

Process Owner: IT Operations	FORM	F-CMG-3.1
	Create GPO to Allow NDY Agents to Edit the Time Zone	

Request Information				
Requestor	Rovie G. Salvatierra			
Implementing Team	Systems and Server Operations			
Ticket Number/s	201915398			
Change Classification		Major	X	Minor
After the fact		Yes	X	No
Emergency	X	Yes		No
Proposed Change Date	May 09, 2019			
Proposed Change Start/End Time	00:00 – 01:00			
Proposed Change Verification Time	01:30			

Objective of the change
<ul style="list-style-type: none"> To add create a new GPO for NDY, allowing them to edit the computer time zone, but disallowing them from accessing other items in the Control Panel.

Technical/Operational Impact of the change		
Negative: No downtime during the creation of GPO.	Beneficial: NDY personnel will be able to edit the local computer time zone as desired.	Neutral: It will be easier for ServeOps to modify the GPO should they have future requirements to access an item from the Control Panel.

Affected IT Infrastructure components			
Site	Hostname	IP Address	Function
GL2	JKA-VWIN-DC01	172.22.1.1	Domain Controller in GL2 site

Affected Departments and Corresponding Contact Persons		
Department	Contact Name	Contact Info
Server Operations	Rovie Salvatierra	0917-627-4325

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Test Environment implementation and Verification Summary

1. Launched the Group Policy Management, and created a test GPO in Hercules named Test_CtrlPanel.
2. Edited the GPO User Configuration.
 - Policies > Administrative Templates > Control Panel
 - Click on **Hide specified Control Panel items** > select Enabled
 - Click on Show list of disallowed Control Panel items and add the following:
 - Administrative Tools
 - AutoPlay
 - Backup and Restore (Windows 7)
 - BitLocker Drive Encryption
 - Color Management
 - Devices and Printers
 - Ease of Access Center
 - File History
 - Fonts
 - HomeGroup
 - Indexing Options
 - Infrared
 - Internet Options
 - Keyboard
 - Language
 - Mouse
 - Network and Sharing Center
 - Power Options
 - Programs and Features
 - Recovery
 - Region
 - RemoteApp and Desktop Connections
 - Security and Maintenance
 - Speech Recognition
 - Storage Spaces
 - Sync Center
 - System
 - Tablet PC Settings
 - Taskbar and navigation
 - Troubleshooting
 - User Accounts
 - Windows Defender Firewall
 - Windows Firewall
 - Windows To Go
 - Work Folders
 - Save, then next, Show only specified Control Panel items and add the following:
 - Date and Time
3. Linked the GPO to the IT OU, and launched the PowerShell as administrator.
4. Entered the command gpupdate /force.

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5. Joined one test PC to the old domain openaccessbpo.com and logged in using the test account rduterte.
6. Checked the access to the Control Panel and below are the results.

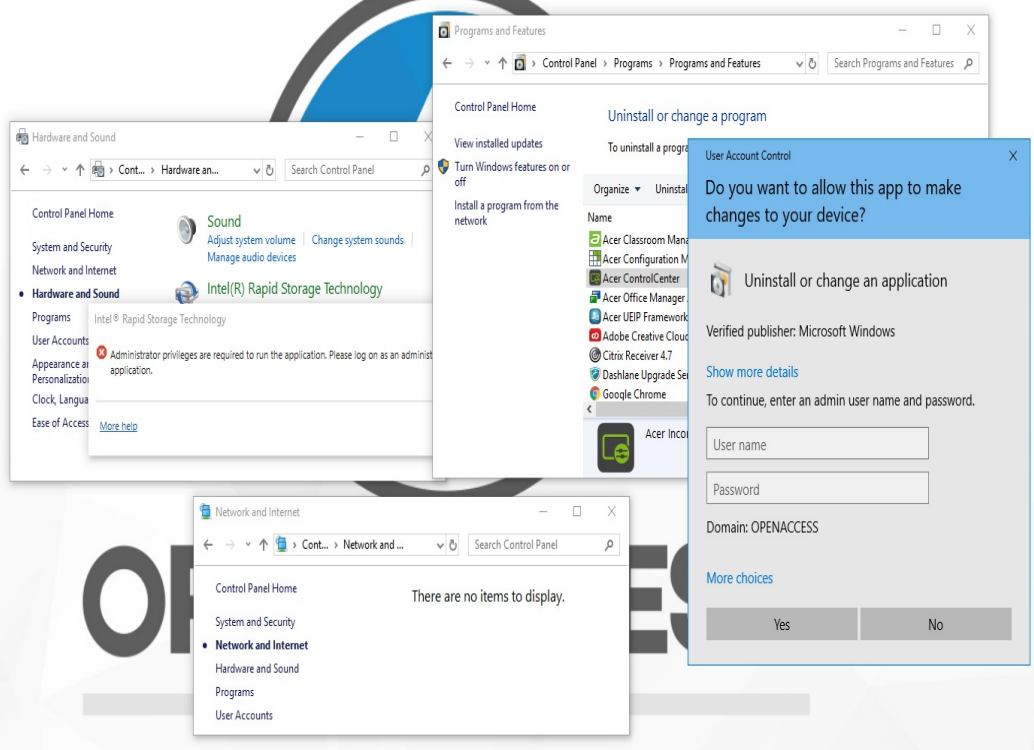


Figure 1

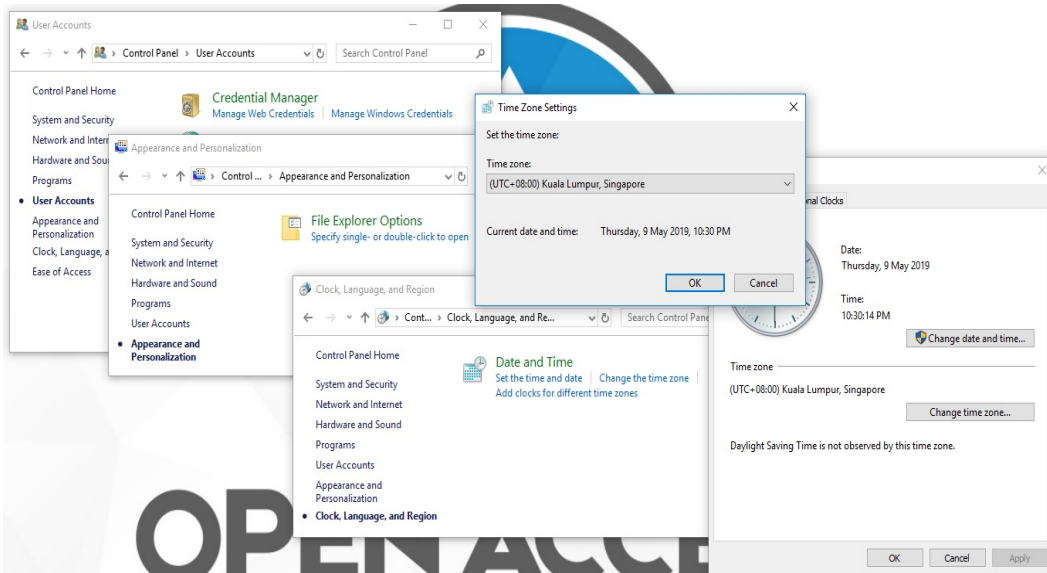


Figure 2

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Test Environment Results Summary

- The test account was able to access the Control Panel and edit the time zone.
- The test account has restricted access to other Control Panel items, other than the Date and Time settings.

Configuration Change Template

Baseline File	3.1.137 DOMAIN FOREST
Baseline Version	10

Baseline File Changes:

Existing Configuration	Proposed Change	Impact	Section
NDY has all the default GPOs listed below: COMP_PATCH_NDY USER_GPO_GLOBAL_WALLPAPER USER_GPO_XCMD USER_GPO_XCTRLPANEL USER_GPO_XMDDR USER_GPO_XTASKMGR	Delete the existing GPO for control panel, and create a new one to allow NDY agents to edit the time zone.	The list of applied GPOs for NDY will be updated.	GPO tab

Physical Implementation Procedures / Advisory

No physical implementation will be facilitated.

Backup Procedures

1. Log on to GL2-VWIN-DC01 via RDP using your own domain admin credentials.
2. Press Windows + R simultaneously then enter **gpmc.msc** to launch Active Directory Users and Computers.
3. Expand the openaccess.bpo domain > right click on the Group Policy Objects > Backup All.
4. Name the back up file to GPO_mmddyyyy.
5. Copy the file to 172.17.0.1/AD_Server/GPO.

Technical Configuration Procedures

1. From the Group Policy Management console, expand the MKT_GL2 OU > USERS > P_NDY.
2. Right click on USER_GPO_XCTRLPANEL, then Delete.

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3. Next, go to Group Policy Objects > New > then name USER_GPO_NDY_XCTRLPANEL.
4. Right click on the new GPO > Edit > User Configuration > Policies > Administrative Templates > Control Panel.
5. Click on **Hide Specified Control Panel items** > select Enabled > add the listed Control Panel items listed on Step 2 of the Test Environment.
6. Next, enable the Show only specified Control Panel items and add the following:
 - Date and Time
7. Once done, link the GPO to MKT_GL2\USERS\P_NDY.
8. Refresh the list then close the console.
9. Launch the PowerShell and enter the command **gpupdate /force**.

Verification Procedures

1. Advise the agents to access the Control Panel, and click on Date and Time.
2. Access the time zone. This should be accessible even without entering a domain administrator credentials.

Back-out Procedures

1. Log on to GL2-VWIN-DC01 via RDP using your own domain admin credentials.
2. Press Windows + R simultaneously then enter **gpmc.msc** to launch Active Directory Users and Computers.
3. Expand the openaccess.bpo domain > MKT-GL2 > USERS > P_NDY.
4. Right click on the USER_GPO_NDY_XCTRLPANEL then Delete.
5. This will only delete the GPO from the OU, but not the GPO itself.