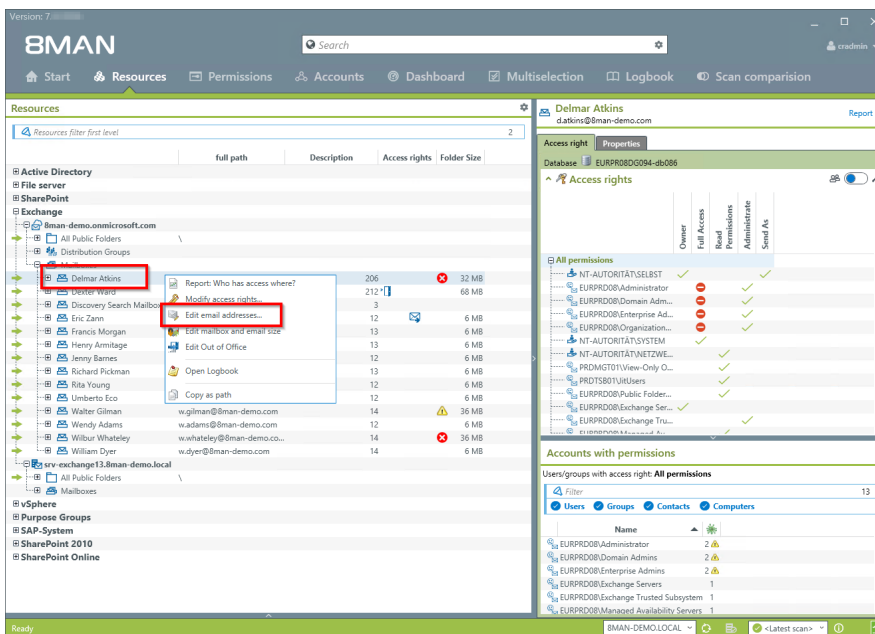
With 8MAN you can assign and remove multiple e-mail addresses to mailboxes, distribution groups and contacts.

The process is documented automatically.

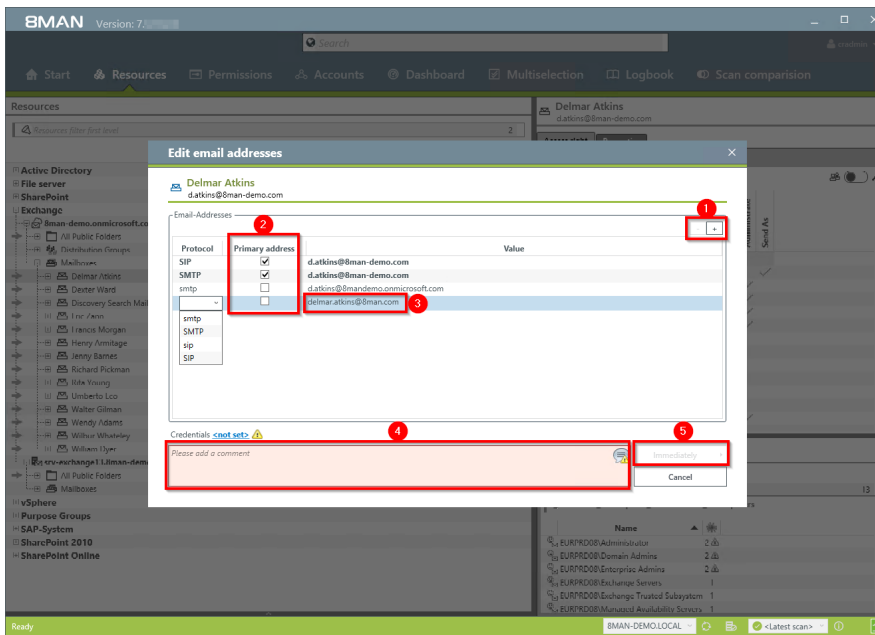
#### Step by step process



Use the search field to find the desired mailbox.



Right-click on the Mailbox and select "Edit email addresses" from the context menu.



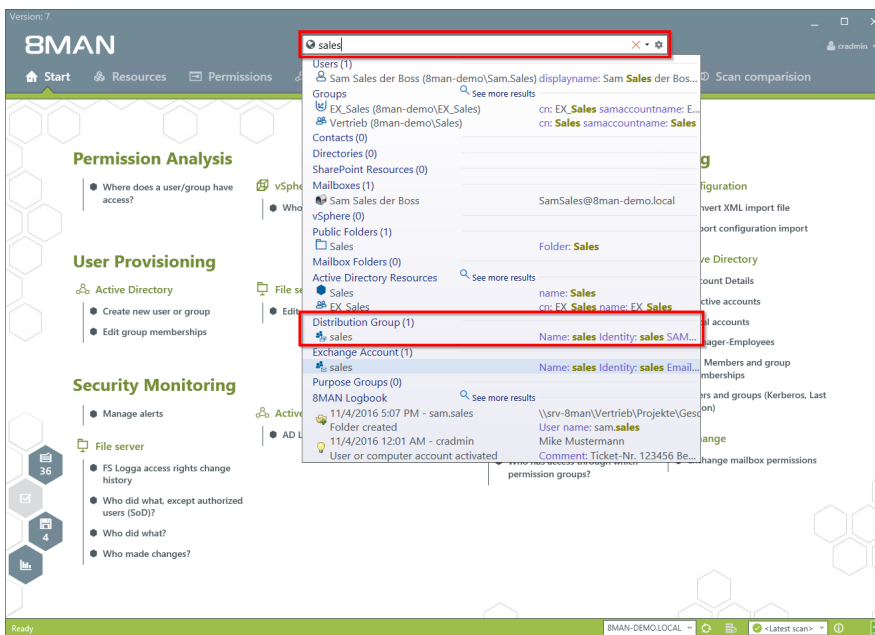
1. Add an email address or delete an existing one.
2. Select the primary email address.
3. Double-click the field where you want to enter or change the address.
4. You must enter a comment, for example the ticket number.
5. Start the process.

### 8.3.1.6 Managing distribution group memberships

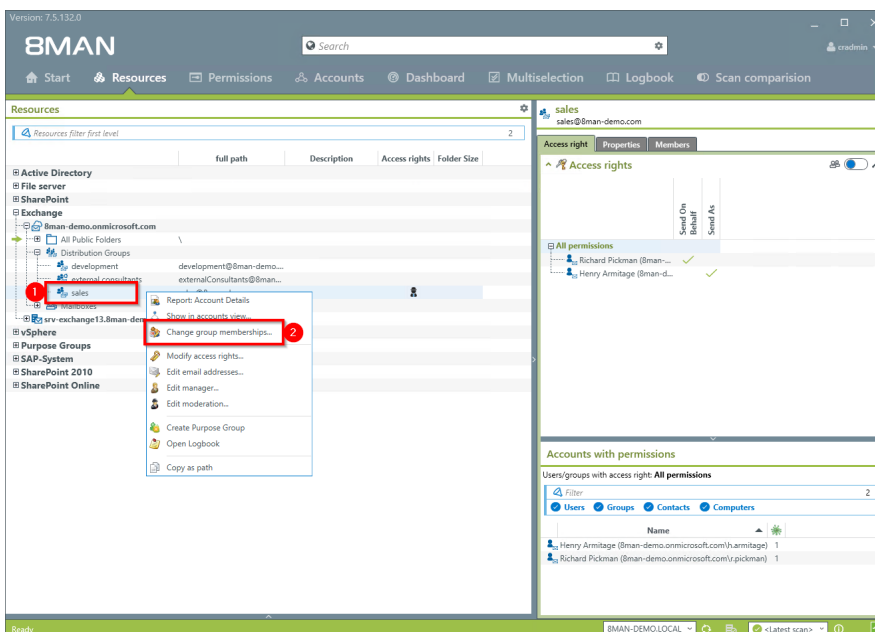
#### Background / Value

8MAN allows you to manage the members of distribution groups. This includes the addition and removal of recipients as well as the nesting within other groups (parent child relationships). The process is automatically documented.

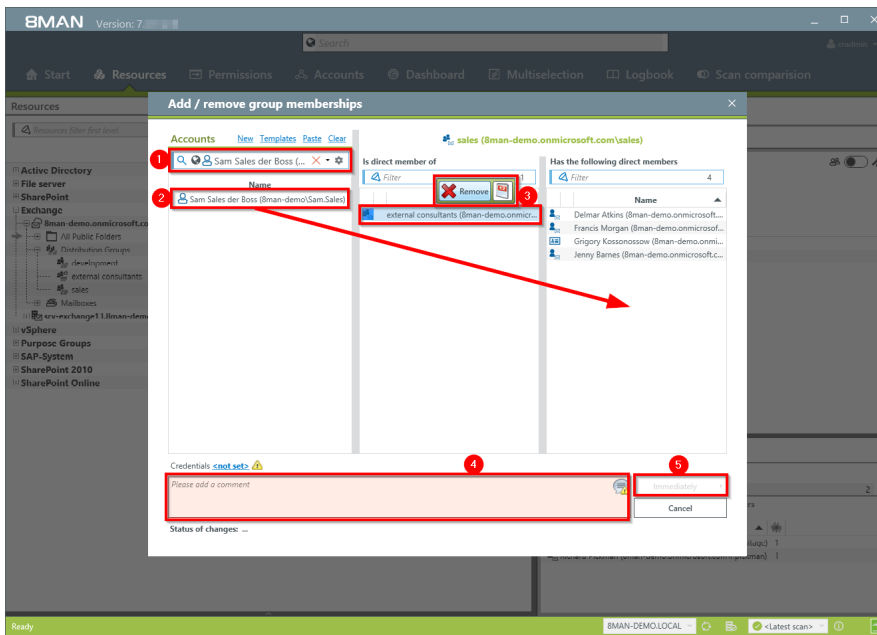
#### Step by Step process



Use the search field to find the desired distribution group.



1. You are focusing on the desired group.
2. Right-click on the group and select "Change group memberships".



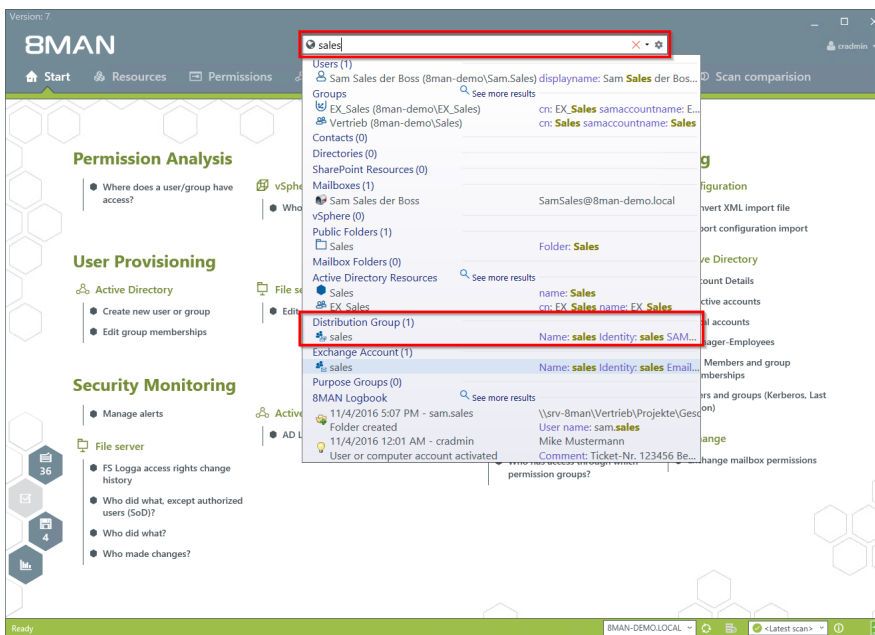
1. Find an account.
2. Use drag & drop to move the account to a column, to assign a group membership.
3. You can remove memberships with the "Remove" button.
4. You must enter a comment, for example a ticket number.
5. Click on "Immediately".

### 8.3.1.7 Managing distribution group permissions

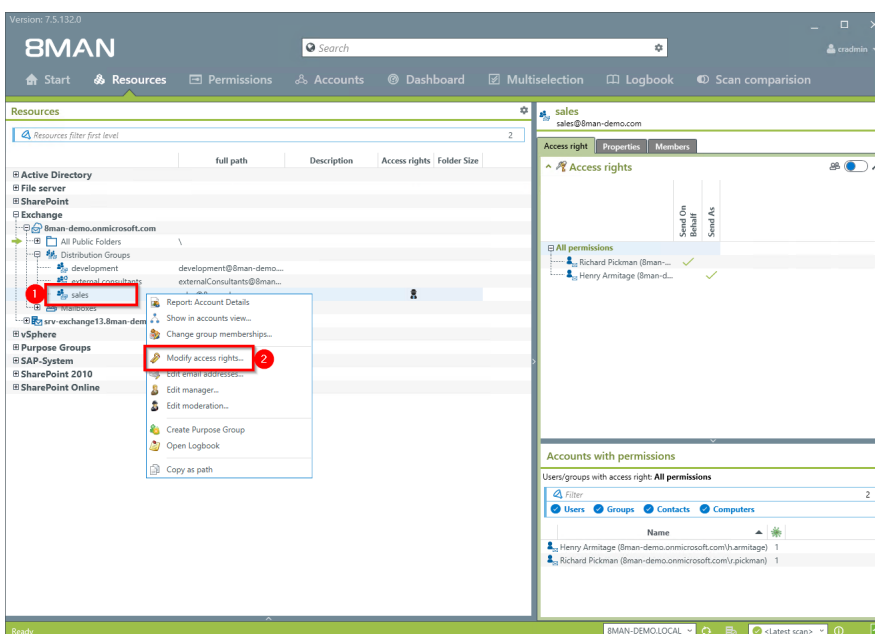
#### Background / Value

8MAN allows you to change who can send emails from which distribution groups. As usual, this is automatically documented. The most relevant cases are "Send as" and "Send on behalf". The former is especially sensitive since it is not clearly indicated who actually sent the Email. With "Send on behalf" on the other hand the "deputy" sender is clearly visible.

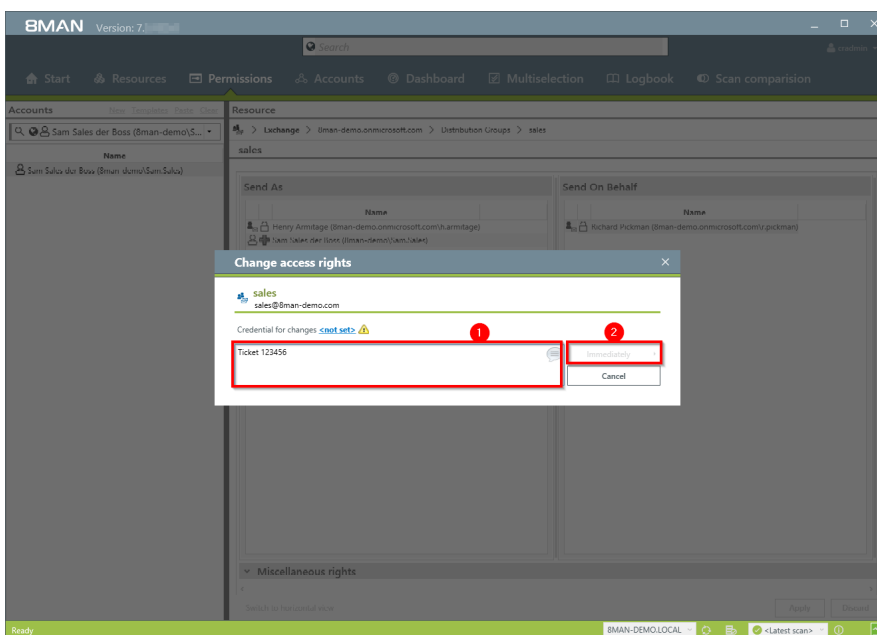
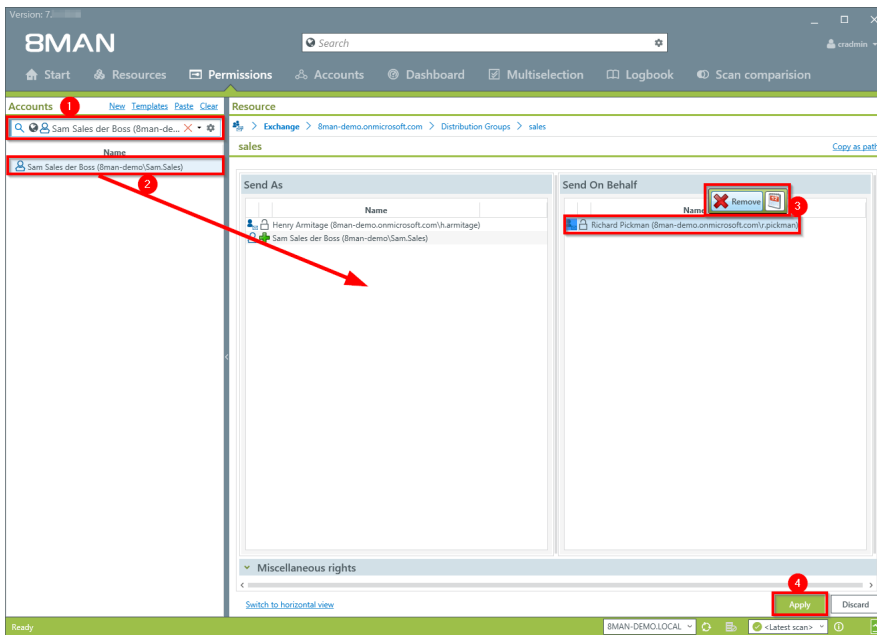
#### Step by step process



Use the search field to find the desired mailing list.



1. Find the desired distribution group.
2. Right-click on the group and select "Modify access rights" from the context menu.



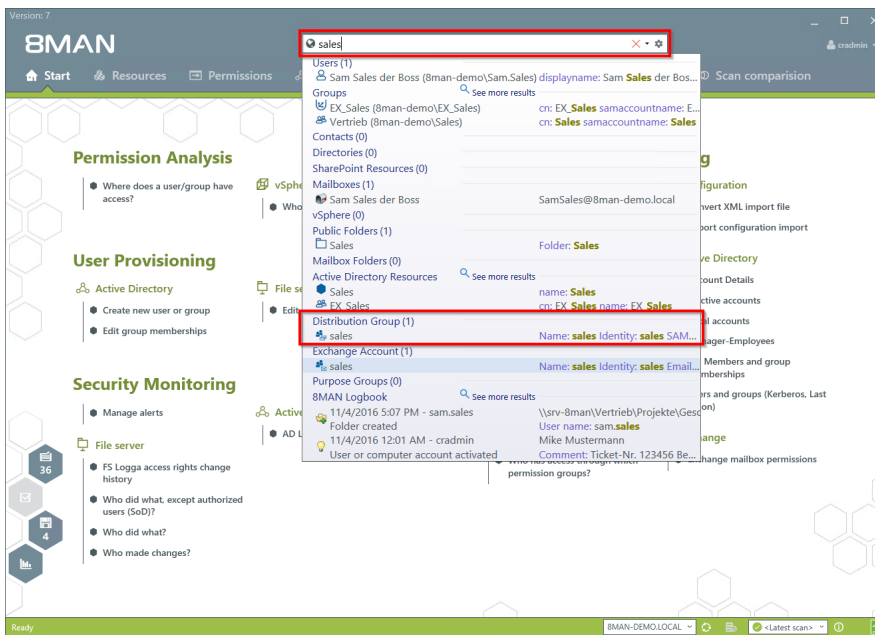
### 8.3.1.8 Changing the moderation of distribution groups

#### Background / Purpose

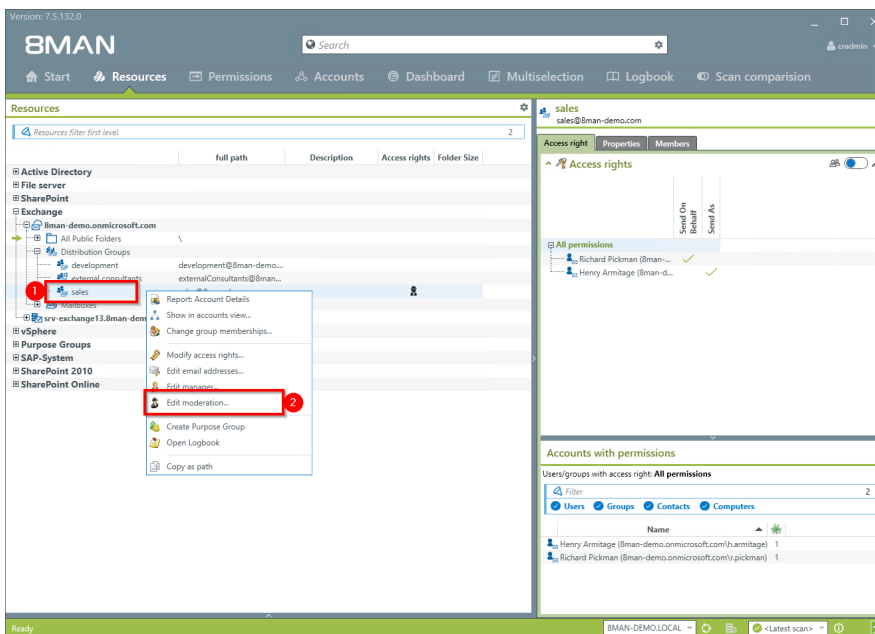
With 8MAN you can quickly modify the moderation of distribution groups. The process will be documented automatically.

If no moderators are nominated the role is filled out by the manager of the group.

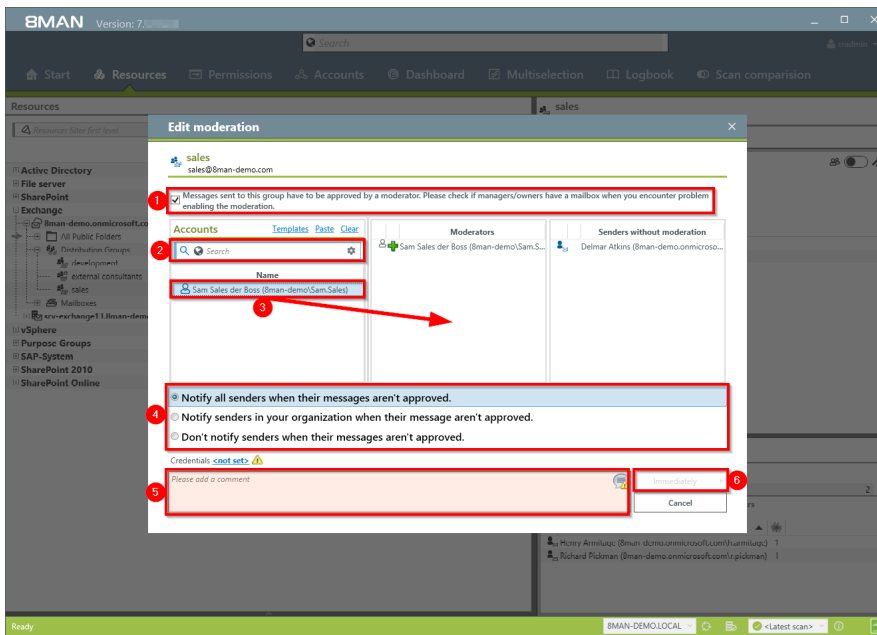
#### Step by step process



Use the search field to find the desired distribution group.



1. You are focusing in the desired group.
2. Right-click on a group and select "Edit moderation".



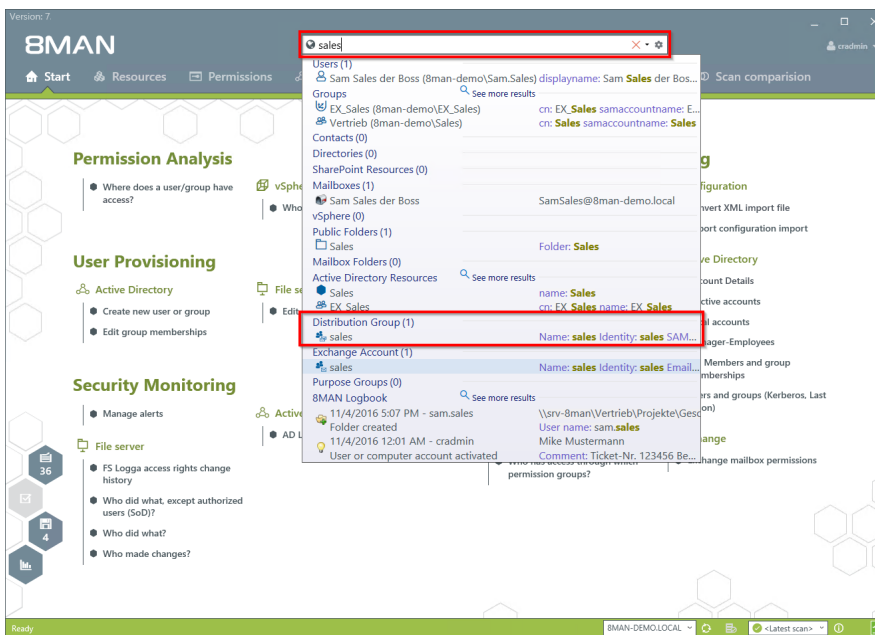
1. Activate or deactivate the moderation of the distribution group.
2. Use the search field to find accounts.
3. Use drag & drop to move accounts to the column "Moderators" or "Sender without moderation" (Whitelist).
4. Determine the workflow for rejected messages.
5. You must enter a comment, for example a ticket number.
6. Start the process.

### 8.3.1.9 Changing the manager of distribution groups

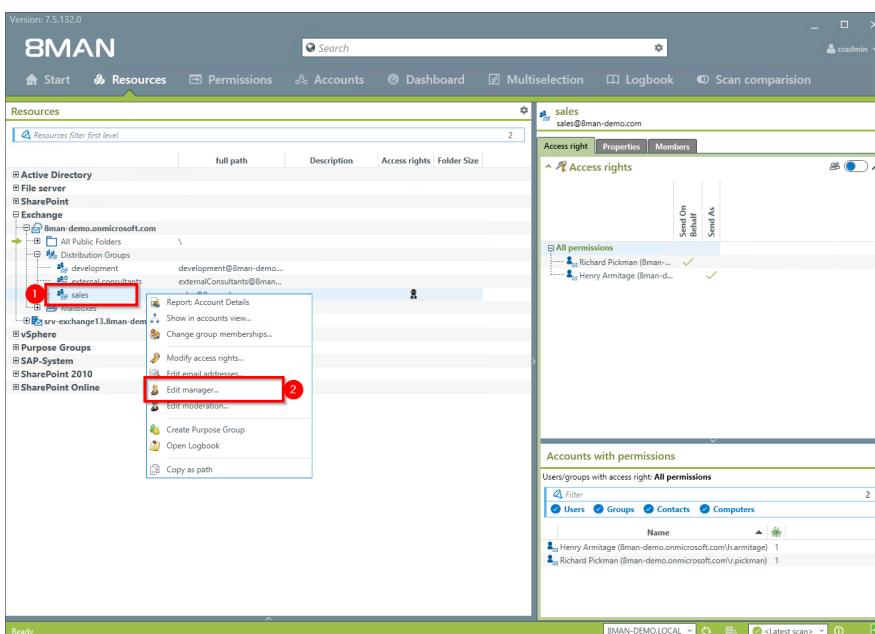
#### Background / Value

8MAN allows you to quickly change managers for distribution groups. The process is automatically documented. In the default settings, managers are the only ones allowed to change the configuration.

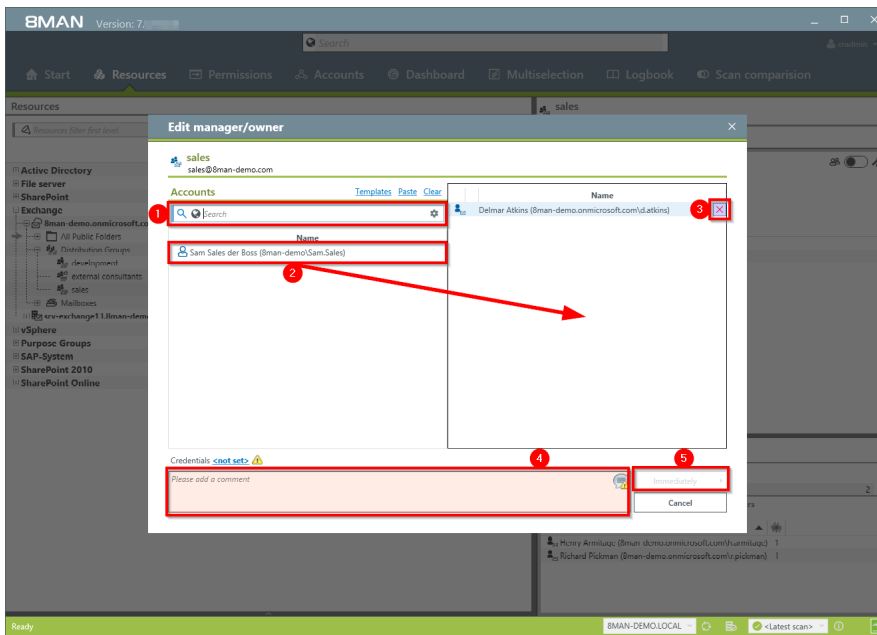
#### Step by step process



*Use the search field to find the desired distribution group.*



1. You are focusing on the desired group.
2. Right-click on the group and select "Edit Manager".



1. Use the search field to find the desired accounts.
2. Use drag & drop to move accounts to the column "Moderators" or "Send without moderation" (Whitelist).
3. You can also remove accounts.
4. You must enter a comment, for example a ticket number.
5. Start the process.

## 8.4 +8MATE for SharePoint

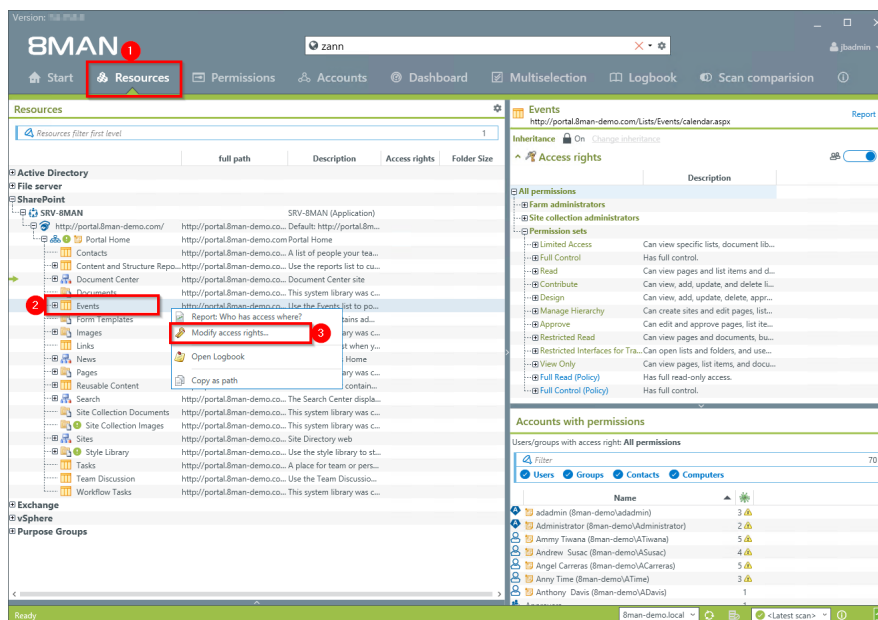
### 8.4.1 Data Owner

#### 8.4.1.1 Managing SharePoint permissions

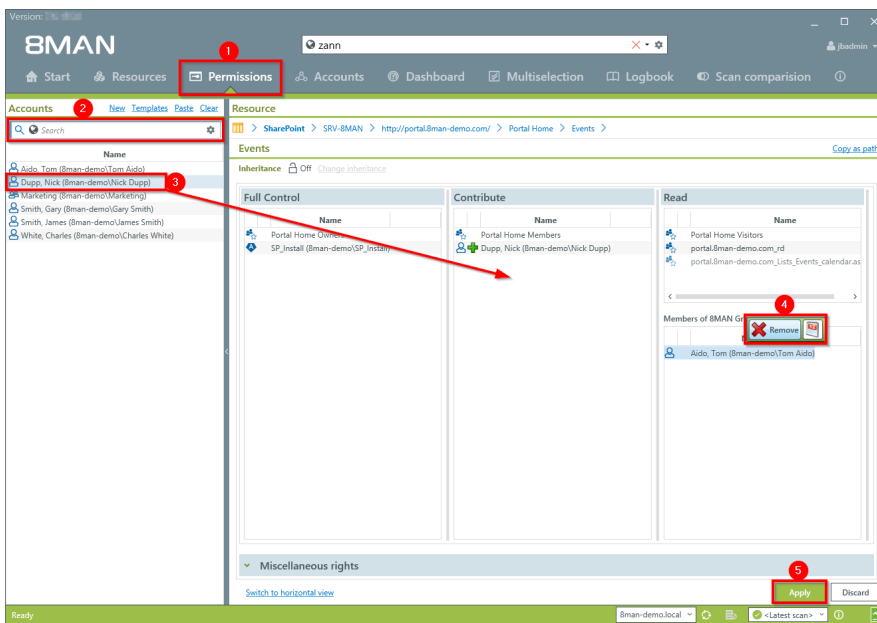
##### Background / Value

8MATE for SharePoint integrates all SharePoint resources into 8MAN. This way all analytical and management tasks are centralized with access rights management processes for other resources. You can conveniently view all access rights across your network and make changes quickly and efficiently.

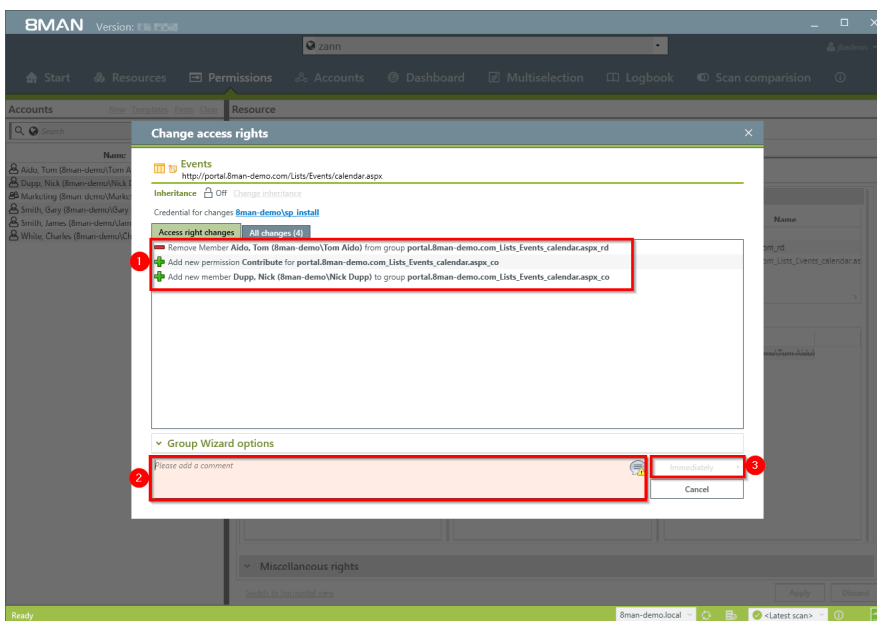
##### Step by step process



1. Select "Resources".
2. Navigate to the desired resource.
3. Right-click on the resource and select "Modify access rights" from the context menu.



1. 8MAN switches to the "Permissions" view.
2. Use the search field to find the desired accounts.
3. Use drag & drop to move an account into an access column to assign access rights.
4. Use the context menu to remove a user.
5. Click on "Apply".



1. Verify planned changes.
2. You must enter a comment.
3. Start the change process.

## 8.4.2 Administrator

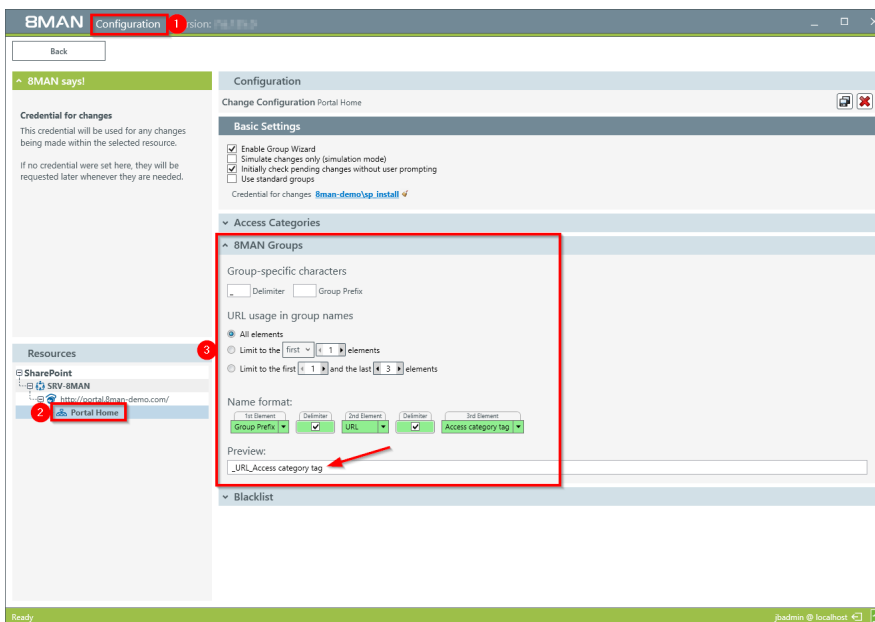
### 8.4.2.1 Determining naming conventions for access groups

#### Background / Value

8MAN puts an end to random naming of groups. Administrators determine the appropriate naming convention, which will be used for all AD groups created with 8MAN.

Only SharePoint 2010 and 2013 with the 8MATE using the server side object model.

#### Step by step process



1. Start the configuration module and navigate to "Change Configuration" -> "File server".
2. Select the desired SharePoint resource. You can enter different settings for each resource.
3. Determine the naming convention. Please note that 8MAN will show you a preview.

## 8.5 +8MATE: Analyze & Act

With Analyze & Act we combine services of Documentation & Reporting and User Provisioning. This includes flexible reports and bulk operations for user accounts and file server directories.

Analyze & Act is accessible via a web client.

You can find the services in the following areas:

### Documentation & Reporting

- All AD accounts
- Accounts with no password expire
- All groups in recursions
- Show directories to which all users have access

### **User Provisioning**

#### *Active Directory*

- Deactivating Accounts in bulk
- Changing password options in bulk
- Resetting passwords in bulk
- Changing attributes in bulk
- Executing scripts on user accounts in bulk
- Executing scripts for directories in bulk

#### *File server*

- Executing scripts for directories in bulk

## 8.5.1 Deactivating user accounts in bulk

### Background / Value

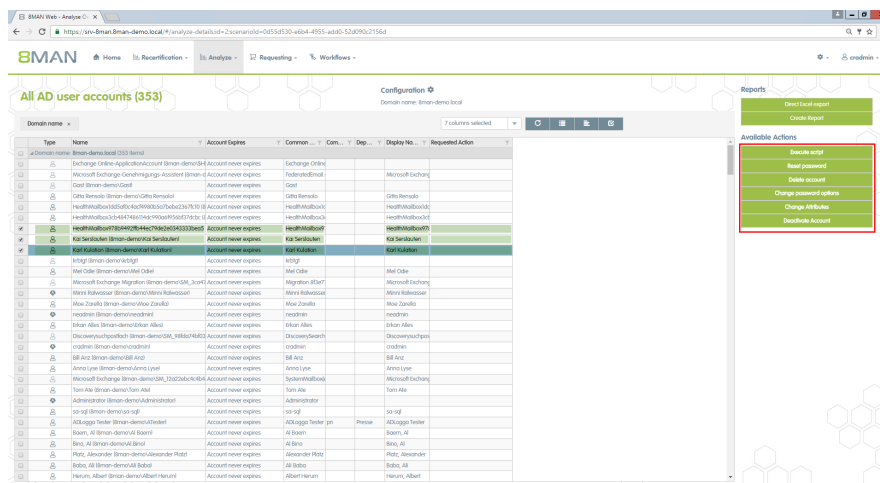
After a security breach it often makes sense to deactivate accounts in bulk. You can do this quickly and easily in the web interface.

### Complementary Services

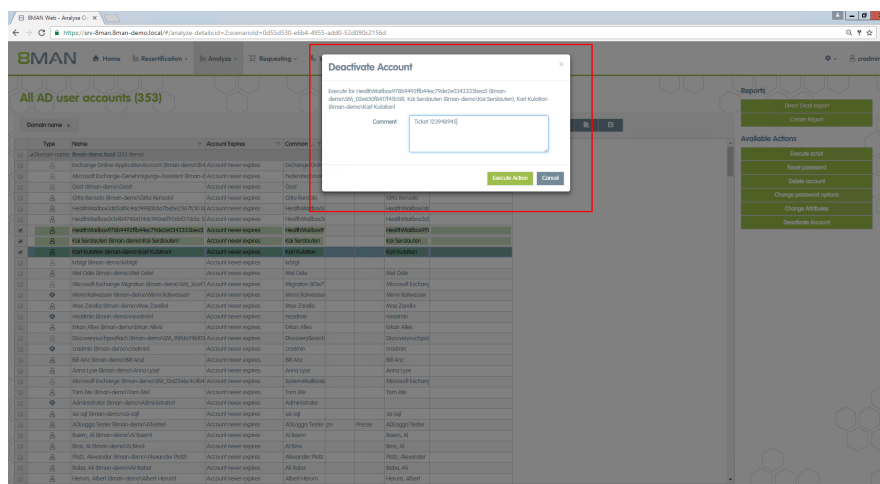
[Changing password options in bulk](#)

[Deleting accounts in bulk \(soft delete\)](#)

### Step by step process



Click on "Deactivate Account".



Click on "Execute Action". You must enter a comment, for example a ticket number.

## 8.5.2 Deleting accounts in bulk (soft delete)

### Background / Value

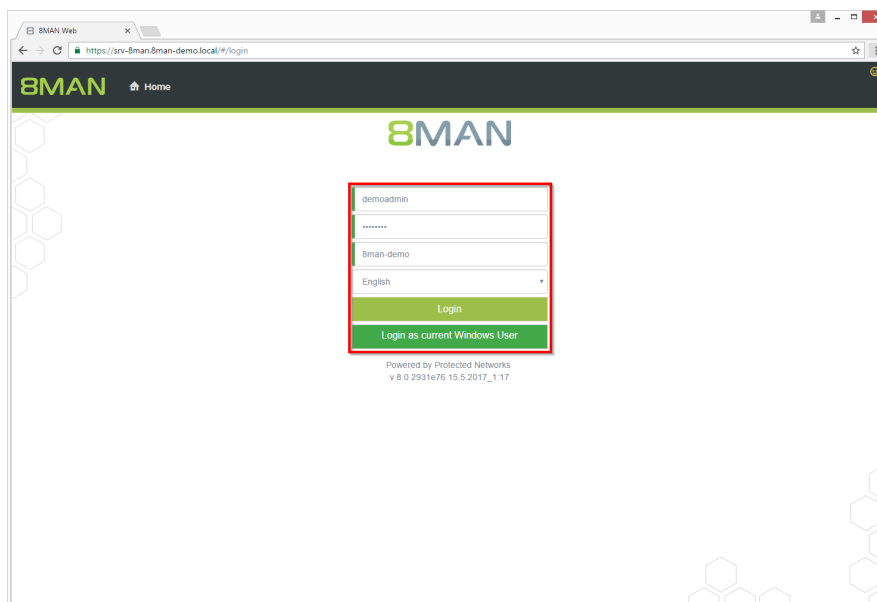
Nach einem Security Breach oder der Auflösung einer Abteilung macht es Sinn, mehrere Konten gleichzeitig zu löschen. Erledigen Sie dies bequem im Webclient.

### Additional Services

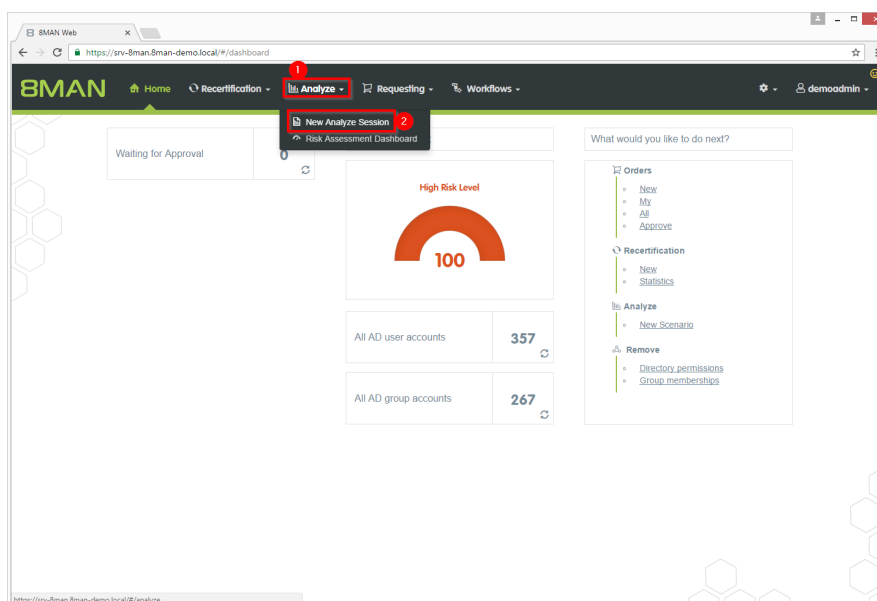
[Kennwort Optionen im Bulk ändern](#)

[Konten im Bulk löschen \(soft delete\)](#)

### Step by step process

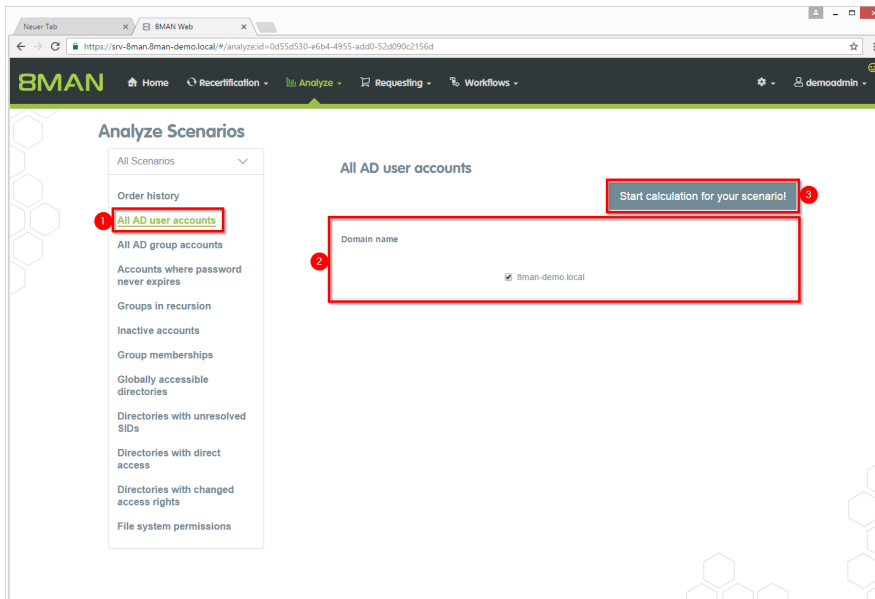


1. Login to the web client.

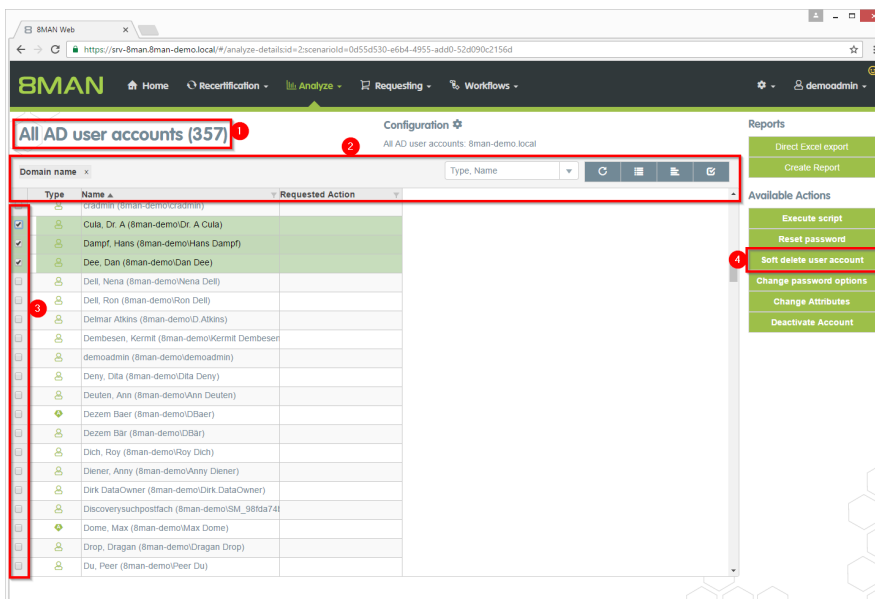


1. Click "Analyze".

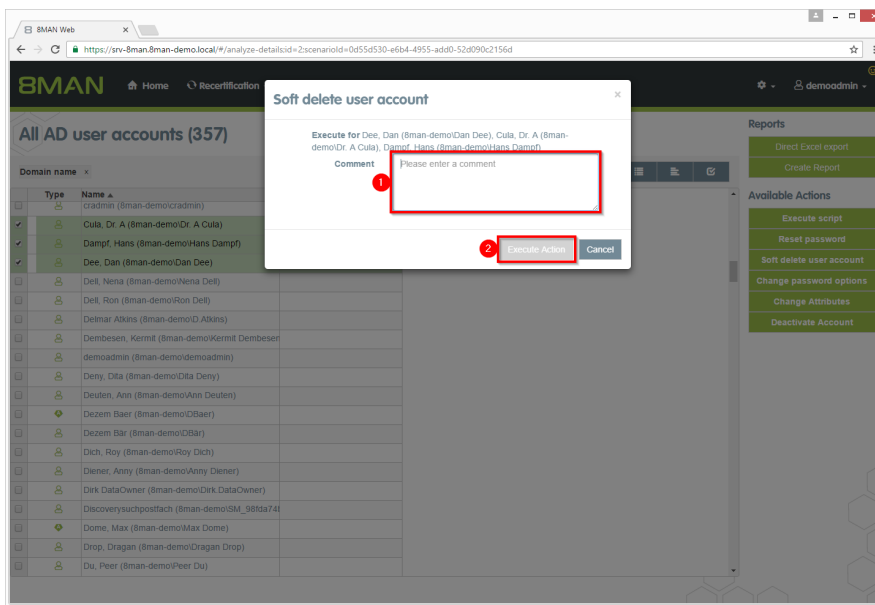
2. Click "New Analyze Session".



1. Click "All AD user accounts".
2. Select a domain.
3. Start the calculation.



1. 8MAN lists all AD accounts.
2. Use sorting, filtering, grouping and column selection to locate the desired rows.
3. Select the desired entries.
4. Click "Soft delete user account".



1. Leave a comment.
2. Click "Execute Action".

*The job will be transferred to the 8MAN server and executed there. You can find the status in "Jobs overview".*

### 8.5.3 Removing unresolved SIDs in bulk

#### Background / Value

SIDs (Security Identifiers) are strings that are used to identify user and group accounts in Active Directory. SIDs become unresolved when users or groups with direct permissions are deleted in AD. By using unresolved SIDs insider threats can gain access to sensitive resources.

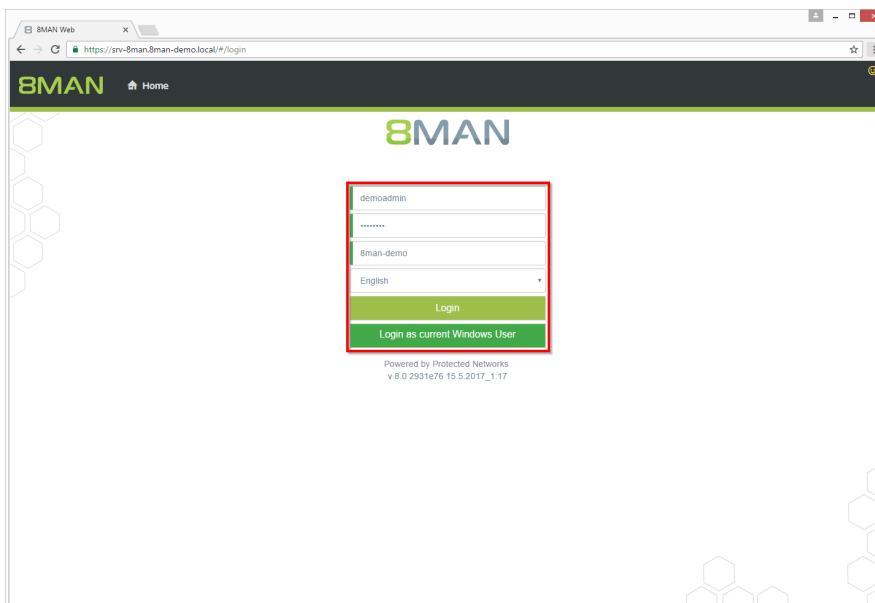
8MAN clearly identifies unresolved SIDs in your system. Delete unresolved SIDs in bulk using Analyze & Act.

#### Additional Services

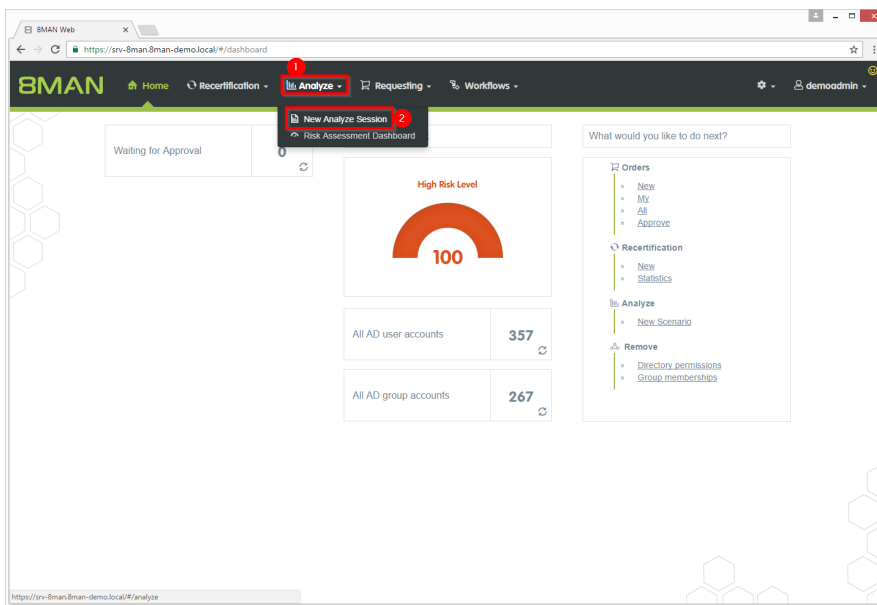
[Identifying and deleting unresolved SIDs](#) (using the rich client)

[Report: Identifying unresolved SIDs](#) (using the rich client)

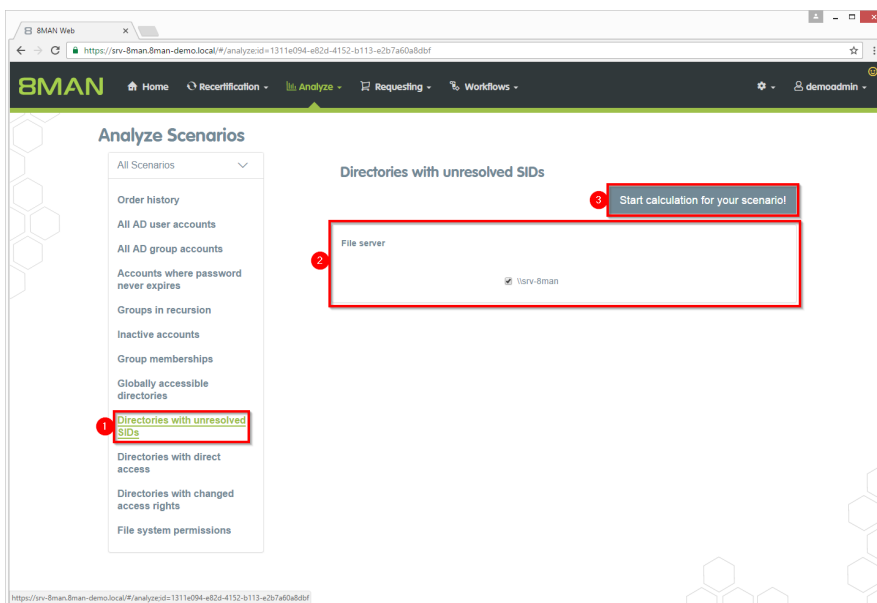
#### Step by step process



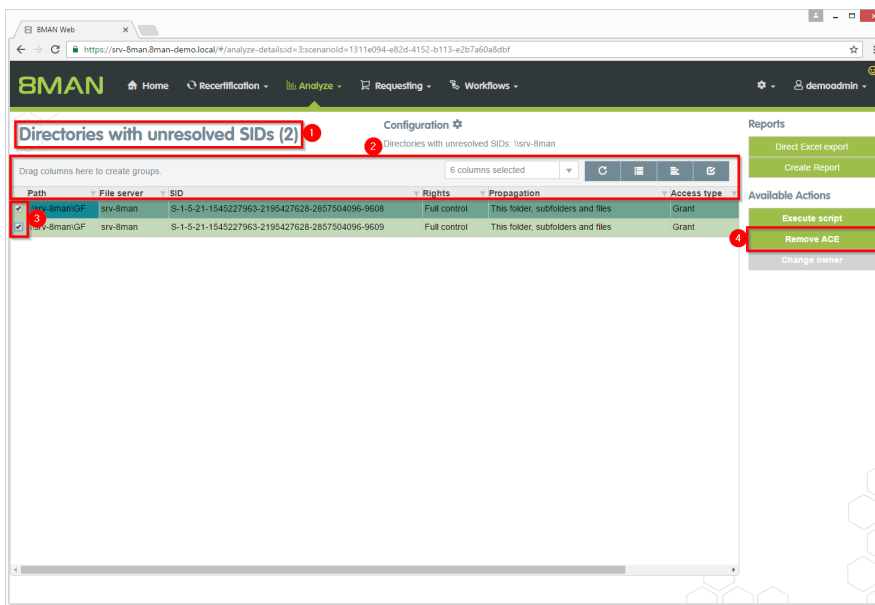
1. *Login to the web client.*



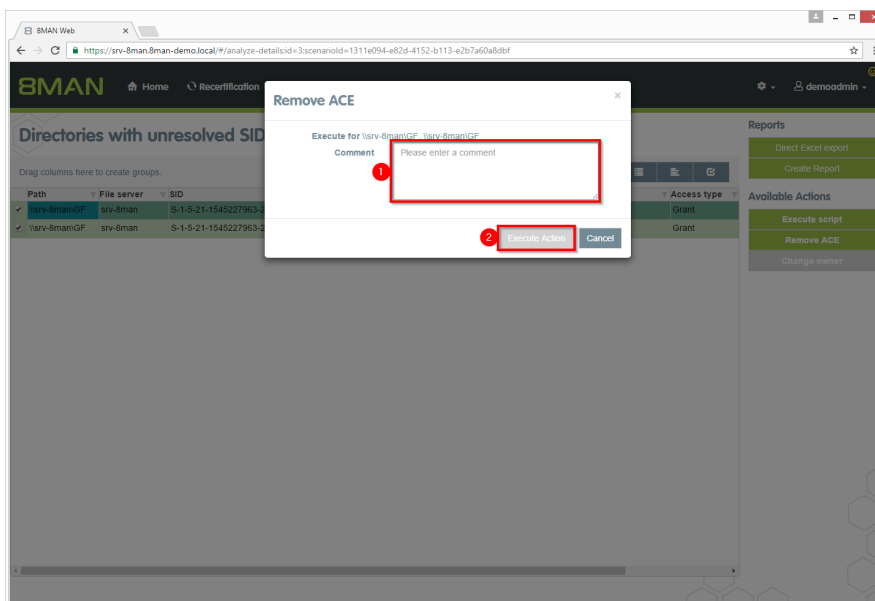
1. Click "Analyze".
2. Click "New Analyze Session".



1. Click "Directories with unresolved SIDs".
2. Select a file server.
3. Start the calculation.



1. 8MAN lists all Directories with unresolved SIDs.
2. Use sorting, filtering, grouping and column selection to locate the desired rows.
3. Select the desired entries.
4. Click "Remove ACE".



1. Leave a comment.
2. Click "Execute Action".

The job will be transferred to the 8MAN server and executed there. You can find the status in "Jobs overview".

8.5.4 Changing password options in bulk

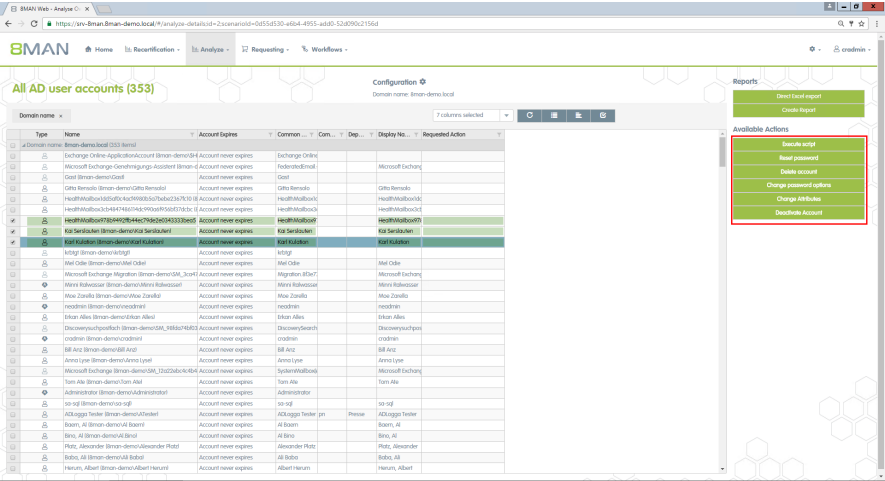
Background / Value

Passwords must be changed regularly. You can manage password options across your entire organization, quickly and easily in the 8MAN web interface.

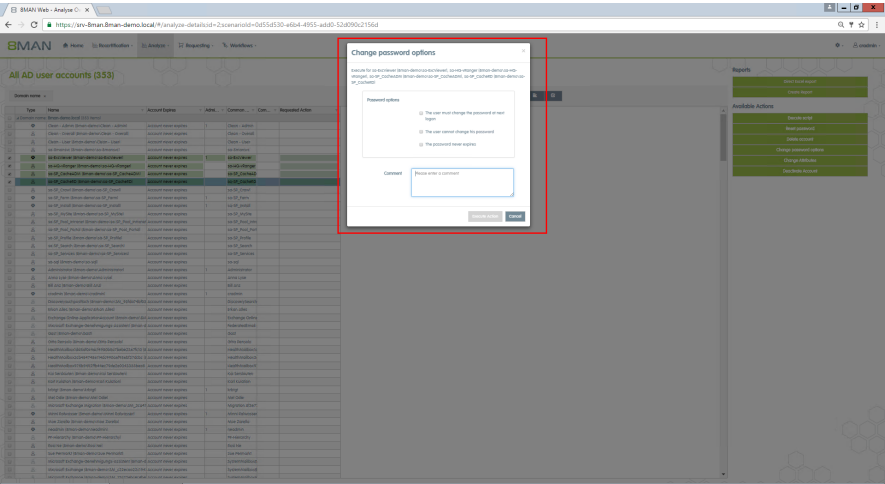
Additional Services

Resetting passwords in bulk

Step by step process



Click on "Change password options".



Click on "Execute Action". You must enter a comment, for example a ticket number.

## 8.5.5 Resetting passwords in bulk

### Background / Value

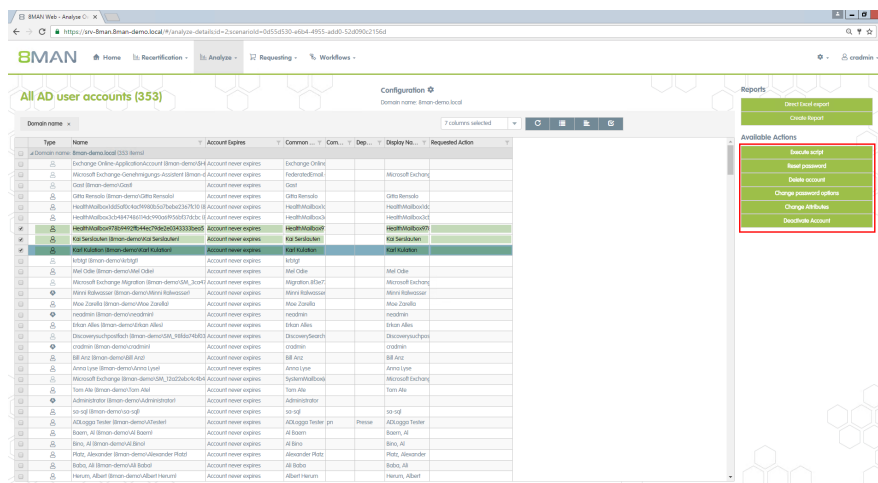
There are many use cases in which the passwords of several users must be reset simultaneously. You can reset passwords in bulk in the web interface.

### Additional Services

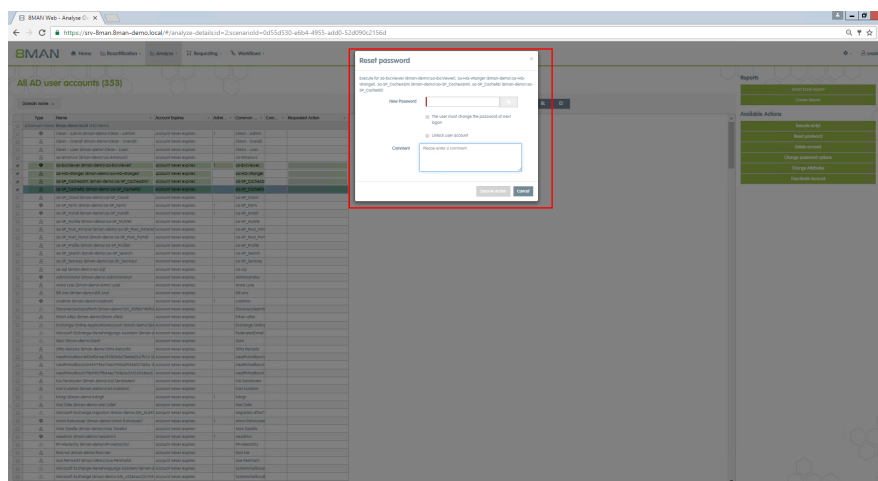
[Deactivating user accounts in bulk](#)

[Changing password options in bulk](#)

### Step by step process



Click on "Reset Password".



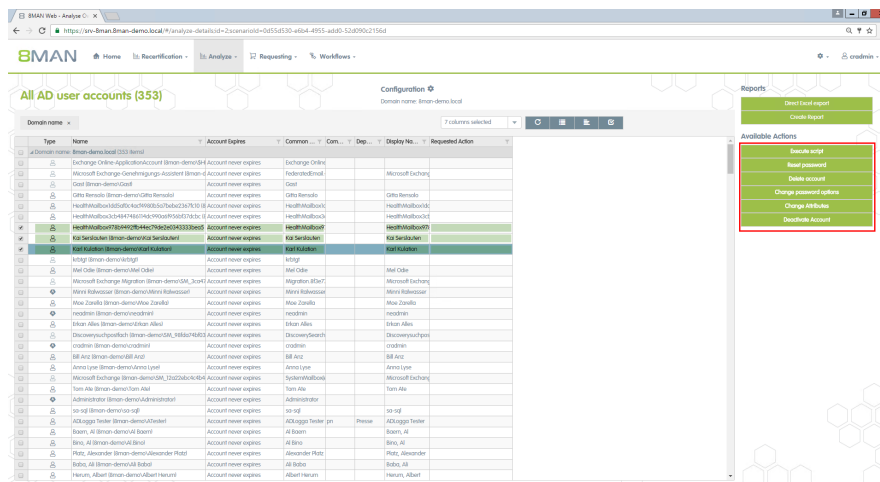
Enter a new Password. Enter a comment, for example a ticket number. Click on "Execute action".

## 8.5.6 Modifying attributes in bulk

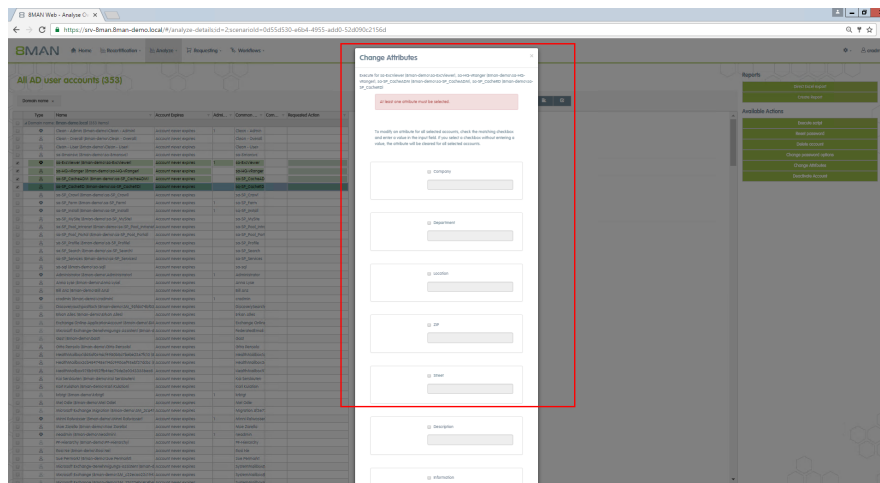
### Background / Value

With 8MAN you can change AD attributes in bulk. This is can be relevant during reorganizations such as a merger and / or address change.

### Step by step process



Click on "Change Attributes".



Activate the checkboxes for the desired attributes and enter the desired value.

## 8.5.7 Executing scripts on user accounts in bulk

### Background / Value

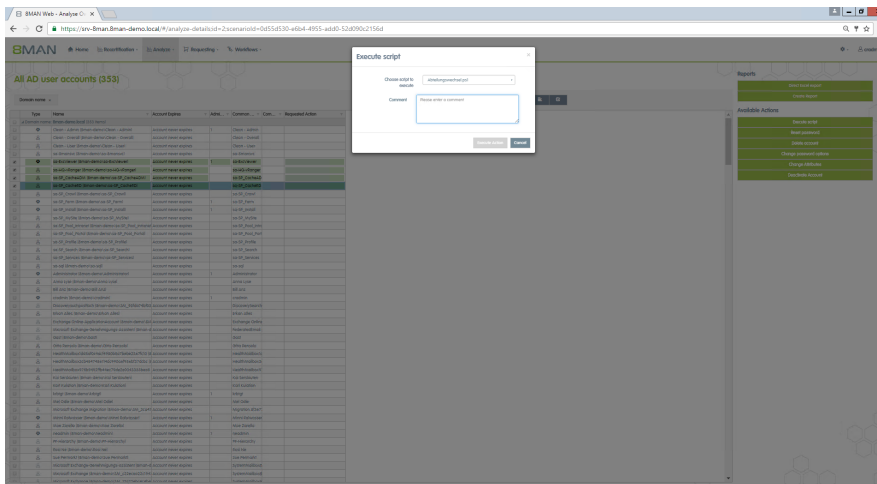
8MATE Analyze & Act allows you to use your own scripts. Just store them in the following directory and you can use them in the 8MAN web client.

`%ProgramData%\protected-networks.com\8MAN\scripts\analyze`

### Additional Services

#### Executing scripts on directories in bulk

### Step by step process



*Click on "Execute Script" after you selected the desired AD accounts. Enter a comment for documentation.*

8.5.8 Executing scripts for directories in bulk

Background / Value

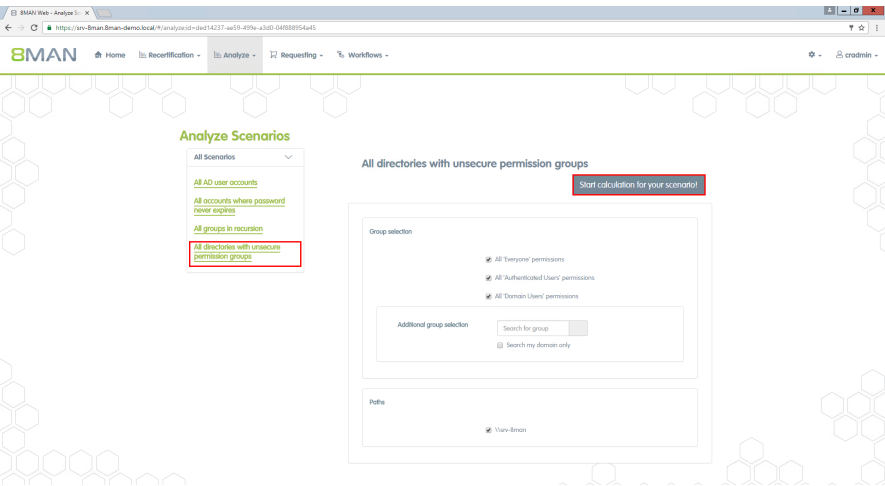
8MATE Analyze & Act allows you to use your own scripts. Just store them in the following directory and you can access them via the 8MAN Web interface.

```
%ProgramData%\protected-networks.com\8MAN\scripts\analyze
```

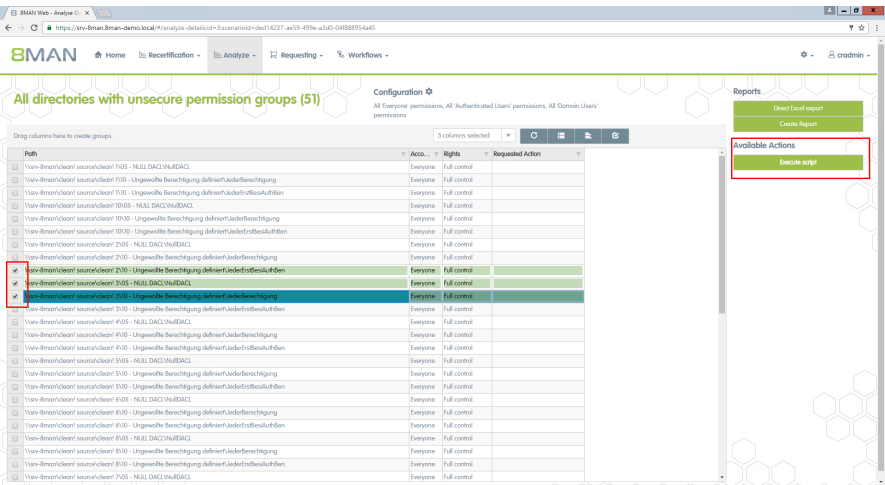
Additional Services

Executing scripts on user accounts in bulk

Step by step process



Click on "All directories with insecure permission groups". Choose from the parameters on the right and click on "Start Calculation".



Choose the directories you want to use for your script. Click on "Execute Script" and enter your script and comment in the next dialogue.

## 8.5.9 Removing direct permissions in bulk

### Background / Value

Direct permissions should be avoided at all costs and replaced by group permissions. Firstly, direct access rights are inefficient because every user is managed independently. Secondly, each directory needs to be examined individually to ensure the removal of all direct permissions. 8MAN shows you all direct access rights on your file server(s). You can remove them in bulk using the web client.

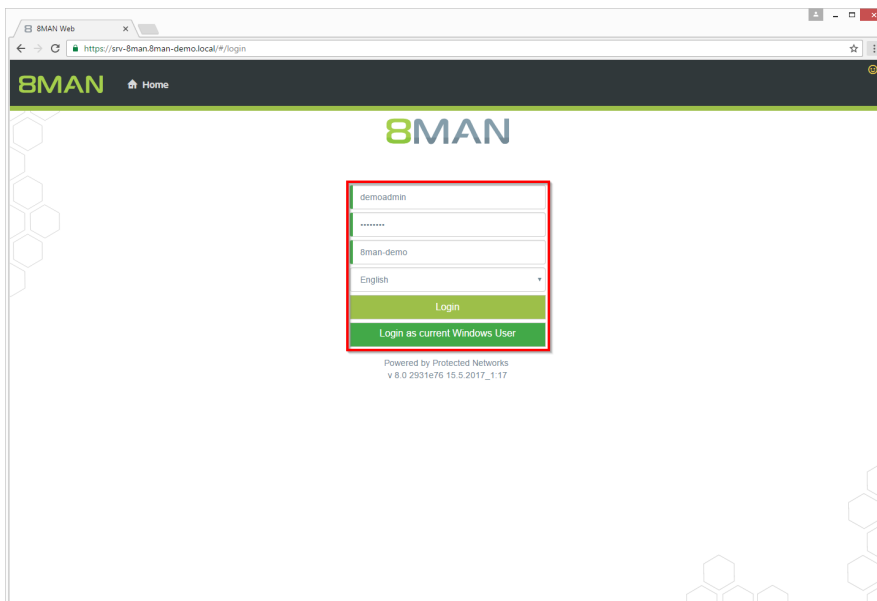
### Additional Services

8MATE Clean! allows you to automatically remove direct access rights and turn them into group memberships.

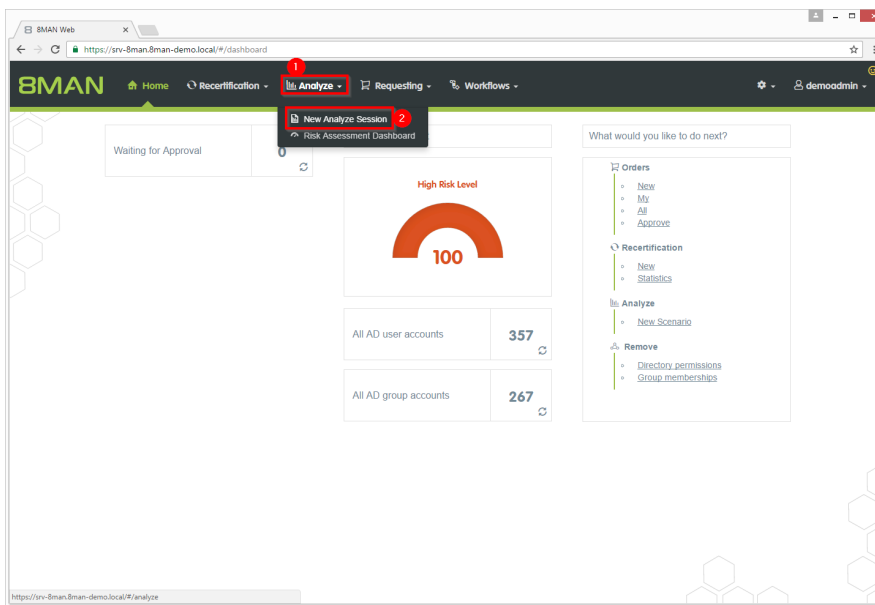
[Changing password options in bulk](#)

[Removing unresolved SIDs in bulk](#)

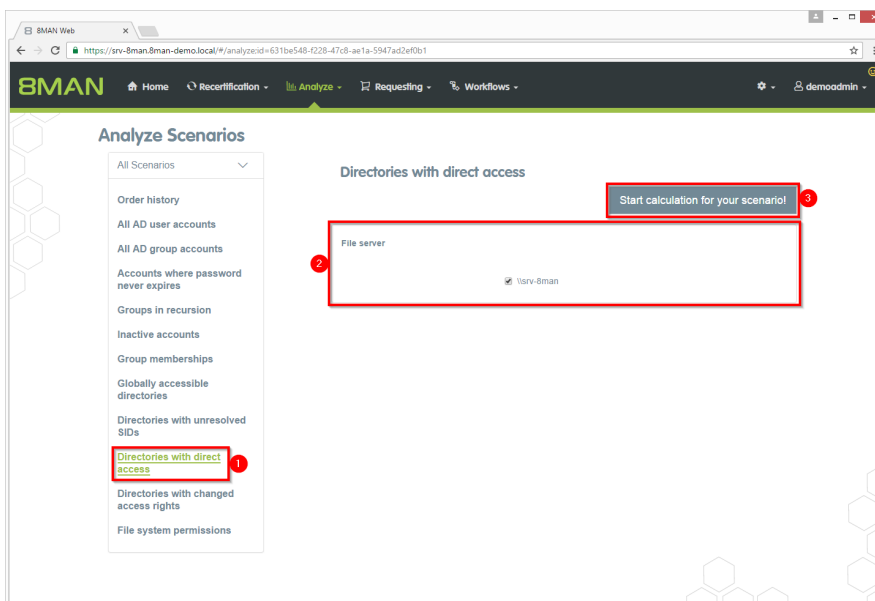
### Step by step process



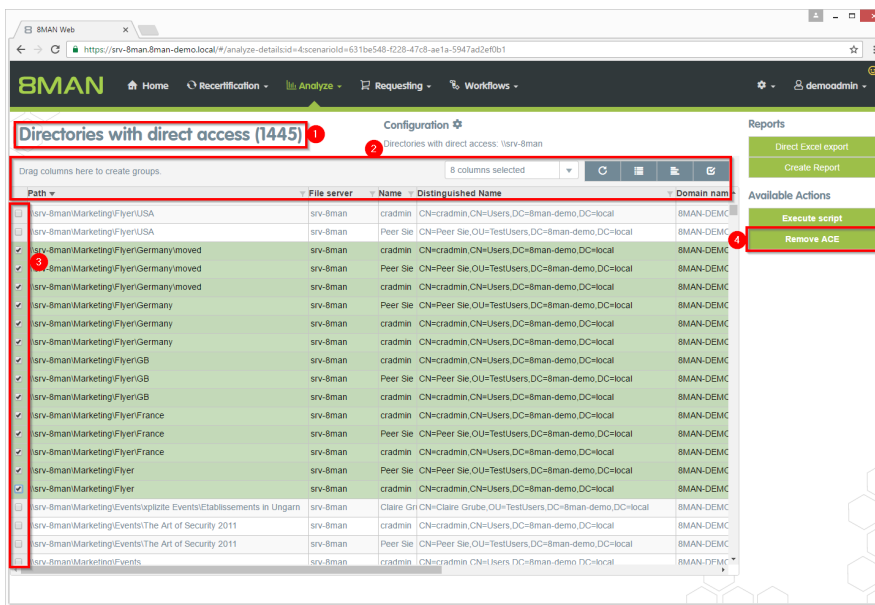
1. *Login to the web client.*



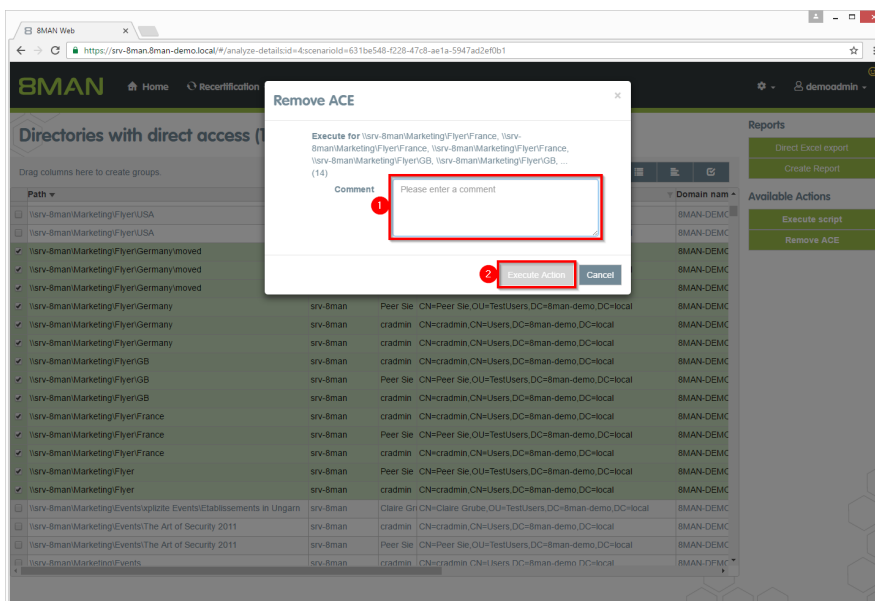
1. Click "Analyze".
2. Click "New Analyze Session".



1. Click "Directories with direct access".
2. Select a file server.
3. Start the calculation.



1. 8MAN lists all direct permissions.
2. Use sorting, filtering, grouping and column selection to locate the desired rows.
3. Select the desired entries.
4. Click "Remove ACE".



1. Leave a comment.
2. Click "Execute Action".

The job will be transferred to the 8MAN server and executed there. You can find the status in "Jobs overview".

## 8.5.10 Removing group memberships in bulk

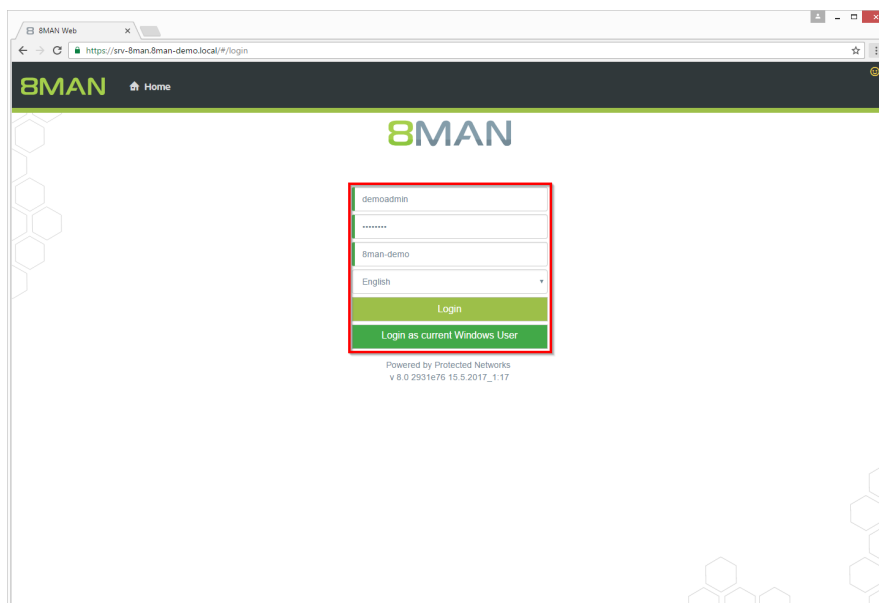
### Background / Value

Remove lots of group memberships fast using the web client.

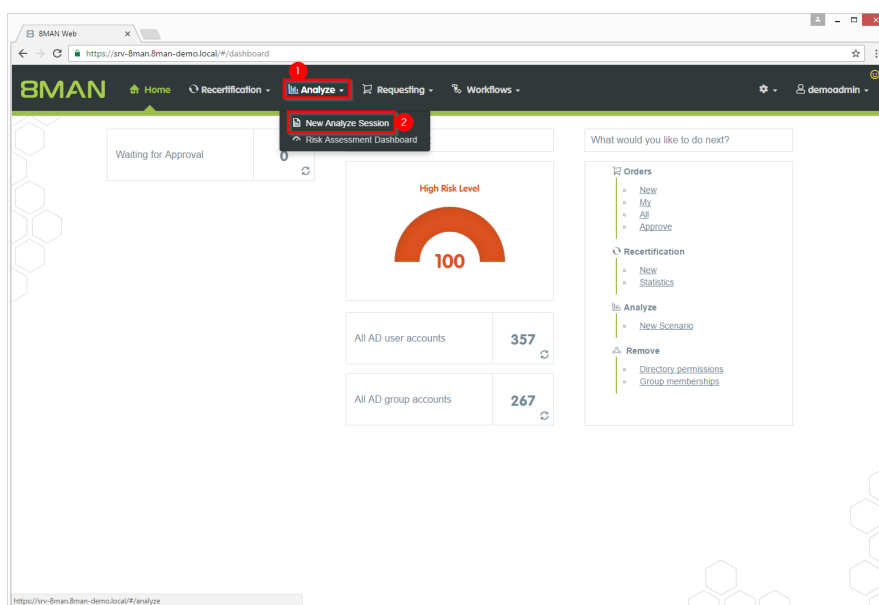
### Additional Services

[Managing group memberships](#) (using the rich client)

### Step by step process

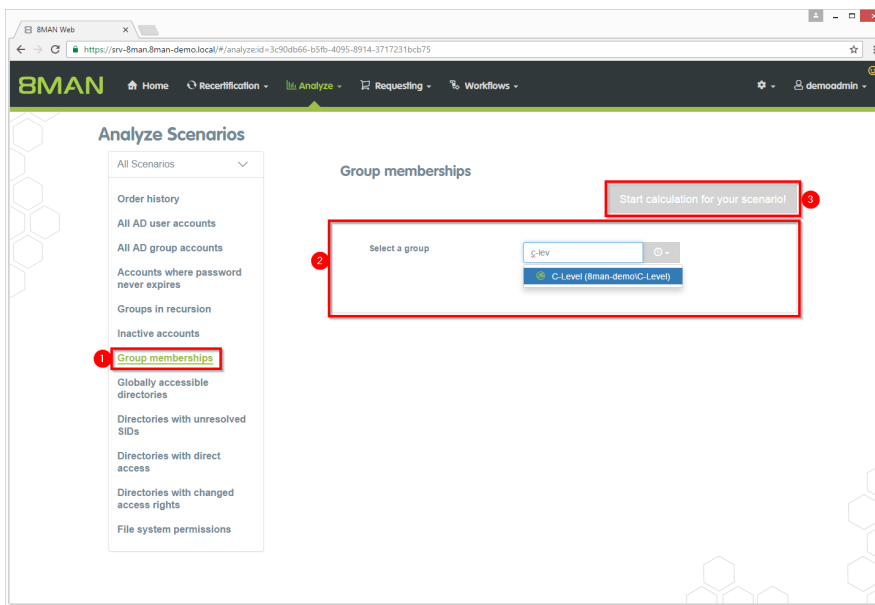


1. Login to the web client.

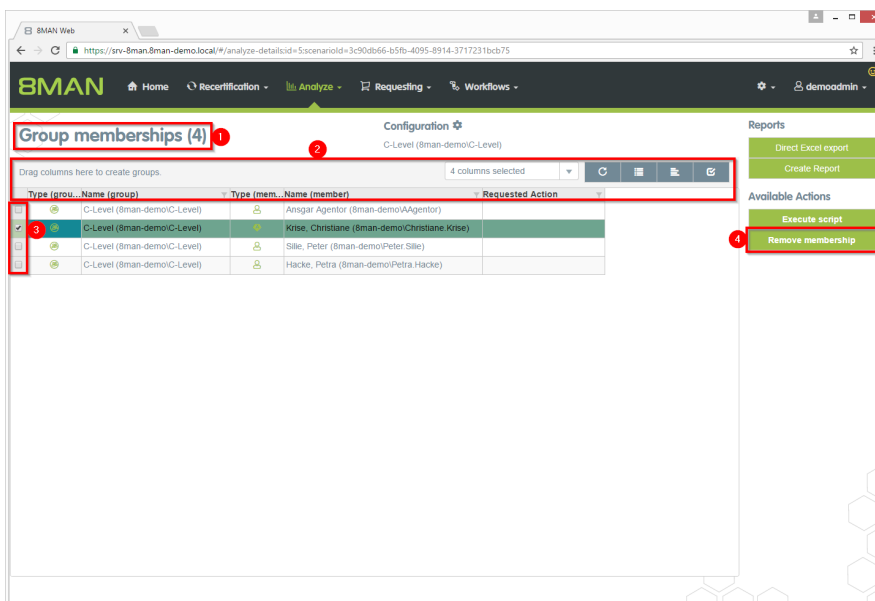


1. Click "Analyze".

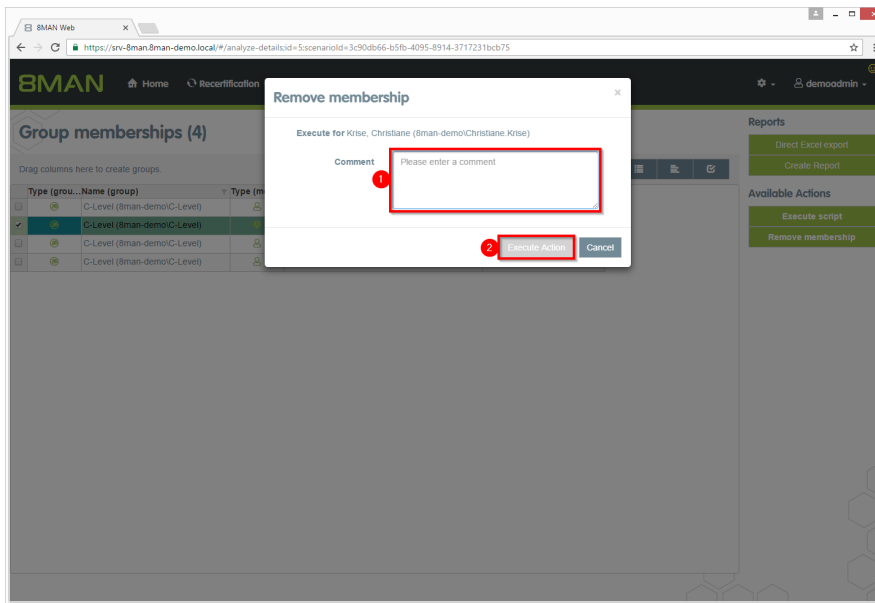
2. Click "New Analyze Session".



1. Click "Group memberships".
2. Find a group.
3. Start the calculation.



1. 8MAN lists all members of the previously selected group.
2. Use sorting, filtering, grouping and column selection to locate the desired rows.
3. Select the desired entries.
4. Click "Remove membership".



1. Leave a comment.
2. Click "Execute Action".

*The job will be transferred to the 8MAN server and executed there. You can find the status in "Jobs overview".*

## 8.5.11 Removing permissions from globally accessible directories in bulk

### Background / Value

If "Everyone accounts" are used for the assignment of access rights, (almost) everyone has access to the connected resources. The consequence is an excessive assignment of access rights and a high probability for unauthorized access. These go against the principle of least privilege and should therefore not be used. Before deleting permissions you should assign specific groups to the appropriate resources.

"Everyone accounts" are:

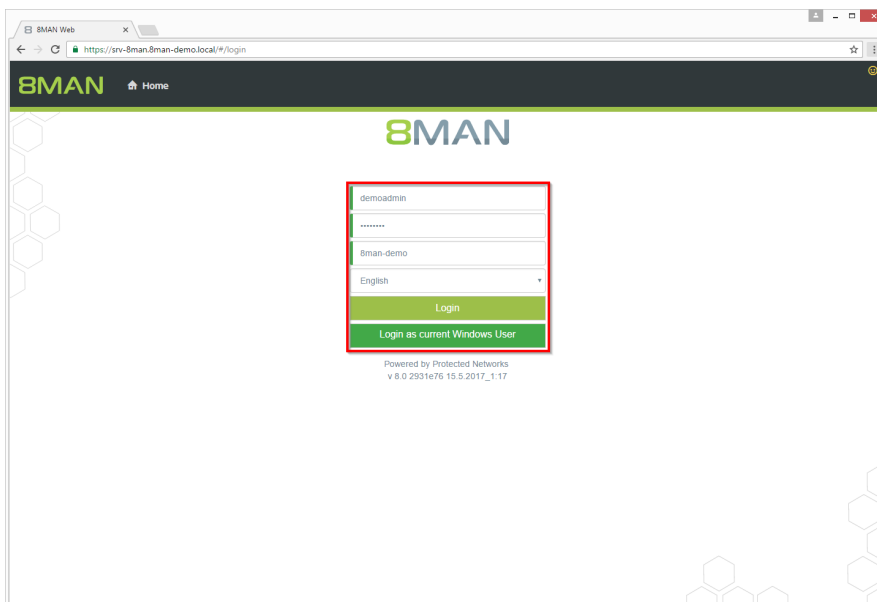
- Everyone
- Authenticated Users
- Domain-Users

### Additional Services

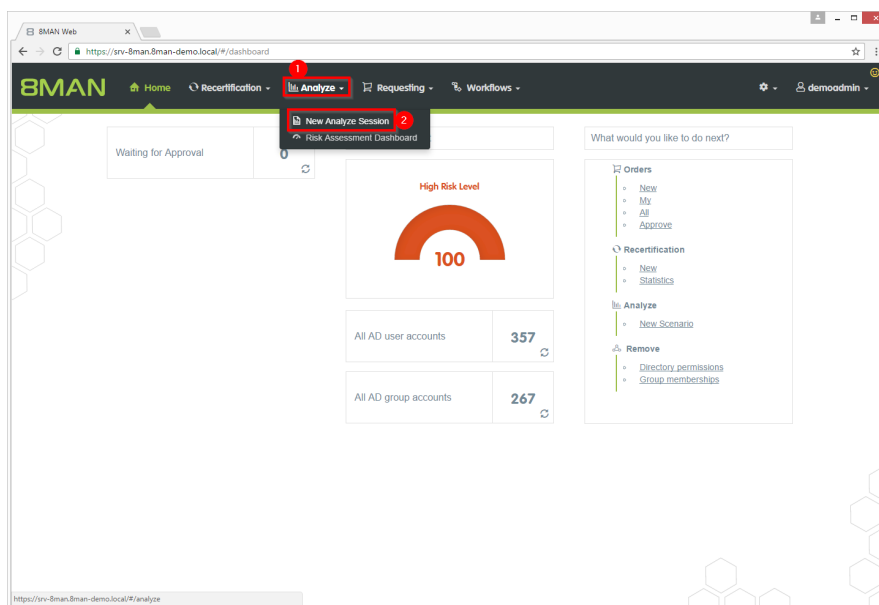
[Report: Identifying usage of "Everyone"](#) (using the rich client)

[Report: Identifying usage of "Authenticated Users"](#) (using the rich client)

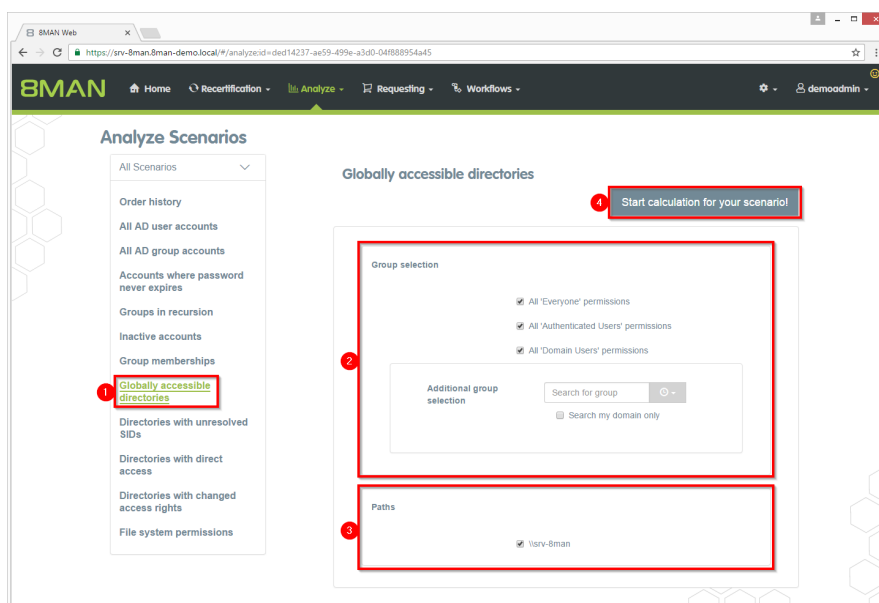
### Step by step process



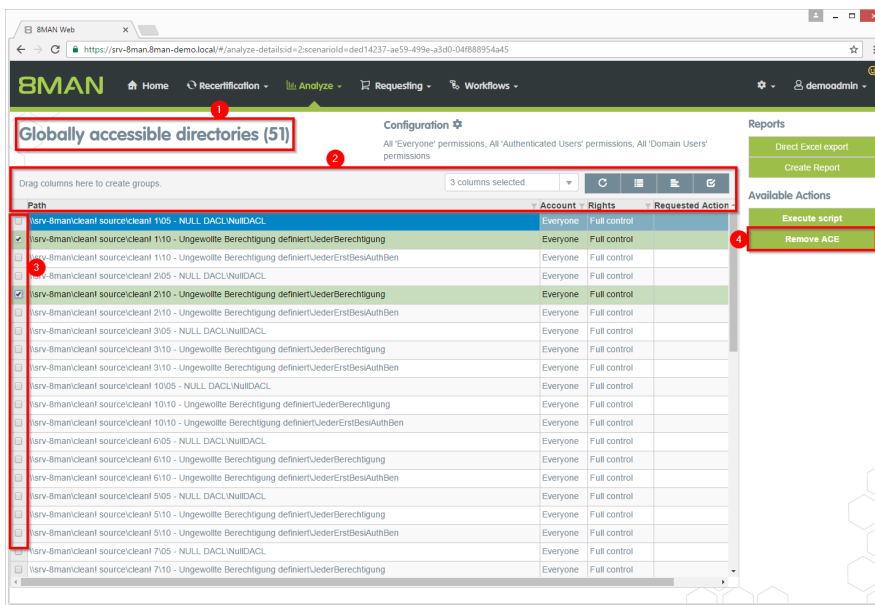
1. Login to the web client.



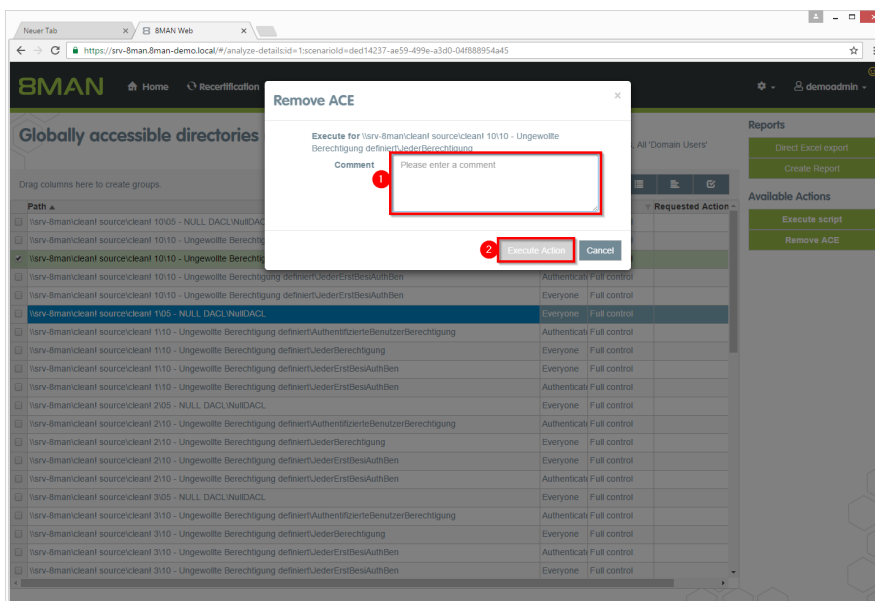
1. Click "Analyze".
2. Click "New Analyze Session".



1. Click "Globally accessible directories".
2. Select groups.  
You can add one additional group. This is very useful for "catch-all" groups, e.g. "mycompany-complete".
3. Select a file server.
4. Start the calculation.



1. 8MAN lists all globally accessible directories.
2. Use sorting, filtering, grouping and column selection to locate the desired rows.
3. Select the desired entries.
4. Click "Remove ACE".



1. Leave a comment.
2. Click "Execute Action".

The job will be transferred to the 8MAN server and executed there. You can find the status in "Jobs overview".



# 9. Threat & Gap Management



### 9.1 +8MATE Clean!

#### 9.1.1 Identifying file path names that are too long

##### Background / Value

Placing files on directories whose path name exceeds 260 characters can cause all sorts of problems. Often programs can't access them and editing functions such as "copy" or "delete" become unavailable. 8MATE Clean! shows all files on directory paths that are too long. We recommend manually moving these files to the parent directory.

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.2 Archiving old file server data

#### Background / Value

Access Rights Management should also include archiving old, unused data, since the less data you have, the easier it is to manage. 8MATE Clean allows you to mark data as "old" based upon specified dates. The most commonly used indicator is the last read or write access.

You can decide if old data is moved to another storage system or remain in the old system when you are migrating to new file server systems.

#### Additional services

If you would like to archive old data we first recommend creating a protected area and storing your old data within.

[8MATE Clean handbook: creating a protected area on a file server](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.3 Pushing permissions to empty sub-directories through inheritance

#### Background / Value

Empty folders do not need different access rights than their parent directory. 8MATE Clean! removes these, by pushing inherited rights from parent to child folders. This prevents unnecessary load on Kerberos token size and harmonizes your overall access rights situation.

#### Additional services

[8MATE Clean! handbook: Deleting empty directories on a file server](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.4 Deleting empty directories on the file server

#### Background / Value

Empty folders can be automatically deleted. This cleans up the overall structure and prevents unnecessary load on The Kerberos token size.

#### Additional services

If you are not sure of empty folders have been created intentionally please use the following service:

[8MATE Clean! handbook: Pushing permissions to empty subdirectories through inheritance](#)

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### 9.1.5 Correcting non-canonical access rights

#### Background / Value

Access control entries (ACEs) have a particular order in the DACL depending on their type. Specifically ACEs that deny access are listed before ACEs that grant access. The order of ACEs significantly determines the effective access rights of the user. You may encounter security risks, because applications and programs can not be prevented from writing ACEs in a random order. 8MATE Clean! repairs non-canonical permissions and ensures that standards are reapplied.

#### Additional services

[8MATE Clean! Handbuch: Replacing non-canonical permissions through overarching rights](#)

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### 9.1.6 Replacing non-canonical permissions through overarching rights

#### Background / Value

Access control entries (ACEs) have a particular order in the DACL depending on their type. Specifically ACEs that deny access are listed before ACEs that grant access. The order of ACEs significantly determines the effective access rights of the user. You may encounter security risks, because applications and programs can not be prevented from writing ACEs in a random order. 8MATE Clean repairs non-canonical permissions and ensures that standards are reapplied.

#### Alternative service:

If you would like to ensure that permission differences remain between parent and child directory, please use the following service:

[8MATE Clean! handbook: correcting non-canonical permissions](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.7 Automatically replacing critical access rights

#### Background / Value:

There are a number of groups and accounts in the DACL that should not receive permissions under any circumstances. These include the EVERYONE or CREATOR/OWNER accounts. These critical accounts, as well as special Windows accounts are listed in the 8MAN blacklist and can not be granted permissions with 8MAN.

If critical access rights have been granted without 8MAN, then 8MATE Clean! can automatically replace these for you. You can define which groups and direct permissions are replaced by which access rights and 8MATE Clean! will implement your requirements.

#### Alternative services

[8MATE Clean! handbook: Removing critical access rights automatically](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.8 Identifying zero DACLs and replacing them with higher level permissions

#### Background / Value

The security descriptor may contain the value "0" for directories. In this case anyone could give themselves access to a directory and its subfolders. Zero DACLs are created through faulty applications that manipulate ACLs.

8MATE Clean! replaces zero DACLs with higher level permissions.

**Please note: Zero DACLs can not be replaced on NetAPP or EMC2 servers. These are present by default.**

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Contact us for more information: [info@8man.com](mailto:info@8man.com)

### 9.1.9 Replacing divergent access rights on a file server

#### Background / Value

Microsoft allows a variety of access categories. "Special rights" in particular often unnecessarily complicate access rights assignments through their granularity and variety of combinations. Protected Networks GmbH recommends working only with 3 access rights:

- Full control
- Modify
- Read & execute

8MATE Clean! allows you to change your access rights structure automatically and according to your specifications. This significantly simplifies access management on your file servers.

#### Additional services

You can change the conventions for creating new permissions to match your ideal standard.

Installations & configuration manual: Selecting the access categories available in 8MAN

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Contact us for more information: [info@8man.com](mailto:info@8man.com)

### 9.1.10 Deleting divergent access rights

#### Background / Value

Microsoft allows a variety of access categories. "Special rights" in particular often unnecessarily complicate access rights assignments through their granularity and variety of combinations. Protected Networks GmbH recommends working only with 3 access rights:

- Full control
- Modify
- Read & execute

8MATE Clean! allows you to delete all undesired access rights. This way any users that had access to the affected directories only through this permission path, will lose their access rights.

#### Additional services

8MATE Clean! allows you to modify existing access rights to match your ideal standard.

[8MATE Clean! handbook: Replacing divergent access rights](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.11 Automatically removing critical permissions

#### Background / Value

There are a number of groups and accounts in the DACL that should not be granted permissions. These include the EVERYONE and CREATOR/OWNER accounts. These critical accounts, as well as special Windows accounts are listed in the 8MAN blacklist and can not be granted permissions with 8MAN.

If critical access rights have been granted without 8MAN, then 8MATE Clean!

#### Alternative Services

[8MATE Clean! handbook: Automatically replacing critical access rights](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.12 Deleting direct permissions

#### Background / Value

Direct permissions are inefficient because users need to be managed individually. Direct permissions cause unresolved SIDs when user accounts are deleted. These can then be used by other users to gain unauthorized access to sensitive data. Direct permissions also increase the length of the ACL on your file server and consequently the time needed to verify whether a user will get access to the requested resource. They should be avoided and replaced with group permissions.

8MATE Clean! identifies all direct permissions on your file servers and deletes them.

#### Alternative services

If you still want the accounts with direct permissions to have access, we recommend replacing the direct access rights:

[8MATE Clean! Handbook: Replacing direct permissions with group memberships](#)

**8MATE Clean! is managed and operated by our experienced System Engineers.**

**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.13 Replacing direct permissions with group memberships

#### Background / Value

Direct permissions are inefficient because users need to be managed individually. They should be avoided and replaced with group permissions. 8MATE Clean! identifies all direct permissions on your file servers and turns them into group memberships.

This has the following advantages:

Direct permissions cause unresolved SIDs when user accounts are deleted. These can then be used by other users to gain unauthorized access to sensitive data. Direct permissions also increase the length of the ACL on your file server and consequently the time needed to verify whether a user will get access to the requested resource.

#### Alternative services:

If access should be removed for accounts with direct access, then we recommend deleting all direct permissions.

[8MATE Clean! Handbook: Deleting direct permissions](#)

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

### 9.1.14 Activating inheritance for directories with identical access rights

#### Background / Value:

Sometimes directories have identical access rights within the same tree, but inheritance is still deactivated. 8MATE Clean! identifies these directories and activates inheritance. This simplifies access management as access rights that are granted later to the parent directory are automatically inherited by sub-directories.

#### Additional services:

We recommend the following service in order to further reduce Kerberos token load:

[8MATE Clean! Handbook: Deleting empty folders on file servers](#)

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Contact us for more information: [info@8man.com](mailto:info@8man.com)

### 9.1.15 Removing permission gaps by aligning directory owners

#### Background / Value

According to Microsoft best practice administrators should be directory owners. If this is not the case, then the directory owner is automatically granted full access. This access right should be reserved for administrators. 8MATE Clean! ensures all directories have administrators as their owners.

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Contact us for more information: [info@8man.com](mailto:info@8man.com)

### 9.1.16 Automatically reducing the depth of permissions on file servers

#### Background / Value

The maximum depth of permissions is defined in 8MAN configuration from the share level on. Any divergent permissions are considered as "too deep" by 8MAN.

8MATE Clean! replaces divergent permissions beyond the defined maximum with the permissions of higher level folders.

It makes sense to harmonize permissions beyond a certain depth as this limits the complexity of directory management and reduces overall IT effort.

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**Contact us for more information: [info@8man.com](mailto:info@8man.com)**

# 10. 8MAN Application Integration



## **10.1 +8MATE Matrix 42**

### **10.1.1 For Employees**

#### **10.1.1.1 Order Fileserver Access Rights with Matrix 42**

Please contact knowledge management for more information.

[KM@8MAN.com](mailto:KM@8MAN.com)

### **10.1.2 Für Data Owner und Administratoren**

#### **10.1.2.1 Accept or reject an inquiry in Matrix 42**

Please contact knowledge management for more information.

[KM@8MAN.com](mailto:KM@8MAN.com)

# 11. Appendix



## 11.1 Software license acknowledgments

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<https://github.com/JamesNK/Newtonsoft.Json/blob/master/LICENSE.md>
- Irony Copyright (c) 2011 Roman Ivantsov <http://irony.codeplex.com/license>
- Jint Copyright (c) 2011 Sebastien Ros <http://jint.codeplex.com/license>
- #ziplib 0.85.5.452, © 2001-2012 IC#Code, <http://www.icsharpcode.net/opensource/sharpziplib/>
- PDFsharp 1.33.2882.0, © 2005-2012 empira Software GmbH, Troisdorf (Germany),  
[http://www.pdfsharp.net/PDFsharp\\_License.ashx](http://www.pdfsharp.net/PDFsharp_License.ashx)
- JetBrains Annotations, ©2007-2012 JetBrains, <http://www.apache.org/licenses/LICENSE-2.0>
- Microsoft Windows Driver Development Kit, © Microsoft, EULA, installed on the computer on which the FS Logga for Windows file servers is installed: C:\Program Files\protected-networks.com\8MAN\driver (Usage only for FS Logga for Windows file server)
- NetApp Manageability SDK, © 2013 NetApp, <https://communities.netapp.com/docs/DOC-1152> (Usage only for FS Logga for NetApp Fileserver)
- WPF Shell Integration Library 3.0.50506.1, © 2008 Microsoft Corporation ,  
<http://archive.msdn.microsoft.com/WPFShell/Project/License.aspx>
- WPF Toolkit Library 3.5.50211.1, © Microsoft 2006-2013, <http://wpf.codeplex.com/license>
- Bootstrap, © 2011-2016 Twitter, Inc, <https://github.com/twbs/bootstrap/blob/master/LICENSE>
- jQuery, © 2016 The jQuery Foundation, <https://jquery.org/license>
- jquery.cookie, © 2014 Klaus Hartl, <https://github.com/carhartl/jquery-cookie/blob/master/MIT-LICENSE.txt>
- jquery-tablesort, © 2013 Kyle Fox, <https://github.com/kylefox/jquery-tablesort/blob/master/LICENSE>
- LoadingDots, © 2011 John Nelson, <http://johncoder.com>
- easyModal.js, © 2012 Flavius Matis,  
<https://github.com/flaviusmatis/easyModal.js/blob/master/LICENSE.txt>
- jsTimezoneDetect, © 2012 Jon Nylander  
<https://bitbucket.org/pellepim/jstimezonedetect/src/f9e3e30e1e1f53dd27cd0f73eb51a7e7caf7b378/LICENSE.txt?at=defaultjquery-tablesort>
- Sammy.js, © 2008 Aaron Quint, Quirkey NYC, LLC  
<https://raw.githubusercontent.com/quirkey/sammy/master/LICENSE>
- Mustache.js, © 2009 Chris Wanstrath (Ruby), © 2010-2014 Jan Lehnardt (JavaScript) and © 2010-2015 The mustache.js community <https://github.com/janl/mustache.js/blob/master/LICENSE>
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