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: No negative impact to the production.	Beneficial: All desktop monitors in Postmates display the Welcome Banner	Neutral: 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
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. Copy the Welcome Banner to Shared folder 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** and set the path of the Welcome Banner **\\172.22.1.1\Downloads\welcomewall_Postmates.jpg**

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.

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

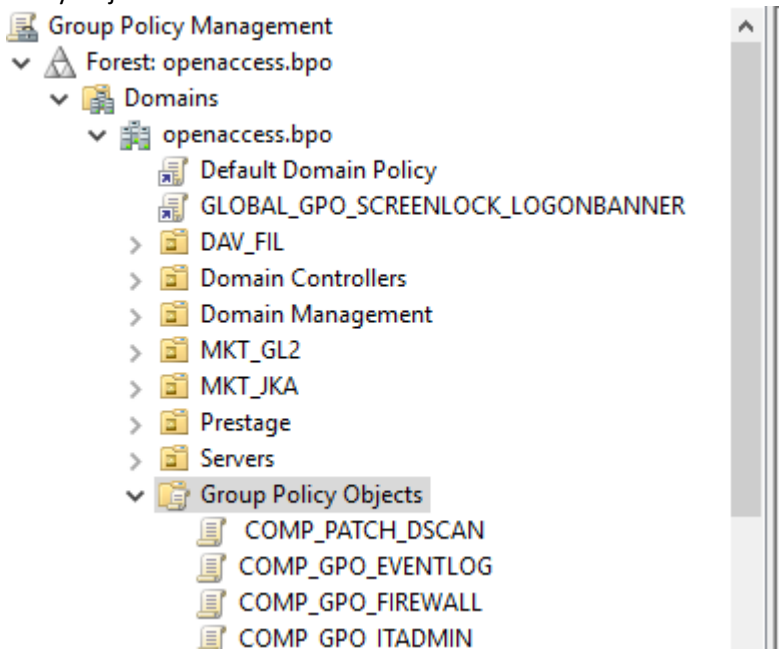
Physical Implementation Procedures / Advisory
No physical implementation will be facilitated.

Backup Procedures
No backup required.

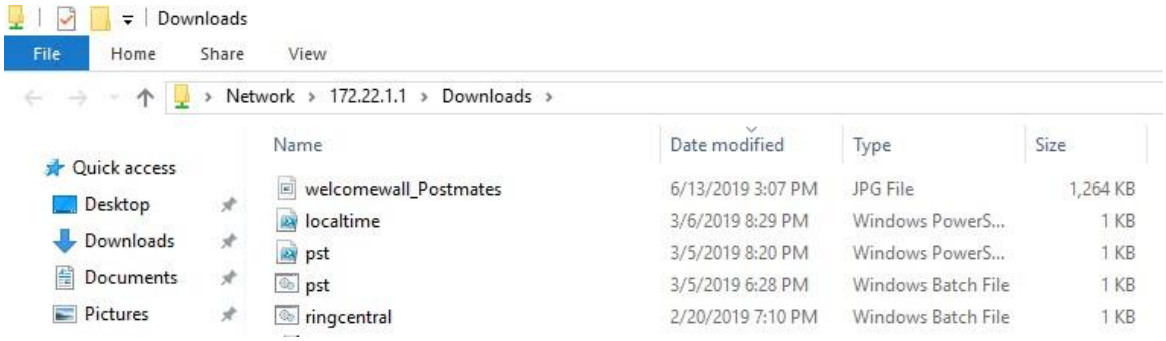
Technical Configuration Procedures

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.

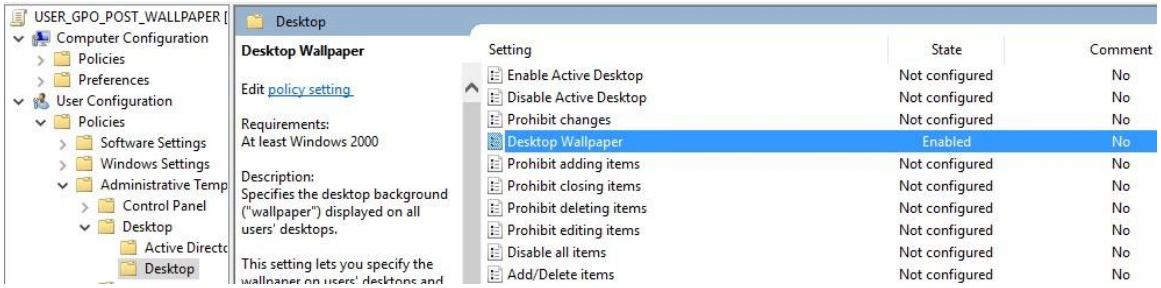


3. Copy the Welcome Banner to **\\172.22.1.1\Downloads** on the Domain Controller.

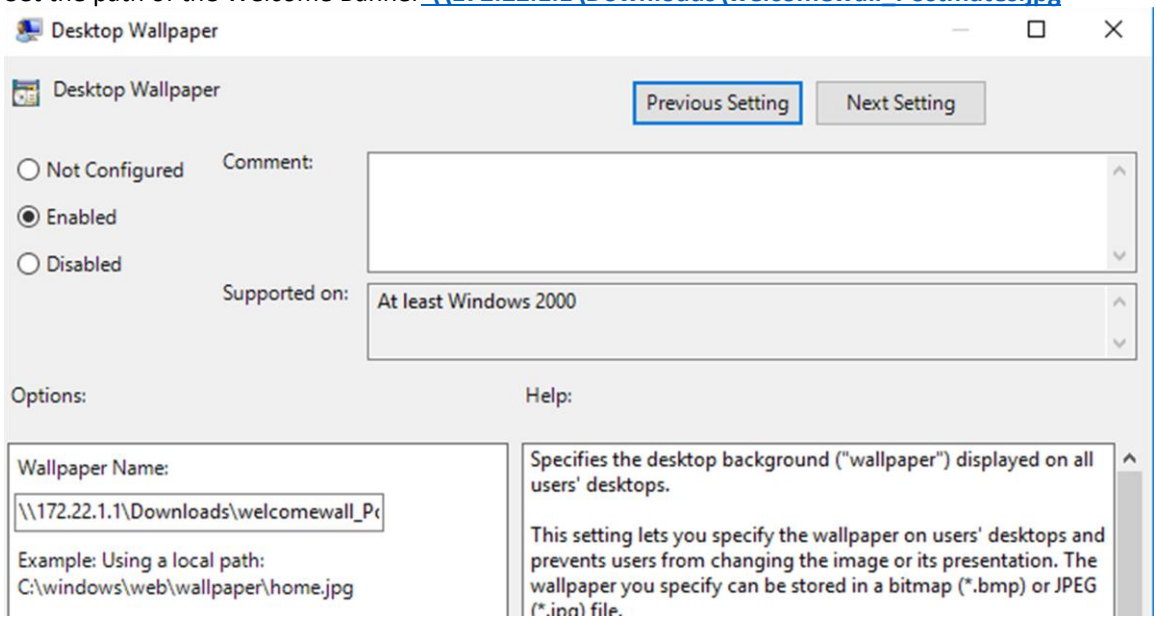


4. Create new GPO then named it USER_GPO_POST_WALLPAPER and COMP_GPO_POST_LOCKSCREEN

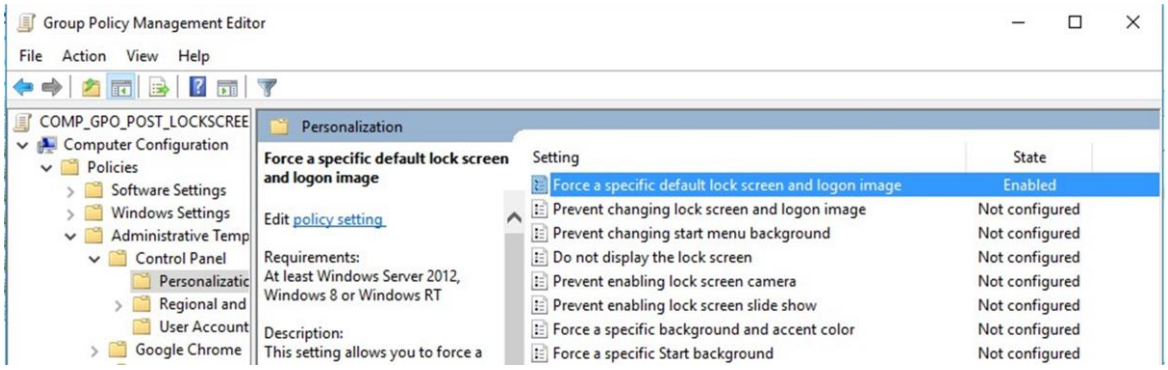
5. On USER_GPO_POST_WALLPAPER, right click and edit. Navigate to User Configuration > Policies > Administrative Templates > Desktop > Desktop > Desktop Wallpaper then **Enable.**



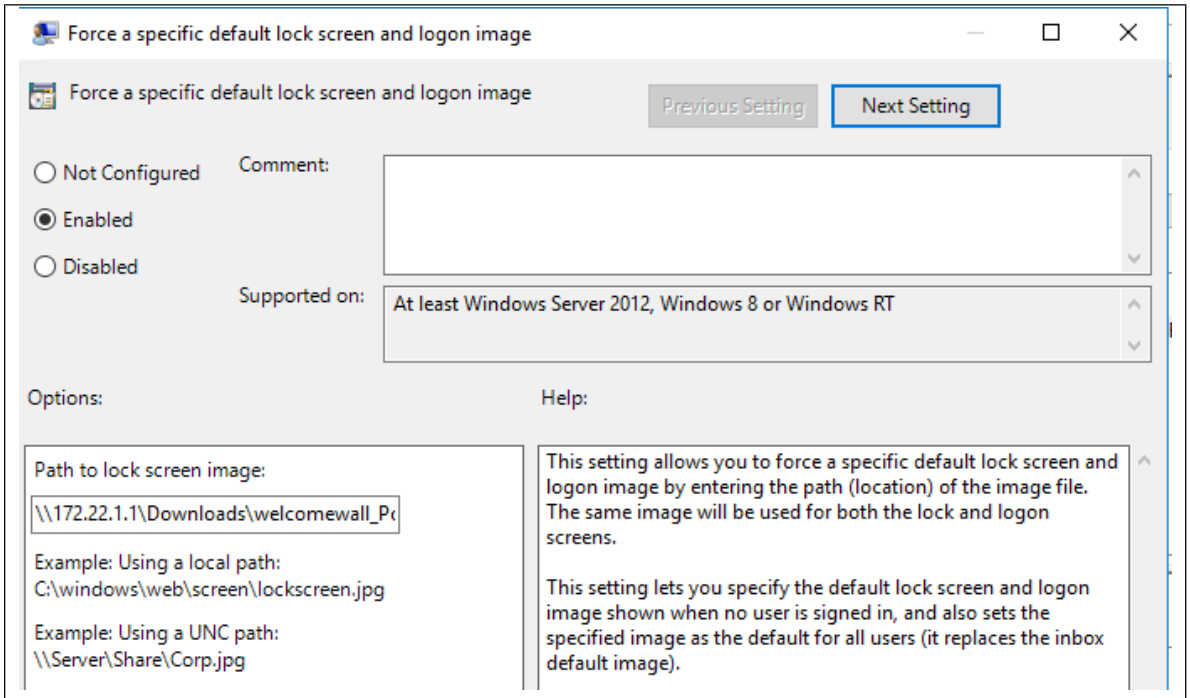
Set the path of the Welcome Banner **\\172.22.1.1\Downloads\welcomewall_Postmates.jpg**



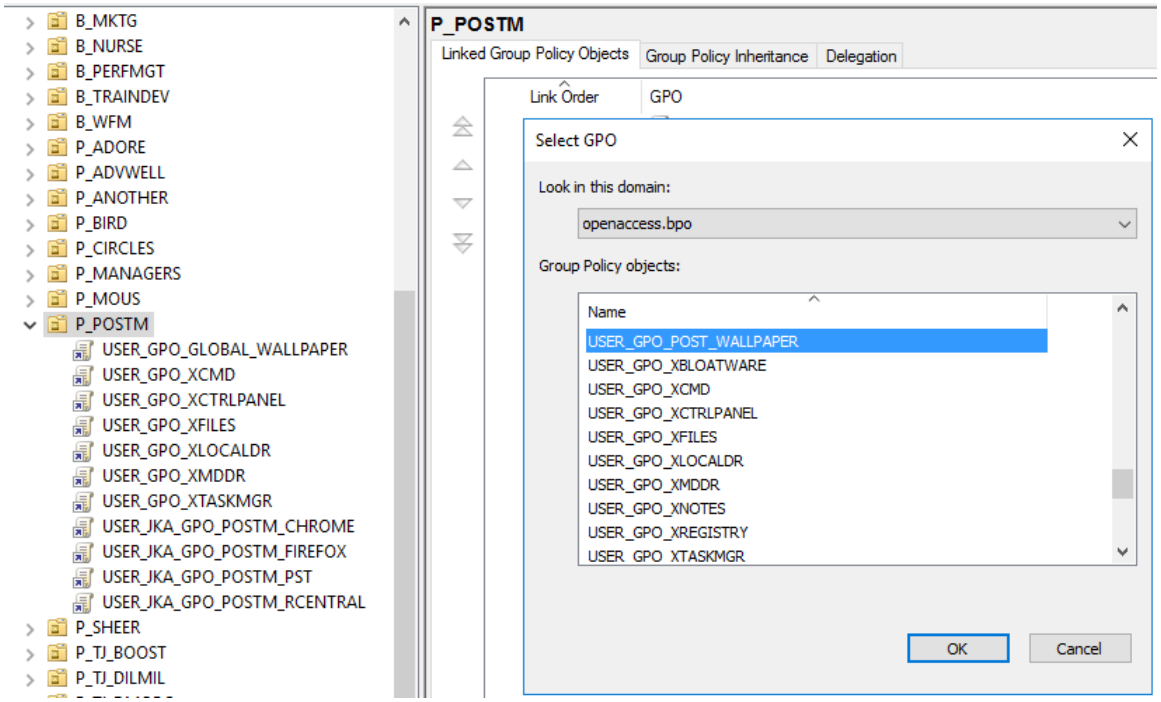
6. On COMP_GPO_POST_LOCKSCREEN, right click and edit. Navigate to Computer Configuration > Policies > Administrative Templates > Control Panel > Personalization then **Enable** Force a specific default lock screen and logon image.



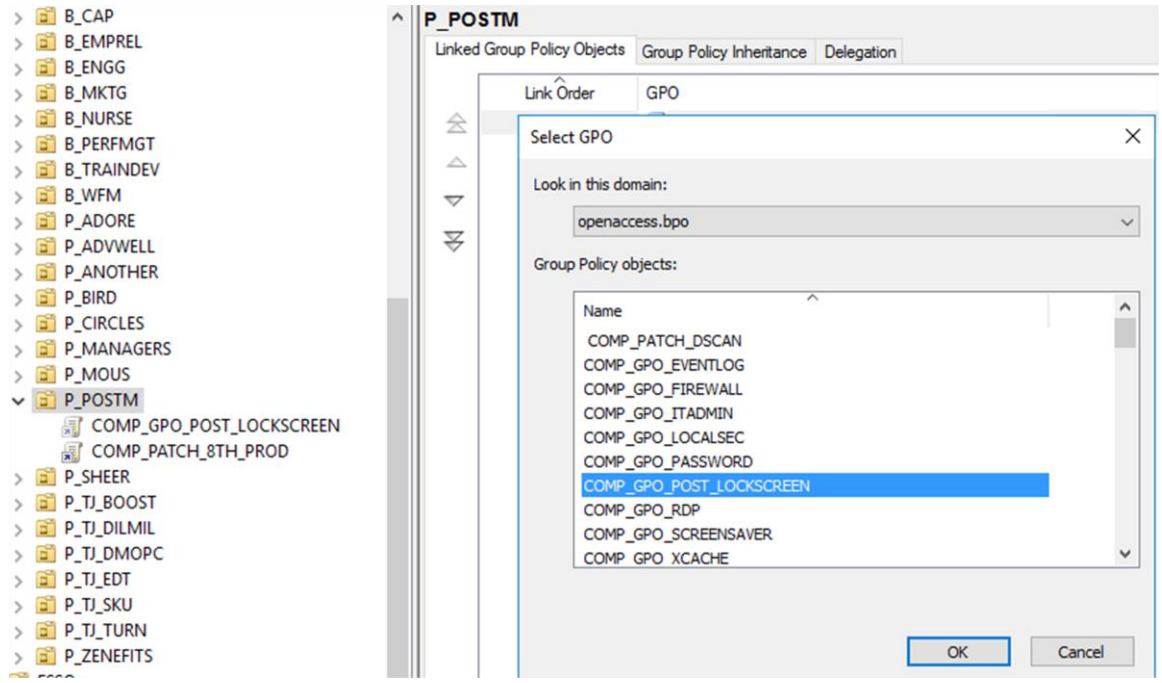
Set the path of Welcome Banner **\\172.22.1.1\Downloads\welcomewall_Postmates.jpg**



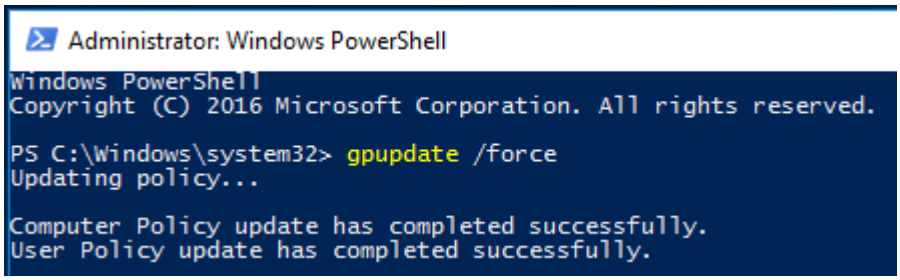
7. Link the USER_GPO_POST_WALLPAPER to MKT_JKA>USERS>P_POSTM Organization Unit.



8. Link the COMP_GPO_POST_LOCKSCREEN to MKT_JKA>COMPUTERS>P_POSTM Organization Unit

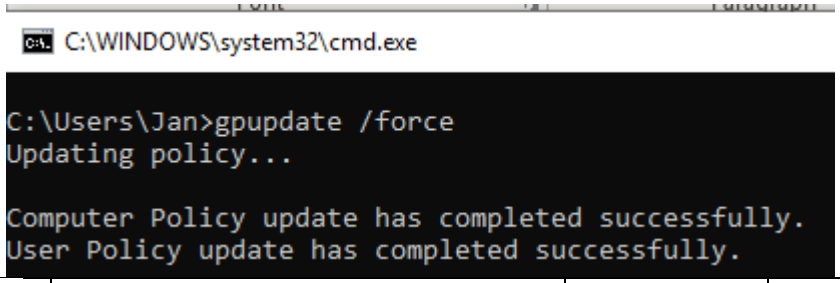


9. Open CMD or Power Shell and run **gpupdate /force**



Verification Procedures

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



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

3. After successful login, wallpaper will also change with the Welcome Banner.
4.

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

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.