

read-user-guide

Requirements:

- PowerShell
- **Users.csv** ([see resources](#))
- Functioning **ImportUser.ps1** ([see resources](#))
- Functioning **read-user.ps1** ([see .ps1](#))
- Functioning **read-user.bat** ([see .bat](#))
- New User Request (in specific format)

This script automates the New User process by letting you copy and paste the New User email in to it. It leverages off the existing Users.csv & ImportUser.ps1 process

To setup all requirements, the following must be actioned/adjusted in the scripts provided to work with your env.

- **ImportUser.ps1** must ref **Users.csv** Location
- **read-user.ps1** must ref **ImportUser.ps1**
- **read-user.bat** must ref **read-user.ps1**
- Example of *New User* email format:

```
Requestor Email Address:: requestor@email.com
Please Enter Practice Name:: Organisation name
New Staff Member's (First and Last) Name:: New Users Full Name
Select Staff Role:: Job Description
Other Role Description: Alternative Job Description
Staff member phone number:: Phone Number
What services does this User require?: Script looks for the word "remote" to add
remote access
Other Services/Access:: NA
Microsoft Office Products:: NA
If the user is getting email, what should the user's email address be?:
user@email.com
Email Distribution Groups:: NA
Shared Maiboxes:: NA
Completed By:: Standard SLA (within 3 Days)
```

1. Once all requirements are setup - run the **read-user.bat**:

2. Once Run you should get the following window:

Read User

Copy in the New User email:

Requestor Email Address:: [Redacted]
Please Enter Practice Name:: [Redacted]
New Staff Member's (First and Last) Name:: [Redacted]
Select Staff Role:: Receptionist
Other Role Description: Enter role name here if 'Other' selected above
Staff member phone number:: [Redacted]
What services does this User require?: Computer Username & Password, Remote Access
Other Services/Access:: Starting on 4th September 2023. Email and portal access to be via Gary Safe.
Microsoft Office Products:: No Microsoft Office
If the user is getting email, what should the user's email address be?: [Redacted]
Email Distribution Groups:: [Redacted]
Shared Mailboxes::
Request Date / Time:: 28/08/2023 13
Urgency Level:: Standard SLA

Choose the Username Style:

☒ Firstname.Lastname ☐ FirstnameL

Is this a GXH Practice:

☒ No ☐ Yes

OK

3. OMITTED FOR PRIVACY REASONS

- Click OK

4. After Clicking OK you will be prompted to confirm the users details:

Confirmation

Are you sure you want to add the user with the following details?

Username: [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Display Name: [Redacted]
Job Title: Receptionist
Email: [Redacted]
Remote Access: Y

OK Back

5. Once you click OK the following will happen:
 - The script will write the user details to the User.csv
 - The script will then run the ImportUser.ps1 script
6. Once it has attempted to create the user it will show the following:

Read User

Copy in the New User email:

As requested, [redacted] has been added with the below details:

Username: [redacted]

Temporary Computer Password: [redacted]

Remote Access: Y

Copy these details and then add another user if needed...

Choose the Username Style:

☒ Firstname.Lastname ☐ FirstnameL

Is this a GXH Practice:

☒ No ☐ Yes

OK

7. DONE

Revision #6

Created 19 January 2024 01:11:52 by Paia

Updated 19 January 2024 03:16:30 by Paia