

Kody's Employee Change System

About the system:

This is a mirror based system requiring the AD User logon name for the new/transfer user and their mirror. This was built to use email listeners that are linked to a ticketing system. That way the script can attach notes and send out approval emails automatically.

PDF Editing with iText:

1. Regarding the iText library in the PS_PDF_Edit_dll's folder: I DO NOT own any of these, I did not create them, you will need to refer to iText's use cases and licensing

Prerequisites:

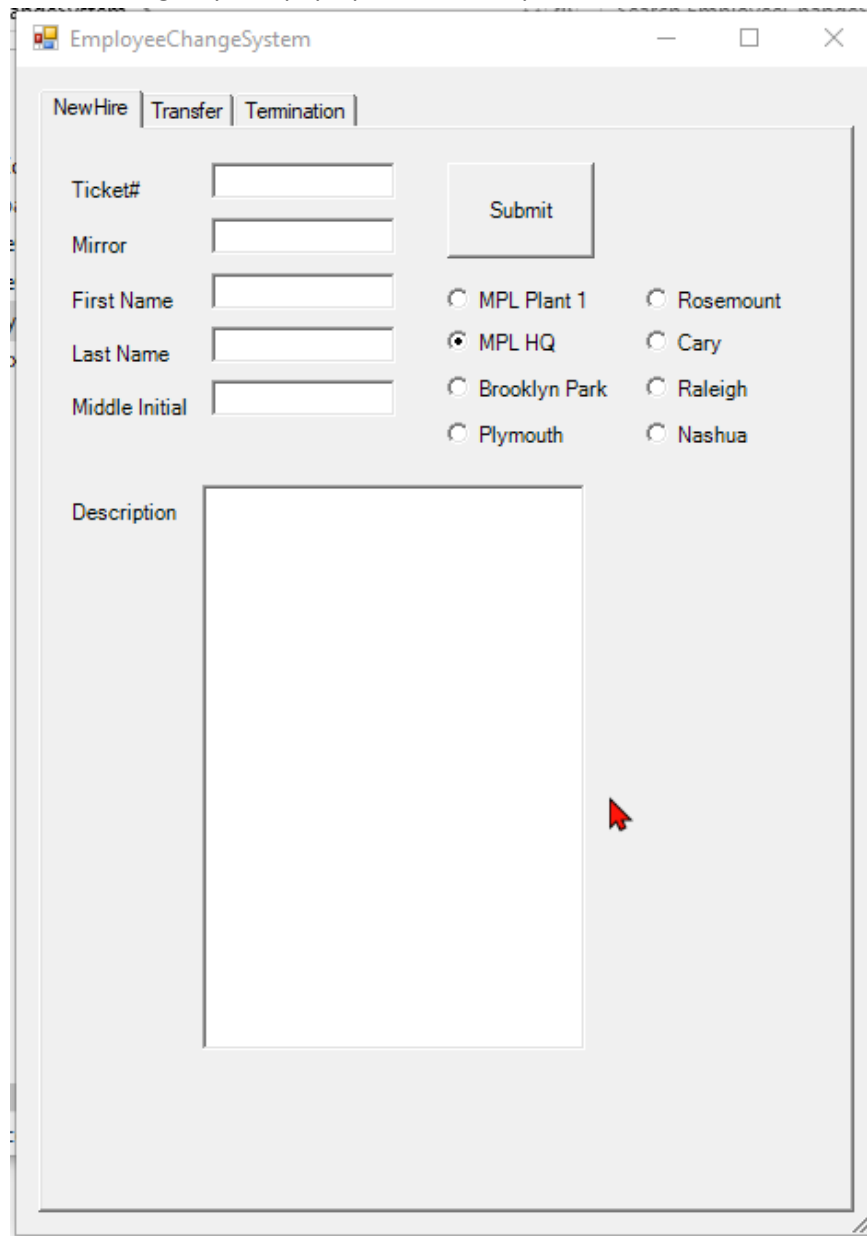
1. line 543 you need to point this at the JSON file location

```
542 #Import Json configuration file
543 $JsonFilePath = Get-Content -Raw -Path #Path to JSON Cofnig file
544 $JsonFile = $JsonFilePath | ConvertFrom-Json
```

2. You will need to fill out all key pairs in the JSON file
3. You will need to fill out the CSV AppOwner file the same way as the example

Using the Employee Change System:

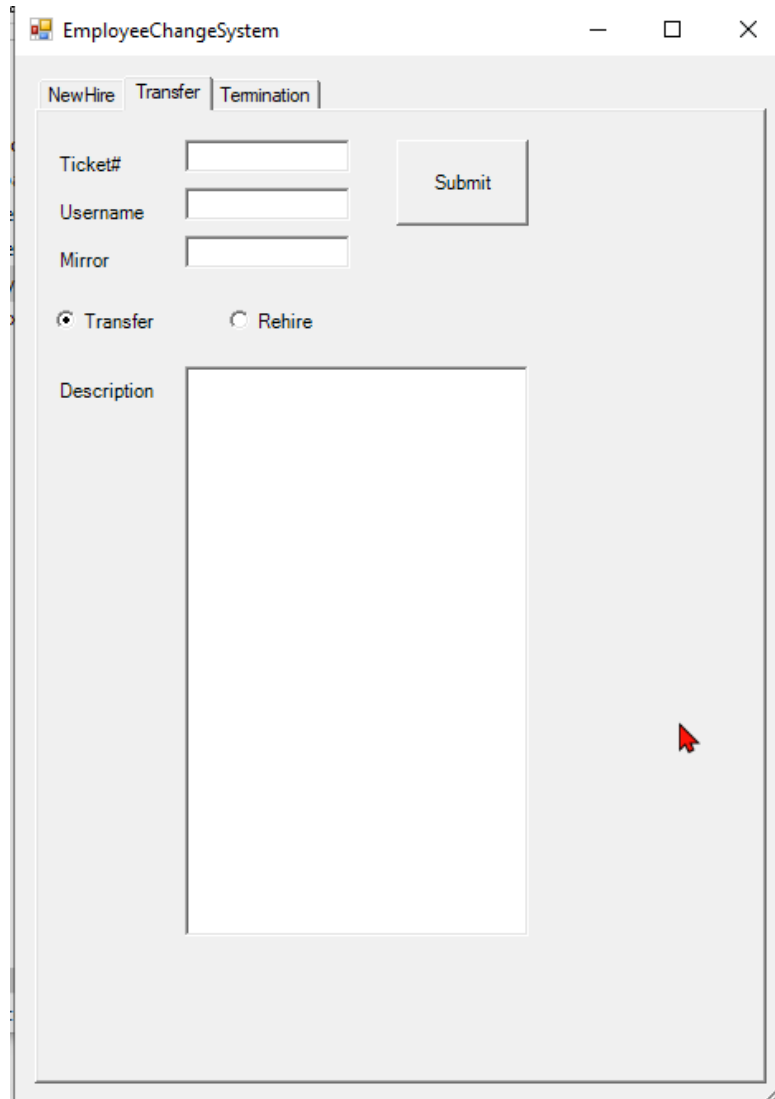
1. New Hire form. All boxes are required except the Description box. If there is no duplicate user then you can put any character in the middle initial. Click submit and it will run and give you a pop up when it completes:



The screenshot shows a window titled "EmployeeChangeSystem" with three tabs: "NewHire", "Transfer", and "Termination". The "NewHire" tab is selected. The form contains the following fields and controls:

- Ticket#: Text input field
- Mirror: Text input field
- First Name: Text input field
- Last Name: Text input field
- Middle Initial: Text input field
- Description: Large text area
- Submit: Button
- Location selection (radio buttons):
 - MPL Plant 1
 - MPL HQ (selected)
 - Brooklyn Park
 - Plymouth
 - Rosemount
 - Cary
 - Raleigh
 - Nashua

2. Transfer/Rehire Form. All boxes are required except Description box. If it is a rehire you need to check the button for Rehire. Click submit to run and it will give you a pop up when it completes.

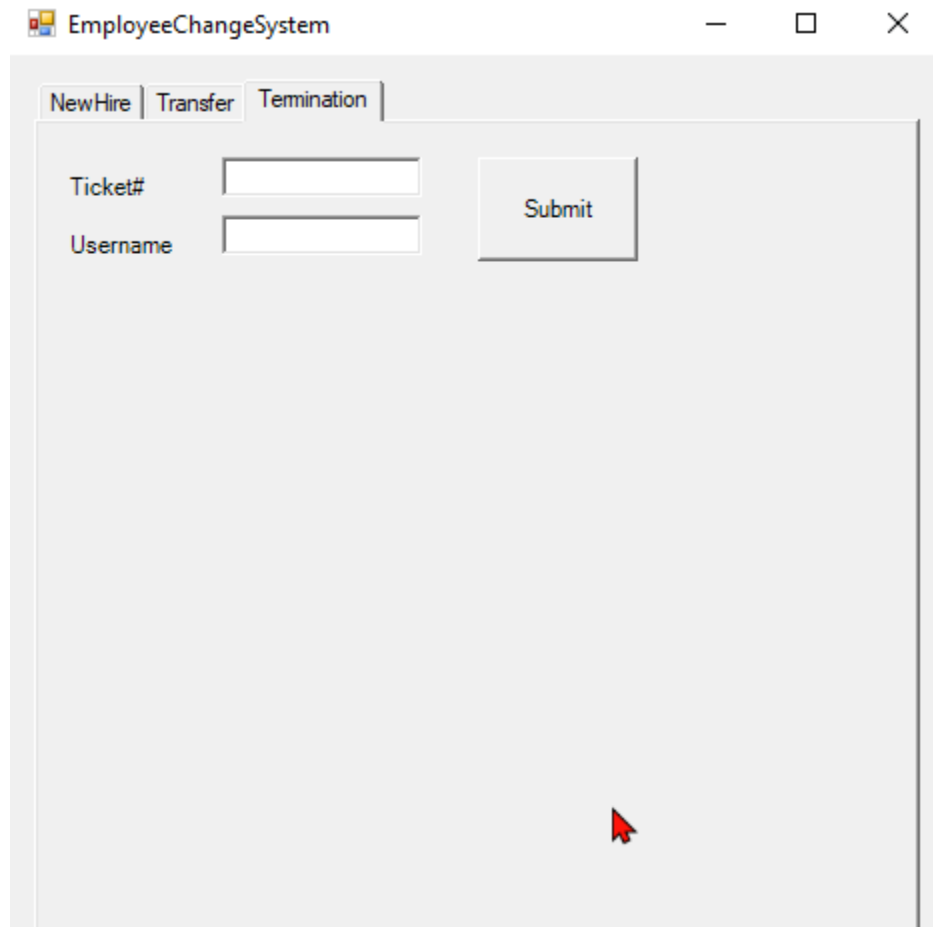


The screenshot shows a Windows application window titled "EmployeeChangeSystem". It has three tabs: "NewHire", "Transfer", and "Termination". The "Transfer" tab is selected. The form contains the following elements:

- Three text input fields labeled "Ticket#", "Username", and "Mirror".
- A "Submit" button.
- Two radio buttons: "Transfer" (which is selected) and "Rehire".
- A large text area labeled "Description".

A mouse cursor is visible near the bottom right of the window.

3. Termination form. All fields required. Click submit and it will run and give you a pop up when it completes



The screenshot shows a web application window titled "EmployeeChangeSystem". It features three tabs: "NewHire", "Transfer", and "Termination", with the "Termination" tab currently selected. The form contains two input fields: "Ticket#" and "Username", both of which are required. A "Submit" button is positioned to the right of these fields. A red mouse cursor is visible at the bottom center of the window.

EmployeeChangeSystem

NewHire | Transfer | Termination

Ticket#

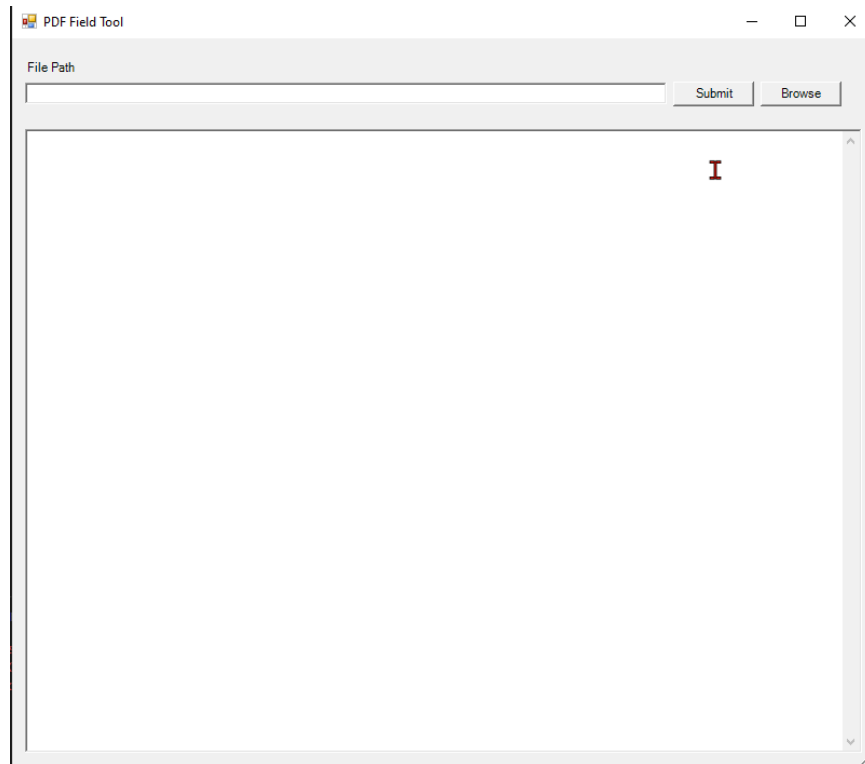
Username

Submit

Using PDF Field Tool:

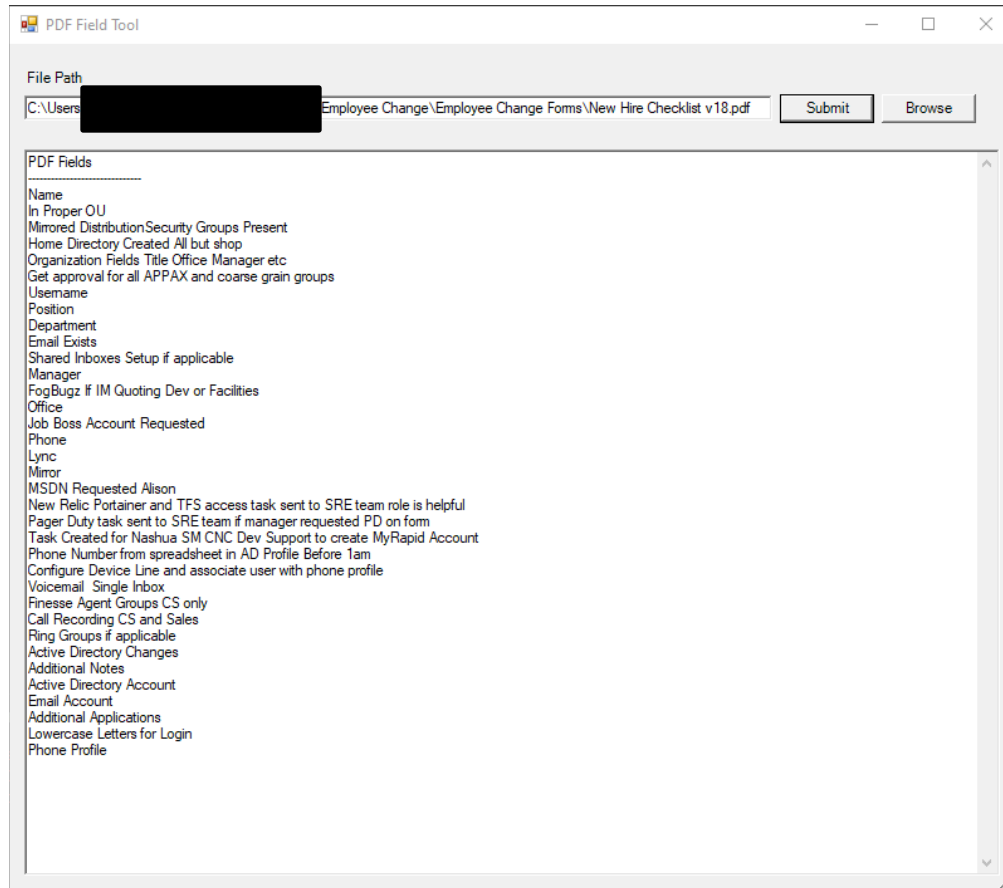
This tool is for updated forms or new forms that you want to use with this system. Using this tool will give you all the field names from the PDF document to create/update the PDF functions in the code.

4. If you know the direct file path you can paste it in at the top or you can click on **browse**



The screenshot shows a web application window titled "PDF Field Tool". It features a "File Path" label above a text input field. To the right of the input field are two buttons: "Submit" and "Browse". Below the input field is a large, empty rectangular area, likely a preview or workspace, with a vertical scrollbar on its right side. A red letter "I" is visible in the top right corner of this area. The window has standard minimize, maximize, and close buttons in the top right corner.

5. Once you have the path in at the top you can click **submit** and it will fill the lower text box with all your PDF fields



The screenshot shows a window titled "PDF Field Tool". At the top, there is a "File Path" label followed by a text box containing the path "C:\Users\ [redacted] \Employee Change\Employee Change Forms\New Hire Checklist v18.pdf". To the right of the text box are two buttons: "Submit" and "Browse". Below the file path section is a large text area labeled "PDF Fields" which contains a list of fields extracted from a PDF document. The list includes:

- Name
- In Proper OU
- Mimored DistributionSecurity Groups Present
- Home Directory Created All but shop
- Organization Fields Title Office Manager etc
- Get approval for all APPAX and coarse grain groups
- Username
- Position
- Department
- Email Exists
- Shared Inboxes Setup if applicable
- Manager
- FogBugz if IM Quoting Dev or Facilities
- Office
- Job Boss Account Requested
- Phone
- Lync
- Mirror
- MSDN Requested Alison
- New Relic Portainer and TFS access task sent to SRE team role is helpful
- Pager Duty task sent to SRE team if manager requested PD on fom
- Task Created for Nashua SM CNC Dev Support to create MyRapid Account
- Phone Number from spreadsheet in AD Profile Before 1am
- Configure Device Line and associate user with phone profile
- Voicemail Single Inbox
- Finesse Agent Groups CS only
- Call Recording CS and Sales
- Ring Groups if applicable
- Active Directory Changes
- Additional Notes
- Active Directory Account
- Email Account
- Additional Applications
- Lowercase Letters for Login
- Phone Profile