**Derive the Sites Inventory Comparison List**

1. Receive Source\Destination Site Lists from Customer:

1. Organize site list by Domains – US, AU and DEW
2. Add columns for “;”
3. Add columns for numbering

2. Split Out Site Lists into Four Files:

1. 1 x file for all SPO sites – spoSites.csv
2. 1 x each file (for a total of 3) for US, AU and DEW On-Premise sites – spopSitesAu.csv, spopSitesDe.csv, spopSitesUs.csv

3. Configure Inventory Collection Scripts to use Site Lists Files:

1. spGetAllSPOPLists.ps1 – $csvFile = "C:\Test\spoSites.csv"
2. spGetAllSPOPLists.ps1 – $csvFile = "C:\Test\spopSitesAu.csv"
3. spGetAllSPOPLists.ps1 – $csvFile = "C:\Test\spopSitesDe.csv"
4. spGetAllSPOPLists.ps1 – $csvFile = "C:\Test\spopSitesUs.csv"

4. Run Inventory Scripts

1. Run spGetAllSPOPLists.ps1 from any VM
2. Package spGetAllSPOPLists.ps1 and its associated CSV files and pass to the EY Admin to run
3. Place all output files in a VM directory that can be accessed by the Compare Inventory script

5. Create the Compare Lists CSV File – compareLists.csv

1. Open a new Excel document
2. Add the “Source” file column data (example: 1spoInventoryS.csv)
3. Add the “Destination” file column data (example: 1spopInventoryD.csv)
4. Add the “Id1” column data (sequential numbers)
5. Add the “SourceURL” column data (source URL’s)
6. Add the “Id2” column data (sequential numbers)
7. Add the “DestinationURL” column data (destination URL’s)
8. Make sure all columns are “;” separated
9. Save the Excel file
10. Copy and paste all data from Excel and paste into a Notepad “.csv” file
11. Remove all excess spaces
12. Save the Notepad file

6. Run the Compare Inventory Script – spCompareInventory.ps1

1. Configure the spCompareInventory.ps1 to use the compareLists.csv file - $csvCompareLists = "C:\Test\compareLists.csv"
2. Run the spCompareInventory.ps1
3. This will produce spoInventoryCompare\_dt(date\Time) report

7. Configure and Send the spoInventoryCompare\_dt(date\Time) Report File

1. Open a new Excel document
2. Copy and paste the contents of the spoInventoryCompare\_dt(date\time) report file into the Excel document
3. Remove any rows that do not contain any list data (these are sites which have no list differences between SPO and SP On-Prem)
4. Format for readability and save