Standard Operating Procedure

Generate Birthday Email using Powershell Script

SOP Purposes

1. To generate birthday email automatically for all sabah.gov users
2. Avoid manual intervention to generate email
3. Automating the repetitive task

Scopes

1. Sabah.gov users
2. Customer Service Department
3. Systems Department

Roles and Responsibilities

1. Customer Service Department
   - Confirm the email is successfully sent on IMSS2
2. Systems Department
   - Administrators

Materials

1. Windows Server
2. Powershell
3. Powershell Script

Cautions

1. Ensure the required packages is installed
2. Ensure the email is successfully sent
3. Do not modify/delete the script without notice
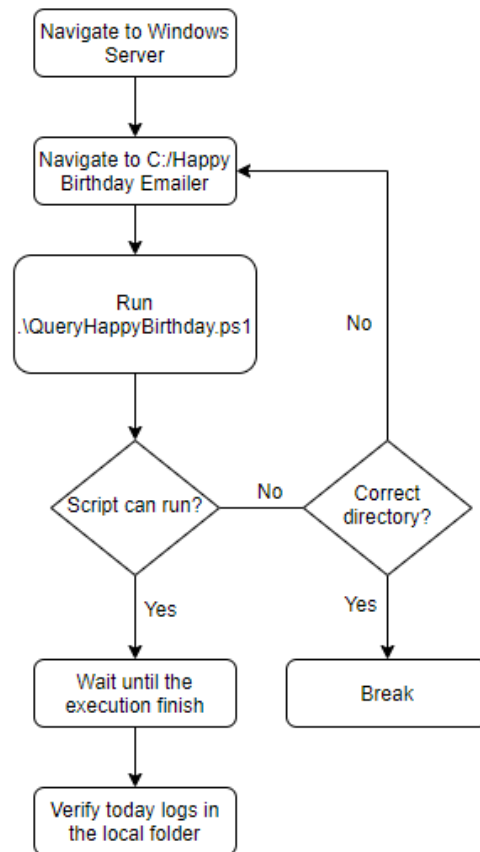
Procedures

Figure 1:How to run the powershell script

**Note – If you followed the above instructions and still cannot run the script, the problem is with the script itself or with the required packages. Please consult Systems Department to troubleshoot the problems.