Setting up a new site and site assets:

1. Create a new SharePoint site
   1. Go to the Office 365 homepage
   2. Go to OneDrive
   3. In the left navigation bar select 'Create Shared Library'
   4. Name the library (database)
   5. Click ‘Create’

Installing dependencies for the scripts:

1. Open a PowerShell window as an administrator
2. Enter "Get-ExecutionPolicy"
   1. If not set to "Unrestricted"
      1. Type "Set-ExecutionPolicy Unrestricted" without quotes and press enter
3. Install-Module SharePointPnPPowerShellOnline and select "A" to accept all downloads for the module

Configuring the site asset duplication script:

1. Right click the file called BuroDB-Duplicate\_Files.ps1
2. Click ‘Edit’
3. Replace the value of *$SiteToCopyFrom* with the full URL of the site that has the assets we want to duplicate

Ex. *$SiteToCopyFrom* = “https://033gc.sharepoint.com/sites/DEVBuroDB”

1. Replace the value of *$SiteToCopyTo* with the full URL of the site that we want to copy site assets to

Ex. *$SiteToCopyTo* = “https://033gc.sharepoint.com/sites/StagingBuroDB”

1. Open a new PowerShell window with administrator permissions
2. Change directory to the location of the file called BuroDB-Duplicate\_Files.ps1
3. Type “.\BuroDB-Duplicate\_Files.ps1” and press enter to run the script
4. When a message that says, “Successfully added …” the script has completed copying the site assets

Configuring the site duplication script:

1. Right click the file called BuroDB-Duplicate\_Site\_Schema.ps1
2. Click ‘Edit’
3. Replace the value of *$SiteToCopyFrom* with the full URL of the site that we want to duplicate lists from

Ex. *$SiteToCopyFrom* = “https://033gc.sharepoint.com/sites/DEVBuroDB”

1. Replace the value of *$SiteToCopyTo* with the full URL of the site that we want to copy lists to

Ex. *$SiteToCopyTo* = “https://033gc.sharepoint.com/sites/StagingBuroDB”

1. Open a new PowerShell window with administrator permissions
2. Change directory to the location of the file called BuroDB-Duplicate\_Site\_Schema.ps1
3. Type “.\BuroDB-Duplicate\_Site\_Schema.ps1” and press enter to run the script
4. When a message that says, “Successfully cloned the lists of …” is displayed the script has completed copying the site lists

Configuring the site list item duplication script:

1. Right click the file called BuroDB-Duplicate\_All\_List\_Items.ps1
2. Click ‘Edit’
3. Replace the value of *$SiteToCopyFrom* with the full URL of the site that we want to duplicate list items from

Ex. *$SiteToCopyFrom* = “https://033gc.sharepoint.com/sites/DEVBuroDB”

1. Replace the value of *$SiteToCopyTo* with the full URL of the site that we want to copy lists items to

Ex. *$SiteToCopyTo* = “https://033gc.sharepoint.com/sites/StagingBuroDB”

1. Open a new PowerShell window with administrator permissions
2. Change directory to the location of the file called BuroDB-Duplicate\_All\_List\_Items.ps1
3. Type “.\BuroDB-Duplicate\_All\_List\_Items.ps1” to run the script
4. When a prompt to copy over Reservations items is displayed enter one of the following without quotes
   1. “Y” – to copy over the Reservation items
   2. “N” – to not copy over the Reservation items
5. When a message that says, “Successfully copied over list items” is displayed the script has completed copying the site list items

Configuring the site contents deletion script:

1. Right click the file called BuroDB-Delete\_Site\_Contents.ps1
2. Click ‘Edit’
3. Replace the value of *$SiteToDeleteFrom* with the full URL of the site that we want to delete the site content from

Ex. *$SiteToDeleteFrom* = “https://033gc.sharepoint.com/sites/DEVBuroDB”

1. Open a new PowerShell window with administrator permissions
2. Change directory to the location of the file called BuroDB-Delete\_Site\_Contents.ps1
3. Type “.\BuroDB-Delete\_Site\_Contents.ps1” to run the script
4. When a message that says, “Successfully delete all site contents from …” is displayed the script has completed deleting the site contents