

# Using UserTask-ADDirectReports.ps1

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1. Unzip the file and save it anywhere. Right click the unzipped script and click 'Run with Powershell'
2. Enter the AD account of the manager you would like to pull direct reports for in the prompt 'AD Account / SamAccountName:'
3. Choose whether to do a Recursive search. Recursion will find all direct reports of the direct reports pulled for the initial manager until there are no more direct reports under any of the users pulled with this script. It is a Y/N answer.
4. Program will display choices and ask if that is the correct information. N will restart the script from the beginning, Y will begin the query.
5. CSV file will be generated and saved to the desktop in the following format – #SamAccountName#.csv EX: *beaudryp.csv*
6. Open the CSV file in Excel and organize / modify as needed. Column descriptions are below.

**Name** [string]

**enabled** [boolean] : whether the account is enabled/disabled in Active Directory

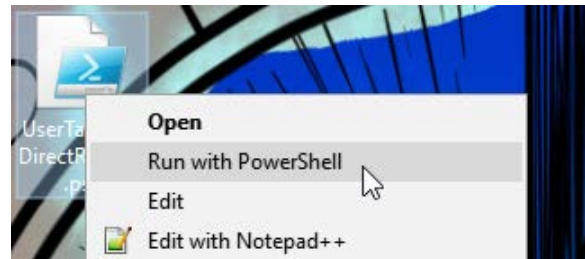
**SamAccountName** [string] : the unique account name for the user (AD login name)

**Mail** [string] : email address associated with the account

**Title** [string] : job title associated with account

**Manager** [string] : SamAccountName of the direct supervisor (as designated by AD)

**O365-Member** [string] : Does a recursive search of account group membership and searches for a designated string - "Office365" - and lists all groups that match the search



```
Windows PowerShell
AD account name required for search to function.
AD Account / SamAccountName: beaudryp
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```
Windows PowerShell
AD account name required for search to function.
AD Account / SamAccountName: beaudryp
Recursion will retrieve every direct report under the selected user.
It will then retrieve every report under those selected users, and so on..
Recursive? Y or N:
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```
Windows PowerShell
Is this information correct?
User: beaudryp
Recursive: N
Y or N: _
```

```
Windows PowerShell
Is this information correct?
User: beaudryp
Recursive: N
Y or N: Y
Processing...
File has been created and saved to the desktop - C:\Users\fittingr1\Desktop\
Press any key to continue...
```