



Web Dashboard

User Manual

Build 2.2.0.40

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This is the official user manual on using the JustSAMit web dashboard to perform reporting and administrative tasks. This manual describes each section of reporting functionalities supported in JustSAMit and guide you through step by step approach to manage your inventory information and the system environment.

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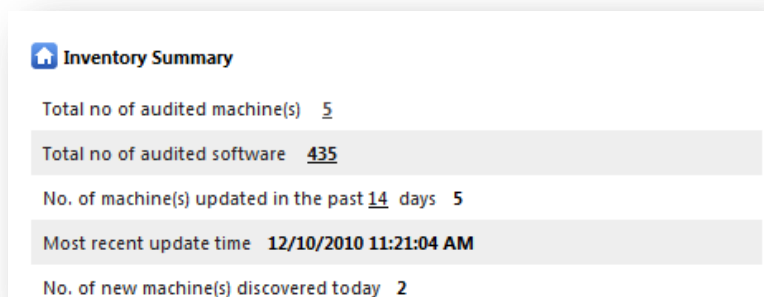
Manage Scan Agents..... 120

Reporting Features

Overview Page

The overview page is the first page you will come to after you have successfully logging into the system. This page provides you with summary reports of your inventory information like total machine found up to today, total software detected, last discovery date and etc.

Figure below shows the inventory summary section.



JustSAMit offers you content personalization; you can add content that matters to you from the list of supported content onto your overview page. Every user will maintain her set of contents on her overview page. This means personalization made on user A's overview page is solely for user A and will not be seen on overview page of user B.

There are a vast set of content available to be added to your overview page. The content can be categorized under tabular report and graphical chart. Here are the supported contents:

- Tabular report
 - New Machines
 - Software Monitor
 - Patch Summary
 - Hardware Changes
 - New Software
 - Machine Warranty Expiry
 - Machine Lease Expiry
 - License Compliancy level
 - Software Expiry Alert
- Graphical chart
 - Operating System Statistics
 - Computer Model Statistics
 - Domain Statistics
 - Hard Disk Total Size Statistics
 - Location Statistics
 - Manufacturer Statistics

Content Personalization

You can select the content to be displayed on your overview page. Besides that, you can even arrange the content to be on top or bottom of another content, according to your preference. However, the arrangement of your content is limited to the fixed layout on the page.

Figure below shows the personalize-able section in the overview page.

Inventory Summary

Total no of audited machine(s) **6**

Total no of audited software **485**

No. of machine(s) updated in the past **14** days **6**

Most recent update time **12/10/2010 3:41:05 PM**

No. of new machine(s) discovered today **3**

[+ Add content](#)

Statistics OS

Options ▾

2 operating systems found

Microsoft Windows 7 Enterprise	<div></div>	4
Microsoft Windows XP Professional	<div></div>	2

New Software

Options ▾

Last 5 Newly Detected Software

<input type="checkbox"/>	Display Name	Detected On	Discovered Date
<input type="checkbox"/>	Windows Live Language Selector	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	Windows Live Family Safety	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	Windows Live ID Sign-in Assistant	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM

New today

NEW [ALCHEMIST](#) is a new computer

NEW [GENEVA](#) is a new computer

NEW [CHRISTIANHAN-PC](#) is a new computer

Since yesterday

Computer IP address changed **1**

Computer total hard disks changed **5**

Computer total disk partitions changed **3**

Computer total RAM installed changed **1**

Older than yesterday for past 60 days

No changes

Personalize-able Section

Add Content

Here are the steps to add content to the overview page.


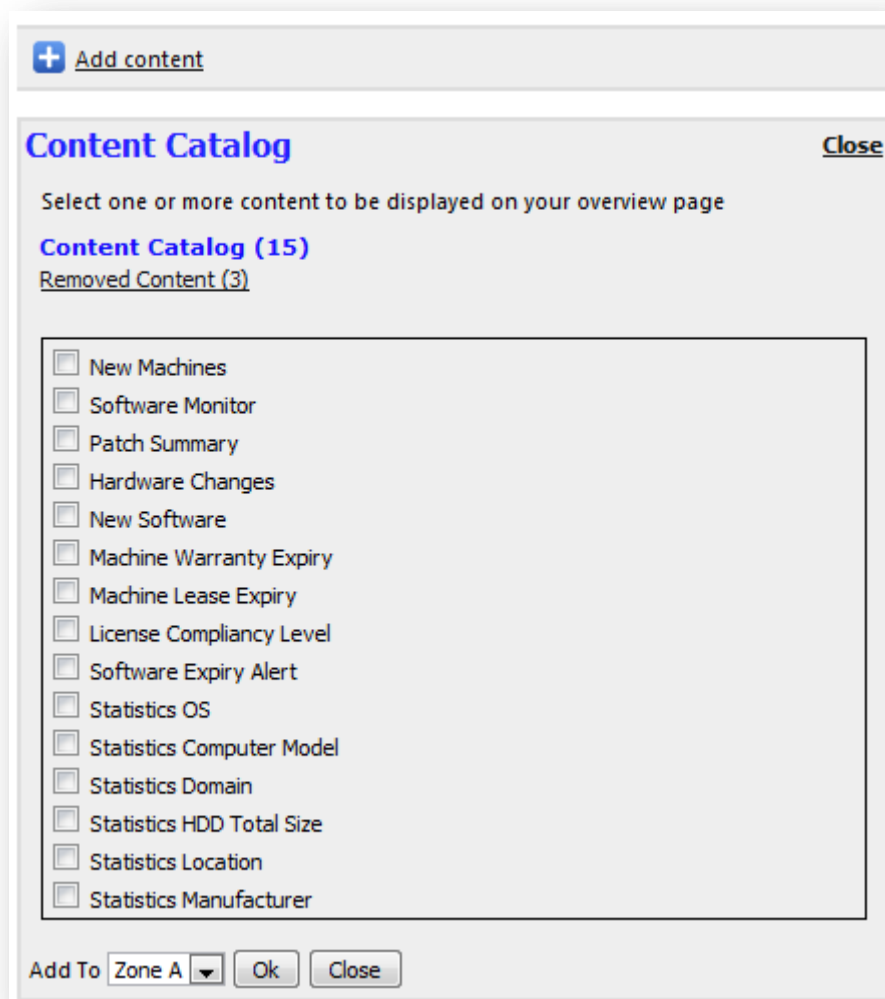
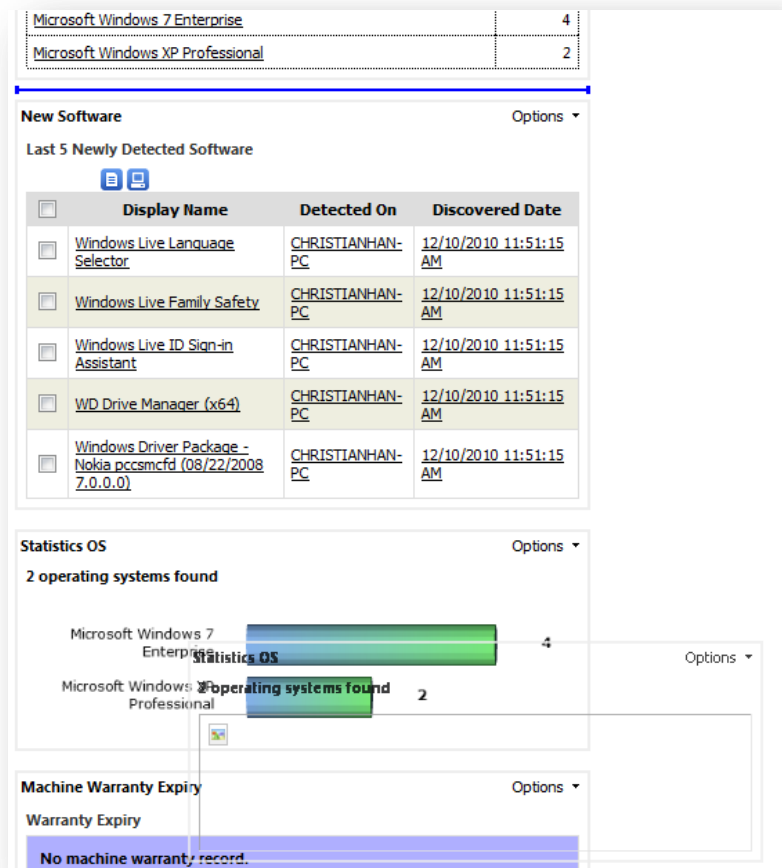
1. You can add any content from the supported content list by clicking . You will be prompted with the content catalogue.
2. Select the content by checking its check boxes.
3. Click “Ok” to add the selected contents to your overview and closes the content catalogue.

Figure below shows the content catalogue. From the figure, you see that there are 15 contents under “Content Catalog” for you to choose from.



The content will be arranged at the top of the selected zone. You can re-arrange them by drag and drop the content to appear on top or bottom of other content.

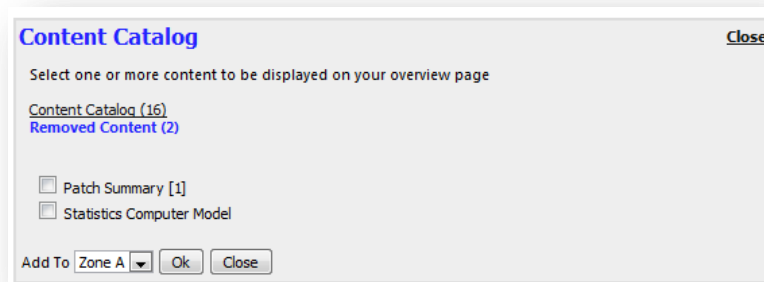
Figure below shows example of re-arranging content by drag and drop. The blue line shows the destination in which the dragged content will be placed.



Remove Content

To remove content from your overview page, click “Options” link at top right corner on every of your content and choose either “Delete This Content” or “Remove This Content”. If you select “Delete this content”, the content will be moved back to the “Content Catalog” section under the content catalog. If you select “Remove this content”, that content will be moved to “Removed Content” section. The difference between these two modes is that you know which content you have removed from your overview page previously using “Remove this content” by looking at your “Removed Content” section.

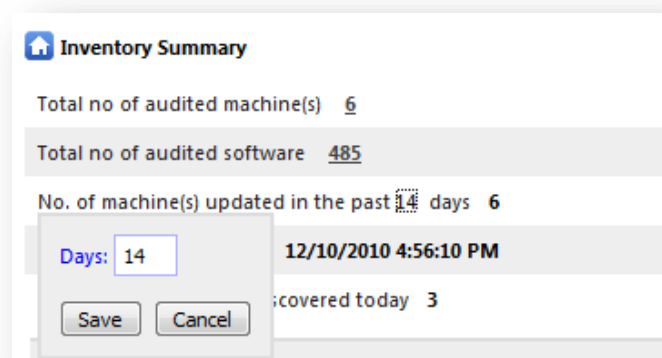
Figure below shows where “Removed Content” section is located under content catalog.



Personalizing the Duration of Machine Update to Report

You can personalize the number of days (x days) of machine update on your overview page. Setting this will let JustSAMit to calculate total number of machines that has been updated for the past x days. For example, if you set it to 100 days, JustSAMit will calculate total machines that were updated for the past 100 days.

Figure below shows an example of this setting.



Personalize-able Tabular Report

Here is the list of tabular report you can add to your overview page:

- New Machines
- New Software
- Software Monitor
- Patch Summary
- Hardware Changes
- Machine Warranty Expiry
- Machine Lease Expiry
- Software Expiry
- License Compliancy Level

New Machines

This content shows the **most recent 5 new machines being discovered**.

Figure below shows a sample of the content.

New Machines

Options ▾

Most Recent 5 New Machines Discovered

<input type="checkbox"/>	Computer Name	First Detected Date	User
<input type="checkbox"/>	CHRISTIANHAN-PC	12/10/2010 11:51:13 AM	
<input type="checkbox"/>	GENEVA	12/10/2010 10:00:01 AM	
<input type="checkbox"/>	ALCHEMIST	12/10/2010 12:34:32 AM	
<input type="checkbox"/>	VOSTRO1088-ERIC	11/10/2010 4:58:33 PM	
<input type="checkbox"/>	WINXPPROVM	11/10/2010 3:36:46 PM	



New Software

This content shows the **most recent 5 new software being discovered**.

Figure below shows a sample of the content.

New Software Options ▾

Last 5 Newly Detected Software

<input type="checkbox"/>	Display Name	Detected On	Discovered Date
<input type="checkbox"/>	Windows Live Language Selector	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	Windows Live Family Safety	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	Windows Live ID Sign-in Assistant	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	WD Drive Manager (x64)	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM
<input type="checkbox"/>	Windows Driver Package - Nokia pccsmcfd (08/22/2008 7.0.0.0)	CHRISTIANHAN-PC	12/10/2010 11:51:15 AM

Software Monitor

This content allows you to personalize which **software** you want to monitor closely. However, this personalization will be reflected to all users. Thus, anyone can add and remove the list monitoring software and everyone will be monitoring the same list of software.


This content displays statistical information for the software you are monitoring:

- Total number of machines installing the software (**Detected**)
- Total number of purchases (**Purchased**)
- Total number of unauthorized machines using the software (**Unauthorized**)

Figure below shows a sample of the content.

Software Monitor Options ▾

3 Software to monitor



Display Name	Detected	Purchased	Unauthorized
Microsoft Office Enterprise 2007	3	0	3
Microsoft Office Professional Plus 2010	1	0	1
Microsoft Office Project Professional 2007	2	0	2


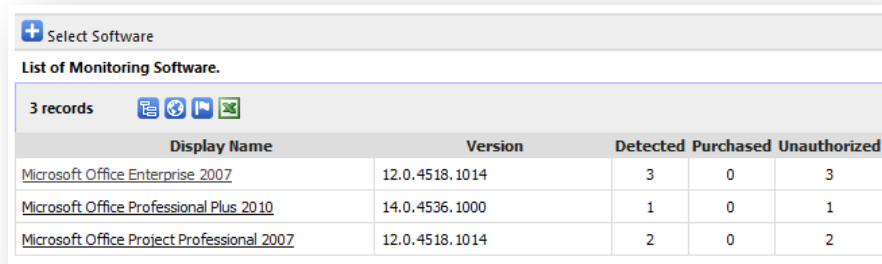
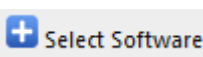

To select the software to be monitored, click  "Select software to monitor". It will lead you to a page that has a list of monitored software.

Figure below shows a sample of the content.



Display Name	Version	Detected	Purchased	Unauthorized
Microsoft Office Enterprise 2007	12.0.4518.1014	3	0	3
Microsoft Office Professional Plus 2010	14.0.4536.1000	1	0	1
Microsoft Office Project Professional 2007	12.0.4518.1014	2	0	2

Here are the steps to add software:

1. Click on  and it will lead you to a page where you can select software from a list.
2. Select the software title from the **left** pane, and then click .
3. The selected software will be added to the right pane.

Here are the steps to remove software:


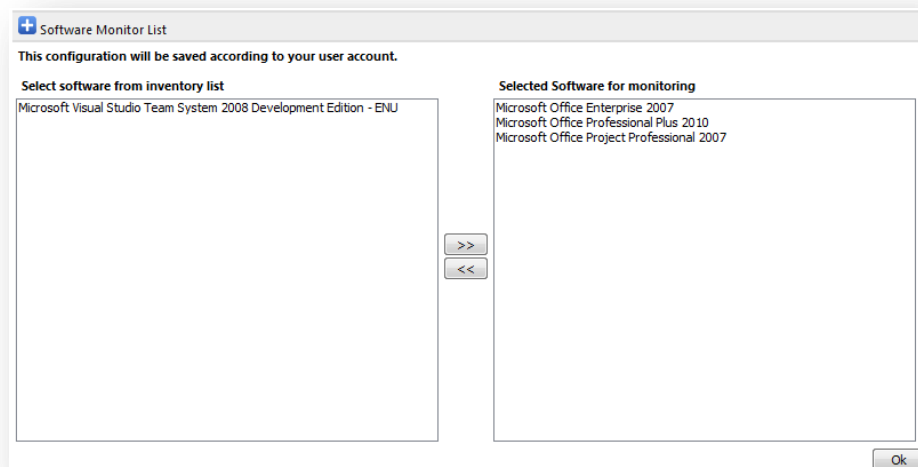
1. Select the software title from the **right** pane, and then click .
2. The removed software will be moved back to the left pane.

Figure below shows a sample of this.



Click “Ok” button to save your changes and exit the page.

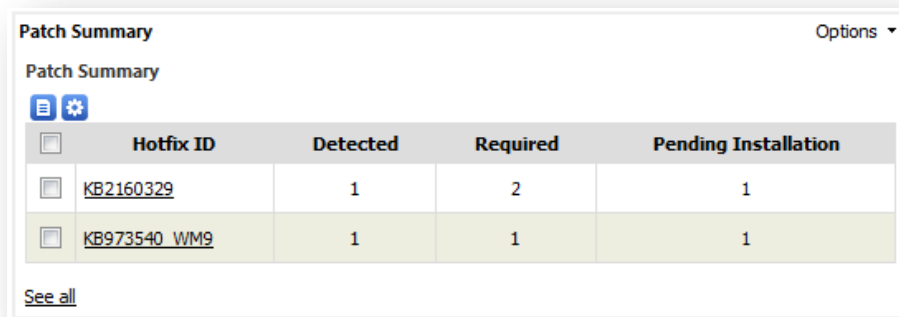
Patch Summary

This content allows you to personalize which **patch/hotfix** you want to monitor closely. However, this personalization will be reflected to all users. Thus, anyone can add and remove the list monitoring hotfixes and everyone will be monitoring the same list of hotfixes.

This content displays statistical information for the hotfixes you are monitoring:


- Total number of machines installing the hotfixes (**Detected**)
- Total number of machines required to install the hotfix (**Required**)
- Total number of machines required to install the hotfix but are yet to install it (**Pending Installation**)

Figure below shows a sample of the content.



Hotfix ID	Detected	Required	Pending Installation
KB2160329	1	2	1
KB973540_WM9	1	1	1

[See all](#)

To select the hotfix to be monitored, click  “Select patch to monitor”. It will lead you to a page that allows you to add hotfix into the monitoring list.

Here are the steps to add hotfix:

1. Select the hotfix name from the “Select a Hotfix” **drop down list**.
2. The selected hotfix will be shown at the left pane.
3. Select either **operating system** or **software** that is required to be installed with the selected software at the **right pane**.
4. Click “Add” button to add the selected hotfix to the monitoring list.

Here are the steps to remove hotfix:

1. Click “Remove” button of the selected hotfix.
2. The monitoring list will be updated immediately.

Figure below shows a sample of this.

Patch Summary

Select HotFix/Patch: Criteria Filtered By: ☒ Operating System ☐ Software

HotFix Details:

HotFixID	Filtered Criteria	
KB2160329	Microsoft Windows XP Professional	<input type="button" value="remove"/>
KB973540_WM9	Windows Media Player 11	<input type="button" value="remove"/>

Click "Save" button to save your changes and exit the page.

Hardware changes

This content shows **the last 5 hardware changes** in your inventory.

Figure below shows a sample of this content.

Hardware Changes Options ▾

Last 5 Hardware Changes

<input type="checkbox"/>	Computer Name	Field Name	Previous Value	Current Value	Date Changed
<input type="checkbox"/>	ELECTRA	No. of Hard Disks	2	1	11/10/2010 6:30:58 PM
<input type="checkbox"/>	VOSTRO1088-ERIC	Total Memory Banks	0	2	11/10/2010 5:18:48 PM
<input type="checkbox"/>	ELECTRA	No. of Hard Disks	1	2	11/10/2010 4:25:11 PM
<input type="checkbox"/>	ELECTRA	IP Address		10.177.95.226	11/10/2010 4:25:10 PM
<input type="checkbox"/>	ELECTRA	No. of Hard Disks	2	1	11/10/2010 3:21:58 PM

[See all](#)

Machine warranty expiry

This content shows **the nearest 5 warranty expiring machine**. The content will show the number of days before the machine's warranty is expired. If a negative day is shown for a machine, that machine has already expired.

Figure below shows a sample of this content.

Machine Warranty Expiry			Options ▾
Warranty Expiry			
Computer Name	Expiry Date	Expiring In (days)	
CHRISTIANHAN-PC	30 Sep 2010	-13	
ELECTRA	22 Oct 2010	9	
WINXPPROVM	31 Oct 2010	18	
See all Settings			

Machine lease expiry

This content shows **the nearest 5 lease expiring machine**. The content will show the number of days before the machine's lease is expired. If a negative day is shown for a machine, that machine has already expired.

Figure below shows a sample of this content.

Machine Lease Expiry			Options ▾
Lease Expiry			
Computer Name	Expiry Date	Expiring In (days)	
CHRISTIANHAN-PC	30 Sep 2010	-13	
ELECTRA	22 Oct 2010	9	
WINXPPROVM	31 Oct 2010	18	
See all Settings			

Software expiry

This content shows **the nearest 5 lease expiring software**. The content will show the number of days before the software support date is expired. If a negative day is shown for the software, it has already expired.


Figure below shows a sample of this content.

Software Expiry Alert				Options ▾
Top 5 Software Expiry				
Display Name	Version	Expiry Date	Remaining days	
SAMLite 5.0	5.0	6/11/2010	24	
See all Settings				

License compliancy level


This content shows **Top 5 Software License Compliancy Level**. This content will show the percentage of compliancy for software that has authorization record in the system. For example, Microsoft Office Enterprise 2007 has being authorized to be installed on 100 machines. But in reality, **only 70 authorized machines out of 100 authorized machines have installed it**. Thus, only **70/100** or **70%** level of compliancy has been reached for Microsoft Office Enterprise 2007. The calculation for compliancy level only takes authorized machines into consideration.

Figure below shows a sample of this content.

License Compliancy Level			Options ▾
Top 5 Non-complianced Software License			
 Overall Compliancy: 36.67% (?)			
Display Name	Version	Compliancy Level (%)	
Microsoft Office Professional Plus 2010	14.0.4536.1000	50.00	
Microsoft Office Project Professional 2007	12.0.4518.1014	50.00	
SAMLite 5.0	5.0	50.00	
Microsoft Office Enterprise 2007	12.0.4518.1014	33.33	
Microsoft Visual Studio Team System 2008 Development Edition - ENU		0.00	
See all			

Machine Information

Machines Summary


To see the list of machines collected by JustSAMit, go to **Machine Summary** under Inventory Reports. The summary report contains the list of machines with general details like computer name, company, department, location, username and domain. You can also view other details in the summary report by clicking  “Select more columns” at the top of the report table. Other selectable details are as listed:

- First discovered date
- Full name
- IP address
- Last discovered date
- Model
- Operating systems
- Os patch
- Os version
- Scan method
- Serial number
- Status


The summary report shows the total number of machines being collected thus far at the top left of the table. The page is limited to 20 machines per view. To see the rest of the machines, click on the page number at the bottom of the report table. Each column/detail is sort-able by alphabetical order (A-Z) or (Z-A). You may click on the column header to sort that particular column.

Features in Machine Summary


See machine details

There are two ways you can see machine details. You may check on the checkbox of one or more machine records then click on  “See machine details”. Or you can directly click on the machine name which appears to be a hyperlink. Either way will bring you to see the selected machine details; with the latter will only limit you to see only one machine details.


See installed software

Select one or more machine records and then click on  “See software installed. On the result page, select a computer name on the left pane to see its installed software. Selecting multiple computer names will show you the list of common software being installed on those selected machines.


Filter machine by department

Click on  “Filter machine by department” to filter your viewing machine to only from those departments you want to see. You can select one or more departments. The department is grouped by company (shown in bold).


Filter machine by location

Click on  “Filter machine by location” to filter your viewing machine to only from those locations you want to see. You can select one or more locations.


Filter machine by status

Click on  “Filter machine by status” to filter your viewing machines to those from the selected status only. You can select one or more status from the status list.


Set machine status

Select one or machines and then click  “Set machine status” to tag them to one of the status (Active, Inactive and Expired).


Filter record by first discovered date

Click on  “Filter record by first discovered date” to filter your viewing to the date you specified based on the first discovered date.


Filter record by last discovered date

Click on  “Filter record by last discovered date” to filter your viewing to the date you specified based on the last discovered date.


Filter machine by warranty status

Click on  “Filter machine by warranty status” allow you to view your report based on machine warranty status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.


Filter machine by lease status


Click on  “Filter machine by lease status” allow you to view your report based on machine lease status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.

Delete machine

To delete machine(s), the user must have machine moderator rights. See assign user role for more details. Select one or more machines and then click  to delete. All installed software and hardware information about the selected machines will be deleted from the system. However, historical information of the machine will be retained for record purposes and can be manually deleted separately.

Search

You may search for computer name or other details by typing in the search criteria and clicking the search button . It will search by computer name by default. To search for machine details, type

in the search criteria and select “Search in all columns” checkbox from  “Search options”. When searching in all columns, the search will find in all selectable columns including the hidden columns besides the column you have chosen to display.


Select the “Invert Search” check box to invert the search. For example if you only want results that do NOT contain the word “Server”, select invert search and search for “Server”.

You can also search for machines that are within a “Search Radius” of a location by specifying a latitude and longitude in the search (e.g. 3.1467627 101.6159689). Use the Search Radius drop down to specify other values. Select Invert Search if you want to search for machines that are NOT within the selected Search Radius of the specified latitude and longitude.


Roaming Days

Specifying a Roaming Days value and clicking search will produce a report of machines that have left their assigned Location. Roaming Days = 0 means only the last known location will be considered and the location history will not be used. If Roaming Days is set to 30 and a machine has been detected to have left a location within 30 days but has returned it will show up in the report.

Export to excel

Click  at the top of the report table to export the entire machine summary report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Export to PDF

Click  to export the entire machine summary report to the same format as it is shown in the page. The exported file will be in .pdf format.


Machine Details

Machine details can be accessed from multiple places. For example, you can see a machine's details by clicking on machine name hyperlink from machine summary. Machine details report can accommodate more than one machine, while only one machine details is visible at a time. You will see the list of machines (for example, selected machines from machine summary) on the left pane. Clicking on a computer name will show you its details. These are the details under the report:


- General
- User defined fields
- Machine custom field
- Installed software
- Operating systems
- Processor
- Memory
- Storage
- Disk partitions
- Motherboard
- Network adapter
- BIOS
- Video controller
- Sound device
- Printer
- Installed hotfixes
- Hardware Changes
- Software Changes
- Geolocation History
- Associated Assets

Features in Machine Summary


Export current machine to Excel

You may export the details to excel for your own reporting needs by clicking on  "Export to excel". The resulted excel file will contain all information similar to what is shown at your machine details reporting page.


Export all selected machines to Excel

You may also export the details of all the selected machines shown on the left pane by clicking . The resulted excel file will contain all information of those machines listed on the left pane.



Export current machine to PDF

Besides saving your report in Excel format, you may prefer to see your reporting as it is shown on JustSAMit page; you may click on .

Export all selected machines to PDF

Click on  will allows you to export machines details into .pdf format for all the machines selected on the left pane in one report.

Hide/Show Details

Click on  will allow you to hide/shown all the machine details. When details are hidden, all you see are the headers of the panel. You may choose to show all details by clicking on  again or click on the header that you would like to see its details.

Software Information

Software summary

To see a list of software collected from all machines, go to **Software Summary** in Inventory Reports. You will see something similar to the following:

You are currently filtering by software license type Reset


109 records Group software by name Show software categories Exclude inventoried items Search

<input type="checkbox"/>	Name/Prefix	Count	Detected	Min Version	Max Version	Publisher	License Type
<input type="checkbox"/>	Adobe Photoshop CS6	1	1	13.0	13.0	Adobe Systems Incorporated	NonFree
<input type="checkbox"/>	Adobe Photoshop Lightroom 4.4 64-bit	1	1	4.4.1	4.4.1	Adobe	NonFree
<input type="checkbox"/>	Adobe Photoshop Lightroom 5 64-bit	1	1	5.0.1	5.0.1	Adobe	NonFree
<input type="checkbox"/>	Adobe Photoshop Lightroom 5.3 64-bit	1	1	5.3.1	5.3.1	Adobe Systems Incorporated	NonFree
<input type="checkbox"/>	Message Center Plus	2	3	3.1.0004.00	3.2.0003.00	Lenovo Group Limited	NonFree
<input type="checkbox"/>	Microsoft Exchange Server 2010	1	2	14.3.123.4	14.3.123.4	Microsoft Corporation	NonFree
<input type="checkbox"/>	Microsoft Exchange Server 2013 Service Pack 1	1	1	15.0.847.32	15.0.847.32	Microsoft Corporation	NonFree
<input type="checkbox"/>	Microsoft Expression SuperPreview 4 Trial	1	1	4.0.1241.0	4.0.1241.0	Microsoft Corporation	NonFree
<input type="checkbox"/>	Microsoft Message Analyzer	2	2	4.0.6396.0	4.0.7056.0	Microsoft Corporation	NonFree
<input type="checkbox"/>	Microsoft Office 365 ProPlus - en-us	1	3	15.0.4675.1003	15.0.4675.1003	Microsoft Corporation	NonFree


Item	Description
Name/Prefix	Software name or prefix (first word(s) of software name).
Count	Number of different versions with the name/prefix
Detected	Number of detected machines with the software with that name/prefix
Min Version	Minimum version for name/prefix
Max Version	Maximum version for name/prefix
Publisher	Publisher (blank if name/prefix covers software with different publishers)
License Type	License Type (blank if name/prefix covers software with different license types)
Categories	Software categories (blank if name/prefix covers software with different software categories)
Group software by name	Select to group software by name/words.
Show software categories	Select to show software categories
Exclude inventoried items	Select to exclude software that's already added to a software inventory group.
Search <input type="text"/>	Search by Name, Publisher and License Type.
	Show details of selected software
	Show machines with selected software
	Filter software by software license type
	Filter software by software category
	Filter software by department
	Filter software by location
	Filter software by machine status
	Filter software by first discovered date
	Delete selected software
	Export results to Excel readable format
	Export results to PDF

Features in Software Summary


See software details

You may check the checkbox of one or more records then click on  “Show details of selected software”. Doing this will bring you to see the selected software details. By selecting multiple software titles before seeing the details provide you a convenient way to browse through each software details of your interest without having you to go back to software summary too frequent to re-select them.


See installed machine

Select one or more software records and then click on  to “show machines with selected software”. On the result page, select a software title on the left Software pane to see a list of machines with that specific version of the software. Selecting multiple software titles lists only machines with all of the selected software.


Filter software by department

Click on  “Filter software by department” to filter your viewing software list to show only software that are from machines of the selected departments. You can select one or more departments. The department is grouped by company (shown in bold).


Filter software by location

Click on  “Filter software by location” to filter your viewing software list to show only software that are from machines of the selected locations. You can select one or more locations.


Filter software by machine status

Click on  “Filter software by machine status” to filter your viewing software list to show only software that are from machines of the selected status. You can select one or more status.


Filter record by first discovered date


Click on  “Filter record by first discovered date” to filter your viewing to the date you specified based on the first discovered date.

Delete software


To delete machine(s), the user must have software moderator rights. See assign user role for more details. Select one or more software and then click  to delete. Selected software will be deleted from the system. However, historical information of the software will be retained for record purposes and can be manually deleted separately.

Search


You may search for software by typing in text to search for and clicking the search button . By default the searched fields include Display Name, Publisher, License Type and First Discovered Date.

To change the search fields click on .

Export to excel

Click  at the top of the report table to export the software summary report to a format that can be opened by Microsoft excel. JustSAMit will export all records instead of only those records currently shown in the page.

Export to PDF

Click  to export the software summary report as a PDF file.

Machine Software Integrated Information

Machines and Software Summary

To see the list of machines and their installed software, go to **Machine and Software Summary** under Inventory Reports. If no software inventory has been created the Machine and Software Summary by default will show all machines and all the software in each machine.

If Software Inventory groups have been created, the report by default will show all machines and only the software in Software Inventory groups.

Computer Name	Manufacturer	Model	Enclosure Serial Number	Username	User Fullname	IP Address	Company	Department	Location	Operating System	Inventory Name	Software Name	Software Version	Software Publisher
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo Communications Utility	3.1.12.0	Lenovo
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo Fingerprint Manager	4.5.266.0	Synaptics
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo Peer Connect SDK	1.0.0.7	Lenovo
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo Power Management Driver	1.67.04.05	
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo QuickControl	2.20	Lenovo Group Limited
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo QuickDisplay	1.2.7.0	Lenovo Group Limited
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo Registration	1.0.3	Lenovo Inc.
DAVID	LENOVO	20C500A2ME	PF04C53X	ISAT\	david.wong	192.168.1.88	Default	Unassigned	Unassigned	Microsoft Windows 7 Professional		Lenovo SHAREit	2.0.4.0	Lenovo Group Limited


You can customize the summary report by clicking to select specified columns you wish to have for your report. Aggregate columns like Machine Count and Software Count can be added, so for example to generate a report that lists the number of machines for each software by Department you would remove all the columns and then add the following columns: Department, Software Name and Machine Count. For a similar report but with Software Inventory, you would use Inventory Name instead of Software Name.

Features in Machine and Software Summary


Filter by Software License Type

Click on “Filter software by license” to pick the license types (Add On, Free, NonFree and Unknown) for the software to be included in the report. By default all license types are selected. The “NonFree” license type is for software that normally requires payment and is the main item for licensing purposes. “Free” is for software that normally does not require payment. The “Add On” license type is for software that is not free but not the main software for licensing purposes. “Unknown” is for software which the license type is unknown to the system (the system uses rules to assign categories and license types to software).


Filter by Software Category

Click on  “Filter software by category” to pick the software categories of software to be included in the report. By default no categories are selected. Selecting multiple categories will restrict the report to software that belongs to all selected categories.


Filter by Software Inventory

Click on  “Filter by Software Inventory” you can see by default all inventories already been selected. You can deselect those by clicking on the check box to view only those machines with the inventory you interested in.


Filter by department

Click on  “Filter software by department” to filter your viewing software list to show only software that are from machines of the selected departments. You can select one or more departments. The department is grouped by company (shown in bold).


Filter by location

Click on  “Filter software by location” to filter your viewing software list to show only software that are from machines of the selected locations. You can select one or more locations.


Filter by machine status

Click on  “Filter software by machine status” to filter your viewing software list to show only software that are from machines of the selected status. You can select one or more status.


Filter record by first discovered date

Click on  “Filter record by first discovered date” to filter your viewing to the date you specified based on the first discovered date.

Export to excel

Click  at the top of the report table to export the entire machine software summary report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Export to PDF

Click  to export the entire machine software summary report to the same format as it is shown in the page. The exported file will be in .pdf format.

Generate a more Specified Report through Hardware Software Summary

Example 1: Create software inventory to generate more effective report.

If you do not create any software inventory before, Hardware Software Summary shows a whole list of machines with all software installed in it. From the figure below, you can see the number of records is very big and the panel for “Filter by Software Inventory” is blank.

The screenshot shows the SAMLite interface with the 'Machine and Software Summary' page. A sidebar on the left indicates '13681 records' and a 'Software Inventories' panel is empty. The main table lists software installed on various HP Compaq Elite 8300 All-in-One PCs.

Computer Name	System	Model	Location	Software Name	Software Version
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Adobe Flash Player 11 ActiveX	11.2.202.222
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Adobe Reader X (10.0.1)	10.0.1
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	ArcSoft Webcam Sharing Manager	2.0.0.38
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Bonjour	3.0.0.10
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Cisco EAP-FAST Module	2.2.14
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Cisco LEAP Module	1.0.19
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Cisco PEAP Module	1.1.6
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink Media Suite 10	10.0.1.2106
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink PhotoDirector 3	3.0.1.3418
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink Power2Go 8	8.0.2.2321
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink PowerDirector 10	10.0.2.2329
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink PowerDVD	10.0.7.4721
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	CyberLink YouCam	4.2.1.3801
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Device Access Manager for HP ProtectTools	7.1.1.0
PC-00d1bc97b4b7	Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Drive Encryption For HP ProtectTools	7.0.38.31665

List showing machines with all software installed in it.

** Please refer to License Management Documentation on how to create a software inventory.

The screenshot shows the SAMLite 'Software Inventory' page. It displays a table with 5 records of software installed on a system.

Display Name	Version	Publisher	Software
Microsoft Office 2010 (Edit)	14.0.4763.1000		1
Microsoft Office Professional Edition 2003 (Edit)	11.0.5614.0		1
Microsoft SQL Server 2000 (Edit)	8.00.194		3
Microsoft SQL Server 2005 (Edit)			1
Microsoft SQL Server 2008 R2 (Edit)			1

Software Inventory created under License Management.

Go back to Machine Software Summary page to find your report is currently filtered by the software inventory you have created.

Currently filtering by software inventory Reset

143 records

Computer Name	Operating System	Model	Location	Software Name	Software Version
PC-00f8f0f12962	rosoft Windows 7 Professional	HP Compaq Elite 8300 All-in-One PC	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-012d713fd2c	rosoft Windows XP Professional	HP Compaq 6000 Pro SFF PC	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-0367c2e6ad1	rosoft Windows XP Professional	HP Compaq dc5800 Small Form Factor	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-079835125cc	rosoft Windows XP Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-0a4bc265640	rosoft Windows XP Professional	HP Compaq dc7600 Small Form Factor	Unassigned	Microsoft Office Professional Edition 2003	11.0.5614.0
PC-0bde67070e9	rosoft Windows Vista Business	VGN-Z12GN_B	Unassigned	Microsoft Office Professional Edition 2003	11.0.5614.0
PC-0e75ecab01c	rosoft Windows 7 Professional	HP Compaq dc5700 Small Form Factor	Unassigned	Microsoft Office Professional Edition 2003	11.0.5614.0
PC-0fc610817702	rosoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-123498dcb22	rosoft Windows 7 Professional	HP Compaq 8100 Elite SFF PC	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-14c7819351e	rosoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office Professional Edition 2003	11.0.5614.0
PC-1560c30f0d73	rosoft Windows XP Professional	HP dx2710 MT(NA154PA)	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-1560c30f0d73	rosoft Windows XP Professional	HP dx2710 MT(NA154PA)	Unassigned	Microsoft SQL Server 2005	8.00.194
PC-172a01c6a3cc	rosoft Windows XP Professional	Dimension 3000	Unassigned	Microsoft SQL Server 2000	8.00.194
PC-179aad8ffafe	rosoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft SQL Server 2000	8.00.194

List of Machines filtered by software inventory.

Example 2: You can get a detailed report of how many machines installed with Microsoft Office 2010 which are from IT department.

Currently filtering by software inventory Reset

143 records

Computer Name	Operating System
PC-00f8f0f12962	rosoft Windows 7 Professional
PC-012d713fd2c	rosoft Windows XP Professional
PC-0367c2e6ad1	rosoft Windows XP Professional
PC-079835125cc	rosoft Windows XP Professional
PC-0a4bc265640	rosoft Windows XP Professional
PC-0bde67070e9	rosoft Windows Vista Business
PC-0e75ecab01c	rosoft Windows XP Professional
PC-0fc610817702	rosoft Windows 7 Professional
PC-123498dcb22	rosoft Windows 7 Professional
PC-14c7819351e	rosoft Windows 7 Professional
PC-1560c30f0d73	rosoft Windows XP Professional
PC-1560c30f0d73	rosoft Windows XP Professional
PC-172a01c6a3cc	rosoft Windows XP Professional
PC-179aad8ffafe	rosoft Windows 7 Professional
PC-1859a4e6048f	Microsoft Office Enterprise 2007

Select only the software inventory you wish to view

The screenshot shows the SAM Lite interface with the 'Machine and Software Summary' page. A dialog box titled 'Department' is open, allowing selection of a department to filter the inventory. The dialog lists 'Default', 'Dept 5396b5a3', 'Information Technology' (which is selected), and 'Unassigned'. The background table shows 32 records, all with 'Microsoft Windows 7 Professional' as the operating system.

Computer Name	Department	Operating System
PC-1d8dd730b64d	Information Technology	Microsoft Windows 7 Professional
PC-20067e4d3214	Information Technology	Microsoft Windows 7 Professional
PC-20a03e3dc715	Information Technology	Microsoft Windows 7 Professional
PC-27d8edfef535	Information Technology	Microsoft Windows 7 Professional
PC-2bad607b036b	Information Technology	Microsoft Windows 7 Professional
PC-382144a8c035	Information Technology	Microsoft Windows 7 Professional
PC-3b68306df245	Information Technology	Microsoft Windows 7 Professional
PC-471eaf715f83	Information Technology	Microsoft Windows 7 Professional
PC-473ec121ea8e	Information Technology	Microsoft Windows 7 Professional
PC-4851e276ddda	Information Technology	Microsoft Windows 7 Professional
PC-48ce8b1f8579	Information Technology	Microsoft Windows 7 Professional
PC-4c1030f19396	Information Technology	Microsoft Windows 7 Professional
PC-62aea78b6aaf	Information Technology	Microsoft Windows 7 Professional
PC-6e5f894b265e	Information Technology	Microsoft Windows 7 Professional
PC-85c675e699a5	Information Technology	Microsoft Windows 7 Professional

Further filter with machines from certain department.

The screenshot shows the SAM Lite interface with the 'Machine and Software Summary' page. The department filter is set to 'Information Technology', resulting in 6 records. The table displays details for each machine, including its name, inventory name, department, operating system, model, location, software name, and software version.

Computer Name	Inventory Name	Department	Operating System	Model	Location	Software Name	Software Version
PC-20067e4d3214	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office 2010	14.0.4763.1000
PC-27d8edfef535	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office 2010	14.0.4763.1000
PC-382144a8c035	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office 2010	14.0.4763.1000
PC-48ce8b1f8579	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	SLIC-BPC	Unassigned	Microsoft Office 2010	14.0.4763.1000
PC-d0f730fd2496	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office 2010	14.0.4763.1000
PC-ee675f8e06cb	Microsoft Office 2010	Information Technology	Microsoft Windows 7 Professional	HP Compaq 8200 Elite SFF PC	Unassigned	Microsoft Office 2010	14.0.4763.1000

Report of machines from IT department with Microsoft Office 2010 installed.

Patch information

Patch Summary


To see the master list of patches collected by JustSAMit, go to **Patch Summary** under Inventory Reports. The summary report contains the list of patches with general details like Hotfix ID, detected, required and outstanding. Column “Detected” shows the number of machines that have installed the patch. Column “Required” shows the number of machines that are required to install the patch, have already installed it. The required machines are determined and configured by you or any user from “Monitor software” section under your Overview page. Column “Outstanding” shows the number of pending machines that are required to install the patch.

The summary report shows the total number of machines being collected thus far at the top left of the table. The page is limited to 20 machines per view. To see the rest of the machines, click on the page number at the bottom of the report table. Each column/detail is sortable by alphabetical order (A-Z) or (Z-A). You may click on the column header to sort that particular column.

Patch Summary					
225 records		Show all			
<input type="checkbox"/>	Hotfix ID	Description	Detected	Required	Outstanding
<input type="checkbox"/>	KB2079403	Security Update for Windows XP (KB2079403)	1	0	0
<input type="checkbox"/>	KB2115168	Security Update for Windows XP (KB2115168)	1	0	0
<input type="checkbox"/>	KB2121546	Security Update for Windows XP (KB2121546)	1	0	0
<input type="checkbox"/>	KB2141007	Update for Windows XP (KB2141007)	1	0	0
<input type="checkbox"/>	KB2158563	Hotfix for Windows XP (KB2158563)	1	0	0
<input type="checkbox"/>	KB2160329	Security Update for Windows XP (KB2160329)	1	2	1
<input type="checkbox"/>	KB2183461-IE8	Security Update for Windows Internet Explorer 8 (KB2183461)	1	0	0
<input type="checkbox"/>	KB2229593	Security Update for Windows XP (KB2229593)	2	0	0
<input type="checkbox"/>	KB2251419	Security Update for Microsoft Office Word 2007 (KB2251419)	3	0	0
<input type="checkbox"/>	KB2259922	Security Update for Windows XP (KB2259922)	1	0	0
<input type="checkbox"/>	KB2277947	Security Update for 2007 Microsoft Office System (KB2277947)	2	0	0
<input type="checkbox"/>	KB2284654	Update for 2007 Microsoft Office System (KB2284654)	1	0	0
<input type="checkbox"/>	KB2286198	Security Update for Windows XP (KB2286198)	1	0	0
<input type="checkbox"/>	KB2288621	Security Update for 2007 Microsoft Office System (KB2288621)	2	0	0
<input type="checkbox"/>	KB2288953	Security Update for Microsoft Office Outlook 2007 (KB2288953)	2	0	0

Features in Patch Summary


See patch details

You may check on the checkbox of one or more software records then click on  “See patch details”. Doing this will bring you to see the selected patch details. By selecting multiple patches before seeing the details provide you a convenient way to browse through each patch details of your interest without having you to go back to patch summary too frequent to re-select them.


Filter by outstanding records

Select the option “show outstanding records only” from the drop down box to filter patches that are monitored by all users. See monitor software and patches for more details. The filtered list will be the patches that contains a non-zero value under “Required” or “Outstanding” columns.


Filter patch by department

Click on  “Filter patch by machine department” to filter your viewing patch list to show only patch that are from machines of the selected departments. You can select one or more departments. The department is grouped by company (shown in bold).


Filter patch by location

Click on  “Filter patch by machine location” to filter your viewing patch list to show only patch that are from machines of the selected locations. You can select one or more locations.


Search

You may search for patches by typing in the patch name into the search box and clicking the search button  . It will only search by patch name.


Export to excel

Click  at the top of the report table to export the entire patch summary report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Export to PDF

Click  to export the entire machine summary report to the same format as it is shown in the page. The exported file will be in .pdf format.

Select patch to monitor

To select the hotfix to be monitored, click  “Select patch to monitor”. It will lead you to a page that allows you to add hotfix into the monitoring list.

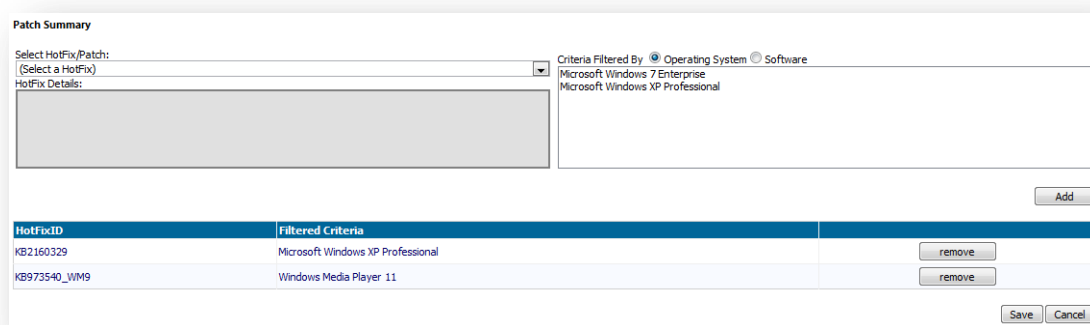
Here are the steps to add hotfix:

5. Select the hotfix name from the “Select a Hotfix” **drop down list**.
6. The selected hotfix will be shown at the left pane.
7. Select either **operating system** or **software** that is required to be installed with the selected software at the **right pane**.
8. Click “Add” button to add the selected hotfix to the monitoring list.


Here are the steps to remove hotfix:

3. Click “Remove” button of the selected hotfix.
4. The monitoring list will be updated immediately.

Figure below shows a sample of this.



Patch Summary

Select HotFix/Patch: 

HotFix Details:

Criteria Filtered By: ☒ Operating System ☐ Software

Microsoft Windows 7 Enterprise
Microsoft Windows XP Professional

HotFixID	Filtered Criteria	
KB2160329	Microsoft Windows XP Professional	<input type="button" value="remove"/>
KB973540_WM9	Windows Media Player 11	<input type="button" value="remove"/>

Click “Save” button to save your changes and exit the page.

Patch Details

Patch details can be accessed from multiple places. For example, you can see a patch's details by clicking on its name (hyperlink) from patch summary. The details report can accommodate more than one patch, while only show one patch details is visible at a time. You will see the list of patches (for example, selected patches from patch summary) on the left pane. Clicking on a patch name will show you its details in two sections- Detected installation and required machines.

Detected installation shows the list of machine that has installed the patch. Other details like patch description, machine IP address, and installed date are also shown in the report.

Required machines show the list of machine that you or other users have configured to monitor. You can configure patches that are required to be installed on any particular machine from "Monitor Software" of your Overview page. You may filter the records by outstanding machines (Show machine not installed only) and complied machines (Show machine installed only) from the given drop down box.

Hotfix ID

KB2079403

Detected Installation

1 records

<input type="checkbox"/>	Computer Name	User	Full Name	Description	IP Address	Operating System	OS Patch	Installed Date	Installed By
<input type="checkbox"/>	WINXPPOVM	WINXPPOVM\user1		Security Update for Windows XP (KB2079403)		Microsoft Windows XP Professional	Service Pack 3	9/9/2010	SYSTEM

Required Machines

0 records

Show All

No required machine for the selected patch.

General & Hardware History

Hardware history shows the historical general and hardware information changes that happen in your organization over time. The types of changes tracked by JustSAMit are as follow:

- Location and departments
- Operating system
- Physical disk
- Memory
- Processor
- User
- Network configuration
- Computer hostname
- Domain


The changes are tracked on each machine during machine inventory update. The changes of a machine are reported by comparing the differences of current hardware and general information from the current information saved in the system.

You can access hardware history from “General & Hardware History” from Inventory Report page. You may find records of changes that were detected by selecting a date or a range of dates from the search calendar. You may filter the records by selecting one of the change categories from the drop down box.


10 record	All Category							
<input type="checkbox"/>	Category Name	Field Name	Previous Value	Current Value	Computer Name	User	Full Name	Date Changed
<input type="checkbox"/>	Physical Disk	No. of Hard Disks	2	1	ELECTRA	ISAT\jeddyan		11/10/2010 6:30:58 PM
<input type="checkbox"/>	Memory	Total Memory Banks	0	2	VOSTRO1088-ERIC	ISAT\jericyp		11/10/2010 5:18:48 PM
<input type="checkbox"/>	Physical Disk	No. of Hard Disks	1	2	ELECTRA	ISAT\jeddyan		11/10/2010 4:25:11 PM
<input type="checkbox"/>	Network Configuration	IP Address		10.177.95.226	ELECTRA	ISAT\jeddyan		11/10/2010 4:25:10 PM
<input type="checkbox"/>	Physical Disk	No. of Hard Disks	2	1	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:58 PM
<input type="checkbox"/>	Physical Disk	No. of Partition	4	3	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:58 PM
<input type="checkbox"/>	Physical Disk	No. of Hard Disks	1	2	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:55 PM
<input type="checkbox"/>	Physical Disk	No. of Partition	3	4	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:55 PM
<input type="checkbox"/>	Physical Disk	No. of Partition	4	3	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:20 PM
<input type="checkbox"/>	Physical Disk	No. of Hard Disks	2	1	ELECTRA	ISAT\jeddyan		11/10/2010 3:21:20 PM

Features in Hardware History


Filter machine by department

Click on  “Filter machine by department” to filter your viewing history list to show only history record that are from machines of the selected departments. You can select one or more departments. The department is grouped by company (shown in bold).


Filter machine by location

Click on  “Filter machine by location” to filter your viewing history list to show only history record that are from machines of the selected locations. You can select one or more locations.

Search

You may search for any information by typing in the search criteria into the search box and clicking the search button .

Export to excel











Click  at the top of the report table to export the entire hardware history report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Delete historical record

Select one or more historical record and click  “Delete selected record” (beside export to excel icon) to delete them.

GeoLocation History

GeoLocation History

5 records      23/08/2016     Accuracy: -- Select -- Minimum change: 0.25 km Search radius: 1 km Invert search: ☐ potato 

ID	Scan Time	Computer Name	Source	Accuracy (m)	Change (km)	GeoLocation	Assigned Location	Address	Postcode	State	Country
<input type="checkbox"/> 9784	19/09/2016 4:13:16 PM +08:00	POTATO	client	49	11.33	3.1466686 101.6155561	ISA 1 First Avenue	Dataran Bandar Utama, Bandar Utama, 47800 Petaling Jaya, Selangor, Malaysia	47800	Selangor	Malaysia
<input type="checkbox"/> 9756	19/09/2016 10:48:44 AM +08:00	POTATO	server	35	12.07	3.1615855 101.7164272	ISA 1 First Avenue	9, Persiaran Hampshire, Hampshire Park, 50450 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia	50450	Wilayah Persekutuan Kuala Lumpur	Malaysia

In this page you can generate GeoLocation history reports.

The search field supports query for “latitude longitude” (select the appropriate radius with the Search radius drop-down). Select “Invert search” to look for records that do not match the search.

The default date range is one month.

The Source column indicates whether the GeoLocation query was done at the client or at the JustSAMit server.

The Accuracy column is an estimate on how accurate the GeoLocation guess is. The Change is the distance in km from the previous position. GeoLocation are the latitude and longitude of the guessed location.

The Assigned Location is the Location that the machine has been assigned to (e.g. Administration, Location, Assign machine to location).

The Address, Postcode, State and Country columns are guessed address information.

Software History

Software history shows the historical software information changes that happen in your organization over time. The types of changes tracked by JustSAMit are as follow:

- Newly installed software
- Uninstalled software

The changes are tracked on each machine during machine inventory update. The changes of a machine are reported by comparing the differences of latest software installed collected by JustSAMit with the current list of installed software saved in the system.

You can access software history from “Software History” from Inventory Report page. You may find records of changes that were detected by selecting a date or a range of dates from the search calendar. You may filter the records by selecting one of the change categories from the drop down box.


Software Changes History
This page displays software changes for the past 15 days. You may use the date filter to specify a range of date.

9 records


Category	Software Name	Version	Publisher	Computer Name	User	Full Name	Date Changed
Newly Installed	Microsoft Security Essentials	1.0.2498.0	Microsoft Corporation	CHRISTIANHAN-PC	ISAT\christianhan		13/10/2010 6:17:12 PM
Uninstalled	Microsoft Security Essentials	1.0.1963.0	Microsoft Corporation	CHRISTIANHAN-PC	ISAT\christianhan		13/10/2010 6:17:12 PM
Newly Installed	Visual CertExam Suite 1.9	1.9.815		VOSTRO1088-ERIC	ISAT\ericyap		13/10/2010 3:41:05 PM
Uninstalled	Microsoft Security Essentials	1.0.1963.0	Microsoft Corporation	ELECTRA	ISAT\eddytan		13/10/2010 10:21:03 AM
Newly Installed	Microsoft Security Essentials	1.0.2498.0	Microsoft Corporation	ELECTRA	ISAT\eddytan		13/10/2010 10:21:03 AM
Newly Installed	Mozilla Firefox (3.6.10)	3.6.10 (en-US)	Mozilla	VOSTRO1088-ERIC	ISAT\ericyap		13/10/2010 10:16:08 AM
Uninstalled	Mozilla Firefox (3.6.8)	3.6.8 (en-US)	Mozilla	VOSTRO1088-ERIC	ISAT\ericyap		13/10/2010 10:16:08 AM
Newly Installed	MobileMe Control Panel	3.1.3.0	Apple Inc.	ELECTRA	ISAT\eddytan		11/10/2010 3:23:04 PM
Uninstalled	MobileMe Control Panel	3.1.2.0	Apple Inc.	ELECTRA	ISAT\eddytan		11/10/2010 3:23:04 PM

Features in Software History


Filter machine by department

Click on  “Filter machine by department” to filter your viewing history list to show only history record that are from machines of the selected departments. You can select one or more departments. The department is grouped by company (shown in bold).


Filter machine by location

Click on  “Filter machine by location” to filter your viewing history list to show only history record that are from machines of the selected locations. You can select one or more locations.


Filter software by view

Click on  “Filter software by view” to filter your viewing history list to show only history record that are from software of the selected views. You can select one or more views.

Search

You may search for any information by typing in the search criteria into the search box and clicking the search button  .

Export to excel

Click  at the top of the report table to export the entire software history report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Delete historical record

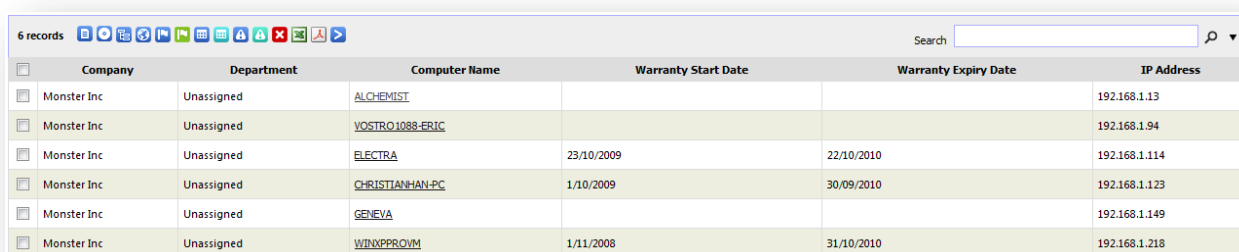
Select one or more historical record and click  “Delete selected record” (beside export to excel icon) to delete them.

Machine Expiry

Warranty Expiry

JustSAMit helps you to manage the lifecycle of your organization's machine/workstations by keeping track of their **warranty expiry** date. Keeping track these date enable the administrator to be aware of when her machines are due for warranty expiry. JustSAMit will also alert the administrator at the Overview page when the expiry date is near. You can configure how many days before the expiry date you want JustSAMit to raise the alert.


To view machine warranty expiry summary report, go to **Machine Expiry Summary** from Inventory Report page then click on **Warranty Expiry** link. From the page, you can see list of machine with its warranty start date, expiry date and the remaining days before the warranty is expired.




Company	Department	Computer Name	Warranty Start Date	Warranty Expiry Date	IP Address
Monster Inc	Unassigned	ALCHEMIST			192.168.1.13
Monster Inc	Unassigned	VOSTRO1088-ERIC			192.168.1.94
Monster Inc	Unassigned	ELECTRA	23/10/2009	22/10/2010	192.168.1.114
Monster Inc	Unassigned	CHRISTIANHAN-PC	1/10/2009	30/09/2010	192.168.1.123
Monster Inc	Unassigned	GENEVA			192.168.1.149
Monster Inc	Unassigned	WINXPPOVM	1/11/2008	31/10/2010	192.168.1.218

Features in Machine Summary


See machine details

There are two ways you can see machine details. You may check on the checkbox of one or more machine records then click on  "See machine details". Or you can directly click on the machine name which appears to be a hyperlink. Either way will bring you to see the selected machine details; with the latter will only limit you to see only one machine details.


See installed software

Select one or more machine records and then click on  "See software installed. On the result page, select a computer name on the left pane to see its installed software. Selecting multiple computer names will show you the list of common software being installed on those selected machines.


Filter machine by department

Click on  "Filter machine by department" to filter your viewing machine to only from those departments you want to see. You can select one or more departments. The department is grouped by company (shown in bold).


Filter machine by location

Click on  "Filter machine by location" to filter your viewing machine to only from those locations you want to see. You can select one or more locations.


Filter machine by status

Click on  “Filter machine by status” to filter your viewing machines to those from the selected status only. You can select one or more status from the status list.


Set machine status

Select one or machines and then click  “Set machine status” to tag them to one of the status (Active, Inactive and Expired).


Filter record by first discovered date

Click on  “Filter record by first discovered date” to filter your viewing to the date you specified based on the first discovered date.


Filter record by last discovered date

Click on  “Filter record by last discovered date” to filter your viewing to the date you specified based on the last discovered date.


Filter machine by warranty status

Click on  “Filter machine by warranty status” allow you to view your report based on machine warranty status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.


Filter machine by lease status


Click on  “Filter machine by lease status” allow you to view your report based on machine lease status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.

Delete machine


To delete machine(s), the user must have machine moderator rights. See assign user role for more details. Select one or more machines and then click  to delete. All installed software and hardware information about the selected machines will be deleted from the system. However, historical information of the machine will be retained for record purposes and can be manually deleted separately.

Search


You may search for computer name or other details by typing in the search criteria and clicking the search button  . It will search by computer name by default. To search for machine details, type

in the search criteria and select “Search in all columns” checkbox from  “Search options”. When searching in all columns, the search will find in all selectable columns including the hidden columns besides the column you have chosen to display.

Export to excel

Click  at the top of the report table to export the entire machine summary report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

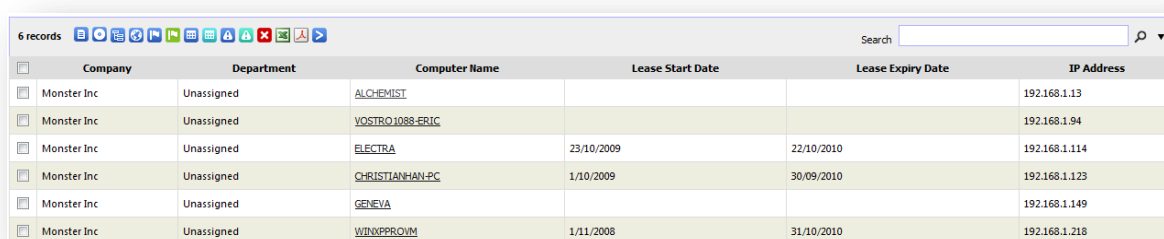
Export to PDF

Click  to export the entire machine summary report to the same format as it is shown in the page. The exported file will be in .pdf format.

Lease Expiry

JustSAMit helps you to manage the lifecycle of your organization's machine/workstations by keeping track of their **lease expiry** date. Keeping track these date enable the administrator to be aware of when to renew her machines or to decommission them. JustSAMit will also alert the administrator at the Overview page when the expiry date is near. You can configure how many days before the expiry date you want JustSAMit to raise the alert.


To view machine lease expiry summary report, go to **Machine Expiry** from Inventory Report page and then click on **Lease Expiry** link. From the page, you can see list of machine with its lease start date, expiry date and the remaining days before the machine leasing is expired.




Company	Department	Computer Name	Lease Start Date	Lease Expiry Date	IP Address
Monster Inc	Unassigned	ALCHEMIST			192.168.1.13
Monster Inc	Unassigned	VOSTRO1088-ERIC			192.168.1.94
Monster Inc	Unassigned	ELECTRA	29/10/2009	22/10/2010	192.168.1.114
Monster Inc	Unassigned	CHRISTIANHAN-PC	1/10/2009	30/09/2010	192.168.1.123
Monster Inc	Unassigned	GENEVA			192.168.1.149
Monster Inc	Unassigned	WINXPPOVM	1/11/2008	31/10/2010	192.168.1.218

Features in Machine Summary


See machine details

There are two ways you can see machine details. You may check on the checkbox of one or more machine records then click on  "See machine details". Or you can directly click on the machine name which appears to be a hyperlink. Either way will bring you to see the selected machine details; with the latter will only limit you to see only one machine details.


See installed software

Select one or more machine records and then click on  "See software installed. On the result page, select a computer name on the left pane to see its installed software. Selecting multiple computer names will show you the list of common software being installed on those selected machines.


Filter machine by department

Click on  "Filter machine by department" to filter your viewing machine to only from those departments you want to see. You can select one or more departments. The department is grouped by company (shown in bold).


Filter machine by location

Click on  "Filter machine by location" to filter your viewing machine to only from those locations you want to see. You can select one or more locations.


Filter machine by status

Click on  “Filter machine by status” to filter your viewing machines to those from the selected status only. You can select one or more status from the status list.


Set machine status

Select one or machines and then click  “Set machine status” to tag them to one of the status (Active, Inactive and Expired).


Filter record by first discovered date

Click on  “Filter record by first discovered date” to filter your viewing to the date you specified based on the first discovered date.


Filter record by last discovered date

Click on  “Filter record by last discovered date” to filter your viewing to the date you specified based on the last discovered date.


Filter machine by warranty status

Click on  “Filter machine by warranty status” allow you to view your report based on machine warranty status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.


Filter machine by lease status


Click on  “Filter machine by lease status” allow you to view your report based on machine lease status. Status available for selection is **Expired** and **Not Expired**. You can select one or more status.

Delete machine


To delete machine(s), the user must have machine moderator rights. See assign user role for more details. Select one or more machines and then click  to delete. All installed software and hardware information about the selected machines will be deleted from the system. However, historical information of the machine will be retained for record purposes and can be manually deleted separately.

Search


You may search for computer name or other details by typing in the search criteria and clicking the search button  . It will search by computer name by default. To search for machine details, type

in the search criteria and select “Search in all columns” checkbox from  “Search options”. When searching in all columns, the search will find in all selectable columns including the hidden columns besides the column you have chosen to display.

Export to excel

Click  at the top of the report table to export the entire machine summary report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

Export to PDF

Click  to export the entire machine summary report to the same format as it is shown in the page. The exported file will be in .pdf format.

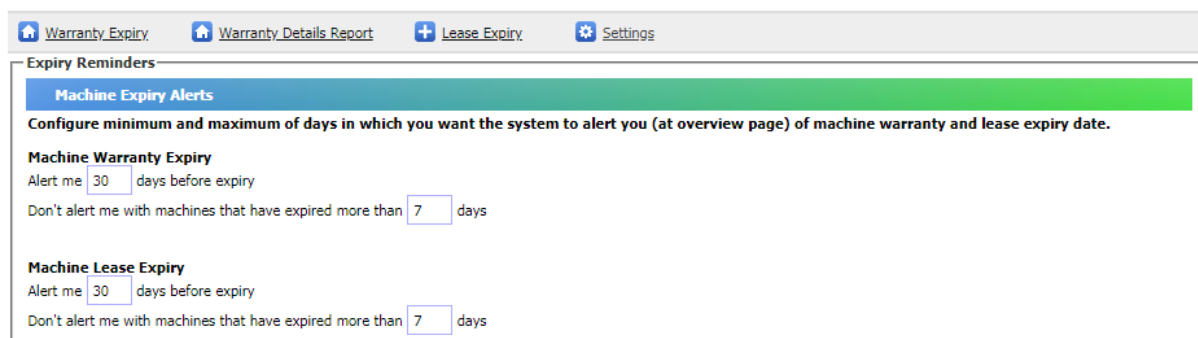
Alert Settings

You can configure the report to alert you with **machines** that are expiring soon. You can tell JustSAMit to show you machines with warranty and lease expiry date that are close to the number of days you specified. To see these alerts at Overview page, you must add **Machine Warranty Expiry** and **Machine Lease Expiry** to your personalized overview page.

To configure your alert settings, go to Settings link from Machine Expiry page. There are two sections to configure. One is to configure days for **machine warranty** expiry, and another one is to configure days for **machine lease** expiry. Type in the number of days for each sections and then save your settings.

You may also configure to stop alerting machines that have expired. For example, you can configure JustSAMit to stop alerting you with machines that have expired more than 10 days.

By default, JustSAMit will alert you 30 days before expiry, and stop alert for machines expired more than 7 days. See figure below for a sample setting.



Warranty Expiry Warranty Details Report Lease Expiry Settings

Expiry Reminders

Machine Expiry Alerts

Configure minimum and maximum of days in which you want the system to alert you (at overview page) of machine warranty and lease expiry date.

Machine Warranty Expiry

Alert me days before expiry

Don't alert me with machines that have expired more than days

Machine Lease Expiry

Alert me days before expiry

Don't alert me with machines that have expired more than days

Email Alert Settings

In the next section you can configure email alerts to notify you of machine warranty or lease expiry.

Email Alerts

Enable email notifications of lease expiry alerts: ☐

Enable email notifications of warranty expiry alerts: ☒

Report machines expiring in the next: days.

Report machines that have expired in the last: days.

Sender Email Address:

Recipient Email Address:

Notification Send Time: :

Send schedule: ☐ Daily ☒ On:

Day(s) of month: (1,15 = 1st and 15th of month. Must be blank to enable Day of Week scheduling)

Day of Week:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

xth Day of Week of the month: (If Tuesday, 1st and 3rd selected = first and third Tuesdays of the month)

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Months:

☒ January ☐ February ☐ March

☒ April ☐ May ☐ June

☒ July ☐ August ☐ September

☒ October ☐ November ☐ December

Note: For email alerts to work you MUST configure suitable SMTP Server settings in *Administration, Configure email notification, Configure SMTP Server, SMTP Server Address*.

> [Administration](#) > [Configure Email Notification](#)

Enable Notification and Content

Enable Notification ☐ Yes ☒ No

Select content to notify

<input checked="" type="checkbox"/> Software Installed	<input checked="" type="checkbox"/> Total Hdd Storage Size
<input checked="" type="checkbox"/> Software Uninstalled	<input checked="" type="checkbox"/> Total No. of HDD
<input checked="" type="checkbox"/> Processor Speed	<input checked="" type="checkbox"/> Total No. of HDD Partitions
<input checked="" type="checkbox"/> Computer Hostname	<input checked="" type="checkbox"/> Total Memory Slots
<input checked="" type="checkbox"/> Domain	<input checked="" type="checkbox"/> Total Memory Size
<input checked="" type="checkbox"/> Logged In Username	<input checked="" type="checkbox"/> Location and Department
<input checked="" type="checkbox"/> Operating System	<input checked="" type="checkbox"/> Network Configuration

Configure SMTP Server

SMTP Server Address:

Port:

Enable SSL: ☐

Credentials to SMTP Server

[Edit Credentials](#)

Username:

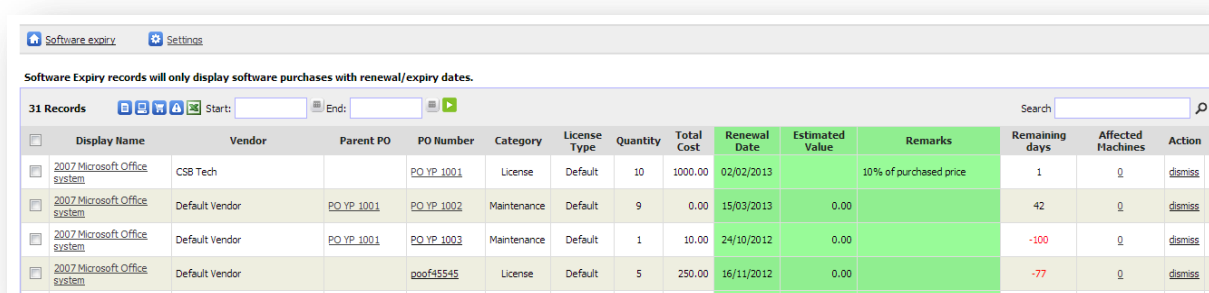
Password:

[Save Credentials](#)

Software Expiry

JustSAMit helps you to manage the lifecycle of your organization's software by keeping track of their **expiry** date. Keeping track these date enable the administrator to be aware of when her software are due for expiry. JustSAMit will also alert the administrator at the Overview page when the expiry date is near. You can configure how many days before the expiry date you want JustSAMit to raise the alert.

To view software expiry summary report, go to **Software Expiry Summary** from Inventory Report page. From the page, you can see list of software with its expiry date, the remaining days before they are expire, which PO they are tied to, the renewal details and number of machine(s) will be affected.




Software Expiry records will only display software purchases with renewal/expiry dates.

31 Records Start: End: Search


<input type="checkbox"/>	Display Name	Vendor	Parent PO	PO Number	Category	License Type	Quantity	Total Cost	Renewal Date	Estimated Value	Remarks	Remaining days	Affected Machines	Action
<input type="checkbox"/>	2007 Microsoft Office system	CSB Tech		PO YP 1001	License	Default	10	1000.00	02/02/2013		10% of purchased price	1	0	dismiss
<input type="checkbox"/>	2007 Microsoft Office system	Default Vendor	PO YP 1001	PO YP 1002	Maintenance	Default	9	0.00	15/03/2013	0.00		42	0	dismiss
<input type="checkbox"/>	2007 Microsoft Office system	Default Vendor	PO YP 1001	PO YP 1003	Maintenance	Default	1	10.00	24/10/2012	0.00		-100	0	dismiss
<input type="checkbox"/>	2007 Microsoft Office system	Default Vendor		poof45545	License	Default	5	250.00	16/11/2012	0.00		-77	0	dismiss

Features in Software Expiry


See software details

There are two ways you can see software details. You may check on the checkbox of one or more software records then click on  "See software details". Or you can directly click on the software name which appears to be a hyperlink. Either way will bring you to see the selected software details; with the latter will only limit you to see only one software details.

See installed machine

Select one or more software records and then click on  "See machine detected installed with this software". On the result page, select a software title on the left pane to see its installed machine. Selecting multiple software titles will show you the list of machines being installing all selected software.


Filter software by expiry mode

Click on  "Filter software by expiry mode" to filter your viewing software to those from the selected modes only. Available expiry modes are expired and non-expired mode. You can select one or more modes from the status list.

Search

You may search for records by typing in the search criteria and clicking the search button .

Export to excel

Click  at the top of the report table to export the entire software expiry report to a format that can be opened by Microsoft excel. The exported file will be in .xls format. JustSAMit will export all records instead of only those records currently shown in the page.

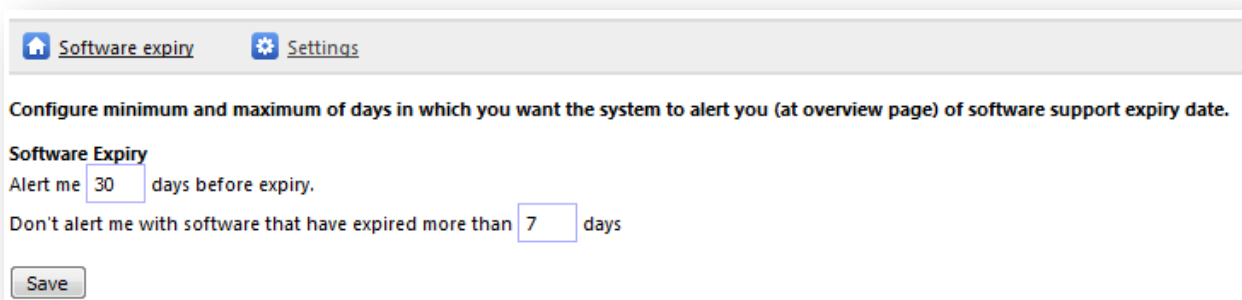
Alert Settings

You can configure the report to alert you with **software** that is expiring soon. You can tell JustSAMit to show you software with support date that is close to the number of days you specified. To see these alerts at Overview page, you must add **Software Expiry** to your personalized overview page.

To configure your alert settings, go to Settings link from Software Expiry page. You can type in the number of days you wish to be alerted before the expiry.

You may also configure to stop alerting software that has expired. For example, you can configure JustSAMit to stop alerting you with software that has expired more than 10 days.

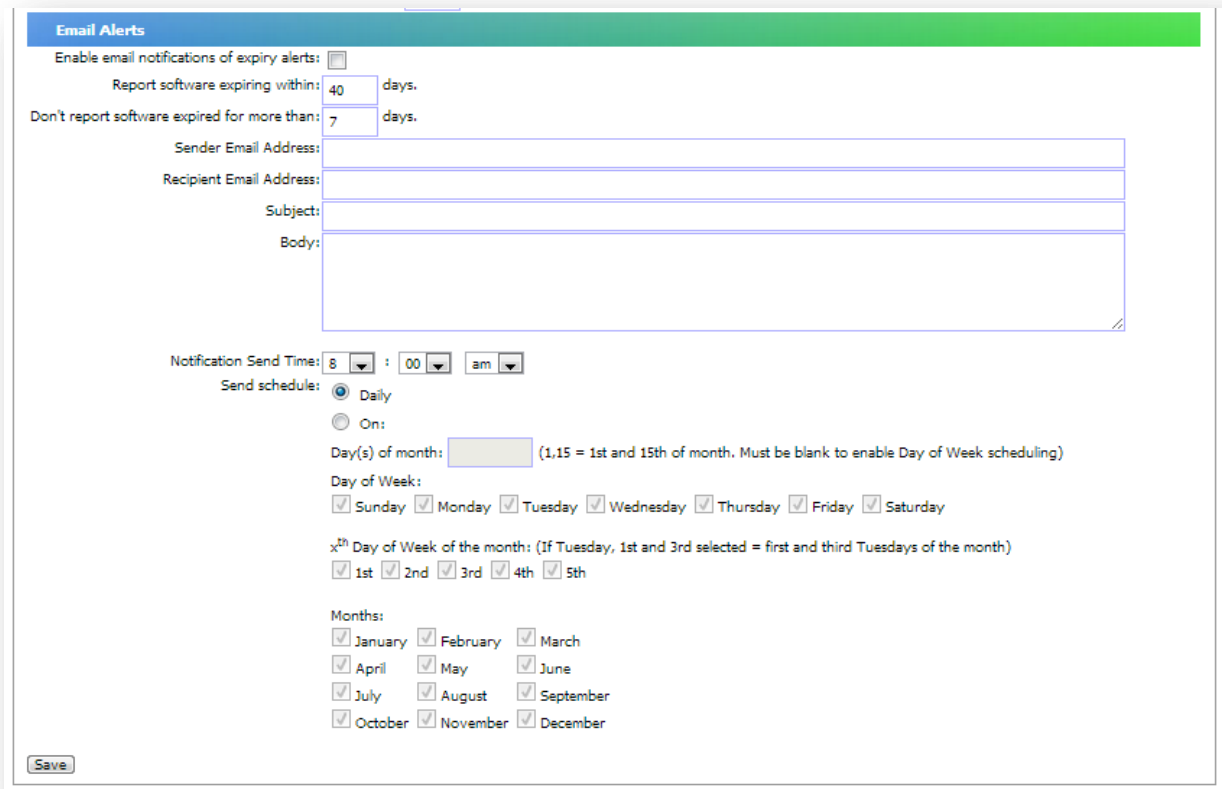
By default, JustSAMit will alert you 30 days before expiry, and stop alert for software expired more than 7 days. See figure below for a sample setting.



The screenshot shows a web interface with two tabs: 'Software expiry' (active) and 'Settings'. Below the tabs is a heading: 'Configure minimum and maximum of days in which you want the system to alert you (at overview page) of software support expiry date.' Under this heading is the section 'Software Expiry'. It contains two input fields: 'Alert me 30 days before expiry.' and 'Don't alert me with software that have expired more than 7 days'. A 'Save' button is located at the bottom left of the form.

You may also get alerted via email by checking the checkbox “Enable email notifications of expiry alerts”. You also need to ensure the SMTP Server setting in “System Settings, Configure Email Notification” is set correctly.

As shown below, you can choose to have an email notification daily or you can schedule a date to receive the email as you wish to. By default, the email will report the software expiring within 40 days and stop reporting those have expired more than 7 days.



Statistics

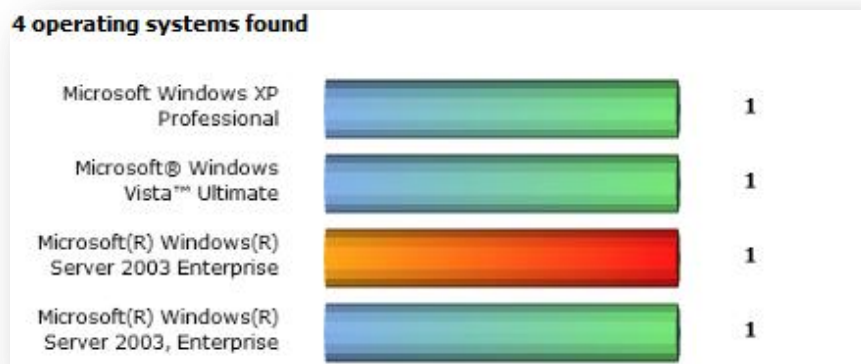
Statistics pages give you a top-level view of your hardware and general information on specific area of your inventory. You can see the list of statistic provided by JustSAMit under “Statistics” from the Inventory Report page. The provided statistic areas are as follow:

- Operating system and patch
- Location
- Computer model
- Hard disk storage
- System manufacturer
- Domain

Operating System and Patch

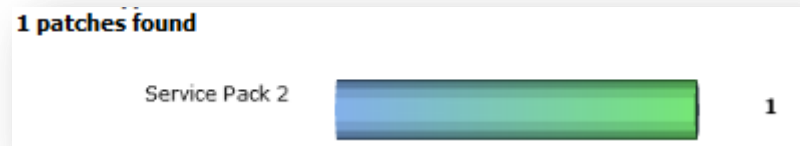
This statistic gives you an overall view of the types of operating systems found in your inventory. It gives you a graph view of each operating system and the number of machines being detected having that operating system. You can access this statistic page by following “Operating System” icon from Statistics Menu.

Below is a sample graph of operating system. On the left of the graph is the name of the operating system while the figure on the right shows number of machines being detected installed with that operating system.



You may click on any bar on the graph to see the list of machines having that operating system. Bar in orange-red indicate the currently selected operating system.

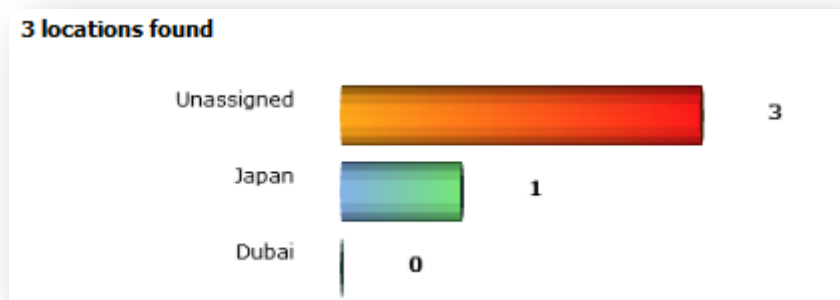
On the right of the graph, shows the patch version found in your inventory. Figure below shows a sample of operating system patch for Microsoft Windows Server 2003 Enterprise. You may click on the patch bar to see list of machines of **Microsoft Windows Server 2003 Enterprise** with **service pack 2**.



Location

This statistic gives you an overall view of all the locations being added into the system. It gives you a graph view of each location and the number of machines being assigned to the location. You can access this statistic page by following “Location” icon from Statistics Menu.

Below is a sample graph of location. On the left of the graph is the name of the location while the figure on the right shows number of machines being assigned to it.

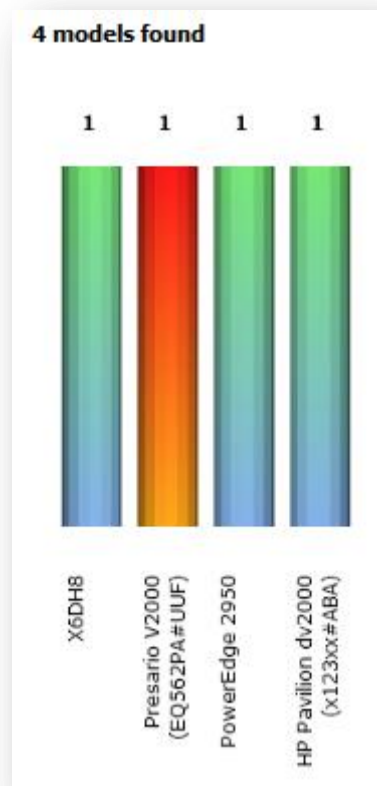


You may click on any bar on the graph to see the list of machines under that location. Bar in orange-red indicate the currently selected location.

Computer Model

This statistic gives you an overall view of the every computer model being detected by JustSAMit. It gives you a graph view of each model and the number of machines of that model. You can access this statistic page by following “Model” icon from Statistics Menu.

Below is a sample graph of model. The graph will be laid out vertically on your screen. On the left of the graph is the name of the model while the figure on the right shows number of machines of that model.



You may click on any bar on the graph to see the list of machines of the model. Bar in orange-red indicates the currently selected model.

Hard Disk Storage

This statistic gives you an overall view of the range of hard disk (HDD) storage sizes being detected on all machines in the system. It gives you a graph view of each HDD and the number of machines having hard disk of such size.

The size is a combination size of all hard disk found in every machine. If a machine has two 100GB of hard disks, the total storage size will be 200GB. Removable drive and network drives will also be calculated as well.

You can access this statistic page by following “Hard Disk Storage” icon from Statistics Menu. Below is a sample graph of HDD storage. On the left of the graph is the fixed range of the HDD storage size while the figure on the right shows number of machines with total hard disk storage size of that size.

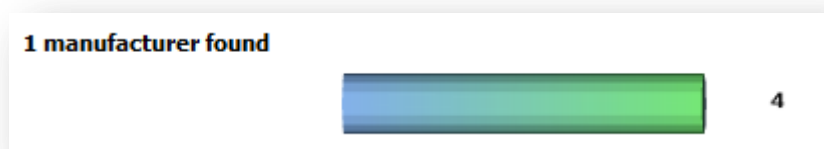


You may click on any bar on the graph to see the list of machine. Bar in orange-red indicates the currently selected range.

System manufacturer

This statistic gives you an overall view of the every system manufacturer being detected by JustSAMit. It gives you a graph view of each manufacturer and the number of machines of that manufacturer. You can access this statistic page by following “Manufacturer” icon from Statistics Menu.

Below is a sample graph of manufacturer. On the left of the graph is the name of the manufacturer while the figure on the right shows number of machines of that manufacturer.

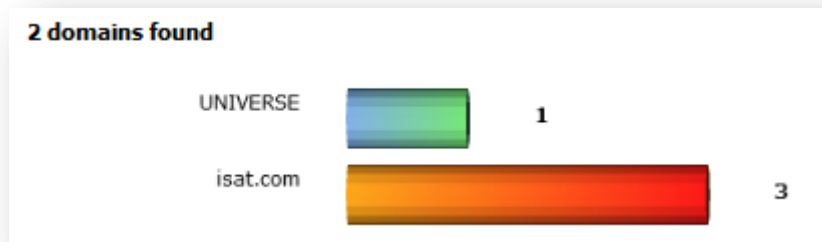


You may click on any bar on the graph to see the list of machines of the manufacturer. Bar in orange-red indicate the currently selected manufacturer.

Domain

This statistic gives you an overall view of the every domain being detected by JustSAMit. It gives you a graph view of each domain and the number of machines under that domain. You can access this statistic page by following “Domain” icon from Statistics Menu.

Below is a sample graph of domain. On the left of the graph is the name of the domain while the figure on the right shows number of machines under that domain.



You may click on any bar on the graph to see the list of machines of the domain. Bar in orange-red indicates the currently selected domain.

Query Wizards

This section contains miscellaneous query wizards.

Upgrade advisor

You can use this wizard to find specific hardware information prior to perform system upgrade. This wizard allows you to find machines that matches hard disk and memory size specified by you so that you can evaluate whether a machine is suitable to be upgraded. For example, to find out machines with Microsoft XP that is capable to be upgraded to Windows Vista, the machine must have at least 10GB of hard disk space and 1GB of RAM. Using this wizard, the system can easily list down the machines that are eligible for this upgrade project based on the current hardware information in your inventory.

Go to upgrade advisor from “Upgrade Advisor” from Query Wizard menu in Inventory Reports page.

Start new query

To start a new query, follow the steps below:

1. Type in the minimum RAM size and minimum free hard disk size at its respective entry box.
2. Select operating system of the machine you want to upgrade. Select all operating system if you want to include all.
3. This is an optional step: Select the pre-requisite software that must be installed. JustSAMit will look for machines that currently have the selected software.
4. This is an optional step: Select the location of the machines.

After specifying all these search criteria, click on “Search” button.

The search result page will show you simple statistics of number of machines matched the search criteria. Statistics shows:

- Number of machines matches **all the search requirements**
- Number of machines that fails the search

Click on the figure (hyperlink) will show you the list of machines for each statistics.

Open and save query

You can save your search criteria for re-use especially when your inventory is updated with more new machines and updated software records. Each login user will maintain its own saved query for own usage only. Therefore, when you login to the system, you will only see the queries that you have saved previously, and not from other users.

To save your query, you have to key in your pre-requisites and search criteria at the upgrade wizard page then click “Save” or “Save As” button. You will then be prompted to save the query with a name of your choice.

To load the saved query, go to Query wizard menu (Inventory > Query Wizards). Select any one query from “Saved Upgrade Advisor”. You can then run the query or edit the pre-requisites and search criteria before searching.

To delete your query, click “Manage this list” from the “Saved Upgrade Advisor” section. Click **X** to delete the query. You may also hide any saved query by clicking ☐ of the selected query. The query will not be shown at your list. This can be useful if you only want to see only most frequently used query and hide the rest. To unhide, click on ☒ of the selected query. Click the “Back” button to go back to your query wizard menu.

Find single software installation copy

This wizard helps you to find machines that have installed **only one instance** of the type of software that has a similar name. This is especially useful when you want to standardize your machines to have the same set of software in your organization.

For example, every machine in your organization should have BOTH Microsoft Office 2007 Enterprise AND Adobe Acrobat 6.0 installed. This is one of your standard operating environment (SOE) requirements to standardize each desktop to have same amount of software and the required version. You can use this wizard to find which machine that only has either Office 2007 or Acrobat 6.0 but not both of them. Below shows more usage example of the wizard:

- All desktops/laptops should have
 - **Microsoft Office 2007 Enterprise and Acrobat.com**
- All desktops/laptops from Sales department should have
 - **Microsoft Project, Word, Excel, PowerPoint, OneNote and Acrobat Reader 5.0**

Go to “Find single software installation copy” under “Upgrade Advisor” from Query Wizard menu in Inventory Reports page.

Start new query

To start a new query, type in a software name or a part of the software name into “Find keywords” text box. For example, considering we are taking from the example of an organization wanted to find machine that doesn’t have BOTH Microsoft Office 2007 Enterprise and Adobe Acrobat 6.0, you type in “Office 2007 Enterprise, Acrobat” into the search box. The wizard will filter your software list to only contain software title that matches these two names.

Optionally, you can key in the keyword you want to exclude in the search to narrow down the software list. For example, you want to find all software that has the name “Acrobat”, but you surely do not want “**Acrobatic Games**” to appear in the list. So, you can filter out other name by typing “Games” under Exclude keywords text box. Click “Find Now” button to begin the search.

From the returned software list, select Microsoft Office 2007 Enterprise and Acrobat.com. Then click “Find Machines” button to search for machines. The wizard will list out machines that have only either one of the search software. The result table will be shown at the bottom of the page with the machine name and the selected software.

Figure below shows a sample of the search result.

2 machine matches the search criteria:

<input type="checkbox"/>	Computer Name	Software Titles
<input type="checkbox"/>	<u>GENEVA</u>	Acrobat.com
<input type="checkbox"/>	<u>VOSTRO1088-ERIC</u>	Acrobat.com




From here, I discovered that “GENEVA” (my machine name) has only installed Acrobat.com. With this information, I can install the missing software which is Microsoft Office 2007 Enterprise to this machine.

Open and save query

After you perform search using this wizard, you can save the search keywords so that you re-use it again in future. Each login user will maintain its own saved query for own usage only. Therefore, when you login to the system, you will only see the queries that you have saved previously, and not from other users.

To save your query, you have to key in your keywords then click “Save” or “Save As” button. You will then be prompted to save the query with a name of your choice.

To load the saved query, go to Query wizard menu (Inventory > Query Wizards). Select any query from “Saved Software Search” section. You can then run the query or edit keywords before searching.

To delete your query, click “Manage this list” from the “Saved Software Search” section. Click  to delete the query. You may also hide any saved query by clicking  of the selected query. The query will not be shown at your list. This can be useful if you only want to see only most frequently used query and hide the rest. To unhide, click on  of the selected query. Click the “Back” button to go back to your query wizard menu.

Find multiple software installation copy

This wizard helps you to find machines that have installed **more than one instance** of the type of software that has a similar name. This is especially useful when you have multiple copies of software instances, for example:

- **Microsoft Office 2003** and **Microsoft Office XP**
- **SQL Server 2000** with default instance name and **SQL Server 2000 (Instance Name)** with another instance name.

You can use this wizard to find out how many software licenses you need to purchase if there are more than one instance of the specified software being installed on a machine.

Go to “Find multiple software installation copy” under “Upgrade Advisor” from Query Wizard menu in Inventory Reports page.

Start new query

To start a new query, type in a software name or a part of the software name into “Find keywords” text box. For example, type “Office” or “Microsoft Office” to filter the software list to only display software title that contains these keywords. Optionally, you can key in the keyword you want to exclude in the search to narrow down the software list.

For example, you want to find all software that has the name “Microsoft Office”, but do not want “Microsoft Office Web Component” to appear in the list. So, you can type in “Microsoft Office” under Find Keywords text box and type “Web Component” under Exclude keywords text box. Click “Find Now” button to begin the search.

From the returned software list, select the software title you want to find in all machine. You may select multiple software titles from the list. Then click “Find Machines” button to search for machines. The result table will be shown at the bottom of the page. The table will show the machine name and the selected software.

For example, I want to find machines that have multiple copies of Microsoft Office product. So, I typed “Microsoft Office” under “Find keywords” text box. Then from the narrowed down software list, I select only Microsoft Office Enterprise 2007 and Microsoft Office Communicator 2007 R2.

Figure below shows a sample of the search result.

1 machine matches the search criteria:

Computer Name	Software Titles
<input type="checkbox"/> VOSTRO1088-ERIC	<input type="checkbox"/> Microsoft Office Communicator 2007 R2
	<input type="checkbox"/> Microsoft Office Enterprise 2007



From here, I know that “VOSTRO 1088-ERIC” (my machine name) have installed both Microsoft Office product.

Open and save query

After you perform search using this wizard, you can save the search keywords so that you re-use it again in future. Each login user will maintain its own saved query for own usage only. Therefore, when you login to the system, you will only see the queries that you have saved previously, and not from other users.

To save your query, you have to key in your keywords then click “Save” or “Save As” button. You will then be prompted to save the query with a name of your choice.

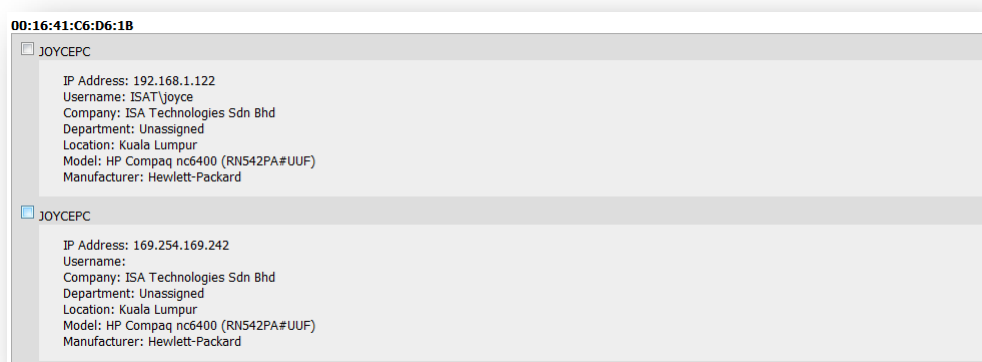
To load the saved query, go to Query wizard menu (Inventory > Query Wizards). Select any query from “Saved Software Search” section. You can then run the query or edit keywords before searching.

To delete your query, click “Manage this list” from the “Saved Software Search” section. Click **X** to delete the query. You may also hide any saved query by clicking  of the selected query. The query will not be shown at your list. This can be useful if you only want to see only most frequently used query and hide the rest. To unhide, click on  of the selected query. Click the “Back” button to go back to your query wizard menu.

Find duplicated machines


This wizard helps you to find duplicated machines in JustSAMit. This is catered especially for users who have migrated from previous version of JustSAMit (e.g. v4 or v4.5) where duplication of machine happens when the machine hostname name or domain is changed. In the current version, duplication will not happen due to hostname or domain name change as JustSAMit now identify machine by its MAC address and checks whether the MAC address exists for this machine if it has multiple network adapters.

JustSAMit searches for duplicated machine by their MAC address. In the wizard, we will show the list of machines for every MAC address. Figure below shows an example of the wizard.



Upon finding out these duplicated machines, you may then delete the unwanted machine record by selecting the check box of the machine and click the “Delete machine” button.

Find outdated machines

This wizard helps you to find machine that have stopped updating for x number of days. To find machine that have not been updated for a period of time, key in the duration (in days) under 'Stop updating for' box and click the  button. If last discovered date is not shown at your page, select 'Last Discovered Date' from more columns option.

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User login history

Specify the username or the user's full name in the search box. Click "Search" button to start. Figure below shows an example of searching all users that have the letter "b" in their username or full name. Under table "Matching username", click on any user to see the logged on machine.

Search by username/user fullname

Search

Username	Fullname
alchemist\vokepui	
ISAT\eddytan	
ISAT\ericvap	
ISAT\shireen	
WINXPPOVM\user1	

1 record

Search

Company	Computer Name	Username	IP Address
Monster Inc	ELECTRA	ISAT\eddytan	192.168.1.114

Other Assets

JustSAMit supports manual and bulk entry of inventory besides those that are collected automatically by the collection method. You can create your own asset category called Configuration Item and create or import assets of that category.

Configuration Item

Configuration item is a type of asset that you would like JustSAMit to manage. One configuration item (CI) may be different from another CI due to different set of attributes a CI might have. For instance, you can create CI called "Print Server" and create another CI called "Router". Print Server will have IP address and DPI attributes, while router have IP address and number of ports as its attributes. Both CI is different because the set of attributes between these two CI are different.

You need to create a new CI before you can add asset into the system. To add new CI, follow the steps below:

1. Go to "Other Assets" from the top menu. Click on "Create New CI" link.
2. Give a name to your CI and key in an optional description. Click the next button.
3. Then you will be re-directed to add new attributes to your new CI. Add an attributes for this CI by keying in a name in the attribute name field. Then click the Add button.
4. You may continue to add all the attributes in this page.
5. When you have finished adding all attributes, click on the "Other Assets" the top navigation menu to see the newly created CI.

Configuration Items

+ Create New CI ⚙ Edit General Attribute 🔗 Import CI Wizard ⚙ Import CI History				
1 record ✖ 📄 ➤ <div>Search <input type="text"/></div>				
<input type="checkbox"/>	Name	Description	DateCreated	DateLastModified
<input type="checkbox"/>	Switches		23/05/2018 6:11:41 PM	23/05/2018 6:12:20 PM

To edit CI details, follow the steps below:

1. Go to "Other Assets" from the top menu.
2. Click into the CI that you wish to edit.
3. Click Edit Details.
4. Click Edit the button and start to make changes to your attribute's value.
5. Click save button to save your changes.
6. You may also create an association with another CI. Click Create New Association button.
7. Select a CI from the drop down list and click Add button. Repeat to add more CI as needed.

Asset

An Asset is an item of a particular configuration item (CI). They represent the real asset in your organization.

To add new asset, follow the steps below:

1. Go to the CI page by clicking the CI name from the list of CI you have created in the main page.
2. Click New Asset, and key in your asset name. Click next to continue.
3. You will be re-directed to the detail page.
4. You can add information to your asset by keying in values to your attributes.
5. Click Save button to save your changes.
6. You may also assign your asset to department and location.
7. Click at the CI name at the navigation menu (CI > your CI name) to return to your CI page.

To edit asset details, follow the steps below:

1. Go to "Other Assets" from the top menu.
2. Click into the CI that you wish to edit.
3. Click into the asset that you wish to edit.
4. Click Edit the button and start to make changes to your attribute's value.
5. Click save button to save your changes.
6. You may also create an association with another asset from associated CI that you have established.
7. You can see the list of asset you can add under Associated Assets.
8. Select one or more asset from other CI and click Add Asset button.
9. Repeat to link to more asset as needed.

Asset Association

JustSAMit enables you to establish an association between two configuration items to reflect the relationship of your assets in the real world environment. One CI can be associated with one or more than one CIs. Associating assets in JustSAMit gives you aggregation information of how many assets are linked to your asset and details of the associated assets in an easy to view format.

To associate an asset to another, you need to establish the association between the two configuration items first. Then you can proceed to associate assets of these two CIs.

To establish association between two configuration items, follow the steps below:

1. Go to "Other Assets" from the top menu.
2. Click into the CI that you wish to edit.
3. Click Edit Details.
4. Click Create New Association button.
5. Select a CI from the drop down list and click Add button. Repeat to add more CI as needed.

To associate assets, follow the steps below:

1. Go to “Other Assets” from the top menu.
2. Click into the CI that you wish to edit.
3. Click into the asset that you wish to edit.
4. You can see the list of asset you can add under Associated Assets.
5. Select one or more asset from other CI and click Add Asset button.
6. Repeat to link to more asset as needed.

Details of EPSON Stylus CX2900


Delete
Edit
Save

Name	EPSON Stylus CX2900
Building Name	Wisma Anuja
Floor Located	15
Ownership	Top Management
Date Created	14/10/2010 10:14:12 AM
Last Modified	14/10/2010 10:26:55 AM


Current company:

Monster Inc

Current department:

Unassigned 


Current location:

Unassigned 

Associated Assets of EPSON Stylus CX2900

Machine (1)

ELECTRA



Add Asset

Managing attributes

There are two types of attributes:

1. General attributes – used in configuration item
2. Asset Attributes – used in asset

General Attributes

General attribute is an attribute at the root level. It is the meta data of all configuration items. For instance, you can create a general attribute called “Own By”. This attribute will be used to track who owns a particular CI. You can then assign “Jeff” as the owner of Print Server, while “Jane” as the owner of Router.

To create a general attribute, follow the steps below:

1. Go to Other Asset main page from top navigation menu.
2. Click Edit General Attribute.
3. You will see your existing general attributes (if any).
4. Key in a name for your attribute and click Add.
5. The newly created attribute will be added into the list.

Asset Attributes

Asset attribute is an attribute at the configuration item level. Attribute that is created in a configuration item will be unique to that CI and cannot be shared with other CI.

To create an asset attribute, follow the steps below:

1. Go to Other Asset main page from top navigation menu.
2. Click into a CI.
3. Click Edit Attribute.
4. Key in a name for your attribute and click Add.
5. The newly created attribute will be added into the list.


History Track

The system maintains a history of what has been changed for each asset in the database. You can view all the changes that were made since the asset is added into the system.

To view change by CI, follow the steps below:

1. Go to Other Asset main page from top navigation menu.
2. Click into a CI.
3. Click History Track.
4. You may then export the list into Microsoft Office Excel, or perform filter on your list.

CI > Printers > History Track

1 record							Search <input type="text"/>		
<input type="checkbox"/>	Name	Department	Location	Attribute	Previous Value	Current Value	Change Date		
<input type="checkbox"/>	EPSON Stylus CX2900	Unassigned	Unassigned	Name	Test 1	EPSON Stylus CX2900	14/10/2010 10:16:09 AM		

Asset Expiry

For the Asset Expiry features to work you may need to change settings for the Asset's Notification Config

Notification Config

[CI](#) > [Network Switches](#)

Expiry Notification Config: Network Switches

Expiry Notification Configuration

Expiry Notification Settings

Settings for expiry notifications. Date pattern [documentation](#).

Name	Value	Comment (Edit)
Email To:	<input type="text" value="lincoln.yeoh@isatec.co"/>	The email address to send notification emails to
Email Cc:	<input type="text"/>	The email addresses to CC notification emails
Email Subject	<input type="text"/>	The email subject to use in notification emails
Email Body	<input type="text"/>	The email body to include in notification emails. Use \n for line breaks
Default Days Before Expiry	<input type="text" value="30"/>	The default number of days before expiry to start getting notifications
Default Days After Expiry	<input type="text" value="7"/>	The default number of days after expiry to stop getting notifications
Set #1 Enabled	<input type="text" value="1"/>	Set to 1 to enable this set
Set #1 Name Pattern	<input type="text" value="Lease Expiry"/>	The values of attributes with names that match this regular expression pattern will be used as expiry dates
Set #1 Value Pattern	<input type="text"/>	The pattern to get the date from the value, leave blank to use the entire value
Set #1 Date Pattern	<input type="text"/>	The date pattern to use e.g. yyyy-MM-dd, dd/MMM/yyyy
Set #1 Renew Cost Name Pattern	<input type="text" value="Lease Renewal"/>	The pattern to match the attribute containing the estimated renewal cost
Set #1 Renew Cost Value Pattern	<input type="text"/>	The pattern to extract the value from the renewal cost attribute. Blank for entire value
Set #1 Message	<input type="text" value="Lease Expiry"/>	The message to send
Set #1 Days Before Expiry	<input type="text"/>	Number of days before expiry to start getting notifications
Set #1 Days After Expiry	<input type="text"/>	Number of days after expiry to start getting notifications

Each asset has its own Expiry Notification Configuration page.

A Pattern Set is used by the system to figure out which attributes of an asset contain expiry dates and which attributes contain the renewal cost.

You can use up to three Pattern Sets which are numbered #1 to #3. If you want to use Set #1 you need to change the value for "Set #1 Enabled" to 1. Similar for the other sets you want to enable.

The patterns are "Regular Expressions". Specifying a pattern of *Lease Expiry* by itself will match anything containing Lease Expiry. Specifying a pattern of *Expiry Date\$* will match anything ending with Expiry Date. The \$ matches the end. The patterns are case insensitive, so *Lease Expiry* will match lease expiry and Lease expiry and LEASE EXPIRY.

Notification Schedule

Notification Schedule

Schedule for email expiry notifications: at 19:38 daily. Last run: 2020-03-17 19:38:32

Enabled: ☒ Select to enable email notifications

Scheduled Times: Note: scheduled times will be constrained to polling interval

Scheduled Days:

☒ Daily

☐ On:

Day(s) of month: (1,15 = 1st and 15th of month. Must be blank to enable Day of Week scheduling)

Day of Week:

☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

xth Day of Week of the month: (If Tuesday, 1st and 3rd selected = first and third Tuesdays of the month)

☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

Months:

☒ January ☒ February ☒ March

☒ April ☒ May ☒ June

☒ July ☒ August ☒ September

☒ October ☒ November ☒ December

Configure the Email Notification Schedule here.

For email notifications to work, the Schedule must be valid and enabled, and also the Email To: must be valid.

Click Save to save all settings.

Asset Expiry Reporting

[CI > Network Switches](#)

Assets of Network Switches

+ Add New Asset + Edit Attribute + Edit Details + History Track ! Notification Config + SNMP Configuration						
4 records <div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> </div> </div> Est. Renewal Cost: 701.50 Show expiring assets: <input checked="" type="checkbox"/> Show expired assets: <input type="checkbox"/> Search <input type="text"/>						
<input type="checkbox"/>	Name	Serial Number	Lease Expiry	Lease Renewal Cost	Warranty Expiry Date	Warranty Renewal Cost
<input type="checkbox"/>	testswitch-2	serial2	2020-03-15	250.25	2021-12-31	100.5
<input type="checkbox"/>	testswitch-3	serial3	2020-04-01	250.25	2021-12-31	100.5
<input type="checkbox"/>	testswitch-6	serial6	2021-12-31	250.25	2020-03-15	100.5
<input type="checkbox"/>	testswitch-7	serial7	2021-12-31	250.25	2020-04-01	100.5

After setting things up in the Notification Config, you can then use the asset expiry features in the Asset report. Select “Show expiring assets” to list assets that are expiring soon or have expired recently (controlled by the Days Before Expiry and Days After Expiry settings). Select “Show expired assets” to list assets that have expired. Select both to list assets that are expiring soon or have expired.

The estimated renewal cost text will appear if the assets have renewal cost attributes and the patterns are set up appropriately and there are expired/expiring machines.

SNMP Configuration

Scan Agents must be installed in order for SNMP queries to be performed. Download Scan Agents via *Administration, Scan Agents, Download Scan Agents*.

SNMP Configuration		
The IP Address Attribute must be specified for SNMP queries to be enabled. Scan Agents need to be installed to perform the SNMP queries.		
Name	Value	Comment (Edit)
IP Address Attribute	<input type="text" value="Management IP"/>	Attribute storing the IP Address for SNMP queries
Default Error Delay	<input type="text"/>	The default number of seconds to wait before retrying an asset after errors. 300 if blank.
Default PreDelay	<input type="text"/>	The default number of milliseconds to wait before SNMP queries. 1000 if blank.
Default Retries	<input type="text"/>	The default maximum number of SNMP query retries. 3 if blank.
Default Retry Delay	<input type="text"/>	The default number of seconds to wait before SNMP query retries. 60 if blank.
Default SNMP Community String	<input type="text"/>	public will be used if blank
Default SNMP Version	<input type="text"/>	1 will be used if blank
SNMP Community String Attribute	<input type="text"/>	Attribute storing the SNMP Community string to use

To enable SNMP querying of assets by the Scan Agents the *IP Address Attribute* has to be configured and specified. For example if the attribute that contains the IP address for all Printers is called "Management IP" then enter Management IP as the value for IP Address Attribute.

Attribute Configuration			
If OID Attribute is not specified or its value for the asset is blank, Default OID will be used.			
Attribute Name	Default OID	OID Attribute	Comment (Edit)
Management IP	<input type="text"/>	<input type="text"/>	
Manufacturer	<input type="text"/>	<input type="text"/>	
Model	<input type="text" value="1.3.6.1.2.1.1.1.0"/>	<input type="text"/>	
OID-PageCount A4 Black	<input type="text"/>	<input type="text"/>	
OID-PageCount A4 Color	<input type="text"/>	<input type="text"/>	
PageCount A4 Black	<input type="text" value="1.3.6.1.4.1.1602.1.11.1.3.1.4.108"/>	<input type="text" value="OID-PageCount A4 Black"/>	
PageCount A4 Color	<input type="text" value="1.3.6.1.4.1.1602.1.11.1.3.1.4.123"/>	<input type="text" value="OID-PageCount A4 Color"/>	
Purchase Date	<input type="text"/>	<input type="text"/>	
Serial Number	<input type="text"/>	<input type="text"/>	
Toner Black	<input type="text" value="1.3.6.1.2.1.43.11.1.1.9.1.1"/>	<input type="text"/>	
Toner Cyan	<input type="text" value="1.3.6.1.2.1.43.11.1.1.9.1.2"/>	<input type="text"/>	
Toner Magenta	<input type="text" value="1.3.6.1.2.1.43.11.1.1.9.1.3"/>	<input type="text"/>	
Toner Yellow	<input type="text" value="1.3.6.1.2.1.43.11.1.1.9.1.4"/>	<input type="text"/>	
Uptime	<input type="text" value="1.3.6.1.2.1.1.3.0"/>	<input type="text"/>	

Next specify the *Default OIDs* for each Attribute to be updated via SNMP.





You can also specify an *OID Attribute* which stores the alternative OID to use if a different OID is to be used for that asset. This can be necessary if the asset is a different model or type.

Currently SNMP queries are only done once a day for each query-able attribute.

Bulk Import of Other Assets

> [Other Assets](#)

Configuration Items

 [Create New CI](#)
 [Edit General Attribute](#)
 [Import CI Wizard](#)
 [Import CI History](#)

To bulk import assets for a particular Configuration Item you can use the Import CI Wizard to upload a CSV file where the first line contains the column/attribute names and all the lines after are the data for each item.

Go to Other Assets, Import CI Wizard.

CI Import Wizard

Step 1: Select a CI type

Switch ▼

Proceed Cancel

- Test run- do not save changes even if import is successful: ☐
- Stop import if a source row name does not match any existing items: ☐
- Stop import if source row name matches an item already matched by a previous row: ☐
- Stop import if no existing department found for source row's department: ☐
- Stop import if multiple possible departments found for source row: ☐
- Stop import if no existing location found for source row's location: ☐

Then select the CI Type and press **Proceed**.

Choose a CSV file (first line = headers)and click upload

Step 2: Upload CI source files

Choose file No file chosen More Upload

Then click on **Proceed**

You have selected **Switch**.

Uploaded file(s)

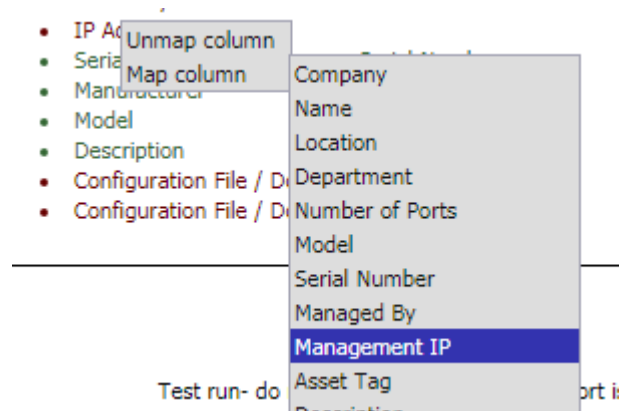
✓ Switches4.csv

Step 3: Manage column mapping. (Optional)

Switches4.csv

Name	Name
• Previous Name	
• Location	Location
• Company	Company
• Department	Department
• Inventory Number	
• IP Address	
• Serial Number	Serial Number
• Manufacturer	Manufacturer
• Model	Model
• Description	Description
• Configuration File / Document Name	
• Configuration File / Document Location	

To map unmapped columns right click on a source column on the left and select the destination column to be mapped to:



e.g. in the above screen shot *IP Address* was mapped to *Management IP*.

Step 3: Manage column mapping. (Optional)

Switches4.csv

- | Name | Name |
|---|---------------|
| Previous Name | |
| Location | Location |
| Company | Company |
| Department | Department |
| Inventory Number | Asset Tag |
| IP Address | Management IP |
| Serial Number | Serial Number |
| Manufacturer | Manufacturer |
| Model | Model |
| Description | Description |
| Configuration File / Document Name | Configuration |
| Configuration File / Document Configuration | |

When done click on **Import**

You have selected **Switch**.

Uploaded file(s)

✓ Switches4.csv

1 file (4 records) has been imported.

We notice that you have made some mapped columns. Do you want to save them?

Then you can check the progress in the *CI Import History* report. The import process can take a while if there are very many items.

CI Import History

Import Date	CI Type	Total Record	Progress	Imported	Failed	Status
2018-05-03 19:40:49	Switch	4	<div style="width: 100%;"></div>	4	0	Done

System Administration

Administration

This section allows the following tasks:

- Managing users and roles
- Managing companies
- Managing departments
- Managing locations
- Managing software views
- Managing custom field
- Managing Dormant User Account
- Configuring System Settings
- Managing Software Rules and Categories
- Managing Cloud Settings
- Managing Scan Agents

Some tasks may be disabled/hidden from users without the required roles.

Managing user account and role

To see and manage JustSAMit report, a valid user account needs to be created to login to the system. The user account will identify who is accessing the report and what the user can do to the inventory information. User role will determine what the user can do on the information. By default, a user will be given the privilege to view the report without the ability to make any changes to the information. To manipulate information like deleting machines and creating new user, the user role need to be elevated to the appropriate role that has the permission to perform these activities.

Supported user and role management are as follow:

- Create user account
- Modify user account
- Add and remove user roles

Create user account

To create new user account, you must be a “User Account Manager”. A system administrator is also a user account manager by default.

Go to the administration page. Under “User Account and Roles” section, click “Create User” link. Here are the steps to create new user account:

1. Type in a name under the username text box and click “Check User Name” button. The system will check for any existing user name before you can use the name.
2. If the username has been used, you have to provide another name.
3. Once your username is available, type in the password and repeat that password.
4. *Optional. You may enter other information like email, phone no, fax and address.
5. *Optional. You may select “Lock out this user” check box to disable this user from logging into to the system until she is unlocked by any user account manager.
6. Click “Create User” button to create this new user account. Or you may check “Skip assigning role after creating this user” button to continue to create new user account.
7. After creating the account, you have to assign a role to the user. By default, the user will be given the restricted privilege role group called “Reporting Users”. You may give the user a higher role group like “System Administrator” or “Inventory Administrator” or customize her role by adding specific roles to her account.
8. To create another user account, click “Skip assigning role and create another user” button. This will lead you back to the create user page.

After creating the new user account, the user can start to login to the system in immediate effect.

Modify user account

To modify user account, you must be a “User Account Manager”. A system administrator is also a user account manager by default.

Go to the administration page. Under “User Account and Roles” section, click “Edit/Delete User” link. Here are the activities you can perform under this page:

- Rename username
- Lock out user account
- Reset password
- Delete user

Rename username

Here are the steps to rename a user’s username:

1. Click on a username of the left pane. The selected username will be shown at the right pane.
2. Click “Rename” link to activate the username.
3. Rename the username and click “Save” button.
4. The username will be renamed in immediate effect.

Lock out user account

Here are the steps to lock out a user account:

1. Click on a username of the left pane. The selected username will be shown at the right pane.
2. Check “Is locked out” check box to lock out this user.
3. Click “Save” button
4. The user account will be locked out in immediate effect.

Reset password

Here are the steps to reset a user password:

1. Click on a username of the left pane. The selected username will be shown at the right pane.
2. Click “Reset Password” button to prompt you the form to change password
3. Type in the new password and repeat the password.
4. Click “Save Password” button.
5. The user’s password is changed in immediate effect.

Delete user

Here are the steps to delete a user account:

1. Click on a username of the left pane. The selected username will be shown at the right pane.
2. Click “Delete this user” button. Click “Yes” to confirm your deletion or “No” to cancel this operation.
3. The user account is deleted in immediate effect.

Important

You cannot rename, lock out and delete the “administrator” account as this is the default user in JustSAMit. You can only reset the administrator account password. It is strongly encouraged to

change the administrator password once you have created more than one user in the system to avoid anonymous user to guess its default password. Default password for “administrator” account is “password”.

Add and remove user roles

To modify user account, you must be a “User Account Manager” and “User Role Manager”. A system administrator is also a user account manager and user role manager by default.

Go to the administration page. Under “User Account and Roles” section, click “Add/Remove User Roles” link. Here are the steps to add and remove user roles:

1. Click on a username of the left pane. The selected user’s role list will be shown at the right pane.
2. You may do either one of these steps to assign roles to a user:
 - a. You can select any role group for this user. This is the easiest way to assign the list of roles to a user. For example, you can click “Be a system administrator” link to assign this user with System administrator role. System administrator role has the full privilege in the system. You may see the role description for more details on each role group rights.
 - b. Alternatively, you can select “Be a custom role users” to add only the necessary roles to a user. For example, if you want the user to only the privilege to manipulate location but do not want her to have the rights to manipulate company and department, you can assign only “Location Moderator” role to her, while remove “Company Moderator” and “Department Moderator” from her role list.
3. The new role will take effect immediately when you select the specific role or role group to the user.

User Account	User	Administrator
Administrator		
eddytan@isatechnologies.com		

Current Role	System Administrator
See all added roles for this user	
<p>You may change or assign a pre-defined role group for the currently selected user by selecting from the list below. Selecting a new role group will replace the role that was previously assigned to this user. This is the fastest way to assign the user with a role.</p>	
Role Group	Set
System Administrator User that has full control and privilege in managing inventory, running active scan, changing SAMLite's configurations and login user accounts.	Select this role
Inventory Administrator User that has full control in managing inventory, running active scan, and changing SAMLite's configurations but does not have rights to manage login user accounts.	Select this role
Reporting Users User that can only view inventory information. User do not have any rights to make changes to inventory information, running active scan, changing SAMLite's configuration and manage user profiles.	Select this role
Custom Role Users User that can only perform tasks that are allowed by the specific roles chosen.	Select this role

Managing company

You can create a company structure similar to how your organization's company hierarchy is currently constructed. For example, your organization may have a child company that you want JustSAMit to manage its hardware and software inventory. Create a company as a child company under your organization name. Thus, JustSAMit will be able to store and let you to administer both your organization and the child company's inventory information in a single reporting console. Nevertheless, JustSAMit does not limit you to only create company under a parent company. You may have a sister company that sits side by side to your organization. Create another company in JustSAMit but does not arrange it under your organization. Thus, JustSAMit will be managing two parent companies.

Supported company management are as follows:

- Create new company
- Modify company details
- Set default company

Create new company

To create new company, you must be a “Company Moderator”. A system administrator or inventory administrator is also a company moderator by default.

Go to the administration page. Under “Company” section, click “Create Company” link. Here are the steps to create new company:

1. Go to Step 1: Give a name for your new company, type in a company name.
2. Optional*. From Step 3: Select a parent company (optional); select a company to be the parent company for you new company. If you do not select any company, your new company will be created as a root level company (company that has no parent).
3. Click “Check Company Name”. The system will check whether your company name is available for usage. The availability is determined whether your new company name has already exists under the selected parent company/root level.
4. Click “Create Company” button.
5. The new company will be created in immediate effect.

Create Company

Creating a new company profile is very simple.

Step 1: Fill in a company name for the system to check for existing name.

Step 2: Fill in the optional fields as desired.

Step 3: Choose a parent company. You may also choose multiple companies.

The system will create the new company under all the selected parent companies. If you do not choose a parent company, the newly created company will be created under the root level.

Step 1: Give a name for your new company.

Compulsory Details

Company Name

Optional Details

Company Full Name

Description

Person In Charge

Phone No.

Fax No.

Step 3: Select a parent company (optional).

☐ Select All

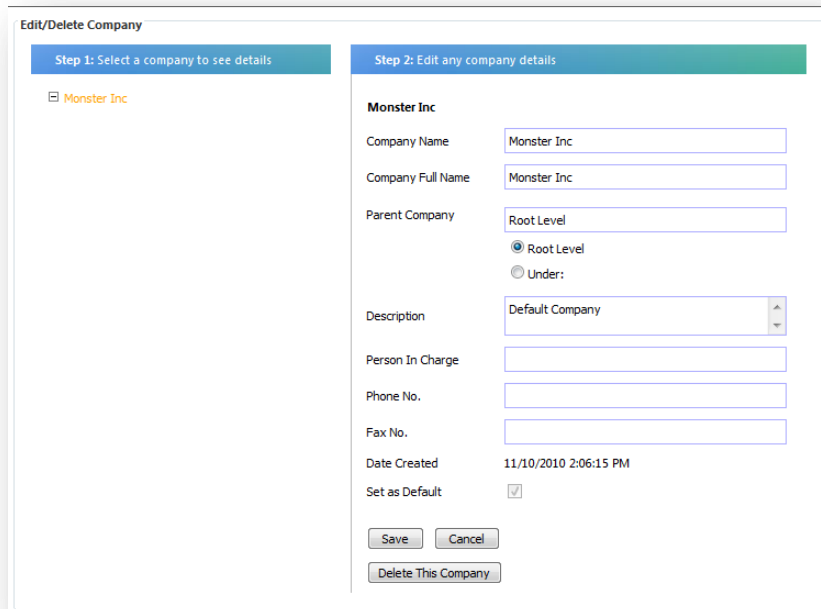
☐ ☐ Monster Inc

Modify company details

To modify company details, you must be a “Company Moderator”. A system administrator or inventory administrator is also a company moderator by default.

Go to the administration page. Under “Company” section, click “Edit/Delete Company” link. Here are the steps to modify company details:

1. Select a company from the left pane. The selected company details will be shown at the right pane.
2. You may change any details in the form and click “Save” button to commit the changes.
3. To delete the company, click “Delete This Company” button. Click “OK” to proceed with the deletion, while clicking “Cancel” will cancel this operation.
4. Once a company is deleted, all the underlying departments will be deleted as well.
5. The company will be deleted in immediate effect.



Edit/Delete Company

Step 1: Select a company to see details

- Monster Inc

Step 2: Edit any company details

Monster Inc

Company Name:

Company Full Name:

Parent Company:

☒ Root Level
☐ Under:

Description:

Person In Charge:

Phone No.:

Fax No.:

Date Created: 11/10/2010 2:06:15 PM

Set as Default: ☒

Set Default Company

To set a company as the default company, you must be a “Company Moderator”. A system administrator or inventory administrator is also a company moderator by default. Assigning a company as the default company in JustSAMit simplified other manual administration work that involve selecting company in its operation, as if you do not select any company, the default company understood by JustSAMit is the default company chosen by you here. By default, the default company is the company called “Default”. You may assign another company as the default company, as this is the purpose of this section.

Go to the administration page. Under “Company” section, click “Set Default Company” link. Here are the steps to assign a default company:

1. The page will first show you current default company.
2. To select another company as the default company, click on the company from “Choose a new default company” list, and click “Set As Default Company” button.
3. The selected company will be assigned as the default company in JustSAMit in immediate effect.

Managing location

You can create locations in JustSAMit that reflect the how your organization's branches/remote offices are currently located. Creating location and assigning machines to location gives you a better organization and manageability perspective to oversee your current inventory base.

Supported location management options are as follows:

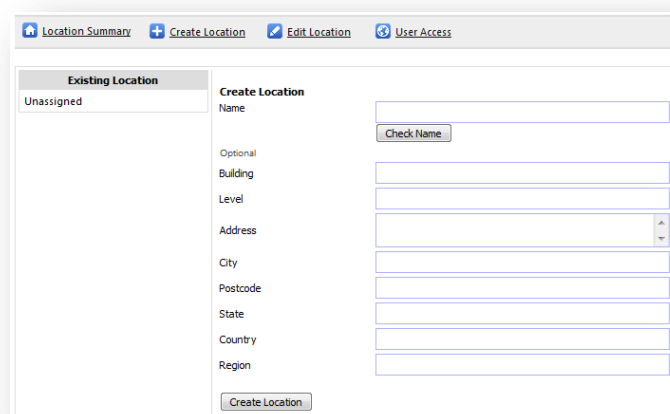
- Create new location
- Modify location details
- Delete location
- Assign machine to location
- Map IP address to location
- Authorize user to location
- Bulk Import Locations
- Location Notification Configuration

Create new location

To create new location, you must be a "Location Moderator". A system administrator or inventory administrator is also a location moderator by default.

Go to the administration page. Under "Location" section, click "Create Location" link. Here are the steps to create new location:

1. Under "Create Location" section, key in the new location name and click "Check Name" button to check for the name availability.
2. Optional*. If the name is available for use, you may key in the rest of the location details.
3. Click "Create Location" button.
4. The new location will be shown on the location list "Existing Location" shown at the left pane of the page.



Modify location details

To edit location details, you must be a “Location Moderator”. A system administrator or inventory administrator is also a location moderator by default.


Go to the administration page. Under “Location” section, click “Edit Location” link. Here are the steps to edit location details:

1. Select a location from the list of existing location at the left pane. The details will be shown at the right pane.
2. You may then make any changes to the details and click “Save” button to save the changes.
3. The changes will be in effect immediately.

Delete location

To delete location, you must be a “Location Moderator”. A system administrator or inventory administrator is also a location moderator by default.

Go to the administration page. Under “Location” section, click “Location Summary” link. Here are the steps to delete existing location:

1. Check one or more check boxes of the locations you wish to delete.
2. Click  “Delete selected location”. Click OK button to proceed with the deletion, while clicking Cancel button will cancel the deletion.
3. If the location contains any machines, these machines will be moved to “Unassigned” location. However, you cannot delete the “Unassigned” location as that is the built-in/default location in the system.

Assign machine to location

To assign machine to location, you must be a “Location Moderator”. A system administrator or inventory administrator is also a location moderator by default.

Go to the administration page. Under “Location” section, click “Assign machine to location” link. Here are the steps to do that:

1. Select the machine you want to assign to a location. There are two ways to select the desired machines. You can use either one of these options for different situations.
 - a. Check one or more check boxes of the machines that you wish to assign to a location. **Important!** *You can only select multiple machines that are displayed in the list of the same page. You cannot select machines across pages. For example, you have chosen 3 machines from page 1 of the machine list, and then you click on page 2 to choose 2 other machines. If you do so, those machines you have selected in page 1 will not be in the list of machines you have selected. When you assign these machines to location, only 2 machines from page 2 will be assigned. Thus, you have to select machines from the same page then assign to a location, then you repeat the same steps on other pages.*
 - b. Check “Select all machines filtered by selected location(s)”. This option is the simplified way to select all machines that were previously assigned to the location(s) that you have selected at department filter. This option is only suitable to move machines from location to another location AND you have filtered the machine list

by using the location filter (Filter machine by location). For example, I want to re-assign all machines from location SINGAPORE to BANGKOK. Instead of selecting each check box of my machines from Singapore, I can firstly filter my machine list to only from Singapore. Then I check the “Select all machines filtered by selected location(s)” check box to tell the system that I want to select all machines from Singapore automatically.

2. Then I click “Select Location” button at the top left of the page to display the list of available locations.
3. Select the target location and click “OK” button to start to assign machines to the target location.
4. The selected machines will be assigned to the target location in immediate effect.

Select Location

6 records

Search

Computer Name	Domain	Username	Company	Department	Location	IP Address	Last Discovered Date	Status
ALCHEMIST	WORKGROUP	alchemist\yokepui	Monster Inc	Unassigned	Unassigned	192.168.1.13	12/10/2010 12:34:50 AM	Active
VOSTRO1088-ERIC	ISAT	ISAT\ericyp	Monster Inc	Unassigned	Unassigned	192.168.1.97	14/10/2010 10:16:14 AM	Active
ELECTRA	ISAT	ISAT\eddytan	Monster Inc	Unassigned	Unassigned	192.168.1.114	14/10/2010 10:50:03 AM	Active
CHRISTIANHAN-PC	ISAT	ISAT\christianhan	Monster Inc	Unassigned	Unassigned	192.168.1.123	13/10/2010 8:27:12 PM	Active
GENEVA	ISAT	ISAT\shireen	Monster Inc	Unassigned	Unassigned	192.168.1.149	14/10/2010 9:56:13 AM	Active
WINXPPROVM	MSHOME	WINXPPROVM\user1	Monster Inc	Unassigned	Unassigned	192.168.1.218	11/10/2010 6:31:07 PM	Inactive

Map IP address to location

To do this operation, you must be a “Location Moderator”. A system administrator or inventory administrator is also a location moderator by default. This operation is another alternative method to assign machines to a location. This method leverages on machine’s IP address to determine which location the machine will be assigned to. The assignment will be performed by Import Service when the machine is being updated.

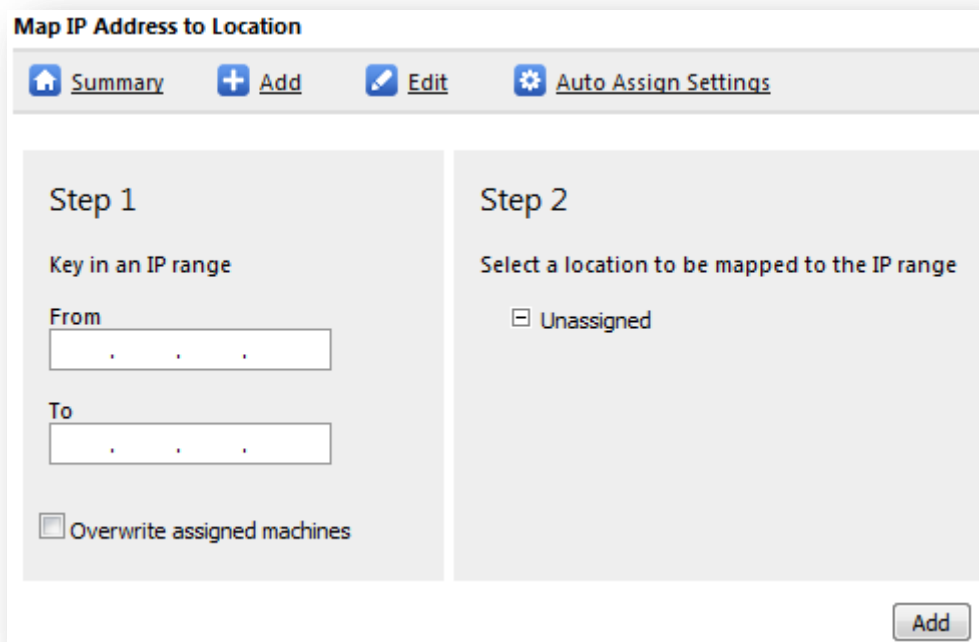
To use this method, the administrator firstly needs to define the range of IP address to be mapped to a location. Whenever a machine from that range of IP address is updated either via passive collection, active scan or Microsoft SMS synchronization, the machine will be assigned to the designated location.

Define IP Range-location mapping

Go to the administration page. Under “Location” section, click “Map IP Address to Location” link. Here are the steps to define your IP address- location mapping:



1. Click “Add” link at the top of the page.
2. Under Step 1: Key in an IP range, type in the range of IP address you want to assign to a particular location.
3. Under Step 2: Select a location to be mapped to the IP range, select a location that you want that IP range to be mapped to.
4. Optional*. You may check “Overwrite assigned machines” to overwrite machine’s location for subsequent machine update. Un-checking it will tell the system to not to update the machine’s location if they have being assigned one.

5. Click “Add” button at the bottom of the page to add the mapping into the system.
6. The Import Service will use your mapping and update any machines with IP address of that range to the selected location on your pre-defined schedule.




See mapping summary

Go to the administration page. Under “Location” section, click “Map IP Address to Location” link. Here are the steps to see your existing mapping summary:

1. Click “Summary” link at the top of the page.
2. If you have defined any mapping previously, you will see all your mapping settings at this page.
3. Under this page, you can force the mapping to run manually now by clicking  “Assign location for this IP mapping” of the specific mapping. Or you can click  “Run all IP mapping assignment now” to run all existing mapping.
4. You will see a status message informing you total number of machines being updated after running the assignment.

Edit mapping record

Go to the administration page. Under “Location” section, click “Map IP Address to Location” link. Here are the steps to edit your existing mapping record:

1. Click “Edit” link at the top of the page.
2. You will see the list of IP-location mapping at the left pane. Click  of any mapping to see its details at the right pane.

3. You may then make any changes to your selected mapping and click “Save” button to save your settings.
4. The changes will take effect immediately.

Setting up mapping schedule

Go to the administration page. Under “Location” section, click “Map IP Address to Location” link. Setting up the schedule enables JustSAMit Import Service to run your mapping automatically on your specified date and time. Thus, you do not need to manually assign machine to location in a continuous manner. Here are the steps to set up the mapping schedule:

1. Click “Auto assign settings” link at the top of the page.
2. Check the check box of “Enable auto assign by schedule”. By default, it is un-checked to disable this functionality.
3. Key in the number of days you want to run this auto assignment under the Interval (in days) text box. For example, if you key in 2 days, the system will auto assign machine to location based on IP address every 2 days.
4. Select your desired time of the day to run the assignment.
5. Click “Save” button to save the settings.

Authorize user to locations

To do this operation, you must be a “Location Moderator”. A system administrator or inventory administrator is also a location moderator by default. The administrator can determine the location(s) that a particular user can access. This allows any user the access rights to see and manipulate inventory information only from the authorized locations.

Go to the administration page. Under “Location” section, click “Authorize User to Locations” link. Here are the steps to authorize a user to location(s):

1. You will see the list of users on the left pane. Select a user to see the existing location(s) that this user is authorized to access on the right pane.
2. You may check and un-check any location you want this user to access. Un-checking any location will prevent access the user to access the location, and vice versa.
3. Click “Save” button to save the settings.
4. The changes will be in effect immediately.

Select a user to see its accessible locations.
You may allow the user's access to any location by selecting the checkbox next to the location. Deselecting any location will prevent access from the selected user.

User Account	Locations
Administrator	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Batu Caves, Selangor <input checked="" type="checkbox"/> Petaling Jaya, Selangor <input checked="" type="checkbox"/> Unassigned
<u>eddytan@isatechnologies.com</u>	

Save

Bulk Import Locations

This feature allows you to create Locations and IP to Location mappings from a tab-delimited text file or CSV file.

The first line of the file should contain the column names, and the rest of the lines should contain the corresponding data for those columns.

Example #1:

Location	Building	State	Country
MY-ISA-KL-1	1 First Avenue	Selangor	Malaysia
AU-ISA-HQ-1	Systems Research Centre	Western Australia	Australia
AU-ISA-DC-1	ISA Data Centre 1	Western Australia	Australia

Example #2 with IP Ranges for IP to Location mapping:

Location	IP Range	Building
MY-ISA-KL-1	10.10.1	1 First Avenue
MY-ISA-KL-1	172.16	1 First Avenue
AU-ISA-HQ-1	10.11.0.0-10.11.4.255	Systems Research Centre
AU-ISA-DC-1	10.32.0.0/14	ISA Data Centre 1
AU-ISA-DC-1	10.16.0.0/14	ISA Data Centre 1

Multiple IP Ranges can be specified for each location. However if multiple entries for other details are specified for each location the later entries will overwrite the earlier ones.

Supported Columns

Location – used to specify the Location name

Address, Building, City, Country, Level, Postcode, Region, State – for specifying Location details

IP Range – for specifying IP ranges for IP to Location mappings.

Supported IP Range formats :

IP Range format	Resulting IP range
10.	10.0.0.0 to 10.255.255.255
10.23	10.23.0.0 to 10.23.255.255
10.23.44	10.23.44.0 to 10.23.44.255
10.23.0.0/23	10.23.0.0 to 10.23.1.255
10.23.0.1-10.23.5.127	10.23.0.1 to 10.23.5.127

Overwrite – for specifying whether the IP to Location mapping should overwrite or not. Supported values are True or False. An unsupported or blank value is equivalent to the default setting which is controlled by the “IP range mapping overwrites by default” upload setting.

Creating a CSV file

To create a comma separated values (CSV) file using Excel:

1. Create or open an Excel spreadsheet with the first row containing the column names and the data in the other rows:

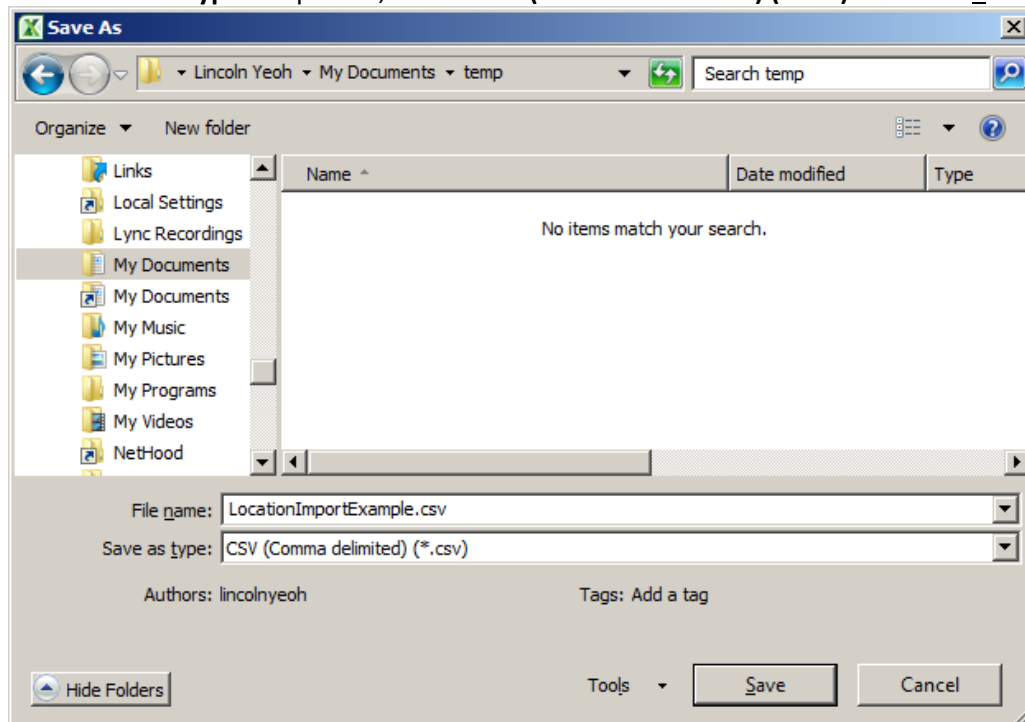
Example for bulk uploading IP range to Location mappings

	A	B
1	Location	IP Range
2	MY-ISA-KL-1	10.10.1
3	MY-ISA-KL-1	172.16
4	AU-ISA-HQ-1	10.11.0.0-10.11.4.255
5	AU-ISA-DC-1	10.32.0.0/14
6	AU-ISA-DC-1	10.16.0.0/14

Example for bulk uploading Location details

	A	B	C
1	Location	Building	Address
2	MY-ISA-KL-1	1 First Avenue	Bandar Utama
3	AU-ISA-HQ-1	Systems Research Centre	1 Brodie Hall Drive
4	AU-ISA-DC-1	ISA Data Centre 1	PO Box 2223

2. Choose **File->Save As** from the menu.
3. In the '**Save as type**' dropdown, select '**CSV (Comma delimited) (*.csv)**' and click **Save**.



Creating a tab-delimited text file

To create a tab-delimited, UTF-8 encoded text file using Excel:

1. Create or open an Excel spreadsheet with the first row containing the column names and the data in the other rows:

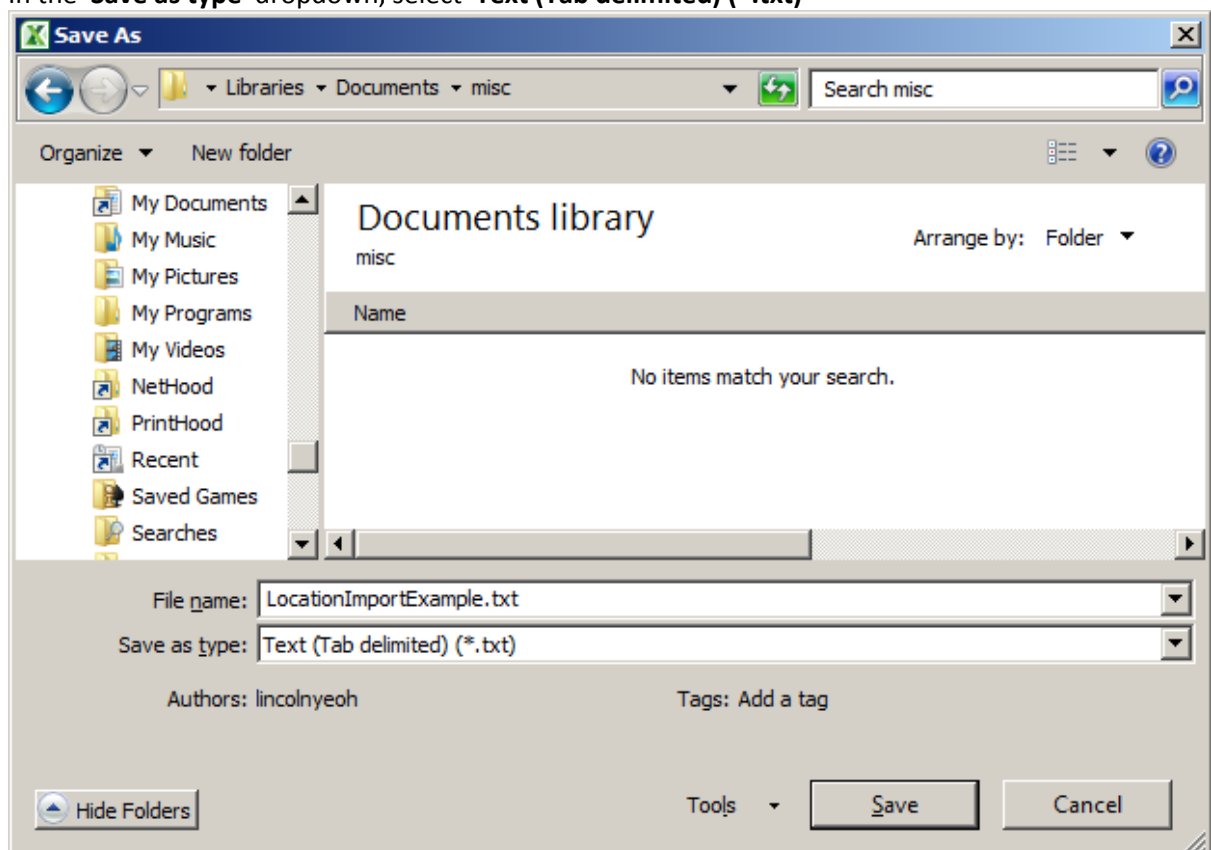
Example for bulk uploading IP range to Location mappings

	A	B
1	Location	IP Range
2	MY-ISA-KL-1	10.10.1
3	MY-ISA-KL-1	172.16
4	AU-ISA-HQ-1	10.11.0.0-10.11.4.255
5	AU-ISA-DC-1	10.32.0.0/14
6	AU-ISA-DC-1	10.16.0.0/14

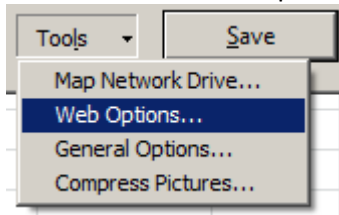
Example for bulk uploading Location details

	A	B	C
1	Location	Building	Address
2	MY-ISA-KL-1	1 First Avenue	Bandar Utama
3	AU-ISA-HQ-1	Systems Research Centre	1 Brodie Hall Drive
4	AU-ISA-DC-1	ISA Data Centre 1	PO Box 2223

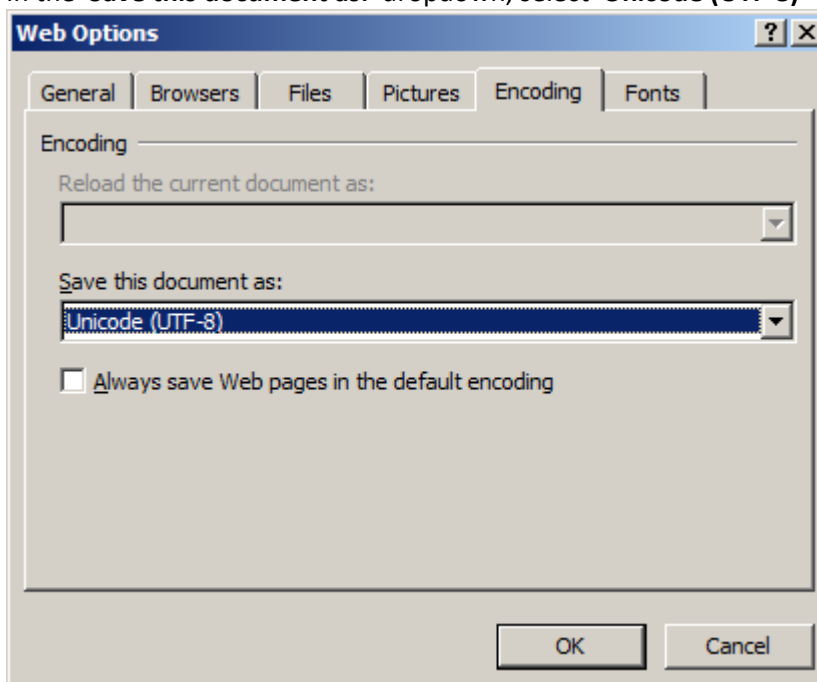
2. Choose **File->Save As** from the menu.
3. In the 'Save as type' dropdown, select '**Text (Tab delimited) (*.txt)**'



4. Click on the '**Tools**' dropdown at the bottom near the save button and select '**Web Options**'



5. Select the '**Encoding**' tab.
6. In the '**Save this document as:**' dropdown, select '**Unicode (UTF-8)**'



7. Click **OK**, then specify the file name and click **Save**.
8. You can now upload and import the saved text file

Location Notification Configuration

In this section you can configure Location Notifications. These allow periodic emailed reports of machines that have moved beyond their assigned locations.

> Administration > Location Notification Configuration

[Location Summary](#) [Create Location](#) [Edit Location](#) [User Access](#) [Notification Config](#)

Location Notification Configuration

Location Notification Settings

Settings for location notifications.

Email To: <input type="text" value="lincoln.yeoh@isatec.com"/>	Email addresses of the recipients
Email Cc: <input type="text"/>	Email addresses of the Cc recipient(s)
Email Subject: <input type="text"/>	The email subject to use in notification emails. [MachineCount] will be replaced by the roaming machine count.
Email Body: <input type="text"/>	The email body to include in notification emails. [MachineCount] will be replaced by the roaming machine count.
Report User: <input type="text" value="lincoln@isatechnologies.com"/>	The report will use column preferences of this user
Accuracy (m): <input type="text" value="500"/>	Location accuracy values that are higher than this will be ignored
Check Days: <input type="text" value="0"/>	How many days to look in history for machines that have left the location
Skip if no roaming machines: <input type="checkbox"/>	Select to skip email notifications if there are no roaming machines

Notification Schedule

Schedule for location notifications: at 15:15 on every Mon. Last run: 2020-05-03 15:15:01

Enabled: ☒ Select to enable email notifications

Scheduled Times: Note: scheduled times will be constrained to polling interval

Scheduled Days: ☐ Daily

☒ On:

Day(s) of month: (1,15 = 1st and 15th of month. Must be blank to enable Day of Week scheduling)

Day of Week:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

xth Day of Week of the month: (If Tuesday, 1st and 3rd selected = first and third Tuesdays of the month)

☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

Months:

☒ January ☒ February ☒ March

☒ April ☒ May ☒ June

☒ July ☒ August ☒ September

☒ October ☒ November ☒ December

Check Days is the number of days that the system will look in the location history to see if the machine has left a location. The last known location will always be considered.

Examples: Check Days = 0 means only the last known location will be considered and the location history will not be used. If Check Days is set to 30 and a machine has been detected to have left a location within 30 days but has returned it will show up in the report.

Accuracy is in metres. The default value is 500. This means that geolocation data that has an accuracy uncertainty that's higher than 500m will be ignored. So if a machine appears to have left a location but the geolocation accuracy is higher than 500m, this data will be ignored.

For **Email Subject** and **Email Body**, any occurrences of [MachineCount] will be replaced by the number of machines that are considered to have roamed and left their assigned locations.

Example: specifying an Email Subject of: Roaming Machines: [MachineCount] will result in an email subject of: Roaming Machines: 12, if the number of roaming machines is 12.

Managing department

You can create hierarchy of department that reflects how your current organization structure is laid out in JustSAMit. Creating department and assigning machines to department gives you a better organization and manageability perspective to oversee your current inventory base.

Supported department management options are as follows:

- Create new department
- Modify department details
- Change parent department
- Change department's company
- Assign machine to department
- Auto assign machine to department by Active Directory user
- Map IP address to department
- Authorize user access to certain departments

Create new department

To create new department, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default.

Go to the administration page. Under “Department” section, click “Create Department” link. Here are the steps to create new department:

1. Under step 1 and 2: Give a name for your new department, key in your new department name.
2. Optional*. Under step 3: choose a company/ parent department, select a department in which you want your new department to be under. If you do not specify any department as the parent department, the new department will be at the root level of the selected company/ default company.
3. Click “Check Existence” button to check for department name availability.
4. Optional*. If the name is available, you may fill in the rest of the fields like division, description, head of department, etc.
5. Click “Create Department” to create your new department based on the name you have specified.

Step 1 and 2: Give a name for your new department.	Step 3: Choose a company/ parent department
<p>Compulsory Details</p> <p>Department Name <input type="text"/></p> <p><input type="button" value="Check Existence"/></p> <p>Optional Details</p> <p>Short Name <input type="text"/></p> <p>Division <input type="text"/></p> <p>Description <input type="text"/></p> <p>>> Head of Department Details</p> <p>>> Assistant Head of Department Details</p> <p>>> System Administrator Details</p> <p><input type="button" value="Create Department"/></p>	<p><input type="checkbox"/> Monster Inc</p> <p><input type="checkbox"/> Unassigned</p>

Modify department details

To edit or delete existing department, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default.

Go to the administration page. Under “Department” section, click “Edit/Delete Department” link.

Edit department

To edit a department details, click “Edit Department” link at the top of the page. Here are the steps to modify department details:

1. Select a department from the left pane. The information about the selected department will be shown at the right pane. You cannot modify the default “Unassigned” department that is available in every company.
2. You may then make any changes to the department details.
3. Click “Save” button to save the changes.
4. The changes will be reflected to the selected department in immediate effect.

Delete department

To delete a department, click “Delete Department” link at the top of the page. Here are the steps to delete department:

1. Under Step 1: choose one or more departments to delete, check the check box of your department or multiple departments.
2. Deleting a department that has children will delete all the children as well. Machines that are under these departments will be re-assigned to the “Unassigned” department of your default company. You may choose to move to another department by clicking “Change destination department” link and select the desired department.
3. Click “Delete selected departments”. The system will move the machines from the selected departments to your desired department before deleting these machines.
4. The deletion of these department(s) will take effect immediately.

Change parent department

To change parent department, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default.

Go to the administration page. Under “Department” section, click “Change Parent Department” link. Here are the steps to change parent for a department:

1. Under Step 1: Select a department to change its parent, select the department that you wish to change its parent.
2. Under Step 2: Select a parent department; select the target parent for the selected department.
3. Click “Change” button.
4. The department’s new parent will take effect immediately.

Change Company

To a department's company, you must be a "Department Moderator". A system administrator or inventory administrator is also a department moderator by default.

Go to the administration page. Under "Department" section, click "Change Company" link. Here are the steps to change the company for the department:

1. Under Step 1: Select one or more departments, select one or more departments that you wish to change its company.
2. Under Step 2: Select a destination company; select the target company for the selected department(s).
3. Click "Change" button.
4. The selected department(s) company will take effect immediately.

Assign machine to department

To assign machines to department, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default. There are 3 methods to assign machines to department. This section introduces the most straight forward method to do this.

Go to the administration page. Under “Department” section, click “Assign machine to department” link. Here are the steps to assign machine to department:

1. Select the machine you want to assign to a department. There are two ways to select the desired machines. You can use either one of these options for different situations.
 - a. Check one or more check boxes of the machines that you wish to assign to a department. **Important!** *You can only select multiple machines that are displayed in the list of the same page. You cannot select machines across pages. For example, you have chosen 3 machines from page 1 of the machine list, and then you click on page 2 to choose 2 other machines. If you do so, those machines you have selected in page 1 will not be in the list of machines you have selected. When you assign these machines to department, only 2 machines from page 2 will be assigned. Thus, you have to select machines from the same page then assign to a department, then you repeat the same steps on other pages.*
 - b. Check “Select all machines filtered by selected department(s)”. This option is the simplified way to select all machines that were previously assigned to the department(s) that you have selected at department filter. This option is only suitable to move machines from department to another department AND you have filtered the machine list by using the department filter (Filter machine by department). For example, I want to re-assign all machines from department SALES to MARKETING. Instead of selecting each check box of my Sales machines, I can firstly filter my machine list to only from sales department. Then I check the “Select all machines filtered by selected department(s)” check box to tell the system that I want to select all machines from my Sales department automatically.
2. Then I click “Assign to...” button at the bottom left of the page to display the list of available departments.
3. Select the target department and click “OK” button to start to assign machines to the target department.
4. The selected machines will be assigned to the target department in immediate effect.

Auto assign machine to department by Active Directory user

To do this operation, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default. This operation is an alternative method to assign machines to a department by leveraging on active directory user. The administrator needs to upload a specialized **mapping file** to the system in order for the system to run the auto assignment.

User-department mapping file

The uploaded file contains each Active Directory user’s name and the department of the user. By using this file, JustSAMit takes the mapping of user to department to map the machine in which the user has used before to the department. To obtain this mapping file, the administrator needs to manually generate it using a script (VB Script) provided by default in JustSAMit. You can get the script (**user.vbs**) from “UserDeptScript” folder under JustSAMit installation directory. Here are the steps to generate the mapping file:

1. Bring the script (**user.vbs**) to any of your Active Directory server (AD server) that host the global catalogue.
2. Run the script (by double click the file) at the AD server.
3. The result file will be the mapping file called “users.xml” located at the root of C: drive. You can rename the file to any name you desired in a later date.

Running the mapping file

Go to the administration page. Under “Department” section, click “Auto Assign machine to Department by AD user” link. Here are the steps to run auto assign machine to department:


1. Under “Upload an AD User-Department file” section, click the browse button to select the mapping file to be uploaded onto the system. Click “Upload” to upload the file.
2. The uploaded file will be shown at the “Uploaded file(s)” table.
3. Click “Open and Analyze” of the uploaded file.
4. An analysis report will be shown at the bottom the upload file table to show the content of the uploaded file.
5. Follow section below: **Analyzing mapping file content**

Analyzing mapping file content

The analysis shows the content of the mapping file. There’s a few important information from the analysis table:

- Currently loaded mapping file
- Number of AD users detected
- Number of unique department
- Number of records assignable – how many AD users from the mapping file that have direct mapping to existing departments in JustSAMit.
- Number of records not-assignable – the opposite of Number of records assignable

There will be 2 tables showing on this page. On the left table, shows the list of departments detected from the mapping file while on the right table shows the list of users from the mapping file.

On the department table (left table), the system tells you what are the departments found in the mapping file and whether they have been created in JustSAMit or not. You have the option to create them as new department in the system. Creating these departments will increase number of records assignable higher as more user-department mapping can be found now. You may also have the option to change the company for the department that are about to be created by clicking the  icon to select another company. By default new department will be created under the default company that you have set.

On the users table (right table), the system tells you who the users found in the mapping file and whether their machine can be assigned to department or not. To increase the chances of user assignable to a department, ensure each user is assigned a department at the Active Directory. Alternatively, you can modify the mapping file to assign a department for specific user without making any changes at the Active Directory level.

You may also opt to overwrite or not to overwrite machine that previously already being assigned to a department by checking the “Overwrite assigned records” check box if you want to run the mapping file multiple times or running an updated mapping file in a later date.

When you have confirmed all the settings are correct, click “Commit Auto Assign” button. The machine will be assigned to the designated department determined by user-department mapping from the mapping file. The system will also show the number of machine successfully being assigned.

Authorize user to departments

To do this operation, you must be a “Department Moderator”. A system administrator or inventory administrator is also a department moderator by default. The administrator can determine the department(s) that a particular user can access. This allows any user the access rights to see and manipulate inventory information only from the authorized departments.

Go to the administration page. Under “Department” section, click “Authorize User to Departments” link. Here are the steps to authorize a user to department(s):

5. You will see the list of users on the left pane. Select a user to see the existing department(s) that this user is authorized to access on the right pane.
6. You may check and un-check any department you want this user to access. Un-checking any department will prevent access the user to access the department, and vice versa.
7. Click “Save” button to save the settings.
8. The changes will be in effect immediately.

System Settings

There are a few configurations you or an administrator can tweak in JustSAMit to ensure its internal operations are running smoothly.

Here is the list of supported configurations:

- Configure email notification
- Configure GeoLocation settings
- Configure machine status
- Configure inactive machine deletion

Configure email notification

To configure email notification, you must be a “Configuration Manager”. A system administrator or inventory administrator is also a configuration manager by default. The Configure Email Notification page allows configuration of various settings for the Email Notifications for changes in hardware and software. You can configure the email address and the schedule in which you want the email to be sent out. There are few settings for this configuration.

The SMTP Server settings configured here will also be used for other email notifications (e.g. software expiry notifications, software category/blacklist notifications).

Go to the Configuration page. Click “Configure Email Notification” link. Here are the steps to configure this setting:

1. Check “Yes” on “Enable Notification” section.
2. Select the types of hardware and software changes you wish to be sent to the receiver from “select content to notify”.

- Under configure “Configure SMTP Server”, key in the receiver email address. Set the email priority and check the “Is Body HTML” if you would like to send the content in HTML.

> Administration > [Configure Email Notification](#)

Enable Notification and Content

Enable Notification ☒ Yes ☐ No

Select content to notify

<input checked="" type="checkbox"/> Software Installed	<input checked="" type="checkbox"/> Total Hdd Storage Size
<input checked="" type="checkbox"/> Software Uninstalled	<input checked="" type="checkbox"/> Total No.of HDD
<input checked="" type="checkbox"/> Processor Speed	<input checked="" type="checkbox"/> Total No.of HDD Partitions
<input checked="" type="checkbox"/> Computer Hostname	<input checked="" type="checkbox"/> Total Memory Slots
<input checked="" type="checkbox"/> Domain	<input checked="" type="checkbox"/> Total Memory Size
<input checked="" type="checkbox"/> Logged In Username	<input checked="" type="checkbox"/> Location and Department
<input checked="" type="checkbox"/> Operating System	<input checked="" type="checkbox"/> Network Configuration

Configure SMTP Server

Recipient Email Address
Separate multiple recipients by comma (E.g. user1@domain.com, user2@domain.com)

honglam.hau@isainnovation.net

Set Email Priority: High

Is Body HTML: ☒

Schedule

☒ Daily on selected time

☐ Every x days on selected time: 1 days

☐ Selected day on selected time

<input type="checkbox"/> Monday	<input type="checkbox"/> Friday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Thursday	

Selected Time: 3 : 00 pm

Send email now

- Under “Schedule” section, select your preferred duration and time of the email to be sent to the receiver.
- Click on “Send Now” if you want the email to be sent instantly.
- Click on “Save” button to save your configurations.

After you have saved your settings, you try to send an email to the defined receiver by clicking “Send Now” button. The receiver will receive an email of hardware and software changes if there is any changes record that haven’t been sent out before. The emails that have been sent out will not be re-sent again.

Configure GeoLocation settings

To configure GeoLocation settings, you must be a “Configuration Manager”. A system administrator or inventory administrator is also a configuration manager by default.

Configure GeoLocation

System-Wide GeoLocation Settings

WARNING!!! GeoLocation tracking may be **illegal** in some countries especially without informed consent. Please consult all applicable laws before enabling!

Enable GeoLocation Feature: ☐ Yes ☒ No

GeoLocation Tracking Default: ☒ On ☐ Off

Save

Delete GeoLocation History

Delete all GeoLocation History for all machines:

In the GeoLocation configuration page you can enable or disable the GeoLocation feature. Enabling the GeoLocation feature may be illegal in some countries especially without informed consent of those whose location information is being gathered.

The GeoLocation Tracking Default controls whether GeoLocation information is updated by default or not. If it is “Off” then by default no machine’s GeoLocation information will be updated. If it is “On” then by default all machines GeoLocation information will be updated. You can override the default behavior on a per machine basis from the Machine Summary page.

In this page you can also delete all GeoLocation History for all machines.

Configure machine status

By enabling this feature, the system will automatically change machine status to inactive if the machine is outdated for the duration specified below. This will also enable the system to automatically change machine status back to active when the machine is updated again. Retired machine will remain unchanged.

Configure inactive machine deletion

By enabling this feature, the system will automatically delete machine records that are inactive/outdated for the duration specified below. Be cautious when enabling this feature as deleted machines are not recoverable. Retired machine will remain unchanged.

Software Rules and Categories

As of Build 2.0 there are Software Rules and Categories. The JustSAMit system has a default set of rules which can be changed/customized. When new software is detected the system will go through the rules and if the software matches a rule it is assigned to the category and license type specified by the rule, and the rest of the rules are skipped if the rule has the “skip rest” directive enabled. Each software can only have one license type but it can belong to multiple software categories.

Rule Matching

Rules are matched by name and publisher case-insensitive match patterns. Wildcards like % and _ can be specified. The % wildcard character matches any string of zero or more characters. The _ wildcard character matches any single character. If there are no wildcards the rule will only match if the strings are the same.

For example a software item with the name of “ABC1234” will match the following matches:

- a) abc1234
- b) abc123_
- c) ab%
- d) %c12%
- e) %234
- f) Abc%1234
- g) Abc_23%
- h) %abc1234%

But it will not match the following

- a) abc 1234
- b) abc123__
- c) %abc% %234%
- d) abc_1234

Rules are matched in order:



<input type="checkbox"/>	#	Temp ID	Priority	Enabled	Skip Rest	License	Category	Name Match	Publisher Match	Description	Action
<input type="checkbox"/>	1	12761	10000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free	Intranet Software	%ISA Intranet%			Edit
<input type="checkbox"/>	2	11850	10001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NonFree	Content Management	%ISA Intranet%			Edit

With the above example rules a software item called “VISA Intranet v2” will match the first rule (#1) and be assigned a license type of Free, and added to the “Intranet Software” category. Then since “Skip Rest” is not checked it will also match the second rule (#2) and be assigned a license type of NonFree and added to the “Content Management” category. A software can only have one license type but belong to multiple categories. So “VISA Intranet v2” will only have a NonFree license type, and belong to “Intranet Software” AND “Content Management” categories.

Manage Blacklist Rules

This page allows you to view and manage blacklist rules. Software that match these blacklist rules will be assigned to the built-in Blacklisted category which has notifications enabled by default (however the email notification schedule and settings have to be configured appropriately first before email notifications can actually be sent successfully).







Blacklist Rules

 [Edit Rules](#)
 [Download Rules](#)
 apply rules: last completed at 6/03/2015 1:58:35 PM

<input type="checkbox"/>	#	Rule ID	Enabled	Name Match	Publisher Match	Description
<input type="checkbox"/>	1	1	<input checked="" type="checkbox"/>	%pattern to match%		blacklist rule

Click on Edit rules to edit the rules. Download Rules to download and backup the existing Blacklist rules (in text file with a tab delimited format).

Blacklist Rules

 [Download Rules](#)
 No file chosen
  [Upload Rules](#)
 [Add Rule](#)
 [Delete Rules](#)
 [Apply Rules](#)
 [Back](#)
 apply rules: last completed at 6/03/2015 1:58:35 PM

<input type="checkbox"/>	#	Temp ID	Enabled	Name Match	Publisher Match	Description	Action
<input type="checkbox"/>	1	6378	<input checked="" type="checkbox"/>	%pattern to match%		blacklist rule	Edit

To add a new rule, click on Add Rule.

To edit a specific rule, click on “Edit” in the rule’s action column, and save to stop editing.

Once you are done with the edits and satisfied click on “Apply Rules” to save and apply the rules. Your new changes and rules, or any uploaded rules will **NOT** be saved if you do not apply the rules

Manage User Software Rules

This page allows you to view and manage user software rules. It is recommended that you create your custom rules here and not the at the “Manage System Software Rules” page.

Click on Download Rules to download and backup the existing user software rules.

Click on Edit Rules to edit the rules. Click on Upload Rules to upload/restore rules.

To add a new rule, click on Add Rule.

To edit a specific rule, click on “Edit” in the rule’s action column, then save to stop editing that rule. Be sure to enable “Skip Rest” on a particular rule if you do not want any rules after this rule to match once a software item matches this rule.

Software Rules

[Download Rules](#)
 No file chosen
 [Upload Rules](#)
[Add Rule](#)
[Delete Rules](#)
[Apply Rules](#)
[Back](#)
 apply rules: last completed at 6/03/2015 2:51:35 PM

<input type="checkbox"/>	#	Temp ID	Priority	Enabled	Skip Rest	License	Category	Name Match	Publisher Match	Description	Action
<input type="checkbox"/>	1	10938	10000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NonFree	Remote Desktop	%teamviewer%			Save Cancel

Once you are done with the edits and satisfied click on “Apply Rules” to save and apply the rules. Your new changes and rules, or any uploaded rules will **NOT** be saved if you do not apply the rules

If there are many rules or very many different detected software applying the rules may take a few minutes and you will see the following message “Still applying rules to all software, please wait...”:

Software Rules

[Download Rules](#)
 No file chosen
 [Upload Rules](#)
[Add Rule](#)
[Delete Rules](#)
[Apply Rules](#)
[Back](#)
 apply rules: **running** since 6/03/2015 2:48:22 PM

x Still applying rules to all software, please wait...

<input type="checkbox"/>	#	Temp ID	Priority	Enabled	Skip Rest	License	Category	Name Match	Publisher Match	Description	Action
<input type="checkbox"/>	1	8200	10000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NonFree	Remote Desktop	%teamviewer%			Edit

Manage System Software Rules

This is similar to the User Software Rules page except that this is for System Software rules. It is recommended that you create your custom rules using the User Software Rules page and not this page, and only use this to backup system software rules or upload updated system software rules.

Manage Software Categories

This section allows you to manage Software Categories (which are used by the software rules system). You can create, rename and delete user software categories (but you cannot rename/delete existing system software categories – just change their description, disable/enable notification).

Software Category Notification Schedule

This section allows you to configure the Software Category Notification Schedule. You also need to ensure the SMTP Server setting in “System Settings, Configure Email Notification” is set and correct.

When configured and enabled, email notifications will be sent according to the schedule if the system finds machines with software installed that belong to Software Categories that have notification enabled (in Manage Software Categories). The email notifications will include an attachment listing the relevant machines. If no machines are found, no email is sent even if the scheduled time is reached.

Software Category Notification Schedule

Email Alerts

Enable email notifications: ☒

Sender Email Address:

Recipient Email Address:

Subject:

Body:

Notification Send Time: :

Send schedule: ☒ Daily

☐ On:

Day(s) of month: (1,15 = 1st and 15th of month. Must be blank to enable Day of Week scheduling)

Day of Week:

☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

xth Day of Week of the month: (If Tuesday, 1st and 3rd selected = first and third Tuesdays of the month)

☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

Months:

☒ January ☒ February ☒ March

☒ April ☒ May ☒ June

☒ July ☒ August ☒ September

☒ October ☒ November ☒ December

Save

Managing software view

(Note: Software Views are deprecated as of Build 2.0, use Software Categories and Rules to group software)

You can create views to group related software into the same category to simplify your reporting work in JustSAMit. Categorizing software view provides you the ability to filter down your viewing list of software list which is commonly very long in nature. For example, you can create a view called “Microsoft Office Applications” to group all of your Microsoft Office products like Office Word, Excel, Outlook, etc.

There are built-in four views under JustSAMit called Unclassified, Ignore, Authorized and Unauthorized. By default, all new software will be classified as Unclassified. There’s no special functions for software that is grouped under these views, JustSAMit create them as the “must have” view in the system.

Software can be grouped to one or more view. For example, I can add Microsoft Office Enterprise 2007 into a view called “Microsoft Office Application”. I would also like to add it to a view called “Authorized” for my reporting need. I might later add this software to “Microsoft” view where I group all products from Microsoft into this view.

Supported view management are as follows:

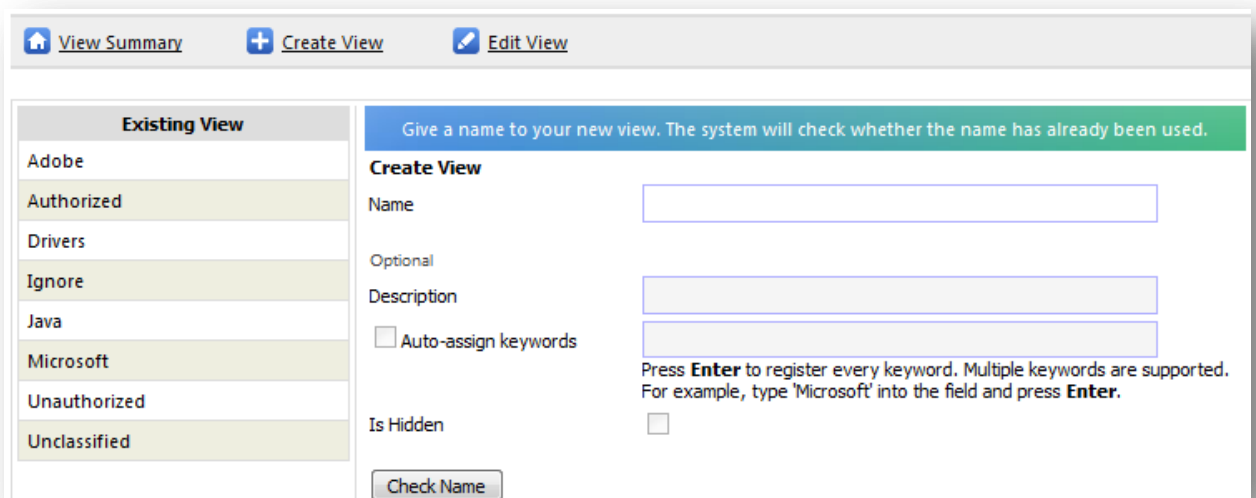
- Create new view
- Modify view details
- Delete view
- Add software to view
- Change software’s view

Create new view

To create new view, you must be a “Software View Moderator”. A system administrator or inventory administrator is also a view moderator by default.

Go to the administration page. Under “Software View” section, click “Create New View” link. Here are the steps to create new view:

1. Under “Create View” section, key in a new name for your view.
2. Click “Check Name” to check for view name availability.
3. If the name is available to use, you may fill in the description and click “Create View” button.
4. The new view is created and can be seen from “Existing View” list shown on the left pane.



Modify view details

To modify view details, you must be a “Software View Moderator”. A system administrator or inventory administrator is also a view moderator by default.


Go to the administration page. Under “Software View” section, click “Edit View” link. Here are the steps to edit view:

1. Select a view from the left pane. The details will be shown at the right pane.
2. You may then edit its name and description.
3. Click “Save” button. The changes will be reflected immediately.

Delete view

To delete views, you must be a “Software View Moderator”. A system administrator or inventory administrator is also a view moderator by default.

Go to the administration page. Under “Software View” section, click “View Summary” link. Here are the steps to delete view:

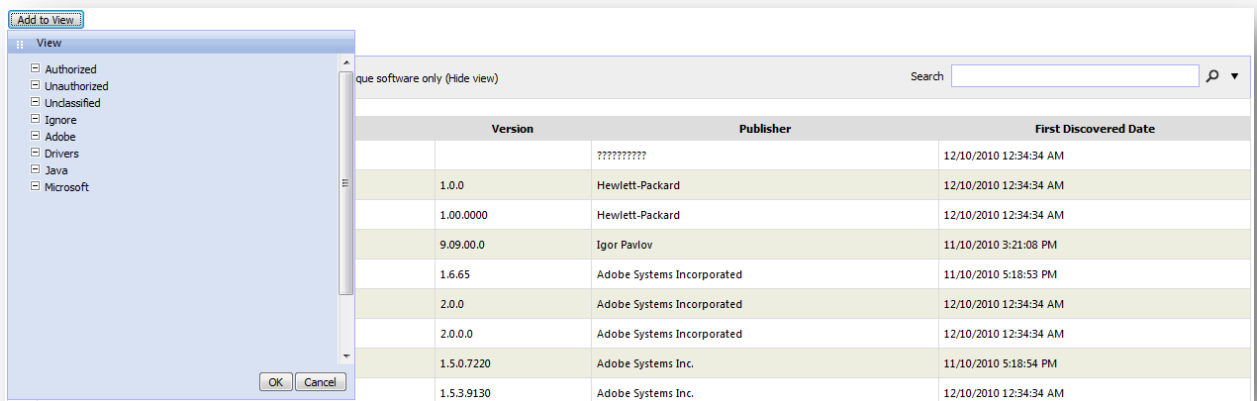
1. Check one or more check boxes of the software you want to delete.
2. Click  “Delete selected view” to delete your selected views.
3. All software inside the deleted view will be re-classified as the default view - Unclassified.

Add software to view

To add software to one or more views, you must be a “Software View Moderator”. A system administrator or inventory administrator is also a view moderator by default.

Go to the administration page. Under “Software View” section, click “Add Software’s View” link. Here are the steps to add software to a view:

1. Select the software you want to assign to a view. There are two ways to select the desired software. You can use either one of these options for different situations.
 - a. Check one or more check boxes of the software that you wish to assign to a view.
Important! *You can only select multiple software titles that are displayed in the list of the same page. You cannot select software across pages. For example, you have chosen 3 software titles from page 1 of the software list, and then you click on page 2 to choose 2 other software. If you do so, those software titles you have selected in page 1 will not be in the list of software you have selected. When you assign these software titles to view, only 2 software titles from page 2 will be assigned. Thus, you have to select software from the same page then assign to a view, then you repeat the same steps on other pages.*
 - b. Check “Select all software filtered by selected view(s)”. This option is the simplified way to select all software titles that were previously assigned to the view(s) that you have selected at view filter. This option is only suitable to move software from view to another view AND you have filtered the software list by using the view filter (Filter software by view). For example, I want to re-assign all software from view OFFICE to OFFICE 2007. Instead of selecting each check box of my Office’s software, I can firstly filter my software list to only from Office view. Then I check the “Select all software filtered by selected view(s)” check box to tell the system that I want to select all software from my Office view automatically.
2. Then I click “Select View” button at the top left of the page to display the list of available views.
3. Select the target view and click “OK” button to start to assign software to the target view.
4. The selected software will be assigned to the target view in immediate effect.



Change software's view

To change software's view, you must be a "Software View Moderator". A system administrator or inventory administrator is also a view moderator by default. You can change the view of the software to another view, or remove the software from your user-defined view. Removing software from all user-defined view or from other built-in view will group this software back to the view "Unclassified".

Change from one view to another

Go to the administration page. Under "Software View" section, click "Change Software's View" link. Here are the steps to do that:



1. Select the software you want to change its view. There are two ways to select the desired software. You can use either one of these options for different situations.
 - a. Check one or more check boxes of the software that you wish to assign to a view. **Important!** *You can only select multiple software titles that are displayed in the list of the same page. You cannot select software across pages. For example, you have chosen 3 software titles from page 1 of the software list, and then you click on page 2 to choose 2 other software. If you do so, those software titles you have selected in page 1 will not be in the list of software you have selected. When you assign these software titles to view, only 2 software titles from page 2 will be assigned. Thus, you have to select software from the same page then assign to a view, then you repeat the same steps on other pages.*
 - b. Check "Select all software filtered by selected view(s)". This option is the simplified way to select all software titles that were previously assigned to the view(s) that you have selected at view filter. This option is only suitable to move software from view to another view AND you have filtered the software list by using the view filter (Filter software by view). For example, I want to re-assign all software from view OFFICE to OFFICE 2007. Instead of selecting each check box of my Office's software, I can firstly filter my software list to only from Office view. Then I check the "Select all

software filtered by selected view(s)" check box to tell the system that I want to select all software from my Office view automatically.

2. Then I click "Change View" button at the top left of the page to display the list of available views.
3. Select the target view and click "OK" button to start to re-assign the software to the target view.
4. The selected software will be re-assigned to the target view in immediate effect.

Remove software's view

Go to the administration page. Under "Software View" section, click "Change Software's View" link. Here are the steps to do that:

1. Click  of the software on which you want to remove its view.
2. Alternatively, check one or more check boxes of software from the list, then click  "Remove selected software's view".

Dormant user account management

JustSAMit collects a list of inactive user accounts that reside in every user machine. You can perform various actions on these inactive user accounts such as to disable user accounts that have not been login for a specific period of time. This list of dormant user accounts is collected when you scan the target machine through JustSAMit collection method like active scan or login script.

Dormant user account

You can view the list of dormant user account by doing the following:

Go to the administration page. Under “Dormant User Account Management” section, click “Dormant User Accounts” link.

Filtering

You may perform filtering on this page. The types of filter are described below:

1. Filter by account status
 - a. You can filter the list to display accounts that are active or disabled, or both.
2. Filter by exemption
 - a. You can filter the list to display accounts that are exempted or not exempted from any action, or both.
 - b. Exemption list is a list of user accounts that you would like the system to exclude from automatic disabling. This list is uploaded by you in the form of a CSV file. For more information on exemption list, refer to exemption list section.
3. Filter by department
4. Filter by location

Actions

You may perform action on the target user accounts. Proper configuration is required when installing Active Probe to ensure Active Probe has sufficient rights to make changes to the target machine.

Follow steps below to configure Active Probe from IIS level. If you do not have expertise in configuring IIS, please consult your administrator to configure this for you.

1. Application Pool Identity
 - a. Set the identity user account to an account that has administrative rights on all target machines.
 - b. By default the system will use Network Service or Local System as the identity for new application pool. You can create a new application pool and set the identity of the pool to a domain administrator account or any account which has administrative rights on all of your target machines.

The types of actions are described below:

1. Disable account

- a. You can select one or more user account by selecting the checkbox beside the user account record, and click the “Disable Account” button. Click Ok on the confirmation prompt and the system will instantly try to connect the machine via active probe and disable the user account in the machine.
2. Enable account
 - a. You can select one or more user account by selecting the checkbox beside the user account record, and click the “Enable Account” button. Click Ok on the confirmation prompt and the system will instantly try to connect the machine via active probe and enable the user account in the machine.
3. Disable all dormant user account of more than x days
 - a. This is a convenient link for you to immediately disable all dormant user accounts that are inactive for more than the number of days you have set under “Disable user account after” setting in Configure Auto User Account Remediation.

All these actions will only be available if you have added at least one active probe and set at least one credential under the active probe configuration page.

Logs

The system will log the transaction when you disable or enable a user account via the dormant user account management page. For a successful operation, the system will log it under the Success log, while the failed ones will be logged in Error log.

Success Log

Go to the administration page. Under “Dormant User Account Management” section, click “Remediation Success Log. In the success log, you can re-enable user accounts by doing the following:

1. You can select one or more user account by selecting the checkbox beside the user account record, and click the “Enable Accounts” button. Click Ok on the confirmation prompt and the system will instantly try to connect the machine via active probe and enable the user account in the machine.

Error Log

Go to the administration page. Under “Dormant User Account Management” section, click “Remediation Error Log. In the error log, you do not have any action on the user account from the console page. However you need to take action on why the failure occurs. The errors that are shown in that page are typically caused by the following:

1. The target machine is not turned on.
2. Target machine’s Windows firewall is turned on and is preventing JustSAMit active probe from accessing it. The configuration needed for disable and enable user account are the same configuration that the active scan requires for a successful data collection.
3. Some other security restriction imposed by your network or system administrator to reach and to make changes to the target machine.

Exemption List

Exemption list is a list of user accounts that you would like the system to exclude from automatic disabling. This list is uploaded by you in the form of a CSV file.

Go to the administration page. Under “Dormant User Account Management” section, click “Upload Exemption List”.

File format

The file must be in CSV format. You can save a file as CSV from a Notepad or a spreadsheet application like Microsoft Office Excel.

The order of your data is significant. The first data must be the IP address of the machine. The second data must be the machine hostname. The third data must be the login name. All data are separated by a comma (,).

<IP ADDRESS>,<MACHINE HOSTNAME>,<LOGIN NAME>

For example:

192.168.1.122,SVR01,mydomain\adam

Upload into the system

To upload an exemption list, click on “Choose File” button and select the CSV file that contains your exemption list. Click “Upload” button will initiate the upload process from the JustSAMit server to JustSAMit database. The exemption list will be shown in the page.

User Account Settings

You can set how many days before a user account will be disabled automatically by JustSAMit active probe.

Go to the administration page. Under “Dormant User Account Management” section, click “Remediation Settings”.

Each of the settings is described below:

1. Enable auto remediation for dormant user account
 - a. If you set this setting to Yes, the system will automatically disable user accounts via active probe using the rules you have set in this configuration page.
 - b. If the setting is No, no automation on user account will be allowed.
2. Disable user account after x days
 - a. You set how many days before a user account can be disabled. This setting must be set.
3. Exception keywords

- a. This is different from the exemption list that you can upload into the system.
 - b. This is a general wild card that tells the system to not act on any user accounts that contain these keywords.
 - c. The system will skip login name that has any of the following keywords. Separate each keyword with a comma (,).
4. Last auto run date
- a. Tells you when is the last date and time automation (if you set it to Yes) is run.

When you made any changes to the configurations, click “Save” button to save your changes. The changes will take effect immediately.

Managing custom field

A custom field is additional information that you can attach to either a machine or software. You can define as many custom fields as you like, and then you can put a value into the field for each machine. Once a custom field is created, that field will be available to all machines or software. Custom fields are defined separately for machine and software. Those created for machines cannot be used for software. For example, you can create a machine custom field called “Asset Tag”. Then key in each machine’s Asset Tag ID in its “Asset Tag” custom field.

Machine custom field

To manage machine custom field, you must be a “Machine Custom Field Moderator”. A system administrator or inventory administrator is also a machine custom field moderator by default.

Add custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

1. Click “Add Custom Field” link at the top of the page.
2. Under section “Machine custom fields”, key in a name for your custom field and click “Check Name” for the system to check for name availability.
3. Optional*. You may fill in the registry path and registry key to auto populate the machine’s custom field value during machine update.
4. Click “Create” button to create the custom field.

Edit custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

1. Click “Edit Custom Field” link at the top of the page.
2. Under section “Machine custom fields”, select a custom field from the left pane. The selected custom field’s details will be shown at the right pane.
3. You may then make any changes to the details.
4. Click “Save” button to save the changes.

Delete custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

1. Click “Summary” link at the top of the page.
2. Under section “Machine custom fields”, check the check box of the custom field you wish to delete.
3. Click “Delete” button to delete the selected custom field. All values that were previously defined on all machines will be deleted from the system as well.

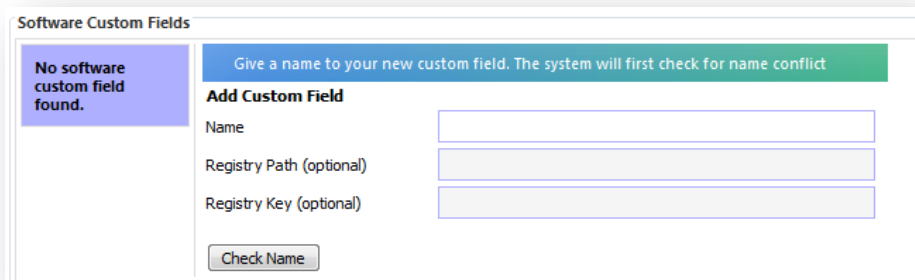
Software custom field

To manage software custom field, you must QA
be a “Software Custom Field Moderator”. A system administrator or inventory administrator is also a software custom field moderator by default.

Add custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

5. Click “Add Custom Field” link at the top of the page.
6. Under section “Software custom fields”, key in a name for your custom field and click “Check Name” for the system to check for name availability.
7. Optional*. You may fill in the registry path and registry key to auto populate the software’s custom field value during machine update.
8. Click “Create” button to create the custom field.



Edit custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

5. Click “Edit Custom Field” link at the top of the page.
6. Under section “Software custom fields”, select a custom field from the left pane. The selected custom field’s details will be shown at the right pane.
7. You may then make any changes to the details.
8. Click “Save” button to save the changes.

Delete custom field

Go to the administration page. Under “Custom Field” section, click “Manage custom field” link. Here are the steps to do that:

4. Click “Summary” link at the top of the page.
5. Under section “Software custom fields”, check the check box of the custom field you wish to delete.
6. Click “Delete” button to delete the selected custom field. All values that were previously defined on all software will be deleted from the system as well.

Bulk Import Machine Details

Bulk Import Machine Details

Select File

Select tab-delimited or csv file with machines and machine details

Choose file

No file chosen

Upload machine details

This feature allows you to update many machines with details like Department, Warranty Expiry Date and Lease Expiry Date. Even Machine Custom Fields can be updated.

To update you need to upload a tab-delimited text or CSV file where the first line is a row containing the machine column names. And all the lines after are rows containing the data for each machine.

Example:

Computer Name	BIOS Serial Number	Company	Department	Location	Assigned User	Monitor Vendor	Monitor Model	Warranty Start Date	Warranty Expiry Date
MY-ANS-PC123	AZXGH0012513FJ5R	MyCo1	Helpdesk	Kuala Lumpur L1	Ramesh Krishnan	Samsung	Synclaster 793DF85/88/2015	05/08/2018	
AU-HR-PC5	AZXGH02433035J4K	AuCo1	Marketing	Sydney L2	Vanessa Nguyen	Viewsonic	VS284H-C01/02/2014	01/02/2015	
AU-WS-PC1	ANXGH02323035J4K	AuCo1	Workshop	Melbourne	Kylie Robinson	Viewsonic	VS284H-C01/03/2014	01/03/2015	

The second line above will update computers that have the Computer Name '**MY-ANS-PC123**' and BIOS Serial Number '**AZXGH0012513FJ5R**' to have Company=**'MyCo1'**, Department=**'Helpdesk'**, Assigned User=**'Ramesh Krishnan'** and so on.

And computers named '**AU-HR-PC5**' with BIOS Serial Number '**AZXGH02433035J4K**' will be set to Company=**'AuCo1'**, Location=**'Sydney L2'** etc.

Columns like '**Assigned User**' and '**Monitor Vendor**' are examples of [Machine Custom Fields](#) that you can create.

Supported columns

Match columns	BIOS Serial Number, Computer Name, Enclosure Asset Tag, Enclosure Serial Number, Machine ID, Motherboard Serial Number
Updatable columns	Comment, Company, Company ID, Department, Department ID, Description, Lease Expiry Date, Lease Start Date, Location, Location ID, Ownership Information, User Defined Role, Vendor Information, Warranty Expiry Date, Warranty Start Date

Match columns are columns that can be used to select a machine to be updated. If the match columns data match more than one machine, the import process will be aborted. For example if a row has Computer Name = PC123 and there are three machines with that computer name (PC123) then the import process will fail. To avoid this you can specify more match columns or select the option to skip the update (and update those machines manually) or select the option to update multiple machines.

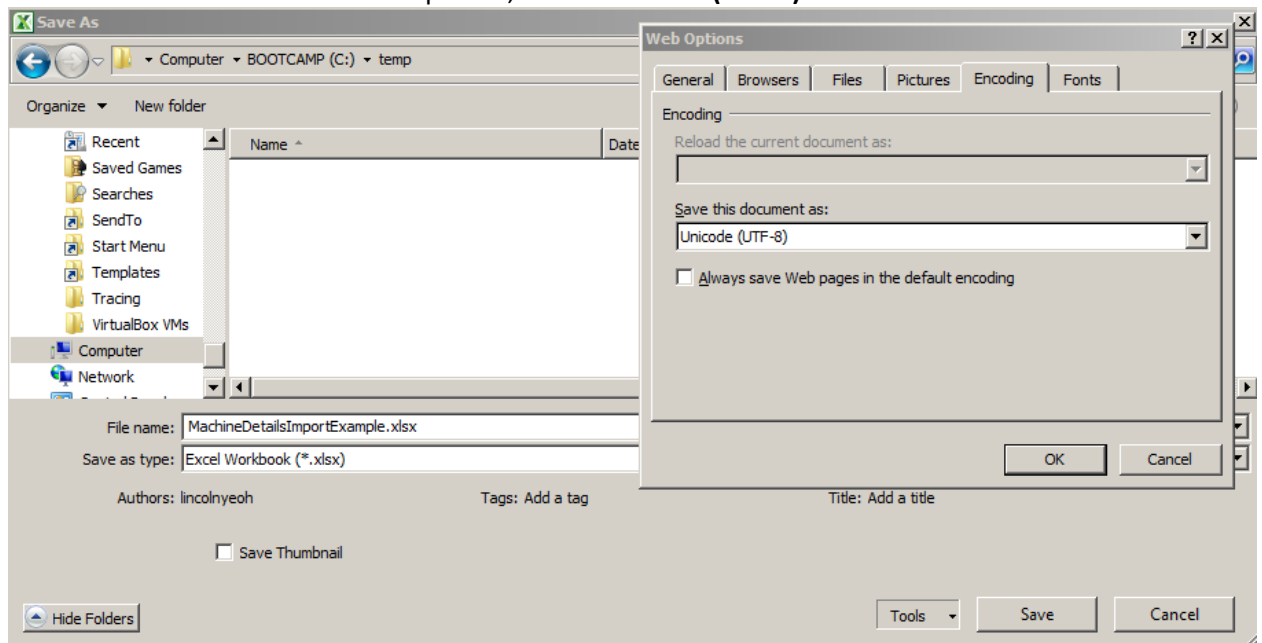
Saving a tab-delimited file in Excel

1. Create or open an Excel spreadsheet with the first row containing the column names and the data in the other rows.

Example:

	A	B	C	D	E	F	G	H	I	J
1	Computer Name	BIOS Serial Number	Company	Department	Location	Comment	Vendor Information	Ownership Information	Warranty Start Date	Warranty Expiry Date
2	MY-ANS-PC123	AZXGH0012513FJSR	MyCo1	Helpdesk	Kuala Lumpur L1					
3	AU-HR-PC5	AZXGH0243303SJ4K	AuCo1	Marketing	Sydney L2				1/2/2014	1/2/2015
4	AU-WS-PC1	AWXGH0232303SJ4K	AuCo1	Workshop	Melbourne				1/3/2014	1/3/2015

2. Choose **File->Save As** from the menu.
3. In the '**Save as type**' dropdown, select '**Text (Tab delimited) (*.txt)**'
4. Click on the '**Tools**' dropdown at the bottom near the save button and select '**Web Options**'
5. Select the '**Encoding**' tab.
6. In the '**Save this document as:**' dropdown, select '**Unicode (UTF-8)**'



7. Click **OK**, then specify the file name and click **Save**.

Saving a CSV file in Excel

1. Create or open an Excel spreadsheet with the first row containing the column names and the data in the other rows.

Example:

	A	B	C	D	E	F	G	H	I	J
1	Computer Name	BIOS Serial Number	Company	Department	Location	Comment	Vendor Information	Ownership Information	Warranty Start Date	Warranty Expiry Date
2	MY-ANS-PC123	AZXGH0012513FJSR	MyCo1	Helpdesk	Kuala Lumpur L1					
3	AU-HR-PC5	AZXGH0243303SJ4K	AuCo1	Marketing	Sydney L2				1/2/2014	1/2/2015
4	AU-WS-PC1	AWXGH0232303SJ4K	AuCo1	Workshop	Melbourne				1/3/2014	1/3/2015

2. Choose **File->Save As** from the menu.
3. In the '**Save as type**' dropdown, select '**CSV (Comma delimited) (*.csv)**' and click **Save**.

Import Settings

Import settings

Test run- do not save changes even if import is successful: ☐

Stop import if source file has unsupported columns: ☐

Stop import if a source row does not match any machines: ☐

Stop import if source row matches a machine already matched by a previous row: ☐

Skip row if source row matches multiple machines ☐

Update multiple machines even if source row matches multiple machines: ☐

If source entry is blank do not skip but update with blank: ☐

Do not abort even if source rows do not have the same number of columns: ☐

Use the “test run” option to test an import just in case something unexpected happens (like many multiple machine updates). When “test run” is selected additional logging is done.

“If source entry is blank do not skip but update with blank” does not apply to Department, Company, Location and their related columns – if such items are left blank they will be ignored.

To detect and abort if there are duplicates select the “stop import if source row matches a machine already matched by a previous row” and leave unchecked the “skip row if source row matches multiple machines” and also the “Update multiple machines even if source row matches multiple machines”.

Import Log

Difference between a normal import and a test run import.

Import log		
2015-09-10 02:05:13.633	Info	Import started
2015-09-10 02:05:13.695	Info	Importing file=foo5.txt
2015-09-10 02:05:13.695	Warning	Ignoring column #4 (monitor model)
2015-09-10 02:05:13.695	Warning	Ignoring column #5 (monitor serial number)
2015-09-10 02:05:13.695	Warning	Ignoring column #6 (monitor vendor)
2015-09-10 02:05:13.695	Warning	Ignoring column #7 (commission date)
2015-09-10 02:05:13.695	Debug	Updating columns=company,department,location,comment,vendor information,ownership information,lease start date,lease expiry date,warranty start date,warranty expiry date,user defined role,description
2015-09-10 02:05:13.695	Debug	Matching columns=computer name,motherboard serial number,bios serial number,enclosure asset tag,enclosure serial number
2015-09-10 02:05:18.758	Notice	Source rows=7328 data rows=7326 unmatched rows=125 updated machines=6
2015-09-10 02:05:18.758	Notice	Source rows matching more than one machine=0 machines updated more than once=1
2015-09-10 02:05:18.758	Notice	Import successful.
2015-09-10 02:05:18.758	Debug	Elapsed time=5.12442

The test run logs a bit more:

Import log		
2015-09-10 02:23:41.117	Info	Import started
2015-09-10 02:23:41.195	Info	Importing file=foo5.txt
2015-09-10 02:23:41.211	Warning	Ignoring column #4 (monitor model)
2015-09-10 02:23:41.211	Warning	Ignoring column #5 (monitor serial number)
2015-09-10 02:23:41.211	Warning	Ignoring column #6 (monitor vendor)
2015-09-10 02:23:41.211	Warning	Ignoring column #7 (commission date)
2015-09-10 02:23:41.211	Debug	Updating columns=company,department,location,comment,vendor information,ownership information,lease start date,lease expiry date,warranty start date,warranty expiry date,user defined role,description
2015-09-10 02:23:41.211	Debug	Matching columns=computer name,motherboard serial number,bios serial number,enclosure asset tag,enclosure serial number
2015-09-10 02:23:46.320	Info	Line #7323=WB17W222 ISAT ANS Perth mon4 SGH143TN8N SGH143TN8N SGH143TN8N SGH143TN8N
2015-09-10 02:23:46.320	Info	Matched ID=5651 Name=WB17W222
2015-09-10 02:23:46.320	Warning	Duplicate at line=7323: Machine='WB17W222' (5651) was already matched in line=5
2015-09-10 02:23:46.320	Notice	Source rows=7328 data rows=7326 unmatched rows=125 updated machines=6
2015-09-10 02:23:46.320	Notice	Source rows matching more than one machine=0 machines updated more than once=1
2015-09-10 02:23:46.320	Warning	Import successful. But changes not saved because 'test run' selected.
2015-09-10 02:23:46.320	Debug	Elapsed time=5.1959094

If there are too many lines the log will be truncated.

Note that some source columns are being ignored (e.g. monitor model). The Bulk Import feature does not automatically create new Machine Custom Fields, or new Departments, Companies and Locations. You have to create these if necessary.

Example of an error

Import log		
2015-09-10 02:34:35.805	Info	Import started
2015-09-10 02:34:35.867	Info	Importing file=foo4.txt
2015-09-10 02:34:35.867	Warning	Ignoring column #4 (monitor model)
2015-09-10 02:34:35.867	Warning	Ignoring column #5 (monitor serial number)
2015-09-10 02:34:35.867	Warning	Ignoring column #6 (monitor vendor)
2015-09-10 02:34:35.867	Warning	Ignoring column #7 (commission date)
2015-09-10 02:34:35.867	Debug	Updating columns=company,department,location,comment,vendor information,ownership information,lease start date,lease expiry date,warranty start date,warranty expiry date,user defined role,description
2015-09-10 02:34:35.867	Debug	Matching columns=computer name
2015-09-10 02:34:36.133	Info	Line #338=OOIPY_PC1 Default Unassigned Unassigned Member Workstation
2015-09-10 02:34:36.133	Err	Aborting - Multiple machines matched for update
2015-09-10 02:34:36.149	Err	Error at line=338: Multiple destination machines matched to be updated for source row
2015-09-10 02:34:36.149	Debug	Elapsed time=0.3368906

In the above log, the import was aborted due to multiple machines matching OOIPY_PC1.

Scan Agents

Scan Agents can be downloaded, installed and used for performing SNMP queries on other devices. The SNMP query results can update attributes of “Other Assets”. For example the toner and page counts for printers or the lamp hours for projectors.

A Scan Agent can also be used to scan the machine it is installed on- this is called a Local Scan. The scan results are similar to those from a normal justSAMit Agent.

Download Scan Agents

Download Scan Agents

Scan Agents can perform SNMP queries and also locally scan the machines they are installed on.

Platform	Action	Download	Version	Size	SHA256	Interval	LocalScan Schedule
Windows	Rebuild	ScanAgent.msi	0.0.0.27	6,750,208 bytes	2a7cea252c90e5c6d13c03e5f128937aaf33ab44b6f68fbfb6c6d4e43da5b6b8	240	at 10:30, 12:30 or 16:30 daily

On this page you can build and download the Scan Agent installer.

Click on the Build/Rebuild button to build the installer. Click on the file name to download the installer.

If a new version of the agent is available the build button may show a different version number from the version available to be downloaded. You can either download the existing version or click on the Build button to replace the existing version with a new build.

The SHA256 text is the hash that uniquely identifies the installer file. This hash can change after a rebuild even for the same version.

Manage Scan Agents

Scan Agent Settings

Scan Agent Management

Scan Agent Settings

Local Scan Schedule

Enabled:

☒ If enabled the ScanAgent will do an inventory scan of the local machine

Scheduled Times:

10:30, 12:30, 16:30

Note: scheduled times will be constrained to polling interval

Scheduled Days:

☒ Daily

☐ On:

Day(s) of month:

(1,15 = 1st and 15th of month. Must be blank to enable Day of Week scheduling)

Day of Week:

☒ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☒ Saturday

xth Day of Week of the month: (If Tuesday, 1st and 3rd selected = first and third Tuesdays of the month)

☒ 1st
☒ 2nd
☒ 3rd
☒ 4th
☒ 5th

Months:

☒ January
☒ February
☒ March

☒ April
☒ May
☒ June

☒ July
☒ August
☒ September

☒ October
☒ November
☒ December

Save

You can configure the Local Scan Schedule here. If enabled, a Local Scan is done when the Scan Agent contacts the server and the scheduled time has passed AND the scheduled time is later than the time the last scan was done. If no scheduled times are specified the Scan Agent will do a scan once a day. The polling interval is how often the Scan Agent contacts the justSAMit cloud server. The default polling interval is 240 minutes.


Click the Save button to save the settings.

Scan Agent List

Scan Agent List								
ID	Name	Serial Number	Version	Remote Address	IPv4	IPv6	Last Discovered Date	First Discovered Date
2	jsicentral-svc	8782-8147-0843-6174-3787-8046-74	0.0.0.28	10.243.1.171	10.243.1.171		3/12/2019 4:10:19 PM	26/11/2019 6:26:58 PM
3	winxpprojsi	8439-7187-0078-7411-8153-0243-12	0.0.0.28	10.222.1.11	10.222.1.11		3/12/2019 4:12:28 PM	28/11/2019 5:37:47 PM

This shows the known Scan Agents and some information.

Scan Agent Tasks

Scan Agent Tasks							
Only up to 500 most recent tasks shown				Invert search: <input type="checkbox"/>	Search: <input type="text" value="lab"/>		
TaskStart	TaskEnd	SessionID	AgentID	AgentName	AgentCommand	TaskStatus	AgentResponse
2019-12-03 15:12:26.367	2019-12-03 15:12:27.943	109	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Uptime: 1.3.6.1.2.1.1.3.0	OK	21 days, 01:30:39.24
2019-12-03 15:12:24.733	2019-12-03 15:12:26.223	108	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Toner Yellow: 1.3.6.1.2.1.43.11.1.1.9.1.4	OK	6840
2019-12-03 15:12:23.033	2019-12-03 15:12:24.617	107	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Toner Magenta: 1.3.6.1.2.1.43.11.1.1.9.1.3	OK	6912
2019-12-03 15:12:21.473	2019-12-03 15:12:22.927	106	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Toner Cyan: 1.3.6.1.2.1.43.11.1.1.9.1.2	OK	6768
2019-12-03 15:12:19.880	2019-12-03 15:12:21.347	105	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Toner Black: 1.3.6.1.2.1.43.11.1.1.9.1.1	OK	7896
2019-12-03 15:12:13.180	2019-12-03 15:12:19.773	104	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: Model: 1.3.6.1.2.1.1.1.0	OK	Canon iR-ADV C5051 /P
2019-12-03 14:14:26.360	2019-12-03 14:14:27.810	97	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: PageCount A4 Color: 1.3.6.1.4.1.1602.1.11.1.3.1.4.123	OK	279281
2019-12-03 14:14:24.803	2019-12-03 14:14:26.253	96	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: PageCount A4 Black: 1.3.6.1.4.1.1602.1.11.1.3.1.4.108	OK	506253
2019-12-02 14:13:17.993	2019-12-02 14:13:19.380	88	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: PageCount A4 Color: 1.3.6.1.4.1.1602.1.11.1.3.1.4.123	OK	279261
2019-12-02 14:13:16.373	2019-12-02 14:13:17.900	87	3	winxpprojisi	snmpget: Printers: ISA Lab Canon-1: 192.168.1.36: PageCount A4 Black: 1.3.6.1.4.1.1602.1.11.1.3.1.4.108	OK	506195

This is a list of recent Agent tasks. This can be used for troubleshooting Scan Agent and SNMP query issues.