



Goldblatt + Singer

Blake Jameson - 2021-03-25 - G+S

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Legal Monkeys:

We have their IPs whitelisted on the Meraki, so they can RDP to the server. They run needles needles reports, and do data entry for G+S. At the time of writing this, I have a project pending to move them over to a Win10 VM.

Needles Install:

- Connect to (\\gsnas\packages\$) from File Explorer
- Select the Needles Folder (Everything you need will be in here)
- In the Sybase\SQLAnywhere16 folder, run setup.exe
- Registration Key is: NEFWK-H688A-AR201-30425-11549
- Once that is installed, run the 16.0.0 EBF patch (SA16_Windows.1600_1915_EBF.exe)
- After that, run the 482install in the root of the Needles folder.
- Once Needles is done installing, go to "Needles.4829091.UpdatePackage.20180204.zip" and extract all contents to C:\Needles. Replace all files that their is a conflict with.
- Now setup the Add-in. **This requires Office x86.** Log in as the end user, and run C:\Needles\needles_reg_utility.exe as an admin. Click the "Register Common Files" button. You'll get a bunch of ok buttons, click them as they come up. After it's done, click "Register NeedOutlookAddin" button. Then click on "Register NeedCal.ocx". Once it's done, click close. Then open again but as a regular user, and click "Load Outlook Add-in". Then close again. You can test it is successful by going to Outlook, composing a new email, and check that the "Add-ins" tab is there with a drop down that says "Send and Post to Needles".
(If you need to reinstall Office from 64-bit to 32-bit, you will need to sign into Needles AFTER you register it, then close out of Needles, then open Outlook to confirm the Add-in has synced over).

Termination Procedure:

- Change Password and send to Laura Caimi
- Archive users email to \\gsnas\archive\Archived Mail

- Disable email and AD account
- Disable Exchange account
- Move AD object to Disabled Users OU
- Add user's old email as an alias to whoever Laura specified
- Note: If, for some reason they need to keep their email live, she says to please remove the email from any distribution groups