# read-user-giude

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:: ▉▉▉▉▉▉▉▉▉▉
Please Enter Practice Name:: ▉▉▉▉▉▉▉▉
New Staff Member's (First and Last) Name:: ▉▉▉▉▉
Select Staff Role:: Receptionist
Other Role Description: Enter role name here if 'Other' selected above
Staff member phone number:: ▉▉▉▉▉
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?:
▉▉▉▉▉▉▉▉

Email Distribution Groups:: ▉▉▉▉▉▉
Shared Maiboxes::
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 ]

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3. OMITTED FOR PRIVACY REASONS
   - Click OK

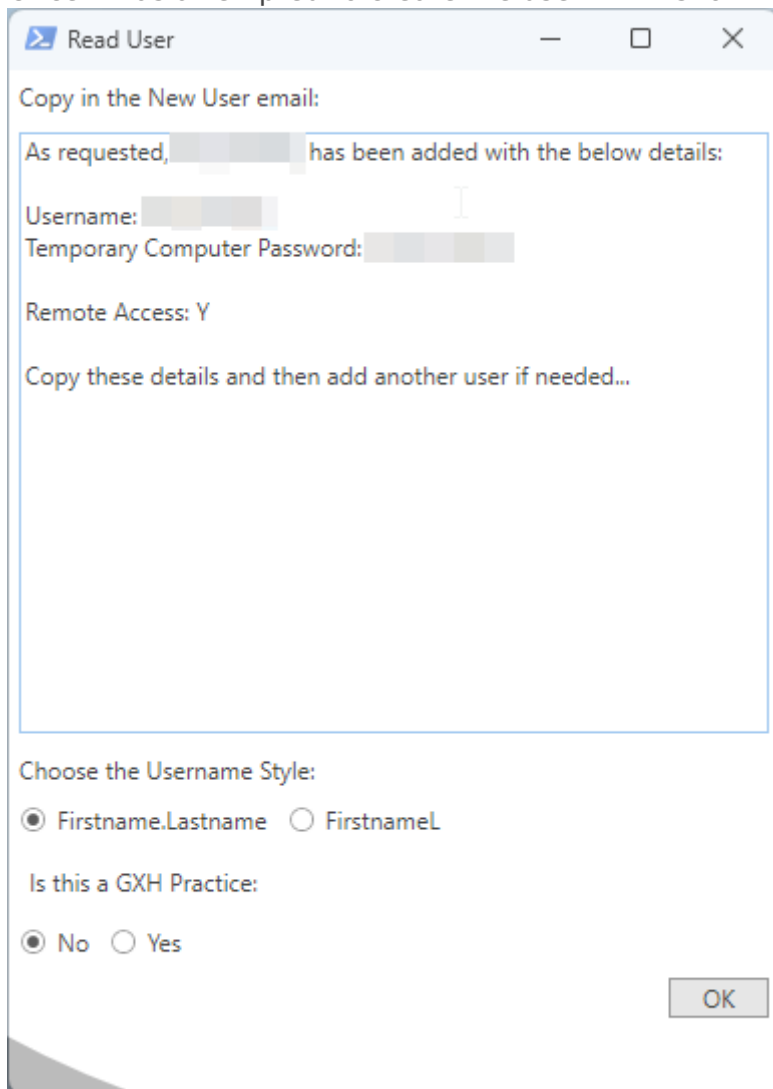4. After Clicking OK you will be prompted to confirm the users details:

**Confirmation** — ☐ ✕

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

Username: ▉▉▉▉
First Name: ▉▉▉
Last Name: ▉▉▉
Display Name: ▉▉▉▉
Job Title: Receptionist
Email: ▉▉▉▉▉▉▉
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:



7. DONE

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