Using Active Directory fields in Policy Patrol

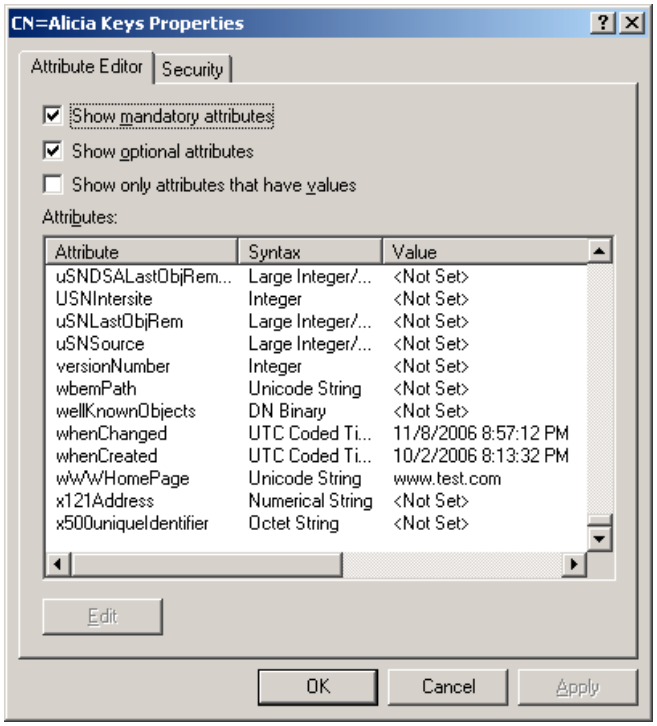
This document describes how to enter additional Active Directory merge fields in Policy Patrol Disclaimers and Policy Patrol Signatures and how to convert AD fields into a different format.

How to Enter Additional AD fields in Policy Patrol

Step 1. Find Active Directory field code

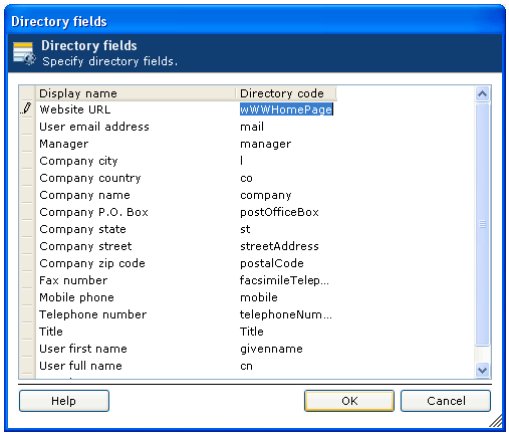
Firstly you will need to find the Active Directory field code by going to ADSI Edit:

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.

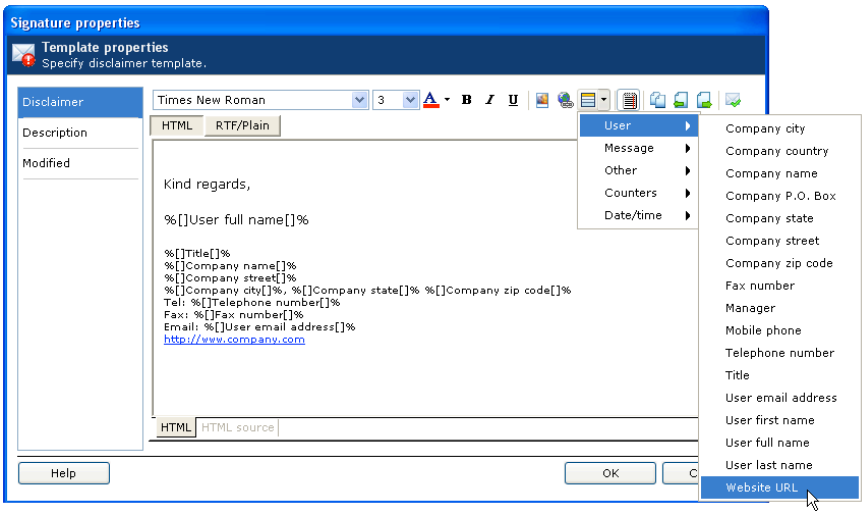


5. Click **OK** to close the dialog.

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.



How to Convert AD fields

Merge fields are built up of 3 parts, prefix, code and suffix: %[field prefix]field code[field suffix]%

Field prefix

The field prefix will be prepended to a field value, only if the value exists. The field prefix can also contain control characters to specify how the field value should be presented. A control character must be the first character in the field prefix (with the exception of \n) and will be stripped from the field prefix after its function has been applied). The following control characters are available:

Control character	Description
^	Will convert the field value to UPPER CASE
~	Will convert the field value to lower case
\n	Will insert a line break in the field prefix (This control character can be inserted anywhere in the field prefix)

Control commands can also be used in the field prefix. It is possible to insert line breaks at custom positions and replace words in the field value. The control commands are encapsulated with {} characters within the field prefix (Example %[{n=& }]Title[]%. Below are examples of control commands:

Control Command	Field value input	Field value output	Notes
{n=&}	President & CEO	President &[Line break] CEO	The line break will be inserted after the & character. Note that this will cause a leading

			space on the new line.
{n=& }	President & CEO	President & [Line break]CEO	No leading space after the line break. (The space is located on the top line instead)
{n=and }	President and CEO	President and [Line break]CEO	Another example of a custom line break.
{r=President=PRESIDENT}	President & CEO	PRESIDENT & CEO	This is an example of the replace functionality. Note that the replace is always case sensitive.
{r=Technical=Tech.}	Technical Director	Tech. Director	Another example of the replace function.
{n=& }{r=Technical=Tech.}	Technical Director & Senior Developer	Tech. Director & [Line break]Senior Developer	An example where both a custom line break and a replace command is used.
{u=1}	maggie smith	Maggie smith	Will convert the first x characters to uppercase
{ut= }	maggie smith	maggie Smith	Will convert all characters after a space to uppercase
{u=1}{ut= }	maggie smith	Maggie Smith	Combination of the 2 above
{l=1}{lt= }	MAGGIE SMITH	mAGGIE sMITH	Same as above but converting to lowercase instead
{u=1}{ut=-}	department-colorado	Department-Colorado	Will convert first character and first characters after a – to upper case.
{s= | }	%[{s= | }D]Mobile phone[]%T	D 98989898 | T 45454545 | F 21212121 or if	Will append | at the end of the field if field

	45454545%[| F]Fax number[]%	no D field: T 45454545 | F 21212121	exists
{r=\n=[replace string]}			Will replace a line break with the replace string
{\r=\n= * }	Address1 Address2	See below*	Note that the Field value output does not have a line break, but instead a space*space

* This will be the output for the last example above: Address1 * Address2

Field suffix
The field suffix will be displayed after the field prefix (if defined) only if a field value does not exist. A field suffix can also contain format masks for date, time and counter fields. The following masks are available (Please note that the mask characters are case sensitive):

Field code	Type	Description
PP_DATESENT PP_NOW PP_DATE	Date mask	d = Day of month as digits with no leading zero for single-digit days. dd = Day of month as digits with leading zero for single-digit days. ddd = Day of week as a three-letter abbreviation. dddd = Day of week as its full name. M = Month as digits with no leading zero for single-digit months. MM = Month as digits with leading zero for single-digit months. MMM = Month as a three-letter abbreviation. MMMM = Month as its full name. y = Year as last two digits, but with no leading zero for years less than 10. yy = Year as last two digits, but with leading zero for years less than 10. yyyy = Year represented by full four digits. gg = Period/era string.
PP_TIME	Time mask	h = Hours with no leading zero for single-digit hours; 12-hour clock. hh = Hours with leading zero for single-digit hours; 12-hour clock. H = Hours with no leading zero for single-digit

		hours; 24-hour clock. HH = Hours with leading zero for single-digit hours; 24-hour clock. m = Minutes with no leading zero for single-digit minutes. mm = Minutes with leading zero for single-digit minutes. s = Seconds with no leading zero for single-digit seconds. ss = Seconds with leading zero for single-digit seconds. t = One character time-marker string, such as A or P. tt = Multicharacter time-marker string, such as AM or PM.
CTR_DAY1 CTR_DAY2 CTR_MONTH1 CTR_MONTH2 CTR_YEAR1 CTR_YEAR2 CTR_UNIQUE1 CTR_UNIQUE2 CTR_UNIQUE3 CTR_UNIQUE4 CTR_UNIQUE5	Counter mask	0 * [total length of numeric value] Example: 00000 will generate the following field value: 00001 00002 .. 00010 etc.