

# IT-Assets Creation and Add-on of IT-Assets



TITLEIT-AssetsAUTHORDocusnap ConsultingDATE7/6/2016HOW-TO1.0 | valid from 7/4/2016DOCUSNAP6.3LANGUAGEEnglish

This document contains proprietary information and may not be reproduced in any form or parts whatsoever, nor may be used by or its contents divulged to third parties without written permission of itelio GmbH. All rights reserved.



# CONTENTS

1. INTRODUCTION	4
2. BASIC PRINCIPLES OF PRE-DEFINED IT ASSET CLASSES	5
2.1 DEFINITION	5
2.2 PRE-DEFINED CLASSES OF IT ASSETS	5
2.3 CLONING OF IT ASSET OBJECTS	5
3. CREATING IT ASSET OBJECTS	6
3.1 EXAMPLE	6
3.2 EDITOR	8
4. REPORTS AND NETWORK MAP	9
4.1 REPORTS	9
4.2 NETWORK MAP	10
5. IMPORT OF IT ASSETS	11
5.1 DATA SOURCE	11
5.2 WI-FI ADDRESS	11
5.3 IMPORT WIZARD	12
5.4 DATA ASSIGNMENT	13
5.5 RESULT	15
6. BASIC PRINCIPLES OF CUSTOM IT ASSET	16
6.1 MANAGEMENT	16
6.2 STRUCTURE	16
6.2.1 CTAGEROY / SUBCATEGORY	16
6.2.2 CLASSES	16
6.2.3 TAB / SECTION	16
6.2.4 PROPERTIES OF IT ASSETS	17
7. CREATING CUSTOM IT ASSET CLASSES	20
7.1 CREATING AN IT ASSET	20
7.2 SETTING UP PROPERTIES	22
7.2.1 CLONING CLASS	23
7.3 DEFINING A DISPLAY FIELD	23
8. IMPORT / EXPORT SCHEME	24



# 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.

Docusnap 6.3						
Docusnap INVENTORY	DOCUME	NTS SC	HEDU	LING		DATA
Network Initial	Windows SNMP IP Segment	👥 CIFS 🐘 Linux 県 Mac	Othe Source	r		UMware
	Inventory					
*∆New - 💾 Save 🗶 De	lete 🔎 🙀	0		Data	3	Comments (0)
🖃 🔍 itelio GmbH					Ti	itle
E & Contacts					Re	eports
IT Environment						
E. Reports						

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*.

🚳 🛛 Doc	cusnap 6.3						
Docusnap	INVENTOR	Y DOCUME	NTS SC	HEDU	LING		DATA
Network Scan <del>v</del>	= C	Windows	👯 CIFS 🐞 Linux 💻 Mac	Othe Sour	r ces •		<ul> <li>VMware</li> <li>Hyper-V</li> <li>XenCenter</li> </ul>
*⊡ New 🝷	Save X	Delete 🔎 👧	0		Data		Comments (0)
🖃 🔍 itel	io GmbH					Tit	tle
	Contacts					Re	ports
	IT Environme	nt					
		tions					
	🗄 📳 R 🚺 Visualiz	Create Director	ry				
	Reports	Compare					
		Customize Cor	mpany Setti	ngs			
	Fil	ter					

Figure 2 - Create Directory



The desired name can be confirmed by clicking Save.

🚳 🛛 Doc	usnap 6.3							
Docusnap	INVENTO	RY DOCUME	NTS SC	HEDU	LING	DATA		
Network Scan •	Initia Scan	Windows SNMP IP Segment	👥 CIFS Linux 🖳 Mac	Other Source	r	VMware	🖏 IIS 💈 SharePoint	E Exchange
_		Inventory					Applica	tion Server
* New •	💾 Save 🎙	🕻 Delete 🔎 🙀	0		Editor	•		
🖃 🔍 iteli	io GmbH				Gene	ral		
÷. 🏭	Contacts							
	IT Environn				1	Name:	Mobile Pl	nones
⊡ 🔜 IT Assets 								
÷. 🛧	Visualizatio	n						
÷.	Reports							

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.

Docusnap 6.3 Docusnap INVENTO	RY DOCU	MENTS SC	CHEDULING	DAT	A					
Network Scan • Scan	Windows	1 CIFS 🐘 Linux		E. Hy	-	IIS    SharePo	pint 🧊	Exchange SQL Server Oracle DB	🔒 Backup Exe 法 Veeam	c 🔄 Act b AD
	Inventory					Арр	lication	Server		
🏝 New 👻 💾 Save 🏅	🗙 Delete 🔎 🛛	ð o	Data (1)	Editor	Analysis	Comme	nts (0)	Finances (	0) Contracts (	0) Remin
⊡ ··· 🚵 IT Asse ···· 🚺 Mob ⊡ ·· 🗊 Rep	Create Directory  Visualization  Create Infrastructure		General	<ul> <li>.</li> <li>.&lt;</li></ul>	POS System					
	× Delete				Mobile Phor	nes 🕨		pple	🕨 🗒 iPh	one
	Save				Tablets	•		indows Phon	e 🕨	
	🛱 Compa	re						ndroid		
	Custon	nize Company	Settings				B	ackberry	•	

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.

🚯 📔 Docusnap 6.3												-	
Docusnap INVENTO	RY DOCUME	ENTS S	SCHEDULING	DATA									
Network Scan -	Windows SNMP IP Segment	👯 CIF: 🐘 Linu 🚆 Mac	X Other	🔁 VMN 🚨 Hyp 🐼 Xen	er-V Sha	arePoint	_	🔒 Backup Exec 🖹 Veeam		ctive Directory DS Synchronization FS	nns Dhcp	ം പ്ര വി	
	Inventory					Applicati	on Server			Network Service	*	Other	
*🗅 New 👻 💾 Save 🕽	K Delete 🔑 🙀	0	Editor										
🖃 💷 itelio GmbH			General										
Contacts								General					
Er St Environm			Model Nam	e:	IPhone 6s			Model Coo	le:	A1633			
🗇 퉫 Mobi			Serialnumb	Serialnumber: 12		123456789		Name:	Name: ipgo		ipgone6s-001		
	Phone <new entry=""></new>		Memory:	Memory:		32GB		Display:	Display: 4.		4.7		
🖽 💭 Repo			OS Versior		iOS9			Software N	lumbar				
🕀 🔩 Visualizatio	n				1035				umber.				
🗄 😱 Reports			Network O	perator:				IMEI:		12333112233311	22333		
			ICCID:					Bluetooth:					
		Ī						Extended					
			Description	n: [									~
													$\sim$
			WLAN Add	ress:	IP Address:	192.16	8.100.7						
				:	Subnet Mask:	255.25	5.255.0						
				I	MAC:	00-11-2	2-33-44-55						

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.

Select Categories	Select all
IT Systems	
General Infrastructure	

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.

Select IT Assets	Select all	
Air Conditioning Type		~
Biometric Fingerprint		
Blackberry		
Debit		
Digital Multimeter		
Emergency Power		
Extinguishing System		
HTC HTC		
iPad		
🗹 iPhone		

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.

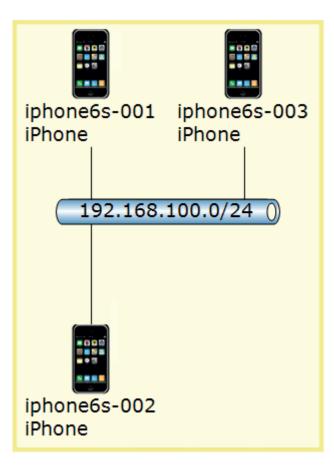


Figure 9 - IT-Assets in network map



# 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.

	А	В	С	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*.

Docusnap 6.3											
Docusnap INVENTORY DOCUMENTS SCHEDULING DATA											
Database Export	🚳 🗌 Data Import										
Database Import											
1 Data Import (csv)	👼 Import	Import Definition									
	* Source										
General	<b>e<sup>5</sup></b> Target	Table	<b>•</b>								
*🗅 New 👻 💾 Save 🗙	🖸 Data Assignment										
🖃 🔍 itelio GmbH	Data Assignment	<ul> <li>IT Assets</li> </ul>	iPhone 🔹								
🕀 🎎 Contacts		Extensions									
🖻 🔍 🖬 IT Environm			· · · ·								
🖻 🔝 IT Assets	5										

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.

ه	Data Import								□ >
	Import	Source							
e	Source Target Data Assignment	Select File File C:\Use	rs\KRE\Deskto	op\IT-Asset.csv					
		Delimiter	□ Sp	ace	Comma	Semicolon	Other:		
		Options Text Qualifier	. "	▼ Fi	rst Row as Header				
		Preview							
			el Name	Model Code	Serialnumber	Name	Memory	IMEI	WLAN
		► Iphor		A1633	987654321	iphone6s-002	32GB	1122334455667	192.168
		lphor	ne 6s Plus	A1634	155449988	iphone6splus-001	32GB	1122334455667	192.168
		4						_	٨
							<u>B</u> ack	<u>N</u> ext	Cancel

Figure 12 - Select csv source



The target for the data import needs to be identified.

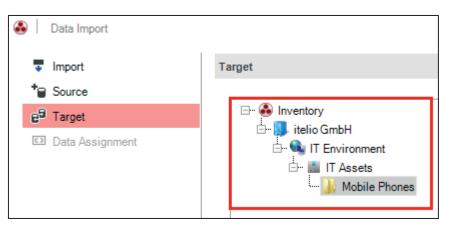


Figure 13 - Select target

## 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!

	Data Import				□ ×
•	Import	Data Assignment			
*:	Source				
65	Target	CSV Values	Target Settings		Assignment
$\odot$	Data Assignment	Memory	ICCID	Assign	Model Name> Model Name
Þ	Status	IMEI	Display Network Operator		Model Code> Model Code Serialnumber> Serialnumber
1	Report		Software Number OS Version	Delete Assignment	Name> Name WLAN Adress> WLAN Addre
			Bluetooth	Reset Assignment	WEAN ADIESS> WEAN ADDIE
			Description Memory		
			IMEI		
				Save Assignment	<
		✓ Ignore Auto-Increment	Import as Update	Load Assignment	
<b></b>	Values must be assigned to man	ndatory fields.		<u>B</u> ack	Start Cancel

Figure 14 - Data assignment



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

	Data Import		×
•	Import	Update	
1	Source		
e	Target	Update Settings	
<	☑ Data Assignment	Update Existing Records     Add only new Records	
÷.	Update		
Ŀ	1 Status	Specify Compare Fields	
100 A	Report	☐ Serialnumber ✓ Name ☐ Model Code ☐ WLAN Address ☐ Model Name	

Figure 15 - Specify compare fields

The next step addresses the Compare Fields for the import. The selected values of the attributes will be doublechecked 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*.

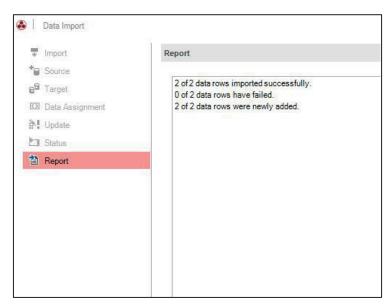


Figure 16 – Report csv import



# 5.5 RESULT

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

	Model Na	Model C	Serialnu	Name 4	⊾ Me	Displ	OSV	Soft	Net	IMEI	ICCID	Blue	De	WLAN Address
	Iphone 6s	A1633	987654321	iphone6s-002										192.168.100.9#255.255.255.0#11-22-33-44-55-6
	IPhone 6s	A1633	123456789	iphone6s-001	32GB	4.7	iOS9			12333112233				192.168.100.7#255.255.255.0#00-11-22-33-44-5
H	Iphone 6s Plus	A1634	155449988	iphone6splus-001										192.168.100.10#255.255.255.0#22-33-44-55-66

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.

l Docusnap Management (Configuration, Management an	d Customization of Docusr	nap)			_	□ ×
Close Management GENERAL INVENTORY CUSTO	MIZING IT ASSETS	RELATIONS	IT CORRELATIONS	LICENSE MANAGEMENT		
Manage IT Assets Import/Export Schema						
General 7	Category					< ⊳
* New → La Save × Delete	Name:	Infrastructure			✓ Active	•
⊕ 🧰 Infrastructure ⊕ 🖷 General	German Text:	Infrastruktur				
⊡- 📕 IT Systems	English Text:	Infrastructure				
⊕ == POS Systems ⊕ == Mobile Phones	Description German:					^
⊕ <mark>i T</mark> ablets						
						~
	Description English:					~
						~



### 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.



Section		
Name:	x General	✓ Active
Two Columns (1:1):		
Two Columns (2:1):		
Two Columns (1:2):		
One Column:		

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.

Property				
Name:	x Decimal			✓ Active
Туре:	Decimal		•	Mandatory
Line Height:	-1 A	Number Server:		-
Factor:	1024,00	Number Format:		#,##0.00 KB





#### 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.

Property				List Values	⊲ ⊳
Name:	x Resolution		✓ Active	Name:	
Туре:	List	•	Mandatory	German Text:	
Line Height:	-1	Number Server:	T	English Text:	
Factor:		Number Format:		<u>N</u> ew	Delete Save
List Reference:	0	List Values:	۲	List Values	
German Text:	Auflösung			1024 x 768	
				1680 x 1050	
English Text:	Resolution			1920 x 1080	
Description German:			^	1920 x 1200	
	·	Figure 21 - C	Create list values	·	

#### 4 0 Property Name: x Hosts ✓ Active Type: List -Mandatory Line Height: Number Server: -1 🚔 Factor: Number Format: List Reference: List Values: 0 ۲ [tHosts] German Text: Hosts Hosts English Text:

Figure 22 - Create list reference

Resolution:	1024 x 768 🗸	Hosts:	<no selection=""></no>	•
	1024 x 768	1		
	1680 x 1050			
	1920 x 1080			
	1920 x 1200			
		ĸ		

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.

🚳 🕴 Docusnap M	anagement (Co	nfiguration, Mana	agement and (
Close Management	GENERAL	INVENTORY	CUSTOM
Manage Import IT Assets Sch	Export ema		
General			
General			₽
New Vew S Category Subcategory Class		Clone Clas	8

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  $100 \times 100$  pixels and the preview icon  $16 \times 16$  pixel.



Docusnap Management (Configuration, Management a	nd Customization of Docus	nap)			_ □	×
Close Management GENERAL INVENTORY CUST	OMIZING IT ASSETS	RELATIONS	IT CORRELATIONS	LICENSE MANAGEMENT		
Manage IT Assets Import/Export Schema						
General म						
General	Class					⊲ ⊳
* New - 💾 Save 🗡 Delete 🛱 Clone Class	Name:	x Projector			✓ Active	
⊕ 🗰 Infrastructure ⊕ 💼 General	Display Field:	<no selection=""></no>				•
Br II Systems	lcon:	X 👥				
POS Systems     Mobile Phones     Tablets     Top xProjector	Preview Icon:		Ō			
	German Text:	Beamer				
	English Text:	Projector				
	Description German:					$\wedge$
	Description English:					~
A >						~

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.

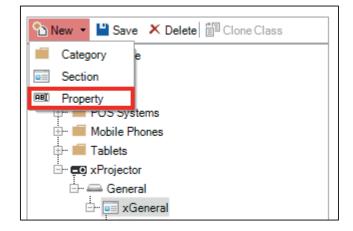


Figure 27 - Setting up properties

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

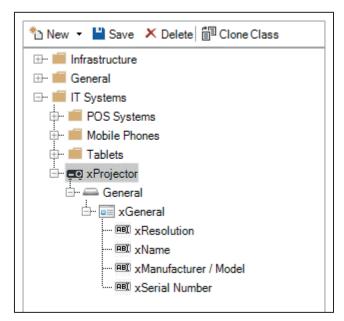


Figure 28 - Properties of the IT-Asset class "Projector"



### 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*.

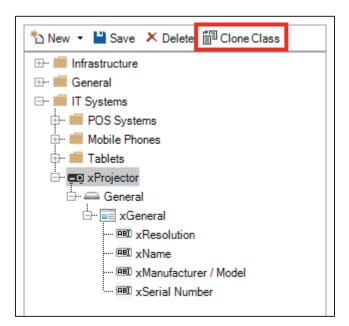


Figure 29 - Clone class

### 7.3 DEFINING A DISPLAY FIELD

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

Southana Configuration, Management (Configuration, Management)	t and Customization of Docusna	ip)			_		×
Close Management GENERAL INVENTORY CUS	STOMIZING IT ASSETS	RELATIONS	IT CORRELATIONS	LICENSE MANAGEMENT			
Manage IT Assets Import/Export Schema							
General	다. Class					<	⊲ ⊳
*∑ New マ 💾 Save 🗡 Delete   🛱 Clone Class	Name:	x Projector			✓ Activ	e	
🖽 🖷 Infrastructure	Display Field:	<no selection<="" td=""><td>&gt;</td><td></td><td></td><td></td><td>•</td></no>	>				•
⊞ 💼 General ⊡ 💼 IT Systems	Icon:	<no selection<br="">xManufacture</no>					
⊕ i≡ POS Systems ⊕ i≡ Mobile Phones	Preview Icon:	xName xResolution xSerial Numbe	r				
							_
General	German Text:	Beamer					
General □ xGeneral □ xResolution	English Text:	Projector					
···· RBI xName	Description German:						$\sim$
····· IBU xManufacturer / Model							
RBI xSerial Number							





# 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*.

Manage IT Assets General	Export								
Import Definitions				₫ ▷	Ехро	ort De	finitions		⊲ ⊳
File Name:	C:	\Users\KRE\Des	ktop\Projector.dsu	•••	File	e Na	me:		
Postfix for Existing	Name: Ne	ew_				<u>E</u> xp	ort		
Overwrite Existi	ing Data				Na	ame	Active	Туре	
<u>I</u> mport									
Name	Act	tive	Туре						
🕀 🗹 🚞 IT Sys			Category						
🦾 🗹 💻 xPr	rojector Yes	i i	Object						

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.

Close Management GE	INVENTORY	CUSTOMIZING	IT ASSETS	RELATIONS		T CORRELATIONS	CENSE MANAGEMEN	νT		
Manage IT Assets General	t									
Import Definitions	1			4 Þ	E	xport Definitions			٩	⊳
File Name:					L	File Name: D:\Users\KR	E\Desktop\Projector.c	dsu		
Postfix for Existing Nam	B:				L	Export				
Overwrite Existing Da	ta				L	Name	Active	Туре		
Import	-				L	IT Systems	Yes Yes	Category Object		
Name Active	Туре									T

Figure 32 - Schema export



# LIST OF FIGURES

FIGURE 1 - IT-ASSETS IN DOCUSNAP	6
FIGURE 2 - CREATE DIRECTORY	6
FIGURE 3 - NAME THE DIRECTORY	7
FIGURE 4 - CREATE AN IT-ASSET OBJECT	7
FIGURE 5 - DATA INPUT OF THE IT-ASSET	8
FIGURE 6 - SELECT THE IT-ASSET CATEGORY	9
FIGURE 7 - REPORT OUTPUT	9
FIGURE 8 - SELECT THE IT-ASSET OBJECTS	9
FIGURE 9 - IT-ASSETS IN NETWORK MAP	10
FIGURE 10 - DATA FOR THE IMPORT IN CSV	11
FIGURE 11 - IMPORT DEFINITION	12
FIGURE 12 - SELECT CSV SOURCE	12
FIGURE 13 - SELECT TARGET	13
FIGURE 14 - DATA ASSIGNMENT	13
FIGURE 15 - SPECIFY COMPARE FIELDS	14
FIGURE 16 – REPORT CSV IMPORT	14
FIGURE 17 - IMPORT RESULT	15
FIGURE 18 - MANAGE IT ASSETS	16
FIGURE 19 - SECTIONS	17
FIGURE 20 - PROPERTIES DECIMAL	17
FIGURE 21 - CREATE LIST VALUES	18
FIGURE 22 - CREATE LIST REFERENCE	18
FIGURE 23 - LIST VALUES AND REFERENCES	18
FIGURE 24 - USER/GROUP SELECTION	19
FIGURE 25 - CREATING A CATEGORY, SUBCATEGORY OR CLASS	20
FIGURE 26 - CREATE IT-ASSET CLASS "PROJECTOR"	21
FIGURE 27 - SETTING UP PROPERTIES	22
FIGURE 28 - PROPERTIES OF THE IT-ASSET CLASS "PROJECTOR"	22
FIGURE 29 - CLONE CLASS	23
FIGURE 30 - DEFINING A DISPLAY FIELD	23
FIGURE 31 - SCHEMA IMPORT	24
FIGURE 32 - SCHEMA EXPORT	24



# **VERSION HISTORY**

Date	Description	
29.06.2016	How-To created	

