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| **Topic:** | Adobe Auditor |

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| **Description:** | PowerShell application for service desk |

Document Control

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| **Rev** | **Date** | **Changes Made** | **By (User)** |
| 1.0 | 1/02/23 | Initial document creation | Mathew Gallehawk |
| 2.0 | 10/09/24 | Script re built to make easier for service desk to implement | Mathew Gallehawk |

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| **Project Name** | **Project Manager** |
| **n/a** | **Mathew Gallehawk** |
| **Client** | **Duration** |
| **Service Desk** |  |

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| **Business problem** | * **Adobe portal does not sync with Active directory.**   + **Disabled users can and have maintained their licenses after termination. Costing increased licensing fees.**   + **Auditing Adobe cloud is tedious as it involves checking each user against AD or snow to confirm employment.** |

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| **Mission Statement** | * **This script takes in a list of active adobe users, that has been generated by adobe cloud. Then exports a list of the supplied users who are no longer active AD.** |

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| **Service Desk Impact** | * **Positive** | * **Negative** |
| * **Reduced time auditing Adobe accounts.** * **Reduced financial cost due to licence mismanagement.** | * **Cost of wages from development and testing.** |

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| **Risk Assessment** | **Initial** | **Present** | **Production** |
| **low** | **Low** | **low** |
| **Low risk of coding error causing major data corruption of AD-UC** | **Low adjusted risk after testing was successful.** | **Low adjusted risk after testing and peer review (pending)** |
| **This script has no change functions other than generate a csv file at a location.** | **Assigning to Infrastructure for peer review.** | **Fail plan AD-UC back up.** |

# Process

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|  | * Sign into adobe web portal: <https://adminconsole.adobe.com/> * Password is in password state. * Select G.James Australia |  |
|  | * Select “Users” |  |
|  | * Select “…” * Select “Export users to csv” * Save file to the input folder where the script and this document are stored.   (Delete the old one if it exists) |  |
|  | * In the script folder right click the “adobe auditor” and run with Powershell.   + If open file -security warning pops up select open.   + If powershell security warning is displayed enter: “R” |  |
|  | * In the script folder, navigate to the output folder. * Open the AdobeTerminatedUsers fil.   + If the file is empty then there are no licensed terminated users.   + If the file is not empty the users specified in the file need end dating in Adobe |  |

1. We had to manually check each user monthly you better appreciate this.

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| **Feature set** | **Current** | **Future** |
| **GUI:**   * **Terminating user fields.** * **Request number fields.** * **Return msg box** * **Validation, termination and clear buttons.**   **Core:**   * **Verification process to help ensure analyst is end dating the correct person.** * **Disables and moves user account.** * **Strips security groups** * **Hides from address list.** * **Creates a log including the request number date and user terminated.** * **Updates the description field.** | **GUI:**   * **Email management fields. (currently hidden)**   **Core:**   * **Convert email to shared account** * **Assign a delegate.** * **Set out of office.** |

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| **Testing** | **Test Environment.** |
| * **HyperV windows 2022 server vm “MatsLab-DC1”** * **AD-UC set up to parody GJames environment.** * **Security groups created to parody GJames environment.** * **Users created in branches for testing where assigned security groups.** |
| **Error Handling** |
| **Primary Gate Validation faze.**  **Validated must be true for End dating to occur.**  **Validation path:**   * **RITM number must be present, start with ritm(not case sensitive) and at least 7 numbers. Returns error that ticket is not correct and will not progress.** * **The user account that is pulled from the input e-number must match the first and last name inputted to verify the analyst is end dating the correct person. This returns an error that the user does not match and will not continue.** * **The User can not already be end dated. This returns an error that the user has already been end dated.**   **End date Button**   * **End date button can not activate if validation is not true. Returns message that the input must be validated to proceed.** * **Post change clean up wipes all fields but message box, and sets validation to false to avoid recycling the validation step with different data.** |

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| **Setup** | Setup |
| * **Copy script to domain controller.** * **Create a ‘Log’ folder to store the generated Logs.** * **Set the $endDateOU value to reflect the environment (line 389-393)** * **Set the $path value to reflect the location of the log folder (line 404)** |