

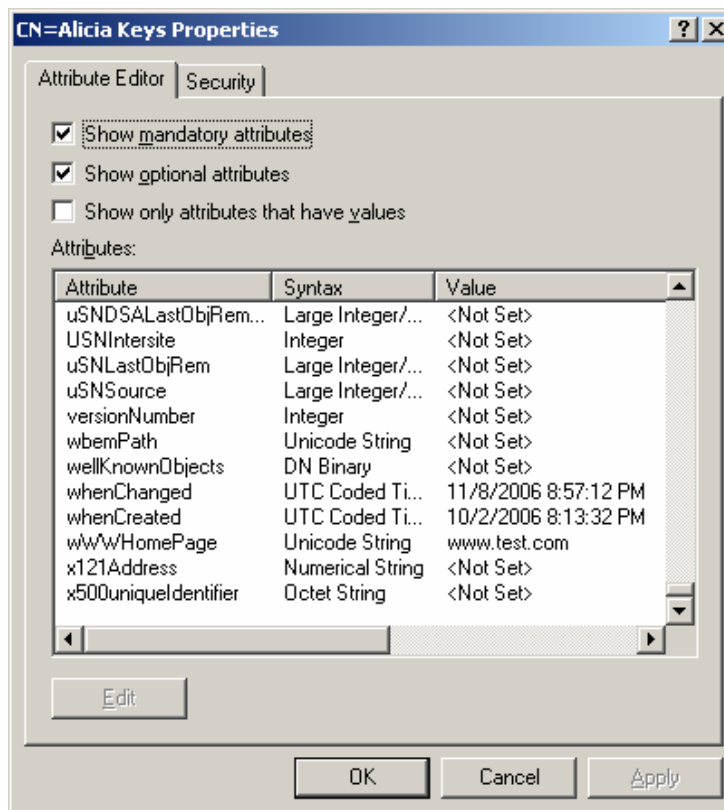
How to enter additional AD fields in Policy Patrol

This document describes how to enter additional Active Directory merge fields in Policy Patrol.

Step 1. Find Active Directory field code

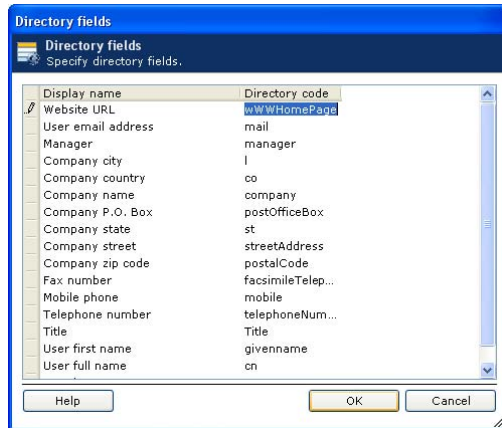
Firstly you will need to find the Active Directory field code by going to ADSI Edit:

1. Go to **Start > Run**.
2. Enter `adsiedit.msc` and click **OK**.
3. Expand **Domain**, expand the folder **DC** and expand folder **CN=Users**.
4. Right-click on the user and select **Properties**.
5. Scroll down the list to find the attribute that you want to add, for instance for the company web site field the attribute is 'wWWHomePage'. Important: the attributes are case sensitive.
6. Make a note of the attribute name(s) that you want to add and go to step 2.



Step 2. Configure field in Policy Patrol


1. In the Policy Patrol Administration console, go to **Settings > Templates**.
2. Click on **Directory fields** under 'Options'.
3. In Display name enter the Name as you would like it to appear in the list of merge fields, for instance Website URL.
4. Under Directory code enter the Active Directory Attribute name as previously retrieved, for instance wWWHomePage. Please note that this name is case sensitive.



5. Click **OK** to close the dialog.

Step 3. Insert the new field in your template

You will now be able to insert the new merge field(s) in your templates. To do so:

1. Go to **Settings > Templates**, select the template that should include the new merge field and click on the **Edit** button.
2. Click on the 'Insert field' icon  to bring up the list of available merge fields.
3. Select **User**. The new field should now be included in the list.

