

|                                 |   |           |
|---------------------------------|---|-----------|
| Process Owner:<br>IT Operations | FORM  | F-CMG-3.1 |
|                                 | Digital Welcome Banner for Postmates Client Visit |           |

| Request Information               |                    |       |   |       |
|-----------------------------------|--------------------|-------|---|-------|
| Requestor                         | Jan Francis Lictao |       |   |       |
| Implementing Team                 | Server Operation   |       |   |       |
| Ticket Number/s                   | 201916287          |       |   |       |
| Change Classification             |                    | Major | x | Minor |
| After the fact                    |                    | Yes   | x | No    |
| Emergency                         |                    | Yes   | x | No    |
| Proposed Change Date              | June 17,2019       |       |   |       |
| Proposed Change Start/End Time    | 22:00              |       |   |       |
| Proposed Change Verification Time | 23:00              |       |   |       |

| Objective of the change   |
|---|
| Set the Welcome Banner for Postmates client as temporary wallpaper and lock screen. |

| Technical/Operational Impact of the change         |   |  |
|--|---|--|
| Negative:<br>No negative impact to the production. | Beneficial:<br>All desktop monitors in Postmates display the Welcome Banner | Neutral:<br>Fulfilled the request of Marketing department. |

| Affected IT Infrastructure components |               |              |                   |
|---------------------------------------|---------------|--------------|-------------------|
| Site                                  | Hostname      | IP Address   | Function          |
| Jaka                                  | JKA-VWIN-DC01 | 172.17.0.101 | Domain Controller |

| Affected Departments and corresponding contact persons |                    |                             |
|--|--------------------|-----------------------------|
| Department   | Contact Name       | Contact Info                |
| Server Operation                                       | Rovie Salvatiera   | 0917-627-4325               |
| Postmates  | Myka Florendo      | mflorendo@openaccessbpo.com |
| Marketing  | Jackielou Millares | jmillares@openaccessbpo.com |

| Test Environment implementation and Verification Summary  |
|---|
| <ol style="list-style-type: none"> <li>1. Login to Domain Controller <b>172.17.0.121</b> using Admin account via RDP.</li> <li>2. Open Group Policy Management then click Group Policy Objects.</li> <li>3. Copy the Welcome Banner to Shared folder on the Domain Controller.</li> <li>4. Create new GPO then named it USER_GPO_POST_WALLPAPER and COMP_GPO_POST_LOCKSCREEN</li> <li>5. On USER_GPO_POST_WALLPAPER, right click and edit. Navigate to User Configuration &gt; Policies &gt; Administrative Templates &gt; Desktop &gt; Desktop &gt; Desktop Wallpaper then <b>Enable</b> and set the path of the Welcome Banner <a href="\\172.22.1.1\Downloads\welcomewall Postmates.jpg">\\172.22.1.1\Downloads\welcomewall Postmates.jpg</a></li> </ol> |

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6. On COMP\_GPO\_POST\_LOCKSCREEN, right click and edit. Navigate to Computer Configuration > Policies > Administrative Templates > Control Panel > Personalization then **Enable** Force a specific default lock screen and logon image and set the path of Welcome Banner  
<\\172.22.1.1\Downloads\welcomewall Postmates.jpg>
7. Link the USER\_GPO\_POST\_WALLPAPER to MKT\_JKA>USERS>P\_POSTM Organization Unit.
8. Link the COMP\_GPO\_POST\_LOCKSCREEN to MKT\_JKA>COMPUTERS>P\_POSTM Organization Unit
9. Open CMD or Power Shell and run **gpupdate /force**

#### Test Environment Results Summary

1. Log in to one workstation in Postmates using Domain Login account and open CMD then run **gpupdate /force**. Restart the computer then Welcome Banner was appeared on the lock screen.



2. After login, Welcome Banner also appeared on the wallpaper.



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### Configuration Change Template

|                  |                       |
|------------------|-----------------------|
| Baseline File    | 3.1.145 JKA-VWIN-DC01 |
| Baseline Version | 3.0                   |

#### Baseline File Changes:

| Existing Configuration                                      | Proposed Change  | Impact                   | Section |
|---|--|--------------------------|---------|
| Default company wallpaper are set and no lock screen image. | Set temporary wallpaper and lock screen to all Postmates workstations. | No impact to production. | GPO     |

|   |
|---|
| Physical Implementation Procedures / Advisory   |
| No physical implementation will be facilitated. |

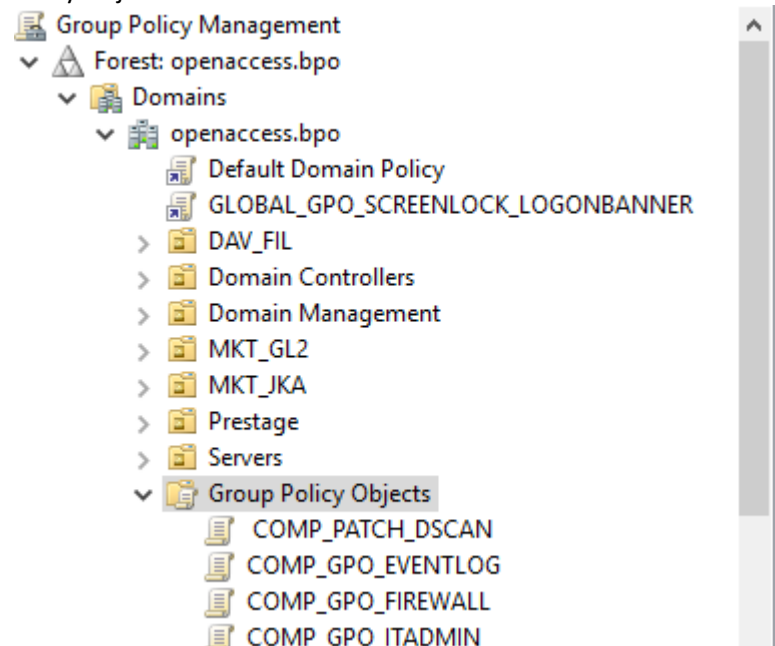
|                     |
|---------------------|
| Backup Procedures   |
| No backup required. |

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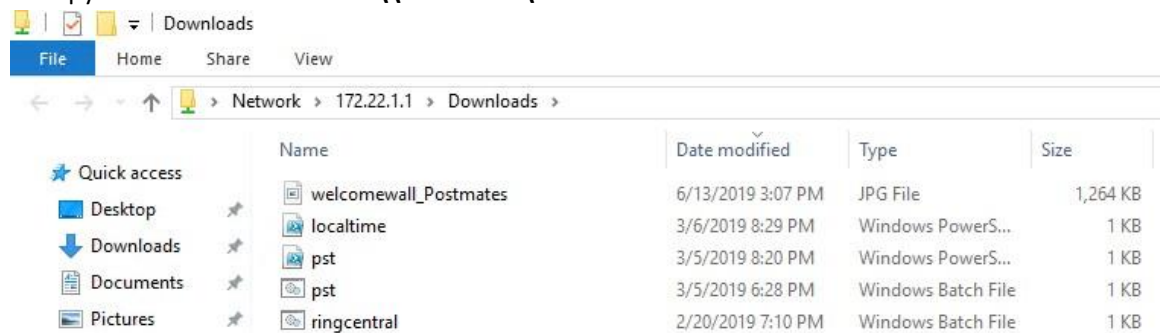
#### Technical Configuration Procedures

1. Login to Domain Controller **172.17.0.121** using Admin account via RDP.

2. Press Windows + R the type **gpmc.msc** to open Group Policy Management setting then click Group Policy Objects.



3. Copy the Welcome Banner to **\\172.22.1.1\Downloads** on the Domain Controller.



4. Create new GPO then named it **USER\_GPO\_POST\_WALLPAPER** and **COMP\_GPO\_POST\_LOCKSCREEN**

5. On **USER\_GPO\_POST\_WALLPAPER**, right click and edit. Navigate to User Configuration > Policies > Administrative Templates > Desktop > Desktop > Desktop Wallpaper then **Enable**.

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USER\_GPO\_POST\_WALLPAPER | Desktop

Desktop Wallpaper

Setting

| Setting                 | State          | Comment |
|-------------------------|----------------|---------|
| Enable Active Desktop   | Not configured | No      |
| Disable Active Desktop  | Not configured | No      |
| Prohibit changes        | Not configured | No      |
| Desktop Wallpaper       | Enabled        | No      |
| Prohibit adding items   | Not configured | No      |
| Prohibit closing items  | Not configured | No      |
| Prohibit deleting items | Not configured | No      |
| Prohibit editing items  | Not configured | No      |
| Disable all items       | Not configured | No      |
| Add/Delete items        | Not configured | No      |

Requirements: At least Windows 2000

Description: Specifies the desktop background ("wallpaper") displayed on all users' desktops.

This setting lets you specify the wallpaper on users' desktops and prevents users from changing the image or its presentation. The wallpaper you specify can be stored in a bitmap (\*.bmp) or JPEG (\*.jpg) file.

Set the path of the Welcome Banner [\\172.22.1.1\Downloads\welcomewall Postmates.jpg](#)

Desktop Wallpaper

Previous Setting Next Setting

☐ Not Configured  
☒ Enabled  
☐ Disabled

Comment:

Supported on: At least Windows 2000

Options:

Wallpaper Name: \\172.22.1.1\Downloads\welcomewall\_P

Example: Using a local path:  
C:\windows\web\wallpaper\home.jpg

Help: Specifies the desktop background ("wallpaper") displayed on all users' desktops. This setting lets you specify the wallpaper on users' desktops and prevents users from changing the image or its presentation. The wallpaper you specify can be stored in a bitmap (\*.bmp) or JPEG (\*.jpg) file.

6. On COMP\_GPO\_POST\_LOCKSCREEN, right click and edit. Navigate to Computer Configuration > Policies > Administrative Templates > Control Panel > Personalization then **Enable** Force a specific default lock screen and logon image.

Group Policy Management Editor

COMP\_GPO\_POST\_LOCKSCREEN | Personalization

Force a specific default lock screen and logon image

Setting

| Setting  | State          |
|--|----------------|
| Force a specific default lock screen and logon image | Enabled        |
| Prevent changing lock screen and logon image         | Not configured |
| Prevent changing start menu background               | Not configured |
| Do not display the lock screen                       | Not configured |
| Prevent enabling lock screen camera                  | Not configured |
| Prevent enabling lock screen slide show              | Not configured |
| Force a specific background and accent color         | Not configured |
| Force a specific Start background                    | Not configured |

Requirements: At least Windows Server 2012, Windows 8 or Windows RT

Description: This setting allows you to force a

Set the path of Welcome Banner [\\172.22.1.1\Downloads\welcomewall Postmates.jpg](#)

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**Force a specific default lock screen and logon image**

Force a specific default lock screen and logon image Previous Setting Next Setting

☐ Not Configured    Comment:   
☒ Enabled   
☐ Disabled

Supported on: At least Windows Server 2012, Windows 8 or Windows RT

Options: Help:

Path to lock screen image:

Example: Using a local path:   
 C:\windows\web\screen\lockscreen.jpg

Example: Using a UNC path:   
 \\Server\Share\Corp.jpg

This setting allows you to force a specific default lock screen and logon image by entering the path (location) of the image file. The same image will be used for both the lock and logon screens.

This setting lets you specify the default lock screen and logon image shown when no user is signed in, and also sets the specified image as the default for all users (it replaces the inbox default image).

7. Link the USER\_GPO\_POST\_WALLPAPER to MKT\_JKA>USERS>P\_POSTM Organization Unit.

**P\_POSTM**

Linked Group Policy Objects    Group Policy Inheritance    Delegation

Link Order    GPO

Select GPO

Look in this domain:

Group Policy objects:

Name

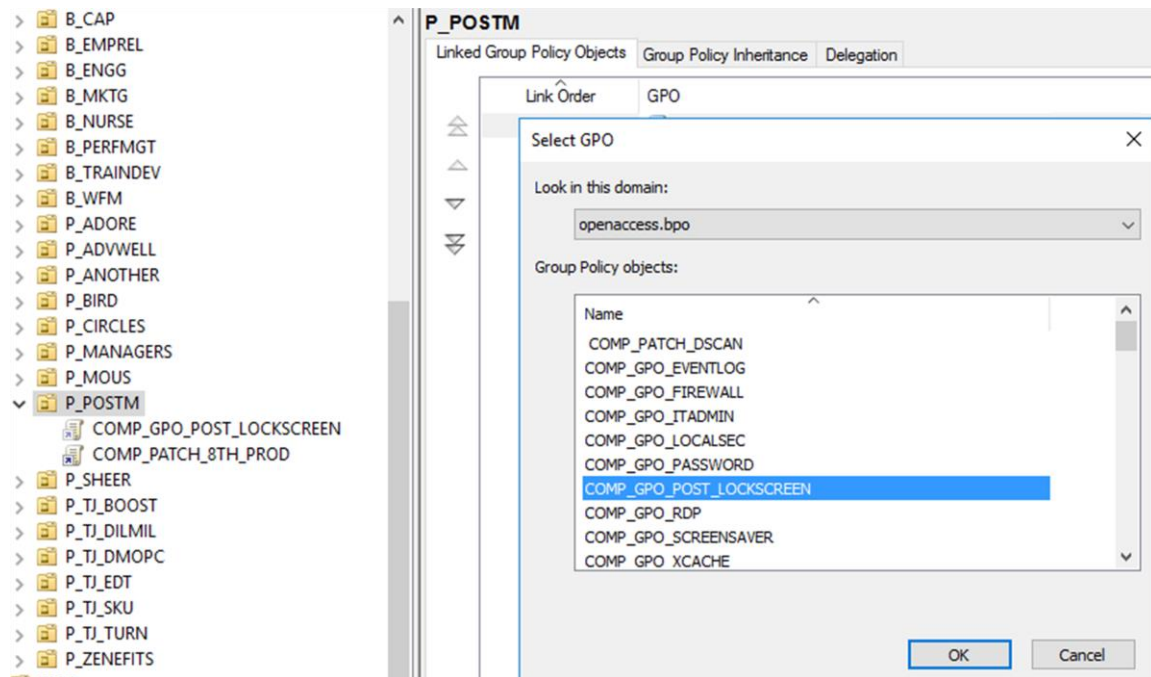
- USER\_GPO\_POST\_WALLPAPER
- USER\_GPO\_XBLOATWARE
- USER\_GPO\_XCMD
- USER\_GPO\_XCTRLPANEL
- USER\_GPO\_XFILES
- USER\_GPO\_XLOCALDR
- USER\_GPO\_XMDDR
- USER\_GPO\_XTASKMGR
- USER\_JKA\_GPO\_POSTM\_CHROME
- USER\_JKA\_GPO\_POSTM\_FIREFOX
- USER\_JKA\_GPO\_POSTM\_PST
- USER\_JKA\_GPO\_POSTM\_RCENTRAL

OK    Cancel

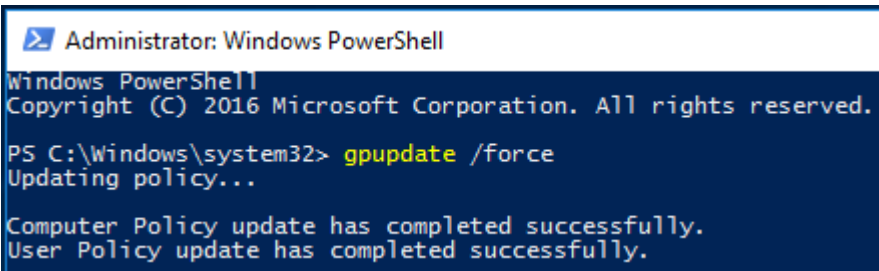


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8. Link the COMP\_GPO\_POST\_LOCKSCREEN to MKT\_JKA>COMPUTERS>P\_POSTM Organization Unit

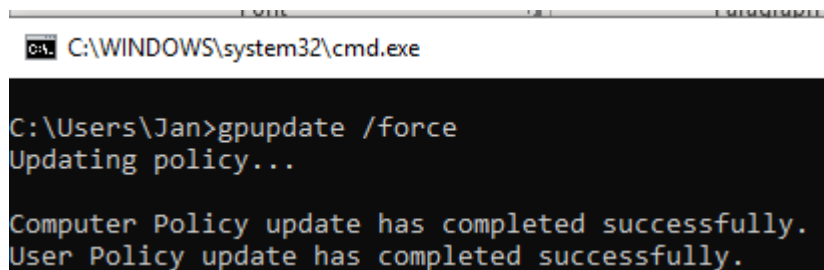


9. Open CMD or Power Shell and run **gpupdate /force**



#### Verification Procedures

1. Login to any Postmates workstation using domain login account and run **gpupdate /force** via CMD.



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- Restart the computer then new lock screen and logon image will appear.



- After successful login, wallpaper will also change with the Welcome Banner.
- 



- Send email to Myka Florendo of Postmates and Jackielou Millares of Marketing after the implementation for verification.



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#### Back-out Procedures

1. Login to Domain Controller 172.17.0.121 using Admin account via RDP.
2. Open Group Policy Management then click Group Policy Objects.
3. Unlink the USER\_GPO\_POST\_WALLPAPER to MKT\_JKA>USERS>P\_POSTM Organization Unit.
4. Unlink the COMP\_GPO\_POST\_LOCKSCREEN to MKT\_JKA>COMPUTERS>P\_POSTM Organization Unit.
5. Open CMD or Power Shell and run gpupdate /force.