

CATEGORY: WindowsShares & SMB

SMB and Windows file-sharing operations directly affect data access, security boundaries, collaboration, and system interoperability. These SOPs ensure every share-related action performed through RDAM Script Wizard is **controlled, auditable**, and aligned with enterprise security and compliance standards.

SOP 1 – List SMB Shares

1. Purpose

Retrieve all SMB shares on the system for inventory, troubleshooting, and compliance.

2. Scope

- All Windows servers and workstations
- Administrative and user-defined shares
- Hidden shares (e.g., C\$, ADMIN\$)

3. Preconditions

- Operator must have permission to query shares

4. Required Inputs

- Optional: Share name filter

5. Procedure Steps

- Input Collection – Wizard prompts for optional filter.
- Share Enumeration – Retrieve all SMB shares.
- Attribute Extraction – Name, path, description, permissions.
- Output Formatting – Structured share list.

- Logging – Filter, operator, timestamp.

6. Expected Output

- List of SMB shares with metadata

7. Error Handling

- Access denied
- Invalid filter

SOP 2 – Create SMB Share

1. Purpose

Create a new SMB share for collaboration, application access, or provisioning.

4. Required Inputs

- Share name
- Folder path
- Optional: Description
- Optional: Access permissions

5. Procedure Steps

- Input Collection
- Path Validation
- Share Creation
- Permission Assignment
- Post-Creation Verification
- Logging

SOP 3 – Remove SMB Share

1. Purpose

Delete an SMB share safely and with full audit accountability.

4. Required Inputs

- Share name

5. Procedure Steps

- Input Collection
- Share Resolution
- Safety Check – Prevent deletion of critical system shares.
- Removal Operation
- Post-Removal Verification
- Logging

SOP 4 – Get SMB Share Permissions

1. Purpose

Retrieve NTFS and share-level permissions for an SMB share.

4. Required Inputs

- Share name

5. Procedure Steps

- Input Collection
- Share Resolution
- Permission Extraction – Read, Change, Full Control, NTFS ACLs.
- Output Formatting
- Logging

SOP 5 – Set SMB Share Permissions

1. Purpose

Modify share-level permissions for users or groups.

4. Required Inputs

- Share name
- User or group
- Permission level

5. Procedure Steps

- Input Collection
- Validation – Confirm identity exists.
- Permission Update
- Post-Update Verification
- Logging

SOP 6 – Test SMB Connectivity

1. Purpose

Test SMB access to a remote host or share.

4. Required Inputs

- Remote host or UNC path

5. Procedure Steps

- Input Collection
- Connectivity Test – Port 445, authentication, share access.
- Output Formatting
- Logging

SOP 7 – List Open SMB Sessions

1. Purpose

Retrieve active SMB sessions for monitoring, troubleshooting, and security review.

4. Required Inputs

- Optional: Username filter

5. Procedure Steps

- Input Collection
- Session Enumeration
- Attribute Extraction – User, client IP, open files.
- Output Formatting

- Logging

SOP 8 – Close SMB Session

1. Purpose

Terminate an active SMB session safely.

4. Required Inputs

- Session ID or username

5. Procedure Steps

- Input Collection
- Session Resolution
- Termination Operation
- Post-Termination Verification
- Logging