

ReSOFT Asset Management Report Module User Guide

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Introduction

The asset management report module (AMRM) makes the task of preparing asset reports easy and straightforward.

Defining a report and saving it for future use is a simple process carried out via a browser based graphical user interface. Typically, this takes no more than 1-2 minutes.

Reports are sent to one or more designated recipients via e-mail as HTML attachments with or without graphics.

Logging on

To access the ReSOFT asset management report module from any device with Internet access, start-up your browser and enter the following URL in the address box:

- <https://nanoheal.org/>

(Substitute nanoheal.org with the URL of the ReSOFT server your sites log to.)

After you press enter, the logon screen will appear. Enter your user name and password, and click on the "OK" button or press the Enter key on your keyboard.

This will take you to the Welcome page (See figure below). You are now ready to start using the ReSOFT asset report module.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Welcome - What would you like to do?

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
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Take action

- [Use the dashboard](#)
- [Perform a management, maintenance, or support action](#)
- [Take remote control of a system](#)
- [Manage Microsoft software updates](#)
- [Provision and meter applications](#)

View information

- [View Microsoft patch status](#)
- [View alerts](#)
- [Look at system events](#)
- [Run an event report](#)
- [Look at system asset information](#)
- [Run an asset query](#)
- [Run an asset report](#)

Use tools

- [Manage alerts](#)
- [View a listing of all sites and systems](#)
- [Update ASI client](#)
- [Manage user accounts on ASI server](#)
- [Access online documentation](#)

At the top right-hand corner of every page on the ReSOFT server, under the navigation bar, you will find the following link `User:<name of user currently logged in> [Log in as new user]`. When you click on the `[Log in as new user]` link, the logon screen will appear. Enter another user name and password, and click on the “OK” button or press the Enter key on your keyboard. You will now be logged onto the ReSOFT server as the new user.

Asset management reports module navigation

You can access the AMRM by clicking on the *Run an asset report* link under the View Information heading on the Welcome page (See figure above), or by clicking on the *reports* link in the assets navigation bar located on the upper right-hand corner of every page of the ReSOFT server extended interface.

Doing this will take you to the **Asset Reports** page where you can retrieve asset report entries using the powerful the Search Options panel, and take action on asset reports, including adding, editing, copying, deleting, and enabling/disabling asset reports. At the top of the page, just above the Search Options panel (see figure below) you will find the following links to help you navigate the page and perform actions on groups of asset reports:

- [top | bottom | control | table | manage | add]

[dashboard: display](#)
[events: ad-hoc query | filters | notifications | console | reports](#)
[assets: queries | console | changes | reports](#)
[sites: wizard | status | configuration | updates](#)
[microsoft update: wizard | status | advanced](#)
[provisioning: products | sites | metering | audit](#)
[information portal: event | asset | change | meter](#)
[tools: admin | audit | census | groups | remote control | help](#)

Asset Reports

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
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Click on the *manage* link below to perform management actions (e.g. edit) on multiple reports.

Clicking on the *control* and *table* links will take you to the beginning of the *Search Options* panel, and the report list, respectively.

[[top](#) | [bottom](#) | [control](#) | [table](#) | [manage](#) | [add](#)]

Search Options			
Name Contains	State	Last Run	Report Cycle
<input type="text"/>	(not displayed)	(all)	(all)
Recipient Contains	E-mail Recipients	Scope	Report Type
<input type="text"/>	(all)	(not displayed)	(all)
Query Contains	Query	Owner	
<input type="text"/>	(all)	(not displayed)	
Details	Output	Format	Skip Owner
(not displayed)	(not displayed)	(not displayed)	(not displayed)
Links	Default Recipients	Created	Modified
(not displayed)	(not displayed)	(not displayed)	(not displayed)
Next Run	Tabulate	Include	Exclude
(not displayed)	(not displayed)	(not displayed)	(not displayed)

Display Options		
Page Size	Sort By	Display
20	Name (ascending)	Expanded

[[top](#) | [bottom](#) | [control](#) | [table](#) | [manage](#) | [add](#)]

Asset Reports (33 found)						
Action	Name	Query	When	Last Run	E-mail Recipients	Report Type
[run] [copy] [edit] [delete] [enable]	Device Profiles - Clients	Hardware - II	09:00 Monthly 15			status report

Adding and saving an asset report

To add a report, you click on the *add* link at the top of the **Asset Reports** page. Doing this will take you to the “**Add an Asset Report**” page shown below:

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Add an Asset Report

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
 August 05, 2006

[[top](#) | [bottom](#) | [reports](#) | [add](#)]

Add a Report

Report title:

Report format:

Report output:

E-mail recipients: Enter all the recipients e-mail addresses separated by commas.

Default e-mail recipients: Add default email list members to the list of e-mail recipients.

Include user in email subject:

Additional text to be added to the subject line:

Use the fields in this section only if you select XML for report format

XML FTP Username:

XML FTP Password:

Verify FTP Password:

XML FTP URL: For example, **ftp.yoursite.com/path/to/dir**
Please note that you do not need to include a / as the last character in the FTP UR

XML Filename:
Supported filename variables: %j = min, %h = hour, %j = day, %m = month, %Y = year, %q = queryname, %u = username
For example: %m_%j_%Y_%q-%u.xml could result in the following file name: 08_25_05_Hardware-HFN.xml
In the filename, you do not have to include the .xml file extension.

XML FTP Passive Mode:
When passive FTP mode is enabled, the file transfer is initiated by the ASI client, instead of the FTP server. It may be necessary for systems behind a firewall. By default Passive FTP is enabled.

Saved Queries: To select, hold down the 'ctrl' key and click on desired entries.
To deselect, hold down 'ctrl' and click again. (Mac: command key)

Global:

Do not generate report for owner:

Include: The include parameter lets you specify a group of machine report should cover. Only machines belonging to this group included in the report. By default all machines belonging to owner are included.

Exclude: The exclude parameter lets you limit the asset report cover machines that may require special attention by excluding a default no machines are excluded. The asset report will co- 'included' machines which are not 'excluded'

Change Report: (not supported for reports in XML format)

Grouping & Sorting Options
(not supported for reports in XML format)

Categorize by: (first select a search)

And then by: (first select a search)

Then sort by: (first select a search)

And last by: (first select a search)

Include Links: Yes

Include details: Yes Include detail asset information, or just a summary.

Details in by-system tables: Yes Details must be on for this option.

Enabled: Yes

Report Schedule

Run Report: required for all reports

Hour: 0 for daily, weekly or monthly reports

Minute: 20 for daily, weekly or monthly reports

Day of month: only needed for monthly reports

Day of week: only needed for weekly reports

Add reset

[[top](#) | [bottom](#) | [reports](#) | [add](#)]

The main report definition steps are:

1. Enter a report title. For reports sent as attachments to an e-mail message, this will appear in the e-mail message subject line and at the top of the e-mail message containing the report. It will also be the name which you will use to retrieve it to either run it or edit it
2. Select a report format. You have five possible choices:
 - HTML or MHTML without charts
 - HTML or MHTML with pie charts
 - HTML or MHTML with bar charts (horizontal)
 - HTML or MHTML with column charts
 - XML

Please note that if you select the MHTML option, the report will be packaged as a form of encapsulated file sent as attachments to e-mail messages commonly known as MHTML (see RFC 2557). This means that recipients of reports in MHTML format will be receiving the report text and graphics as opposed to reports in HTML format where the graphic elements reside on the ReSOFT server and are downloaded whenever a report is viewed.

MHTML is a relatively new technology. Most popular email clients support MHTML reasonably well. We know it works with recent versions of Microsoft Outlook, Outlook Express, Pegasus and Eudora. However, MHTML is not yet supported by Mozilla Mail and Netscape Messenger.

3. Decide whether the report should be sent via e-mail (select the Send as email option from the pull-down list next to the Report Output label), published on the ReSOFT information portal (select the Publish on information portal option from the pull down list next to the Report Output label), or sent to an FTP server (available only if you select XML as the asset report's format) (select the FTP (XML Only) option from the pull-down list next to the Report Output label)

Please note that if you select XML as the asset report's format, you need to select the FTP (XML Only) output option.

4. E-mail recipients fall in two categories:
 - Those you enter separated by commas in the box next to the Email recipient(s) label, if any, and
 - The e-mail recipients in the default e-mail list for the account you logged in under, if the to default email recipients option is enabled.

For example, suppose you have defined the following reports:

- Report1: global, Email recipients = "global@foo.com", To default email recipients = Yes
- Report2: local to "user", Email recipients = "", To default email recipients = checked
- Report3: global, Email recipients = "global@foo.com", To default email recipients = Yes
- Report3: local to "user", Email recipients = "jim@bar.com", To default email recipients = Yes
- Report4: global, email recipients = "master @ foo.com", To default email recipients =No and the default e-mail list for the account contains the following address:
 - joe@bar.com

Then when the reports for "user" run:

- Report1 will go to global@foo.com and joe@bar.com
- Report2 will go to joe@bar.com
- Report3 will go to jim@bar.com and joe@bar.com
- Report4 will go to master@foo.com

Note that because there is a copy of Report3 is local to user, and jim@bar.com is entered in the box next to the Email recipient(s) label, the entry in the local copy of Report3, the one "user" sees take precedence over the one entered in the box next to the Email recipient(s) label in the global version of Report3.

5. If you choose to have the asset report you re defining to be delivered via e-mail, you can customize the e-mail message in two ways:
 - You can include the name of the user for whom the report is produced in the subject line of the e-mail message delivering the asset report by clicking in the box to the right of the Include user in email subject label
 - Please note that when a global asset report runs as scheduled, it will be automatically be produced for all users defined on your ReSOFT server covering only the sites they have access to. If the global report has the Include user in email subject option enabled, the e-mail messages delivering the copies of the asset report produced for the users on the ReSOFT server will include the name of each user in the e-mail message subject line. For example, when global report A is produced for users X, Y, and Z, and the Include user in email subject option is enabled the e-mail message delivering report A to user X, will include user:X in the subject line, etc., etc.
 - You can add text to be included in the subject line of the e-mail message delivering the asset report by clicking in the box to the right of the Additional text to be added to the subject line: label, and entering the custom text in the box to the right of the check box.
6. If you select XML as the asset reports' format, the report will be sent to an FTP server, and you will need to enter the following information:

- FTP Username:
- FTP Password:
- FTP URL:

For example, ftp.yoursite.com/path/to/dir

Please note that you do not need to include a / as the last character in the FTP URL.

Supported filename variables: %i = min, %h = hour, %j = day, %m = month, %Y = year, %q = queryname, %u = username

For example: %m_%j_%Y_%q-%u.xml could result in the following file name:
08_25_05_Hardware-HFN.xml

In the filename, you do not have to include the .xml file extension.

- FTP Passive Mode:

When passive FTP mode is enabled, the file transfer is initiated by the ReSOFT client, instead of the FTP server.

It may be necessary for systems behind a firewall. By default Passive FTP is enabled.

7. Select an asset query whose results will provide the asset report's content from the list next to the Saved Queries: label.
8. Privileged users can define a report to be either local or global by checking the checkbox to the right of the Global label.

Privileged users are the only ones that can create reports that are global. Non-privileged users don't see the Global checkbox. Global reports can be seen by all users with one exception: A user with a local report with the same name as a global report will see the local report instead of the "global" one. In general, a privileged user will create global report (the

default setting) if he/she wants other users to be able to use the report. If he/she wants to create a report for administrative or testing purposes, he/she would create a local report.

You should note that for global reports, there is only the one record. Any changes a privileged user makes to the global report will impact all users. If you want to change a global report for testing or administrative purposes before making any changes you should make a duplicate of the report, and mark that copy as local (i.e. uncheck the global box).

9. If you do not want the asset report you are adding to be generated for the user currently logged in, the owner of the report, click in the box to the right of the Do not generate report for owner label. Please note that this configuration option is available only if the logged in user has the right to define global reports
10. You can use the Include, and Exclude configuration parameters to restrict the coverage of the asset report you are defining to as few as a single system.

The Include parameter lets you specify group(s) of machines that the report should cover. Only machines belonging to the selected group(s) can be included in the report. A group can be a single machine or all machines accessible by the logged in user. By default all machines accessible by the logged-in user are included.

The Exclude parameter lets you specify group(s) of machines that the asset report should not cover. Machines belonging to the selected group(s) will be excluded from report coverage. A group can be a single machine or all machines accessible by the logged in user. By default, no machines are excluded.

The Include parameter overrides the Exclude parameter. This means that machines selected via the Include parameter will be covered by the report even if they are excluded via the Exclude parameter.

11. Decide on categorization of report output. Click on the down arrow next to the Categorize by, and then by, Then sort by, and last by labels. Any of the asset items selected to be displayed in the output of the asset query used for the report can be used as group-by and sort parameters.
12. Use the Links configuration parameter to exclude/include from an asset or asset change report links to the detail asset information for systems, and asset information items and groups included in the report. This configuration option lets you easily produce asset reports that you can distribute to your end-users without giving them access to your ReSOFT server. For example, you would set Links to Yes, when creating an asset, or asset change report that you want to post on the ReSOFT information portal.
13. Choose whether to include detail information in your report. Detail information will be included in your report if you select yes from the pull-down menu next to the Include Details box. When this option is selected, the report will contain the results of the asset query used to retrieve records for the report including a link to the **Asset Detail** page for each system with asset information in the report output.
14. Select a schedule for the report. This step consists of two parts:
 - a) Decide whether the report should be produced daily, weekdays, weekly, monthly, weekdays, or immediately.
Reports with a weekday schedule are produced daily from Monday to Friday.
 - b) For asset reports produced on a daily, weekdays, weekly, monthly, or weekdays cycle, you will select the exact time and date when you want the report produced during the

selected cycle. For reports to be produced immediately, you simply select the period of time to be covered by the report.

Please note that the definition of a report with an “Immediate” run schedule will be deleted right after the report is run. This is done to avoid cluttering the report list with reports that have a one-time use. This means, however, that if you change the schedule of a periodic report to run the report immediately, its definition will be deleted as soon as it is run.

If you want to run a scheduled report once immediately, you should click on the *[run]* link to the left of its name on the **Asset Reports** page. When you do this, a temporary immediate report with (temp) appended at the end of the report title is created. Once it runs, like all immediate reports it is deleted.

Once step 8) is completed, pressing the Submit button will store the report definition on the log database server and take you to the **Asset Report Added** page shown below.

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[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Asset Report Added

Report *Monthly Installed Software Report* created successfully.

Return to the [Report List](#).

October 04, 2002
User: hfn

From there you can go back to the **Asset Reports** page, or other modules of the ReSOFT Asset management facility.

Once a report is created as described above, you will be able to access the report definition and make any changes by going to the **Asset Reports** page and clicking on the *[edit]* hyperlink to the left of the selected report's title.

Asset change reports

To produce an asset change report, you should click on the check box to the right of the Change Report label in the **Add an Asset Report** page.

Doing that, changes the **Add an Asset Report** page to the following:

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[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Add an Asset Report

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
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Add a Report

Report title:

Report format:

Report output:

E-mail recipients: Enter all the recipients e-mail addresses separated by commas.

Default e-mail recipients: Yes No Add default email list members to the list of e-mail recipients.

Include user in email subject:

Additional text to be added to the subject line:

Use the fields in this section only if you select XML for report format

XML FTP Username:

XML FTP Password:

Verify FTP Password:

XML FTP URL: For example, **ftp.yoursite.com/path/to/dir**
Please note that you do not need to include a / as the last character in the FTP UF

XML Filename:

Supported filename variables: %i = min, %h = hour, %j = day, %m = month, %Y = year, %q = queryname, %u = username
For example: %m_%j_%Y_%q-%u.xml could result in the following file name: 08_25_05_Hardware-HFN.xml
In the filename, you do not have to include the .xml file extension.

XML FTP Passive Mode:

When passive FTP mode is enabled, the file transfer is initiated by the ASI client, instead of the FTP server. It may be necessary for systems behind a firewall. By default Passive FTP is enabled.

Saved Queries: To select, hold down the 'ctrl' key and click on desired entries.
 To deselect, hold down 'ctrl' and click again. (Mac: command key)

 [\[Edit a Query\]](#)
 [\[Add a Query\]](#)

Global:

Do not generate report for owner:

Include: The include parameter lets you specify a group of machine report should cover. Only machines belonging to this group included in the report. By default all machines belonging to owner are included.

 [\[configure groups\]](#)
Please note that clicking on 'configure groups' will cause you to lose information you have entered on this page so far. If you right-click groups' and open a new page, any new items will not be available.

Exclude: The exclude parameter lets you limit the asset report cover machines that may require special attention by excluding a default no machines are excluded. The asset report will cover 'included' machines which are not 'excluded'.

 [\[configure groups\]](#)
Please note that clicking on 'configure groups' will cause you to lose information you have entered on this page so far. If you right-click groups' and open a new page, any new items will not be available.

Change Report: (not supported for reports in XML format)
Start Date: enter dates in mm/dd, mm/dd/yy, or mm/dd hh:mm format
End Date: dates only used for immediate asset change reports.
Output:

Grouping & Sorting Options
(not supported for reports in XML format)

Categorize by:

And then by:

Then sort by:

And last by:

Include Links:

Include details: Include detail asset information, or just a summary.

Details in by-system tables: Details must be on for this option.

Enabled:

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First, you choose the asset query you want to use to select the system(s) whose asset change information you want to retrieve from the pull-down list next to the Select Query label. Next, you select the time period for which you want the information:

- Decide whether the report should be produced daily, weekdays, weekly, monthly, weekdays, or immediately.
- Reports with a weekday schedule are produced daily from Monday to Friday.
- For reports produced on a daily, weekdays, weekly, monthly, or weekday's cycle, you will select the exact time and date when you want the report produced during the selected cycle.
- For reports to be produced immediately, enter the start and end dates you want the report to cover in the boxes to the right of the Start Date and End Date labels, respectively. If you leave these fields empty, the start and end dates for each system selected by the query you chose will be the first and last date, respectively, on which asset information was collected for each system by the ReSOFT client.

The last step before submitting the asset change report is to select the asset change report output format using selecting it from the pull-down list to the right of the Output label. Here, you decide whether you want the asset change report to include only the changes between the asset change report start and end date (Start-End difference), or the log of all changes that occurred between the asset change report start and end dates (Log of changes). The default output format is Start-End difference.

Please note that the only configuration parameters that you need to define for an asset change report are:

- Report Title
- Report Output
- Global
- Email Recipients
- Default Email Recipients
- Saved Queries
- Change Report
- Start Date (only for immediate reports)
- End Date (only for immediate reports)
- Report Schedule (all parameters in this area, only for daily, weekly, and monthly reports)
- Links

Report output

AMRM reports are in HTML format, with or without graphics. They are sent to designated recipients as attachments to e-mail messages.

You can run any of the reports in the **Asset Reports** page on demand at any time by simply clicking on the *[run]* link to the left of its name. Doing this will generate the following page.

dashboard: [display](#)

events: [ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)

assets: [queries](#) | [console](#) | [changes](#) | [reports](#)

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microsoft update: [wizard](#) | [status](#) | [advanced](#)

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information portal: [event](#) | [asset](#) | [change](#) | [meter](#)

tools: [admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Asset Report Running

November 17, 2002
User: corpink

The report **Installed Programs Report** is being run and will be emailed shortly.

Return to the [Report List](#).

By default, entries in the detail section of an asset report are ordered to reflect the categorization and sorting parameters you defined in the report's configuration. For example, suppose you defined an asset report where results are to be grouped by processor family, then by amount of RAM, and then sorted by IP address. Records in the detail section of the report will be ordered first by processor family. Within each processor family grouping they will be grouped by RAM size. Records in each RAM size grouping will be sorted by IP address in ascending order.

Clicking on a column heading in the detail section of an asset report will cause the asset query used to retrieve records for the report to be executed. The query results will be sorted in descending order based on the value of the asset information tree item whose column heading you clicked on.

We should also note that execution of the asset query will cover all the sites accessible by the user currently logged in.

Managing asset reports

Clicking on the *manage* link found in the line of links just above the Search Options panel in the **Asset Reports** page, will take you to the **Manage Asset Reports** page shown below.

dashboard: [display](#)
 events: [ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
 assets: [queries](#) | [console](#) | [changes](#) | [reports](#)
 sites: [wizard](#) | [status](#) | [configuration](#) | [updates](#)
 microsoft update: [wizard](#) | [status](#) | [advanced](#)
 provisioning: [products](#) | [sites](#) | [metering](#) | [audit](#)
 information portal: [event](#) | [asset](#) | [change](#) | [meter](#)
 tools: [admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

user: hfn ([log in as new user](#))
 site filter: off ([set site filter](#))
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Manage Asset Reports

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What do you want to do?

1. [Edit Multiple Reports](#)
2. [Enable/Disable Multiple Reports](#)
3. [Delete Multiple Reports](#)
4. [Create A New Asset Report](#)
5. [Asset Reports Run Within the Past Two Weeks](#)
6. [Asset Reports Scheduled to Be Run During the Next Two Weeks](#)
7. [Asset Reports Modified Within the Past Month](#)
8. [Back to List Asset Reports Page](#)
9. [Asset Reports Default View](#)

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From this page, you can perform the following actions, or access the following information about asset reports:

- [Edit Multiple Reports](#)
- [Enable/Disable Multiple Reports](#)
- [Delete Multiple Reports](#)
- [Create A New Asset Report](#)
- [Asset Reports Run Within the Past Two Weeks](#)
- [Asset Reports Scheduled To Run During the Next Two Weeks](#)
- [Asset Reports Modified Within the Past Month](#)
- [Back to List Asset Reports Page](#)
- [Asset Reports Default View](#)

In the remainder of this section, we will describe in some detail actions performed on multiple reports. Actions that can be performed on multiple reports at the same time are:

- [Edit Multiple Reports](#)
- [Enable/Disable Multiple Reports](#)
- [Delete Multiple Reports](#)

When you click on the link for any of the above actions on the **Manage Asset Reports** page, that action will be performed on the asset reports currently visible (as determined by the Page Size parameter in the *Display Options* panel) on the **Asset Reports** page, even if the number of reports retrieved is larger.

- In the upper half you will find the actions you can take
- In the bottom half you will find the list of asset reports on which you can take the action

In all cases, first you select the asset reports you want to take the action on, then you enter the configuration changes and perform the actions on the selected reports. Please note that if you reverse the order of these operations, no configuration changes, or actions will be performed on the selected systems.

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[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
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[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Edit Multiple Asset Reports

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
 August 05, 2006

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OK Cancel Help

Edit Options	
State No Change	Output No Change
Details No Change	Format No Change
Include Text No Change	Subject Text (update) No Change
Include User No Change	E-mail Recipients (update) No Change
Include All User:Jhare User:MFAIA User:WAIDT User:admin User:aegis User:allegiant	Exclude All User:Jhare User:MFAIA User:WAIDT User:admin User:aegis User:allegiant

Check all Uncheck all

Select Reports (4 found)
<input type="checkbox"/> Device Profiles - Clients
<input type="checkbox"/> Device Profiles - Servers
<input type="checkbox"/> Software Inventory - All Devices
<input type="checkbox"/> Software License Numbers - All Devices

Check all Uncheck all

OK Cancel Help

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Enable/Disable Multiple Asset Reports

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OK Cancel

Edit Options

State

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[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Delete Multiple Asset Reports

[user: hfn](#) [[log in as new user](#)]
[site filter: off](#) [[set site filter](#)]
 August 05, 2006

[[top](#) | [bottom](#) | [reports](#) | [add](#)]

OK Cancel

Editing asset reports

Clicking on the *[edit]* hyperlink to the left of a report's title in the **Asset Reports** page will take you to the **Edit an Asset Report** page shown below.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
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[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Edit an Asset Report

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
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Device Profiles - Clients

Report title:

Report format:

Report output:

E-mail recipients: Enter all the recipients e-mail addresses separated by commas.

Default e-mail recipients: Add default email list members to the list of e-mail recipients.

Include user in email subject:

Additional text to be added to the subject line:

Use the fields in this section only if you select XML for report format

XML FTP Username:

XML FTP Password:

Verify FTP Password:

XML FTP URL: For example, **ftp.yoursite.com/path/to/dir**
 Please note that you do not need to include a / as the last character in the FTP UF

XML Filename:
 Supported filename variables: %i = min, %h = hour, %j = day, %m = month, %Y = year, %q = queryname, %u = username
 For example: %m_%j_%Y_%q-%u.xml could result in the following file name: 08_25_05_Hardware-HFN.xml
 In the filename, you do not have to include the .xml file extension.

XML FTP Passive Mode:
 When passive FTP mode is enabled, the file transfer is initiated by the ASI client, instead of the FTP server. It may be necessary for systems behind a firewall. By default Passive FTP is enabled.

Saved Queries: To select, hold down the 'ctrl' key and click on desired entries. To deselect, hold down 'ctrl' and click again. (Mac: command key)

- BIOS information
- Dashboard profile pane
- Dell id numbers
- Disk capacity <= 10 GB

[\[Edit a Query\]](#)
[\[Add a Query\]](#)

Global:

Do not generate report for owner:

Include: The include parameter lets you specify a group of machine report should cover. Only machines belonging to this group included in the report. By default all machines belonging to owner are included.

- User:Jhare
- User:MFAI
- User:WAIDT
- User:admin
- User:aegis
- User:allegiant

[\[configure groups\]](#)
Please note that clicking on 'configure groups' will cause you to lose information you have entered on this page so far. If you right-click groups and open a new page, any new items will not be available.

Exclude: The exclude parameter lets you limit the asset report cover machines that may require special attention by excluding a default no machines are excluded. The asset report will cover 'included' machines which are not 'excluded'

- User:Jhare
- User:MFAI
- User:WAIDT
- User:admin
- User:aegis
- User:allegiant

[\[configure groups\]](#)
Please note that clicking on 'configure groups' will cause you to lose information you have entered on this page so far. If you right-click groups and open a new page, any new items will not be available.

Change Report:
(not supported for reports in XML format)

Grouping & Sorting Options
(not supported for reports in XML format)

Categorize by: (first select a search) ▾

And then by: (first select a search) ▾

Then sort by: (first select a search) ▾

And last by: (first select a search) ▾

Include Links: Yes ▾

Include details: Yes ▾ Include detail asset information, or just a summary.

Details in by-system tables: Yes ▾ Details must be on for this option.

Enabled: Yes ▾

Report Schedule

Run Report: ▾ required for all reports

Hour: 0 ▾ for daily, weekly or monthly reports

Minute: 20 ▾ for daily, weekly or monthly reports

Day of month: ▾ only needed for monthly reports

Day of week: ▾ only needed for weekly reports

[[top](#) | [bottom](#) | [reports](#) | [add](#)]

On the **Edit an Asset Report** page, you can modify all of a report's configuration parameters as defined in the Add a Report section of the **Asset Reports** page. We described their use in the *Adding and Saving a Report* section of this document.

Clicking on the Submit button will take you to the **Asset Report Updated** page shown below. From there you can go back to the **Asset Reports** page, or other modules of the ReSOFT Asset management facility.

dashboard: [display](#)
events: [ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
assets: [queries](#) | [console](#) | [changes](#) | [reports](#)
sites: [wizard](#) | [status](#) | [configuration](#) | [updates](#)
microsoft update: [wizard](#) | [status](#) | [advanced](#)
provisioning: [products](#) | [sites](#) | [metering](#) | [audit](#)
information portal: [event](#) | [asset](#) | [change](#) | [meter](#)
tools: [admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Asset Report Updated

Report **Microsoft License Numbers** updated successfully.

Return to the [Report List](#).

November 17, 2002
User: hfn

Duplicating asset reports

To make the process of creating asset reports more efficient, you can use the duplicate feature.

For example, you might want to create monthly inventory reports that are sent to different clients.

To do this, first you would create asset queries that retrieve the latest asset information for individual clients using the **Duplicate an Asset Query** module described in the *Duplicating an Asset Query* section of the Asset Management User Guide.

Then, you would click on the *[duplicate]* hyperlink to the left of the *Monthly Inventory Report*. Doing this will take you to the *Copy an Asset Report* page like the one shown below.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
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[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Copy an Asset Report

user: hfn [[log in as new user](#)]
 site filter: off [[set site filter](#)]
 August 05, 2006

[[top](#) | [bottom](#) | [reports](#) | [add](#)]

Duplicate A Report	
Report title:	<input type="text" value="Copy of Device Profiles - Clients"/>
Report format:	<input type="text" value="HTML w/o Charts"/>
Report output:	<input type="text" value="Publish on information portal"/>
E-mail recipients:	<input type="text"/> Enter all the recipients e-mail addresses separated by commas.
Default e-mail recipients:	<input type="text" value="Yes"/> Add default email list members to the list of e-mail recipients.
Include user in email subject:	<input type="checkbox"/>
Additional text to be added to the subject line:	<input type="checkbox"/> <input type="text"/>
Use the fields in this section only if you select XML for report format	
XML FTP Username:	<input type="text"/>
XML FTP Password:	<input type="text"/>
Verify FTP Password:	<input type="text"/>
XML FTP URL:	<input type="text"/> For example, ftp.yoursite.com/path/to/dir
XML Filename:	<input type="text"/> Please note that you do not need to include a / as the last character in the FTP UP
XML FTP Passive Mode:	<input checked="" type="checkbox"/> When passive FTP mode is enabled, the file transfer is initiated by the ASI client, instead of the FTP server. It may be necessary for systems behind a firewall. By default Passive FTP is enabled.
Supported filename variables: %i = min, %h = hour, %j = day, %m = month, %Y = year, %q = queryname, %u = username For example: %m_%j_%Y_%q-%u.xml could result in the following file name: 08_25_05_Hardware-HFN.xml In the filename, you do not have to include the .xml file extension.	

On the **Copy an Asset Report** page, you can modify all of a report's configuration parameters as defined in the *Add a Report* section of the **Asset Reports** page. We described their use in the *Adding and Saving a Report* section of this document.

In this instance, you would change the name of the report to reflect the systems whose inventory information it will report. Next, you would change the asset query selecting the corresponding asset query from the pull-down list next to the label Saved Queries.

You would then change the schedule to avoid production of each report at the same time because this would risk unbalancing load on the ReSOFT server.

At this point, you would be done and clicking on the Submit button will take you to the **Report Duplicated** page shown below.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
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[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Asset Report Duplicated

November 17, 2002
User: hfn

Report **Hardware Report - latest** created successfully.

Return to the [Report List](#).

Deleting asset reports

To delete a report, go to the **Asset Reports** page and click on the *[delete]* link under the Action heading to the left of the report you want to delete. This will take you to the **Confirm Asset Report Delete** confirmation page shown below.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
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[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Confirm Asset Report Delete

October 04, 2002
User: hfn

Do you really want to delete **Weekly Installed Software Report**?

[\[Yes\]](#) [\[No\]](#)

Confirmation of a report deletion action will take you to the **Asset Report Deleted** page shown below. From there you can go back to the **Asset Reports** page, or other modules of the ReSOFT asset management facility.

[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: configuration](#) | [updates](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [census](#) | [help](#)

Asset Report Deleted

October 04, 2002
User: hfn

Report deleted successfully.

Return to the [Report List](#).

You cannot delete reports that you did not create. If you attempt to do that the page shown below will appear.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
[microsoft update: wizard](#) | [status](#) | [advanced](#)
[provisioning: products](#) | [sites](#) | [metering](#) | [audit](#)
[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Confirm Asset Report Delete

October 28, 2002
User: corpink

HP Default Printer Report - CI cannot be deleted because you did not create it.

Help system

Clicking on the Help button found to the right of the *Search Options* panel, under the *Display Options* panel on the **Asset Reports** page, will take you to the **Asset Reports Help** page, where you will find detailed information about all of the parameters in the *Search Options* and the *Display Options* panels, and important notes about the ReSOFT assets reports module.

[dashboard: display](#)
[events: ad-hoc query](#) | [filters](#) | [notifications](#) | [console](#) | [reports](#)
[assets: queries](#) | [console](#) | [changes](#) | [reports](#)
[sites: wizard](#) | [status](#) | [configuration](#) | [updates](#)
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[information portal: event](#) | [asset](#) | [change](#) | [meter](#)
[tools: admin](#) | [audit](#) | [census](#) | [groups](#) | [remote control](#) | [help](#)

Welcome - What would you like to do?

user: hfm [[log in as new user](#)]
 site filter: off [[set site filter](#)]
 August 02, 2006



Take action

- [Use the dashboard](#)
- [Perform a management, maintenance, or support action](#)
- [Take remote control of a system](#)
- [Manage Microsoft software updates](#)
- [Provision and meter applications](#)



View information

- [View Microsoft patch status](#)
- [View alerts](#)
- [Look at system events](#)
- [Run an event report](#)
- [Look at system asset information](#)
- [Run an asset query](#)
- [Run an asset report](#)



Use tools

- [Manage alerts](#)
- [View a listing of all sites and systems](#)
- [Update ASI client](#)
- [Manage user accounts on ASI server](#)
- [Access online documentation](#)

ReSOFT user guides are accessible via the **Help Index** page, shown below. You can reach it, by clicking on the Access online documentation link under the Use Tools heading on the Welcome page, or in the tools: navigation bar found at the upper right-hand corner on any page on the ReSOFT server.

Help Index

user: hfn [log in as new user]
 site filter: off [set site filter]
 November 16, 2003

[ASI Event Log Management User Guide](#)

General information about using the event log management facility, in PDF form

[ASI Support Query Module User Guide](#)

General information about using automated knowledge base queries, in PDF form

[ASI Event Log Management Report Module User Guide](#)

General information about using the event log management facility report module, in PDF form

[ASI Asset Management User Guide](#)

General information about using the asset management facility, in PDF form

[ASI Asset Management Report Module User Guide](#)

General information about using the asset management facility report module, in PDF form

[ASI Site Management User Guide](#)

General information about using the ASI site management facility, in PDF form

[ASI Information Portal User Guide](#)

General information about using the ASI Information Portal facility, in PDF form

[Filter Examples](#)

Listing of currently available event filters, in Microsoft Word form

[ASI Pre-defined Notifications](#)

Listing of currently available event notifications, in Microsoft Word form

[ASI Pre-defined Reports](#)

Listing of currently available event reports, in Microsoft Word form

[ASI Scrip Index](#)

Listing of currently available scrips ordered by number with links to Scrip detail log help pages

From here, clicking on any of the links will take you to the help system section corresponding to the label of the link. For example, the link *ReSOFT Event Log Management Report Module User Guide* will take you to a copy of this ReSOFT asset management report module user guide in Adobe Acrobat PDF file format.

This guide and all the other documents listed under the help system are available for download in PDF format except for the *Filter Examples*, *ReSOFT Pre-defined Notifications*, *ReSOFT Pre-defined Reports*, *documents*, which are downloadable in Microsoft Word format. The *ReSOFT DART (Scrip) Index* is a link that takes you to the **DART (Scrip) Index** page where all user configurable DARTs (Scrips) are listed in table format. Clicking on the *delete* button in the right-most column of a DART (Scrip)'s entry in the table, takes you that that DART (Scrip)'s detail log help file

Pre-defined asset reports

The following table lists the pre-defined reports available with the current release of the AMRM and some of their default settings.

Name	When	Report Type
Device Profiles - Clients	09:00 Monthly 15	status report
Device Profiles - Servers	15:30 Monthly 15	status report
Disk Capacity Utilization Report	01:30 Monthly 15	status report
Disk Capacity Utilization Report - XML	01:40 Monthly 15	status report
Hardware Report	00:30 Monthly 15	status report
Hot Fixes	05:00 Monthly 15	status report
HP Default Printer Report	04:30 Monthly 15	status report
Installed Programs	05:30 Monthly 15	status report

Installed Programs - by machine	16:00 Monthly 15	status report
Installed Programs - by site	05:40 Monthly 15	status report
Master Network Software List	06:30 Monthly 15	status report
Microsoft License Numbers	03:00 Monthly 15	status report
Microsoft Software Updates and Patches Installed	14:30 Monthly 15	status report
Microsoft Updates and Patches - by upd descr	14:40 Monthly 15	status report
Network CD-ROM List	08:00 Monthly 15	status report
Network Equipment Hard Drive List	07:00 Monthly 15	status report
Network equipment hard drive list - local HD	07:20 Monthly 15	status report
Network Equipment Operating System List	14:00 Monthly 15	status report
Network Equipment RAM Table	13:30 Monthly 15	status report
Network Protocol and Services	12:30 Monthly 15	status report
Networking	12:00 Monthly 15	status report
Network Equipment Processor Table	06:00 Monthly 15	status report
Operating System Report	02:30 Monthly 15	status report
Printers	11:00 Monthly 15	status report
Software Inventory - All Devices	10:30 Monthly 15	status report
Software Inventory - Servers	10:00 Monthly 15	status report
Software License Numbers - All Devices	08:30 Monthly 15	status report
Software License Numbers - Servers	09:30 Monthly 15	status report
Start-up Environment Report	01:00 Monthly 15	status report
System Identity	13:00 Monthly 15	status report
System Identity - site-location	15:00 Monthly 15	status report
System Identity - site-location-user	15:10 Monthly 15	status report
System Summary	00:00 Monthly 1	status report
System summary - II	00:10 Monthly 1	status report

To learn more about HandsFree Networks and our solution, visit www.handSFreenetworks.com



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Find out how HandsFree Networks can automate
 your software support process.