Docusnap®

IT-Assets

Creation and Add-on of IT-Assets

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1. INTRODUCTION

If there are systems that are not inventoried or discovered automatically by Docusnap, IT Assets come very handy. IT Assets are comfortably collected manually or via data import.

By default, Docusnap contains several pre-defined classes of IT Assets which can be very flexibly enhanced or complemented. Additional classes or types can be implemented – the necessary interfaces are already included by Docusnap.

The various IT Assets can be referred to in concepts, diagrams, reports as well as license management and plans.

The following document describes the creation of IT-Asset objects from pre-defined IT-Asset classes as well as the creation of custom IT-Asset classes.

An example of an appliance is shown in the creation of mobile phones and the relating import as well as the creation of the IT-Asset class “Beamer”.

2. BASIC PRINCIPLES OF PRE-DEFINED IT ASSET CLASSES

2.1 DEFINITION

The section IT Assets offers the possibility to define IT-relevant assets within Docusnap that would not be discovered in the regular inventory process.

Such assets might be, but not limited to:

- Infrastructural elements of datacenters such as air conditioning, emergency power supply or racks,
- IT-systems such as electronic cash registers, mobile phones or tablets,
- Structural components such as access control or fire alarm system

The implemented IT Assets can be used in concepts, diagrams, reports, license management and plans. Examples can be found in the following How-To.

2.2 PRE-DEFINED CLASSES OF IT ASSETS

These are the classes of IT Assets that are by default included in Docusnap:

- air conditioning
- biometric access control (e.g. fingerprint)
- access system
- emergency power supply
- fire-extinguishing system
- patchpanel
- racks
- oscilloscope
- digital multi-meter
- cash register systems
- ATM
- Apple iPhone
- Nokia Windows Phone
- HTC & Samsung Android mobile phones
- Blackberry
- Samsung Galaxy Tab
- Windows Surface
- Apple iPad

Of course, additional classes of IT Assets can be implemented. The necessary steps are described in chapter six.

2.3 CLONING OF IT ASSET OBJECTS

An existing IT-Asset object can be duplicated using the context menu by clicking the right mouse button. By duplicating an IT-Asset object, all existing values are copied besides the value that was defined in the display panel, which needs to be specified in the editor section of the IT-Asset. This functionality may be a substantial help in the case of the creation of several objects of the same type and manufacturer while only a few attributes are changing – e.g. the IP-address of the asset.

3. CREATING IT ASSET OBJECTS

3.1 EXAMPLE

This section provides an example of applying an IT-Asset object of the type Apple iPhone in Docusnap, section Inventory.

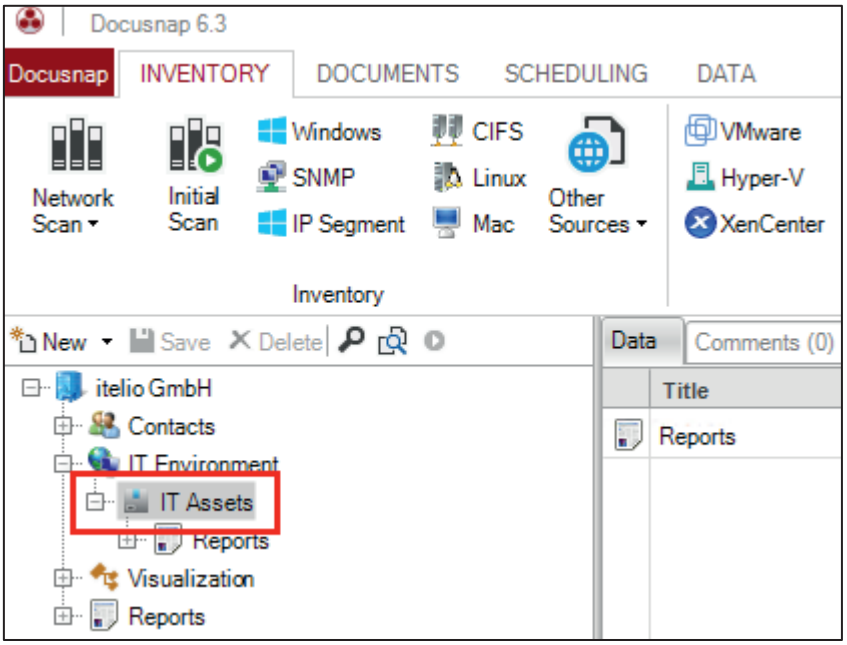


Figure 1 - IT-Assets in Docusnap

A directory is created just below of *IT Assets* in order to contain the IT Asset object, which enables the grouping of several objects. This is to be done via the context menu by clicking with the right mouse button on the object *IT Assets*, *Create Directory*.

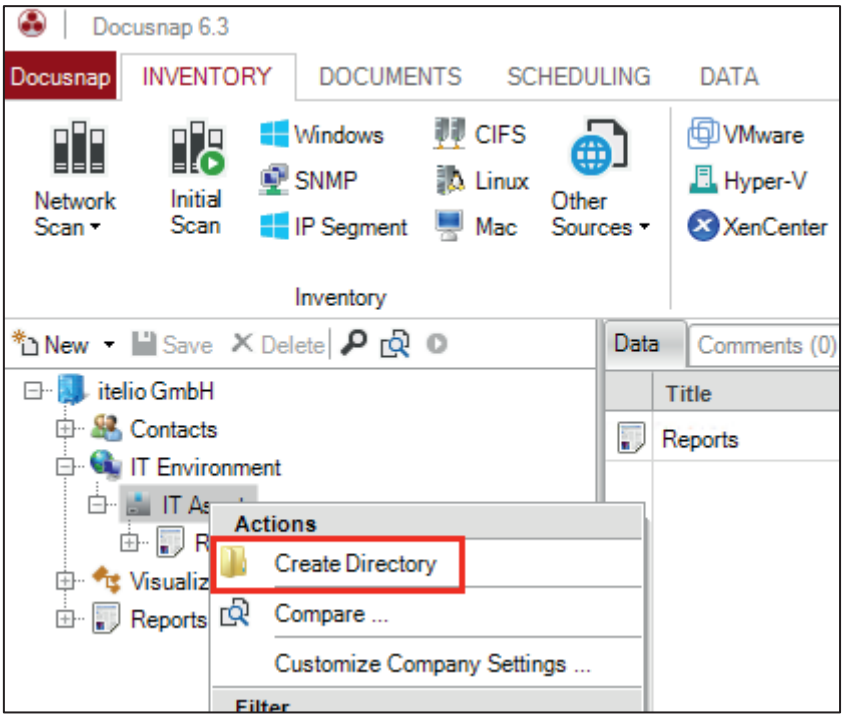


Figure 2 - Create Directory

The desired name can be confirmed by clicking *Save*.

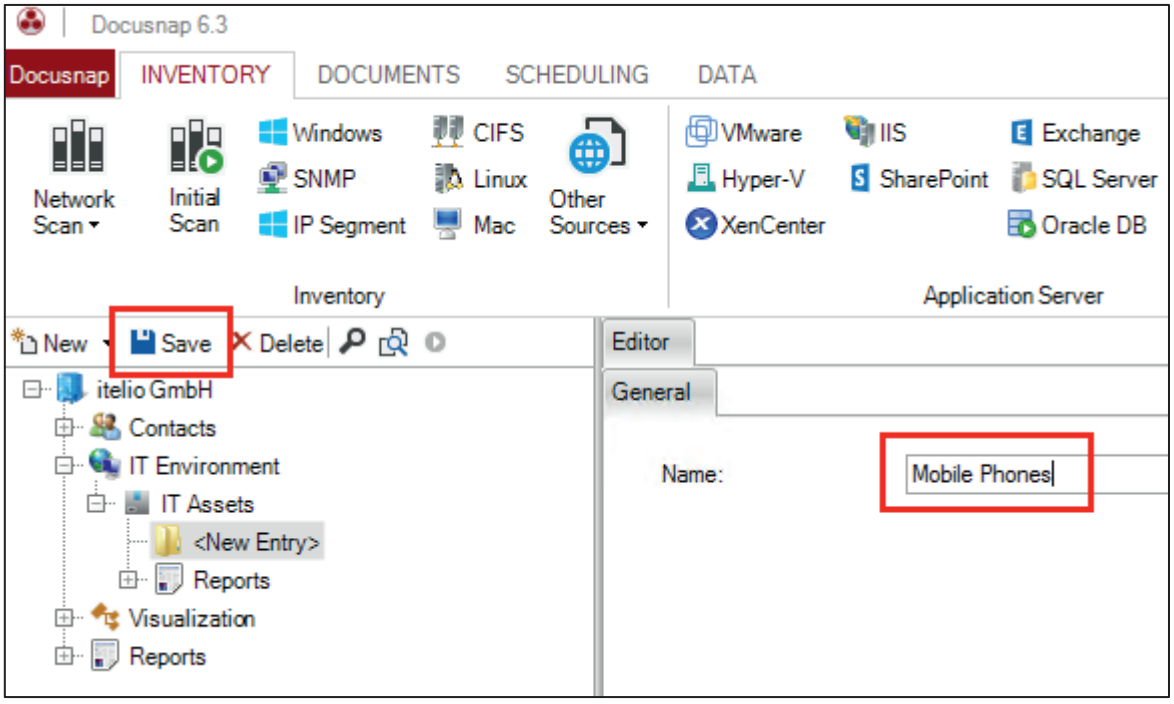


Figure 3 - Name the directory

Using the context menu (right mouse button) of the previously created directory, an IT Asset object of the type Apple iPhone can be created.

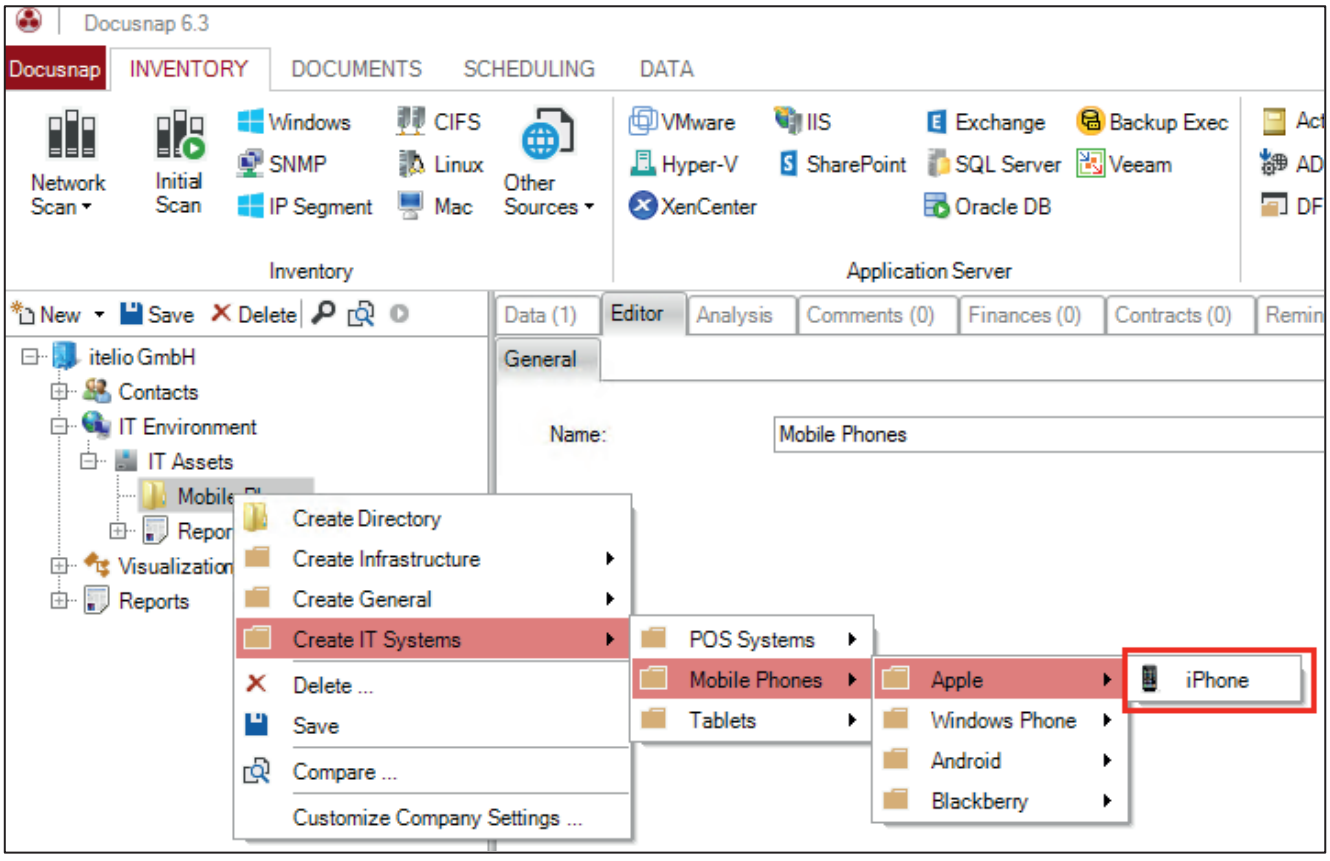


Figure 4 - Create an IT-Asset Object

3.2 EDITOR

The attributes of the mobile phone can be entered in the Editor and confirmed by saving.

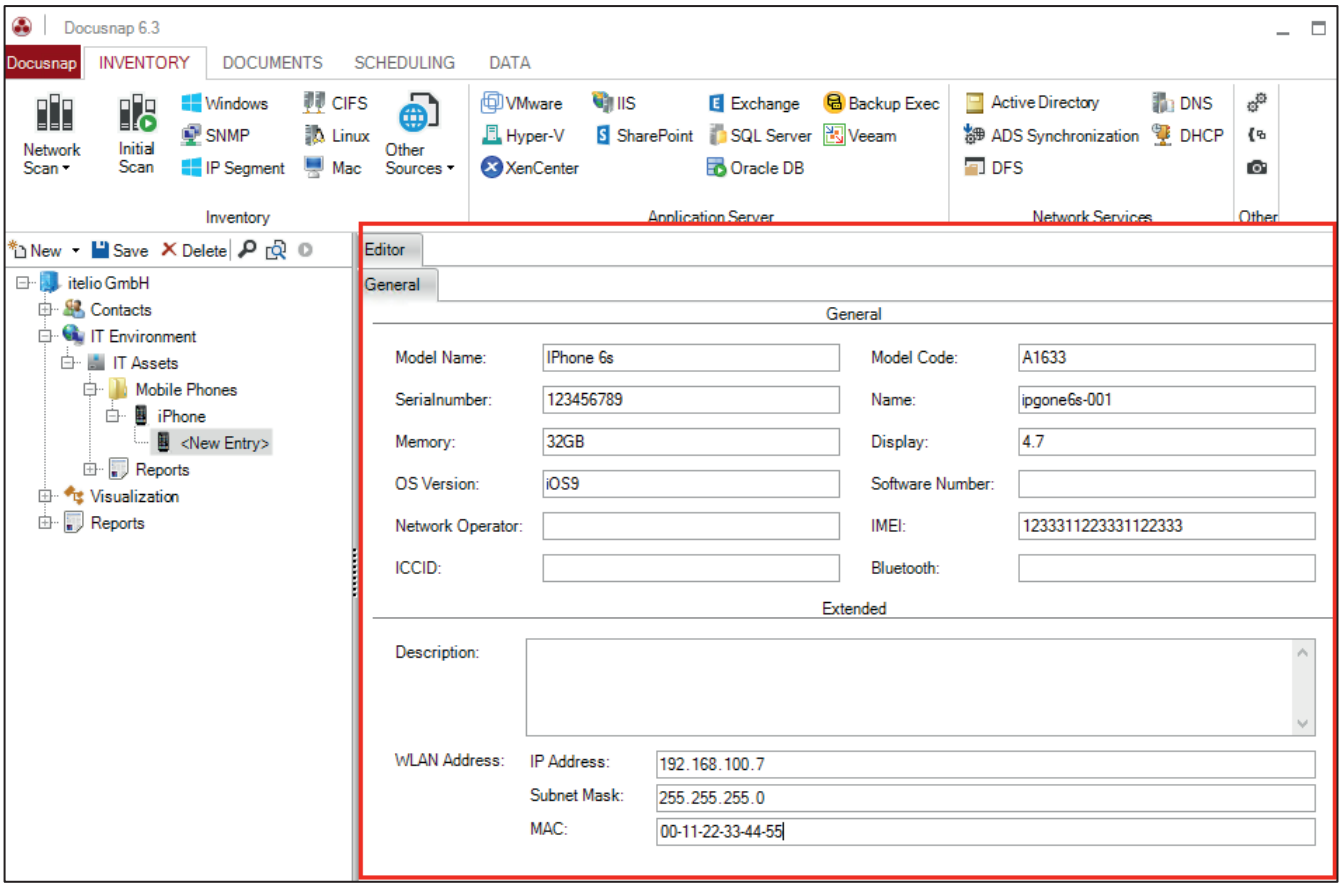


Figure 5 - Data input of the IT-Asset

If an IT Asset contains network information, Docusnap will try to contain the devices automatically in the network map.

4. REPORTS AND NETWORK MAP

4.1 REPORTS

There are two reports on IT-Assets included by default in Docusnap:

- IT Asset category
- IT Asset objects

The report IT Asset category allows the user to select which categories of IT Assets are to be displayed in the report with all their respective information.

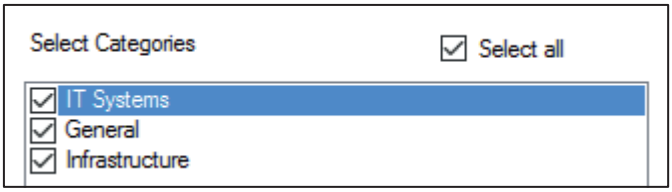
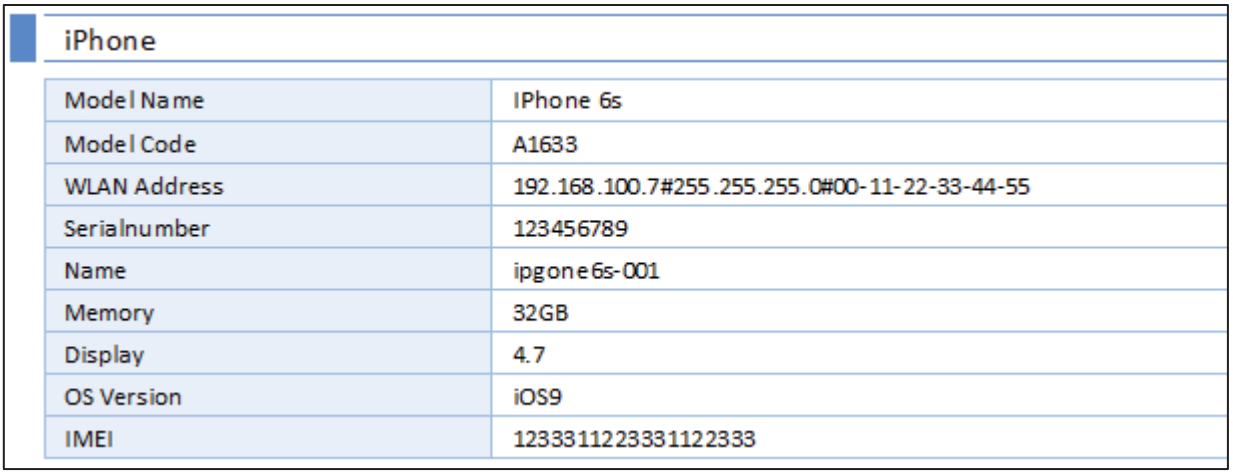


Figure 6 - Select the IT-Asset category

After confirmation, the report will display all information on the existing IT Assets of the selected categories.



iPhone

Model Name	IPhone 6s
Model Code	A1633
WLAN Address	192.168.100.7#255.255.255.0#00-11-22-33-44-55
Serialnumber	123456789
Name	ipgone6s-001
Memory	32GB
Display	4.7
OS Version	iOS9
IMEI	1233311223331122333

Figure 7 - Report output

The report IT Asset objects is different to the report IT Asset categories: only the various objects of IT Assets can be pre-selected in order to be shown in the final report.

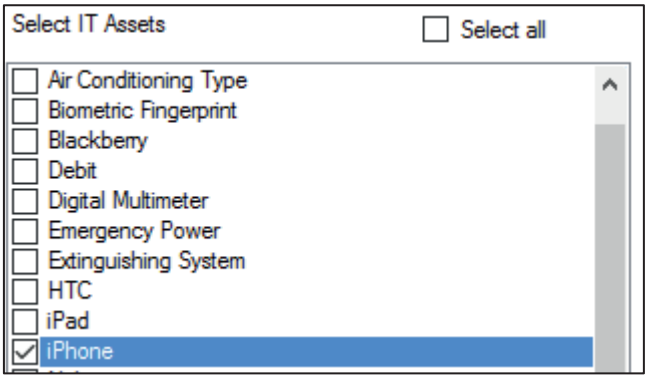


Figure 8 - Select the IT-Asset objects

4.2 NETWORK MAP

As mentioned previously, IT Assets that contain network information can be displayed in the Network Map.

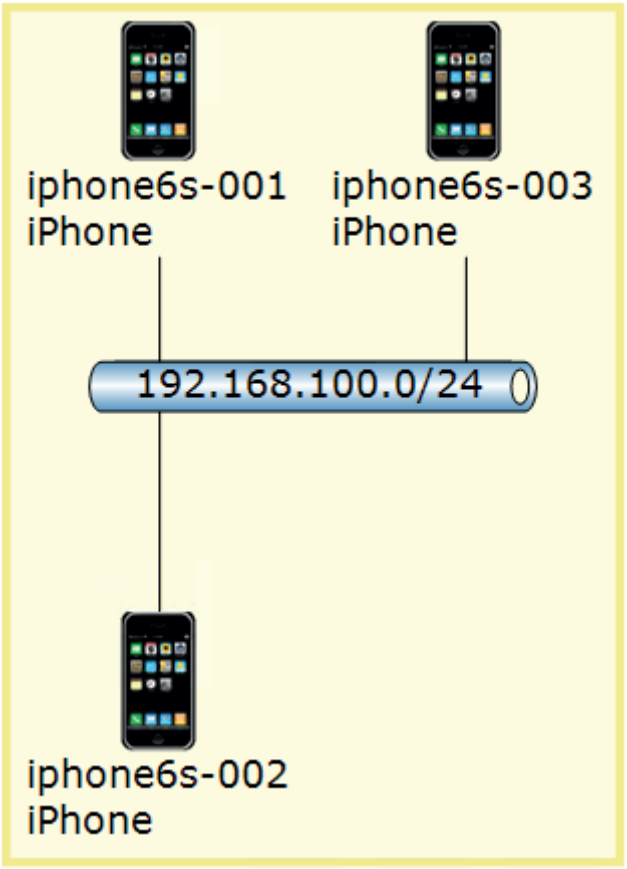


Figure 9 - IT-Assets in network map

5. IMPORT OF IT ASSETS

5.1 DATA SOURCE

Besides entering the information of IT Asset objects manually, Docusnap allows the import of a csv containing the necessary information.

The following list that includes two Apple iPhones is to be imported as IT Asset objects into Docusnap for demonstrational purposes.

	A	B	C	D	E	F	G
1	Model Name	Model Code	Serialnumber	Name	Memory	IMEI	WLAN Adress
2	Iphone 6s	A1633	987654321	iphone6s-002	32GB	112233445566778888	192.168.100.9#255.255.255.0#11-22-33-44-55-66
3	Iphone 6s Plus	A1634	155449988	iphone6splus-001	32GB	112233445566778899	192.168.100.10#255.255.255.0#22-33-44-55-66-77

Figure 10 - Data for the import in csv

5.2 WI-FI ADDRESS

A special format is required for the import of a mobile phones Wi-Fi address:

IP Address	Subnet mask	Mac Address
`192.168.100.8`	`255.255.255.0`	`00-11-22-33-44-55`

The existing data needs to be merged into a Wi-Fi address format:

`192.168.100.8#255.255.255.0#00-11-22-33-44-55`

It is also possible to provide the mac address using colons: 11:22:33:44:55:66 – during the import, a separation on hyphens is applied.

5.3 IMPORT WIZARD

By opening the *Data Import* dialogue, the desired target sections are defined. There are three sections available: *Tables*, *IT Assets*, *Extensions*.

For our example we chose *IT Assets* and select in the dropdown panel *iPhone*.

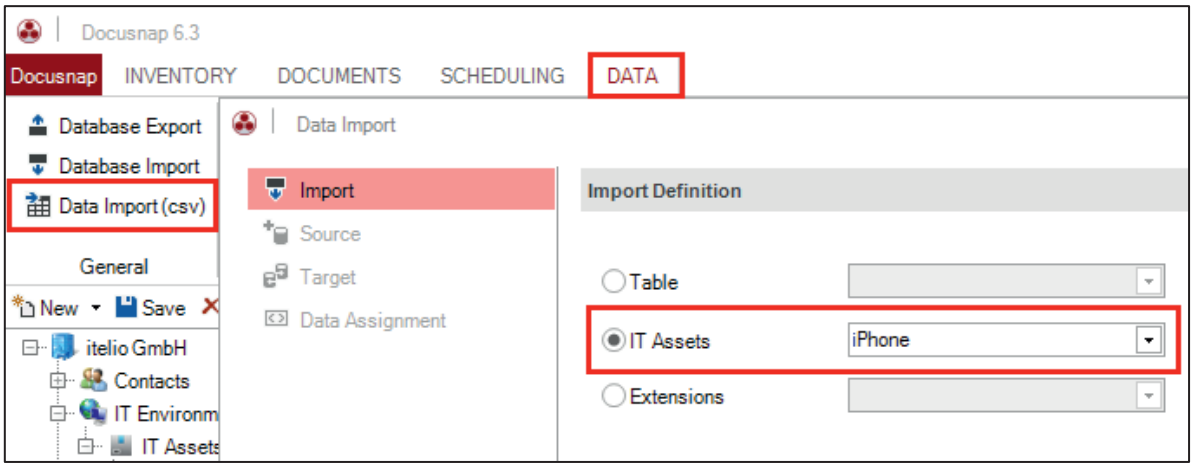


Figure 11 - Import definition

The relating csv-file containing the data to import needs to be selected in the section *Source*. As in our sample file the first line describes the information, the checkbox "First Row as Header" is activated.

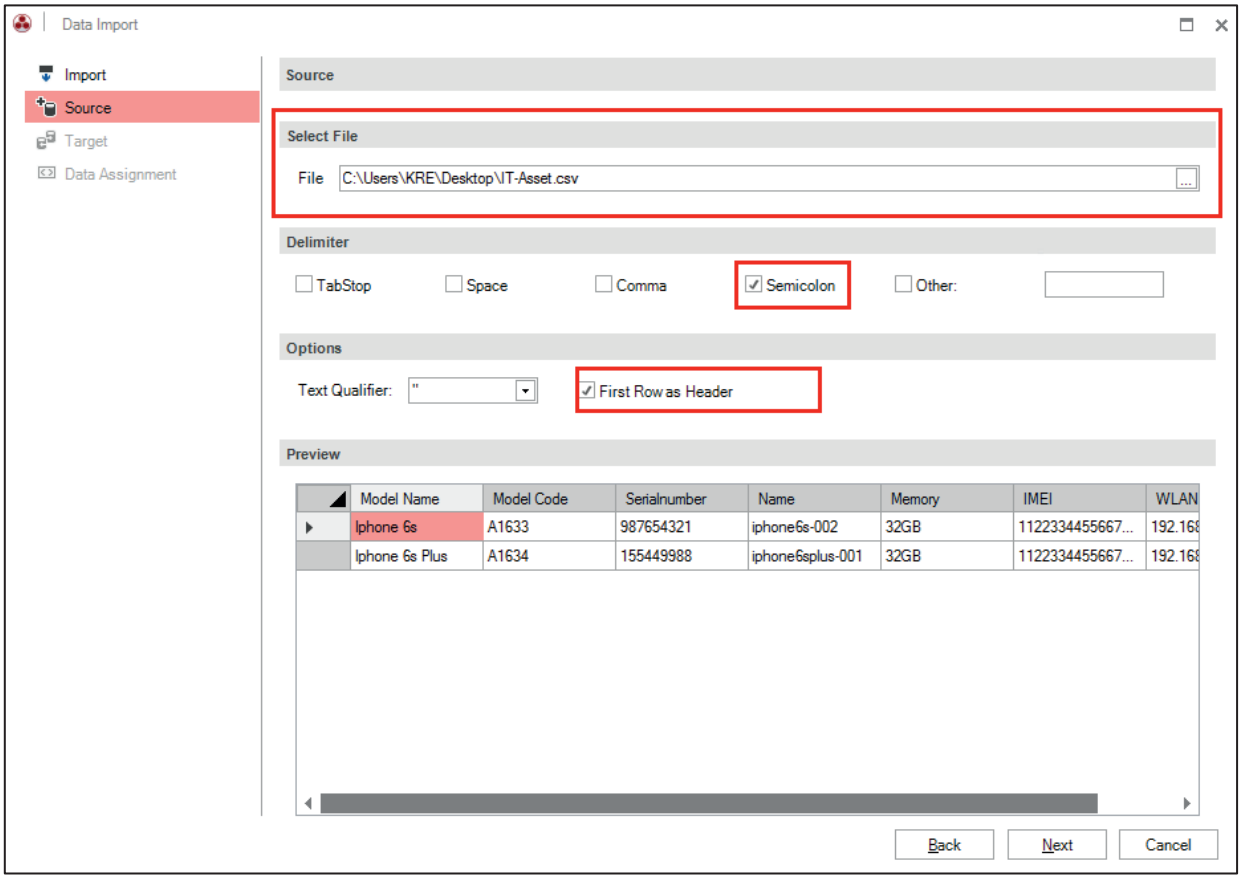


Figure 12 - Select csv source

The target for the data import needs to be identified.

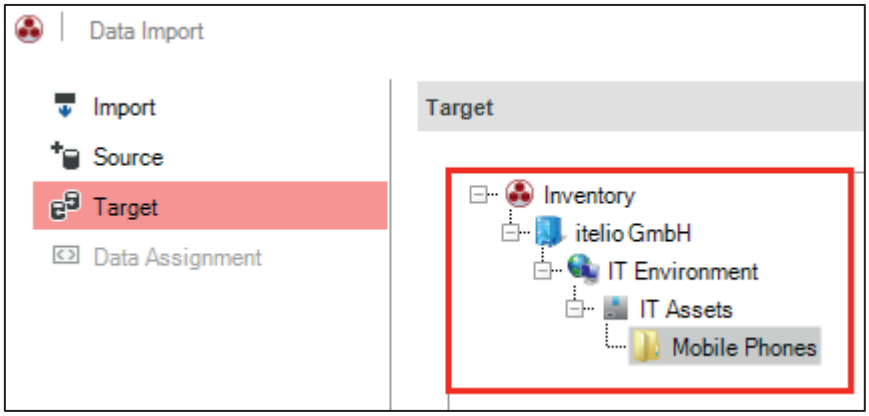


Figure 13 - Select target

5.4 DATA ASSIGNMENT

The csv-values need to be assigned to the relating fields in the database in the section *Data Assignment*.

For this purpose, each csv value is to be selected as well as the Target Setting and confirmed by clicking *Assign*. Fields with a yellow triangle and an exclamation mark inside are compulsory to be selected, the other fields are optional.

Are existing objects to be updated in Docusnap, "Import as Update" is to be selected. If this option is not active, all objects are added again and will be duplicated in the database!

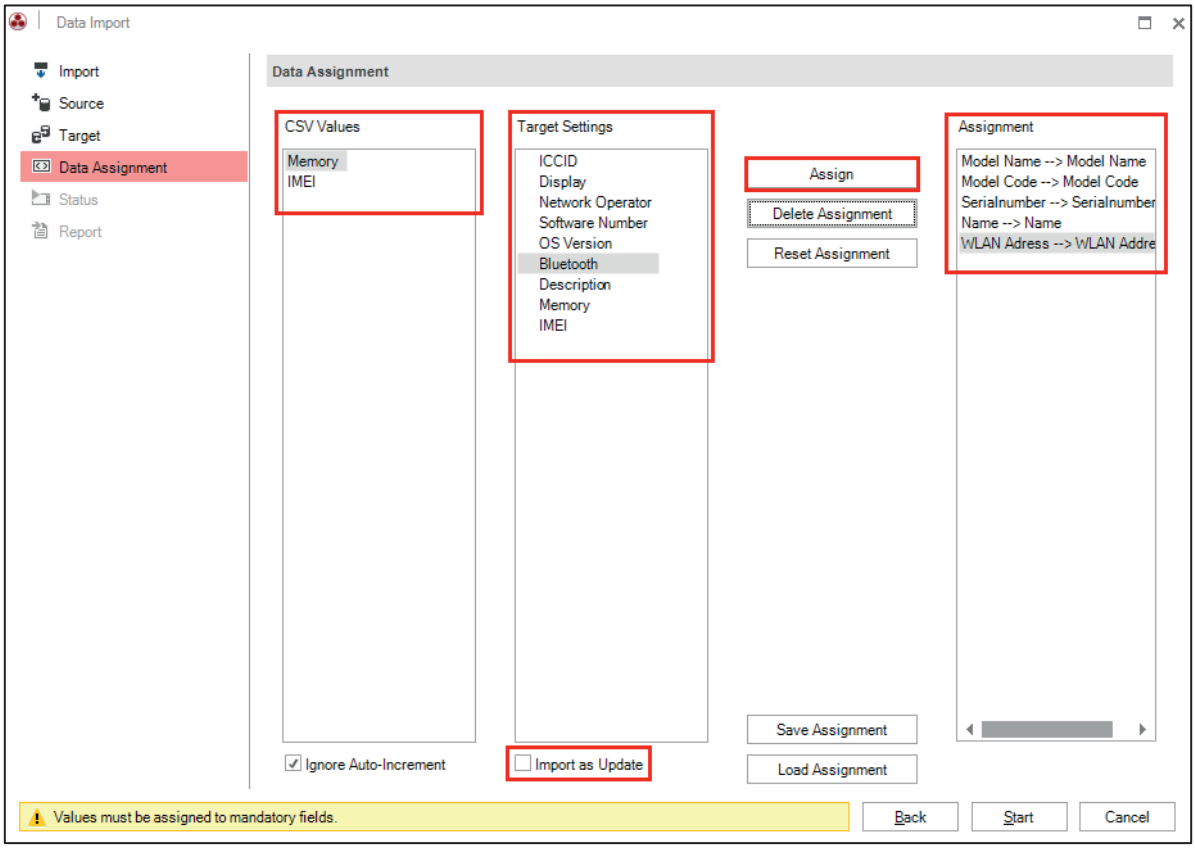


Figure 14 - Data assignment

In the case of the import being done as an update, the Import Wizard will contain an additional section *Update*.

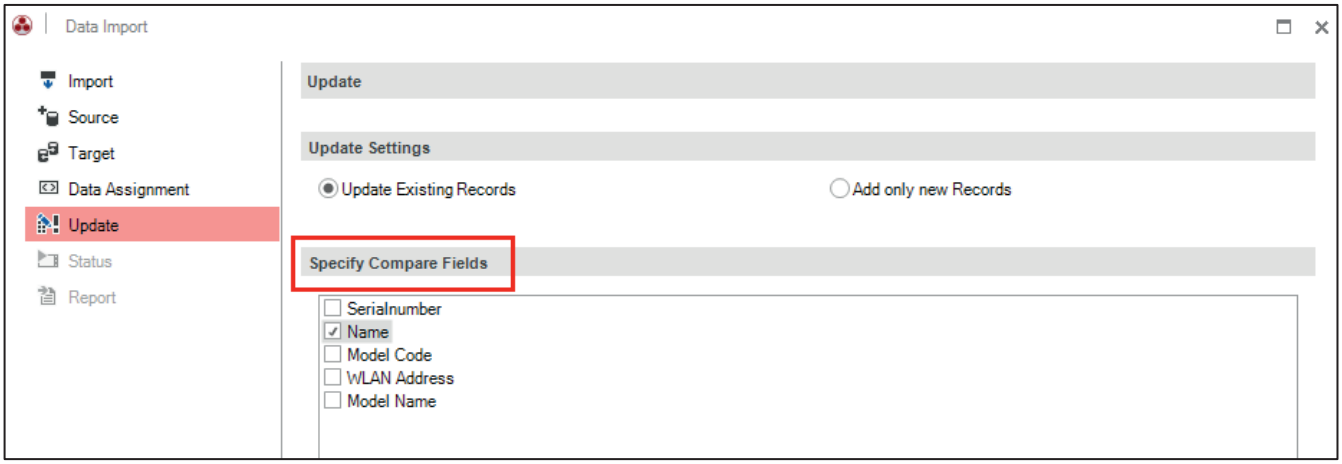


Figure 15 - Specify compare fields

The next step addresses the Compare Fields for the import. The selected values of the attributes will be double-checked on existing information and in the case of different values updated accordingly. If there is no data yet, it will be added.

Compare Field values require to be uniquely identifiable – such as the serial number of a device or the phone number!

After all fields have been assigned, the import begins by clicking on ***Start***.

The next step will import the assigned values from the csv values to the relating Target Fields.

The status of the Data Import will be summarized in the *Report*.

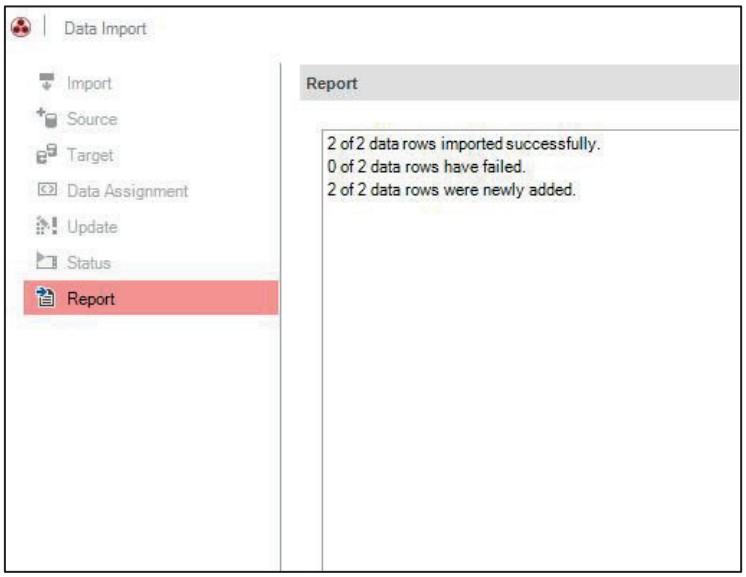
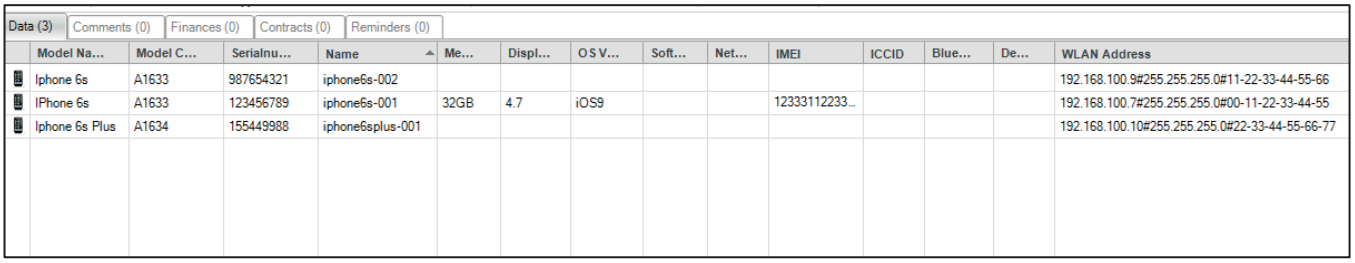


Figure 16 – Report csv import

5.5 RESULT

The preciously imported iPhones from our sample csv file are now shown as an IT Asset object in the Docusnap Database.



Data (3) | Comments (0) | Finances (0) | Contracts (0) | Reminders (0)

Model Na...	Model C...	Serialnu...	Name	Me...	Displ...	OS V...	Soft...	Net...	IMEI	ICCID	Blue...	De...	WLAN Address
Iphone 6s	A1633	987654321	iphone6s-002										192.168.100.9#255.255.255.0#11-22-33-44-55-66
IPhone 6s	A1633	123456789	iphone6s-001	32GB	4.7	iOS9			12333112233..				192.168.100.7#255.255.255.0#00-11-22-33-44-55
Iphone 6s Plus	A1634	155449988	iphone6splus-001										192.168.100.10#255.255.255.0#22-33-44-55-66-77

Figure 17 - Import result

Further information on the data import function can be found in the How-To “Data Export and Import” (3. Data Import (CSV)).

http://www.docusnap.com/media/doc/howto/Docusnap_HowTo_Connect-Export-Import_EN.pdf

6. BASIC PRINCIPLES OF CUSTOM IT ASSET

6.1 MANAGEMENT

The IT Asset classes can be managed in the Docusnap Administration.

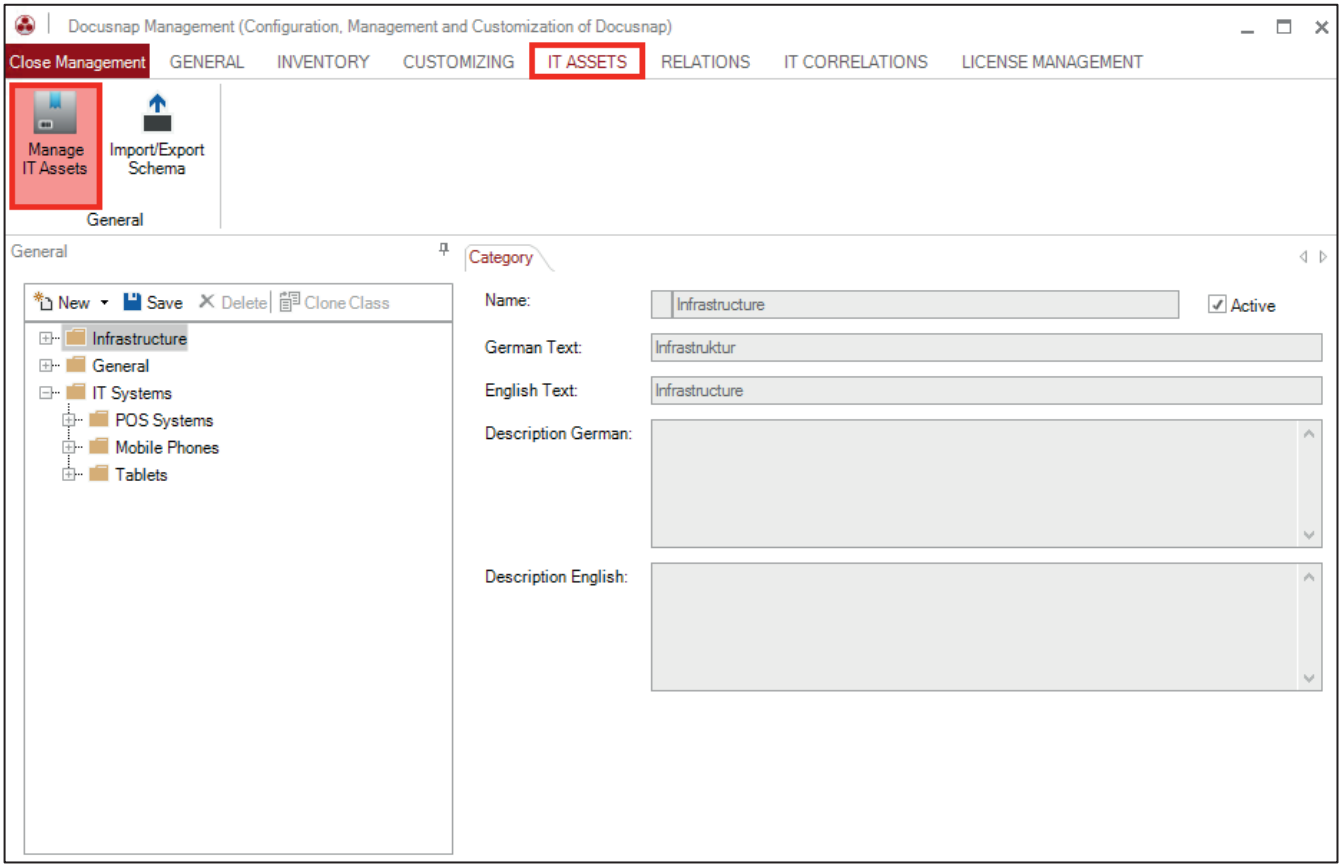


Figure 18 - Manage IT Assets

6.2 STRUCTURE

6.2.1 CTAGEROY / SUBCATEGORY

The IT Assets can be structured into categories and subcategories. Existing classes may be used or new ones can be created.

6.2.2 CLASSES

Within the categories IT Asset classes can be created – these classes represent the actual IT Asset.

6.2.3 TAB / SECTION

Besides the tab "General", additional tabs can be created in order to separate the information more granular. Sections are used in order to group the attributes of the IT Asset and the column formats assort these in the Editor Section.

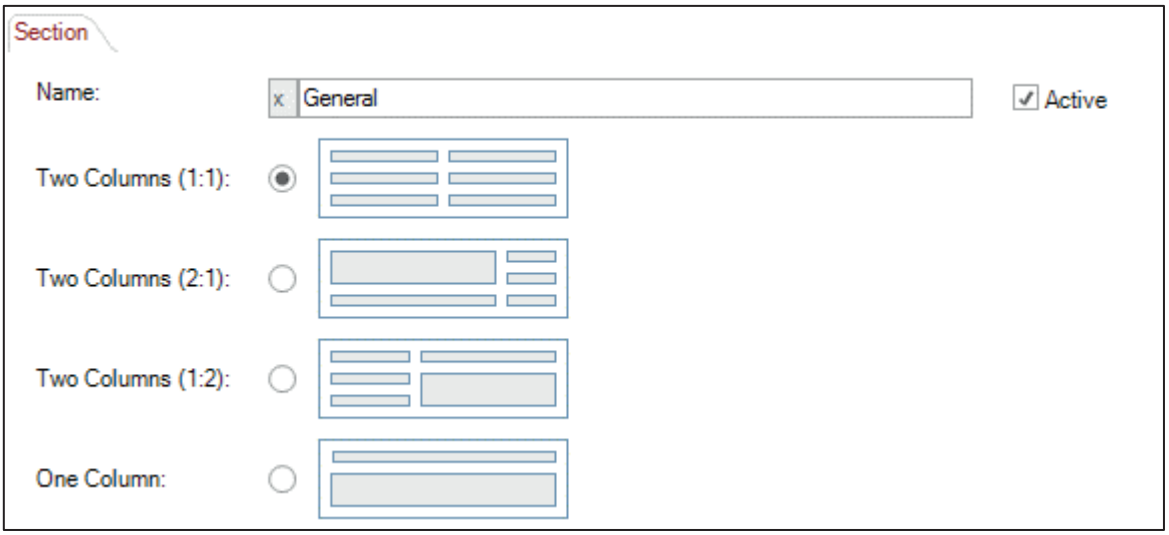


Figure 19 - Sections

A new tab and section are by default part of a newly created IT Asset.

6.2.4 PROPERTIES OF IT ASSETS

The values of IT Assets are defined in the properties of an IT Asset which can be created within a section. The following attributes for an IT Asset can be selected with Docusnap:

6.2.4.1 DATE

The Editor Section of Docusnap will offer a date selection if the type Date is selected as a property.

6.2.4.2 DECIMAL

Only decimal numbers can be entered in the panel if the type Decimal is selected.

Additionally a factor may be entered for the conversion of numerical values – a factor of 1024 for example will convert bytes to kilobytes.

Number formats may be required as well – valid placeholders are the **#**-sign for arbitrary numerical values and **0** for numerical values which have to be entered with a leading zero if they are too small.

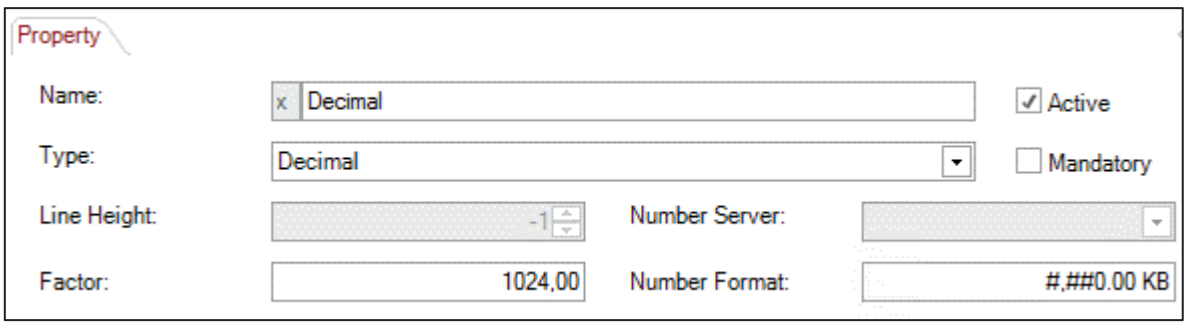


Figure 20 - Properties decimal

6.2.4.3 LIST

A dropdown table will be added to the input mask if List is selected. The values of the list can be defined via manually created entries or using a list reference, the latter using the table of a database as source. The table is to be referenced by entering the *Table-Name* and the link to the column results from the entered name.

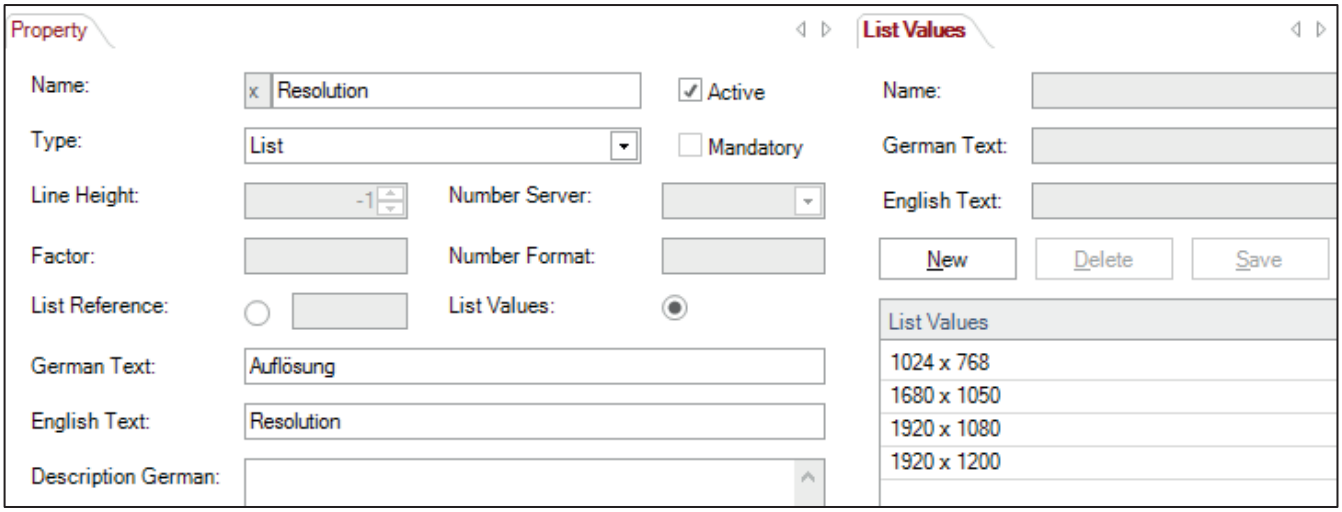


Figure 21 - Create list values

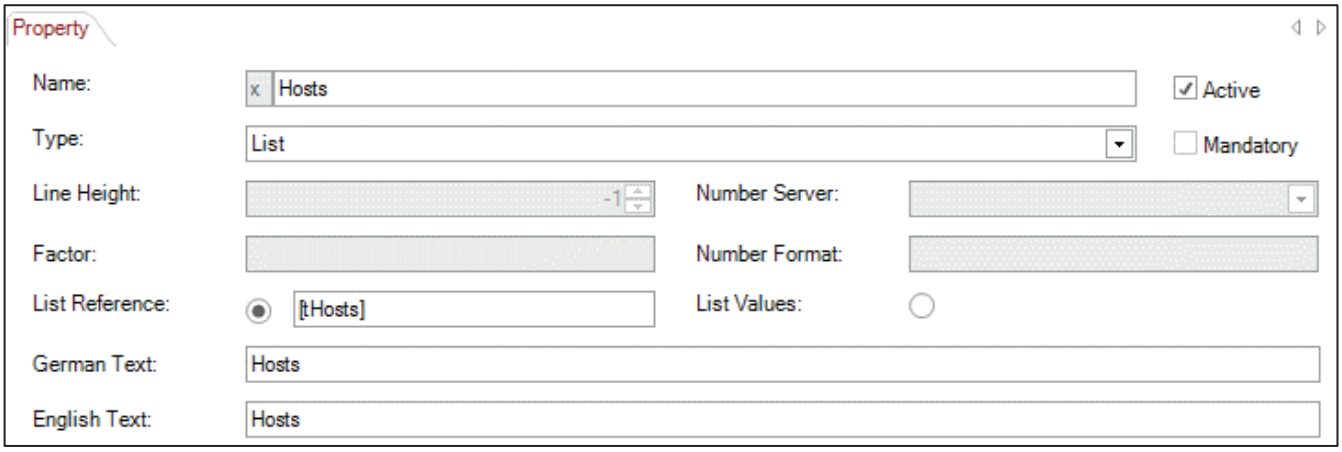


Figure 22 - Create list reference

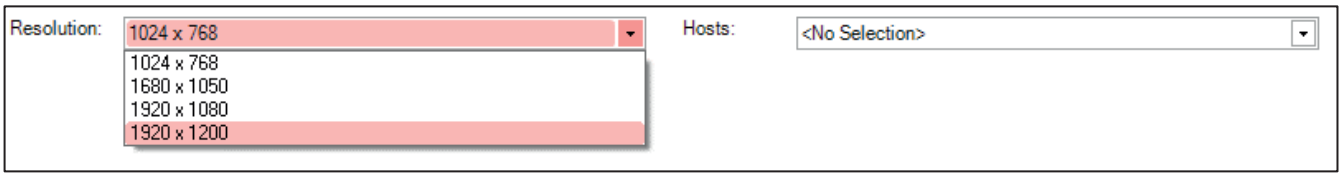


Figure 23 - List values and references

6.2.4.4 YES / NO

For the property with the type Ye/No a check box will be displayed in the Editor Section.

6.2.4.5 MULTI-LINE TEXT

If the type Multi-line Text is selected, text may be entered without a length limitation.

6.2.4.6 NETWORK INFORMATION

If Network Information is selected, the IP address, the subnet mask the the mac address may be defined. Additionally this information will be part of the Network Map.

6.2.4.7 TEXT

A text panel is shown in the Editor Section if the selected type is Text.

6.2.4.8 NUMBER

Only integral numbers may be entered in the text panel if the type Number is selected. Additionally a factor can be defined for the conversion of numerical values.

Number format: following standard conventions numerical values can be defined including a unit definition. Again, valid placeholders are the **#**-sign for arbitrary numerical values and **0** for numerical values which have to be entered with a leading zero if they are too small.

6.2.4.9 ADS ASSIGNMENT

It's possible to assign users or groups of the ADS inventory to the created IT Assets using the type ADS Assignment.

Figure 24 - User/Group Selection

6.2.4.10 NUMBER SERVER

The Number Server can be applied for continuous numbers in the creation of IT Assets – if Number Server is selected as type, a Number Server may be selected.

Further information on creating and managing a Number Server can be found in the Configuration Manual: http://www.docusnap.com/en/manual/configuration/docusnap-data-entry-screens-number-servers.htm

6.2.4.11 FURTHER INFORMATION ON THE STRUCTURE OF IT ASSETS

Further information on the structure and the various attributes of IT Assets can be found here: http://www.docusnap.com/en/manual/configuration/docusnap-management-it-assets-structure.htm

7. CREATING CUSTOM IT ASSET CLASSES

7.1 CREATING AN IT ASSET

The IT Asset is to be created in the Docusnap Administration in *IT Assets – Manage IT Assets*. Firstly a new category is to be created using *New – Category/Subcategory* and additionally entering a name as well as an English and German text.

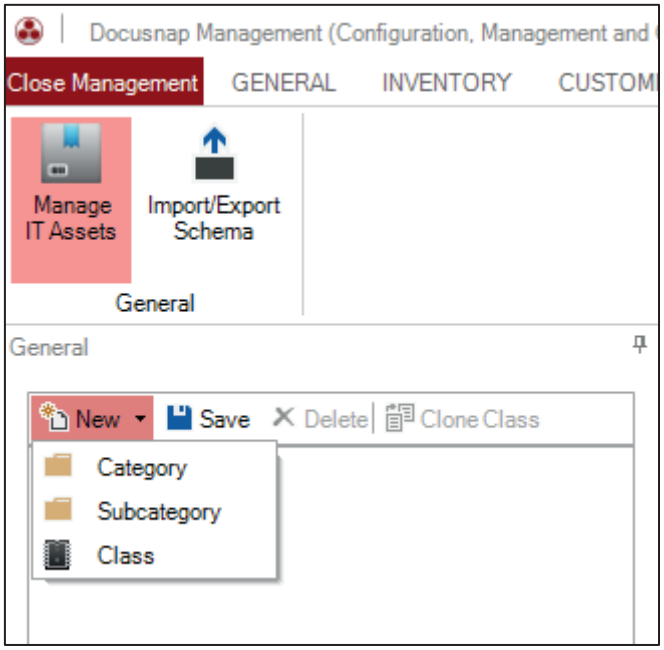


Figure 25 - Creating a category, subcategory or class

Docusnap will automatically place an x in front of the IT Asset's name, clearly designating an IT Asset created by a user.

In the next step, the class of the actual IT Asset is created by clicking on *New – Class*. Again a name as well as an English and German text will be required. After defining the properties of an IT Asset it is recommended to select a Display Field that identifies the relating system in the data tree of Docusnap.

Furthermore an adequate icon for the IT Asset may be selected in the *.png format that also appears in the Network Map.

The icon should have a size of 100 x 100 pixels and the preview icon 16 x 16 pixel.

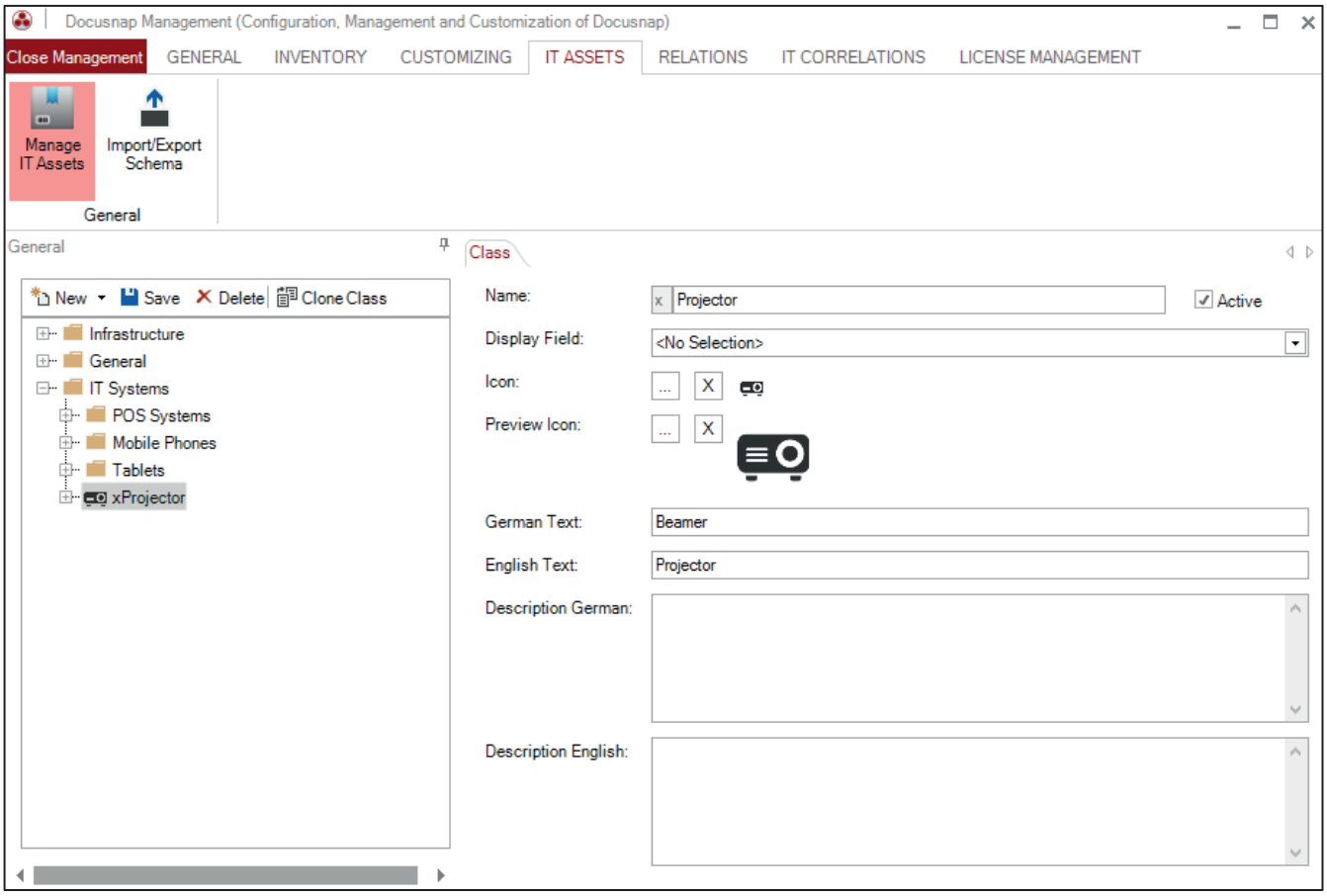


Figure 26 - Create IT-Asset class "Projector"

7.2 SETTING UP PROPERTIES

In the next step, properties will be created by switching to the created section and selecting *New – Property*. A description of all available properties can be found under 5.2.4.

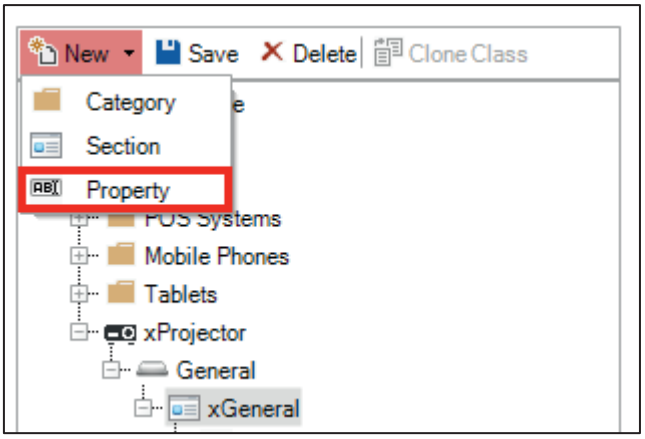


Figure 27 - Setting up properties

Properties of IT Assets will also require a name, type and an English and German text.

In our example, the following properties are added:

Name	Typ
Name	Text
Manufacturer / Model	Text
Serial Number	Text
Resolution	List / List Entries

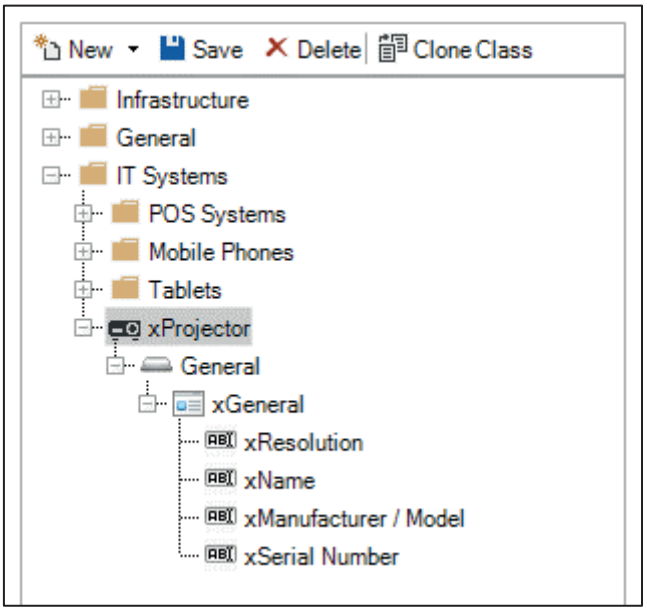


Figure 28 - Properties of the IT-Asset class "Projector"

7.2.1 CLONING CLASS

An existing IT Asset, no matter if custom or pre-defined, may be cloned. Cloning will include all attributes that are already existing, simplifying the creation of various smartphones or tablets for example.

These classes can be cloned using the administrative UI of IT Assets by selecting the designated class to clone and consecutively selecting *Clone Classes*.

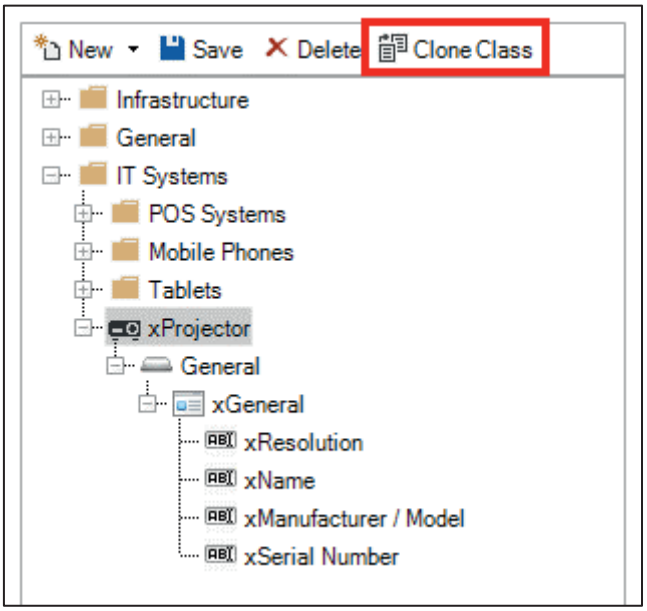


Figure 29 - Clone class

7.3 DEFINING A DISPLAY FIELD

After all the attributes have been created, a Display Field can be specified.

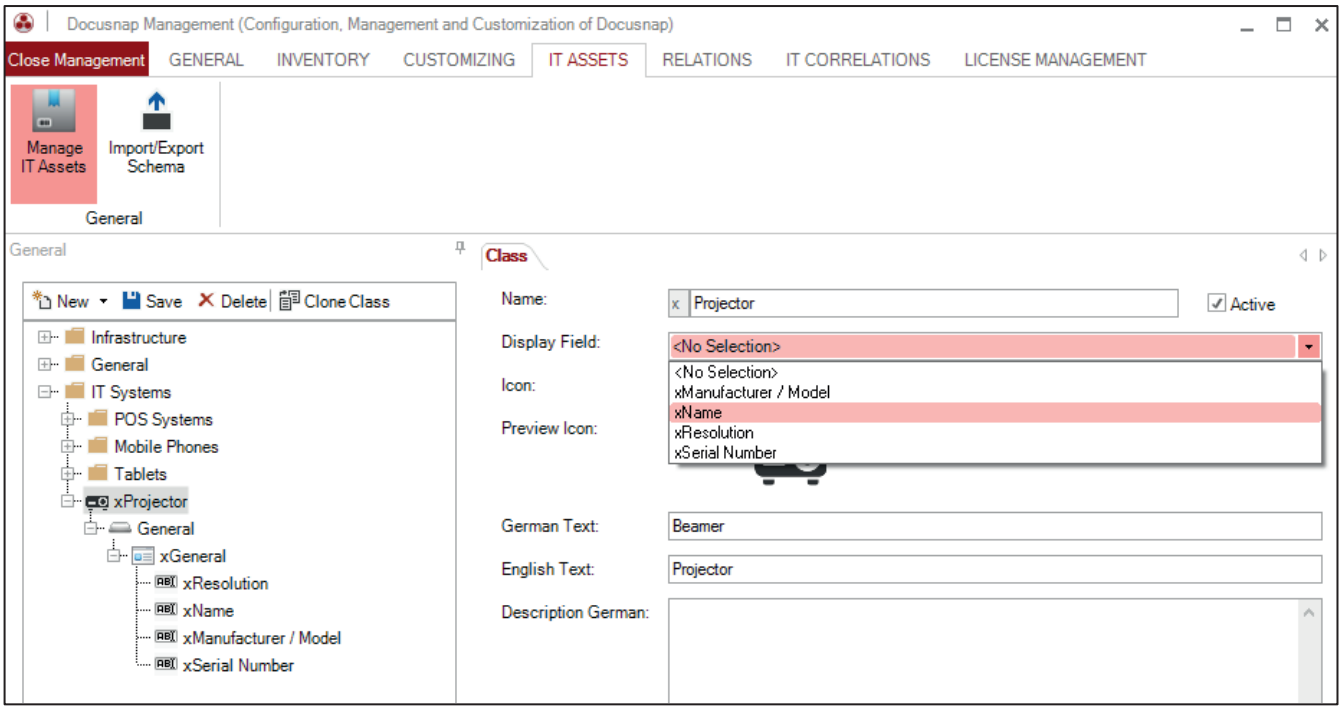


Figure 30 - Defining a display field

8. IMPORT / EXPORT SCHEME

Manually created IT Asset structures can be exported and imported, enabling for example the transfer from a stage to a productive environment.

Both the import and export functionality can be found in the administrative interface of IT Assets by selecting *Import/Export Schema*.

In the tab Import Definitions a file name may be selected in the text field, containing the designated IT Assets to import.

Every category and class by default will have a unique ID upon its creation. In the case of a category or class already existing while importing, the checkbox *Overwrite Existing Data* can be selected while also a postfix may be defined that will be attached to the existing name of the category or class using a _.

In the section below the IT Assets are selected that are to be imported after clicking on *Import*.

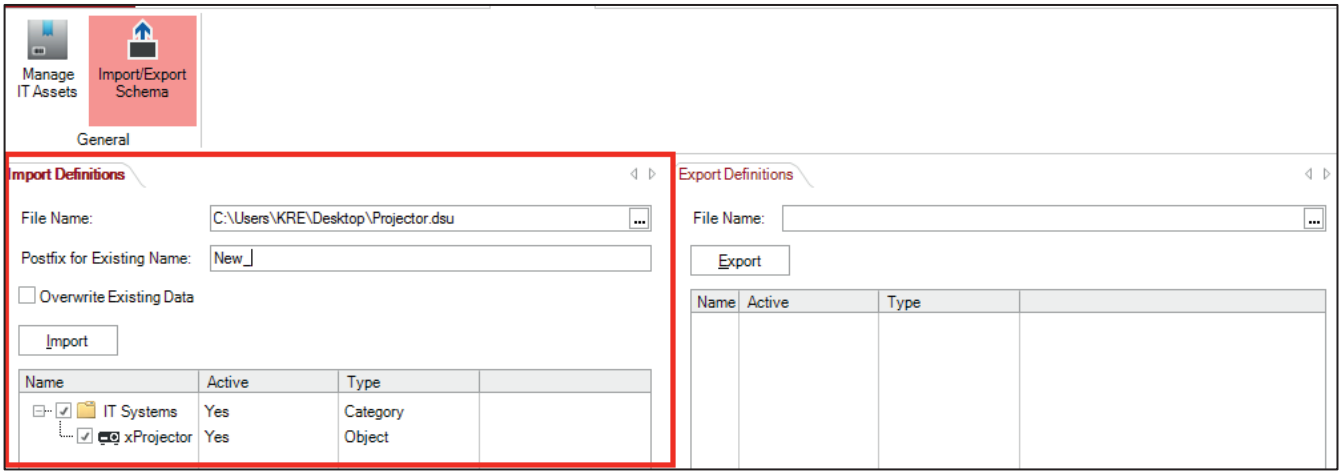


Figure 31 - Schema import

In the Export Definitions section of the IT Asset Management a file can be selected that will contain the exported data. The IT Asset structures of the database are listed below. By clicking on *Export* all selected categories and classes will be exported.

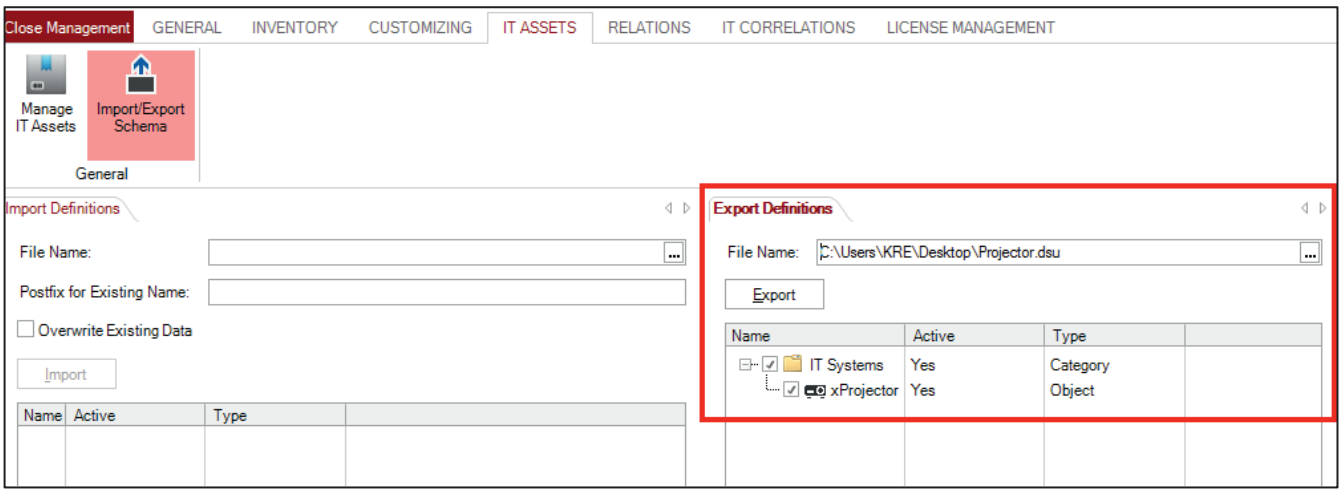


Figure 32 - Schema export

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VERSION HISTORY

Date	Description
29.06.2016	How-To created

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