

# Kelverion

## JML Solution for Azure Automation

### Automated Joiners, Movers and Leavers management

The processing of new joiners to a business is a hugely complex and time-consuming process for Service Desks and IT departments. When a new starter joins an organization there is nothing more frustrating than having to wait for access to email and the other tools they need to start becoming a productive team member.

Processing leavers is an equally complex task but for security and commercial sensitivity is arguably even more time critical.

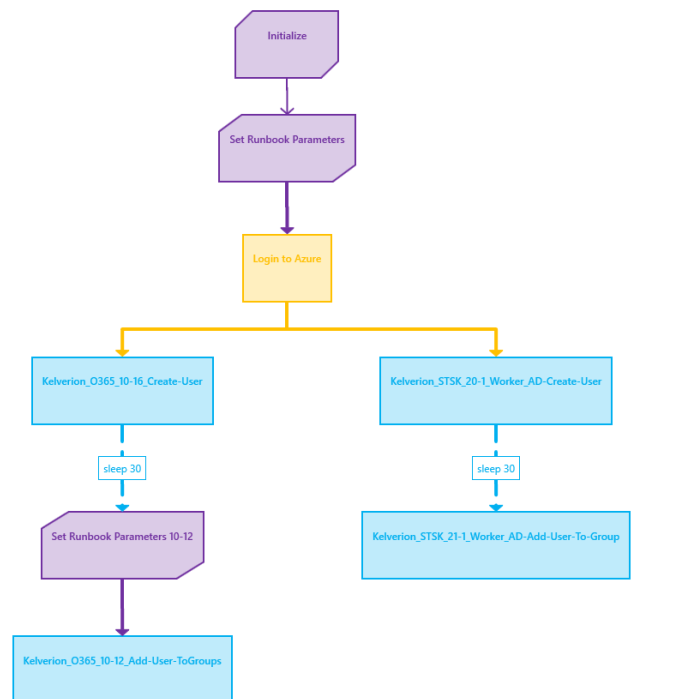
Businesses would like to give team leaders and managers access to process their own Joiners and Leavers via self-service facilities to reduce the workload on the heavily utilised service desk and front-line support teams. Equally with IT Security being in the forefront of everyone's minds it is a challenge that requires careful balancing between providing the right facilities to end users, and not compromising the security or integrity of your configuration.

Therefore, companies are increasingly looking for Automation to improve consistency and supportability, along with the self-service facilities whilst maintaining the security controls. To meet this need Kelverion have built the Joiners Movers Leavers (JML) Solution for Azure Automation.

The JML Solution for Azure Automation provides an easy to use interface using the Kelverion Automation Portal, users are provided the rights to access portal services via group membership, but these rights are isolated from the IT infrastructure, such as Active Directory and Office 365, so it's simple to provide portal facilities without providing rights to directly manage users and licenses.

- Runbooks
- Kelverion\_JML\_30-1\_New\_Joiner.GraphRunbook
- Kelverion\_JML\_30-2\_Move\_User.GraphRunbook
- Kelverion\_JML\_30-3\_Leaver.GraphRunbook
- Kelverion\_JML\_90\_01\_KAP\_Get\_Request.GraphRunbook
- Kelverion\_JML\_95\_01\_KAP\_ConvertToRequestData.GraphRunbook
- Kelverion\_JML\_97-01\_KAP\_Return\_Status.GraphRunbook
- Kelverion\_O365\_10-12\_Add-User-ToGroups.GraphRunbook
- Kelverion\_O365\_10-13\_Remove-User-FromGroups.GraphRunbook
- Kelverion\_O365\_10-14\_Enable-Litigation.GraphRunbook
- Kelverion\_O365\_10-16\_Create-User.GraphRunbook
- Kelverion\_O365\_10-2\_Worker-Enable-User.GraphRunbook
- Kelverion\_O365\_10-3\_Worker-Delete-User.GraphRunbook
- Kelverion\_O365\_10-4\_Worker-Disable-User.GraphRunbook
- Kelverion\_O365\_10-5\_Worker-Assign-License.GraphRunbook
- Kelverion\_O365\_10-6\_Worker-Unassign-License.GraphRunbook
- Kelverion\_O365\_30-2\_PDSData-Users.GraphRunbook
- Kelverion\_O365\_30-3\_PDSData-SKUs.GraphRunbook
- Kelverion\_O365\_30-4\_PDSData-GroupMembers.GraphRunbook
- Kelverion\_O365\_30-5\_PDSData-MSOLUser.GraphRunbook
- Kelverion\_O365\_30-8\_PDSData-Mailbox.GraphRunbook
- Kelverion\_STSK\_20-1\_Worker\_AD-Create-User.GraphRunbook
- Kelverion\_STSK\_21-1\_Worker\_AD-Add-User-To-Group.GraphRunbook
- Kelverion\_STSK\_23-1\_Worker\_AD-Enable-Disable.GraphRunbook
- Kelverion\_STSK\_40-1\_Worker\_Add-User-Mailbox.GraphRunbook

Kelverion\_JML\_30-1\_New\_Joiner



All the actions against the IT systems are carried out using an Azure Automation account, so every change is logged and carried out in a consistent way.

All the data that drives the requests in the automation portal is discovered and maintained by the Azure Automation runbooks, so the automation portal is always in sync with the IT management experience.

The Runbooks have been written using the Runbook Studio authoring application and leverage the integration and smart discovery capabilities provided by the Integration Module for SQL Server. These Integration Modules are available in the PowerShell Gallery.



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The solution has three framework processes; automate a Joiner; a Mover; or a Leaver. Within those three frameworks we provide a set of pre-built action Runbooks which can perform actions as part of one of the framework process Joiner, Mover, Leaver.

The solution includes three sample framework Runbooks for new Joiners, Movers and Leavers. The below action runbooks can be used within the framework to achieve the desired process.

These form a structure that is easy to extend and provide an excellent starting point for organisations to continue their automation journey.

## Action Runbooks:

- Create O365 User
- Add User to Groups
- Remove User from Groups
- Enable O365 Litigation
- Remove a License
- Disable Login
- Delete User
- Enable User
- AD Add User
- AD Add User to Group
- AD Remove User from Group
- AD Enable/Disable User
- Exchange Add User

Services > Business User Service Request > New Starter (JML Demo) - New Request

### Fields

**FirstName**  
Josephine

**LastName**  
Smith

**User Friendly Name**  
Jo  
*User Preferred name e.g. Andy instead of Andrew*

**StartDate**  
2021-04-29

**Employee Type**  
Permanent

**BusinessUnit**  
Manufacturing

**Department**  
Production Control

**JobTitle**  
Scheduling Assistant

**Manager**

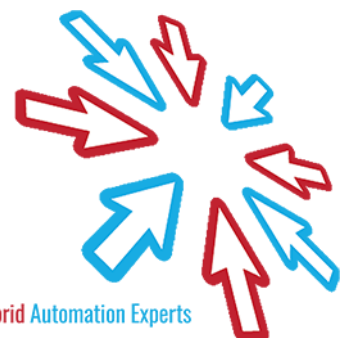
Search

Name	JobTitle
<input checked="" type="radio"/> A. Scott Wright	Master Scheduler
<input type="radio"/> Alan Brewer	Scheduling Assistant

## SOLUTION IMPLEMENTATION

The solution is available on it's own or as a Kelverion lead installation and configuration. In this option you provide Kelverion with remote access to your environment and then a Kelverion consultant will lead the installation and configuration of the solution into your environment and you will provide the subject matter expertise around your Onboarding tools and process.

The solution implementation service is valid for 3 months from solution purchase.



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## SCOPE OF THE KELVERION JUMP START

The scope of the Kelverion led implementation is defined as:

1. Deployment into a single Azure Automation Account only
2. Integration of solution with one Azure Compute Subscription
3. Configuration of the integration to the Kelverion Automation Portal as an Azure Web App
4. Integration with a single Office 365 Subscription and Active Directory Domain
5. Implement either a Joiner or a Mover or a Leaver process which can contain up to 3 of the action runbooks.
6. An Approved User will enter the Kelverion Automation Portal and request the provision of a New Joiner / Mover / Leaver, thus creating a new Request in the Portal
7. Azure Automation to detect the request and execute the appropriate Framework Runbook.
8. Azure Automation to mark Request as complete when User Created

You are responsible for:

- Configuring the Azure Subscription, Resource Groups, Automation Account, Office 365 Subscription and Active Directory Domain
- Granting Kelverion access to your Azure Subscription
- Office 365 is Setup and Licences are Available
- You have manually tested that Users can be successfully created, moved or deleted from the Office 365 Subscription and Active Directory Domain

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**K**elverion are an established Independent Software Vendor specialising in IT Automation solutions. Kelverion provides software and specialist consultancy solutions for Microsoft Azure and the Microsoft System Center suite.

Find out more at <http://www.kelverion.com>

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