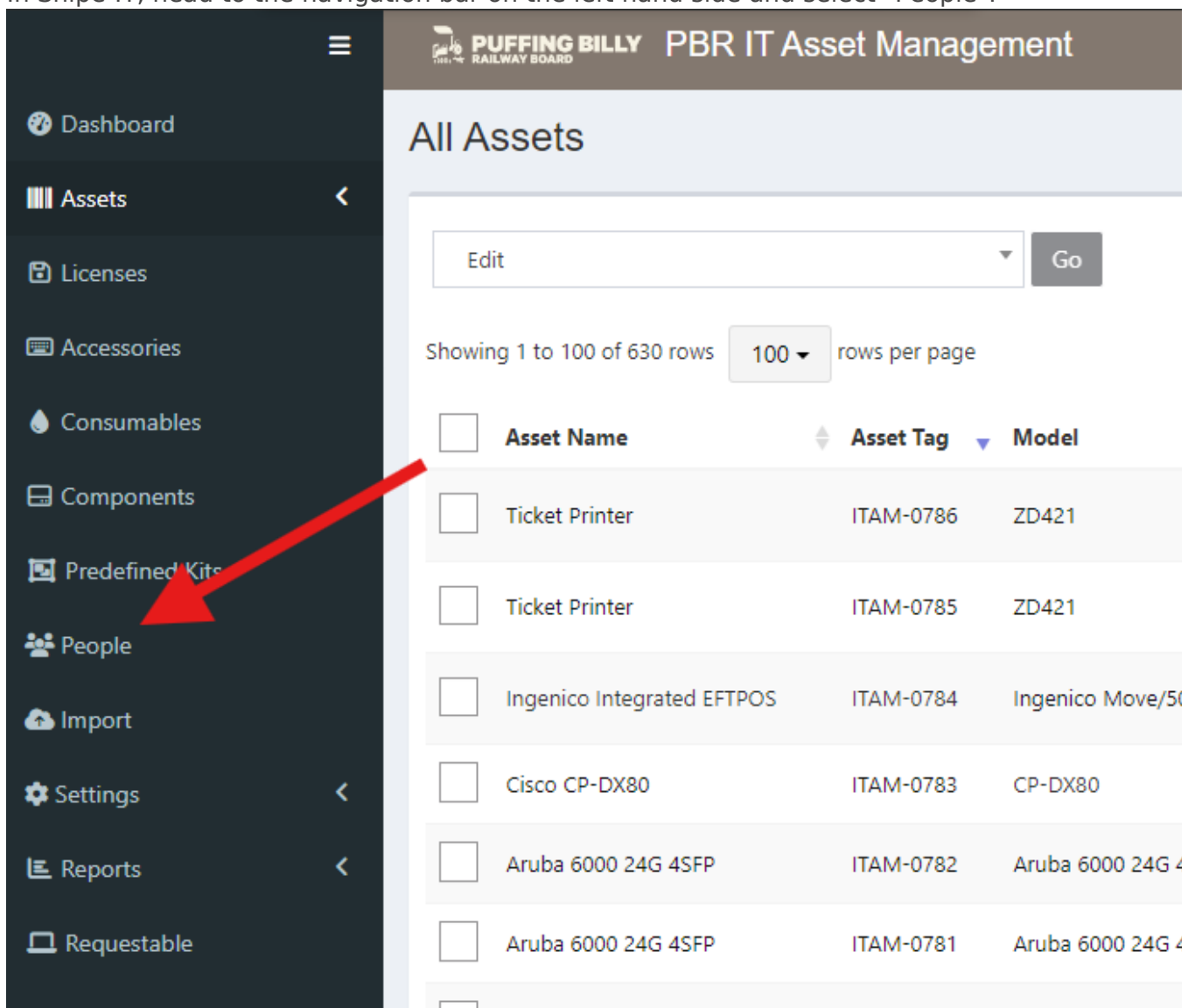


Syncing New Users into Snipe-IT

If you have user you need to check a device out to but are not showing up in Snipe-IT they may be a new user and you will need to manually do a sync with active directory.

1. In Snipe-IT, head to the navigation bar on the left hand side and select "People".



The screenshot shows the Snipe-IT web interface. On the left is a dark navigation sidebar with icons and labels for various sections: Dashboard, Assets, Licenses, Accessories, Consumables, Components, Predefined Kits, People, Import, Settings, Reports, and Requestable. A red arrow points to the 'People' menu item. The main content area is titled 'All Assets' and displays a table of assets. At the top of the main area, there is a header for 'PUFFING BILLY RAILWAY BOARD PBR IT Asset Management'. Below the header, there is a search bar with 'Edit' and a 'Go' button. The table shows columns for 'Asset Name', 'Asset Tag', and 'Model'. The first two rows show 'Ticket Printer' assets with tags ITAM-0786 and ITAM-0785. Subsequent rows show other assets like 'Ingenico Integrated EFTPOS', 'Cisco CP-DX80', and 'Aruba 6000 24G 4SFP'.

<input type="checkbox"/>	Asset Name	Asset Tag	Model
<input type="checkbox"/>	Ticket Printer	ITAM-0786	ZD421
<input type="checkbox"/>	Ticket Printer	ITAM-0785	ZD421
<input type="checkbox"/>	Ingenico Integrated EFTPOS	ITAM-0784	Ingenico Move/50
<input type="checkbox"/>	Cisco CP-DX80	ITAM-0783	CP-DX80
<input type="checkbox"/>	Aruba 6000 24G 4SFP	ITAM-0782	Aruba 6000 24G 4
<input type="checkbox"/>	Aruba 6000 24G 4SFP	ITAM-0781	Aruba 6000 24G 4

2. Select "LDAP Sync" in the top right corner.

PUFFING BILLY PBR IT Asset Management

Current Users

Export Show Deleted Users Create New

Bulk Edit Go

Showing 1 to 225 of 225 rows 500 rows per page

<input type="checkbox"/>	Name	Title	Email	Phone	Username	Department	Location	Manager							Notes	Groups	Login Enabled	Actions
<input type="checkbox"/>	aDavid Diamond				adiamond				0	0	0	0	0	0			✓	
<input type="checkbox"/>	aDylan Halsey				ahalsey				0	0	0	0	0	0			✓	
<input type="checkbox"/>	aKeegan Hunt				ahunt				0	0	0	0	0	0			✓	
<input type="checkbox"/>	aMike Toppp				mtopp				0	0	0	0	0	0			✓	
<input type="checkbox"/>	aMitch Fraser				mfraser				0	0	0	0	0	0			✓	
<input type="checkbox"/>	Aaron Wiesema	Track Worker	aaaron.wiesema@pbr.org.au		awiesema	Infrastructure		Shayne Nichols	0	0	0	0	0	0			✓	

3. Select "Synchronise"

PUFFING BILLY PBR IT Asset Management

LDAP User Sync

Location New

Cancel

Synchronise

4. Once successful it will look like this:

PUFFING BILLY PBR IT Asset Management

LDAP User Sync

✓ Success: LDAP import successful.

Location New

Cancel

Synchronise

LDAP configuration settings can be found Admin > Settings. The (optional) select will be set for all imported users.
LDAP Settings Page

Synchronisation Results

Username	Employee Number	First Name	Last Name	Email	Notes
imarks		Ian	Marks	ian.marks@volunteer.pbr.org.au	✓ updated
jneelsen		Jens	Neelesen	jneelsen@teez.org	✓ updated
mtopp		Mike	Toppp	mike.topp@volunteer.pbr.org.au	✓ updated
arichards		Andrew	Richards	roo.richards@volunteer.pbr.org.au	✓ updated
awheatland		Andrew	Wheatland	andrew.wheatland@pbr.org.au	✓ updated
sladiger		Sue	Ladiger	sue.ladiger@pbr.org.au	✓ updated
theeks		Tim	Heeks	tim.heeks@pbr.org.au	✓ updated
dcahill		Danielle	Cahill	danielle.cahill@pbr.org.au	✓ updated
dcloves		David	Cloves	david.cloves@pbr.org.au	✓ updated
dgale		Daniel	Gale	daniel.gale@pbr.org.au	✓ updated
dwoodward		Deb	Woodward	deb.woodward@volunteer.pbr.org.au	✓ updated
drashleigh		David	Rashleigh	david.rashleigh@pbr.org.au	✓ updated
khaugland		Kine	Haugland	kine.haugland@pbr.org.au	✓ updated
nvaldes		Navi	Valdes	navi.valdes@pbr.org.au	✓ updated
dbaker		David	Baker	david.baker@pbr.org.au	✓ updated
bcowley		Bernadette	Cowley	bernadette.cowley@volunteer.pbr.org.au	✓ updated
dcow		David	Cow	david.cow@pbr.org.au	✓ updated
pyu		Phil	Yu	phil.yu@pbr.org.au	✓ updated

5. You can now checkout a device to that user.