



## **User System Assignment (Assets User)**

Creating Reports on User Assets and Systems

<b>TITLE</b>	User System Assignment (Assets User)
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# 1. Introduction

Docusnap enables you to assign inventoried systems and assets to users. To give you an overview of which assets have been assigned to a particular user, two more reports have been added to Docusnap.

In addition, systems that were inventoried automatically by Docusnap (e.g. Windows notebooks), but also any other IT assets (e.g. mobile phones), can optionally be assigned to ADS users. This data is used by the report described here to provide a list of assets for one or more ADS users.

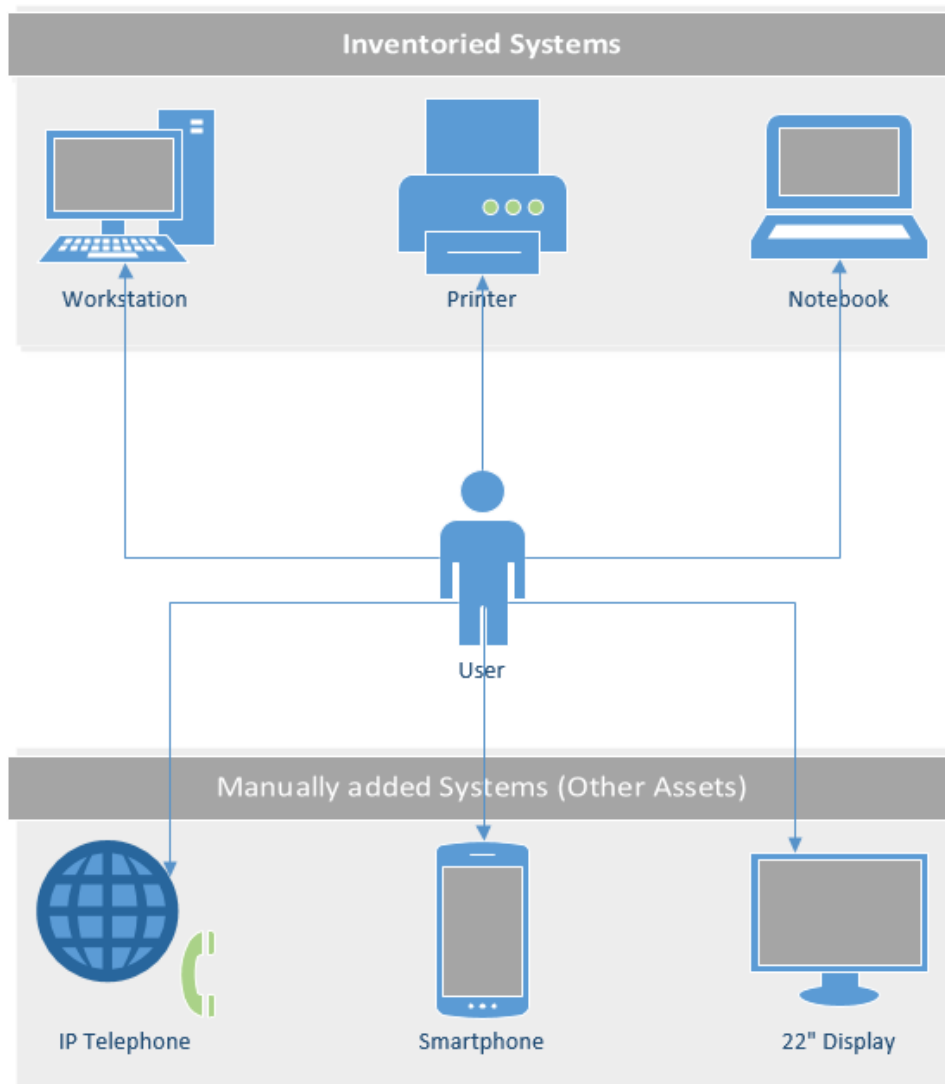


Fig. 1 – Schematic representation of a user and his / her assets

## 2. Assigning Automatically Inventoried Systems to an ADS User

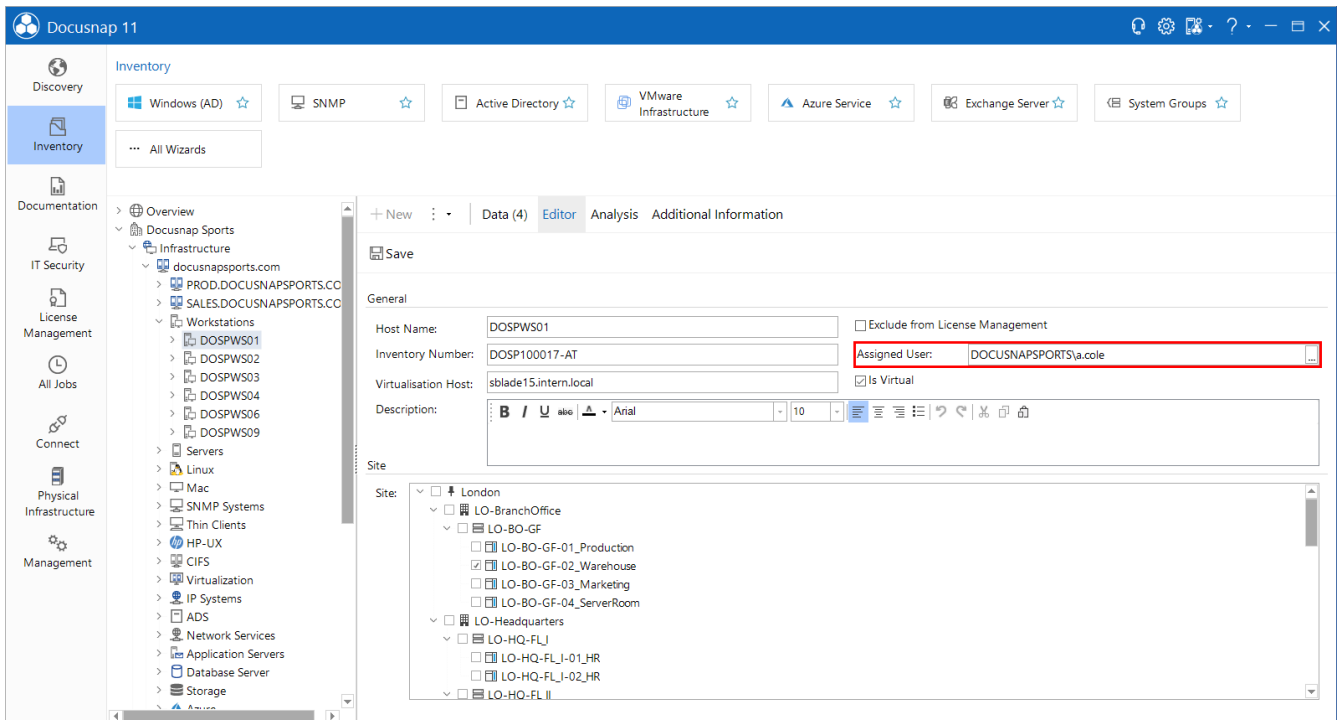


Fig. 2 – Assigning automatically recorded systems to an ADS user

You can enter additional information that is relevant to the system in its editor panel. Besides details on the location (site) or inventory number, the system also accepts the name of an ADS user.

Example: Workstation DOSPW01 was assigned to the ADS user A. Cole in the editor.









## 4. Creating the User System Assignment Report

Under Infrastructure - Reports - Infrastructure, there are two variants of the report: Assets User and Assets User - Excel. Before Docusnap creates the actual report, a dialog appears that enables you to select one or more ADS users for output.

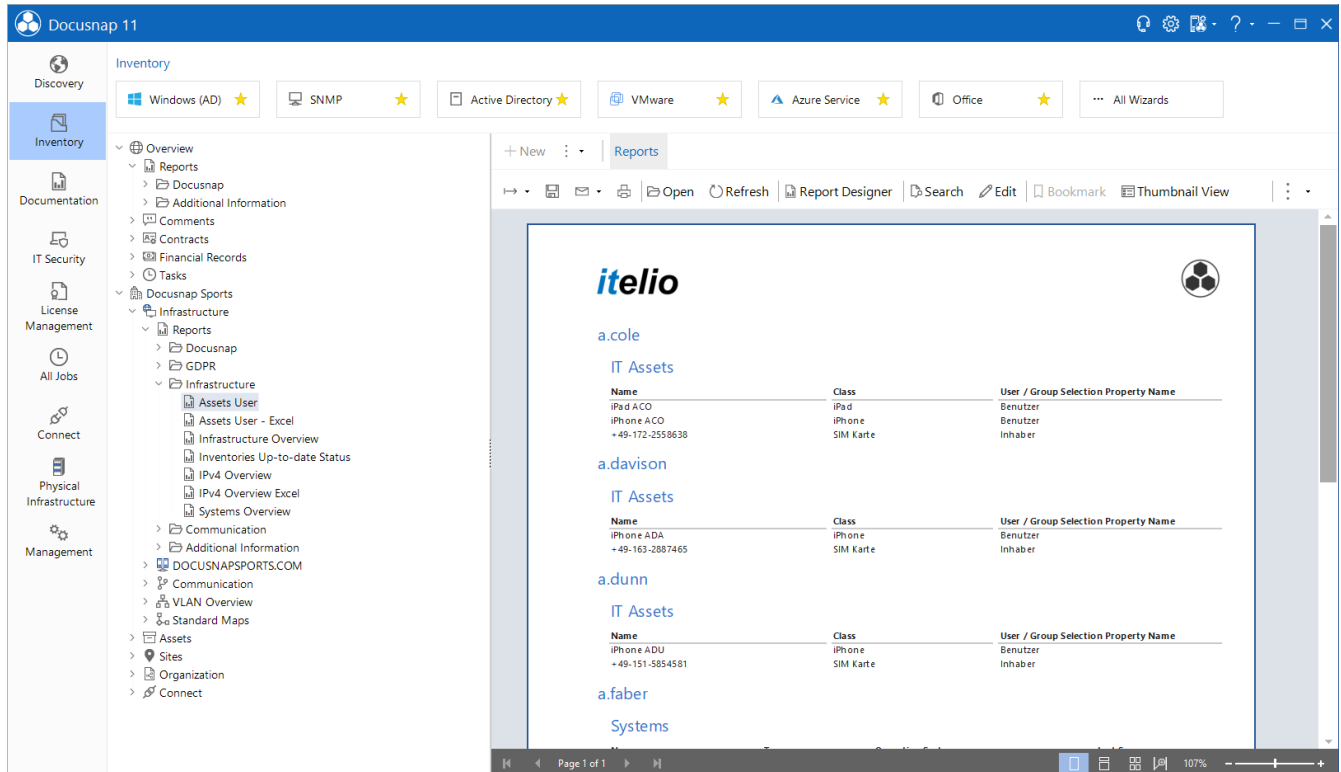


Fig. 6 – Creating the report

This satisfies the requirement, i.e. Docusnap is now able to generate this type of report as desired. If required, you can schedule the creation of these reports, which can be sent out automatically by e-mail in multiple output formats.

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## VERSION HISTORY

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Date	Description
December 06, 2017	Initial version
October 24, 2018	Screenshots adapted
April 27, 2020	Version 2.0 - Revision of the HowTos for Docusnap 11

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