

Quick-Start Guide

Everything you need to get from install to your first access-review report.

This free demo lets you try Scimly Guard for real before buying: import a CSV of user access records and see your readiness score, flagged accounts, and a sample report, entirely on your own device.

Installing

Open the Scimly Guard demo — no installation or account needed to try it.

Getting Started

- Load your data.** Click **Load Demo Data** for a small sample, **Generate Mock Data** for a larger randomized set, or use **Import CSV** / paste your own CSV into the Workspace view.
- Set your review parameters.** Choose a review date and a stale-day threshold (the number of days without login before an account is flagged as stale — 90 by default).
- Click Run Analysis.** Scimly Guard scores every user, flags access-review issues, and rolls everything up into a readiness score.
- Review your results.** Check the Dashboard for your readiness score and Action Checklist, or open the Report view for the full executive-style breakdown.
- Export.** Download a Markdown report, a print-ready PDF, or the full analyzed dataset as CSV.

CSV Format

If you're importing your own data, your CSV needs these columns (case-insensitive):

COLUMN	EXPECTED VALUES
email	User's email address
role	Admin , Editor , or Viewer
status	active or inactive
last_login	YYYY-MM-DD
department	Free text; leave blank if unknown
mfa	yes or no
scim_external_id	Free text; leave blank if unknown
manager	Free text; leave blank if unknown
monthly_license_cost	Plain number, no currency symbol

A blank value in an optional column is treated as missing and may be flagged. A sample file is included with your download.

Live Directory Connectors

This edition is CSV import only — there's no live directory connector built in. Need to sync directly from Google Workspace or Microsoft Entra ID instead of exporting a CSV? Those are available as separate editions.

Understanding Your Flags

Stale admin / stale user

No login within your configured threshold.

Admin, no MFA

An Admin-role account without multi-factor authentication enabled.

Missing SCIM ID

No `scim_external_id` — a sign the account isn't provisioned through SCIM/SSO.

Missing department / manager

Incomplete directory data for that user.

Paid inactive user

An inactive account still carrying a nonzero monthly license cost — wasted seat spend.

Duplicate email

The same email appears on more than one row — often an orphaned or misprovisioned account.

Reading Your Report

The Report view gives you a full executive-style summary, not just a data dump: a readiness score, a risk-distribution chart, an MFA coverage gauge, a severity-ranked findings table, an auto-generated action plan grouped by timeframe (Immediate / This Week / This Month / This Quarter), a department breakdown, and a top-risk-users table. Everything in the on-screen view is reflected in the exported Markdown and PDF, so what you see is what you share.

Every analysis runs entirely on your own device. Nothing you paste or import is ever uploaded anywhere.

Demo Limits

This free demo is capped so you can try the tool for real before buying: analysis is limited to the first 10 rows, CSV file import is capped at 5KB, PDF export is locked, and aggregate reporting (charts, findings table, action plan, department breakdown) is not included. Per-user scoring, flags, and Markdown export of the High-Risk-Users table are all fully functional. The paid Base Edition removes every one of these limits.